

# Oneir WatchFolder

*Last Edit: April 29th, 2026*

## **Why WatchFolder?**

- 1) WatchFolder is free software that Oneir provides to all its Cloud clients that will allow them to send print to any printers inside their local network, including cheaper home office printers which normally would not work.
- 2) It will allow users to see Full Screen Previews of what they are about to print before actually physically printing any print job.
- 3) It's easy to set up, and bypasses any Telnet issues that may have on some printers printing extra pages etc. As long as the printer can print from within Windows, it will work the same way within WatchFolder.

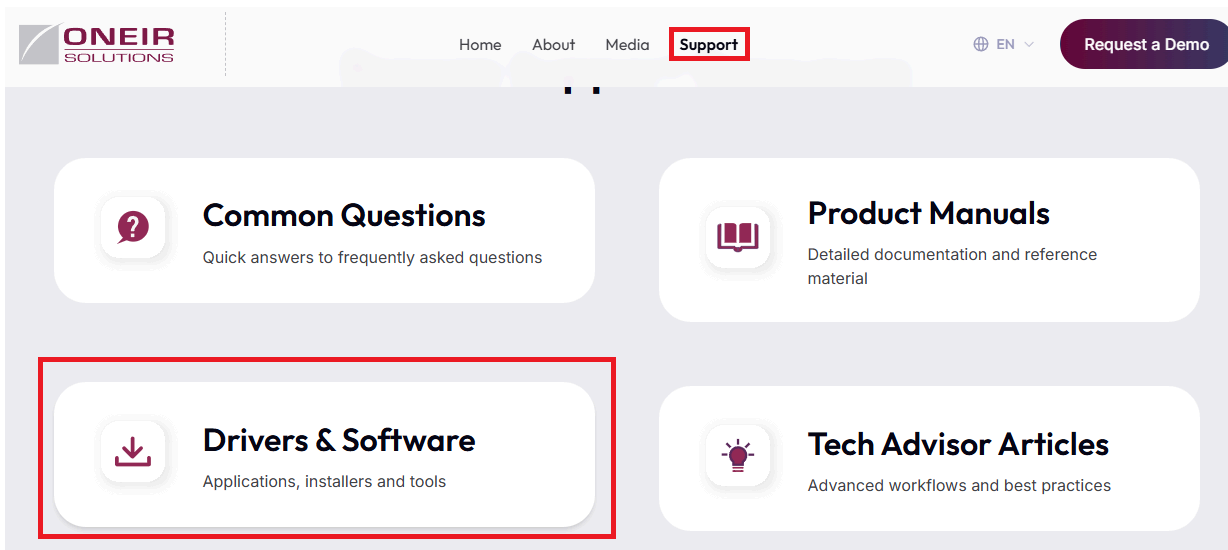
## **Installing WatchFolder**

- 1) This version of WatchFolder has a minimum requirement of Windows 10 or higher.
- 2) Click on the WatchFolder drive link provided, or click the Drivers and Software button in the support section of our website.

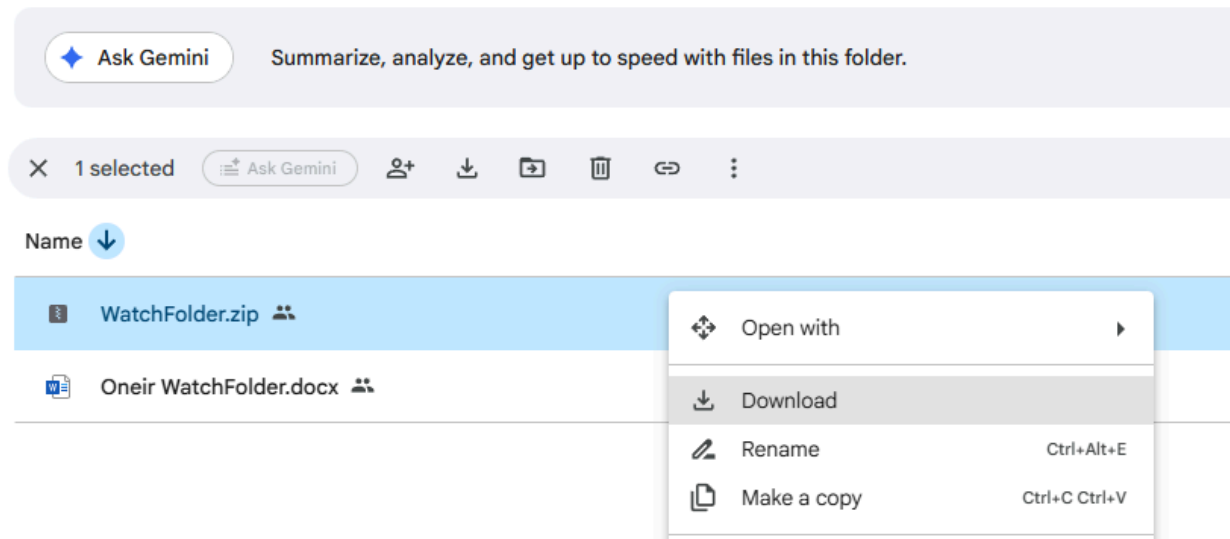
### [Drive Link](#)

<https://www.oneirsolutions.com/en/support>

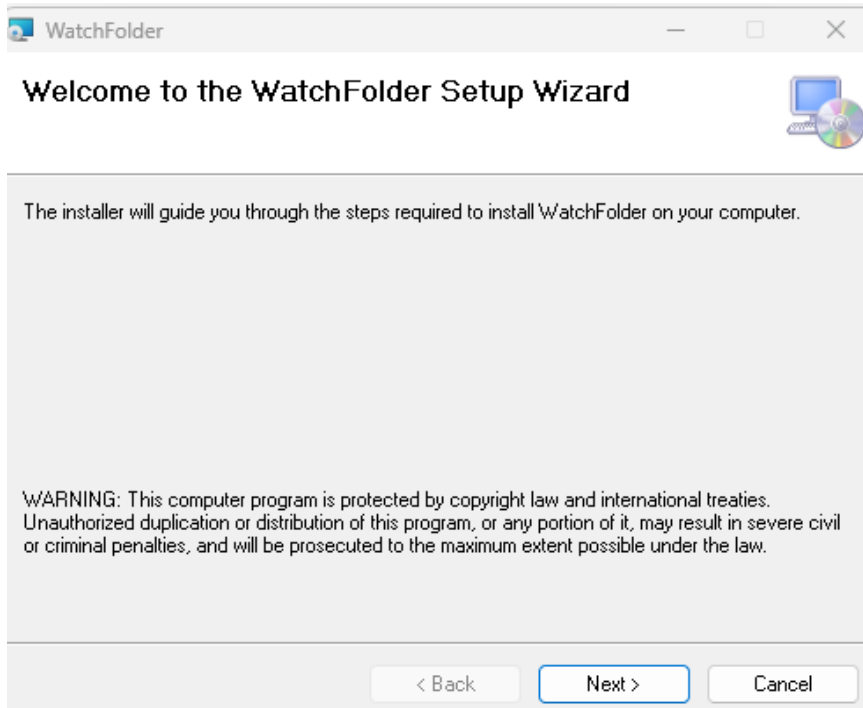
Click and download. Unzip the WatchFolder.zip file in your downloads folder.



... > Drivers and Software > WatchFolder ▾

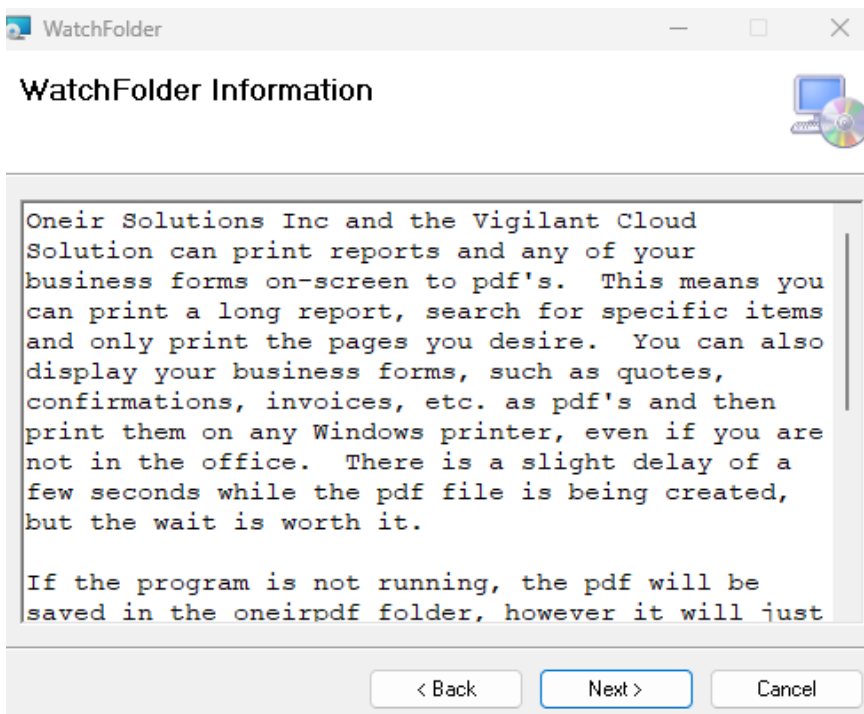


3) double click on **setup.exe** in Windows Explorer to run the setup program



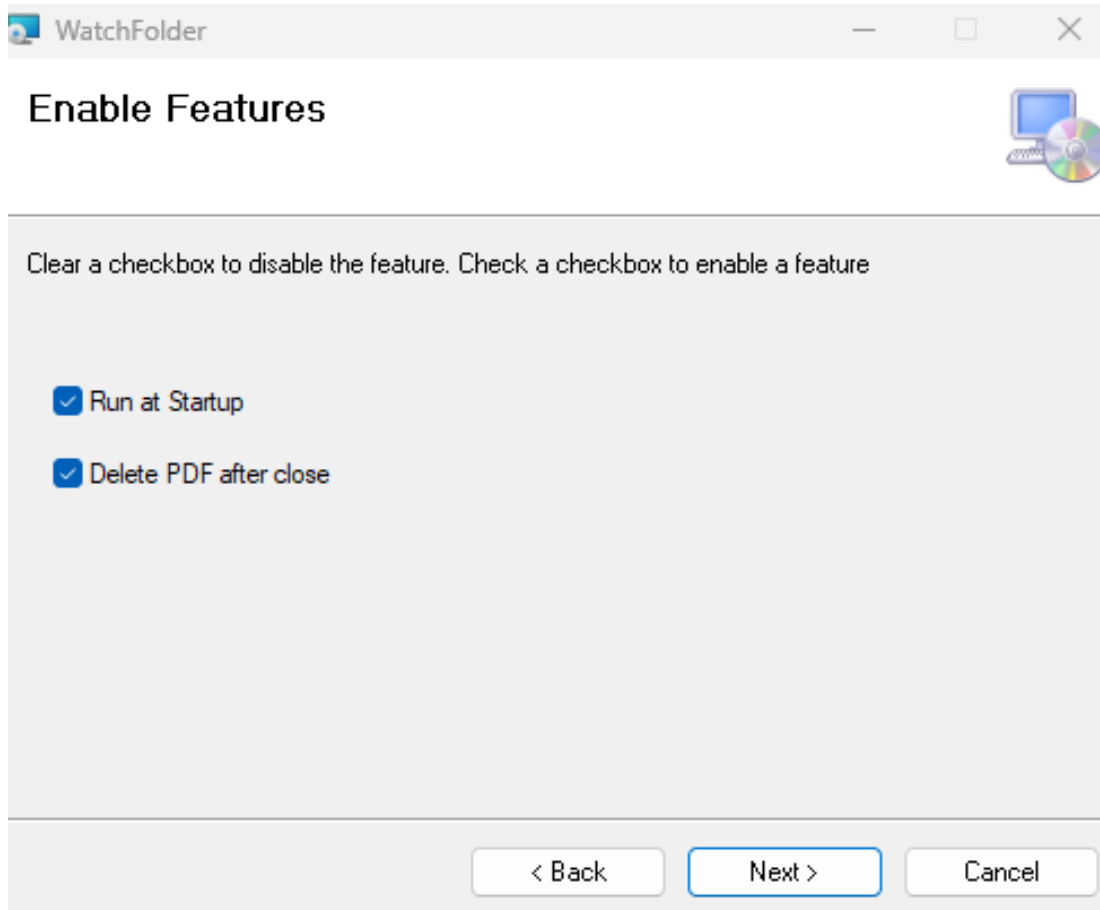
4) Welcome - click Next.

5) Watch Folder Information – read the information provided and click Next.



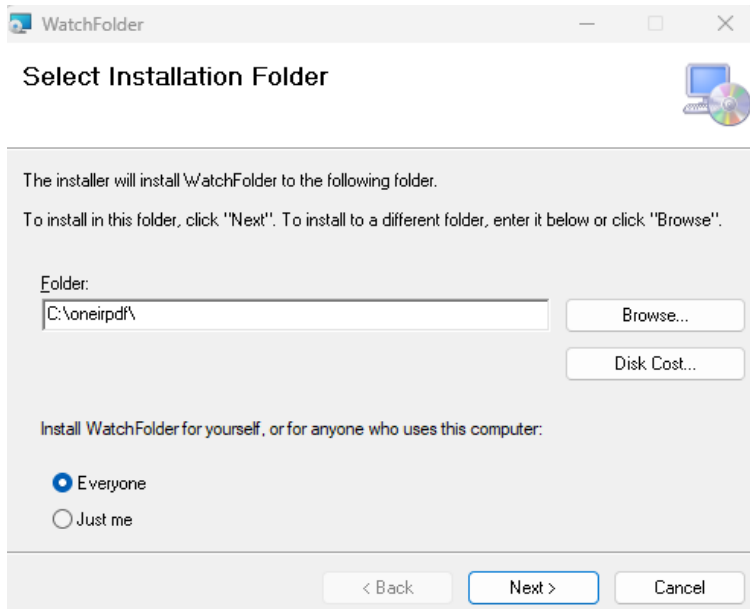
6) Enable Features - Check 'Run at Startup' to make WatchFolder run when the system starts. Uncheck if you want to manually start Watchfolder each time.

Check the 'Delete PDF after Close" option if you want the PDFs to be automatically deleted when the Watchfolder is closed.  
Uncheck if you want the PDFs to remain even after the Watchfolder is closed.

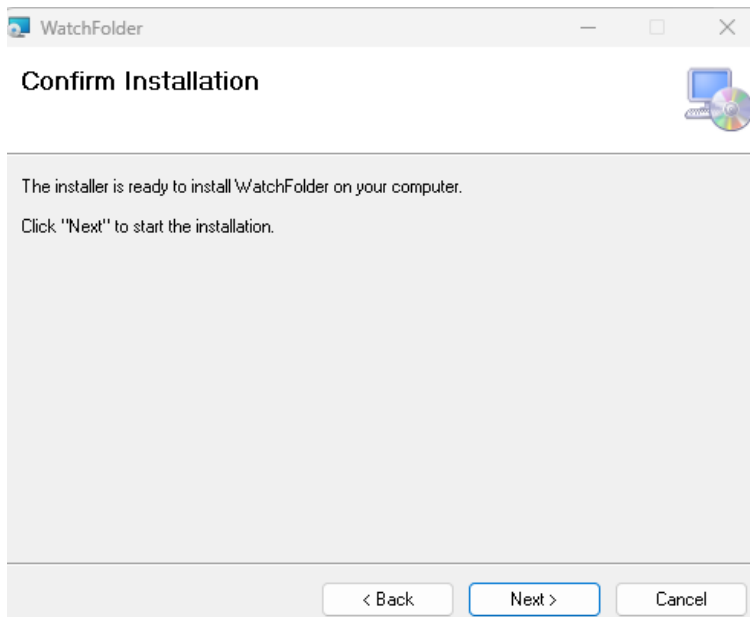


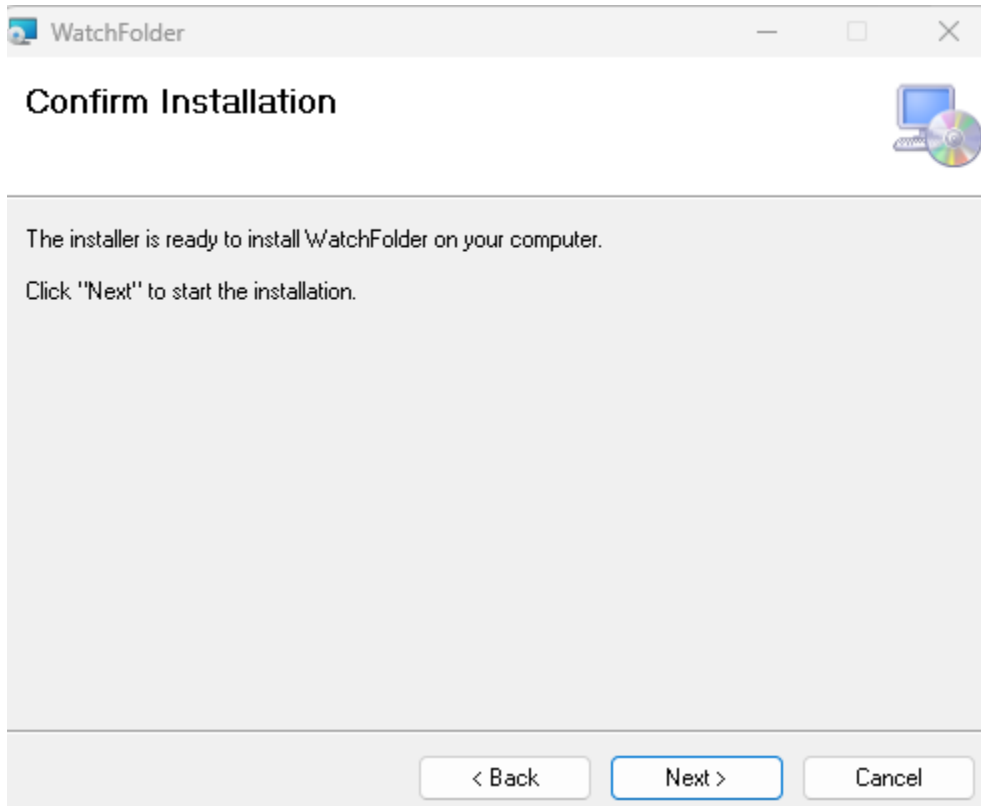
If you need to change these settings after install, then uninstall and reinstall WatchFolder and change the settings as required.

7) Select Installation Folder settings as are, and click Next to continue.



8) Confirm installation, click Next

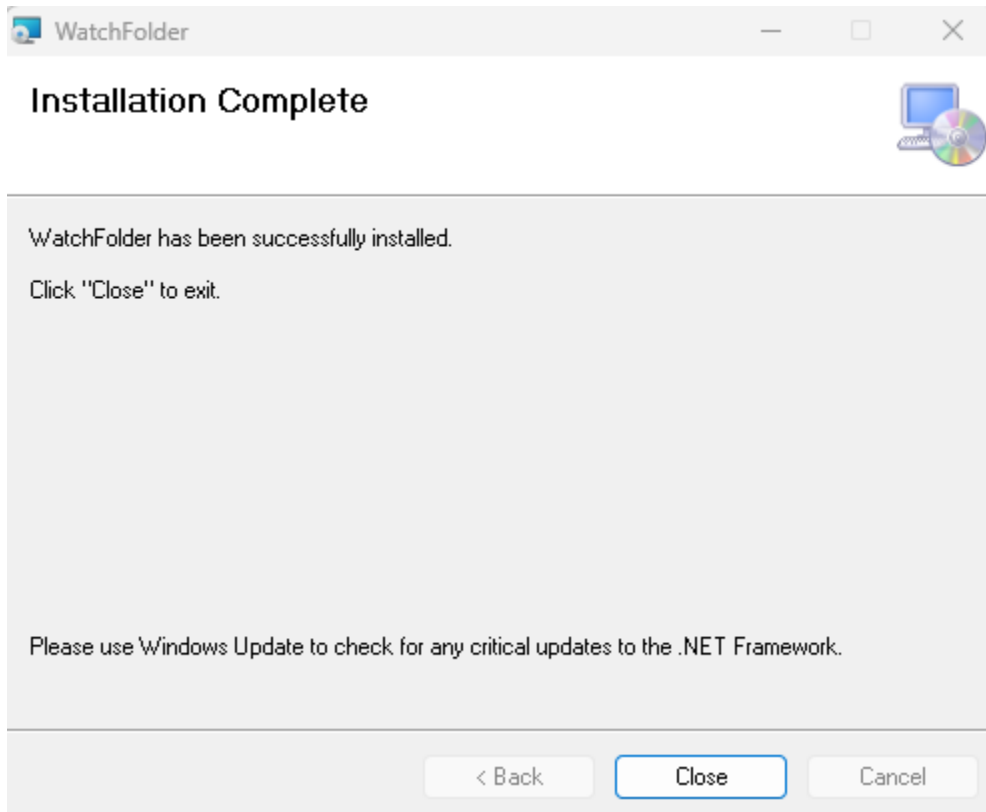




**9)** The wizard displays progress as the WatchFolder is installed. This may take a few minutes to complete.

If WatchFolder is running it will be closed by the setup program.

**10)** Installation Complete - click Close



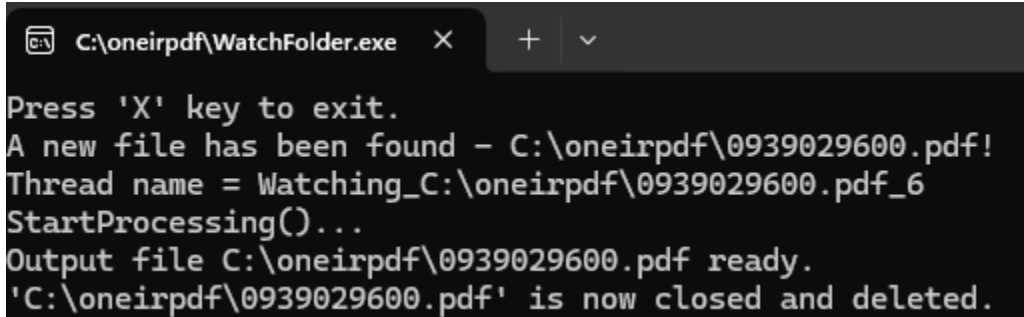
WatchFolder is now ready to use.

If WatchFolder does not start immediately,

double click the WatchFolder icon on the desktop to launch the program.

## Running the WatchFolder Application

1) When WatchFolder is running, you will see a small shell window on your desktop.



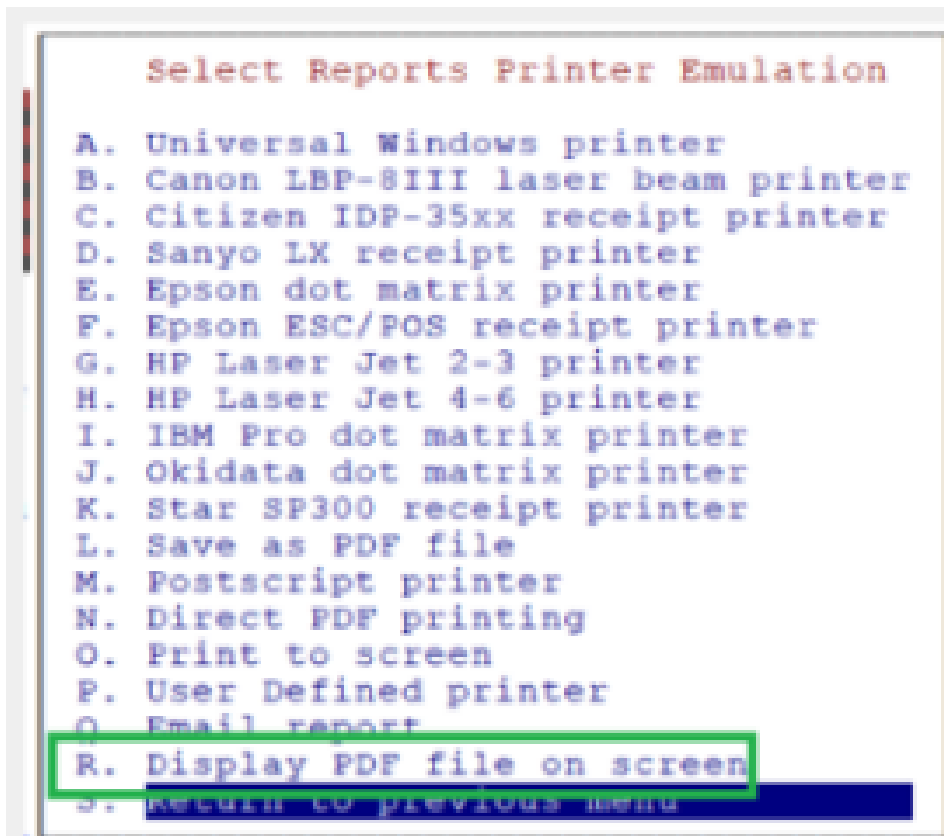
```
C:\oneirpdf\WatchFolder.exe X + v
Press 'X' key to exit.
A new file has been found - C:\oneirpdf\0939029600.pdf!
Thread name = Watching_C:\oneirpdf\0939029600.pdf_6
StartProcessing()...
Output file C:\oneirpdf\0939029600.pdf ready.
'C:\oneirpdf\0939029600.pdf' is now closed and deleted.
```

2) From your Company Login screen select 'Other Options' and then select 2 to Set up printers.

### Other Options

1. Add, update or delete companies
2. Set up printers
3. Backup data
4. View a document
5. Set up dealer information
6. Return to company menu

Select Reports, and change your default to Display PDF file on screen as below:

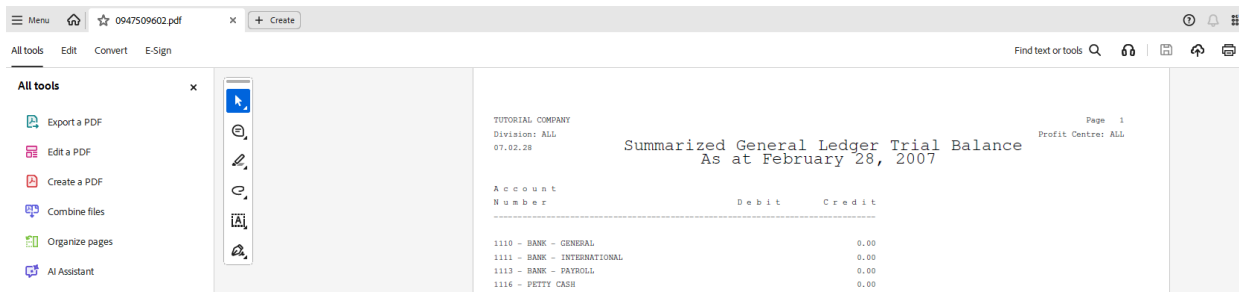


(You can continue to change your other forms to Display PDF on screen as well)

### Select a Form

- A. Reports
- B. Point of Sale Receipts
- C. Point of Sale Invoices
- D. Sales Order Invoices
- E. Picking Slips
- F. Packing Slips & Confirmations
- G. Quotations
- H. Customer Statements
- I. Vendor Checks
- J. Payroll Checks
- K. Purchase Orders
- L. Shipping Labels
- M. Pricing Labels
- N. Warehouse Labels
- O. Address Labels
- P. Vendor Labels
- Q. Envelopes
- R. Set up User Defined Printer
- S. Return to previous menu

3) Now with the WatchFolder running in the background, when you print any report or form, your default PDF viewer will automatically come up with the Oneir report/form loaded, so that you can print or search etc. as you normally would using Adobe PDF etc. as below.



And then you have the option to decide whether you wish to physically print the report, or file it for later etc. as you would for any PDF file.

## Uninstalling WatchFolder

If you cannot find or do not have the setup program, run install.cmd as Administrator (see C:\oneirpdf\tools\uninstall.cmd). This may take a few minutes.

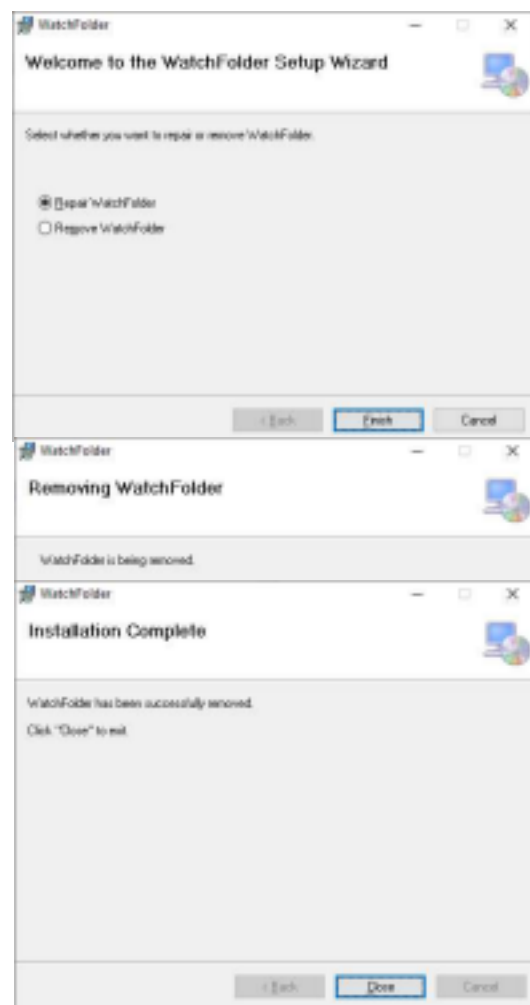
Otherwise, follow these instructions:

**1)** In windows explorer double click setup.exe. The program detects if WatchFolder has been previously installed. If so, you are presented with an option to 'Repair WatchFolder' or 'Remove WatchFolder'.

**2)** Check 'Remove WatchFolder' and click Finish

If WatchFolder is running it will be closed by the setup program.

**3)** The wizard displays progress as WatchFolder is uninstalled



**4) Installation Complete - WatchFolder is uninstalled. Click Close.**