Implementation Guide

P60 Printer and OpenOffice Implementation Guide

OpenPeople v8.12

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Contents

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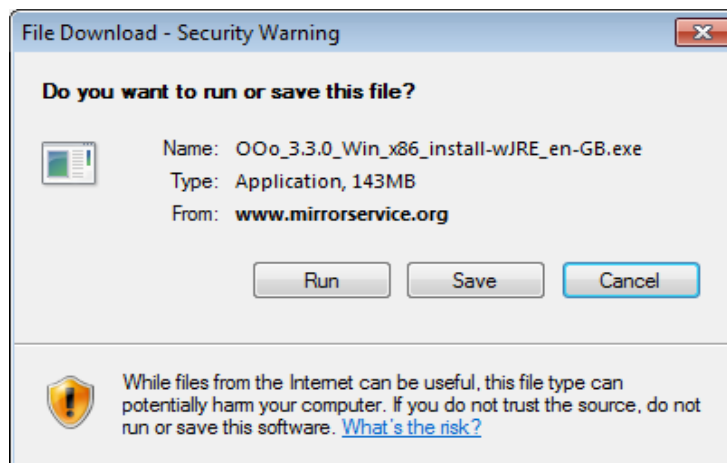
Note: - OpenOffice is free to download from OpenOffice.org and has no license issues. Also note that the screens may look different from those shown within this guide as OpenOffice versions are updated regularly.

2.2 Download OpenOffice

Online Navigate to OpenOffice.org.
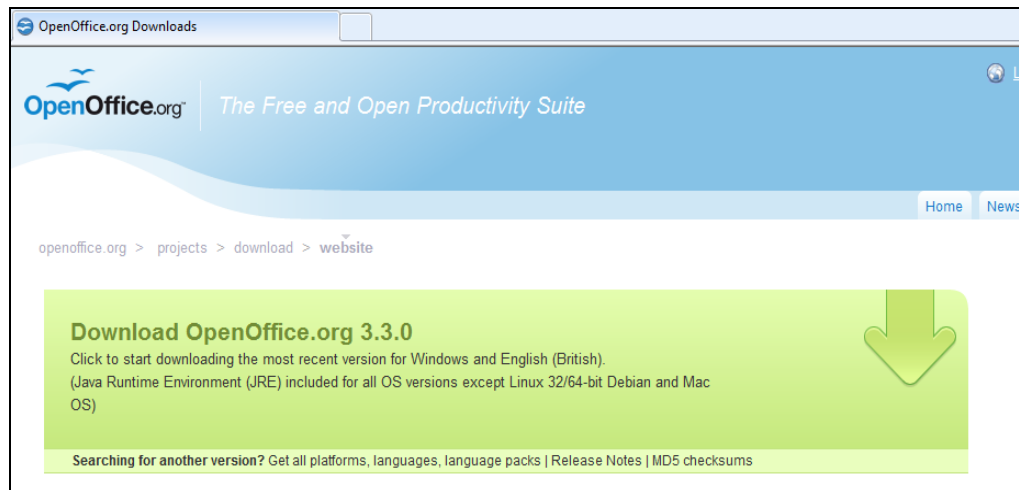
User selects **Download OpenOffice** from the options on the OpenOffice home page.
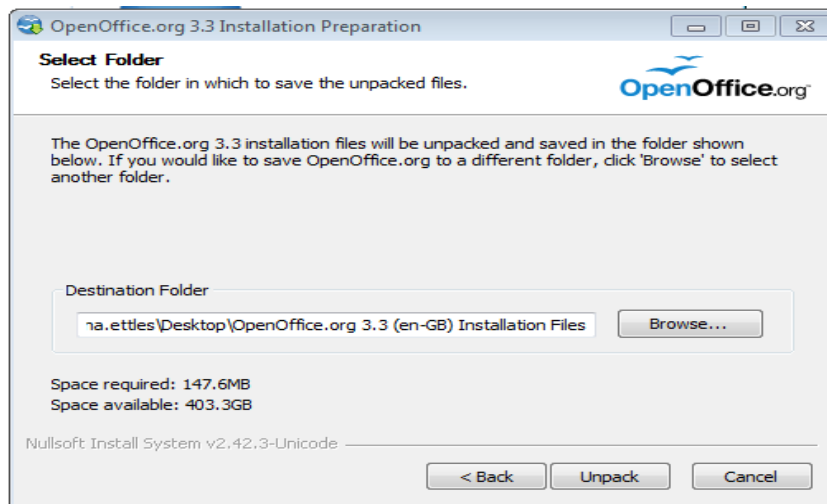

Select **Run**

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.

Select **Next**

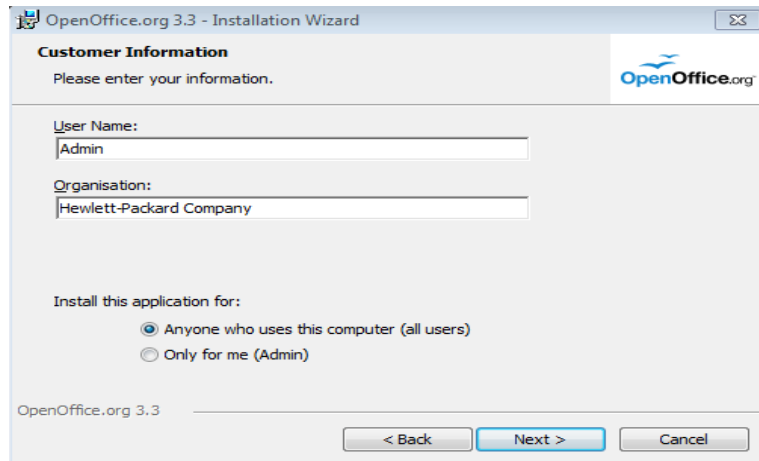**Note: -** OpenOffice by default will download to the C drive.
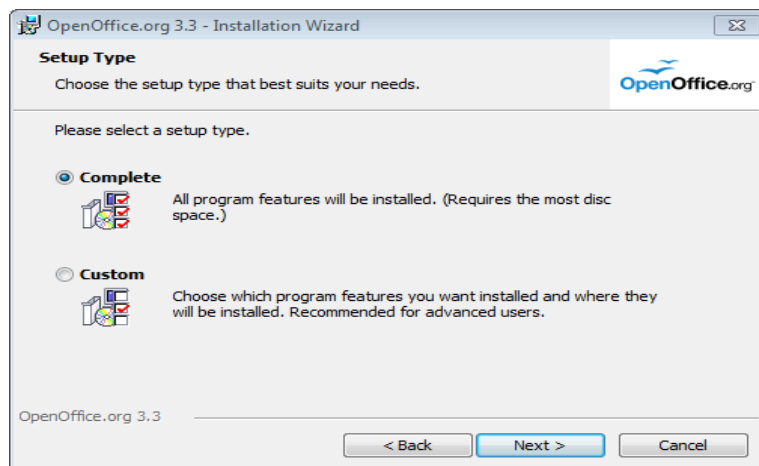

Select **Unpack**

Select **Next**

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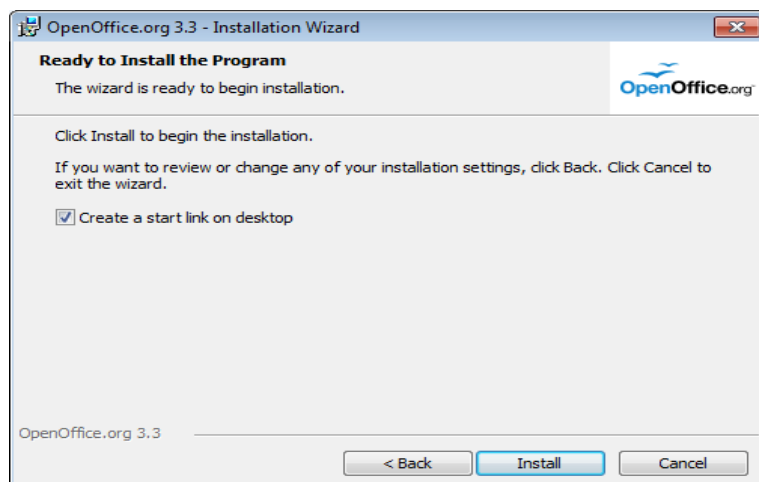

Select **Next**

Select **Complete** and select **Next**

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

Select **Install**
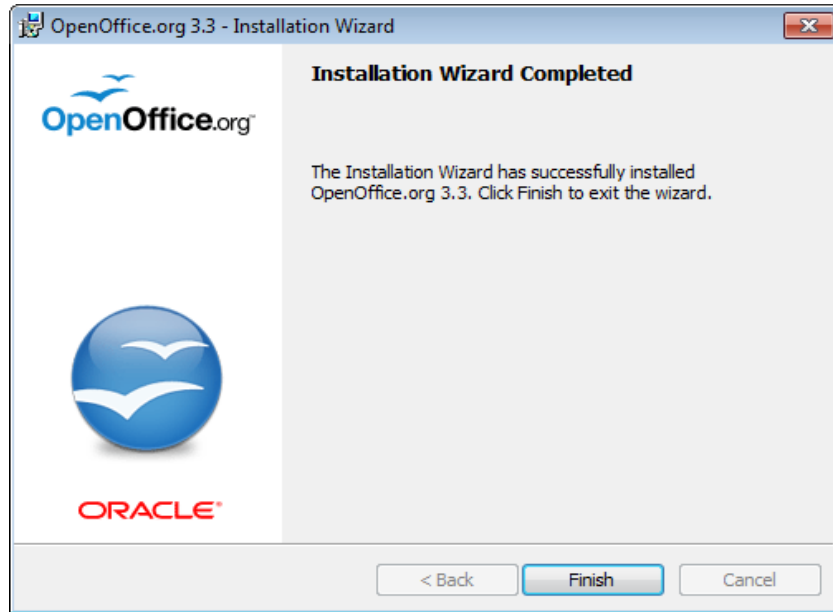
Select **Finish.**

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: -
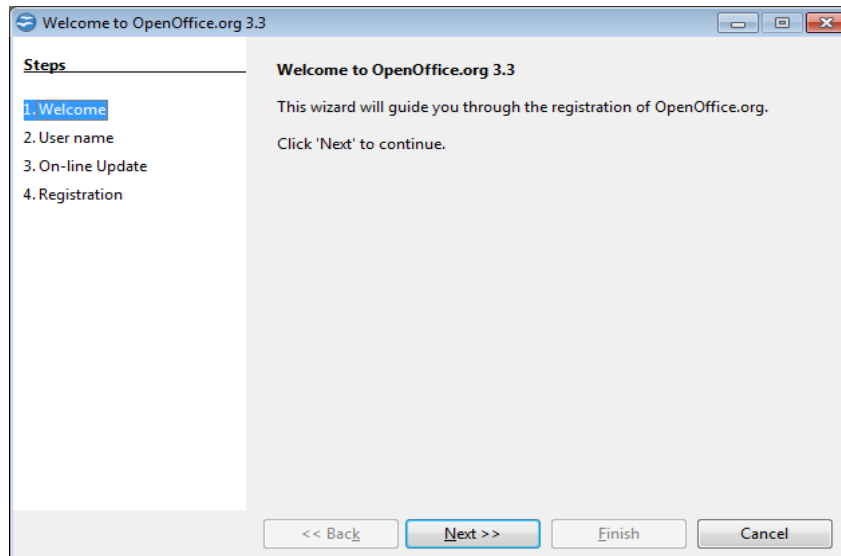
Select **Next**

Enter user name applicable (Example only below).

Select **Next**
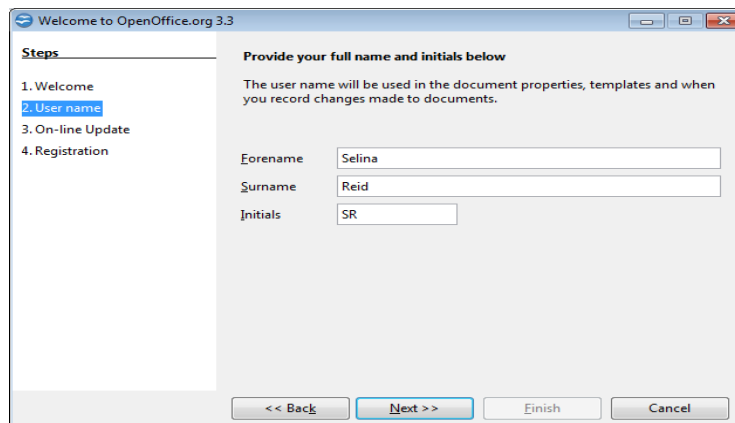
Enter the user name applicable (example only above).

Select **Next**
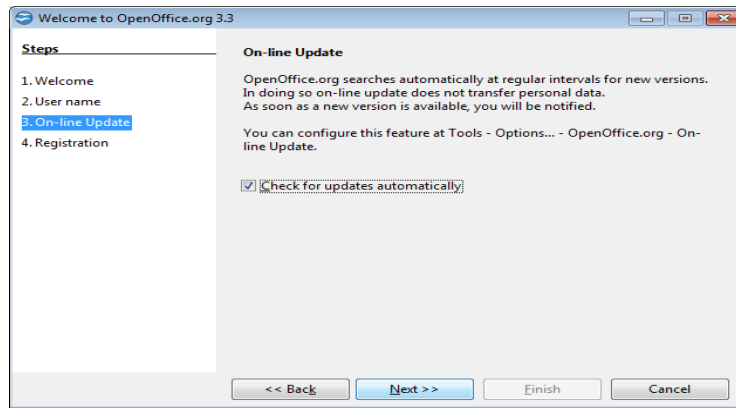
Tick – 'Check for updates automatically' as shown above.

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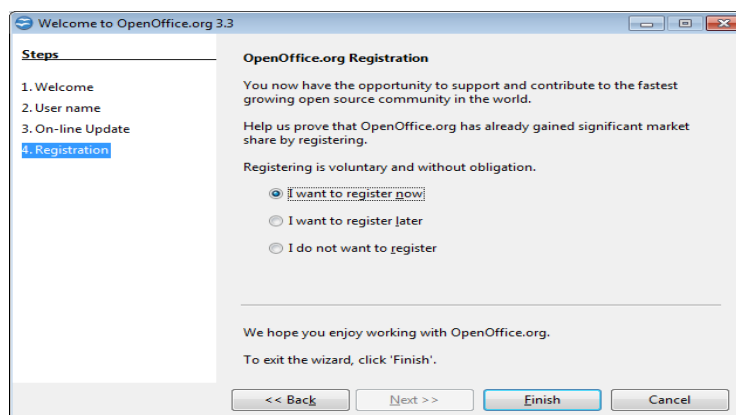
Check – 'I want to register now' as shown above.

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).

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

- **Tools**
- **Extension Manager**
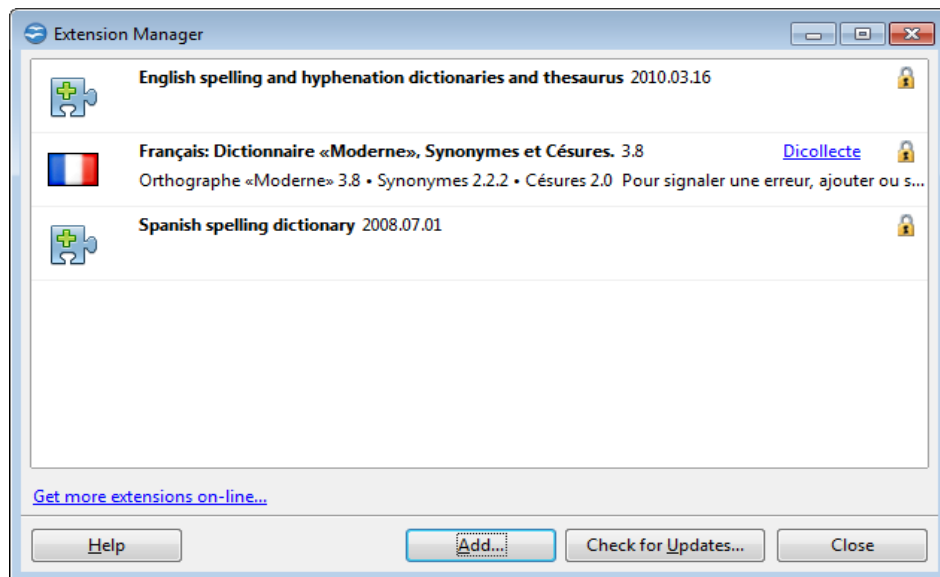
The screen above will be displayed: -

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.
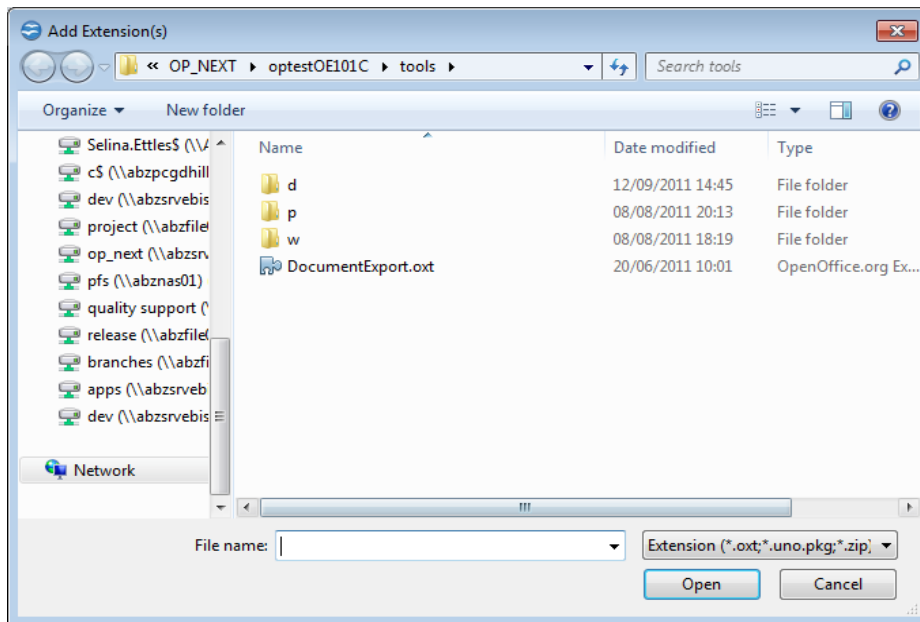
Highlight DocumentExport.oxt from your tools folder.

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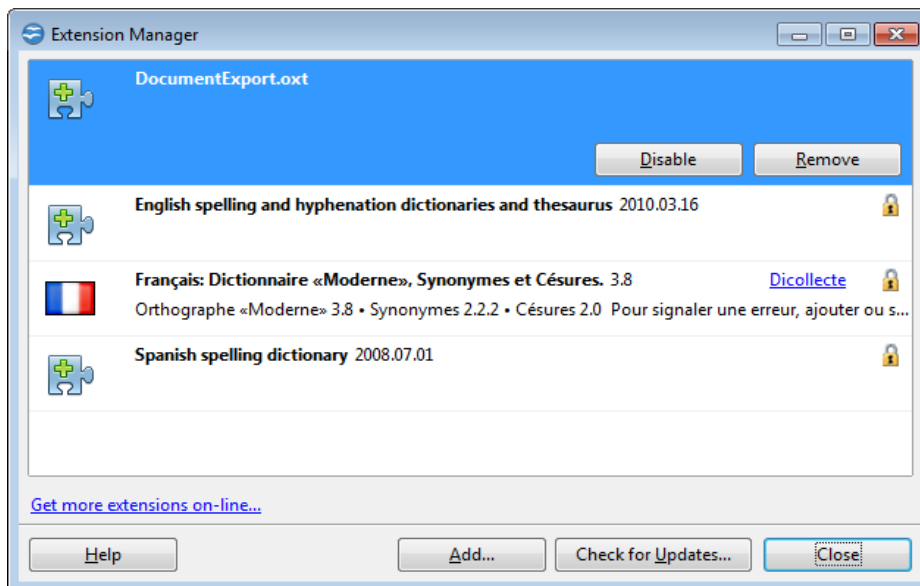
DocumentExport.oxt will now be loaded and displayed as shown above: -

Select **Close**

Again from the top menu select,

- **Tools**
- **Options** as displayed below:
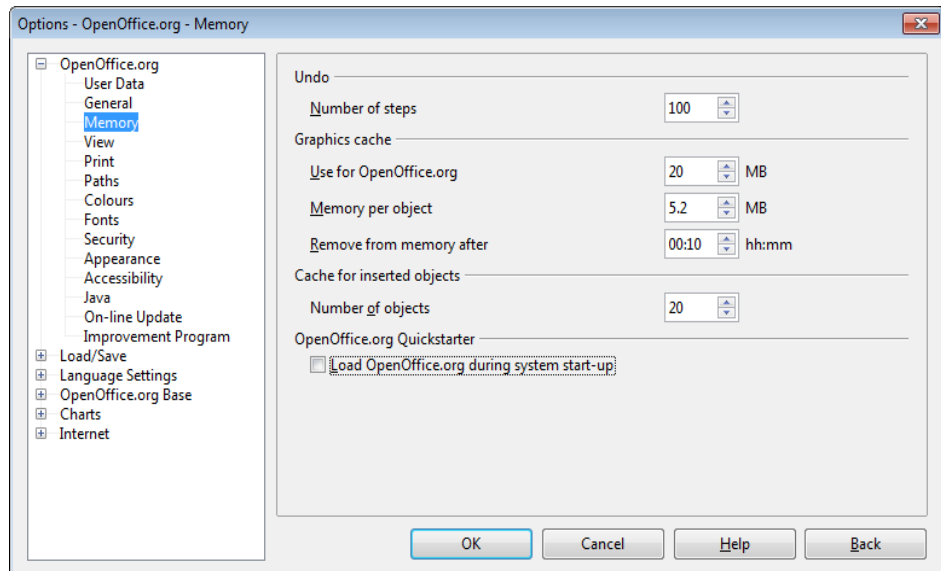
Highlight **Memory** as displayed above:

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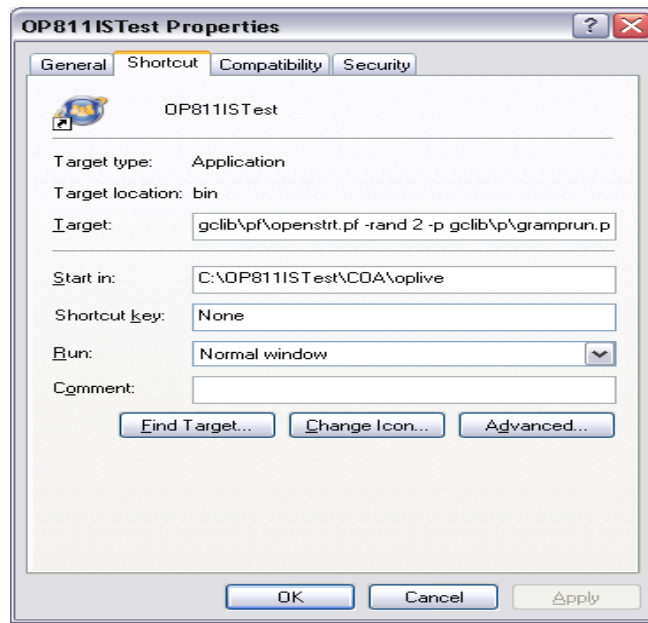
Use Windows Explorer to search for the Openstrt.ini file or alternatively copy the location into the **Start\Run** command line.

Example displayed below:
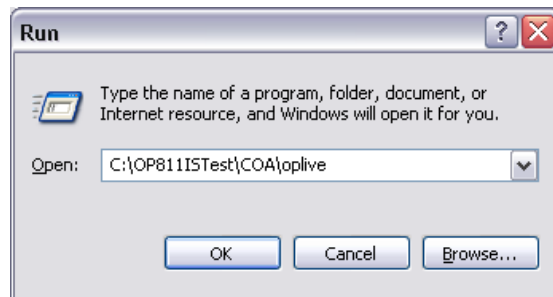
The following command must be added to the openstrt.ini file.

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 - Notepad
File  Edit  Format  View  Help

[Printing]

spooldirprefix=gcspool\
lines-per-page=80

openstrtpf=          <gclib\pf\server\openstrt.pf>
pfdirprefix=         <gclib\pf\server\>
logdirprefix=        <D:\COADB\scripts\Logs\oplivebkgrd.log>
cleardirprefix=      <D:\COADB\scripts\Logs\opliveclear.log>
defaultpriority=     <1>
bkgdbug=             <yes>
NTCommandGramp=      <"D:\COA\OEV10\bin\prowin32.exe" -basekey HKEY_LOCAL_MACHINE -T D:\COA\OEV10WRK -
OpenOfficePath=C:\Program Files\OpenOffice.org 3\program\soffice.exe

[Menu]

show-function=no
```
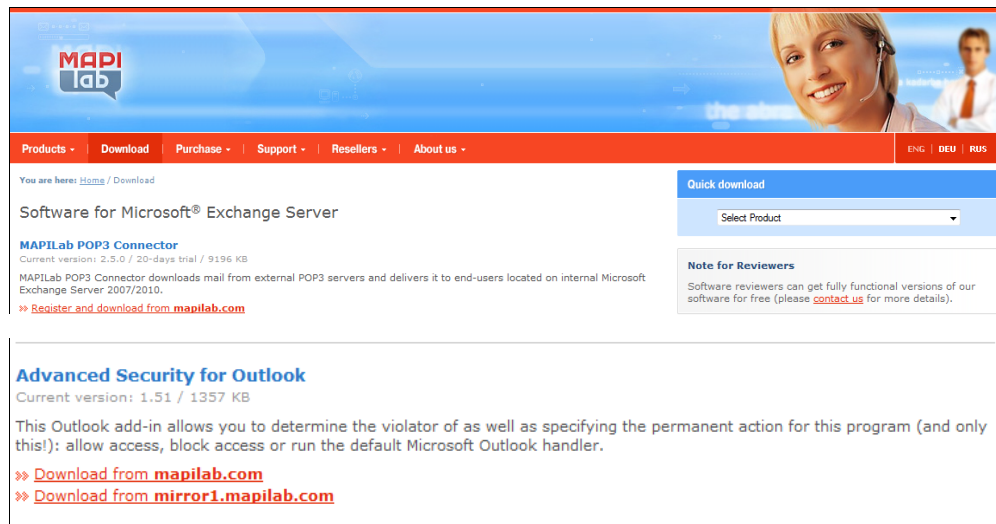
3 Advanced Outlook Security

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/

Click on the Download tab

Scroll down to Advanced Security for Outlook as shown above.

Click on **Download from Mapilab.com**
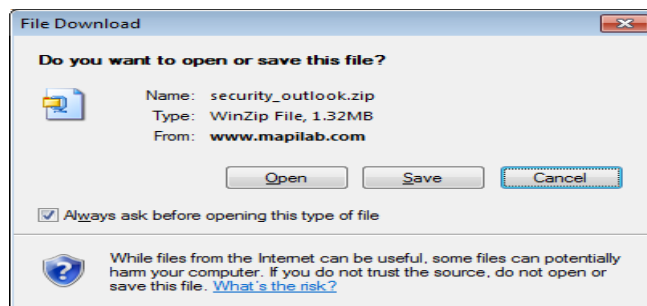
Select **Open** to download the file.

Note: - by default this will download to the C drive.
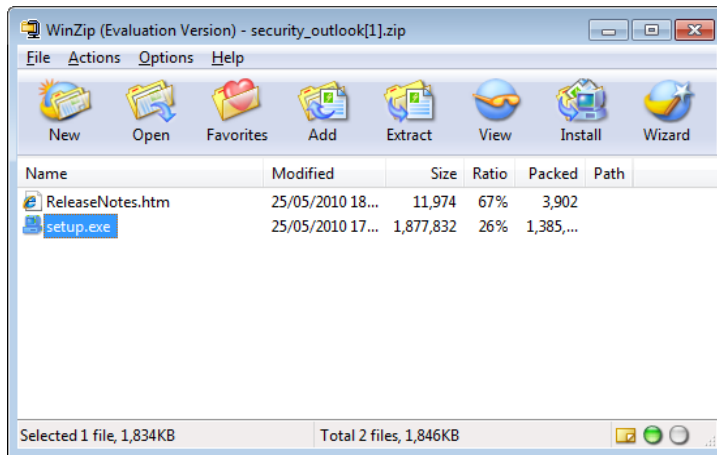
Double click on the applicable setup.exe ZIP file.
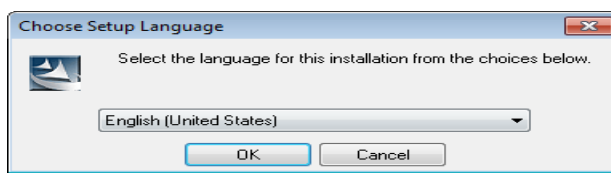
Ensure you select **English** (United States may be the only option available)

Select **OK**
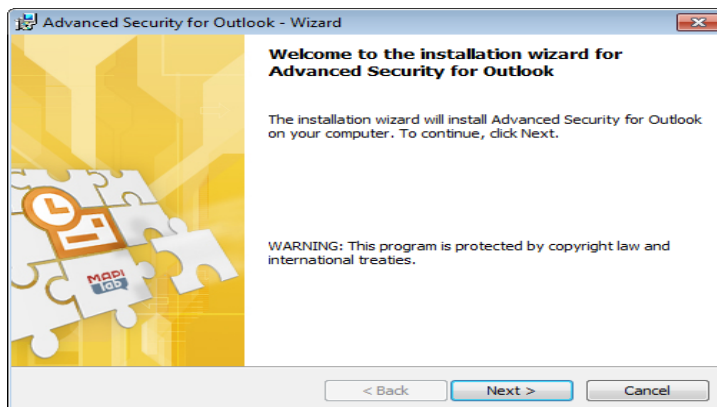
Select **Next**
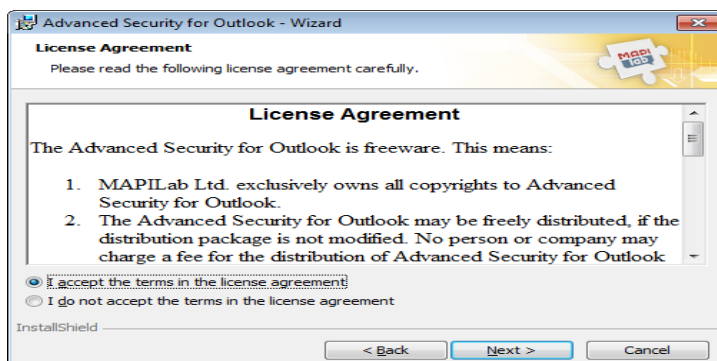
Check – I accept the terms in the licence agreement.

Select **Next**
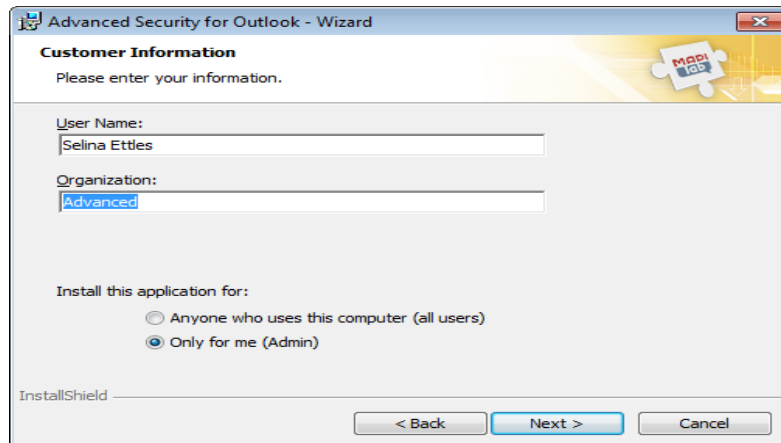
Enter the appropriate user name (Example only below).

Check - Only for me (Admin).

Select **Next**
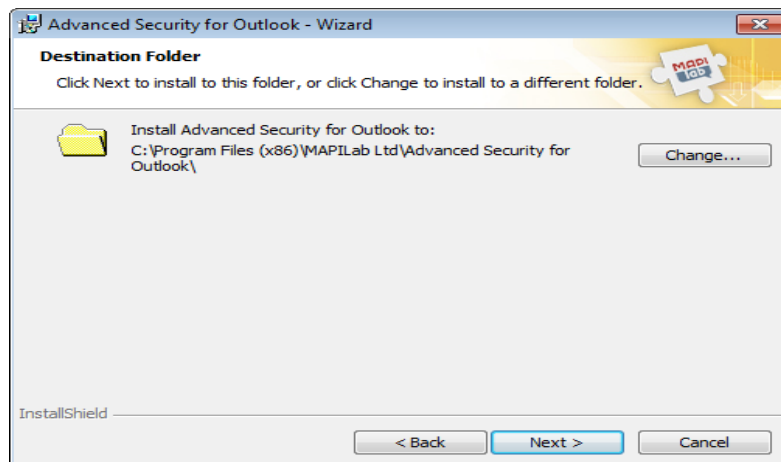
Select **Next**
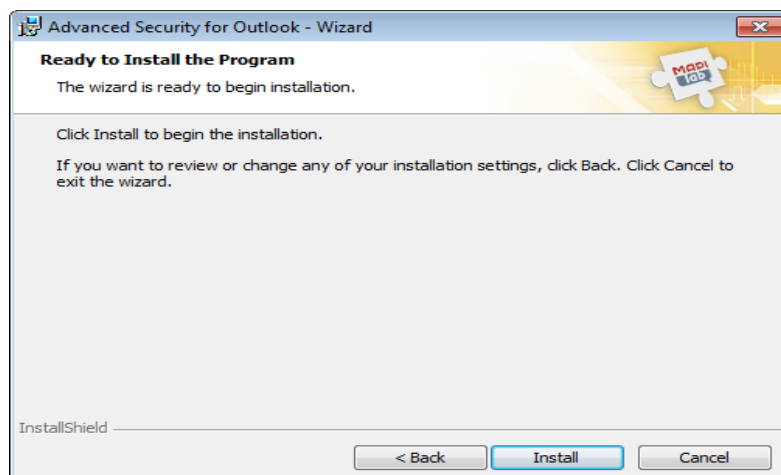
Select **Install**
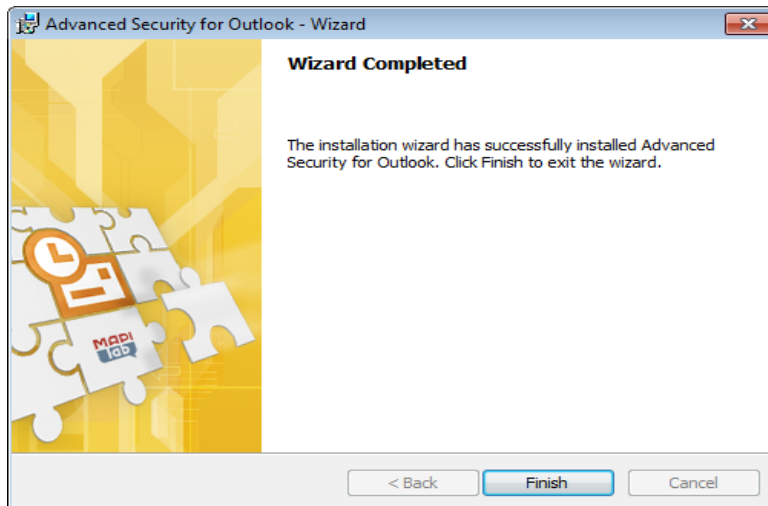
Select **Finish**

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**
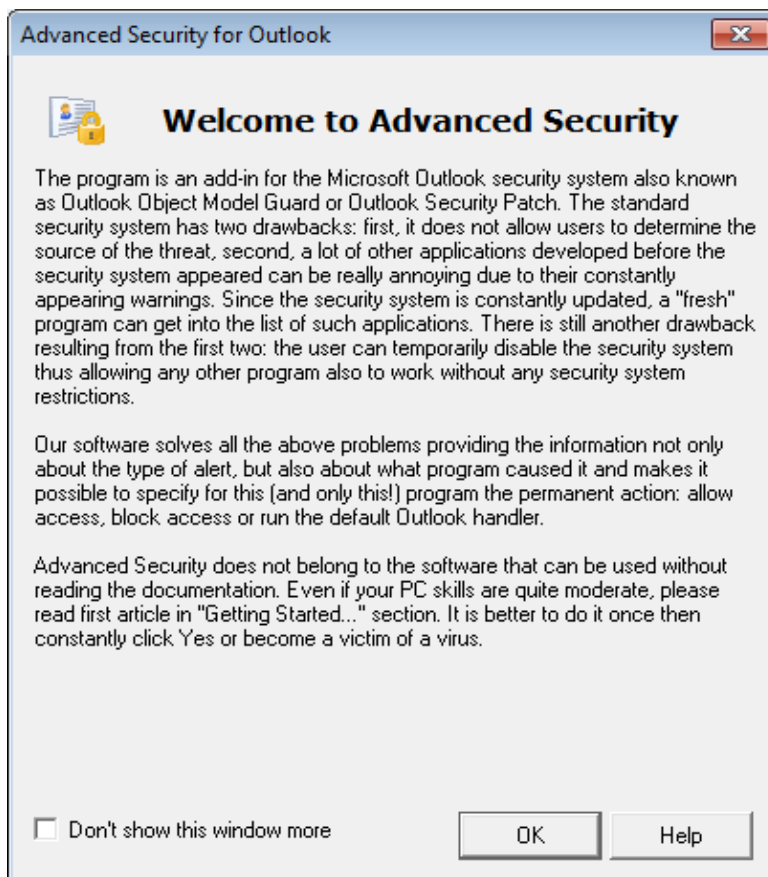
Select **OK**

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:
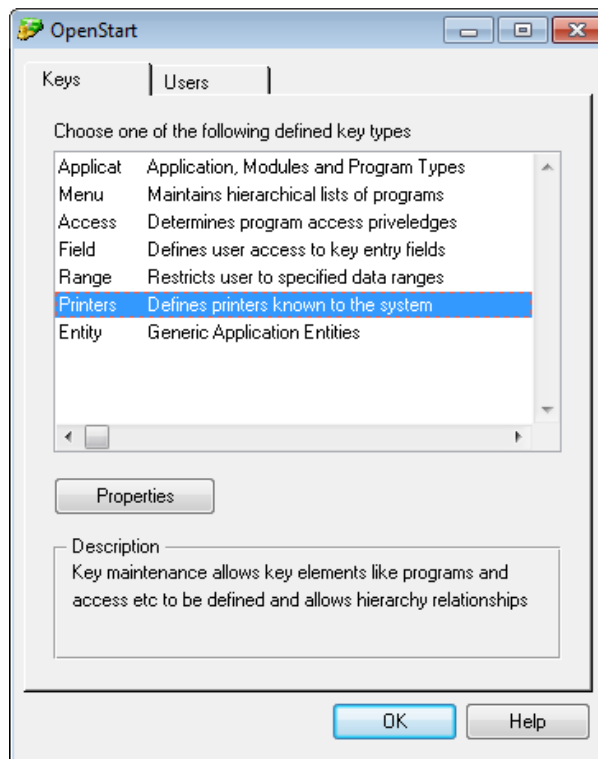
Click on **Properties**

Scroll down until the *P60A - Plain Paper* printer is visible and highlight as displayed below:
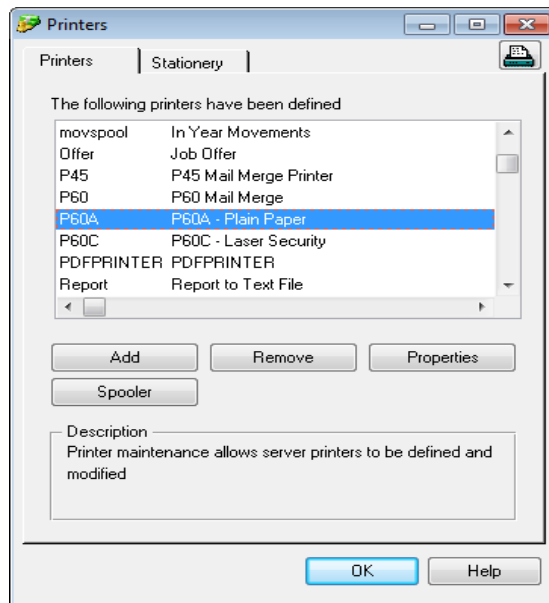
Click **Properties**
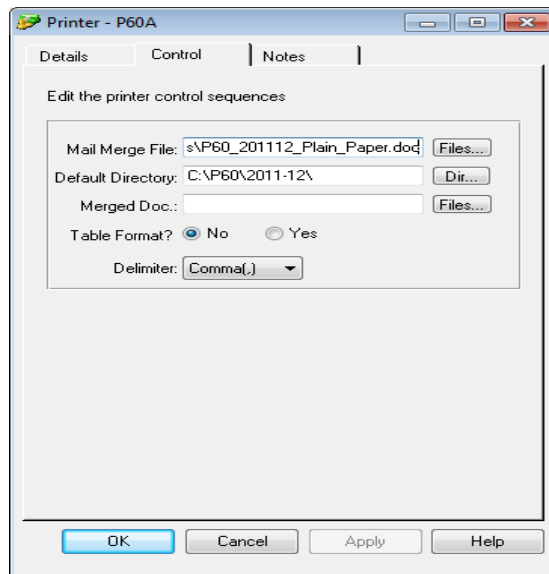
Click on the **Control** tab as shown above.

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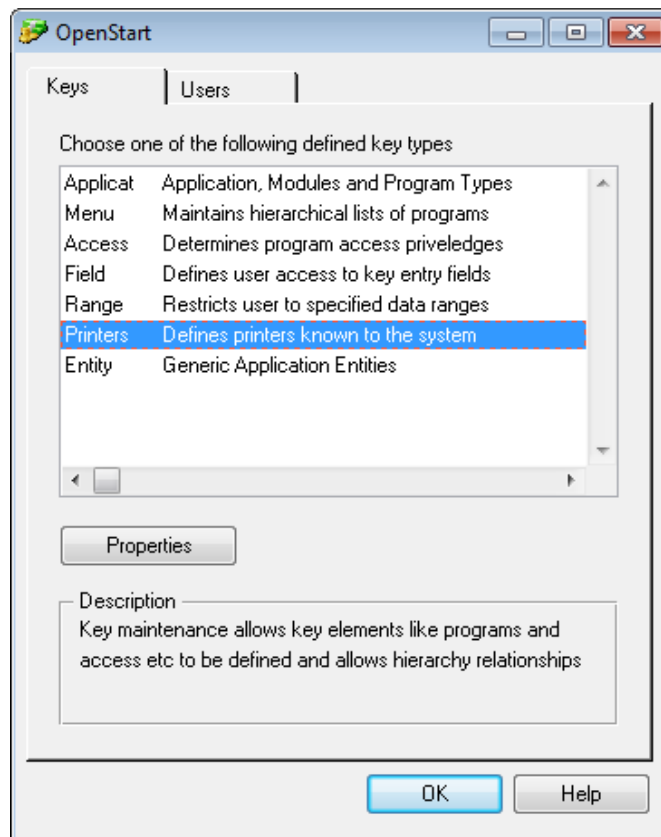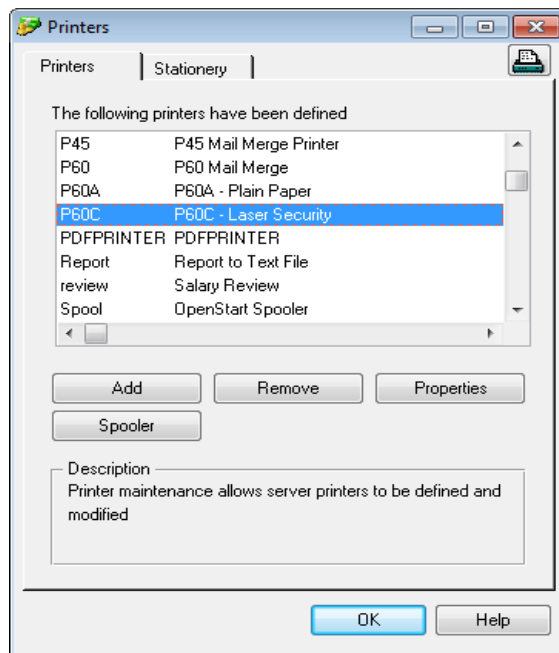
Click on **Properties**
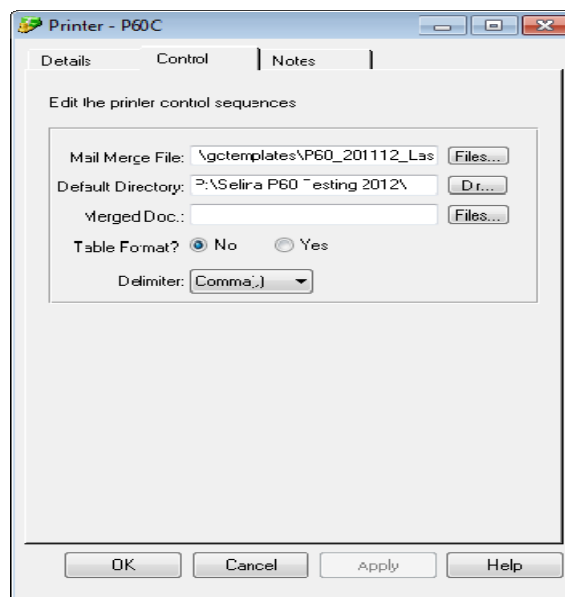
Scroll down until the *P60C – Laser Security* printer is visible and highlight as displayed below:

Click **Properties**

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

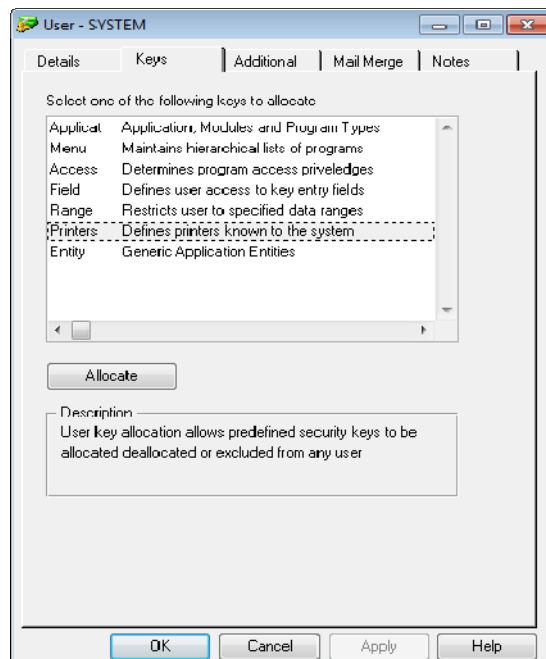The P60 printer must be allocated to users who will be creating P60s.

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.
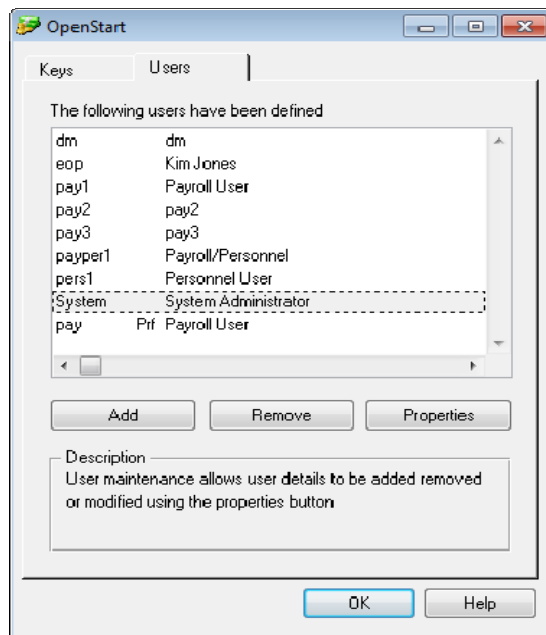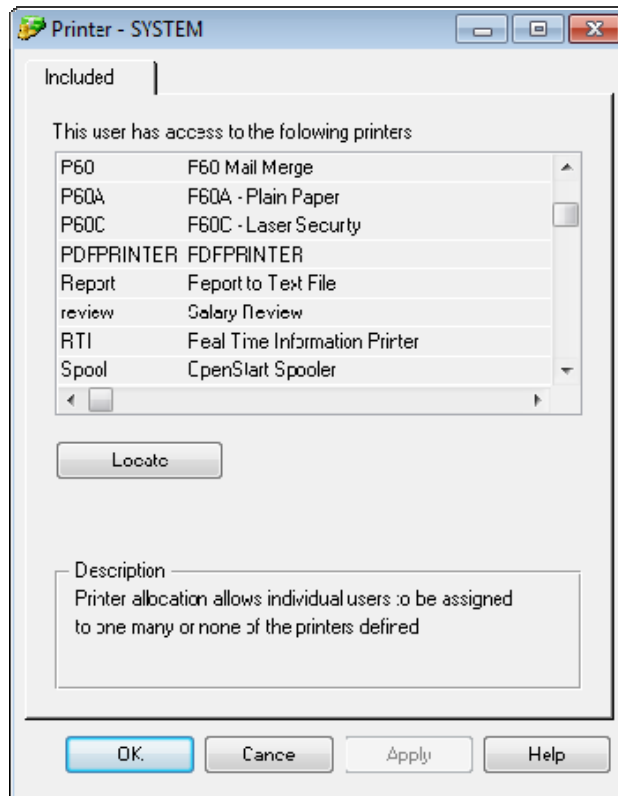

Click **Properties**

Click **Keys** tab

Highlight **Printers** as displayed above

Click **Allocate**

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

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.
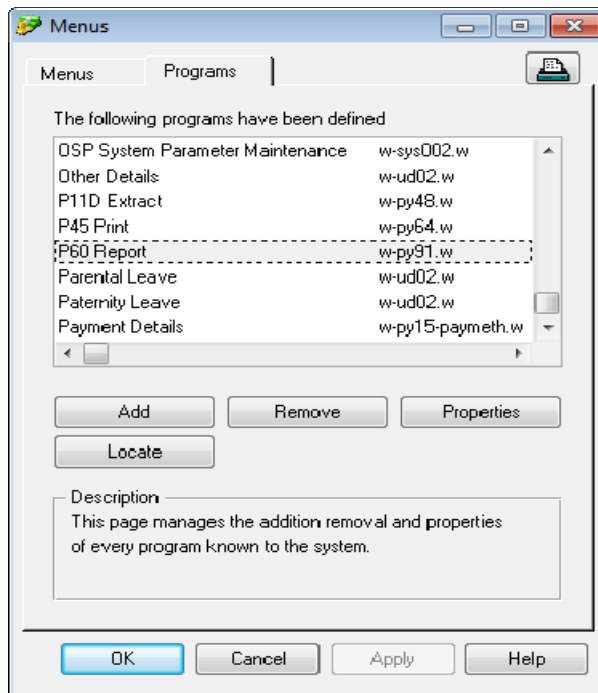
5.2 P60 format default parameters

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

- o Format B (Electronic P60s) - Parameter 'DEFAULT=B'

- o 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'.
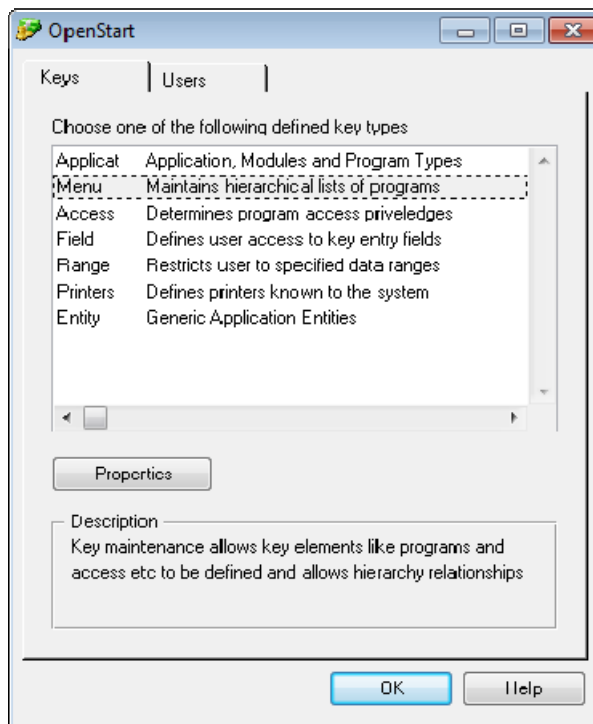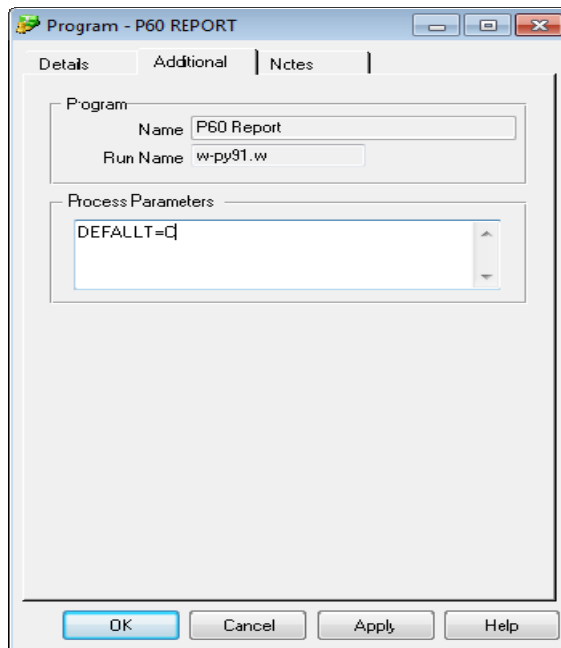

Select **Menu** and the then the **Properties** button

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**

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.