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Xerox[®] FreeFlow[®] Vision Software

User Guide

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Introduction

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Xerox® FreeFlow® Vision Overview

Xerox® FreeFlow® Vision is a Web-based software solution that offers real-time, at-a-glance visibility and control of production operations. The dashboard screen monitors, tracks, and benchmarks performance across printers and sites. The dashboard screen allows you to view each printer and shift in more detail for access to comprehensive information, historical information, and provides a means of custom filtering.

For information about server requirements, software installation, and licensing, refer to the *FreeFlow® Vision Installation Guide*.

For a list of supported printers, refer to the *FreeFlow® Vision Release Notes*. Release notes are updated with every release.

Key Benefits of Xerox® FreeFlow® Vision

The key benefits of Xerox® FreeFlow® Vision are as follows:

- Monitor, track and benchmark production performance across presses and sites
- Acquire, analyze, and compare current and historical reports from various easy-to-view charts
- Identify, measure, and track system and process efficiencies and inefficiencies
- Generate and export productivity reports
- Manage and register license information, printers, users, and impressions targets

Xerox® FreeFlow® Vision Views

In the Xerox® FreeFlow® Vision solution, there are three main views available to you, depending on your level of access: Dashboard, Analyze, and Administration views. For more information about roles and access, refer to [User Roles and Access](#).

Each view has a header at the top of the screen to ensure that Xerox® FreeFlow® Vision is easy to navigate. From the header, you can view the logged-in user, log out, change your password, or log in again.

User Roles and Access

The initial administrator account is created during installation. An administrator can add new users via the Web user interface.

User roles are as follows:

- **Administrator:** An administrator has access to the entire system, as follows:
 - Dashboard screen and ability to enter accurate data
 - Analyze screen
 - Administration screen
- **Operator:** The operator has access to the dashboard view and has the ability to enter accurate data.
- **Observer:** The observer has access to the dashboard view of the system.

The purpose of each view is defined in the document, along with the actions that can be performed in each view.

Using the FreeFlow® Vision Dashboard

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Dashboard Screen Overview

The Dashboard screen displays production print performance information for all printers. The information is displayed in Gauge Cards and Printer Cards. For details, refer to [Printer Cards](#) and [Gauge Cards](#).

A user that is logged in as Observer can perform the following actions:

- Select a printer group and time period for which to view printer data
- View printer information on Printer Cards
- Expand Printer Cards to view additional printer information
- Reposition Printer Cards on the dashboard
- Toggle between total impressions and percentage of impressions against the target impressions
- View details for printer faults and warnings
- Refresh the dashboard data

A user that is logged in as Operator can perform the following actions:

- All actions that are available to an Observer
- Add annotation information to Printer Cards
- Add job waste information

A user that is logged in as Administrator can perform the following actions:

- All actions that are available to an Operator
- Access the Analyze and Administration views
- View Gauge Cards on the Dashboard page
- View printer information in tabular format and select columns to show or hide in the table

Filtering Printer Data

SELECTING A PRINTER GROUP

To select the group of printers that you want to view on the dashboard:

1. From the main application menu, select the **Dashboard** view.
2. From the Printer Group dropdown menu, select a printer group.


 Note: The administrator defines the available printer groups.

To set the time period for which you want to view data, refer to [Selecting the Time Frame](#).

SELECTING THE TIME FRAME

To select the time frame over which you want to display printer information for the selected printer or printer group, do the following:

1. From the main application menu, select the **Dashboard** view.
2. Select the **Time Frame** menu, then select the required time frame.

 Note: The administrator sets the available time frames.

Gauge Cards

Gauge Cards are panels on the dashboard that display performance indicator information for all printers in the selected printer group. Each card shows a different type of performance information. Gauge cards are visible to administrator users only.

The following Gauge Cards are available:

- **Print Statuses:** This Gauge Card provides a summary of printer statuses for all printers in the selected printer group.
- **OEE Score:** This Gauge Card provides an Overall Equipment Effectiveness (OEE) score for all printers in the selected printer group. The score is calculated from the availability of the printer, the printer performance, and the quality of the finished prints. Any waste information provided for jobs affects the quality score. For details on job waste information, refer to [Adding Job Waste Information](#).
- **Impression Rate:** This Gauge Card provides a summary of the current impression rate against the target rate for all printers in the selected printer group.

Printer Cards

A Printer Card is a panel on the dashboard that displays performance information for a registered printer. Each card has a colored header that shows the name of the printer. For summary information, you can view Printer Cards in the default collapsed view, or for detailed information, you can expand the view. To view the Printer Card in the expanded view, refer to [Viewing Detailed Information for a Printer](#).

In the default view, the following information is visible on each Printer Card:

- A graphical representation of the printer
- The printer status
- An annotation icon, which allows you to add information about the status of the printer
- A target gauge, which shows the number of impressions against the target impressions
- Current Job
- Next Job

In the expanded view, the Printer Card shows the following additional information:

- Tray information
- Consumable Status
- Held Jobs
- Current Job
- Next Job
- Completed Jobs
- Active Status

The available printer statuses are:

- Printing
- Idle
- Warming
- Unknown
- Fault
- Warning
- Offline



Note: If the printer name or status information does not display in full on the Printer Card, hover the mouse over the truncated text. When you hover over the text, the full name scrolls across the screen.

VIEWING DETAILED INFORMATION FOR A PRINTER

To view detailed information about a printer, you can expand the Printer Card.

To expand or collapse a Printer Card:

1. For the printer for which you want to view detailed information, hover the mouse pointer over any area of the Printer Card except the selectable areas of the chart or the chart controls.

An icon composed of four outward-pointing arrows appears. This icon is the Expand icon.

2. Click the **Expand** icon.

The detailed information for the printer appears.

3. To collapse an expanded Printer Card, hover the mouse pointer over any area of the Printer Card, except the selectable areas of the chart or the chart controls.

An icon composed of four inward-pointing arrows appears. This icon is the Collapse icon.

4. Click the **Collapse** icon.

The detailed information for the printer hides.

VIEWING TOTAL IMPRESSION AND TARGET IMPRESSION DATA

On the Printer Card, you can switch between total impressions and percentage of impressions per target. To switch the view between the total impressions and percent of impressions per target, on the Printer Card, click anywhere inside the circular target gauge.

REPOSITIONING PRINTER CARDS

You can change the order in which Printer Cards appear on the dashboard.

To reposition a Printer Card on the dashboard:

1. From the main application menu, select the **Dashboard** view.
2. Select a Printer Card.
3. Press and hold the mouse pointer on the Printer Card.
4. Drag the Printer Card to the new location, then release the mouse pointer.

The Printer Card remains in the new location. The view is saved automatically.

ADDING AN ANNOTATION TO A PRINTER CARD

To provide more information about the status of a printer that is not obtained automatically, you can add an annotation to the Printer Card. For example, if the printer is idle due to maintenance, you can set this as a reason for the status. The predefined printer states that allow annotations are: `Idle`, `Faulted`, `Unknown`, and `Offline`.



Note: Only Administrators and Operators can add annotations.

1. From the main application menu, select the **Dashboard** view.
2. Select a Printer Card.
3. On the selected Printer Card, click the annotation icon.

4. On the Select Annotation window, select one of the following annotations:
 - **Diagnostics**
 - **Maintenance**
 - **Maintenance - Calibration**
 - **Maintenance - Setup**
 - **Maintenance - Profiling**
 - **Maintenance - Repair**
 - **Maintenance - Consumables**
 - **Jam Clearance**
 - **Service**
 - **Quality Control**
 - **Image Processing**
 - **No Jobs**
 - **Software Upgrade**
 - **Down**
 - **Custom**
5. If you selected Custom, type your custom annotation, then click **Save**.

ADDING JOB WASTE INFORMATION

For accurate Overall Equipment Effectiveness (OEE) calculations, you can add job waste information, which is the number of finished sheets of a job that are unusable.

To add the number of waste sheets for a job:

1. From the main application menu, select the **Dashboard** view.
2. Select a Printer Card.
3. Expand the Printer Card. For details, refer to [Viewing Detailed Information for a Printer](#).
4. Select the **Completed Jobs** tab.
5. Select the required completed job, then click the plus icon.

A text field appears.

6. In the text field, type the number of waste sheets.



Note: Ensure that the number of waste sheets does not exceed the total number of press sheets printed.

To remove the waste information from the OEE calculation, click the minus icon.

Printer Information Table

When you log in as an administrator, you can view information on each printer in a tabular format. To view the table, in the center of your screen, click the up arrow. The table slides up from the bottom of the screen. To close the table, click the down arrow.

SHOWING OR HIDING COLUMNS

To show or hide columns in the printer information table:

1. Log in to Xerox® FreeFlow® Vision as an administrator.
2. From the main application menu, select the **Dashboard** view.
3. To show the printer information table, on the bottom center of the Dashboard screen, click the up arrow.
The printer information table slides up from the bottom of the screen.
4. Press and hold a table header for two seconds.
5. In the Select Columns to Show dialog box, for each column that you want to appear in the table, select the appropriate check box.
6. Click **OK**.
7. To close the printer information table, click the down arrow.

Refreshing the Dashboard View

To ensure that the most recent information appears on the Dashboard screen, refresh the dashboard regularly or allow Xerox® FreeFlow® Vision to auto-refresh on its own.

To refresh the dashboard screen, do the following:

1. From the main application menu, select the **Dashboard** view.

The Dashboard screen appears.

2. Click the refresh icon next to the Time Frame menu.

The data is refreshed.

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Analyzing Historical Data

ANALYZE SCREEN OVERVIEW

On the Analyze screen, you can view and analyze historical data. An administrator is the only user who has access to the Analyze screen.

On the **Analyze** screen, you can:

- Add Chart Cards to the Analyze view



Note: A maximum of four chart cards can be added at a time.

- View charts by printer or by type
- Set a date and time range for data to be included in the chart
- Export data from all printers, from a printer group, or from a single printer
- Reposition Chart Cards
- View sections of a chart in more detail
- Configure a single chart
- Print charts
- Change the chart type for a Chart Card
- Save the chart layout view
- Remove Chart Cards

Expanding Chart Cards

To display an expanded view of the selected chart, you can expand each Chart Card. The new chart size is expanded to the size of four charts. To expand a Chart Card, click anywhere in the chart, except the selectable areas of the chart or the chart controls. To revert the chart to the original size, click again in the locations described to expand the chart.

Viewing Charts in More Detail

To obtain more information on a specific section of a chart, you can view that section in more detail. This action changes the time period. To view a section in more detail, click one of the selectable areas of the charts.



Note: This feature applies to individual charts. It is not possible to apply this action to all charts as a whole.

CHART CARDS

Chart Cards are panels on the Analyze screen that display historical data in chart format. Each Chart Card displays a chart with title, a key, and controls for the chart. After you create a chart, you can:

- Export the chart data in .csv or .xml format
- Print the chart data
- Change the settings for the chart
- Change the chart type, which allows you to view other types of data

The following chart types are available:

- Timeline
- OEE

Adding a Chart to the Analyze Screen

You can display up to four Chart Cards on the Analyze screen at one time.

To add a chart to the Analyze screen:

1. From the main application menu, select the **Analyze** view.
The Analyze screen appears.
2. On the Analyze screen, move the mouse to an empty area, then click **+ Add Chart**.
The Available Charts menu appears.
3. Select one of the following chart types:
 - Timeline
 - OEEA Chart Card for the selected chart appears on the Analyze screen.

Configuring a Chart Card

You can configure the information that you want to display on each chart, for example, the printers and time frame.

To configure a Chart Card:

1. From the main application menu, select the **Analyze** view.
The Analyze screen appears.
2. Select a Chart Card. At the upper right corner of the Chart Card, click the settings icon.
The Configure Card dialog appears. The dialog consists of options that are unique to each chart type.
3. Select the required settings.

- To update the chart based on your selections, click **OK**.



Note: To view the data controls to which each chart has access, refer to the following table:

CHART	ATTRIBUTE LIST	TIME PERIOD	SHOW OFF-PRINTING STATUS	PRINTER DATA CONTROLS		
				ALL PRINTER DATA COMBINED	PRINTER GROUP DATA COMBINED	INDIVIDUAL PRINTER DATA
Time-line	By Printer State	Yes	Yes	Yes	Yes	Yes
OEE	Current Performance	N/A	Yes	Yes	N/A	N/A

Setting the Date Range and Time Frame for Charts

You can set date range and time frame for which you want to display historical data. You can set these parameters for all charts using the date and time filters at the top of the Analyze screen, or for individual charts using the controls within a Chart Card.

- From the main application menu, select the **Analyze** view.
The Analyze screen appears.
- From the calendar icons, choose a start and end date.
- In the Time Period field, set the required time frame.
- Click **OK**.

Exporting Data to .csv, XML or SQL

You can export the data from all Chart Cards as a group using the **Export Data** option, or from a single chart using the chart controls.

To export data to .csv, XML or SQL format:

- From the main application menu, select the **Analyze** view.
The Analyze screen appears.
- To export data:
 - To export the data for all charts, at the top of the screen, click **Export Data**.
 - To export the data for a single chart, click the **Export** icon in the Chart Card.

The export data window appears.
- In the Data Range area, select your required data range.

4. In the Export File Format area, select one of the following formats:
 - **CSV**
 - **XML**
 - **SQL**
5. To confirm, click **Export**, or to cancel the export, click **Cancel**.

Printing a Chart Card

You can print individual Chart Cards.

1. From the main application menu, select the **Analyze** view.
The Analyze screen appears.
2. At the top of the Chart Card, click the **Print** icon.
The Print dialog appears.
3. To print the Chart Card, follow the prompts in the Print dialog.

Changing the Chart Type

You can change the chart type to show a different type of data on the Chart Card.

1. From the main application menu, select the **Analyze** view.
The Analyze screen appears.
2. Select a Chart Card. At the upper right corner of the Chart Card, click the chart icon.
The Available Charts menu appears.
3. From the Available Charts menu, select a chart type.
The Chart Card updates to show the data associated with the new chart type.

Changing and Saving the View

Repositioning Chart Cards

You can change the order in which Chart Cards appear on the Analyze screen.

To move a Chart Card to another location on the Analyze screen:

1. From the main application menu, select the **Analyze** view.
The Analyze screen appears.
2. Select a Chart Card.
3. Using the mouse pointer, drag and drop the card to the new location.
The Chart Card remains in the new location.

Saving Chart Card Views

You can save Chart Cards, their settings, and their layout on the Analyze screen.

To save your current Chart Card view:

1. From the main application menu, select the **Analyze** view.

The Analyze screen appears.

2. Select the **View** menu.
3. Click **Save**.

Removing a Chart Card

You can remove individual Chart Cards, as needed.

1. From the main application menu, select the **Analyze** view.

The Analyze screen appears.

2. Select the Chart Card that you want to remove. At the upper right corner of the Chart Card, click the chart icon.

The Available Charts menu appears.

3. Select **Remove Chart**.

The Chart Card is removed from the Analyze view.

Administration

ADMINISTRATION SCREEN OVERVIEW

To access the Administration screen, you are required to log in as an administrator. On the Administration screen, you can manage user and shift information, printers and printer registration, printer groups, and system settings.

On the Administration screen, you can:

- Manage users and shifts
- Manage production schedules
- Manage printers
- View additional printer information
- Manage printer groups
- Manage system Information

USERS AND SHIFTS

On the Users & Shifts tab, you can add new users, and lock out, edit, and delete existing users.

Adding a User

An administrator can add new users. Users are classified as administrator, operator, or observer. To facilitate password recovery, provide an email address for each user.



Note: This method of adding a user is applicable only when Xerox® FreeFlow® Vision is configured to use local authentication. When Xerox® FreeFlow® Vision is configured to use Windows® Authentication, users are added automatically when they log in with their Windows credentials.

To add a new user and to add the user to groups and shifts:

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Users & Shifts** tab.
3. Click **Add New User**.
The Add New User dialog appears
4. In the User Name field, type the required user name.
5. To assign the user to a group, from the Select Group menu, select the required group.
6. To assign the user to a shift, from the Select Shift menu, select the required shift.
7. To edit the shift, click **Edit Shifts**.
For more information, refer to [Editing Shift Information](#).
8. In the Password fields, type the password twice.
Ensure that the password is compliant with the minimum security standards.

9. To allow or restrict access for the user, For the User Lockout toggle button, select **Locked** or **Unlocked**.
10. Click **OK**.

Editing User Information

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Users & Shifts** tab.
3. From the list of users, select a user, then click the pencil icon.
4. In the Edit User dialog box, you can change the Username, User Group, and Shift.
5. To save your changes, click **OK**.

Restricting and Allowing Access to Xerox® FreeFlow® Vision

You can restrict users from Xerox® FreeFlow® Vision.

To lock out or unlock a user:

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Users & Shifts** tab.
3. Click **Add New User**.
The Add New User dialog appears
4. From the list of users, select a user, then click the pencil icon.
5. For the User Lockout toggle button, select an option:
 - To restrict a user from access to Xerox® FreeFlow® Vision, select **Locked**.
 - To allow a user to access Xerox® FreeFlow® Vision, select **Unlocked**.
6. Click **OK**.

Deleting a User

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Users & Shifts** tab.
3. From the list of users, select a user, then click the trash can icon.
4. To confirm the deletion, click **Delete**.

Adding a Shift

To add a shift:

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Users & Shifts** tab.
3. Click **Edit Shifts**.
The Edit Shifts dialog appears.
4. Click **Add New Shift**.
5. In the Shift Name field, type the required shift name.
6. In the Start Date and End Date, set the required time.
7. In the Days of Week, select the check box for the days of the week that apply to the shift.
8. To save the changes, click **OK**, or to cancel the changes, click **Cancel**.

Editing Shift Information

To edit shift information, do the following:

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Users & Shifts** tab.
3. Click **Edit Shifts**.
The Edit Shifts dialog appears.
4. For the shift that you want to edit, in the Actions column, click the pencil icon.
5. Edit the information in the following fields, as needed.
 - Shift Name
 - Start Date and End Date
 - Days of Week
6. Click **OK**.

Deleting a Shift

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Users & Shifts** tab.
3. Click **Edit Shifts**.
4. From the list of shifts, select a shift, then click the trash can icon.
5. To confirm the deletion, click **Delete**.
6. Click **Close**.

PRODUCTION SCHEDULE

Planned Production Schedule (PPS) is defined as the time that an administrator expects a printer to be active. You can use the Planned Production Schedule for productivity and Overall Equipment Effectiveness (OEE) calculations. To get accurate productivity OEE calculations and associated charts, an administrator needs to define the Planned Production Schedule as accurately as possible.

The administrator can accept and edit the available Default Planned Production Schedule or create a Custom Production Schedule. All printers that do not have a custom production schedule use the default production schedule. If a printer is operating outside of its planned production schedule, then the operator and administrator are informed of the unscheduled printing. When an administrator logs in, options appear for identifying and managing the discovered unscheduled production time for each printer.

Adding a Production Schedule

An administrator can add new production schedules.

1. From the main application menu, select the **Administration** view.

The Administration screen appears.

2. Select the **Production Schedules** tab.
3. Click **Add Schedule**.

The Add Schedule dialog appears.

4. For Add, select an option:

- **Manually:** This option adds a new production schedule based on the parameters that you set.
 - For Schedule Name, type a name for the production schedule.
 - Select a Start Time and an End Time.
 - For Days of Week, select one or more days for the production schedule.
 - For Select Printer(s), select the check box for each printer to which you want to apply the production schedule.
- **From shift (link schedule to shift):** This option adds a new production schedule based on the settings from a shift.
 - For Select Shift, select a shift on which to base the new production schedule.
 - For Schedule Name, type a name for the production schedule.
 - For Select Printer(s), select the check box for each printer to which you want to apply the production schedule.
- **Copy from another schedule:** This option adds a new production schedule based on the settings from another production schedule.
 - For Select Schedule Copy, select a production schedule from the list on which to base the new production schedule.
 - Schedule Name
 - Select a Start Time and an End Time.
 - For Days of Week, select one or more days for the production schedule.

- For Select Printer(s), select the check box for each printer to which you want to apply the production schedule.
5. To save the new production schedule, click **OK**.

Editing a Production Schedule

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Production Schedules** tab.
3. For the production schedule that you want to edit, in the Actions column, click the pencil icon.
4. At the confirmation message, click **Yes**.
5. In the Edit Schedule dialog, make changes to the information, as needed.
For details, refer to [Adding a Production Schedule](#).
6. Click **OK**.

Resetting the Default Production Schedule

You can reset the default production schedule to Monday - Friday, 8:00 AM - 5:00 PM.

To reset the default production schedule:

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Production Schedules** tab.
3. For Default Schedule, in the Actions column, click the **Reset** icon. The Reset icon is composed of two slashes.
The default production schedule is reset to Monday - Friday, 8:00 AM - 5:00 PM.

Deleting a Production Schedule

You can delete production schedules that you added. You cannot delete the default production schedule.

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Production Schedules** tab.
3. From the list, identify production schedule that you want to delete. In the Actions column, click the **Delete** icon.
4. To confirm the deletion, click **Delete**.

Adding Unscheduled Printing to the Production Schedule

You can add unscheduled, or unplanned, printing to your production schedules. Xerox® FreeFlow® Vision calculates and saves the unscheduled printing. The Dashboard view can display all unplanned printing events and allow the administrator to select a response for each occurrence.

To make a decision on an occurrence of unscheduled printing:

1. From the main application menu, select the **Dashboard** view.
The Administration screen appears.
2. Select an occurrence unscheduled printing from the **Unscheduled Printing** list.
The Unscheduled Printing screen appears.
3. Use the selections on the Unscheduled Printing screen to:
 - Save printer volume as a one-time event and adjust the start and end times.
 - Add a new Production Schedule based on the displayed start and end times, and adjust the start and end times.
 - Delete the event and print volume.
4. To confirm the unscheduled printing, click **OK**.

Ensure that the Administrator is frequently monitored and made a decision on each occurrence of Unscheduled Printing for the most complete and reliable information.

PRINTERS

On the Printers tab, you can:

- Add printers
- Edit printer information
- Hide printers
- Delete printers
- Suspend data collection for printers

Adding Printers from Xerox® FreeFlow® Core

The **Add Printers from FreeFlow Core** setting is available for the Xerox® FreeFlow® Core version 6.1 and later.

To add printers from Xerox® FreeFlow® Core, do the following:

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Printers** tab.
3. Click **Add Printers from FreeFlow Core**.

One of the following windows appears:

- If Xerox® FreeFlow® Vision retrieves the printers successfully, the Printer Retrieval complete window appears with a confirmation message that states `All FreeFlow Core printer have been retrieved and configured.`
 - If Xerox® FreeFlow® Vision fails to retrieve the printers, the FreeFlow Core Connection Error window appears with a confirmation message that states `The FreeFlow Core server cannot be located and the FreeFlow Core printers cannot be retrieved.`
4. Click **Close**.

Adding a Printer Manually

1. From the main application menu, select the **Administration** view.

The Administration screen appears.

2. Select the **Printers** tab.
3. Click **Add Printer** button.
4. In the DFE IP Address field, enter the print server IP address.
5. From the DFE Communication Protocol menu, select an option:



Note: Depending on the DFE Communication Protocol that you select, the information in the Add Printer dialog changes.

- **Fiery API:** If you select this option, the following fields appear. Enter the required information.
 - Fiery Username
 - Fiery Password
- **SNMP V1:** If you select this option, the following field appears. Enter the required information.
 - Read Community Name
- **SNMP V2:** If you select this option, the following field appears. Enter the required information.
 - Read Community Name
- **SNMP V3:** If you select this option, the following fields appear. Enter the required information.
 - Secure Username
 - Authentication Type
 - User Authentication Password
 - Privacy Type
 - Privacy Password

6. The Printer Model, DFE Address, and projected Productivity Target appears. You can modify the Productivity Target to match your shop specific productivity targets.



Note: There is no guarantee that the calculated productivity target matches the site of each user, workflow, and hardware specification. It is recommended that administrators enter productivity targets that fit their site and printer setups.

7. Select the desired Productivity Target measurement as **Per Hour** or **Per Minute**.
8. In the Printer Custom Name field, type a custom name for the printer.
9. In the Serial Number field, type the serial number of the printer.
10. In the Location field, type the physical location of the printer.
11. Click **OK**.

Viewing Additional Printer Information

You can view additional printer information for each printer represented on the Printers tab.

To view additional information:

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Printers** tab.
3. Hover the mouse pointer anywhere over a printer card, except for the selectable areas of the chart or the chart controls. The following additional printer information appears:
 - Product Name
 - Serial Number, if available
 - DFE IP address
 - Productivity Target

Editing Printer Information

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Printers** tab.
3. Hover the mouse pointer anywhere over a printer card, except for the selectable areas of the chart or the chart controls.
4. Click the **Edit** icon.
5. Make changes as needed, then click **OK**.



Note: For details, refer to [Adding a Printer Manually](#).

Hiding a Printer

When you hide a printer, data collection remains enabled, but the printer is hidden from the Dashboard and Analyze views.

To hide a printer:

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Printers** tab.
3. Hover the mouse pointer anywhere over a printer card, except for the selectable areas of the chart or the chart controls.
4. Click the **Hide** icon.
5. To confirm, click **Hide**.

Suspending Data Collection for a Printer

When you suspend data collection for a printer, data collection is disabled, but the printer is visible in the Dashboard and Analyze views.

To suspend data collection for a printer:

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Printers** tab.
3. Hover the mouse pointer anywhere over a printer card, except for the selectable areas of the chart or the chart controls.
4. Click the **Suspend** icon.
5. To confirm, click **Suspend**.

Deleting a Printer

To delete a printer:

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Printers** tab.
3. Hover the mouse pointer over a printer card selectable area of the chart, then click the trash can icon.



Note: Before you continue with the deletion, a message prompts you to back up all historical data.

4. To confirm the deletion, click **Delete**.

PRINTER GROUPS

A Printer Group is a specified set of printers defined by a Printer Group name. Printer Groups are useful for filtering out printers that the user does not wish to view. On the Printer Groups tab, you can define printer groups, name each group, and add or remove printers. A printer can be a member of multiple printer groups. After a Printer Group is defined, the Printer Group appears for all users in the Printer Group selection menu on the Dashboard view.

Administrators can add, modify, or delete printer groups.

Adding a Printer Group

To add a printer group:

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Printer Groups** tab.
3. Click **+ Add Group**.

The Add Group window appears.

4. In the Enter Group Name field, type a name for the printer group.
5. Click **OK**.

Adding Printers to a Printer Group

To add one or more printers to a printer group:

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Printer Groups** tab.
3. Select the printer group to which you want to add a printer, then click **Add Printer to Group**.
4. Select an option:
 - **Add Existing Printers**
 - **Add New Printer**
5. Fill the appropriate fields in the dialog box that appears.



Note: For details on adding a new printer, refer to [Adding a Printer Manually](#).

6. Click **Add**.

Removing a Printer from a Printer Group

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Printer Groups** tab.
3. Hover the mouse pointer anywhere over a printer card, except for the selectable areas of the chart or the chart controls.
4. Click the **Remove** icon (X).
5. To confirm the removal, click **Remove**.

Changing the Printer Group Name

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Printer Groups** tab.
3. Click the **Edit** icon.
4. Change the name for the Printer Group, as needed.
5. Click **OK**.

Deleting a Printer Group



Note: When you delete a printer group, the printers in the group are not deleted.

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **Printer Groups** tab.
3. Click the **Delete** icon.
4. To confirm the deletion, click **Delete**.

SYSTEM

On the System tab, you can manage system information, such as the printer polling rate, the automatic log out time, the deletion of data from the database, and the software license.

Changing the Printer Polling Rate

The printer polling rate determines how often the Xerox® FreeFlow® Vision queries the printer for accurate data.

To change the printer polling rate:

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **System** tab.
3. In the Printer Polling Rate section, set the rate in seconds and minutes, from 5 seconds–10 minutes, as follows:
 - To decrease the value, click the minus icon.
 - To increase the value, click the plus icon.



Note: Ensure that the printer polling rate is greater than the displayed minimum polling rate, and lower than the displayed maximum polling rate. If the polling rate is not correct, the following warning message appears: `No printer data is collected between printer polling. This will result in larger gaps in printer data for longer polling rates.`


Changing the Automatic Log Out Time

You can enable the system to log out a user automatically after a period of inactivity.

To define the length of inactivity that results in an automatic logout:

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **System** tab.

3. In the Enable Automatic Log Out section, set the logout time in minutes and hours, from 2 minutes–99 hours, as follows:
 - To decrease the log out time, click the minus icon.
 - To increase the log out time, click the plus icon.

 Note: Ensure that the automatic logout time is greater than the displayed minimum duration, and is less than the displayed maximum duration. Otherwise, the system resets the duration to 0 : 00.


Deleting Data from the Database

You can delete data from the database when you find that the database capacity is approaching maximum capacity. The admin can monitor their dataset capacity in the System menu. If the database usage is greater than 90% of its maximum capacity, then the admin will visually be made aware of the problem.

To free up space in the database, perform the following steps:

1. From the main application menu, select the **Administration** view.
The Administration screen appears.
2. Select the **System** tab.
 - In the Database Capacity section, click the **Delete Data** button.
3. Select the **Data Deletion** timeframe.
 - Delete all data before a specified date or
 - Delete all data within a specified range
4. Select the size of the data in the selected time frame that you wish to delete.
5. Click the **Delete** button.
6. To confirm the deletion of data from the database, click **Delete**.

Viewing the Software License Information

 Note: If the software license is scheduled to expire within 30 days, the System tab in the Administration view provides an indication of the impending license expiration.

To view the Xerox® FreeFlow® Vision software license information:

1. From the main application menu, select the **Administration** view.
The Administration screen appears.

2. Select the **System** tab.

The Software License section shows the following information:

- License Status
- License Expiration Date
- Days until expiry
- Product Name
- Version
- Host ID

