



How To Sort Jobs Using the Filtering Method

GX Print Server for
PrimeLink™

Version 1.0

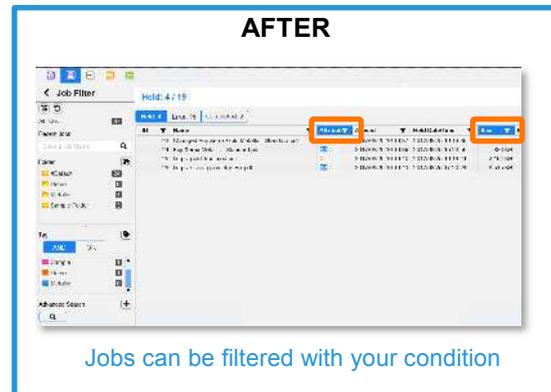
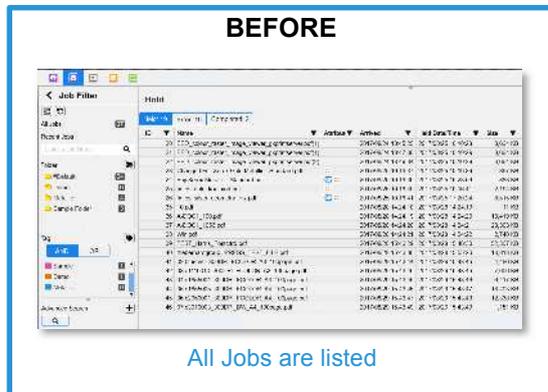
Overview

This exercise will demonstrate the ability to sort jobs using the Filtering function on the GX Print Server. The user has the ability to narrow down the job lists and make it easy to find jobs.

Objective

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

- Find the location of the setting on the GX Print Server
- Configure filtering conditions within the Job List



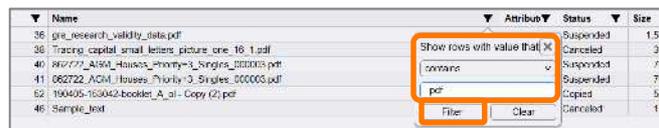
Please note that filtering is only available when job lists are in [Small Text] or [Large Text] views

Configure a Filtering Condition

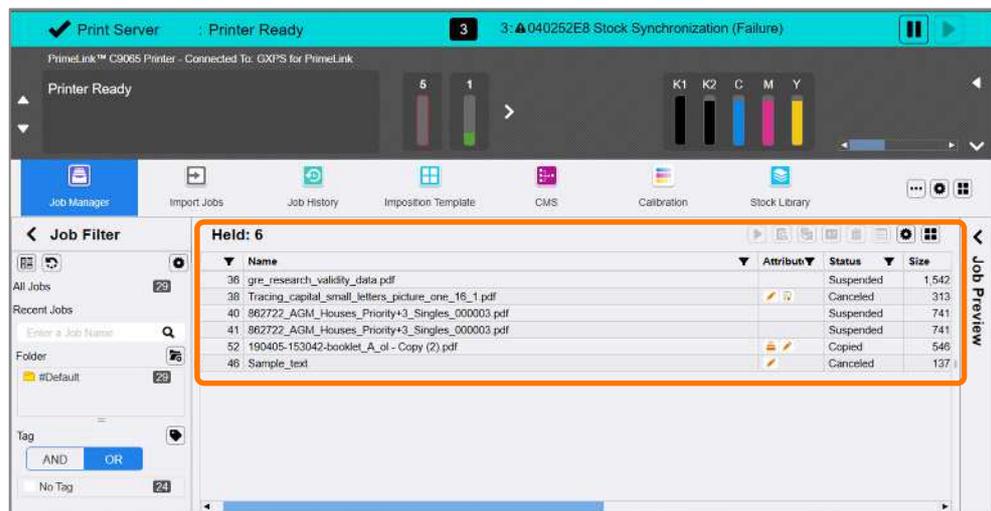
1. Click the  icon within the [Name] column of the Job List.



2. On the filtering window, enter a keyword that can be used to sort through the job list. Then, click [Filter].



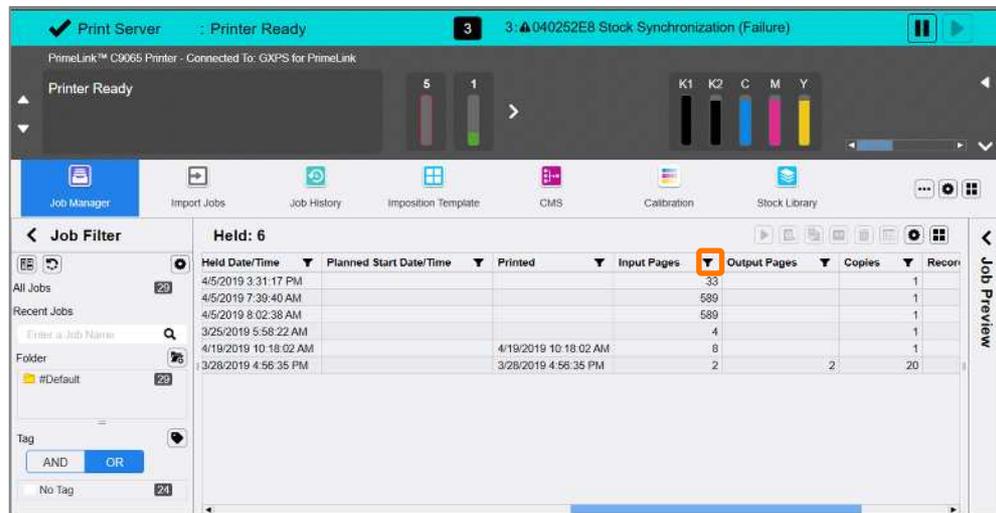
3. The job lists are now filtered with the specified keyword.



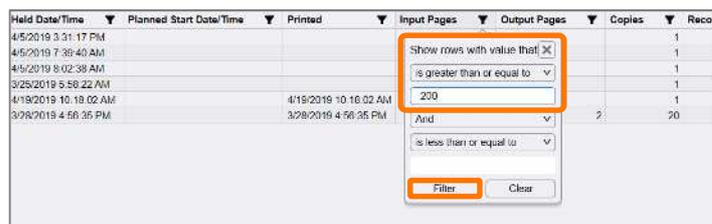
If you want to clear the filtering, click  icon again, and click [Clear].



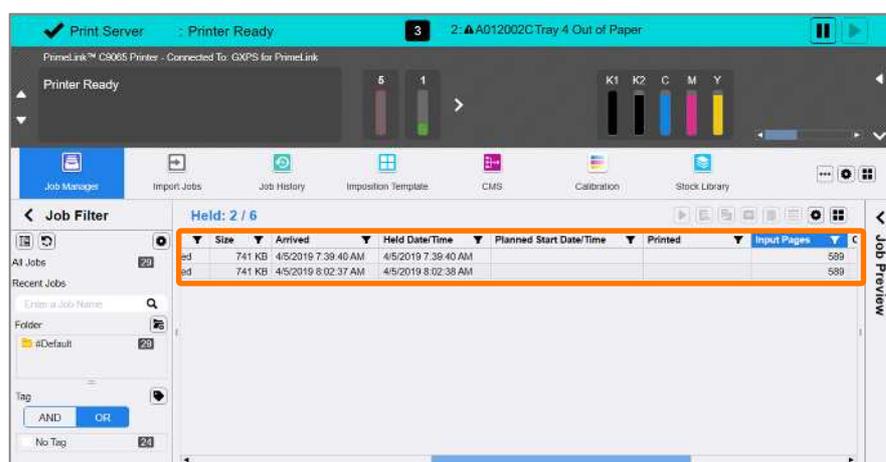
- Next, click the  icon at the top of the [Input Pages] column within the Job List.



- Enter the number of pages that you want the jobs to be filtered by and then select [Filter]



- Job lists are now filtered with both the specified file name and the number of pages.



The filtered columns are coloured blue.

Held Date/Time	Planned Start Date/Time	Printed	Input Pages	Output Pages	Copies	R
4/5/2019 7:39:40 AM			589		1	
4/5/2019 8:02:38 AM			589		1	

Congratulations you have now completed this exercise.