

> MOPS

mobile printing solution

Version 1.0

Stand Jul-16

This documentation refers to the development status of Jul-16.
The texts and images were assembled with greatest care. Yet
there can be minor discrepancies in program sequences or
displayed texts that might occur as this product advances

We will appreciate suggestions for improvement or error reports.

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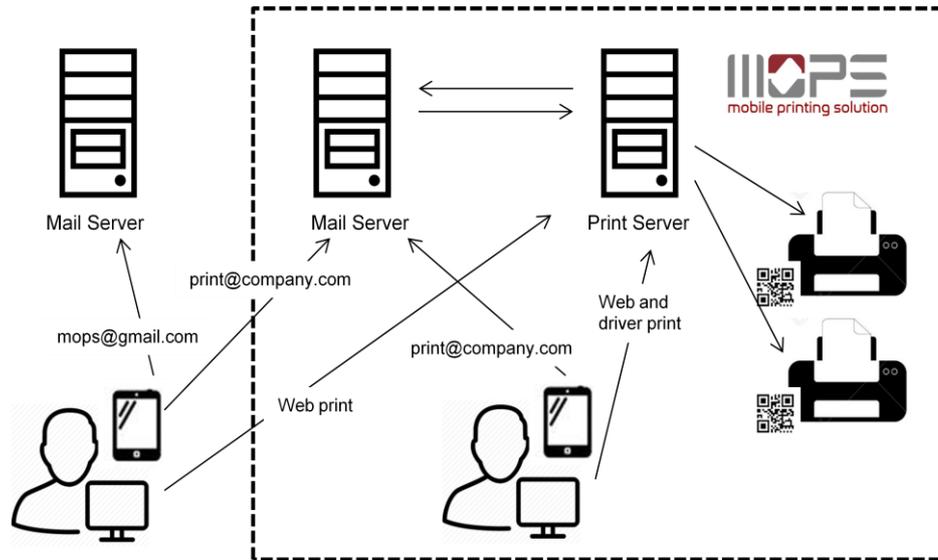
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1 Introduction

Thank you for purchasing **MOPS** the mobile printing solution. **MOPS** is an advanced document management & accounting solution that allows users to print from their client PCs, Laptops, Smartphone, Tablets or via email in easy-to use and highly secure way.



Driver print

Users can print from within their applications on workstations as usual to the shared printers on MOPS-Server.

Web print

Users can upload documents to MOPS Server for printing via a web portal.

Email-print

Users can send documents to MOPS Server for printing by sending an email with the documents attached to one or multiple email address especially configured for that purpose. MOPS is periodically retrieving mails from these accounts processing them to the desired print queues.

Mobile print

Users can send documents to MOPS-Server from Smartphones or Tablets using the MOPS-App. MOPS-App is available for iOS and Android devices.

Depending on the configuration of the queue linked to the email account, print jobs sent to MOPS will be printed immediately (in case of a direct queue) or stored on MOPS Server until the job owner is authenticating himself at the printer (virtual queue). User Authentication can be performed by ID cards swiped to a NetCardReader (networked card reader) or the MOPS-App.

1.1 Symbols in this manual

In this manual, some important items are described with the symbols shown below. Be sure to read these items before changing any configuration.



Hint:
Indicates information to which you should pay attention



Warning:
Indicates a situation where modification of the settings may have severe impact on correct operation.

2 Virtual and direct queues

MOPS is designed to manage, track and route print jobs from the users clients (PCs, mobile devices etc.) to a printer of your choice. Thanks to its advanced design, MOPS does not need to install any additional port or similar to take control of the Windows printing system / print queues. Therefore MOPS knows two different types of queues:

Direct queue

A **direct queue** is a shared Windows print queue for a dedicated printer. The print job is generated on the user client or sent by email / upload to the share hosted on the MOPS server. MOPS will process the documents to a print job and immediately release it to the printer.

Virtual queue

A virtual queue is a shared Windows print queue that is NOT linked to a physical printer. Print jobs that are sent to a virtual queue will be spooled on the MOPS server until they are requested for printout at any printer (**print2me**) or deleted (by user/admin intervention or due to a rule).

To actively release print jobs that are spooled on MOPS server a user authentication at the printer is required. **MOPS** offers two different ways of authentication:

Networked Card Readers

are used to offer print2me/PullPrinting capabilities for direct print queues. Therefore print jobs are held in MOPS virtual queues. To release all print jobs of a user he simply swipes his card at the reader associated with the printer. MOPS will automatically send all jobs of that user to the printer's queue.

MOPS-App / Print Release (iOS & Android)

Instead of a networked card reader spooled print jobs can be released using MOPS-APP (mobile print release app). Users authenticate themselves to the server via the app. After selecting the printer (via printer list or QR code scan) the job list is shown on the mobile device. Jobs can individually be requested for printout.

3 System Requirements

- Microsoft Windows (32 and 64-bit)
- Microsoft .NET 3.5 (or newer)
- Web browser supporting Java script
recommended: Firefox, Chrome, IE10
- printers using PCL or Postscript printer drivers. GDL printers are not supported.
- 1 GB of Memory (2 or higher recommended)
- 500 MB of Hard Disk plus additional free space for logs and print spool files. Depending the average storing time, size and amount of spool files 100GB to 500GB are recommended.

4 Installing MOPS

Before installing MOPS make sure your server host is supported, operational and the event viewer does not show any critical errors.



MOPS can take control / accounting of all printers locally installed on your print server. So it is recommended to install and configure all printers and their appropriate drivers before installing MOPS.

4.1 Pull printing / print2me

In case you intend to setup a pull printing environment at least one central (virtual) queue is required, where the users are printing to and where the print jobs are spooled until they will be released 'on demand' by the print job owner.

This virtual queue is a standard Windows queue that will be 'converted' by MOPS. So it is recommended to add a new printer to your server that will be used as virtual queue by MOPS.



Attention:

Jobs kept in a virtual queue will be routed to different target queues/devices. So keep in mind to assign a compatible printer driver to this queue.

4.2 Installing the software

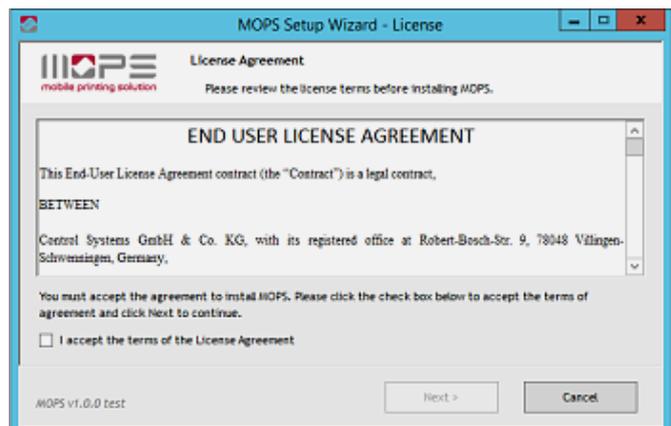
To install MOPS run the Setup.exe program and follow the instructions.



Make sure the maintenance of your system is matching the version you are installing / updating to. Click Next

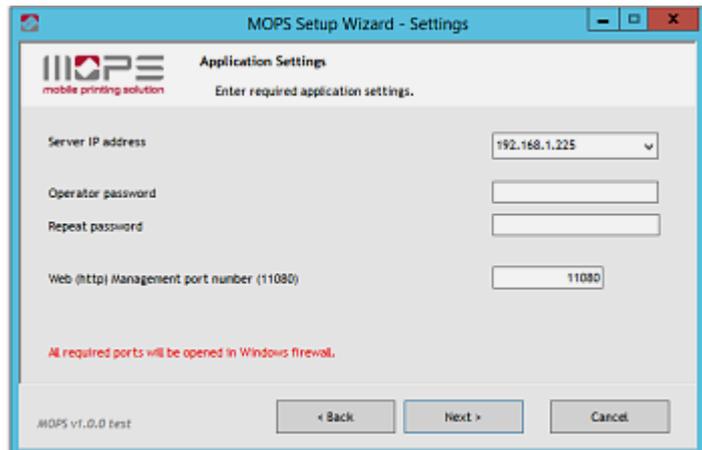


To continue accept the terms of the license agreement and click Next.



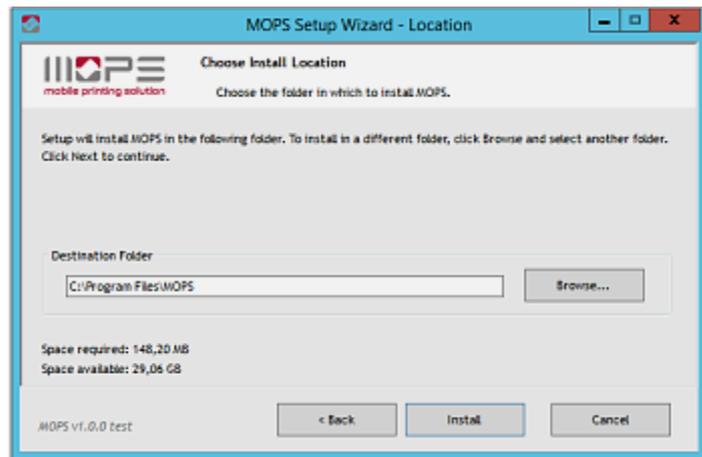
Accept or modify the ports required by MOPS.

Make sure the ports are available and not blocked by a firewall or other applications.

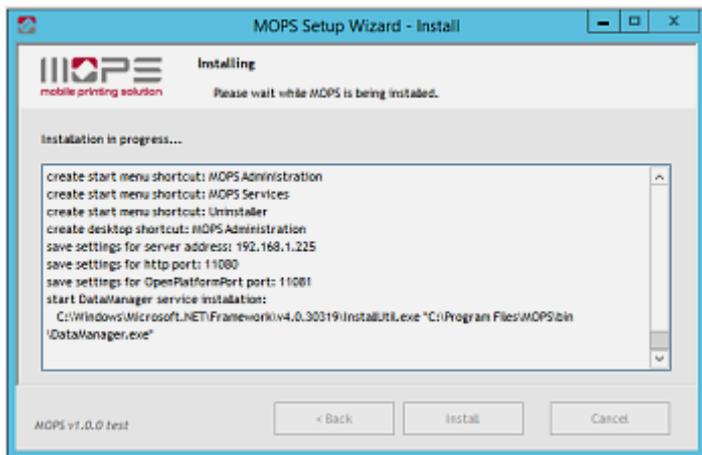


Select the destination folder for your MOPS installation.

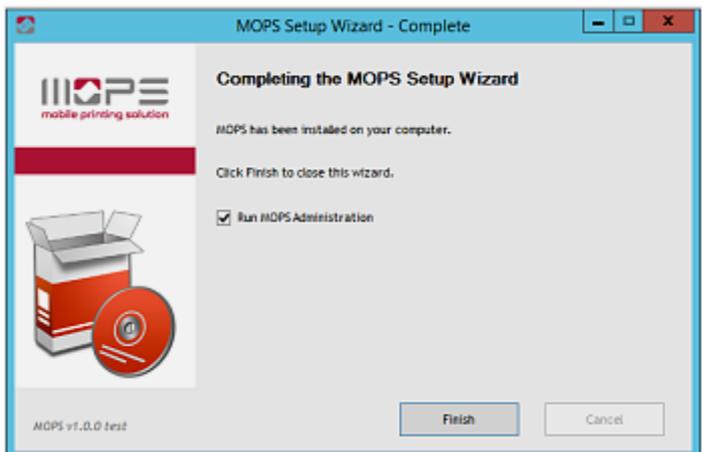
Click Install.



Setup will now unpack the files to your system and install and run the MOPS services.



Done! You successfully installed MOPS on your server.



Click Finish to finalize the installation.

5 1st start of MOPS management

You can run MOPS management from any client computer in your network. Enter the URL:
http://MOPS-Server-IP:11080



Port 11080 is the default value for the application web server. It can be changed in the management general settings.

Benutzername: Operator
Passwort:
Anmelden

The default value for the operator password is '' [blank] .



It is strongly recommended to change/enter a secure password!

Change to -> SETTINGS -> General -> Application and click to the [\[change password \]](#) link.

Logout
Version: 1.0.0 test

MANAGEMENT
User list
Departments
Domains

DEVICES
Queues
NetCardReader
Mobile print

REPORT
Reports

SETTINGS
General
Dashboard
Schedules
Reader profiles

Server
Administrator user name: "Operator" [Change password]

Application
Language: English

Userportal
Send notifications by e-mail:

Custom formats
PJL user name has priority:
Don't record document names:

SMTP / E-mail
Don't record user names:

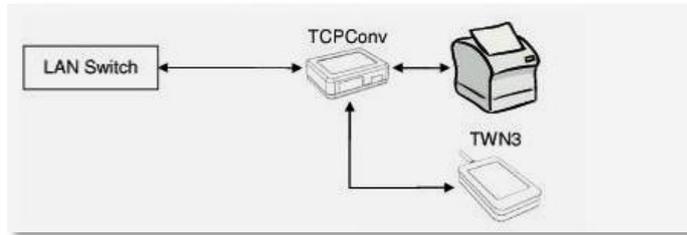
License information
Websession timeout: 30 minutes
Log level: Verbose

6 Configure TCPConv

MOPS supports PullPrinting by means of a networked card reader (NetCardReader).

A NetCardReader typically consist of a USB to Ethernet adapter (TCPConv) and a card reader supporting the specific card technology in use.

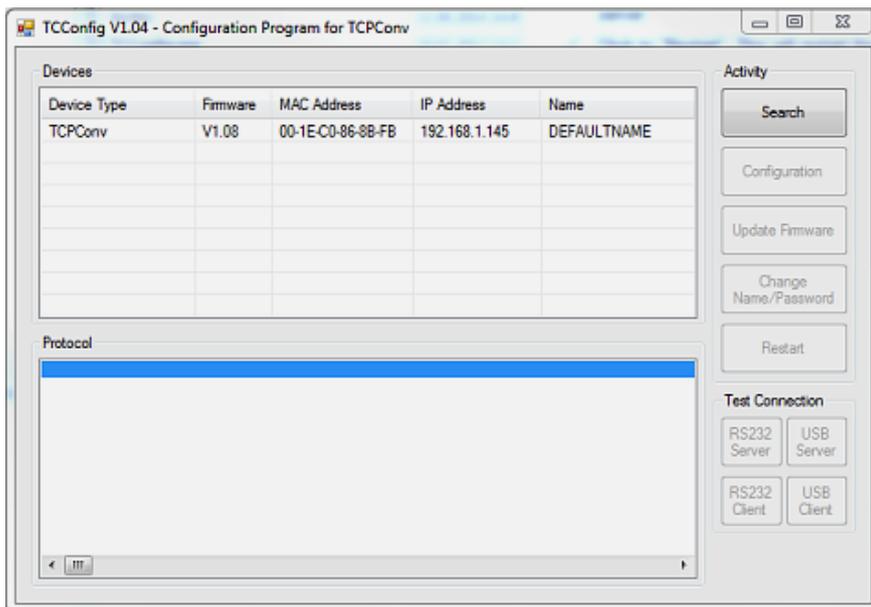
TCPConv is a serial device server providing two Ethernet plugs connected to an internal TCP switch. This allows attaching a networked or USB reader to a printer or multifunctional even if only one Ethernet connection is available.



The device is transparent in regard of the communication to the printer. The card reader will keep it's own IP address and port.

The Configuration of TCPConv is performed with the **TCConfig tool** provided with the device server.

- to get the device server operational plug in the 5V power supply
- connect the network cable to the RJ connector
- Execute the Configuration tool (there is nothing to install)



- Click to "Search"
- Select the TCPConv device of your choice and click to "Configuration"
- Enter the login credentials.

Name: admin

Password: by default this is blank

- Enter the appropriate IP settings for that device.

Configuration

Network: RS232 USB

Device Name
Name: DEFAULTNAME

IP Settings

Use DHCP

Address: 192 . 168 . 1 . 145
Network Mask: 255 . 255 . 255 . 0
Gateway: 192 . 168 . 1 . 254

OK Cancel



Make sure to use a static IP. **Don't use DHCP.**

- Enter the USB settings.

Configuration

Network: RS232 USB

Communication Parameters

Baudrate: 9600
Databits: 8
Parity: None
Stopbits: 1

Bind to USB VID/PID
USB Vendor ID: (4 hex digits)
USB Product ID: (4 hex digits)

TCP Server
Local Port: 7778

TCP Client
Remote IP Address: 192 . 168 . 1 . 5
Remote Port: 11083

Connect automatically and stay connected
 Connect, if data is available
 Connect on any character
 Connect on char: 2
 Send connect char
 Disconnect on char: 3
 Send disconnect char
Disconnect timeout: 10 Seconds

OK Cancel



Remote IP Address: make sure to enter the **MOPS Server IP-Address** here. By default port 11083 will be used.

- Click to OK to confirm the settings and to upload the configuration to the device server
- Click to "Restart". This will restart the device running the new configuration

7 MOPS reference

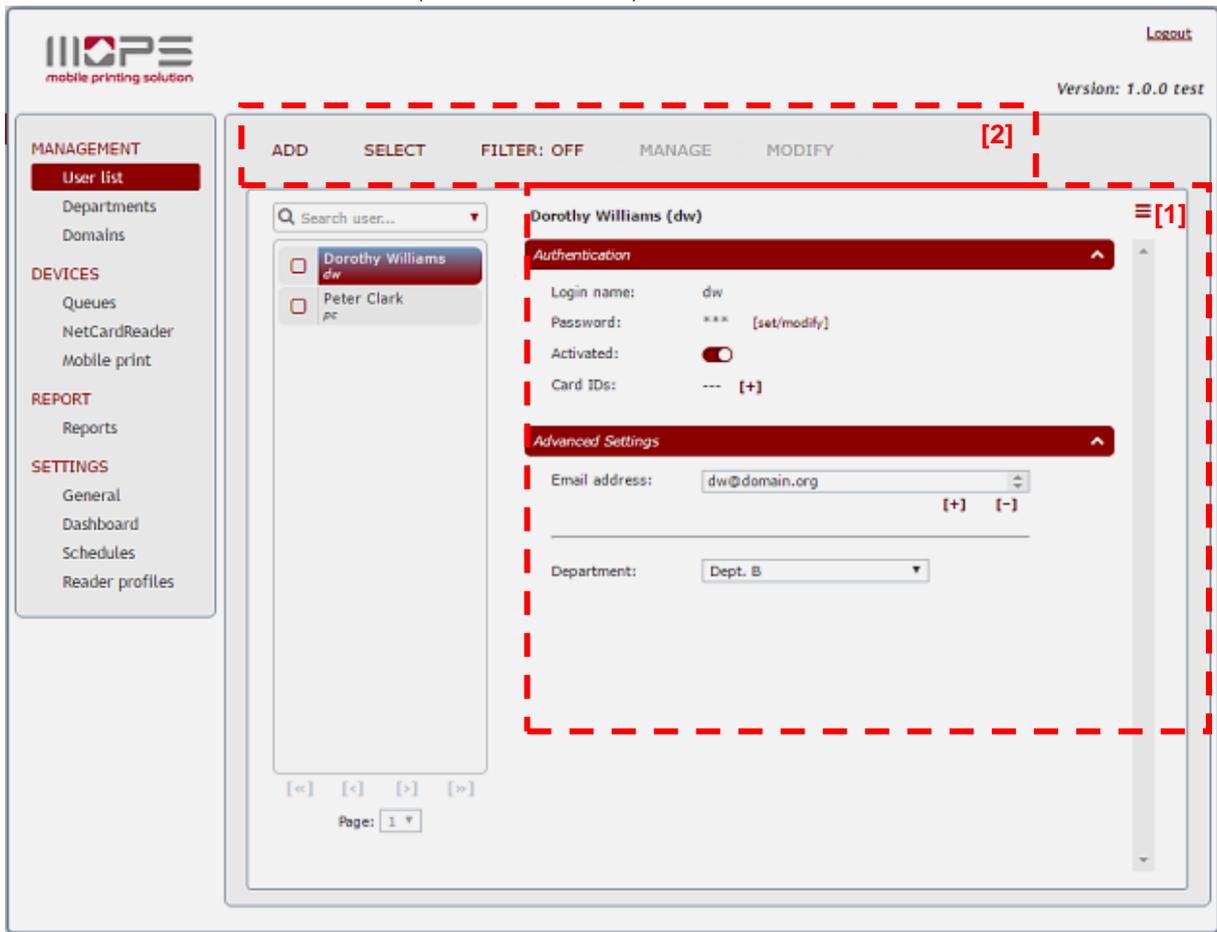
This chapter describes the sequence of menus, functions, parameters and it's dependencies.

7.1 MANAGEMENT

The user menu contains all data and settings related to users. The MOPS database can hold user data imported from the local domain (Active Directory) as well as 'internal' users (users that do not have an AD-account)

7.1.1 User list

The user list table shows all users (domain & internal) stored in the MOPS database.



The List shows the users **Username** and **Login name**.

[1] On the right you see the user details sections to modify the

- User's **Authentication** settings
- Card IDs
- Email address
- department

[2] Above the list you find the options to

- **Add** internal users
- **Select** users
- Setting **filters** for the user list
- **Manage** user accounts
- **Modify** user accounts

7.1.1.1 ADD (internal user)

Click to Add to adding a new internal user.
Login name, Username and password are mandatory.

If available, select a department the user is belonging to and enter his/her email address.



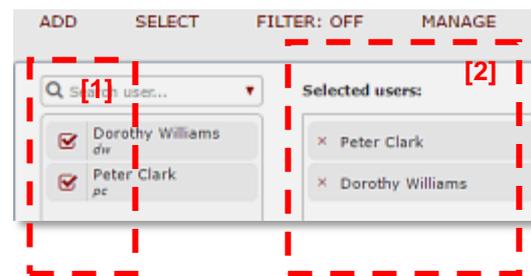
The user's email address is required for sending notifications to the user and to identify the user when sending documents via email.

7.1.1.2 SELECT (users)

Using this option will help you to select/unselect multiple users.

[1] checking [v] will move the user to the **selected users** box **[2]**

Clicking to x will unselect the user and remove him from the selected user box



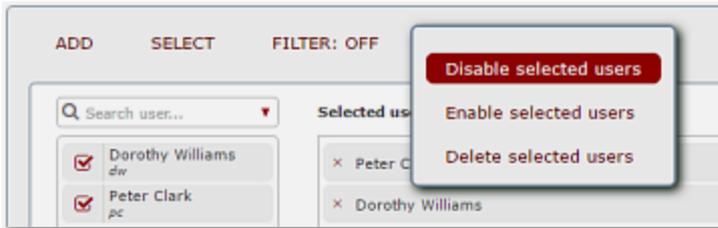
7.1.1.3 FILTER

The filter option allows setting a filter to the list of users.

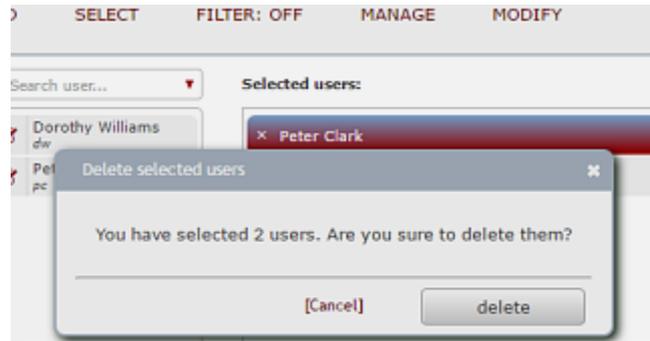
If a filter is active (set) this is indicated by a highlighted **FILTER:ON** in the function bar.

7.1.1.4 MANAGE

Use the manage function to disable/enable or delete a single or a number of selected users.

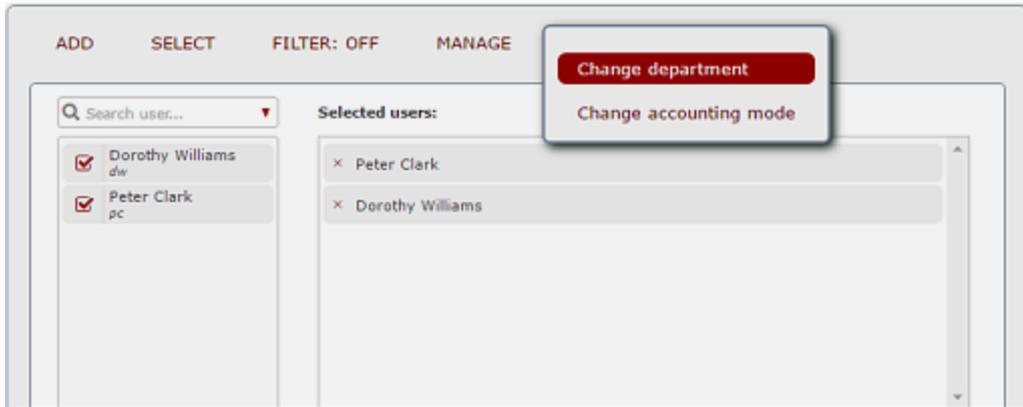


Before the execution of a management function you are requested to confirm this action.



7.1.1.5 MODIFY

The modify function allows a couple of modifications to the accounts of the selected users.



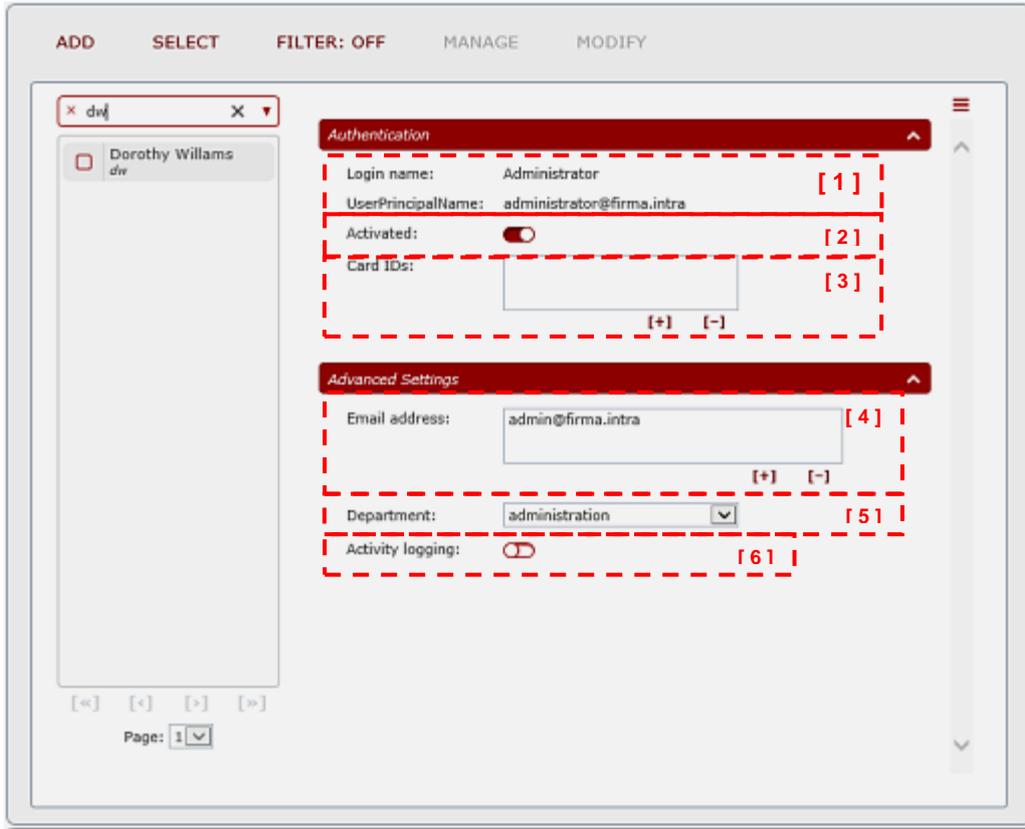
Change department

Assign a department to the selected user/s.



7.1.1.6 User details / Authentication

To view or modify the user details just click to the name of the desired user.



- [1] Login name: This needs to be entered when logging in with username and password
Password: This needs to be entered when logging in with username and password.



Domain user's passwords are always authenticated against the domain controller

- [2] use this link to disable/enable the user account.

- [3] Card IDs: If the users are allowed to login by card the card IDs can be entered here. Users may have multiple card IDs.

- [4] Email addresses: here you can enter one or more email-addresses for this user.



Multiple Email-addresses may be useful for Email-to-print when sending jobs from different accounts.

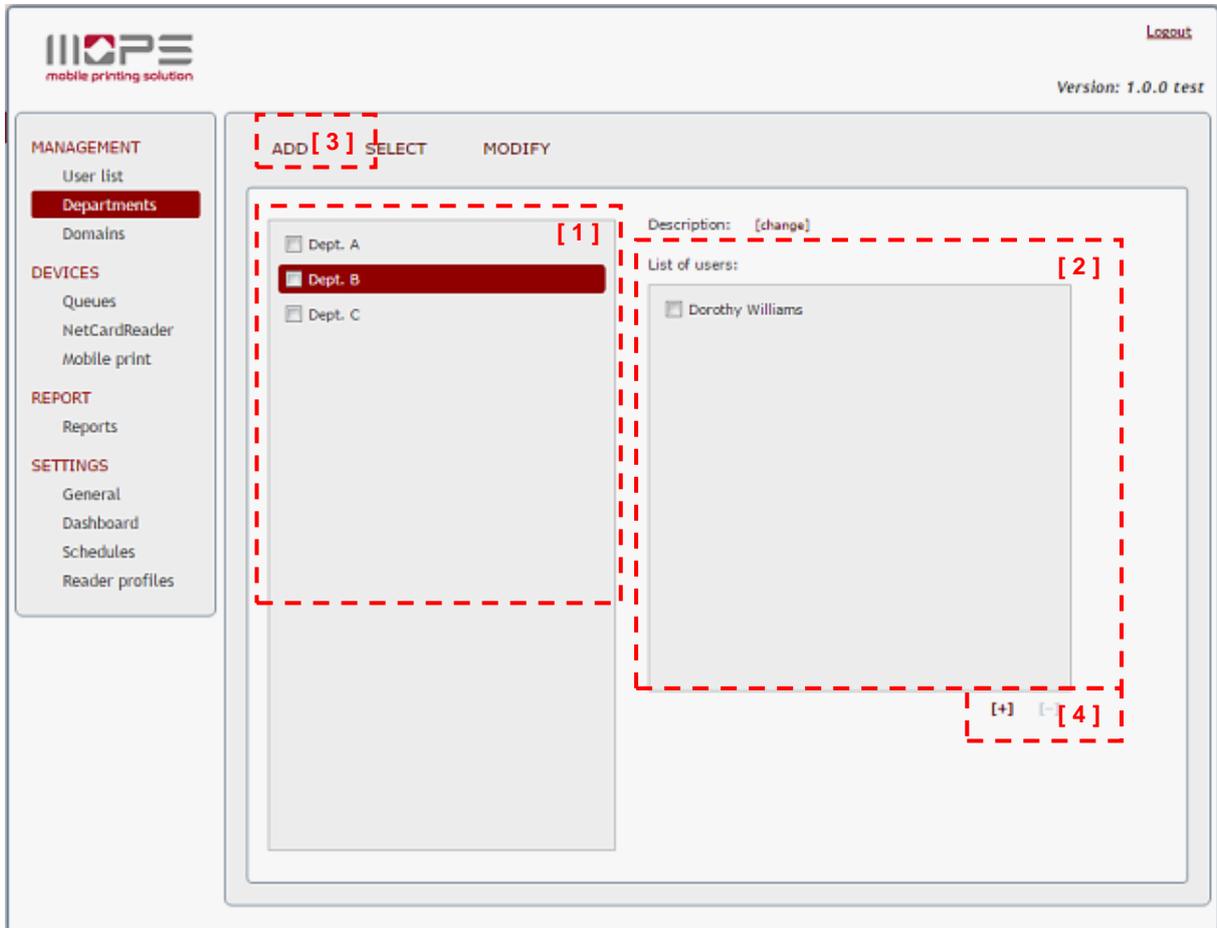
- [5] Department: select a department from the list the user is belonging to

- [6] Activity logging: select if the print jobs of this users shall be logged or not

7.1.2 Departments

Departments are organizational units. Each user may belong to only one department. Usually the association of users to departments is done in Active Directory.

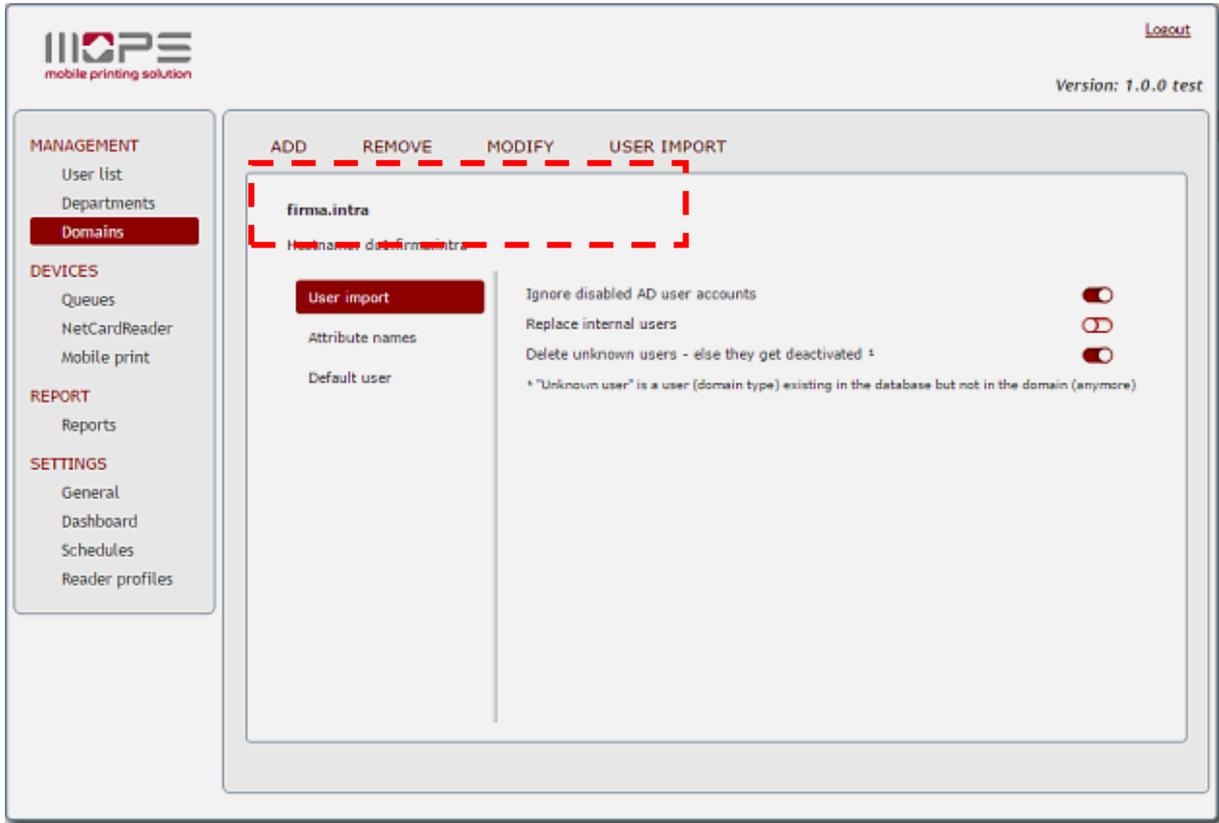
When synchronizing the domain MOPS automatically imports all departments and the association of users.



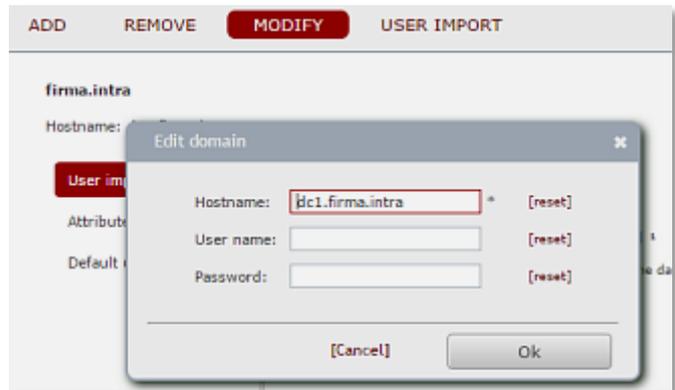
1. List of departments
2. List of users belonging to the selected department
3. press ADD to manually add a department
4. press [+/-] to manually add users to the selected department

7.1.3 Domain

MOPS supports the synchronization of users from a Windows domain (Active directory). By default the domain is auto detected according the membership of the MOPS server.



To allow MOPS to synchronize the user database an administrative user must be defined. Click **[MODIFY]** to enter/change the user credentials.



Synchronization will be performed immediately by clicking to **[USER IMPORT]**. Users can also be synchronized automatically. Please refer to the chapter **Schedules**.



7.1.3.1 Domains – User import

Here the synchronization options are configured.

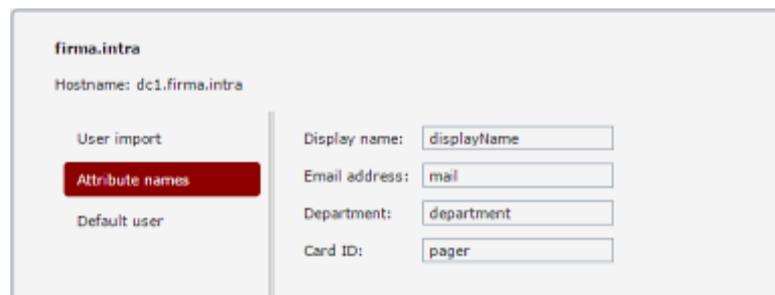


Ignore disabled AD accounts If enabled, accounts that are disabled in the domain will not be imported to the MOPS database.

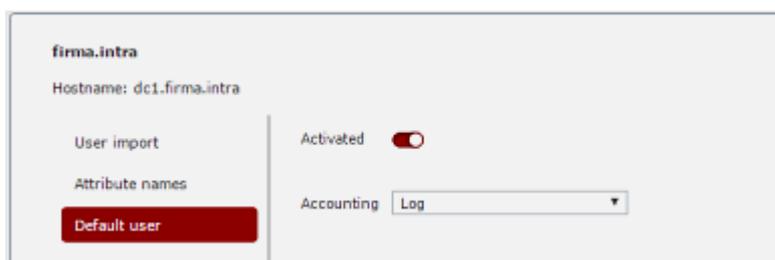
Replace internal users If enabled, internal users will be replaced by the domain users in case of identical user names (Login name / samAccountName)

Delete unknown users Domain users that are present in the MOPS database will be removed if the corresponding account in Active Directory does not exist anymore.

The database fields in MOPS are retrieved from specific attributes in AD. By default the attribute names are set to common values. Here you can change/ add the attribute names holding the data for the specific database fields.



The default user settings allow to activate/deactivate an account after import and to enable or disable accounting.



7.2 DEVICES

The devices menu contains all data and settings related to queues, NetCardReaders and the settings for mobile printing and mobile release.

7.2.1 Queues

MOPS is designed to control queues in terms of accounting and security. Having the most control on print jobs can be achieved in two ways:

- **Pull printing:** print release after user authentication at the printer. Jobs are held in a **virtual queue**
- **Direct printing:** print to printers shared by the MOPS server. Printout is performed immediately



This icon indicates a **virtual queue** in MOPS



Direct queues are indicated by this icon

7.2.1.1 Adding queues

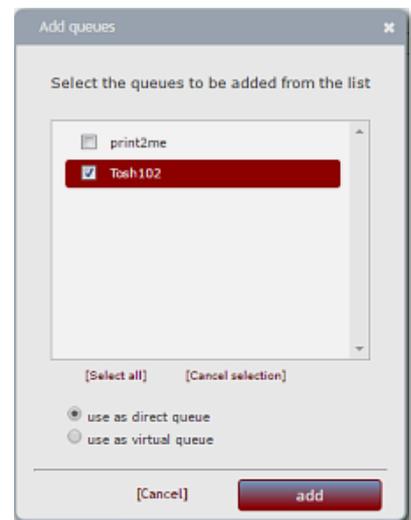


MOPS can take control of the existing queues of your print server. It is not necessary to create new queues within MOPS. If you like to add queues to your server you can do this 'as usual' via Windows printer management.

To add queues to the MOPS queue list click to [+] at the bottom of the list of queues. Select the queues you want to add to the list, so MOPS can take control.

Before confirming your selection choose the type of queue they shall be.

Click [add] to confirm.

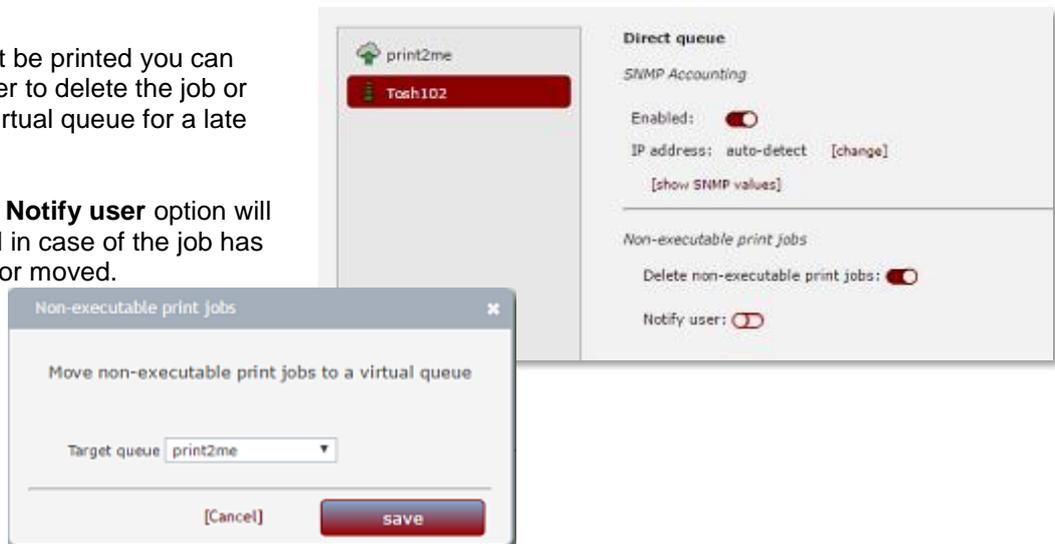


7.2.1.2 Direct queue

A direct queue is used to control a 'standard' Windows print queue. The queue is shared to the users. When printing to this queue MOPS is pausing the job and checking the availability of the printer. If OK the job will be released to the printer.

If the job can't be printed you can decide whether to delete the job or move it to a virtual queue for a late release.

If enabled the **Notify user** option will send an email in case of the job has been deleted or moved.

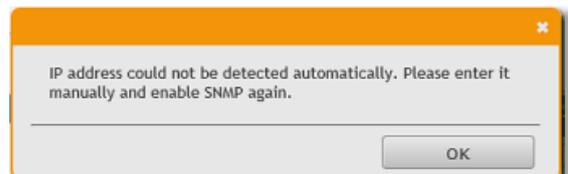


To receive an email alert, the users email address must be available in active directory or in MOPS database for internal users and the [SMTP/Email-settings](#) must be set correctly.

7.2.1.3 SNMP accounting

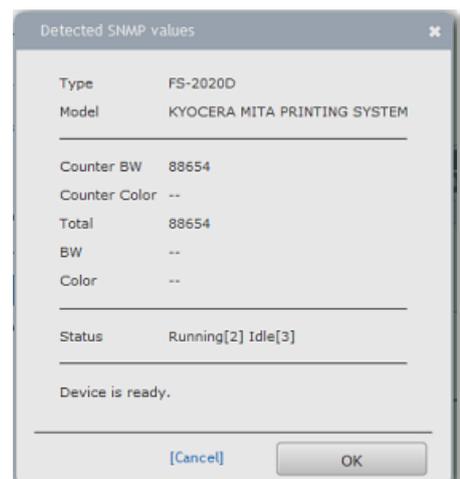
To achieve an accurate accounting of printed pages MOPS can check the counters via SNMP from the device's counter MIB.

If SNMP accounting is enabled MOPS automatically determines the IP address of the printer. If, for any reason, the IP address is not available a warning is shown.



You can now enter the IP address manually by clicking to **[change]**. Now SNMP accounting can be enabled.

By pressing **[show SNMP values]** you can check the current counters read from the device MIB database.

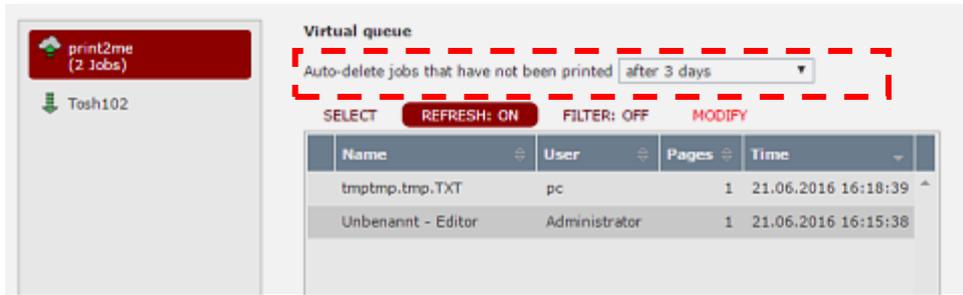


In case the values do not match the real counters of the printer the desired device may not be known by MOPS at current. Therefore contact support@control-systems.de to integrate the printer.

7.2.1.4 Virtual queue

Virtual queues in MOPS are used to perform 'pull printing' or 'secure print release'. Being a regular (shared) Windows queue, users can print to it as usual. But instead of forwarding the job to the destination printer MOPS moves the jobs to an internal spooler and keeps the jobs until they are

- released by a user, or
- deleted due to a rule, by the user himself or by the administrator



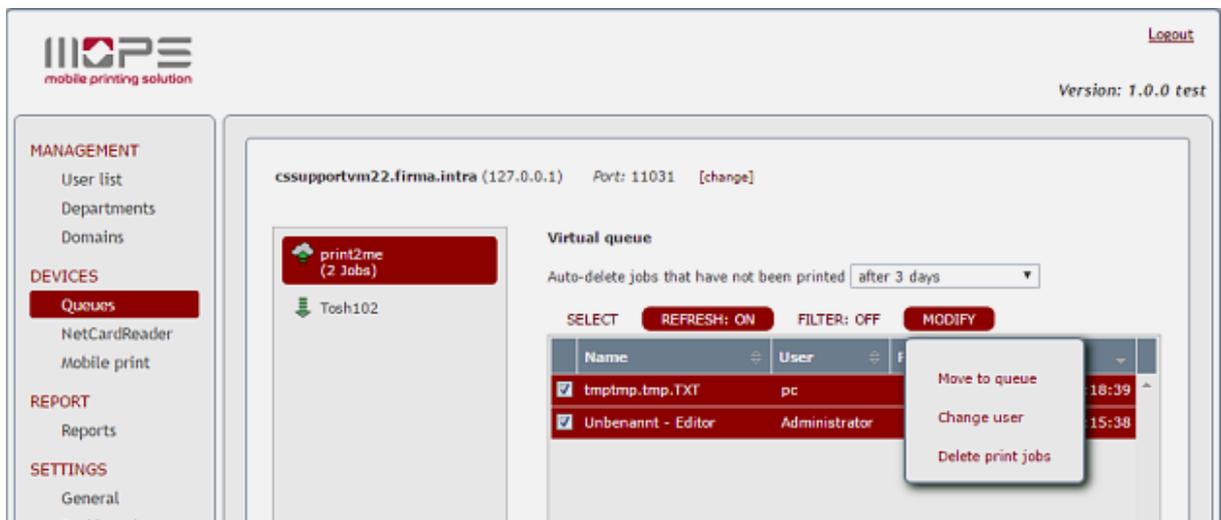
The **Auto-delete** option will remove jobs that have not been released after the time defined by the administrator.

The virtual queue view shows all jobs that are currently spooled. Clicking to the job's row will show its details.



The **REFRESH** option will update the list every 10 seconds if enabled.

Use **FILTER** to only show jobs of one or multiple user/s.



If you have selected one or multiple print job/s, the **MODIFY** option gets available. You can now

- move the selected jobs to another virtual queue
- change the user (job owner) for the selected print jobs
- delete the selected print jobs

7.2.2 print2me configuration

This setup is used to perform secure print release and/or pull printing to any printer
Print release is performed either by network card reader or by mobile devices with the MOPS mobile App installed.

On the MOPS print server

- Create a standard queue for each printer
- Create a standard queue to be used as virtual queue
- Assign a **driver** to this virtual queue that is **compatible to all printers**
- Share the virtual queue so client PCs can use it

In MOPS management

- Add above queues to the list
- Create a NetCardReader or/and a mobile release identifier for each printer queue
- Assign the virtual queue(s) to the NetCardReader / Identifier
- Select the target queue for the NetCardReader / Identifier

Characteristics

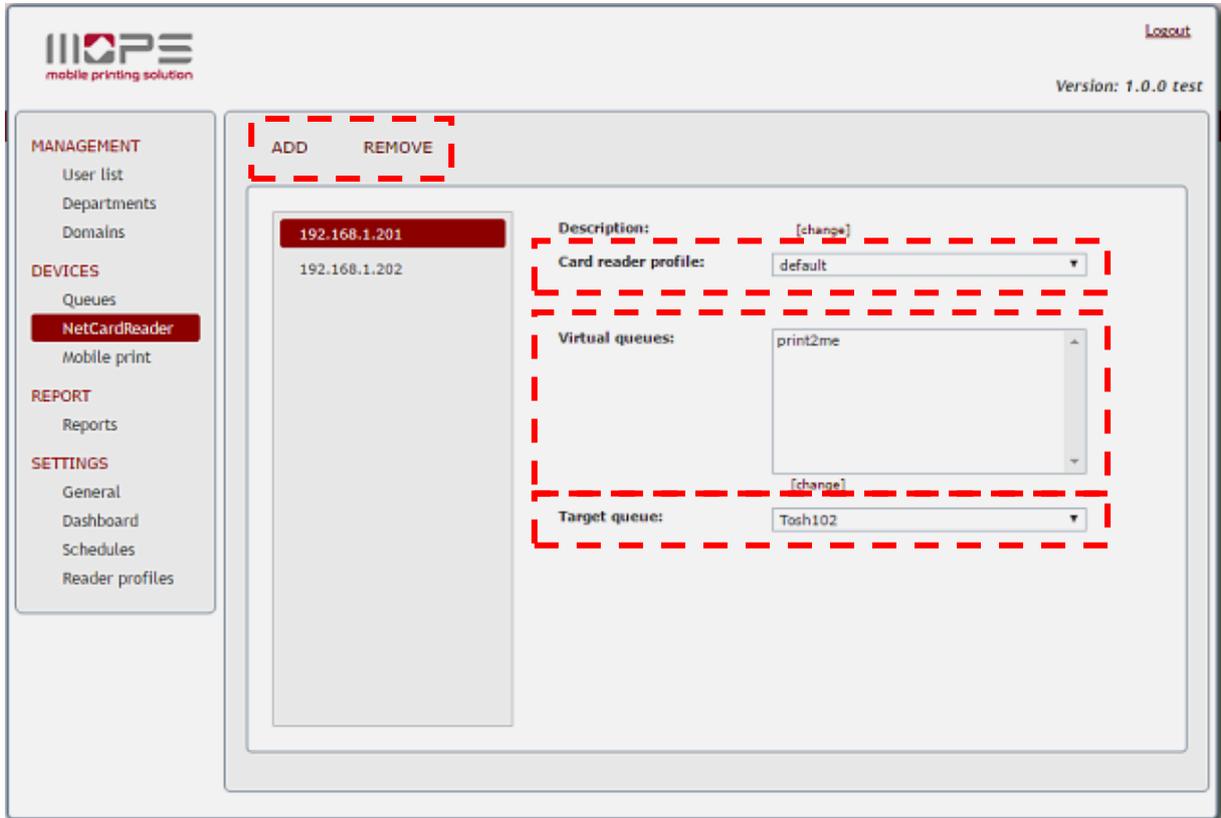
- print release after user authentication
- quota management



Make sure the driver selected for the virtual queue is compatible to all output devices linked to it.

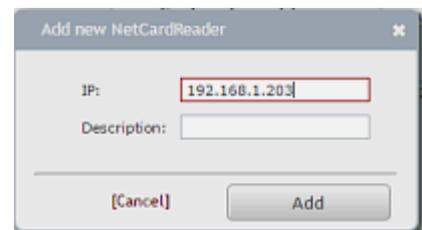
7.2.3 NetCardReader

MOPS supports the usage of networked card readers (NetCardReader) to release print jobs from a virtual queue to a **direct queue**.



A NetCardReader has no physical connection to the printer it is attached to. Therefore they need to be 'connected' logically. (see [Configure TCPConv](#))

Click to **[ADD]** to add a new NetCardReader.
Enter it's IP address and a description (e.g. the printer name it is attached to).



Card reader profile:
Select a card reader profile if necessary.

Virtual queues:
Add one (or multiple) virtual queue to check for jobs of the user swiping his card.

Target queue:
Select a direct queue the jobs shall be sent to.



Important
Make sure the target device is compatible to the driver applied to the virtual queues.

7.2.4 Mobile print

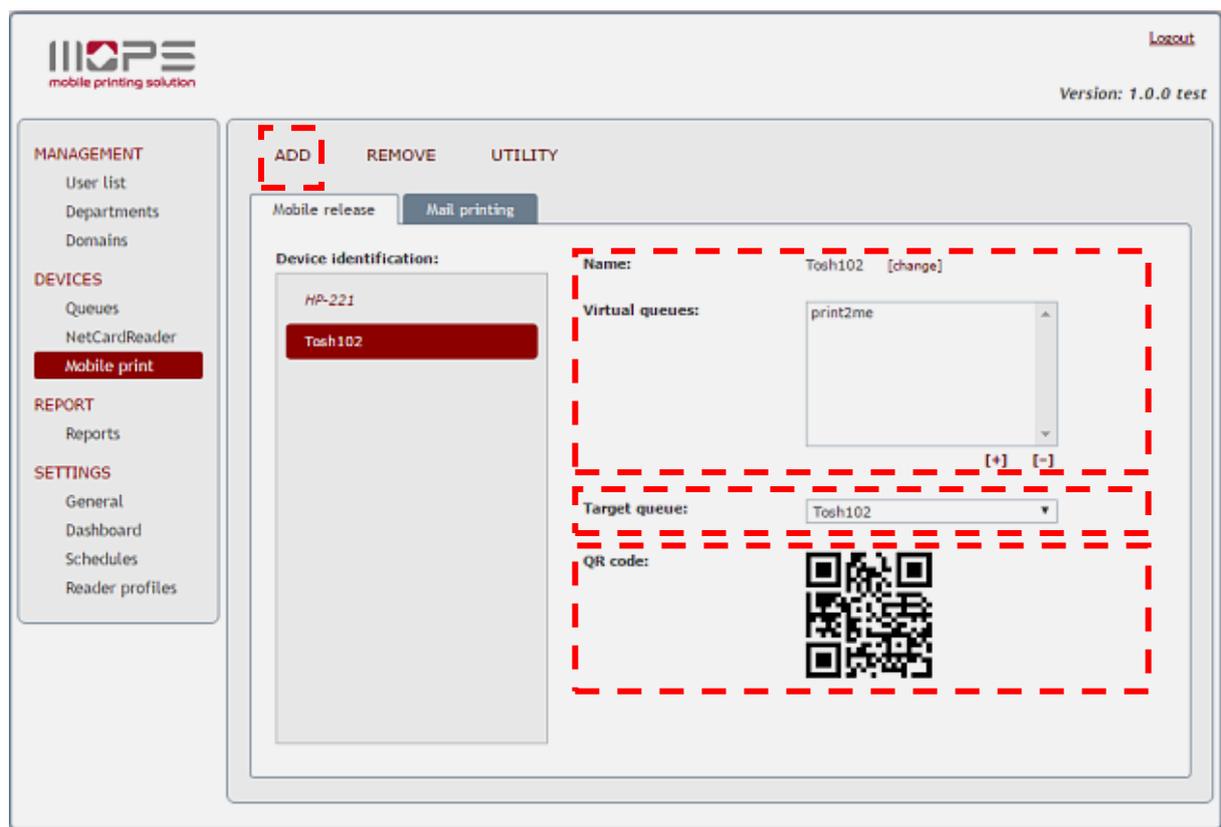
MOPS allows users to send documents for printing via email from any (mobile) device. Most common office file formats, images and PDF are supported.

An advanced print release App (iOS & Android) is available for print release via the user's mobile phone or tablet.

7.2.4.1 Mobile print release

Print jobs held in a virtual queue can be released to any **direct queue** by using the MOPS mobile App.

Similar to the NetCardReaders a device identifier or a QR-code are used to logically link the printer so MOPS knows at which device the user currently is in front of.



Click to **[ADD]** to add a new Device identification.
Enter it's IP address and a description (e.g. the printer name it is attached to).



Virtual queues:

Add one (or multiple) virtual queue to check for jobs of the user is selecting this device identifier.

Target queue:

Select a direct queue or a Toshiba direct queue the jobs shall be sent to.



Attention

Make sure the target device is compatible to the driver selected for the virtual queues.

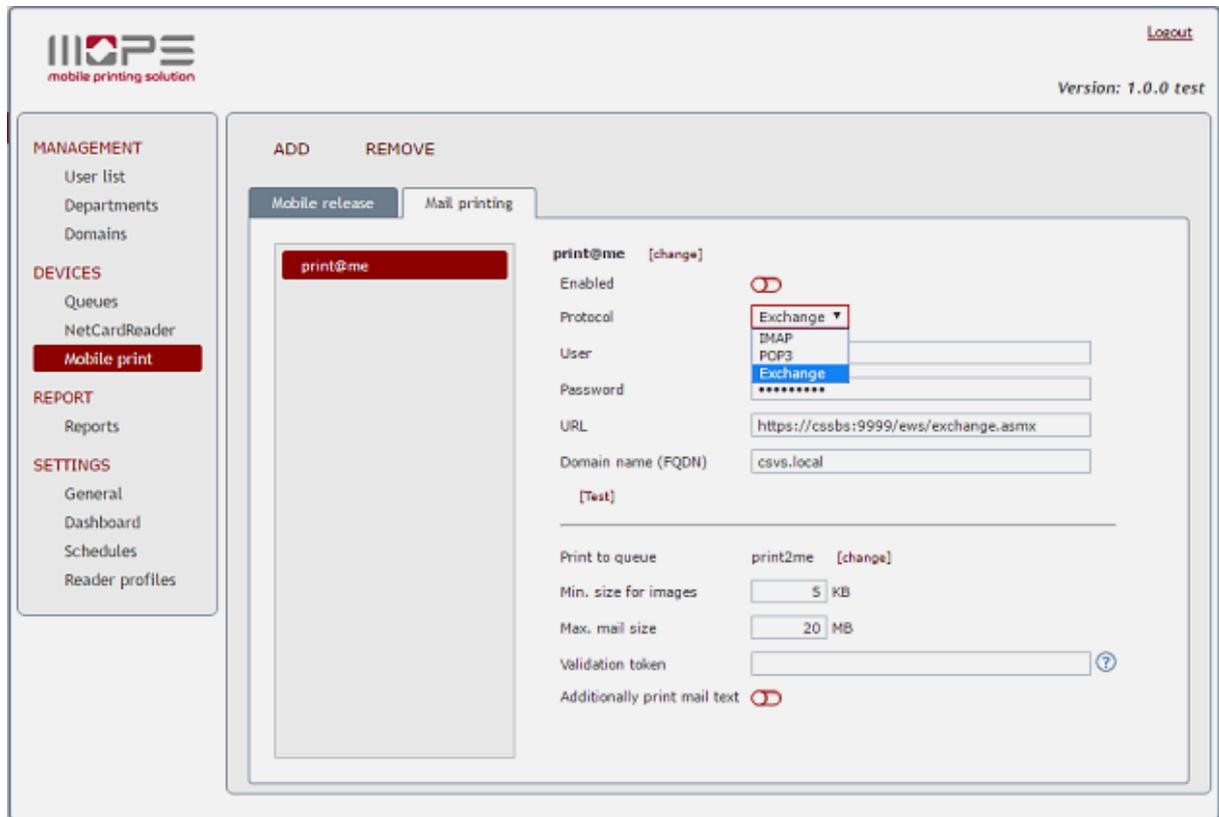
Use the **UTILITY** menu to generate a **HTML** or **PDF** document containing the QR-codes generated by MOPS. These labels can be attached to the appropriate printer to easily be identified by the MOPS app.



7.2.4.2 E-Mail printing

E-mail printing is very convenient way to send documents for printing as almost every device with an internet or WLAN connection is capable to send out emails.

Therefore MOPS can constantly check one or more email accounts of different type (**IMAP, POP3 or Exchange**).



MOPS separates the attachments and processes them into a print job. All common file formats are supported.

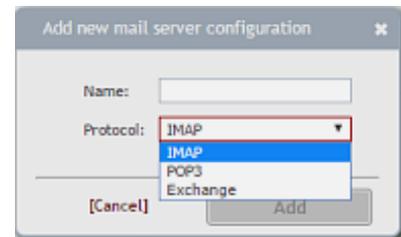
- PDF** PDF
- Words:** DOC, DOCX, XML, RTF, HTML, XHTML, MHTML, ODT, XPS, SWF, TXT, EPUB
- Cells:** XLS, XLSX, XLSM, XLSB, ODS, CSV
- Slides:** PPT, POT, PPS, PPTX, POTX, PPSX, ODP, PPTM
- Images:** GIF, JPG, JPEG, PNG, TIFF, TIF, BMP, EMF, EXIF, ICO, ICON, WMF



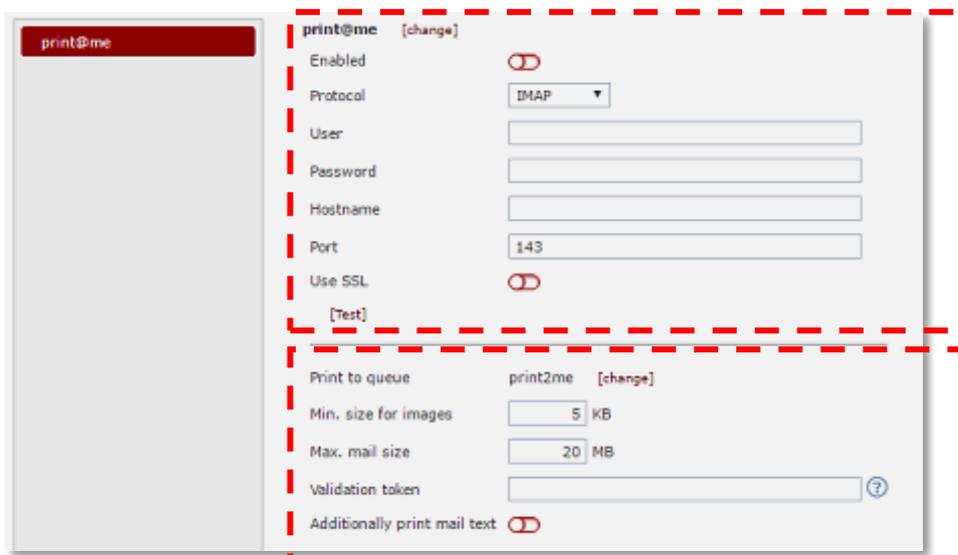
MOPS accepts only emails from known senders. So the sender's email address must be identical to one of the email addresses stored in the user database.
If a sender address is unknown the email will not be processed and deleted.

Click to **ADD** to add a new email account to be monitored by MOPS.

Enter a name for this account and select the account type (IMAP, POP3 or Exchange).



Depending the account type you need to enter the account credentials:



IMAP/POP3

- | | |
|-----------------|--|
| User | Enter the username for this email account |
| Password | Enter the password to login to the account |
| Hostname | Enter the hostname or IP address of the email server |
| Port | Port number of the server (the default values for IMAP and POP3 usually work fine) |
| Use SSL | Enable to connect via secure SSL connection |

The following settings determine the processing and routing of the mails.

- | | |
|-----------------------------|--|
| Print to queue | This is the queue the processed document will be sent to. By default the (first) virtual queue is pre-selected |
| Min. size for images | This value avoids print out of small images like logos or icons |
| Max. mail size | As processing of jobs needs some resources the size of emails can be |

limited.

- Validation token** This is a security feature to avoid SPAM. If you enter any string here all emails' subject must begin with this string.
- Additionally print text** If enabled not only the attachment will be processed but also the email (body) itself.



Changing the output queue from a virtual queue to a direct queue will lead to an immediate printout of the documents.

Exchange

The settings for an exchange account are different from the above.

The screenshot shows a configuration window for an Exchange account. On the left, a list of accounts includes 'print@me'. The main configuration area for 'print@me' includes: 'Enabled' (checked), 'Protocol' (Exchange), 'User' (print), 'Password' (masked with dots), 'URL' (https://cssbs:9999/ews/exchange.esmx), and 'Domain name (FQDN)' (cssvs.local). A '[Test]' button is located at the bottom of the configuration area.

- User** Enter the username for this email account
- Password** Enter the password to login to the account
- URL** Enter the correct URL for the web access of your Exchange server
- Domain** Enter the name of your exchange's domain



To determine the correct **URL for the Exchange Web Service (EWS)** of your server you may logon to your exchange server and enter below power-shell command.

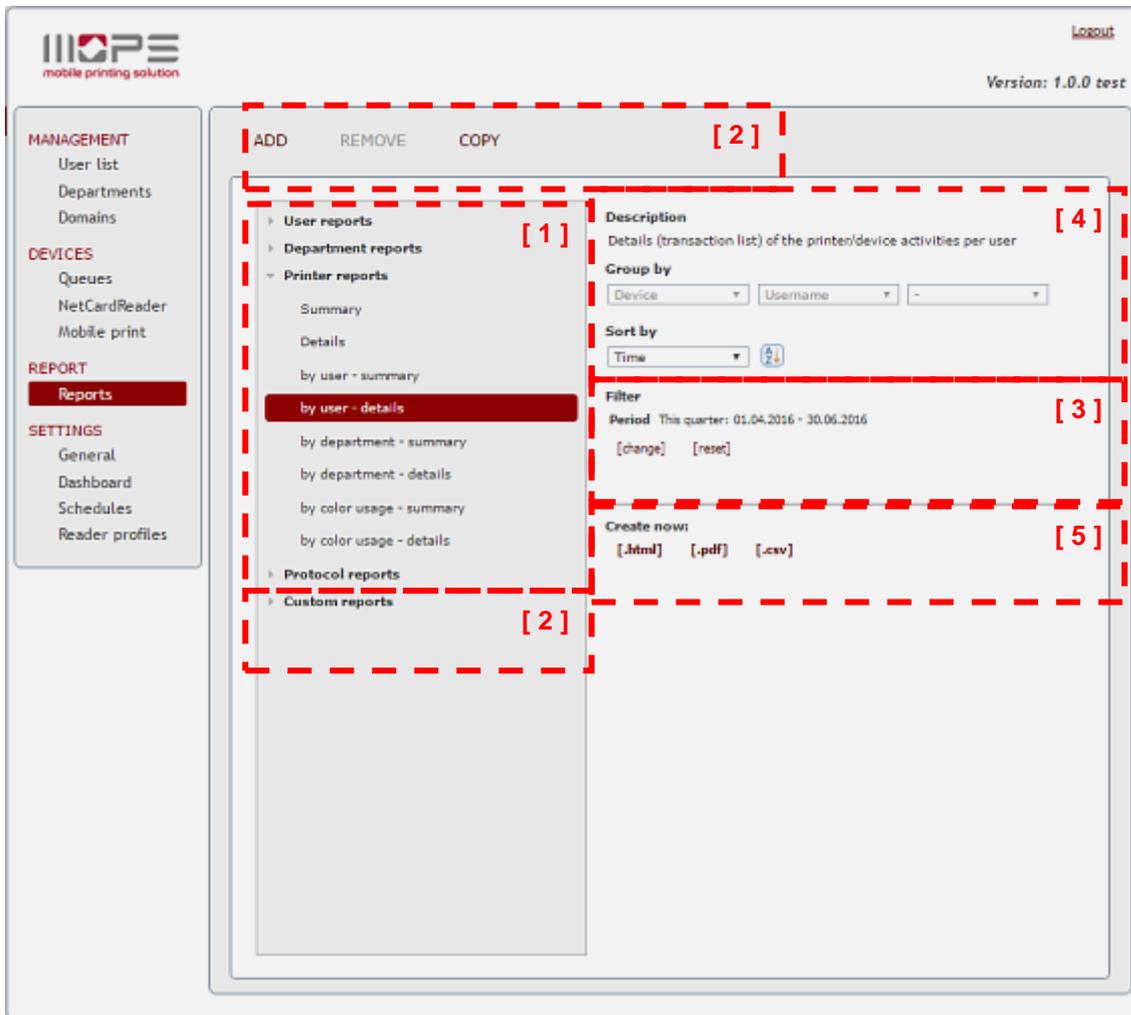
Get-WebServicesVirtualDirectory |Select name, *url* | fl

7.3 REPORT

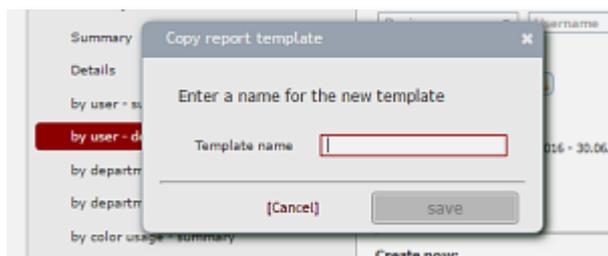
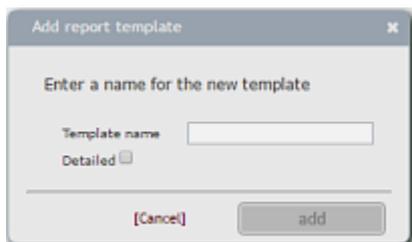
MOPS provides a numerous amount of standard reports. By simply selecting the desired report and it's parameters the Operator has quick access to all transaction data stored in the MOPS database.

7.3.1 Reports

This menu contains the powerful built in report generator. MOPS offers a row of predefined report templates for user-, department- and printer-based reports [1].



[2] The **ADD – REMOVE – COPY** options allow to manage customized Reports.

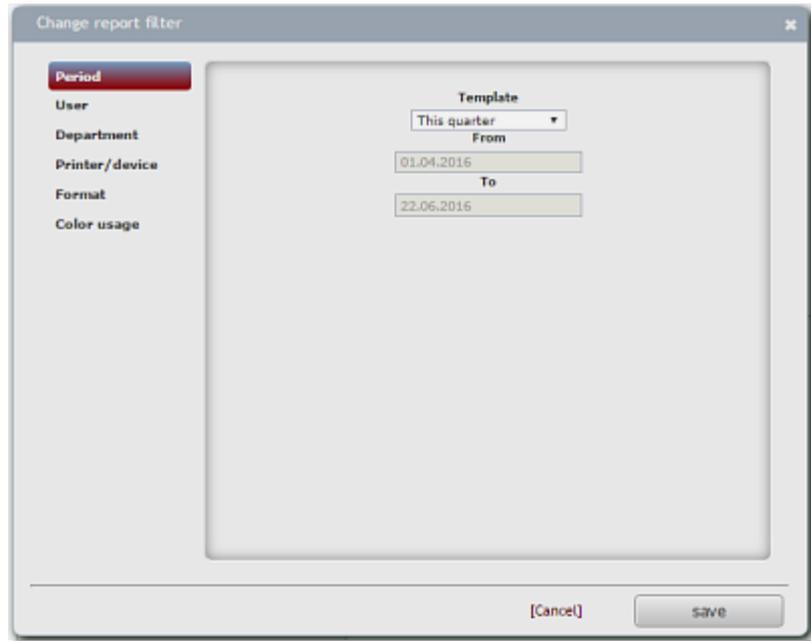


You can **ADD** a new template and configure it's settings or **COPY** the current 'active' template with all it's settings into a customized report template.

[3] Filter

When you have selected the template you can specify the time period for the report, specific users, Departments, printers etc. to filter the data for the report.

You can also filter on paper size or on color usage.



[4] Grouped by / Sort order

According the selected template data can be grouped and the sort field and order can be selected. Click to  to select the sort order ascending or descending.

[5] Create now:

Confirm the template you have selected by clicking to one if the [.html] [.pdf] or [.csv] buttons. The report will be generated according your selection, filters, etc.

Grouped by Department and User name.										
Period from 01.10.2013 to 31.10.2013. Created on 31.10.2013.										
	Department	User name	Device	Job type	Document name	Total pages	Black & white	Color pages	Job details	Recording time
Department: 'Financial Accounting and Auditing' - Dorothy Williams										
	Financial Accounting and Auditing	Dorothy Williams	192.168.1.102	Copy		1	1	0	1xA4;	24.10.2013 16:30:52
	Financial Accounting and Auditing	Dorothy Williams	192.168.1.102	Copy		3	3	0	3xA4;	24.10.2013 16:43:52
						4	4	0		
Department: 'Marketing' - Peter Clark										
	Marketing	Peter Clark	192.168.1.102	Copy		5	5	0	5xA4;	24.10.2013 16:30:52
						5	5	0		
						9	9	0		



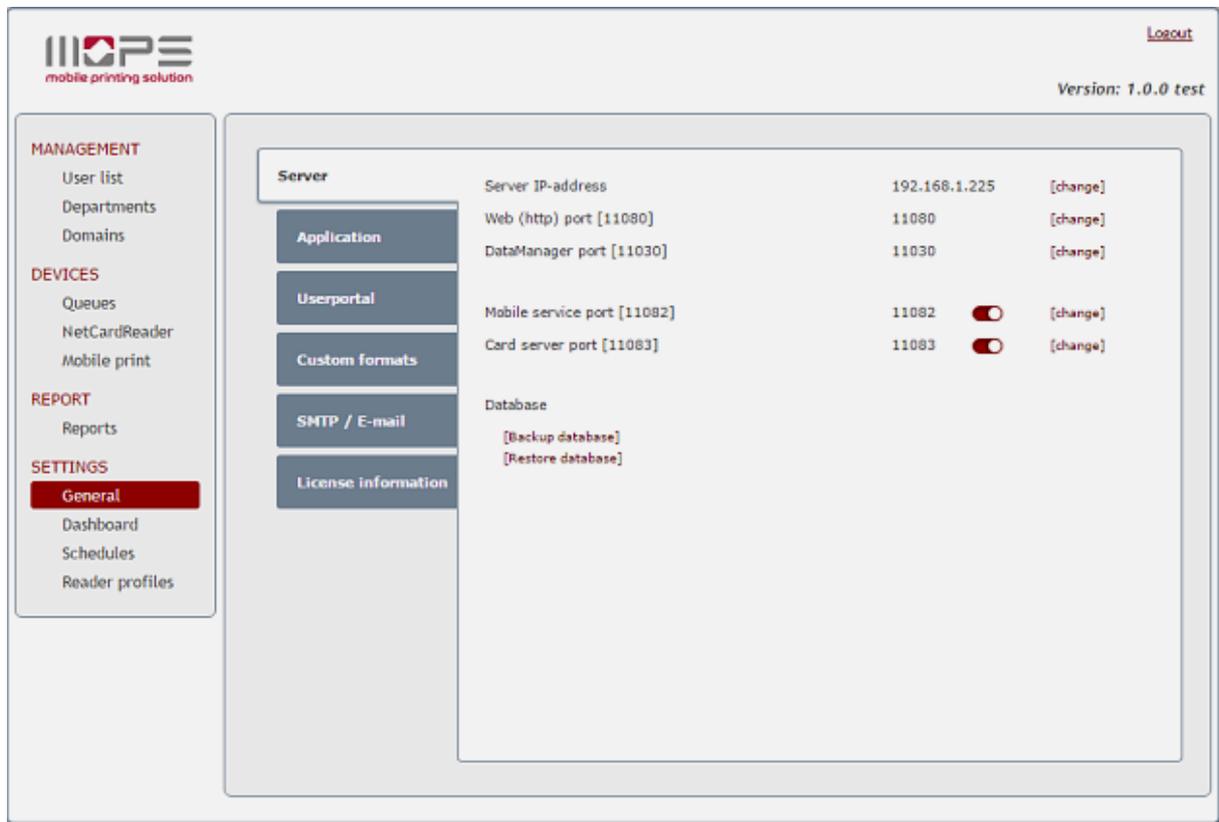
Reports can also be exported to a PDF file by clicking to [.pdf] or to a comma separated file by clicking to [.csv].

7.4 SETTINGS

In the settings section you have access to all global configuration settings in MOPS.

7.4.1 General

Here you find all configurations related to the application itself.



7.4.1.1 Server

MOPS auto detects the server IP address. In case you server has multiple network adaptors you can change it's 'outside' IP address by clicking to **[change]**.

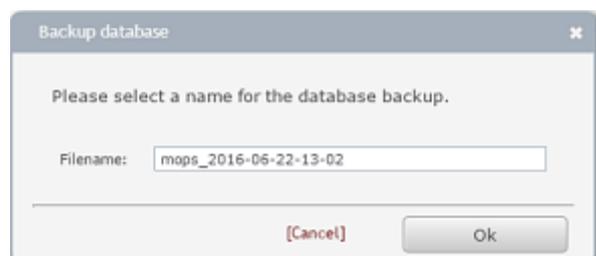
In case you need to change the default ports for MOPS Web access or DataManager you have access to these by clicking to **[change]**.

The **Database** settings allow to perform a Backup and Restore of the MOPS Database,

[Backup database]

Will create a backup archive. By default the filename is MOPS_TIMESTAMP. You can modify the filename before executing the backup.

Clicking to **OK** will create 3 files:
filename.archive & filename_dm.reg &
filename_pm.reg in
c:\Program Files\MOPS\db\backup



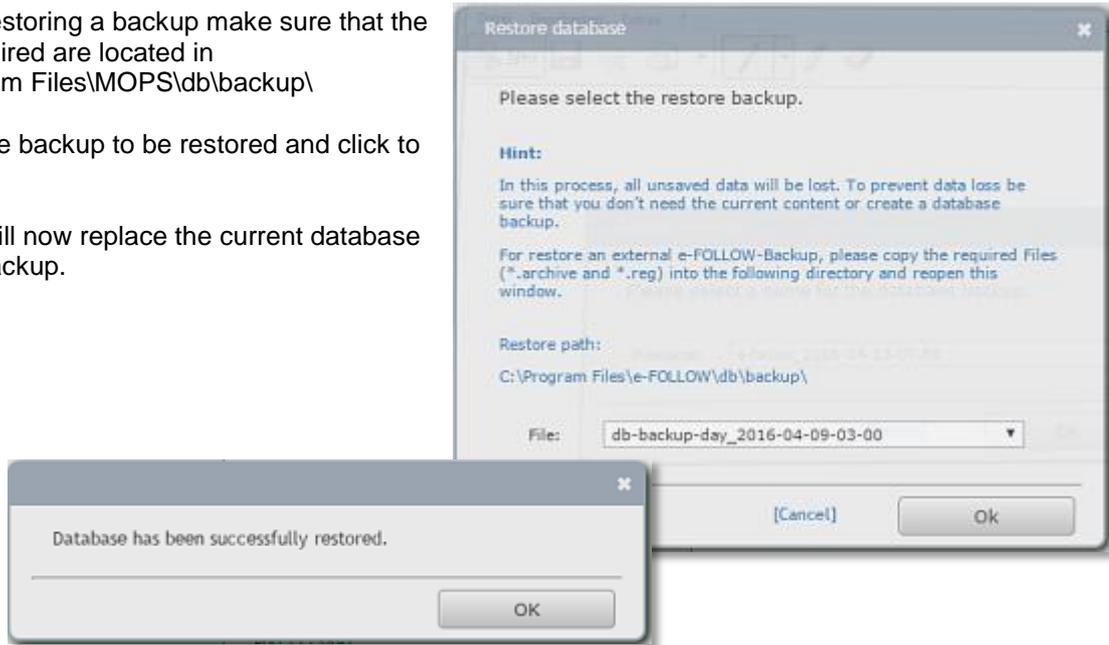
[Restore database]



Before restoring a backup make sure that the files required are located in c:\Program Files\MOPS\db\backup\

Select the backup to be restored and click to OK.

MOPS will now replace the current database by the backup.



The **Directory service** settings are required to setup the Toshiba directory service settings in TopAccess.

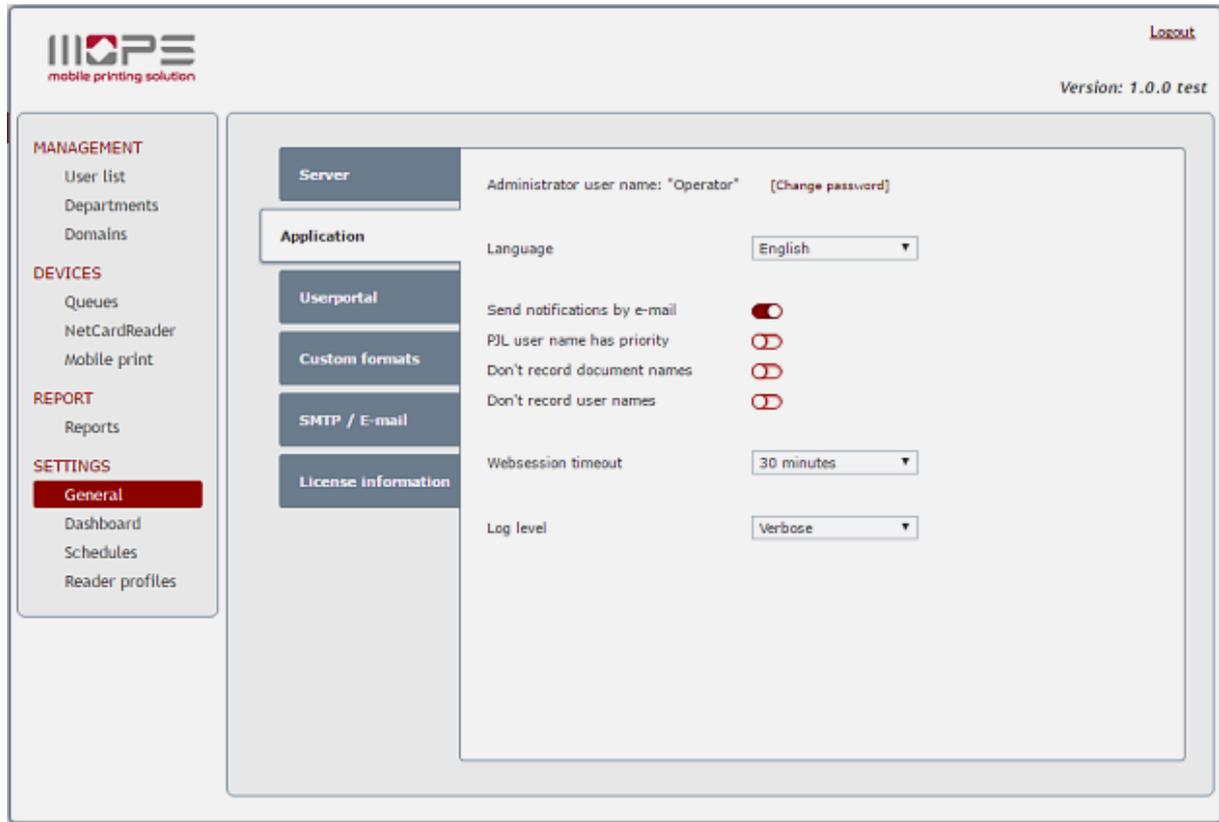


Attention

Keep in mind to update the device registration settings via TopAccess in case of you have made any modifications here.

7.4.1.2 Application

The application tab allows changing some basic configuration.



'Operator' password

Click to **[Change password]** to change the password for the user 'Operator'. Enter the current and the new password.

Language

Select the **language** from the pull-down.

Send notifications by e-mail

If enabled user notifications are sent via e-mail to the users.

PjL user name has priority

This will force MOPS to check the print job's PjL header to extract the username to map the job to the correct user account. This may be helpful if the printer is mapped under a different username or in SAP environments.

Don't record document names

If enabled the document names will not be recorded in the transaction database.

Don't record usernames

If enabled the usernames will not be recorded in the transaction database.

Web session timeout

The operator will be auto logged out after this time of inactivity.

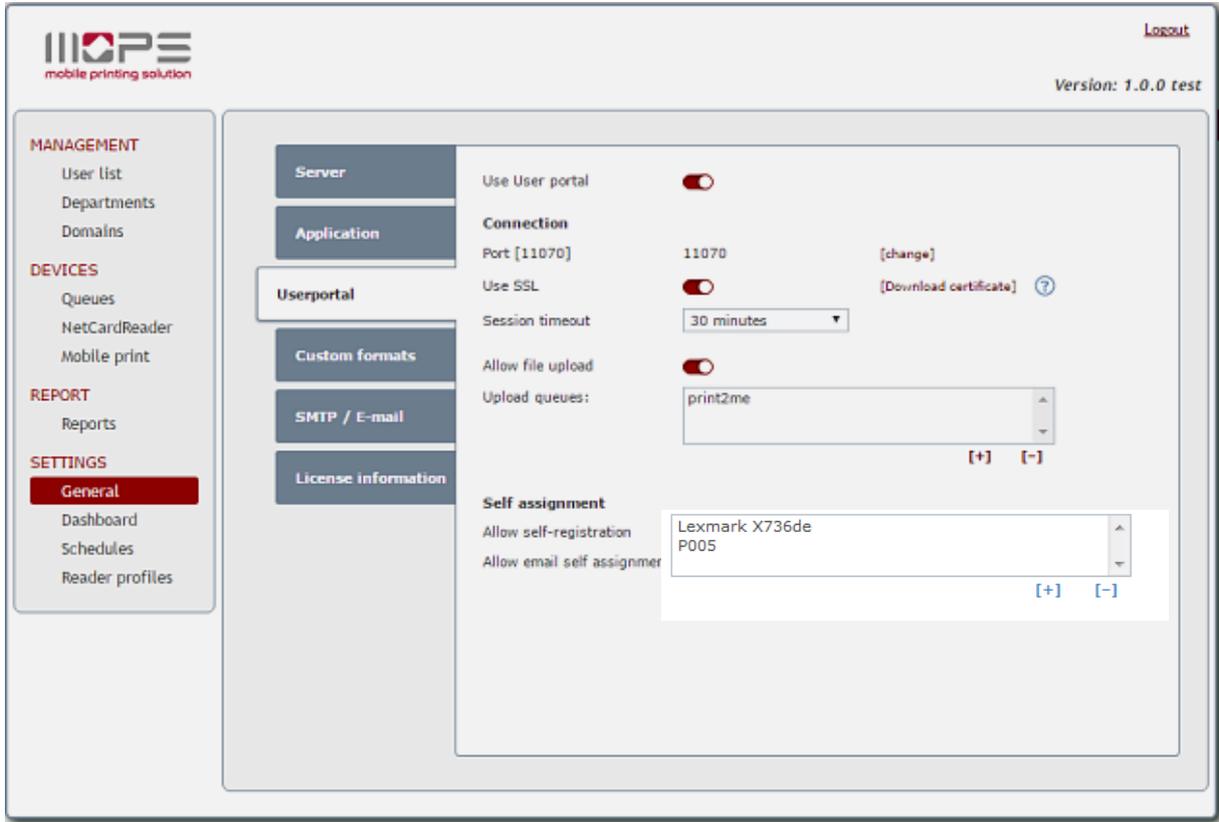
Log level

Here you can define the level of details stored in the MOPS log file.

7.4.1.3 User Portal

MOPS provides an enhanced user portal. This allows users to maintain their account or upload documents.

Here you have access to the settings that are related to the MOPS user portal.



Use User portal

This will enable/disable the general availability of the portal to the users

7.4.1.3.1 Connection

Port

Defines the port number to access the portal. By default the port number is 11070

To select another port number click to **[change]** and enter a port number that is available on your computer.

Use SSL

For security reasons the communication can be encrypted by using SSL.

To avoid a SSL warning on the client PCs a certificate can be installed. Right-Click to **[Download certificate]** to download the certificate. You can now add it to the trusted root certificates on all client PCs (e.g. via group policy).

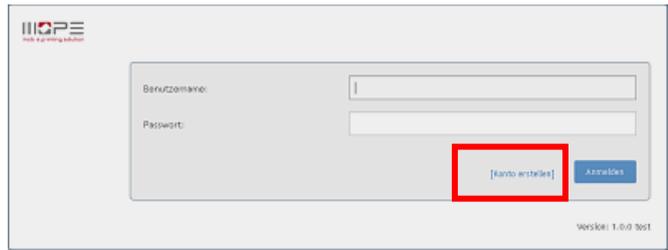
Session Timeout

This defines the time after a user session is close automatically when there is no activity.

7.4.1.3.2 Self assignment

Allow self-registration

If enabled users can self register an internal account to MOPS. An appropriate link will be shown on the User Portal login page.

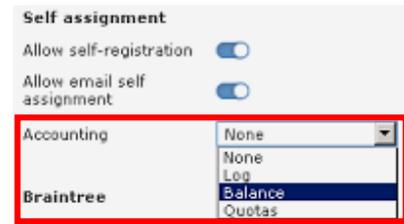


Allow E-Mail self assignment

If enabled the users may add additional E-Mails to their account. This will allow the user to send print jobs by from other mail accounts.

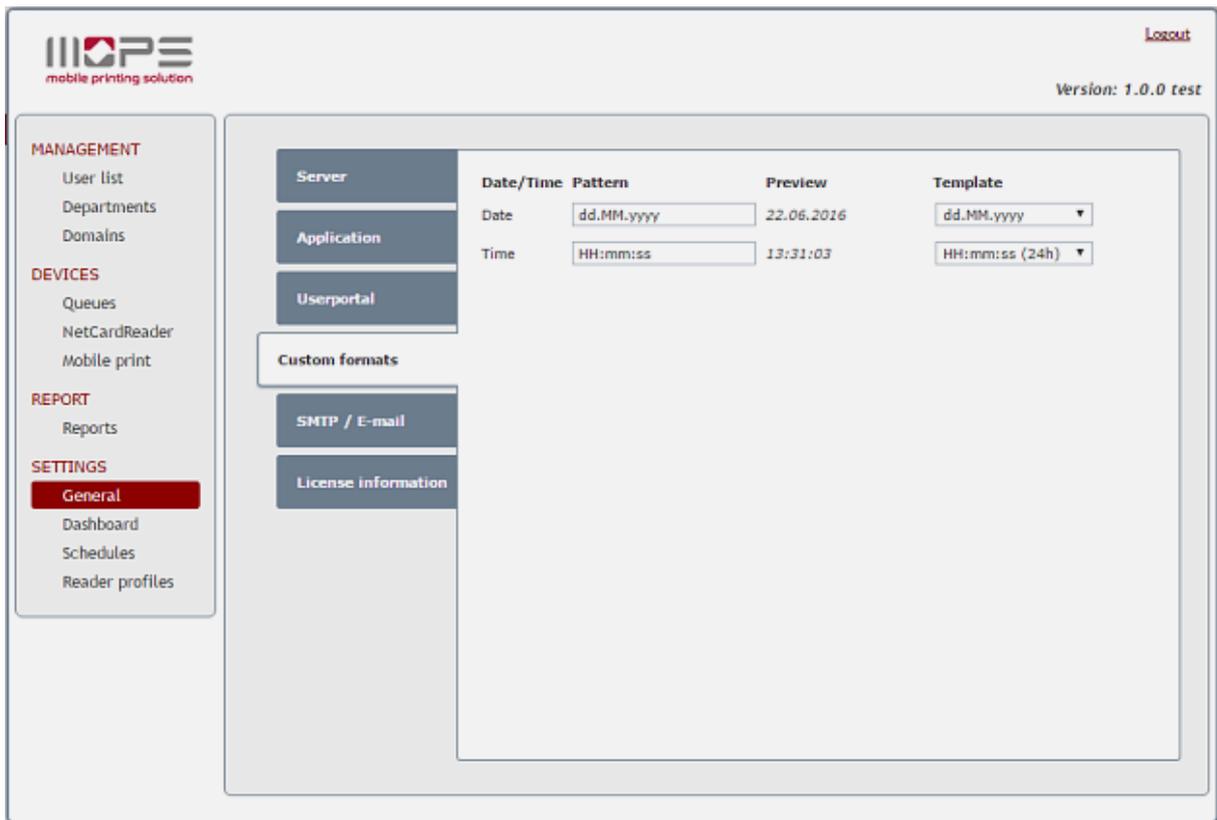
Accounting-Mode

Here you can define the accounting mode for users that have self registered to MOPS.



7.4.1.4 Custom formats

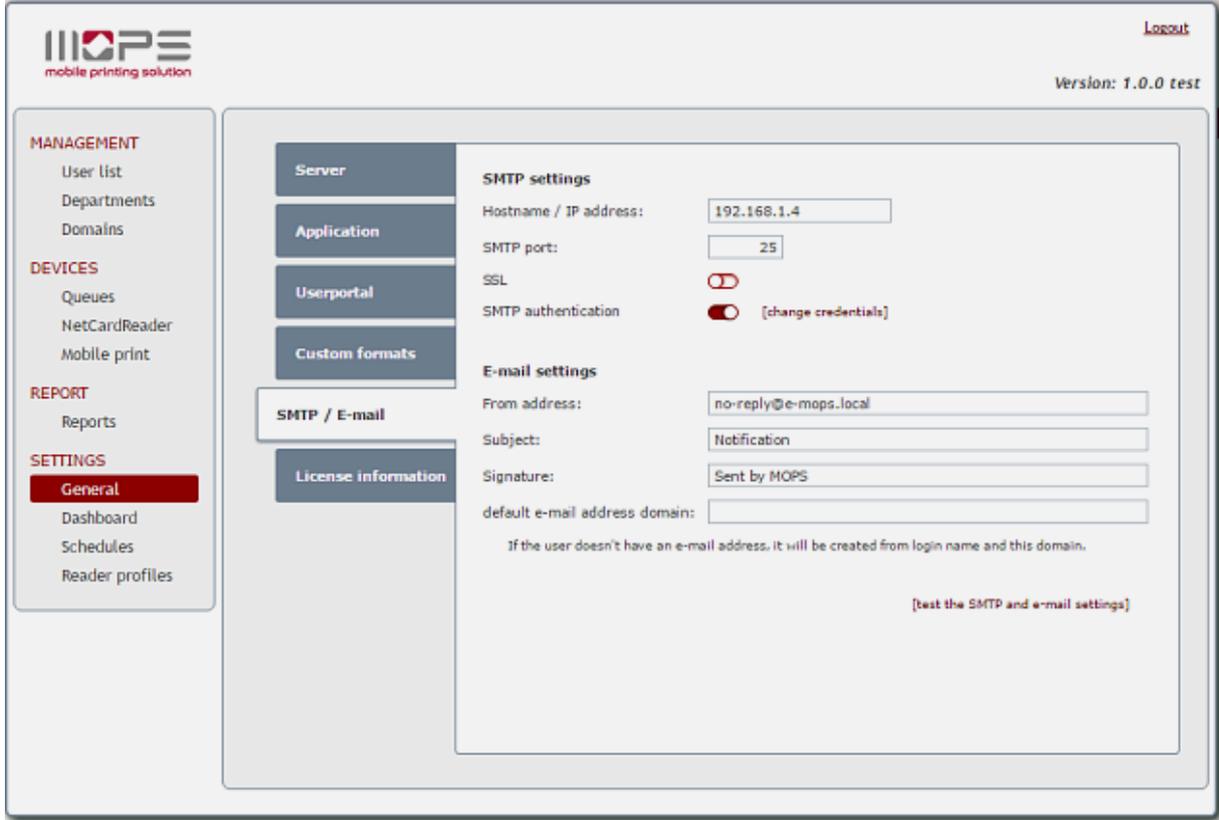
MOPS allows to customize the date & time and formats to your specific requirements.



7.4.1.5 SMTP / E-mail

MOPS can send out notifications to users via email. Enter the **Hostname/IP-address** and **port** of your SMTP server.

In case SMTP authentication is required, enter the credentials of an account that is allowed to send emails via this server.



Use the **E-mail settings** to enter a **From address:** a **Subject:** an a **signature**.

The **default E-mail address domain** will be used if the user has no e-mail address assigned. MOPS will then try to send notifications to '**username**'@'**default_E-mail_address_domain**'

[test the SMTP and e-mail settings]

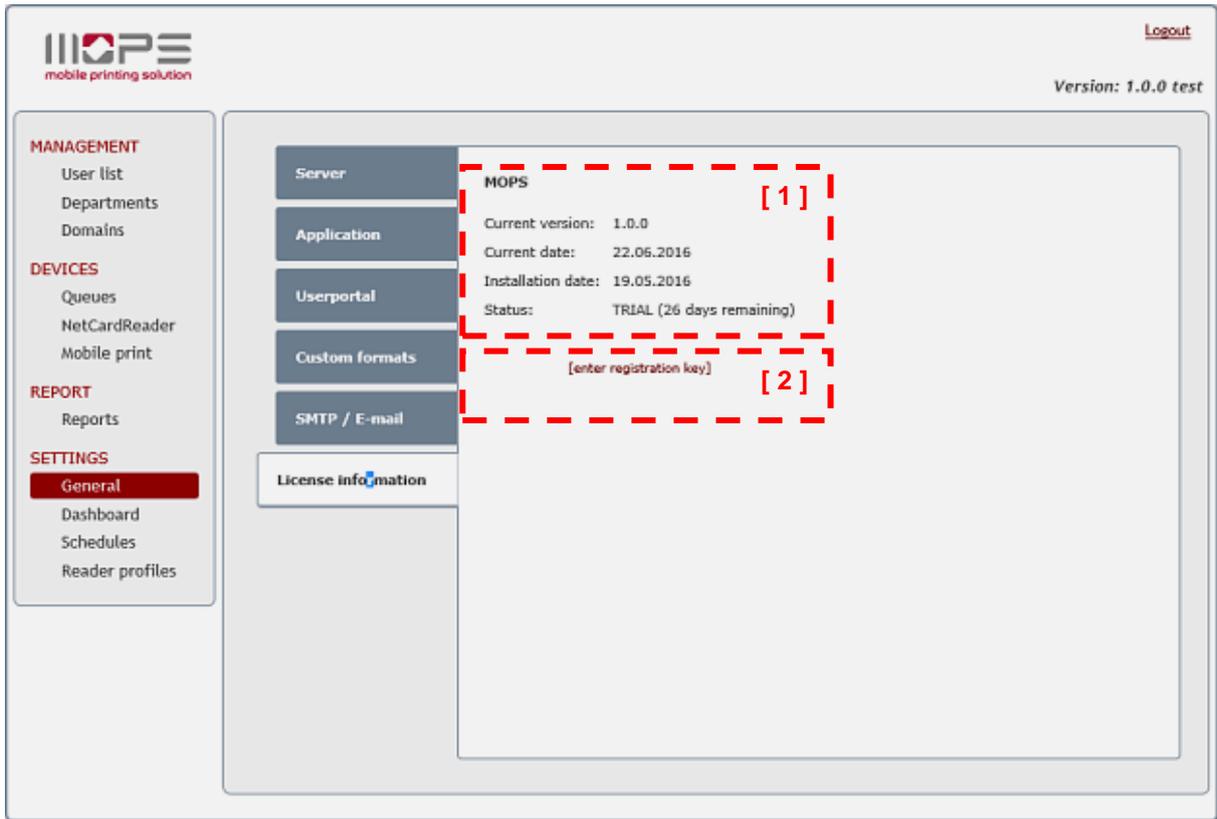
Enter the sender and recipient and press **[Send]** test e-mail. MOPS embedded will try to send a test email.



Check the in-box of the recipient to make sure, settings are correct.

7.4.1.6 License Information

Under the license tab you will find the current license status of your MOPS server.

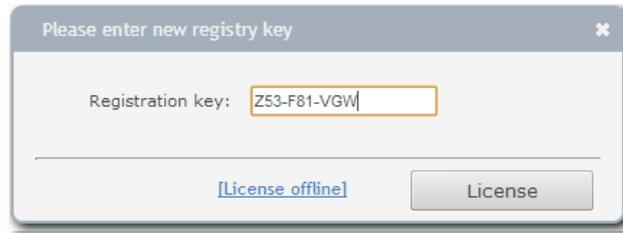


[1] License Status

License type	MOPS
Current version	MOPS version that is currently installed
Current date	Current system date of your server
Installation date	Date when MOPS has been installed the first time on this server
Status	License status - this can be TRIAL , licensed or DEMO . In case of TRIAL the remaining number of trial days will be shown
Registration key	Current registration key in use of the MOPS license
Total printer licenses	Number of supported printers (direct queues)
Assigned / available	Number licenses in use and available
License valid until...	Shows the end-of-license date.

[3] [new registration key]

Use this link to enter a registration key. Entering a registration key will apply a new license to your system or update your current license - e.g. to add additional printer licenses.



Enter the registration key and press **License** button.



As the registration key needs to be verified against the license server it is recommended that your MOPS server has **internet connection - at least for the duration of the registration process**.

Else you need to perform the **offline licensing process** by clicking to the **[license offline]** link.

Download the Server-ID file generated by your MOPS server by clicking to the link' **[Download the server-ID file]**.

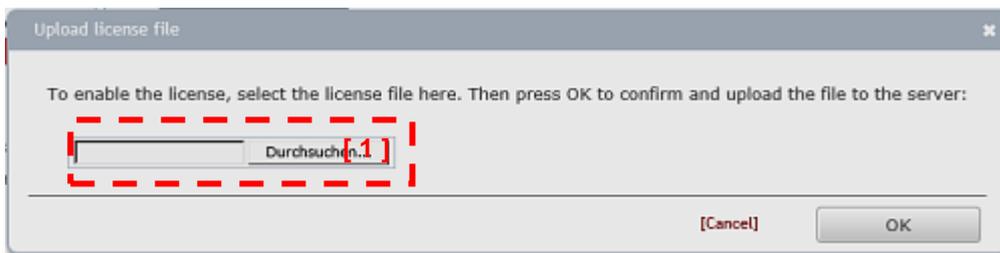


THEN send the server-ID file **MOPS.token** TOGETHER with the registration key you already obtained to your reseller.

You will then receive a .license file.

Select this file by clicking to **Browse** [1]

To confirm the licensing process click OK.



7.4.2 Dashboard

The MOPS Dashboard is the central point of information.

7.4.2.1 Event Log

The **Event Log** shows the current status of activities by showing a list of messages.



Use the buttons on the top of the list to filter the list by message types **[info]**, **[warning]** or **[error]**.

If **[Refresh:On]** is active, the list will be auto-updated by new events.

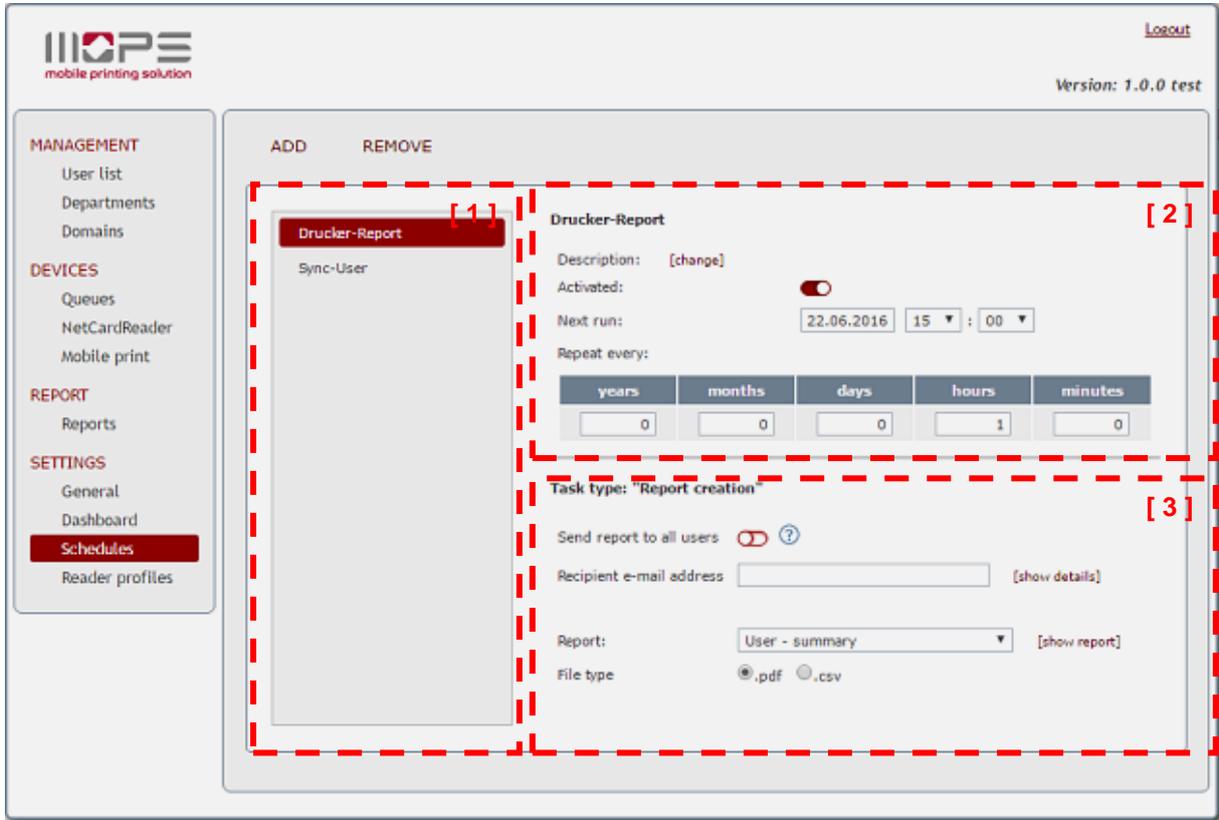
[Clear log] will clear the current list.



The folder **\\Program Files\MOPS\log** contains daily log files "**MOPS_DATE.log**" that might be requested by the support in case of an issue.

7.4.3 Schedules

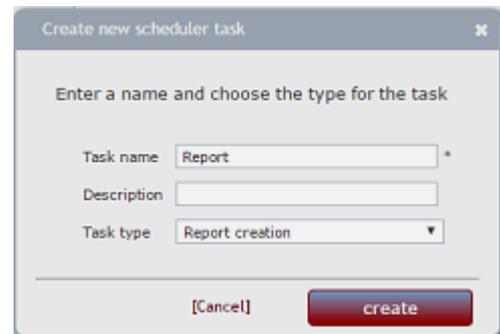
A lot of tasks In MOPS can be performed automatically. MOPS provides a powerful schedule tool for defining and planning the execution of these tasks.



[1] Task list

The task list can hold an unlimited number of scheduled tasks. Click to **ADD** to create a new task or click to **DELETE** to remove an existing task from the list.

When adding a new task you need to enter a task name and the type of the task. It is also recommended to enter a short description.



[2] Schedule

The schedule section defines when a task is executed. Select the date and time for the next (first) execution. Then select the repetition options.

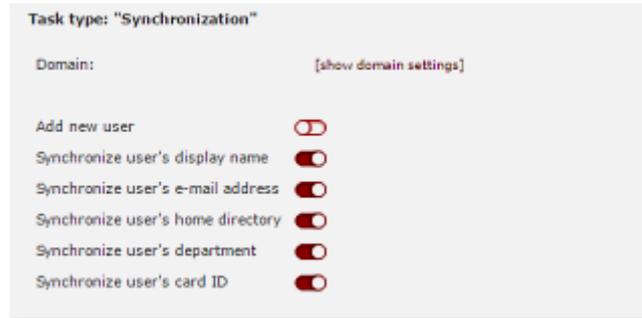
[3] Task details

This section describes the details of the scheduled task.

7.4.3.1 Synchronization

This will automatically synchronize the MOPS user database and the domain.

You can select if new users shall be added and/or what data shall be updated if they have changed in the domain.



The screenshot shows the configuration for a task named "Synchronization". It includes a "Domain:" field with a "[show domain settings]" link. Below are several toggle switches for synchronization options: "Add new user" (off), "Synchronize user's display name" (on), "Synchronize user's e-mail address" (on), "Synchronize user's home directory" (on), "Synchronize user's department" (on), and "Synchronize user's card ID" (on).

7.4.3.2 Report creation

This task will automatically create a report and send it as an attachment via e-mail.

Here you can select the type of the report that shall be scheduled. Select the sorting order and the file type.



The screenshot shows the configuration for a task named "Report creation". It includes a "Send report to all users" toggle (off) with a help icon. Below is a "Recipient e-mail address" input field with a "[show details]" link. The "Report:" dropdown is set to "User - summary" with a "[show report]" link. The "File type" is set to ".pdf" (selected) with ".csv" as an alternative.



If you like to automatically receive reports like "last month device summary" or "Ytd total of department X" it is recommended to create a custom report first and have this scheduled here.

7.4.3.3 Database backup

This task will automatically create a backup of the MOPS database and registry settings.

The number of backup files defines how many backups will be stored. If the maximum number of backups is reached, the oldest backup will be replaced by the newest one.

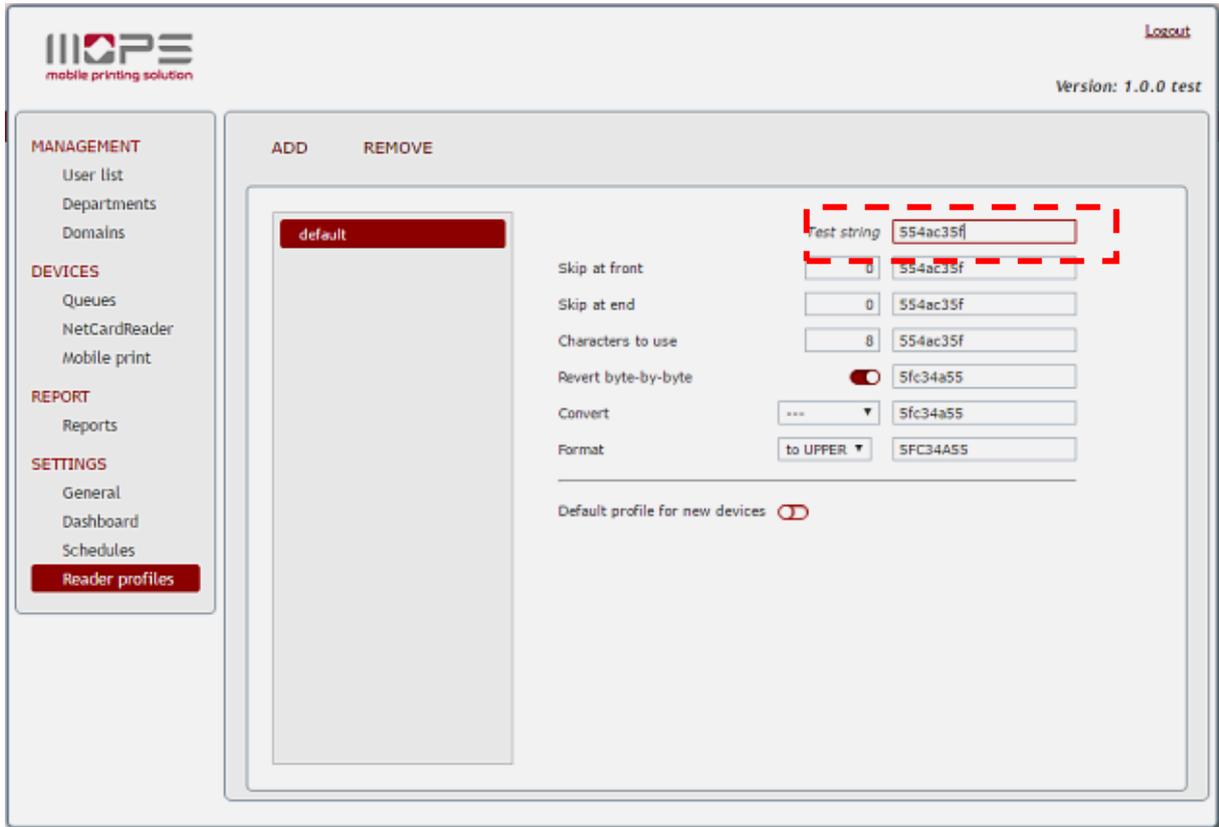
The backups will be stored in
C:\Program Files\MOPS\db\backup\schedules\



The screenshot shows the configuration for a task named "Database backup creation". A red dashed box highlights the "Number of backup files:" dropdown, which is set to "05". Below is a "Hint:" section explaining that the number of backup files indicates how many database backups will be kept in the backup folder. It also states that scheduled database backups are stored in the directory: C:\Program Files\MOPS\db\backup\schedules\ and provides instructions for restoring a backup.

7.4.4 Reader Profiles

Card reader profiles are used to modify the string read by a card reader.



This can be required if the UIDs of your cards are already stored in active directory. Depending how the IDs are read by the reader the IDs might need to be converted or reversed so they match.

To add a new profile click to **[ADD]**.

You can enter a test string to directly check the impact of the current settings to the string.

You can use the *Test string* field to insert data and check if the conversion is working properly according the data that are required.

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