



5. Monitoring print requests

The PrintWhere Router is a window that lists the print requests you have sent, allowing you to monitor and manage the status of printed documents as they travel to printers. The Router displays information about the type and size of the document sent and the printer it is being sent to, and the portion of the print request that has already been sent.

5.1.1. To open the PrintWhere Router window:

Double-click on the  icon in your system tray. Note that the icon changes to  when you are printing a document.

The router displays the following information about a print request:

Document Name: for example, *sales_report.doc*.

You can hide the names of your documents and replace the name in the router with the PrinterOn Transaction ID (see figure). For details, see [Hiding your document name](#).

Status: Printing or Pending

% Sent: for example, 49%

Pages: for example, 4

Size: The size of the entire document (for example, 229KB).

Submitted: The date and time that the print request is made (for example, 11:43 AM 8/27/2004).

Destination: The [PrinterOn ID](#) of the destination printer (for example corp-acme-accounting).

Printer Model: The manufacturer's brand name for the printer (for example, HP LaserJet 2100).

Transaction ID: A unique identifier for the print request.

Note that if you shut down your computer or close PrintWhere Router while it is sending documents, the unfinished jobs will resume when you restart your computer or open the Router.

5.2. Managing print requests

You can manage a print request once it has been transferred to the PrintWhere Router by using the Document menu or by right clicking on the selected print request.

The Document menu and the pop-up menu display the following commands. If no print request is selected, all of the commands in the menu are disabled.

System Tray illustrating PrintWhere icon as described in PrintWhere User Guide.
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