

Teacher/Supervisor Release Guide

About this Document

This document details the steps involved in installing and configuring the **Pcounter Webclient**, and enabling the **Teacher/Supervisor Release** options.

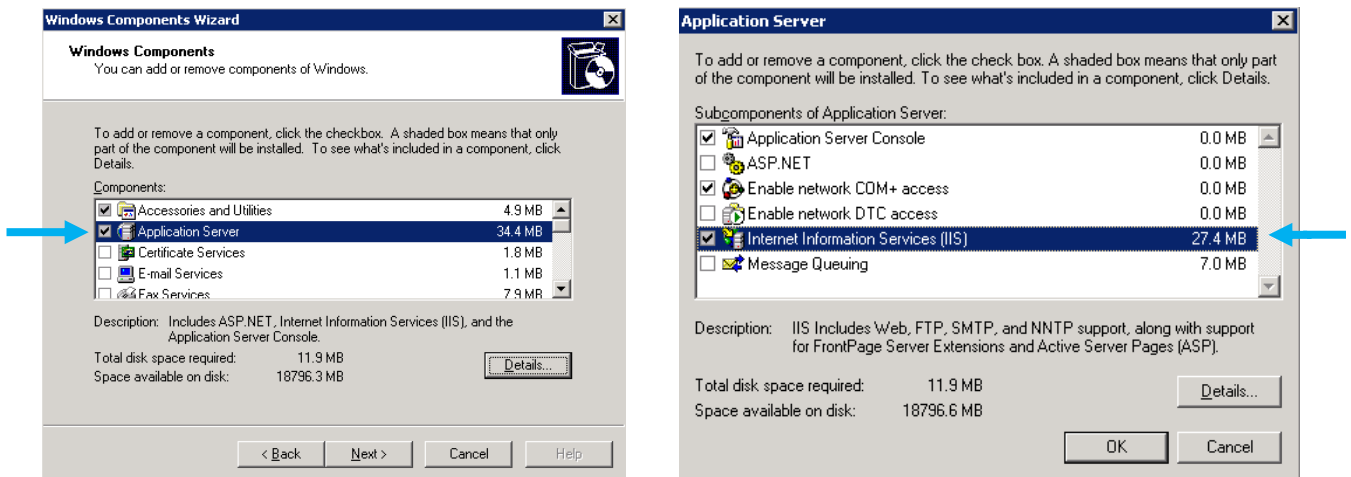
“Teacher/Supervisor Release” is the name given to the configuration of the Webclient which allows users in a position of responsibility to release paused print jobs on behalf of other users. For ease of reference this document will refer to it as **Teacher Release**.

1. IIS6 /Server 2003 Installation and Configuration

Microsoft Internet Information Services must be installed and configured on the Pcounter Data server.

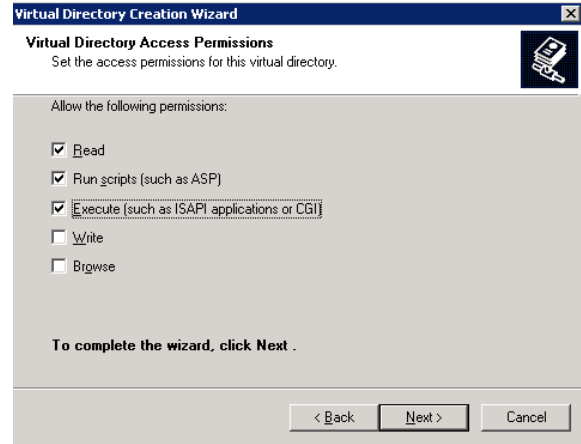
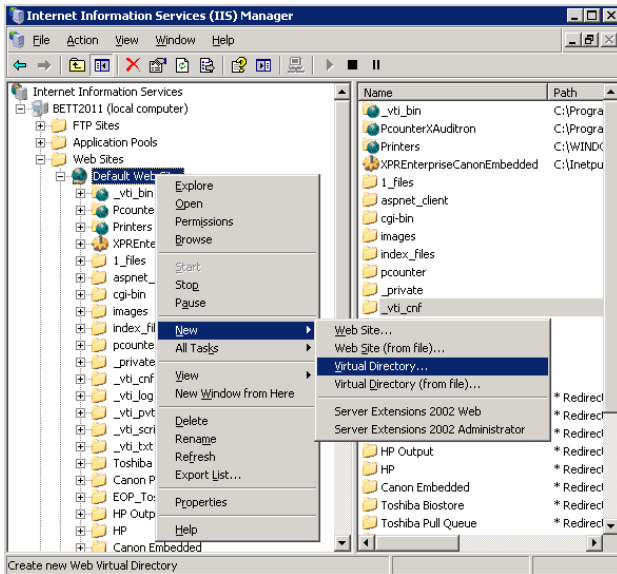
IIS6 is included with Windows Server 2003. If IIS is not installed on your Pcounter server it can be installed through **Control Panel > Add/Remove Programs > Add/Remove Windows Components**.

Select **Application Server > Details**. Check **Internet Information Services** and click **OK** followed by **Next** on the previous window. IIS components will now install. **Please note**: a server reboot may be necessary once installation is complete.



Once complete, create a new directory named **cgi-bin** within the IIS directory **C:\inetpub\wwwroot**.

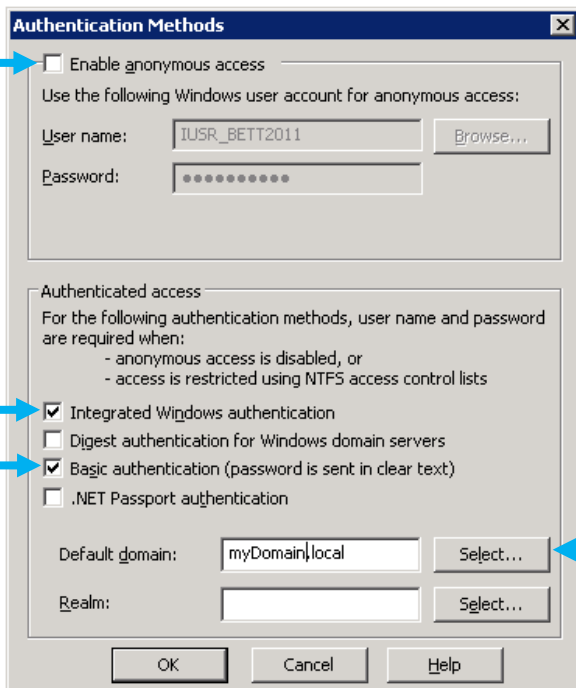
Open **IIS Manager** (under **Administrative Tools**). Using the directory structure in the left-hand frame browse to [ServerName]\Web Sites\Default Web Site. Right-click **Default Website** and select **New > Virtual Directory**. When prompted for an **Alias** enter **cgi-bin** and click **Next**. Enter or browse to the path **C:\inetpub\wwwroot\cgi-bin** when prompted and click **Next**.



Set the **Virtual Directory Access Permissions to Read, Run scripts** and **Execute** and click **Next** to finish the wizard.

Copy the file **Webclient.exe** from C:\Program Files\Pcounter for NT\NT into the ~\cgi-bin directory and refresh IIS Manager. The file will appear in the virtual directory you have just created. Right-click the file and select **Properties**.

Click the **File Security** tab followed by the **Edit** button under **Authentication and Access Control**.



Uncheck the option for **Enable anonymous access**.

Ensure **the Basic authentication** and **Integrated Windows authentication** options are selected from the list of authentication methods. Click **Yes** when advised of the security implications.

Type in, or hit **Select** and browse to, the name of your domain.

Click **OK** then **OK** and restart the default website by selecting it from the directory structure and hitting **Stop** then **Play** on the IIS toolbar.

2. IIS7 / Windows Server 2008 Installation and Configuration

On Windows Server 2008, IIS is added as a Server Role through Server Manager. To install this, open the Server Manager and Add the Role **Web Services (IIS)**. Ensure that the default services are installed as well as the following:

- Security > Basic Authentication
- Security > Windows Authentication
- IIS 6 Management Compatibility > [ALL]
- Application Development > CGI

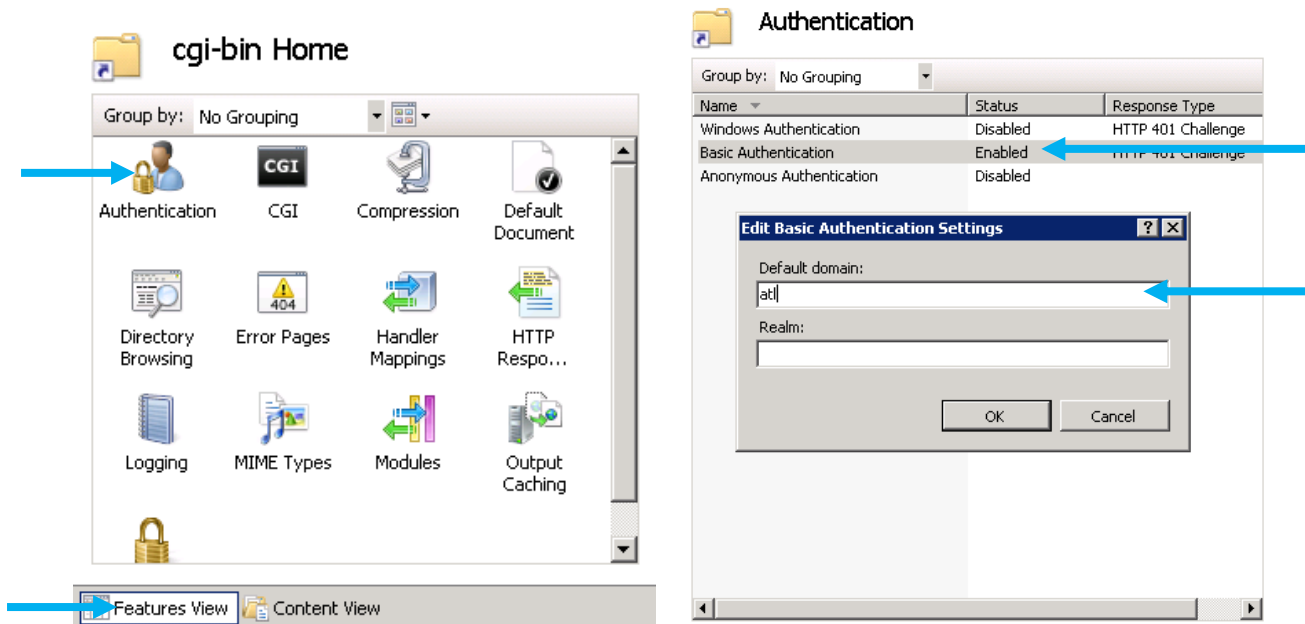
A reboot of the server may be necessary after this.

Once IIS is installed, create the folder **cgi-bin** in the IIS directory **C:\inetpub\wwwroot**.

Open IIS Manager from Administrative Tools and browse to **[server name]\Sites\Default Website**. Right-click Default Website and **Add a Virtual Directory**. Set the **Alias** to **cgi-bin** and for the **Physical Path** browse to the folder **~\cgi-bin** you just created. Click OK.

Copy the file **C:\Program Files\Pcounter for NT\NT\webclient.exe** into the **~\cgi-bin** directory.

In IIS Manager, highlight the **cgi-bin** directory and select **Features View** and **Authentication** from the IIS options.

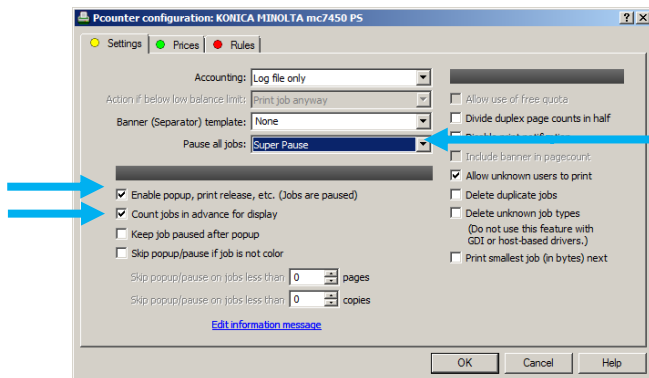


Right-click **Basic Authentication** and select **Enable**. Right-click again and select **Edit**. Enter your **domain** (NetBIOS name only necessary) into the subsequent popup and click OK. Ensure the other authentication methods are **Disabled**.

Select the **Default web site** again and **Stop / Start** it using the controls on the right.

3. Configuring Print Queues for Webclient

All printers that are to be monitored by Pcounter Webclient require a few settings changes. To do this, open the **local configuration** of the printer in Pcontrol (right-click the printer > **Pcounter** > **Configuration**).



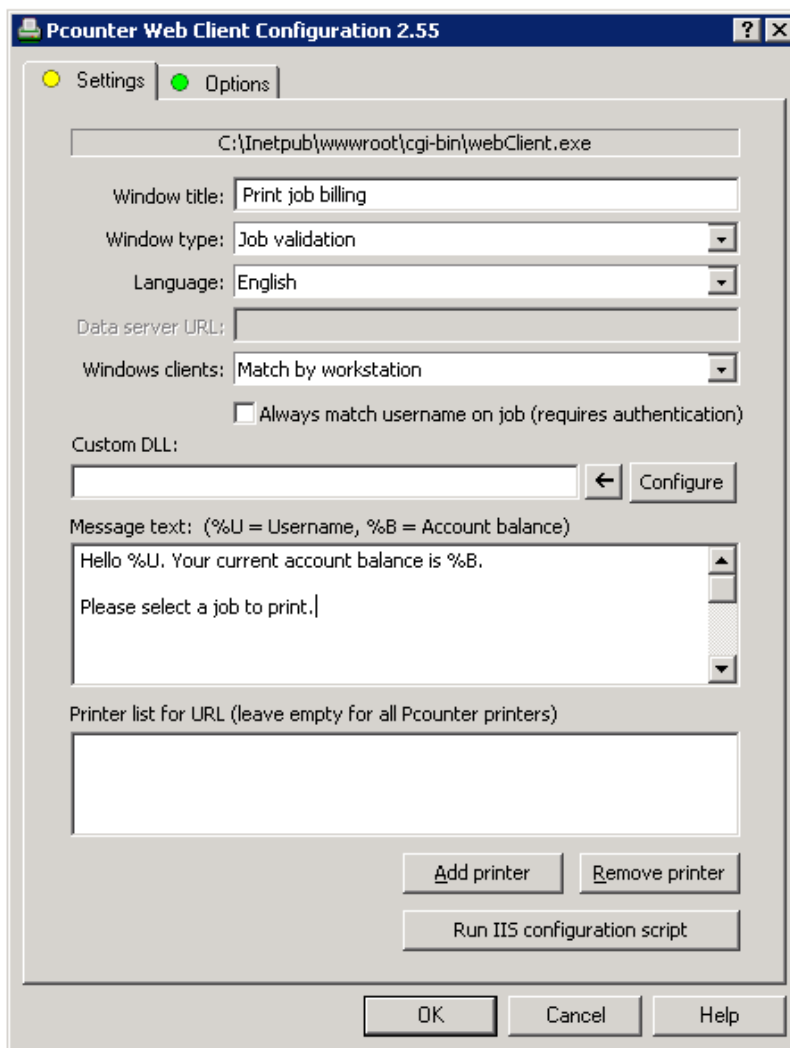
Check the box **Enable popup, print release etc...** This will automatically activate the following options:

- **Count jobs in advance for display**
- **Pause all jobs will be set to Super Pause**

Click **OK** and confirm when prompted to restart the Pcounter Printer Control Service.

4. Configuring WebClient

Browse to C:\inetpub\wwwroot\cgi-bin and double-click Webclient.exe to load the configuration screen.



You can edit the title of the Teacher Release webpage by changing **Window Title**.

There are a number of different **Window Types** offering different features. These are explored in **Appendix A**. Recommended for Teacher Release is **Job Validation** or **Client Code List**. Each Window Type has its own set of options, which is also explored in the same Appendix.

Message text allows you to customise the message the user will see on the release page. You have use of the following substitutions:

- Username %U
- Balance %B

Printer List allows you to specify which printers are monitored by the Webclient.

Now click **Run IIS Configuration Script**

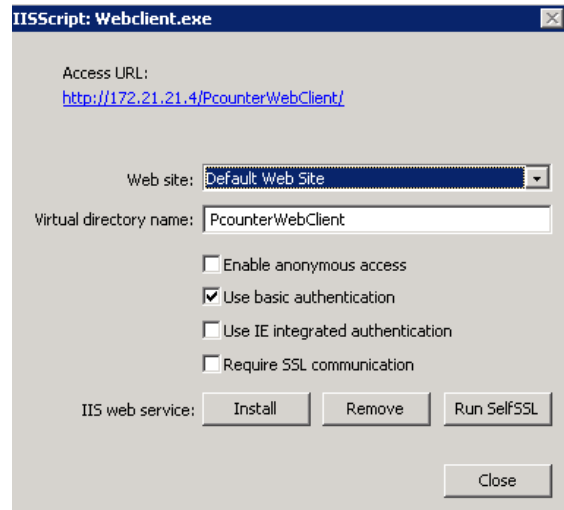
This will load the adjacent screen.

The URL for the application can be changed by editing the text box **Virtual directory name**.

If you have set the application up on a website other than the existing **Default website** set this in the **web site** drop-down box.

Ensure that you have both **Use basic authentication** and **Use IE Integrated Authentication** checked and hit **Install**.

A command window will load and process the necessary instructions. Once completed it will read **Script complete**.



The file **webclient.ini** will have been created in the cgi-bin directory containing all preference settings.

You will now be able to browse to the URL at the top of the application (default <http://ServerIP/PcounterWebclient>). It will require authentication using an AD Username/Password.

5. Teacher Release Modifications

To enable **Teacher Release** mode, make the following additions in `C:\inetpub\wwwroot\cgi-bin\webclient.ini` once Webclient has been installed as already described:

Under the heading **[Settings]** (create this heading if it does not exist) add

- **DisplayAllJobs=2**
- **DisableJobOwnerChange=1**

The **username** of the job owner will now be displayed in [] in the **Document** column along with the document name.

To restrict access to the webpage to only authorised users edit the **Windows permissions** of Webclient.exe. It is recommended that you create a new security group called Pcounter Teacher Release containing all authorised users and give Read/Write/Execute rights to Webclient.exe. Ensure that you remove all access for the **Everyone** group.

6. Webclient Usage

Browsing to the URL will show the following page:

Document	Printer	Pages	Cost
<input type="checkbox"/> [cpieper] Test Page	Library printer	1	0.10
<input type="checkbox"/> [cpieper] Test Page	Common room printer	1	0.10

Print Delete Refresh Preferences

Displayed for each print job will be:

- The **name of the document**, along with the **username** of the user who printed the document in square brackets [].
- The **printer** which the job has been printed to
- The **page** count of the job
- The **cost** of the job (if applicable)

To release a job check the adjacent checkbox and press **Print**.

To delete a job check the adjacent box and click **Delete**.

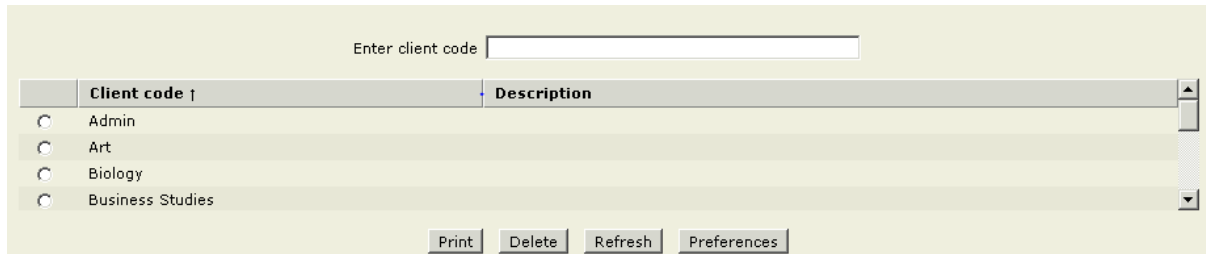
When a job is released from the webpage it will be recorded as though it was printed by the user who originally printed the document, and not the user who released the job from the webpage. The correct user will also be charged if applicable.

Appendix A: Web Client Window Types

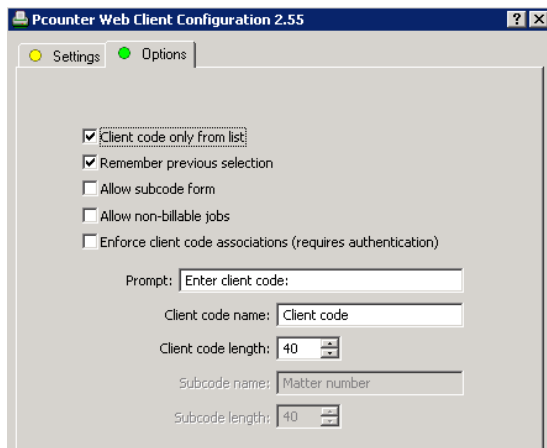
This Appendix will briefly explore the features of the different Window Types of Webclient. Each Webclient Window Type is modelled on a **Pcounter Popup** Window Type and consequently more detailed discussions can be found in the [Pcounter Popup, Client Codes and Pcounter Users' Manual](#), **section A**.

Please Note: The recommended settings for Teacher Release mode are either **Client Code List** or **Job Validation**.

1. CLIENT CODE LIST



Client code ↑	Description
<input type="radio"/> Admin	
<input type="radio"/> Art	
<input type="radio"/> Biology	
<input type="radio"/> Business Studies	



Client Code list allows the user to assign a **Client Code** (or Department code) to the released print job by selecting it from a pick list. Manual free type is also permitted using the **Enter client code** text box. The feature is useful when used in conjunction with Teacher Release as it allows users in a position of authority to select the correct code for other users' prints.

The Webclient Configuration application Options tab offers the standard Client Code list options that are also available for Pcounter Popup Window Type.

2. ENTRY FORM

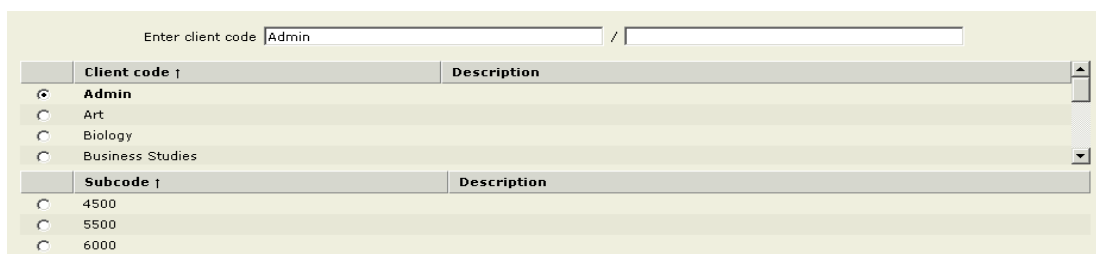
Entry Form allows only **manual type** of Client Code. Settings on the Options tab are the same as with Client Code list.

3. JOB VALIDATION

Job Validation is the simplest configuration and is simply used to confirm printing. The Webclient page simply shows the list of queued jobs. There are no additional settings on the Options tab for Job Validation.

4. MATTER NUMBER LIST

The Matter Number list allows for the free type or selection of a 2-tiered client code ("sub-code").

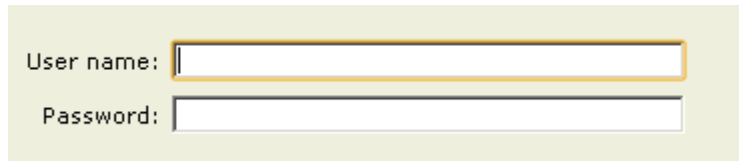


Client code ↑	Description
<input checked="" type="radio"/> Admin	
<input type="radio"/> Art	
<input type="radio"/> Biology	
<input type="radio"/> Business Studies	

Subcode ↑	Description
<input type="radio"/> 4500	
<input type="radio"/> 5500	
<input type="radio"/> 6000	

5. EMBEDDED LOGON

Embedded Logon includes a Username and Password box on the page, which can be used to enter the credentials of a **Pcounter User** or of another **AD User** if access to the webpage has been setup with Anonymous Access.



The image shows a screenshot of a login form with a light green background. It contains two input fields: the top one is labeled 'User name:' and the bottom one is labeled 'Password:'. Both fields are empty and have a thin border.

The choice between AD Users and Pcounter Users is set on the Options tab of the Webclient Configuration application.

This option is useful in a public access area where users do not have their own AD account but you still wish to account for and potentially charge these guest users for their printing.

6. JOB ID

Job ID changes the print job owner name for visual identification only. This is intended for use with Pcounter Station or for situations where users are sharing login accounts and additional information for identifying print jobs is required.

7. AUTOMATIC VALIDATION

With Automatic Validation set all jobs queued will be **automatically released** when the page is loaded. If using Teacher Release mode this will release all jobs for all users, if not just the jobs for the logged on user will be released.