

**FORMSPRINT**

**FOR**

**STUDENT**

**APPLICATIONS**

Formsprint is a program that the state has purchased for use across the state. With this program we can create our own forms using plain paper, eliminating the need for pre-printed forms. This saves the county money in printing fees.

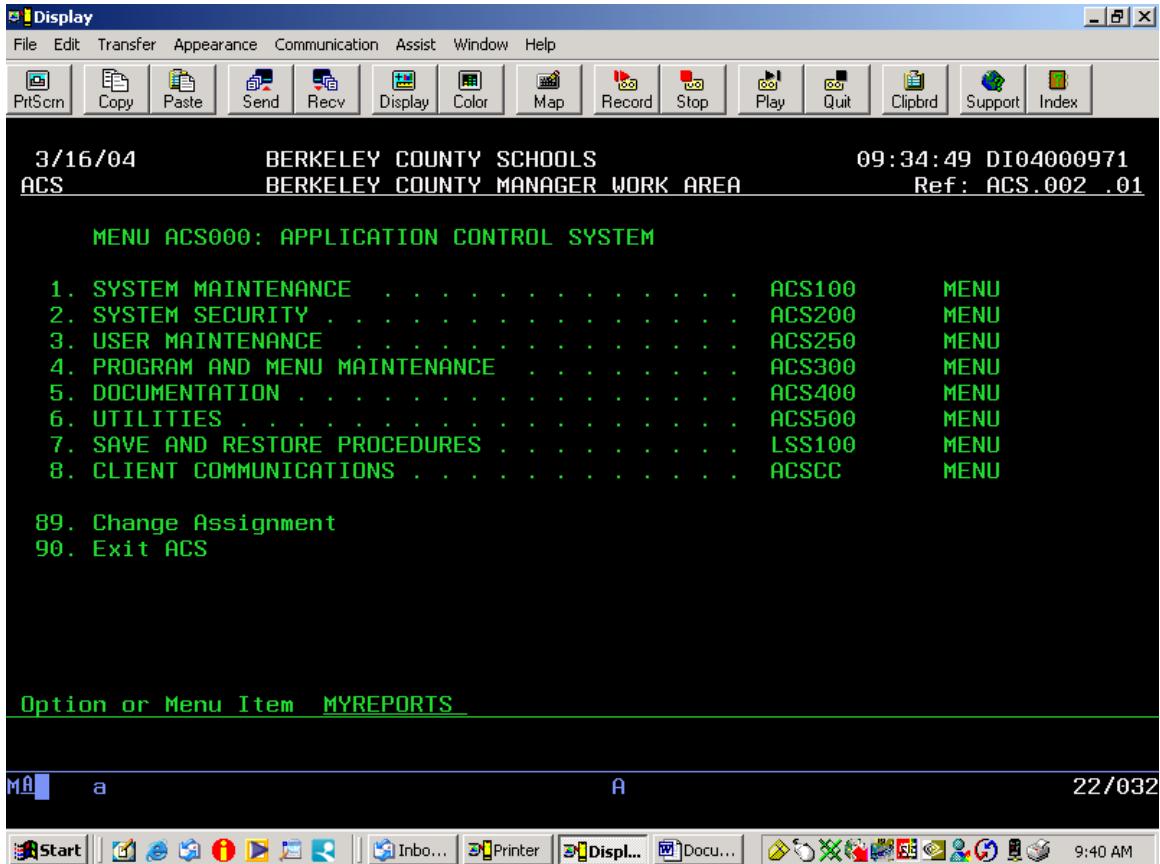
Formsprint is being utilized across the state for numerous applications. Forms that have been created include payroll checks, accounts payable checks, purchase orders, 1099's, W2's, driver's education cards, report cards, student schedules, student profiles, and student transcripts.

Virtually any form needed can be created using Formsprint. RESA VIII staff can work with any school/board office to create custom forms specific to the school. Graphics can also be incorporated into the form for personalization.

Using the Formsprint program is fairly simple. Follow the steps below:

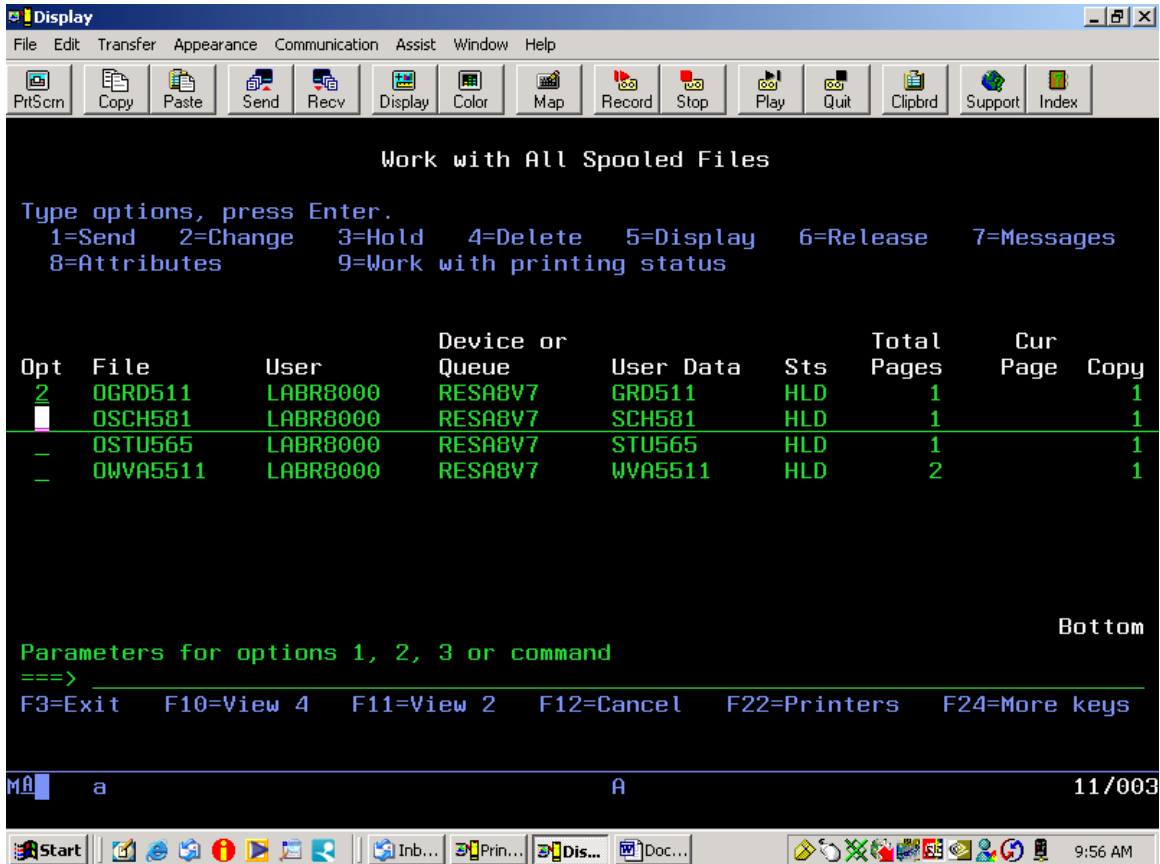
1. Spool your report and place on hold.
2. Contact RESA for a virtual queue number.
3. Change the form type and output queue with the appropriate names.
4. Release your report.

**\*\*Note: Formsprint will only work with Laser printers that are PCL compliant\***



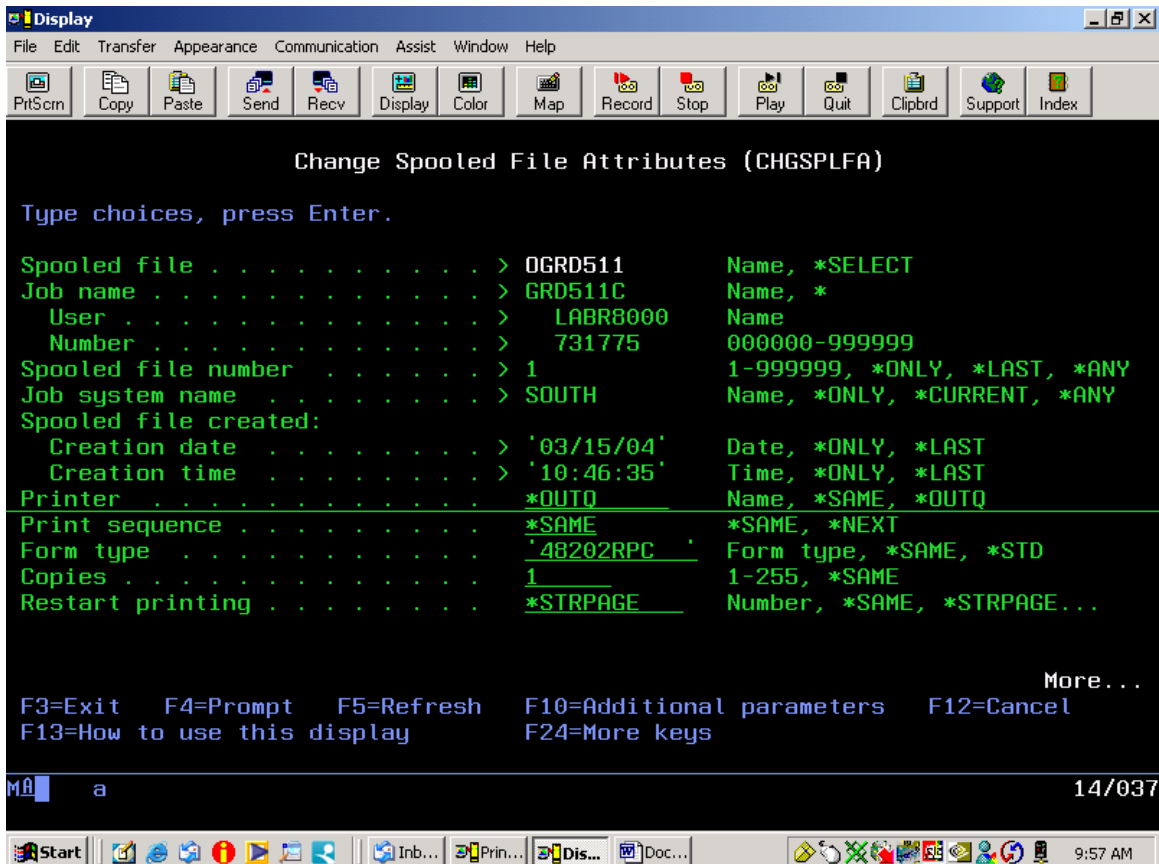
Spool the report that you want to print as you normally would on the AS400.

Type MYREPORTS and place the report on hold.



Type a 2 on the Opt line to change the file.

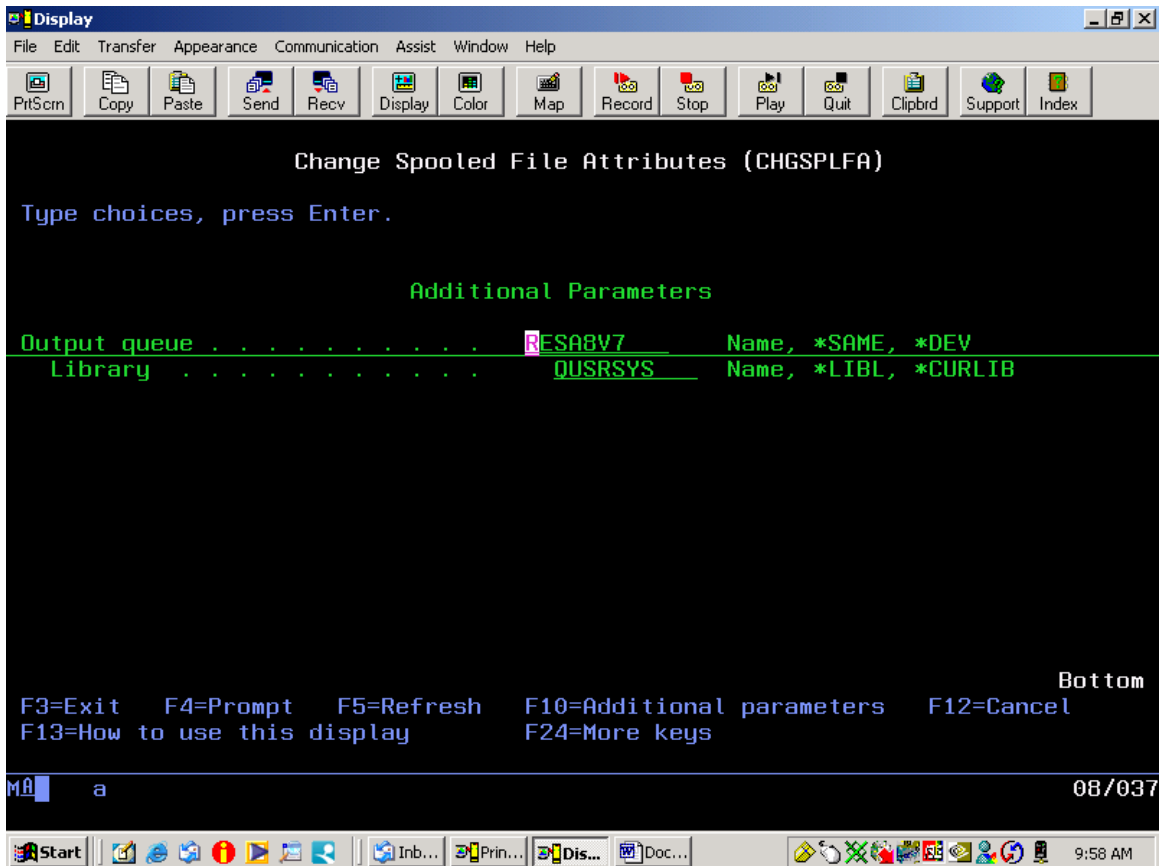
Press Enter.



RESA will give you the correct form type and output queue names for these changes.

Change the "Form Type" field on this screen.

Page down to see next page of options.



Change the “Output queue” field – enter the name that RESA gives you.

Make sure the “Library” is QUSRSYS.

Press Enter.

Work with All Spooled Files

Type options, press Enter.  
 1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages  
 8=Attributes 9=Work with printing status

Opt	File	User	Device or Queue	User Data	Sts	Total Pages	Cur Page	Copy
6	OGRD511	LABR8000	RESA8V7	GRD511	HLD	1		1
	OSCH581	LABR8000	RESA8V7	SCH581	HLD	1		1
-	OSTU565	LABR8000	RESA8V7	STU565	HLD	1		1
-	OWVA5511	LABR8000	RESA8V7	WVA5511	HLD	2		1

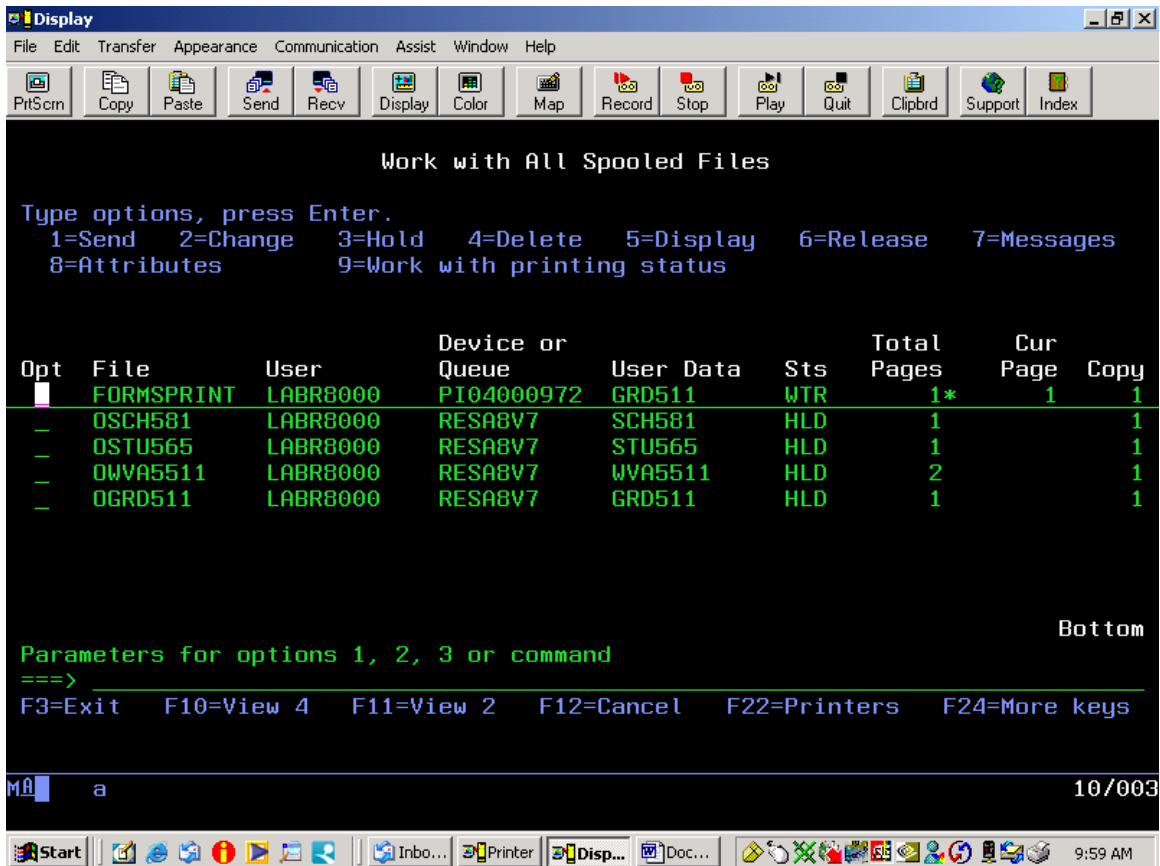
Bottom

Parameters for options 1, 2, 3 or command  
 ==>

F3=Exit F10=View 4 F11=View 2 F12=Cancel F22=Printers F24=More keys

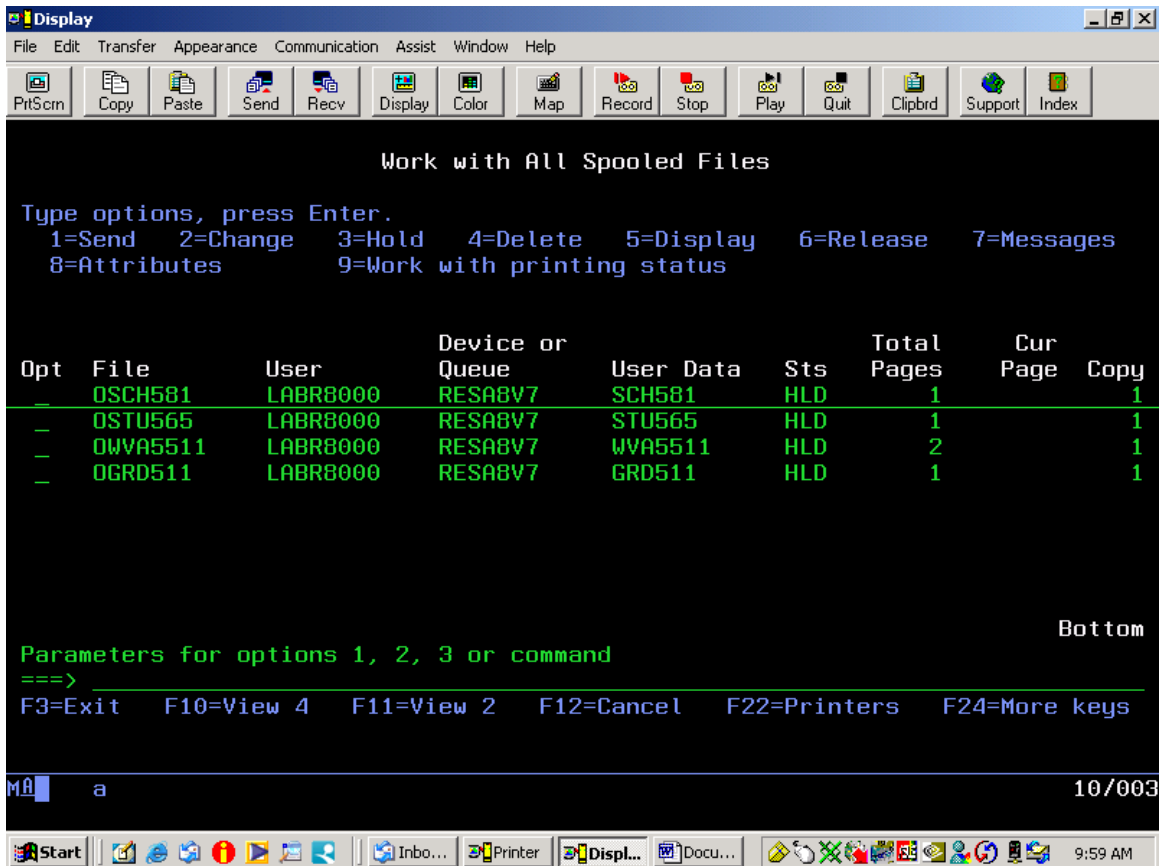
MA a 11/003

Type a 6 to release your report.



Your screen should look similar to the one above while the report is printing.





After the report has completed, the system will place the report on hold.

If adjustments are required on the form, contact RESA.

# *SAMPLE REPORTS*