

Creating Print Groups



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1 Introduction and Disclaimer 3

2 Creating Print Group 3

3 Assigning Security 4

4 Assigning Users 5



1 Introduction and Disclaimer

The below information is to be used as a supplement to WiseTech Global videos, documents, and update notes, it is not intended as a replacement for WiseTech documentation.

If there are any discrepancies between this document and WiseTech documentation, please enter a WiseTech customer service ticket to provide further clarification



Additional information is available in Lading Workshops, or in private sessions with your company – contact the Lading training department at [info@ladingcorporation.com/](mailto:info@ladingcorporation.com) to schedule your session.

2 Creating Print Group

To begin, a new group will need to be created, navigate to **Maintain>User Admin >Group** and select new.

Enter in a Group Code and Description then hit save.

The screenshot shows a software window titled "New Group - *** TEST SYSTEM *** - Branch: JFK - Company: Lading Corporation - Department: Branch". The window contains a form with the following elements:

- Menu bar: File, Edit, Actions, Documents, Help
- Form fields:
 - Group Code: PRTGRP
 - Is Active:
 - Desc.: Print Group
- Toolbar: Members, Security, Organizations, Performance Matrices, Doc Data, eDocs, Notes, Logs
- Table:

Login Name	Full Name	Type	Skill Level
- Buttons: Attach, Detach, Save, Save & Close, Cancel
- Status bar: Is Active



3 Assigning Security

Next, you will need to assign the security to the group.

To assign security, navigate to the security tab on the group, on this tab there is a security tree.

On the security tree navigate to maintain → System → Print Queues → Print To, this will display a list of available printers on the system.



Select the appropriate printer, add a new line and tick "Is Allowed".

Members Security Organizations Doc Data eDocs Notes ⚡ L

Select Security Function

- [-] Maintain
 - Reference Files
 - Sales & Marketing
 - Tariffs & Rates
 - Locations
 - Account
 - Customs Files
 - Customs (US)
 - Warehouse
 - Human Resources
 - Workflow Manager
 - Archive Manager
 - User Admin
 - [-] System
 - Customer Service
 - EDI Interchange
 - EDI Message
 - Emails
 - Email Templates
 - Scheduled Reports
 - Report Statistics
 - Universal Copy Schedules
 - License Usage
 - Print Jobs
 - [-] Print Queues
 - Edit
 - [-] Print To
 - Adobe PDF
 - Adobe PDF
 - AWB
 - Brother HL-L2360D series Printer
 - Brother HL-L6200DW (ORD)

Members Security Organizations Doc Data eDocs Notes ⚡ Logs

Select Security Function

- [-] System
 - Customer Service
 - EDI Interchange
 - EDI Message
 - Emails
 - Email Templates
 - Scheduled Reports
 - Report Statistics
 - Universal Copy Schedules
 - License Usage
 - Print Jobs
 - [-] Print Queues
 - Edit
 - [-] Print To
 - Adobe PDF
 - Adobe PDF
 - AWB

Print To | AWB

Branch BOS Department BRN Granted No

Company	Branch	Department	Is Allowed
*	*	*	<input checked="" type="checkbox"/>
*			



4 Assigning Users

Finally, you will need to add the users to the group, to do so select the "Attach" button on the members tab of the security group.

This will open the Staff and Resources module where you are able to select the users that need to be added to the group.

