

A PrintBoss Form can be set to print one or more copies of the original. These can be exact copies; copies with specific legends; or e-mail copies, faxes, text, and PDF files.

There are times, when you may want to skip printing a copy. For example, you may want to skip sending an e-mail copy if there is no e-mail address.

#PROCESSPAGE

The page, or copy, will process when the parameter evaluates to True. Often the #ProcessPage specifies the copy number. This command should be entered at or near the top of the Footer Objects tab of the form since it usually references variables that are captured and assigned by PrintBoss in the RunTime Objects tab. The Pre-process Assignments option must also be set on the form:

1. Open the PrintBoss Master Application (PB32.exe).
2. Click on the **Edit** menu and select **Form Files**.
3. Select the form and click the **Editor** button.
4. Click on the **Special Controls** tab.
5. Click on the drop down next to the **Pre-process Assignments** option and select **Special**. If Special is not available, select Yes.
6. Click **OK** at the bottom of the Editing Form window to save this change.

EXAMPLE

An e-mail field on your report allows your accounting system to print e-mail addresses to PrintBoss. Your organization may want PrintBoss to send an E-mail copy under the following conditions:

- PrintBoss will e-mail a copy of the original to the designated e-mail address when the accounting system has an e-mail address entered in the appropriate field.
- Skip the e-mail copy if no e-mail address is available.

Designate the appropriate copies on the PrintBoss Form as follows:

1. Click on the PrintBoss **Edit** menu and select **Form Files**.
2. Select the form and click the **Editor** button.
3. Change the **Copies** option on the **Settings** tab to **2**.
4. Click on the Multi-Parts & Printers tab to set up the following copies:

<u>Copies</u>	<u>Print Time</u>	<u>Destination Printer/Device</u>	<u>Description</u>
Original	Immediate	<Default PrintBoss Printer>	Print copy of the document when NO email address is available.
Copy 1	Immediate	<EMail>	Email copy of the document when an email address is available.

5. Next, set conditions at the top of the Footer Objects tab to determine when PrintBoss will print Copy 0 and Copy 1. Remember if there is no e-mail address, PrintBoss should generate a printed copy instead of sending an e-mail. The variable that identifies the e-mail recipient is {EMailTo}. The conditions for the #ProcessPage command would be:

#[Copy,0]ProcessPage «[Empty, "{EMailTo}"]» Print this copy if EmailTo is empty.

#[Copy,1]ProcessPage «[!Empty, "{EMailTo}"]» Email this copy if EmailTo is NOT empty

6. Click **OK** to save changes.

NOTE:

The easiest way to create this command is to type #ProcessPage on the Footer Objects tab of the Form Editor and then double-click on the command. The ProcessPage Command Properties window opens. Type the condition minus the brackets in the first field labeled 'If evaluates to true, this page is processed, otherwise the page is skipped.' The condition is entered in the 'Condition' field minus the brackets. Click OK and PrintBoss will add the brackets and the double carats.