

Chapter 3

The Job Queue

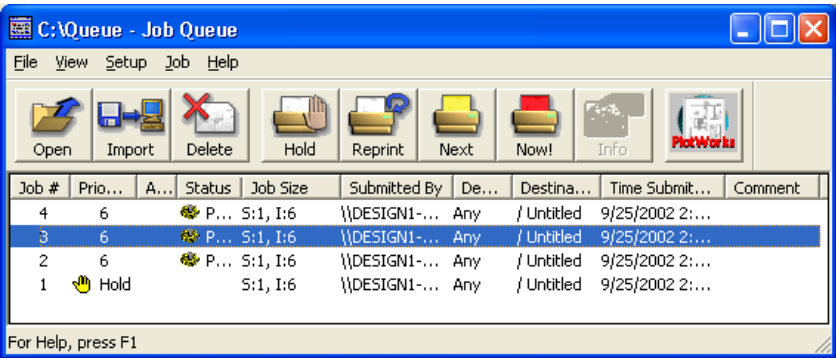
The Job Queue is the heart of the PlotWorks system. The Job Queue manages all incoming print jobs and then sends the job to a printer.

Within the Job Queue, the user can:

- View and edit parameters for each job
 - View special instructions by clicking on the Special Instructions icon
 - Determine the status of a job in the Queue based on the color of the text
 - Sort jobs in the Queue in Ascending or Descending order by clicking on a column header
 - Send jobs to a printer manually or automatically
 - Set the order and priority of printing
 - View job logs
 - Retain the original job number in the description field when dragging-and-dropping jobs from one queue into another
 - Drag-and-drop jobs into Windows Explorer for archiving
 - Choose a selected WAV file to play when a job enters the queue instead of the default beeping sound
 - Delete jobs
-

The Job Queue Window

Fig 3.1
Job Queue
window



The Job Queue window displays a list of jobs in the Queue Directory. It also displays information such as the sender, status, activity, and destination of each job.

Toolbar Buttons

The following buttons appear on the Job Queue tool bar:



Open



Import



Delete

- **Open Queue:** Opens an existing Job Queue directory to displaying its contents.
- **Import from Job Editor:** Imports a PlotWorks Job file (.PWJ) created using the Client or Job Editor.
- **Delete a job:** Deletes the selected job from the Job Queue. Deleted jobs are sent to the Windows Recycle Bin, where they can be recovered if needed (unless the Recycle Bin is emptied).



Ctrl+ Delete bypasses the Windows Recycle Bin deleting files from the system's hard drive.



Hold



Reprint



Next

- **Hold:** Puts the selected job on hold. If the job is printing, it is held after the current page leaves the printer.
- **Reprint:** Reprints the job, starting from a user-specified image and set, with a specified priority.
- **Print Next:** Assigns the selected job a priority of Print Next. The job prints as soon as the current job (if any) finishes.



- **Print Immediate:** Sends the selected job to the printer immediately. If another job is printing, it is interrupted and will resume printing after the Immediate job.



- **Job Information:** Displays the job information (.INF) file, if submitted with the selected job.

File Menu

The File menu contains options for the Queue directory.

Fig 3.2
Job Queue
File menu

File	
New Queue Directory...	Ctrl+N
Open Queue...	Ctrl+O
Rebuild Queue...	Ctrl+R
Import Job...	Ctrl+I
Import DOS Job...	Ctrl+Shift+I
1 C:\Queue	
Exit	

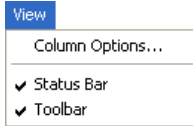
The following options are available under the File menu:

- **New Queue Directory:** Creates a new Queue directory and QUEUE.QUE file.
- **Open Queue:** Opens an existing Job Queue directory and displays its contents.
- **Rebuild Queue:** This option is used only if the Job Queue becomes corrupted and you need to rebuild it.
- **Import Job:** Imports a PlotWorks Job file (.PWJ) created using the Client or Job Editor.
- **Import DOS Job:** Imports individual compressed job files created using the DOS-based Remote Module.
- **1, 2, 3, etc.:** Opens the listed Job Queue.
- **Exit:** Quits the application.

View Menu

The View menu contains options related to the appearance of the Job Queue window.

Fig 3.3
Job Queue
View menu

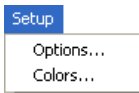


- **Column Options:** Is used to select which columns appear in the Job Queue window.
- **Status Bar:** Is used to hide or show the status bar.
- **Toolbar:** Is used to hide or show the tool bar.

Setup Menu

The Setup menu contains options to configure the selected Job Queue.

Fig 3.4
Job Queue
Setup menu



- **Options:** Is used to set:
 - How often the Queue gets polled for new jobs
 - Whether or not to sound a beep or play a WAV file when new jobs enter the Queue
 - Which devices are online and should be monitored (polled)
- **Colors:** Is used to select colors for the Job Queue window background, and to select colors to indicate print job statuses.



*To see all the color choices in the Color dialog box, change the color settings for your computer. Open the Windows Start menu, select Settings, then select Control Panel. In the Control Panel window, click Display, then the Settings tab window. Go to the Color Palette group box and select True Color (24 bit) from the drop-down list. Click **OK**.*

Job Menu

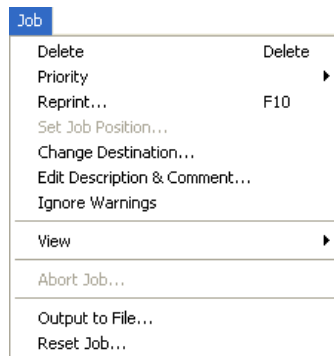
The Job menu contains options related to a selected job. These options are also accessed by right clicking on a job in the Job Queue.

The following options are available under the Job menu:

- **Delete:** Deletes the selected job from the Job Queue.
- **Priority:** Sets a printing priority for the selected job
- **Reprint:** Reprints the selected job, starting from a specified image and set

- **Set Job Position:** Is used to specify a set, page, and copy to print of a selected job. (This function is disabled.)
- **Change Destination:** This function only changes the text that appears under the Destination/Source File column heading.
- **Edit Description and Comment:** This option is used to edit the text in the Description and Comment column for the selected job.

Fig 3.5
Job Queue
Job menu

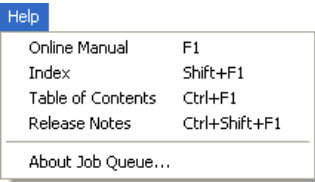


- **Ignore Warnings:** This option is used to print the job regardless of warnings or errors detected during processing.
- **View:** This option is used to view job information, processing, printing, capabilities/media logs, the job order, and the submitted PFS file for a selected job.
- **Abort Job:** Halts the selected job immediately. If a job is printing, it is interrupted immediately.
- **Output to File:** This option is used to convert and save a file or job as a TIFF or PDF file. It can also be used to create multi-page TIFF or PDF files and change other file properties. For more information refer to Page 3-21 under "Output to File".
- **Reset Job:** Resets the Activity field for a selected job. This option is used when a system error occurs that causes the Activity field to display incorrect information.

Help Menu

The Help menu contains information about the Job Queue.

Fig 3.6
Job Queue
Help menu



The following options are available under the Help menu:

- **Online Manual:** Opens the online manual at the Job Queue chapter
- **Index:** Displays an index of help topics
- **Table of Contents:** Displays the help table of contents.
- **Release Notes:** Displays the latest PlotWorks release notes
- **About Job Queue:** Displays the software name and version and copyright information

Columns and Icons


The 12 columns of the Job Queue display information about the jobs in the Queue.


- **Job #:** A unique number assigned to each job.
- **Priority:** The job print priority. Jobs are printed in the following order:
 1. **Print Immediate:** This priority is assigned to jobs that must be printed immediately. If another job is printing, it is interrupted to print the job with the Immediate priority. Only one job at a time can be selected for Print Immediate.
 2. **Interrupted jobs:** This priority is assigned to a job that was interrupted during printing by a job that needed to be printed immediately. The interrupted job will resume printing where it left off as soon as the rush job finishes.
 3. **Print Next:** A job with this priority prints as soon as the currently printing job finishes. Only one job at a time can be selected for Print Next.
 4. **Copy:** When the Scanner Interface is set to Scan to Print, scanned images are assigned the Copy priority.
 5. **10-1:** Numbered jobs are printed starting with the highest number. Jobs with a priority of **10** are printed first, jobs with a priority of **1** are printed last.
 6. **Hold:** Jobs on hold are not printed. To print a job on hold, change its print priority.





7. **Hold After Next Set:** Hold the job after printing the current set.

- **Activity:** Displays icons that indicate the job's current status. The following icons are used:


 The job is being copied to or deleted from the Job Queue.


 The job is being edited.


 The job is processing.


 The job is printing.

- **Status:** Displays icons indication the last process completed. The following icons are used:


 The job was processed successfully.


 The job was printed successfully.


 The job is partially printed.

 The job was interrupted during printing.

- **Problems:** Displays icons to indicate job warnings and errors. The following icons may display:

 This red icon indicates that the Job Processor encountered processing errors. The job can not printed until the errors are resolved or the Job Processor is set to ignore them.

 This blue icon indicates that the Job Processor encountered errors during processing which were ignored.

 This icon indicates that a hardware error occurred. These errors often occur when a folder, media, or a requested fold is not available.

- **Description/Company/Project:** This column displays the project and company name, as entered in the Project and Company fields of the PlotWorks or PFS file.
 - **Job size:** This column displays the number of sets and images in the job. During printing, this field displays the number of sets and images that have been printed.
 - **Submitted by:** This column displays the job submitters computer, user, and contact names when the job is sent via Network Polling or the Client. The computer and user name is displayed if the job was sent via the Job Editor. If long or multiple E-mail addresses are specified in the PFS file, only the E-mail addresses are displayed. Data displayed in this field is limited to 64 characters.
-

- **Device:** This column displays the device number of the printer assigned to print the job. This number is specified in the Job Editor or by Network Polling. If “Any” is selected, the job is printed on the first available device.
- **Destination/Source File:** This column lists destination information if entered in Network Polling. To change the information displayed in this field, select Change Destination in the Job menu. This option is rarely used.



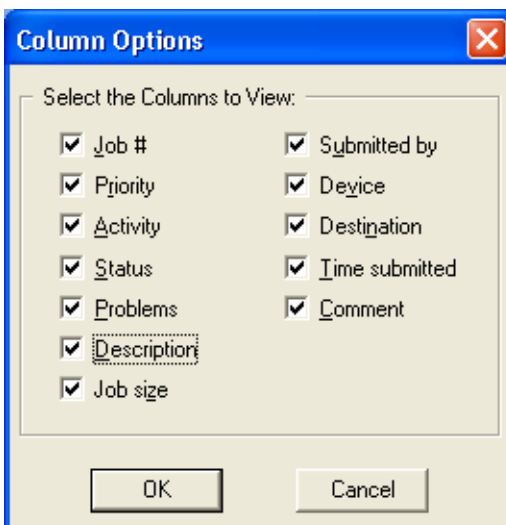
PlotWorks returns a “Job Printed” notification to the Client or Job Editor when a job completes printing. If a destination is configured in the Job Queue, the notification displays that information, otherwise, the destination is blank.

- **Time submitted:** This column displays the time the job was submitted to the Queue.
- **Comment:** Customer comments, taken from the Comment field of the PlotWorks or PFS file.

To add or remove columns from the Job Queue window:

1. Click on the **View** menu
2. Select **Column Options**. The Column Options dialog box opens.

*Fig 3.7
Column
Options
dialog box*



3. Select check boxes for the columns you want Deselect check boxes for the columns you do not want.
4. Click **OK**.

To change a column width:

1. Place your cursor on the right-hand edge, next to the column heading, of the column you want to resize. The cursor will change to a vertical bar crossed by a double-arrow.
2. Press the left button on your mouse and drag the cursor until the column is the desired width.

You can autosize a column width by double-clicking on the right side of the column header. This makes the column the width of the column text. This may truncate the column heading.



A column can be removed from the Job Queue by reducing its size until it disappears. Restore the column from within the Column Options box described above.

To sort jobs in the Queue:

All columns can be sorted except for Job Size. Jobs are sorted in Ascending order (1, 2, 3...) by default. To sort files in Descending order (10, 9, 8...), click the desired column heading. Toggle between Ascending and Descending order by clicking the column heading.

When the Job Queue is closed, the current sort parameters are saved.



If you want to save a specific sort parameter, and you have more than one Job Queue open, close all other Queues first. Then close the Job Queue containing the sort parameters you want saved.

Job Queue Structure

During PlotWorks installation, a Queue directory was created. When a job is submitted to the Queue, the software creates a numbered subdirectory within the Queue directory. The job ticket, image files, and information files are copied to this subdirectory.

The Queue directory contains a database file called QUEUE.QUE. This file contains a record of every job submitted to the Queue directory. The Job Queue window displays information from the QUEUE.QUE file. When jobs are added, edited, or deleted from the Queue, this information is updated in the QUEUE.QUE file.

Setting up the Job Queue

Open an Existing Job Queue



If using more than one Job Queue, you can open a different Queue from within the Job Queue program.

1. Click **Open Queue**. The Select Queue Directory to open dialog box appears.

*Fig 3.8
The Select
Queue
Directory
To Open
dialog box*



2. Select the appropriate Queue Directory.
3. Click **OK**.



When a new job enters an open minimized Job Queue, the icon on the Windows task bar becomes highlighted (usually blue).

Create a New Job Queue

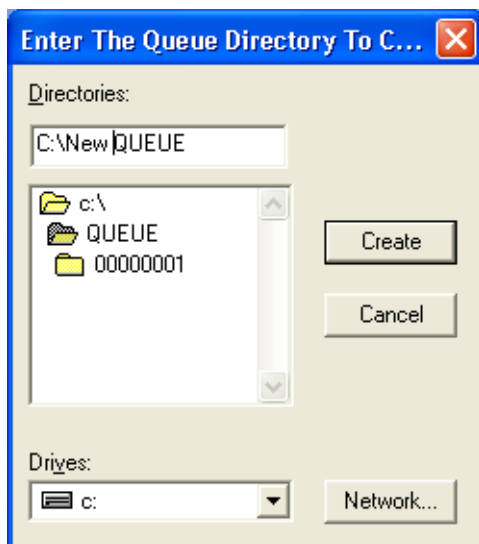
When you installed PlotWorks, you were prompted to create a Queue directory. All PlotWorks components center around this Queue. You can use multiple Job Queues. You create a new Queue from an existing Job Queue window.

If the QUEUE.QUE file (the queue database) does not exist or cannot be found, you are prompted to create it when the Job Queue is opened for the first time.

To create a new Queue:

1. Click on the **File** menu.
2. Select **New Queue Directory**. The Enter The Queue Directory To Create dialog box opens.

*Fig 3.9
The Enter
The Queue
Directory
To Create
dialog box*



3. Select the directory you want to use for your Queue directory. Or, enter the path for a directory you want to create.
4. Click **Create**.

The title bar of the Job Queue window displays the name of the new Queue directory.



If using multiple Job Queues, connect Network Polling (if used), Job Processor (if needed), and Printer Interface(s) to the appropriate Queue directories.

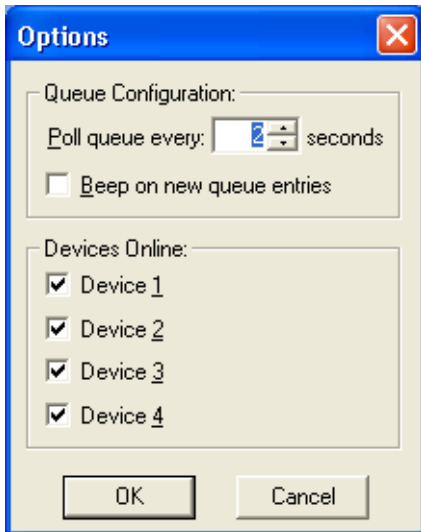
Set Queue Options

The Options dialog box is used to set Job Queue polling and printing configurations.

To set Queue options:

1. Click on the **Setup** menu.
2. Select **Options**. The Options dialog box opens.

Fig 3.10
The
Options
dialog box



3. Fill in the fields in the Options dialog box as follows:
 - **Poll queue every:** Enter how often the Queue should search the Job Directory for incoming jobs in this field.
 - **Beep on new queue entries:** Select this check box to sound an alert when new jobs arrive in the Queue. The default sound is a beep. To select a different sound, open the Windows Control Panel, select Sounds and Audio Devices, click on the Sound tab, navigate to PlotWorks from the Program Events select box, and click on JobReceived. Then select a sound from the Sounds drop down list.

Seven WAV files were installed with PlotWorks. These are named: chirp.wav, incomingjobx-cyborg.wav, incomingjobx-voice.wav, jobrecieved-cyborg.wav, jobrecieved-voice.wav, steamwhistle.wav, and sweep.wav.

- **Devices Online:** The Job Queue uses this setting to determine which devices are online. Select check boxes for devices connected to this Queue. The device numbers correspond to the number specified as Device Number, in the Printer Interface General Configuration dialog box, under Setup.

If the Job Queue cannot determine which devices are online, or if a device is specified as online but is not connected, then jobs can remain indefinitely in the Job Queue without printing or showing an error.

4. Click **OK**.
-

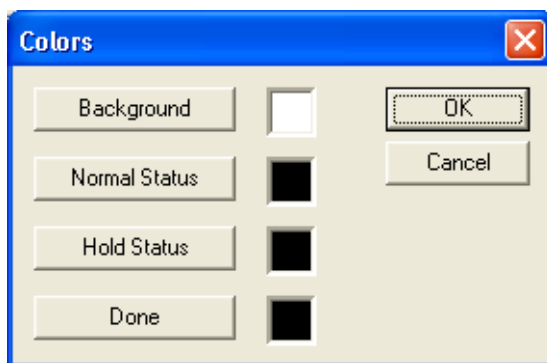
Select Queue Colors

The Color dialog box is used to choose a background color for the Job Queue window, and to select job status colors.

To select Colors:

1. Click on the **Setup** menu
2. Select **Colors**. The Colors dialog box opens.

*Fig 3.11
The Colors
dialog box*



3. Click on the **Background** button. The Color dialog box opens.

*Fig 3.12
The Color
dialog box*



4. Click on a color to select it. You can select from Basic Colors or Custom Colors. To select a custom color click on the Define Custom Colors button.
 5. Click on the **OK** button.
 6. Select colors for Normal Status, Hold Status and Done similarly by clicking on their appropriate buttons. PLP suggests that you select the following colors for these values:
 - **Normal Status:** Green
 - **Hold Status:** Yellow
 - **Done:** Red
 7. After selecting the desired colors, click **OK**.
-

Working with Jobs in the Queue

Importing Jobs

Jobs created on the Client or Remote Module that are saved on a floppy disk, or CD can be imported into the Job Queue. These jobs have a .PWJ extension and are called *parameter files*.



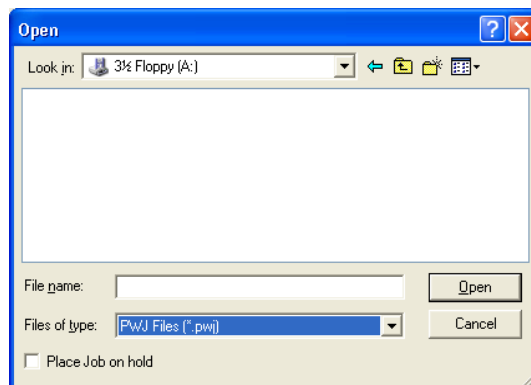
ZIP and CD-RW drives cannot be installed on the same computer as the PlotWorks Server. Therefore if your .PWJ job exists on a CD-RW or ZIP disk you can add it to the Job Queue via another computer, containing a ZIP or CD-RW drive, on your network.

To import a job (from a directory, CD, or floppy disk):



1. If applicable, insert the CD or floppy disk containing the job into the appropriate drive.
2. Click **Import Job**. The Select Parameter File to Import dialog box displays.

*Fig 3.13
The Select
Parameter
File to
Import
dialog box*



3. Select the desired parameter file (it has a .PWJ extension) and click **Open**.
4. Click **Done** when the import finishes, unless you want to import additional files.

Importing a DOS Job from a Floppy Disk

To import a job created on a Remote DOS Module:

1. From the **File** menu, select **Import DOS Job**. The Import DOS Job From Floppy Disk dialog box opens.
2. Select the radio button for your disk drive.
3. Select the check box labeled Hold Job to place if you wish to place the job on Hold.

4. Click **OK**. If the job spans more than one disk, you are prompted for the next disk. Insert the next disk and click **Next** to continue.
5. Click **Done**.



When moving a job from one Queue to another, the job moved retains the job number in the Description/Company/Project field, assigned in the first Job Queue window. If a job in the second Queue has the same file number, the new job would overwrite the existing job.



See also: “The Job Grid Columns” on page 4-12, “Changing Print Parameters” on page 4-15, and “Viewing Image Files” on page 4-111.

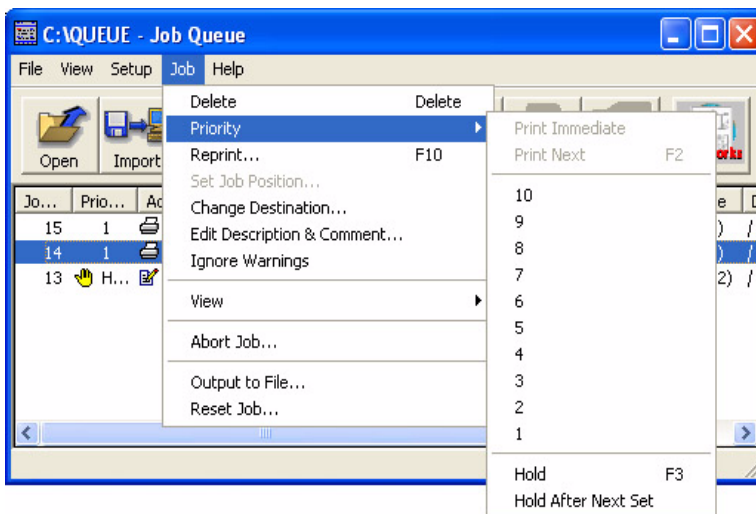
Prioritize Jobs (Automatic Printing)

Every job that enters the Queue is assigned a priority. This priority determines the order in which jobs are printed.

To set a job priority:

1. Right click on the job you wish to set a priority for. You can also open the Priority menu from the Job menu.
2. Select **Priority** from the right click menu. The Priority menu displays.

*Fig 3.14
The Job
Queue
Priority
menu
opened
from the
Job menu.*



3. Select a priority. Jobs are printed in the following order:
 - **Print Immediate:**
 - **Interrupted jobs:**

- **Print Next:**
- **Copy:**
- **10-1:**
- **Hold:**
- **Hold After Next Set:**

See page 3-6 for a detailed description of each Priority menu choice.

Put Jobs on Hold

You can put any job in the Queue on hold to prevent it from printing automatically. Three hold options are available:

To abort a job that is printing:



1. Right-click on the job.
2. Select **Abort Job**. The job is put on pending hold. A white pending hold icon appears in the Priority column and the job stops printing. Any partially printed media is ejected. The icon then turns yellow.

To put a job on hold:



1. Select the job you want to hold.
2. Click **Hold**.



The job is put on hold. A yellow hold icon appears in the Priority column. If the job is already printing, it is put on hold after the current sheet has left the printer.

To hold after the current set has printed:

1. Right click on the job.
2. Select **Priority** from the right click menu.
3. Select **Hold After Next Set**. The job is put on hold as after the current set leaves the printer. The hold icon appears in the Priority column.

To print a job on hold:

1. Right click on the job.
2. Select **Priority** from the right click menu.
3. Choose a priority for the job. The job will resume printing where it left off.

The Job Editor and Network Polling can be set to submit jobs on hold. These jobs appear in the Queue with a Hold icon and will not print until their priorities are changed. This feature is useful for printing some jobs manually while the rest are printed automatically.

Process Jobs

The Job Processor needs to be set up to automatically process jobs for printing.

To set up the Job Processor:

1. Open the Job Processor.
2. Click on the **File** menu.
3. Select **Connect to Queue** (or press **Ctrl + O**).
4. Select the Queue directory from which to process jobs and click **OK**.
5. Open the **File** menu and select **Start Processing** to begin automatic processing.
6. Click the minimize button in the top right corner of the Job Processor window. The Job Processor is still minimized and running.



If you exit the Job Processor program, the software cannot process and print jobs that enter the Queue.

Printing Jobs Manually

PlotWorks can be configured for manual printing. When the Printer Interface is in Manual mode, only jobs with a priority of Print Next or Print Immediate are printed. (See page 8-3 for more information on manual printing.)

To print a job in the Queue manually:



1. In the Queue, select the job you want to print.
2. Click **Print Next**.

Interrupting a Job to Print Another Immediately

You can interrupt large print jobs to print a rush job or make a copy and then continue printing the original job.



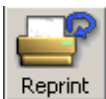
1. Select the job you want to print immediately.
2. Click the **Print Immediate** or **NOW!** button. A dialog box opens.
3. Click **OK** to interrupt the job currently printing. This causes:
 - The sheet currently in the printer finishes printing
 - The original job is put in “Interrupt” mode.
 - The “Print Immediate” job begins printing.
 - The Printer Interface printer diagram displays red lines to indicate that the job being printed interrupted another job.

- The Print Status window, displays both jobs including their current job status
- When the urgent job finishes printing, the interrupted job resumes printing.

Reprint a Job

You can reprint a job that was printed previously. You can start the reprint from any set or sheet in the job.

To reprint a job:



1. Select the job to reprint.
2. Click **Reprint**.
3. Fill in the fields in the Reprint Job dialog box as follows:
 - **Select where to begin printing:** Select this box to start printing from a specific file or set in the job and then specify where to start using the following options.
 - **Set:** Enter the number of the set from which to start printing.
 - **Image:** Enter the number of the image from which to start printing.
 - **Copy:** Enter the number of the copy from which to start printing.
 - **Page:** Enter the number of the page from which to start printing.
 - **Number of sets:** Enter the total number of *complete* sets to print.
 - **Job Priority:** Enter the printing priority of the job.
 - **Device:** Select the number of the printer to use for the job.
 - **Reverse standard print order:** Select this option to reverse the print order.
 - **Use set memory:** (OCE 9800, Xerox MAX 200 and the 8180 only) Set memory allows the job request to be sent to the set memory of a printer instead of sending each set over again.
4. Click **OK**. The job is printed according to the priority defined in step 3.

Delete a Job from the Queue

The **Delete** command removes a job from the Queue and sends it to the Windows Recycle Bin. You cannot delete a job while it is being processed, printed, or edited. To stop a job once it has begun printing, use the Hold, Hold After Next Set, or Abort Job options. See “Select a priority. Jobs are printed in the following order:” on page 3-16.

**To delete a job:**

1. Select the job to delete.
2. Click **Delete**.
3. Click **Yes** to confirm the deletion. The job directory and all of its contents are deleted from the Queue directory.



*When you delete jobs from the Queue, they are sent to the Windows Recycle bin where they can be permanently deleted or restored to the Job Queue (using the drag-and-drop method). If you want the files removed permanently, hold down the **Shift** key and press **Delete**.*

Saving Jobs from the Queue to a different location

You can save jobs from the Queue onto your hard drive, a removable disk drive, or a network location. To save a job to a different location, drag and drop the job from the Queue to the desired location in Windows Explorer. The Job Queue saves the image files, parameter file, and any information files in the selected location.

Output to File

The Output to File option is used to save a file as a TIFF or PDF file. It can also be used to create multi-page TIFF or PDF files and change other file properties.



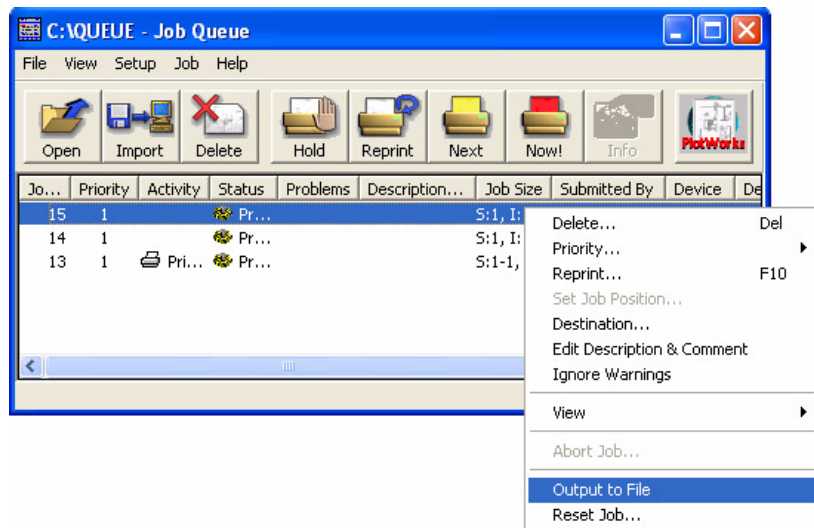
To save a file as a PDF it is necessary to have purchased and installed the PDF Option

All pen settings, macros, sizes and other print parameters assigned to each file in the job is saved in the converted file.

To Output to File follow the instructions below:

1. Ensure the job you wish to Output to File is listed in the Job Queue window.
2. Right click on the job. The right click menu displays. (The Output to File option is also available from the **Job** menu.)

*Fig 3.15
Output to
File
selected
from the
Job Queue
right click
menu*



3. Click on **Output to File**. The Job Editor will open listing all the files in the job. The Output to File dialog box will also open.
4. Select options from this dialog box. More detailed information is available on Page 4-94 under "Output to File".
5. Click on the **OK** button

If the ARU file support option is enabled, ARU logs are created for the Output to File function. Information collected by the Output to File function is stored in the ARUPublisher.log file.

Logs and Reports

Processing Log

The Processing Log displays processing information about the selected job, including any warnings or error messages received during processing.

To view the Processing Log:

1. Right click on the job.
2. Select **View**.
3. Select **Processing Log**. The log file opens in Windows Notepad.
4. Close the log file by selecting **Exit** from the **File** menu in Notepad when you are done.

Printing and Print to File Logs

The Printing Log displays printing information about the selected job. Information on printed jobs is written to a log file called ARU<printer>.LOG. Where <printer> is replaced with the name of your printer. This log includes all fields defined in the ARU log definition in comma-delimited format (see “Producing a Job Report” on page 10-1).

The Print to File log contains the same information as the printing log except for media type and "OUTPUT_DEVICE" information as these don't apply here. The "FINAL_XSIZE" and "FINAL_YSIZE" fields reflect the size set in the "Output Setup" field not the final printed paper size. Information collected by the Output to File function is stored in the ARUPublisher.log file

To view the Printing Log:

1. Right click on the job.
2. Select **View**.
3. Select **Printing Log**. The log file opens in Windows Notepad.
4. Close the log file by selecting **Exit** from the **File** menu in Notepad when you are done.

Media/Capabilities Log

The Media/Capabilities Log displays media errors (such as “Media Out,” “Invalid Size,” etc.) that might have occurred while printing.



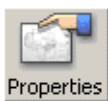
*If Devices Online selections are not made in the **Setup Options** menu, Media/Capabilities warning messages do not display in the Problems column of the Job Queue.*

To view the Media Log:

1. Right click on the job.
2. Select **View**.
3. Select **Media/Capabilities Log**. The log file opens in Windows Notepad.
4. Close the log file by selecting **Exit** from the **File** menu in Notepad when you are done.

Job Information

If the print job was submitted with a job information (.INF) file, you can view this file from the Job Queue in the Job Information log.

**To view the job information (.INF) file:**

1. Right click on the job.
2. Select **View**.
3. Select **Job Information**. The INF file opens in Windows Notepad.
4. Close the log file by selecting **Exit** from the **File** menu in Notepad when you are done. See also: “Send a Special Instruction File” on page 4-120.

Job Order

If the print job was submitted with a job order file, you can view this file from the Job Queue.

1. Right click on the job.
 2. Select **View**.
 3. Select **Job Order**. The job order opens in Windows Notepad.
 4. Close the log file by selecting **Exit** from the **File** menu in Notepad when you are done.
-

Troubleshooting

Rebuild the Queue

If the Queue database becomes corrupt, you can repair and recreate it.

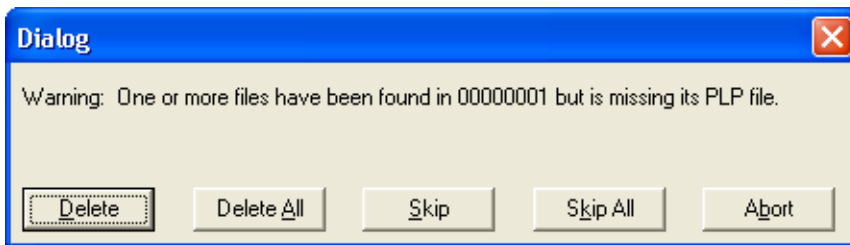


Some information might be lost if the data is corrupt.

To rebuild the Queue:

1. Close all other PlotWorks programs except the Job Queue.
2. Open the **File** menu
3. Select **Rebuild Queue**.
4. A warning box confirms that you want to rebuild the Queue. Click **Yes** to continue.
5. If the rebuild function detects any problems with a job(s) in the queue, a dialog box displays to alert you.

Fig 3.16
Dialog box
warning



6. Select one of the following options:
 - To delete the indicated job or file, click **Delete**.
 - To delete all jobs with problems, click **Delete All**.
 - To skip the displayed job and leave it in the Queue, click **Skip**.
 - To skip the all jobs with problems and leave them in the Queue, click **Skip All**.
 - To change your mind about rebuilding the Queue, click **Abort**.

When you rebuild the Job Queue, the original Queue database (QUEUE.QUE) is renamed and saved as BACKUP.QUE. The software then creates a new Queue database by combining the information in BACKUP.QUE with the actual job data contained in the Queue directory.



If the software finds a job in the Queue directory that is not listed in the BACKUP.QUE, it adds the job to the new Queue database. Some job information, such as the priority, device number, destination, status, problems, and administrative information will be lost .

Reset the Activity Field for a Job

The Reset Job feature is useful when system errors cause the Activity field to display incorrect information. For example, if you experience a power failure while a job is processing, the Activity field will show the processing icon although the job is no longer being processed.

To reset jobs:

1. Right click on the job.
2. Select **Reset Job**.
3. Click **OK** to confirm your selection. The Activity field returns to an idle (blank) setting.

