

Tell PrintBoss not to print a specified copy under certain circumstances.

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 even email copies, faxes, positive pay files, and PDF files.

Setting specific copies is a useful feature. There are times, though, when you may want to skip printing a copy. For example, you may want to skip a copy if there is no data in a particular field.

#SKIPPAGE VS #PROCESSPAGE

There are two commands that allow PrintBoss to skip printing a copy. These commands are:

- #SkipPage
- #ProcessPage

Both of these commands are functionally the same, but one may be a better choice based on the logic involved. Typically, both commands should not be used in the same form. Enter these commands in the top of the Footer Objects tab of the form since they often reference variables that are captured and assigned by PrintBoss. The Pre-process Assignments option must also be set on the form:

1. Open the PrintBoss Master Application
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 you changes.

EXAMPLE

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

- PrintBoss will email a copy of the original to the designated email address when the accounting system has an email address entered in the appropriate field.
- Skip the email copy if no email address is available.
- Have PrintBoss generate a printed copy of the original when no email 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	<Form Printer>	The original printed form.
Copy 1	Immediate	<EMail>	Email copy of the document when an email address is available.

Copy 2 Immediate <Form Printer>

Print copy of the document when NO email address is available.

5. Click **OK** to save changes.

Next, set conditions on the Footer Objects tab to determine when PrintBoss will print Copy 1 and 2. Remember if there is no email address, PrintBoss should generate a printed copy instead of sending an email. The variable that identifies the email recipient is {EMailTo}.

The conditions for the #SkipPage command would be:

#[Copy, 1]SkipPage «[Empty, “{EMailTo}”]» Skip sending an email if EmailTo is empty.
#[Copy, 2]SkipPage «[!Empty, “{EMailTo}”]» Skip the printed copy if EmailTo is NOT empty.

You can accomplish the same result with the #ProcessPage command:

#[Copy,1]ProcessPage « [!Empty, “{EMailTo}”]» Sent this email if EmailTo is NOT empty.
#[Copy,2]ProcessPage « [Empty, “{EMailTo}”]» Print this copy if EmailTo is empty.