**SAP Setup**

**Printer Settings**

**SAP**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Setup default printer

Not Applicable

**Website Application:**

**Note(s):**

* A user may select **DPI\_PRINTER\_SELECT** it includes a Printer Options Selection window every time the user chooses to print.

This feature is useful if the user consistently desires to use a different printer for certain tasks (i.e., 30 Day Inspections at printer A; Preventative Maintenance prints at printer B, etc.) If the user prints to an individual printer; we strongly suggest the option **DPI\_PRINTER** be utilized.

1. Open the SAP software
2. **<***Click*> **System option**  (Top line of page)
3. *A dropdown* window opens
   1. <*Hover Mouse*> over *User Profile*
4. *A dropdown* window opens
5. <*Click*> *Own Data*
6. *Maintain User Profile* window opens
7. <*Select*> Defaults Tab

**Spool Control Section**

1. <*Click*> In the Output Device Field (This will activate the field)
2. <*Click*> the Matchcode icon A close up of a window

   Description automatically generated (At the end of the field)
3. *Spool: Output device* window opens
4. Output Device Field - Input DPI\*
5. <*Click*> **Continue icon** 
6. *Spool: Output device* window opens
7. <*Double Click*> **DPI\_PRINTER** (See note(s))
8. *Maintain User Profile* window **reopens**

**Spool Control Section**

1. <*Check*> Print Now
2. <*Check*> Delete After Output
3. <*Click*> **Save icon** 

Updated

11-26-2019