OverNet Computer Services
Mechanic helpdesk query

How to view or edit any Mechanic print job instead of printing it.

Whenever an invoice or report is printed in Mechanic, several files of different formats are created that contain the print out.

We can use these files to view or edit or even email or fax the print job.

MS-Word can be used to process any of these invoices or reports. And using Excel to open these files is a good way to process financial data from Mechanic.

VIEW A PRINT JOB WITHOUT PRINTING IT

Press **Shift-F8** to open the print manager, and then press **P** to PAUSE the printer and then press **ESC** to exit the print manager. So now, nothing will be printed by Mechanic. Print jobs will only be stored in these special files.

Print the invoice or report in the normal manner.

Press **Shift-F8** to open the print manager, and press **Ctrl-E** to EDIT the print job. NOTE: You are now editing the SSLPT1 print job file and it contains special characters that are used by your printer to know how to print the data. Use PG-UP, END and the arrows to see all the files contents.

NOTE: You can make changes to this file that can then be printed. But remember that you are editing this print job only. The changes are cosmetic only and are not written back to your Mechanic data and are not stored for when the invoice / report is next printed.

When you have finished viewing the print job…
- Press Alt-F and P to print the job or…
- Press **Alt-F** and **X** to exit out of the print job or…
- Press Alt-F and A to save the print job to a different file name, (for later use) or…
- Press Alt-S and F to search for something (an amount or name or anything).
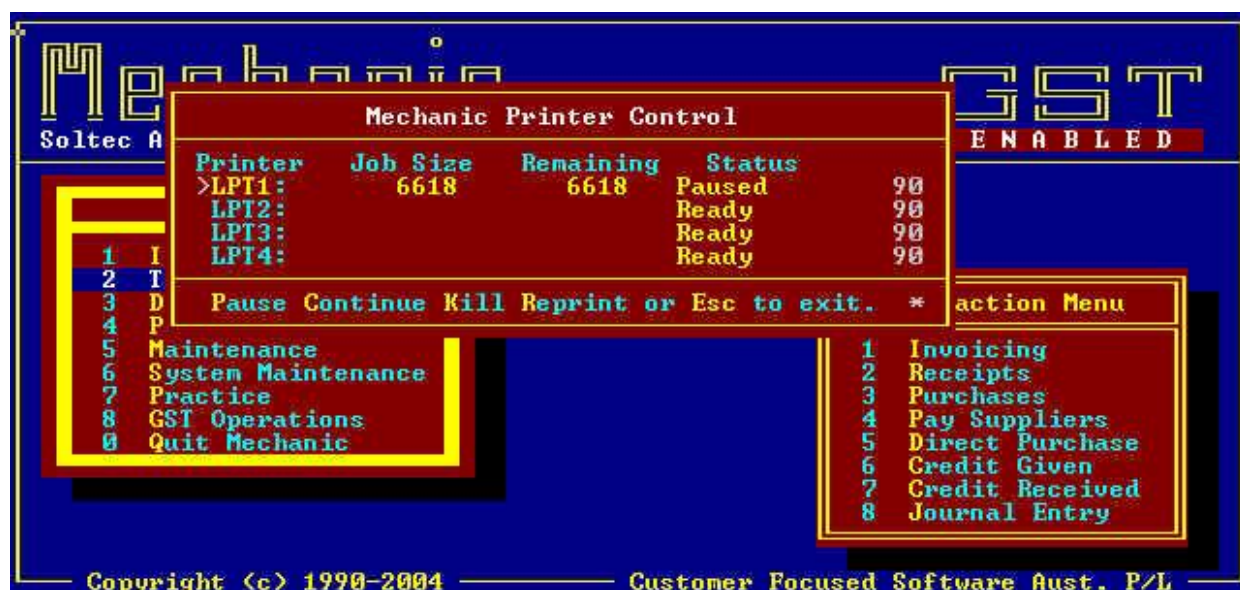
Press ESC to exit the print manager.

Press Shift-F8 to open the print manager, and then…
- Press **K** to kill / delete any unwanted print jobs.
- Press **C** to continue printing print jobs.

Press **ESC** to exit the print manager.

OPENING A PRINT JOB IN NOTEPAD / WORDPAD

Mechanic can be asked to store extra files when an invoice / report is printed. To do this… Press Shift-F8 to open the print manager screen and then ensure there is a ✱ displayed in the bottom right corner (as shown here)…

Press Shift-8 to turn on the ✱ and then press it again to turn it off.

NOTE: Leaving the ✱ feature turned on will cause the printing of documents to be delayed as these files are created. So in the Mechanic control panel, setting 9020 can permanently turn this feature on or off.

Once this option has been set, all print jobs are copied into these two files...
- EMAIL.RTF   Rich Text Format version of data
- EMAIL.TXT   Plain text version of data

These files can be loaded into…
- Word (change the font to Courier – Size 8)
- Excel (Use the Get External Data option to specify report columns - PTO).

Both these files can be found in the C:\MECH directory on the LOCAL computer. The fact that the files are retained in the local \MECH directory ensures that individual users on a network always have access to the EMAIL files that they created. Every time you print a Mechanic document, the previous data in these EMAIL files is replaced with the latest print job.

ADVANCED PRINTER FUNCTIONS

To view a summary of the Mechanic printer settings…
>Press Shift-F8 to open the print manager, and then press "S" for settings.

To change the Mechanic printer settings for a single invoice only…
>From within the invoice, press F8 and then Ctrl-S to display or change the printer settings and then print the invoice.

To reprint the last print job that was processed…
>Press Shift-F8 to open the print manager, and then press "R" to reprint.

To get the data from a Mechanic report into Excel…
1. Pause the printer and run the Mechanic report.
2. Run Excel and open a new spreadsheet.
3. Select Data, Get External Data, Import Text File.
4. Select the file to open, (C:\MECH\EMAIL.TXT).
5. Select Fixed Width and click on NEXT.
6. Define the columns that are required and click on FINISH.
7. It will prompt with =A1, click on OK and the data will be imported into columns.

To email documents…
1. Set Control Panel option 9020 (Printer Output Copied To Email Files) to "Y".
2. Each print job will now be stored in a file called C:\MECH\EMAIL.RTF
3. This file is formatted to be able to be emailed.
4. You can CUT & PASTE the information from this file or email the file as it is.