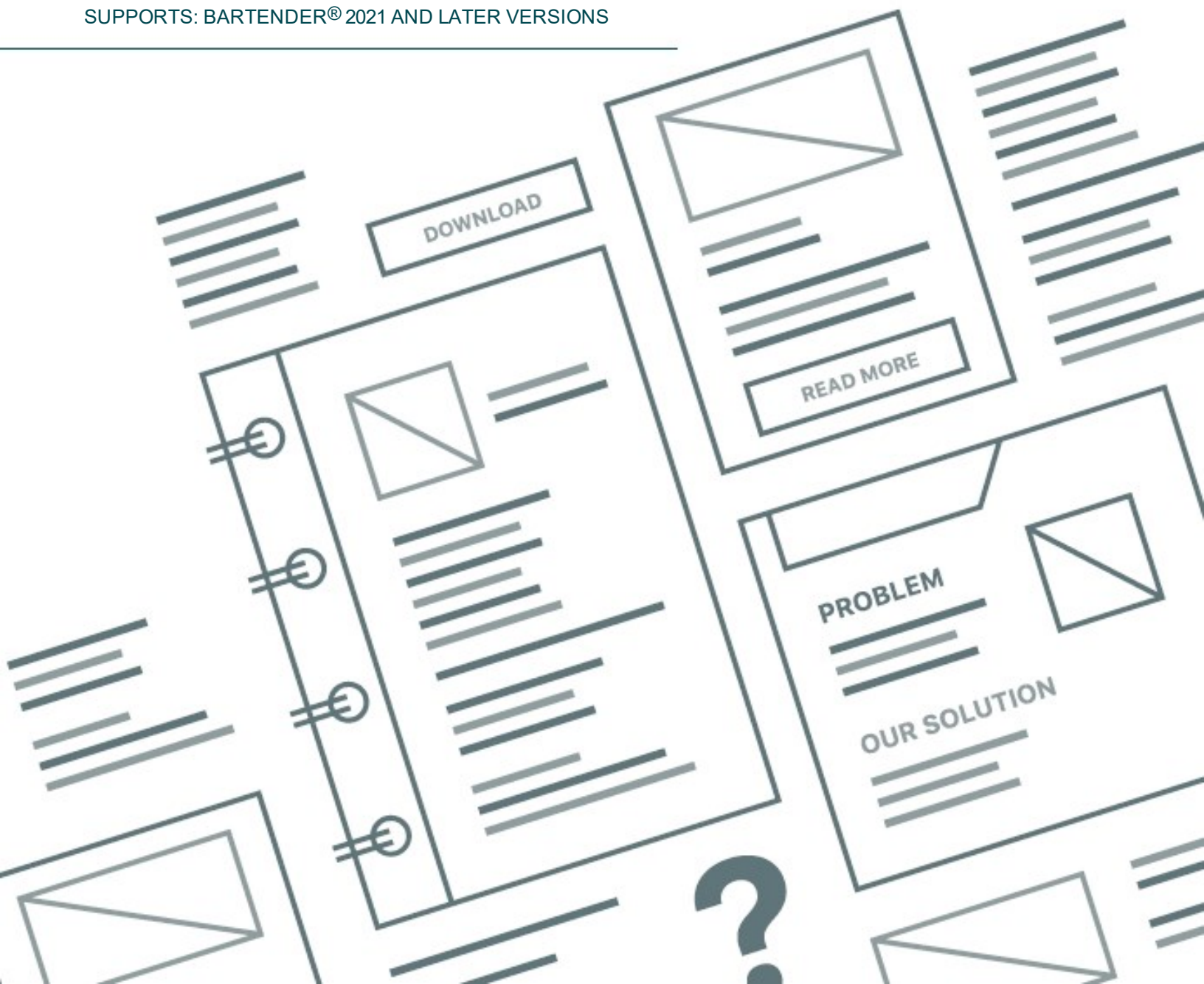


BarTender Administration Console

MANAGING BARTENDER[®] SECURITY, THE BARTENDER SYSTEM
DATABASE, INTEGRATIONS, LICENSES AND SERVICES

SUPPORTS: BARTENDER[®] 2021 AND LATER VERSIONS



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Overview

Administration Console provides a single location where administrators can control and configure administrative and system settings that affect all applications in the BarTender Suite. Whether you're setting up shared database connections, configuring a security solution for your company, deploying an integration, managing your BarTender license and printer usage, or managing Windows services, Administration Console is the one-stop application for all of your system-wide administrative settings.

Administration Console includes the following modules, which are listed in the application's left navigation pane:

- Printer Setup
- File Locations
- Database Connections
- Integrations
- Security
- Licensing
- System Database
- Email Servers
- Librarian Setup
- Windows Services

This document describes the functionality that these modules offer.

Printer Setup

Use the Printer Setup module to manage the printers that you want to be available to the applications in your BarTender Suite. By using the features in this module, you can do the following:

- View and manage all of the printers that are installed on your system
- Edit your printer properties and preferences
- Specify advanced driver settings
- Manage and configure default printers
- Specify printer redirection and failover settings to continue printing when the default printer is in an error state
- Specify the print technology to use (such as inkjet, thermal, laser, and so on) and resolution settings

Printer Setup

Use printer redirection and failover settings

Printers:

- Fax
- Microsoft Print to PDF
- Microsoft XPS Document Writer
- OneNote for Windows 10
- SATO CG208DT RFID**
- SATO CG208TT RFID

Printer: SATO CG208DT RFID [\[Set as default\]](#)

Status: Installed

Model: SATO CG208DT RFID

Port: COM1

Redirection and Failover Settings

You can redirect output from this printer to another printer when the printer is offline, in an error state

Prevent all usage of this printer

Failover under the following conditions:

- Print server is not accessible
- Printer is not installed
- Printer is in an error state
- Printer is offline
- Print queue is paused

Maximum redirections:

Effective sequence:

SATO CG208TT RFID

Redirect to:

For more information, refer to the [Printer Setup Page](#) topic in the BarTender help system.

File Locations

Use the File Locations module to view and manage the directories where various applications in the BarTender Suite store files, such as documents, images, process files, integration files, and printer and driver settings. You can configure default directories and back up all the settings and file locations to an external file for later use.

The screenshot shows the BarTender Administration Console interface. On the left is a navigation pane with the following items: Printer Setup, File Locations (highlighted), Database Connections, Integrations, Security, Licensing, System Database, Email Servers, Librarian Setup, and Windows Services. The main area is titled 'File Locations' and is divided into three sections: Folders, Configuration Files, and Backup and Restore.

Folders

File Type	Location
Background Pictures	«Pictures»
BarTender Documents	«Documents»\BarTender
BarTender Process Files	«Documents»\BarTender
BTXML Scripts	«Documents»\BarTender
Components	«Documents»\BarTender

Buttons: Change Location..., Reset to Default Location

Configuration Files

File Type	Location
Advanced Printer and Driver Settings	«Program Data»\Seag
License Server: Connection Settings	«Program Data»\Seag
Message Settings	«Program Data»\Seag
Page Setup: Custom Stocks	«Program Data»\Seag
Printer Code Templates: Print Systems	«Program Data»\Seag

Buttons: Change Location..., Reset to Default Location

Backup and Restore

You can use these features to save the list of locations to a file, or

Buttons: Backup Locations..., Restore Locations...

For more information, refer to the [File Locations Page](#) topic in the BarTender help system.

Database Connections

Use the Database Connections module to do the following:

- Add, modify, or remove named database connections
- Add, configure, or remove SAP IDoc definitions
- View the database drivers that are installed on your computer

Database Connections

Named database connections make it easy for you to use the same database connection among different BarTender documents, Process Builder process files, and Integration Builder integration files. A named database connection saves your connection properties and parameters so that you don't have to re-enter them every time you use them in a BarTender, Process Builder, or Integration Builder file. If the connection parameters change, you can edit them in one place rather than in each file that uses the connection.

Use the **Database Connections** page to add, modify, delete, rename, or clone a named database connection.

SAP IDoc Definitions

SAP™ (Systems, Applications, and Products in Data Processing) is an enterprise-scale, customizable workflow application that is produced by SAP AG of Frankfurt, Germany. It is designed to make it possible for unrelated third-party applications and incompatible databases to exchange information with each other in order to automate the core processes in a large business, including order processing, supply chain management, inventory management, order fulfillment, and customer service.

BarTender uses one of the SAP integration technologies, called IDocs, to print data from any of your company's SAP-connected databases onto your document.

Use the **SAP IDoc Definitions** page to add, remove, and configure SAP IDoc definition files. The definitions that you configure on this page are available when you want to connect to a database in BarTender Designer and other applications in the BarTender suite.

Data Providers

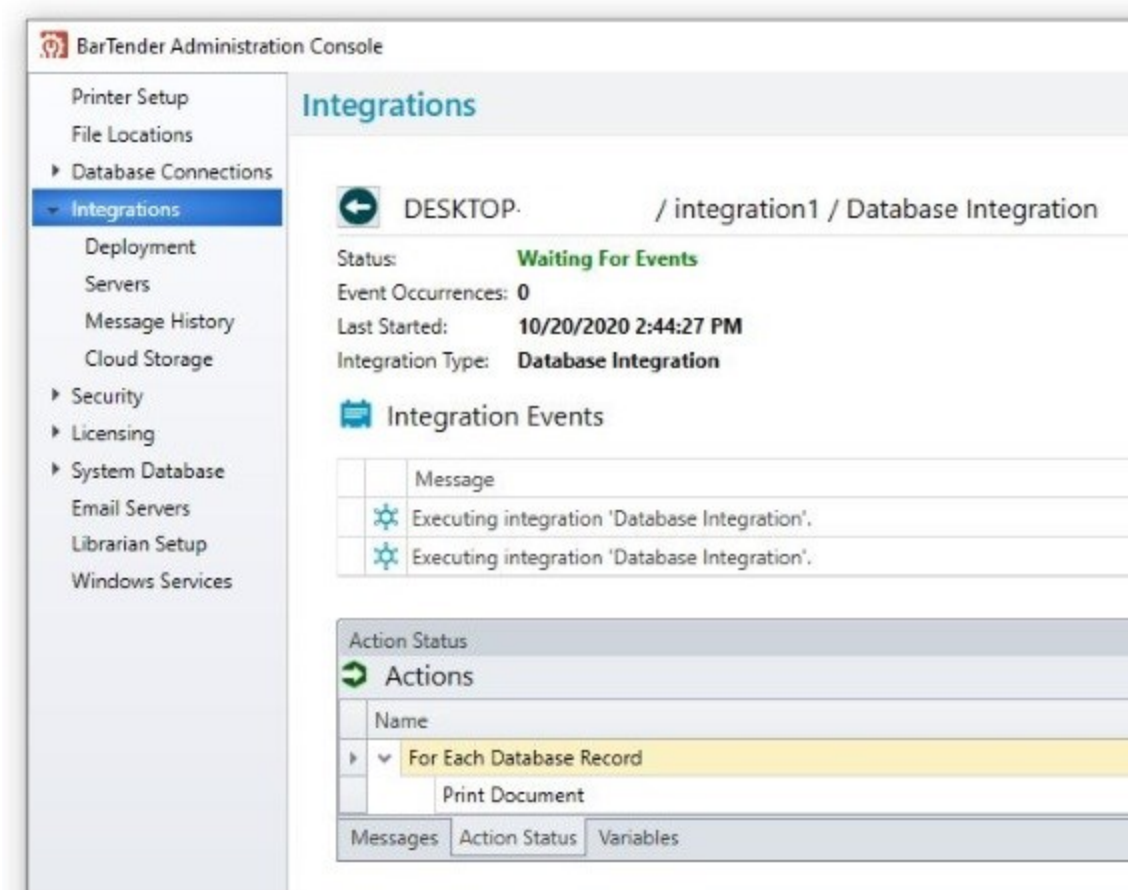
BarTender supports the following database driver types:

- ADO.NET
- Object Linking and Embedding Database (OLE DB)
- Open Database Connectivity (ODBC)

Use the **Data Providers** page to view detailed information about the database drivers that are installed on your system.

Integrations

As an administrator, you can use the **Integrations** module of Administration Console to update, deploy and monitor integrations that are running on a server. The detailed view of the integration displays information such as the integration's status, type, run time, and so on. The **Actions** pane shows the integration file's actions and their current status. The **Output** pane shows errors, warnings, messages and events for the integration.



Deployment

Deployment is the process of submitting your integration to the server to make it available for the BarTender Integration Service to run. By using the Administration Console deployment tools, you can manually deploy an integration at any time or automatically deploy it on a defined schedule.

Servers

Use the **Servers** page to view, define, and manage the servers that are used by the applications of the BarTender Suite that are associated with the instance of Administration Console that you have opened. By using this page, you can view and define a list of servers, specify a description for each server, identify a server as a production server, and configure one or more maintenance windows for each server. You can also define a list of server groups.

Message History

The **Message History** page displays all errors, warning, messages and events from the deployed integrations that are stored in the BarTender System Database. On this page, you can filter the messages by integration or severity, search for a particular message, or view details for any error that the Integration Service encountered.

Cloud Storage

Integrations can be stored anywhere, including on your local computer, in a network location or even in the cloud. By defining a cloud storage location, you can save integration files to and access them from almost anywhere. Supported cloud storage locations include FTP servers, Dropbox and WebDAV.

For more information about the BarTender integration tools, refer to the *Integrating with BarTender Integration Builder* technical document:

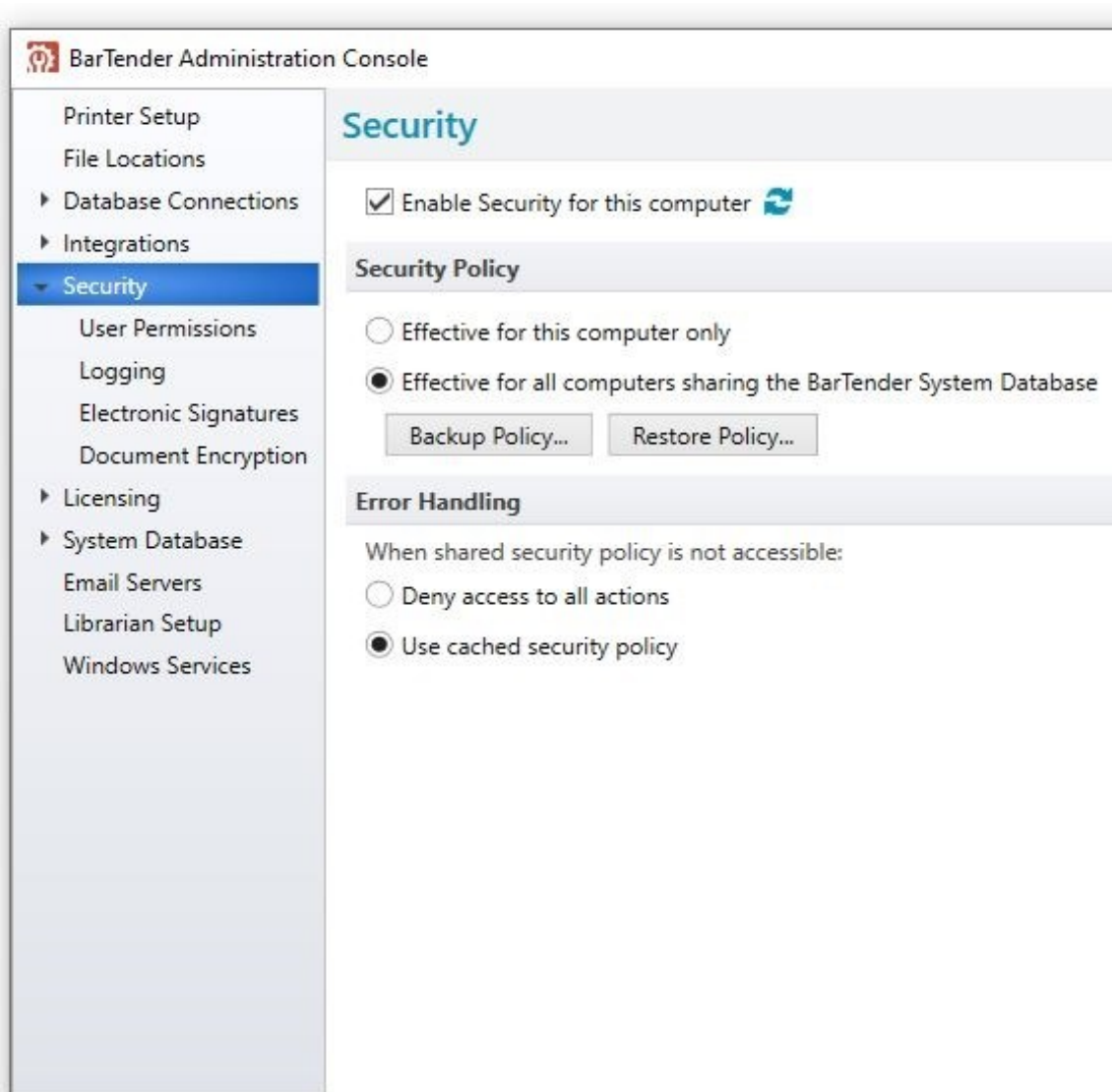
<https://www.seagullscientific.com/resources/white-papers/>

Security

All of the integrated security settings in BarTender are defined and managed in Administration Console. By using these settings, you can prevent both malicious users and well-intended curiosity seekers from making application configuration changes, modifying a document or document data, and printing documents.

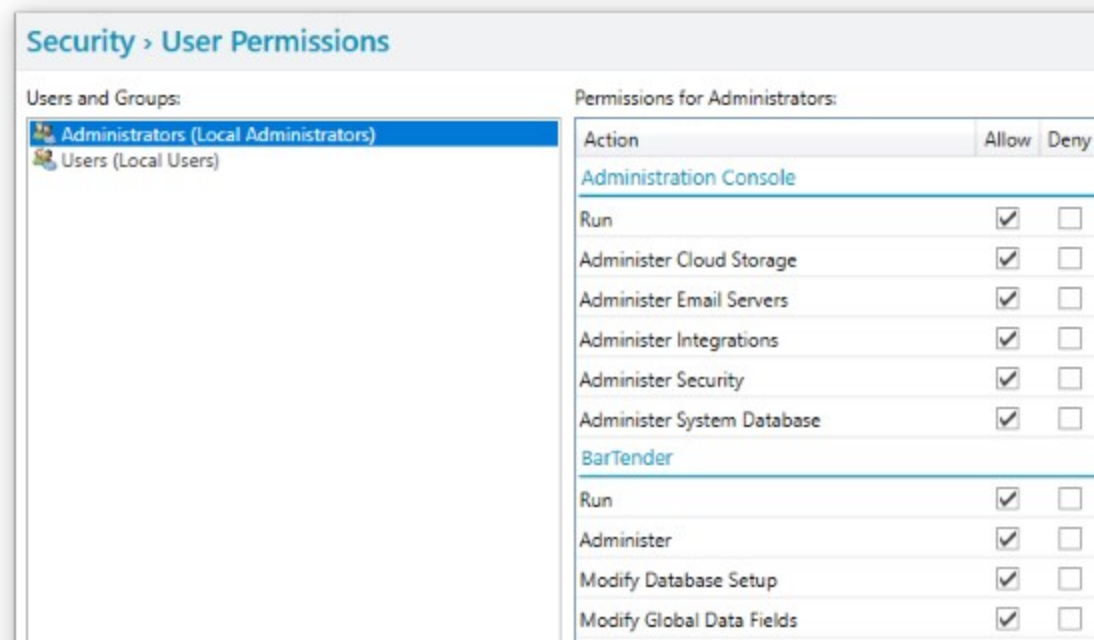
With Administration Console, you can do the following:

- Configure user permissions that specify what actions a user can perform
- Log any attempts to modify BarTender documents or the application
- Require the use of electronic signatures
- Encrypt BarTender documents



User Permissions

By configuring user permissions, you specify what actions a user can perform within the BarTender Suite based on the identity of the person who is logged on to that computer. For example, you can specify that a specific user or a member of a specific group is allowed to select a printer and start a print job but is not allowed to alter the design of a document or change any data in the document.



For a complete list of available user permissions, refer to the [User Permissions Page](#) topic in the BarTender help system.

Logging

In some cases, you might need to do more than simply set permissions that allow some users to perform certain actions that other users cannot. For example, you might want to know which users try to perform certain actions when they were not granted permission to do so, and you might need to record these actions for auditing purposes. Administration Console can log these permission checks to the BarTender System Database, and then later, you can view a list of permission checks by using History Explorer.

The combination of permission checks logging and the electronic signature feature is an important part of satisfying a number of high security standards, including the US Food and Drug Administration (FDA) 21 CFR Part 11 guidelines, which require that electronic signatures be captured for certain actions.

Electronic Signatures

By using Administration Console, you can require an electronic signature (or user logon credentials) for all users who perform actions within the BarTender Suite. When users perform actions that require an electronic signature, a dialog is displayed to request that they resubmit their Windows

credentials. This is similar to what is requested when users first log on to Windows at the beginning of the day.

Electronic signatures require that a user's name and password be entered regardless of whether the currently logged-on user has already been configured in Administration Console to have the appropriate permissions. This configuration provides an extra layer of security. For example, suppose that a user walks away from his or her workstation without locking it and another user who has lower-level security rights tries to perform security-sensitive actions. When electronic signatures are used, that user is prompted to submit logon credentials before being allowed to proceed.

Document Encryption

The protection that BarTender provides can be defeated if someone copies a document from a computer that has security enabled to an unsecured workstation. A similar security breach occurs if somebody installs another copy of BarTender elsewhere on the network but does not install Administration Console on that computer. In both cases, an unauthorized individual could possibly modify or print the previously secure documents.

To solve this problem, you can encrypt BarTender documents by using Administration Console. After a document is encrypted, it becomes unreadable except when it is accessed by an authorized user on a properly-configured computer. If encrypted documents are moved to a different computer, they cannot be read unless Administration Console is installed there and somebody knows what security keys to specify.



If you lose or delete a key that was used to encrypt a document, you will no longer be able to open that document. As existing documents are encrypted, they are saved in the version of BarTender that you are currently running. Therefore, if you encrypt a document that was created in an older version of BarTender, you will no longer be able to open the document in that older BarTender version.

Licensing

Use the Licensing module to do the following:

- View and manage BarTender licenses and license servers
- Activate new licenses
- Monitor printer activity and permissions
- View user activity history
- Create printer pools
- Configure alerts

Printer Usage

Use the **Printer Usage** page to monitor printer-related information for all license servers that have at least one license, to monitor printer activity, and to manage printer permissions.

User Activity

Use the **User Activity** page to view the user activity history, by time period, for all license servers that have at least one license. This history information is sorted into rows that represent different users.

License Setup

Use the **License Setup** page to view detailed license information from all license servers that have at least one license. By using this page, you can active, deactivate, and refresh a license; activate a new license; create and manage license partitions; and specify which users can use a specific license. You can also create and manage license printer pools or blocks of printer licenses that belong to specific users or groups.

Redundancy

Use the **Redundancy** page to configure license server redundancy as an automatic failover solution to keep your print production environment running seamlessly in the event that one licensing server fails. You do this by setting up license servers in a backup relationship that uses two servers or in a triad relationship that uses three. Then, if the main or primary server cannot be reached by a BarTender client for any reason, the client automatically connects instead to the other servers in the relationship.

Alert Setup

Use the **Alert Setup** page to specify where alert messages are sent and to optionally configure an email account with which to send alert messages.

System Database

In Administration Console, you can set up and maintain the BarTender System Database for your production environment. The BarTender System Database is the central data storage for applications in the BarTender Suite. It is required for most of the features that are included in the Automation and Enterprise editions. It includes such data as the following:

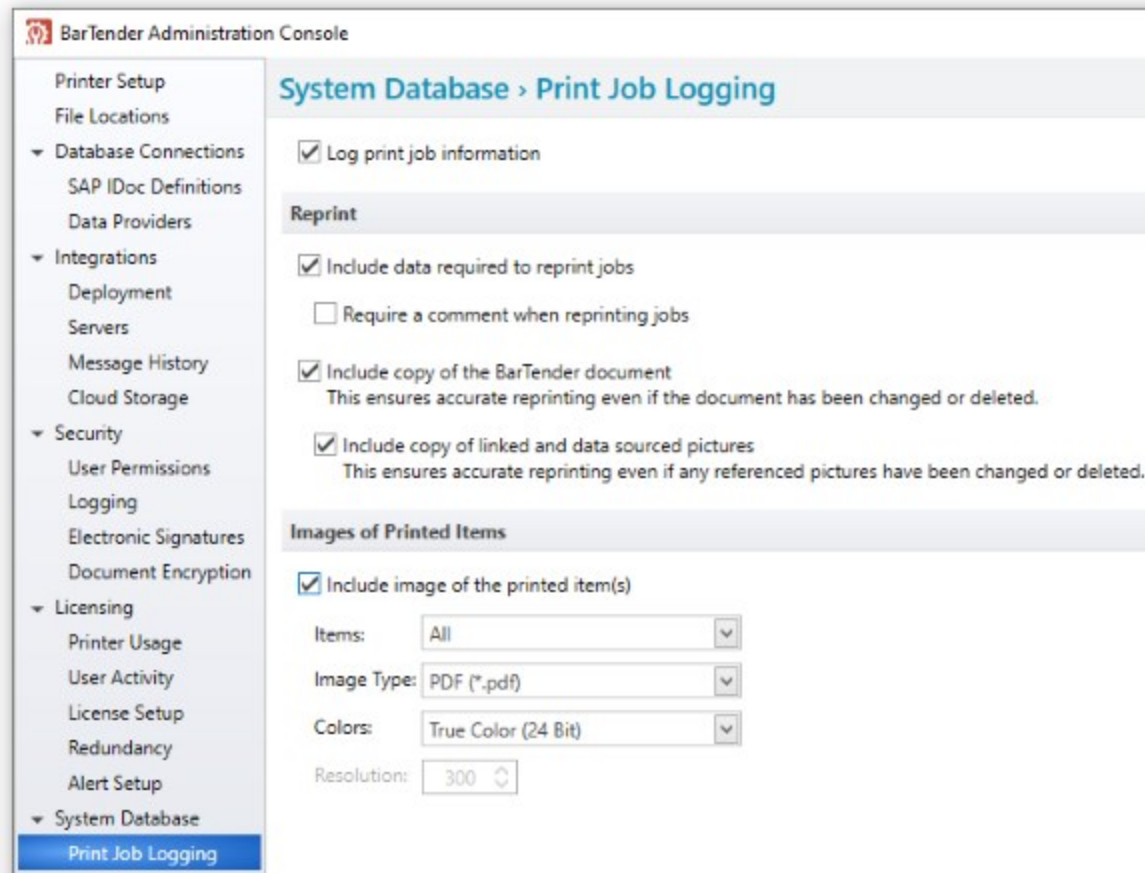
- Events that are encountered by BarTender applications (such as error messages and dialogs)
- Information about print jobs that are sent from BarTender
- Security checks that are defined in Administration Console
- Template designs and preview images (for reprinting items)
- Global data fields
- Librarian files and revision information

The screenshot displays the BarTender Administration Console interface. The left sidebar contains a navigation menu with the following items: Printer Setup, File Locations, Database Connections (expanded), SAP IDoc Definitions, Data Providers, Integrations (expanded), Deployment, Servers, Message History, Cloud Storage, Security (expanded), User Permissions, Logging, Electronic Signatures, Document Encryption, Licensing (expanded), Printer Usage, User Activity, License Setup, Redundancy, Alert Setup, System Database (selected), Print Job Logging, Maintenance, Administrative Tasks, Email Servers, Librarian Setup, and Windows Services. The main content area is titled "System Database" and is divided into several sections:

- Database Connection:** Server: DESKTOP-MDPQQED, Instance: BarTender, Database: Datastore, Schema Version: 1.80, Status: Connected.
- Message Logging:** Log messages to System Database (Severity level: Errors, Warnings, and Information), Log messages to Windows Event Log (Severity level: Errors).
- Integration Message Logging:** Log integration events, Include variable values for each event, Failed integrations only, Log actions, Include variable values for each event, Failed integrations only.
- Cache Options:** Cache log to disk if database connection is lost (Stop caching if free disk space is less than 1000 MB).

Print Job Logging

When BarTender is connected to the BarTender System Database, you can specify that print job information is logged to the system database and specify the type of print job information that you want to be logged. Use the **Print Job Logging** page to automatically log print job information and to configure logging options.



Maintenance

The BarTender System Database becomes larger as more information is logged. By using the Administration Console **Maintenance** page, you can perform database maintenance and configure Administration Console to delete and optionally archive logged information on a recurring schedule. Regular database maintenance ensures that the BarTender System Database remains manageable and optimizes performance in high-output production environments.

Schedule

Enable scheduled database maintenance Run Now...

Run Maintenance: v

Time: v

Actions

- Database Maintenance will delete records older than v v
- Archive deleted records
 - File: Browse...
 - Append date and time to archive file
- Database indexes will be rebuilt

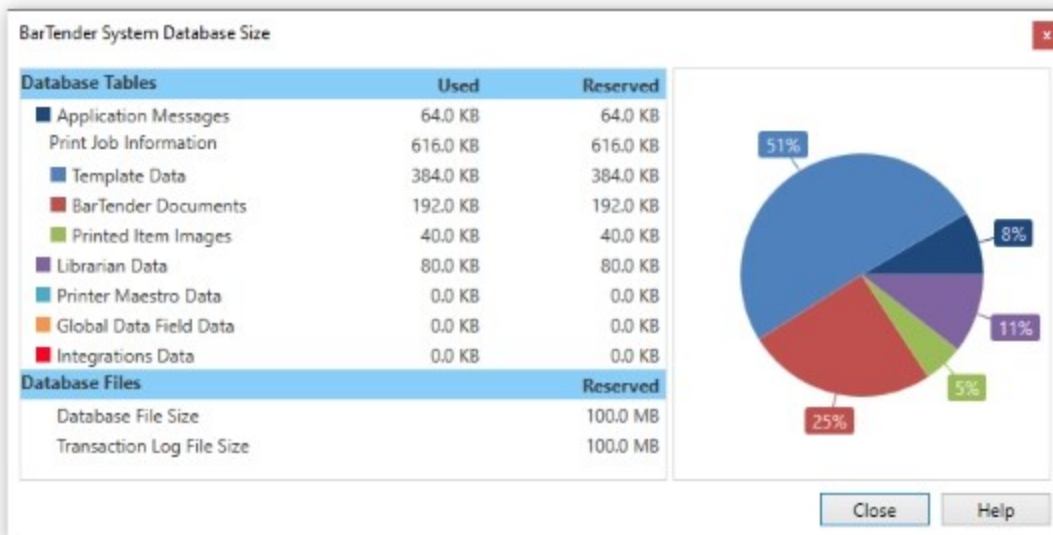
Status

Next Run Time: Friday, October 23, 2020 12:01 AM
 Last Run Time: Thursday, October 22, 2020 12:01 AM
 Last Status: Success

Administrative Tasks

On the **Administrative Tasks** page, you can monitor and perform administrative tasks on the BarTender System Database, such as the following:

- Monitor the size of the database
- Manually delete or archive old database records
- Back up the database to an external file
- Restore a previously saved backup
- Purge all print jobs and messages that were logged to the database



Email Servers

When you configure workflows for documents that are stored in Librarian, you can also configure notification email messages to be sent to specific users and/or groups when a document moves through the workflow steps. When you do this, you use the Email Servers page to configure one or more named email servers that are referenced by Librarian to send notification email messages to the users and/or groups that you specify.

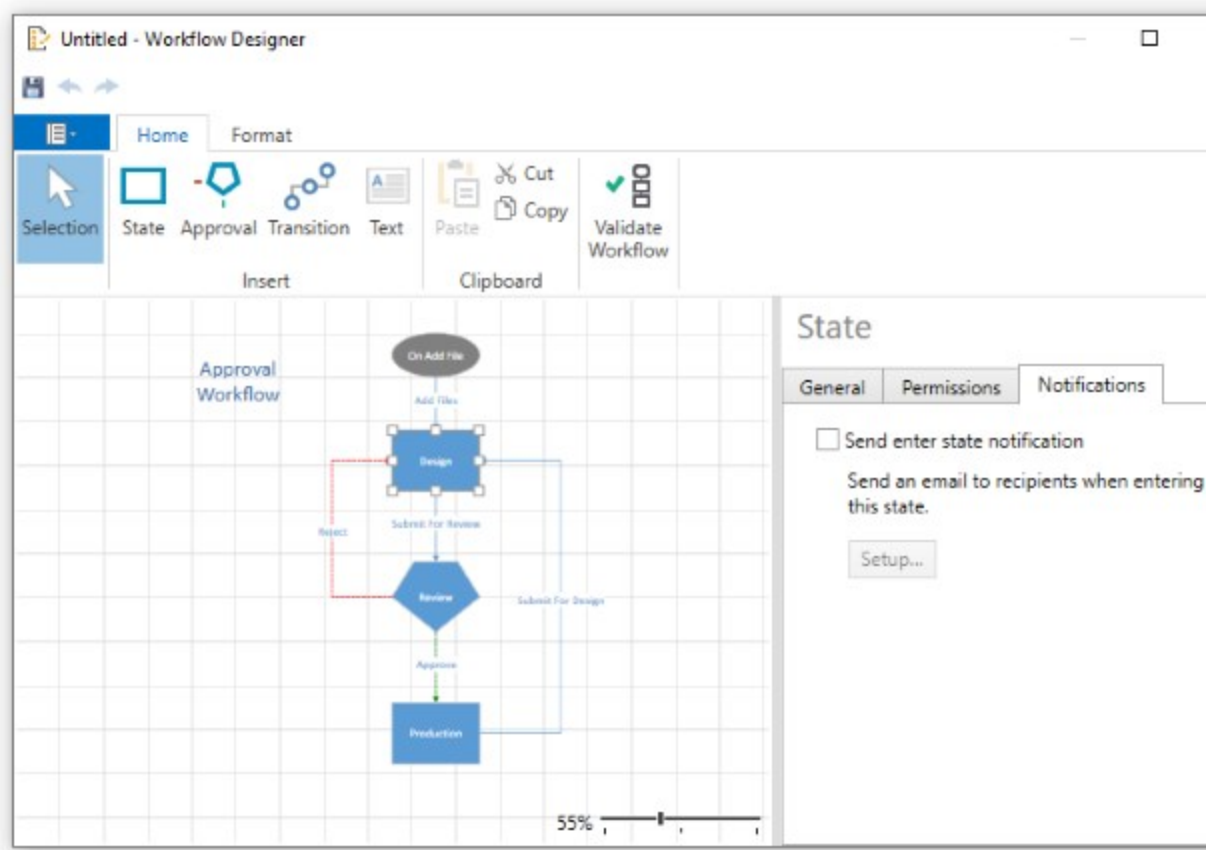
By using this page, you can create and view a list of email servers, configure email accounts and their network and security settings, and send a test email message.

The screenshot shows the 'Email Servers' configuration page. At the top, it says 'Defining email servers allows BarTender to send alert, messaging, and workflow emails.' On the left, there is a list of email servers with one entry, 'Email Server 1', which is selected. To the right of the list is a '+ Add' button. The main area shows the configuration for 'Email Server 1'. The 'Name' field is filled with 'Email Server 1'. Under the 'Account Setup' section, the 'Mail Server' field is filled with 'smtp.example.com' and the 'Mail From' field is filled with 'sample@example.com'. Both of these fields are highlighted with a red border. Below this is the 'Settings' section, which includes a checkbox for 'Requires authentication' (unchecked), fields for 'User name:' and 'Password:', a 'Port' field with the value '25' and a 'Reset To Default' button, a 'Network Timeout' field with the value '30' and a 'Seconds' label, and a checkbox for 'Encrypt connection data using Secure Socket Layer (SSL/TLS)' (unchecked). At the bottom of the configuration area is a 'Test...' button.

For more information about workflows, refer to the [Librarian Setup](#) chapter of this technical document.

Librarian Setup

Use the Librarian Setup page to access the Workflow Designer so that you can create and edit workflows and configure email notification messages to be sent when a document that is stored in Librarian changes.





On the Librarian Setup page, you can also configure the rules that you use to assign workflows to specific file types in specific Librarian folders. Additionally, you can use this page to integrate Print Portal with Librarian so that you can use Print Portal functionality to print documents that are stored in Librarian and to send email notification messages to your users and reviewers.

Librarian Setup

Workflows



A workflow describes the life cycle of a Librarian file. Workflows give the ability to automate your business processes such as reviewing production.

 New Workflow  Edit Workflow...

Workflow	Action	Published Status
ARB Workflow Revision: 1	Publish Changes	Unpublished
Martex Workflow Revision: 1		Published Revision 1 Thursday, October 22, 2020

Workflow Rules

Workflow rules assign specific workflows to Librarian file types such as BarTender template designs.

 New Workflow Rule  Edit Workflow Rule...

Workflow	Path Filter	File Filter
Martex Workflow	libr/	*

Other Options

Use Print Portal to integrate workflow processes such as reviewing and approving BarTender design templates using email.

Print Portal URL:

For more information about how to configure workflows, workflow rules, and email notifications, refer to the *Understanding Librarian Workflows* technical document:

<https://www.seagullscientific.com/resources/white-papers/>

Windows Services

By using Administration Console, you can view, start, stop, and restart all of the services that BarTender applications rely on to function correctly. You can also select the language that you want to be used for logged messages.

The following services are listed:

- BarTender Integration Service, which runs BarTender integrations
- BarTender Print Scheduler Service, which manages BarTender print engines and intelligently assigns print jobs to them while maximizing performance and maintaining print order
- BarTender System Service, which manages the logging of information to the BarTender System Database and the reprinting of documents
- Windows Print Spooler, which enables applications to print documents by using Windows printer drivers
- Printer Maestro Service, which monitors local printer status and enables network printer management
- BarTender Licensing Service, which manages the BarTender licenses on the network

Related Documentation

Technical Documents

- *BarTender System Security*
- *BarTender Integration Methods*
- *Integrating with BarTender Integration Builder*
- *Understanding Librarian Workflows*

To view and download technical documents, visit:

<https://www.seagullscientific.com/resources/white-papers/>

Manuals

- *Getting Started with BarTender*
<https://support.seagullscientific.com/hc/categories/200267887>

BarTender Help System

- [Administration Console](#)
- [Setting Up the BarTender System Database](#)
- [Configuring Document and Application Security](#)

Other Resources

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

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