

> MOPS

mobile printing solution

Version 1.0

Jun-16

This documentation refers to the development status of Jun-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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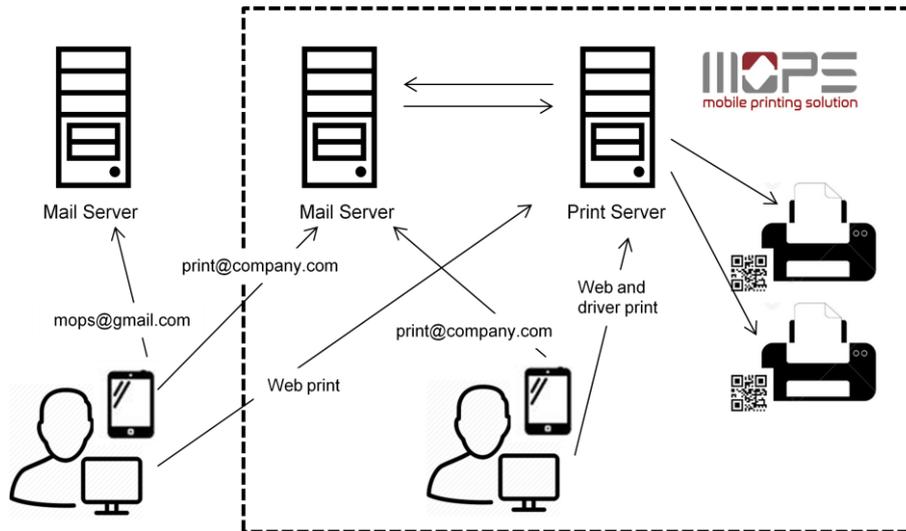
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1 Introduction

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 User Portal

MOPS provides a website for users where several functions and options can be accessed. By default the user portal is accessible via the MOPS server IP followed by port **11070**

Version: 1.0.0 test

Log on with you username and password.

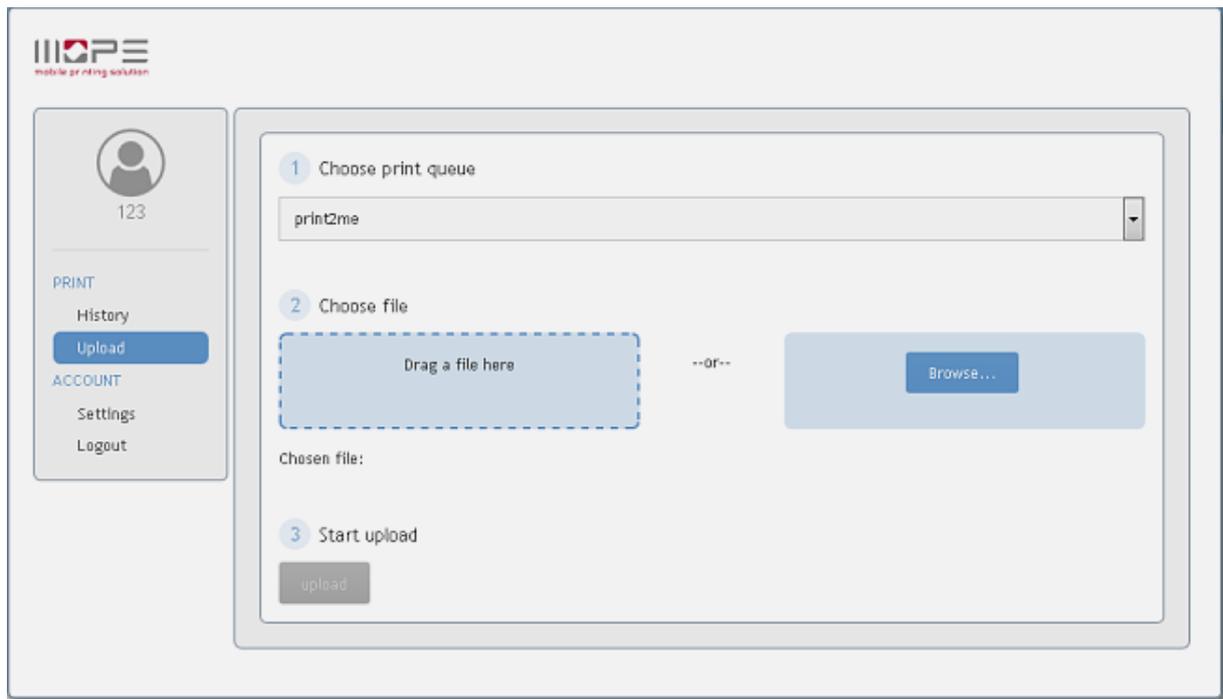
2.1 History

This will show your most recent jobs.

Type	Date	Document	Pages
	29.06.2016 15:28:00	Purchase_ToshEurope_e-FOLLOW_4-2014.pdf	1
	29.06.2016 15:27:04	Purchase_ToshEurope_e-FOLLOW_5-2016.pdf	1
	29.06.2016 09:56:38	Color.pdf	1
	29.06.2016 09:51:38	Color.pdf	1
	29.06.2016 09:44:34	Fwd iOS Developer sucht Festanstellung - CV_3400	3
	29.06.2016 09:44:34	CV_3400.pdf	1
	29.06.2016 09:44:34	ATT00002.html	1
	29.06.2016 09:40:59	test	1
	29.06.2016 09:40:58	IMG_3787.JPG	1
	29.06.2016 09:40:58	ATT00002.txt	1
	29.06.2016 09:40:58	Screenshot_2016-06-10-11-40-25.png	1
	29.06.2016 09:04:52	IMG_3787.JPG	1

2.2 Upload

If enabled this option will allow you to upload almost any kind of documents for printing.



- 1) Select a printer/queue the Job shall be sent to
- 2) Click to **Browse...** to select a file or simply drag and drop it into the blue Drop area.
- 3) Click to **upload** to start the file transfer.

The following file / document formats are supported by MOPS

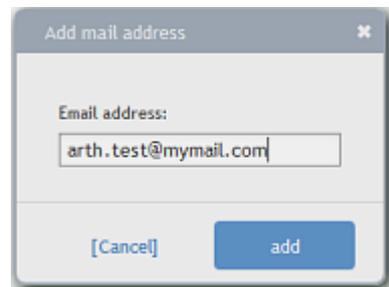
PDF	PDF
Words:	DOC, DOCX, XML, RTF, HTML, XHTML, MHTML, ODT, XPS, SWF, TXT, EPUB
Cells:	XLS, XLSX, XLSM, XLSB, ODS, CSV
Slides:	PPT, POT, PPS, PPTX, POTX, PPSX, ODP, PPTM
Images:	GIF, JPG, JPEG, PNG, TIFF, TIF, BMP, EMF, EXIF, ICO, ICON, WMF

2.3 Add / remove Email address

If you would like to send documents via email for printing from multiple email accounts as sender address you can add email address here. If the email address is valid MOPS will now accept documents sent from this / these address and assign them to your account.

Click to [+] to add a new email address to your account.

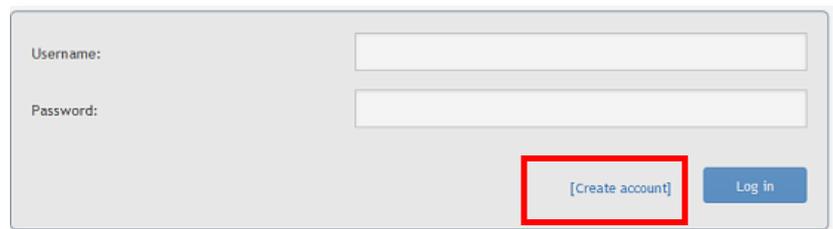
After clicking to [add] a notification/verification will be sent out to this email address.



2.4 Create account

If enabled by the administrator users can self register to the server by creating a new account.

Simply click to the [create account] link next to the login button.



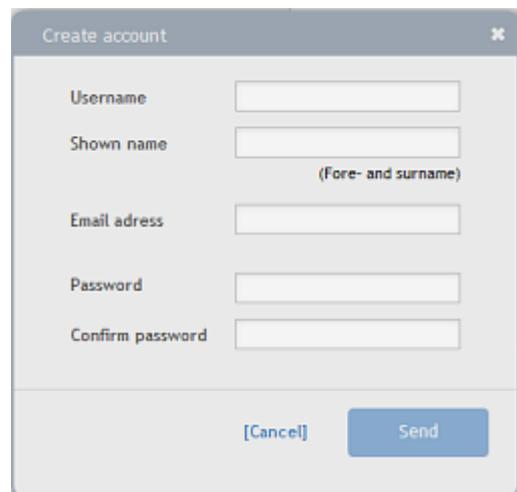
Enter the new user account data

- username (Login name)
- Shown Name
- Email address
- Password

All fields are mandatory.

Press **Send** to confirm the new account.

In parallel a confirmation email will be sent to the email address.



3 MOPS App

MOPS provides a mobile application for iOS and Android that allows users to upload your documents to the MOPS server and release print jobs at any device that has been configured for Pull Printing.

3.1 Mobile PrintRelease App

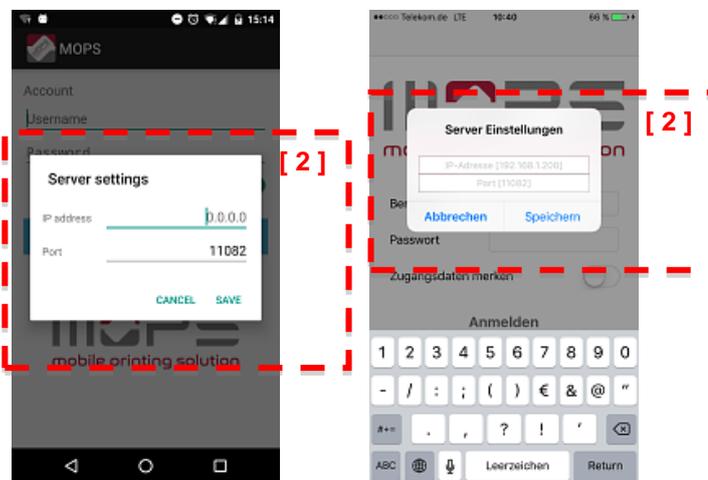
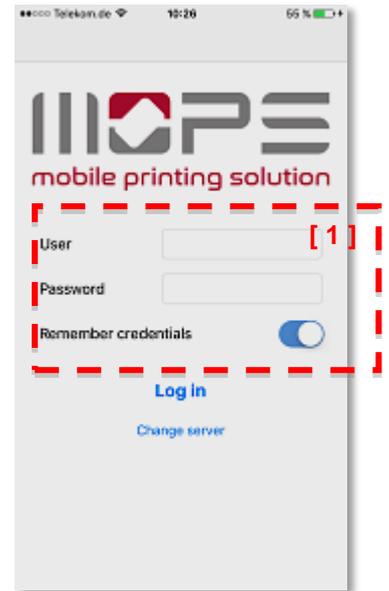
Install the MOPS App from Google Playstore or Apple App Store.

[1] Enter your account name and password and press **Login**.

[2] When starting the App the first time you need to configure the connection to the MOPS server. Click to Network Settings and enter the IP of the MOPS server. The port usually does not need to be modified.



Request the IP-address and port from your administrator



If enabled **Remember credentials** will store the login credentials locally on you mobile device.

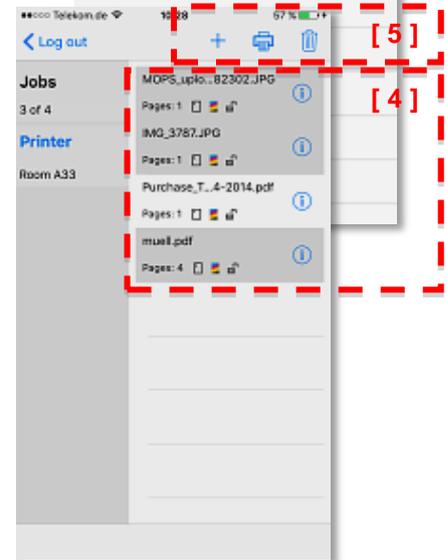
After being logged in to the server you will be requested to select the printer.

Select the printer by clicking to the desired device or click to the QR-icon [3] to select the printer by scanning the QR-code attached to it.



Select the jobs to be released from the job list [4].

The selected job(s) can either be released or deleted by pressing the corresponding icon [5].

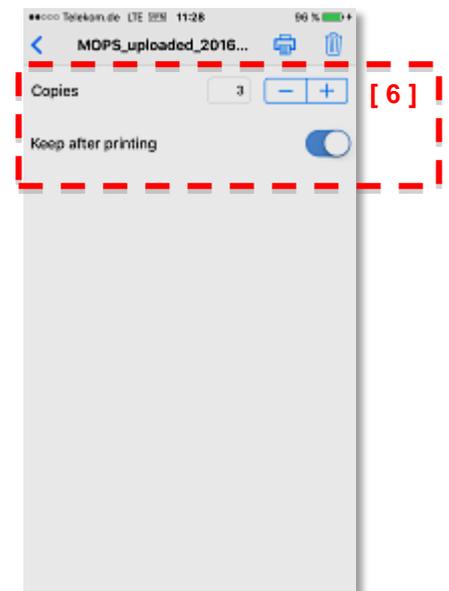


By pressing  you will get the job settings page.

Here you have access to the basic settings of the selected print job.

[6] Select the number of copies you would like to print.

Enable the **Keep after printing** option to keep the job stored on the server for a later reprint.

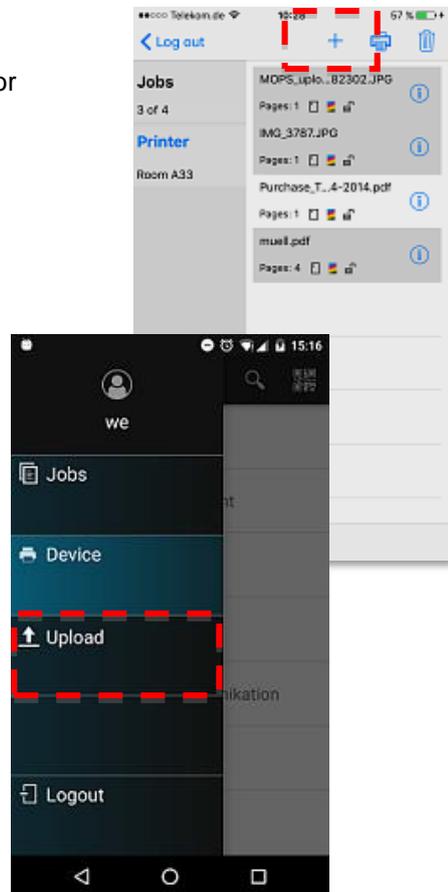


3.2 Upload documents

MOPS-App allows to upload documents from your mobile device to the MOPS-server.

3.2.1 Upload from inside the App

To upload a document form inside the App just click to **+** (iOS) or the **Upload** button (Android)



You now have several possibilities to select files for uploading them to MOPS server.

3.2.2 Upload from an application

To directly upload a document from an application click to

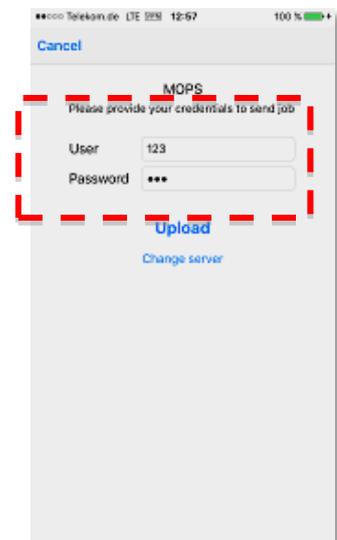
the "action"-symbol . 

Select the action "Print to MOPS"

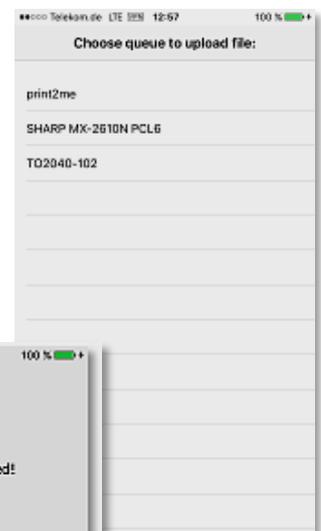


You will be prompted with the login screen. If you are already logged in to the App just click to **Upload**.

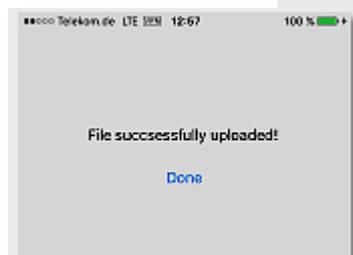
Else enter your account credentials before.



Now select the printer (for direct printing) or queue the document shall be sent to.



Your document is now available for print release or will be printed immediately.



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