



How to Manage jobs using Tags

GX Print Server for B9 Series Copier/Printer

Version 2.1

Overview

This exercise will demonstrate the ability to manage jobs using the Tags feature on the GX Print Server. The user is able to create a Tag and easily assign it to multiple jobs by using the Drag & Drop method. This exercise will also demonstrate the option for users to filter jobs using Tags.

Objective

By the end of this exercise users will be able to:

- Find the location of the setting on the GX Print Server
- Create new Tag
- Assign a Tag to jobs by Drag & Drop
- Filter jobs using Tags

BEFORE

ID	Name	Attribut	Tag
31	05.c1855005_300DPI_FCOLOR_A4_100page.pdf		
32	06.c2050001_300DPI_FCOLOR_A4_100page.pdf		
26	fx_ps_silver_geometry_Fix.pdf	☰	
29	03.c1110010_300DPI_FCOLOR_A3_100page.pdf		
30	04.c1855001_300DPI_FCOLOR_A3_100page.pdf		
28	02.bluetest_300DPI_FCOLOR_A3_100page.pdf		
20	BBD_colour_raster_image_viewer_gxprintserver.pdf(1)		
21	BBD_colour_raster_image_viewer_gxprintserver.pdf(1)		
22	BBD_colour_raster_image_viewer_gxprintserver.pdf(2)		
25	fx_ps_gold_koi_mod.pdf	☰	
33	07.c3010003_300DPI_BW_A4_100page.pdf		
24	Fuji Xerox Metallic - Standard.pdf	☰	
23	Changed Fuji Xerox Gold Metallic - Standard.pdf	☰	


No Tag on the jobs

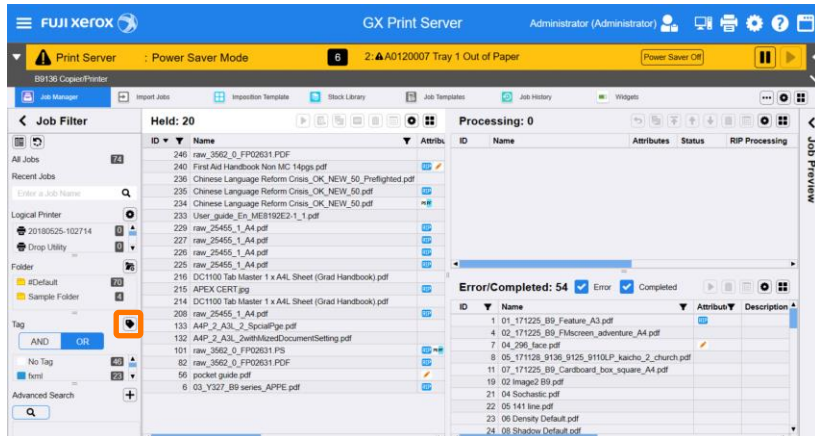
AFTER


ID	Name	Attribut	Tag
31	05.c1855005_300DPI_FCOLOR_A4_100page.pdf		
32	06.c2050001_300DPI_FCOLOR_A4_100page.pdf		
26	fx_ps_silver_geometry_Fix.pdf	☰	Metallic
29	03.c1110010_300DPI_FCOLOR_A3_100page.pdf		
30	04.c1855001_300DPI_FCOLOR_A3_100page.pdf		
28	02.bluetest_300DPI_FCOLOR_A3_100page.pdf		
20	BBD_colour_raster_image_viewer_gxprintserver.pdf(1)		Demo
21	BBD_colour_raster_image_viewer_gxprintserver.pdf(1)		Demo
22	BBD_colour_raster_image_viewer_gxprintserver.pdf(2)		Demo
25	fx_ps_gold_koi_mod.pdf	☰	Metallic
33	07.c3010003_300DPI_BW_A4_100page.pdf		
24	Fuji Xerox Metallic - Standard.pdf	☰	Metallic
23	Changed Fuji Xerox Gold Metallic - Standard.pdf	☰	Customer A Metallic

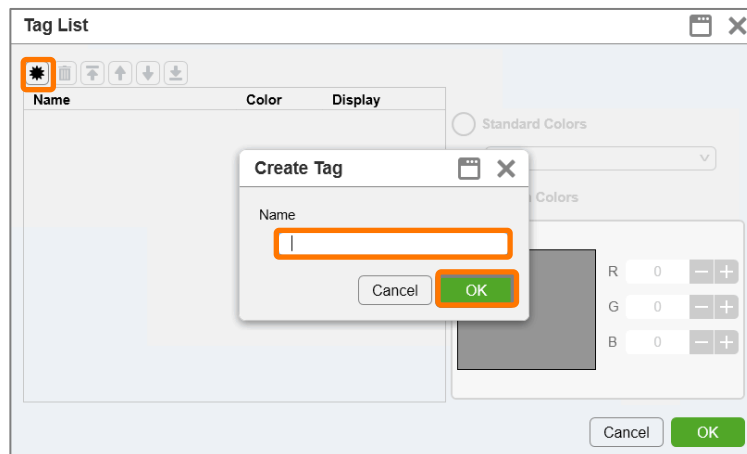
Categorized by Tag

Creating a Tag

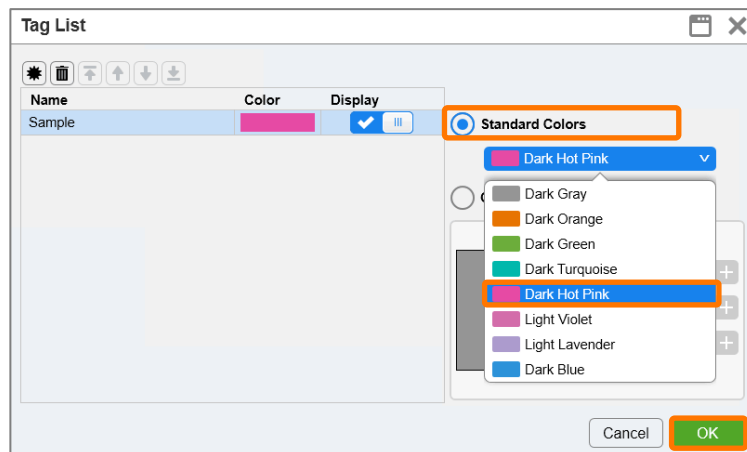
1. Click the  (Tag List) button on the Job Filter area.



2. Click the  (Create) button, and enter a Tag name. Then click **[OK]**.



3. Check **[Standard Colors]** and select a color. Then click **[OK]**.



4. You can now see the Tag which has been created in the Job Filter area.

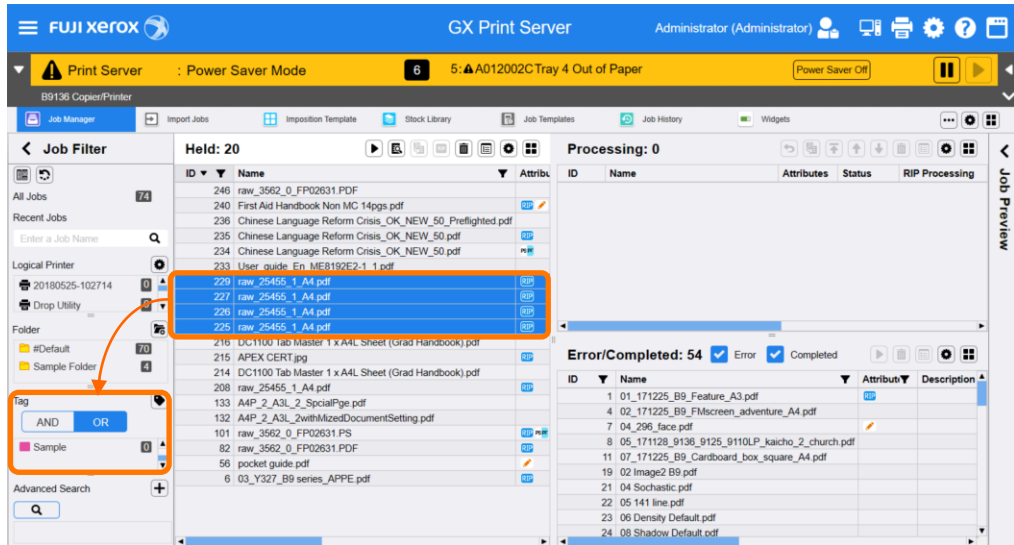
The screenshot displays the GX Print Server interface. The top navigation bar includes the Fuji Xerox logo, the title 'GX Print Server', and the user role 'Administrator (Administrator)'. A status bar below the navigation bar shows 'Print Server : Power Saver Mode' and a warning '5: A012002C Tray 4 Out of Paper'. The main interface is divided into several sections:

- Job Filter:** Located on the left, it contains a search bar, a list of logical printers, folders, and a 'Tag' section. The 'Tag' section is highlighted with an orange box and contains two buttons: 'AND' and 'OR'.
- Held: 20:** A central table listing 24 jobs with columns for ID, Name, and Attributes. The jobs include various PDF files and a 'pocket guide.pdf'.
- Processing: 0:** A table on the right showing the status of jobs. It includes a summary 'Error/Completed: 54' and a table with columns for ID, Name, Attributes, Status, and RIP Processing. The table lists 24 jobs, including '01_171225_B9_Feature_A3.pdf' through '08_Shadow Default.pdf'.

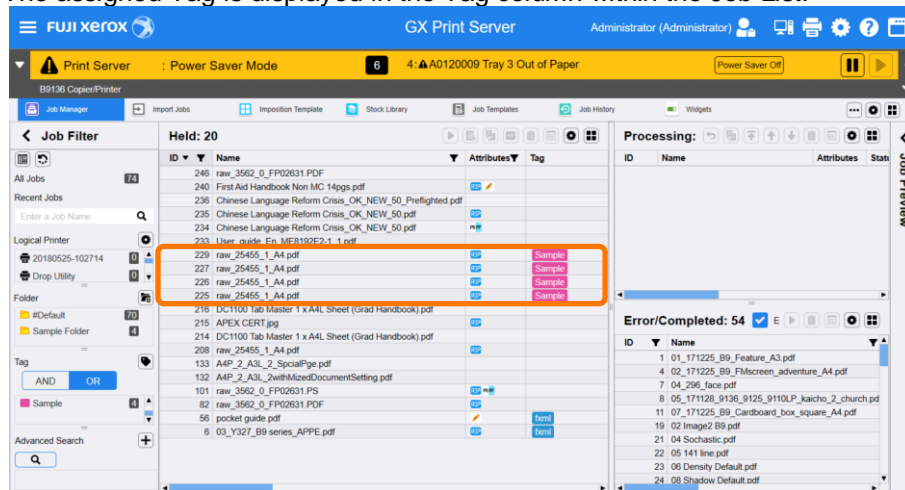
Congratulations you have now completed the process of creating a Tag. Please continue to the next exercise to assign the Tag to multiple jobs.

Assign a Tag to Multiple Jobs

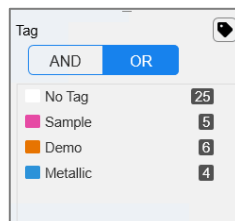
1. Select multiple jobs in the Job List, and Drag & Drop them onto the Tag which you want to assign.



2. The assigned Tag is displayed in the Tag column within the Job List.



The created Tags are listed in the Job Filter area. Each Tag shows the number of jobs that have been assigned to that Tag.





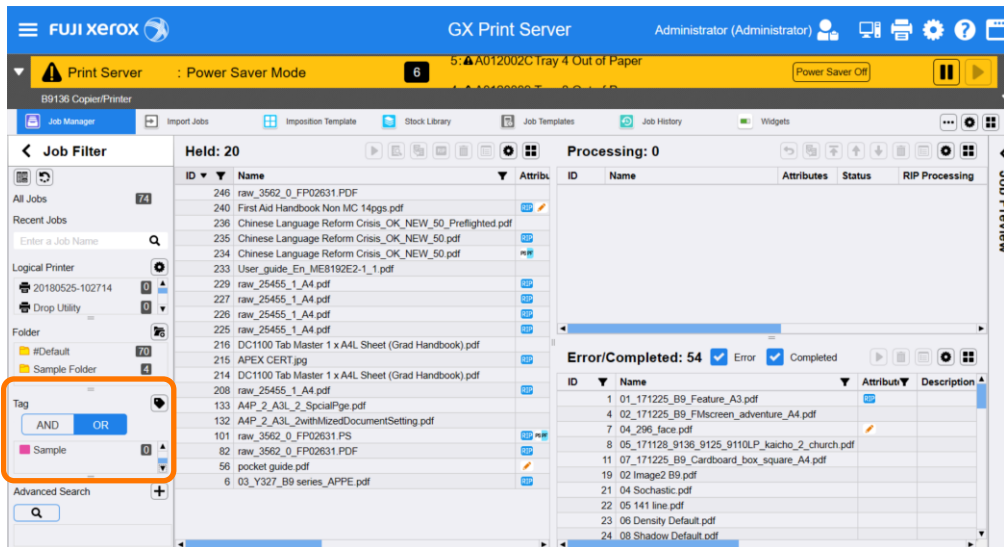
In the case where a Tag needs to be removed from the job, right click the Tag within the tag column on the job. Then, uncheck the Tag which you want to remove from the job.

ID	Name	Attribut	Tag	Arrived
20	BBD_colour_raster_image_viewer_gxprintserver.pdf(1)			2017/08/24
21	BBD_colour_raster_image_viewer_gxprintserver.pdf(1)			2017/08/24
22	BBD_colour_raster_image_viewer_gxprintserver.pdf(2)			2017/08/24
35	10.pdf			2017/08/28
38	Win.pdf			2017/08/28
39	TEST_Harris_Postcard.pdf			2017/08/28
40	thebernardgroup.JPRESS_TEST_FILE.pdf			2017/08/28
28	02.bluetest_300DPI_FCOLOR_A3_100page.pdf		Demo	2017/08/25
29	03.c1110010_300DPI_FCOLOR_A3_100page.pdf		Demo	2017/08/25
30	04.c1855001_300DPI_FCOLOR_A3_100page.pdf		Demo	2017/08/25
31	05.c1855005_300DPI_FCOLOR_A4_100page.pdf		Demo	2017/08/25
32	06.c2050001_300DPI_FCOLOR_A4_100page.pdf		Demo	2017/08/25
33	07.c3010003_300DPI_BW_A4_100page.pdf		Demo	2017/08/25
23	Changed Fuji Xerox Gold Metallic - Standard.pdf		Metallic	2017/08/25
24	Fuji Xerox Metallic - Standard.pdf	RIP	Metallic	2017/08/25
25	fx_ps_gold_koi_mod.pdf		Metallic	2017/08/25
26	fx_ps_silver_geometry_Fix.pdf	RIP	Metallic	2017/08/25
36	A-DOC1_100.pdf		Sample	2017/08/28
37	A-DOC1_1056.pdf		Sample	2017/08/28

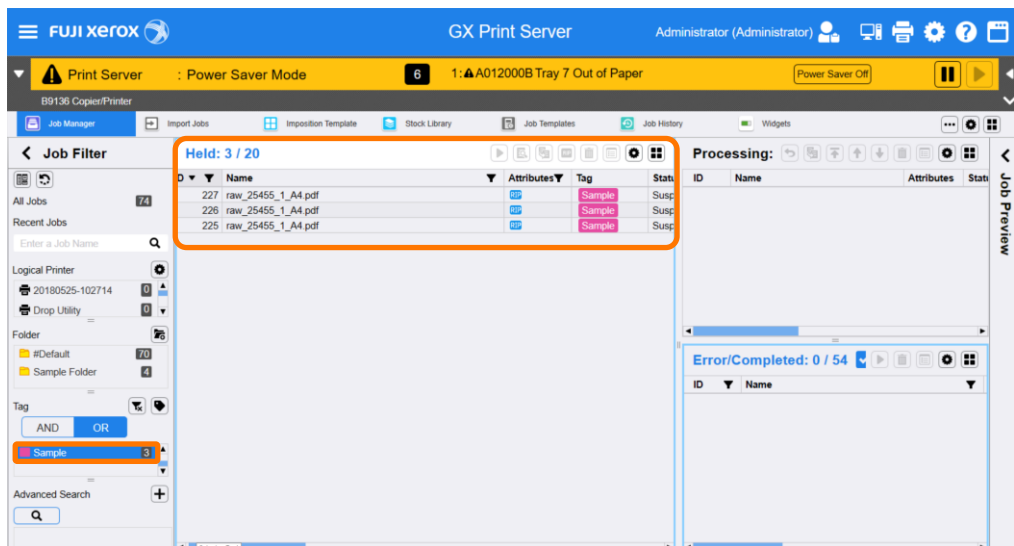
Congratulations you have now completed the process of assigning a Tag to jobs. Please continue to the next exercise of filtering jobs using Tags.

Filter Jobs using Tags

1. In the Job Filter area, select one of the Tags.



2. Only jobs that have the Tag applied are displayed within the Job List.



- You can also select multiple Tags.

The screenshot shows the GX Print Server interface. In the Job Filter panel, the 'Tag' section is expanded, and three tags are selected: 'fxml', 'standford', and 'Sample'. The 'AND' and 'OR' buttons are visible, with 'AND' currently selected. The main job list shows jobs with these tags. The 'Processing' panel on the right shows a list of jobs with their IDs and names.



If more than one Tag is selected, you can switch the filtering options from [AND] and [OR].

The first screenshot shows the Job Filter panel with 'AND' selected and three tags selected. The second screenshot shows the Job Filter panel with 'OR' selected and the same three tags selected. The 'AND' and 'OR' buttons are highlighted in both screenshots.

- If you want to clear Tag filtering, select the (Clear Filter) icon.

The screenshot shows the GX Print Server interface. In the Job Filter panel, the 'Clear Filter' icon (a trash can with an X) is highlighted. The 'Tag' section is expanded, and three tags are selected: 'fxml', 'standford', and 'Sample'. The 'AND' and 'OR' buttons are visible, with 'AND' currently selected. The main job list shows jobs with these tags. The 'Processing' panel on the right shows a list of jobs with their IDs and names.

5. Filtering is now cleared, and all jobs are displayed once again.

The screenshot displays the Fuji Xerox GX Print Server interface. At the top, the status bar shows 'Print Server : Power Saver Mode' and '2: A0120007 Tray 1 Out of Paper'. The main area is divided into a 'Job Filter' panel on the left and a central job list. The job list has columns for ID, Name, Attributes, Tag, and Status. A 'Processing:' panel on the right shows a list of jobs with a status of 'Error/Completed: 54'.

ID	Name	Attributes	Tag	Statu
246	raw_3562_0_FP02631.PDF			Susp
240	First Aid Handbook Non MC 14pgs.pdf			Canc
236	Chinese Language Reform Crisis_OK_NEW_50_Preflighted.pdf			Susp
235	Chinese Language Reform Crisis_OK_NEW_50.pdf			Susp
234	Chinese Language Reform Crisis_OK_NEW_50.pdf			Susp
233	User_guide_En_ME8192E2-1_1.pdf			Susp
229	raw_25455_1_A4.pdf			Susp
227	raw_25455_1_A4.pdf		Sample	Susp
226	raw_25455_1_A4.pdf		Sample	Susp
225	raw_25455_1_A4.pdf		Sample	Susp
218	DC1100 Tab Master 1 x A4L Sheet (Grad Handbook).pdf			Susp
215	APEX CERT.jpg			Susp
214	DC1100 Tab Master 1 x A4L Sheet (Grad Handbook).pdf			Held
208	raw_25455_1_A4.pdf			Held
133	A4P_2_A3L_2_SpialPge.pdf			Susp
132	A4P_2_A3L_2withMizedDocumentSetting.pdf			Susp
101	raw_3562_0_FP02631.PS			Held
82	raw_3562_0_FP02631.PDF			Held
56	pocket guide.pdf		final	Held
6	03_Y327_B9_series_APPE.pdf		final	Held

Processing:

ID	Name	Attributes	Statu
1	01_171225_B9_Feature_A3.pdf		
4	02_171225_B9_FMScreen_adventure_A4.pdf		
7	04_296_face.pdf		
8	05_171128_9136_9125_9110LP_kaicho_2_church.pdf		
11	07_171225_B9_Cardboard_box_square_A4.pdf		
19	02 Image2 B9.pdf		
21	04 Stochastic.pdf		
22	05 141 line.pdf		
23	06 Density Default.pdf		
24	08 Shadow Default.pdf		

Congratulations you have now completed this exercise.