



The BarTender Print Portal App

Professional Printing Using Your Smartphone or Tablet

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Overview

The BarTender Print Portal App makes professional printing as easy and flexible as using your smartphone or tablet, and as powerful and secure as printing with BarTender by Seagull Scientific.

Whether you use an iOS or Android device, the Print Portal App works with the Enterprise Automation edition of BarTender to let you choose label designs, complete print-time data entry forms, and launch print jobs to any printer connected to your device via the internet. With the Print Portal App, you can:

- Print to IP printers directly from your iOS device.
- Print to Bluetooth or IP printers directly from your Android device.
- Automatically authenticate with a Print Portal site and browse to a specific document folder.
- Add or manipulate data in real time using in-app BarTender data entry forms.
- Use BarTender security controls to monitor and access permissions to labels and documents.

Requirements

The BarTender Print Portal App requires the following OS on your mobile device:

- Android: Version 4.2 or higher
- iOS: Version 7.0 or higher

The Print Portal App connects remotely to a web server that hosts your BarTender documents. This server must have the Enterprise Automation edition of BarTender installed, and Print Portal installed and configured.

Terminology

You will see three different Print Portal-related terms in this document:

- **Print Portal** refers to the Print Portal companion application that is installed from BarTender. Print Portal must be installed and configured before you can use the Print Portal App. For more information, refer to [Installing BarTender Print Portal](#) in the BarTender help system.
- **Print Portal App** refers to the Print Portal mobile application that you download to your Android or iOS device.
- **Print Portal site** or **Print Portal server** refers to the web server that hosts your BarTender documents and on which Print Portal is installed. You must remotely connect to one or more Print Portal sites from the Print Portal App in order to print using the App. For more information, refer to the [Configuring a Print Portal Server Connection](#) chapter of this document.

The Relationship Between the Print Portal App and Print Portal

In most situations, Print Portal is installed and set up by your BarTender administrator on a web server that hosts your BarTender documents. When this is the case, you will not need to configure anything on the Print Portal site to print using the App; you just need to connect to it. Refer to the [Configuring a Print Portal Server Connection](#) chapter of this document. However, if you are a Print Portal administrator, you can configure certain aspects of the Print Portal site from the Print Portal App. Refer to the [Configuring a Print Portal Site Using the Print Portal App](#) chapter of this document.

Downloading the App

You can download the Print Portal App from both the Google Play store and the iTunes app store. From either app store, simply search for "BarTender Print Portal", or use the direct links below. The Print Portal App is free to download, and does not require a BarTender license key.

- Google Play:

<https://play.google.com/store/apps/details?id=com.seagullscientific.printportal>


- iTunes:

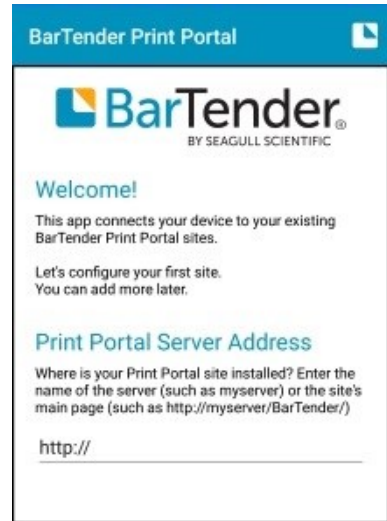
<https://itunes.apple.com/us/app/bartender-print-portal-app/id1150556626?ls=1&mt=8>

You can also link directly to the appropriate app store download from the Seagull Scientific website:
<http://www.seagullscientific.com/downloads/label-software/bartender-print-portal-app/>

Configuring a Print Portal Server Connection

Once you have downloaded the BarTender Print Portal App, you will need to set up a Print Portal server connection; in other words, you need to connect to a Print Portal site.

1. Tap  in the **Apps** section of your mobile device to open the BarTender Print Portal App.
2. On the **Welcome** screen under **Print Portal Server Address**, tap **http://** to display the keyboard.
3. Enter the server address (url), or type in the server name.
4. Tap **NEXT**.
5. When the Print Portal App connects with the server, you can optionally enter a name for the site. If you want to change the name, replace "BarTender Print Portal" with the appropriate text.
6. Tap **NEXT**.
7. Some connections require that you log in to access and print documents. If your server is configured this way, the **Authentication** screen is displayed. Tap the **Enable** switch and enter your username and password to enable automatic login.



NOTE: If you choose not to enable automatic login for the site, you will need to log in each time you open the App to this site. However, you can also enter or update your username and password at a later time. For more information, refer to **Enabling and Disabling Automatic Login for a Print Portal Site** in the [Managing Your Connections to Print Portal Sites](#) chapter of this document.

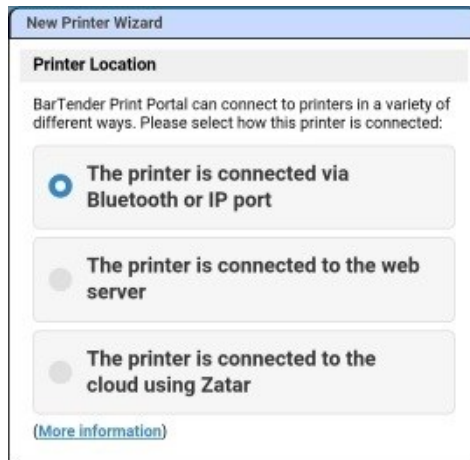
8. Tap **NEXT** to display the **Default Root Folder** screen. Here, you can optionally browse to the default folder that will open when you open the Print Portal App.
9. Under **Specify a default Root Folder**, tap the displayed folder name to open the **Default Root Folder** dialog, which displays the available folders for the server connection.
10. Tap the folder you want to select as the default folder for this site.
11. Tap **Finish**.

Pairing Your App with a Bluetooth Printer

If you are using a Bluetooth printer, you must pair your mobile device with the printer so that the Print Portal App can detect it. The pairing process is printer-specific. Some manufacturers have an external utility for configuring Bluetooth on their printers. Consult your printer's documentation for more information.

After you have paired a Bluetooth printer with your device, you can configure the printer in the Print Portal App on the **Print** page. Refer to the **Configuring Printers for the Print Portal Site** section of the [Configuring a Print Portal Site Using the Print Portal App](#) chapter of this document.

During the connection process, select the Bluetooth option.



The Print Portal App will try to match the Bluetooth printer with a compatible driver on the server. If no driver exists, the server administrator will need to install a compatible driver.

Once the Bluetooth printer has been paired with your device and connected to the Print Portal App, you are ready to print.

Selecting a Document to Print

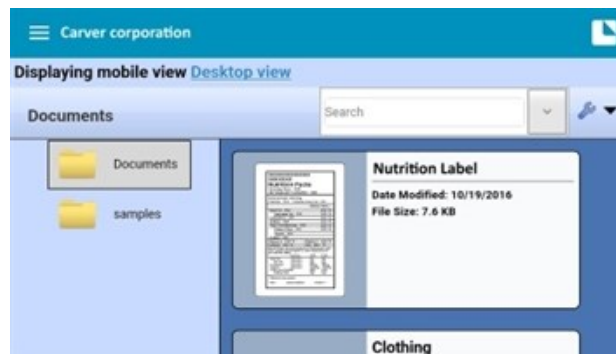
The Print Portal App provides both a browsing method and a search method for locating the documents you want to print:

1. Open the Print Portal App. The App will display the contents of the default folder specified for the site.



NOTE: If you have configured more than one Print Portal site on your App, you may need to first select the site you want to print from. For information on selecting another configured site, refer to **Changing Default Print Portal Sites** in the [Managing Your Connections to Print Portal Sites](#) chapter of this document.

2. Turn your mobile device sideways to view the **Folder** navigation pane.



3. If you want to view documents in a different folder, tap the desired folder. If not, you can select a document from the currently-displayed default folder.
4. Scroll through the displayed documents to find the desired document, or use the **Search** field to enter a search term. Matching documents are displayed as you type your search term and are filtered further as you continue to enter text into the search field.

5. Tap the desired document to open it. You are now ready to print, as described in the next chapter.



Printing the Document

Once you have located the desired document, tap the document to start the printing process. The **Print Document** dialog will be displayed, providing you options that may include changing the target printer, specifying the number of copies to print, opening **Print Preview**, and canceling or continuing the print job.

Be aware that depending on how the Print Portal site you are connected to has been configured, you may or may not be able to:

- View the **Print Document** dialog.
- Specify the number of copies to print.
- Open **Print Preview**.
- Change the printer that the document prints to.

To print a document using the **Print Document** dialog:

1. Locate the desired document. For more information, refer to the [Selecting a Document to Print](#) chapter of this document.
2. Tap the document to open the **Print Document** dialog.
3. In the **Print Document** dialog, make any desired changes to the specified printer or number of copies to print, if these options are available.
4. Tap **Print** to start the print job. If the document requires user input, those screens will be displayed.

Alternatively, you can view the document in **Print Preview** before printing:

NOTE: **Print Preview** allows you to view your print job exactly as it will appear on the printed item(s), including any data pulled from connected databases or entered from query prompts or data entry forms.

1. Locate the desired document as described above.
2. Tap the document to open the **Print Document** dialog.
3. Tap **Print Preview**. If the document requires user input, those screens will be displayed, and the preview will open once the required data is entered.
4. After viewing the document page(s), tap **Print** to print the document. Alternatively, tap **Cancel** to close **Print Preview**.



Adding Real-Time Data

Some documents may have data entry forms or query prompts associated with them. If this is the case, those user-input screens will open automatically after you tap **Print** or **Print Preview**.

To add real-time data at print-time:

1. Once the prompt dialog opens, tap a field to enter the required information using the provided keyboard.
2. When you have finished entering the data for a field, you can move to another field by tapping the desired field, or by using the arrow button.
3. When you have finished entering data, tap **Print Preview** to close the window and view the document page(s).
4. Tap **Print** to print the document directly from **Print Preview**. Alternatively, close **Print Preview** and print from the **Print Dialog**.



Selecting the Printer

Printers are configured for use with a Print Portal site by a user with administrative permissions, either using the Print Portal companion application or the Print Portal App, and a default printer will be selected when you print a document. If the Print Portal site you are connected to has been configured to allow it, you can select or change printers at print-time.

To select a different printer:

1. Locate the desired document as described previously in this chapter.
2. Tap the document to open the **Print Document** dialog.
3. Tap the down arrow to the right of the default printer to view a list of available printers.
4. Tap the desired printer to select it.


If the desired printer has not previously been configured for use with the Print Portal site, you will need to add the new printer:

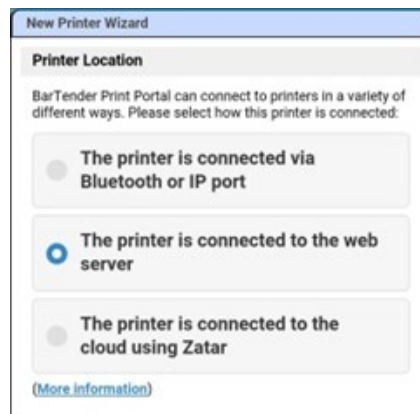
NOTE: You must have administrative permissions to the Print Portal site to configure printers for use by that site.

1. From the **Print Document** dialog, tap the **Add or Change Printers** link to open the **Add or Change Printers** dialog.

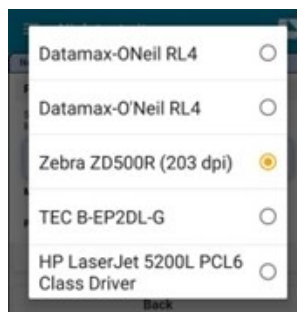




2. Tap  to open the **Printer Location** dialog.
3. Select how the printer is connected (Bluetooth or IP port, web server, or Zatar).



4. Tap **Next** to open the **Printer Selection** dialog.
5. Tap the down arrow to view a list of available printers.
6. Select the desired printer.




7. Click **Next**.
8. Enter a name for the printer if you wish.
9. Click **Finish**.
10. Once you have added a printer, it will be available to select when you print a document.

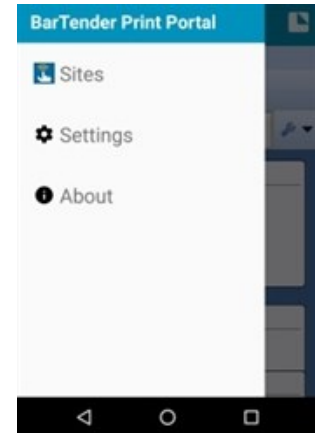
Managing Your Connections to Print Portal Sites

You can configure additional Print Portal server connections for your App, as well as manage existing connections, including updating login settings and default folders.

Configuring Additional Print Portal Server Connections

You can connect to additional Print Portal sites at any time once you have connected to and configured the first site:

1. Tap  or swipe from the left edge of the screen to show the Print Portal App sidebar menu.
2. Tap **Sites**.
3. At the top of the screen, tap **Manage** to show the **Manage** buttons.
4. Tap **Add**.
5. Enter the server address (url) or type in the server name.
6. Tap **NEXT**.
7. When the Print Portal App connects with the server, you can optionally enter a name for the site. If you want to change the name, replace BarTender Print Portal with the appropriate text.
8. Tap **NEXT**.
9. Some connections require that you log in to access and print documents. If your server is configured this way, the **Authentication** screen is displayed. Tap the **Enable** switch and enter your username and password to enable automatic login.




Note: If you choose not to enable automatic login for the site, you will need to log in each time you open the app to this site.

10. Tap **NEXT** to display the **Default Root Folder** screen. Here, you can optionally browse to the default folder that will open when you open Print Portal.
11. Under **Specify a default Root Folder**, tap the displayed folder name to open the **Default Root Folder** dialog, which displays the available folders for the server connection.
12. Tap the folder you want to select as the default folder for this site.
13. Tap **Finish**.



Changing Default Print Portal Sites


If you have configured more than one Print Portal server connection for your App, you can switch to a different site at any time:

1. Tap  or swipe from the left edge of the screen to show the Print Portal sidebar menu.
2. Tap **Sites**.
3. Tap the desired Print Portal site.
4. Tap **Launch Print Portal** to begin using the Print Portal App for the selected site.

Enabling and Disabling Automatic Login for a Print Portal Site

If the Print Portal site that you have connected to requires that you log in, you can optionally enable automatic login on your App for that site. If you do not enable automatic login on the App, you will be required to enter your login credentials each time you access the site from the App.

You can enable or disable automatic login at any time:


1. Tap  or swipe from the left edge of the screen to show the Print Portal sidebar menu.
2. Tap **Sites**.
3. Tap the site you want to manage.
4. At the top of the screen, tap **Manage** to show the **Manage** buttons.
5. Tap **Modify**.
6. Tap **NEXT** on the **Site Name** screen to skip editing this setting.
7. On the **Authentication** screen, tap the switch to either enable or disable automatic login.
8. If you have enabled automatic login, enter your username and password.
9. Tap **NEXT** to complete the process of enabling or disabling automatic login.
10. Tap **NEXT** to skip setting the default folder.
11. Tap **Finish**.



Changing the Default Folder

If the Print Portal site connected to your app has more than one document folder, you may want to select a default folder for the folder that you most often need to use.

To change the default folder:

1. Tap  or swipe from the left edge of the screen to show the Print Portal sidebar menu.
2. Tap **Sites**.
3. Tap the site you want to manage.

4. At the top of the screen, tap **Manage** to show the **Manage** buttons.
5. Tap **Modify**.
6. Tap **NEXT** on the **Site Name** and **Authentication** screens to skip editing these settings and to display the **Default Root Folder** screen.
7. Under **Specify a default Root Folder**, tap the displayed folder name to open the **Default Root Folder** dialog, which displays the folders currently available for the Print Portal site.
8. Tap the folder you want to select as the default folder for this site.
9. Tap **Finish**.

Configuring a Print Portal Site Using the Print Portal App

If you have administrator privileges to the Print Portal server, the Print Portal App provides many of the same options for configuring the Print Portal site that are available in Print Portal itself. You can access these options from the **Administrative Setup** menu in the App.

NOTE: Changes you make in the **Administrative Setup** menu of your App affect the web server and Print Portal itself.

The following sections describe two common administrative tasks you can complete using the App.

NOTE: If you have connected to more than one Print Portal site, be sure to select the site that you want to configure. Refer to the **Changing Default Sites** section of the [Managing Your Connections to Print Portal Sites](#) chapter of this document.


Configuring Root Folders for the Print Portal Site

Root folders are the document folders that you configure the Print Portal site to recognize so that users can print the BarTender documents that are saved in them. Root folders can point to directory folders available on your web server or to BarTender Librarian folders.

When you define a root folder, it becomes available in Print Portal's **Folder Navigator**, as well as in the Print Portal App, and any BarTender documents within that folder are displayed. In addition, any sub-folders and BarTender documents in those sub-folders are also available.

NOTE: The root folders that you configure for the Print Portal site are available to all users of the Print Portal site, either using Print Portal or the Print Portal App, unless visibility rules have been specified for the folders. For more information, refer to [Restricting Folder Visibility](#) in the Print Portal help system.








To configure root folders for the Print Portal site using your Print Portal App:

1. Open the Print Portal App.
2. If you have configured more than one Print Portal server connection for your App, ensure that you have selected the Print Portal site that you want to modify. For more information on selecting another site on your App, refer to **Changing Default Print Portal Sites** in the [Managing Your Connections to Print Portal Sites](#) chapter of this document.
3. Tap  to open the Print Portal App **Options** menu.
4. Tap **Administrative Setup** to open the **Administrative Setup** menu.

5. Tap **Root Folders** to open the **Root Folders** view.





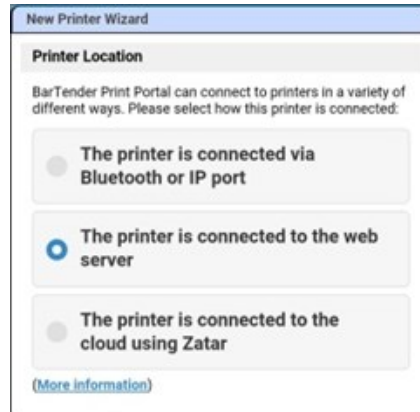
From here you can:

- Tap one of the listed root folders to select it for editing.
- Tap  to create a new folder.
- Select a folder and tap  to remove it.
- Select a folder and tap  to delete the folder and add it to the clipboard.
- Select a folder and tap  to copy the folder to the clipboard.
- Tap  to paste a folder you have previously copied or cut.
- Use the directional arrows   to move up or down through the list of folders.
- Tap **Edit Root Folder** to change or edit the selected root folder. You can click **Browse** to find a new folder, or enter a file folder name. You can enable security for the root folder from this screen. Refer to [Restricting Folder Visibility](#) in the Print Portal help system.

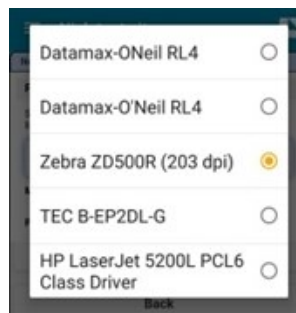
Configuring Printers for the Print Portal Site

Print Portal and the Print Portal App allow users to print documents to printers connected to the web server host, as well as to printers connected to their own computers. To print to any of these printers, they must first be configured for use with the Print Portal site.

1. Open the Print Portal App.
2. If you have configured more than one Print Portal server connection for your App, ensure that you have selected the Print Portal site that you want to modify. For more information on selecting another site on your App, refer to **Changing Default Print Portal Sites** in the [Managing Your Connections to Print Portal Sites](#) chapter of this document.
3. Tap  to open the **Options** menu.
4. Tap **Administrative Setup** to open the **Administrative Setup** menu.
5. Tap **Printers** to open the **Add or Change Printers** dialog.
6. Tap  to open the **Printer Location** dialog.



7. Select how the printer is connected (Bluetooth or IP port, web server, or Zatar).
8. Tap **Next** to open the **Printer Selection** dialog.
9. Tap the down arrow.
10. Tap the desired printer from the list of available printers.



11. Click **Next**.
12. Enter a name for the printer if you wish.

Once you have configured a printer for the Print Portal site, it will be available to select when you print a document.

Troubleshooting

This page provides answers to some common questions you may have about the Print Portal App.

Why doesn't my App connect to the Print Portal server?

- Ensure that a wifi connection is available and that you are connected to the internet.
- Ensure that the wifi capabilities of your mobile device are enabled.
- Ensure that the server you are trying to connect to is up and running properly.
- If you still can't connect, power your device down, start it up again, open the Print Portal App and try to connect again.

Why can't I find a printer?

- Ensure that you have one or more printers available to you on Bluetooth or an IP port, connected to the web server you are using, or connected to the cloud with Zatar.
- Ensure that the printer you are attempting to connect to is powered on and functioning correctly.
- If you are having difficulty configuring a printer using the Print Portal App, refer to [Configuring Printers](#) and [About Client Printing Compatible Models](#) in the Print Portal help system.
- If you have connected to a printer but the document still isn't printing, refer to [Troubleshooting printing problems](#) in the BarTender Support Center.

Why does my document not display or print correctly?

If your document is not displaying or printing out correctly, you need to check the document's formatting and settings in BarTender. Refer to [Understanding Documents and Templates](#) in the BarTender help system, and [Template Design](#) in the BarTender Support Center.

Related Documentation

White Papers and Manuals

- BarTender Print Portal
- Printer Maestro

For downloadable versions, visit:

<http://www.seagullscientific.com/support/white-papers>

BarTender Help System

- [Print Portal](#)
- [Configuring Printers](#)
- [Technical Support](#)

