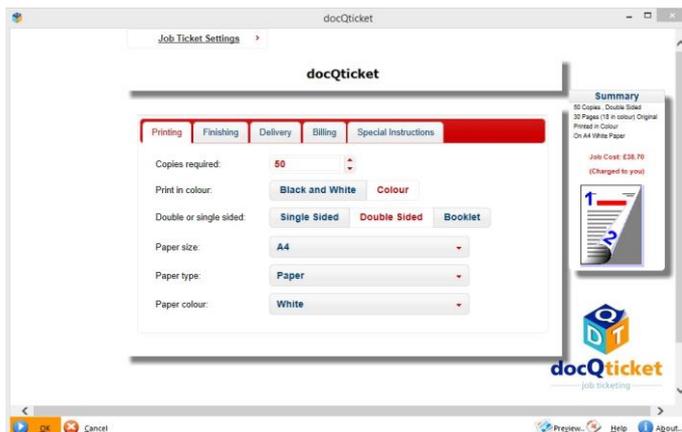


**docQticket** provides a structured process for the transfer of documents electronically to the Central Reprographics Department (CRD) or print room for processing. Documents arrive at the print centre in a print ready format combined with all the information and instructions necessary to complete the finished document. Staff time is not wasted hand carrying hard copy, CDs or other media while the risks and inadequacies associated with email submission are eliminated. The discipline of an electronic job ticket avoids costly errors and job management in the print room is simplified.



### Features of docQticket:

- Local print queue & server components
- Simple "File/Print" or "Web-to-Print" functionality
- Customisable job ticket design
- Automated user notification
- Photocopy and print job management
- Integrates with Equitrac, PaperCut, Pcounter, SafeCom and YSoft SafeQ
- Works with any Windows supported device
- Job collation tool option add on

### Any Windows addressable printer supported

docQticket can address any Windows printer which means heterogeneous printer populations can be managed. The CRD operator simply selects the relevant output device based on finishing capabilities or printer status and the print driver is automatically populated from the parameters in the job ticket.

### Customisable job ticket design

Job tickets may be designed to set out the full CRD service options available to client users and provide mandatory fields to ensure all essential instructions are captured. Features such as dynamic graphics and cost estimation are supported.

### Hard copy submission

Where users still have to submit paper originals for photocopying, a "hard copy" ticketing feature allows them to fill out the same electronic job ticket format so that all the job information is captured and processed together with costings in the same way as for print jobs.

### Web-to-print submission

In addition to "File/Print" users can alternatively connect through their browser to upload their job in native mode and fill out a job ticket online. Once submitted the ticketed job arrives into the operator's docQmanager queue and can be managed the same way as jobs submitted through the docQticket local print queue.

### Job ticket receipts and user notification

Clients receive a unique numbered job ticket receipt to confirm the job has arrived in the CRD. This can be printed by the user for reference as well as in the CRD along with the job. The system may also be configured to give users access to a web page Dashboard showing job status as it progresses through the print room as well as automatically email users with messages on progress.

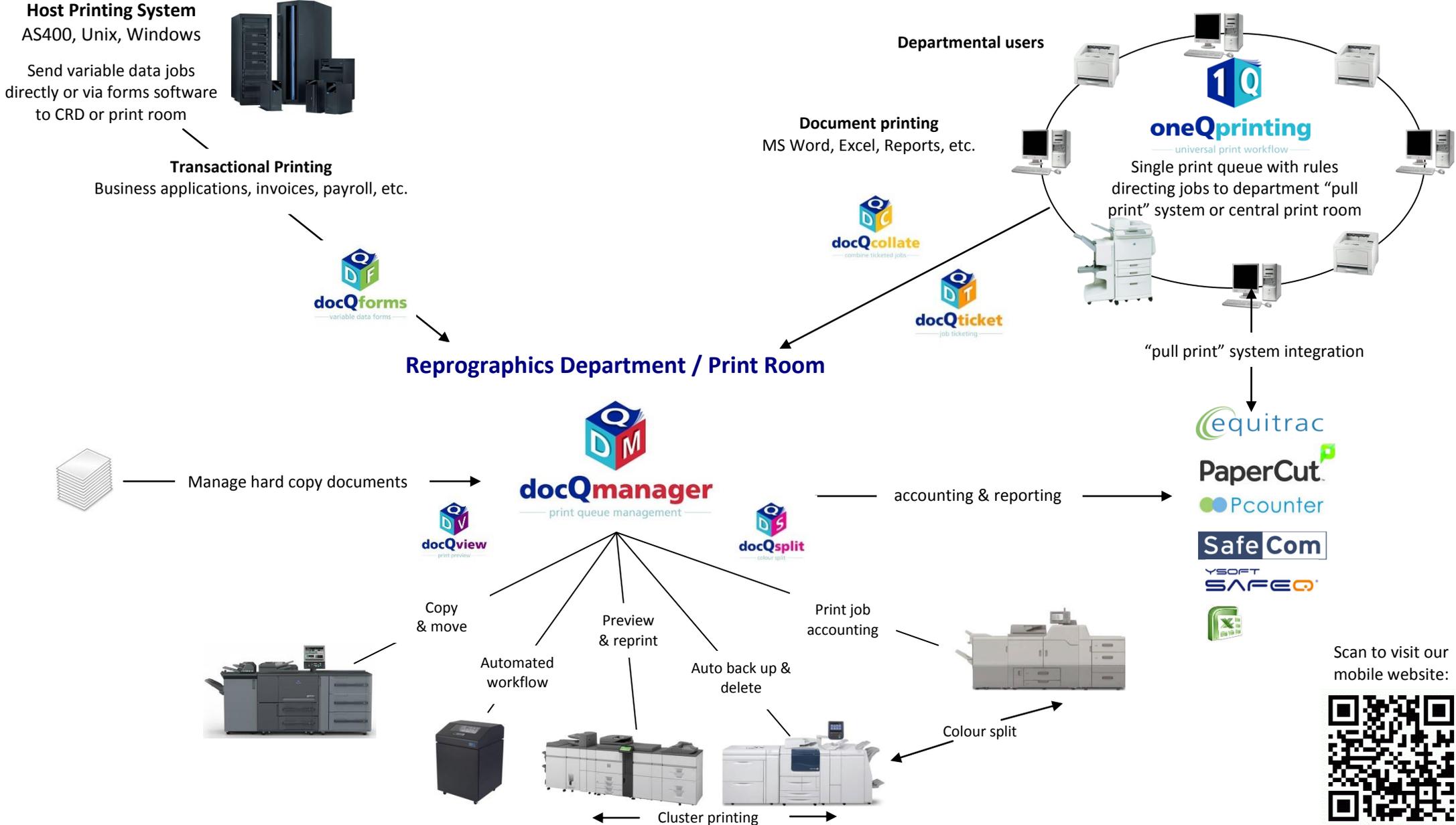
### WYSIWYG - no page re-flow

Client users can preview their job before submission. All fonts required for the job are submitted along with the job and ticket. What the operator sees on the CRD print server is what the user sees on his local job ticket print queue. No page re-flow arises.

### Integrated accounting

In addition to docQmanager's own extensive activity logging capability, docQticket integrates with various third party print accounting software including Equitrac, PaperCut, Pcounter, SafeCom and YSoft SafeQ. When client billing print accounting is required, client billing codes may be automatically called for inclusion on the job ticket. In addition, off-line finishing charges such as wire binding, lamination and delivery options may also be captured and charged into the print cost accounting system records.

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