



ATS Print Web Application

School User Manual October 2020

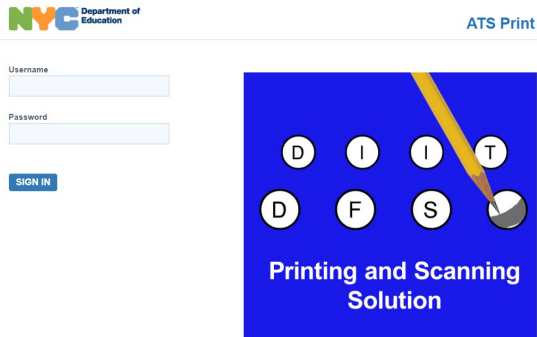
Table of Contents

Signing In and Out	3
Sign In	3
Sign Out.....	4
Timing Out.....	4
Print Jobs	5
Search for a Job	5
Reprint a Job	5
Release a Held Job.....	6

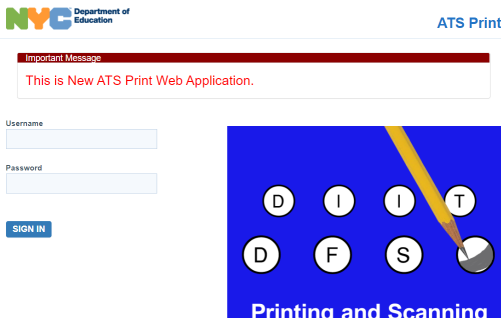
Signing In and Out

Sign In

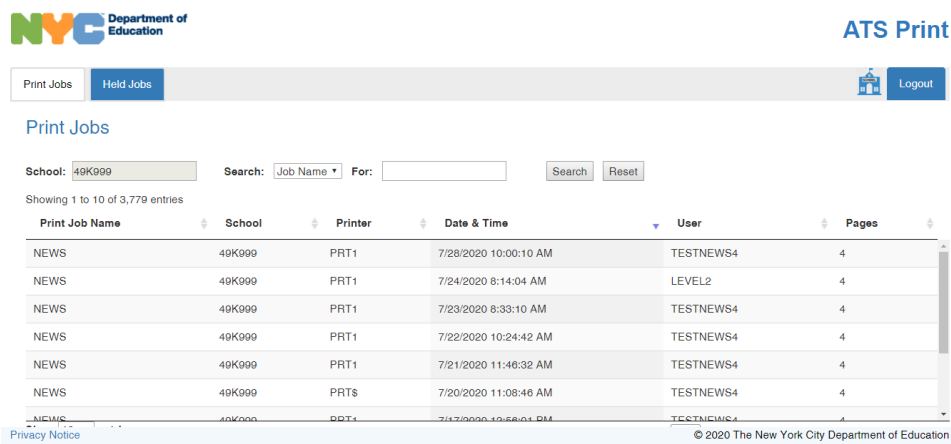
1. Open your browser and go to <https://ats.nycboe.net/atsprint/>. The sign in screen will appear.



Note: Sometimes you will see an important message on the top of the sign-in screen, as shown below (you will also see the message inside the application):



2. Enter your **username** and **password**.
3. Click **SIGN IN**.
4. If you entered your credentials correctly, you will gain access to the application. You will be on the **Print Jobs** tab, as shown below, by default.



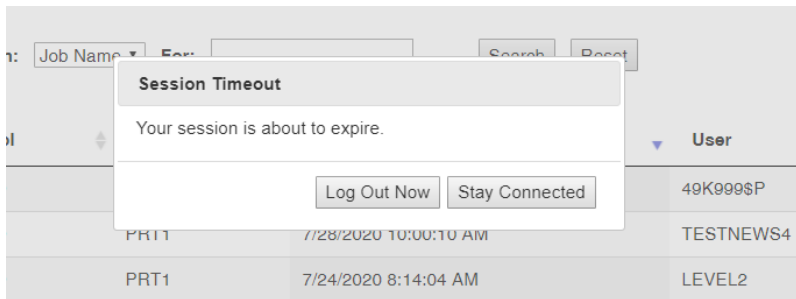
Sign Out

Sign out by clicking **logout** located in the top right corner of the page.



Timing Out

If you are inactive in the application for more than 15 minutes, your session will time out. You will get a prompt asking if you would like to log out or stay connected. If you do nothing, after five minutes you will automatically be signed out.



Print Jobs

Search for a Job

To search for a job:

1. Click the **Search drop down menu**.
2. Select what you want to search by: **Job Name, Printer, or User**
3. Enter the corresponding value in the **For:** field.
4. Click **Search**.

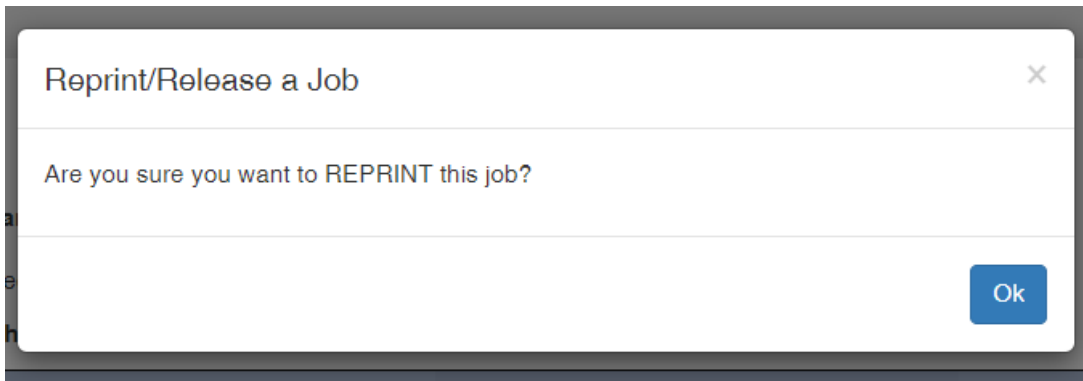
The screenshot shows the 'Print Jobs' search interface. At the top, there are tabs for 'Print Jobs' and 'Held Jobs', and a 'Logout' button. Below the tabs, there is a search form with a 'School' field containing '49K999', a 'Search:' dropdown menu, a 'For:' field, and 'Search' and 'Reset' buttons. A red circle '1' is placed over the 'Search:' dropdown menu. A red circle '2' is placed over the dropdown menu's options: 'Job Name', 'Printer', and 'User'. A red circle '3' is placed over the 'For:' field. A red circle '4' is placed over the 'Search' button. Below the search form, there is a table with columns: 'Print Job Name', 'School', 'Printer', 'Date & Time', 'User', and 'Pages'. The table contains several rows of data, with the first row highlighted. Below the table, there is a 'Show 10 entries' dropdown and a pagination control with 'Previous', '1', '2', '3', '4', '5', '...', '378', and 'Next' buttons. At the bottom, there is a 'Privacy Notice' link and a copyright notice: '© 2020 The New York City Department of Education'.

Reprint a Job

1. Select **the job** you want to reprint.
2. Click **Reprint** at the bottom of the screen.

The screenshot shows the 'Print Jobs' interface with a job selected for reprinting. The search form at the top is identical to the previous screenshot. Below the search form, there is a table with columns: 'Print Job Name', 'School', 'Printer', 'Date & Time', 'User', and 'Pages'. The first row of the table is highlighted in blue, and a red circle '1' is placed over the 'Print Job Name' cell of this row. Below the table, there is a 'Show 10 entries' dropdown and a pagination control with 'Previous', '1', '2', '3', '4', '5', '...', '378', and 'Next' buttons. At the bottom left, there is a blue 'Reprint' button with a red circle '2' placed over it. At the bottom, there is a 'Privacy Notice' link and a copyright notice: '© 2020 The New York City Department of Education'.

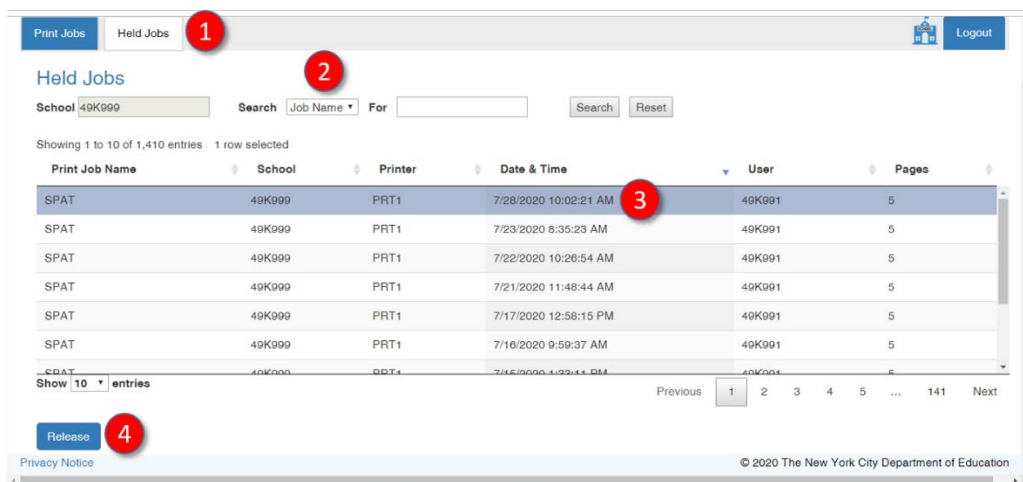
3. Click **OK**.



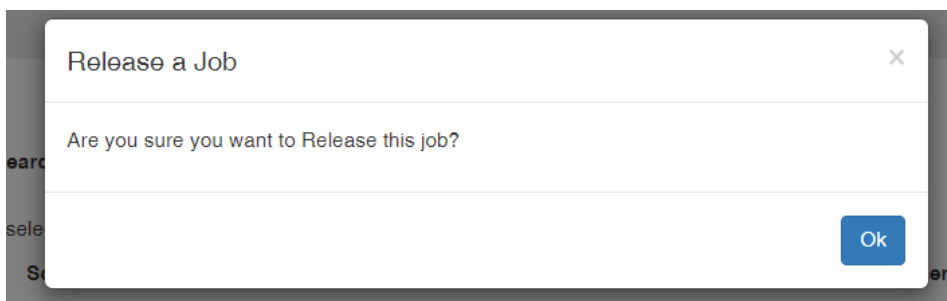
4. Check the **Print Jobs homepage**. The first job should be the job you reprinted.

Release a Held Job

1. Go to the **Held Jobs tab** on the homepage.
2. **Search** for the job you want to hold. (For search instructions, see page 5).
3. **Select the job** you want to release.
4. Click **Release** at the bottom of the screen.



5. Click **OK**.



6. Check the **Print Jobs homepage**. The first job should be the released job.