

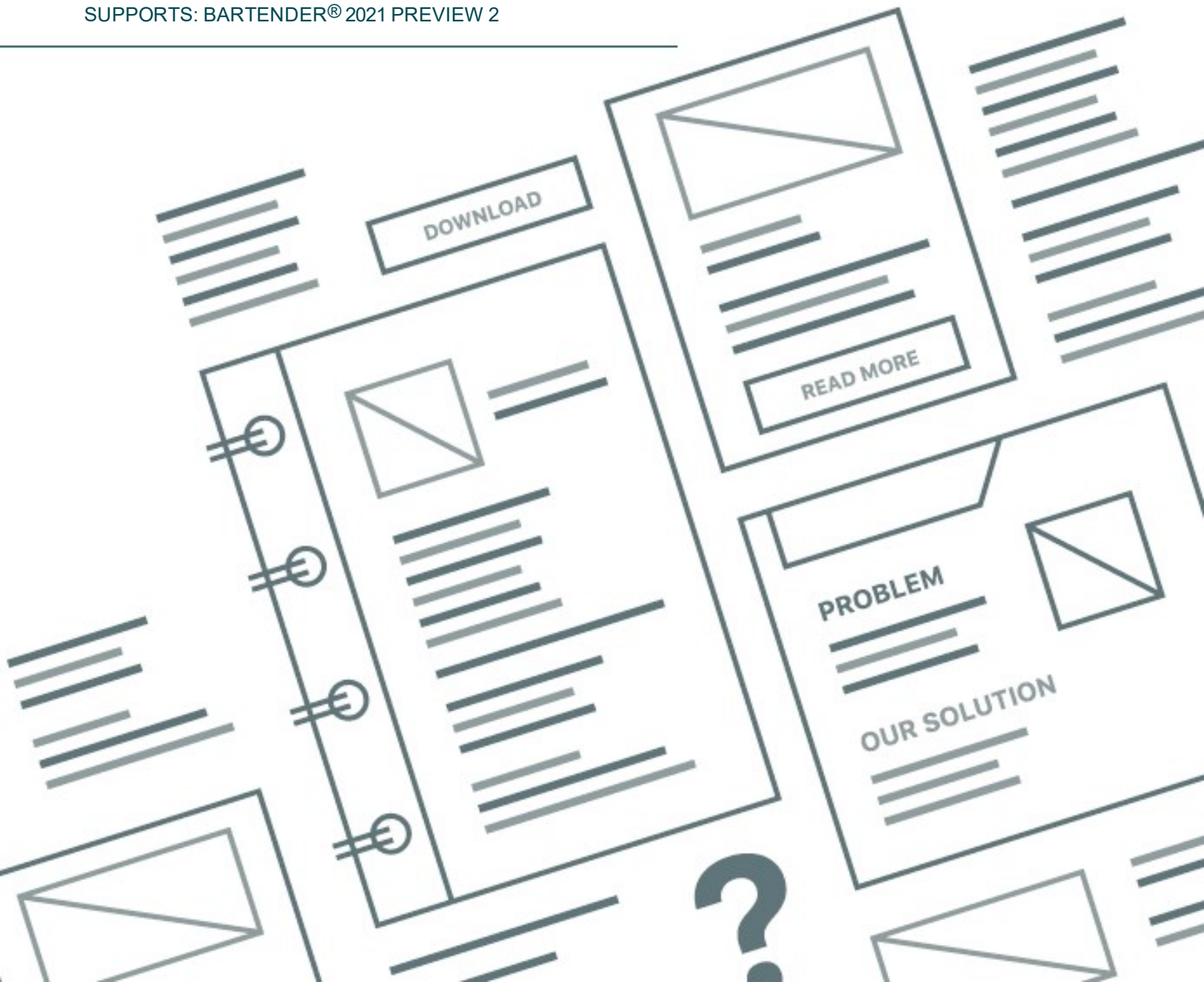
# BarTender Print Portal

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WEB-BASED SOFTWARE FOR PRINTING  
BARTENDER<sup>®</sup> DOCUMENTS

SUPPORTS: BARTENDER<sup>®</sup> 2021 PREVIEW 2

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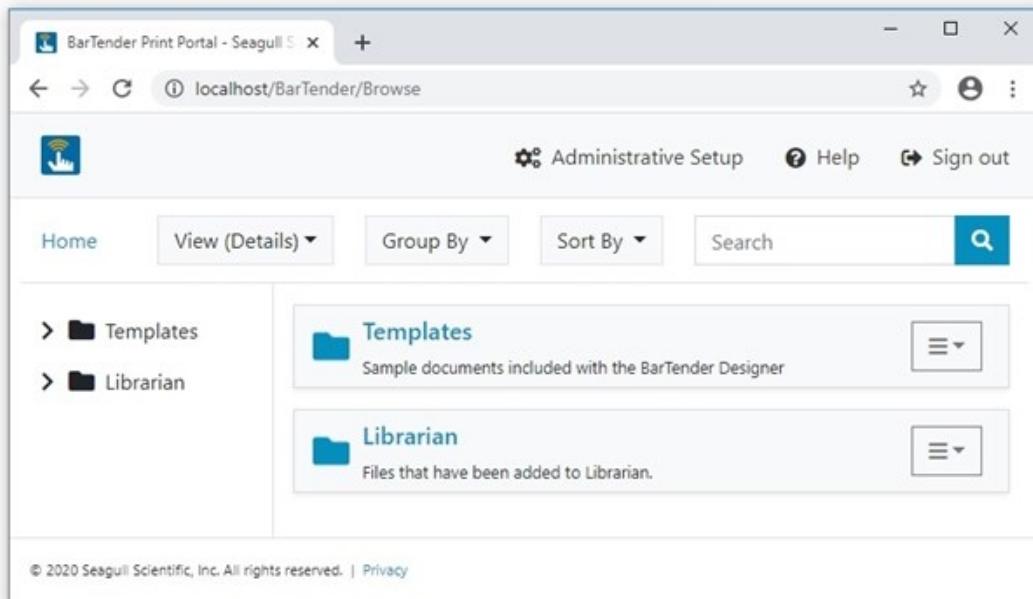
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## Overview

BarTender Print Portal is a web-based application that provides an interface that makes it quick and easy to locate and print BarTender documents. Because Print Portal runs on a web server, you can use it to access BarTender documents from any computer that is connected to the Internet. Users can print documents by browsing to a web page that is hosted by a server that has BarTender installed.

By using the built-in security measures, administrators can require users to log on to the site and can assign user permissions that grant access to specific root folders on the server to specific users and groups. The intuitive interface makes it easy for users to quickly locate the document that they need to print and to send it to the printer with a single click.



In versions of BarTender that are earlier than BarTender 2016, this application was called Web Print Server (WPS).

## Installing Print Portal

When you install Print Portal, consider the following installation requirements:

- BarTender and Print Portal must be installed on your web server.
- Microsoft Internet Information Services (IIS) must be installed. The BarTender installer automatically installs this component.

Print Portal supports all web browsers and all versions of Windows that are supported by Microsoft.

Print Portal is included in the BarTender installation package, but it is an optional component and is not automatically installed.

For detailed instructions about how to install BarTender, the BarTender System Database or printer drivers, refer to the "Getting Started with BarTender" topic in the BarTender help system.

### Configuring Your Installation

#### IIS\_WEBPRINT Account Permissions

An IIS\_WEBPRINT user account is required to run BarTender and to access local and network printers. This account is automatically created by the BarTender installer when you install Print Portal. By default, this account is assigned administrative security permissions, so it can control access to BarTender, local and network printers, and documents on the hosted web service site. Depending on your environment, you might want to modify these default settings.

#### Site Administration

You can specify the Print Portal configuration settings by using the **Administrative Setup** page. Use this page to add and configure access to the root folders that contain the BarTender documents, to configure client print settings, and to enable authentication and other security settings. You can access this page by using the following URL:

<http://localhost/BarTender/Settings>

#### BarTender Documents

The Print Portal **Home** page displays the root folders, which are specified on the **Administrative Setup** page and which display the documents that are available for previewing and printing, including a variety of sample documents. If you are using Librarian, the folders and documents that are stored there are also displayed on the **Home** page.

You can access the **Home** page by using the following URL:

<http://localhost/BarTender/Browse>

You can remove, modify, or add to the installed sample documents, and changes that you make to the Librarian repository are shown on the **Home** page. You can also create new root folders by adding the folders to the following directory:

C:\inetpub\wwwroot\BarTender\wwwroot

Then, use the **Root Folders** property page of the **Administrative Setup** page to add the new folders to Print Portal.

The screenshot shows the 'Root Folders' configuration page in the BarTender software. At the top, there are three tabs: 'Root Folders' (selected), 'Client Printing', and 'Advanced'. The page is divided into two main sections: 'Root Folders List' on the left and 'Details' on the right.

**Root Folders List:** A vertical list of folders is shown. 'Templates' is at the top, and 'Librarian' is selected and highlighted in grey. Below the list are four icons: a folder with a plus sign, a folder, an up arrow, and a down arrow.

**Details:** This section contains several input fields and buttons:

- Name:** A text box containing 'Librarian'.
- Location:** A text box containing 'lib://' with a blue 'Browse' button to its right.
- Details:** A large text area containing the text 'Files that have been added to Librarian.'
- File Filter:** A text box containing '\*.btw'.
- Save:** A large blue button located at the bottom right of the details section.

At the bottom of the page, there is a copyright notice: '© 2020 Seagull Scientific, Inc. All rights reserved. | Privacy' and a logo for 'Powered by BarTender BY SEAGULL SCIENTIFIC'.

## Supported Printing Technologies

By using Print Portal, anyone can print BarTender documents remotely, no matter what kind of device, operating system, or Internet browser is being used.

### ***BarTender Client Print Service***

The BarTender Client Print service is a Windows-based service that is designed by Seagull Scientific. By installing this service on any Windows device, users can print to any printer that is connected to their device.

The first time that client users use Print Portal to print a document, they are prompted to install the Client Print service. After the service is installed, users can send print jobs to the client printer and any other shared printers on Print Portal.

Driverless printing is also supported. This means that when a printer is connected to the client device but the Print Portal server does not have a driver installed for that printer, the server can still stream a printable file to the client printer without using the driver.

## Security

Whether you're a small business or a huge enterprise, it's important to protect your BarTender documents and printing environment. When you use Print Portal, you can implement many security methods to ensure that every user has the appropriate access to document folders and administrative settings.

### User Authentication and Administrative Security



To use authentication securely, we strongly recommend that your system use the HTTPS protocol. This requires that a security certificate and HTTPS binding are configured for the Print Portal website in IIS.

As an administrator, you can configure Print Portal so that users must log on by using their Windows accounts. To do this, you must enable security and configure permissions in Administration Console and also enable authentication on the **Administrative Setup** page of Print Portal.

When you enable authentication, user access to Print Portal and the **Administrative Setup** page is determined by the user permissions that are configured in Administration Console, as follows:

- Users who have the **Run** permission can access the main Print Portal window and can browse for and then print documents.
- Users who have the **Administer** permission can access and modify settings on the **Administrative Setup** page.

For more information about how to configure user permissions in Administration Console, refer to the "Defining User Permissions" topic in the BarTender help system.

Action	Allow	Deny
<b>BarTender Print Portal</b>		
Run	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administer	<input type="checkbox"/>	<input type="checkbox"/>
<b>History Explorer</b>		
Run	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administer	<input type="checkbox"/>	<input type="checkbox"/>
Export View	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reprint	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Configuring Single Sign-On (SSO)

### Enabling Windows Authentication

You can configure Print Portal to automatically sign users on by using their Windows credentials. To do this, first make sure that the Windows Authentication Internet Information Services (IIS) feature is enabled in Windows. Then, in IIS, turn off Anonymous Authentication and enable Windows Authentication for the Print Portal website.

For security reasons, the Windows Authentication feature in IIS is turned off by default. To enable this feature, follow these steps in Windows:

1. In Control Panel, click **Programs**, and then click **Turn Windows features on or off** to open the **Windows Features** dialog.
2. In the **Windows Features** dialog, expand **Internet Information Services**, expand **World Wide Web Services**, expand **Security**, and then click to select the **Windows Authentication** check box.
3. Click **OK**.

After you enable Windows Authentication, open the IIS Management Console, locate the Print Portal website, and then double-click to display the authentication settings. Set **Anonymous Authentication** to **Disabled**, and set **Windows Authentication** to **Enabled**.



If you are using Mozilla Firefox as your browser, you need to make a configuration change to automatically pass Windows credentials. For more information, visit the following website:

<https://docs.secureauth.com/display/KBA/Enable+Integrated+Windows+Authentication+%28IWA%29+in+Mozilla+Firefox>

### Using Active Directory

Print Portal also supports Active Directory Federation Services (AD FS) integration as an SSO solution. To configure this, use the following procedures:

In the AD FS Management snap-in for the Microsoft Management Console, add a new relying party trust. To do this, use the Add Relying Party Trust wizard to configure the following settings:

1. Click to select the **Enter data about the relying party manually** option and make sure that token encryption is not specified.
2. Click to select the **Enable support for the WS-Federation Passive protocol** check box, and then enter the root URL of Print Portal as the relying party protocol URL.
3. Click to select the **Open the Edit Claim Rules dialog for this relying party trust when the wizard closes** check box, close the wizard, and then add a claim rule to transform the SAM-Account-Name LDAP attribute to the Name ID claim.



In Print Portal, follow these steps:

1. Stop the application pool.
2. Make sure that the website is configured to use an HTTPS binding. An HTTP binding will not work.
3. Edit the application's config.xml file.
4. In the Authentication node, make sure that **Enabled** is set to "true", and then change **Mode** to "ADFS".
5. Provide the metadata address that corresponds to the ADFS server.
6. Enter the root Print Portal URL in the **RelyingPartyURL** field. This URL must exactly match the URL that you configured in the AD FS Add Relying Party Trust wizard.
7. Start the application pool.

For more information, visit the following Microsoft website:

<https://docs.microsoft.com/en-us/aspnet/core/security/authentication/ws-federation?view=aspnetcore-2.2>

### Root Folder Visibility

After you enable authentication for Print Portal, you can additionally secure a specific set of documents by limiting the visibility of the root folder that contains them to only specific users or groups. Any user or group that is not specifically granted visibility to the folder cannot see the folder in the document browser and therefore cannot print the documents in the folder. We strongly recommend that you make sure that all sensitive documents are saved to the secured root folders.

To configure root folder visibility, use the **Root Folders** property page of the **Administrative Setup** page in Print Portal. For more information, refer to the Print Portal help system.

The screenshot shows a configuration window titled "Visibility". It contains two radio button options: "Visible to all users" (unselected) and "Visible to selected users and groups (if authentication is enabled)" (selected). Below these options is a list box containing one entry: "John Smith" with a user icon to its left. At the bottom of the list box are two buttons: one with a plus sign and a user icon, and another with a minus sign and a user icon.

## Printing Documents

Printing documents by using Print Portal is as easy as locating the document and then clicking it. When you do this, the **Print** page opens, which you can use to change the printer, specify the number of copies to print, and view a print preview before you print the document.

The screenshot shows the 'Print' interface. At the top, the printer is set to 'PDF' and the number of copies is '1'. Below this are 'Cancel', 'Preview', and 'Print' buttons. The main content area displays a master label for 'Master\_Pack\_Landscape' with the following details:

<b>FROM</b> XYZ Company, Inc. 6555 W. Good Hope Dr. Milwaukee, WI 53201	<b>TO</b> Caterpillar Inc. 100 Tractor Drive East Peoria, IL 61630 <b>16NN-51-09</b>	<b>MASTER LABEL</b>
<b>PART # CUST (P)</b> 1234545 	 210000 <b>QUANTITY (Q)</b>	<b>COUNTRY OF ORIGIN</b> <b>US</b>
<b>SPLR CODE (V)</b> J0759Y0 	 XAXR97298 <b>EC#</b>	<b>LOT # SPLR SLED</b> A1B2C3D4E5 <b>05</b>

After you start a print job, Print Portal displays any data entry forms and record selection dialogs that are defined in the document. This means that users can enter data or search a database for specific records at print time.

All modern browsers on Windows, Mac, Linux, and Android operating systems are fully supported for user-based printing, including Microsoft Edge, Google Chrome, Mozilla Firefox, and Apple Safari. The BarTender web applications are designed to use technologies that are widely supported on mobile devices. Print Portal has been tested with a variety of tablets and smart phones to ensure that you can seamlessly access your documents from any device.

## Using Librarian with Print Portal

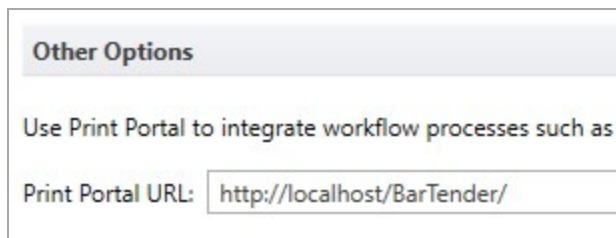
Librarian is the BarTender Suite companion application that provides a content management system for your BarTender documents. When you use Librarian, you create a revision history for your documents that tracks all the changes to the document design and all the user comments that accompany each revision. You can also configure workflows for documents that are stored in Librarian so that you can easily manage a document's status as it moves from first draft to final published state.



When documents are assigned to a workflow, only those documents that are in a Production state are visible on the Print Portal **Home** page. This includes documents for which the **Set as production (published)** option is selected in the workflow.

When you integrate Print Portal with Librarian, the revision history and Production workflow states (if any) that are stored in Librarian are exposed in Print Portal, so Print Portal users can verify the document version, compare revisions, add revision comments, and move a document to its next workflow state as needed. Any changes that are made in Print Portal (such as adding a comment or changing a workflow state) are immediately reflected in Librarian, and vice versa. To perform these Librarian functions on the client requires only the web browser, which reduces or eliminates the need to install a full version of BarTender.



To integrate Print Portal with Librarian, enter the Print Portal URL under **Other Options** on the **Librarian Setup** page in Administration Console, as shown.

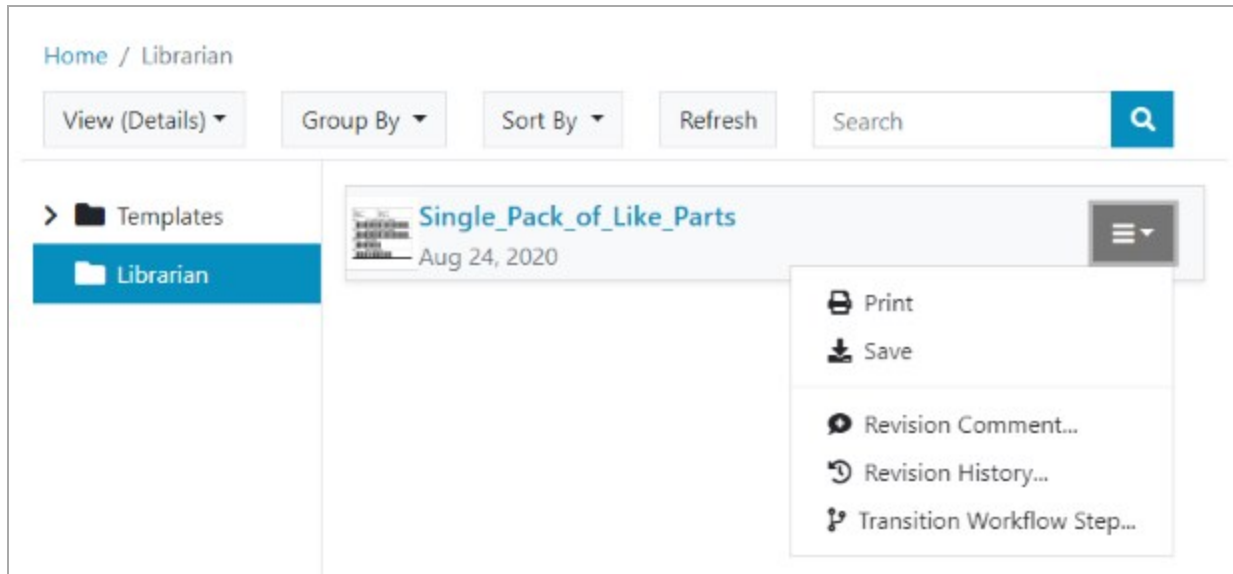


Other Options

Use Print Portal to integrate workflow processes such as

Print Portal URL:

To access revision history and workflow options for a document that is stored in the Librarian root folder, first locate the document in the document selection pane of the Print Portal **Home** page, make sure that **View (Details)** is selected so that the  icon is displayed for the document, and then click  for the document that you want.



The following options are available:

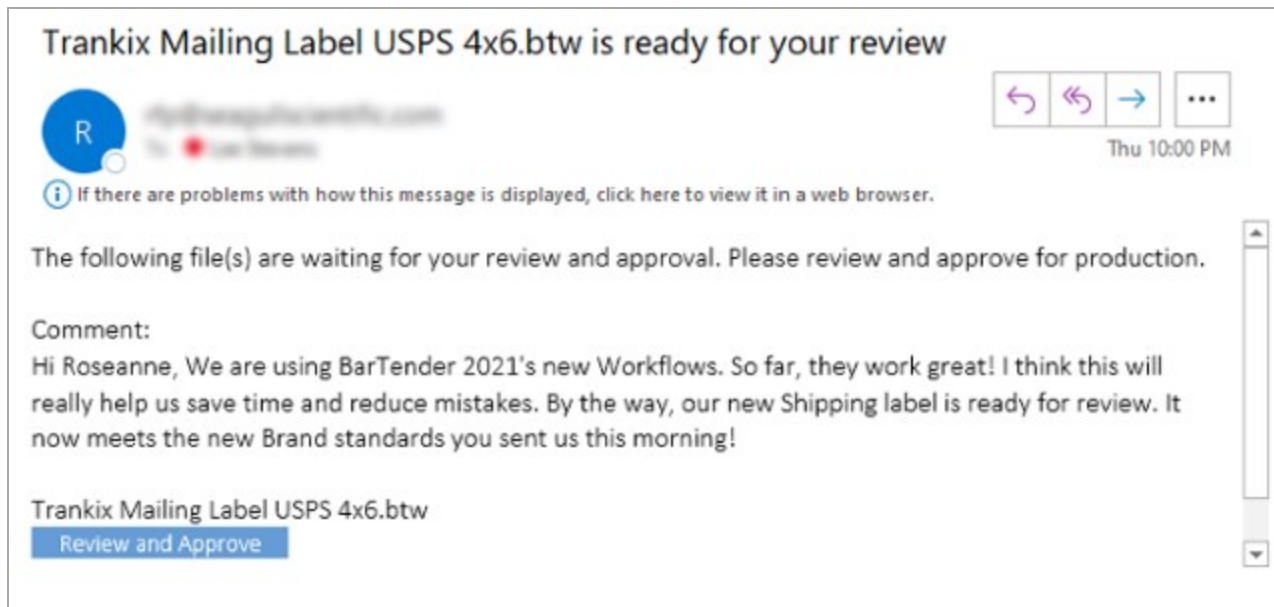
- **Print:** Opens the **Print** page so that you can preview and print the document.
  - **Save:** Downloads the document to the local computer.
- 
- **Revision Comment:** Opens the **Revision Comment** dialog, which you can use to add a comment to the selected document revision.
  - **Revision History:** Opens the **Revision History** page, which you can use to view and compare different versions of the selected document.
  - **Transition Workflow Step:** Opens the **Transition Workflow Step** dialog, which you can use (when you have the correct permissions) to change the workflow state for the selected document revision.



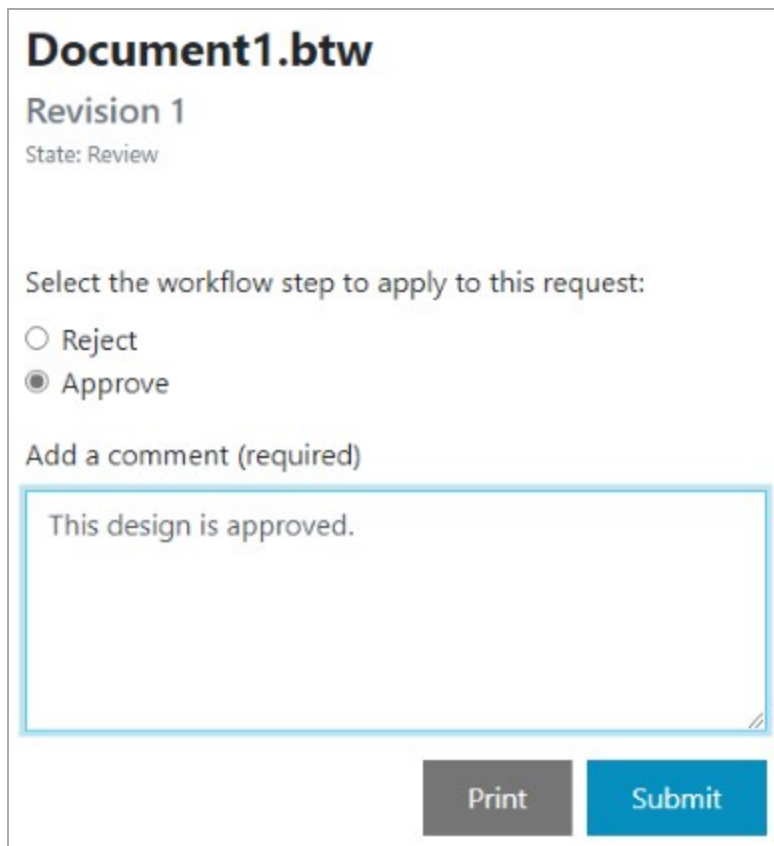
For more information about workflows, the Workflow Designer, and document revisions, refer to the "Librarian Setup" section of the Administration Console help system.

## **Reviewing and Approving Documents**

Your workflows can include review and approval processes that use email notifications to alert specified users and groups that documents are ready for their review. When you integrate Print Portal with Librarian, your email notification messages can include a **Review and Approve** button that links directly to Print Portal.



When your reviewers click the **Review and Approve** button, the BarTender document opens in Print Portal, where they can view the document and then reject or approve it.



When your reviewers select **Reject** or **Approve** and then click **Submit**, the document moves to the state that you configured in the workflow for the Reject or Approve transition.

## Automating Print Portal

The Print Portal REST API is provided to support your needs for Print Portal automation. By using automation, you can integrate Print Portal with other applications to programmatically complete many of the Print Portal functions.



A REST API is a software architectural style for acquiring and manipulating textual representations of the content of web resources. The Print Portal REST API represents data in JSON format, so data that is submitted and returned is in JSON format.

The Print Portal REST API makes it possible for you to automate the following tasks:

- Perform authentication
- List and enumerate root folders
- List and enumerate folders and files per root folder
- List and enumerate printers
- Print documents

Print Portal contains a REST API specification system called Swagger. Swagger can be considered a REST API help system that provides explanations for each function and an execution environment for testing requests. You can access Swagger by adding "swagger" after "BarTender" in the BarTender URL, as follows:

```
http://localhost/BarTender/swagger/
```

To help you get started with automating Print Portal, an automation tutorial is included in the Print Portal help system.

## Related Documentation

### Seagull Scientific BarTender 2021 Preview 2 Web Pages

- *BarTender 2021 Preview 2*  
<https://www.seagullscientific.com/support/preview-2/>
- *What's new in BarTender 2021 Preview 2*  
<https://www.seagullscientific.com/support/preview-2/whats-new-preview-2/>

### Other Resources

Please visit the BarTender website at <https://www.seagullscientific.com>.

