

Queue Management

STEP 1: Log on to your computer

STEP 2: Access Queue Management

- Type in "10" and press enter.

```
Date: 17-Jul-98      ADMINISTRATIVE AND PERSONNEL SERVICES MENU      Time: 01:39 PM

                                01 = BUDGET ACCOUNTING SYSTEM
                                02 = ACCOUNTS RECEIVABLE
                                03 = PURCHASING
                                04 = TENDERING
                                05 = PERSONNEL
                                06 = TEACHER PAYROLL
                                07 = SUPPORT PAYROLL
                                08 = SUBSTITUTE PAYROLL
                                09 = CASUAL PAYROLL
                                10 = QUEUE-MANAGEMENT
                                11 = VMSMAIL
                                12 = CAMPUS AMERICA
                                13 = STUDENT INQUIRY
                                14 = SPECIAL EDUCATION
                                15 = TUITION FEE SYSTEM
                                16 = PROJECTED ENROLLMENT SYSTEM
                                17 = CHANGE PASSWORD
                                18 = CAMPUS AMERICA - HIGH SCHOOLS

Module: [##] 10_                               Page: 1 of 1
```

STEP 3: Access Show Status of Queues

- Type in "1" and press enter.

```
QUEUE CONTROL MENU

0.  EXIT Menu
1.  Show STATUS of QUEUES
2.  MOUNT Paper-stock (Form) on a Printer
3.  STOP a Queue Immediately (pause)
4.  STOP a Queue after the Current Entry has completed
5.  RESTART a Stopped (or paused) Queue
6.  REPOSITION a currently-printing Entry to the BEGINNING
7.  REPOSITION a currently-printing Entry BACK a number of Pages
8.  REPOSITION a currently-printing Entry FORWARD a number of Pages
9.  REMOVE a Pending Entry from a Queue
10. REMOVE the Current Entry from a Queue
11. RE-QUEUE a Pending Entry
12. RE-QUEUE (and hold) a Current Entry
13. Put an Entry on HOLD
14. RELEASE an Entry that is on Hold
15. CHANGE the FORM that a pending Entry is requesting
16. Show STATUS of Queue ENTRIES

Enter selection> 1
```

STEP 4: Enter the Queue Name

- Enter the Queue name after the prompt.
- See below for a list of Queue names.

<h3>Queue Status</h3> <p>Enter Queue Name (Name of queue, %, *, ^z) []> OFF_DOM_Q</p>

<u>School</u>	<u>Queue Name</u>	<u>School</u>	<u>Queue Name</u>
Bishop James	OFF_BJM_Q	St. George	OFF_GEO_Q
Bishop Klein	OFF_KLE_Q	St. Gerard	OFF_GER_Q
Bishop Murray	OFF_BMH_Q	St. Goretti	OFF_GOR_Q
Bishop Pocock	OFF_POC_Q	St. James	OFF_JAM_Q
Bishop Roborecki	OFF_ROB_Q	St. John	OFF_JOH_Q
Cardinal Leger	OFF_LEG_Q	St. Joseph	OFF_JOE_Q
ED Feehan	OFF_EDF_Q	St. Luke	OFF_LUK_Q
Father Robinson	OFF_RBI_Q	St. Marguerite	OFF_MAG_Q
Father Vachon	OFF_VAC_Q	St. Mark	OFF_MAK_Q
Georges Vanier	OFF_VAN_Q	St. Mary	OFF_MAY_Q
Holy Cross	OFF_HCH_Q	St. Matthew	OFF_MAT_Q
Holy Family	OFF_FAM_Q	St. Michael	OFF_MIC_Q
Joe Duquette	OFF_JOE_Q	St. Paul	OFF_PAU_Q
St. Angela	OFF_ANG_Q	St. Peter	OFF_PET_Q
St. Anne	OFF_ANN_Q	St. Philip	OFF_PHI_Q
St. Augustine	OFF_AUG_Q	St. Thomas	OFF_THO_Q
St. Bernard	OFF_BER_Q	St. Volodymyr	OFF_VOL_Q
St. Dominic	OFF_DOM_Q	S'toon French	OFF_FRE_Q
St. Edward	OFF_EDW_Q	Sion	OFF_SHS_Q
St. Frances	OFF_FRA_Q	Sr. O'Brien	OFF_OBR_Q

STEP 5: Determine the Status of the Queue

- The screen will now show the status of the queue. In the example below the Queue Status is "Printing at block 122". This indicates that the printer is currently printing. If the Queue Status is **STOPPED**, **PAUSED** or **STALLED** you will have to restart the Queue. To continue, press enter and you will be returned to the Queue Control Menu.

```
Terminal queue FIN_CHEQUE, busy, on STPAUL::FIN_CHEQUE_PRNTDEV, mounted form CHE
QUE
<Panasonic KX-P1595>
 /BASE_PRIORITY=4 /DEFAULT=(FORM=DEFAULT) /LIBRARY=DEVCTL_LA Lowercase /OWNER=[
USERS,SRB] /PROCESSOR=LATSYM /PROTECTION=(S:M,O,G,W)
 (IDENTIFIER=FIN_Q_CTRL,OPTIONS=PROTECTED,ACCESS=READ+SUBMIT+MANAGE)
 (IDENTIFIER=[*,*],OPTIONS=PROTECTED,ACCESS=NONE)

Entry  Jobname      Username      Blocks  Status
-----
 179   088401          SFOWLER        208   Printing at block 122
      Submitted 23-JUL-1998 08:41:08.57 /FORM=CHEQUE /PRIORITY=100
      File: _STPAUL$DKA200:[SRB.LIVELOGIN]088401.CHQ;1 (printing)

Press Return to continue... █
```

STEP 6: Restart a Stopped (or paused) Queue

- Type in "5" and press return.

```
QUEUE CONTROL MENU

0.   EXIT Menu
1.   Show STATUS of QUEUES
2.   MOUNT Paper-stock (Form) on a Printer
3.   STOP a Queue Immediately (pause)
4.   STOP a Queue after the Current Entry has completed
5.   RESTART a Stopped (or paused) Queue
6.   REPOSITION a currently-printing Entry to the BEGINNING
7.   REPOSITION a currently-printing Entry BACK a number of Pages
8.   REPOSITION a currently-printing Entry FORWARD a number of Pages
9.   REMOVE a Pending Entry from a Queue
10.  REMOVE the Current Entry from a Queue
11.  RE-QUEUE a Pending Entry
12.  RE-QUEUE (and hold) a Current Entry
13.  Put an Entry on HOLD
14.  RELEASE an Entry that is on Hold
15.  CHANGE the FORM that a pending Entry is requesting
16.  Show STATUS of Queue ENTRIES

Enter selection> 5 █
```

STEP 7: Restart the Queue

- Enter your Queue Name and press enter to restart your queue. Press enter to return to the Queue Control Menu.

```
Restart Queue

Enter Queue Name (Name of queue, %, *, ^z) []> off_dom_q
```

STEP 8: Access Show Status of Queues

- Type in one and press enter. This screen should now indicate that the Queue is printing. Press enter to return to the **Queue Control Menu**.

```
Terminal queue FIN_CHEQUE, busy, on STPAUL::FIN_CHEQUE_PRNTDEV, mounted from CHE
QUE
<Panasonic KX-P1595>
/BASE_PRIORITY=4 /DEFAULT=(FORM=DEFAULT) /LIBRARY=DEVCTL_LA Lowercase /OWNER=[
USERS,SRB] /PROCESSOR=LATSYM /PROTECTION=(S:M,O,G,W)
(IDENTIFIER=FIN_Q_CTRL,OPTIONS=PROTECTED,ACCESS=READ+SUBMIT+MANAGE)
(IDENTIFIER=[*,*],OPTIONS=PROTECTED,ACCESS=NONE)

Entry  Jobname      Username      Blocks  Status
-----
179    088401          SFOWLER      208    Printing at block 122
Submitted 23-JUL-1998 08:41:08.57 /FORM=CHEQUE /PRIORITY=100
File: _STPAUL$DKA200:[SRB.LIVELOGIN]088401.CHQ;1 (printing)

Press Return to continue... █
```

STEP 9: Exit the Queue Control Menu

- Type in "0" and press enter.

```
QUEUE CONTROL MENU

0.    EXIT Menu
1.    Show STATUS of QUEUES
2.    MOUNT Paper-stock (Form) on a Printer
3.    STOP a Queue Immediately (pause)
4.    STOP a Queue after the Current Entry has completed
5.    RESTART a Stopped (or paused) Queue
6.    REPOSITION a currently-printing Entry to the BEGINNING
7.    REPOSITION a currently-printing Entry BACK a number of Pages
8.    REPOSITION a currently-printing Entry FORWARD a number of Pages
9.    REMOVE a Pending Entry from a Queue
10.   REMOVE the Current Entry from a Queue
11.   RE-QUEUE a Pending Entry
12.   RE-QUEUE (and hold) a Current Entry
13.   Put an Entry on HOLD
14.   RELEASE an Entry that is on Hold
15.   CHANGE the FORM that a pending Entry is requesting
16.   Show STATUS of Queue ENTRIES

Enter selection> 0 █
```