

HELPSHEET - SETTING UP A QR CODE PRINTER IN CPL

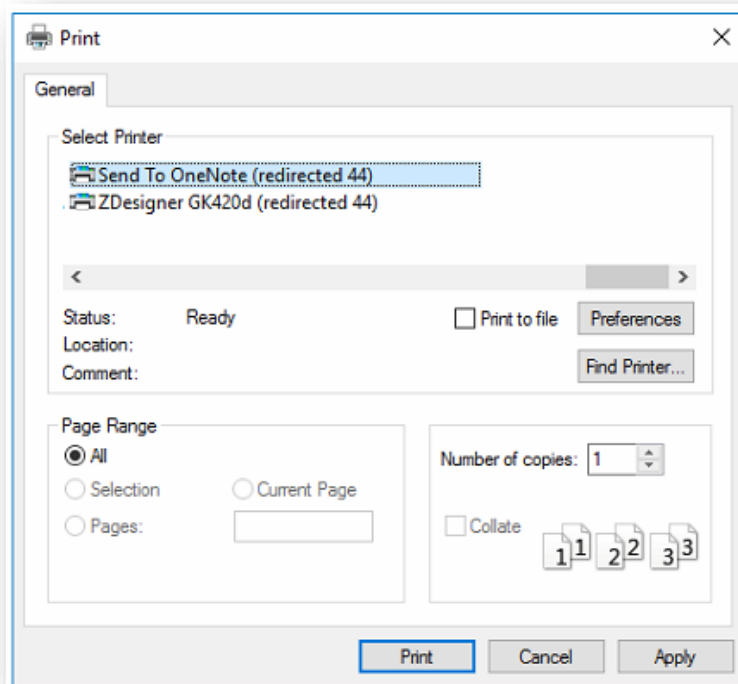
This Helpsheet will enable you to set up a user to be able to print to a specific QR Code/Label printer.

FIND THE NAME OF YOUR PRINTER

First find the name of the printer.

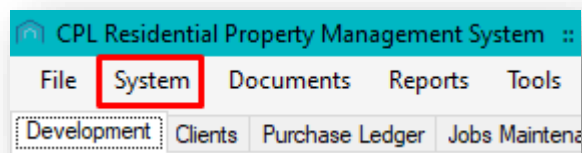
To do this, click print from any document on your machine and you should be able to view the available printers. If your QR printer is not showing, ensure that sharing printers is checked on any remote desktop connection.

Copy the full name of the printer. For example, **ZDesigner GK420ds (redirected 44)**.



ENTERING THIS PRINTER UNDER A USER IN CPL

In CPL click on the **System** open in the menu bar.



Under the drop-down menu which appears click on **System Parameter** and then choose **User Login** from the resulting drop-down menu.



File System Documents Reports Tools Stats Help

System Parameter Documents Testing

- Accounting Basis
- Allocation
- Apportionment Fees
- Bank Nominals
- Budget Headings
- Charge Date Codes
- Charge Headings
- Charge Types
- Check List Items
- Contact Types
- Credit Control Types
- Email Properties
- Estimate Inflation Rates
- Fixed Insurance Types
- Global Direct Debit Account
- Global Forms Permissions
- Insurance Peril Types
- Interest Rates
- Internal Client Types
- Job Types
- Journal Types
- Manage Credit Control Managers
- Manage Development Inspectors
- Memo Types
- Offices
- Payment Type Categories
- Payment Types
- Permissions
- Priority Codes
- Purchase Ledger Accreditations Types
- Rename In Tray File Status Types
- Report Backgrounds
- Resource Categories
- Standard Descriptions
- Standard Warranties
- System Options (ADMIN ONLY)
- Tab Naming And Securities
- Tab Settings
- Tax Codes
- User Groups
- User Login
- User Reports

+ Add Amend

Development Filter/Search

Development Number

Development Name

Property Manager



This will open the **User Logins** screen, listing all CPL users in the company.

Double-click to open the appropriate user from the list.

This will open the **Amend User** screen for this user.

Amend User

Save and Close Close

User Logins

User Name Administrator * [Add Profile Picture](#)

Password ***** * Fire Manager

Display Name Administrator * Property Manager Deleted

Inspector Code ***** * Password Change

Email ID BCC Email ID

SMTP User Name ***** * *User will need to restart RPM for changes to take effect* Supervisors

SMTP Password ***** Can Only See Developments I Manage

DDI Number Default Payment Type Cash

Signature Path Office --SELECT--

Job Title System Administrator Extension No

In Tray Directory Administrator

QR Printer Name ZDesigner GK420ds (redirected 44) Don't Print QR Codes

Security Available Groups * Selected Groups

Client Access > Budget Administrators

Client Categories Access < Client Reports

Client Global Access << Customised Reports

Client Payment Posting Access >> Development Reports

Client Portfolio Access <<< Hold File Reports

Court Ledger Access >>> Insurance Reports

Custom Desktop Access <<<< Jobs Reports

Initial Main Tab Development

Initial Sub Tab Master

Tab Settings

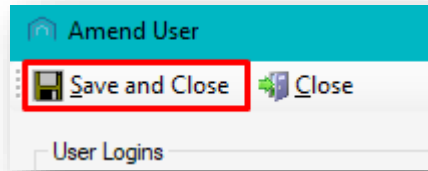
Copy

--SELECT--

* = Required Disable Toaster Popups Disable Welcome Dashboard

Take the printer name you copied earlier and enter it exactly as is into the **QR Printer Name** field.

Click on **Save and Close** at the top-left of the screen.



The user will then need to log out and back into CPL in order to apply this change.

Once this has been done the user should be able to print QR codes without any issue.

The CPL Knowledge Base will be continually updated with additional guides and information. If you have any questions or suggestions for further guides we'd be happy to hear from you. You can contact CPL Support by emailing us at support@cplsoftware.com or through our portal at <https://contact.cplsoftware.com/portal/home> or calling us on 0345 646 0240 (option 1).

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