

Xerox DigiPath Production Software

DigiPath 4.0 Web Services Server Administrator Guide

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographical errors will be corrected in subsequent editions.

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Notices and Certifications

Approvals and certification

For the UK, this product is serviced under a BS5750 Quality system accepted by the British Standards Institution.

60HZ, 115V

The equipment is listed by the Underwriters Laboratories, UL1950, certified by Canadian Standards Association, CSA22.2, No. 1950.

50HZ, 220V-240V

The equipment is certified by the British Standards Institution, IEC950 (EN60950). The equipment is manufactured under a BS5750 Quality system accepted by the British Standards Institution. The equipment is also certified in compliance with applicable standards by various national bodies.

Radio frequency emissions

USA

This equipment generates, uses, and can radiate radio frequency energy. It may cause radio interference to radio communications if not installed according to the installation instructions.

The equipment complies with the limits for a Class A computing device as documented in Subpart J, Part 15, of the FCC rules which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference. In such cases, the user is responsible for the expense of correcting the interference.

Canada

The equipment does not exceed the class A limits for radio noise emissions from a digital apparatus as documented in the radio interference regulations of the Canadian Department of Communications.

Cet appareil numérique est conforme aux limites d'émission de bruits radioélectriques pour les appareils de classe A stipulées dans le Règlement sur le brouillage radioélectriques du ministère des Communications du Canada.

Europe 50HZ, 220V-240V equipment

The equipment was tested and is certified in conformance with the European commission directive 82/499/ECC and VDE 0871/0875, class B, which relates to radio frequency interference.

This equipment is certified, manufactured, and tested in compliance with strict safety and radio frequency interference regulations.

Safety

Your Xerox equipment and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Attention to the following notes ensures the continued safe operation of your equipment.

If you need any additional safety information concerning the equipment or materials, contact your local representative.

Operational safety



Always connect the equipment to a properly grounded power source receptacle. If in doubt, have the receptacle checked by a qualified electrician.

WARNING

Improper connection of the equipment grounding conductor can result in electrical shock.

Always follow all warnings and instructions marked on, or supplied with, the equipment.

Always locate the equipment on a solid support surface (not on a thick pile carpet) with adequate strength for the weight of the machine.

Always exercise care in moving or relocating the equipment.

Always place the equipment in an area which provides adequate room area for ventilation and servicing.

Always use the materials and supplies specifically designed for your Xerox equipment. Use of unsuitable materials may result in poor performance and possibly, a hazardous situation.

Never use a ground adaptor plug to connect the equipment to a power source receptacle that lacks a ground connection terminal.

Never attempt any maintenance function that is not specifically described in this documentation.

Never obstruct ventilation openings. These are provided to prevent overheating.

Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.

Never install the equipment near a radiator or any other heat source.

Never override or “cheat” electrical or mechanical interlock devices.

Never push objects of any kind into the ventilation openings.

Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the power source receptacle and call your customer service engineer to correct the problem.

General safety



WARNING

Never look directly at the scanner light. It may cause discomfort to your eyes. Always keep the document handler down on the document glass when you use the scanner.

Always follow all warnings and instructions marked on or supplied with the product.

Never locate the scanner where people may walk on the system power cable. Do not place objects on the system power cable.

Never use this product near water, wet locations, or outdoors.

Never put containers of coffee or other liquids on the product.

Never push objects of any kind into the slots of the scanner as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock.

Always switch off the system power, unplug this product from the wall outlet, and call a Xerox Service Representative under the following conditions:

- When the power cord is damaged or frayed.
- If liquid has been spilled into the product.
- If the product has been exposed to water.
- If the product is producing any unusual noises or odors.
- If the product has been dropped or the cabinet is damaged.



WARNING

This product is equipped with a 3-wire grounding type plug. A 3-wire plug is a plug having a third (grounding) pin. This type of plug will fit into a grounding-type power outlet. This is a safety feature.



WARNING

To avoid risk of an electrical shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet.

Never use a ground adapter plug to connect the product to a power source receptacle that lacks a ground connection terminal.

Never place the product in a built-in installation unless proper ventilation is provided.

Never push objects of any kind into the slots of the product, as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock.

Maintenance safety

Always follow the cleaning instructions in the *Xerox DocuImage 620S Preventive Maintenance Guide* for proper care and maintenance of the product.

Never attempt any maintenance function that is not specified in the *Xerox DocuImage 620S Preventive Maintenance Guide*.

Always unplug this product from the wall outlet before cleaning.

Never use supplies or cleaning materials for other than their intended purposes.

Always keep all materials out of the reach of children.

About this guide

The *Xerox DigiPath Production Software DigiPath 4.0 Web Services Server Administrator Guide* provides information on configuring, customizing, and maintaining your DigiPath Web Services (WS) system.

This book also provides instructions for using all the administrative functions in the DigiPath WS software.

This chapter explains the information found in this guide and how the information is organized. It 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 DigiPath Help systems
- providing information on ordering additional materials and supplies
- providing information on obtaining additional information



NOTE: If you are using DigiPath WS for the first time, it is recommended that you first read Chapter 2, Setting up a DigiPath WS server, of this guide.

Audience

The *Xerox DigiPath Production Software DigiPath 4.0 Web Services Server Administrator Guide* is a comprehensive reference manual intended for site administrators, DigiPath WS server administrators, and advanced DigiPath operators. Many of the procedures described in this guide require you to log on to a computer or network as an administrator with administrative privileges. Also, many of the maintenance tasks described in this guide require a solid understanding of hardware components, networks, and operating systems associated with DigiPath.

This guide assumes you are familiar with the Windows 2003 Server operating system, standard communication protocols, basic networking terms, and production printer connections. You should also have a working knowledge of the following:

- IBM-compatible personal computers
- Local area networks (LANs)
- Token ring networks
- Novell operating system
- DocuTech Network Support Services
- Xerox Publishing Printers
- Magneto-optical drives (MODs)
- Redundant Arrays of Independent Disks (RAIDs)

How to recognize important information

The following sections provide the conventions and flag icons that are used in the *Xerox DigiPath Production Software DigiPath 4.0 Web Services Server Administrator Guide*.

Conventions

The *Xerox DigiPath Production Software DigiPath 4.0 Web Services Server Administrator Guide* uses the 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).
<i>Italics</i>	Titles of documents and manuals that provide additional information on the current topic are displayed in italics (for example, the <i>DigiPath 4.0 Web Services Server Administrator Guide</i>).

Flag icons

The *Xerox DigiPath Production Software DigiPath 4.0 Web Services 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 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 Production Software Administrator Guide, Version 3.0*
- *Xerox DigiPath Production Software Customer Software Release Document*
- *Xerox DigiPath Production Software Physical Installation Planning Guide*
- *Xerox DigiPath Production Software Customer Training Program*

For more information on the training program, contact your Customer Training Specialist (CTS).

Scanner documentation

DigiPath scanner

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

DocuImage 620S scanner

For more information on the DocuImage 620S scanner, 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*

Xerox Production 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 PW8000 Reference Guide*
- Adobe Acrobat documentation (included on the DigiPath CD-ROM)
- Hummingbird NFS documentation (included on the DigiPath CD-ROM)
- TapeWare 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 P1210 Color Monitor User's Guide*
- *AIT Autoloader Unit User Guide*

Windows related information

Microsoft provides users and administrators with several different resources to support the Windows 2003 environment. Some of these resources include web sites and online Help. The following sections describe these sources and tell you how to find and use them.

Windows Online Help

Windows 2003 Server includes extensive online Help for all aspects of the operating system. Most likely, the online Help 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. Furthermore, most Windows applications also contain their own online Help system containing information that 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 within that application.

Windows Microsoft Web site

Microsoft has a World Wide Web site that contains the latest Windows 2003 Server news and information about upgrades. The URL for this site is:

<http://www.microsoft.com/>

Getting Help online

This section describes the type of Help available online from the DigiPath software.

Using a Help menu

All DigiPath applications 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 Search tab to search for all topics for information on a specific feature or function.

Using Help in a dialog box

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

The Help button provides context-sensitive help, so you can select it, and then click in the dialog on the field or option for which you need help. The Help window opens, displaying information for the selected 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 regarding X-PRESS fax, 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 12300 to receive a complete index of the documented DigiPath solutions, along with complete instructions for using the X-PRESS fax system.

DigiPath FAQ Xerox web site



A DigiPath FAQ (Frequently Asked Questions) Xerox web site is available for customers. To access the DigiPath FAQ Xerox web site:

1. Go to <http://www.xerox.com> from your web browser.
2. Search on the word “digipath”.
3. Find the appropriate DigiPath link.
 - DigiPath Production Software
 - DigiPath Scanner
 - DigiPath Xpress Production Software
4. Select [Support] under the appropriate DigiPath link.
5. Under the FAQ heading, select the desired topic link to displays the FAQ for that topic.

Xerox Welcome Center

If your machine is down, or you can't solve a problem and you are located within North America, call 1-800-821-2797 for the Xerox Welcome Center.

1. About DigiPath Web Services

This chapter provides a brief introduction to the DigiPath Web Services (WS) application.

Topics covered in this chapter include:

- a product overview
- instructions for powering up the DigiPath WS server and hardware options
- recommendations for protecting your DigiPath WS server from virus contamination



NOTE: For a list of required and optional hardware and software components for the DigiPath Web Services server, refer to the Xerox DigiPath Production Software Customer Software Requirements Document (CSR), Version 4.0.

Product overview

DigiPath Web Services (WS) allows you to make documents on a web 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 other image format supported by the browser or with a browser plug-in, DigiPath Web Services 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, JPEG, Adobe PDF, ASCII text, or PCL files, DigiPath Web Services enables print job submission to any Xerox production printer supported in DigiPath.



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

The DigiPath WS server enables you to provide access to your DigiPath document repository via the WWW. DigiPath WS supports searching, viewing, downloading, and production printing of objects stored on any DigiPath WS client and/or server.

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

Powering up the hardware and starting the DigiPath WS server

This section contains instructions for powering up the DigiPath WS server 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 WS server, power up the scanner.
2. If there is a Windows printer attached to the DigiPath WS server, power up the printer.
3. If there is a Magneto-Optical Drive (MOD) attached to the DigiPath WS server, 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 WS server, 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 DigiPath server.

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

Logging into the DigiPath WS application

DigiPath WS requires users to have a user account with an assigned user name and password to log into DigiPath WS to ensure system security. This user account enables users to access the DigiPath WS site in different ways, depending on the needs of your DigiPath WS customers.

When logging into the DigiPath WS application:

- Depending on your configuration, the Online Library main page, the Print Document main page, or the Job Manager main page displays when you log into the DigiPath WS application.
- If you enter the incorrect username or password you will receive an incorrect username or password error message. You can then re-enter your correct username and password.
- If you forget your username and password, you can select the [\[Forgot your username and password\]](#) link on the DigiPath WS home page or in the Login Error message page. From this page, you can complete the Account Password Inquiry page and submit the completed page electronically to the system administrator. The system administrator retrieves your username and password and emails them to you.
- If your session expires while you are logged into the DigiPath WS application, a session expired error message displays. You must log in again to continue.



To log into the DigiPath WS application:

1. Open your web browser.
2. If necessary, enter the URL for the desired DigiPath WS server. The DigiPath WS home page displays. See Figure 1-1.



NOTE: It is strongly recommended that you add this page as a favorite (if using Internet Explorer) or bookmark this page (if using Netscape).

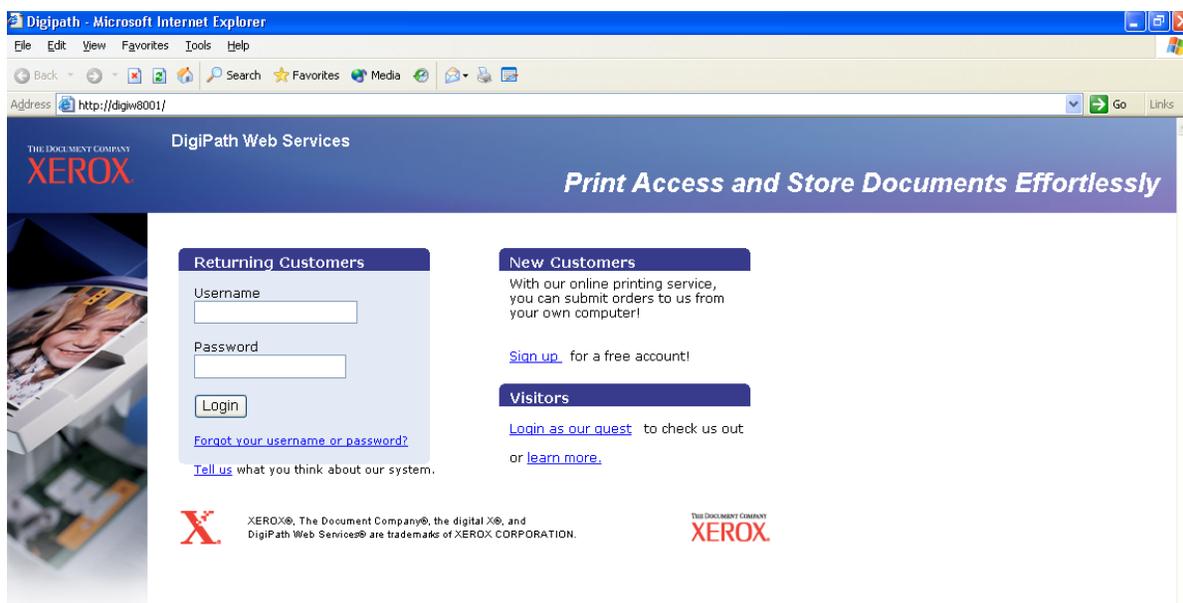


Figure 1-1. DigiPath WS home page

3. To login to the DigiPath WS application, enter the following in the Returning Customers section of the DigiPath WS home page:
 - a. In the Username text box, enter your username.
 - b. In the Password text box, enter your password.
 - c. Select [Login].

Logging out of DigiPath WS application

When you have completed accessing the DigiPath WS application, log out of the current session.



To logout of the DigiPath WS application:

1. Select the Logout link in the upper right corner of any page.
2. Close the browser application.



NOTE: If you do not logout of the current session, your session will timeout after a period of 120 minutes of inactivity.

Shutting down the DigiPath WS server



To shut down the DigiPath WS server:

1. Close all applications.
2. To exit the Windows operating system, 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 documentation.

4. Select [Yes].

Virus protection recommendations

This section describes the recommended procedures for protecting your DigiPath WS server from virus contamination.

Protecting DigiPath WS 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 protect your DigiPath WS server from viruses.



NOTE: Virus protection software can interfere with the DigiPath WS application, in particular Microsoft IIS. You should ensure that the virus protection software you choose does not interfere with your DigiPath WS server.

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
- McAfee VirusScan 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 WS server decontaminated:

- On a regular basis (at least weekly), run virus detection software on all DigiPath WS servers.
- In the event you find a virus on a DigiPath WS server, delete the infected file using Document Library or DigiPath WS. Then, recover the file via restore. For more information on restoring files, refer to Chapter 6, Backup and restore of this guide.



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 DigiPath WS server

This chapter contains a list of the procedures you must perform after installing the DigiPath Web Services (WS) server, but before you provide the Uniform Resource Locator (URL) to users, that are required to set up your DigiPath WS server.

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

The following are the procedures required to set up your DigiPath WS server:

- Setting up the Online Library repository structure
- Setting browser options
- Determining the DigiPath Web Services home page URL
- Adding documents to the Online Library
- Adding user accounts and groups
- Assigning user access to cabinets and folders
- Configuring the DigiPath Web Services
- Setting printer administration options
- Installing a security certificate

In this guide, a document refers to any object (RDO) or file you want to make available to DigiPath WS. A document can be in RDO, TIFF, JPEG, PostScript, Adobe PDF, ASCII text, PCL, DOC, PPT, XLS, etc., form.

This chapter assumes that a Xerox representative has performed the installation of hardware and software necessary to run the DigiPath WS server.

Setting up the Online Library repository structure

Using Document Library, set up the Online Library repository structure.

The MainCollection cabinet

The DigiPath WS MainCollection is a cabinet, viewable in the DigiPath WS Online Library Tree View as a MainCollection top level folder and viewable in DigiPath Document Library as a MainCollection cabinet.

At the time of installation, the MainCollection cabinet should have been created as a cabinet in the DigiPath Document Library system. If the MainCollection cabinet was not created, you must create the cabinet using Document Library.



NOTE: If the MainCollection cabinet was not created at the time of installation, an error message displays stating that the MainCollection does not exist or cannot be found when you open your browser and try to launch DigiPath WS. If the MainCollection does not exist, you need to create the MainCollection cabinet in Document Library.

The MainCollection is required in DigiPath WS for job submission and uploading documents to the DigiPath WS server.



CAUTION

*The MainCollection cabinet must be named **MainCollection**. The case for the MainCollection is significant and must be typed as **MainCollection**.*

If necessary, create a MainCollection cabinet using Document Library.



NOTE: If you need to create a custom property set file for the MainCollection cabinet, you must first create the set file using the Library Administration Tool and then create the MainCollection cabinet using either Library Administration Tool or Document Library.

For more information on creating custom property set files, refer to the Xerox DigiPath Production Software System Administrator Guide, Version 3.0, or the DigiPath online Help system in the Library Administration Tool.

Creating other cabinets and folders in Document Library

Using Document Library, create the necessary cabinets and folders that you want to appear in the DigiPath WS Online Library.

For example, you may want to create an Archive cabinet outside the MainCollection cabinet in which to archive documents.



NOTE: You can use the DigiPath WS software to add folders to cabinets in the Online Library. You must have Read/Write/Assign access to the MainCollection cabinet and any other cabinet you want to add folders to in the Online Library.

Setting browser options

This section provides detailed instructions for setting the Microsoft Internet Explorer 6.0 or the Netscape 7.0 browser options.

Microsoft Internet Explorer 6.0



To set the Microsoft Internet Explorer 6.0 browser options:

1. Open the Internet Explorer browser.
2. Select [Tools: Internet Options] from the browser menu bar. The Internet Options dialog box opens.
3. To specify when the browser checks for newer versions of stored pages:
 - a. In the General tab, select [Settings] in the [Temporary Internet files] area. The Settings dialog box opens.
 - b. Mark the [Every visit to the page] radio button option.
 - c. Select [OK]. The Internet Options dialog box opens.
4. To disable AutoComplete:
 - a. Select the [Content] tab.
 - b. In the [Personal information] area, select [AutoComplete]. The AutoComplete Settings dialog box opens.
 - c. Clear all check boxes in the [Use AutoComplete for] area.
 - d. Select [OK]. The Internet Options dialog box opens.
5. Select [OK] to close the Internet Options dialog box.
6. Select [File: Close] to close the browser.

Netscape 7.0



To set the Netscape 7.0 browser options:

1. Open the Netscape browser.
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 under [Compare the page in the cache to the page on the network].
 - c. Select [OK].
4. Select [File: Close] to close the browser.

Determining the DigiPath Web Services home page URL

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

- `http://<server name>.<domain name>/`



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

- `http://<server IP address>/`

For example, if the server name is **apple**, the domain name is **orchard**, and the server IP address is **111.22.33.44**, then the URL for the DigiPath WS home page would be either of the following:

- `http://apple.orchard/`
- `http://111.22.33.44/`

As another example, if the server name is **apple**, the server IP address is **111.22.33.44**, and there is no domain name, then the URL for the DigiPath WS home page would be either of the following:

- `http://apple/`
- `http://111.22.33.44/`

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

Obtaining the server name



Obtain the DigiPath WS server name by doing the following:

1. Select [Start: Settings: Control Panel] from the Windows desktop. The Control Panel opens.
2. Select [System]. The System Properties dialog box opens.
3. Select the [Computer Name] tab.
4. Locate the server name in the Full computer name text box.
Record the server name. _____
5. Select [OK] to close the System Properties dialog box.
6. Close the Control Panel.

Obtaining the DNS domain network name and /or IP address



1. To obtain the domain name if the server is part of a DNS network domain:
 - a. Select [Start: Settings: Network Connections] from the Windows desktop. The Network Connections dialog box opens.
 - b. Right-click on [Local Area Connection] and select [Properties]. The Local Area Connection Properties dialog box opens.
 - c. Highlight [Internet Protocol [TCP/IP]] from the components list.
 - d. Select [Properties]. The Internet Protocol (TCP/IP) Properties dialog box opens.
 - e. Locate the DNS server address.
Record the DNS server address_____.



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

2. To obtain the IP address of the server:
 - a. The IP address for the DigiPath WS server is listed under the Use the following IP address section.
Record the IP address_____.
 - b. Select [Cancel] to close the Internet Protocol (TCP/IP) Properties dialog box.
 - c. Select [Cancel] to close the Local Area Connection Properties dialog box.
 - d. Close the Network Connections dialog box.

Adding documents to the Online Library

The following steps are required to add documents to the Online Library of the DigiPath WS server:

To add documents to the DigiPath WS Online Library:



1. Create documents.
2. Add documents to folders.
3. Copy documents from a Document Library cabinet into the MainCollection cabinet.

The following sections provide detailed instructions for adding documents to the Online Library by creating documents, and moving and adding documents to the server.

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 DigiPath WS.



CAUTION

Linked RDOs are not supported in this version of DigiPath WS. Do not include RDOs containing links to the DigiPath repository on the DigiPath WS server.

For information on creating RDOs and exporting TIFF files from RDOs, refer to the DigiPath online Help system.



NOTE: Documents can also be created using other packages with other file types.

Adding documents to folders

Use the following methods to add documents to folders in the Online Library on the DigiPath WS server:

- Add URLs to access a URL site from a folder
- Add multiple documents simultaneously from a search results list
- Copy a single document at a time from one collection to another collection
- Upload a document from a client workstation to the users home collection on the DigiPath WS server

For detailed procedures on adding documents to the DigiPath WS server, refer to the DigiPath online Help system.

Copying documents from a Document Library cabinet

You can copy documents from other Document Library cabinets into the MainCollection cabinet or any other folder within the MainCollection using Document Library. The cabinets must be on the DigiPath WS server or on a remote server.

For detailed procedures on copying documents using Document Library, refer to the DigiPath online Help system.

Adding user accounts and groups

The DigiPath WS system is installed with a default limit of 100 user accounts. The user account limit can be increased by purchasing additional increments of 50 user accounts by contacting your Xerox Representative.

Setup the appropriate user accounts and groups on your DigiPath WS server. You must be a user with the WS User Administration access rights to create user accounts and groups.



NOTE: User accounts created in DigiPath WS are also DL user accounts. If you create WS user accounts using the Library Administration Tool, you must assign the appropriate access rights to users in DigiPath WS and enable the user account.



CAUTION

When creating user accounts in DigiPath WS, the password and credit card information is not encrypted in transit if you do not have a security certificate installed on your DigiPath WS 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, refer to the User administration chapter of this manual.

Changing the default (dwwadmin) administrator password



CAUTION

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



NOTE: The dwwadmin account is always present and can not be deleted.



To change the dwwadmin password:

1. Log into DigiPath WS as the user administrator.
2. Select [Administration] from the Navigation bar.
3. Select the [User List] link from the User Administrator section of the Administration Menu. The User list page opens.
4. Select the [dwwadmin] link in the Login Name column. The Edit User: dwwadmin page opens.
5. In the New Password and Confirm Password text boxes, enter and reenter the new password for dwwadmin.
6. Select [Save] at the bottom of the page.
7. Select the [Logout] link.
8. Login as dwwadmin to verify the new password.

Assigning user access to cabinets and folders

Once you create the desired cabinets, folder, and users on the DigiPath WS server, you must then assign the appropriate user access to the cabinets and folders.

Use Table 2-1 as a reference when assigning user access to cabinets and folders in the Online Library.

Table 2-1. Online Library security

Online Library operation	Description
Print	Enables the Print button on the toolbar in the Online Library which allows a user to submit a job for printing from within the Online Library. <i>NOTE: Requires Print Library Documents access.</i>
Upload	Enables the Upload button on the toolbar in the Online Library which allows a user to upload a document to the MainCollection. <i>NOTE: Requires Write permission to the current folder.</i>
Download	Enables the Download button on the toolbar in the Online Library which allows a user to download a document displayed in the Online Library or a search results. <i>NOTE: Requires Download Documents access.</i>
Delete	Enables the Delete button on the toolbar in the Online Library which allows a user to delete documents or folders from within the Online Library. <i>NOTE: Requires Manage permission to the document.</i>
Move	Enables the Move button in the Online Library which allows a user to move a folder/document to another folder within the Online Library. <i>NOTE: Requires Manage permission to the source folder and Write permission to the destination folder.</i>
Copy	Enables the Copy button on the toolbar in the Online Library which allows a user to copy a folder/document to another folder within the Online Library. <i>NOTE: Requires Write permission to the destination folder.</i>
View	Enables the View button on the toolbar in the Online Library which allows a user to view documents. <i>NOTE: Requires View Documents access.</i>
Properties	Enables the Properties option which allows a user to view and edit document attributes and assign user access to folders, if applicable. <i>NOTE: Requires Write permission to the document to edit the attributes of the document. Requires Manage permission to the folder/document.</i>
New Folder	Enables the New Folders option which allows a user to add a folder. <i>NOTE: Requires Write permission to the current folder.</i>
New URL	Enables the New URL option which allows a user to add a URL to a folder. <i>NOTE: Requires Write permission to the current folder.</i>

Table 2-1. Online Library security

Online Library operation	Description
View/Edit Print Options	Enables the View/Edit Print Options option which allows a user to view or edit the print options of a job/document. <i>NOTE: Requires Write permission to the current folder.</i>
Search/Advanced Search	Enables a user to perform a simple or advanced search in the Online Library. <i>NOTE: Requires Search Access and Collections Access.</i>

Configuring DigiPath Web Services

As a user with WS Site Administration access, perform the following administration tasks on the DigiPath WS server to configure the DigiPath WS:



NOTE: For more information on administration tasks listed below, refer to the System administration chapter of this manual.

- Use the Administrator Options section of the Administration Menu to define the Administrator Options, set user access preference, and Web Notification.
- Use the Document Configuration section of the Administration Menu to schedule the conversion service, specify view configuration, set visible properties, and set viewable properties.
- Use the Search Configuration section of the Administration Menu to specify the searchable properties and configure remote servers.
- Use the Appearance section of the Administration Menu to customize the DigiPath WS site.

Setting printer administration options

As a user with WS Queue and Job Administration access, perform the following printer administration tasks on the DigiPath WS server:

- Use the Default Job Name link in the Administrator Options section of the Administration Menu to enable the default job name to include the system name and the job ID.

For more information on Enabling the default job name, refer to the System Administration chapter of this manual.

- Use the Queue Manager section of the Administration Menu to:
 - Add web queues for production printers
 - Set web printing switches
 - Add job setup transfer queues

For more information on adding web queues, setting web printing switches, and adding job setup transfer queues, refer to the Printer administration chapter of this manual.

- Use the Masking section of the Administration Menu to specify masking for standard print options, advanced print options, and reprint print options.

For more information on specifying masking for standard print options, advanced print options, and reprint print options, refer to the Printer administration chapter of this manual.

- Use the Customize section of the Administration Menu to setup custom paper stocks specifying custom paper size, paper color, and paper type.

For more information on setting up custom paper stocks, refer to the Printer administration chapter of this manual.

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 DigiPath WS job submission.



NOTE: Using an SSL certificate increases the security of your documents and data, but decreases the server performance.

The security certificate is purchased from a third party vendor and installed on the DigiPath WS server.

The following sections provide detailed instructions for installing a security certificate by obtaining the security certificate, generating the certificate signing request (CSR) and key pair file, backing up the CSR and key pair file, and submitting the key information to the vendor.

Obtaining the security certificate

There are many SSL products, available from vendors such as Verisign and GTE Cybertrust. Refer to Table 2-2 for the security certificate vendor and their web site.



NOTE: DigiPath WS does not require any particular SSL product.

Table 2-2. Security certificate Vendors and web sites

Security certificate	Web site
Verisign	http://www.verisign.com/products/site/secure/index.html
Baltimore Technologies	http://www.baltimore.com/cybertrust

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 DigiPath WS server as the Windows 2003 Server Administrator to access Microsoft IIS.



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

1. Select [Start: Settings: Control Panel] from the Windows desktop.
2. Select [Administrative Tools]. The Administrative Tools console opens.
3. Select [Internet Information Services (IIS) Manager]. The Internet Information Services (IIS) Manager dialog box opens.
4. Expand the <WS server name> in the left frame.
5. Expand the [Web Sites] folder in the left frame.
6. Highlight [Default Web Site] in the left frame.
7. Select [Action: Properties] from the main menu. The Default Web Site Properties dialog box opens.
8. Select the [Directory Security] tab.
9. Select [Server Certificate] in the Secure communications area. The Welcome to the Web Server Certificate Wizard dialog box opens.
10. Select [Next].
11. Mark the [Create a new certificate] option and select [Next].
12. Mark the [Prepare the request now, but send it later] option and select [Next].

13. Enter the following name and security settings:
 - a. In the Name text box, enter a name for the certificate.
 - b. In the Bit Length drop-down list box, select the bit length of the encryption key.
 - c. Select [Next].
14. Enter the following organization information:
 - a. In the Organization text box, enter the organization name.
 - b. In the Organizational Unit text box, enter the organizational unit name.
 - c. Select [Next].
15. In the Common name text box, enter the common name for your site and select [Next].
16. Enter the following geographical information:
 - a. In the Country/region drop-down list box, select the appropriate country/region.
 - b. In the State/province text box, enter the appropriate state/province.
 - c. In the City/locality text box, enter the appropriate city/locality.
 - d. Select [Next].
17. In the File name text box, verify the file name and location for the new key. If necessary, change the file name and location for the new key.

Record the location and name of the new key.

18. Select [Next]. A Request File Summary page opens.



NOTE: If appropriate, print the Request File Summary page.

19. Select [Next].

20. Select [Finish].

21. Select [OK] to close the Default Web Site Properties dialog box.

22. Close the Internet Information Services (IIS) Manager console.

23. Close the Administrative Tools console.

Submitting the key information to the vendor

Send or email the certificate request file to the appropriate vendor. The vendor will send you a response file containing your new certificate. You must then attach the new certificate to your DigiPath WS server.

Attaching and installing the certificate

Once you have obtained the appropriate file from the vendor, you will need to attach and install the certificate on the DigiPath WS server.



To attach and install the certificate:

1. Select [Start: Settings: Control Panel] from the Windows desktop.
2. Select [Administrative Tools]. The Administrative Tools console opens.
3. Select [Internet Information Services (IIS) Manager]. The Internet Information Services (IIS) Manager dialog box opens.
4. Expand the <DigiPath WS server name> in the left frame.
5. Expand the [Web Sites] folder in the left frame.
6. Highlight [Default Web Site] in the left frame.
7. Select [Action: Properties] from the main menu. The Default Web Site Properties dialog box opens.
8. Select the [Directory Security] tab.
9. Select [Server Certificate] in the Secure communications area. The Welcome to the Web Server Certificate Wizard dialog box opens.
10. Select [Next].
11. Mark the [Process the pending request and install the certificate] option and select [Next].
12. Use the wizard to complete installing the certificate.

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, DigiPath WS server backup and restore of this manual.

3. Online Library management

This chapter provides procedures needed for managing the DigiPath WS Online Library.

Topics covered in this section include:

- understanding the Online Library
- adding folders
- defining the properties of documents and folders
- working with documents and folders
- moving the MainCollection

Understanding the Online Library

The Online Library in DigiPath WS displays the content of all Document Library cabinets. Document Library cabinets display as top-level folders (i.e., directories) in the Online Library. Folders within Document Library cabinets display as sub-folders in the Online Library. The Online Library directory structure is similar to the Windows directory structure pertaining to its' directories and folders.

A MainCollection cabinet is required in DigiPath WS for user job submission and uploading documents to the DigiPath WS server. Within the MainCollection, you can add folders and documents.

A folder provides a place to organize documents according to categories that are appropriate for your requirements, such as subject, author, customer, and so on.

Using folders also enables you to provide access to documents, without giving users information about the actual location of the documents on your DigiPath WS server.

All documents in folders must reside on the same hardware (for example, if your MainCollection cabinet resides on a RAID, all documents that you want to include in folders within the MainCollection must also reside on your RAID).

Managing folders

Managing folders involves creating, deleting, assigning user access to, and populating the folders with documents and URLs.

Managing the folders in the Online Library may be performed at the WS server or from a DigiPath WS client workstation.



NOTE: When managing folders:

- *Adding and populating folders requires Read/Write access to the parent folder.*
- *Assigning access to folders and deleting folders requires Read/Write/Assign access to the parent folder.*

Setting up folders can be the responsibility of the WS user administrator, or a trusted user with both Collections Access permission and Read/Write access to the MainCollection, or any other DigiPath cabinets you want to add and manage folders. However, users with Read/Write access to a folder can create sub-folders within the parent folder and manage these sub-folders directly.

It is strongly recommended that you set up the folder tree structure on the DigiPath WS sever and then populate the folders with documents and URLs. A folder tree structure easily facilitates users to locate documents, either through browsing through folders, or by searching a folder branch. Normally, administrators create folders immediately after installation, and then users add folders as needed.



NOTE: As the WS user administrator, you can also add folders from Document Library, by creating folders in the MainCollection cabinet. You or your users can also add folders using the DigiPath WS software, as long as you have the Collections Access permission and Read/Write access rights to the MainCollection cabinet, or any other DigiPath cabinet in which you want to add folders.



CAUTION

It is possible to delete or rename the MainCollection cabinet using Document Library. However, your DigiPath WS software becomes unusable if this happens.

Adding folders

You can add a new folder to the MainCollection or any DigiPath cabinet in the Online Library in which you have access to on your DigiPath WS server.



NOTE: You must have Read/Write access to the parent folder and Collections Access to add new folders in the Online Library. The WS User Administrator can give you Read/Write/Assign access to the MainCollection, or any other DigiPath cabinet in the Online Library which you want to add folders.

When a folder is added to the Online Library:

- it assumes the users and the access rights of its parent folder
- the user gets access rights to the folder they just created



To add a new folder:

1. Log in to DigiPath WS as a user with Read/Write access to the folder you want to add a new folder.
2. Select [Online Library] from the Navigation bar. The Online Library main page opens.
3. Select [New Folder] from the More options drop down list on the toolbar.

4. Select [Go]. The Add New Folder page opens. See Figure 3-1.

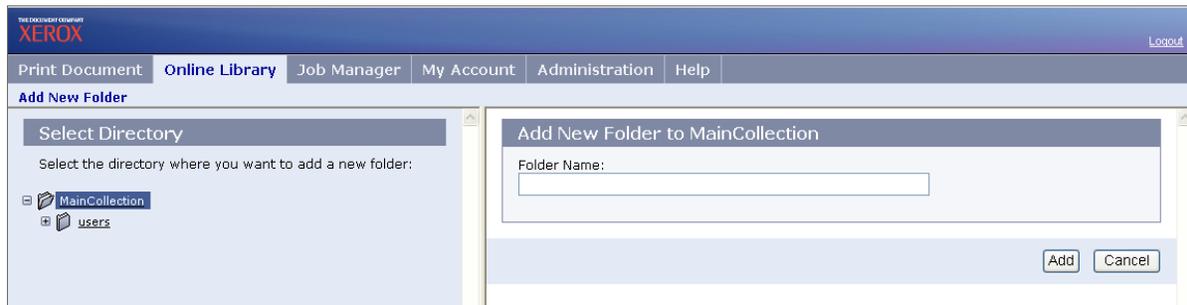


Figure 3-1. Add New Folder page

5. In the Tree View, navigate to the directory where you want to add the new folder.
6. Enter the name of the folder in the Folder Name text box. The folder name is required.
7. Select [Add] to add the folder. The new folder appears as a folder within the desired directory.

Defining the properties of documents and folders

The Properties page of a document or folder allows you to view and update attributes of that document or folder and assign user access rights to that document or folder to allow users and groups access to the document or folder.

The Properties page of a document or folder consists of the following two sections:

- **Attributes** — This section allows you to view and modify the document or folder attributes.
- **User Access** — This section allows you to assign user access rights to allow specific users and groups access to the document or folder.



NOTE: You must have Manage rights to the document or folder to assign user access to that document or folder.

The following sections provide detailed procedures for viewing and modifying document or folder attributes and assigning user access to documents or folders.

Viewing and modifying document or folder attributes

The Attributes section of the Properties page is used to view and modify the attributes of a document or folder, such as authors, title, or edition.



NOTE: Your WS User Administrator determines viewable document or folder attributes and whether you have access rights to modify document or folder attributes.



To view and modify the attributes of a document or folder:

1. Log into WS as the user administrator.
2. Select [Online Library] from the Navigation bar. The Online Library main page opens.
3. In the Tree View, navigate to the document or folder in which you want to view its attributes.
4. Select [Properties] from the More options drop down list.
5. Select [Go]. The Properties page of the selected document or folder opens.



NOTE: All attributes which have been assigned to the document or folder appear, as long as the WS user administrator has given you the access right which enables you to see the attributes of the document or folder.

6. Edit the attributes of the document or folder, if necessary.
7. Select [Save All] to save the changes.

Assigning user access to documents or folders

The User Access section of the Properties page is used to assign user access rights allowing specific users and groups access to documents or folders.

Table 3-1 lists and describes each user access right.

Table 3-1. User access rights

Access right	Description
No Access	User has no access to the document or folder. No Access overrides any group setting that would allow this user access to the document or folder.
Read Access	Allows a user to view documents or folders and URLs in the folder, as well as any documents or folders within the parent folder, as long as they have at least Read access to the documents or folders within the parent folder. The user cannot edit any documents, or add or delete folders or URLs from the folder.
Read/Write Access	Allows users to view documents and URLs, and add or edit documents in the folder. In addition, users with Read/Write access can create folders within the folder. When a user creates a folder, he or she automatically gains Read/Write/Assign access to the folder.
Read/Write/Assign Access	Allows users to view documents and URLs, and add, edit, or delete documents or URLs in the folder, and create folders within a folder. In addition, users with Read/Write/Assign access can determine which users have access to the folder.

As you add new folders, the user access rights flow (cascade) to sub-folders and nested folders created within the parent folder.



To assign user access to a document or folder:

1. Select [Online Library] from the Navigation bar. The Online Library main page opens.
2. In the Tree View, navigate to the desired document or folder that you want to change user access rights.
3. Select [Properties] from the More options drop down list on the toolbar.
4. Select [Go]. The Properties page opens. See Figure 3-2.



NOTE: You must have Read/Write/Assign access to assign user access rights to a folder.

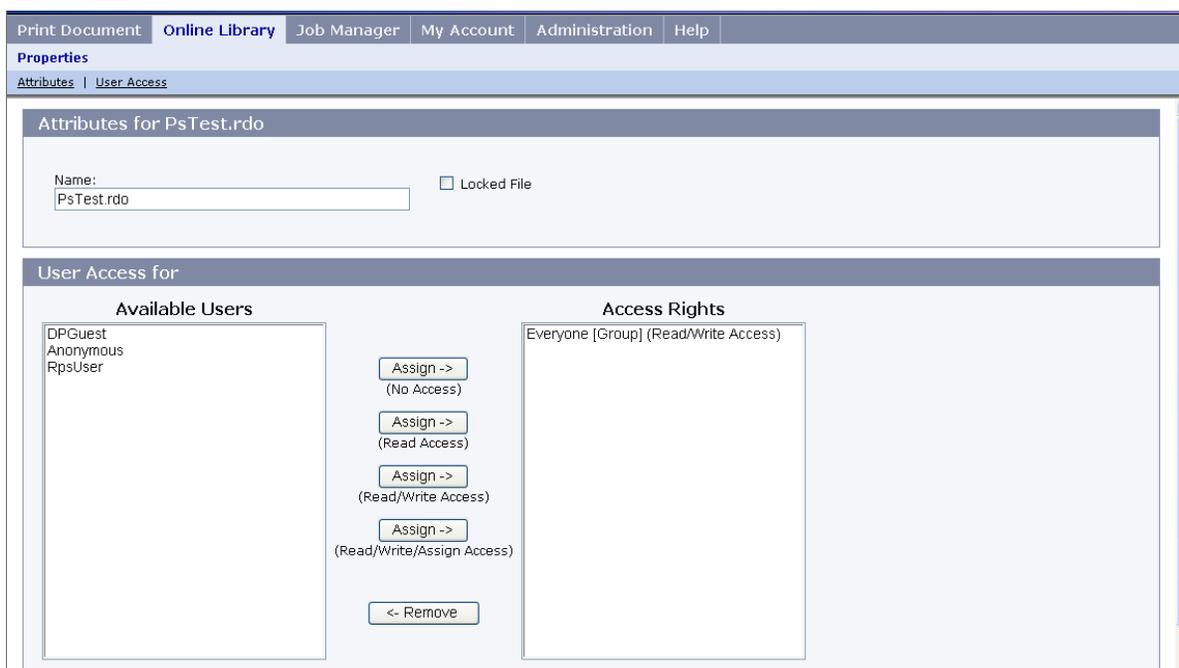


Figure 3-2. Properties page

5. Select the [[User Access](#)] link. The User Access for page displays.

6. Select a user/group from the Available Users list and select one of the following access rights:

- [Assign] (No Access)
- [Assign] (Read Access)
- [Assign] (Read/Write Access)
- [Assign] (Read/Write/Assign Access)

For a description of each access right, refer to Table 3-1 on page 3-8.



NOTE: To select multiple users and groups, hold the [Ctrl] key down while using the left-mouse to select the users/groups in a non-consecutive list.

7. To remove a user's access rights:

- a. Select the user/group from the Access Rights list box.
- b. Select [Remove].

8. To replace permissions on existing documents or folders, select one of the following options:

- Mark the [Replace permissions on existing folders] check box if you want to replace the permission on existing folders.
- Mark the [Replace permission on existing documents] check box if you want to replace the permissions on existing documents.

9. Select [Save All] to save the changes.

Working with folders/documents

Working with documents and folders consists of:

- Copying a document or folder
- Copying a document or folder as a shortcut
- Moving a document or folder
- Deleting a document or folder

The following sections provide detailed instructions for working with documents/folders.

Copying a document or folder

You can copy a document into a folder, or a folder and its contents into another folder.



NOTE: Your WS user administrator determines whether you have access rights to copy a document/folder into a folder.



To copy a document or folder into a folder:

1. Select [Online Library] from the Navigation bar. The Online Library main page opens.
2. In the Tree View, select the document or folder you want to copy.

3. Select the [Copy] icon. The Copy documents/folders page opens. See Figure 3-3.

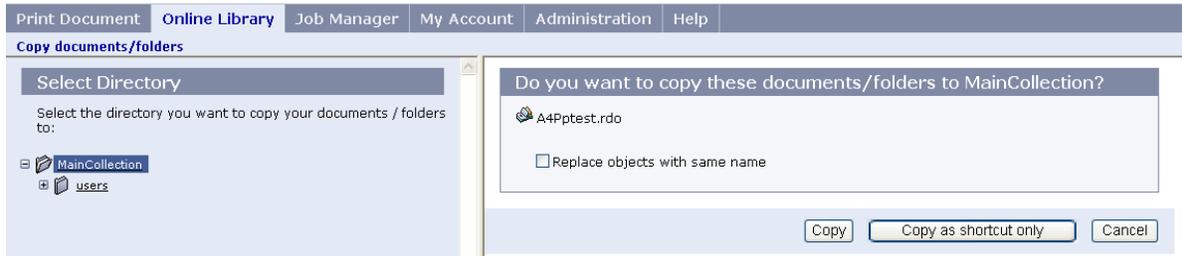


Figure 3-3. Copy documents/folders page

4. In the Tree View, navigate to the folder you want to copy the document/folder.
5. Mark the [Replace objects with same name] check box if you want to overwrite documents.
6. Select [Copy]. The documents/folder is copied to the specified folder.



NOTE: When you copy a folder, the new folder is not linked in any way to its original folder. Any changes you make to the contents of the copied folder do not affect the original folder. However, if you copy a folder as a shortcut, then the folders are linked.

Copying a document or folder as a shortcut

You can copy a document or folder as a shortcut in another folder.

A document or folder shortcut allows the same document/folder to exist in more than one location. The original document/folder stays where it is, and the shortcut points back to it. Documents added or removed from the original folder will also be removed from the shortcut folder.



NOTE: Your WS user administrator determines whether you have access rights to copy a folder.



To copy a document or folder as a shortcut:

1. Select [Online Library] from the Navigation bar. The Online Library main page opens.
2. In the Tree View, select the document or folder you want to copy.
3. Select the [Copy] icon. The Copy documents/folders page opens.
4. In the Tree View, navigate to the folder you want to copy the document/folder.
5. Mark the [Replace objects with the same name] check box if you want to overwrite documents.
6. Select [Copy as shortcut only]. The documents/folder is copied as a shortcut in the specified folder.



NOTE: Adding and deleting documents from the parent folder will automatically update the shortcut.

Moving a document or folder

You can move a document or folder and its contents into another folder.



NOTE: Your WS user administrator determines whether you have access rights to move a document or folder into another folder.



To move a document or folder into another folder:

1. Select [Online Library] from the Navigation bar. The Online Library main page opens.
2. In the Tree View, select the document or folder you want to move.
3. Select the [Move] icon. The Move documents/folders page opens. See Figure 3-4.

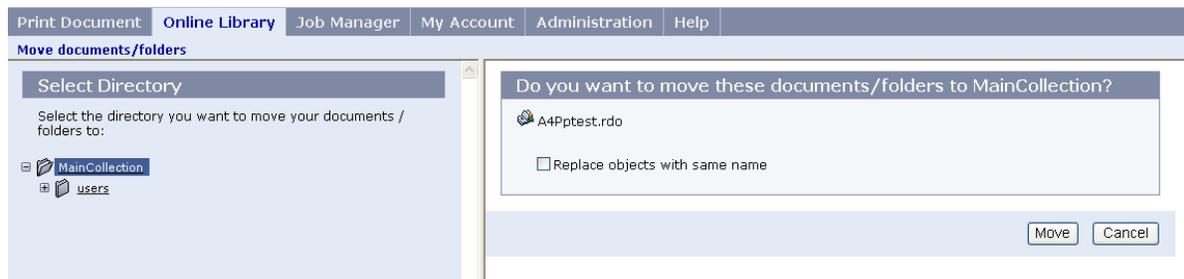


Figure 3-4. Move documents/folders page

4. In the Tree View, select the folder you want to move the document or folder.
5. Select [Move]. The document or folder is moved to the specified folder.

Deleting a document or folder

Deleting a document or folder removes the document or folder and its contents from the DigiPath WS server. The documents are no longer available in DigiPath WS.



CAUTION

You cannot undo the delete action.



NOTE: *Your WS user administrator determines whether you have access rights to delete a document or folder.*



To delete a document or folder and its contents:

1. Select [Online Library] from the Navigation bar. The Online Library main page opens.
2. In the Tree View, select the document or folder you want to delete.
3. Select the [Delete] icon. The Delete documents/folders page opens. See Figure 3-5.



Figure 3-5. Delete documents/folders page

4. Select [Delete] to delete the selected document/folder.

Moving the MainCollection

The following sections provide information about moving the MainCollection cabinet.

Moving the MainCollection cabinet

The MainCollection cabinet can be moved using the Document Library application.



NOTE: Unlike DigiPath 2.x, in DigiPath 4.0, this is an unusual operation since the MainCollection must be created via Document Library prior to using WS. Typically, the MainCollection may only need to be moved when you add a RAID to your WS system after WS has been operational.

When moving a MainCollection cabinet:

- All contents and shortcuts of the MainCollection cabinet are preserved.
- All links are automatically updated to reflect the new location of the files within the MainCollection cabinet.

Use the following procedures to move the MainCollection cabinet.

Stopping DigiPath Services

It is important that you stop certain DigiPath services before moving the MainCollection cabinet. If these services are not stopped, an application error will occur during the move and you will not be able to continue with the procedure.



To stop the appropriate DigiPath services:

1. Select [Start: Settings: Control Panel] from the Windows desktop. The Control Panel opens.
2. Select [Administrative Tools].
3. Select [Services]. The Services console opens.
4. Stop the IIS Admin Service.
 - a. Highlight [IIS Admin Service].
 - b. Select [Action: Stop].
5. Select one of the following:
 - If a message box displays, select [Yes] to stop the IIS Admin Service.
 - If a Stopping dialog box displays, select [OK] to stop the World Wide Web Publishing Service and the IIS Admin Service.
6. Select [Close] to exit the Services dialog box.
7. Select [File: Close] to exit the Control Panel.
8. Continue with the procedure “Moving the MainCollection cabinet” on page 3-18.

Moving the MainCollection cabinet



To move the MainCollection cabinet using Document Library:

1. Select [Start: Programs: Xerox DigiPath Production Software: Document Library] from the Windows desktop on your DigiPath WS server.
2. Login to Document Library. The Document Library application opens.
3. Highlight the MainCollection cabinet.
4. Select [Edit: Copy/Move]. The Copy/Move Cabinet dialog box opens.
5. Select the [Move] radio button from the Operation area.
6. Select the drive you wish to move the MainCollection cabinet to from the Destination list.
7. Select [OK].
8. Select [File: Exit] to exit Document Library.
9. Continue with the procedure “Restarting the DigiPath WS server” on page 3-19.

Restarting the DigiPath WS server

You must restart your DigiPath WS server for the move to actually take place.



To restart the DigiPath WS server:

1. Run the xstopdgp.bat utility:
 - a. Select [Start: Run] from the Windows desktop. The Run dialog box opens.
 - b. In the Open text box, enter **e:\digipath\xstopdgp.bat**.
 - c. Select [OK].
 - d. Reply [Y] to all queries.
2. Restart the WS server.
 - a. Select [Start: Shut Down] from the Windows desktop.
 - b. Restart the server.
 - c. Log into Windows to automatically restart the DigiPath services.

4. System administration

This chapter identifies and describes the procedures necessary for administering and supporting the DigiPath Web Services (WS) server.

Topics covered in this chapter include:

- overview
- defining administrator options
- document configuration
- search configuration
- DigiPath WS site customization

Overview

Depending on your administration access privileges, the DigiPath WS Administration Menu frame provides quick access to all system administration functions. Table 4-1 lists the Administration Menu options and provides a brief description of the function of the options.

Table 4-1. Administration Menu options

Option	Function
Administrator Options	Allows you to define: <ul style="list-style-type: none"> • various overall settings • user access preference • the default job name for job submission • Web notification
User Administrator	Allows you to manage DigiPath WS user accounts and groups
Queue Manager	Allows you to: <ul style="list-style-type: none"> • manage queues • set performance options for DigiPath WS production printers • configure web to web transfer
Masking	Allows you to define standard print options, advanced print options, and reprint print options
Customize	Allows you to customize paper stock, paper size, paper color, and paper type
Document Configuration	Allows you to: <ul style="list-style-type: none"> • schedule when to convert documents on the DigiPath WS server • define the general appearance of objects, particularly RDOs, when a user selects the View option • select the properties that display when you choose to view the properties of a document • specify the property information for all objects in the result list
Search Configuration	Allows you to: <ul style="list-style-type: none"> • add available DigiPath remote servers to the domain for searching documents on the DigiPath WS server • specify the attributes on which users can search
Reports	Allows you to generate reports necessary for monitoring activity on the DigiPath WS server
Appearance	Allows you to customize your DigiPath WS site to make it consistent with other web pages created or maintained by your organization

Administration access privileges

Any number of users can have administration access rights on the DigiPath WS server.

Table 4-2 lists and describes the administration access privileges available in DigiPath WS.

Table 4-2. Administration Access Privileges

Administration access privilege	Description
WS Site Administration	<p>The WS Site Administration access privilege is used to set site settings. A user with WS Site Administration privileges can:</p> <ul style="list-style-type: none"> • access the Administration Menu • access Web Notification • set all site settings • view Raw Logs report <p><i>NOTE: The WS Site Administration user can not manage web jobs and queues.</i></p>
WS User Administration	<p>The WS User Administration access privilege allows a user to set user specific settings. A user with WS User Administration privileges can:</p> <ul style="list-style-type: none"> • access the Administration Menu • access collection reports, user reports, and Raw Logs report • access Web Notification <p><i>NOTE: A user with WS User Administration privileges cannot manage web jobs and queues.</i></p> <p><i>NOTE: A user with WS User Administration privileges is added to the Administration group. If the Administration group is removed in Library Administration, the user no longer has the WS User Administration privilege.</i></p>
WS Queue and Job Administration	<p>The WS Queue and Job Administration access privilege allows a user to process and manage jobs. A user with WS Queue and Job Administration privileges can:</p> <ul style="list-style-type: none"> • access the Administration Menu • set Default Job Name • access Web Notification • perform all the operations within Job Manager, Queue Manager, Masking, and Customize sections of the Administration Menu • Access Print Job Requests, Jobs by Printing Options, and Raw Logs reports <p><i>NOTE: Users must have access to folders and documents for printing.</i></p>

Accessing the Administration Menu



To access the Administration Menu:

1. Log in to the DigiPath WS server as the site administrator.



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

2. Select [Administration] on the Navigation bar. The Administration Menu displays in the Tree View. See Figure 4-1.



Figure 4-1. Administration Menu



NOTE: Use the scroll bar to scroll through the Administration Menu to view all the options on the Administration Menu.

Defining Administrator Options

Using the Administrator Options on the Administration Menu, the WS site administrator can define various overall system settings, define user access preference, enable the default job name, and access web notification.



NOTE: The options available in the Administrator Options section of the Administration Menu are dependent on the Administration Access rights defined in your user profile.



To access the Administrator Options:

1. Log in to the DigiPath WS as the site administrator.
2. Select [Administration] from the Navigation bar.

Table 4-3 lists and describes the Administration Options section of the Administration Menu.

Table 4-3. Administrator Options

Administrator Options	Description
Administrator Options	Provides various overall administration settings
User Access Preference	Allows you to specify whom you want to have access to the User Access link on the folders/documents Properties page <i>NOTE: You must have the WS User Administration access right to access the User Access Preference option.</i>
Default Job Name	Allows you to enable the default job name option to include the system name and the Job ID <i>NOTE: You must have the WS Queue and Job Administration access right to access the Default Job Name option.</i>
Web Notification	Allows you to access the DigiPath Web Services Statistics page to check for new user sign-ups, new jobs, jobs pending, and jobs due

The following sections provide detailed instructions for defining the overall settings, user access preference, default job name, and accessing web notification.

Defining the overall settings

The Administrator Options page provides various overall settings for you to define and/or modify. Table 4-4 lists and describes the Administrator Options.



NOTE: You must have the WS Site Administration access right to access the Administrator Options option.

Table 4-4. Administrator options

Administrator Option	Description
Polling interval in minutes	Determines the number of minutes between the refresh of the DigiPath Web Services Statistics page
SMTP Server	Identifies the mail server used for outgoing mail or notifications
Administrator e-mail	This account receives an e-mail whenever a user requests a new account from the DigiPath WS home page
Feedback e-mail	This account receives an e-mail each time a user submits feedback to the server via the Tell us link on the DigiPath WS home page
Job Print Manager e-mail	This account receives an e-mail each time a print job is submitted to the DigiPath WS server
Administrator Notes	Displays the text area field for the WS Site Administrator to leave notes for themselves.



To define the Administrator Options:

1. Select the [\[Administrator Options\]](#) link from the Administration Options section of the Administration Menu. See Figure 4-2.

Administrator Options

Polling Interval in minutes
0

SMTP Server

Administrator e-mail

Feedback e-mail

Job Print Manager e-mail

Administrator Notes

Save Reset

Figure 4-2. Administrator Options page

2. In the Polling interval in minutes, enter the number of minutes you want the DigiPath Web Services Statistics page to be refreshed.



NOTE: If polling too often, you may experience a decrease in performance on your server.

3. In the SMTP Server text box, enter the name of the mail server used for outgoing mail or notifications.



NOTE: Outgoing mail cannot be directed without the SMTP address of your mail server.

4. In the Administrator e-mail text box, enter the e-mail address of the person to whom you want an email sent when a user requests an account from the DigiPath WS home page.

5. In the Feedback e-mail text box, enter the e-mail address of the person to whom you want an email sent when a user sends feedback from the home page.
6. In the Job Print Manager e-mail text box, enter the e-mail address of the person to whom you want an email sent when a job is submitted from Job Submit or Print Submit.
7. In the Administrator Notes text box, enter any notes or reminders you want to leave for yourself or other administrators who access the page.
8. Select [Save] to save the changes.

Defining user access preference

The User Access Preference page is used to specify whom you want to have access to the User Access link on the folders or documents Properties page. The User Access link allows you to assign access rights to folders or documents and appears on the title bar of the document or folder Properties page.



NOTE: You must have the WS User Administration access right to access the User Access Preference option.



To define the user access preference:

1. Select the [User Access Preference] link from the Administration Options section on the Administration Menu. See Figure 4-3.

A screenshot of a dialog box titled "User Access Preference". The dialog box has a light blue header bar with the title. Below the header, the text "Make the 'User Access' link available to:" is displayed. There are three radio button options: "Collection User", "Administrator", and "No one". The "No one" option is selected, indicated by a green checkmark in a small square next to the radio button. At the bottom right of the dialog box, there are two buttons: "Save" and "Cancel".

User Access Preference

Make the 'User Access' link available to:

Collection User

Administrator

No one

Save Cancel

Figure 4-3. User Access Preferences page

2. In the [Mark the 'User Access' link available to] area, select one of the following options:.



NOTE: The User Access link on the Properties page allows you to assign user access to folders and documents and appears on the Properties page title bar.

- **Collection User** — allows any user with assign rights to a collection to assign user access to that collection
- **Administrator** — allows only a user with the WS User Administrator access right to assign user access for collections
- **No one** — does not allow anyone to assign user access for collections



NOTE: The No one option is the default option after the DigiPath WS server is installed.

3. Select [Save] to save the changes.

Enabling the default job name

The Default Job Name page allows you to enable the default job name option to include the system name and the Job ID. The Job ID allows you to track the source of a job from the DigiPath WS server to the destination printer.

This option changes the default job name of jobs **for Job Submission and Print Submission**: job <machine name>: #<job ID> <document name>.



NOTE: You must have the WS Queue and Job Administration access right to access the Default Job Name option.



To enable the default job name:

1. Select the [[Default Job Name](#)] link from the Administration Options section on the Administration Menu. See Figure 4-4.

Figure 4-4. Default Job Name page

2. In the System Name (Web) text box, enter the name of the system.



NOTE: You can leave the System Name field blank if you only have one WS system.

3. Mark the [Put Job ID and System Name into default Job Name] check box if you want the Job ID and System Name to appear in the Job Name field on the job ticket in job submission.
4. Select [Save] to save the changes.

Using web notification

The DigiPath Web Services Statistics page checks for and displays the following information:

- **New User Sign-ups** — displays the number of user account requests received that have not yet been enabled and assigned a password by the WS user administrator.
- **New Jobs** — displays the number of print job requests submitted since a specific date.
- **Jobs Pending** — displays the number of print job requests that have been released from a DigiPath WS print queue and submitted to a defined printer.
- **Jobs Due** — displays the number of print jobs that a user has specified as required by the date that displays at the top of the page.

The DigiPath Web Services Statistics page displays in a separate browser window, which can be left open. The information contained in the DigiPath Web Services Statistics page is automatically updated if you leave it open.



NOTE: You must have WS Site Administration, WS User Administration, or WS Queue and Job Administration privileges to access the DigiPath Web Services Statistics page.



To view the Digipath Web Services statistics:

1. Select the [\[Web Notification\]](#) link from the Administrator Options section on the Administration Menu. The DigiPath Web Services Statistics page opens in a separate browser window. See Figure 4-5.



NOTE: The DigiPath Web Services Statistics page is refreshed based on the polling interval in minutes defined on the Administrator Options page.

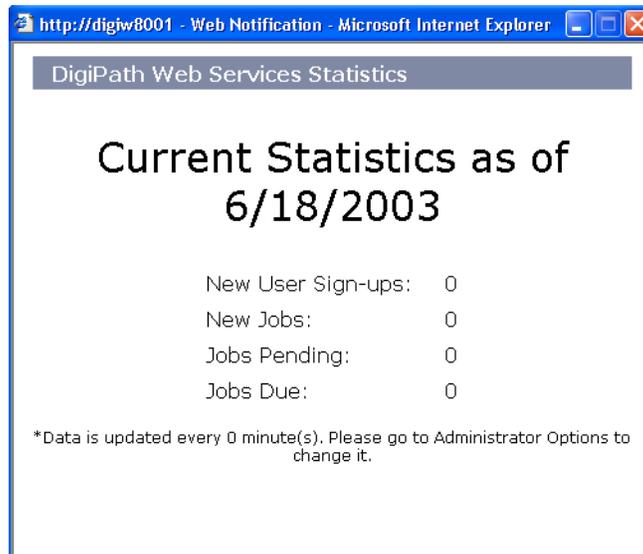


Figure 4-5. DigiPath Web Services Statistics page

2. Close the DigiPath Web Services Statistics page.

Document Configuration

Using the Document Configuration Options on the Administration Menu, the WS administrator can schedule document conversion, define view configuration, and specify visible attributes on your DigiPath WS server.



NOTE: You must have the WS Site Administration access right to define Document Configuration.



To access the Document Configuration options:

1. Log in to WS as the site administrator.
2. Select [Administration] from the Navigation bar.

Table 4-5 lists and describes the Document Configuration options.

Table 4-5. Document Configuration options

Option	Description
Conversion Service	Converts all supported file formats to a web-viewable format
View Configuration	Allows you to specify the default appearance of documents stored on the DigiPath WS server
Visible Attributes	Allows you to specify the folder/document attributes, such as publisher, title, and author, that display when you choose to view the attributes of a folder/document
Viewable Attributes	Allows you to specify the attributes that display in the Online Library content area and the simple search results

The following sections provide detailed instructions for scheduling document conversion, configuring document viewing options, defining visible properties, and specifying viewable properties.

Scheduling document conversion

Document conversion allows you to convert RDO, TIFF, PostScript, JPEG, GIF, and TXT documents, or other image formats supported by the browser or with a browser plug-in in all cabinets on the DigiPath WS server for viewing via DigiPath WS. The conversion process does not affect the original document files.



NOTE: When using document conversion, the document format options are determined by the selections on the View Configuration page.

You can schedule the conversion process to run at any time of the day. The conversion process runs in the background, but is process-intensive.



NOTE: It is strongly recommended that you schedule the document conversion to run when the server is least busy, usually overnight.



NOTE: You must have WS Site Administration access rights to schedule document conversion.



To schedule document conversion on the DigiPath WS server:

1. Select the [\[Conversion Service\]](#) link from the Document Configuration section on the Administration Menu. See Figure 4-6.

Conversion Service

Conversion Service status: Active
 Do not run

Starting Time: :

Ending Time: :

Always on

Conversion Service options: All Files
 Files with new content only

Conversion Service priority: Above Normal
 Normal
 Below Normal

Save Cancel

Figure 4-6. Conversion Service page

2. Select the Conversion Service status [\[Active\]](#) radio button to begin running the conversion at the time defined in the Starting Time field.



NOTE: The conversion process operates on a 24-hour clock, so that 20:00 represents 8:00 PM.

3. Mark the [\[Do not run\]](#) radio button if you do not want to run the conversion process.
4. In the Starting Time field, enter a starting time for the conversion process.
5. In the Ending Time field, enter an ending time for the conversion process.

6. Mark the [Always On] check box to run the conversion every day, regardless of the server activity. When not marked, the conversion runs only when the other conversion options dictate.
7. Select one of the following Conversion Service options:
 - **All Files** — converts all files in the server cabinets
 - **Files with new content only** — converts only files updated or added to the server cabinets since the last time the conversion process completed
8. Select one of the following Conversion Service priority options:
 - **Above Normal** — specifies that the document conversion process takes priority over other processing activities
 - **Normal** — specifies that the document conversion process has equal priority with other processing activities
 - **Below Normal** — specifies that the document conversion has lower priority than other processing activities
9. Select [Save] to save the changes.

Specifying viewing options

The View Configuration page is used to specify the viewing options on your DigiPath WS server to define how documents on your server are displayed when a user views a document.

You have to define viewing options because many document types are not readily viewable via the web. The conversion options allow you to create web-ready files for use on your DigiPath WS server.



NOTE: DigiPath WS uses the options on the View Configuration page when the Document Conversion process is running.

When setting document viewing options, you should consider the following factors:

- Are your file types mostly images, or mostly text? If the files are mostly text, then you can set the resolution settings lower.
- What is the storage capacity of your server? If you have a lot of space, then the fact that JPEG files are larger becomes less important.
- What is the server processing speed? If you have a fast processor, then the display rate is less important.
- How many users have you created on your server? If you have many users (more than 100), then the file size and the resolution settings are more important, especially when documents are viewed and downloaded frequently.
- How many print requests do you expect to manage in a day? If there are many print requests, then the file size and resolution settings are more critical for the overall performance of the server.

Higher resolution settings generally mean that the file size is larger, and that the image quality is better. However, the display rate and download rate is slower for larger files.



NOTE: The original document files are not affected by conversion for viewing options.



NOTE: DigiPath WS cannot display DocuJob objects which are jobs with a djo extension.

DigiPath WS clients may view documents on the DigiPath WS server, through the search results list, and when browsing folders. The options available to the client are based on the Viewing Customization selections defined by the site administrator.

There are three categories of configurable viewing options:

- **Overall Document Viewing** — allows you to define the general appearance of documents
- **JPG Viewing** — allows you to define the resolution and appearance of the JPG documents
- **PDF Viewing** — allows you to define the resolution and appearance of Adobe PDF documents

Table 4-6 details the view settings required for the fastest display of RDOs on your DigiPath WS system.

Table 4-6. View settings for optimal performance

Viewing Options	Setting	Select for optimal performance
Overall Document Viewing	Default document view	Thumbnail
	Default viewing format for RDOs	JPG
	Default conversion format for RDOs	JPG
	Dynamic Conversion	Disabled
JPG Viewing	Thumbnail dimension	110 (pixels)
	Number of thumbnails to display	9
	Page dimension	880 (pixels)
	Image Quality	24-bit color
	Quality level	75
Adobe PDF Viewing	Adobe PDF conversion	Disabled
	Adobe PDF optimization	Disabled
	Embed thumbnail	Disabled
	Adobe PDF default page resolution	300

Accessing the View Configuration page



To access the View Configuration page:

1. Select the [\[View Configuration\]](#) link from the Document Configuration section on the Administration Menu. The View Configuration page opens. See Figure 4-7.

View Configuration

Overall Document Viewing:
Default document view: Page Thumbnail
Default viewing format for RDOs: PDF JPG
Default conversion format: PDF JPG Both
Dynamic Conversion: Enabled Disabled

JPG viewing:
Thumbnail dimension: pixels
Number of thumbnails to display:
Page dimension: pixels
Image quality: 8-bit grayscale 24-bit color
Quality level:

PDF Viewing:
PDF conversion: Enabled Disabled
PDF optimization: Enabled Disabled
Embed thumbnails: Enabled Disabled
PDF default page resolution:

Save Cancel

Figure 4-7. View Configuration page

2. Continue with the next procedure “Defining the Overall Document Viewing options” on page 4-22 to define the document viewing options.

Defining the Overall Document Viewing options

Overall Document Viewing options affect how a document is displayed when a user selects to view a document in the Online Library or in the search results list.



To define the Overall Document Viewing options:

1. Select one of the following options in the Default document view field to specify how documents appear when selected:

- **Page** — displays a document page. Users can navigate through all the pages of the document.



NOTE: The Page option is not recommended, because the display takes much longer. This option also allows users to print the individual pages of a document to a local printer, rather than submitting the entire document for printing at your site.

- **Thumbnail** — displays the document as thumbnails

2. Select one of the following options to specify the default viewing format for RDOs:

- **PDF** — provides smaller files that take more time to display. Selecting this option also requires that your users have the Adobe Acrobat Reader.
- **JPG** — provides the optimal viewing option for display speed and document resolution, but creates larger files



NOTE: The JPG option is recommended for documents on your server.

You should set the default RDO viewing option to JPG and run Adobe PDF background conversion for RDO via Document Library in order to download viewable converted Adobe PDF for RDO files via DigiPath WS.

3. Select one of the following options to specify the default conversion format for RDOs:



NOTE: This option relates to the Dynamic Conversion options. When Dynamic Conversion is enabled, the conversion format is dictated by this setting.

- **PDF** — Adobe PDF dynamic conversion is disabled in this version of DigiPath WS
- **JPG** — converts the RDO pages to JPEG files for viewing
- **Both** — converts the RDO pages to both Adobe PDF files and JPEG files. The JPEG files are used for viewing, and the Adobe PDF files are used for downloading.

4. Select the [Enabled] or [Disabled] option to enable or disable the Dynamic Conversion function in DigiPath WS.

When Dynamic Conversion is enabled, the DigiPath WS server prompts users to convert a document, page by page. If Dynamic Conversion is not enabled, users cannot view a document that has not been converted via Document Library or the DigiPath WS Document Conversion.



NOTE: For most DigiPath WS servers, the Dynamic Conversion option is not recommended. Document conversion takes an enormous amount of processor resources, and slows the performance of other activities being completed at the server.

Instead of Dynamic Conversion, schedule the Document Conversion to run regularly. You can also use the Document Library Conversion function to convert a document before making it available on the DigiPath WS server, if necessary.

5. Continue with the next procedure “Defining the JPG Viewing options” on page 4-25 to define the JPG Viewing options.

Defining the JPG Viewing options

JPG Viewing options affect the content of JPEG files created during conversion.



To define the JPG Viewing options:

1. In the Thumbnail dimension text box, enter the display size, in pixels, of the JPEG thumbnail created for each page of a document.
2. In the Number of thumbnails to display text box, enter the number of thumbnails that you want to appear on a web page when a user views a document.
3. In the Page dimension text box, enter the size, in pixels, of the JPEG file created for each page of a document.
4. In the Image quality area select one of the following options:
 - **8-bit grayscale** — produces good image quality for black and white grayscale images, creates small files, and allows for the fastest conversion of documents.
 - **24-bit color** — produces color images, but creates the largest files and is the slowest conversion option.
5. In the Quality level text box, enter an appropriate quality factor.

The Quality level allows you to precisely set the image quality of files on your server. Valid quality factors range from 1 to 99; a higher quality factor indicates better image quality, but also produces larger files. For text documents, a quality factor greater than 50 is recommended. For documents containing images, reduce the quality factor to reduce the file size.

6. Continue with the next procedure, “Defining the Adobe PDF Viewing options” on page 4-26 to define the PDF viewing options.

Defining the Adobe PDF Viewing options

Adobe PDF Viewing options affect the content of Adobe PDF files created during conversion.



To define the Adobe PDF Viewing options:

1. Disable the Adobe PDF Conversion option.



NOTE: You can run Adobe PDF background conversion for RDO via Document Library in order to download viewable converted Adobe PDFs for RDO files via DigiPath WS.

2. Disable the Adobe PDF Optimization option. Users can view the Adobe PDF file only when the conversion is complete.
3. Enable or Disable the Embed thumbnail option to determine whether Adobe PDF files are created with thumbnails for each page of a document.
4. In the Adobe PDF default page resolution area, specify the resolution of the pages of Adobe PDF files created during conversion.
5. Select [Save] to change the viewing defaults.

Setting visible attributes

Visible attributes are the file attributes that you use to describe a document in the DigiPath database. Defining visible attributes on your DigiPath WS server allows you to select the database attributes, such as, publisher, title, and author, that display when you choose to view the attributes of a folder or document. The visible attributes list defines which attributes are available for searching and displaying in the search results list.

You may select as many visible attributes as you like.

Available visible attributes are a complete list of the attributes you specified for DigiPath cabinets in Document Library.



NOTE: Verify the visible attributes for your DigiPath WS server every time you change the property set of a cabinet.

You can display or hide as many visible attributes as you wish. The Name attribute is the only required visible attribute.



NOTE: When you enable many visible attributes, the display of the document attribute page takes longer.



To set visible attributes for documents on your DigiPath WS server:

1. Select the [\[Visible Attributes\]](#) link from the Document Configuration section on the Administration Menu. The Setting Visible Properties page opens. See Figure 4-8.

Select Visible Attributes:

<input checked="" type="checkbox"/> Name	<input type="checkbox"/> Internal catalog id
<input type="checkbox"/> Object type	<input type="checkbox"/> URL
<input type="checkbox"/> Description	<input type="checkbox"/> File Modified
<input type="checkbox"/> File Size	<input type="checkbox"/> Page Count
<input type="checkbox"/> Date	<input type="checkbox"/> Title
<input type="checkbox"/> External catalog id	<input type="checkbox"/> Publisher
<input type="checkbox"/> Published date	<input type="checkbox"/> Volume
<input type="checkbox"/> Edition	<input type="checkbox"/> Subtitle
<input type="checkbox"/> Abstract	<input type="checkbox"/> Keywords
<input type="checkbox"/> Authors	<input type="checkbox"/> Customers
<input type="checkbox"/> Dates used	

Select identity attribute:

Figure 4-8. Select Visible Attributes page

2. Mark the check box next to any attribute you want users of your DigiPath WS server to be able to view. Clear the check box next to any attribute you do not want users to be able to view.



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

3. Specify the identifying attribute from the [Select identity attributes] drop-down list box that will be used to identify documents on your DigiPath WS server.



NOTE: The identifying attribute is the document attribute that displays as the link for documents in search results lists and in folders. It should be an attribute that helps users easily identify documents on your DigiPath WS server.

*The identifying attribute must be a visible attribute. If you select an attribute from the **Select identify attribute** drop-down list box that is not marked as a visible attribute, DigiPath WS automatically marks the check box for the identifying attribute.*

4. Select [Save] to save your settings.

Setting viewable attributes

Viewable attributes are the DigiPath attributes that display in the content area of the Online Library, and in the simple search results list.

The viewable attributes are a sub-set of the visible attributes.

To define the viewable attributes:



1. Select the [[Viewable Attributes](#)] link from the Document Configuration section on the Administration Menu. The Viewable Properties page opens. See Figure 4-9.

Figure 4-9. Select Viewable Attributes page



NOTE: The available viewable attributes reflects only the visible attributes set. For more information on setting visible attributes, refer to “Setting visible attributes” on page 4-27.

2. Mark the check box next to any attribute you want users of your DigiPath WS server to be able to view. Clear the check box next to any attributes you do not want users to be able to view.



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

3. Select [Save] to save the settings.

Search configuration

Using the Search Configuration options, the WS 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 attributes, the items displayed in a results list, or the search domain.

From the Search page, a user can specify which cabinets on remote servers they want to search, if applicable, and they can select which attributes they want to display in the search results.

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



NOTE: You must have the WS Site Administration access right to define Search Configuration.



To access the Search Configuration options:

1. Log into DigiPath WS as the site administrator.
2. Select [Administration] from the Navigation bar.

Table 4-7 lists and describes the Search Configuration options.

Table 4-7. Search Configuration options

Search Option	Description
Remote Server	Allows you to add available DigiPath remote servers to the search domain for searching documents on your DigiPath WS server
Searchable Attributes	Allows you to set the DigiPath attributes that are searched when you search for documents on your DigiPath WS server

The following sections provide detailed procedures for setting up remote servers and setting searchable attributes.

Specifying searchable attributes

Searchable attributes are the attributes assigned to documents when they are placed in DigiPath cabinets or in folders. You may select which of those attributes from which you want to allow the users on your server to search from. For example, if you select Authors, the user may enter the Author's name and search for any documents by that Author. Searchable attributes depend on how your information is entered and which attributes you are using when importing files into cabinets and folders.

The searchable attributes are the DigiPath attributes that are searched when you search for documents on your DigiPath WS server.

The searchable attributes are a subset of the visible attributes. However, the Number of Pages attribute and the File Size attributes are not searchable, even if they are visible.

You can select as many searchable attributes as you wish.



NOTE: When you enable many searchable attributes, document searches take longer.



To specify the searchable attributes:

1. Select the [\[Searchable Attributes\]](#) link from the Search Configuration section on the Administration Menu. The Setting Searchable Properties page opens. See Figure 4-10

Figure 4-10. Select Searchable Attributes page



NOTE: The available searchable attributes reflect only the visible attributes set. For more information on setting visible attributes, refer to “Setting visible attributes” on page 4-27.

2. Mark the check box next to an attribute on which you want users to be able to search. Clear the check box to make the attributes unavailable for searching.



*NOTE: The **Content** attribute allows you to search the text of documents on your DigiPath WS server. A content search is allowed for the following file types: RDO, Adobe PDF, JPEG, ASCII, Bitmap, Corel Presentation, Lotus 123, GIF, HTML, MS Office files, and Word Perfect files.*

3. Enter the maximum number of documents you want to be returned in the [\[Maximum number of documents to return\]](#) text box.
4. Select [\[Save\]](#) to save the settings.

Configuring remote server access

In DigiPath multiple server environments, you can have one or more Document Library servers and/or one or more DigiPath WS server connections.

Remote server access enables the sharing of DigiPath databases among multiple DigiPath DL/WS servers.

Remote servers can be only DigiPath remote servers.

DigiPath WS users must have the Search Remote Servers access rights to enable them to search documents on other DigiPath WS and DL remote servers.

You can search documents on other DigiPath WS and Document Library servers. From the search results, you can view and print documents residing on remote servers that may not be added to the Online Library.



NOTE: To configure remote server access, the XDL_Admin account is required for remote viewing of documents in the file system.

Connecting a DigiPath WS server to a DigiPath remote server

The following sections provide detailed instructions for configuring a DigiPath WS server to connect to a DigiPath remote server.

Determining the DigiPath remote server host name

You will need the host name of the DigiPath remote server when you add it to the DigiPath domain on the DigiPath WS server in the Servers tab of the Library Administration Tool.



NOTE: If you are connecting to multiple DigiPath remote servers, record the host name of each server.



Complete the following at the DigiPath remote server:

1. To determine the host name of the DigiPath remote server:
 - a. Select [Start: Settings: Control Panel] from the Windows desktop.
 - b. Select [System]. The System Properties dialog box opens.
 - c. Select the [Computer Name] tab.
 - d. Record the remote server name that displays as the Full computer name _____
 - e. Close the System Properties dialog box and the Control Panel.

Setting up common user accounts



NOTE: You can set up the user accounts from the DigiPath WS server for both the DigiPath WS server and the DigiPath remote server by logging into the Library Administration Tool of the remote server if you have the server connection configured. For more information on connecting to multiple servers, refer to the procedure “Managing multiple servers” in the Xerox DigiPath Production Software System Administration Guide, Version 3.0.

Use the Library Administration Tool to set up the common user accounts for users who will access the remote server in the DigiPath environment on the DigiPath WS server.



NOTE: The same user name and password must be used for the user on both the DigiPath WS server and the remote server. Create web and local user accounts for each user account.

For more information on creating user accounts, refer to User Administration in Chapter 5, User administration, of this manual.

Connecting the DigiPath remote server on the DigiPath WS server



To connect the DigiPath remote server on the DigiPath WS server:

1. Select [Start: Programs: Xerox DigiPath Production Software: Library Administration Tool] from the Windows desktop.
2. Log into the Library Administration Tool as the administrator.
3. Select the [Servers] tab.
4. Enter the host name or the IP address of the DigiPath remote server to the group in the Server name text box.
5. Select the [New Server] button on the toolbar.

The DigiPath remote server should be added. If a connection can be established, a green check mark displays, indicating the connection is enabled.

If a red X appears, a network connection could not be established. Verify the following:

- The name of the DigiPath remote server
 - The DNS server is working properly
 - Network routing and network access is configured properly
 - Ping the remote server
6. Select [File: Exit] to close the Library Administration Tool.

Configuring a virtual directory for IIS on the DigiPath WS server

You must configure IIS so that documents from the DigiPath remote server can be viewed. To do this, IIS must be configured for the remote server share point by creating a Virtual Directory.



To add a virtual directory on the DigiPath WS server:

1. Right-click on [My Computer] on the desktop and select [Manage]. The Computer Management Console opens.
2. Expand [Services and Applications].
3. Expand [Internet Information Services (IIS) Manager].
4. Expand the [Web Sites] folder.
5. Right click on [Default Web Site] and select [New: Virtual Directory]. The New Virtual Directory Creation Wizard opens.
6. Select [Next].
7. In the [Alias] text box, enter the host name of the DigiPath remote server. See Step 5 of the procedure “Determining the DigiPath remote server host name” on page 4-35.



*NOTE: Use the full path of the network name of the remote server and the shared name. For example:
\\<RemoteServerName>\<net share name>*

8. Select [Next].

9. In the Web Site Content Directory dialog, enter the full path of the shared directory. The full path is made up of the network name of the remote server and the shared name. For example: \\RemoteServerName\XDLCabinets_E\
 - a. To obtain the share name from the remote file system, open Windows Explorer.
 - b. Locate and highlight the XDLCabintes folder, and then select [Properties] from the right mouse menu.
 - c. Select the [Sharing] tab.
10. In the Security Credentials dialog, specify the user name and password of the user you want to access the network resource:
 - a. Clear the [Always use the authenticated user's credentials when validating access to the network directory] check box.
 - b. In the Username text box, enter the XDL_Admin user name.
 - c. In the Password text box, enter the password for the XDL_Admin account.
 - d. Select [Next].
11. In the Confirm Password dialog box, re-enter the password for the XDL_Admin account.
12. Select [OK].

13. To set the access permissions for the virtual directory, complete the following:
 - a. Mark the [Read] check box.
 - b. Remove all other check marks from the check boxes, if necessary.
 - c. Select [Next].
 - d. Select [Finish].
14. Close the Computer Management console.

Configuring the DigiPath WS server to search the remote server

Complete the following tasks at the DigiPath WS server:



1. Assign the common user accounts the appropriate access rights to enable them to search, convert, print on remote servers.
2. Add the remote server to the search domain on the DigiPath WS server to enable users to access the remote server.
 - a. Log in to the DigiPath WS server as the administrator.
 - b. Select [Administration] from the Navigation bar. The Administration Menu opens in the Tree View.
 - c. Select the [Remote Server] link from the Search Configuration section on the Administration Menu. The Select remote servers page opens.
 - d. Select the remote server(s) from the list of available remote servers.
 - e. Select [Save All].

Searching remote servers through DigiPath WS



NOTE: The user must have the Search Remote Servers access right to search for remote documents on the DigiPath WS server.



To search for remote documents on the DigiPath WS server:

1. Log into the DigiPath WS server as a user.
2. Select [Online Library] from the Navigation bar. The Online Library main page opens.
3. Select the [[Advanced Search](#)] link. The Advanced Search page opens.
4. Mark the check box of the remote server in the search for documents in section.
5. Select [Start Search] at the bottom of the page to begin the search. The Search Results list displays with the specified search criteria.

DigiPath WS site customization

Customizing the DigiPath WS site allows you to include some information about your site for clients who access your web site.

The DigiPath WS site can be customized at any time, and updated as needed.

When customizing the DigiPath WS site:

- You are currently unable to format the text that you enter for customization.
- If you return the Site Customization Options page to blank entries, the DigiPath WS default pages display.
- You must have WS Site Administration access to customize the DigiPath WS site.



To customize the DigiPath WS site:

1. Log into the DigiPath WS server as the site administrator.
2. Select [Administration] from the Navigation bar.
3. Select the [[Site Customization](#)] link from the Appearance section on the Administration Menu. The Site Customization Options page opens. See Figure 4-11.

Site Customization Options

Window Frame Title:

Home Page Banner Message:

Site Message on Subsequent Web Pages:

Upper-left Logo Image File (URL):
(Height of the image should not exceed 45px)

Home Page Background Image File (URL):

Save Reset

Figure 4-11. Site Customization Options page

4. In the Window Frame Title text box, enter the home page title.
5. In the Home Page Banner Message text box, enter the banner message that you want to appear on the home page.
6. In the Site Message on Subsequent Web Pages text box, enter the message that you want to appear on subsequent web pages.
7. In the Upper-left Logo Image File (URL): text box, enter the URL of the logo you want to appear in the upper left of the page.



NOTE: When using logo image files:

- *The height of the image should not exceed 45 px.*
 - *The image file must be either GIF or JPEG. GIF file types store 256 color, raster graphical images.*
8. In the Home Page Background Image File (URL): text box, enter the URL of the image you want to appear in the background at the center of the page.
 9. Select [Save] to save the customization settings.
 10. Select [Refresh] to view the changes.

5. User administration

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

Topics covered in this chapter include:

- managing user accounts
- managing groups

Managing user accounts

Setting up user accounts is an activity a user with WS User Administration access performs using the DigiPath WS software interface. User accounts allow individual users access to the DigiPath WS 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 DigiPath WS server. The user Login Name, Password, and User Access rights, along with various accounting information, make up the user profile.



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 DigiPath WS server.

For more information on installing a security certificate, refer to Chapter 2, Setting up a DigiPath WS Server, of this manual.

As a user with WS User Administration access, you may:

- create new users as they request access to your system
- edit existing users, as their needs change
- delete users who should no longer access your system

The advantage to the WS User Administrator for users having their own accounts is that you can track individuals' use through user 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 each individual user.

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

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

- **Anonymous account** — after installation, confirm that the Anonymous account has only the access rights you deem appropriate
- **Server administrator account** — the default server administrator account is **dwadmin**. For security purposes, change the server administrator account password.



NOTE: The dwadmin account is created during installation of DigiPath WS. You cannot delete this account from the system or change the administration access rights for this account. For more information on changing the dwadmin password, see Changing the dwadmin password on Page 2-12 of this manual.

For each user created, the default Job Submission Home Collection is: **users\, where <login name> represents the Login Name for the account.**



NOTE: The Job Submission Home Collection:

- *is used only for job submission of the user submitting jobs.*
- *is not created automatically for all users.*
- *is created automatically if you assign the Standard Job Submission, or the Advanced Job Submission access, or if you enter a Job Submission collection path in the Job Submission Home Collection text box.*

The DigiPath WS server is installed with a default limit of 100 user accounts. The user account limit per server can be increased by purchasing additional user accounts in increments of 50. Contact your Xerox Representative for more information.

The DigiPath WS server supports a maximum of 500 user accounts and 100 groups per server.



NOTE: If you exceed the maximum supported limit of user accounts and groups, an error message displays. The Everyone group is not included in the maximum number of supported groups.

DigiPath WS has the following user account limitations:

- There are eight accounts created during installation for system use. The maximum supported number of user accounts mentioned above are in addition to the system accounts.
- Any users defined in the DigiPath Library Administration Tool (LAT) also count toward the user limitation. These users are the same set of users defined in DigiPath WS.
- If you delete a user account to meet the maximum user account limitation, all print jobs in DigiPath WS associated with the account are deleted as well. Therefore, complete all print jobs before deleting user accounts.

The WS User Administration functions can be performed at the DigiPath WS server or a DigiPath WS client.

Defining user access rights

You must define user access rights as you create users.

You will not want to give all users full access to your system. Each user has individual needs, and it is up to the WS User Administrator to decide the access rights a that user needs to function efficiently in the DigiPath WS environment.

Descriptions for each of the access rights are listed below and categorized by function:

Library and Print Access

The following are access rights for using the online library and printing:

- **Secure Access** — Allows the user to submit encrypted information to and from the DigiPath WS server which provides additional security.
- **Collections Access** — Allows the user access to the Online Library.
- **View Documents** — Allows the user to view the contents and/or attributes of all documents available on the WS server and any connected servers. The user must have access to the documents.



NOTE: If the user is to view RDO documents (converted to Adobe PDFs) via DigiPath WS, they must have both View Documents and Download Document access rights.

- **Download Documents** — Allows the user to download a document displayed in a search results list or in a collection. This access right is required to view Adobe PDF files, but not to view JPG files.

The View Documents and Download Documents access rights are used for RDO documents.

There is a difference between viewing and downloading for RDO documents. If you configure your system to view RDO files as JPGs, you'll view RDO documents on a page by page basis, where each page is a separate JPG file. However, if you download the RDO document, it is first converted to an Adobe PDF file.

For example, if you have a three-page RDO document called myRDO.rdo, you'll view three JPG files (1L.jpg, 2L.jpg, 3L.jpg). When you download it, you'll receive a single Adobe PDF file called myRDO.pdf.

There are no meaningful distinctions for other types of files, such as PS and TIFF, when viewing and downloading. If you can view the file, you can download it.

The View Documents access right has a higher precedence than the Download Documents access right. If you have View Documents access, you can optionally have Download Document access. You cannot have Download Documents access and optionally have View Documents access.

Table 5-1 summarizes the View Documents and Download Documents access rights and their expected results.

Table 5-1. View Documents and Download Documents access rights results

File Type	Enabled View Documents/ Download Documents	Enabled View Documents/ Disabled Download Documents	Enabled Download Documents/ Disabled View Documents
RDO	<ul style="list-style-type: none"> - Download - Print - View - Thumbnails - Properties 	<ul style="list-style-type: none"> - View - Thumbnails - Properties - Print 	Access error
TIFF	<ul style="list-style-type: none"> - Download - Print - View - Thumbnails - Properties 	<ul style="list-style-type: none"> - View - Properties - Print 	Access error
PS	<ul style="list-style-type: none"> - Download - Print - View - Thumbnails - Properties 	<ul style="list-style-type: none"> - View - Properties - Print 	Access error

- **Print Library Documents** — Allows the user to submit a request to print a document located during a search or from the Online Library or remote DigiPath server.
- **Search Access** — Allows the user to perform a simple or advanced search of documents within the Online Library.
- **Search Remote Servers** — Allows the user to search for documents on the DigiPath WS server, as well as on any DigiPath remote servers.
- **Standard Job Submission** — Allows the user to send a document to the server for printing using the standard print options.

Administration Access

The following are access rights for DigiPath WS administration functions:

- **WS Site Administration** — Allows the user to access the Administration Menu, including all administration functions, except User Administration



NOTE: If you assign more than one user WS Site Administration access, ensure that these users work closely together to prevent them from negating each other's efforts and causing server stability problems.

- **WS User Administration** — Allows the user to access the User Administration functions on the Administration Menu.
- **WS Queue and Job Manager** — Allows the user to access the Queue Manager functions on the Administration Menu and Job Manager.
- **Advanced Job Submission** — Allows the user to send a document to the server for printing using the advanced print options.

Accessing the User Administrator options

The User Administrator options on the Administration Menu are used to manage user accounts and groups on the DigiPath WS server.



To access the User Administrator options:

1. Log in to DigiPath WS as a user with WS User Administration access.
2. Select [Administration] from the Navigation bar. The User Administrator options display in the Administration Menu in the Tree View.

Table 5-2 lists and describes the User Administrator options.

Table 5-2. User Administrator options

User Administrator Options	Description
New User List	Displays the New User List page, which provides a listing of new user requests
User List	Displays the User List page, which: <ul style="list-style-type: none"> • provides a listing of current user accounts and their assigned access rights • allows you to modify and delete existing user accounts
Add User	Displays the Add User page, which allows you to: <ul style="list-style-type: none"> • create a new user account • assign access privilege to the new user account
Group List	Displays the Group List page, which: <ul style="list-style-type: none"> • provides a listing of current groups • allows you to add group, delete groups, and assign users to groups

The following sections provide detailed procedures for viewing the user list, adding a user account, editing the Anonymous account, editing a user account, deleting a user account, checking for new user requests, and managing groups.

Checking for new user requests

The New User List is a list of users who have requested accounts via the DigiPath WS home page. These users do not yet have passwords assigned. Once a password is assigned to the account, it no longer displays in the New User List.

Periodically check the New User List to determine if new people have requested user accounts. You can also use the DigiPath Web Services Statistics page to see if there are new user account requests.

A person can request a user account online by selecting the [\[Sign up\]](#) link under the New Customers section on the DigiPath WS home page. This takes them to the Open Account page where they need to submit basic information such as name and phone number via the Internet. Once the request is submitted an account is automatically created for that person, but it is not enabled until you assign a password and mark the Account Enabled access right. Otherwise, the user is not able to log in.

Contact the user who requested the account to obtain more information before enabling the account and assigning access permissions for the new account.

1 3...
2

To check for new user account requests:

1. Select the [\[New User List\]](#) link from the User Administrator section on the Administration Menu. The New User List page opens. This page lists requests for new user accounts. See Figure 5-1.



Last	First Name	Date Submitted
Barnum	Denise	Thursday, June 19, 2003
Doe	John	Thursday, June 19, 2003

Figure 5-1. New User List page

On the New User List page, you can perform the following functions:

- To sort the New User List by user last name, select the [\[Last\]](#) link.
- To sort the listing by date, select the [\[Date Submitted\]](#) link.

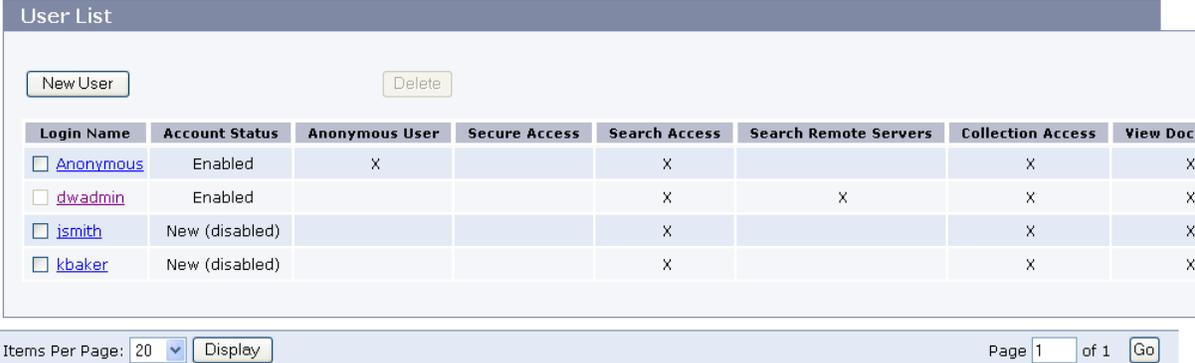
Viewing the user list

The User List is a complete list of all the user accounts and their assigned user access rights defined on the WVS server.

1 3...
2

To display the user list:

1. Select the [\[User List\]](#) link from the User Administrator section on the Administration Menu. The User List page opens. See Figure 5-2.



The screenshot shows the 'User List' page with a table of user accounts. The table has columns for Login Name, Account Status, Anonymous User, Secure Access, Search Access, Search Remote Servers, Collection Access, and View Docs. Below the table are controls for 'New User' and 'Delete', and a pagination bar at the bottom.

Login Name	Account Status	Anonymous User	Secure Access	Search Access	Search Remote Servers	Collection Access	View Docs
<input type="checkbox"/> Anonymous	Enabled	X		X		X	X
<input type="checkbox"/> dwadmin	Enabled			X	X	X	X
<input type="checkbox"/> ismith	New (disabled)			X		X	X
<input type="checkbox"/> kbaker	New (disabled)			X		X	X

Items Per Page: 20 Page 1 of 1

Figure 5-2. User List page

On the User List page, you can perform the following functions:

- Add a new user account by selecting [\[New User\]](#).
- Edit a user account by selecting the user name link. The Edit User page for the selected user displays allowing you to view and edit the account information, including access rights.
- Remove a user account by marking the check box next to the user name and selecting [\[Delete\]](#). When prompted if you are sure you want to delete the user, select [\[OK\]](#) to proceed with removing the user account.



NOTE: *The dwadmin account cannot be deleted.*

Adding a user account

User accounts must be added for all users who need access the DigiPath WS server.

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

Use the following suggestions and precautions for user passwords:

- Change passwords for all accounts on a regular basis, usually every 30 - 42 days.



NOTE: Users can change their own passwords using the Change Password page in My Account.

- Keep a history of account passwords so they are changed periodically (enable a local machine policy).
- Do not use common names or words in passwords.

Accessing the Add User page



To add a user account:

1. Select the [\[Add User\]](#) link from the User Administrator section on the Administration Menu. The Add User page opens.



NOTE: A user can request their own account from the home page. The requested account is created, but a WS user administrator must enable the account and assign the appropriate access rights to the account.

Figure 5-3. Add User section of the Add User page

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



NOTE: Use the following guidelines when defining the user Login Name:

- *DigiPath WS requires a minimum of one character and a maximum of 20 characters in the account Login Name.*
 - *Special characters are not recommended in the Login Name.*
 - *A combination of alphabetic and numeric characters in the Login Name is strongly recommended.*
 - *The Login Name is not case sensitive, but the case is remembered.*
 - *Leading and trailing spaces are not recognized.*
3. In the Password text box, enter the password for the new user account. The Password is required.



NOTE: Use the following guidelines when defining user Passwords:

- *DigiPath WS requires a minimum of six characters and a maximum of 14 characters in the account password.*
 - *Special characters are not recommended in the password.*
 - *A combination of alphabetical (upper— and lower—case), numeric, and punctuation characters in the password is strongly recommended.*
 - *The password is case sensitive.*
 - *Leading and trailing spaces are not recognized.*
4. In the Confirm Password text box, re-enter the password for the new user account again.



NOTE: If you do not enter and confirm the Password, you return to the Add a User Account page and the user is not created.

5. Mark the [Account Enabled] check box to enable the user account.
6. In the IP Mask boxes, you can enter a 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.



NOTE: You can further restrict the access of an account by entering the first several digits of the IP address for one or more client workstations in the IP Mask text boxes. This means that a particular user can log in only from a specific workstation or group of workstations.

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

To determine the IP address of the user's workstation:

- a. Select [Start: Settings: Network Connections] from the Windows desktop. The Network Connections dialog box opens.
 - b. Right-click on [Local Area Connection] and select [Properties]. The Local Area Connection Properties dialog box opens.
 - c. Highlight [Internet Protocol [TCP/IP]] from the components list.
 - d. Select [Properties]. The Internet Protocol [TCP/IP] Properties dialog box opens.
 - e. The IP address for the workstation is listed under the Use the following IP address area.
Record the IP address_____.
 - f. Select [Cancel] to close the Internet Protocol [TCP/IP] Properties dialog box.
 - g. Select [Cancel] to close the Local Area Connection Properties dialog box.
 - h. Close the Network Connections dialog box.
7. 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 WS Site Administration, WS Queue and Job Administration, or WS User Administration privileges.

8. Continue to the next section.

Assigning Library and Print Access



To assign Library and Print Access:

1. Assign user access rights in the Library and Print Access section of the page. See Figure 5-4.

Figure 5-4. Library and Print Access

- Mark the check box to enable an access right.
- Clear the check box to disable an access right.

For example: Enable “View Documents” and “Search Access” to allow that user to view his or her print jobs.

See “Defining user access rights” on page 5-5 for a detailed description of user access rights.

2. If required, enter the user Job Submission home collection path in the Standard Job Submission Home Collection text box.

Any job a user submits to the DigiPath WS server appears in their Job Submission Home Collection. The Job Submission Home Collection can be any path within the MainCollection. The Job Submission Home Collection defaults to the users\<>user name>, but can be any path. The system automatically creates this path if it doesn’t exist.



NOTE: Do not include MainCollection as part of the path, or else a new MainCollection called “MainCollection” is created within the MainCollection cabinet.

3. Continue to the next section.

Assigning Administration Access



To assign Administration Access to a user account:

1. Assign Administration Access to the user account Administration Access sections of the page. See Figure 5-5.

Administration Access

- Web Services Site Administration
- Web Services User Administration
- Web Services Queue and Job Administration
- Advanced Job Submission Home Collection

Figure 5-5. Administration Access

- Mark the check box to enable an access right.
 - Clear the check box to disable an access right.
2. If required, enter the user's Job Submission home collection in the the Advanced Job Submission Home Collection text box.

Any job a user submits to the DigiPath WS server appears in their Job Submission Home Collection. The Job Submission Home Collection can be any path within the MainCollection. The Job Submission Home Collection defaults to the users\`<user name>`, but can be any path. The system automatically creates this path if it doesn't exist.



NOTE: Do not include MainCollection as part of the path, or else a new MainCollection called "MainCollection" is created within the MainCollection cabinet.

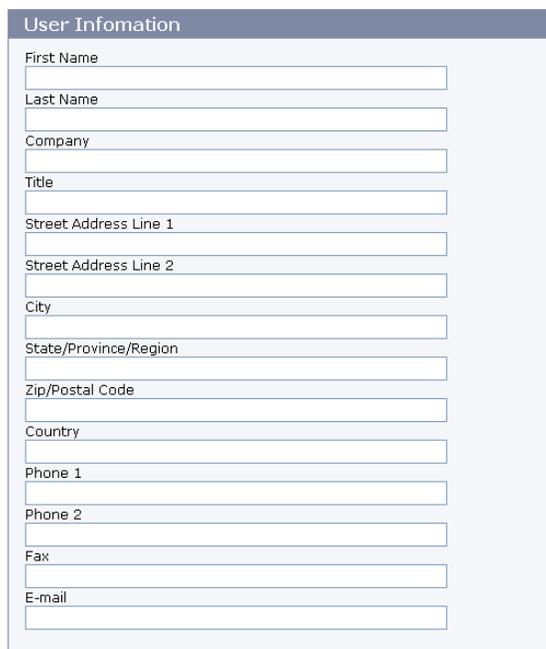
3. Continue to the next section.

User Information

1 3...
2

Complete the User Information section:

1. In the User Information section, enter the user account information. See Figure 5-6.



The screenshot shows a web form titled "User Information" with a dark blue header. Below the header are several text input fields, each with a label to its left: "First Name", "Last Name", "Company", "Title", "Street Address Line 1", "Street Address Line 2", "City", "State/Province/Region", "Zip/Postal Code", "Country", "Phone 1", "Phone 2", "Fax", and "E-mail". Each field is currently empty.

Figure 5-6. User Information

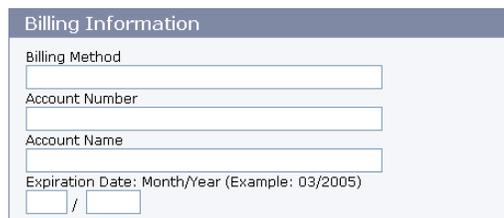
2. Continue to the next section.

Billing Information

1 3...
2

Complete the Billing Information section:

1. In the Billing Information section, enter the billing information for the user account. See Figure 5-7.



The screenshot shows a web form titled "Billing Information" with a dark blue header. Below the header are four text input fields, each with a label to its left: "Billing Method", "Account Number", "Account Name", and "Expiration Date: Month/Year (Example: 03/2005)". The "Expiration Date" field is split into two boxes for month and year, with a slash between them.

Figure 5-7. Billing Information

2. Select [Save] at the bottom of the Add User page to save the new user account. The new user appears in the User List.

Editing the Anonymous account

The Anonymous account is created during the installation of DigiPath WS. You can disable this account from your system, but it is not recommended. However, you can change the access rights on the Anonymous account.

The Anonymous account is the account guests and visitors use to access your WS site. On the DigiPath WS home page, users can select the [[Login as our guest](#)] link.

Typically, Anonymous users are allowed to search and view documents in the Online Library. Printing and downloading documents are not usually provided for Anonymous users, but you can enable these activities if you wish.



NOTE: There is no limit to the number of users that can be logged in using the Anonymous account, or any other account simultaneously.

The Anonymous account is used to allow guests limited access to your server. You want to be sure that the Anonymous account has minimal user access rights.

1 3...
2

To edit the Anonymous account:

1. Select the [\[User List\]](#) link from the User Administrator section on the Administration Menu. The User List page opens.
2. Select the anonymous user account by selecting the [\[Anonymous\]](#) link in the Login Name column. The Edit User: Anonymous page displays. See Figure 5-8.

Edit User : Anonymous

New Password

Confirm Password

Account Enabled

IP Mask
* . * . * . *

Anonymous User

Library and Print Access

Secure Access
 Collections Access
 View Documents
 Download Documents
 Print Library Documents
 Search Access
 Search Remote Servers
 Standard Job Submission Home Collection

Figure 5-8. Edit User: Anonymous page

3. Change the Library and Print Access to reflect what you think are appropriate user access rights for an anonymous account at your work site. Refer to the section “Defining user access rights” on page 5-5 for a detailed description of user access rights.
4. Select [\[Save\]](#).

Editing a user account

DigiPath WS allows you to change the password, IP mask, and any access rights for an existing user account. However, you cannot change the Login Name.



NOTE: If you edit a user's access rights while they are logged into the server, the user is not notified. When the user next attempts to perform any DigiPath WS function that they no longer have permission for, DigiPath WS displays a warning and allows the user to log in under a different login account, or under the anonymous account.



To edit the access rights of a user account:

1. Select the [[User List](#)] link from the User Administrator section on the Administration Menu. The User List page opens.
2. Select the desired user link from the Login Name column. The Edit User page opens.



NOTE: If you want to change the password, enter a new account password in the Password text box.

3. If you changed the password, you must re-enter the new password in the Confirm Password text box.
4. 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.
5. Mark the Anonymous User check box only if you are modifying the default Anonymous User account.
6. Assign user access rights by marking or clearing the check boxes in the Library and Print Access section 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 Search Access, also enable Collections Access. Otherwise, Search Access will not function.

For more information on user access rights, refer to the section “Defining user access rights” on page 5-5.

7. In the User Information and Billing Information sections, enter user information and billing information.
8. Select [Save] to save the changes.

Deleting a user account

You may need to delete a user account if you exceed the maximum number of users, or if an account is inactive for a long period of time.



NOTE: When you delete a user account, all print jobs associated with that account are also deleted. Therefore, complete all pending jobs for the user before deleting the user. You may disable the user account, then complete all pending jobs, and then delete the user account.



NOTE: Renaming a user account is not available on the DigiPath WS system. You must delete the user and create a new user account.



To delete a user account:

1. Select the [User List] link from the User Administrator section on the Administration Menu. The User List page opens.
2. Mark the check box next to the user account you want to delete.
3. Select [Delete]. A confirmation message opens.
4. Select [OK] to delete the user account.

Disabling a user account

You may need to disable a user account if an account is inactive for a long period of time, or if you no longer want the user to access your DigiPath WS server.



NOTE: Users cannot log into DigiPath WS if their account is disabled.



To disable a user account:

1. Select the [User List] link from the User Administrator section on the Administration Menu. The User List page opens.
2. Select the desired user link from the Login Name column. The Edit User page opens.
3. Clear the [Account Enabled] check box to disable the account.
4. Select [Save] to save the changes. Or, select [Cancel] to cancel the operation.

Managing groups

A group is simply a name for a list of users that can be used to simplify assigning access to folders. Groups allow you to easily manage permissions to folders.

Groups are limited to 100/ The Everyone group is not included in the group limitation. If you exceed the group limit, an error message displays.

The following sections provide procedures for managing groups.

Viewing the group list

The Group List page provides a listing of current groups and allows you to add groups, delete groups, and assign users to groups.



To display the list of current groups:

1. Log into DigiPath WS as a user administrator.
2. Select [Administration] from the Navigation bar.
3. Select the [[Group List](#)] link from the User Administrator section on the Administration Menu. The Group List page opens. See Figure 5-9.

Group List	
Name	Description
Administrators	
Group A	Group A_Students
Group B	Group B_Operators
Group C	Group C_Managers

Figure 5-9. Group List page

From the Group List page, you can perform the following functions:

- Add a new group by selecting [New].
- Remove a group by selecting [Delete].
- Assign users to groups by selecting the group name.

Adding a group

You may want to add a group, or groups, to make the work of the site administrator easier, especially when assigning access to folders.



To add a group:

1. From the Group List page, select [New]. The New Group page opens. See Figure 5-10.

The screenshot shows a web form titled "New Group". It contains two text input fields: "Group name:" and "Group description:". At the bottom right of the form, there are two buttons: "Save" and "Cancel".

Figure 5-10. New Group page

2. Enter a group name in the Group name text box.
3. Enter a group description in the Group description text box.
4. Select [Save] to save the changes. The Group List page displays.
5. Continue with Assigning group membership to assign users to the new group.

Assigning group membership

Once you create a group, you must then assign group membership to the group by adding users from the group.

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

1 3...
2

To assign group membership:

1. Select the desired group link from the group list on the Group List page. The Group Membership: <group name> page opens. See Figure 5-11.



Figure 5-11. Group Membership 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. When complete, select [Done].

Deleting a group



To delete a group:

1. From the Group List page, select [Delete]. The Remove Group page opens. See Figure 5-12.



Figure 5-12. Remove Group page

2. Highlight the group you want to remove from the group list box.
3. Select [Remove]. A confirmation message box opens.
4. Select [OK] to remove the group.

6. Printer administration

This chapter provides the procedures necessary for managing the print queues, specifying print options, and administering and maintaining production printing on the DigiPath Web Services (WS) server.

Topics covered in this chapter include:

- production print administration
- managing queues
- setting web printing switches
- setting up a job transfer
- specifying masking options
- customizing paper stocks

Print administration

The print administrator is responsible for the many printer related activities, including:

- managing queues
- defining the print options
- setting web printing switches
- configuring a web to web transfer, which allows you to move jobs from your DigiPath WS server to another DigiPath WS server
- setting DigiPath WS Administration options
- customizing paper stock presets

Any user with the WS Queue and Job Administration access right has access to the print administration functions which are located on the Administration Menu.

The Print Administration functions in DigiPath WS allow you to manage the DigiPath WS print queues that are mapped to a printer's print queue.



NOTE: You cannot manage the printer's print queues.

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

Defining the print administration functions

The functions needed to administer your WS production printers are located in the Queue Manager, Masking, and Customize sections of the Administration Menu.



NOTE: You must have WS Queue and Job Administration access rights to access the print administration functions.



To access the print administration functions:

1. Log into the DigiPath WS server as an operator with WS Queue and Job Administration access.
2. Select [Administration] on the Navigation bar. The Administration Menu appears in the Tree View.

Table 6-1 lists and describes the print administration functions.

Table 6-1. Print administration functions

Print administration function	Description
Queue Manager	Allows you to manage queues on the DigiPath WS server. <ul style="list-style-type: none"> • Queues — Allows you to add, edit, and delete queues • Web Printing Switches — Allows you to set performance options for DigiPath WS Production Printers • Job Transfer Setup — Allows you to configure web to web transfer
Masking	Allows you to specify the following job ticket options available to users when production printing from WS: <ul style="list-style-type: none"> • Standard Print Options • Advanced Print Options • Reprint Print Options
Customize	Allows you to setup the paper stocks table and add custom paper sizes, paper colors, and paper types.

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

Managing queues

The Web Queue Manager page is used to manage the web queues on the DigiPath WS server.



NOTE: You must have WS Queue and Job Administration access rights to access and manage the Web Queue Manager page.

Displaying the queues list

The Web Queue Manager page displays a list of available queues on the WS server.



To display the Web Queue Manager page:

1. Log into the DigiPath WS server as an operator with WS Queue and Job Administration access.
2. Select [Administration] on the Navigation bar. The Administration Menu appears in the Tree View.
3. Select the [Queues] link from the Queue Manager section on the Administration Menu. The Web Queue Manager page opens. See Figure 6-1.

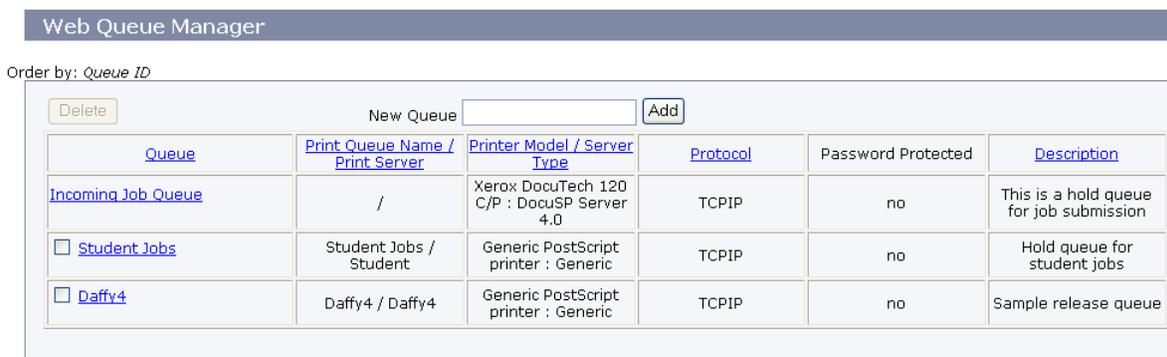


Figure 6-1. Web Queue Manager page

From the Web Queue Manager page, you can:

- View the status of a printer by selecting the Print Queue Name/Print Server of the desired printer. A listing of current jobs on the printer displays. You can then view the current status of jobs in the printer queue.
- The queues list can be sorted by selecting the column heading links for the column heading you want to sort. Only those column headings that contain links can be sorted. For example, select the Queues column heading to sort the queues list alphabetically by queue name.

Adding a queue

Use the Add a Web Queue page to add a queue for any production printer you have installed at your site.



NOTE: There is no recommended number of queues for optimal job management and performance. However, the display performance for your server degrades as you add more queues.



To add a queue:

1. Select the [Queues] link from the Queue Manager section on the Administration Menu. The Web Queue Manager page opens.
2. Type the queue name for the queue to be added in the New Queue text box.



NOTE: The maximum number of characters for a New Queue name is 32. You cannot change the queue name once you have created the queue.

3. Select the New Queue [Add] button. The Add a Web Queue page opens. See Figure 6-2.

Figure 6-2. Add a Web Queue page

4. Enter the information needed to identify the printer.

a. Enter the Print Queue Name.



NOTE: Print queue names must be mapped to the physical printer queue name and may not contain the following characters:

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

b. Enter the Server name.



NOTE: The maximum number of characters you can enter for the server name is 80.

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). Or, you may use the IP address of the print server.

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

d. From the Queue Type drop-down list box, select one of the following options to specify the queue type:

- **Hold Queue** — This queue holds the job at the DigiPath WS server.
- **Release Queue** — This queue automatically releases the job to the print server.



NOTE: The Queue Type drop-down list box is not a definition of the printer queue. It is a definition of how the new queue should handle jobs that arrive.

- e. From the Protocol drop-down list box, select one of the following options to specify the protocol:
 - TCPIP
 - Novell Netware
- f. To password-protect the queue, enter a password in the Queue 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 queue, leave this field blank.



NOTE: The password is an optional DigiPath WS feature, not a print queue feature. This allows you to restrict user access to specific queues.

- g. In the Re-enter Queue Password text box, re-enter the password.
- 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.



NOTE: The maximum number of characters for the Description is 80.

5. From the Print Manager drop-down list box, select one of the following options:
 - Standard Production Print Path
 - Extended Connectivity Print Job Manager

6. Mark the [Convert Adobe PDF files to PS] check box if you want to automatically convert Adobe PDF files to PostScript.



NOTE: The Convert Adobe PDF files to PS check box default is unchecked if this feature is supported by the printer model. The check box is grayed-out if the printer model does not support this feature.

7. Mark the [Optimize Image Quality] check box if you want to optimize the quality of the image.



NOTE: The Optimize Image Quality check box default is unchecked if this feature is supported by the printer model. The check box is grayed-out if the printer model does not support this feature.

8. Mark the [Support legacy DocuSP] check box if you want to enable legacy DocuSP compatibility.
9. Select [Save]. The Add a Web Queue page opens.
10. Enter the Username and Password required by the print server for authentication and select [OK]. Or, select [Cancel] to cancel the operation.

Editing a queue



NOTE: You cannot change the name of a queue.



To modify an existing queue:

1. Select the [\[Queues\]](#) link from the Queue Manager section on the Administration Menu. The Web Queue Manager page opens.
2. Select the desired queue from the Queue column you want to modify. The Edit a Web Queue page opens. See Figure 6-3.

Edit a Web Queue

Web Queue Name
Student-jobs

Print Queue Name

Server

Printer Model

Queue Type

Protocol

Queue Password

Re-enter Queue Password

Description

Print Manager

Convert PDF files to PS

Optimize Image Quality

Support legacy DocuSP

Figure 6-3. Edit a Web Queue page

3. Modify the queue as desired.



NOTE: When editing an existing queue, you must enter the required print server log in and password for those printers that require a login and password. For example, if changing the print queue and server for the Incoming Job Queue to a printer that requires a login, you must enter the Queue Password for the print server before saving the changes.

4. Select [Save].

Deleting a queue



CAUTION

When you delete a queue, you also delete all the jobs in the queue and the job ticket information for those jobs. However, the job files (documents) remain intact, either in their original locations (for print jobs submitted from DigiPath WS) or in a user's Job Submission Home Collection (for print jobs submitted from a client).



To delete a queue(s):

1. Select the [\[Queues\]](#) link from the Queue Manager section on the Administration Menu. The Web Queue Manager page opens.
2. Mark the check box next to the queue(s) you want to delete in the Queue column.



NOTE: The Incoming Job Queue cannot be deleted.

3. Select [Delete]. A confirmation message opens.
4. Select [OK] to close the confirmation message box and remove the selected queue(s) from the Web Queues list.

Setting web printing switches

Use the Web Printing Switches options to increase Adobe 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 into the DigiPath WS server as an operator with WS Queue and Job Administration access.
2. Select [Administration] from the Navigation bar.
3. Select the [[Web Printing Switches](#)] link from the Queue Manager section on the Administration Menu. The Web Printing Switches page opens. See Figure 6-4.

Web Printing Switches

Increase PDF printing speed by using disk cache

Enable background printing

Default units to mm (instead of inches)

Save Settings Cancel

Figure 6-4. Web Printing Switches page

4. Select one of the following Web printing switch options, if appropriate:
 - **Increase Adobe PDF printing speed by using disk cache** — Decreases the printing time for files that are printed more than once. After the Adobe 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 DigiPath web server, you must first set up a job transfer queue that contains information pertaining to the web server in which you want to transfer jobs.

The Job Transfer page is used to add a job transfer queue containing the web server information. Once the job transfer queue is set up, a print operator can access the queue when they transfer a job from one DigiPath web server to another in a multiple print shop environment.

Adding a job transfer queue



To set up a job transfer queue:

1. Log into the DigiPath WS server as an operator with WS Queue and Job Administration access.
2. Select [Administration] from the Navigation bar.
3. Select the [[Job Transfer Setup](#)] link from the Queue Manager section on the Administration Menu. The Job transfer setup page opens. See Figure 6-5.

Job Transfer Setup

Job Transfer Setups

--

Printshop Name

Server Name

Server Username

Server Password

Confirm Server Password

Server Web Queue Name

Server Web Queue Password

Confirm Server Web Queue Password

Figure 6-5. Job Transfer Setup page

4. In the Printshop Name text box, enter the name of the job transfer queue.
5. In the Server Name text box, enter the name of the sever in which to transfer jobs.
6. In the Server Username text box, enter the username for the server.
7. In the Server Password text box, enter the password of the server.
8. In the Confirm Server Password text box, re-enter the password of the server.
9. In the Server Web Queue Name text box, enter the name of the web queue on the server.
10. In the Server Web Queue Password text box, enter the password for the web queue.
11. In the Confirm Server Web Queue Password, re-enter the password for the web queue.
12. Select [Add]. The server name of the new entry appears in the list box at the top of the Job transfer setup page.

Editing a job transfer queue

1 3...
2

To edit a job transfer queue:

1. From the Job Transfer Setup page, select the job transfer name from the Job Transfer Setups list box at the top of the Job transfer setup page.
2. Modify the job transfer queue as desired.
3. Select [Edit] to save the changes.

Deleting a job transfer queue

1 3...
2

To delete a job transfer queue:

1. From the Job Transfer Setup page, select the job transfer name from the Job Transfer Setups list box at the top of the Job transfer setup page.
2. Select [Delete]. The selected job transfer queue is deleted from the DigiPath WS server.

Specifying masking options

Use the Masking options to specify the printer options that you want to display for your users.



NOTE: The printer capabilities override the mask settings. For example, if you specify the Rotation print option, the Rotation option may not be available in the job ticket if the capabilities of the printer override the mask options.



To specify masking options:

1. Log into the DigiPath WS server as an operator with WS Queue and Job Administration access.
2. Select [Administration] from the Navigation bar.

Table 6-2 lists and describes the Masking options on the Administration Menu.

Table 6-2. Masking options

Option	Description
Standard Print Options	Allows you to specify the standard print options used with the Standard Job Submission access right.
Advanced Print Options	Allows you to specify the advanced print options used with the Advanced Job Submission access right.
Reprint Print Options	Allows you to specify the reprint print options used for reprinting jobs and used for printing from the Online Library.

The print options pages contain the following buttons:

- **Check All** — Use this button to check all the print options.
- **Clear All** — Use this button to clear all the print options.
- **Restore Defaults** — Use this button to restore the print options to the default print options.
- **Reset to last Saved Value** — Use this button to reset the print options to the last saved value.

The following sections provide detailed instructions for specifying standard print options, advanced print options, and reprint print options.

Specifying standard print options

The standard print options are the print options that display in the job ticket when a user submits a job for printing with Standard Job Submission access.



To specify the standard print options:

1. Select the [[Standard Print Options](#)] link from the Masking section on the Administration Menu. The Standard Print Options page opens.
2. From the print 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.
3. Select [Save] to save the settings.

Specifying advanced print options

The advanced print options are the print options that display in the job ticket when a user submits a job for printing with Advanced Job Submission access.



To specify the advanced print options:

1. Select the [[Advanced Print Options](#)] link from the Masking section on the Administration Menu. The Advanced Print Options page opens.
2. From the print 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.
3. Select [Save] to save the settings.

Specifying reprint print options

The reprint print options are the print options that display when a user submits a job for reprinting or submits a job for printing via the Online Library.



To specify the reprint print options:

1. Select the [\[Reprint Print Options\]](#) link from the Masking section on the Administration Menu. The Reprint Print Options page opens.
2. From the print 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.



NOTE: It is recommended that you enable only the Copies and Printing Instructions options in the Reprint Print Options page.

3. Select [\[Save\]](#) to save the settings.

Customizing paper stocks

Customizing paper stocks allows you to fully preset your entire Paper Stock Table.

The paper size, paper color, and paper type settings are not available until a paper stock is set.



NOTE: You must have the WS Queue and Job Manager access right to specify customize options.



To specify custom paper stocks:

1. Log into the DigiPath WS server as an operator with WS Queue and Job Administration access.
2. Select [Administration] from the Navigation bar.

Table 6-2 lists and describes the Customize options on the Administration Menu.

Table 6-3. Customize options

Option	Description
Paper Stock	Allows you to set up custom paper stocks that display in the list of available paper stock in the Paper Stock Table for all supported printers.
Paper Size	Allows you to set up custom paper sizes.
Paper Color	Allows you to set up custom paper colors.
Paper Type	Allows you to set up custom paper types.

The following sections provide detailed instructions for setting up the paper stock table and specifying custom paper sizes, paper colors, and paper types.

Setting up custom paper sizes

Adding a custom paper size



To add a custom paper size:

1. Select the [[Paper Size](#)] link from the Customize section on the Administration Menu. The Paper Size Customization page opens.



NOTE: Use the [Restore Defaults] button to restore the default paper size options and remove any unwanted paper sizes. You can then add additional custom paper sizes.

2. Select [Add] to add a custom paper size.
3. In the Paper Size text box, enter the paper size.
4. Select [Save] to save the settings.

Deleting a custom paper size



To delete a custom paper size:

1. Select the [[Paper Size](#)] link from the Customize section on the Administration Menu. The Paper Size Customization page opens.
2. Mark the check box next to the desired paper size to remove.
3. Select [Delete] to delete the custom paper size. The custom paper size is removed from the list of custom paper sizes.
4. Select [Save] to save the settings.

Setting up custom paper colors

Adding a custom paper color



To add a custom paper color:

1. Select the [[Paper Color](#)] link from the Customize section on the Administration Menu. The Paper Color Customization page opens.



NOTE: Use the [Restore Defaults] button to restore the default paper color options and remove any unwanted paper colors. You can then add additional custom paper colors.

2. Select [Add] to add a custom paper color.
3. In the Paper Color text box, enter the paper color.
4. Select [Save] to save the settings.

Deleting a custom paper color



To delete a custom paper color:

1. Select the [[Paper Color](#)] link from the Customize section on the Administration Menu. The Paper Color Customization page opens.
2. Mark the check box next to the desired paper color to remove.
3. Select [Delete] to delete the custom paper color. The custom paper color is removed from the list of custom paper colors.
4. Select [Save] to save the settings.

Setting up custom paper types

Adding a custom paper type



To add a custom paper type:

1. Select the [[Paper Type](#)] link from the Customize section on the Administration Menu. The Paper Type Customization page opens.



NOTE: Use the [Restore Defaults] button to restore the default paper type options and remove any unwanted paper types. You can then add additional custom paper types.

2. Select [Add] to add a custom paper type.
3. In the Paper Type text box, enter the paper type.
4. Select [Save] to save the settings.

Deleting a custom paper type



To delete a custom paper type:

1. Select the [[Paper Type](#)] link from the Customize section on the Administration Menu. The Paper Type Customization page opens.
2. Mark the check box next to the paper type you want to remove.
3. Select [Delete] to delete the custom paper type. The custom paper type is removed from the list of custom paper types.
4. Select [Save] to save the settings.

Setting up custom paper stocks



NOTE: The paper stocks set up in the Paper Stock Table override the printer values.

Adding a custom paper stock



To add a custom paper stock:

1. Select the [\[Paper Stock\]](#) link from the Customize section on the Administration Menu. The Paper Stock Customization page opens.
2. Select [\[Add\]](#) to add a custom paper stock.
 - a. From the Paper Size drop-down list, select the desired paper size.
 - b. From the Color drop-down list, select the desired paper color.
 - c. From the Stock Type drop-down list, select the desired paper type.



NOTE: Use the [\[Edit\]](#) button to edit any of the paper size, paper color, or paper type of a paper stock listed in the paper stock table.

3. Select [\[Save\]](#) to save the settings.

Deleting a custom paper stock



To delete a custom paper stock from the paper stock table:

1. Select the [\[Paper Stock\]](#) link from the Customize section on the Administration Menu. The Paper Stock Customization page opens.
2. Mark the check box next to the desired paper stock to remove.
3. Select [\[Delete\]](#) to delete the custom paper stock. The custom paper stock is removed from the paper stock table.
4. Select [\[Save\]](#) to save the settings.

7. Job management

This chapter provides the procedures necessary for managing jobs in queues and user jobs using Job Manager.

Topics covered in this chapter include:

- managing jobs
- managing jobs in queues
- managing user jobs

Managing jobs

Job Manager allows you to manage jobs in queues and user jobs, including:

- releasing, moving, transferring, or deleting jobs in queues or user jobs
- viewing and editing job documents, print options, and delivery information pertaining to jobs in queues or user jobs
- viewing the details of jobs in queues or user jobs



NOTE: You must have the WS Job and Queue Manager access right to manage jobs in queues and user jobs in Job Manager.

Accessing Job Manager

Use the Job Manager to manage jobs in queues and user jobs.



To access Job Manager:

1. Log into the DigiPath WS as an operator with WS Queue and Job Administration access. Job Manager automatically displays. See Figure 7-1.



NOTE: If Job Manager does not display, select [Job Manager] from the Navigation bar.

The screenshot shows the Job Manager interface with a navigation bar at the top containing 'Print Document', 'Online Library', 'Job Manager', 'My Account', 'Administration', and 'Help'. Below the navigation bar is a toolbar with icons for 'Release', 'Move', 'Transfer', 'Delete', 'View/Edit Job Documents', 'View/Edit Print Options', 'View/Edit Delivery Information', and 'View Job Details'. The main content area is titled 'Jobs in All Queues' and features a table with the following data:

Job ID	Job Name	Job Status	Queue	Customer Status	Submitter	Date & Time Received	Required Date	Copies
<input type="checkbox"/> 1	692000_epattern.pdf	New	Incoming Job Queue	Job Received	dwadmin	6/17/2003 1:26:38 PM	6/19/2003	1
<input type="checkbox"/> 2	692000_epattern.pdf	New	Incoming Job Queue	Job Received	kbaker	6/18/2003 1:33:59 PM		1
<input checked="" type="checkbox"/> 3	692000_epattern.ps	New	Incoming Job Queue	Job Received	kbaker	6/18/2003 1:34:54 PM		1
<input type="checkbox"/> 4	692000_epattern.ps	Released	Daffy4	Job Received	jsmith	6/18/2003 1:36:18 PM		1
<input type="checkbox"/> 5	dftpdf.pdf	Released	Daffy4	Job Received	jsmith	6/18/2003 1:36:58 PM		1
<input type="checkbox"/> 6	dftpdf.pdf	Released	Daffy4	Job Received	dwadmin	6/18/2003 1:53:17 PM		1
<input type="checkbox"/> 7	692000_epattern.ps	New	Incoming Job Queue	Job Received	dwadmin	6/18/2003 1:54:20 PM		1
<input type="checkbox"/> 8	692000_epattern.pdf	New	Student Jobs	Job Received	dwadmin	6/18/2003 1:55:01 PM		1

At the bottom of the table, there is a 'Items Per Page' dropdown set to '10' and a 'Display' button. On the right side, there is a 'Page 1 of 1' indicator and a 'Go' button.

Figure 7-1. Job Manager

The Job Manager contains:

- **Icon toolbar** — displays operations that can be performed in Job Manager. When a job is selected in the content area, the icons on the toolbar are activated.
- **Tree view** — displays the directory structure view of Job Manager and allows you to navigate quickly through the Jobs by Queue and Jobs by Users sections. When you select a queue in the tree view the contents of the queue displays in the content area.
- **Content area** — displays the contents of the current queue or user.

You can specify how many items you want to displays in the Page of the content area by selecting the desired number from the **Items Per Page** drop-down list.

If the displayed jobs in the content area exceeds the page, you can navigate through the job contents by selecting the [\[Next\]](#) and [\[Previous\]](#) links.

Managing jobs in queues

As an operator with WS Queue and Job Administration access, you can perform the following tasks when managing jobs in queues:

- viewing jobs by queue
- changing the heading columns of a queue
- releasing, moving, transferring, and deleting jobs
- viewing and editing job documents, print options, and delivery information of jobs
- viewing the details of jobs

Viewing jobs by queue

You will periodically monitor the jobs in the Incoming Job Queue or in any other queue on your DigiPath WS server.

The Jobs by Queue section contains the following:

- **Incoming Job Queue** — displays a listing of all incoming jobs from job submission or printing from Online Library
- **All Queues** — displays a listing of all jobs in all queues
- **Printer Queues** — displays a listing of jobs for a specific print queue



NOTE: There is no maximum number of jobs you can have in a queue. However, the display performance degrades as the number of jobs in a single queue increases.

Viewing incoming jobs



To view incoming jobs:

1. From Job Manager, select the [\[Incoming Job Queue\]](#) link in the content area from the Tree View. All incoming jobs are listed.



*NOTE: To sort the list, select the heading for the column by which you want to sort. For example, select the **Job Name** heading to sort the list alphabetically by Job Name.*

Viewing jobs in all queues



To view jobs in all queues:

1. From Job Manager, select the [\[All Queues\]](#) link. All jobs in all queues are listed.

Viewing jobs in a specific printer queue



To view jobs in a specific printer queue:

1. From Job Manager, select the desired printer link under the Printer Queues. All jobs in the specific printer queue are listed.
 - A red circle icon next to the printer queue indicates that the printer queue is a hold queue.
 - A green arrow icon next to the printer queue indicates that the printer queue is a release queue.

Changing the heading columns of a queue

You may choose which headings you want to display for a queue.



To change the headings of a queue:

1. From Job Manager, select the queue for which you want to change the column headings.
2. Select the [[Customize Columns](#)] link. The Select Columns Displayed for the <queue name> page displays. See Figure 7-2.

Select Columns Displayed for Incoming Job Queue

User Information

Private Status Promised Date
 Finished Date Delivery Date
 Estimated Cost Delivery Method
 PO Number Administrator Notes
 Tracking Number Custom
 Billing Method Account Name
 Account Number Expiration Date

Delivery Information

Deliver To Special Instructions
 File Delivery Media File Delivery Message

Ok Cancel

Figure 7-2. Select Columns Displayed for the <queue name> page

3. In the User Information and Delivery Information sections, mark the check box next to the options you wish to display for the selected queue.



NOTE: The choices of display options have no effect on the job or print environment. Choose whatever information is useful to display.

4. Select [Ok]. The Jobs In <queue name> page opens with the selected options.

Releasing a job



NOTE: When you release a job in the Incoming Job Queue, the job is moved to the production print queue that is configured with the Incoming Job Queue. This could be either a hold queue or a release queue.



To release a job:

1. From Job Manager, select the queue for which you want to release a job.
2. From the Jobs In <queue name> page, mark the check box next to the job you want to release.
3. Select [Release]. The Release Jobs page opens.
4. Select [Ok]. The job is released to the queue on the print server and is removed from the DigiPath WS server.

Moving a job

You can move a job from the current queue to another queue.

You may want to move jobs to other available printers for the following reasons:

- **Load balancing** — if one printer has several jobs and another just has a few jobs in the queue
- **Printer availability** — if a printer is not available when you are ready to print
- **Printer capability** — if you need to move a color job to a color printer instead of a black and white printer



To move a job:

1. From Job Manager, select the queue for which you want to move a job.
2. From the Jobs In <queue name> page, mark the check box next to the job(s) you want to move.
3. Select [Move]. The Move Jobs page opens.
4. Select the queue for which you want to move the job.
5. Select [Ok]. The job(s) is removed from the current queue and is placed in the destination queue.

Transferring a job

Job transfer allows you to transfer jobs from one web server to another web server in a multiple print shop environment. When transferring a job from a queue on your DigiPath WS server to a job transfer queue on another DigiPath WS server, you can only transfer one job at a time.



NOTE: A Job Transfer queue must be set up by the printer administrator before you can transfer a job.



To transfer a job:

1. From Job Manager, select the queue from which you want to transfer a job.
2. From the Jobs In <queue name> page, mark the check box next to the job(s) you want to transfer.
3. Select [Transfer]. The Job Transfer page opens.
4. Select the printshop you want to transfer the job to.
5. Select [Ok]. The job(s) is transferred from the current queue and is placed in the destination queue.

Deleting a job



To delete a job from a queue:

1. From Job Manager, select the queue from which you want to delete a job.
2. From the Jobs In <queue name> page, mark the check box next to the job(s) you want to delete.
3. Select [Delete]. The Delete Jobs page opens.
4. Mark the [Delete all documents associated with this job] check box if you want to delete the job as well as all associated documents from the Online Library.
5. Select [OK].

Viewing job documents

1 3...
2

To view job documents:

1. From Job Manager, select the queue for which you want to view the job documents.
2. From the Jobs In <queue name> page, mark the check box next to the job(s) for which you want to view the job documents.
3. Select [View/Edit Job Documents]. The Documents In <Job ID> page opens. See Figure 7-3.



Figure 7-3. Documents in Job page

Adding a document to a job

1 3...
2

To add a document to a job:

1. From the Documents In <Job ID> page, select [Add New Document].
2. Mark the check box next to the document you want to add from the Online Library.
3. Select [Add Document to Job]. The document is added to the job.

Viewing a document in a job



To view a document in a job:

1. From the Documents In <Job ID> page, mark the check box of the document you want to view.
2. Select [View].
3. Select [Done] at the bottom of the page.

Removing a document from a job



NOTE: When you remove a document from a job, the document is removed only from the job and is not deleted from the Online Library repository.



To remove a document from a job:

1. From the Documents In <Job ID> page, mark the check box of the document you want to remove.
2. Select [Remove].
3. Select [OK] to remove the document from a job.

Viewing and editing print options

You can view and edit the print options of a submitted job in a queue.



NOTE: The print options that display are printer specific.



To view the print options of a submitted job:

1. From Job Manager, select the queue for which you want to view or edit the print options.
2. From the Jobs In <queue name> page, mark the check box of the Job ID whose print options you want to view or edit.
3. Select [View/Edit Print Options]. The print options for the selected job displays.



NOTE: The print options that display in the job ticket are dependent on the print options enabled in the Standard Print Options and the Advanced Print Options.

If the job is a reprint, or has been submitted for printing from the Online Library, the reprint print options display.

4. View and/or edit the print options as desired.
5. Select [Save] at the bottom of the page to save the print options.

Reviewing and updating delivery information

You can review and/or update the delivery information of a submitted job.

The Customer Status and Private Status field may be used as follows when updating delivery information of a job:

- **Customer Status** — This field may be used by an operator of a print shop to update the job as it moves through the print shop. When this field is updated at the print shop, an e-mail notification is sent to the person who submitted the job notifying them of the status change in the job.

The updated status can be viewed from Print Documents and the Job Status in My Account.



NOTE: A valid e-mail address must be included in your user profile in order to receive e-mail notification when the Customer Status field is updated by the print shop for your submitted job.

- **Private Status** — This field may be used by an operator of a print shop to provide internal status on the print shop activities for the job. This field is not displayed for the consumer.



NOTE: When editing delivery information, a maximum of 250 characters is allowed in the both the Admin Notes and Custom fields in the View/Edit Delivery Information page.



To review and/or update the delivery information:

1. From Job Manager, select the queue for which you want to view or edit the delivery information.
2. From the Jobs In <queue name> page, mark the check box of the Job ID you want to view or edit delivery information.
3. Select [View/Edit Delivery Information]. The View/Edit Delivery Information page opens.
4. View or edit the delivery information as desired.
5. Select [Save] at the bottom of the page.

Viewing job details



To view the job details of a job:

1. From Job Manager, select the queue for which you want to view the details of a job.
2. From the Jobs In <queue name> page, mark the check box of the Job ID for which you want to view job details.
3. Select [View Job Details]. The Print Job Details page opens.



NOTE: You may choose to export the details of the print job to a file using the Export button. The data can be imported into Excel or another spreadsheet program.

4. Select [Back] at the bottom of the page to return to Job Manager.

Managing user jobs

The Jobs by User section in the tree view of Job Manager is used to manage user jobs.

The Jobs by User section allows you to:

- view the number of jobs submitted per user
- release, move, transfer, or delete user jobs
- view/edit job documents in user jobs
- view/edit print options in user jobs
- view/edit delivery information in user jobs
- view job details of user jobs



NOTE: The procedures in this section include only viewing the number of jobs submitted per user and deleting user jobs. For detailed procedures on releasing jobs, moving jobs, transferring jobs, viewing job documents, viewing print options, viewing delivery information, and viewing job details of user jobs, refer to the procedures in “Managing jobs in queues” on page 7-4.

Viewing jobs by user



To view jobs by user:

1. Log into the WS as an operator with WS Queue and Job Administration access. Job Manager automatically displays.



NOTE: If Job Manager does not display, select [Job Manager] from the Navigation bar.

2. In the Jobs by User section, select the user link of the user whose jobs you want to view. The Jobs for <user name> page opens.



NOTE: To perform user job operations, mark the job ID check box of the user job, and then select the appropriate icon on the toolbar.

Deleting user jobs



To delete a user job:

1. In the Jobs by User section of Job Manager, select the user link of the user whose job you want to delete. The Jobs for <user name> page opens.
2. Mark the Job ID check box for the user job you want to delete.
3. Select [Delete].
4. Mark the [Delete all documents associated with these jobs] check box to delete all documents associated with the job.
5. Select [OK].

8. Generating reports

This chapter describes the procedures necessary for generating reports you can use to monitor activity on the DigiPath Web Services (WS) server, and export the report data to a spreadsheet or text file.

Topics covered in this chapter include:

- An 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
- exporting report data



NOTE: In this chapter, the term “collections” used in the DigiPath WS reports is the same as folders and DigiPath cabinets within the Online Library directory structure.

DigiPath WS reports

The reporting functions in DigiPath WS allow you to monitor activity on the DigiPath WS server. Table 8-1 lists and describes the reporting functions available under the Reports section of the Administration Menu.

Table 8-1. DigiPath WS Reports

Report	Description
Collection	Provides you with information about each collection on the DigiPath WS server
Collection Usage	Provides you with information about the usage of each collection on the DigiPath WS server
User Access Rights	Provides you with information about users and their access rights
Document Usage	Provides you with information about the usage of each document
Print Job Requests	Provides you with information about jobs submitted for printing
Jobs by Printing Options	Provides you with a listing of printed jobs
Raw Logs	Provides you with a listing of system errors that have occurred on the DigiPath WS server

Data from most reports can be exported to a spreadsheet or a text file. For more information, refer to “Exporting report data” on page 8-17.



CAUTION

If you print a report using the browser print button, the output may be truncated on the right side.

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 lists all collections, the collection name, the collection path, the collection description, users who have access to the collection, and the contents of the collection including documents and URLs.



NOTE: You must have the WS User Administration access right to generate and view the Collection report.



To generate and view the Collection report:

1. Log into the DigiPath WS as a user with WS User Administrator access.
2. Select [Administration] from the Navigation bar. The Administration Menu opens in the Tree View.
3. Select the [Collection] link from the Reports section on the Administration Menu. The Collection Report filter page opens.

4. Select [View] to generate and view the report. The Collection Report page opens. See Figure 8-1.

Collection Report				
Name	Collection Path	Description	Users	Contents (Documents/URLs)
MainCollection	MainCollection		Administrators: Read/Write/Assign DPAdmin: Read/Write/Assign Everyone: Read/Write	692000_epattern.pdf 692000_epattern.ps dfitpdf.pdf PpTest.rdo PPTEST.TIF PsTest.rdo
users	MainCollection\users		Administrators: Read/Write/Assign dwadmin: Read/Write/Assign jsmith: Read Only kbaker: Read Only	
dwadmin	MainCollection\users\dwadmin		Administrators: Read/Write/Assign dwadmin: Read/Write/Assign	692000_epattern.pdf 692000_epattern.ps dfitpdf.pdf
jsmith	MainCollection\users\jsmith		Administrators: Read/Write/Assign jsmith: Read/Write	692000_epattern.ps dfitpdf.pdf
kbaker	MainCollection\users\kbaker		Administrators: Read/Write/Assign kbaker: Read/Write	692000_epattern.pdf 692000_epattern.ps

Total: 5 Collections

Figure 8-1. Collection Report page



NOTE: You may choose to export the report to a file. The report can be imported into Excel or another spreadsheet program. When you export, you are exporting to the DigiPath WS server hard drive, not the workstation from which you are accessing the system. For more information, refer to “Exporting report data” on page 8-17.

5. Select [Done].

Collection Usage report

The Collection Usage report lists all documents that have been accessed in collections and the activity performed on the documents, including viewing, production printing, downloading, uploading, and the total number of times that the document was accessed. This report may be useful when determining what documents can be archived.



NOTE: You must have the WS User Administration access right to generate and view the Collection Usage report.



To generate and view the Collection Usage report:

1. Log into the DigiPath WS as a user with WS User Administration access.
2. Select [Administration] from the Navigation bar. The Administration Menu opens in the Tree View.
3. Select the [Collection Usage] link from the Reports options on the Administration Menu. The Collection Usage filter page opens.
4. Filter the report by date by entering the From and To dates in the Filter Date boxes. Or, select the appropriate date from the calendar.

5. Select [View] to generate and view the report. The Collection Usage Report opens. See Figure 8-2.

Collection Usage Report						
Access Date: From To						
Collection Path	Document Name	View	Production Print	Download	Upload	Total
MainCollection	dftpdf.pdf	1	0	0	0	1
MainCollection\users\jsmith	dftpdf.pdf	0	1	0	0	1
MainCollection\users\jsmith	692000_epattern.ps	0	1	0	0	1
MainCollection\users\kbaker	692000_epattern.ps	1	1	0	0	2
MainCollection\users\kbaker	692000_epattern.pdf	0	1	0	0	1
MainCollection\users\dwadmin	dftpdf.pdf	0	1	0	0	1
MainCollection\users\dwadmin	692000_epattern.ps	0	1	0	0	1
MainCollection\users\dwadmin	692000_epattern.pdf	0	1	0	0	1
MainCollection\users\dwadmin	692000_epattern.pdf	0	1	0	0	1
Total	9 Documents	2	8	0	0	10 Accesses

Figure 8-2. Collection Usage Report page



NOTE: You may choose to export the report to a file. The report can be imported into Excel or another spreadsheet program. When you export, you are exporting to the DigiPath WS server hard drive, not the workstation from which you are accessing the system. For more information, refer to “Exporting report data” on page 8-17.

6. Select [Done].

User Access Rights report

The User Access Rights report provides a list of all user login accounts defined on the DigiPath WS server. For each account, every access right is listed. Enabled access rights are marked with an x. Disabled access rights are blank. This report is sorted by user login name, first name, or last name.



NOTE: You must have the WS User Administration access right to generate and view the User Access Rights report.



To generate and view the User Access Rights report:

1. Log into the DigiPath WS as a user with WS User Administration access.
2. Select [Administration] from the Navigation bar. The Administration Menu opens in the Tree View.
3. Select the [User Access Rights] link from the Reports section on the Administration Menu. 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 8-3.

User Access Rights Report								
(Click on a column header to sort by that attribute.)								
First	Last Name	Login Name	Account Status	Anonymous User	Secure Access	Search Access	Search Remote Servers	Collection
		Anonymous	Enabled	x		x		x
		dwadmin	Enabled			x	x	x
john	smith	jsmith	Enabled			x	x	x
ken	baker	kbaker	Enabled			x	x	x
Total: 4 Users								
								Done

Figure 8-3. User Access Rights Report page



NOTE: From the User Access Rights Report page:

- You can select a column header to sort by the specified attribute.
- You may choose to export the report to a file. The report can be imported into Excel or another spreadsheet program. When you export, you are exporting to the DigiPath WS server hard drive, not the workstation from which you are accessing the system. For more information, refer to “Exporting report data” on page 8-17.

6. Select [Done].

Document Usage report

The Document Usage report lists all of the documents on the server and their associated collections.



NOTE: You must have the WS User Administration access right to generate and view the Document Usage report.



To generate and view a Document Usage report:

1. Log into the DigiPath WS as a user with WS User Administrator access.
2. Select [Administration] from the Navigation bar. The Administration Menu opens in the Tree View.
3. Select the [Document Usage] link from the Reports section on the Administration Menu. The Document Usage Report filter page opens.
4. Specify Sort and Filter information. You may specify the filter date using the calendar.



NOTE: Leaving the filter date fields blank results in the display of all documents in the collection.

- Select [View] to generate and view the report. The Document Usage Report page opens. See Figure 8-4.

Document Usage Report							
Document Name	Collection Path	Collection	Login Name	User Name	Access Type	IP Address	Access Date
692000_epattern.pdf	MainCollection\users\dwadmin	/users/dwadmin	dwadmin		Print	13.252.12.242	6/17/2003
692000_epattern.pdf	MainCollection\users\kbaker	kbaker	kbaker	ken baker	Print	13.252.12.242	6/18/2003
692000_epattern.ps	MainCollection\users\kbaker	kbaker	kbaker	ken baker	Print	13.252.12.242	6/18/2003
692000_epattern.ps	MainCollection\users\jsmith	jsmith	jsmith	john smith	Print	13.252.12.242	6/18/2003
dftpdf.pdf	MainCollection\users\jsmith	jsmith	jsmith	john smith	Print	13.252.12.242	6/18/2003
dftpdf.pdf	MainCollection\users\dwadmin	dwadmin	dwadmin		Print	13.252.12.242	6/18/2003
692000_epattern.ps	MainCollection\users\dwadmin	dwadmin	dwadmin		Print	13.252.12.242	6/18/2003
692000_epattern.pdf	MainCollection\users\dwadmin	dwadmin	dwadmin		Print	13.252.12.242	6/18/2003
692000_epattern.ps	MainCollection\users\kbaker	kbaker	dwadmin		View	13.252.12.242	6/18/2003
dftpdf.pdf	MainCollection	MainCollection	dwadmin		View	13.252.12.242	6/18/2003

Total : 10 Records
Download : 0
Print : 8
Upload : 0
View : 2

Figure 8-4. Document Usage Report page



NOTE: You may choose to export the report to a file. The report can be imported into Excel or another spreadsheet program. When you export, you are exporting to the WS server hard drive, not the workstation you may be accessing the system from. For more information, refer to “Exporting report data” on page 8-17.



CAUTION

The Purge function deletes all report records that match the filter data. This does not delete the data itself, but deletes the records in the report.

- Select [Done].

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 the user who submitted the job, the status of the submitted job, the date the job was submitted, the queue to which the job was submitted, and the print shop to which the job was submitted. This report is based on specified sort and filter criteria.



NOTE: You must have the WS Queue and Job Administration access right to generate and view the Print Jobs Request report.



To generate and view the Print Jobs Request report:

1. Log into the DigiPath WS as a user with WS Queue and Job Administration access.
2. Select [Administration] from the Navigation bar. The Administration Menu opens in the Tree View.
3. Select the [[Print Jobs Request](#)] link from the Reports section on the Administration Menu. The Print Jobs Request filter page opens.
4. Specify Sort and Filter information. You may specify the filter date using the calendar.



NOTE: Leaving the filter date fields blank results in the display of all submitted jobs.

5. Select [View] to generate and view the report. The Print Jobs Request page opens. See Figure 8-5.

Print Job Requests								
Job ID	Submitter	Promised Date	Required Date	Submit Date	Private Status	Job Name	Queue	Print Shop
2	ken baker			6/18/2003		692000_epattern.pdf	Student Jobs	
3	ken baker			6/18/2003		692000_epattern.ps	Incoming Job Queue	
4	john smith			6/18/2003		692000_epattern.ps	Daffy4	
5	john smith			6/18/2003		dfltpdf.pdf	Daffy4	
6				6/18/2003		dfltpdf.pdf	Daffy4	
7				6/18/2003		692000_epattern.ps	Incoming Job Queue	
8				6/18/2003		692000_epattern.pdf	Student Jobs	

Total: 7 Jobs

Done

Figure 8-5. Print Jobs Request Report page



NOTE: From the Print Job Request Report page:

- You can display the Print Job Detail page which provides a detailed summary report of the job by selecting the Job ID link in the Job ID column.
- You may choose to Export the report to a file. The report can be imported into Excel or another spreadsheet program. When you export, you are exporting to the DigiPath WS server hard drive, not to the workstation from which you are accessing the system. For more information, refer to “Exporting report data” on page 8-17.

6. Select [Done].

Jobs by Printing Options report

The Jobs by Printing Options report displays a list of print jobs specified by filtering print options, such as, the job ID, the date the job was submitted to print, the number of copies printed, the type of stock selected, the size of the paper stock, the finishing options, and the imaging options. This report is based on specified filter criteria.



NOTE: You must have the WS Queue and Job Administration access right to generate and view the Jobs by Printing Options report.



To generate and view the Jobs by Printing Options report:

1. Log into the DigiPath WS as a user with WS Queue and Job Administration access.
2. Select [Administration] from the Navigation bar. The Administration Menu opens in the Tree View.
3. Select the [Jobs by Printing Options] link from the Reports section on the Administration Menu. The Jobs by Printing Options filter page opens.
4. Specify Filter information. You may specify the date the job was submitted using the calendar feature.



NOTE: Leaving the filter date fields blank results in the display of all the print jobs.

5. Select [View] to generate and view the report. The Jobs by Printing Options Report page opens. See Figure 8-6.

Jobs by Printing Options - Report

Export Report

Job ID	Submit Date	Copies	Stock Paper/Type/Size	Finishing	Sides Imaged
2	6/18/2003	1	Paper Stock 1: Standard, US Letter (8.5 x 11 in)	Printer default	1 Sided
3	6/18/2003	1	Paper Stock 1: Standard, US Letter (8.5 x 11 in)	Printer default	1 Sided
4	6/18/2003	1	Paper Stock 1: Standard, US Letter (8.5 x 11 in)	Printer default	1 Sided
5	6/18/2003	1	Paper Stock 1: Standard, US Letter (8.5 x 11 in)	Printer default	1 Sided
6	6/18/2003	1	Paper Stock 1: Standard, US Letter (8.5 x 11 in)	Printer default	1 Sided
7	6/18/2003	1	Paper Stock 1: Standard, US Letter (8.5 x 11 in)	Printer default	1 Sided
8	6/18/2003	1	Paper Stock 1: Standard, US Letter (8.5 x 11 in)	Printer default	1 Sided

Total : 7 Jobs

Done

Figure 8-6. Jobs by Printing Options Report page



NOTE: From the jobs by Printing Options Report page:

- You can display the *Print Job Detail* page which provides a detailed summary report of the job by selecting the *Job ID* link in the *Job ID* column.
- You may choose to *Export* the report to a file. The report can be imported into *Excel* or another spreadsheet program. When you export, you are exporting to the *DigiPath WS* server hard drive, not to the workstation from which you are accessing the system. For more information, refer to “Exporting report data” on page 8-17.

6. Select [Done].

Raw Logs report

The system creates an entry in the Raw Logs report each time a system error or warning occurs on the DigiPath WS server.



NOTE: You must have WS Site Administration, WS User Administration, or WS Queue and Job Administration access right to generate and view the Raw Logs report.



To generate and view the Raw Log report:

1. Log into the DigiPath WS as a user with any of the WS Administrative access.
2. Select [Administration] from the Navigation bar. The Administration Menu opens in the Tree View.
3. Select the [Raw Logs] link from the Reports section on the Administration Menu. The Raw Logs page opens. See Figure 8-7.

Raw Logs				
DATE	SEVERITY	ERROR CODE	USER	
6/16/2003 4:01:53 PM	3	8000	DPAdmin	[0xaa4]Can not obtain username from registry.
6/16/2003 4:01:57 PM	3	8000	DPAdmin	[0xbac]Can not obtain username from registry.
6/16/2003 4:01:58 PM	3	8000	DPAdmin	[0xb54]Can not obtain username from registry.
6/16/2003 4:01:58 PM	3	8000	DPAdmin	[0xb58]Can not obtain username from registry.
6/16/2003 4:01:59 PM	3	8000	DPAdmin	[0xbe0]Can not obtain username from registry.
6/16/2003 4:01:59 PM	3	8000	DPAdmin	[0xc30]Can not obtain username from registry.
6/16/2003 4:01:59 PM	3	8000	DPAdmin	[0x9e8]Can not obtain username from registry.
6/16/2003 4:02:00 PM	3	8000	DPAdmin	[0xb48]Can not obtain username from registry.
6/16/2003 4:02:00 PM	3	8000	DPAdmin	[0xc8c]Can not obtain username from registry.
6/16/2003 4:02:01 PM	3	8000	DPAdmin	[0xc94]Can not obtain username from registry.
6/16/2003 4:02:01 PM	3	8000	DPAdmin	[0xc38]Can not obtain username from registry.
6/16/2003 4:02:03 PM	3	8000	DPAdmin	[0xbec]Can not obtain username from registry.
6/16/2003 4:02:07 PM	3	8000	DPAdmin	[0xdbc]Can not obtain username from registry.

Figure 8-7. 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, if appropriate.
 - [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.

Exporting report data

The Export function is used to export the report information to an application such as Microsoft Excel. The exported data is plain ASCII text that is formatted with the delimiter and text-qualifier in the filter page.

The exported file resides on the DigiPath WS 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
- Document Usage
- Print Job Requests
- Jobs by Printing Options



To export the data of a report:

1. Log in to WS.
2. Select [Administration] from the Navigation bar. The Administration Menu opens in the Tree View
3. Select a report from the Reports section 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. See Figure 8-8.

Delimiter

Tab Comma Semicolon

Space Other

Text Qualifier

None ' "

Include Page Header

Path and filename on the server

(Use **button to right above** only when browsing at the server machine.)

Overwrite if the document exists.

Figure 8-8. Export page

5. Specify the Delimiter.



NOTE: A comma or tab is the most common delimiter.

6. Specify the Text Qualifier.
7. Mark the Include Page Header check box to include the page header in the exported data.
8. In the Path and filename on the server text box, enter the path and filename of the export file.



NOTE: Use the [Browse] button to browse the Windows file system for an existing file.

If the path and filename are left blank, the report is exported to <install.root>\Web\ReportExport.

9. Mark the Overwrite if the document exists 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

9. DigiPath WS server backup and restore

This chapter provides information for maintaining, backing up, and restoring DigiPath cabinets, specific files, and the DigiPath WS server hard drive.

The topics covered in this chapter include:

- backing up the DigiPath WS system
- restoring the DigiPath WS system
- using the Event Viewer

Backing up the DigiPath WS system

Backing up your DigiPath WS system is an important and necessary function. Should the DigiPath system experience an internal hard disk or RAID system failure, accidental file deletion, or other catastrophic event, a successful backup of data minimizes 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 following applications are used when backing up your WS server, DigiPath cabinets, or specific files:

- **DigiPath Rescue** — The DigiPath Rescue application is used to backup the DigiPath WS MainCollection cabinet and other DigiPath cabinets, including user information, registry settings, documents and/or properties associated within those cabinets, and WS information to a specified directory on your DigiPath WS server hard drive. You can then, in case of catastrophic event, restore the data from the hard drive.

The following DigiPath WS information may be backed up using DigiPath Rescue:

- Web configuration
- Job tickets
- Queues
- Reports
- Jobs

The WS information may be backed up using the following options:

- **Property and configuration** — backs up all the cabinets, user information, registry settings, and the DigiPath WS information to a defined backup directory.



*NOTE: A property and configuration backup does not backup document files found within cabinets. To backup documents within cabinets, perform a **Selected** backup.*

- **Selected** — backs up selected cabinet(s) and their documents and properties, or their properties only.



NOTE: You must mark the [Web configuration and job tickets] check box to backup the DigiPath WS information.

- **TapeWare** — The TapeWare software is used to backup and restore the following:
 - The DigiPath WS server hard drive to the internal TR5 tape drive
 - 150 GB RAID to the external Sony AIT tape drive

For information and procedures on backing up DigiPath cabinets and the DigiPath WS server workstation hard drive, refer to the *DigiPath Production Software System Administrator Guide, Version 3.0*.

For information on backup strategies and procedures for various backup routines, refer to the *Xerox DigiPath Production Software System Administrator Guide, Version 3.0*.

Restoring the DigiPath WS system

For information and procedures on restoring the DigiPath WS server hard drive or DigiPath cabinets, refer to the *Xerox DigiPath Production Software System Administrator Guide, Version 3.0*.

You may restore the entire WS server from a full backup or you may restore individual files.



CAUTION

Contact your Xerox service representative to restore a complete hard drive in the event of replacement or repair. You are responsible for supplying the Xerox service representative with the appropriate tapes for restoration.

The following applications are used when restoring your WS server, individual files, or DigiPath cabinets:

- **DigiPath Rescue** — The DigiPath Rescue application is used to restore DigiPath cabinets, including their documents and properties, and DigiPath WS information.
- **TapeWare** — The TapeWare software application is used to restore:
 - The DigiPath WS server workstation or a specific directory from the internal TR5 tape drive.
 - 150 GB RAID from the external Sony AIT tape drive.

Using the Event Viewer

You can use the Windows Event Viewer to view system event logs.

For information and procedures on using the Event Viewer, refer to your Microsoft Windows documentation or the Windows online Help system.

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