

# Print Station

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POINT-AND-CLICK PRINTING

SUPPORTS: BARTENDER<sup>®</sup> 2022 AND LATER VERSIONS

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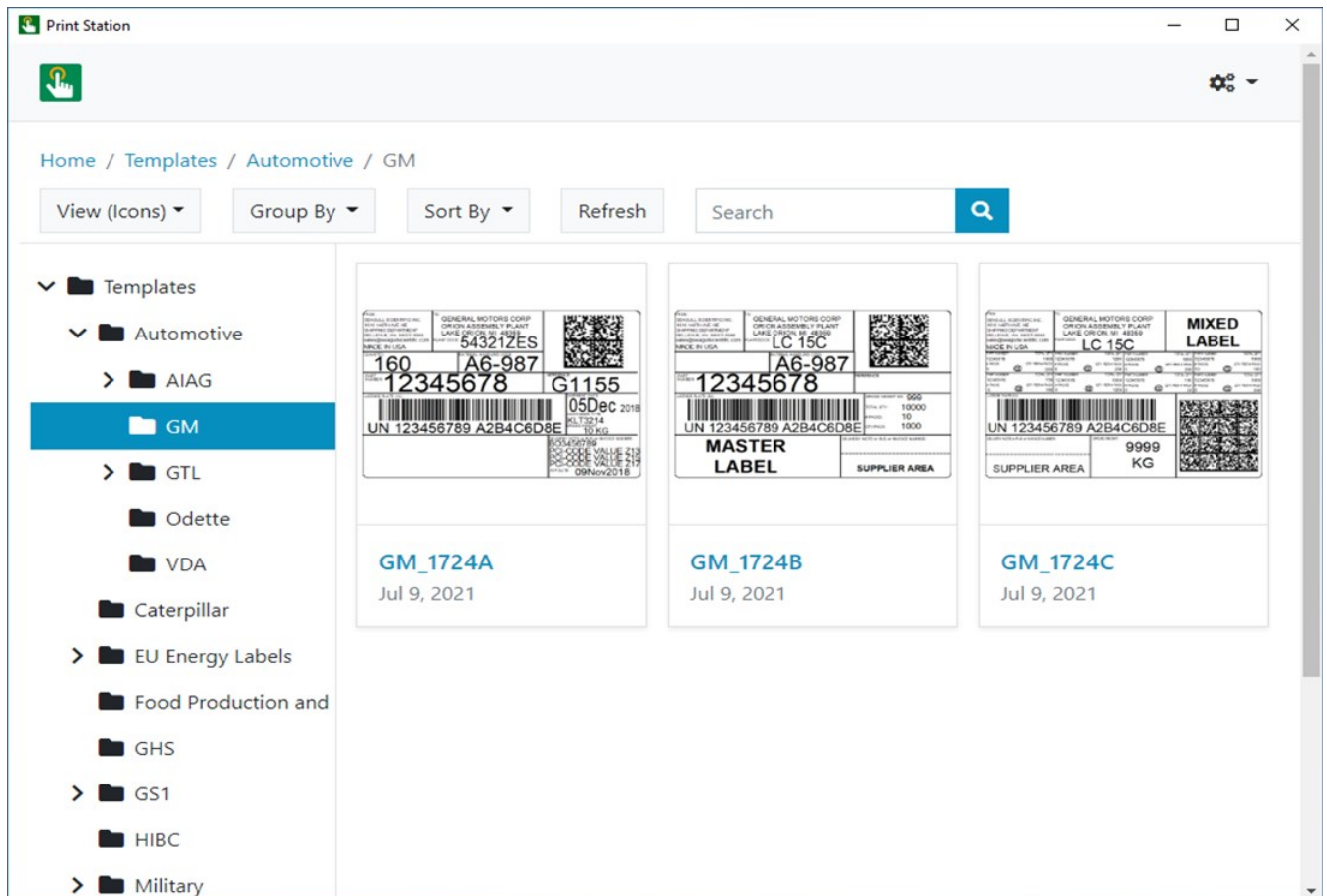
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## Overview

Print Station provides a user-friendly interface for selecting and printing BarTender documents, BarTender process files that you create by using Process Builder, legacy Batch Maker files, and BarTender XML (BTXML) script files. When you use Print Station, you eliminate the need to open and print documents through BarTender or through external applications. When you are running the BarTender Enterprise edition, you can use also Print Station to access documents that are stored in Librarian and add comments, review document revisions, compare revisions, and send documents that are assigned to workflows through the workflow states.

You can run Print Station on any computer that has BarTender installed. It can access files on any of your local or network directories after you add these directories as root folders by using the Administrative Setup page. Print Station can access all the local printers and server-side printers that are configured on your computer.

Microsoft Kiosk mode for Windows 10 is also supported, so you can lock down a Windows device and dedicate it for Print Station use only. (For more information about Microsoft Kiosk mode, refer to your Windows documentation.)



## Printing with Print Station

Print Station offers the following benefits:

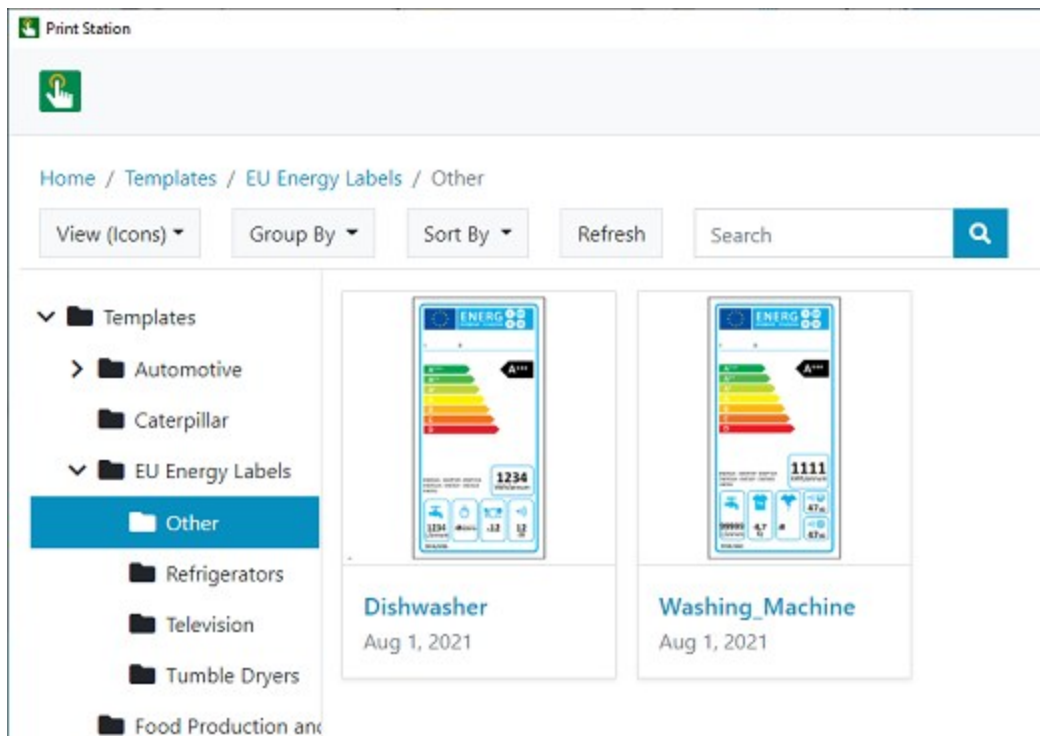
- Easy one-click printing
- Easy-to-use interface and familiar folder navigation
- Search functionality
- Informative display of comments
- Interactive display of data entry forms and query prompts
- Support for weighing scales

### Easy One-click Printing

When you set up Print Station, you can choose how much control users have over printing a file. One click or tap on a document, process file, or BTXML script file can do either of the following:

- Immediately send the document to the printer together with the default printer settings
- Display a print dialog that users can use to modify certain print settings (such as the printer to use or the number of copies to print) before they run the print job

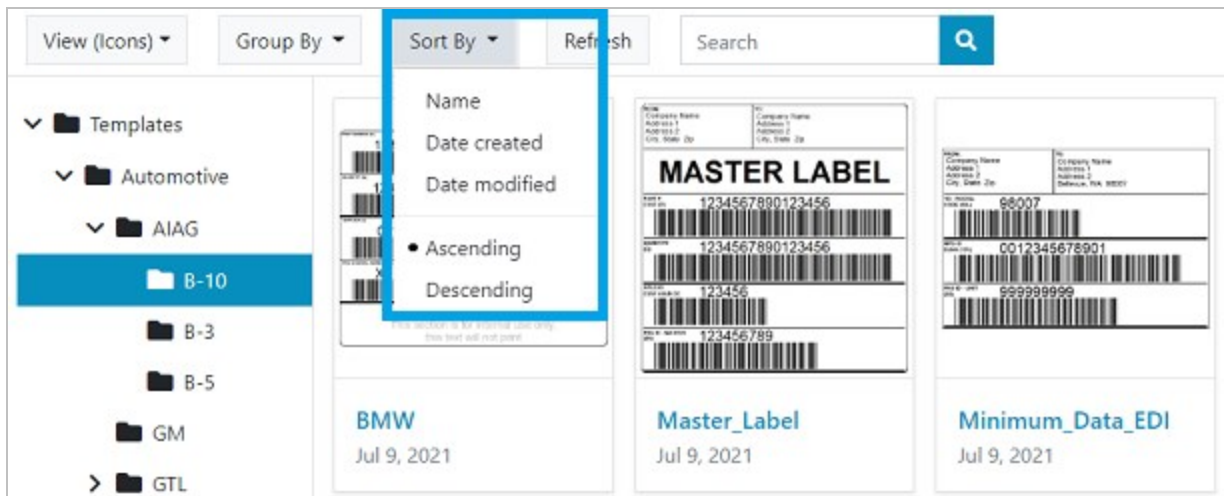
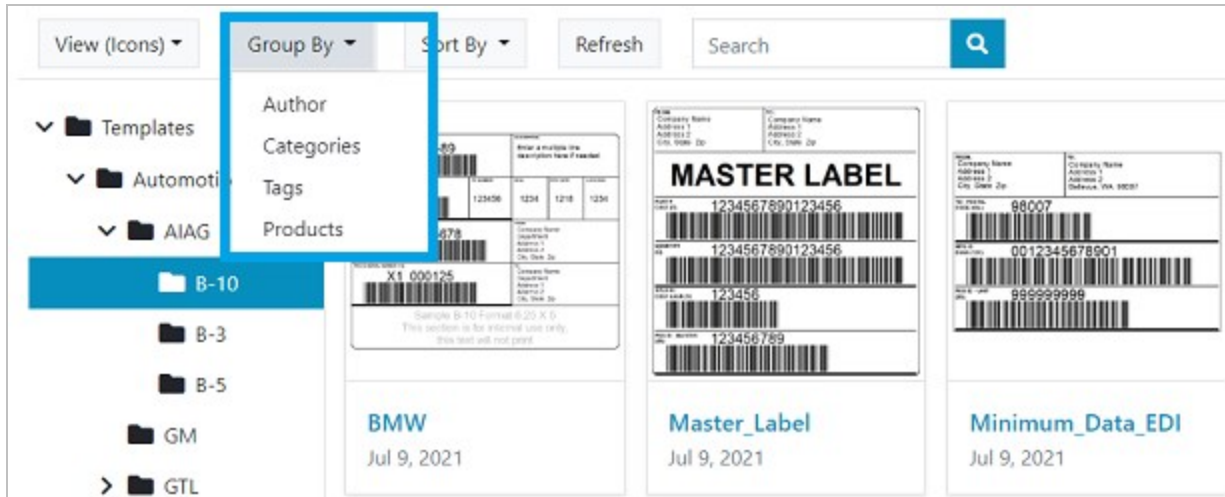
In either case, users can easily print any document that appears in the Print Station window with one click or tap.



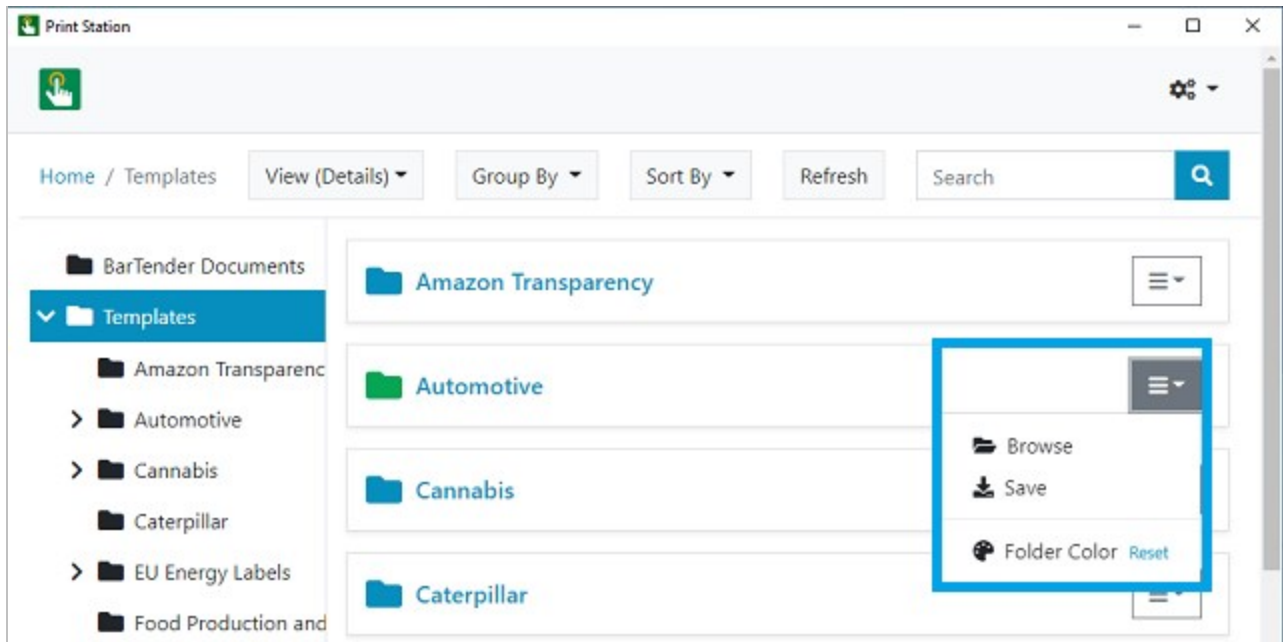
## Easy-to-use Interface and Familiar Folder Navigation

Print Station makes it easy to locate BarTender documents, process files, and BTXML files by using its interactive interface. Print Station can display thumbnail preview images, file information and comments for every BarTender file in a directory. Users can quickly locate the file that they want and then send it to the printer with one click of a mouse or tap of a finger (in touchscreen environments).

Grouping and sorting options make it easy to organize your folders and files and to find the file that you need. You can group by author, categories, tags, or products, and sort by name, date created, or date modified.

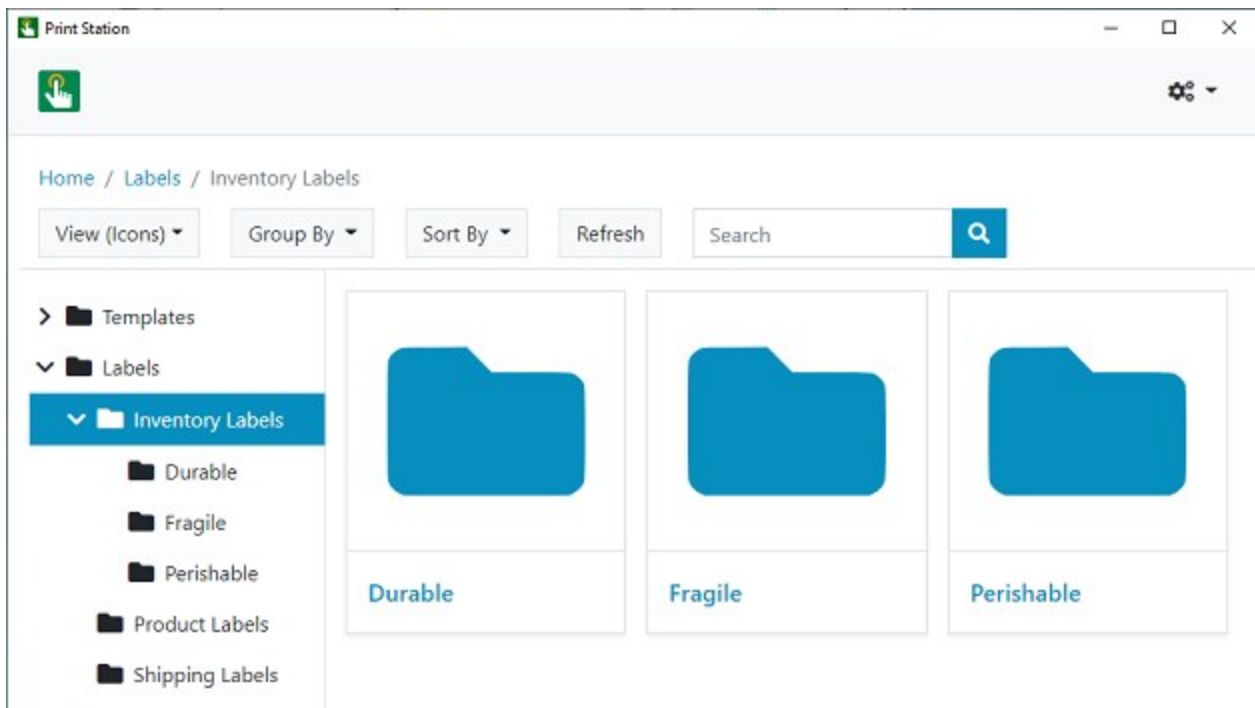


Users can also specify different colors for individual folders by using the new **Folder Color** option.



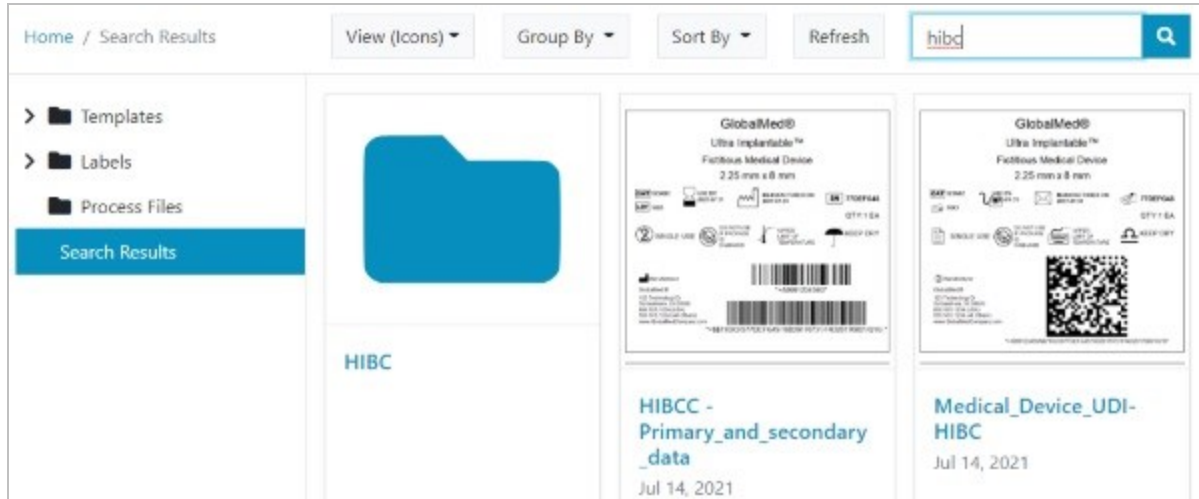
Print operators can use Print Station to preview and print BarTender documents, process files, and BTXML script files. Administrators can create any number of root folders for documents, process files, and scripts, and these root folders appear automatically in the Print Station window.

To organize documents more efficiently, administrators can also configure the root folders to contain as many subfolders as are needed. Then, print operators can easily browse to any document that they want to print by clicking the folders.



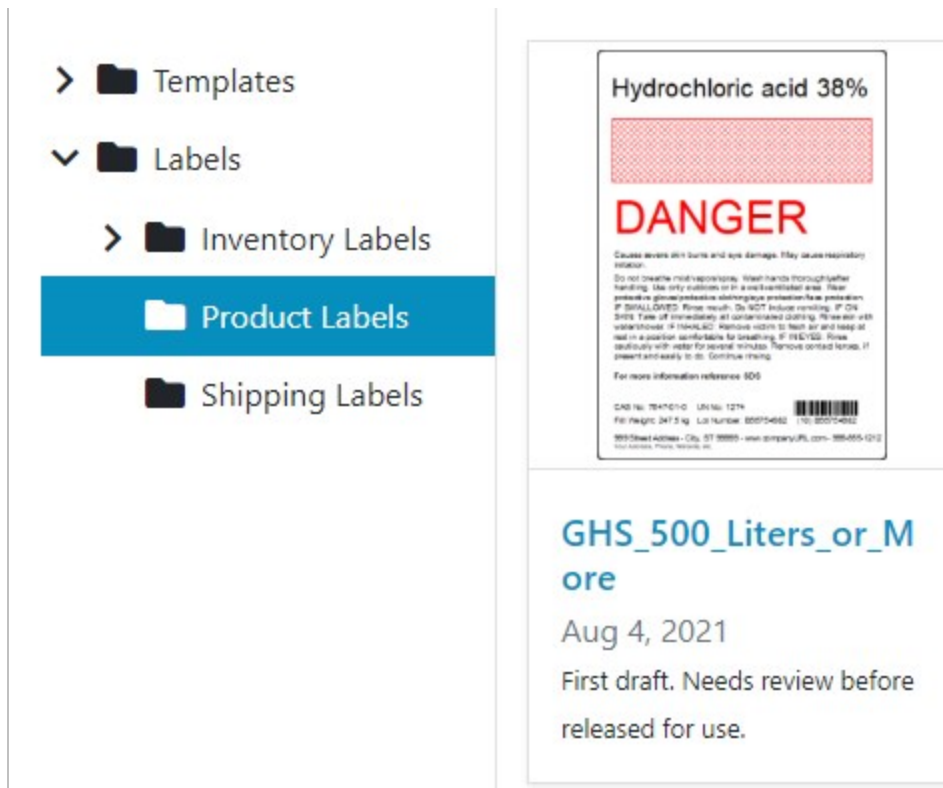
## Search Functionality

By using the Search bar at the top of the Print Station window, print operators can enter all or part of a keyword to locate a document or folder or enter a file name extension to locate a particular type of file.



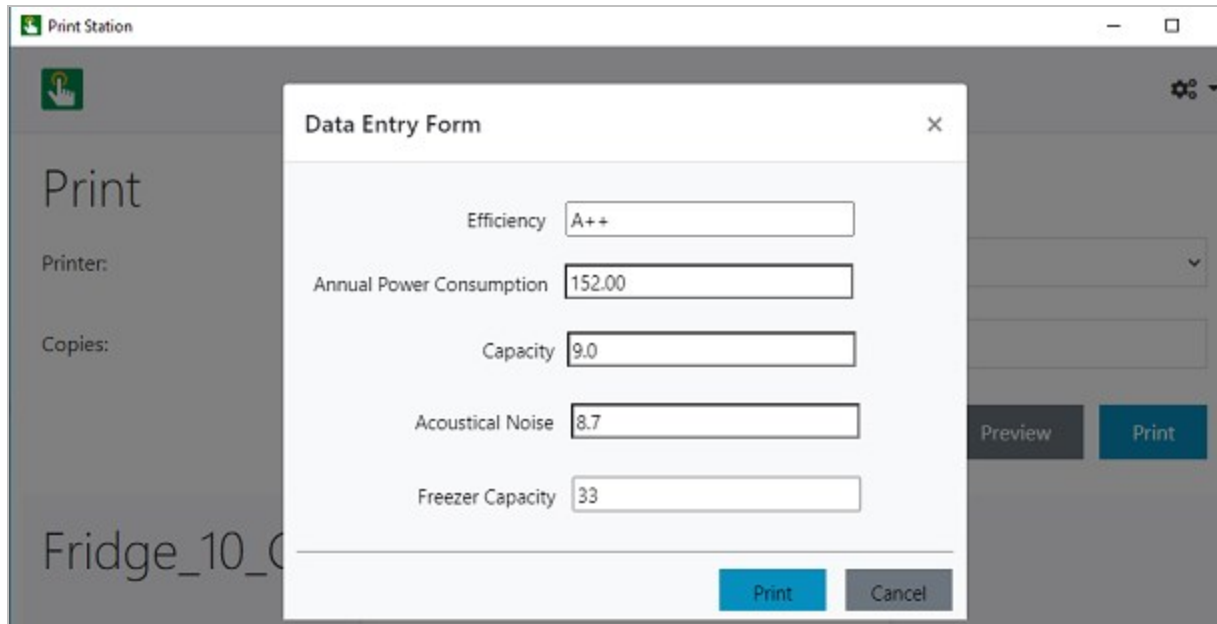
## Informative Display of Comments and File Information

Print Station displays file names, comments and file information for each BarTender document. The comment that is displayed is the one that is specified for the document in BarTender Designer by using the **Comments** tab of the **BarTender Document Options** dialog.



## Interactive Display of Data Entry Forms and Query Prompts

If a BarTender document uses data entry forms or query prompts, these dialogs appear in Print Station when the user starts a print job.



## Support for Weighing Scales

You can use Print Station to print BarTender documents that include weighing scale data sources.

The following image shows a data entry form that includes a Scale Display data entry control and a Preview of Template picture object that shows the captured weight as it will appear on the printed item.



Print Station


Print

Printer:


Copies:

SSC14

### Data Entry Form

SHIP FROM: Seagull Scientific 15127 N.E. 24th, #333 Redmond, WA 98052		SHIP TO: Wal-Mart Dist Center #04 1901 Hwy 102 East Bentonville, AR 72712	
SHIP TO POSTAL CODE: (420) 72712		CARRIER: Carrier Name PRO #: 123456789 B/L #: 123456789	
DC#	TYPE	DEPT	ORDER#
06094	0033	00012	1234567890
WMIT: 001286123			
WEIGHT: 43.5 g			
			
1 00 12345 67890 2			

848.50


PRO #: 123456789  
B/L #: 123456789

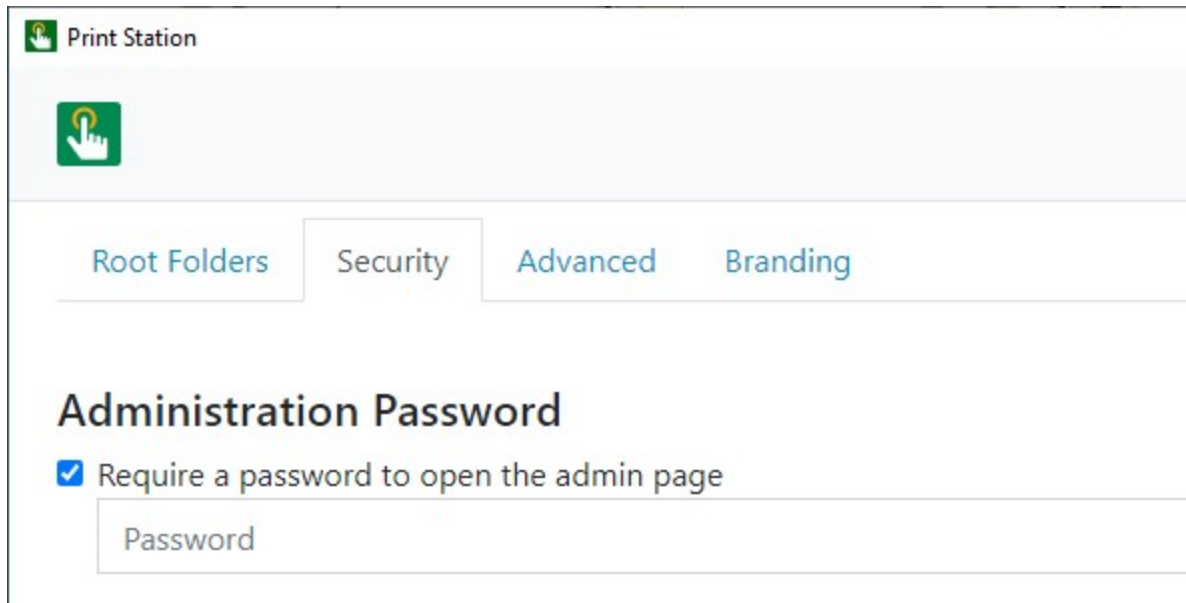
DC#    TYPE    DEPT    ORDER#

## Configuring Print Station Security

You can use one or more of the following methods in Print Station to ensure the security of printing activities in the production environment.

### Configure Password Protection

You can configure a password for the Print Station application so that users cannot modify Print Station configuration settings. When such a password is specified, users can print items but cannot access the Administrative Setup dialog unless they supply the password.





### Grant or Deny User Permissions in Administration Console

When you are running the Professional, Automation or Enterprise edition of BarTender, you can use Administration Console to grant or deny user permissions to prevent unauthorized access to and administration of Print Station. To do this, use the **Print Station** section of the **User Permissions** page in Administration Console.

### Configure Folder Visibility

By default, all root folders are visible to all users, but you can make specific folders visible or not visible to specific users or groups of users. To do this, select the folder that you want, and then select one of the visibility options on the **Root Folders** property page of the **Administrative Setup** page.

When you select **Visible to selected users and groups**, you use the  and  options to add or remove users and groups from the list.

## Visibility

Visible to all users    Visible to selected users and groups

 John Smith

 Backup Operators

## Using Librarian Features with Print Station

When you use Print Station to access BarTender documents that are stored in Librarian, you can do the following:

- View the revision comments for a document and add a new comment
- View the revision history for a document
- Compare document revisions
- Send documents that are assigned to a workflow through the workflow steps by using the Workflow Transition page



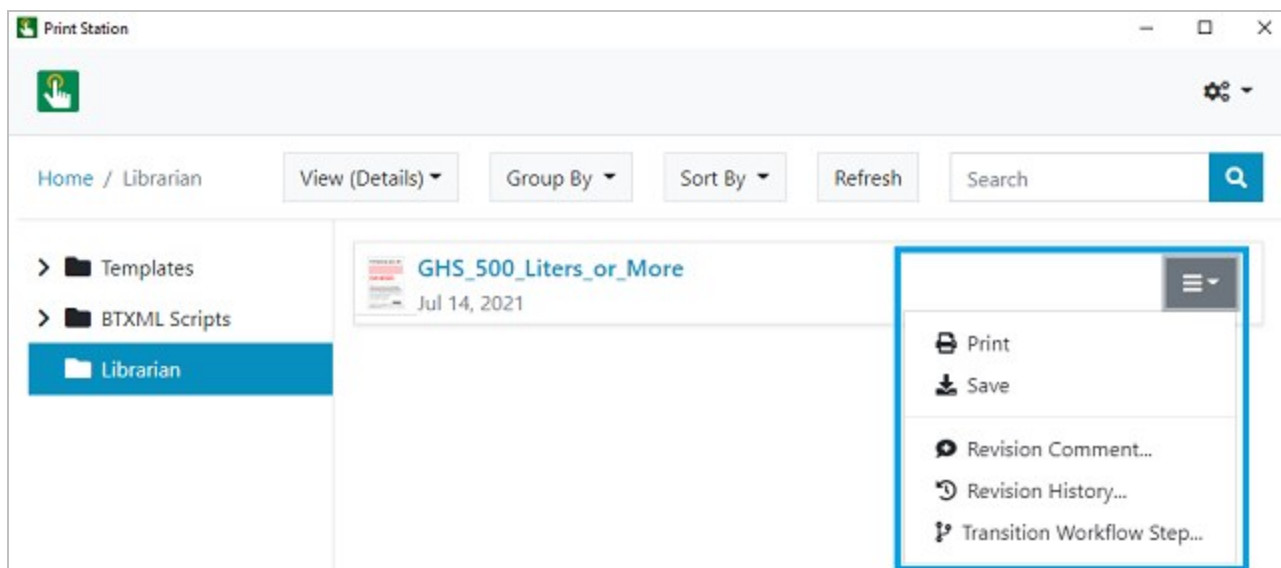
Librarian is supported by the Enterprise edition of BarTender.

### Working with Revisions

Librarian stores information about the revision history of a document in the BarTender System Database. This information is displayed in Print Station.

When you use the **Revision Comment** option to add a new comment to a document, your comment also appears in Librarian. When you click **Revision History**, you can choose the revisions that you want to compare, and a thumbnail image is displayed so that you can easily see what changes were made from one revision to the other.

For more information, refer to the [Working with Revisions](#) topic in the Print Station help system.

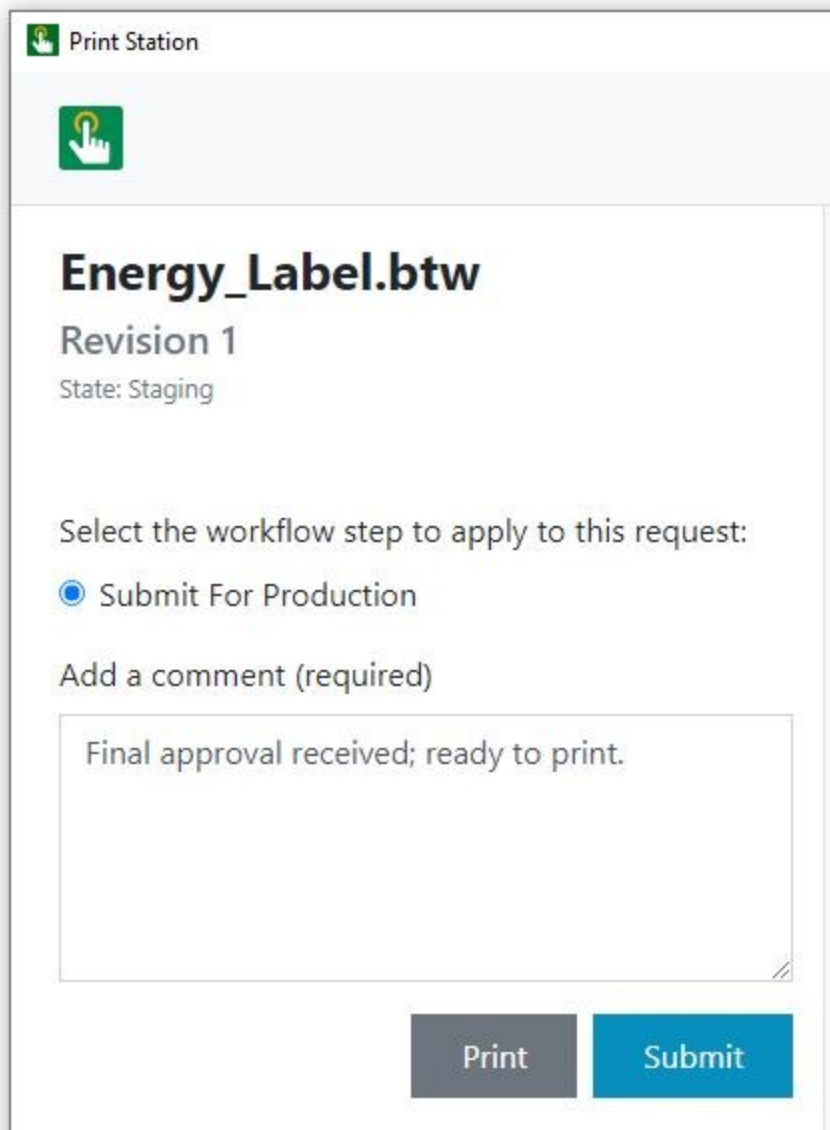


## Using Workflows

When you use Print Station to access BarTender documents that are stored in Librarian, you can send documents that are assigned to a workflow through the workflow steps by using the Workflow Transition page. To open this page, click **Transition Workflow Step** for the selected document, as shown in the previous image.

This page always displays the document name, the revision number, the current workflow state, and a preview of the document. The other options on this page vary depending on whether the document has entered a new state or is being transitioned to the next state in the workflow.

For more information, refer to the [Workflow Transition Page](#) topic in the Print Station help system.



The screenshot shows the 'Print Station' interface. At the top left, there is a 'Print Station' header with a printer icon. Below it is a green icon of a hand pointing to a document. The main content area displays the document name 'Energy\_Label.btw' in a large, bold font, followed by 'Revision 1' and 'State: Staging'. Below this, there is a section titled 'Select the workflow step to apply to this request:' with a radio button selected for 'Submit For Production'. Underneath is a text input field labeled 'Add a comment (required)' containing the text 'Final approval received; ready to print.'. At the bottom right, there are two buttons: a grey 'Print' button and a blue 'Submit' button.

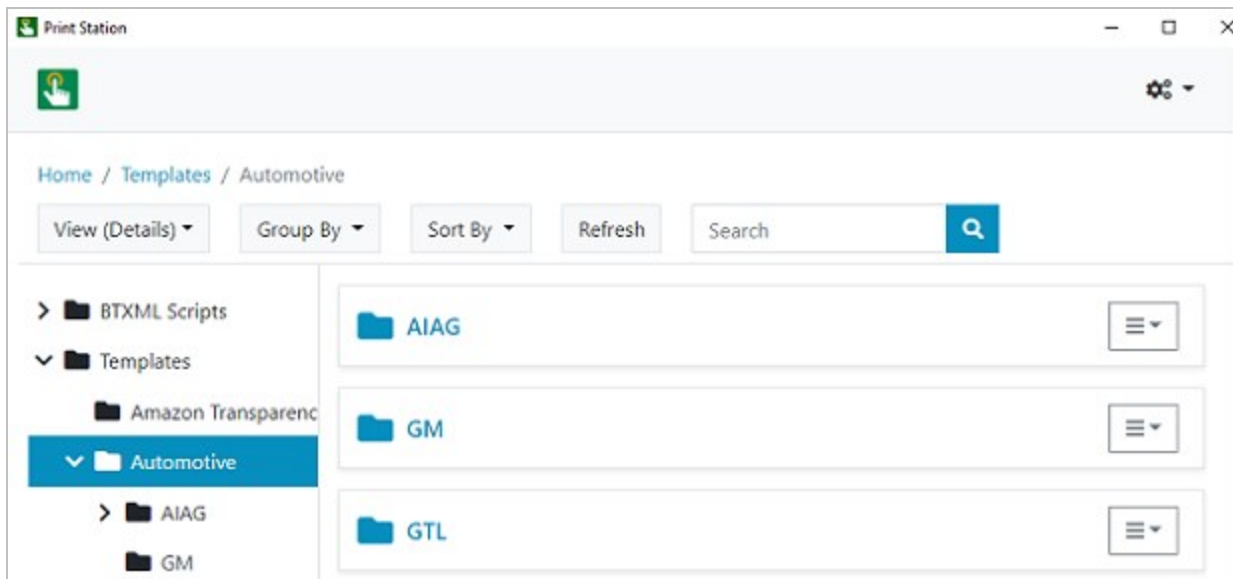
## Customizing Print Station

You can customize the appearance of Print Station by replacing the default Print Station branding with your company's branding and by replacing the folder icon for root folders with custom images.

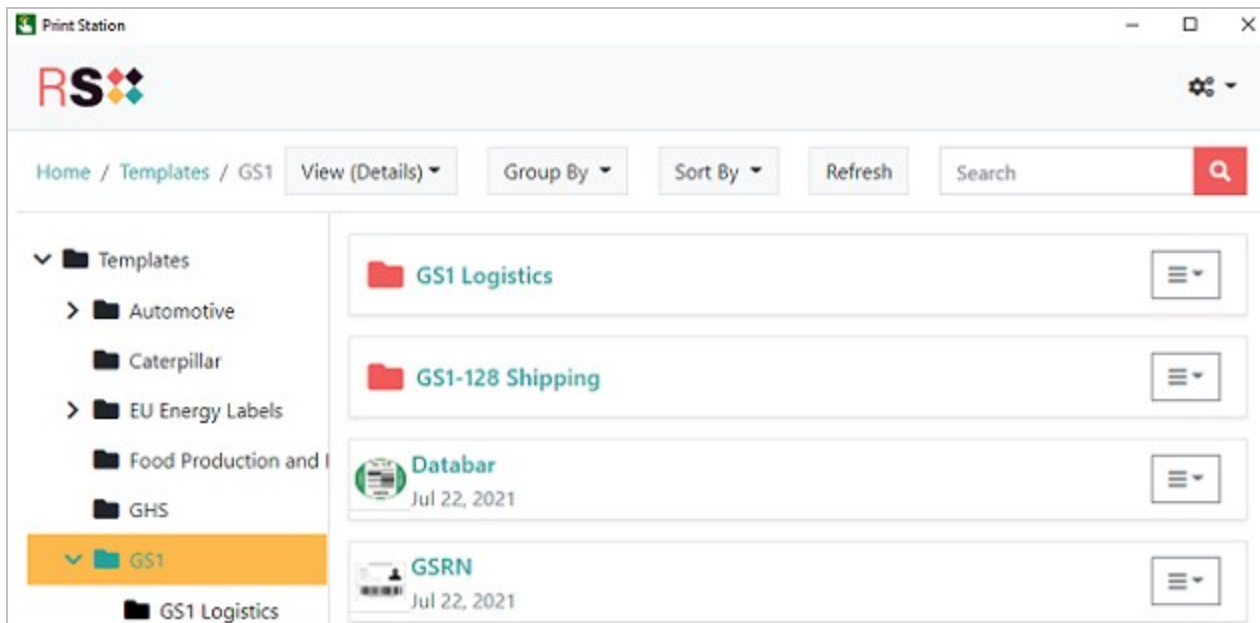
### Using Custom Branding

By using the new **Branding** property page on the Print Station **Administrative Setup** page, you can replace the Print Station icon with your company logo (or other image) and change the colors of items in the user interface to your company's branded colors.

The following image shows the default Print Station branding.



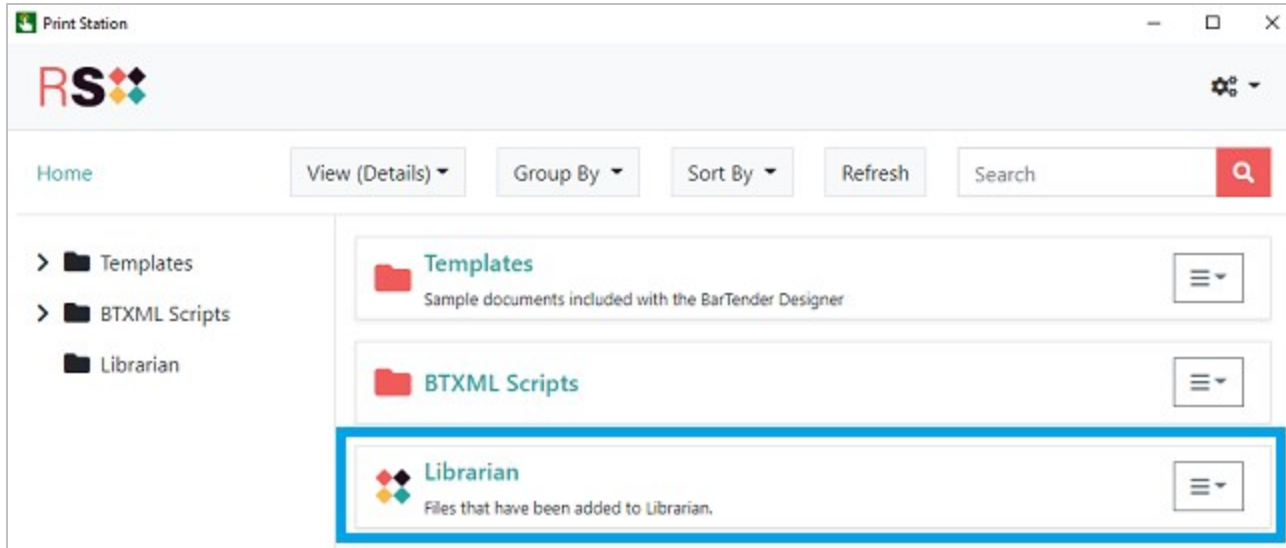
The following image shows an example of custom branding.



For more information, refer to the [Branding Property Page](#) topic in the Print Station help system.

### **Using a Custom Image Instead of a Root Folder Icon**

You can also specify a custom image to be displayed instead of the standard folder icon for a selected root folder, as shown in the following example.



To specify a custom image, click **Custom Folder Image** on the **Root Folders** property page, and then upload the \*.png or \*.jpg file that you want to use.

## Related Documentation

### Technical Documents

- *BarTender Administration Console*
- *BarTender Librarian*
- *Understanding Librarian Workflows*

To view and download technical documents, visit:

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

### User Guides

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

### BarTender Help System

- [Print Station](#)
- [Librarian](#)
- [Using Librarian with Print Station](#)
- [Process Builder](#)

### Other Resources

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

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