# efi PrintStream

User Guide

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EFI PrintStream | V21.1.0200 ADJ Paper Price User Guide

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### Introduction

#### **Overview**

Use this program to display information about a customer's account as well as a search device for job and AR transactions.

#### **Contact Information**

#### **EFI Support**

US Phone:	855.334.4457 (first select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157
US E-mail:	printstream.support@efi.com

Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.

For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

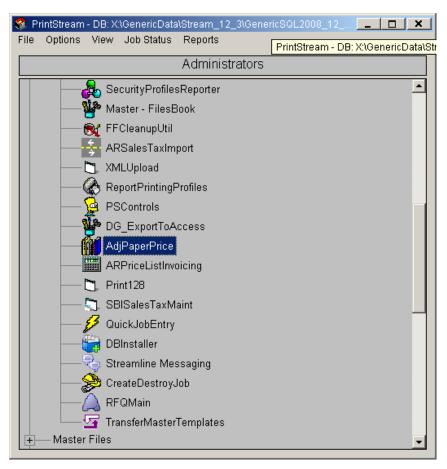
#### **EFI Professional Services**

US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProfessionalServicesOperations@efi.com

EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.

One of the purposes of this program is to allow you to change the name on an existing paper as well as update the description of any associated paper inventory that is linked to the paper.

This program is called Adj Paper Price but sometimes is also referred to as Edit or Change Paper Name.



If this program is not already on your menu or is not available in your menu generation area, please contact your support representative to have them add it to your license file.

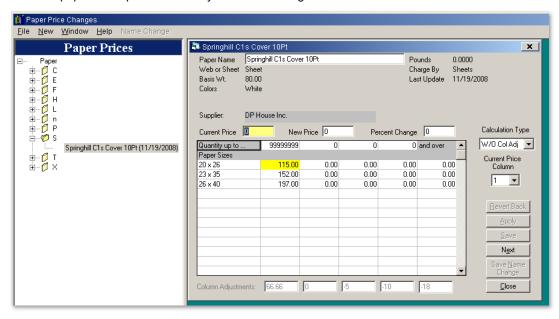
**Note** This utility should not be run when users are actively using print or print and mail estimating. The changes should be done when users are out of the estimating system

## **Change or Update an ADJ Paper Price**

When you open the program, you will see a screen like the one shown below. The papers are stored in a similar tree structure as they appear in Master Files Print under the Paper area. The first character of the paper description populates the tree.

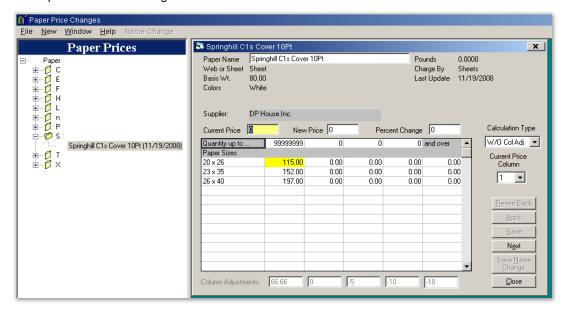
#### To change the Paper Name

- 1. Click the plus sign to expand the tree and look at the papers within.
- 2. Click the paper description for which you want to change the name.

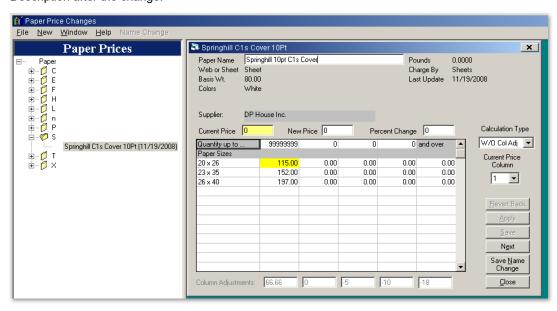


3. Click the Paper Name description and make the edits.

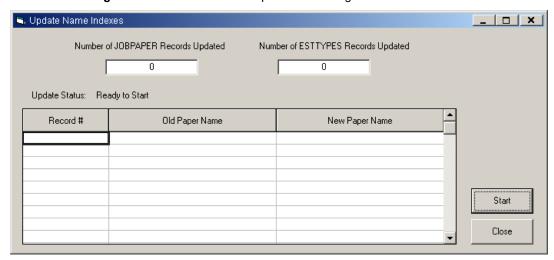
Description before the change:



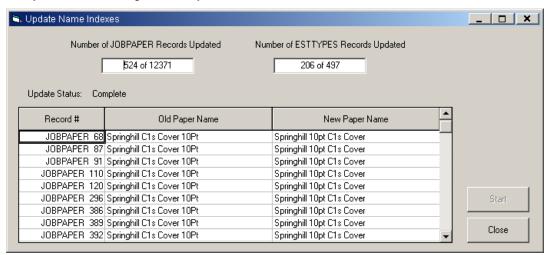
#### Description after the change:



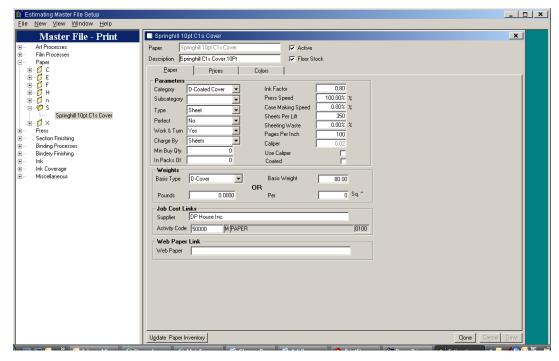
- 4. After making the change, click Save Name Change and then Close.
- 5. Click Name Change on the tool bar header to open the following screen.



 Click Start. The program runs through all of the existing paper records and locates any that were using the old paper name. It then replaces them with the new paper name. When the Utility is done running, the Update Status changes to Complete.

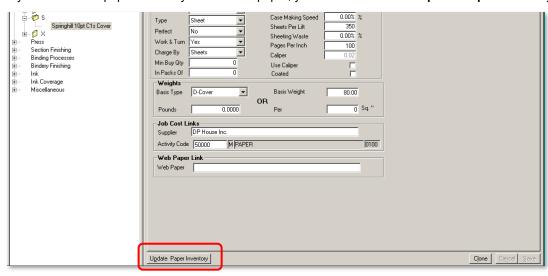


7. When you go to Master Files Print after running the utility, you will see that it has updated the paper name to the new name in that area. Also, any existing estimates that used the old paper name now use the new paper name.

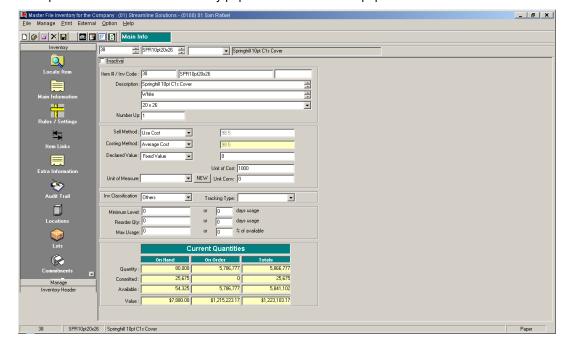


# **Update Inventory Description**

If you have linked paper inventory items to this paper, you must also click the **Update Paper Inventory** button.



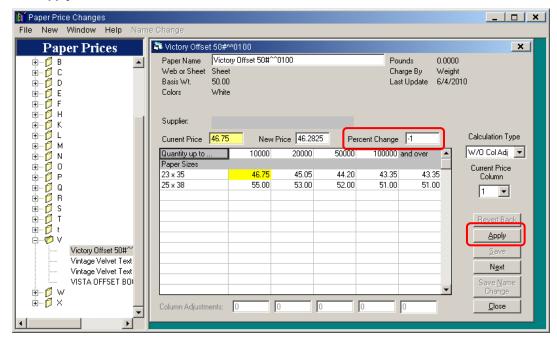
This updates the name on all inventory paper items linked to this paper.



## **Change Paper Price**

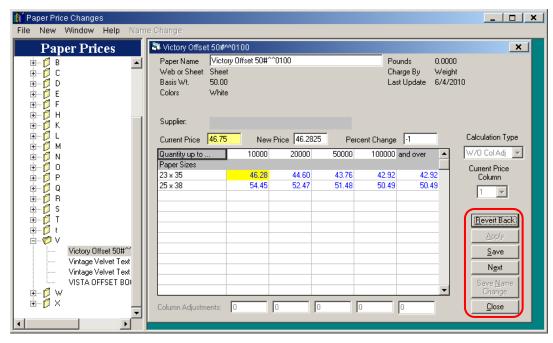
#### To change paper prices by a percentage

- 1. Enter the **Percent Change**, either + or -.
- 2. Click Apply.



Per the change entered in the example above, the paper prices have all decreased by 1% in the example below.

3. Click Save or Revert Back as needed.



4. Click Next to go to the next paper listed.