Implementation Guide

P60 Printer and OpenOffice Implementation Guide

OpenPeople v8.12

Prepared by Selina Ettles Advanced Business Solutions

Northpoint Exploration Drive Bridge of Don Aberdeen AB23 8HZ

Tel: +44 (0)1224 692903 Fax: +44 (0)1224 693078 Web: www.advancedcomputersoftware.com/abs



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1 Overview

This document describes the set up required in order to generate both paper and electronic P60s in OpenPeople.

This includes information on:

- o Installing OpenOffice
- o Installing Outlook Security features
- o P60 printer set up
- o Setting up default P60 options

2 OpenOffice Installation

2.1 Overview

OpenPeople uses OpenOffice (minimum v3.3) as the mechanism for converting P60s to PDF format. It is required when generating electronic P60s (format B). OpenOffice can be freely downloaded from the internet.

When OpenOffice is downloaded there may be an amendment required within the openstrt.ini file.

When OpenOffice is installed, there can be a few different types of setups depending on each customer's setup.

- OpenOffice installed locally on OpenPeople client machines
- OpenOffice installed on the OpenPeople server
- OpenOffice installed on a shared network separate from OpenPeople

If OpenOffice is installed locally on an OpenPeople client machine then no amendment to the openstrt.ini is required as it will be detected automatically.

If OpenOffice is installed on the OpenPeople server then there are some specific configuration options that are required. This should be completed by your IT team.

If OpenOffice is installed on a shared network, then the openstrt.ini must be amended to point to its network install location. This is to ensure that it is available for everyone across the network.

Note: - OpenOffice is free to download from OpenOffice.org and has no license issues. Also note that the screens may look different from those shown within this guide as OpenOffice versions are updated regularly.

2.2 Download OpenOffice

Online Navigate to OpenOffice.org.



User selects **Download OpenOffice** from the options on the OpenOffice home page.



Select Run



Select Run

Once the download is complete the screen below will be displayed. The version may be different but it must be 3.3 or later.

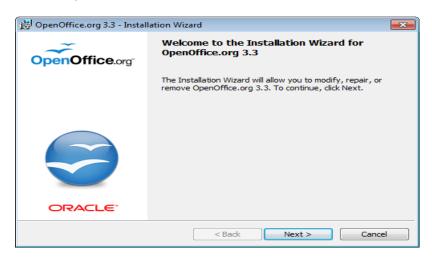
🕄 OpenOffice.org 3.3 Installation Preparation 📃 👘 🗾 💌				
	Thank you for downloading OpenOffice.org 3.3.			
	The installation files must be unpacked and copied to your hard disk in preparation for the installation. After that, the OpenOffice.org installation will start automatically.			
	Click 'Next' to continue.			
ORACLE				
	Next > Cancel			

Select Next

Note: - OpenOffice by default will download to the C drive.

OpenOffice.org 3.3 Installation Preparation	
Select Folder Select the folder in which to save the unpacked files.	OpenOffice.org
The OpenOffice.org 3.3 installation files will be unpacked and save below. If you would like to save OpenOffice.org to a different fok another folder.	
Destination Folder	es Browse
Space required: 147.6MB Space available: 403.3GB	
Nullsoft Install System v2,42,3-Unicode	Unpack Cancel

Select Unpack

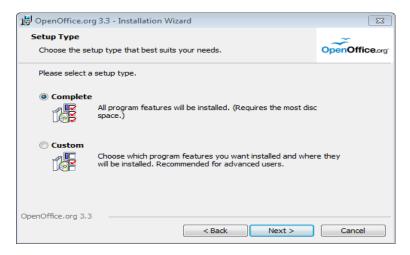


Select Next

Enter the User Name and Organisation details. The radio button selection should remain as 'Anyone who uses this computer'.

😼 OpenOffice.org 3.3 - Installation Wizard	23
Customer Information	
Please enter your information.	OpenOffice.org
User Name:	
Admin	
Organisation:	
Hewlett-Packard Company	
Install this application for:	
 Anyone who uses this computer (all users) 	
Only for me (Admin)	
OpenOffice.org 3.3	
< Back Next >	> Cancel

Select Next

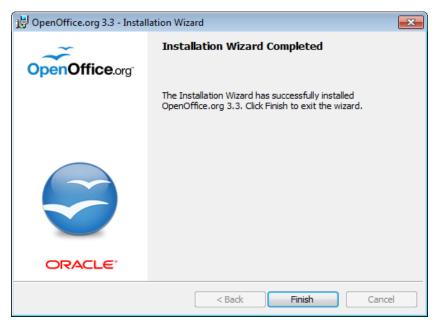


Select Complete and select Next

🔀 OpenOffice.org 3.3 - Installation Wizard	×
Ready to Install the Program	- - -
The wizard is ready to begin installation.	OpenOffice.org
Click Install to begin the installation.	
If you want to review or change any of your installation settings, dick Back. exit the wizard.	Click Cancel to
☑ Create a start link on desktop	
OpenOffice.org 3.3	
< Back Install	Cancel

Enter a tick as shown below if you wish a hyperlink for OpenOffice on your desktop.

Select Install



Select Finish.

If a tick was entered as shown above the user will now have a visible icon on their desktop to allow access to OpenOffice.

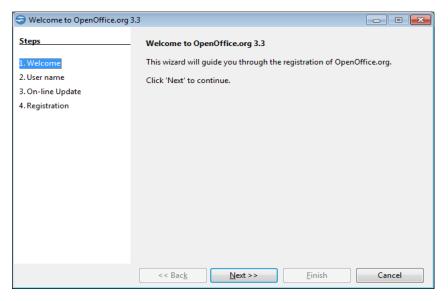
2.3 OpenOffice Registration

Once installed OpenOffice registration must be completed.

Note this will only be required once, immediately after installation.

Enter OpenOffice via the desktop icon.

Screen will be displayed as shown below: -



Select Next

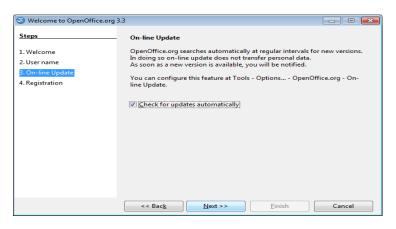
Enter user name applicable (Example only below).

Select Next

😂 Welcome to OpenOffice.org	3.3			
<u>Steps</u>	Provide your full name and initials below			
1. Welcome <mark>2. User name</mark> 3. On-line Update	The user name will be used in the document properties, templates and when you record changes made to documents.			
4. Registration	<u>F</u> orename	Selina		
	<u>S</u> urname	Reid		
	Initials	SR		
	< < Bac <u>k</u>	<u>N</u> ext >> <u>F</u> inish Cancel		

Enter the user name applicable (example only above).

Select Next



Tick – 'Check for updates automatically' as shown above.

Welcome to OpenOffice.org 3	.3
Steps	OpenOffice.org Registration
1. Welcome 2. User name 3. On-line Update 4. Registration	You now have the opportunity to support and contribute to the fastest growing open source community in the world. Help us prove that OpenOffice.org has already gained significant market share by registering. Registering is voluntary and without obligation. I want to register <u>now</u> I want to register <u>later</u> I do not want to register We hope you enjoy working with OpenOffice.org.
	To exit the wizard, click 'Finish'.
	<< Back Next >> Einish Cancel

Check – 'I want to register now' as shown above.

Select Finish

Complete the registration details, the registration screen will look slightly different depending on the OpenOffice and Oracle version.

Once completed select - Register Now

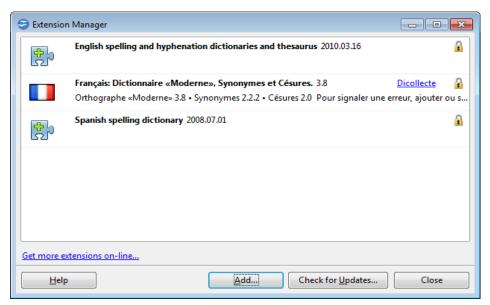
2.4 Add Extension - DocumentExport.oxt

Once registration is complete an 'extension' is required to be added to OpenOffice (Extension - DocumentExport.oxt).

OpenOffice.org				0 6
Ele Edit Yew Iools Window Help				
		_		
	~			
	OpenOffice.org 3			
	Text Document	Drawing		
	Spreadsheet	Database		
	1000 C			
	Presentation	Formula		
	Open	-51		
	Open_	Templates		
	5 7 8 8 B		ORACLE'	

Within OpenOffice from the screen above, top menu, select,

- Tools
- Extension Manager



The screen above will be displayed: -

Select Add

The screen below may be displayed, if not then browse to the location of the *DocumentExport.oxt* extension, which will be in your code tree, tools folder.

Path example: - OpenPeople\v811\livev101c\oplive\tools.

S Add Extension(s)			X
OO V 🕼 « OP_NEXT	▶ optestOE101C ▶ tools ▶	✓ Search tools	٩
Organize 👻 New folde	r	-	= - 🗋 🔞
 ♀ Selina.Ettles\$ (\\/ ^ ♀ c\$ (\\abzrcgdhill ♀ dev (\\abzrvebis ♀ project (\\abzfile ♀ op_next (\\abzrv ♀ pfs (\\abznas01) ♀ quality support (♀ release (\\abzfile ♀ branches (\\abzfi ♀ apps (\\abzrveb ♀ dev (\\abzrvebis ≡ 	Name d p w CourrentExport.oxt	Date modified 12/09/2011 14:45 08/08/2011 20:13 08/08/2011 18:19 20/06/2011 10:01	Type File folder File folder File folder OpenOffice.org Ex
Network	< [Þ
File na	ime:	Extension (*.oxt; Open	*.uno.pkg;*.zip] ▼ Cancel

Highlight DocumentExport.oxt from your tools folder.

Select Open

😂 Extension	n Manager	x
会 り	DocumentExport.oxt	
	<u>D</u> isable <u>R</u> emove	
<mark>ക</mark> ാ	English spelling and hyphenation dictionaries and thesaurus 2010.03.16	2
	Français: Dictionnaire «Moderne», Synonymes et Césures. 3.8 Dicollecte Orthographe «Moderne» 3.8 • Synonymes 2.2.2 • Césures 2.0 Pour signaler une erreur, ajouter ou	3 1 S
ද ා	Spanish spelling dictionary 2008.07.01	2
<u>Get more e</u>	xtensions on-line	
<u>H</u> elp	Add Check for Updates Close	

DocumentExport.oxt will now be loaded and displayed as shown above: -

Select Close

Again from the top menu select,

- Tools
- **Options** as displayed below:

DeenOffice.org Se Edit Yow Iaole Window 194p				- La
Gatomin				
0	Test Document Test Document Composition Copen a document	Drawng Databare S Formula	9	
	I7 # 2 B		ORACLE'	
Options - OpenOffice.org - Memory				×
OpenOffice.org User Data	Undo			
General Memory	<u>N</u> umber of steps		100	
View Print	Graphics cache			
Paths	Use for OpenOffice.org		20 🜩 MB	
Colours Fonts	Memory per object		5.2 🚔 MB	
Security Appearance	Remove from memory a	fter	00:10 🚖 hh:mm	
Accessibility Java	Cache for inserted objects			
On-line Update	Number <u>o</u> f objects		20	
Improvement Program Cad/Save Canguage Settings OpenOffice.org Base Charts Internet	OpenOffice.org Quickstarte			
		K Cance	I <u>H</u> elp	Back

Highlight **Memory** as displayed above:

Within the 'OpenOffice.Org Quickstarter' subsection (displayed above).

Uncheck (Remove the tick) – 'Load OpenOffice.org during system start-up'.

Select **OK**

Important Note: Leaving this box checked will interfere with the document conversion process while running eP60s.

2.5 OpenOffice Entry in Openstrt.ini

The Openstrt.ini file requires an additional command added so the location of OpenOffice can be determined. The openstrt.ini file can be found within [OpenPeople Installation directory]\openstrt directory.

If you are unsure of the Openpeople installation directory right click on your OpenPeople icon and select properties.

The installation directory is shown against the 'Start in' field:

OP811ISTest P	roperties 🔹 👔
General Shortc	ut Compatibility Security
e e	P811ISTest
Target type:	Application
Target location:	bin
<u>T</u> arget:	gclib\pf\openstrt.pf -rand 2 -p gclib\p\gramprun.p
<u>S</u> tart in:	C:\0P811ISTest\C0A\oplive
Shortcut <u>k</u> ey:	None
<u>B</u> un:	Normal window
Comment:	
Eind	Target Change Icon Advanced
	OK Cancel Apply

Use Windows Explorer to search for the Openstrt.ini file or alternatively copy the location into the **Start\Run** command line.

Example displayed below:

Run	? 🛛
-	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
Open:	C:\OP811ISTest\COA\oplive
	OK Cancel Browse

The following command must be added to the openstrt.ini file.

OpenOfficePath=C:\Program Files\OpenOffice.org 3\program\soffice.exe

The OpenOffice version must mirror the version you have installed

An example of an updated Openstrt.ini file is displayed below: -

📕 Openstrt.ini - Note	pad 📃 🗌 🗖	X
<u>File E</u> dit F <u>o</u> rmat <u>V</u> iew	Help	
[Printing]		~
spooldirprefix=gc lines-per-page=80	/[0092	
openstrtpf= pfdirprefix= cleardirprefix= defaultpriority= bkgdbug= NTCommandGramp= OpenOfficePath=C:	<gclib\pf\server\openstrt.pf> <gclib\pf\server\> <d:\coadb\scripts\logs\oplivebkgrd.log> <d:\coadb\scripts\logs\opliveclear.log> <l> <yes> <"0:\COA\OEV10\bin\prowin32.exe" -basekey HKEY_LOCAL_MACHINE -T D:\COA\OEV10WRK - \Program Files\Openoffice.org 3\program\soffice.exe</yes></l></d:\coadb\scripts\logs\opliveclear.log></d:\coadb\scripts\logs\oplivebkgrd.log></gclib\pf\server\></gclib\pf\server\openstrt.pf>	
[Menu]		
show-function=no		
<		×

3 Advanced Outlook Security

3.1 Overview

When an email is sent with an attachment, outlook may give a prompt asking if you are sure you wish to send the email. You must then click "Yes" to send the email. If the user has chosen eP60s, which are emailed to each applicable employee, it would not be workable if this prompt was to appear for every eP60 sent.

Advanced Security setting allows the user to bypass this prompt, allowing all emails to be sent without a prompt. For this reason we would recommend that advanced security is setup on your Outlook account.

3.2 Installation

Advanced security settings can be downloaded via the web site below: -

http://www.mapilab.com/outlook/security/

MAPI	
Products - Download Purchase - Support - Resellers - About us -	ENG DEU RUS
You are here: Home / Download	Quick download
Software for Microsoft® Exchange Server	Select Product -
MAPILab POP3 Connector Current version: 2.5.0 / 20-days trial / 9196 KB	Note for Reviewers
MAPILab POP3 Connector downloads mail from external POP3 servers and delivers it to end-users located on internal Microsoft Exchange Server 2007/2010.	Software reviewers can get fully functional versions of our software for free (please contact us for more details).
>> Register and download from mapilab.com	sociale for the (please contact us for more decails).
Advanced Security for Outlook Current version: 1.51 / 1357 KB	
This Outlook add-in allows you to determine the violator of as well as specifying the per this!): allow access, block access or run the default Microsoft Outlook handler.	rmanent action for this program (and only
» Download from mapilab.com » Download from mirror1.mapilab.com	

Click on the Download tab

Scroll down to Advanced Security for Outlook as shown above.

Click on **Download from Mapilab.com**

File Dow	nload		
Do уо	a want to open or save this file?		
2	Name: security_outlook.zip Type: WinZip File, 1.32MB		
	From: www.mapilab.com		
	Open Save Cancel		
☑ Al <u>w</u> a	ays ask before opening this type of file		
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?			

Select **Open** to download the file.

Note: - by default this will download to the C drive.

🗐 WinZip (Eva	luation Ve	rsion) - seo	urity_outlook[1]	l.zip			_	
File Actions	<u>Options</u>	<u>H</u> elp						
New New	Open	Favorites	Add	Extract	View	Inst	all	Wizard
Name			Modified	Size	Ratio	Packed	Path	
PeleaseNote setup.exe	es.htm		25/05/2010 18 25/05/2010 17		67% 26%	3,902 1,385,		
Selected 1 file, 1	,834KB		Total 2 fi	les, 1,846KB				

Double click on the applicable setup.exe ZIP file.

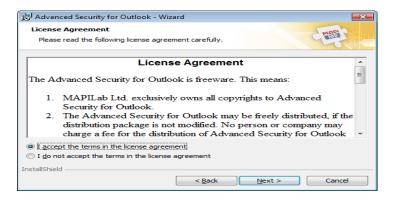
Choose S	etup Language
Z	Select the language for this installation from the choices below.
	English (United States) -
	OK Cancel

Ensure you select **English** (United States may be the only option available)

Select **OK**



Select Next



Check – I accept the terms in the licence agreement.

Select Next

討 Advanced Security for Outlook - Wizard	×
Customer Information	MARI OLUM
Please enter your information.	The second
User Name:	
Selina Ettles	
Organization:	
Advanced	
Install this application for:	
Anyone who uses this computer (all users)	
 Only for me (Admin) 	
InstallShield	
< Back N	lext > Cancel

Enter the appropriate user name (Example only below).

Check - Only for me (Admin).

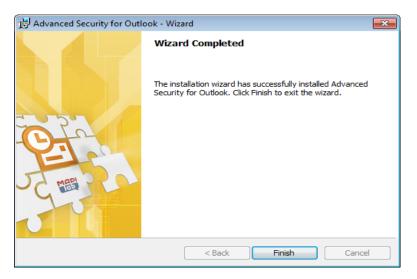
Select Next



Select Next

🔁 Advanced Security for Outlook - Wiz	zard
Ready to Install the Program The wizard is ready to begin installation	n.
Click Install to begin the installation.	
If you want to review or change any of exit the wizard.	of your installation settings, click Back. Click Cancel to
InstallShield	
	< Back Install Cancel

Select Install



Select Finish

Once the download is complete the user must exit and re-enter their Outlook email account.

A message will be displayed as shown below: -

Select **OK**



Select OK

The Advanced Outlook Security settings are now in place.

4 P60 Printers Set Up

4.1 Overview

This section covers details regarding the P60 printers that are required for the production of P60s.

There are three separate printers that will be installed, one for each P60 format.

Although the printers are automatically set up through Installshield additional printer setup will be required for the P60A and P60C printers.

4.2 P60A Printer

The option selected at run time to allow users to print P60s on plain paper is 'Format A – Plain Paper P60'. This uses the P60A printer.

The default directory and the actual template used in the creation of the P60 should be defined against the P60A printer.

A new directory/folder must be created for storing P60s. This can be anywhere on the network and requires no specific folder name.

It is recommended that appropriate security is put on this folder to prevent any unauthorised access.

Log in to OpenPeople as the System Administrator. Select 'Administration' and 'System Administration' menu options and then highlight **Printers** from the menu as displayed below to set the default directory and mail merge template:

彦 OpenStart			×
Keys	Users		
Choose on	e of the following defined key types		
Applicat Menu Access Field Range	Application, Modules and Program T Maintains hierarchical lists of program Determines program access priveled Defines user access to key entry fiel Restricts user to specified data rang	ns Iges ds	*
Printers	Defines printers known to the system		
Entity	Generic Application Entities		
•		۰.	
-		-	
	OK	He	lp

Click on Properties

Scroll down until the *P60A - Plain Paper* printer is visible and highlight as displayed below:

🥟 Printers		
Printers S	tationery	
The following pr	inters have been defined	
movspool	In Year Movements	A
Offer	Job Offer	
P45	P45 Mail Merge Printer	
P60	P60 Mail Merge	
P60A	P60A - Plain Paper	
P60C	P60C - Laser Security	
	PDFPRINTER	
Report	Report to Text File	T
•		4
Add	Remove	Properties
Spooler		
- Description -		
Printer mainte	nance allows server printers to b	e defined and
modified		
	ОК	Help

Click Properties

Printer - P60A	
Details Control Notes	
Edit the printer control sequences	
Mail Merge File: s\P60_201112_Plain_Paper.dod	Files
Default Directory: C:\P60\2011-12\	Dir
Merged Doc.:	Files
Table Format? 💿 No 🛛 🔘 Yes	
Delimiter: Comma(,) 🔻	
OK Cancel Apply	Help

Click on the **Control** tab as shown above.

The P60 template that is set by default against the 'Mail Merge File' field is the colour version. This can be changed to the black and white template if necessary – click on the 'Files' button and select the P60_201112_Plain_Paper_BW.doc template.

The 'Default Directory' on the 'Control' tab of the P60A printer should be updated with the folder added previously.

Select \mathbf{OK} to save the changes

4.3 PDFPRINTER Printer

If eP60s are being created then 'Format B – Electronic P60' is the option that should be selected.

These are converted into PDF format (by OpenOffice) and sent to the employee as an email attachment

Electronic P60s use the printer called 'PDFPrinter' which Installshield will have already installed.

There is no additional printer setup required for Format B.

4.4 P60C Printer

The option selected at run time to allow users to print laser security P60s is 'Format C – Laser Security P60'. This uses the P60C printer.

Similar to Format A the default directory and the actual template used for the creation of the P60 should be defined against the P60C printer.

A new directory/folder must be created for storing P60s. This can be anywhere on the network and requires no specific folder name.

It is recommended that appropriate security is put on this folder to prevent any unauthorised access.

Log in to OpenPeople as the System Administrator. Select 'Administration' and 'System Administration' menu options and then highlight **Printers** from the menu as displayed below to set the default directory and mail merge template:

🦻 OpenStart							×
Keys	Users	1					
Choose on	e of the follo	wing def	ined key t	ypes			
Applicat Menu Access Field Range Printers Entity	Application Maintains I Determine: Defines us Restricts u Defines pri Generic Ap	hierarchio s program er acces ser to spo nters kno	cal lists of n access p s to key e ecified dat own to the	programs priveledge ntry fields ta ranges	es :		*
•						۴	
-		-					
				OK		Hel	p

Click on Properties

Scroll down until the *P60C – Laser Security* printer is visible and highlight as displayed below:

🤣 Printers		
Printers S	tationery	
-		
I he following pr	inters have been defined	
P45	P45 Mail Merge Printer	^
P60	P60 Mail Merge	
P60A	P60A - Plain Paper	
P60C	P60C - Laser Security	
PDFPRINTER	PDFPRINTER	
Report	Report to Text File	
review	Salary Review	
Spool	OpenStart Spooler	-
<		F .
Add	Remove	Properties
Spooler		
- Description -		
	nance allows server printers to b	e defined and
modified	hance allows server princers to b	
modified		
	OK	Help

Click Properties

Printer - P60C			
Details Contr	ol Notes	1	
Edit lhe prinler cont	iol sequences		
Mail Mer <u>c</u> e File:	\gctemplates\P6	D_201112_L∍	s Files
Default Directory:	P:\Selira P60 ⊺e:	sting 2012\	Dr
Merged Doc.:			Files
Table Format?	🖲 No 🛛 🔘 Yes	:	
Delimiter:	Commaj) 👻		
I			
ОК	Cancel	Apply	Help

Click on the **Control** tab as shown above.

Do not change the 'Mail Merge File' setting against the P60C.

The 'Default Directory' on the 'Control' tab of the P60C printer should be updated with the folder added previously.

Select **OK** to save the changes

4.5 Allocating Printers to Users

The P60 printer must be allocated to users who will be creating P60s.

Log into OpenPeople as the System Administrator. Select 'Administration' and 'System Administration' menu options and then highlight **Users** from the menu as displayed below: -

Highlight the user that the printer will be allocated to.

🌽 OpenStart			
Keys	Users		
The followin	ig users hav	e been defined	
dm eop pay1 pay2 payper1 pers1 System pay	Personr	User Personnel nel User Administrator	
٠ 🗌			•
Add	J	Remove	Properties
	nten ance allo	ows user details to b properties button	e added removed
)K Help

Click Properties

User - SVS	TEM			
Details	Keys	Additional	Mail Merge	Notes
Select one	of the follow	ing keys to allocat	c	
Applicat Menu Access Field Range Printers Entity	Maintains H Determines Defines use Restricts us Defines prin	Modules and Pro ierarchical lists of program access p er access to key er ser to specified dat ners known to the plication Entities	riveledges ntry fields a ranges	
	tion y allocation a	llows predefined s		e
	u ueanocateo	l or excluded from	any user	
	OK	Cancel	Apply	Help

Click Keys tab

Highlight Printers as displayed above

Click Allocate

Scroll until the required P60 printer is visible. Printers will be listed as below.

彦 Printer - SYS	TEM	
Included		
This user has	access to the folowing printer	S
P60	F60 Mail Merge	A
P60A	F60A - Plain Paper	
P60C	F60C - Laser Securty	
PDFPRINTE	r Fdfprinter	
Report	Feport to Text File	
review	Salary Neview	
RTI	Feal Time Information Print	er
Spool	CpenStart Spooler	T
٠ 📃		Þ
Locato	,	
D		
- Description		
	ation allows individual users ::	- 1
to one man	y or none of the printers define	
I		
ОК.	Cance 🖉 🖉	pply Help

All printers already allocated to the user will be highlighted.

To allocate a new printer, hold down the Ctrl or Shift Key on the keyboard and highlight all printers to be allocated to the user, including the applicable P60 printer.

Once all printers are highlighted select **Apply**.

Repeat the process, allocating the P60 printer to all applicable users.

5 Setting Up Default P60 Formats

5.1 Overview

A parameter can be set against the P60 print program (w-py91.w) to default the P60 runtime screen to the appropriate P60 format.

It is not necessary to set this parameter but it does mean that each time the P60 program is opened the appropriate format is defaulted accordingly.

5.2 P60 format default parameters

The user can set one of the following parameters against the P60 program so the same format is defaulted each time the screen is opened:

- o Format A (Plain Paper) No parameter required, A is the standard default
- Format B (Electronic P60s) Parameter 'DEFAULT=B'
- Format C (Laser Security) Parameter 'DEFAULT=C'

To set the parameter the user will log in as the System Administrator and select menu options 'Administration'/'System Administration'.

🦻 OpenStar	:	
Keys	Users	
Choose or	ne of the following defined ke	ey types
Applicat Menu Access Field Range Printers Entity	Application, Modules and F Maintains hierarchical lists Determines program acces Defines user access to key Restricts user to specified Defines printers known to t Generic Application Entities	of programs ss priveledges y entry fields data ranges the system
•		4
– Descrip Key mai	ortios ion ntenance allows key elemen etc to be defined and allows	
		OK Help

Select Menu and the then the Properties button

🏓 Menus	- • •
Menus Programs	
The following programs have been defin	ned
OSP System Parameter Maintenance	w-sys002.w
Other Details	w-ud02.w
P11D Extract	w-py48.w
P45 Print	w-py64.w
P60 Report	w-py91.w
Parenital Leave	w-ud02.w
Paternity Leave	w-ud02.w
Payment Details	w-py15-paymeth.w 📼
<	•
Add Remove	Properties
Description This page manages the addition remo of every program known to the system	
OK Cancel	Apply

Select the Programs tab

Select **Locate** and use the **Search** option to locate the P60 program (w-py91.w)

Once located, highlight the program and select Properties

🏓 Program - P60 REPORT	
Details Additional Nctes	
Pogram Name P60 Report Run Name w-py91.w	
Process Parameters	
DEFALLT=C	*
OK Cancel Apply	Help

Within the 'Additional' tab the user can enter the default parameter for the P60 format they have chosen.

Example displayed above is for Format C – Laser Security.

Note - the parameters are an optional feature and even if a parameter has been set the user can still choose alternative P60 formats via the drop down list.