

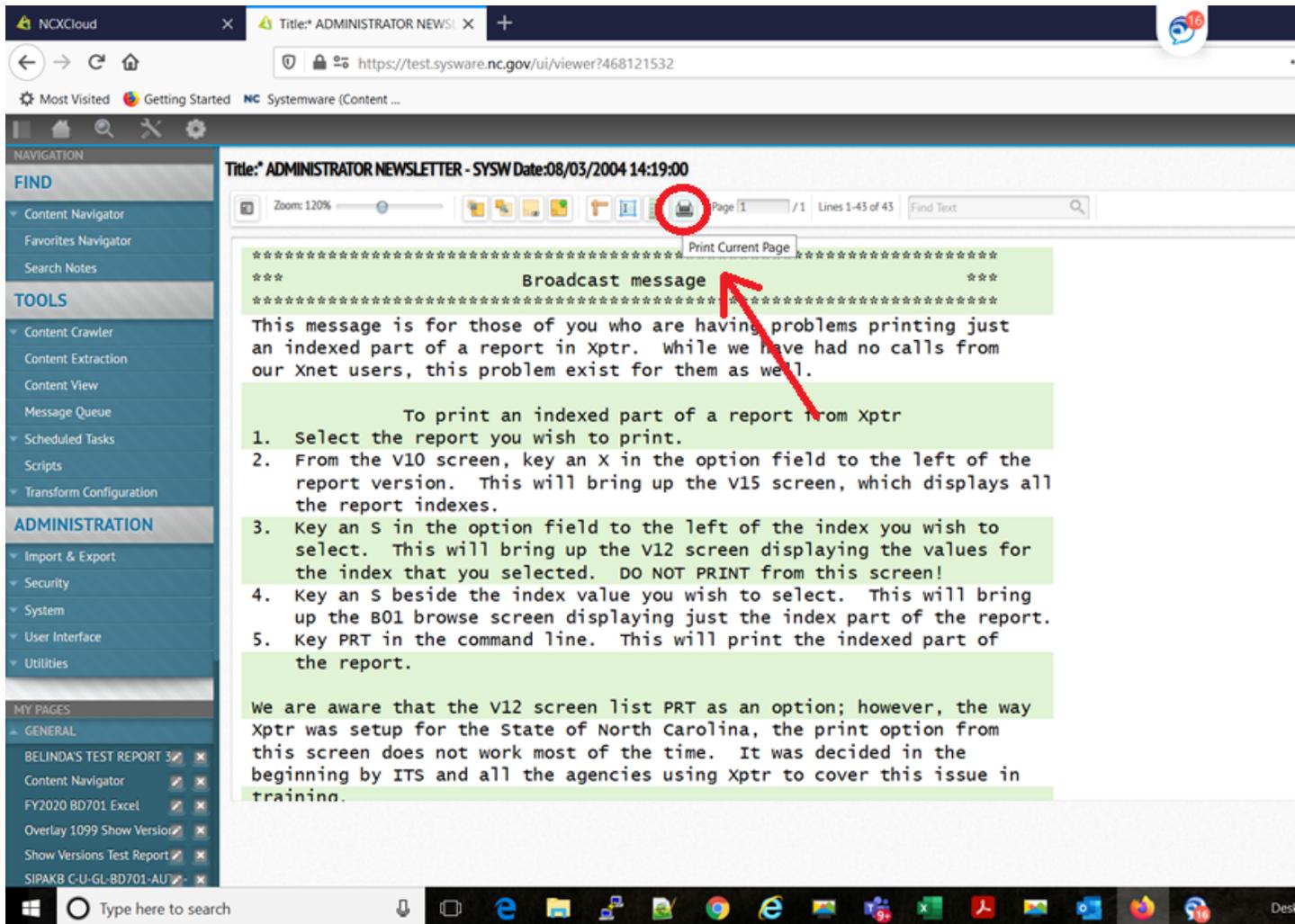
Printing Tips

Printing to Local Desktop and Network Printers

The below tips help explain how to print a single page and multiple pages of a report to a local desktop printer or network printer.

How to print a **single page** report to a local desktop printer:

Click the printer icon at the top of the report.



How to print **multiple pages** of a report to a local printer:

There are a couple options for printing multiple pages.

- 1) One option is to use your existing Xnet print driver. Under the report title, select the actions menu by choosing Deliver, and then choose Local Printer. See the screenshot below. If you need the Xnet print extension plugin installed, download it by logging in with your RACF ID user id and password: <http://sccb.sips.state.nc.us/sysware/html/accessxnet.htm>

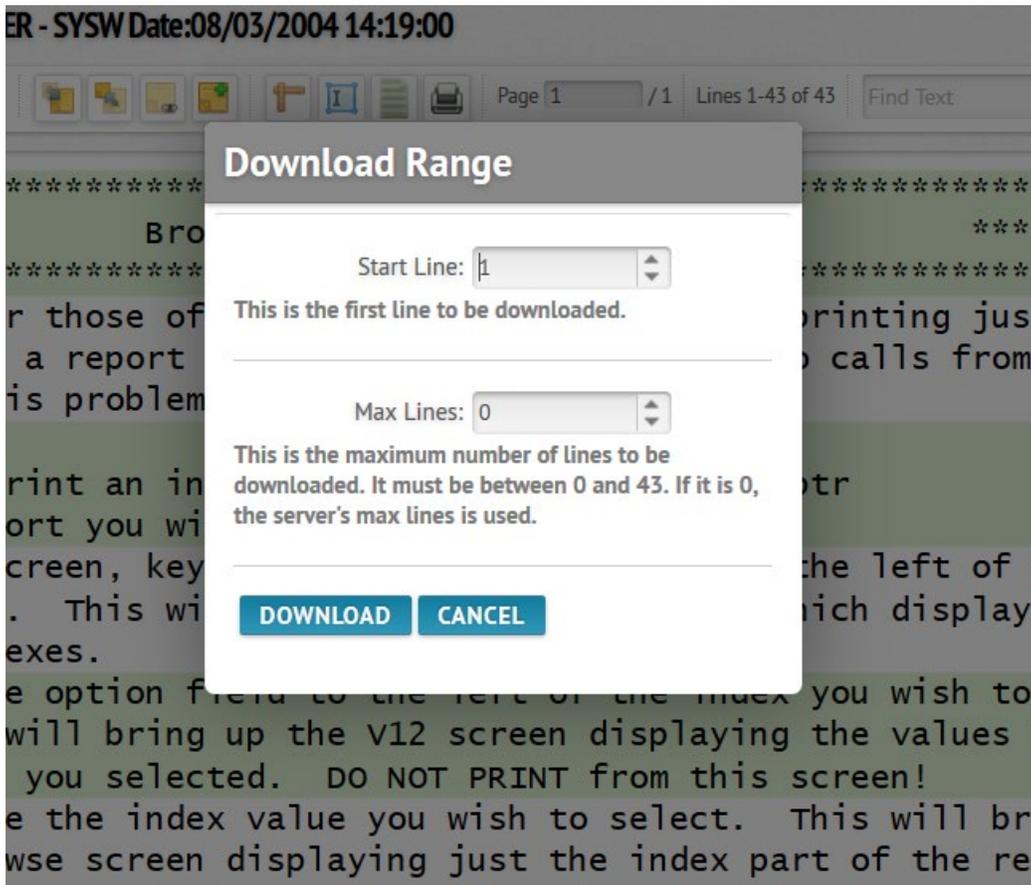
The screenshot displays a web application interface for a report titled "GL DETAIL LEDGER DAP67 MONTHLY Date:09/29/2020 6:08:00". A context menu is open over the report title, showing options: Query, Transform, Download, Deliver, and Analyze. The "Deliver" option is selected, and a sub-menu is visible with options: Email, Local Printer, and CS Drivers. The "Local Printer" option is highlighted.

The report content is a table with the following columns: EFF DATE, DOCUMENT, ENTY, and ADDITIONAL DESCRIPTIVE INFO. The table lists transactions for the month of September 2020, including entries for "RESERVE FOR ENCUMBRANCES" and various street names.

EFF DATE	DOCUMENT	ENTY	ADDITIONAL DESCRIPTIVE INFO
09/01/2020	1699	46PT	PEACHTREESTREET / 083120
09/01/2020	2008	46PT	TOMMYWAGONERTAX / 083120
09/01/2020	3142	46PT	MCKAYFARMINGCOM / 083120
09/01/2020	5238	46PT	MARINEENTERPRIS / 090120
09/01/2020	12509	46PT	PLEASUREISLANDC / 090120
09/01/2020	56190	46PT	ATLANTICSEWAGEC / 090120
09/01/2020	56527	46PT	MROBERTSSALESC / 083120
09/01/2020	60279	46PT	KMDATAINC / 090120
09/01/2020	69728	46PT	SHIMARRECYCLING / 090120
09/01/2020	92238	46PN	MCDOWELLARTSCOU / 090120
09/01/2020	92238	46PN	MCDOWELLARTSCOU / 090120
09/01/2020	92238	46PN	MCDOWELLARTSCOU / 090120
09/01/2020	92242	46PN	CHATHAMCOARTSCO / 090120
09/01/2020	92242	46PN	CHATHAMCOARTSCO / 090120
09/01/2020	92242	46PN	CHATHAMCOARTSCO / 090120
09/01/2020	92242	46PN	CHATHAMCOARTSCO / 090120
09/01/2020	92310	46PN	TRANSYLVANIACOM / 090120
09/01/2020	92310	46PN	TRANSYLVANIACOM / 090120
09/01/2020	92310	46PN	TRANSYLVANIACOM / 090120
09/01/2020	92323	46PN	MUSEUMOFTHECHER / 090120

The interface also shows a navigation sidebar on the left with sections like "FIND", "TOOLS", and "ADMINISTRATION". The Windows taskbar at the bottom shows the search bar and several application icons.

For the Download range, enter 0 in the Max Lines field to download the whole report.



Clipboard

NAVIGATION

FIND

- Content Navigator
- Favorites Navigator
- Search Notes

TOOLS

- Content Extraction
- Content View
- Message Queue
- Scheduled Tasks
- Scripts
- Transform Configuration

ADMINISTRATION

- Import & Export
- Security
- System
- User Interface
- Utilities

MY PAGES

GENERAL

- /SCC/DPA directory
- /SIP/FSH DIRECTORY
- /SIP/FSH/TS01 Test Cloud
- /SIP/TBB

Title:JOHN TEST REPORT 1 **PROD** Date:03/23/2020 9:43:00

Zoom: 100% Page 1 / 1 Lines 1-364 of 364

1	3/10/2020	LOGIN STATISTICS				PAGE
		TSO ID	LOGIN NUMBER	LOGIN TIME	RACF VIOLATIONS	
0		ts00003				
0		ts01s00				
0		ts63u23				
0		ts10i05				
0		ts23s59				
0		ts63u20				
0		ts01s00				
0		ts63u23				
0		ts10i05				
0		ts23s59				
0		ts63u20				
0		ts01s00				
0		ts63u23				
0		ts10i05	000002	0000000087	000000	
0		ts23s59	003233	0000023987	000009	
0		ts63u20	000150	0000015556	000004	
0		ts01s00	000150	0000001556	000004	
0		ts63u23	000030	0000000986	000002	
0		ts10i05	000002	0000000087	000000	
0		ts23s59	003233	0000023987	000009	
0		ts63u20	000150	0000015556	000004	

Opening 1 - VER_42 - 20200323T094300.000-0400 - DSID_E3E2F6F3E4F2... X

You have chosen to open:

...0400 - DSID_E3E2F6F3E4F2F0C90120083F013564150067.xpr
 which is: Xnet Local Print Extension
 from: https://ncxcloud.nc.gov

What should Firefox do with this file?

Open with Xnet PR Local Print Extension (default)

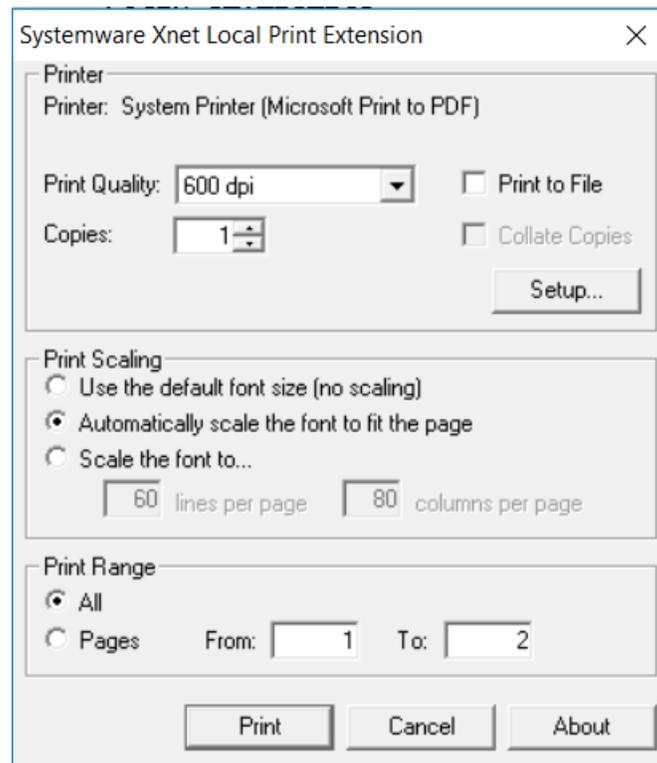
Save File

Do this automatically for files like this from now on.

OK Cancel

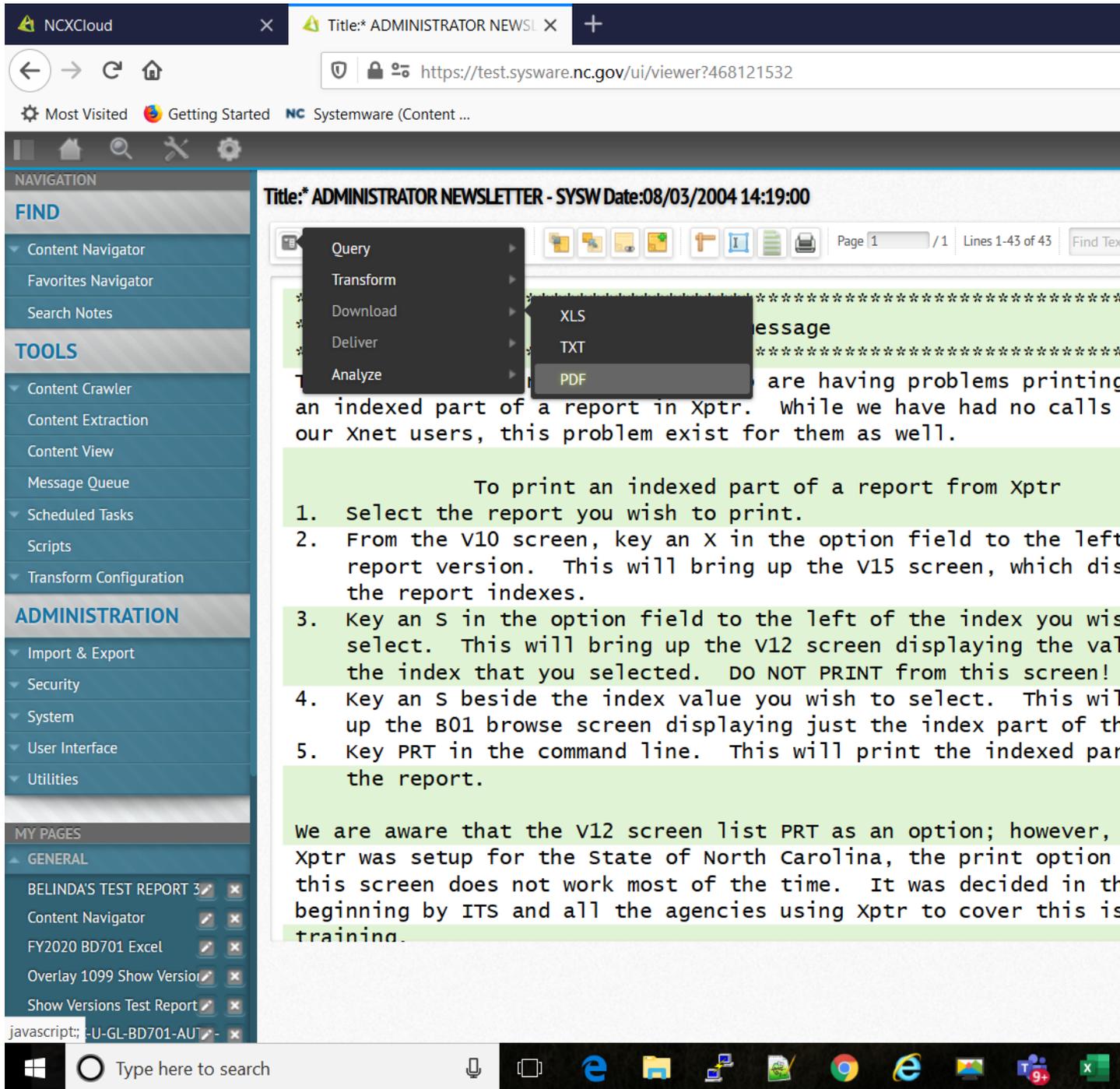
Once the Xnet Local Print Extension is open, you will get a pop-up print screen box where you can enter the print range of pages you wish to print.

See the screenshot below.



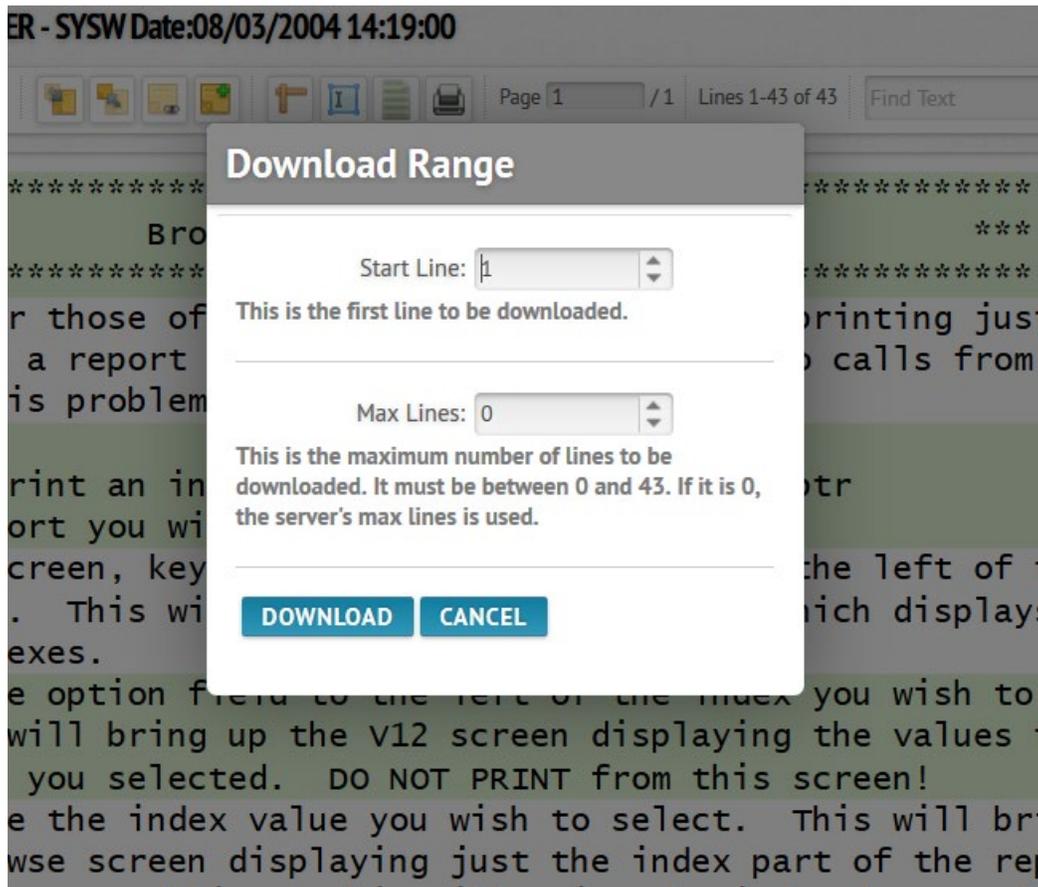
- 2) Another option to print multiple pages is to download the report. With your report open, click the actions menu above the report. Choose Download for the application you wish to open the report in, such as Excel, PDF and TXT (Notepad or Word). This can print multiple pages from within those applications to your PC local printer.

See the screenshot below.



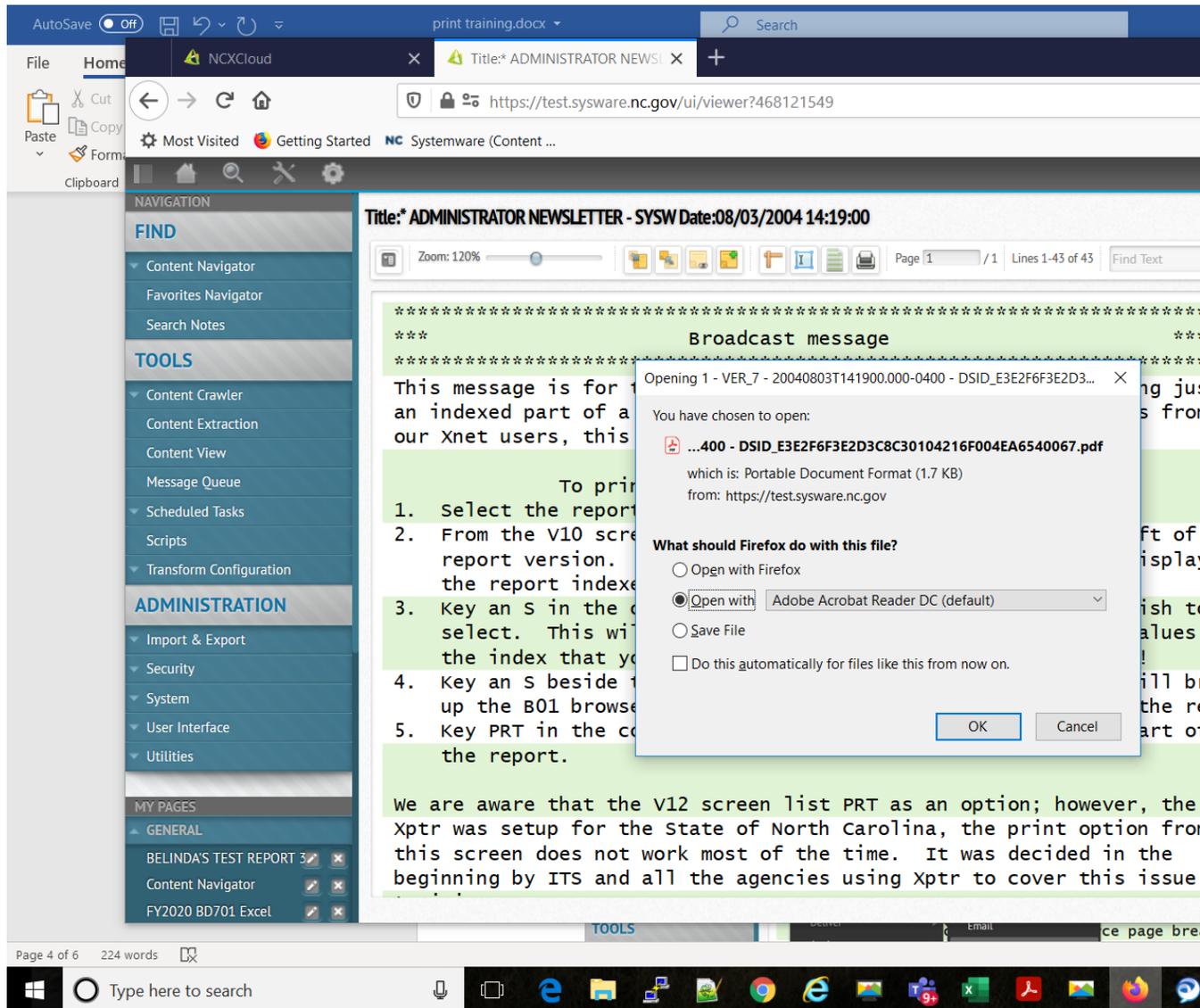
When selecting the Download Range, replace the number in the Max lines, and enter 0.

See the screenshot below.



Click Download, and then select the application you wish to use to open the report. Once the application opens, you can go through the print process for each of those applications to print multiple pages.

See the screenshot below.



To print multiple pages to a network printer, select the action menu at the top left of the report, choose the Deliver option, and then select the CS Drivers option.

See the screenshot below.

The screenshot shows a web browser window with the URL <https://ncxcloud.nc.gov/ui/viewer?318360416>. The application interface includes a sidebar with navigation and tool options. The main content area displays a report titled "TEST CLOUD XNET 1 Date: 09/01/2020 15:05:00". A context menu is open over the report, with the "Deliver" option selected, and a sub-menu showing "Email", "Local Printer", and "CS Drivers".

LOGIN	STATISTICS	PAGE
ts22203	222150 2220015556	222004-
ts01s00	222150 2222221556	222004-
ts63u23	222030 2222220986	222002-
ts10i05	222002 2222220087	222222-
ts23s59	003233 2220023987	222009-
ts63u20	222150 2220015556	222004-
ts01s00	222150 2222221556	222004-
ts63u23	222030 2222220986	222002-
ts10i05	222002 2222220087	222222
ts23s59	003233 2220023987	222009
ts63u20	222150 2220015556	222004
ts01s00	222150 2222221556	222004

Select the default CS print driver PRINT REPORTS, ALL SEPERATORES, USER NAME from the drop-down list. Fill in the page ranges to print multiple pages. Enter your Network printer name in the DESTINATION field (DEST) to print to your network printer and other fields with your information. Then click the submit button.

See the screenshot below.

The screenshot shows a web browser window displaying a print configuration page. The browser's address bar shows the URL: `https://ncxcloud.nc.gov/ui/viewer?318360415`. The page title is "Title:TEST CLOUD XNET 1 Date:09/01/2020 15:05:00".

The interface is divided into several sections:

- NAVIGATION:** Includes "FIND" and "Content Navigator".
- TOOLS:** Includes "Content Crawler", "Content Extraction", "Content View", "Message Queue", "Scheduled Tasks", "Scripts", and "Transform Configuration".
- ADMINISTRATION:** Includes "Import & Export", "Security", "System", "User Interface", and "Utilities".
- MY PAGES:** Includes "GENERAL" and a list of pages like "/SCC/DPA directory", "/SIP/FSH DIRECTORY", "/SIP/FSH/TS01 Test Cloud", "/SIP/TBB", "800 cash reports", and "bd725".

The main form contains the following fields:

- CS Driver:** PRINT REPORTS, ALL SEPARATORS, USER NAI
- Start Page:** 1
- End Page:** 5
- CLASS:** A
- COPIES:** 001
- NODE:**
- DEST:** DPPP001E
- WRITER:**
- FORMS:**
- FCB:**
- CHARS:**
- COPYGROUPVALUE:**
- COPYMOD:**
- MODIFYTRC:**
- FORMOVERLAY:**
- OVERLAYCOUNT:**
- UCS:**
- BURST:**
- HOLD:**
- OPTCDJ:**
- FORMDEF:**
- PAGEDEF:**
- NOTIFY:** TS63U23
- ACCOUNT:** SIPFSH
- ROOM:** S104
- JOBPROGRAMMER:** JOHN DOE
- PRMODE:**
- LINECT:**
- DATASETNAME:**

A **SUBMIT** button is located below the form.

Below the form, there is a table with the following data:

TSO ID	LOGIN NUMBER	LOGIN TIME	RACF VIOLATIONS
ts22203	222150	2220015556	222004-
ts01s00	222150	2222221556	222004-