XEROX®

FreeFlow® Web Services

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Print Provider
User Guide

for FreeFlow® Web Services

Powered by Press-sense

Xerox Corporation
Global Knowledge and Language Services
800 Phillips Road - Bldg. 845-17S
Webster, NY 14580

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

Contents

Glossary of Terms

Account Link Contains all of the necessary order information to enable the Print Provider to create an *Order* report that can be used for invoicing. The *Order* report can also be transferred to any Print Provider accounting system, using the *Data Export* module.

Administrator Privilege Enables a Print Buyer or employee of a Print Buyer organization to take responsibility for the complete operation/ management of the *Xerox FreeFlow Web Services* system. The Administrator also has the ability to create *MailToPrint* Jobs.

Catalog Collection of templates containing Job designs from which the Print Buyer can choose in order to create an entirely new, unique Job. The templates themselves cannot be altered without Print Buyer Administrator permission.

Checkbox Allows *User*s to enable or disable various options.

Checkmark The symbol inside a checkbox, which indicates that the specific option has been enabled. 'Checkmark' is also used to indicate the action of enabling an option.

Copier Output Device Output device similar to the *Digital* output device but without supporting spot colors.

Crash Numbering *Crash Numbering* is the printing of the same number on several succeeding copies, using carbon copies or carbonate-backed pages.

Designer Privilege Enables an employee of the Print Buyer organization to save Jobs and create *iForms*. A *Designer* can only create Jobs using the *iForm Editor* or *Variable Data*.

Dialog Box Windows that are accessed during the course of working with the system. Generally, these windows allow the *User* to carry out a limited number of activities.

Digital Output Device Printing device that is computer driven and capable of changing images from one copy to the next.

Dropdown Box A *Field* box that opens when clicking on the accompanying arrow.
When opened, the *User* has access to a menu of alternatives from which to choose.

Extended Tools *Extended Tools* is an advanced set of modules that has been developed as an extension to the basic *Xerox FreeFlow Web Services* platform, simplifying and enhancing the lines of commercial communication between the Print Provider and the Print Buyer.

Extended Tools enables the Print Provider to offer a set of unique features and services to Print Buyers and supplies the Print Buyers with the tools that will allow them to place orders directly from professional working environments as well as to create new Jobs and templates from closed files and to export complete ordering processes, from *Xerox FreeFlow Web Services* to the *End-user* mailbox.

The *Extended Tools* package includes the following features:

- Xerox FreeFlow Web Services Print Driver
- Xerox FreeFlow Web Services Selective Upload
- Xerox FreeFlow Web Services Mail to Print / HTML
- Xerox FreeFlow Web Services Catalog e-Mail / HTML
- Xerox FreeFlow Web Services Approval e-Mail
- Xerox FreeFlow Web Services Outsourcing e-Mail

Factor A multiplier that enables computing the actual speed at which *Run Sheets* are produced as well as the actual amount of waste that has accumulated during the production process. These speed and waste figures are then used in computing the final price of the Job.

Flat Page Size The dimensions of a sheet of paper, before having been folded (as opposed to *Job Page Size*).

Folder Balance Target folder for the output imposition PDF.

GSM The unit of measurement for paper weight (grams per square meter).

Guest New or occasional users who can create Jobs based on Print Provider catalogs.

Imposition The positioning of one or more pages on a *Press Sheet* such as to minimize wastage in paper and labor.

Data Export *Data Export* is an add-on module for *Xerox FreeFlow Web Services* that implements the concept of *Xerox FreeFlow Web Services* as an open system which can be easily integrated with and conveyed to the various peripheral systems existing in an organization (such as *Accounting* and *Estimating*).

Transference of data is “Event Driven”, whereby data is transferred at the time that a specific event occurs. Data transference is accomplished by the establishment of links in the *Xerox FreeFlow Web Services* Job processing workflow.

Xerox FreeFlow Web Services A workflow-management backbone, designed specifically for the Printing industry. *Xerox FreeFlow Web Services* addresses all of the needs of the Print Provider, provides production-flow management, a complete e-Commerce-ready platform, and information management capabilities. *Xerox FreeFlow Web Services* also enables the Print Provider to provide Print Buyers with such *e-Procurement* tools as *Variable Data*, one-to-one marketing, *Template* and *Image Library* management, and online pricing and estimating.

Job Page Size The dimensions of a sheet of paper, after having been folded (as opposed to *Flat Page Size*).

Job Ticket Documents that specify the production and finishing materials and schedules as well as the delivery and pricing details.

Job Ticket Pricing The Print Provider has the ability to price a specific *Job Ticket*. This method carries out pricing according to *Price Lists*.

Launch Pad *Order Jobs* page that provides the user with two intuitive wizards for creating Jobs.

Manager Privilege Enables an employee of the Print Provider organization to view the *Info Center* as well as the *Task* and *Management* parameters. A *Manager* can create new *Job Tickets* and can modify templates and pricing.

Manual Impose An option that is selected by the Print Provider when a Job cannot be imposed by the system and requires manual stripping or when imposition must be carried out by a third–party impositioning tool.

Manual Pricing When the Print Provider has decided not to provide the Print Buyer with automatic, online pricing, the Print Buyer receives a *Price Not Available* message. The Print Provider can then view the Job and its properties and determine the Job's price. After determining the Job's price, the Print Provider can manually enter the price into the system.

Mark-up An additional charge (as a percentage) to the production price, which serves as a part of the Print Provider's profit.

Offset Output Device *Offset* output devices utilize the process whereby a printing plate first transfers its inked image areas onto a rubber blanket mounted on a cylinder in the printing press and then the rubber blanket transfers (or offsets) the inked image onto the paper as it passes through the press.

Operator Privilege Enables an employee of the Print Provider organization to take responsibility of the operation of the workflow of the *Xerox FreeFlow Web Services* system.

Output Channels *Xerox FreeFlow Web Services* window that enables the Print Provider to direct files either to an output device or to a folder from where the file can later be retrieved and sent on to an output device.

Output Device Any machine that produces printed material.

OutSource Option that enables the Print Provider to forward orders to other Print Providers (Partner Printers) for production.

Page One side of a *Press Sheet*.

Parent Sheet The size of a sheet as a raw material, before being cut to the *Run Sheet* size.

PDF (Portable Document Format) The *Adobe Acrobat* file format that allows representing documents in a manner that is independent of the original application software, hardware and operating system that was used to create the documents.

PDF Spooler Enables directing *PDF's* to any output device in the Print Producer's system.

Print Buyer Any individual or organization that purchases printed material produced by a printing facility.

Print Buyer Side *Xerox FreeFlow Web Services* is a two-sided system that provides an open line of communication between the Print Provider and the Print Buyer. The *Print Buyer Side* refers to the *Xerox FreeFlow Web Services* interface that is viewed by the Print Buyer.

Print Driver An *Extended Tools* feature that serves as the communication link between Print Buyer and Print Provider. Working with the *Print Driver*, the Print Buyer can send a Job order it directly to the Print Provider in the same manner as printed matter is sent to an in-house printer.

Print Provider Individual or organization that produces printed material.

Print Provider Side *Xerox FreeFlow Web Services* is a two-sided system that provides an open line of communication between the Print Provider and the Print Buyer. The *Print Provider Side* refers to the *Xerox FreeFlow Web Services* interface that is viewed by the Print Provider.

Production Cost Pricing This is the basic pricing method. The system calculates the Job price, according to the cost of labor, price per click, raw materials (paper) and finishing.

Process Colors The four basic colors of ink used in process color printing are cyan, magenta, yellow and black. These ink colors are transparent and "process" with each other when overprinted in predetermined amounts. i.e. when cyan overprints yellow, it produces green, when yellow overprints magenta, it produces orange. Controlled screen tint combinations of the four basic colors allow the full spectrum of colors to be produced on a printing press.

Re-impose The *Xerox FreeFlow Web Services* system enables the Print Provider to re-impose Jobs arriving at the *Approval Queue*, using new imposition parameters. These new parameters over-ride any former parameters, chosen by the system.

RIP *Raster Image Processor*; the hardware and/or software that translate *PDL (Page Description Language)* files into device specific data in a printer or image setter.

Run (length of run) The total number of copies ordered.

Run Size *Press Sheet* size, chosen by the system, to be used for printing the selected Job on the chosen output device.

Selective Upload A feature that allows the Print Buyer to create an *iForm* template from a closed file, without the use of code or script. The modifications and changes are carried out through the use of professional, generic tools that do not require expertise.

Setup All activities that are required in order to prepare an output device for a production run.

Sheet Wise Technique of printing one side of a sheet with one set of plates, then the other side of the sheet with a set of different plates.

Spot Colors Colors that are specified in a document, for text or graphical features. A preferred system of *Spot Color* classification is The *Pantone Matching System* (*PMS*) colors, which were developed specifically for color identification. The system assists clients, designers and Print Providers in the communication process for color specification on print orders. Each *PMS* color has a unique number and formula for ink mixing.

Super User Privilege Enables an employee of the Print Buyer organization to create Jobs through the use of *Templates*, the *iForm* and *Variable Data*. After creating a Job, the *Super User* can also order the Job.

Supervisor Privilege An employee of the Print Buyer organization who has been enabled by the Print Buyer Administrator to be the operative manager of the *Xerox FreeFlow Web Services* system.

Surcharge An additional charge that is levied (often as a percentage of the original charge) when extra demands are made to the printing process (i.e. *Urgent* and *Express* time printing).

System Administrator Privilege A Print Provider or employee of the Print Provider organization who is responsible for the administration of the Print Provider side of the *Xerox FreeFlow Web Services* system and the general settings of the system.

Template A Job file which has been saved in order to serve as the basis for the structure and general layout of future Jobs.

Template Pricing The Print Provider can price specific templates. Identical templates can be priced differently for different Print Buyers.

Type One Fonts Industry-standard outline font technology that enables type to be scaled to any size while staying sharp and clear.

URL (Uniform Resource Locator) Name scheme used to access Web documents or resources.

User Any individual in the Print Provider and Print Buyer organization who is working with the *Xerox FreeFlow Web Services* system.

User Privilege Enables an employee of the Print Buyer organization to create Jobs through the use of *Templates, iForm Express* and *Variable Data* but cannot order Jobs.

Variable Data Job A print Job that utilizes *Xerox FreeFlow Web Services's* ability to incorporate *Variable Data* with the Job's content. Using printing technology unique to *Xerox FreeFlow Web Services*, all Print Jobs can be personalized with text and images, to give superior presentation without the expense of buying, printing and affixing additional printed material.

Waste Unusable paper or paper damage during normal Setup, printing or binding operations.

Chapter One: Introduction

Introduction to the Guide

Xerox FreeFlow Web Services is *the* workflow-management backbone, designed for the Printing industry. Addressing all of the needs of the Print Provider, *Xerox FreeFlow Web Services* provides production-flow management, a complete e-Commerce-ready platform, and information management capabilities. *Xerox FreeFlow Web Services* also enables the Print Provider to provide Print Buyers with such e-Procurement tools as Variable Data, one-to-one marketing, Template and Image Library management, and online pricing and estimating.

The *Print Provider Guide* is designed for all Print Providers that intend to work with the *Xerox FreeFlow Web Services* system and encompasses all facets of Print Provider administration and production workflow. The primary goals of the *Print Provider Guide* are as follows:

- To acquaint the Print Provider with the distinctive software features of the *Xerox FreeFlow Web Services* system
- To provide step-by-step instruction for entering and organizing data that will be processed by the *Xerox FreeFlow Web Services* application for automatic price generation and Job production
- To assist the Print Provider in configuring the Print Provider and Print Buyer settings
- To assist in carrying out a fast implementation of the Xerox FreeFlow Web Services system with the objective of improving and enhancing the business of Print Provider

Guide Structure

The *Print Provider Guide* has been divided into seven chapters. Chapter One outlines the structure, conventions and terminology used in the Guide while the succeeding chapters describe the concepts and procedures involved in performing application tasks. Each chapter has been sub-divided into sections that correspond to the names of the tabs appearing at the top of each main window. Each section opens with an introduction to the application features, a general screenshot and the interface structure. The interface structure is followed by a more detailed description, additional screenshots and operating instructions. The application features are described in a logical manner so that initial administrative and production tasks can be easily carried out.

Conventions Used in this Guide

The following list describes the conventions used in this *Guide*:

Note: Notes provide additional information for the purpose for clarification.

Caution: Cautions identify actions or procedure steps that can result in incorrect system output of loss of data.

Frequently Used Terminology

The following is a description of the terminology used in describing the Print Provider interface structure:

- **Screen** Refers to the entire monitor screen, including the operating system toolbars.
- **Window** Part of the screen; opens by clicking on any of the *Workflow* or *Administration* tabs in the *Xerox FreeFlow Web Services* taskbar.
- **Panel** Part of a window; can contain sub-panels.
- **Sub-panel** Part of a panel.
- **Pane** A large box, usually located on the left side of the window.
- **Box** Usually used for typing in an entry; appears in a pane, panel or a sub-panel.
- **Dropdown Box** Accesses a menu of options. The menu is opened by clicking on the dropdown menu button; appears in a panel or a sub-panel.
- **Checkbox** Used for enabling or disabling a feature; can be checkmarked or unchecked; appears in a panel or a sub-panel.
- **Radio Button** Used for choosing a feature; can be activated or disabled; appears in a panel or a sub-panel.
- **Operation Button** Used for carrying out various operations; appears in a panel or a sub-panel, or below a pane.
- **Save Settings Button** Used for saving or canceling the settings; usually appears in the bottom right-hand corner of a window or a panel.
- **Information Field** Displays an information box, dropdown menu, or a radio button.

Terminology used in describing the Print Provider interface structure is graphically represented in the following figures. All names connected with this terminology will be highlighted in bold.

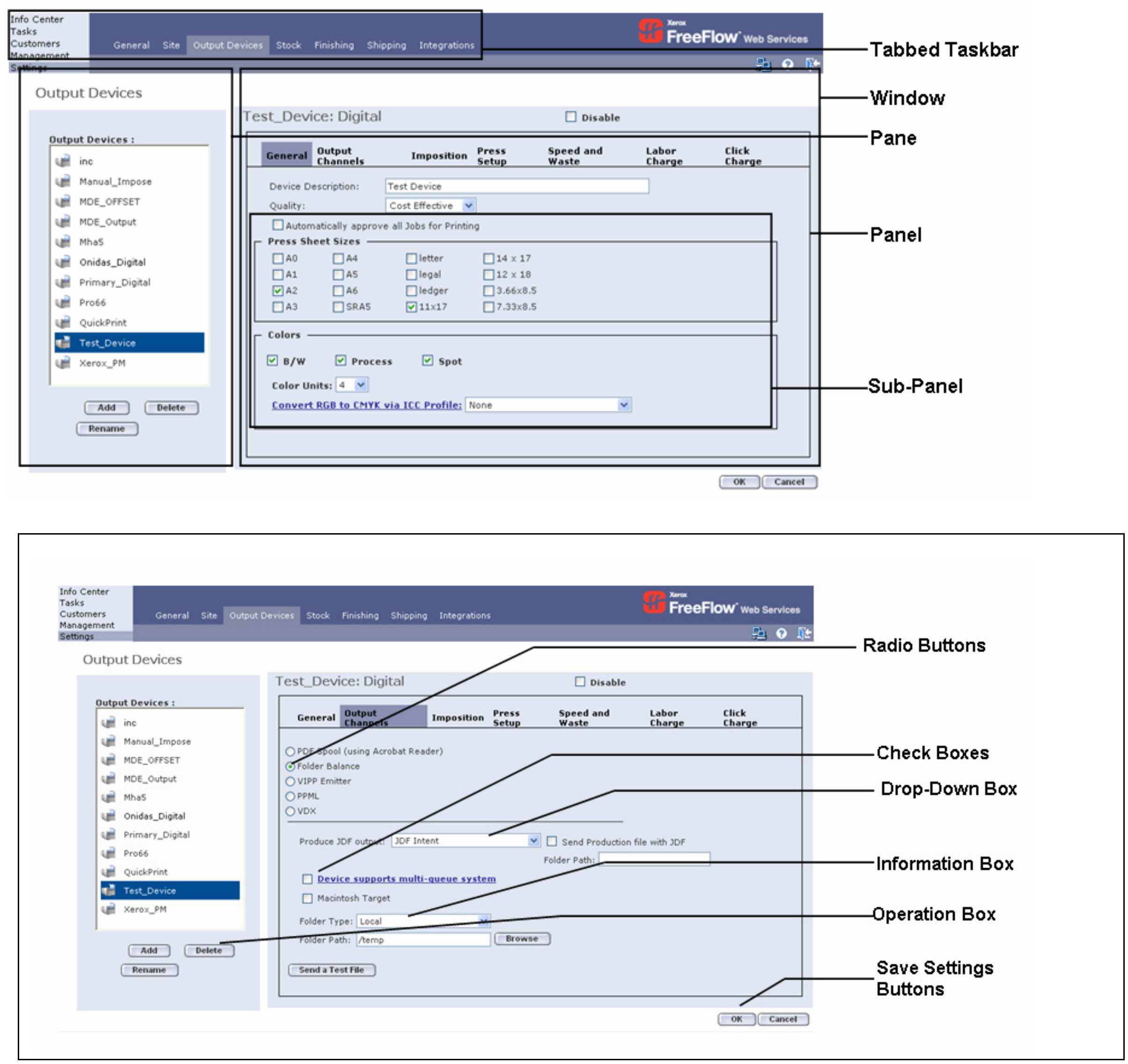


Figure 1: Frequently Used Terminology

Figure 2: Links

Getting Started

The *Xerox FreeFlow Web Services* system operates in the *Windows* environment, using the *Internet Explorer* as its browsing interface. In addition, Print Buyers can access the Print Buyer application pages from the MAC operating system.

Desktop Utilities

The desktop contains the following *Xerox FreeFlow Web Services* utilities:

- Xerox FreeFlow Web Services Toolbox
- Status Icon

Xerox FreeFlow Web Services Toolbox

Figure 3: Xerox FreeFlow Web Services Toolbox

The *Xerox FreeFlow Web Services Toolbox* is located, by default, in the top-left corner of the desktop. The following describes the *Xerox FreeFlow Web Services Toolbox* buttons:

- **Start Xerox FreeFlow Web Services** Starts running the *Internet Information Server* and the *Xerox FreeFlow Web Services* application.
- **Stop Xerox FreeFlow Web Services** Stops running the *Internet Information Server* and the *Xerox FreeFlow Web Services* application.
- **Restart Xerox FreeFlow Web Services** Stops and restarts the *Internet Information Server* and the *Xerox FreeFlow Web Services* application.
- **Log Window** Opens the system feedback window.
- **Task Manager** Opens the *Windows Task Manager*.
- **Explorer** Opens the *Windows Explorer* (file explorer).

Status Icon

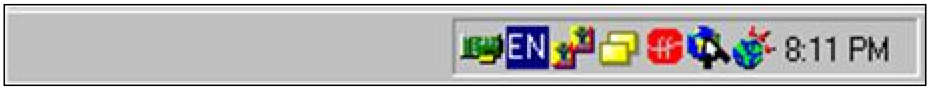


Figure 4: Status Icon

The *Status* icon is located on the *Status* bar, in the bottom-right corner of the desktop. The two *Status* icon colors indicate the two operation modes. The following is a description of the *Status* icon colors:

- **Red FreeFlow icon** Indicates that the system is operating correctly; both the *Internet Information Server* and the *Xerox FreeFlow Web Services* application are running.
- **Red Exclamation mark** Indicates that the system is not operating correctly; either the *Internet Information Server* or the *Xerox FreeFlow Web Services* application is down. The *Connection Failure* prompt appears.

Minimizing the Xerox FreeFlow Web Services Toolbox

In order to minimize the *Xerox FreeFlow Web Services Toolbox*, click the button on the *Xerox FreeFlow Web Services Toolbox* title bar.

Maximizing the Xerox FreeFlow Web Services Toolbox

In order to maximize the *Xerox FreeFlow Web Services Toolbox*, click on the *Status* icon, located on the *Status* bar.

Exiting the Xerox FreeFlow Web Services Icon from the Desktop

In order to exit the *Xerox FreeFlow Web Services Toolbox* and the *Status* icon from the *Desktop*, carry out the following steps:

1 Right-click on the *Status* icon; a pop-up menu appears.

2 In the pop-up menu, click on *Exit*.

Xerox FreeFlow Web Services Operation Tabs

After the Print Provider has logged in to the Print Provider interface, ***DO NOT USE*** the browser toolbar buttons as the *Xerox FreeFlow Web Services* application supports the browser toolbar features. *Back*, *Next* and *Refresh* options can be used directly from *the Xerox FreeFlow Web Services Operation* tabbed bar: a click on the same tab refreshes the selected window while a click on any other tab forwards or returns the *User* to the next target window.

Note: All of the browser buttons remain active.

Caution: **Do not** use *Back*, *Next* and *Refresh* buttons on your internet browser toolbar.

System Users Privileges

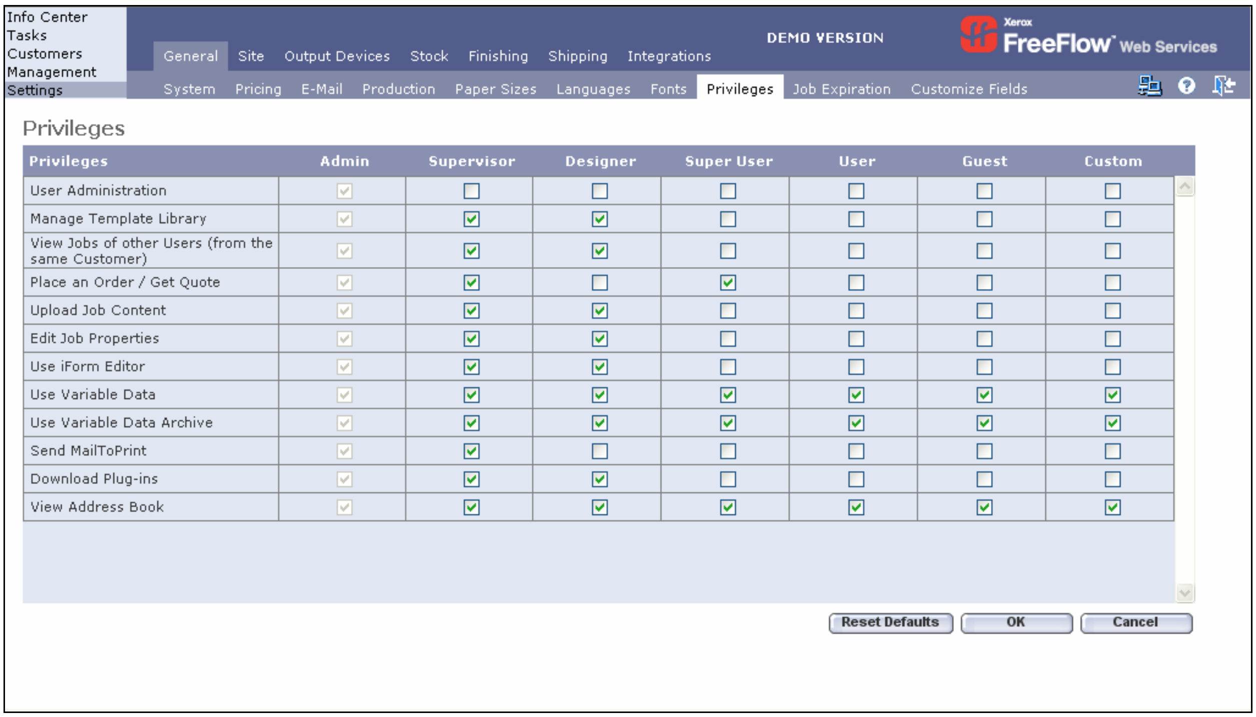
The following table lists the default *Xerox FreeFlow Web Services* system *Users* and describes their responsibilities.

System User	Description
Print Buyer Side	
Administrator	Has full *User Privileges*, including *Account Administration*. The *Administrator* can design Jobs, send the Jobs to the *Shopping Cart* and ultimately place orders. In addition, the *Administrator* has the responsibility to determine the *User Privileges* of all members of his or her organization.
Supervisor	Privileges are similar to *Administrator* but without access to *Account Administration*. The *Supervisor* can design Jobs, send the Jobs to the *Shopping Cart* and place orders.
Designer	Is responsible for designing Jobs and creating *iForms*. The *Designer* can create Jobs using *iForm Express* and *Variable Data*.
Super User	Creates Jobs through the use of *Templates*, *iForms* and *Variable Data* and can ultimately order Jobs.
User	Creates Jobs through the use of *Templates*, *iForm* and *Variable Data* but cannot order Jobs.
Guest	New or occasional users who can create Jobs based on *Print Account* catalogs.
Custom	As a default, creates Jobs through the use of *Templates*, *iForm* and *Variable Data* but cannot order Jobs. Custom allows the Print Provider to create an additional user type and privileges.
Print Provider Side	
System Administrator	Responsible for the administration of the Print Provider side of the system and the general settings of the system.
Operator	Responsible for operating the workflow of the system.
Manager	Has the ability to view the *Info Center* as well as the *Task* and *Management* parameters. Can create new *Job Tickets* and can modify templates and pricing.

Print Buyer User-Privileges Tables

Print Buyer Privilege Level abilities are set as defaults by *Xerox FreeFlow Web Services*. However, the Print Provider has the option to change the abilities according to need.

To change *Privilege Level* abilities, clear or checkmark the various privileges in the *Settings/General/Privileges* window and then click on *OK*. To restore the *Privilege* defaults, click on *Reset Defaults.*



Privileges	Admin	Supervisor	Designer	Super User	User	Guest	Custom
User Administration	☑	☐	☐	☐	☐	☐	☐
Manage Template Library	☑	☑	☑	☐	☐	☐	☐
View Jobs of other Users (from the same Customer)	☑	☑	☑	☐	☐	☐	☐
Place an Order / Get Quote	☑	☑	☐	☑	☐	☐	☐
Upload Job Content	☑	☑	☑	☐	☐	☐	☐
Edit Job Properties	☑	☑	☑	☐	☐	☐	☐
Use iForm Editor	☑	☑	☑	☐	☐	☐	☐
Use Variable Data	☑	☑	☑	☑	☑	☑	☑
Use Variable Data Archive	☑	☑	☑	☑	☑	☑	☑
Send MailToPrint	☑	☑	☐	☐	☐	☐	☐
Download Plug-ins	☑	☑	☑	☐	☐	☐	☐
View Address Book	☑	☑	☑	☑	☑	☑	☑

Figure 5: Print Buyer User Privileges

Default Print Buyer User-Privileges

To change *User Type* abilities, clear or checkmark the various privileges in the *Settings/General/Privileges* window and then click on *OK*. To restore the *Privilege* defaults, click on *Reset Defaults.*

Privileges	**Privilege Level**						
	Administrator	Supervisor	Designer	Super User	User	Guest	Custom
User Administration	✓						
Manage Template Library	✓	✓	✓				
View Jobs of other Users (from the same Customer)	✓	✓	✓				
Place an Order/Get Quote	✓	✓		✓		✓ must self register	
Upload Job Content	✓	✓	✓				
Edit Job Properties	✓	✓	✓				
Use iForm Editor	✓	✓	✓				
User Variable Data	✓	✓	✓	✓	✓		✓
User Variable Data Archive	✓	✓	✓	✓	✓		✓
Send MailToPrint	✓	✓					
Download Plugins	✓	✓	✓				
View Address Book	✓	✓	✓	✓	✓	✓	✓

Print Provider User-Privileges

Feature	**Privilege**		
	System Admin	Operator	Manager
Print Provider Administration	✓		
Print Provider Track Jobs	✓	✓	✓
Print Provider Production	✓	✓	✓
Print Provider Delivery Desk	✓	✓	✓
Print Provider Info Center	✓	✓	✓
Pricing	✓		✓
Job Type Library	✓		✓
Customers	✓		✓

Chapter Two: Info Center

Introduction to Info Center

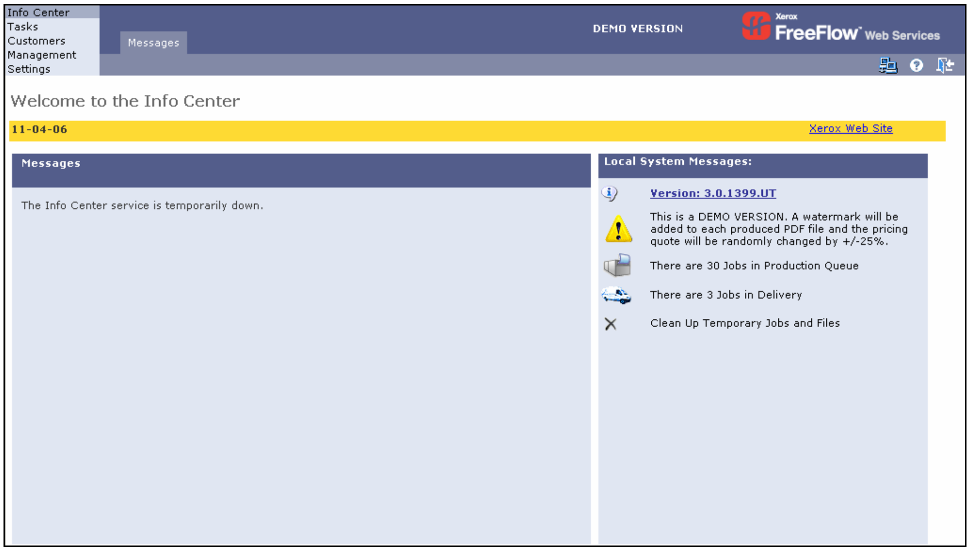


Figure 6: Xerox FreeFlow Web Services Info Center

The *Xerox FreeFlow Web Services Info Center* window opens immediately after logging in to the Print Provider interface. The window is divided into the following three panels:

Public Messages	– Platform from where Xerox can inform the Print Provider public of newsworthy events concerning *Xerox FreeFlow Web Services*. – Designed to display all messages concerning software updates, events, new products and additional marketing and product
Private Messages	– Platform from where Xerox can relay information to specific Print Providers – Designed to display only those messages that Xerox has sent specifically to the receiving Print Provider
Local System Messages	– Platform from where *Xerox FreeFlow Web Services* informs users of the status of the local system – Displays such workflow messages as the number of new Jobs in the *Production* and *Delivery* queues, as well as informs the user when licensed hours are running low. The *Local System Messages* panel also provides the *Version* link, which accesses the *Version Information* dialog box, containing all information concerning the version.

The *Xerox FreeFlow Web Services Info Center* displays the following links:

Connections	For accessing the *Connected Users* dialog box, in order to gain information on the Print Buyers presently working with the system.
Help	For accessing *Online Help*.
Logout	Enables logging out of the system

The following table lists and describes the icons that appear in the *Local System Messages* panel

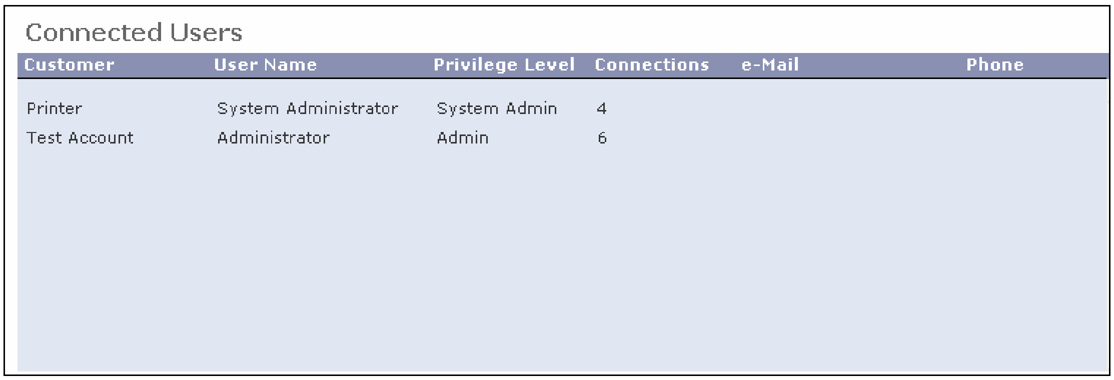
Icon	**Description**
Version	Accesses the *Version Information* dialog box.
Production	Notifies as to how many Jobs there are in the *Production* window.
Delivery	Notifies as to how many Jobs there are in the *Delivery* window.
Warning	Notifies that there is a specific problem or several simultaneous problems, such as: • The license is about to expire in a certain number of days • The license has already expired • There is a Decimal Symbol problem • There is a low amount of available disk space • There is a File Integrity problem
Clean Up	Deletes all temporary Jobs and files from the system.

Info Center: Links

This section provides the following information:

- Connections Link
- Xerox Web Site Link
- Logout Link
- Xerox *FreeFlow* Web Services Version Link

Connections Link


Connected Users

Customer	User Name	Privilege Level	Connections	e-Mail	Phone
Printer	System Administrator	System Admin	4		
Test Account	Administrator	Admin	6		

Figure 7: Connections Dialog Box

Clicking on the *Connections* link accesses the *Connected Users* dialog box, which contains a dynamic list of all of the users concurrently logged into the Print Provider's *Xerox FreeFlow Web Services* system. In addition to the *User's* names, the *Connect Users* dialog box displays the *Users* designated privilege, the number of connections at the customer site and the *User*'s e-Mail and phone number.

Note: *Account Users* also appear in the *Connected Users* list under the *Customer* name "*Printer*".

Xerox Web Site Link

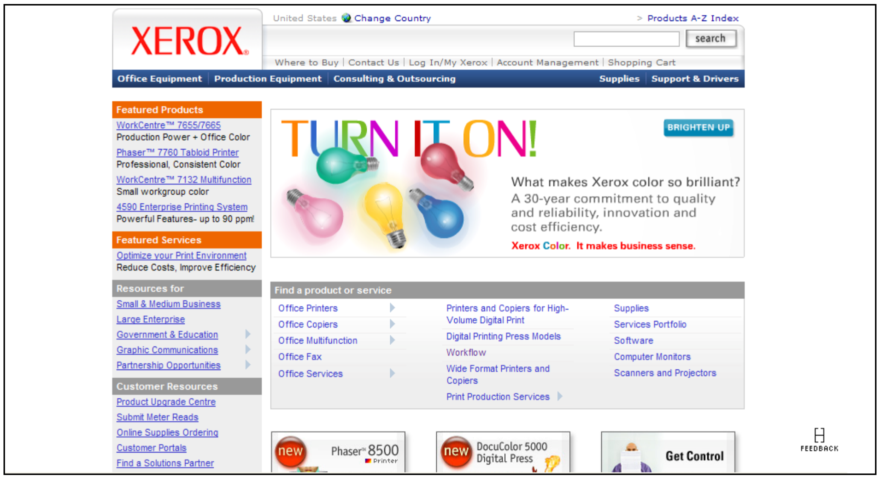


Figure 8: Xerox Web Site Link

Clicking on the *Xerox Web Site* link accesses the *Xerox Web Site Home Page*. The *Xerox Web Site Home Page* contains links to all of the available information concerning the *Xerox FreeFlow Web Services Family of Products*.

Logout Link

The *Logout* link allows the *User* to conveniently *Logout* from the *Xerox FreeFlow Web Services* system.

Note: As a default, when logging out, the *User* automatically accesses the *Print Provider Home Page*. To access a different page after logging out, see *Customize* Link, page 160).

Customize Link, page 160).

Xerox *FreeFlow* Web Services Version Link

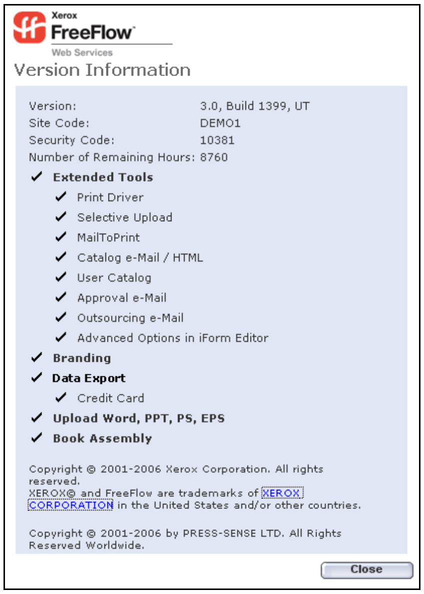


Figure 9: Xerox FreeFlow Web Services Version Link

Clicking on the *Xerox FreeFlow Web Services Version* link accesses the *Version Information* window, which displays the following information:

- Version Number
- Site Code
- Extended Tools Abilities
- Branding Abilities
- Data Export Abilities
- Upload Abilities
- Book Assembly Abilities

Chapter Three: Tasks

Tasks

Figure 10: Tasks

All production oriented tasks that are carried out by the Print Provider, have been divided up into the following two groups:

- Production, which includes all elements involved in the production of a print Job
- Delivery, which deals with the delivery of a print Job from the Print Provider to its final destination

Section I: Production

The *Production* window enables the Print Provider to manage the production workflow; from monitoring all of the Print Buyer's ordered Job information and automatic imposition schemes to previewing the Job as a high-res *PDF* and transferring the Job to the required output devices. The Print Provider can also preview *Job Tickets* with detailed information about production, finishing, delivery and pricing information that are being created automatically by the system for every single Job. The Jobs automatically appear in the *Production* approval queue window after the Print Buyer submits an order.

The *Production* window is composed of the following elements:

- **Approval Queue Pane** Displays Jobs ordered from the Print Buyer interface and are awaiting approval by the Print Provider.
- **Job Information Panel** Displays detailed information of a Job selected in the *Approval Queue* pane or in the *Printing Queue* panel, such as the imposition scheme, the output device and the press sheet (run) size for printing the selected Job. In addition, the Print Provider can use various operation buttons in order to create and print a *Job Ticket*, re-impose the Job, approve the Job for printing, and also outsource the Job to a partner Print Provider.
- **Printing Queue Panel** Displays Jobs that have been approved for printing.

In the *Approval Queue* pane, the Print Provider selects a Job in order to display all of its information in the *Job Info* panel. Jobs that are transferred to the *Approval* queue already have all of the printing parameters selected (such as press, run sheet size etc.) These settings are optimized according to the parameters entered by the Print Provider in the *Administration* windows and can be changed by re-imposing the Job (see *Edit Imposition*, page 29).

Jobs automatically enter the *Production Approval Queue* pane when the Print Buyer submits the order. In the panel, Jobs are presented chronologically, by the order of arrival to the *Approval Queue* pane.

Note: Presently, the *Production Approval* queue can display 800 Jobs, which are divided into 16 pages of 50 Jobs. If the queue exceeds 800 Jobs, the latest Jobs will be displayed only when space becomes available in the *Production Approval* queue.

The following table lists and describes the *Approval Queue* pane elements:

Element	Description
Job Thumbnail	Displays the Job front page and the page orientation (vertical or horizontal).
Job Details	Contain such Job information as the Job #, Print Buyer name, Job type, number of Job copies and color model.
PDF Preview Icon	The *PDF Preview* icon accesses a Hi-Res *PDF* preview of the Job. Where the Job is part of a combined Job, the *PDF Preview* icon accesses an *Imposition* proof.
Mismatch Icon	Warns of a disparity between the Job's properties and the uploaded file parameters. Clicking on a *Mismatch* icon accesses the *Mismatching Parameters* dialog box, which provides the Print Provider with an additional opportunity to match the Job's properties with the uploaded file parameters.
Price Error Icon	Notifies the presence of pricing problems. The system automatically links the Job to *Manual Impositioning* (the Print Provider has the option to re-impose the Job on any other machine). Clicking on the *Price Error* icon accesses the *Job Pricing* dialog box, which allows the Print Provider to modify the price, discount, *Express* markup and *VAT*. The *Job Pricing* dialog box also provides for notifying the Print Buyer of these modifications.
Hidden Price	Indicates that the Job price cannot be accessed by the specific user.
Print Driver Icon	Notifies that a new Job has arrived from the *Print Driver*.
iForm Icon	Indicates that this Job has been created from an iForm.
Variable Data Icon	Indicates that this Job contains *Variable Data*.
Combined Job Icon	Indicates that this Job has been imposed together with one or more other Jobs. Combined Jobs are created using the *Layout Maker* feature (see *Operation Buttons*, page 25).
VIPP Icon	Indicates a VIPP Variable Data Job.
Book Assembly Icon	Indicates that this is a *Book Assembly* Job.
Blank Files	Indicates the presence of Job orders that do not contain data.
Jobs to Inventory	Indicates Jobs that are to be printed and stored as inventory.
Job From Inventory	Indicates Jobs that are to be shipped from inventory.

Job Info Panel

The *Job Info* panel contains a detailed *Job Description* that includes the *Job* and *Account* name, the Job #, the price, the number of copies, and the paper properties. In the *Job Info* panel, the Print Provider approves the selected Job. Before approving, the Print Provider can view the Job imposition scheme, review a *Job Ticket*, or re-impose the Job in order to carry out any changes. In addition, the *Job Info* panel provides the Print Provider with the ability to outsource the particular Job or to impose the Job together with other Jobs (See *Layout Maker*, page 39). The system automatically chooses the most cost-effective output device, press sheet (run) size and Job imposition. Job imposition is optimized according to the settings entered in the *Output Devices* windows and depends upon the run (press sheet) size and the selected duplex mode.

Job Info Panel Fields

The following is a description of the *Job Info* panel fields:

- **Job** # The Job serial number
- **Price** The Job price, in the currency defined in the *Settings: General/Pricing* window
- **Quantity** The number of copies requested by the Print Buyer
- **Paper** The *Paper Brand* name, texture and weight as specified in the *Paper Brand* panel of the *Settings: Stock Library* window
- **Press Sheets** The number of *Press Sheets*
- **Requested Date** The date of delivery that the Print Buyer has requested
- **Device** The output device, chosen by the system, to print the selected Job using the chosen *Press Sheet* size
- **Parent Size** The size of the paper that exists in the stock
- **Customer** The Print Buyer name
- **Job Name** The Job name designated by the Print Buyer
- **Flat Pages** The number of *Flat Pages* (unfolded size)
- **Order Date** The date that the Job was ordered
- **Colors** The color model: *B/W*, *Process* or *User Defined*
- **Run Size** Shows the press sheet size, chosen by the system, to be used for printing the selected Job on the chosen output device
- **Reference Code** The Print Provider reference code

Operation Buttons

The following table lists the *Job Information* panel operation buttons and icons and describes their functions:

Button	Function
Job Ticket	Accesses the *Job Ticket* window. After completing the *Job Ticket Timeline Properties*, the *Job Ticket* appears and can be printed out.
Re-impose	Allows the Print Provider to alter the various Job imposition parameters. After carrying out imposition changes, the Job momentarily disappears from the queue and is then returned to the head of the *Approval* queue. In order to view the parameter changes, the Print Provider must re-select the Job.
Approve	Moves the Job from the *Approval* queue pane to the *Printing Queue* panel. The Job is transferred to the assigned output device according to the *Job Ticket*.
Outsource	An *Extended Tools* feature that enables the Print Provider to outsource specific Jobs to partner-Print Providers.
Layout Maker	Enables the Print Provider to impose more than one Job on a press sheet, in order to reduce production costs.
Imposition	Enables the Print Provider to preview the imposed Job.
Note	Accesses the *Edit Note* dialog box for editing internal notes as well as notes for the customer.
Problem	Where there is a problem (as with fonts), *Problem* accesses the *Job Report* dialog box. The *Job Report* displays the font types in use in the *PDF* preview and in the *Imposition* proof and provides a platform for presenting messages that can explain system warnings (i.e. when imposition could not be carried out with the specified parameters).
Info Message	*Info Message* accesses the *Job Report* dialog box. The *Job Report* displays the font types in use in the *PDF* preview and in the *Imposition* proof.
Preflight	Accesses the *File Upload Report,* which provides the Print Provider with the ability to examine the PDF file parameters before processing the Job.
Attachments	*Attachments* reports the number of attached files and accesses the *Attachments* dialog box, which enables uploading and downloading files.

Job Ticket

Job Ticket Creation Window

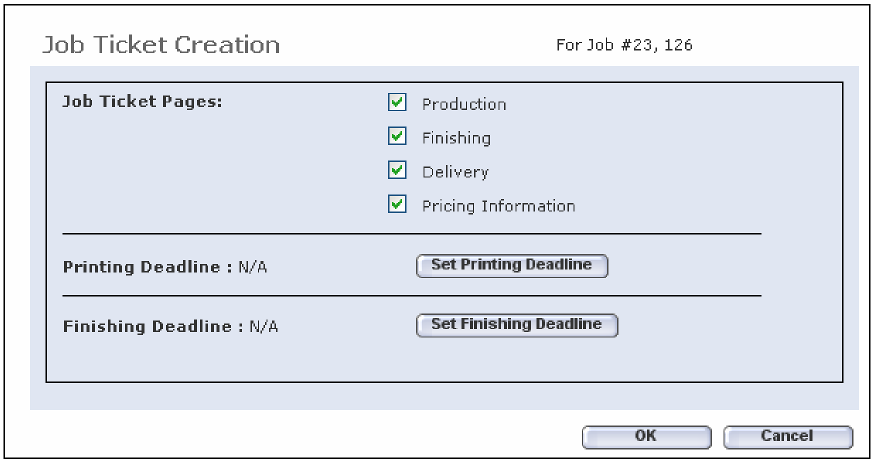


Figure 11: Job Ticket Creation Window

The *Job Ticket Creation* window is accessed when clicking on the *Job Ticket* button. In this window, the Print Provider chooses any combination of *Job Ticket* pages to be displayed. *Job Ticket* pages contain detailed information about production, finishing, delivery, and pricing. The *Job Ticket Creation* window also enables the Print Provider to set printing and finishing deadlines. After completing the *Job Ticket Creation* window and clicking on *OK*, the Print Provider enters the *Job Ticket* window to view, annotate and if required, print out a *Job Ticket* copy.

The *Job Ticket Creation* window is composed of the following elements and operation buttons:

- **Job Ticket Pages Checkboxes** Used for including detailed production, finishing, delivery and pricing information into the *Job Ticket*. Each checkbox reflects one *Job Ticket* page. The selected *Job Ticket* pages appear successively, one after the other
- **Printing Deadline** Internal, Print Provider printing deadline, which was determined in the *Calendar* dialog box
- **Finishing Deadline** Internal, Print Provider finishing deadline, which was determined in the *Calendar* dialog box
- **Set Printing Deadline** Accesses the *Calendar* dialog box where the Print Provider can set the printing deadline
- **Set Finishing Deadline** Accesses the *Calendar* dialog box where the Print Provider can set the finishing deadline
- **OK** Creates a *Job Ticket* and accesses the *Job Ticket* window
- **Cancel** Cancels *Job Ticket Creation* and closes the *Job Ticket Creation* window

Previewing a Job Ticket

In order to preview a *Job Ticket*, carry out the following steps:

1. Select a Job and then click on the *Job Ticket* button; the *Job Ticket Creation* window appears.
2. In the *Job Ticket Creation* window, checkmark the appropriate *Job Ticket Page* checkboxes.
3. Click on the *Set Printing Deadline* button in order to set the printing deadline; the *Printing Date* dialog box appears.
4. Click on the target date in the *Printing Date* dialog box; the selected date is highlighted (the current date in the window is selected and highlighted by default).
5. Click on *OK* to confirm the selection; the chosen date is displayed in the *Printing Deadline* field of the *Job Ticket Creation* window.
6. Click on the *Set Finishing Deadline* button in order to set the finishing deadline; the *Finishing Date* dialog box appears.
7. Click on the target date in the *Finishing Date* dialog box; the selected date is highlighted (the current date in the window is selected and highlighted by default).
8. Click on *OK* to confirm the selection; the chosen date is displayed in the *Finishing Deadline* field in the *Job Ticket Creation* window.

   Note: If printing and/or finishing dates are not set, this information will not be available in the *Job Ticket*.

9. Click on *OK* in the *Job Ticket Creation* window; the *Job Ticket* window appears

Job Ticket Window

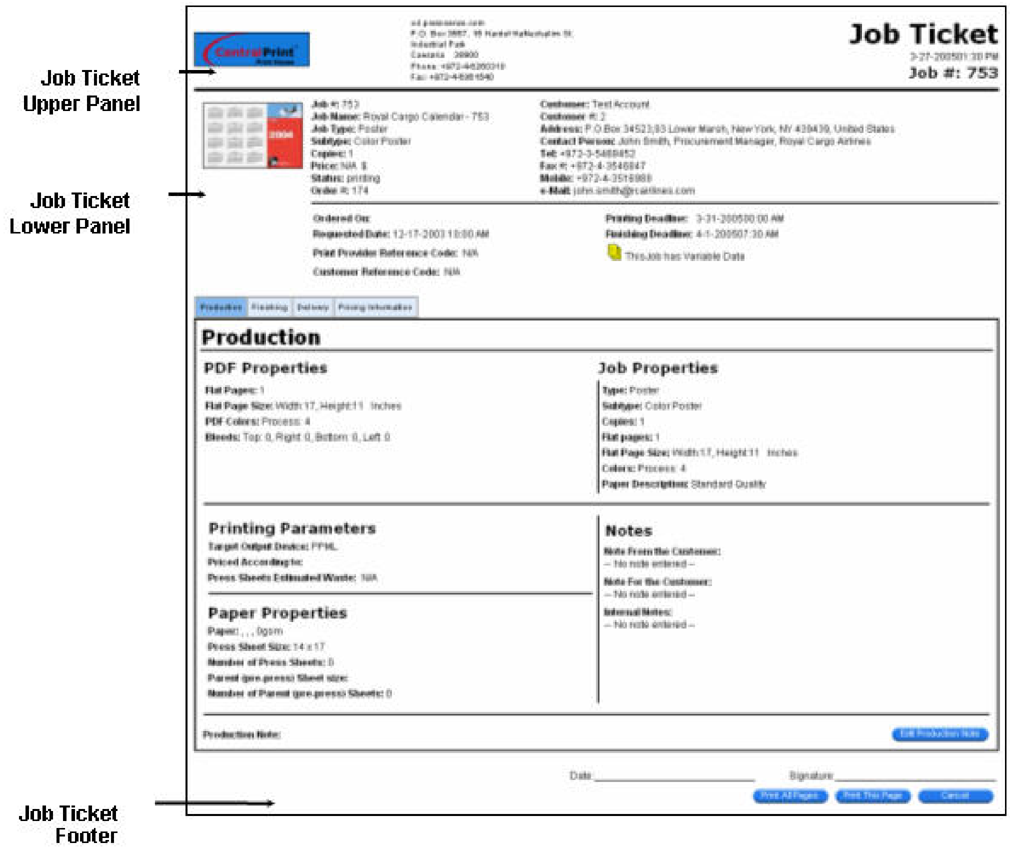


Figure 12: Job Ticket

The *Job Ticket* is a *Word* document that contains all information about the Job production and enables the Print Provider to print out a *Job Ticket* copy to be used on the production floor. The *Date* and *Signature* fields in the printed *Job Ticket* pages are left empty, to be filled out by the relevant personnel on the Print Provider's production floor.

Note: Depending on the *Office* version sitting on the *Xerox FreeFlow Web Services* server, the *Job Ticket* can appear either in the *HTML* or *Word* format. It is recommended (see *Server and Client Specifications*, page 255) to work with *Office 2003*, which enables creating *Job Tickets* in *Word Document* form. Working with a *Word* document allows any printed text to be manually altered. However, care must be taken not to delete links to the data concerning the Job information.

All notes (i.e. from the Print Buyer, for the Print Buyer, internal notes etc) are entered manually and directly into the specified locations.

To print the pages from the *Word Document* form, click on the *Print This Page* button, to access the *Print* window. The *Job Ticket* is printed on a local or connected printer that is installed on the client PC.

The *Job Ticket* is composed of the following elements:

- **Job Ticket Header** Upper panel contains the Print Provider icon and Print Provider site information. Remains the same for all the Job Ticket pages.
- **Job Ticket Header** Lower panel contains a Job thumbnail and general information concerning the Job. Both panels appear on all of the Job Ticket pages.
- **Job Ticket Pages** Appear consecutively and according to the *Job Ticket* selection carried out in the Job *Ticket Creation* window. Contain detailed information about production, finishing, delivery and pricing.
- **Information Boxes** Area(s) reserved for manually adding comments or instructions concerning the specific processes.
- **Notes:** Area reserved for manually adding notes concerning the specific process.
- **Job Ticket Footer** Contains the date and signature spaces to be manually completed by the relevant employee at the different stages of production. The footer also contains the *Printing* buttons.

Edit Imposition

The *Xerox FreeFlow Web Services* system enables the Print Provider to edit the imposition of Jobs arriving at the *Approval* queue, using new imposition parameters. These new parameters over-ride any former parameters, chosen by the system.

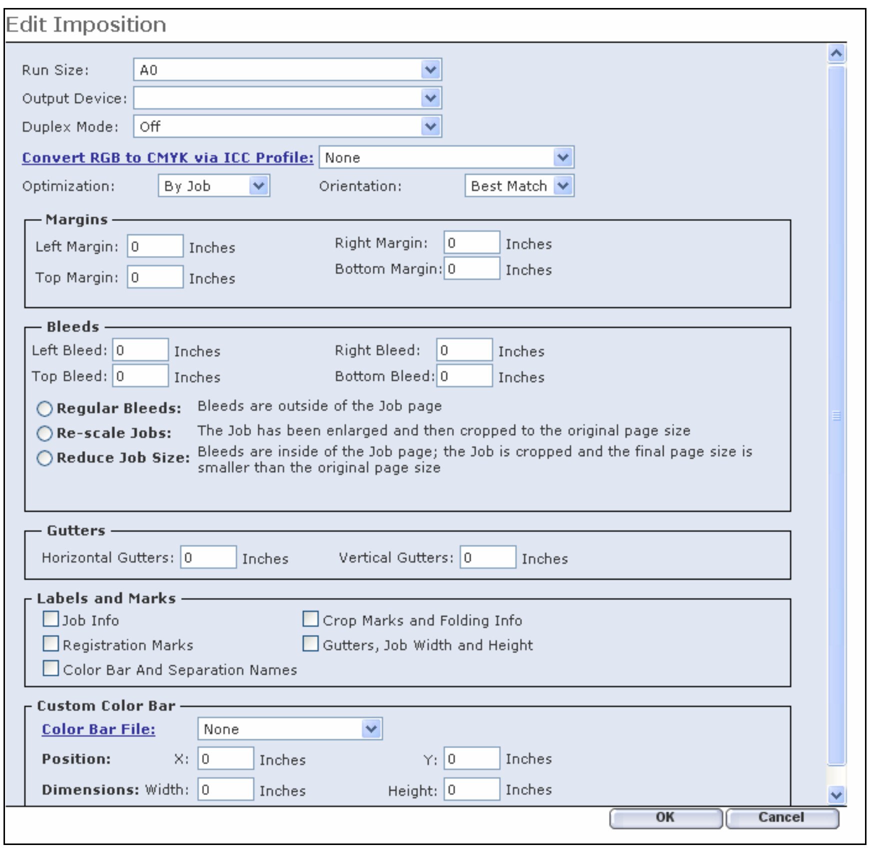


Figure 13: Edit Imposition Dialog Box

The *Edit Imposition* dialog box contains the following elements.

- **Run Size** The *Paper Run Size* to be used for the imposition
- **Output Device** The output device to be used in printing the Job
- **Duplex Mode** The *Duplex* mode according to which the Job is imposed
- **Convert RGB to CMYK via ICC Profile** The *ICC* profile to be used while creating the imposed file
- **Optimization** The optimization method for imposing the file: *Job*, *Plate*, or *Sheet Wise*
- **Orientation** The orientation of the imposed Jobs
- **Margins** The width of all four margins: left, right, top and bottom
- **Bleeds** The width of all four bleeds: left, right, top and bottom
- **Regular Bleeds Radio Button** Adds the bleeds, configured in *Bleeds*, outside of the Job page
- **Re-scale Jobs Radio Button** Enlarges the size of the Job so that it can be cropped to its original page size. The difference between the Job and the enlarged Job equals the *Bleeds* configurations
- **Reduce Job Size Radio Button** Reduces the Job size. The difference between the Job and the reduced Job equals the *Bleeds* configurations. The final Job is smaller than the original Job
- **Gutters** The width of horizontal and vertical gutters
- **Labels and Marks** All of the imposition information that is added to the imposed Job margins
- **Job Info** Information that identifies the Job
- **Registration Marks** The four accepted registration marks
- **Color Bar and Separation Names** *CMYK* and *Gray Scale* color bars and separation names that appear according to the separation color
- **Crop Marks and Folding Info** The required crop marks and the required fold marks, orientation number and name
- **Gutters, Job Width and Height** The recorded gutter width, Job width and Job height
- **Custom Color Bar**
- **Color Bar File** Dropdown box selection of color bars

> **Note:** *Xerox FreeFlow Web Services* provides horizontal, vertical, *Gray Scale* and *CMYK options.* To add additional *Color Bar* options to the dropdown box, copy and paste a new Color Bar file to *D:\NewEditon\Ipane\Db\Imposition\Colorbars*; the new Job name appears in the *Color Bar File* dropdown menu (after carrying out refresh by clicking on the *Output Devices* tab).

- **Position** The color bar location on the imposed Job
- **Dimensions** The color bar width and height on the imposed Job

Modifying the Imposition Scheme

In order to modify the imposition scheme, carry out the following steps:

1. In the *Approval Queue* pane, click on and select a Job.
2. Click on the *Edit Imposition* button; the *Edit Imposition* dialog box appears.
3. Carry out all of the necessary changes and click on *OK*; the Job appears at the head of the *Approval Queue* pane.
4. Click again on the Job in the *Approval Queue* pane.
5. In the *Job Information* panel, click on the *Imposition Proof* icon to view the modified imposition scheme.

Manual Impose

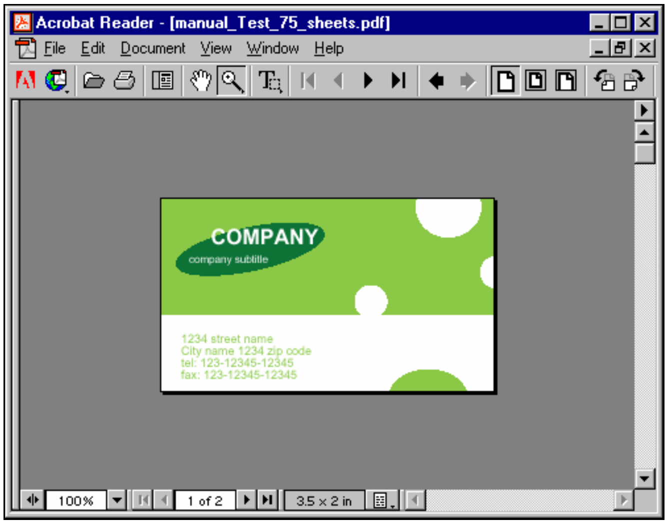
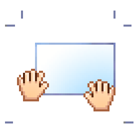


Figure 14: A PDF for Manual Imposition

The *Manual Impose* option is accessed from the *Output Device* dropdown menu in the *Edit Imposition* dialog box. The *Manual Impose* option is used for saving the Job as a non-imposed *PDF* and imposing it by a third party imposition tool. *Manual Impose* is also automatically selected when the *PDF* cannot be imposed by the system, in which case, the following icon appears in place of the Job Info thumbnail:



After approval, a manually imposed Job is transferred to a folder that the Print Provider has specified in the *Output Device* window (see: *Enabling Manual Imposition*, page 199).

Imposition Link

The *Imposition* link enables the Print Provider to view the *PDF* hi-res imposition scheme. The system enables an onscreen preview of the imposition scheme with crop, registration and fold marks, Job page dimensions, the gutter, Job information, and the Job color bars embedded. Below is a description of the *Imposition* scheme:

Note: These elements will be a part of the imposition, according to the *Labels* and *Marks* that were chosen in the *Edit Imposition* window.

- **Registration Marks** By default, there are four registration marks located on each edge of the press sheet.
- **Crop Marks** Are marked by a solid line
- **Fold Marks** Are indicated by a dashed line at the location of each fold. '*In*' or '*Out*' above the dashed line refers to the fold direction and a number under the line reflects the fold order

- **The Gutter** Indicates the trimming space between the Job pages in the signature. If Job pages have bleeds, they are located within this space

Note: To change the default gutter dimensions, see *Modifying Gutters*, page 184.

- **Job Page Dimensions** Width and height of a Job page in the signature, appearing adjacent to the Job at the bottom-right side of the imposition page
- **Color Bar** A color bar is displayed in the imposition scheme as defined in the *Output Devices* window

Imposition Schemes

The following sections discuss the imposition schemes.

Horizontal and Vertical Orientation

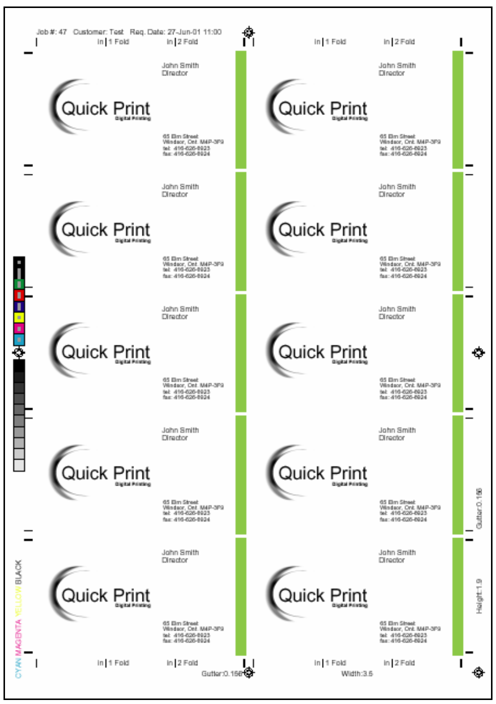


Figure 15: Imposition Scheme: Horizontal Orientation

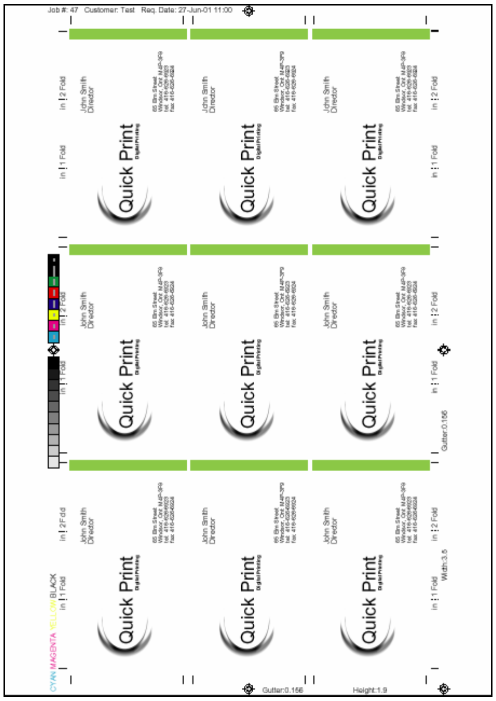


Figure 16: Imposition Scheme: Vertical Orientation

Close Up View

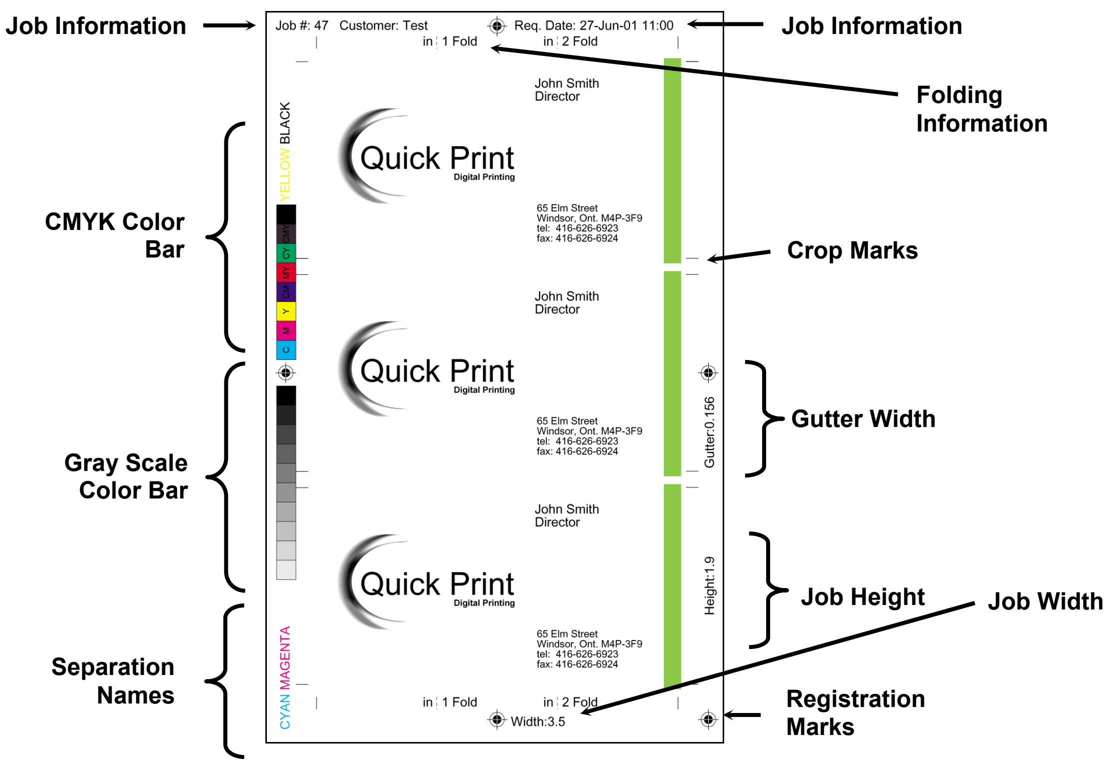


Figure 17: Imposition Scheme: Close Up View

Note: When *Manual Impose* is selected, the *Imposition Proof* icon allows a high-res preview of one Job page.

Approve

The following sections discuss the *Approval* queue.

Approving a Job for Production

In order to move a Job from the *Approval Queue* pane to the *Printing Queue* panel, carry out the following steps:

1. In the *Approval Queue* pane, click on and select a Job.
2. Click on the *Approve* button in the *Job Information* panel; the Job appears at the of the *Printing* queue.

Returning a Job From the Printing Queue to the Approval Queue

In order to return a Job from the *Printing* queue to the *Approval* queue, carry out the following steps:

1. In the *Printing Queue* panel, click on and select a Job.
2. Click on the *Back to Approval* button in the *Job Information* panel; the Job is returned to the *Approval Queue* pane.

Outsource

Clicking on *Outsource* activates the *Xerox FreeFlow Web Services Outsourcing e-Mail* feature, which is a part of the *Extended Tools* package.

Xerox FreeFlow Web Services Outsourcing e-Mail

Xerox FreeFlow Web Services Outsourcing e-Mail allows the Print Provider to manage all communication with partner Print Providers. Working with the *Outsourcing e-Mail* feature, the Print Provider is able to outsource Jobs from the *Xerox FreeFlow Web Services* system, directly to a partner Print Provider, by sending an *e-Mail* message containing a digital file with links to an imposed file and a *Job Ticket*.

On The Print Provider-side

In order to work with *Xerox FreeFlow Web Services Outsourcing e-Mail*, carry out the following steps:

1 In the *Approval* queue, click on the target Job that is to be sent to the partner Print Provider; the Job parameters appear in the *Job Info* panel.

2 In the *Job Info* panel, click on *Outsource*; the *Outsource Job* dialog box appears.

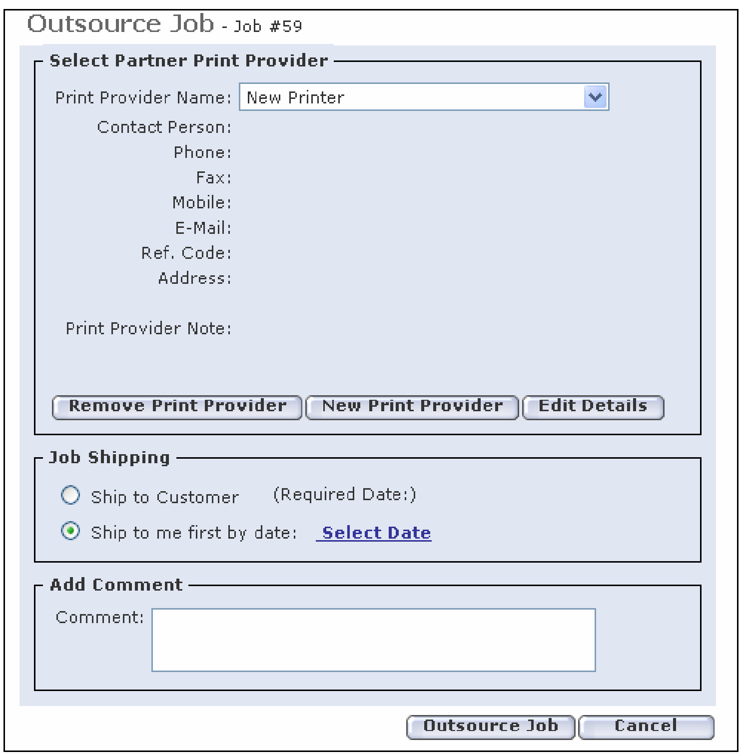


Figure 18: Outsource Job

3 Click on the *Print Provider Name* dropdown box, to select a partner Print Provider; the Print Provider details appear in the *Select Partner Print Provider* panel.

4 In the *Job Shipping* panel, click on one of the following radio buttons in order to determine where the Job is to be first sent:

- Ship to Customer (send the finished Job directly to the Print Buyer)
- Ship to me first by date (return the completed Job to the sender – clicking on the *Select Date* link enables determining a time limitation for returning the Job to the sender)

5 Click on *Outsource Job*; the *Outsource e-Mail Sent* dialog box appears and *an Outsource e-Mail* message was sent to the partner Print Provider.

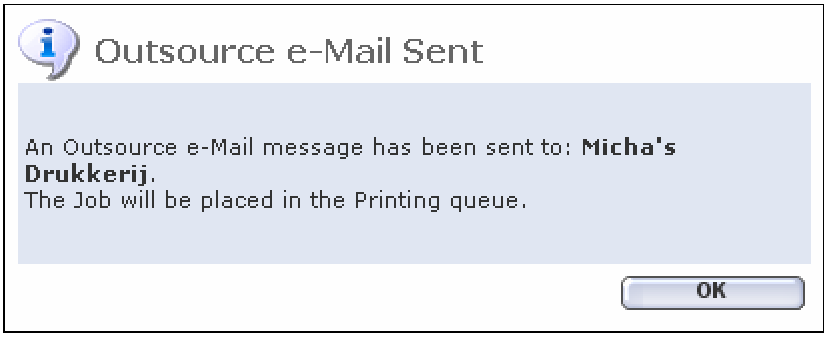


Figure 19: Outsource e-Mail Sent

6 Click on *OK*; the *Production* window appears; the Job appears in the *Printing* queue and features the  icon, indicating that the Job is waiting to be accepted by the partner Print Provider.

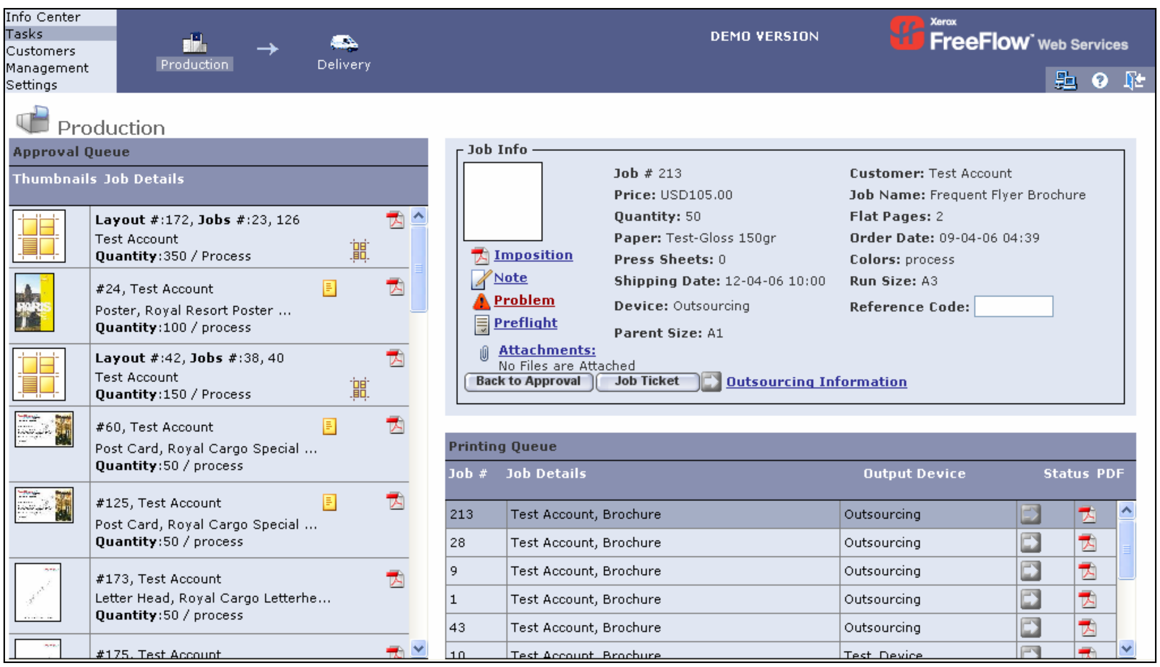


Figure 20: Production Window

7 In the *Printing Queue* pane, you can select the target Job that has been outsourced; the Job details appear in the *Job Info* panel and the *Outsourcing Information* link appears in the *Job Info* panel.

8 Click on the *Outsourcing Information* link; the *Outsourcing Information* dialog box appears.

Figure 21: Outsourcing Information Dialog Box

Outsourcing Information is an initial status report of the Job sent to the partner Print Provider.

9 To close the dialog box, click on *OK*.

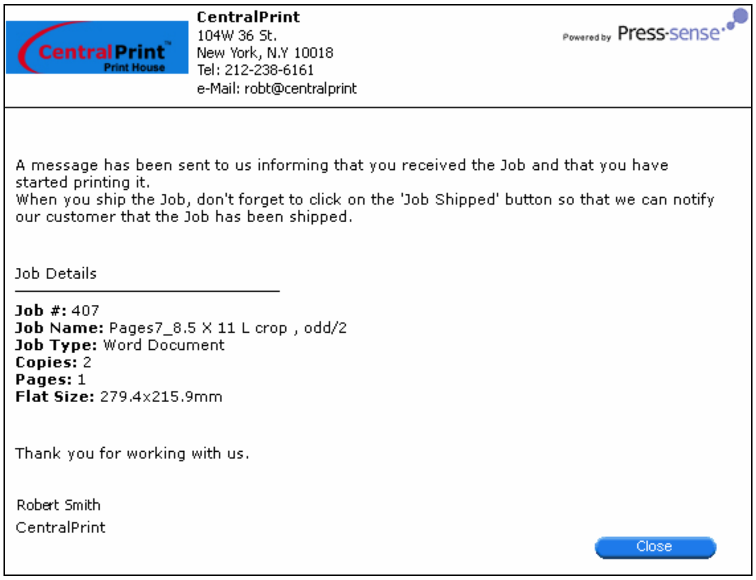
Note: *Relocate to Delivery* allows the Print Provider to transfer outsourced Jobs to the *Jobs For Delivery* queue, in the *Delivery* window when the Partner Print Provider has neglected to click on either the *Accepted* and/or the *Shipped* to button(s), in the *e-Mail* message.

Partner Print Provider-Side

After the *Outsource e-Mail* message has been sent, the partner Print Provider receives the following *e-Mail* message.

Figure 22: Partner Print Provider e-Mail Message

1. To download the *PDF* file of the Job, click on the *Job PDF* link.
2. To download the *Imposed PDF* file of the Job, click on the *Imposed Job PDF* link.
3. To view the *Job Ticket*, click on the *View Job Ticket* link.
4. When accepting the Job (and when starting the printing process), click on *Accept*; both the Print Provider and the partner Print Provider receive an *e-Mail* message notifying that the Job has been accepted and that the printing process has begun. The Job appears in the *Jobs for Delivery* queue of the *Delivery* window.
5. After the partner Print Provider has competed the Job and has shipped the Job (either directly to the Print Buyer or back to the Print Provider), the Partner Print Provider clicks on the *Job Shipped* button within the *e-Mail* message; the Print Provider then receives a message that the Job has been shipped and can change the Job's status in the *Delivery* window.



CentralPrint
104W 36 St.
New York, N.Y 10018
Tel: 212-238-6161
e-Mail: robt@centralprint

Powered by Press-sense

A message has been sent to us informing that you received the Job and that you have started printing it.
When you ship the Job, don't forget to click on the 'Job Shipped' button so that we can notify our customer that the Job has been shipped.

Job Details

Job #: 407
Job Name: Pages7_8.5 X 11 L crop , odd/2
Job Type: Word Document
Copies: 2
Pages: 1
Flat Size: 279.4x215.9mm

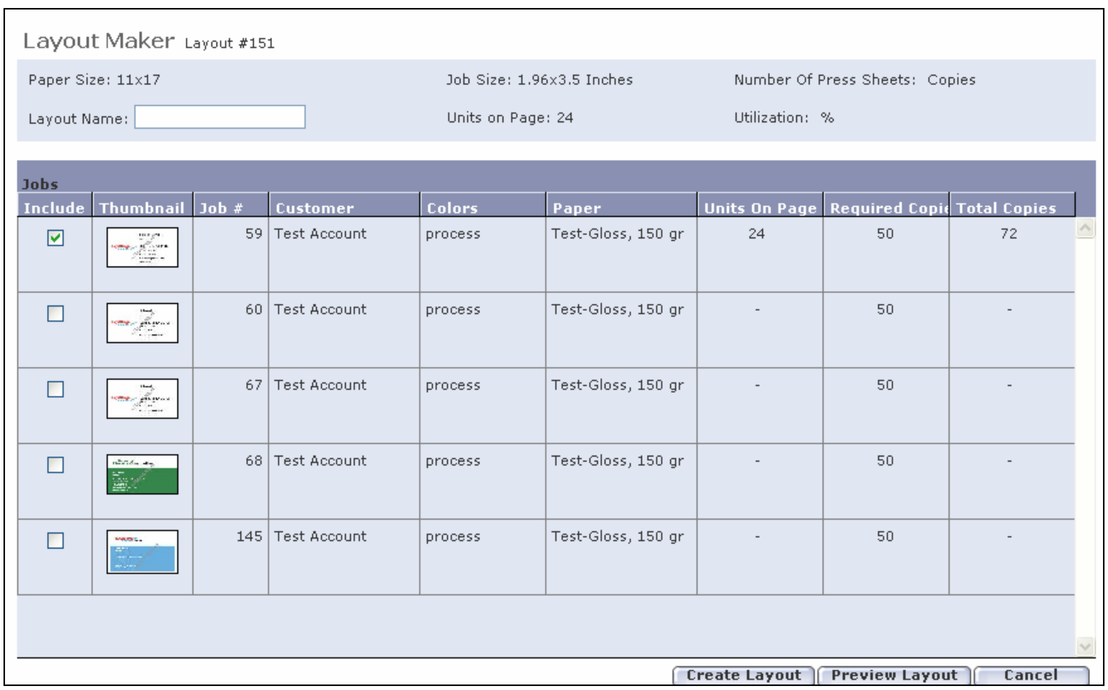
Thank you for working with us.

Robert Smith
CentralPrint

Close

Figure 23:The e-Mail Message Received (by both the Print Provider and the partner Print Provider)

Layout Maker



Layout Maker Layout #151

Paper Size: 11x17 Job Size: 1.96x3.5 Inches Number Of Press Sheets: Copies

Layout Name: Units on Page: 24 Utilization: %

Jobs

Include	Thumbnail	Job #	Customer	Colors	Paper	Units On Page	Required Copie	Total Copies
☑		59	Test Account	process	Test-Gloss, 150 gr	24	50	72
☐		60	Test Account	process	Test-Gloss, 150 gr	-	50	-
☐		67	Test Account	process	Test-Gloss, 150 gr	-	50	-
☐		68	Test Account	process	Test-Gloss, 150 gr	-	50	-
☐		145	Test Account	process	Test-Gloss, 150 gr	-	50	-

Create Layout | Preview Layout | Cancel

Figure 24: Layout Maker Window

Layout Maker is a feature that allows the Print Provider to print more than one Job on a single press sheet. The purpose of this feature is to reduce production costs through the following:

- Maximum utilization of the press sheet
- Minimum amount of cutting and stacking

After the Print Provider chooses the base Job, the *Layout Maker* automatically selects additional Jobs from the *Production*: *Approval* queue according to the following criteria:

- All of the Jobs are of the same size
- The number of pages of the base Job must be equal to or greater than the number of pages required by the other Jobs.

The *Layout Maker* is divided into the following two panels:

- Layout Information Panel, which displays the *Layout* information.
- Job Information Panel, which displays the various Jobs that are suitable to included in the *Layout*.

The *Layout Information* panel is composed of the following elements:

- **Paper Size Field** Displays the paper size
- **Layout Name** For entering the *Layout* name
- **Job Size** Displays the Job size
- **Units on Page** Total number of units, of the selected Jobs, that can be printed on a *Press Sheet*
- **Number of Press Sheets** Number of press sheets required in order to complete this *Layout* Job
- **Utilization** A percentage that indicates the utilization of the press sheet. This percentage changes according to the Jobs that have been selected for the *Layout*

Note: A goal when selecting Jobs to be 'Laid Out' together is to utilize the maximum area of the *Press Sheet*.

The *Job Information* panel is composed of the following elements:

- **Included Checkbox** For indicating which of the Jobs will be included in the *Layout*
- **Thumbnail** Thumbnail of the Job's front page
- **Job** # The number of the Job
- **Customer** The name of the Print Buyer
- **Color** Indicates the type of color channels
- **Paper** Paper name, type and weight
- **Units on Page** The number of units, of the selected Job, that can be printed on a press sheet
- **Required Copies** The number of copies that were ordered
- **Total Copies** The number of copies that must be produced in order to satisfy the *Layout* scheme
- **Create Layout** Closes the *Layout Maker* window and creates a *Layout*, according to the selected Jobs
- **Preview Layout** Enables viewing a *PDF Preview* of the *Layout* before the *Layout* has been created
- **Cancel** Closes the *Layout Maker* window, without creating a *Layout*. All selections and parameters entered into the *Layout Maker* window are cancelled

Working with the Layout Maker

In order to print Jobs through the *Layout Maker*, carry out the following steps:

1 In the *Approval* queue, click on a target Job that will serve as the basis of the *Layout* (the base Job).

2 Click on *Layout Maker*; the *Layout Maker* window appears.

3 Checkmark the Jobs to be included in the layout, while maintaining the maximum utilization.

4 To preview the layout, click on *Preview Layout*; a *PDF Preview* of the layout appears.

5 To create a layout, click on *Create Layout*; the Jobs appear combined as a *Layout Job* in the *Production*: *Approval* queue.

6 To edit the layout, click on *Edit Layout* in the *Job Info* panel; the *Layout Maker* reappears.

Note: When a *Layout* is in the *Approval* queue, the Print Provider cannot *Edit Imposition* or *Outsource* the Job.

Preflight

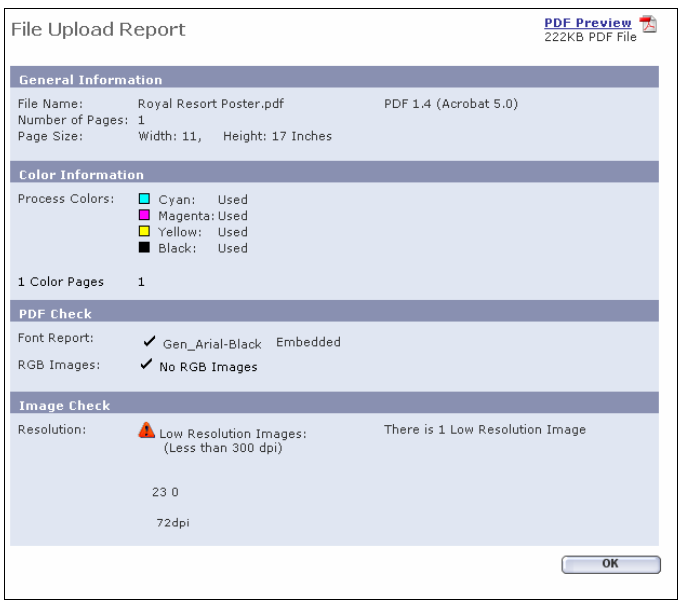


Figure 25: File Upload Report

The *Preflight* link accesses the *File Upload Report,* which enables the Print Provider to examine Job files in order to pre-empt problems at the production stage. The *File Upload Report* displays the following parameters for convenient inspection:

- General (file) information
- Process and Spot color information
- Font report listing which fonts in the file are embedded and which fonts are not embedded
- List of RGB images
- List of Low-resolution images (when *Low-res* images are present)

Attachments

The *Attachments* link accesses the *Attachments* dialog box.

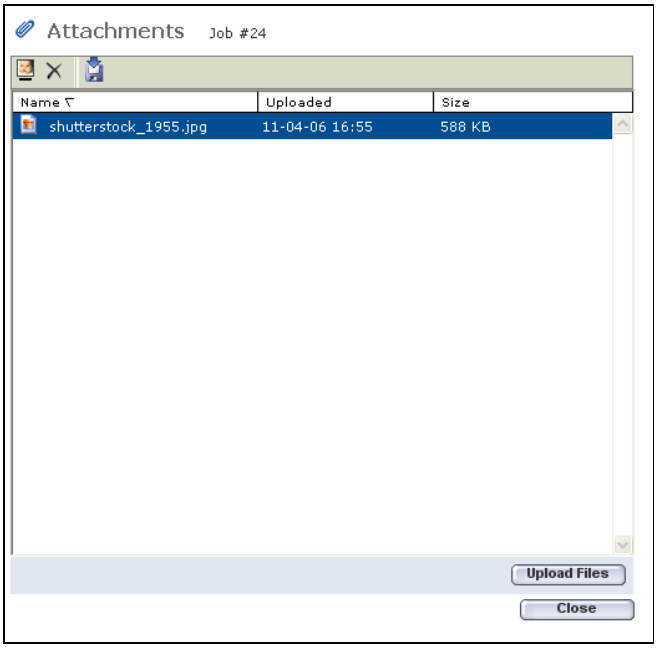
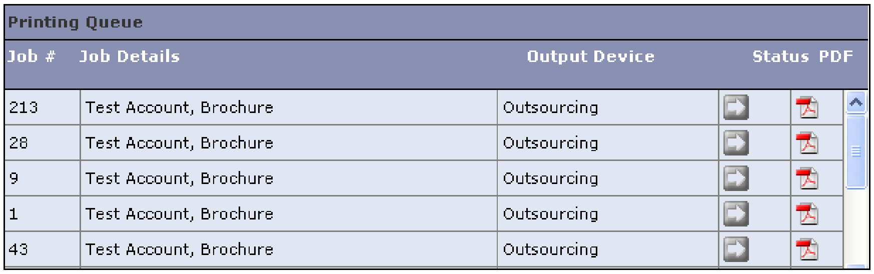


Figure 26: Attachments

The *Attachments* dialog box enables attaching additional files to the Job. These files are individually uploaded into the Job, according to the *Attachments* instructions. Additionally, files residing in the *Attachments* library can be downloaded to any folder in the Print Provider system.

Printing Queue Panel


Printing Queue

Job #	Job Details	Output Device	Status	PDF
213	Test Account, Brochure	Outsourcing		
28	Test Account, Brochure	Outsourcing		
9	Test Account, Brochure	Outsourcing		
1	Test Account, Brochure	Outsourcing		
43	Test Account, Brochure	Outsourcing		

Figure 27: Printing Queue Panel

In the *Printing Queue* panel, the Print Provider can view up to 25 of the most recently approved Jobs and monitor the Job status as indicated by three types of icons. When selecting a Job in the Printing queue, the Print Provider has the option to print up Job tickets, work with the *Layout Maker* or return the Job to the *Approval* queue.

Icons

The following table lists and describes the *Printing Queue* panel icons:

Icons	Description
In Process, 'Gear' Icon	Comes into view while the Job is being transferred to the output device.
Waiting Icon	Indicates that there is a suitability problem between the Job and the output device. Job transfer is delayed until this problem is solved.
Transferred, 'V' Green Icon	Indicates that the Job has been successfully transferred to the output device.
Alert, Red Icon	Indicates a transfer problem to the output device.
PDF Preview Icon	Opens *PDF* preview of the imposed Job.
Outsourced	Indicates that the Job has been outsourced to a partner Print Provider.

Moving a Job Back to the Approval Queue

In order to move a Job back to the *Approval* queue, carry out the following steps:

1. Click on the Job to be returned to the *Approval* queue; the *Back to Approval* button appears.
2. Click on *Back to Approval*; the Job is returned to the *Approval* queue.

Section II: Delivery

Figure 28: Delivery

Jobs that are approved for production are sent to the *Jobs for Delivery* queue of the *Delivery* window. The *Delivery* window options enable handling the Print Provider's *Delivery Desk*. From the *Delivery* window, the Print Provider prints the shipping labels and then approves the printed Jobs for shipping.

The *Delivery* window is composed of the following panels:

- **Jobs for Delivery** Displays Jobs that have been transferred to the output device. These Jobs have already been printed and are waiting to be delivered.
- **Batch Order** Shows all Jobs in the same order.
- **Shipped Jobs** Displays Jobs that have been shipped to the Print Buyer.

Jobs for Delivery Pane

The *Jobs for Delivery* pane displays Jobs being printed or already printed and are waiting to be delivered. The *Jobs for Delivery* pane is composed of *Jobs for Delivery* columns. Clicking on the *Column* headers enables the *Column Sorting* mechanism. The *Jobs for Delivery* pane also includes the *Jobs For Delivery Search Mechanism*.

The *Column Selection* link accesses the *Column Selection* dialog box, which contains numerous labeled checkboxes that reflect the various Job information columns in the *Jobs for Delivery* pane.

Column Selection

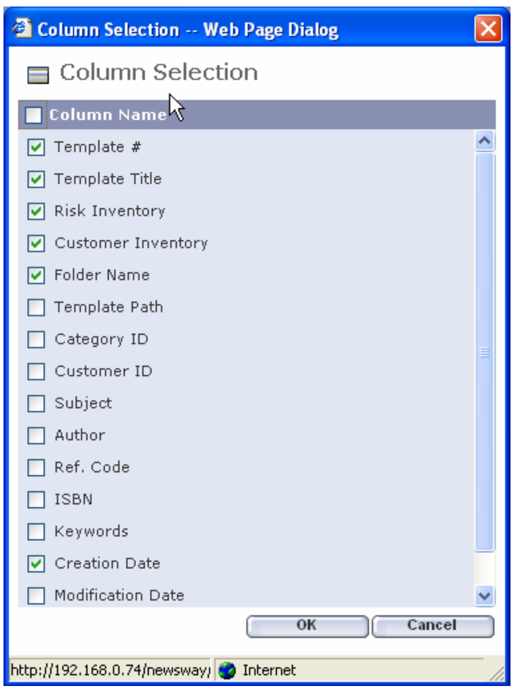


Figure 29: Column Selection

The *Column Selection* checkboxes enable the Print Provider to add or remove the viewable columns in the *Jobs for Delivery* pane.

Adding a Column to the Job Status Panel

In order to add a column to the *Jobs for Delivery* pane, carry out the following steps:

1 Click on the *Column Selection* link; the *Column Selection* dialog box appears (note that the number of checkmarked checkboxes corresponds to the number of columns that appear in the *Jobs for Delivery* pane.

2 Checkmark a checkbox; the matching column is added to the *Jobs for Delivery* pane.

Note: Adding too many columns can distort the view.

Deleting a Column from the Job Status Panel

In order to delete a column from the *Jobs for Delivery* pane, carry out the following steps:

1 Click on the *Column Selection* link; the *Column Selection* dialog box appears (note that the number of checkmarked checkboxes corresponds to the number of columns that appear in the *Jobs for Delivery* pane.

2 Uncheck the checkbox that reflects the target column; the target column is deleted from the *Jobs for Delivery* pane.

Search Mechanism

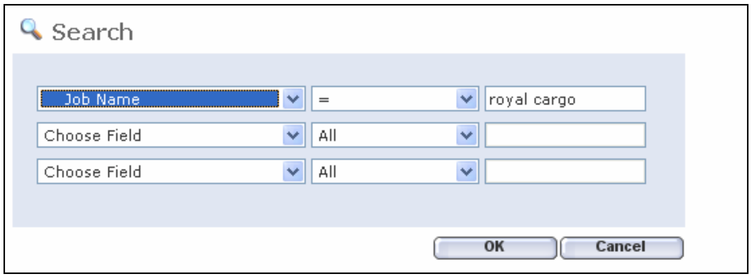


Figure 30: Search

Search enables a narrowed search scope by simultaneously running up to three search criteria.

To work with the *Search* option, carry out the following steps:

1 Click on the *Search* link; the *Search* dialog box appears.

2 In the *Status* dropdown menus, select one or more *Search* options.

3 Select a *Search* command for each selected *Search* option.

4 Enter the search criteria into the *Search for* box for each *Search* option.

5 Click on *OK*.

The search is carried out; all Jobs matching the various *Search* options are displayed in the *Jobs for Delivery* pane (For a more in-depth explanation on *Search* mechanisms, see *Search Options*,page 105).

Batch Order Panel

Batch Orders are groups of Jobs that have been sent by the Print Buyer for processing by the Print Provider. In the *Batch Order* panel, the Print Provider can deliver Jobs separately or in batches, track all Jobs that the Print Buyer has placed in one order and preview the Job status (*Printing, Shipped* or *Received*). Using the operation buttons, the Print Provider can label an order package using the *Label Selected Deliveries* and *Approve Selected Deliveries* buttons.

Note: To view the carrier tracking status of a Job, where a carrier is used, click on the *Tracking Number* link. To edit the shipping information and the shipping address of Jobs in the *Ready* status, click on the *Edit* link to access the *Delivery Information* dialog box. To view and calculate *Shipping* costs, click on the *Shipping Costs Calculator* link.

Delivery Information

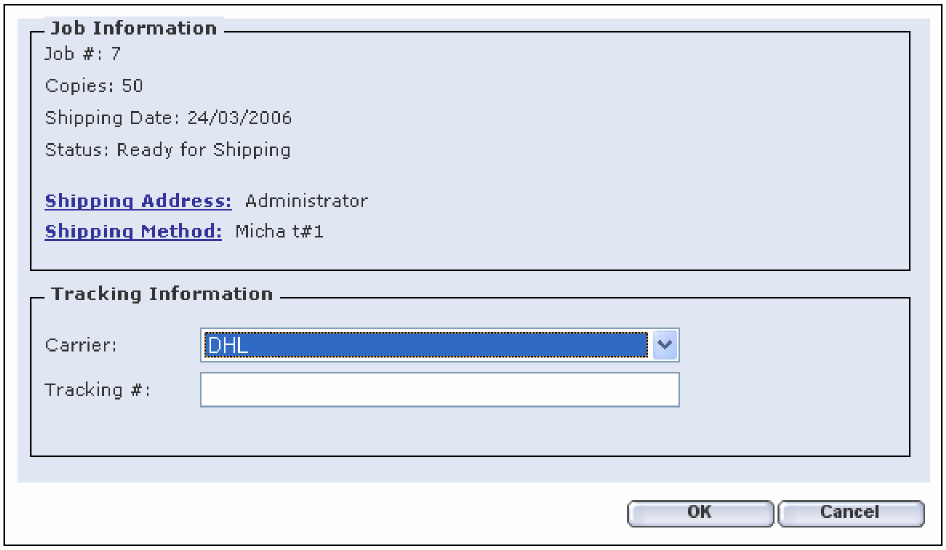


Figure 31: Delivery Information Dialog Box

To modify shipping information, enter the appropriate information into the field boxes. To modify the shipping address, click on the *Shipping Address* link and then enter the appropriate information into the *Edit Address* field boxes. Click on *OK* in both the *Edit Address* and the *Delivery Information* dialog boxes to save the changes.

Shipping Calculator

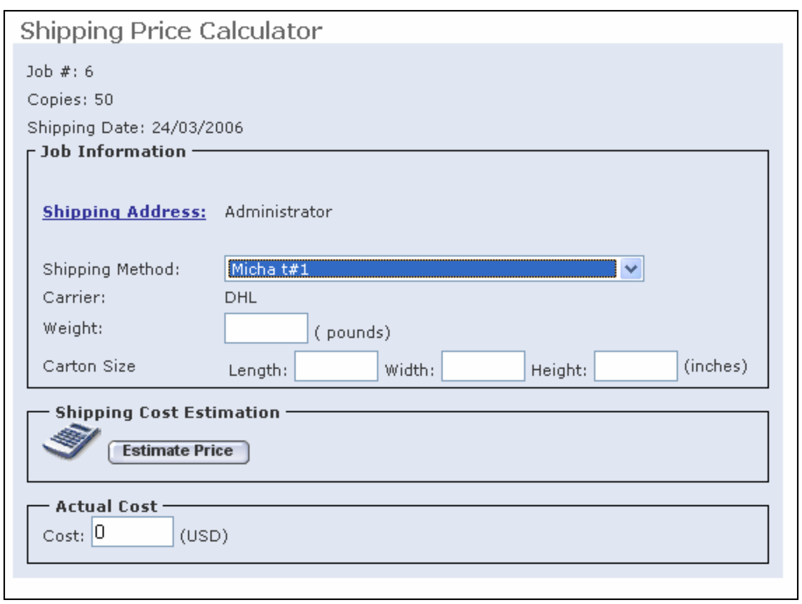


Figure 32: Shipping Calculator

The *Shipping Calculator* enables estimating a *Shipping* price based on the *Shipping Method*, as determined in *Settings/Shipping/Shipping Methods* and on the following criteria:

- Shipment Weight
- Carton Size

Estimating a Shipping Cost

To estimate a shipping cost, carry out the following steps:

1. Select a *Shipping Method*.
2. Enter the weight of the parcel to be shipped.
3. Enter the carton size (dimensions of the parcel).
4. Click on *Get Estimation*; the *Estimation Price* appears to the right of the *Get Estimation* button.
5. Where a precise *Shipping Cost* is available (i.e. price received from the *Carrier*), enter into the *Cost* field to be saved for future reference.

Delivering Jobs in Batches

In order to deliver Jobs in batches, carry out the following steps:

1. In the *Jobs for Delivery* panel, click on a Job; the Job appears in the *Batch Order* panel in the *Printing* status. (If there are other Jobs to be included in the batch order, select each Job by pressing on *Control* and then clicking on the Job).

Note: Only Jobs that were "approved" for printing in the *Production* window can be approved for delivery.

2. Click on *Approve Selected Deliveries*; the Job/Jobs are removed from the *Jobs for Delivery* panel and appear in the *Shipped Jobs* panel. The approved Jobs also appear in the *Shipping* window in the *Print Buyer* interface.

Labeling an Order Package

Figure 33: Label

In order to label an order package, carry out the following steps:

1. Ensure that the relevant checkboxes of Jobs in the *Batch* order are all selected.
2. Click on the *Label Selected Delivery* button; the *Label Word* or *HTML* document opens.
3. Verify that the *Label* address information is correct and then click on *Print*.

Note: For *Multiple-delivery* Jobs, when a *Word* document appears, the system will display each delivery page separately, accessed by scrolling down. When an *HTML* document appears, each page is accessed by clicking on the appropriate tab.

Shipped Deliveries Panel

The *Shipped Deliveries* panel enables the Print Provider to track both shipped and received Jobs and to inspect the status of other Jobs of the same order, which appear in the *Batch Order* panel. When a Job has been shipped by a recognized carrier, the user can click on the *Tracking Number* link in order access the carrier's *Tracking Page* and then view the carrier's shipping status of the Job.

Note: In the Print Buyer interface, when the Print Buyer clicks on the *Received* button (in order to transfer the Job to the *Received* queue) the Job status inside the batch order panel changes automatically.

The *Shipped Deliveries* panel is composed of the following elements:

- **Shipped in the last Dropdown Box** Enables limiting the list of shipped deliveries to those in the last month, week or day.
- **Back To Approval Button** Returns the selected Job back to the *Approval* queue.
- **View Label Button** Enables displaying the Job label for verification and printing.

Chapter Four: Customers

Customers

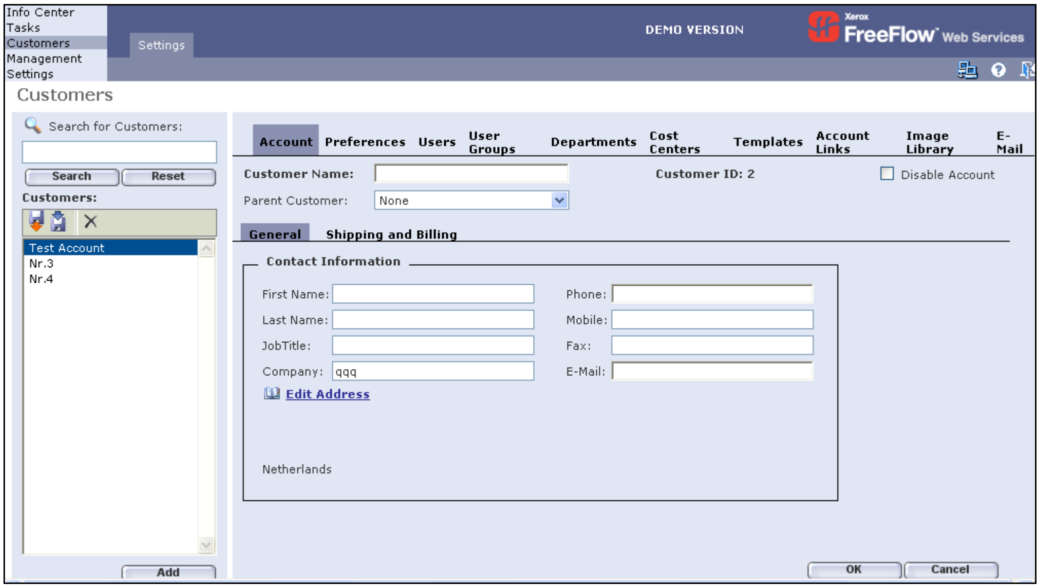


Figure 34: Customers

The *Customers* window contains a series of panels that incorporate all of the data that is relevant to each Print Buyer in the Print Provider *Xerox FreeFlow Web Services* system.

The *Customers* window is composed of the following elements:

- **Customer Pane** Comprehensive list of all Print Provider customers, sorted alphabetically, together with a *Customer Search* engine
- **Customer Panels** Designed for entering all customer information
- **OK Button** Saves the settings that have been entered into the *Customer Information* panel (Note that any changes to the *Customer* will be completed only after clicking on the *OK* button and after the *Confirmation* dialog box has appeared)

Customer Pane

The *Customer* pane contains the following elements:

- **Customer Search Engine** Mechanism for searching out customers through entire or partial names. The search results replace the comprehensive *Customer* list
- **Search Button** Activates the search mechanism, after a name or partial name has been entered into the search field box
- **Reset Button** After carrying out a search, *Reset* restores the entire *Customer* list
- **Customer Pane Toolbar**
- **Customer List** Complete list of all Print Buyer-customers as a default; the list focuses on the individual Print Buyer or narrower lists, when using the search engine
- **Add Button** Adds a customer to the customer list and all customer information is entered into the *Customer* panel

The *Customer* pane contains a comprehensive and unlimited list of all the Print Buyers that are associated with the Print Provider. Clicking on a customer name accesses a series of *Customer* panels, where the Print Provider enters all relevant data concerning the specific Print Buyer.

To add a new Print Buyer to the *Customer* list, carry out the following steps:

1. In the *Customer* pane, click on *Add*; *New Customer #* appears in the *Customer* list. The *General* panel appears as a default and is devoid of data.
2. In the *General* panel, enter all relevant data.
3. Click on the tabs at the top of the *Customer* panels, to access the other panels.
4. Enter the relevant data into all of the other panels.
5. Click on *OK*.

To remove a Print Buyer from the *Customer* list, carry out the following steps:

1. Click on the target Print Buyer in the *Customer* list.
2. Click on the *Delete* button in the *Toolbar*; the *Delete Customer* dialog box appears.
3. Click on *Yes*; the target Print Buyer information is removed.

Customer Search Engine

The *Customer Search Engine* aids the Print Provider in quickly accessing a specific Print Buyer or group of Print Buyers. To work with the *Customer Search Engine*, carry out the following steps:

1. In the field box titled: *Search for Customers*, enter a partial or complete target name.
2. Click on *Search*; the name(s) appear in the *Customer* list.
3. To restore the complete *Customer* list, click on *Reset*.

Customer Toolbar

The *Customer* toolbar contains the following elements:

Import Customers — Enables importing a *CSV* file (Comma Separated Values) containing lists of customers.

Export Customer — Enables exporting the *Customer* list to a target folder. The export is through a *CSV* (Comma Separated Value) file.

Delete Customers — Enables deleting a target customer.

Import Customers

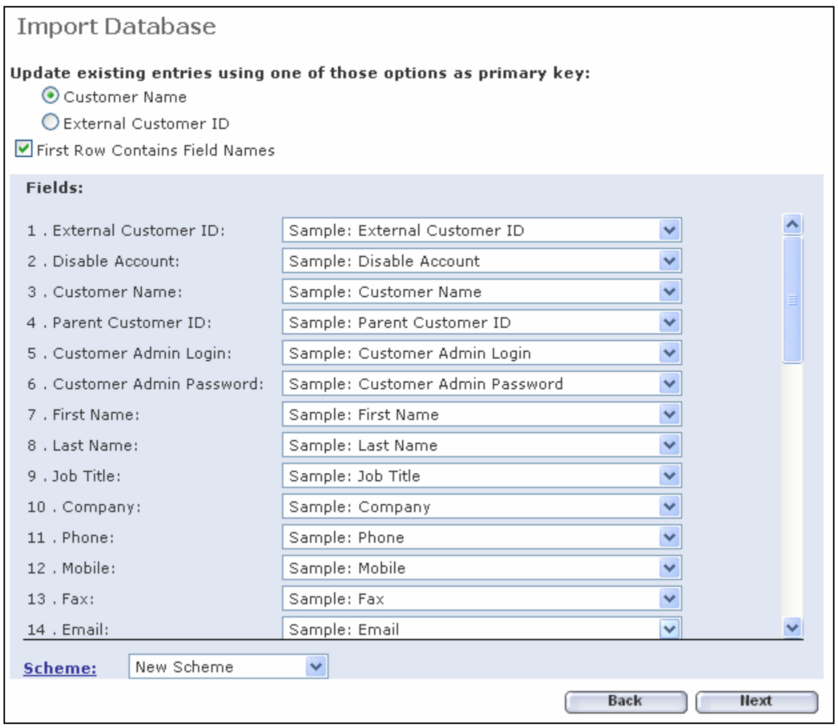


Figure 35: Import Customers

When importing files containing lists of customers, the *Import Database* dialog box is accessed. *Import Database* allows the Print Provider to store the files according to the following two criteria:

- Customer Name
- External Customer ID

The purpose of using different file identification criterion is to prevent file loss when two or more files coincidently bear the same name. Assuming that the External Customer ID is unique, the possibility of one file replacing another file is substantially reduced.

Note: The *External Customer ID* can be supplied as one of the *Customer* fields.

Customer Panels

Customer Panels is composed of nine sub-panels, accessed by clicking on the associated tabs found at the top of the panel. Below is a description of the *Customer* panels:

- **Account** For entering all information concerning the Print Buyer organization.
- **Preferences** For determining the preferred utilities, pricing and payment methods and the look and feel of the interface.
- **Users** For entering all information concerning the *Users* within the Print Buyer organization.
- **User Groups** Enables creating both user groups as well as groups of users within the Print Buyer organization.
- **Departments** For entering all information concerning the various departments within the Print Buyer organization.
- **Cost Centers** For entering all information concerning the various cost centers within the Print Buyer organization, together with the cost center code names.
- **Templates** Library of templates from where Print Buyers can create and order new Jobs. The templates have either been created by the Print Provider or by Print Buyers with the specific template-creating *Privilege*.
- **Account Links** Contains all of the necessary order information to enable the Print Provider to create an *Order* report that can be used for invoicing. The *Order* report can also be transferred to any Print Provider accounting system, using the *Data Export* module.
- **Image Library** Enables uploading and sorting images into one centralized location and enables downloading images from the *Image Library* to a target folder.
- **E-Mail** Enables directing order confirmation, Job price change, and Job shipped *e-Mail* notification, to the Print Buyer.

Section I: Account Panel

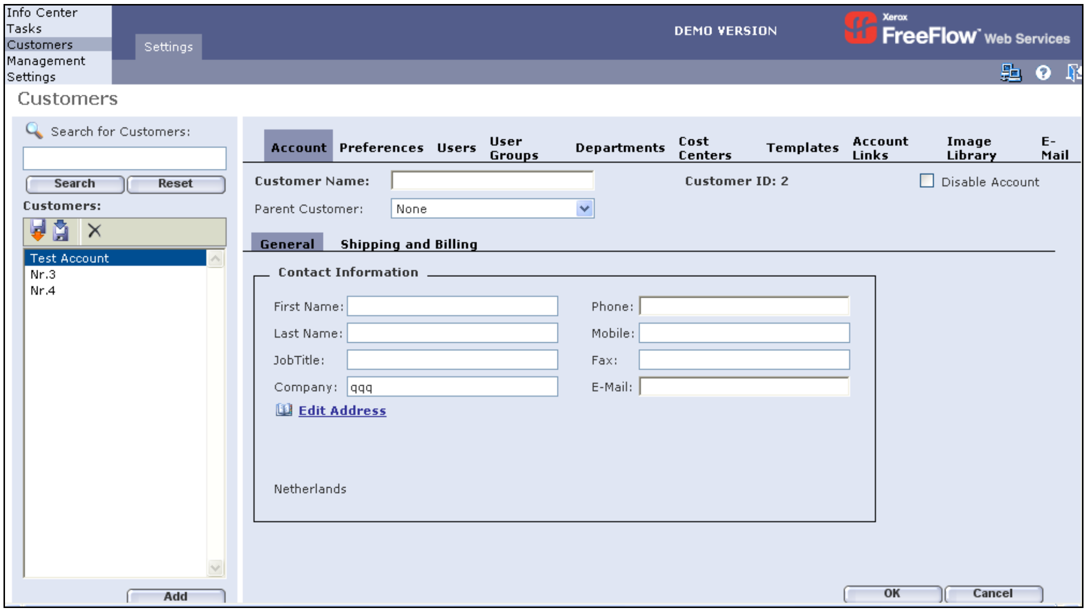


Figure 36: Account Panel

The *Account* panel displays the specific information regarding the lead contact or *Account Administrator*.

The *Information* fields in the *Account* panel are composed of the following elements:

Identity Elements

- **Customer Name** Name of the Print Buyer organization
- **Customer ID** Customer ID, as provided by the system
- **Disable Account** Allows the Print Provider to disable the specific customer account. When the checkbox is checkmarked, the customer account is on standby and all *Users* of the specific customer are restricted from having access to the *Xerox FreeFlow Web Services* system
- **Parent Customer** Enables entering customers into *"Parent/child"* relationships with other Print Buyer accounts who are commercially united. With the *Parent Customer* option, the "Parent" customer possesses a library of templates and images, which the "Child" can access in its entirety. For more information on the *Parent Customer* feature, see *Parent Customer*, page 266.

Customer Administrator Elements

Customer Administrator Elements has been divided into the following two views:

- General
- Shipping and Billing

General

The *General* view enables entering the following *Account Administrator* contact information into the system:

- The *Administrator's* first and last names and Job title
- The *Administrator's* phone, mobile phone and fax numbers and *e-Mail* address
- The *Administrator's* contact address

Contact Address

To enter a contact address, carry out the following steps:

1 Click on the *Edit Address* link; the *Edit Address* dialog box appears.

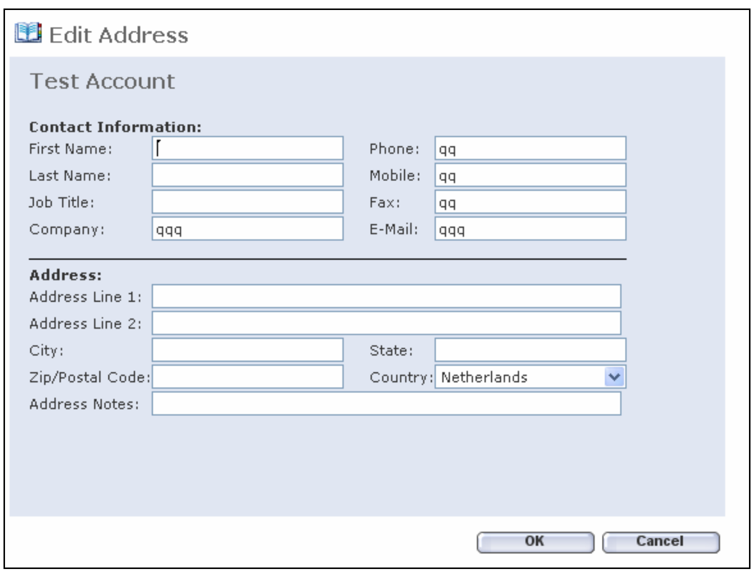


Figure 37: Edit Address

2 Enter all appropriate contact and address information and then click on *OK*; the address information appears in the *General* view panel.

Note: Information entered into the *Edit Address* dialog box is automatically entered into the *Address Book* when clicking on *OK*. For more information, see *Address Book*, page 71.

Shipping and Billing

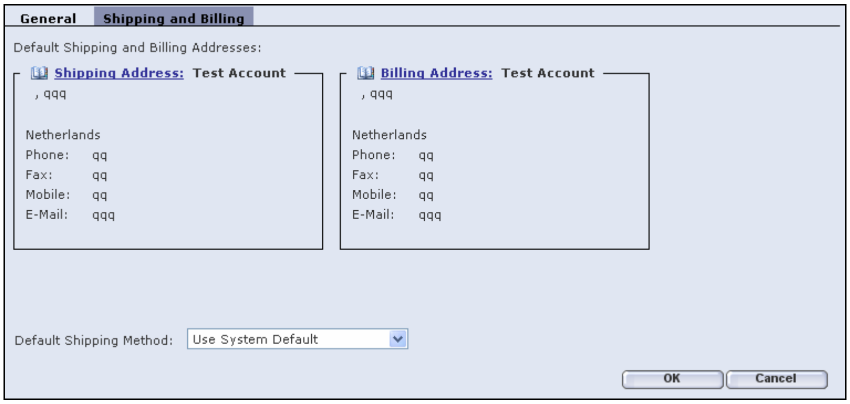


Figure 38: Shipping and Billing View

By default, the *Administrator* contact address and details appears in both the *Shipping* and *Billing* panes. To modify the addresses, carry out the following steps:

1 Click on an *Address* link; the *Address Book* appears.

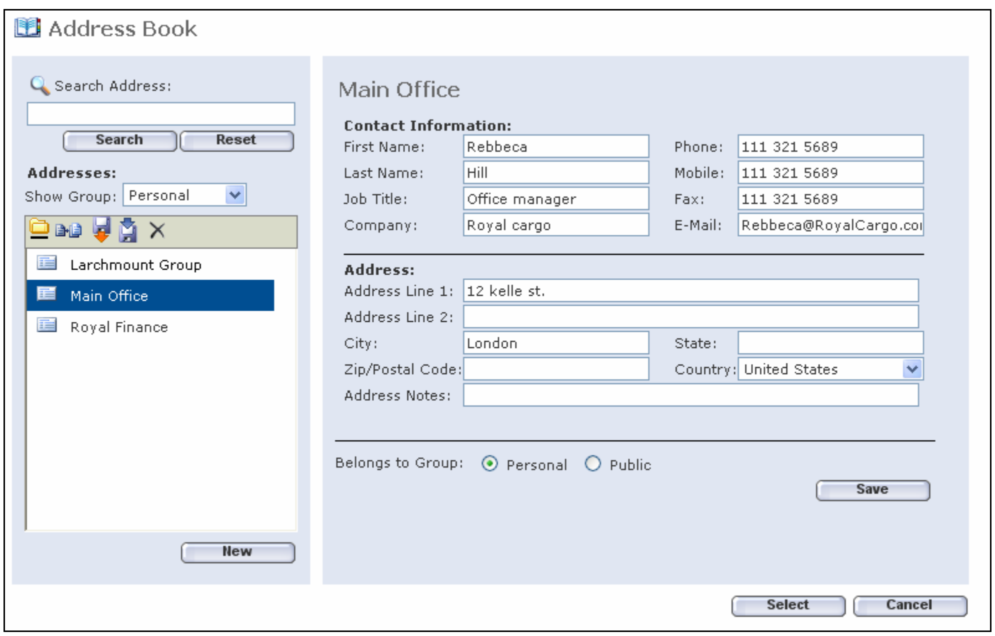


Figure 39: Address Book

2 Select a target address in the *Address* pane and click on *Select*; the new address appears in the *Shipping* or *Billing* pane (see *Address Book*, page 71).

Default Shipping Method

The Default Shipping Method dropdown box enables the Print Provider to alter the default Shipping Method as was determined in Settings/Shipping/Shipping Methods.

Section II: Preferences Panel

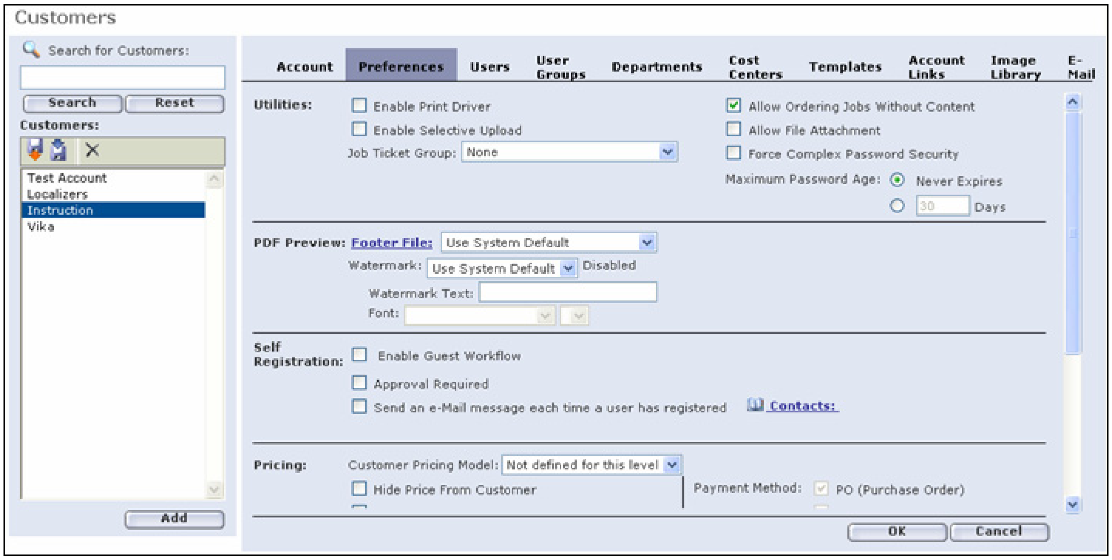


Figure 40: Preferences Panel

The *Information* fields in the *Preferences* panel are composed of the following elements:

- Utilities
- Pricing
- GUI
- Branding

Utilities

- **Enable Print Driver** Allows the Print Provider to provide the *Print Driver* feature to specific Print Buyers
- **Enable Selective Upload** Allows the Print Provider to provide the *Selective Upload* feature to specific Print Buyers
- **PDF Preview Footer** Enables the Print Provider to add footer images to the low-res *PDF* previews for the Print Buyer preview.
- **Job Type Group** Group of selected Job types (see *Job Type Groups*, page 148).
- **Enable Guest Workflow** Enables new and or occasional Print Buyers to work with the system, as an incentive, without having to commit themselves. When checkmarked, the *Guest Access Path* appears. Using the code that appears, the *Guest* user can access the system and work through the *Guest* workflow.
- **Allow Ordering Jobs Without Content** Enables the Print Provider to allow Print Buyers to order Jobs that have no file content
- **Allow File Attachment** Enables the Print Provider to allow Print Buyers to attach one or more files to the Job.

- **Force Complex Password Security** When checkmarked, the user must follow a more rigid standard for password security.
- **Maximum Password Age** Enables the Print Provider to determine how often (if ever) the Print Buyer must change his/her password.

Working with PDF Preview Footers

PDF Preview Footers are selected from the *PDF Preview Footers* dropdown box. To enter new footer images into the dropdown box, carry out the following steps:

1. Click on the *Upload l*ink; the *Image Folder* dialog box appears.
2. To upload an image into the *Image Folder*, follow the *Image Folder* instructions.
3. To enter an *Image Folder* image into the *PDF Preview Footer* dropdown box, select the target image and click on *Select Image*.

Pricing Elements

- **Customer Pricing Model** – Enables the *Pricing Model* per customer (for an in-depth review of pricing, see the *Generic Pricing Mechanism,* page 257).
- **Hide Price from Customer** – Allows the Print Provider to refrain from providing prices to the specific Print Buyer. This is an account preference and therefore applies to all Print Buyers in the account.
- **Disable Requested Date** – Allows the Print Provider deny the Print Buyer the ability to request dates. This is an account preference and therefore applies to all Print Buyers in the account
- **Allow Ordering Unpriced Jobs** – Enables the Print Buyer to order Jobs that have not been priced. This is an account preference and therefore applies to all Print Buyers in the account
- **Hide Shipping Price** – Allows the Print Provider to refrain from providing shipping prices to the specific Print Buyer. This is an account preference and therefore applies to all Print Buyers in the account
- **Discount** – A permanent discount that is provided for this customer. This discount applies to all of the customer's *Users* and to all pricing modules
- **Customer Tax Rate** – A special tax rate for each Print Buyer. This rate overrides the default tax rate that was set in the *Pricing Tax* field box (see: *Pricing Window*, page 177)

Note: When the *Special Tax Rate* field is left empty, the system uses the default tax rate to calculate the total order price.

- **Customer Tax Name** – Name given to the specific *Customer Tax Rate*
- **Payment Method** – Allows the Print Buyer to determine, from a variety of the payment method(s), the payment method(s) most suited to the Print Buyer. Presently, the Print Buyer can choose from the following methods:
  - Purchase Order
  - Credit Card
  - Electronic Direct Debit

Note: *Payment Method* is available only upon installation of the *Data Export* module.

Customer Pricing Model

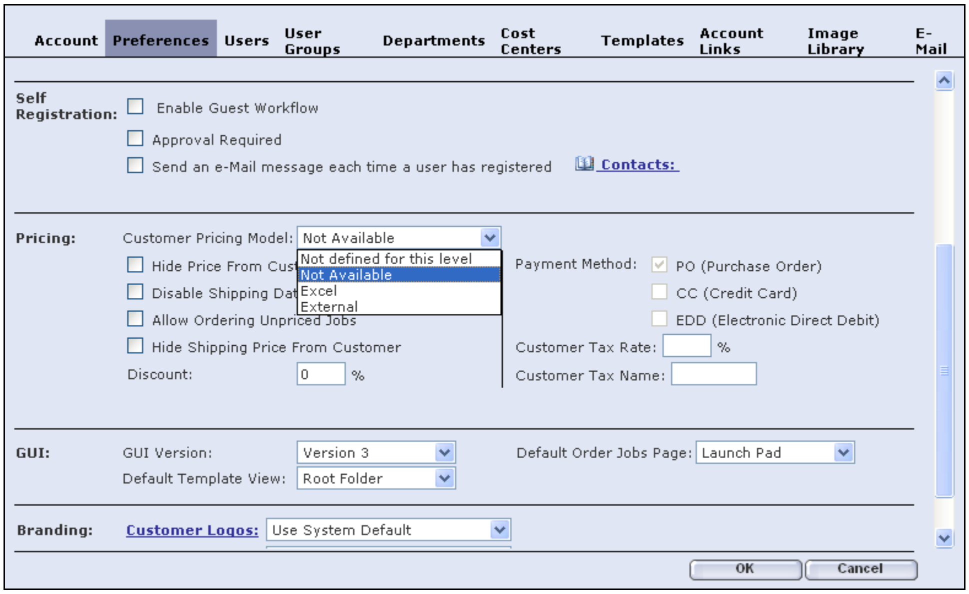


Figure 41: Customer Pricing Model

The *Customer Pricing Model* dropdown box provides the *Customer* Print Buyer with the following pricing option:

- **Not Defined for this level** – Signifies not to activate this *Pricing Model* but to scan the next *Pricing Model* in the hierarchy for activation (for an in-depth review of pricing, see *Generic Pricing Mechanism*, page 257)
- **Not Available** – Activates the *Pricing Model* but does not allow a price to be computed. *Not Available* results in the *Customer* Print Buyer receiving a *Price N/A* notice
- **Excel** – Activates the *Pricing Model* and accesses *Excel*-based pricing data
- **External** – Activates the *Pricing Model* and transfers Job data to an exterior *MIS* system (available upon *External Systems* activation; see *Section VII: External Systems*, page 249)

Excel Pricing

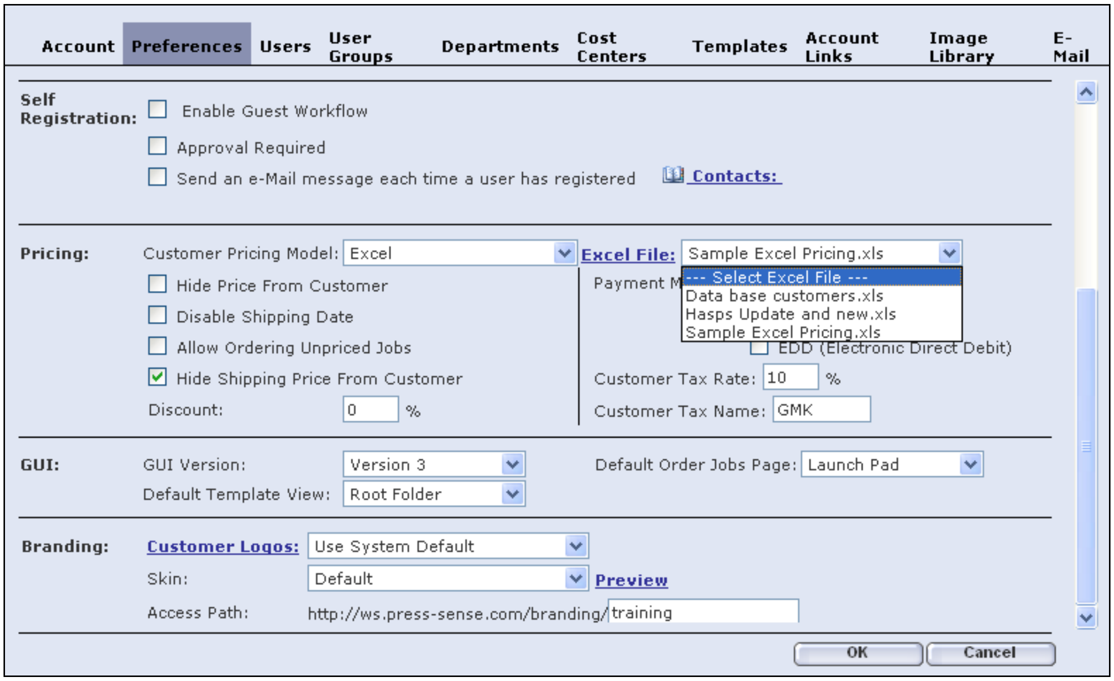


Figure 42: Excel Pricing

To price using *Excel*, carry out the following steps:

1 In the *Customer Pricing Model* dropdown box, select *Excel*; the *Excel File* link and dropdown box appear.

2 Click on *Excel File*; the *Pricing Excel Files* dialog box appears.

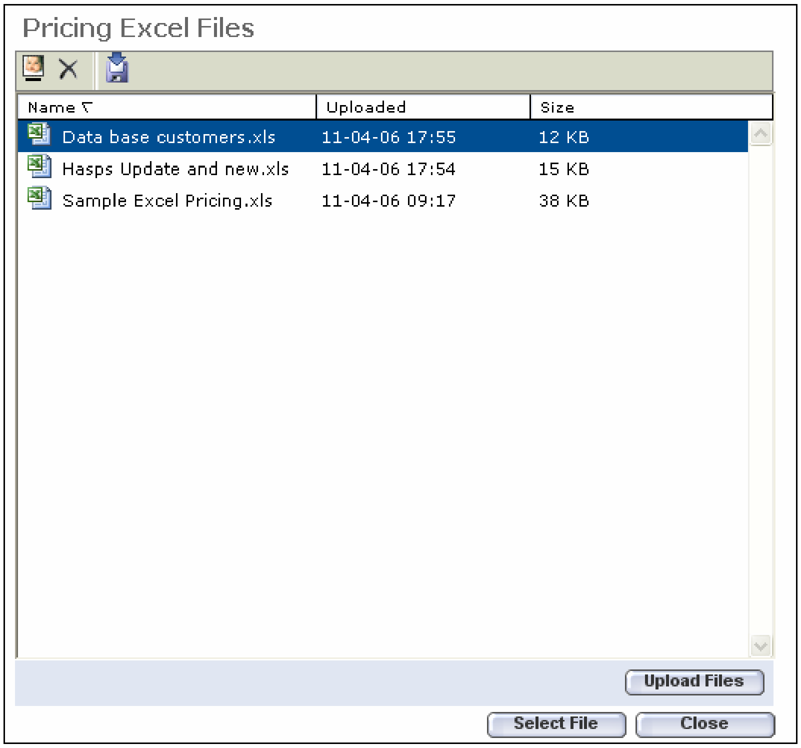


Figure 43: Pricing Excel Files

3 Select a target *Excel* file and then click on the *Download* button.

4 Save the *Excel* file to the disk.

5 Open the file in *Excel*.

6 Select the *Calculation* tab.

	A	B	C	D	E	F	G
1	Fields Exported From iWay	Data Exported from iWay	Fields Imported to iWay	Data Imported to iWay	Fields that well aid in calculating the price	The Field data that will aid in calculating the price	
2	These are the Fields that you receive from iWay	This is the Data that you receive from iWay	These are the Fields that you send to iWay	This is the data that you send to iWay	Column for personally adding data that will aid in calculating the price	Column for personally adding data that will aid in calculating the price	
3	Do not change these fields	Do not change these fields	Do not change these fields	Add the formulas that you want to use	You can add any fields that you want	You can add any formula	
4	JobID	5019	Cost	4110			
5	JobName	GM Mailer	Price	4110	Cost Unit	10	
6	JobStatusID	2	AdjustedPrice	5165	Base Cost	5	
7	JobStatusName	ready to order	CustomerPrice	100	Markup	150%	
8	RefCode	0	DiscountRate	0.5			
9	CustomerRefCode	0	Discount	0.5	Output Device	Test_Device	
10	JobTypeID	Post Card	UrgencyRate	20%			
11	JobTypeName	Post Card	UrgencyPrice	20			
12	JobSubtypeID	custom	TaxRate	10%			
13	JobSubtypeName	Custom	Tax	10%			
14	Copies	4100	TotalNoTax	120			
15	FlatCount	2	Total	4230			
16	FlatWidth	8.5	PressSheetSize	5.5x8.5			
17	FlatHeight	5.5	OutputDeviceID	Test_Device			
18	FlatSize	5.5x8.5					
19	FlatOrientation	landscape					
20	FlatSides	TwoSidedHeadToHead					
21	PageCount	2					
22	PageWidth	8.5					
23	PageHeight	5.5					
24	PaperCategory	Coated					
25	PaperTexture	Gloss					

Figure 44: Excel File

7 Enter your formulas in the purple colored cells.

8 Save the *Excel* with a new name, upload and select in the *Customer Pricing*.

Payment Method

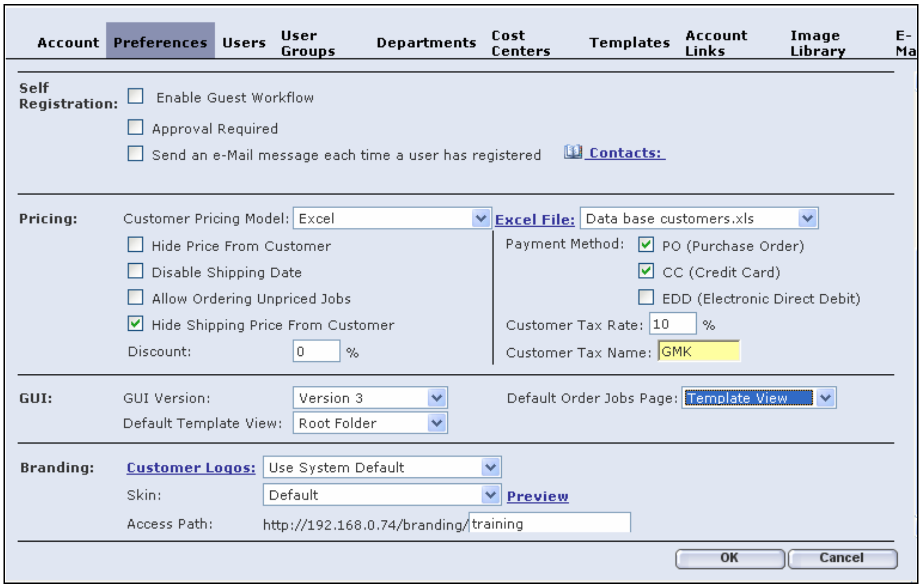


Figure 45: Payment Method

Note the following:

- *Purchase Order* will be displayed when it is a preference selection for the account
- *Credit Card* and *EDD* will be displayed when an online payment service has been selected (see *Section VII:* External Systems, page 249).
- When *Online Payment* has been enabled, the Print Provider can checkmark all of the options or any combination of two or more options. However, at least one option must be checkmarked.
- According to the options that that are checkmarked, *Payment Method* options will be added to the *Order Confirmation* window.
- *Payment Method* options, that have been checkmarked, will appear in the *Order Confirmation* page. A final *Payment Method* selection is carried out by clicking on the method radio button. Placing a Job by clicking on *Purchase Order* will lead to the regular workflow. Placing a Job by clicking on *Credit Card* or *EDD* will lead to the *Credit Card* and *EDD* workflows.

GUI

GUI contains the following dropdown boxes:

- GUI Version
- Default Template View
- Default Order Jobs Page

GUI Version

GUI Version enables the Print Provider to provide the customer with the latest *GUI* look and feel or any previous *GUI* look and feel.

Default Template View

Default Template View dropdown box provides the following three options:

- **Root Folder** Enables selecting the top folder in the *Template Library* as the folder that the Print Buyer user accesses when initiating a Job from the *Template Library*.
- **Specific Folder** Enables selecting a specific folder in the *Template Library* as the folder that the Print Buyer user accesses when initiating a Job from the *Template Library*.
- **Catalog** Enables selecting a specific catalog in the *Template Library* as the catalog that the Print Buyer user accesses when initiating a Job from the *Template Library*.

Default Order Jobs Page

The *Default Order Jobs Page* enables determining which of the following *Order Jobs* view appears when the Print Buyer user enters the system:

- **Launch Pad** – *Order Jobs* view that provides the user with two intuitive wizards for creating Jobs.
- **Template View** – *Order Jobs* view that provides the user only with templates for creating Jobs.

Branding

Branding contains the following field and dropdown boxes:

- Customer Logos
- Skin
- Access Path

Customer Logos

Customer Logos enables the Print Provider to add a unique Print Buyer logo to the top left corner of the Print Buyer page.

Working with Customer Logos

Customer Logos are selected from the *Customer Logos* dropdown box. To enter new *Customer Logos* images into the dropdown box, carry out the following steps:

1 Click on the *Customer Logo* link; the *Image Folder* dialog box appears.

2 To upload an image into the *Image Folder*, follow the *Image Folder* instructions.

3 To enter an *Image Folder* image into the *Customer Logo* dropdown box, select the target image and click on *Select Image.*

Skin

When the *Branding* option has been enabled, *Skin* enables the Print Provider to provide a personalized skin to the Print Buyer application.

Note: The Preview link enables previewing the skins featured in the dropdown box.

Access Path

Access Path provides the Print Buyer with the path necessary for downloading the personalized skin into the Print Buyer system.

Section III: Users Panel

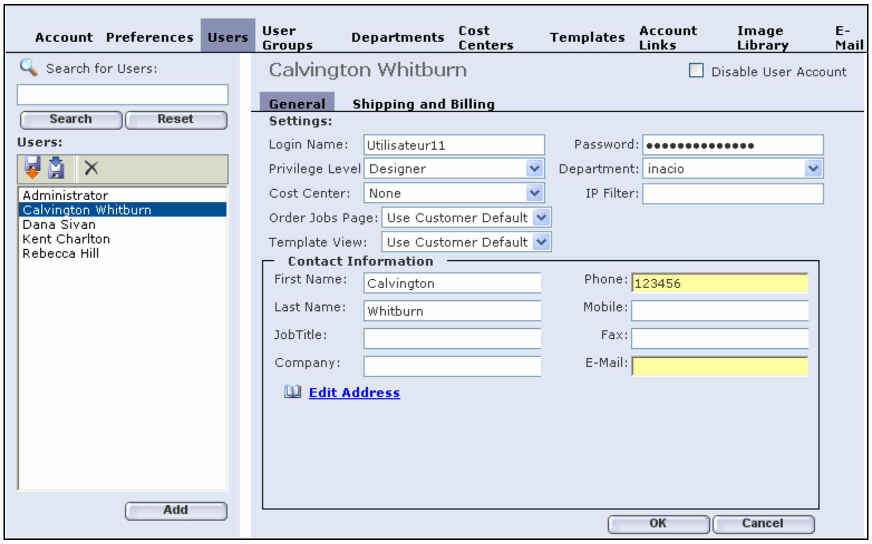


Figure 46: Users Panel

The *Users* panel enables the Print Provider to view and modify all information concerning *User*s in each Print Buyer organization.

The *Users* panel has been divided into the following two views:

- General
- Shipping and Billing

General

The *Users General* panel has been divided into the following panes:

- Users List
- User Search Engine
- Settings
- Contact Information

Users List Pane

The *Users List* contains a comprehensive and unlimited list of all the *Users* that are associated with the specific Print Buyer. Clicking on a *User* name accesses a series of *User* information boxes, where the Print Provider enters all relevant data. The *Users List* pane also contains the *Users List* toolbar, which enables uploading files containing user names and the associated user information, downloading the existing *Users List* to another folder and removing a target user from the list.

To add a new *User* to the *User List*, carry out the following steps:

1 In the *Users List*, click on *Add*; *New User* appears in the *Users List*. The *Information Fields* appear without data.

2 In the *Information Fields*, enter all relevant data.

3 Click on the *Address* link to enter the *Address* details.

4 Click on *OK*.

User Search Engine

The *User Search Engine* aids the Print Provider in quickly accessing a specific *User* or group of *Users*. To work with the *User Search Engine*, carry out the following steps:

1 In the field box titled: *Search for Users*, enter a partial or complete target name.

2 Click on *Search*; the name(s) appear in the *Users List*.

3 To restore the complete *Users List*, click on *Reset*.

Settings

The *Users* panel is composed of the following *User Information* fields:

- **Login Name** – A login name that the *Users* must enter into the *Login* field on the *Home Page* in order to access the system
- **Password** – *User*'s password, displayed in asterisks (***) instead of the typed characters. The *Users* uses this password to access the system from the *Home Page*
- **Privilege Level** – A dropdown menu, where the Print Provider provides the with *Users* with *Administer, Supervisor, Design, User*, or *Super User* privileges (see *System Users Privileges*, page 7)
- **Department** – The department that the *User* is associated with. All of the organization's departments appear in the dropdown menu
- **Cost Center** – The cost center that the *User* is associated with. All of the organization's cost centers appear in the dropdown menu
- **IP Filter** – The *Internet Protocol* that regulates computer *Internet* connections. The *IP Filter* allows access to the system only from a computer with the specified *IP*
- **User Catalog** – Dropdown box that provides a selection of *Template* catalogs produced by the Print Buyer. Selecting a catalog limits the specific *User* to viewing the specific *Catalog* page. Some of the *Templates* cannot be altered without Print Buyer Administrator permission

Contact Information

Contact Information enables entering the following *Users* information and displays the *Edit Address* link and address details:

- First Name
- Last Name
- Job Title
- Company
- Phone
- Mobile Phone
- Fax
- e-Mail Address

Edit Address

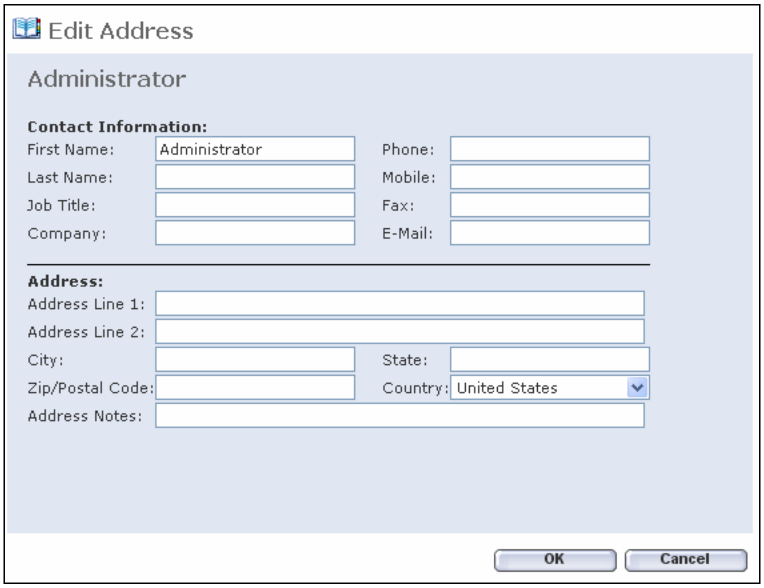


Figure 47: Edit Address

The *Edit Address* link accesses the *Edit Address* dialog box, which enables placing all of the *User Contact* details into the *Address Book*.

Shipping and Billing

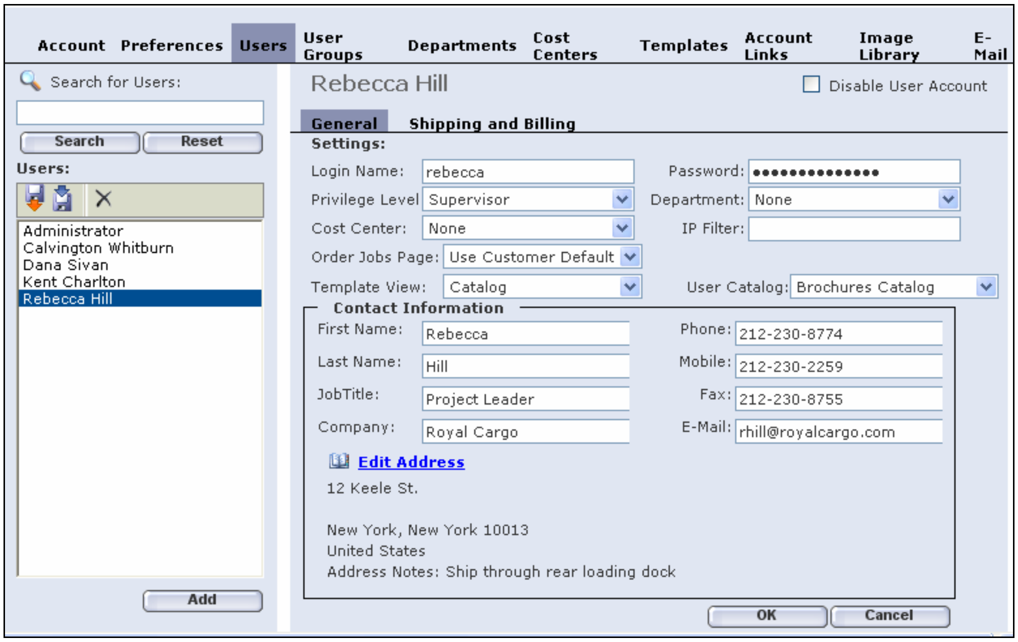


Figure 48: Shipping and Billing

Shipping and Billing provides a convenient means of entering the shipping and billing addresses by accessing address data that has been placed in the *Address Book*.

Address Book

Address Book facilitates the creation and maintenance of various lists of contacts and accompanying contact information. *Address Book* is accessible throughout the system, through the various workflows, both for entering additional contacts and for working with the information.

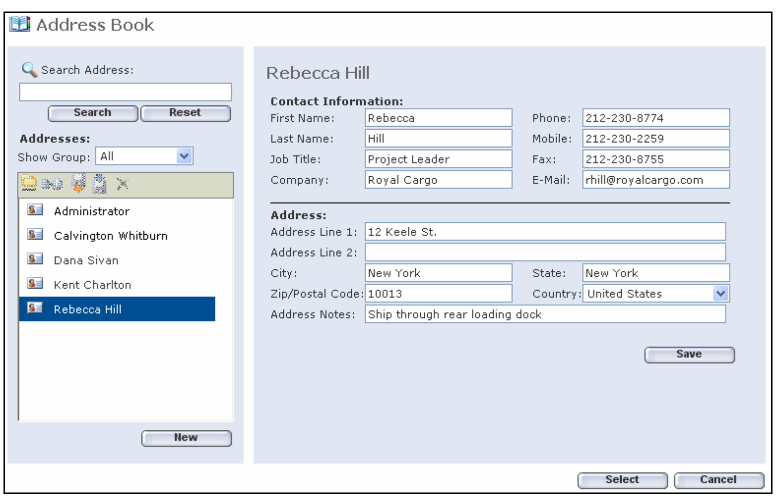


Figure 49: Administration – Address Book

Address Book is composed of the following elements:

- Search Mechanism
- Contact Pane
- Contact Information Panel
- Belongs to Group

Note: The *Belongs to Group* feature appears only in the *Administrator* view and allows the *Administrator* to move addresses from the *Personal* group to the *Public* group or vice-versa.

Search Mechanism

The *Search Engine* enables quickly accessing a specific contact or group of contacts.

The *Search Engine* is composed of the following elements.

- **Search string** – Enables entering a complete or partial *Contact* name to be searched.
- **Search** – Begins the search.
- **Reset** – Resets the search and displays the entire *User* list.

Contacts Pane

The *Contacts Pane* provides access to several lists of contacts that are associated with the specific Print Buyer and/or user.

The *Contacts* pane is composed of the following elements:

- Group
- Contacts Toolbar
- Contact Names – List of all the *Contacts*.
- Delete – Enables deleting the selected *Contact*.
- Add – Enables adding a new *Contact*.
- Icons

System User		*System User* within the customer's organization. The *System User* is set in the *Users/General* window
Public User		Addresses of customer contacts available to all *System Users*
Personal User		Addresses of customer contacts available only to the specific *User*

Group

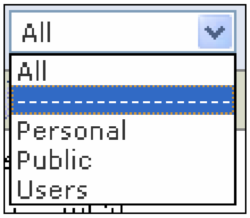


Figure 50: Groups

Group provides a dropdown box that enables the user to classify the contacts into the following categories:

- **Personal** – Allows users to manage and view their own private group of contacts.
- **Public** – Administrator-managed group of contacts that can be viewed by all users.
- **Users** – All Print Buyer users are entered into the *Address Book* from the *Customers/Settings/Users* panel.

Note: The *All* option enables simultaneously viewing all of the groups.

Contacts Toolbar

The *Contacts Toolbar* contains the following elements:

Rename Address		Enables renaming the target address.
Duplicate Address		Enables duplicating the target address.
Import Addresses		Enables importing a file containing a list of addresses.
Export Addresses		Enables creating and exporting a file containing the list of addresses.
Delete Addresses		Enables deleting a target contact.

Contact Information

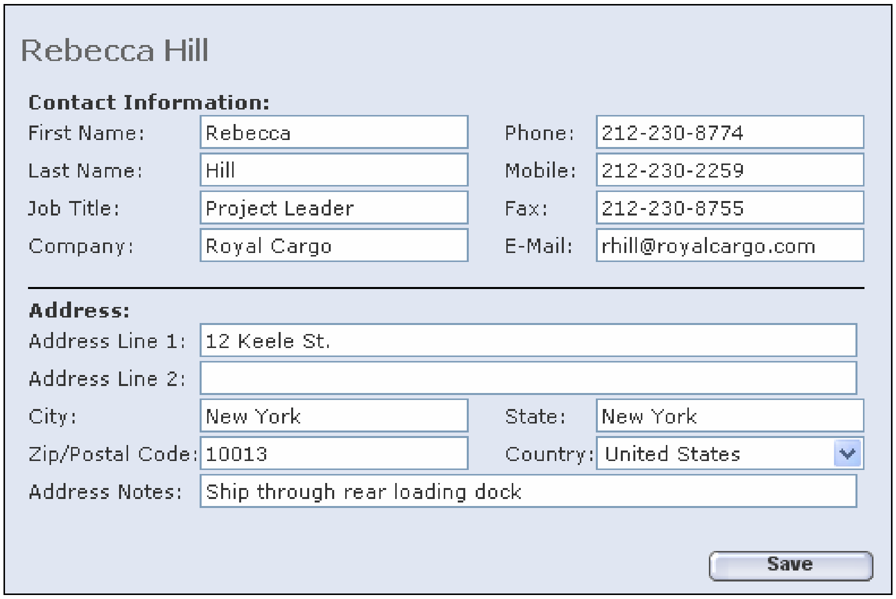


Figure 51: Address Book Contact Information

Contact Information is composed of the following elements:

- **Contact Information** – Enables entering the appropriate contact details
- **Address** – Enables entering the appropriate address details
- **Belongs to Group** – Enables changing the contact's status to either *Public* or *Personal*

Section IV: Departments Panel

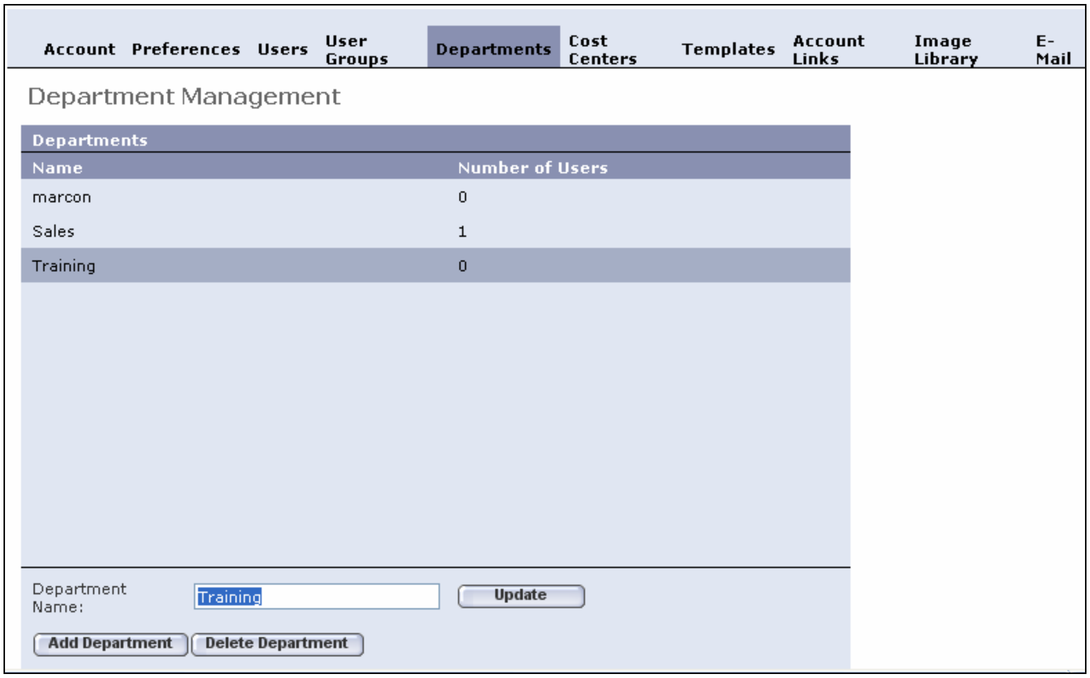


Figure 52: Departments Panel

The *Departments* panel contains a list of departments in each Print Buyer organization and the number of *Users* in each department. The Print Provider can manually add or delete departments from the list.

Note: Departments are intended for the Print Buyer's internal use and have no consequence in regard to the Print Provider.

The *Department* panel is composed of the following elements:

- **Name List** – Names of the various departments
- **Number of Users List** – Number of *Users* in each department
- **Update Data Box** – For entering or modifying the name of the target department
- **Add Department Button** – Allows entering a new department into the *Name* list
- **Update Button** – Enables the Print Provider to enter the correct name of a newly entered department
- **Delete Department Button** – Allows removing a target department from the *Name* list

Adding a Department

In order to add a department to the *Department* list, carry out the following steps:

1 Click on *Add Department*; *New Department* appears in the *Update* data box.

2 Enter a relevant name and click on *Update*; the new name appears in the *Department* list.

Deleting a Department

In order to delete a department from the *Department* list, carry out the following steps:

1 Click on the target *Department*.

2 Click on *Delete Department*; the department is deleted from the list.

Section V: Cost Centers Panel

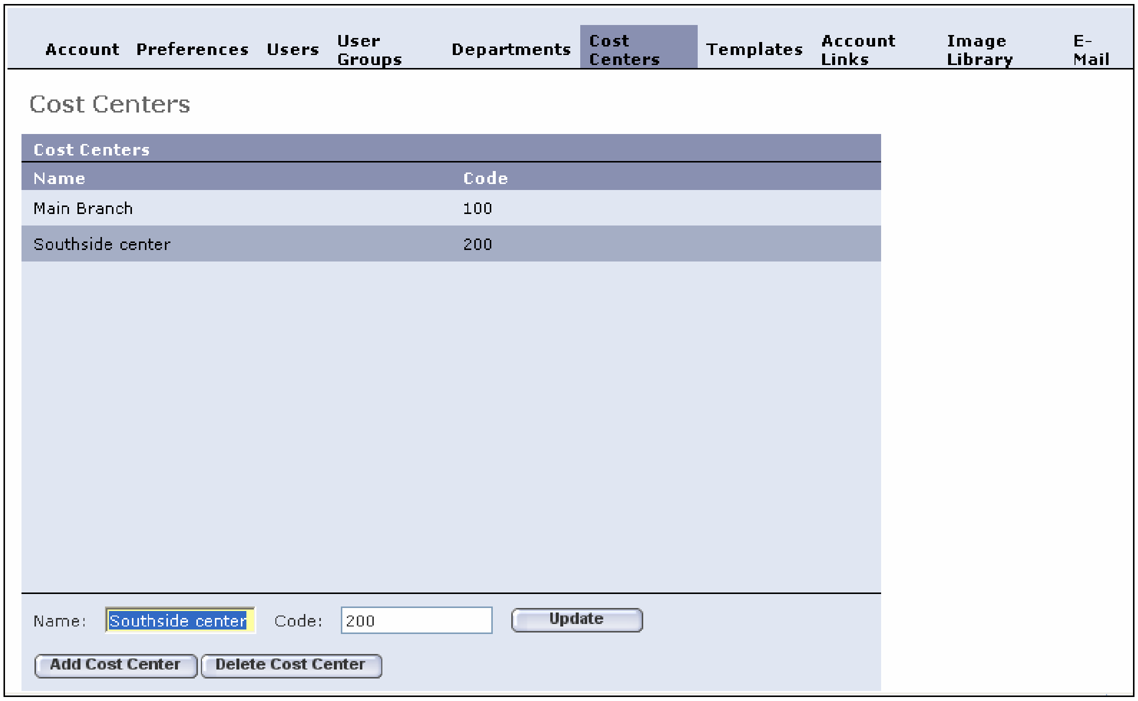


Figure 53: Cost Centers Panel

The *Cost Center* panel contains a list of the cost centers in each Print Buyer organization and includes the code number for each cost center. The Print Provider can manually add or delete cost centers from the list as well as change the code number listed for each cost center.

Note: *Cost Centers* are intended for the Print Buyer's internal use and have no consequence in regard to the Print Provider.

The *Cost Center* panel contains the following elements:

- **Name List** – Names of the various *Cost Centers*
- **Code List** – The code of each *Cost Center*
- **Name Data Box** – For entering or modifying the name of the target *Cost Center*
- **Code Data Box** – For entering or modifying the code of the target *Cost Center*
- **Add Cost Center** – Allows entering a new *Cost Center*
- **Update** – Enables the Print Provider to enter the correct cost center name and associated code
- **Delete Cost Center** – Allows the Print Provider to delete a selected *Cost Center*

Adding a Cost Center

In order to add a cost center to the *Cost Center* list, carry out the following steps:

1 Click on *Add Cost Center*; *New Center* appears in the *Name* data box and *New Code* appears in the *Code Data* box.

2 Enter a relevant name and code and click on *Update*; the new name and code appear in the appropriate lists.

Deleting a Cost Center

In order to delete a Cost Center list, carry out the following steps:

1 Click on the target *Cost Center*.

2 Click on *Delete Code Center*; the cost center and code are deleted from the list.

Section VI: Templates Panel

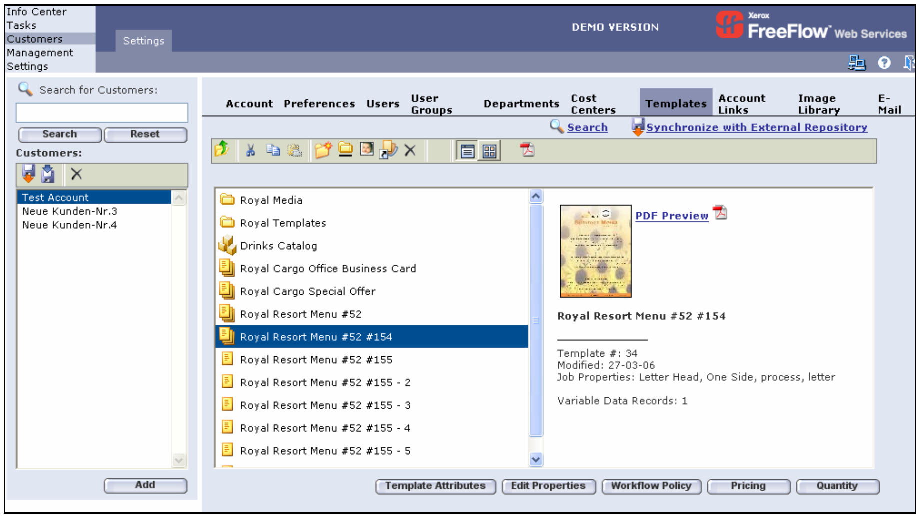


Figure 54: Customer Templates

Templates Panel Elements

The *Templates* panel enables the Print Provider to view the parameters of all templates residing in each Print Buyer *Template Library*.

The *Templates* panel contains the following elements:

- **Templates Toolbar** – Contains various buttons for modifying the content of the *Template* panel
- **Search Link** – Accesses the *Template Search* panel
- **Templates List Pane** – Alphabetically lists all template folders and files
- **Templates Description Pane** – Describes the folder or file that has been selected in the *Template List* pane
- **Template Attributes Button** – Accesses the *Template Attributes* dialog box, which allows the Print Provider to enter information that can be used when searching for a specific template. See *Search*, page 83.
- **Edit Properties Button**– Accesses the *Edit Properties* dialog box for examining the various parameters
- **Workflow Policy Button** – Accesses the *Workflow Policy* dialog box, which allows the Print Provider to carry out the following:
  - Oblige the Print Buyer to view a soft copy of the Job before ordering
  - Oblige the Print Buyer to enter a Reference code when ordering a Job
  - Oblige the Print Buyer *User*, working with a *MailToPrint* catalog template, to obtain Supervisor approval for specific field value modifications or for overflowing or empty fields
- **Pricing Button** – Accesses the *Template Pricing* window for modifying the price of the templates
- **Quantity Button** – Accesses the *Template Quantity* window where the Print Provider determines the minimum and maximum amounts that can be ordered as well as the number of steps for each template

Templates Toolbar

The following table lists the *Templates Toolbar* buttons and describes their functions:

Button	Function
Up One Level	Moves one folder level up
Cut	Cuts a folder or a template for pasting into a new location (cutting can also be carried out by pressing on *Control+X*)
Copy	Copies a folder or a template into a new location (copying can also be carried out by pressing on *Control+C*)
Paste	Enables pasting a cut or copied folder or template into a new location in the *Templates List* pane. This folder or template can be pasted into any folder and at any level. Additionally, templates can be pasted into the list as single templates (pasting can also be carried out by pressing on *Control+V*).
Create New Folder	Creates and adds a new folder to the current folder/template level folder
Rename	Renames templates and folders
Change Icon	Opens the *Image Library* for changing a folder icon
Catalog Link	Enables placing catalogs of templates into the *Templates List* pane.
Delete	Permanently deletes templates and folders from the *Template Library*
View List	Accesses the *View* list, which divides the *Templates* pane into the *Templates List* pane and the *Templates Description* pane.
View Thumbnails	Accesses the *Thumbnails* list, which features thumbnail views of the various folders and files.
PDF Preview	Accesses a *PDF* preview image of selected files.

Creating New Folder Button

In order to create a new folder, carry out the following steps:

1 Click on the *Create New Folder* button; the *New Folder* dialog box appears.

2 Enter a new folder name into the provided field.

3 Click on *OK*; the new folder appears in the current list.

Rename Button

In order to rename a template or a folder, carry out the following steps:

1 Click on a template/folder; the selected template/folder is highlighted.

2 Click on the *Rename* button; the *Rename* dialog box appears.

3 Highlight the template or folder name and enter a new name in the dialog box (an unlimited number of characters and spaces can be used).

4 Click on *OK*.

Note: *Template/Folder* names can be no longer than 50 characters.

Change Icon Button

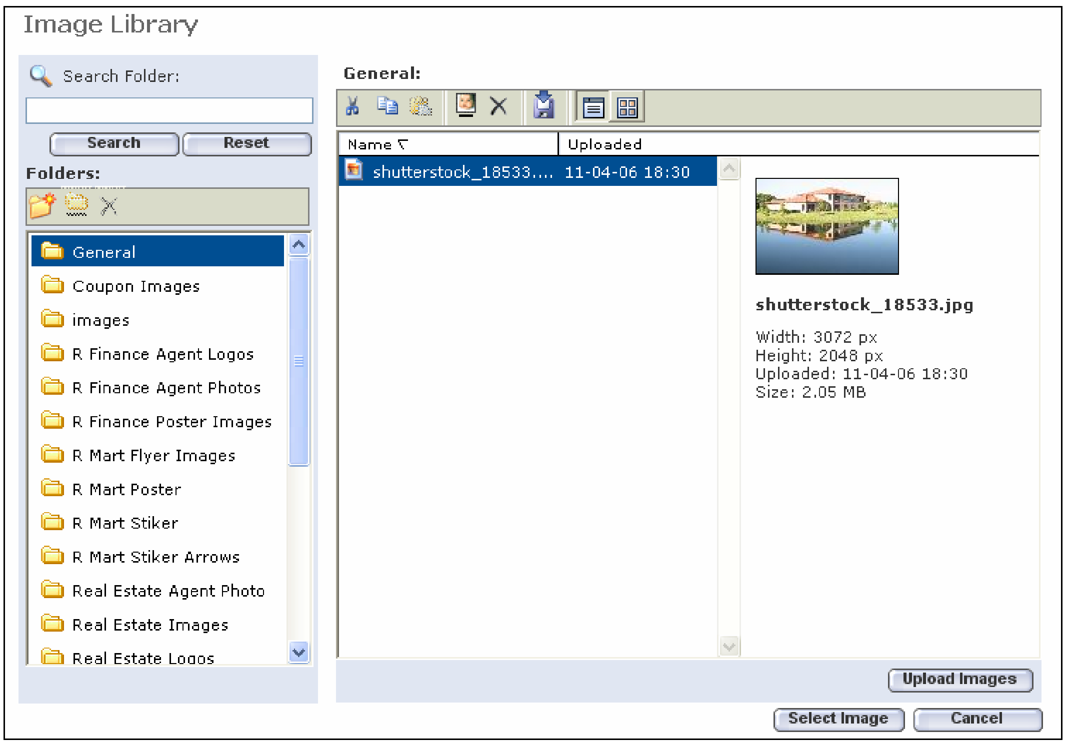


Figure 55: Image Library

Xerox FreeFlow Web Services provides the Print Provider with two ways in which to change the icons that represent the various folders featured in the *Templates* panel. This is accomplished by accessing the *Image Library* window, which appears when clicking on the *Change Icon* button. From the *Image Library* window, the Print Provider can upload any image to the *Xerox FreeFlow Web Services* server either by checkmarking the *Use FTP Multi-File Upload* checkbox and following the instructions that appear or by unchecking the *Use FTP Multi-File Upload* checkbox and following the associated instructions.

The following tables list and describe the *Xerox FreeFlow Web Services Image Library* window:

Element	Description
Folders List Pane	Contains a dynamic list of folders containing icons.
Image Parameters Panel	Displays the images contained in the folders that are selected in the *Folders List* pane.
Search Folder	Engine for searching for specific folders in the *Folders List* pane.

Button	Description
New Folder	Enables entering a new folder into the *Folders List* pane.
Rename	Enables renaming a target folder in the *Folders List* pane.
Delete	Enables deleting a target folder from the *Folders List* pane.
Cut	Enables cutting an image from one file, for pasting into another file (cutting can also be carried out by pressing on *Control+X*).
Copy	Enables copying an image from one file, for pasting into another file (copying can also be carried out by pressing on *Control+C*).
Paste	Enables pasting a cut or copied image into a file (pasting can also be carried out by pressing on *Control+V*).
Upload Images	Accesses the *FTP Upload* window.
Select Images	Selects the target image from the *Image Parameters* panel.
Close	Closes the *Image Library* window.

Changing an Icon Image

In order to change an *Icon* image, carry out the following steps:

1. To upload a single file, click on the *Upload a File* radio button and carry out the instructions.
2. To upload multiple files, it is recommended to use the *FTP Multi-File Upload*; where available, click on the appropriate radio button and carry out the instructions.

Search

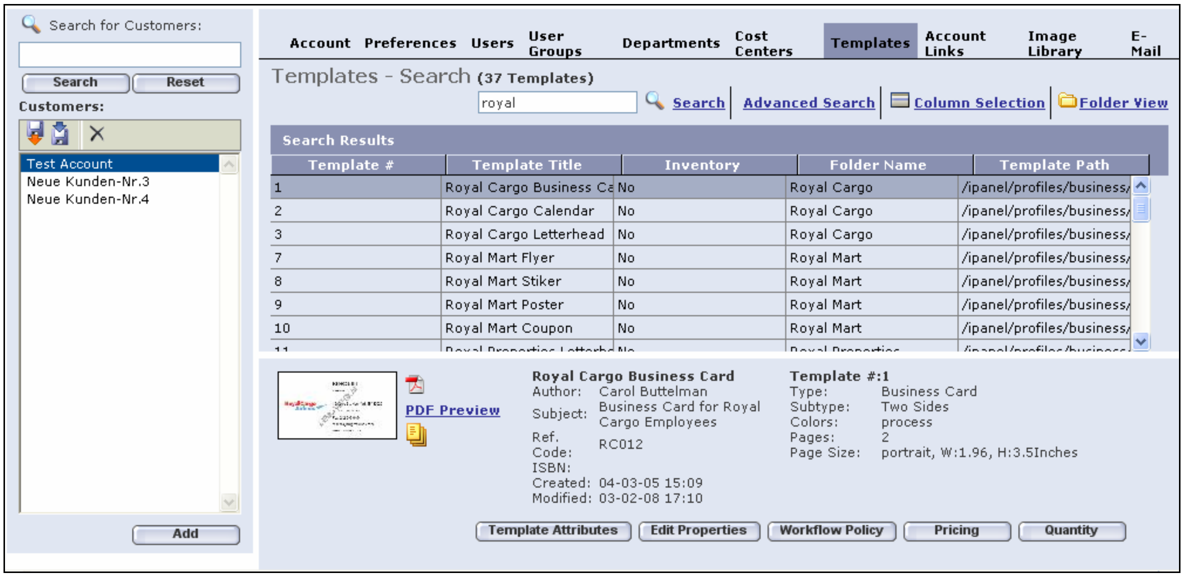


Figure 56:Templates - Search

Search offers a variety of methods to locate a specific template or a group of templates that bear a common denominator.

Search is composed of the following elements:

- Search Data Box
- Search Results Panel
- Advanced Search
- Column Selection
- Folder View
- Templates Attributes Button

Search Data Box

Search Data Box allows the Print Provider to enter a complete or partial template name (the more complete the name, the more precise the search results).

Search Results Panel

Search Results lists the templates that have been discovered by the search. *Search Results* is divided up into *Attribute Columns*. Clicking on the *Attribute Columns* tabs vertically sorts the templates. Presence or absence of *Attribute Columns* is determined in *Column Selection*.

Advanced Search

The *Advanced Search* link accesses the *Advanced Template Search* dialog box.

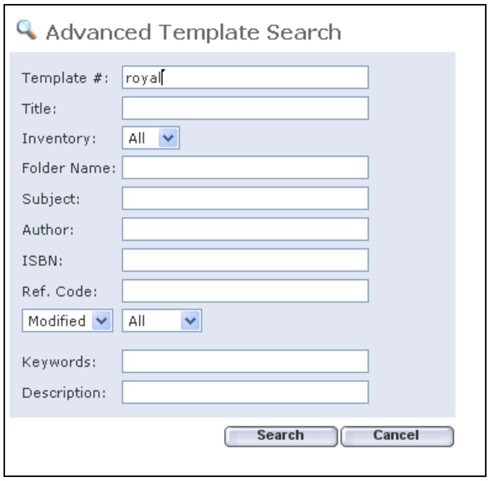


Figure 57: Advanced Templates Search

Advanced Search enables the user to enter specific template attributes that will narrow the scope of the search. *Advanced Search* also provides an advanced date search mechanism, which divides templates into created and modified templates.

Column Selection

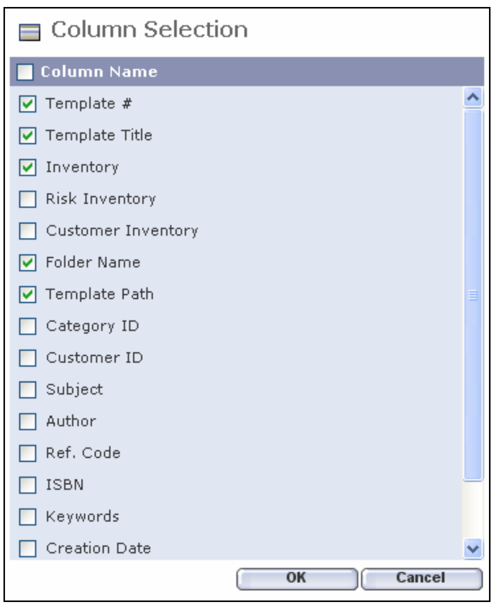


Figure 58: Column Selection

Column Selection lists the template attributes. When an attribute is checkmarked, a column bearing this attribute name appears in the *Search Results* panel. Unchecking an attribute removes the *Attribute* column.

Folder View

Clicking on *Folder View* returns the user to the *Templates* panel.

Templates Attributes Button

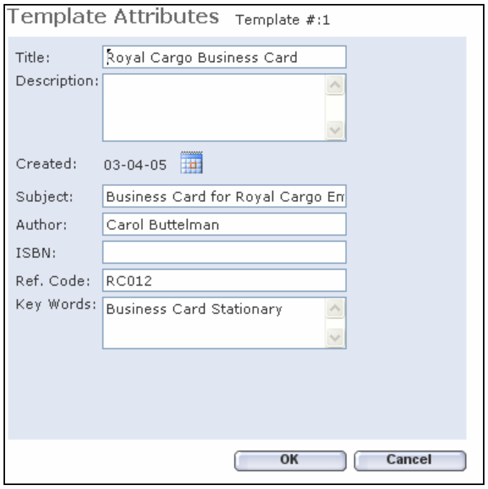


Figure 59: Templates Attributes

Templates Attributes enables the Print Provider to enter precise template attributes that can function as template search prompts. These attributes can also be determined by the Print Buyer when creating the template (see *Print Buyer Guide, Template Attributes*).

Edit Properties Button

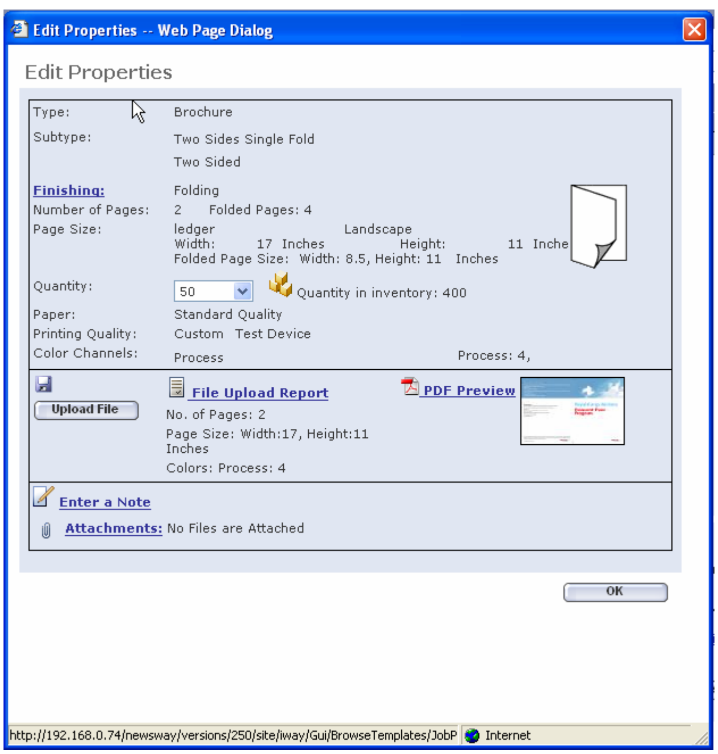


Figure 60: Print Buyer Edit Properties

Clicking on the *Edit Properties* button accesses the *Edit Properties* window (the Print Provider *Edit Properties* window is identical to the Print Buyer *Edit Properties* window). In the *Edit Properties* window, the Print Provider can define the default properties for a template or override the Print Buyer settings (i.e. modify a problematic file or resolve a mismatch problem).

Edit Properties is composed of the following elements:

- **Type** – Accesses the *Change Job Type* window
- **Finishing** – Accesses the *Finishing* window for defining the finishing parameters for the given template
- **Paper** – Accesses the *Paper* window
- **Printing Quality** – Accesses the *Printing Quality* window
- **Color Channels** – Accesses the *Color Channels* window
- **File Upload Report** – Accesses the *File Upload Report*
- **Colors** – Accesses the *Channels* window
- **Mismatch** – Accesses the *Mismatching Parameters* window that identifies any parameters in *Edit Properties* that do not match the parameters in the *PDF* file
- **Enter a Note** – Accesses the *Note* window for viewing and or for modifying *Internal* notes and notes to the Print Buyer
- **Upload File** – Allows the uploading of a new file to the Job
- **iForm Editor** – Allows carrying out content changes to the Job

Workflow Policy Button

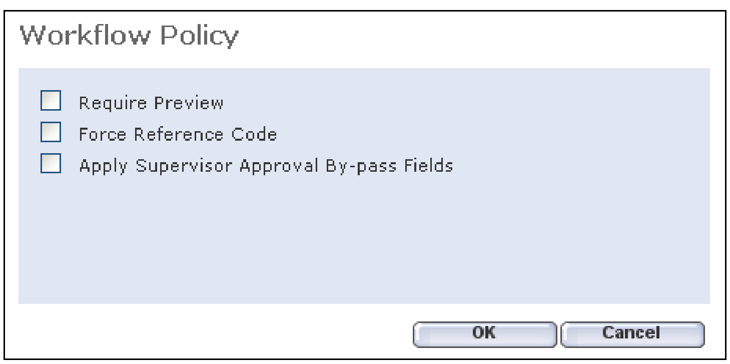


Figure 61: Workflow Policy

Clicking on the *Workflow Policy* button accesses the *Workflow Policy* dialog box, which allows the Print Provider to carry out the following:

- Oblige the Print Buyer to view a soft copy of the Job before ordering
- Oblige the Print Buyer to enter a Reference code when ordering a Job
- Oblige the Print Buyer *User*, working with a *MailToPrint* catalog template, to obtain Supervisor approval for specific field value modifications or for overflowing or empty fields

Pricing Button

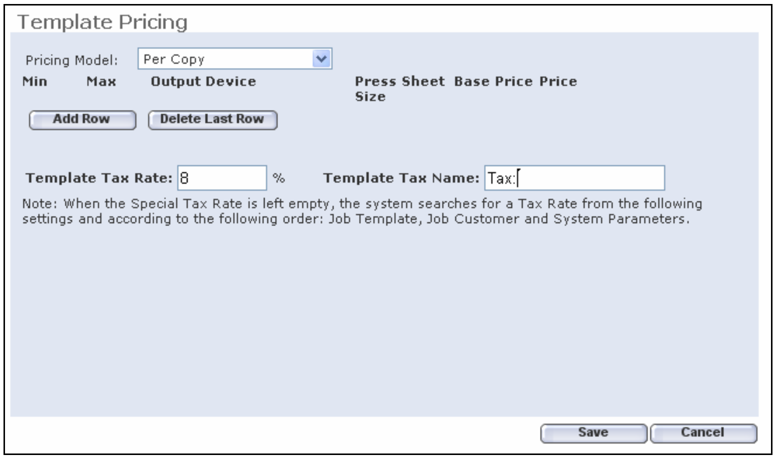


Figure 62: Template Pricing Panel

Clicking on the *Pricing* button accesses the *Template Pricing* dialog box where the Print Provider can create a fixed price for the selected template. The *Pricing Template* disables the *Edit Properties* dropdown boxes in the *Print Buyer* interface as *Template* pricing overrides any price settings entered in the *Price List (Production Cost Pricing Module)* and in *Job Type Library Pricing Module***.**

The *Template Pricing* dialog box initially displays a dropdown box with the following options:

- **Not defined for this level** – Signifies not to activate this *Pricing Model* but to scan the next *Pricing Model* in the hierarchy for activation (for an in-depth review of pricing, see *Generic Pricing Mechanism,* page 257).
- **Per Copy** – Activates the *Pricing Model* and enables determining prices per copy. *Per Copy* accesses the *Job Pricing Per Copy* dialog box, for manually entering the parameters.

Note: *Pricing* boxes are described in the *Job Type Library* (see *Pricing Panel*, page 145 for details).

Per Copy

Per Copy allows the Print Provider to set a fixed price for a Saved Job according to a varying range of copies. The Print Provider is able to determine quantity ranges and for each quantity range, the Print Provider can configure the suitable output device, press sheet size, base price and price per number of copies.

Job Pricing Panel

The *Pricing* panel enables entering additional *Template* quantity ranges. To enter an additional quantity range row, click on *Add Row*. To eliminate the last quantity range row, click on *Delete Last Row*.

Defining Special Tax Rate

In order to define *Special Tax Rate*, carry out the following steps:

1 Click on the *Pricing* button and then select *Per Copy*; the *Pricing: Per Copy* dialog box appears.

2 Enter a special tax rate into the field provided. The special tax rate overrides all other tax rates.

Note: When leaving the *Tax* field empty, the system uses the tax rate defined in the *Template Library* window. When this tax rate does not exist, the system uses the tax rate defined in the *Management: Customers/General* window. When this tax rate does not exist, the system uses the default tax rate defined in *Settings: General/Pricing* window, while calculating the total Job price.

Quantity Button

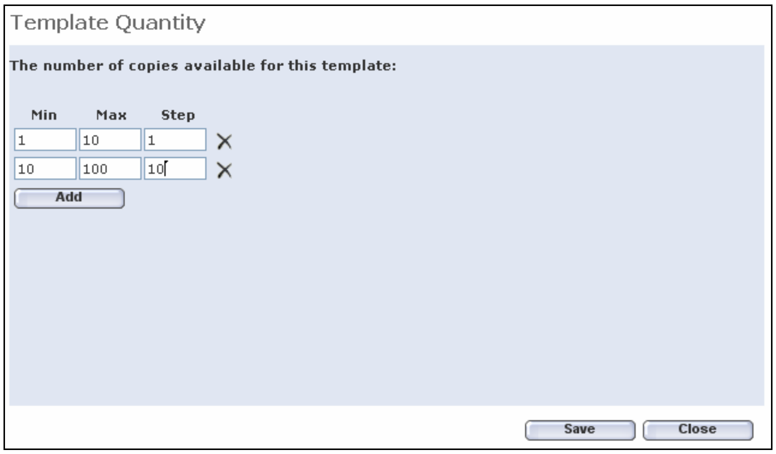


Figure 63: Template Quantity Panel

In *Template Quantity*, the Print Provider sets the number of copies that the Print Buyer can order. The quantity settings entered here appear in the *Edit Properties* window of the Print Buyer interface. When the template has a fixed price, the Print Buyer cannot change any Job property with the exception of the number of copies. This is carried out by choosing the number of Job copies from the dropdown menu.

The following table lists the *Template Quantity* buttons and describes their functions:

Element	**Description**
Add	Adds an empty set of *Min/Max/Steps.*
Delete	Deletes a selected row.
Save	Saves the settings and closes the *Template Quantity* window.
Close	Closes the *Template Quantity* window without saving the settings.

Note: When the *Template Quantity* list has been left empty, the system will provide the Customer with the *Quantity* list from the *Job Ticket* that the *Template* was based upon (see the *Quantity Panel*, page 141). If this list is empty as well, the system will provide the Customer with an open text field instead of the dropdown box.

Section VII: Account Links Panel

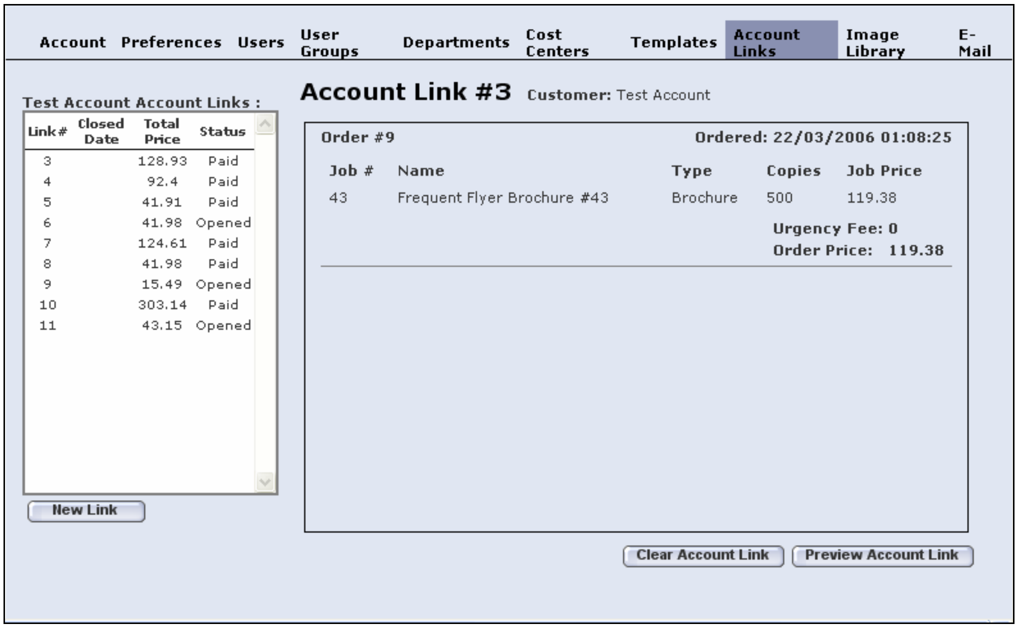


Figure 64: Account Links Panel

In the *Account Link*s panel, the Print Provider creates an *Account Link* that contains all of the necessary order information for the Print Provider's accounting system. The Print Provider can modify an *Account Link* and print out an *Account Link* copy for the accountant. This can be carried out for one order, for a batch order or for several batch orders, according to the requirements of the accounting system.

The *Account Links* panel contains the following two major components:

- **Account Link Pane** – Displays a list of *Account* link. Each *Account* link contains information about the *Account Link #*, the Print Buyer name, the date of closing the *Account* link, the total order price and the *Account Link* status
- **Account Link Order Panel** – Displays detailed information for a particular *Account* link

Account Link Pane

The *Account Link* pane, provides the Print Provider with the following:

- A list of *Account* links for the selected Print Buyer
- *Account Link* information such as the Print Buyer name, the *Link* number, the closed date of the *Account Link*, the total order price and the *Account Link* status
- The ability, through the buttons located below the *Account Link* pane, to modify the *Account Link* status and add or close links

The *Account Link* pane contains the following elements:

- **New Link** – Opens a new *Account* link with the Print Buyer's orders displayed
- **Close Link** – Changes the *Account Link* status from *Opened* to *Closed*
- **Mark as Paid** – Changes the *Account Link* status from *Opened* or *Closed* to *Paid.*
  Below is a description of the *Account Link* status in the *Account Link* pane:
- **Opened** – Indicates the activated *Account Link*. The *Opened* status appears automatically, whenever a new link is created
- **Closed** – Indicates an *Account Link* that is due (awaiting payment status)
- **Paid** – Refers to an *Account Link* for Jobs that have already been paid by the Print Buyer

Creating a New Account Link

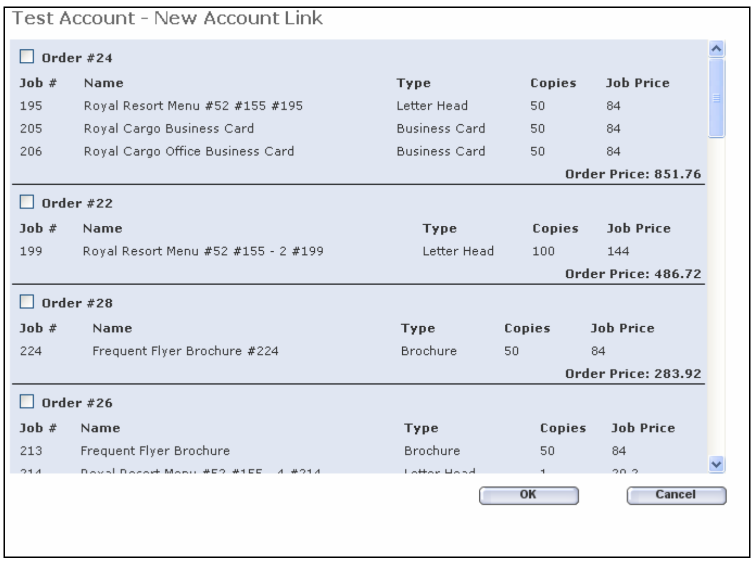


Figure 65: New Account Link Panel

In order to create a *New Account* link, carry out the following steps:

1. Select a Print Buyer from the *Print Buyer* list.
2. Click on the *New Link* button; the *New Account Link* window appears.
3. Checkmark the relevant order checkboxes to include these orders into a new *Account Link*.
4. Click on *OK*; the new (opened) *Account Link* enters the *Account Link* box with an assigned serial number.

Changing the Account Link Status from Opened to Closed

In order to change the account link status from *Opened* to *Closed*, carry out the following steps:

1. Click on an *Opened* account link.
2. Click on *Close Link*; the *Change Status* dialog box appears.
3. Click on *Yes*; the *Account* status is changed to *Closed*.

Changing the Account Link Status from Closed to Paid

In order to change the account link account link status from *Closed* to *Paid*, carry out the following steps:

1. Click on a *Closed* account link.
2. Click on *Mark as Paid*; the *Change Status* dialog box appears.
3. Click on *OK*; the *Account* status is changed to *Paid*.

Account Links Panel

The *Account Links* panel contains the following information fields and operation buttons (see Figure 64: Account Links Panel):

- **Account Link # and Customer Name** (at the top of the panel) – The serial number defined by the system and the name of the Print Buyer.
- **Order** # – The number of the order.
- **Job** # – The Job number.
- **Name** – The Job name.
- **Type** – The Job type.
- **Copies** – The number of Job copies.
- **Job Price** – The price of one Job.
- **Urgency Fee** – The urgency surcharge for express and urgent printing.
- **Order Price** – The total Job price in one order.
- **Clear Account Link Button**– Deletes *Opened* and *Paid Account Link* information, including the link serial number
- **Preview Account Link Button** – Opens a window where the Print Provider can preview and print out an *Account* link.

Displaying Existing Account Link Information

In order to display existing *Account Link* information, carry out the following steps:

1. From the *Customers* dropdown menu, click on a target customer.
2. Click on the *Account Link* in the *Account Link* pane; the *Account Link* is highlighted and *Account Link* information is displayed in the *Account Link* panel.

Clearing an Account Link

In order to clear an *Account Link*, carry out the following steps:

1. In the *Account Link* pane, click on an *Account Link*; the *Account Link* is highlighted.
2. Click on *Clear Account Link* in the *Account Link* panel; the *Delete Account Link* dialog box appears.
3. Click on *Yes*; the *Account Link* is deleted.

Note: When changes must be made to the *Account Link* (i.e. adding an additional Job order to the *Account Link*) the *Account Link* can be cleared (deleted). The order information, however, remains in the system database and can be used for creating a new *Account Link*.

Previewing and Printing an Account Link

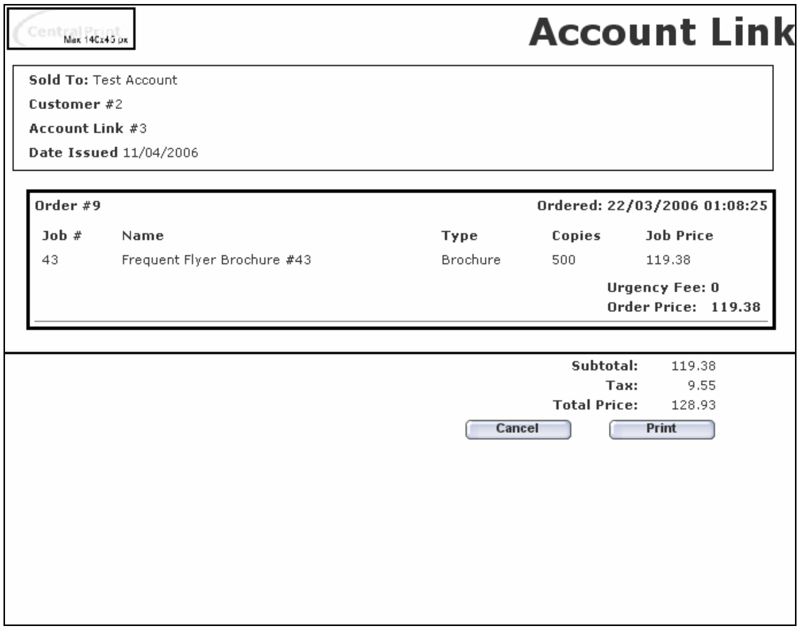


Figure 66: Preview of the Accounts Link Window

In order to preview and print an *Account Link*, carry out the following steps:

1. Click on the target *Account Link*; the *Account Link* is highlighted.
2. Click on the *Preview Account Link* button; the *Account Link* page appears.
3. To print out and exit the *Account Link* page, click on *Print*.
4. To cancel and exit the *Account Link* page, click on *Cancel*.

Section VIII: Image Library Panel

The *Image Library* is used for storing images that can be used as folder icons, and more importantly for images to be used in *iForm Templates* and Jobs.

The supported image formats are: *JPG, JPEG, PDF, TIF, TIFF*, EPS, and PS.

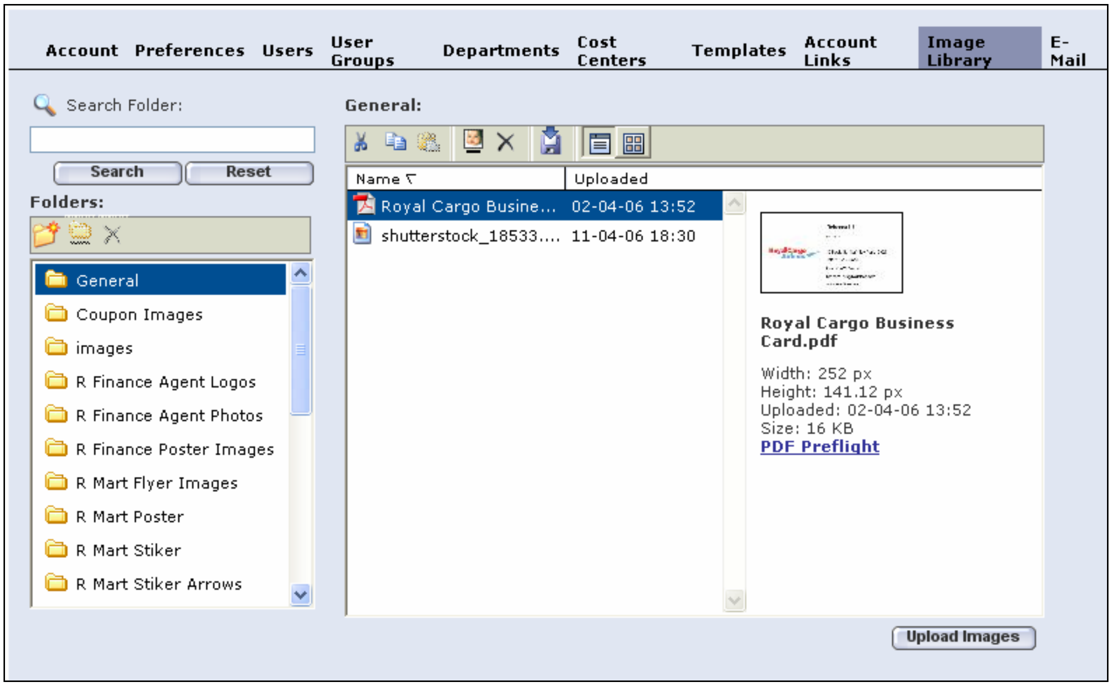


Figure 67: Image Library

The *Image Library* contains the following elements:

- **Image Library Pane** – Displays the *Image Library* structure and provides an *Image Search* facility.
- **Image Library Folder Images Pane** – Displays the images contained in a specific *Image Library* folder and uploading controls.

Image Library Pane

The *Image Library* pane contains the following elements:

- **Search Folder** – Enter the name of the image you are searching for.
- **Search** – Click to start the *Search*.
- **Reset** – Click to reset the contents of the *Search* input field.
- **Folders Toolbar** – Buttons for folder related operations.
- **Folder List** – Displays the list of folders in the *Image Library*.

Image Library Folder Images Pane

The *Image Library Folder Images* pane is composed of the following elements:

- **Images Toolbar** – Contains buttons for image related operations.
- **Image Type** – Displays the appropriate icon for the image type.
- **Image** – Displays the *Image* file name.
- **Uploaded Date and Time** – Displays the date and time the image was uploaded to the *Image Library*.
- **Image Properties** – Displays the selected image thumbnail, filename, file size in pixels, date and time uploaded and file size.
- **Use FTP Multi-File Upload** – Select this option in order to use *FTP* uploading of multiple files.
- **Upload Images** – Click this button to open the *Uploading* dialog box.

Images Toolbar

The *Images Toolbar* is composed of the following icons:

Icon	Description
Cut	Cuts the selected image (removes the image, before pasting it into another place).
Copy	Copies the selected image (image remains intact after pasting a copy of it in another place).
Paste	Pastes the image that is currently on the pasteboard into the selected location.
Rename	Enables renaming the selected image.
Delete	Enables deleting the selected image.
Download Image(s)	Enables downloading images from the *Image Library* to target system folders.
List view	Enables viewing the *Image* library as a *List*.
Thumbnail view	Enables viewing the *Image* library as thumbnails.

Uploading Images

1. To upload a single file, click on the *Upload a File* radio button and carry out the instructions.
2. To upload multiple files, it is recommended to use the *FTP Multi-File Upload*; where available, click on the appropriate radio button and carry out the instructions.

Note: *FTP* must be enabled and active on the Print Provider server in order for this functionality to be operative.

Section IX: E-Mail Centers Panel

E-Mail enables directing *e-Mail* notification of the following events, which take place in the Print Provider organization:

- **Order Confirmation** – Informs that the order has been received by the Print Provider
- **Job Price Was Changed** – Informs that due to varying reasons, the quoted price has been changed by the Print Provider
- **Job Shipped** – Informs the Print Buyer that the specific Job has been shipped from the Print Provider site
- **Inventory Below Minimum Level** – Informs that the number of copies in the inventory, of a specific Job, has dropped below the minimum level set by the Print Provider
- **Preorder Jobs Expiration** – Informs that the specific pre-ordered Job order has overstayed the allotted queue time and has been automatically deleted
- **Shipping Jobs Expiration** – Informs that the specific Shipped Job order has overstayed the allotted queue time and has been automatically deleted

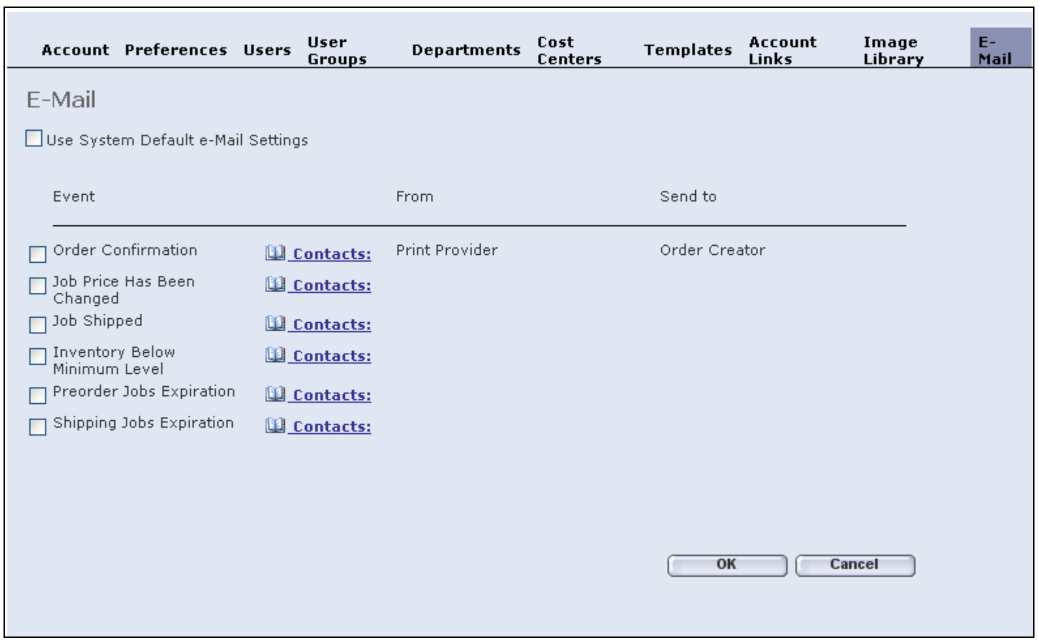


Figure 68: E-Mail

E-Mail is composed of the following elements:

- **Use System Default e-Mail Settings** – Checkmark to automatically set the Print Provider *Contact e-Mail* settings as the sender and receiver *e-Mail* addresses.
- **Event** – Activities which take place on the Print Provider side.
- **Contacts Link** – Accesses the *Event Contacts* dialog box.
- **From** – Event notification sender *e-Mail* address
- **Send To** – Event notification recipient *e-Mail* address.

Events Contacts

Event Contacts enables directing the *e-Mail* notification from a specific source in the Print Provider organization to one or more sources in the Print Buyer organization.

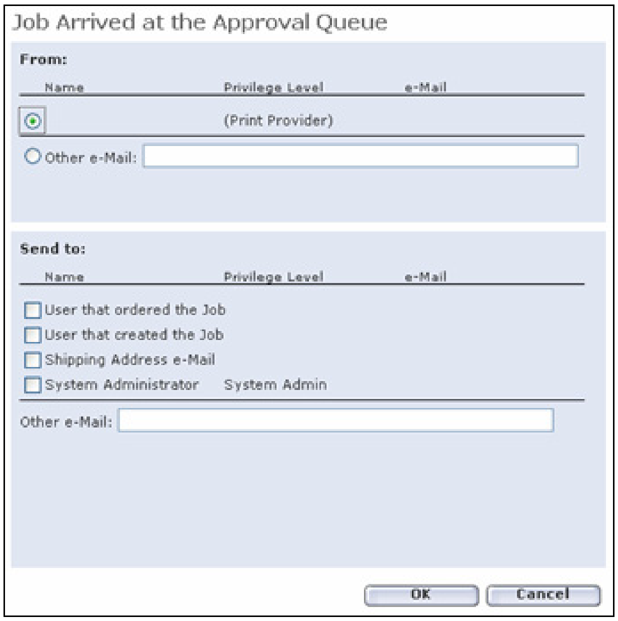


Figure 69: Event Contacts

The *Event Contacts* dialog box is composed of the following elements:

- From: Panel
- Send To: Panel

From: Panel

Name – The sender's *e-Mail* address, which is either the Print Provider's contact person, the Print Provider user that produced the Job or any other address in the Print Provider organization.

Privilege Level – The *Privilege* level of sender.

E-Mail – The sender's *e-Mail* address.

Send To: Panel

Name – The recipient *e-Mail* address. Recipients of *e-Mail* notification are set in the *e-Mail* field found in the *Customers/Account/General* window. See *General*, page 58.

Privilege Level – The *Privilege* level of recipient.

E-Mail – The recipient's *e-Mail* address.

To set an *e-Mail* address for a specific event, carry out the following steps:

1. Checkmark an *Event* checkbox and then click on *Contacts*; the *Order Confirmation* dialog box appears.
2. In the *From:* panel, click on a target radio button or click on the *Other e-Mail* radio button and enter a target *e-Mail* address.
3. In the *Send To:* panel, checkmark the target recipients and/or enter a target *e-Mail* address.
4. Click on *OK* to confirm the settings.

Chapter Five: Management

Management

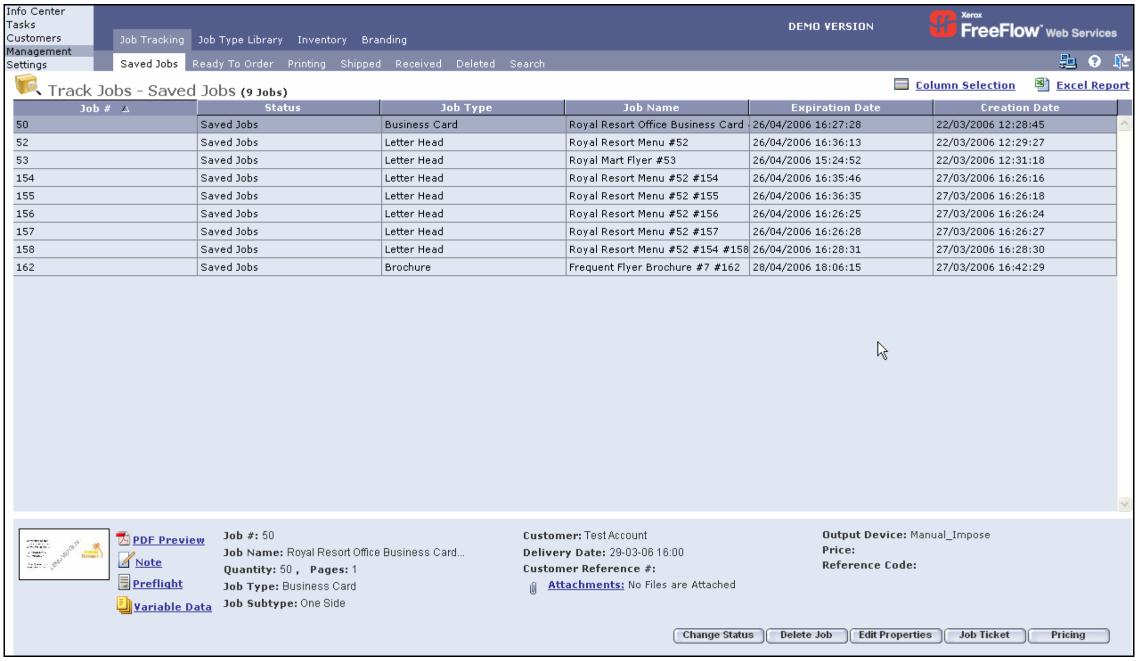


Figure 70: Management

Management is composed of the following elements:

- **Track Jobs** – Accesses a series of windows that allows the tracking of the various Jobs from the Saved Jobs to the Received stage
- **Job Type Library** – Window that enables determining all of the parameters of each *Job Type* and *Job Subtype*
- **Inventory** – Enables printing Jobs that are destined to be stored in the Print Providers storage facilities rather than be immediately shipped to the delivery destination
- **Branding** – Accesses the Site Customization branding and personalization application. *Site Customization* enables the Print Provider to create branded applications for their Print Buyer customers in order to enable their customers to maintain their own corporate identities while providing a personalized service.

Note: The *Branding* option, known as Site Customization, is an independent component that is *FlexLM* protected and enabled. The *Branding* window enables Site Customization owners to carry out all branding and personalization activities (see the Site Customization *User Guide*). If *Site Customization* has not been purchased, *Branding* will provide Print Providers with a hands-on demo.

Section I: Track Jobs

The *Track Jobs* window provides the Print Provider with the ability to:

- Job track all the Print Buyer Jobs
- View Jobs and order information
- Search and sort Jobs, by Job information
- Edit the Job's properties
- Preview a *Job Ticket*
- Edit a Job
- Preview a Job as a *PDF*
- Manually price a Job in the *Saved Jobs* or *Ready to Order* statuses
- Change a Job's status
- Attach additional files to the Job

The *Track Jobs* window is composed of the following elements:

- **Job Status Bar** – Contains *Job Status* tabs
- **Job Status Panels** – Contains Jobs in the selected Job status
- **Column Selection** – Accesses a dialog box that allows the user to determine which columns that will appear in the *Job Status* panels
- **Excel Report** – Enables creating an *Excel Report* based on the data found in the specific Job Status panels
- **Job Information Panel** – Displays detailed Job information

Job Status Bar

The following lists the *Job Status Bar* tabs and describes their functions:

- **Saved Jobs** – Displays Jobs in the Print Buyer's *Saved Jobs* window: Jobs that are already saved in the *iForm Editor* or 'press ready' files uploaded to the system
- **Ready to Order** – Displays Jobs in the *Shopping Cart*. These Jobs are not yet ordered
- **Printing** – Displays all of the Jobs ordered by the Print Buyers. These Jobs can be tracked in the *Approval* and *Printing Queue* panels in the *Production* window and in the *Jobs for Delivery* panel in the *Delivery* window, before they are shipped
- **Shipping** – Displays Jobs being shipped to the Print Buyer's shipping address
- **Received** – Displays Jobs received by the Print Buyers
- **Deleted** – Displays Jobs that were deleted from the server
- **Search** – Accesses the search panel which enables searching for specific Jobs

Job Status Panel

In the *Job Status* panel, the Print Provider has an unlimited view of all of the Jobs of the specific status. Each Job status panel allows viewing all of Jobs in the selected status.

The *Job Status* panel is composed of the following elements:

- **Job Details Columns** – Columns for listing the Job details. Clicking on the *Column* headers enables the *Column Sorting* mechanism.
- **Column Selection Link** – Accesses the *Column Selection* dialog box.
- **Excel Report** – Enables creating a *CSV* (comma separated value) *Excel Report* (Note that this is only available when the *Data Export* module has been purchased and enabled.

Column Selection

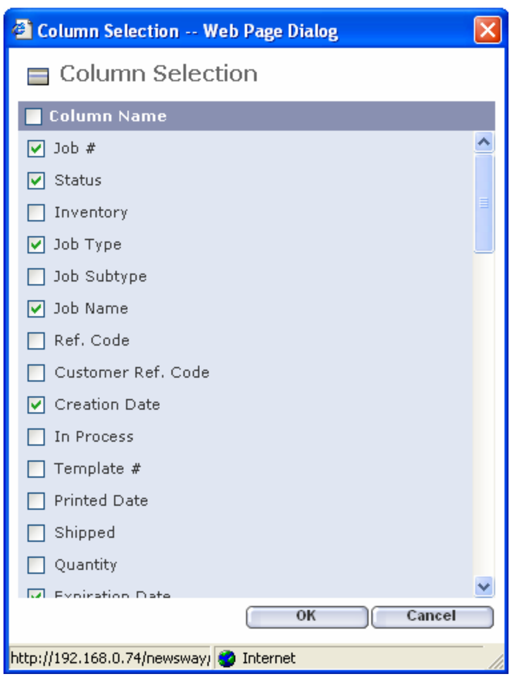


Figure 71: Column Selection

The *Column Selection* link accesses the *Column Selection* dialog box, which contains numerous labeled checkboxes that reflect the various Job information columns in the *Job Status* panel. The *Column Selection* checkboxes enable the Print Provider to add or remove the viewable columns in the *Job Status* panel.

Adding a Column to the Job Status Panel

In order to add a column to the *Job Status* panel, carry out the following steps:

1 Click on the *Column Selection* link; the *Column Selection* dialog box appears (note that the number of checkmarked checkboxes corresponds to the number of columns that appear in the *Job Status* panel.

2 Checkmark a checkbox; the matching column is added to the *Job Status* panel.

Note: Adding too many columns can distort the view.

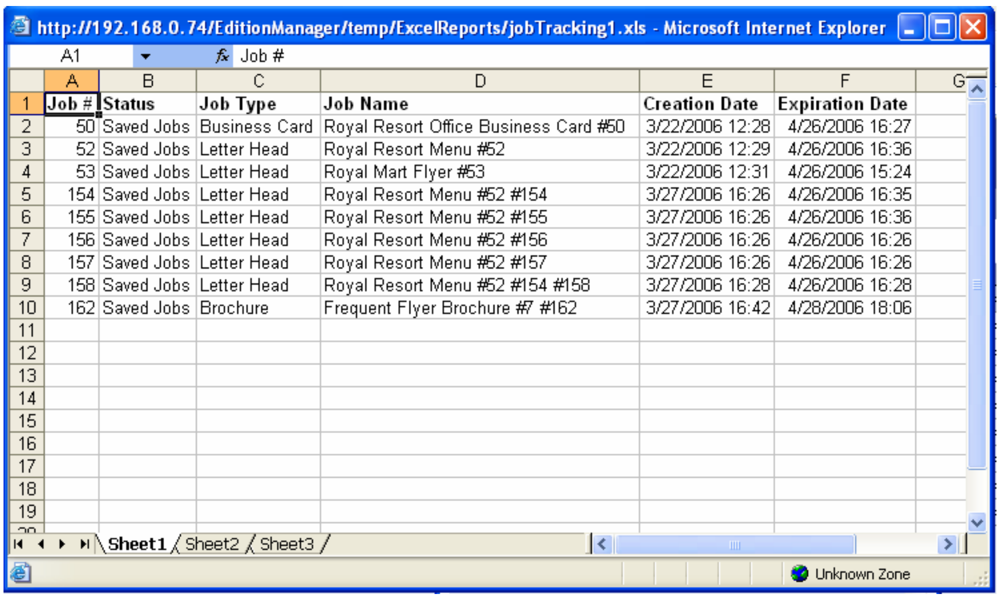
Deleting a Column from the Job Status Panel

In order to delete a column from the *Job Status* panel, carry out the following steps:

1 Click on the *Column Selection* link; the *Column Selection* dialog box appears (note that the number of checkmarked checkboxes corresponds to the number of columns that appear in the *Job Status* panel.

2 Uncheck the checkbox that reflects the target column; the target column is deleted from the *Job Status* panel.

Excel Report



http://192.168.0.74/EditionManager/temp/ExcelReports/jobTracking1.xls - Microsoft Internet Explorer

Job #	Status	Job Type	Job Name	Creation Date	Expiration Date
50	Saved Jobs	Business Card	Royal Resort Office Business Card #50	3/22/2006 12:28	4/26/2006 16:27
52	Saved Jobs	Letter Head	Royal Resort Menu #52	3/22/2006 12:29	4/26/2006 16:36
53	Saved Jobs	Letter Head	Royal Mart Flyer #53	3/22/2006 12:31	4/26/2006 15:24
154	Saved Jobs	Letter Head	Royal Resort Menu #52 #154	3/27/2006 16:26	4/26/2006 16:35
155	Saved Jobs	Letter Head	Royal Resort Menu #52 #155	3/27/2006 16:26	4/26/2006 16:36
156	Saved Jobs	Letter Head	Royal Resort Menu #52 #156	3/27/2006 16:26	4/26/2006 16:26
157	Saved Jobs	Letter Head	Royal Resort Menu #52 #157	3/27/2006 16:26	4/26/2006 16:26
158	Saved Jobs	Letter Head	Royal Resort Menu #52 #154 #158	3/27/2006 16:28	4/26/2006 16:28
162	Saved Jobs	Brochure	Frequent Flyer Brochure #7 #162	3/27/2006 16:42	4/28/2006 18:06

Sheet1 Sheet2 Sheet3

Unknown Zone

Figure 72: Excel Report

An *Data Export* option, the *Excel Report* link accesses the *Excel Report* dialog box. The *Excel Report* dialog box contains numerous labeled checkboxes that reflect the various data columns in the *Excel Report*. The checkboxes enable the Print Provider to add or remove the data columns from the *Excel Report*. After the columns have been selected, clicking on *Create Excel Report* will create a *CSV* (comma separated value) *Excel Report*, which contains all of the *Track Jobs* information. This report can then be sent out to an external Print Provider system. For more information, see *Section VII:* External Systems, page 249.

Search Window

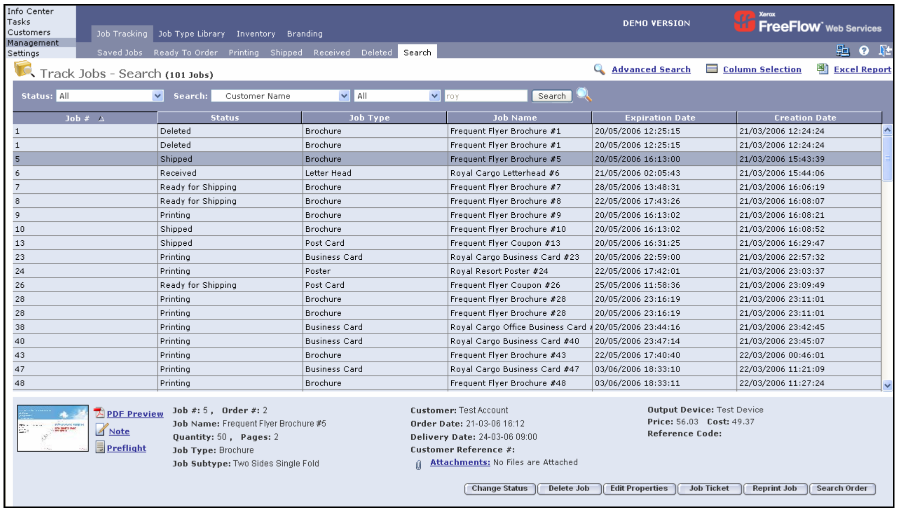


Figure 73: Search Window

In the *Search* window, the Print Provider searches for specific Jobs, by selecting a *Status* and a *Search* option and then a final denominator, be it a Job name, number, date, etc. The Jobs that match the search options appear in the *Job Status* panel.

Note: Search by *Job#* appears by default.

The *Search* window is composed of the following elements:

- **'Status' Dropdown Box** – Accesses a menu of *Status* options
- **'Search Dropdown Box** – Accesses a menu of *Search by* options
- **'Command' Dropdown Box** – Accesses a menu of search commands that enable searching Jobs by number, by word/letter or by several options
- **'Search For' Box** – Used for manually entering a search criterion (a number, letter or word)
- **Search Button** – Carries out the search procedure according to the search criteria

Search Options

Available *Search Options* is a reflection of the *Columns* that were selected from the *Select Fields* dialog box. These *Search Options* can be divided into the following two *Search* categories:

- **By Number** – Carries out the search by number according to a chosen *Search Option*, a search command and the search criterion
- **By Word/Letter** – Carries out the search by letter, letters or word according to a chosen *Search Option*, a search command and the search criterion
- **Advanced Search** – Carries out the search using more than one methodology

Command Dropdown Menu

The following table lists and describes the *Command dropdown* menu command options:

Search Option	**Command Name /Symbol**	**Description**
By Letter/Word	Like	Search for all Jobs containing a letter, letters or word entered into the *Search* box.
By Number	>	Search for all numbers that are larger than the number entered into the *Search For* box.
	<	Search for all numbers that are smaller than the number entered into the *Search For* box.
	<=	Search for all numbers that are smaller than or equal to the number entered into the *Search For* box.
	>=	Search for all numbers that are larger than or equal to the number entered into the *Search For* box.
	< >	Search for all numbers that are smaller or larger than the number entered into the *Search For* box (not including the chosen number).
	=	Search for all numbers that are equal to the number entered into the *Search For* box.

Search Dropdown Menu

The following sections discuss the Search dropdown menu.

Options for Searching Jobs by Number

The list below represents all of the *Search* number options that can be found in the *Search* dropdown menu:

- Job Number
- Printed Date
- Discount Rate
- Subtotal
- Order Date
- User ID
- Mobile
- Reference Code
- Shipped Date
- Discount
- Tax Rate
- Required Date
- Cost Center Code
- E-Mail
- Customer Ref. Code
- Copies
- Customer Price
- Total
- Order IP
- Zip Code
- Tracking Number
- Creation Date
- Price
- Urgency Rate
- Order ID
- Customer ID
- Phone

Option for Searching Jobs by Letter/Word

The list below represents all of the *Search* letter/word option that can be found in the *Search dropdown* menu:

- Status
- Urgency
- Payment Method
- Last Name
- Street
- Address Notes
- Job Type
- Tax
- Customer Name
- Cost Center Name
- City
- Attn. First Name
- Job Name
- View Order Status
- Login Name
- Company
- State
- Attn. Last Name
- In Process
- Is Paid
- First Name
- Department
- Country
- Carrier

Note: The selected *Payment Method* appears in the *Payment Method* column as PO, CC or EDD. For more information, see *Payment Method*, page 65. *In Process* indicates that the processing of the Job(s) has not yet been completed.

Searching Jobs by Number

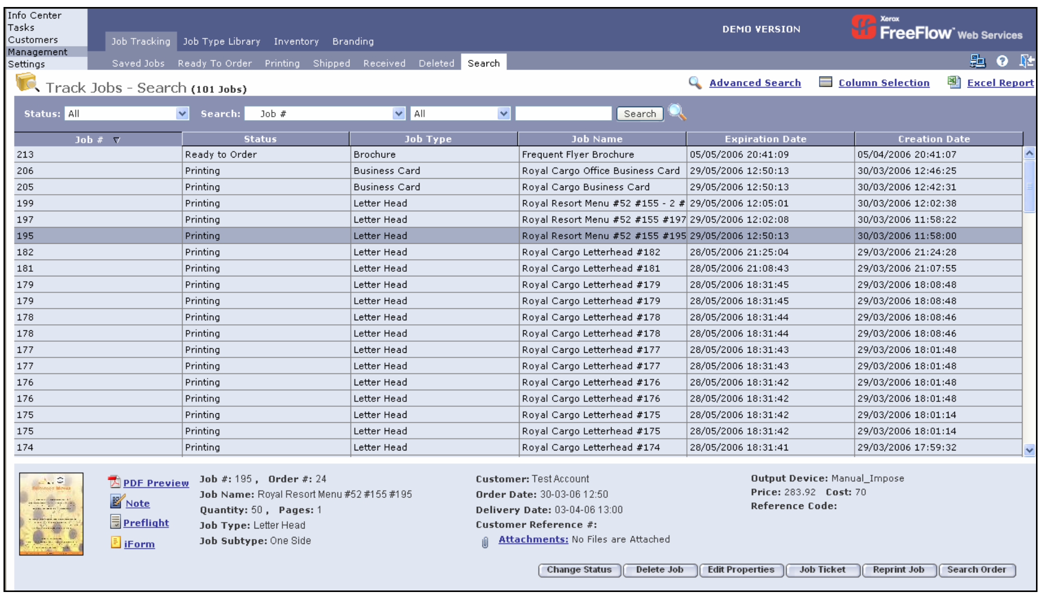


Figure 74: Searching Jobs by Number

In order to search Jobs by number, carry out the following steps:

1. Click on the *Search Options* tab in the *Job Status Bar*.
2. In the *Status* dropdown menu, select a status or select *All,* in order to search through every status.
3. In the *Search* dropdown menu, select one of the *Search* number options (see *Search Dropdown Menu*, page 106).
4. From the *Command* dropdown menu, choose a *Search* number command (see *Search Dropdown Menu*, page 106).
5. In the *Search for* box, enter a number/date.
6. Click on the *Search* button; the results that match the search criteria are displayed in the *Job Status* panel.

Searching Jobs by Word/Letter

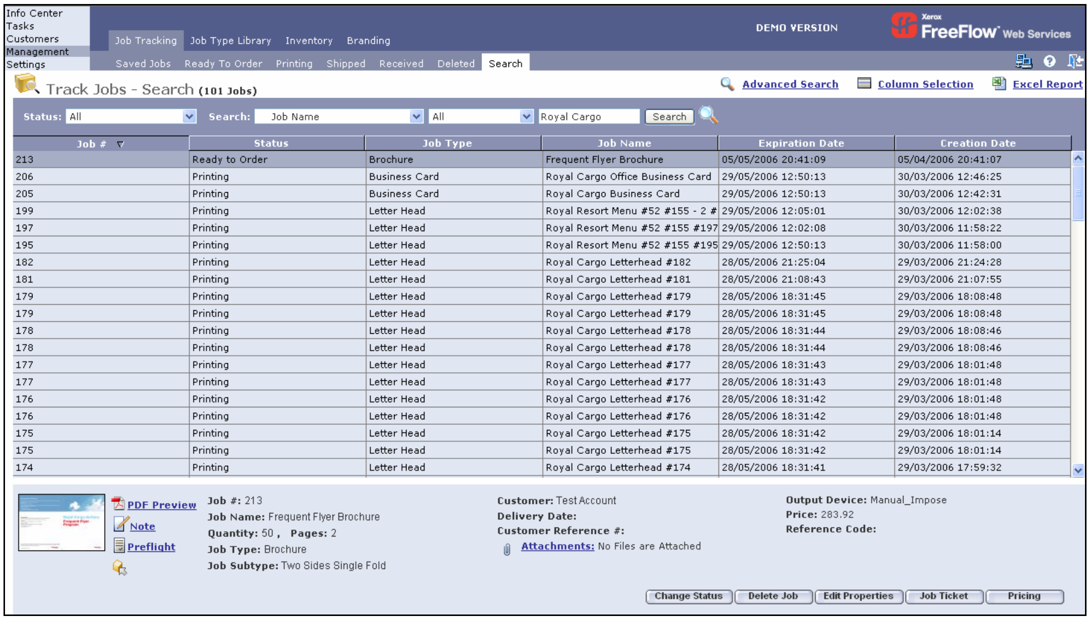


Figure 75: Searching Jobs by Word/Letter

In order to search Jobs by word/letter, carry out the following steps:

1. Click on the *Search Options* tab in the *Job Status Bar*.
2. In the *Status* dropdown menu, select a status or select *All,* in order to search through every status.
3. In the *Search* dropdown menu, select one of the *Search By Letter/Word* options (see *Search Dropdown Menu*, page 106).
4. In the *Command* dropdown menu, select '*Like*'.
5. In the *Search for* box, enter a letter, one word or several letters.
6. Click on the *Search* button; the results that match the search criteria are displayed in the *Job Status* panel.

Advanced Search

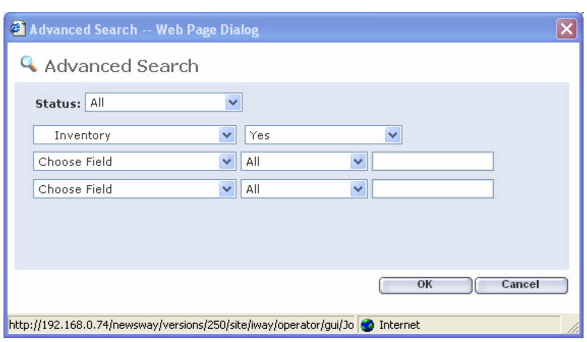


Figure 76: Advanced Search

Advanced Search enables narrowing the scope of the search by simultaneously running up to three search criteria.

To work with the *Advanced Search* option, carry out the following steps:

1. Click on the *Advanced Search* link; the *Advanced Search* dialog box appears.
2. In the *Status* dropdown menus, select a *Status* or select *All*, in order to search through every status.
3. Select one or more *Search* options.
4. Select a Search command for each selected *Search* option.
5. Enter the search criteria into the *Search for* box for each *Search* option.
6. Click on *OK*.
7. The search is carried out; all Jobs matching the various *Search* options are displayed in the Job Status panel.

Example of Advanced Search

The system looks for all Jobs with the *Royal Cargo* name, which were created after 2002, and have less than 800 copies (see Figure 76).

Resetting the Search Results

In order to reset the search results in the *Job Status* panel, click on *Cancel* and then click again on the *Advanced Search* link.

Job Information Panel

The *Job Information* panel displays information about a selected (highlighted) Job and enables viewing a *Job Ticket*, opening the Job as a *PDF*, and viewing and modifying the Job's properties in the *Edit Properties* window. The Print Provider can also change the Job status and price the Job manually.

The following table lists and describes the *Job Information* panel elements:

Element	**Description**
Job Thumbnail	Displays the Job front page and orientation (vertical or horizontal).
PDF Preview Icon	Enables opening the following PDF previews: • Low-res PDF(preview of a single Job) • Hi-res PDF (preview of a single Job) • Imposition PDF (hi-res preview of the imposition scheme - this prompt appears only when the Job has been imposed) • Original PDF (original PDF prior to any modifications)
Note Icon	Accesses the *Edit Note* dialog box and enables adding internal notes as well as notes to the customer.
In Process Icon	Indicates that Job processing has not yet been completed. This icon is accompanied by a *Job In Process* dialog box, which appears in the *Job Status* panel.
Preflight Icon	Accesses the *File Upload Report*.
iForm Job	Indicates that this is an iForm Job and accesses the iForm Express.
Variable Data Job	Indicates that this is a *Variable Data* Job and accesses the *Variable Data Express*.
Job Information Fields	Contains information about the Job.
Operation Buttons	Enable changing the Job status and properties, previewing the Job in the *Xerox FreeFlow Web Services Viewer*, previewing the *Job Ticket* and pricing a Job manually, when necessary.
Attachments	Indicates the number of attached files and accesses the *Attachments* dialog box.
Track Shipment	Appearing when shipment is carried out through a carrier, the *Track Shipment* link accesses the carrier's *Tracking* window.
Outsourcing Information	Accesses the *Outsourcing Information* dialog box. This link appears when the Job has been outsourced to a partner Print Provider.
Job Printed To Inventory	Job ordered by the Print Buyer, to be stored in *Inventory*.
Job Printed From Inventory	Job ordered by the Print Buyer, to be shipped from *Inventory*.

Note: When creating a PDF Preview, only one Job can be processed at a time. If a Job follows a Job already being processed, the Creating Low-Res PDF dialog box appears and the newer Job enters the queue. In such a situation, the user has the ability to view the position of the Job in the queue, to cancel the preview operation, or to continue the preview in the background. When the Job is assigned to the background, the window closes and the user is able to continue with another assignment. When the Low-res PDF is created, it is saved and immediately available to the user upon request. However, if the Job is still in process, an updated Creating Low-Res PDF dialog box appears. If accepting a preview was defined as a condition prior to ordering, the user will not be able to order without viewing the preview.

Operation Buttons

The *Job Information* panel contains the following operation buttons:

- **Change Status** – Accesses the *Change Job Status* dialog box where the Print Provider can change the Job status
- **Delete Job** – Deletes the Job from the *Track Jobs* window
- **Edit Properties** – Accesses the *Edit Properties* window, where the Print Provider views/modifies the Job properties
- **Job Ticket** – Accesses the *Job Ticket Creation* window where the Print Provider can preview a *Job Ticket*
- **Pricing** – Accesses the *Pricing* dialog box and enables the Print Provider to manually price any Job (available for Jobs not yet printed)
- **Reprint Job** – Accesses the *Reprint* window. Through the *Reprint* window, the Print Provider can modify such parameters as the number of copies, shipping address, delivery date and mismatch. Following the parameter modifications, the Job can be reprinted as a new Job
- **Search Order** – Lists all of the Jobs that are included in the Job order of the selected Job (available for Jobs already Printed)

Change Job Status

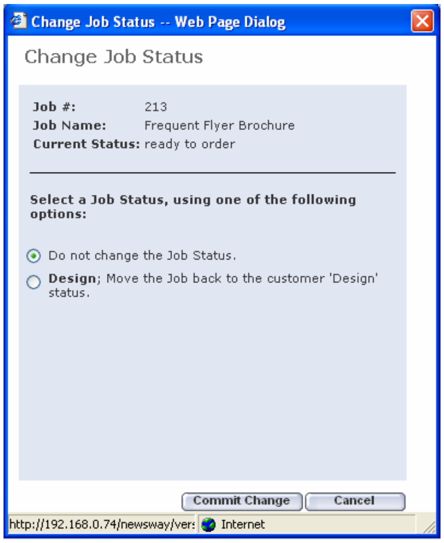


Figure 77: Job Status Dialog Box

The *Change Job Status* dialog box appears when clicking on the *Change Status* button. Each *Track Jobs* status provides a specific *Change Job Status* dialog box that offers only those options that can be logically carried out. In all, there are five *Change Job Status* options.

The following tables list and describe the *Change Status* dialog box elements and buttons:

Field	Details
Job #	The Job number.
Job Name	The Job name.
Current Status	The current Job status in the *Job Status* panel.

Radio Button	Function
Do not change the Job Status	Used for leaving the Job in the current status and closing the *Change Job Status* dialog box.
Saved Jobs	Used for changing the Job status into *Saved Jobs*. In the Print Buyer interface, the Job is moved into the *Saved Jobs* window.
Ready To Order	Used for changing the Job status into *Ready to Order*. In the customer interface, the Job is moved into the *Shopping Cart*.
Delivery	Used for changing the Job status from *Production* to *Delivery*.
Printing	Used for changing the Job status from *Shipping* to *Production*. In the Print Buyer interface, the Job moves from *Shipping* to *Printing*.
Received	Used for changing the Job status into *Received*. In the customer interface, the Job is moved into the *Received* window.

Operation Button	Function
Commit Change	Commits the Job status change.
Note: When the Job status is changed from *Printing* or *Shipping* into *Saved Jobs* or *Ready to Order*, the *Order Price Update* dialog box opens.	
Cancel	Closes the *Change Job Status* dialog box without changing the Job status.

Order Change Dialog Box

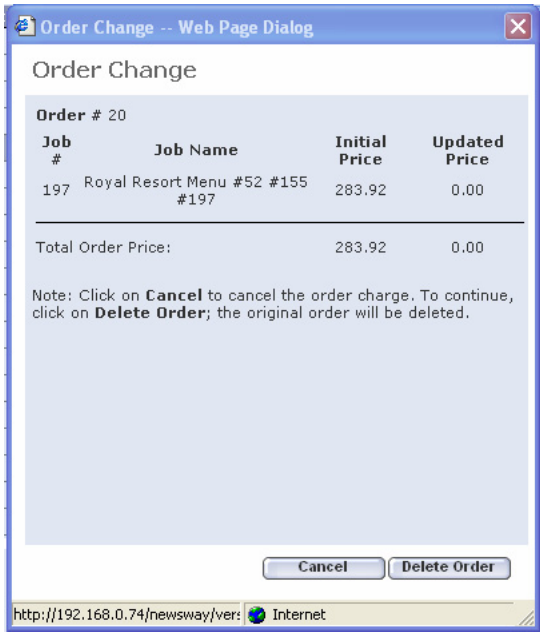


Figure 78: Order Change Dialog Box

The *Order Change* dialog box opens by clicking on the *Commit Change* button in the *Change Status* dialog box, when the Print Provider chooses to change the Job status from *Printing* or *Shipping* into *Saved Jobs* or *Ready to Order*.

Order Change is composed of the following elements:

- **Order No** – The order number
- **Job ID** – The Job number
- **Job Name** – The Job name
- **Initial Price** – The initial price of each Job in the order (without a tax rate and the urgency fee)
- **Updated Price** – The updated price of each Job in the order. The '0' appearing in the *Updated Price* indicates that this Job is no longer priced. The initial Job price is excluded from the total order price
- **Total Order Price** – The initial total price of all Jobs in the order (left field) and the updated total price of all the remaining Jobs in the order (right field)
- **Cancel Button** – Cancels the operation and closes the dialog box
- **Leave Original Price Button** – Maintains the original price
- **Update Price Button** – Updates the original price
- **Delete Order Button** – Deletes the order

Changing the Job Status

In order to change the status of the Job, carry out the following steps:

1 Click on a Job in the *Job Status* panel.

2 Click on the *Change Status* button; the *Change Job Status* dialog box appears.

3 In the dialog box, activate the relevant radio button.

4 Click on the *Commit Change* button in order to change the Job status; when the Job status is changed from *Printing* or *Delivery* to *Saved Jobs* or *Ready to Order*, the *Order Change* dialog box opens (see: Figure 78, page 114).

5 To refresh the window and track the Job in the changed status, click on a status tab.

Edit Properties

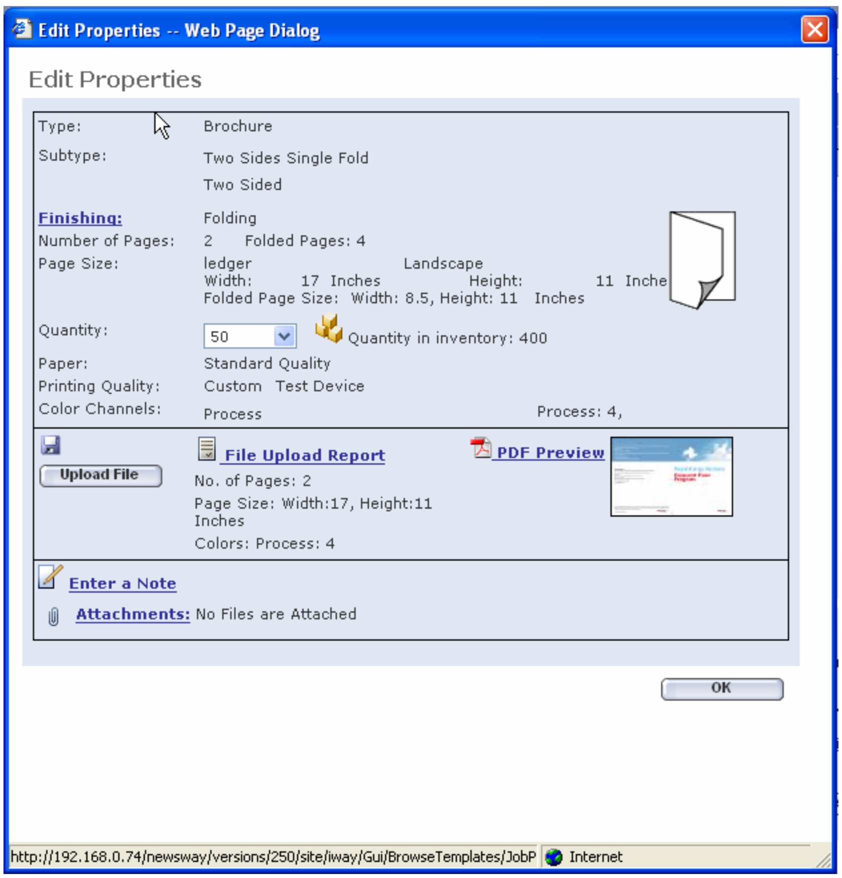


Figure 79: Edit Properties Window

The *Edit Properties* window opens by clicking on the *Edit Properties* button.

Note: The *Edit Properties* window interface is the same as in the *Print Buyer Template* (see *Edit Properties Button*, page 85 for details).

Modifying Properties

In order to modify properties, carry out the following steps:

1. Click on a Job in the *Job Status* panel.
2. Click on the *Edit Properties* button; the *Edit Properties* window appears.
3. Enter all modifications into the designated field boxes and dropdown boxes.
4. Where necessary, click on the relevant links and enter the modifications into the linked windows.
5. To confirm the modifications, click on *OK*; the *Edit Properties* window closes.
6. To close the *Edit Properties* window, without confirming any modifications, click on the *Close* button in the upper-right corner of the window.

Caution: When changing the properties for a Job that has already been priced by the system, an *Alert* message informs that the Job price remains unchanged but may no longer be valid.

Job Ticket

When clicking on the *Job Ticket* button, the *Job Ticket Creation* window appears. In order to preview a *Job Ticket* page, the Print Provider must first determine which *Job Ticket* pages to create. The *Job Ticket* pages appear after clicking on *OK* in the *Job Ticket Creation* window.

Job Ticket Creation Window

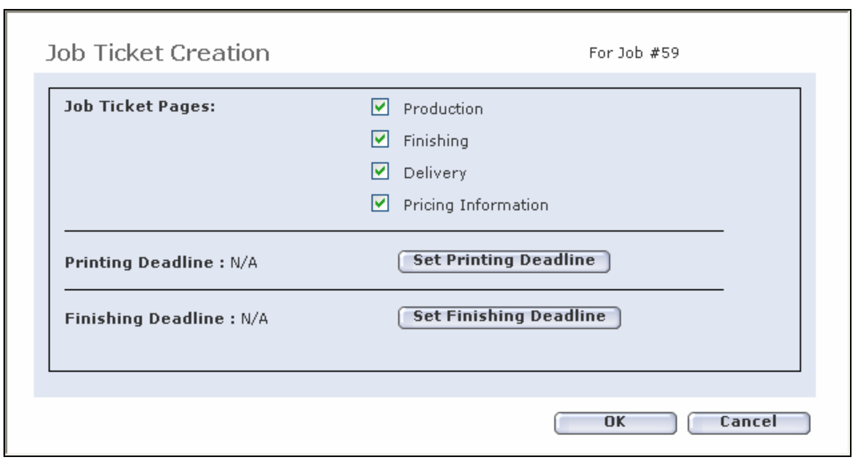


Figure 80: Job Ticket Creation Window

Job Ticket pages contain detailed information about production, finishing, delivery, and pricing. The Print Provider can also type in various notes and instructions. After completing the *Job Ticket* pages, the Print Provider can print out one or more *Job Ticket* pages (see *Job Ticket*, page 26).

Pricing

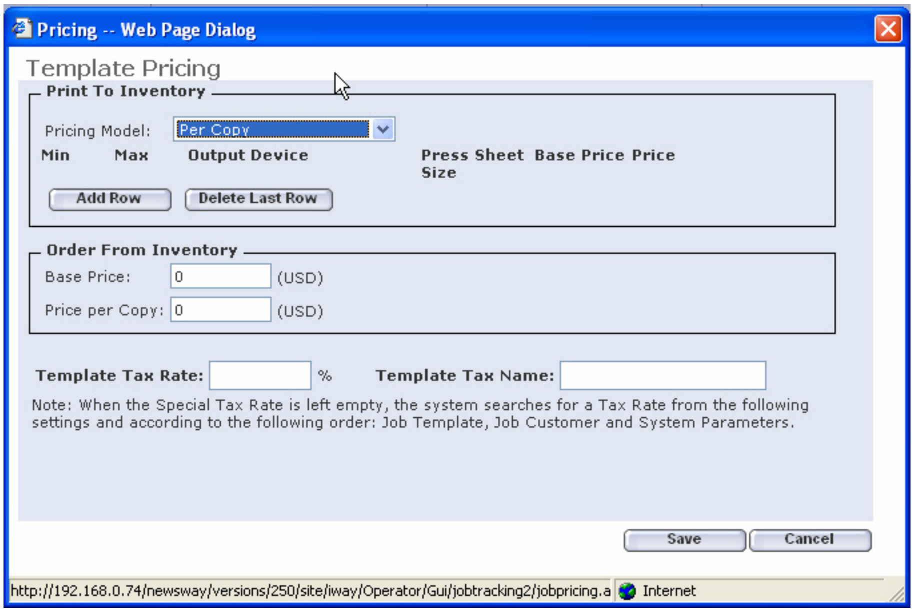


Figure 81: Pricing Panel

The *Pricing* button, appearing in the *Saved Jobs* and *Ready to Order* windows only, accesses the *Job Pricing* dialog box, which displays a dropdown box with the following two options:

- **Not defined for this level** – Signifies not to activate this *Pricing Model* but to scan the next *Pricing Model* in the hierarchy for activation (for an in-depth review of pricing, see *Generic Pricing Mechanism,* page 257).
- **Per Copy** – Activates the *Pricing Model* and enables determining prices per copy. *Per Copy* accesses the *Job Pricing Per Copy* dialog box, for manually entering the parameters.

Per Copy

Per Copy allows the Print Provider to set a fixed price for a Saved Jobs according to a varying range of copies. The Print Provider is able to determine quantity ranges and for each quantity range, the Print Provider can configure the suitable output device, press sheet size, base price and price per number of copies.

Job Pricing Panel

The *Job Pricing* panel enables entering additional Job quantity ranges. To enter an additional quantity range row, click on *Add Row*. To eliminate the last quantity range row, click on *Delete Last Row*.

Defining Job Tax Rate

In order to define *Job Tax Rate*, carry out the following steps:

1. Click on the *Pricing* button and then click on *Per Copy*; the *Job Pricing: Per Copy* dialog box appears.
2. Enter a Job tax rate into the field provided. The Job tax rate overrides all other tax rates. The new tax rate expires on the date that the Print Provider chooses.
3. To provide a name for the *Job Tax Rate*, enter the name into the *Job Tax Name* field.

   Note: When leaving the *Tax* field empty, the system uses the tax rate defined in the *Template Library* window. When this tax rate does not exist, the system uses the tax rate defined in the *Customers/Settings/Preferences* window. When this tax rate doesn't exist, the system uses the default tax rate defined in *Settings: General/Pricing* window, while calculating the total Job price.

Defining Expiration Dates for Pricing and the Tax Rate

In order to define expiration dates for *Pricing* and the *Tax Rate*, carry out the following steps:

1. Enter the *Pricing* information and the *Tax Rate* into the fields provided.
2. Click on the *Choose Date* button; the *Expiration Date Calendar* appears.
3. In the *Expiration Date Calendar*, click on the required date.
4. Click on *OK*; the chosen date appears at the top of the *Special Tax Rate* box. After this date, the special tax rate is no longer valid.

Note: When the expiration date is not defined, the *Price* and the *Tax Rate* for this Job do not expire.

The *Price* and the *Tax Rate* expiration always occur on the day that was set (i.e. when a price has been offered until Nov. 5, on that precise date, the price will no longer be available).

Section II: Job Type Library

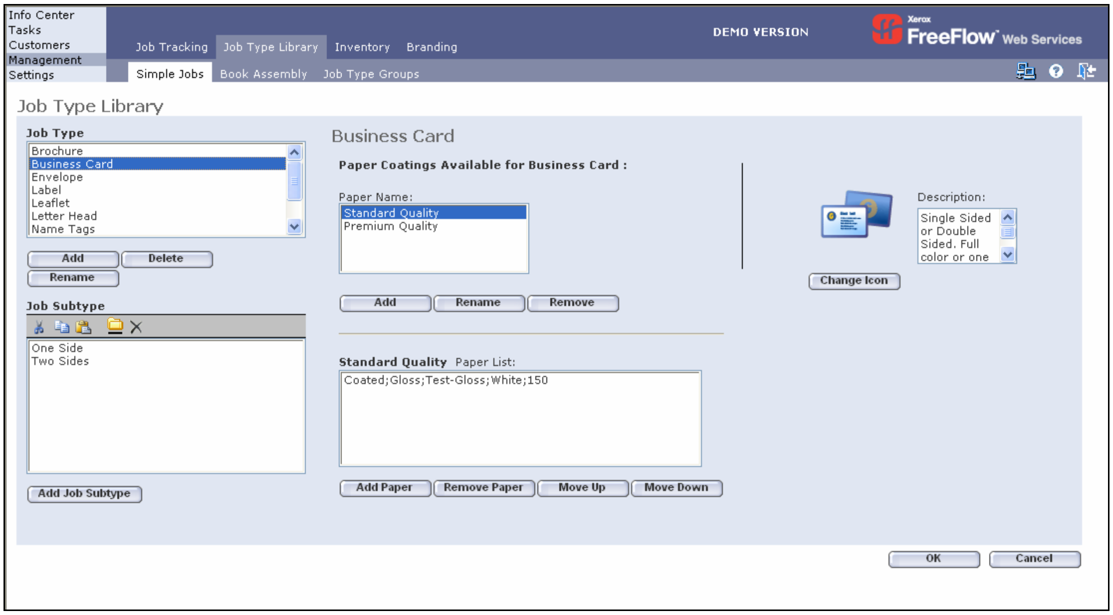


Figure 82: Job Type Library

The *Job Type Library* window provides the following three views:

- **Simple Jobs** Enables creating Jobs based on one component.
- **Book Assembly** Option that enables creating Jobs that are composed of one or more files and include a binding element.

Note: *Book Assembly* is purchased independent of Xerox FreeFlow Web Services. For more information on *Set*, consult your local representative.

- **Job Type Groups** Enables selecting an abbreviated group of *Job Types* and *Subtypes* for specific Print Buyers, in order to streamline the Print Buyers workflow.

Simple Jobs

In the *Simple Jobs* window, the Print Provider creates a predefined list of *Job Types*. Each *Job Type* contains a list of *Job Subtypes*. For each *Job Subtype*, the Print Provider defines the Job's properties and the finishing parameters. By this, the Print Provider creates a list of *Job Tickets* that can be used by the Print Buyers, when creating a new Job.

The following tables list and describe the *Job Type Library* interface structure:

Left-hand Panes	**Description**
Job Type	Contains a list of *Job Types*.
Job Subtype	Contains a list of *Job Subtypes*, which further describes the *Job Type.*

'Paper Types Available' Panels	**Description**
Paper Types Available	Contains defined paper characteristics for a *Job Type*.
Paper List	List of paper available for a particular *Job Type.*

Job Type Pane

The *Job Type* pane contains the *Job Types* appearing in the *Print Buyer* interface. All *Job Types*, initially found in the list, are provided by *Xerox FreeFlow Web Services*. The Print Provider can delete or add additional *Job Types* to the list, as well as rename the *Job Type*.

Navigation Logic

When a *Job Type* is selected, the *Job Subtype* list for this specific *Job Type* is displayed in the *Job Subtype* pane and the *Properties for Job Subtype* panel appears on the right-hand side of the window.

Adding a New Job Type

In order to add a new *Job Type*, carry out the following steps:

1. Click on the *Add* button; the *New Job Type Name* dialog box appears.
2. Enter a new *Job Type* name and then click on *OK*; the new *Job Type* appears at the bottom of the current *Job Type* list.

Deleting a Job Type

Caution: When deleting a *Job Type*, the Job description list for this *Job Type* is also deleted.

In order to delete a *Job Type*, carry out the following steps:

1. Select *a Job Type*.
2. Click on the *Delete* button; the *Delete Job Type* dialog box appears.
3. Click on *Yes*; the *Job Type* is deleted.

Renaming a Job Type

In order to rename a *Job Type*, carry out the following steps:

1. Select *a Job Type*.
2. Click on the *Rename* button; the *Rename Job Type* dialog box appears.
3. Enter a new *Job Type* name; the new name appears in the *Job Type* list.

Job Subtype Pane

The *Job Subtype* pane displays a separate *Job Subtype* list for each selected *Job Type*. Clicking on a *Job Subtype* opens the *Properties for Job Subtype* panel, where the Print Provider defines the *Job Subtype* default settings.

The following is a description of the *Job Subtype* pane elements:

- **Toolbar** – Consists of the toolbar buttons that allow the Print Provider to cut, copy, paste, rename or delete a *Job Subtype*.
- **Add Job Subtype Button** – Adds a *Job Subtype* to the *Job Subtype* pane field.

Adding a New Job Subtype

In order to add a new *Job Subtype*, carry out the following steps:

1. Click on *Add Job Subtype*; the *New Job Subtype* dialog box appears.
2. Enter a new name into the *Subtype* field box.
3. Click on *OK* to confirm the *New Job Subtype*.

Properties for Job Subtype Pane

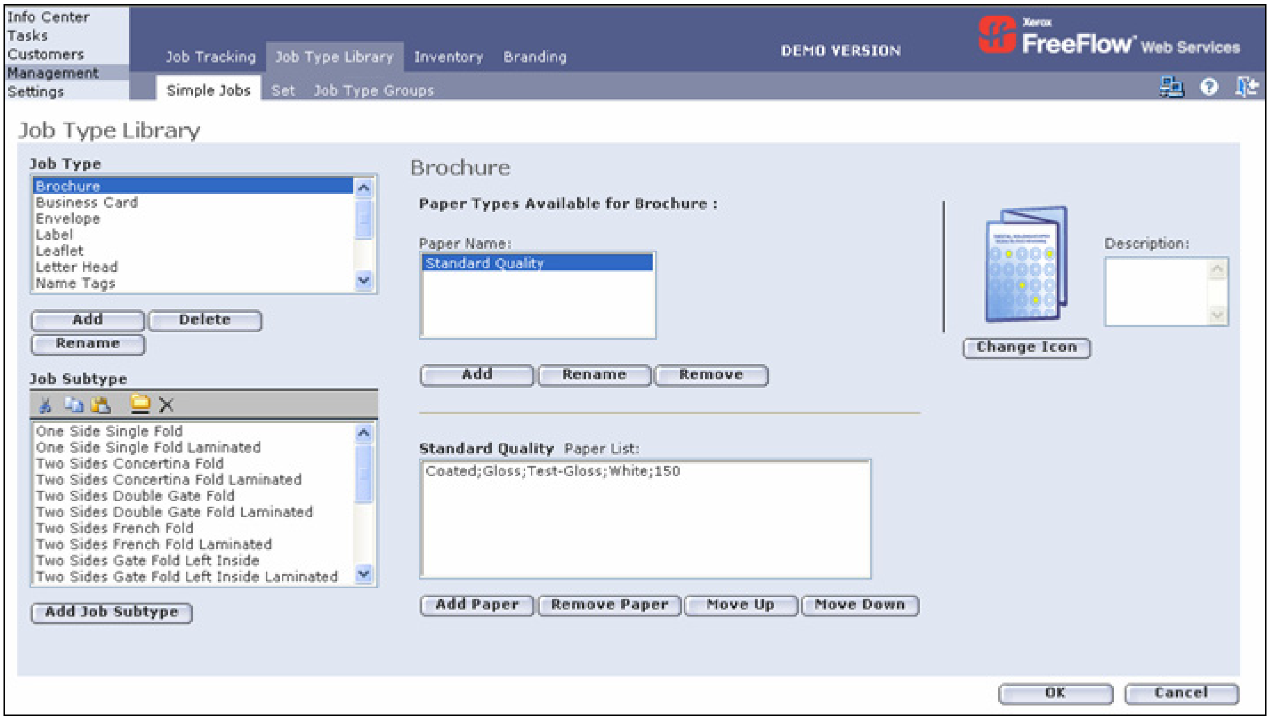


Figure 83: Adding a New Job Subtype

Job Subtype Toolbar

The following table lists and describes the *Toolbar* buttons:

Button	Description
Cut	Removes a selected *Job Subtype* from the list without deleting it.
Copy	Duplicates the *Job Subtype* with all its properties.
Paste	Enables pasting a copied or cut *Job Subtype* under a different, selected *Job Type*. When pasting a *Job Subtype* from one *Job Subtype* list to another, where there is already another *Job Subtype* with the same name, a running number will be assigned.
Rename	Enables renaming a *Job Subtype*.
Delete	Deletes a selected *Job Subtype*.

Renaming a Job Subtype

In order to rename a *Job Subtype*, carry out the following steps:

1 Select a *Job Subtype*.

2 Click on the *Rename* button; the *Change Subtype Name* dialog box appears.

3 Enter a new *Job Subtype* name.

4 Click on *OK*; the new *Job Subtype* name appears in the *Job Subtype* list.

Paper Types Available

In the *Paper Types Available* panels, the Print Provider defines paper type available for any specific *Job Type* and sets the default paper names. The Print Buyer can view these characteristics in the *Paper* box of the *Edit Properties* window.

Note: The advanced Print Buyer *User* (corporate administrator, supervisor, designer) can modify the default paper property settings in the Print Buyer's *Edit Properties* window, when the Job has not been priced (see *Pricing Panel*, page 145).

The *Paper Types Available* panel is composed of the following elements:

Paper Name Sub-panel – Allows the Print Provider to enter a *Paper Name* (the designated name for a specific paper, for the easy use of the Print Buyer). The *Xerox FreeFlow Web Services* default *Paper Name* is by quality: standard, high, and premium. The default *Paper Name* can be modified

Caution: For a *Paper Name*, at least one valid *Paper Type* must be defined.

Paper Type Sub-panel – Contains different paper properties chosen from the *Paper Search* engine. When one of these properties has been removed from the stock, the *Paper Type* is marked red. When one of these properties has been temporarily disabled in the stock, the *Paper Type* is marked gray

Caution: *Paper Types* marked in red or gray are invalid. At least one *Paper Type* in the pane has to be marked black (available in stock and not disabled).

Job Type Icon – When selecting a specific *Job Type*, an icon appears in the upper-right corner of the panel, providing a visual description of the *Job Type*

Change Image Button – Enables the Print Provider to upload new images that can serve as *Job Type* icons

Paper Name Sub-panel

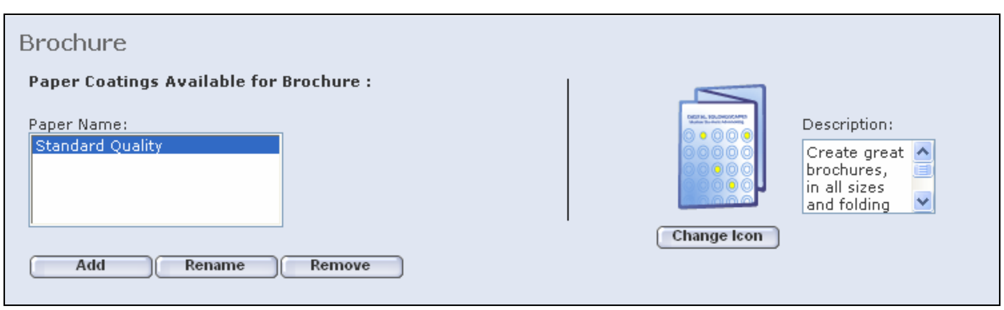


Figure 84: Paper Name Pane

In the *Paper Name* sub-panel, you can perform the following functionality:

- Adding a Paper Name
- Renaming a Paper
- Removing a Paper Name
- Changing the Job Subtype Icon

Adding a Paper Name

In order to add a *Paper Name*, carry out the following steps:

1 Click on the *Add Paper Name* button; the *Paper Name* dialog box appears.

2 Enter a new *Paper Name* and click on *OK*; the new name is added to the bottom of the list.

Renaming a Paper

In order to rename a *Paper Name*, carry out the following steps:

1 Click on a *Paper Name*; the name is highlighted.

2 Click on the *Rename Paper Name* button; the *Change Paper Description* dialog box appears.

3 In the dialog box, enter a new name and click on *OK*; the new name replaces the highlighted name.

Removing a Paper Name

Caution: When removing a *Paper Name*, all of the paper types that have been defined for the *Paper Name*, will be also be removed.

In order to remove a *Paper Name*, carry out the following steps:

1 Click on a name; the name is highlighted.

2 Click on *Remove Paper Name*; the *Paper Name* is removed.

Changing the Job Subtype Icon

In order to replace a *Job Type* icon with a new icon, carry out the following steps:

1 Click on the *Change Icon* button; the *Images Folder: Job Type/Subtype Icon* dialog box appears.

2 Follow the instructions to upload images to the *Folder* and select a target image and click on *Select Image* to change the *Job Type* icon.

Paper Type Sub-panel

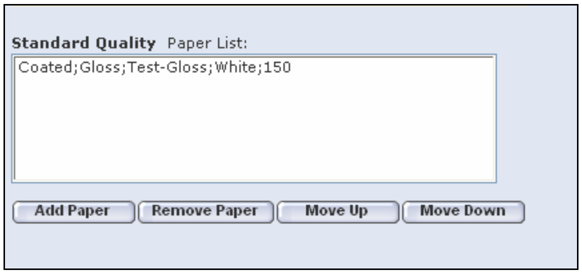


Figure 85: Paper Type Pane

In the *Paper Name* sub-panel, you can perform the following functionality:

- Adding a Paper Type
- Removing a Paper Type
- Setting a Default Paper Type

Adding a Paper Type

In order to add a *Paper Type*, carry out the following steps:

1. Select a *Job Type*; the *Paper Name* pane appears (the selected *Job Type* appears as the name of the panel).
2. Select a *Paper Name*; the paper properties appear in the *Paper List.*
3. Click on *Add Paper*, the *Paper Type* dialog box appears.
4. Select a paper surface from the *Coating* dropdown box.
5. Select a paper weight from the *Weight* dropdown box; a selection of *Paper Types* appears in the *Paper* pane.
6. Click on a target *Paper Type* and then click on *OK*; the *Paper Type* appears in the *Job Type Library Paper List* (the selected paper properties appear with the *Paper Type* name and are separated by the semi-colon ";" symbol).

Removing a Paper Type

In order to remove a *Paper Type*, carry out the following steps:

1. In the *Paper List*, click on a *Paper Type*; the *Paper Type* is highlighted.
2. Click on the *Remove Paper Type* button; the Paper Type is removed.

Setting a Default Paper Type

Where there is more than one *Paper Type* in the *Paper List*, the first *Paper Type* is the default setting. In order to set a default *Paper Type* in the *Paper List*, carry out the following steps:

1. Click on *a Paper Type*; the *Paper Type* is highlighted.
2. Click on *Move Up*; the selected *Paper Type* is moved to the top of the *Paper List*, becoming the default.

Note: When placing a *Paper Type*, marked red or gray, at the top of the list, the system finds the uppermost *Paper Type* marked black (available in stock).

Job Type Library Taskbar

The *Job Type Library Taskbar* can be accessed by clicking on a specific *Job Subtype*. In the following panels, the Print Provider can define all of the *Edit Properties* for the selected *Job Subtype*.

The *Job Ticket Taskbar* is composed of tabs that access the following panels:

- **General** – Used for setting the number of Job pages, changing the default *Job Layout* icon and, when needed, choosing a two-sided mode, and adding notes
- **Folding** – Used for creating different fold types
- **Finishing** – Opens the *Finishing* taskbar where the Print Provider chooses a variety of finishing operations
- **Quantity** – Used for setting the number of Job copies
- **Flat Page Sizes** – Used for defining *Flat Page* sizes (unfolded or open Job page sizes) for the selected *Job Subtype*
- **Paper Selection** – Used for selecting a paper type(s), separately for each *Job Subtype*
- **Pricing** – Used for setting a price for the selected *Job Subtype*
- **Channel** – Allows the Print Provider to define the color channels that will be used by this *Job Subtype*

General Sub-panel

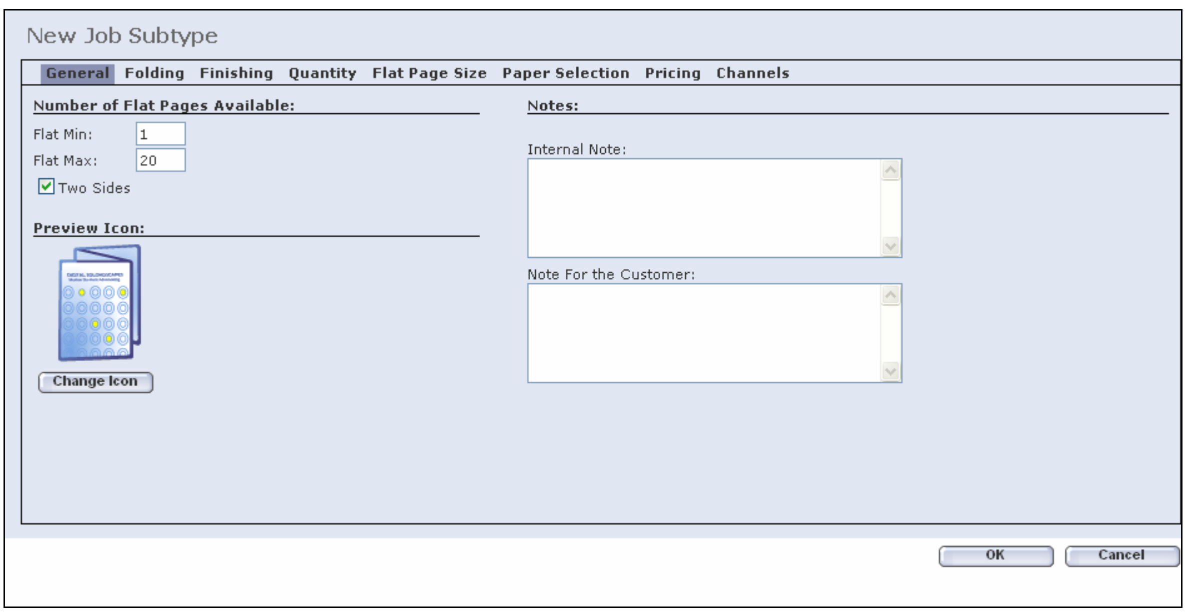
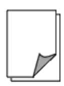


Figure 86: General Sub-panel

In the *General* sub-panel, the Print Provider determines the number of Job pages, the *Side* mode and the *Job Ticket* icon, and adds notes.

The following table lists and describes the *General* pane elements:

Panel Element	Description
Flat Min	Minimum number of *Flat* pages. This is the minimum number of pages within the uploaded file.
Flat Max	Maximum number of *Flat* pages. This is the maximum number of pages within the uploaded file.
Two Sides Checkbox	A paper sheet with Job pages on both sides. When the *Two Sides* checkbox is checkmarked, the minimum number of Job pages is always '2'.
Preview Icon 	*Xerox FreeFlow Web Services* offers a wide assortment of *Preview* icons that change according to the *Job Subtype*. All *Xerox FreeFlow Web Services* icons can be replaced with personal icons designed by the Print Provider. The Print Buyer sees the icon after entering the *Edit Properties* window.
Change Icon	Enables uploading a new icon image.
Internal Notes Pane	Contains Print Provider notes for production purposes. These notes appear in the *Job Ticket* and enable the Print Provider to communicate with the personnel, at the handling level of the production.
Note For The Customer Pane	Contains the Print Provider notes for the Print Buyer. These notes can be read by all *Users*.

Uploading a Personal Preview Icon

In order to upload a personal *Preview* icon, carry out the following steps:

1 Click on the *Change Icon* button; the *Images Folder: Job Type/Subtype Icon* dialog box appears.

2 Follow the instructions to upload images to the *Folder* and select a target image and click on *Select Image* to change the *Job Type* icon.

Setting the Quantity of Flat Pages in the One Side Mode

In order to set the quantity of *Flat* pages in a *One Side* ('single page') mode, carry out the following steps:

1 Select a *Job Subtype* from the *Job Subtype* pane.

2 Uncheck the *Two Sides* checkbox.

3 In the *Flat Min* box, enter the minimum number of single pages.

4 In the *Flat Max* box, enter the maximum number of single pages.

Setting the Quantity of Flat Pages in the Two Sides Mode

In order to set the quantity of *Flat* pages in a *Two Sides* mode, carry out the following steps:

1 Select a *Job Subtype* from the *Job Subtype* pane

2 Checkmark the *Two Sides* checkbox.

3 Enter ‘2’ into the *Min* box.

4 In the *Flat Max* box, enter the maximum even number of pages.

Folding Pane

The *Folding* panel provides the user with the following “page folding” options which are selected from the *Folding* dropdown box:

- **None** – Folding will not be carried out
- **Pre-determined Fold** – Dropdown list containing innumerable folding options
- **Custom** – Allows the Print Provider to create a fold type for a specific Job. The Print Provider can create any number of folds for one Job.

Pre-determined Fold

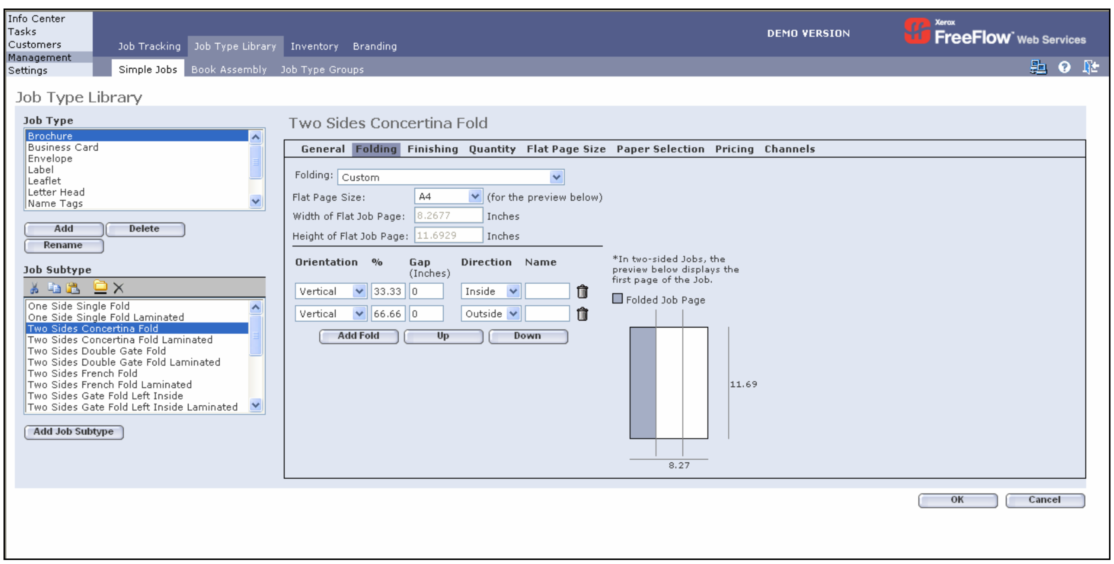


Figure 87: Pre-determined Fold Panel

Pre-determined Fold displays a *Layout Image* appears together with an image that displays how the folds are carried out. In addition, the *Pre-determined Fold* window displays a legend that explains the various *Page Fold* symbols.

Frequently Used Folds

Single Fold

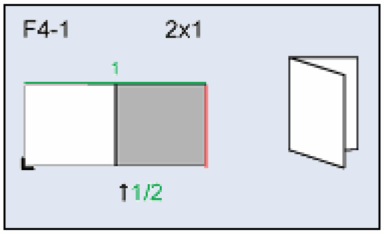


Figure 88: Single Fold Layout Image and Icon

A *Single Fold* is a two-panel fold where both panels are equal. A *Single Fold* can be folded both backwards and forwards.

Parallel Fold

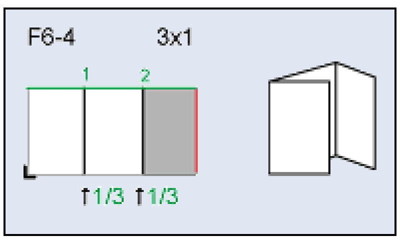


Figure 89: Parallel Fold Layout Image

A *Parallel Fold* is a three-panel fold. The inner panel must be slightly shorter than the other two folds; otherwise it causes the outer panel to pop up (telescoping effect). A gap between the inner and the central panel is specified in order to make the outer panel lie flat. The other two panels are equal.

Concertina (Z-Fold)

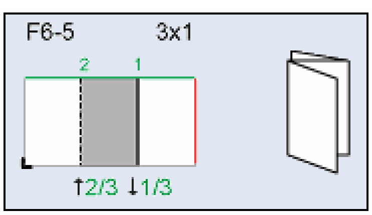


Figure 90: Concertina Fold Layout Image

A *Concertina Fold* is a three-panel fold where all panels are equal. One side-panel is folded to the front of the central panel; the other side-panel is folded to the back of the central panel.

Custom

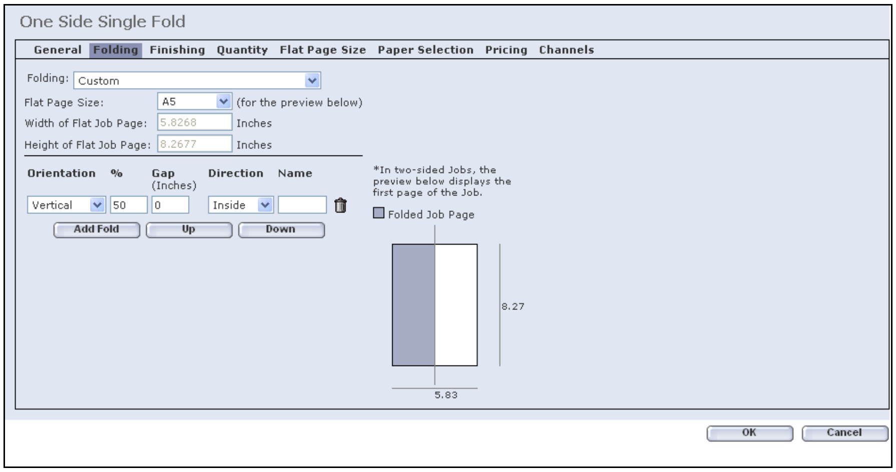


Figure 91: Custom Fold Panel

The *Custom Fold* panel is composed of the following elements:

- **Folding Dropdown Box**
- **Flat Page Size Box** – Reflects the actual *Flat Page* size before folding. The desired Job size is selected from the dropdown menu. The list of available sizes in the dropdown menu corresponds to the size options selected in the *Flat Page Size* panel. In order to add/delete a size, the Print Provider returns to the *Flat Page Size* panel and selects the desired size. *Flat* page size is graphically represented in the Job *Preview* image
- **Width and Height of Flat Job Page** – Displays the sheet size dimensions before folding. Fold guides divide the *Layout* image into panels, where a panel represents a Job page. The Print Provider must always click on the largest panel of the Job in order to receive the required result.
- **Fold Creation Boxes** – Contain all of the folding properties:
  - **Orientation Dropdown Menu** – The Print Provider can place a fold either horizontally or vertically, according to the Job layout. Vertical folds are counted from left to right and horizontal folds from top to bottom. The fold guides in the Layout image indicate fold orientation
  - **Panel Rate (%) Box** – Used for entering a percentage number that reflects the location of the fold. By clicking outside the *Panel Rate* **(%)** box, a fold guide is applied to the *Layout* image, dividing it into panels
  - **Gap Box** – A number entered into the *Gap* box reflects the gap between two panels (i.e. while creating a *Gate Fold*, a gap must be specified between the inner and the central panels (see: *Parallel Fold*, page 129)
  - **Fold Direction Dropdown Menu** – The Print Provider chooses an 'inside' or 'outside' fold direction:

    Inside: the leaf is folded to the front of the following panel.

    Outside: the leaf is folded to the spine of the following panel.

  - **Name Box** – In the *Name* box, the Print Provider enters a fold name
- **Layout Image** – Represents the first page of a Job; fold guides in the *Layout* image indicate the applied folds

The following table lists the operation buttons in the *Folding* panel and describes their functions:

Operation Button	Function
Add Fold	Adds a new row of fold creation boxes.
Up	Moves up a selected row of fold creation boxes.
Down	Moves down a selected row of fold creation boxes.
Delete	Deletes a row of fold creation boxes.

Creating a Single Fold

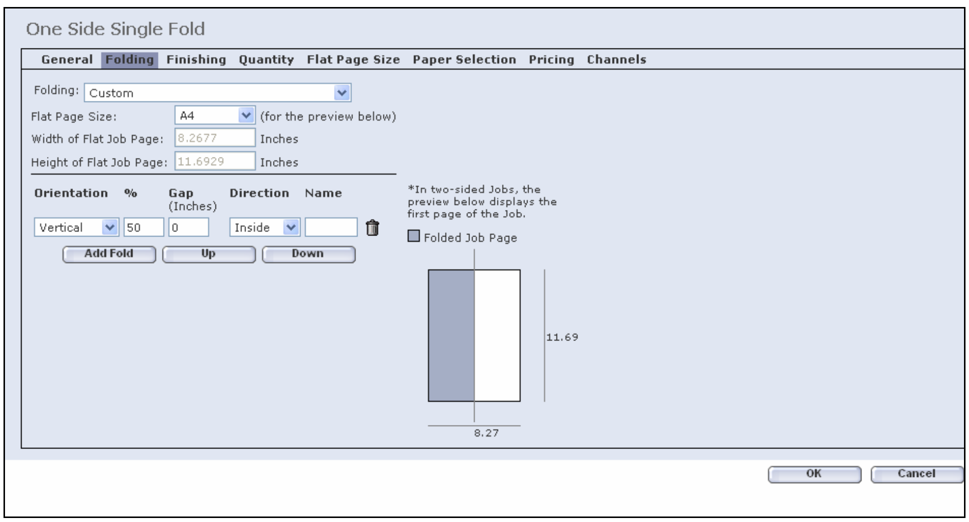


Figure 92: Single Fold Creation

In order to create a *Single* fold, carry out the following steps:

1. Select either a vertical or horizontal fold orientation.
2. To create a panel-separating guide, enter a number (percentage) into the *Panel Rate (%)* box.
3. Enter 50 to create equal leafs; the page folds exactly in the middle.
4. Select the required fold direction.

Note: Do not type the percentage '%' sign into the *Panel Rate (%)* box.

Creating a Right Inside Gate Fold

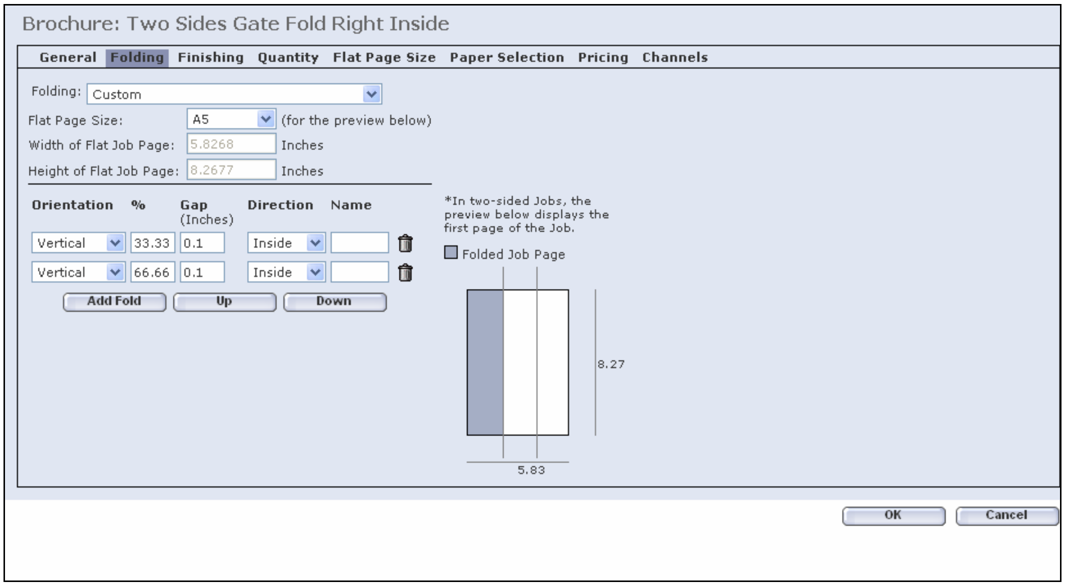


Figure 93: Right Inside Gate Fold Creation

In order to create a right inside *Gate Fold*, carry out the following steps:

1. In the *Panel Rate (%)* box, enter 66.66.
2. Click outside the *Panel Rate (%)* box in order to place the first separating guide; the right-hand panel becomes the inner panel.
3. Click on *Add Fold* to add another fold row.
4. Enter 33.33 into the *Panel Rate (%)* box.
5. Click outside the box in order to draw the second separating guide; the left-hand panel becomes the outer panel. At this point, all of the three panels are equal.
6. In order to make the inner panel shorter than the outer two panels, add the gap dimensions to the first fold *Gap* box (the top fold box line).
7. Divide the gap dimensions in two and enter the result into the second fold *Gap* box in order to make the left and the central panels equal.

Creating a Left Inside Gate Fold

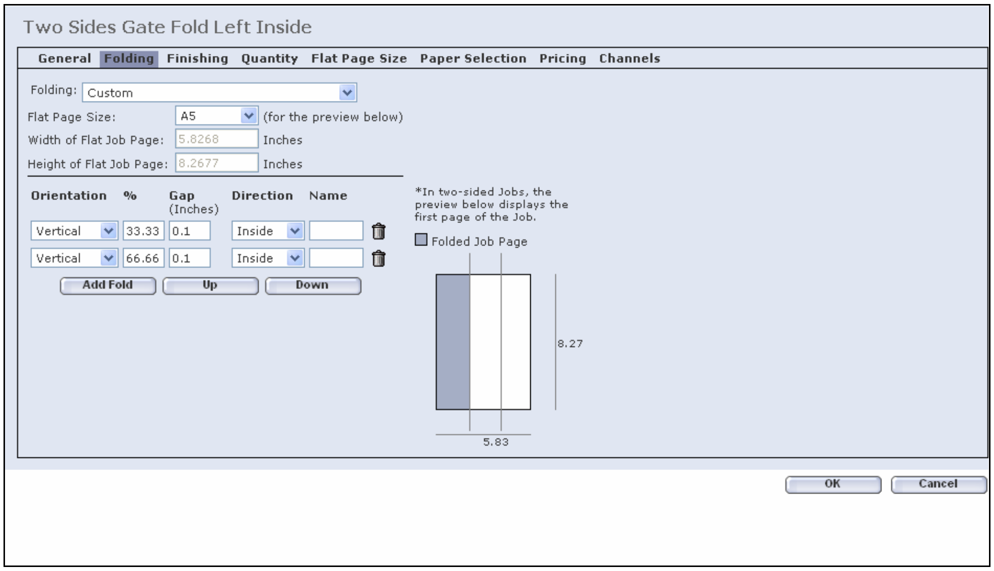


Figure 94: Left Inside Gate Fold Creation

In order to create a left inside *Gate Fold*, carry out the following steps:

1 Switch the order of the folds by clicking on the *Up*/*Down* button.

2 Reduce the left panel size by entering the negative number in the matching *Gap* box.

3 Divide the *Gap* in two and enter the result into the second fold *Gap* box.

4 Set the folding directions as either *Inside-Inside* or *Outside-Outside*.

Creating a Concertina (Z-Fold)

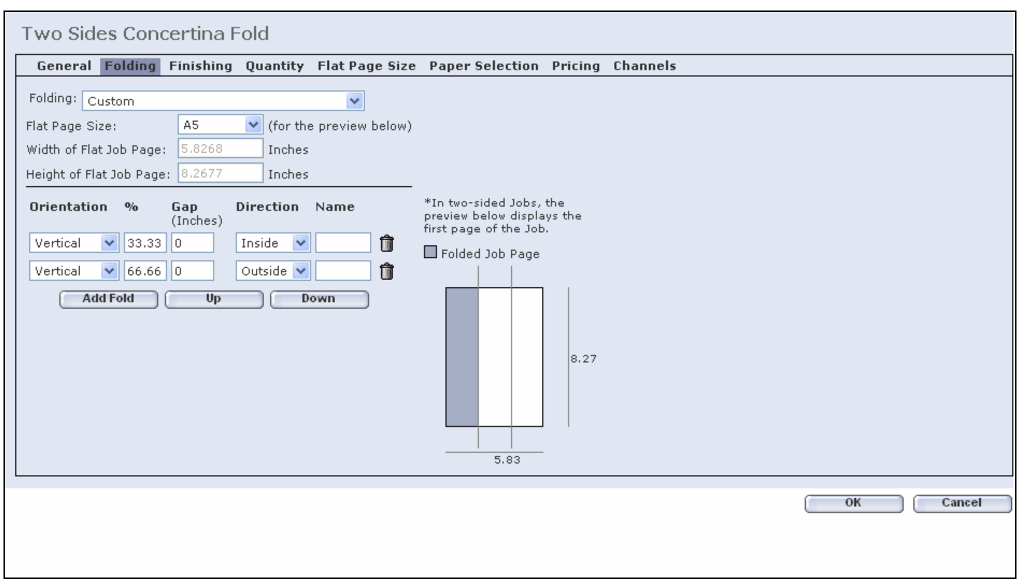


Figure 95: Concertina Fold Creation

In order to create a *Concertina* (Z-Fold), carry out the following steps:

1. In the *Panel Rate (%)* box, enter 33.33.
2. To place the first separating guide, click outside the box.
3. To add another fold row, click on *Add Fold*.
4. In the *Panel Rate (%)* box, enter 66.66.
5. Click outside the box to draw the second separating guide.
6. Choose the *Inside* fold direction for the right-hand panel to be folded to the front of the central panel.
7. Choose the *Outside* fold direction for the second fold.

Note: The reverse selection switches the folding direction of the *Concertina Fold.*

Finishing Panel

Clicking on the *Finishing* tab opens the *Finishing* panel. Clicking on a taskbar tab opens a *Finishing* sub-panel. In each *Finishing* sub-panel is a checkbox that is unchecked by default. Checkmarking the checkbox enables the *Finishing* option.

Stapling Sub-panel

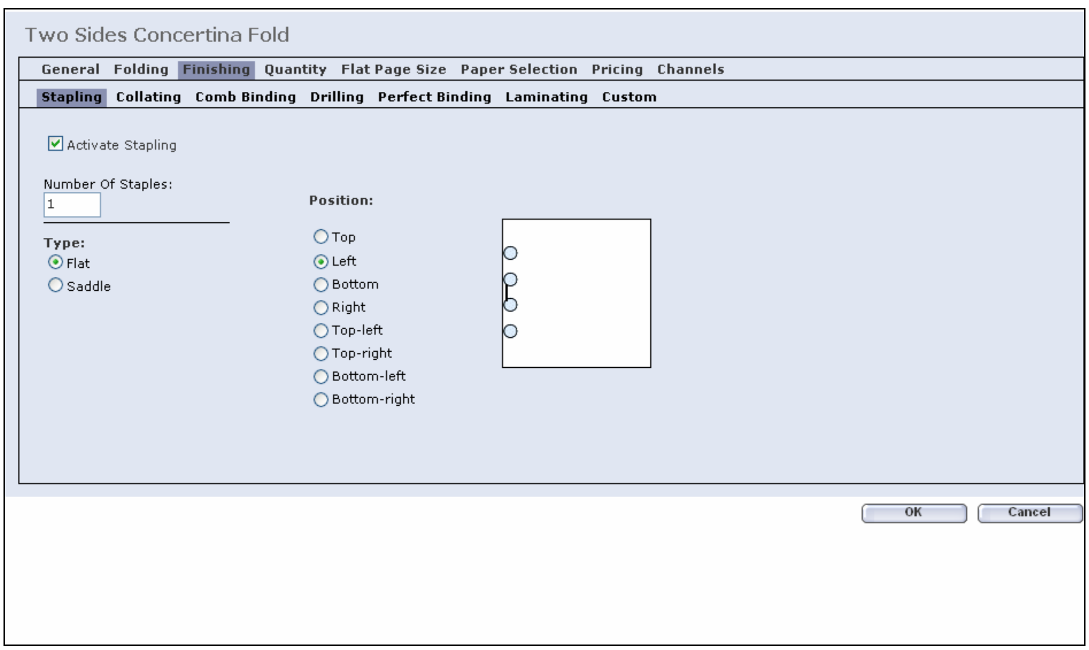


Figure 96: Stapling Sub-panel

In the *Stapling* sub-panel, the Print Provider chooses either flat (side or corner) stapling or saddle stitching. Saddle stitching is carried out by stapling the Job pages along the central fold. *Flat* stapling is carried out from front to back of the entire thickness of the page block. Applied staples are indicated in the *Finishing Sample* image. Staples are always centralized.

Applying Flat Stapling

In order to apply *Flat* stapling, carry out the following steps:

1 Checkmark the *Activate Stapling* checkbox.

2 Click on the *Flat* radio button.

3 Click on one of the following radio buttons:

- Top
- Bottom
- Left
- Right
- Top-Left
- Top-Right
- Bottom-Left
- Bottom-Right

4 Enter a required number of staples into the *Number of Staples* box.

Applying Saddle Stitching

In order to apply *Saddle* stitching, carry out the following steps:

1 Checkmark the *Activate Stapling* checkbox.

2 Click on the *Saddle* radio button; staple position radio buttons become disabled.

3 Enter a required number of staples into the *Number of Staples* box.

Note: The position of staples in the *Finishing Sample* image reflects the presence and the number of stables but not the precise location.

Collating Sub-panel

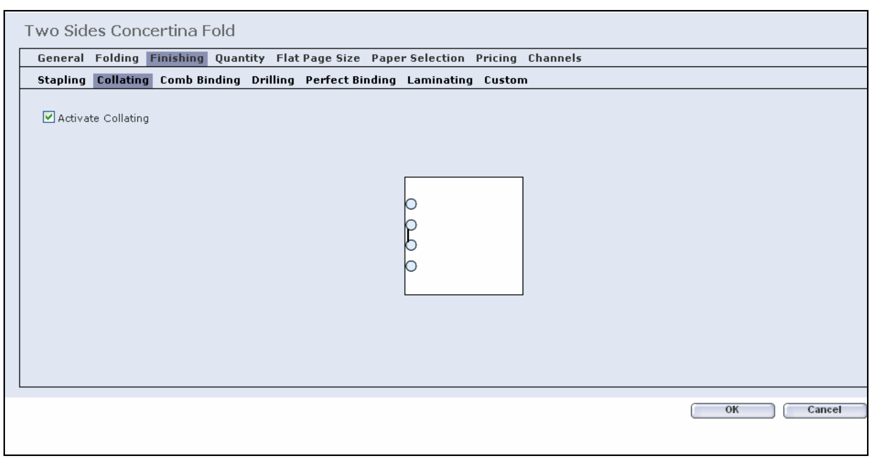


Figure 97: Collating Sub-panel

Instructions for applying the collating option follow.

Applying Collating

In order to apply collating, carry out the following step:

- Checkmark the *Activate Collating* checkbox.

Comb Binding Sub-panel

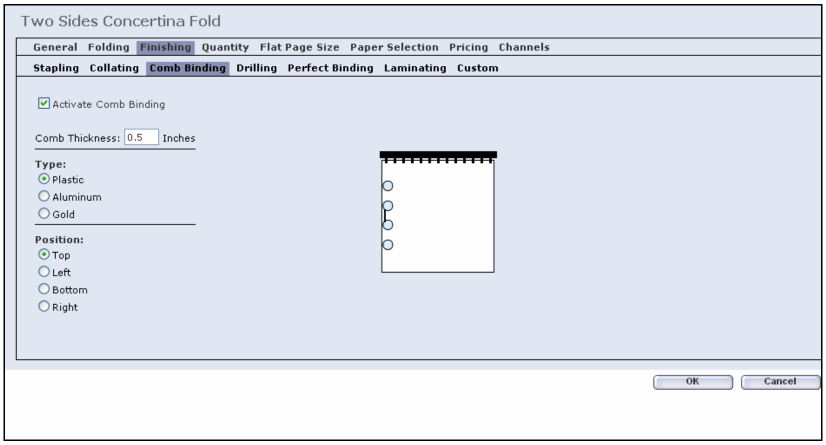


Figure 98: Comb Binding Sub-panel

In the *Comb Binding* sub-panel, the Print Provider chooses a *Comb Binding* option, provided that the required punching and binding equipment is available.

Applying Comb Binding

In order to apply *Comb Binding*, carry out the following steps:

1. Checkmark the *Activate Comb Binding* checkbox.
2. Choose a comb position by clicking on one of the following radio buttons:
   - Top (activated by default)
   - Bottom
   - Left
   - Right
3. Enter comb dimensions into the *Comb Thickness* box; the parameter reflects the diameter of the binder.
4. Choose a comb material: plastic or wire (aluminum or gold).

Note: The comb image does not reflect comb dimensions and material.

Drilling Sub-panel

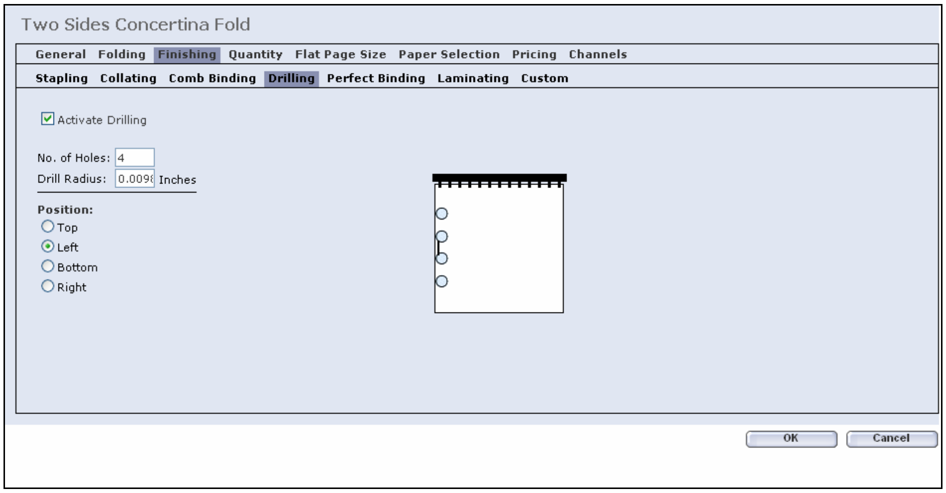


Figure 99: Drilling Sub-panel

Drills can be applied at the top, bottom, right or left edges of the Job. Drills are always centralized.

Applying Drilling

In order to apply drilling, carry out the following steps:

1 Checkmark the *Activate Drilling* checkbox.

2 Choose a drill position by clicking on one of the following radio buttons:

- Top (selected by default)
- Left
- Bottom
- Right

3 Enter the number of drill holes into the matching box ('1' is the default entry); drill number and position is reflected in the *Finishing Sample* image.

4 Enter the drill hole radius into the *Drill Radius* box.

Perfect Binding Sub-panel

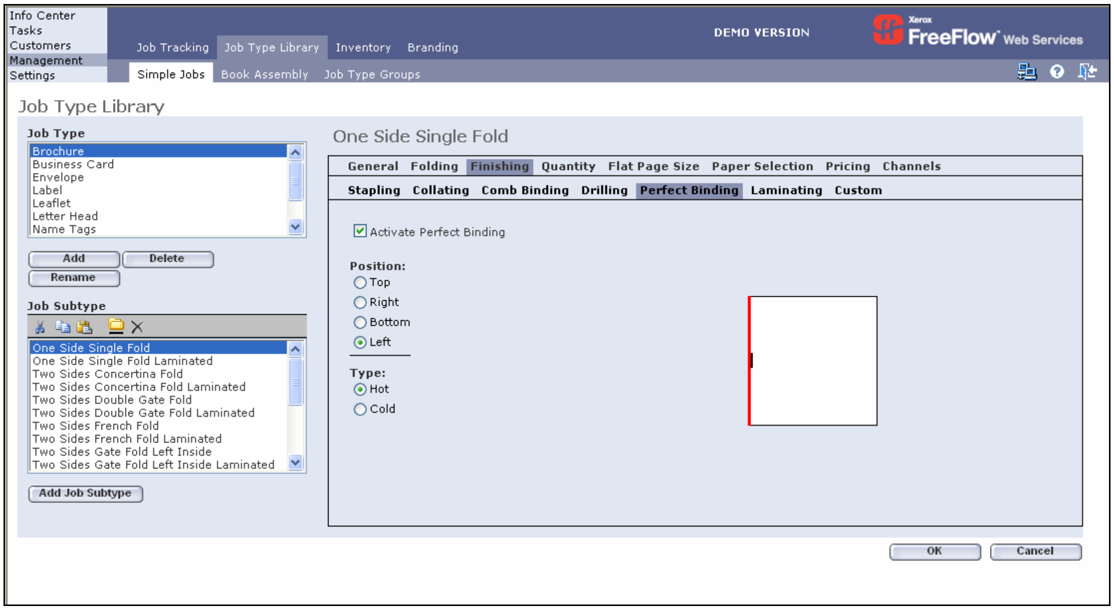


Figure 100: Perfect Binding Sub-panel

In the *Perfect Binding* sub-panel, the Print Provider chooses a binding method for combining folded and gathered sections together within the cover. A border in the *Finishing Sample* image indicates binding position. The border changes position according to the selection above.

Applying Perfect Binding

In order to apply *Perfect Binding*, carry out the following steps:

1. Checkmark the *Activate Perfect Binding* checkbox.
2. Activate one of the following radio buttons, to bind the pages:
   - Top (activated by default)
   - Right
   - Bottom
   - Left
3. Click on either the *Hot* or *Cold* radio button to apply hot or cold glue.

Laminating Sub-panel

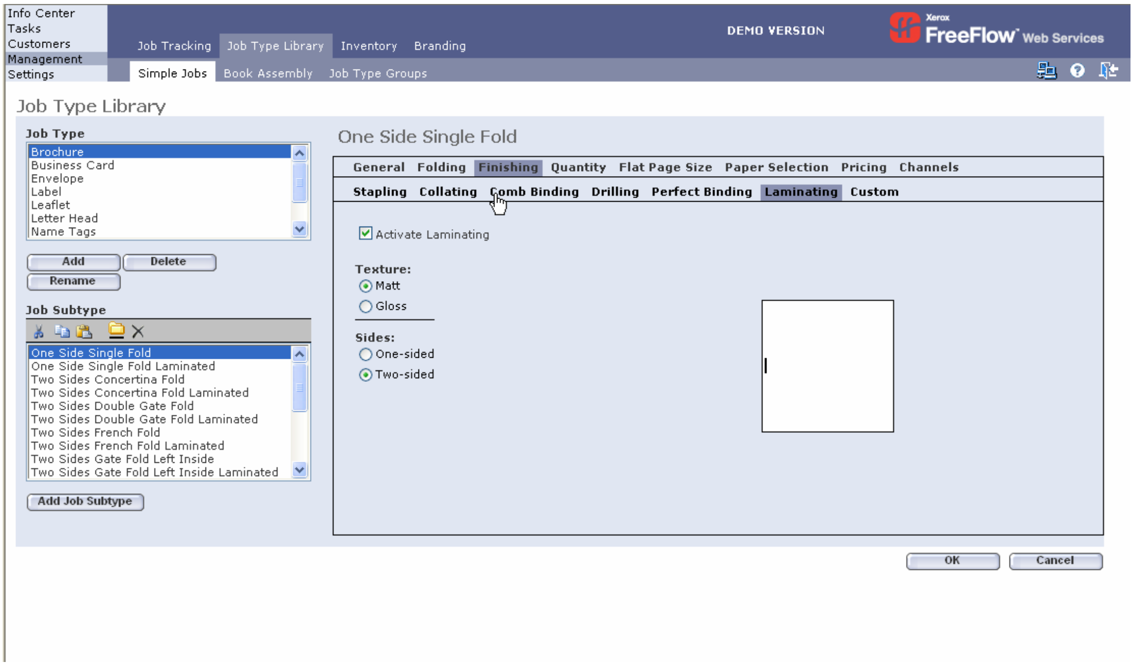


Figure 101: Laminating Panel

Xerox FreeFlow Web Services provides the Print Provider with options for laminating the entire product, either on one page side or on both page sides.

Laminating

In order to laminate, carry out the following steps:

1 Checkmark the *Activate Laminating* checkbox.

2 Click on the *Matt* or *Gloss* radio button.

3 Click on one of the following radio buttons:

- One-sided, in order to apply a surface covering material to one (front) page side.
- Two-sided, in order to apply a surface covering material to both page sides.

Custom Sub-panel

Figure 102: Custom Sub-panel

Custom enables the Print Provider to add an additional *Finishing* option that has not been included in the standard, *Xerox FreeFlow Web Services Finishing* options. The *Custom* finishing will be added as text only to the *Job Ticket* and will NOT be included in any pricing calculation.

Adding a Custom Finishing Option

In order to add a *Custom Finishing* option, carry out the following steps:

1. Checkmark the *Activate* checkbox.
2. Enter the *Custom Finishing* name into the *Finishing Name* box.
3. Enter the *Custom Finishing* description into the *Finishing Description* box.
4. Click on *OK*.

Quantity Panel

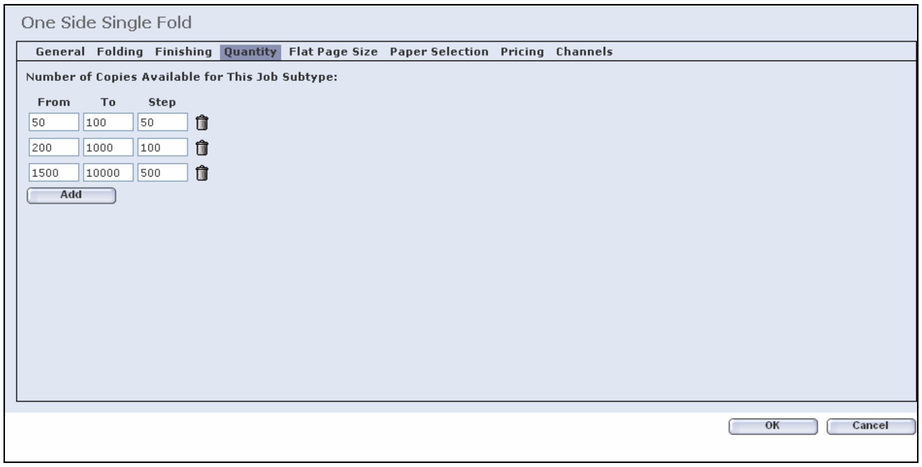


Figure 103: Quantity Panel

Quantity refers to the number of Job copies. Through the *Quantity* panel, the Print Provider provides the Print Buyer with various quantity options for the specific Job. These options are presented to the Print Buyer in the dropdown menu of the Print Buyer's *Edit Properties* window

Setting Quantity

In order to set *Quantity*, carry out the following steps:

1. Enter the minimum quantity that the customer can order, into the *From* box.
2. Enter the maximum quantity limit into the *To* box.
3. Enter a step in the *Step* box.

Note: Ensure that the step in the *Step* box does not equal or exceed the upper quantity limit in the *To* box, of the same *Quantity Setup* row.

4. Click on *Add* to attach a new row when a step change is needed.
5. Enter a new top quantity in the *To* box.
6. Enter another step into the *Step* box.

Deleting a Quantity Setup Row

In order to delete a *Quantity Setup* row, carry out the following step:

- Click on the *Delete*  button, at the end of the target *Quantity Setup* row.

Example of Quantity Setup

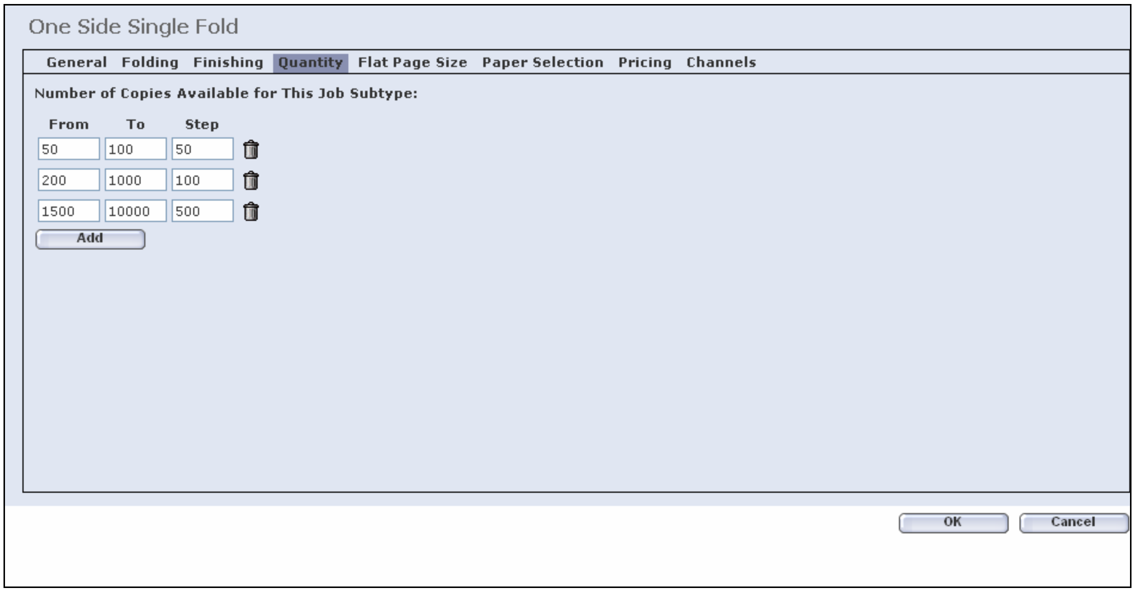


Figure 104: Quantity Setup Example 1

As the above example shows, the Print Provider determines that the order minimum is 50 and the order maximum is 1000 copies of the selected *Job Subtype*. This will be reflected in the *Quantity* box of the *Edit Properties* window, on the Print Buyers side.

Note: In the first *Quantity Setup* row, the system considers '100' in the *To* box as '99' (see Figure 104).

By eliminating the *Quantity Setup* rows, the Print Buyer is provided the option of entering any number into the *Quantity* box of the *Edit Properties* window, as illustrated below.

Figure 105: Quantity Setup Example 2

Flat Page Size Panel

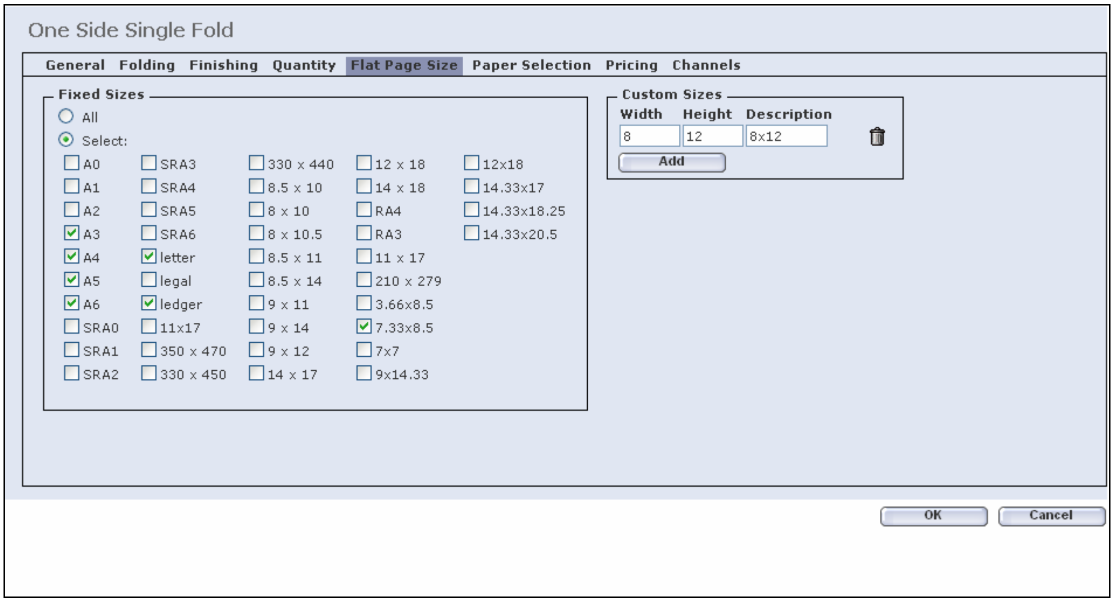


Figure 106: Flat Page Size Panel

In the *Flat Page Size* panel the Print Provider determines the size of the unfolded/open *Job Page* size (i.e. the *Flat Page* size of a business card can be 3.5 * 5.5 inch) by either choosing from the *Job Page* sizes, as defined in the *Paper Sizes* window (see *Paper Sizes Window,* page 184) or by setting a *Custom* size for the selected *Job Subtype*.

Note: Though the *Job Size* can also reflect *Press Sheet* size, in this selection the actual size of the *Job Page* must be chosen and NOT the *Run Size* that will be used in the output device.

Caution: When pricing this *Job Subtype*, choose only **one** Job size.

Setting the Flat Page Size Selection

In order to set the *Flat Page Size* selection, carry out the following step:

- Click on *Select* and checkmark the required checkboxes in order to restrict the Print Buyer to specific *Flat Page* sizes, for the specific *Job Subtype*.

Note: Clicking on the *All* radio button will make all of the standard sizes available to the Print Buyer.

Creating a Custom Size

In order to create a *Custom* size, carry out the following steps:

1 Click on *Add*; new *Custom Size* field boxes appear.

2 Enter the required parameters into the field boxes.

3 For additional *Custom* sizes, repeat steps 1 and 2.

Removing a Custom Size

In order to remove a *Custom* size, carry out the following step:

- Click on the *Delete* ✕ button that is adjacent to the target *Custom* size.

Paper Selection Panel

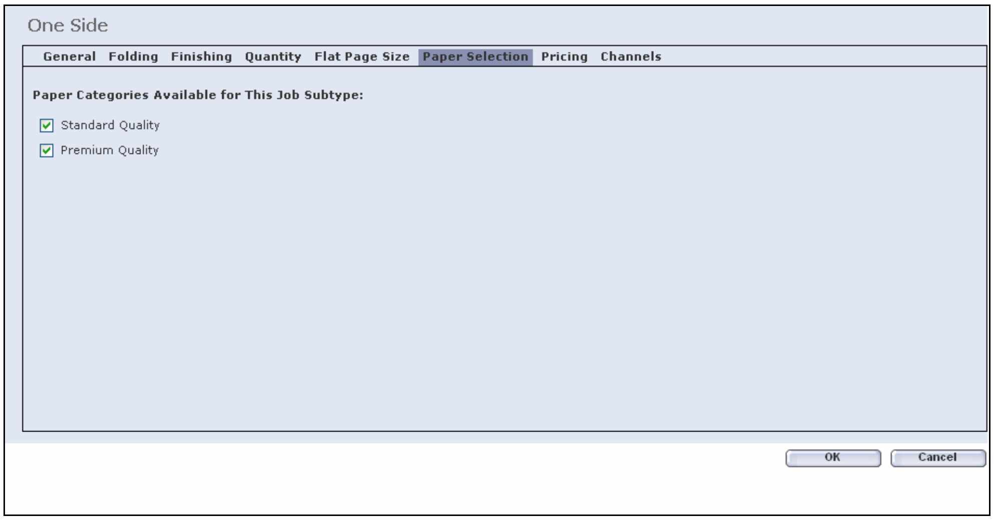


Figure 107: Paper Size Selection Panel

Paper name(s) are selected separately for each *Job Subtype* in the *Paper Selection* panel. The Print Buyer chooses the selected paper name from the *Paper* dropdown menu in the *Edit Properties* window. The Print Buyer can only see the paper names that are checkmarked in this panel.

Note: The paper names are defined per *Job Type*. In order to change/edit or delete the categories of the *Paper Selection* tab, click on the relevant *Job Type* and then modify the *Paper* in the appropriate panel.

Selecting a Desired Paper Name

In order to select a desired paper name, carry out the following step:

- Uncheck the paper names that are not required (all the checkboxes are checkmarked by default).

Caution: At least **one** paper name must be selected.

Pricing Panel

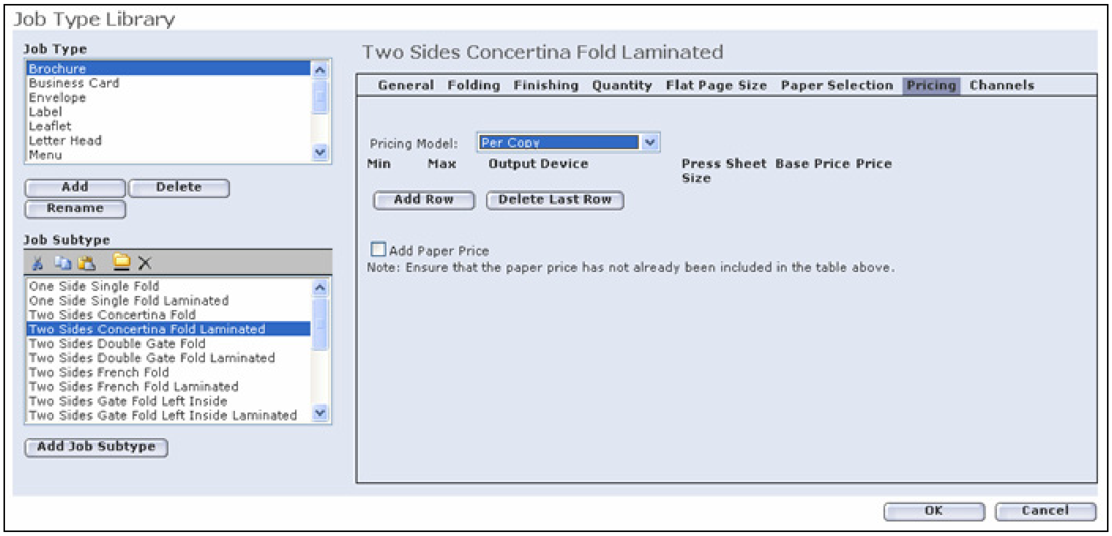


Figure 108: Pricing Panel

The *Pricing* button accesses the *Simple Job Pricing* dialog box, which initially displays a dropdown box with the following options:

- **Not defined for this level** Signifies not to activate this *Pricing Model* but to scan the next *Pricing Model* in the hierarchy for activation (for an in-depth review of pricing, see the *Generic Pricing Mechanism*, page 257).
- **Per Copy** Activates the *Pricing Model* and enables determining prices per copy. *Per Copy* accesses the *Job Pricing Per Copy* dialog box, for manually entering the parameters.

Per Copy

In the *Per Copy* panel, the Print Provider creates a fixed price for a *Job Ticket*. The Print Provider is able to determine quantity ranges and for each quantity range, the Print Provider must configure the suitable output device, *Press Sheet* size, base price and price per number of copies.

Pricing Panel Elements

The *Per Copy* panel is composed of the following elements:

- **Min** – Minimum number of Job copies to be printed ('1' by default) by the selected output device on the selected *Press Sheet*.
- **Max** – Maximum number of copies to be printed ('Infinite' by default) by the selected output device on the selected *Press Sheet*.
- **Output Device** – The output device that will print the defined *Min* and *Max* number of Job copies using the selected *Press Sheet* size.
- **Paper Size** – *Press Sheet* size to be used for printing the defined range number of Job copies by the selected output device.
- **Base Price** – Initial, fixed printing expense.
- **Price** – The price for the given number of copies in the *Quantity* box
- **Add Row Button** – Adds an empty row to the bottom of the table with the max from a previous row. If no previous row has been added, it will be blank.

Channels Panel

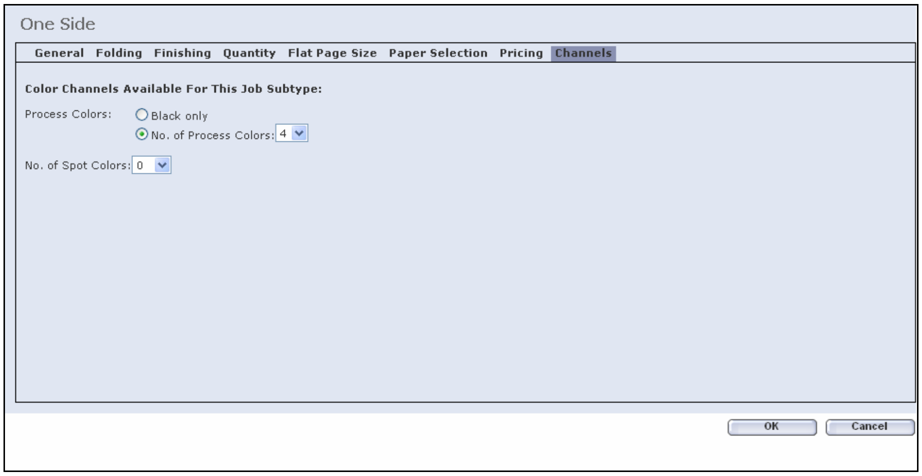


Figure 109: Channels Panel

In the *Channels* panel, the Print Provider determines both the type and number of available *Process* colors as well as the number of *Spot* colors.

The *Channels* panel contains the following elements:

- **Black Only** – Signifies that only the *Black* color channel is available.
- **No. of Process Colors** – Signifies that the Job will be printed using Process colors.
- **No. of Process Colors Dropdown Box** – For selecting the appropriate number of *Process* colors.
- **No. of Spot Colors Dropdown Box** – For selecting the appropriate number of *Spot* colors.

Setting the Process Channels

In order to set the *Process* channels, carry out the following steps:

1 When the only available *Process* channel is black, click on the *Black Only* radio button.

2 When the available *Process* channels include colors, click on the *No. of Process Channels* radio button.

3 In the *Process Colors Dropdown Box*, select an appropriate number of colors.

Setting the Number of Spot Channels

In order to set number of *Spot* channels, carry out the following step:

- In the *No. of Spot Colors Dropdown Box*, select an appropriate number of colors.

Save Settings Button

In order to save the settings, carry out the following step:

- Click on the *OK* button at the bottom of the *Job Type Library* window.

Job Type Groups

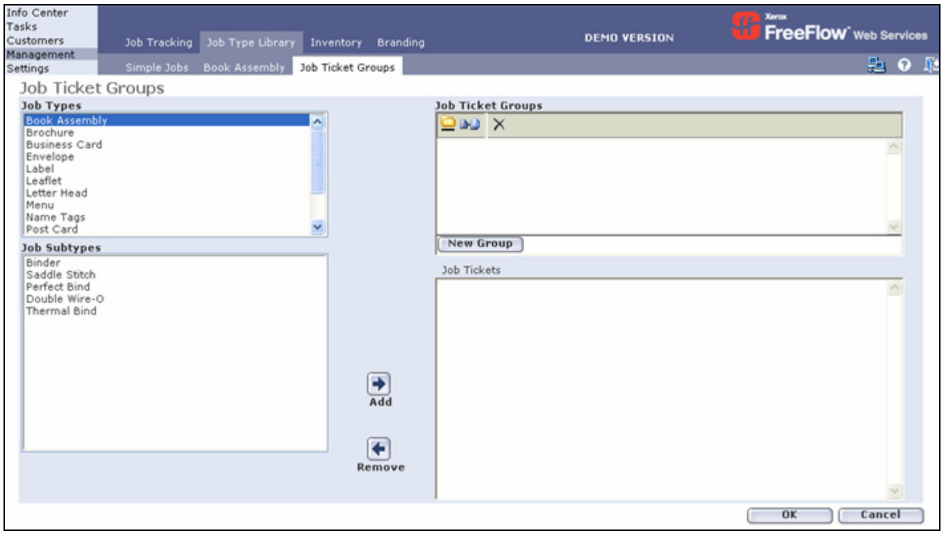


Figure 110: Print Provider

Job Type Groups enables the Print Provider to combine a select series of *Job Types* into one group, which can then be supplied to a specific Print Buyer. By limiting the Print Buyers selection of *Job Types*, the Print Buyer's workflow can be streamlined and errors caused by choosing inappropriate *Job Types* can be reduced.

Job Type Groups is divided into the following panes:

- **Job Types** – Displays the *Job Types* appearing in the *Print Buyer* interface.
- **Job Subtypes** – When a *Job Type* is selected, the *Job Subtype* list for this specific *Job Type* is displayed
- **Job Type Groups** – Displays the various groups that have been created specifically for selected *Job Types*.
- **Group Subtypes** – Displays the Job Subtypes that have been placed in the specific *Job Ticket Group*.

Creating a Job Type Group

To create a *Job Type Group*, carry out the following steps:

1 In the *Job Type Group* pane, click on *New Group*; the *New Group* dialog box appears.

2 Enter an appropriate *Group* name and then click on *OK*; the *Group* name appears in the *Job Type Group* list.

3 Enter additional *Group* names where necessary.

4 Select a *Job Type*; the list of *Job Subtypes* appears in the *Job Subtypes* pane.

5 Select a *Job Subtype* and then click on *Add*; the *Job Subtype* appears in the *Groups Subtypes* pane.

6 For additional *Job Subtypes*, repeat steps 4 and 5.

7 To remove a *Job Subtype* from the *Groups Subtypes* pane, select the subtype in the *Groups Subtypes* pane and then click on *Remove*.

Section III: Inventory

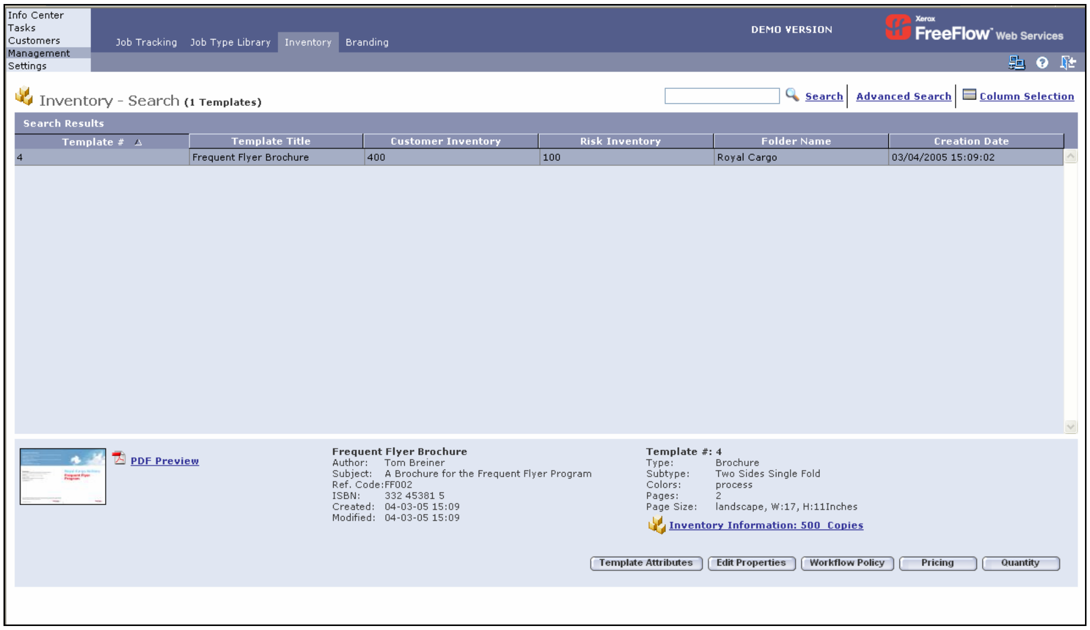


Figure 111: Inventory

Inventory enables printing Jobs that are destined to be stored in the Print Providers storage facilities rather than be immediately shipped to the delivery destination. By working with the *Inventory* feature, the Print Buyer can order larger numbers of Job copies that are immediately needed and therefore enjoy lower prices and the ability to ship Jobs immediately, when the need arises.

In addition, *Inventory* enables further reduction in printing costs by allowing the Print Provider to take the initiative and print templates to *Inventory* without a Print Buyer template order.

Note: In order to print *Inventory* Jobs, the Print Provider must first provide the Print Buyer with an *Inventory* template.

The *Inventory* window provides the Print Provider with the ability to:

- Track all *Inventory* templates
- View *Inventory* templates, including order and storage information
- Search and sort *Inventory* templates, according to *Inventory* template information
- Change *Inventory* template properties
- Edit *Inventory* templates
- Preview *Inventory* templates as a PDF
- Manually price *Inventory* templates

The *Inventory* window is composed of the following elements:

- **Inventory Template Panel** – Displays information on the *Inventory* templates according to various information columns

- **Search and Advanced Search** – Enables locating specific *Inventory* templates or groups of templates
- **Column Selection** – Accesses a dialog box that allows the user to determine which columns that will appear in the *Inventory Template* panel
- **Inventory Template Information Panel** – Displays detailed information of specific Inventory templates

Search

Search enables locating either a specific *Inventory* template or a group of *Inventory* templates, which will then appear in the *Inventory Template* panel

Note: Entering a complete name into the *Search* field will result in the location of the specific template. Entering a less than complete name can result in the location of a group of templates sharing a common denominator.

Advanced Search

The *Advanced Search* link accesses the *Advanced Template Search* dialog box.

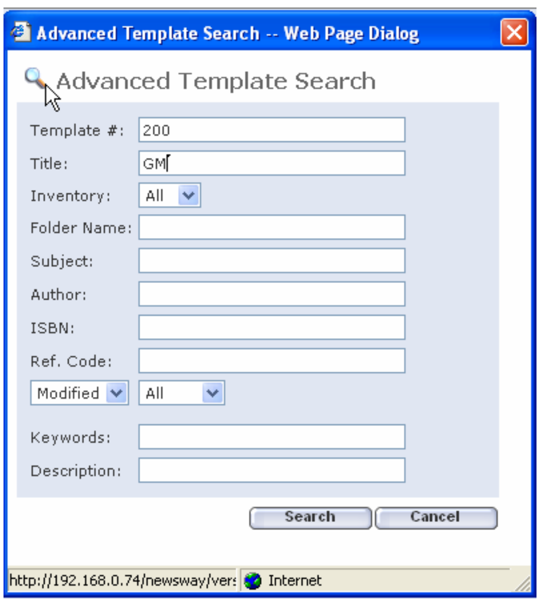


Figure 112: Advanced Templates Search

Advanced Search enables the user to enter specific template attributes that will narrow the scope of the search. *Advanced Search* also provides an advanced date search mechanism, which divides templates into created and modified templates.

Note: Specific template attributes are set through the *Templates Attributes* dialog box, accessed from the *Template Information* panel.

Column Selection

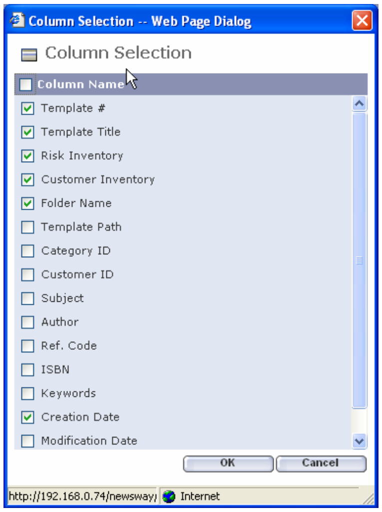


Figure 113: Column Selection

Column Selection lists the template attributes. When an attribute is checkmarked, a column bearing this attribute name appears in the *Inventory Template* panel. Unchecking an attribute removes the *Attribute* column.

Inventory Template Information Panel

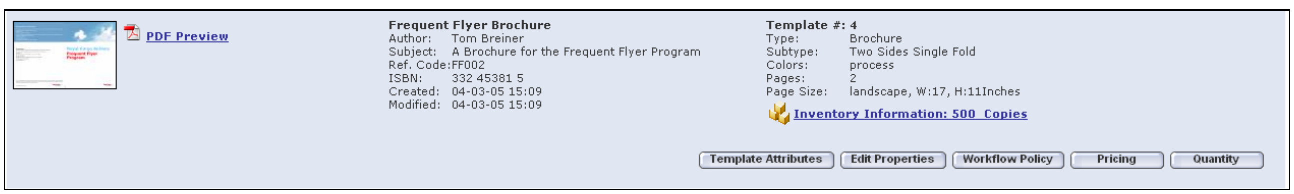


Figure 114: Inventory Template Information Panel

The *Inventory Template Information* panel displays information about a selected (highlighted) Job and enables viewing a *Job Ticket*, opening the Job as a *PDF*, and viewing and modifying the Job's properties in the *Edit Properties* window. The Print Provider can also change the Job status and price the Job manually.

The following table lists and describes the *Job Information* panel elements:

Element	Description
Job Thumbnail	Displays the Job front page and orientation (vertical or horizontal).
PDF Preview Icon 	Enables opening low-res PDF preview of a single Inventory template
Inventory Template Information Fields	Contains information about the *Inventory* template.
Operation Buttons	Enable entering template attributes for *Search Engine* use and allows for changing properties, workflow policy, pricing, and quantity.
Inventory Information 	Accesses the *Inventory Information* dialog box

Operation Buttons

The *Inventory Template Information* panel contains the following operation buttons:

- **Template Attributes** – Accesses the *Template Attributes* dialog box where the Print Provider provides such information as *Title, Description, Creation Date, Subject, Author* etc, all of which enable the *Search Engine* to precisely locate specific *Inventory* templates.
- **Edit Properties** – Accesses the *Edit Properties* dialog box, where the Print Provider views/modifies the *Inventory Template* properties
- **Workflow Policy Button** – Accesses the *Workflow Policy* dialog box, which allows the Print Provider to carry out the following:
  - Oblige the Print Buyer to view a soft copy of the *Inventory* template before ordering
  - Oblige the Print Buyer to enter a *Reference* code when ordering a *Inventory* template
  - Oblige the Print Buyer *User*, working with a *MailToPrint* catalog template, to obtain Supervisor approval for specific field value modifications or for overflowing or empty fields
- **Pricing Button** – Accesses the *Template Pricing* window for modifying the price of the templates
- **Quantity Button** – Accesses the *Template Quantity* window where the Print Provider determines the minimum and maximum amounts that can be ordered as well as the number of steps for each template

Edit Properties

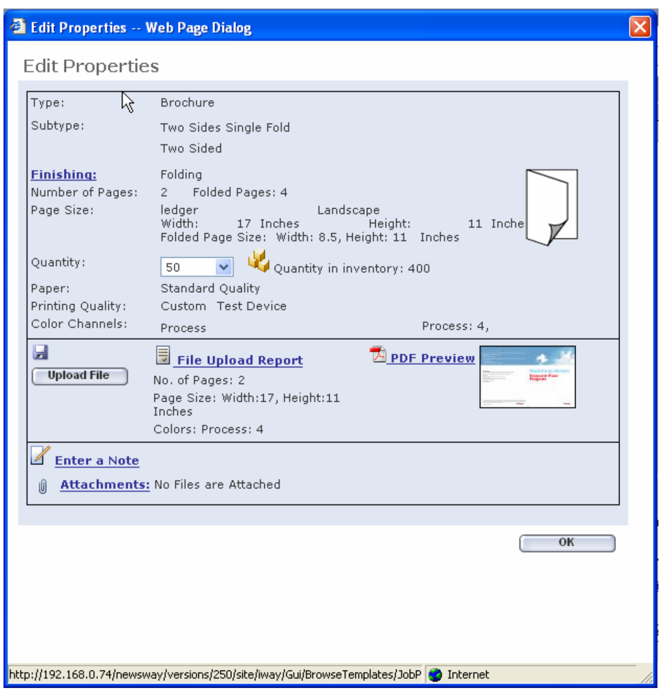


Figure 115: Edit Properties Window

The *Edit Properties* dialog opens by clicking on the *Edit Properties* button.

Note: The *Edit Properties* window interface is the same as in the *Print Buyer Template* (see *Edit Properties Button*, page 85 for details).

Modifying Inventory Template Properties

In order to modify *Inventory Template* properties, carry out the following steps:

1. Click on a Job in the *Inventory Template Status* panel.
2. Click on the *Edit Properties* button; the *Edit Properties* dialog box appears.
3. Enter all modifications into the designated field boxes and dropdown boxes.
4. Where necessary, click on the relevant links and enter the modifications into the linked windows.
5. To confirm the modifications, click on *OK*; the *Edit Properties* dialog box closes.
6. To close the *Edit Properties* dialog box, without confirming any modifications, click on the *Close* button in the upper-right corner of the window.

Caution: When changing the *Inventory Template* properties for a template that has already been priced by the system, an *Alert* message informs that the template price remains unchanged but may no longer be valid.

Pricing

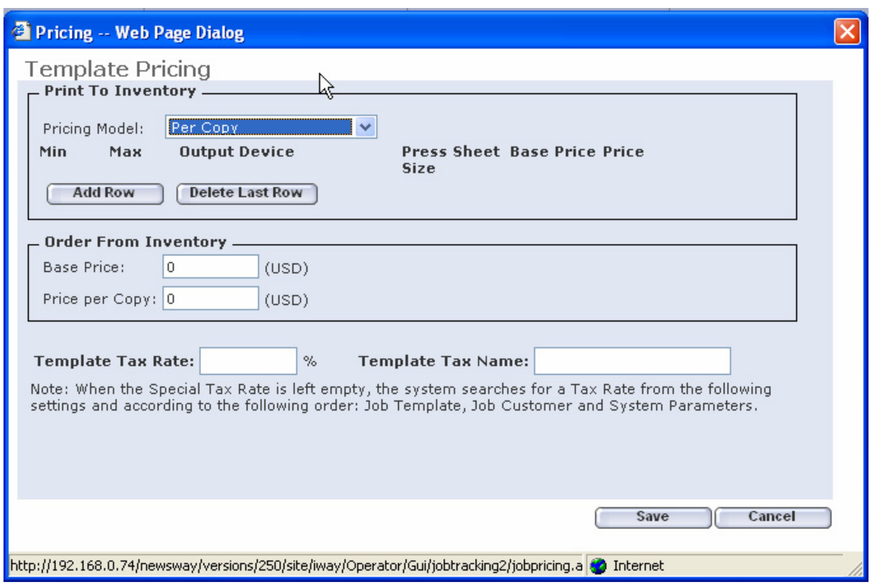


Figure 116: Pricing Panel

The *Pricing* button accesses the *Template Pricing* dialog box, which displays a dropdown box with the following two options:

Not defined for this level

- **Printing to Inventory** – Signifies not to activate this *Pricing Model* but to scan the next *Pricing Model* in the hierarchy for activation (for an in-depth review of pricing, see *Generic Pricing Mechanism,* page 257).
- **Order From Inventory** – Enables the Print Provider to determine a *Base Price* that covers handling costs and a *Price per Copy*, which covers a part of the total *Inventory Template* price

Per Copy

- **Printing to Inventory** – Activates the *Pricing Model* and enables determining prices per copy. *Per Copy* accesses the *Template Pricing Per Copy* dialog box, for manually entering the parameters. *Per Copy* allows the Print Provider to set a fixed price for a Saved Jobs according to a varying range of copies. The Print Provider is able to determine quantity ranges and for each quantity range, the Print Provider can configure the suitable output device, press sheet size, base price and price per number of copies.
- **Ordering From Inventory** – Enables the Print Provider to determine a *Base Price* that covers handling costs and a *Price per Copy*, which covers a part of the total *Inventory Template* price

Template Pricing Panel

The *Template Pricing* panel enables entering additional Template quantity ranges. To enter an additional quantity range row, click on *Add Row*. To eliminate the last quantity range row, click on *Delete Last Row*.

Defining Template Tax Rate

In order to define *Job Tax Rate*, carry out the following steps:

1 Click on the *Pricing* button and then click on *Per Copy*; the *Template Pricing: Per Copy* dialog box appears.

2 Enter a *Template* tax rate into the field provided. The *Template* tax rate overrides all other tax rates. The new tax rate expires on the date that the Print Provider chooses.

3 To provide a name for the *Template Tax Rate*, enter the name into the *Template Tax Name* field.

> ***Note:*** When leaving the *Tax* field empty, the system uses the tax rate defined in the *Template Library* window. When this tax rate does not exist, the system uses the tax rate defined in the *Management: Customers/General* window. When this tax rate does not exist, the system uses the default tax rate defined in *Settings: General/Pricing* window, while calculating the total Template price.

Inventory Information Dialog Box

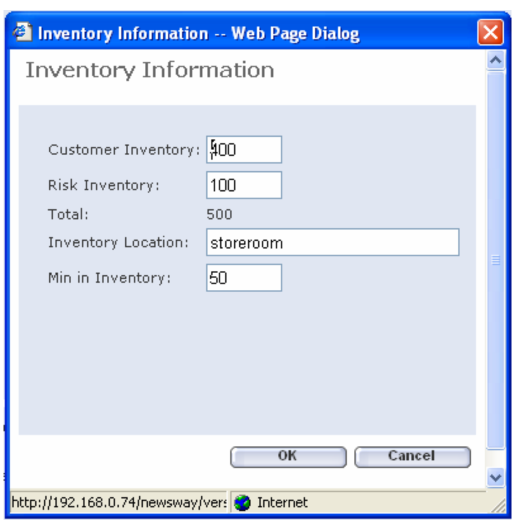


Figure 117: Inventory Information Dialog Box

Inventory Information dialog box enables the Print Provider to determine the following:

- **Customer Inventory** – The number of *Inventory Template* copies to be stored in the Print Provider inventory.
- **Risk Inventory** – The number of *Inventory Template* copies that the Print Provider, upon personal initiative, adds to the *Inventory Template* inventory.
- **Total** – The generated total number of *Inventory Template* copies to be stored in the Print Provider inventory.
- **Inventory Location** – The physical location for inventory storage.
- **Min. in Inventory** – The minimum number of copies that can be found in inventory storage.

Note: When the minimum number of copies is exceeded, a notification can be sent to the Print Buyer by completing the appropriate settings in the *Settings/General/E-Mail* window.

Creating an Inventory Template

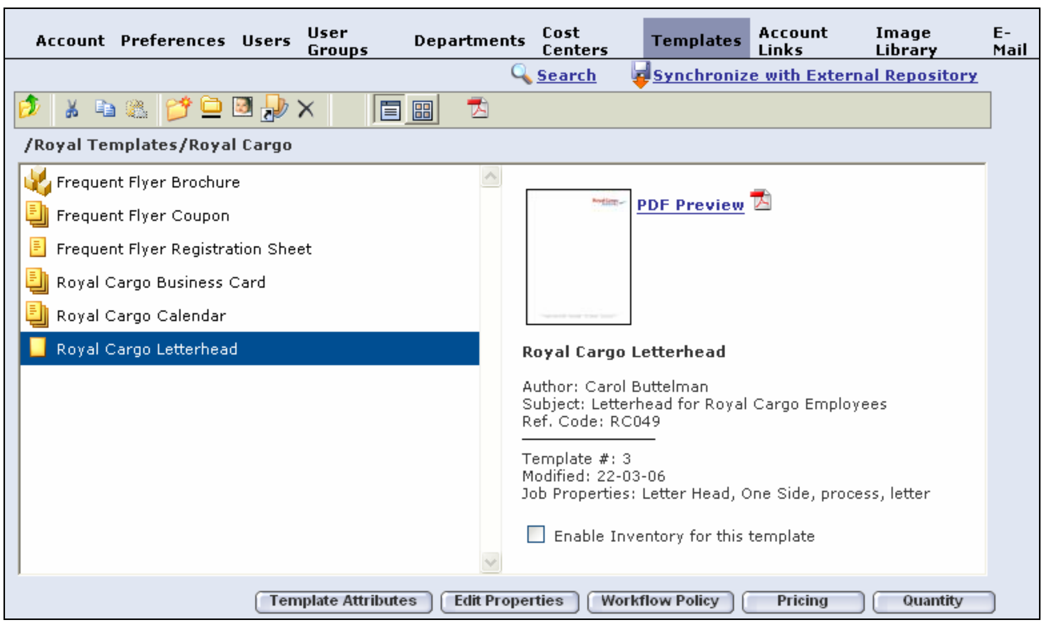


Figure 118: Inventory Information Dialog Box

Inventory Jobs are initiated from *Inventory* templates. In order to create an *Inventory* template, carry out the following steps:

1. Click on *Customers/Templates*; the *Customers Template Library* view appears.
2. Select the customer that will receive the *Inventory* template and then select the template that will be converted into an *Inventory* template.
3. In the *Template Info* pane on the right of the view, scroll down until the *Enable Inventory for this template* checkbox appears.
4. Checkmark the checkbox; the *Inventory Information link* appears (note that at this stage there are 0 copies in the inventory).

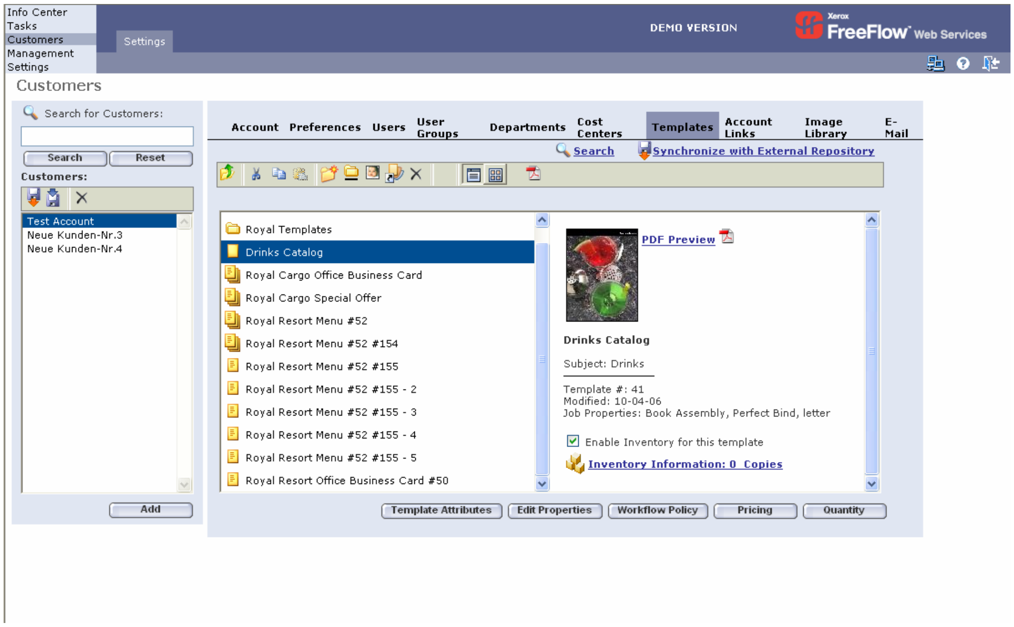


Figure 119: Inventory Information Link

5 Click on the *Inventory Information* link; the *Inventory Information* dialog box appears.

Note: At this stage, the Print Provider can facilitate inventory management by determining the location of the inventory. At a later stage, when the *Inventory* Jobs appear in the *Production Approval* queue, the Print Provider can access the *Inventory Information* dialog box by clicking on either the *Print to inventory* icon or the *Order from inventory* icon, in order to adjust *Inventory* amounts, according to the Print Provider's discretion.

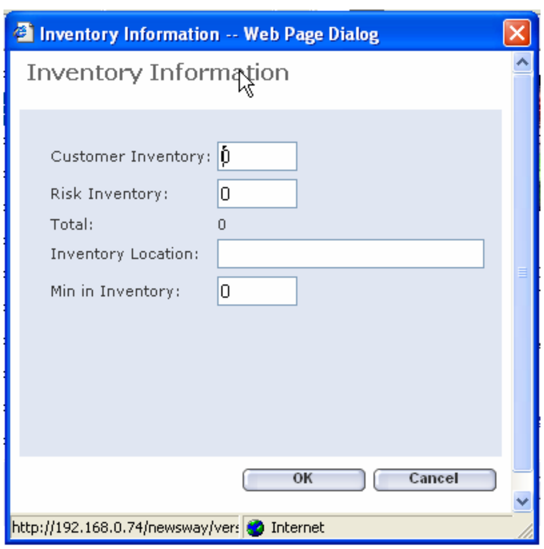


Figure 120: Inventory Information

6 Complete the fields with the appropriate data.

7 Click on *OK* to save the settings and to close the dialog box; the target Inventory template now carries the *Inventory Template* icon.

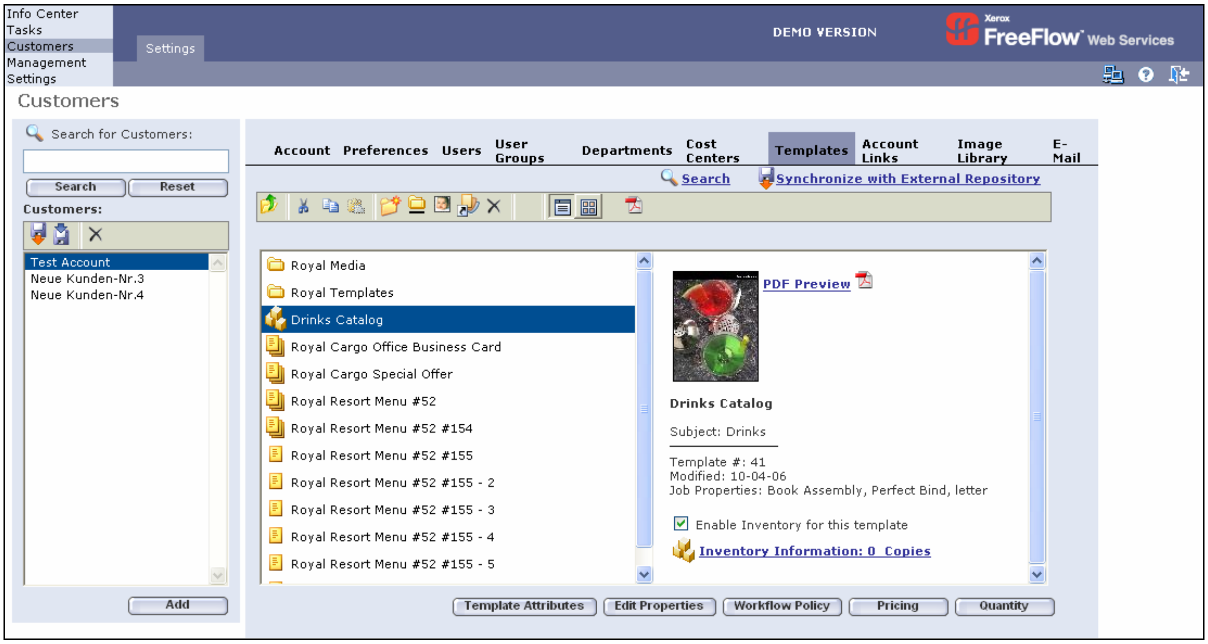


Figure 121: Inventory Template icon

Note: 1. When printing a Job to the Print Provider's inventory, the Job appears in the Print Provider's *Production Approval* queue and is identified by the *Job Printed to Inventory* icon: 

2. When ordering a Job from the Print Provider's inventory, the Job appears in the Print Provider's Production Approval queue and is identified by the *Job Print from Inventory* icon: 

Section IV: Branding

Branding consists of the following two views:

- Skins
- Customization

Skins

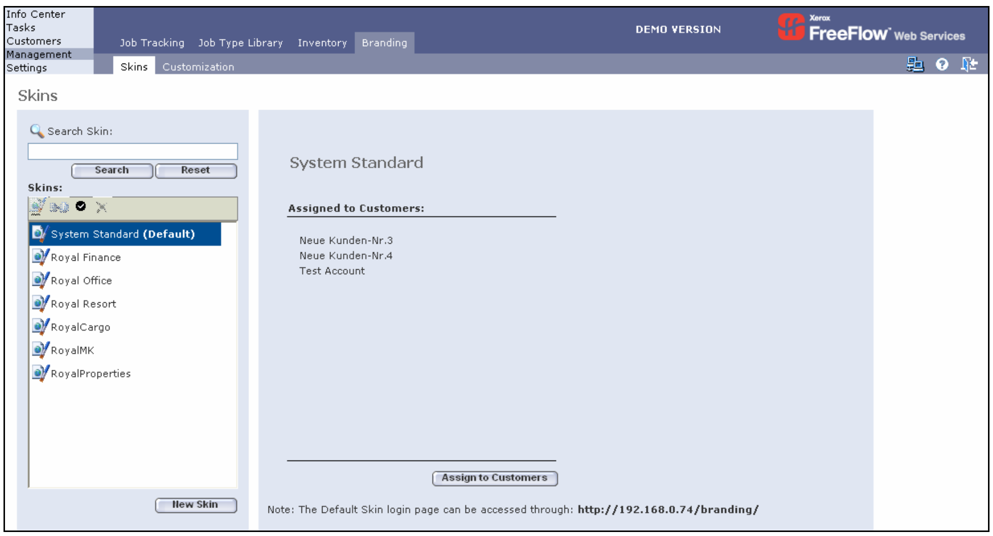


Figure 122: Branding

Skins, the branding and personalization portion of the application, has been designed to provide Print Providers with the ability to create branded applications for their Print Buyer customers, in order to enable their customers to maintain their own corporate identities while providing a personalized service.

Though *Skins* is an independent component that is activated through the FlexLM, upon purchase, each Print Provider has the ability to supply one skin to a select customer.

For more information on *Skins*, see the *Site Customization User Guide*. To acquire complete *Skin* activation, see your local distributor.

Customization

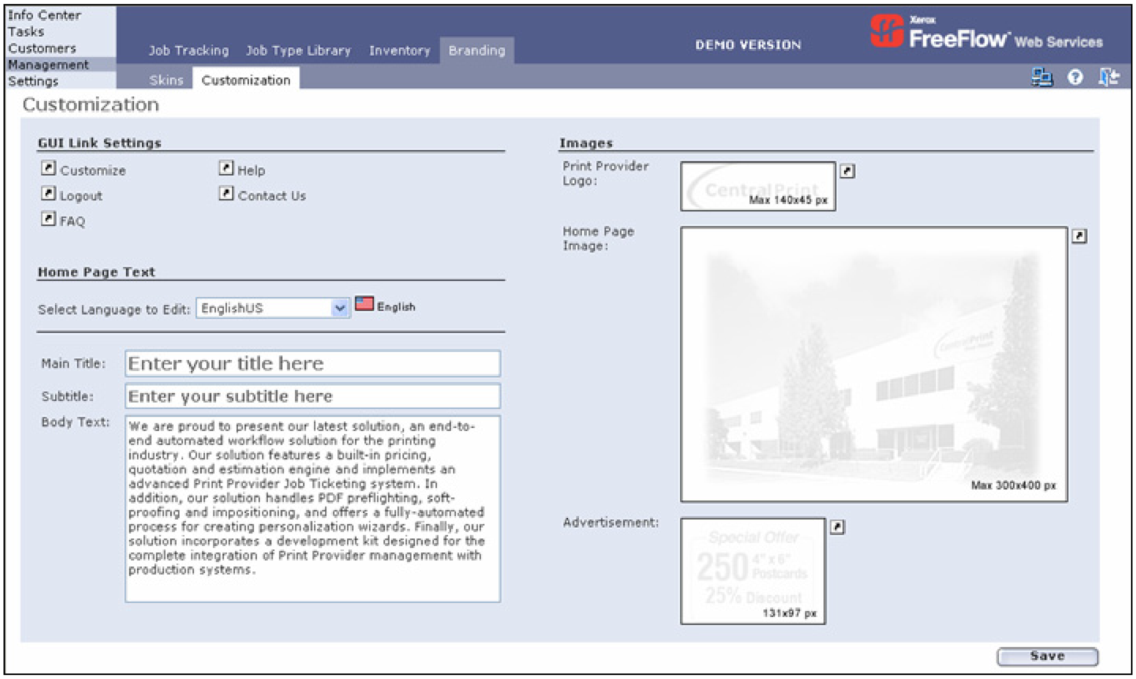


Figure 123: Customization

Customization is a template that allows the Print Provider to personalize the *Home Page*. With the *Customization* template, the Print Provider has direct access to the following major elements of the *Home Page*.

	GUI Link Settings		Text		Images
1	Customize	6	Select Language to Edit	10	Top Logo
2	FAQ	7	Title	11	Home Page Logo
3	Contact Us	8	Subtitle	12	Advertisement
4	Help	9	General Information		
5	Logout				

Customize Link

Customize Link enables the Print Provider to create a customized button that accesses a customized window containing text and/or images, which in turn, is available to the Print Buyer. In the *Customize Link* window, the Print Provider user selects a text language and enters text dialog. The *Customize Link* also enables the user to select the *External 'Customize' Page* option, whereby the user can enable the Print Buyer to access an external web page.

To create a customized button and window, carry out the following steps:

1 Click on *Customize*; the *Customize Link* dialog box appears.

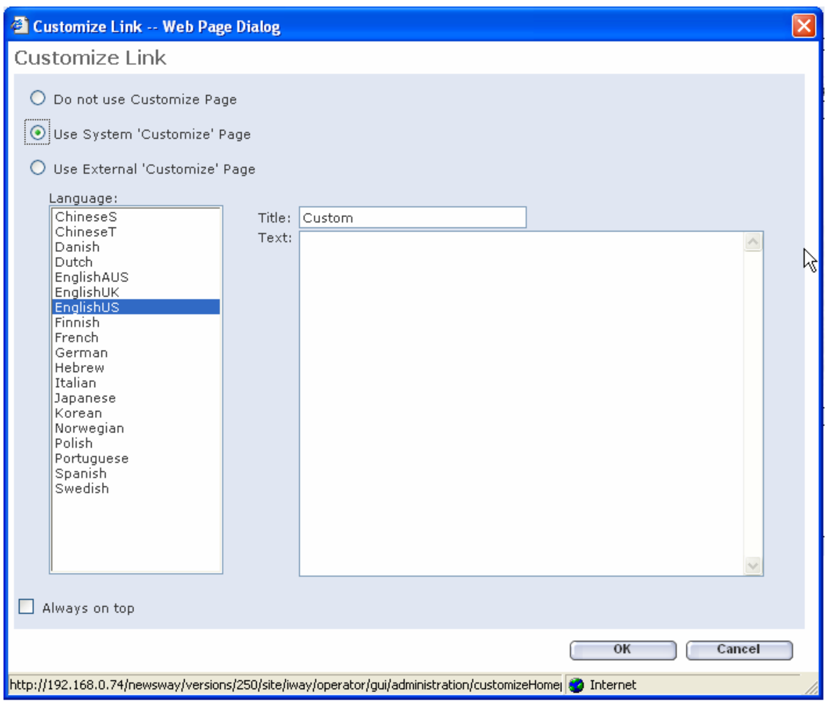


Figure 124: Customize Link

2 To customize a window, click on the *Use System 'Customize' Page* radio button; *Language* and *Text* are activated.

3 Select a language and enter the target message text into the *Text Message* field.

4 Enter the customized *Window* and *Button* name into the *Title* field.

5 To enable the Print Buyer to access an external web page, click on the *Use External Customize Page;* the *External Customize Page Title* and *URL* fields appear.

6 Enter the external, customized button name into the *Title* field.

7 Enter the correct *URL* address into the *URL* field.

8 Click on *Always on top* to maintain this dialog box on top of the *Home Page* window.

9 Click on *OK* to save the settings.

FAQ Button

The *FAQ* button accesses the *Xerox FreeFlow Web Services FAQ* (Frequently Asked Questions) page, which contains a collection of commonly asked questions about *Xerox FreeFlow Web Services*, together with the answers. *Xerox FreeFlow Web Services* provides the Print Buyer with the ability to access the *Xerox FreeFlow Web Services FAQ* page(s) or any other page(s) that the Print Provider determines and then present theses pages either within the *Xerox FreeFlow Web Services Frame* (as a panel) or within an independent, floating window.

To personalize the *FAQ* button, carry out the following steps:

1 Click on the *Prompt Arrow*, adjacent to the *FAQ* button; the *FAQ Page* dialog box appears.

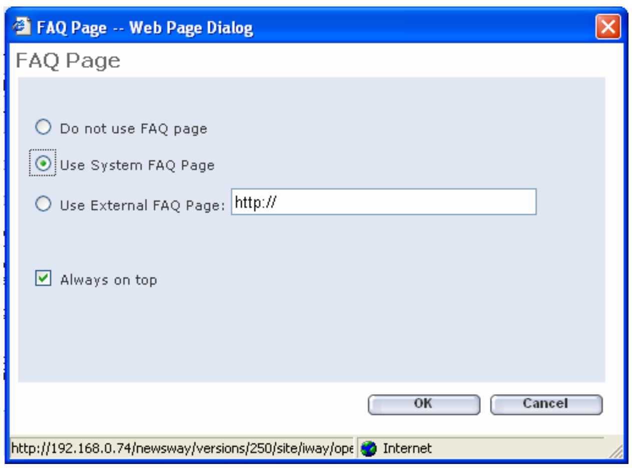


Figure 125: FAQ Page Dialog Box

2 Click on *Do not use FAQ Page* when a *FAQ* button is not needed.

3 Click on either the *Use System FAQ Page* radio button or the *Use External Page URL* radio button.

4 When selecting the *Use External Page URL* radio button, enter the target *URL* into the *Field* box.

5 Click on *Always on top* to maintain this dialog box on top of the *Home Page* window.

6 Click on *OK* to save the settings.

Note: Only *Web* pages that reside on the *Xerox FreeFlow Web Services* server can be placed inside the *Xerox FreeFlow Web Services Frame.*

Logout Button

Logout is a two-step procedure, whereby the *User* exits the *Xerox FreeFlow Web Services* system and then automatically returns to the *Xerox FreeFlow Web Services Login* window or the *User* exits the *Xerox FreeFlow Web Services* system and then enters a completely different location, as determined by the Print Provider.

To personalize the *Logout* button, carry out the following steps:

1 Click on the *Prompt Arrow*, adjacent to the *Logout* button; the *External Home Page Links* dialog box appears.

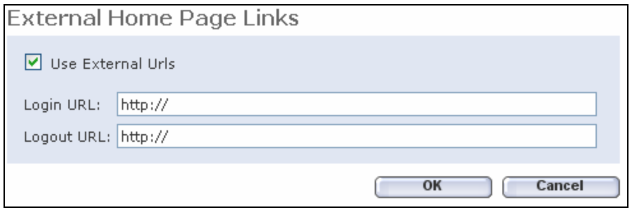


Figure 126: External Home Page Links Dialog Box

2 Checkmark the *Use External URL* checkbox, when the target file is external to the *Xerox FreeFlow Web Services* system.

3 Enter *Login* and/or *Logout URL*.

4 Click on *OK* to save the settings.

Note: *Login* applies to the *Login* button that appears in the *Session End* window.

Logout applies to Print Buyer *Logout* button only.

Contact Us Button

The *Contact Us* button accesses the *Xerox FreeFlow Web Services Contact Us* page, which contains information that will enable Print Buyers to contact *Xerox*, the producer of *Xerox FreeFlow Web Services*. *Xerox FreeFlow Web Services* provides the Print Producer with the ability to access the page or any other page that the Print Producer determines.

To personalize the *Contact Us* button, carry out the following steps:

1 Click on the *Prompt Arrow*, adjacent to the *Contact Us* button; the *Contact Us Page* dialog box appears.

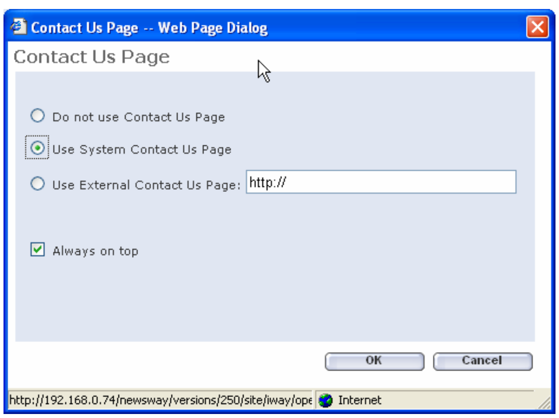


Figure 127: Contact Us Page Dialog Box

2 Click on *Do not use Contact Us Page* when a *Contact Us* button is not needed.

3 Click on either the *Use System Contact Us Page* radio button or the *Use External Page URL* radio button.

4 When selecting the *Use External Page URL* radio button, enter the target *URL* into the *Field* box.

5 Click on *Always on top* to maintain this dialog box on top of the *Home Page* window.

6 Click on *OK* to save the settings.

Note: Only web pages that reside on the *Xerox FreeFlow Web Services* server can be placed inside the *Xerox FreeFlow Web Services Frame*.

Help Button

To personalize the *Help* button, carry out the following steps:

1 Click on the *Prompt Arrow*, adjacent to the *Help* button; the *Help* dialog box appears.

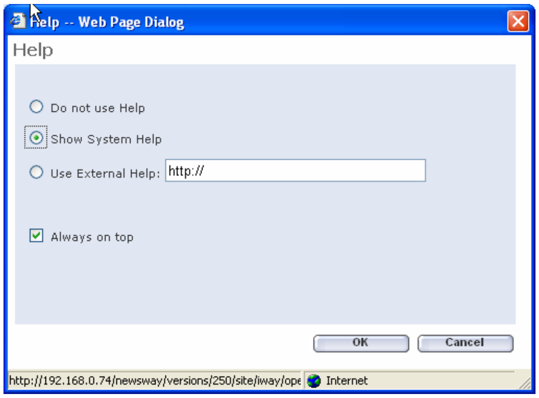


Figure 128: Help Dialog Box

2 Click on the appropriate radio button.

3 When choosing *Use external Help*, enter the target *URL* into the *Field* box.

4 Click on *Always on top* to maintain this dialog box on top of the *Home Page* window.

5 Click on *OK* to save the settings.

Note: Only web pages that reside on the *Xerox FreeFlow Web Services* server can be placed inside the *Xerox FreeFlow Web Services Frame*.

Supplementary Options

Supplementary options include entering a *URL* that is linked to the selected image and adding a prompt that appears as a comment when the customer places the cursor on the image.

Entering the URL and Adding a Prompt

In order to enter the *URL* and add a prompt, carry out the following steps:

1 Click on the target image *Prompt Arrow*; the *Prompt and URL* dialog box appears.

Figure 129: URL/Prompt Dialog Box

2 Enter the *URL* to be linked to this image.

3 Add a *Prompt*; the *Prompt* appears as a comment when the customer places the cursor on the image.

4 Click on *OK* in order to save the settings.

Select Language to Edit

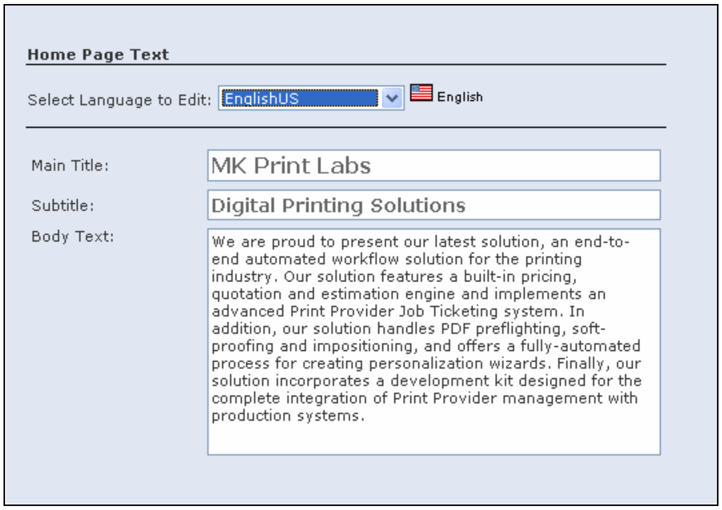


Figure 130: Home Page Image Folder

Select Language to Edit opens a dropdown menu displaying a list of default languages supported by the system.

Note: The *Language* list can be modified; however, modification cannot be carried out locally. Any request for a new language to the list must be made through the local distributor.

The *Text* boxes; *Main Title*, *Subtitle* and *Body Text* are edited according to the selected language.

Personalizing Images

There are three *Image* sites in the *Customization* template: *Print Provider Logo*, *Home Page Image*, and *Advertisement*. The Print Provider can personalize the Print Provider *Home Page* by entering images into these sites from the *Image Folder*.

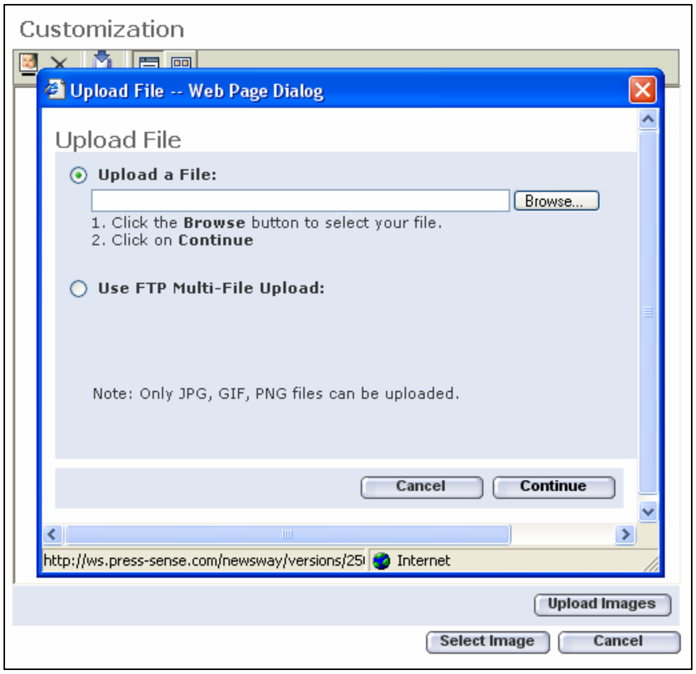


Figure 131: Home Page Image Folder

In order to personalize an *Image* site, click on an *Image* site; the *Image Folder* appears.

Xerox FreeFlow Web Services provides two means in which to upload images to the *Home Page Images* folder (see *Section VIII: Image Library Panel*

Uploading Files

1. To upload a single file, click on the *Upload a File* radio button and carry out the instructions.
2. To upload multiple files, it is recommended to use the *FTP Multi-File Upload*; where available, click on the appropriate radio button and carry out the instructions.

Required Image Parameters

The following table lists and describes the required image parameters:

Image	**Parameters**
Print Provider Logo	138x40 pix, blue (R=14, G=126, B=222) background recommended.
Home Page Image	265x135 pix.
Advertisement	131x97 pix, white background recommended.

Personalizing Texts

There are three *Text* sites that enable personalizing the *Home Page: Title, Subtitle* and *General Information*. Text font, size and color cannot be altered.

In order to personalize a text, carry out the following step:

- Click on the text box and enter the personalized text.

Template Texts: Required Text Attributes

Below are the required attributes for the *Home Page* text:

- General Information lines: 14-15
- Words in one line: 6-9

Chapter Six: Settings

Settings

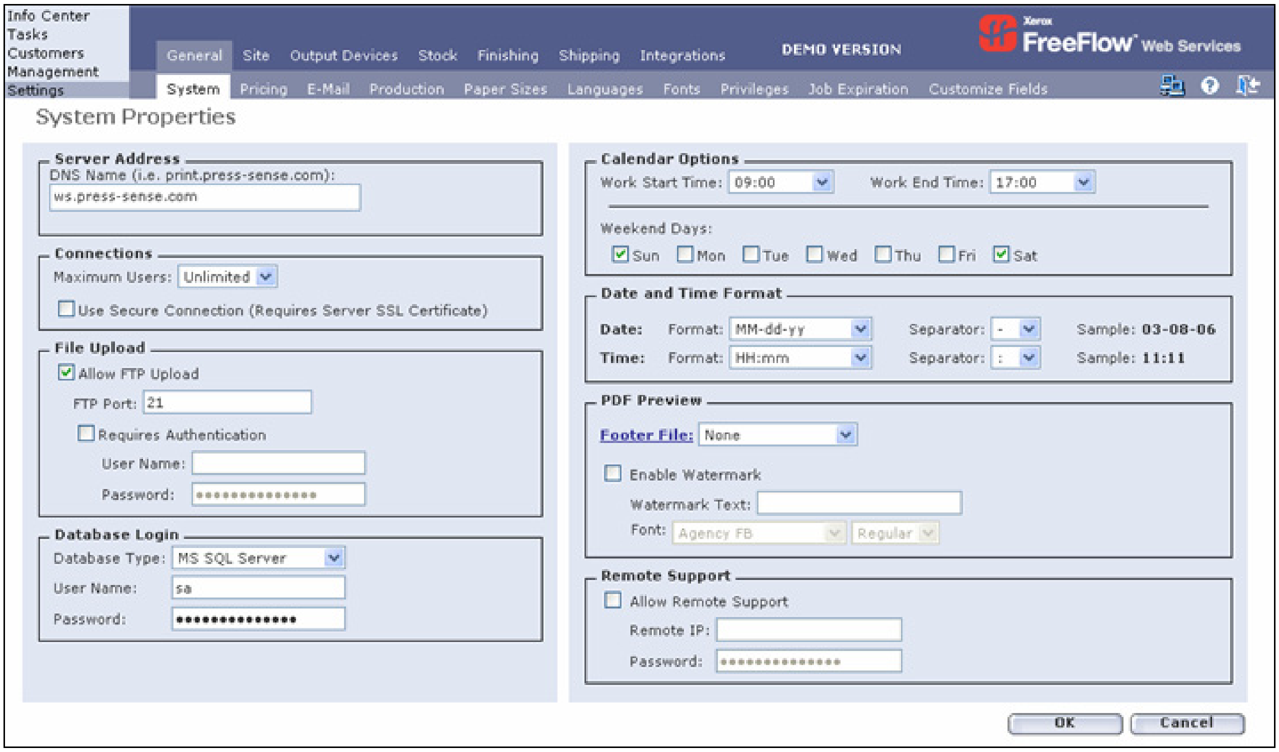


Figure 132: General Window

In *Settings*, the Print Provider enters all of the Print Provider parameters. *Settings* has been divided into seven windows, each of which accesses a further set of sub-panels.

Settings is composed of the following windows:

- **General** – Enables entering general Print Provider parameters
- **Site** – Enables entering parameters that will be made available to all Print Provider customers
- **Output Devices** – Allows the Print Provider to define the parameters of all of the output devices
- **Stock (Paper**) – Enables entering the parameters of the available stock
- **Finishing** – Enables the Print Provider to configure the pricing information for all supported finishing types
- **Shipping** – Enables the Print Provider to provide the Print Buyer with online carrier services and prices
- **External Systems** – Enables integrating *Xerox FreeFlow Web Services* with other Print Provider peripheral systems

Section I: General

Settings General is composed of the following windows:

- **System** – Used for setting such default system parameters as *Server Name*, the number of simultaneous *Users*, Print Provider work hours etc.
- **Pricing** – Allows the Print Provider to enter additional price settings that will be used for Job
- **E-Mail** – Enables the Print Provider to enter the Print Provider *e-Mail* account parameters as well as the Print Provider contacts
- **Production** – Allows the Print Provider to determine the *PDF Upload*, *Prepress* and *Color Support* default parameters
- **Paper Sizes** – Allows defining parent sheets for stock, *Press Sheet* sizes to be used in printing Print Buyer Jobs. These parameters appear as the Job page sizes in the *Job Subtypes* pane
- **Languages** – Allows determining the interface language options and the default interface language
- **Fonts** – Allows determining font-embedding format and for displaying the available fonts in the *Xerox FreeFlow Web Services* system
- **Privileges** – Enables determining precisely which privileges are enabled for each of the Print Buyer user-types
- **Job Expiration** – Enables determining the amount of time *Pre-order* and *Shipped* Jobs can reside in the respective queues before being automatically deleted
- **Customize Field** – Enables adding or removing user fields in the *Customers/Users* window

System Properties Window

The *System Properties* window is divided into the following panels:

- **Xerox FreeFlow Web Services Server Address** – The *DNS* name (*URL*) of the *Xerox FreeFlow Web Services* Print Provider server
- **Connections** – Enables determining the maximum number of simultaneous *Users* and provides the Print Provider with the ability to require a secure connection

Note: Activating *Secure Connection* restricts the connection to the *Xerox FreeFlow Web Services Server* via the secure *HTTPS* protocol.

- **File Upload** – For enabling *FTP* uploads (which requires a username and password)
- **Database Login** – Provides the Print Provider with two database-type options for saving databased information
- **PDF Preview** – Enables the Print Provider to include a footer in the Print Buyer *PDF* preview. The PDF preview can be subsequently printed out. PDF Preview also enables the Print Provider to impose a watermark on the PDF preview
- **Calendar Options** – Allows the Print Provider to inform all Print Buyers of the precise working days and hours of the Print Provider
- **Date and Time Format** – Used for determining the precise format for printing a date and a time
- **PDF Preview Footer** –Enables the Print Provider to enter an image into a *Footer*, located in the *PDF Preview*.
- **Remote Support** – Enables *Support* department access of various system options in the Print Provider *Xerox FreeFlow Web Services* server, in order to solve specific problems in the *Xerox FreeFlow Web Services* system.

Connections

In the *Connections* panel, the Print Provider determines the maximum number of *Users* that can simultaneously work with the *Xerox FreeFlow Web Services* system.

Note: When using *MS-Access* as the *Xerox FreeFlow Web Services DB*, according to *Microsoft* publication, the *DB* can be locked when more than 150 *Users* attempt to access the same event in the *DB* at the same time. Nevertheless, the recommended number should be “Unlimited”. However, the Printer Provider can limit the number when faced with locking issues. This problem is not expected when using the *SQL* server as a *DB*.

In the *Connections* panel, the Print Provider can create secure connection to the Print Buyer. In order to create this secure connection, carry out the following step:

- Checkmark the *Use Secure Connection* checkbox

Using the Secure Connection

The Print Provider is advised to activate the *SSL* (*Secure Sockets Layer*) security feature on the server in order to verify the integrity of the incoming content, verify the identity of the Print Buyers and to encrypt network transmissions.

To set up an *SSL* on the *Xerox FreeFlow Web Services* server, the Print Provider must first acquire and install a valid server certificate to establish *SSL* communications. Such certificates can be purchased online from various reliable companies.

Note: After receiving a server certificate file, use the accompanying wizard to install the server certificate file. The installation process attaches or binds the certificate to the Web site.

Only one server certificate can be attached to a Web site.

Ensure that the Web site *IP* address is assigned to *Port 443*, the default port for secure communications.

Where a *Firewall* is in place on the local network, ensure that *Port 443* is open for inbound and outbound connections in the *Firewall*.

File Upload

In *File Upload*, the Print Provider can provide the Print Buyer with the ability to upload files through an *FTP* site. When this ability has been provided, the Print Provider can further determine if the Print Buyer can receive *Anonymous Access* privileges. If *Anonymous Access* has been denied, the Print Provider can determine the Print Buyer's *Username* and *Password*.

In addition, *File Upload* allows the Print Provide to identify the *FTP Port* through which the files can be uploaded.

Database Login

Xerox FreeFlow Web Services provides the following two database types:

- MS Access
- MS SQL Server

To select a database, carry out the following steps:

1 Click on the *Database Type* dropdown box.

2 Click on one of the options.

Note: When changing the *Database Type* from *MS Access* to *MS SQL Server*, the database must first be transferred to the *MS SQL Server*. The *MS SQL Server* must then be configured (see the *Installation, Setup and Training Guide*, *Appendix B*; *Migrating Tutorial From Access to SQL 2000* and *Appendix C*; *Backing Up an Xerox FreeFlow Web Services Database on the MS SQL Server 2000.*

The *MS Access* option does not require a *User Name* and a *Password*.

When selecting *MS SQL Server*, carry out the following steps:

1 Enter a *User name.*

2 Enter a *Password*.

Calendar Options

Calendar Options enables the Print Provider to inform the Print Buyers of the Print Provider working hours.

Date and Time Format

Date and Time Format allows the Print Provider to determine the precise format for printing a date and time. The format and separator dropdown boxes contain all of the recognized options for printing dates and times.

Remote Support

Remote Support is a feature that enables *Support* department access of various system options in the Print Provider *Xerox FreeFlow Web Services* server, in order to solve specific problems in the *Xerox FreeFlow Web Services* system. This access is provided through the use of a browser.

Note: Due to certain firewall restrictions, this option may not always be available.

Footer File

The *PDF Preview* enables the Print Provider to enter an image into a *Footer*, located in the *PDF Preview*. Such images, for example, can be *Signature* spaces so that when the *Preview* is printed out, the *PDF* can serve as a means for physically recording Job approval.

Entering Images into the PDF Preview Footer

To enter images into the *PDF Preview Footer*, carry out the following steps:

1. Click on the *Footer File* dropdown box; a list of *Footer* files from the *Upload Images: Footer* library appears.
2. Click on a target *Footer* file.

Adding Footer Images to the Dropdown Menu

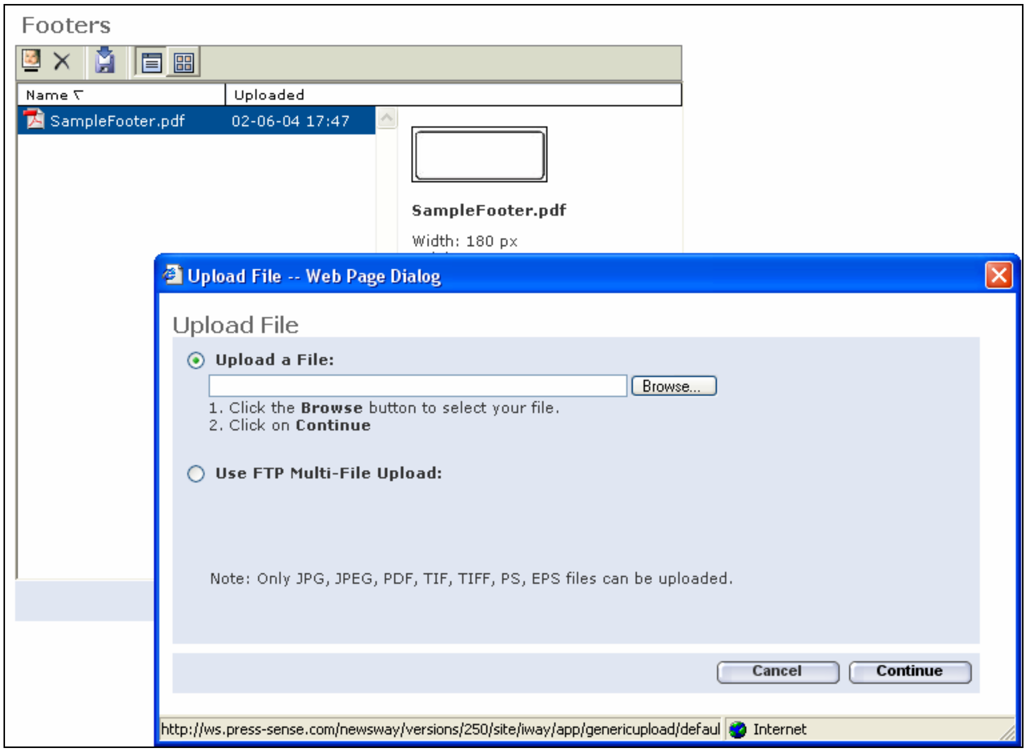


Figure 133: Upload Images: Footer

Entering *Footer* Images into the *Footer File* Dropdown Menu

1 To upload a single file, click on the *Upload a File* radio button and carry out the instructions.

2 To upload multiple files, it is recommended to use the *FTP Multi-File Upload*; where available, click on the appropriate radio button and carry out the instructions.

Watermark

To impose a watermark on *PDF*, carry out the following steps:

1 Checkmark the *Enable Watermark* checkbox.

2 Enter the watermark text into the *Watermark Text* field box.

3 In the *Font* dropdown box, select an appropriate font.

4 Where a selection is available, choose a font style.

5 Click on *OK* to save the settings.

Pricing Window

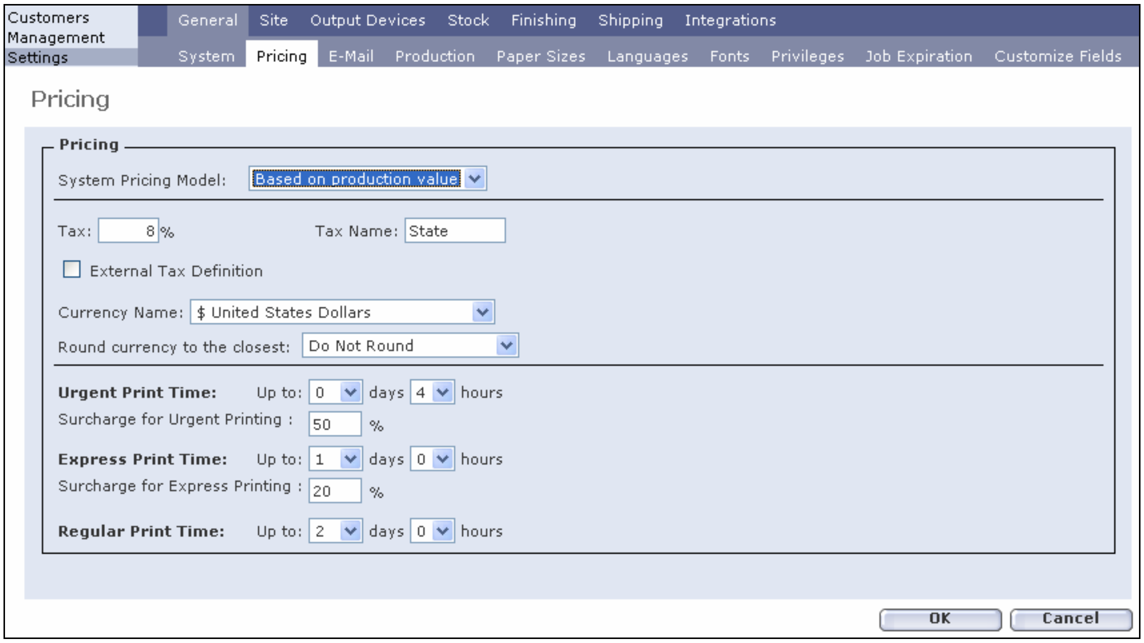


Figure 134: General Pricing Window

Settings enables basing the pricing on one of two pricing models. The following models are selected from the *System Pricing Model* dropdown box:

- **Not Available** – Activates the *Pricing Model* but does not allow a price to be computed. *Not Available* results in the Print Buyer receiving a *Price N/A* (not available) notice
- **Based on production value** – Activates the *Pricing Model* and bases the price on such production parameters as labor, price-per-click, raw materials (paper) and finishing

Note: For an in-depth review of pricing, see *Generic Pricing Mechanism*, page 257.

Based On Production Value

In the *Based on production value model*, the Print Provider enters price settings, which will be used for pricing the Job. These settings affect the Job's total price. The *Urgent* and *Express* surcharge appear in a separate line, labeled *Express Premium*, after the Print Buyer clicks on the *Get Price* button.

The *Based on production value* window is composed of the following *Price-setting* elements:

- **Tax** – Tax Percentage
- **Tax Name** – The name of the specific tax
- **Currency Name** – The currency name that the Print Buyer sees in the *Shopping Cart* window next to the *Get Price* button.
- **Round currency to the closest** – The Print Provider is able to round out the price to the closest, hundred, ten, cent etc.

  Note: *Xerox FreeFlow Web Services* provides the following options:

  - Do not round, when it is not necessary to round the currency
  - Ignore Cents, when it is expedient to ignore the single currency unit
  - 10, for rounding the currency to the closest ten units
  - 100, for rounding the currency to the closest hundred units
- **Urgent Print Time** – *Urgent* print time, counted from the current date and time (see Figure 136)
- **Surcharge for Urgent Print Time** – Surcharge, (as a percentage) levied when selecting one of the *Urgent Print Time* days. The *Urgent Print Time* surcharge is reflected as an *Urgency Surcharge* in the *Subtotal* field of the *Shopping Cart*. When the surcharge is larger than one, the *Subtotal* Job price is the Job price multiplied by the surcharge percent. When the surcharge is '0' or '1', the *Subtotal* Job price is the same as the Job price

Figure 135: Urgency Surcharge

- **Express Print Time** – Express print time, counted from the current date and time (see: Figure 136).
- **Surcharge for Express Print Time** – Surcharge, (as a percentage) levied when selecting one of the *Express Print Time* days. The *Express Print Time* surcharge is reflected as an *Urgency Surcharge* in the *Subtotal* field of the *Shopping Cart*. When the surcharge is larger than one, the *Subtotal* Job price is the Job price multiplied by the surcharge. When the mark-up is '0' or '1', the *Subtotal* Job price is the same as the Job price (see: Figure 135: Urgency Surcharge).

- **Regular Print Time** – The print time calculated from the current date and time (see: Figure 136).

Note: The *Xerox FreeFlow Web Services* system does not convert currencies; ensure that the currency in the box reflects the *Price List* currency (i.e. when creating the price list in DM, type in 'DM')

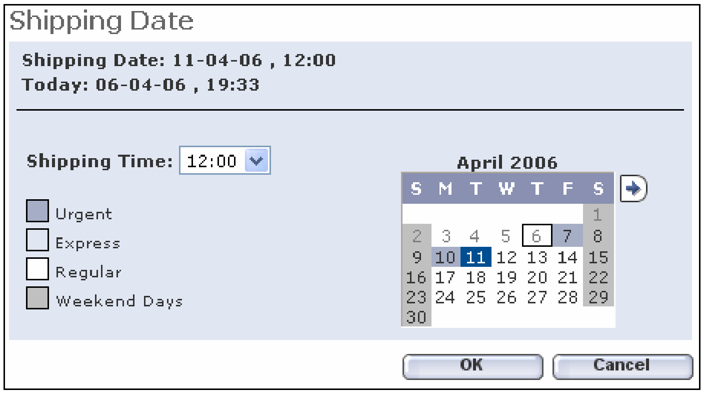


Figure 136: The Delivery Calendar Dialog Box in the Customer Interface

Note: The highlighted "9" date in the *Delivery Calendar* indicates the request delivery date defined by the Print Buyer in the Print Buyer interface.

E-Mail Window

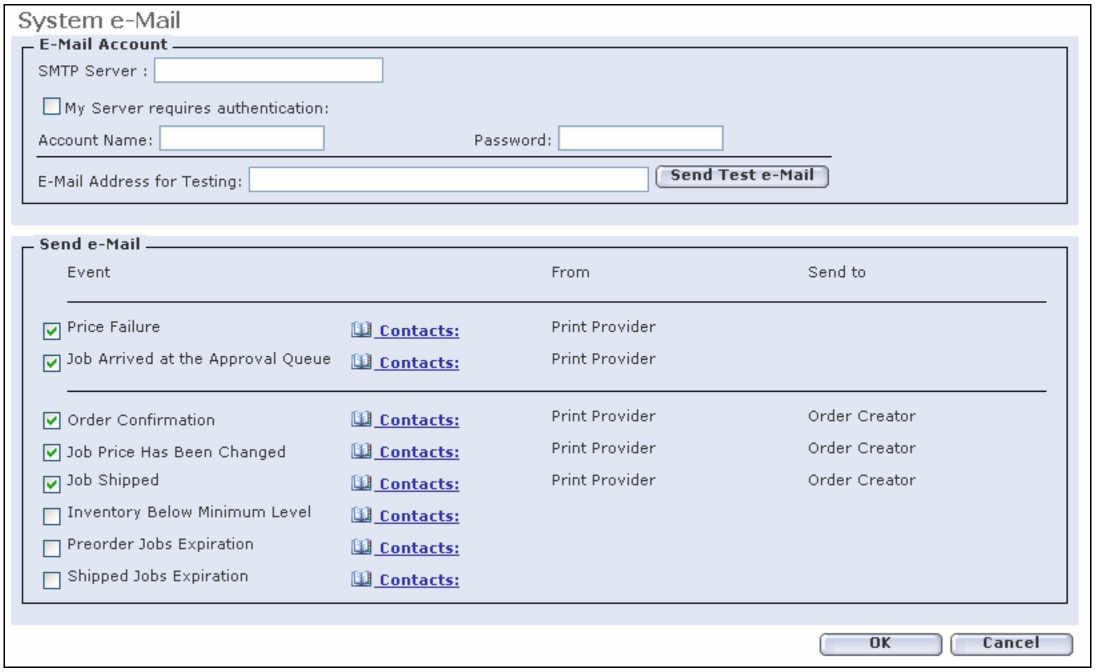


Figure 137: System e-Mail

The *System e-Mail* window is divided into the following panes:

- **E-Mail Account** – Contains information boxes for entering such data as the Print Provider's *SMTP* and *e-Mail* address
- **Send e-Mail** – *E-Mail* notices that are sent out to various contacts

E-Mail Account

The *E-Mail Account* panel contains the following four information boxes and a checkbox, which must be completed by the Print Provider:

- **SMTP Server** – Carries the Print Provider *SMTP* server address (*Simple Mail Transport Protocol* is a protocol used for transferring *e-Mail* on the *Internet*)
- **My Server requires authentication** – For mail servers that require this option in order to send *e-Mails*.

  Note: When the *Authentication* checkbox has been checkmarked, the *Account Name* and associated *Password* must be entered.

- **Account Name** – *SMTP* server account name, that is necessary for authentication
- **Password** – *SMTP* server password that is necessary for authentication

- **E-Mail Address for Testing** – Carries the *e-Mail* address of the online notification recipient (this recipient, either a Print Provider or an Operator, can receive a test *e-Mail* message without having to produce a Job)

Send e-Mail

The *Send e-Mail* panel contains the following checkboxes and links, which enable sending *e-Mail* messages that deal with specific issues:

- **Price Failure** – Enables informing a Print Provider contact that a *Price Failure* has occurred (the Print Buyer receives a notification that the *Price* is **N/A** – not available)
- **Job Arrived to Approval Queue** – Enables informing a Print Provider contact that a new Job has arrived at the Print Provider approval queue
- **Order Confirmation** – Enables informing a Print Buyer contact of an order confirmation
- **Job Price Was Changed** – When the Print Provider carries out a manual pricing adjustment in the *Production* window, the Print Buyer contact will be automatically informed of the change
- **Job Shipped** – Enables informing a Print Buyer contact that a Job has been shipped
- **Inventory Below Minimum Level** – Enables informing a Print Buyer contact that the number of copies of a specific inventoried Job is below the minimum stock level
- **Preorder Job Expiration** – Enables informing a Print Buyer contact that a Job residing in the *Preorder* Job queue has exceeded the time allowed to remain in the queue
- **Shipped Job Expiration** – Enables informing a Print Buyer contact that a Job residing in the *Shipped Job* queue has exceeded the time allowed to remain in the queue
- **Contacts** – *Contacts* enables directing the *e-Mail* notification from a specific source in the Print Provider organization to one or more sources in the Print Buyer organization. Clicking on *Contacts* accesses the *Event Contacts* dialog box.

Event Contacts

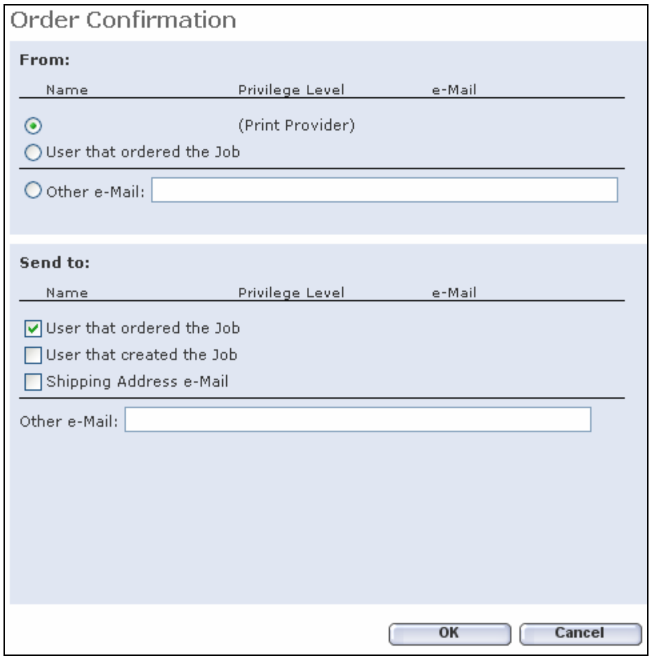


Figure 138: Event Contacts

The *Event Contact* dialog box is composed of the following elements:

From: Panel

- **Name** – The sender's *e-Mail* address, which is either the Print Provider's contact person, the Print Provider user that produced the Job or any other address in the Print Provider organization.
- **Privilege Level** – The *Privilege* level of sender.
- **E-Mail** – The sender's *e-Mail* address.

Send To: Panel

- **Name** – The recipient *e-Mail* address. Recipients of *e-Mail* notification are set in the *e-Mail* field found in the *Customers/Account/General* window. See *General*, page 58.
- **Privilege Level** – The *Privilege* level of recipient.
- **E-Mail** – The recipient's *e-Mail* address.

To set an *e-Mail* address for a specific event, carry out the following steps:

1. Checkmark the appropriate *Event* checkbox and then click on *Contacts*; the *Order Confirmation* dialog box appears.
2. In the *From:* panel, click on a target radio button or click on the *Other e-Mail* radio button and enter a target *e-Mail* address.
3. In the *Send To:* panel, checkmark the target recipients and/or enter a target *e-Mail* address.
4. Click on *OK* to confirm the settings.

Production Window

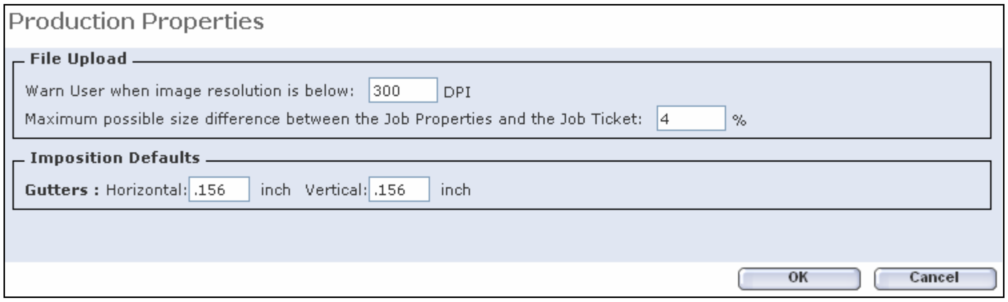


Figure 139: Production Properties Window

In the *Production Properties* window, the Print Provider can set a warning level for image resolution in *PDF* files uploaded to the system and set the possible size difference between uploaded *PDFs* and their Job properties. The Print Provider can also view and modify the default gutters parameters that are reflected in the imposition scheme and in the Print Buyer's *Xerox FreeFlow Web Services Crop Box Selective Upload Feature* (see: *Selective Upload* in the *Print Buyer Guide*).

The *Production Properties* window is composed of the following panels:

- File Upload
- Imposition Defaults

File Upload

The *File Upload* panel contains the following two field boxes:

- Warn *User* when image resolution is below:
- Maximum possible size difference between the *PDF* and the Job's properties

The default image resolution reflects the minimum image resolution that the Print Buyer is required to use when uploading a ready *PDF* to the system. When an uploaded *PDF* contains images with a resolution lower than the number set in the field box, the Print Buyer receives a warning message.

Maximum possible size difference is a size difference percentage that the Print Provider determines can still be accepted without generating a *Mismatch* warning. A Job page size difference greater than the number set in the field boxes <u>will</u> result in a *Mismatch* warning and must be fixed either by the Print Buyer or the Print Provider.

Imposition Defaults

Gutter dimensions automatically appear in the imposition scheme (see *Imposition Link*, page 31).

Modifying Gutters

In order to modify *Gutters*, carry out the following steps:

1. Enter the different dimensions into the required field(s).
2. Click on *OK* to save the new default settings.

Canceling Gutters

In order to cancel *Bleeds* and/or *Gutters*, carry out the following steps:

1. Enter '0' into the required field(s).
2. Click on *OK* to save the new default settings.

Paper Sizes Window

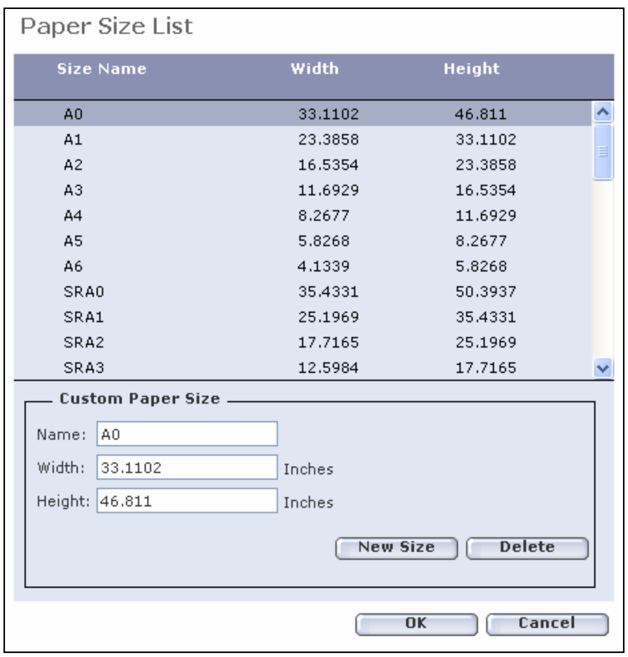


Figure 140: Paper Size List

The *Paper Sizes* window is divided into two panels. Below is a description of the *Paper Sizes* window elements.

- **Paper Size List Panel** – Contains information about the size name, width and height
- **Custom Paper Size Panel** – Designed for modifying existing paper sizes and for creating custom sizes

Paper Size List Panel

In the *Paper Size List* panel, the Print Provider creates custom sizes or modifies existing sizes.

The *Paper Size List* is also used for the following purposes:

- To reflect the *Press Sheet* sizes in the *Output Devices* window (where the Print Provider has to define *Press Sheet* sizes for each output device to be used).
- To reflect the list of *Paper Sizes* that appears in the *Management: Job Type Library/Flat Page Size* panel (where the Print Provider defines a *Flat* page size for a particular *Job Subtype*).
- To reflect the *Parent Sheet Sizes* (that can be chosen in the *Settings: Stock Library* panel in order to price paper stock).

Custom Paper Size Panel

In the *Custom Paper Size* panel, the Print Provider defines *Custom* paper sizes (name, width and height) and modifies the default paper sizes provided by the system. Paper size width and height are measured either in mm and inches, according to the language selection.

The *Custom Paper Size* panel is divided into the following information boxes and buttons:

- **Name** – Displays the paper size name of the selected size and enables entering a custom name
- **Width** – Displays the paper size width of the selected size and enables entering a custom width
- **Height** – Displays the paper size height of the selected size and enables entering a custom height
- **New Size Button** – Clears the boxes
- **Delete Button** – Deletes a selected size
- **OK Button** – Updates and saves the *Paper Size* list
- **Cancel Button** – Cancels all new parameters

Modifying Paper Size

In order to modify paper size, carry out the following steps:

1. In the *Paper Size Li*st panel, select the target paper size; the selected size becomes highlighted and the size name, width and height appear in the boxes.
2. Enter new definitions into the required boxes.
3. Click on *Update*.

Defining a Custom Size

In order to define a custom size, carry out the following steps:

1. Click on the *New Size* button.
2. Enter a new paper size name into the *Name* box.
3. Enter the required width and height of the new size into the *Width* and *Height* boxes.
4. Click on *Update*.

Deleting Paper Size

In order to delete a *Paper Size*, carry out the following steps:

1. Select a target *Paper Size*.
2. Click on *Delete*; a *Confirmation* dialog box opens.
3. In the dialog box, click *YES* or *NO*.

Caution: Since *Paper Sizes* could have been used in the following places, it is advised not to delete *Output Devices*, *Stock Library* definitions and the *Job Type Library*.

Languages Window

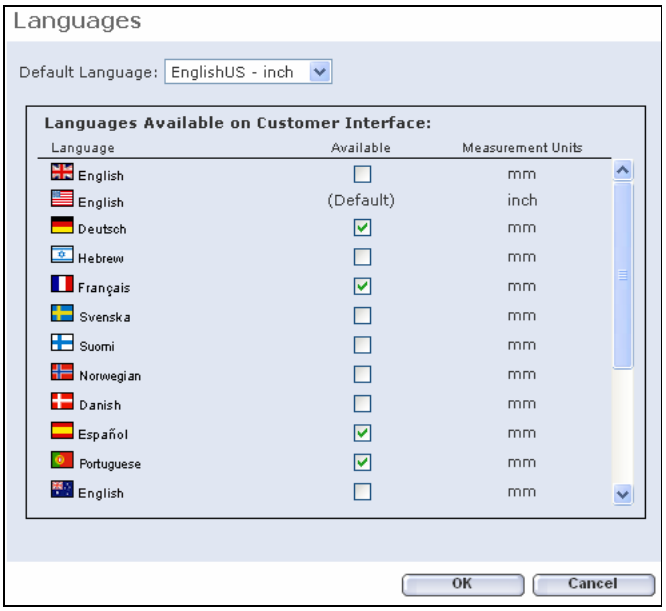


Figure 141: Interface Language Window

The *Interface Language* pane contains a *Default Language* dropdown menu where the Print Provider can select a default language. The *Interface Language* window also contains a list of all of the languages supported by *Xerox FreeFlow Web Services*. Each language is coupled with a predetermined *Measurement* unit. All Print Buyers that log into the system are bound by the Print Provider's selection.

Note: The Print Buyer can also change the interface language by clicking on the flag icons located in the *Xerox FreeFlow Web Services Home Page.*

Determining the Interface Language

To determine the *Interface* language, carry out the following steps:

1. Checkmark one or more checkboxes adjacent to the language name and its associated flag.
2. Click on *OK*.

Fonts Window

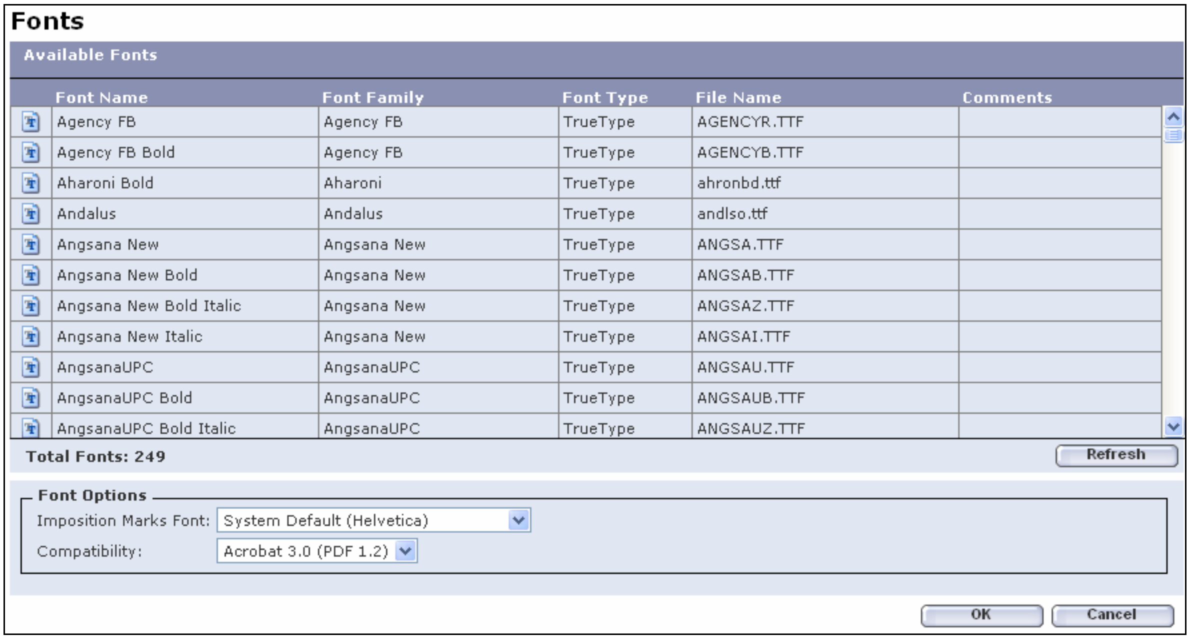


Figure 142: Fonts

The *Fonts* window contains the following elements:

- **Available Fonts Pane** – List of all of the fonts supported by *Xerox FreeFlow Web Services*
- **Refresh Button** – Scans the operating system fonts and updates the *Xerox FreeFlow Web Services* font list
- **Imposition Marks Font Dropdown Box** – The list of font formats that are suitable for use with the *Imposition Marks*
- **Compatibility Dropdown Box** – In cases of *RIP* incompatibility with the selected fonts, *Xerox FreeFlow Web Services* provides the ability to create *PDF's* that are compatible to *PDF 1.1 of Acrobat 2.0 or PDF 1.2 of Acrobat 3.0* (or any more recent version)
- **Save Settings Buttons** – *OK* or *Cancel* the fonts

Available Fonts

The *Available Fonts* panel contains the following categories:

- **Font Name** – List of font names that are recognized by the *Xerox FreeFlow Web Services* system
- **Font Family** – The *Family* name that is associated with the *Font* name
- **Font Type** – The *Font* type that is associated with the *Font* name

Entering New Fonts Into the Xerox FreeFlow Web Services System

In order to enter new fonts, from *Windows 2000* into the *Xerox FreeFlow Web Services* system, carry out the following steps:

1 Click on *C:\WINNT\Fonts; the Windows 2000 Library* appears.

2 Copy and paste the new Font into the *Windows 2000 Library*.

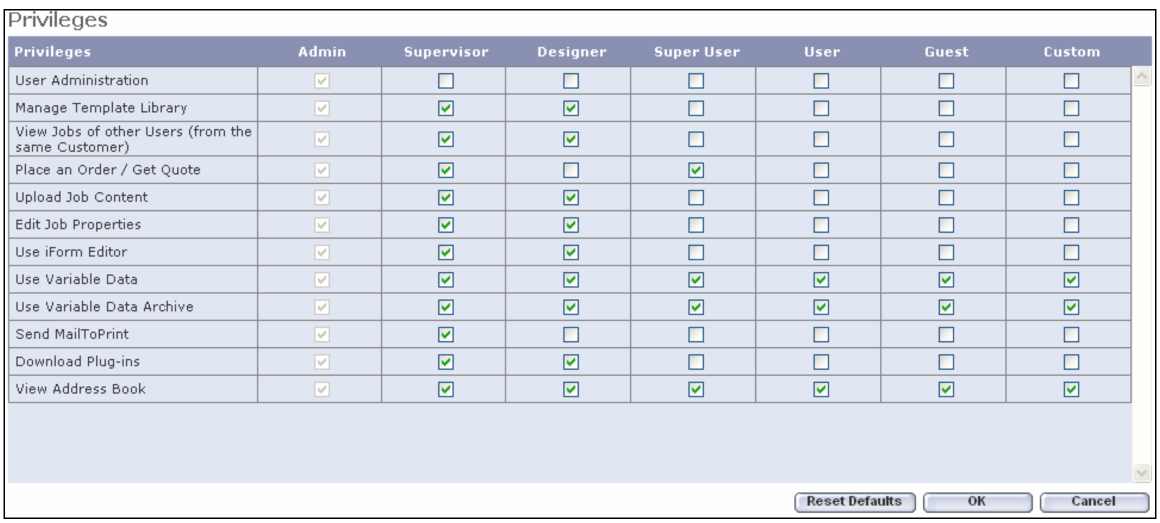
Note: The system supports both *True Type* and *Type 1* fonts.

Compatibility

When the system's *PDF's* are created, the font format embedded in the *PDF* must be selected according to Print Provider's needs.

Note: When *Type 1* is chosen and the Job has a font that does not support the *Type 1* format, the system will embed the *True Type* font instead.

Privileges


Privileges

Privileges	Admin	Supervisor	Designer	Super User	User	Guest	Custom
User Administration	✓						
Manage Template Library	✓	✓	✓				
View Jobs of other Users (from the same Customer)	✓	✓	✓				
Place an Order / Get Quote	✓	✓		✓			
Upload Job Content	✓	✓	✓				
Edit Job Properties	✓	✓	✓				
Use iForm Editor	✓	✓	✓				
Use Variable Data	✓	✓	✓	✓	✓	✓	✓
Use Variable Data Archive	✓	✓	✓	✓	✓	✓	✓
Send MailToPrint	✓	✓					
Download Plug-ins	✓	✓	✓				
View Address Book	✓	✓	✓	✓	✓	✓	✓

Figure 143: Privileges Window

Privileges displays a list of privilege options that can be enabled for each user-type. *Privileges* also provides a *Custom* user, which allows the Print Provider to create a new user-type.

The available privileges are as follows:

- User Administration
- Manage Template Library
- Place an Order / Get Quote
- View Jobs of other Users (from the same Customer)
- View Address Book
- Upload Job content
- Edit Job Properties
- Use iForm Editor
- Use Variable Data
- Use Variable Data Archive
- Send MailToPrint
- Download Plug-ins

Enabling Privileges

To enable privileges for a user-type, carry out the following steps:

1 For each user-type, checkmark the appropriate privileges.

2 Click on *OK* to save the settings.

Resetting Privileges

To reset the privileges, carry out the following steps:

1 Click on *Reset* to clear all of the checkboxes.

2 Checkmark the appropriate checkboxes.

3 Click on *OK* to save the new settings.

Note: 1. All *Administrator* checkboxes are checkmarked and disabled as the *Administrator* must be enabled with all of the privileges.

2. Macintosh users have limited privileges

Section II: Site

Figure 144: Site

Site is composed of the following elements:

- **Contact Information** – Enables the Print Provider to enter Print Provider contact information. The Print Buyer is able to contact the Print Provider through this information
- **Print Provider Accounts** – List of Print Provider *Xerox FreeFlow Web Services* system *Users*
- **Home Page** – A template that enables the Print Provider to personalize the *Xerox FreeFlow Web Services Home Page*
- **Terms and Conditions** – Allows the Print Provider to enter the terms and conditions of working with the Print Provider and enables determining the language of the text

Contact Information

All Print Provider information is entered into the *Contact Information* window. It is necessary to enter this information when initiating the application for the first time.

Contact Information is composed of the following elements:

- **Print Provider Name** – The name of the Print Provider
- **Contact Person** – The Print Provider contact employee that the Print Buyer can contact when necessary
- **Phone** – The contact phone number
- **Fax** – The fax number
- **E-Mail** – The contact e-Mail address
- **Street, City, Country, Zip Code, State (in the USA)** – The Print Provider's address information

Note: *Print Provider Name* and the *Zip Code* must be completed, as indicated by the asterisk. These fields will enable calculating shipping costs, according to the locations identified through the *Zip Codes*.

Print Provider Accounts

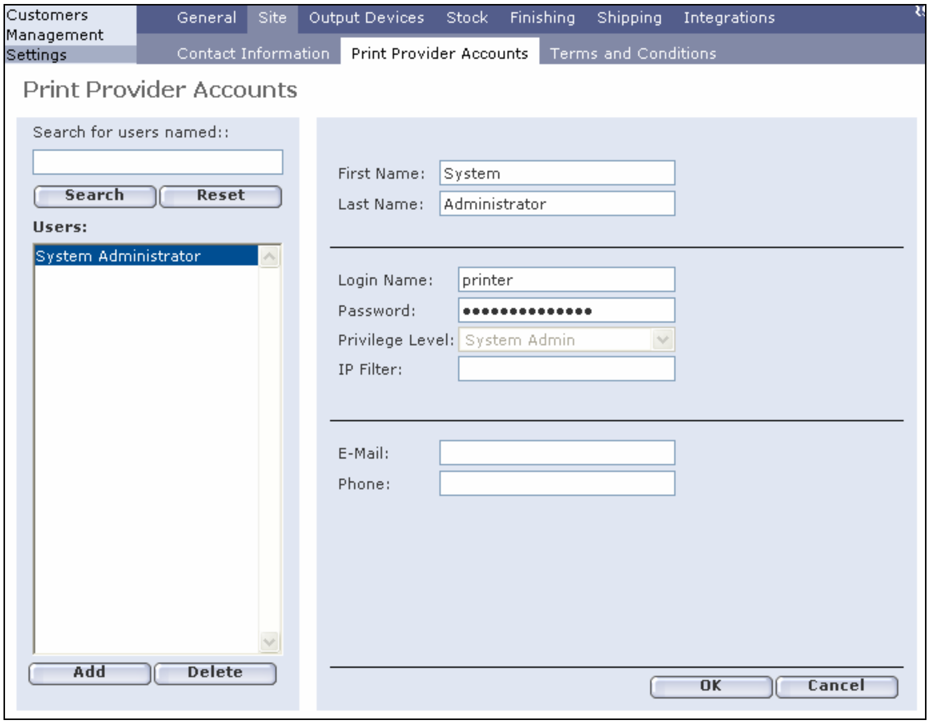


Figure 145: Print Provider Accounts

Print Provider Accounts allows the Print Provider to list all members of the Print Provider organization who work with the *Xerox FreeFlow Web Services* system. Each user is provided with a *Login* name and a *Password* and is designated a *User Privilege*.

The *Print Provider Accounts* window contains the following elements:

- **Users Pane** – Comprehensive list of *Xerox FreeFlow Web Services* users within the Print Provider organization
- **User Parameters Panel** – Print Provider *User* parameters
- **OK Button** – Saves the settings
- **Cancel Button** – Deletes any setting modifications

Users Pane

In the *Users* pane, the Print Provider lists all of the Print Provider staff members that are involved with the *Xerox FreeFlow Web Services* system. The list is open, enabling the Print Provider to add and remove users from the list. The *Users* pane is provided with a search engine for finding a specific user or for narrowing the *User List*.

The *Users* pane contains the following operation buttons:

- **Search** – Activates the search engine
- **Reset** – Replaces the 'searched' *User List* with the comprehensive list

- **Add** – Adds a new user to the *Users List*
- **Delete** – Permanently deletes a user from the *User List*

Searching for a User

In order to search for a specific *User*, carry out the following steps:

1 Enter a partial or complete target name into the *Search for users named*: field box.

2 Click on *Search*; the targeted user(s) name(s) appears in the *Users List*.

3 To return the comprehensive *Users List*, click on *Reset*.

Adding a New User to the Users List

In order to add a new *User* to the *Users List*, carry out the following steps:

1 Click on *Add*; the *'New User'* name appears in the *Users List*.

2 Enter a new name in place of the *New User* name.

3 Enter the correct parameters into the *Users Information* panel fields.

4 Click on *OK* to confirm the new information.

Caution: When clicking on *Add* a second time, without updating the new settings, all new data is lost and the *New User* row disappears from the *Users* list.

Note: Every user must have a unique *Login* name. When a previously used *Login* name is entered for a new user, an *Alert* message pops up after the user clicks on the *OK* button. The new user will not be added to the list.

Removing Users From the User List

In order to remove a user from the *Users* list, carry out the following steps:

1 Select a target user and click on *Delete*; the *Remove User* dialog box appears.

2 Click on *Yes*; the user is removed from the list.

Note: When attempting to remove a user currently logged into the system, the Print Provider receives an alert message and the action is denied.

User Parameters Panel

In the *Users Parameters* panel, the Print Provider enters the appropriate information concerning each *User*.

The *Users Parameters* panel contains the following *Information* fields:

- **First Name** – The first name of the *User*
- **Last Name** – The last (family) name of the *User*
- **Login Name** – A login name that the *User* must enter into the *Login* field on the *Home Page* in order to access the system
- **Password** – *User*'s password, displayed in asterisks (***) instead of the typed characters. The *User* uses this password to access the system from the *Home Page*

Note: The *Password* is case-sensitive and must be entered in the same way as when logging into the system.

- **Privilege** – A dropdown menu, where the Print Provider provides the *User* with '*System Administrator, 'Operator' or 'Manager'* privileges. Any *User* assigned *System Administrator* privileges has access to all *Print Provider* interface windows. Any *User* with '*Operator'* privileges is able to take responsibility of the operation of the workflow of the *Xerox FreeFlow Web Services* system. *Users* with '*Manager'* privileges can view the *Info Center* as well as the *Task* and *Management* parameters and can create new *Job Tickets,* modify templates and modify pricing.
- **IP Filter** – *IP* is an *Internet Protocol* that regulates computer *Internet* connections. The *IP Filter* allows access to the system only from a computer with the specified *IP*
- **E-Mail** – The *User's* e-Mail address
- **Phone** – The *User's* phone number
- The *Terms and Conditions* window is composed of the following elements:
- **Language Pane** – Displays the list of languages
- **Terms and Conditions Text Panel** – Used for entering and editing terms and conditions text.
- **Save Settings Buttons** – Clears or saves text.

Terms and Conditions Text Panel

In the *Terms and Conditions Text* panel, the Print Provider can define its terms and conditions in several languages. The *Terms and Conditions* panel can be used for entering text that reflects both the Print Provider and the Print Buyer responsibilities. The number of added text lines and words is unlimited.

Note: To apply character and paragraph formatting to the *Terms and Condition* text, use *HTML* conventions while typing the Print Provider's text. The system saves the text in the *HTML* format.

Adding Text

In order to add text, carry out the following steps:

1. In the *Language* box, select the desired language; the selected language is highlighted blue.
2. Enter the text into the *Text* pane or copy/paste a ready text from a text editor.
3. Click on *Save*.
4. When a second language is required, select the second language.
5. Enter the text in the language selected.
6. Click on Save.

Section III: Output Devices

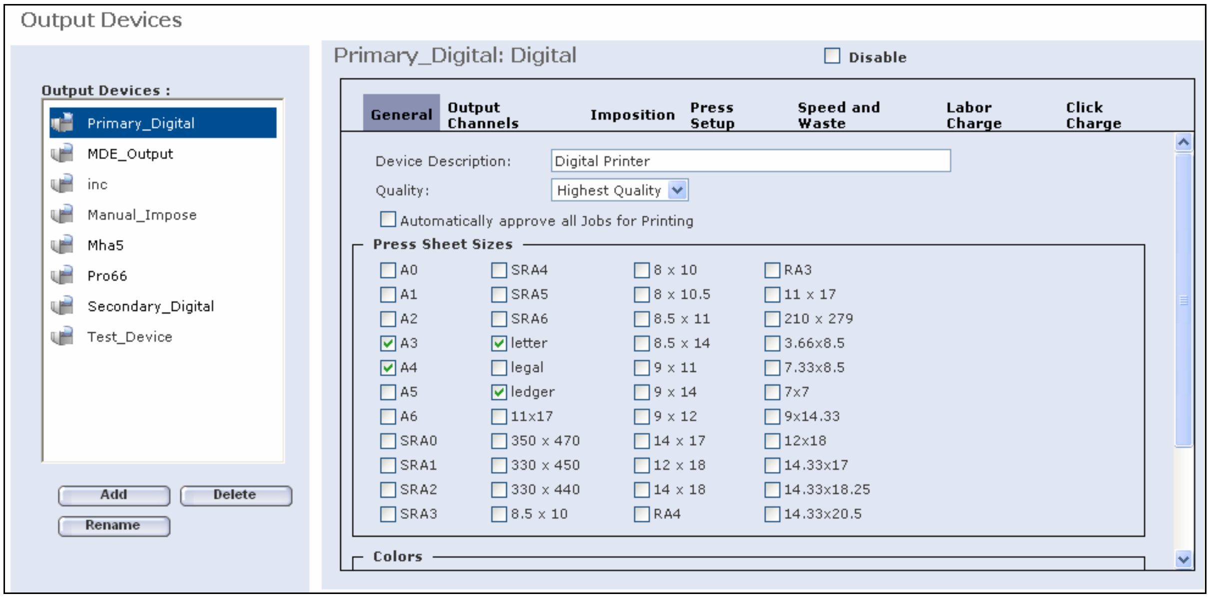


Figure 146: Output Devices

In the *Output Devices* window, the Print Provider defines the *Output Devices* parameters. For each output device, the Print Provider chooses the output channels, *Press Sheet* sizes, margins, color bars and imposition method etc.

The *Output Devices* window contains the following elements:

- **Output Device List Pane** – List of all of the output devices in the Print Provider site.
- **Output Device Parameters Panels** – Series of panels that allows the Print Provider to enter the various parameters of each output device.

Note: *Xerox FreeFlow Web Services* recognizes the following three different *Output Device* machine types:

- Digital
- Offset
- Copier (*Copier* is similar to *Digital* but does not support spot colors).

Output Devices Pane

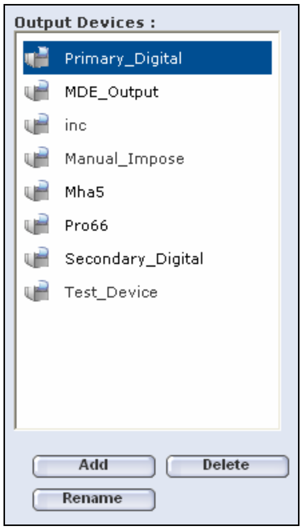


Figure 147: Output Devices Pane

In the *Output Devices* pane, the Print Provider defines the output devices to be used in the system. The output device name can refer to a folder where Jobs are transferred, or to an output device that receives and prints Jobs automatically. The output device name can be any name that the Print Provider chooses. By default, the *Output Devices* pane contains a *Manual Impose* option. The *Manual Impose* feature is described in *Manual Impose Panel* on page 198.

Adding an Output Device Name to the Output Devices Pane

In order to add an *Output Device* name to the *Output Devices* pane, carry out the following steps:

1. Click on the *Add* button under the *Output Devices* box; the *Add Device* dialog box appears.
2. In *Device Name*, enter the output device name.
3. In the *Device Group* dropdown box, select a machine class.
4. In the *Device Type* dropdown box, select a machine type.
5. Click on *OK*; the new *Output Device* name is added to the *Output Device* list.

Removing an Output Device Name from the Output Devices Pane

In order to remove an *Output Device* name from the *Output Device* pane, carry out the following steps:

1. Click on an *Output Device* name.
2. Click on *Delete*; the *Delete* confirmation dialog box opens.
3. Click on *OK*.

Renaming an Output Device

In order to rename an output device, carry out the following steps:

1. Click on an *Output Device* name in the *Output Devices* pane.
2. Click on *Rename*; the *Rename* dialog box appears.

3 Enter the new name into the *Device Name* box.

4 Click on *OK*; the new name appears in the *Output Devices* pane.

Output Device Parameters Panels

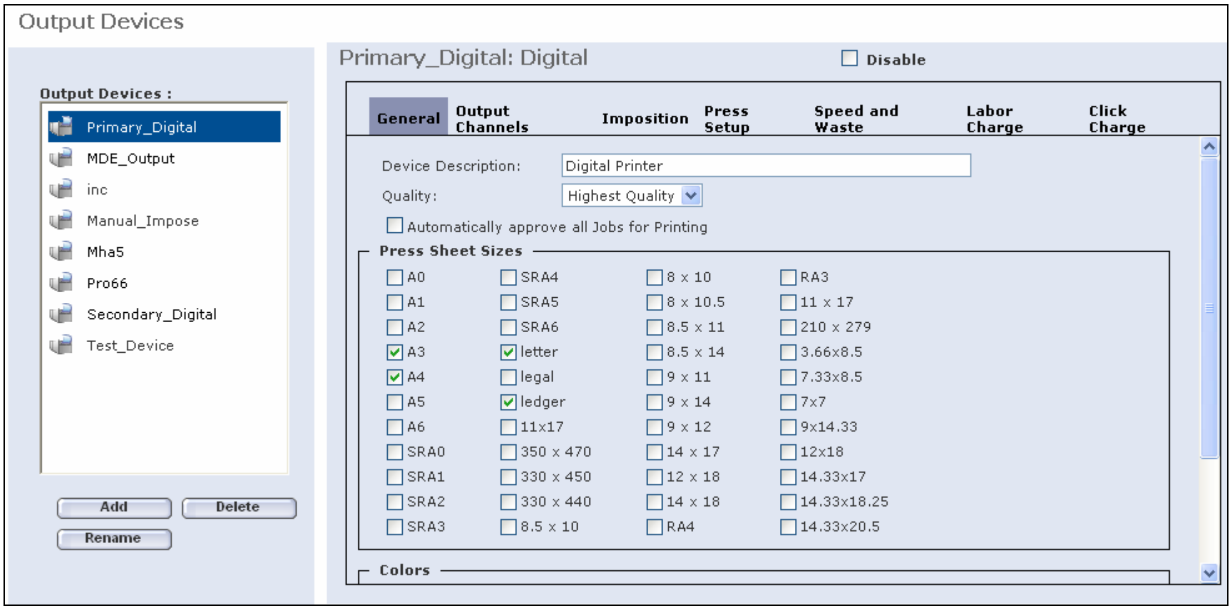


Figure 148: Output Devices Panel

The *Output Device Parameter* panel is composed of the following elements:

- **Machine Panel** – Used for pre-defined, specific *Digital* machine settings. This tab will not be present for *Custom* machines
- **General Panel** – Used for defining general settings for the selected output device
- **Output Channels Panel** – Used for defining settings for the automatic *PDF Spool* channel when a PostScript file is sent to the output device, or for sending the approved-for-printing Jobs as a single, imposed *PDF* file to target folders
- **Imposition Setup Panel** – Used for choosing imposition orientation and optimization (depending on the output device). Also used for defining *Press Sheet* sizes, margins and for adding a color bar
- **Press Setup Panel** – Enables entering the various setup times

Note: *Setup Time (Make Ready)* refers to the time from the last good sheet of the previous Job to the first good sheet of the next Job.

Pass Setup Time refers to the setup time necessary for extra runs (overprint).

Print Head Setup Time refers to the time necessary to set up the print heads (Towers).

- **Speed and Waste Panel** – Used for defining speed and waste properties for a selected output device. The sub-panel interface changes according to the output device type: either an *Offset* output device or *Copier/Digital* output device

- **Labor Charge Panel** – Used for entering the costs of labor as a definite, cost-per-time charge

Note: With an *Offset Device*, the *Labor Charge* is defined as the sum total of the following costs:

  - Plate Fee
  - Labor Cost
  - Process Wash-up Cost
  - Spot Wash-up Cost

- **Click Charge Panel** – The cost charged for each sheet that is printed. The cost is either expressed as a mark-up or as a definite cost according to the size of paper
- **Disable Checkbox** – Enables the Print Provider to temporarily disable the selected output device. When an output device is disabled, the system does not consider it when choosing the most cost-effective output device
- **Add, Delete and Rename Buttons** – Allows the Print Provider to add, delete and rename the output device
- **OK Button** – Clicking on *OK* saves all of the settings
- **Cancel Button** – Clicking on *Cancel* deletes all of the settings

Manual Impose Panel

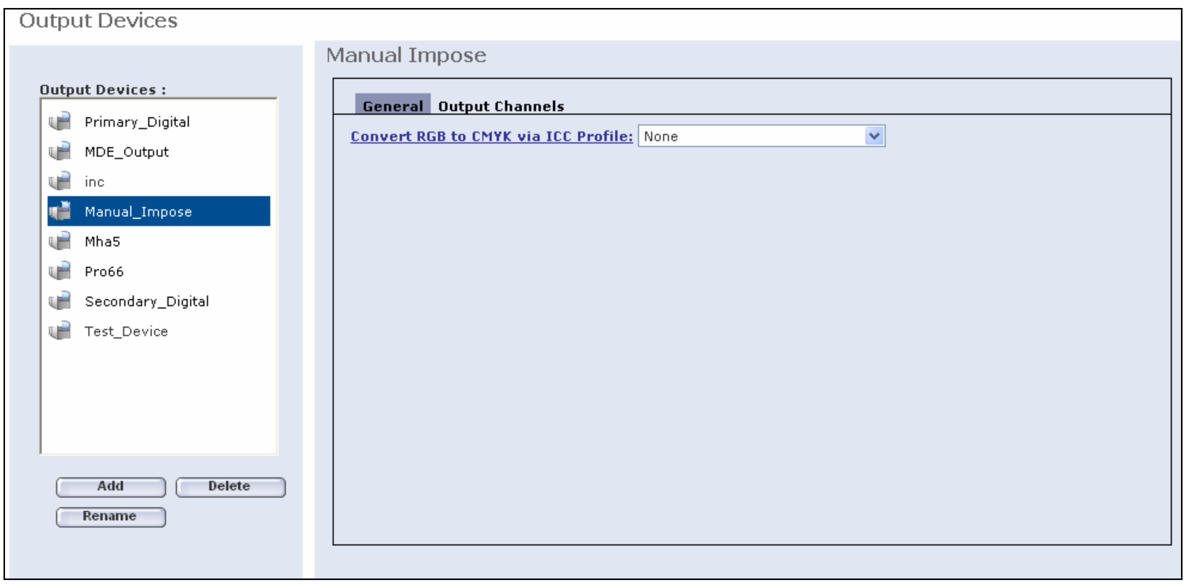


Figure 149: Manual Impose Panel

Xerox FreeFlow Web Services enables the Print Provider to manually impose the Job. This option is automatically selected when a Job cannot be imposed by the system and requires manual stripping. The Print Provider can also select the '*Manual Impose'* option, from the *Option Devices* list, when imposition must be carried out by a third–party impositioning tool. The system saves the Job as a non- imposed *PDF*.

The *Manual Impose* panel contains two options, which are accessed by clicking on the associated panel tabs:

- General: For setting the Convert RGB to CMYK via ICC Profile option

- Output Channels: For enabling the Print Provider to save the “Approved for Printing” *PDF’s* in a folder, rather than sending them directly to an output device.

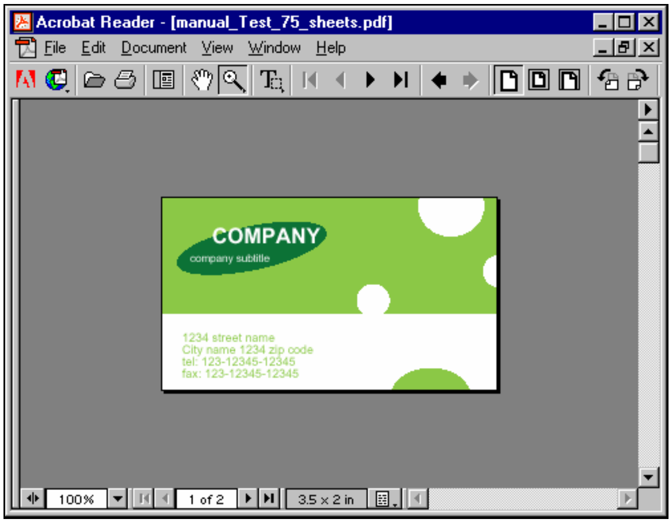


Figure 150: Job for Manual Imposition

Enabling Manual Imposition

In order to enable *Manual Imposition*, carry out the following steps:

1 Click on *Manual Impose* in the *Output Devices* pane; the *Manual Impose* panel appears.

2 To convert *RGB* colors to *CMYK* colors via the *ICC Profile*, click on the *General* tab; the *General* pane appears.

Figure 151: Manual Impose: General Panel

3 In the dropdown box, select *ICC_CMYK_Lab_SWOP_Coated* and then click on *OK*.

4 Click on the *Output Channels* tab; the *Output Channels* panel appears.

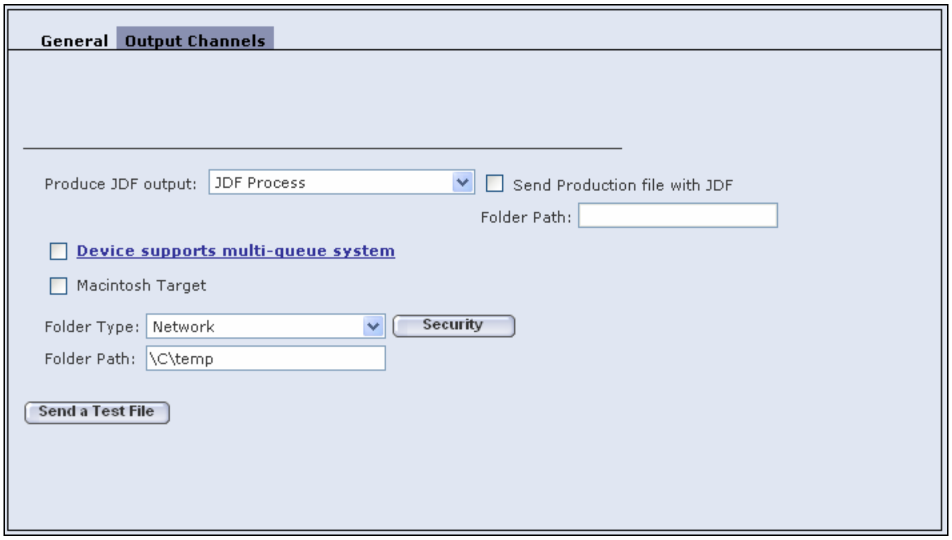


Figure 152: Manual Impose: Output Channels Panel

Machine Panel

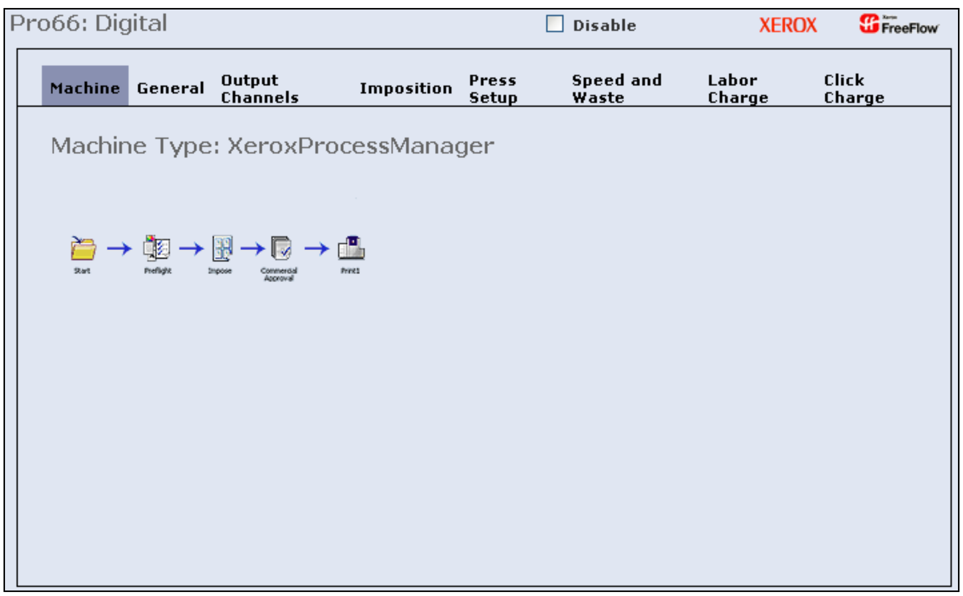


Figure 153: Machine Panel

The *Machine* panel appears only for pre-defined machines and serves to provide a visual representation of the machine.

General Panel

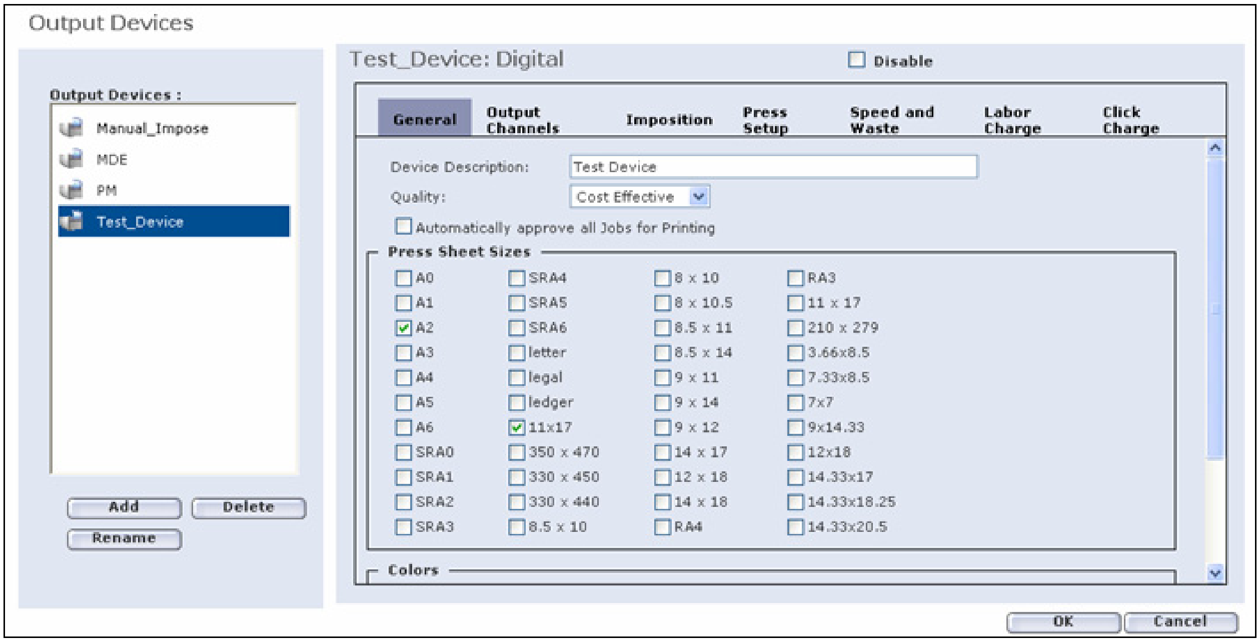


Figure 154: General Panel

In the *General* panel, the Print Provider defines the printing quality, *Press Sheet* sizes and color support for each output device. The Print Provider can also define the *ICC Profile* for the device.

The *General* panel is composed of the following elements:

- **Device Description** – Used for specifying the type of output device and for providing a name that will be recognized and used by the Print Buyer
- **Quality Dropdown Box** – Used for specifying either standard or premium quality for the selected output device. Only one quality type can be chosen for one output device. This is one of the factors the system uses while choosing the most cost-effective output device (see *Cost-effective Output Device Selection*, page 231)
- **Automatically Approve All Jobs For Printing Checkbox** – All Jobs receive automatic approval by the system and when sent to *Production*, the Job appears in the *Printing* queue rather than the *Approval* queue
- **Press Sheet Sizes** – Contains *Press Sheet* sizes supported by the chosen output device
- **Color Support Checkboxes** – Refers to the *B/W*, *4/C*, and *Spot* ink colors that the printing device supports. All checkboxes are checkmarked by default
- **Color Units** – The maximum number of color units that are supported by the output device.

Note: Where the output device is an Offset press, the color units are the number of printing towers.

- **Convert RGB to CMYK via ICC Profile** – Dropdown box for selecting the *ICC* profile for converting *RGB* to *CMYK*

Note: For adding *ICC Profiles*, see *Adding Additional ICC Profiles* below.
The *Press Sheet* sizes are configured by the Print Provider in the *Paper Sizes* window (see *Paper Sizes Window*, page 184).

Press Sheet Sizes Sub-panel

Press Sheet sizes, that are to be used by the selected output device, must appear in the *Press Sheet Sizes* sub-panel (*Press Sheet* sizes have been configured in the *Settings: General* window).

Caution: When defining a sheet size for a specific *Output Device*, ensure that the size or a larger size (*Parent* size that can be cut into a *Press Sheet* size) has been configured in the *Settings*: *Stock Library* window and is not listed as “*Not In Stock*”.

Defining Press Sheets Sizes for a Particular Output Device

In order to define *Press Sheet* sizes, checkmark the checkboxes of those sizes to be set for the given output device.

Caution: The *Press Sheet* sizes that are selected must be equal to or smaller than the *Parent* (prepress) *Sheet* sizes defined in the *Settings: Stock Library* window (i.e. if A4 has been selected for the given *Output Device*, ensure that A4 or larger parent sheets in the *Settings*: *Stock Library* window have been defined).

Adding ICC Profiles

The *Xerox FreeFlow Web Services* system allows the Print Provider to add *ICC* profiles, based on the *LAB* profile connection space. To add these *ICC* profiles, carry out the following steps:

1. Open the following directory: *D:\NewEdition\IPanel\Db\ICCProfiles.*
2. Copy the target *.*icm* file into the above folder.
3. Close the file system; the *ICC* profile has been added to the *Convert RGB to CMYK via ICC Profile* dropdown box and can be configured from the *General Panel* window (see page 201) and from the *Edit Imposition* window (see page 29).

Output Channels Panel

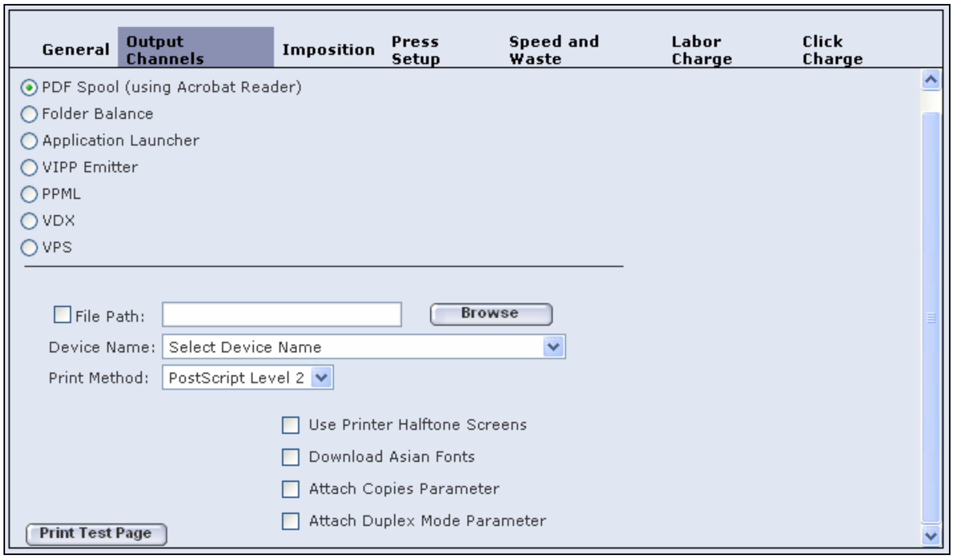


Figure 155: Output Channels

The *Output Channels* panel offers the following interface options, which are accessed by clicking on the associated radio button:

- PDF spool (output will be a postscript file)
- Folder Balance (output will be a PDF)
- Application Launcher
- VIPP
- PPML
- VDX
- VPS

PDF Spool Sub-panel

The *PDF Spool* sub-panel is used to automatically transfer a Job to the chosen output device/RIP in the *PostScript* format.

The *PDF Spool* sub-panel is composed of the following elements:

- **File Path Checkbox** – Activates *Browse*.
- **Browse** – Button that allows browsing to a specific location. The target folder is restricted to the *D:* drive (or any drive that houses the *Xerox FreeFlow Web Services* application.
- **Device Name Dropdown Box** – Selection of all available output devices that were installed on the *Xerox FreeFlow Web Services* server.
- **Print Method Dropdown Box** – Selection of the *PostScript* printing level.
- **Output Options Checkboxes** – Selection of *Output* options. Each checkbox is checkmarked for adding copies, half tones and duplex mode parameters to the automatic spooling as well as for downloading Asian fonts. The checkboxes are unchecked by default.

Note: *Asian* fonts are downloaded to the output device only when they are not embedded in the uploaded *PDF*.

- **Print Test Page Button** – Enables sending a test page to the selected *Output Device* channel.

Automatic Spooling

In order to enable automatic spooling, carry out the following steps:

1 Activate the *PDF Spool* radio button.

2 Select a device name from the *Device Name* dropdown box.

3 Select a print method form the *Print Method* drop down box.

4 Checkmark one or more of the following checkboxes:

- **Use Printer Halftone Screens** – (when this option is selected, the *Halftone* screening is performed using the printer's screening mechanism.
- **Download Asian Fonts** – (it is necessary to download Asian fonts to the output device when a *PDF* with *Asian* fonts is uploaded but the fonts are not embedded).
- **Attach Copies Parameter** – Attach the number of copies automatically; one copy is attached when the checkbox is clear.
- **Attach Duplex Mode Parameter** – Include all of the *Duplex Mode* parameters with the Job. The Print Provider unchecks the checkbox when the output device does not support the duplex mode or when the Print Provider wants to set this parameter manually.

Note: The *Duplex Mode* can be selected in the *Production/Edit Imposition* window from the dropdown menu. The *Duplex Mode* options are *Top-Top*, *Top-Bottom*, *Centered* and *Off*.

Print to File Option

In order to save the Job as a *PostScript* file, carry out the following steps:

1 Checkmark the *File Path* checkbox.

2 Click on the *Browse* icon; the *Select Folder* dialog box appears.

3 Select the target folder.

4 In the *Select Folder* dialog box, click on *OK*; the target folder appears in the *File Path* text box.

5 In the *Output Devices* window, click on *OK* to save the settings.

Note: The target folder is restricted to the *D:* drive (or any drive which houses the application).

Printing a Test Page

In order to print a test page, carry out the following steps:

1 Ensure that the spooling path has been selected from the *Device Name* dropdown box.

2 Click on the *Print Test Page* button; the *Output Channels* dialog box appears.

3 Click on *Yes* in order to print the test page using the selected output device.

4 In the following dialog boxes, click on *OK*.

Folder Balance Sub-panel

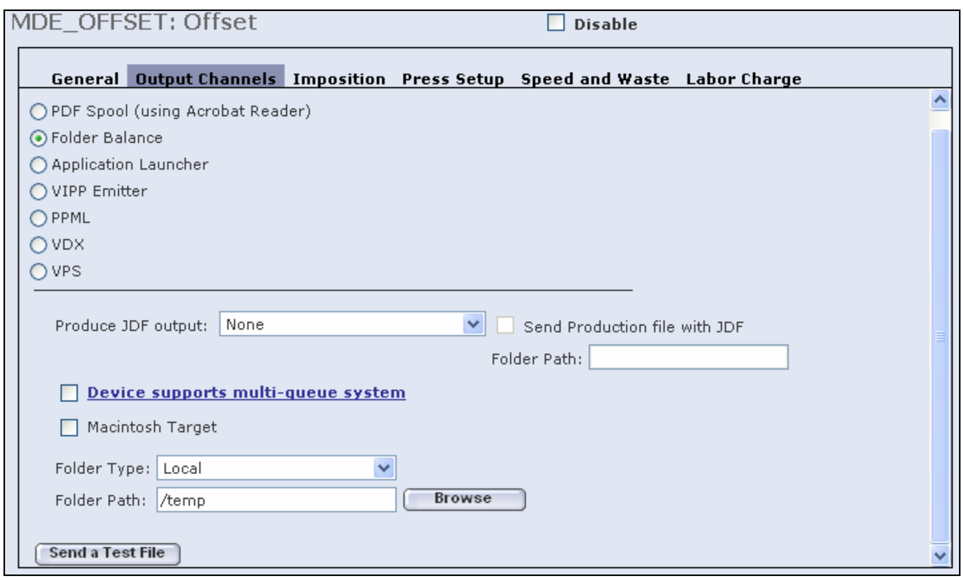


Figure 156: Folder Balance Sub-panel

The *Folder Balance* sub-panel enables the Print Provider to send the ‘approved for printing’ files, in a *PDF* format, to any target; locally, through the network, or through an *FTP* site.

The *Folder Balance* sub-panel is composed of the following elements:

- **Produce JDF output** – Enables selecting *JDF Process* or *JDF Intent*
- **Device supports multi-queue system** – Enables selecting the multi-queue system. The link accesses the *Device* queues dialog box for adding, editing, or deleting queues.
- **Mac Target Checkbox** – When transferring Jobs to *Mac* platforms, the Print Provider must checkmark the *Mac Platform* checkbox; the system compresses any Job name to less that 30 characters
- **Folder Type Dropdown Box** – Enables the Print Provider to store Jobs using one of the following methods:
  - Local: used for specifying an absolute folder path within the local server.
  - FTP: used for specifying the full ftp path for transferring Jobs via the Internet to any remote computer (i.e. format: ftp://www.print-provider.com).
  - Network: used for transferring Jobs to any computer within the local network (the network server directory must be specified as the following: \ …)
- **Folder Path Box** – Used for entering a full folder path. The folder path depends on a method chosen from the *Folder Type* dropdown box
- **Browse Button** – Enables browsing a folder directory

Note: The *Browse* button appears in the *Folder Balance* panel only when the *Local* method is chosen in the *Method* dropdown menu. The *Browse* button enables browsing only inside the *D:/* directory; all other directories must be specified.

- **Security Button** – When selecting *FTP* or *Network* from the *Folder Type* dropdown box, the *Security* button appears. *Security* opens a *Login: Security Setup* dialog box (see Figure 158: Login: Security Setup Dialog Box, below).
- **Send a Test File** – Used for sending a test file to the target folder appearing in the Folder Path box.

Produce JDF Output

The *Produce JDF Output* feature provides the following options:

- **None** – *JDF* output is not enabled (the *Send Production file with JDF* checkbox is disabled)
- **JDF Process** – The Job is converted to the *JDF* format and includes production settings for this specific Job and a link to the production file
- **JDF Intent** – The Job is converted to the *JDF* format and includes certain Job property settings for this specific Job and a link to the production file
- **Send Production File with JDF** – Enables sending the production file together with the *JDF* (in addition to the link to the production file)
- **Folder Path** – Enables entering a path for transferring the *JDF* to the target folder

Multi –queue System: Queue Selection

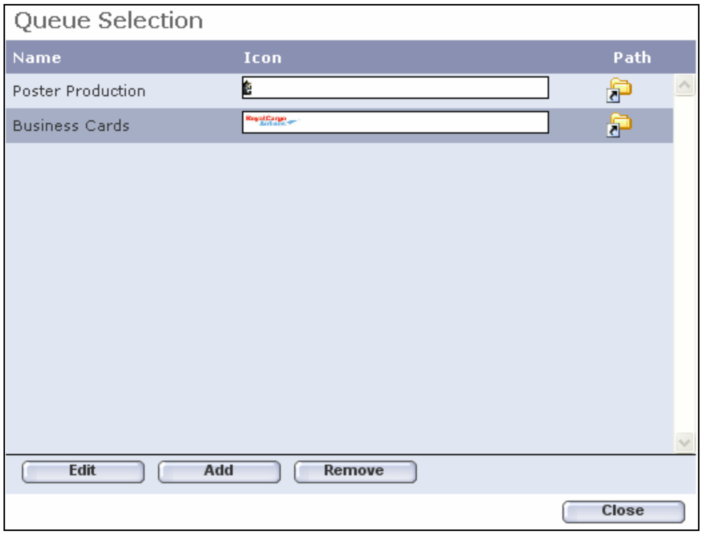


Figure 157: Queue Selection

Queue Selection enables the Print Provider to create workflows for electronically transporting the Job file to target folders.

Adding a Workflow

To add a workflow to the *Queue Selection* list, carry out the following steps:

1. In *Queue Selection*, click on *Add*; the *Add Workflow* dialog box appears.
2. Enter a workflow name, choose an icon and enter a path and then click on *OK* to save the settings; the new workflow appears in the *Queue Selection* list.
3. To enter a new icon to the icon list, click on the *Workflow Icon* link; the *Images Folder: Workflow Icons* dialog box appears.
4. Carry out the instructions and click on *Select Image*, the image appears in the *Workflow Name* row.

Editing a Workflow

1. To edit a workflow, select a target workflow and click on *Edit*; the *Edit Workflow* dialog box appears.
2. Enter the changes and click on *OK*.

Removing a Workflow

1. To remove a workflow, select a target workflow and click on *Remove*; the *Remove Workflow* dialog box appears.
2. Click on *Yes*.

Setting Folder Balance

In order to set *Folder Balance*, carry out the following steps:

1. Click on *the Folder Balance* radio button.
2. Select an option from the Produce JDF output dropdown box.
3. Choose a type from the *Folder Type* dropdown box.
4. For a folder path, click on the *Browse* button; the *Select Folder* dialog box appears.
5. Click on the target folder; the folder name appears in the *Folder Path* box.
6. Click on *OK* in order to enter the folder.

Login: Security Setup Dialog Box

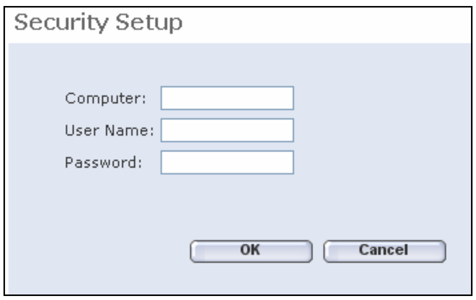


Figure 158: Login: Security Setup Dialog Box

The *Security* dialog box automatically appears when choosing the *FTP* or *Network* options from the *Method* dropdown box. The Print Provider must enter the computer *IP*, the *User* name and the password into the dialog box.

Caution: To access the *FTP* or network location, the login security settings must be entered.

Entering Security Settings

In order to enter *Security* settings, carry out the following steps:

1. Choose *FTP* or *Network* protocol; the *Login: Security Setup* dialog box appears.
2. Enter the *FTP* address or the *IP* of the target computer into the *Computer* box.
3. Enter the *User* name into the *Username* box.
4. Enter the password into the *Password* box.
5. Click on *OK* in order to save the settings and close the dialog box.

Modifying the Security Settings

In order to modify the *Security* settings, carry out the following steps:

1 Click on the *Security* button; the *Login: Security Setup* dialog box appears.

2 Enter the required changes into the respective boxes.

3 Click on *OK* in order to save the settings and close the dialog box.

Sending a Test File

In order to send a file to a folder, carry out the following steps:

1 Click on the *Send Test File* button; the *Output Channels* dialog box appears.

2 Click on *Yes*; the *Output Channels* confirmation box appears.

3 Click on *Yes*, a second *Output Channels* confirmation box appears.

4 Click on *Yes*; the file is sent to the folder.

Imposition Panel

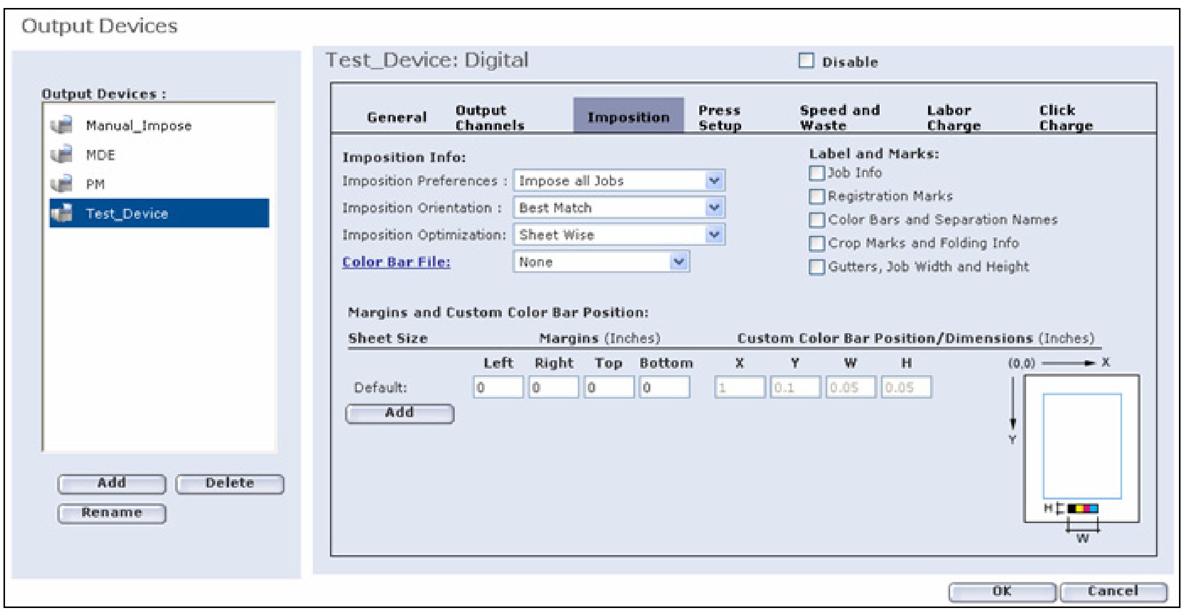


Figure 159: Imposition Panel

In the *Imposition* panel, the Print Provider chooses imposition orientation and optimization, depending on the output device. The system automatically imposes Job pages into signatures (a unit of Job arrangement within the imposition).

Note: When a Job cannot be automatically imposed by the system, *Xerox FreeFlow Web Services* enables the Print Provider to manually impose the Job. See *Manual Impose Panel*, page 198.

In the *Imposition* panel, the Print Provider chooses whether or not to use a color bar and can determine for each sheet size, the margins and color bar position/dimensions.

The following table lists and describes the *Imposition* panel elements:

Elements	**Description**
Imposition Preferences	Allows the Print Provider to determine whether or not to impose all Jobs.
Imposition Orientation	Enables the Print Provider to choose *Vertical* or *Horizontal* imposition orientation, or allows the system to choose which imposition orientation is most cost-effective (the *Best Match* option).
Imposition Optimization	Enables the Print Provider to choose the most cost-effective imposition, depending on the type of the output device (copier/digital or offset). The system optimizes the Job imposition either *By Job*, *By Plate or Sheet Wise*.
Color Bar File	Provides the Print Provider with a selection of the following color bar types: *Horizontal* / *Vertical* and *CMYK* / *Grayscale*.
Label and Marks Checkboxes	*Label* and *Marks* options that accompany the *Color Bar*. All options are selected by default.
Sheet Size	Allows the Print Provider to determine the *Press Sheet* size to which the margins and color bar positions/dimensions will be set.
Margins	Used for entering *Press Sheet* margin dimensions for a specific sheet size.
Custom Color Bar Position/Dimensions	Used for entering a color bar position and dimensions for a specific sheet size.
Add Button	Adds a new row for defining margins and color bar position/dimensions in a different *Press Sheet* size.
Delete ✕	Deletes a row that defines margins and color bar position/dimensions in a different *Press Sheet* size.

Imposition Orientation

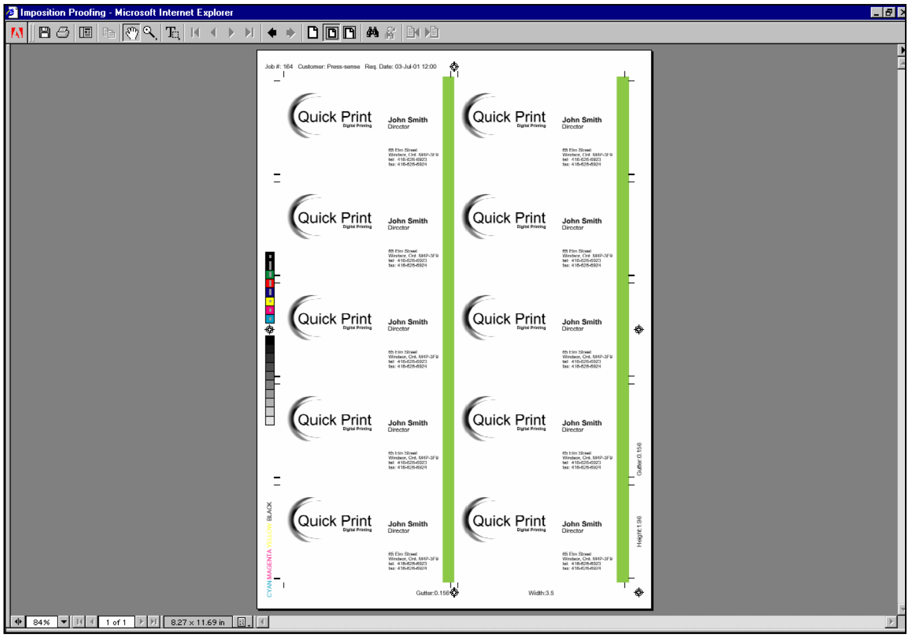


Figure 160: Horizontal Imposition Orientation

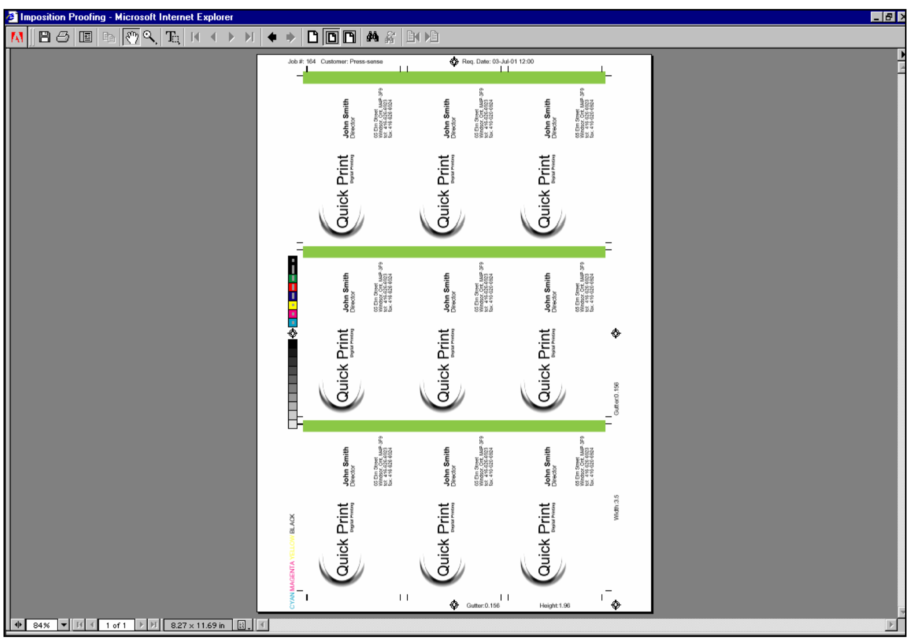


Figure 161: Vertical Imposition Orientation

In order to set the imposition orientation, carry out the following steps:

1. In Imposition Preferences, select Impose all Jobs.
2. Click on the *Imposition Orientation* dropdown button.

3 From the dropdown menu, select one of the following options:

- Vertical: all Job pages on the *Press Sheet* are arranged vertically.
- Horizontal: all Job pages on the *Press Sheet* are arranged horizontally.
- Best Match: the system decides what is the best Job imposition orientation on the *Press Sheet* (i.e. vertical or horizontal).

Imposition Optimization by Job

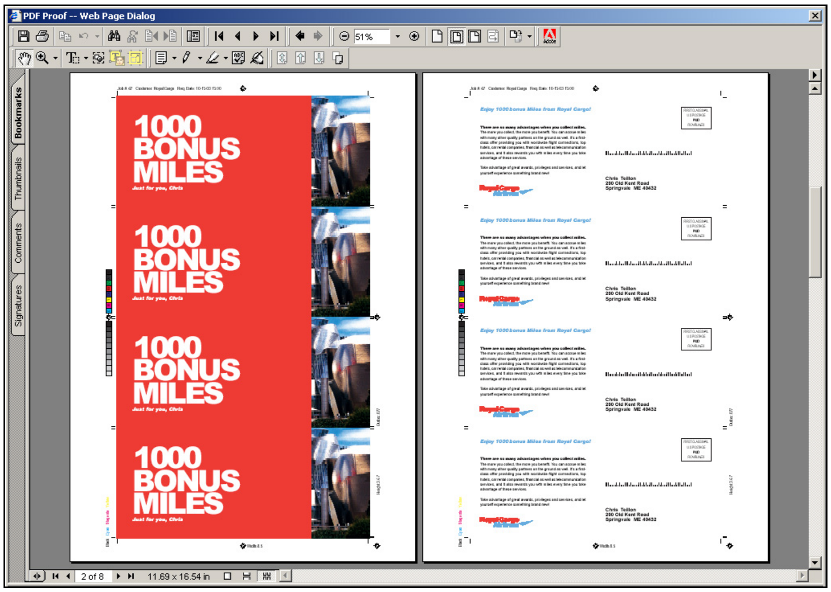


Figure 162: Imposition By Job

The *By Job* option is selected when using a *Copier* or a *Digital* output device. By Job enables printing one Job page that has been repeated throughout the *Press Sheet*.

Imposition Optimization by Plate

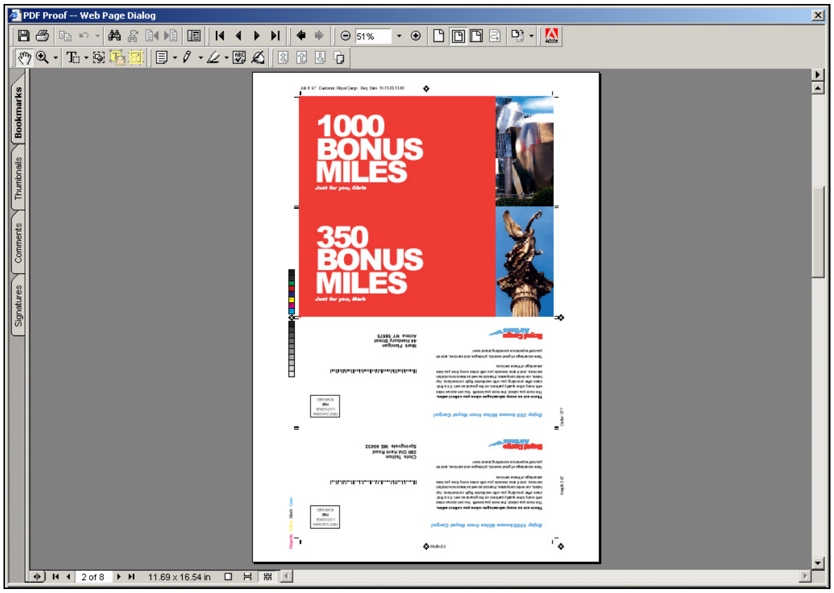


Figure 163: Imposition By Plate

The *By Plate* option is selected when working with an *Offset* output device. In two-sided printing, the system imposes all Job pages on one plate, if possible. The pages on the plate are arranged in the correct order: back pages are flipped in the imposition scheme.

Sheet Wise Imposition Optimization

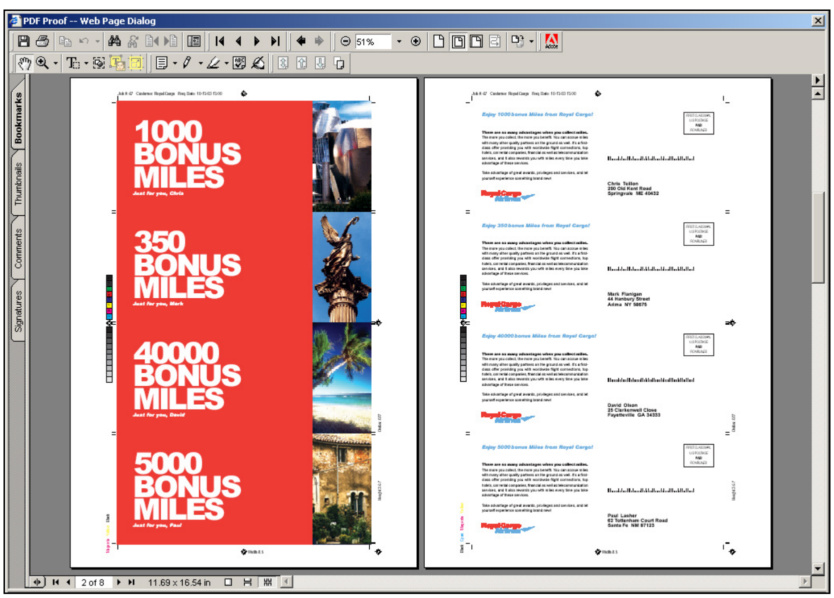


Figure 164: Sheet Wise Imposition

The *Sheet Wise* option is selected for two-sided printing. The system prints all front Job pages on one side of the *Press Sheet* and all back Job pages on the other side.

Label and Marks

Label and Marks are information items that are included with the *Imposition* layout. *Xerox FreeFlow Web Services* supplies the following five items which are checkmarked by default:

- Job Info
- Registration Marks
- Color Bars and Separation Names
- Crop Marks and Folding Info
- Gutters, Job Width and Height

Note: When, for example, the Print Provider wants to impose the *A3 Job Page* size on an *A3 Press Sheet* size, all margins, gutters and bleeds should be set to 0. All labels and marks will be unchecked by default.

Deleting Label and Marks Items From the Color Bar

To delete one or more *Label and Marks* items from the *Color Bar*, carry out the following step:

- Uncheck the target *Label and Marks* item(s).

Press Sheet Margins

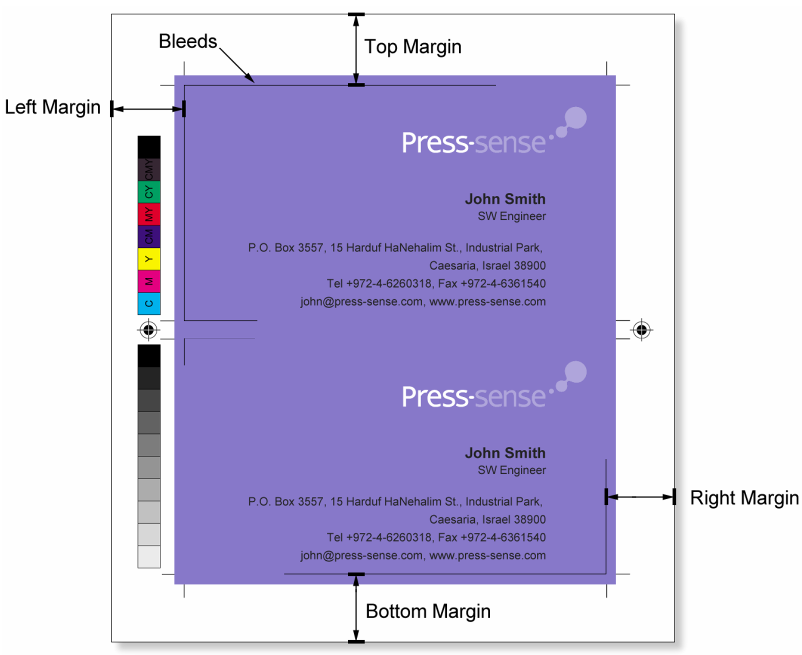


Figure 165: Press Sheet Margins

In the *Press Sheet Margins* boxes, the Print Provider enters the *Press Sheet* margin dimensions in order to leave room for Job information, color bars, crop, fold and registration marks.

Changing Margin Defaults for all Press Sheet Sizes

In order to change margins defaults for all *Press Sheet* sizes, carry out the following step:

- Enter the new default margin dimensions into the *Left*/*Right*/*Top*/*Bottom* boxes; these parameters are applied to all *Press Sheet* sizes in the *Sheet Size List* box.

Setting Press Sheet Margins for Selected Press Sheet Sizes

In order to set *Press Sheet* margins for selected *Press Sheet* sizes, carry out the following steps:

1. Click on the *Add* button; a *Sheet Size* box appears below the *Default* label.
2. Click inside the empty *Sheet Size* box; the *Define Sheet Size* dialog box appears.
3. In the dialog box, select the required sizes in order to specify new margin dimensions.
4. Click on *OK*; the selected sizes appear in the *Sheet Size* box.
5. Enter new margin parameters into the *Left*/*Right*/*Top*/*Bottom* boxes, when required.
6. Repeat the above steps in order to set margin dimensions for another sheet size.

Deleting Margin Settings

In order to delete margin settings, carry out the following step:

- Click on the *Delete*  button; the *Press Sheet* sizes are again assigned default margin parameters.

Note: In the *Press Sheet Sizes* dialog box, unchecked checkboxes (marked gray) indicate that new margins for these sizes have already been specified for another *Press Sheet* size.

Additional Color Bar

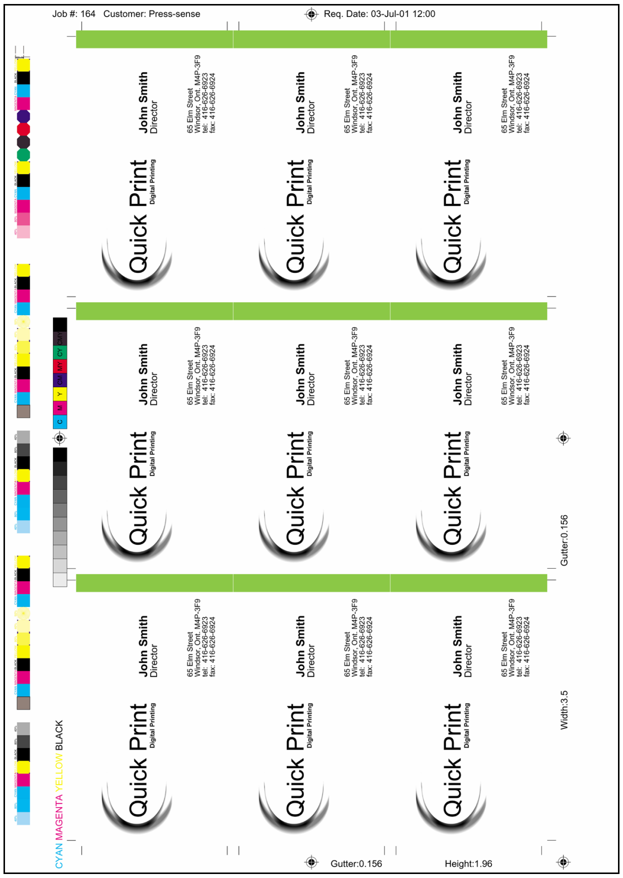


Figure 166: Additional Color Bar

In the *Color Bar File* dropdown boxes, the Print Provider selects a *Color Bar* type. The *Color Bar* dimensions and position can be set by the Print Provider.

Note: Ensure that the *Color Bar* fits into the *Press Sheet* margins and doesn't overlap the imposed Job pages.

By default, the imposition mechanism enters a color and gray scale *Color Bar.*

Selecting a Color Bar for the Press Sheet Margin

In order to select a *Color Bar* for the *Press Sheet* margin, carry out the following steps:

1. In the *Color Bar File* dropdown box, select and click on a *Color Bar* name.
2. When no *Color Bar* is desired, select *None*.
3. Click on *OK* to save the settings.

Note: In order to add *Color Bar* options to the dropdown box, copy and paste a new *Color Bar* file to *D:\NewEditon\Ipane\Db\Imposition\Colorbars*. Click on the *Output Devices* tab to refresh the list; the Job name appears in the *Color Bar File* dropdown menu.

Press Setup Panel

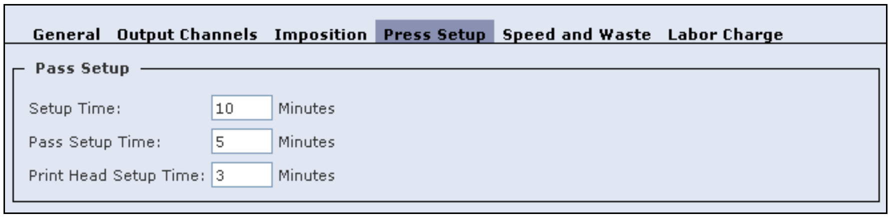


Figure 167: Press Setup Panel

The *Press Setup* pane contains the following elements:

- **Setup Time** – The time that elapses from the last good sheet of the previous Job until the first good sheet of the succeeding Job (also known as *Make Ready*).
- **Pass Setup Time** – Additional setup time for extra runs (overprinting and duplex).
- **Print Head Setup Time** – Time that is added to the *Pass Setup* time and is necessary for the setting up of each *Print Head* (Tower) in the *Press*.

Note: The *Print Head Setup Time* configuration is only available for *Offset* output devices.

In the *Press Setup* sub-panel, the Print Provider can enter the *Setup Time, Pass Setup Time,* and *Print Head Setup Time* definitions. *Setup Time* and *Pass Setup Time* settings can be entered for Digital printing, while *Print Head Setup* time settings can be entered only for *Offset* and *Digital Offset* printing.

Entering the Press Setup Settings

In order to enter the *Press Setup* settings, carry out the following steps:

1. In the *Setup Time* field box, enter the setup time (in minutes) necessary for the initial output device setup.
2. In the *Pass Setup Time* field box, enter the amount of time necessary to carry out one pass.
3. In the *Print Head Setup Time* field box, enter the additional time needed to set up each print head, for each pass.

Speed and Waste

In the *Speed and Waste* panel, the Print Provider enters all speed and waste definitions. There are three independent *Speed and Waste* panels according to the three types of output devices: *Offset, Digital*, and *Copier*.

Offset Speed and Waste Panel

The *Offset Speed and Waste* panel is divided into the *Speed and Waste Definitions* panel and the *Production Factors* panels.

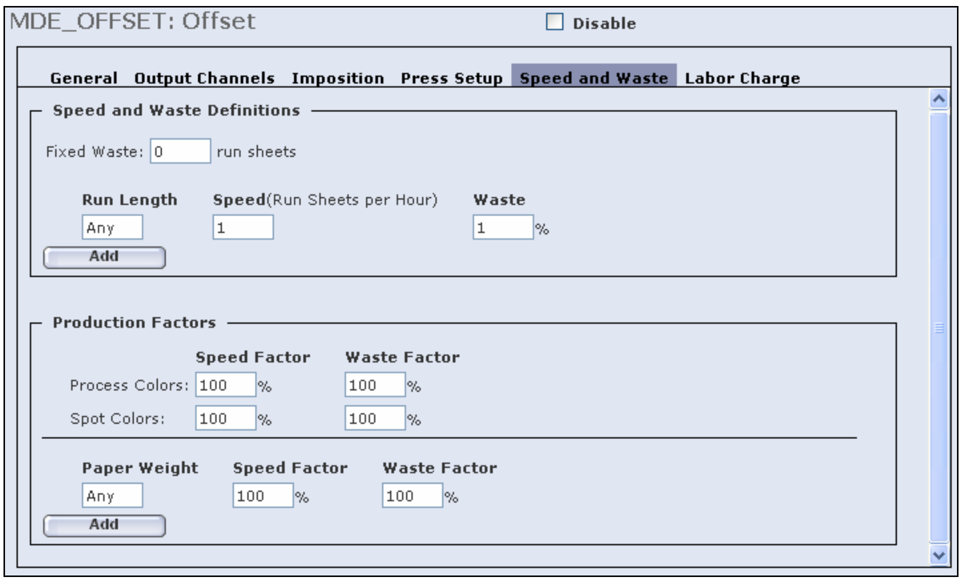


Figure 168: Offset Speed and Waste Panel

The following tables list and describe the *Offset Speed and Waste* pane elements:

Speed and Waste Definitions	**Description**
Fixed Waste	Used for entering a fixed amount of spoiled sheets resulting from color calibration and registration in pre-printing and in the printing process itself.
Run Length	The number of run sheets to be printed.
Speed	The number of run sheets to be printed per hour.
Waste	Wasted paper as a percentage of the run length.

Production Factors	**Description**
Speed Factor	*Process* and *Spot* color factors that affect the speed of the output devices.
Waste Factor	*Process* and *Spot* color factors that affect the waste of the output devices.
Paper Weight	Speed and waste determined according to paper weight.
Speed Factor	The speed factor that can be defined per paper weight.
Waste Factor	Paper weight factor that affects the waste of the output device.

Configuring the Speed and Waste Parameters

In order to configure the *Speed and Waste* parameters of an *Offset Device*, the Print Provider must carry out the following three steps:

1. Enter the *Speed* and *Waste* parameters, according to the *Run Length*.
2. Enter the *Production Factors*, according to the *Spot* and *Process Colors*.
3. Enter the *Production Factors*, according to *Paper Weight*.

Entering the Speed and Waste Parameters, According to the Run Length

In order to define *Run Length: Speed* and *Waste* parameters, carry out the following steps:

1. Enter into the *Fixed Waste* box, the approximate number of run sheets that are wasted as a result of output device adjustments, run sheet examination etc.
2. Enter into the *Run Length* box, the required number of copies.
3. Enter into the *Speed* box, the number of run sheets per hour for the specified *Run* Length.
4. Enter the waste percentage into the *Waste* box (this waste refers to run sheets that are wasted in the course of running the output device); the waste is a percentage of the number of printed copies (as defined in the *Run Length*).
5. In order to add additional *Run Lengths* and *Speed* and *Wastes* parameters, click on *Add* and carry out steps 2-4.

Note: When waste does not occur in a particular *Run Length*, enter 0 into the *Waste* box.

Entering the Production Factors, According to the Spot and Process Colors

Speed and *Waste* parameters can vary when *Process* or *Spot* colors are used. When *Process* or *Spot* colors do affect the *Speed* and *Waste Factors*, carry out the following steps:

1 Enter into the *Speed Factor Process Colors* box, the percentage of speed reduction (i.e. in the above panel, 95% has been entered, thereby reducing the speed rate by 5%).

2 Enter into the *Speed Factor Spot Colors* box, the percentage of speed reduction (i.e. in the above panel, 90% has been entered, thereby reducing the speed rate by 10%).

3 Enter into the *Waste Factor Process Colors* box, the percentage of waste increase (i.e. in the above panel, 100% has been entered, therefore the amount of waste remains the same).

4 Enter into the *Waste Factor Spot Colors* box, the percentage of waste increase (i.e. in the above panel, 110% has been entered, therefore the amount of waste increases by 10%).

Note: When speed and waste do not change, enter 100 into the *Speed* and *Waste Factor* boxes.

Entering the Production Factors, According to Paper Weight

Speed and *Waste* can vary between the different paper weights. To add the necessary paper weights and their associated *Speed* and *Waste Factors*, carry out the following steps:

1 Enter into the *Paper Weight* box, the weight of the paper.

2 Enter into the *Speed Factor* box, the percentage of speed reduction (i.e. in the first row of the above panel, 100% has been entered; therefore, there is no speed reduction. In the second row of the above panel, 90% has been entered; therefore, the speed has been reduced by 10%).

3 Enter into the *Waste Factor* box, the percentage of waste increase (i.e. in the first row of the above panel, 100% has been entered; therefore the amount of waste remains the same. In the second row of the above panel, 115% has been entered; therefore the amount of waste increases by 15%).

4 In order to add additional *Paper Weights* and *Speed* and *Waste Factors*, click on *Add* and carry out steps 1-3.

Note: For sheet waste definitions, use only whole numbers. Do not add decimals or the percentage sign (%) into the box.

Caution: Define at least one speed for the output device. When no speed has been defined, pricing cannot be carried out for this *Output Device*.

Digital Speed and Waste Panel

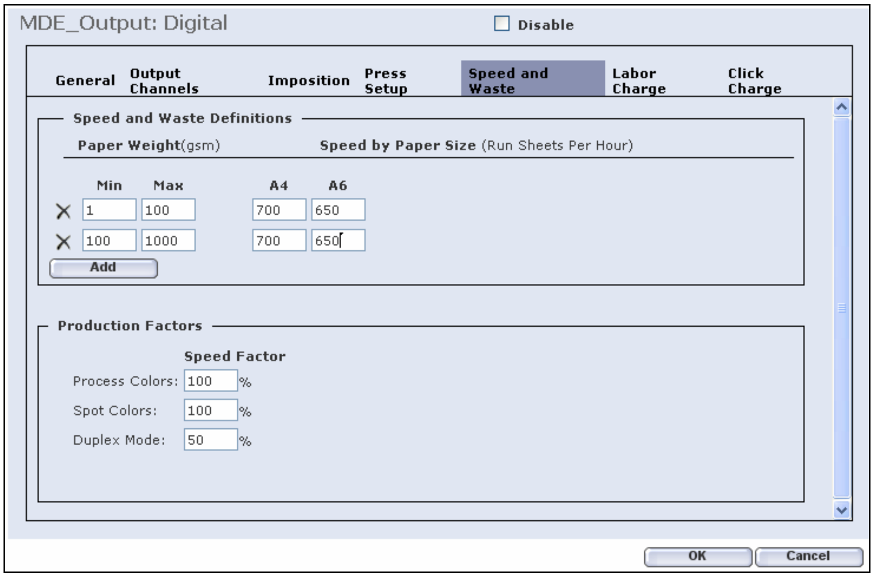


Figure 169: Digital Speed and Waste Panel

The following tables list and describe *Digital Speed and Waste* panel elements:

Speed and Waste Definitions	Description
Paper Weight (gsm)	Minimum and maximum paper weights, as specified by the output device. ***Note:*** When setting the *Minimum* to *Maximum* value, the maximum value itself is not included.
Speed by Paper Size (Run Sheets Per Hour)	Speed of the run sheets (per hour) according to the paper weight, as specified by the output device manufacturer. ***Note:*** The *Sheets per Hour* boxes reflect the *Press Sheet Size* selection in the *Settings: Output Devices/General* panel.

Production Factors	Description
Speed Factor	*Process* and *Spot* color and *Duplex Mode* factors that affect the speed of the output device.

In order to configure the *Speed* parameters of a *Digital* output device , the Print Provider must carry out the following two steps:

1 Enter the *Speed* parameters according to the paper weights.

2 Enter the *Production Factors* according to the *Spot* and *Process Colors* and the *Duplex Mode*.

Entering the Speed Parameters According to the Paper Weights

Speed can vary between the different paper weights. To add the necessary paper weights and their associated *Speed Factors*, carry out the following steps:

1 Enter into the *Paper Weight* box, the minimum and maximum paper weight.

2 Enter into the *Speed by Paper Size* box, the number of run sheets per hour for the specified *Paper Weight.*

3 In order to add additional paper weights and *Speed* parameters, click on *Add* and carry out Steps 1 and 2.

Entering Production Factors: Spot Colors, Process Colors and Duplex Mode

Speed parameters can vary when *Process* or *Spot Colors* or the *Duplex Mode* are used. When *Process* or *Spot* colors or the *Duplex Mode* do affect the *Speed* factor, carry out the following step:

- Enter into the *Speed Factor* box, the percentage of speed reduction (i.e. in *Process* Colors, 100% has been entered; therefore, there is no speed reduction. In *Spot Colors*, 90% has been entered; therefore, the speed has been reduced by 10%. In *Duplex Mode*, 50% has been entered; therefore, the speed has been reduced by 50%).

Note: For *Paper Weight* and *Speed by Paper Size* definitions use only whole numbers. Do not add decimals or the percentage sign (%) into the box.

Copier Speed and Waste Panel

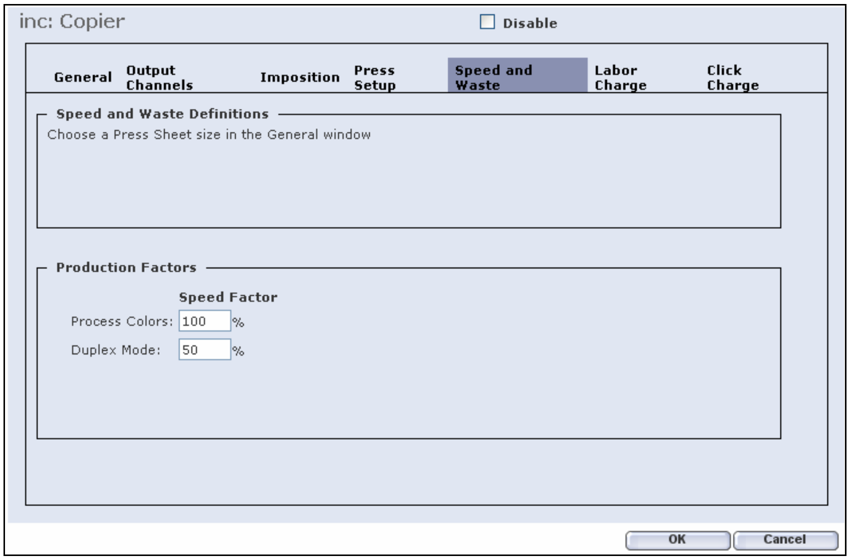


Figure 170: Copier Speed and Waste Panel

The following tables list and describe *Copier Speed and Waste* panel elements:

Speed Definitions	Description
Paper Weight (gsm)	Minimum and maximum paper weight as specified by the output device.
Speed by Paper Size (Run Sheets Per Hour)	Speed of the run sheets (per hour) according to the paper weight, as specified by the output device. ***Note:*** The *Sheets per Hour* boxes reflect the *Press Sheet* size selection in the *Press Sheet Setup* panel.

Production Factors	Description
Speed Factor	*Process* and *Duplex Mode* color factors that affect the speed of the output device.

In order to configure the *Speed* parameters of a *Copier* output device, the Print Provider must carry out the following two steps:

1. Enter the *Speed* parameters according to the paper weights.
2. Enter the *Production Factors* according to the *Process Colors* and the *Duplex Mode*.

Entering the Speed Parameters According to the Paper Weights

Speed can vary between the different paper weights. To add the necessary paper weights and their associated *Speed Factors*, carry out the following steps:

1 Enter into the *Paper Weight* box, the minimum and maximum paper weight.

2 Enter into the *Speed by Paper Size* box, the number of run sheets per hour for the specified *Paper Weight*.

3 In order to add additional paper weights and *Speed* parameters, click on *Add* and carry out Steps 1 and 2.

Entering Production Factors: Process Colors and the Duplex Mode

Speed parameters can vary when *Process Colors* or the *Duplex Mode* are used. When *Process Colors* or the *Duplex Mode* do affect the *Speed* factor, carry out the following step:

- Enter into the *Speed Factor* box, the percentage of speed reduction (i.e. in *Process Colors*, 100% has been entered; therefore, there is no speed reduction. In *Duplex Mode*, 50% has been entered; therefore, the speed has been reduced by 50%).

Note: For *Paper Weight* and *Speed by Paper Size* definitions use only whole numbers. Do not add decimals or the percentage sign (%) into the box.

Labor Charge Panel

In the *Labor Charge* panel, the Print Provider enters the cost of labor for each specific output device. There are two distinct *Labor Charge* panels:

- Digital Labor Charge panel
- Offset Labor Charge panel

Digital Labor Charge Panel

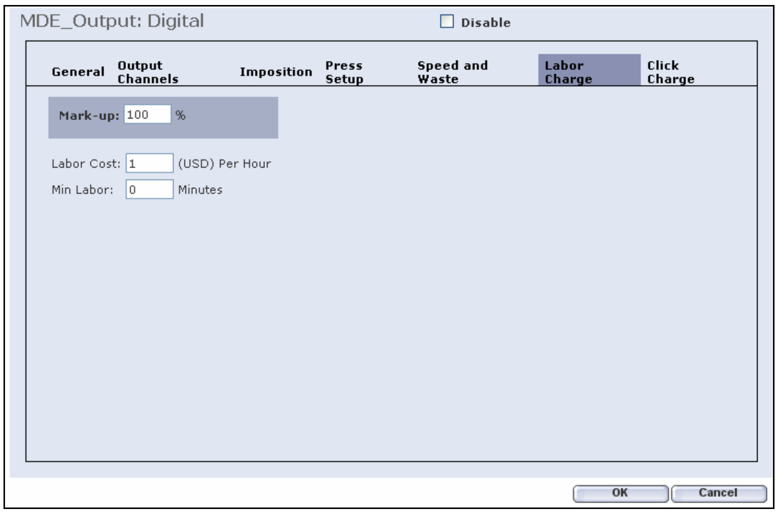


Figure 171: Digital Labor Charge Panel

The *Digital Labor Charge* panel is composed of the following elements:

- **Mark-up** – *Labor* surcharge, as a percentage
- **Labor Cost/Hour** – The cost of labor per hour, as determined by the Print Provider
- **Min Labor** – The minimum amount of labor that is charged by the Print Provider

Entering Digital Labor Charge Parameters

In order to enter *Digital Labor Charge* parameters, carry out the following steps:

1. In *Mark-up*, enter the increase in the Job's cost, due to labor, in a percentage.
2. Enter the cost of labor, per hour.
3. Enter minimum amount of labor that is charged by the Print Provider.
4. Click on *OK*, to save the parameters.

Offset Labor Charge Panel

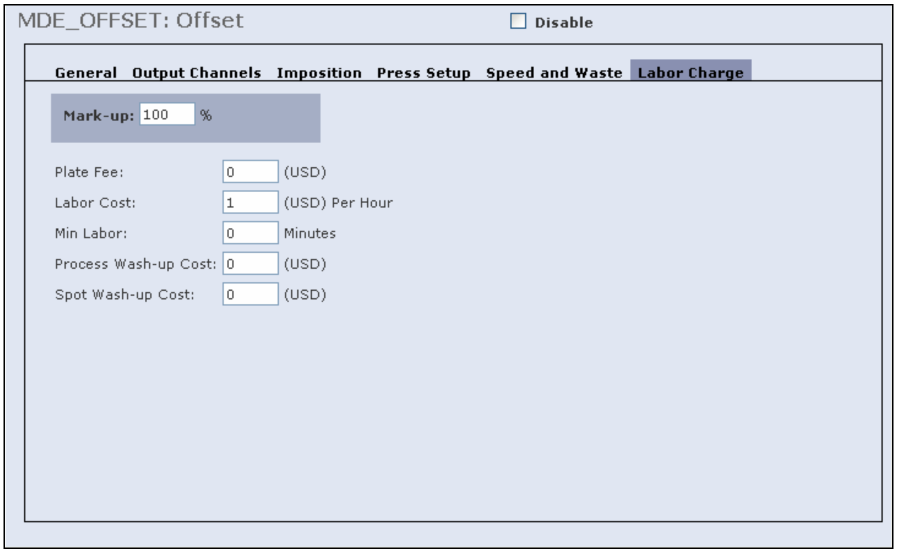


Figure 172: Offset Labor Charge Panel

The *Offset Labor Charge* panel is composed of the following elements:

- **Mark-up** – Increase in the *Labor* cost, as a percentage
- **Plate Fee**– Cost of creating and setting up the plate
- **Labor Cost/Hour** – The cost of labor per hour, as determined by the Print Provider
- **Min Labor** – The minimum amount of labor that is charged by the Print Provider
- **Process Wash-up Cost** – The cost of cleaning the output device after printing with *Process* colors
- **Spot Wash-up Cost** – The cost of cleaning the output device after printing with *Spot* colors

Entering Offset Labor Charge Parameters

In order to enter *Offset Labor Charge* parameters, carry out the following steps:

1. In *Mark-up*, enter the increase in the Job's cost, due to labor, as a percentage.
2. Enter the plate fee.
3. Enter the cost of labor, per hour.
4. Enter minimum amount of labor that is charged by the Print Provider.
5. Enter the *Process* and *Spot* color wash-up costs.
6. Click on *OK*, to save the parameters.

Click Charge Panel

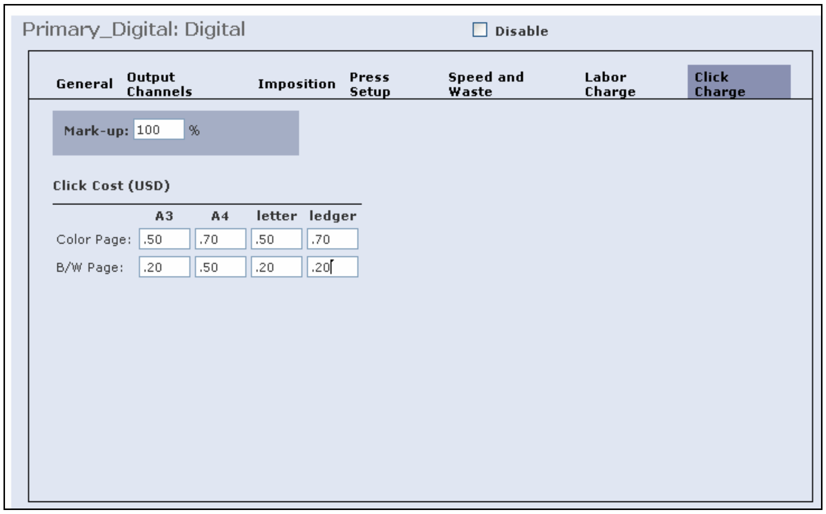


Figure 173: Click Charge Panel

In the *Click Charge* panel, the Print Provider enters the charge levied each time that a specific output device prints a page.

Note: There is no *Click Charge* for *Offset* output devices.

The *Click Charge* panel is composed of the following elements:

- **Mark-up** – Increase in the Job's cost, as a percentage
- **Color Page Click Cost** – Cost levied, per page, each time the output device prints a page
- **B/W Page Click Cost** – Cost levied, per page, each time the output device prints a page

Entering Click Charge Parameters

In order to enter *Click Charge* parameters, carry out the following steps:

1. In *Mark-up*, enter the increase in the Job's cost, due to labor, as a percentage.
2. Enter the cost levied each time the output device is used to print a colored page.
3. Enter the cost levied each time the output device is used to print a b/w page.
4. Click on *OK*, to save the parameters.

Note: When the *Click Charge* is not part of the total cost, a zero value must be entered.

Output Channels Elements

The *Output Channels* panel is composed of the following elements:

- **Produce JDF output** – Enables selecting *JDF Process* or *JDF Intent*
- **Device supports multi-queue system**
- **Mac Target Checkbox** – When transferring Jobs to *Mac* platforms, the Print Provider must checkmark the *Mac Platform* checkbox; the system compresses any Job name to less that 30 characters
- **Folder Type Dropdown Box** – Enables the Print Provider to store Jobs using one of the following methods:
  - Local: used for specifying an absolute folder path within the local server.
  - FTP: used for specifying the full ftp path for transferring Jobs via the Internet to any remote computer (i.e. format: ftp://www.print-provider.com).
  - Network: used for transferring Jobs to any computer within the local network (the network server directory must be specified as the following: \ …)
- **Folder Path Box** – Used for entering a full folder path. The folder path depends on a method chosen from the *Folder Type* dropdown box
- **Browse Button** – Enables browsing a folder directory

Note: The *Browse* button appears in the *Folder Balance* panel only when the *Local* method is chosen in the *Method* dropdown menu. The *Browse* button enables browsing only inside the *D:/* directory; all other directories must be specified.

- **Security Button** When selecting *FTP* or *Network* from the *Folder Type* dropdown box, the *Security* button appears. *Security* opens a *Login: Security Setup* dialog box (see Figure 176: Security Setup Dialog Box below).
- **Send a Test File** Used for sending a test file to the target folder appearing in the Folder Path box.

Produce JDF Output

The *Produce JDF Output* feature provides the following options:

- **None** – *JDF* output is not enabled (the *Send Production file with JDF* checkbox is disabled)
- **JDF Process** – The Job is converted to the *JDF* format and includes production settings for this specific Job and a link to the production file (note that not all output devices accept this output type)
- **JDF Intent** – The Job is converted to the *JDF* format and includes certain Job property settings for this specific Job and a link to the production file (note that not all output devices accept this output type)
- **Send Production File with JDF** – Enables sending the production file together with the *JDF* (in addition to the link to the production file)
- **Folder Path** –Enables entering a path for transferring the *JDF* to the target folder

Multi –queue System: Queue Selection

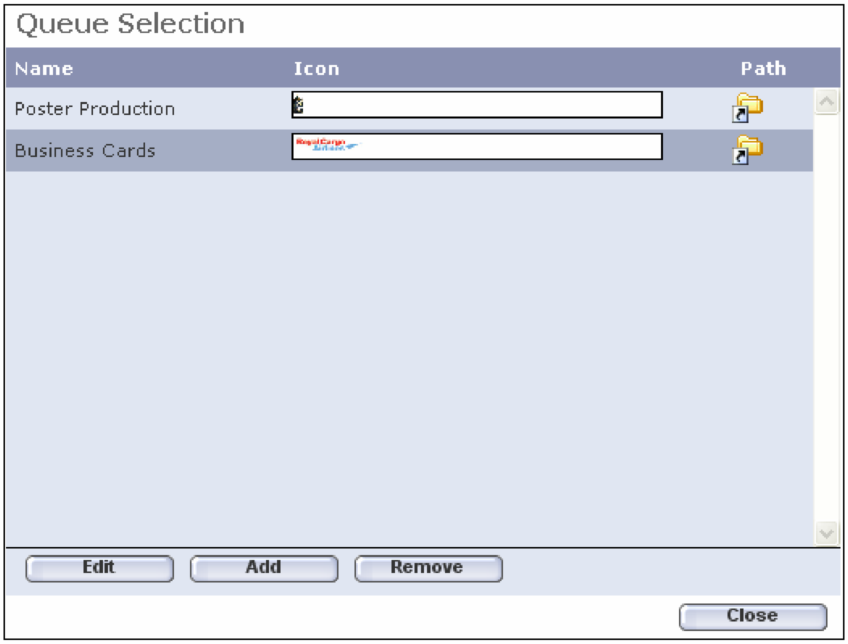


Figure 174: Queue Selection

Queue Selection enables the Print Provider to create workflows for electronically transporting the Job file to target folders.

Adding a Workflow

To add a workflow to the *Queue Selection* list, carry out the following steps:

1. In *Queue Selection*, click on *Add*; the *Add Workflow* dialog box appears.
3. Enter a workflow name, choose an icon and enter a path and then click on *OK* to save the settings; the new workflow appears in the *Queue Selection* list.
4. To enter a new icon to the icon list, click on the *Workflow Icon* link; the *Images Folder: Workflow Icons* dialog box appears.
5. Carry out the instructions and click on *Select Image*, the image appears in the *Workflow Name* row.

Editing a Workflow

1. To edit a workflow, select a target workflow and click on *Edit*; the *Edit Workflow* dialog box appears.
2. Enter the changes and click on *OK*.

Removing a Workflow

1. To remove a workflow, select a target workflow and click on *Remove*; the *Remove Workflow* dialog box appears.
2. Click on *Yes*.

Local Folder Type

Note: *Local Folder Type* refers to folders that reside in the *Xerox FreeFlow Web Services* server while *Network Folder Types* refers to the folders residing in the organization's network.

For the *Local Folder Type*, continue with the following steps:

1 Click on the *Folder Type* dropdown box and select *Local*.

2 For a folder path, click on the *Browse* button; the *Selected Folder* dialog box appears.

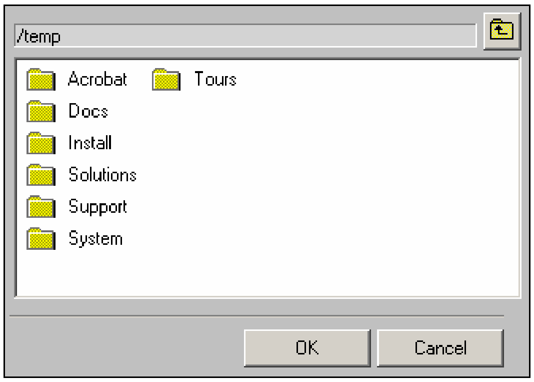


Figure 175: Selected Folder Dialog Box

3 Click on the target folder; the folder name appears in the *Folder Path* field.

4 Click on *OK* to enter the folder into the *Output Channels* panel.

FTP and Network Folder Type

For *FTP* and *Network Folder Types*, continue with the following steps:

1 Click on the *Folder Type* dropdown box and select *FTP* or *Network*; the *Browse* button disappears and the *Security* button appears.

2 Click on the *Security* button; the *Security Setup* dialog box appears.

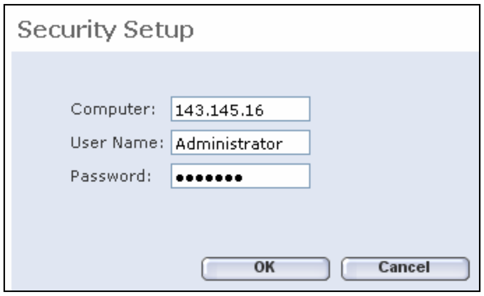


Figure 176: Security Setup Dialog Box

3 Enter the correct computer *IP*, *Username* and *Password* and then click on OK*;* the *Output Channel* panel reappears.

4 Click on *Send a Test File*; the *Output Channels Test File* dialog box appears.

5 Click on *Yes*; the file is sent to the folder.

6 Click on *OK* in the confirmation box.

7 Click on *OK* in the *Manual Impose* panel to close the window.

Cost-effective Output Device Selection

Cost-effective Output Device Selection is a pricing model that is automatically carried out by the system. After the output device has been selected, the system continues to calculate the Job price and the imposition scheme. The *Cost-effective* model is only one of 4 differing pricing models and is only enabled when the *Production Cost* model is enabled. The *Cost-effective* model cannot be overridden by other pricing models, such as *Job Ticket Price* or *Template Price*.

The following steps describe *Cost-effective Output Device Selection*:

1 In the various *Output Devices* panels, the Print Provider defines the process quality, *Press Sheet* sizes, color model and speed, separately for each output device. In the *Settings: Stock Library* window, the Print Provider enters definitions for the paper weight available in the stock.

2 The Print Buyer selects the process quality, *Press Sheet* size, color model, paper weight and the number of Job copies from the dropdown boxes of the *Edit Properties* window in the *Customer* interface.

3 After the Print Buyer clicks on the *Get Price* button in the *Shopping Cart* to receive the price estimate, the system sorts out all output devices that do not match the selected process quality, color model and *Press Shee*t size.

4 The system considers the speed definitions specified for the remaining output devices and chooses the output device that is most cost-effective for printing the selected number of Job copies. This output device and the matching definitions appear in the *Job Information* panel of the *Tasks: Production* window.

Section IV: Stock

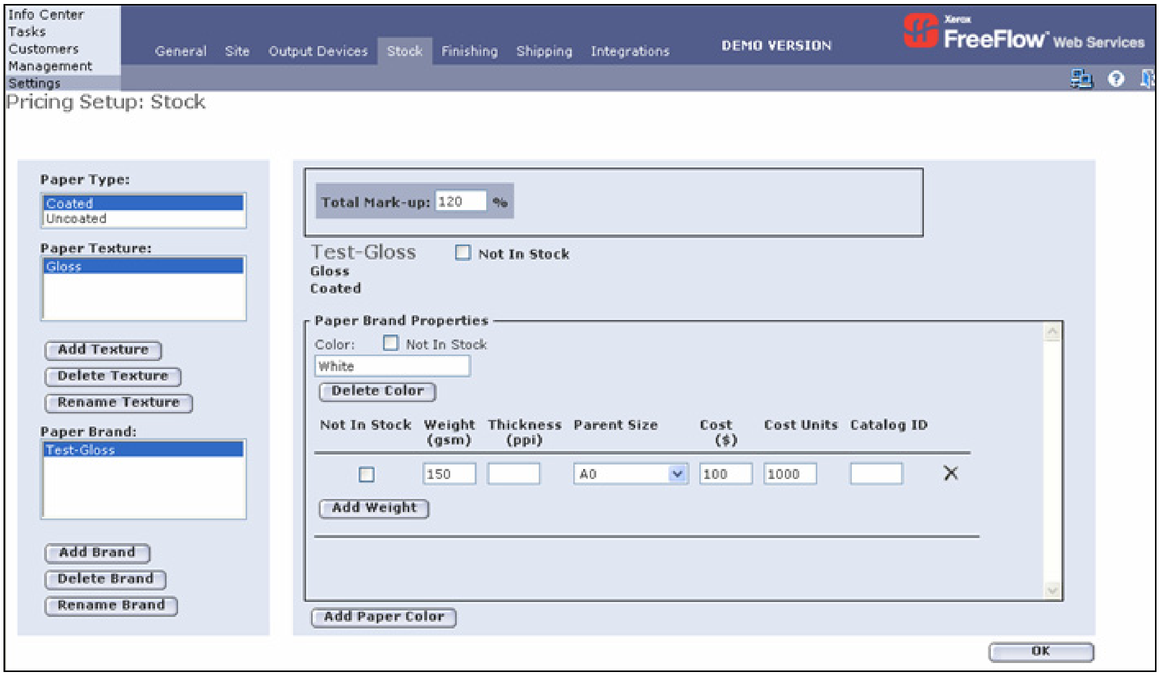


Figure 177: Stock Window

The *Stock Library* window facilitates defining a new paper for the *Xerox FreeFlow Web Services* system. In order to define a new paper, the Print Provider must provide the following obligatory parameters:

- Paper Type
- Paper Texture
- Paper Brand
- Color
- Weight

Note: *Thickness* is not a mandatory field and can be left empty. In such a case, the system will use an internal, look-up table of values.

Parent size paper is cut to *Run* size paper before printing.

Size is not part of the basic definition of the paper. However, two different types of paper cannot be set in the system with the exact same parameters though with different sizes.

The *Stock Library* window is divided into the *Paper Formatting* boxes on the left side and *Paper Brand Properties* panel on the right side. The *Stock Library* window is composed of the following elements:

- **Paper Formatting Boxes** – From these boxes, the Print Provider defines the paper surfaces, paper textures and paper brands
- **Paper Brand Properties Panel** – Enables the Print Provider to choose the paper color or colors for the selected paper brand and to add weight, thickness, size, cost and cost units definitions for the given paper brand. In this panel, the Print Provider can also enter the total stock mark-up rate
- **Settings Buttons** – For adding and deleting elements and for saving all of the stock settings

Paper Formatting Boxes

Xerox FreeFlow Web Services provides the Print Provider with a list of standard paper surface properties (coated/uncoated) and standard paper textures (matt/gloss). The Print Provider can define any number of paper brands for a selected texture, modify and delete them according to need. The default paper types cannot be deleted or changed.

Adding a Texture

In order to add a texture, carry out the following steps:

1 Click on *Coated* or *Uncoated* in the *Paper Type* box in order to choose a paper surface property; the associated textures automatically appear in the *Paper Texture* box.

2 To add a new texture to the *Texture* box, click on *Add Texture*; the *New Texture* dialog box appears.

3 Enter a texture name in the dialog box.

4 Click on *OK*; the new texture appears at the bottom of the *Texture* box.

Deleting a Texture

In order to delete a texture, carry out the following steps:

1 Click on a texture name in the texture box; the *Texture* box is highlighted.

2 Click on *Delete Texture*; the *Delete Texture* dialog box appears.

3 Click on *Yes*; the target texture name is deleted.

Caution: When deleting a texture, all paper brands for this texture are removed as well.

Adding another Paper Brand to the Paper Brand List

In order to add another paper brand to the *Paper Brand* list, carry out the following steps:

1 Choose a paper type in the *Paper Formatting* box.

2 Choose a texture from the *Texture* box.

3 Click on the *Add Brand* button; the *New Paper Brand* dialog box appears.

4 Enter a brand name and click on *OK*; the new paper brand name is added to the *Paper Brand* box.

Renaming a Paper Brand

In order to rename a paper brand, carry out the following steps:

1 Select a paper brand in the *Paper Brand* box.

2 Click on *Rename*; the *Rename Brand* dialog box appears.

3 Click on *Yes*; the *Rename Paper Brand* dialog box appears.

4 Enter a name into the dialog box.

5 Click on *OK*; the name is added to the *Paper Brand* box in place of the selected name.

Deleting a Brand Name from the Paper Brand Box

In order to delete a brand name from the *Paper Brand* box, carry out the following steps:

1 Click on the *Paper Brand* name to be deleted.

2 Click the *Delete Brand* button; the *Delete Brand* dialog box appears.

3 Click on *Yes*, the *Paper Brand* name is deleted.

Paper Brand Properties Panel

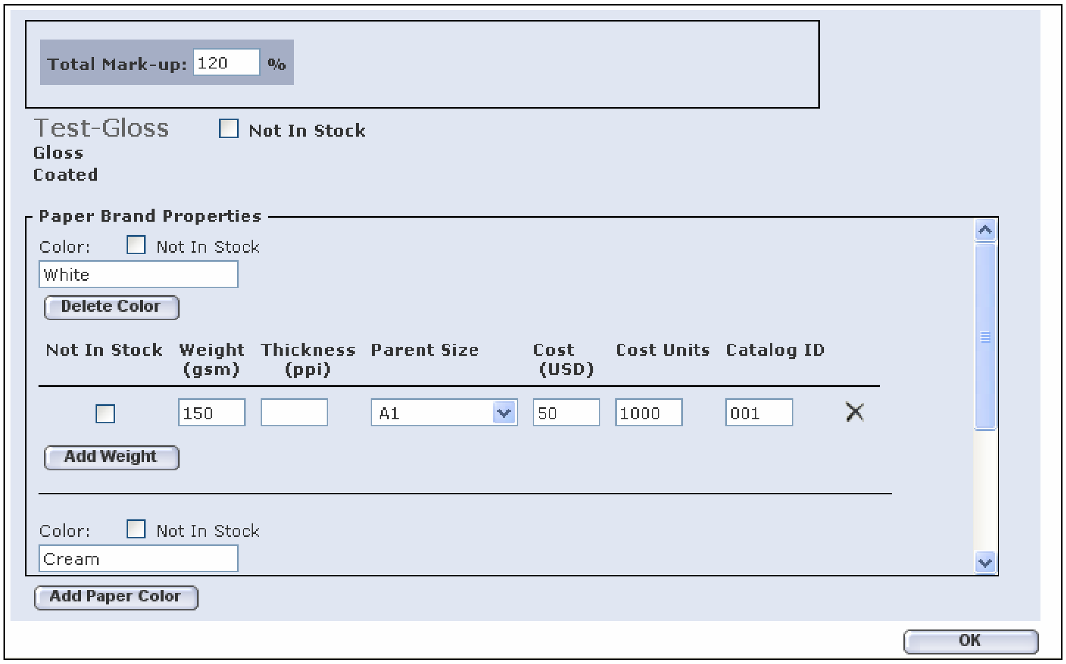


Figure 178: Paper Brand Properties Panel

In the *Paper Brand Properties* panel, the Print Provider enters the paper brand properties for the selected paper brand. Properties include paper color, weight, thickness, size, cost, cost units and *Catalog ID*. Paper brand, color and weight that are not available in the Print Provider's stock, can be temporarily disabled and not priced. The Print Provider can order to mark up the cost of the stock.

The *Paper Brand Properties* panel is composed of the following elements:

- **Total Mark-up Box** – Refers to the stock mark-up of the total paper stock specifications entered in the *Paper Brand Properties* panel. The mark-up is set after defining color, weight, size, cost and cost units, separately for all paper brands in the stock
- **Paper Brand Not in Stock Checkbox** – The checkbox is clear by default. The clear checkbox indicates that the current paper brand is available in the stock. When the paper brand is not available, the checkbox must be checkmarked
- **Color Box** – Refers to the paper color specified for the paper brand that is displayed below the *Mark-up* box. In the *Color* box, the paper color is white by default. Another color can be added to the *Color* box, for a different color of the same paper brand with the same properties: cost, size and weight

- **Color Not in Stock Checkbox** – The checkbox is clear by default. The clear checkbox indicates that the current color is available in the stock. When the color is not available, the checkbox must be checkmarked
- **Weight Box** – Refers to prepress sheet weight for the given brand and color. Paper weight is measured in gsm.
- **Thickness Box** – Thickness of the sheet (ppi). This is an optional field
- **Parent Size Dropdown Box** – Includes a list of the *Parent Sheet* sizes that were defined in *Settings: General/ Paper Sizes*

Note: When there are two identical paper brands of the same size, in stock, change the name of one paper brand, in order to have it priced separately.

- **Cost Box** – The actual cost of the given number of sheets defined in the *Cost Units* box, including color and weight specifications
- **Cost Units Box** – The quantity of *Parent* sheets of the defined color, weight and size. The paper stock is priced according to this quantity
- **Catalog ID** – Name or number of the *Paper Brand*, as determined by the Print Provider
- **Setting Buttons** – For adding and deleting colors and weights and for saving the settings

Caution: If a defined brand and its properties are not in stock, checkmark the associated *Not In Stock* checkbox. When the *Not In Stock* checkbox is checkmarked, the non-available brand, color or weight will not be priced.

Changing the Default Color Name in the Color Box

In order to change the default color name in the *Color* box, carry out the following steps:

1 Click inside the *Color* box.

2 Enter a different color name.

Adding an Additional Color Name to the Color Box

In order to add an additional color name to the *Color* box, carry out the following steps:

1 Enter a semi-colon delimiter (;) after the last color in the box.

2 Enter another color name.

3 To enter more color names, repeat steps 1-2.

Deleting a Color from the Color Box

In order to delete a color from the *Color* box, carry out the following steps:

1 Place the cursor inside the *Color* box.

2 Delete the color.

Entering Paper Weight Cost Settings

In order to enter paper weight cost settings, carry out the following steps:

1 Enter in a paper stock color or colors into the *Color* box.

2 Enter weight definitions in gsm for the chosen size.

Caution: Choose sizes only for the paper brand of the color defined in the *Color* box.

3 From the *Parent Size* dropdown box, choose a *Parent Sheet* size available in the stock.

4 Enter the number of *Parent Sheet*s into the *Cost Units* box.

5 In the *Cost* box, enter the cost for the given number of *Parent Sheets*.

6 In the *Cost Units* box, enter the quantity of *Cost* units.

7 In the *Catalog ID* box, enter the *Paper Brand* catalog name or number.

Entering Other Paper Weight Definitions for the Same Paper Color

In order to enter other *Paper Weight* cost settings for the same paper brand color, carry out the following steps:

1 Click on the *Add Weight* button; a new row of boxes is added.

2 Enter the different weight definitions into the *Weight* box.

3 Enter the different thickness definitions into the *Thickness* box.

4 From the *Parent Size* dropdown box, choose a *Parent Sheet* size available in the stock.

5 Enter the number of *Parent Sheets* into the *Cost Units* box.

6 In the *Cost* box, enter the cost for the given number of *Parent Sheets*.

7 In the *Cost Units* box, enter the quantity of *Cost* units.

8 In the *Catalog ID* box, enter the *Paper Brand* catalog name or number.

Note: For one weight, choose only the largest prepress sheet size in stock (i.e. when both *Astralux_Gloss_White_150GSM_A0* and *Astralux_Gloss_White_150GSM_A1* are in stock; define the settings of the former (A0) brand only. Both sizes cannot be defined with the same paper properties).

Caution: Ensure that all weights defined for one color are different.

Entering Paper Weight Cost Settings for a Different Paper Brand Color

In order to enter *Paper Weight* cost settings for a different paper brand color, carry out the following steps:

1. Click on the *Add Paper Color* button in order to add a new *Color* box with an empty row of boxes attached.
2. Enter a new color name in place of 'white' in the *Color* box.
3. Enter new weight and thickness settings into the boxes.

Deleting Paper Weight Cost Settings

In order to delete *Paper Weight* cost settings, carry out the following step:

- Click on the *Delete* ✕ button placed to the right of a *Paper Weight* row.

Deleting Paper Brand Color and Its Properties

In order to delete *Paper Brand* color and its properties, carry out the following step:

- Click on the *Delete Color* button.

Section V: Finishing

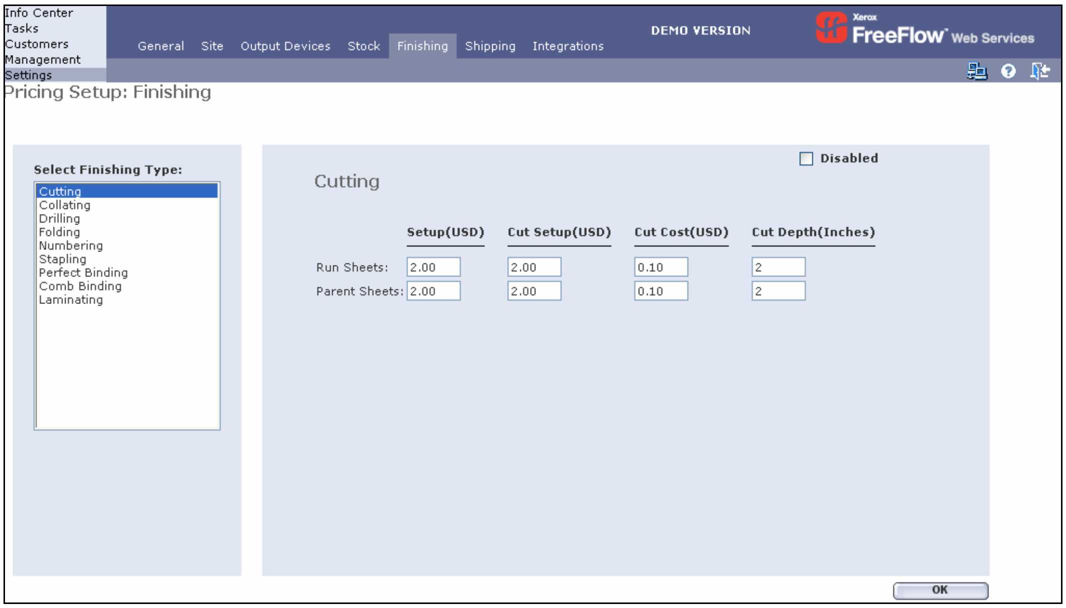


Figure 179: Finishing

The *Finishing* window enables the Print Provider to configure the pricing information for all supported finishing types.

The *Finishing* window is composed of the following elements:

- **Finishing Type Pane** – Displays the list of *Finishing* types supported by *Xerox FreeFlow Web Services*.
- **Pricing Set-up Panels** – Allows the Print Provider to define settings, separately for each *Finishing* type.
- **OK Button** – Saves all the settings.

Note: Do not enter any settings for a *Finishing* type that is not supported. When supporting a *Finishing* type, complete all of the boxes in the corresponding *Finishing Setup* panel.

Finishing Type Pane

The *Finishing Type* pane contains a fixed list of finishing types currently supported by the system. Clicking on a finishing type opens a *Pricing Set-up* panel for the selected finishing type.

Pricing Setup Panels

In the *Pricing Set-up* panels, the Print Provider enters the finishing cost values. When using *Generic Price Generation* (of production costs), the algorithm takes into account these cost values while calculating the Job price.

Cutting

The Print Provider enters cutting cost values into the *Cutting* panel. The cutting cost values for *Run* (press) sheets and for the *Parent Sheets* are entered separately.

Defining Cutting Cost Values

In order to enter cutting cost values, carry out the following steps:

1. In the *Setup* box, enter the set-up cost for preparing the cutting machine.
2. In the *Cut Setup* box, enter the cost of setting up the cutting machine for each cut.
3. In the *Cut Cost* box, enter the cost of the cut.
4. In the *Cut Depth* box, enter the depth of the cut.

Defining Cutting Cost Values: Detailed Example

The following steps serve as an example and describe the above detailed example:

1. 2000 *Press Sheets* of the *SRA4* size have been printed.
2. The *SRA4* size should be trimmed to *A4*. The cutting machine can cut 500 *SRA4* at a time.
3. To trim 2000 *SRA4* into 2000 *A4*, the cutting machine must be set to a different cutting position four times.
4. Each cutting position setup costs 2.00.
5. There are four batches of 500 *SRA4*, four cuts for each batch are needed: the total number of the required cuts is 16.
6. Each cut costs 0.10.

The total cutting price calculated by the system =2.00 + (2x4) + (0.10X16)=11.6

Collating

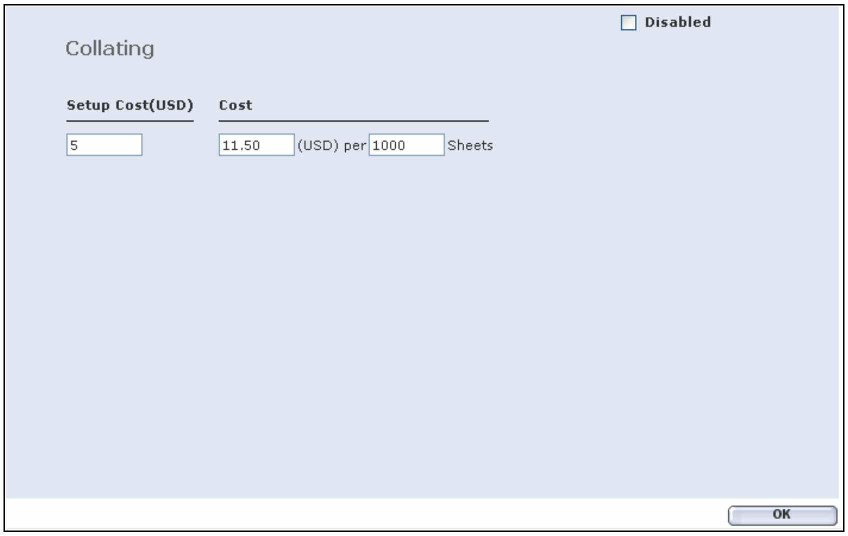


Figure 180: Collating

In the *Collating* panel the Print Provider defines cost values for collating.

Defining Collating Cost Values

In order to enter collating cost values, carry out the following steps:

1 In the *Setup Cost* box, enter the cost of setting up the collating machine, if needed.

2 In the *Cost per Sheets* box, enter the cost of sorting the given number of trimmed pages.

3 In the *Sheets* box, enter the number of sorted pages.

Drilling

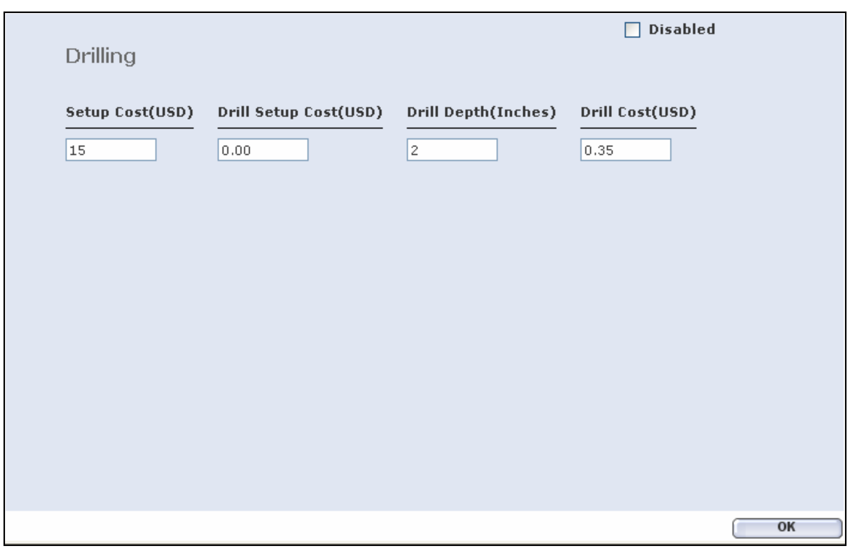


Figure 181: Drilling

In the *Drilling* panel the Print Provider defines cost values for drilling.

Defining Drilling Cost Values

In order to enter drilling cost values, carry out the following steps:

1. Enter the total setup charges into the *Set-up Cost* box.
2. In the *Drill Setup Cost* box, enter the cost of setting up the drill.
3. In the *Drill Depth* box, enter the drill depth.
4. In *Drill Cost*, enter the cost of drilling.

Folding

Figure 182: Folding

In the *Folding* panel, the Print Provider enters folding cost values.

Defining Folding Cost Values

In order to enter folding cost values, carry out the following steps:

1. In the *Setup Cost* box, enter the cost of setting up the folding machine.
2. In the *Fold Setup Cost* box, enter the cost of setting up one fold.
3. In the *Cost* box, enter the folding cost according the number of sheets.
4. In the *Sheets* box, enter the number sheets to be folded.

Numbering

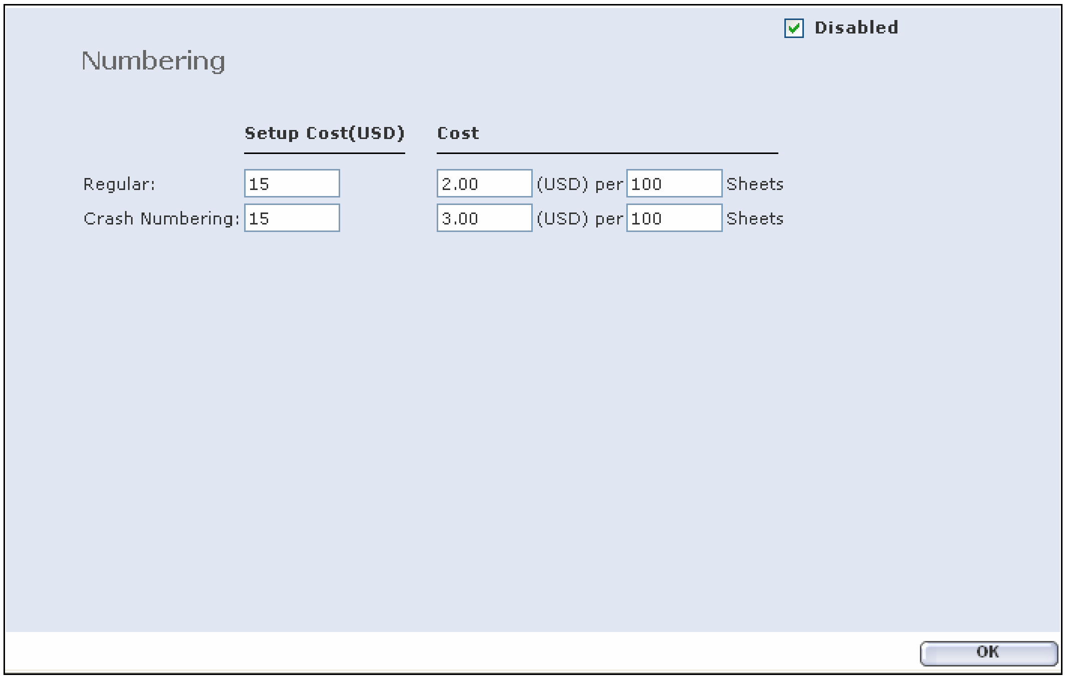


Figure 183: Numbering

In the *Numbering* panel, the Print Provider enters numbering cost values. These values are separate for regular and crash numbering types, depending on what numbering type the finishing device supports.

Defining Numbering Cost Values

In order to enter numbering cost values, carry out the following steps:

1. In the *Setup Cost* box, enter the setup cost of the numbering machine.
2. In the *Cost* box, enter the number cost according to the number of sheets.
3. For regular numbering, enter the quantity of numbered sheets into the *Sheets* box.
4. Repeat the above steps in order to enter the settings for crash numbering.

Stapling

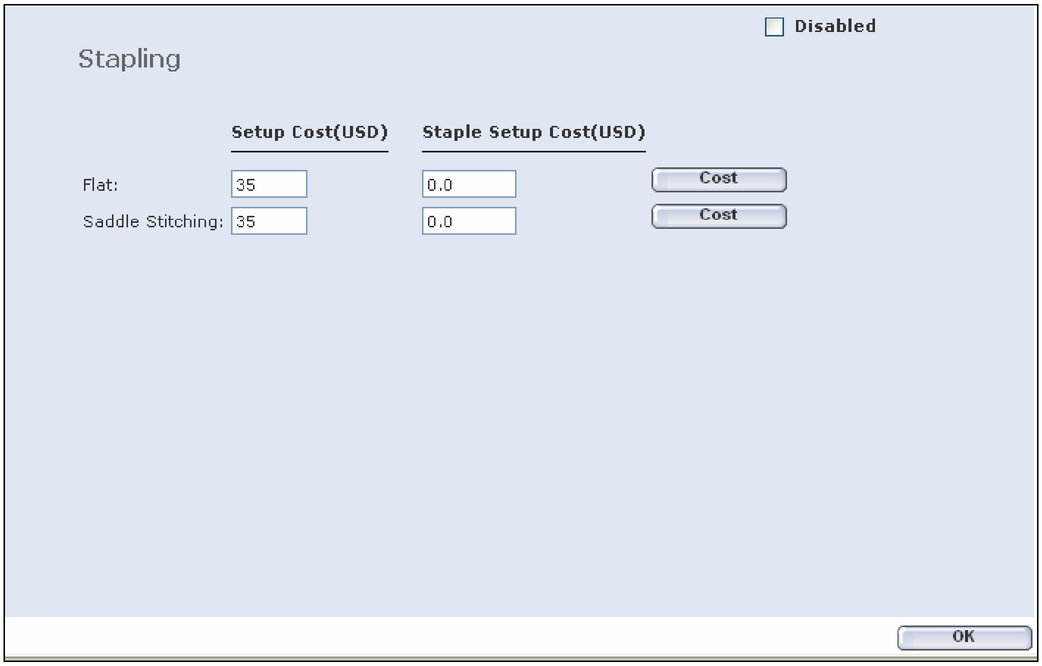


Figure 184: Stapling

In the *Stapling* panel, the Print Provider enters stapling cost values, separately for *Flat* (side and corner) and mechanical *Saddle* stitching.

Defining Stapling Cost Values

In order to enter *Flat Stapling* cost values, carry out the following steps:

1. In the *Setup Cost* box, enter the cost for setting up *Flat Stapling*.
2. In the *Staples Setup Cost* box, enter the cost of setting up stapling per staple.

In order to enter *Saddle Stitching* stapling cost values, carry out the following steps:

1. In the *Setup Cost* box, enter the cost for setting up *Saddle Stitching* stapling.
2. In the *Staples Set-up Cost* box, enter the cost of setting up *Saddle Stitching* stapling per staple.

Perfect Binding

Figure 185: Perfect Binding

In the *Perfect Binding* panel, the Print Provider enters the perfect binding cost values, depending on the adhesive, for adhering folded and gathered sections together with the cover. '*Hot*' and '*Cold*' refer to the gluing method.

Defining Perfect Binding Cost Values

In order to enter *Perfect Binding Cost* values, carry out the following steps:

1. In the *Setup Cost* box, enter the machine setup charges for hot glue or cold glue binding.
2. In the *Cost* box, enter the cost for perfect bindings.

Comb Binding

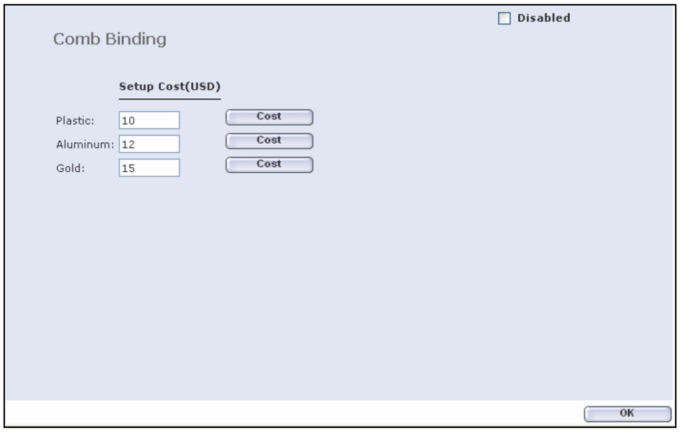


Figure 186: Comb Binding

In the *Comb Binding* panel, the Print Provider enters the comb binding cost values, separately for plastic, aluminum and gold combs.

Defining Comb Binding Cost Values

In order to enter comb binding cost values, carry out the following steps:

1 In the *Cost Setup* box, define the setup cost of the comb-binding machine.

2 Click on the *Cost* button; the *Comb Binding Cost* dialog box appears.

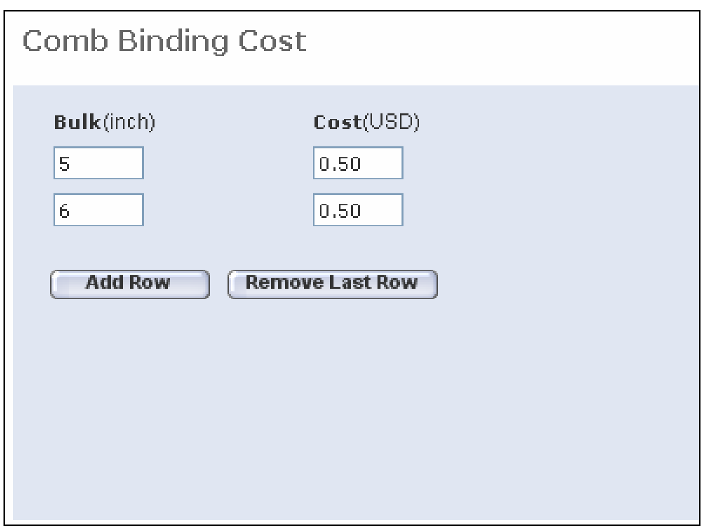


Figure 187: Comb Binding Cost Dialog Box

3 Enter the thickness of one Job item that is to be comb bound.

4 Enter the cost of comb binding one Job item.

5 Click on *OK* to confirm the parameters and exit the dialog box.

Laminating

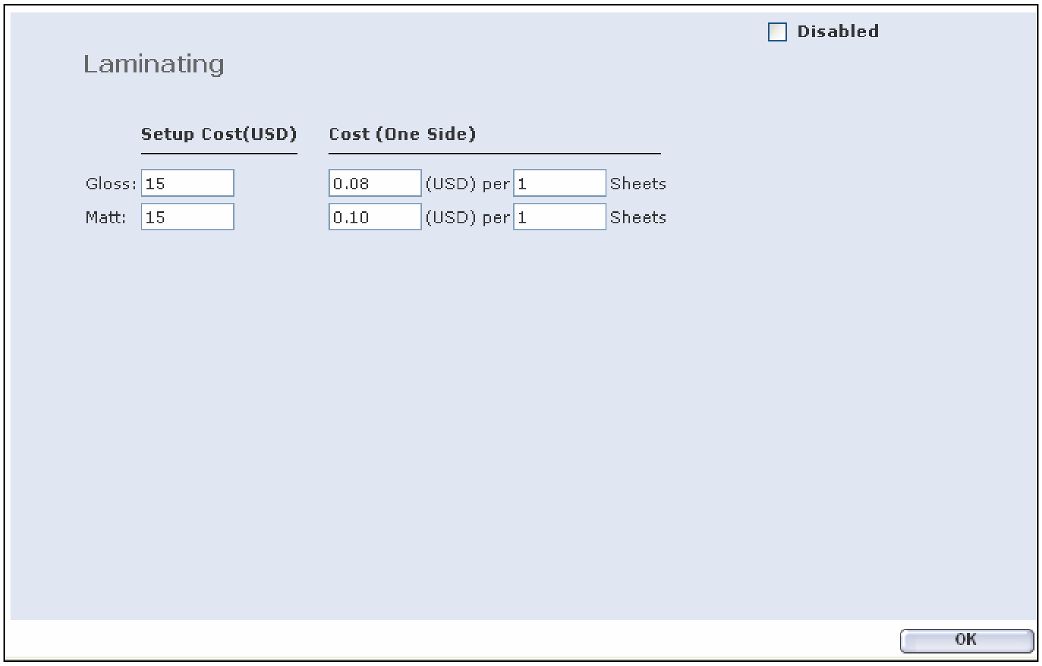


Figure 188: Laminating

In the *Laminating* panel, the Print Provider defines cost values, separately for gloss and matt lamination of the front sheet side.

Defining Laminating Cost Values

In order to enter laminating cost values, carry out the following steps:

1. In the *Set-up Cost* box, enter the cost of setting up the laminating machine.
2. In the *Cost* box, enter the cost of lamination.
3. In *Sheets*, enter the number of sheets that the lamination cost has been calculated to.
4. Repeat the above steps when the machine supports matt lamination.

Disabling a Finishing Type

The Print Provider can disable any or all of the *Finishing* types. To disable a *Finishing* type, carry out the following step:

- Checkmark the *Disabled* checkbox.

Saving the Finishing Settings

In order to save the settings, carry out the following steps:

1. Ensure that there are no empty fields.
2. Click on *OK* at the bottom of the window in order to save the finishing settings before exiting the *Price List* panels.

Section VI: Shipping

Shipping is composed of the following two tabbed windows:

- Carriers
- Shipping Methods

Carriers Window

Figure 189: Carriers Window

The *Carriers* window displays a closed list of international carriers that provide tracking as part of their online service. To enable *Carrier Tracking* for one or more of the carriers, carry out the following steps:

1 Checkmark the checkbox(es) adjacent to the target carrier(s).

2 Click on *OK*, to save the selection(s).

Shipping Methods

Shipping Methods facilitates integration with such carriers as *FedEx, USPS, DHL* and *UPS* in order to enable receiving online shipping costs and schedules and to track the movements of the shipments.

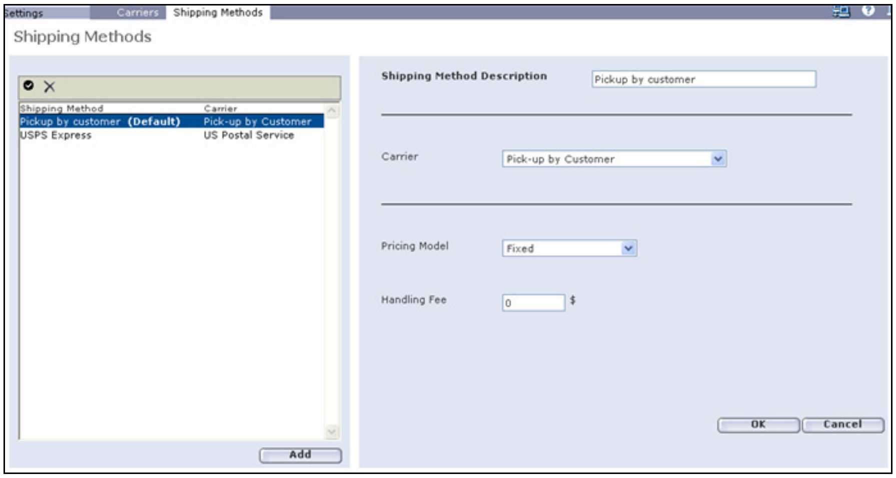


Figure 190: Shipping Methods

The *Shipping Methods* window is divided into the following two sections:

- **The Shipping Method Pane** – Located on the left side and containing the *New Shipping Method* name queue
- **The Shipping Method Description Panel** – Located on the right side and containing the *Name*, *Carrier*, *Price Model*, and *Handling Fee* fields

To set up a new shipping method, carry out the following steps:

1 In the *Shipping Method* pane, click on *Add*; the *New Shipping Method* name appears in the queue.

2 In the *Shipping Method Description* panel, enter a *Description* name; this name automatically replaces the name in the *Shipping Method* pane.

3 In the *Carrier* dropdown box, select an appropriate carrier.

4 Depending on the carrier, in the *Delivery Method* dropdown box, select the appropriate method.

5 In the *Pricing Model* dropdown box, select a pricing model.

Note: When selecting the *Excel* pricing model:

1. The *Excel File* link appears for accessing the *Pricing Excel File* dialog box and downloading *Excel* files; the downloaded Excel files will appear in the Excel File dropdown box.
2. The *Markup* field appears

6 Where appropriate, select a *Pricing Excel* file.

7 Where appropriate, enter a *Markup* percentage.

8 Click on *OK* to save the settings.

Section VII: External Systems

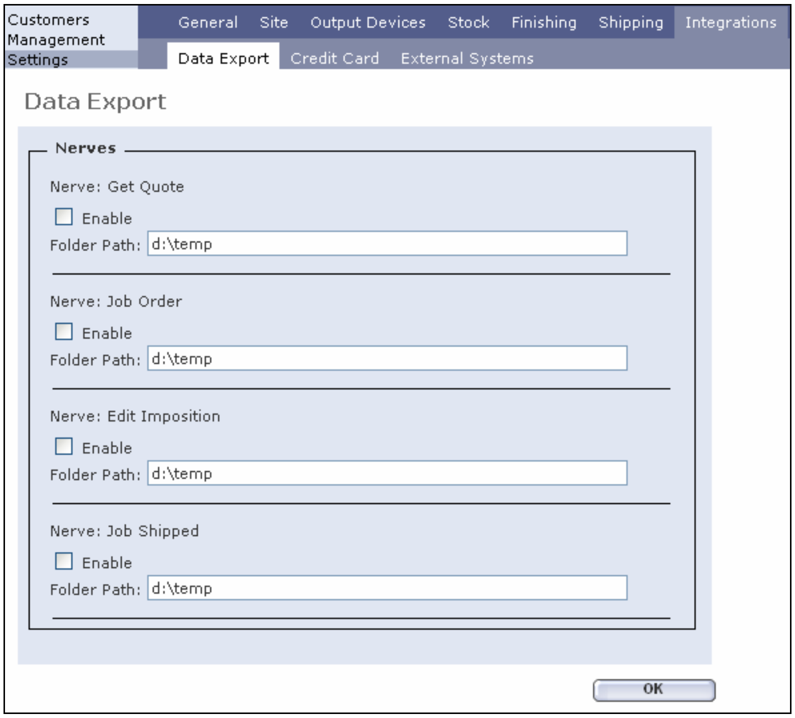


Figure 191: External Systems

External Systems facilitates the integration of *Xerox FreeFlow Web Services* with various peripheral systems existing in the Print Provider organization (such as *Accounting* and *Estimation*). Transference of information from the *Xerox FreeFlow Web Services* database to a peripheral system is accomplished by enabling any or all of the four *External Systems* and by entering a *Folder* path for each independent *COM* object (transference also requires a third-party integrator who will write the *COM* object).

Note: *External Systems* is an option that is purchased independently and in addition to the *Xerox FreeFlow Web Services* system.

The *External Systems* is composed of the following panels:

- **Options** – Allows the Print Provider to enable one or all of the four *External Systems* and to select a folder path
- **Online Payment** – Online payment service
- **External Systems** – Enables concentrating all of the various external integrations systems available into one location, for easy and convenient access and administration.

Options

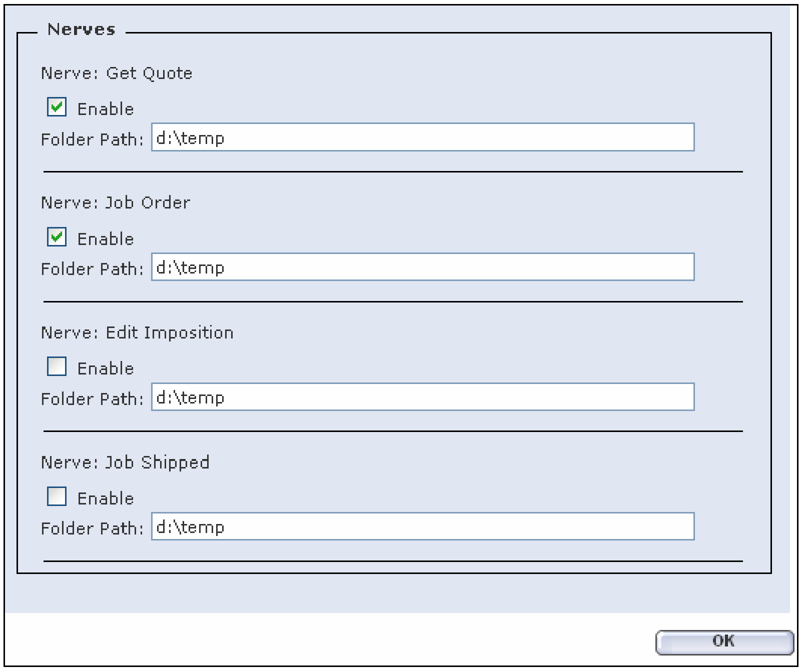


Figure 192: External Systems Options

The following four *External Systems* can be enabled or disabled. When enabled, the *System* information is stored in a folder that is placed at the end of a *Folder Path*, as determined by the Print Provider:

- Get Quote
- Job Order
- Edit Imposition
- Job Shipped

Get Quote Link

The *Get Quote* link is activated when a Print Buyer requests a price for one or more Jobs in the *Xerox FreeFlow Web Services Shopping Cart*, by clicking on the *Get Quote* button.

Job Order Link

The *Job Order* link is activated when the Print Buyer places an order by clicking on the *Place the Order* button in the *Order Confirmation* window.

Edit Imposition Link

The *Edit Imposition* link is activated when the Print Provider *User* re-imposes the Job in the *Production* queue.

Job Shipped Link

The *Job Shipped* link is activated when the Print Provider *User* approves Jobs for shipping in the *Delivery* queue by clicking on the *Approve Selected Jobs* button.

Credit Card Payment

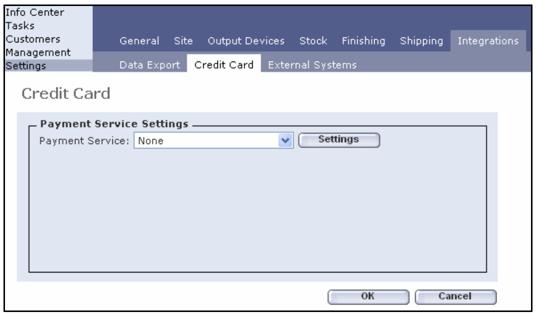


Figure 193: Credit Card Payment

Credit Card enables Print Buyers to carry out payment for Print Provider services through the use of an online payment service. *Credit Card* will be available according to licensing *a*uthorization. After the *Payment Service* has been set, the *Payment Method* checkboxes will be enabled in the *Preference* panel of *Management/Customers*.

Currently, *Xerox FreeFlow Web Services* supports *Credit Card* payment through several recognized companies.

Note: Documentation for the various *Credit Card* companies can be acquired through your local distributor.

External Systems

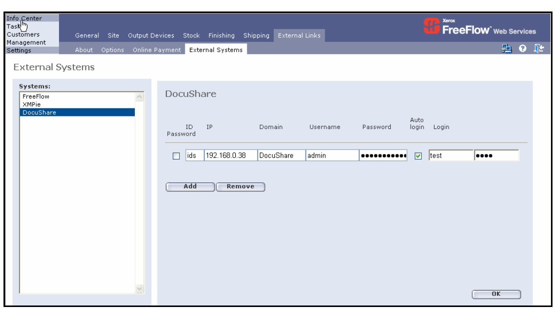


Figure 194: External Systems

External Systems enables integrating *Xerox FreeFlow Web Services* with other systems located within the overall Print Provider system.

External Systems is divided into the following two sections:

- **Systems Pane** – Displays the names of all of the systems that can be integrated with the system.
- **External Systems Data Panel** – Contains various open fields for entering such data as *Server IP*, *Username*, *Password* etc.

Chapter Seven: Appendix

Server and Client Specifications

Server Specifications

The following is the minimum recommended configuration for Xerox FreeFlow Web Services Server installed at the Print Provider's facility.

Hardware

- IBM Compatible PC
- 17" Monitor
- Pentium 4 Dual CPU
- 1 G DDR RAM or higher
- 100 GB – hard drive, 2 partitions recommended:
  - First partition (i.e. C: Drive), containing the OS installation (minimum 4 GB)
  - Second partition (i.e. D: Drive), containing the Xerox FreeFlow Web Services system (the majority of the memory)
- Connection to the production network, TCP/IP or Apple Talk
- USB port
- Permanent Internet connection + Fixed IP address

Note: Through the Press-sense web site, you can receive a more accurate list of Hardware Requirements, relative to your (the Print Provider) estimation of potential Jobs

Software

- Windows 2003 Server Standard Edition, English version (Default Installation Settings), including IIS Application Server
- Windows 2003 SP1
- English Internet Explorer6 + IE6 Service Pack 1 (essential)
- English Adobe Acrobat 7.0 Standard Edition (complete package: Acrobat Distiller)
- MS Office 2003 Standard Edition (Excel, Word & PPT components)
- WinZip 9.0 or 8.0

Client (Print Buyer)

The following is the minimum recommended configuration for Xerox FreeFlow Web Services Client installed at the Print Provider's facility.

PC

- XP / 2000 / 2003, Internet Explorer 6.0 and up (recommended: 6.0 SP1)
- Adobe Acrobat Reader 5.0, 6.0 or 7.0 (if the Print Buyer wants to use the Modify PDF and the Selective Upload, he must install the complete Adobe Acrobat program)

Note: Problems with templates created in Adobe Acrobat may occur if the Acrobat version used by the Print Buyer is more recent than the Acrobat version residing in the Print Provider server

- 128 MB RAM

MAC

- Mac OS X v10.2, Internet Explorer 5.2.2
- Adobe Acrobat Reader 4.0 or 5.0 – need to check if we are supporting Adobe 4.0

Xerox FreeFlow Web Services Generic Pricing Mechanism

Xerox FreeFlow Web Services supports a 5-level pricing model. This mechanism comes into action whenever a customer clicks on the *Get Price* button located in the *Shopping Cart* window. In order to calculate and display the price, the system employs one of the following 5 methods:

- **Production Cost Pricing** This is the basic pricing method. The system calculates the Job price according to the cost of labor, raw materials (paper) and finishing. These parameters are defined in the *Stock Library, Finishing, Output Devices* windows (see: *Settings*).

Note: The Print Provider has the ability to disable this pricing method.

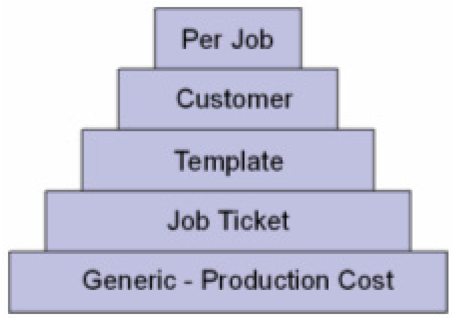
- **Job Ticket Pricing** – The Print Provider has the ability to price a specific *Job Ticket* (i.e. brochure, one side single fold; see *Section II: Job* Type , on page 119). This method carries out pricing according to *Price Lists*.
- **Template Pricing** – Rather than pricing a *Job Ticket*, the Print Provider can price a specific template for a specific customer. Moreover, the Print Provider has the ability to price the same template differently, for different customers.
- **Per Job Pricing** – For certain Jobs, the Print Provider may not want the Print Buyer to receive an automatic, online pricing. In such cases the Print Buyer will receive a *Price Not Available* message. The Print Provider can view the Job and its properties and only then determine the Job's price. After determining the Job's price, the Print Provider can manually enter the price into the system (Track Jobs /Saved Jobs and Ready to Order Jobs/Pricing).

Note: *Per Job* pricing is also used in situations where the Print Buyer has changed the default parameters of a *Job Ticket* (added finishing, changed the size, etc.) and the system cannot produce an automated price. In these cases, *Price N/A* (not available) appears in the *Price* field and the Print Buyer receives a *Contact the Print Provider* message regarding the Job price. The Print Provider then uses the *Per Job* pricing option to price the Job.

- **Customer Pricing** The Print Provider can define a separate pricing for a specific Print Buyer. This pricing option is much more powerful than a standard discount for a Print Buyer, especially since it can be combined with an *Excel*-based price calculation.

Note: In addition to the generic pricing options, *Xerox FreeFlow Web Services* offers two more pricing methods, which are a part of the *Data Export* optional module and are acquired independent of the system: *Excel Pricing* and *External Pricing*. For more information on these pricing options, consult your local distributor.

The *Xerox FreeFlow Web Services* pricing model is hierarchical. The system first verifies the presence of *Per Job* pricing. If *Per Job* pricing exists, this is the price that is displayed to the Print Buyer. If *Per Job* pricing does not exist, the system will first search for *Customer* pricing, then *Template* pricing and finally for *Job Ticket* pricing. If no pricing model has been selected, the system will calculate the price according to production costs.



Production Cost Pricing

As explained in the *Introduction*, where there is no *Customer*, *Job Ticket*, *Template* or *Per Job* pricing, the system calculates the price of the Job according to the following production costs: *Output Device*, *Stock Library*, and *Finishing*.

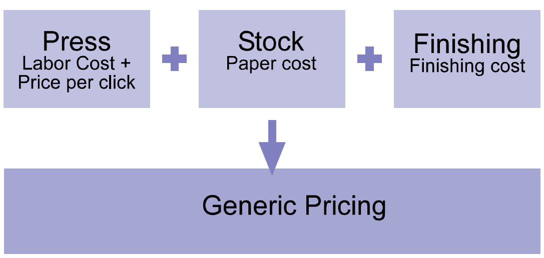


Figure 195: Generic Pricing Model

Output Device Pricing

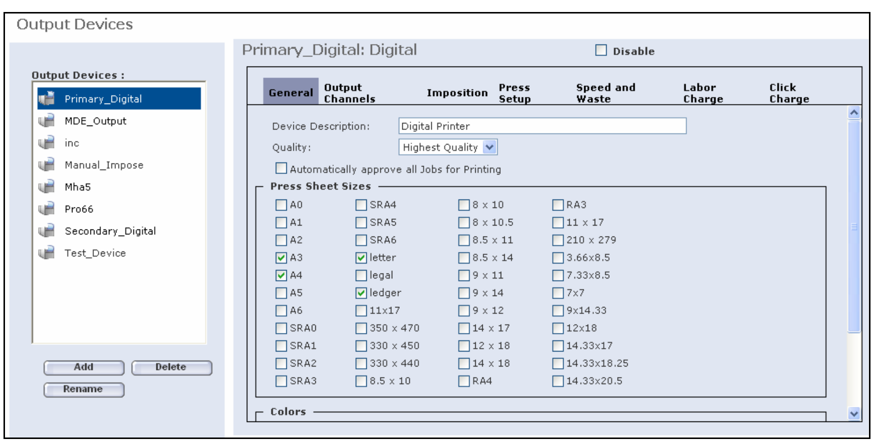


Figure 196: Output Devices

Below are the parameters that are considered in the calculation of the output device price. The parameters are divided into groups according to the various *Output Device* windows:

General Parameters

- **Quality** – The *Quality* type
- **Press Sheet Sizes** – The selected *Press Sheet* sizes
- **Colors** – *Black/White*, *Process Colors* and/or *Spot* colors
- **Color Units** – The number of *Color* units
- **Convert RGB to CMYK via ICC Profile** – Whether or not *RGB* colors are converted to *CMYK* colors

Press Setup Parameters

- **Setup Time** – The initial setup time of the output device
- **Pass Setup Time** – The time necessary to prepare each machine pass
- **Print Head Setup Time** – The time that is added to the *Pass Setup* time and necessary for setting up each *Print Head* in the output device (this configuration is only available for *Offset* output devices*)*

Speed and Waste Parameters (Offset Machine)

- **Fixed Waste** – The fixed amount of spoiled sheets resulting from color calibration and registration in pre-printing and the printing process itself.
- **Run Length** – The total number of *Press Sheets* for the Job (taken from *Job Ticket)*
- **Speed** (Run Sheets/hour) – The number of *Run Sheets* per hour for a specific *Run* length
- **Run Length Waste Factor** – Wasted paper as a percentage of the run length (*Run* length - the number of run sheets to be printed). The system generates a continuous function that calculates the waste according to the parameters that were entered (these parameters are for a specific quantity, therefore, the system has to create the function).
- **Process Colors Speed Factor** – The percentage of speed reduction when using *Process* colors (i.e. when a value of 95% is entered, the speed is reduced by 5%)
- **Process Colors Waste Factor** – The effect on the *Run Length Waste*, when using *Process* colors (i.e. if the *Run Length Waste* is 5% and *Waste Factor Process Colors* is 110%, then the waste will be: 110% X 5% = 5.5%)

Note: This factor affects the *Fixed Waste* as well.

- **Spot Colors Speed Factor** – The percentage of speed reduction when using *Spot* colors
- **Spot Colors Waste Factor** – The effect on the *Run Length Waste*, when using *Spot* colors

Note: This factor affects the *Fixed Waste* as well

- **Paper Weight Speed Factor**– The percentage of speed reduction when using a specific weight of paper (i.e. when a value of 90% is entered, the speed is reduced by 10%)
- **Paper Weight Waste Factor** – The effect on the *Run Length Waste*, when using different weights of paper (i.e. if the *Run Length Waste* is 5% and *Waste Weight Factor* is 120%, then the waste will be: 120% X 5% = 6.0%)

Note: This factor affects the *Fixed Waste* as well.

Speed and Waste Parameters (Digital Machine)

- **Paper Weight** – Range determined by *Min* and *Max* parameters
- **Speed by Paper Size** – The number of *Run Sheets* per hour
- **Process Colors Speed Factor** – The percentage of speed reduction when using *Process* colors (i.e. when a value of 95% is entered, the speed is reduced by 5%)
- **Spot Colors Speed Factor** – The percentage of speed reduction when using *Spot* colors
- **Duplex Mode** – The percentage of speed reduction when working in the *Duplex* mode

Formula: Speed Factor = Speed Factor Process Colors X Speed Factor Spot Colors X Speed Factor Paper Weight

Speed = Speed Factor X Machine Speed

Run Sheet Time = Number of Press Sheets X (1 + Waste Rate) /Speed) X 60.

Pass Time = Setup Time + Number Of Passes X (Pass Setup Time + Run Sheet Time)

Total Labor Cost = (Pass Time + Print Head Setup Time X Number Of Plates) X Labor

Cost/60 X (Per Device Markup/100) + Plate Fee X Number Of Plates + Process Wash-up

Cost X Number Of Process Colors + Spot Wash-up Cost X Number Of Spot Color

Formula: Waste Factor = (Process Color Waste Factor) X (Spot Color Waste Factor) X (Paper Weight Waste Factor)

Waste Rate = (Run Length Waste Factor) + (Fixed Waste / # of Press Sheets) X Waste Factor

Stock Price = (Cost/Cost-Units) X # of Press Sheets X Total Mark Up X Waste Rate

Labor Charge Parameters

- **Mark-up** – The mark-up, as a percentage, for labor. The margin above the costs of labor (i.e. if the costs of labor amounts to $100 and the mark-up is 25%, the total price will be: $100 + $25% X 100 = $125)
- **Plate Fee** – The cost of a single *Plate*
- **Labor Cost** – The Print Provider's labor cost per hour
- **Min. Labor** – The Print Provider's minimum labor time per Job
- **Process Wash-Up Cost** – The cost of washing up the *Offset* output device, after using *Process* colors
- **Spot Wash-Up Cost** – The cost of washing up the *Offset* output device, after using *Spot* colors

Note: *Plate Fee*, *Process Wash-Up* and *Spot Wash-Up* parameters are relevant only for *Offset* machines.

Click Charge Parameters

In the case of a digital output device, below are the parameters that are considered in the calculation of the *Click* charge:

- **Mark Up** – The mark-up, as a percentage, for using the output device (the margin above the *Click* costs that the Print Provider pays to the output device manufacturer)
- **Click Cost** – Costs that the Print Provider pays to the output device manufacturer. These costs take into account *Print Sheet* size and the use of *Color and Black/White* pages.

Stock Pricing

Stock pricing retrieves data according to the parameters that the Print Provider enters into the *Pricing Setup: Stock Library* window.

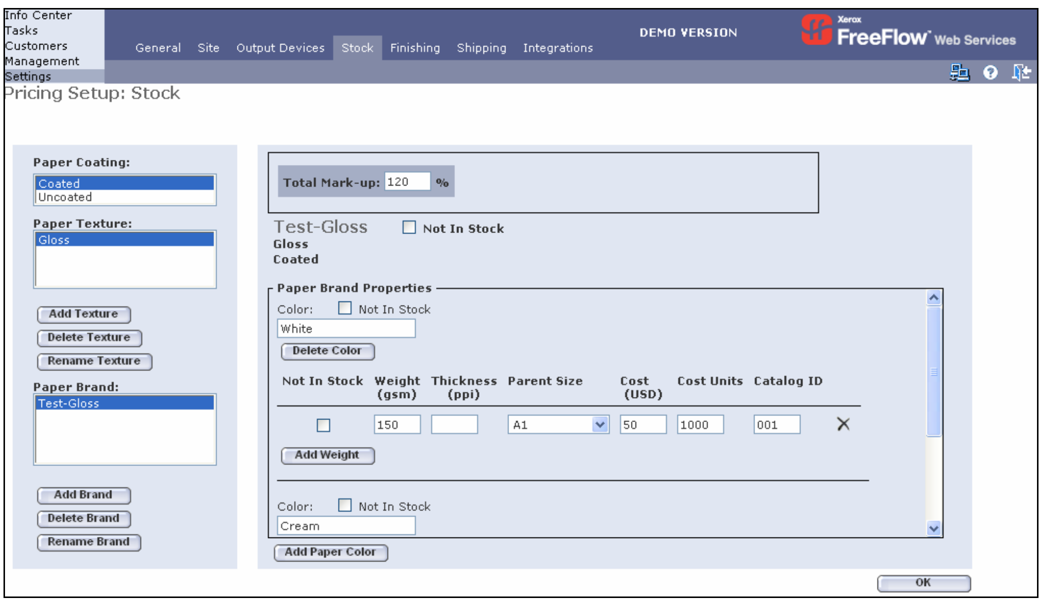


Figure 197: Pricing Setup: Stock

Below are the parameters that are considered in the calculation of the *Stock* price:

- **Total Mark-up** – The total mark-up, as a percentage, for paper. The margin above the *Cost* price (i.e. if the *Cost* price is $100 and the mark-up is 25%, the total price will be: $100 + $25% X 100 = $125).
- **Color** – The *Color* name of the paper
- **Weight, Thickness** – The weight and thickness of the paper, whereby weight is considered in gsm and thickness is considered in ppi
- **Parent Size** – Size of the *Parent Sheet*
- **Cost** – The cost, in the indicated currency, of the paper in bulk
- **Cost Units** – Number of sheets in bulk (see *Estimating Bulk Size*, page 264)

Finishing Pricing

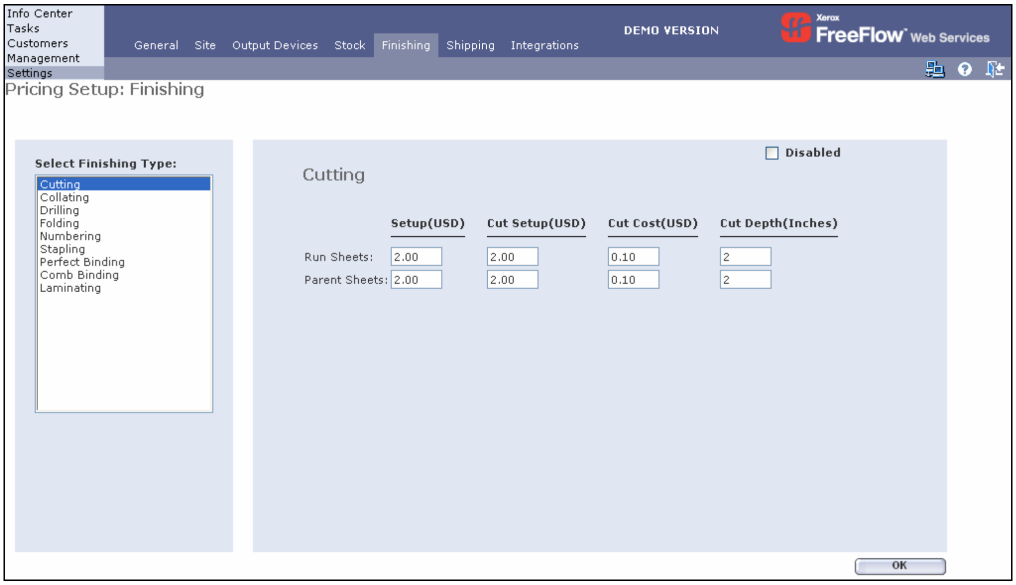


Figure 198: Pricing Setup: Stock

Below are the parameters that are considered in the calculation of the *Finishing* price:

Cutting Parameters

- **Setup Cost** – The *Setup* cost for preparing the cutting machine, both for *Parent* and *Press Sheets*
- **Cut Setup Cost** – The cost of setting up the cut machine for each cut
- **Cut Cost** – The cost of each cut (each time the knife is activated)
- **Cut Depth** – The depth of each cut (each time the knife is activated)

Formula: Cutting Cost = Setup Cost + # of Cuts Per Job X (Cut Setup Cost + (Bulk/Cut Depth) X Cut Cost)

Note: Independent calculations are entered for both the *Press Sheet* and for the *Parent Sheet*.

Collating Parameters

- **Setup Cost** – The *Setup* cost for preparing the collating machine
- **Collating Cost per Number of Sheets** – The cost of collating a predetermined number of sheets

Formula: Collating Cost = Setup + Collating Cost Per Sheet X # of Copies

Drilling Parameters

- **Setup Cost** – The setup cost for preparing the drilling machine
- **Drill Setup Cost** – The cost of setting up the drill
- **Drill Depth** – The depth of each drill (each time the driller is going down)
- **Drill Cost** – The cost of each drill (each time the driller is going down)

Formula: Drilling Cost = Setup Cost + # of drills per copy X (Drill Setup Cost + (Bulk/Drill Depth) X Drill Cost)

Folding Parameters

- **Setup Cost** – The *Setup* cost for preparing the folding machine
- **Fold Setup Cost** – The cost of setting up one fold
- **Cost Per Sheets** – The cost of folding a predetermined number of sheets

Formula: Folding Cost = Setup Cost + Fold Set-up Cost + Folding Cost for one sheet X # of copies.

Numbering Parameters

- **Setup Cost** – The setup cost for preparing the *Numbering* machine
- **Cost Per Sheets** – The cost of numbering a predetermined number of sheets

Formula: Numbering Cost = Setup Cost + Numbering cost per sheet X # of copies.

Note: Independent calculations are entered for both *Crash* and *Regular* numbering.

Stapling Parameters

- **Setup Cost** – The setup cost for preparing the *Stapling* machine
- **Staple Setup Cost** – The cost of setting up *Stapling,* per staple.
- **Cost (Bulk)** – The cost of stapling in bulk (see *Estimating Bulk Size,* page 264)

Estimating Bulk Size

In order to estimate the *Bulk* size, *Xerox FreeFlow Web Services* employs one of the two methods:

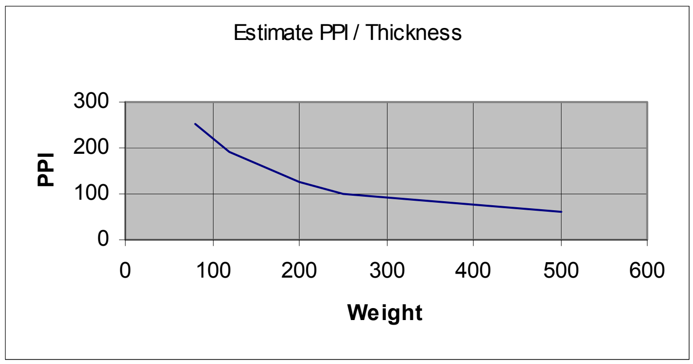
In cases where thickness was entered when defining the paper, the *Bulk* is calculated as: Bulk = (1/ppi) X # of Sheets.

In cases where no thickness was entered, *Xerox FreeFlow Web Services* uses a default function in order to estimate the *Bulk* size (i.e. where no thickness was entered and the paper weight is 250 grams, the estimated PPI will be 102).

The default values are as follows:

Paper Weight (gm)	PPI
80	254
120	192
200	127
250	102
500	60

The function will be:



Formula: Stapling Cost = Setup Cost + # of Staples per copy X (Staple Set-up Cost + # Of copies per Job X Bulk).

Note: Independent calculations are entered for both *Flat* and *Saddle* stitching.

Perfect Binding Parameters

- **Setup Cost** – The *Machine Setup* charges for hot or cold glue binding
- **Cost** – The cost of *Perfect Binding* for one copy

Formula: Perfect Binding Cost = Setup Cost + Bulk Cost X # of copies per Job.

Note: Independent calculations are entered for both *Hot* and *Cold* binding.

Comb Binding Parameters

- **Setup Cost** – The *Setup* cost of the machine
- **Cost (Bulk)** – The cost of *Comb Binding* according to bulk

Formula: Comb Binding Cost = Setup Cost+ Bulk Cost X # of copies per Job.

Note: Independent calculations are entered for *Plastic*, *Aluminum* and *Gold* binding.

Laminating Parameters

- **Set -up Cost** – The *Setup* cost of the machine
- **Cost (One Side) per Sheets** – The cost of laminating one side of a sheet according to a predetermined number of sheets

Formula: Laminating Cost = Setup Cost + Laminating cost per one side X # of sides X # of copies per Job

Note: Independent calculations are entered for both *Matt* and *Gloss* lamination.

The Job Price

The Job price, when calculated according to the generic pricing model, is the sum total of *Total Press Cost*, *Total Labor Cost* and *Total Finishing Cost* as calculated in the former paragraphs. From this price, the system calculates the customer's discount, where such discounts exist. The system also adds on to this price the cost of urgent or express premium, where such premiums exist, as well as tax rates.

Anti-virus Scanning

In order to carry out an anti-virus scan, without restarting *Xerox FreeFlow Web Services*, the following files must be excluded from the scan:

- D:\Newsway\global.asa
- D:\Newsway\setup.inc

To exclude the above files, in the Norton Antivirus Corporate Edition, carry out the following steps:

1 Double-click on the *Norton Antivirus* icon (in the *Windows* status bar, on the bottom-right of the screen); the *Norton Antivirus Corporate Edition* window appears.

2 Click on *Scan* > *Scan Computer*; the *Scan Computer* pane appears.

3 Click on *Options*; the *Scan Options* window appears.

4 In the *Scan Options* window, checkmark the *Exclude files and folders* checkbox and click on *Exclusions*; the *Exclusions* window appears.

5 Checkmark the *Check file for exclusion before scanning* checkbox.

6 Click on *Files/Folders*; the *Select Items* window appears.

7 Browse to and checkmark the appropriate files listed above.

8 Click on *OK* in the three opened windows: *Select Items, Exclusions* and *Scan Options* and then close the *Norton Antivirus Corporate Edition* window.

For a more detailed explanation regarding the exclusion process and for explanations regarding this process with different anti-virus programs, contact your anti-virus distributor.

Parent Customer

The following section describes the *Parent Customer* feature, which enables Print Providers to determine a "Parent/Son" relationship between Print Buyer customers who are commercially united. With the *Parent Customer* option, the "Parent" customer possesses a library of templates and images, which the "Son" can access in its entirety.

Significant advantages of the *Parent Customer* feature are as follows:

- Saves time in copying and pasting templates from one customer to another
- Saves Print Provider hard disk space as the library resides only once (in the "Parent" folder) and the "Son" goes to this library in order to access templates and images
- When a "Parent" carries out a property change in one of the templates, all of the "Sons" immediately gain access to this change
- More than one "Parent", with his own "Sons", can be defined in the system (although a "Son" customer cannot be assigned to more than one "Father" customer)

Print Provider Side

Configuring the "Parent"

The *Parent Customer* dropdown box appears in the *Management Customers Account* window.

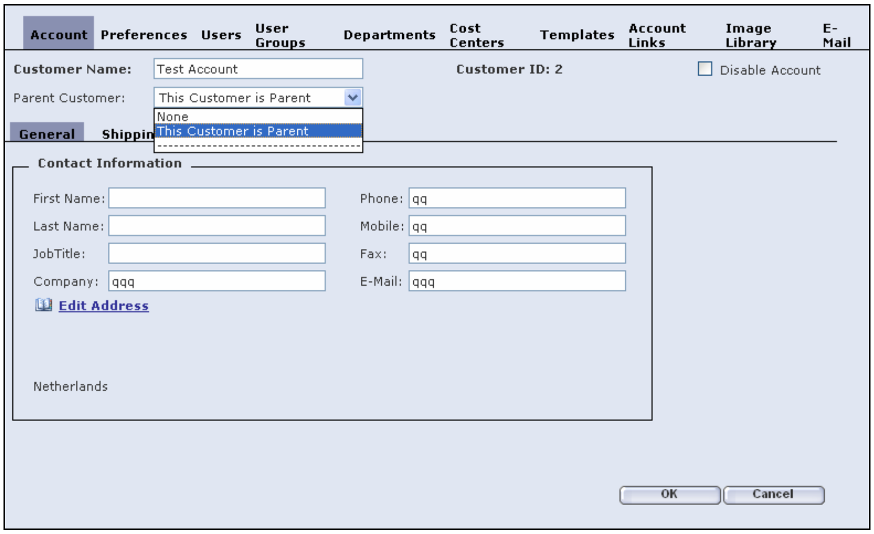


Figure 199: Management Customer Accounts Window

The Print Provider configures which customer is the "Parent" by carrying out the following steps:

1 In the *Customers* pane (on the left), click on the customer that has been targeted as the "Parent"; the name of the customer appears in the *Customer Name* field.

2 Click on the *Parent Customer* dropdown box; the following *Parent Customer* options appear:

- **None** − which signifies that the customer is neither a "Parent" nor a "Son".
- **This Customer is Parent** − which signifies that the customer is a "Parent".
- *Parent Customers* list, which displays all of the customers that have been signified as "Parents".

3 Click on **This Customer is Parent** and then click on *OK* to save the settings.

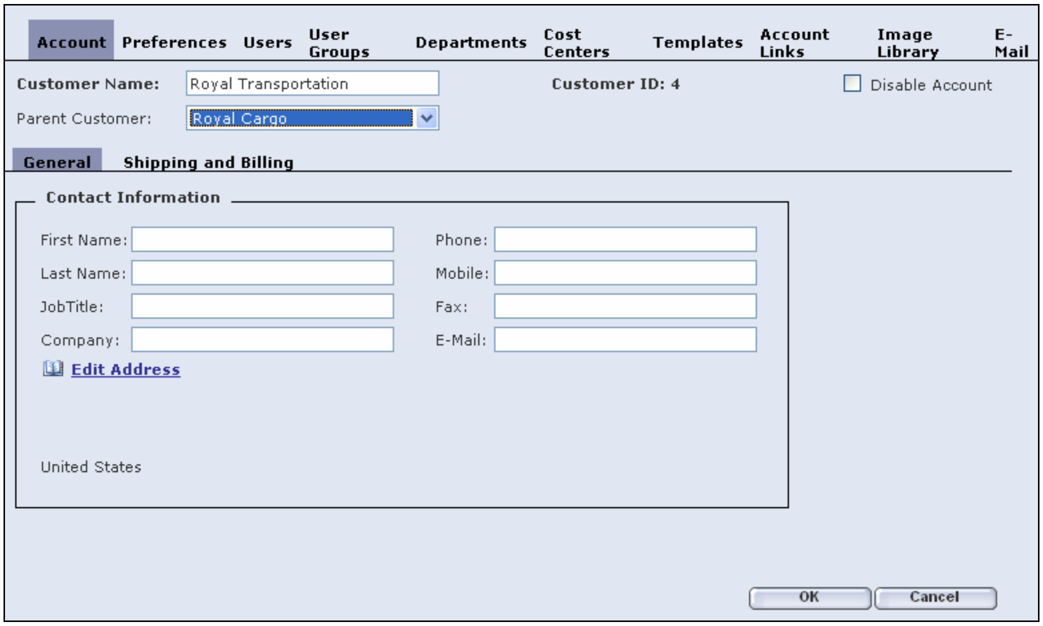


Figure 200: Management Customer Accounts Window – This Customer is Parent

Configuring the "Sons"

The Print Provider configures which customers are the "Sons" by carrying out the following steps:

1 In the *Customers* pane (on the left), click on a customer that has been targeted as the "Son"; the name of the customer appears in the *Customer Name* field.

2 Click on the *Parent Customer* dropdown box; the following "Parent" options appear:

- **None** – which signifies that the customer is neither a "Parent" nor a "Son".
- **This Customer is Parent** – which signifies that the customer is a "Parent".
- *Parent Customers* list, which displays all of the customers that have been signified as "Parents".

3 From the *Parent Customers* list, click on the *Parent Customer* name that has been designated as the "Parent" of this "Son".

4 Repeat steps 1-3, for each "Son".

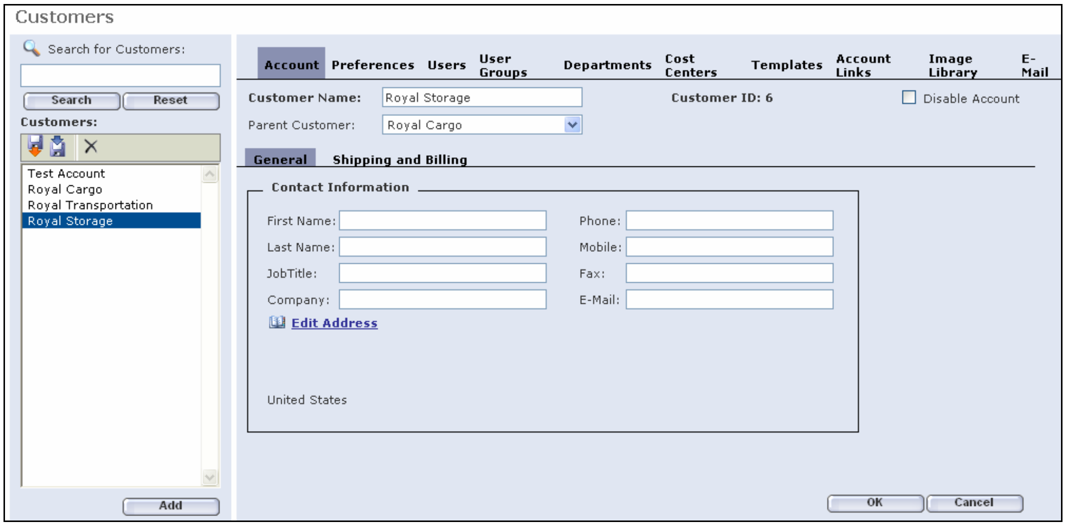


Figure 201: Management Customer Accounts Window – Repeat Steps for Each Son

The Print Buyer Side

After a Print Buyer has been designated "Son", the following tabs appear in the Print Buyer's *Template Ordering* panel:

- My Templates, which accesses templates that are specific to this Print Buyer only
- Shared Templates, which accesses the "Parent's" templates

Note: The Print Buyer "Son" cannot change any of the "Parent" template properties

Shared Templates

By clicking on the *Shared Templates* tab, the Print Buyer "Son" can access all of the templates residing in their "Father's" *Template Library*.

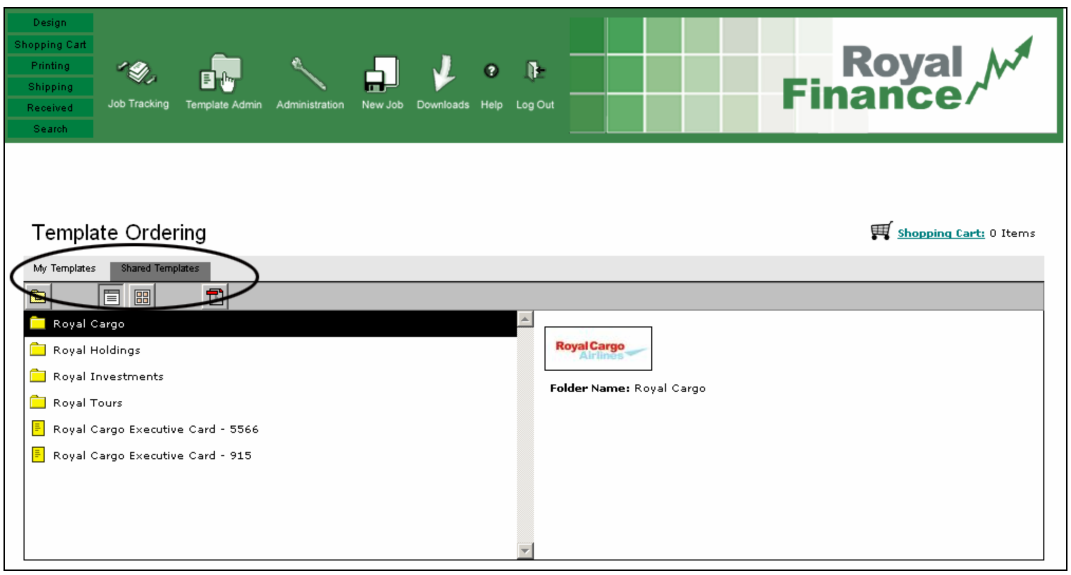


Figure 202: Shared Templates

Images

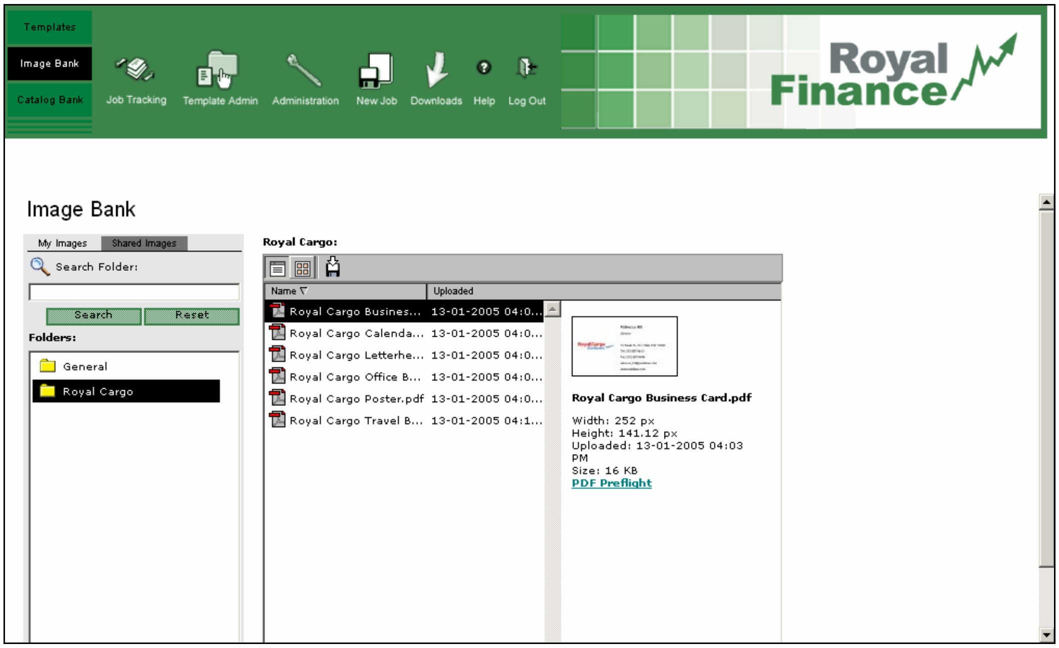


Figure 203: Shared Images

In addition to accessing the "Parent" templates, Print Buyer "Sons" can also access "Parent" images.

To access "Parent" images, carry out the following steps:

1. Click on the *Template Admin* button and then the *Image Library* tab; the *Image Library* panel appears.
2. Click on the *Shared Images* tab; the "Parent" images can be accessed from the *Folders* pane.

Note: Changes that have taken place as a result of the *Parent Customer* feature, do not affect the "Parent" side; however, the *Shared Images* tab, though non-functional, does appear on the "Parent" side.

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