

Procedure for Emailing Fire Time Reports Generated by ITS

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***Preamble:** The follow procedures are for printing Fire Time Reports, OF288, from Incident Time System software to a PostScript or Adobe Acrobat format file for emailing to Forest Timekeeping clerks. These procedures are for the Windows2000 operating system, although the same thing can be done on Windows95/98, windows and options will be somewhat different, although the basic rules remain the same.*

Creating the PostScript “Print to File” queue

First step in creating a printable file from most any application is to create a print queue that will output a file in the desired format. This is done by creating a printer on the “File” port of the PC and assigning a driver that outputs the desired format. Following are the steps to creating the queue.

1. Click on Start → Settings → Printers → Add Printer
Do not use the FS Add Printer Icon on the Desktop of W2k PCs
2. Select “Next” on the “Welcome to the Add Printer Wizard” window.
3. Select “Local Printer” on “Local or Network Printer” window.
Uncheck “Automatically Detect and Install my Plug and Play Printer”.
4. Select “Next”
5. In the “Select the Printer Port” window, select “Use the Following Port” and select the “File” port.
6. Select “Next” to goto the next window.
7. It the “Add Printer Wizard” window, select a printer that will format the type of file you want output. For example, to create a file in PostScript format, I chose a Lexmark Optra S 1650 PS printer. To create an Adobe Acrobat file I chose a Lexmark Optra S 1650 PS printer and after the queue was created I changed the properties to add the Acrobat PDFWriter driver to the queue. More on that later, for now lets just get the file in PostScript format.
8. Select “Next”.
9. It the “Use Existing Driver” window, select “Keep Existing Driver”.
10. Select “Next”.
11. It the “Name Your Printer” window, give your new queue an appropriate name such as “Print to File in PostScript”.
12. Select “Next”.
13. It the “Printer Sharing” window select either “Do Not Share This Printer” or select “Share As” and enter the queue name if you intent to let others use the queue.
14. Select “Next”.

15. In the “Print Test Page” window, select “No” to the “Do You Want to Print a Test Page” prompt.
16. Select “Next”.
17. Select “finish”.

Your “Print to File” queue has now been created.

Printing an FTR to your “Print to File” PostScript queue

1. Set the “Print to File” print queue you created as instructed above to the Default printer. *Use “Help” if you don’t know how to do this, and if you don’t know how to use “Help” you should probably not be attempting this.*
2. Print the desired FTR from ITS, you will be prompted for the filename of the FTR file you are going to create.
3. Type in the path and desired file name, e.g.
C:\HaymanFire\OF288s\sbear_FTR.ps. You must put the .ps at the end of the filename so the PC will recognize the file as being a PostScript format file.

Note: At this time I must point out that ITS actually prints two files when you print a FTR.. The first file has 0 (that’s none) contents. The second print is the FTR.. So, ITS prompts you twice for the path and filename. You may choose to send the first print to C:\junk\sbear_ftr.ps and the second print to C:\HaymanFire\OF288s\sbear_FTR.ps. Then you can go into C:\junk and delete all the empty files when convenient. I have no idea why ITS creates the empty file, it just does.

After you are finished printing the FTRs to a directory, you are ready to email the files to the appropriate Forests from Lotus Notes. I’ll suggest sending the files to the Forest’s Mailroom account rather than sending to an individual that may be on A/L for a month. Perhaps a Lotus Notes Stationary with instructions to the Mailroom clerk to pass the file on to the appropriate Time clerk would work most efficiently in mailing the FTRs.

The Time clerk on the receiving Forest should be able to send the PostScript File to any IBM contract printer, or any other printer that handles PostScript format, and get a printout of the FTR. Time Unit employees at the fire camp can also send the files to a PostScript printer in the fire camp for hardcopy documentation if desired. PostScript files can also be opened and printed from GhostView, a standard application on all IBM contract PCs.

Creating FTRs in Adobe Acrobat PDF Format

The easiest way of creating PDF format FTR files is to have Adobe Acrobat Writer installed on the PC that will be printing the FTRs. First a “Print to File” queue is created as described above. Then

1. Select Start → Settings → Printers
2. In the “Printers” window, right click on your “Print to File” queue you created.
3. Select “Properties”
4. Select the “Advanced” tab.
5. Change the Driver to “Acrobat PDFWriter”. If Adobe Acrobat Writer is not installed on the PC this option will not be available.
6. Save and close the “Properties” window.
7. Your queue should now produce FTRs in PDF format. Be sure to add the .pdf to the end of the filename when prompted for the filename in ITS.

Another way of creating a PDF is to first run the FTR thru a PostScript “Print to File” queue, then run the resulting PostScript file thru Acrobat Distiller. This requires the Acrobat Distiller software be installed on the PC.

Important: Although it is possible to email the FTR files using Internet mail accounts, e.g. Hotmail, AOL etc., doing so would be in violation of Forest Service security policies and guidelines. You should only mail FTRs from Lotus Notes while connected directly to the Forest Service network.

Disclaimer: This procedure has been minimally tested and no guarantees are expressed or implied by me or anybody else. You may copy and distribute these procedures to others so long as this disclaimer is included. If you have questions, you may email me at dcamp@fs.fed.us, or for Forest Service employees, dcamp/R5/USDAFS@FSNOTES. I will try to answer all emails; however, solutions/answers or replies may not be timely and are not guaranteed.

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