

INTRODUCTION

WebAdvantage Suite is a web-based add-on for the Print Manager Plus print tracking product. Its installation will create an Intranet Website which will be browse able within the network. This tool will add on to the existing Print Manager Plus functionality several new features, including the ability to view and change user balances and view and release print jobs that are held for release from anywhere in the network using any major Web Browser.

Advanced features such as HTTPS and integration features of PayPal are beyond the scope of this Quick Start guide. For information on this and other advanced setups, please consult the WebAdvantage Suite User Guide.

TOPICS:

The following is a summary of the steps to get a basic WebAdvantage add-on set up.

Prerequisites & System Requirements:

Review and check the setup prerequisites to ensure smooth installation and configuration.

Installation:

This will configure the website components and files.

Configure:

The first time setup wizard will guide you through the most common settings for Web Advantage.

Basic Usage:

Step by step instruction for getting started using the WebAdvantage web pages.

LICENSING THE ADD-ON:

The Release Station add-on requires that it be properly licensed to use it in full functional mode. You may install it and evaluate it in limited configuration mode without any license key.

Checking to see if you have this Option:

To see which Add-On options you currently own go to **[Help > About]** inside of the Print Manager Plus Administrator. Within the Options box it will list the add-on Options that you own. If WebAdvantage or Release Station is listed then you are properly licensed.

Note: in some versions of PMP you may have to check the Print Server's tab to view this option.

Evaluating this Version:

If you are not currently licensed, and wish to evaluate the fully functional evaluation of this version using the following add-on license. Please choose the correct one for your version.

30 Day Evaluation Keys with Release Station / WebAdvantage Add-On:

Workgroup Edition	PG5Z4-365KX-9TZPN-8YDSX
Single Server Edition	48L4R-86VF9-LAXUX-X9LC3
Enterprise Edition	YXR45-KDAV8-UNJK9-APLYK



PREREQUISITES & SYSTEM REQUIREMENTS:

The following Prerequisites are needed and should be reviewed prior to installation.

Print Manager Plus 2010:

An installation of Print Manager Plus 2010 Workgroup, Single Server or Enterprise version 8.0.137.160 or later is required.

SQL Based Database:

WebAdvantage requires that you are using a Microsoft SQL Database with Print Manager Plus. Using with a Microsoft Access database is not supported.

Windows Operating System:

This installation supports Windows Server 2003, 2008 and 2008 R2, as well as Desktop Operating Systems Windows Vista and 7. Setup will install and configure the *Internet Information Services build into these Operating Systems to run web services.

*Internet Information Services is a Web Server Application that is built into most Microsoft Windows Operating systems.

WEBADVANTAGE INSTALL

The following steps will guide you through the installation of WebAdvantage.

1. Start Setup

Double click the installer to begin setup. A wizard will load that will take you through the install.



2. .Net Framework Installation:

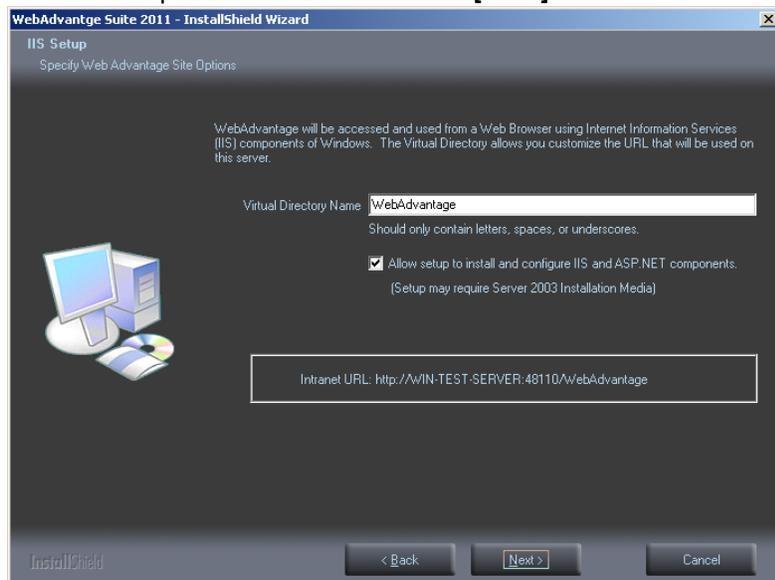
WebAdvantage will install and configure the .Net Framework version 2.0 on the system if this or a later version or later is not already installed.

3. License Agreement

Next you will be required to accept the WebAdvantage Suite license agreement. Then click **[Next]**.

4. Virtual Directory

The installation address screen allows you to customize the URL that WebAdvantage will install to. Typically leave these options as default and click **[Next]**.



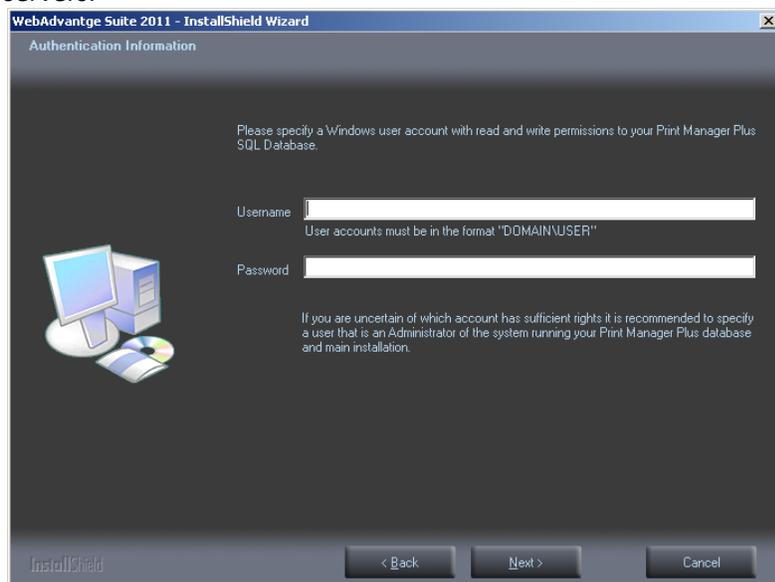
For customized Ports, or integration into an existing Intranet website, please see manual installation instructions in the WebAdvantage User Guide.

5. Specifying the Location of Print Manager Plus and database (Conditional):

If you are not installing on an existing Print Server running Print Manager Plus, you may be prompted for the location of your Print Manager Plus database.

6. Authentication Information

You must specify a windows account with administrative access to your Print Manager Plus database and print servers.



Required User Rights

Database Permissions:

Full Control permissions are required on your Print Manager Plus database.

Print Server Permissions:

This user must be an Administrator of the Print Servers that are running Print Manager Plus.

7. Installation Path:

WebAdvantage will next ask you where you would like to install the application. It will default to a standard Program Files Directory.

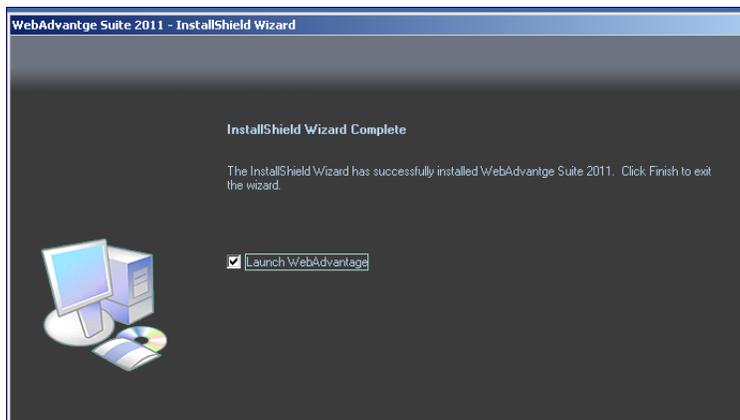
8. Install:

After the installation interview, you will be prompted to install. Setup will at this time perform the following tasks which may take several moments.

- Ensure Internet Information Services components of Windows are fully and install and configured.
- Create PMP Website on that system.
- Configure .Net Framework and other ASP.NET Components required by the Web Server
- Install the final WebAdvantage site.

9. Finalized Install

Once the installation is finalized you can browse to the WebAdvantage website to start using it. Setup will by default launch this page in Internet Explorer. (Other browsers are supported)



CONFIGURATION WIZARD

Launching WebAdvantage for the first time will start the Configuration Wizard.

1. Launch the wizard by double clicking the Desktop link that was created during installation. WebAdvantage can also be started from the Start menu under All Programs > Software Shelf International, Inc > WebAdvantage Suite. A browser window will open which will show the **WebAdvantage Configuration Wizard**.

You will first be prompted for a Master password. This password belongs solely to the WebAdvantage Suite, and is unrelated to any existing Windows, Active Directory, LDAP or existing Print Manager Plus password.

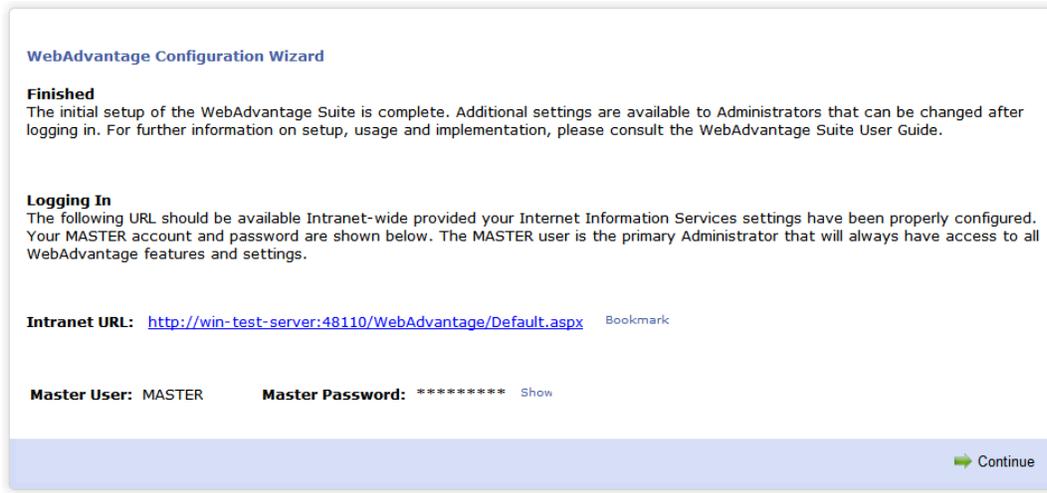
The screenshot shows the 'WebAdvantage Configuration Wizard' window. The title bar reads 'WebAdvantage Configuration Wizard'. Below the title bar, the text says 'Create a Master User Password' and 'The "MASTER" user is a built-in account that always has full control of all print jobs and settings in the WebAdvantage Suite. Please specify a password for this user and keep it in a secure location.' There are two input fields: 'Enter Password:' and 'Confirm Password:'. At the bottom right, there are 'Back' and 'Next' navigation buttons.

2. The next screen allows you to set which users in your Active Directory are Administrators of WebAdvantage. You can also enable the option for end users to release their own jobs.

The screenshot shows the 'WebAdvantage Configuration Wizard' window. The title bar reads 'WebAdvantage Configuration Wizard'. Below the title bar, the text says 'Specify Administrators' and 'This allows you to specify which domain accounts are Administrators of the WebAdvantage Suite. Administrators can view and control all print jobs, balance transactions and WebAdvantage settings. Additional roles and specific rights can be specified within the WebAdvantage configuration page after the install.' There is a 'New Administrator' input field with an 'Add User >' button. To the right is a list box labeled 'Administrators' with a 'Remove User' button below it. At the bottom left, there is a checked checkbox for 'Allow End Users to Release Their Own Print Jobs' with a description: 'This setting allows end users to log in to the WebAdvantage Suite with their Active Directory credentials and view and release their own print jobs. By default, end users will not have access to any other print jobs or WebAdvantage settings.' At the bottom right, there are 'Back' and 'Finish' navigation buttons.

Workgroup Users:
If you are using this product within a Windows Workgroup and do not have active directory. Skip this step, and configure custom users within the product after installation.

- The last screen will verify the settings. It is very important that the password is noted and saved in a secure location at this point. Clicking **[Finish]** will save the options you specified.



Intranet URL: The URL shown will be the web address that can be reached from any web browser in your network. This URL should be saved, and will be used from here on forward to reach WebAdvantage.

Additional Configuration: All settings can be viewed and changed after the install by logging in as Master and clicking **[Configuration]**.

BASIC USAGE

The WebAdvantage Suite contains a series of pages adding various features to your Print Manager Plus installation. Below is an introduction to each page to get you started.

BALANCE & CREDITS

This page allows an Administrator to add balance to a user, either without payment or by accepting a user's credit card.

Individual users may also use this page to view their current balances and purchase additional credit using a credit card or PayPal account when those features have been enabled.

Print Manager Plus[®]
WebAdvantage Suite

Software Shelf
PRINTING SMARTER

Filter Users: Apply Filter Clear Filter

User Balance Information

Select User:

Primary Balance: \$4.00
Paid Balance: \$2.20

Add Additional Balance

Amount To Add:

Add to paid balance
 Add to primary balance

Unlimited Printing: Give user unlimited printing rights

[+ Add Credit](#) [\\$ Purchase Credit](#) | [Configuration](#) [Log Out](#)

[Balance & Credits](#) | [Release Jobs](#)

HOLD AND RELEASE JOBS

Print Manager Plus contains a setting whereby jobs that are sent to a printer are held (paused) rather than printing immediately. When this setting is turned on, the user must then log in to the Release Jobs page--which lists all of his held print jobs--to release (print) the job.

Setting Print Manager Plus to Hold Jobs

Typically, you will first set Print Manager Plus to hold all print jobs. This can be done one of a few ways:

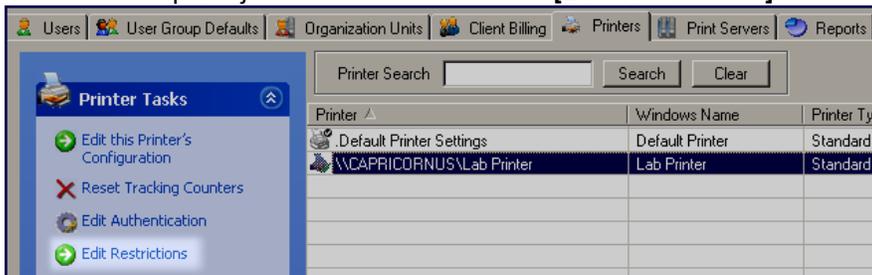
- Pause all Print Jobs by Printer (most common)
- Pause all Print Jobs by User
- Pause all Print Jobs by User Group or Organizational Unit

Example of Pausing by Printer:

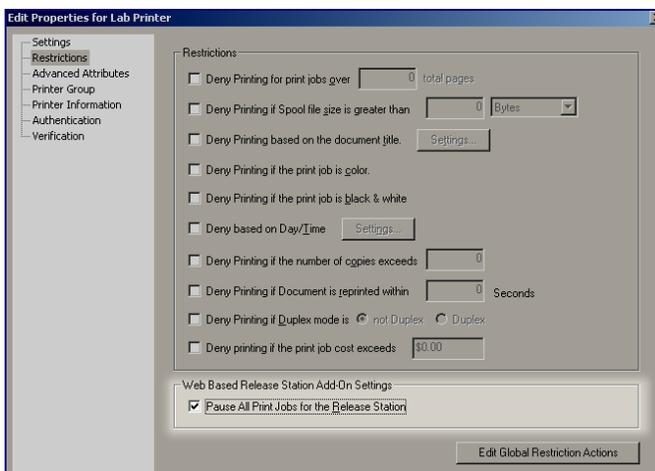
1. Open the Print Manager Plus Administrator.



2. Within the Print Manager Plus Administrator, go to the Printers tab and select the Printer you wish to hold print jobs for. Then click the **[Edit Restrictions]** button on the left hand side.



3. Within Restrictions locate the setting for Hold All Print Jobs for the Release Station and then click OK. After this all jobs sent to this print queue will be paused and held until released in WebAdvantage.



Restricting By User, Group or OU:
This restriction exists for each User, Group, and Organizational Unit within Print Manager Plus and can be used in the same manner.

Releasing Held Jobs

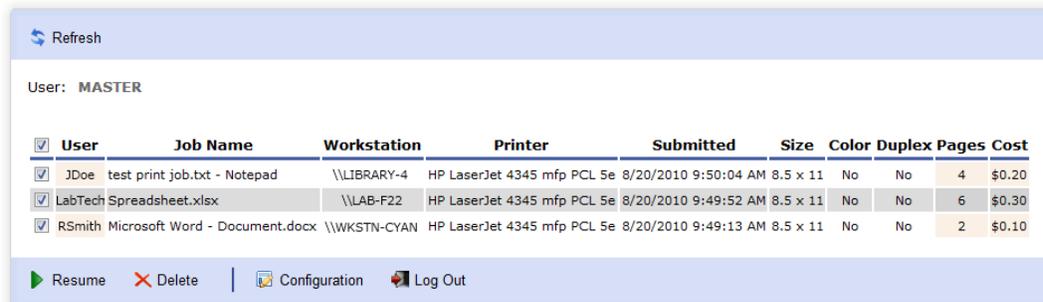
Once a job has been held for release, the user will need to log in to WebAdvantage to view and release it. A user can log in using his or her Active Directory user name and password. Administrators can also create user accounts that only exist within WebAdvantage.



Once logged in, the Release Jobs page will list all held jobs for that user. The user can choose to release a job by clicking the Resume button, which will cause the job to be printed and will subtract from the user's balance.

If the user wishes to pay to have a job printed directly, he or she can click the Pay For Prints button. This will add the job to a shopping cart, allowing the user to pay for the job directly using a credit card or PayPal if those features have been enabled.

A user can also choose to delete a print job (in which case it is never printed).



<input checked="" type="checkbox"/>	User	Job Name	Workstation	Printer	Submitted	Size	Color	Duplex	Pages	Cost
<input checked="" type="checkbox"/>	JDoe	test print job.txt - Notepad	\\LIBRARY-4	HP LaserJet 4345 mfp PCL 5e	8/20/2010 9:50:04 AM	8.5 x 11	No	No	4	\$0.20
<input checked="" type="checkbox"/>	LabTech	Spreadsheet.xlsx	\\LAB-F22	HP LaserJet 4345 mfp PCL 5e	8/20/2010 9:49:52 AM	8.5 x 11	No	No	6	\$0.30
<input checked="" type="checkbox"/>	RSmith	Microsoft Word - Document.docx	\\WKSTN-CYAN	HP LaserJet 4345 mfp PCL 5e	8/20/2010 9:49:13 AM	8.5 x 11	No	No	2	\$0.10

Allowing Users to Release Their Own Jobs

Within configuration, you can enable end users to release their own jobs. This allows end users to log in with their Active Directory credentials and see and release only the jobs that they own.