

YSoft SafeQ Management Interface for Users

To display your print jobs

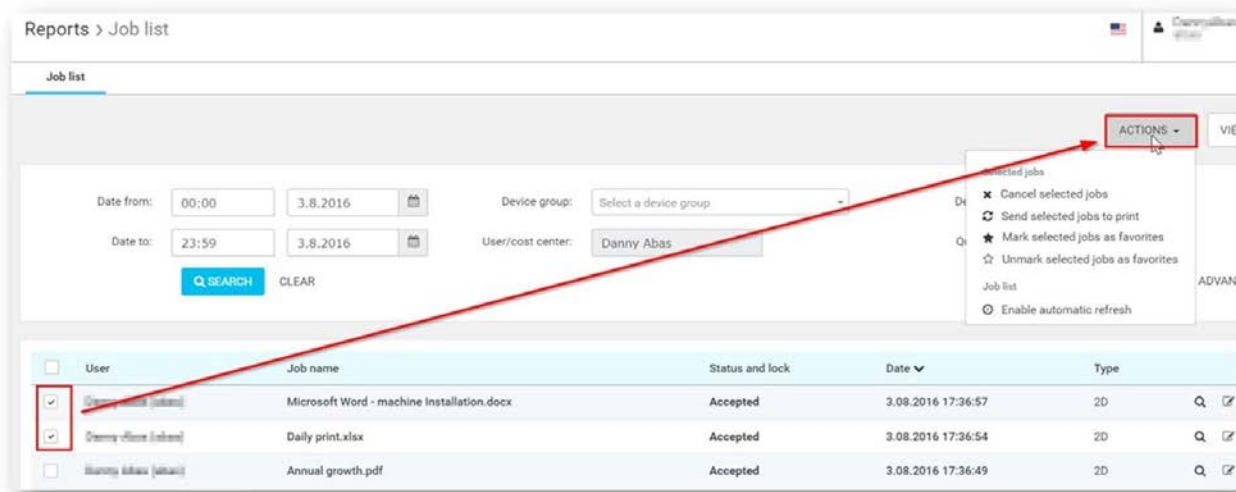
1. Click the YSoft SafeQ shortcut on your desktop or enter the URL provided by your system administrator. You can access this address from your desktop, smartphone, or tablet browser (if they are connected to the office network).
2. When asked, provide your credentials. On the same screen, you can change the login page and session language by using the flag in the top-right-hand corner.
3. Alternatively, when the Single Sign-On integration is enabled, you can enter the secured part of the web interface by clicking on Login using system credentials button. Your Active Directory credentials under which you are logged into the operating system will be used instead and you will be logged into the interface without needing to enter your credentials manually.

Job List



To display your print, copy, and scan jobs quickly, select the **Reports** tab from the left menu.

Manage Selected Print Jobs

In the **Reports** tab, select the print jobs you want to manage and press the **Actions** button:



On the selected jobs, you can perform any of the following actions:

-  Cancel the selected print job
-  Send the selected job to requeue the jobs
- You can then select the queue to send the job to:

Requeue jobs ×



Choose print queue you want to use:

Select the target queue from the list.

Type the name of the target queue manually.

Print queue:

By default, if you press **Requeue**, the job will be sent to the queue the job was previously sent to

-  Marking the selected jobs as favorites allows you to store jobs on the server for reprinting.
-  They are deleted or removed from the favorite list on the terminal or on the end user interface by using the unmark selected jobs as favorites.

Job List - Filtering Specific Jobs

To display the most common views, choose one from the menu **Views**, displayed on the righthand side of the filter above the job list

If you are looking for a particular print job, you can adjust the filter to:

- Date and Hour range
- Specific device group
- Specific print queue

Job List - Filtering Specific Jobs (Advanced)




You can also filter print jobs based on their specific status. Click on the **Advanced** link in the right corner of the filter screen, which will display additional options such as filtering:

- 2D and 3D print jobs
- All print jobs that are waiting to be printed
- Jobs based on their specific status

<input checked="" type="checkbox"/> Check all	<input checked="" type="checkbox"/> <i>Printing...</i>	<input checked="" type="checkbox"/> Copied	<input checked="" type="checkbox"/> Spooler error	<input checked="" type="checkbox"/> Outgoing fax
<input type="checkbox"/> Check all statuses to print	<input checked="" type="checkbox"/> Pending	<input checked="" type="checkbox"/> <i>Requeued</i>	<input checked="" type="checkbox"/> Security violation	<input checked="" type="checkbox"/> Incoming fax
<input checked="" type="radio"/> All jobs	<input checked="" type="checkbox"/> Accepted	<input checked="" type="checkbox"/> <i>Canceled</i>	<input checked="" type="checkbox"/> <i>Deleted</i>	<input checked="" type="checkbox"/> Printed incoming fax
<input type="radio"/> 2D	<input checked="" type="checkbox"/> Printed	<input checked="" type="checkbox"/> <i>Canceled at start</i>	<input checked="" type="checkbox"/> Batch accounting	<input checked="" type="checkbox"/> Fax errors
<input type="radio"/> 3D	<input checked="" type="checkbox"/> <i>Local print</i>	<input checked="" type="checkbox"/> <i>Rejected</i>	<input checked="" type="checkbox"/> Non-YSoft SafeQ copy/print	<input checked="" type="checkbox"/> 3D print errors
	<input checked="" type="checkbox"/> Scan	<input checked="" type="checkbox"/> Printer error		

Display Individual Job details, Preview, Requeue, or Delete

Each print job in the table shows available options to manage them individually.

- Click the  icon to show a job preview.
- Click the  icon to display detailed job information.
- Click the  icon to requeue the print job.

Other Widgets


What have you saved for the environment and your company:

 **My savings**

 Trees	0 / 0.02	 Water [l]	0 / 34.74
 Energy [kWh]	0 / 5.38	 CO ₂ [kg]	0 / 0.35
 Money [€]	0 / 81.3		


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Your last jobs, and their status:

 **My last jobs**

Title	Latest status change	Status
Microsoft Word - machine Installation.docx	3.08.2016 17:36:57	Accepted
Daily print.xlsx	3.08.2016 17:36:54	Accepted
Annual growth.pdf	3.08.2016 17:36:49	Accepted
Test Page	3.08.2016 17:35:00	Accepted

Your monthly and yearly report:

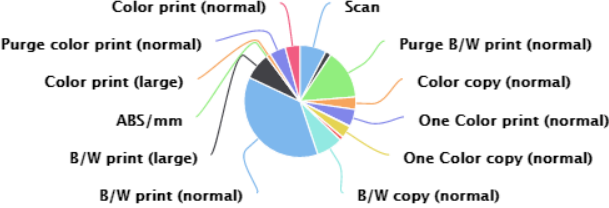
 **My reports**

Current month

Current year

Total number of pages: **1613**

Total price: **€ 275.62**



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Logging Out from YSoft SafeQ Management Interface for Users

When you finish working with the YSoft SafeQ end user interface, you can simply click the Logout button as illustrated in the screenshot below.