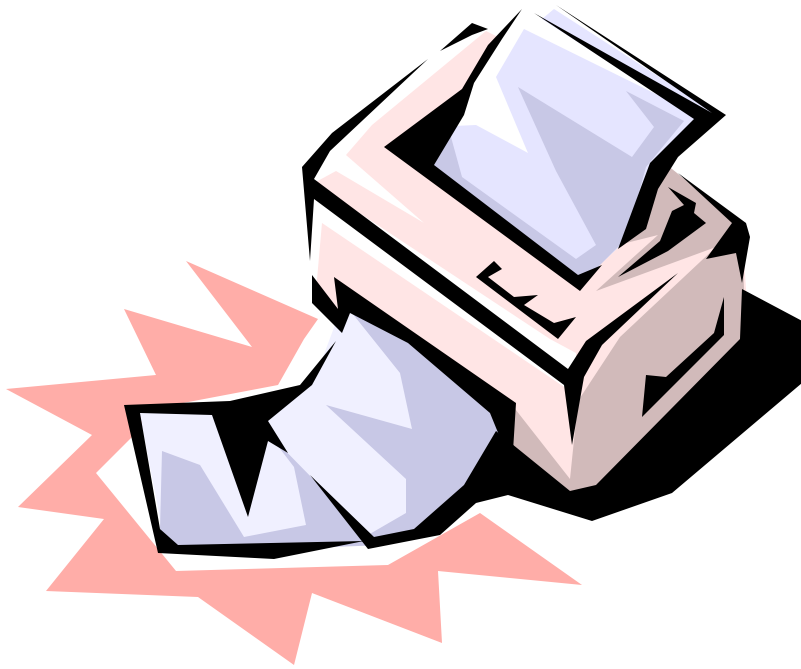


**Pro Technology Automation, Inc.
SpliTracÔ User Guide**



User's Guide

Version 1.1

September 10, 1999

REVISION HISTORY

Revision Number	Date	Comments
1.0	October 30, 1997	- Initial Beta release

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1. Overview

SpliTrac is a printer load balancing application that works in conjunction with JetForm Central. It is for medium to high volume printing applications where there is a need to print a large number of documents in a short timeframe where it becomes necessary to distribute the printing across multiple printers, either in the same location or multiple locations.

SpliTrac is a Windows application written in Visual Basic 5.0. It allows the operator to open a data file (in JetForm Field Nominated Format created by your line of business application, JetForm Central Transformation Agent or a Custom Agent) and specify the printers you want to distribute printing the actual documents, whether to print copies of the document, where to print the audit trail that SpliTrac produces or creating documents to send to a document management system.

The output of SpliTrac is multiple Field Nominated Files that are written to the JetForm Central Collector Directory on any platform that Central is running on so the actual documents can be printed. This means that JetForm Central can be running under HP-UX, AIX, AS/400 or any other platform that JetForm Central runs on, as long as the Windows 95/NT platform where SpliTrac is running has a connection to the operating system that JetForm Central is running on.

This User Guide will give the details of the input files to SpliTrac, the processing of SpliTrac and the output from SpliTrac.

1.0. Installation

SpliTrac™ Evaluation software installation instructions:

1. Download the evaluation version of SpliTrac from Pro Technology's website to a temporary directory.
2. Once you have the ZIP file from the download use WinZip to extract files from the SpliTrac Evaluation.zip in the temporary directory.
3. Run the Setup.exe from your temporary directory.
4. A shortcut for the SpliTrac Demo will be on your desktop.

The following files are included in the file SpliTrac Evaluation.zip:

<u>Filename</u>	<u>Description</u>
SpliTrac User Guide.doc	This file
SpliTrac User Guide.pdf	SpliTrac User Guide for Acrobat Reader.
SpliTrac-Eval.exe	SpliTrac Evaluation program
SpliTrac.ini	SpliTrac INI file with processing data
Printer.ini	Printer data file (see User Guide)
Input.dat	Input data file to test SpliTrac
Audit\Auditrpt.dat	Audit report data file
Audit\Auditrpt.mdf	Audit report form file
Audit\Auditrpt.pdf	Sample Audit report in PDF format

Here are the instructions to run the demo:

1. Double click on the SpliTrac-Eval. short cut created during installation to run the program.
2. Read the SpliTrac User Guide for instructions on program options and an overview.
3. Examine each of the .DAT and .INI files to understand the process as you follow through the SpliTrac User Guide.
4. Examine the files created in the Output folder

Note: If you have a data file you would like to set up for testing, set up the INI files per the instructions in the User Guide.

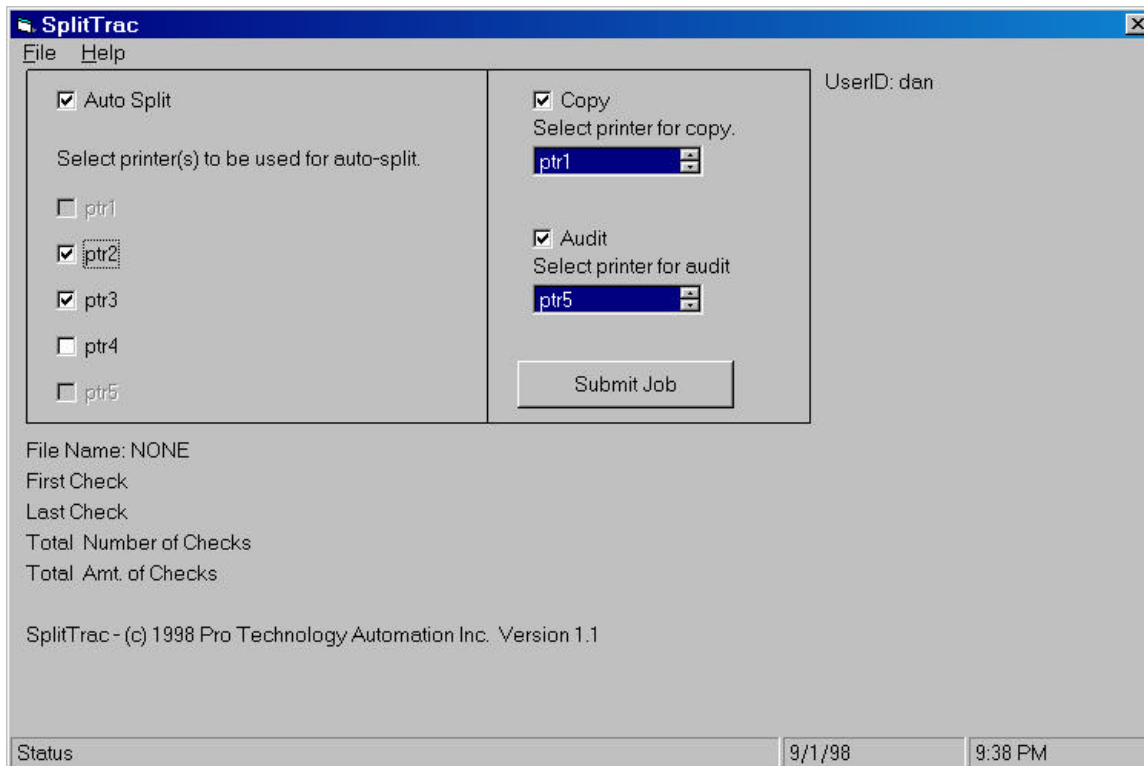
Instructions for installation of the production version of SpliTrac:

The instructions for installation are the same as for the demo with the exception that you have been emailed a ZIP file or have received installation files on a diskette via mail.

1.1. Inputs to SpliTrac

1.2 Graphical User Interface

SpliTrac consists of one main screen split into several sections. Auto Split, Copy, Audit and File information.



The Autosplit checkbox is checked by default. This will automatically split the input file into multiple output files based on the printers selected. The user may also click on the Copy box if they wish to print a copy of the documents to another printer. For instance, this is useful if checks are being printed and the copies need to be printed on plain paper while the actual checks will be printed on check stock.

An audit report can also be printed and the user can specify what printer to print the audit report to.

The following fields are on the screen:

- File Name
- User ID of person currently logged into the system based on Windows logon ID
- First check number
- Last check number
- Total number of checks
- Total amount of checks

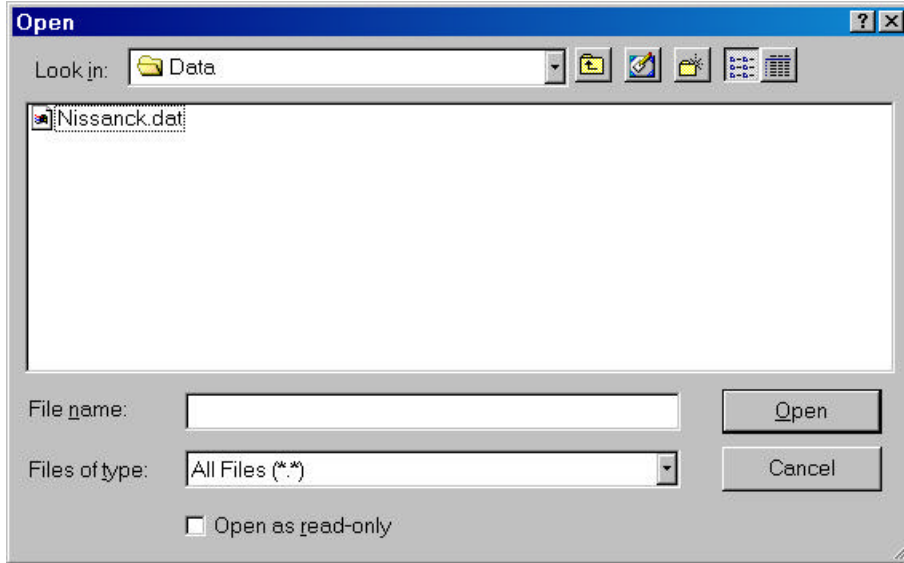
- The printers from the PRINTER.INI file listed with checkboxes

Certain printers are checked by default (indicated by flags in PRINTER.INI).

The Copy checkbox is checked by default and the printer indicated by the printer that has a Y in the BACKUP field in the PRINTER.INI file.

1.3. Customer Data File:

A data file in JetForm Central Field Nominated DAT file format will be opened in the SpliTrac GUI using a File Open command.



This file will have the following format (field names will be unique to your application):

```
^JOB CHECKS
^field SpliTrac
13156|13955|800|1378|$34,876,234.90|
^field CHECK_NUM
13156
^FIELD PAY_TO_NAME
ABC Vendor Company
.
.
```

Note: This could be any job name
Note: Indicator this is a data file to be used by SpliTrac
See note below

Note: The above SpliTrac fields represent the following (in order):

- First check number
- Last check number
- Total number of checks in data file
- Total number of pages in data file
- Total dollar amount of checks in this run

Note: The SpliTrac fields are not mandatory if your front-end application does not produce this information.

1.4. SpliTrac.INI

The SpliTrac.INI file has four records as follows:

Line 1 = Auto Split Job Name, which is the Job Name that will be assigned in the output split files that print to the selected printers, e.g. ^JOB CHK_REAL

Line 2 = Copies Job Name, which is the Job Name that will be assigned in the output file for copies if needed, e.g. ^JOB CHK_COPY

Line 3 = Audit Report Job Name, which is the Job Name that will be assigned in the Audit Report output file, e.g. ^JOB CHK_AUDIT

Line 4 = the string in the input file that is used to recognize when a new document (e.g. a check) starts. In the sample file, the string "^page 1" is used as the new document indicator (it could very likely be ^field [FirstFieldName]).

Here is a sample SPLITRAC.INI file:

```
^JOB CHK_REAL
^JOB CHK_COPY
^JOB CHK_AUDIT
^page 1
```

1.5. PRINTER.INI

The PRINTER.INI file is used to set up the list of printers that the user can choose from and to establish the defaults, job name and the directory the files should be copied to.

<u>Printer ID</u>	<u>Default</u>	<u>Directory</u>	<u>Copies Printer</u>	<u>Audit Printer</u>
APLJ1	N	c:\jsrvr\data	Y	N
APLJ2	Y	c:\jsrvr\data	N	N
APLJ3	Y	c:\jsrvr\data	N	N
APLJ4	N	c:\jsrvr\data	N	N
APLJ5	N	c:\jsrvr\data	N	Y

1.6. Actual PRINTER.INI file

```
APLJ 1,N,c:\jfsrvr\data,Y,N  
APLJ 2,Y,c:\jfsrvr\data,N,N  
APLJ 3,Y,c:\jfsrvr\data,N,N  
APLJ 4,N,c:\jfsrvr\data,N,N  
APLJ 5,N,c:\jfsrvr\data,N,Y
```

Here are the fields in the PRINTER.INI file in the order they appear in the file:

Printer Name - name that will be assigned by SpliTrac in the -z parameter of the job card. The printer name must correspond to an entry in the Printer Table in the JetForm Central Job Management Database.

Default - a Y or N flag indicates to SpliTrac which printer(s) should be automatically assigned a check mark for processing. This can be overridden in the GUI as the Y or N flag sets the defaults.

Output Location - The drive and path of where the output files will be written for each printer specified. This is the directory/folder that Central monitors for files to process.

Copies printer - a Y or N flag that indicates which printer name will be used as default for the copies.

Audit printer - a Y or N flag that indicates which printer name will be used for the Audit Report
In the SpliTrac GUI (using the printer.ini example above), printers 2 and 3 will be automatically checked for Auto Split. Printer 1 will be used to print the copies. Printer 5 will be used to print the Audit Report. The output files will be written to the indicated paths.

1.7. Processing

The processing splits the files automatically per the printers checked on the screen. SpliTrac takes the number of checks from the input file and divides it by the number of printers selected. For example, if there were 1,800 checks in the check run and there were 3 printers checked, three output files of 600 checks each would be created.

1. After the input data file is selected the user clicks the Submit Job button. There is a message box that comes up that says "SpliTrac is ready to process your job. Please ensure that the proper paper stock is loaded in the printers you have selected".
2. As the job is processing, the status is displayed. After the processing completes it come up with a message box that says "SpliTrac has completed processing your job, click OK to exit".
3. The GUI has an Audit section just like the Copy section with a check box and the "scrollable" list of printers. The Audit box is checked by default with the ability to uncheck it in the GUI. We pull the default printer from the PRINTER.INI file.
4. As soon as you select the Copies checkbox, then the printer selected for Copies is not allowed to be chosen for Auto-Split. What happens is that you scroll through the printers (in either Copies or Audit) to get to the one you want, then click on the printer name to the left of the scroll bars. At that point, that printer in the Auto Split section will be grayed out. This method assures you cannot print copies or the audit report to a printer that has check stock in it, but allows total flexibility in determining where you want to direct your output.

1.8. Output

The output of SpliTrac would be multiple Field Nominated Files with the proper job card and proper printer name which is then copied to the specified directory (as named in the Printer.ini file).

Here is an example of the first several records of the output DAT file:

```
^JOB CHECKS -zAPLJ6
^field CHECK_NUM
13156
^FIELD PAY_TO_NAME
ABC Vendor Company
.
.
```

The format of the filename is as follows:

```
CHKccyyymmddhhmmprinter.DAT
```

Where cc = century, yy = year, mm = month, dd = day, hh = hour, mm = minutes, printer = printer specified in -z command in the dat file.

For example, if a file was created on July 3 at 10:31 a.m. to be sent to APLJ6, the filename would be:

```
CHK199807031031APLJ6.DAT
```

1.9. Reporting

When the user clicks the “Submit Job” button, in addition to the processing of the data files, a summary data file in Field Nominated Format (FNF/DAT) file is produced and will be used to print a one page summary report (Audit Report).



Here is the layout of the data file used in the example above:

^JOB STSUMMARY -zAPLJ4	This printer would be indicated in Printer.INI file
^FIELD USERID	This is assuming we can capture the User ID of the person
MJONES	logged in
^FIELD FIRSTCHECK	First check from input file
13156	
^FIELD LASTCHECK	Last check from input file
13955	
^FIELD TOTALCHECKS	
800	
^FIELD TOTALPAGES	
1378	
^FIELD TOTALAMOUNT	
\$34,876,234.90	
^FIELD ESTTIME	Estimated completion time as calculated in program
083	83 minutes (in this example) to print all checks on all printers

^FIELD FILENAME Filename opened by user
K:\SAP\CHECKS\DATA\1234.DAT

2.0 Audit Report

The same summary file detailed above can be used as input to the JetForm Central Calculation Agent to update a database of the customers choice to maintain a log of all processing. This would be developed as part of the overall implementation of SpliTrac for a client.