

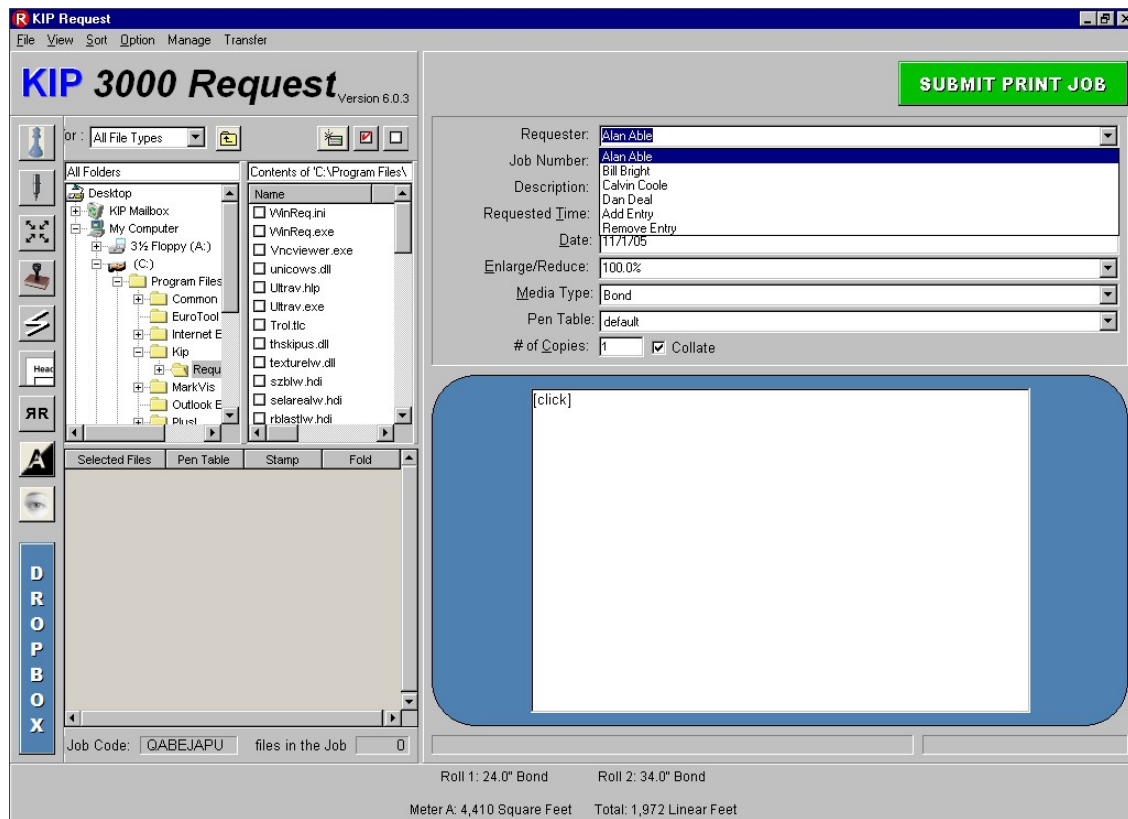
Kip Request Network Install "Sharing the *winreq.ini*"

**Procedure for installing Kip Request
In a networked scenario
So that all users have the same accounting field info available**

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A Network Install of *Kip Request*

The accounting fields in *Kip Request* are powerful tools for maintaining control, accuracy, and accountability of the KIP print queue. The Request Administrator has the ability to encode dozens, hundreds, or even *thousands* of **User Names**, **Job Numbers** and **Description** field entries within *Kip Request*.

By default, the accounting information is set up at each end-user workstation. The data is encrypted, and resides on the end-user workstation. It is possible that Workstation A might have different accounting information than Workstation B.

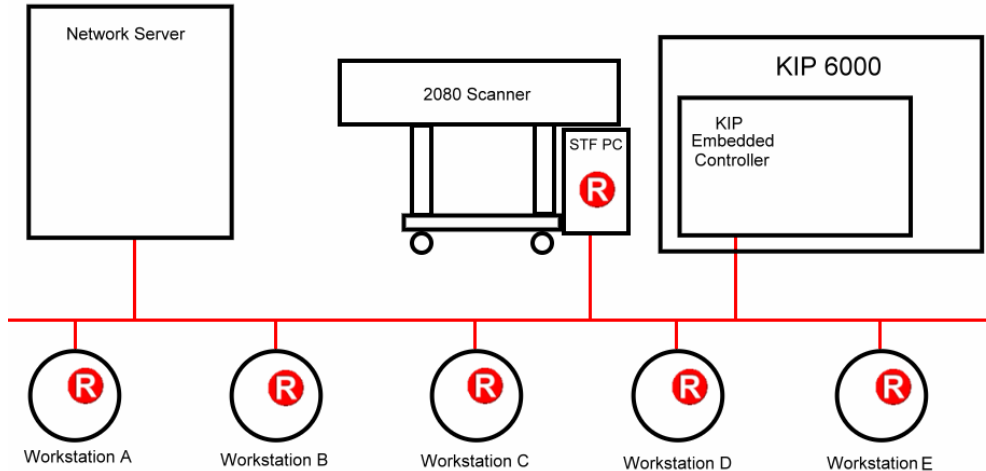
Kip Request can be configured as a 'Network Install', where **the accounting information is set up as a master list, and shared to all Request workstations**. If the Request Admin makes a change to the master list, the changes will automatically be reflected at each workstation.

A network install of *Kip Request* can also be employed to force all users to use the same set of Pen Tables and Stamps.

Step 1: Install *Kip Request* at the User Workstations

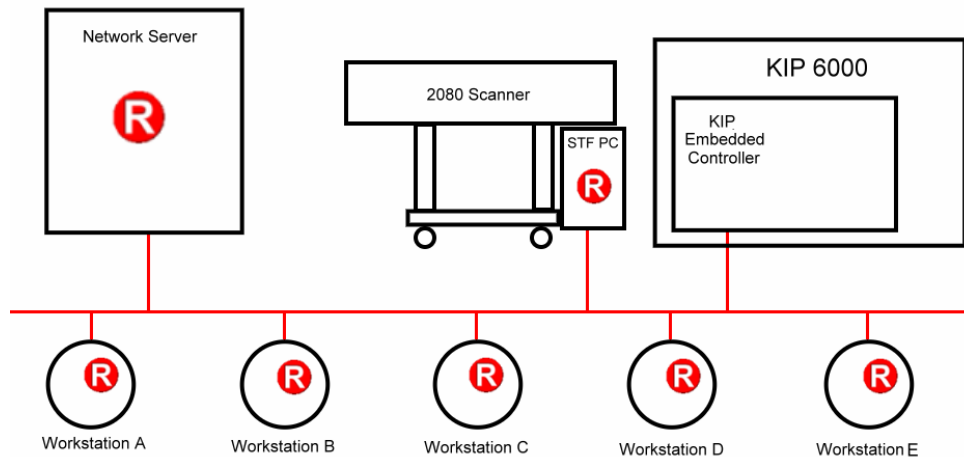
Even though Request will be launched from the server, the program will look for some configuration settings, tools, and system files on the local workstation. Therefore, *Request must be loaded at the user workstation* prior to configuring the Network Install. The Request installer allows you to choose which folder that files will be loaded to. It is recommended to accept the default location.

Verify that the Request program opens at the workstation. It does not have to be configured to print at this point, but the program should open in order to proceed.



Step 2: Install *Kip Request* at the Network Server

The act of installing Request at the Network Server is no different from Step 1. The Request Admin has a choice of how the application will be installed. The setup program allows you to choose which path you wish the application and all of its settings to reside. It is recommended to install to a shared location on the server, either a shared folder or a mapped drive accessible from all workstations. If you install to a shared folder on the server, use a UNC path that points to the appropriate shared folder rather than the default local C:\ drive. When installing individually on User Workstations, care must be taken not to install to this same mapped drive or UNC path (make sure it is loaded locally) or else the installation will be over written.



Step 3: Request Admin configures the Accounting Fields.

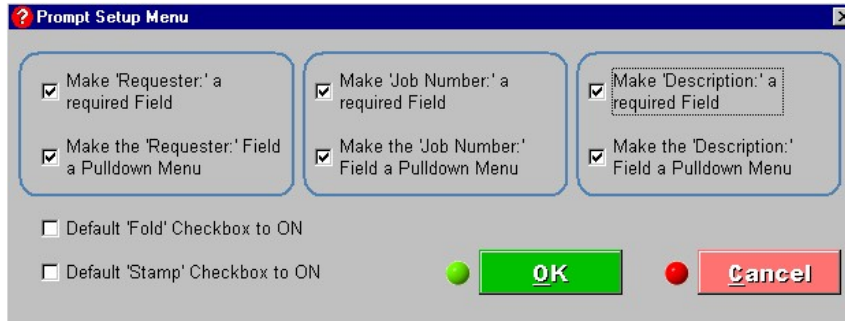
- a) When the Request Admin launches *Kip Request* the first time after install, it prompts for a Master Password. The Request Admin should always create a master password so that users cannot make administrative changes.



In our example, the Admin Password will be *kip*.

- b) On the toolbar, choose OPTION, PROMPT SETUP. The Prompt Setup Menu will open. Here, the Request Admin can choose which fields will require an entry, and which fields will use a Pull-down list. Click OK When finished.

In our example, we are going to make Pulldown Menus for all fields, and make all of the fields Required.

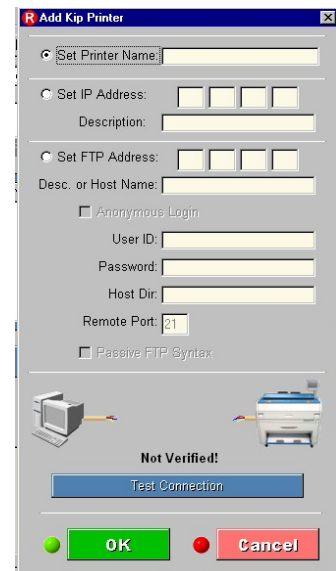


- c) Once the prompt settings have been established, they will be reflected on the accounting fields. The pulldown menus do not yet have any entries.

Requester:	<input type="text"/>
Job Number:	<input type="text"/>
Description:	<input type="text"/>
Requested Time:	Add Entry Remove Entry

Step 4: Request Admin connects to the Printer

- On the Request toolbar, go to OPTION, FIND KIP PRINTERS.
- Click ADD A PRINTER TO THIS LIST.
- Connect to the KIP printer via the KIP Controller computer name, or
- Connect to the KIP controller via IP address.
- Test Connection.
- Click OK
- Click OK again to return to the Request interface.



Step 5: Request Admin adds data to the Accounting Fields

- a) The admin can add entries into the desired fields by clicking ADD ENTRY in the appropriate pulldown menu. The ADD PULL DOWN ENTRY menu opens.

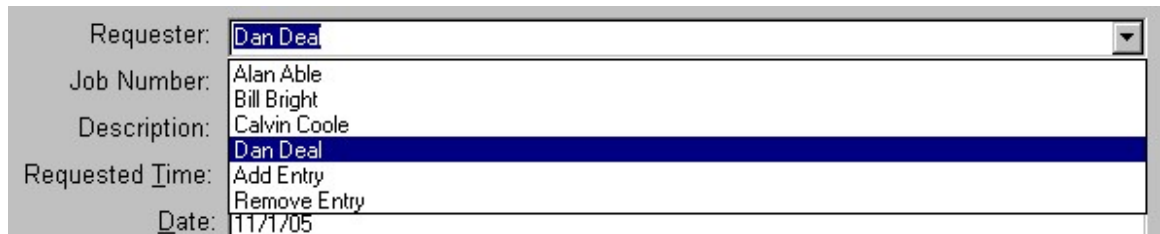
In this example, we have created a Requester entry for the user Alan Able, with the password *aaa*. The password is hidden when typed.



- b) Add entries as desired for each of the fields.
- Each entry can contain a string of up to 30 characters.
 - Entries *do not* have to contain a password. Passwords are optional. Passwords are not case-sensitive.
 - Kip Request will store up to 30,000 entries per field!
 - Please do not use quotation marks (") as part of your entry.
 - You must pull down the menu and click ADD ENTRY. Typing directly into the field will not add the entry.

- c) **Important!** When finished, close the Kip Request program. Entries, passwords, and configured printers are saved to the *winreq.ini* only when Kip Request closes.

Once Request is re-opened, the Entries automatically populate the pulldown menus in alpha-numeric order.



What is *ini-Mod*?

It's easy to manually add entries into the accounting fields, as seen in this step. But what if there are hundreds, or thousands, of entries to add and/or modify?

KIP provides a utility called *ini-Mod* to import and export standard text data into the accounting fields.

Please see the document called ***ini-Mod*** in the Kip Software CD's *Manuals* folder for instructions on using this utility.

Step 6: Request Admin modifies the *winreq.ini* for network use

The *winreq.ini* has been modified with the accounting information. Soon we will be making this data available for all users to see. But first we will make some additional changes to the *winreq.ini*. Please make sure to close the *Kip Request* program when modifying the *winreq.ini*, or the changes will not be saved.

On a network install of Kip Request, the following highlighted items should be taken into consideration:

```
[GENERAL]
MultipleRequests=CLEAR
LocalRequest=0
```

Local Request should be set to false (0).

```
SaveRequest=0
```

SaveRequest should be set to false (0). In doing so, end-users won't be over-writing the *winreq.ini* each time the program closes.

```
PrintView=1
DisplayPreviewWindow=1
PreviousSort=1
```

Using a value of 1 will sort files in alpha-numeric order. A value of 5 will sort by most recent date.

```
FileType=6
StatusDelay=30
```

```
PenDir=
LastPen=default.Pen
LastDir=C:\IMAGES
```

Change this path to the directory that Request will open to when the program is launched.

```
DefaultRequester=%UserName
DefaultDistribution=
DefaultDescription=
Prompt=Job Number:
RequesterPrompt=Requester:
DescriptionPrompt=Description:
```

```
TextSize=0.00"
TextPos=1
```

```

ExportExe=
ViewExe=
RemoteControlExe=
Raster2Tlc=
Vector2Tlc=
CropExe=
TlcMergeExe=
TiffViewer=
AutoRecognize=
PowerScriptExe=
KipPortExe=

```

```

RecallDir=C:\Program Files\KIP\Request\Recall
TempDir=C:\Program Files\KIP\Request\TR

```

For faster operation, it is recommended to modify these paths to folders that exist on the local C:\ drive of ALL workstations. The default installer locations are C:\Program Files\KIP\Request\Recall and c:\Program Files\KIP\Request\TR.

```

MiniSize=1000,720
Units=ENGLISH
AddHpplCmd=
DebugVal=0
MP=à`P •àf„-...000000
ST=00

```

```
[MultiplePrinters]
```

```
[KipPortPrinters]
PrinterName0=

```

```
[ConvertTypes]
Type0=ASCII TXT A
Type1=INI INI A
Type2=OUT OUT A
Type3=LOG LOG A

```

```
[PaperTypes]
Paper0=Bond
Paper1=Vellum
Paper2=Film
Paper3=OnHold

```

Will there be any paper type changes for your users?

```
[PullDownDistribution]
```

```

à`P •àf„-...~p™+š ^ % ýûýÛÝ>šžŒæà`P •àf„-...~p™+š ^ % ýûýÛÝ>šžŒæ
à`P •àf„-...~p™+š ^ % ýûýÛÝ>šžŒæà`P •àf„-...~p™+š ^ % ýûýÛÝ>šžŒæ

```

```
[PullDownRequester]
```

```

à`P •àf„-...~p™+š ^ % ýûýÛÝ>šžŒæà`P •àf„-...~p™+š ^ % ýûýÛÝ>šžŒæ
à`P •àf„-...~p™+š ^ % ýûýÛÝ>šžŒæà`P •àf„-...~p™+š ^ % ýûýÛÝ>šžŒæ

```

```
[PullDownDescription]
```

```

à`P •àf„-...~p™+š ^ % ýûýÛÝ>šžŒæà`P •àf„-...~p™+š ^ % ýûýÛÝ>šžŒæ
à`P •àf„-...~p™+š ^ % ýûýÛÝ>šžŒæà`P •àf„-...~p™+š ^ % ýûýÛÝ>šžŒæ

```

These encrypted lines are the accounting fields that were added in Step 5.

```
[OutputTypes]
```

```

Type0=TLC Tiled Format -t
Type1=CAL CALS Group 4 -C
Type2=TIF TIFF Group 4 -T
Type3=PCX Monochrome -c
Type4=CIT Intergraph -G
Type5=PDF Adobe -g

```

Save the *winreq.ini* when finished.

Step 7: Request Admin modifies Pens, Force Size Schemes, etc.

If custom pen tables need to be set up for specific customers, the admin should use Request to create them at this point.

Also, if any Force Size schemes, Fold/Rotate schemes, or Stamps will be shared, they should be created at this time as well.

Step 8: Request Admin changes the Workstation Shortcut properties

At the user workstations, The Admin will need to change the Properties of the Kip Request shortcuts.

To do this, right-click on the Request desktop shortcut. Click PROPERTIES.

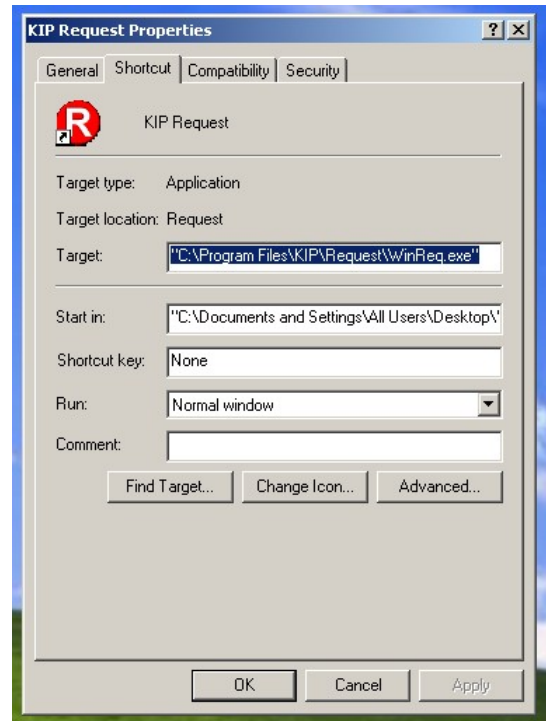


On the Properties window, choose the SHORTCUT tab.

The goal here is to change the TARGET so that, instead of opening the winreq.exe file on that workstation, it opens the winreq.exe file that was loaded on to the server.

In our example, we will change the TARGET from:
“c:\program files\KIP\Request\winreq.exe”
to
“\\server name\kip\Request\winreq.exe”

Alternately, the TARGET path could use a mapped drive if applicable.



Repeat Step 9 at all of the user workstations that will use the 'shared' Request.

Step 9: Request is ready to use

In order to access the 'shared' Request, the user must launch the program via the modified shortcut.

- When they do so, they will open the *winreq.exe* file on the server.
- *Winreq.exe* will load configuration settings from the *winreq.ini* file located in the same directory as itself.
- The paths that are called out in the *winreq.ini* are *relative to the user workstation PC*. In other words, if the *winreq.ini* defines the temporary directory as `TempDir=c:\t`, then it is using the `c:\t` folder on the user workstation, not the `c:\t` folder of the server. It is faster, and makes more sense to do the temporary conversion on the local `c:\` drive, instead of copying the files to a temporary directory on the server. But some paths, like the `\Pens` directory, will probably be configured with UNC paths so that everyone uses the same pen settings.

Step 10: Updating the accounting field data

As the accounting data changes, the Admin will need to update the *winreq.ini* file on the server.

Updating Using ini-Mod:

- a) Follow the ini-Mod instructions to export the current *.ini* data to a spreadsheet.
- b) Make the modifications in your spreadsheet program.
- c) Import the changes back into the *winreq.ini*.

Note: ini-Mod allows you the flexibility to update the server *.ini*, or the local *.ini*. If you change the local *.ini*, remember to copy it to the server location and replace the current file.

Updating Using Request

- a) At the Network Server, close Request
- b) Open the Admin's local *winreq.ini*
- c) Change `SaveRequest=` to `True (1)`
- d) Save and close the *winreq.ini*
- e) Launch Request
- f) Make accounting field changes.
- g) Close Request
- h) Open the Admin's local *winreq.ini*
- i) Change `SaveRequest=` to `False (0)`
- j) Save and close the *winreq.ini*
- k) Copy the modified *winreq.ini* to the server location and replace the current file.

FAQ – Frequently Asked Questions

Q: Do I still have to load Request at every workstation?

A: Yes. Although the accounting data is being shared from a server location, the program may be still doing temporary work on the local PC, and requires local files from Windows and the installer package.

Q: The shared accounting information seemed to work for a little while, but now it's changed or missing!

A: The shared *winreq.ini* **must** have `SaveRequest=0` (False). This setting is an indicator to the Request program that it should not save any changes when the program closes. It is recommended that `SaveRequest=0`, otherwise the users will be overwriting each other's information every time an instance of Request is closed.

Q: How do I migrate an existing network install to KIP Request 6.0?

A: KIP Request 6.0 uses a different directory structure than in previous versions of the software. The recommended installation procedure is to run the installer and follow the installation procedure outlined in this guide. The KIP Request 6.0 installer will migrate your existing settings to the new directory structure. After the migration is complete, edit the Request shortcut on the workstations to point to the new location on the server.