

# ***Xerox DigiPath Production Software***

***Web Viewing and Submission Client User Guide***

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### It's illegal . . . USA

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1 3...  
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  - Treasury Notes
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  - Federal Reserve Bank Notes
  - Fractional Notes
  - Silver Certificates
  - Certificates of Deposit
  - Gold Certificates
  - Paper Money
  - Bonds and obligations of certain agencies of the government, such as FHA, etc.

- Bonds



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*NOTE: Foreign Naturalization Certificates may be photographed.*

## 6. Passports



*NOTE: Foreign passports may be photographed.*

## 7. Immigration Papers

## 8. Draft Registration Cards

## 9. Selective Service Induction Papers, which bear any of the following information:

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- Registrant's previous military service
- Registrant's dependency status
- Registrant's physical or mental condition
- Registrant's court record



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- Driver Licenses
- Automobile Certificates of Title

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## It's illegal . . . Canada

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3. Exchequer bill paper or revenue paper
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province)
6. Marks, brands, seals, wrappers, or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, commission, or agency established by the Government of Canada or of a province or of a government of a state other than Canada
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada
8. Documents, registers, or records kept by the public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner

The above list is provided for your convenience and assistance, but it is not all inclusive and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

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## User work flows

This chapter identifies the expected work flow for clients of your Web Viewing and Submission (WVS) system and then describes each step in the work flow.

The following work flows are described:

- Basic user work flow
- Advanced user work flow

Topics covered in this chapter include:

- using the basic user work flow
- accessing the home page
- logging in to the WVS server
- requesting a user account
- requesting feedback
- accessing the main page
- browsing collections
- searching for documents
- using a document on the WVS server
- submitting a new print job to the WVS server
- using the advanced user work flow
- submitting a multi-file job
- managing web queues
- managing submitted jobs
- managing user jobs
- configuring the DigiPath upload helper

Record your WVS home page URL: \_\_\_\_\_



*NOTE: If you do not already have the URL for the WVS home page, you will need to contact your Server Administrator.*

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## Using the basic user workflow

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When you arrive at your WVS site, you must first log in before arriving at the WVS site, using a defined login or the Anonymous login.



*NOTE: Regardless of the access rights associated with a login, a user is automatically logged off after 30 minutes of inactivity.*

You can locate documents with the browse or search utility, and can then perform functions based on your assigned access rights.

For example, if you are not assigned the Job Submission access right, you will not see the [Job Submit] selection on the Navigation Bar.

For more information regarding User Access Rights refer to Chapter 6, User administration.

At the WVS site, you can:

- View the contents of the document.

This function is available for the following file types: RDO, URL, TIFF, PostScript, JPEG, GIF, TXT, or other image formats supported by a browser or browser plug-in. Examples of files supported by browser plug-ins are PDF (Adobe Acrobat file) and DOC (word processing program file).

- Submit a request to print the RDO, TIFF, PostScript, or PCL file to any Xerox production printer supported in DigiPath 2.0.



*NOTE: You can submit print requests if the WVS server administrator has given you printing privileges.*

- Add a new document to a collection (Provided you are given access rights to the collections by your Server Administrator.)
- Add a URL to a collection (Provided you are given access rights to the collections by your Server Administrator.)
- View the properties of the document
- Download the document to a local or network drive
- Update an existing document



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## Accessing the Home page

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The Home page provides an introduction to Internet printing technology.

The Home page allows you to log in as a registered user or visitor to WVS and request a user account.

To display the Home page:

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1. Double-click on your web browser icon to go to Web Viewing and Submission (WVS). The Xerox DigiPath Production Software Web Viewing and Submission Home page opens. See Figure 1.

Access your documents and  
submit print jobs here.

### Registered Users

[Login here.](#)

### New Users

[Sign up here](#) if you need an account.

### Visitors

[Login anonymously](#) to try us out. You can also read our [introduction](#) and [background](#) of the system.

**Figure 1. Home page**

2. Table 1 lists and describes the WVS Home page options.

**Table 1. WVS Home page options**

Home page option	Description
Registered Users	Allows you to log in to the system with your user name and password. Then you can access documents based on the access rights given to you by the WVS Server Administrator.
New Users	Allows you to request a user account online.
Visitors	Allows you to log in as an Anonymous user, provides an introduction to the system, and describes the background of the system.
Download section	Allows you to download the following software: <ul style="list-style-type: none"><li>• Microsoft Internet Explorer 5.0 browser</li><li>• Netscape Navigator 4.0 browser</li><li>• Adobe Acrobat Reader</li></ul>
Feedback	Allows you to send a message to your Server Administrator.

The following sections provide detailed procedures for these options.

## **Logging in to the WVS workstation**

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The WVS system requires a user account to log in to the WVS system to ensure system security. The user account allows you to access the WVS web site in different ways, depending on your needs. For example, you may only need to view documents that exist on a particular location on the server. Or, you may need to print documents that reside on the server and upload files onto the server.

Your WVS server administrator assigns you a user account and defines your system access rights.

If you do not have a user account and wish to access the WVS web site, you may access it as a guest with the Anonymous account. The Anonymous account allows you to log in to the system with limited permissions assigned by the WVS server administrator.

The following sections provide detailed instructions for logging in to the WVS system as a registered user or as an Anonymous user.

## Logging in as a registered user

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To log in to the WVS server as a registered user:

1. Double-click on your browser icon to open the Web Viewing and Submission (WVS) home page. The Home page opens.
2. Select [Login here] from the Registered Users section. The User Login page opens. See Figure 2.



**Figure 2. User Login page**

3. Enter your user name in the User Name text box.



*NOTE: Remember the following regarding user names.*

- A user name can be assigned to an individual or to a group of individuals.
- Your user name is case-sensitive.

4. Enter your password in the Password text box.



*NOTE: Your password is case-sensitive.*

5. Select [Login]. The Main page opens.



*NOTE: The Search or Browse Collection page appears depending on how your Server Administrator configured your workstation.*

## **Logging in as an Anonymous user**

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The user access rights assigned to the Anonymous Login are determined by your WVS Server Administrator.



To log in to the WVS workstation as an Anonymous user:

1. Double-click on your browser icon to open the Web Viewing and Submission (WVS) home page. The Home page opens.
2. Select [Login Anonymously] from the Visitors section. The User Login page opens.
3. Select [Anonymous Login]. The Main page opens with limited access rights.

## Requesting a User Account

If you need to request a user account, you can manually phone or electronically e-mail the WVS server administrator.

New users are assigned user names and passwords through the new user signup application which is available through the WVS Home page.

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To request a New User Account:

1. Double-click on your browser icon to open the Web Viewing and Submission (WVS) home page.
2. Select [Sign up here] in the New Users section. The Open Account page opens. See Figure 3.

**Figure 3. Open Account page**

3. Enter the appropriate information.



*NOTE: To submit a message to the WVS Server Administrator, select [Feedback] and enter the appropriate information.*

4. Select [Submit] to submit the request to the Server Administrator.

The Account Request Received page opens and displays a message saying you will be contacted by phone to confirm your information, get your payment information, and establish your password.

When you submit a new user request, the WVS system generates a disabled user account. Your WVS Server Administrator assigns you a user name, password, access rights, and enables your account.

5. Select [Return to Main Page] to go back to the Home page.

## Sending feedback to the administrator

Use the Feedback page allows to send a message to your Server Administrator. This page allows you to submit feedback to the Print Shop in addition to information submitted with individual jobs. You can send feedback from any page that has the [Feedback] button.

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To send feedback to your WVS Server Administrator:

1. Double-click on your browser icon to open the Web Viewing and Submission (WVS) home page.
2. Scroll to the bottom of the page and select [Feedback], if available. The Your Print Shop-feedback page opens. See Figure 4.

The screenshot shows a web browser window titled "Your PrintShop - Feedback". Below the title bar, there is a message: "At Your PrintShop, we value your feedback. Please enter your thoughts below. Remember... for speedy response specify if this is a comment or a problem." Below this message are three text input fields: "Subject:" with the text "Feedback on InterDoc", "From:" with the text "your email address", and "Type:" with the text "Feedback". Below these fields is a large, empty text area for the message body. At the bottom of the form are two buttons: "Send Feedback" and "Clear".

**Figure 4. Your Print Shop-feedback page**

3. Enter text in various fields.
  - a. Enter the subject of the message in the subject text box.
  - b. Enter your e-mail address in the From text box.
  - c. Enter the type of message in the Type text box.
  - d. Enter the text of the message in the text box message area.
4. Select [Send Feedback] to submit the message. The Mail Received message page opens.
5. Select [Return to Main page] to return to the Home page.



## Reading the Introduction to the DigiPath system

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To read the Introduction to the DigiPath system:

1. Double-click on your browser icon to open the Web Viewing and Submission (WVS) home page.
2. Select [introduction] in the Visitors section. The Introduction to Electronic Job Submission page opens.
3. Read the Introduction page.
4. Select the browser [Back] button to return to the Home page.

## Reading the background of the system

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To read the background of the DigiPath system:

1. Double-click on your browser icon to open the Web Viewing and Submission (WVS) home page.
2. Select [background] in the Visitors section. The Background page opens
3. Read the Background page.
4. Select the browser [Back] button to return to the Home page.

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## Accessing the Main Page

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Depending on how your WVS Server Administrator configured your system, the Browse Collection page or the Search page appears as the Main page.

The Web Viewing and Submission (WVS) pages are divided into three or more frames:

- The top frame contains Navigation Bar options as specified by the WVS Server Administrator.
- The middle frame displays Web Viewing and Submission (WVS) content, functions, and dialog boxes. The content varies depending on the option you select or on the text you enter.
- The bottom frame displays the Web Viewing and Submission (WVS) copyright and trademark information. The Server Administrator can customize this information.



To access the main page:

1. Double-click on your browser icon to open the Web Viewing and Submission (WVS) home page. The Home page opens.
2. Log in to your WVS workstation.

For more information on logging in to the WS workstation, refer to “Logging in to the WVS workstation” on page 11.

## Using the Navigation Bar

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Access the pages for the major WVS functions by selecting the options on the Navigation Bar on the Home page. Table 2 lists and describes the Navigation Bar options.



*NOTE: The options you see on the Navigation Bar are dependent on the access rights defined for you by the Server Administrator.*

**Table 2. Navigation Bar options**

Navigation Bar option	Description
Main	Displays the Home page.
Search	Displays the Search page. Use this page to locate one or more documents matching specified search criteria.
Browse	Displays the Browse Collection page. Depending on your access privileges, the Browse page provides access to a number of functions, including viewing a document, adding a new document or URL to a collection, downloading a document, printing a document, updating an existing document, searching documents within collections, and locking and unlocking a document.
Job Submit	Displays the Job Submission page. Depending on the selections of your administrator, the Job Submission page provides access to a number of functions, including submitting a new job, ordering reprints, getting the status of a job, and submitting a revised job.
Help	Displays the WVS Help system in a separate browser window.
Login	Displays the User Login page. Use this page to login as a registered user with assigned privileges or as an Anonymous user with default privileges.

## Browsing collections

A collection is a group of related documents and URLs. Collections help you narrow searches for documents stored on the server. you can browse through the collections to see the documents and URLs in each collection and then view, print, download, or display the properties of the desired document.

The Search option allows you to search for documents within the collection.



**NOTE:** You must have access rights to Browse Collections assigned by the WVS Server Administrator.



To browse collections:

1. Double-click on your browser icon to open the Web Viewing and Submission (WVS) home page. The Home page opens.
2. Log in to your WVS workstation.

For more information on logging in to the WS workstation, refer to “Logging in to the WVS workstation” on page 11.

3. If the Browse Collection page does not appear, select [Browse] on the Navigation Bar. The Browse Collection page opens. See Figure 5.



**Figure 5. Browse Collection page**

The Browse MainCollection page contains:

- A Collections area that lists all collections.
- A Documents area that lists all documents in the selected collection.



**NOTE:** You only see the collections to which you have access.

## Using the Collection Tree frame

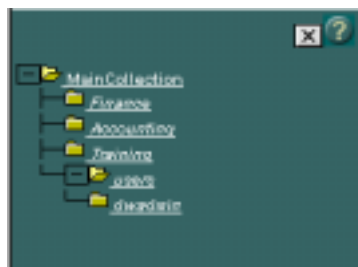
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The Collection Tree frame provides a hierarchical view of the main collection and subcollection.

1 3...  
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To display the Collection Tree:

1. Select the [View Collection Tree] icon button located next to the Browse Collection line. The Collection Tree appears in the left frame. See Figure 6.



**Figure 6. Collection Tree**

2. To navigate the Collection Tree, select the following options:
  - To view subcollections, select the [+] symbol next to the collection.
  - To hide subcollections, select the [-] symbol next to the collection.
  - To select a collection, highlight the collection name.
3. Select the [x] button to close the Collection Tree.



*NOTE: For more information on using the Collection Tree, refer to the online Help system.*

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## Searching for documents

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The Search page allows you to locate documents using specified search criteria. You can search all documents or limit the search to a particular collection on the WVS server.

The search results are displayed in a list of documents and their corresponding attributes.



*NOTE: Your ability to search collections, configure search results, and define domains depends on the access rights assigned to you by your WVS Server Administrator.*

This section relates to the [Search] option on the Navigation Bar on the Main page.

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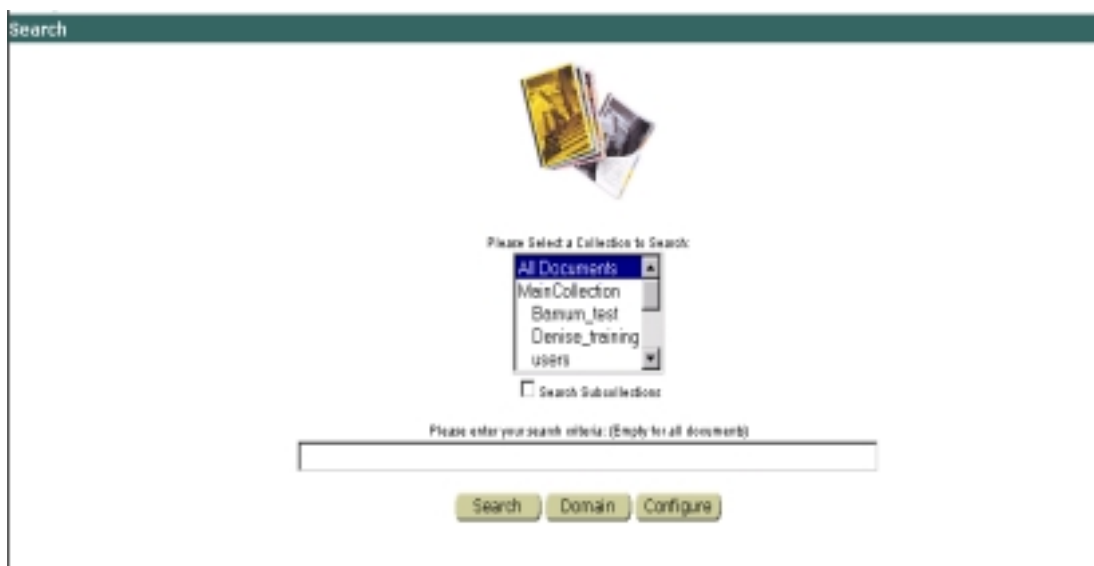
### Accessing the Search page

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To access the Search page:

1. Double-click on your browser icon to open the Web Viewing and Submission (WVS) home page. The Home page opens.
2. Log in to your WVS workstation. The Main page opens.
3. If the Search page does not appear, select [Search] on the Navigation Bar. The Search page opens. See Figure 7.



**Figure 7. Search page**

In the Search page, you can enter a simple search string in the text box provided. The application compares this search string to the properties of objects on the server and returns all matches in the form of a results list.

The search string can consist of up to 512 characters, including text, logical operators (for example, “or,” “and,” and “not”), parentheses, and wildcard characters (\*). Wildcard characters are automatically applied at the beginning and end of an entry in the Search Criteria text box. For example, a search on **dog** may return objects having attribute values of **dogs**, **dogma**, and **devildog**.



*NOTE: Relational operators (for example, =, <, and >) in the text string are not supported in this version of WVS.*

You may also enter a date range to be used in addition to or instead of the text search, if the Search page is configured that way. The date must be entered in the format MM/DD/YYYY. If the date range is left blank, all document dates are searched.

Table 3 lists and describes the search option buttons at the bottom of the Search page.

**Table 3. Search options**

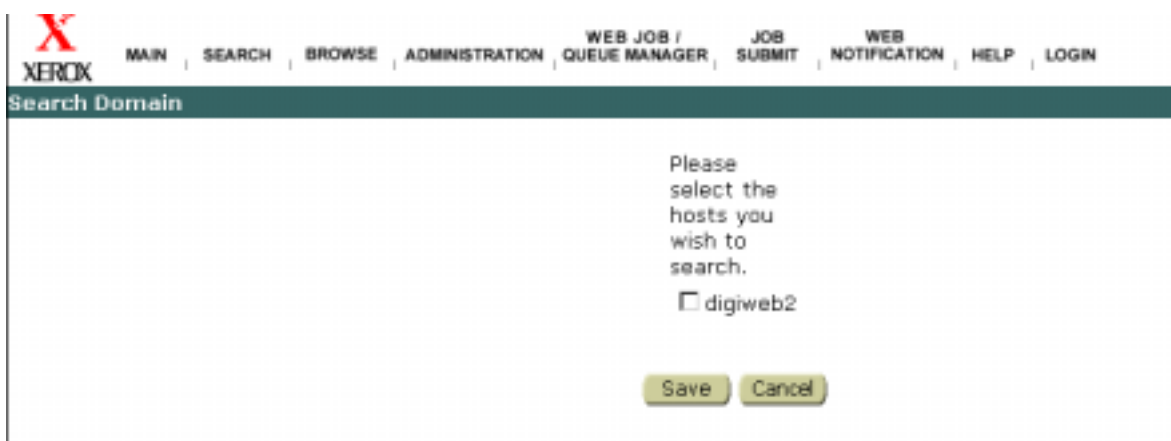
Search Option	Description
Search	Starts the search.
Domain	Allows you to search a particular DigiPath host, if available.
Configure	Allows you to select the properties that display in the search results list.

## Selecting the search domain

1 3...  
2

To select the search domain:

1. Double-click on your browser icon to open the Web Viewing and Submission (WVS) home page. The Home page opens.
2. Log in to your WVS workstation. The Main page opens.
3. Select [Search] on the Navigation Bar. The Search page opens.
4. Select [Domain]. The Search Domain page opens. See Figure 8.



**Figure 8. Search Domain page**

5. Mark the check box(es) next to the host workstation(s) in which you want to search.
6. Select [Save] to save the changes and return to the Search page.

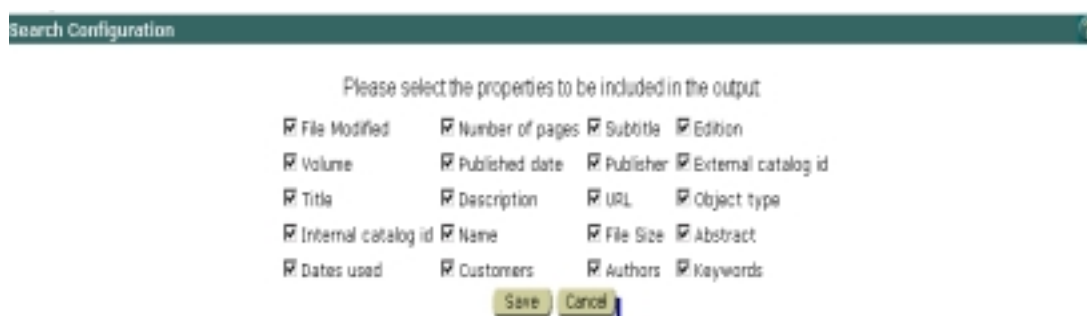


## Configuring the search properties

1 3...  
2

To configure the search properties:

1. Double-click on your browser icon to open the Web Viewing and Submission (WVS) home page. The Home page opens.
2. Log in to your WVS workstation. The Main page opens.
3. Select [Search] on the Navigation Bar. The Search page opens.
4. Select [Configure]. The Search Configuration page opens. See Figure 9.



**Figure 9. Search Configuration page**

5. Mark the check box(es) next to the properties you want to appear in the search results list.
6. Select [Save] to save the changes and return to the Search page.

## Searching for a document

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To search for a document:

1. Highlight a collection in the Please select a collection to Search list box on the Search page.
  - To search the entire database, select [All Documents].
  - To search subcollections, mark the Search Subcollections check box.
2. Enter one or more text strings in the Please enter your search criteria text box.



*NOTE: The search string entered in the text box is compared to the properties of documents on the server. The search returns all matches in the form of a results list.*

3. If a date field is available, enter the date range. The format for the date should be mm/dd/yyyy. If the date range is left blank, all document dates are searched.
4. Select [Search] to start the search.

## Displaying the Search Results list

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When the search is complete, the documents matching the search criteria are displayed in a search results list.



*NOTE: The properties displayed for each object are determined by the selection you made using the [Configure] option on the Search page.*

## Using documents in collections on the WVS server



**NOTE:** Your ability to perform the following functions depends on the access rights assigned to you by your WVS Server Administrator.

When you browse or search collections and find the desired document, you can select the document and perform one or more of the following functions described in Table 4.

**Table 4. Document functions**

Function	Description
View	Displays the contents of the document on the screen. The View function is available only for the following file types: RDO, URL, TIFF, PostScript, JPEG, GIF, TXT, and other image formats supported by the browser or a browser plug-in. Examples of file types supported by browser plug-ins are PDF (Adobe Acrobat file), DOC (word processing program file), or PPT (MS PowerPoint file).
Properties	Displays the available properties for the document.
Download	Saves the object to a local or network drive by downloading it.
Update	Updates an existing document with the latest version.
Lock and Unlock	Locks and unlocks a document to block or allow access to other users.
Print Submit	Submits a request to print RDO, TIFF, PDF, PostScript, or PCL files to any Xerox production printer supported in DigiPath 2.0 connected to the network. If the [Print Submit] button is not available, there are either no printers defined in WVS or you do not have access privileges to a production printer. <b>NOTE:</b> You can also use the <i>Print</i> function in your web browser to print the actual web page currently displayed. You should refer to the documentation provided with the browser. Please note that this function is capable of printing only the current web page or frame, not the selected document.

The following sections provide detailed instruction for using documents in collections on the WVS server.

## Viewing a document

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*NOTE: Your ability to perform the following functions depends on your access rights assigned to you by your WVS Server Administrator.*

The View page is used to view single pages or thumbnails of a document. Table 5 lists and describes the available View page functions.

**Table 5. View Page functions**

Function	Description
Download	Allows you to download a file from a collection.
Print Submit	Allows you to print the document to a specified printer.
Document Settings	Allows you to customize document viewing and conversion options.
Thumbnails	Allows you to view a thumbnail version of the document.
Properties	Allows you to view the document settings.



*NOTE: The View function is available only for the following file types: RDO, URL, TIFF, PostScript, JPEG, GIF, TXT, and other image formats that are supported by the browser or a browser plug-in. Examples of file types supported by browser plug-ins are PDF (Adobe Acrobat file), DOC (word-processing program file), or PPT (MS PowerPoint file).*

Other file types available from WVS must be downloaded.



To view a document:

1. Select a document from a search results list or from a collection.
2. Select [View].
  - If the document is not an RDO, further instructions are displayed on the screen for viewing the document. Refer to the Conversion options section in the System Administration chapter later in this manual, for additional information.
  - If the document is an RDO and at least the first page has been converted. The first page is displayed in the Viewing frame. Since the document is an RDO, the document structure is visible.
  - If the document is an RDO and the first page has not been converted, you receive a message indicating that the pages or thumbnails for the document are not available. The message includes the following information:
    - The amount of time necessary to convert an image to a viewable format. This is based on the default viewing format, JPG or PDF.



*NOTE: This message applies to one image. For multiple images per page, the conversion rate is considerably slower. There may also be a severe negative performance effect if several users are converting documents simultaneously.*

- The number of images in the current document.
- The option to convert the current page or to cancel the operation.

If you choose to wait while the page is converted, the converted page appears in the Viewing frame. Since the document is an RDO, the document structure is visible.

3. Select the document link to view the object.



*NOTE: Once a document is displayed in the View page, you can use the browser Print function to print the document one page at a time. This is not recommended. It is recommended that you download the document first, then print the document using the local application.*

For RDOs, the following viewing options are enabled:

- Displaying thumbnails
- Viewing the structure, as well as individual pages
- Customizing the viewing options



*NOTE: To cancel any action, select the [Back] icon button from the web browser toolbar.*

## Viewing document properties

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*NOTE: Your ability to view the properties of a document depends on the access rights assigned to you by your WVS Server Administrator.*



To view the properties of a document:

1. Select a document from a search results list or from a collection.
2. Select the [Attributes] icon next to the document name. The Attributes page opens and displays properties of the selected document.
3. Select [Done].



*NOTE: To cancel any action, select the [Back] icon button from the web browser toolbar.*

## Downloading a file

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Use the Download page to send a single file to your local system.



*NOTE: Your ability to download a file depends on the access rights assigned to you by your WVS Server Administrator.*



To download a file to your local system:

1. Select a document from a search results list or from a collection.
2. Select the [Download] icon next to the document name in the Documents area.
3. If the document to be downloaded is an RDO, specify whether you want all pages downloaded or only a range of pages.
  - a. Select the [All Pages] radio button or select the [From Pages] radio button.
  - b. Enter the Starting Page and Ending Page for the desired range of pages.
4. Select [Next].



*NOTE: You may be asked whether you want to create thumbnail images for the document to be downloaded.*

5. Specify the location to which the file is to be downloaded.
6. Select [Download a File].
7. Select [Submit]. The Browse page opens and displays with the downloaded document.



*NOTE: To cancel any action, select the [Back] icon button from the web browser toolbar.*



## Updating a document

---



*NOTE: Your ability to update an existing document in a collection with a newer version depends on the access rights assigned to you by your WVS Server Administrator.*



To update a document already in a collection with the latest version:

1. Select a document from a search results list or from a collection.
2. Select the [Update] icon from the Documents area. The UpdateFile page opens.
3. The path name information for the file to be updated should appear in the pathname text box. If it does not, type in the filename (including the full pathname) of the file to upload.



*NOTE: If you do not know the exact pathname, select [Browse] to locate the file you want to upload.*

4. Select [Upload a File]. The Browse page opens and displays with the updated version of the document.



*NOTE: To cancel any action, select the [Back] icon button from the web browser toolbar.*

## Locking and unlocking a document

---



*NOTE: Your ability to lock and unlock a document depends on the access rights assigned to you by your WVS Server Administrator.*

### Locking a document

---



To lock a document:

1. Select a document from a search results list or from a collection.
2. Select the [Lock] icon next to the document you want to lock.

### Unlocking a document

---



To unlock a document:

1. Select a document from a search results list or from a collection.
2. Select the [Unlock] icon next to the document you want to unlock.

## Submitting a job to print

---



*NOTE: Your ability to submit a job to print depends on the access rights assigned to you by your WVS Server Administrator.*



To submit a job for printing:

1. Select a document from a search results list or from a collection.
2. Select the [Print] icon next to the document you want to print.
3. Select the appropriate printer.
4. If required, enter the password.
5. View and/or modify the job ticket as needed.
6. Select [Submit] to submit the print job. The Job Sent page opens and confirms that the print job has been submitted.

---

## Submitting new print jobs to the WVS server

---

If you have the Job Submit option on your Navigation Bar, you can submit print jobs to your WVS server along with a set of instructions for final production output.

1 3...  
2

To display the Job Submission page:

1. Double-click on your browser icon to open the Web Viewing and Submission home page.
2. Log in to your WVS workstation.
3. Select [Job Submit] on the Navigation Bar. The Job Submission page opens. See Figure 10.

**Job Submission**

**Submit a New Job**  
To submit a new print job, complete the job information, and send the files.  
**NOTE:** If your browser does not support file uploads and you have not downloaded a file upload helper application yet, you should [download a helper](#) first.

**Order Reprints**  
If you want to order more copies of a job you have already submitted, you can **Order Reprints**.  
You can select the job to reorder from a [Job List](#) or  
By Job ID:

**Get Status of a Job**  
If you want to query status of a job you have already submitted, you can **Get Status of a Job**.  
You can select the job to query from a [Job List](#) or  
By Job ID:

**Submit a Revised Job**  
If you want to create a new job starting from the specifications and order information in an existing job, you can **Submit a Revised Job**.  
You can select the job to clone from a [Job List](#) or  
By Job ID:

**Figure 10. Job Submission page**

Table 6 lists and describes the Job Submit functions.

**Table 6. Job Submit functions**

Function	Description
Submit a New Job	Allows you to submit a print-ready file to the WVS server using a standard or advance job ticket.
Order Reprints	Allows you to order reprints of files they have submitted previously for print.
Get Status of a Job	Allows you to check the status of a submitted previously job.
Submit a Revised Job	Allows you to submit a revised job, using a job they have submitted previously for order information or specifications.



*NOTE: Submitting a job does not send the job directly to a printer. It submits the job to the server (or Print Shop) for production.*

The following sections provide detailed instructions for submitting new print jobs to the WVS server.

## Submitting a new job

---

The Submit a new job option allows the you to submit a print-ready file (i.e., PostScript) to the WVS server.



*NOTE: The job appears in the Administer User Jobs portion of administration along with the assigned job number and job ticket information.*

To submit a new job:



1. Select [Job Submit] on the Navigation Bar. The Job Submission page opens.
2. Select [Submit a New Job]. The Job Submission page opens and displays a number of fields that provide instructions for various processing options.

Your Job Submit level depends on the access rights assigned to you by your Server Administrator. Table 7 lists and describes the levels of job submit.

**Table 7. Job Submit**

Level of Job Submit	Description
Standard job submit	Allows you to assign basic properties to your job. For more information, see "Submitting a standard job ticket" on page 38.
Advanced job submit	Provides an advanced job ticket that allows you to assign detailed properties to your job. For more information, see "Submitting an advanced job ticket" on page 41.

## Submitting a standard job ticket

1 3...  
2

To submit a standard job ticket:

1. Select [Job Submit] from the Navigation Bar.
2. Select [Submit A New Job]. The standard Job Specification page opens. See Figure 11.

**Job Specification**

Specify the processing options for your print job and press the **Submit Specification** button in the **Special Instructions** section.

**Job Title:**

**Print with the following paper stock information:**

Color:

Size:

Type:

**Print with the following imaging/finishing options:**

Sides:

Orientation:

Finishing:

**Special Instructions:**

**Figure 11. Standard Job Specification page**

3. Enter the job title in the Job Title text box. Use a maximum of 35 characters.



*NOTE: The job title is required.*

4. Select the appropriate paper stock options.
  - Select the color of paper stock from the paper stock color drop-down list.
  - Select the paper size from the paper size drop-down list.
  - Select the type of paper stock from the paper stock type drop-down list.
5. Select the desired imaging and finishing options.
  - Select Single Sided, Double Sided, or Head-to-toe from the drop-down list.
  - Select Portrait or Landscape from the drop-down list.
  - Select the finishing option from the drop-down list.

6. Enter special instructions for printing and finishing your job in the Special Instructions text box.
7. Select [Submit Job Specifications]. If you do not wish to submit the job ticket, select [Reset to Defaults] to reset to the default settings, or select [Feedback] to send a feedback message to your Server Administrator. The Order Specifications page opens.
8. Enter the desired order options.
  - Enter the date you want the job request printed in the Required by Date text box.
  - Enter the number of copies you want in the Copies text box.
  - Enter the PO number to which you want to bill your print job in the Bill to PO text box.
9. Enter special instructions in the Special Instructions text box.
10. Enter Delivery information, as needed.
  - Select the method of delivery from the Method drop-down list.
  - Select to whom to deliver the completed job from the Deliver To drop-down list.
  - Complete the delivery address information in the address area.

11. Select [Add files and submit order]. The Send Files page opens.

Table 8 lists and describes the available Send Files methods.

**Table 8. Send File Methods**

Send File Method	Description
Transmit File via your Web Browser	Uploads the file using your web browser. (Either Netscape Navigator or Microsoft Internet Explorer.)
Transmit Files via the DigiPath Upload Helper	Uploads multiple files. <i>NOTE: If your browser does not support file uploads, you need to configure the launch helper. The [Download a helper] selection is available on the main Job Submit page. To install the Upload Helper, see "Configuring DigiPath Launch Helper" on page 60.</i>
Transmit Files via other means	Delivers the selected file on some other media, such as tape, CD-ROM, or diskette.

12. Select [Transmit File via your Web Browser]. The Send Files page opens.
13. Enter the file name in the Pathname of file text box. Or, select [Browse] to locate the document you wish to submit.
14. Select [Submit] to send the file to your print shop. The job Receipt confirmation page opens.
15. Print the job Receipt confirmation page for your records.
16. Select [Return to Job Submission Menu] to return to the Job Submission page.



## Submitting an advanced job ticket



### CAUTION

*Whenever you make changes to a job ticket page, be sure to select [Save Tab] before selecting another tab so that your changes are stored. Otherwise, when you select another tab, your modifications are lost.*



To submit an advance job ticket:

1. Select [Job Submit] from the Navigation Bar.
2. Select [Submit A New Job]. The advanced Job Specification page opens. See Figure 12.

Figure 12. Advanced Job Submission page

3. Select each of the following Job Ticket tabs and assign the printing attributes to your job.

- [Notes] — Basic account and job information
- [Description] — Assigns general job attributes
- [Covers] — Assigns attributes to covers
- [Stocks] — Defines stock types to be used for the job



*NOTE: To define the custom type of paper stock, mark the [Custom Type] radio button and enter the custom type of paper stock in the custom field text box.*

- [Inserts] — Defines attributes and placement of chapter
- [Special] — Assigns attributes to special pages such as tabs
- [Color/Position] — Sets image shifts and assigns highlight color attributes



*NOTE: For more information on the advanced job ticket options, refer to the online Help system.*

4. Select [Submit]. A job submittal summary page opens.

5. Record your Job ID number \_\_\_\_\_.

6. Select [Transfer] to transfer the file in which you want to print. The Send Files page opens.

Table 9 lists and describes the available Send Files methods.

**Table 9. Send File Methods**

Send File Method	Description
Transmit File via your Web Browser	Uploads the file using your web browser. (Either Netscape Navigator or Microsoft Internet Explorer.)
Transmit Files via the DigiPath Upload Helper	Uploads multiple files. <i>NOTE: If your browser does not support file uploads, you need to configure the launch helper. The [Download a helper] selection is available on the main Job Submit page. To install the Upload Helper, see "Configuring DigiPath Launch Helper" on page 60.</i>
Transmit Files via other means	Delivers the selected file on some other media, such as tape, CD-ROM, or diskette.

7. Select [Transmit File via your Web Browser]. The Send Files page opens.
8. Enter the pathname of the file in the Pathname of file text box. Or, select [Browse] to locate the document you wish to submit.
9. Select [Submit] to send the file to your print shop. The job Receipt confirmation page opens.
10. Print the job Receipt confirmation page for your records.
11. Select [Return to Job submission Menu] to return to the Job Submission page.

## Ordering reprints

The Ordering Reprints option allows you to order reprints of files you submitted previously for print.



To order reprints of a job:

1. Select [Job Submit] on the Navigation Bar. The Job Submission page opens.
2. Select the [Job List] link in the [Order Reprints] section to view a list of your submitted jobs. The Order Reprints page opens. See Figure 13.



*NOTE: If you know the job number of the job you want to reprint, enter the job number in the [Job ID] text box and select the [Order Reprints] button.*

3. Select the link for the desired job from the list under the Job Title column. The Order Reprints page opens and displays with the information for the selected job.



**Figure 13. Order Reprints page**

4. Complete the information requested on the form.
5. Select [Submit Order]. A job Receipt confirmation page opens after the order is submitted.
6. Print the job Receipt confirmation page for your records.
7. Select [Return to Job Submission Menu] to return to the Job Submission page.

## Checking job status

The Get Status of Job option allows you to check on the status of a submitted previously job.



*NOTE: Your WVS Server Administrator may not use this function. Contact your administrator for details.*



To check the status of a previously submitted job:

1. Select [Job Submit] on the Navigation Bar. The Job Submission page opens.
2. Select the [Job List] link in the [Get Status of Job] section to display a list of your submitted jobs. The Job Status page opens. See Figure 14.



*NOTE: If you know the job number of the job you want to check the status, enter the job number in the [By Job ID] text box and select the [Get Status] button.*



**Figure 14. Job Status page**



*NOTE: When moving a job to a release queue, the status of the job displays as “New” on the Job Status page. If you change the status of a job using the Review/Update Delivery Information page, the status of the job will still display as “New” in the Job Status page.*

3. Select the link for the desired job from the list under the Job Title column. The Detailed Job Status page opens.
4. Print the Detailed Job Status page for your records.
5. Select [Return to Job Submission Menu] to return to the Job Submission page.

## Submitting a revised job

The Submit a Revised Job option allows you to submit a revised job using a job you submitted previously.

1 3...  
2

To submit a revised job:

1. Select [Job Submit] from the Navigation Bar. The Job Submission page opens.
2. Select the [Job List] link the [Submit a Revised Job] section to display a list of your submitted jobs. The Submit a Revised Job page opens.



*NOTE: If you know the job number of the job you want to revise, enter the job number in the [By Job ID] text box and select the [Submit Revised Job] button.*

**Figure 15. Submit a Revised Job page**

3. Select the link for the desired job from the list under the Job Title column. The Job Specification page opens and displays with the information for the selected job.
4. Enter the new Job Title, paper stock information, imaging/finishing options, and special instructions.



*NOTE: The job title is required.*

5. Select [Submit Job Specifications]. The Order Specifications page opens.
6. Enter order options, special instructions, and delivery information, as appropriate.
7. Select [Add files and submit order]. The Send File page opens.



*NOTE: Select [Submit order with no file changes] if there are no changes to the file.*

8. Select [Transmit File via your Web Browser] link. The Send File page opens.
9. Enter the file name with full path. Or, select [Browse] to locate the document you wish to submit.
10. Select [Submit]. The job Receipt confirmation page opens.
11. Print the job Receipt confirmation page for your records.
12. Select [Return to Job Submission Menu] to return to the Job Submission page.

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## Using the advanced user work flow

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This section provides detailed instructions for using the advanced user workflow including submitting a multi-file job, managing web queues, managing submitted jobs, and managing user jobs.

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### Submitting a multi-file job

---

You cannot directly upload an RDO from Job Submission. RDOs are complex (multi-object) files. The upload function is a browser function, and browsers are unable to handle complex objects as single objects.

The DigiPath Launch Helper is used to submit a multi-object file. For more information on installing and configuring the DigiPath Launch Helper, refer to “Configuring DigiPath Launch Helper” on page -60.

When objects are submitted, they are added to the your home collection.



To submit a multi-file job:

1. Log in to the WVS workstation.
2. Select [Job Submit] on the Navigation Bar.
3. Select [Submit a New Job].
4. Enter the Job Title name in the Job Title text box.
5. Select [Submit Job Specifications]. The Order Specification page opens.
  - If you have the advanced job ticket, select each tab and complete the appropriate information.
  - If you have the standard job ticket, enter the appropriate information.
6. Select [Submit]. The job submittal summary page opens.
7. Record your Job ID number \_\_\_\_\_.
8. Select [Transfer]. The Send Files page opens.



9. Select [Transmit Files via the DigiPath Upload Helper]. This option allows you to upload multiple files.
  - a. Select [Launch Helper]. The DigiPath File Upload dialog box opens.
  - b. Add the files you wish to upload.
  - c. Select [Send Files].
  - d. Select [OK]. When the transfer is complete, a message box appears.
  - e. Select [OK].

10. After uploading the files, select [Confirm Order], or the job is not submitted. The Job Receipt Confirmation page opens.



*NOTE: The files transferred are placed in the users home collection on the WVS server.*

11. Select [Browse] from the Navigation Bar.
12. Select the collection name. The documents appear in your home collection.
13. Select the job name, and select the [Print Submit] icon.

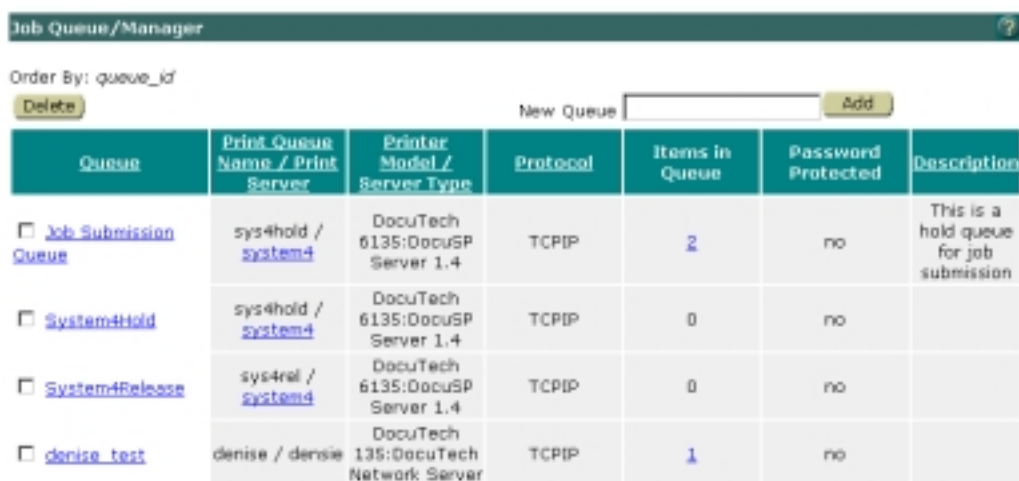
## Managing Web Queues

Use the Job Queues/Manager page to configure and manage web queues.

1 3...  
2

To display the Web Queues page:

1. Log in to the WVS server as the Printer Administrator.
2. Select [Web Job/Queue Manager] on the Navigation Bar.
3. Select [Queues] from the Web Job/Queue Manager menu.  
The Job Queue/Manager page opens. See Figure 16.



The screenshot shows the 'Job Queue/Manager' page. At the top, there is a header bar with the title 'Job Queue/Manager' and a help icon. Below the header, there is a section for 'Order By: queue\_id' with a 'Delete' button and a 'New Queue' form with an 'Add' button. The main content is a table with the following columns: Queue, Print Queue Name / Print Server, Printer Model / Server Type, Protocol, Items in Queue, Password Protected, and Description. The table lists four queues: 'Job Submission Queue', 'System4Hold', 'System4Release', and 'denise\_test'. Each queue has a checkbox to its left. The 'Job Submission Queue' has a description: 'This is a hold queue for job submission'.

Queue	Print Queue Name / Print Server	Printer Model / Server Type	Protocol	Items in Queue	Password Protected	Description
<input type="checkbox"/> <a href="#">Job Submission Queue</a>	sys4hold / system4	DocuTech 6135:DocuSP Server 1.4	TCP/IP	2	no	This is a hold queue for job submission
<input type="checkbox"/> <a href="#">System4Hold</a>	sys4hold / system4	DocuTech 6135:DocuSP Server 1.4	TCP/IP	0	no	
<input type="checkbox"/> <a href="#">System4Release</a>	sys4rel / system4	DocuTech 6135:DocuSP Server 1.4	TCP/IP	0	no	
<input type="checkbox"/> <a href="#">denise_test</a>	denise / denise	DocuTech 135:DocuTech Network Server	TCP/IP	1	no	

**Figure 16. Job/Queue Manager page**

A table presents information about configured queues, including:

- Queue
- Printer Queue Name/Print Server
- Printer Model/Server Type
- Protocol
- Items in Queue
- Password protected
- Description

To sort the list, select the table heading for the column you want to sort. For example, select the Queues table heading to sort the list alphabetically by Queue name.

The following sections provide detailed procedures for configuring and managing web queues.

## Viewing a web queue configuration

1 3...  
2

To view a web queue configuration:

1. Select [Web Job/Queue Manager] on the Navigation Bar on the WVS server.
2. Select [Queues] from the Web Job/Queue Manager menu. The Job Queue/Manager page opens.
3. Select the link in the Queue column for the desired web queue. The Edit a Web Queue page opens.

**Web Queues**

[Edit a Web Queue](#)

**Job Submission Queue**

Queue Name	Job Submission Queue
Print Queue Name	sys4hold
Server	system4
Model	DocuTech 6135:DocuSP Server 1.4
Queue Type	Hold Queue
Protocol	TCPIP
Password	
Confirm Password	
Description	This is a hold queue for jc
Job Ticket Mask	Use Default Job Ticket Mask
Print Manager	Standard Production Print Path

**Save Cancel**

**Figure 17. Edit a Web Queue page**

4. Modify the configuration settings.
5. Select [Save] to save the changes and return to the Job Queue/Manager page.

### Viewing a list of jobs in the queue



To view a list of jobs in the queue:

1. Select [Web Job/Queue Manager] on the Navigation Bar.
2. Select [Queues] from the Web Job/Queue Manager menu. The Job Queue/Manager page opens.
3. Select the Items in Queue that correspond to the web queue for which you want to obtain a list of jobs. The Job Release page opens. See Figure 18.

Job Release Queue								
Change headings for <a href="#">Job Submission Queue</a>								
Release		Delete		Move		Job Submission Queue		Transfer
								digweb2
Job ID	Account ID	Title	Job Date	Customer Status	Required Date	Finished Date	Private Status	Documents
<input type="checkbox"/> 1		job1	2000-04-06 13:07:59	incoming			incoming	Not found
<input type="checkbox"/> 63		RDO	2000-04-12 09:04:23					Not found
<input type="checkbox"/> 64		RDO2	2000-04-12 09:06:54					Not found

Figure 18. Job Release Queue page

4. A table of jobs in the web queue displays, together with various job details and delivery information.

## Viewing the queue status of a printer

1 3...  
2

To view the queue status of a printer:

1. Select [Web Job/Queue Manager] on the Navigation Bar.
2. Select [Queues] from the Web Job/Queue Manager menu. The Job Queue/Manager page opens.
3. Select the Print Queue Name/Print Server This provides a listing of jobs submitted to the printer. You can then view the current status of jobs in the printer queue. See Figure 19.

Printer:: system4 Queue:sys4hold

Job ID	Job Name	Sender	Status	Date
3222	Microsoft Project - GKL041-1	RRhill	Pending	Tue Apr 11 10:31:52 EDT 2000
3368	Microsoft Word - B01_Local Interface_Screen Descriptions.doc	LEweill	Pending	Thu Apr 13 08:51:32 EDT 2000
3369	Microsoft Word - B02_Local Interface_Searching Documents.doc	LEweill	Pending	Thu Apr 13 08:51:44 EDT 2000
3370	Microsoft Word - B05_Local Interface_Managing Document Lists.doc	LEweill	Pending	Thu Apr 13 08:52:31 EDT 2000
3371	Microsoft Word - A01_Montana_User_Guide_-_Introduction.doc	LEweill	Pending	Thu Apr 13 08:52:32 EDT 2000

Figure 19. Printer/Queue status page

## Managing submitted jobs

---

The Job Release Queues page allows you to manage jobs on the WVS server. You can delete jobs, release them, move them to another print web queue, or transfer them to another web server.



To manage submitted jobs in the web queue:

1. Select [Web Job/Queue Manager] on the Navigation Bar.
2. Select [Queues] from the Web Job/Queue Manager menu. The Job Queue/Manager page opens.
3. Select the Items in Queue number for the desired queue. The Job Release Queue page opens.

The following sections provide detailed instructions for managing submitted jobs.

### Releasing a job

---



To release a job to a web queue:

1. Mark the check box next to the job you want to release.
2. Select [Release]. The job is released to the queue on the print server and is removed from the WVS server.

### Moving a job

---



To move a job from the current web queue to another web queue:

1. Select the queue from which you want to move the job(s) from the drop-down list box.
2. Mark the check box next to the job(s) you want to move.
3. Select [Move]. The job(s) is removed from the current queue and placed in the destination queue.

### Deleting a job

---



To delete a job from a web queue:

1. Mark the check box next to the job(s) you want to delete.
2. Select [Delete]. A confirmation message opens.
3. Select [OK] in the confirmation box to remove the job from the queue. Otherwise, select [Cancel] to cancel the operation.

## Transferring a job

---

1 3...  
2

To transfer a job from the current web queue to another web queue:

1. Select the queue from which you want to transfer the job(s) from the drop-down list box.
2. Mark the check box next to the job(s) you want to transfer.
3. Select [Transfer]. The job(s) transfers from the current queue and is placed in the destination queue.

## Viewing the job ticket

---

1 3...  
2

To view the job ticket of a submitted job:

1. Select the [Job Ticket] icon next to the Job ID of the job in which you want to view the job ticket. The job ticket opens.
2. Modify the job ticket, if appropriate.
3. Select [Done] to submit modified job ticket. A Job Submittal Summary page opens.

## Reviewing/updating the delivery information

1 3...  
2

To review and/or update the delivery information of a submitted job:

1. Select the [Delivery Truck] icon next to the Job ID of the job in which you want to review and/or update the delivery information. The Review/Update Delivery Information page opens. See Figure 20.

**Review / Update Delivery Information** ?

[Job Release Queue](#)

Save Cancel Clear Form

**Contact Information**

Account Telephone E-Mail

**Job Delivery Information**

Sent From

Customer Status Private Status

Required Date Promised Date

Finished Date Delivery Date

Estimated Cost

**Figure 20. Review/Update Delivery Information page**

2. Review and/or update the delivery information, if appropriate.



*NOTE: If updating the status of a job that has been moved from a release queue to another release queue, the status will remain as "New" on the Job Status page even though you have updated the status of the job. The updated status of the job displays correctly on the Job Release Queue page.*

3. Select [Save].
4. Select the [Job Release Queue] link to return to the Job Release Queue page.



## Changing the headings of the Job Submission queue

1 3...  
2

To change the headings of the job submission queue:

1. Select the [Job Submission Queue] link. The Administrator Display Options page opens. See Figure 21.

**Administrator Display Options**  
**Job Submission Queue**

**User Information**

Save Cancel Select All

<input checked="" type="checkbox"/> Private Status	<input checked="" type="checkbox"/> Required Date	<input checked="" type="checkbox"/> Finished Date	<input type="checkbox"/> Promised Date
<input type="checkbox"/> Estimated Cost	<input type="checkbox"/> Delivery Method	<input checked="" type="checkbox"/> PO Number	<input type="checkbox"/> Delivery Deadline
<input type="checkbox"/> Delivery Date	<input type="checkbox"/> Tracking Number	<input type="checkbox"/> Delivery Address	<input type="checkbox"/> Customer Address
<input type="checkbox"/> Administrator Notes	<input type="checkbox"/> Custom	<input type="checkbox"/> Billing Method	<input type="checkbox"/> Account Number
<input type="checkbox"/> Account Name	<input type="checkbox"/> Expiration Date		

**Delivery Information**

<input checked="" type="checkbox"/> Telephone	<input type="checkbox"/> Deliver To	<input type="checkbox"/> Special Instructions	<input type="checkbox"/> Copies
<input type="checkbox"/> Account Representative	<input type="checkbox"/> File Delivery Media	<input type="checkbox"/> File Delivery Message	

Save Cancel Select All

**Figure 21. Administer Display Options page**

2. In the User information area:
  - a. Mark the check box next to the options you wish to display for the selected queue.
  - b. Select [Save].
3. In the Delivery Information area:
  - a. Mark the check box next to the options you wish to display for the selected queue.
  - b. Select [Save]. The Job Release Queue page opens and displays the selected options.

## Managing user jobs

Use the User and Number of Jobs page to manage user jobs. This page contains information about each user and the number of jobs submitted to the queues.



To manage user jobs:

1. Select [Web Job/Queue Manager] from the Navigation Bar.
2. Select [User Jobs] from the Web Job/Queue Manager menu. The User and number of Jobs page opens. See Figure 22.

User and number of jobs	
User	Number of Jobs
dwadmin	7

**Figure 22. User and Number of Jobs page**

3. To sort by user name, select [User]; to sort by number of jobs, select [Number of Jobs].
4. Select the specific user and/or job number combination to display detailed information about the user's jobs. The Users Jobs page opens.
5. Mark the user's job in which you wish to view detailed information.
6. Select the Job ID link. The Print Job Details page opens.
7. Print or export the detailed job information.
8. Select [User Jobs] on the menu Administration Menu to return to the User and Number of Jobs page.

## Deleting user jobs

---



To delete user jobs:

1. Select [Web Job/Queue Manager] from the Navigation Bar.
2. Select [User Jobs] from the Web Job/Queue Manager menu.  
The User and number of Jobs page opens.
3. Mark the user's job in which you wish to delete.
4. Select [Delete]. A confirmation message appears.
5. Select [OK] to delete the user's job.

## Configuring DigiPath Launch Helper

If your browser does not support file uploads, you need to configure the launch helper. The [Download a helper] selection is available on the Job Submission page.

The DigiPath upload helper is an application that allows users to upload multiple files through the Job Submit function. It also allows you to submit RDO files through Job Submission.

Files downloaded via the upload helper are placed in a collection. The files submitted are associated with one job ticket but print as separate jobs.

To configure the launch helper:



1. Select [Job Submit] on the Navigation Bar.
2. Select [download a helper] from the main Job Submission page under the Submit a New Job option. The Download Xerox Web Viewing and Submission Helper Application opens.

DigiPath Production Software provides a **helper application** to perform **file uploads** from your system to the server in the print shop.

### Background:

- In order to submit jobs to the print shop, you will need to transfer the electronic master(s). You could do this by courier or mail, but DigiPath Production Software allows you to use the Internet for this transfer - either within your own company's Intranet or across the world wide web. Some browsers support file uploads, e.g., **Netscape** added file upload capability to **Navigator** in release 2.0. To see if your browser supports native file uploads, try out the [Upload Test Page](#).
- Even if your browser does support file uploads, you may choose to use the **DigiPath Upload Helper Application**. It allows you to upload multiple files and also includes enhanced feedback.
- The detailed steps for downloading and configuring the DigiPath Upload Helper Application vary from platform to platform and browser to browser. Select the set of instructions for your system from the list below.
  - [Netscape Navigator on Windows \(Win3.x, Win95 or WinNT\)](#)
  - [Netscape Navigator on Apple Macintosh](#)
  - [Netscape Navigator on Sun Microsystems SunOS 4.x and Solaris 2.x](#)
  - [Microsoft Internet Explorer 3.x/4.x on Windows 95 or NT 4.0](#)
  - [Microsoft Internet Explorer 3.01 on Windows 3.1 or NT 3.51](#)

### Figure 23. Browser list from launch helper

The following sections provide detailed instructions for installing and configuring the DigiPath Launch Helper for use with Microsoft Internet Explorer and Netscape Navigator.

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## Using the DigiPath Launch Helper with Microsoft Internet Explorer

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To install and configure the DigiPath Launch Helper for use with Microsoft Internet Explorer:

1. Select [Microsoft Internet Explorer (4.x or higher) on Windows 95 or NT 4.0] link.
2. Select [Print] from the browser toolbar to print the page of instructions to a local printer.
3. Select [Download the 32-bit Helper].
4. Select [Save this file to disk]. Note the file name. If it is not fileup.exe, you need to change it on the next screen. The Save As dialog box opens.
  - a. Create the directory [c:\upload helper] and type the file name **fileup.exe**.
  - b. Select [Save].
5. Select [Close] in the Download Complete message box.
6. Follow the instructions under the [Configuring MS Internet Explorer to use the DigiPath Helper Application] heading from the pages you printed in Step 4.
7. Follow the instructions under the [Testing the DigiPath Upload Helper Application configuration] heading from the pages you printed in step 2 to test the configuration. Submit at least three files through the Job Submit function. For more information on submitting multiple files, refer to “Submitting a multi-file job” on page 48.

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## Using the DigiPath Launch Helper with Netscape Navigator

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To install and configure the DigiPath Launch Helper for use with Netscape Navigator:

1. Select [Netscape Navigator on Windows (Win 3.x, Win95, or WinNT)] link.
2. Select [Print] from the browser toolbar to print the page of instructions to a local printer.
3. Select [Download the 32-bit Helper].
4. Select [Save this file to disk]. Note the file name. If it is not fileup.exe, you need to change it on the next screen. The Save As dialog box opens.
  - a. Create the directory [c:\upload helper] and type the file name **fileup.exe**.
  - b. Select [Save].
5. Select [OK] in the Download Complete message box.
6. Follow the instructions under the [Configuring Netscape Navigator to use the DigiPath Helper Application] heading from the pages you printed in Step 4.
7. Follow the instructions under the [Testing the DigiPath Upload Helper Application configuration] heading from the pages you printed in step 2 to test the configuration. Submit at least three files through the Job Submit function. For more information on submitting multiple files, refer to “Submitting a multi-file job” on page 48.



