



Simplify Driver Management
Quick Start Guide
Version 6.8

Release Info	This version of the <i>Simplify Driver Management Quick Start Guide</i> is applicable for all software versions of Simplify Driver Management 6.8 and greater, and is current until replaced.
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Preface

Welcome to the *Simplify Driver Management Quick Start Guide*. The purpose of the *Simplify Driver Management Quick Start Guide* is to answer your questions and guide you through the procedures to quickly install Simplify Driver Management and then use the product to manage your organization's printers efficiently and effectively.

Using the manual

You will find the *Simplify Driver Management Quick Start Guide* easy to use. You can simply look up the topic that you need in the Table of Contents. Later, in this Preface, you will find a brief discussion of each chapter to further assist you in locating the information that you need.

Special information about the manual

The *Simplify Driver Management Quick Start Guide* has a dual purpose design. It can be distributed electronically and then printed on an as-needed basis, or it can be viewed online in its fully interactive capacity. If you view the document online, a standard set of bookmarks appears in a frame on the left side of the document window for navigation through the document.

Conventions used in the manual

The *Simplify Driver Management Quick Start Guide* uses the following conventions:

- Information that can vary in a command—variable information—is indicated by alphanumeric characters enclosed in angle brackets; for example, <server address>. Do not type the angle brackets when you specify the variable information.
- A new term, or term that must be emphasized for clarity of procedures, is *italicized*.
- Page numbering is “online friendly.” Pages are numbered from 1 to x, *starting with the cover*, and ending on the last page of the guide.



Although numbering begins on the cover page, this number is not visible on the cover page or front matter pages. Page numbers are visible beginning with the first page of the Table of Contents.

- This manual is intended for both print and online viewing.
 - If information appears in [blue](#), it is a hyperlink. Table of Contents entries are also hyperlinks. Click the hyperlink to advance to the referenced information.

Assumptions for the manual

The *Simplify Driver Management Quick Start Guide* assumes that:

- You are familiar with Windows-based applications and basic Windows functions and navigational elements.
- References to any third-party standards or third-party software functions were current as of the release of this version of Simplify Driver Management, and might have already changed.

Organization of the manual

In addition to this Preface, the *Simplify Driver Management Quick Start Guide* contains the following chapters and appendices:

- [Chapter 1, “Getting Started with Simplify Driver Management,” on page 7](#) provides a high-level overview of the Simplify Driver Management infrastructure. It also details how to install Simplify Driver Management.
- [Chapter 2, “Using Simplify Driver Management,” on page 11](#) details how to open the Simplify Driver Management Console and use this application to import the needed printer drivers and printers in to the Simplify database, create the associated printer objects, and then use the functions that are available in the Simplify Console to assign these printers to your organization’s workstations, users, and/or groups.
- [Appendix A, “Map Management Utility,” on page 27](#) explains how to use the Map Management Utility to assist your Simplify Printing and Simplify Driver Management users in locating the local printers that are available for self-assignment.

Chapter 1

Getting Started with Simplify Driver Management

Simplify Driver Management is a “server-less” printer driver management solution that is ideal for automatically managing multiple printers simultaneously in a desktop-only environment. You use Simplify Driver Management to import your organization’s printer drivers in to the Simplify database, regardless of where the driver is located (print servers, workstations, and so on). You can then configure a printer object based on a printer’s name, IP address, and driver, and assign this configuration to workstations, users, and/or groups. When a user logs in to a workstation (client or server), the assigned configurations are copied out of the database and the printers are installed normally. The user has full access to all the capabilities of every assigned printer, and print jobs are sent to a selected printer based on the printer’s IP address. This chapter provides a high-level overview of the Simplify Driver Management infrastructure. It also details how to install Simplify Driver Management.

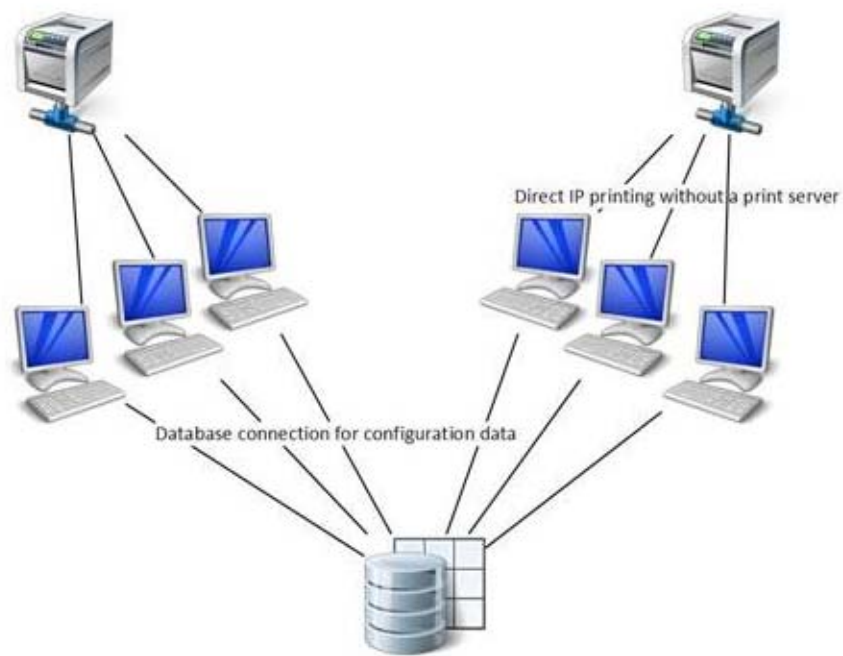
This chapter covers the following topics:

- [“Simplify Driver Management Infrastructure” on page 8.](#)
- [“Installing Simplify Driver Management” on page 9.](#)

Simplify Driver Management Infrastructure

Figure 1-1 below shows the most common and basic infrastructure for Simplify Driver Management. With your organization's printer drivers imported in to the Simplify database, you can then configure a printer object based on the printer's name, IP address, and driver, and assign this configuration to workstations, users, and/or groups. When a user logs in to a workstation (client or server), the assigned configurations are copied out of the database and the printers are installed normally.

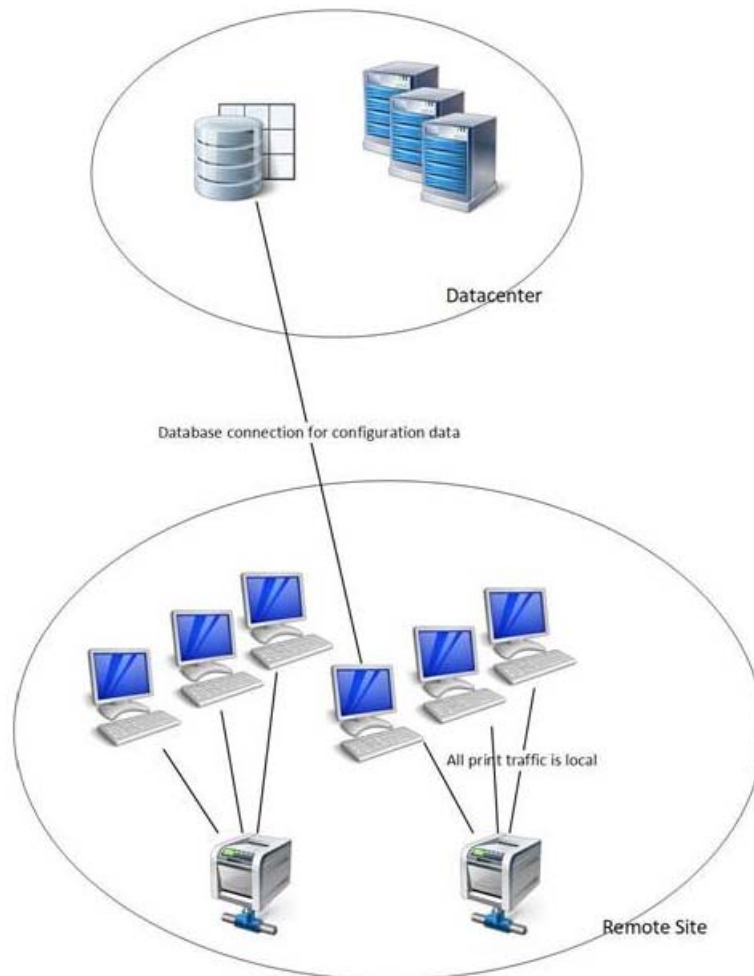
Figure 1-1: Simplify Driver Management infrastructure



Installing Simplify Driver Management

Simplify Driver Management (SDM) is installed as part of Simplify Suite. SDM has two unique components – the Simplify Driver Management Console, which provides the functions for importing all your organization’s printer drivers in to the Simplify database, and the Simplify Suite SDM component, which enables runtime creation of your user’s printers. Additionally, the common Simplify Suite console component, the Simplify Console, provides the functions for assigning your users’ printers to workstations, users, and/or groups. You must install the Simplify Driver Management Console on every workstation (client or server) that contains *unique* drivers that are to be imported in to the Simplify database. For example, if you have a small organization that does not have a print server and all six workstations have the same printer drivers installed, then you would install the Simplify Driver Management Console on just one of these workstations. You must install the Simplify Suite SDM component on *each* workstation on which a user’s printers are to be built. In this example then, you would install the Simplify Suite SDM component on all six workstations. [Figure 1-2](#) below illustrates the installation structure for SDM.

Figure 1-2: Installation structure for Simplify Driver Management



To install Simplify Driver Management

For instructions about installing Simplify Driver Management, see the *Simplify Suite Installation Guide*. When installing Simplify Driver Management, note the following:

- You must install the Simplify Driver Management Console on every workstation (client or server) that contains *unique* drivers that are to be imported in to the Simplify database.
- You must install the Simplify Suite SDM component on each workstation (client or server) on which a user's printers are to be built.
- You can install the Simplify Console where needed, for example, on the database server, on administrators' workstations, and so on.
- You can install the Simplify database on the same server as which the Simplify Console is installed, or on a different database server.
- You must specify the database credentials for logging in to the Simplify database.

Chapter 2

Using Simplify Driver Management

After you have installed all the necessary components for Simplify Driver Management, you can use the Simplify Driver Management Console to import all your organization's printer drivers in to the Simplify database, create the associated Printer objects, and then assign drivers to printers. You can then use the functions that are in the Simplify Console to assign these printers to workstations, users, and/or groups. This chapter details how to open the Simplify Driver Management Console and how to use this tool to import printer drivers in to the Simplify database, import printers in to the Simplify database to create the necessary Printer objects, and then assign drivers to printers. The chapter also details how to use the functions that are in the Simplify Console to assign these printers to your organization's workstations, users, and/or groups.

This chapter covers the following topics:

- [“Opening the Simplify Driver Management Console” on page 12.](#)
- [“The Simplify Driver Management Console Main Window” on page 14.](#)
- [“Routing Print Traffic with Simplify Driver Management” on page 16.](#)
- [“Managing Drivers and Printers in the Simplify Driver Management Console” on page 21.](#)
- [“Assigning Printers To Owners” on page 25.](#)

Opening the Simplify Driver Management Console

You can open the Simplify Driver Management Console from the workstation (client or server), or from a command window.

To open the Simplify Driver Management Console from the workstation

After the Simplify Driver Management Console has been installed on a workstation, a shortcut icon for the application is placed on the workstation's desktop. An option for Simplify Driver Management is also available from the Start menu. You can double-click the desktop icon to launch Simplify Driver Management, or you can select the option from the Start menu (Start > All Programs > Tricerat > Simplify Driver Management).

Figure 2-1: Simplify Driver Management Console desktop shortcut



After you launch Simplify Driver Management Console, the Simplify Driver Management Console main window opens as a standard GUI. See [“The Simplify Driver Management Console Main Window”](#) on page 14.

To open the Simplify Driver Management Console from a Command window

When you open the Simplify Driver Management Console from a Command window, you have the option of opening the console normally (the Simplify Driver Management Console main window opens), or opening the Simplify Driver Management Console silently. If you open the Simplify Driver Management Console silently, then the Simplify Driver Management Console main window does not open. Instead, the Simplify Driver Management Console runs the printer Bonjour service silently to discover network printers, and then imports all network printers that have yet to be imported in to the Simplify database. A managed printer object is created for each printer with the relevant name and IP address in the Simplify database. All 32 bit and 64 bit drivers remain unassigned as does each printer object.

1. Open a Command window.
2. Navigate to the installation directory for Simplify Driver Management.



The default installation directory is `C:\Program Files\Tricerat\Simplify Suite\Simplify Driver Management Console`.

3. At the command line prompt, do one of the following:
 - To open the console normally, type the command “Simplify Driver Management Console” and then press [ENTER].

The Simplify Driver Management Console main window opens. See [“The Simplify Driver Management Console Main Window” on page 14.](#)
 - To open the console silently, type the command “Simplify Driver Management Console” -auto, and then press [ENTER].



Make sure to include the quotes around Simplify Driver Management Console and place a space before the -auto command. See [Figure 2-2](#) below.

Figure 2-2: Opening Simplify Driver Management Console from a Command window

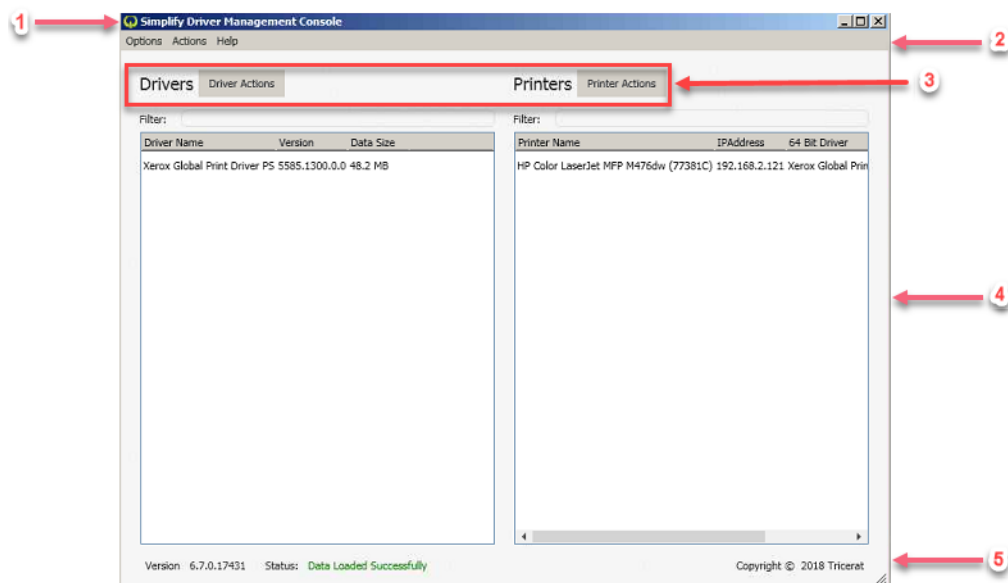
```
C:\Windows\system32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\mlonbardi>cd "C:\Program Files\Tricerat\Simplify Suite\Driver Management Console"
C:\Program Files\Tricerat\Simplify Suite\Driver Management Console>"Simplify Driver Management Console"
C:\Program Files\Tricerat\Simplify Suite\Driver Management Console>"Simplify Driver Management Console" -auto
```

The Simplify Driver Management Console Main Window

Figure 2-3 below shows the main window for the Simplify Driver Management Console.

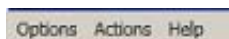
Figure 2-3: Simplify Driver Management Console, main window



Option	Description
1	Title bar. Contains the standard Windows commands for minimizing, maximizing, and closing the window.
2	Main menu. See “Simplify Driver Management Console main menu” below.
3	Drivers and Printers menus. Contain the commands for managing your organization’s local printer drivers and network printers through the console.
4	Main work area. See “Simplify Driver Management Console main work area” on page 15.
5	Information bar. From left to right, displays the following information about the Simplify Driver Management Console: <ul style="list-style-type: none"> • Current version. • Application status. • Product copyright information.

Simplify Driver Management Console main menu

Figure 2-4: Simplify Driver Management Console main menu



From left to right, the Simplify Driver Management Console main menu contains the following

options: Options, Actions, and Help. [Table 2-1](#) below describes the menu commands.

Table 2-1: Simplify Driver Management Console main menu

Menu Option	Menu commands
Options	<ul style="list-style-type: none"> Hide Win32 Drivers —Selected by default. If you clear this option, then: <ul style="list-style-type: none"> All 32 bit drivers that are contained in the Simplify database are displayed in the Drivers pane. A 64 bit column is now displayed in the Drivers pane. A “Y” for Yes is displayed in the 64 bit column of the Drivers list for all 64 bit drivers and an “N” for No is displayed for all 32 bit drivers. A 32 bit Driver column is displayed in the Printers list. Hide Printers with Drivers—Not selected by default. Hides any printers from the Printers list for which a 32 bit or 64 bit driver has been assigned. <p>Tip: To help you focus on printers that need drivers assigned, you should select Hide Printers with Drivers.</p> <p>Note: Your selections are “sticky,” Any selection that you make remains in effect after you log out and then log back in to the Simplify Driver Management Console</p>
Actions	Refresh Data—Queries the Simplify database to refresh the display in the Drivers pane and the Printers pane.
Help	Contact Support—Opens the following webpage through which you can contact Tricerat support: https://www.tricerat.com/contact-support/ .

Simplify Driver Management Console main work area

The Simplify Driver Management Console main work area displays two distinct panes:

- Drivers pane: Lists all local printers drivers that have been imported in to the Simplify database.
- Printers pane: Lists all Bonjour-discovered network printers that have been imported in to the Simplify database.

A Filter field that you can use to filter the lists to specific drivers or printers is displayed above each pane. To filter a list, enter a search string in the appropriate field. The search string is limited to the exact order of the characters in the string; however, the string is not case-sensitive and the search string can be found anywhere in the search results. For example, when filtering the Drivers list, the search string **ps** returns both Microsoft **XPS** Document Writer v4 and TP Output Gateway **PS**. For drivers, the search is carried out across the Driver Name and the Version, but not the Data Size. For the printers, the search is carried out across the Printer Name and IP Address, but not the assigned drivers.

Routing Print Traffic with Simplify Driver Management

Using Simplify Driver Management Console to route printing traffic for your organization's workstations consists of the following in the order listed:

- Importing local printer drivers in to the Simplify database. See [“To import local printer drivers in to the Simplify database”](#) below.
- Importing network printers in to the Simplify database. See [“To import network printers in to the Simplify database”](#) on page 18.
- Assigning drivers to the printers. See [“To assign a driver to a printer”](#) on page 19.
- Assigning the printers to owners. See [“Assigning Printers To Owners”](#) on page 25.

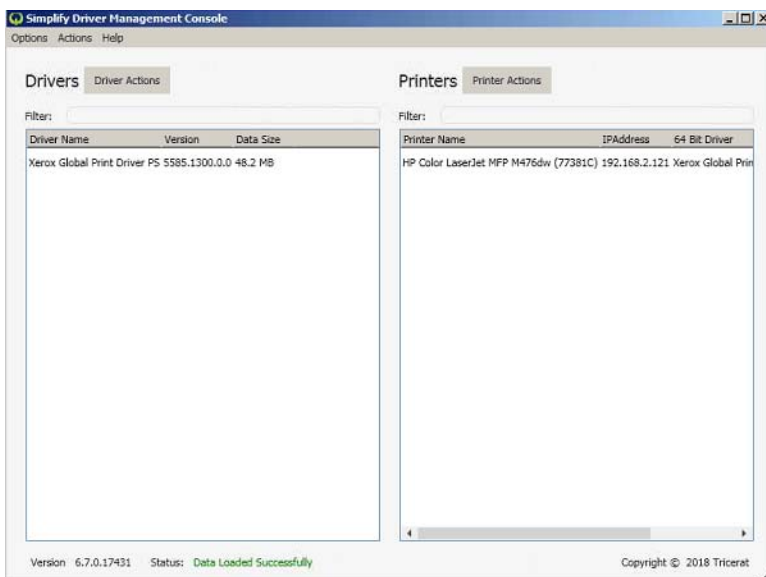
To import local printer drivers in to the Simplify database



You must repeat the following procedure for each workstation (client or server) that has unique drivers that are to be imported in to the Simplify database.

1. Log in to the appropriate workstation (client or server), and then open the Simplify Driver Management Console.

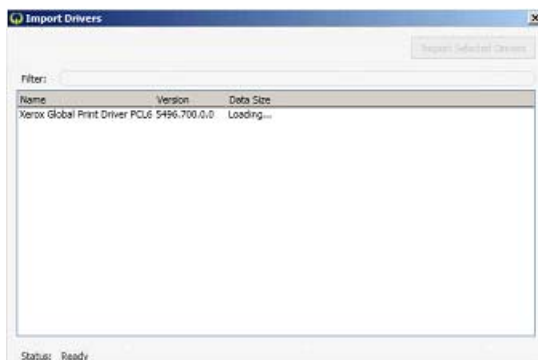
Figure 2-5: Simplify Driver Management Console, main window



2. On the Driver Actions menu, select Import Drivers.

The Import Drivers window opens. The window lists all the drivers that are local to the workstation (client or server) on which you are carrying out the import and that have yet to be imported in to the Simplify database. See [Figure 2-6 on page 17](#).

Figure 2-6: Simplify Driver Management Console, Import Drivers window



If the console detects local drivers that have already been imported in to the Simplify database, then these drivers are not displayed in the Import Drivers window.

3. Select a driver to import, or CTRL-click to select multiple drivers, and then click Import Selected Drivers.



The Filter function on the Import Drivers window works identically to the Filter function that is on the Simplify Driver Management Console main window.

The selected drivers are no longer displayed in the Import Drivers window. Instead, they are now displayed in the Drivers pane in the Simplify Driver Management Console main window.



You might have to click Actions > Refresh Data to refresh the list of drivers in the Drivers pane.

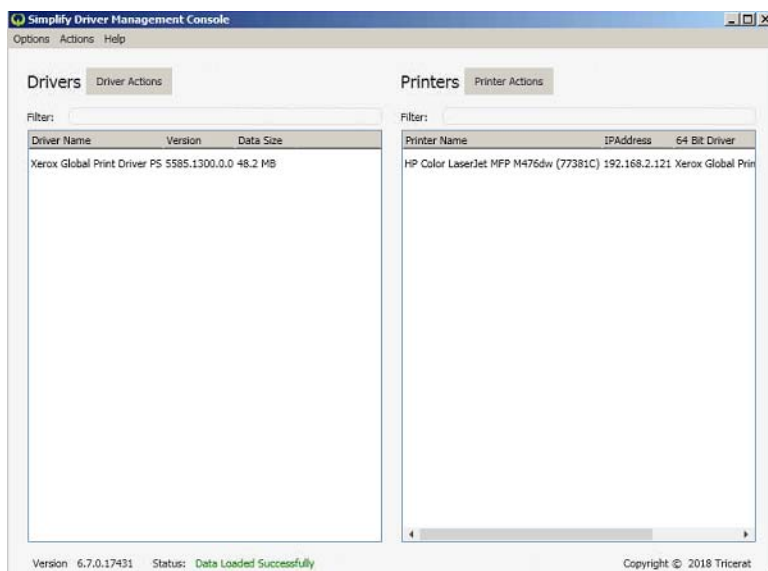
4. Close the Import Drivers window.
5. Continue to [“To import network printers in to the Simplify database” on page 18.](#)

To import network printers in to the Simplify database

When you import a network printer in to the Simplify database, a corresponding printer object is created in the Simplify database. The printer object has a Printer Name and an IP Address. After the printer object is created in the Simplify database, you can then assign the appropriate driver to the printer.

1. If you have not done so already, log in to the appropriate workstation (client or server), and then open the Simplify Driver Management Console.

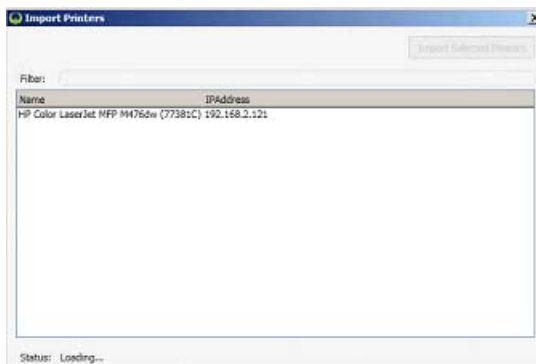
Figure 2-7: Simplify Driver Management Console, main window



2. On the Printer Actions menu, click Import Printers.

The Import Printers window opens. The window lists all the Bonjour-discovered network printers that are available to the workstation but have yet to be imported in to the Simplify database.

Figure 2-8: Simplify Driver Management Console, Import Printers window





If the console detects any Bonjour-discovered printers have already been imported in to the Simplify database, then these printers are not displayed in the Import Printers window.

3. Select a printer to import, or CTRL-click to select multiple printers, and then click Import Selected Printers.



The Filter function on the Import Printers window works identically to the Filter function that is on the Simplify Driver Management Console main window.

The selected printers are no longer displayed in the Import Printers window. Instead, they are now displayed in the Printers pane in the Simplify Driver Management Console main window.



You might have to click Actions > Refresh Data to refresh the list of printers in the Printers pane.

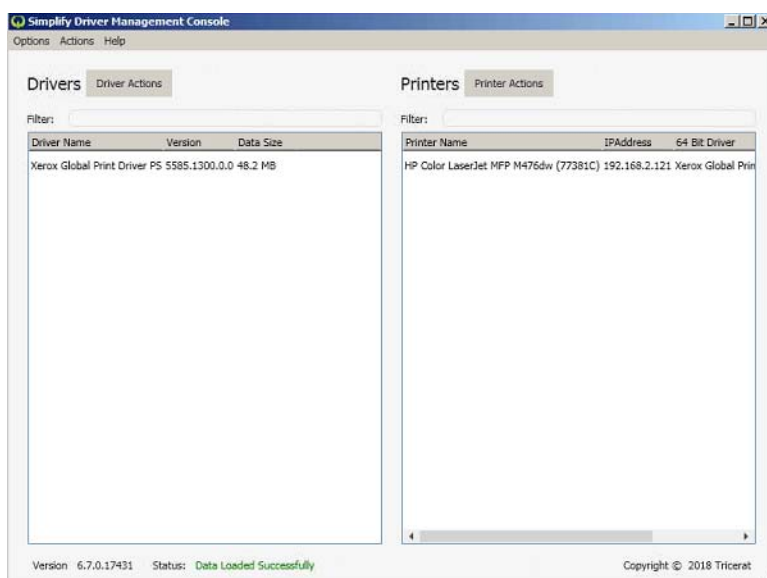
4. Close the Import Printers window.
5. Continue to ["To assign a driver to a printer"](#) below.

To assign a driver to a printer

You can select a single driver at a time to assign to one or more printers.

1. If you have not done so already, log in to the appropriate workstation (client or server), and then open the Simplify Driver Management Console.

Figure 2-9: Simplify Driver Management Console, main window



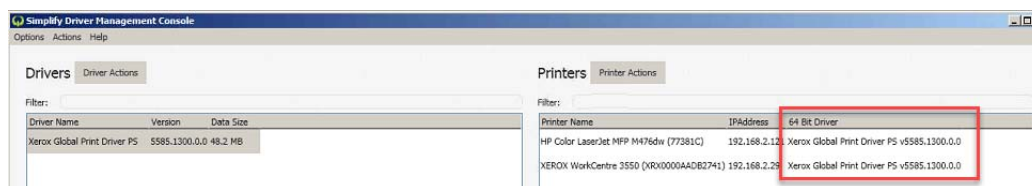


You can always use the Drag and Drop function to assign a single driver to a single printer at a time. Just drag the driver from the Drivers list to a printer in the Printers list.

2. In the Drivers pane, select the printer driver that is to be assigned to a network printer.
3. In the Printers pane, select the network printer, or CTRL-click to select multiple printers, to which you are assigning the driver.
4. On the Printer Actions menu, click Assign Selected Driver.

The Printers pane display is updated to show the assigned driver information.

Figure 2-10: Assigned Printer Drivers



5. Continue to [“Assigning Printers To Owners”](#) on page 25.

Managing Drivers and Printers in the Simplify Driver Management Console

In addition to using the functions in the Simplify Driver Management Console to route your organization's printing traffic, you can use the Simplify Driver Management Console to do the following:

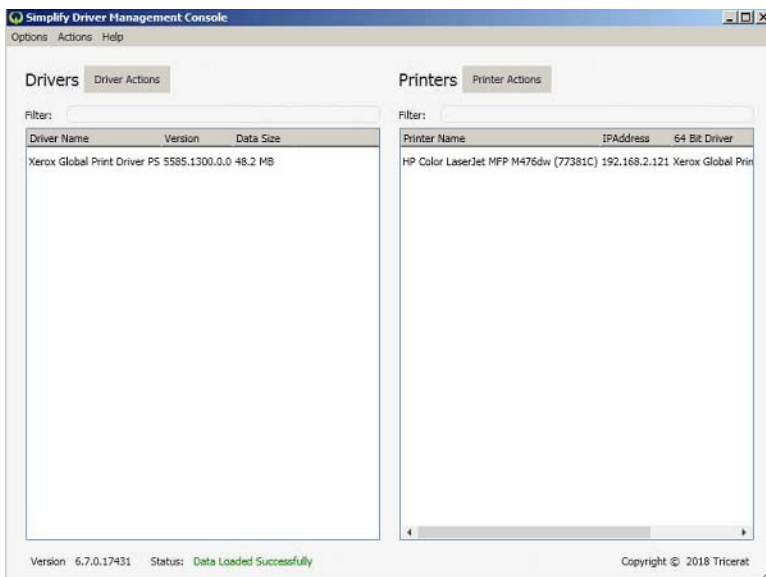
- Delete printer drivers from the Simplify database. See [“To delete printer drivers from the Simplify database”](#) below.
- Clear drivers from network printers. See [“To clear a driver from a printer”](#) on page 22.
- Delete printers from the Simplify database. See [“To delete a printer from the Simplify database”](#) on page 23.

When you delete a printer driver, clear a driver assignment, or delete a printer, any queues that were created with the driver are not deleted; however, the printer is no longer available after the affected user starts another session by logging off and then logging back on to the workstation.

To delete printer drivers from the Simplify database

1. Log in to any workstation (client or server) on which the Simplify Driver Management Console is installed, and then open the Simplify Driver Management Console.

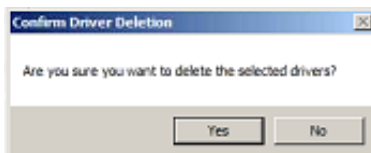
Figure 2-11: Simplify Driver Management Console, main window



2. In the Drivers pane, select the printer driver that is to be deleted, or CTRL-click to select multiple drivers, and then on the Driver Actions menu, click Delete Drivers.

A Confirm Driver Deletion message opens, asking you if you are sure that you want to delete the selected drivers.

Figure 2-12: Confirm Driver Deletion message



3. Click Yes.

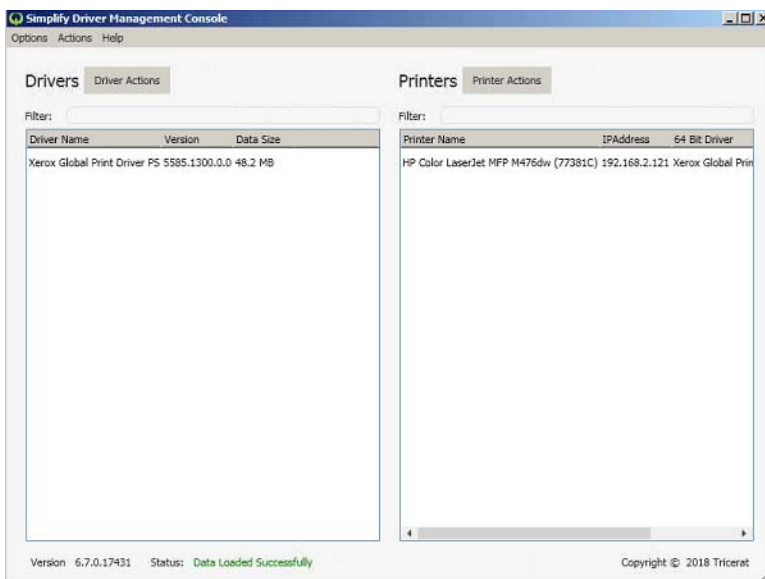
The Confirm Deletion message closes. The printer drivers are deleted immediately from the Simplify database and are no longer displayed in the list in the Drivers pane.

To clear a driver from a printer

When you clear a printer driver from a printer, the printer object is edited in the Simplify database; the driver is *not* deleted from the database.

1. Log in to the appropriate workstation, and then open the Simplify Driver Management Console.

Figure 2-13: Simplify Driver Management Console, main window

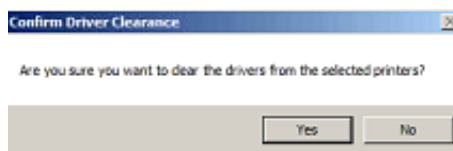


2. In the Printers pane, select the printer, or CTRL-click to select multiple printers, for which you are clearing the driver assignment.

3. On the Printer Actions menu, click Clear Drivers.

A Confirm Driver Clearance message opens, asking you if you are sure that you want to clear the drivers from the selected printers.

Figure 2-14: Confirm Driver Clearance message



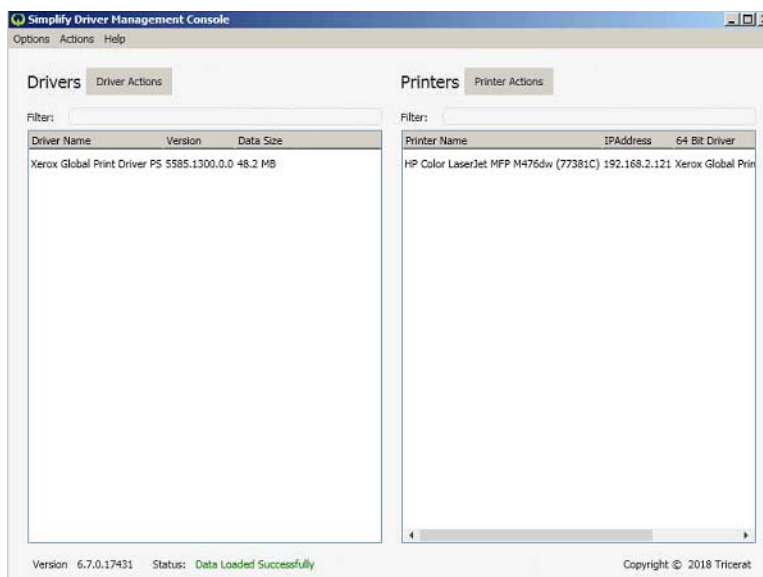
4. Click Yes.

The Confirm Driver Clearance message closes. The driver assignments are cleared for the selected printers.

To delete a printer from the Simplify database

1. Log in to the appropriate client, and then open the Simplify Driver Management Console.

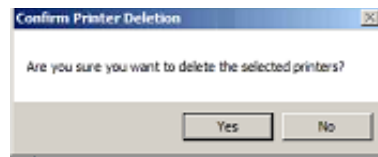
Figure 2-15: Simplify Driver Management Console, main window



2. In the Printers pane, select the printer, or CTRL-click to select multiple printers, that you are deleting from the Simplify database.
3. On the Printer Actions menu, click Delete Printers.

A Confirm Printer Deletion message opens, asking you if you are sure that you want to delete the selected printers. See [Figure 2-16 on page 24](#).

Figure 2-16: Confirm Printer Deletion message



4. Click Yes.

The Confirm Printer Deletion message closes. The printers are deleted immediately from the Simplify database and are no longer displayed in the list in the Printers pane.

Assigning Printers To Owners

The third step in setting up Simplify Driver Management is to assign the printers to owners. Assigning printers to owners allows owners to select the printers that are to be used during a Simplify Driver Management session. An owner can be a workstation, an individual user, or a group. When you assign a printer to an owner, you can assign it in one of three ways:

- **Admin Assigned** – Any printer that you assign to an owner as Admin Assigned is always built for the owner. The owner does not have the option of whether to build the printer, nor does the owner have the option of removing the printer from a Simplify Driver Management session. You should add print server printers to the Admin Assigned location to prevent an owner from being able to affect the building of specific printers. An owner always has the option of setting any Admin Assigned printer as the default printer for a session through the User Assigned Printers (UAP) application.
- **User Allowed** – If you assign a print server printer to an owner as User Allowed, then the owner can use the UAP application to add this printer to the list of printers that are to be built for the current Simplify Driver Management session. The owner can always delete and re-add the printer as needed.
- **User Assigned** – If you assign a print server printer to an owner as User Assigned, then this printer is automatically built for every Simplify Driver Management session for the owner. If the owner does not want the printer to be built for a Simplify Driver Management session, then the owner can use the UAP application to delete the assignment. The printer is no longer built for the owner's Simplify Driver Management session and the owner *cannot* add this printer back to the list of printers that are to be built for any session.



For detailed information about UAP, see the [Simplify User Assigned Printers Tool Quick Reference Guide](#).



You must repeat the following procedure in its entirety for each owner to which you are assigning printers. Tricerat recommends that if you configure a printer as User Assigned, that you also configure the printer as User Allowed.

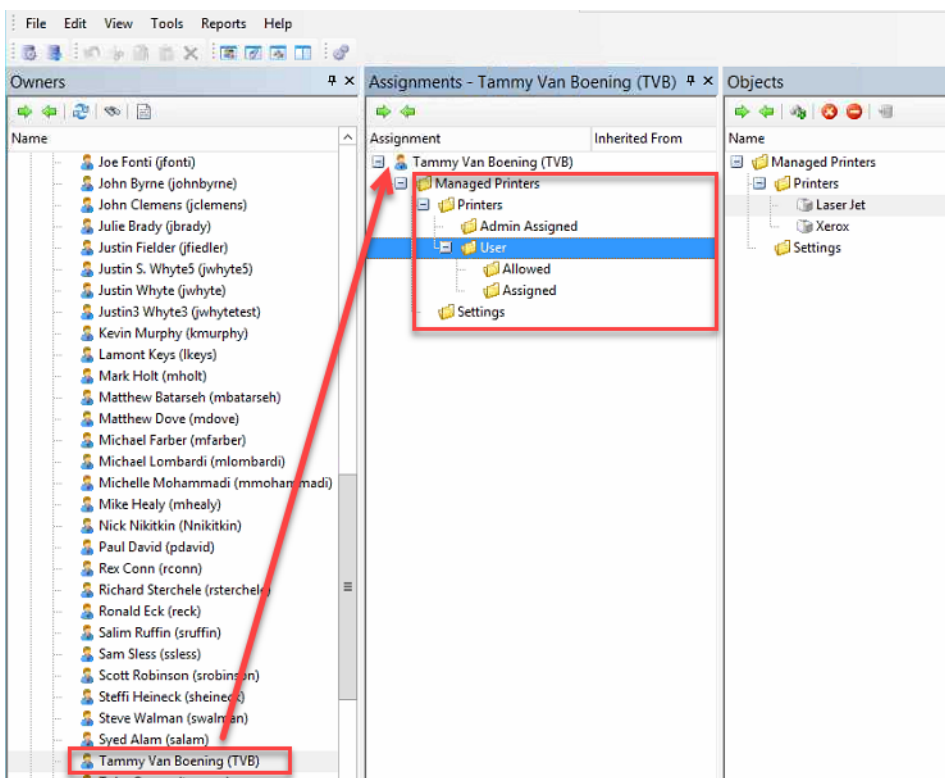
To assign printers to owners

1. In the Owners pane in the Simplify Console, select the owner (workstation, user, or group) to which the printer is to be assigned.

The selected owner is displayed at the top of the Assignment hierarchy in the Assignments pane.

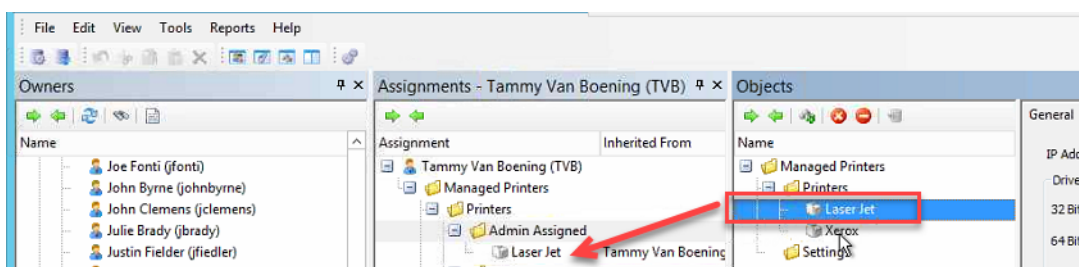
2. In the Assignments pane, do the following:
 - To show Admin Assigned, expand Managed Printers > Printers.
 - To show User Allowed and User Assigned, expand Managed Printers > Printers > User.

Figure 2-17: Printer assignment locations in the Simplify Console



3. For each printer that is to be assigned to the selected owner, do the following: From the Objects pane, drag the appropriate Printer object to one of the three assignment folders: Admin Assigned, User Allowed, or User Assigned.

Figure 2-18: Assigning printers in the Simplify Console



If you assign any User Allowed printers to a user, then if a user is to build the printers for a session, the user must log in to the Simplify User Assigned Printers Tool and build the printers. To assist your users in locating available printers for self-assignment, see [Appendix A, "Map Management Utility,"](#) on page 27

Appendix A

Map Management Utility

The Map Management Utility is an external application that is installed transparently when Simplify Suite is installed. As the Simplify Suite administrator, if you assign any User Allowed printers to a Simplify Driver Management user or a Simplify Printing user, then the user must log in to and use the Simplify User Assigned Printers Tool to select the printers that are to be built during the session. You use the Map Management Utility to assist your users in locating the User Allowed printers that are available for self-assignment. With the Map Management Utility, you can add maps to the Simplify database and place printers in their actual physical locations on these maps to give end users a visual way of selecting appropriate and nearby printers for their locations. After you have added maps and printers to the Simplify database, your end users can access them from the Simplify User Assigned Printers Tool to self-assign the appropriate printers.

This chapter covers the following topics:

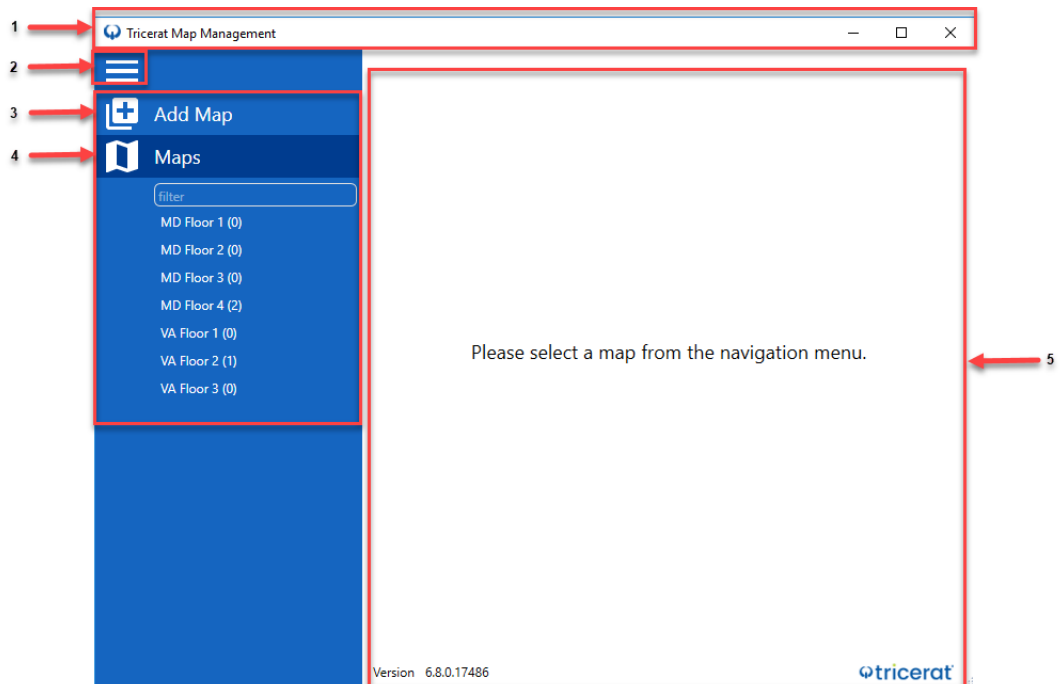
- [“Opening the Map Management Utility” on page 28.](#)
- [“Viewing and Filtering Existing Printers Maps in the Simplify database” on page 30.](#)
- [“Adding Maps to the Simplify database” on page 33.](#)
- [“Editing a Saved Map” on page 36.](#)
- [“Deleting a Saved Map” on page 41.](#)

Opening the Map Management Utility

As the Simplify Suite administrator, if you assign any printers to a user in Simplify Printing or Simplify Driver Management, then if the user is to build the printers for a session, the user must log in to the Simplify User Assigned Printers Tool and build the printers. To prevent you from having to build these printers for the users, and instead let the users assign these printers themselves, you can use the Map Management Utility. The Map Management Utility is an external application that is installed transparently when Simplify Suite is installed. You can use the Map Management Utility to add maps to your Simplify database that show the locations of all the printers that can be assigned to your users. An icon that indicates the printer location is displayed for each printer. Users can view these maps in the Simplify User Assigned Printers Tool and select and assign the available printers themselves as appropriate.

To open the Map Management Utility, on the on the Simplify Console main menu, click Tools > External > Map Management Utility.

Figure A-1: Map Management Utility main window



The Map Management Utility main window has the following layout:

	Item	Description
1	Title bar	Displays the name of the utility and the standard Windows options for Minimize, Maximize, and Close.
2	Menu toggle	A toggle that expands/collapses the main menu.

	Item	Description
Note: Collectively, items 3 and 4 are referred to as the main menu.		
3	Add Map	Option for adding a map to the Simplify database. See “Adding Maps to the Simplify database” on page 33.
4	Map List	A list of all user printer maps that are currently stored in the Simplify database. The maps are ordered alphabetically by name, and the total number of printers that have been added to the map is displayed in parenthesis after the map name. A blank filter field is displayed above the maps list. See “Viewing and Filtering Existing Printers Maps in the Simplify database” on page 30.
5	Work area	Any map with which you are working in the Map Management Utility is always displayed in the work area. You carry out all the necessary activities and tasks for working with maps in the work area. The current version of the Map Management Utility is displayed at the bottom left of the work area.

Viewing and Filtering Existing Printers Maps in the Simplify database

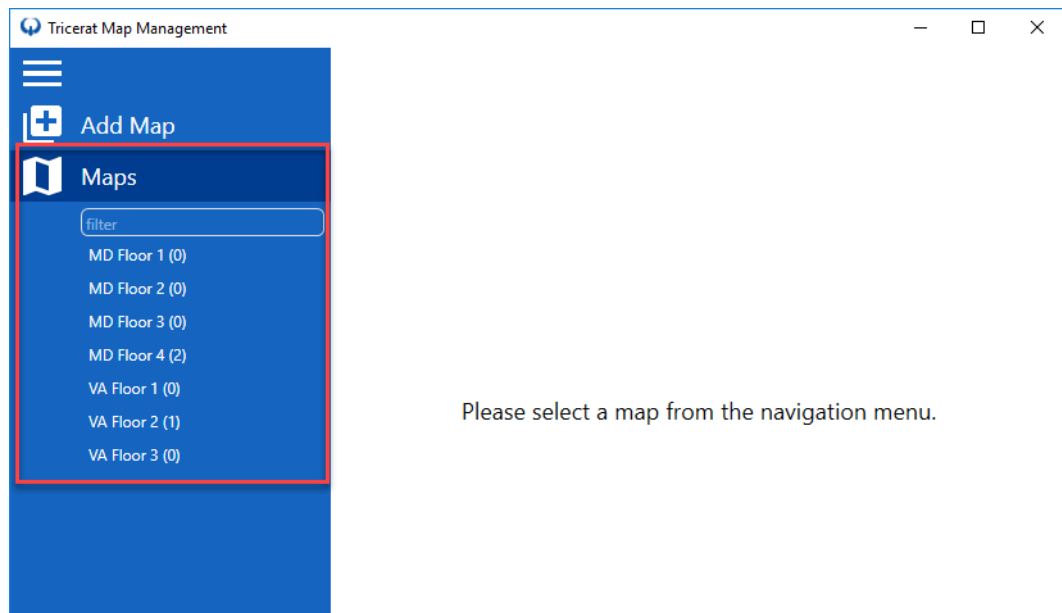
The main menu for the Map Management Utility main window displays all the maps, alphabetically by name, that are currently stored in the Simplify database. The total number of printers that have been added for a map that users can self-assign is displayed in parenthesis after the map name. You can view a selected map and its printers in the work area of the Map Management Utility.

To view and filter existing maps in the Simplify database

1. If you have not done so already, open the Map Management Utility. (On the on the Simplify Console main menu, click Tools > External > Map Management Utility.

The Map Management Utility main window opens. A list of all printer maps that are currently stored in the Simplify database is displayed under Maps. A blank filter field is displayed above the maps list.

Figure A-2: Map Management Utility main window, Maps list

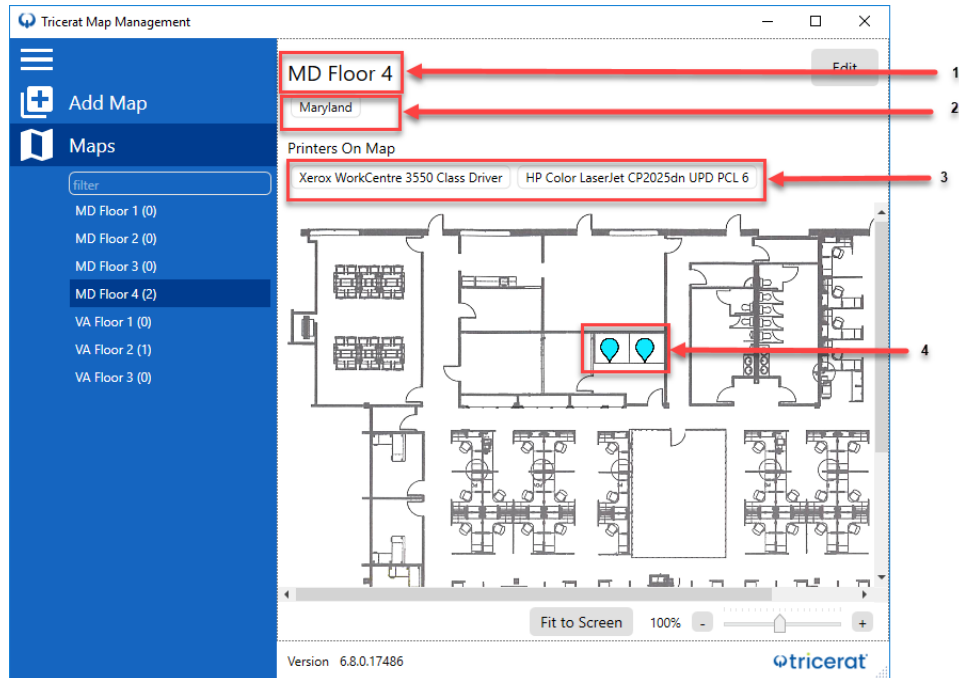


2. Optionally, to filter the Maps list, in the blank filter field above the list, enter a filter string.

The filter string is sensitive to both the name of the map and any tags that have been specified for the map. As you enter the filter string, the list of maps that meet the criteria is dynamically updated. The string is limited to the exact order of the characters in the string, but the filter is not case-sensitive and the filter string can be found anywhere in the results. For example, a filter string of **PLAN** would return maps with names such as **PLANET INDUSTRIES**, Floor **Plan** #1, and so on.

- Click the map name to open the map and display it in the work area.

Figure A-3: Viewing a map in the Map Management Utility

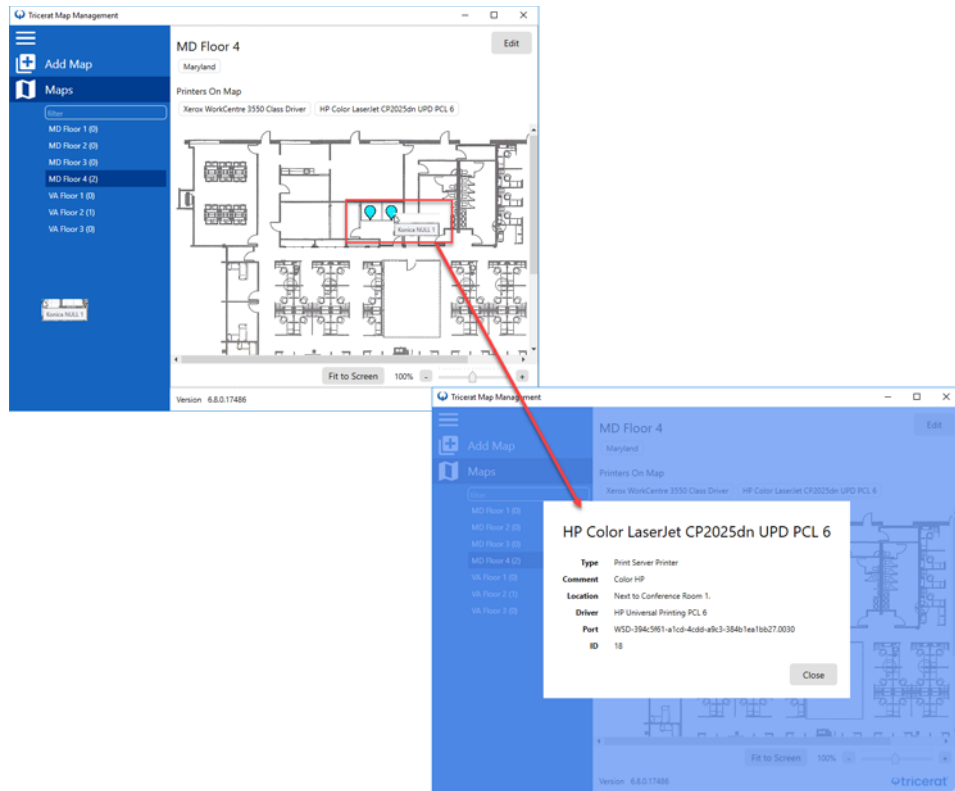


Standard Windows scroll and zoom features are available for viewing the displayed map.

The following information is always displayed for a map:

	Item	Description
1	Map name	The name of the map as it was specified when adding the map to the Simplify database
2	Tags	The tags that were specified for the map.
3	Printers	The printers that have been added to the map.
4	Printer icons	Indicates the location of the printers that have been added to the map. <ul style="list-style-type: none"> You can place your cursor over a printer icon to open a tooltip that shows the name of the printer. You can click an icon to open a tooltip that provides more information about the printer such as its name, type, driver, and so on. See Figure A-4 on page 32 .

Figure A-4: Viewing printer name and information



Adding Maps to the Simplify database

You use the Map Management Utility to add maps to your Simplify database that show the locations of all the printers that can be assigned to your users. The source map can be in one of three formats: .jpeg/.jpg, .bmp, or .png, with .png being the preferred format. There are no limits to the map size when you add a map to the Simplify database. After you add the map to the Simplify database, you add printers to the map by editing the map. See [“Editing a Saved Map” on page 36](#).

To add a map to the Simplify database

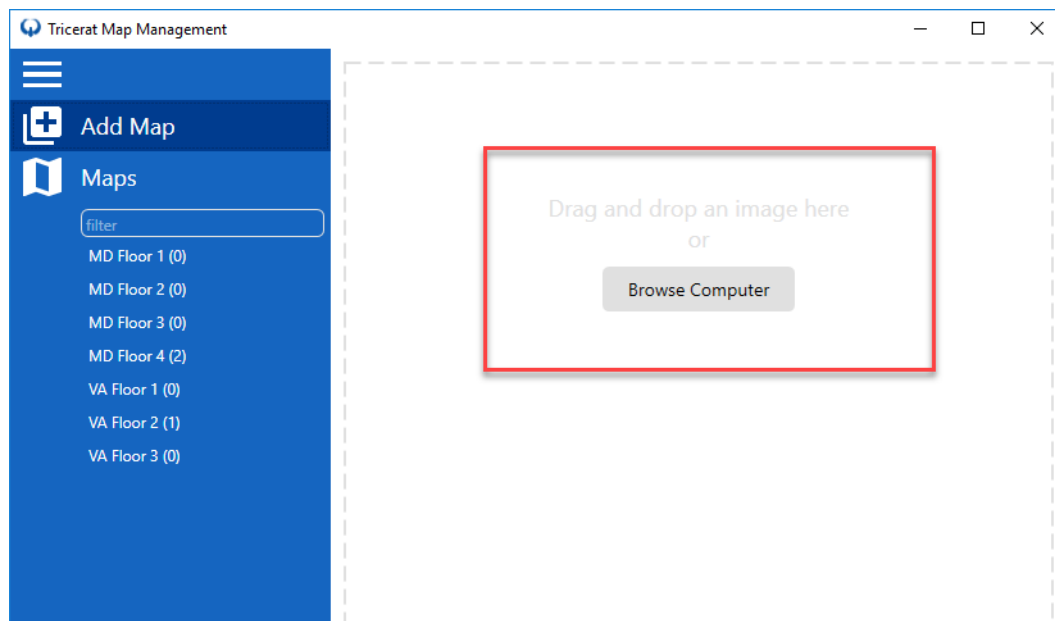
1. If you have not done so already, open the Map Management Utility. (On the on the Simplify Console main menu, click Tools.> External > Map Management Utility.

The Map Management Utility main window opens. See [Figure A-1 on page 28](#).

2. Click Add Map.

The Map Management Utility main window is refreshed with two options for adding a map to the Simplify Console: a Drag and Drop option and a Browse option.

Figure A-5: Map Management Utility main window, Adding a map options



3. Do either of the following to add a map to the Simplify Console:
 - From any location on the Simplify Console client, drag a map where indicated on the Map Management Utility main window.
 - Click Browse Computer to open the Browse dialog box, and then browse and select the map.

The map is displayed in a Preview dialog box in the work area along with the following

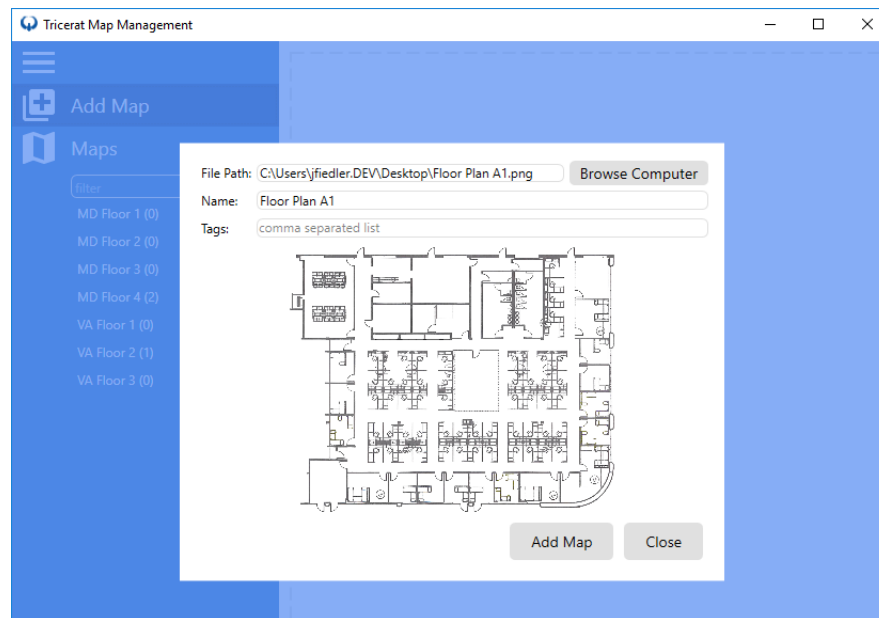
information and options:

- The full file path to the map that are you are adding.
- The current (file) name of the map.
- A tag field, in which you can enter any tags for the map in a comma-separated list.
- An Add Map option, which adds the currently displayed map to the Simplify database.



If you decide to add a different map to the Simplify database, you can click Browse Computer to open the Browse dialog box, and then browse and select a different map.

Figure A-6: Previewing a map that is to be added to the Simplify database in the Map Management Utility



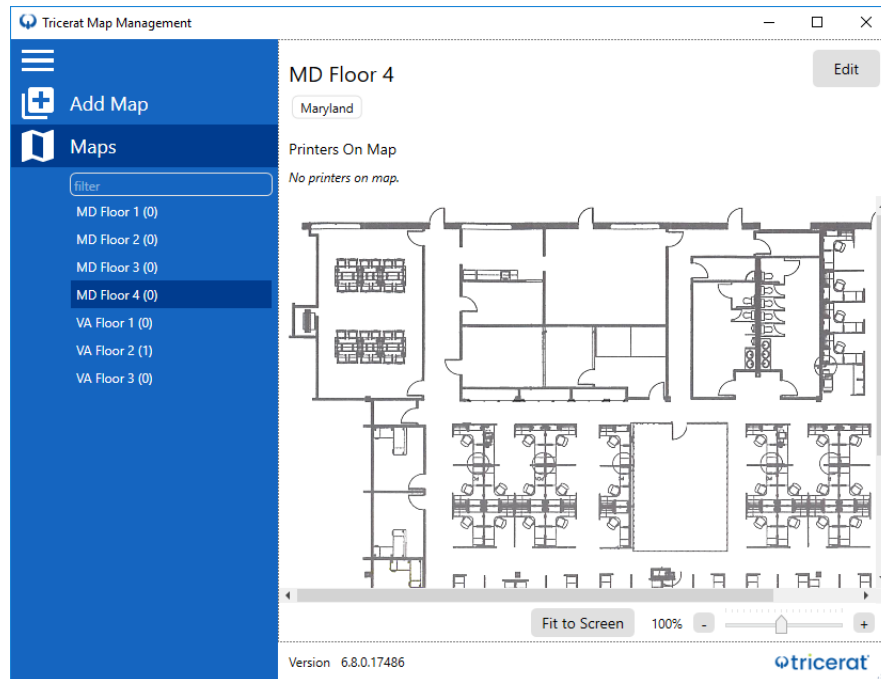
4. Do any or all of the following as appropriate before you save the displayed map to the Simplify database:
 - Edit the name of the map. (The map name must be unique.)
 - Enter tags for the map in a comma-separated list.
5. Click Add Map.

The map preview dialog box closes. The map is added to the Simplify Console. The added map is displayed in the work area of the Map Management Utility main window. The name of the added map and any tags for the map are displayed above the map preview. The map is displayed in the Maps list and is selected. See [Figure A-7 on page 35](#).



After a map is added to the Simplify Console, “No printers on map” is displayed for the map. After you add printers to the map, then the total number of printers added to the map and their locations are displayed.

Figure A-7: Map added to the Simplify Console



Standard Windows scroll and zoom features are available for viewing the displayed map.

- Continue to [“Editing a Saved Map” on page 36.](#)

Editing a Saved Map

To add printers to a map after you add the map to the Simplify database, you must edit the map. When editing a map, you can also carry out classic editing functions such as editing the map name, adding or deleting the map tags, and deleting printers from the map.

To add printers to a map

1. If you have not done so already, open the Map Management Utility. (On the on the Simplify Console main menu, click Tools > External > Map Management Utility.)

The Map Management Utility main window opens. See [Figure A-1 on page 28](#).

2. In the Maps list, scroll to and select the appropriate map.

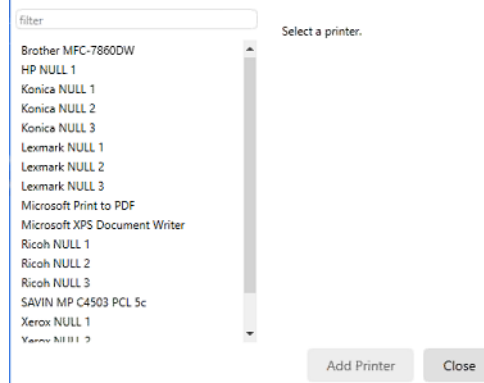


Optionally, to more easily locate the correct map, you can filter the Maps list.

3. Click Edit.
4. Right-click the displayed map where you are adding the printer.

A Printers dialog box opens. The dialog box lists all the printers (print server printers and managed printers) that are currently available in the Simplify database.

Figure A-8: Printers dialog box



5. Scroll to and select the printer that you are adding to the map.



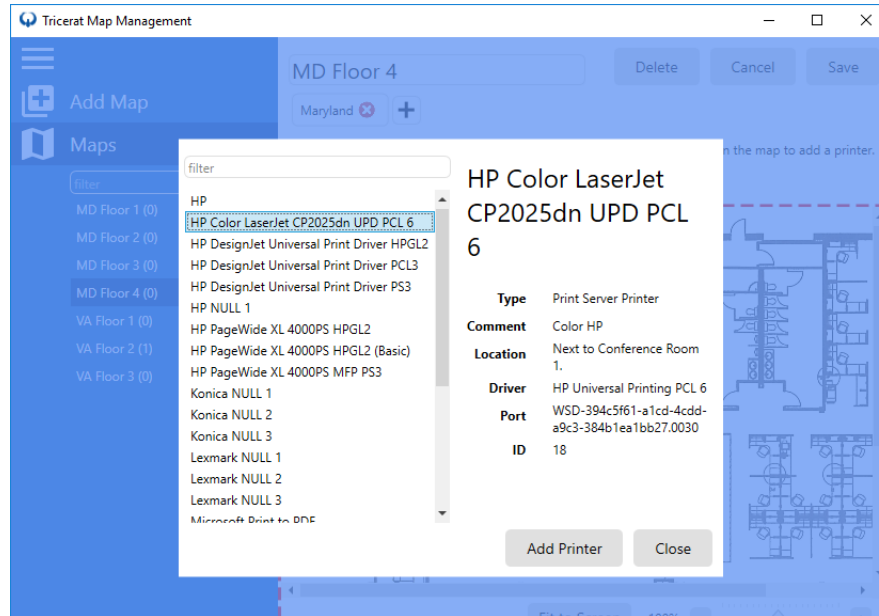
Optionally, to more easily locate the correct printer, you can filter the Printers list.

Information about the printer is displayed on the right side of the Printers dialog box. See [Figure A-9 on page 37](#).



Before you add the map to the Simplify database, it is helpful to review this information to confirm that you have selected the correct printer for the map.

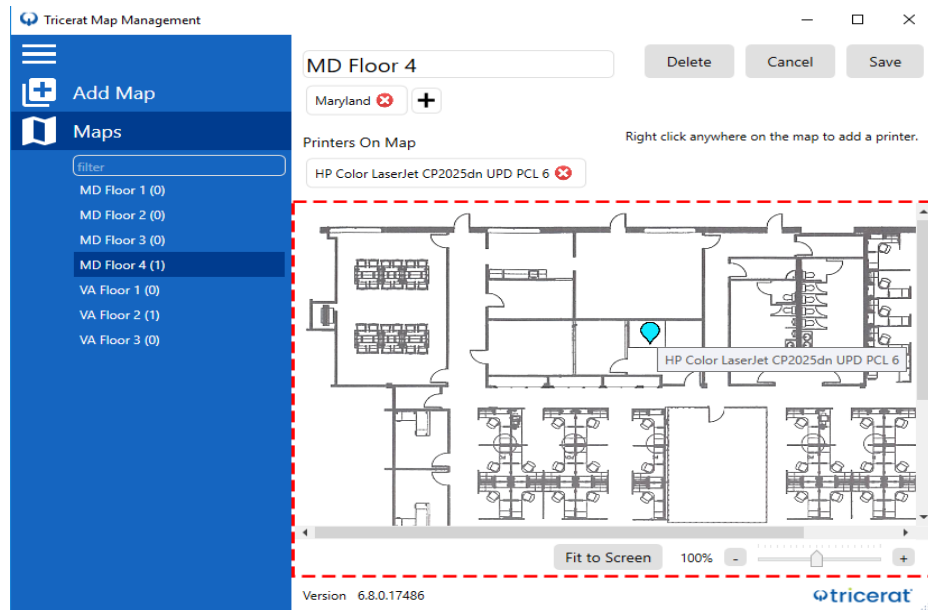
Figure A-9: Printer information displayed for a selected printer



6. Click Add Printer.

The Printers dialog box closes. You return to the map display. An icon is displayed for the added printer. If you place your cursor over the icon, a tooltip opens that displays the name of the printer.

Figure A-10: Added printer



7. Click Save.

The edited map is saved to the Simplify database.

To edit a saved map

1. If you have not done so already, open the Map Management Utility. (On the on the Simplify Console main menu, click Tools > External > Map Management Utility.)

The Map Management Utility main window opens. See [Figure A-1 on page 28](#).

2. In the Maps list, scroll to and select the appropriate map.

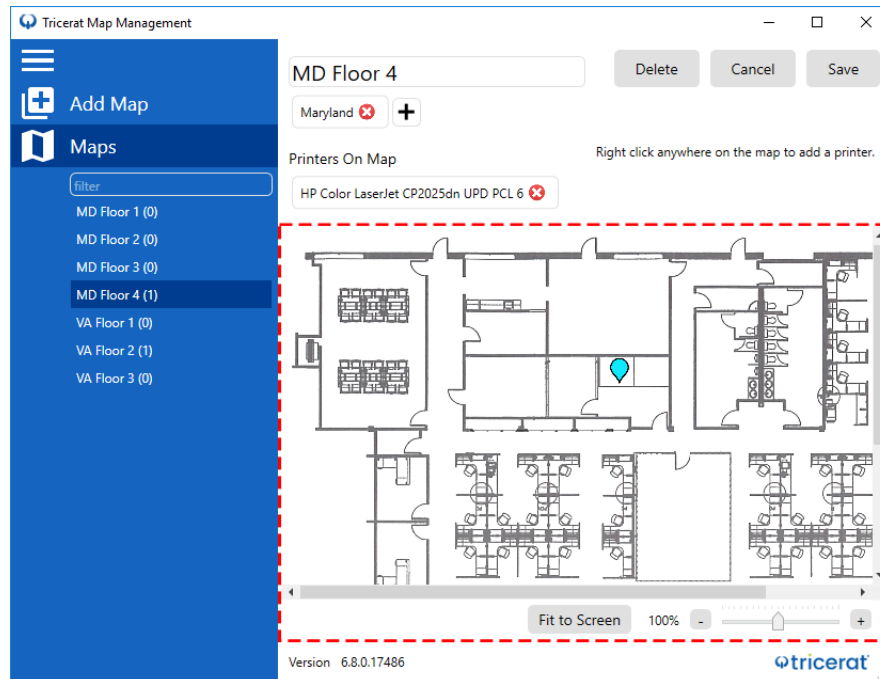



Optionally, to more easily locate the correct map, you can filter the Maps list.

3. Click Edit.

The map is enabled for editing. See [Figure A-11 on page 39](#).



Figure A-11: Map enabled for editing



4. Do any or all of the following as required:
 - Edit the map name. (The map name must be unique.)
 - To delete a printer from the map, click the Delete icon  that is displayed for the printer.



Deleting a printer from the map does not delete the printer from the Simplify database. If the printer has been assigned to any users, then these assignments remain in place.

- To add another tag to the map, click the Add icon  that is displayed at the far right of the tag list.
 - To delete a tag for the map, click the Delete icon  that is displayed for the tag.
5. Click Save.

Deleting a Saved Map

You can always delete a saved map from the Simplify database. When you delete a map, only the map is deleted from the Simplify database. Any printers that have been assigned to the map are not deleted and if owners have self-assigned these printers, then these assignments remain in place. Just as with adding a map, you must enable a map for editing to delete it.

To delete a saved map

1. If you have not done so already, open the Map Management Utility. (On the on the Simplify Console main menu, click Tools > External > Map Management Utility.)

The Map Management Utility main window opens. See [Figure A-1 on page 28](#).

2. In the Maps list, scroll to and select the appropriate map.

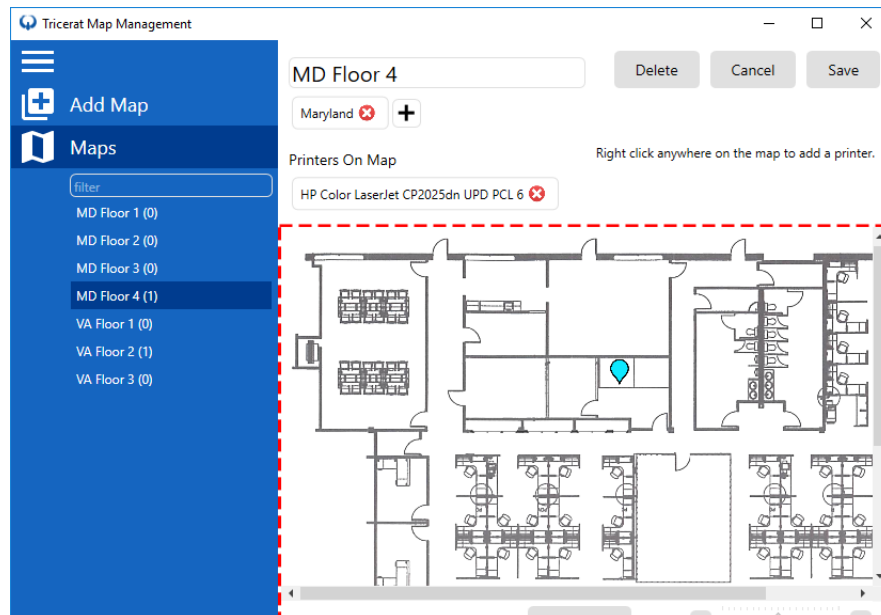


Optionally, to more easily locate the correct map, you can filter the Maps list.

3. Click Edit.

The map is enabled for editing.

Figure A-12: Map enabled for editing



4. Click Delete.