

 eDocs/400

# eForms Manual

2455 Meadowbrook Parkway NW  
Duluth, GA 30096  
770.279.8955  
FAX 770.814.7011  
[www.acom.com/iSeries](http://www.acom.com/iSeries)



Information in this document is subject to change without notice. Companies, names and data used in examples herein are fictitious unless otherwise noted. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express permission of ACOM Solutions, Inc.

This manual reflects version 10 Release 2 Modification 00 of the EZeDocs/400 Product. The most current version of this manual is always available on our Web site at [www.acom.com/iSeries](http://www.acom.com/iSeries)

© 2012 ACOM Solutions, Inc. All rights reserved.

All trademarks and trade names used are property of their respective companies.

ACOM Solutions, Inc.  
System i Division  
2455 Meadowbrook Parkway NW  
Duluth, GA 30096  
77.279.8955  
FAX 770.814.7011  
[www.acom.com/iSeries](http://www.acom.com/iSeries)

# TABLE OF CONTENTS

## CHAPTER 1

### EZeDOCS/400 eFORMS

ABOUT EZeDOCS/400 eFORMS .....	1-1
ABOUT SELECTED ACCESS SECURITY .....	1-1
ABOUT THIS MANUAL .....	1-2
EZeDOCS/400 eFORMS MENU .....	1-2

## CHAPTER 2

### CREATE FORMS

INTRODUCTION .....	2-1
WORK WITH FORMS SCREEN .....	2-2
CREATE A NEW FORM HEADER RECORD .....	2-10
WORK WITH FORM COMMANDS .....	2-15
EXIT A FORM .....	2-17
FORM COMMANDS .....	2-19
UNMAPPED SPOOL FILE DATA.....	2-181
CONDITION COMMANDS .....	2-182

## CHAPTER 3

### MAINTAIN FORMS

INTRODUCTION .....	3-1
EDIT A FORM.....	3-2
COPY A FORM.....	3-22
DELETE A FORM.....	3-23
DISPLAY A FORM.....	3-24
PRINT A FORM .....	3-25
RENAME A FORM .....	3-26
CHECK IN.....	3-27
CHANGE OWNER.....	3-27
CHANGE HEADER .....	3-28

## CHAPTER 4

### PRINTING AND MERGING

INTRODUCTION .....	4-1
DOWNLOAD A FORM.....	4-2
PRINT A FORM .....	4-3
MERGE A FORM.....	4-5
DELETE RESOURCES FROM PRINTER .....	4-21

## CHAPTER 5

### WORK WITH GROUPS, SETS, DISTRIBUTION LISTS, CONDITIONAL OUTPUT AND ESIGNATURES

INTRODUCTION .....	5-1
WORK WITH FORM GROUPS .....	5-2
WORK WITH FORM SETS .....	5-13
WORK WITH DISTRIBUTION LISTS.....	5-30
WORK WITH CONDITIONAL OUTPUT.....	5-43
WORK WITH ESIGNATURES .....	5-57

**CHAPTER 6  
AUTO MERGES**

INTRODUCTION ..... 6-1  
WORK WITH AUTO MERGE SCREEN ..... 6-2  
CREATE AN AUTO MERGE ..... 6-3  
MAINTAIN AUTO MERGES ..... 6-15  
START/STOP AUTO MERGES ..... 6-30

**CHAPTER 7  
EMAIL AND FAX ADDRESS BOOKS**

INTRODUCTION ..... 7-1  
WORK WITH ADDRESS BOOKS SCREEN ..... 7-2  
CREATE AN ADDRESS BOOK ..... 7-7  
WORK WITH ADDRESS BOOK ENTRIES SCREEN ..... 7-10  
CREATE ADDRESS BOOK ENTRIES ..... 7-15  
CREATE A GROUP ..... 7-17  
MAINTAIN ADDRESS BOOKS ..... 7-19  
MAINTAIN ADDRESS BOOK ENTRIES ..... 7-27  
MAINTAIN GROUPS ..... 7-32

**CHAPTER 8  
APPLICATION PROGRAM INTERFACES**

INTRODUCTION ..... 8-1  
DLTRSC API ..... 8-2  
DWNLODFRM API ..... 8-3  
FOCVTSPL API ..... 8-4  
FODFNOQ API ..... 8-9  
FORTVSI API ..... 8-11  
MRGFRMFIL API ..... 8-12  
MRGFRMSPL API ..... 8-15  
PRGECM API ..... 8-22  
PRGFAX API ..... 8-23  
PRTFRM API ..... 8-24  
QCKMRGSPL API ..... 8-25  
QEDIT API ..... 8-30  
STARTAM API ..... 8-31  
STOPAM API ..... 8-32

**APPENDIX A  
EZSTART**

CREATE A FORM ..... A-2  
MERGE A FORM WITH A SPOOL FILE ..... A-4  
MERGE TO A DISTRIBUTION LIST ..... A-5  
SET UP AN AUTO MERGE ..... A-6

**APPENDIX B  
LINE TYPES AND THICKNESS ..... B-1**

**APPENDIX C  
SHADING**

## CHAPTER 1 EZeDOCS/400 eFORMS

### ABOUT EZeDOCS/400 eFORMS

The EZeDocs/400 eForms module is a System i host-based application package used to design invoices, purchase orders, statements, packing slips, etc. These documents can be merged with database files stored on the System i system or with spool files created by other applications.

EZeDocs/400 eForms can manipulate spool file data to:

- move data around on the page
- change fonts
- rotate text
- remove text
- turn spool data into barcodes on the fly
- print conditional logos and signatures.

EZeDocs/400 eForms can also generate print jobs supported by the most popular fax products for the System i market. Any fax product that supports a PCL data stream can support the print jobs created with EZeDocs/400 eForms.

### ABOUT SELECTED ACCESS SECURITY

Use the Selected Access security feature to limit user access to eForms menu options. Access for individual users can be restricted by the following menu options:

- Work with Forms
- Download Forms
- Print Forms
- Merge Forms
- Work with Groups
- Work with Sets
- Work with Distribution Lists
- Work with Auto Merges
- Start/Stop Auto Merges
- Delete Printer Resources
- Work with Conditional Output

Refer to the **Define Users** section in the **Utilities Manual** for information about using Selected Access.

## ABOUT THIS MANUAL

This manual explains each of the options found within the EZeDocs/400 eForms software. The chapters cover the following topics:

- Creating Forms
- Maintaining Forms
- Printing and Merging
- Working with Groups, Sets, Distribution Lists, Conditional Output and eSignatures
- Auto Merges
- Email and Fax Address Books
- Email and Fax Transactions
- Application Program Interfaces (APIs)

## EZeDOCS/400 eFORMS MENU

Select **eForms**, option 1, on the **ACOM Solutions, Inc. Main Menu** to display the **EZeDocs/400 Main Menu**.

```
ASMAIN                      ACOM Solutions, Inc.
                             Main Menu                      System: 0A1C9B92
Select one of the following:
  EZeDocs/400
    1. eForms
    2. eLabels
    3. eMail
    4. Fax

  EZPayManager/400
    11. Checks

  Miscellaneous
    21. PDF
    22. Archive
    23. Spooled File Conversion
    50. Utilities
    90. Sign off
Selection or command
===> █

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
F13=Information Assistant  F16=System main menu
```

```

FOMENU01                                EZeDocs/400
                                           eForms                                System:  TS3C9B92

Select one of the following:

    1. Work with forms                    11. Work with Conditional Output
    2. Download                          12. Work with eSignatures
    3. Print
    4. Merge

    5. Work with groups
    6. Work with sets
    7. Work with distribution lists
    8. Work with auto merges

    9. Start/Stop Auto Merges
   10. Delete resources from printer

   90. Sign off
Selection or command
===> _____

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
F13=Information Assistant  F16=System main menu

```

The **EZeDocs/400 eForms Menu** options provide access to the following functions:

- **Work with forms** - use to create and maintain forms
- **Download** - sends forms to printer memory
- **Print** - prints blank forms
- **Merge** - merges forms with spool files or database files
- **Work with groups** – use to create and maintain form groups
- **Work with sets** – use to create and maintain form sets
- **Work with distribution lists** – use to create and maintain distribution lists
- **Work with auto merges** – create and maintain auto merges
- **Start/Stop auto merges** – start and stop auto merges
- **Delete resources from printer** – deletes resources from printer memory
- **Work with Conditional Output** – conditionally distribute output based on spool data
- **Work with eSignatures** – delete eSignature PCL files from the IFS

Key the option number and <ENTER.> to run any option on the menu.

Press **F12** to return to the **EZeDocs/400 Main Menu**.

Key **90** and<ENTER> to sign off of the System i.

This page intentionally left blank.



## CHAPTER 2 CREATE FORMS

### INTRODUCTION

This chapter discusses creating forms using the EZeDocs/400 eForms Module. The major topics covered are:

- The Work with Forms screen
- Creating a header record
- Form commands
- Unmapped spool file data
- Conditioning commands

Refer to the **EZeDocs/400 Getting Started Guide** for forms design practice and hands on exercises explaining the basic forms creation process.

Forms are created on the System i through the **Work with Forms** screen. Select option **1, Work with Forms**, on the EZeDocs/400 eForms Menu to display the **Work with Forms** screen.

```
FOMENU01                      EZeDocs/400
                               eForms                      System:  TS3C9B92

Select one of the following:

    1. Work with forms          11. Work with Conditional Output
    2. Download                 12. Work with eSignatures
    3. Print
    4. Merge

    5. Work with groups
    6. Work with sets
    7. Work with distribution lists
    8. Work with auto merges

    9. Start/Stop Auto Merges
   10. Delete resources from printer

   90. Sign off
Selection or command
===> _____

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
F13=Information Assistant  F16=System main menu
```

## WORK WITH FORMS SCREEN

The **Work with Forms** screen lists all forms.

```
2/03/03          EZeDocs/400          F0101AR
10:33:19         Work with Forms      F0101AS1

Position to . . . . . _____ Department *ALL

Type options, press Enter.
2=Edit          3=Copy          4=Delete          5=Display          6=Print
7=Rename        10=Check In       11=Change Owner  13=Change Header

Opt Name      Type      Text                                     Id      Department
---
BPCINV *HP-PCL BPCS Invoice                             05018   *NONE
BPCPO  *HP-PCL BPCS Purchase Order                     05030   *NONE
DEC    *HP-PCL ABC Mutual - Sample Deck Page fo 06029   *NONE
FAXCOVER *HP-PCL Fax cover sheet sample              06091   *NONE
FOINVNTE *HP-PCL demo forms(mapped)**D0 NOT DELET 05676   *NONE
FOINVNTE *HP-PCL demo forms(mapped)**D0 NOT DELET 05677   *NONE
FOINV1  *HP-PCL Sample Invoice - No mapping      05206   *NONE
FOINV2  *HP-PCL Sample Invoice -                               05005   *NONE
FOINV3  *HP-PCL Sample Inv -                               05007   *NONE
FOINV4  *HP-PCL Sample Invoice with Column Data 05009   *NONE
More...

F3=Exit  F5=Refresh  F6=Add Form  F11=View 2  F12=Cancel  F17=Subset
F21=Print List
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
```

### Options

Options are listed across the top of the screen. Key an option number in the **Opt** field to the left of a form and **<ENTER>** to select the option. Available options are:

- Edit a form
- Copy a form
- Delete a form
- Display form commands
- Print a blank form
- Rename a form
- Check in a form
- Change the form owner
- Change a form header

Multiple options may be selected. EZeDocs/400 eForms will process them in groups, for example, all 4's, all 6's, etc.

Each option is explained in the **Maintain Forms** chapter of this manual.

## Functions

Functions are shown at the bottom of the screen. Press the corresponding function key to activate a function. Available functions are:

- F3** exits the screen and returns to the eForms Menu.
- F5** refreshes the screen with previous data if <ENTER> has not been pressed.
- F6** displays the header record screen to begin creating a new form.
- F11** toggles between view one and view two. (see below)
- F12** cancels any option entered and returns to the eForms Menu.
- F17** displays a subset list of forms. (see below)
- F21** prints a list of all forms or of a selected form. (see below)  
(shift+F9)

### F11 - Views

Four views of the screen are available. Each one displays the form name, printer type and identifying text. View one shows ID and department information. View two shows printer model and owner information. View three shows the creation date and the date of last use. View four shows ID and Category information. Press **F11** to switch between views.

#### View 1

```

2/03/03          EZeDocs/400          F0101AR
10:33:19        Work with Forms      F0101AS1

Position to . . . . . _____ Department *ALL

Type options, press Enter.
2=Edit      3=Copy      4=Delete      5=Display      6=Print
7=Rename    10=Check In   11=Change Owner  13=Change Header

Opt Name      Type      Text                                     Id      Department
---
BPCINV      *HP-PCL   BPCS Invoice                            05018   *NONE
BPCPO       *HP-PCL   BPCS Purchase Order                    05030   *NONE
DEC         *HP-PCL   ABC Mutual - Sample Deck Page fo     06029   *NONE
FAXCOVER    *HP-PCL   Fax cover sheet sample                 06091   *NONE
FOINVNTE    *HP-PCL   demo forms(mapped)**D0 NOT DELET     05676   *NONE
FOINVNTF    *HP-PCL   demo forms(mapped)**D0 NOT DELET     05677   *NONE
FOINV1      *HP-PCL   Sample Invoice - No mapping            05206   *NONE
FOINV2      *HP-PCL   Sample Invoice -                       05005   *NONE
FOINV3      *HP-PCL   Sample Inv -                           05007   *NONE
FOINV4      *HP-PCL   Sample Invoice with Column Data       05009   *NONE
More...

F3=Exit  F5=Refresh  F6=Add Form  F11=View 2  F12=Cancel  F17=Subset
F21=Print List
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

- Name** User assigned name
- Type** Printer type
- Text** User assigned identifying text
- ID** System assigned document ID
- Department** User access can be restricted at the department level. The current user's department level assignment displays here.

### View 2

```

2/03/03          EZeDocs/400          F0101AR
10:33:51        Work with Forms        F0101AS1

Position to . . . . . _____ Department *ALL

Type options, press Enter.
2=Edit      3=Copy      4=Delete      5=Display      6=Print
7=Rename    10=Check In   11=Change Owner  13=Change Header

  Opt Name      Type      Text                                     Model      Owner
  ---          ---          ---                                     ---          ---
  --- BPCINV    *HP-PCL   BPCS Invoice                            *IBM4029   QPGMR
  --- BPCPO     *HP-PCL   BPCS Purchase Order                    *HP4       QPGMR
  --- DEC       *HP-PCL   ABC Mutual - Sample Deck Page fo    *HP4       QPGMR
  --- FAXCOVER  *HP-PCL   Fax cover sheet sample                *HP4       QPGMR
  --- FOINVNTE  *HP-PCL   demo forms(mapped)**D0 NOT DELET    *HP4       BMCD0UGA
  --- FOINVNTF  *HP-PCL   demo forms(mapped)**D0 NOT DELET    *HP4       BMCD0UGA
  --- FOINV1    *HP-PCL   Sample Invoice - No mapping           *HP4       QPGMR
  --- FOINV2    *HP-PCL   Sample Invoice -                      *HP4       QPGMR
  --- FOINV3    *HP-PCL   Sample Inv -                          *HP4       QPGMR
  --- FOINV4    *HP-PCL   Sample Invoice with Column Data      *HP4PLUS   QUSER
  More...

F3=Exit  F5=Refresh  F6=Add Form  F11=View 3  F12=Cancel  F17=Subset
F21=Print List
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

- Name** User assigned name
- Type** Printer type
- Text** User assigned identifying text
- Model** Printer model
- Owner** User ID of the person who owns the form

### View 3

```

2/03/03          EZeDocs/400          F0101AR
10:34:16        Work with Forms        F0101AS1

Position to . . . . . _____ Department *ALL

Type options, press Enter.
2=Edit      3=Copy      4=Delete      5=Display      6=Print
7=Rename    10=Check In   11=Change Owner  13=Change Header

  Opt Name      Type      Text                                     Date      Date of
  ---          ---          ---                                     Created   last use
  --- BPCINV    *HP-PCL   BPCS Invoice                            00/00/00 00/00/00
  --- BPCPO     *HP-PCL   BPCS Purchase Order                    00/00/00 00/00/00
  --- DEC       *HP-PCL   ABC Mutual - Sample Deck Page fo    00/00/00 00/00/00
  --- FAXCOVER  *HP-PCL   Fax cover sheet sample                00/00/00 00/00/00
  --- FOINVNTE  *HP-PCL   demo forms(mapped)**D0 NOT DELET    05/01/02 05/03/02
  --- FOINVNTF  *HP-PCL   demo forms(mapped)**D0 NOT DELET    05/01/02 05/03/02
  --- FOINV1    *HP-PCL   Sample Invoice - No mapping           00/00/00 12/26/00
  --- FOINV2    *HP-PCL   Sample Invoice -                      08/22/00 06/22/01
  --- FOINV3    *HP-PCL   Sample Inv -                          05/26/00 11/08/02
  --- FOINV4    *HP-PCL   Sample Invoice with Column Data      09/26/02 11/18/02
  More...

F3=Exit  F5=Refresh  F6=Add Form  F11=View 4  F12=Cancel  F17=Subset
F21=Print List
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

- Name** User assigned name
- Type** Printer type
- Text** User assigned identifying text
- Date Created** Date that the form was created
- Date of last use** Date that the form was last printed or merged

**View 4**

```

2/03/03          EZeDocs/400          F0101AR
10:34:49        Work with Forms      F0101AS1

Position to . . . . . _____ Department *ALL

Type options, press Enter.
2=Edit      3=Copy      4=Delete      5=Display      6=Print
7=Rename    10=Check In   11=Change Owner  13=Change Header

Opt Name      Type      Text                                     Id      Category
---
BPCINV *HP-PCL BPCS Invoice                             05018   ACOM
BPCPO  *HP-PCL BPCS Purchase Order                     05030   ACOM
DEC    *HP-PCL ABC Mutual - Sample Deck Page fo 06029   ACOM
FAXCOVER *HP-PCL Fax cover sheet sample                06091   ACOM
FOINVNTE *HP-PCL demo forms(mapped)**D0 NOT DELET 05676
FOINVNTF *HP-PCL demo forms(mapped)**D0 NOT DELET 05677
FOINV1  *HP-PCL Sample Invoice - No mapping         05206   ACOM
FOINV2  *HP-PCL Sample Invoice -                       05005
FOINV3  *HP-PCL Sample Inv -                          05007
FOINV4  *HP-PCL Sample Invoice with Column Data 05009   INVOICE1
More...

F3=Exit  F5=Refresh  F6=Add Form  F11=View 1  F12=Cancel  F17=Subset
F21=Print List
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

- Name**      User assigned name
- Type**      Printer type
- Text**      User assigned identifying text
- ID**        System assigned document ID
- Category**    The document category assigned to the document in the header record. (See page 2-11 in this manual for more information.)

## F17 - Subset Lists

A subset list of forms shows only forms matching the criteria set up on the **Subset List** screen. To create a subset list:

1. Press **F17** (shift+F5) to display the **Subset List** screen.

```

2/03/03                      EZeDocs/400                      F0101AR
11:11:42                      Subset List                      F0101A17

Type choices, press Enter.

Name . . . . . *ALL          *ALL, name, *generic*
Type . . . . . *ALL          *ALL, *HP-PCL, *AFP
Owner . . . . . *ALL          *ALL, name
Public Authority . . . . *ALL      *ALL, *EXCLUDE, *PRINT
Date Created. . . . .          from date MMDDYYYY
                             to date MMDDYYYY
Date Last Used. . . . .          from date MMDDYYYY
                             to date MMDDYYYY
Department . . . . . *ALL          *ALL, name
Category . . . . . *ALL          *ALL, name
Include or omit . . . . *INCLUDE *INCLUDE, *OMIT

F3=Exit  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

2. Complete the fields:

<b>Name</b>	Specific name or generic group of names
	<b>*ALL</b> displays all forms.
	<b>Name</b> a specific form name
	<b>*generic*</b> generic name. Ex: H* displays all forms with names beginning with H
<b>Type</b>	Specific type of form
	<b>*ALL</b> All types of forms
	<b>*HP-PCL</b> Only HP forms
	<b>*AFP</b> Only AFP forms
<b>Owner</b>	Specific form owner
	<b>*ALL</b> All owners
	<b>Name</b> Specific owner user ID
<b>Public Authority</b>	Forms having a specific authority
	<b>*ALL</b> All authorities
	<b>*EXCLUDE</b> Authority of *EXCLUDE
	<b>*PRINT</b> Authority of *PRINT

<b>Date Created</b>	Forms created within a specified date range
<b>From date</b>	Range starting date
<b>To Date</b>	Range ending date
<b>Date Last Used</b>	Forms printed or merged within a specified date range
<b>From date</b>	Range starting date
<b>To date</b>	Range ending date
<b>Department</b>	Forms designated for a specific department
	<b>*ALL</b> all departments
	<b>name</b> a specific department
<b>Category</b>	Forms assigned to a specific document category
<b>Include or omit</b>	Whether to include or omit forms based on criteria entered above.
	<b>*INCLUDE</b> Include forms based on above criteria
	<b>*OMIT</b> Omit forms based on above criteria

3. **<ENTER>** to display the subset list.  
**OR**  
Press **F12** to return to the **Work with Forms** screen without creating the subset list.

## F21 - Print List

The **Print List** function on the **Work with Forms** screen prints a listing showing the contents of all or selected forms. To create a print list:

1. Press **F21** (shift+F9) to display the **Print Forms Listing** screen.

```

3/18/02                      EZeDocs                      F0101SR
12:50:14                     Print Form Listing      F0101R01

Type choices, press Enter.

Name . . . . . *ALL          *ALL, Name ...
Summary or detail . *SUMMARY    *SUMMARY, *DETAIL
Select by:
  Owner (User Id). . _____ Name ...
  Creation date:
    From . . . . . 00000000    MMDDYYYY
    To . . . . .    00000000    MMDDYYYY
  Last used date:
    From . . . . . 00000000    MMDDYYYY
    To . . . . .    00000000    MMDDYYYY
Output Queue . . . . QPRINT    Name
Library . . . . . *LIBL        Name, *LIBL
Source drawer . . . . 1        Character value

F3=Exit  F4=Prompt  F12=Cancel  F19=Submit to batch
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

2. Complete the following fields:

<b>Name</b>	Name of a form or form group
	<b>*ALL</b> all forms
	<b>Name</b> specific form name
<b>Summary or Detail</b>	Summary listing or detail listing showing all commands
	<b>*SUMMARY</b> Summary list
	<b>*DETAIL</b> Detail list
<b>Select by:</b>	
<b>Owner</b>	Prints a listing for a specified owner. The name keyed here must correspond to the system User ID. Press <b>F4</b> to display a list of user IDs.
<b>Creation date</b>	Prints a listing of forms created within a specified date range.
<b>From</b>	Range start date
<b>To</b>	Range end date



**Last used date** Prints a listing of forms printed or merged within a specified date range.

**From** Range start date  
**To** Range end date

**Output queue** Print output queue name

**Library** Print output queue location.  
Key \***LIBL** if unsure of the location.

**Source drawer** Printer page drawer to use.  
Key **1** if unsure of the drawer number.

3. <**ENTER**> to print the listing  
**OR**

Press **F19** to run the print job in batch by submitting it to the default job queue listed in the EZeDocs/400 User Setup file. If that is blank, the job will be submitted to the default job queue on the job description for the current System i session.

**OR**

Press **F12** to return to the **Work with Forms** screen without printing the listing.

## CREATE A NEW FORM HEADER RECORD

EZeDocs/400 forms can be created directly on the System i or on a PC and uploaded to a System i. Creating a form on the System i is explained below. See the EZDesigner/400 manual for information about creating forms on a PC.

To begin a new form on the System i:

1. Press **F6** to display the **Work with Forms** header record screen.

```

6/14/11          EZeDocs/400          F0101AR
11:48:07        Work with Forms      F0101A01

Type choices, press Enter.

Name . . . . . _____

Printer type . . . *HP-PCL          *HP-PCL, *AFP
Printer model . . . _____      Name, ...
Orientation . . . *PORT            *LAND, *PORT, *REVLAND, *REVPORT
Page size:
  Width . . . . . 8.500            .100-24.000
  Length . . . . . 11.000         .100-24.000
Merge with . . . *SPOOL            *NONE, *FILE, *SPOOL
Data File . . . . . _____      Name
  Library . . . . . *LIBL          *LIBL, Name
Print Unmapped Data *YES          *YES, *NO
Document Category . _____      Category, ...
PJM Library . . . . _____      Name, ...
Text . . . . . _____

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

2. Complete the fields:

**Name** Key a name for the new form.

**Printer Type** The type of printer that the form will print on.

**\*HP-PCL** HP-PCL printer  
**\*AFP** AFP Printer

**Printer Model** The printer model that the form will print on.  
 This determines the validation done within the editor. Press **F4** to display a list of valid printer models.

**Orientation** Page orientation

**\*PORT** Portrait orientation.  
 The page is taller than wide.

**\*LAND** Landscape orientation  
 The page is wider than tall.

**\*REVPORT** Reverse portrait orientation  
 The page prints from the bottom up.

**\*REVLAND** Reverse landscape orientation  
 The page prints from the bottom up.

<b>Page Size</b>	The size of the page. Measurements can be entered in increments up to .000 of an inch
<b>Width</b>	Page measurement from left to right.
<b>Length</b>	Page measurement from top to bottom.
<b>Merge with</b>	The data source that the form will be merged with.  <b>*NONE</b> No merge <b>*SPOOL</b> Spool file merge <b>*FILE</b> Data file merge
<b>Data File</b>	A data file name is required if <b>*DATA</b> was entered in the <b>Merge with</b> field. The file <b>must</b> be an externally described file that already exists on the System i.  Be aware that not all commands are available when merging with a data file. For example: FAX, EMAIL and PDF commands cannot be used in a data file merge.
<b>Library</b>	The data file location.
<b>Print Unmapped Data</b>	Whether or not to print unmapped data on the form.  <b>*YES</b> Print unmapped data <b>*NO</b> Do not print unmapped data
<b>Document Category</b>	Used to identify documents. The category entered must exist in the document category master file (see the Utilities menu option 10) and the category must be authorized for use with the document type associated with this header record (form, check or label). Press <b>F4</b> to select from a list of existing categories.
<b>PJL Library</b>	The name of a PJL library to use to send PJL commands to the printer ahead of the merged file to tell the printer how to perform. PJL command libraries are created in the <b>Utilities</b> module via option 20, <b>Work with PJL Command Library</b> .
<b>Text</b>	A text description to identify the form.

3. <ENTER> to go to the **Work with form commands** screen to enter form commands.  
**OR**  
Press **F12** to return to the **Work with Forms** screen without creating a form.  
**OR**  
Press **F8** to condition the header record.



<b>Name</b>	<p>The reserved word, spool text name or data field name used in the condition. Press <b>F4</b> to display a list of spool text names, data field names or reserved words. Valid reserve words are:</p> <p><b>*COPY</b>      condition on copy number</p> <p><b>*FAX</b>        Condition on a fax number. A FAX command <b>must</b> be included in the form to use this reserved word.</p> <p><b>*EMAIL</b>     Condition on an email address. An EMAIL command <b>must</b> be included in the form to use this reserved word.</p>
<b>Lin</b>	<p>The spool file line number of the spool data used in the condition. Required only if the spool text name is not entered in the <b>Name</b> field, above.</p> <p>Enter a 0 (zero) in this field to search each line on the spool page.</p>
<b>Pos</b>	<p>The spool file position of the spool data used in the condition. Required only if the spool text name is not entered in the <b>Name</b> field, above.</p>
<b>Len</b>	<p>The length of the spool data used in the condition. Required only if the spool text name is not entered in the <b>Name</b> field, above.</p>
<b>Test</b>	<p>The test applied by the condition. Valid values are:</p> <p><b>*EQ</b>            Equal To</p> <p><b>*NE</b>            Not Equal to</p> <p><b>*LE</b>            Less than or Equal to</p> <p><b>*GE</b>            Greater than or Equal to</p> <p><b>*LT</b>            Less Than</p> <p><b>*GT</b>            Greater Than</p>
<b>Value</b>	<p>The value to test for when conditioning on:</p> <p><b>spool file data or data field:</b></p> <p>A numeric or character value. Character values must be enclosed in single quotes.</p> <p><b>OR</b></p> <p><b>*BLANK</b>      Use when testing for blank(s).</p> <p><b>*ZERO</b>        Use when testing for zero(s).</p>

**a reserved word:**

*COPY	Allows conditioning based on the copy number. The value must be from 1-999 and left justified.
*EMAIL	Allows conditioning based on the existence of an email address. The value should be *BLANK.
*FAX	Allows conditioning based on the existence of a fax number. The value should be *BLANK.

3. <ENTER> to accept the condition. Additional conditions can be keyed if necessary.
4. <ENTER> when all conditions have been keyed to return to the **Header Record** screen.

A **c** displays to the left of the **Opt** field on the **Work with Forms** screen if conditions have been set up for the form.

## WORK WITH FORM COMMANDS

The commands that define a form are keyed on the **Work with form commands** screen.

```

Name: SGFORM                      EZeDocs                      F0101DR
Size: 8.500 X 11.000             Work with form commands    F0101DS1
Prt Mdl: *HPCL5                      Hdr cond: *NO
Control: _____              Roll Value: 12
Type action, press Enter.
C=Copy  D=Delete  I=Insert  M=Move  P=Prompt  *=Suspend

* Action  Cmd  Across  Down  Length  Height  Thk  Font/Img  Pt  Data
0001.00  _____  .000  .000  .000  .000  _____  _____  _____  _____
0002.00  _____  .000  .000  .000  .000  _____  _____  _____  _____
0003.00  _____  .000  .000  .000  .000  _____  _____  _____  _____
0004.00  _____  .000  .000  .000  .000  _____  _____  _____  _____
0005.00  _____  .000  .000  .000  .000  _____  _____  _____  _____
0006.00  _____  .000  .000  .000  .000  _____  _____  _____  _____
0007.00  _____  .000  .000  .000  .000  _____  _____  _____  _____
0008.00  _____  .000  .000  .000  .000  _____  _____  _____  _____
0009.00  _____  .000  .000  .000  .000  _____  _____  _____  _____
0010.00  _____  .000  .000  .000  .000  _____  _____  _____  _____

F3=Exit      F4=Prompt    F5=Refresh   F6=Grp Change  F7=Grp Repeat  F10=Print
F11=View2    F12=Cancel  F17=Subset   F21=Cmd line
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

1. Use these fields to create a new form:

- Control** Navigates between the top and bottom of the form commands.
- Key **T** or **TOP** and **<ENTER>** to move to the top of the commands.
- Key **B** or **BOT** and **<ENTER>** to move to the bottom of the commands.
- Roll Value** Adjusts the number of commands that roll up or down when using the roll or page keys. The default value is 12, the number of commands that can be displayed on the screen at one time.
- Action** Command line number. Position the cursor in this field and press **F4** to display a detail box for the command shown in the **Cmd** field to the right.
- Cmd** Key the name of a command or press **F4** to display a list of valid commands. Commands cause different elements to print on the form. **BOX** prints a box, **HLINE** prints a horizontal line, etc.  
(See the **Form Commands** section in this chapter for an explanation of each command)

<b>Across</b>	Coordinate indicating where an element begins to print. Key a number to indicate inches in from the left side of the page.
<b>Down</b>	Coordinate indicating where an element begins to print. Key a number to indicate inches down from the top of the page.
<b>Length</b>	The length of lines or boxes in inches.
<b>Height</b>	The height of a box in inches.
<b>Thk</b>	Line thickness in inches.
<b>Font/Img</b>	Font name for text or stext commands or an image name for image commands. Press <b>F4</b> to display a list of valid fonts for text or stext commands or image names for image commands.
<b>Pt</b>	Font point size for text or stext commands.
<b>Data</b>	<p>Text to print on the form for TEXT commands. The first 20 positions can be keyed in the <b>Data</b> field. Press <b>F4</b> with the cursor in the <b>Action</b> field to display the command detail box to key text greater than 20 positions.</p> <p>For STEXT commands this is the spool text name assigned in the Text field.</p>

Refer to **Chapter 3, Maintain Forms** for information about editing options and the functions available on the **Work with form commands** screen.



## EXIT A FORM

When all of the commands required have been entered on the Work with Form Commands screen:

1. Press **F12** to display the **Work with Forms** exit screen.

```

3/19/02                               EZeDocs                               F0101099
13:41:45                               Work with Forms

Type choices, press Enter.

Name:   SGFORM
Owner:  SGREEN

Update . . . . . *YES                *NO, *YES
Save as:
  Form name . . . . . *SAME          *SAME, Name
  Text . . . . . *SAME
Public Authority . . *ALL          *ALL, *EXCLUDE, *PRINT
Resequene . . . . . @                @ = No
                                           1 = Command, Down, Across
                                           2 = Command, Across, Down
                                           3 = Down, Across, Command
                                           4 = Across, Down, Command

Print Unmapped Data . *YES          *NO, *YES

F12=Cancel (return to form)
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
  
```

2. Change the default field entries if necessary.

**Owner** This is a display only field that cannot be edited. It shows the owner of the form based on the user profile in use when the form was created.

**Update** Whether or not to update the form with changes made in the editor.

- \*YES Update the form
- \*NO Do not update the form

**Save as:**

**Form name** Key a new name to save the form under a different name. The original form will remain unchanged. Valid options are:

- \*SAME Save under original name
- Name Save under this new name

This option is valid only if **Update** is set to **\*YES**.

**Text** A user defined text description for the new form name.

**Public Authority** This field restricts the use of the form by other users. Valid options are:

- \*ALL** All users have access to the form, including editing and printing.
- \*EXCLUDE** All users are excluded from the form.
- \*PRINT** Users are allowed to print the form. They cannot edit, copy, delete, or rename it.

**Resequence** Whether or not to re-sequence the commands entered into the form. The organization of the commands in the form definition can make it easier to find commands when editing. Valid options are:

- 0** No re-sequence
- 1** Sort by command, down position, and then across position
- 2** Sort by command, across position, and then down position
- 3** Sort by down position, across position, and then by command
- 4** Sort by across position, down position, and then by command

**Print Unmapped Data** Whether or not to print unmapped spool file data on the form.

- \*YES** Print unmapped data
- \*NO** Do not print unmapped data

3. Press **ENTER** when finished to go to the **Work with Forms** list screen.  
**OR.**  
Press **F12** to return to the **Work with form commands** screen.

## FORM COMMANDS

The following commands can be used in form creation. If you are viewing the manual in PDF, click on a blue bullet ● to go to that section of the manual.

- **ACHCM** Creates text searchable PDF files of outbound ACH remittance notifications created from a form (or check) overlay.
- **ARCHV** The ARCHV command is no longer supported. See ECM.
- **BAR** Generates a constant barcode.
- **BARM** Generates a UPS MaxiCode barcode.
- **BOX** Prints boxes, shaded and gridded areas. Boxes can have square or rounded corners.
- **DATE** Prints the system date.
- **DLINE** Prints diagonal lines.
- **DMBAR** Generates a DataMatrix barcode
- **DTEXT** Retrieves data from a database during a spool file merge.
- **ECM** Generates PDF documents and optional index files and places them on the IFS for import into EZContentManager.
- **EMAIL** Generates email jobs.
- **ESIG** Creates PCL files on the IFS that can be viewed, esigned and printed through WebView
- **FAX** Generates fax jobs.
- **FORM** Prints different forms on each page of the spool file.
- **GRAPH** Generates bar graphs from database file data.
- **HLINE** Prints horizontal lines.
- **IMAGE** Prints images.
- **IMBAR** Generates a USPS Intelligent Mail Barcode
- **PAGE** Prints page numbers.
- **PDBAR** Generates a PD417 barcode.
- **PDF** Generates PDF documents.
- **PIE** Generates pie charts from database file data.
- **QRBAR** Generates a Quick Response barcode.
- **SBAR** Generates a barcode from spool data.
- **SIMAG** Prints variable images on the merged page.
- **STEXT** Prints text from a spool file.
- **TEXT** Prints constant text.
- **TIME** Prints the system time.
- **VLIN** Prints vertical line.

Each command requires different parameters. Prompt on individual commands to display a command detail box showing command parameters.

## ACHCM-Create ACH Remittance Notification PDFs

```

Name: INVOICE                      EZeDocs/400
Size: .000 X .000                  Work with commands          FOCMA01

*****
ACHCM COMMAND                      ACOM ACHCM                      Number: .00
IFS Path . . . . . Line █ Pos ___ Len ___ Reps 01 Del ___
- or - _____

-----

Filename . . . . . Line ___ Pos ___ Len ___ Del ___
- or - *DFT                      *DFT,Name
Overwrite *NO *YES, *NO

Output index file . . *YES *YES, *NO

Password . . . . .Line ___ Pos ___ Len ___ Del ___
- or - _____

F3=Exit F4=Prompt F8=Condition F9=Indices F12=Cancel
    
```

The **ACHCM** command is valid only when ACH remittance notifications are created from a form (or check) overlay. To generate PDF files of remittance notifications, include an **ACHCM** command in a form (or check) overlay used to create outbound ACH remittance notifications. (See the EZPayManager Manual for more information about overlay notifications). The PDF files can be output with or without accompanying index (.ecm) files. The PDF files and index files are placed on the IFS. ACH and EZContentManager or PDF must be licensed to use the ACHCM command.

Embedded commands are not supported.

**ACHCM** parameters are as follows:

- |                            |  |
|----------------------------|--|
| <b>Spool Data Location</b> | The spool data location fields specify the spool file page location of data used to create the ACHCM files. The following information must be provided in order to extract the data from the spool page: |
| <b>Line</b>                | Line number on the spool page  |
| <b>Pos</b>                 | Starting position on the spool page  |
| <b>Len</b>                 | Number of positions occupied by the data   |
| <b>Reps</b>                | The number of lines to search. Used only when entering the spool data location for the IFS path.   |
| <b>Del</b>                 | Whether or not to delete the data from the spool file after it is processed.<br>*YES = Delete<br>*NO = Do not delete   |

- IFS Path** ACHCM files will be output to the destination indicated in this field. Complete the spool data location fields to extract the path from a spool page
- or-** key a value in the field. The path may be up to 255 positions in length.  
If the path does not exist it will be created when the merge takes place.
- Filename** The file name. If a file with the same name already exists in the IFS destination folder and the value in the **Overwrite** field is **\*NO** the new file will be assigned a name using the **\*DFT** naming structure (see below). Complete the spool data location fields to extract the name from a spool page. A new file will be created each time a new file name is encountered.
- or-** key a name in the field or key **\*DFT**.
- \*DFT** Indicates that files will be assigned a name based on the conversion date and time. Default names use the format:
- ACOM+USERNAME+YYYYMMDDHHMMSSXXXXXX
- where Y=Year, M=Month, D=Day, H=Hour,  
M=Minute, S=Second, X=Millisecond.
- Overwrite** Whether or not to overwrite (replace the contents) an existing file and its associated index file if a new file is created with the same name.
- \*NO** Do not overwrite the file and its associated index file. Apply a default file name to new files that would otherwise have the same file name as an existing file.
- \*YES** Overwrite a file and its associated index file if a new file is created with the same file name.
- Output Index File** Whether or not to create a .ecm index file for each PDF file. Index fields must be defined on the F9 Indicies screen (see below).
- \*NO** Do not create index files. Only PDF files will be created.
- \*YES** Create index files. Index fields must be defined on the F9 Indicies screen (see below).
- Password** A password may be applied to PDF files created by the ACHCM command. The password will be required to view the file contents. Complete the spool data location fields to extract the password from a spool page.
- or-** key a constant password in the field to apply the same password to every PDF file created by the ACHCM command.

Index entries are optional. Press **F9** display the Indices screen if the value in the **Output Index File** field (above) is **\*YES**.

Entries in the Indices fields will be used to create a .ecm index file for each PDF document. The .ecm index file will be placed on the IFS along with the .PDF document file.

```
Name: INVOICE          EZeDocs/400          F0CM101AD
Size: .000 X .000     Work with commands        FOHDR
*****
ACHCM COMMAND          ACOM ACHCM          Number: .00
Indices:
1  █ _____          11 _____
2  _____          12 _____
3  _____          13 _____
4  _____          14 _____
5  _____          15 _____
6  _____          16 _____
7  _____          17 _____
8  _____          18 _____
9  _____          19 _____
10 _____          20 _____
Bottom

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
```

An index entry can come from a previously defined **STEXT** command or from the spool file attributes.

To pull an index entry from an **STEXT** command press **F4** and select a command from the list displayed.

To retrieve an index entry from the **Spool File Attributes** enter any of the following values shown on the page 2-45.



<b>Narrow bar width</b>	The width in inches of the narrow bar used for the barcode. The default is <b>.014</b> inches. Increasing or decreasing this amount will increase or decrease the width of the printed barcode. Use the default width if unsure of the narrow bar width required.
<b>Wide to narrow ratio</b>	The ratio used in conjunction with the narrow bar width to calculate the width of the wide bars. Valid options are:  <b>2.0 to 1</b> <b>2.5 to 1</b> <b>3.0 to 1</b>  Increasing or decreasing the ratio increases or decreases the width of the printed barcode. If unsure of the ratio required enter <b>2.5</b> .
<b>Rotation</b>	The rotation of the barcode. Valid options are:  <b>0</b> Zero degree rotation <b>90</b> 90 degree rotation
<b>Human readable</b>	Whether or not to print human readable data for the bar code. Valid options are  <b>*YES</b> print human readable data <b>*NO</b> do not print human readable data
<b>Human readable</b>	The style of the font used for the human readable data. Press <b>F4</b> to display a list of valid fonts. Key a <b>1</b> next to a font and <b>&lt;ENTER&gt;</b> <b>font</b> to select it. The font name will be automatically returned to the field.
<b>Point size</b>	The height of the font used for the human readable data. Generally a point equals about 1/100th of an inch. A 50 point font would be about ½ inch tall.
<b>Human readable across</b>	The across coordinate of the human readable portion of the barcode. Human readable text can be placed anywhere on the page.
<b>Human readable down</b>	The down coordinate of the human readable portion of the barcode. Human readable text can be placed anywhere on the page.
<b>Calculate check digit</b>	Indicates whether or not to calculate the check digit. The check digit is used to validate the accuracy of the bar code. Valid options are:  <b>*YES</b> calculate the check digit <b>*NO</b> do not calculate the check digit.



<b>Print check digit</b>	Whether or not to print the check digit in the human readable data. Valid options are  <b>*YES</b> print the check digit <b>*NO</b> do not print the check digit
<b>Print zero val BC</b>	Whether or not to print a barcode when the value encountered in a data file is zero. <b>This field is valid only when merging with a data file.</b> Valid options are:  <b>*YES</b> print a barcode with a data value of zero. <b>*NO</b> do not print a barcode when the data value is zero.
<b>Calc Modulo 10</b>	Indicates whether or not to calculate the MOD 10 check digit for UCC128 barcodes. The check digit is used to validate the accuracy of the barcode. Valid options are:  <b>*YES</b> calculate the MOD 10 check digit <b>*NO</b> do not calculate the MOD 10 check digit.
<b>Print Modulo 10</b>	Whether or not to print the MOD 10 check digit in the human readable data. Valid options are  <b>*YES</b> print the MOD 10 check digit <b>*NO</b> do not print the MOD 10 check digit

## BARM – UPS MaxiCode Barcode

```

Name: SGECM                      EZeDocs/400                      F0101MR
Size: 8.500 X 11.000              Work with Commands                FOMAXA01S1

*****
MAXICODE BARCODE COMMAND                      Number: 5.00

Across . . . . . █ .000 Down. . . . .000

Spool Data Location
Ship To Country Code Line ___ Pos ___ Len ___ Del ___
- or Data Field _____ or Value _____
Ship To Postal Code Line ___ Pos ___ Len ___ Del ___
- or Data Field _____ or Value _____
Zip Code +4 Line ___ Pos ___ Len ___ Del ___
- or Data Field _____ or Value _____
Class Of Service Line ___ Pos ___ Len ___ Del ___
- or Data Field _____ or Value _____
Identifier .....: 1Z
Reference Number Line ___ Pos ___ Len ___ Del ___
- or Data Field _____ or Value _____
Check Digit Included N

More.

F3=Exit F4=Prompt F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The **BARM** command creates a fixed size UPS (United Parcel Service) MaxiCode barcode. The MaxiCode contains information about the shipper, the destination and the package. Package information includes, but is not limited to, the pickup date, the package weight in pounds and the UPS shipment ID number.



UPS MaxiCode

**Note:** The MaxiCode barcode created by the BARM command is valid only for shipments originating in the US.

**BARM** parameters are as follows:

**Across** The distance from the left edge of the page to the left edge of the MaxiCode.

**Down** The distance from the top edge of the page to the bottom edge of the MaxiCode.

**Spool Data Location** The spool data location fields specify the spool file page location of data used to create the MaxiCode. The following information must be provided in order to extract the data from the spool page:

**Line** Line number on the spool page  
**Pos** Starting position on the spool page  
**Len** Number of positions occupied by the data  
**Del** Whether or not to delete the data from the spool file after it is processed.

\***YES** = Delete \***NO** = Do not delete

or

---

<b>Data Field</b>	Key a Return Field value from a DTEXT command already defined in the form to retrieve MaxiCode data from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the data. Press <b>F4</b> to see a list of available values.
	or
<b>Value</b>	A value entered in this field will be used for every MaxiCode printed. Use this only for data that will not change from MaxiCode to MaxiCode.
<b>Ship to Country Code</b>	The three digit destination country code as defined in the International Standards Organization (ISO) Country Codes (ISO3166) list. Required
<b>Ship to Postal Code</b>	For US destinations this is the five digit Zip Code. For international destinations this is a six position, alpha numeric code. Required
<b>Zip Code +4</b>	For US destinations only, the +4 Zip Code. Optional.
<b>Class of Service</b>	A 3 digit code identifying the kind of service. These codes are defined by UPS. Required
<b>Identifier</b>	Part of the 10 position UPS Tracking Number. This value is always 1Z. Required
<b>Reference Number</b>	Part of the 10 position UPS Tracking Number. If a check digit is included in this Reference Number the value will be eight positions long. If the check digit is not included, this will be a seven position value. Required
<b>Check Digit Included</b>	Whether or not the check digit is included in the Reference Number.  <b>N</b> The check digit is not included in the Reference Number and must be calculated during the merge.  <b>Y</b> The check digit is included in the Reference Number and should not be calculated.

Page Down to display the next screen.

```

Name: SGECM                      EZeDocs/400                      F0101MR
Size: 8.500 X 11.000             Work with Commands          FOMAXA01S2

*****
MAXICODE BARCODE COMMAND                      Number: 4.00

Across . . . . . █ .000 Down. . . . .000

Std Carrier Alpha Code   Spool Data Location
- or Data Field         Line ___ Pos ___ Len ___ Del ___
Shipper Number          Line ___ Pos ___ Len ___ Del ___
- or Data Field         Line ___ Pos ___ Len ___ Del ___
Date Of Pickup          Line ___ Pos ___ Len ___ Del ___
- or Data Field         Line ___ Pos ___ Len ___ Del ___
No. Of Item             Line ___ Pos ___ Len ___ Del ___
- or Data Field         Line ___ Pos ___ Len ___ Del ___
Total No. Of Items      Line ___ Pos ___ Len ___ Del ___
- or Data Field         Line ___ Pos ___ Len ___ Del ___
Package Weight In Pounds Line ___ Pos ___ Len ___ Del ___
- or Data Field         Line ___ Pos ___ Len ___ Del ___

F3=Exit F4=Prompt F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

- Std Carrier Alpha Code**                      This value will always be UPSN. Required.
  
- Shipper Number**                              The six position shipper account number assigned to you by UPS. Required.
  
- Date of Pickup Format**                        The date that the package will be picked up. Required  
The date will be converted to a Julian date during the merge. The date format must be indicated to correctly perform the conversion. Press **F4** to select a format.
  
- No. of Item**                                    The number of the item within the shipment. For example: item 3 in a shipment of 7 or item 5 in a shipment of 7, etc. Required.
  
- Total No. of Items**                            The total number of packages in the shipment. Required
  
- Package Weight in Pounds**                    The weight of the package in pounds, from 1 to 999. Round up to the next whole pound if the weight is not an even amount. Required

Page Down to display the next screen.

```

Name: SGECM                      EZeDocs/400                      F0101MR
Size: 8.500 X 11.000             Work with Commands                FOMAXA01S3
*****
MAXICODE BARCODE COMMAND                      Number: 4.00
Across . . . . . █ .000    Down.. . . .000

                Spool Data Location
Ship To City      Line ___ Pos ___ Len ___ Del ___
- or Data Field  _____ or Value _____
Ship To State     Line ___ Pos ___ Len ___ Del ___
- or Data Field  _____ or Value _____
Ship To Street Address Line ___ Pos ___ Len ___ Del ___
- or Data Field  _____ or Value _____
Shipment ID Number Line ___ Pos ___ Len ___ Del ___
- or Data Field  _____ or Value _____

Address Validation *YES *NO, *YES

                                                    Bottom

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

**Ship to City** The destination city, up to 20 positions. Not required if the value in the **Address Validation** field (below) is \*YES.

**Ship to State** The two character postal code of the destination state or province. Required.

**Ship to Street Address** The destination street address. Leave blank if the value in the **Address Validation** field (below) is \*NO.

**Shipment ID Number** Optional

**Address Validation** Whether or not to certify the address against a US Postal Service database. Required.

**\*YES** Certify the address.  
**Note:** A Zip Code +4 value of 0000 in the Zip Code +4 field is not valid.

**\*NO** Do not certify the address.

**BOX – Box**

```

Name: S6CORON2                      EZeDocs/400                      F0101BR
Size: 8.500 X 11.000                Work with commands                      F0101BS1

Seq#  Cmd    Across  Down   Length Height  Thk Font/Img Pt  Data
10.00 TEXT   2.125  3.948                      CORONET  16 This is Coronet 16
11.00 STEXT  .8000  4.500                      COUR12   L012P012L020
12.00 BOX    .0000  .0000  .0000  .0000                      BOX
13.00          .0000  .0000  .0000  .0000
14.00          .0000  .0000  .0000  .0000
15.00          .0000  .0000  .0000  .0000

*****
BOX COMMAND                               Seq#: 12.00

Across  .0000  Down  .0000  Length .0000  Height .0000  Thickness .010
Ver Repeat  1  Ver Spacing .0000  Hrз Repeat  1  Hrз Spacing .0000
Line Type *SOLID  Rounded Corners *NONE  Shade %  Color *BLACK
          Shadow Corner *NONE  Grid #

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The **BOX** command prints boxes, shaded and gridded areas. Boxes can have square or rounded corners.

**BOX** parameters are as follows:

- Across**                      The distance from the left edge of the page to the left edge of the box.
- Down**                        The distance from the top edge of the page to the top edge of the box.
- Length**                      The distance from the left edge of the box to the right edge of the box.
- Height**                      The distance from the top edge of the box to the bottom edge of the box.
- Thickness**                  The thickness of the lines of the box. Refer to **Appendix A** for examples of line thickness.
- Ver Repeat**                  The number of times to repeat the box down the page.
- Ver spacing**                The spacing between repeated boxes.
- Hrз Repeat**                  The number of time to repeat the box across the page.
- Hrз spacing**                The spacing between the repeated boxes.

<b>Line type</b>	<p>The type of line used to draw the box.</p> <p><b>*SOLID</b> Solid lines</p> <p><b>*DASHED</b> Dashed lines (valid for square cornered boxes only)</p> <p><b>*NONE</b> No lines will print. Use to print shaded and gridded areas without a box outline.</p>
<b>Rounded Corners</b>	<p>Whether or not to round the corners of the box.</p> <p><b>*ALL</b> Round all corners</p> <p><b>*NONE</b> Do not round any corners</p> <p><b>*LEFT</b> Round left side corners only</p> <p><b>*RIGHT</b> Round right side corners only</p> <p><b>*TOP</b> Round top corners only</p> <p><b>*BOTTOM</b> Round bottom corners only</p> <p><b>*UPLEFT</b> Round upper left corner only</p> <p><b>*UPRIGHT</b> Round upper right corner only</p> <p><b>*LOWLEFT</b> Round lower left corner only</p> <p><b>*LOWRIGHT</b> Round lower right corner only</p> <p>Rounded corners are not supported by the PC tool used to convert Fax (NT) and eMail (NT) transactions from PCL to PDF format. Boxes with rounded corners will not print on Fax (NT) and eMail (NT) documents. We recommend square corners for any form to be used with Fax (NT) or eMail (NT).</p>
<b>Shade %</b>	<p>Key a shade percentage to shade the box.. Refer to <b>Appendix B</b> for shade examples.</p>
<b>Color</b>	<p>Boxes can be printed in color on supported color printers. Press <b>F4</b> to display a list of available colors. This field displays only for forms set up to print on a supported color printer.</p> <p>The color <b>*WHITE</b> does not actually print in white on the page. The printer treats white like a reverse image. There must be a shaded area in another color behind this command for it to appear on the page.</p>
<b>Shadow Corner</b>	<p>Enter a shadow option to add a shadow behind a corner.</p> <p><b>*UPLEFT</b> Upper left hand corner shadow</p> <p><b>*UPRIGHT</b> Upper right hand corner shadow</p> <p><b>*LOWLEFT</b> Lower left hand corner shadow</p> <p><b>*LOWRIGHT</b> Lower right hand corner shadow</p>

**Grid #**

Key a value here to print a grid pattern in the box.  
Valid values are 1 - 6:

**1** Horizontal



**2** Vertical



**3** Diagonal Down (*from*) Right



**4** Diagonal Up (*from*) Right



**5** Cross-hatch



**6** Diagonal Cross-hatch





**DATE – System Date**

```

Name: SGFORM                      EZeDocs                      F0101IR
Size: 8.500 X 11.000              Work with commands          FOCTL01

Action Cmd   Across  Down  Length Height  Thk Font/Img Pt  Data
3.00 DATE    .000  .000
4.00         .000  .000  .000  .000
5.00         .000  .000  .000  .000
6.00         .000  .000  .000  .000
7.00         .000  .000  .000  .000
8.00         .000  .000  .000  .000
9.00         .000  .000  .000  .000
10.00        .000  .000  .000  .000

*****
DATE COMMAND                               Number: 3.00

Across __.000__  Down __.000__  Font _____  Point sz __
Format 1  Separator _  Color *BLACK  Rotation __

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The **DATE** command prints the System i system date on the form.

**DATE** parameters are:

- Across**                      The distance from the left edge of the page to the starting position of the date.
- Down**                        The distance from the top edge of the page to the baseline of the date.
- Font**                         The font used to print the date.
- Point Sz**                    The height of the font used to print the date.
- Format**                      The date format. Press **F4** to display a list of formats. Formats flagged with an \* in the prompt window require a user defined separator.
- Separator**                  The character value used as a separator for formats requiring a user defined separator.
- Color**                        The date can be printed in color on supported color printers. Press **F4** to display a list of colors. This field displays only for forms set up to print on a supported color printer.

The color **\*WHITE** does not actually print in white on the page. The printer treats white like a reverse image. There must be a shaded area in another color behind this command for it to appear on the page.

## DLINE – Diagonal Line

```

Name: SGFORM                      EZeDocs                      F0101LR
Size: 8.500 X 11.000              Work with commands        F0101LS1

Action  Cmd    Across  Down  Length Height  Thk Font/Img Pt  Data
4.00   DLINE   .000   .000
5.00   .000   .000   .000   .000
6.00   .000   .000   .000   .000
7.00   .000   .000   .000   .000
8.00   .000   .000   .000   .000
9.00   .000   .000   .000   .000
10.00  .000   .000   .000   .000

*****
DIAGONAL LINE COMMAND                      Number: 4.00

Across  .000   Down  .000   Across  .000   Down  .000   Thickness .010

Ver Repeat  1   Ver Spacing .000   Hrз Repeat  1   Hrз Spacing .000
Color  *BLACK

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

The **DLINE** command prints a diagonal line on the form. A starting point (across and down coordinates) and an ending point (across and down coordinates) must be specified. The diagonal line will connect the two points.

Diagonal lines can only be printed by printers that support GL/2 printer language commands. All Hewlett-Packard LaserJet Series 4 printers support the diagonal line command.

**DLINE** parameters are:

- Across**                      The distance from the left edge of the page to the starting point of the diagonal line.
- Down**                        The distance from the top edge of the page to the starting point of the diagonal line.
- Across**                      The distance from the left edge of the page to the ending point of the diagonal line.
- Down**                        The distance from the top edge of the page to the ending point of the diagonal line.
- Thickness**                  The thickness of the line. Refer to *Appendix A* for examples of line thickness.
- Ver Repeat**                 The number of lines to repeat down the page
- Ver spacing**                The spacing between the repeated lines

<b>Hz Repeat</b>	The number of lines to repeat across the page.
<b>Hz spacing</b>	The spacing between the repeated lines.
<b>Color</b>	<p>Diagonal lines can be printed in color on a supported color printer. Press <b>F4</b> for a list of colors. This field displays only for forms set up to print on a supported color printer.</p> <p>The color <b>*WHITE</b> does not actually print in white on the page. The printer treats white like a reverse image. There must be a shaded area in another color behind this command for it to appear on the page.</p>

## DMBAR – DataMatrix Barcode

```

Name: SGDMBAR                      EZeDocs/400                      F0101UR
Size: 8.500 X 11.000                Work with commands                    FODMBA01S1

Action  Cmd   Across  Down  Length Height  Thk Font/Img  Pt Data
1.00  DMBAR  .000   .000
2.00   .000   .000   .000   .000
3.00   .000   .000   .000   .000

*****
DATAMATRIX BARCODE COMMAND                      Number: 1.00
Across...  .000   Down..   .000
Encodation AUTO          Format C26X26      Module Size .015
                               Spool Data Location
Data.....:  Line ___  Pos ___  Len ___  Rep 1  Del ___
or Data Field _____
or Value _____

Bottom

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The **DMBAR** command creates a DataMatrix barcode. These barcodes are made up of black and white modules in a square or rectangular pattern. Data for the barcode cannot be greater than 550 positions in length.



**DMBAR** parameters are as follows:

- |                   |  |
|-------------------|--|
| <b>Across</b>     | The distance from the left edge of the page to the left edge of the barcode.                           |
| <b>Down</b>       | The distance from the top edge of the page to the bottom edge of the barcode.                          |
| <b>Encodation</b> | Determines how the data is encoded based on the type of data. Press <b>F4</b> to display valid values. |
| <b>ASCII</b>      | Data is primarily ASCII characters   |
| <b>C40</b>        | Data is primarily numeric and upper case characters.   |
| <b>Text</b>       | Data is primarily numeric and lower case characters.   |
| <b>Base256</b>    | Data is primarily 8 bit values.  |
| <b>Auto</b>       | Data varies. This option switches between encoding modes as dictated by the data to be encoded.        |

---

<b>Format</b>	The number of modules in each row including the finder pattern. Press <b>F4</b> to display valid values. The value in this field determines whether the barcode will be square (for example: 10x10) or rectangular (for example: 8x18).								
<b>Module Size</b>	The size of each module within the barcode. The default is 0.015.								
<b>Data</b>	<p>The spool data location fields specify the spool file page location of data used to create the barcode. The following information must be provided in order to extract the data from the spool page:</p> <table><tr><td><b>Line</b></td><td>Line number on the spool page</td></tr><tr><td><b>Pos</b></td><td>Starting position on the spool page</td></tr><tr><td><b>Len</b></td><td>Number of positions occupied by the data</td></tr><tr><td><b>Del</b></td><td>Whether or not to delete the data from the spool file after it is processed. *<b>YES</b> = Delete *<b>NO</b> = Do not delete</td></tr></table> <p>If the form is set up to merge with a data file, this will be a single field. Press <b>F4</b> to display a list of data file fields and select the one to be barcoded.</p>	<b>Line</b>	Line number on the spool page	<b>Pos</b>	Starting position on the spool page	<b>Len</b>	Number of positions occupied by the data	<b>Del</b>	Whether or not to delete the data from the spool file after it is processed. * <b>YES</b> = Delete * <b>NO</b> = Do not delete
<b>Line</b>	Line number on the spool page								
<b>Pos</b>	Starting position on the spool page								
<b>Len</b>	Number of positions occupied by the data								
<b>Del</b>	Whether or not to delete the data from the spool file after it is processed. * <b>YES</b> = Delete * <b>NO</b> = Do not delete								
or <b>Data Field</b>	Key a Return Field value from a DTEXT command already defined in the form to retrieve barcode data from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the data. Press <b>F4</b> to see a list of available values.								
or <b>Value</b>	A value entered in this field will be used for every barcode printed. Use this only for data that will not change from barcode to barcode. Data cannot be greater than 550 positions in length.								

## DTEXT – Database Text

```

Name: SGFAXEHL          EZeDocs/400          F0101TR
Size: 8.500 X 11.000    Work with commands    F0101TCD

*****
DATABASE TEXT COMMAND                                     Number: 3.00

File Name _____ Library *LIBL _____ Member *FIRST _____

1st Key - Spool Data Link _____
           or Value _____
2nd Key - Spool Data Link _____
           or Value _____
3rd Key - Spool Data Link _____
           or Value _____

Key Field Processing Justify  *LEFT  *LEFT, *RIGHT
Return Field _____ Action _____ *NONE

Across .000 Down .000 Font Style _____ Point Size _____
Rotate _____ Shade % 00 Underline *NO Ver Spacing .000
Edit Cd _____ Justify *LEFT _____

F3=Exit F4=Prompt F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The **DTEXT** command retrieves data from a database file during a **spool file** merge. (This command cannot be used when merging directly with a data file.) The database file must be a physical or logical file that is keyed or indexed with three or less keys. This command is valid only for printers using HP Printer Control Language (PCL). It cannot be used with AFP or thermal printers.

There is no limit to the number of DTEXT commands that can be included in a form. Each DTEXT command can have a different database file name in the **File Name** field.

**NOTE:** When creating or defining a database file be aware that the DTEXT command recognizes the following database key field types:

- A** Character data
- B** Binary data
- P** Packed decimal data
- S** Signed decimal data
- L** Date, format:  
yyyy-mm-dd or yyyyymmdd
- T** Time, format:  
hh.mm.ss or hhmmss
- Z** Time stamp, format:  
yyyy-mm-dd-hh.mm.ss.mmmmmm or  
yyyyymmddhhmmssmmmmm

**DTEXT** parameters are:

<b>File Name</b>	The name of the database file. The file named must be a physical or logical file that is keyed or indexed with three or less keys.
<b>Library</b>	The database file location. If <b>*LIBL</b> is used, the library must exist in the library list during document design AND during the merge.
<b>Member</b>	The name of the member within the database. Use <b>*FIRST</b> if the database has only one member.
<b>1<sup>st</sup> - 3<sup>rd</sup> Key</b>	<p>From 1 to 3 keys may be used to locate data in a database. A key value can be taken from the spool file data or directly from the DTEXT command. The values in these fields must match the values in the data file exactly. In addition, if the data file has 3 key fields defined, all 3 key fields must be referenced here. If 2 key fields are defined, both key fields must be referenced here.</p> <p>To reference only 1, 2 or 3 key fields in a data file that has multiple key fields defined, create a logical file. Include only the 1, 2 or 3 key fields needed in the DTEXT command and use the name of the logical file in the DTEXT File Name field.</p>
<b>Spool Data Link</b>	Enter the spool data name that defines the spool data to be used for the key value. The spool data name can be up to 17 characters long and must already be defined in an STEXT command in the document. Press <b>F4</b> to display a list of spool text names to choose from. <b>OR</b>
<b>Value</b>	Enter a database key value to retrieve database information using this value. Up to 30 characters can be keyed in this field. Key <b>*BLANKS*</b> if the key value is blank.
<b>Key Field Processing Justification</b>	<p>Data in a database field can be right or left justified. The justification used in the database key fields must be indicated here to correctly process the DTEXT keys.</p> <p><b>*LEFT</b>      Data in the database key fields is left justified. Example: 3000xxxxxx (xxx=spaces)</p> <p><b>*RIGHT</b>     Data in the database key fields is right justified. Example: xxxxxx3000 (xxx=spaces)</p>
<b>Return Field</b>	The name of the database field to retrieve the data from. The data retrieved from this field prints on the form. Up to 140 characters can be retrieved. Press <b>F4</b> to display a list of field names to choose from.

<b>Action</b>	Enter <b>*NONE</b> if the data retrieved from the database should NOT be printed on the form.
<b>Across</b>	Distance from the left of the page to the beginning of the data.
<b>Down</b>	Distance from the top edge of the page to the baseline of the data.
<b>Font Style</b>	Font used to print the data. Press <b>F4</b> to display a list of fonts.
<b>Point Size</b>	Height of the font.
<b>Rotate</b>	Amount to rotate the data. Valid options are: <b>0</b> 0 degrees <b>90</b> 90 degrees <b>180</b> 180 degrees <b>270</b> 270 degrees
<b>Shade %</b>	Enter a shade percent to print the data as a shaded pattern. Leave this field blank to print normal, solid black text.
<b>Underline</b>	Key <b>*YES</b> to underline the data.
<b>Ver Spacing</b>	Enter a value in this field if a spool data link is used for one or more key values and the repetitions field in the STEXT command has a value greater than 1. The value entered indicates the amount of space to leave between multiple lines of data.
<b>Edit Cd</b>	Edit code to be applied to the retrieved data. Press <b>F4</b> to select an edit type and display a list of valid edit codes.
<b>Justify</b>	Key a value to justify the data on the across coordinate. Valid values are <b>*LEFT</b> , <b>*RIGHT</b> or <b>*CENTER</b> .
<b>Color</b>	Data can be printed in color on a supported color printer. Press <b>F4</b> for a list of colors. This field displays only for forms set up to print on a supported color printer.



## ECM - EZContentManager

```

Name: SGECM                      EZeDocs/400                      FOCM101AD
Size: .000 X .000                Work with commands                FOCMA01

*****
ECM COMMAND                      ACOM EZCM                      Number: .00
IFS Path . . . . . Line █      Pos ___ Len ___ Reps 01 Del ___
- or - _____

Filename . . . . . Line ___ Pos ___ Len ___ Del ___
- or - *DFT                      *DFT,Name
- or - _____ Data Field      Overwrite *NO *YES, *NO

Optional Break . . Line ___ Pos ___ Len ___ Del ___ Use as File Pfx: N
Retain Destination *YES *YES, *NO

F3=Exit F4=Prompt F8=Condition F9=Indices F12=Cancel More..

```

The **ECM** command creates indexed, text searchable PDF documents and places them in the root file system on the IFS for import into EZContentManager. The ECM command cannot be used if there is an ARCHV (no longer supported) or PDF command in the document. This command cannot be used when merging with a data file.

ECM parameters are as follows:

**Spool Data Location** The spool data location fields specify the spool file page location of data used in creating ECM files. The following information must be provided in order to extract the data from the spool page:

- Line** Line number on the spool page
- Pos** Starting position on the spool page
- Len** Number of positions occupied by the data
- Reps** The number of lines to search. Used only when entering the spool data location for the IFS path.
- Del** Whether or not to delete the data from the spool file after it is processed.  
 \*YES = Delete  
 \*NO = Do not delete

**IFS Path** EZContentManager files will be output to the destination indicated in this field. Complete the spool data location fields to extract the path from a spool page

**-or-** key a value in the field. The path may be up to 255 positions in length.

If the path does not exist it will be created when the merge takes place.

**Filename** The document name. If a document with the same name already exists in the IFS destination folder and the value in the **Overwrite** field is **\*NO** the new file will be assigned a name using the **\*DFT** naming structure (see below). Complete the spool data location fields to extract the name from a spool page. A new document will be created each time a new filename is encountered unless a value is entered in the Optional Break field.

**-or-** key a name in the field or key **\*DFT**. When using this option to name files all spool pages will be included in one PDF file unless an Optional Break value is indicated.

**\*DFT** Indicates that documents will be assigned a name based on the conversion date and time. Default names use the format:

**FORMNAME+USERNAME+YYYYMMDDHHMMSSXXXXXX**

where Y=Year, M=Month, D=Day, H=Hour,  
M=Minute, S=Second, X=Millisecond.

**-or-** To take the document name from a data file key a **Return Field** value from a **DTEXT** command that has already been defined in the document. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to name the document. Press **F4** to see a list of available values.

**Overwrite** Whether or not to overwrite (replace the contents) an existing file and its associated index file if a new file is created with the same name.

**\*NO** Do not overwrite the file and its associated index file. Apply a default file name to new files that would otherwise have the same file name as an existing file.

**\*YES** Overwrite a file and its associated index file if a new file is created with the same file name.

**Optional Break** A user defined value that may be used to force files to break on a value other than the filename. A new document is created when a new optional break value is encountered. For example, by defining department as the optional break a separate file will be created each time the department value in the spool file changes.

**Use as File Pfx** The optional break value can be applied as a prefix to the file name. The prefix can be applied to a constant file name, to a file name taken from a spool data location or to a filename taken from a data field . It cannot be used when **\*DFT** is entered in Filename field.

**N** Do not use the optional break value as a file name prefix.

**Y** Use the optional break value as a file name prefix. A default filename based on a date/time stamp will be applied if using the optional break as the file name prefix will result in filename duplication.

**Retain Destination** Whether or not to include a spool file page without a file name in the file associated with the last known file name.

**\*NO** If a file name is not available for a spool page do not include the page in an EZContentManager file.

**\*YES** Include any spool page without a file name in the file associated with the last known file name.

**Retain Destination and Optional Break:**

If Retain Destination is set to \*YES when using the Optional Break feature AND the current spool page does not contain a value in the location defined in the Optional Break field THEN the last known optional break value will be used. The last known optional break will continue to be used until a new optional break value is encountered in the spool file.

If Optional Break is set to \*NO and the scenario described above occurs, an optional break will not be applied.

Page down to display the next screen.

Name: SGFORM	EZeDocs/400	FOCM101AD
Size: .000 X .000	Work with commands	FOCMA02
*****		
ECM COMMAND	ACOM EZCM	Number: .00
Include Copies . . . . .	<u>*NO</u> *YES, *NO	
Conversion Type . . . . .	<u>*PDF</u> *PDF, *TIFF	
Image Type . . . . .	<u>*TEXT</u> *TEXT, *IMAGE	
Save PCL . . . . .	<u>*NO</u> *YES, *NO	
Compression . . . . .	<u>*YES</u> *YES, *NO	
Log File . . . . .	<u>0</u> 0, 1, 2, 3	
		Bottom
F3=Exit F8=Condition F9=Indices F12=Cancel		

**Include Copies** Whether or not to convert the copies created during the merge process. If copies are converted they will be converted as separate documents and a value of **CXXXX** (where XXXX is the copy number) will be appended to the end of the PDF file name.

**\*YES** Include copies. Each copy will be saved as a separate file.  
Default.

**\*NO** Do not include copies.

**Conversion Type** The type of document to create.

**\*PDF** Create a PDF image

**\*TIFF** Create a TIFF image

**Image Type** The type of PDF image to create.

**\*TEXT** Create a searchable text PDF file. Currently the only supported option.

**\*IMAGE** Create an image based PDF file. Not currently supported.

**Save PCL Output** Whether or not to save the PCL file used to create the PDF file. PCL files will be saved in the same IFS folder as converted files. Used primarily for trouble shooting.

**\*YES** Save the PCL file.

**\*NO** Do not save the PCL file.

**Compression** Whether or not to compress the file.

**\*YES** Compress the file. Default.

**\*NO** Do not compress the file.

**Log File** You can opt to create a log file for troubleshooting.

**0** Do not create a log.

**1** Create a general log.

**2** Create a PDF code log.

**3** Create a PCL code log.

Press **F9** from either ECM screen to display the Indices screen. Index entries are optional.

Entries in the Indices fields will be used to create a .ecm index file for each PDF document. The .ecm index file will be placed on the IFS and imported into EZContentManager along with the .PDF document file.

**IMPORTANT:** The value(s) entered in the Indices fields here must match the Metadata Name(s) entered in the Document Class set up in EZContentManager but they are not case sensitive. If the Metadata Names and the Indices values do not match, indexing will not be imported into EZContentManager. See your EZContentManager Administrator if you are not sure of the Indices values that may be used here.

```

Name: SGECH                      EZeDocs/400                      FOCM101AD
Size: .000 X .000                Work with commands                    FOHDR
*****
ECM COMMAND                      ACOM EZCM                      Number: 1.00
Indices:
  1 _____ 11 _____
  2 _____ 12 _____
  3 _____ 13 _____
  4 _____ 14 _____
  5 _____ 15 _____
  6 _____ 16 _____
  7 _____ 17 _____
  8 _____ 18 _____
  9 _____ 19 _____
 10 _____ 20 _____
                                           Bottom
F3=Exit  F4=Prompt  F8=Condition  F12=Cancel

```

An index entry can come from a previously defined **STEXT** command or from the spool file attributes.

To pull an index entry from an **STEXT** command press **F4** and select a command from the list displayed.

To retrieve an index entry from the **Spool File Attributes** enter any of the values shown below.

- |              |                 |                  |
|--------------|-----------------|------------------|
| *SYSTEM      | *JOBNAME        | *ROTATION        |
| *OUTQ        | *JOBNUMBER      | *JUSTIFICATION   |
| *OUTQLIBRARY | *CENTURY        | *BOTHSIDES       |
| *CVTDATE     | *DATE           | *FOLD            |
| *CVTTIME     | *TIME           | *ALIGNMENT       |
| *FILENAME    | *SCHEDULE       | *QUALITY         |
| *USER        | *HOLD           | *FIDELITY        |
| *USERDATA    | *SAVEFILE       | *RECORDLENGTH    |
| *STATUS      | *LPI            | *MAXRECORD       |
| *NBRREC      | *CPI            | *DRAWER          |
| *PAGES       | *ACCOUNTINGCODE | *DEVICETYPE      |
| *WRITINGPAGE | *DEVICENAME     | *PRINTERTYPE     |
| *STARTPAGE   | *DEVICELIBRARY  | *DOCNAME         |
| *ENDPAGE     | *PROGRAM        | *FOLDER          |
| *LASTPAGE    | *PROGRAMLIBRARY | *CODEPAGE        |
| *RESTARTPAGE | *PRINTTEXT      | *GRAPHICSET      |
| *COPIES      | *PAGELENGTH     | *DUPLEX          |
| *COPIESLEFT  | *PAGEWIDTH      | *CONTROLCHAR     |
| *FORMTYPE    | *SEPARATORS     | *USERDEFINEDDATA |
| *PRIORITY    | *OVERFLOWLINE   |                  |
| *SPOOLNUMBER | *FONT           |                  |

## EMAIL - Email

The **EMAIL** command serves as an interface between EZeDocs/400 and certain email or fax/email products. Refer to your email product manual for information specific to the operation of your email product.

An EMAIL command must be included in at least one of the documents being merged to trigger the email process during a merge. It can be in the front page form or the back page form (if printing in duplex). It can also be in a form specified in the **FORM** command (in the **Form name** field of that command). It cannot be a form retrieved from a spool file using the **Form name location** fields in the **FORM** command. The EMAIL command cannot be used when merging with a data file.

There can be only one EMAIL command per form. One FAX command may be included in a form with an EMAIL command.

A distribution list must be set up when combining email output with fax and/or print output. For example, a distribution list can be set up to send copy one to an email output queue and copy two to a print output queue. See Chapter 5 in this manual for more information about working with distribution lists.

The **Interface** window displays when the EMAIL command is entered for the first time.

```
Make selection, press Enter.

Sel  Interface
-   ACOM EZeMail/400
-   ACOM/KF Fax
-   ACOM/KM Email
-   FastFax Enterprise
-   Fax *Star
-   Fax/eMail NT RightFax
-   Fax/eMail NT WinFax
-   KeyesFax
-   KeyesMail
-   Unifier400

F3=Exit  F12=Cancel

Bottom
```

To select an interface:

1. Key a **1** in the **Sel** field to the left of an interface.
2. **<ENTER>** to return to the **Work with Commands** screen.
3. Position the cursor in the **Action** field to the left of the EMAIL command.
4. Press **F4** to display a detail screen for the interface selected.

To use an email or fax/email product that is not listed, call Technical Support for a possible solution.

## ACOM/KF Fax

```

Name: SGDATES1                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000                Work with commands                FOHDR

*****
EMAIL COMMAND                        ACOM/KF Fax                        Number: 8.00
      Spool Data Location:
Email Address . . . Line ___ Pos ___ Len ___ Del ___ Reps @1
      -or- Data Field _____

Optional Break . . Line ___ Pos ___ Len ___ Del ___

Description . . . . Line ___ Pos ___ Len ___ Del ___
Send Date . . . . . Line ___ Pos ___ Len ___ Del ___
Send Time (HHMM) . Line ___ Pos ___ Len ___ Del ___ or ___

Retain Destination *YES *NO, *YES

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
More...
    
```

ACOM/KF Fax automatically splits multiple page spool files into multiple documents as required based on a change in the email address. This command cannot be used when merging with a data file.

ACOM/KF Fax email parameters are:

**Spool Data Location**

The spool data location fields specify the spool file page location of data used to send email. The following information must be provided in order to extract the data from the spool page:

- Line** Line number on the spool page
- Pos** Starting position on the spool page
- Len** Number of positions occupied by the data
- Del** Whether or not to delete the data from the spool file after it is processed.  
\*YES = Delete \*NO = Do not delete

**Email Address:**

The location of destination email address. Email address information may be taken from a spool page, a data file or an address book. Complete the spool data location fields to extract the address from a spool page. Key a value in the Data Field field to retrieve an email address from a data file. Page down to the screen displaying the **Address Book** fields to take the address from an address book.

The EMAIL command can be used in conjunction with the FAX command. If both a fax number and an email address are included on a single page, the page will be sent to the last destination on the page.

It is not necessary to include a destination on every page. If

no destination is found on a page and Retain Destination has been set to **Y**, the page will be sent to the last known email address. If the email address is being used to condition the EMAIL command, it is recommended that you make an email address available for every page that you wish to be selected.

<b>Data Field</b>	Key a Return Field value from a previously defined DTEXT command to retrieve an email address from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the email address. Press <b>F4</b> to see a list of available values.
<b>Optional Break</b>	A user defined value used to force the creation of multiple documents to be emailed to a single address. For example, to email purchase orders separately by department, define the department as the optional break. Separate documents will be generated for each department even if they are to be sent to the same email address.
<b>Description</b>	Use the description to identify individual pages of a document.
<b>Send Date</b>	The day that the document should be transmitted. Use a date format of <b>YYMMDD</b> . If not specified, the date defaults to the current date.
<b>Send Time (HHMM)</b>	The time of day to transmit the document. Use a time format of <b>HHMM</b> from 0000 to 2400 (military time). The time can be entered into the appropriate field <b>OR</b> extracted from spool data.
<b>Retain Destination</b>	Whether or not use the last known destination to email a spool page that has no specified destination.  <b>Y</b> Send any spool page without a destination to the last known email address.  <b>N</b> If a destination is not available for a spool page do not email the page.

Page down to display the next screen.



```

Name: S6DATES1           EZeDocs/400           F0101XR
Size: 8.500 X 11.000    Work with commands      FOHDR
*****
EMAIL COMMAND           ACOM/KF Fax           Number: 8.00

(Select a Data Link or enter a Name)
Address Book
  Data Link ...         Name ...
  _____           _____

Entry
  Data Link ...   Key   Name ...
  _____           _____
  _____           _____
  _____           _____

Group
  Data Link ...   Type   Name ...
  _____           _____

Bottom

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

**Address Book**

Address information for the email can be retrieved from an address book. Use a data link to take the address book name from the spool file or enter the address book name in the Name field. Press **F4** in either field to display valid entries. Leave the **Email Address** field on the previous screen blank if information is entered in this field .

The email will be sent to each member in the address book unless a value is entered in the Entry **OR** the Group field below.

**Entry**

Complete this field to send the email to a specific entry in the address book. An entry can be identified using a combination of data links and names. Press **F4** in either field to display valid entries.

**Group**

Complete this field to send the email to a group of entries that has been previously defined in the address book. Use a data link to take the group name from the spool file or enter the group name in the Name field. Press **F4** in either field to display valid entries.

## ACOM/KM Email

Name: SGDATES1	EZeDocs/400	F0101XR
Size: 8.500 X 11.000	Work with commands	F0HDR
*****		
EMAIL COMMAND	ACOM/KM Email	Number: 7.00
	Spool Data Location:	
Email Address . . .	Line ___ Pos ___ Len ___ Del ___	Reps @1
	-or- Data Field	
Optional Break . . .	Line ___ Pos ___ Len ___ Del ___	
Description . . .	Line ___ Pos ___ Len ___ Del ___	
Translation . . .	6 6-PDF, 3-TIFF Image	
Compression . . .	@ @-None, 1-Fast, 2-Normal, 3-Max	
Encryption . . .	@ @-None, 1-ZipStd, 2-Advanced	
Password . . .	Line ___ Pos ___ Len ___ Del ___	
	-or-	
Retain Destination	*YES	
Email Message . . .	Line ___ Pos ___ Len ___ Del ___	
	-or-	
		More...
F3=Exit F8=Condition F12=Cancel		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

ACOM/KM Email automatically splits multiple page spool files into multiple documents as required based on a change in the email address or optional break value. This command cannot be used when merging with a data file.

ACOM/KM Email parameters are:

### Spool Data Location

The spool data location fields specify the spool file page location of data used to send email. The following information must be provided in order to extract the data from the spool page:

- Line** Line number on the spool page
- Pos** Starting position on the spool page
- Len** Number of positions occupied by the data
- Del** Whether or not to delete the data from the spool file after it is processed.  
\*YES = Delete \*NO = Do not delete

### Email Address

The destination email address location. Email address information may be taken from a spool page, a data file or an address book. Complete the spool data location fields to extract the address from a spool page. Key a value in the Data Field field to retrieve an email address from a data file. Page down to the screen displaying the **Address Book** fields to take the address from an address book.

Up to 10 email addresses may be extracted from a spool file page for each document. Use the **Reps** field to indicate the number of spool data lines to retrieve for multiple email addresses beginning with the defined starting line number.

Include a FAX command in a form in addition to an EMAIL command to send individual pages of a multi-page form to the fax number and email addresses specified. If both a fax number and an email address are included on a single page, the page will be sent to both destinations. Up to 9 email addresses and 1 fax number may be indicated for the same page. Use the email address **Reps** field in the EMAIL command to denote the number of spool data lines to be extracted for multiple email addresses beginning with the defined starting line number.

It is not necessary to include a destination on every page. If no destination is found on a page and Retain Destination (see below) has been set to **Y**, the page will be sent to the last known email address. If the email address is being used to condition the EMAIL command, it is recommended that you make an email address available for every page that you wish to be selected.

**Data Field**

Key a Return Field value from a previously defined DTEXT command to retrieve an email address from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the email address. Press **F4** to see a list of available values.

**Optional Break**

A user defined value used to force the creation of multiple documents to be emailed to a single address. For example, to email purchase orders separately by department, define the department as the optional break. Separate documents will be generated for each department even if they are to be sent to the same email address.

**Description**

Use the description to identify individual pages of a document.

**Translation**

How the merged page will be translated into an attachment.

- 3** TIFF image
- 6** PDF

**Compression**

The amount of compression to apply to the email attachment. If a value other than **0** is selected, PKZIP software must be installed on the System i and available in the library list. Compressed attachments will have a file name extension of **.zip**.

- 0** Do not compress (default)
- 1** Fastest compression, good compression amount.
- 2** Slightly slower compression speed with better compression.
- 3** Maximum compression. This option will take the greatest amount of time to compress the file.

**Encryption** The kind of encryption to apply to the email attachment. A password and a compression value other than 0 are also required to encrypt an email.

- 0 Do not encrypt (default)
- 1 Standard encryption compatible with encryption products like GZIP or WinZip.
- 2 Advanced Encryption Standard. Requires PKZIP.

**Password** A password is required for encrypted email. Users must enter the correct password to open an encrypted email. Passwords are **case sensitive** and can be up to 64 positions in length.

To take passwords from the spool file, key the spool data location in the **Line, Pos, Len** fields and **\*YES** (delete) or **\*NO** (do not delete) in the **Del** field.

To use the same password for all email attachments, key a password up to 64 positions in length in the **-or-** field.

**Retain Destination** Whether or not to use the last known destination to email a spool page without a specified destination.

- Y** Send any spool page without a destination to the last known email address.
- N** If a destination is not available for a spool page do not email the page.

**Email Message** Enter the spool data location of the email message or the actual email message. Up to ten substitution values may be entered on the message line to extract the message from the spool file based on the location supplied by the substitution values. (see **Substitutions** below)

The maximum number of characters for the message is 123. If the message command and the message text are embedded in the spool file, the maximum number of characters passed to ACOM/KM Email, which includes the **␣Msg** command, is 128. If substitution variables are included in the message text, ACOM/KM Email will create a message up to 256 characters.

Example: Purchase order ␣1 , from department ␣10, issued on ␣2.

Page Down to display the next screen.

```

Name: SGDATES1           EZeDocs/400           F0101XR
Size: 8.500 X 11.000    Work with commands    FOHDR
*****
EMAIL COMMAND           ACOM/KM Email           Number: 7.00
*****
Email Subject . .      Spool Data Location:
                        Line ___ Pos ___ Len ___ Del ___
                        -or-
Substitutions  1. Line ___ Pos ___ Len ___ Del ___
                2. Line ___ Pos ___ Len ___ Del ___
                3. Line ___ Pos ___ Len ___ Del ___
                4. Line ___ Pos ___ Len ___ Del ___
                5. Line ___ Pos ___ Len ___ Del ___
                6. Line ___ Pos ___ Len ___ Del ___
                7. Line ___ Pos ___ Len ___ Del ___
                8. Line ___ Pos ___ Len ___ Del ___
                9. Line ___ Pos ___ Len ___ Del ___
               10. Line ___ Pos ___ Len ___ Del ___

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
More...

```

Additional parameters are:

**Email Subject**      Enter the spool data location of the email subject or the actual email subject.

Up to 10 substitution values can be included in the subject line to extract the subject from the spool file based on the location supplied by the substitution values. (see **Substitutions** below.)

Example:

Purchase order -1 , from department -10, issued on -2.

**Substitutions**      The spool page location of the data to be used when  
**Line 1-10**            substituting in the Email Message or Email Subject fields.

Page down to display the next screen.

```

Name: SGDATES1           EZeDocs/400           F0101XR
Size: 8.500 X 11.000    Work with commands       FOHDR
*****
EMAIL COMMAND           ACOM/KH Email           Number: 7.00

(Select a Data Link or enter a Name)
Address Book
Data Link ...           Name ...
_____

Entry
Data Link ...           Key   Name ...
_____
_____
_____

Group
Data Link ...           Type  Name ...
_____

Bottom

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

**Address Book**

Address information for the email can be retrieved from an address book. Use a data link to take the address book name from the spool file or enter the address book name in the Name field. Press **F4** in either field to display valid entries. Leave the **Email Address** field on the first screen blank if information is entered this field .

The email will be sent to each member in the address book unless a value is entered in the Entry **OR** the Group field below.

**Entry**

Complete this field to send the email to a specific entry in the address book. An entry can be identified using a combination of data links and names. Press **F4** in either field to display valid entries.

**Group**

Complete this field to send the email to a group of entries that has been previously defined in the address book. Use a data link to take the group name from the spool file or enter the group name in the Name field. Press **F4** in either field to display valid entries.

## EZeMail/400

EZeMail/400 automatically splits multiple page spool files into multiple documents as required based on a change in the email address. The EZeMail/400 EMAIL command is available only by purchasing the EZeMail/400 module. This command cannot be used when merging with a data file.

Attachment files will be converted to PDF format. The PDF file will include color if the form containing the PDF command is set up to print to a color printer and the spool file pages being converted contain color images.

To create email from merged documents:

- Create an **Email Configuration**. (EZeMail/400 menu option 1)
- Enter the email configuration name in the **Email Configuration Name** field in the **ACOM User Definition** of the user who will run the merge. (Utilities menu option 1)
- Enter a valid email address in the **Return Email Address** field in the **ACOM User Definition** of the user who will run the merge. (Utilities menu option 1)
- Include an EZeMail/400 **EMAIL command** in a document overlay. (eForms module)
- **Start the Email Configuration**. (EZeMail/400 menu option 1)
- **Start the EZEMAIL Monitor Job** (EZeMail/400 menu option 7)
- When the merge is run direct the output to the **EZEMAILOTQ** output queue. This output queue is automatically created when EZeDocs/400 is installed. (eForms module)

Email will be created automatically when the merge is run.

Embedded commands may be included in the spool file (see page 2-63) or in the User Defined Data spool file attribute (see page 2-65).

A distribution list must be set up to fax and email or to fax, email and print from a merge using EZFax/400 and EZeMail/400. When setting up the distribution list use **EZFAXOTQ** as the output queue for faxes and **EZEMAILOTQ** as the output queue for email. Print output can be sent to any predefined print output queue(s).

```

Name: SGMAIL                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000              Work with commands              FOHDR

*****
EMAIL COMMAND                      ACOM EZeMail/400                Number: 1.00

      Spool Data Location:
Email Address . . . Line █ Pos ___ Len ___ Del ___ Reps 01
      -or- Data Field
Carbon Copy . . . Line ___ Pos ___ Len ___ Del ___ Reps 01
      -or- Data Field
Blind Carbon Copy . Line ___ Pos ___ Len ___ Del ___ Reps 01
      -or- Data Field
Optional Break . . Line ___ Pos ___ Len ___ Del ___
File Name . . . . Line ___ Pos ___ Len ___ Del ___
Translation . . . . P          P=PDF
Compression . . . . *YES      *NO, *YES
Password . . . . Line ___ Pos ___ Len ___ Del ___
      -or-
Embed Email Signature *NO      *NO, *YES
Retain Destination  *YES      *NO, *YES

More...

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

EZeMail/400 parameters are:

**Spool Data Location**

Spool data location fields specify the spool file page location of data used to send email. The following information must be provided in order to extract the data from the spool page:

- Line** Line number on the spool page
- Pos** Starting position on the spool page
- Len** Number of positions occupied by the data
- Reps** The number of lines to search when email addresses occur on multiple lines.
- Del** Whether or not to delete the data from the spool file after it is processed.  
\*YES = Delete \*NO = Do not delete

**Email Address**

The destination email address. Email addresses may be taken from a spool page, a data file or an ACOM Solutions address book. Complete the spool data location fields to extract addresses from a spool page. Key a value in the Data Field field to retrieve email addresses from a data file. Page down to the screen displaying the **Address Book** fields to take addresses from an address book.

Up to 50 email addresses may be extracted from a spool file page for each email. Each address may be up to 60 characters in length. Use the **Reps** field to indicate the number of spool data lines to search, beginning on the line in the **Line** field, for multiple email addresses.

It is not necessary to include a destination on every page. If Retain Destination (see below) has been set to **\*YES**, pages without a destination will be sent to the last known email addresses. If the email address is being used to condition the EMAIL command, it is recommended that you make an email address available on every page that you wish to be selected.

The EZeMail/400 EMAIL command can also be used in conjunction with email addresses included in commands embedded in the spool file or the User Defined Data spool file attribute. It is not necessary to include spool data locations in the EMAIL command if email addresses will be taken exclusively from embedded commands. See **Using Embedded Email Commands** on page 2-63 or **Using Embedded Commands in the User Defined Data Spool File Attribute** on page 2-65 for more information.

**Data Field**

To retrieve an email address from a data file key a Return Field value from a DTEXT command that has been defined in the document. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching



---

value encountered during the merge will be used to retrieve the email address. Press **F4** to see a list of available values.

**Carbon Copy**

The carbon copy (CC) address. Carbon copy addresses may be taken from a spool page or a data file. Complete the spool data location fields to extract the CC addresses from a spool page. Key a value in the Data Field field to retrieve CC addresses from a data file.

Up to 50 CC addresses may be extracted from a spool file page for each email. Each address may be up to 60 characters in length. Use the **Reps** field to indicate the number of spool data lines to search, beginning on the line in the **Line** field, for multiple CC addresses.

If Retain Destination (see below) is set to **\*YES**, CC addresses will be retained until a new email address, new CC address or an ^END command is encountered. (See page 2-65.)

Carbon copy addresses can also be included in commands embedded in the spool file or the User Defined Data spool file attribute. See **Using Embedded Email Commands** on page 2-63 or **Using Embedded Commands in the User Defined Data Spool File Attribute** on page 2-65 for more information.

**Data Field**

To retrieve a CC address from a data file key a Return Field value from a DTEXT command that has been defined in the document. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the CC address. Press **F4** to see a list of available values.

**Blind Carbon Copy**

The blind carbon copy (BCC) address. Blind carbon copy addresses may be taken from a spool page or a data file. Complete the spool data location fields to extract BCC addresses from a spool page. Key a value in the Data Field field to retrieve BCC addresses from a data file.

Up to 50 BCC addresses may be extracted from a spool file page for each email. Each address may be up to 60 characters in length. Use the **Reps** field to indicate the number of spool data lines to search, beginning on the line in the **Line** field, for multiple BCC addresses.

If Retain Destination (see below) is set to **\*YES**, BCC addresses will be retained until a new email address, new BCC address or an ^END command is encountered. (Page 2-65.)

Blind carbon copy addresses can also be included in commands embedded in the spool file or the User Defined

Data spool file attribute. See **Using Embedded Email Commands** on page 2-63 or **Using Embedded Commands in the User Defined Data Spool File Attribute** on page 2-65 for more information.

**Data Field** To retrieve a BCC address from a data file key a Return Field value from a DTEXT command that has been defined in the document. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the BCC address. Press **F4** to see a list of available values.

**Optional Break** An optional value can be extracted from the spool file to force the creation of multiple documents to be emailed. For example, to email purchase orders separately by department, define department as the optional break. A separate document will be generated for each department even if they are to be sent to the same email address.

A value in an embedded ^OPTB command on the spool page will override an entry in this field.

**File Name** A unique name such as an invoice number or PO number to identify an attachment file. If multiple attachments are added to an email this name will be assigned to the first attachment only. Other attachments will be assigned a name based on a date/time stamp. The file name may be up to 50 positions in length.

If coordinates are entered here, the name extracted will also be used to identify the email on the Email History Log. If the name is not unique a date/time stamp will be used as the File Name/Document ID in the History Log.

The file name can also be included in a command embedded in the spool file. See **Using Embedded Email Commands** on page 2-63 for more information.

**Translation** Currently, the attachment file may only be translated to PDF.

**Compression** Whether or not to compress the attachment file.

**\*NO** do not compress

**\*YES** compress

A compression command can also be included in commands embedded in the spool file. See **Using Embedded Email Commands** on page 2-63 for more information.

**Password** A password for the attachment. Users will be required to enter the password before the attachment can be opened. The password can be up to 30 positions long and is case sensitive.

Passwords can also be included in commands embedded in the spool file. See **Using Embedded Email Commands** on page 2-63 for more information.

**Embed Email Signature**

Whether or not to include the embedded signature set up in the user profile of the user who initiates the merge job that creates email.

**\*NO** do not include the signature

**\*YES** include the signature

**Retain Destination**

Whether or not to use the last known destination to email a spool page without a specified destination. This applies to the email addresses and the carbon copy and blind carbon copy addresses.

**\*YES** Send any spool page without a destination to the last known email address. Use an embedded ^END command to skip pages that should not be emailed. See page 2-65 for more information.

**\*NO** If a destination is not available for a spool page do not email the page.

**Retain Destination and Optional Break:**

If Retain Destination is set to \*YES when using the Optional Break feature AND the current spool page does not contain a value in the location defined in the Optional Break field THEN the last known optional break value will be used. The last known optional break will continue to be used until a new optional break value is encountered in the spool file.

If Optional Break is set to \*NO and the scenario described above occurs, an optional break will not be applied.

Page down to display the next screen.



Example:

Purchase order ^1, from department ^10, issued on ^2.

The spool data location in the **Substitutions 1.** field should be the location of the purchase order number.

The spool data location in the **Substitutions 10.** field should be the location of the department name.

The spool data location in the **Substitutions 2.** field should be the location of the purchase order issue date.

Page down to display the next screen.

```

Name: SGMAIL                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000              Work with commands                FOHDR

*****
EMAIL COMMAND                      ACOM EZeMail/400                  Number: 1.00
Email Message...:

Substitutions  1. Line ___ Pos ___ Len ___ Del ___
                2. Line ___ Pos ___ Len ___ Del ___
                3. Line ___ Pos ___ Len ___ Del ___
                4. Line ___ Pos ___ Len ___ Del ___
                5. Line ___ Pos ___ Len ___ Del ___

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
More...

```

**Email Message**

Additional email message information can be entered in the blk fields above **Substitutions**.

**Substitutions  
Line 1-15**

The spool page location of the data to be used when substituting in the Email Message or Email Subject fields. Five substitution lines are displayed on this screen. Page down to the next screen to display 10 more substitution lines.

Substitutions can also be included in commands embedded in the spool file. See **Using Embedded Email Commands** on page 2-63 for more information.

Page down to display the next 10 substitution fields.

```

Name: SGMAIL                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000              Work with commands              FOHDR
*****
EMAIL COMMAND                      ACOM EZeMail/400              Number: 1.00
*****

      Spool Data Location:

Substitutions  6. Line ___ Pos ___ Len ___ Del ___
                7. Line ___ Pos ___ Len ___ Del ___
                8. Line ___ Pos ___ Len ___ Del ___
                9. Line ___ Pos ___ Len ___ Del ___
               10. Line ___ Pos ___ Len ___ Del ___
               11. Line ___ Pos ___ Len ___ Del ___
               12. Line ___ Pos ___ Len ___ Del ___
               13. Line ___ Pos ___ Len ___ Del ___
               14. Line ___ Pos ___ Len ___ Del ___
               15. Line ___ Pos ___ Len ___ Del ___

                                           More...

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

Page down to display the next screen.

```

Name: SGEZE400                    EZeDocs/400                      F0101XR
Size: 8.500 X 11.000              Work with commands              FOHDR
*****
EMAIL COMMAND                      Acom EZeMail/400              Number: 1.00
*****

(Select a Data Link or enter a Name)
Address Book
  Data Link ...                    Name ...
  _____                      _____

Entry
  Data Link ...                    Key   Name ...
  _____                      _____
  _____                      _____

Group
  Data Link ...                    Type  Name ...
  _____                      -    _____

                                           Bottom

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

### Address Book

Email addresses can be retrieved from an ACOM Solutions address book. Use a data link from an STTEXT command in the document to take the address book name from the spool file or enter the address book name in the Name field. Press **F4** in either field to display valid entries. Leave the **Email Address** field on the first EZeMail/400 screen blank if information is entered in this field .

The email will be sent to each member in the address book unless a value is entered in the Entry **OR** the Group field below. Only email addresses can be taken from address books. Carbon copy and blind carbon copy addresses can only come from the spool file or a data file.

<b>Entry</b>	Complete this field to send the email to a specific entry in the address book. An entry can be identified using a combination of data links from STEXT commands in the document and names. Press <b>F4</b> in either field to display valid entries.
<b>Group</b>	Complete this field to send the email to a group of entries that has been previously defined in the address book. Use a data link from an STEXT command in the document to take the group name from the spool file or enter the group name in the Name field. Press <b>F4</b> in either field to display valid entries.

### Using Embedded Email Commands

Embedded mail commands can be included in spool files and used by the EZeMail/400 EMAIL command during a merge. A document **MUST** include an EZeMail/400 EMAIL command in order for the embedded commands to be recognized and used to generate email. It is not necessary to include spool data locations in the EMAIL command if email addresses will be taken exclusively from embedded commands. If using a combination of spool data address locations and embedded address commands, be aware that an embedded address command will take precedence over an address extracted from a spool page location.

Embedded commands must have a beginning ^ and an ending ^ and, except for the ^END command, can be output in any position on the spool page. The ^END command must be output on the last line, left justified or on the first line, left justified.

Any email command embedded on a spool file page will take precedence over its equivalent parameter in the EZeMail/400 EMAIL command.

The following embedded email commands are recognized by EZeMail/400 during a merge:

#### Address Commands

<b>^EZMAIL</b>	The email address. Up to 50 addresses may be included in one command. Each address may be up to 60 characters in length. Addresses in the command must be separated by a semicolon ( ; ).
<b>^EZSNDR</b>	The sender's return email address.
<b>^CC</b>	The carbon copy (Cc) address. Up to 50 addresses may be included in one command. Each address may be up to 60 characters in length. Addresses in the command must be separated by a semicolon ( ; ).
<b>^BCC</b>	The blind carbon copy (Bcc) address. Up to 50 addresses may be included in one command. Each address may be up to 60 characters in length. Addresses in the command must be separated by a semicolon ( ; ).

### Email Attachment Commands

<b>^TRN</b>	Email attachment translation code. The value allowed for this command is:  <b>P</b> Translate to PDF <b>^TRN P ^</b>
<b>^FILNM</b>	The name to assign to the email attachment file.
<b>^CMPRS</b>	If this command appears on a spool file page, that page will be compressed. Only the page containing the command is compressed. It does not compress any other pages included in the email attachment. There is no value associated with this command. The command should be formatted as <b>^CMPRS^</b> .
<b>^PSWD</b>	A password for the attachment. Users will be required to enter the password before the attachment can be opened. There must also be a <b>^TRN P ^</b> command on one of the spool file pages included in the email or a <b>P</b> in the <b>Translation</b> field in the document's <b>EMAIL</b> command. The password can be up to 30 positions long.

### Email Subject and Email Message Commands

<b>^MSGT</b>	The email message. Substitutions may be used in this command.
<b>^SUB</b>	The email subject. Substitutions may be used in this command.
<b>^SBT1 - ^SBT15</b>	Substitution values to be used by the email message or email subject. To use substitution commands:  <ol style="list-style-type: none"><li>1. In a document's <b>EMAIL</b> command, key an email subject in the <b>Email Subject</b> field and/or an email message in the <b>Email Message</b> field. Include substitution values (^1 through ^15) in the subject and/or message as necessary.  <b>OR</b>  Include substitution values (^1 through ^15) in a <b>^MSGT</b> and/or <b>^SUB</b> command on the spool file page.  Example:  Attached please find invoice ^1 for your PO# ^2.</li><li>2. The spool file page must include the corresponding substitution commands (^SBT1 through ^SBT15) containing the data to be substituted.</li></ol>



Example:

**^SBT1 34567^** found on the spool page substitutes 34567 for the invoice number in the message:

Attached please find invoice **^1** for your PO# **^2**.

**^SBT2 8765^** found on the spool page substitutes 8765 for the PO number in the message:

Attached please find invoice **^1** for your PO# **^2**.

The substituted message is:

Attached please find invoice 34567 for your PO# 8765.

### Page Break Commands

#### **^END**

Indicates the end of an email. The **^END** command must be output on the last line of a spool page, left justified or on the first line of a spool page, left justified. The command should be formatted as **^END^**.

Use the **^END** command to skip pages in the spool file that should not be emailed.

#### **Retain Destination=\*YES and ^END**

When **\*YES** is entered in the Retain Destination field in the EZeMail/400 EMAIL command, any spool page without a destination is sent to the last known email address. Use the **^END** command to skip pages in the spool file that should not be emailed.

When **^END^** is output on the last line of a spool page, the pages that follow will not be emailed until a page with an email address is encountered.

When **^END^** is output on the first line of a spool page, that page and the pages that follow will not be emailed until a page with an email address is encountered.

#### **^OPTB**

A user defined value used to force the creation of multiple emails. For example, to email purchase orders separately by department, define the department as the optional break. Separate documents will be generated for each department even if they are to be sent to the same email address.

### **Using Embedded Commands in the User Defined Data Spool File Attribute**

Embedded email commands can be included in the **User Defined Data** spool file attribute and used by the EZeMail/400 EMAIL command during a merge to email the **entire spool file**. Embedded commands must have a beginning **^** and an ending **^**.

An EMAIL command must be included in the document overlay but no entries are required in the command.

Embedded commands in the User Defined Data spool file attribute will override commands embedded in the spool file and commands in the EMAIL command.

The following embedded spool file attribute email commands will be recognized by EZeMail/400 during a merge:

**Important:** The User Defined Data spool file attribute allows a maximum of 259 characters. Keep this in mind when adding embedded commands.

- ^EZMAIL**      The email address. Up to 10 addresses may be included in the command but the total number of characters for ALL addresses cannot be greater than 60. Addresses must be separated by a semicolon ( ; ).
- ^CC**            The carbon copy (Cc) address. Up to 10 addresses may be included in the command but the total number of characters for ALL addresses cannot be greater than 60. Addresses in the command must be separated by a semicolon ( ; ).
- ^BCC**           The blind carbon copy (Bcc) address. Up to 10 addresses may be included in the command but the total number of characters for ALL addresses cannot be greater than 60. Addresses in the command must be separated by a semicolon ( ; ).
- ^EZNDR**        The sender's return email address. The address cannot be more than 60 characters in length.
- ^SUB**            The email subject, up to 100 characters in length.

## FastFax Enterprise

```

Name: SGKFEFAX           EZeDocs/400           F0101XR
Size: 8.500 X 11.000     Work with commands       FOHDR

*****
EMAIL COMMAND           FastFax Enterprise           Number: 2.00
      Spool Data Location:
Email Address . . . Line ___ Pos ___ Len ___ Del ___
      -or- Data Field _____

Optional Break . . Line ___ Pos ___ Len ___ Del ___
To Name . . . . . Line ___ Pos ___ Len ___ Del ___
To Company . . . . Line ___ Pos ___ Len ___ Del ___
Description . . . . Line ___ Pos ___ Len ___ Del ___
Sender Name . . . . Line ___ Pos ___ Len ___ Del ___ or *JOB
Send Priority . . . . Line ___ Pos ___ Len ___ Del ___ or
Send Time (HHMM) . . Line ___ Pos ___ Len ___ Del ___ or 0000

Retain Destination *YES *NO, *YES

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
More...

```

EZeDocs/400 automatically splits multiple page spool files into multiple fax documents based on a change in the email address or the optional break data. This command cannot be used when merging with a data file.

**FastFax Enterprise** parameters are:

### Spool Data Location

The spool data location fields specify the spool file page location of data used to send email. The following information must be provided in order to extract the data from the spool page:

- Line**      Line number on the spool page
- Pos**       Starting position on the spool page
- Len**       Number of positions occupied by the data
- Del**       Whether or not to delete the data from the spool file after it is processed.  
\*YES = Delete   \*NO = Do not delete

### Email Address

The location of the destination email address. The address may be taken from a spool file page or from a data file. Complete the spool data location fields to extract the email address from a spool file page. Complete the Data Field field to retrieve an email address from a data file.

It is not necessary to include a destination on every page. If no destination is found on a page and Retain Destination (see next page) has been set to **Y**, the page will be sent to the last known email address. If the email address is being used to condition the EMAIL command, it is recommended that you make an email address available for every page that you wish to be selected.

<b>Data Field</b>	Key a Return Field value from a previously defined DTEXT command to retrieve an email address from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the email address. Press <b>F4</b> to see a list of available values.
<b>Optional Break</b>	A user defined value used to force the creation of multiple documents to be emailed to a single address. For example, to email purchase orders separately by department, define the department as the optional break. Separate documents will be generated for each department even if they are to be sent to the same email address.
<b>To Name</b>	The individual to receive the email.
<b>To Company</b>	The company to receive the email.
<b>Description</b>	Text keyed here displays in the email subject line.
<b>Sender Name</b>	The FastFax user profile of the person whose name should appear on the document transmission. The default for this parameter is *JOB which will use the current job user profile as the sender. A value extracted from spool data will take precedence over a value entered in a command.
<b>Send Priority</b>	Location of the priority to use for the email. <b>OR</b> Enter a specific priority for email. To have the email sent to the queue and put on immediate hold, use 99.
<b>Send Time</b>	Location of the time that the email should be sent. <b>OR</b> Enter a specific time for email to be sent. Use the format <b>HHMM</b> where <b>HH</b> equals the hour and <b>MM</b> equals the minute.
<b>Retain Destination</b>	Whether or not to use the last known destination to email a spool page that has no specified destination to  <b>Y</b> Send any spool page without a destination to the last known email address.  <b>N</b> If a destination is not available for a spool page do not email the page.

Press Page Down to display the next screen.

```

Name: SGFORM                      EZeDocs                      F0101XR
Size: 8.500 X 11.000              Work with commands        F0101XC1

*****
EMAIL COMMAND                      FastFax Enterprise        Number: 3.00
Spool Data Location:

Cover Sheet . . .
Name . . . . . *DEFAULT      Name, *NONE, *DEFAULT
-or- Line ____ Pos ____ Len ____ Del ____

Address-1 . . . Line ____ Pos ____ Len ____ Del ____
Address-2 . . . Line ____ Pos ____ Len ____ Del ____
City . . . . . Line ____ Pos ____ Len ____ Del ____
State . . . . . Line ____ Pos ____ Len ____ Del ____
Zip Code . . . Line ____ Pos ____ Len ____ Del ____
Country . . . . Line ____ Pos ____ Len ____ Del ____
Cover Sheet Notes Line ____ Pos ____ Len ____ Del ____ Reps 001

Bottom

F3=Exit F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

**Cover Sheet Name**

Name of a cover sheet defined within the FastFax software.  
Valid values:

- Name** The name of a cover sheet defined in FastFax.
- \*NONE** Do not include a cover sheet.
- \*DEFAULT** Include the default cover sheet defined in the FastFax software.

Or the spool page location of the cover sheet name.

**Address-1**

First line of the recipient's address to appear on the cover sheet.

**Address-2**

Second line of the recipient's address to appear on the cover sheet.

**City**

Recipient's city to appear on the cover sheet.

**State**

Recipient's state to appear on the cover sheet.

**Zip Code**

Recipient's Zip Code to appear on the cover sheet.

**Country**

Recipient's country to appear on the cover sheet.

**Cover Sheet**

A line(s) of text that will appear in the cover sheet note section on the cover page included with the document.

**Reps**

The number of spool data lines to be extracted for the cover sheet notes beginning with the defined line number. The default is 1.

## Fax\*Star

```

Name: SGFXSTAR                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000                Work with commands                FOHDR

*****
EMAIL COMMAND                        Fax *Star                          Number: 2.00
                                Spool Data Location:
Email Address . . . . . Line ___   Pos ___   Len ___   Del ___   Print *NO
                                -or- Data Field _____

Optional Send Via . . . . . ___   SMTP, MS, EX

Mail Carbon Copy . . . . . Line ___   Pos ___   Len ___   Del ___   Print *NO
                                -or- Data Field _____

Mail Blind Carbon Copy . . Line ___   Pos ___   Len ___   Del ___   Print *NO
                                -or- Data Field _____

Retain Destination *YES *NO, *YES

                                                                More...

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The Fax\*Star EMAIL command can be used in conjunction with the Fax\*Star FAX command. This command cannot be used when merging with a data file.

Fax\*Star email parameters are:

### Spool Data Location

The spool data location fields specify the spool file page location of data used to send email. The following information must be provided in order to extract the data from the spool page:

- Line** Line number on the spool page
- Pos** Starting position on the spool page
- Len** Number of positions occupied by the data
- Del** The entry in this field is used in conjunction with the entries in the Fax\*Star **Print** field (see Print on page 2-71) and the **Print Unmapped Data** field on the Work with Forms Exit screen. It indicates whether or not to retain the associated value so it can be printed on the email and/or with unmapped data.
  - \*YES** Do not retain the value.
  - \*NO** Retain the value. If the value is retained, it can be printed on the email when the Print field is set to \*YES and, if the value is not mapped in a spool command, printed with the unmapped data when Print Unmapped Data is set to \*YES.

- 
- Data Field** Some of the data used to send email can be retrieved from data files by entering a Return Field value from a previously defined DTEXT command. If multiple DTEXT commands use the same data field name as the Return Field value entered, the first matching value encountered during the merge will be used to retrieve the data. Press **F4** to see a list of available values.
- Print** Whether or not to print the associated value in the email. If **\*YES** is selected, the value will print in the email in the same location that it occupies in the spool file.
- \*NO** Do not print the value in the email. (default)
- \*YES** Print the value in the email. Cannot be selected if the value in the **DEL** field is **\*YES**.
- Email Address** The destination email address. The address may be taken from a spool file page or from a data file. Complete the spool data location fields to extract the email address from a spool file page. Complete the Data Field field to retrieve an email address from a data file. An email address may be up to 64 positions in length.
- It is not necessary to include a destination on every page. If no destination is found on a page and Retain Destination (see below) has been set to **\*YES**, the page will be sent to the last known email address. If the email address is being used to condition the EMAIL command, it is recommended that you make an email address available for every page that you wish to be selected.
- Optional Send Via** It is possible to send email through a mail provider other than Fax\*Star. Valid values are:
- SMTP** Use Internal Mail  
**MS** Use Microsoft Mail  
**EX** Use Exchange
- Mail Carbon Copy** The destination email address, up to 64 positions in length, for an optional carbon copy (cc). Carbon copy address information may be taken from a spool file or a data file. Complete the spool data location fields to extract the cc address from a spool file. Key a value in the Data Field to retrieve a cc address from a data file.
- The email transport provider must support the Carbon Copy function.

**Mail Blind  
Carbon Copy**

The destination email address, up to 64 positions in length, for an optional blind carbon copy (bcc). Blind carbon copy address information may be taken from a spool file or a data file. Complete the spool data location fields to extract the cc address from a spool file. Key a value in the Data Field to retrieve a cc address from a data file.

The email transport provider must support the Blind Carbon Copy function.

**Retain Destination**

Whether or not to use the last known destination to email a spool page that has no specified destination.

**\*YES** Send any spool page without a destination to the last known email address. (default)

**\*NO** If a destination is not available for a spool page do not email the page.

Page Down to display the next screen.

Name: SGFXSTAR	EZeDocs/400	F0101XR
Size: 8.500 X 11.000	Work with commands	F0HDR
*****		
EMAIL COMMAND	Fax *Star	Number: 2.00
Spool Data Location:		
Reply To . . . . .	Line ___ Pos ___ Len ___ Del ___	Print *NO
	-or- Data Field _____	
Email Subject . . . . .	Line ___ Pos ___ Len ___ Del ___	
	-or- _____	
Windows Confirm . . . . .	Line ___ Pos ___ Len ___ Del ___	
	-or- _____	
Windows Sent . . . . .	Line ___ Pos ___ Len ___ Del ___	
	-or- _____	
Windows Fail . . . . .	Line ___ Pos ___ Len ___ Del ___	
	-or- _____	
		More...
F3=Exit F8=Condition F12=Cancel		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

**Reply To**

The address to be used when replying to the email. The reply to address may be taken from a spool file or a data file. Complete the spool data location fields to extract the reply to address from a spool file. Key a value in the Data Field field to retrieve a reply to address from a data file.

The email transport provider must support the Reply To function.



**Email Subject** The subject of the email. Complete the spool data location fields to extract the subject from a spool file or key a subject in the **-or-** field. The subject may be up to 62 positions in length.

**Windows Confirm** Notification of sent and failed email can be sent to the Fax\*Star Windows queue of the user whose ID is specified here. Enter the spool page location of a user ID or key a user ID, up to 10 positions in length, in the **-or-** field.

**Windows Sent** A confirmation of sent email can be sent to the Fax\*Star Windows queue of the user whose ID is specified here. Enter the spool page location of a user ID or key a user ID, up to 10 positions in length, in the **-or-** field.

**Windows Fail** Notification of failed email can be sent to the Fax\*Star Windows queue of the user whose ID is specified here. Enter the spool page location of a user ID or key a user ID, up to 10 positions in length, in the **-or-** field.

Page Down to display the next screen.

Name: S6FXSTAR	EZeDocs/400	F0101XR
Size: 8.500 X 11.000	Work with commands	FOHDR
*****		
EMAIL COMMAND	Fax *Star	Number: 2.00
Printer . . . . .	_____	
Mail Format . . . . .	_____ (MTIFFG3, MTIFFG4, DCX, TIFFG3, TIFFG4, PCX)	
Mail Body . . . . .	_____	
X Mail Body . . . . .	_____	
Delete X Mail Body . .	_____	
Body . . . . .	_____	
F3=Exit F8=Condition F12=Cancel		Bottom
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

**Printer** The name of a network printer to assign to the print job. This printer must already be configured in the Fax\*Star software.

**Mail Format** The format to use for an email attachment. Valid values are:

- MTIFFG3** Tiff group 3-all pages in one attachment
- MTIFFG4** Tiff group 4-all pages in one attachment
- DCX** DCX
- TIFFG3** Tiff group 3-an attachment per page
- TIFFG4** Tiff group 4-all pages in one attachment

- Mail Body** The name of a text file, up to 64 positions in length, to add to the body of the email. The text file must be located in the Fax\*Star Image directory. If a value is entered here the other Mail Body commands must be left blank.
- X Mail Body** The name of a text file, up to 64 positions in length, to add to the body of the email. The text file must be located in the Fax\*Star X Attach directory. If a value is entered here the other Mail Body commands must be left blank.
- Delete X Mail Body** The name of a text file, up to 64 positions in length, to add to the body of the email. The text file will be deleted once it is processed. The text file must be located in the Fax\*Star X Attach directory. If a value is entered here the other Mail Body commands must be left blank.
- Body** A constant line of text to be added to the body of the email. The text may be up to 80 positions in length. If a value is entered here the other Mail Body commands must be left blank.

## KeyesFax

```

Name: SGEMAIL                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000                Work with commands                FOHDR

*****
EMAIL COMMAND                        KeyesFax                        Number: 86.00
      Spool Data Location:
Email Address . . . Line ___ Pos ___ Len ___ Del ___ Reps 01
      -or- Data Field _____

Optional Break . . Line ___ Pos ___ Len ___ Del ___

Description . . . . Line ___ Pos ___ Len ___ Del ___
Send Date . . . . . Line ___ Pos ___ Len ___ Del ___
Send Time (HHMM) . Line ___ Pos ___ Len ___ Del ___ or ___

Retain Destination *YES *NO, *YES

                                          Bottom

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

KeyesFax automatically splits multiple page spool files into multiple documents as required based on a change in the email address. This command cannot be used when merging with a data file.

**KeyesFax** parameters are:

### Spool Data Location

The spool data location fields specify the spool file page location of data used to send email. The following information must be provided in order to extract the data from the spool page:

<b>Line</b>	Line number on the spool page
<b>Pos</b>	Starting position on the spool page
<b>Len</b>	Number of positions occupied by the data
<b>Del</b>	Whether or not to delete the data from the spool file after it is processed.
	*YES = Delete *NO = Do not delete

### Email Address

The location of the destination email address. The address may be taken from a spool file page or from a data file. Complete the spool data location fields to extract the email address from a spool file page. Complete the Data Field field to retrieve an email address from a data file.

The EMAIL command can be used in conjunction with the FAX command. If both a fax number and an email address are included on a single page, the page will be sent to the last destination on the page.

It is not necessary to include a destination on every page. If no destination is found on a page and Retain Destination (see below) has been set to **Y**, the page will be sent to the last known email address. If the email address is being used to

condition the EMAIL command, it is recommended that you make an email address available for every page that you wish to be selected.

**Data Field** Key a Return Field value from a previously defined DTEXT command to retrieve an email address from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the email address. Press **F4** to see a list of available values.

**Optional Break** A user defined value used to force the creation of multiple documents to be emailed to a single address. For example, to email purchase orders separately by department, define the department as the optional break. Separate documents will be generated for each department even if they are to be sent to the same email address.

**Description** Use the description to identify individual pages of a document.

**Send Date** The day that the document should be transmitted. Use a date format of **YYMMDD**. If not specified, the date defaults to the current date.

**Send Time (HHMM)** The time of day to transmit the document. Use a time format of **HHMM** from 0000 to 2400 (military time). The time can be entered into the appropriate field **OR** extracted from spool data.

**Retain Destination** Whether or not to use the last known destination to email a spool page that has no specified destination.

**Y** Send any spool page without a destination to the last known email address.

**N** If a destination is not available for a spool page do not email the page.

## KeyesMail

```

Name: SGEMAIL                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000                Work with commands                    FOHDR

*****
EMAIL COMMAND                        KeyesMail                          Number: 86.00
Spool Data Location:
Email Address . . . Line ___ Pos ___ Len ___ Del ___ Reps @1
-or- Data Field _____
Optional Break . . Line ___ Pos ___ Len ___ Del ___
Description . . . . Line ___ Pos ___ Len ___ Del ___
Translation . . . . @ 6-PDF, 3-TIFF Image
Compression . . . . @ @-None, 1-Fast, 2-Normal, 3-Max
Encryption . . . . @ @-None, 1-ZipStd, 2-Advanced
Password . . . . . Line ___ Pos ___ Len ___ Del ___
-or- _____

Retain Destination *YES *NO, *YES
Email Message . . . Line ___ Pos ___ Len ___ Del ___
-or- _____

F3=Exit F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
More...

```

KeyesMail automatically splits multiple page spool files into multiple documents as required based on a change in the email address. This command cannot be used when merging with a data file.

KeyesMail parameters are:

### Spool Data Location

The spool data location fields specify the spool file page location of data used to send email. The following information must be provided in order to extract the data from the spool page:

- Line** Line number on the spool page
  - Pos** Starting position on the spool page
  - Len** Number of positions occupied by the data
  - Del** Whether or not to delete the data from the spool file after it is processed.
- \*YES = Delete \*NO = Do not delete

### Email Address

The location of the destination email address. The address may be taken from a spool file page or from a data file. Complete the spool data location fields to extract the email address from a spool file page. Complete the Data Field field to retrieve an email address from a data file.

Up to 10 email addresses may be extracted from a spool file for the same page. Use the **Reps** field to indicate the number of spool data lines to be extracted for multiple email addresses beginning with the defined starting line number.

Include a FAX command in a form in addition to an EMAIL command to send individual pages of a multi-page

form to the fax number and email addresses specified. If both a fax number and an email address are included on a single page, the page will be sent to both destinations. Up to 9 email addresses and 1 fax number may be indicated for the same page. Use the email address repetitions in the EMAIL command to denote the number of spool data lines to be extracted for multiple email addresses beginning with the defined starting line number.

It is not necessary to include a destination on every page. If no destination is found on a page and Retain Destination (see below) has been set to **Y**, the page will be sent to the last known email address. If the email address is being used to condition the EMAIL command, it is recommended that you make an email address available for every page that you wish to be selected.

**Data Field** Key a Return Field value from a previously defined DTEXT command to retrieve an email address from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the email address. Press **F4** to see a list of available values.

**Optional Break** A user defined value used to force the creation of multiple documents to be emailed to a single address. For example, to email purchase orders separately by department, define the department as the optional break. Separate documents will be generated for each department even if they are to be sent to the same email address.

**Description** Use the description to identify individual pages of a document.

**Translation** How the merged page will be translated into an attachment.

- 3** TIFF image
- 7** PDF

**Compression** The amount of compression to apply to the email attachment. If a value other than **0** is selected, PKZIP software must be installed on the System i and available in the library list. Compressed attachments will have a file name extension of **.zip**.

- 0** Do not compress (default)
- 1** Fastest compression, good compression amount.
- 2** Slightly slower compression speed with better compression.
- 3** Maximum compression. This option will take the greatest amount of time to compress the file.

- Encryption** The kind of encryption to apply to the email attachment. A password and a compression value other than 0 are also required to encrypt an email.
- 0** Do not encrypt (default)
  - 1** Standard encryption compatible with encryption products like GZIP or WinZip.
  - 2** Advanced Encryption Standard. Requires PKZIP.
- Password** A password is required for encrypted email. Users must enter the correct password to open an encrypted email. Passwords are **case sensitive** and can be up to 64 positions in length.
- To take passwords from the spool file, key the spool data location in the **Line, Pos, Len** fields and **\*YES** (delete) or **\*NO** (do not delete) in the **Del** field.
- To use the same password for all email attachments, key a password up to 64 positions in length in the **-or-** field.
- Retain Destination** Whether or not to use the last known destination to email a spool page that has no specified destination.
- Y** Send any spool page without a destination to the last known email address.
  - N** If a destination is not available for a spool page do not email the page.
- Email Message** Enter the spool data location of the email message or the actual email message. Up to ten substitution values may be entered on the message line to extract the message from the spool file based on the location supplied by the substitution values. (See **Substitution** below.)
- The maximum number of characters for the message is 123. If the message command and the message text are embedded in the spool file, the maximum number of characters passed to KeyesMail, which includes the **-Msg** command, is 128. If substitution variables are included in the message text, KeyesMail will create a message up to 256 characters.
- Example: Purchase order -1 , from department -10, issued on -2.

Page Down to display the next screen.

```

Name: SGFORM                      EZeDocs                      F0101XR
Size: 8.500 X 11.000              Work with commands      F0101XC1

*****
EMAIL COMMAND                      KeyesMail                Number: 1.00
*****
Spool Data Location:
Email Subject . . Line ___ Pos ___ Len ___ Del ___
-or-
Substitutions 1. Line ___ Pos ___ Len ___ Del ___
                2. Line ___ Pos ___ Len ___ Del ___
                3. Line ___ Pos ___ Len ___ Del ___
                4. Line ___ Pos ___ Len ___ Del ___
                5. Line ___ Pos ___ Len ___ Del ___
                6. Line ___ Pos ___ Len ___ Del ___
                7. Line ___ Pos ___ Len ___ Del ___
                8. Line ___ Pos ___ Len ___ Del ___
                9. Line ___ Pos ___ Len ___ Del ___
               10. Line ___ Pos ___ Len ___ Del ___

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
Bottom

```

Additional parameters are:

**Email Subject**

Enter the spool data location of the email subject or the actual email subject.

Up to 10 substitution values can be included in the subject line to be extracted from the spool file based on the location supplied by the substitution values. (See **Substitution** below.)

Example:

Purchase order ↵1 , from department ↵10, issued on ↵2.

**Substitutions  
Line 1-10**

The spool page location of the data to be used when substituting in the Email Message or Email Subject fields.



**Unifier400**

```

Name: SGKFEFAX                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000                Work with commands              FOHDR
*****
EMAIL COMMAND                        Unifier400                      Number: 6.00
Destination . . . . Spool Data Location:
  Email Address . . Line ____ Pos ____ Len ____ Del ____
  -or- Data Field
  To Company Name . Line ____ Pos ____ Len ____ Del ____
  Attention Name . Line ____ Pos ____ Len ____ Del ____
Optional Break . . Line ____ Pos ____ Len ____ Del ____
Remarks File . . . *NONE          Library QTEMP
Member . . . . . Line ____ Pos ____ Len ____ Del ____ or *FIRST ____
From Company Name . Line ____ Pos ____ Len ____ Del ____
From User Name . . Line ____ Pos ____ Len ____ Del ____ or *CURRENT ____
Send Date . . . . . Line ____ Pos ____ Len ____ Del ____ or *NOW ____
Send Time (HHMM) . Line ____ Pos ____ Len ____ Del ____ or *NOW ____
Batch Priority . . Line ____ Pos ____ Len ____ Del ____ or ____
Hold Batch . . . . *NO *NO, *YES
Delete After Send . *DEFAULT *NO, *YES, *DEFAULT
User Cover Page . . *DEFAULT *NO, *YES, *DEFAULT
Retain Destination *YES *NO, *YES

F3=Exit F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

This command cannot be used when merging with a data file.

**Unifier400** parameters are:

**Destination** The spool data location fields specify the spool file page  
**Spool Data** location of data used to send email. The following information  
**Location** must be provided in order to extract the data from the spool page:

**Line** Line number on the spool page  
**Pos** Starting position on the spool page  
**Len** Number of positions occupied by the data  
**Del** Whether or not to delete the data from the spool file after it is processed.  
 \*YES = Delete \*NO = Do not delete

**Email Address** Location of the destination email address. The address may be taken from a spool file page or from a data file. Complete the spool data location fields to extract the email address from a spool file page. Complete the Data Field field to retrieve an email address from a data file.

It is not necessary to include a destination on every page. If no destination is found on a page and Retain Destination (see next page) has been set to **Y**, the page will be sent to the last known email address. If the email address is being used to condition the EMAIL command, it is recommended that you make an email address available for every page that you wish to be selected.

**To Company Name** Location of the addressee company name on the spool file page.

**Attention Name** Location of the contact name on the spool file page.

<b>Data Field</b>	Key a Return Field value from a previously defined DTEXT command to retrieve an email address from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the email address. Press <b>F4</b> to see a list of available values.
<b>Optional Break</b>	A user defined value used to force the creation of multiple documents to be emailed to a single address. For example, to email purchase orders separately by department, define the department as the optional break. Separate documents will be generated for each department even if they are to be sent to the same email address.
<b>Remarks File</b>	The name of a file containing remarks to print on the cover page. Leave as <b>*NONE</b> to omit the cover page.
<b>Library</b>	The location of the remarks file. <b>*LIBL</b> is not a valid entry.
<b>Member</b>	The location of the remarks file member containing the cover page remarks.
	<p><b>*FIRST</b>               Selects the first member in the designated remarks file.</p> <p><b>*DOCUMENT</b>       Uses the name of the document containing the <b>EMAIL</b> command as the member name.</p>
<b>From Company Name</b>	Location of the sending company's name on the spool file page or use the default value which is the company name in the profile of the current job user. Use only if including a cover page.
<b>From User Name</b>	This value overrides the FROM: identifier on the cover page. Enter the spool page location of the sending user's name or use the default of <b>*CURRENT</b> which takes the current job user profile as the From name. Use only if including a cover page.
<b>Send Date</b>	A specific transmission date can be indicated. Key the spool file page location of the transmission date or key a date in the format <b>MMDDYY</b> . The default value of <b>*NOW</b> sends the email immediately.
<b>Send Time (HHMM)</b>	A specific transmission time can be indicated. Key the spool file page location of the transmission time or key a time in the format <b>HHMM</b> (military time). The default value of <b>*NOW</b> sends the email immediately.

- Batch Priority** An email priority may be indicated. Key the spool file page location of the priority or enter a value from **1-99** where 1 is the highest priority and 99 the lowest.
- Hold Batch** Whether or not to place a batch on hold.
- \*YES** Place the batch on hold.
  - \*NO** Do not place the batch on hold.
- Delete After Send** Whether or not to delete the spool file when transmission is complete.
- \*YES** Delete the spool file.
  - \*NO** Do not delete the spool file.
  - \*DEFAULT** Use the value in the user profile.
- User Cover Page** Whether or not to include a cover page.
- \*YES** Include a cover page.
  - \*NO** Do not include a cover page.
  - \*DEFAULT** Use the value in the user profile.
- Retain Destination** Whether or not to use the last known destination to email a spool page that has no specified destination.
- Y** Send any spool page without a destination to the last known email address.
  - N** If a destination is not available for a spool page do not email the page.



- Length**            The length of the signature on the page.
  - Height**            The height of the signature on the page.
  - Optional Break**    A user defined value that may be used to force files to break on a value other than the filename. A new document is created when a new optional break value is encountered. For example, by defining department as the optional break a separate file will be created each time the department value in the spool file changes.
- Note:** The ESignature settings in WebView can be configured to place the captured signature on either the first or last page of a document.

The ID, Description and Date fields are used to create the metadata that will identify the documents in WebView and in the Work with eSignatures option in eForms. To pull a metadata entry from an **STEXT** command, press **F4** in the **Data Link** field and select an STEXT command from the list. To use a constant value, enter the value in the **Value** field.

- ID**                    An ID to identify the document, for example a vendor ID, customer ID, etc. (Required)
- Description**        Any kind of description to further identify the document, for example a company name, vendor name, sales rep name, etc.
- Date**                A date that can help identify the document. This will usually be the date from the document being merged but **\*SYSDATE** (system date of the merge) is available for selection in the F4 list of STETX commands.

## FAX - Fax

The **FAX** command serves as an interface between EZeDocs/400 and certain fax and fax/email products. Refer to your fax product manual for information specific to the operation of your fax product.

A **FAX** command must be included in at least one of the documents being merged to trigger the fax process during a merge. It can be in the front page form or the back page form (if printing in duplex). It can also be in a form named in the **Form name** field of the **FORM** command. It cannot be a form retrieved from a spool file using the **Form name location** fields in the **FORM** command. The FAX command cannot be used when merging with a data file.

There can be only one FAX command per form. One EMAIL command may be included in a form with an FAX command.

A distribution list must be set up when combining fax output with email and/or print output. For example, a distribution list can be set up to send copy one to a fax output queue and copy two to a print output queue. See Chapter 5 in this manual for more information about working with distribution lists.

The **Interface** window displays when the FAX command is entered for the first time.

```
Make selection, press Enter.

Sel  Interface
    -  ACOM EZeMail/400
    -  ACOM EZFax/400
    -  ACOM/KF Fax
    -  ACOM/KM Email
    -  FastFax Enterprise
    -  FastFax Plus/Ultra
    -  Fax *Star
    -  Fax/eMail NT RightFax
    -  Fax/eMail NT WinFax
    -  KeyesFax
    -  KeyesMail
    -  Unifier400

Bottom

F3=Exit  F12=Cancel
```

To select an interface:

1. Key a **1** in the **Sel** field to the left of an interface.
2. **<ENTER>** to return to the **Work with Commands** screen.
3. Position the cursor in the **Action** field to the left of the FAX command.
4. Press **F4** to display a detail screen for the interface selected.

To use a fax or fax/email product that is not listed, call Technical Support for a possible solution.

## ACOM/KF Fax

```

Name: SGDATES1                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000                Work with commands                FOHDR

*****
FAX COMMAND                          ACOM/KF Fax                          Number: 15.00
Spool Data Location:
Fax Number . . . . Line ___ Pos ___ Len ___ Del ___
-or- Data Field _____

Fax List . . . . Line ___ Pos ___ Len ___ Del ___
Fax PBX . . . . Line ___ Pos ___ Len ___ Del ___
Optional Break . . Line ___ Pos ___ Len ___ Del ___
Attention . . . . Line ___ Pos ___ Len ___ Del ___
Description . . . . Line ___ Pos ___ Len ___ Del ___
Send Date . . . . Line ___ Pos ___ Len ___ Del ___
Send Time (HHMM) . Line ___ Pos ___ Len ___ Del ___ or ___

Retain Destination *YES *NO, *YES

More...

F3=Exit F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

ACOM/KF Fax automatically splits multiple page spool files into multiple documents as required based on a change in the fax number. This command cannot be used when merging with a data file.

ACOM/KF Fax parameters are:

### Spool Data Location

The spool data location fields specify the spool file page location of data used to send faxes. The following information must be provided in order to extract the data from the spool page:

**Line** Line number on the spool page  
**Pos** Starting position on the spool page  
**Len** Number of positions occupied by the data  
**Del** Whether or not to delete the data from the spool file after it is processed.  
 \*YES = Delete \*NO = Do not delete

### Fax Number:

The location of the destination fax number. Fax information may be taken from a spool page, a data file or an address book. Complete the spool data location fields to extract the fax number from a spool page. Key a value in the Data Field field to retrieve a fax number from a data file. Page down to the screen displaying the **Address Book** fields to take the fax number from an address book.

It should include any necessary area code but not the "1" preceding long distance area codes. Fax number information may be taken from an address book instead of this field. Page down to the **Address Book** field on the next screen.

**Note:** When embedding fax numbers in a spool file it is strongly recommended that additional data not be included on the same line as the fax number.

Fax number data may contain the characters: ( ), and -. ACOM/KF Fax automatically removes these from the fax number before processing begins. A fax number with spaces is considered a different number than the same number without spaces.

Include an EMAIL command in a form in addition to a FAX command to send individual pages of a multi-page form to separate fax numbers and email addresses. If both a fax number and an email address are included on a single page, the page will be sent to both destinations. Up to 9 email addresses and 1 fax number may be indicated for the same page. Use the email address **Reps** field in the EMAIL command to denote the number of spool data lines to be extracted for multiple email addresses beginning with the defined starting line number.

It is not necessary to include a destination on every page. If no destination is found on a page and Retain Destination (see below) has been set to **Y**, the page will be sent to the last known fax number. If the fax number is being used to condition the FAX command, it is recommended that you make a fax number available for every page that you wish to be selected.

- Data Field** Key a Return Field value from a previously defined DTEXT command to retrieve a fax number from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the fax number. Press **F4** to see a list of available values.
- FAX List:** Used to fax the same pages to multiple recipients where the recipients are found in a distribution list containing a list of directory entries. Each directory entry should contain a fax phone number in the fax field.
- FAX PBX:** Used to fax the same pages to multiple recipients where the recipients' phone numbers (or email addresses) are found in a PBXFILE member.
- Optional Break** A user defined value used to force the creation of multiple documents to be faxed to a single fax number, fax list or fax PBX. For example, to fax purchase orders separately by department, define the department as the optional break. Separate documents will be generated for each department even if they are to be sent to the same fax number.



- Attention** Used in place of a cover sheet. The attention name prints at the top of the fax to identify the recipient. Attention data must be included on the first spool page.
- Description** Used to identify individual pages of a document to be faxed. Every page that has been given a description has the description included with the completion message(s) when it is faxed. Description information such as customer, invoice or purchase order number may be included.
- Send Date** The day that the document should be transmitted. Use a date format of **YYMMDD**. If not specified, the date defaults to the current date.
- Send Time(HHMM)** The time of day to transmit the document. Use a time format of **HHMM** from 0000 to 2400 (military time). The time can be extracted from spool data **OR** entered into the appropriate field in the FAX command.
- Retain Destination** Whether or not to use the last known destination to fax a Spool page that has no specified destination.
- Y** Send any spool page without a destination to the last known fax number.
  - N** If a destination is not available for a spool page do not fax the page.

Page Down to display the next screen.

```

Name: S6DATES1                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000                Work with commands              FOHDR
*****
FAX COMMAND                          ACOM/KF Fax                      Number: 17.00

(Select a Data Link or enter a Name)
Address Book
Data Link ...                        Name ...
_____                            _____

Entry
Data Link ...                        Key   Name ...
_____                            _____
_____                            _____

Group
Data Link ...                        Type  Name ...
_____                            -    _____

More...

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

- Address Book** Address information for the fax can be retrieved from an address book. Use a data link to take the address book name from the spool file or enter the address book name in the Name field. Press **F4** in either field to display valid entries.

Leave the **Fax Number** field on the previous screen blank if information is entered in this field.

The fax will be sent to each member in the address book unless a value is entered in the Entry **OR** Group field below.

**Entry**

Complete this field to send the fax to a specific entry in the address book. An entry can be identified using a combination of data links and names. Press **F4** in either field to display valid entries.

**Group**

Complete this field to send the fax to a group of entries that has been previously defined in the address book. Use a data link to take the group name from the spool file or enter the group name in the Name field. Press **F4** in either field to display valid entries.

Page Down to display the next screen.

```

Name: SGDATES1           EZeDocs/400           F0101XR
Size: 8.500 X 11.000     Work with commands       FOHDR
*****
FAX COMMAND              ACOM/KF Fax              Number: 17.00
                          Spool Data Location:

Cover Sheet File. . Line ___ Pos ___ Len ___ Del ___
-or- File
Cover Sheet Member. Line ___ Pos ___ Len ___ Del ___
-or- Member
Recipient Company . Line ___ Pos ___ Len ___ Del ___
-or- Value
Recipient Name. . . Line ___ Pos ___ Len ___ Del ___
-or- Value
Cover Notes . . . . Line ___ Pos ___ Len ___ Del ___
-or- Value

More...

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The fields on this screen and the following screen may be completed to include a pre-existing cover sheet with the fax. The cover sheet file, cover sheet member, recipient company and recipient name information must be included if a cover sheet will be used. All other cover sheet information is optional.

**Cover Sheet File**      The spool file location of the name of the file containing the pre-defined cover sheet.

**or**

**File**                      The name of the file containing the pre-defined cover sheet. The default file is MSGFILE.

**Cover Sheet Member**      The spool file location of the name of the pre-defined cover sheet.

---

	<b>or</b>
<b>Member</b>	The name of the pre-defined cover sheet.
<b>Recipient Company</b>	The spool file location of the recipient's company name. A value extracted from the spool file will override an entry for the recipient's company in the cover sheet file.
	<b>or</b>
<b>Value</b>	The recipient's company name. A value entered here will override an entry for the recipient's company in the cover sheet file.
<b>Recipient Name</b>	The spool file location of the recipient's name. A value extracted from the spool file will override an entry for the recipient's name in the cover sheet file.
	<b>or</b>
<b>Value</b>	The recipient's name. A value entered here will override an entry for the recipient's name in the cover sheet file.
<b>Cover notes</b>	The spool file location of notes to be printed on the cover sheet. Notes may be up to 76 positions in length. Data beyond the 76 <sup>th</sup> position will be lost if the spool location specified is greater than 76 positions. A value extracted from the spool file overrides any entry for cover sheet notes in the cover sheet file.
	<b>or</b>
<b>Notes</b>	Notes to be printed on the cover sheet. Notes may be up to 76 positions in length. A value entered here overrides any entry for cover sheet notes in the cover sheet file.

Page down to key optional sender information for the cover sheet.

```

Name: 5GFAXCS          EZeDocs/400          F0101XR
Size: 8.500 X 11.000   Work with commands   FOHDR
*****
FAX COMMAND
Spool Data Location: ACOM/KF Fax          Number: 1.00

Sender name . . . . Line ___ Pos ___ Len ___ Del ___
Sender company. . . Line ___ Pos ___ Len ___ Del ___
Sender e-mail . . . Line ___ Pos ___ Len ___ Del ___
Sender fax . . . . Line ___ Pos ___ Len ___ Del ___
Sender phone . . . Line ___ Pos ___ Len ___ Del ___

ACOM/KF Fax

Bottom

F3=Exit F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

**Sender name** The spool file location of the sender’s name. A value extracted from the spool file will override an entry for the sender’s name in the cover sheet file.

**Sender company** The spool file location of the sender’s company name. A value extracted from the spool file will override an entry for the sender’s company in the cover sheet file.

**Sender e-mail** The spool file location of the sender’s email address. A value extracted from the spool file will override an entry for the sender’s email address in the cover sheet file.

**Sender fax** The spool file location of the sender’s fax number. A value extracted from the spool file will override an entry for the sender’s fax number in the cover sheet file.

**Sender phone** The spool file location of the sender’s phone number. A value extracted from the spool file will override an entry for the sender’s phone number in the cover sheet file.

## ACOM/KM Email

```

Name: SGDATES1                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000                Work with commands                FOHDR

*****
FAX COMMAND                          ACOM/KM Email                      Number: 9.00
      Spool Data Location:
Fax Number . . . . Line ___ Pos ___ Len ___ Del ___
      -or- Data Field _____

Fax List . . . . Line ___ Pos ___ Len ___ Del ___
Fax PBX . . . . Line ___ Pos ___ Len ___ Del ___
Optional Break . . Line ___ Pos ___ Len ___ Del ___
Attention . . . . Line ___ Pos ___ Len ___ Del ___
Description . . . . Line ___ Pos ___ Len ___ Del ___
Send Date . . . . Line ___ Pos ___ Len ___ Del ___
Send Time (HHMM) . Line ___ Pos ___ Len ___ Del ___ or ___

Retain Destination *YES *NO, *YES

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
More...
    
```

ACOM/KM Email automatically splits multiple page spool files into multiple documents as required based on a change in the fax number. This command cannot be used when merging with a data file.

ACOM/KM Email fax parameters are:

### Spool Data Location

The spool data location fields specify the spool file page location of data used to send faxes. The following information must be provided in order to extract the data from the spool page:

- Line** Line number on the spool page
- Pos** Starting position on the spool page
- Len** Number of positions occupied by the data
- Del** Whether or not to delete the data from the spool file after it is processed.  
\*YES = Delete \*NO = Do not delete

### Fax Number:

The location of the destination fax number. Fax information may be taken from a spool page, a data file or an address book. Complete the spool data location fields to extract the fax number from a spool page. Key a value in the Data Field field to retrieve a fax number from a data file. Page down to the screen displaying the **Address Book** fields to take the fax number from an address book.

The number should include any necessary area code but not the “1” preceding long distance area codes.

**Note:** When embedding fax numbers in a spool file it is strongly recommended that additional data not be included on the same line as the fax number.

Fax number data may contain the characters: ( ), and -. ACOM/KM Email automatically removes these from the fax number before processing begins. A fax number with spaces is considered a different number than the same number without spaces.

Include an EMAIL command in a form in addition to a FAX command to send individual pages of a multi-page form to separate fax numbers and email addresses. If both a fax number and an email address are included on a single page, the page will be sent to both destinations. Up to 9 email addresses and 1 fax number may be indicated for the same page. Use the email address **Reps** field in the EMAIL command to denote the number of spool data lines to be extracted for multiple email addresses beginning with the defined starting line number.

It is not necessary to include a destination on every page. If no destination is found on a page and Retain Destination (see below) has been set to **Y**, the page will be sent to the last known fax number. If the fax number is being used to condition the FAX command, it is recommended that you make a fax number available for every page that you wish to be selected.

**Data Field**

Key a Return Field value from a previously defined DTEXT command to retrieve a fax number from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the fax number. Press **F4** to see a list of available values.

**FAX List:**

Used to fax the same pages to multiple recipients where the recipients are found in a distribution list containing a list of directory entries. Each directory entry should contain a fax phone number in the fax field.

**FAX PBX:**

Used to fax the same pages to multiple recipients where the recipients' phone numbers (or email addresses) are found in a PBXFILE member.

**Optional Break**

A user defined value used to force the creation of multiple documents to be faxed to a single fax number, fax list or fax PBX. For example, to fax purchase orders separately by department, define the department as the optional break. Separate documents will be generated for each department even if they are to be sent to the same fax number.

- Attention** Used in place of a cover sheet. The attention name prints at the top of the fax to identify the recipient. Attention data must be included on the first spool page.
- Description** Used to identify individual pages of a document to be faxed. Every page that has been given a description has the description included with the completion message(s) when it is faxed. Description information such as customer, invoice or purchase order number may be included.
- Send Date** The day that the document should be transmitted. Use a date format of **YYMMDD**. If not specified, the date defaults to the current date.
- Send Time(HHMM)** The time of day to transmit the document. Use a time format of **HHMM** from 0000 to 2400 (military time). The time can be extracted from spool data **OR** entered into the appropriate field in the FAX command.
- Retain Destination** Whether or not to use the last known destination to fax a A spool page that has no specified destination.
- Y** Send any spool page without a destination to the last known fax number.
- N** If a destination is not available for a spool page do not fax the page.

Page down to display the next screen.

```

Name: SGDATES1                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000                Work with commands              FOHDR
*****
FAX COMMAND                          ACOM/KM Email                    Number: 9.00
(Select a Data Link or enter a Name)
Address Book
Data Link ...                        Name ...
-----
Entry
Data Link ...                        Key Name ...
-----
Group
Data Link ...                        Type Name ...
-----
More...

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

- Address Book** Address information for the fax can be retrieved from an address book. Use a data link to take the address book name from the spool file or enter the address book name in the Name field. Press **F4** in either field to display valid

entries. Leave the **Fax Number** field on the previous screen blank if information is entered in this field.

The fax will be sent to each member in the address book unless a value is entered in the Entry **OR** Group field below.

**Entry**

Complete this field to send the fax to a specific entry in the address book. An entry can be identified using a combination of data links and names. Press **F4** in either field to display valid entries.

**Group**

Complete this field to send the fax to a group of entries that has been previously defined in the address book. Use a data link to take the group name from the spool file or enter the group name in the Name field. Press **F4** in either field to display valid entries.

Page Down to display the next screen.

```

Name: SGDATES1           EZeDocs/400           F0101XR
Size: 8.500 X 11.000     Work with commands       FOHDR
*****
FAX COMMAND              ACOM/KM Email           Number: 9.00
                          Spool Data Location:

Cover Sheet File. . Line ___ Pos ___ Len ___ Del ___
-or- File _____
Cover Sheet Member. Line ___ Pos ___ Len ___ Del ___
-or- Member _____
Recipient Company . Line ___ Pos ___ Len ___ Del ___
-or- Value _____
Recipient Name. . . Line ___ Pos ___ Len ___ Del ___
-or- Value _____
Cover Notes . . . . Line ___ Pos ___ Len ___ Del ___
-or- Value _____

More...

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The fields on this screen and the following screen may be completed to include a pre-existing cover sheet with the fax. The cover sheet file, cover sheet member, recipient company and recipient name information must be included if a cover sheet will be used. All other cover sheet information is optional.

**Cover Sheet File**

The spool file location of the name of the file containing the pre-defined cover sheet.

or

**File**

The name of the file containing the pre-defined cover sheet. The default file is MSGFILE.



<b>Cover Sheet Member</b>	The spool file location of the name of the pre-defined cover sheet.
	<b>or</b>
<b>Member</b>	The name of the pre-defined cover sheet.
<b>Recipient Company</b>	The spool file location of the recipient's company name. A value extracted from the spool file will override an entry for the recipient's company in the cover sheet file.
	<b>or</b>
<b>Value</b>	The recipient's company name. A value entered here will override an entry for the recipient's company in the cover sheet file.
<b>Recipient Name</b>	The spool file location of the recipient's name. A value extracted from the spool file will override an entry for the recipient's name in the cover sheet file.
	<b>or</b>
<b>Value</b>	The recipient's name. A value entered here will override an entry for the recipient's name in the cover sheet file.
<b>Cover notes</b>	The spool file location of notes to be printed on the cover sheet. Notes may be up to 76 positions in length. Data beyond the 76 <sup>th</sup> position will be lost if the spool location specified is greater than 76 positions. A value extracted from the spool file overrides any entry for cover sheet notes in the cover sheet file.
	<b>or</b>
<b>Notes</b>	Notes to be printed on the cover sheet. Notes may be up to 76 positions in length. A value entered here overrides any entry for cover sheet notes in the cover sheet file.

Page down to key optional sender information for the cover sheet.

```

Name: S6DATES1          EZeDocs/400          F0101XR
Size: 8.500 X 11.000   Work with commands   FOHDR
*****
FAX COMMAND          ACOM/KM Email          Number: 9.00
          Spool Data Location:

Sender name . . . . Line ___ Pos ___ Len ___ Del ___
Sender company. . . Line ___ Pos ___ Len ___ Del ___
Sender e-mail . . . Line ___ Pos ___ Len ___ Del ___
Sender fax . . . . Line ___ Pos ___ Len ___ Del ___
Sender phone . . . Line ___ Pos ___ Len ___ Del ___

          Bottom

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

**Sender name** The spool file location of the sender’s name. A value extracted from the spool file will override an entry for the sender’s name in the cover sheet file.

**Sender company** The spool file location of the sender’s company name. A value extracted from the spool file will override an entry for the sender’s company in the cover sheet file.

**Sender e-mail** The spool file location of the sender’s email address. A value extracted from the spool file will override an entry for the sender’s email address in the cover sheet file.

**Sender fax** The spool file location of the sender’s fax number. A value extracted from the spool file will override an entry for the sender’s fax number in the cover sheet file.

**Sender phone** The spool file location of the sender’s phone number. A value extracted from the spool file will override an entry for the sender’s phone number in the cover sheet file.

## EZFax/400

EZFax/400 automatically splits multiple page spool files into multiple documents as required based on a change in the fax number or optional break value. The EZFax/400 command is available only by purchasing the EZFax/400 module.

To create faxes from merged documents:

- Set up a **fax line**. (EZFax/400 menu option 1)
- Include an EZFax/400 **FAX command** in a document overlay. (eForms module)
- Start the **EZFAX** fax monitor in the EZFax/400 module. (EZFax/400 menu option 7)
- Send the merged output to the **EZFAXOTQ** output queue. (eForms module)

Faxes will be created automatically when the merge is run. Email notifications about fax activity can be sent to the user initiating the merge and auto merge jobs that generate faxes. See the Define Users section in Chapter 2 of the Utilities Manual for information about configuring user definitions for fax activity email notifications.

Embedded commands may be included in the spool file (see page 2-105) and/or in the User Defined Data spool file attribute (see page 2-108).

A distribution list must be set up to fax and email or to fax, email and print from a merge using EZFax/400 and EZeMail/400. When setting up the distribution list use **EZFAXOTQ** as the output queue for faxes and **EZEMAILOTQ** as the output queue for email. Print output can be sent to any predefined print output queue(s).

Use night faxing to send faxes during a specific time period each day. The **\*EZFAXNF** monitor that is shipped with the EZFax/400 software controls night faxing. It must be set up in **Work With Monitors** and started on the **Start/Stop Fax Monitors** screen before night faxing can take place. The night fax monitor uses output queue **EZFAXOTQN**.

```

Name: SGFAX                      EZeDocs/400                      FMFX100AD
Size: 8.500 X 11.000             Work with commands             FMEZFX1

*****
FAX COMMAND                      ACOM EZFAX/400                      Number: 1.00

Spool Data Location
Fax Number . . . . . Line █ Pos ___ Len ___ Del ___
- or - Data Field . . . . . Pos ___ Len ___ Del ___
Distribution . . . . . Line ___ Pos ___ Len ___ Reps 1 Del ___
Optional Break . . . . . Line ___ Pos ___ Len ___ Del ___
From Name . . . . . Line ___ Pos ___ Len ___ Del ___
To Name . . . . . Line ___ Pos ___ Len ___ Del ___
Description . . . . . Line ___ Pos ___ Len ___ Del ___

Retain Destination *YES *YES, *NO

Fax Line . . . . . 01 Line, ...
Priority . . . . . 10 10-50

F3=Exit F4=Prompt F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
More...
    
```

**EZFax/400** parameters are:

**Spool Data  
Location**

The spool data location fields specify the spool file page location of data used to send faxes. The following information must be provided in order to extract the data from the spool page:

<b>Line</b>	Line number on the spool page
<b>Pos</b>	Starting position on the spool page
<b>Len</b>	Number of positions occupied by the data
<b>Reps</b>	The number of lines to search. Valid only when extracting fax distribution information.
<b>Del</b>	Whether or not to delete the data from the spool file after it is processed. * <b>YES</b> = Delete * <b>NO</b> = Do not delete

**Fax Number**

The location of the destination fax number. A fax number may be taken from a spool page **-or-** from a data file or an ACOM Solutions address book. Complete the spool data location fields to extract the fax number from a spool page or key a value in the Data Field field to retrieve a fax number from a data file. Page down to the screen displaying the **Address Book** fields to take addresses from an address book.

Fax numbers can be in the format **(nnn)-nnn-nnnn** or **nnn-nnn-nnnn**. It is not necessary to include a 1 in front of long distance fax numbers.

It is not necessary to include a fax number on every page. If no destination is found on a page and the Retain Destination field (see below) has a value of **\*YES**, the page will be sent to the last known fax number. If the fax number is being used to condition the FAX command, it is recommended that you make a fax number available for every page that you wish to be selected.

A value in an embedded ^FX command on a spool page will override an entry in this field.

**Note:** An Area Code/Exchange configuration (EZFax/400 menu option 2) overrides fax numbers taken from a FAX command, an address book or an embedded ^FX command in a spool file or in the spool file attributes

**-or-  
Data Field**

To retrieve a fax number from a data file key a **Return Field** value from a **DTEXT** command that has already been defined in the document. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the

merge will be used to retrieve the fax number. Press **F4** to see a list of available values.

**Distribution**

To send a fax to numbers in a distribution list use this field. Up to 10 fax numbers can be extracted from a spool file page. Use the **Reps** field to indicate the number of lines on the spool page to search for the fax numbers. (Multiple fax numbers may alternatively be taken from an address book named in the Address Book field.)

Fax numbers can be in the format **(nnn)-nnn-nnnn** or **nnn-nnn-nnnn**. It is not necessary to include a 1 in front of long distance fax numbers. There must be a space between fax numbers that occur on the same line on a spool page. The **Distribution** field can only be used if the **Fax Number, Data Field** and **Address Book** fields are left blank.

A value in an embedded ^DL command on a spool page will override an entry in this field.

**Optional Break**

An optional value can be extracted from the spool file to force the creation of multiple documents to be faxed. For example, to fax purchase orders separately by department, define department as the optional break. Separate documents will be generated for each department even if they are to be sent to the same fax number.

A value in an embedded ^PGB command on the spool page will override an entry in this field.

**From Name**

The spool file location of the sender's name. A value in this field will print on the cover sheet and be included in the fax ID line printed at the top of every fax page. If this field is left blank the name for the fax ID line will be taken from the Company Name field in the Fax Monitor definition.

A value in an embedded ^FNM command on the spool page will override an entry in this field and any entry in the Fax Monitor Company Name field.

**To Name**

The spool file location of the recipient's name.

A value in an embedded ^TNM command on the spool page will override an entry in this field.

**Description**

Information describing the fax contents such as invoice number or PO number. If coordinates are entered here, the information extracted will be used to identify the fax in the fax log and on the EZFax/400 Work with Fax Documents detail screen.

A value in an embedded ^DES command on the spool page will override an entry in this field.

**Retain Destination** Whether or not to use the last known destination (fax number, distribution list or address book) to fax a spool page that has no specified destination. Use an embedded ^END command to skip pages that should not be emailed.

**\*YES** Send any spool page without a destination to the last known fax number(s).

**\*NO** If a destination is not available for a spool page do not fax the page.

**Retain Destination and Optional Break:**

If Retain Destination is set to \*YES when using the Optional Break feature AND the current spool page does not contain a value in the location defined in the Optional Break field THEN the last known optional break value will be used. The last known optional break will continue to be used until a new optional break value is encountered in the spool file.

If Optional Break is set to \*NO and the scenario described above occurs, an optional break will not be applied.

**Fax Line** The fax line to use. Fax lines must be set up and configured on the **EZMail/400 Work with Fax Line** screen. Press **F4** to see a list of available fax lines.

**Priority** The transmission priority to assign to the fax. The lowest priority is 10, 50 is the highest. A value entered here will override the priority set up on the Work with Fax Line screen.

Page Down to display the next screen.

Name: SGFORM	EZeDocs/400	FMFX100AD
Size: 8.500 X 11.000	Work with commands	FMEZFX2
*****		
FAX COMMAND	ACOM EZFax/400	Number: 54.00
Cover Sheet Name: *NONE	*NONE, Name ...	
	Spool Data Location	
To Company . . . . .	Line ___ Pos ___ Len ___ Del ___	
From Company . . . . .	Line ___ Pos ___ Len ___ Del ___	
	- or -	
Image: *NONE	*NONE, Name Placement: *LEFT *LEFT, *RIGHT	
Cover Sheet Notes . . . . .	Line ___ Pos ___ Len ___ Reps ___1 Del ___	
	- or -	
	_____	
	_____	
	_____	
	_____	
	_____	
	_____	
	More...	
F3=Exit F4=Prompt F8=Condition F12=Cancel		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

**Cover Sheet Name** The name of the cover sheet to send with the fax. Currently **EZCOVER** is the only cover sheet available. Accept the default of \*NONE if a cover sheet is not required.

---

<b>To Company</b>	The name of the recipient's company to print on the cover sheet.  A value in an embedded ^CVTC command on the spool page will override an entry in this field.
<b>From Company</b>	The name of the sender's company to print on the cover sheet.  A value in an embedded ^CVC command on the spool page will override an entry in this field.
<b>-or-</b>	Leave the spool data fields blank and enter a value in the <b>-or-</b> field to print that value on each cover sheet.
<b>Image</b>	The name of a PCX image to print on the cover sheet. The image must have been previously uploaded to the ACOM image library and must be no larger than 2 inches high by 5 inches wide. Press <b>F4</b> to display a list of available images. Accept the default of *NONE if an image is not required.
<b>Placement</b>	Where to print the image on the cover sheet.  *LEFT      Places the image on the left side of the cover sheet.  *RIGHT     Places the image on the right side of the cover sheet.
<b>Cover Sheet Notes</b>	Notes to print on the cover sheet. Notes may be up to 1050 positions in length and will wrap when printed on the cover sheet. If the spool location specified is greater than 1050 positions, data beyond the 1050 <sup>th</sup> position will be lost.  Information from the spool file can be included in the cover sheet notes by using substitutions. See <b>Substitutions</b> below.  A value in an embedded ^CVM command on the spool page will override an entry in this field.
<b>-or-</b>	Constant notes to be printed on each cover sheet. Notes may be up to 1050 positions in length.  A value in an embedded ^CVM command on the spool page will override an entry in this field.

Page Down to display the next screen.

```

Name: SGFAX                      EZeDocs/400                      FMFX100AD
Size: 8.500 X 11.000             Work with commands          FMEZFX5

*****
FAX COMMAND                      ACOM EZFax/400              Number: 1.00

Cover Sheet Notes . . . . .

____
____
____
____
____
____

Substitutions  1. Line ___ Pos ___ Len ___ Del ___
                2. Line ___ Pos ___ Len ___ Del ___
                3. Line ___ Pos ___ Len ___ Del ___
                4. Line ___ Pos ___ Len ___ Del ___
                5. Line ___ Pos ___ Len ___ Del ___

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
More...
    
```

**Cover Sheet Notes** A continuation of the notes to print on the cover sheet. Notes may be up to 1000 positions in length.

Substitutions can be used to include information from the spool file on the fax cover sheet.

**Substitutions Line 1-15** The spool page location of the data to be used when substituting on the cover sheet notes.

In **Cover Sheet Notes** enter ^1 to substitute the data pulled from the spool file by substitution 1, ^2 to use substitution 2, etc.

Page Down to display the next 10 substitution fields.

```

Name: SGFAX                      EZeDocs/400                      FMFX100AD
Size: 8.500 X 11.000             Work with commands          FMEZFX4

*****
FAX COMMAND                      ACOM EZFax/400              Number: 1.00

Spool Data Location

Substitutions  6. Line █ Pos ___ Len ___ Del ___
                7. Line ___ Pos ___ Len ___ Del ___
                8. Line ___ Pos ___ Len ___ Del ___
                9. Line ___ Pos ___ Len ___ Del ___
               10. Line ___ Pos ___ Len ___ Del ___
               11. Line ___ Pos ___ Len ___ Del ___
               12. Line ___ Pos ___ Len ___ Del ___
               13. Line ___ Pos ___ Len ___ Del ___
               14. Line ___ Pos ___ Len ___ Del ___
               15. Line ___ Pos ___ Len ___ Del ___

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
More...
    
```

Page Down to display the next screen.



```

Name: SGFAX                      EZeDocs/400                      FMFX100AD
Size: 8.500 X 11.000             Work with commands                FMEZFX3

*****
FAX COMMAND                      ACOM EZFax/400                      Number: 1.00
(Select a Data Link or enter a Name)
Address Book
Data Link ...                     Name ...
_____                          _____

Entry
Data Link ...                     Key   Name ...
_____                          _____
_____                          _____
_____                          _____

Group
Data Link ...                     Type  Name ...
_____                          -    _____

Bottom

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

**Address Book**

Fax numbers can be retrieved from an ACOM Solutions address book. Use a data link from an STTEXT command in the document to take the address book name from the spool file or enter the address book name in the Name field. Press **F4** in either field to display valid entries. Leave the **Fax Number** field on the first EZFax/400 screen blank if information is entered this field .

The fax will be sent to each member in the address book unless a value is entered in the Entry **OR** the Group field below.

**Entry**

Complete this field to send the fax to a specific entry in the address book. An entry can be identified using a combination of data links from STTEXT commands in the document and names. Press **F4** in either field to display valid entries.

**Group**

Complete this field to send the fax to a group of entries that has been previously defined in the address book. Use a data link from an STTEXT command in the document to take the group name from the spool file or enter the group name in the Name field. Press **F4** in either field to display valid entries.

**Using Embedded Fax Commands**

Embedded fax commands can be included in spool files and used by the EZFax/400 FAX command during a merge. Embedded commands must have a beginning ^ and an ending ^ . Unexpected results may occur if the ending ^ is not included. Commands, except for the ^END command, can be output in any position on the spool page. The ^END command must be output on the last line, left justified or on the first line, left justified.

Example: ^FX 770-279-8288^

A command embedded on a spool file page will take precedence over its equivalent

parameter in the EZFax/400 FAX command.

The following embedded fax commands will be recognized by EZFax/400 during a merge:

**Cover Sheet Commands**

**^CS** The name of the cover sheet to send with the fax. EZCOVER is currently the only cover sheet available. The cover sheet name may be up to 10 positions in length.

**^CS EZCOVER^**

**^CVC** The From Company name to print on the cover sheet. The from company name may be up to 30 positions in length.

**^CVC Company Name^**

**^CVFX** The From Fax Number to print on the cover sheet. The from fax number may be up to 20 positions in length.

**^CVFX 555-123-4567^**

**^CVM** The message to print on the cover sheet. The cover sheet message may be up to 250 positions in length.

**^CVM Cover sheet message^**

**^CVTC** The To Company name to print on the cover sheet. The to company name may be up to 30 positions in length

**^CVTC To Company Name^**

**^FNM** The From name to print on the cover sheet and in the fax ID line printed at the top of every fax page. The from name may be up to 30 positions in length.

**^FNM From Name^**

**^TNM** The To name to print on the cover sheet. The to name may be up to 30 positions in length.

**^TNM To name^**

**Fax Destination Commands**

**^DL** A fax distribution list. Up to ten (10) phone numbers separated by a space may be included. Fax numbers can be in the format 5551234567 or 555.123.4567 or 555 123 4567 or 555-123-4567. It is not necessary to include a 1 in front of long distance fax numbers. The distribution list may be up to 210 positions in length.

**^DL 555-987-4321 555-678-1234 555-432-9876^**

**^DLA** Faxes can be sent to the numbers in one address book that has been set up in the ACOM software. The ^DLA command must indicate the name of an existing ACOM address book. The address book name may be up to 50 positions in length.

**^DLA Addressbook^**

**^FX** The number to send the fax to. Fax numbers can be in the format 5551234567 or 555.123.4567 or 555 123 4567 or 555-123-4567. It is not necessary to include a 1 in front of long distance fax numbers. The fax number may be up to 20 positions in length.

**^FX 555-678-1234^**

### **Page Break Commands**

**^END** Indicates the end of a fax. The ^END command must be output on the last line of a spool page, left justified or on the first line of a spool page, left justified. There is no data associated with this command. Leave a space before the ending ^.

**^END ^**

Use the ^END command to skip pages in the spool file that should not be faxed.

#### **Retain Destination=\*YES and ^END**

When \*YES is entered in the Retain Destination field in the EZFax/400 FAX command, any spool page without a destination is sent to the last known fax destination. Use the ^END command to skip pages in the spool file that should not be faxed.

When ^END ^ is output on the last line of a spool page, the pages that follow will not be faxed until a page with a fax destination is encountered.

When ^END ^ is output on the first line of a spool page, that page and the pages that follow will not be faxed until a page with a fax destination is encountered.

**^PGB** A user defined value used to force the creation of multiple documents. For example, to fax purchase orders separately by department, define the department as the page break. Separate documents will be generated for each department even if they are to be sent to the same fax number.

### **Miscellaneous Fax Command**

**^DES** Information describing the fax. This information is displayed on the EZFax/400 Work with Fax Documents screen. It is not required for fax processing. The fax description may be up to 30 positions in length.

**^DES This is the fax description^**

## Using Embedded Fax Commands in the User Defined Data Spool File Attribute

Embedded fax commands can be included in the **User Defined Data** spool file attribute and used by the EZFax/400 FAX command during a merge to fax the **entire spool file**. Embedded commands must have a beginning ^ and an ending ^ . A FAX command must be included in the document overlay but no entries are required in the command.

Embedded commands in the User Defined Data spool file attribute will override commands embedded in the spool file and commands in the FAX command.

The following embedded spool file attribute fax commands will be recognized by EZFax/400 during a merge:

**^FX** The number to send the fax to, up to 20 characters allowed. Only one fax number can be included in the command. If multiple ^FX commands are included the first one will be processed and others will be ignored. Fax numbers can be in the format 5551234567 or 555.123.4567 or 555 123 4567 or 555-123-4567. It is not necessary to include a 1 in front of long distance fax numbers. The fax number may be up to 20 positions in length.

**^FX 555-678-1234^**

**^CS** The name of the cover sheet to send with the fax, up to 10 positions allowed. EZCOVER is currently the only cover sheet available. The cover sheet name may be up to 10 positions in length.

**^CS EZCOVER^**

**^FNM** The From name to print on the cover sheet and in the fax ID line printed at the top of every fax page. The from name may be up to 30 positions in length.

**^FNM From Name^**

**^DES** Information describing the fax. This information is displayed on the EZFax/400 Work with Fax Documents screen. The fax description may be up to 30 positions in length.

**^DES This is the fax description^**

**^TNM** The To name to print on the cover sheet. The to name may be up to 30 positions in length.

**^TNM To name^**

## FastFax Enterprise

```

Name: SGKFEFAX                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000                Work with commands                FOHDR

*****
FAX COMMAND                          FastFax Enterprise                Number: 9.00
      Spool Data Location:
Fax Number . . . . Line ___ Pos ___ Len ___ Del ___
      -or- Data Field _____

Country Code . . Line ___ Pos ___ Len ___ Del *NO
Directory Name . . Line ___ Pos ___ Len ___ Del ___
Optional Break . . Line ___ Pos ___ Len ___ Del ___
To Name . . . . . Line ___ Pos ___ Len ___ Del ___
To Company . . . . Line ___ Pos ___ Len ___ Del ___
Description . . . . Line ___ Pos ___ Len ___ Del ___
Sender Name . . . . Line ___ Pos ___ Len ___ Del ___ or *JOB
Send Priority . . . . Line ___ Pos ___ Len ___ Del ___ or
Send Time (HHMM) . Line ___ Pos ___ Len ___ Del ___ or 0000
Fax Resolution . . Line ___ Pos ___ Len ___ Del ___ or _

Retain Destination *YES *NO, *YES

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
More...

```

EZeDocs/400 automatically splits multiple page spool files into multiple fax documents based on a change in the fax number or the optional break data. This command cannot be used when merging with a data file.

**FastFax Enterprise** parameters are:

**Spool Data Location**

The spool data location fields specify the spool file page location of data used to send faxes. The following information must be provided in order to extract the data from the spool page:

- Line** Line number on the spool page
- Pos** Starting position on the spool page
- Len** Number of positions occupied by the data
- Del** Whether or not to delete the data from the spool file after it is processed.  
\*YES = Delete \*NO = Do not delete

**Fax Number**

Location of the destination fax number. Fax information may be taken from a spool page or a data file. Complete the spool data location fields to extract the fax number from a spool page. Key a value in the Data Field field to retrieve a fax number from a data file.

Fax number data may contain the characters: ( , ) , and -. EZeDocs/400 automatically removes these from the fax number before processing begins.

It is not necessary to include a fax number on every page. If no destination is found on a page and Retain Destination has been set to **Y**, the page will be sent to the last known fax number. If the fax

number is being used to condition the FAX command, it is recommended that you make a fax number available for every page that you wish to be selected.

**Data Field** Key a Return Field value from a previously defined DTEXT command to retrieve a fax number from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the fax number. Press **F4** to see a list of available values.

**Country Code** Location of the fax number country code on the spool file page.

**Directory Name** Location of the directory name within the spool file page. The directory must be defined within the FastFax software. This is not required if the Name is specified.

**Optional Break** Location of the optional break data on the spool file page.

**To Name:** Location of the cover sheet Attention Name on the spool file page. This is not required if the Directory Name is specified.

**Optional Parameters:**

**To Company** Location of the cover sheet company name on the spool file page.

**Description** Location of the description. The data in this location will be used as the fax description or the email subject.

**Sender Name** The FastFax user profile of the person whose name will appear on the document transmission. The default for this parameter is \*JOB which will use the current job user profile as the sender. A value extracted from spool data will take precedence over a value entered in a command.

**Send Priority** Location of the priority to use for the fax.  
**OR**  
Enter a specific fax priority for every fax processed by EZeDocs/400. To have the fax sent to the queue and put on immediate hold, use 99.

**Send Time** Location of the time that the fax should be sent.  
**OR**  
Enter a specific time for faxes to be sent. Use the format **HHMM** where **HH** equals the hour and **MM** equals the minute.

**Fax Resolution** Location of the resolution to be used for faxing.  
**OR**  
Enter a specific fax resolution to be used for every fax processed by EZeDocs/400. Valid options are:

**0** for Medium                      **1** for Fine

**Retain Destination** Whether or not to use the last known destination to fax a spool page has no specified destination.

**Y** Send any spool page without a destination to the last known fax number.

**N** If a destination is not available for a spool page do not fax the page.

Press Page Down to display the next screen.

```

Name: SGFORM                      EZeDocs                      F0101XR
Size: 8.500 X 11.000              Work with commands        F0101XC1

*****
FAX COMMAND                        FastFax Enterprise        Number: 1.00
Spool Data Location:
Cover Sheet . . .
Name . . . . . *DEFAULT      Name, *NONE, *DEFAULT
-or- Line ____ Pos ____ Len ____ Del ____
Address-1 . . . Line ____ Pos ____ Len ____ Del ____
Address-2 . . . Line ____ Pos ____ Len ____ Del ____
City . . . . . Line ____ Pos ____ Len ____ Del ____
State . . . . . Line ____ Pos ____ Len ____ Del ____
Zip Code . . . Line ____ Pos ____ Len ____ Del ____
Country . . . . Line ____ Pos ____ Len ____ Del ____
Cover Sheet Notes Line ____ Pos ____ Len ____ Del ____ Reps 001

Bottom

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

**Cover Sheet Name** Name of the cover sheet to attach to the fax. This cover sheet must be defined within the FastFax software. Valid values:

- Name** The name of a cover sheet defined in FastFax.
- \*NONE** Do not include a cover sheet.
- \*DEFAULT** Include the default cover sheet defined in the FastFax software.

**Address-1** First line of the recipient's address to appear on the cover sheet.

**Address-2** Second line of the recipient's address to appear on the cover sheet.

**City** Recipient's city to appear on the cover sheet.

**State** Recipient's state to appear on the cover sheet.

**Zip Code** Recipient's Zip Code to appear on the cover sheet.

**Country** Recipient's country to appear on the cover sheet.

**Cover Sheet**

A line(s) of text that will appear in the cover sheet note section on the cover page included with the document.

**Reps**

The number of spool data lines to be extracted for the cover sheet notes beginning with the defined line number. The default is 1.



**FastFax Plus/Ultra**

```

Name: SGKFEFAX                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000                Work with commands                FOHDR
*****
FAX COMMAND                          FastFax Plus/Ultra                Number: 11.00
Spool Data Location:
Fax Number . . . Line ___ Pos ___ Len ___ Del ___
-or- Data Field _____
Country Code . . Line ___ Pos ___ Len ___ Del *NO
Directory Name . . Line ___ Pos ___ Len ___ Del ___
Optional Break . . Line ___ Pos ___ Len ___ Del ___
To Name . . . . . Line ___ Pos ___ Len ___ Del ___
To Company . . . . Line ___ Pos ___ Len ___ Del ___
Description . . . . Line ___ Pos ___ Len ___ Del ___
Sender Name . . . . Line ___ Pos ___ Len ___ Del ___ or *JOB
Send Priority . . . Line ___ Pos ___ Len ___ Del ___ or ___
Send Time (HHMM) . Line ___ Pos ___ Len ___ Del ___ or 0000
Fax Resolution . . Line ___ Pos ___ Len ___ Del ___ or -

Retain Destination *YES *NO, *YES
F3=Exit F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
More...

```

EZeDocs/400 automatically splits multiple page spool files into multiple fax documents based on a change in the fax number or the optional break data. This command cannot be used when merging with a data file.

**FastFax Plus/Ultra** parameters are:

- Spool Data Location**      The spool data location fields specify the spool file page location of data used to send faxes. The following information must be provided in order to extract the data from the spool page:
  - Line**              Line number on the spool page
  - Pos**                Starting position on the spool page
  - Len**                Number of positions occupied by the data
  - Del**                Whether or not to delete the data from the spool file after it is processed.  
\*YES = Delete \*NO = Do not delete

**Fax Number:**      Location of the destination fax number. Fax information may be taken from a spool page or a data file. Complete the spool data location fields to extract the fax number from a spool page. Key a value in the Data Field field to retrieve a fax number from a data file.

Fax number data may contain the characters: ( , ) , and -. EZeDocs/400 automatically removes these from the fax number before processing begins.

It is not necessary to include a fax number on every page. If no destination is found on a page and Retain Destination (see below) has been set to **Y**, the page will be sent to the last known fax number. If the fax number is being used to condition the FAX command, it is recommended that you

make a fax number available for every page that you wish to be selected.

<b>Data Field</b>	Key a Return Field value from a previously defined DTEXT command to retrieve a fax number from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the fax number. Press <b>F4</b> to see a list of available values.
<b>Country Code</b>	Location of the fax number country code on the spool file page.
<b>Directory Name</b>	Location of the directory name within the spool file page. The directory must be defined within the FastFax software. This is not required if the Name is specified.
<b>Optional Break</b>	Location of the optional break data on the spool file page.
<b>To Name:</b>	Location of the cover sheet Attention Name on the spool file page. This is not required if the Directory Name is specified.
<b>To Company</b>	Spool page location of the receiving company name to print on the cover sheet.
<b>Description</b>	Location of the description. The data in this location will be used as the fax description.
<b>Sender Name</b>	The FastFax user profile of the person whose name will appear on the document transmission. The default for this parameter is *JOB which will use the current job user profile as the sender. A value extracted from spool data will take precedence over a value entered in a command.
<b>Send Priority</b>	Location of the priority to use for the fax. <b>OR</b> Enter a specific fax priority for every fax. To have the fax sent to the queue and put on immediate hold, use 99.
<b>Send Time</b>	Location of the time that the fax should be sent. <b>OR</b> Enter a specific time for faxes to be sent. Use the format <b>HHMM</b> where <b>HH</b> equals the hour and <b>MM</b> equals the minute.
<b>Fax Resolution</b>	Location of the resolution to be used for faxing. <b>OR</b> Enter a specific fax resolution to be used for every fax. Valid values are:  <b>0</b> for Medium <b>1</b> for Fine .
<b>Retain Destination</b>	Whether or not to use the last known destination to fax

a spool page that has no specified destination.

**Y** Send any spool page without a destination to the last known fax number.

**N** If a destination is not available for a spool page do not fax the page.

Press Page Down to display the next screen.

```

Name: SGFORM                      EZeDocs                      F0101XR
Size: 8.500 X 11.000              Work with commands        F0101XC1

*****
FAX COMMAND                      FastFax Plus/Ultra        Number: 2.00
Spool Data Location:
Cover Sheet . . .
Name . . . . *DEFAULT Name, *NONE, *DEFAULT
-or- Line ___ Pos ___ Len ___ Del ___

Address-1 . . . Line ___ Pos ___ Len ___ Del ___
Address-2 . . . Line ___ Pos ___ Len ___ Del ___
City . . . . . Line ___ Pos ___ Len ___ Del ___
State . . . . . Line ___ Pos ___ Len ___ Del ___
Zip Code . . . Line ___ Pos ___ Len ___ Del ___
Country . . . . Line ___ Pos ___ Len ___ Del ___
Cover Sheet Notes Line ___ Pos ___ Len ___ Del ___ Reps 001

F3=Exit F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
Bottom
    
```

**Cover Sheet Name** Name of the cover sheet to attach to the fax. This cover sheet must be defined within the FastFax software. Valid values:

- Name** The name of a cover sheet defined in FastFax.
- \*NONE** Do not include a cover sheet.
- \*DEFAULT** Include the default cover sheet defined in the FastFax software.

**Address-1** First line of the recipient's address to appear on the cover sheet.

**Address-2** Second line of the recipient's address to appear on the cover sheet.

**City** Recipient's city to appear on the cover sheet.

**State** Recipient's state to appear on the cover sheet.

**Zip Code** Recipient's Zip Code to appear on the cover sheet.

**Country** Recipient's country to appear on the cover sheet.

**Cover Sheet**

A line(s) of text that will appear in the cover sheet note section on the cover page included with the document.

**Reps**

The number of spool data lines to be extracted for the cover sheet notes beginning with the defined line number. The default is 1.

## Fax\*Star

```

Name: SGFXSTAR           EZeDocs/400           F0101XR
Size: 8.500 X 11.000     Work with commands     FOHDR
*****
FAX COMMAND              Fax *Star              Number: 1.00
*****
Fax Number . . .   Spool Data Location:
                  Line   Pos   Len   Del   Reps   Print *NO
                  -or- Data Field
Reference . . .   Line   Pos   Len   Del
                  -or-
Extended Ref . . Line   Pos   Len   Del
                  -or-
                  Print *NO
CSID . . . . .   Line   Pos   Len   Del
                  -or-
Distribution . . Line   Pos   Len   Del
                  -or-
Retain Destination  *YES *NO, *YES
More...
F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The Fax\*Star FAX command can be used in conjunction with the Fax\*Star EMAIL command. This command cannot be used when merging with a data file.

**Fax\*Star** FAX parameters are as follows:

### Spool Data Location

The spool data location fields specify the spool file page location of data used to send faxes. The following information must be provided in order to extract the data from the spool page:

- Line** Line number on the spool page
- Pos** Starting position on the spool page
- Len** Number of positions occupied by the data
- Del** The entry in this field is used in conjunction with the entries in the Fax\*Star **Print** field (see Print on page 2-118) and the **Print Unmapped Data** field on the Work with Forms Exit screen. It indicates whether or not to retain the associated value so it can be printed on the fax and/or with unmapped data.

**\*YES** Do not retain the value.

**\*NO** Retain the value. If the value is retained, it can be printed on the fax when the Print field is set to \*YES and, if the value is not mapped in a spool command, printed with the unmapped data when Print Unmapped Data is set to \*YES.

<b>Data Field</b>	Some of the data used to send faxes can be retrieved from data files by entering a Return Field value from a previously defined DTEXT command. If multiple DTEXT commands use the same data field name as the Return Field value entered, the first matching value encountered during the merge will be used to retrieve the data. Press <b>F4</b> to see a list of available values.
<b>Print</b>	Whether or not to print the associated value on the fax. If *YES is selected, the value will print on the fax in the same location that it occupies in the spool file.  *NO Do not print the value on the fax. (default)  *YES Print the value on the fax. Cannot be selected if the value in the <b>DEL</b> field is *YES.
<b>Fax Number</b>	The destination fax number. The fax number can be taken from the spool file, a data file or from a previously defined Fax*Star distribution list. Leave the Fax Number field blank and complete the <b>Distribution</b> field (see below) if the fax number should be taken from a Fax*Star distribution list.  Fax numbers may be up to 30 positions in length and may contain: <ul style="list-style-type: none"><li>• A letter from A to Z in the FIRST position to indicate which fax line to use. Valid only when working with Fax*Star units with more than one line.</li><li>• Numbers from 0 to 9.</li><li>• A hyphen ( - ) as a visual separator in the fax number.</li><li>• A comma ( , ) to add a 1 ½ second pause in the dialing sequence.</li><li>• A semicolon ( ; ) to wait up to 15 seconds for a dial tone in the dialing sequence.</li></ul>
<b>Reps</b>	The number of lines to search on the spool page using the coordinates supplied in the spool data location fields. Fax numbers may be extracted from multiple lines of a spool page.
<b>Reference</b>	An optional reference, such as a PO number or invoice number, used to identify a fax on activity reports and status messages. It is also printed on outgoing faxes. The reference number can be taken from the spool file or keyed in as a constant value in the <b>-or-</b> field. Constant values may be up to 40 positions in length and may contain embedded blanks.

**Extended Ref** Optional, additional reference information used to identify a fax on activity reports and status messages. It is also printed on outgoing faxes. The extended reference number can be taken from the spool file or keyed in as a constant value in the **-or-** field. Constant values may be up to 40 positions in length and may contain embedded blanks.

**CSID** An optional Customer Subscriber Identification Number up to 20 positions in length. The CSID is generated by the sending fax machine and is used to identify the sender. The CSID can be taken from the spool file or keyed in as a constant value in the **-or-** field.

**Distribution** Identifies a distribution list that has been previously defined in the Fax\*Star software. Faxes will be sent to all of the numbers in the distribution list. The distribution list name can be taken from the spool file or keyed in as a constant value (up to 64 positions in length) in the **-or-** field. Leave the **Fax Number** field blank if a value is entered in this field.

**Retain Destination** Whether or not to use the last known destination to fax a spool page that has no specified destination.

**\*YES** Send any spool page without a destination to the last known fax address. (default)

**\*NO** If a destination is not available for a spool page do not fax the page.

Page down to display the next screen.

Name: SGFXSTAR	EZeDocs/400	F0101XR
Size: 8.500 X 11.000	Work with commands	FOHDR
*****		
FAX COMMAND	Fax *Star	Number: 1.00
Priority . . . . .	_____	(0-9)
Redial . . . . .	_____	(3-30)
Line . . . . .	_____	(0, A-Z)
Copies . . . . .	_____	(0-15), FAIL, SENT, ALL
Printer . . . . .	_____	
Retries . . . . .	_____	(0-15)
Economy . . . . .	*NO	*YES, *NO
Send Time . . . . .	_____	(hh:mm)
Send Date . . . . .	_____	(mm/dd/yy)
		More...
F3=Exit F8=Condition F12=Cancel		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

**Priority** Assign a Fax\*Star transmission priority from 0 to 9. 9 is the highest priority, 0 the lowest.





<b>Confirmation</b>	Notification of sent and failed faxes can be sent to the specified user ID in the application named in the Fax*Star Upload Log tab. Enter the spool page location of a user ID or key a user ID, up to 10 positions in length, in the <b>-or-</b> field.
<b>Sent</b>	A confirmation of sent faxes can be sent to a user ID in the application specified in the Fax*Star Upload Log tab. Enter the spool page location of a user ID or key a user ID, up to 10 positions in length, in the <b>-or-</b> field.
<b>Fail</b>	Notification of a fax failure can be sent to a user ID in the application specified in the Fax*Star Upload Log tab. Enter the spool page location of a user ID or key a user ID, up to 10 positions in length, in the <b>-or-</b> field.
<b>Windows Confirm</b>	Notification of sent and failed faxes can be sent to the Fax*Star Windows queue of the user whose ID is specified here. Enter the spool page location of a user ID or key a user ID, up to 10 positions in length, in the <b>-or-</b> field.
<b>Windows Sent</b>	A confirmation of sent faxes can be sent to the Fax*Star Windows queue of the user whose ID is specified here. Enter the spool page location of a user ID or key a user ID, up to 10 positions in length, in the <b>-or-</b> field.
<b>Windows Fail</b>	Notification of failed faxes can be sent to the Fax*Star Windows queue of the user whose ID is specified here. Enter the spool page location of a user ID or key a user ID, up to 10 positions in length, in the <b>-or-</b> field.
<b>Email Confirm</b>	Notification of sent and failed faxes can be sent to the email address specified here. Enter the spool page location of an email address or key an email address, up to 64 positions in length, in the <b>-or-</b> field.
<b>Email Sent</b>	A confirmation of sent faxes can be sent to the email address specified here. Enter the spool page location of an email address or key an email address, up to 64 positions in length, in the <b>-or-</b> field.
<b>Email Fail</b>	Notification of failed faxes can be sent to the email address specified here. Enter the spool page location of an email address or key an email address, up to 64 positions in length, in the <b>-or-</b> field.

## KeyesFax

```

Name: SGKFEFAX                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000                Work with commands                FOHDR

*****
FAX COMMAND                          KeyesFax                          Number: 13.00
Spool Data Location:
Fax Number . . . . Line ___ Pos ___ Len ___ Del ___
-or- Data Field _____

Fax List . . . . . Line ___ Pos ___ Len ___ Del ___
Fax PBX . . . . . Line ___ Pos ___ Len ___ Del ___
Optional Break . . Line ___ Pos ___ Len ___ Del ___
Attention . . . . . Line ___ Pos ___ Len ___ Del ___
Description . . . . Line ___ Pos ___ Len ___ Del ___
Send Date . . . . . Line ___ Pos ___ Len ___ Del ___
Send Time (HHMM) . Line ___ Pos ___ Len ___ Del ___ or ___

Retain Destination *YES *NO, *YES

F3=Exit F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
More...
    
```

KeyesFax automatically splits multiple page spool files into multiple documents as required based on a change in the fax number. This command cannot be used when merging with a data file.

**KeyesFax** parameters are:

**Spool Data Location**

The spool data location fields specify the spool file page location of data used to send faxes. The following information must be provided in order to extract the data from the spool page:

- Line** Line number on the spool page
- Pos** Starting position on the spool page
- Len** Number of positions occupied by the data
- Del** Whether or not to delete the data from the spool file after it is processed.  
\*YES = Delete \*NO = Do not delete

**Fax Number:**

Location of the destination fax number. Fax information may be taken from a spool page or a data file. Complete the spool data location fields to extract the fax number from a spool page. Key a value in the Data Field field to retrieve a fax number from a data file.

The number should include any necessary area code but not the “1” preceding long distance area codes.

Fax number data may contain the characters: ( , ) , and -. **KeyesFax** automatically removes these from the fax number before processing begins.

Include an EMAIL command in a form in addition to a FAX command to send individual pages of a multi-page

form to separate fax numbers and email addresses. If both a fax number and an email address are included on a single page, the page will be sent to both destinations. Up to 9 email addresses and 1 fax number may be indicated for the same page. Use the email address **Reps** field in the EMAIL command to denote the number of spool data lines to be extracted for multiple email addresses beginning with the defined starting line number.

It is not necessary to include a destination on every page. If no destination is found on a page and Retain Destination (see below) has been set to **Y**, the page will be sent to the last known fax number. If the fax number is being used to condition the FAX command, it is recommended that you make a fax number available for every page that you wish to be selected.

<b>Data Field</b>	Key a Return Field value from a previously defined DTEXT command to retrieve a fax number from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the fax number. Press <b>F4</b> to see a list of available values.
<b>FAX List:</b>	Used to fax the same pages to multiple recipients where the recipients are found in a distribution list containing a list of directory entries. Each directory entry should contain a fax phone number in the fax field.
<b>FAX PBX:</b>	Used to fax the same pages to multiple recipients where the recipients' phone numbers (or email addresses) are found in a PBXFILE member.
<b>Optional Break</b>	A user defined value used to force the creation of multiple documents to be faxed to a single fax number, fax list or fax PBX. For example, to fax purchase orders separately by department, define the department as the optional break. Separate documents will be generated for each department even if they are to be sent to the same fax number.
<b>Attention</b>	Used in place of a cover sheet. The attention name prints at the top of the fax to identify the recipient. Attention data must be included on the first spool page.
<b>Description</b>	Used to identify individual pages of a document to be faxed. Every page that has been given a description has the description included with the completion message(s) when it is faxed. Description information such as customer, invoice or purchase order number may be included.  The description appears as the email subject when the document is emailed.

**Send Date** The day that the document should be transmitted. Use a date format of **YYMMDD**. If not specified, the date defaults to the current date.

**Send Time (HHMM)** The time of day to transmit the document. Use a time format of **HHMM** from 0000 to 2400 (military time). The time can be extracted from spool data **OR** entered into the appropriate field in the FAX command.

**Retain Destination** Whether or not to use the last known destination to fax a page That page that has no specified destination.

**Y** Send any spool page without a destination to the last known fax number.

**N** If a destination is not available for a spool page do not fax the page.

Page Down to display the next screen.

```

Name: SGFAXCS                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000                Work with commands                FOHDR
*****
FAX COMMAND                          KeyesFax                          Number: 2.00
                               Spool Data Location:

Cover Sheet File. . Line ___ Pos ___ Len ___ Del ___
-or- File _____
Cover Sheet Member. Line ___ Pos ___ Len ___ Del ___
-or- Member _____
Recipient Company . Line ___ Pos ___ Len ___ Del ___
-or- Value _____
Recipient Name. . . Line ___ Pos ___ Len ___ Del ___
-or- Value _____
Cover Notes . . . . Line ___ Pos ___ Len ___ Del ___
-or- Value _____

More...

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The fields on this screen and the following screen may be completed to include a pre-existing cover sheet with the fax. The cover sheet file, cover sheet member, recipient company and recipient name information must be included if a cover sheet will be used. All other cover sheet information is optional.

**Cover Sheet File** The spool file location of the name of the file containing the pre-defined cover sheet.

or

**File** The name of the file containing the pre-defined cover sheet. The default file is MSGFILE.

<b>Cover Sheet Member</b>	The spool file location of the name of the pre-defined cover sheet.
	or
<b>Member</b>	The name of the pre-defined cover sheet.
<b>Recipient Company</b>	The spool file location of the recipient's company name. A value extracted from the spool file will override an entry for the recipient's company in the cover sheet file.
	or
<b>Value</b>	The recipient's company name. A value entered here will override an entry for the recipient's company in the cover sheet file.
<b>Recipient Name</b>	The spool file location of the recipient's name. A value extracted from the spool file will override an entry for the recipient's name in the cover sheet file.
	or
<b>Value</b>	The recipient's name. A value entered here will override an entry for the recipient's name in the cover sheet file.
<b>Cover notes</b>	The spool file location of notes to be printed on the cover sheet. Notes may be up to 76 positions in length. Data beyond the 76 <sup>th</sup> position will be lost if the spool location specified is greater than 76 positions. A value extracted from the spool file overrides any entry for cover sheet notes in the cover sheet file.
	or
<b>Notes</b>	Notes to be printed on the cover sheet. Notes may be up to 76 positions in length. A value entered here overrides any entry for cover sheet notes in the cover sheet file.

Page down to key optional sender information for the cover sheet.

```

Name: SGFAXCS                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000                Work with commands                FOHDR
*****
FAX COMMAND                          KeyesFax                          Number: 2.00
                                Spool Data Location:

Sender name . . . Line ___ Pos ___ Len ___ Del ___
Sender company. . . Line ___ Pos ___ Len ___ Del ___
Sender e-mail . . . Line ___ Pos ___ Len ___ Del ___
Sender fax . . . Line ___ Pos ___ Len ___ Del ___
Sender phone . . . Line ___ Pos ___ Len ___ Del ___

                                Bottom

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

- Sender name**            The spool file location of the sender's name. A value extracted from the spool file will override an entry for the sender's name in the cover sheet file.
- Sender company**        The spool file location of the sender's company name. A value extracted from the spool file will override an entry for the sender's company in the cover sheet file.
- Sender e-mail**         The spool file location of the sender's email address. A value extracted from the spool file will override an entry for the sender's email address in the cover sheet file.
- Sender fax**             The spool file location of the sender's fax number. A value extracted from the spool file will override an entry for the sender's fax number in the cover sheet file.
- Sender phone**          The spool file location of the sender's phone number. A value extracted from the spool file will override an entry for the sender's phone number in the cover sheet file.

## KeyesMail

```

Name: SGKFEFAX                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000                Work with commands                FOHDR
*****
FAX COMMAND                          KeyesMail                          Number: 14.00
Spool Data Location:
Fax Number . . . . Line ___ Pos ___ Len ___ Del ___
-or- Data Field _____

Fax List . . . . . Line ___ Pos ___ Len ___ Del ___
Fax PBX . . . . . Line ___ Pos ___ Len ___ Del ___
Optional Break . . Line ___ Pos ___ Len ___ Del ___
Attention . . . . . Line ___ Pos ___ Len ___ Del ___
Description . . . . Line ___ Pos ___ Len ___ Del ___
Send Date . . . . . Line ___ Pos ___ Len ___ Del ___
Send Time (HHMM) . Line ___ Pos ___ Len ___ Del ___ or ___

Retain Destination *YES *NO, *YES   

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
More...

```

KeyesMail automatically splits multiple page spool files into multiple documents as required based on a change in the fax number. This command cannot be used when merging with a data file.

**KeyesMail** parameters are:

**Spool Data Location**

The spool data location fields specify the spool file page location of data used to send faxes. The following information must be provided in order to extract the data from the spool page:

- Line** Line number on the spool page
- Pos** Starting position on the spool page
- Len** Number of positions occupied by the data
- Del** Whether or not to delete the data from the spool file after it is processed.  
\*YES = Delete \*NO = Do not delete

**Fax Number:**

Location of the destination fax number. Fax information may be taken from a spool page or a data file. Complete the spool data location fields to extract the fax number from a spool page. Key a value in the Data Field field to retrieve a fax number from a data file.

The number should include any necessary area code but not the “1” preceding long distance area codes.

Fax number data may contain the characters: ( , ) , and -. **KeyesFax** automatically removes these from the fax number before processing begins.

Include an EMAIL command in a form in addition to a FAX command to send individual pages of a multi-page

form to separate fax numbers and email addresses. If both a fax number and an email address are included on a single page, the page will be sent to both destinations. Up to 9 email addresses and 1 fax number may be indicated for the same page. Use the email address **Reps** field in the EMAIL command to denote the number of spool data lines to be extracted for multiple email addresses beginning with the defined starting line number.

It is not necessary to include a destination on every page. If no destination is found on a page and Retain Destination (see below) has been set to **Y**, the page will be sent to the last known fax number. If the fax number is being used to condition the FAX command, it is recommended that you make a fax number available for every page that you wish to be selected.

<b>Data Field</b>	Key a Return Field value from a previously defined DTEXT command to retrieve a fax number from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the fax number. Press <b>F4</b> to see a list of available values.
<b>FAX List:</b>	Used to fax the same pages to multiple recipients where the recipients are found in a distribution list containing a list of directory entries. Each directory entry should contain a fax phone number in the fax field.
<b>FAX PBX:</b>	Used to fax the same pages to multiple recipients where the recipients' phone numbers (or email addresses) are found in a PBXFILE member.
<b>Optional Break</b>	A user defined value used to force the creation of multiple documents to be faxed to a single fax number, fax list or fax PBX For example, to fax purchase orders separately by department, define the department as the optional break. Separate documents will be generated for each department even if they are to be sent to the same fax number.
<b>Attention</b>	Used in place of a cover sheet. The attention name prints at the top of the fax to identify the recipient. Attention data must be included on the first spool page.
<b>Description</b>	Used to identify individual pages of a document to be faxed. Every page that has been given a description has the description included with the completion message(s) when it is faxed. Description information such as customer, invoice or purchase order number may be included.  The description appears as the email subject when the document is emailed.



**Send Date** The day that the document should be transmitted. Use a date format of **YYMMDD**. If not specified, the date defaults to the current date.

**Send Time (HHMM)** The time of day to transmit the document. Use a time format of **HHMM** from 0000 to 2400 (military time). The time can be extracted from spool data **OR** entered into the appropriate field in the FAX command.

**Retain Destination** Whether or not to use the last known destination to fax a spool page that has no specified destination.

**Y** Send any spool page without a destination to the last known fax number.

**N** If a destination is not available for a spool page do not fax the page.

Page Down to display the next screen.

```

Name: SGKFEFAX                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000                 Work with commands                FOHDR
*****
FAX COMMAND                          KeyesMail                          Number: 2.00
Spool Data Location:

Cover Sheet File. . Line ___ Pos ___ Len ___ Del ___
-or- File _____
Cover Sheet Member. Line ___ Pos ___ Len ___ Del ___
-or- Member _____
Recipient Company . Line ___ Pos ___ Len ___ Del ___
-or- Value _____
Recipient Name. . . Line ___ Pos ___ Len ___ Del ___
-or- Value _____
Cover Notes . . . . Line ___ Pos ___ Len ___ Del ___
-or- Value _____

More...

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The fields on this screen and the following screen may be completed to include a pre-existing cover sheet with the fax. The cover sheet file, cover sheet member, recipient company and recipient name information must be included if a cover sheet will be used. All other cover sheet information is optional.

**Cover Sheet File** The spool file location of the name of the file containing the pre-defined cover sheet.

or

**File** The name of the file containing the pre-defined cover sheet. The default file is MSGFILE.

<b>Cover Sheet Member</b>	The spool file location of the name of the pre-defined cover sheet.  or
<b>Member</b>	The name of the pre-defined cover sheet.
<b>Recipient Company</b>	The spool file location of the recipient's company name. A value extracted from the spool file will override an entry for the recipient's company in the cover sheet file.  or
<b>Value</b>	The recipient's company name. A value entered here will override an entry for the recipient's company in the cover sheet file.
<b>Recipient Name</b>	The spool file location of the recipient's name. A value extracted from the spool file will override an entry for the recipient's name in the cover sheet file.  or
<b>Value</b>	The recipient's name. A value entered here will override an entry for the recipient's name in the cover sheet file.
<b>Cover notes</b>	The spool file location of notes to be printed on the cover sheet. Notes may be up to 76 positions in length. Data beyond the 76 <sup>th</sup> position will be lost if the spool location specified is greater than 76 positions. A value extracted from the spool file overrides any entry for cover sheet notes in the cover sheet file.  or
<b>Notes</b>	Notes to be printed on the cover sheet. Notes may be up to 76 positions in length. A value entered here overrides any entry for cover sheet notes in the cover sheet file.

Page down to key optional sender information for the cover sheet.

```

Name: SGKFEFAX          EZeDocs/400          F0101XR
Size: 8.500 X 11.000    Work with commands      FOHDR
*****
FAX COMMAND             KeyesMail          Number: 2.00
                        Spool Data Location:

Sender name . . . . Line ___ Pos ___ Len ___ Del ___
Sender company. . . Line ___ Pos ___ Len ___ Del ___
Sender e-mail . . . Line ___ Pos ___ Len ___ Del ___
Sender fax . . . . Line ___ Pos ___ Len ___ Del ___
Sender phone . . . Line ___ Pos ___ Len ___ Del ___

Bottom

F3=Exit  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

**Sender name** The spool file location of the sender’s name. A value extracted from the spool file will override an entry for the sender’s name in the cover sheet file.

**Sender company** The spool file location of the sender’s company name. A value extracted from the spool file will override an entry for the sender’s company in the cover sheet file.

**Sender e-mail** The spool file location of the sender’s email address. A value extracted from the spool file will override an entry for the sender’s email address in the cover sheet file.

**Sender fax** The spool file location of the sender’s fax number. A value extracted from the spool file will override an entry for the sender’s fax number in the cover sheet file.

**Sender phone** The spool file location of the sender’s phone number. A value extracted from the spool file will override an entry for the sender’s phone number in the cover sheet file.

## Unifier400

```

Name: SGKFEFAX                      EZeDocs/400                      F0101XR
Size: 8.500 X 11.000                Work with commands                FOHDR
*****
FAX COMMAND                          Unifier400                          Number: 15.00
Destination . . . . Spool Data Location:
  To Fax Number . . . Line ___ Pos ___ Len ___ Del ___
  -or- Data Field
  To Company Name . Line ___ Pos ___ Len ___ Del ___
  Attention Name . . Line ___ Pos ___ Len ___ Del ___
  Optional Break . . Line ___ Pos ___ Len ___ Del ___
  Remarks File . . . *NONE _____ Library QTEMP
  Member . . . . . Line ___ Pos ___ Len ___ Del ___ or *FIRST
  From Company Name . Line ___ Pos ___ Len ___ Del ___
  From User Name . . Line ___ Pos ___ Len ___ Del ___ or *CURRENT
  Send Date . . . . . Line ___ Pos ___ Len ___ Del ___ or *NOW
  Send Time (HHMM) . Line ___ Pos ___ Len ___ Del ___ or *NOW
  Batch Priority . . . Line ___ Pos ___ Len ___ Del ___ or ___
  Hold Batch . . . . *NO *NO, *YES
  Delete After Send . *DEFAULT *NO, *YES, *DEFAULT
  User Cover Page . . *DEFAULT *NO, *YES, *DEFAULT
  Retain Destination *YES *NO, *YES

F3=Exit F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

Please be aware of the following when using the Unifier400 FAX command in a form:

- The Unifier400 API, which uses fax control lines embedded in a spool file, will be overridden if a FAX command is included in a form.
- Parameters entered in the FAX command will override the corresponding default values in SNDAPIFAX.
- The **To Output Queue** parameter for the merge must be set to output queue **FAXOUTQ** in library **FAXLIB**.
- The output queue named above must be set up in **Define Output Queues** as printer driver **\*FAX**, type **\*UNIFER**. (See the **Utilities Manual** for information about defining output queues.)
- This command cannot be used when merging with a data file.

**Unifier400** parameters are:

**Destination Spool Data Location** The spool data location fields specify the spool file page location of data used to send faxes. The following information must be entered in order to extract the data from the spool page:

**Line** Line number on the spool page  
**Pos** Starting position on the spool page  
**Len** Number of positions occupied by the data  
**Del** Whether or not to delete the data from the spool file after it is processed.  
 \*YES = Delete \*NO = Do not delete

**To Fax Number** Location of the destination fax number. Fax information may be taken from a spool page or a data file. Complete the spool data location fields to extract the fax number from a spool page. Key a value in the Data Field field to retrieve a fax number from a data file.

Fax number data may contain the characters: ( , ) , and -. EZeDocs/400 automatically removes these from the fax number before processing begins.

It is not necessary to include a destination on every page. If no destination is found on a page and Retain Destination (see below) has been set to **Y**, the page will be sent to the last known fax number. If the fax number is being used to condition the FAX command, it is recommended that you make a fax number available for every page that you wish to be selected.

<b>Data Field</b>	Key a Return Field value from a previously defined DTEXT command to retrieve a fax number from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the fax number. Press <b>F4</b> to see a list of available values.
<b>To Company Name</b>	Location of the addressee company name on the spool file page.
<b>Attention Name</b>	Location of the contact name on the spool file page.
<b>Optional Break</b>	A user defined value used to force the creation of multiple documents to be faxed to a single fax number. For example, to fax purchase orders separately by department, define the department as the optional break. Separate documents will be generated for each department even if they are to be sent to the same fax number.
<b>Remarks File</b>	The name of a file containing remarks to print on the cover page. Leave as <b>*NONE</b> to omit the cover page.
<b>Library</b>	The location of the remarks file. <b>*LIBL</b> is not a valid entry.
<b>Member</b>	The location of the remarks file member containing the cover page remarks.
	<b>*FIRST</b> Selects the first member in the designated remarks file.
	<b>*DOCUMENT</b> Uses the name of the document containing the FAX command as the member name.
<b>From Company Name</b>	Location of the sending company's name on the spool file page or use the default value which is the company name in the fax profile of the current job user. Use only if including a cover page.
<b>From User Name</b>	Location of the sending user's name on the spool file page or use the default of <b>*CURRENT</b> which takes the current job user profile as the From name. Use only if including a cover page.

<b>Send Date</b>	A specific fax transmission date can be indicated. Key the spool file page location of the transmission date or key a date in the format <b>MMDDYY</b> . The default value of <b>*NOW</b> transmits the fax immediately.
<b>Send Time (HHMM)</b>	A specific fax transmission time can be indicated. Key the spool file page location of the transmission time or key a time in the format <b>HHMM</b> (military time). The default value of <b>*NOW</b> transmits the fax immediately.
<b>Batch Priority</b>	A fax priority may be indicated. Key the spool file page location of the priority or enter a value from <b>1-99</b> where 1 is the highest priority and 99 the lowest.
<b>Hold Batch</b>	Whether or not to place a batch on hold.  <b>*YES</b> Place the batch on hold. <b>*NO</b> Do not place the batch on hold.
<b>Delete After Send</b>	Whether or not to delete the spool file when fax transmission is complete.  <b>*YES</b> Delete the spool file. <b>*NO</b> Do not delete the spool file. <b>*DEFAULT</b> Use the value in the fax user profile.
<b>User Cover Page</b>	Whether or not to include a cover page with the fax.  <b>*YES</b> Include a cover page. <b>*NO</b> Do not include a cover page. <b>*DEFAULT</b> Use the value in the fax user profile.
<b>Retain Destination</b>	Whether or not to use the last known destination to fax a spool page that has no specified destination.  <b>Y</b> Send any spool page without a destination to the last known fax number.  <b>N</b> If a destination is not available for a spool page do not fax the page.

**FORM - Form**

```

Name: SGFORM                      EZeDocs                      F0101IR
Size: 8.500 X 11.000              Work with commands          FOCTL01

Action  Cmd    Across  Down  Length Height  Thk Font/Img Pt  Data
2.00  FORM    .000   .000   .000   .000
3.00    .000   .000   .000   .000
4.00    .000   .000   .000   .000
5.00    .000   .000   .000   .000
6.00    .000   .000   .000   .000
7.00    .000   .000   .000   .000
8.00    .000   .000   .000   .000
*****
FORM COMMAND                               Number: 2.00

Form name: _____ Start spool data line# ____ (optional for conditions)
-or-
Form name location: Line# ____ Start pos ____ Length ____ Remove data *NO
Text _____

New print information:
Across ____ Down ____ Repetitions ____ Vertical spacing ____

F3=Exit F4=Prompt F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The **FORM** command places a previously defined form on the current form. Use this command to place frequently used data (your company address) on multiple forms. If the data must ever be modified, change the form containing that data. No other forms must be changed. This type of element is referred to as a form segment.

Be aware that a form placed within a form takes on the orientation of that form. For example, a landscape form placed in a portrait form will switch to portrait orientation.

**FORM** parameters are as follows:

**Form Name** Name of the form to be included  
**OR**  
 Leave this field blank and complete the **Form name location** fields to take the form name from the spool file.

**Start Spool Data Line#** This field is used in conjunction with the **New Print Information** fields and conditioning commands to print the specified form on varying lines.

To print a form on varying lines:

- a. Key a start spool data line number indicating the starting line for the conditioning search.
- b. Key a number in the **Repetitions** field indicating the number of lines to include in the conditioning search.
- c. Press **F8** to display the **Conditions** screen.
- d. Set up the conditions that must be met for the form to print. Key a **0** in the **Lin** field when setting up the conditions.
- e. **<ENTER>** to exit the **Conditions** screen.
- f. Complete the **Across**, **Down** and **Vertical spacing** fields.

EZeDocs/400 will search the spool file page beginning at the line specified in this field and continuing for the number of lines specified in the **Repetitions** field.

The form will print for each positive condition, using the coordinates specified in the **Across** and **Down** fields. The print position changes with each spool data line searched by the amount specified in the **Vertical spacing** field.

**Form Name Location:**

<b>Line Number</b>	Spool file line number location of the form name.
<b>Start Position</b>	Spool file starting position of the form name.
<b>Length</b>	The number of positions occupied by the form name.
<b>Remove Data</b>	Whether or not to remove the form name from the spool file.  * <b>YES</b> remove the form name * <b>NO</b> do not remove the form name

**Text** A user defined text description identifying the form.

**New Print Information:**

<b>Across</b>	Across position to begin printing the form.
<b>Down</b>	Down position to begin printing the form.
<b>Repetitions</b>	Number of times the form will print <b>OR</b> The number of spool file lines searched when conditioning is set up and a starting line number is keyed in the <b>Start Spool Data Line#</b> above.
<b>Vertical Spacing</b>	The amount of spacing between forms when printing multiple forms on a page.



## GRAPH – Bar Graph

```

Name: SGRAPH                      EZeDocs                      F0101GR
Size: 8.500 X 11.000              Work with commands      F0101GS1

*****
BAR GRAPH COMMAND                      Number: 1.00

Across _____ Down _____ Height _____ Width _____
Outline _____

Units:
Hz Min _____ Max _____ Incr _____ Font _____ Ec _____
Vt Min _____ Max _____ Incr _____ Font _____ Ec _____

Horizontal Heading _____ Font _____ Rot 000
Vertical Heading _____ Font _____ Rot 000

Mark Horizontal units _____
Mark Vertical units _____

Legend position:
Across _____ Down _____ Font _____ Spacing .000

F3=Exit F4=Prompt F5=Refresh F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The **GRAPH** command generates bar graphs from database file data.

**GRAPH** parameters are as follows:

<b>Across</b>	The distance from the left edge of the page to the left side of the bar graph.
<b>Down</b>	The distance from the top edge of the page to the bottom edge of the bar graph.
<b>Height</b>	The height of the bar graph.
<b>Width</b>	The width of the bar graph.
<b>Outline</b>	Whether or not to outline the bars in the graph.
<b>Units:</b>	
<b>Hz Min</b>	The starting number of units for the horizontal side of the bar graph.
<b>Hz Max</b>	The ending number of units for the horizontal side of the bar graph.
<b>Hz Incr</b>	The number of units to increment for each level on the horizontal side of the bar graph.
<b>Hz Font</b>	The font for the horizontal headings.
<b>Hz Pt Sz</b>	The height of the font for the horizontal headings.

<b>Hz EC</b>	The edit code for horizontal data numeric variable fields. Press <b>F4</b> and select an edit code type to display a list of valid edit codes.
<b>Vt Min</b>	The starting number of units for the vertical side of the bar graph.
<b>Vt Max</b>	The ending number of units for the vertical side of the bar graph.
<b>Vt Incr</b>	The number of units to increment for each level on the vertical side of the bar graph.
<b>Vt Font</b>	The font for the vertical headings.
<b>Vt Pt Sz</b>	The height of the font for the vertical headings.
<b>Vt EC</b>	An edit code to be used for vertical data, numeric variable fields. Press <b>F4</b> and select an edit code type to display a list of valid edit codes.
<b>Horizontal Heading</b>	The heading to print on the horizontal side of the bar graph.
<b>Horizontal Heading Font</b>	The font for the horizontal heading.
<b>Horizontal Point Size</b>	The height of the font for the horizontal heading.
<b>Horizontal Heading Rot</b>	The rotation of the horizontal heading. Valid options are <b>0, 90, 180, and 270</b> .
<b>Vertical Heading</b>	The heading to print on the vertical side of the bar graph.
<b>Vertical Heading Font</b>	The font for the vertical heading.
<b>Vertical Point Size</b>	The height of the font for the vertical heading.
<b>Vertical Heading Rot</b>	The rotation of the vertical heading. Valid options are <b>0, 90, 180, and 270</b> .

**Legend position:**

- Across**                      The distance from the left edge of the page to the left side of the graph legend.
- Down**                        The distance from the top edge of the page to the top edge of the graph legend.
- Font**                         The font used for the legend text.
- Point Size**                 The height of the font used for the legend text.
- Spacing**                     The amount of spacing separating the lines of the legend.

<ENTER> to display the next detail box for the graph.

Name: SGRAPH	EZeDocs	F0101GR								
Size: 8.500 X 11.000	Work with commands	F0101GS1								
*****										
BAR GRAPH COMMAND	Number:	1.00								
Bar	Gp	Hz	Spacing	Bar Width	Bar Height	C	Sh	O	Group title	Legend Text
01	00						00			
02	00						00			
03	00						00			
04	00						00			
05	00						00			
06	00						00			
07	00						00			
08	00						00			
09	00						00			
10	00						00			
11	00						00			
12	00						00			
13	00						00			
14	00						00			
F3=Exit F4=Prompt F5=Refresh F12=Cancel										
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.										

Additional parameters are as follows:

- Gp**                              Bars can be grouped. The value in this field indicates the group number for the bar. This allows group headings to print under a group of bars.
- Hz Spacing\***                 The amount of space to move to the right before printing the bar on the bar graph.
- Bar Width\***                    The width of the bar.
- Bar Height\***                  The height of the bar.
- C**                                The color of the bar. Press **F4** to display a list of colors. A supported color printer must be used for color printing.

**Sh** The shading percentage for the bar. Press **F4** to display a list of shading patterns. Refer to **Appendix B** for examples of different shading patterns

**O** Whether or not to outline the bar.  
Key **Y** to outline the bar. Key **N** to leave the bar plain.

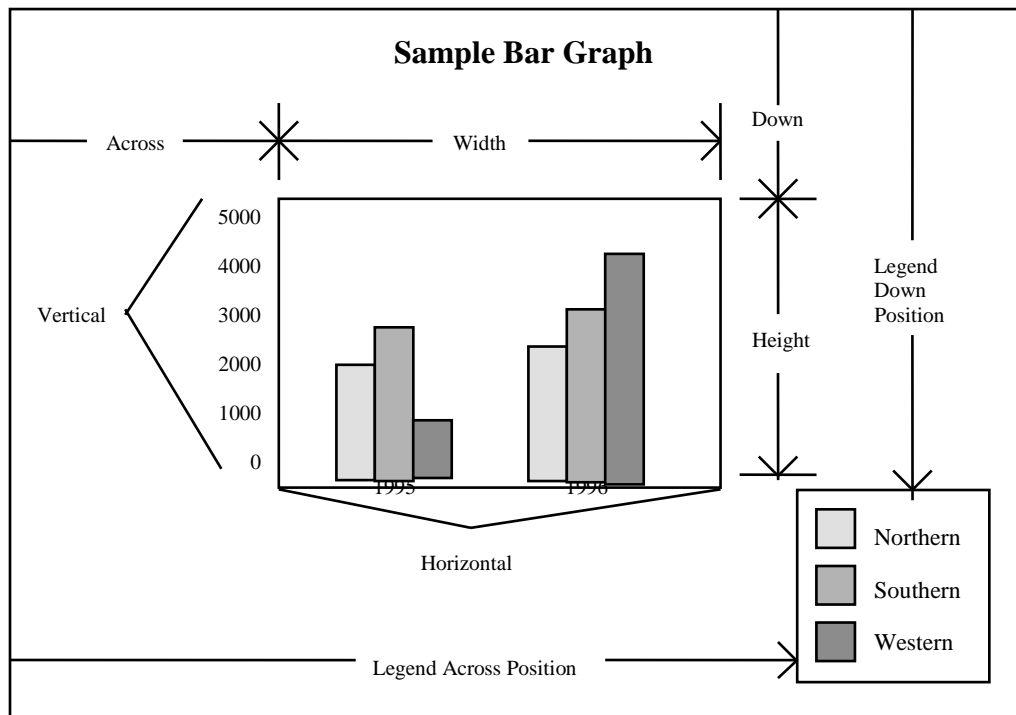
**Group title** The title for the bar group. Required only for the first bar in a group.

**Legend \* Text** The text to print in the legend for the bar.

**\*** Field is a variable field that can be used while merging with a data file. Press **F4** on any of these fields to display a list of valid data file field names to choose from

### Sample Bar Graph

The following is a simple diagram showing the main parts of a bar graph:



Two sample bar graph forms are included with the EZeDocs/400 eForms software. **SAMBARP** is a black and white bar graph. **SAMBARPC** is a color bar graph that can be printed on a supported color printer. These forms also include a sample pie chart.

## HLINE - Horizontal Line

```

Name: SGFORM                      EZeDocs                      F0101LR
Size: 8.500 X 11.000              Work with commands        F0101LS1

Action Cmd   Across   Down   Length Height   Thk Font/Img Pt  Data
3.00 HLINE   .000   .000   .000   .000
4.00         .000   .000   .000   .000
5.00         .000   .000   .000   .000
6.00         .000   .000   .000   .000
7.00         .000   .000   .000   .000
8.00         .000   .000   .000   .000
9.00         .000   .000   .000   .000
10.00        .000   .000   .000   .000

*****
HORIZONTAL LINE COMMAND                      Number: 3.00

Across .000   Down . . . .000   Length . .000   Thickness .010
Ver Repeat 1   Ver spacing .000   Shade % .  
Hrz Repeat 1   Hrz spacing .000
Dashed *NO   Revrs image *NO   Color . . *BLACK

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

The **HLINE** command prints a horizontal line or lines.

**HLINE** parameters are as follows:

- Across**                      Distance from the left edge of the page to the starting point of the line.
- Down**                        Distance from the top edge of the page to the starting point of the line.
- Length**                       Distance from the starting point of the line to the ending point.
- Thickness**                    Thickness of the line. Refer to *Appendix A* for examples of line thickness.
- Ver Repeat**                    The number of horizontal lines to repeat down the page.
- Ver Spacing**                   Amount of spacing between repeated lines.
- Shade %**                       Repeated horizontal lines can be shaded between every other line. Enter a shade percentage to add shading. Refer to **Appendix B** for examples of shades.
- Hrz Repeat**                    The number of horizontal lines to repeat across the page.
- Hrz Spacing**                   Amount of space between repeated lines.
- Dashed**                        Key **\*YES** to print a dashed line instead of a solid one.

**Reverse  
Image**

Key **\*YES** to print the line in reverse image within a solid black area.

**Color**

Horizontal lines can be printed in color on a supported color printer. Press **F4** for a list of colors. This field displays only for forms set up to print on a supported color printer.

The color **\*WHITE** does not actually print in white on the page. The printer treats white like a reverse image. There must be a shaded area in another color behind this command for it to appear on the page.

**IMAGE - Image**

```

Name: SGCOLORS           EZeDocs/400           F0101IR
Size: 8.500 X 11.000     Work with commands       FOCTL01

Action  Cmd    Across  Down  Length Height  Thk Font/Img Pt  Data
2.00  IMAGE  4.000  4.000
3.00  IMAGE  .000  .000
4.00  .000  .000  .000  .000
5.00  .000  .000  .000  .000
6.00  .000  .000  .000  .000
7.00  .000  .000  .000  .000
8.00  .000  .000  .000  .000
9.00  .000  .000  .000  .000
10.00 .000  .000  .000  .000
*****
IMAGE COMMAND                                     Number: 3.00

Across  .000  Down  .000  Image Name  _____  PCX Image  _____
Revs image *NO  Color *BLACK
Download *YES

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The **IMAGE** command prints an image on a form.

Multi-color images in **GIF** and **BMP** format can be printed in color if the destination printer supports PCL5 color printing. These images can be uploaded to the System i via the EZDesigner/400 File Transfer Utility. Be aware that GIF and BMP images do not display in PDF files created through the ACOM Solutions (Keyes) PDF utility.

One color **PCX** images can be printed in black and white or, if the destination printer supports PCL5 color printing, in a single color. PCX images must be one bit per pixel. These images can be uploaded to the System i via the EZDesigner/400 File Transfer Utility. One color PCX images process faster than GIF and BMP images and black and white PCX images will display correctly in PDF files created through the ACOM Solutions PDF utility.

**IMAGE** parameters are as follows:

- Across**                      Distance from the left edge of the page to the left edge of the image.
- Down**                        Distance from the top edge of the page to the top edge of the image.

**Image Name**

The image to print on the form. Images in **GIF** or **BMP** format must be sent to a printer that supports PCL5 printing. If the printer supports PCL 5 color printing the images will print in color. Non-color PCL 5 printers will print the images in black and white.

Images in **PCX** format can print in black and white or, if the destination printer supports PCL5 color printing, in a single color.

The image format, BMP, GIF or PCX, will display at the top of the IMAGE COMMAND box after an image is selected. Press **F4** to display a list of image names.

**PCX Image**

The name of a PCX image may be entered here if a GIF or BMP image is named in the Image Name field. The image named here will print **instead of** the GIF or BMP image if the form is sent to an output queue that does not support PCL5 color printing. Leave this field blank to print a GIF or BMP image in black and white on a non-color PCL5 printer.

**Revs image**

Whether or not to print a **PCX** image in a reverse image format.

**\*NO** Print a normal black image on a white background.

**\*YES** Print a reverse white image. There must be a shaded box command **before** the image command in the form overlay to create a background for the reverse image.

**NOTE:** Due to various printer limitations, reverse images will not print on all printers.

**Color**

PCX images can be printed in color on a supported color printer. Press **F4** for a list of colors. This field displays only for PCX images in forms that are set up to print on a color printer.

The color **\*WHITE** does not actually print in white on the page. The printer treats white like a reverse image. There must be a shaded area in another color behind this command for it to appear on the page.

**Download**

Image data can take up a large amount of printer memory. This field specifies whether or not to download the image to printer memory at print time. Valid options are:

**\*YES** Download the image to the printer's RAM memory at the beginning of the print job.



**\*NO** Do not download the image to the printer's RAM memory at the beginning of the print job. The image will be sent to the printer on each page of the print job. Use this option for printers with limited RAM storage.

**\*EXT** Tells EZeDocs/400 to pull the image from the printer's flash or disk resource. The image must have been previously downloaded to the flash or disk resource.

## IMBAR – USPS Intelligent Mail Barcode

```

Name: SGECH                      EZeDocs/400                      F01010R
Size: 8.500 X 11.000                      F0IMBAR01
*****
INTELLIGENT MAIL BARCODE COMMAND

Across.....: .000    Down..: .000    Font..: IMBAR

                               Spool Data Location
Barcode Identifier.....: Line ___    Pos ___    Len ___    Del ___
- or Data Field _____ or Value ___
Service Type Identifier: Line ___    Pos ___    Len ___    Del ___
- or Data Field _____ or Value ___
Mailer Identifier.....: Line ___    Pos ___    Len ___    Del ___
- or Data Field _____ or Value _____
Serial Number.....: Line ___    Pos ___    Len ___    Del ___
- or Data Field _____ or Value _____
Routing Code.....: Line ___    Pos ___    Len ___    Del ___
- or Data Field _____ or Value _____

Human Readable *NO    Human Readable Font _____    Point Size ___
Human Readable Across..: .000    Down .000

F3=Exit    F4=Prompt    F8=Condition    F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The **IMBAR** command generates the Intelligent Mail Barcode used by the United States Postal Service (USPS).

**IMBAR** parameters are as follows:

- |                            |   |
|----------------------------|---|
| <b>Across</b>              | Distance from the left edge of the page to the beginning of the barcode.  |
| <b>Down</b>                | The distance from the top of the page to the bottom of the barcode.   |
| <b>Spool Data Location</b> | The spool data location fields specify the spool file page location of data used to create the barcode. The following information must be provided in order to extract the data from the spool page:  |
| <b>Line</b>                | Line number on the spool page   |
| <b>Pos</b>                 | Starting position on the spool page   |
| <b>Len</b>                 | Number of positions occupied by the data  |
| <b>Del</b>                 | Whether or not to delete the data from the spool file after it is processed.<br>*YES = Delete *NO = Do not delete   |
| or                         |   |
| <b>Data Field</b>          | Key a Return Field value from a DTEXT command already defined in the form to retrieve barcode data from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the data. Press <b>F4</b> to see a list of available values. |
| or                         |   |
| <b>Value</b>               | A value entered in this field will be used for every barcode  |

---

	printed. Use this only for data that will not change from barcode to barcode.
<b>Barcode Identifier</b>	A 2 digit presort identification code. Required. This code is assigned by the USPS.
<b>Service Type Identifier</b>	A 3 digit value that identifies the combination of services requested on the piece of mail. Required. This value is assigned by the USPS.
<b>Mailer Identifier</b>	A unique 6 or 9 digit value that identifies a business entity. Required. This value is assigned by the USPS.
<b>Serial Number</b>	A number assigned by the mailer to identify and track pieces of mail. When used in conjunction with a 6 digit Mailer Identifier this value can be 000000000-999999999. When used in conjunction with a 9 digit Mailer Identifier this value can be 000000-999999. Required.
<b>Routing Code</b>	A 0, 5, 9 or 11 digit delivery point ZIP Code assigned by the mailer to route the mail. Allowable ranges are 0, 00000-99999, 000000000-999999999 or 00000000000-99999999999. Required.
<b>Human Readable</b>	Whether or not to print the barcode data in human readable format.  *YES    Print *NO     Do not print.
<b>Human Readable Font</b>	The font to use when printing human readable data. Press F4 to select a font.
<b>Point Size</b>	The font size to use when printing human readable data.
<b>Human Readable Across</b>	The distance from the left edge of the page to the human readable data. The left edge of the leftmost human readable character must be aligned with the leftmost bar of the barcode.
<b>Human Readable Down</b>	The distance from the top of the page to the human readable data. The human readable data must be immediately above or below the barcode.  When printed above the barcode, the bottom of the human readable data must be at least 0.028 inch but no more than 0.5 inch above the top of the barcode.  When printed below the barcode, the top of the human readable data must be at least 0.028 inch but no more than 0.5 inch below the bottom of the barcode.

## PAGE - Page

Name: SGFORM	EZeDocs	F0101IR
Size: 8.500 X 11.000	Work with commands	FOCTL01

Action	Cmd	Across	Down	Length	Height	Thk	Font/Img	Pt	Data
5.00	PAGE	.000	.000						
6.00		.000	.000	.000	.000				
7.00		.000	.000	.000	.000				
8.00		.000	.000	.000	.000				
9.00		.000	.000	.000	.000				
10.00		.000	.000	.000	.000				

```

*****
PAGE COMMAND                                     Number: 5.00
Across  .000   Down  .000   Font  _____   Point sz  ____
Prefix  _____   Suffix .  _____
Color  *BLACK   Rotation  ____

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The **PAGE** command prints page numbers on a form.

**PAGE** parameters are as follows:

- Across**                      Distance from the left edge of the page to the beginning of the page number.
- Down**                        Distance from the top edge of the page to the baseline of the page number.
- Font Style**                    Font to use for the page number. Press **F4** to display a list of fonts.
- Point Size**                    Height of the font. A point is about 1/100th of an inch. A 50 point font would be about ½ inch tall.
- Prefix**                         Character string to print just before the page number.
- Suffix**                        Character string to print just after the page number.
- Color**                         Page numbers can be printed in color on a supported color printer. Press **F4** for a list of colors. This field displays only for forms set up to print on a supported color printer.

The color **\*WHITE** does not actually print in white on the page. The printer treats white like a reverse image. There must be a shaded area in another color behind this command for it to appear on the page

```

Name: SGE SIG           EZeDocs/400           F0101YR
Size: 8.500 X 11.000   Work with commands       F0PDBA01S1

Action Cmd  Across  Down  Length Height  Thk Font/Img  Pt Data
3.00 ESIG   .000   .000
4.00 PDBAR  .000   .000
5.00       .000   .000   .000   .000

*****
PDF417 BARCODE COMMAND                               Number: 4.00
Across..... .000   Down..... .000   Type... S   Rotation ___
Narrow bar width .014   Narrow bar height .014   Error Correction _
                               Spool Data Location
Data.....:  Line ___  Pos ___  Len ___  Rep _1  Del ___
or Data Field _____
or Value _____

Bottom

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

The **PDBAR** command creates a PDF417 2D barcode that can be printed on a laser or thermal printer.



**PDBAR** parameters are as follows:

**Across**        The distance from the left edge of the page to the left edge of the barcode.

**Down**         The distance from the top edge of the page to the bottom edge of the barcode.

**Type**         The barcode type. Press F4 to select a barcode type or enter:

- S** Standard
- T** Truncated
- M** Micro

**Rotation**     The degrees of rotation to apply to the barcode. Valid values:

- Blank    Do not rotate
- 0**        Do not rotate
- 90**       Rotate 90 degrees
- 180**      Rotate 180 degrees
- 270**      Rotate 270 degrees

**Narrow bar width**    Width, in inches, of the narrow bar used for the barcode.  
The default is **.014** inches. Increasing or decreasing this amount increases or decreases the width of the printed barcode. If unsure of the narrow bar width, accept the default of **.014**.

**Narrow bar height** Height, in inches, of the narrow bar used for the barcode. The default is **.014** inches. Increasing or decreasing this amount increases or decreases the height of the printed barcode. If unsure of the narrow bar width, accept the default of **.014**.

**Error Correction** The correction level to apply when restoring data for a damaged or dirty barcode. The higher the level of correction, the more data in the corrected barcode.

Valid values are blank and **0** through **8**. Blank and 0 both detect errors but do not apply any correction.

**Data** When merging with a **spool file**, the spool data location fields specify the spool file page location of data used to create the barcode. The following information must be provided in order to extract the data from the spool page:

**Line** Line number on the spool page  
**Pos** Starting position on the spool page  
**Len** Number of positions occupied by the data  
**Del** Whether or not to delete the data from the spool file after it is processed.

\***YES** = Delete  
\***NO** = Do not delete

or

**Data Field** When merging with a **spool file**, key a Return Field value from a DTEXT command already defined in the form to retrieve barcode data from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the data. Press **F4** to see a list of available values.

**Data Field** When merging with a **data file**, press **F4** to display a list of data file fields and select the one to be barcoded.

or

**Value** When merging with a spool file or a data file, a value entered in this field will be used for every barcode printed. Use this only for data that will not change from barcode to barcode. Data cannot be greater than 550 positions in length.

## PDF – PDF Conversion

The **PDF** command generates PDF documents that can be output to the IFS, QDLS or a System i database file. PDF processing errors during a merge will not cause a merge to terminate. A message will be sent to the job log listing an error code, an error message and the name and copy number of any documents that could not be converted.

PDF files can be creating when merging with a spool file or a data file.

The PDF command is available only by purchasing the EZeDocs EZPDF/400 PDF module.

**IMPORTANT:** Files created with the PDF command can be viewed in Adobe Acrobat v6 or higher. Unexpected results may occur when files are opened in a lower version.

**Note:** The Utilities PDF purge (option 30>1 in the Utilities menu) should be executed periodically to free up space on the IFS. This purge also deletes associated log files from the ACOM/EDOCS/EZPDF/LOG folder.

### PDF Output Type

Select the PDF command in a form, position the cursor in the **Action** field and press **F4** to open the **Select PDF Output Type** window.

```

Select PDF Output Type
Make Selection, Press Enter

Sel  Name
-   *IFS
-   *QDLS
-   *FILE

F3=Exit  F12=Cancel  Bottom

```

Select one of the following output types:

<b>IFS</b>	Files are output to the IFS
<b>QDLS</b>	Files are output to QDLS
<b>iSeries Data File</b>	Files are output to a database file

The output destination for the PDF files is defined on the first screen of the PDF command. The first screen displayed will vary depending on the output type selected. Output types \*IFS and \*QDLS share the same first screen. The first screen for output type \*FILE is different and has fields to indicate a database file, library and member destination.

See the section that follows for instructions regarding \*IFS and \*QDL output types. See page 2-157 for output type \*FILE.

## PDF for Output Type \*IFS and \*QDLS

```

Name: SGPDF                      EZeDocs/400                      FOPD101AD
Size: .000 X .000                Work with commands                      FOHDR

*****
PDF COMMAND                      ACOM EZPDF/400                      Number: 1.00

Output Type: *IFS *IFS, *QDLS, *FILE

Spool Data Location
IFS Path . . . . . Line ___ Pos ___ Len ___ Reps 01 Del ___
- or - _____

Filename. . . . . Line ___ Pos ___ Len ___ Del ___
- or - *DFT *DFT, *PATH, Name
- or - _____ Data Field Overwrite *NO *YES, *NO
Optional Break. . Line ___ Pos ___ Len ___ Del ___ Use as File Pfx: N

Retain Destination *YES *YES, *NO
More..

F3=Exit F8=Condition F12=Cancel
    
```

### Merging with a spool file:

**Spool Data Location** Spool data location fields are used when **merging with a spool file** to specify the spool file location of data used during PDF file creation. The following information must be provided in order to extract data from the spool page:

- Line** Line number on the spool page
- Pos** Starting position on the spool page
- Len** Number of positions occupied by the data
- Reps** The number of lines to search when data is on multiple lines (The Reps field is not always applicable).
- Del** Whether or not to delete the data from the spool file after it is processed.  
\*YES = Delete \*NO = Do not delete

or

**Data Field** When **merging with a spool file** key a Return Field value from a DTEXT command already defined in the form to retrieve data from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the data. Press **F4** to see a list of available values.

or

**Name** A value entered in a name field will be used for every PDF created. Use this only for data that will not change from PDF to PDF



Merging with a data file:

- Data Field** When **merging with a data file**, press **F4** to display a list of data file fields and select the one to use for PDF file creation.
- or
- Name** A value entered in a name field will be used for every PDF created. Use this only for data that will not change from PDF to PDF

PDF parameters for output types **\*IFS** and **\*QDLS** are as follows:

- Output Type** Whether the converted files will be output to the IFS, QDLS or a database file.
- \*IFS** Send converted files to the IFS.
- \*QDLS** Send converted files to QDLS.
- \*FILE** Send converted files to a database file. If **\*IFS** or **\*QDLS** are changed to **\*FILE**, a new screen is displayed and a database file, library and member must be supplied.

**IFS Path** Converted **\*IFS** or **\*QDLS** files will be output to the destination indicated in this field. Complete the spool data location fields to extract the path from a spool page (or the Data Field if merging with a data file) **OR** key a value in the IFS Path field. The path may be up to 255 positions in length for output type **\*IFS** or **\*QDLS**.

The file name may be included at the end of the path. Key **\*PATH** in the **Filename** field if this is the case.

**Filename** The entry in this field determines the name assigned to the converted file(s) unless embedded name commands (^FILNM) are included in the spool file.

A **^FILNM** (file name) command output on a spool file page will take precedence over any file name parameter in the PDF command. A **^FILNM** command can be output in any position on a spool page. Filename commands must be in the format:

**^FILNM This is the file name ^.**

The **^** must be included at the end of the file name. IFS file names can be up to 50 positions long. QDLS file names can be up to 8 positions long.

See **Retain Destination** (next page) for additional information about using **^FILNM** commands when merging with spool files.

Complete the spool data location fields to extract the file name from a spool page (or the Data Field if merging with a data file).

or

Leave the spool file location fields blank (or the Data Field if

merging with a data file) and enter one of the following values in the **-or-** field:

**\*DFT** Indicates that spool file pages that do not have a ^FILNM command (or files created when merging with a data file) will be assigned a name based on the conversion date and time. Default names use the format:

**DOCUMENT NAME+USER NAME+YYYYMMDDHHMMSSXXXXXX**

where Y=Year, M=Month, D=Day, H=Hour, M=Minute, S=Second, X=Millisecond.

**\*PATH** The file name is included at the end of the path. This applies to a path that is taken from a spool data location (or from the Data Field name if merging with a data file) or a constant path entered in the **IFS Path** field (see above). Be aware that if a constant file name is keyed at the end of a constant path, the constant file name will be applied to the first PDF file created. Subsequent PDF files will be named with the default date/time stamp.

**NOTE:** If embedded ^FILNM commands are found, each embedded file name will be appended to the end of the path without removing the previous file name(s). It is recommended that \*PATH not be used if ^FILNM commands are embedded in a spool file.

Name Key a file name to place spool file pages without an embedded ^FILNM command (or files created when merging with a data file) in a file with this name. For output type \*IFS, the filename may be up to 15 positions long. For output type \*QDLS, the filename may be up to 8 positions long.

If a constant file name is used and:

**\*YES** is entered in the **Overwrite** field, the constant file name will be applied and the file will be overwritten (contents replaced) each time a new PDF file is created. **\*YES** is the only overwrite option for QDLS files.

**\*NO** is entered in the **Overwrite** field, the constant file name will be applied to the first file created and subsequent PDF files will be named with the default date/time stamp each time a spool page without an embedded ^FILNM command (or a file created when merging with a data file) is converted.

or

When merging with a spool file, key a Return Field value from a DTEXT command already defined in the form in the **Data Field** to retrieve data from a data file. Press **F4** to see a list of available values.

**Overwrite**

Whether or not to overwrite (replace the contents) an existing file if a new file is created with the same name.

**\*NO** Do not overwrite the file. Apply a default file name to new files that would otherwise have the same file name as an existing file. Default for \*IFS. \*NO is not valid for QDLS files.

**\*YES** Overwrite a file if a new file is created with the same file name. \*YES is the only option for QDLS files.

**Optional Break**

An optional value used to create new documents. When a value is encountered in the spool data location specified here (or the Data Field specified if merging with a data file) it will signal the conversion process to create a new PDF document.

**Use as File Pfx**

The optional break value can be applied as a prefix to the filename to ensure a unique output destination. The prefix can be applied to a constant file name or to a file name taken from a spool data location (or a data field when merging with a data file). It cannot be used when the file name is taken from a ^FILNM command or when \*PATH or \*DEFAULT is entered as the value in the Filename field.

**N** Do not use the optional break value as a file name prefix.

**Y** Use the optional break value as a file name prefix. A default filename based on a date/time stamp will be applied if using the optional break as the file name prefix will result in filename duplication.

**Retain Destination**

Whether or not to use the last known output destination to convert a spool page (or data file record) without a specified destination.

**\*NO** If a destination is not available for a spool page (or data file record) do not convert the page.

**\*YES** Convert any spool page (or data file record) without a destination and place the converted file in the last known output destination.

**Retain Destination and Optional Break:**

If Retain Destination is set to \*YES when using the Optional Break feature AND the current spool page (or data file record) does not contain a value in the location defined in the Optional Break field

THEN the last known optional break value will be used. The last known optional break will continue to be used until a new optional break value is encountered in the spool file.

If Optional Break is set to \*NO and the scenario described above occurs, an optional break will not be applied.

**Retain Destination=\*YES and embedded commands**

When Retain Destination is \*YES and a spool data location is indicated in the **Filename** field and ^FILNM commands are embedded in the spool file, a ^FILNM command will be applied to the page it appears on and every subsequent page until:

- a valid filename is retrieved from the spool data location listed in the **Filename** field **OR**
- a new ^FILNM command is encountered **OR**
- an ^END command is encountered.

When an ^END command is encountered, subsequent spool file pages will not be converted until a new ^FILNM command is encountered or a valid file name is found in the spool data location indicated in the Filename field.

Page Down to display the next screen.

```

Name: SGFORM                      EZeDocs/400                      FOPD101AD
Size: 8.500 X 11.000              Work with commands              FOHDR

*****
PDF COMMAND                      ACOM EZPDF/400                      Number: 55.00

Output Type: *IFS_  *IFS, *QDLS, *FILE

                Spool Data Location
Password . . . . . Line ___ Pos ___ Len ___ Del ___
                - or -
Compression . . . . . *YES          *YES, *NO
Image Type . . . . . *TEXT         *IMAGE, *TEXT
Save PCL Output . . . . *NO          *YES, *NO
Include Copies . . . . . *NO          *YES, *NO
Log File . . . . . @                0, 1, 2, 3

                Bottom

F3=Exit  F8=Condition  F12=Cancel
    
```

**Output Type** Whether the converted files will be output to the IFS, QDLS or a database file. If \*IFS or \*QDLS are changed to \*FILE, a new screen is displayed and a database file, library and member must be supplied. If \*FILE is changed to \*IFS or \*QDLS a new screen is displayed and an IFS path and file name must be entered.

- 
- Password** If a password is entered here users must enter the password to open a converted file. Passwords are **case sensitive** and can be up to 30 positions in length.
- To take passwords from the spool file, key the spool data location in the **Line, Pos, Len** fields (or the Data Field name if merging with a data file) and **\*YES** (delete) or **\*NO** (do not delete) in the **Del** field.
- To use the same password for all files, key a password up to 30 positions in length in the **-or-** field.
- Compression** Whether or not converted PDF files should be compressed. This field must contain a value of **\*YES** to use the password feature.
- \*NO** Compress the file.
  - \*YES** Do not compress the file. Requires a value in the password field.
- Image Type** The type of PDF image to create.
- \*TEXT** Create a searchable text PDF file. Currently the only supported option.
  - \*IMAGE** Create an image based PDF file. Not currently supported.
- Save PCL Output** Whether or not to save the PCL file used to create the PDF file. Used primarily for trouble shooting.
- \*YES** Save the PCL file.
  - \*NO** Do not save the PCL file.
- Include Copies** Whether or not to include copies created during the merge process in the converted files. If copies are converted they will be converted as separate documents and a value of **CXXXX** (where XXXX is the copy number) will be appended to the end of the PDF file name.
- \*YES** Convert copies.
  - \*NO** Do not convert copies.
- Log File** You can opt to create a log file for troubleshooting.
- 0** Do not create a log.
  - 1** Create a general log.
  - 2** Create a PDF code log.
  - 3** Create a PCL code log.

## PDF for Output Type \*FILE

PDF parameters for output to a System i database file are as follows:

```

Name: SGEZPDF                      EZeDocs/400                      FOPD101AD
Size: .000 X .000                  Work with commands                FOHDR

*****
PDF COMMAND                          Acom EzPDF/400                      Number: 1.00

Output Type: *FILE *IFS, *QDLS, *FILE

                Spool Data Location
Database File . . . . Line ___ Pos ___ Len ___ Del ___
- or -                Name
Database Library . . . . Line ___ Pos ___ Len ___ Del ___
- or -                *LIBL Name, *LIBL
Database Member . . . . Line ___ Pos ___ Len ___ Del ___
- or -                *FIRST Name, *FIRST, *OPTBRK

Create File . . . . *NO *YES, *NO

Optional Break . . . Line ___ Pos ___ Len ___ Del ___ Use as File Mbr: N
Retain Destination. . *YES *YES, *NO

                                                                More..

F3=Exit F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

### Merging with a spool file:

**Spool Data Location** Spool data location fields are used to specify the spool file location of data used during PDF file creation. The following information must be provided in order to extract data from the spool page:

- Line** Line number on the spool page
- Pos** Starting position on the spool page
- Len** Number of positions occupied by the data
- Reps** The number of lines to search when data is on multiple lines. (The Reps field is not always applicable).
- Del** Whether or not to delete the data from the spool file after it is processed.  
\*YES = Delete \*NO = Do not delete

or

**Name** A value entered in a name field will be used for every PDF created. Use this only for data that will not change from PDF to PDF

### Merging with a data file:

**Data Field** When **merging with a data file**, press **F4** to display a list of data file fields and select the one to use for PDF file creation.

or

**Name** A value entered in a name field will be used for every PDF created. Use this only for data that will not change from PDF to PDF



**Create File** Whether or not to create the database file if it does not already exist.

**\*NO** Do not create the database file.

**\*YES** Create the database file.

**Optional Break** An optional value used to create new documents. When a value is encountered in the spool data location specified here (or the Data Field if merging with a data file) it will signal the conversion process to create a new PDF document.

**Use as File Mbr** The optional break value can be used as the member name in the database file. It cannot be used when file, library and member are taken from a ^FILNM command.

**N** Do not use the optional break value as the member name.

**Y** Use the optional break value as the member name. Key **\*OPTBRK** in the **Database Member** field. A default filename based on a date/time stamp will be applied if using the optional break as the file member will result in filename duplication.

**Retain Destination** Whether or not to use the last known output destination to convert a spool page (or data file record) without a specified destination.

**\*NO** If a destination is not available for a spool page (or data file record)do not convert the page.

**\*YES** Convert any spool page (or data file record) without a destination and place the converted file in the last known output destination.

All 3 parts of a database file destination, file, library and member, are considered to make up the destination.

For example, Retain Destination=\*YES and a library, file and member are extracted from page 4 of a spool file.

**a.**

The same library and file are extracted from page 5 but the member spool data location on page 5 is blank. The member will be retained from page 4 and page 5 will be converted and included in the member retained from page 4.

**b.**

The same file and member are extracted from page 5 but the library extracted from page 5 is different. Because the library changed this is considered a new destination and page 5 will not be included in the same member as page 4. A new member will be created.



**c.**

The same file is extracted from page 5 but the library extracted from page 5 is different and the member spool data location on page 5 is blank. This will cause an error and the page will not be converted.

**Retain Destination and Optional Break:**

If Retain Destination is set to \*YES when using the Optional Break feature AND the current spool page (or data file record) does not contain a value in the location defined in the Optional Break field THEN the last known optional break value will be used. The last known optional break will continue to be used until a new optional break value is encountered in the spool file.

If Optional Break is set to \*NO and the scenario described above occurs, an optional break will not be applied.

**Retain Destination=\*YES and embedded commands**

When Retain Destination is \*YES and a spool data location is indicated in one or more of the destination fields (file, library and member), and ^FILNM commands are embedded in the spool file, a ^FILNM command will be applied to the page it appears on and every subsequent page until:

- a valid value(s) is retrieved for the **File, Library** and **Member** fields that contain spool data location coordinates **OR**
- a new ^FILNM command is encountered **OR**
- an ^END command is encountered.

When an ^END command is encountered, subsequent spool file pages will not be converted until a new ^FILNM command is encountered or a valid value(s) is retrieved for the **File, Library** and **Member** fields that contain spool data location coordinates.

Page Down to display the 2<sup>nd</sup> PDF command screen. (See page 2-157 for information about screen 2 of the PDF command.)

**PIE - Pie Chart**

```

Name: SGRAPH                      EZeDocs                      F0101PR
Size: 8.500 X 11.000              Work with commands      F0101PS1

*****
PIE CHART COMMAND                      Number: 2.00

Across .000    Down .000    Diameter _____

      Value      Color      Shd%  Offset  Legend text
Wedge 1 _____ *BLACK    10    .00    _____
Wedge 2 _____ *BLACK    20    .00    _____
Wedge 3 _____ *BLACK    35    .00    _____
Wedge 4 _____ *BLACK    55    .00    _____
Wedge 5 _____ *BLACK    80    .00    _____
Wedge 6 _____ *BLACK    98    .00    _____
Wedge 7 _____ *BLACK    99    .00    _____
Total _____

Outline wedges ____ *NO, *YES

Legend position:
Across . . . . . .000
Down . . . . . .000
Font Style/Size _____
Legend spacing . .000

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The **PIE** command generates pie charts from constant or variable data extracted from a data file. To generate a pie chart from **constant data**, enter the data to be represented in the pie chart and legend. To generate a pie chart from **variable data**, define the form to be merged with the data file. Then define variable fields from the file for the different options in the pie chart definition.

This command is only valid for printers supporting the GL/2 printer language.

**PIE** parameters are as follows:

- Across**                      Distance from the left edge of the page to the center of the pie chart.
- Down**                        Distance from the top edge of the page to the center of the pie chart.
- Diameter**                    Distance from the left edge of the pie chart to the right edge of the pie chart.
- Value**                        Amount to be used for each wedge. Enter a value or
- Wedge 1-7**                    a percentage of the whole pie chart. Press **F4** to display a list of fields if merging with a data file

Key **\*OTHER** in any one wedge value to have the difference between all values and the total calculated and used for that wedge.

---

<b>Total</b>	Enter 100 if percentages were keyed for the wedge values. If using specific values, enter the total value to be used in converting the values to percentages. <b>OR</b> Key <b>*TOTAL</b> to have EZeDocs/400 calculate the total.
<b>Color Wedge 1-7</b>	A wedge can be printed in color when printing to a supported color printer. Press <b>F4</b> to display a list of colors.  The color <b>*WHITE</b> does not actually print in white on the page. The printer treats white like a reverse image. There must be a shaded area in another color behind this command for it to appear on the page
<b>Shade % Wedge 1-7</b>	Percentage of shading to use for wedges. Refer to <b>Appendix B</b> for examples of shade.
<b>Offset Wedge 1-7</b>	Amount to offset wedge. Enter up to <b>.99</b> inches. Leave blank or enter <b>.00</b> if the wedge should not be offset.
<b>Legend text Wedge 1-7</b>	Text to print in the legend for the wedge.
<b>Outline wedges</b>	Whether or not to draw solid lines around each wedge of the pie chart.
<b>Legend position:</b>	
<b>Across</b>	Distance from the left edge of the page to the left edge of the legend.
<b>Down</b>	Distance from the top edge of the page to the top edge of the legend.
<b>Font Style/Size</b>	Font to use for the legend text. Press <b>F4</b> to display a list of fonts. Height of the font for the legend text.
<b>Legend Spacing</b>	Amount of space from the bottom of one legend text line to the bottom of the one below it.

Sample form **SAMBARP**, included with the EZeDocs/400 software, contains a pie chart that can be used as an example.

## QRBAR – Quick Response Barcode

```

Name: TESTORSG                      EZeDocs/400                      F0101ZR
Size: 8.500 X 11.000                 Work with commands                FOQRBA01S1

Action Cmd  Across  Down  Length Height  Thk Font/Img  Pt Data
  1.00 QRBAR  .000  .000
  2.00      .000  .000  .000  .000
  3.00      .000  .000  .000  .000
*****
QR BARCODE COMMAND                      Number: 1.00
Across.... .000      Down.. .000
Format C21X21      Module Size .018      Error Correction L
                        Spool Data Location
Data.....: Line ___ Pos ___ Len ___ Rep _1 Del ___
or Data Field _____
or Value _____

Bottom

F3=Exit F4=Prompt F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The **QRBAR** command creates a Quick Response barcode.

QR barcodes can be scanned by certain barcode scanners, smart phones or tablets with cameras to provide information, instant videos, access to Web sites, etc.



There is no standard size for these barcodes but the generally recommended minimum size is 1.25 x 1.25 inches (32 x 32 mm).

The barcode size should be based on the amount of data in the code and the type of scanner that will be used to read the code. Be sure to test your barcode for readability with the reader for which it is intended to be used.

**QRBAR** parameters are as follows:

- Across** Distance from the left edge of the page to the left edge of the barcode. If the value in this field is left at .000 the barcode will be printed using the starting position of the data on the spool page.
- Down** Distance from the top edge of the page to the bottom of the barcode. If the value in this field is left at .000 the barcode will be printed using the line number of the data on the spool page.
- Format** The number of modules on each side of the barcode. Press **F4** to display a list of formats to choose from. The default is C21x21.
- Module Size** The size of each module within the barcode. The value allowed here will vary depending on the page size. The default is .018

**Error Correction** The correction level to apply when restoring data for a damaged or dirty barcode. The higher the level of correction the more data in the barcode. Press **F4** to choose a correction level:

**L** High density – 7% correction capability (default)

**M** Standard - 15% correction capability

**Q** High reliability – 25% correction capability

**H** Ultra high – 30% correction capability

**Data** The spool data location fields specify the spool file page location of data used to create the barcode. Data greater than 550 positions in length will be truncated. The following information must be provided in order to extract the data from the spool page:

<b>Line</b>	Line number on the spool page
<b>Pos</b>	Starting position on the spool page
<b>Len</b>	Number of positions occupied by the data
<b>Rep</b>	Number of lines in the spool file to include
<b>Del</b>	Whether or not to delete the data from the spool file after it is processed.

\***YES** = Delete

\***NO** = Do not delete

or

**Data Field** Key a Return Field value from a DTEXT command already defined in the form to retrieve barcode data from a data file. If multiple DTEXT commands use the same data field name as the Return Field value, the first matching value encountered during the merge will be used to retrieve the data. Press **F4** to see a list of available values.

or

**Value** A value entered in this field will be used for every barcode printed. Use this only for data that will not change from barcode to barcode. Data greater than 550 positions in length will be truncated.

## SBAR - Spool Barcode

```

Name: SGBARCDE                      EZeDocs/400                      F0101ER
Size: 8.500 X 11.000                Work with commands                      FOCTL1

Action Cmd   Across   Down   Length Height   Thk Font/Img Pt Data
2.00 SBAR    .000   .000   .000   .000
3.00         .000   .000   .000   .000
4.00         .000   .000   .000   .000
*****
SPOOL BAR CODE COMMAND                      Number: 2.00

Spool data location:
Line# ___ Start pos ___ Length ___ Repetitions ___1 Text ___

Across ___ .000 ___ Down ___ .000 ___ Name ___ Height ___ .000 ___ Remove data *NO

Prefix data . . . . . Suffix data . . . . . Vert spac ___ .000
Narrow bar width .014 Wide to nar ratio . 2.500 Rotation
Human readable . *NO Human readable font Point size 000
Human read across . .000 Down . . .000
Calc check digit *YES Print check digit . *YES
Trailing spaces *NO Calc Modulo 10 . . *NO Print Mod 10 *NO

F3=Exit F4=Prompt F8=Condition F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The **SBAR** command converts a piece of spool data or a column of spool data to a barcode. The command is ignored if there is no spool data matching the options entered. This command cannot be used when merging with a data file.

**SBAR** parameters are as follows:

### Spool Data Location:

<b>Line #</b>	Line number location of the data in the spool file
<b>Start pos</b>	Starting position of the data in the spool file
<b>Length</b>	Number of positions occupied by the data.
<b>Repetitions</b>	Number of lines in a column of data to convert to barcodes.
<b>Text</b>	Description of the spool data being barcoded that can be used later to reference the spool data. This field is required and should be unique within the document.
<b>Across</b>	Distance from the left edge of the page to the left edge of the barcode. If the value in this field is left at .000 the barcode will be printed using the starting position of the data on the spool page.
<b>Down</b>	Distance from the top edge of the page to the bottom of the barcode. If the value in this field is left at .000 the barcode will be printed using the line number of the data on the spool page.
<b>Name</b>	Type of barcode to use. Press <b>F4</b> to display a list of barcodes.

---

<b>Height</b>	Height of the barcode.
<b>Remove data</b>	Whether or not to remove the original data from the output of the merged print job. Valid options are :  * <b>YES</b> Remove original data * <b>NO</b> Print original data
<b>Prefix data</b>	Extra characters to be automatically added to the front of the data barcoded.
<b>Suffix data</b>	Extra characters to be automatically added to the end of the data barcoded.
<b>Vert spac</b>	The amount of space between barcodes created from a column of data. (see <b>Repetitions</b> field, above)
<b>Narrow bar width</b>	Width, in inches, of the narrow bar used for the barcode. The default is <b>.014</b> inches. Increasing or decreasing this amount increases or decreases the width of the printed barcode. If unsure of the narrow bar width, select the default of <b>.014</b> .
<b>Wide to nar ratio</b>	Ratio used to calculate the wide bars printed in the barcode. Valid options are:  <b>2.0 to 1</b> <b>2.5 to 1</b> <b>3.0 to 1</b>  Increasing or decreasing the ratio increases or decreases the width of the printed barcode. If unsure of the ratio required enter <b>2.5</b> .
<b>Rotation</b>	The rotation of the barcode. Valid options are:  <b>0</b> Zero degree rotation <b>90</b> 90 degree rotation
<b>Human readable</b>	Whether or not to print human readable data for the barcode. Valid options are  * <b>YES</b> print human readable data * <b>NO</b> do not print human readable data
<b>Human readable</b>	The font used for the human readable data. Press <b>F4</b> to display a list of valid fonts. Key a <b>1</b> next to a font and <b>font &lt;ENTER&gt;</b> to select it. The font name will be automatically returned to the field.

<b>Point size</b>	The height of the font used for the human readable data. A point equals about 1/100th of an inch. A 50 point font would be about ½ an inch tall.
<b>Human Read across</b>	The across coordinate of the human readable portion of the barcode. Human readable text can be placed anywhere on the page.
<b>Down</b>	The down coordinate of the human readable portion of the barcode. Human readable text can be placed anywhere on the page.
<b>Calc check digit</b>	Indicates whether or not to calculate the check digit. The check digit is used to validate the accuracy of the barcode. Valid options are:  *YES calculate the check digit *NO do not calculate the check digit
<b>Print check digit</b>	Whether or not to print the check digit in the human readable data. Valid options are  *YES print the check digit. *NO do not print the check digit.
<b>Trailing spaces</b>	Whether or not trailing spaces (spaces after the spool data being barcoded) should be included at the end of the barcode data.  *YES Include trailing spaces *NO do not include trailing spaces.
<b>Calc Modulo 10</b>	Indicates whether or not to calculate the MOD 10 check digit for UCC128 barcodes. The check digit is used to validate the accuracy of the barcode. Valid options are:  *YES calculate the MOD 10 check digit *NO do not calculate the MOD 10 check digit.
<b>Print Modulo 10</b>	Whether or not to print the MOD 10 check digit in the human readable data. Valid options are  *YES print the MOD 10 check digit *NO do not print the MOD 10 check digit



## SIMAG - Spool Image

```

Name: SGFORM                      EZeDocs                      F0101IR
Size: 8.500 X 11.000              Work with commands          FOCTL01

Action  Cmd    Across  Down  Length Height  Thk Font/Img Pt  Data
7.00  SIMAG   .000   .000
8.00   .000   .000   .000   .000
9.00   .000   .000   .000   .000
10.00  .000   .000   .000   .000

*****
SPPOOL IMAGE COMMAND                      Number: 7.00

Spool data location:
Line #   ___   Start pos ___   Length ___   Text _____
or
Variable *NO   *NO, *YES

Download *YES
Across . . . .000   Down . . . .000   Revs image *NO   Color . . . *BLACK

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

The **SIMAG** command prints variable images on each page of the merged print job. The program generating the spool data **must** output the name of the image to be printed. The command will be ignored and no image will print if the image name is not in the specified location or if the image name is invalid. This command cannot be used when merging with a data file.

Images may be printed in color if the destination printer supports PCL5 color output. Multi-color images must be in GIF or BMP format. Be aware that GIF and BMP images do not display in PDF files created through the ACOM Solutions (Keyes) PDF utility.

Single color images and black and white images should be in PCX format. PCX images must be one bit per pixel. One color PCX images process faster than GIF and BMP images and black and white PCX images will display correctly in PDF files created through the ACOM Solutions (Keyes) PDF utility.

**SIMAG** parameters are as follows:

### Spool Data Location:

- Line #** Line number location of the image in the spool file.
- Start pos** Starting position of the image in the spool file.
- Length** Length of the image name in the spool data. The maximum length allowed is **8** positions.
- Text** Description of the image that can be used later to refer to the spool data. This field is required and should be unique within the document.

**Remove data**

Whether or not the merge program should remove the image name from the original spool file.

**\*NO** Keep the image name and print it on the page in the merged print job.

**\*YES** Remove the image name from the spool file.

**Variable**

If the image name is placed in the spool data without a specific fixed location key **\*YES** in this field instead of providing a spool file location. EZeDocs/400 will scan the spool file for the following text format:

**&IMAGE&image\_name**

The *image\_name* portion of the text should be the name of the image to print on the page. The image will print on the merged page in the exact location where the image name is encountered on the spool file page. The image name will be automatically removed from the spool data.

**Download**

Image data can take up a large amount of printer memory. This field specifies whether or not to download the image to printer memory at print time. Valid options are:

**\*YES** Download the image to the printer's RAM memory at the beginning of the print job.

**\*NO** Do not download the image to the printer's RAM memory at the beginning of the print job. The image will be sent to the printer on each page of the print job. Use this option for printers with limited RAM storage.

**\*EXT** Tells EZeDocs/400 to pull the image from the printer's flash or disk resource. The image must have been previously downloaded to the flash or disk resource.

**Across**

Distance from the left edge of the page to the left edge of the image. If the value in this field is left at .000 the image will be printed using the starting position of the image on the spool page.

**Down**

Distance from the top of the page to the top edge of the image. If the value in this field is left at .000 the image will be printed using the line number of the image on the spool page.

**Revs image**

Whether or not to print a **PCX** image in a reverse image format.

**\*NO** Print a normal black image on a white background.

**\*YES** Print a reverse white image. There must be a shaded box command **before** the image command in the form overlay to create a background for the reverse image.

**NOTE:** Due to various printer limitations, reverse images will not print on all printers.

**Color**

PCX spool images can be printed in color on a supported color printer. Press **F4** for a list of colors. This field is valid only for PCX images in forms set up to print on a color printer.

The color **\*WHITE** does not actually print in white on the page. The printer treats white like a reverse image. There must be a shaded area in another color behind this command for it to appear on the page.

## STEXT -Spool Text

```

Name: SGSTXT                      EZeDocs/400                      F0101TR
Size: 8.500 X 11.000              Work with commands                F0101C1S

Seq Nbr Cmd  Across  Down  Length Height  Thk Font/Img Pt  Data
1.00 STEXT  .000  .000  .000  .000
2.00      .000  .000  .000  .000
3.00      .000  .000  .000  .000

*****
SPOOL TEXT COMMAND                      Number: 1.00

Spool data location:
Line# ___ Start pos ___ Length ___ Repetitions ___ 1 Text ██████████

Action _____ *COPY, *DELETE, *MOVE, *NONE

New print information:
Across  .000  Down  .000  Font Style _____ Point Size ___
Rotate  _____ Justify *LEFT  Underline *NO  Vert spcng .000
Edit Cd  _____ Rev image *NO  Shade % 00
Fill Length _____ WebView *NO

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
E-10173 Text cannot be blank
    
```

The **STEXT** command modifies, copies or deletes a specified piece or column of spool data during the merge process. EZeDocs/400 modifies the original spool file data based upon the options entered. No action is performed on the data if **\*NONE** is selected. This action allows a data name to be assigned in the Text field to data that is not printed on the form. The STEXT command is ignored if there is no spool data to match the options entered. This command cannot be used when merging with a data file.

The Euro symbol can be printed by printers meeting certain criteria if the spool data contains **Hex 9F**. \*\*

**STEXT** parameters are as follows:

### Spool data location:

- |                    |  |
|--------------------|--|
| <b>Line #</b>      | Line number location of the data in the spool file   |
| <b>Start pos</b>   | Starting position of the data in the spool file  |
| <b>Length</b>      | Number of positions occupied by the data.  |
| <b>Repetitions</b> | Number of lines in a column of data to modify.   |
| <b>Text</b>        | Description of, or data name for, the spool data. This description can be used later in a data link to refer to the data. This field is required and should be unique within the document. |
| <b>Action</b>      | Action to perform on the original spool data. Valid options are:   |
|                    | <b>*COPY</b> Copy original   |
|                    | <b>*DELETE</b> Delete original   |
|                    | <b>*MOVE</b> Move original   |
|                    | <b>*NONE</b> No action performed. Use to assign a data name in the <b>Text</b> field without placing the data on the form.   |

**New print information**

<b>Across</b>	Distance from the left edge of the page to the left edge of the text. If the value in this field is left at .000 the text will be printed using the starting position of the image on the spool page.								
<b>Down</b>	Distance from the top edge of the page to the top edge of the text. If the value in this field is left at .000 the image will be printed using the line number of the image on the spool page.								
<b>Font Style</b>	Font used to print the text. Press <b>F4</b> to display a list of valid fonts.  We recommend using a mono spaced font when retrieving underlined text. The text and the underline may not align correctly if a mono spaced font is not used.								
<b>Point Size</b>	Height of the font. Each point represents about 1/100th of an inch. A 50 point font would be about ½ inch tall.								
<b>Rotate</b>	Amount to rotate the data. Valid options are:  <table> <tr> <td><b>0</b></td> <td>0 degrees</td> </tr> <tr> <td><b>90</b></td> <td>90 degrees</td> </tr> <tr> <td><b>180</b></td> <td>180 degrees</td> </tr> <tr> <td><b>270</b></td> <td>270 degrees</td> </tr> </table>	<b>0</b>	0 degrees	<b>90</b>	90 degrees	<b>180</b>	180 degrees	<b>270</b>	270 degrees
<b>0</b>	0 degrees								
<b>90</b>	90 degrees								
<b>180</b>	180 degrees								
<b>270</b>	270 degrees								
<b>Justify</b>	Text can be justified on the across coordinate. Valid options are: <b>*LEFT</b> , <b>*RIGHT</b> , and <b>*CENTER</b> .								
<b>Underline</b>	Key <b>*YES</b> to underline the text..								
<b>Vert speng</b>	Amount of space in inches to use when modifying a column of data (see <b>Repetitions</b> , above)								
<b>Edit Cd</b>	Edit code to be applied to the spool data retrieved from the spool file during the merge. Press <b>F4</b> and select an edit code type to display a list of edit codes. All non-numeric characters are stripped out of the data before the edit code is applied.								
<b>Rev image</b>	Key <b>*YES</b> to have the text print in reverse image. Reverse image text must be placed in a 99% shaded area on the page or it will not show up. The shade parameter <b>MUST</b> be specified in a line or box command prior to this command.								
<b>Color</b>	Text can be printed in color on a supported color printer. Press <b>F4</b> for a list of colors. This field displays only for forms set up to print on a supported color printer.  The color <b>*WHITE</b> does not actually print in white on the page. The printer treats white like a reverse image. There must be a shaded area in another color behind this command for it to appear on the page.								

**Shade %** Enter a shade percentage to print the text as a shaded pattern. Leave this field blank to print normal, solid black text.

**Fill Length** Number of positions to fill when using asterisk fill (edit code WC or WD). It is recommended that a mono spaced font be used with this feature.

**WebView** Whether or not to save spool data from fax and/or email jobs in a History database to enable job history searches in WebView. This field only displays if EZEmail/400 or EZFax/400 is licensed.

If the value in the **Repetitions** field is greater than 1, only the first line of spool data will be included in the History database. No more than 6 STEXT commands in a form can be set to **WebView \*YES**. The total of the values in the **Length** fields for all STEXT **WebView \*YES** fields in a form cannot exceed 256 characters.

**\*YES** Save spool data in a History database.

**\*NO** Do not save spool data in a History database.

**\*\*Euro Symbol:** The Euro symbol can only be printed by printers that support HP code page **PC-858**. (See your printer manual for more information.)

On the FOSECURE screen, the **Code Page** field must be set to **T1V11140**, **T1V11141**, **T1V11145**, **T1V11146**, **T1V11147**, **T1V11148** or **T1V11149**. To use European editing when printing amounts, set the **Decimal Separator** field on the FOSECURE screen to comma.

The printer model selected in a document's header record must have the **Euro Symbol Support** field on the **Work with Printer Models** screen set to **Y** for Euro support.

**Hex 9F** must be present in the spool data to represent the Euro symbol.

**TEXT - Text**

Name: SGFORM		EZeDocs		F0101TR	
Size: 8.500 X 11.000		Work with commands		F0101TC1	
Seq Nbr	Cmd	Across	Down	Length	Height
9.00	TEXT	.000	.000		
10.00		.000	.000	.000	.000
*****					
TEXT COMMAND					
					Number: 9.00
Across	.000	Down	.000	Font Style	Point Size
Text					
Rotate	___	Justification	*LEFT	Underline	*NO
		Reverse image	*NO	Shade %	00
				Shadow	*NO
				Color	*BLACK
F3=Exit F4=Prompt F8=Condition F12=Cancel					
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.					

The **TEXT** command prints constant text on a form.

**TEXT** parameters are as follows:

- Across** Distance from the left edge of the page to the beginning of the text line.
- Down** Distance from the top edge of the page to the baseline of the text line.
- Font Style** Font used for the text. Press **F4** to display a list of valid
- Point Size** Height of the font used for text. A point equals about 1/100th of an inch. A 50 point font would be about 1/2 inch tall.
- Text** Text to print on the page. Use **\*E** to represent a Euro symbol. This is case sensitive and will only trigger the printing of a Euro symbol on printers meeting certain requirements.\*\*

Word wrapping (also called paragraphs) cannot be edited on the System i. If multiple lines of text were entered in a single Text element in EZDesigner/400, a + displays to the left of the TEXT command on the System i.

When merging with a data file, prompting on this field displays the available data fields for the previously specified merge file. Placing an **&** in front of the data field name indicates that the data is a field name not constant text. Example **&AMT** denotes that AMT is a data base field name.

Constant text and data field names may be used together in a document to be merged with a data file.

Example: Dear Mr. &LAST

Edit codes may be placed immediately after a data field name and must be enclosed in parenthesis. Example: Thanks for your donation of &AMT(Z) on &DATE(Y)

**Rotate**

Enter a value in this field to rotate text. Valid options are:  
**0, 90, 180, 270.**

**Justification**

Text can be justified on the across coordinate. Valid options are:  
**\*LEFT, \*RIGHT and \*CENTER**

**Underline**

Key **\*YES** to underline the text.

**Shadow**

Key **\*YES** to automatically print a shadow behind the text.

**Edit Cd**

This field appears only for forms to be merged with a data file. Press **F4** and select an edit code type to display a list of edit codes.

All non-numeric characters are stripped out of the data before the edit code is applied to the data.

An edit code can also be placed in the text field if it immediately follows a data field name and is enclosed in parenthesis.

Example: Thanks for your donation of &AMT(Z)

**Reverse image**

Key **\*YES** to have the text print in reverse image. Reverse image text must be placed in a 99% shaded area on the page or it will not show up. The shade parameter **MUST** be specified in a line or box command prior to this command.

**Color**

Text can be printed in color on a supported color printer. Press **F4** for a list of colors. This field displays only for forms set up to print on a supported color printer.

The color **\*WHITE** does not actually print in white on the page. The printer treats white like a reverse image. There must be a shaded area in another color behind this command for it to appear on the page

**Shade Percentage**

Enter a shade percentage to print the text as a shaded pattern. Leave this field blank to print normal, solid black text. Refer to the appendix for examples of shade patterns.



**\*\*Euro Symbol:** The Euro symbol can only be printed by printers that support HP code page **PC-858**. (See your printer manual for more information.)

**\*E** must be present in a TEXT command to indicate the Euro symbol.

On the FOSECURE screen, the **Code Page** field must be set to **T1V11140**, **T1V11141**, **T1V11145**, **T1V11146**, **T1V11147**, **T1V11148** or **T1V11149**. To use European editing when printing amounts, set the **Decimal Separator** field on the FOSECURE screen to comma.

A printer model with a **Y** in the **Euro Symbol Support** field on the **Work with Printer Models** screen must be selected in a document's header record **before** creating TEXT commands containing the Euro reserved word **\*E**.

## TIME - System Time

```

Name: SGFORM                      EZeDocs                      F0101IR
Size: 8.500 X 11.000              Work with commands      FOCTL01

Action Cmd  Across  Down  Length Height  Thk Font/Img Pt  Data
10.00 TIME  .000  .000

*****
TIME COMMAND                      Number: 10.00

Across  .000  Down  .000  Font  _____  Point sz  ____
Format  1  Separator  _  Color  *BLACK  Rotation  ____

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The **TIME** command prints the System i system time on the form.

**TIME** parameters are as follows:

- |                   |   |
|-------------------|---|
| <b>Across</b>     | Distance from the left edge of the page to the beginning of the time.   |
| <b>Down</b>       | Distance from the top edge of the page to the base line of the time.  |
| <b>Font Style</b> | Font to use when printing the time. Press <b>F4</b> to display a list of fonts.   |
| <b>Point Sz</b>   | Height of the font.   |
| <b>Format</b>     | Format to use when printing the time. Press <b>F4</b> to display a list of valid formats.   |
|                   | Formats flagged with an * require a user defined separator.   |
| <b>Separator</b>  | Character value to use for formats requiring a user defined separator   |
| <b>Color</b>      | The time can be printed in color on a supported color printer. Press <b>F4</b> for a list of colors. This field displays only for forms set up to print on a supported color printer. |

The color **\*WHITE** does not actually print in white on the page. The printer treats white like a reverse image. There must be a shaded area in another color behind this command for it to appear on the page

**VLINE - Vertical Line**

```

Name: SGFORM                      EZeDocs                      F0101LR
Size: 8.500 X 11.000              Work with commands      F0101LS1

Action  Cmd    Across  Down  Length Height  Thk Font/Img Pt  Data
11.00  VLINE  .000   .000  .000   .000
12.00          .000   .000  .000   .000
13.00          .000   .000  .000   .000
14.00          .000   .000  .000   .000
15.00          .000   .000  .000   .000
16.00          .000   .000  .000   .000
17.00          .000   .000  .000   .000
18.00          .000   .000  .000   .000

*****
VERTICAL LINE COMMAND                      Number: 11.00

Across  .000   Down  . . . .000   Length  . . .000   Thickness .010
Hrz Repeat 1   Hrз spacing .000   Shade % .
Ver Repeat 1   Ver spacing .000
Dashed *NO   Revers image *NO   Color . . *BLACK

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

The **VLINE** command prints a vertical line on the form.

**VLINE** parameters are as follows:

- Across**                      Distance from the left edge of the page to the beginning of the line.
- Down**                        Distance from the top edge of the page to the beginning of the line.
- Length**                       Distance from the beginning of the line to the end of the line.
- Thickness**                   Thickness of the line. Refer to **Appendix A** for examples of line thickness.
- Hrz Repeat**                   Number of times to repeat the line across the page.
- Hrz Spacing**                   Amount of spacing between repeated lines.
- Shade %**                       Repeated vertical lines can be shaded between every other line. Enter a shade percentage to add shading. Refer to **Appendix B** for examples of shade.
- Ver Repeat**                   Number of times to repeat the line down the page.
- Ver Spacing**                   Amount of spacing between repeated lines.
- Dashed**                        Key **\*YES** to print a dashed line instead of a solid one.

**Revr  
Image**

Key **\*YES** to print the line in reverse image within a solid black area.

**Color**

Horizontal lines can be printed in color on a supported color printer. Press **F4** for a list of colors. This field displays only for forms set up to print on a supported color printer.

The color **\*WHITE** does not actually print in white on the page. The printer treats white like a reverse image. There must be a shaded area in another color behind this command for it to appear on the page.

## UNMAPPED SPOOL FILE DATA

When all spool file data is mapped, there may be additional data on the spool file that is not required on the merged document. This unmapped data can be printed on the form or it can be prevented from printing.

The first screen displayed when creating a new form, the header record screen, has a **Print Unmapped Data** field. This field indicates whether or not to print unmapped spool file data on the form. Accept the default of **\*YES** to print unmapped data on the form. Key **\*NO** to prevent the data from printing. When the form is merged with the spool file, unmapped spool data will not print.

The same **Print Unmapped Data** field displays on the exit screen when **F12** is pressed to exit the **Work with form commands** screen. If the value in the field is incorrect, it can be changed on this screen.

The value in the **Print Unmapped Data** field can be changed for existing forms by editing the form's header record. Key **13** in the **Opt** field next to any form name on the **Work with Forms** screen. Press **ENTER** to display the header record for that form. Change the value in the field and press **ENTER** to return to the **Work with Forms** screen.



<b>Pos</b>	The spool file position of the spool data used in the condition. Required only if the spool text name is not entered in the <b>Name</b> field, above.
<b>Len</b>	The length of the spool data used in the condition. Required only if the spool text name is not entered in the <b>Name</b> field, above.
<b>Test</b>	The test applied by the condition. Valid values are: <ul style="list-style-type: none"> <li><b>*EQ</b> Equal To</li> <li><b>*NE</b> Not Equal to</li> <li><b>*LE</b> Less than or Equal to</li> <li><b>*GE</b> Greater than or Equal to</li> <li><b>*LT</b> Less Than</li> <li><b>*GT</b> Greater Than</li> </ul>
<b>Value</b>	The value to test for when conditioning on: <p><b>spool file data or data field:</b> A numeric or character value. Character values must be enclosed in single quotes.</p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li><b>*BLANK</b> Use when testing for blank(s).</li> <li><b>*ZERO</b> Use when testing for zero(s).</li> </ul> <p><b>a reserved word:</b></p> <ul style="list-style-type: none"> <li><b>*COPY</b> Allows conditioning based on the copy number. The value must be from 1-999 and left justified.</li> <li><b>*EMAIL</b> Allows conditioning based on the existence of an email address. The value should be <b>*BLANK</b>.</li> <li><b>*FAX</b> Allows conditioning based on the existence of a fax number. The value should be <b>*BLANK</b>.</li> </ul>

See the examples on the following pages.







This page intentionally left blank.

## CHAPTER 3 MAINTAIN FORMS

### INTRODUCTION

This chapter discusses maintaining forms using EZeDocs/400 eForms. All form maintenance screens are accessed through the **Work with Forms** screen.

Options available on the **Work with Forms** screen allow the following maintenance to be performed:

- Edit a form
- Copy a form
- Delete a form
- Display form commands
- Print a blank form
- Rename a form
- Check in a form
- Change a form owner
- Change a form header

Each of these options is explained in this chapter.

To use any of the options described in this chapter:

1. Key the option number in the **Opt** field to the left of the form to be maintained.
2. **<ENTER>** to display the associated maintenance screen.

## EDIT A FORM

To **edit** a form:

1. Display the **Work with Forms** screen.
2. Key a **2** (edit) in the **Opt** field next to the form to be edited.
3. **<ENTER>** to display the **Work with form commands** screen.

Name: F0INV1	EZeDocs	F0101DR							
Size: 8.500 X 11.000	Work with form commands	F0101DS1							
Prt Mdl: *HP4		Hdr cond: *N0							
Control:		Roll Value: 12							
Type action, press Enter.									
C=Copy D=Delete I=Insert M=Move P=Prompt *=Suspend									
* Action	Cmd	Across	Down	Length	Height	Thk	Font/Img	Pt	Data
0001.00	TEXT	1.100	3.792				ARIALB	8	P.O. NUMBER
0002.00	BOX	.400	3.667	7.500	6.833	.010			BOX
0003.00	BOX	3.600	10.000	2.900	.167				SHADE
0004.00	TEXT	4.350	10.125				ARIALB	8	TOTAL WEIGHT
0005.00	TEXT	5.800	10.125				ARIALB	8	ORDER NUMBER
0006.00	BOX	6.000	.333	1.900	.167	.010			BOX/SHADE
0007.00	BOX	6.700	1.000	1.200	.167	.010			BOX/SHADE
0008.00	BOX	6.000	.500	1.900	.333	.010			BOX
0009.00	BOX	6.700	1.167	1.200	.333	.010			BOX
0010.00	BOX	6.700	1.667	1.200	.166	.010			BOX/SHADE
0011.00	BOX	6.700	1.833	1.200	.334	.010			BOX
0012.00	BOX	6.500	10.000	1.400	.167				SHADE
F3=Exit F4=Prompt F5=Refresh F6=Grp Change F7=Grp Repeat F10=Print									
F11=View2 F12=Cancel F17=Subset F21=Cmd line									
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.									

## Editor Action Commands

Action commands are displayed across the top of the **Work with form commands** screen and can be used within the editor to:

- Copy commands
- Delete commands
- Insert blank commands
- Insert specific commands
- Move commands
- Prompt on commands
- Suspend commands

Key the character assigned to the action in the **Action** field on the appropriate line. If multiple action codes are keyed, EZeDocs/400 will process them one at a time, sequentially.

### Copy Commands

To copy a command:

1. Key a **C** in the **Action** field next to the command to be copied.
2. Key an **A** (After) or a **B** (Before) on the line the command should be copied to.
3. **<ENTER>** to copy the command and insert it **After** or **Before** that line.

To copy a group of commands:

1. Key a **C** in the **Action** field next to each command to be copied.
2. Key an **A** (After) or a **B** (Before) on the line the commands should be copied to.
3. **<ENTER>** to copy the commands and insert them **After** or **Before** that line.

### Delete Commands

To delete a command:

1. Key a **D** in the **Action** field next to the command to be deleted.
2. **<ENTER>** to delete the command.

To delete multiple commands:

1. Key a **D** in the **Action** field next to the commands to be deleted.
2. **<ENTER>** to delete the commands.

### Insert Blank Command Lines

To insert a blank command line:

1. Key an **I** in the **Action** field on the line above the place where the command line should be inserted.
2. **<ENTER>** to insert a blank command line after the line.

To insert multiple blank command lines:

1. Key an **I**, the number of lines to be inserted and a space in the **Action** field on the line above the place where the command lines should be inserted.
2. **<ENTER>** to insert the blank command lines.

### Insert Specific Commands

To insert a specific command:

1. Key an **I**, the command to be inserted and a space in the **Action** field above the place where the command should be inserted.
2. **<ENTER>** to insert the command.

Example:

To insert a text line key **ITEXT** and **<ENTER>**.  
A blank text command line will be inserted after the line where the insert command was keyed.

### Move a Command

To move a command to another place in the command list:

1. Key an **M** in the **Action** field next to the command to be moved.
2. Key an **A** or a **B** in the **Action** field on another command line.
3. **<ENTER>** to move the command **A**fter or **B**efore the command line where the **A** or **B** was keyed.

### Prompt on a Command

To prompt on a command:

1. Key a **P** in the **Action** field next to a command or commands.
2. **<ENTER>** to display the detail box for the command
3. Make any required changes.
4. **<ENTER>** to return to the full screen editor.

Detail screens will be displayed one at a time when prompting on multiple commands.

## Suspend a Command

Suspending a command prevents it from being processed by the print and merge programs. Suspended commands are ignored and not processed when the form is printed,

To suspend a command:

1. Key an **\*** in the **Action** field next to the command(s) to be suspended.
2. **<ENTER>** to place an **\*** to the left of the command. The command will remain suspended until it is removed from suspension..

To remove a command from suspension:

1. Key an **\*** in the **Action** field next to the command(s) to be removed from suspension.
2. **<ENTER>** to remove the **\*** to the left of the command. The command will process normally during print and merge operations

### Forms Editor Function Keys

Function keys are displayed across the bottom of the **Work with form commands** screen and can be used within the editor to:

- Exit the form
- Prompt
- Refresh
- Change a group of commands
- Repeat a group of commands
- Print a form
- Change the screen view
- Cancel out of an action or screen
- Select a subset of commands to display
- Access a command line

Press the assigned function key to activate a function.



### F3 – Exit

Press **F3** at any time to exit the forms editor and display the **Work with Forms** exit screen.

```

3/19/02                      EZeDocs                      F0101D99
15:10:30                     Work with Forms

Type choices, press Enter.

Name:   FOINV1                demo forms(unmapped)**DO NOT DELETE**
Owner:  BMCD0UGA

Update . . . . . *YES          *NO, *YES
Save as:
  Form name . . . . . *SAME      *SAME, Name
  Text . . . . . *SAME
Public Authority . . *ALL
Resequence . . . . . 0          0 = No
                                   1 = Command, Down, Across
                                   2 = Command, Across, Down
                                   3 = Down, Across, Command
                                   4 = Across, Down, Command

Print Unmapped Data . *NO       *NO, *YES

F12=Cancel (return to form)
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

Make any required changes.

**Owner** This is a display only field that cannot be edited. It shows the owner of the form based on the user profile in use when the form was created.

**Update** Whether or not to update the form with changes made in the editor.

- \*YES** Update the form
- \*NO** Do not update the form

**Save as:**

**Form name** Key a new name to save the form under a different name. The original form will remain unchanged. Valid options are:

- \*SAME** Save under original name
- Name** Save under this new name

This option is valid only if **Update** is set to **\*YES**.

**Text** A user defined text description for the new form name.

**Public Authority** This field restricts the use of the form by other users.  
Valid options are:

- \*ALL** All users have access to the form, including editing and printing.
- \*EXCLUDE** All users are excluded from the form.
- \*PRINT** Users are allowed to print the form. They cannot edit, copy, delete, or rename it.

**Resequence** Whether or not to re-sequence the commands entered into the form. The organization of the commands in the form definition can make it easier to find commands when editing. Valid options are:

- 0** No re-sequence
- 1** Sort by command, down position, and then across position
- 2** Sort by command, across position, and then down position
- 3** Sort by down position, across position, and then by command
- 4** Sort by across position, down position, and then by command

**Print Unmapped Data** Whether or not to print unmapped spool file data on the form.

- \*YES** Print unmapped data
- \*NO** Do not print unmapped data

Press **ENTER** when finished to go to the **Work with Forms** screen  
**OR.**  
Press **F12** to return to the forms editor.

## F4 – Prompt

Press **F4** to display a prompt window showing selections relevant to the position of the cursor.

The following selection window displays if the cursor is in a blank **Cmd** field:

Name: SGFAXEML		EZeDocs/400		F0101DR	
Size: 8.500 X 11.000		Work with			
Prt Mdl: *HP2100					
Control: _____					
Type action, press Enter.					
C=Copy D=Delete I=Insert M=Move					
* Action	Cmd	Across	Down	Length	
0003.00	_____	.000	.000	.000	
0004.00	_____	.000	.000	.000	
0005.00	_____	.000	.000	.000	
0006.00	_____	.000	.000	.000	
0007.00	_____	.000	.000	.000	
0008.00	_____	.000	.000	.000	
0009.00	_____	.000	.000	.000	
0010.00	_____	.000	.000	.000	
0011.00	_____	.000	.000	.000	
0012.00	_____	.000	.000	.000	
F3=Exit F4=Prompt F5=Refresh					
F11=View2 F12=Cancel F17=Subset					
(C) COPYRIGHT ACOM SOLUTIONS, INC. 19					

Form Commands  
Make selection, press Enter.

Sel	Cmd	Text
-	ARCHV	Archive
-	BAR	Bar Code
-	BARM	UPS MaxiCode Barcode-2D
-	BOX	Box
-	DATE	Date
-	DLINE	Diagonal Line
-	DTEXT	Database Text
-	ECM	ECM
-	EMAIL	Email
-	FAX	Facsimile
-	FORM	Form
-	HLINE	Horizontal Line
-	IMAGE	Image/Graphic

+

F3=Exit F12=Cancel

Key a **1** opposite any command and **<ENTER>** to select it. The selected command displays in the **Cmd** field.

Press **F4** with the cursor in the **Font/Img** field opposite a Text command to display a window listing font selections.

Name: FOINV1		EZeDocs		F0101DR		
Size: 8.500 X 11.000		Work with form commands		F0101DS1		
Prt Mdl: *HP4						
Control: _____						
Type action, press						
C=Copy D=Delete						
* Action	Cmd	A	Sel	Name	Type	Text
0061.00	TEXT	_____	-	ALB	SCALE	Albertus
0062.00	TEXT	_____	-	ALBEXTB	SCALE	Albertus Extra Bold
0063.00	TEXT	_____	-	ANTOLV	SCALE	Antique Olive
0064.00	TEXT	_____	-	ANTOLVB	SCALE	Antique Olive Bold
0065.00	TEXT	_____	-	ANTOLVI	SCALE	Antique Olive Italic
0066.00	TEXT	_____	-	ARIAL	SCALE	Arial
0067.00	TEXT	_____	-	ARIALB	SCALE	Arial Bold
0068.00	TEXT	_____	-	ARIALBI	SCALE	Arial Bold Italic
0069.00	TEXT	_____	-	ARIALI	SCALE	Arial Italic
0070.00	TEXT	_____	-	CGOMEG	SCALE	CG Omega
0071.00	TEXT	_____	-	CGOMEGB	SCALE	CG Omega Bold
0072.00	TEXT	_____	-	CGOMEGBI	SCALE	CG Omega Bold Italic
			-	CGOMEGI	SCALE	CG Omega Italic
F3=Exit F4=Pr						
F11=View2 F12=C						
(C) COPYRIGHT ACO						

FONTS FOR PRINTER MODEL - \*HP4  
Make selection, press Enter.

Sel	Name	Type	Text
-	ALB	SCALE	Albertus
-	ALBEXTB	SCALE	Albertus Extra Bold
-	ANTOLV	SCALE	Antique Olive
-	ANTOLVB	SCALE	Antique Olive Bold
-	ANTOLVI	SCALE	Antique Olive Italic
-	ARIAL	SCALE	Arial
-	ARIALB	SCALE	Arial Bold
-	ARIALBI	SCALE	Arial Bold Italic
-	ARIALI	SCALE	Arial Italic
-	CGOMEG	SCALE	CG Omega
-	CGOMEGB	SCALE	CG Omega Bold
-	CGOMEGBI	SCALE	CG Omega Bold Italic
-	CGOMEGI	SCALE	CG Omega Italic

+

F3=Exit F12=Cancel

The **Font** prompt window shows the font name and font type, Scale (scaleable font), Soft (soft downloadable font), and Mono (mono spaced font). Refer to the **Glossary** for definitions of font types.

Press **F4** with the cursor in the **Font/Img** field opposite an Image command to display a window listing image selections.

```

Name: FOINV1                      EZeDocs                      F0101DR
Size: 8.500 X 11.000             Work with form commands    F0101DS1
Prt Mdl: *HP4
Control:
Type action, press
C=Copy  D=Delete

* Action  Cmd  Ac
0025.00  TEXT  3
0026.00  TEXT  6
0027.00  TEXT  7
0028.00  TEXT  7
0029.00  TEXT
0030.00  TEXT  4
0031.00  IMAGE
0032.00  VLINE  1
0033.00  VLINE  3
0034.00  VLINE  4
0035.00  VLINE  6
0036.00  HLINE

F3=Exit  F4=Pro
F11=View2  F12=Cancel  F17=Subset  F21=Cmd line
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

Sel	Image	Type	Text
-	ACOM	*ASCII	ACOM logo
-	ACOMSOL	*ASCII	ACOM Solutions logo
-	FLAME	*ASCII	Flame image
-	FLAMEL	*ASCII	FLAME SYMBOL - LANDSCAPE
-	FLAMEP	*ASCII	FLAME SYMBOL - PORTRAIT
-	FOLG025P	*ASCII	Formula One Company Logo
-	FOLG050P	*ASCII	Formula One Company Logo
-	FOLG01P	*ASCII	Formula One Company Logo
-	FRAGILE	*ASCII	Fragile Logo - Portrait
-	HAZARDL	*ASCII	Hazard Symbol - landscape +

F3=Exit F12=Cancel

The **Images** prompt window shows the image types. Select an image type corresponding to the printer/System i connection type.

Press **F4** with the cursor positioned in the **Data** field opposite a Text command to display the variable field window for a form defined to merge with a data file.

```

Name: JVFILE                      EZeDocs                      F0101DR
Size: 8.500 X 11.000             Work with form commands    F0101DS1
Prt Mdl: *HP1100                 Hdr cond: *N0
Control:
Type action, press Ente
C=Copy  D=Delete  I=I

* Action  Cmd  Across
0001.00  BAR   .500
0002.00  TEXT  .500
0003.00  TEXT  .500
0004.00  TEXT  .500
0005.00  TEXT  6.000
0006.00  TEXT  .500
c 0007.00  IMAGE  7.000
0008.00  BOX   .200
0009.00  VLINE  2.000
0010.00  VLINE  4.000
0011.00  TEXT  6.000
0012.00  _____ .000

F3=Exit  F4=Prompt
F12=Cancel  F17=Subset  F21=Cmd line
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

Sel	Name	Type	Len	Text
-	NAME	A	35	No Text found
-	ADDR1	A	35	No Text found
-	ADDR2	A	35	No Text found
-	CITY	A	20	No Text found
-	STATE	A	2	No Text found
-	ZIP	A	10	No Text found
-	COPY1	S	4,0	No Text found
-	COPY2	P	5,0	No Text found

Bottom

F3=Exit F12=Cancel

The prompt window for variable fields shows all fields defined in the data file assigned to this form. The data file **must** be externally described for this to work properly. Variable fields display only for a form defined to merge with a data file.

If the cursor is anywhere other than the positions previously described, the program begins prompting on each command starting with the command where the cursor is positioned.

Command prompting displays the command detail window showing information for that command.

Action	Cmd	Across	Down	Length	Height	Thk	Font/Img	Pt	Data
29.00	TEXT	.500	2.458				ARIALB	8	SOLD TO
30.00	TEXT	4.500	2.458				ARIALB	8	SHIP TO
31.00	IMAGE	.300	.333				ACOM		
32.00	VLIN	1.800	3.667	.500		.010			
33.00	VLIN	3.300	3.667	.500		.010			
34.00	VLIN	4.400	3.667	.500		.010			
35.00	VLIN	6.100	3.667	.500		.010			
36.00	HLIN	.400	10.000	7.500		.010			

```

*****
VERTICAL LINE COMMAND                                     Number: 32.00

Across 1.800   Down . . . 3.667   Length . . .500   Thickness .010
Hrz Repeat 1   Hrз spacing .000   Shade % . _
Ver Repeat 1   Ver spacing .000
Dashed *NO   Revrs image *NO

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

The command detail window shown above is for a **VLIN** command.

The program continues prompting until the end of the form definition is reached or until **F3** or **F12** is pressed.

### **F5 - Refresh**

Press the **F5** key to refresh the action column and remove any actions that have not been completed.

Changes made since the last time the **ENTER** key was pressed will be removed and the old values will be returned.

## F6 – Group Change

Press **F6** to display the Group Change window. Use this function to change an entire group of commands at one time.

Name: F0INV1	EZeDocs	F0101DR
Size: 8.500 X 11.000	Work with form commands	F0101DS1
Prt Mdl: *HP4		Hdr cond: *N0
Control:		Roll Value: 12
Type action, press Enter.	<b>Group Change</b>	
C=Copy D=Delete I=Insert	Enter options, press Enter.	
* Action Cmd Across Down	Start # <u>1.00</u> End # <u>1.00</u> Cmd _____	
0001.00 TEXT 1.100 3.79		
0002.00 BOX .400 3.66		
0003.00 BOX 3.600 10.00		
0004.00 TEXT 4.350 10.12		
0005.00 TEXT 5.800 10.12		
0006.00 BOX 6.000 .33		
0007.00 BOX 6.700 1.00		
0008.00 BOX 6.000 .50		
0009.00 BOX 6.700 1.16		
0010.00 BOX 6.700 1.66		
0011.00 BOX 6.700 1.83		
0012.00 BOX 6.500 10.00		
F3=Exit F4=Prompt F5=R		
F11=View2 F12=Cancel F17=		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

Any or all of the command parameter values shown (Across, Down, Length, Height, Thickness and/or Font/Sz) can be changed.

**Important:** A TEXT command containing paragraph text uploaded from EZDesigner/400 cannot be changed through Group Change. Paragraph text can only be modified in EZDesigner/400.

Complete the following fields:

- Start #** The number of the first command in the group to change. This defaults to the number of the command that the cursor was on when **F6** was pressed.
- End #** The number of the last command in the group to change. This defaults to the number of the command that the cursor was on when **F6** was pressed.
- Cmd** The type of command to change. For example, to change only horizontal lines, key **HLINE**.
- Old Value** To change an existing value, key the old value in this column opposite the parameter to be changed.
- New Value** To change an existing value, key the new value in this column opposite the parameter to be changed.

**Adjust +/-**

To make an adjustment to the group of commands, key the adjustment amount in this column opposite the parameter to be changed. To add, press **FIELD+** or **FIELD EXIT** after keying the adjustment amount. To subtract, press **FIELD-** after keying the adjustment amount.

<**ENTER**> when the fields are complete to make the group change.

**OR**

Press **F3** or **F12** to return to the forms editor without making the change.





### F10 -Print

Press **F10** to display the Print Window to do a "quick print" of the form while in the editor. This is faster than exiting the form and printing it from the print option on the menu.

Name: F0INV1		EZeDocs		F0101DR	
Size: 8.500 X 11.0					
Prt Mdl: *HP4		Enter options, press Enter.			
Control: _____		Output queue <u>QPRINT</u>			
Type action, press Ent		Library <u>*LIBL</u>			
C=Copy D=Delete I=		Source drawer <u>1</u>			
* Action Cmd Across		F3=Exit F12=Cancel			
0001.00	TEXT	1.100			
0002.00	BOX	.400			
0003.00	BOX	3.600			
0004.00	TEXT	4.350			
0005.00	TEXT	5.800	10.125	ARIALB	8 ORDER NUMBER
0006.00	BOX	6.000	.333	1.900	.167 .010 BOX/SHADE
0007.00	BOX	6.700	1.000	1.200	.167 .010 BOX/SHADE
0008.00	BOX	6.000	.500	1.900	.333 .010 BOX
0009.00	BOX	6.700	1.167	1.200	.333 .010 BOX
0010.00	BOX	6.700	1.667	1.200	.166 .010 BOX/SHADE
0011.00	BOX	6.700	1.833	1.200	.334 .010 BOX
0012.00	BOX	6.500	10.000	1.400	.167 SHADE
F3=Exit F4=Prompt F5=Refresh F6=Grp Change F7=Grp Repeat F10=Print					
F11=View2 F12=Cancel F17=Subset F21=Cmd line					
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.					

Complete the fields

- Output queue**      The output queue where the form will print. This output queue must have been previously defined.
- Library**            The output queue location. Key **\*LIBL** if unsure of the library name.
- Source drawer**      Printer page drawer to use.  
Key **1** if unsure of the drawer number

<**ENTER**> to print the form when the fields are complete. The window disappears and the form editor displays when printing is finished.

**OR**

Press **F3** or **F12** to return to the forms editor without printing the form.

## F11 – View 2

Press **F11** to switch between views 1 and 2 of the form editor.

View 2 displays **Spool Data**:

- starting line number (Lin),
- starting position (Pos),
- length (Len),
- repetitions ( Rep) and
- action code (Cd).

```

Name: FOINV2                      EZeDocs                      F0101DR
Size: 8.500 X 11.000  Work with form commands          F0101DS2
Prt mdl: *HP4                      Hdr cnds: *N0
Control:                            Roll Value: 12
Type action, press Enter.
C=Copy  D=Delete  I=Insert  M=Move  P=Prompt  *=Suspend  ** VIEW 2 **
Actn
* Action  Cmd  Lin  Pos  Len  Rep  Cd  Acrs  Down  Font  Pt  Text
0067.00  STXT  21  26  21  4  M  2.800  4.646  ARIAL  10  .
0068.00  STXT  9  72  4  1  M  7.200  2.062  ARIAL  12  .
0069.00  STXT  6  66  10  1  M  6.900  1.386  ARIAL  12  .
0070.00  STXT  3  66  8  1  M  6.600  .719  ARIAL  12  .
0071.00  STXT  60  53  3  1  M  4.200  10.386  ARIAL  12  .
0072.00  STXT  60  58  8  1  M  5.400  10.386  ARIAL  12  .
0073.00  STXT  60  68  8  1  M  7.100  10.386  ARIALB  12  .
0074.00  STXT  21  4  3  4  M  .830  4.646  ARIAL  10  .
0075.00  STXT  21  9  3  4  M  1.430  4.646  ARIAL  10  .
0076.00  STXT  21  18  7  4  M  1.700  4.646  ARIAL  10  .
0077.00  STXT  21  49  4  4  M  5.368  4.646  ARIAL  10  .
0078.00  STXT  21  60  6  4  M  6.383  4.646  ARIAL  10  .

F3=Exit    F4=Prompt  F5=Refresh  F6=Grp Change  F7=Grp Repeat  F10=Print
F11=View1  F12=Cancel  F17=Subset  F21=Cmd line
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

Use this view to modify spool commands without prompting (F4) on each command.

## F12 - Cancel

Press **F12** to exit the forms editor and display the **Work with Forms** exit screen.

```

3/19/02                      EZeDocs                      F0101D99
15:32:17                    Work with Forms

Type choices, press Enter.

Name:   FOINV2             demo forms(mapped)**DO NOT DELETE**
Owner:  BMCDOUGA

Update . . . . . *YES          *NO, *YES
Save as:
  Form name . . . . . *SAME      *SAME, Name
  Text . . . . . *SAME
Public Authority . . *ALL        *ALL, *EXCLUDE, *PRINT
Resequene . . . . . @           @ = No
                                   1 = Command, Down, Across
                                   2 = Command, Across, Down
                                   3 = Down, Across, Command
                                   4 = Across, Down, Command

Print Unmapped Data . *YES      *NO, *YES

F12=Cancel (return to form)
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

Change any fields necessary.

**Owner** This is a display only field that cannot be edited. It shows the owner of the form based on the user profile in use when the form was created.

**Update** Indicates whether or not to update the form with changes made while in the editor.

- \*YES** Update the form
- \*NO** Do not update the form

**Save as:**

**Form name** Key a new name to save the form under a different name. The original form will remain unchanged. Valid options are:

- \*SAME** Save under original name
- Name** Save under this new name

This option is valid only if **Update** is set to **\*YES**.

**Text** A user defined text description for the new form name.

---

<b>Public Authority</b>	This field restricts the use of the form by other users. Valid options are:  <b>*ALL</b> All users have access to the form, including editing and printing. <b>*EXCLUDE</b> All users are excluded from the form. <b>*PRINT</b> Users are allowed to print the form. They cannot edit, copy, delete, or rename it.
<b>Resequence</b>	Whether or not to re-sequence the commands entered into the form. The organization of the commands in the form definition can make it easier to find commands when editing a form. Valid options are:  <b>0</b> No re-sequence <b>1</b> Sort by command, down position, and then across position <b>2</b> Sort by command, across position, and then down position <b>3</b> Sort by down position, across position, and then by command <b>4</b> Sort by across position, down position, and then by command
<b>Print Unmapped Data</b>	Whether or not to print unmapped spool file data on the form. <b>*YES</b> Print unmapped data <b>*NO</b> Do not print unmapped data

<ENTER> when finished to display the **Work with Forms** screen.

**OR**

Press **F12** to return to the forms editor.

### F17 - Subset

Press **F17** to display the Subset Selection window and select a type of command to display.

Name: F0INV2	EZeDocs	F0101DR
Size: 8.500 X 11.000	Work with form commands	F0101DS1
Prt Mdl: *HP4		
Control: _____		
Type action, press Enter.		
C=Copy D=Delete I=Insert		

* Action	Cmd	Across	Down
0001.00	TEXT	1.100	3.79
0002.00	BOX	.400	3.66
0003.00	BOX	3.600	10.00
0004.00	TEXT	4.350	10.12
0005.00	TEXT	5.800	10.12
0006.00	BOX	6.000	.33
0007.00	BOX	6.700	1.00
0008.00	BOX	6.000	.50
0009.00	BOX	6.700	1.16
0010.00	BOX	6.700	1.66
0011.00	BOX	6.700	1.83
0012.00	BOX	6.500	10.00

Subset Selection

Enter options, press Enter.

Command . . . . . \_\_\_\_\_

Across range:

  Start . . . . . \_\_\_\_\_

  End . . . . . \_\_\_\_\_

Down range:

  Start . . . . . \_\_\_\_\_

  End . . . . . \_\_\_\_\_

Text data . . . . . \_\_\_\_\_

Include or omit . \*INCLUDE

F3=Exit    F12=Cancel

F3=Exit    F4=Prompt    F5=Refresh    F6=Grp Change    F7=Grp Repeat    F10=Print  
 F11=View2    F12=Cancel    F17=Subset    F21=Cmd line  
 (C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

Complete the fields.

- |                        |   |
|------------------------|---|
| <b>Command</b>         | The type of command to display. For example, key <b>TEXT</b> to display text commands.                      |
| <b>Across range:</b>   |   |
| <b>Start</b>           | The starting across position of the commands to display.  |
| <b>End</b>             | The ending across position of the commands to display.  |
| <b>Down range:</b>     |   |
| <b>Start</b>           | The starting down position of the commands to display.  |
| <b>End</b>             | The ending down position of the commands to display.  |
| <b>Text data</b>       | Limits the text commands displayed to those containing the text keyed here                                  |
| <b>Include or omit</b> | Whether to include or omit commands based on the criteria entered in the previous fields. Valid values are: |
|                        | <b>*INCLUDE</b> Include commands  |
|                        | <b>*OMIT</b> Omit commands  |

<ENTER> to display the subset list of commands.

**OR**

Press **F3** or **F12** to return to the forms editor without displaying the subset list.

## F21 – Command Line

Press **F21** to display a command line inside the forms editor.

This function is controlled by the **Allow Command Line** option in the user profile. To set up or update user profiles, go to the **Utilities Menu** and select option **1, Define Users**.

```

Name: F0INV2                      EZeDocs                      F0101DR
Size: 8.500 X 11.000      Work with form commands          F0101DS1
Prt Mdl: *HP4                      Hdr cond: *N0
Control: _____          Roll Value: 12
Type action, press Enter.
C=Copy  D=Delete  I=Insert  M=Move  P=Prompt  *=Suspend

* Action  Cmd  Across  Down  Length  Height  Thk  Font/Img  Pt  Data
0001.00  TEXT  1.100  3.792  _____  _____  _____  ARIALB  8  P.O. NUMBER
0002.00  BOX   .400  3.667  7.500  6.833  .010  _____  _____  BOX
0003.00  BOX   3.600  10.000  2.900  .167  _____  _____  _____  SHADE
0004.00  TEXT  4.350  10.125  _____  _____  _____  ARIALB  8  TOTAL WEIGHT
0005.00  TEXT  5.800  10.125  _____  _____  _____  ARIALB  8  ORDER NUMBER
0006.00  BOX   6.000  .333  1.900  .167  .010  _____  _____  BOX/SHADE
0007.00  BOX   6.700  1.000  1.200  .167  .010  _____  _____  BOX/SHADE
0008.00  BOX   6.000  .500  1.900  .333  .010  _____  _____  BOX
0009.00  BOX   6.700  1.167  1.200  .333  .010  _____  _____  BOX
.....
:                               Command                               :
:                               :                                     :
:  ===> _____          :                                     :
:  F4=Prompt  F9=Retrieve  F12=Cancel          :                                     :
:                               :                                     :
:.....

```

This is a standard System i command line. Commands entered here are executed as on any System i command line. The **F4** and **F9** function keys are active.

Press **F12** to return to the form editor.

## COPY A FORM

To copy a form:

1. Key a **3** (copy) in the **Opt** field on the **Work with Forms** screen to the left of the form to be copied.
2. **<ENTER>** to display the **Copy Forms** screen.

3/19/02	EZeDocs	F0101AR
15:36:31	Copy Forms	F0101AS4
To copy Form, change New Name, press Enter.		
Name	New Name	
F0INV2	<u>F0INV2</u>	
F3=Exit F12=Cancel		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

3. Key a name in the **New Name** field
4. **<ENTER>** to copy the form and return to the **Work with Forms** screen  
**OR**  
Press **F12** to return to the **Work with Forms** screen without copying the form.



---

## DELETE A FORM

To delete a form:

1. Key a **4** (delete) in the **OPT** field on the **Work with Forms** screen to the left of the form to be deleted.
2. **<ENTER>** to display the **Confirm Delete of Forms** screen.

```
3/19/02          EZeDocs          F0101AR
15:37:15        Confirm Delete of Forms      F0101AS3

Press Enter to confirm your choices for 4=Delete
Press F12 to return to change your choices.

Option  Name
  4      FOINV2

F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
```

3. **<ENTER>** to delete the form.  
**OR**  
Press **F12** to return to the **Work with Forms** screen without deleting the form.

## DISPLAY A FORM

Option **5=Display** allows a form to be displayed but not edited. To display a form:

1. Key a **5** (display) in the **Opt** field on the **Work with Forms** screen next to the form to be displayed..
2. **<ENTER>** to display the **Work with Forms** header record screen.

```

3/19/02                      EZeDocs                      F0101AR
15:38:07                     Work with Forms      F0101A01

Name . . . . . F0INV2

Printer type . . . *HP-PCL      *HP-PCL, *AFP
Printer model . . . *HP4        Name, ...
Orientation . . . . *PORT      *LAND, *PORT, *REVLAND, *REVPOR
Page size:
  Width . . . . . 8.500        .100-24.000
  Length . . . . . 11.000     .100-24.000
Merge with . . . . *SPOOL      *NONE, *FILE, *SPOOL
Data File . . . . . Name
  Library . . . . . *LIBL      *LIBL, Name
Print Unmapped Data *YES      *YES, *NO
Document Category .

Text . . . . . demo forms(mapped)**DO NOT DELETE**

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

This screen cannot be edited in display mode.

3. **<ENTER>** to display the **Work with Form Commands** screen.

```

Name: F0INV2                      EZeDocs                      F0101DR
Size: 8.500 X 11.000  Work with form commands      F0101DS1
Prt Mdl: *HP4                      Hdr cond: *NO
Control: _____ Roll Value: 12
Type action, press Enter.
C=Copy  D=Delete  I=Insert  M=Move  P=Prompt  *=Suspend

* Action  Cmd  Across  Down  Length  Height  Thk  Font/Img  Pt  Data
0001.00 TEXT  1.100  3.792  7.500  6.833  .010  ARIALB  8  P.O. NUMBER
0002.00 BOX   .400  3.667  2.900  .167  ARIALB  8  BOX
0003.00 BOX   3.600  10.000  2.900  .167  ARIALB  8  SHADE
0004.00 TEXT  4.350  10.125  ARIALB  8  TOTAL WEIGHT
0005.00 TEXT  5.800  10.125  ARIALB  8  ORDER NUMBER
0006.00 BOX   6.000  .333  1.900  .167  .010  BOX/SHADE
0007.00 BOX   6.700  1.000  1.200  .167  .010  BOX/SHADE
0008.00 BOX   6.000  .500  1.900  .333  .010  BOX
0009.00 BOX   6.700  1.167  1.200  .333  .010  BOX
0010.00 BOX   6.700  1.667  1.200  .166  .010  BOX/SHADE
0011.00 BOX   6.700  1.833  1.200  .334  .010  BOX
0012.00 BOX   6.500  10.000  1.400  .167  SHADE

F3=Exit  F4=Prompt  F5=Refresh  F6=Grp Change  F7=Grp Repeat  F10=Print
F11=View2  F12=Cancel  F17=Subset  F21=Cmd line
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

4. Press **F12** to return to the **Work with Forms** screen.

## PRINT A FORM

To print a form:

1. Key a **6** (print) in the **Opt** field on the **Work with Forms** screen to the left of the form to be printed.
2. **<ENTER>** to display the **Print Forms** screen.

```

3/19/02                      EZeDocs                      F0101AR
15:39:50                      Print Forms                    F0101AS5

Press Enter to print your choices
Press F12 to return to change your choices.

Output queue . QPRINT
Library . . . *LIBL
Source drawer . 1

Name
FOINV2

F3=Exit  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

3. Modify the following fields if necessary:

<b>Output Queue</b>	The print output queue
<b>Library</b>	Location of the output queue. Use <b>*LIBL</b> if unsure of the library name.
<b>Source Drawer</b>	Printer paper drawer to use

4. **<ENTER>** to print the form.  
**OR**  
Press **F12** to return to the **Work with Forms** screen without printing.

## RENAME A FORM

To rename a form:

1. Key a **7** (rename) in the **Opt** field on the **Work with Forms** screen to the left of the form to be renamed.
2. **<ENTER>** to display the **Rename Forms** screen.

3/19/02	EZeDocs	F0101AR
15:40:32	Rename Forms	F0101AS2
To rename Form, Change New Name, press Enter.		
Name	New Name	
F0INV2	<u>F0INV2</u>	
F3=Exit F12=Cancel		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

3. Key a name in the **New Name** field
4. **<ENTER>** to rename the form and return to the **Work with Forms** screen  
**OR**  
Press **F12** to return to the **Work with Forms** screen without renaming the form.

## CHECK IN

If the words **In use by user xxxxxx** (with xxxxxx being a user ID) appear in the **Text** field on the **Work with Forms** screen, the form is locked and cannot be accessed by another user.

If the form is locked because a user is in the process of editing it, the lock will be released when the user exits the form.

If the form is locked because the program ended abnormally, the lock must be released.

To check in and release the lock the user whose ID is displayed on the screen must:

1. Key a **10** (check in ) in the **Opt** field to the left of the form.
2. **<ENTER>** to check in and release the lock.

## CHANGE OWNER

To change the owner of a form:

1. Key an **11** (change owner) in the **Opt** field to the left of the form name
2. **<ENTER>** to display the **Change Forms Owner** screen
3. Key a new owner name in the **New Owner** field.
4. **<ENTER>** to return to the **Work with Forms** screen.

## CHANGE HEADER

To change a header:

1. Display the **Work with Forms** screen.
2. Key a **13** (change header) in the **Opt** field next to the form header to be edited.
3. **<ENTER>** to display the **Work with Forms** header record screen.

```

6/14/11          EZeDocs/400          F0101AR
11:00:09        Work with Forms      F0101A01

Type choices, press Enter.

Name . . . . . SGTEST

Printer type . . . *HP-PCL          *HP-PCL, *AFP
Printer model . . . *HP2100         Name, ...
Orientation . . . . *PORT           *LAND, *PORT, *REVLAND, *REVPORT
Page size:
  Width . . . . . 8.500             .100-24.000
  Length . . . . . 11.000          .100-24.000
Merge with . . . . *SPOOL           *NONE, *FILE, *SPOOL
Data File . . . . .                Name
  Library . . . . . *LIBL           *LIBL, Name
Print Unmapped Data *YES           *YES, *NO
Document Category .                Category, ...
PJL Library . . . .                Name, ...
Text . . . . .

F3=Exit  F4=Prompt  F8=Condition  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
  
```

4. Make any necessary changes

**Printer Type**                      The type of printer that the form will print on.

- \*HP-PCL**      HP-PCL printer
- \*AFP**         AFP Printer

**Printer Model**                    The printer model that the form will print on.  
 This determines the validation done within the editor. Press **F4** to display a list of valid printer models.

**Orientation**                      Page orientation

- \*PORT**        Portrait orientation.  
                   The page is taller than wide.
- \*LAND**        Landscape orientation  
                   The page is wider than tall.
- \*REVPORT**    Reverse portrait orientation  
                   The page prints from the bottom up.
- \*REVLAND**    Reverse landscape orientation  
                   The page prints from the bottom up.

---

<b>Page Size</b>	The size of the page. Measurements can be entered in increments up to one, one hundredth (.000) of an inch.						
<b>Width</b>	Page measurement from left to right.						
<b>Length</b>	Page measurement from top to bottom.						
<b>Merge with</b>	The data source that the form will be merged with.  <table> <tr> <td><b>*NONE</b></td> <td>No merge</td> </tr> <tr> <td><b>*SPOOL</b></td> <td>Spool file merge</td> </tr> <tr> <td><b>*DATA</b></td> <td>Data file merge</td> </tr> </table>	<b>*NONE</b>	No merge	<b>*SPOOL</b>	Spool file merge	<b>*DATA</b>	Data file merge
<b>*NONE</b>	No merge						
<b>*SPOOL</b>	Spool file merge						
<b>*DATA</b>	Data file merge						
<b>Data File</b>	A data file name is required if <b>*DATA</b> was entered in the <b>Merge with</b> field. The file <b>must</b> be an externally described file that already exists on the System i.						
<b>Library</b>	The data file location.						
<b>Print Unmapped Data</b>	Whether or not to print unmapped spool file data on the form.  <table> <tr> <td><b>*YES</b></td> <td>Print unmapped data.</td> </tr> <tr> <td><b>*NO</b></td> <td>Do not print unmapped data</td> </tr> </table>	<b>*YES</b>	Print unmapped data.	<b>*NO</b>	Do not print unmapped data		
<b>*YES</b>	Print unmapped data.						
<b>*NO</b>	Do not print unmapped data						
<b>Document Category</b>	User designated text.						
<b>PJL Library</b>	The name of a PJL library to use to send PJL commands to the printer ahead of the merged file to tell the printer how to perform. PJL command libraries are created in the <b>Utilities</b> module via option 20, <b>Work with PJL Command Library</b> .						
<b>Text</b>	A user defined text description to identify the form.						

5. <ENTER> to accept the changes and return to the **Work with Forms** screen.  
**OR**  
Press **F12** to return to the **Work with Forms** screen without editing the header.  
**OR**  
Press **F8** to change the header record conditions. See page 2-12 for information about conditioning the header record.

This page intentionally left blank.



## CHAPTER 4 PRINTING AND MERGING

### INTRODUCTION

This chapter discusses printing, merging with spool files or data files, and downloading and deleting printer resources. These functions are accessed through the **eForms Menu** via the following option numbers:

- Option 2 – Download
- Option 3 – Print
- Option 4 - Merge
- Option 10 - Delete Resources from Printer

**Auto merges**, a function that allows EZeDocs/400 to monitor an output queue and automatically merge specified forms and spool files, are discussed in **Chapter 6**.

## DOWNLOAD A FORM

Forms can be downloaded each morning to ensure that they are resident in the printer's memory without using the Force Download parameter in a merge.

To download a form:

1. Select option **2, Download** from the **EZeDocs/400 eForms Menu**.
2. **<ENTER>** to display the **Download Forms** screen.

```

3/19/02                               EZeDocs                               F0102A01
15:42:47                               Download Form

Type choices, press Enter.

Form name . . . . . _____          Name, ...
Output Queue . . . . . _____        Name, ...
  Library . . . . . *LIBL                 Name, *LIBL
Download Target . . *RAM                  *RAM, *FLASH, *DISK

F3=Exit  F4=Prompt  F12=Cancel  F19=Submit to Batch
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

3. Complete the fields:

**Form Name** Name of the form to download. Press **F4** to display a list of forms. To download a group of forms, key a previously defined group name. See **Work with Groups** in the next chapter for more information about groups.

**Output Queue** Output queue to download to. The output queue must be defined in the output queue file. Press **F4** to display a list of output queues.

**Library** Output queue location. Key **\*LIBL** if unsure of the library name.

**Download Target** Forms can be downloaded to flash memory or a hard drive on HP or Lexmark printers equipped with those options. Valid entries are:

- \*RAM**
- \*FLASH**
- \*DISK**

4. **<ENTER>** to download the form(s)

**OR**

Press **F12** to exit without downloading the form and return to the **eForms Menu**.

## PRINT A FORM

A copy of a blank form (no merged data) can be printed at any time by authorized users. To print a blank form:

1. Select option **3, Print**, from the **EZeDocs/400 eForms Menu**.
2. **<ENTER>** to display the **Print Form(s)** screen.

```

3/19/02                      EZeDocs                      F0103A01
15:43:44                      Print Form(s)

Type choices, press Enter.

Form name . . . . .          _____          *ALL, Name, ...
Output Queue . . . . .      QPRINT          Name, ...
  Library . . . . .          *LIBL          Name, *LIBL
Copies . . . . .            0001          1-9999
Source drawer . . . . .     1          Character value
Duplex mode printing . . .  *NO          *NO, *YES, *TUMBLE
Backside form name . . . .  _____          Name, ...

F3=Exit  F4=Prompt  F12=Cancel  F19=Submit to batch
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

3. Complete the fields:

**Form name**                      Name of the form to print. Press **F4** to display a list of forms

Key **\*ALL** to print a copy of all forms.

**Output Queue**                      Printer output queue. The output queue must be defined in the output queue file.

**Library**                              Output queue location. Key **\*LIBL** if unsure of the library name.

**Copies**                                Number of copies to print up to **9999**.

**Source drawer**                      Printer paper drawer to pull paper from.

**Duplex mode** Whether or not to print on both sides of the paper. Duplex printing works only on duplex capable printers with the duplex option installed. Refer to the printer manual or contact ACOM Solutions for more information.

**\*NO** Print on one side

**\*YES** Print on both sides with the top of the page at the at the same end of the paper

**\*TUMBLE** Print on both sides with the top of the page at the at opposite ends of the paper

**Backside form name** Name of the form to print on the back of the page. Use only for duplex printing. Press **F4** to display a list of forms.

4. **<ENTER>** to print the form or form group  
**OR**

Press **F19** (shift+F7) to run the job in batch. The job will be submitted to the job queue entered on the EZeDocs/400 user ID. If this field is blank the job will be submitted to the job queue entered on the job description for this job.

**OR**

Press **F12** to exit without printing and return to the **eForms Menu**.

## MERGE A FORM

A form or a set of forms can be merged with a spool file generated from another application or database file data stored on the System i. To merge a form(s) with data:

1. Select option **4, Merge**, on the **EZeDocs/400 eForms Menu**
2. **<ENTER>** to display the **Merge Form(s)** screen.

```
3/19/02                      EZeDocs                      F0104AR
15:44:37                      Merge Form(s)                F0104A00

Type choices, press Enter.

Form Name . . . . . _____ Name, ...

F3=Exit  F4=Prompt  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
```

3. Key the name of the form (or set of forms) to be merged in the **Form Name** field or press **F4** to display a list of forms to choose from.
4. **<ENTER>** to display the **Merge Form with Spool File** screen or the **Merge Form with Database** screen.

## Merge Form with Spool File

The **Merge Form with Spool File** screen displays if the form was defined to merge with a spool file. Forms can be sorted to print in the order specified on the **Form Sort Definition** screen. Press **F17** (shift+F5) on any **Merge Form with Spool File** screen to display the **Form Sort Definition** screen. See **Sort Forms** at the end of this section for more information.

```

10/17/02                      EZeDocs/400                      F0104AR
08:30:01                      Merge Form with Spool File                      F0104A01

Type choices, press Enter.

Form name . . . . . F0INV2

From Output queue . . . . . QPRINT                      Name
Library . . . . . *LIBL                                Name, *LIBL

Criteria to select spool files:
(Select one or more)
Form type (case sensitive) _____ Name, *ALL, *LAST
Printer file name . . . . . _____ Character value, ...
User data . . . . . _____ Character value, ...
User Id . . . . . _____ Character value, ...
Job name . . . . . _____ Name, *
Job number . . . . . _____ 0-999999
Spool file number . . . . . _____ 1-999999

Send spool file merged with form to:
Output queue . . . . . QPRINT                      Name, *FROM ...
Library . . . . . *LIBL                                Name, *LIBL

More...

F3=Exit  F4=Prompt  F12=Cancel  F17=Sort  F19=Subm to batch
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

1. Complete the fields to merge the form and spool file:

**From Output Queue** Output queue containing the spool file to be merged.

**Library** Location of the output queue.

**Criteria to Select Spool Files** Information in the following seven fields determines which spool file(s) is merged with the form. At least one of the seven fields must be completed.

**Form Type** The form type assigned to the spool file.

**Name** Select every spool file in the output queue with this form type. (case sensitive)

**\*ALL** Select all spool files in the output queue.

**\*LAST** Select the last spool file generated by the current job. The job name must be \* to use \*LAST.

**Printer File Name** The printer file name used when the spool file was created. Select every spool file in the output queue with this printer file name.

**User Data** The user data information attribute of the spool file. Select every spool file in the output queue with this user data value.

<b>User ID</b>	The user ID associated with the spool file. Select every spool file in the output queue with this user ID.				
<b>Job name</b>	The job name associated with the spool file or * to merge with the current job. Select every spool file in the output queue with this job name.				
<b>Job number</b>	The job number associated with the spool file. Select every spool file in the output queue with this job number.				
<b>Spool file number</b>	Spool files generated by this spool file number will be selected.				
<b>To Output queue</b>	The previously defined output queue, distribution list or conditional output list to send the merged output to. Press <b>F4</b> to display a list of output queues, distribution lists and conditional output lists. Valid options are: <table> <tr> <td><b>Name</b></td> <td>Specific output queue, distribution list or conditional output list name.</td> </tr> <tr> <td><b>*FROM</b></td> <td>Sends the merged output back to the original spool file output queue</td> </tr> </table>	<b>Name</b>	Specific output queue, distribution list or conditional output list name.	<b>*FROM</b>	Sends the merged output back to the original spool file output queue
<b>Name</b>	Specific output queue, distribution list or conditional output list name.				
<b>*FROM</b>	Sends the merged output back to the original spool file output queue				
<b>Library</b>	Location of the output queue. Use *LIBL if unsure of the library name.				

2. Press **Page Down** to display the next screen.

```

6/13/11          EZeDocs/400          F0104AR
09:33:50        Merge Form with Spool File  F0104A02

Type choices, press Enter.

Override spool copies . . . 0000          0000-9999
Collate . . . . . *NO          *NO, *YES
Duplex mode . . . . . *NO          *NO, *YES, *TUMBLE
  Back side form name . . .          Name, ...
  Print spool data on back .          *NO, *YES, *SAME
  Optional Break . . . . .          Name, ...
Column offset . . . . .          60- to 60
Page range to print:
  Start page . . . . . 0000001          1-9999999
  Ending page . . . . . 9999999          1-9999999
Combine spool files . . . . *YES          *NO, *YES
Suppress messages . . . . *NO          *NO, *YES
Force overlay download . . *YES          *NO, *YES, *TEMP
Save original spooled file . *YES          *NO, *YES, *SPL
Move Orig Spool file to OUTO          Name
  Library . . . . . *LIBL          Name, *LIBL

F3=Exit F4=Prompt F12=Cancel F17=Sort          More...
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.          F19=Submit to batch

```

3. Complete the fields:

**Override spool copies** Key a number from 1-9999 to override the number of copies indicated in the spool file.

If the merged output is being sent to a distribution list and the

number of copies entered here is fewer than the number of output queues set up in the distribution list, the number entered here will determine the number of copies produced. For example, entering a 2 in this field when merging to a distribution list with 4 output queues will cause copies to be printed to only the first 2 output queues in the distribution list.

If the merged output is being sent to a distribution list and the number of copies entered here is greater than the number of output queues set up in the distribution list, the number of output queues set up in the distribution list will determine the number of copies produced. For example, entering a 6 in this field when merging to a distribution list with 4 output queues will cause copies to be printed to only the 4 output queues set up in the distribution list.

**Collate**

Indicates the order in which copies of the merged document will print. If multiple copies are not being printed, this field is ignored.

**\*YES** Collate the copies. **\*YES** is required when printing to a distribution list or if the form has header conditions.

**\*NO** Do not collate the copies. **\*NO** is required when working with conditional output.

**Duplex Mode**

Whether or not to print on both sides of the page.

**\*NO** print on one side

**\*YES** print on both sides

**\*TUMBLE** print on both sides with the top of the page at opposite ends of the paper.

When printing in duplex, each side of the paper is considered a page for numbering purposes. The front sides will always be odd numbered. The back sides will always be even numbered.

A duplex capable printer with the duplex option installed is required for duplex printing. Refer to the printer manuals or call ACOM Solutions, Inc. if more information is required.

**Back side form form name**

The name of the form to print on the back of the page when duplex printing.

**Print spool data on back**

Whether or not to print spool file data on the back of a duplexed form.

**\*NO** do not print spool file data on the back of the form.

**\*YES** print spool file data on the back of the form.

**\*SAME** print the same spool file data on the front and back of the form.



<b>Optional Break</b>	<p>Press <b>F4</b> to select an STEXT command to use as an optional break. A change in the spool file data in the selected STEXT field will trigger the duplex printing to print that page on the front side of a page. Duplex printing will then continue as normal until there is another change in the spool data for that STEXT command which will trigger that page to be printed on the front side, etc.</p> <p>Optional break will only work for printed forms. It is not valid for sets, conditional output, EMAIL, FAX, PDF or ECM commands.</p>
<b>Column Offset</b>	<p>EZeDocs/400 can shift spool file data 1-60 positions to the left or right. To shift the data, key the number of columns and press <b>FIELD+</b> or <b>FIELD-</b></p> <p><b>FIELD+</b> shifts the data to the right.  <b>FIELD-</b> shifts the data to the left.</p> <p>Shifting spool data may cause the data to be truncated if it is shifted into the unprintable area.</p>
<b>Page range to print</b>	
<b>Start page</b>	First spool file page to merge and print.
<b>Ending page</b>	Last spool file page to merge and print.
<b>Combine spool files</b>	<p>Whether or not to combine multiple spool files before merging and printing.</p> <p><b>*YES</b> Combine spool files. One merge file will be output.</p> <p><b>Duplex printing-</b>The last and first pages of consecutive spool files may print on the same page. For example, if the first spool file has an odd number of pages, the first page of the following spool file will print on the back of the last page of the previous spool file.</p> <p><b>*NO</b> Do not combine spool files. Multiple merge files will be output.</p> <p><b>Duplex printing-</b>An extra page eject is automatically added. Each spool file begins printing on the front side of the page.</p>
<b>Suppress messages</b>	<p>Whether or not to suppress informational messages during and after the merge process.</p> <p><b>*NO</b> do not suppress messages  <b>*YES</b> suppress messages</p>
<b>Force overlay download</b>	<p>Whether or not to download the form overlay with each spool file page that is sent to the printer.</p> <p><b>*YES</b> download the overlay with each spool file page. This</p>

slightly reduces print speed but ensures that required forms and images are downloaded at print time.

**\*NO** download the overlay to memory once. Select the **Delete resources from printer** menu option to remove downloaded items from printer memory.

**\*TEMP** download the overlay temporarily. If the printer is reset, the overlay will be deleted from the printer's memory.

**Save original spooled file**

Whether or not to save the original spool file in the output queue when the merge is complete.

**\*YES** Save the original spool file

**\*NO** Delete the original spool file

**\*SPL** Retrieve the value for this parameter from the original spool file attributes.

**Move Orig Spool file to OUTQ**

Name of the output queue to save the original spool file in after the merge. This output queue does not have to be defined in the software but it must exist on the System i.

**Library**

Location of the output queue. Use **\*LIBL** if unsure of the library name.

4. Press **Page Down** to display the next screen.

```

3/09/10                      EZeDocs/400                      F0104AR
09:16:53                      Merge Form with Spool File          F0104A03
                               New spool file attributes
Type choices, press Enter.

New form type . . . . . *STD          Character value, *SAME, *STD
Hold merged spool file . . . *NO      *NO, *YES
Save merged spool file . . . *NO      *NO, *YES
Schedule immediate . . . . . *YES     *NO, *YES
Source drawer . . . . . 1           Character value...
Output Bin . . . . . *UPPER         *LOWER, *UPPER, 0-13, *HCO, *HCOx
Staple . . . . . *NONE             *NONE, ...
Break By . . . . .                *COPY, Name, ...
Font . . . . . *SAME              *SAME, Name, ...
Point size . . . . . 000          0-999 (HP only)
Code Page . . . . .                Name, ... (AFP only)
Page size:
Length--lines per page . . 000      1-255
Width--positions per line 000      1-280

                               More...
F3=Exit F4=Prompt F12=Cancel F17=Sort F19=Submit to batch
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

5. Complete the fields:

**New form type**

Form type placed on the spool file generated from the merge job.

**\*STD** Use \*STD as the form type (default)

**\*SAME** Same form type as the original spool file

**Value** Specific form type

**Hold merged spool file**

Whether or not to put the spool file output after the merge on hold automatically.

- \*NO do not put the spool file on hold automatically
- \*YES put the spool file on hold automatically

**Save merged spool file**

Whether or not to save the merged output job in the output queue after it has printed.

- \*NO do not save the merged output job
- \*YES save the merged output job

**Schedule immediate**

Whether or not to start sending data to the printer as soon as data is available.

- \*YES send data as soon as it is available
- \*NO do not send data until the merge is complete

**Source drawer**

Printer drawer to pull paper from when printing the merged document. This field is used only when printing to a single output queue. It is not valid when printing to a distribution list or working with conditional output.

Any available source drawer for the printer assigned to the output queue named in the **to Output queue** field may be used. (See the printer definition for a list of source drawers.) Accept the default of 1 if you are not sure of the value to use.

It is possible to pull paper from several source drawers when printing copies. Position the cursor in this field and press **F4** to display the **Source Drawer** pop up box.

```

PRINTER MODEL - *HP2100

Collate *NO - Performs page sequencing
Collate *YES - Performs copy sequencing
Select F1 (Help) for additional details

Select drawer sequence, press enter

      Source
Seq  Drawer  Description
---  ---
   1         Source Drawer 1
   2         Source Drawer 2
   3         Source Drawer 3
   4         Source Drawer Auto Select
   M         Manual Feed Paper
   E         Manual Feed Envelope

F3=Exit  F12=Cancel                                Bottom

```

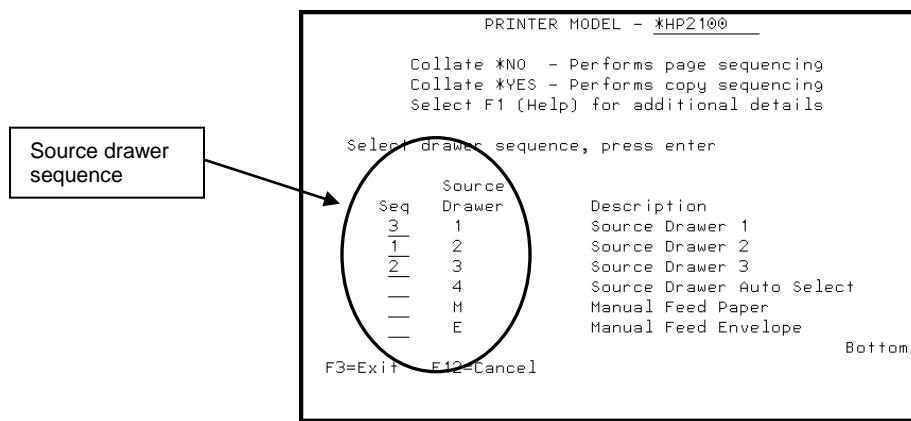
This box displays the source drawers defined (in the printer definition) for the printer model shown at the top of the box. The printer model shown is the printer assigned to the output queue named in the **to Output queue** field on the first screen of the merge set up. Be aware that your printer may not have all of the source drawers shown in the Source Drawer box.

Key numbers in the **Seq** fields to indicate the sequence in

which the source drawers should be used. Note that the value in the **Collate** field determines whether the output is produced in page sequence or copy sequence. The example on the next page shows how the value in the **Collate** field affects the source drawer usage.

**Example:**

In the following example, **2 copies** of a **3 page spool file** are being printed and the source drawer sequence has been set up as shown below. The tables illustrate how the value in the **Collate** field affects source drawer usage.



**Collate = \*NO**

Source Drawer	Copy	Page
2	1	1
3	2	1
1	1	2
2	2	2
3	1	3
1	2	3

**Collate = \*YES**

Source Drawer	Copy	Page
2	1	1
2	1	2
2	1	3
3	2	1
3	2	2
3	2	3

**Output Bin**

Output bin to stack output in. Valid values for regular output are **\*UPPER**, **\*LOWER** or a number from **0-13**.

For **stapled output** enter the HCO# required by your printer for the stapling finisher function.

**Staple**

The staple type to use on the document. Press **F4** to display a list of options.

- \*None** Do not staple
- \*One** One staple
- \*Two** Two staples
- \*Three** Three staples
- \*Six** Six staples
- \*Oneangled** One, angled staple

**Note:** If you are using a distribution list, the F4 prompt is not valid. Stapling options are set in the distribution list.

<b>Break By</b>	Criteria used to break the file into multiple, stapled documents. This option is not valid when using <b>Staple</b> with sets.
	<b>*Copy</b> Staple each copy of a document.
	<b>Name</b> Break based on a change in STEXT value. Press <b>F4</b> to display a list of STEXT commands.
<b>Font</b>	Font to use for the spool data. The font named here overrides the font identifier in the spool file attributes.
<b>Point size</b>	Height of the font. Each point represents about 1/100th of an inch. A 50 point font would be about ½ inch tall.
<b>Code page</b>	The code page to use for font selection when printing to an AFP printer.
<b>Page Size: Length</b>	The number of lines to include on each page of the output file created from the merge. Not valid for AFP printers.
<b>Width</b>	The number of positions to include on each page of the output file created from the merge. Not valid for AFP printers.

6. Press **Page Down** to display the next screen.

```

3/09/10                      EZeDocs/400                      F0104AR
09:19:39                      Merge Form with Spool File          F0104A04
                                New spool file attributes
Type choices, press Enter.

Degree of page rotation . . . ____ 0, 90
Lines per inch . . . . . ____ 3, 4, 6, 7.5, 8, 9, 12
User Data (case sensitive) . *DEFAULT *DEFAULT, *SPOOL, *USER, Char.
Output priority (on OUTQ) . *JOB *JOB, *SPL, 1-9
Spool file owner . . . . . *JOB *JOB, *SPL

                                                                 Bottom

F3=Exit  F4=Prompt  F12=Cancel  F17=Sort  F19=Submit to batch
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

7. Complete the fields:

<b>Degree of page rotation</b>	Page rotation used when printing. Valid values are <b>0</b> or <b>90</b> . Not supported for <b>AFP</b> printers.
<b>Lines per inch</b>	The number of lines per inch (LPI). Valid values are <b>3, 4, 6,</b>

**7.5, 8, 9 or 12.** Not valid for AFP printers.

<b>User Data</b>	EZeDocs/400 automatically generates user data information about the spool file created from the merge program. A value can be entered in this field to override the default. Valid values are:  <b>*DEFAULT</b> Prints the number of pages in the spool file. <b>*SPOOL</b> Prints the user data value of the original spool file. <b>*USER</b> Prints the user profile of the original spool file. <b>Char.</b> Prints a user defined, ten character field.
<b>Output priority</b>	Output priority for the spooled output files created by the job. <b>1</b> is the highest priority and <b>9</b> is the lowest.
<b>Spool file owner</b>	Determines the owner assigned to the new spool file.  <b>*JOB</b> Assigns the job user profile as the owner of the new spool file.  <b>*SPL</b> Assigns the owner of the original spool file as the owner of the new spool file.  If the <b>Combine spool files</b> field on the second merge screen is set to <b>*Yes</b> , the owner of the last spool file selected from the out queue will be named as the owner of the combined spool file.

8. **<ENTER>** to merge the form and the spool file(s)  
**OR**

Press **F19** to run the print job in batch. The job will be submitted to the job queue entered on the EZeDocs/400 User ID. If this field is blank, the job will be submitted to the job queue entered on the job description for this job.

**OR**

Press **F12** to return to the **eForms Menu** without merging.

## Sort Forms

Forms can be sorted by spool file data and printed in the order specified on the **Form Sort Definition** screen. Press **F17** (shift+F5) on any of the **Merge Form with Spool File** screens to display the **Form Sort Definition** screen.

```

3/19/02                      EZeDocs                      F0104AR
15:49:28                     Form Sort Definition  F0104A12

Type choices, press Enter.

Sort by field 1 . . . . . _____ Name, ...
Sort by Order . . . . . *ASCEND *ASCEND, *DESCEND
Sort by field 2 . . . . . _____ Name, ...
Sort by Order . . . . . *ASCEND *ASCEND, *DESCEND
Sort by field 3 . . . . . _____ Name, ...
Sort by Order . . . . . *ASCEND *ASCEND, *DESCEND
Sort by field 4 . . . . . _____ Name, ...
Sort by Order . . . . . *ASCEND *ASCEND, *DESCEND

F3=Exit  F4=Prompt  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

Complete the fields to set up the sort.

**Sort by field 1-4** The name of the spool text to sort by. Up to four sorts can be specified. Press **F4** to display a list of available spool text.

To sort using spool data not printed on the form:

- Set up an **STEXT** command in the form for the spool data to be used in the sort.
- Key **\*NONE** as the action in the **ACTION** field.
- Select that spool text as the **Sort by field** when setting up the merge.

```

Make selection, press Enter.

Sel  Name (Spool Text)  Lin  Pos  Len
-   FAX #                003  014  012
-   Subtotal             052  065  011
-   Sales tax            054  065  011
-   Total                056  065  011

F3=Exit  F12=Cancel

Bottom

```

**Sort by Order 1-4** Forms can be sorted in ascending or descending order.

**\*ASCEND** Sort in ascending order (default)

**\*DESCEND** Sort in descending order

<**ENTER**> when the fields are complete to return to the **Merge Form with Spool File** screen.



## Merge Form with Data File

The **Merge Form with Data File** screen displays if the form was defined to merge with a database file.

```

3/19/02                      EZeDocs                      F0104AR
15:51:33                     Merge Form with Data File          F0104A23

Type choices, press Enter.

Form name      . . . . . JVFILE
To Output queue . . . . . QPRINT      Name, ...
Library       . . . . . *LIBL        Name, *LIBL
Data base file name . . . . . ADRFILE  Name
Library       . . . . . JVAL         Name, *LIBL
Member name   . . . . . *FIRST      Name, *FIRST, *LAST

Select one:
Number of copies . . . . . 0001      01-9999
Copies field name . . . . .          Name, ...
Source drawer   . . . . . 1          Character value
New form type   . . . . . *STD       *SAME, Character value
Hold merged spool file . . . . . *NO *NO, *YES
Save merged spool file . . . . . *NO *NO, *YES
Schedule immediate . . . . . *YES   *NO, *YES
Duplex mode     . . . . . *NO       *NO, *YES, *TUMBLE
Backside form name . . . . .          Name, ...

F3=Exit  F4=Prompt  F12=Cancel  F19=Submit to batch
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
More...

```

### 1. Complete the fields:

**To Output queue** The output queue or distribution list to send the merged output to. The output queue or distribution list named must already be defined. Press **F4** to display a list of output queues and distribution lists.

**Library** Location of the output queue. Use **\*LIBL** if unsure of the library name.

**Data base file name** A name entered here overrides the database file name entered on the form header record. Multiple data files cannot be merged to one overlay. Several data records cannot be combined into one record.

**Library** Location of the database file named in the field above. Use **\*LIBL** if unsure of the library name.

**Member name** Specific member to extract data from.  
**Name** extract data from specific member  
**\*FIRST** extract data from the first member in the file  
**\*LAST** extract data from the last member in the file

**Select one:**

**Number of copies** Number of copies of the merged output to print.  
Valid values are from **1-9999**

**Copies field name** Name of a database field containing number of copies information. A variable number of copies can be generated for each record stored in the database.

**Source drawer** Printer paper drawer to pull from. Valid values are **1, 2, 3, 4, E** or **M**.

**New form type** Form type placed on the spool file generated from the merge job.

**\*STD** Use \*STD as the form type (default)  
**\*SAME** same form type as the original spool file.  
**Value** Specific form type.

**Hold merged spool file** Whether or not to put the spool file output after the merge on hold automatically.

**\*NO** do not put the spool file on hold automatically  
**\*YES** put the spool file on hold automatically

**Save merged spool file** Whether or not to save the merged output job in the output queue after it has printed.

**\*NO** do not save the merged output job  
**\*YES** save the merged output job

**Schedule immediate** Whether or not to start sending data to the printer as soon as data is available.

**\*YES** send data as soon as it is available  
**\*NO** do not send data until the job is complete

**Duplex Mode** Whether or not to print on both sides of the page.

**\*NO** print on one side  
**\*YES** print on both sides  
**\*TUMBLE** print on both sides with the top of the page at opposite ends of the paper.

A duplex capable printer with the duplex option installed is required for duplex printing. Refer to the printer manual or call ACOM Solutions, Inc. if more information is required.

**Back side form name** The name of the form to print on the back of the page when duplex printing. Press **F4** to display a list of available forms.

2. Press **Page Down** to display the next screen.

```

3/19/02                      EZeDocs                      F0104AR
15:52:25                    Merge Form with Data File          F0104A24

Type choices, press Enter.

Data on back side . . . . . *NO          *NO, *NEW, *SAME
Collate . . . . . *NO          *NO, *YES
Force overlay download . . . *YES       *NO, *YES, *TEMP
Sort by field 1 . . . . . _____ Name, ...
Sort by Order . . . . . _____ *ASCEND, *DESCEND
Sort by field 2 . . . . . _____ Name, ...
Sort by Order . . . . . _____ *ASCEND, *DESCEND
Sort by field 3 . . . . . _____ Name, ...
Sort by Order . . . . . _____ *ASCEND, *DESCEND
Output Bin . . . . . *UPPER       *LOWER, *UPPER, @-13
User Data (case sensitive) . *DEFAULT  *DEFAULT, ...
Output priority (on OUTQ). . *JOB      *JOB, 1-9

F3=Exit  F4=Prompt  F12=Cancel  F19=Submit to batch
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

3. Complete the fields

**Data on back side** Whether or not to print variable data on the back of the page when printing in duplex mode.

- \*NO** do not print variable data
- \*NEW** read a new record before printing variable data
- \*SAME** print variable data from the same record on the front and back.

**Collate** Whether or not to collate when printing multiple copies.

- \*NO** do not collate
- \*YES** collate

**Force overlay download** Whether or not to download the overlay each time the merge is run.

- \*YES** download the overlay each time for each form. This slightly reduces print speed but ensures that required forms and images are downloaded at print time.
- \*NO** download the overlay to memory once. Select the **Delete resources from printer** menu option to remove downloaded items from printer memory.
- \*TEMP** download the overlay temporarily. If the printer is reset, the overlay will be deleted from the printer's memory.

<b>Sort by field 1,2,3</b>	Up to three sort fields can be entered to sort the records extracted from the data files.
<b>Sort by Order 1,2,3</b>	Records can be sorted in ascending or descending order. The default is ascending.
<b>Output Bin</b>	Output bin to stack output in. Valid values are * <b>UPPER</b> , * <b>LOWER</b> or a number from <b>0-13</b> .
<b>User Data</b>	A value entered here will override the default value put in the user data attribute of the merged spool file. This field is case sensitive.
<b>Output priority</b>	Output priority for the spooled output files created by the job. <b>1</b> is the highest priority and <b>9</b> is the lowest.

4. <**ENTER**> to merge the form and the data file(s)  
**OR**

Press **F19** to run the print job in batch

The job will be submitted to the job queue entered on the EZeDocs/400 User ID. If this field is blank, the job will be submitted to the job queue entered on the job description for this job.

**OR**

Press **F12** to return to the **eForms Menu** without merging..

## DELETE RESOURCES FROM PRINTER

Deleting printer resources removes any overlays, images, logos, or fonts that have been downloaded to the printer's RAM memory, flash memory or hard disk.

To delete selected resources from the printer's memory or clear the printer's memory entirely:

1. Select option **10, Delete resources from printer**, on the **EZeDocs/400 eForms Menu**
2. **<ENTER>** to display the **Delete Resources From Printer** screen.

11/22/04	EZeDocs/400	F0108A01
11:30:03	Delete Resources From Printer	
Type choices, press Enter.		
Output queue . . . . .	_____	Name ...
Library . . . . .	*LIBL	Name
Resources to delete . . . .	*ALL	*ALL, Name ...
	_____	
	_____	
	_____	
Remove resources from FLASH	*NO	*NO, *YES
Remove resources from DISK	*NO	*NO, *YES
Reorganize File . . . . .	*YES	*NO, *YES
F3=Exit F4=Prompt F12=Cancel		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

3. Complete the fields:

**Output queue** Printer to delete resources from. Press **F4** to display a list of printer output queues.

**Library** Location of the output queue. Use **\*LIBL** if unsure of the library name.

**Resources to delete** Names of the resources to delete. Press **F4** to display a list of resources on the printer. Accept the default of **\*ALL** to delete all EZeDocs/400 resources from the printer.

**Remove resources from FLASH** Whether or not to remove resources from the printer's flash memory.

- \***NO** Do not remove flash memory resources
- \***YES** Remove flash memory resources.

**Remove resources from DISK** Whether or not to remove resources from the printer's hard disk.

- \***NO** Do not remove hard disk resources
- \***YES** Remove hard disk resources.

**Reorganize File** Whether or not to clean up the file containing information about downloaded items.

- \***YES** Clean up the file (default).
- \***NO** Do not clean up the file. Delete resources runs a little faster and problems that may occur if the file is locked are eliminated. If the file is not reorganized it may become fragmented and performance may degrade over time.

4. <**ENTER**> to delete the resources  
**OR**  
Press **F12** to return to the **eForms Menu**.

## CHAPTER 5 WORK WITH GROUPS, SETS, DISTRIBUTION LISTS, CONDITIONAL OUTPUT AND ESIGNATURES

### INTRODUCTION

The **Work with Form Groups**, **Work with Form Sets**, **Work with Distribution Lists** and **Work with Conditional Output** options on the **EZeDocs/400 eForms Menu** are used to manipulate form printing.

A **Form Group** can be created to download a group of forms to printer memory. **Work with Form Groups** is option **5** on the **EZeDocs/400 eForms Menu**.

A **Form Set** is used with one spool file and multiple forms to control the printing order of the forms. **Work with Form Sets** is option **6** on the **EZeDocs/400 eForms Menu**.

A **Distribution List** sends copies of merged output to multiple output queues. **Work with Distribution Lists** is option **7** on the **EZeDocs/400 eForms Menu**.

**Conditional Output** allows output to be conditionally distributed based on spool data. **Work with Conditional Output** is option **11** on the **EZeDocs/400 eForms Menu**.

The **Work with ESignatures** option is option **12** on the **EZeDocs/400 eForms Menu**. It is used to manage the PCL files stored on the IFS when a form overlay has an ESIG command.

Each of these options is explained in this chapter.

## WORK WITH FORM GROUPS

A form group is used in conjunction with the **Download Form** menu option to download all of the forms in the group to the printer's memory. Use this instead of the Force Download parameter when merging to save time.

Select option **5, Work with groups**, on the **EZeDocs/400 eForms Menu** to display the **Work with Forms Groups** screen.

The **Work with Forms Groups** screen shows all form groups.

```
7/31/02          EZeDocs          F0105AS1
08:02:13          Work with Forms Groups

Position to . . . . . _____

Type options, press Enter.
2=Edit  3=Copy  4=Delete  5=Display  6=Print  7=Rename

Opt  Name      Text
_   GROUP1     Sample Form Group

F3=Exit  F5=Refresh  F6=Add  F12=Cancel  F21=Print List
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
```

### Options

Options are listed across the top of the screen. Key an option number in the **Opt** field to the left of a form group and **<ENTER>** to select the option. Available options are:

- Edit existing form groups
- Copy a form group
- Delete a form group
- Display a form group
- Print the contents of a form group
- Rename a form group

Multiple options may be selected. EZeDocs/400 will process them in groups, for example, all 4's, all 6's, etc.

Each option is explained in the **Create a Form Group** or **Maintain Form Groups** section of this chapter.



## Functions

Functions are shown at the bottom of the screen. Press the corresponding function key to activate a function. Available functions are:

- F3** exits the screen and returns to the eForms Menu
- F5** refreshes the screen
- F6** create a new form group
- F12** cancels any option entered and returns to the previous screen
- F21** prints a list of the form group

## F21 - Print List

The **Print List** function on the **Work with Forms Groups** screen prints a list showing all of the forms included in a forms group. To create a print list:

1. Press **F21** (shift+F9) to display the **Print Group Listing** screen.

```

3/19/02                               EZeDocs                               F0105R01
15:56:01                               Print Group Listing

Type choices, press Enter.

Group . . . . . *ALL                     *ALL, Name ...
Output Queue . . . . QPRINT             Name
Library . . . . . *LIBL                 Name, *LIBL
Source drawer . . . . 1                 Character value

F3=Exit  F4=Prompt  F12=Cancel  F19=Submit to batch
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

2. Complete the fields

**Group**                      The name of the group to print. Key **\*ALL** to print a listing for all groups.

**Output Queue**              Print output queue name

**Library**                      Location of the output queue. Key **\*LIBL** if unsure of the library name.

**Source Drawer**              Printer paper drawer to pull from. Use **1** if unsure of the drawer.

3. **<ENTER>** to print the forms group listing  
**OR**

Press **F19** to run the print job in batch.. The job will be submitted to the default job queue listed in the EZeDocs/400 User Setup file. If that is blank, the job will be submitted to the default job queue on the job description for the current System i session.

**OR**

Press **F12** to return to the **Work with Forms Groups** screen without printing the listing

**OR**

Press **F3** to return to the **eForms Menu** without printing the listing.

## Create A Form Group

To create a new form group:

1. Press **F6** on the **Work with Forms Groups** screen to display the **Add Group** window.

2. Key a name for the new group in the **Group Name** field.
3. **<ENTER>** to display the **Forms Group Detail** screen.

4. Complete the fields

<b>Text</b>	A text description for the form group
<b>Seq#</b>	The sequence number of the form within the group. Use standard sequencing of 10, 20, 30, etc.
<b>Name</b>	The name of the form to add to the group. Press <b>F4</b> to display a list of forms.

5. **<ENTER>** to add the form to the form group and display a line to add the next form.
6. Press **F12** when the form group is complete to create the group and return to the **Work with Forms Groups** screen.

**OR**

Press **F3** to return to the **eForms Menu** without creating the group.

## Maintain Form Groups

Options available on the **Work with Forms Groups** screen allow the following maintenance functions to be performed on form groups:

- Edit a form group
- Copy a form group
- Delete a form group
- Display a form group
- Print a form group
- Rename a form group

To use any of the options described in this section:

1. Key the option number in the **Opt** field to the left of the forms group to be maintained.
2. **<ENTER>** to display the associated maintenance screen.

## Edit a Form Group

To edit a form group:

1. Key a **2** (edit) in the **Opt** field on the **Work with Forms Groups** screen to the left of the form group to be edited.
2. **<ENTER>** to display the **Forms Group Detail** screen.

```

3/19/02          EZeDocs          F0105AS9
16:01:04          Forms Group Detail

Group: ZINSGRP      Text: Insurance group (DO NOT CHANGE)
-----
Type choices, press Enter.

Seq#  Name          Type      Text
----  -
10    ZNBADEC1         *HP-PCL  Prt sample Ins - Bus Auto Dec Pg 1
20    ZNBADEC2         *HP-PCL  Prt sample Ins - Bus Auto Dec Pg 2
30    ZNCAEC           *HP-PCL  Prt sample Ins - Comm Auto Endor Chg
40    ZNCPCDC          *HP-PCL  Prt sample Ins - Comm Property Cov Dec
50    ZNECAIL          *HP-PCL  Prt sample Ins - Endor Chg - Add Ins
60    ZNMTCLL          *HP-PCL  Prt sample Ins - Motor Truck Cargo - Legal Liab
70    ZNPCL            *HP-PCL  Prt sample Ins - Personal Catastrophe Liab Policy
80    ZNPFA            *HP-PCL  Prt sample Ins - Premium Finance Agreement
90    ZNPLI            *HP-PCL  Prt sample Ins - Professional Liability
100   ZNRAE            *HP-PCL  Prt sample Ins - Repossessed Autos Endor

                                           Bottom

F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

3. Edit the fields as required.

**Text**                      A text description for the form group

**Seq#**                      The sequence number of the form within the group. Use standard sequencing of 10, 20, 30, etc.

**Name**                      The name of the form in the group. Press **F4** to display a list of forms.

4. **<ENTER>** to add a form to the form group and display a line to add another form.
5. Press **F12** when changes are complete to update the group and return to the **Work with Forms Groups** screen.

**OR**

Press **F3** to return to the **eForms Menu** without updating the group.

## Copy a Form Group

To copy a form group:

1. Key a **3** (copy) in the **Opt** field on the **Work with Forms Groups** screen to the left of the form group to be copied.
2. **<ENTER>** to display the **Copy Groups** screen.

3/19/02	EZeDocs	F0105AS4
16:02:59	Copy Groups	
To copy Groups, change New Name, press Enter.		
Group	New Name	
GROUP1	<u>GROUP1</u>	
F3=Exit F5=Refresh F12=Cancel		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

3. Key a name for the new form group in the **New Name** field.
4. **<ENTER>** to copy the form group and return to the **Work with Forms Groups** screen.

**OR**

Press **F12** to return to the **Work with Forms Groups** screen without copying the form group

**OR**

Press **F3** to return to the **eForms Menu** without copying the forms group.

## Delete a Form Group

To delete a form group:

1. Key a **4** (delete) in the **Opt** field on the **Work with Forms Groups** screen to the left of the form group to be deleted.
2. **<ENTER>** to display the **Confirm Delete of Groups** screen.

```
3/19/02          EZeDocs          F0105AS3
16:03:49          Confirm Delete of Groups

Press Enter to confirm your choices for Delete.
Press F12 to return to change your choices.

Option  Group
  4      GROUP1

F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
```

3. **<ENTER>** to delete the form group  
**OR**  
Press **F12** to return to the **Work with Forms Groups** screen without deleting the form group.

## Display a Form Group

Option **5=Display** allows a form group to be displayed but not edited. To display a form group:

1. Key a **5** (display) in the **Opt** field on the **Work with Forms Groups** screen next to the form group to be displayed.
2. **<ENTER>** to display the **Forms Group Detail** screen. This screen cannot be edited in display mode.

3/19/02	EZeDocs	F0105AS9	
16:07:02	Forms Group Detail		
Group: ZINSGRP		Text: Insurance_group (DO NOT CHANGE)	
Type choices, press Enter.			
Seq#	Name	Type	Text
<u>10</u>	<u>ZNBADEC1</u>	*HP-PCL	Prt sample Ins - Bus Auto Dec Pg 1
<u>20</u>	<u>ZNBADEC2</u>	*HP-PCL	Prt sample Ins - Bus Auto Dec Pg 2
<u>30</u>	<u>ZNCAEC</u>	*HP-PCL	Prt sample Ins - Comm Auto Endor Chg
<u>40</u>	<u>ZNCPCDC</u>	*HP-PCL	Prt sample Ins - Comm Property Cov Dec
<u>50</u>	<u>ZNECAIL</u>	*HP-PCL	Prt sample Ins - Endor Chg - Add Ins
<u>60</u>	<u>ZNMTCLL</u>	*HP-PCL	Prt sample Ins - Motor Truck Cargo - Legal Liab
<u>70</u>	<u>ZNPCL</u>	*HP-PCL	Prt sample Ins - Personal Catastrophe Liab Policy
<u>80</u>	<u>ZNPFA</u>	*HP-PCL	Prt sample Ins - Premium Finance Agreement
<u>90</u>	<u>ZNPLI</u>	*HP-PCL	Prt sample Ins - Professional Liability
<u>100</u>	<u>ZNRAE</u>	*HP-PCL	Prt sample Ins - Repossessed Autos Endor
F3=Exit F12=Cancel			Bottom
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.			

3. Press **F12** to return to the **Work with Forms Groups** screen  
**OR**  
 Press **F3** to go to the **eForms Menu**.



## Print a Form Group

To print a form group:

1. Key a **6** (print) in the **Opt** field on the **Work with Forms Groups** screen to the left of the form group to be printed.
2. **<ENTER>** to display the **Print Group Information** screen.

```

3/19/02                EZeDocs                F0105AS5
16:05:03                Print Group Information

Press Enter to print your choices
Press F12=Cancel to return to change your choices.

Output Queue  QPRINT
Library . .   *LIBL
Source drawer 1

Group
GROUP1

F3=Exit  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

3. Complete the fields

**Output Queue**      Print output queue name

**Library**            Location of the output queue. Key **\*LIBL** if unsure of the library name.

**Source Drawer**      The printer paper drawer to pull from. Use **1** if unsure of the drawer.

4. **<ENTER>** to print the form group  
**OR**

Press **F12** to return to the **Work with Forms Groups** screen without printing the form group.

**OR**

Press **F3** to return to the **eForms Menu** without printing the form group.

## Rename a Form Group

To rename a form group:

1. Key a **7** (rename) in the **Opt** field on the **Work with Forms Groups** screen to the left of the form group to be renamed.
2. **<ENTER>** to display the **Rename Group** screen.

3/19/02	EZeDocs	F0105AS2
16:05:46	Rename Group	
To rename group, type New Name, press Enter.		
Group	New Name	
GROUP1	<u>GROUP1</u>	
F3=Exit F5=Refresh F12=Cancel		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

3. Key a new name for the form group in the **New Name** field.
4. **<ENTER>** to rename the form group and return to the **Work with Forms Groups** screen.

**OR**

Press **F12** to return to the **Work with Forms Groups** screen without renaming the form group

**OR**

Press **F3** to return to the **eForms Menu** without renaming the forms group.

## WORK WITH FORM SETS

A form set can be used with multiple spool files, and multiple forms to control the printing order of the forms. For example:

An insurance company could create a set to merge multiple spool files with three separate form overlays: a cover letter, an invoice and declaration pages. Each spool file included in the set must have a common link. In this example the policy number could serve as the common link across all of the spool files. The form set can be defined to merge the form overlays with the spool file data in a specific order; first the cover letter then the invoice then the declaration pages. This eliminates the need to manually collate three separate print jobs.

A form set:

- allows spool data to be sorted by a data field, such as an account number or policy number.
- can be merged with multiple spool files.
- must have a common link across all of the spool files.
- will always collate.
- may be used with a distribution list.
- may include up to 25 forms
- may be stapled if you have an HP9000 or Ricoh printer with a stapling finisher function. Stapling is set up in the **Staple** field on the Merge screen.

**FAX, EMAIL, PDF** or **ECM** commands may be included in the Primary form in a set.

Select option **6, Work with Sets** on the **EZeDocs/400 eForms Menu** to display the **Work with Form Sets** screen.

```

8/14/02                      EZeDocs                      F0106AR
10:22:19                     Work with Form Sets       F0106AS1

Position to . . . . . _____

Type options, press Enter.
 2=Edit  3=Copy  4=Delete  5=Display  6=Print  7=Rename

Opt  Name          Text
___  MAGINS        ABC Mutual Insurance Demo Set

                                                                    Bottom

F3=Exit  F5=Refresh  F6=Add  F12=Cancel  F21=Print List
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

## Options

Options are listed across the top of the screen. Key an option number in the **Opt** field to the left of a form set and **<ENTER>** to select the option. Available options are:

- Edit an existing form set
- Copy a form set
- Delete a form set
- Display a form set
- Print the contents of a form set
- Rename a form set

Multiple options may be selected. EZeDocs/400 will process them in groups, for example, all 4's, all 6's, etc.

Each option is explained in the **Create a Form Set** or **Maintain Form Sets** section of this chapter.

## Functions

Functions are shown at the bottom of the screen. Press the corresponding function key to activate a function. Available functions are:

- F3** exits the screen and returns to the eForms Menu
- F5** refreshes the screen
- F6** create a new form set
- F12** cancels any option entered and returns to the previous screen
- F21** prints a list of the form set (see next page)

## F21 – Print List

The **Print list** function on the **Work with Form Sets** screen prints a list showing all of the forms included in a form set. To create a print list:

1. Press **F21** (shift+F9) to display the **Print Form Set Listing** screen.

```

3/19/02          EZeDocs          F0106R01
16:09:37          Print Form Set Listing

Type choices, press Enter.

Form set . . . . . *ALL          *ALL, Name ...
Output Queue . . . . . QPRINT      Name
Library . . . . . *LIBL          Name, *LIBL
Source drawer . . . . . 1          Character value

F3=Exit  F4=Prompt  F12=Cancel  F19=Submit to batch
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

2. Complete the fields

**Form Set**                      The name of the form set to print. Key **\*ALL** to print a listing for all sets.

**Output Queue**                Print output queue name

**Library**                    Location of the output queue. Key **\*LIBL** if unsure of the library name.

**Source Drawer**                The printer paper drawer to pull from. Use **1** if unsure of the drawer.

3. **<ENTER>** to print the form set listing  
**OR**

Press **F19** to run the print job in batch.. The job will be submitted to the default job queue listed in the EZeDocs/400 User Setup file. If that is blank, the job will be submitted to the default job queue on the job description for the current System i session.

**OR**

Press **F12** to return to the **Work with Form Sets** screen without printing the listing  
**OR**

Press **F3** to return to the **eForms Menu** without printing the listing.

## Create a Form Set

To create a new form set:

1. Press **F6** on the **Work with Form Sets** screen to display the **Set Name** window.

2. Key a name for the form set in the **New Set name** field.
3. **<ENTER>** to display the **Form Set Detail** screen. See page 5-27 for an example of a completed set definition.

```

8/14/02                      EzeDocs                      F0106AR
10:32:20                     Form Set Detail                 F0106AS2

Set name: SGSET      Text: _____
Type choices, press Enter.
Seq#  Form Name Forms Type  Common Link  Sequence By  Duplx  Tumb1  Pri-  Src
      _____  _____  _____  Line Beg End  Line Beg End  -      -      mary  Drw
      _____  _____  _____  _____  _____  _____  _____  _____  _____  _____

                                           Bottom

F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F21=Cmd line
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

4. Complete the fields.

<b>Seq #</b>	The sequence number assigned to the form within the set. Use standard sequencing of 10, 20, 30, etc.
<b>Form name</b>	The name of the form to add to the set.
<b>Forms Type</b>	The forms type of the spool file to be merged with the form.
<b>Common Link:</b>	The location of the common link between the spool files.
<b>Line</b>	The spool file line number where the common link is located.

<b>Beg</b>	The beginning position of the spool file common link.
<b>End</b>	The ending position of the spool file common link.
<b>Sequence By:</b>	Output can be sorted by the data field located at this position in the spool file.
<b>Line</b>	The spool file line number where the sort field is located.
<b>Beg</b>	The beginning position of the field used for sorting.
<b>End</b>	The ending position of the field used for sorting.
<b>Duplx</b>	<p>Whether or not to duplex the spool file merged with this form. (Requires a printer with duplex printing capability.)</p> <p>Duplex printing is supported only if there is a page for page relationship between the two spool files. If the spool file that prints on the back of the form can produce three pages per key value and the front page spool file only produces two, the third page of the backside spool file will print on the front of page three, not the back. Valid options are:</p> <p><b>Y</b> Regular duplex. Prints the pages being processed on the first available side (front or back).</p> <p><b>N</b> Not duplexed. Prints the pages being processed on the front side of the page only.</p> <p><b>F</b> Duplex and always print this form on the front of the page.</p> <p><b>B</b> Duplex and always print this form on the back side of the page.</p> <p><b>C</b> Print only the overlay of this form (no associated spool data) on the back side of the previous page. This entry must have Formstype = *NONE. The previous entry in the set list must have an <b>F</b> for the duplex code.</p> <p><b>U</b> Prints a form with no associated spool data after each page of the PRIMARY form. This makes it possible to add a form with no associated spool data and link it to the set. Specify *<b>PRIM</b> as the form type for this entry.</p>
<b>Tumble</b>	<p>When printing in duplex, whether or not to “tumble” the output 180 degrees when the back side of the page is printed. This is useful when printing forms that will be top bound. Valid values:</p> <p><b>Y</b> Tumble the output.</p> <p>Blank Do not tumble the output.</p>

**Primary**

Key a **Y** to identify the primary document for the set.

The FAX, EMAIL, PDF or ECM commands are supported in sets.

**Important:** The document containing the FAX, EMAIL PDF or ECM commands must be designated as the primary document.

If using KeyesFax, KeyesMail, ACOM/KM Fax or ACOM/KM Email the primary document must be the first document in the sets definition.

**Src Drw**

The printer drawer to pull paper from when printing this document. Leave blank to pull paper from the source drawer designated when setting up the merge. Key a **1** if unsure of the drawer to use.

If the source drawer entered is found to be invalid during the merge process, the source drawer specified in the merge parameters will be substituted.

5. **<ENTER>** to add the form to the form set when the fields are complete. The entry will be added in the set with the sequence number assigned. If other forms already exist within the set, the entry will be added in the correct position. Up to 25 forms may be included in a set.
6. **<ENTER>** to create the form set and return to the **Work with Form Sets** screen when all forms have been added to the set.

**OR**

Press **F12** to return to the previous screen without creating the form set.

**OR**

Press **F3** to return to the eForms Menu without creating the form set.



## Maintain Form Sets

Options available on the **Work with Form Sets** screen allow the following maintenance functions to be performed on form sets:

- Edit a form set
- Copy a form set
- Delete a form set
- Display a form set
- Print a form set
- Rename a form set

To use any of the options described in this section:

1. Key the option number in the **Opt** field to the left of the form set to be maintained.
2. **<ENTER>** to display the associated maintenance screen.

## Edit a Form Set

To edit a form set:

1. Display.
2. Key a **2** (edit) in the **Opt** field on the **Work with Form Sets** screen to the left of the form set to be edited.
3. **<ENTER>** to display the **Form Set Detail** screen.

3/19/02		EZeDocs		F0106AR							
16:13:11		Form Set Detail		F0106AS2							
Set name: MAGINS			Text: ABC Mutual Insurance Demo Set								
Type choices, press Enter.											
Seq#	Form Name	Forms Type	Common Link			Sequence By			Duplx	Pri- mary	Src Drw
			Line	Beg	End	Line	Beg	End			
10	DEC	DEC	50	50	56	50	50	56	N	Y	-
20	MM1	MM1	13	58	64				N	-	-
30	MM2	MM2	9	38	44				N	-	-
40	MM3	MM3	9	38	44				F	-	-
50	TERMS	*NONE							B	-	-
Bottom											
F3=Exit F4=Prompt F5=Refresh F12=Cancel F21=Cmd line											
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.											

4. Edit the fields or add/delete forms as necessary.

**Seq #** The sequence number assigned to the form within the set. Use standard sequencing of 10, 20, 30, etc.

**Form name** The name of the form to add to the set.

**Forms Type** The forms type of the spool file to be merged with the form.

**Common Link:** The location of the common link between the spool files. .

**Line** The spool file line number where the common link is located.

**Beg** The beginning position of the spool file common link.

**End** The ending position of the spool file common link.

<b>Sequence By:</b>	Output can be sorted by the data field located at this position in the spool file.
<b>Line</b>	The spool file line number where the sort field is located.
<b>Beg</b>	The beginning position of the field used for sorting.
<b>End</b>	The ending position of the field used for sorting.
<b>Duplx</b>	Whether or not to duplex the spool file merged with this form. Valid options are:  <b>Y</b> Regular duplex <b>N</b> Not duplexed <b>F</b> Duplex and always print this form on the front of the page. <b>B</b> Duplex and always print this form on the back of the page. <b>C</b> Print this form only on the back of the previous form. The previous form in the set list must have an <b>F</b> for the duplex code. This code to prints a form on the back of a specific form instead of on the back of all forms in the set. <b>U</b> Prints a form with no associated spool data after each page of the PRIMARY form. This makes it possible to add a form with no associated spool data and link it to the set. Specify <b>*PRIM</b> as the form type for this entry.
<b>Primary</b>	Key a <b>Y</b> to identify the primary spool file for the set.
<b>Src Drw</b>	The printer drawer to pull paper from when printing this document. Leave blank to pull paper from the source drawer designated when setting up the merge. Key a <b>1</b> if unsure of the drawer to use.  If the source drawer entered is found to be invalid during the merge process, the source drawer specified in the merge parameters will be substituted.

5. <**ENTER**> to update the form set and return to the **Work with Form Sets** screen when editing is complete.

**OR**

Press **F12** to return to the previous screen without updating the form set.

**OR**

Press **F3** to return to the eForms Menu without updating the form set.

## Copy a Form Set

To copy a form set:

1. Key a **3** (copy) in the **Opt** field on the **Work with Sets** screen to the left of the form set to be copied.
2. **<ENTER>** to display the **Copy Form Sets** screen.

3/19/02	EZeDocs	F0106AR
16:14:20	Copy Form Sets	F0106AS3
To copy Form Set, change New Name, press Enter.		
Set Name	New Name	
MAGINS	<u>MAGINS</u>	
		Bottom
F3=Exit F5=Refresh F12=Cancel		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

3. Key a name for the new form set in the **New Name** field.
4. **<ENTER>** to copy the form set and return to the **Work with Forms Sets** screen.  
**OR**

Press **F12** to return to the **Work with Forms Sets** screen without copying the form set

**OR**

Press **F3** to return to the **eForms Menu** without copying the form set.

## Delete a Form Set

To delete a form set:

1. Key a **4** (delete) in the **Opt** field on the **Work with Form Sets** screen to the left of the form set to be deleted.
2. **<ENTER>** to display the **Confirm Delete of Form Sets** screen.

```
3/19/02          EZeDocs          F0106AR
16:15:03          Confirm Delete of Form Sets      F0106AS4

Press Enter to confirm your choices for Delete.
Press F12 to return to change your choices.

Option   Set Name
  4      MAGINS

                                                    Bottom

F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
```

3. **<ENTER>** to delete the form set.  
**OR**  
Press **F12** to return to the **Work with Form Sets** screen without deleting the form set.

## Display a Form Set

Option **5=Display** allows a form set to be displayed but not edited. To display a form set:

1. Key a **5** (display) in the **Opt** field on the **Work with Form Sets** screen next to the form set to be displayed..
2. **<ENTER>** to display the **Form Set Detail** screen. This screen cannot be edited in display mode.

3/19/02		EZeDocs		F0106AR							
16:15:50		Form Set Detail		F0106AS2							
Set name: MAGINS		Text: ABC Mutual Insurance Demo Set									
Type choices, press Enter.											
Seq#	Form Name	Forms Type	Common Link			Sequence By			Duplx	Pri- mary	Src Drw
10	DEC	DEC	50	50	56	50	50	56	N	Y	-
20	MM1	MM1	13	58	64				N	-	-
30	MM2	MM2	9	38	44				N	-	-
40	MM3	MM3	9	38	44				F	-	-
50	TERMS	*NONE							B	-	-
Bottom											
F3=Exit F4=Prompt F5=Refresh F12=Cancel F21=Cmd line											
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.											

3. Press **F12** to return to the **Work with Form Sets** screen  
**OR**  
 Press **F3** to go to the **eForms Menu**.

## Print a Form Set

To print a form set:

1. Key a **6** (print) in the **Opt** field on the **Work with Form Sets** screen to the left of the form set to be printed.
2. **<ENTER>** to display the **Print Form Set Information** screen.

```

3/19/02                EZeDocs                F0106AR
16:16:36                Print Form Set information        F0106AS6

Press Enter to print your choices
Press F12=Cancel to return to change your choices.

Output Queue  QPRINT
Library . .   *LIBL
Source drawer  1

Form Set
MAGINS

Bottom

```

3. Complete the fields

**Output Queue**      Print output queue name

**Library**            Location of the output queue. Key **\*LIBL** if unsure of the library name.

**Source Drawer**      The printer paper drawer to pull from. Use **1** if unsure of the drawer.

4. **<ENTER>** to print the form set.

**OR**

Press **F12** to return to the **Work with Form Sets** screen without printing the form set.

**OR**

Press **F3** to return to the **eForms Menu** without printing the form set.

## Rename a Form Set

To rename a form set:

1. Key a **7** (rename) in the **Opt** field on the **Work with Form Sets** screen to the left of the form set to be renamed.
2. **<ENTER>** to display the **Rename Form Set** screen.

3/19/02 16:17:22	EZeDocs Rename Form Set	F0106AR F0106AS7
To rename form set, type New Name, press Enter.		
Set Name	New Name	
MAGINS	<u>MAGINS</u>	
Bottom		
F3=Exit F5=Refresh F12=Cancel (C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

3. Key a new name for the form set in the **New Name** field.
4. **<ENTER>** to rename the form group and return to the **Work with Form Sets** screen.

**OR**

Press **F12** to return to the **Work with Form Sets** screen without renaming the form set

**OR**

Press **F3** to return to the **eForms Menu** without renaming the forms set.



### Form Set Definition Example

```

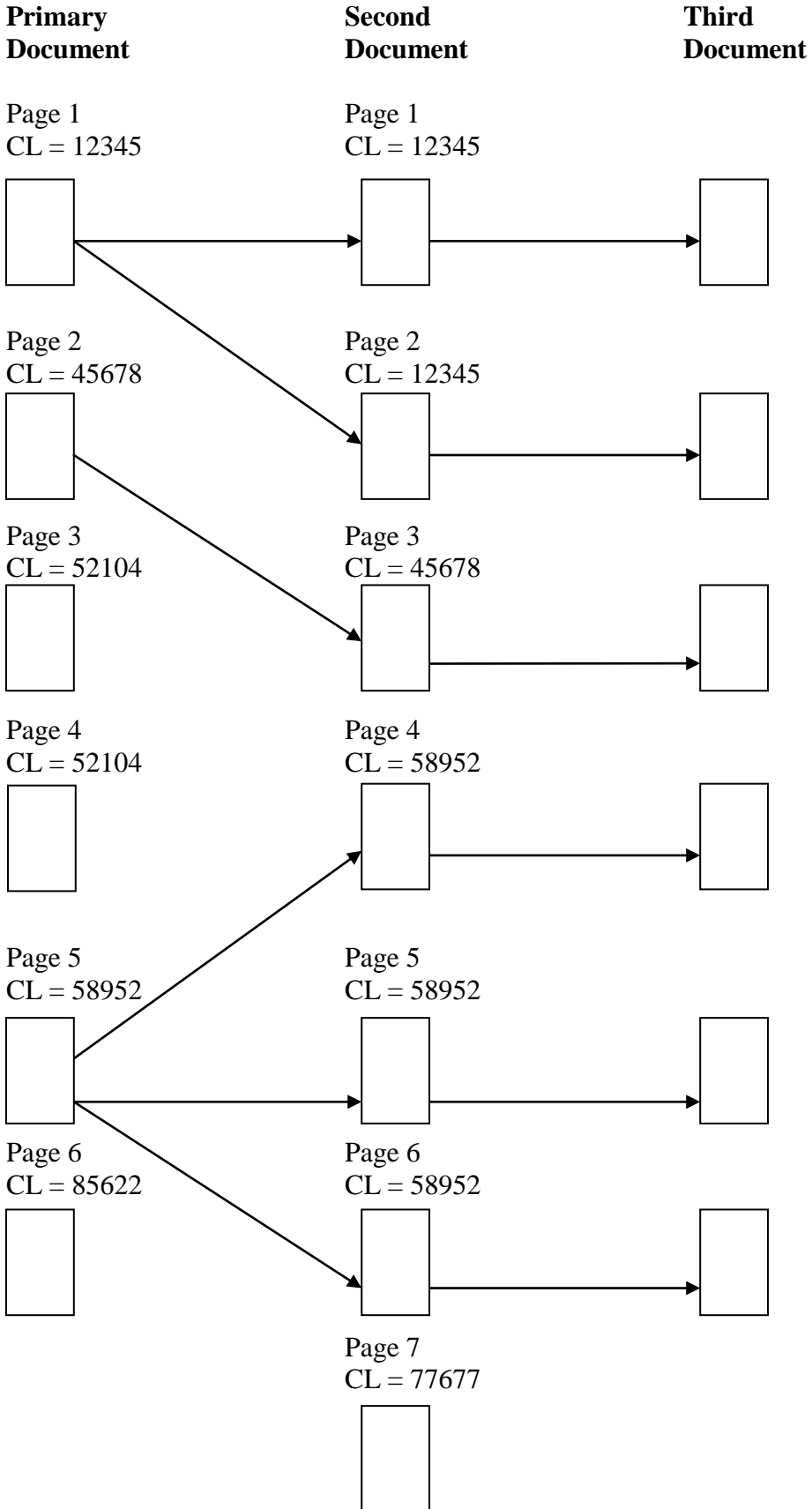
3/20/02          EZeDocs          F0106AR
08:59:24        Form Set Detail   F0106AS2

Set name: EXAMPLE      Text: ABC Mutual Insurance Demo Set
-----
Type choices, press Enter.
Seq#  Form Name  Forms Type  Common Link  Sequence By  Duplx  Pri-  Src
      |         |         |         |         |         |         |         |
      |         |         |         |         |         |         |         |
 10  INV         *INV         9 38 42     9 38 42     N       Y       1
 20  INVPSMIN   *PSMIN      14 50 55    - - - -     F       -       1
 30  TERMS      *NONE       - - - -     - - - -     C       -       2
-----
F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F21=Cmd line
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
Bottom
    
```

This set definition has three entries telling EZeDocs/400 to observe the following conditions when merging:

1. Process the \*INV spool file as the primary spool file. (**Y** in the **Primary** field)  
That means that the \*INV spool file controls the print job.
2. Following the INV document, the INVPSMIN document should print on the front of the page in duplex mode. (Duplex option **F** means to print the document on the front of the page.)
3. The TERMS document prints last, always on the back of the INVPSMIN document. (Duplex option **C** means to print the document on the back of the page as a constant form with no spool data.) \***NONE** in the **Forms Type** field on this entry means that the document will not merge with any spool file data.

The diagram on the following page shows how the merge program would process the pages if there were 6 pages in the primary spool file and 7 pages in the secondary spool file. The arrows in the diagram show how the pages would be matched up. The common link data, designated CL, is shown above each page in the diagram.



The output order from this print job is as follows:

Order	Spool File	Page Number	Merged With	Printed on Backside
1	*INV	1	INV	Nothing
2	*PSMIN	1	INVPSMIN	TERMS
3	*PSMIN	2	INVPSMIN	TERMS
4	*INV	2	INV	Nothing
5	*PSMIN	3	INVPSMIN	TERMS
6	*INV	3	INV	Nothing
7	*INV	4	INV	Nothing
8	*INV	5	INV	Nothing
9	*PSMIN	4	INVPSMIN	TERMS
10	*PSMIN	5	INVPSMIN	TERMS
11	*PSMIN	6	INVPSMIN	TERMS
12	*INV	6	INV	Nothing

**NOTE:**

1. There are twelve pages of output. Secondary spool pages that do not have a Common Link in the primary spool file do not print. Page 7 of the \*PSMIN spool file does not have a matching Common Link in the primary spool file and does not print.
2. Each time the INVPSMIN document prints, the TERMS document prints on the back.
3. There can be primary spool pages without a matching common link in secondary spool files.

## WORK WITH DISTRIBUTION LISTS

A distribution list sends copies of merged output to multiple output queues. For example, paperwork for a patient at a hospital emergency room could be merged and printed to output queues in admitting, the lab and the x-ray department.

A distribution list must be set up to fax and email from the same merge process using EZFax/400 and EZeMail/400..

Select option **7, Work with Distribution Lists**, on the **EZeDocs/400 eForms Menu** to display the **Work with Distribution Lists** screen.

```
3/20/02          EZeDocs          F0107AR
07:21:20          Work with Distribution Lists      FOCTL1

Position to . . . . . _____

Type options, press Enter.
 2=Edit  3=Copy  4=Delete  5=Display  6=Print  7=Rename

Opt  Name          Text
_   DISTLIST      Sample Distribution Listing

Bottom

F3=Exit  F5=Refresh  F6=Add  F12=Cancel  F21=Print List
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
```

### Options

Options are listed across the top of the screen. Key an option number in the **Opt** field to the left of a distribution list and **<ENTER>** to select the option. Available options are:

- Edit an existing distribution list
- Copy a distribution list
- Delete a distribution list
- Display a distribution list
- Print the contents of a distribution list
- Rename a distribution list

Multiple options may be selected. EZeDocs/400 will process them in groups, for example, all 4's, all 6's, etc.

Each option is explained in the **F6 - Add a Distribution List** or **Maintain Distribution Lists** section of this chapter.

## Functions

Functions are shown at the bottom of the screen. Press the corresponding function key to activate a function. Available functions are:

- F3** exits the screen and returns to the eForms Menu
- F5** refreshes the screen
- F6** displays the Distribution List Detail screen used to create a new distribution list.
- F12** cancels any option entered and returns to the previous screen
- F21** prints a list of the distribution list

## F6 - Add a Distribution List

To create a new distribution list:

1. Press **F6** on the **Work with Distribution Lists** screen to display the **Distribution List Detail** screen.

10/25/10 13:08:58	EZeDocs/400 Distribution List Detail	F0107AR FOCTL9				
Dist. List: _____ Text: _____						
Type choices, press Enter.						
Seq#	Copy	Output Queue	Library	Source Drawer	Output Bin	Connection Type
10	_____	_____	*LIBL	1	*UPPER	
20	_____	_____	*LIBL	1	*UPPER	
30	_____	_____	*LIBL	1	*UPPER	
40	_____	_____	*LIBL	1	*UPPER	
50	_____	_____	*LIBL	1	*UPPER	
60	_____	_____	*LIBL	1	*UPPER	
70	_____	_____	*LIBL	1	*UPPER	
80	_____	_____	*LIBL	1	*UPPER	
						More...
F3=Exit F4=Prompt F5=Refresh F12=Cancel F20=Right (C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.						

2. Complete the fields:

**Dist. List**

A name for the new distribution list. Enter this name in the **to output queue** field when merging the form to send the output to the destinations set up in the distribution list

**Text**

A text description of the distribution list.

**Seq #**

The sequence number assigned to the output queue within the distribution list. Use standard sequencing of 10, 20, 30, etc.

**Copy**

The copy number to send to the specified output queue.

**Output Queue**

The output queue where the copy will print.

**Library**

The location of the output queue. Use **\*LIBL** if unsure of the library name.

**Source Drawer**

The printer paper drawer to pull from.

**Output Bin**

The bin to send the output to.

**Connection Type**

The printer connection type. All printers in a distribution list must have the same connection type.

3. <ENTER> when the fields are complete to add the output queue to the distribution list.
4. Repeat steps 2 and 3 to add additional output queues to the distribution list.
5. <ENTER> to complete the distribution list and return to the **Work with Distribution Lists** screen. **OR**

Press **F12** to return to the **Work with Distribution Lists** screen without creating the distribution list. **OR**

Press **F3** to return to the **eForms Menu** without creating the distribution list.

### Stapling

If you have an HP9000 or Ricoh printer with a stapling finisher function, output from a distribution list can be stapled. Press **F20** (shift+F8) to show the **Staple** field. Press F4 in the staple field associated with an output queue with stapling capabilities to select a stapling option.

Press **F19** (shift+F7) to show the **Staple** field.

10/25/10	EZeDocs/400		F0107AR			
13:16:15	Distribution List Detail		FOCTL9			
Dist. List: STAPLE    Text: Staple						
Type choices, press Enter.						
Seq#	Copy	Output Queue	Library	Source Drawer	Output Bin	Staple
█	1	RMTHP9050	*LIBL	1	*UPPER	*NONE
10	---	---	*LIBL	1	*UPPER	*NONE
20	---	---	*LIBL	1	*UPPER	*NONE
30	---	---	*LIBL	1	*UPPER	*NONE
40	---	---	*LIBL	1	*UPPER	*NONE
50	---	---	*LIBL	1	*UPPER	*NONE
60	---	---	*LIBL	1	*UPPER	*NONE
70	---	---	*LIBL	1	*UPPER	*NONE
80	---	---	*LIBL	1	*UPPER	*NONE
						More...
F3=Exit    F4=Prompt    F5=Refresh    F12=Cancel    F19=Left						
E-10714 Sequence number cannot be zero						

### Emailing, Faxing and Printing

A distribution list must be set up to fax and email or to fax, email and print from a merge using EZFax/400 and EZEmail/400.

When setting up the distribution list use **EZFAXOTQ** as the output queue for faxes and **EZEMAILOTQ** as the output queue for email. Print output can be sent to any predefined print output queue(s).

F21 - Print List

The **Print list** function on the **Work with Distribution Lists** screen prints a list showing all of the output queues included in a distribution list. To create a print list:

1. Press **F21** (shift+F9) to display the **Print Distribution Listing** screen.

```

3/20/02                      EZeDocs                      F0107R01
07:24:05                      Print Distribution Listing

Type choices, press Enter.

Distribution list . . . . . *ALL          *ALL, Name ...
Output Queue . . . . . QPRINT         Name
Library . . . . . *LIBL             Name, *LIBL
Source drawer . . . . . 1             Character value

F3=Exit  F4=Prompt  F12=Cancel  F19=Submit to batch
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

2. Complete the fields

**Distribution List**      The name of the distribution list to print. Key **\*ALL** to print a listing for all distribution lists.

**Output Queue**          Print output queue name

**Library**                Location of the output queue. Key **\*LIBL** if unsure of the library name.

**Source Drawer**        The printer paper drawer to pull from. Use **1** if unsure of the drawer.

3. **<ENTER>** to print the distribution list listing  
**OR**

Press **F19** to run the print job in batch.. The job will be submitted to the default job queue listed in the EZeDocs/400 User Setup file. If that is blank, the job will be submitted to the default job queue on the job description for the current System i session.

**OR**

Press **F12** to return to the **Work with Distribution Lists** screen without printing the listing

**OR**

Press **F3** to return to the **eForms Menu** without printing the listing.



## Maintain Distribution Lists

Options available on the **Work with Distribution Lists** screen allow the following maintenance functions to be performed on distribution lists:

- Edit a distribution list
- Copy a distribution list
- Delete a distribution list
- Display a distribution list
- Print a distribution list
- Rename a distribution list

To use any of the options described in this section:

1. Key the option number in the **Opt** field to the left of the distribution list to be maintained.
2. **<ENTER>** to display the associated maintenance screen.

## Edit a Distribution List

To edit a distribution list:

1. Display the **Work with Distribution Lists** screen.
2. Key a **2** in the **Opt** field on the **Work with Distribution Lists** screen to the left of the distribution list to be edited.
3. **<ENTER>** to display the **Distribution List Detail** screen.

Seq#	Copy	Output Queue	Library	Source Drawer	Output Bin	Connection Type
10	1	QPRINT	*LIBL	1	*UPPER	UNKNOWN...
20	2	PRT01	*LIBL	1	*UPPER	UNKNOWN...
30			*LIBL	1	*UPPER	
40			*LIBL	1	*UPPER	
50			*LIBL	1	*UPPER	
60			*LIBL	1	*UPPER	
70			*LIBL	1	*UPPER	
80			*LIBL	1	*UPPER	

More...

F3=Exit F4=Prompt F5=Refresh F12=Cancel  
 (C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

4. Edit the fields or add/delete output queues as necessary.

<b>Text</b>	A text description of the distribution list.
<b>Seq #</b>	The sequence number assigned to the output queue within the distribution list. Use standard sequencing of 10, 20, 30, etc.
<b>Copy</b>	The copy number to send to the specified output queue.
<b>Output Queue</b>	The output queue where the copy will print.
<b>Library</b>	The location of the output queue. Use <b>*LIBL</b> if unsure of the library name.
<b>Source Drawer</b>	The printer paper drawer to pull from.
<b>Output Bin</b>	The bin to send the output to.
<b>Connection Type</b>	The printer connection type. All printers in a distribution list must have the same connection type.

5. <ENTER> when editing is complete to update the distribution list and return to the **Work with Distribution Lists** screen.

**OR**

Press **F12** to return to the **Work with Distribution Lists** screen without updating the distribution list.

**OR**

Press **F3** to return to the **eForms Menu** without updating the distribution list.

## Copy a Distribution List

To copy a distribution list:

1. Key a **3** (copy) in the **Opt** field on the **Work with Distribution Lists** screen to the left of the distribution list to be copied.
2. **<ENTER>** to display the **Copy Distribution Lists** screen.

3/20/02	EZeDocs	F0107AR
07:31:18	Copy Distribution Lists	FOCTL4
To copy distribution list, change New Name, press Enter.		
Dist. List	New Name	
DISTLIST	<u>DISTLIST</u>	
Bottom		
F3=Exit F5=Refresh F12=Cancel		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

3. Key a name for the new distribution list in the **New Name** field.
4. **<ENTER>** to copy the distribution list and return to the **Work with Distribution Lists** screen.

**OR**

Press **F12** to return to the **Work with Distribution Lists** screen without copying the distribution list

**OR**

Press **F3** to return to the **eForms Menu** without copying the distribution list.

## Delete a Distribution List

To delete a distribution list:

1. Key a **4** (delete) in the **Opt** field on the **Work with Distribution List** screen to the left of the distribution list to be deleted.
2. **<ENTER>** to display the **Confirm Delete of Distribution Lists** screen.

```
3/20/02          EZeDocs          F0107AR
07:32:15      Confirm Delete of Distribution Lists      FOCTL3

Press Enter to confirm your choices for Delete.
Press F12=Cancel to return to change your choices.

Option  Dist. List
  4      DISTLIST

Bottom

F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
```

3. **<ENTER>** to delete the distribution list.  
**OR**  
Press **F12** to return to the **Work with Distribution Lists** screen without deleting the distribution list.

## Display a Distribution List

Option **5=Display** allows a distribution list to be displayed but not edited. To display a distribution list:

1. Key a **5** (display) in the **Opt** field on the **Work with Distribution Lists** screen next to the distribution list to be displayed..
2. **<ENTER>** to display the **Distribution List Detail** screen. This screen cannot be edited in display mode.

3/20/02	EZeDocs	F0107AR				
07:44:08	Distribution List Detail	FOCTL9				
Dist. List: <u>DISTLIST</u> Text: <u>Sample Distribution Listing</u>						
Type choices, press Enter.						
Seq#	Copy	Output Queue	Library	Source Drawer	Output Bin	Connection Type
			*LIBL	1	*UPPER	
10	1	QPRINT	*LIBL	1	*UPPER	UNKNOWN...
20	2	PRT01	*LIBL	1	*UPPER	UNKNOWN...
30			*LIBL	1	*UPPER	
40			*LIBL	1	*UPPER	
50			*LIBL	1	*UPPER	
60			*LIBL	1	*UPPER	
70			*LIBL	1	*UPPER	
80			*LIBL	1	*UPPER	
						More...
F3=Exit F12=Cancel			(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.			

3. Press **F12** to return to the **Work with Distribution Lists** screen  
**OR**  
Press **F3** to go to the **eForms Menu**.

## Print a Distribution List

To print a distribution list:

1. Key a **6** (print) in the **Opt** field on the **Work with Distribution Lists** screen to the left of the distribution list to be printed.
2. **<ENTER>** to display the **Print Distribution List Information** screen.

```

3/20/02                      EZeDocs                      F0107AR
07:45:21                    Print Distribution List Information  FOCTL5

Press Enter to print your choices

Output Queue  QPRINT
Library . .   *LIBL
Source drawer 1

Dist. List
DISTLIST

F3=Exit  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
Bottom

```

3. Complete the fields

**Output Queue**      Print output queue name

**Library**            Location of the output queue. Key **\*LIBL** if unsure of the library name.

**Source Drawer**      The printer paper drawer to pull from. Use **1** if unsure of the drawer.

4. **<ENTER>** to print the distribution list.  
**OR**

Press **F12** to return to the **Work with Distribution Lists** screen without printing the distribution list.

**OR**

Press **F3** to return to the **eForms Menu** without printing the distribution list.

## Rename a Distribution List

To rename a distribution list:

1. Key a **7** (rename) in the **Opt** field on the **Work with Distribution Lists** screen to the left of the distribution list to be renamed.
2. **<ENTER>** to display the **Rename Distribution List** screen.

3/20/02 07:46:14	EZeDocs Rename Distribution List	F0107AR FOCTL2
To rename distribution list, type New Name, press Enter.		
Dist. List	New Name	
DISTLIST	<u>DISTLIST</u>	
Bottom		
F3=Exit F5=Refresh F12=Cancel (C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

3. Key a new name for the distribution list in the **New Name** field.
4. **<ENTER>** to rename the distribution list and return to the **Work with Distribution Lists** screen.

**OR**

Press **F12** to return to the **Work with Distribution Lists** screen without renaming the distribution list

**OR**

Press **F3** to return to the **eForms Menu** without renaming the distribution list.



## WORK WITH CONDITIONAL OUTPUT

Conditional output allows output to be conditionally distributed to output queues based on spool data. A conditional output list can contain up to 8 different output queues, each of which can be conditioned to print based on values encountered in the spool file.

Select option **11, Work with Conditional Output**, on the **EZeDocs/400 eForms Menu** to display the **Work with Conditional Output** screen.

```

11/17/04                      EZeDocs/400                      F0111AD
11:02:32                      Work with Conditional Output          FOCTL1

Position to . . . . . _____

Type options, press Enter.
 2=Edit  3=Copy  4=Delete  5=Display  6=Print  7=Rename

Opt  Name      Text

                                                                 Bottom

F3=Exit  F5=Refresh  F6=Add  F12=Cancel  F21=Print List
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

### Options

Options are listed across the top of the screen. Key an option number in the **Opt** field to the left of a conditional output list and **<ENTER>** to select the option. Available options are:

- Edit an existing conditional output list
- Copy a conditional output list
- Delete a conditional output list
- Display a conditional output list
- Print the contents of a conditional output list
- Rename a conditional output list

Multiple options may be selected. EZeDocs/400 will process them in groups, for example, all 4's, all 6's, etc.

Each option is explained in the **Maintain Conditional Output Lists** section of this chapter.

## Functions

Functions are shown at the bottom of the screen. Press the corresponding function key to activate a function. Available functions are:

- F3** exits the screen and returns to the eForms Menu.
- F5** refreshes the screen.
- F6** displays the Conditional Output List Detail screen used to create a new conditional output list. (see page 5-45)
- F12** cancels any option entered and returns to the previous screen.
- F21** prints a listing of the conditional output list. (see page 5-49)

## F6 - Add a Conditional Output List

To create a new conditional output list:

1. Press **F6** on the **Work with Conditional Output** screen to display the **Conditional Output List** screen.

4/07/09 13:40:48	EZeDocs/400 Conditional Output List	F011DR FOCTL9
Cond List: █	Text: _____	
Form Name: _____	(Optional for Spool Link Conditions)	
Type choices, press Enter.		
	*DEF/*CND/	
Seq#	Output Queue	*ALL Library Source Output Connection Drawer Bin Type
10	_____	_____ *LIBL 1 *UPPER
20	_____	_____ *LIBL 1 *UPPER
30	_____	_____ *LIBL 1 *UPPER
40	_____	_____ *LIBL 1 *UPPER
50	_____	_____ *LIBL 1 *UPPER
60	_____	_____ *LIBL 1 *UPPER
70	_____	_____ *LIBL 1 *UPPER
80	_____	_____ *LIBL 1 *UPPER
		More...
F3=Exit F4=Prompt F5=Refresh F8=Conditon Output F12=Cancel (C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

2. Complete the fields:

- Cond List** A name for the new conditional output list. Enter this name in the **to output queue** field when merging the form to send the output to the destinations set up in the conditional output list
- Text** A text description of the conditional output list.
- Form Name** The name of a previously defined form may be entered here to allow prompting in the Name field on the Conditions screen.
- Seq #** The sequence number assigned to the output queue within the conditional output list. Use standard sequencing of 10, 20, 30, etc.
- Output Queue** The output queue where the conditioned output will print. Up to 8 different output queues may be used in a conditional output list. In addition, an output queue may be listed and conditioned multiple times within the list.

**\*DEF/\*CND/  
\*ALL**

An output queue that has not been conditioned must have an entry of \*DEF, \*CND or \*ALL in this field in order to receive output.

**Note:** Copies will not print to output queues set up with a value of \*DEF, \*CND or \*ALL.

**\*DEF** Print all output that does not meet any conditions in this output queue. \*DEF may only be entered for one output queue per conditional output list.

**\*CND** Print all output that does meet conditions in this output queue. \*CND may only be entered for one output queue per conditional output list.

**\*ALL** Print everything that was merged in this output queue.

**Library**

The location of the output queue. Use \*LIBL if unsure of the library name.

**Source Drawer**

The printer paper drawer to pull from when printing.

**Output Bin**

The bin to send the printed output to.

**Connection Type**

The printer connection type. All printers in a conditional output list must have the same connection type.

3. <ENTER> when the fields are complete to add the output queue to the conditional output list.
4. Repeat steps 2 and 3 to add additional output queues to the conditional output list.
5. Position the cursor on an output queue and press **F8** to add conditioning to the output queue. (See next page)
6. <ENTER> when all output queues are complete to return to the **Work with Conditional Output** screen.

**OR**

Press **F12** to return to the **Work with Conditional Output** screen without creating the conditional output list.

**OR**

Press **F3** to return to the **eForms Menu** without creating the conditional output list.



<b>Lin</b>	The line on the spool page where the conditioning data is located.
<b>Pos</b>	The position on the spool page where the conditioning data begins.
<b>Len</b>	The number of positions on the spool page occupied by the conditioning data.
<b>Test</b>	The test applied by the condition. Valid values are:  *EQ Equal To *NE Not Equal to *LE Less than or Equal to *GE Greater than or Equal to *LT Less Than *GT Greater Than
<b>Value</b>	The value to test for. Alpha and alphanumeric values must be enclosed in single quotes. Numeric values do not require quotes.  <b>OR</b>  Key:  *BLANK when testing for blank(s). *ZERO when testing for zero(s).

3. <ENTER> to add the condition statement.
4. Repeat steps 2 and 3 to continue adding condition statements.
5. <ENTER> when all required condition statements are complete to return to the **Conditional Output List** screen.

## F21 - Print List

The **Print List** function on the **Work with Conditional Output** screen prints a listing for a specific conditional output list or for all conditional output lists. To create a print list:

1. Press **F21** (shift+F9) to display the **Print Conditional Output Listing** screen.

```

11/17/04                      EZeDocs/400                      F0111R01
11:11:53                      Print Conditional Output Listing

Type choices, press Enter.

Conditional Output List . . . . *ALL_____ *ALL, Name ...
Output Queue . . . . . _____ Name
Library . . . . . _____ *LIBL Name, *LIBL
Source Drawer . . . . . 1 Character value

F3=Exit F4=Prompt F12=Cancel F19=Submit to batch
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

2. Complete the fields

**Conditional Output List**      The name of the conditional output list to print.  
Key **\*ALL** to print a listing for all lists.

**Output Queue**      Print output queue name

**Library**      Location of the output queue. Key **\*LIBL** if unsure of the library name.

**Source Drawer**      The printer paper drawer to pull from. Use **1** if unsure of the drawer.

3. **<ENTER>** to print the conditional output list listing  
**OR**

Press **F19** to run the print job in batch. The job will be submitted to the default job queue listed in the EZeDocs/400 User Setup file. If that is blank, the job will be submitted to the default job queue on the job description for the current session.  
**OR**

Press **F12** to return to the **Work with Conditional Output** screen without printing  
**OR**

Press **F3** to return to the **eForms Menu** without printing.

## Maintain Conditional Output Lists

Options available on the **Work with Conditional Output** screen allow the following maintenance functions to be performed on conditional output lists:

- Edit a conditional output list
- Copy a conditional output list
- Delete a conditional output list
- Display a conditional output list
- Print a conditional output list
- Rename a conditional output list

To use any of the options described in this section:

1. Key the option number in the **Opt** field to the left of the conditional output list to be maintained.
2. **<ENTER>** to display the associated maintenance screen.



## Edit a Conditional Output List

To edit a conditional output list:

1. Display the **Work with Conditional Output** screen.
2. Key a **2** in the **Opt** field to the left of the conditional output list to be edited.
3. **<ENTER>** to display the **Conditional Output List** screen.

```

4/07/09          EZeDocs/400          F0111DR
14:12:41          Conditional Output List      FOCTL9

Cond List: PICKTD   Text: TD - test V8.0
-----
Form Name: _____ (Optional for Spool Link Conditions)

Type choices, press Enter.
          *DEF/*CND/
Seq#   Output Queue   *ALL   Library   Source   Output   Connection
          |           |         |         |         |         |         |
c  10   TERRYD2         |         *LIBL     1         *UPPER   ASCII
c  20   RMTXER4510    |         *LIBL     1         *UPPER   ASCII
  30   _____    |         *LIBL     1         *UPPER
  40   _____    |         *LIBL     1         *UPPER
  50   _____    |         *LIBL     1         *UPPER
  60   _____    |         *LIBL     1         *UPPER
  70   _____    |         *LIBL     1         *UPPER
  80   _____    |         *LIBL     1         *UPPER
                                          More...

F3=Exit   F4=Prompt   F5=Refresh   F8=Conditon Output   F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
  
```

4. Edit the fields or add/delete output queues as necessary. See page 5-45 for field definitions.
5. **<ENTER>** when editing is complete to update the conditional output list and return to the **Work with Conditional Output** screen.

**OR**

Press **F12** to return to the **Work with Conditional Output** screen without updating the conditional output list.

**OR**

Press **F3** to return to the **eForms Menu** without updating the conditional output list.

## Copy a Conditional Output List

To copy a conditional output list:

1. Key a **3** (copy) in the **Opt** field on the **Work with Conditional Output** screen to the left of the conditional output list to be copied.
2. **<ENTER>** to display the **Copy Conditional Output List** screen.

11/17/04	EZeDocs/400	F0111AD
11:15:08	Copy Conditional Output List	FOCTL4
To copy Conditional Output List change New Name, press Enter.		
Cond. List	New Name	
INVOICES	<u>INVOICES</u>	
Bottom		
F3=Exit F5=Refresh F12=Cancel		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

3. Key a name for the new conditional output list in the **New Name** field.
4. **<ENTER>** to copy the conditional output list and return to the **Work with Conditional Output** screen.

**OR**

Press **F12** to return to the **Work with Conditional Output** screen without copying the conditional output list

**OR**

Press **F3** to return to the **eForms Menu** without copying the conditional output list.

## Delete a Conditional Output List

To delete a conditional output list:

1. Key a **4** (delete) in the **Opt** field on the **Work with Conditional Output** screen to the left of the conditional output list to be deleted.
2. **<ENTER>** to display the **Confirm Delete of Conditional Output** screen.

```
11/17/04                      EZeDocs/400                      F0111AD
11:16:05                      Confirm Delete of Conditional Output      FOCTL3

Press Enter to confirm your choices for Delete.
Press F12=Cancel to return to change your choices.

Option  Cond. List
  4      INVOICES

                                                                    Bottom

F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
```

3. **<ENTER>** to delete the conditional output list.

**OR**

Press **F12** to return to the **Work with Conditional Output** screen without deleting the conditional output list.

## Display a Conditional Output List

Option **5=Display** allows a conditional output list to be displayed but not edited. To display a conditional output list:

1. Key a **5** (display) in the **Opt** field on the **Work with Conditional Output** screen next to the conditional output list to be displayed..
2. **<ENTER>** to display the **Conditional Output List** screen. This screen cannot be edited in display mode.

```

4/07/09                      EZeDocs/400                      F0111DR
14:14:09                      Conditional Output List                      FOCTL9

Cond List: PICKTD   Text: TD - test V8.0
-----
Form Name: _____ (Optional for Spool Link Conditions)

Type choices, press Enter.
          *DEF/*CND/
Seq#   Output Queue  *ALL   Library   Source   Output   Connection
          *LIBL   *LIBL   Drawer   Bin      Type
c  10   TERRYD2        *LIBL   1         *UPPER   ASCII
c  20   RMTXER4510    *LIBL   1         *UPPER   ASCII
          *LIBL   1         *UPPER
          *LIBL   1         *UPPER
          *LIBL   1         *UPPER
          *LIBL   1         *UPPER
          *LIBL   1         *UPPER
          *LIBL   1         *UPPER
          *LIBL   1         *UPPER
More...

F3=Exit   F12=Cancel                      F8=Conditon Output
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

3. Press **F12** to return to the **Work with Conditional Output** screen

**OR**

Press **F3** to go to the **eForms Menu**.

## Print a Conditional Output List

To print a conditional output list:

1. Key a **6** (print) in the **Opt** field on the **Work with Conditional Output** screen to the left of the conditional output list to be printed.
2. **<ENTER>** to display the **Print Conditional Output List** screen.

11/17/04	EZeDocs/400	F011AD
11:17:50	Print Conditional Output List	FOCTL5
Press Enter to print your choices		
Output Queue	<u>SGREENS3</u>	
Library . .	<u>*LIBL</u>	
Source drawer	<u>1</u>	
Cond. List		
INVOICES		
Bottom		
F3=Exit F12=Cancel		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

3. Complete the fields

**Output Queue** Print output queue name

**Library** Location of the output queue. Key **\*LIBL** if unsure of the library name.

**Source Drawer** The printer paper drawer to pull from. Use **1** if unsure of the drawer.

4. **<ENTER>** to print the conditional output list.

**OR**

Press **F12** to return to the **Work with Conditional Output** screen without printing the conditional output list.

**OR**

Press **F3** to return to the **eForms Menu** without printing the conditional output list.

## Rename a Conditional Output List

To rename a conditional output list:

1. Key a **7** (rename) in the **Opt** field on the **Work with Conditional Output** screen to the left of the conditional output list to be renamed.
2. **<ENTER>** to display the **Rename Conditional Output List** screen.

11/17/04	EZeDocs/400	F0111AD
11:18:43	Rename Conditional Output List	FOCTL2
To rename Conditional Output list, type New Name, press Enter.		
Cond. List	New Name	
INVOICES	<u>INVOICES</u>	
		Bottom
F3=Exit F5=Refresh F12=Cancel		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

3. Key a new name for the conditional output list in the **New Name** field.
4. **<ENTER>** to rename the conditional output list and return to the **Work with Conditional Output** screen.

**OR**

Press **F12** to return to the **Work with Conditional Output** screen without renaming the conditional output list.

**OR**

Press **F3** to return to the **eForms Menu** without renaming the conditional output list.

## WORK WITH ESIGNATURES

The **Work with eSignatures** option is used to delete the PCL files that are stored on the IFS when:

- a form overlay with an ESIG command is merged and
- a form is signed or printed through WebView.

The **Purge Signature Documents** utility in the ACOM Utilities module can also be used to delete the PCL files created when forms are signed and printed through WebView. This is a mass purge based on document status and date. (See the Utilities Manual for more information.)

Select option **12, Work with eSignatures**, on the **EZeDocs/400 eForms Menu** to display the **Work with eSignatures** screen.

```

3/28/12                                EZeDocs/400                                EZESIG01AR
09:12:54                                Work With eSignatures                        EZESIG1SFL
                                           Pending Documents

Type Options, Press Enter.
4=Delete

Opt Date      ID                Description      Sts
-- 03/26/2012 ABBY L. SPEAKS    4589152        RDY
-- 03/26/2012 TERRY L. SMITH    0004587        RDY

                                           Bottom

F3=Exit  F5=Refresh  F11=Processed Documents  F12=Cancel  F17=Subset
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

## Functions

Functions are shown at the bottom of the screen. Press the corresponding function key to activate a function. Available functions are:

- F3** exits the screen and returns to the eForms Menu.
- F5** refreshes the screen.
- F11** toggles between the Pending Documents and Processed Documents views.
- F12** cancels any option entered and returns to the previous screen.
- F17** displays a subset list of documents.

### F11 - Views

Two views of the screen are available: **Pending Documents** and **Processed Documents**. Each one displays the Date, ID and Description metadata for each document as well as a document status. The Processed Documents view also shows the date and time that the document was processed.

Press **F11** to switch between views.

### View 1: Pending Documents

3/28/12	EZeDocs/400	EZESIG01AR	
09:12:54	Work With eSignatures	EZESIG1SFL	
Pending Documents			
Type Options, Press Enter.			
4=Delete			
Opt Date	ID	Description	Sts
— 03/26/2012	ABBY L. SPEAKS	4589152	RDY
— 03/26/2012	TERRY L. SMITH	0004587	RDY
			Bottom
F3=Exit F5=Refresh F11=Processed Documents F12=Cancel F17=Subset			
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.			

The status shown on this view will always be **RDY** (ready).

### View 2: Processed Documents

3/28/12	EZeDocs/400	EZESIG01AR			
12:50:34	Work With eSignatures	EZESIG1SFL			
Processed Documents					
Type Options, Press Enter.					
4=Delete					
---Processed---					
Opt Date	ID	Description	Sts	Date	Time
— 03/26/2012	RICHARD ALLEN	1234567	SGD	03/26/2012	14:38
— 03/26/2012	RICHARD ALLEN	1234567	SGD	03/26/2012	14:41
— 03/26/2012	RICHARD ALLEN	1234567	SGD	03/26/2012	14:46
			Bottom		
F3=Exit F5=Refresh F11=Pending Documents F12=Cancel F17=Subset					
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.					

The status shown on this view can be **SGD** (signed but not printed) or **PRT** (signed and printed).



## F17 - Subset Lists

A subset list of documents shows only documents matching the criteria set up on the **Subset List** screen. To create a subset list:

1. Press **F17** (shift+F5) to display the **Subset List** screen.

```

3/28/12          eSignature/400          EZESIG01DR
13:23:07          Subset List          EZESIGF02
                Processed Documents

Type choices, press Enter.

Status. . . . . *ALL          *ALL, PRT, SGD

Date (Metadata) :
  From Date . . . _____ MMDDYYYY
  To Date . . . . _____ MMDDYYYY

F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

2. Complete the fields:

**Status**            The status to include in the list. The status for a **Pending** document subset list will always be **Rdy**. For a **Processed** document subset list the available statuses are:

- \*ALL**    Include all statuses (default).
- PRT**    Include only documents that have been signed and printed.
- SGD**    Include only documents that have been signed but not printed.

**Date (Metadata)**    Documents within the indicated date range (based on the metadata date) will be included in the list.

- From Date**        Range starting date
- To Date**         Range ending date

3. **<ENTER>** to display the subset list.

**OR**

Press **F12** to return to the **Work with eSignatures** screen without creating the subset list.

## Delete Documents

Documents can be deleted from the Pending Documents and the Processed Documents views.

1. Enter a **4** (Delete) in the **Opt** column to the left of documents to delete.
2. **<ENTER>** to open the **Work with eSignatures DELETE** screen.

```
3/28/12          EZeDocs/400          EZESIG01BR
15:31:56          Work With eSignatures  EZESIG1SFL
                  DELETE

Press Enter To Confirm your Choices for 4=Delete
Press F12 to return to change your choices

Opt Date      ID          Description      Sts
4  03/26/2012 TERRY L. SMITH  0004587        RDY

Bottom

F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
```

3. **<ENTER>** to delete the selected documents.  
**OR**  
Press **F12** to return to the **Work with eSignatures** screen without deleting the documents.

## CHAPTER 6 AUTO MERGES

### INTRODUCTION

An auto merge, once started, monitors a specified output queue for spool files. Spool files matching pre-defined criteria are automatically merged with specified forms.

There are three steps to setting up an auto merge.

**Step 1**

Create the merge specifying the form(s) to be merged and spool file selection criteria.

**Step 2**

Assign the merge to the output queue to be monitored.

**Step 3**

Start the auto merge.

Each of these steps is explained in detail in this chapter. Maintaining and stopping an auto merge are also explained.

## WORK WITH AUTO MERGE SCREEN

Select option **8**, **Work with auto merges**, from the **EZeDocs/400 eForms Menu** to display the **Work With Auto Merges** screen listing all auto merges.

```
12/11/02          EZeDocs/400          F0307AR
09:15:34          Work with Auto Merges  F0307AS1

Position to . . . . . _____

Type options, press Enter.
 2=Edit  3=Copy  4=Delete  5=Display  6=Print  7=Rename

Opt  Name      Text
--  -
 2   KIAMOS2   merge using kiamos2
 3   SGHRGFRM  Sample Auto Merge

More...

F3=Exit  F5=Refresh  F6=Add  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
```

### Options

Options are listed across the top of the screen. Key an option number in the **Opt** field to the left of an auto merge and **<ENTER>** to select the option. Available options are:

- Edit an existing auto merge
- Copy an auto merge
- Delete an auto merge
- Display an auto merge
- Print an auto merge
- Rename an auto merge

Multiple options may be selected. EZeDocs/400 will process each option in order.

### Functions

Functions are shown at the bottom of the screen. Press the corresponding function key to activate a function. Available functions are:

- F3** exits the screen and returns to the eForms Menu.
- F6** creates a new automerge.
- F5** refreshes the screen after making changes or adding a new auto merge.
- F12** cancels any option entered and returns to the eForms Menu.

## CREATE AN AUTO MERGE

To create a new auto merge:

1. Go to the **Work With Auto Merge-Forms** screen.
2. Press **F6** to open the **Add Auto Merge** box.

```

Add Auto Merge

Auto Merge . . _____

F3=Exit  F12=Cancel
    
```

3. Key a name for the new auto merge.
4. **<ENTER>** to display the **Work With Auto Merges Create** screen.

```

10/17/02                EZeDocs/400                F0307AR
08:34:50                Work with Auto Merges          F0307A01
                        CREATE
Auto Merge name: SGNEWMRG
Form name . . . . . _____ Name, ...
Criteria to select spool files:
(Select one or more)
Form type (case sensitive) _____ Name, *ALL
Printer file name . . . . . _____ Character value, ...
User data . . . . . _____ Character value, ...
User Id . . . . . _____ Character value, ...
Job name . . . . . _____ Name, ...
Job number . . . . . _____ 0-999999
Spool file number . . . . . _____ 1-999999
Send spool file merged with form to:
Output queue . . . . . *FROM _____ Name, *FROM ...
Library . . . . . *LIBL _____ Name, *LIBL
Save original spooled file *YES _____ *NO, *YES, *SPL
Move orig spool file to outq _____ Name ...
Library . . . . . *LIBL _____ Name, *LIBL
Text . . . . . _____
More...

F3=Exit  F4=Prompt  F12=Cancel  F17=Sort
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

Forms can be sorted to print in the order specified on the **Form Sort Definition** screen. Press **F17** (shift+F5) on any **Work with Auto Merges Create** screen to display the **Form Sort Definition** screen. See **Sort Forms** in of this section for details.

5. Complete the fields.

**Form name**                      The name of the form to print. Press **F4** to display a list of forms.

**Criteria to Select Spool Files**              This information defines the spool file(s) to be merged with the specified form. A combination of one or more of the following seven fields may be entered.

<b>Form Type</b>	The form type assigned to the spool file.
<b>Name</b>	Select every spool file in the output queue with this form type. (case sensitive)
<b>*ALL</b>	Select all spool files in the output queue.
<b>*LAST</b>	Select the last spool file generated by the current job. The job name must be * to use *LAST.
<b>Printer File Name</b>	The printer file name used when the spool file was created. Select every spool file in the output queue with this printer file name.
<b>User Data</b>	The user data information attribute of the spool file. Select every spool file in the output queue with this user data value.
<b>User ID</b>	The user ID associated with the spool file. Select every spool file in the output queue with this user ID.
<b>Job name</b>	The job name associated with the spool file or * to merge with the current job. Select every spool file in the output queue with this job name.
<b>Job number</b>	The job number associated with the spool file. Select every spool file in the output queue with this job number.
<b>Spool file number</b>	Spool files generated by this spool file number will be selected.

**Send spool file merged with form to:**

<b>Output Queue</b>	The previously defined output queue, distribution list or conditional output list to send the merged output to. Press <b>F4</b> to display a list of output queues, distribution lists and conditional output lists. Valid options are:  <b>Name</b> Specific output queue, distribution list or conditional output list name. <b>*FROM</b> Send merged output to the output queue from which the original spool file is pulled.
<b>Library</b>	Location of the to output queue. Use <b>*LIBL</b> if unsure of the library name.

**Save original spool file**

Whether or not to save the original copy of the spool file in the original output queue.

- \*NO** Delete the original spool file after completing the merge.
- \*YES** Save the original spool file after completing the merge.
- \*SPL** Retrieve the value for this parameter from the original spool file attributes.

**Move original spool file**

Key an output queue name to move the original spool file after the merge is finished,. If this is not done, the same spool file will be merged repeatedly.

**Library**

The location of the Move To output queue. Use **\*LIBL** if unsure of the library name.

**Text**

A text description of the auto merge.

6. **PAGE DOWN** to display the next screen.

6/13/11	EZeDocs/400	F0307AR
11:24:57	Work with Auto Merges	F0307A02
	CREATE	
Auto Merge name: DUPLEX		
Override spool copies . . .	0000	0000-9999
Collate . . . . .	*NO	*NO, *YES
Duplex mode . . . . .	*NO	*NO, *YES, *TUMBLE
Back side form name . . .		Name, ...
Print spool data on back .	*NO	*NO, *YES, *SAME
Optional Break . . . . .		Name, ...
Column offset . . . . .		60- to 60
Page range to print:		
Start page . . . . .	0000001	Number
Ending page . . . . .	9999999	Number
Combine spool files . . .	*YES	*NO, *YES
Suppress messages . . . .	*NO	*NO, *YES
Force overlay download . .	*NO	*NO, *YES, *TEMP
More...		
F3=Exit F4=Prompt F12=Cancel F17=Sort		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

7. Change fields if necessary.

**Override spool copies**

Key a number from 1-9999 to override the number of copies indicated in the spool file.

If the merged output is being sent to a distribution list and the number of copies entered here is fewer than the number of output queues set up in the distribution list, the number entered here will determine the number of copies produced. For example, entering a 2 in this field when merging to a distribution list with 4 output queues will cause copies to be

printed to only the first 2 output queues in the distribution list.

If the merged output is being sent to a distribution list and the number of copies entered here is greater than the number of output queues set up in the distribution list, the number of output queues set up in the distribution list will determine the number of copies produced. For example, entering a 6 in this field when merging to a distribution list with 4 output queues will cause copies to be printed to only the 4 output queues set up in the distribution list.

**Collate**

Indicates the order in which copies of the merged document will print. If multiple copies are not being printed, this field is ignored.

**\*YES** Collate the copies. **\*YES** is required when printing to a distribution list or if the form has header conditions.

**\*NO** Do not collate the copies. **\*NO** is required when working with conditional output.

**Duplex Mode**

Whether or not to print on both sides of the page.

**\*NO** print on one side

**\*YES** print on both sides

**\*TUMBLE** print on both sides with the top of the page at opposite ends of the paper.

When printing in duplex, each side of the paper is considered a page for numbering purposes. The front sides will always be odd numbered. The back sides will always be even numbered.

A duplex capable printer with the duplex option installed is required for duplex printing. Refer to the printer manuals or call ACOM Solutions, Inc. if more information is required.

**Backside form name**

The name of the form to print on the back of the page if duplexing.

**Print spool data on back**

Whether or not to print spool file data on the back of a merged form when printing in duplex..

**\*NO** prevents spool file data from printing on the back.

**\*YES** prints spool file data on both sides of the page.

**\*SAME** prints the same spool file data on the front and back of the page.



- Optional Break** Press **F4** to select an STEXT command to use as an optional break. A change in the spool file data in the selected STEXT field will trigger the duplex printing to print that page on the front side of a page. Duplex printing will then continue as normal until there is another change in the spool data for that STEXT command which will trigger that page to be printed on the front side, etc.
- Optional break will only work for printed forms. It is not valid for sets, conditional output, EMAIL, FAX, PDF or ECM commands.
- Column offset** This option shifts the entire spool job to the right or left up to **60** columns. To shift the data, type the number of columns and press **FIELD+** or **FIELD-**.
- FIELD+** shifts data to the right.  
**FIELD-** shifts data to the left.
- Shifting spool data may cause data to be truncated if it is shifted into the unprintable area.
- Page range to print**
- Starting page** The page to start merging and printing.
- Ending page** The page to end merging and printing.
- Combine spool files** Whether or not to combine spool files before merging and printing.
- \*YES** Combine spool files. One merge file will be output.
- Duplex printing-**The last and first pages of consecutive spool files may print on the same page. For example, if the first spool file has an odd number of pages, the first page of the following spool file will print on the back of the last page of the previous spool file.
- \*NO** Do not combine spool files. Multiple merge files will be output.
- Duplex printing-**An extra page eject is automatically added. Each spool file begins printing on the front side of the page.
- Suppress Messages** Whether or not to send out informational messages during and after the merge process.
- \*YES** Suppress messages

**\*NO** Send messages

**Force overlay download**

Whether or not to download the form overlay with each spool file page that is sent to the printer.

**\*YES** Download the overlay with each spool file page. This slightly reduces print speed but ensures that the necessary forms and images are downloaded at print time. (Recommended)

**\*NO** download the overlay to memory once. Select the **Delete resources from printer** menu option to remove downloaded items from printer memory.

**\*TEMP** download the overlay temporarily. If the printer is reset, the overlay will be deleted from the printer's memory.

8. **PAGE DOWN** to display the next screen.

```

10/25/10                      EZeDocs/400                      F0307AR
15:44:48                      Work with Auto Merges          F0307A03
                                CREATE
Auto Merge name: SGNEWMRG

New form type . . . . . *STD          *SAME, Character value
Hold merged spool file . . . *NO       *NO, *YES
Save merged spool file . . . *NO       *NO, *YES
Schedule immediate . . . . . *YES      *NO, *YES
Source drawer . . . . . 1            Character value...
Output Bin . . . . . *LOWER          *LOWER, *UPPER, @-13, *HC0, *HC0x
Staple . . . . . *NONE              *NONE, ...
Break By . . . . .                  *COPY, Name, ...
Spool data font . . . . . *SAME      *SAME, Name, ...
Point size . . . . . 000           @-999 (HP only)
Code Page . . . . .                Name, ... (AFP only)
Page size:
Length--lines per page . . 00000    1-255
Width--positions per line 00000     1-280

F3=Exit  F4=Prompt  F12=Cancel  F17=Sort
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
More...
    
```

9. Change fields if necessary.

**New form type**

The form type to be placed on the spool file generated from the merge job. Valid options are:

**\*SAME** Use the same form type as the original spool file.

**Value** Specific form type to use.

**Hold merged spool file**

Whether or not to automatically put the output spool file from the merge job on hold.

**Save merged spool file**

Whether or not to save a copy of the merged output job in the output queue after printing.

**Schedule immediate** Whether or not to start sending data to the printer as soon as data is available. If **\*NO** is entered, data will not be sent to the printer until the merge job is complete. **\*NO** must be entered if the To Output Queue is KUOUTQ (used with the PDF utility).

**Source drawer** Printer drawer to pull paper from when printing the merged document. This field is used only when printing to a single output queue. It is not valid when printing to a distribution list or working with conditional output.

Any available source drawer for the printer assigned to the output queue named in the **to output queue** field may be used. (See the printer definition for a list of source drawers.) Accept the default of 1 if you are not sure of the value to use.

It is possible to pull paper from several source drawers when printing copies. Position the cursor in this field and press **F4** to display the **Source Drawer** pop up box.

```

PRINTER MODEL - *HP2100

Collate *NO - Performs page sequencing
Collate *YES - Performs copy sequencing
Select F1 (Help) for additional details

Select drawer sequence, press enter

   Source
Seq  Drawer  Description
---  ---
   1      Source Drawer 1
   2      Source Drawer 2
   3      Source Drawer 3
   4      Source Drawer Auto Select
   M      Manual Feed Paper
   E      Manual Feed Envelope
                                           Bottom
F3=Exit  F12=Cancel

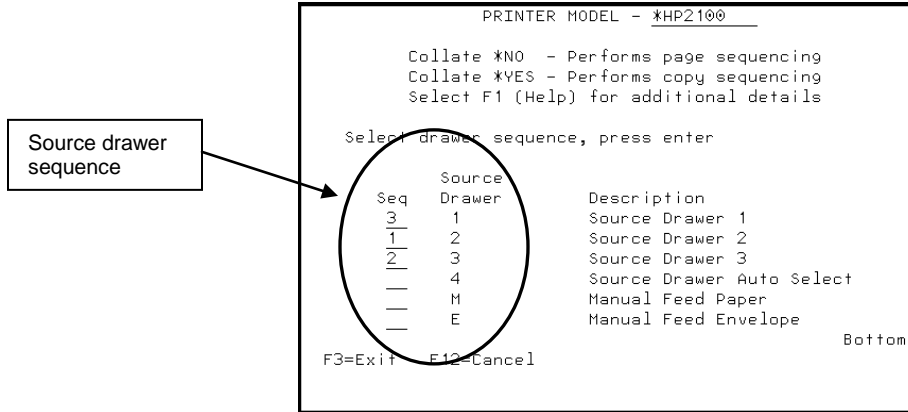
```

This box displays the source drawers defined (in the printer definition) for the printer model shown at the top of the box. The printer model shown is the one assigned to the output queue named in the **to output queue** field on the first screen of the auto merge set up. Be aware that your printer may not have all of the source drawers shown in the Source Drawer pop up box.

Key numbers in the **Seq** fields to indicate the sequence in which the source drawers should be used. Note that the value in the **Collate** field determines whether the output is produced in page sequence or copy sequence. The example below shows how the value in the **Collate** field affects the source drawer usage.

**Example:**

In the example on the next page, **2 copies** of a **3 page spool file** are being printed and the source drawer sequence has been set up as shown below. The tables illustrate how the value in the **Collate** field affects source drawer usage.



**Collate = \*NO**

Source Drawer	Copy	Page
2	1	1
3	2	1
1	1	2
2	2	2
3	1	3
1	2	3

**Collate = \*YES**

Source Drawer	Copy	Page
2	1	1
2	1	2
2	1	3
3	2	1
3	2	2
3	2	3

**Output Bin**

The output bin in which to stack the output. Valid options are **\*UPPER** and **\*LOWER**.

**Staple**

The staple type to use on the document. Press **F4** to display a list of options.

- \*None** Do not staple
- \*One** One staple
- \*Two** Two staples
- \*Three** Three staples
- \*Six** Six staples
- \*Oneangled** One, angled staple

**Note:** If you are using a distribution list, the F4 prompt is not valid. Stapling options are set in the distribution list.

**Break By**

Criteria used to break the file into multiple, stapled documents. This option is not valid when using **Staple** with sets.

**\*Copy** Staple each copy of a document.

**Name** Break based on a change in STTEXT value. Press **F4** to display a list of STTEXT commands.

**Spool Data Font** The font to use for the spool file data. The font keyed here will override the Font Identifier in the spool file attributes. **If a proportional font is selected, it will be impossible to line up columns of data on the page.**

**Point size** The height of the font to use for the spool file data. A point is about 1/100th of an inch. A 50 point font is about 1/2" inch tall. This field is only required when using scalable fonts.

**Code page** The Code Page to use for font selection when printing to an AFP printer.

**Page Size:** The page length and width of the output file created from the merge job. This is **not** supported for AFP printers

**Length – lines per page** The length of the page.

**Width – Positions per line** The width of the page.

10. Press **Page Down** to display the next screen.

```

10/25/10                                EZeDocs/400                                F0307AR
15:49:06                                Work with Auto Merges                        F0307A04
                                           CREATE
Auto Merge name: SGNEWMRG

Degree of page rotation . . . _____    0, 90
Lines per inch . . . . . _____    3, 4, 6, 7.5, 8, 9, 12
User Data (case sensitive) . *DEFAULT      *DEFAULT, *SPOOL, *USER, Char.
Output priority (on OUTQ) . *JOB           *JOB, *SPL, 1-9
Spool file owner . . . . . *SPL           *JOB, *SPL

                                           Bottom

F3=Exit  F4=Prompt  F12=Cancel  F17=Sort
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

11. Complete the fields.

**Degree of Page Rotation** The page rotation used for the print job. **Not** supported for AFP printers. Valid options are **0** and **90**.

<b>Lines Per Inch</b>	The number of lines per inch (LPI). <b>Not</b> supported for AFP printers
<b>User Data</b>	EZeDocs/400 automatically generates user data information on the spool file created from the merge program. Change this option to override the default.  <b>*DEFAULT</b> Generate user data information on the spool file created from the merge program <b>*SPOOL</b> Pull the user data from the original spool file. <b>*USER</b> Enter the user profile into the user data field.
<b>Output priority (on OUTQ)</b>	The output priority for spooled output files produced by this job. The highest priority is <b>1</b> and the lowest is <b>9</b> .  <b>*JOB</b> Use the output priority associated with the job that created the spool file. <b>*SPL</b> Use the output priority associated with the spool file used in the merge.
<b>Spool file owner</b>	Determines the owner assigned to the new spool file.  <b>*JOB</b> Assigns the job user profile as the owner of the new spool file.  <b>*SPL</b> Assigns the owner of the original spool file as the owner of the new spool file.  If the <b>Combine spool files</b> field on the second Work with Auto Merge screen is set to <b>*Yes</b> , the owner of the last spool file selected from the out queue will be named as the owner of the combined spool file.

12. <**ENTER**> to create the auto merge

**OR**

Press **F3** to return to the **eForms Menu** without creating the auto merge.

## Sort Forms

Forms can be sorted by spool file data and printed in the order specified on the **Form Sort Definition** screen. Press **F17** (shift+F5) on any of the **Work with Auto Merges CREATE** screens to display the **Form Sort Definition** screen.

**Important:** Sorting is not valid when merging with a set.

```

4/04/02                      EZeDocs                      F0307AR
09:33:20                    Work with Auto Merges        F0307A23
                             Form Sort Definition

Auto Merge name: SGNEWMRG

Sort by field 1 . . . . . _____ Name, ...
Sort by Order . . . . . *ASCEND *ASCEND, *DESCEND
Sort by field 2 . . . . . _____ Name, ...
Sort by Order . . . . . *ASCEND *ASCEND, *DESCEND
Sort by field 3 . . . . . _____ Name, ...
Sort by Order . . . . . *ASCEND *ASCEND, *DESCEND
Sort by field 4 . . . . . _____ Name, ...
Sort by Order . . . . . *ASCEND *ASCEND, *DESCEND

F3=Exit  F4=Prompt  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

Complete the fields to set up the sort.

### Sort by field

The name of the spool text to sort by. Up to four sorts can be specified. Press **F4** to display a list of available spool text.

To sort using spool data not printed on the form:

- d. Set up an **STEXT** command in the form for the spool data to be used in the sort.
- e. Key **\*NONE** as the action in the **ACTION** field.
- f. Select that spool text as the **Sort by field** when setting up the merge.

```

Make selection, press Enter.

sel Name (Spool Text)  Lin  Pos  Len
-   FAX #              003  014  012
-   Subtotal           052  065  011
-   Sales tax          054  065  011
-   Total              056  065  011

F3=Exit  F12=Cancel

Bottom
    
```

**Sort by Order**

Forms can be sorted in ascending or descending order.

**\*ASCEND** Sort in ascending order (default).

**\*DESCEND** Sort in descending order.

<ENTER> when the fields are complete to return to the **Work with Auto Merges CREATE** screen.



## MAINTAIN AUTO MERGES

Options available on the **Work with Auto merge** screen allow the following maintenance functions to be performed:

- Edit an auto merge
- Copy an auto merge
- Delete an auto merge
- Display an auto merge
- Print an auto merge set up listing
- Rename an auto merge

To use any of the options described in this section:

1. Key the option number in the **Opt** field to the left of the auto merge to be maintained.
2. **<ENTER>** to display the associated maintenance screen.

## Edit an Auto Merge

To edit an auto merge:

1. Key a **2** (edit) in the **Opt** field on the **Work With Auto Merges** screen to the left of the auto merge to be edited.
2. **<ENTER>** to display the **Work With Auto Merges Edit** screen.  
Press **F17** (shift+F5) at any time during the editing process to modify the sort criteria used when printing the forms.

```

10/17/02                      EZeDocs/400                      F0307AR
08:38:46                      Work with Auto Merges      F0307A01
                                EDIT
Auto Merge name: SGMRGFRM
Form name . . . . . XMM1          Name, ...
Criteria to select spool files:
(Select one or more)
Form type (case sensitive) MM1    Name, *ALL
Printer file name . . . . .      Character value, ...
User data . . . . . MM1          Character value, ...
User Id . . . . . TGAUTH         Character value, ...
Job name . . . . .              Name, ...
Job number . . . . .            0-999999
Spool file number . . . . .      1-999999
Send spool file merged with form to:
Output queue . . . . . TGAUTHS2   Name, *FROM ...
Library . . . . . *LIBL          Name, *LIBL
Save original spooled file . *YES  *NO, *YES, *SPL
Move orig spool file to outq TGAUTHS2 Name ...
Library . . . . . *LIBL          Name, *LIBL
Text . . . . . Sample Auto Merge
                                More...

F3=Exit  F4=Prompt  F12=Cancel  F17=Sort
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

3. Edit fields as necessary

**Form name**                      The name of the form to print. Press **F4** to display a list of forms.

**Criteria to Select Spool Files**      This information defines the spool file(s) to be merged with the specified form. A combination of one or more of the following seven fields may be entered.

**Form Type**                      The form type assigned to the spool file.

- Name**                      Select every spool file in the output queue with this form type. (case sensitive)
- \*ALL**                      Select all spool files in the output queue.
- \*LAST**                      Select the last spool file generated by the current job. The job name must be \* to use \*LAST.

**Printer File Name**              The printer file name used when the spool file was created. Select every spool file in the output queue with this printer file name.

**User Data**                      The user data information attribute of the spool file. Select every spool file in the output queue with this user data value.

<b>User ID</b>	The user ID associated with the spool file. Select every spool file in the output queue with this user ID.
<b>Job name</b>	The job name associated with the spool file or * to merge with the current job. Select every spool file in the output queue with this job name.
<b>Job number</b>	The job number associated with the spool file. Select every spool file in the output queue with this job number.
<b>Spool file number</b>	Spool files generated by this spool file number will be selected.

**Send spool file merged with form to:**

**To Output Queue** The output queue or distribution list to send the merged output to. The output queue or distribution list must already be defined. Press **F4** to display a list of output queues and distribution lists. Valid options are:

<b>Name</b>	Specific output queue or distribution list name.
<b>*FROM</b>	Send merged output to the output queue from which the original spool file is pulled.

**Library** Location of the to output queue. Use **\*LIBL** if unsure of the library name..

**Save original spool file** Whether or not to save the original copy of the spool file in the original output queue.

<b>*NO</b>	Delete the original spool file after completing the merge.
<b>*YES</b>	Save the original spool file after completing the merge.
<b>*SPL</b>	Retrieve the value for this parameter from the original spool file attributes.

**Move original spool file** Key an output queue name to move the original spool file after the merge is finished,. If this is not done, the same spool file will be merged repeatedly.

**Library** The location of the Move To output queue. Use **\*LIBL**. If unsure of the library name.

**Text** A text description of the auto merge.

4. **PAGE DOWN** to display the next screen.

```

6/13/11                               EZeDocs/400                               F0307AR
09:48:15                               Work with Auto Merges                          F0307A02
                                           EDIT

Auto Merge name: I2291

Override spool copies . . . 0001          0000-9999
Collate . . . . . *NO                   *NO, *YES
Duplex mode . . . . . *NO                *NO, *YES, *TUMBLE
  Back side form name . . .              Name, ...
  Print spool data on back . . . *NO    *NO, *YES, *SAME
  Optional Break . . . . .              Name, ...
Column offset . . . . .                60- to 60
Page range to print:
  Start page . . . . . 0000001          Number
  Ending page . . . . . 9999999        Number
Combine spool files . . . . *YES        *NO, *YES
Suppress messages . . . . *NO          *NO, *YES
Force overlay download . . . *NO        *NO, *YES, *TEMP

                                           More...

F3=Exit  F4=Prompt  F12=Cancel  F17=Sort
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

5. Edit fields as necessary.

**Override spool copies**

Key a number from 1-9999 to override the number of copies indicated in the spool file.

If the merged output will be sent to a distribution list, the number of copies is determined by the number of output queues in the distribution list. Entering a value in this field will send additional copies to each output queue in the distribution list. For example, entering a 3 here will send three copies to each distribution list output queue.

**Collate**

Indicates the order in which copies of the merged document will print. If multiple copies are not being printed, this field is ignored. This field is valid when printing to a single output queue or to a distribution list.

**\*YES** Collate the copies. For example, if the value in the Override spool copies field is 3, copies are printed out as page 1-copy 1, page 2-copy 1, page 3-copy 1, page 1-copy 2, page 2-copy 2, page 3-copy 2, etc..

**\*NO** Do not collate the copies. For example, if the value in the Override spool copies field is 3, copies are printed out as page 1-copy 1, page 1-copy 2, page 1-copy 3, page 2-copy 1, page 2-copy 2, page 2-copy 3, etc.

\*NO cannot be selected if the form has conditions.

<b>Duplex Mode</b>	<p>Whether or not to print on both sides of the page.</p> <p><b>*NO</b>            print on one side  <b>*YES</b>            print on both sides  <b>*TUMBLE</b> print on both sides with the top of the page at opposite ends of the paper.</p> <p>When printing in duplex, each side of the paper is considered a page for numbering purposes. The front sides will always be odd numbered. The back sides will always be even numbered.</p> <p>A duplex capable printer with the duplex option installed is required for duplex printing. Refer to the printer manuals or call ACOM Solutions, Inc. if more information is required.</p>
<b>Backside form name</b>	<p>The name of the form to print on the back of the page if duplexing.</p>
<b>Print spool data on back</b>	<p>Whether or not to print spool file data on the back of a merged form when printing in duplex..</p> <p><b>*NO</b>            prevents spool file data from printing on the back.  <b>*YES</b>            prints spool file data on both sides of the page.  <b>*SAME</b>        prints the same spool file data on the front and back of the page.</p>
<b>Optional Break</b>	<p>Press <b>F4</b> to select an <b>STEXT</b> command to use as an optional break. A change in the spool file data in the selected <b>STEXT</b> field will trigger the duplex printing to print that page on the front side of a page. Duplex printing will then continue as normal until there is another change in the spool data for that <b>STEXT</b> command which will trigger that page to be printed on the front side, etc.</p> <p>Optional break will only work for printed forms. It is not valid for sets, conditional output, <b>EMAIL</b>, <b>FAX</b>, <b>PDF</b> or <b>ECM</b> commands.</p>
<b>Column offset</b>	<p>This option shifts the entire spool job to the right or left up to <b>60</b> columns. To shift the data, type the number of columns and press <b>FIELD+</b> or <b>FIELD-</b>.</p> <p><b>FIELD+</b>        shifts data to the right.  <b>FIELD-</b>        shifts data to the left.</p> <p>Shifting spool data may cause data to be truncated if it is shifted into the unprintable area.</p>

**Page range to print**

**Starting page** The page to start merging and printing.

**Ending page** The page to end merging and printing.

**Combine spool files**

Whether or not to combine spool files before merging and printing.

**\*YES** Combine spool files. One merge file will be output.

**Duplex printing**-The last and first pages of consecutive spool files may print on the same page. For example, if the first spool file has an odd number of pages, the first page of the following spool file will print on the back of the last page of the previous spool file.

**\*NO** Do not combine spool files. Multiple merge files will be output.

**Duplex printing**-An extra page eject is automatically added. Each spool file begins printing on the front side of the page.

**Suppress Messages**

Whether or not to send out informational messages during and after the merge process.

**\*YES** Suppress messages

**\*NO** Send messages

**Force overlay download**

Whether or not to download the form overlay each time the merge is run.

**\*YES** download the overlay each time for each form. This slightly reduces print speed but ensures that the necessary forms and images are downloaded at print time.

**\*NO** download the overlay to memory once. Select the **Delete resources from printer** menu option to remove downloaded items from printer memory.

**\*TEMP** download the overlay temporarily. If the printer is reset, the overlay will be deleted from the printer's memory.

6. **PAGE DOWN** to display the next screen.

```

4/04/02                      EZeDocs                      F0307AR
09:51:02                    Work with Auto Merges    F0307A03
                               EDIT

Auto Merge name: SGMRGFRM

New form type . . . . . *STD          *SAME, Character value
Hold merged spool file . . . *YES      *NO, *YES
Save merged spool file . . . *YES      *NO, *YES
Schedule immediate . . . . . *YES      *NO, *YES
Source drawer . . . . . 1            Character value
Output Bin . . . . . *LOWER          *LOWER, *UPPER, 0-13
Spool data font . . . . . *SAME      *SAME, Name, ...
  Point size . . . . . 000          0-999 (HP only)
  Code Page . . . . .             Name, ... (AFP only)
Page size:
  Length--lines per page . . 00085    1-255
  Width--positions per line 00000      1-280
Degree of page rotation . . .       0, 90
Lines per inch . . . . . 8          3, 4, 6, 7.5, 8, 9, 12
User Data (case sensitive) . *DEFAULT *DEFAULT, *SPOOL, *USER, Char.
Output priority (on OUTQ) . *JOB      *JOB, *SPL, 1-9

F3=Exit  F4=Prompt  F12=Cancel  F17=Sort
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
More...

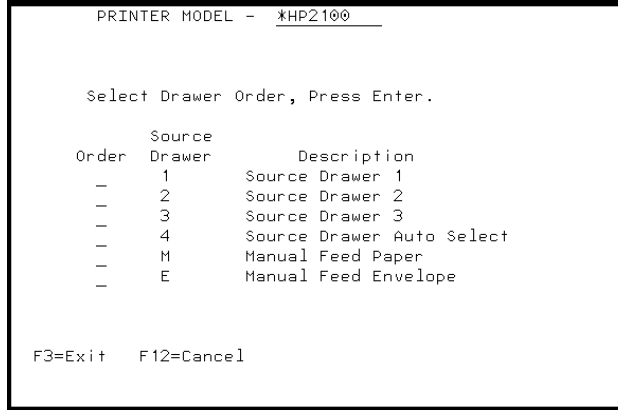
```

7. Edit fields as necessary.

- New form type**            The form type to be placed on the spool file generated from the merge job. Valid options are:

  - \*SAME**            Use the same form type as the original spool file.
  - Value**            Specific form type to use.
  
- Hold merged spool file**    Whether or not to automatically put the output spool file from the merge job on hold.
  
- Save merged spool file**    Whether or not to save a copy of the merged output job in the output queue after printing.
  
- Schedule immediate**    Whether or not to start sending data to the printer as soon as data is available. If **\*NO** is entered, data will not be sent to the printer until the merge job is complete.
  
- Source drawer**            Printer drawer to pull paper from when printing the merged document. This field is used only when printing to a single output queue. It is not valid when printing to a distribution list. Valid values are **1, 2, 4, 4, E** or **M**.

When copies are being printed it is possible to pull paper from different source drawers. Position the cursor in this field and press **F4** to display the **Drawer Order** pop up box. This box displays the source drawers that are listed in the printer definition that is associated with the form being merged. Be aware that your printer may not have all of the source drawers listed in the box.



Key numbers in the Order fields to indicate the order in which the source drawers should be used. In the illustration above, keying a 1 in Source Drawer 2, a 2 in source drawer 3 and a 3 in source drawer 1 will result in copy 1 printing from source drawer 2, copy 2 printing from source drawer 3 and copy 3 printing from source drawer 1. If more than 3 copies are requested, copy 4 will print from source drawer 2, copy 5 will print from source drawer 3, copy 6 will print from source drawer 1, etc.

**Output Bin**

The output bin in which to stack the output. Valid options are **\*UPPER** and **\*LOWER**.

**Spool Data Font**

The font to use for the spool file data. The font keyed here will override the Font Identifier in the spool file attributes. **If a proportional font is selected, it will be impossible to line up columns of data on the page.**

**Point size**

The height of the font to use for the spool file data. A point equals about 1/100th of an inch. A 50 point font is about 1/2" inch tall. This field is only required when using scalable fonts.

**Code page**

The Code Page to use for font selection when printing to an AFP printer.

**Page Size:**

The page length and width of the output file created from the merge job. This is **not** supported for AFP printers

**Length – lines per page**

The length of the page.

**Width – Positions per line**

The width of the page.

**Degree of Page Rotation**

The page rotation used for the print job. **Not** supported for AFP printers Valid options are **0** and **90**.



- Lines Per Inch** The number of lines per inch (LPI). **Not** supported for AFP printers.
- User Data** EZeDocs/400 automatically generates user data information on the spool file created from the merge program. Change this option to override the default.
- \*DEFAULT** Generate user data information on the spool file created from the merge program
  - \*SPOOL** Pull the user data from the original spool file.
  - \*USER** Enter the user profile into the user data field.
- Output priority (on OUTQ)** The output priority for spooled output files produced by this job. The highest priority is **1** and the lowest is **9**.
- \*JOB** Use the output priority associated with the job that created the spool file.
  - \*SPL** Use the output priority associated with the spool file used in the merge.

8. Press **Page Down** to display the next screen.

```

4/04/02                                EZeDocs                                F0307AR
09:52:14                                Work with Auto Merges                    F0307A04
                                           EDIT
Auto Merge name: SGMRGFRM
Spool file owner . . . . . *JOB           *JOB, *SPL

                                           Bottom

F3=Exit  F4=Prompt  F12=Cancel  F17=Sort
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

9. Complete the field.

- Spool file owner** Determines the owner assigned to the new spool file.
- \*JOB** Assigns the job user profile as the owner of the new spool file.
  - \*SPL** Assigns the owner of the original spool file as the owner of the new spool file.

If the **Combine spool files** field on the second Work with Auto Merge screen is set to **\*Yes**, the owner of the last spool file selected from the out queue will be named as the owner of the combined spool file.

10. **<ENTER>** to accept the changes made to the auto merge

**OR**

Press **F3** to return to the **eForms Menu** without changing the auto merge.

## Copy an Auto Merge

To copy an auto merge:

1. Key a **3** (copy) in the **Opt** field on the **Work With Auto Merges** screen to the left of the auto merge to be copied.
2. **<ENTER>** to display the **Work With Auto Merges Copy** screen.

4/04/02 09:53:58	EZeDocs Work with Auto Merges COPY	F0307AR F0307AS4
Name SGMRGFRM	New Name <u>SGMRGFRM</u>	
F3=Exit F5=Refresh F12=Cancel (C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		Bottom

3. Key a name in the **New Name** field.
4. **<ENTER>** to copy the auto merge  
**OR**

Press **F12** to return to the previous screen without copying the auto merge  
**OR**

Press **F3** to return to the **eForms Menu** without copying the auto merge.

## Delete an Auto Merge

To delete an auto merge:

1. Key a **4** (delete) in the **Opt** field on the **Work With Auto Merges** screen to the left of the auto merge to be deleted.
2. **<ENTER>** to display the **Work With Auto Merges Delete** screen.

```
4/04/02          EZeDocs          F0307AR
09:55:13        Work with Auto Merges  F0307AS3
                DELETE

Press Enter to confirm your choices for 4=Delete.
Press F12 to return to change your choices.

Option  Name
  4      SGMRGFRM

F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

Bottom
```

3. **<ENTER>** to delete the auto merge  
**OR**

Press **F12** to return to the previous screen without deleting the auto merge  
**OR**

Press **F3** to return to the **eForms Menu** without deleting the auto merge.

## Display an Auto Merge

To display an auto merge:

1. Key a **5 (display)** in the **Opt** field on the **Work With Auto Merges** screen to the left of the auto merge to be displayed.
2. **<ENTER>** to display the **Work With Auto Merges Display** screen.

```

10/17/02                                EZeDocs/400                                F0307AR
08:48:59                                Work with Auto Merges                        F0307A01
                                           DISPLAY

Auto Merge name: SGHRGFRM
Form name . . . . . XMM1                    Name, ...
Criteria to select spool files:
(Select one or more)
  Form type (case sensitive) MM1            Name, *ALL
  Printer file name . . . . .                Character value, ...
  User data . . . . . MM1                    Character value, ...
  User Id . . . . . TGAUTH                    Character value, ...
  Job name . . . . .                          Name, ...
  Job number . . . . .                        0-999999
  Spool file number . . . . .                1-999999
Send spool file merged with form to:
  Output queue . . . . . TGAUTHS2            Name, *FROM ...
  Library . . . . . *LIBL                     Name, *LIBL
Save original spooled file . *YES           *NO, *YES, *SPL
Move orig spool file to outq TGAUTHS2      Name ...
  Library . . . . . *LIBL                     Name, *LIBL
Text . . . . . Sample Auto Merge

More...

F3=Exit  F4=Prompt  F12=Cancel  F17=Sort
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

3. **Page Down** to display additional auto merge screens. Editing is not allowed in display mode.
4. Press **F12** to return to the previous screen  
**OR**  
Press **F3** to return to the **eForms Menu**.

## Print an Auto Merge Setup Listing

To print an auto merge setup listing:

1. Key a **6** (print) in the **Opt** field on the **Work With Auto Merges** screen to the left of the auto merge to be printed.
2. **<ENTER>** to display the **Work With Auto Merges Print** screen.

```
4/04/02                EZeDocs                F0307AR
09:58:00                Work with Auto Merges    F0307AS5
                        PRINT

Press Enter to print your choices
Press F12 to return to change your choices.

Output queue  QPRINT
Library . .   *LIBL
Source drawer 1

Name
SGMRGFRM

Bottom

F3=Exit  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
```

3. Make changes if necessary:

<b>Output queue</b>	The output queue to send the auto merge setup listing to
<b>Library</b>	The location of the output queue.
<b>Source Drawer</b>	The printer paper drawer to pull from.

4. **<ENTER>** to print the auto merge setup listing.

**OR**

Press **F12** to return to the previous screen.

**OR**

Press **F3** to return to the **eForms Menu**.

## Rename an Auto Merge

To rename an auto merge:

1. Key a **7** (rename) in the **Opt** field on the **Work With Auto Merges** screen to the left of the auto merge to be renamed.
2. **<ENTER>** to display the **Work With Auto Merges Rename** screen.

4/04/02	EZeDocs	F0307AR
10:00:51	Work with Auto Merges	F0307AS2
	RENAME	
<b>Name</b>	<b>New Name</b>	
SGMRGFRM	<u>SGMRGFRM</u>	
		Bottom
F3=Exit F5=Refresh F12=Cancel		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

3. Key the new name in the **New Name** field.
  4. **<ENTER>** to rename the auto merge
- OR**

Press **F12** to return to the previous screen without renaming the auto merge

**OR**

Press **F3** to return to the **eForms Menu** without renaming the auto merge.

## START/STOP AUTO MERGES

An auto merge, once started, monitors a specified output queue for spool files. Spool files matching pre-defined criteria are automatically merged with specified forms.

Use Start/Stop Auto Merges to:

- assign an output queue for the auto merge to monitor.
- start and stop the auto merge.

An auto merge **must** have been previously defined via the **Work with Auto Merges** menu option before it can be assigned to an output queue. Refer to **Create Auto Merges** and **Maintain Auto Merges** in this chapter for more information on creating and maintaining auto merges.



## Assign an Auto Merge to an Output Queue

An auto merge **must** have been previously defined via the Setup Auto Merges menu option before it can be assigned to an output queue. Refer to **Create Auto Merges** in this chapter for more information on creating an auto merge.

To assign an auto merge to an output queue:

1. Select option **9, Start/Stop auto merges** on the **EZeDocs/400 eForms Menu**.
2. **<ENTER>** to display the **Start/Stop Auto Merges** screen.

```

11/22/02                      EZPayManager/400                      F0109AS2
11:00:02                      Start/Stop Auto Merges

Position To: _____

Type options, press Enter.
1=Start Merge  2=Stop Merge  5=Assign/Unassign

Opt  Output Queue  Library      Type      Status
--  -
-    JVHOLD        QUSRSYS      CHECKS
-    LROBERTSB    QUSRSYS

```

Bottom

```

F3=Exit  F5=Refresh  F6=Add  F11=View 2  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

- a. If there are no output queues shown on the screen, press **F6** to display the **Add Output Queue** screen and add an output queue.

```

3/20/02          EZeDocs          F0109A06
08:17:43          Add Output Queue

Type choices, press Enter.

Output Queue. . . . . _____ Name
Library . . . . . *LIBL          Name, *LIBL

F3=Exit  F5=Refresh  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

**OR**

- b. Press **F11=View 2** to display all output queues.
3. Key a **5** next to the output queue to be assigned.
4. **<ENTER>** to display the **Assign Auto Merge (Forms)** screen showing all auto merges.

```

3/20/02          EZeDocs          F0109AS1
08:20:57          Assign Auto Merge (Forms)

Output Queue MPPRT3          Position to _____
Library      QUSRSYS

Type options, press Enter.
  1=Assign  2=Unassign

Opt  Name      Form      Formtype   Status   Abbreviated Text
--  -
--  STOPTST    EFBAR    MM1
--  TGAMR6     XMM1     *STD      Toshal's Auto Merge
--  TGTEST     TGFRMCS1 *ALL
--  XBARAM     X309HPFS XBARTST   Test Barcodes with Auto Merge
--  XFDTCMSP   XFDTCMSP XBARTST   Test Date/Time Command Format
--  XLPI12     XTSTLPCP XLPI12    Test adjustment to 12 lpi on un
--  XLPI3      XTSTLPCP XLPI3     Test adjustment to 3 lpi on un
--  XLPI4      XTSTLPCP XLPI4     Test adjustment to 4 lpi on un
--  XLPI6      XTSTLPCP XLPI6     Test adjustment to 6 lpi on un
--  XLPI75     XTSTLPCP XLPI75    Test adjustment to 7.5 lpi on un
--  XLPI8      XTSTLPCP XLPI8     Test adjustment to 8 lpi on un
--                                     More...

F3=Exit  F5=Refresh  F8=Assign All  F9=Unassign All  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

5. Key a **1** next to each auto merge to be assigned to the output queue shown at the top of the screen. An unlimited number of auto merges can be assigned to an output queue.

**OR**

Press **F8** to assign all auto merges to the output queue.

6. <ENTER> to assign the auto merges. \*ACTIVE displays next to each auto merge assigned to an output queue.
7. <ENTER> to return to the **Start/Stop Auto Merges** screen to start the auto merge.

## Unassign an Auto Merge

To unassign an auto merge:

1. Select option **9, Start/Stop auto merges** on the **EZeDocs/400 eForms Menu**.
2. **<ENTER>** to display the **Start/Stop Auto Merges** screen showing output queues with assigned auto merges.
3. Key a **5** next to the output queue to be unassigned.
4. **<ENTER>** to display the **Assign Auto Merge (Forms)** screen showing all auto merges.

```

3/20/02                                EZeDocs                                F0109AS1
08:23:38                                Assign Auto Merge (Forms)

Output Queue  MPPRT3                                Position to _____
Library       QUSRSYS

Type options, press Enter.
1=Assign  2=Unassign

Opt  Name      Form      Formtype   Status   Abbreviated Text
--  -
-   ABCXXXXX1  JVINV2   *INV
-   ABCXXXXX2  JVMM1    MM1
-   BMB        BMF      cenex
-   JORGE     JVINV2   *INV      Test auto merge
-   JORGEDIST JVMCOPY  JVFX      Distribution list
-   JORGE1    JVINV2   *INV      Test auto merge with duplex
-   MPAFP     XAFPFRM  GARB3     Test AFP Auto Merge
-   MPAM      MPMFORMS *ACTIVE
-   MPAUTO    XFRMOVF  XTSTCHK   Maureen's Test Auto Merge
-   NWRMTS1   NWRMTS1  NWRMTS1
-   SGHRGFRM  XMM1     MM1       Sample Auto Merge
                                           More...

F3=Exit  F5=Refresh  F8=Assign All  F9=Unassign All  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

5. Key a **2** in the **Opt** field next to the auto merge(s) to be unassigned.
  6. **<ENTER>** to unassign the auto merge and remove **\*Active** from the **Status** field.
- OR**

Press **F9** to unassign all auto merges.

**OR**

Press **F12** to return to the previous screen

**OR**

Press **F3** to go to the **eForms Menu**.

## Start an Auto Merge

An auto merge must have been assigned to an output queue before it can be started.

To start an auto merge:

1. Go to the **Start/Stop Auto Merges** screen showing output queues with assigned auto merges. (Option **9** on the **EZeDocs/400 eForms Menu**)

```

11/22/02                      EZPayManager/400                      F0109AS2
11:00:02                      Start/Stop Auto Merges

Position To: _____

Type options, press Enter.
1=Start Merge  2=Stop Merge  5=Assign/Unassign

Opt  Output Queue  Library      Type      Status
-    JVHOLD        QUSRSYS      CHECKS
-    LROBERTSB    QUSRSYS

```

Bottom

F3=Exit F5=Refresh F6=Add F11=View 2 F12=Cancel  
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

2. Locate the output queue to be monitored by the auto merge(s). Use the **Position To** field at the top of the screen if necessary.
3. Key a **1** in the **Opt** field to the left of an output queue to start the auto merge.
4. **<ENTER>** to display the **Start Auto Merge (Forms)** screen.

```

3/20/02                      EZeDocs                      F0110A01
08:30:05                      Start Auto Merge (FORMS)

Type choices, press Enter.

Output queue . . . . . RV0SSB          Name
Library . . . . . QUSRSYS          Name, *LIBL
Action . . . . . *START            *START
Delay interval . . . . . 00060      Seconds

Submit job options:
Job name . . . . . *DEFAULT          Name, *JOBID, *DEFAULT, *OUTQ
Job queue . . . . . QBATCH          Name, *JOBID
Library . . . . . *LIBL             Name, *LIBL, *CURLIB
Job description . . . . . *USRPRF    Name, *USRPRF
Library . . . . . *LIBL             Name, *LIBL, *CURLIB
Job priority (on JOBQ) . . . . . *JOBID 1-9, *JOBID
Message queue . . . . . *USRPRF     Name, *USRPRF, *WRKSTN, *NONE
Library . . . . . *LIBL             Name, *LIBL, *CURLIB

F3=Exit  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

5. Edit the fields as necessary.

<b>Output queue</b>	The name of the output queue to be monitored by the auto merge. Display only. Cannot be edited.
<b>Library</b>	The location of the output queue. Use <b>*LIBL</b> if unsure of the library name. Display only. Cannot be edited.
<b>Action</b>	Whether to start or stop the auto merge. Display only. Cannot be edited.
<b>Delay interval</b>	The amount of time, in seconds, between auto merge searches of the output queue. Do not set this below 25 seconds.
	<b>Important:</b> When merging with a set, the time delay must be long enough to allow all required spool files to reach the monitored output queue.
<b>Submit job options:</b>	
<b>Job Name</b>	The job name to use on the batch job submitted for the auto merge.
<b>Job queue</b>	The job queue where the auto merge runs. Valid options are:
	<b>Name</b> Specific job queue name
	<b>*JOBQ</b> Use the job queue specified in the job description
<b>Library</b>	Location of the job queue. Use <b>*LIBL</b> if unsure of the library.
<b>Job description</b>	The job description to use for the auto merge. Valid options are:
	<b>Name</b> Specific job description
	<b>*USRPRF</b> Use the job description in the user profile of the user who starts the auto merge
<b>Library</b>	Location of the job description. Use <b>*LIBL</b> if unsure of the library.
<b>Job Priority (on JOBQ)</b>	The priority on the auto merge in the job queue.

**Message queue** Where to send messages that pertain to the auto merge job.  
Valid options are:

<b>Name</b>	Specific message queue
<b>*USRPRF</b>	Use the message queue specified in the user profile of the user starting the auto merge job.
<b>*WRKSTN</b>	Use the message queue for the work station where the auto merge is started.
<b>*NONE</b>	Do not send any messages from the auto merge job.

**Library** Location of the message queue. Use **\*LIBL** if unsure of the library.

6. <ENTER> to start the auto merge and return to the **Start/Stop Auto Merges** screen. **Started** displays in the **Status** field for the output queue.  
**OR**

Press **F3** to return to the **eForms Menu** without starting the auto merge  
**OR**

Press **F12** to return to the previous screen without starting the auto merge.

There are commands that can be integrated with your applications to automate the starting of auto merges. Refer to the **Application Program Interface** chapter of this manual for more information.

## Stop an Auto Merge

To stop an auto merge:

1. Select option **9**, **Start/Stop auto merges** on the **eForms Menu** to display the **Start/Stop Auto Merges** screen. **Started** displays in the **Status** field of all monitored output queues.

```
11/22/02                      EZeDocs/400                      F0109AS2
11:30:56                      Start/Stop Auto Merges

Position To: _____

Type options, press Enter.
1=Start Merge  2=Stop Merge  5=Assign/Unassign

Opt  Output Queue  Library  Type  Status
-   EFLUKES2      QUSRSYS
-   EMILYS2       QUSRSYS  FORMS  STARTED
-   JYHOLD        QUSRSYS  FORMS
-   LROBERTSB     QUSRSYS

Bottom

F3=Exit  F5=Refresh  F6=Add  F11=View 2  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
```

2. Locate the output queue monitored by the auto merge(s) to be stopped. Use the **Position To** field at the top of the screen if necessary.
3. Key a **2** in the **Opt** field to the left of the output queue name.
4. **<ENTER>** to stop the auto merge. **Started** disappears from the screen when an auto merge is stopped.
5. Press **F3** or **F12** to return to the **eForms Menu**.



## CHAPTER 7 EMAIL AND FAX ADDRESS BOOKS

### INTRODUCTION

Address books store fax and email address information. This allows address information to be maintained in a central location instead of in spool files.

An address book is made up of entries. Each entry defines one fax and/or email address. An entry name can be from one to three fields long. Each of the three fields is defined as a key value. All entries in an address book must use the same key values.

Entries within an address book can be grouped. An entry may belong to more than one group within an address book.

When a Fax (ACOM/KF Fax or EZFax/400) or eMail (ACOM/KM Email or EZeMail/400) FAX and/or EMAIL command is included in a document, it can be set up to retrieve the address information from the spool file or from an address book. If using an address book, the fax/email can be sent to:

- every address in the address book,
- an entry within the address book or
- a group of entries within the address book.

Refer to individual FAX and EMAIL commands in Chapter 2 of this manual for information about each command.

This chapter discusses:

- creating address books, address book entries and entry groups.
- maintaining address books, address book entries and entry groups.

Fax and email address books are accessed through the **Address Books** option on the eMail or Fax Menus.

## WORK WITH ADDRESS BOOKS SCREEN

The **Work with Address Books** screen lists all address books. To display the screen:

1. Select option **3, eMail** or option **4, Fax** from the **ACOM Solutions Main Menu** to display the **Fax or eMail** menu.

```
EMMAIN                                EZeDocs/400
                                      eMail                                System:  S107BDBC

Select one of the following:

    1. eMail (EZeMail/400)
    2. eMail (ACOM/KM)
    3. eMail (NT Solution)
    4. Address Books

    90. Sign off

Selection or command
====> _____

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
F13=Information Assistant  F16=AS/400 main menu
```

2. Select option **4, Address Books**, to display the **Address Books** screen.

```
ADMAIN                                EZeDocs/400
                                      Address Books                        System:  S107BDBC

Select one of the following:

    1. Work with Address Books

    90. Sign off

Selection or command
====> _____

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
F13=Information Assistant  F16=AS/400 main menu
```

3. Select option **1, Work with Address Books**, to display the **Work with Address Books** screen.

```

3/25/02          EZeDocs          F0402AR
14:22:54        Work with Address Books      FOCTL00

Type options, press Enter.
 2=Edit   3=Copy   4=Delete   5=Display   6=Print   7=Rename
10=Check In  11=Change Owner  13=Change Header

Opt Name                      Text
__ *PUBLIC                      *Public Address Book

Bottom

F3=Exit  F5=Refresh  F6=Create  F7=Position To  F11=View 2  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

## Options

Options are listed across the top of the screen. Key an option number in the **Opt** field to the left of an address book name and **<ENTER>** to select the option. Available options are:

- Edit an address book
- Copy an address book
- Delete an address book
- Display an address book
- Print an address book
- Rename an address book
- Check in an address book
- Change the address book owner
- Change an address book header

Multiple options may be selected. They will be processed in groups, for example, all 4's, all 6's, etc.

Each option is explained in the **Maintain Address Books** section of this chapter.

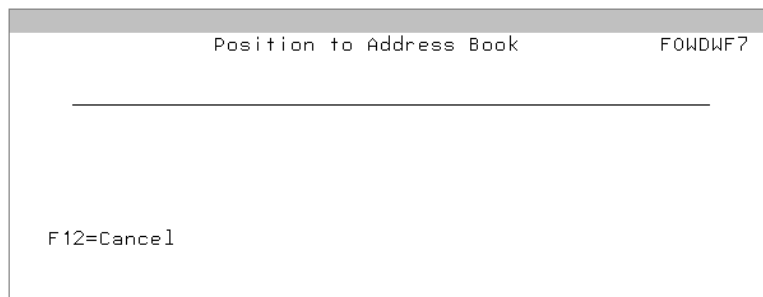
## Functions

Functions are shown at the bottom of the screen. Press the corresponding function key to activate a function. Available functions are:

- F3** exits the screen and returns to the eMail or Fax Menu.
- F5** refreshes the screen with previous data if <ENTER> has not been pressed.
- F6** displays the header screen to begin creating a new address book.
- F7** displays the Position To Address Book window to move to a specific address book.
- F11** toggles between views one, two and three.
- F12** cancels any option entered and returns to the eMail or Fax Menu.

### F7 – Position To

Press **F7** to display the **Position To Address Book** window.



Key the name of an address book and <ENTER> to display the specified address book at the top of the address book list.

## F11 - Views

Three views of the screen are available. Press **F11** to switch between views.

### View 1

View one displays text that identifies the address book.

```

3/25/02                               EZeDocs                               F0402AR
14:22:54                               Work with Address Books                 FOCTL00

Type options, press Enter.
 2=Edit   3=Copy   4=Delete   5=Display   6=Print   7=Rename
10=Check In  11=Change Owner  13=Change Header

Opt Name                                     Text
__ *PUBLIC                                   *Public Address Book

Bottom

F3=Exit  F5=Refresh  F6=Create  F7=Position To  F11=View 2  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

### View 2

View two displays the date that the address book was created and owner information.

```

3/25/02                               EZeDocs                               F0402AR
14:34:23                               Work with Address Books                 FOCTL00

Type options, press Enter.
 2=Edit   3=Copy   4=Delete   5=Display   6=Print   7=Rename
10=Check In  11=Change Owner  13=Change Header

Opt Name                                     Date
__ *PUBLIC                                   Created Owner
                                           03/25/02 *DEFAULT

Bottom

F3=Exit  F5=Refresh  F6=Create  F7=Position To  F11=View 3  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

### View 3

View three indicates whether the book is public or private.

```
3/25/02          EZeDocs          F0402AR
14:36:49          Work with Address Books      FOCTL00

Type options, press Enter.
 2=Edit   3=Copy   4=Delete   5=Display   6=Print   7=Rename
10=Check In  11=Change Owner  13=Change Header

Opt Name          Book
__ *PUBLIC          Type
                   *PUBLIC

Bottom

F3=Exit  F5=Refresh  F6=Create  F7=Position To  F11=View 1  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
```

## CREATE AN ADDRESS BOOK

It is not necessary to create separate address books for faxes and emails. An address book can contain fax and email address information.

To create an address book:

1. Select option **3, Address Books**, on the **eMail** or **Fax** Menu to display the **Address Books** screen.

```

ADMIN          EZeDocs/400
Address Books          System:  S107BDBC

Select one of the following:

    1. Work with Address Books

          90. Sign off

Selection or command
===> _____

F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel
F13=Information Assistant   F16=AS/400 main menu
    
```

2. Select option **1, Work with Address Books**, to display the **Work with Address Books** screen

```

4/11/02          EZeDocs          F0402AR
07:55:40          Work with Address Books          FOCTL00

Type options, press Enter.
  2=Edit   3=Copy   4=Delete   5=Display   6=Print   7=Rename
 10=Check In   11=Change Owner   13=Change Header

Opt Name          Text
__ *PUBLIC          *Public Address Book

          Bottom

F3=Exit   F5=Refresh   F6=Create   F7=Position To   F11=View 2   F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

3. Press **F6** to display the **Work with Address Books** header information screen.

```

3/25/02                      EZeDocs                      F0402AR
10:32:15                    Work with Address Books    F0WDW06

Type Choices, Press Enter.

Name . . . . .
Book Type. . . . . *PUBLIC          *PUBLIC, *PRIVATE

Entry 1 Heading. . Key Field 1      Name
Length. . . . . 050              0-50
Type. . . . . A                  A=Alpha, N=Numeric

Entry 2 Heading. . Key Field 2      Name, *NONE
Length. . . . . 050              0-50
Type. . . . . A                  A=Alpha, N=Numeric

Entry 3 Heading. . Key Field 3      Name, *NONE
Length. . . . . 050              0-50
Type. . . . . A                  A=Alpha, N=Numeric

Text . . . . .

F3=Exit  F12=Cancel
    
```

4. Complete the fields:

**Name**                      The address book name.

**Book Type**                The address book type.

**\*PUBLIC**            A public address book can be edited by all users. All users may use the entries in the address book to send faxes and emails.

**\*PRIVATE**           A private address book can only be edited by the user who created it. All users may use the entries in the address book to send faxes and emails.

**Entry 1-3**              At least one key value must be defined for an address book. Up to three key values may be defined.

If an address book has three keys defined, any entry in that book can use up to three keys. If an address book has two keys defined, any entry in that book can use up to two keys. If only one key is defined all entries must use that key.

**Entry 1 Heading**      A user defined name for or description of the key field. Enter up to 50 alphanumeric characters. Entry 1 is required.

**Length**                The entry data length. This may be from 1 to 50 positions for alphanumeric entry types or from 1-15 positions for numeric entry types.



- |                        |  |
|------------------------|--|
| <b>Type</b>            | The entry data type.<br><br>A    Alphanumeric<br>N    Numeric  |
| <b>Entry 2 Heading</b> | A user defined name for or description of the key field. Enter up to 50 alphanumeric characters. Key <b>*NONE</b> if a second key is not required.   |
| <b>Length</b>          | The entry data length. This may be from 1 to 50 positions for alphanumeric entry types or from 1-15 positions for numeric entry types. This field must be <b>000</b> if <b>*NONE</b> was keyed in the Entry 2 Heading field. |
| <b>Type</b>            | The entry data type. This field must be blank if <b>*NONE</b> was keyed in the Entry 2 Heading field.<br><br>A    Alphanumeric<br>N    Numeric<br>Blank  |
| <b>Entry 3 Heading</b> | A user defined name for or description of the key field. Enter up to 50 alphanumeric characters. Key <b>*NONE</b> if a third key is not required.  |
| <b>Length</b>          | The entry data length. This may be from 1 to 50 positions for alphanumeric entry types or from 1-15 positions for numeric entry types. This field must be <b>000</b> if <b>*NONE</b> was keyed in the Entry 3 Heading field. |
| <b>Type</b>            | The entry data type. This field must be blank if <b>*NONE</b> was keyed in the Entry 3 Heading field.<br><br>A    Alphanumeric<br>N    Numeric<br>Blank  |
| <b>Text</b>            | User defined text to identify the address book.  |
5. <ENTER> when the fields are complete to display the **Work with Address Book Entries** screen to create entries in the address book. (See page 7-15)
- OR**
- Press **F3** or **F12** to return to the **Work with Address Books** screen.

## WORK WITH ADDRESS BOOK ENTRIES SCREEN

Entries must be created in an address book to provide the addresses needed to send faxes and/or emails. Address book entries are created on the **Work with Address Book Entries** screens. The **Work with Address Book Entries** list screen is displayed automatically if <ENTER> is pressed after a new address book header is set up. Press **F6** on the list screen to display the **Work with Address Book Entries** detail screen and create an entry

To display the **Work with Address Book Entries** list screen from the menu:

1. Select the **Address Books** option on the **Fax or eMail** menu to display the **Address Books** screen.
2. Select option **1, Work with Address Books** to display the **Work with Address Books** screen.
3. Key a **2**,(Edit), in the **Opt** field to the left of an address book name.
4. <ENTER> to display the **Work with Address Book Entries** list screen.

```

3/25/02                      EZeDocs                      F0402DR
11:46:23                     Work with Address Book Entries      FOCTL99

Address Book . . .  SEVENTH REGION
Type options, press Enter.
2=Edit  3=Copy  4=Delete  5=Display

Opt      Store/Department/Name                      Date
                                                Created  Created By

F3=Exit  F5=Refresh  F6=Create  F7=Position To  F11=View 2  F12=Cancel
F13=Create Group  F14=Work With Groups  F15=Fold/Trun  F21=Print List
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

### Options

Options are listed across the top of the screen. Key an option number in the **Opt** field to the left of an entry and <ENTER> to select the option. Available options are:

- Edit an address book entry
- Copy an address book entry
- Delete an address book entry
- Display an address book entry

Multiple options may be selected. They will be processed in groups, for example, all 4's, all 6's, etc. Each option is explained in the **Maintain Address Book Entries** section of this chapter.

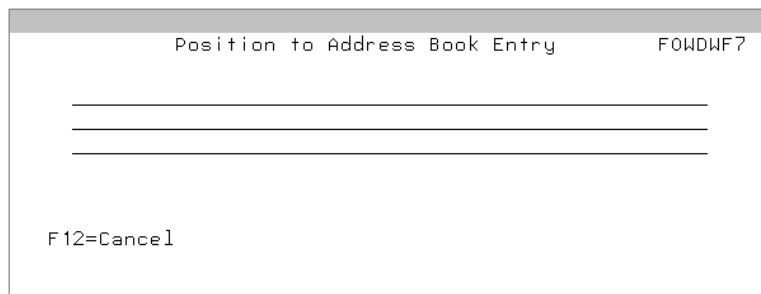
## Functions

Functions are shown at the bottom of the screen. Press the corresponding function key to activate a function. Available functions are:

- F3** exits the screen and returns to the Work with Address Books screen.
- F5** refreshes the screen with previous data if <ENTER> has not been pressed.
- F6** displays the Work with Address Book Entries detail screen to create a new address book entry.
- F7** displays the Position To Address Book Entry window to move to a specific address book entry.
- F11** toggles between view one and view two.
- F12** cancels any option entered and returns to the eMail Menu.
- F13** displays the Create Address Group window
- F14** displays the Work with Address Book Groups window
- F15** toggles between the summary list of entries and the detailed list of entries.
- F21** displays the Print Address Book Listing screen

### F7 – Position To

Press **F7** to display the **Position To Address Book Entry** window.



Position to Address Book Entry F0WDWF7

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F12=Cancel

Key up to three keys and <ENTER> to display the specified entry at the top of the address book entry list.

### F11 - Views

Two views of the screen are available. Press **F11** to switch between views.

#### View 1

View one shows the date that the address book entry was created and the user ID of the person who created it.

```

3/25/02                      EZeDocs                      F0402DR
15:23:31                     Work with Address Book Entries      FOCTL99

Address Book . . . NEW ADDRESS BOOK
Type options, press Enter.
2=Edit  3=Copy  4=Delete  5=Display

                                Date
Opt  Region/Store/Department    Created  Created By
--   --
--   MID ATLANTIC                03/25/02 SGREEN
--   NORTHEAST                   03/25/02 SGREEN
--   NORTHWEST                   03/25/02 SGREEN
--   SOUTHEAST                   03/25/02 SGREEN
--   SOUTHEAST                   03/25/02 SGREEN
--   SOUTHEAST                   03/25/02 SGREEN
--   SOUTHEAST                   03/25/02 SGREEN
--   SOUTHWEST                   03/25/02 SGREEN

                                                                Bottom
F3=Exit  F5=Refresh  F6=Create  F7=Position To  F11=View 2  F12=Cancel
F13=Create Group  F14=Work With Groups  F15=Fold/Trun  F21=Print List
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

#### View 2

View two shows the date that the entry was last updated and the user ID of the person who updated it.

```

3/25/02                      EZeDocs                      F0402DR
15:45:40                     Work with Address Book Entries      FOCTL99

Address Book . . . NEW ADDRESS BOOK
Type options, press Enter.
2=Edit  3=Copy  4=Delete  5=Display

                                Last
Opt  Region/Store/Department    Update  Updated By
--   --
--   MID ATLANTIC                03/25/02 JVAL
--   NORTHEAST                   03/25/02 JVAL
--   NORTHWEST                   03/25/02 JVAL
--   SOUTHEAST                   03/25/02 JVAL
--   SOUTHEAST                   03/25/02 JVAL
--   SOUTHEAST                   03/25/02 JVAL
--   SOUTHEAST                   03/25/02 JVAL
--   SOUTHWEST                   03/25/02 JVAL

                                                                Bottom
F3=Exit  F5=Refresh  F6=Create  F7=Position To  F11=View 1  F12=Cancel
F13=Create Group  F14=Work With Groups  F15=Fold/Trun  F21=Print List
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

**F15 – Fold/Trun**

Press **F15** (shift+F3) to toggle between a summary list of address book entries and a detailed list. The summary list is the default display. Press **F15** to display the detail display shown below.

```

3/25/02          EZeDocs          F0402DR
15:52:31        Work with Address Book Entries      FOCTL99

Address Book . . . NEW ADDRESS BOOK
Type options, press Enter.
2=Edit  3=Copy  4=Delete  5=Display

Opt      Region/Store/Department          Date
        Created      Created By
-----
      SOUTHEAST
      010
      CHILDREN'S
      .....
      SOUTHEAST
      010
      GIFTWARE
      .....
      SOUTHEAST
      010
      HOUSEWARES
      .....
                                          More...
F3=Exit  F5=Refresh  F6=Create  F7=Position To  F11=View 2  F12=Cancel
F13=Create Group  F14=Work With Groups  F15=Fold/Trun  F21=Print List
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

Press **F15** or **<ENTER>** to return to the summary list.

## F21 – Print List

Press **F21** (shift+F9) to display the **Print Address Book Listing** screen to print a list of address book entries and groups.

```
3/25/02                      EZeDocs                      F0402RR
15:56:44                      Print Address Book Listing    F0402R01

Type choices, press Enter.

Address Book . . . . NEW ADDRESS BOOK

Output Queue . . . . QPRINT          Name
Library . . . . *LIBL              Name, *LIBL
Source drawer . . . . 1             Character value

F3=Exit  F12=Cancel  F19=Submit to batch
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
```

Complete the fields:

- Output Queue**      Print output queue name.
- Library**            Location of the print output queue.
- Source Drawer**     Printer paper drawer to pull from when printing.

<ENTER> to print the listing

### OR

Press **F19** to submit the job to batch. The job will be submitted to the job queue in the user setup file. If this user is not set up in the user file, the job will be submitted to the job queue from the job description for this job.

### OR

Press **F3** or **F12** to return to the **Work with Address Book Entries** screen without printing.

## CREATE ADDRESS BOOK ENTRIES

Entries must be created in an address book to provide the addresses needed to send email. Address book entries are created on the **Work with Address Book Entries** detail screen. The **Work with Address Book Entries** list screen is displayed automatically if **<ENTER>** is pressed after a new address book header is set up. Press **F6** from the screen to display the **Work with Address Book Entries** detail screen.

To display the **Work with Address Book Entries** screen from the menu:

1. Select the **Address Books** option on the **Fax** or **eMail** menu to display the **Address Books** screen.
2. Select option **1, Work with Address Books** to display the **Work with Address Books** screen.
3. Key a **2,(Edit)**, in the **Opt** field to the left of an address book name.
4. **<ENTER>** to display the **Work with Address Book Entries** list screen.

```

3/25/02                      EzeDocs                      F0402DR
11:46:23                      Work with Address Book Entries          FOCTL99

Address Book . . .  SOUTHEAST REGION
Type options, press Enter.
2=Edit  3=Copy  4=Delete  5=Display

                                Date
Opt  Store/Department/Name      Created  Created By

F3=Exit  F5=Refresh  F6=Create  F7=Position To  F11=View 2  F12=Cancel
F13=Create Group  F14=Work With Groups  F15=Fold/Trun  F21=Print List
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.

```

5. Press **F6** to display the **Work with Address Book Entries** detail screen.





## CREATE A GROUP

Entries within an address book can be grouped. An email or fax can be sent to a group instead of an entire address book or a single entry in an address book.

An entry may belong to more than one group within an address book.

To create a group:

1. Select the **Address Books** option on the **Fax** or **eMail** menu to display the **Address Books** screen.
2. Select option **1, Work with Address Books** to display the **Work with Address Books** screen.
3. Key a **2**, (Edit), in the **Opt** field to the left of an address book name.
4. **<ENTER>** to display the **Work with Address Book Entries** list screen.
5. Press **F13** (shift+1) to display the **Create Address Group** window.

```

Create Address Group                                FOWDW13

Book Name:
NEW ADDRESS BOOK

Group Name:
_____

Group Name Type: A  A=Alpha, N=Numeric

Group Heading: _____

F12=Cancel
  
```

6. Complete the fields:

**Group Name** A name to identify the group. Alphanumeric names may be up to 50 positions in length. Numeric names are limited to 15 positions.

**Group Name Type** Whether the group name is numeric or alphanumeric.

**A** Alphanumeric

**N** Numeric

**Group Heading** An optional, 15 position description to further identify the group. This is especially helpful when using numeric group names.

7. **<ENTER>** to display the **Work with Address Book Groups** screen.

```
3/26/02          EZeDocs          F0402DR
09:44:33        Work with Address Book Groups    FOCTL02

Address Book Name . NEW ADDRESS BOOK
Group Name . . . . . SOUTHEAST REGION
Group Heading. . . . . SER
Type choices, press Enter.
  4=Delete  5=Display
Opt  Region/Store/Department

F3=Exit  F9=Select  F12=Cancel  F15=Fold/Trun
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
```

8. Press **F9** to display the **Select Address Book Entry** screen. If necessary, press **F15** (shift+F3) to display entry details.

```
                Select Address Book Entry          F0WCTL09
Position to
_____
_____
Type options, press Enter.
  1=Select
Opt  Region/Store/Department
  — MID ATLANTIC
  — NORTHEAST
  — NORTHWEST
  — SOUTHEAST
  — SOUTHEAST
  — SOUTHEAST
  — SOUTHEAST
  — SOUTHWEST

                Bottom

F12=Cancel  F15=Fold/Trun
```

9. Key a **1** in the **Opt** field to the left of the entries to be included in the group.
10. **<ENTER>** to include the entries in the group and return to the **Select Address Book Entry** window to continue the selection process.
11. Press **F12** when all of the entries for the group have been selected to return to the **Work with Address Book Groups** screen.

All of the entries included in the group display on the screen. If necessary, press **F15** (shift+F3) to display the entry details.

12. **<ENTER>** when the group is complete to return to the **Work with Address Book Entries** screen.

**OR**

Press **F3** to return to the **Work with Address Books** screen.

## MAINTAIN ADDRESS BOOKS

Options available on the **Work with Address Books** screen allow the following maintenance functions to be performed:

- Edit an address book
- Copy an address book
- Delete an address book
- Display an address book
- Print an address book
- Rename an address book
- Check in an address book
- Change an address book owner
- Change an address book header

To use any of these options:

1. Select the **Address Books** option on the **Fax** or **eMail** menu to display the **Address Books** screen.
2. Select option **1, Work with Address Books** to display the **Work with Address Books** screen.
3. Key an option number in the **Opt** field to the left of the address book to be maintained.
4. **<ENTER>** to display the associated maintenance screen.

## Copy an Address Book

To copy an address book:

1. Key a **3** (Copy) in the **Opt** field on the **Work with Address Books** screen to the left of the address book to be copied.
2. **<ENTER>** to display the **Copy Address Book** screen.

7/27/05	EZeDocs/400	F0402AR
09:07:21	Copy Address Book	F0402A03
To copy address book, change New Name, press Enter.		
Old	Address Book	
	LRBOOK	
-----		
New	NEW ADDRESS BOOK NAME	
F3=Exit F5=Refresh F12=Cancel		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

3. Key a name for the new address book in the **New**.
4. **<ENTER>** to copy the address book.

**OR**

Press **F12** to return to the Work with Address Books screen without copying the address book.

**OR**

Press **F3** to go to the eMail or Fax menu without copying the address book.

## Delete an Address Book

To delete an address book:

1. Key a **4** (Delete) in the **Opt** field on the **Work with Address Books** screen to the left of the address book(s) to be deleted.
2. **<ENTER>** to display the **Confirm Delete of Address Books** screen.

```

3/26/02                               EZeDocs                               F0402AR
07:33:43                               Confirm Delete of Address Books         FOCTL04

Press Enter to confirm your choices for Delete.
Press F12=Cancel to return to change your choices.

Option      Address Book
  4          NEW ADDRESS BOOK

                                                    Bottom

F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

3. **<ENTER>** to delete the address book(s).

**OR**

Press **F12** to return to the **Work with Address Books** screen without deleting the address book.

## Display an Address Book

Information cannot be edited in display mode. To display an address book:

1. Key a **5** (Display) in the **Opt** field on the **Work with Address Books** screen to the left of the address book to be displayed.
2. **<ENTER>** to display the **Work with Address Books** header screen.

```

3/26/02                EZeDocs                F0402AR
07:36:29                Work with Address Books          F0WDW06

Name . . . . . NEW ADDRESS BOOK
Book Type. . . . . *PUBLIC          *PUBLIC, *PRIVATE

Entry 1 Heading. . Region          Name
Length. . . . . 050                0-50
Type. . . . . A                    A=Alpha, N=Numeric

Entry 2 Heading. . Store          Name, *NONE
Length. . . . . 003                0-50
Type. . . . . N                    A=Alpha, N=Numeric

Entry 3 Heading. . Department     Name, *NONE
Length. . . . . 050                0-50
Type. . . . . A                    A=Alpha, N=Numeric

Text . . . . . Example

F3=Exit   F12=Cancel
    
```

3. **<ENTER>** to display the **Work with Address Book Entries** screen. Address book entry details can be displayed by entering a **5** in the **Opt** field opposite an entry.

```

3/26/02                EZeDocs                F0402DR
07:37:13                Work with Address Book Entries          FOCTL99

Address Book . . . NEW ADDRESS BOOK
Type options, press Enter.
5=Display

Opt   Region/Store/Department     Date
-----
---   MID ATLANTIC                 03/25/02 SGREEN
---   NORTHEAST                    03/25/02 SGREEN
---   NORTHWEST                     03/25/02 SGREEN
---   SOUTHEAST                      03/25/02 SGREEN
---   SOUTHEAST                      03/25/02 SGREEN
---   SOUTHEAST                      03/25/02 SGREEN
---   SOUTHEAST                      03/25/02 SGREEN
---   SOUTHWEST                      03/25/02 SGREEN

Bottom

F3=Exit   F5=Refresh   F7=Position to   F11=View2   F12=Cancel
F14=Display Groups   F21=Print List
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

4. Press **F3** or **F12** to return to the **Work with Address Books** screen.

## Print Address Book Information

To print address book information:

1. Key a **6** (Print) in the **Opt** field on the **Work with Address Books** screen to the left of the address book to be printed.
2. **<ENTER>** to display the **Print Address Book Information** screen.

```

3/26/02                               EzeDocs                               F0402AR
13:48:45                               Print Address Book Information         FOCTL06

Press Enter to print your choices
Output Queue  QPRINT
Library . .   *LIBL
Source drawer 1

Address Book
NEW ADDRESS BOOK

Bottom

F3=Exit  F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

3. Complete the fields:

**Output Queue**      Print output queue name.

**Library**            Location of the print output queue.

**Source Drawer**     Printer paper drawer to pull from when printing.

4. **<ENTER>** to print.

**OR**

Press **F12** to return to the **Work with Address Books** screen without printing.

**OR**

Press **F3** to return to the **eMail** or **Fax** menu without printing.

## Rename an Address Book

To rename an address book:

1. Key a **7** (Rename) in the **Opt** field on the **Work with Address Books** screen to the left of the address book to be renamed.
2. **<ENTER>** to display the **Rename Address Book** screen.

7/27/05	EZeDocs/400	F0402AR
09:19:52	Rename Address Book	F0402A07
To rename address book, type New Name, press Enter.		
Old	Address Book LRBOOK	
-----		
New	ARBOOK	
F3=Exit F5=Refresh F12=Cancel (C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

3. Key a new name for the address book in the **New** field.
4. **<ENTER>** to rename the address book.

**OR**

Press **F12** to return to the **Work with Address Books** screen without renaming the address book.

**OR**

Press **F3** to return to the **eMail** or **Fax** menu without renaming the address book.



## Check In

If the words **In use by user xxxxxx** (with xxxxxx being a user ID) appear in the **Text** field on the **Work with Address Books** screen, the address book is locked and cannot be accessed by another user.

If the address book is locked because a user is in the process of editing it, the lock will be released automatically when the user exits the address book.

If the address book is locked because the program ended abnormally, the lock must be released.

To check in and release the lock:

1. Key a **10** (Check In ) in the **Opt** field to the left of the address book name.
2. **<ENTER>** to check in and release the lock.

## Change Owner

To change the owner of an address book:

1. Key an **11** (Change Owner) in the **Opt** field to the left of the address book name.
2. **<ENTER>** to display the **Change Owner** window.

```
Change Owner                                F0WDH00
Address Book
NEW ADDRESS BOOK

From      To
SGREEN    SGREEN

F12=Cancel
```

3. Key a new owner name in the **To** field.
4. **<ENTER>** to return to the **Work with Address Books** screen.

## Change Header

The header information for an address book can be changed at any time. Be aware that changing a key value length or type can cause data to be lost or truncated.

To change an address book header:

1. Key a **13** (Change Header) in the **Opt** field on the **Work with Address Books** screen to the left of the address book to be changed.
2. **<ENTER>** to display the **Work with Address Books** header screen.

```

3/26/02                                EZeDocs                                F0402AR
08:14:03                                Work with Address Books                    F0WDW06

Type Choices, Press Enter.

Name . . . . . NEW ADDRESS BOOK
Book Type. . . . . *PUBLIC *PUBLIC, *PRIVATE

Entry 1 Heading. . Region                Name
Length. . . . . 050                     0-50
Type. . . . . A                          A=Alpha, N=Numeric

Entry 2 Heading. . Store                 Name, *NONE
Length. . . . . 003                     0-50
Type. . . . . N                          A=Alpha, N=Numeric

Entry 3 Heading. . Department           Name, *NONE
Length. . . . . 050                     0-50
Type. . . . . A                          A=Alpha, N=Numeric

Text . . . . . Example

F3=Exit  F12=Cancel
    
```

3. Make any necessary changes. See page 7-8 for a definition of the header fields.
4. **<ENTER>** to change the header record. If the value in the **Length** field was decreased or the **Type** field was changed, a warning window displays.

```

WARNING: Changing data definitions may cause
         data to be lost or truncated.
         Do you wish to continue?

Save definitions . . Y      Y=Yes, N=No

F12=Cancel
    
```

5. **<ENTER>** to accept the **Y** and change the header record.  
**OR**  
 Key an **N** in the **Save definitions** field and **<ENTER>** to return to the header screen.  
**OR**  
 Press **F12** to return to the header screen without saving the changes

## MAINTAIN ADDRESS BOOK ENTRIES

Options available on the **Work with Address Book Entries** list screen allow the following maintenance functions to be performed:

- Edit an address book entry
- Copy an address book entry
- Delete an address book entry
- Display an address book entry

To use any of the options described in this section:

1. Select the **Address Books** option on the **Fax** or **eMail** menu to display the **Address Books** screen.
2. Select option **1, Work with Address Books** to display the **Work with Address Books** screen.
3. Key a **2**, (Edit), in the **Opt** field to the left of the address book containing the entry to be maintained.
4. **<ENTER>** to display the **Work with Address Book Entries** list screen.
5. Key a maintenance option number in the **Opt** field to the left of the address book entry to be maintained.
6. **<ENTER>** to display the associated maintenance screen.



## Copy an Address Book Entry

To copy an address book entry:

1. Key a **3** (Copy) in the **Opt** field on the **Work with Address Book Entries** list screen to the left of the address book entry to be copied.
2. **<ENTER>** to display the **Copy Address Book Entry** screen.

7/27/05	EZeDocs/400	F0402AR
09:33:41	Copy Address Book Entry	F0402A03
To copy Address Book Entry, change New Key Fields, press Enter.		
Key Field		Old Address Book Entry
Region	50	MID ATLANTIC
Store	7,0	00000000
Department	50	
-----		
Key Field		New Address Book Entry
Region	50	MIDWEST
Store	7,0	0000555
Department	50	
F3=Exit F5=Refresh F12=Cancel		
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.		

3. Complete the **New Address Book Key** fields.
4. **<ENTER>** to copy the address book entry.  
**OR**

Press **F12** to return to the **Work with Address Book Entries** screen without copying the entry.

**OR**

Press **F3** to return to the **Work with Address Books** screen without copying the entry.

## Delete an Address Book Entry

To delete an address book entry:

1. Key a **4** (Delete) in the **Opt** field on the **Work with Address Book Entries** list screen to the left of the address book entry to be deleted.
2. **<ENTER>** to display the **Confirm Delete of Address Book Entries** screen.

```
3/26/02                               EzeDocs                               F0402DR
09:02:43                               Confirm Delete of Address Book Entries       FOCTL04

Press Enter to confirm your choices for Delete.
Press F12=Cancel to return to change your choices.

Option      Address Book Entry
 4          MID ATLANTIC

Bottom

F12=Cancel  F15=Fold/Trun
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
```

3. If necessary, press **F15** (shift+F3) to display detailed information about the entry to be deleted.
4. **<ENTER>** to delete the entry.

**OR**

Press **F12** to return to the **Work with Address Book Entries** screen without deleting the entry.

## Display an Address Book Entry

To display an address book entry:

1. Key a **5** (Display) in the **Opt** field on the **Work with Address Book Entries** list screen to the left of the address book entry to be displayed.
2. **<ENTER>** to display the **Work with Address Book Entries** detail screen. Entries cannot be edited in display mode.

```

3/26/02                EZeDocs                F0402DR
09:12:06              Work with Address Book Entries  F0402A01

Address Book . . . . . NEW ADDRESS BOOK
Region           50    NORTHWEST
Store            6,0    @00075
Department       50    CHILDREN'S
Email Address. . . . . s75dchild346@higgins.com
Primary Fax Number . .
Secondary Fax Number .
Fax To Name . . . . .
Fax To Company . . . .
Cover Sheet Name . . .
Cover Sheet Notes . . . . .

F3=Exit   F12=Cancel
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
    
```

3. Press **F12** to return to the **Work with Address Book Entries** screen.

**OR**

Press **F3** to return to the **Work with Address Books** screen

## MAINTAIN GROUPS

Options available on the **Work with Address Book Groups** window allow the following maintenance functions to be performed:

- Edit a group
- Copy a group
- Delete a group
- Rename a group
- Edit a group header

To use any of these options:

1. Select the **Address Books** option on the **Fax** or **eMail** menu to display the **Address Books** screen.
2. Select option **1, Work with Address Books** to display the **Work with Address Books** screen.
3. Key a **2**, (Edit), in the **Opt** field to the left of an address book name.
4. **<ENTER>** to display the **Work with Address Book Entries** list screen displays.
5. Press **F14** (shift+F2) to display the **Work with Address Book Groups** window.

```
Work with Address Book Groups          F0WCTL05
-----
Position to
-----
Type options, press Enter.
2=Edit  3=Copy  4=Delete  7=Rename  13=Edit Header
Opt Group Name          Group Heading
-- NORTHWEST STORES    NW Region
-- SOUTHEAST STORES    Region 1

F12=Cancel                                     Bottom
```

6. Key a maintenance option number in the **Opt** field to the left of the group to be maintained.
7. **<ENTER>** to display the associated maintenance screen.



## Edit a Group

To edit an address book group:

1. Press **F14** (shift+F2) on the **Work with Address Book Entries** list screen to display the **Work with Address Book Groups** window.
2. Key a **2**, (Edit), in the **Opt** field to the left of the group to be edited.
3. **<ENTER>** to display the **Work with Address Book Groups** detail screen.

```

3/26/02                               EZeDocs                               F0402DR
11:15:24                               Work with Address Book Groups          FOCTL02

Address Book Name . NEW ADDRESS BOOK
Group Name . . . . . NEW GROUP
Group Heading. . . .
Type choices, press Enter.
  4=Delete  5=Display
Opt  Region/Store/Department
   _  MID ATLANTIC
   _  NORTHEAST

                                                                 Bottom

F3=Exit  F9=Select  F12=Cancel  F15=Fold/Trun
(C) COPYRIGHT ACOM SOLUTIONS, INC. 1993, 1998, 2000.
  
```

4. Edit the group as necessary.

**Add Entries**                      Press **F9**

**Delete Entries**                    Key a **4** (Delete) in the **Opt** field to the left of the entry to be deleted.

**Display Detail**                    Key a **5** (Display) in the **Opt** field to the left of an entry to display the **Work with Address Book Entries** detail screen. Entries cannot be edited in display mode.

Press **F15** (shift+F3) to display entry key values.

5. **<ENTER>** when editing is complete to return to the **Work with Address Book Groups** window.

## Copy a Group

To copy an address book group:

1. Press **F14** (shift+F2) on the **Work with Address Book Entries** list screen to display the **Work with Address Book Groups** window.
2. Key a **3**, (Copy), in the **Opt** field to the left of the group to be copied.
3. **<ENTER>** to display the **Copy Address Book Group** window.

```
Copy Address Book Group          F0WDWF13

Book Name:
NEW ADDRESS BOOK

Old Group Name:
NEW GROUP

New Group Name:
NEW GROUP
-----

F12=Cancel
```

4. Key a name in the **New Group Name** field.
5. **<ENTER>** to copy the group and return to the **Work with Address Book Groups** window.

### OR

Press **F12** to return to the **Work with Address Book Groups** window without copying the group.

## Delete a Group

To delete an address book group:

1. Press **F14** (shift+F2) on the **Work with Address Book Entries** list screen to display the **Work with Address Book Groups** window.
2. Key a **4** (Delete) in the **Opt** field to the left of the group to be deleted.
3. **<ENTER>** to display the **Delete Group Confirmation** screen.

Confirm delete of Address Book Group		FOUCTL04
Press Enter to confirm your choices for Delete. Press F12=Cancel to return to change your choices.		
Opt Group Name		Group Heading
4 NORTHWEST STORES		NW Region
F12=Cancel		Bottom

4. **<ENTER>** to delete the group.

**OR**

Press **F12** to return to the **Work with Address Books** screen without deleting the group.

## Rename a Group

To rename an address book group:

1. Press **F14** (shift+F2) on the **Work with Address Book Entries** list screen to display the **Work with Address Book Groups** window.
2. Key a **7**, (Rename), in the **Opt** field to the left of the group to be renamed.
3. **<ENTER>** to display the **Rename Address Book Group** window.

```

Rename Address Book Group      F04DWF13
Book Name:
NEW ADDRESS BOOK

Old Group Name:
NEW NEW GROUP

New Group Name:
NEW NEW GROUP
-----

F12=Cancel
```

4. Key a name in the **New Group Name** field. If the group name changes from alphanumeric to numeric or from numeric to alphanumeric, edit the group header and change the **Group Name Type**. (see page 7-37)
5. **<ENTER>** to rename the group and return to the **Work with Address Book Groups** window.

**OR**

Press **F12** to return to the **Work with Address Book Groups** window without renaming the group.

## Edit a Group Header

The **Group Name Type** and **Group Heading** fields can be edited. The group name type may be changed if the group was renamed and the name type changed from alphanumeric to numeric or from numeric to alphanumeric.

To edit a group header:

1. Press **F14** (shift+F2) on the **Work with Address Book Entries** list screen to display the **Work with Address Book Groups** window.
2. Key a **13** (Edit Header) in the **Opt** field to the left of the group containing the header to be edited.
3. **<ENTER>** to display the **Edit Address Group Header** window.

```

Edit Address Group Header          FOWD13

Book Name:
NEW ADDRESS BOOK

Group Name:
NEW GROUP

Group Name Type: A  A=Alpha, N=Numeric

Group Heading: _____

F12=Cancel
```

4. Edit the **Group Name Type** or the **Group Heading** as necessary.
5. **<ENTER>** to accept the changes and return to the **Work with Address Book Groups** window.

### OR

Press **F12** to return to the **Work with Address Book Groups** window without making any changes.

This page intentionally left blank.

## CHAPTER 8 APPLICATION PROGRAM INTERFACES

### INTRODUCTION

Many EZeDocs/400 functions are also available as Application Program Interfaces (APIs) that can be executed from other programs or from the command line.

The EZeDocs/400 library must be in the library list for the job before an API can be run. It is highly recommended that this library **not** be hard coded in the programs. One way to accomplish this is to create a data area containing the library name that can be retrieved at program execution.

Always specify the keywords when using any API. This ensures forward compatibility in the event that new API parameters are added. Keywords are shown below each parameter name.

This chapter provides information about the following API's:

<b>DLTRSC</b>	Deletes resources from printer memory
<b>DWNLODFRM</b>	Downloads a form to the printer's memory.
<b>FOCVTSPL</b>	Converts spooled files to PDF, TIF or ASCII.
<b>FODFNOQ</b>	Creates, updates or deletes an output queue definition.
<b>FORTVSI</b>	Returns information about a spooled file.
<b>MRGFRMFIL</b>	Merges forms with data from a database file.
<b>MRGFRMSPL</b>	Merges forms with spool file data generated from a program.
<b>PRGECM</b>	Purges EZContentManager files from the IFS.
<b>PRGFAX</b>	Purges the Fax History file.
<b>PRTFRM</b>	Prints blank forms.
<b>QCKMRGSPL</b>	Merges forms with spool file data generated from a program.
<b>QEDIT</b>	Allows quick entry into the forms editor
<b>STARTAM</b>	Starts an auto merge
<b>STOPAM</b>	Stops an auto merge

## DLTRSC API

The **DLTRSC** API deletes any overlays, images, logos, or fonts that have been downloaded to the printer's RAM memory, flash memory or hard disk. This API can be called from any System i program or command line. The EZeDocs/400 library must be in the user's library list prior to running this API.

### Parameters:

<b>Output queue</b> OUTQ	Printer to delete resources from.
<b>Library</b>	Location of the output queue.
<b>Resources to delete</b> NAME1 NAME2 etc.	Names of up to 5 resources to delete. Accept the default of <b>*ALL</b> to delete all EZeDocs/400 resources from the printer.
<b>Remove resources from FLASH</b> FLASH	Whether or not to remove resources from the printer's flash memory.  <b>*NO</b> Do not remove flash memory resources (default) <b>*YES</b> Remove flash memory resources.
<b>Remove resources from DISK</b> DISK	Whether or not to remove resources from the printer's hard disk.  <b>*NO</b> Do not remove hard disk resources (default) <b>*YES</b> Remove hard disk resources.
<b>Reorganize File</b> REORGZ	Whether or not to clean up the file containing information about removed items.  <b>*YES</b> Clean up the file (default). <b>*NO</b> Do not clean up the file. Delete resources runs a little faster and problems that may occur if the file is locked are eliminated. If the file is not reorganized it may become fragmented and performance may degrade over time.



## DWNLODFRM API

The **DWNLODFRM** API downloads a form or group of forms to the printer's memory. This API can be called from any System i program or command line. The EZeDocs/400 library must be in the user's library list prior to running this API.

### Parameters:

**Form name**                      The name of the form or group of forms to download.  
NAME

**Output queue**                  The name of the output queue to download the forms to. This  
OUTQ                              output queue must be defined in the EZeDocs/400 software.

### Optional parameters:

**Library**                         Location of the output queue.

**Download Target**              The form can be downloaded to RAM or flash memory or a hard  
drive in an  
TARGET                            HP or Lexmark printer that has those options installed. Enter:

\***RAM**                      RAM memory  
\***FLASH**                    flash memory or  
\***DISK**                     hard drive

## FOCVTSPL API

The FOCVTSPL API converts a spooled file into an image that can be posted on a Web site, e-mailed, archived, etc. Spooled files can be standard \*SCS printer files, \*AFPDS spooled files or \*USERASCII spooled files with HP-PCL code.

The spooled files can be converted into TIFF images or PDF documents and placed in a data base file, (the **To file**). The data base file can be transferred to a PC as a PDF file which can then be archived, viewed, etc.

### Security Code

A security code is required for the ACOM Solutions (Keyes) PDF module. Select option 17, Display Software Version, on the Utilities Menu to view the **Display Software Version** screen. The **PDF (Keyes)** field must display a security code.

### \*SCS Printer Files

The font size used when converting an \*SCS printer file to a PDF image is determined by the page size values in the spooled file attributes. The font must fit all possible characters on the PDF page with a margin.

### \*AFPDS Printer Files

When converting an \*AFPDS printer file to a PDF image, the rotation value in the spooled file attributes is used to rotate the PDF page.

Do not precede an entry with an asterisk unless that entry is shown with an asterisk on the screen or in the field definitions (below).

### Parameters:

<b>Output</b> TYPE	The output destination:  <b>1</b> Physical File <b>2</b> IFS <b>3</b> QDLS
<b>Spooled file</b> SFIL	The name of the spooled file to be converted.
<b>Job name</b> JNAM	The name of the job that created the spooled file to be converted.  Key the job name or <b>*</b> The job that issued this command is the job that created the spooled file.
<b>User</b> JUSR	The user name identifying the user profile used when the job was run. Leave blank if * was entered in the <b>Job name</b> field, above.
<b>Number</b> JNBR	The system assigned job number. Leave blank if * was entered in the <b>Job name</b> field, above.

---

<b>Spooled file number</b> SNBR	<p>The spooled file number of the spooled file to be converted. Key the actual number or</p> <p><b>*ONLY</b> A number is not necessary because only one spooled file in the job has the specified name.</p> <p><b>*LAST</b> Use the spooled file with highest number and the specified name.</p>
<b>To file name</b> TFIL	<p>The name of a physical file to hold the converted spooled file.</p> <p>If an existing file is named, that file will be cleared before the new data is placed in it.</p> <p>If the file does not exist, it will be created in the library specified in the <b>Library</b> field (below).</p> <p>If using the <b>To directory (IFS) or (QDLS)</b> field (see below) to copy the converted file to IFS or QDLS, this field can be left blank.</p>
<b>Library</b>	<p>The location of the To file. Key the name of a library or:</p> <p><b>*LIBL</b> Search all libraries in the job's library list.</p>
<b>To member</b> TMBR	<p>The name of the member to receive the physical file.</p> <p><b>OR</b></p> <p>The file name to assign to the converted file if the converted file will be copied to the IFS or QDLS. (see <b>To directory (IFS) or (QDLS)</b> field, below)</p> <p>Accept <b>*FIRST</b> to use the first member in the database file for physical files <b>OR</b> to use the spool file name as the file name on the IFS or QDLS.</p>
<b>To image type</b> IMGT	<p>The image type for the converted spooled file.</p> <p><b>PDF</b> Convert the spooled file to PDF.</p> <p><b>TIF</b> Convert the spooled file to TIFF. Not valid when converting *SCS printer files.</p> <p><b>ASC</b> Convert the spooled file to ASCII format.</p>

**To directory (IFS)  
(IFS0 or (QDLS)**

IFSD

The converted spooled file will be copied to an IFS directory if an existing directory name is keyed here. The converted spooled file will be copied to a QDLS folder if the path to an existing QDLS folder is keyed here.

When the file is copied, it will be renamed with a file extension matching the format requested in the **To image type** field; .PDF, .TIF or .ASC.

The file will be assigned the name specified in the **To member** field. **\*FIRST** defaults the name to the same name as the spool file.

Leave this field blank if the converted spooled file should not be copied to IFS or QDLS.

**Text/Image  
based PDF**

TXTIMG

The type of PDF file to create.

**T** Create a text based PDF file. Text based PDF files can be searched for specific text.

**I** Create an image based PDF file. Image based PDF files cannot be searched.

**From page number**

FPAG

The first page in the spooled file to be converted.

**To page number**

TPAG

The last page in the spooled file to be converted. Key an actual page number or

**\*END** Convert all pages from the From page number (above) to the last page in the spooled file.

**Paper size**

PSIZ

The paper size of the original spooled file.

**S** Standard 8.5 x 11 inch paper

**L** Legal 8.5 x 14 inch paper

**A** A4 8.5 x 11.67 inch paper

**Note:** If the spooled file being converted was created with a page size of 11x17 an 11x17 PDF file will be created.

**Example Using IFS:**

The following sample code:

1. Generates a one page invoice in your output queue with form type \*INV.
2. Uses EZeDocs/400 to merge the one page invoice with a document named FOINV2.
3. Converts the spool file generated by EZeDocs/400 in step 2 into a PDF file and copies the PDF file to a directory named PDFDOCS using the IFS.

The directory in this example is named PDFDOCS, but it can be any existing directory path on the IFS.

```
PGM

1.  FOINV          TOOUTQ(youroutq) FORMTYPE(*INV)

2.  MRGFRMSPL     NAME(FOINV2) FROMOUTQ(youroutq) FORMTYPE(*INV) +
                    TOOUTQ(youroutq) FORCE(*YES) HOLDMRG(*YES)

3.  FOCVTSPL      SFIL(FOPRT01) TMBR(DOC1) IFSD(PDFDOCS)

ENDPGM
```

### Example Using QDLS:

The following sample code:

1. Generates a one page invoice in your output queue with form type \*INV.
2. Uses EZeDocs/400 to merge the one page invoice with a document named FOINV2.
3. Converts the spool file generated by EZeDocs/400 in step 2 into a PDF file and copies the PDF file to a folder named PDFDOCS in QDLS.

The folder in this example is named PDFDOCS, but it can be any existing folder in QDLS.

```
PGM
1.  FOINV1          TOOUTQ(youroutq) FORMTYPE(*INV)
2.  MRGFRMSPL      NAME(FOINV2) FROMOUTQ(youroutq) FORMTYPE(*INV) +
                    TOOUTQ(youroutq) FORCE(*YES) HOLDMRG(*YES)
3.  FOCVTSPL       SFIL(FOPRT01) TMBR(DOC1) IFSD('QDLS/PDFDOCS')

ENDPGM
```

## FODFNOQ API

### Parameters:

Output queue definitions can be added, deleted or updated through this API. Parameters are:

<b>Action</b> ACTION	Action to perform on the output queue definition.  <b>*ADD</b> <b>*DELETE</b> <b>*UPDATE</b>
<b>Output Queue</b> OUTQ	The output queue name.
<b>Library</b>	Location of the output queue.
<b>Output queue type</b> OUTQTYP	Whether or not the System i output queue is set up to write to a remote writer.  <b>*LOCAL</b> Output queue is not set up to write to a remote writer. <b>*REMOTE</b> Output queue is set up to write to a remote writer.
<b>Printer Driver</b> DRIVER	The type of printer driver attached to the output queue.
<b>Printer Model</b> MODL	The model of the printer driver attached to the output queue.
<b>Connection Type</b> CONTYP	How the printer is attached to the host. This must be a previously defined description. Connections beginning with an * are ASCII type connections.
<b>Top margin</b> TOPMARG	The amount of top margin adjustment that the printer has. All PCL printers have an unprintable border around the page. This amount is the adjustment amount used by EZeDocs/400 to make sure that measurements are accurate when printing documents. It is recommended that you leave this field set to <b>.000</b> .
<b>Left margin</b> LEFTMG	The amount of left margin adjustment that the printer has. All HP and compatible printers have an unprintable border around the page. This amount is the adjustment amount used by EZeDocs/400 to make sure that measurements are accurate when printing forms, labels, and checks. It is recommended that you set this margin to the amount of unprintable border for your printer. If you are unsure of this, enter <b>.220</b> .
<b>Print Printer Resource Page</b> PRTRMV	Whether or not to print a summary report on the page sent out of the printer after running the Remove Resource option. If <b>*NO</b> is specified, some printers suppress blank pages.

<b>Font</b> FONT	The font used after regular form or check printing is completed. The software sets this font on the printer when EZeDocs/400 jobs are finished.
<b>Default Code Page</b> CDPAGE	The default character set and code page for a coded font. The software sets this code page on the printer when EZeDocs/400 jobs are finished. This is valid for AFP printers only.
<b>Default DPI</b> DPI	The default dots per inch used when printing from the software.
<b>Default mode</b> PRTMD	<p>IBM 4019 and 4029 printers have the option of running the printer in either HP mode or IBM mode. If you have one of these printers, enter the default mode that the printer is set up to use. Follow these instructions if you are not sure how the printer is set:</p> <p><b>IBM 4019</b></p> <ol style="list-style-type: none"><li>1. Make sure that the printer is on and online.</li><li>2. Press the Orientation button on the front panel.</li><li>3. A <b>1</b> or a <b>2</b> will show in the display window. If the number is a <b>1</b>, the printer is running in <b>*IBM</b> mode. If the number is a <b>2</b>, the printer is running in <b>*HP</b> mode.</li></ol> <p><b>IBM 4029</b></p> <p>The front panel display of the printer shows the printer mode. It will state either PCL4, PCL5 or PPDS. For PCL4 or PCL5, the default mode is <b>*HP</b>. For PPDS, the default mode is <b>*IBM</b>.</p>
<b>Text</b> TEXT	The text description that shows on the previous screen and in prompt windows.



## FORTVSI API

The FORTVSI API returns information about a spooled file and can be called from a program created on the System i. The EZeDocs/400 library must be in the user's library list prior to calling this API.

### Parameters:

<b>Spooled file</b> SPLF	The name of the spooled file to retrieve the information for.
<b>Job Name</b> JOB	The name of the job that created the spooled file.  Key the job name or  * The job that issued this command is the job that created the spooled file.
<b>User name</b>	The user name identifying the user profile used when the job was run. Leave blank if * was entered in the <b>Job name</b> field, above.
<b>Number</b>	The system assigned job number. Leave blank if * was entered in the <b>Job name</b> field, above.
<b>Spooled file number</b> SPLNBR	The number assigned to the spooled file. Key the actual number or  * <b>ONLY</b> A number is not necessary because only one spooled file in the job has the specified name.  * <b>LAST</b> Use the spooled file with highest number and the specified name.

**Information Returned:** A field name **MUST** be specified for each of the return parameters listed below whether the returned value will be used or not.

<b>Job Name</b> RTNJOBNAME	The job that created the spool file. (10 positions)
<b>User</b> RTNUSER	The user who created the spool file. (10 positions)
<b>Job Number</b> RTNJOBNBR	The number of the job that created the spooled file. (6 positions)
<b>Spooled file number</b> RTNSPLNBR	The number assigned to the spooled file. (6 positions)
<b>LPI</b> LPI	The spooled file lines per inch. (4,1 positions - xxxx.x)
<b>CPI</b> CPI	The spooled file characters per inch. (4,1 positions – xxxx.x)

## MRGFRMFIL API

The **MRGFRMFIL** API merges a specified form with data from a database file and can be called from any System i program or command line. The EZeDocs/400 library must be in the user's library list prior to calling this API.

### Parameters:

<b>Form name</b> NAME	The name of the form to print.						
<b>To Output queue</b> TOOUTQ	The output queue or distribution list to send the merged output to. The output queue or distribution list must already be defined in the EZeDocs/400 software.						
<b>Library</b>	Location of the <b>to</b> output queue.						
<b>Data base file name</b> DATAFILE	A name entered here overrides the database file name entered on the header record of the form. If a name is not entered, the data file on the header record of the form will be used for the merge.						
<b>Library</b>	The location of the new data base file name.						
<b>Member</b>	Enter a member name to extract data from a specific member in the file. Valid options are:  <table> <tr> <td><b>Name</b></td> <td>Specific member</td> </tr> <tr> <td><b>*FIRST</b></td> <td>First member in file is used</td> </tr> <tr> <td><b>*LAST</b></td> <td>Last member in file is used</td> </tr> </table>	<b>Name</b>	Specific member	<b>*FIRST</b>	First member in file is used	<b>*LAST</b>	Last member in file is used
<b>Name</b>	Specific member						
<b>*FIRST</b>	First member in file is used						
<b>*LAST</b>	Last member in file is used						

### Optional parameters:

<b>Copies</b> COPIES	The number of copies to print. Valid values are <b>1-9999</b> .
	<b>OR</b>
<b>Copies field name</b> COPYF	Enter a field name to take the number of copies from a field in the data file.
<b>Source drawer</b> DRAWER	The printer paper drawer to pull from. Valid values are: <b>1, 2, 3, 4, E and M</b> .
<b>New form type</b> NEWFRMTYP	The form type placed on the file generated from the merge job.
<b>Hold merged spool file</b> HOLDMRG	Whether or not to automatically put the output spool file from the merge job on hold.
<b>Save merged spool file</b> SAVEMRG	Whether or not to save a copy of the output spool file in the output queue after printing.

<p><b>Schedule immediate</b> SCHIMD</p>	<p>Whether or not to start sending data to the printer as soon as data is available. Valid values:</p> <p><b>*YES</b> send data immediately</p> <p><b>*NO</b> do not send data to the printer until the merge job is complete.</p>
<p><b>Duplex mode printing</b> DUPMODE</p>	<p>Forms can be printed on both sides of the paper on a duplex capable printer with the duplex option installed. Refer to the printer manual or contact ACOM Solutions for more information if unsure about duplex mode. Valid options are:</p> <p><b>*NO</b> Print on one side.</p> <p><b>*YES</b> Print on both sides with the top of the page at the same end of each side of the page.</p> <p><b>*TUMBLE</b> Print on both sides with the top of the page at opposite ends of the paper.</p>
<p><b>Backside form name</b> BCKFRM</p>	<p>The name of the form to print on the back of the page if duplexing.</p>
<p><b>Data on back side</b> DATABACK</p>	<p>Whether or not to print variable data on the back of the page when printing in duplex. Valid values are:</p> <p><b>*NO</b> Do not print variable data on the back.</p> <p><b>*NEW</b> Read a new record before printing data on the back of the page.</p> <p><b>*SAME</b> Print variable data from the same record on the front and back.</p>
<p><b>Collate</b> COLLATE</p>	<p>Key <b>*YES</b> to collate multiple copies. Key <b>*NO</b> if collating is not required.</p>
<p><b>Force Overlay Download</b> FORCE</p>	<p>Whether or not to download the form overlay each time the merge is run.</p> <p><b>*YES</b> Download the overlay each time for each form. This slightly reduces print speed but ensures that the necessary forms and images are downloaded at print time.</p> <p><b>*NO</b> Download the overlay to memory once. Select the <b>Delete resources from printer</b> menu option to remove downloaded items from printer memory.</p> <p><b>*TEMP</b> Download the overlay temporarily. If the printer is reset, the overlay will be deleted from the printer's memory.</p>

<b>Sort by field 1</b> SORTFLD1	To sort the records extracted from the data file, enter the first sort field.
<b>Sort by Order 1</b> SORTORD1	Whether to sort the records in the data file in ascending or descending order. The default is ascending. Valid values are:  <b>*ASCEND</b> Ascending order <b>*DESCEND</b> Descending order
<b>Sort by field 2</b> SORTFLD2	To sort the records extracted from the data file, enter the second sort field.
<b>Sort by Order 2</b> SORTORD2	Whether to sort the records in the data file in ascending or descending order. The default is ascending. Valid options are:  <b>*ASCEND</b> Ascending order <b>*DESCEND</b> Descending order
<b>Sort by field 3</b> SORTFLD3	To sort the records extracted from the data file, enter the third sort field.
<b>Sort by Order 3</b> SORTORD3	Whether to sort the records in the data file in ascending or descending order. The default is ascending. Valid options are:  <b>*ASCEND</b> Ascending order <b>*DESCEND</b> Descending order
<b>Output bin</b> OUTBIN	The output bin in which to stack the output. Valid options are <b>*UPPER</b> and <b>*LOWER</b> .
<b>User Data</b> USRDATA	EZeDocs/400 automatically generates user data information on the spool file created from the merge program. Change this option to override the default. Case sensitive.  <b>*DEFAULT</b> Generate user data information on the spool file created from the merge program
<b>Output priority (on OUTQ)</b> OUTPTY	The output priority for spooled output files produced by this job. The highest priority is <b>1</b> and the lowest is <b>9</b> .  <b>*JOB</b> Use the output priority associated with the job that created the spool file.

## MRGFRMSPL API

The **MRGFRMSPL** API merges a specified form with spool data from a program and can be called from any System i program or command line. The EZeDocs/400 library must be in the user's library list prior to running this API.

### Parameters:

<b>Form name</b> NAME	The name of the form to print.
<b>From Output Queue</b> FROMOUTQ	The System i output queue location of the spool file to be merged.
<b>Library</b>	Location of the <b>from</b> output queue. Use <b>*LIBL</b> if unsure of the library name.
<b>Spool file attributes:</b> SPOOLATT	
<b>Form Type</b>	The form type assigned to the spool file. Case sensitive.
<b>Name</b>	Select every spool file in the output queue with this form type. (case sensitive)
<b>*ALL</b>	Select all spool files in the output queue.
<b>*LAST</b>	Select the last spool file generated by the current job. The job name must be * to use *LAST.
<b>Printer file name</b>	The printer file name used when the spool file was created. Select every spool file in the output queue with this printer file name.
<b>User data</b>	The user data information attribute of the spool file. Select every spool file in the output queue with this user data value.
<b>User ID</b>	The user ID associated with the spool file. Select every spool file in the output queue with this user ID.
<b>Job name</b>	The job name associated with the spool file or * to merge with the current job. Select every spool file in the output queue with this job name.
<b>Job number</b> JOBNBR	The job number associated with the spool file. Select every spool file in the output queue with this job number.
<b>Spool file number</b> SPLNBR	Spool files generated by this spool file number will be selected.

<b>To Output queue</b> TOOUTQ	<p>The output queue or distribution list to send the merged output to. This output queue or distribution list must already be defined. Valid options are:</p> <p><b>Name</b> Specific output queue or distribution list name. <b>*FROM</b> Send merged output to the output queue from which the original spool file is pulled.</p>
<b>Library</b>	<p>Location of the <b>to</b> output queue. Use <b>*LIBL</b> if unsure of the library name.</p>
<b>Override Spool Copies</b> COPIES	<p>The merge program generates the number of copies indicated in the original spool file. Enter a number to override that number and generate a specific number of copies from 1 – 9999. The default is 0. Valid values are <b>0-9999</b>.</p> <p>If the merged output is being sent to a distribution list and the number of copies entered here is fewer than the number of output queues set up in the distribution list, the number entered here will determine the number of copies produced. For example, entering a 2 here when merging to a distribution list with 4 output queues will cause copies to be printed to only the first 2 output queues in the distribution list.</p> <p>If the merged output is being sent to a distribution list and the number of copies entered here is greater than the number of output queues set up in the distribution list, the number of output queues set up in the distribution list will determine the number of copies produced. For example, entering a 6 here when merging to a distribution list with 4 output queues will cause copies to be printed to only the 4 output queues set up in the distribution list.</p>
<b>Collate</b> COLLATE	<p>Key <b>*YES</b> to collate multiple copies. Must be selected if the form is printing to a distribution list or if the form has header conditions.</p> <p>Key <b>*NO</b> if collating is not required. Must be selected when working with conditional output.</p>
<b>Duplex mode</b> DUPMODE	<p>Forms can be printed on both sides of the paper on a duplex capable printer with the duplex option installed. When printing in duplex, each side of the paper is considered a page for numbering purposes. The front sides will always be odd numbered. The back sides will always be even numbered. Refer to the printer manual or contact ACOM Solutions for more information if unsure about duplex mode. Valid options are:</p>

- \***NO** Prints on one side
- \***YES** Prints on both sides with the top of the page at the same end of each side of the page.
- \***TUMBLE** Prints on both sides with the top of the page at opposite ends of the paper.

**Backside form name** The name of the form to print on the back of the page if duplexing.  
BCKFRM

**Print spool data on backside** Whether or not to print spool file data on the back of a merged form when printing in duplex.  
DTABCK

- \***NO** Prevents spool file data from printing on the back.
- \***YES** Prints spool file data on both sides of the page.
- \***SAME** Prints the same spool file data on the front and back of the page.

**Optional Break** The name of an STEXT command to use as an optional break. A change in the spool file data in the selected STEXT field will trigger the duplex printing to print that page on the front side of a page. Duplex printing will then continue as normal until there is another change in the spool data for that STEXT command which will trigger that page to be printed on the front side, etc.  
S\$OPTB

Optional break will only work for printed forms. It is not valid for sets, conditional output, EMAIL, FAX, PDF or ECM commands.

**Column offset** This option shifts the entire spool job to the right or left up to **60** columns. To shift the data, type the number of columns and press **FIELD+** or **FIELD-**.  
COLOFF

**FIELD+** shifts data to the right.  
**FIELD-** shifts data to the left.

Shifting spool data may cause the data to be truncated if it is shifted into the unprintable area.

**Starting page** The page to start merging and printing.  
STRPAGE

**Ending page** The page to end merging and printing.  
ENDPAGE

**Combine spool files** Whether or not to combine multiple spool files before merging and printing.  
COMBINE

\***YES** Combine spool files. One merge file will be output.

**Duplex printing**-The last and first pages of consecutive spool files may print on the same page. For example, if the first spool file has an odd number of pages, the first page of

the following spool file will print on the back of the last page of the previous spool file.

**\*NO** Do not combine spool files. Multiple merge files will be output.

**Duplex printing**-An extra page eject is automatically added. Each spool file begins printing on the front side of the page.

**Suppress Messages** Whether or not to send out informational messages during and after the merge process.  
SMSGS

**\*YES** Suppress messages

**\*NO** Send messages

**Force overlay download**  
FORCE

Whether or not to download the form overlay each time the merge is run.

**\*YES** Download the overlay each time for each form. This slightly reduces the print speed of the job but ensures that required forms and images are downloaded at print time.

**\*NO** Download the overlay to memory once. Select the **Delete resources from printer** menu option to remove downloaded items from printer memory.

**\*TEMP** Download the overlay temporarily. If the printer is reset, the overlay will be deleted from the printer's memory.

**Save original spooled file**  
SAVEORIG

Whether or not to save the original copy of the spool file in the original output queue.

**\*NO** Delete the original spool file after completing the merge.

**\*YES** Do not delete the original spool file after completing the merge.

**\*SPL** Retrieve the value for this parameter from the original spool file attributes.

**Move original to OUTQ**  
MOVEORIG

To move the original spool file after the merge is finished, enter an output queue name. This output queue does not have to be defined in the software, but it must exist on the System i.

**Library**

The location of the **move to** output queue. Use **\*LIBL** if unsure of the library name.

**New form type**  
NEWFRMTYP

The form type to place on the spool file generated by the merge job.

**\*SAME** Use the same form type as the original spool file.



	<b>Value</b>	Specific form type to use.												
<b>Hold merged spool file</b> HOLDMRG		Whether or not to automatically put the output spool file from the merge job on hold.												
<b>Save merged spool file</b> SAVEMRG		Whether or not to save a copy of the merged output job in the output queue after printing.												
<b>Schedule immediate</b> SCHIMD		Whether or not to start sending data to the printer as soon as data is available. If <b>*NO</b> is entered, data will not be sent to the printer until the merge job is complete.												
<b>Source drawer</b> DRAWER		Printer drawer to pull paper from when printing the merged document. Used only when printing to a single output queue. Not valid when printing to a distribution list or working with conditional output.  Any available source drawer for the printer assigned to the output queue named as the to output queue may be used. (See the printer definition for a list of source drawers.) Accept the default of 1 if you are not sure of the value to use.												
<b>+ for more values</b>		It is possible to pull paper from several source drawers when printing copies. Key a + here and <b>&lt;ENTER&gt;</b> to key additional source drawer values.  The value representing any available source drawer for the printer assigned to the output queue named as the to output queue may be used. (See the printer definition for a list of source drawer values.) The sequence in which the drawers are listed here is the sequence that will be used when pulling paper to print.												
<b>Output Bin</b> OUTBIN		The output bin in which to stack the output. Valid options are <b>*UPPER</b> and <b>*LOWER</b> . For <b>stapled output</b> enter the HCO# required by your printer for the stapling finisher function.												
<b>Staple</b> PDSTAP		The staple type to use on the document. You must have a printer with stapling capabilities  <table border="0"> <tr> <td><b>*None</b></td> <td>Do not staple</td> </tr> <tr> <td><b>*One</b></td> <td>One staple</td> </tr> <tr> <td><b>*Two</b></td> <td>Two staples</td> </tr> <tr> <td><b>*Three</b></td> <td>Three staples</td> </tr> <tr> <td><b>*Six</b></td> <td>Six staples</td> </tr> <tr> <td><b>*Oneangled</b></td> <td>One, angled staple</td> </tr> </table>	<b>*None</b>	Do not staple	<b>*One</b>	One staple	<b>*Two</b>	Two staples	<b>*Three</b>	Three staples	<b>*Six</b>	Six staples	<b>*Oneangled</b>	One, angled staple
<b>*None</b>	Do not staple													
<b>*One</b>	One staple													
<b>*Two</b>	Two staples													
<b>*Three</b>	Three staples													
<b>*Six</b>	Six staples													
<b>*Oneangled</b>	One, angled staple													
<b>Break By</b> PDBREA		Criteria used to break the file into multiple, stapled documents.  <b>*Copy</b> Staple each copy of a document.												

Name	The name of an STEXT command to break based on a change in STEXT value.
<b>Spool data font</b> SPLFNT	The font to use for the spool file data. The font keyed here will override the Font Identifier in the spool file attributes. <b>If a proportional font is selected, it will be impossible to line up columns of data on the page.</b>
<b>Spool font point size</b> FNTPTSIZ	The height of the font to use for the spool file data. A point equals about 1/100th of an inch. A 50 point font is about 1/2" inch tall. This field is only required when using scalable fonts.
<b>Spool code page</b> CDEPGE	The Code Page to use for font selection when printing to an AFP printer.
<b>Page size length</b> PGLENG	The length of the page. This is <b>not</b> supported for AFP printers.
<b>Page size width</b> PGWDTH	The width of the page. This is <b>not</b> supported for AFP printers
<b>Degree of page rotation</b> PAGRTT	The page rotation used for the print job. <b>Not</b> supported for AFP printers. Valid options are <b>0</b> and <b>90</b> .  It is recommended that the rotation of the original spool file be set to <b>0</b> for portrait or <b>90</b> for landscape. If the rotation is set to anything else, <b>*COR</b> , <b>*AUTO</b> , etc., the output may not print correctly. Contact our Technical Support Department if you experience printing problems.
<b>Lines per inch</b> LPI	The number of lines per inch (LPI). <b>Not</b> supported for AFP printers
<b>Characters Per Inch</b> CPI	<b>No longer supported</b>
<b>User Data</b> USERDATA	EZeDocs/400 automatically generates user data information on the spool file created from the merge program. Change this option to override the default. Case sensitive.  <b>*DEFAULT</b> Generate user data information on the spool file created from the merge program <b>*SPOOL</b> Pull user data from the original spool file. <b>*USER</b> Enter the user profile into the user data field.
<b>Output priority (on OUTQ)</b> OUTPTY	The output priority for spooled output files produced by this job. The highest priority is <b>1</b> and the lowest is <b>9</b> .  <b>*JOB</b> Use the output priority associated with the job that created the spool file.

---

**\*SPL** Use the output priority associated with the spool file used in the merge.

**Spool file owner**  
SPLOWN

Determines the owner assigned to the new spool file.

**\*JOB** Assigns the job user profile as the owner of the new spool file.

**\*SPL** Assigns the owner of the original spool file as the owner of the new spool file.  
If the **Combine spool files** field (above) is set to **\*Yes**, the owner of the last spool file selected from the out queue will be named as the owner of the combined spool file.

**Sort Definition Information**  
SORT

**Sort by field 1-4** The name of the spool text to sort by. Up to four sorts can be specified.

**Sort by Order 1-4** Forms can be sorted in ascending or descending order.

**\*ASCEND** Sort in ascending order (default)

**\*DESCEND** Sort in descending order

## PRGECM API

The **PRGECM** API purges the files created by the ECM command. These files are created for import into EZContentManager and placed in folders on the IFS. The ECM purge should be executed periodically to free up space on the IFS.

### Parameters:

<b>IFS Path</b> IFS	The IFS path containing the ECM files to be purged.
<b>Select By:</b> DATELIST	
<b>From Date</b>	The starting date to use when files are purged. Format the date as MMDDYYY where MM=Month, DD=Date and YYYY=Year.
<b>To Date</b>	The ending date to use when purging files. Format the date as MMDDYYY where MM=Month, DD=Date and YYYY=Year.
<b>Document Type</b> DOCTYP	Whether to purge PDF or PCL files. If PDF files are purged any matching .ecm index files are also purged. PCL files are only saved if the Save PCL field in the ECM command is set to *YES.  *PDF Purge PDF files and any matching .ecm files. *PCL Purge PCL files.
<b>Print Transaction</b> PRTRANS	Whether or not to print a report of purged files.  *NO Do not print a report. *YES Print a report.
<b>Output Queue</b> OUTQ	The output queue to send the purged transaction report to.
<b>Library</b>	The location of the output queue. Key a specific library name or key *LIBL to search all libraries until the output queue is found.
<b>Source Drawer</b> DRAWER	The printer drawer to pull paper from when printing the report.

## PRGFAX API

The **PRGFAX** API purges the fax files put on the IFS by EZFax/400.

### Parameters:

<b>Status</b> STATUS	The status of the fax files to purge.  <b>*ALL</b> Purge all fax files. <b>ERR</b> Purge only fax files with error status. <b>SNT</b> Purge only fax files with sent status.
<b>User</b> USER	Enter a user ID to purge only fax files created by fax jobs initiated by that user or enter <b>*ALL</b> to purge fax files regardless of user.
<b>Date Type</b> DATYYP	Whether to purge faxes based on:  <b>1</b> Create date <b>2</b> Sent date
<b>From</b> DFROM	A starting date for the purge in the format MMDDYYYY.
<b>To</b> DTO	An ending date for the purge in the format MMDDYYYY.
<b>Print Transactions</b> TRANS	The type of transaction report to print:  <b>*NONE</b> Do not print a report. <b>*SUMMARY</b> Print a summary report. <b>*DETAIL</b> Print a detailed report.

Output Queue The output queue to send the report to.  
OUTQ

**Library** The location of the output queue. Key a specific library name or key **\*LIBL** to search all libraries until the output queue is found.

**Source Drawer** The printer drawer to pull paper from when printing the report.  
DRAWER

**Sort by User** The report can be sorted by user or by date.  
USRSORT  
  
**\*NO** Do not sort by user. Sort by date.  
**\*YES** Sort by user. Do not sort by date.

**Sort by Date** The report can be sorted by date or by user.  
DATSORT  
  
**\*NO** Do not sort by date. Sort by user.  
**\*YES** Sort by date. Do not sort by user.

## PRTFRM API

The **PRTFRM** API prints blank forms to a specified printer and can be called from any System i program or command line. The EZeDocs/400 library must be in the user's library list prior to running this API.

### Required parameters:

**Form name**  
NAME                      The name of the form to print. Enter the form group name to print a group of forms.

**Output queue**  
OUTQ                      The output queue name. This output queue must be defined in the EZeDocs/400 software.

### Optional parameters:

**Library**                      The location of the output queue.

**Copies**  
COPIES                      The number of copies to print, up to **9999**.

**Source drawer**  
DRAWER                      The printer paper drawer to pull from. Valid values are: **1, 2, 3, 4, E** and **M**.

**Duplex mode printing**  
DUPMODE                      Forms can be printed on both sides of the paper on a duplex capable printer with the duplex option installed. Refer to the printer manual or contact ACOM Solutions for more information if unsure about duplex mode. Valid options are:

**\*NO**                      Prints on one side

**\*YES**                      Prints on both sides with the top of the page at the same end of each side of the page.

**\*TUMBLE**                      Prints on both sides with the top of the page at opposite ends of the paper.

**Backside form name**  
BCKFRM                      The name of the form to print on the back of the page if duplexing.

## QCKMRGSPL API

**Important:** It is highly recommended that the MRGFRMSPL API be used instead of this API. This API was created when AS/400s were much slower than the models available today. It was intended to give users merging only a few forms a slight improvement in speed (a few seconds). To accomplish this, the API requires values be supplied by the user rather than the API retrieving them. This API does less validation, requiring the user to specify the correct values and set up the library list correctly. With the Systems i available today there is not a noticeable difference in run time between the MRGFRMSPL API and the QCKMRGSPL API but there is a risk of the QCKMRGSPL API terminating abnormally if the correct values are not furnished. The actual merge processing that takes place after the job attributes are set up is identical in both the MRGFRMSPL and the QCKMRGSPL APIs.

The **QCKMRGSPL** API merges a specified form with spool data from a program. It is very similar to the MRGFRMSPL API, except that it requires more information for the program to accomplish the merge. Since most of the validation has been removed, parameters must be specified correctly in order for the API to run correctly. This API can be called from any System i program or command line. The EZeDocs/400 library must be in the user's library list prior to running this API.

### Parameters:

<b>Form name</b> NAME	The name of the form to merge.
<b>From Output queue</b> FROMOUTQ	The output queue to pull the original spool file from.
<b>Library</b>	Location of the <b>from</b> output queue.
<b>Form Type</b> FORMTYPE	The form type of the spool file(s) to merge. EZeDocs/400 will merge every spool file in the selected output queue with this form type. Optional values for this parameter are:  <b>*LAST</b> merge the last spool file generated by the current job no matter what Form Type it has.  <b>*SELECT</b> <b>requires</b> the following five parameters to merge the spool file properly. Complete the following five parameters for specific spool file selection when <b>*SELECT</b> is specified.
<b>Printer file name</b> PRTFILE	The printer file name used for the spool file to be merged. The default value <b>QSYSPRT</b> is used unless a different name is entered. This field cannot be blank.
<b>User data</b> SUSDTA	The user data attribute of the spool file to be merged.
<b>User ID</b> USERID	Selects only spool files with a specific User Profile ID.

<b>Job name</b> JOBNAME	The job name of the spool file to be merged.
<b>Job number</b> JOBNBR	The job number of the spool file to be merged.
<b>Spool number</b> SPLNBR	The spool file number of the spool file to be merged.
<b>To Output queue</b> TOOUTQ	The output queue or distribution list to send the merged output to. This output queue or distribution list must already be defined in the EZeDocs/400 software.
<b>Library</b>	Location of the <b>to</b> output queue.
<b>Copies</b> COPIES	The number of copies of the merged output to print. Valid values are <b>1-9999</b> .
<b>Source drawer</b> DRAWER	The printer paper drawer to pull from when printing the merged document. Used only when printing to a single output queue. Not valid when printing to a distribution list or working with conditional output.  Any available source drawer for the printer assigned as the to output queue may be used. (See the printer definition for a list of source drawers.) Accept the default of 1 if you are not sure of the value to use.
<b>+ for more values</b>	It is possible to pull paper from several source drawers when printing copies. Key a + here and <ENTER> to key additional source drawer values.  The value representing any available source drawer for the printer assigned as the to output queue may be used. (See the printer definition for a list of source drawer values.) The sequence in which the drawers are listed here is the sequence that will be used when pulling paper to print.
<b>New form type</b> NEWFRMTYP	The form type assigned to the spool file generated by the merge job.
<b>Save original spool file</b> SAVEORIG	Whether or not to save the original copy of the spool file when the merge job is complete.  <b>*NO</b> Delete the original spool file when the merge completes. <b>*YES</b> Save the original spool file when the merge completes. <b>*SPL</b> Retrieve the value for this parameter from the original spool file attributes.



<b>Move Original to OUTQ</b> MOVEORIG	If the original spool file is saved, it can be moved to the output queue named here.
<b>Library</b>	Location of the <b>move original to</b> output queue.
<b>Hold merged spool file</b> HOLDMRG	Whether or not to automatically put the output spool file from the merge job on hold.
<b>Save merge spool file</b> SAVEMRG	Whether or not to save a copy of the merged output job in the output queue after printing.
<b>Schedule immediate</b> SCHIMD	Whether or not to start sending data to the printer as soon as data is available. If <b>*NO</b> is entered, data will not be sent to the printer until the merge job is complete.
<b>Column offset</b> COLOFF	This option shifts the entire spool job to the right or left up to <b>60</b> columns. To shift the data, type the number of columns and press <b>FIELD+</b> or <b>FIELD-</b> .  <b>FIELD+</b> shifts data to the right. <b>FIELD-</b> shifts data to the left.  Shifting spool data may cause the data to be truncated if it is shifted into the unprintable area.
<b>Starting page</b> STRPAGE	The first spool page to use when merging and printing.
<b>Ending page</b> ENDPAGE	The last spool page to use when merging and printing.
<b>Duplex mode printing</b> DUPMODE	Forms can be printed on both sides of the paper on a duplex capable printer with the duplex option installed. Refer to the printer manual or contact ACOM Solutions for more information if unsure about duplex mode. Valid options are:  <b>*NO</b> Print on one side of the paper. <b>*YES</b> Print on both sides with the top of the page at the same end of each side of the page. <b>*TUMBLE</b> Print on both sides with the top of the page at opposite ends of the paper.
<b>Backside form name</b> BCKFRM	The name of the form to print on the back of the page if duplexing.
<b>Spool data font</b> SPLFNT	The font to use for the spool file data. The font keyed here will override the Font Identifier in the spool file attributes. <b>If a proportional font is selected, it will be impossible to line up columns of data on the page.</b>

<b>Spool font point size</b> FNTPTSIZ	The height of the font to use for the spool file data.
<b>Collate</b> COLLATE	Key <b>*YES</b> to collate multiple copies. Must be selected if the form is printing to a distribution list or has header conditions.  Key <b>*NO</b> if collating is not required. Must be selected when working with conditional output.
<b>Force overlay download</b> FORCE	Whether or not to download the form overlay each time the merge is run.  <b>*YES</b> Download the overlay each time for each form. This slightly reduces print speed but ensures that required forms and images are downloaded at print time.  <b>*NO</b> download the overlay to memory once. Select the <b>Delete resources from printer</b> menu option to remove downloaded items from printer memory.  <b>*TEMP</b> download the overlay temporarily. If the printer is reset, the overlay will be deleted from the printer's memory.
<b>Print spool data on back</b> DTABCK	Whether or not to print spool file data on the back of a merged form when printing in duplex.  <b>*NO</b> prevents spool file data from printing on the back <b>*YES</b> prints spool file data on both sides of the page.
<b>Combine spool files</b> COMBINE	Whether or not to combine spool files before merging and printing.  <b>*YES</b> Combine spool files. One merge file will be output.  <b>Duplex printing</b> -The last and first pages of consecutive spool files may print on the same page. For example, if the first spool file has an odd number of pages, the first page of the following spool file will print on the back of the last page of the previous spool file.  <b>*NO</b> Do not combine spool files. Multiple merge files will be output.  <b>Duplex printing</b> -An extra page eject is automatically added. Each spool file begins printing on the front side of the page.
<b>Output bin</b> OUTBIN	The output bin in which to stack the output. Valid options are <b>*UPPER</b> , <b>*LOWER</b> , and <b>0</b> through <b>13</b> .

<b>Suppress Messages</b> SMSGS	Whether or not to suppress informational messages during and after the merge process.  * <b>YES</b> suppress messages * <b>NO</b> show messages
<b>Length – lines per page</b> SPLEN	The length of the original spool file page. <b>Not</b> supported for AFP printers
<b>Width - positions per line</b> SPLWID	The width of the original spool file page. <b>Not</b> supported for AFP printers
<b>Degree of page rotation</b> PAGRTT	The page rotation of the original spool file. <b>Not</b> supported for AFP printers
<b>Lines per inch</b> LPI	The lines per inch (LPI) of the original spool file. <b>Not</b> supported for AFP printers
<b>Characters per inch</b> CPI	No longer supported
<b>Conditional commands</b> COND	If the form being merged contains any conditional commands, key <b>Y</b> . If it does not, key <b>N</b> .
<b>Controller</b> CNTRLR	Enter the connection type specified in the output queue set up set up within the EZeDocs/400 software. If the connection type begins with an asterisk (*), enter <b>*ASCII</b> .
<b>User Data</b> USERDATA	EZeDocs/400 automatically generates user data information on the spool file created from the merge program. Change this option to override the default. Case sensitive.  * <b>DEFAULT</b> Generate user data information on the spool file created from the merge program * <b>SPOOL</b> Pull the user data from the original spool file. * <b>USER</b> Enter the user profile into the user data field.
<b>Output priority (on OUTQ)</b> OUTPTY	The output priority for spooled output files produced by this job. The highest priority is <b>1</b> and the lowest is <b>9</b> .  * <b>JOB</b> Use the output priority associated with the job that created the spool file. * <b>SPL</b> Use the output priority associated with the spool file used in the merge.

The last seven parameters are required to achieve optimum performance. Entering these parameters removes the burden of retrieving them from the merge program. If these parameters cannot be specified, it is recommended that the MRGFRMSPL command be run.

### QEDIT API

This API allows access to the forms editor without running the Work with Forms program and selecting a form from the list. The form accessed must have been previously created using the Work with Forms program. A form edited through the **QEDIT** API cannot be exited without updating. Any changes made are saved and there is no going back. Keep this in mind before making major changes to a form.

**Form name**                      The name of the form to edit.  
NAME

Press **ENTER** to display the Work with Forms editor detail screen.

Exit the editor to return to the command line where the **QEDIT** API was entered.

---

## STARTAM API

The **STARTAM** API starts an auto merge that is set up for forms or checks. Use this API to start the auto merge function from within your own programs. Use the SBMJOB command to run the job in batch. The job queue, job description to use, default library list, etc. can be selected on the SBMJOB command.

The **STARTAM** API can be executed within the System i start up job. Anytime the machine is IPL'd, the auto merge(s) will be started automatically.

<b>Output Queue</b> OUTQ	The output queue to start auto merges for.
<b>Library</b>	The location of the output queue. Use <b>*LIBL</b> if unsure of the library name.
<b>Monitor Type</b> TYPE	The type of auto merge to submit. Valid options are:  <b>*FORMS</b> Forms auto merge <b>*CHECKS</b> Checks auto merge
<b>Delay Interval</b> DELAY	The amount of time, in seconds, between auto merge searches of the output queue.

## STOPAM API

The **STOPAM** API stops a check or form auto merge. Use this API to stop the auto merge function from within your own programs. Use the **SBMJOB** command to run the job in batch. Select the job queue, job description to use, default library list, etc. on the **SBMJOB** command.

The **STOPAM** API can be executed within the System i startup job. Anytime the machine is IPL'd, the auto merge(s) will be stopped automatically.

<b>Output Queue</b> OUTQ	The output queue to stop auto merges for. <b>*ALL</b> stops all active auto merges.
<b>Library</b>	The location of the output queue. Use <b>*LIBL</b> if unsure of the library name.
<b>Monitor Type</b> TYPE	The type of auto merge to stop. Valid options are: <b>*FORMS</b> Forms auto merge <b>*CHECKS</b> Checks auto merge <b>*BOTH</b> Stops both types of auto merges. Valid only if <b>*ALL</b> is specified as the output queue.

## APPENDIX A

### EZSTART

EZStart instructions are high level directions for performing basic activities in the eForms module. They can be used as a quick introduction to eForms functions for new users or as job aids for trained users who need a little prompting.

eForms manual page references are included for each topic. Refer to those pages in the manual for detailed information about the related topic. When viewing the manual in PDF click on a blue bullet ● to go to that page in the manual.

EZSTART instructions are available for:

- Creating a Form,
- Merging a Form,
- Merging a Form to a Distribution List and
- Setting Up an Auto Merge.

## CREATE A FORM

Page

### • Create a Form Header Record • 2-10

1. Select **Option 1** on the **eForms Menu**.
2. Press **F6** to **Add a Form**.
3. Complete the fields:
 

<b>Name</b>	name for the new form
<b>Printer Type</b>	type of printer the form will be printed on
<b>Printer Model</b>	the printer model
<b>Text</b>	identifying description of the form
4. Change the default values in the other fields if necessary.
5. **<ENTER>** to go to the **Work with Form Commands** screen.

### • Enter Form Commands • 2-15

- CMD** Position the cursor in the **Cmd** field and press F4 to display a list of form commands to choose from.
- Action** Position the cursor in the **Action** field next to a command and press **F4** to open the detail window for the command.
- Across** coordinates indicate position on the form – left to right.
- Down** coordinates indicate position on the form – top to bottom.
- Data** Enter text describing the command in the **Data** field.

**Available commands:**

<b>BAR</b>	Generates a constant barcode.	• 2-23
<b>BOX</b>	Prints boxes, shaded and gridded areas.	• 2-30
<b>DATE</b>	Prints the system date.	• 2-33
<b>DLINE</b>	Prints diagonal lines.	• 2-34
<b>DTEXT</b>	Retrieves data from a database during a spool file merge.	• 2-38
<b>ECM</b>	Generates PDF documents and optional index files and places them on the IFS for import into ACOM's EZContentManager software.*	• 2-41
<b>EMAIL</b>	Generates email jobs. *	• 2-46
<b>FAX</b>	Generates fax jobs. *	• 2-86
<b>FORM</b>	Prints different forms on each page of the spool file.	• 2-135
<b>GRAPH</b>	Generates bar graphs from database file data.	• 2-137
<b>HLINE</b>	Prints horizontal lines.	• 2-141
<b>IMAGE</b>	Prints images.	• 2-143
<b>PAGE</b>	Prints page numbers.	• 2-148
<b>PDF</b>	Generates PDF documents. *	• 2-151
<b>PIE</b>	Generates pie charts when merging with a database file.	• 2-162
<b>SBAR</b>	Generates a barcode from spool data. (Map data from spool file.)	• 2-166
<b>SIMAG</b>	Prints variable images on the merged page. (Map data from spool file.)	• 2-169
<b>STEXT</b>	Prints text from a spool file. (Map data from spool file.)	• 2-172
<b>TEXT</b>	Prints constant text.	• 2-175
<b>TIME</b>	Prints the system time.	• 2-178
<b>VLINE</b>	Prints vertical line.	• 2-179

\* Additional software required for this command to function.



---

**• Print a Test Form**

• 3-16

Press **F10** at any time during the form design process to print the form being created.

Indicate a **print output queue**, its **library** and a **source drawer** to pull paper from when printing.

**• Exit and Save the Form**

• 2-17

1. Press **F12** to exit the form.

2. Make changes to any of the "exit" fields if necessary.

**\*YES** in the **Update** field will save the form.

The value in the **Public Authority** field controls access to the form.

The value in the **Print Unmapped Data** field determines whether or not unmapped data is printed on merged forms.

3. **<ENTER>** to save and exit the form.

## MERGE A FORM WITH A SPOOL FILE

Page

### • Select a Form to Merge

• 4-5

1. Select **Option 4** on the **eForms Menu**.
2. Press **F4** to display a list of forms available to merge with a spool file.
3. Key a **1** in the **Sel** field next to the form to merge.
4. **<ENTER>** to select the form.
5. **<ENTER>** to continue.

### • Enter Merge Parameters

• 4-6

1. Complete required merge fields:

**From output queue** Output queue containing the spool file.

**Library** Library containing the From output queue.

**Criteria to select spool files** Complete at least one of the selection criteria fields:

**Form type**

**Printer file name**

**User data**

**User ID**

**Job name**

**Job number**

**Spool file number**

**To output queue** Output queue, distribution list or conditional output list where merged output should be sent.

**Library** Library containing the To output queue.

2. Optionally page down to change other Merge Form with Spool File values as needed.
3. **<ENTER>** to start the merge.

## MERGE TO A DISTRIBUTION LIST

Page

### • Define a Distribution List

• 5-32

1. Select **Option 7** on the **eForms Menu**.
2. Press **F6** to add a distribution list.
3. Complete the fields to indicate the **output queues** that the distribution list will send output to and the form **copy** that will be sent to each output queue.

The value entered in the **Dist. List** field will be used in the merge and auto merge **To output queue** field to identify the distribution list. \*\*\*

4. **<ENTER>** when all of the output queues have been added. The distribution list is complete.

### • Merge to a Distribution List

• 4-6 or • 6-3

1. Select **Option 4** or **Option 8** on the **eForms Menu** to define a merge or auto merge.
2. Select a form to merge or select an auto merge to edit.
3. Complete the required fields

**From Output queue** Output queue containing the spool file. (Does not apply for auto merges.)

**Library** Library containing the From output queue. (Does not apply for auto merges.)

**Criteria to select spool files** Complete at least one of the selection criteria fields:

**Form type**

**Printer file name**

**User data**

**User ID**

**Job name**

**Job number**

**Spool file number**

**To output queue\*\*\*** *The name of the distribution list where merged output should be sent. This is the value entered in the **Dist. List** field when the distribution list was created.*

**Library** Library containing the To output queue.

4. Page down and set the **Override spool copies** field to match the number of copies indicated in the distribution list **Copy** field.
5. Optionally change other merge or auto merge values as needed. Page down to display additional parameters.
6. **<ENTER>** to start the merge or to complete the auto merge definition.  
When the merge or auto merge is run output will be directed to the output queues indicated in the distribution list.

## SET UP AN AUTO MERGE

Page

### • Define an Auto Merge

• 6-3

1. Select **Option 8** on the **eForms Menu**.
2. Press **F6** to add an auto merge.
3. Key a name for the auto merge.
4. **<ENTER>** to display the **Work with Auto Merges CREATE** screen.
5. Complete required auto merge fields:

**Criteria to select spool files** Complete at least one of the selection criteria fields.

**Form type**

**Printer file name**

**User data**

**User ID**

**Job name**

**Job number**

**Spool file number**

**To output queue** Output queue, distribution list or conditional output list where merged output should be sent

**Library** Library containing the To output queue

6. Optionally change other Work with Auto Merge values as needed. Page down to display additional parameters.
7. **<ENTER>** to add the new auto merge definition to the list of available auto merges.

### • Assign an Output Queue to an Auto Merge

• 6-31

1. Select **Option 9** on the **eForms Menu**.
2. Key a **5** in the **Opt** field next to an output queue to select it for assignment to an auto merge.  
  
If the output queue that the auto merge should monitor is not displayed in the list press **F6** to select an output queue to add to the list. Key a **5** to select the output queue after it has been added to the list.
3. **<ENTER>** to go to the **Assign Auto Merge** screen to select auto merges to assign to the output queue.
4. Key a **1** next to each auto merge that should be assigned to the output queue selected in step 2.
5. **<ENTER>** to assign the auto merge(s) to the output queue.
6. **<ENTER>** to return to the **Start/Stop Auto Merges** screen to start the auto merge(s).

---

**Start an Auto Merge**

• 6-35

1. Key a **1** in the **Opt** field next to the output queue to be monitored.
2. **<ENTER>** to go to the **Start Auto Merge** screen.
3. Edit the fields if necessary.
4. **<ENTER>** to start the auto merge. The output queue will be monitored by its assigned auto merge(s) until the auto merge is stopped.

**Stop an Auto Merge**


• 6-38


1. Select **Option 9** on the **eForms Menu**.
2. Key a **2** in the **Opt** field next to an output queue in **Started** status.
3. **<ENTER>** to stop the auto merge.

This page intentionally left blank.

## APPENDIX B LINE TYPES AND THICKNESS

### Line Types:

Solid Line 

Dashed Line 

### Thickness Samples:

.001 

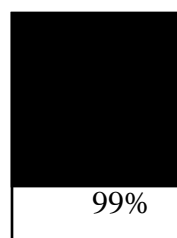
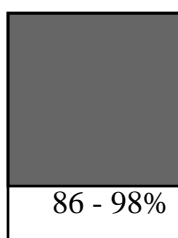
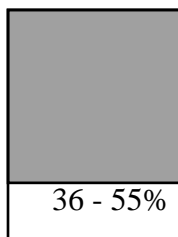
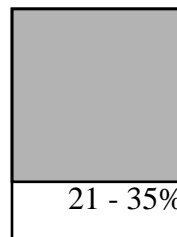
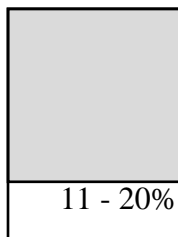
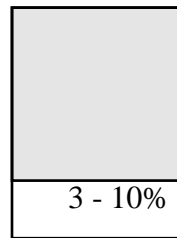
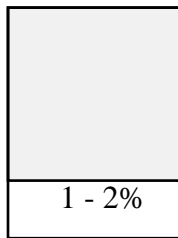
.010 

.020 

This page intentionally left blank



## APPENDIX C SHADING



This page intentionally left blank.

## GLOSSARY

<b>Auto Merge</b>	A merge option that monitors a specified output queue for spool files that match parameters entered during the setup. When spool files enter the output queue and the parameters match, the auto merge automatically merges the spool file with the pre-defined form.
<b>Bitmap Font</b>	See <i>Scaleable</i> .
<b>Controller</b>	A controller is a twinax printer interface. It allows ASCII or "PC" printers to be attached to a midrange system. The controller converts the EBCDIC language coming from the midrange system into the ASCII language needed by the printer.
<b>Default</b>	A value used instead of a programmatically selected value. A factory default is a value programmed into the device at the factory. This value cannot be changed by a user or operator. A user default is a default value which is selectable through the control panel.
<b>Distribution List</b>	A list of output queues defined to receive multiple copies of a particular merge job.
<b>Download</b>	The process of transferring soft fonts, overlays, or raster images from the host computer to the printer's RAM memory, Flash SIMM/DIMM or hard drive. When the printer loses power, all data downloaded to the printer's memory is lost.
<b>Dot</b>	The dot is the smallest printable unit. On PCL printers, one dot can equal either 1/300th or 1/600th inch. The number of dots printed per inch is referred to as the printer's resolution.
<b>Escape Character</b>	The first character of a PCL command or escape sequence. This character is a control code used specifically by the printer to identify a string of characters as a printer command.
<b>Font</b>	A set of characters with similar characteristics. A font has an assigned name and typeface and is further described by its spacing, height, pitch, style, stroke weight, symbol set, and orientation. For example, the name of the font used for this text is Times New Roman; its height is 12 point, its style is upright, and its stroke weight is medium.
<b>Font Cartridge</b>	A removable media containing fonts. When a cartridge is plugged into the printer, the printer has access to the fonts contained in the cartridge.

<b>Form Group</b>	A group containing multiple forms that download together. When a group is downloaded, all forms or labels specified within that group are downloaded to the printer's memory.
<b>Form Set</b>	A set of multiple forms that are printed and/or merged with multiple spool files. The spool files used must contain a common link on every page, such as an account number or policy number.
<b>Internal Fonts</b>	The fonts resident in the printer when it is shipped.
<b>Landscape</b>	See <i>Orientation</i> .
<b>Left Margin</b>	The amount of unprintable area (in inches) on the left side of the page. This is used to accurately place commands on the page when printing or merging.
<b>MICR Toner</b>	The magnetic toner used to print checks. This is required banks.
<b>Mono Spaced Font</b>	See <i>Spacing</i> .
<b>Orientation</b>	The orientation of characters on a page. If the printed page is taller than it is wide, it is in portrait orientation. If the printed page is wider than it is tall, it is in landscape orientation.
<b>Overlay</b>	A collection of escape sequences, control codes, and data downloaded to the printer's memory, whose execution can be initiated using a single command.
<b>Pitch</b>	The number of characters printed in a horizontal inch. Pitch only applies to fixed-spaced fonts since the number of characters per inch varies for proportional fonts.
<b>Point Size</b>	A PCL point is a unit of measurement that equals 1/100th inch. Points are used to measure font size.
<b>Portrait</b>	See <i>Orientation</i> .
<b>Print Option</b>	Prints a copy of the form, label, or check. It downloads fonts and images as needed to print the document. It does not download the overlay to the printer's memory.
<b>Printable Area</b>	The area of the physical page in which the printer is able to print data. The physical page refers to the size of the media loaded in the printer drawer.
<b>Printer Reset</b>	Removes all downloaded data from the printer's memory.

<b>Proportional Font</b>	See <i>Spacing</i> .
<b>Raster Images</b>	Images composed of groups of dots. Pictures in newspapers or on televisions are examples of raster images.
<b>Scaleable</b>	PCL5 printers can use either bitmap or scaleable fonts. A bitmap font is available in its one, defined size only. Scaleable fonts, provide an outline for each character which can be scaled by the PCL5 printers to produce a large range of character sizes.
<b>Spacing</b>	Fonts have either fixed or proportional spacing. Fixed-spaced fonts are those for which the inter-character spacing is constant. In proportionally spaced fonts, inter-character spacing varies with the natural shape of the character. For example, the letter “I” would be narrower than the letter “W”.
<b>Stroke Weight</b>	The thickness of the strokes composing the characters. Medium and bold are examples of stroke weight.
<b>Style</b>	Font style is defined by the angularity of the strokes of the characters with respect to the X-axis. Upright, italic, and condensed are examples of font samples.
<b>Symbol Set</b>	A unique ordering of the characters in a font. Each symbol set is defined with a unique set of applications in mind.
<b>Top Margin</b>	The amount of unprintable area (in inches) on the top edge of the page. This is used to accurately place commands on the page when printing or merging.
<b>Typeface</b>	A generic name for graphic characters having common design features. Each typeface has unique and distinguishing characteristics.
<b>Unprintable Border</b>	The border around the page where the printer cannot physically print. The border varies among printer models, but is usually about .200” to .250”.

This page intentionally left blank.

## INDEX

### A

ACH overlay PDFs (ACHCM), 2-20  
ACOM/KF Fax. *See* Fax command (FAX), *See* Email command (EMAIL)  
ACOM/KM Email. *See* Fax command (FAX), *See* Email command (EMAIL)  
address book  
  change header, 7-26  
  change owner, 7-25  
  check in, 7-25  
  copy, 7-20  
  create, 7-7  
  delete, 7-21  
  display, 7-22  
  print, 7-23  
  rename, 7-24  
address book entries  
  copy, 7-29  
  create, 7-10, 7-15  
  delete, 7-30  
  display, 7-31  
  edit, 7-28  
  group, 7-17  
address book entries group  
  copy, 7-34  
  delete, 7-35  
  edit, 7-33  
  rename, 7-36  
address book entries group header  
  edit, 7-37  
API. *See* Application Program Interfaces  
Application Program Interfaces  
  DLTRSC, 8-2  
  DWNLODFRM, 8-3  
  FOCVTSPL API, 8-4  
  FODFNOQ, 8-9  
  FORTVSI, 8-11  
  list of, 8-1  
  MRGFRMFIL, 8-12  
  MRGFRMSPL, 8-15  
  PRGAXM, 8-23  
  PRGECM, 8-22  
  PRTFRM, 8-24  
  QCKMRGSPL, 8-25  
  QEDIT, 8-30  
  STARTAM, 8-31  
  STOPAM, 8-32  
auto merge  
  assign to output queue, 6-31  
  copy, 6-25  
  create, 6-3

  delete, 6-26  
  display, 6-27  
  print setup listing, 6-28  
  rename, 6-29  
  start, 6-35  
  stop, 6-38  
  unassign, 6-34

### B

Bar Graph command. *See* Graph Command  
Barcode command (BAR), 2-23  
Box command (BOX), 2-30

### C

change header, 3-28  
  address book, 7-26  
change owner, 3-27  
  address book, 7-25  
check in, 3-27  
  address book, 7-25  
commands. *See* form commands  
condition  
  header record, 2-12  
condition an output queue, 5-47  
condition commands, 2-182  
conditional output, 5-43  
conditional output list  
  copy, 5-52  
  create, 5-45  
  delete, 5-53  
  display, 5-54  
  edit, 5-51  
  print information, 5-55  
  print list, 5-49  
  rename, 5-56  
copy  
  address book, 7-20  
  address book entries group, 7-34  
  address book entry, 7-29  
  auto merge, 6-25  
  conditional output list, 5-52  
  distribution list, 5-38  
  form, 3-22  
  form group, 5-8  
  form set, 5-22  
copy a command, 3-3  
create  
  address book, 7-7  
  address book entry, 7-10, 7-15

- auto merge, 6-3
- conditional output list, 5-45
- distribution list, 5-32
- form, 2-10
- form group, 5-5
- form set, 5-16

## D

- data file
  - merge with form, 4-17
- Database Text command (DTEXT), 2-38
- DataMatrix Barcode command (DMBAR), 2-36
- Date command (DATE), 2-33
- delete
  - address book, 7-21
  - address book entries group, 7-35
  - address book entry, 7-30
  - auto merge, 6-26
  - conditional output list, 5-53
  - distribution list, 5-39
  - form, 3-23
  - form group, 5-9
  - form set, 5-23
  - resources from printer, 4-21
- delete a command, 3-3
- Diagonal Line command (DLINE), 2-34
- display
  - address book, 7-22
  - address book entry, 7-31
  - auto merge, 6-27
  - conditional output list, 5-54
  - distribution list, 5-40
  - form, 3-24
  - form group, 5-10
  - form set, 5-24
- distribution list, 5-30
  - copy, 5-38
  - create, 5-32
  - delete, 5-39
  - display, 5-40
  - edit, 5-36
  - print information, 5-41
  - print list, 5-34
  - rename, 5-42
- DLTRSC API, 8-2
- download a form, 4-2
- DWNLODFRM API, 8-3

## E

- edit
  - address book entries group, 7-33
  - address book entries group header, 7-37
  - address book entry, 7-28

- auto merge, 6-16
- conditional output list, 5-51
- distribution list, 5-36
- form, 3-2
- form group, 5-7
- form set, 5-20
- header record, 3-28
- editor action commands
  - copy, 3-3
  - delete, 3-3
  - insert (blank lines), 3-4
  - insert (specific command), 3-4
  - move, 3-4
  - prompt, 3-4
  - suspend, 3-5
- editor function keys
  - F10-Print, 3-16
  - F11-View 2, 3-17
  - F12-Cancel, 3-18
  - F17-Subset, 3-20
  - F21-Command Line, 3-21
  - F3-Exit, 3-7
  - F4-Prompt, 3-9
  - F5-Refresh, 3-12
  - F6-Group Change, 3-13
  - F7-Group Repeat, 3-15
- email and fax from same merge, 5-30, 5-33
- Email command (EMAIL), 2-46
  - ACOM/KF Fax, 2-47
  - ACOM/KM Email, 2-50
  - EZMail/400, 2-55
  - FastFax Enterprise, 2-67
  - Fax\*Star, 2-70
  - KeyesFax, 2-75
  - KeyesMail, 2-77
  - Unifier400, 2-81
- eSignature command (ESIG), 2-84
- Euro symbol
  - printing, 2-174, 2-175, 2-177
- EZContentManager command (ECM), 2-41
- EZContentManager files
  - purge, 8-22
- EZeMail/400. *See* Email command (EMAIL)
- EZFAX monitor, 2-99
- EZFAX/400. *See* Fax command (FAX)
- EZFAXNF monitor, 2-99
- EZFAXOTQ, 2-99
- EZFAXOTQN, 2-99

## F

- FastFax Enterprise. *See* Fax command (FAX), *See* Email command (EMAIL)
- FastFax Plus/Ultra. *See* Fax command (FAX)
- fax and email from same merge, 5-30, 5-33
- Fax command (FAX), 2-86



- ACOM/KF Fax, 2-87
- ACOM/KM Email, 2-93
- EZFax/400, 2-99
- FastFax Enterprise, 2-109
- FastFax Plus/Ultra, 2-113
- Fax\*Star, 2-117
- KeyesFax, 2-122
- KeyesMail, 2-127
- Unifier400, 2-132
- fax history file
  - purge, 8-23
- Fax\*Star. *See* Fax command (FAX), *See* Email command (EMAIL)
- FOCVTSPL API, 8-4
- FODFNOQ API, 8-9
- form, 2-175
- Form command (FORM), 2-135
- form commands
  - ACHCM, 2-20
  - BAR, 2-23
  - BARM, 2-26
  - BOX, 2-30
  - conditioning, 2-182
  - DATE, 2-33
  - DLINE, 2-34
  - DMBAR, 2-36
  - DTEXT, 2-38
  - ECM, 2-41
  - EMAIL, 2-46
  - ESIG, 2-84
  - FAX, 2-86
  - FORM, 2-135
  - GRAPH, 2-137
  - HLINE, 2-141
  - IMAGE, 2-143
  - IMBAR, 2-146
  - list of, 2-19
  - PAGE, 2-148
  - PDBAR, 2-148
  - PDF, 2-151
  - PIE, 2-162
  - QRBAR, 2-164
  - SBAR, 2-166
  - SIMAG, 2-169
  - STEXT, 2-172
  - TIME, 2-178
  - VLIN, 2-179
- form group, 5-2
  - copy, 5-8
  - create, 5-5
  - delete, 5-9
  - display, 5-10
  - edit, 5-7
  - print, 5-11
  - print list, 5-4
  - rename, 5-12

- form set, 5-13
  - copy, 5-22
  - create, 5-16
  - definition example, 5-27
  - delete, 5-23
  - display, 5-24
  - edit, 5-20
  - print, 5-25
  - print list, 5-15
  - rename, 5-26
- FORTVSI API, 8-11

## G

- Graph command (GRAPH), 2-137
- group
  - address book entries, 7-17
- GS1-128 barcode, 2-23

## H

- header record
  - change, 3-28
  - condition, 2-12
  - create, 2-10
- Horizontal Line command (HLINE), 2-141

## I

- Image command (IMAGE), 2-143
- insert blank line command, 3-4
- insert specific command, 3-4
- Intelligent Mail Barcode command (IMBAR), 2-146

## K

- KeyesFax. *See* Fax command (FAX), *See* Email command (EMAIL)
- KeyesMail. *See* Fax command (FAX), *See* Email command (EMAIL)

## M

- maximum number of forms in a set, 5-13, 5-18
- merge a form, 4-5
  - with a data file, 4-17
  - with a spool file, 4-6
- move a command, 3-4
- MRGFRMFIL API, 8-12
- MRGFRMSPL API, 8-15

## N

- night, faxing, 2-99
- number of forms in a set, 5-13, 5-18

## O

output queue  
condition, 5-47

## P

Page command (PAGE), 2-148  
PDF Conversion command (PDF), 2-151  
PDF417 Barcode command (PDBAR), 2-148  
Pie Chart command (PIE), 2-162  
PRGECM API, 8-22  
PRGFAX API, 8-23  
print  
address book, 7-23  
auto merge setup listing, 6-28  
conditional output list, 5-49  
conditional output list information, 5-55  
distribution list, 5-34  
distribution list information, 5-41  
form, 3-25, 4-3  
form group, 5-11  
form group list, 5-4  
form list, 2-8  
form set, 5-25  
form set list, 5-15  
unmapped spool file data, 2-181  
print Euro symbol, 2-174, 2-175, 2-177  
prompt on a command, 3-4  
PRTFRM API, 8-24  
purge  
EZContentManager files, 8-22  
fax history file file, 8-23

## Q

QCKMRGSPL API, 8-25  
QEDIT API, 8-30  
QR Barcode command (QRBAR), 2-164  
quick response Barcode command (QRBAR), 2-164

## R

rename  
address book, 7-24  
address book entries group, 7-36  
auto merge, 6-29  
conditional output list, 5-56  
distribution list, 5-42  
form, 3-26  
form group, 5-12  
form set, 5-26

## S

security, 1-1  
Selected Access, 1-1  
set  
maximum number of forms, 5-13, 5-18  
sets, 5-13  
sort forms, 4-15, 6-13  
Spool Barcode command (SBAR), 2-166  
spool file  
merge with form, 4-6  
unmapped data, 2-181  
Spool Image command (SIMAG), 2-169  
Spool Text command (STEXT), 2-172  
staple, 4-12, 6-10  
stapling  
distribution list, 5-33  
start an auto merge, 6-35  
STARTAM API, 8-31  
stop an auto merge, 6-38  
STOPAM API, 8-32  
subset lists, 2-6, 5-59  
suspend a command, 3-5

## T

Text command (TEXT), 2-175  
Time command (TIME), 2-178

## U

Unifier400. *See* Fax command (FAX), *See* Email command (EMAIL)  
unmapped spool file data, 2-181  
UPS MaxiCode command (BARM), 2-26  
USPS Intelligent Mail Barcode command (IMBAR), 2-146

## V

Vertical Line command (VLINE), 2-179

## W

Work with Address Book Entries screen  
fold/truncate, 7-13  
functions, 7-11  
options, 7-10  
position to, 7-11  
print list, 7-14  
views, 7-12  
Work with Address Books screen  
functions, 7-4  
options, 7-3  
position to, 7-4

views, 7-5  
work with esignatures, 5-57  
Work with eSignatures screen  
views, 5-57

Work with Forms screen, 2-2  
functions, 2-3  
options, 2-2  
views, 2-3