Xerox DigiPath Production Software

Web Viewing and Submission Server Administrator Guide

701P34362
Version 2.0
June 1, 2000

Prepared by:
Xerox Corporation
Global Knowledge & Language Services
800 Phillips Road - Bldg. 845-17S
Webster, NY 14580-9791
USA

Printed in the United States of America.

Table of contents

It's illegal to make prints of these documents

It's illegal . . . USA

Congress, by statute, has forbidden the copying of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

1. Obligations or Securities of the United States Government, such as:
    - Certificates of indebtedness
    - United States Bonds
    - National Bank Currency
    - Treasury Notes
    - Coupons from bonds
    - Federal Reserve Notes
    - 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

  NOTE: U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.

- Internal Revenue Stamps

  NOTE: If necessary to copy a legal document on which there is a canceled revenue stamp, this may be done, provided the reproduction of the document is performed for lawful purposes.

- Postage Stamps, canceled or not canceled

  NOTE: For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white, and is less than 3/4 or more than 1-1/2 times the linear dimensions of the original.

- Postal Money Orders
- Bills, Checks, or Drafts for Money, drawn by or upon authorized officers of the United States.
- Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of World Wars
3. Obligations or Securities of any Foreign Government, Bank, or Corporation
4. Copyrighted material, unless permission of the copyright owner has been obtained or the copying falls within the "fair use" or library reproduction rights provisions of the copyright law.

   NOTE: Further information on these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

5. Certificates of Citizenship or Naturalization

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

   NOTE: U.S. Army and Navy discharge certificates may be photographed.

10. Badges, Identification Cards, Passes, or insignia carried by Military, Naval personnel, or by members of the various Federal Departments and Bureaus, such as FBI or Treasury, unless the photograph is ordered by head of such department or bureau.
11. Copying the following is also prohibited in certain states:
    - Automobile Licenses
    - Driver Licenses
    - Automobile Certificates of Title

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

It's illegal . . . Canada

Parliament, by statute, has forbidden the copying of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

1. Current bank notes or current paper money
2. Obligations or securities of a government or bank
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.

About this guide

The *Xerox DigiPath Production Software Web Viewing and Submission Server Administrator Guide* provides information on setting up, configuring, and maintaining your Web Viewing and Submission (WVS) system.

This book also:

- provides instructions for using all the administrative functions in the WVS software
- contains workflow recommendations for your WVS users

This chapter explains the information found in this guide and how it is organized and helps you to get the most out of this guide by:

- identifying the audience and the basic skills required to use this guide effectively
- explaining the standard conventions and cues that highlight important information
- listing related documentation you may find helpful
- listing available online Help systems

NOTE: If you are using the Web Viewing and Submission system for the first time, it is recommended that you read this entire guide in the order the chapters are presented.

Audience

The *Xerox DigiPath Production Software Web Viewing and Submission Server Administrator Guide* is a comprehensive reference manual intended for WVS server administrators, to both administer their web servers and to assist users of their web site. Because of the level of expertise expected, the WVS Server Administrator Guide assumes familiarity with the Windows NT server operating system, standard communication protocols, basic networking terms, and production printer connections.

WVS is a network-based system. Knowledge of communication protocols and printer connection information is expected.

Knowledge of HTML is not required to administer WVS.

Using this guide with other DigiPath documentation

Xerox provides a number of different reference manuals with DigiPath production software. Each manual has a specific function and a distinct audience. This section describes the differences between the DigiPath manuals.

Using this guide with the User Guide

The *DigiPath User Guide* is the most comprehensive reference manual in the documentation set. It provides an overview of each of the DigiPath software applications and describes how to use these applications to produce one or more desired outputs.

The *User Guide* is intended for the operators who create, edit, store, manage, and search for objects using DigiPath Production Software (DigiPath).

In addition to high-level overviews, the *User Guide* includes instructions for using all the functions in the following DigiPath software applications:

- Document Scan and Makeready
- Scan and Print
- Quick Print
- Document Library
- Document Library Lite
- Library Search
- Batch Tool
- Job Manager
- DocuTech Tape Tool

The *User Guide* also describes when and how to use some specific operator-level functions in two other DigiPath software applications, Scanner Support and Library Administration Tool. These applications are generally for site administrators or very experienced DigiPath operators, but there are several sections in these chapters that will help you improve your overall efficiency.

Using this guide with the Quick Reference Guide

The *DigiPath Quick Reference Guide* is a more compact operator reference manual. It provides brief overviews of each of the DigiPath software applications, and includes detailed instructions for only the most frequently-used functions in each application.

Like the *User Guide*, the *Quick Reference Guide* is intended for operators who will create, edit, store, manage and search for objects using DigiPath Production Software (DigiPath).

Unlike the *User Guide*, however, the *Quick Reference Guide* is intended for those operators who are looking for information to refresh their memories, for shortcuts, or for the fastest way to accomplish a specific, common task.

The *Quick Reference* presents DigiPath information using more diagrams and screen captures. This guide also provides brief, less-detailed instructions for using a particular function, without including descriptions of all the available options.

Using this guide with the Customer Software Release Document

The *DigiPath Customer Software Release Document (CSRD)* contains high-level information about the current version of DigiPath. Compatibility details and brief descriptions of features added since the last DigiPath release are included in the *CSRD*.

As with any software, DigiPath users occasionally encounter minor glitches while using one or more DigiPath applications. The *CSRD* provides a detailed description of any caveats that limit the usability of a DigiPath feature, as well as a Xerox-recommended workaround for the problem, if any.

Use this document to ensure the proper functioning of your software. Refer to the *CSRD* before you call the Xerox Customer Support Center regarding a problem you may be experiencing.

Using this guide with the System Administrator Guide

The *DigiPath System Administrator Guide* provides information on configuring, customizing, and maintaining your entire DigiPath system. This guide includes instructions for implementing file system maintenance, database maintenance, and backup strategies; creating, modifying, and restricting DigiPath user accounts; and setting up and configuring production printers and all optional DigiPath hardware.

A reference manual intended for site administrators and very experienced DigiPath operators, the *System Administrator Guide* assumes familiarity with the Windows NT workstation operating system, standard communication protocols, basic networking terms, and production printer connections.

The *System Administrator Guide* contains detailed instructions for using all the functions in the Library Administration Tool and the Printer Setup applications.

Overview of chapters

This section provides a brief description of each chapter found in this guide:

About Web Viewing and Submission Introduces the Web Viewing and Submission application. Topics include a product overview, instructions for powering up and shutting down the DigiPath workstation, hardware components and options, descriptions of DigiPath software and third party applications, file format information, and virus protection recommendations.

Setting up a Web Viewing and Submission Server Contains a list of the procedures you must perform after installing the Web Viewing and Submission Server, but before you provide the Uniform Resource Locator (URL) to the users.

User work flows Identifies the expected work flow for clients of the Web Viewing and Submission Server system and describes each step in the work flow. Describes the concept of job submission and details the features supported.

Collection administration Describes creating a new collection, adding documents to a collection, managing documents in a collection, and managing collections in Web Viewing and Submission.

System administration Identifies and describes the procedures necessary for administering and supporting the Web Viewing and Submission Server, including viewing WVS statistics, defining administration options, configuring document viewing options, defining visible properties, configuring search options, customizing the home and main pages, configuring workgroup connections, scheduling the Document Conversion Service, and defining the properties of the main collection.

User administration Identifies and describes the procedures necessary to manage user and group accounts.

Generating reports Describes the procedures necessary to generate reports used to monitor activity on the Web Viewing and Submission Server, view comments submitted by users, and export the report data to a spreadsheet or text file.

Job / printer administration Provides the procedures necessary to administer and maintain production printing using the Job/Printer Administration functions of the Web Viewing and Submission Server.

Backup and restore Provides information guidelines for maintaining the integrity of the Web Viewing and Submission Server system, including backing up the server and restoring information.

Index Provides an index of topics covered in the *Web Viewing and Submission Server Administrator Guide*.

How to recognize important information

The following sections are designed to help you with the set of DigiPath 2.0 documentation provided with your software, and with the *Xerox DigiPath Production Software Web Viewing and Submission Server Administrator Guide*, in particular.

Conventions

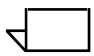
The *Xerox DigiPath Production Software Web Viewing and Submission Server Administrator Guide* uses the following conventions listed in Table 1 to help you recognize information:

Table 1. Conventions

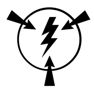
Convention	Description
<CAPS in angle brackets>	Within procedures, the names of keys to press are displayed in capital letters and enclosed in angle brackets (for example, press <ESCAPE>). Keyboard combinations are represented by the plus sign (+) between names of keys (for example, press <CONTROL+C> to copy).
<Angle brackets>	Variable information is enclosed in angle brackets (for example, select <filename>).
[Square brackets]	Names of options you select, including toolbar buttons and buttons in dialog boxes, are enclosed in square brackets (for example, select [Close]). Menu commands are also displayed in square brackets, with the menu name appearing first, then a colon, followed by the option name (for example, select [File: Close]).
Bold	Text you should enter exactly as it appears is displayed in bold (for example, enter **test1.rdo**).
Italics	Titles of documents and manuals that provide additional information on the current topic are displayed in italics (for example, the *DigiPath User Guide*).

Flag icons

The *Xerox DigiPath Production Software Web Viewing and Submission Server Administrator Guide* uses the following flag icons to help you recognize important information:



NOTE: The NOTE symbol and text in italics indicate that there is important or supplemental information when performing a task or procedure.



CAUTION

The CAUTION symbol and text in italics indicate that you may lose data or damage equipment if care is not taken when performing the task or procedure following the caution.

WARNING

The WARNING symbol and bold text indicate that you may cause personal injury or death if care is not taken when performing the task or procedure following the warning.

1. The step-by-step icon identifies the beginning of a procedure.

Related information

This section lists additional materials you need or will find helpful when using your DigiPath Web Viewing and Submission system.

To order the Xerox documentation listed below, or for additional information on Xerox solutions, contact your Xerox representative.

DigiPath documentation

For more information on DigiPath, refer to the following publications:

- *Xerox DigiPath 2.0 User Glossary*
- *Xerox DigiPath Production Software DocuTech Scan and Makeready User Guide*
- *Xerox DigiPath Production Software User Guide*
- *Xerox DigiPath Production Software Customer Training Program*

  For more information on the training program, contact your Customer Training Specialist (CTS) for more information.
- *Xerox DigiPath Production Software Customer Software Release Supplement*
- *Xerox DigiPath Production Software Quick Reference Guide*
- *Xerox DigiPath Production Software Physical Installation Planning Guide*
- *Xerox DigiPath Production Software System Administrator Guide*
- *Xerox DigiPath Production Software Web Viewing and Submission Client User Guide*

Scanner documentation

For more information on the DocuImage 620S, refer to the following publications:

- *Xerox DocuImage 620S Preventive Maintenance Guide*
- *Xerox DocuImage 620S Installation Guide*
- *Xerox DocuImage 620S User Guide*
- *Xerox DocuImage 620S Problem Solving Guide*

For more information on the DigiPath scanner, refer to the DigiPath scanner integrated Help system.

Xerox printing services

For more information on the Xerox Production Printing Services and Network Server products, refer to the following publications:

- *Site Configuration Guide*
- *Using Xerox Production Printing Services*
- *Problem Solving Guide*
- *Xerox Document Services Platform Series*
- *Xerox DocuPrint Publishing Series*
- *Xerox DocuTech Network Support Services*
- *Xerox DocuTech Publishing Series*

Xerox solutions

For more information on Xerox software solutions that can be integrated into a DigiPath system, refer to the following materials:

- *Xerox DocuJob Converter* customer documentation, including the Software Release Document
- *Xerox Extended Connectivity - Print Job Manager (EC-PJM)* customer documentation, including the Software Release Document
- *DocuSP* customer documentation, including the Software Release Document

Third party software

For additional information about third party software and hardware, refer to the following materials:

- *Compaq Professional Workstation AP500 Reference Guide*
- Adobe Acrobat documentation (Included on the DigiPath CD-ROM)
- Hummingbird NFS documentation (Included on the DigiPath CD-ROM)
- *Sony MO Disk Unit User Guide*
- *Adaptec AHA-2940Ultra / 2940Ultra Wide PCI-to-UltraSCSI Host Adapter with SCSISelect User's Guide*
- *Compaq P1100 Color Monitor User Guide*
- *AIT Autoloader Unit User Guide*
- *ARCServeIT Getting Started*

Windows NT related information

Microsoft provides users and administrators with several different resources to support the Windows NT environment. Some of these resources include books, web sites, and online Help. The following sections describe these sources and tell you how to find and use them.

Books

For additional information about Windows NT, refer to the following materials:

- *NT Basics Chapter of the Xerox DigiPath Production Software User Guide*
- *Microsoft Windows NT Workstation Start Here*
- *Microsoft Windows NT Workstation Resource Kit*
- *Microsoft Windows NT User Guide, version 4.0*
- *Microsoft Windows NT Getting Started Guide, version 4.0*

Windows NT Online Help

Windows NT Workstation includes extensive online Help for all aspects of the operating system. Most likely, this will be your primary source for information. Administrative procedures, from adding users and managing groups to installing Windows printers, can be found in the online Help files. In addition, most applications also contain their own online Help, which is specific to the application.

To access online Help, select [Start: Help] from the Windows task bar. If you are looking for help within a specific application, use the options available from the Help menu.

Windows NT Web site

Microsoft has a Windows NT Workstation World Wide Web site that contains the latest Windows NT news and information about upgrades. The URL for this site is:

http://www.microsoft.com/NTWorkstation/

Getting Help online

This section describes the type of Help available online from the DigiPath Web Viewing and Submission system.

Using a Help menu

All DigiPath applications, with the exception of the Scan and Print application, provide a Help menu.

Select the Contents tab to browse for the desired topic in the Help system.

Select the Index tab to scroll an alphabetical index of Help topics.

Select the Find tab to enter the name of the desired function and to search for all topics that pertain to that function.

Using Help in a dialog box

Most dialog boxes in the DigiPath Web Viewing and Submission system provide the standard Windows NT Help button [?] in dialog and message boxes. This button is displayed in the title bar of the dialog, next to the close button [X].

This button provides context-sensitive Help, so you can select it, then click in the dialog on the field or option for which you need Help. The Help window opens, displaying information for the specified field or option.

Ordering additional materials and supplies

DigiPath provides you with all the resources you need to operate and maintain the system. However, you may order additional materials or supplies.

To reorder the scanner registration documents or the training disks, or to order screen finder tools, refer to the Xerox supplies Resource Catalog (610P18158) or contact your Xerox representative.

To order cleaning supplies for the scanner, refer to the *DocuImage 620S Preventative Maintenance Guide*.

Obtaining additional support

This section describes where you can obtain additional DigiPath support.

X-PRESS FAX

Customers can obtain additional DigiPath support documents, including solutions to common work process problems, and hints and tips for enabling optimal use of the equipment, from Xerox C&TS Electronic Services.

Call X-PRESS at 1-800-979-9709 and request document number 256000 to receive a complete index of the DigiPath supporting documentation, along with complete instructions.

DigiPath FAQ Xerox web site

A DigiPath FAQ (Frequently Asked Questions) Xerox web site is available for customers. To access the FAQ, go to http://www.xerox.com from your web browser. Search on the word digipath, then select Xerox DigiPath Production Software to go to the main DigiPath area. Select the support option from the pull-down list. Then select FAQ on the support page.

1. About Web Viewing and Submission

This chapter provides a brief introduction to the Web Viewing and Submission (WVS) system.

Topics covered in this chapter include:

- a product overview
- instructions for powering up the DigiPath workstation platform and hardware options
- descriptions of hardware and software components
- descriptions of the required client platform
- descriptions of various file formats you can create in DigiPath
- recommendations for protecting your DigiPath system from virus contamination

Product overview

Web Viewing and Submission allows you to make objects on a server available to any person who has access to the World Wide Web (WWW). If the objects are RDO (created in Document Scan and Makeready), TIFF, PostScript, JPEG, GIF, TXT, or another image format supported by the browser or with a browser plug-in, Web Viewing and Submission enables viewing the documents on the web. Examples of file types supported by browser plug-ins are PDF (Adobe Acrobat file) and DOC (word processing program file).

If the objects are RDO, TIFF, PostScript, or PCL files, Web Viewing and Submission enables print job submission to any Xerox production printer supported in DigiPath.

NOTE: Users can submit print requests if the WVS server administrator has given the user printing privileges.

The WVS system enables you to provide access to your DigiPath document repository via the World Wide Web (WWW). WVS supports searching, viewing, downloading, and production printing of objects stored on any DigiPath workgroup machine.

You can create and customize a home page for the WVS server, and restrict the functionality of users using your DigiPath document repository, by defining logins, passwords, and access privileges for users.

Features new to Web Viewing and Submission

Web Viewing and Submission offers several enhancements over previous versions of Web Viewing and Submission. Some of these enhancements are discussed in greater detail later in this guide, but the following summarizes the changes made for this version of Web Viewing and Submission.

- Web Viewing and Submission now supports a variety of Secure Socket Layer (SSL) certificates, available commercially, to enable you to protect your private data more carefully.
- Web Viewing and Submission now enables automatic compression of single and multiple files, including RDOs, on upload and decompression of files upon receipt by WVS.
- You can now submit multiple files to print as a single print job, using Quick Print, Document Library, and Web Viewing and Submission.
- Web Viewing and Submission now provides a banner message to operators when new print jobs are received at the server.
- You can now share jobs across multiple Web Viewing and Submission servers using HTTP to allow print shops to load balance and manage jobs more efficiently.
- Web Viewing and Submission administrators now have additional capabilities which enable them to perform some accounting tasks for the print submissions, reprints, uploads, and other services they enable for clients.
- Web Viewing and Submission clients and administrators can display a summary page listing the print job ticket options.
- Web Viewing and Submission clients can submit print jobs to a default WVS print queue, which is specified by the WVS administrator.
- You can obtain job statusing information for DocuSP-based printers at the Web Viewing and Submission server.
- The Web Viewing and Submission GUI has been redesigned to make the application more user-friendly. The Administration screen, Printer Administration screen, Upload screen, Collection Management, and Job Preview/Correction functions have been modified to simplify the WVS workflow.
- You can now view full color PDF and PostScript documents on the web, using the Web Viewing and Submission server.

Powering up the hardware and starting DigiPath

This section contains instructions for powering up the DigiPath workstation platform and hardware options.

It is very important you power up the hardware components in the order presented below.

1. If there is a scanner attached to the DigiPath workstation, power up the scanner.
2. If there is a Windows printer attached to the DigiPath workstation, power up the printer.
3. If there is a Magneto-Optical Drive (MOD) attached to the DigiPath workstation, power up the MOD.

   NOTE: If there is an optical disk in the MOD drive when the drive is powered up, the start-up time is shorter.

4. If there is a RAID attached to the DigiPath workstation, power up the RAID.

   NOTE: Do not power off the RAID or if you have a UPS attached to the RAID at any time, unless you are moving the RAID to another workstation.

5. If there is an external tape drive attached to the DigiPath workstation, power up the tape drive.
6. Power up the monitor.
7. Power up the workstation processor (CPU).
8. Log in to the network.

   NOTE: When logging in to the network, do not select to save the password on the Web Viewing and Submission server.

9. To open the DigiPath applications, select [Start: Programs: Xerox DigiPath Production Software: <select the appropriate DigiPath application>] from the Windows desktop.

   NOTE: All DigiPath applications are found in the DigiPath program group.

Ending the current DigiPath session

To protect files from unauthorized access, and to enable access to the network server, end your DigiPath session when you have finished using the system.

To end a DigiPath session:

1. Exit all DigiPath applications.
2. To exit Windows NT, select [Start: Shut Down] from the Windows desktop. A confirmation dialog box appears.
3. Choose the desired Shut Down option from the confirmation dialog box.

   NOTE: For more information on the Shut Down options, see your Windows NT documentation.

4. Select [Yes].

Hardware components

This section lists the hardware components available with the DigiPath Web Viewing and Submission system. Table 1-1 lists the required hardware components and Table 1-2 lists the optional hardware requirements of the Web Viewing and Submission system.

Table 1-1. Required hardware components

Hardware component	Description
Compaq Professional Workstation AP500	The DigiPath Production Software client platform. This system allows for the optimum performance and provides uniformity for service and installation.
Compaq P1100	DigiPath Production Software supports the 21-inch color, high-resolution monitor.

Table 1-2. Optional hardware components

Hardware component	Description
Xerox DocuImage 620S	A high resolution flatbed scanner required for high speed image scanning. The scanner is fitted with a document handler or an optional manual platen cover.
DigiPath Scanner	A Xerox color scanner that interfaces with a PC workstation.
Sony Magneto-optical drive (MOD)	This is an optical storage device that allows for up to 5.2 GB of local document storage and retrieval. Two MOD devices may be connected to one DigiPath Production Software workstation.
Redundant Array of Independent Disks (RAID)	This mass storage device (50, 100, or 150 GB approximately capacity) allows for the largest capacity local storage. Two RAID devices may be connected to one DigiPath Production Software workstation.
Sony AIT Autoloader tape drive	This multi-tape drive is used for high capacity backup needs, such as the RAID device.s
Storage Dimensions 8mm tape drive	This tape drive is used with the DocuTech Tape Tool for extended storage DocuJob migration.
Local draft printers	The Xerox DocuPrint N17, DocuPrint N32, and Docuprint N3225 are the local printers currently supported by the DigiPath Production Software system.
Production printers	One or more DocuTech or DocuPrint production printers with the associated print server are the production printers that are currently supported by the DigiPath Production Software system.
Token ring kit	This optional NIC allows you to use the Token Ring network adapter in place of the integrated Ethernet NIC.

Configuration of hardware

The following diagram shows the DigiPath Web Viewing and Submission system with most of the possible hardware components.

NOTE: It is strongly recommended that you configure the Web Viewing and Submission system as shown below, with the MOD(s) and RAID attached to the server.

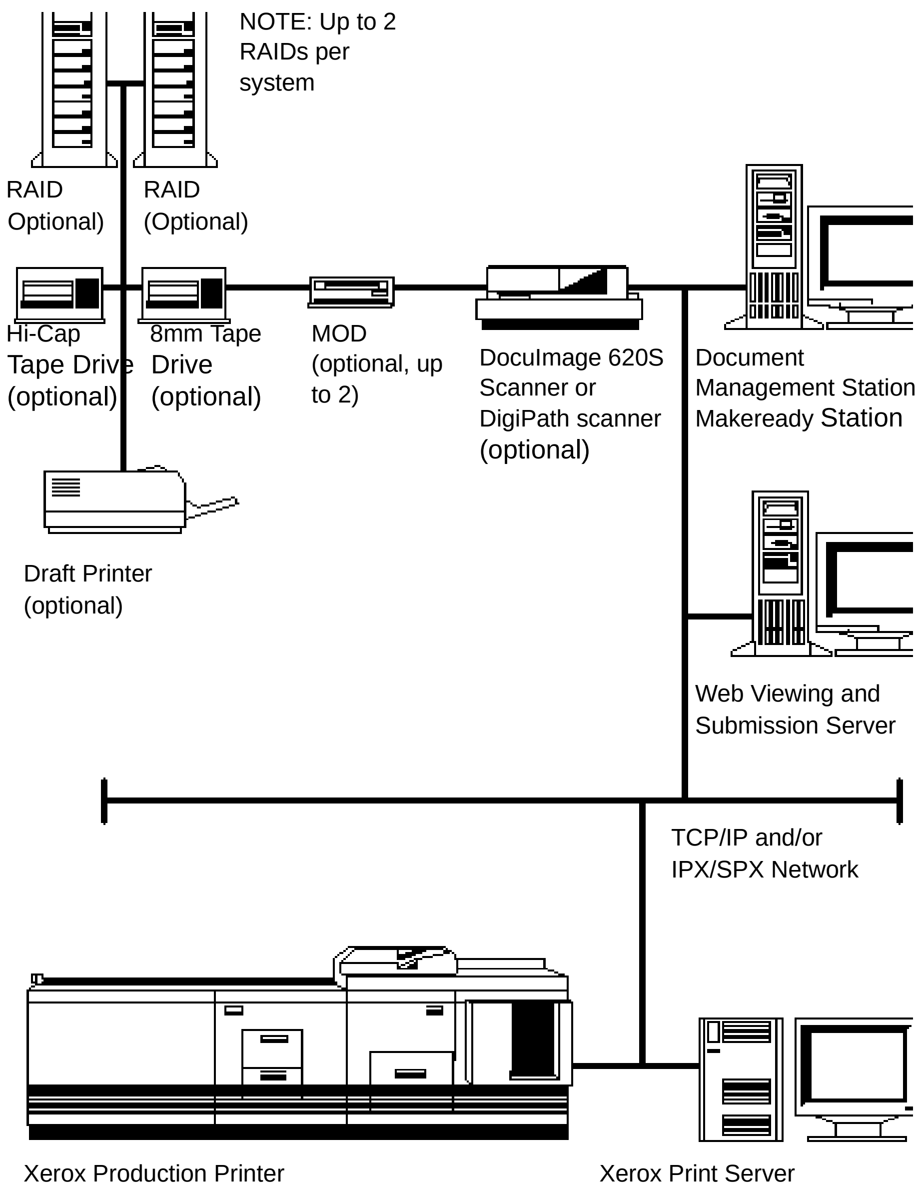


Figure 1-1. DigiPath WVS Hardware Configuration

Client platform

The Compaq Professional Workstation AP500 Model is the required PC platform for new installations of the DigiPath Web Viewing and Submission system. Table 1-3 identifies the minimum features provided by the AP500.

Table 1-3. Feature recommendations for the DigiPath PC platform

Feature	Minimum System Recommendation
Processor	550MHZ Pentium III
Second Processor	additional, 550 MHZ Pentium III
Expansion slots	six total with five available: 1 PCI/ISA, 3 PCI, 1 ISA, and 1 AGP
Memory	512 MB RAM
Hard drive	Two 9.1 GB hard drives
Floppy drive	1.44 MB, 3.5-inch high-density diskette drive
CD-ROM drive	32X IDE, internal CD-ROM drive
Backup device	Internal TR5 tape drive
Input	Enhanced 101 keyboard with a three-button mouse
Network interface card	Compaq Fast Ethernet Embedded Controller (NC3161)
SCSI adapters	PCI Ultra-SCSI controller board (included with the PC) Adaptec PCI Ultra Wide controller board (for scanner or RAID)
Modem	56k internal fax/modem
Operating system	Microsoft Windows NT 4.0 Workstation with service pack 5
Monitor	P1100 21-inch high resolution color monitor
Video adapter	ELSA graphics controller

Software components

This section describes the Web Viewing and Submission server software requirements, describes the third party applications, and identifies the web browser capabilities for Web viewing and Submission.

WVS server software requirements

Table 1-4 lists the required software applications that comprise the base software for the WVS system server

Table 1-4. Required software

Software	Description
Microsoft Windows NT server	This operating system, augmented with Service Pack 5, is used for Web Viewing and Submission configurations.
Adobe Acrobat 4.0	This software is used for the RDO to PDF conversion process.
Microsoft Internet Explorer 5.0	This software provides access to the online Help system and Web Viewing and Submission web pages.
Microsoft Java Virtual Machine	This software provides access to the online Help system and Web Viewing and Submission pages and contains Y2K fixes.
Windows NT 4.0 Option Pack	This software provides Internet Information Server 4.0 and other services for Web Viewing and Submission.

Third party applications

This section describes the function of each third party application provided with the Web Viewing and Submission system.

Hummingbird NFS

This software enables the connectivity necessary for DigiPath Production Software to communicate with other Xerox products, such as DocuJob Converter, that require NFS on the client platform.

Enterprise Storage Manager

This software allows you to configure, monitor, and troubleshoot the 100 GB RAID device.

Autologic StorageView

This software allows you to configure, monitor, and troubleshoot the 150 GB RAID device.

WFTPD Pro

This Windows FTP software enables the connectivity between the DocuTech Tape Tool and the Remote File Drawers of a DocuTech Production Printer.

ARCserveIT

The ARCserveIT software suite is used for manually backing up the DEC HA730CU RAID device.

NOTE: When troubleshooting third-party software applications, all calls should be directed to Xerox Technical Support. Calls should not be placed to the software vendor, as their support lines may not be familiar with DigiPath software and its use of their application.

Web browser compatibility

Web Viewing and Submission requires a web browser capable of displaying HTML 3.0 frames and Java applets. Microsoft Internet Explorer, version 5.x is included with the WVS installation.

NOTE: It is the responsibility of the customer to supply, install and support capable web browser software on clients requiring access to the WVS server.

File formats

This section provides a list of the main file formats you can create using DigiPath. For each file format, the following information is provided:

- a description of the file type
- the DigiPath application used to create the file type
- examples of other applications that can use this file type

NOTE: For information on using DigiPath applications to create additional file formats to improve your work flow, refer to the "Creating settings and templates files" chapter of the Xerox DigiPath Production Software User Guide.

File formats discussed include .SCS, .IQS, .RDT, .XJT, .QRY, and .QRS.

Table 1-5. File formats and descriptions

File format	Description
*.TIF (Tagged Image File Format)	This is a universal image file format type. When a TIFF file is created with the DocuImage 620S scanner, the file is in a CCITT Group 4 compressed format, with a single-strip scheme. In Document Scan and Makeready, you can import and export a compressed, Pack Bits, or uncompressed CCITT Group 4 single-strip TIFF file.
*.RDO (Raster Document Object)	This is a PostScript wrapper containing the structuring and formatting information for the TIFF, PostScript, and RDO files in the object. This file is proprietary to the DigiPath Document Scan and Makeready application. When you create an RDO, a .CON directory is created as well, with the same name as the RDO. The .CON directory contains the actual files that make up the object and the RDO contains links to the files in the .CON directory. The RDO also contains the formatting instructions for the document.
*.PDF (Portable Document Format)	This is an Adobe Acrobat file. You can use Document Scan and Makeready, Document Library, and Web Viewing and Submission to create a PDF file from an existing RDO or part of an RDO.
*.PS (PostScript)	This is a PostScript file. You can use Document Scan and Makeready to create a Postscript file from an existing RDO or part of an RDO.

Naming conventions for DigiPath objects

DigiPath uses file name extensions (an extension is the part of a file name appearing after the period [or dot]) to help identify objects. The default extension for objects created in Document Scan and Makeready is RDO.

NOTE: To ensure that DigiPath objects are managed correctly in Document Library, Document Library Lite, and the DigiPath database, it is strongly recommended that you always use the RDO extension when creating objects in Document Scan and Makeready.

DigiPath supports the use of long file names, up to 254 characters, consisting of symbols, letters, and numbers. Some character restrictions apply to all objects created and stored in DigiPath. Table 1-6 lists characters that are not recognized in an object name.

NOTE: DigiPath reserves two characters for database identification.

Table 1-6. Invalid characters in object names

Keyboard Character	Character Name
< >	angle brackets
\	back slash
:	colon
,	comma
=	equal sign
?	question mark
“	quotation marks
;	semicolon
/	slash
[ ]	square brackets
|	vertical slash
*	asterisk

Leading and trailing spaces are ignored and removed from a file name, and trailing periods (.) are also removed.

The following file names are reserved by the system and cannot be used to name files of any type:

- CON
- AUX
- PRN
- LPT1
- LPT2
- LPT3
- COM1
- COM2
- COM3
- COM4
- NUL

Using file names containing spaces in DigiPath

DigiPath functionality supports the use of file names containing spaces.

The following are important guidelines for creating, copying, moving, or renaming DigiPath objects whose file names contain spaces:

- If you copy, move, or rename these objects using the commands in Document Library Lite, include quotation marks around the file names in the From or To text boxes within the respective dialog boxes.
- You should not have any problems when moving or copying these objects using drag and drop.

Virus protection recommendations

This section describes the recommended virus protection software for protecting your DigiPath Web Viewing and Submission system from virus contamination.

Protecting DigiPath from virus contamination

Xerox takes special precautions to ensure the software is shipped free from computer virus contamination. It is strongly recommended that you invest in a virus detection software application to continue to protect your DigiPath Web Viewing and Submission system from viruses.

Computer viruses are best detected by virus detection and control application software that is accepted by the PC industry.

Some of the virus detection and control applications available to, and widely-used by, the PC industry include:

- Norton Anti-Virus by Symantec
- VirusScan NT by Network Associates, Inc.

NOTE: To ensure maximum protection from new viruses, update or upgrade your virus detection software frequently.

It is strongly recommended that you follow these guidelines to keep your DigiPath system decontaminated:

- On a regular basis (at least weekly), run virus detection software on all DigiPath workstations.
- In the event you find a virus on a DigiPath workstation, do not remove the virus. Instead, cancel the virus detection, then back up the entire hard drive.

NOTE: This is to protect your data in the event of corruption during the course of the virus removal.

You can then remove the virus using the procedures supplied with your virus protection software.

2. Setting up a Web Viewing and Submission server

This chapter contains a list of the procedures you must perform after installing Web Viewing and Submission (WVS), but before you provide the Uniform Resource Locator (URL) to users. These procedures should be performed in the order in which they are presented in this chapter.

The actual instructions for the procedures are found in other documents or in other chapters of this book.

The following are the tasks required to set up your WVS server:

- Upgrading the browser
- Setting up workgroup connections
- Populating the server
- Adding user and group accounts
- Configuring and starting the Document Conversion Service
- Setting up collections
- Determining the Web Viewing and Submission URL
- Installing a security certificate

In this guide, a document refers to any object (RDO) or file you want to make available to Web Viewing and Submission. A document can be in RDO, TIFF, PostScript, PDF, DOC, PPT, XLS, etc., form.

This chapter assumes that a Xerox representative has performed the installation of all hardware and software necessary to run WVS.

Upgrading the browser

Web Viewing and Submission requires a web browser capable of displaying HTML 3.0 frames and Java applets. Microsoft Internet Explorer, version 5.x, is included with the WVS installation. The Microsoft Internet Explorer 5.0 browser, Netscape Navigator 4.0 browser are available through a link from the WVS home page. Your installer will have downloaded the Microsoft Internet Explorer 5.0 browser software as part of the installation process. If for some reason the upgraded browser is not installed, see the following sections for instructions on installing and configuring the Microsoft Internet Explorer 5.0 browser.

Installing and configuring the browser

This section provides detailed instructions for installing and configuring the Microsoft Internet Explorer 5.x and Netscape Navigator 4.x browers.

Microsoft Internet Explorer 5.0 browser

To install and configure Microsoft Internet Explorer 5.x:

1. Log on to WVS as the Server Administrator. The Xerox DigiPath Production Software Web Viewing and Submission home page opens.
2. Select [click here to download/purchase Microsoft Internet Explorer 5.x browser software].
3. Follow the instructions on the screen to install and configure the browser.

Netscape Navigator 4.0 browser

To install and configure Netscape Navigator 4.x:

1. Log on to WVS as the Server Administrator. The Xerox DigiPath Production Software Web Viewing and Submission home page opens.
2. Select [click here to download/purchase Netscape Navigator 4.0 browser software].
3. Follow the instructions on the screen to install and configure the browser.

Setting browser options

This section provides detailed instructions for setting the Microsoft Internet Explorer 5.x and/or the Netscape Navigator 4.x browser at the client workstations to check for stored pages for every visit to the page.

MIcrosoft Internet Explorer 5.x:

To set the Microsoft Internet Explorer 5.x browser options:

1. Open the Internet Explorer browser from the Windows desktop.
2. Select [Tools: Internet Options] from the browser menu bar. The Internet Options dialog box opens.
3. Select the [General] tab.
4. Select [Settings] in the [Temporarily Internet Files] section. The Settings dialog box opens.
5. Mark the [Every visit to the page] radio button option.
6. Select [OK] to close the Settings dialog box.
7. Select [OK] to close the Internet Options dialog box.
8. Select [File: Close] to close the browser.

Netscape Navigator 4.x:

To set the Netscape Navigator 4.x browser options:

1. Open the Netscape Navigator/Communicator browser from the Windows desktop.
2. Select [Edit: Preferences] from the browser menu bar. The Preferences dialog box opens.
3. Open the [Advanced] tree in the Category section.
   a. Highlight [Cache] in the Advanced subtree section. the Cache options appear in the right frame.
   b. Select the [Every time] radio button option under the Document in cache is compared to document in network section.
   c. Select [OK].
4. Select [File: Close] to close the browser.

Disabling AutoComplete

To disable the AutoComplete function:

1. Open the Internet Explorer browser from the Windows desktop.
2. Select [Tools: Internet Options] from the browser menu bar. The Internet Options dialog box opens.
3. Select the [Content] tab.
4. In the Personal information area, select [AutoComplete]. The AutoComplete Settings dialog box opens.
5. Clear all check boxes in the [AutoComplete for] area.
6. Select [OK] to close the AutoComplete Settings dialog box.
7. Select [OK] to close the Internet Options dialog box.

Setting up workgroup connections

If you plan to share documents across DigiPath host workstations (remote machines), or to enable users to search on DigiPath remote cabinets not stored on the WVS server, you must set up the host workstations as part of the workgroup.

It is strongly recommended that you set up all host workstations as a WVS workgroup to enable you to move documents around very easily and configure the WVS system with the MOD(s) and RAID attached to the server.

For information on setting up host workstations (machines) in the workgroup, see “Configuring workgroup connections” on page 5-35.

Populating the server

There are several steps required to populate the WVS server with objects.

NOTE: It is strongly recommended that you store the majority of objects in your DigiPath document repository on the WVS server. You can include objects on the server in collections, and your display and download performance will be much better.

The following are the steps necessary to populate your WVS server:

1. Create documents
2. Move and add documents to the server
3. Define the properties of the Main Collection

Refer to the following sections for more information on the individual procedures associated with these tasks.

Creating documents

Use a DigiPath makeready workstation to create RDOs. You can also use a DigiPath makeready workstation to export TIFF files from RDOs and to create production print job ticket files and make them available via WVS.

CAUTION

Linked RDOs are not supported in this version of Web Viewing and Submission. Do not include RDOs containing links to the DigiPath repository on the WVS server.

For information on creating RDOs and exporting TIFF files from RDOs, see the DigiPath Production Software User Guide.

For information on creating production print job ticket files, see the DigiPath Production Software User Guide.

Moving and adding documents to the WVS server

Use the DigiPath workgroup capability to move all desired documents to the WVS server. For information on setting up a DigiPath workgroup for use with WVS, see “Configuring workgroup connections” on page 5-35.

Use Document Library to add all desired documents so you can view them on the WVS server. Remote users may use the Add File feature to send documents to the server. For information on adding objects using Document Library, see the DigiPath Production Software User Guide.

Defining the properties of the Main Collection

Use Library Administration Tool to define the attributes you want to associate with the Main Collection that will reside on the WVS server.

It is strongly recommended that you define the Main Collection on the WVS server using the same attribute set as you use to define any remote cabinets within the workgroup.

NOTE: You cannot use the Library Administration Tool while the WVS software is running. Close your web browser before using the Library Administration Tool application. You may corrupt some data if you attempt to use Library Administration Tool while other applications are open.

For information on defining the properties of the Main Collection on the WVS server, see the DigiPath Production Software System Administrator Guide.

Adding user and group accounts

Use the user administration function in WVS to define user and group accounts that can access the documents on your WVS server. Using the user administration functions, add, modify, or delete users and groups, and assign user and group access to collections.

For WVS purposes, a user group is simply a group of users that share the same user name and password. These users actually share an account, and all users can be logged in to WVS at the same time.

CAUTION

When creating user accounts, the password and credit card information is not encrypted in transit if you do not have a security certificate installed on your WVS server.

For more information on installing a security certificate, refer to “Installing a security certificate” later in this chapter.

For information on adding users and groups, see Chapter 6, User administration.

Changing the dwadmin password

CAUTION

The default login account is dwdamin. For security purposes, change the administrator account password.

To change the dwadmin password:

1. Login the WVS as the User Administrator.
2. Select [Administration] from the Navigation Bar.
3. Select [User List] from the administration Menu. The User list page opens.
4. Select the [dwadmin] user. The Edit User page opens.
5. In the New Password and Confirm Password text boxes, enter and reenter the new password for dwadmin.
6. Scroll to the bottom of the page and select [Save].
7. Select [Login] from the Navigation Bar.
8. Log in as dwadmin to verify the new password.
9. Exit the browser. You must quit the browser application to ensure that you are logged out.

Configuring the Document Conversion Service

The Document Conversion Service converts RDOs to a web-viewable format in the background. The Document Conversion Service cannot convert DocuJob objects.

The Document Conversion Service must be running on the server for WVS users to view objects stored on the server.

Depending on the complexity of an RDO, it can take several minutes per page to convert an RDO to the default WVS viewing format. Therefore, it is recommended that you convert objects in advance to prevent long waiting periods for WVS users.

For information on configuring the Document Conversion Service, see “Scheduling the Document Conversion Service on the WVS server” on page 5-40.

Setting up collections

A collection is a group of related documents and URLs in WVS. Only users with “WVS site administration” privileges can manage collections of documents and URLs.

The Job Submission feature allows a client PC to submit jobs to the server and provides a set of instructions for final production output.

For additional information on the Job Submission feature, see Chapter 3, User work flows.

Using collections in WVS is optional, but collections are an easy way to organize the documents available on the WVS server and control security.

For information on setting up collections, see Chapter 4, Collection administration.

Determining the Web Viewing and Submission home page URL

The URL for a WVS home page can be in either of the following formats:

- http://<server name>.<domain name>/default.htm

  NOTE: In this format, the domain name is not required unless the server has a specified network domain.

- http://<server IP address>/default.htm

For example, if the server name is **apple**, the domain name is **orchard**, and the server IP address is **111.22.333.44**, then the URL for the WVS home page would be either of the following:

- http://apple.orchard/default.htm
- http://111.22.333.44/default.htm

As another example, if the server name is **apple**, the server IP address is **111.22.333.44**, and there is no domain name, then the URL for the WVS home page would be either of the following:

- http://apple/default.htm
- http://111.22.333.44/default.htm

If you are unsure of the WVS server name, domain name (if one exists), or server IP address, look up the information by completing the following steps on the WVS server:

Obtaining the server name

Obtain the WVS server name by doing the following:

1. Select [Start: Settings: Control Panel] from the Windows desktop. The Control Panel opens.
2. Double-click on the Network icon. The Network services dialog box opens.
3. Select the [Identification] tab and locate the server name in the Computer Name text box. Record the server name ___________________.

Obtaining the DNS domain network name

If the server is part of a DNS network domain, obtain the domain name of the server by doing the following:

1. Select the [Protocols] tab in the Network services dialog box. The list of active network protocols appear.
2. Highlight [TCP/IP Protocol] from the Network Protocols list box.
3. Select [Properties]. The Microsoft TCP/IP Properties dialog box opens.
4. Select the [DNS] tab and locate the domain name in the Domain text box. Record the domain name ___________.
5. Select [Cancel] to close the Microsoft TCP/IP Properties dialog box.

   NOTE: If the server is part of a workgroup, there is no domain name to record.

6. Select [Cancel] to close the Network services dialog box.
7. Select [File: Close] to close the Control Panel.

Obtaining the IP Address

Obtain the IP address of the server by doing the following:

1. Select the [Protocols] tab in the Network services dialog box. The list of active network protocols appear.
2. Highlight [TCP/IP Protocol] from the Network Protocols list box.
3. Select [Properties]. The Microsoft TCP/IP Properties dialog box opens.

   The IP address for the WVS server is listed under the Specify an IP address area. Record the IP Address _____________.

4. Select [Cancel] to close the Microsoft TCP/IP Properties dialog box.
5. Select [Cancel] to close the Network services dialog box.
6. Select [File: Close] to close the Control Panel.

Installing a security certificate

A Security Certificate enables client server authentication encryption using Secure Socket Layer (SSL) 3.0. Encryption provides a secure method to transmit sensitive data, such as credit card information, across the internet. This provides the customer an added level of security when sending information such as credit card numbers, during a WVS Job Submit function.

The Security Certificate is purchased from a third party vendor, and installed on the Web Viewing and Submission server.

Obtaining the Security Certificate

DigiPath 2.0 supports the Verisign and GTE Cybertrust Security Certificates. Refer to Table 2-1 for the Security Certificate vendor and their web site.

Table 2-1. Security Certificate Vendors and web sites

Security Certificate	Web site
Verisign	http://digitalid.verisign.com/ss_help.html#send_csr
GTE Cybertrust	http://www.cybertrust.gte.com/cybertrust/products_sercive/products/sureserver/buy.html

Generating the Certificate Signing Request (CSR) and Key Pair file

A Key Pair file must be requested from the vendor. You must be logged in at the WVS server as the NT Administrator to access Microsoft IIS.

1 2 3...

To generate the Certificate Signing Request (CSR) and Key Pair file:

1. Select [Start: Programs: Windows NT 4.0 Option Pack: Microsoft Information Server: Internet Service Manager] from the Windows desktop. The Management Console opens.
2. Highlight [Default Web Site] from the right section of the window.
3. Select [Properties] from the right mouse menu options. The Default Web Site Properties dialog box opens.
4. Select the [Directory Security] tab.

5. Select [Edit] in the [Secure Communications] section of the window.
6. Select [Key Manager]. The Key Manager dialog box opens.
7. Highlight the www icon.
8. Select [Key: Create New Key] from the menu bar. The Create New Key window opens.
9. Enter the key name and storage location.
10. Select [Next].
11. Enter the following information:
    - Key Name
    - Password
    - Confirm Password
    - Bits Length
12. Select [Next].
13. Enter the following information:
    - Organization
    - Organizational Unit
    - Common Name
14. Select [Next].
15. Enter the following information:
    - Country
    - State/Providence
    - City/Locality
16. Select [Next].
17. Enter the following information:
    - Your Name
    - E-mail Address
    - Phone Number
18. Select [Next]. A message box opens stating the request has been created.
19. Record the location and name of the new key.

    ____
20. Select [Finish]. A message box opens stating the request has been generated and where the key is located.

21. Select [OK].
22. Select [Computers: Commit Changes Now] from the menu bar.
23. Select [Yes] to commit the changes. A key icon displays below the web site name in the left window. The key should have a slash through it. This indicates that the key is waiting for certificate installation. The key is not activated until the certificated is installed.
24. Select [Computers: Exit] from the menu bar.
25. Select [OK] to close the Secure Communications dialog box.
26. Select [OK] to close the Default Web Site Properties dialog box.
27. Select [Console: Exit] from the menu bar to close the Microsoft Management Console.

Backing up the CSR and key pair file

Backup the CSR and key pair file to tape and then store the tape in a safe place.

For more information on backing up to tape, refer to Chapter 9, Backup and restore.

Submitting the key information to the vendor

To submit the key information to the vendor:

1. Open the key pair file using Windows NT Explorer.
2. Copy all the text to the Clipboard.
3. Go to the vendor web site. Refer to Table 2-1 for the vendor web site.
4. Paste the copied text from the Clipboard into the empty text box at the vendor web site.
5. Select [Continue] to continue with the online order for the certificate.

3. 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.

Using the basic user workflow

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 a 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

Accessing the Home page

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:

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 3-1.

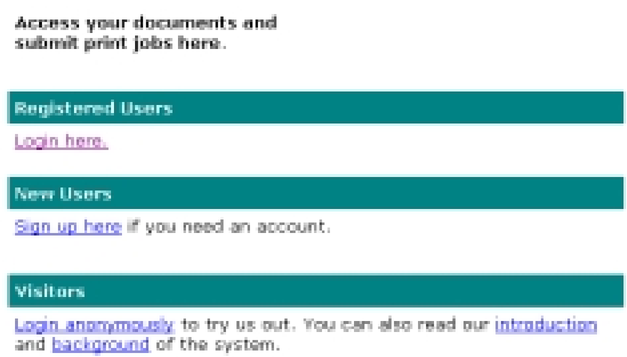


Figure 3-1. Home page

2. Table 3-1lists and describes the WVS Home page options.

Table 3-1. 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: • Microsoft Internet Explorer 5.0 browser • Netscape Navigator 4.0 browser • Adobe Acrobat Reader
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

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

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 3-2.

Figure 3-2. 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

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.

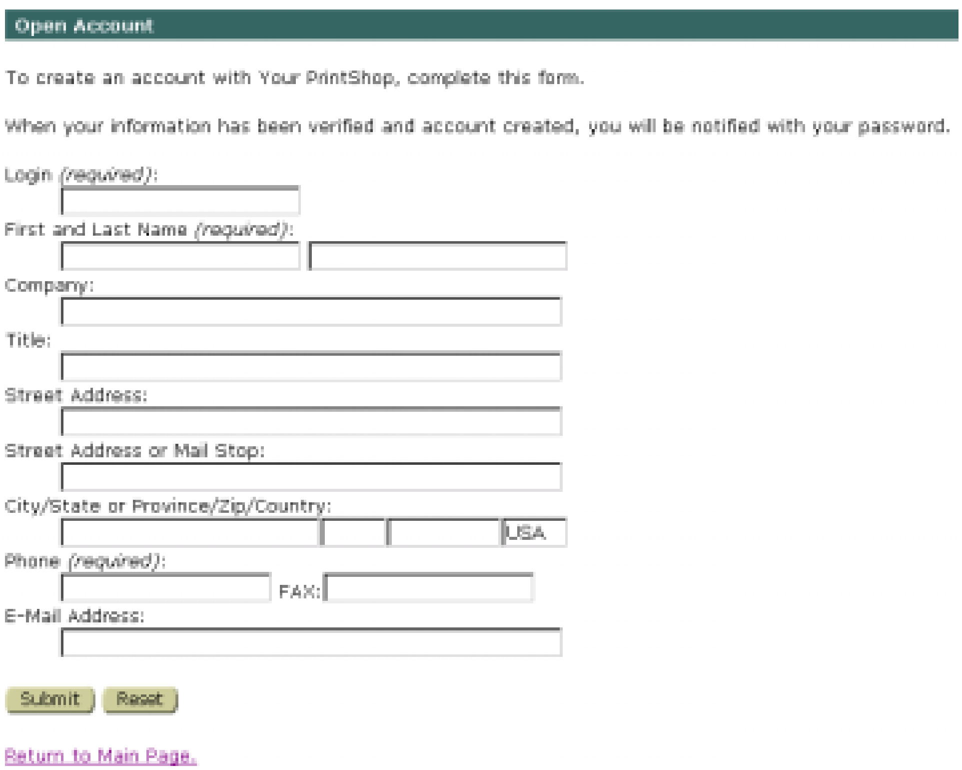
Requesting a User Account

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.

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 3-3.



Open Account

To create an account with Your PrintShop, complete this form.

When your information has been verified and account created, you will be notified with your password.

Login *(required)*:

First and Last Name *(required)*:

Company:

Title:

Street Address:

Street Address or Mail Stop:

City/State or Province/Zip/Country: USA

Phone *(required)*: FAX:

E-Mail Address:

Submit Reset

Return to Main Page.

Figure 3-3. 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.

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 3-4.

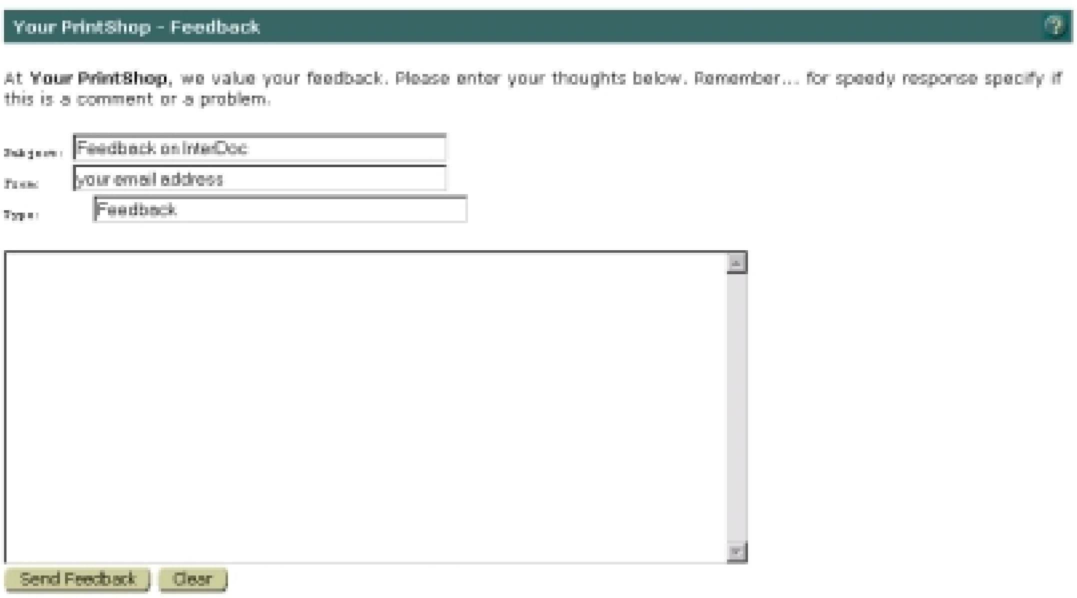


Figure 3-4. Your Print Shop-feedback page

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

1 2 3...

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

1 2 3...

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.

Accessing the Main Page

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 3-5.

Using the Navigation Bar

Access the pages for the major WVS functions by selecting the options on the Navigation Bar on the Home page. Table 3-2 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 3-2. 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 3-5.
3. If the Browse Collection page does not appear, select [Browse] on the Navigation Bar. The Browse Collection page opens. See Figure 3-5.

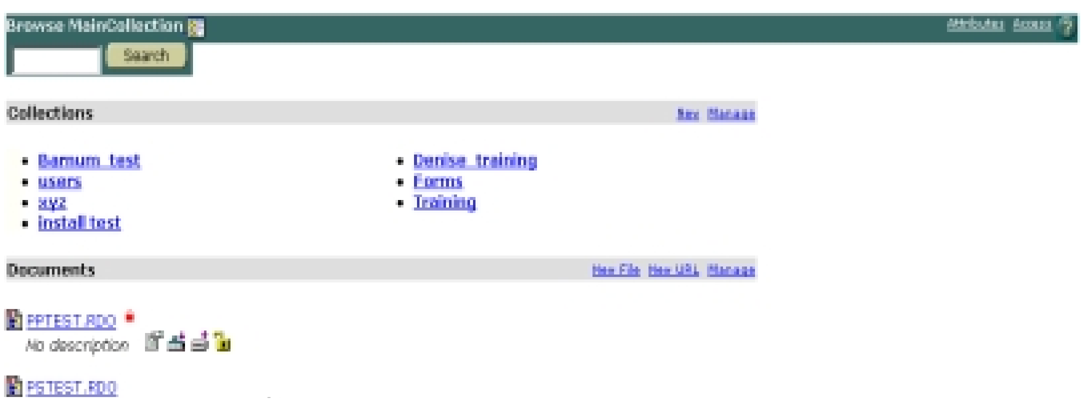


Figure 3-5. Browse Collection page

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

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

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 3-6.

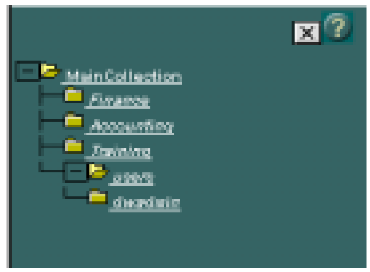


Figure 3-6. Collection Tree

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.

Searching for documents

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.

Accessing the Search page

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 3-7.

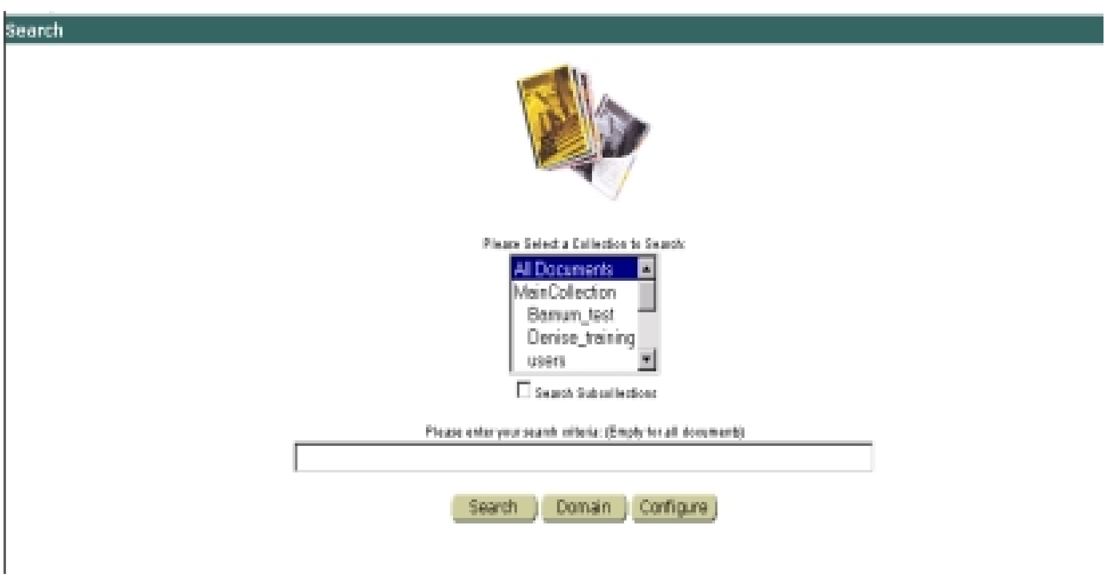


Figure 3-7. Search page

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

Table 3-3. 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

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 3-8.

Figure 3-8. 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

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 3-9.

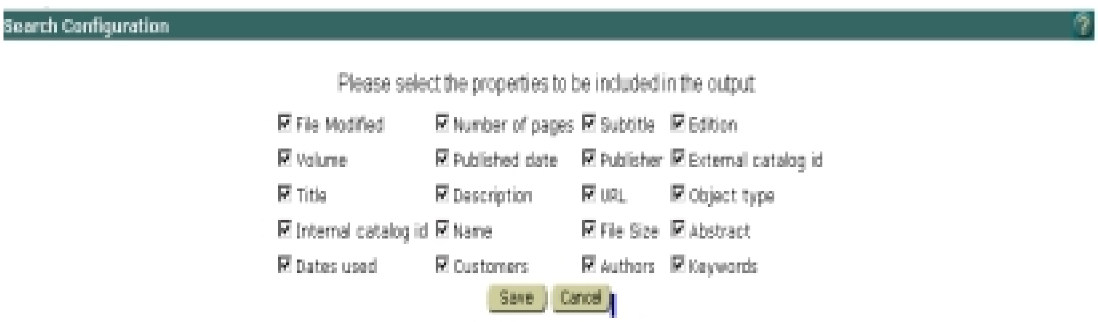


Figure 3-9. Search Configuration page

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 tot he Search page.

Searching for a document

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

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 3-4.

Table 3-4. 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. *NOTE: You can also use the Print 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

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 3-5 lists and describes the available View page functions.

Table 3-5. 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

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

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.

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 3-10.

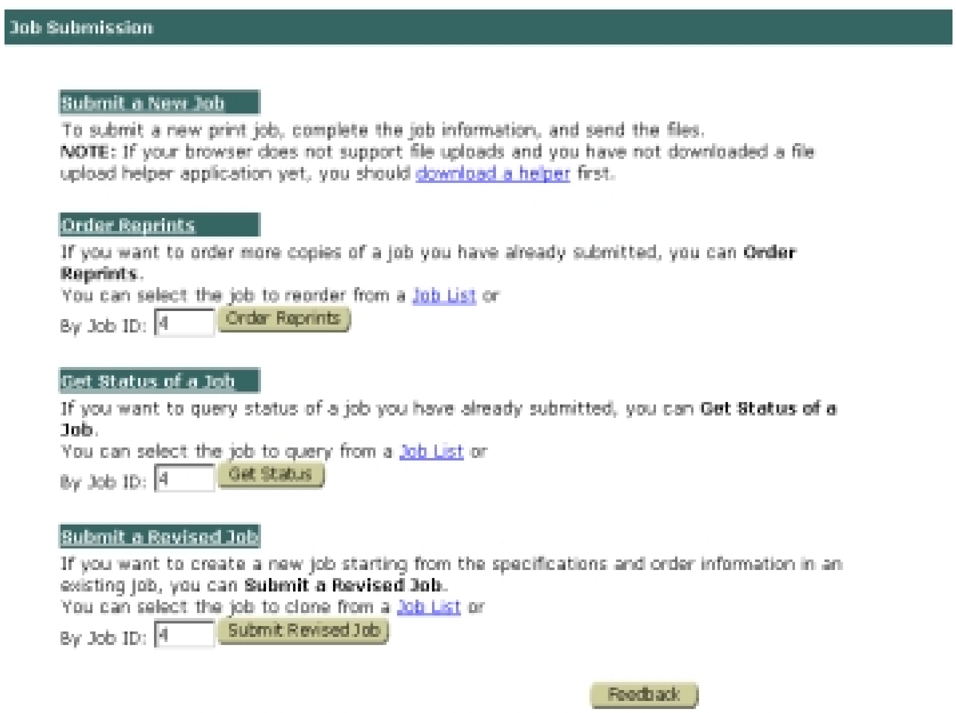


Figure 3-10. Job Submission page

Table 3-6 lists and describes the Job Submit functions.

Table 3-6. 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 3-7 lists and describes the levels of job submit.

Table 3-7. 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 3-32.
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 3-35.

Submitting a standard job ticket

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 3-11.

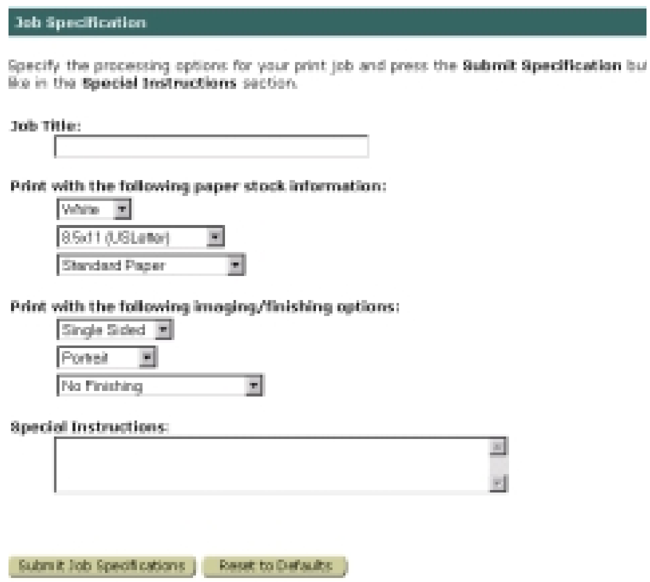


Figure 3-11. Standard Job Specification page

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 3-8 lists and describes the available Send Files methods.

Table 3-8. 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. *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 3-54*.*
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 3-12.

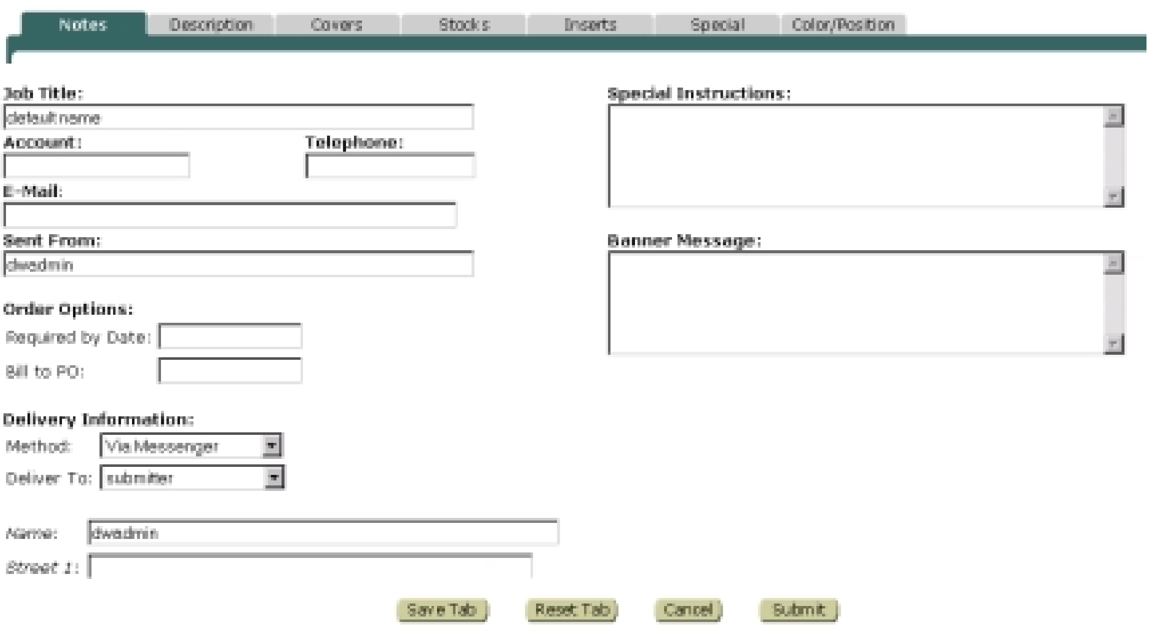


Figure 3-12. Advanced Job Submission page

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 3-9 lists and describes the available Send Files methods.

Table 3-9. 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. *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 3-54.
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 3-13.

   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.

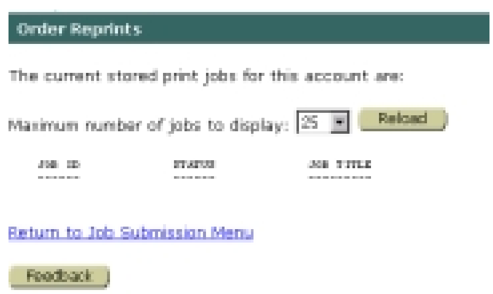


Figure 3-13. Order Reprints page

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 3-14.

   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.

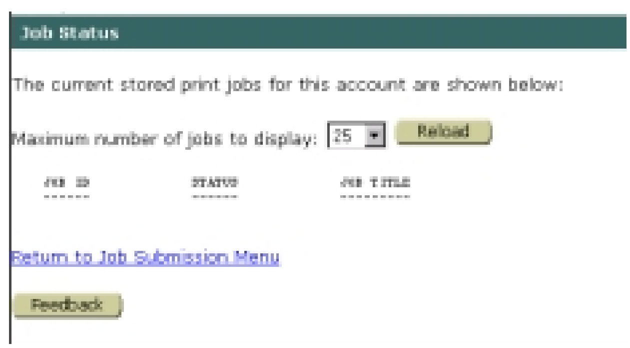


Figure 3-14. Job Status page

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.

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.

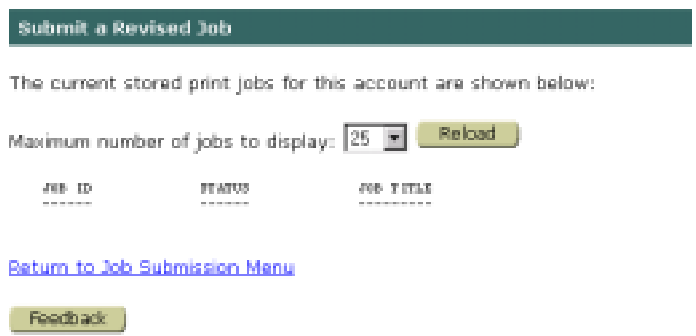


Figure 3-15. Submit a Revised Job page

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.

Using the advanced user work flow

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.

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 3-54.

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.

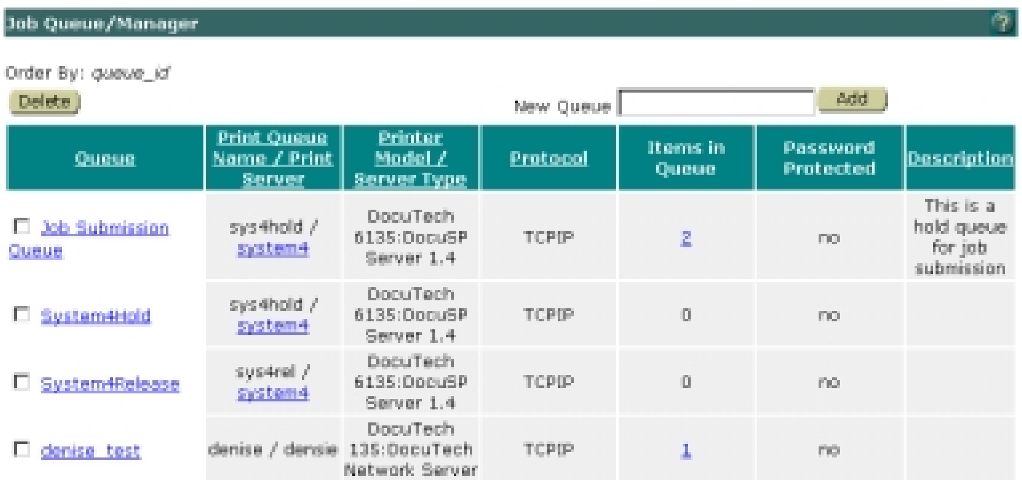
11. Select [Browse] from the Navigation Bar.
12. Select the collection name. The documents appear in your home collection.
13. Select the job name, and select the [Print Submit] icon.

Managing Web Queues

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

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 3-16.



Queue	Print Queue Name / Print Server	Printer Model / Server Type	Protocol	Items in Queue	Password Protected	Description
Job Submission Queue	sys4hold / system4	DocuTech 6135:DocuSP Server 1.4	TCPIP	2	no	This is a hold queue for job submission
System4Hold	sys4hold / system4	DocuTech 6135:DocuSP Server 1.4	TCPIP	0	no	
System4Release	sys4rel / system4	DocuTech 6135:DocuSP Server 1.4	TCPIP	0	no	
denise_test	denise / densie	DocuTech 135:DocuTech Network Server	TCPIP	1	no	

Figure 3-16. 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

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.

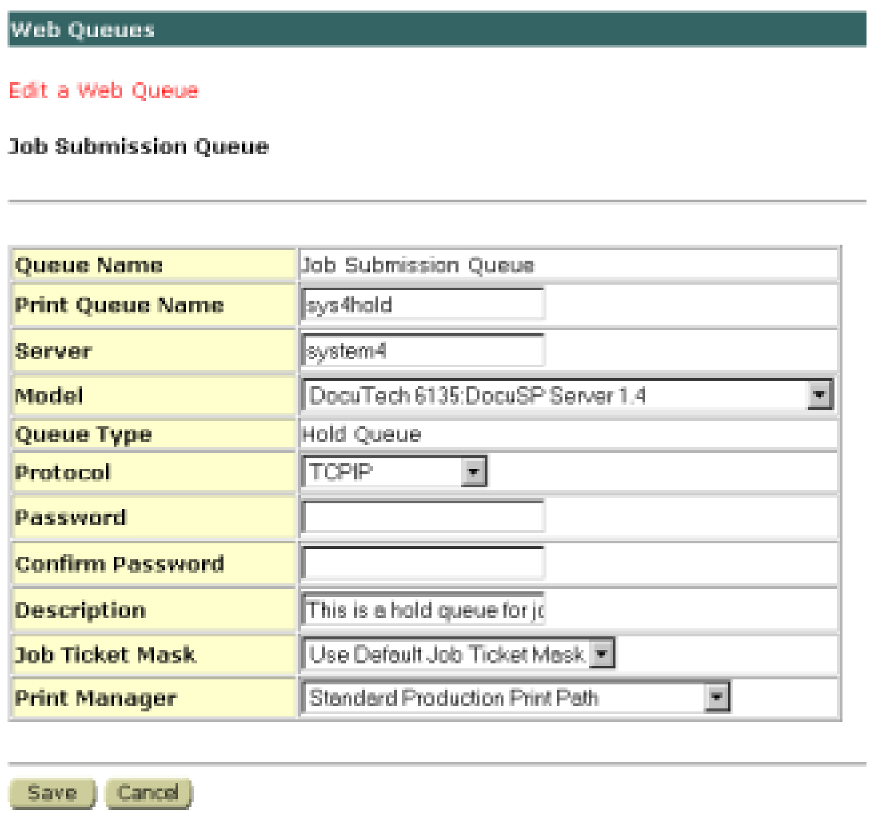


Figure 3-17. Edit a Web Queue page

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 3-18.

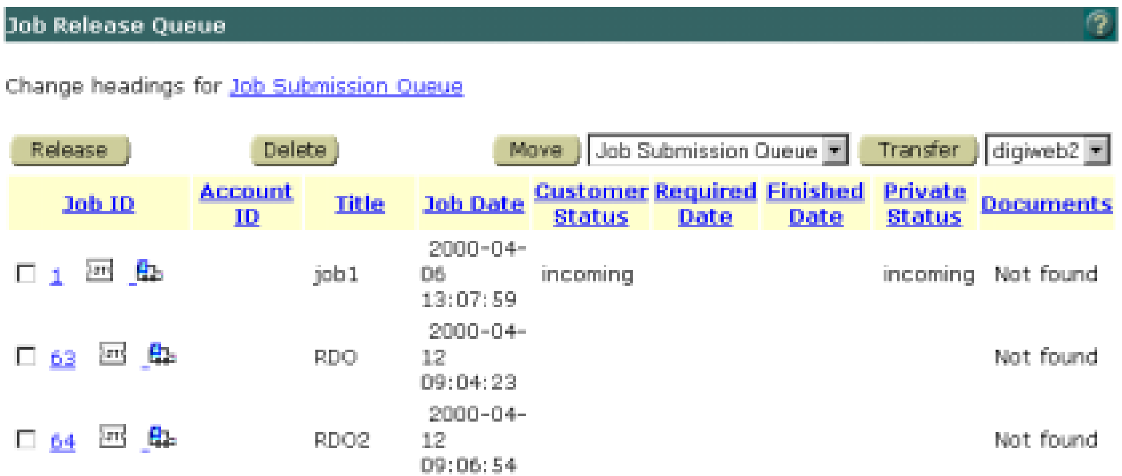


Figure 3-18. Job Release Queue page

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

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 3-19.

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 3-19. 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

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

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

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 3-20.

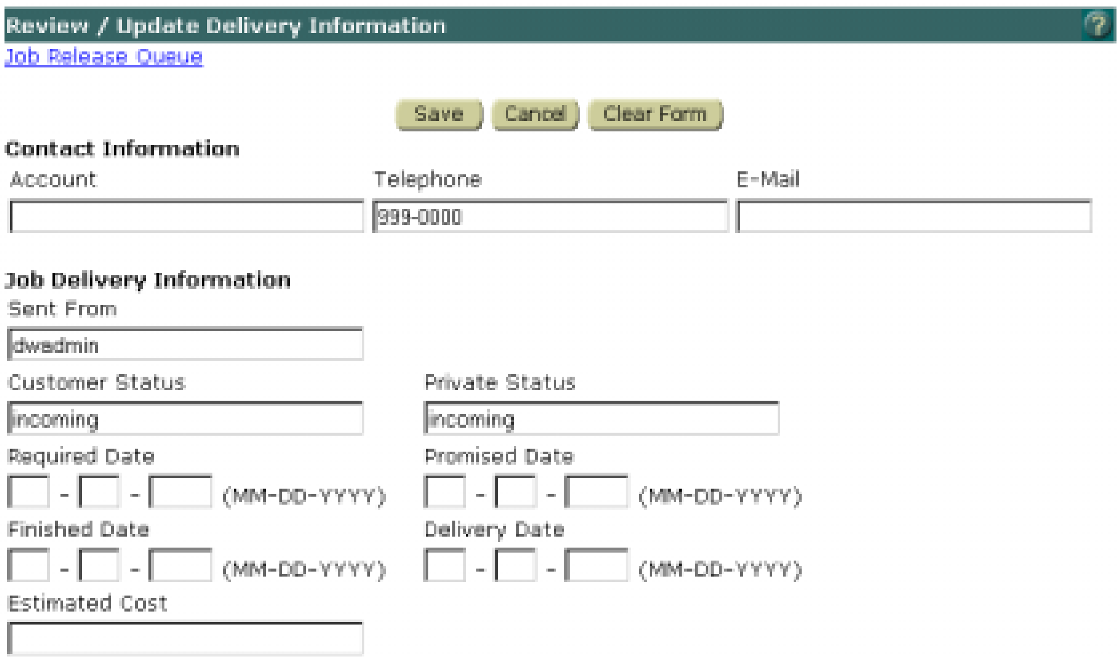


Figure 3-20. Review/Update Delivery Information page

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

To change the headings of the job submission queue:

1. Select the [Job Submission Queue] link. The Administrator Display Options page opens. See Figure 3-21.

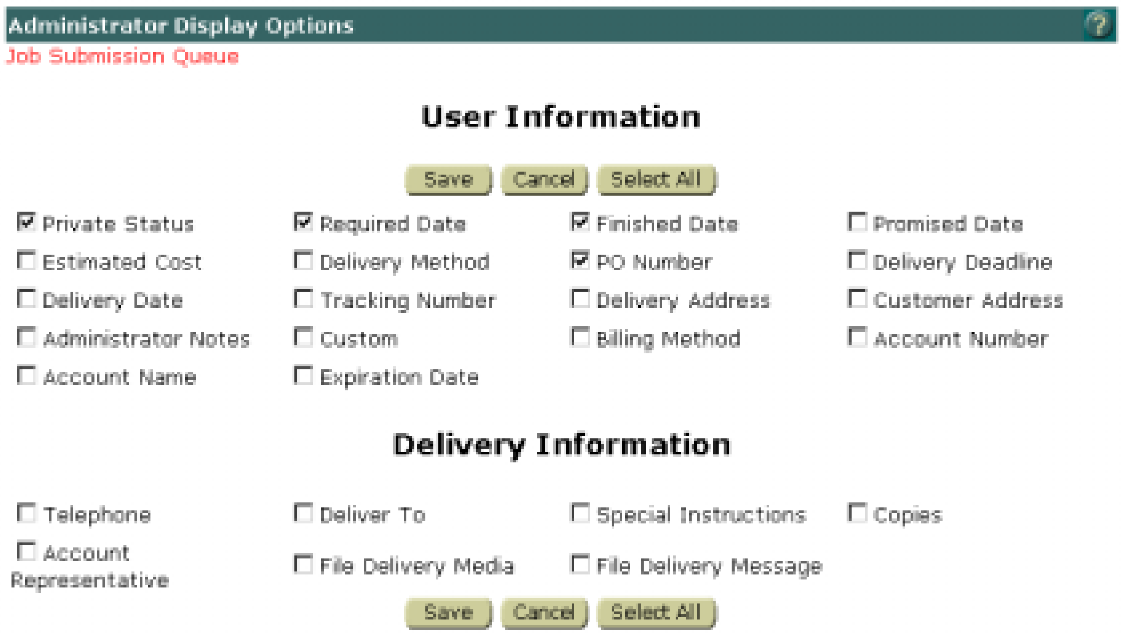


Figure 3-21. Administer Display Options page

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 3-22.

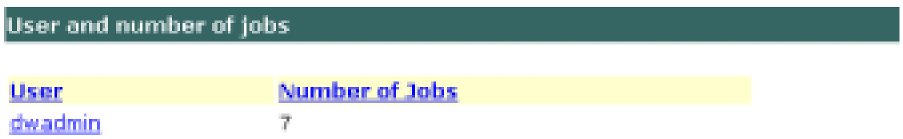


Figure 3-22. User and Number of Jobs page

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 3-23. 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.

Using the DigiPath Launch Helper with Microsoft Internet Explorer

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 3-42.

Using the DigiPath Launch Helper with Netscape Navigator

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 3-42.

4. Collection administration

This chapter provides instructions for creating a new collection, adding documents to a collection, managing documents in a collection, and managing collections.

Topics covered in this section include:

- an understanding of collections
- creating a new collection
- adding documents to collections
- managing documents in a collection
- managing collections

Understanding collections

A collection is a group of related documents and URLs in WVS. The WVS Server Administrator maintains collections by creating and assigning user access rights for the collection.

You can group documents in a collection by author, subject, title, publishing date, or any other criteria that makes sense for your organization. One document can be part of any number of collections.

You can add any URL to a collection.

You can create subcollections within collections. For example, you may create a top-level collection for 18th century literature, then create a subcollection for romantic literature.

The WVS Collection Manager uses a hierarchical tree structure to manage collections on the WVS server. Subcollections are easily distinguishable from higher-level collections by their appearance in the Collection Tree frame.

All collections are stored as subcollections of the WVS Main Collection. The Main Collection cannot be deleted, moved, renamed, or shared.

NOTE: You must have Browse Collections and administrator access rights to manage collections or a user that has read/write/assign access to the Main Collection.

Creating a new collection

To create a new collection:

1. Log in to WVS as the Server Administrator.
2. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.

   NOTE: When you first browse collections you are at the Main Collection. If you are creating a subcollection, navigate to the collection that this collection will reside. Otherwise, the subcollection will reside directly under the Main Collection and therefore will be a collection and not a subcollection.

3. Select [New] from the Collections area toolbar. The Create Collection page opens. See Figure 4-1.

Figure 4-1. Create Collection page

4. Enter the name of the collection in the New Collection Name text box. The collection name is required.
5. Enter the description of the collection in the Collection Description text box. The collection description is not required.
6. Select [Create Collection] to create the collection. The new collection appears in the Collection area.

Now that you have created the collection, you must:

- Add documents and URLs to the collection. For more information, refer to “Adding documents to collections” on page 4-4.
- Assign user access rights to the collection. For more information, refer to “Assigning user access rights to a collection” on page 4-21.

Adding documents to collections

Depending on the access rights assigned to you by your administrator, you can add documents to any collection using one of several methods:

- adding a new document
- adding documents to a collection from a search results list
- copying documents from one collection to another

NOTE: When adding documents to a collection, it is recommended that you do not add more than 1000 documents at a time.

The following sections provide detailed instructions for adding documents to collections.

Adding a new document

The Add File to page option allows you to send a single file to the server.

NOTE: Your WVS Server Administrator determines whether you have access rights to add a new document to a collection.

To add a new document to a collection:

1. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.
2. Navigate to the collection to which you want to add the document.
3. Select [New File] from the Documents area toolbar. The Add File page opens. See Figure 4-2.

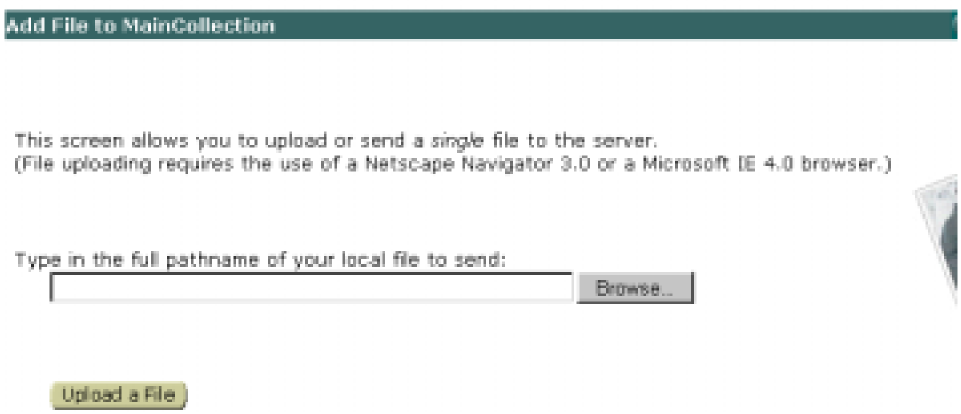


Figure 4-2. Add File page

4. Type in the filename (including the full pathname) of the file to add.

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

5. Select [Upload a File]. The Attributes page opens.
6. Enter or modify the relevant attributes information.
7. Select [Done]. The Browse page appears with the new file added.

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

Adding documents from a search result

NOTE: Your WVS Server Administrator determines whether you have access rights to add documents from a search result list to a collection.

You can search for a set of documents that share attributes, or you can search for all documents available and then add documents from the query results list to the desired collection.

To add documents to a collection from a query result:

1. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.
2. Navigate to the collection to which you want to add documents.
3. Select [Manage] in the Documents area. The Manage Contents page opens. See Figure 4-3.

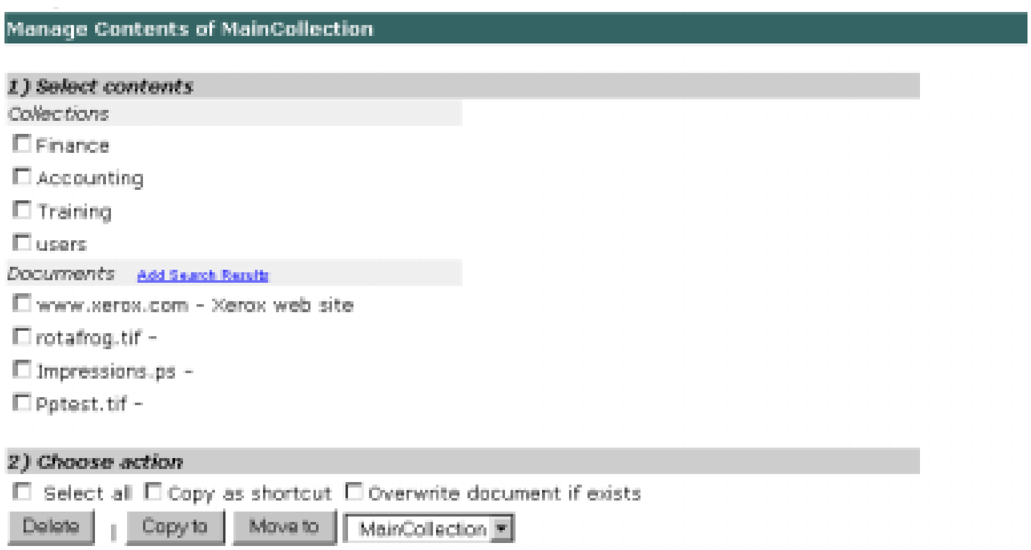


Figure 4-3. Manage Contents page

4. Select [Add Search Results] from the Documents area.
5. Enter the search criteria in the text box provided. You can search for any text string.

   NOTE: To search for all documents on the WVS server, leave the text box blank.

6. Select [Next]. The Add Search Results page opens.

7. Select one or more documents from the Search Results List to add to the collection.

   NOTE: Use the <Shift> and <Control> keys to select multiple documents.

   NOTE: The maximum number of items that you can select in a collection contents listbox is 1500. Displaying 1000 objects takes approximately 10 -15 seconds. As the list box can display only 10 selections at a time, you should see performance improvements by limiting the number of objects in a collection to under 1000.

8. Select [Add]. The Browse collection page opens and appears with the added document(s) in the Documents list.

Copying documents from one collection to another

NOTE: Your WVS Server Administrator determines whether you have access rights to copy documents from one collection to another.

You can copy any document(s) in a collection to another collection.

1 2 3...

To copy a document(s) from one collection to another:

1. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.
2. Navigate to the collection from which you want to copy documents to or from.
3. Select [Manage] in the Documents area. The Manage Contents page opens.
4. If appropriate, select the following options:
   - Mark the Copy as shortcut check box if you want to copy the document to the desired collection as a shortcut.
   - Mark the Overwrite if document exists check box if you want to overwrite the document if it exists in the collection to which you want to copy to.
5. Select the collection to which you want to copy the document from the Collections drop-down list box.
6. Mark the check box next to the document(s) you want to copy.
7. Select [Copy to] in the Choose action section. The Browse collection page opens.
8. Navigate to the collection to which you copied the document. Verify that the document is in the collection.

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

Managing documents in a collection

You can manage documents in any collection using one of several methods:

- viewing or modifying document attributes
- updating a document
- downloading a file
- adding a URL to a collection
- moving documents from one collection to another
- locking and unlocking a document in a collection
- deleting a document from a collection

The following sections provide detailed instructions for managing documents in a collection(s).

Viewing or modifying document attributes

NOTE: Your WVS Server Administrator determines viewable document attributes and whether you have access rights to modify document attributes.

To view the attributes for a document in a collection:

1. Log in to WVS as the Server Administrator.
2. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.
3. Navigate to the collection in which you want to view the properties of a document.
4. Select the [Attributes] icon button next to the document name. The Attributes page opens. This page displays attributes of the selected document.
5. Edit the Attributes page, if necessary.

   NOTE: When using two digit years in the Published Date field, a Centura Y2K assumption for two digit years is assumed. For example, a date entered 12/21/49 in the Published Date field appears as 12/21/1949. Therefore, enter four digit years in the Published Date field to avoid confusion.

6. Select [Done] in the upper right hand corner of the page to save the changes.

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

Updating a document

NOTE: Your WVS Server Administrator determines whether you have access rights to update a document in a collection

To update a document already in a collection:

1. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.
2. Navigate to the collection in which the document you wish to update resides.
3. Locate the document in the Documents list.
4. Select the [Update] icon from the Documents area. The UpdateFile page opens.
5. The pathname information for the file to be updated should appear in the pathname text box. If it does not, enter 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 update.

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

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

Downloading a file

NOTE: Your WVS Server Administrator determines whether you have access rights to download a file to your system.

The Download page allows you to send a single file to your local system.

To download a file to a collection:

1. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.
2. Navigate to the collection where the document to be downloaded is located.
3. Select the [Download] icon next to the document name in the Documents area.
4. 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.
5. Select [Next].

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

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

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

Adding a URL to a collection

NOTE: Your WVS Server Administrator determines whether you have access rights to add a URL to a collection.

You can add any URL (Uniform Resource Locator) to any collection, but you can add only one URL to a collection at a time.

To add a URL to a collection:

1. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.
2. Navigate to the collection to which you want to add the URL.
3. Select [New URL] from the Documents area. The Add URL page opens.
4. Enter the full URL in the URL text box. You must enter the entire URL (for example, http://www.xerox.com). The URL name is required.

   NOTE: There is no error checking on the URL entered. If you fail to enter a valid URL, users receive an error when they attempt to use this link.

5. Type in a description of the URL in the Description text box.
6. Select [Add URL]. The Browse collection page opens.

   The URL should display when you browse the collection you added it.

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

Moving documents from one collection to another

NOTE: Your WVS Server Administrator determines whether you have access rights to move documents from one collection to another.

You can move any document in a collection to another collection.

To move a document(s) from one collection to another:

1. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.
2. Navigate to the collection from which you want to move the documents.
3. Select [Manage] in the Documents area. The Manage Contents page opens.
4. Mark the check box next to the document(s) you want to move.
5. Select the collection to which you want to move the documents from the Collections drop-down list box.
6. Select [Move to] in the Choose Actions section. The Browse collection page opens.

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

Locking and unlocking a document in a collection

NOTE: Your WVS Server Administrator determines whether you have access rights to lock and unlock a document in a collection

Locking a document

To lock a document:

1. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.
2. Navigate to the collection where the document to be locked is located.
3. Select the [Lock] icon next to the document name in the Documents area. An icon appears next to the document indicating that the document is locked.

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

Unlocking a document

To unlock a document:

1. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.
2. Navigate to the collection where the document to be unlocked is located.
3. Select the [unlock] icon next to the document name in the Documents area.

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

Deleting a document from a collection

NOTE: Your WVS Server Administrator determines whether you have access rights to delete documents from collections.

CAUTION

Deleting a document(s) from a collection cannot be undone.

To delete a document(s) from a collection:

1. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.
2. Navigate to the collection from which you want to delete the document(s).
3. Select [Manage] in the Documents area. The Manage Contents page opens.
4. Mark the check box next to the document(s) you want to delete.
5. Select [Delete] in the Choose action section. A confirmation message box opens.
6. Select [OK] to delete the document from the collection.

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

Managing collections

You can view or modify collection attributes, copy an entire collection into another collection, move a collection from one collection to another collection, delete a collection, assign user access rights to a collection, and change the name and description of a collection. This section provides instructions for each of these tasks.

Viewing or modifying collection attributes

NOTE: Your WVS Server Administrator determines viewable document attributes and whether you have access rights to modify collection attributes.

To view the attributes of a collection:

1. Log in to WVS as the Server Administrator.
2. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.
3. Navigate to the collection whose collection attributes you want to view.
4. Select [Attributes] from the title bar. The Attributes page opens. This page displays attributes of the selected collection.
5. Edit the Attributes page, if necessary.
6. Select [Done] to save the changes.

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

Copying a collection

NOTE: Your WVS Server Administrator determines whether you have access rights to copy a collection.

You can copy an entire collection into another collection. The collection you copy appears as a subcollection.

To copy a collection into another collection:

1. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.
2. Select [Manage] from the Collections area. The Manage Contents page opens.
3. Mark the check box next to the collection name(s).
4. Select the collection into which you want to copy the selected collection(s) from the Collection drop-down list box in the Choose Action section.
5. Select [Copy to]. The collection(s) and its contents are copied to the specified collection.

   NOTE: When you copy a collection, the new collection is not linked in any way to its original collection. Any changes you make to the contents of the copied collection do not affect the original collection.

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

Moving a collection

NOTE: Your WVS Server Administrator determines whether you have access rights to move a collection into another collection.

To move a collection into another collection:

1. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.
2. Select [Manage] from the Collections area. The Manage Contents page opens.
3. Mark the check box next the name(s) of the collection(s) you want to move.
4. Select the collection to which you want to move the selected collection(s) from the Collection drop-down list box in the Choose Action section.
5. Select [Move to]. The collection(s) and its contents are moved to the specified collection.

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

Deleting a collection

NOTE: Your WVS Server Administrator determines whether you have access rights to move a collection into another collection.

CAUTION

Deleting a collection removes the collection and its contents from the server. The documents are no longer available in WVS.

To delete a collection and its contents:

1. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.
2. Select [Manage] from the Collections area. The Manage Contents page opens.
3. Mark the checkbox next to the name(s) of the collection(s) you want to delete.
4. Select [Delete]. The collection(s) and its contents are deleted. A confirmation message box opens.
5. Select [OK] to delete the selected collection.

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

Assigning user access rights to a collection

By assigning a user access rights to a collection, you can restrict user access to one or more collections, or change user access to an existing collection.

There are three levels of access rights for collections. Table 4-1 lists and describes each access right.

Table 4-1. Collection Access Rights

Access Right	Description
Read	Allows the user to view the contents of the collection, but does not allow the user to edit, add files or URLs, or delete collection contents.
Read/Write	Allows the user to view, create subcollections, add files or URLs, and delete collection contents.
Read/Write/Access	Allows the user to do all the above functions in addition to modifying access rights to a collection. *NOTE: Read/Write/Access rights should be assigned only to WVS server administrators and managers of collections.*

When a collection is create, it takes on the user access rights of its parent collection.

The Main Collection default access rights are:

- dwadmin - Read/Write/Access

  NOTE: The default login account is "dwadmin". You should change the password immediately and create a backup user account in case you forget the dwadmin password.

- Everyone - Read/Write

NOTE: All collections created in the Main Collection assume the default access rights.

To assign user access to a collection:

1. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.
2. Select the collection to which you want to assign user access rights.
3. Select [Access] from the collection title bar. The User Access page opens. See Figure 4-4.

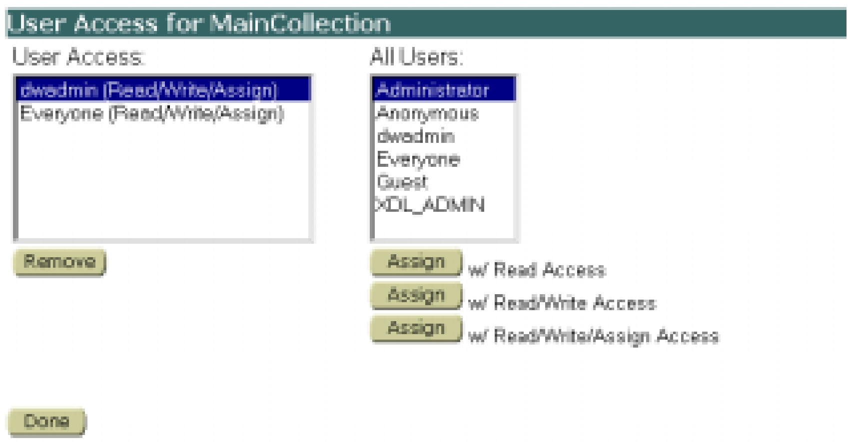


Figure 4-4. User Access page

The User Access list displays the users and groups that currently have access to the collection.

The All Users list displays the users and groups defined on the WVS server.

4. Select a user from the All Users list and select one of the following options:
   - [Assign] w/Read Access
   - [Assign] w/Read/Write Access
   - [Assign] w/Read/Write/Assign Access
5. Repeat the above step for all users to whom you want to assign user rights to the collection.
6. When complete, select [Done] to save the changes and return to the Browse collection page.

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

Removing user access rights

To remove a user's access rights:

1. Select the group(s) or user(s) from the User Access list box.
2. Select [Remove].
3. Select [Done].

Changing the name and description of a collection

To change the name and description of a collection:

1. Select [Browse] from the Navigation Bar. The Browse Main Collection page opens.
2. Navigate to the collection whose name and/or description you want to change.
3. Select [Attributes] from the collection title bar. The Attributes page opens.
4. Enter or modify the description of the collection in the Title attribute field.
5. Enter a new collection title in the Name attribute field to change the name of the collection.
6. Select [Done] to save the changes.

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

5. System administration

This chapter identifies and describes the procedures necessary for administering and supporting the Web Viewing and Submission (WVS) server.

Topics covered in this chapter include:

- general administration
- viewing WVS statistics
- defining administration options
- configuring document viewing options
- defining visible properties
- configuring search options
- customizing the home and main WVS pages
- configuring workgroup connections
- scheduling the Document Conversion Service
- defining the properties of the main collection

General administration

Any number of users can have administrator access rights on the WVS server.

NOTE: There is no way to lock out multiple users with the same login account, so it is strongly recommended that you limit the number of users with administrator access privileges.

Table 5-1 lists and describes the administrator access privileges included in WVS.

Table 5-1. Administration Access Privileges

Administration access privilege	Description
WVS site administrator	Allows you to maintain the WVS environment by selecting the [Administration] option on the Navigation Bar. For more information, see “Accessing the Administration Menu” on page 5-3.
WVS user administrator	Allows you to add, modify, and delete user and group accounts. You can access the user administration functions by selecting the [Administration] option on the Navigation Bar. The Administration Menu contains the user administration options. *NOTE: You may want to give users who only add, modify, and delete user and group accounts WVS user administrator access rights rather than WVS site administration rights.* For more information, see Chapter 6, User administration.
Administer Printer	Allows you to add, modify, delete, and manage print jobs in a web queue using the [Web Queue/Job Manager] option on the Navigation Bar. *NOTE: You may want to give print operators only Printer Administration rights rather than WVS site administration rights.* For more information, see Chapter 8, Job/printer administration.

Accessing the Administration Menu

To access the WVS Site administrator, WVS user administration, and Administer Printer functions:

1. If necessary, log in to the WVS server as the administrator.

   NOTE: The default login account is dwadmin. For security purposes, change the administrator account password.

   For more information on changing the dwadmin password, see “Changing the dwadmin password” on page 2-10.

2. Select [Administration] on the Navigation Bar. The Administration Menu opens in the left frame. See Figure 5-1.

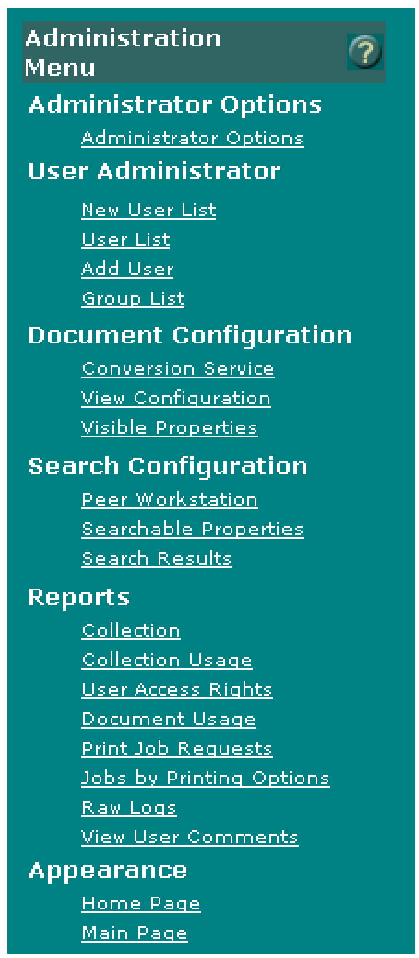


Figure 5-1. Administration Menu

Depending on your administration access privileges, the Administration Menu frame provides quick access to all system administration functions, including:

- Defining overall administrator options
- Managing user accounts

  For a detailed description of the user administration functions, see Chapter 6, User administration.
- Managing group accounts
- Determining various document configuration settings
  - Setting viewing configuration
  - Defining visible properties
  - Scheduling background conversion service
- Determining various search configuration settings
  - Defining search domain settings
  - Setting searchable properties
  - Defining search results details settings
- Generating and viewing reports

  For a detailed description of generating reports, see Chapter 7, Generating reports.
- Customizing system page appearance
  - Customizing the home page
  - Customizing the main page

Using the Navigation Bar

Access the pages for the major WVS administration functions by selecting the options on the Navigation Bar on the Home page. Table 5-2 lists and describes the administration Navigation Bar options.

NOTE: The options you see on the Navigation Bar are dependent on the User Rights defined for you by the Server Administrator. For more information, refer to Chapter 5, System administration*.*

Table 5-2. Administration Navigation Bar options

Navigation Bar option	Description
Browse	Displays the Browse Collection page. Depending on your access privileges, the Browse Collection page provides access to a number of functions, including viewing a document, creating a new collection and adding a new document or URL to a collection, downloading a document, printing a document, updating an existing document, locking and unlocking a document, searching documents within collections, and managing documents in a collection. *NOTE: Creating a collection and managing documents in a collection are WVS Server Administrator functions.*
Administration	Displays the Administration Menu in a frame on the left and the Administration Options page on the right. The Administration Menu provides quick access to all system administration functions. *NOTE: These are WVS Server Administration functions.*
Web Job / Queue Manager	Displays the Web Job/Queue Manager menu in a frame on the left and the Web Job/Queue Manager page on the right. The Web Job/Queue Manager menu provides quick access to all job, queue, and printer manager functions. *NOTE: These are printer administrator functions.*
Web Notification	Displays the WVS Statistics page in a separate browser window, including new user sign ups, new jobs, jobs pending, jobs due today, and feedback. *NOTE: This is a WVS Server Administration function.*

The following sections provide a detailed description of the system administration functions.

Viewing Web statistics

The WVS Statistics page is used to display the current status of the system, including the number of the following:

- new user signups
- new jobs
- jobs pending
- jobs due today
- feedback messages

To view the Web statistics:

1. Log in to WVS as the Server Administrator.
2. Select [Web Notification] on the Navigation Bar. The WVS statistics page opens in a separate browser window. See Figure 5-2.

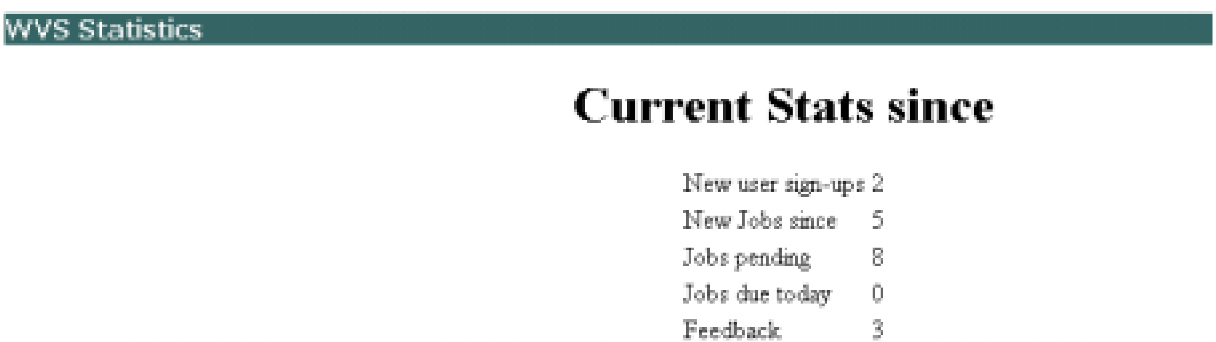


Figure 5-2. Web Statistics page

3. Select [File: Close] from the browser window to close the window.

Defining administration options

The Administration Options page provides various overall settings for you to define and/or modify. Table 5-3 lists and describes the Administration options.

Table 5-3. Administration options

Administration Option	Description
Polling Interval in minutes	Determines the number of minutes between the refresh of the WVS Statistics page.
SMPT Server	Identifies the mail server used for outgoing mail or notifications.
Administrator e-mail	Identifies the e-mail address used for the WVS server administrator.
Feedback e-mail	Identifies the e-mail address used for user comments.
Job Print Manager e-mail	Identifies the e-mail address used for job notification.
Administrator Notes	Displays the text area field for the WVS Site Administrator to leave notes for users.
This is a secure web site	Identifies if the web site is secure or not.

NOTE: You must have WVS site administrator privileges to define the Administration options.

To define the administration options:

1. Log in to the WVS as the Server Administrator.
2. Select [Administration] on the Navigation Bar.
3. If the Administration Options page does not display in the right frame, select [Administrator Options] from the Administration Menu in the left frame of the page. See Figure 5-3.

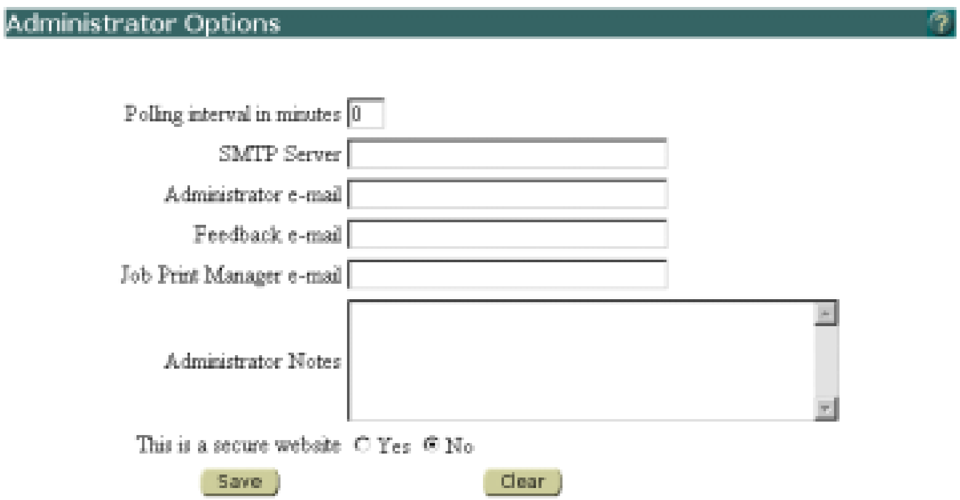


Figure 5-3. Administration Options page

4. Enter the polling interval in minutes.

   NOTE: The polling interval may slightly degrade system performance if polling too often.

5. Enter the name of your mail server in the SMPT Server field.
6. Enter the Administrator's e-mail.
7. Enter the Feedback e-mail address.
8. Enter the Job Print Manager e-mail address.
9. Enter any Administration Notes.
10. Select the [Yes] or [No] radio buttons if the web site is secure or not.
11. Select [Save] to save the changes. Otherwise, select [Clear] to clear all entries on this page.

Configuring document viewing options

WVS users may view objects on the server through the search display list. The user will search for documents, then a search results list displays. The user may then choose to view an object. The options available to the user are based on the Viewing Customization selections assigned by the WVS Server Administrator.

All resolution settings in the Viewing Customization page refer to the resolution of the JPG or PDF files created from the original RDO, TIFF, or PostScript files. The original files are maintained on the WVS server in their original format; these files are not altered in any way.

NOTE: WVS cannot display DocuJob objects. Jobs with djo extension.

When setting viewing options, you could consider several factors. Resolution settings have a direct impact on system performance, as well as on data storage. A higher resolution results in a better display and print but impedes performance, as it takes longer to download the document. Higher resolution settings also create larger file sizes that use more disk space.

Table 5-4 identifies the viewing differences between JPG and PDF file formats.

Table 5-4. JPG and PDF File format comparisons

JPGs	PDFs
Viewable from any Web browser	Require Adobe Acrobat Reader
Enable page-by-page viewing by default with no effect on conversion or display performance	Enable page-by-page viewing only if the PDF optimization option is active. This option has a negative effect on conversion and display performance.
Fast display rate	Slower than the display rate for JPGs
Files are larger	Files are smaller than JPG files
The file generated is available only from within WVS	The file generated is available only from within WVS

NOTE: Remember the following when setting up JPG and PDF file conversion:

- *It is recommended that you set the default viewing option to JPG, provided you do not have storage restrictions.*
- *PDF conversion is only generated from RDOs. JPG conversion is available for RDOs, TIFFs, and PostSript files.*

Table 5-5 details the view settings required for the fastest display of RDOs on your Web Viewing and Submission system.

Table 5-5. View settings for optimal performance

File format	Setting	Select for optimal performance
Overall	Default document view	thumbnails
	Default viewing format	JPG
	Dynamic conversion	disabled
JPG	Default thumbnail	12
	Number of thumbnails	9
	Default page resolution	90
	Default view structure	disable
	Save fused TIFF files	has no effect on display performance and uses less disk space
	Image quality	8 bit
PDF	PDF download	enable
	PDF conversion	disable
	PDF optimization	disable
	PDF default thumbnail	disable
	PDF default page resolution	300
	Download message	has no effect on display performance

Defining the default appearance of documents

To define the default appearance of documents stored on the WVS server:

1. Log in to WVS as the Server Administrator.
2. Select [Administration] from the Navigation bar.
3. Select [View Configuration] from the Document Configuration options on the Administration Menu. The View Configuration page opens.

   Table 5-6 lists and describes the three categories of document viewing settings:

Table 5-6. Document viewing settings descriptions

Viewing setting	Description
Overall document viewing	Allows you to define the general appearance of objects
JPG viewing	Allows you to define the resolution and appearance of JPG objects
PDF viewing	Allows you to define the resolution and appearance of PDF objects

The following sections provide a more detailed description of the document viewing settings available.

NOTE: For additional information on the document viewing settings, select the context-sensitive Help icon (the question mark) to access Help.

Overall document viewing options

The overall document viewing options allow you to define the general appearance of objects, particularly RDOs, when users select the View option. See Figure 5-4.

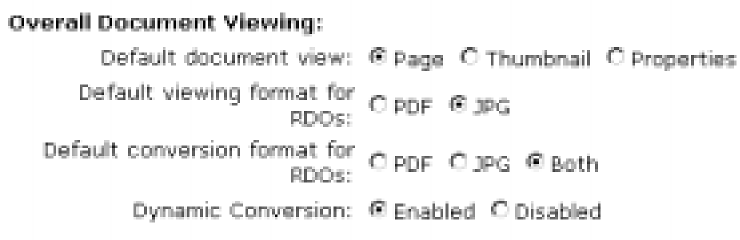


Figure 5-4. Overall Document Viewing Administration

NOTE: You can select [Cancel] at any time to clear changes.

1. Using Table 5-7, select one option in the Default Document View field to specify how documents appear when selected.

Table 5-7. Document View options

Option	Description
Page	Users see the first page of a document and can page through the document as they wish
Thumbnail	Users see several thumbnails of pages of the document
Properties	Users see only the properties of the document and not the content

NOTE: Users can change the display for a single document, but cannot change the default display setting.

2. Specify the default viewing format for RDOs. Select from PDF or JPG files.
3. Specify the default conversion format for RDOs.

4. Enable or disable the dynamic conversion function in WVS. When the dynamic conversion option is enabled, WVS converts a document in the foreground, if necessary.

   NOTE: Dynamic conversion converts one page at a time and requires user input after each page is converted. It is CPU-intensive and can slow down the system considerably. It is recommended only if storage space is limited and the documents to be converted are 2-3 pages or fewer.

   NOTE: Dynamic conversion has an effect only if the Document Conversion Service is not active or if the document has been imported into the main collection on the WVS server since the last time the Document Conversion Service was run.

JPG viewing options

The JPG viewing options allow you to define the resolution and appearance of objects when JPG is the default viewing format for RDOs and users select the View option. See Figure 5-5.

In general, high-resolution image files are larger and take longer to display and download, but the image quality is much better.

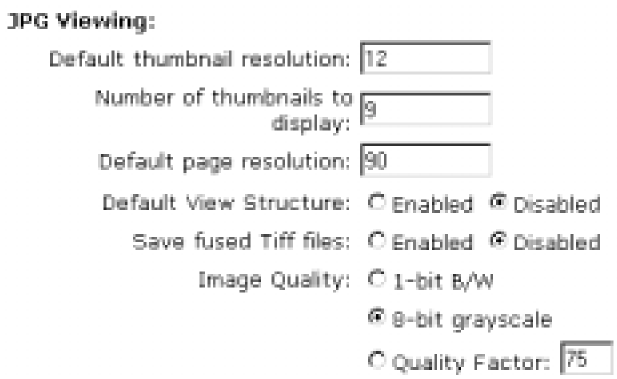


Figure 5-5. JPG Viewing Administration

NOTE: You can select [Cancel] at any time to clear changes.

1. In the Default Thumbnail Resolution text box, enter the display resolution for documents in thumbnail view.
2. In the Number of Thumbnails to Display text box, enter the number of thumbnails that you want to appear on a page.
3. In the Default Page Resolution text box, enter the desired resolution of pages displayed in WVS.
4. In the Default View Structure area, select [Enabled] or [Disabled].

   NOTE: Since JPG images are viewable within WVS, you can enable or disable the display of the structure of an RDO when a user selects the View function for a document.

5. In the Save Fused TIFF Files area, select [Enabled] or [Disabled]. This option has an effect only on RDOs that have multiple TIFFs per page. Enable this option while experimenting with document resolution. Disable this option for normal usage.

6. In the Image Quality area select from the following options:

   - 1-bit black/white — This option is generally used when backward compatibility is necessary. This is not a recommended Image Quality option.
   - 8-bit grayscale — For text files with small text, this option enhances the view quality of the file. This is the default setting and generates a smaller size file and better resolution than the 1-bit black/white setting.
   - Quality factor — Reduces the “noise” on the screen further enhancing the view quality. You may also select the quality factor for this option.
     - You may select a quality factor setting from 1 to 99.
     - The higher the quality factor, the better the image quality.
     - The higher the quality factor, the larger the file size.

     NOTE: It is recommended you set the quality factor at 50 or above for text files. If you are converting image files, you may want to set it lower to reduce the file size, depending on the content of the image file.

   File size increases as the viewing quality is enhanced. If storage space is an issue, you may want to use the default setting of 8-bit grayscale.

   Table 5-8 provides sample of conversion results. The examples are based on a graphical RDO document with an output resolution of 90 DPI.

Table 5-8. TIFF to JPG Sample Conversion Results

Original file size (bytes)	Conversion type	Quality factor setting	Converted file size, bytes	Display results
353,709	1-bit	n/a	82,764	poor
	8-bit Grayscale	n/a	98,663	good
	High Quality 8-bit	10	66,291	fair
	High Quality 8-bit	90	138,408	excellent

Table 5-9 provides sample conversion results based on a text RDO document with an output resolution of 90 DPI.

Table 5-9. TIFF to JPG Sample Conversion Results

Original file size (bytes)	Conversion type	Quality factor setting	Converted file size, bytes	Display results
30,242	1-bit	n/a	83,252	poor
	8-bit Grayscale	n/a	68,391	good
	High Quality 8-bit	10	49,030	good
	High Quality 8-bit	90	93,220	excellent

PDF viewing options

The PDF viewing options allow you to define the resolution and appearance of objects when PDF is the default viewing format for RDOs and users select the View option. See Figure 5-6.

Selecting PDF as the default viewing format for RDOs launches an Adobe application and displays the RDO in that application.

NOTE: The Adobe application launched depends on the association set up for a PDF file on the user workstation.

In general, high-resolution image files are larger and take longer to display and download, but the image quality is much better.

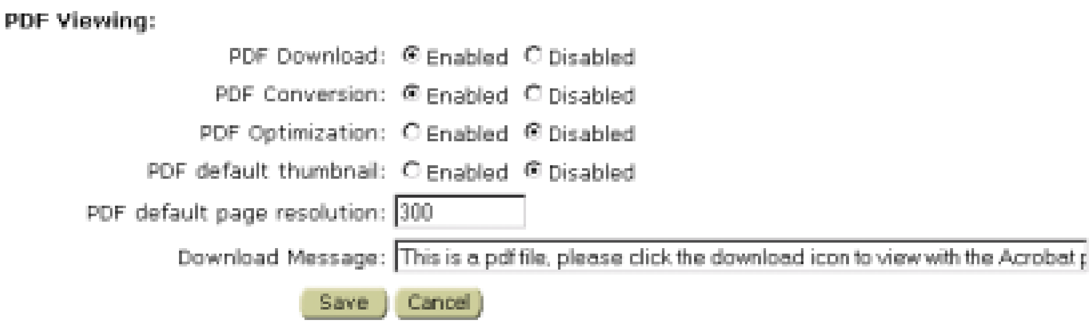


Figure 5-6. PDF Viewing Administration

1. In the PDF Download area, select [Enabled] or [Disabled]. Enabling this option allows users to download a PDF version of an RDO.
2. In the PDF Conversion area, select [Enabled] or [Disabled]. Enable this option if PDF versions of RDO files need to be generated dynamically. For more information on dynamic conversion, refer to page 5-13.
3. In the PDF Optimization area, select [Enabled] or [Disabled].
4. In the PDF Default Thumbnail area, select [Enabled] or [Disabled].
5. In the PDF Default Page Resolution area, specify the default display resolution of document PDF files in WVS.
6. In the Download Message area, enter the text you want displayed in the message box when a file is downloaded from WVS.
7. Select [Save] to change the viewing defaults. Otherwise, select [Cancel] to cancel the operation.

Defining Visible Properties

Visible properties are made up of the attribute fields that apply to the documents on the WVS server. Defining visible properties on your WVS server allows you to select the collection attributes, such as publisher, title, and author, that display when you choose to view the properties of a document. The Visible Properties list also defines the properties available for searching and for display in the search results list.

You also select the identifying property or attribute on the Visible Properties page. This is the property used to identify the searched for file. It is in the first column displayed in the search results list. The name field is highly recommended as the identifying property. The identifying attribute must be a selected visible property.

Determining the visible properties for your WVS server is a very important function. The properties enabled on the Visible Properties page dictate the properties available to users for searching and for display in the search results list.

Table 5-10 lists and describes the available visible properties.

Table 5-10. Visible properties

Property	Description
File Modified	The last modification date of any of the content elements in the document
Volume	The publication volume in which the object is contained (not related to Volume Label)
Title	The identifying name for the object (can be different from the file name)
Internal catalog ID	The identification number DigiPath assigned tot he object when it was first imported into Document Library
Dates Used	A list of dates on which the object was opened
Number of pages	The number of pages in the object
Published date	The date on which the object was first published
Description	The description of the object
Name (required)	The name of the object
Customers	The list of customers associated with the object
Subtitle	The secondary title for the object
Publisher	The name of the original publisher of the object
URL	The web address of the object of document
File Size	The total size of all the content files that comprise the document
Authors	The person, people, or group responsible for the content of the object
Edition	The edition of the publication
External catalog ID	The identification number you assign to the object to link it with other databases
Object type	The type of object
Abstract	A summary of the contents of the object
Keywords	A list of words to indicate the content of the object

To define properties that can be viewed by WVS users:

1. Log in to WVS as the Server Administrator.
2. Select [Administration] from the Navigation Bar.
3. Select [Visible Properties] from the Document Configuration options on the Administration Menu. The Visible Properties page opens. See Figure 5-7.

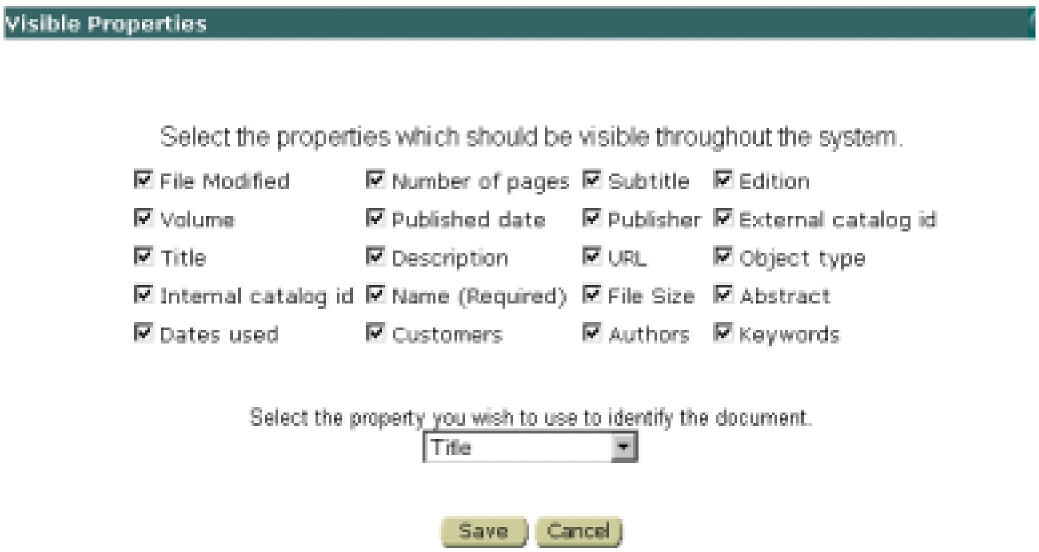


Figure 5-7. Visible Properties page

4. Mark the check box next to any property you want users of your WVS server to be able to view. Clear the check box next to any property you want to disable for users. See Table 5-10 for a list and description of the available visible properties.

NOTE: When determining visible properties, consider the sensitivity of the information, as well as whether users need it to locate a particular document or set of documents.

5. Specify the property from the drop-down list box that will be used to identify documents on your web server. As noted on the Visible Properties page, this property must be one of the visible properties.

NOTE: Select the identifying attribute with care, as this is the attribute that is hotlinked in every search results list. It is strongly recommended that you select the Name attribute (file name) or another required attribute for the identifying attribute. If you select an attribute for which you rarely enter a value, there will be very few hotlinks in the results list. For example, if you select Number of Pages and then assign this attribute to only one or two objects, the first column in the search results list may be empty.

NOTE: You must always redo the Visible Properties and Web Search settings after defining the attributes of the Main Collection using the Library Administration Tool application.

6. Select [Save] to save your settings.

Configuring search options

Using the Search Administration options, the WVS administrator can restrict a user's ability to search for and view objects or properties stored in a DigiPath document repository. Restrictions can be based on the document properties, the items displayed in a results list, or the search domain.

To define the search properties available to a user, specify the properties displayed in search results lists and define the default domain for searches on the WVS server.

To configure the Search Configuration options:

1. Log in to WVS as the Server Administrator.
2. Select [Administration] from the Navigation Bar. The Administration Menu appears in the left frame.

   Table 5-11 lists and describes the Search Configuration options.

Table 5-11. Search Configuration options

Search Option	Description
Peer Workstation	Allows you to add available DigiPath host workstations (remote machines) to the domain for searching documents on the Web Viewing and Submission system.
Searchable Properties	Allows you to restrict the properties on which users can search. You can enable or disable searching on all properties of a cabinet viewable in Web Viewing and Submission.
Search Results	Allows you to restrict the property information for all objects in the results list. You can enable or disable the display of all properties of a cabinet viewable in Web Viewing and Submission.

Refer to the following sections for more detailed descriptions of the search options available on the WVS server.

Defining the available search domain

To add a DigiPath host workstation (remote machine) to the search domain, you must first add the host workstation to the workgroup. For more information on adding host workstations to the workgroup, refer to “Configuring workgroup connections” on page 5-35.

To define the available search domain:

1. Select [Peer Workstation] from the Search Configuration options on the Administration Menu. The Peer Workstation page opens. See Figure 5-8.

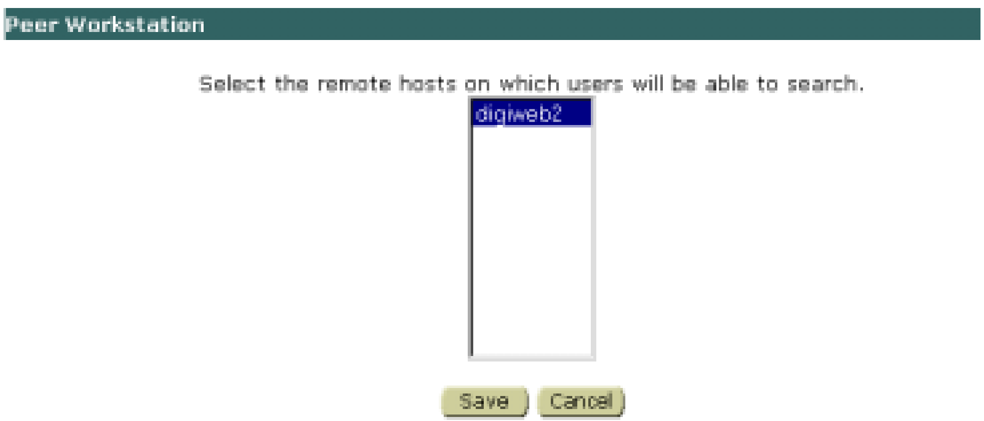


Figure 5-8. Peer Workstation page

A list of connected host workstations appear in the list if you have enabled workgroup functionality.

NOTE: If established, host workstations are currently not available, this page may take a long time to appear. Ensure all connected hosts are running before you configure the Web Search Domain.

2. Mark the check box next to the name of the connected host workstation to add the host you want to the search domain. Clear the check box to disable access to the host workstation.

NOTE: You can select [Cancel] at any time to restore the previous search domain settings.

3. Select [Save] to save changes to the search domain.

Defining available search properties

Properties available for searching, including date properties, are the same as the properties specified on the Visible Properties page. If a property is disabled on the Visible Properties page, that property does not appear on the Searchable Properties page.

To define the searchable properties:

1. Select [Searchable Properties] from the Search Configuration options on the Administration Menu. The Searchable Properties page opens. See Figure 5-9

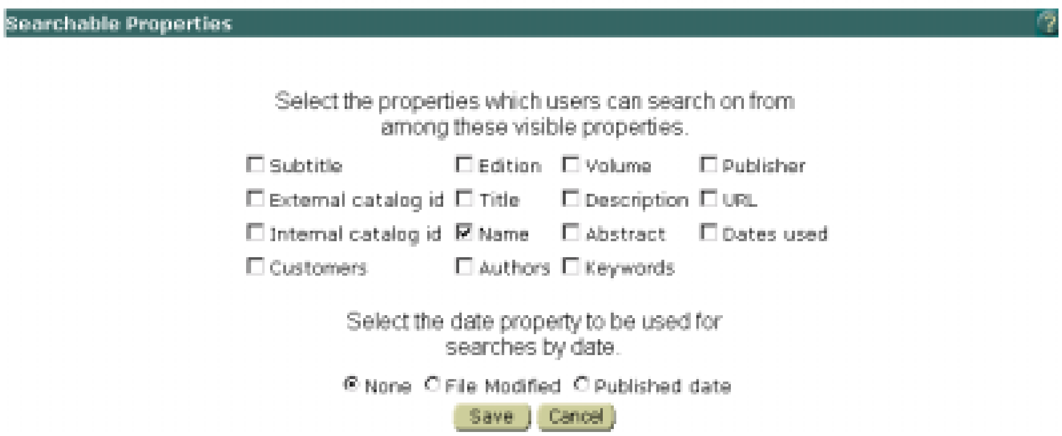


Figure 5-9. Searchable Properties page

2. Mark the check box next to a property on which you want users to search. Clear the check box to make the property unavailable for searches.

   Table 5-12 lists and describes the available Search Properties options.

Table 5-12. Search Properties options

Searchable Properties option	Description
Subtitle	The secondary title for the object.
External catalog ID	The identification number you assign to the object to link it with other databases.
Internal catalog ID	The identification number DigiPath assigns to the object.
Customers	The list of customers associated with the object.
Edition	The edition of the publication.
Title	The identifying name for the object (can be different from the file name).
Name	The name of the object.
Authors	The person, people, or group responsible for the content of the object.
Volume	The publication volume in which the object is contained (not related to Volume Label).
Description	The description of the object.
Abstract	A summary of the contents of the object.
Keywords	A list of words to indicate the content of the object.
Publisher	The name of the original publisher of the object.
URL	The web address of the object or document.
Dates used	A list of dates on which the object was opened.

3. Select one of the following date property radio button options, if appropriate.
   - [None] — Disables searching on date properties
   - [File Modified] — Allows user to search on the date the file was last modified of any of the content elements in the document.
   - [Published Date] — Allows users to search on the date on which the object was first published.
4. Select [Save] to change the searchable properties.

Defining properties available in the search results list

Properties available for display in the search result list, including date properties, are the same as the properties specified on the Visible Properties page. If a property is disabled on the Visible Properties page, that property does not appear on the Search Results page.

To define the properties to appear in the search results lists:

1. Select [Search Results] from the Search Configuration options on the Administration Menu. The Search Results page opens. See Figure 5-10.

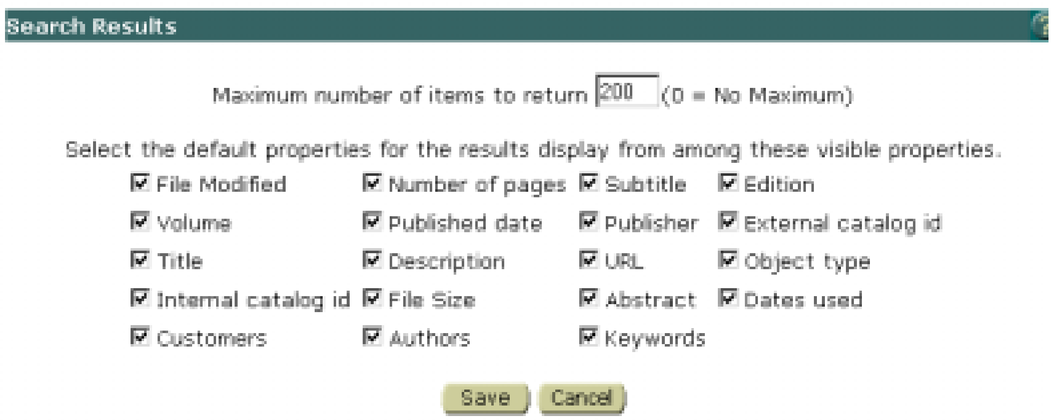


Figure 5-10. Search Results page

2. Enter the number of items you want to appear at one time in the search results box in response to a search.

   NOTE: If you set the leave this box blank, all items that match the search criteria will display.

3. Mark the check box next to the property option to allow users to view that property in the search results list. Clear the check box to hide these properties in results lists. For a list and description of the visible properties, refer to 5-10 on page 5-20.

   NOTE: You can select [Cancel] at any time to restore the previous search results settings.

4. Select [Save] to change the properties that appear in search results lists.

Customizing Home and Main WVS pages

You may want to customize the WVS home page and the main page to make them consistent with other web pages created or maintained by your organization.

To customize the WVS home page and the main page:

1. Log in to the WVS server as the Server Administrator.
2. Select [Administration] from the Navigation bar. The Administration menu appears in the left frame.

Table 5-13 lists and describes the Appearance options that are available on the Administration Menu which allow you to customize the server home and main pages.

Table 5-13. Appearance options

Appearance option	Description
Home Page	Allows you to customize the server home page, which is the first page users see when they enter the server URL.
Main Page	Allows you to customize the server main page, which is the first page users see when they log in to their client workstation.

Refer to the following sections for procedures on customizing these pages.

Customizing the home page

While customizing the home page for your WVS system is not required, you may want to include some information about the system for users who access the page.

Server administrators skilled in HTML development can modify the default.htm file directly to further customize the home page. The default.htm file resides in the <DigiPath default drive>:\digipath\web directory.

NOTE: All fields on the Home Page Customization page are optional.

To customize the WVS home page:

1. Select [Home Page] from the Appearance options on the Administration Menu. The Home Page Customization page opens.

   This page has two parts:

   - An area for specifying site-specific information for the home page.
   - An area for defining up to five external URLs to be included as links on the home page.

   Refer to the following sections for a more detailed description of the customization options available for the WVS home page.

Entering site-specific information on the home page

Every home page has some standard items, including the page title and some introductory information. WVS provides the ability to easily modify these items. Additionally, you can include a logo and the name of a contact person on the WVS home page. See Figure 5-11.

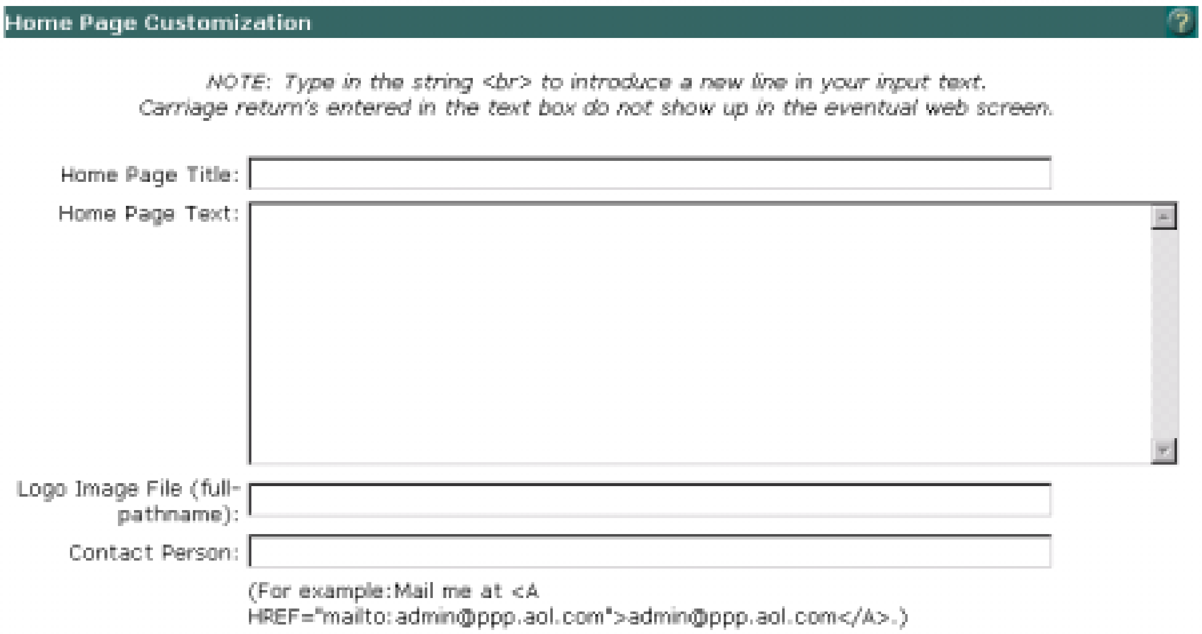


Figure 5-11. Home Page Customization page

To add site-specific information to the home page:

NOTE: You can select [Cancel] at any time to restore the previous home page.

1. In the Home Page Title text box, enter the home page title. The title appears below the logo.
2. In the Home Page Text text box, enter introductory text to appear on the home page. Text entered here appears below the home page title.
3. In the Logo Image File text box, enter the complete path for a logo image file to appear on the home page. For example, enter **<DigiPath default drive>:\digipath\web\logo.gif** to include a file called logo.tif stored in the directory <DigiPath default drive>:\digipath\web. The logo appears at the top of the screen.

4. In the Contact Person text box, enter the name of a contact person for the WVS server. This name appears below the external links and above the [FEEDBACK] button.
5. Specify information using HREF and the mailto link in HTML to allow users to send mail to the contact person by selecting the link. See the example below the Contact Person field on the Home Page Customization screen.

Including URLs on the home page

In addition to the site-specific information, you can enter up to five (5) URLs that will appear as links on your WVS home page. See Figure 5-12.

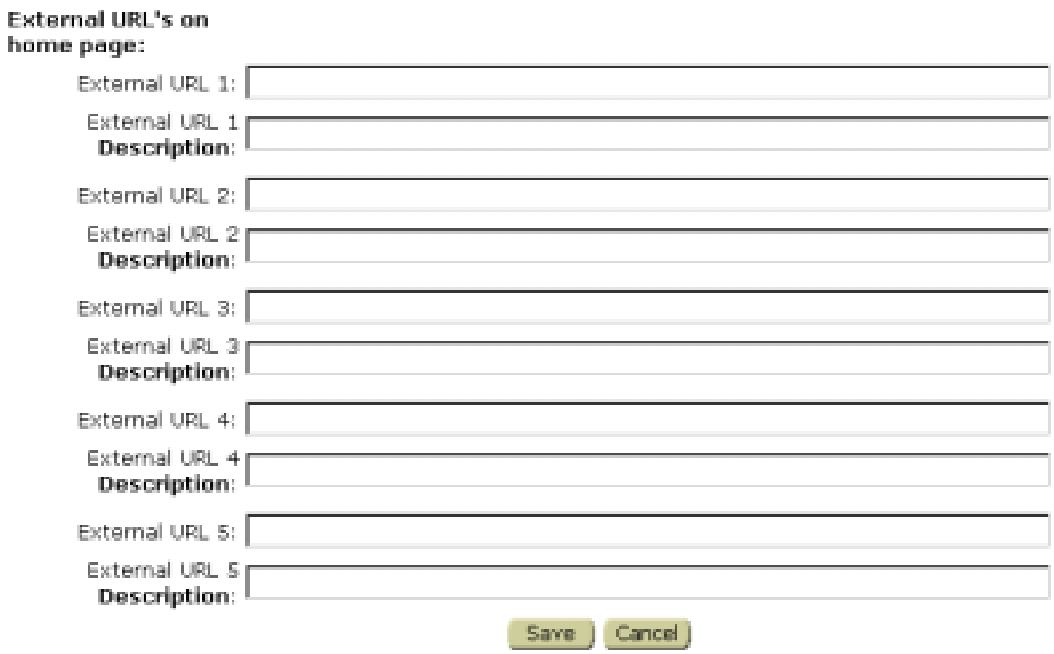


Figure 5-12. Form to add URL links to home page

1. Enter a complete URL, including the standard http:// or mailto: prefix.
2. You can enter a description for the URL. The description appears next to the link on the home page.
3. Select [Save] to change the home page on the WVS server. A confirmation message displays.
4. Select [OK].
5. Select [Main] from the Navigation bar to display the home page.
6. Select [Refresh] or [Reload] from the web browser toolbar to view the changes.

Customizing the main page

While customizing the main page for your WVS system is not required, you may want to include some information about the system for users who access the page.

NOTE: All fields on the Main Page customization page are optional.

To customize the WVS main page:

1. Select [Main Page] from the Appearance options on the Administration Menu. The Main Page Customization page opens. See Figure 5-13.

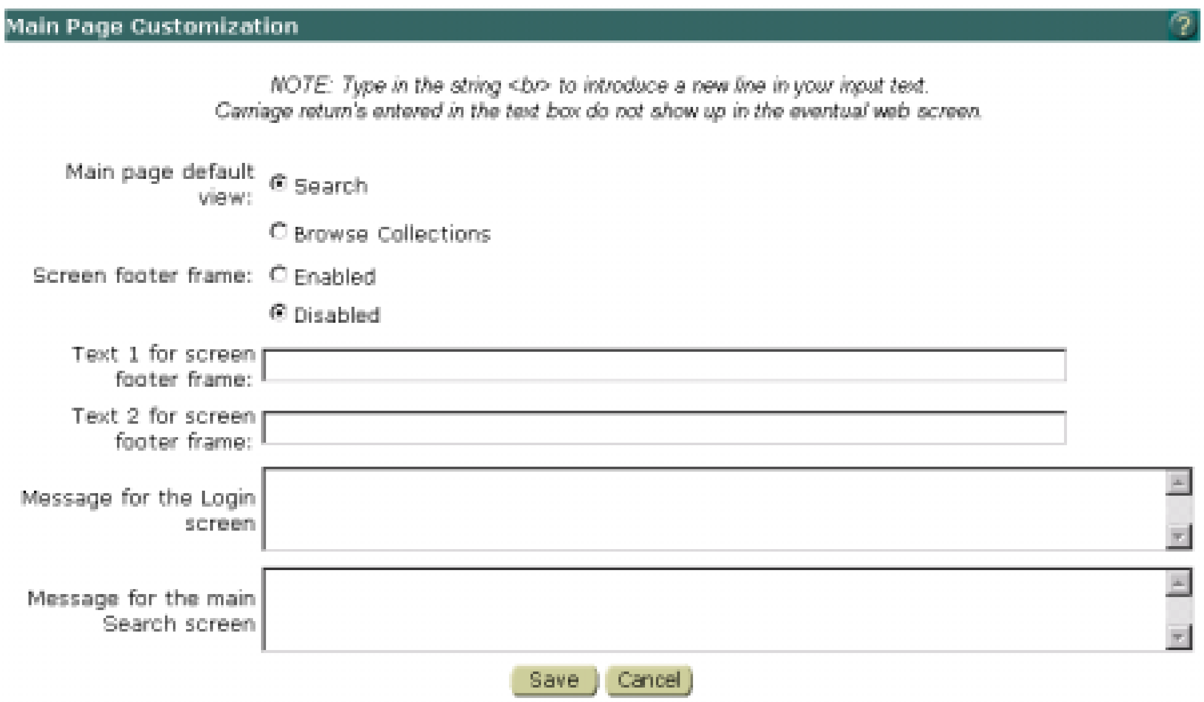


Figure 5-13. Main Page Customization page

NOTE: You can select [Cancel] at any time to restore the previous main page.

2. In the Main page default view field, select [Search] or [Browse Collections] to specify the default page displayed when a user logs in.
3. In the screen footer frame field, select [Enabled] to display the footer frame, or [Disabled] to hide this frame.

4. In the Text 1 for screen footer frame text box, enter the text to appear in the footer frame. You can enter this text even if the screen footer frame is disabled, but the text appears only if the footer frame is enabled.
5. In the Text 2 for screen footer frame text box, enter the second footer text, if required.
6. In the Message for the Login screen text box, enter the message for the Login screen.
7. In the Message for the Main Search screen text box, enter the message for the Main Search screen.
8. Select [Save] to change the main page on the WVS server. A confirmation message opens.
9. Select [OK].
10. Select [Refresh] or [Reload] from the web browser toolbar to view the changes.

Customizing your print shop name

Customize the name of the print shop using the InterDoc.cf file. This file is found in <DigiPath default directory>:\digipath\web\conf.

Edit the “Your PrintShop” text under the heading “*ps_name:” by changing it to the name of the print shop.

Configuring workgroup connections

A workgroup is a group of host workstations (remote machines) whose shared cabinets can be accessed by local users. Local users are not able to access cabinets on host workstations until they are added to the local workgroup through the Library Administration Tool.

A host workstation is a computer on the network that has Document Library application installed. When access to a host workstation is configured, local users can access shared cabinets on those host workstations. Without access to host workstations, local users only have access to cabinets on local drives.

A workgroup is used to:

- share cabinets on host workstations so other DigiPath host workstations may search for documents
- migrate data from a DigiPath host workstation to a Web Viewing and Submission server

Web Viewing and Submission users must have Search Domain access rights to enable them to search documents on host workstations.

Documents residing on host workstations may not be added to Web Viewing and Submission collections.

Configuring the workgroup

Complete the following tasks at the host workstation:

- Use the Library Administration Tool to set up the user accounts for the users who will be accessing the host workstations in the workgroup on both the host workstations and the Web Viewing and Submission server.

  NOTE: Use the same user name and password for the user on the Web Viewing and Submission server as you used on each host workstation.

  For more information on creating user accounts, refer to Chapter 6, User administration.

- Use Document Library to share the cabinets you want the user to access on each host workstation.

  NOTE: You must share each cabinet you want the user to access on each host workstation.

  For more information on sharing cabinets, refer to the *Xerox DigiPath Production Software User Guide*.

- You must assign user access rights to each cabinet you want the user to access.

  For more information on assigning user access rights to cabinets, refer to the User Guide.

- The Document Conversion Service must be running on all host workstations connected to the Web Viewing and Submission server and the Web Viewing and Submission server. The Document Conversion Service allows users to view the documents on the Web Viewing and Submission server.

  For information on configuring the Document Conversion Service, refer to “Scheduling the Document Conversion Service” on page 5-38.

- Use the Workgroup function in the Library Administration Tool to add the host workstations to the workgroup.

  For more information about adding host workstations to the workgroup, refer to the *Xerox DigiPath Production Software System Administrators Guide*.

Complete the following tasks at the WVS server:

Assigning search domain access rights

Assign users the Search Domain access right to enable them to search on host workstations. For more information on assigning access rights, refer to “User Access rights” on page 6-4.

Adding the host workstation to the Search Domain

Add the host workstation to the search domain on the Web Viewing and Submission server to enable users to access the host workstation.

For more information on adding the host workstation to the search domain, refer to “Defining the available search domain” on page 5-24.

Verifying the search on a host workstation

To verify searching for documents on a host workstation:

1. Log in the WVS server as a user.
2. Select [Search] from the Navigation Bar.
3. Select [Domain].

   NOTE: Only the host workstations that the user has access to display.

4. Mark the check box next to the host workstations you want to search.
5. Select [Save]. The Search page opens.
6. Enter search criteria and select [Search]. The Query Results list opens and displays the result of the search.

Scheduling the Document Conversion Service

The Document Conversion Service must be running on a DigiPath remote workstation for WVS users to view objects stored on the WVS server.

Depending on the complexity of the object, it can take several minutes per page to dynamically convert an RDO to the default WVS viewing format. It is therefore recommended that you convert objects in advance to prevent long waiting periods for WVS users.

The following sections contain detailed procedures for configuring the Document Conversion Service on a DigiPath remote workstation.

Preparing to configure the Document Conversion Service

You must ensure that the Document Conversion Service is installed and not running before configuring the service.

To verify that the Document Conversion Service is installed and stopped:

1. Select [Start: Settings: Control Panel] from the Windows desktop. The Control Panel opens.
2. Double-click on the [Services] icon. The Services dialog box opens.
3. Highlight [Document Conversion Service] in the Service list box.
4. If the service is not listed, you must install it.

   For instructions on installing the Document Conversion Service, see “Installing the Document Conversion Service” on page 5-39.
5. Select [Stop] to stop the Document Conversion Service.
6. Confirm stopping the service, if necessary. There is a notification message when the service stops.
7. Select [Close] to close the Services dialog box.
8. Select [File: Close] to close the Control Panel.

Installing the Document Conversion Service

You must install and start the Document Conversion Service if it was not installed by your Xerox service representative.

To install and start the Document Conversion Service:

1. Select [Start: Run] from the Windows desktop. The Run dialog box opens.
2. In the Open text box, enter the following command:

<DigiPath directory>\convert\xdoccvts.exe -install

   where <DigiPath directory> is the installation drive and directory for the DigiPath software (for example, **e:\DigiPath**).

3. Select [OK] to close the Run dialog box and install the Document Conversion Service.
4. Proceed to the next section, Scheduling the Document Conversion Service on the WVS server.

Scheduling the Document Conversion Service on the WVS server

WARNING

It is possible to open an RDO that is being converted by the scheduled background conversion service. It is recommended that you run the conversion service during a time when users are not accessing the file. You may also remove sharing from the directory that contains the files to be converted while the conversion service is active.

To schedule a specific time period for the Document Conversion Service to run:

1. Select [Start: Programs: DigiPath Production Software: Library Administration Tool] from the Windows desktop. The Library Administration Tool opens.
2. Select [Conversion] on the tab bar.
3. To specify the Document Conversion Service settings:
   a. In the Starting Time fields, type a starting time for the conversion process.
   b. In the Ending Time fields, type an ending time for the conversion process.

4. In the Conversion Service Priority area, specify the level of priority that should be assigned to the Document Conversion Service.

   The priority determines whether other DigiPath services that are running have a higher priority than the Document Conversion Service. The higher the priority assigned to the Document Conversion Service the less likely it will be interrupted by another service. Table 5-14 lists and describes the Conversion Service priority options.

Table 5-14. Conversion Service priority options

Options	Description
Above Normal	Specifies that the Document Conversion Service process takes priority over other processing activity.
Normal	Specifies that the Document Conversion Service process has equal priority with other processing activity.
Below Normal	Specifies that the Document Conversion Service process has lower priority over other processing activity.

5. Select one of the following options in Table 5-15 to set the Conversion Service Mode.

Table 5-15. Conversion Service Mode options

Options	Description
Always	Specifies that all cabinet objects are converted.
New only	Specifies that only those objects that have been added to a cabinet (or set of cabinets) since the last conversion are converted.

6. Select one of the following options in Table 5-16 to set the JPG conversion.

Table 5-16. JPG Conversion Service options

Options	Description
Default thumbnail resolution	Specifies the default thumbnail resolution for JPG conversion.
Default page resolution	Specifies the default page resolution for JPG conversion.

7. Mark the Enabled Saved fused TIFF files check box to save the fused TIFF format for documents converted to JPG.

NOTE: When documents are converted to JPEG, they are first converted to an intermediate format of fused TIFFs. This format allows for future capabilities. Saving TIFFs requires greater storage capacity.

8. Select one of the following options in Table 5-17 to set the JPG Image Quality.

Table 5-17. JPG Image Quality options

Options	Description
1 bit B/W	Converts documents to 1-bit black and white.
8-bit grayscale	Converts documents to 8-bit grayscale. This is the default option and recommended for JPG conversion.
Quality Factor	Converts documents to 8-bit grayscale and allows for specification of a higher quality factor. The default quality factor for 8-bit grayscale is 75 (scale of 1 to 99). Use the text box to specify a quality factor other than the default of 75.

NOTE: The higher the quality factor, the larger the file size.

9. Select one of the following options in Table 5-18 to set the default conversion format of RDOs.

Table 5-18. Conversion format of RDOs

Options	Description
PDF	Specifies conversion of RDOs and documents in a cabinet to PDF format.
JPG	Specifies conversion of RDO, PostScript, and TIFF documents in a cabinet to JPG format.
Both	Specifies conversion of RDOs to both PDF and JPG format.

10. Select one of the following options in Table 5-19 to set the PDF conversion.

Table 5-19. PDF Conversion options

Options	Description
Enable PDF optimization	Allows you to enable or disable PDF optimization.
Enable PDF default thumbnail	If enabled, thumbnails for PDF documents can be viewed in the Web Viewing and Submission application. *NOTE: This option requires greater storage capacity.*
PDF default page resolution	Allows you to specify the default page resolution for documents converted to PDF.

11. Mark the Enabled OCR conversion check box if you want to enable character recognition during conversion. This converts RDOs to text-editable documents.
12. Select [Apply] to save the conversion settings. Otherwise, select [Restore] to restore the conversion settings to the previous settings.
13. Select [File: Exit] to close the Library Administration Tool.

Specifying the login for the Document Conversion Service

To configure the Document Conversion Service to convert objects on a remote machine or remote file server, a logon must be specified in the conversion service setup that matches the machine or remote file server logon. To accomplish this, perform the following steps:

1. Select [Start: Settings: Control Panel] from the Windows desktop.
2. Double-click on the [Services] icon.
3. Highlight the [Document Conversion Service] in the Service list box.
4. Select [Stop] to stop the service if it is running. A confirmation dialog box appears.
5. Select [Yes] to stop the service.
6. Select [Startup]. The Service dialog box opens.
7. Select [This Account] in the [Log On As] section and enter the appropriate user name and password. Confirm the password.

   NOTE: The user must be a member of the Administrators group

8. Select [OK].
9. Highlight the [Document Conversion Service] in the Services list box.
10. Select [Start] to start the Document Conversion Service.
11. Select [Close] to close the Services dialog box.
12. Select [File: Close] to close the Control Panel.

Conversion through Document Library

Dynamic document conversion is available through Document Library for PostScript, TIFF, and RDO objects. Scheduled conversion options may be set in the Library Administration Tool. Objects may be converted individually, but folders may not be converted.

The Document Library conversion process runs in the foreground and can severely impede system performance.

Object Management through Document Library

Document Library displays converted objects differently. Objects that are completely converted display the following at the bottom of their icons:

- P (objects converted to PDF)
- J (objects converted to JPG)

Objects may display both a P and a J if converted to both PDF and JPG.

Document conversion error logs

If you encounter a problem during a scheduled document conversion service, the service skips the object causing the error and continue with the next object. The error is written to a text file named <DigiPath drive>:\digipath\convert\xdoccvts.log for JPG file conversions and <DigiPath drive>:\digipath\convert\pdf.log for PDF conversions.

Starting the Document Conversion Service on a host workstation

The Document Conversion Service allows users to view DigiPath documents stored on the WVS server using their web browser.

NOTE: You cannot run the Document Conversion Service while using Library Administration Tool or the Defragment Database application from the Library Administration Tool.

Setting up the Document Conversion Service on a host workstation

During the initial DigiPath installation, the Document Conversion Service may have been installed and started.

To verify that the Document Conversion Service is started:

1. Select [Start: Settings: Control Panel] from the Windows desktop. The Control Panel opens.
2. Double-click on the [Services] icon. The Services dialog box opens.
3. Highlight [Document Conversion Service in the Service list box.
4. If the service is not listed, you must install it.

   For instructions on installing the Document Conversion Service, see “Installing the Document Conversion Service” on page 5-39.
5. Select [Start] to start the Document Conversion Service. A status message appears while the service is starting, and closed with the service is running.
6. Confirm stopping the service, if necessary. There is a notification message when the service stops.
7. Select [Close] to close the Services dialog box.
8. Select [File: Close] to close the Control Panel.

In the future, the service starts automatically if you shut down or restart the DigiPath workstation.

Scheduling Document Conversion on a host workstation

To schedule the Document Conversion Service on the host workstation:

1. Log in to the WVS server as the Server Administrator.
2. Select [Administration] from the Navigation Bar.
3. Select [Conversion Service] from the Administration Menu in the left frame. The Conversion Service page opens.
4. Enter the appropriate settings. Refer to Document Conversion Service on-line Help and the System Administration chapter in the *DigiPath Production Software System Administrator Guide* for additional information regarding the available settings in the Conversion Service tab.
5. Select [Save] to save the settings. Otherwise, select [Cancel] to cancel the changes.

Defining the properties of the Main Collection

The following sections provide detailed instructions for defining the properties of the WVS Main Collection.

Stopping the Web Server service

To stop the Web Server service:

1. Select [Start: Programs: Windows NT 4.0 Option Pack: Microsoft Internet Information Server: Internet Service Manager] from the Windows desktop. The Microsoft Management Console opens.
2. Expand the [Internet Information Server] folder.
3. Highlight your WVS server from the computer list.
4. Select [Disconnect] from the [Action] drop-down menu. A confirmation box opens.
5. Select [Yes] to disconnect the computer.

Defining the properties of the Main Collection

Use the Library Administration Tool to define the properties of the Main Collection. For more information on defining the properties of a cabinet, refer to the *Xerox DigiPath Production Software System Administrators Guide*.

Starting the Web Server service

To start the Web Server service:

1. Select [Connect] from the [Action] drop-down menu in the Microsoft Management Console. The Connect To Computer dialog box opens.
2. Enter the WVS computer name in the Computer Name text box.
3. Select [OK].
4. Select [Console: Exit] from the menu bar to close the Microsoft Management Console.

6. User administration

This chapter describes the WVS user administration functions used to manage user and group accounts.

Topics covered in this chapter include:

- managing user accounts
- identifying user access rights
- viewing current users
- adding a user account
- editing the anonymous account
- editing a user account
- deleting a user account
- completing new user account requests
- managing group accounts
- viewing current groups
- adding a group account
- assigning group membership
- deleting a group account

Managing user accounts

Setting up user accounts is an activity a User Administrator performs (using the WVS software interface) to allow individual users to access the WVS web site in different ways, depending on their needs.

For example, some users may only need to view documents that exist in a particular location on the server. Others may need to print documents that reside on the server and upload files onto the server.

User access rights are assigned to each user to allow them the ability to access certain functions of the WVS server. The user Login Name, Password, and User Access rights, along with various accounting information, make up the user profile.

As a User Administrator you will create new users as they request access to your system, edit existing users, and delete users who should no longer access your system.

CAUTION

When creating user accounts, the password and credit card information is not encrypted in transit if you do not have a security certificate installed on your WVS server.

For more information on installing a security certificate, refer to Chapter 3, Setting up a Web Viewing and Submission Server.

The advantage to the User Administrator for users having their own accounts is that the administrator can track individual use through the user reports. For more information on user reports, refer to Chapter 7, Generating reports.

Using individual user accounts allows you to grant unique access to each user, as needed. You can better control your server security when you determine appropriate user access rights, per individual user.

For users, that advantage of their own individual user account is that they can store documents on portions of the web server which they know the server administrator will not allow other users to visit. These collections of documents can be accessed only by the user accounts with appropriate permissions.

At the time of installation of WVS, two accounts are established on the WVS server:

- Anonymous account
- Server administrator account (dwadmin account)

CAUTION

The default login account is dwadmin. For security purposes, change the administrator account password.

For more information on changing the dwadmin password, see “Changing the dwadmin password” on page 2-10.

The Main Collection is created during WVS installation.

For each user created, the Job Submission\Upload directory is <DigiPath directory>:\digipath\web\upload\<login name>

For each user created, the default Home collection is: users\<login name>

User Access rights

User access rights are assigned to each user to allow them the ability to access certain functions of the WVS server. If a user has requested the ability to send jobs to the WVS server for production printing and you, as the Server Administrator, decide this is an appropriate request, you enable the Job Submission access right in the use's profile. The user then has the ability to use the Job Submission function. Table 6-1 lists and describes the available user access rights.

Table 6-1. User Access Rights

User Access Right	Description
Search Access	Provides a user with the search function. *NOTE: This access right must be used in conjunction with any other search right.*
Search Configuration	Allows users to block certain search result display properties (such as name or title) from appearing in their personal search results display, even though the administrator has set the default search result display to include those properties.
Search Database	Allows users to search all objects on the WVS server if the user has access to the collection in which the object resides.
Document View	Allows users the ability to view the contents or properties of documents, depending on the default the administrator has set for viewing. (RDOs are viewed as PDFs or JPGs, depending on the defaults the Administrator has set.)
Download Documents	Provides users with the download capabilities offered by their specific browsers, such as save to hard drive or print to local printer.
Job Submission	Provides users a means for sending a job to the print operator for printing on a production printer and a means for placing a file directly into a standard job ticket. This job submission access right uses a standard job ticket.
Job Submission Advanced	Allows the user to send a job to the printer for production printing and select from advanced job ticket options.
Browse Collections	Allows users to browse only the collections they are given permission to access.
Search Domain	Allows users to search for documents on available peers and remote hosts, in addition to (or instead of) the WVS server.
Search Collections	Allows users to search only the collections they have been given permission to access. (With Manage Collections rights, the administrator or other designated person can assign users permission to access specific collections.)

Table 6-1. User Access Rights

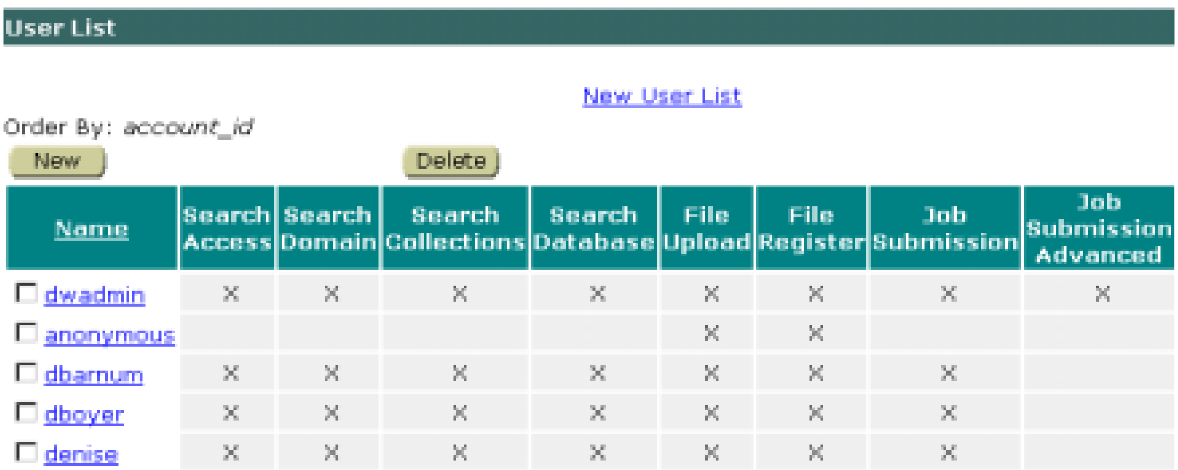
User Access Right	Description
Print Documents	Enables users to send documents directly to a default production printer (determined by the administrator).
Customize Document Conversion Settings	Allows users, if they also have the user right administration access, to alter document viewing settings for a particular document, instead of seeing the default viewing settings the administrator has specified.
Administer Printer	Provides users printer administration privileges, which include the ability to add and delete printers, manage jobs in the hold queue, administer job queues, and modify the job ticket mask queue. Typically, this user right is assigned to one or more people responsible for performing Print Operator functions.
WVS Site Administrator	Allows access to all of the administrative functions available for the web server, including Collection Management, printer administration, and setting defaults for document viewing, document conversion, and more. *NOTE: WVS Site Administration does not give access to user administration functions. You must also have WVS User Administration access rights to perform those functions.*
User Enabled	Allows the user to log in. A user may be created, but if he or she is not enabled, they have no access to WVS.
Secure Access (SSL)	Users that have this right will always use encryption when submitting jobs. If the Secure Access right is not selected the user is not allowed to submit sensitive data (such as credit card information). Secure Access is only applied if you have a Secure Socket Layer (SSL) installed on your server. *NOTE: Do not assign secure access to the administrator account. If you assign secure access to a user and you do not have SSL installed at the server, the user will not be able to log in to the server.*
WVS User Administrator	Allows the user to create, edit, and delete user accounts. The WVS User Administration access right can be paired with the WVS Site Administration access right. By itself, it has no value.
Printer Selection	Allows the user to select a printer from a list of available printers. If this access right is not enabled the job will automatically be sent to the Job Submission Queue.

Viewing current users

The User List page provides a listing of current user accounts and their assigned user access rights.

To display the list of current user accounts:

1. Log in to WVS as the User Administrator.
2. Select [Administration] from the Navigation Bar.
3. Select [User List] from the Administration Menu in the left frame. The User List page opens. See Figure 6-1.



Name	Search Access	Search Domain	Search Collections	Search Database	File Upload	File Register	Job Submission	Job Submission Advanced
dwadmin	X	X	X	X	X	X	X	X
anonymous					X	X		
dbarnum	X	X	X	X	X	X	X	
dboyer	X	X	X	X	X	X	X	
denise	X	X	X	X	X	X	X	

Figure 6-1. User List page

The User List page enables the following functions:

- [New] — Allows you to add a new user account to the list of existing users and to assign access privileges for this user.
- [Delete] — Allows you to remove the selected user account from the user list.

NOTE: You must have WVS User Administrator privileges to add and delete users.

Adding a user account

Use the Add a User page to add new user accounts to the list of existing users and to assign access privileges for users.

To add a user account:

1. Log in to WVS as the User Administrator.
2. Select [Administration] on the Navigation Bar.
3. Select [Add User] from the Administration Menu in the left frame. The Add a User Account page opens. See Figure 6-2.

Figure 6-2. Add a User Account page

NOTE: You can also add a new user by selecting [New] from the User List page.

4. In the Login Name text box, enter the user name for the new user account.

NOTE: Remember the following regarding user names:

- *Avoid using special characters when setting up user accounts.*
- *The Login name is required.*
- *Only the administrator can change the user's login name.*

5. In the Password text box, enter the password for the new user account. The Password is required.

   NOTE: Remember the following regarding passwords:

   - *The Password is required.*
   - *Only the administrator can change the user's password.*

6. In the Confirm Password text box, re-enter the password for the new user account again.

   NOTE: You must confirm the password to create the user accounts.

7. In the IP Mask boxes, you can enter a partial or complete IP address mask for this user. If you enter a computer's IP address in the IP mask field, the user account you are defining is accessible only from the computer with that IP address.

   If you choose not to enter an IP mask, leave wildcard characters (*) in the IP Mask boxes.

   To determine the IP address:

   a. Select [Start: Settings: Control Panel] from the Windows desktop. The Control Panel opens.
   b. Double-click on the [Network] icon. The Network services dialog box opens.
   c. Select the [Protocols] tab in the Network services dialog box. the list of active network protocols appear.
   d. Highlight [TCP/IP Protocol] from the Network Protocols list box.
   e. Select [Properties]. The Microsoft TCP/IP Properties dialog box opens.

      The IP address for the WVS server is listed under the Specify an IP address area. Record the IP Address ____________________.
   f. Select [Cancel] to close the Microsoft TCP/IP Properties dialog box.
   g. Select [Cancel] to close the Network services dialog box.
   h. Select [File: Close] to close the Control Panel.

   NOTE: For additional information on the IP Masking function, refer to NT Help, NT documentation, or the Microsoft Web Site (http://www.microsoft.com).

8. Mark the Anonymous User check box if the user will be controlled by an IP Mask, rather than by a user id and password.

CAUTION

There is no way to lock out multiple users with the same login account, so it is strongly recommended that you limit the number of users with WVS site administration, Administer Printers, or WVS user administration privileges.

CAUTION

It is very important that you limit user access to only his or her document collections. You should enable browse collection only. Do not enable search database, as this allows the user to search and look at other users' documents.

CAUTION

Do not enable secure access for the Web Site Administrator or users who are not using secure access.

9. Assign user privileges in the User Access Rights area of the page.
   - Mark the check box to enable a privilege.
   - Clear the check box to disable a privilege.

   For example: Enable "Job Submission" to allow a user print job submission rights only, or enable "Document View" and "Search Collection" to allow that user to view his or her print jobs.

   See Table 6-1 for a detailed description of user access rights.
10. If required, enter the Job Submission Home Collection path in the Job Submission Information section.

    NOTE: The Home Collection is a collection with the same title as the User ID with permission for only the user to access the collection. Any jobs the user submits appears in their Home Collection.
11. If required, enter the User Account and User Billing Information.
12. Select [Save] to create the new user account. The new user account appears in the User List.

Editing the access rights of the Anonymous account

Use the Anonymous account to allow guests limited access to your WVS server. You, as the Server Administrator, want to be sure that the Anonymous account has minimal user access rights.

To edit the access rights associated with the Anonymous account:

1. Log in to WVS as the User Administrator.
2. Select [Administration] from the Navigation Bar.
3. Select [User List] from the Administration Menu in the left frame. The User List page opens.
4. Select the Anonymous user account by selecting the [Anonymous] link.
5. Change the User Access Rights to reflect what you think are appropriate user access rights for an anonymous account at your work site. See Table 6-1 for a detailed description of user access rights.
6. Select [Save].

Editing the access rights associated with a user account

WVS allows you to change the password, IP mask, and any access rights for an existing user account. You cannot change the user name, however.

NOTE: If you edit a user's access rights while he or she is logged in to the server, the user is not notified. When the user next attempts to perform any WVS function that he or she no longer has permission for, WVS displays a warning and allows the user to log in under a different login account, or as the Anonymous account.

To edit the access rights of a user account:

1. Log in to WVS as the User Administrator.
2. Select [Administration] on the Navigation Bar.
3. Select [User List] from the Administration Menu in the left frame. The User List page opens.
4. Select the user from the Name column. The Edit User page opens.
5. If you wish, enter a new account password in the Password text box.
6. If you changed the password, you must re-enter the new password in the Confirm Password text box.
7. In the IP Mask boxes, you can create or change the IP Mask for this user. Doing so limits the user to logging in from a particular machine or set of machines.

   For more information on determining the IP address, refer to "To determine the IP address:" on page 6-8.
8. Mark the Anonymous User check box only if you are modifying the default Anonymous User account.

CAUTION

There is no way to lock out multiple users with the same login account, so it is strongly recommended that you limit the number of users with WVS site administrator, Administer Printers, or WVS user administration access rights.

9. Assign user privileges by marking or clearing the check boxes in the User Access Rights area of the page.
   - Mark the check box to enable an access right.
   - Clear the check box to disable an access right.

NOTE: If you enable the Search Access access right, also enable the Search Database access right or the Browse Collections access right (or both). Otherwise, Search Access will not function.

For more information on user access rights, see Table 6-1.

10. Enter job submission information in the Job Submission Information text box.
11. Enter user account and user billing information in the any User Account and User Billing Information text boxes.
12. Select [Save] to change the existing account.

Deleting a user account

WVS allows you to delete an existing WVS user account. You can use this function at any time, including when the user is logged in.

NOTE: If you delete a user that is logged in to the server, the user is not notified. When the user attempts to perform functions that are no longer available, WVS warns the user and provides an opportunity to log in with a valid login account.

To delete a user account:

1. Log in to WVS as the User Administrator.
2. Select [Administration] on the Navigation Bar.
3. Select [User List] from the Administration Menu in the left frame. The User List page opens.

   NOTE: You can also delete a user by highlighting the user in the user list and selecting [Delete] from the User List page.

4. Mark the check box next to the user account you want to delete.
5. Select [Delete]. A confirmation message opens.
6. Select [OK] to delete the user account.

NOTE: Renaming a user is not available on the WVS system. You must delete the user and create a new one.

Assigning accounts to new users

Users can request a user account online by selecting [Sign up here] in the New Users section on the Home page. The request is submitted over the internet. An account is automatically created for the user, but disabled. The Server Administrator must contact the user who requested the account to obtain more information before enabling the account.

NOTE: You must have WVS User Administration access rights to assign account to new users.

To assign accounts to new user requests:

1. Log in to WVS as the User Administrator.
2. Select [Administration] on the Navigation Bar.
3. Select [New User List] from the Administration Menu in the left frame. The New User List page opens. This page lists requests for new user accounts. See Figure 6-3.

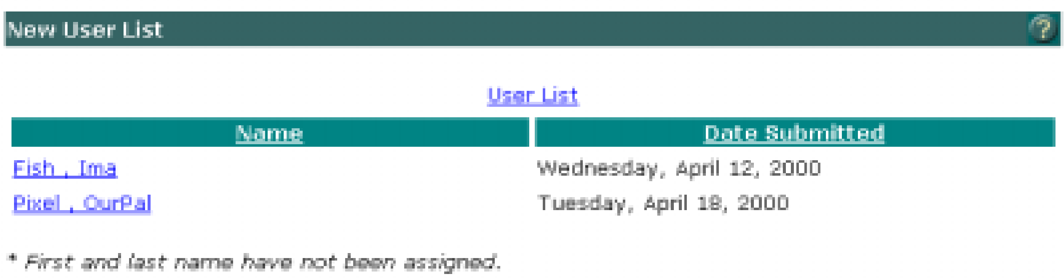


Figure 6-3. New User List page

NOTE: You can also use the WVS Statistics page to see if there are any new user account requests.

4. Select a user from the New Users list to edit the user account properties. The Edit User page opens.
5. Contact by telephone the person requesting the new user account and obtain all necessary information.
6. Make the appropriate access right selection, and enter any additional user and billing information.
7. Select the [User Enabled] access right to enable the account.
8. Select [Save] to save the changes.
9. Select [User List] to return to the User List page.

Managing group accounts

The WVS user administration functions in WVS allow you to:

- view a listing of the current groups on the WVS server
- add and delete group accounts
- assign group membership

For WVS purposes, a group account is simply a group of users who have the same username and password. These users actually share an account, and all of them can be logged in to WVS at the same time.

NOTE: This is not a standard in terms of industry of a group account. Use care when providing the same username and password to multiple users, because security can easily be compromised.

Viewing current groups

The Group List page provides a listing of current group accounts and allows you to add and delete groups.

To display the list of current group accounts:

1. Log in to WVS as the User Administrator.
2. Select [Administration] from the Navigation Bar.
3. Select [Group List] from the Administration Menu in the left frame. The Group List page opens. See Figure 6-5.

The Group List page displays the list of existing group accounts and enables the following functions:

- [New] — Allows you to add a new group account to the list of existing groups.
- [Delete] — Allows you to remove the selected group account from the group list.

NOTE: You must have WVS User Administrator access rights to add and delete groups.

Adding a group account

To add a group account:

1. Log in to WVS as the User Administrator.
2. Select [Administration] on the Navigation Bar.
3. Select [Group List] from the Administration Menu in the left frame. The Group List page opens.
4. Select [New]. The New Group page opens. See Figure 6-4.

Figure 6-4. New Group page

5. Enter a group name in the Group Name text box.
6. Enter a group description in the Group Description text box.
7. Select [Save] to save the changes and return to the Group List page. Otherwise, select [Cancel] to cancel the operation.
8. Continue with Assigning group membership to assign users to the new group.

Assigning group membership

Use the Group Membership page to assign users to groups and remove users from groups.

To assign users to a group:

1. Select a group from the Current Groups list on the Group List page. The Group Membership page opens.

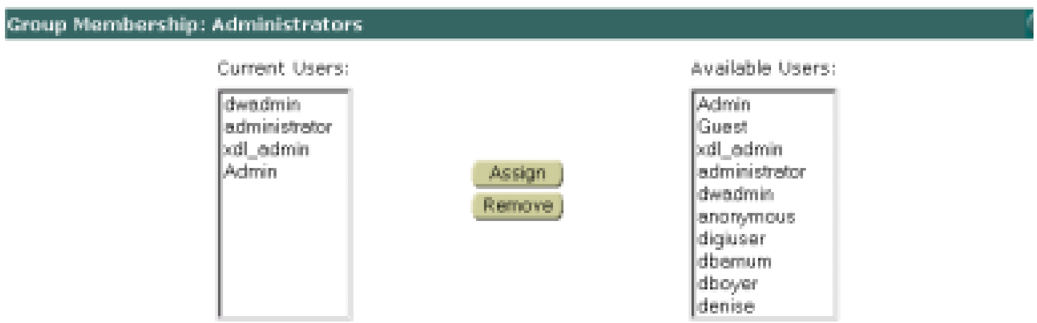


Figure 6-5. Group List page

2. To Assign users to the group:
   a. Select the user from the Available Users list box.
   b. Select [Assign]. The user appears in the Current Users list box.
   c. Repeat steps a and b for all users you want to add to the group.
3. To remove users from the group:
   a. Select the user from the Current User list.
   b. Select [Remove].
   c. Repeat steps a and b for all users you want to remove from the group.
4. Select [Group List] from the Administration Menu in the left frame to return to the Group List page.

Deleting a group account

To delete a group account:

1. Log in to WVS as the User Administrator.
2. Select [Administration] on the Navigation Bar.
3. Select [Group List] from the Administration Menu in the left frame. The Group List page opens.
4. Select [Delete]. The Remove Group page opens.
5. Highlight the group you want to remove from the group list box.
6. Select [Remove]. A confirmation message box opens.
7. Select [OK] to remove the group.

7. Generating reports

This chapter describes the procedures necessary for generating reports you can use to monitor activity on the Web Viewing and Submission (WVS) server, view comments submitted by users, and export the report data to a spreadsheet or text file.

Topics covered in this chapter include:

- the introduction
- Collection reports
- Collection Usage reports
- User Access Rights reports
- Document Usage reports
- Print Jobs Requests reports
- Jobs by Printing Options reports
- Raw Logs reports
- viewing user comments
- exporting report data

Introduction

The reporting functions in WVS allow you to monitor activity on the WVS server. Table 7-1 lists and describes the reporting functions.

Table 7-1. WVS Reports

Function	Description
Collection Report	Provides you with information about each collection on the Web Viewing and Submission server.
Collection Usage Report	Provides you with information about the usage of each collection on the Web Viewing and Submission server.
User Access Rights Report	Provides you with information about users and their access rights.
Document Usage Report	Provides you with information about the usage of each document.
Print Job Requests Report	Provides you with information about jobs that have been submitted for printing.
Jobs by Printing Options Report	Provides you with a listing of printed jobs.
Raw Logs Report	Provides you with a listing of system errors that have occurred on the Web Viewing and Submission server.
View User Comments	Allows you to view comments submitted from users via the Feedback button.

Data from most reports can be exported to a spreadsheet or a text file. For more information, refer to “Exporting report data” on page 7-18.

CAUTION

Do not print a report using the browser print button, or the output will be truncated on the right side. Instead, save the report screen to a file, then manipulate the file with a word processing program before printing.

The following sections give a more detailed description of each reporting function and provide instructions for generating and displaying the report on the screen.

Collection report

The Collection report provides the following information about each of the collections existing on the server:

- Collection name
- Collection path (within the Collection Tree)
- Collection description
- Users
- Contents of the collection, including documents and URLs

NOTE: You must have WVS Site Administrator access rights to generate and view the Collection report.

To generate and view the Collection report:

1. Log in to the WVS as the Server Administrator.
2. Select [Administration] from the Navigation Bar. The Administration Menu appears in the left frame.
3. Select [Collection] from the Reports options on the Administration Menu in the left frame. The Collection Report filter page opens.
4. Select [View] to generate and view the report. The Collection Report page opens. See Figure 7-1.

Collection Report

Name	Collection Path	Description	Users	Contents (Documents/URLs)
MainCollection			dbarnum: Read/Write/Assign	
users			dbarnum: Read/Write/Assign	

Total: 2 Collections

Figure 7-1. Collection Report page

NOTE: Select [Export] to export the data. For more information, refer to “Exporting report data” on page 7-18*.*

CAUTION

Do not print a report using the browser print button, or the output will be truncated on the right side. Instead, save the report screen to a file, then manipulate the file with a word processing program before printing.

Collection Usage report

The Collection Usage report displays the number of times each document within a collection has been viewed, downloaded, uploaded, or printed to a production printer.

NOTE: You must have WVS Site Administrator access rights to generate and view the Collection Usage report.

To generate and view the Collection Usage report:

1. Log in to the WVS as the Server Administrator.
2. Select [Administration] from the Navigation Bar. The Administration Menu appears in the left frame.
3. Select [Collection Usage] from the Reports options on the Administration Menu in the left frame. The Collection Usage filter page opens.
4. To filter the report by date, enter the From and To dates in the specified boxes.

   NOTE: Leaving the filter date fields blank results in the display of all usage of collections. Selecting [Clear Form] clears all filter information from the page.

5. Select [View] to generate and view the report. The Collection Usage Report opens. See Figure 7-2.

Collection Usage

Access Date: From To

Collection Path	Document Name	View	Production Print
MainCollection\MainCollection\	PPTEST.RDO	0	0
MainCollection\MainCollection\	PSTEST.RDO	0	0
MainCollection\MainCollection\Denise_training\	WVSStatus.doc	0	0
MainCollection\MainCollection\Training\	PPTEST.RDO	1	0
MainCollection\MainCollection\Training\	http://www.xerox.com	1	0
install test\	PPTEST.RDO	1	0
Total	6 Documents	3	0

Figure 7-2. Collection Usage Report page

NOTE: Select [Export] to export the data. For more information, refer to “Exporting report data” on page 7-18*.*

CAUTION

Do not print a report using the browser print button, or the output will be truncated on the right side. Instead, save the report screen to a file, then manipulate the file with a word processing program before printing.

User Access Rights report

The User Access Rights report provides a list of all user login accounts defined on the WVS server. For each account, every access right is listed. Enabled access rights are marked with an x. Disabled access rights are blank.

NOTE: You must have WVS Site Administrator access rights to generate and view the User Access Rights report.

To generate and view the User Access Rights report:

1. Log in to the WVS as the Server Administrator.
2. Select [Administration] from the Navigation Bar. The Administration Menu appears in the left frame.
3. Select [User Access Rights] from the Reports options on the Administration Menu in the left frame. The User Access Right Report filter page opens.
4. To sort the report, select one of the following options from the Sort drop-down list box:
   - [Login Name]
   - [First Name]
   - [Last Name]

5. Select [View] to generate and view the report. The User Access Rights Report page opens. See Figure 7-3.

User Access Right Report

(Click on a column header to sort by that attribute.)

First Last Name	Login Name	User Status	Anonymous User	Secure Access	Search Access	Search Database	Search Collection	Search Peers
	anonymous	Active						
Denise Barnum	dbarnum	Active		x	x	x	x	x
	dboyer	Active			x	x	x	x
	denise	Active			x	x	x	x
	dwadmin	Active			x	x	x	x

Total : 5 Users

Figure 7-3. User Access Rights Report page

NOTE: You can select a column header to sort by the specified access right.

NOTE: Select [Export] to export the data. For more information, refer to “Exporting report data” on page 7-18*.*

CAUTION

Do not print a report using the browser print button, or the output will be truncated on the right side. Instead, save the report screen to a file, then manipulate the file with a word processing program before printing.

Document Usage report

The Document Usage report displays the number of times each document has been viewed, downloaded, or printed to a production printer. The report also includes the location of the document, what collection the document resides in, users who accessed the document, dates the document was accessed, and the IP address of the server.

NOTE: You must have WVS Site Administrator access rights to generate and view the Document Usage report.

To generate and view a Document Usage report:

1. Log in to the WVS as the Server Administrator.
2. Select [Administration] from the Navigation Bar. The Administration Menu appears in the left frame.
3. Select [Document Usage] from the Reports options on the Administration Menu in the left frame. The Document Usage Report filter page opens.
4. Specify Sort and Filter information.

   NOTE: Leaving the filter date fields bank results in the display of all documents in the collection. Selecting [Clear Form] clears all filter information from the page.

5. Select [View] to generate and view the report. The Document Usage REport page opens. See Figure 7-4.

Document Usage Report

Document Name	Collection Path	Collection	Login Name
PPTEST.RDO	MainCollection\MainCollection\Training\	Training	dwadmin
PSTEST.RDO	MainCollection\MainCollection\	MainCollection	dwadmin
PPTEST.RDO	install test\	install test	dwadmin
PPTEST.RDO	MainCollection\MainCollection\	MainCollection	dwadmin

Figure 7-4. Document Usage Report page

NOTE: Select [Export] to export the data. For more information, refer to “Exporting report data” on page 7-18.

CAUTION

The [Purge] function is used to purge the report data according to the selected query criteria. You can purge the data without viewing the query results. It is recommended that you view the query results before purging the data. No confirmation screen appears to provide you with a chance to confirm or cancel the purge operation.

CAUTION

Do not print a report using the browser print button, or the output will be truncated on the right side. Instead, save the report screen to a file, then manipulate the file with a word processing program before printing.

Print Job Requests report

The Print Job Requests report displays a summary of jobs that have been submitted to print by specifying filter options, such as what user submitted the job, status of the submitted job, the date job was submitted, the web queue the job was submitted to, and the print shop to which the job was submitted.

NOTE: You must have WVS Site Administrator access rights to generate and view the Print Jobs Request report.

To generate and view the Print Jobs Request report:

1. Log in to the WVS as the Server Administrator.
2. Select [Administration] from the Navigation Bar. The Administration Menu appears in the left frame.
3. Select [Print Jobs Request] from the Reports options on the Administration Menu in the left frame. The Print Jobs Request filter page opens.
4. Specify Sort and Filter information.

   NOTE: Leaving the filter date fields bank results in the display of all usage of collections. Selecting [Clear Form] clears all filter information from the page.

5. Select [View] to generate and view the report. The Print Jobs Request - Summary page opens.

Print Job Requests - Summary

Export Summary

Job ID	Submitter	Promised Date	Required Date	Submit Date	Private Status	Title	Web Queue	Print Shop
1				2000-01-26 10:54:16				
2				2000-01-26 10:58:07		default name	denise_test	
3				2000-01-26 11:15:20	new	denise_job2	Job Submission Queue	
4				2000-01-26 11:31:25			Job Submission Queue	
21				2000-02-17 09:27:30				
22				2000-02-17 09:28:38				

Figure 7-5. Print Jobs Request Report page

NOTE: Highlight the job request from the Job ID field to display a detailed report about the job in the lower frame.

NOTE: Select [Export] to export the data. For more information, refer to "Exporting report data" on page 7-18.

CAUTION

Do not print a report using the browser print button, or the output will be truncated on the right side. Instead, save the report screen to a file, then manipulate the file with a word processing program before printing.

Jobs by Printing Options report

The Jobs by Printing Options report displays a list of print jobs specified by filtering print option, such as, the date of print job, the number of copies printed, the type of stock selected, the size of stock, the finishing options, the imaging options, and the print date.

NOTE: You must have WVS Site Administrator access rights to generate and view the Jobs by Printing Options report.

To generate and view the Jobs by Printing Options report:

1. Log in to the WVS as the Server Administrator.
2. Select [Administration] from the Navigation Bar. The Administration Menu appears in the left frame.
3. Select [Jobs by Printing Options] from the Reports options on the Administration Menu. The Jobs by Printing Options filter page opens.
4. Specify Filter information.

   NOTE: Leaving the filter date fields bank results in the display of all the print jobs. Selecting [Clear Form] clears all filter information from the page.

5. Select [View] to generate and view the report. The Jobs by Printing Options - Summary page opens. See Figure 7-6.

Jobs by Printing Options - Summary

Export Summary

Job Id	Job Date	Copies	Stock Paper/Type/Size	Finishing	Sides Imaged
2	2000-01-26 10:58:07	1	Paper Stock 1: Standard, US Letter (8.5 x 11 in) Paper Stock 2: Standard, US Letter (8.5 x 11 in)	No Finishing	1-Sided
4	2000-01-26 11:31:25	1	Paper Stock 1: Standard, US Letter (8.5 x 11 in) Paper Stock 2: Standard, US Letter (8.5 x 11 in)	No Finishing	1-Sided

Total : 2 Jobs

Figure 7-6. Jobs by Printing Options Report page

NOTE: Highlight the job request from the Job ID field to display a detailed report about the job in the lower frame.

NOTE: Select [Export] to export the data. For more information, refer to "Exporting report data" on page 7-18*.*

CAUTION

Do not print a report using the browser print button, or the output will be truncated on the right side. Instead, save the report screen to a file, then manipulate the file with a word processing program before printing.

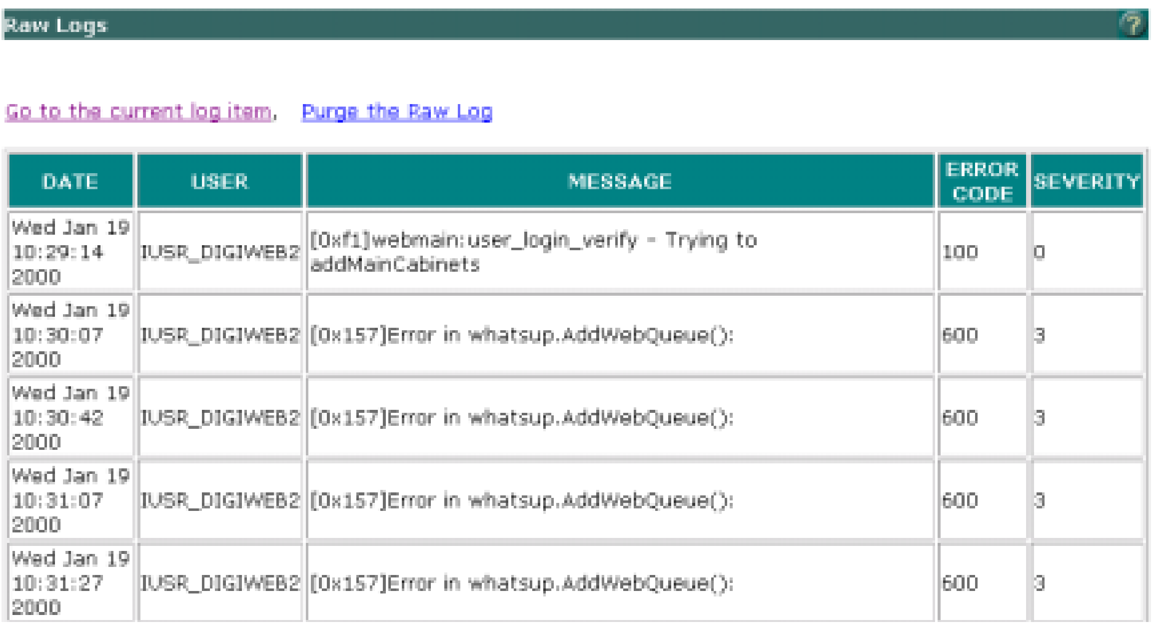
Raw Logs report

The system creates an entry in the Raw Logs report each time a system error or warning occurs on the Web Viewing and Submission server.

NOTE: You must have WVS Site Administrator access rights to generate and view the Raw Logs report.

To generate and view the Raw Log report:

1. Log in to the WVS as the Server Administrator.
2. Select [Administration] from the Navigation bar. The Administration Menu appears in the left frame.
3. Select [Raw Logs] from the Reports options on the Administration Menu. The Raw Logs Report page opens. See Figure 7-7.


Raw Logs

Go to the current log item, Purge the Raw Log

DATE	USER	MESSAGE	ERROR CODE	SEVERITY
Wed Jan 19 10:29:14 2000	IUSR_DIGIWEB2	[0xf1]webmain:user_login_verify - Trying to addMainCabinets	100	0
Wed Jan 19 10:30:07 2000	IUSR_DIGIWEB2	[0x157]Error in whatsup.AddWebQueue():	600	3
Wed Jan 19 10:30:42 2000	IUSR_DIGIWEB2	[0x157]Error in whatsup.AddWebQueue():	600	3
Wed Jan 19 10:31:07 2000	IUSR_DIGIWEB2	[0x157]Error in whatsup.AddWebQueue():	600	3
Wed Jan 19 10:31:27 2000	IUSR_DIGIWEB2	[0x157]Error in whatsup.AddWebQueue():	600	3

Figure 7-7. Raw Logs Report page

NOTE: The report displays in reverse chronological order (that is, the oldest access entries appear first in the log).

4. Select one of the following options listed in Table 7-2, if appropriate.

Table 7-2. Raw Logs Report options

Option	Description
Go to the current log item	Displays the current log item.
Purge the Raw Log	Purges the contents of the log file.

CAUTION

The [Purge] function is used to purge the report data according to the selected query criteria. You can purge the data without viewing the query results. It is recommended that you view the query results before purging the data. No confirmation screen appears to provide you with a chance to confirm or cancel the purge operation.

CAUTION

Do not print a report using the browser print button, or the output will be truncated on the right side. Instead, save the report screen to a file, then manipulate the file with a word processing program before printing.

Viewing User Comments

Use the View User Comments page to access and view comments submitted from users via the [Feedback] button.

NOTE: You must have WVS Site Administrator access rights to view user comments.

To view user comments submitted to the WVS Administrator by users or visitors to the site:

1. Log in to the WVS as the Server Administrator.
2. Select [Administration] from the Navigation Bar. The Administration Menu appears in the left frame.
3. Select [View User Comments] from the Reports options on the Administration Menu in the left frame. The View User Comments page opens. See Figure 7-8.

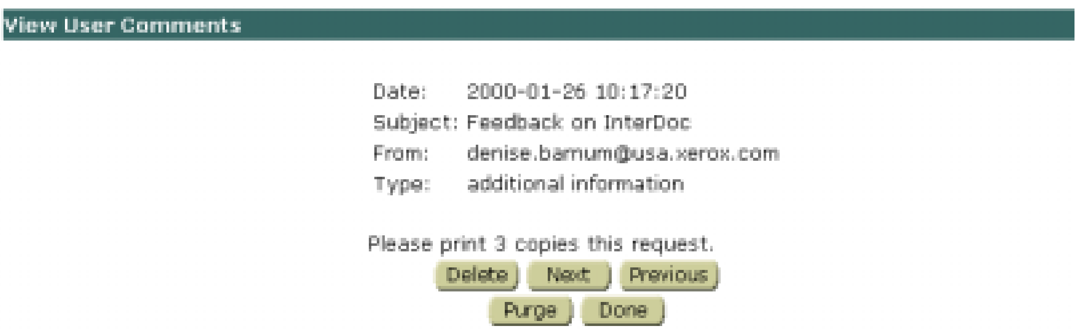


Figure 7-8. View User Comments page

Table 7-3 lists and describes that View User Comments fields.

Table 7-3. View User Comments Fields

Field	Description
Date	Displays the date and time the comment was submitted.
Subject	Displays the subject of the comment.
From	Displays whom sent the comment.
Type	Displays the type of comment or problem submitted by the user.
Text area	Displays the written text submitted by the user.

4. Select one of the following options, if appropriate:
   - [Delete] — Deletes the displayed user comment
   - [Next] — Takes you to the next user comment
   - [Previous] — Returns you to the previous user comment
   - [Purge] — Purges the user comments
   - [Done] — Closes the View User Comments page

Exporting report data

The Export function is used to export the report information to an application such as Microsoft Excel. The exported file resides on the WVS server even if you are running the report from a client.

NOTE: When entering the path for the report, use the appropriate application extension (such as .xls for Microsoft Excel).

Data can be exported for the following reports:

- Collection
- Collection Usage
- User Access Rights
- Print Job Requests
- Jobs by Printing Options
- Document Usage

NOTE: You must have WVS Site Administrator access rights to export report data.

To export the data of a report:

1. Log in to the WVS as the Server Administrator.
2. Select [Administration] from the Navigation Bar. The Administration Menu appears in the left frame.
3. Select a report from the Reports option on the Administration Menu.

   NOTE: You cannot export data from the Raw Logs report.

4. Select [Export] from the filter page of the report. The export page for the selected report opens.

5. Specify the Delimiter.
6. Specify the Text Qualifier.
7. Mark the Include Page Header check box to include the page header in the exported data.
8. Enter the path and filename of the export file.

   NOTE: Use the [Browse] button to browse the Windows NT file system for an existing file or create a new one.

   If the path and filename are left blank, the report is exported to <DigiPath default drive>:\digipath\web\ReportExport.
9. Mark the Overwrite check box to overwrite an existing file.
10. Select one of the following options, if appropriate:
    - [OK] — Exports the data to a file
    - [Cancel] — cancels the operation
    - [Clear Form] — clears the form

8. Job/printer administration

This chapter provides the procedures necessary for administering and maintain production printing using the Printer Administration functions of the Web Viewing and Submission server.

Topics covered in this chapter include:

- printer administration
- managing web queues
- managing submitted jobs
- defining the default job ticket mask
- viewing user jobs
- setting Web printing switches
- setting up a job transfer
- WVS printing limitations
- specifying the login for a DocuTech Network Server

Printer administration

The Printer Administration functions in WVS allow you to manage the production printers available for printing documents from WVS. Using the Printer Administration functions, you can manage printer queues, add or modify printer web queues, view and manage user jobs, define the default job ticket mask settings, set web printing switches, and set up a job transfer.

NOTE: The Printer Administration functions apply only to using production printers set up from WVS. For more information about setting up print servers and production printers and making them available, see the Production printing administration chapter of the DigiPath Production Software System Administrator Guide.

To use a production printer with WVS, it must first be set up on the WVS server as a web queue. The printer web queue is then available to all WVS clients and users.

WVS provides security and convenient queue setup options when you add printers. Table 8-1 lists and describes the options available in WVS, but are not available in DigiPath 2.0:

Table 8-1. WVS options

WVS options	Description
Password protection	Allows you to restrict access to a printer queue. Only users with the appropriate password can print to a printer which has been password protected.
Description	Allows you to enter a description of the printer queue. You can include the printer's location, or identify the printer model or print server.
Queue type	Allows you to specify whether the selected print queue is a hold queue (requiring some action at the printer or print server) or a release queue (automatically releasing the document to print).

The following is a list of features that are supported in other DigiPath, non-WVS systems, but are not currently supported in WVS printing.

- Printer Status - DocuSP version 1.3 and higher
- Printing to DocuSP or DocuPrint via Novell NetWare.

The following describes unsupported Job Ticket features in WVS printing.

- Destination
- Output — DocuSP version 1.3 and higher
- 1-65,000 range and copy count — DocuSP version 1.3 and higher
- Printer Default — DocuSP and DocuPrint
- Multiple inserts at same location — DocuSP version 1.3 and higher
- Save/Open/Reset Job Ticket
- Multiple exceptions at range 0 — DocuPrint

NOTE: When browsing with Internet Explorer 5.x, you must first view the document on screen before printing. Error messages results if a job is selected and printed before viewing.

Using the Web Job/Queue Manager functions

Depending on your access privileges, the Web Job/Queue Manager Menu frame provides quick access to queue, job, and printer management functions.

To access the Web Job/Queue Manager functions:

1. Log in to the WVS server as the Printer Administrator.
2. Select [Web Job/Queue Manager] on the Navigation Bar. The Web Job/Queue Manager Menu appears in the left frame.

   Table 8-2 lists and describes the Web Job/Queue Manager functions.

Table 8-2. Web Job/Queue Manager functions

Web Job/Queue Manager function	Description
Queues	Allows you to add, modify, delete, and manage web queues.
User Jobs	Allows you to view all the jobs submitted by a user.
Job Ticket Mask Template	Allows you to specify job ticket options available to users when printing from WVS.
Web Printing Switches	Allows you to modify available web printing switches.
Job Transfer Setup	Allows you to configure Web to Web transfer.

The following sections give a more detailed description of each function and provide instructions for using the functionality available from each.

Managing web queues

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

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 8-1.

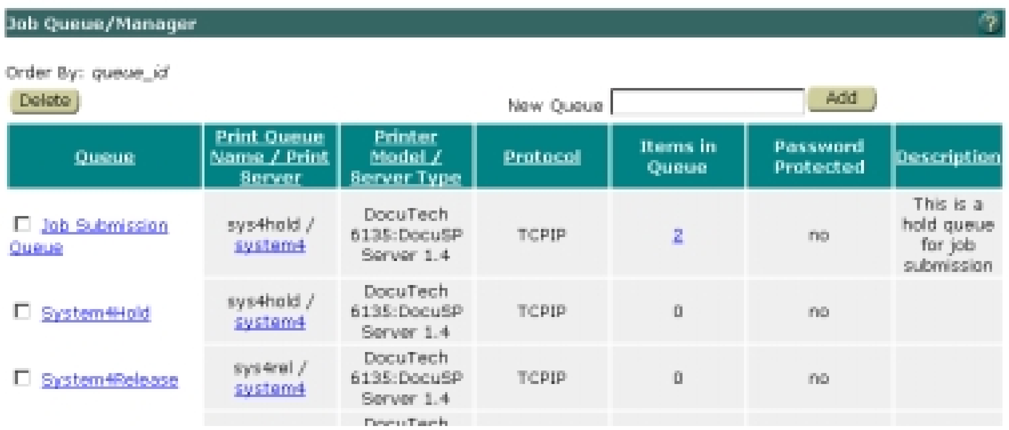


Figure 8-1. Job/Queue Manager page

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.

Adding a web queue

To add a web queue:

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.
4. Type the web queue name for the web queue to be added in the New Queue text box.

   NOTE: Do not press [Enter] after you type the web queue name in the New Queue text box.

5. Select the New Queue [Add] button. The Add a Web Queue page opens. See Figure 8-2.

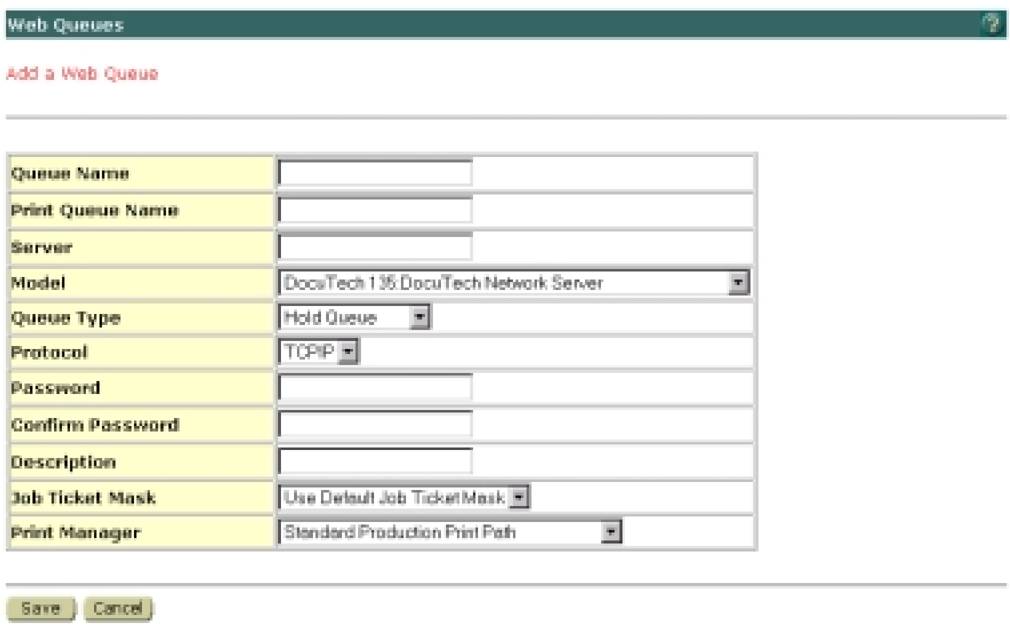


Figure 8-2. Add a Web Queue page

6. Enter the information needed to identify the printer.
   a. Enter the Queue Name. Use a maximum of up to 30 characters.

      NOTE: Do not create a web queue name with spaces in it.

   b. Enter the Print Queue Name. Use a maximum of up to 30 characters

NOTE: Print queue names may not contain the following characters:

- \ (backslash)
- / (forward slash)
- : (colon)
- *(asterisk)
- ? (question mark)
- “(double quote)
- < > (open angle brackets)
- | (verical bar)

c. Enter the Server name. Use a maximum of up to 30 characters.

NOTE: To use the print server host name, there must be an entry in the hosts file or the workstation must be configured to use the Windows Internet Name Service (WINS).

d. From the Model drop-down list box, select the appropriate printer and server combination.

e. From the Queue Type drop-down list box, select [Hold Queue] or [Release Queue] to specify the queue type.

- The Hold Queue holds the job at the WVS server.
- The Release Queue automatically releases the job to the print server.

f. From the Protocol drop-down list box, select [TCPIP] or [Novell Netware] to specify the protocol.

g. To password-protect the printer, enter a password in the Password text box. Only users who know the password will be able to print to the printer. If you do not want to password protect the printer, leave this field blank.

h. In the Description text box, you can enter a brief description for the printer being added. This description should help users identify the location, purpose, or finishing options available for the printer.

i. From the Job Ticket Mask drop-down list box, select one of the following options:

- [Use Default Job Ticket Mask] — Applies the current settings in the default job ticket mask for the newly defined printer.

  For more information on the default job ticket mask, refer to “Defining the default job ticket mask” on page 8-16.

- [Define Printer Specific Mask] — Displays a page for defining the job ticket mask. These new settings apply to the newly defined printer. The settings to not change the settings in the default job ticket mask.

7. From the Print Manager drop-down list box, select [Standard Production Print Path] or [Extended Connectivity Print Job Manager].
8. Select [Save].
9. If you selected [Define Printer Specific Mask] for the Job Ticket Mask option, the Job Ticket Mask page opens.

   For more information on Job Ticket Mask options, refer to “Defining the default job ticket mask” on page 8-16.

Modifying a defined web queue

Once you have created a web queue, you can modify the defined web queue.

NOTE: You cannot change the printer name, queue type, or description of the printer queue.

To modify a defined web queue:

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.
4. Select the queue from the Queue column you want to modify. The Edit a Web Queue page opens.
5. Modify the web queue.

   For more information on the descriptions of the printer properties, refer to “Adding a web queue” on page 8-6.
6. Select [Save] to save the changes to the defined printer web queue.

   If you are using a printer-specific job ticket mask or the DocuTech Network Server, the corresponding pages are displayed. Enter the necessary information.

   For more information on the following:

   - Job Ticket Mask, refer to “Defining the default job ticket mask” on page 8-16.
   - Network Server, refer to “Specifying the login for a DocuTech Network Server” on page 8-26.

Deleting a web queue

To delete a web queue:

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 Web Queues page opens.
4. Mark the check box next to the queue you want to delete.

   NOTE: Verify that there are no valid print jobs in any hold queues before deleting.

5. Select [Delete]. A confirmation message opens.
6. Select [OK] close the confirmation message box and remove the selected queue from the Web Queues list.

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. 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.
4. Highlight the Items in Queue number for the desired queue. The Job Release Queue page opens. See Figure 8-3.

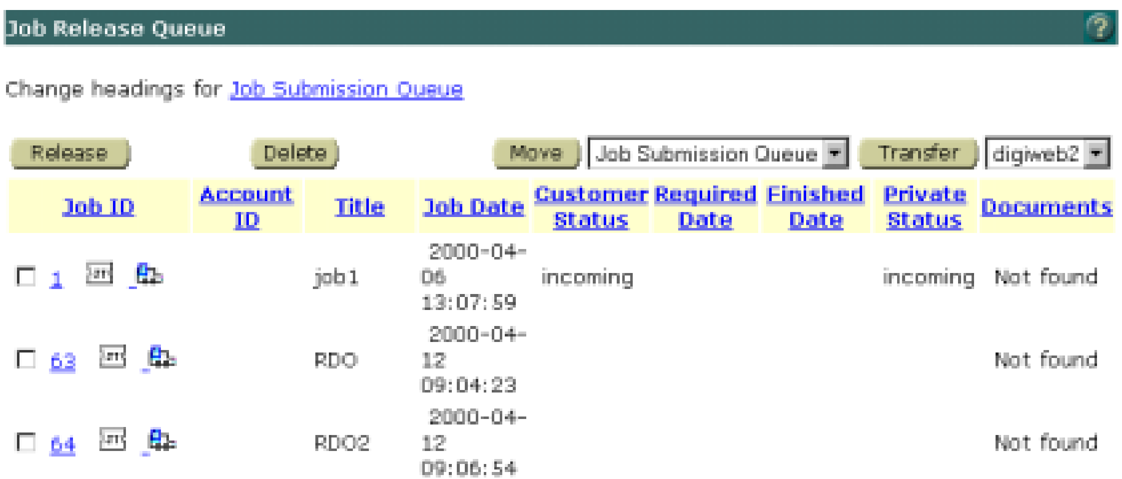


Figure 8-3. Job Release Queue page

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 from the Job Release Queue page.
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 which you want to move the job(s) from the drop-down list box in the Job Release Queue page.
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 is 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 from the Job Release Queue page.
2. Select [Delete]. A confirmation message opens.
3. Select [OK] in the confirmation message box to remove the job from the queue. Otherwise, select [Cancel] to cancel the operation.

Transferring a job

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

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

Viewing the job ticket

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

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 8-4.

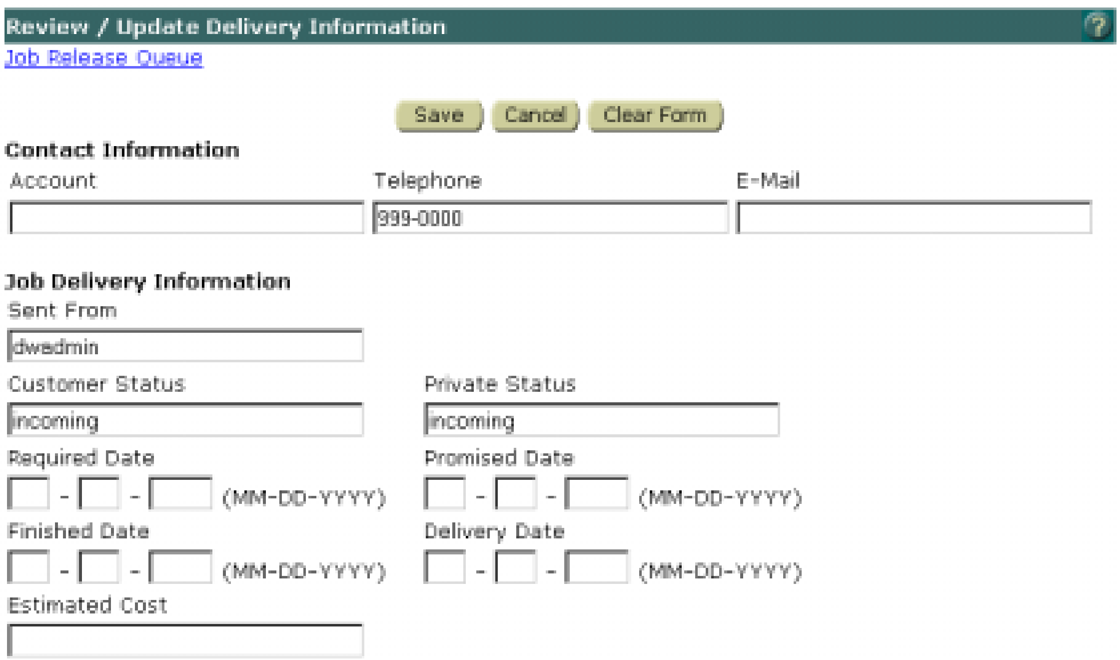


Figure 8-4. Review/Update Delivery Information page

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

To change the headings of the job submission queue:

1. Select the [Job Submission Queue] link. The Administrator Display Options page opens. See Figure 8-5.

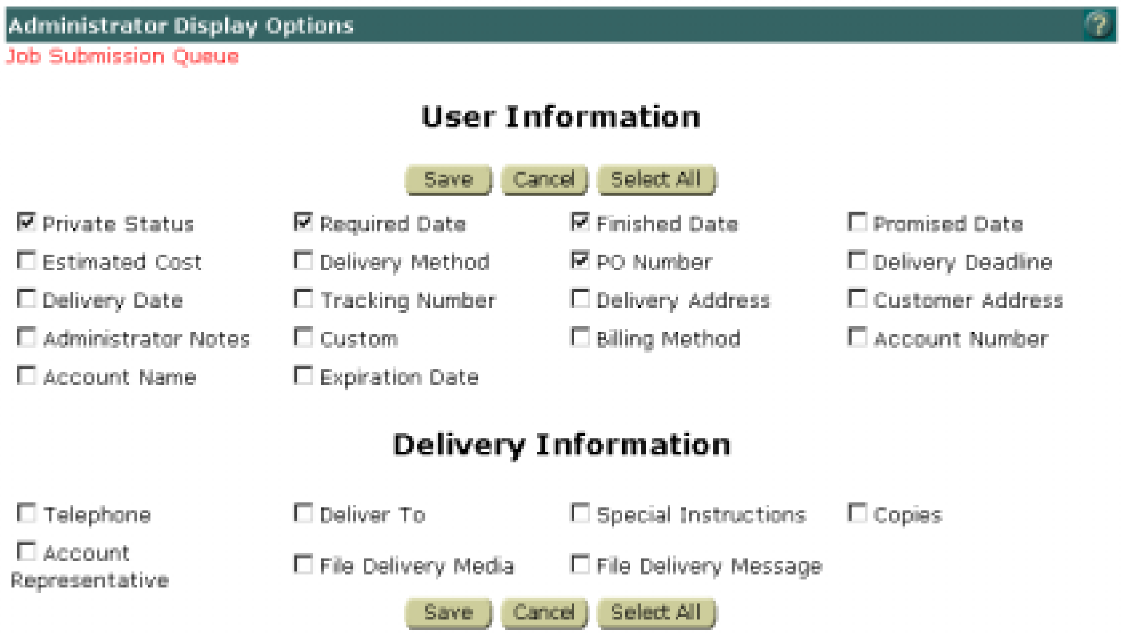


Figure 8-5. Administer Display Options page

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.

Defining the default job ticket mask

A job ticket mask defines the printing options available to users in the job ticket. If a printing option is available in the job ticket, the user can program the job directly from WVS.

As the WVS site administrator, you can define the default job ticket mask to enable and disable printing options available to users. The default job ticket mask is not associated with any printer until you assign the printer mask. Modifying the default job ticket mask saves you time when creating printer queues — you do not have to select the basic options each time you add a printer. Think of the default job ticket mask as a template for defining the printing options.

The masking feature is important, because this version of WVS does not provide printer-specific job ticketing, as DigiPath does. Print jobs may fail at the print server if the job ticket mask enables options that are not supported at the printer or print server.

NOTE: All job ticket features can be edited by a user with the Administrator Printers privileges.

WARNING

The WVS transaction activity time limit is 30 minutes. If this time limit expires during editing of a job ticket, all of the job ticket changes will be lost.

To define the default job ticket mask:

1. Log in to the WVS server as the Printer Administrator.
2. Select [Web Job/Queue Manager] from the Navigation Bar.
3. Select [Job Ticket Mask Template] from the Web Job/Queue Manager menu. The Job Ticket Masking for Queues: Job Ticket Mask Template page opens. See Figure 8-6.

Figure 8-6. Job Ticket Mask Template page

4. From the Job Ticket options, specify features that the user may edit. Mark the check box next to an option to enable it in the job ticket, or clear the box to disable the option in the job ticket.

5. Select one of the following Job Ticket Mask options, if appropriate:
   - [Select All] — Selects all the options in the Job Ticket Mask
   - [Deselect All] — Deselects all the options in the Job Ticket Mask
   - [Submit] — Saves the changes
   - [Reset] — Resets the Job Ticket Mask to the previous settings
   - [Go Back] — Takes you back to the Web Queues page
6. You can print the job ticket by selecting the browser print button while the job ticket is displayed.

Viewing user jobs

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

To manage user jobs:

1. Log in to the WVS server as the Printer Administrator.
2. Select [Web Job/Queue Manager] from the Navigation Bar.
3. Select [User Jobs] from the Web Job/Queue Manager menu. The User and number of Jobs page opens. See Figure 8-7.

Figure 8-7. User and Number of Jobs page

4. To sort by user name, select [User]; to sort by number of jobs, select [Number of Jobs].
5. Select the specific user/job number combination to display detailed information about the user. The User Jobs page opens.
6. Select [User Jobs] to return to the User and Number of Jobs page.

Setting Web printing switches

Use the Web Printing Switches options to increase PDF printing speed by using disk cache, enable background printing, and setting the default unit of a job ticket.

To set the Web printing switches options:

1. Log in to the WVS server as the Printer Administrator.
2. Select [Web Job/Queue Manager] from the Navigation Bar.
3. Select [Web Printing Switches] from the Web Job/Queue Manager menu. The Web Printing Switches page opens. See Figure 8-8.

Figure 8-8. Web Printing Switches page

4. Select one of the following Web printing switch options, if appropriate:

Table 8-3. Web printing switch options

Web printing switch options	Description
Increase PDF printing speed by using disk cache	Decreases the printing time for files that are printed more than once. After the PDF file is converted to PostScript the first time, it is not necessary for that conversion to take place any subsequent time that same file is printed.
Enable background printing	Provides the ability to store print jobs that are submitted to release queues or released from hold queues. Submitted jobs are accepted immediately, which reduces any delay you may experience when waiting for a job to get into a queue. *NOTE: If you enable background printing, there is no status display if the job is or is not successfully released to the printer. If the system crashes while the job is in this "waiting" line, the job is lost.*
Default units to mm (instead of inches)	Applies to the units used when a job ticket is created.

5. Select [Save Settings] to save the selected options.

Setting up a job transfer

Before transferring a job to another web server, information for a remote print shop must be set up. Use the Job Transfer page and the Job Transfer Custom page to define the job transfer set up information.

Adding a job transfer

To set up a job transfer:

1. Log in to the WVS server as the Printer Administrator.
2. Select [Web Job/Queue Manager] from the Navigation Bar.
3. Select [Job Transfer Setup] from the Web Job/Queue Manager menu. The Job Transfer Setup page opens. See Figure 8-9.

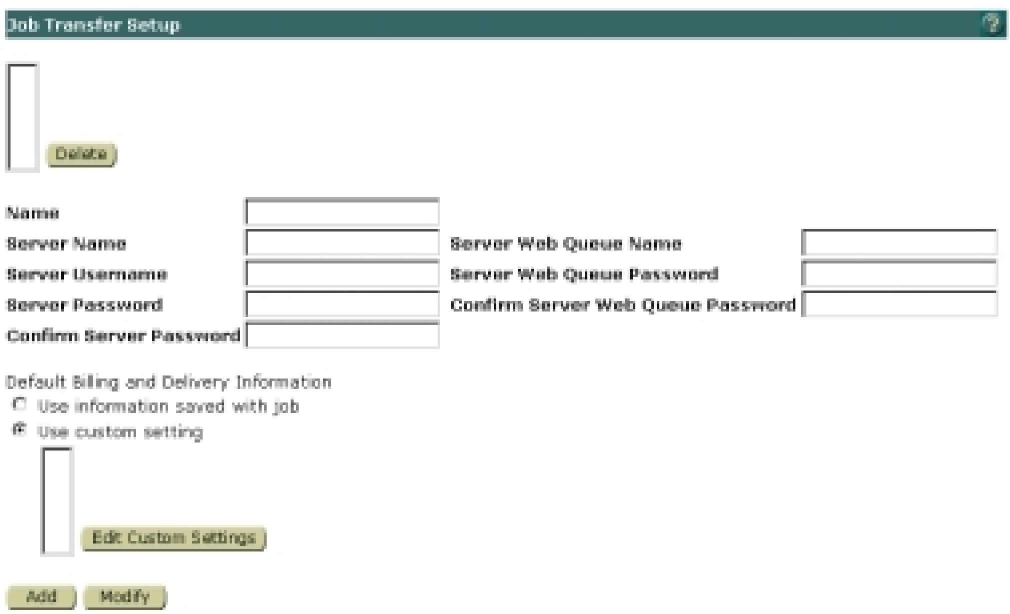


Figure 8-9. Job Transfer Setup page

4. Enter the Name in the Name field.
5. Enter the Server Name in the Server Name field.
6. Enter the Server Username in the Server Username field.
7. Enter the Sever Web Queue Name in the Server Web Queue Name field.

8. Enter the Web Queue Password in the Web Queue Password field.
9. Confirm the Server Web Queue Password in the Confirm the Server Web Queue Password field.
10. Select one of the following Default Billing and Delivery Information options:
    - [Use information saved with job]
    - [Use custom settings]

      NOTE: Select [Edit Custom Settings] to edit the custom settings of the transfer job.
11. Select [Add]. The server name of the new entry appears in the list of choices at the top of the Job Transfer Setup page.

Modifying a job transfer

To modify the settings of a job transfer:

1. Log in to the WVS server as the Printer Administrator.
2. Select [Web Job/Queue Manager] from the Navigation Bar.
3. Select [Job Transfer Setup] from the Web Job/Queue Manager menu. The Job Transfer Setup page opens.
4. Select the job transfer name from the list of choices at the top of the Job Transfer Setup page.
5. Modify the settings, if appropriate.
6. Select [Modify] to save the changes.

Deleting a job transfer

To delete a job transfer:

1. Log in to the WVS server as the Printer Administrator.
2. Select [Web Job/Queue Manager] from the Navigation Bar.
3. Select [Job Transfer Setup] from the Web Job/Queue Manager menu. The Job Transfer Setup page opens.
4. Select the job transfer name from the list of choices at the top of the Job Transfer Setup page.
5. Select [Delete].

Modifying the custom settings

To modify the custom settings of a job transfer:

1. Log in to the WVS server as the Printer Administrator.
2. Select [Web Job/Queue Manager] from the Navigation Bar.
3. Select [Job Transfer Setup] from the Web Job/Queue Manager menu. The Job Transfer Setup page opens.
4. Select the job transfer name from the list of choices at the top of the Job Transfer Setup page.
5. Select [Edit Custom Settings]. The Job Transfer Custom Settings page opens.
6. Select the job transfer location.
7. Modify the settings, if appropriate.
8. Select [Modify] to save the changes.

WVS Printing limitations

The following limitations apply to Web Viewing and Submission, version 2.0.

- After you print a job using the job ticket, using the browser back command and resubmitting the job will result in an error. After you have sent a job to a queue, the job ticket is no longer available to you for resubmitting.
- If the transaction activity time limit of 30 minutes has expired while you are editing a job ticket, the modifications to the job ticket are lost. The transaction time limit starts when the user selects Print or Production Print. The error message “Invalid Access Attempt” appears when [OK] or [Print] are selected.
- Only one document can be printed at a time. You cannot select multiple documents for printing.
- When you attempt to send a job to the WVS printer release queue, if there is a job processing in the queue, a message appears that the printer submission module is busy. This message displays at least 20 seconds after the job is submitted. The print request waits 20 seconds for the job ahead of it to complete. If the print job is not completed within that 20-second time frame, an error message appears. The WVS Server Administrator may change the 20-second setting by modifying a registry setting. The registry label is HKEY_LOCAL_MACHINE\SOFTWARE\Xerox\DocumentsOnDemand\CurrentVersion\Web\Printing. The value label is PrintDocTimeOut.

WARNING

The Windows NT registry should be modified only by a WVS Systems Administrator experienced in the NT registry and its settings. You should always back up the registry before modifying. See your Microsoft Windows NT documentation for further information.

Specifying the login for a DocuTech Network Server

If you want users to be able to access a DocuTech printer with a Network Server print server or another Novell server, you must specify the login name and password for the Novell server.

NOTE: WVS is unable to print through a Novell path for DocuSP and DocuPrint printers. You should set up the printer through the Network Server path only.

The login name and password must be valid on the WVS server as well as on the Novell server. See Figure 8-10.

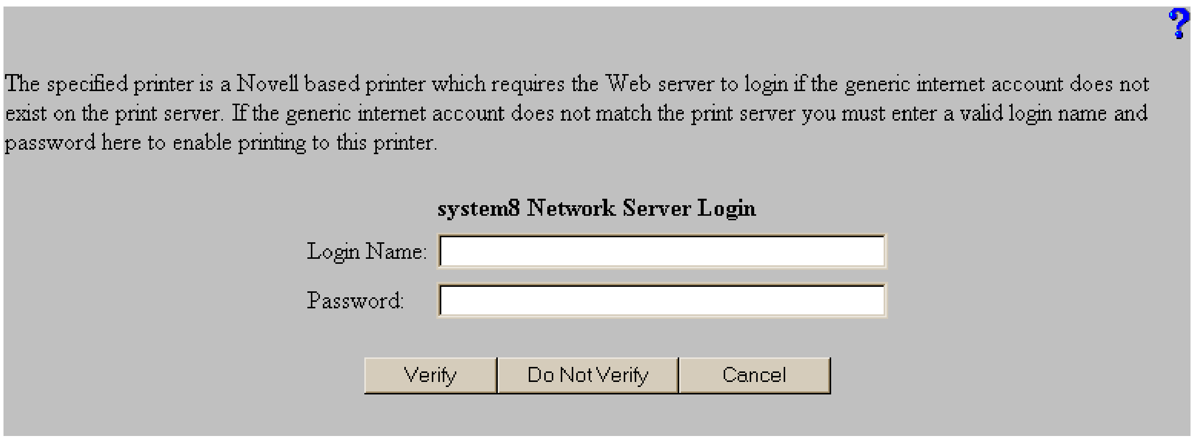


Figure 8-10. Login page for a Novell server

1. In the Login Name text box, enter a valid user name for the Novell server.
2. In the Password text box, enter the password for the specified user name.
3. Select [Verify] to check that the entered user name and password exist on the WVS server. Select [Do Not Verify] to accept the login without checking it.

9. Backup and restore

This chapter provides procedures for backing up and restoring a Web Viewing and Submission system.

Topics in this chapter include:

- backing up all information stored on the server and any workgroup machine
- restoring all the information to the server and remote machines in the highly unlikely event of a catastrophic failure of the system
- managing the system using the Windows NT Event Viewer

Please note that all the topics in this chapter are NT administrative functions. For additional information on these or other NT functions, please refer to NT Help, NT documentation, or the Microsoft web site (http://www.microsoft.com/).

Backing up a WVS system

Backing up your WVS system is an important and necessary function. Should the system experience an internal hard disk or RAID system failure, accidental file deletion, or other catastrophic event, a complete backup of data will minimize the amount of lost data and work. Using a successful and efficient backup strategy also reduces the amount of time required to restore the system to a fully operational state once the necessary hardware repairs have been made.

The Windows NT Backup utility is the tool used to back up the WVS workstation hard drive to the internal TR4/TR5 tape drive and back up the 25/50/48 GB RAID device to an external DLT tape drive. To use the Windows NT Backup utility, you must be a member of either the Backup Operators group or the Server Operators group, or have Backup Files and Directories rights.

The ARCServeIT software is used to back up the 25 GB, 50 GB, 100 GB, and 150 GB RAID device to the Sony AIT tape drive. The job data on the RAID is highly compressed during a back up, so little additional compression can be achieved by using the compression algorithms in the Sony AIT tape drive firmware. Thus, 100 GB of data on the RAID takes 100 GB of space on the AIT tape drive. Therefore, it is not likely that you will have room on an AIT tape set for the data from the hard drive.

For more information on backup strategies and procedures for the various backup routines, refer to the *Xerox DigiPath Production Software System Administrator Guide, version 2.0*.

NOTE: It is necessary to stop the Web Viewing and Submission specific services before running the backup procedure. For more information, refer to the Xerox DigiPath Production Software System Administrator Guide, version 2.0.

Restoring a WVS system

For more information on restoring the WVS system, refer to the *Xerox DigiPath Production Software System Administrator Guide, version 2.0.*

Windows NT event log management

Use the Windows NT Event Viewer to view the Windows NT event logs.

NOTE: For more information on reading and interpreting the event log, refer to your Windows NT documentation.

Table 9-1 lists and describes the three types of events.

Table 9-1. Types of events

Event	Description
Application	Collects messages from Windows NT applications.
Security	Tracks success and failure audits.
System	Records errors, warnings, and information events of the system.

Table 9-2 provides the NT log files to which DigiPath writes event data.

Table 9-2. NT log files

Log file	Log file path
Application log	c:\winnt\system32\config\AppEvent.Evt
Security log	c:\winnt\system32\config\SecEvent.Evt
System log	c:\winnt\system32\config\SysEvent.Evt

To access the Event Viewer:

1. Select [Start: Programs: Administrative Tools (Common): Event Viewer] from the Windows desktop. The Event Viewer dialog box opens.
2. Select one of the following options in Table 9-3 to view the different event logs, if appropriate.

Table 9-3. Viewing the event logs

Event Log	Do this:
Application Log	Select [Log: Application] from the Event Viewer menu bar.
Security Log	Select [Log: Security] from the Event Viewer menu bar.
System Log	Select [Log: System] from the Event Viewer menu bar.

You should save the Windows NT event logs to a file approximately once every two months and keep these log files for approximately one year. After saving the logs to file, you can then clear them.

NOTE: It is important to save these logs as they may be needed in the future for diagnosing problems.

3. Select [Log: Exit] to close the Event Viewer.

Index