

CPS Click2Map Administration Manual

Version: 5.0



Index

1.	Introduction.....	3
1.1.	Requirements	3
2.	Theory of operation	4
3.	Basic Setup	5
3.1.	Login.....	5
3.2.	Administrative Settings.....	5
3.3.	License	6
3.4.	Import setup	6
3.5.	Printer model definitions.....	7
3.6.	Re-Generate all VB-Script Files	8
3.7.	Manage color assignments	8
3.8.	Modify Front End Language Strings.....	8
4.	Printer management (classic printers)	9
4.1.	Printer import	9
4.2.	Manage Locations / Floor plans.....	11
4.3.	Printer <> Location assignment	13
4.4.	Place printers on floor maps based on locations.....	14
4.5.	Manage printers / Export printers to queue generation CSV file.....	14
4.6.	Orphaned / unmapped devices	16
5.	Followme Queues	17
5.1.	Import Followme Queues	17
5.2.	Followme Queue < > Location assignments	18
6.	Maintenance tasks	19
6.1.	Backup / Restore.....	19
6.2.	CPS Click2Map Update.....	20
7.	Local Queues	20
8.	Queue Administration (Queue generator backend)	21
8.1.	Requirements	21



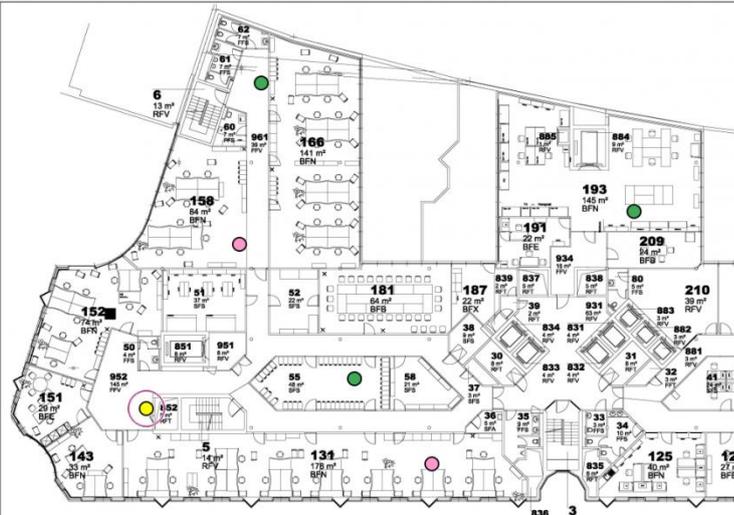
1. Introduction

CPS Click2Map - is a web based GUI allowing the end users to quickly find shared printers on network servers, and connect to them by clicking on colored spots on the floor map.

Drucker Suche nach Standort

Land: Stadt: Strasse: Etage: Sektion: Aktion:

Für detaillierte Informationen, bewegen Sie die Maus über die farbige eingezeichneten Standorte. Um einen Drucker zu verbinden, klicken Sie auf die farbige Markierung.



Drucker Suche nach Warteschlangen Namen oder Inventar Nummern

Text Suche: Aktion:

Geben Sie den Warteschlangen Namen oder die Inventarnummer des Druckers ein

Liste der Vorhandenen Drucker am gewählten Standort:

Warteschlange:	Inventar-nummer:	Drucker Modell:	Standort:	Kommentar:	Aktion:
OS24585			everywhere	Smart card queue	<input type="button" value="Verbinden"/>
CHPAE767	6038400	HP LaserJet L4345x	1201211 / 100259 / 163	MFD s-w	<input type="button" value="Verbinden"/>
CHPAE768	6043195	HP Color LaserJet CLJ 9000	1201211 / 100259 / 915	MFD Color	<input type="button" value="Verbinden"/>
CHPAE770	6035234	HP LaserJet L16040	1201211 / 100259 / 52	MFD s-w	<input type="button" value="Verbinden"/>
CHPAE771	6035235	HP LaserJet L16040	1201211 / 100259 / 912	MFD s-w	<input type="button" value="Verbinden"/>
CHPAE772	6035250	HP LaserJet L16040	1201211 / 100259 / 131	MFD s-w	<input type="button" value="Verbinden"/>
CHPAE328	6034897	HP Color LaserJet CLJ 9000	1201211 / 100259 / 41	MFD Color	<input type="button" value="Verbinden"/>

● = reserved
 ● = MM3 (Multifunktionsgerät, A3, s/w)
 ● = AP4 (Arbeitsplatzdrucker, A4, s/w)
● = LM4 (LAN-Drucker, A4, s/w)
 ● = LC4 (LAN-Drucker, A4, Farbe)
 ● = MC4 (Multifunktionsgerät, A4, Farbe)
● = MC3 (Multifunktionsgerät, A3, Farbe)
 ● = MM4 (Multifunktionsgerät, A4, s/w)

In order to make this possible, a web based backend has been created, allowing you to define what the users can see and use on the front end. The backend allows you to import data from various sources using csv files. **CPS Click2Map** contains an administration section, where you can do backups and restores directly over the browser. Also program updates and licenses can be installed directly over the backend.

Optionally **CPS Click2Map** can also create Point&Print queues on Windows 2003 and higher servers, and/or local (peer2peer) queues directly on the client workstations.

1.1. Requirements

To use **CPS Click2Map** (both, front- and backend) you need Microsoft Internet Explorer Version 7 or higher. Javascript must not be disabled.

To use the backend, we recommend to use a screen resolution of at least 1920 x 1080 or better. This is because some of the menu's inside the backend, such as the printer to floor map assignment, will need a wide screen to display all elements needed without scrolling left and right all of the time.



2. Theory of operation

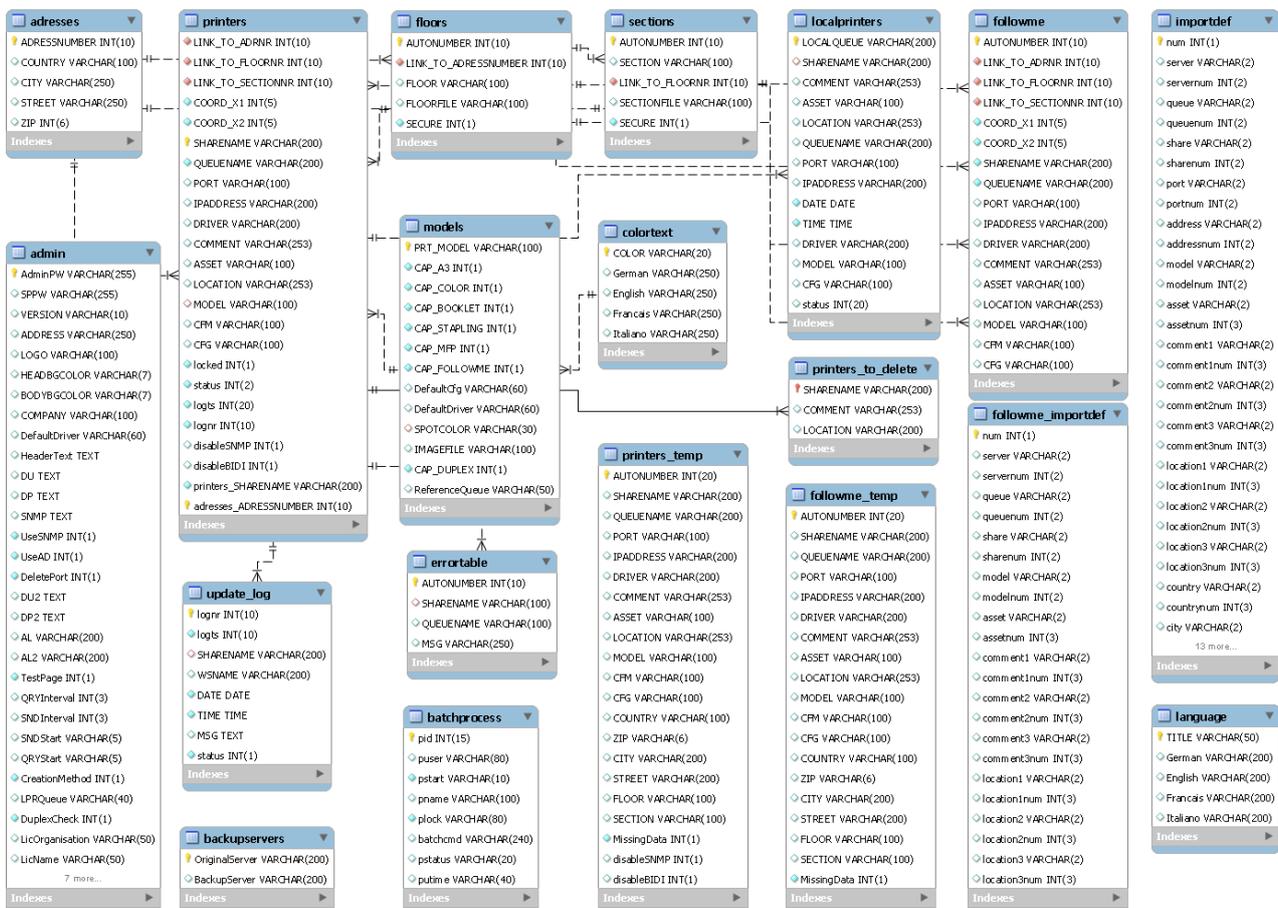
CPS Click2Map uses a MySQL Database called "appliancequeues" to store the data imported or manually entered by you. Data uploaded (such as printer images and floor plans) will be stored directly within the web server file structure. The table "printers" can be considered as the main table within **CPS Click2Map**.

The full share name (combined share name and server name, eg. \\servername\sharename) serves as database key within the printer tables. Each printer can be assigned to an address- floor- and optionally a space/office record. The capabilities of the printer models are stored in the "models" table.

The "COORD.." fields inside the table "printers" are used to store the location on the floor map using x/y coordinates, measured in pixels.

The table "adresses" is used to store the location information from Country down to Street level. The key for the "adresses" table is a auto generated number, used internally only. The "floors" table contains the floor name and the image file, if there is no space/floor defined. The "section" table contains the space/office name and the space/office image file.

The "followme" table is used to store the followme queues. Unlike the "printer" table, "followme" does use an autogenerated table key. The reason is, that the same full share name can exist more than once. This is because the followme queues can be assigned to more than one location.



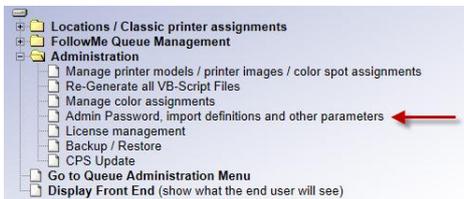
3. Basic Setup

3.1. Login

To connect to the backend of **CPS Click2Map**, just add /admin to the URL you normally use to connect to the frontend. Eg. <http://servername/cps/admin>

If you log in to **CPS Click2Map** for the first time after installation, use admin/admin for user name and password. You should change this immediately after login, to prevent unauthorized access. Note: The password is stored and transmitted using md5 encryption. This is not reversible. In case you forgot the password, you will need to contact us, to receive instructions on how to reset the password.

3.2. Administrative Settings



From the Administration Menu, choose the "Admin Password" Menu to change the admin password, and define the basic parameters. Besides the admin password, the company name and address displayed in the main menu of the backend can be changed here.

Program Administration

Parameter	Value	Description
Current admin password	<input type="text"/>	If you want to change the password, the current password must be entered here
new admin password	<input type="text"/>	only characters a-z A-Z 0-9 %&_ are allowed!
new admin password (retype)	<input type="text"/>	
Company Name	Sysprint AG	The company name displayed on the bottom of the main menu in the back-end.
Company Address	Gaswerkstrasse 6 CH-8952 Schlieren Switzerland Phone: +41 44 730 23 45	The company address displayed on the bottom of the main menu in the back-end.
Front-End HTML Header	<pre><tr> <td width="50%" valign="top"> <p align="left"> CPS Click2Map</td> <td width="40%"> </td> </tr></pre>	Allows you to define the html code inside the <table> </table> area. Change this only if you know what you are doing!
Front header background color	#F5F5F5	Enter color in html format. EG: #FFFFFF for white.
Front body background color	#F5F5F5	Enter color in html format. EG: #FFFFFF for white.
Default Driver	HP Universal Printing PS (v5.4)	The default driver name used when generating new printer model entries

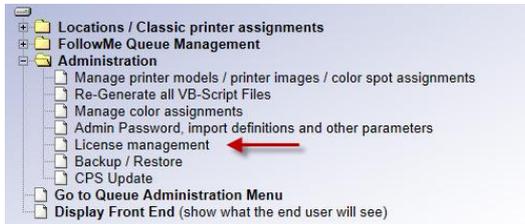
The header displayed in the front end can be altered if you would like to format your own header and insert links to your intranet pages. Please note, that you need to format the header in html, and the contents are within a hardcoded <table></table> statement.

The default Printer Driver should also be entered here. It will become the default for the printer models you specify later in the model definition menu (can of course be changed there as well).



3.3. License

CPS Click2Map needs a license. The license is dependent on the number of printers managed inside **CPS Click2Map** and whether or not you also want to use the "Queue Administration" (Queue Generator) .



The license management can be called from the main administration menu.

The license manager menu allows you to see if the license is valid, the expiration date, number of queues licensed and number of queues left. If you have another license file, you can upload it here.

Please note, that evaluation licenses will be generated for more than 10 queues.

License Manager	
Number of licensed Queues	10
Number of defined Queues	0
Number of licenses left	10
Licensed to:	CPS EVALUATION - Sysprint AG
License valid from:	19.03.2014
License valid until:	31.12.2014
License number:	190314142604
Licensed features:	
CPS basic license	<input checked="" type="checkbox"/>
CPS queue administration and generation back end	<input checked="" type="checkbox"/>
Upload new license file	
Choose the license file	<input type="text" value="Durchsuchen..."/> <input type="button" value="Upload"/>
<input type="button" value="Back"/>	

3.4. Import setup

Below the admin password an html header fields just described on the last page, you will find another important section: The import definitions

Import definitions for classic printers														
Server-Name	Queue-Name	Share-Name	IP-Port Name	IP-Port Address	Printer-Model	Asset-Number	Comment (up to 3 fields)	Location (up to 3 fields)	Country	City	ZIP	Street	Floor	Space/Office
C	B	B	B	B	E	A	D + +	U + V + L	G	Y	X	W	K	

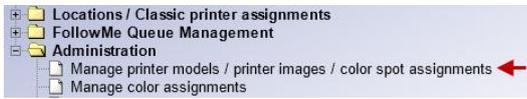
Import definitions for FollowMe Queues						
Server-Name	Queue-Name	Share-Name	Printer-Model	Asset-Number	Comment (up to 3 fields)	Location (up to 3 fields)
					+ +	+ +

The import definitions allow you to define in which cells **CPS Click2Map** has to look for the required information within the CSV files you are going to import. Depending wherever you deal with files to create classic printer or followme queues, the requirements are different. The fields required are highlighted, all other fields are optional. If you omit the "Country" field, "SWITZERLAND" will be assumed.

The resulting "Comment" and "Location" fields can be combined of up to 3 fields from the CSV file. If you do this, **CPS Click2Map** will separate each imported cell by "/", to improve the visibility.



3.5. Printer model definitions



Before you start your work, it is important, that you plan the printer models you plan to use.

Important: Printer model considerations.

Before you define the printer model name, you should carefully consider, what name you are using. During the import **CPS Click2Map** will compare the printer model from the input CSV file, and tries to find a match with the printer models defined inside **CPS Click2Map**. Therefore you should use a model name which at least contains the string used in the input file.

Example: If your input file only has "CLJCM6040F" for the Model name you need to make sure, that the model you enter here contains this string. If you use "HP Color LaserJet **CLJCM6040F** MFP" it will work, because the string from the CSV is contained in the model name used here. (Upper/Lower case is ignored) You should also carefully consider the color to be used for the various printer models. There are 8 colors available. We recommend to define the colors together with the customer.

Note: you can also have the model names generated automatically. If you do not pre-define any printer models, they will be created from a CSV list of print queues. But you will have to complete the printer model entries later (Driver, Color, Image, Config File, Reference Queue).

If you use CPS in mixed mode (the default, which means point&print queues and local queues) you are required to specify a reference queue name (the reference server can be specified in the queue administration menu, discussed later). The reference queue is used to download the driver from the reference server for peer2peer (local) queues. Also you need to specify a name (*something.cfg*) for each model. The configuration file stores the printer defaults setup on the reference queue. It will be deployed to the client PC for peer2peer printers, or to the servers in point&print mode.

Printer Model	Duplex	A3	Color	Booklet	Stapling	MFP	Follow me	Current Floor Map Color	Set Floor Map Color to:	Printer Image File	Default Driver to be used	Default config file to be applied	Driver reference queue to be used
Smart Card Printer	<input checked="" type="checkbox"/>	●	Set to: ▼	Durchsuchen...	HP Universal Printing PCL 6 (v5.3)	dummy.cfg	PRT052						

You should also select the basic capabilities of the printer, this will be visible to the end user as well.

Regarding the picture: You are required to also upload an image file of the printer. We recommend to use small files in order to not slow down the front end. The image dimensions should be between 70 and 150 pixels. Keep in mind, that the user will get something like the example below, when he moves he's mouse over a color spot on the floor map:

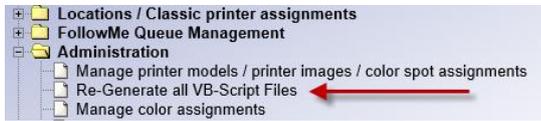


Drucker Freigabename:
 Drucker Warteschlangenname:
 Standort:
 Kommentar: MFD s-w
 Drucker Modell: HP LaserJet LJ4345x
 A3 Papier: NEIN
 Farbe: NEIN
 Heften: NEIN
 Broschüre: NEIN
 Multifunktion (MFP): JA
 Follow Me: JA

Use caution when you delete printer models! Make sure, that you do not delete any printer model, if you still have existing printers with that model name in the database. If you are not sure, do not delete.

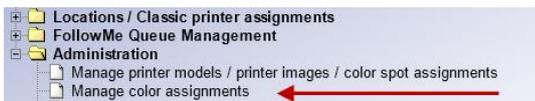


3.6. Re-Generate all VB-Script Files



The "Re-Generate all VB-Script Files" will re-create the VB-Script files used on the front-end GUI by the users to map the Point&Print Queues. This is normally only needed when a server name changes.

3.7. Manage color assignments



"Manage color assignments" is used to define the description of the meanings of the 8 colors - in 4 Languages.

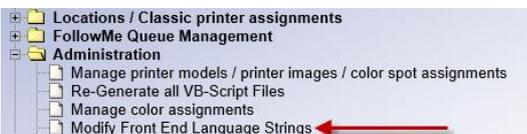
Color Definitions

Color	English Text	German Text	French Text	Italian Text
●	reserved	reserved	reserved	reserved
●	MM 3 (Multifunction device, A3, b/w)	MM 3 (Multifunktionsgerät, A3, s/w)	MM 3 (imprimante multifonction, A3, n/b)	MM 3 (MFP, A3, B / W)
●	AP 4 (Desktop printer, A4, b/w)	AP 4 (Arbeitsplatzdrucker, A4, s/w)	AP 4 (imprimante de bureau, A4, n/b)	AP 4 (stampante desktop, A4, B / W)
●	LM 4 (LAN-printer, A4, b/w)	LM 4 (LAN-Drucker, A4, s/w)	LM 4 (imprimante réseau, A4, n/b)	LM 4 (stampante di rete, A4, B / W)
●	LC 4 (LAN-printer, A4, color)	LC 4 (LAN-Drucker, A4, Farbe)	LC 4 (imprimante réseau, A4, couleur)	SC 4 (stampante di rete, A4, a colori)
●	MC 4 (Multifunction device, A4, color)	MC 4 (Multifunktionsgerät, A4, Farbe)	MC 4 (imprimante multifonction, A4, couleur)	MC 4 (MFP, A4, a colori)
●	MC 3 (Multifunction device, A3, color)	MC 3 (Multifunktionsgerät, A3, Farbe)	MC 3 (imprimante multifonction, A3, couleur)	MC 3 (MFP, A3, colore)
●	MM 4 (Multifunction device, A4, b/w)	MM 4 (Multifunktionsgerät, A4, s/w)	MM 4 (imprimante multifonction, A4, n/b)	MM 4 (MFP, A4, B / W)

You should define this together with the customer to make sure, that the descriptions make sense. You have to keep in mind, that this table is also displayed to the end users on the front end. The end user sees something like this:



3.8. Modify Front End Language Strings



The Front End GUI available to the users has 4 languages: German, Italian, French and English. While most of the language strings are hardcoded, a view can be modified.

Item	English Text	German Text	French Text	Italian Text
ASSET	Asset number	Inventar-nummer	Numero d'inventaire	Numero d'inventario
CITY	City	Stadt	Ville	Città
COMMENT	Comment	Kommentar	Commentaire	Commento
COUNTRY	Country	Land	Pays	Paese
FLOOR	Floor	Etage	Étage	Piano
LOCATION	Location	Standort	Emplacement	Posizione
PRINTERMODEL	Printer model	Drucker Modell	Modèle d'imprimante	Modello della stampante
SECTION	Cubicle	Wabe	Cabine	Cubicolo
STREET	Street	Strasse	Rue	Strada



4. Printer management (classic printers)

Please make sure, you read and follow the steps in the "getting started" chapter, before continuing here!

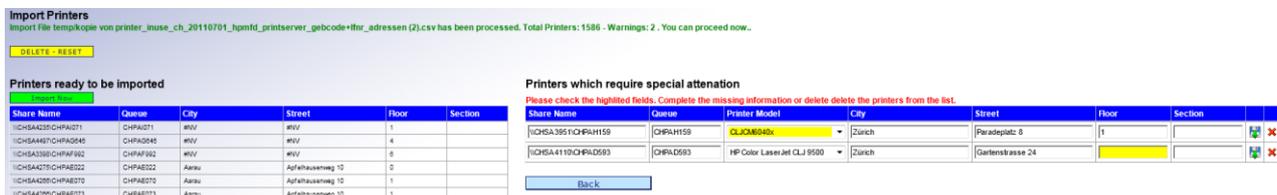
Now it's time to get the work done! If you got CSV Files containing the printers and locations, the first step will be quick and easy, because you just need to import them. The hard part will be the import of the floor plan files, and the placement of the printers on the floor plans.

4.1. Printer import

The printer import is a two step process and can be called from the main menu. All you need to do is to choose an import CSV file and click on "import".



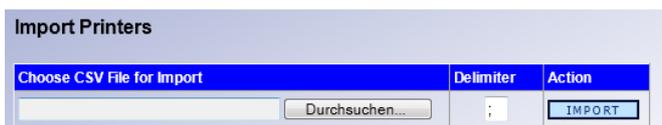
Depending on the file size, this could take a while. But it is not only about the file size: **CPS Click2Map** also does some validity checks to make sure all needed information is present and valid. The results will be put in a temporary table, and the results are shown. If there are lines with missing or incorrect data, they will be displayed too. You still have a chance to correct the errors, before the import really takes place.



The example above shows 2 printers with invalid data: for one line the printer model is incorrect, for the other one, the floor is missing. You can correct these errors directly here, and save. **CPS Click2Map** will re-validate it for you. Once you're done, you can click on the green "import now" button, or start all over, by clicking on the yellow "delete / reset" button.

Once you click on the "import now" button, **CPS Click2Map** will need again time to perform the next steps. This probably takes longer than the import itself.

After the import has completed, **CPS Click2Map** will return to the import screen:



Things to know:

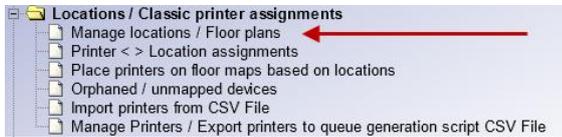
If you plan to use the queue administration (Queue Generator), and you plan to use mixed mode (point&print queues as well as peer2peer queues), you need to make sure, that the server name specified in the import file reads "LOCALHOST" for the peer2peer queues.

CPS Click2Map follows some strict rules for the import, which is processed line by line:

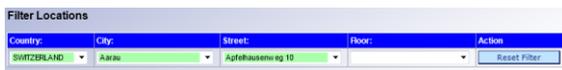
- If the printer is already present, and address / floor / space/office are the same:
 - Just the model along with the driver and config file, and the location/comment columns are updated. The location on the floor plan (if it was set) will remain the same.
- If the printer is already present and the address or floor or space/office are not the same:
 - **CPS Click2Map** checks if the specified address/floor/ space/office is already present. If not it will be created.
 - The previous coordinated on the floor plan will be deleted, and the printer will be assigned to the new address/floor/ space/office. The model along with the driver and config file, and the location/comment columns will be updated as well.
- If the printer does not exist in the database:
 - If the address or floor or space/office was not present, it will be created.
 - The printer will be added and assigned to the location. The model along with the driver and config file, and the location/comment columns will be set.



4.2. Manage Locations / Floor plans



Here is where the real work starts. Before you can place printers on the floor plans, you will of course need to upload the floor plans first.



First choose the location you want to work with

Add / Move Location

The first line (the one with a yellow background) allows you to:

- Enter a new Location
- Move an existing Location which is allocated at floor level to a lower level (Space/Office). To do this, you have to enter City, ZIP, Street and Floor exactly the same Way it was, and additionally enter the name of the "Space/Office". This will automatically move the existing location and keeps the current floor plan and printer assignments.

Manage Locations										
COUNTRY	City	ZIP	Street	Floor	Space / Office	Current Floor Map	Floor Map	Upload / Save	Delete	Printer-assignments
SWITZERLAND								Durchsuchen...		
SWITZERLAND	Aarau	5000	Apfelhausweg 10	0		Secure Location		Durchsuchen...		
				1		img1333752415.png		Durchsuchen...		
				2		img1333805817.png		Durchsuchen...		
				3		missing floor map		Durchsuchen...		
				4		missing floor map		Durchsuchen...		

Upload floor map images

All locations which don't have a floor plan image yet, are marked with a red "missing floor map" in the "Current Floor Map" column. You can upload an image for those locations from here.

For locations which already have a floor plan, you can see the filename of the floor plan in the "Current Floor Map" column. You can still upload another image for those locations too, but you will have to consider that, if the location already has printers mapped on the existing plan, the existing maps will be deleted and have to be re-assigned.

Note: The image has to be jpg, gif, or png. It will be automatically scaled to a width of 1000pixels. Consider the file size! The larger, the more time it takes for the end user to load the plan. We recommend to use grayscale images to keep the quality high and the file size low. Once the image has been uploaded, it will get a random file name which will be displayed. If you move the mouse over the filename, the image will pop up.



Secure locations

There are situations, where a floor plan is not wanted. If you for example have locations considered as "high security areas", a floor plan is not what you want to show to everybody.

Floor Map	Upload / Save	Delete	Secure-Location	Unsecure-Location	Printer-assignments
					
Durchsuchen...					
Durchsuchen...					

If you want to declare a location as "secure", you can do so, by clicking on the "Secure Location" icon. If a floor plan has existed before, it will be deleted, along with the printer mappings.

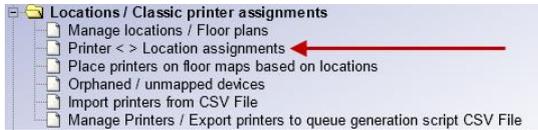
Of course, a secured location can be "Unsecured" again, by clicking on the "Unsecure Location" icon.

Printer assignments

If you want to see or change the printer assignments for a specific location, you can click on the "printer" icon. This will bring you to the "Printer <> Location assignment menu, described on the next page.



4.3. Printer <> Location assignment



The printer <> Location assignment menu can be used to assign the printers to a selected location. Choose the location you want to work with. This will bring you a list of printers already assigned, and it will also display a list of unassigned printers (if any) which can be assigned to the location.

Filter Locations

Country:	City:	Street:	Floor:	Space / Section:	Action
SWITZERLAND	Aarau	Apfelhausweg 10	1	n/a	Reset Filter

Printers not assigned to any locations

Share Name:	Queue:	Asset:	Model:	Location:	Comment:	
\\CHSA3477\CHPAD157	CHPAD157	8034435	HP Color LaserJet CLJ 9500	9570031 / 100132 / 102	MFD Color	✘
\\CHSA4318\CHPAE11	CHPAE11	8034613	HP Color LaserJet CLJ 9500	5000031 / 102001 / 911	MFD Color	✘

Currently assigned printers

Share Name:	Queue:	Asset:	Model:	Location:	
\\CHSA4200\CHPAE203	CHPAE203	8034631	HP Color LaserJet CLJ 9500	5000011 / 102047 / 920	✘
\\CHSA4200\CHPAE073	CHPAE073	8039136	HP LaserJet LJ9040	5000011 / 102047 / 922	✘
\\CHSA4200\CHPAE206	CHPAE206	8039173	HP LaserJet LJ9040	5000011 / 102047 / 920	✘

Left side:

Unassigned printers displayed on the left, can be assigned to the currently selected location by clicking on the green icon, or deleted permanently by clicking on the red X.

Right side:

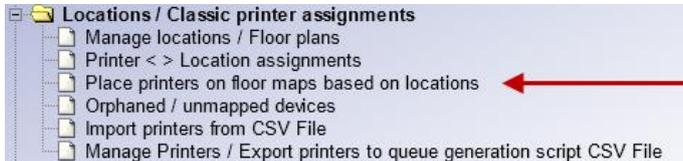
On the right side you will see the assigned printers. A yellow background means, that the printers are assigned to the location, but have not yet been placed on the floor plan. You can un-assign them from the location by clicking on the red circle on the left. It would be moved to the left table if you do this.

A green background in the right table means, that the printer is assigned to the currently selected location, and it is also placed on the floor map. If you need to un-assign, you will first have to remove it from the floor plan, which can be done by directly by clicking on the rightmost red X.

You can go directly to the floor plan by clicking on the rightmost green X at any time.



4.4. Place printers on floor maps based on locations



This step requires that you know the location and where the printers are located. Before you can start, the location has to be selected. This will cause the floor plan to be displayed.

Location Filter for the assignment of printers on the floor map

Country:	City:	Street:	Floor:	Space / Office:	Action
SWITZERLAND	Aarau	Apfelhausweg 10	1	n/a	Reset Filter

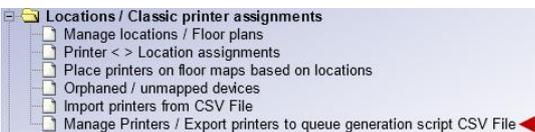
Printers currently assigned to this location:

Share Name:	Queue:	Asset:	Model:	Location:	Action
YCHSA4208:CHPAE070	CHPAE070	6034631	HP Color LaserJet CLJ 9500	5000011 / 102047 / 920	ASSIGN
YCHSA4208:CHPAE073	CHPAE073	6035136	HP LaserJet LJ9040	5000011 / 102047 / 922	ASSIGN
YCHSA4208:CHPAE029	CHPAE029	6035173	HP LaserJet LJ9040	5000011 / 102047 / 920	ASSIGN

On the left, you will see colored spots for the printers already placed on the map. If you move the mouse over the colored spot, a picture of the printer along with the printer information will be displayed.

In the table on the right side, you see all printers assigned to the currently selected location. To place a printer on the map, click on the "ASSIGN" button. This will change the mouse symbol to crosshair style, allowing you to exactly mark the position on the map. Once you confirm the position by left clicking, the color spot will be set to the location, and the printer will get a green background in the table to the right.

4.5. Manage printers / Export printers to queue generation CSV file



Before you see any printer after you enter this menu, you have to use a filter: location, queue or server name.

Filter by Location

Country:	City:	Street:	Floor:	Space / Office:	Action
SWITZERLAND	Aarau	Apfelhausweg 10	1	n/a	Reset Filter

Filter by Servername / Queue name

Search for Queue name	Search for Servername	Action:
		search

Server Name:	Share Name:	Queue:	IP Portname:	IP Address:	Driver:	Config:	Asset:	Model:	Location:	Comment:	Country:	City:	ZIP:	Street:	Floor:	Space/ Office:	
CHSA4208	CHPAE070	CHPAE070	CHPAE070	CHPAE070	HP Universal Printing PCL 6 (v.3.3)	hp5000.ctg	6034631	HP Color LaserJet CLJ 9500 sme	5000011 / 102047 / 920	MFD Color	SWITZERLAND	Aarau	5000	Apfelhausweg 10	1	n/a	✖
CHSA4208	CHPAE073	CHPAE073	CHPAE073	CHPAE073	HP Universal Printing PCL 6 (v.3.3)	hp040.ctg	6035136	HP LaserJet LJ9040	5000011 / 102047 / 922	MFD s-w	SWITZERLAND	Aarau	5000	Apfelhausweg 10	1	n/a	✖



Change printer settings:

Just overtype the fields you want to change, or use the dropdown menu, if you want to change the menu. Then click on the "save" icon to the right.

Note: You cannot change the share name. If you want to change the share name, delete the printer and add it again.

CHSA4264	CHPAE768	CHPAE768	CHPAE768	CHPAE768	HP Universal Printing PCL 6 (v5.2)	9500.cfg	6043195	HP Color LaserJet CLJ 9500 amr	1201211 / 100359 / 915	MFD Color	SWITZERLAND	Genève	1201	Rue de Lausanne 44-46	3	n/a	
----------	----------	----------	----------	----------	------------------------------------	----------	---------	--------------------------------	------------------------	-----------	-------------	--------	------	-----------------------	---	-----	--

Add printers:

The first line in the data table can be used to add a single new printer. The requirements are the same as for the import: Server name, queue name, printer model. You need to set a filter location before you add a printer. The printer will be assigned to the location set in the filter.

Server Name:	Share Name:	Queue:	IP Portname:	IP Address:	Driver:	Config:	Asset:	Model:	Locations:	Comment:	Country:	City:	ZIP:	Street:	Floor:	Space/ Office:	
					autodetect	autodetect											

Delete printers:

You can delete printers by clicking on the red X, located on the right of the table. Deleting printer does not affect the location. The location will remain in the database even if there are no printers assigned to it.

CHSA4264	CHPAE768	CHPAE768	CHPAE768	CHPAE768	HP Universal Printing PCL 6 (v5.2)	9500.cfg	6043195	HP Color LaserJet CLJ 9500 amr	1201211 / 100359 / 915	MFD Color	SWITZERLAND	Genève	1201	Rue de Lausanne 44-46	3	n/a	
----------	----------	----------	----------	----------	------------------------------------	----------	---------	--------------------------------	------------------------	-----------	-------------	--------	------	-----------------------	---	-----	--

Export printers:

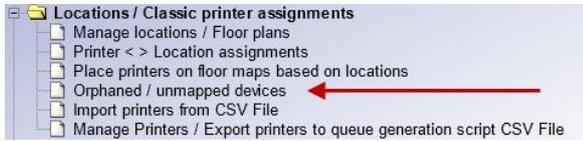
You can export the list displayed on the screen at any time by clicking on the "Export CSV File" button. If you want to export all printers, enter a % in the queue search field.

The export format is the same another script (the queue generation script) is using. You have to be aware, that the queue generation script can only process one server per file. Therefore we recommend to filter by server name and then export the data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	#ServerNam	QueueName	ShareName	PortName	PortAddress	Driver	Comment	Location	AssetNumbe	Action	PrinterMode	ConfigFile	Country	ZIP	City	Street	Floor	Section
2	CHSA4264	CHPAE767	CHPAE767	CHPAE767	CHPAE767	HP Universal MFD s-w		1201211 / 100359 / 915	6039400	migrate	HP LaserJet Lj4345.cfg		SWITZERLAN	1201	Genève	Rue de Lausanne 44-46	3	n/a
3	CHSA4264	CHPAE768	CHPAE768	CHPAE768	CHPAE768	HP Universal MFD Color		1201211 / 100359 / 915	6043195	migrate	HP Color LaserJet 9500.cfg		SWITZERLAN	1201	Genève	Rue de Lausanne 44-46	3	n/a



4.6. Orphaned / unmapped devices



Q: What is an orphaned / unmapped device?

A: This is a classic print queue inside **CPS Click2Map** for which ALL of the following apply:

- The queue is assigned to a specific location
- The location is NOT considered as a "secure" location
- A floor plan has been uploaded for the location the queue belongs to
- The queue has not yet been placed on the floor plan

Orphaned / unmapped queues will appear in a table, sorted by location, floor, space/office, queue name. If you want to assign them on the floor plan, just click on the green icon on the right side of the table. This will bring you directly to the assignment menu described in chapter 4.4.

Filter

Search for Queuename: Search for Servername:

Orphaned / unmapped Devices

The following list shows printers which are assigned to a location with an existing floor plan, where the assignment on the floor plan has not yet been done. You can assign place the printers on the floor plan by clicking on the icon to the right.

Server Name:	Share Name:	Queue:	Asset:	Model:	Location:	Comment:	Country:	City:	ZIP:	Street:	Floor:	Space/Office:	
CHSA4266	CHPAE073	CHPAE073	6035136	HP LaserJet LJ9040	5000011 / 102047 / 922	MFD s-w	SWITZERLAND	Aarau	5000	Apfelhausenv eg 10	1	n/a	
CHSA4266	CHPAE209	CHPAE209	6035173	HP LaserJet LJ9040	5000011 / 102047 / 920	MFD s-w	SWITZERLAND	Aarau	5000	Apfelhausenv eg 10	1	n/a	
CHSA4266	CHPAE071	CHPAE071	6034630	HP Color LaserJet CLJ 9500	5000011 / 102047 / 920	MFD Color	SWITZERLAND	Aarau	5000	Apfelhausenv eg 10	2	n/a	
CHSA4266	CHPAE072	CHPAE072	6035135	HP LaserJet LJ9040	5000011 / 102047 / 923	MFD s-w	SWITZERLAND	Aarau	5000	Apfelhausenv eg 10	2	n/a	
CHSA4266	CHPAE208	CHPAE208	6034699	HP Color LaserJet CLJ 9500	5000011 / 102047 / 923	MFD Color	SWITZERLAND	Aarau	5000	Apfelhausenv eg 10	2	n/a	
CHSA4266	CHPAE912	CHPAE912	5033648	HP LaserJet LJ4345x	5000011 / 102047 / 240	MFD s-w	SWITZERLAND	Aarau	5000	Apfelhausenv eg 10	2	n/a	



5. Followme Queues

Followme queues are special in two aspects: They are not dedicated to a single physical printer and they are not dedicated to one single location.

In a typical followme environment, there is one or more servers with at least one followme queue present in the network. The printers are equipped with an authentication device, such as pin code, proximity card reader or smart card reader. Users are required to authenticate themselves first. The printer then connects to a followme server and asks for print jobs for this particular user. The followme software on the server then sends the users print jobs to the printer where the request was coming from. The whole communication between the printer and the followme server, including the print data itself will usually travel encrypted over the network, also called secure print. There are several followme solutions on the market, however the basic concept remains the same for all of them.

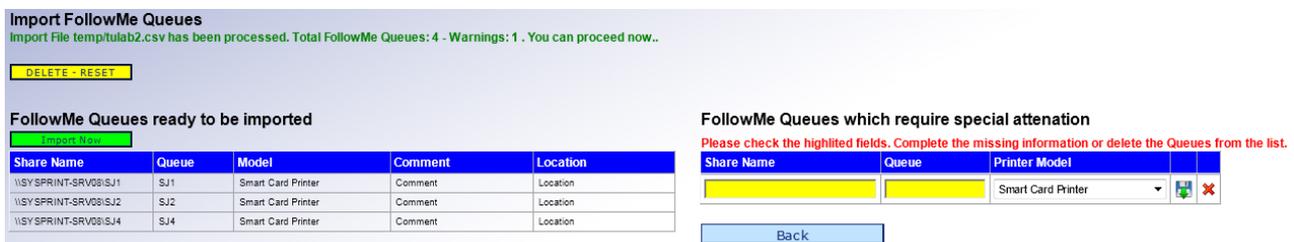
To reflect this scenario, **CPS Click2Map** handles the followme queues differently and keeps them separated from the classic queues. As already shown in Chapter 2, the queues are also stored in a separate table inside **CPS Click2Map**.

5.1. Import Followme Queues

The printer import is a two step process and can be called from the main menu. All you need to do is to choose an import CSV file and click on "import".



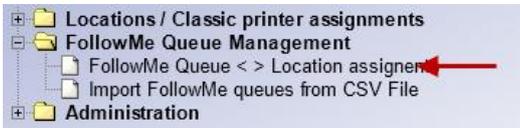
The data will be imported into a temporary table and will be checked for validity first. Unlike classic queues, followme queues do not have a location assigned. Therefore the import will be faster compared to the classic queue import. If there are lines with missing or incorrect data, they will be displayed too. You still have a chance to correct the errors, before the import really takes place.



Once you corrected any errors you can click on "Import Now". After this has been completed, you will be redirected to the first screen mask where you may import additional files.

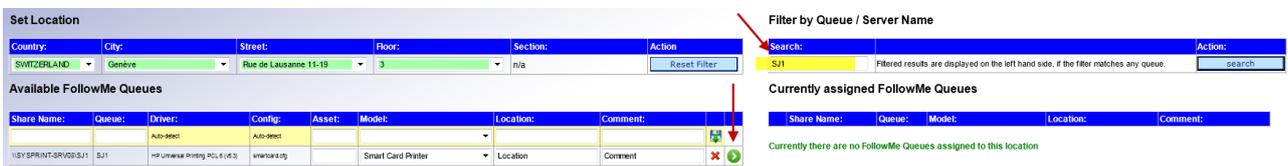


5.2. Followme Queue < > Location assignments



To make a followme queue available to the users, you need to select the location (address, floor, space/office where applicable). By default, all available queues are shown on the left side.

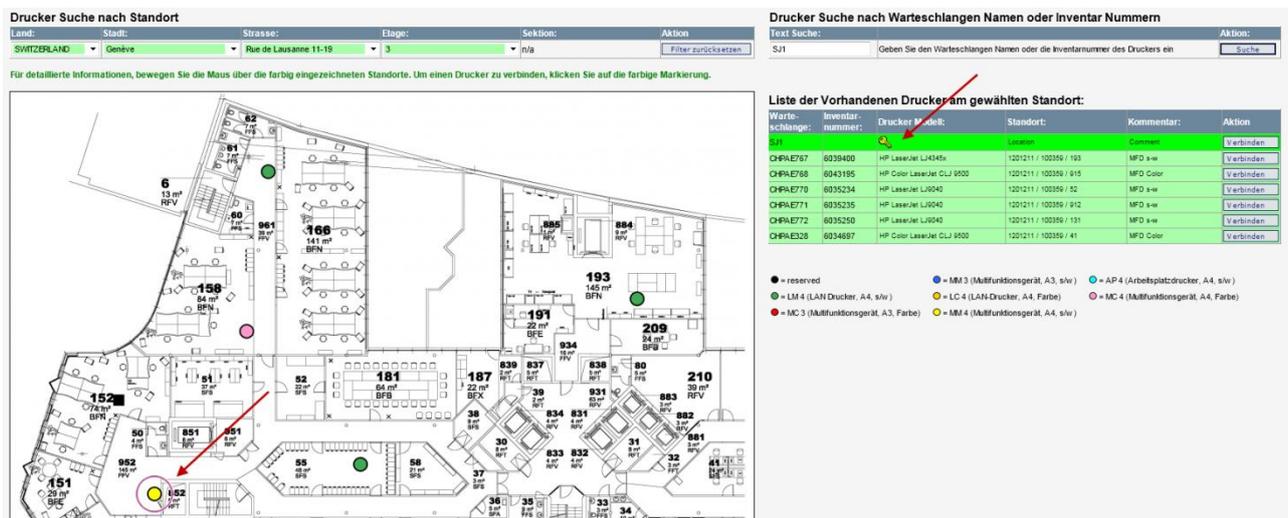
If you want to limit the displayed queues, you can use the filter and enter a queue name. Click on the green icon on the right side of the left table, to assign the queue to the selected location.



After the assignment has been made, the queue will be copied to the right table.

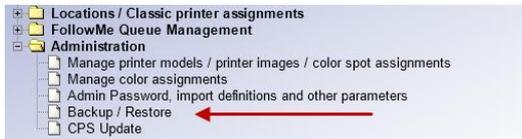


The end users will see the followme queue(s) on top of the classic queues, and instead of a printer model name, a key symbol will be shown. If the end user moves the mouse over the queue name, all printers capable of followme printing will be highlighted on the floor plan too.



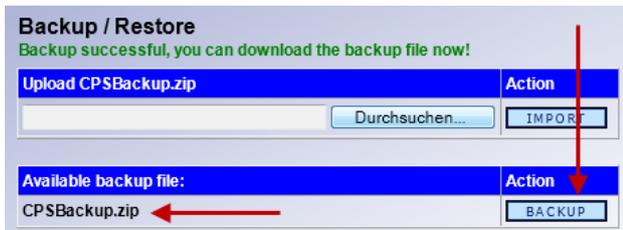
6. Maintenance tasks

6.1. Backup / Restore



It is recommended to do a backup regularly, especially before you plan to do any bigger changes, such as importing a lot of printers. The **CPS Click2Map** backup files are zip files and contain:

- A full backup of the appllientqueues database
- All printer and floor plan images uploaded by you
- the **CPS Click2Map** program files

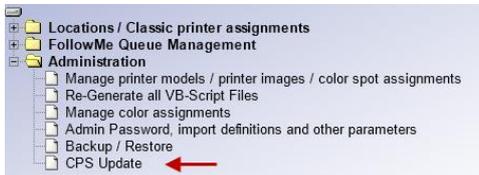


Click on the "BACKUP" button to start the building of the ZIP file. This may take a while, if you uploaded a lot of floor plans. Once the backup is ready, you will see a link to CPSBackup.zip. Right-click the link to download the file.

The restore can be performed over the same menu.

WARNING: a successful restore will overwrite anything, program files, images, and the database itself. There is a protection mechanism inside **CPS Click2Map**, to prevent uploading of files not generated by **CPS Click2Map**. If **CPS Click2Map** detects anything unusual with the ZIP file such as a wrong hash checksum, it will deny the restore.

6.2. CPS Click2Map Update



CPS Click2Map Updates can be performed directly over the administration menu. **CPS Click2Map** updates are contained in ZIP files named "CPSUpdateVx.y.zip". The update files contain a security mechanism to prevent unauthorized content to be loaded. **CPS Click2Map** updates will only update program files. They will not touch your data. However we recommend to make a backup before you run an update.

The version number of the upgrade must be higher compared to the one installed. You can see the installed version number on the update menu, on the main menu, and on the login mask.

To update, select the zip file containing the update and click on "IMPORT".



7. Local Queues

Local queues (queues on the user workstation) can also be created using CPS Click2Map. The magic formula is the server name. All print queue entries in CPS which have "LOCALHOST" as the server name are considered to be local queues. During the creation of the queue, CPS Click2Map automatically replaces "LOCALHOST" with the name of the workstation who wants to create a local queue.

You will need to have the "Queue generator" option, in order to create queues on servers or on workstations. The process is described more detailed in the "CPS Queue Administration Manual".

8. Queue Administration (Queue generator backend)

The queue administration is a powerful optional feature (that is why it is more expensive than the basic license itself).

On one hand, it allows you to create print queues directly on target print servers, and deploy specific print settings to the print queues. (Point&Print)

On the other hand, it also allows to create print queues directly on the client workstations. (Peer2Peer). In this mode, CPS also forces the print driver installation by referencing to a reference print server, where the drivers are already installed.

Of course, you can have both, point&print and peer2peer queues managed by **CPS Click2Map** .

Queue administration is described in the "CPS Queue Administration Manual".

8.1. Requirements

In order to create queues on other servers or workstations, a service account is needed.

Point&Print mode

If you only work in point&print mode, the service user must have full administrative rights on all target print servers and on the server where **CPS Click2Map** is installed.

Peer2Peer mode

If you work in peer2peer mode, where local queues on the client workstations are to be created, the service user must have full administrative rights on the workstations and on the server, where **CPS Click2Map** is installed.

Mixed Mode

If you work in mixed mode (both, point&print as well as peer2peer) the service user must have full administrative rights on all target print servers and on the workstations, and on the server, where **CPS Click2Map** is installed.

Other than that, WMI access must not be blocked from the **CPS Click2Map** server to the print server and/or workstations. All program calls initiated from the **CPS Click2Map** server to the print servers and/or workstations are using WMI and Microsoft's PSEXEC utility.

