

Printer User Mapping

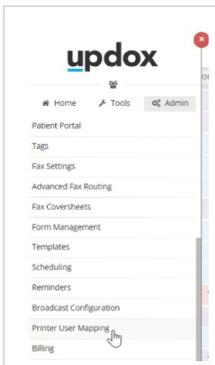


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Printer User Mapping Details

The Printer User Mapping page allows you to relate incoming print jobs to specific users so you can configure how your print jobs land in the Inbox.

To map, go to Menu > Admin > Printer Mapping



Then drag and drop the Updox user to the corresponding printer user. If you don't see a printer user in the list, type in the printer user first, then drag and drop the corresponding Updox user. If you don't want a user to use the Updox Printer Driver, leave the user mapping blank.

Printer User Mapping

Prevent print jobs from unmapped users

To support printing to Updox directly from your Printer Driver account, we need to know which Printer users correspond to which Updox users. In the form below, please type in the Printer user that corresponds to the Updox user in the Updox users list. If you don't want a user to be able to launch Updox, leave their Printer user mapping blank. Be sure to click Save at the bottom of the form when finished. If you have any questions, [Let Us Know](#)

Printer User	Mapped Updox User
drose2	Derrick Rose (drose@updox.com)
njohnson	Derrick Rose (drose@updox.com)
drose2	Inactive Derrick Rose (drose@updox.com)
drose2	Inactive John Smithsamsonite (johnsmithsamsonite1234@some...
njohnson	Drag Over an Updox User From List
nj2	Drag Over an Updox User From List
printer4	Drag Over an Updox User From List
printer17	Drag Over an Updox User From List

Hide users already mapped

Updox Users (33)

- Wendy Edgar (Wendy+CSV@updox.com)
- Eric Hauter (ehauter@updox.com)
- Wendy Edgar (Wendy+CSV@updox.com)
- Eric Hauter (ehauter@updox.com)
- Eric Hauter (ehauter@updox.com)
- Wendy Edgar (Wendy+CSV@updox.com)
- Eric Hauter (ehauter@updox.com)
- Wendy Edgar (Wendy+CSV@updox.com)
- Eric Hauter (ehauter@updox.com)

After creating the mapping, you can configure how your print jobs land in the Inbox.

To do this, go to Menu > Admin > Users > Select the User > Settings (if admin) or Menu > Profile > Settings (if user).

Select the appropriate configuration (Practice Inbox, User's Private Inbox, or a queue) from the "Send Print/Upload/Screen Capture to" dropdown.

The screenshot shows the 'Edit User' interface with the 'Settings' tab selected. The 'Send Print/Upload/Screen Capture to' dropdown is highlighted in yellow and set to 'User's Private Inbox'. Other settings include Time Zone (Mountain), Items to show on one page (15), EHR User ID (-- None --), and Default provider (-- None --). A list of permissions is shown below, with several checked, including 'Can view Practice Items', 'Can delete Items', 'Can edit documents', 'Can send Text and Secure Text messages', 'Can send "Broadcast" messages', and 'Can Video Chat'.

Preventing print jobs from unmapped users

Some users want to make sure that every print job that comes into Updox comes from an identified (or mapped) user. If desired, you can restrict unmapped users from printing documents through the Updox Printer by checking the "Prevent print jobs from unmapped users" checkbox.

The screenshot shows the 'Printer User Mapping' settings page. The checkbox 'Prevent print jobs from unmapped users' is checked.

When this is checked, unmapped users will see an error when they try to print through the Updox Printer.

The screenshot shows a 'Print Status (Release of Information)' dialog box. The status is 'Request accepted', followed by a red error message: 'You can not print because you are not a mapped user. Please see your admin for assistance.' A 'Quit' button is at the bottom.

Make sure you really understand what this setting is before turning it on. While it may sound nice in theory, it can be a pain to constantly add new users to the page if your operating system usernames aren't tightly managed. Sometimes a little flexibility goes a long way.

