
Xerox Web Document Submission Software
Workflow Guide

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Real People. Real World Solutions.

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1. Introduction

This chapter describes how to use this guide.

Intended Audience

This manual is intended for use by Xerox personnel who are responsible for working with customers to implement Xerox Web Document Submission systems.

Assumptions

- The person using this guide should have experience with operating Xerox Web Document Submission.

Conventions

This guide uses the following conventions:

- Menu items and buttons appear in **bold text**.
- Screen, text box, and drop-down list titles are spelled and punctuated exactly as they appear on the screen.
- Document titles appear in italics.

Related Documentation

The following guides provide further information on the Xerox Web Document Submission system:

- *Xerox Web Document Submission Software Installation Planning Guide – Part Number 701P37977*
- *Xerox Web Document Submission Software Installation and System Administration Guide – Part Number 701P39383*

These documents may be found online at:

<http://swsupport.xerox.com/products/webdocumentsubmission/Documents.asp>

Operator / Administrator and User instructions are available as online help while using the Web Document Submission system.

2. Product Overviews

This chapter briefly discusses Xerox Web Document Submission Software (XWDSS) and currently available modules that extend the value of XWDSS. Additional information about each product can be found in the XWDSS marketing materials.

Standard Features

Xerox Web Document Submission Software

XWDSS allows end users to submit print jobs electronically using industry standard browsers. Once submitted, production personnel efficiently update job status as documents move through the production cycle, providing users with information about their jobs. XWDSS generates cost savings and improvements in quality, productivity, and turnaround time.

The system uses several services that can be loaded on one or more servers, depending on the print shop configuration.

Xerox Xpress Print Driver

The Xerox Xpress Print Driver (XPD) allows the uploading and conversion of documents from within a Windows application. Users print to the XPD as if it were a printer and the XPD converts the documents to PostScript. The PostScript file uploads to the XWDSS repository, opens a new session of XWDSS, and waits for the user to log on to the system.

Xerox Multiple File Uploader

For users with large numbers of files or very large files to upload to XWDSS, the Xerox Multiple File Uploader allows uploads to a user account with drag-and-drop simplicity. Any number of files can be uploaded using this tool and, once uploaded, are converted and ready for the user when they next log on to XWDSS.

Optional Features

Adobe® PDF Transit™

Adobe PDF Transit is an optional installable module for the Web Document Submission system. On the user workstation, Adobe PDF Transit installs like a print driver and converts files to Portable Document Format (PDF). Users can open a file in its native application and choose the Adobe PDF Transit print driver from the list of installed printers.

Integrated with XWDSS, Adobe PDF Transit supports documents for production by using the standard print dialog offered by Adobe PDF Transit for their particular supported operating system. The PDF Transit driver converts the file to PDF at the desktop (with embedded fonts and images), uploads the PDF file, and loads the XWDSS log on page. A new session of XWDSS is initiated and the user proceeds as if it were a standard XWDSS print job.

DocuShare Link

If the optional DocuShare Link is installed, users can go to a DocuShare site and click a printer icon to upload a DocuShare repository file to XWDSS. A new session of XWDSS is initiated and the user proceeds as if it were a standard XWDSS print job.

Note: Transfer of documents is only one way - from DocuShare to XWDSS. The file is not saved back to DocuShare after submission to XWDSS.

AdLib™ eXpress

AdLib eXpress is an optional installable module for the Web Document Submission system. When integrated with XWDSS, AdLib eXpress handles the PDF conversion of submitted files not supported for conversion by XWDSS. The AdLib eXpress PDF conversion is performed at the server.

The AdLib eXpress module is installed on a Windows 2000 server separate from the XWDSS system.

DigiPath Integration

DigiPath is a Xerox product with a broad set of capabilities, including effortless hardcopy input, paper / digital document integration, digital prepress, file storage, and remote printing that allows users to electronically store and repurpose documents that have been submitted for printing. DigiPath adds value to both black-and-white and color files, with features including scanning, make-ready, and digital repository with search and retrieval.

XWDSS can be included in the DigiPath workflow to allow the worth of valuable resources to be extended.

DocuSP

DocuSP is a common front-end controller platform for Xerox Production Printers including DocuTech, DocuPrint, DocuColor, and Continuous Feed. DocuSP enables powerful features like queue management, complex job ticket programming, image quality controls, color splitting, integration with onboard and inline finishing, and ordered set recovery.

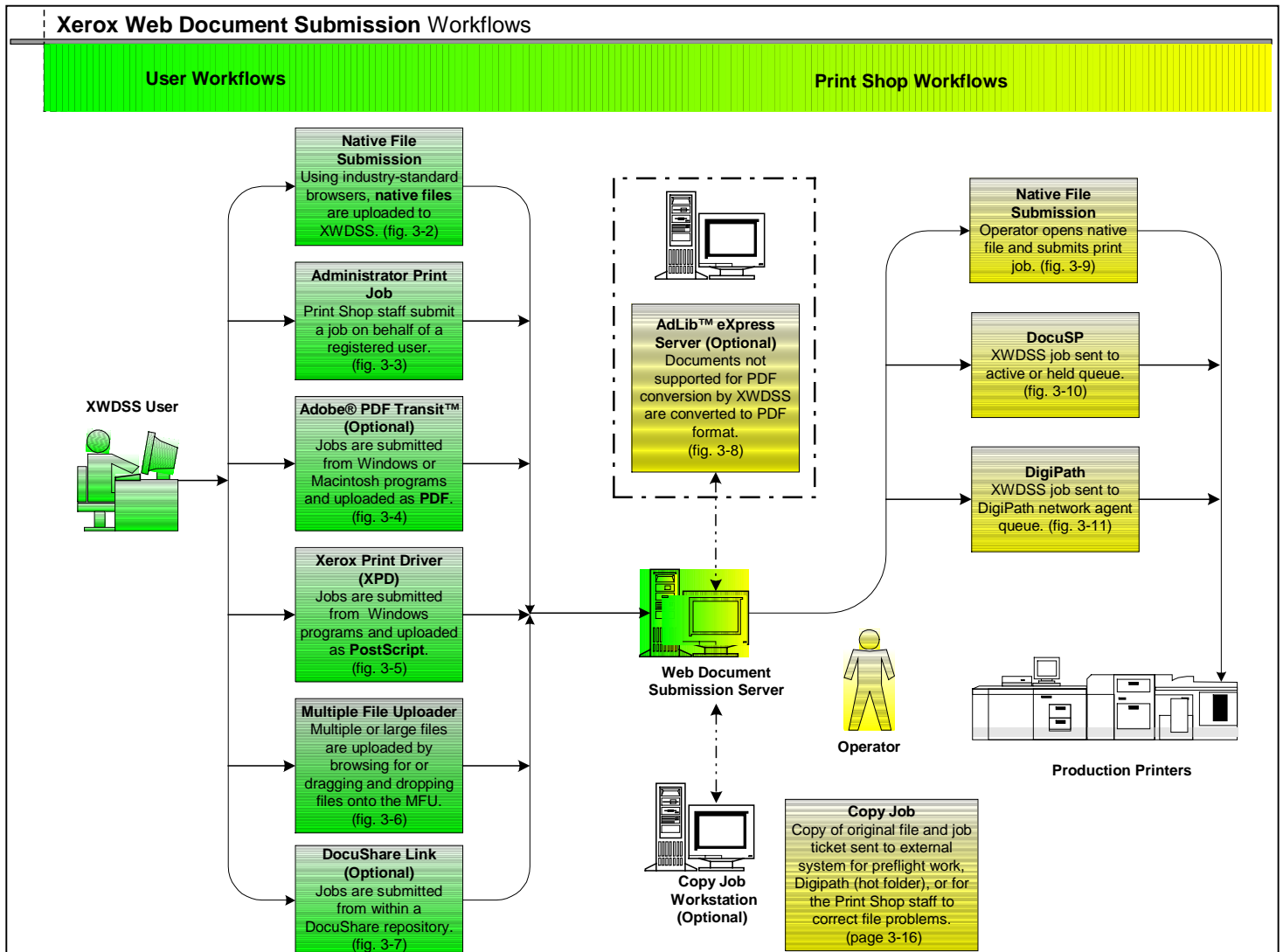
3. Workflows

This chapter details some of the possible workflows available with Xerox Web Document Submission.

User Side Workflows

The following workflows are from the user side of the XWDSS product. An overall view of the XWDSS workflow is provided in Figure 3-1.

Figure 3-1. XWDSS workflow overview.



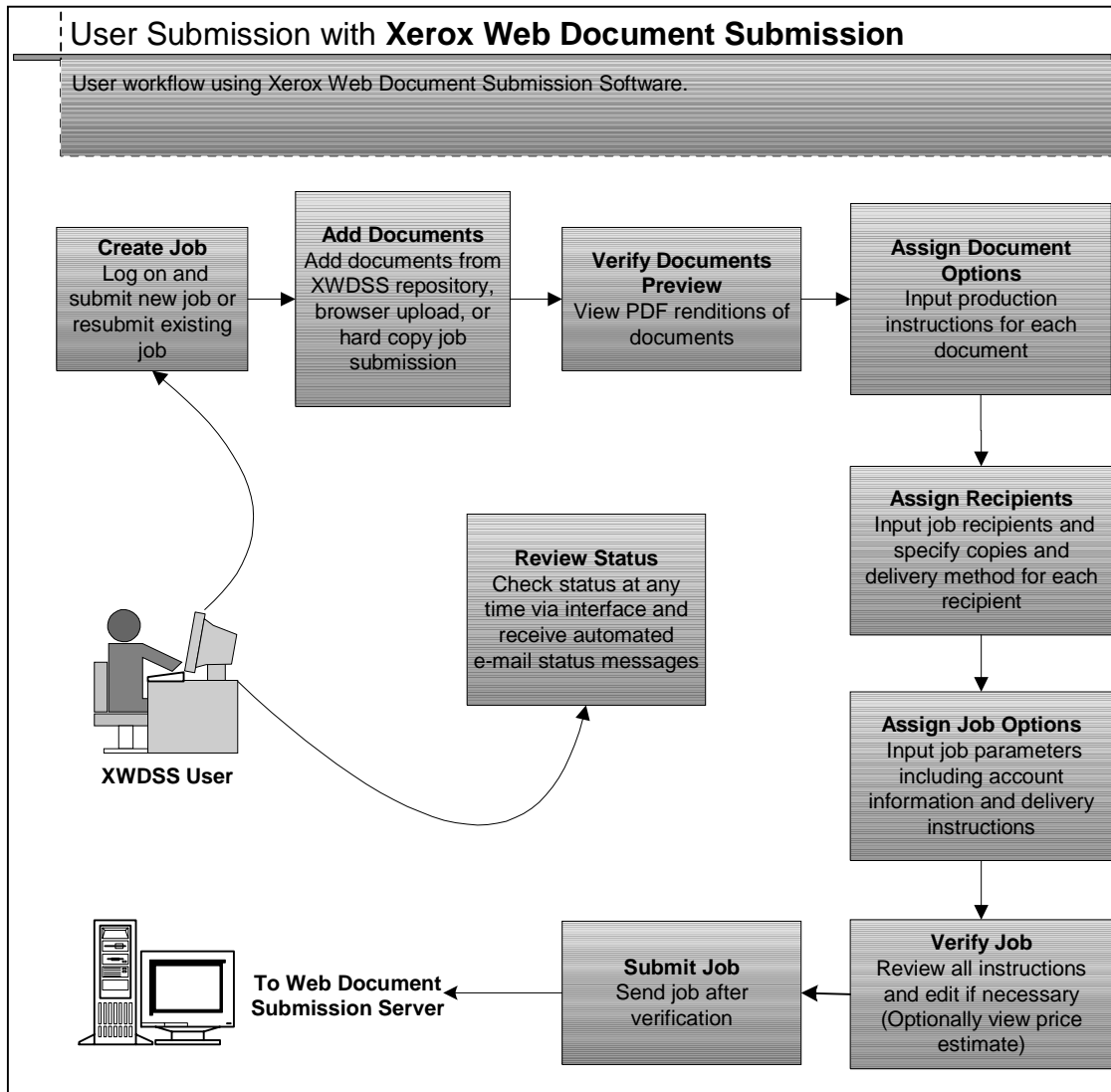
The overview divides workflows into User and Print Shop workflows. There can be any number of variations on the workflows depending on how a user submits a job, or how the print shop processes the job. For example, a user can submit a job using the DocuShare link. If the file is not supported by XWDSS it could be sent to the AdLib eXpress server for file conversion, then to the XWDSS server, and then on to DigiPath for further processing and printing.

Xerox Web Document Submission Software

Figure 3-2 shows the workflow for a user who uses XWDSS that has not had optional modules installed.

1. The user adds:
 - Supported document types from files
 - Documents from the XWDSS repository
 - Hard copy jobs where the originals are sent on to the print shop
2. Once the user has added a document, document and job options are selected for printing the document (options may be entered, or may select a user template to pre-populate defaults).
3. Recipients are chosen for the documents. Using the multiple recipient model, the number of copies, the delivery destination, and the method of delivery can be entered for each recipient.
4. Billing, order, and proof information are added for the entire job.
5. The user verifies all the information entered for the job and checks the estimated cost of the job if pricing is loaded on the system. Changes to any of the selections can be made from this page.
6. Once the selections have been verified, the user submits the order.
7. The user may now check the order status, cancel the job, or resubmit the job with different finishing options and recipients.

Figure 3-2. User submission with XWDSS.

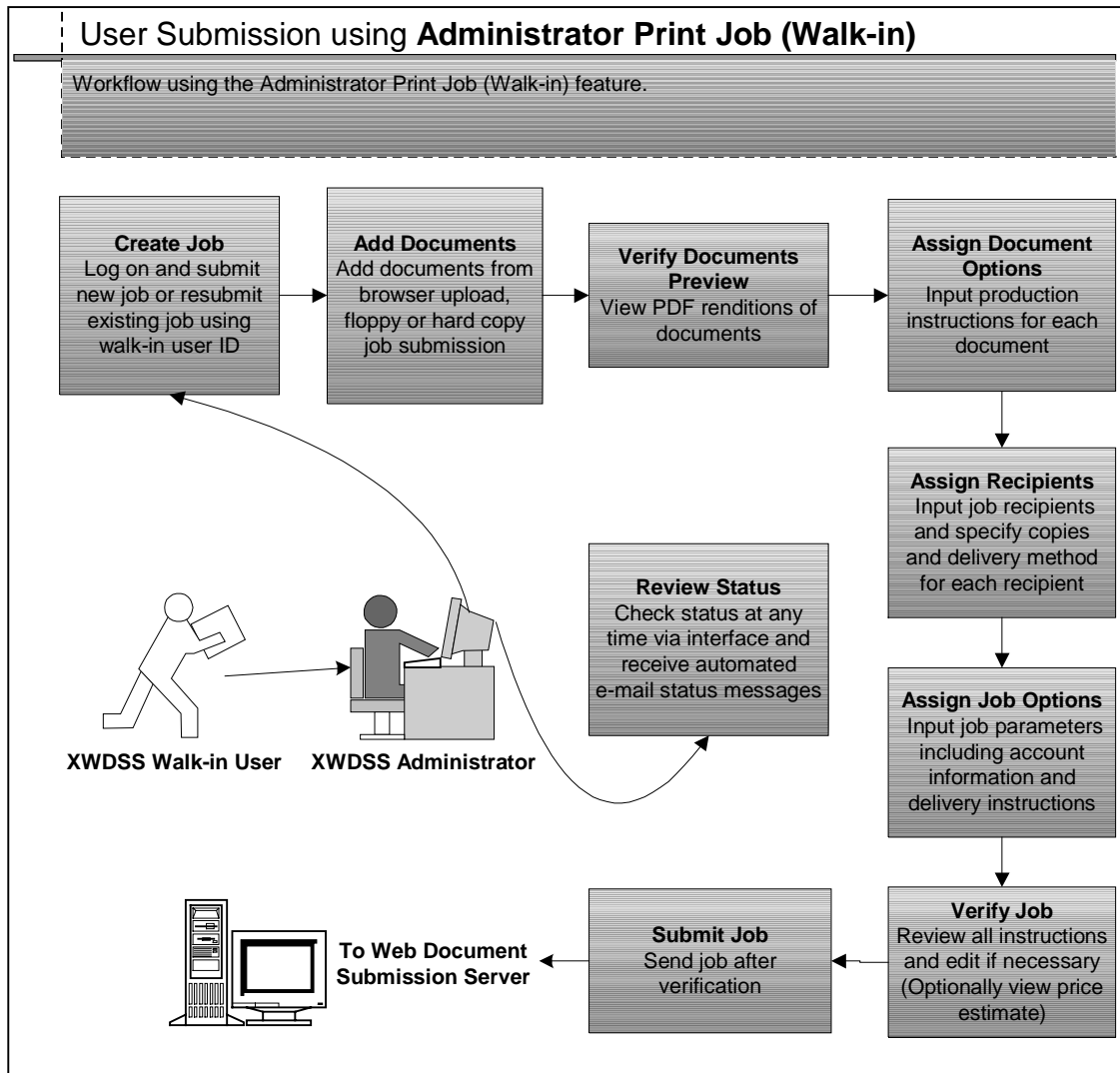


Administrator Print Job (Walk-in)

The Administrator Print Job (Walk-in) is for users who come to the print facility and want to submit a job. Rather than make a workstation available to these users, the print shop administrator can simply log on using their workstation and use the Administrator Print Job feature. Figure 3-3 shows the workflow.

1. A user comes to the print facility with a print job, either on disk or as a hard copy.
2. The print shop administrator logs on to XWDSS as themselves and clicks **Administrator Print Job**.
3. The user name is entered into the XWDSS system and the administrator completes the job as if they were the user requesting the print job.

Figure 3-3. User submission using Administrator Print Job with XWDSS.

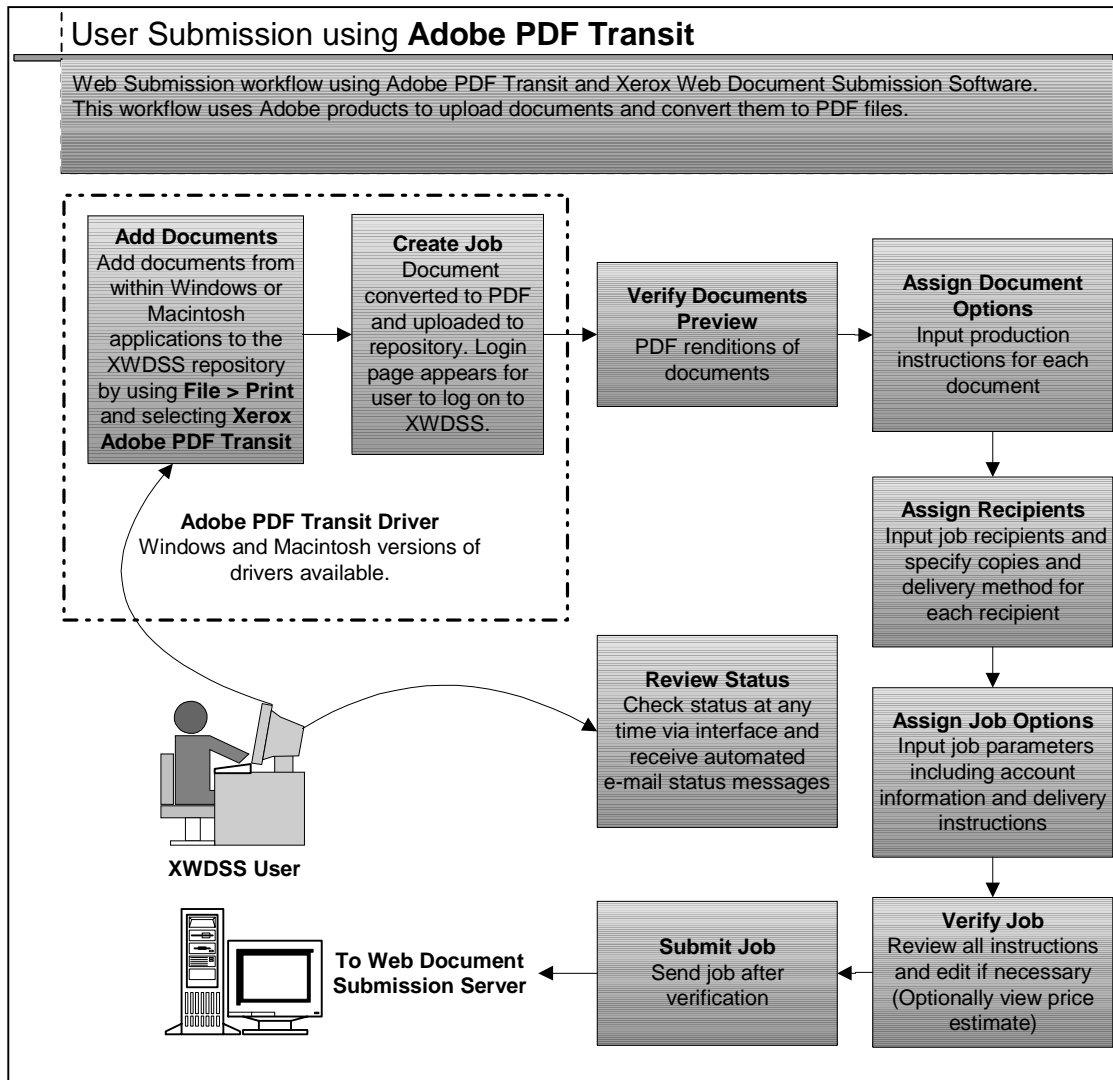


Adobe® PDF Transit™

Adobe PDF Transit is an optional installable module for XWDSS that allows submission of print jobs from within a Windows or Macintosh program. It allows a customer to have a complete, end-to-end PDF workflow that uses Adobe products. Figure 3-4 shows the workflow.

1. While within a Windows or Macintosh program a user decides to submit a job to the print shop.
2. Instead of opening a web browser session of XWDSS, the user follows standard printing procedures and selects the Xerox Adobe PDF Transit print driver as the printer.
3. The driver converts the document to PDF, uploads the PDF file to the XWDSS server, a log on page appears and asks the user to log on.
4. Once successfully logged on, the user proceeds as if it were a standard XWDSS job.

Figure 3-4. User submission using Adobe PDF Transit.

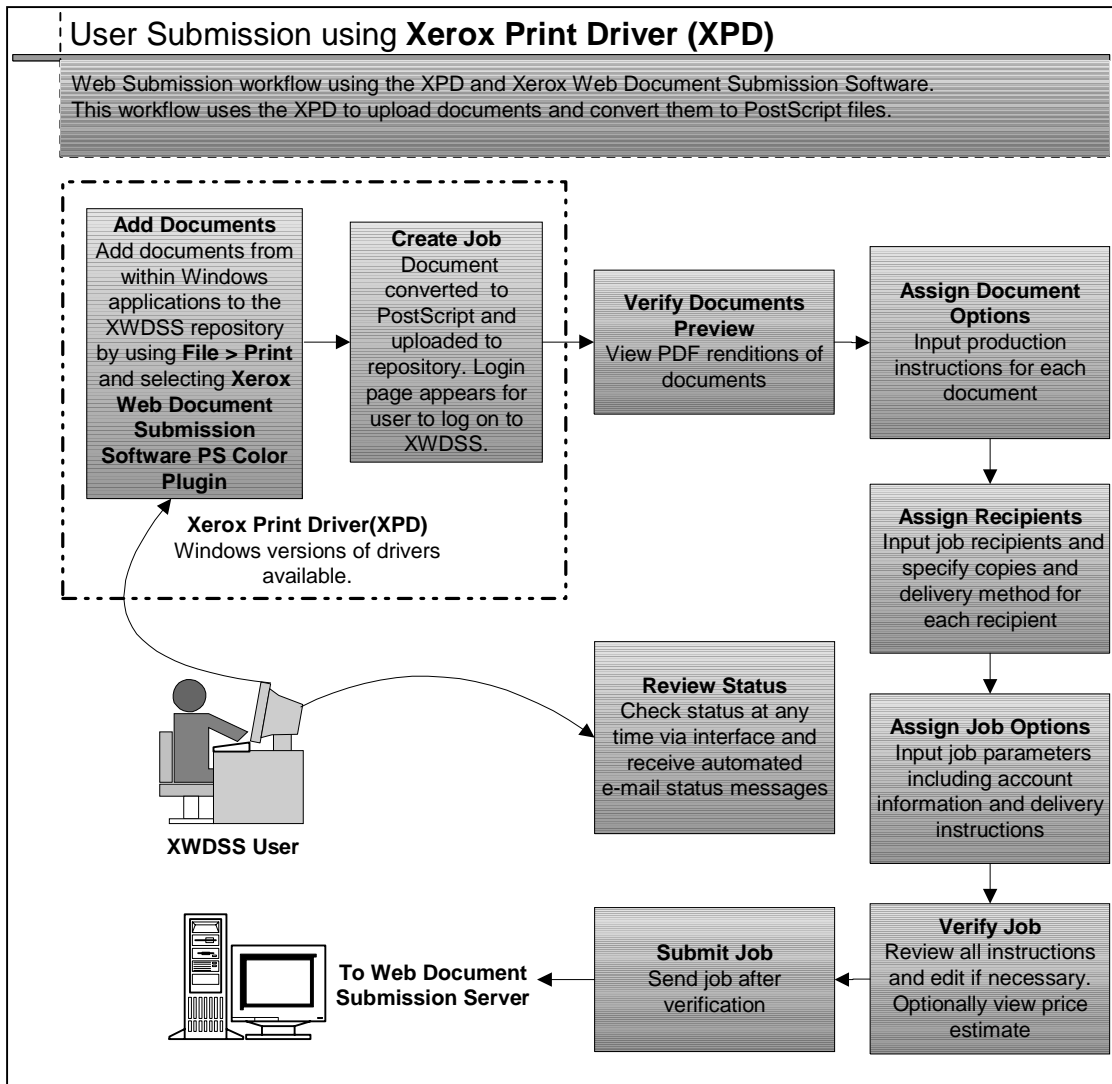


Xerox Xpress Print Driver

The Xpress Print Driver (XPD) is an installable driver for XWDSS that allows users to submit jobs from within Windows programs. Figure 3-5 shows the workflow.

1. While within a Windows program a user decides to submit a job to the print shop.
2. Instead of saving the file, the user follows standard printing procedures and selects the XPD print driver as the printer.
3. The driver converts the document to PostScript, uploads the PostScript file to the XWDSS server, and asks the user for a log on.
4. Once successfully logged on, the user proceeds as if it were a standard XWDSS job.

Figure 3-5. User submission using Xpress Print Driver.



Xerox Multiple File Uploader

When using the web browser interface, only one file can be uploaded to XWDSS at a time. The Xerox Multiple File Uploader allows rapid uploading of large numbers of files to a user account. Files that are uploaded are placed in the repository. Figure 3-6 shows the workflow.

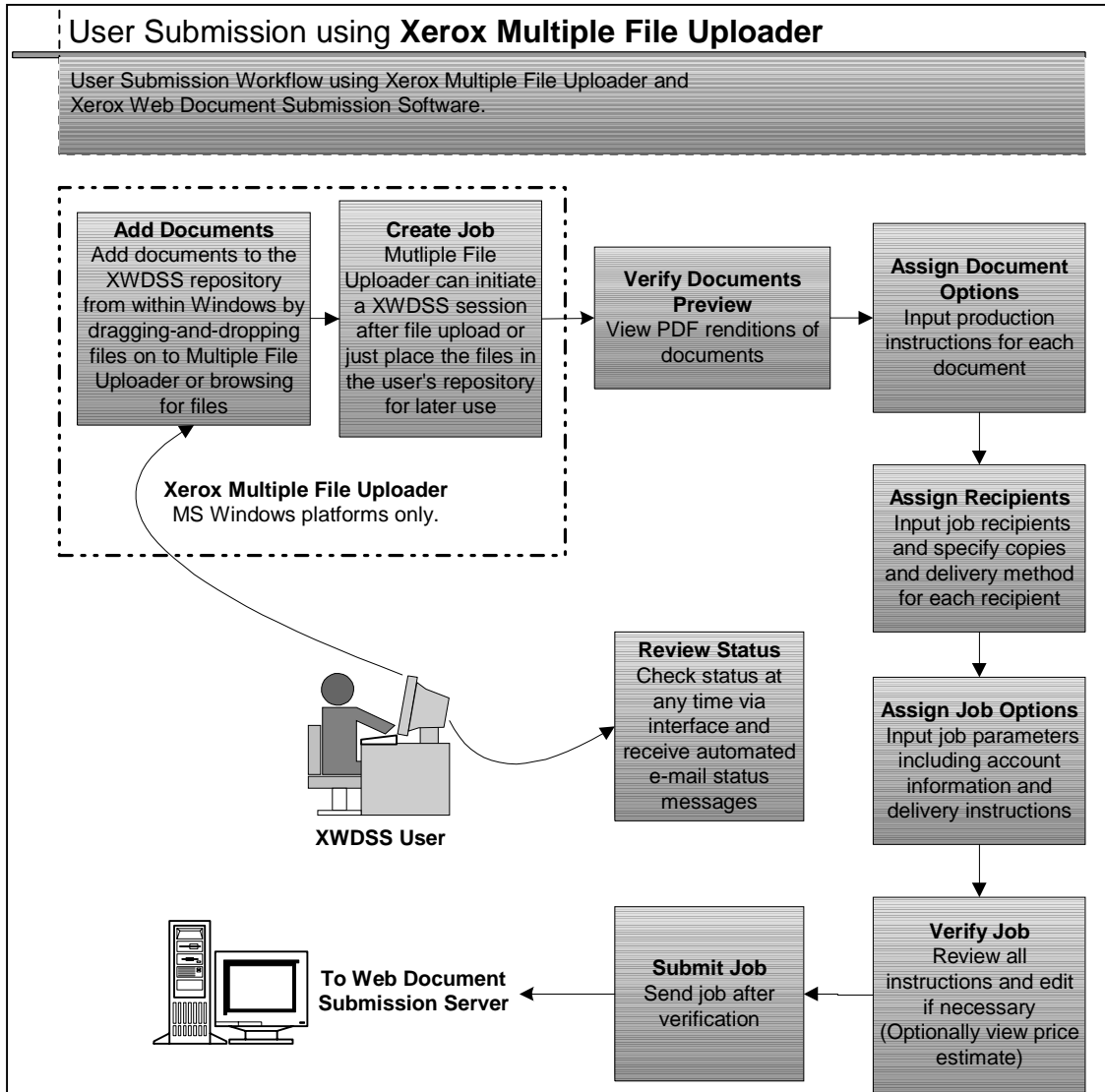
1. From a Windows computer a user decides to submit a large number jobs to the print shop.
2. Instead of submitting the files individually, the user makes use of the Xerox Multiple File Uploader. The user starts the Multiple File Uploader, opens a folder that contains the files that will be submitted to XWDSS, and drags-and-drops the files onto the Multiple File Uploader.

The user also needs to upload some files that are in different folders. Instead of using drag-and-drop, the user clicks on the Browse button on the Multiple File Uploader, and locates the files by browsing through the file system.

Finally, when all the files are selected, the user clicks Upload.

3. The Multiple File Uploader accepts the documents, uploads the documents to the repository on the XWDSS server, and asks the user for a log on if Multiple File Uploader was set up to initiate a XWDSS session.
4. Once successfully logged on, the user creates jobs using the files that were uploaded to the repository.

Figure 3-6. User submission using Xerox Multiple File Uploader.



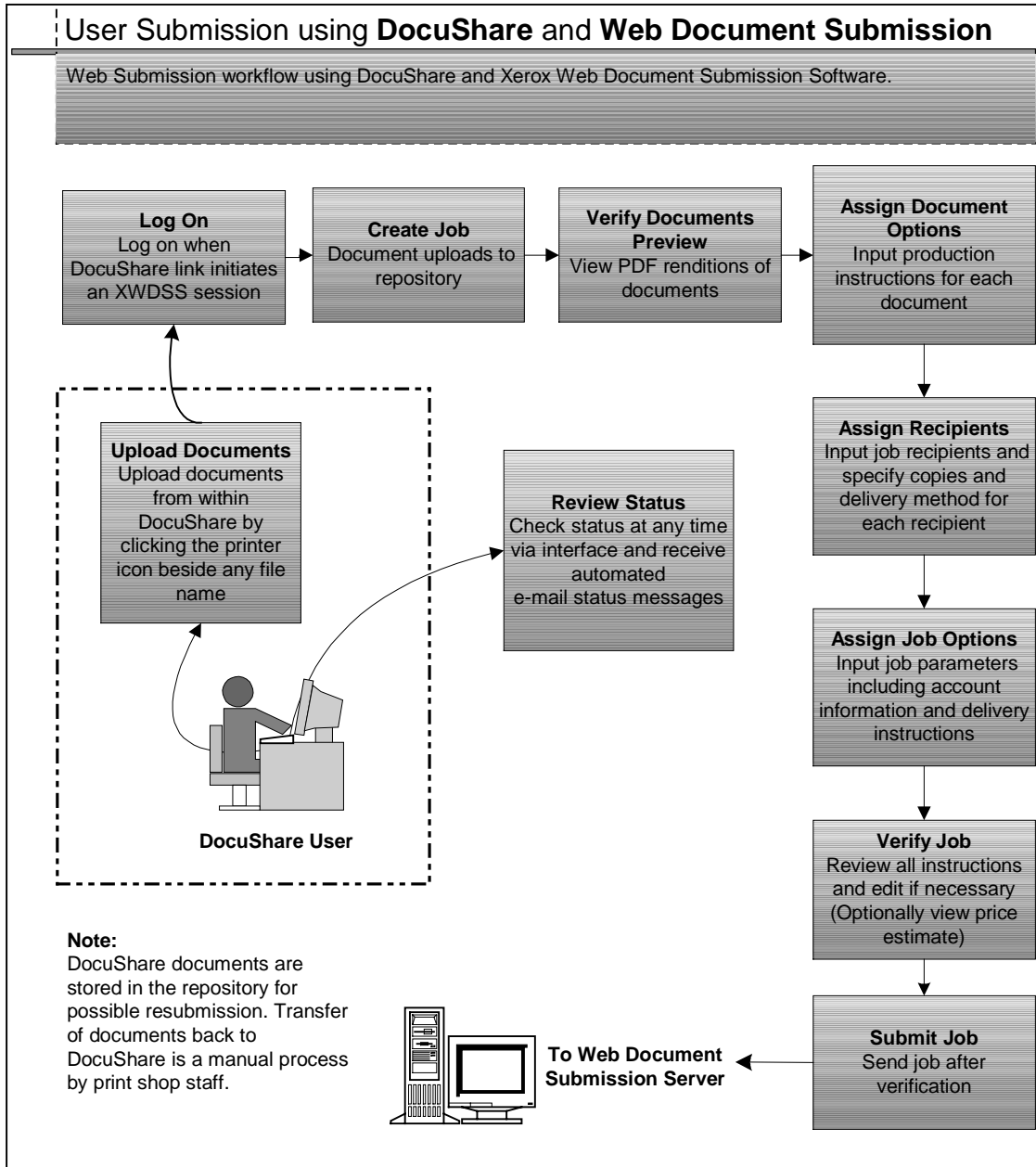
DocuShare Link (Optional)

DocuShare users can have the XWDSS DocuShare link software installed on the DocuShare server they use. When the software is installed and configured, a printer icon appears next to every file in a DocuShare collection. Figure 3-7 shows the workflow.

Note: The DocuShare link currently works with DocuShare 2.2 (SP1). Check the most current specifications as XWDSS is scheduled to operate with DocuShare 3.0.

1. DocuShare users click the printer icon beside the file name in DocuShare to use XWDSS printing services.
2. A browser window opens and a session of XWDSS is started.
3. The DocuShare user logs on to XWDSS and proceeds with the print job as if it were a regular XWDSS job.

Figure 3-7. User submission using DocuShare Link.



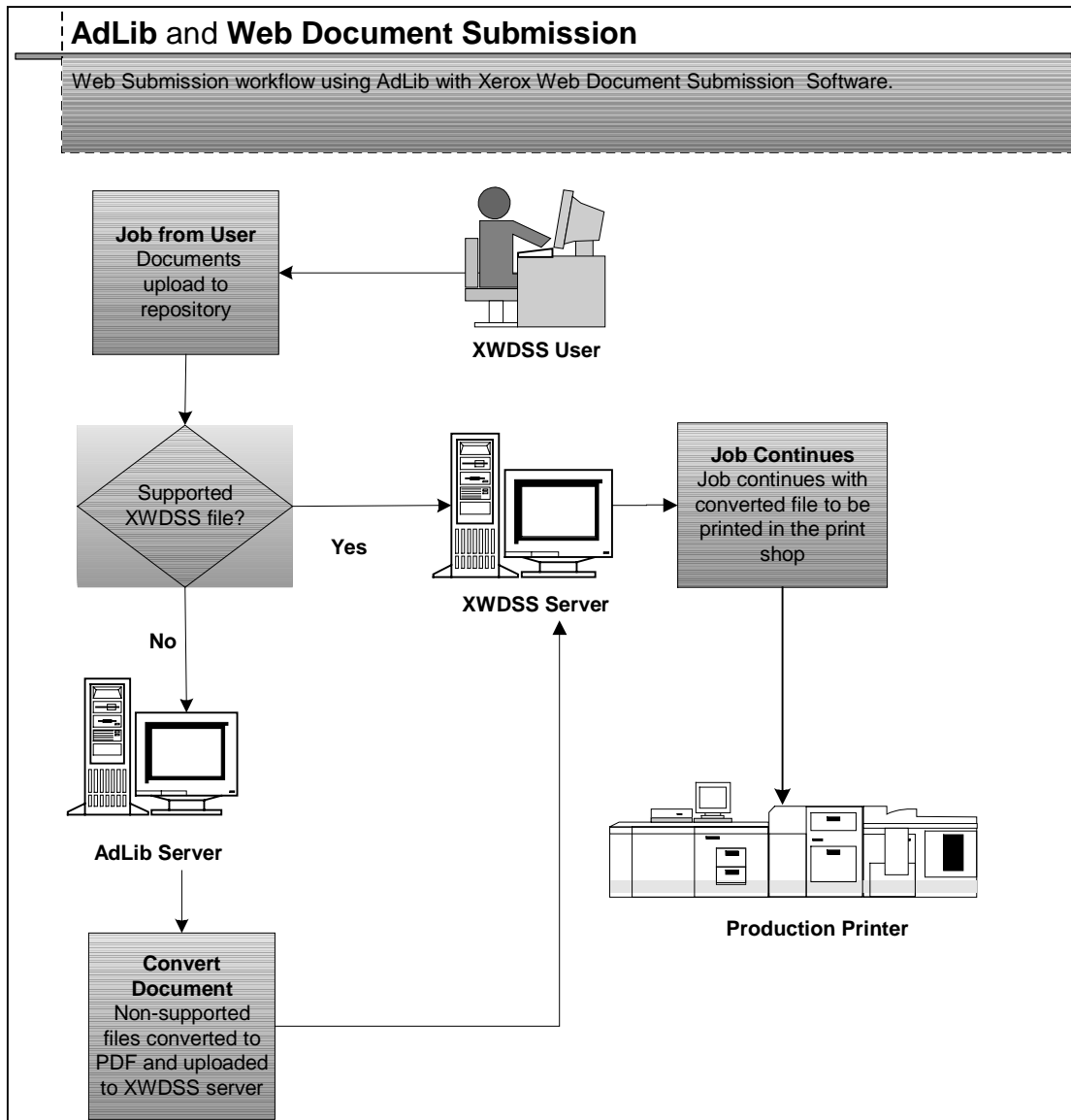
Operator-Administrator / Server Side Workflows

The following workflows are from the Operator / Administrator / Server side of the XWDSS product. These workflows accept the documents from the user workflows shown in the previous section

AdLib™ eXpress

AdLib eXpress is an installable option for XWDSS. It converts over 250 file types to PDF at the server for processing. There is no user or operator / administrator intervention required for use of AdLib eXpress. Note that if submitted documents include fonts that are not available at the server, the PDF created may have missing or substituted fonts. Figure 3-8 shows the workflow.

Figure 3-8. AdLib eXpress and XWDSS workflow.

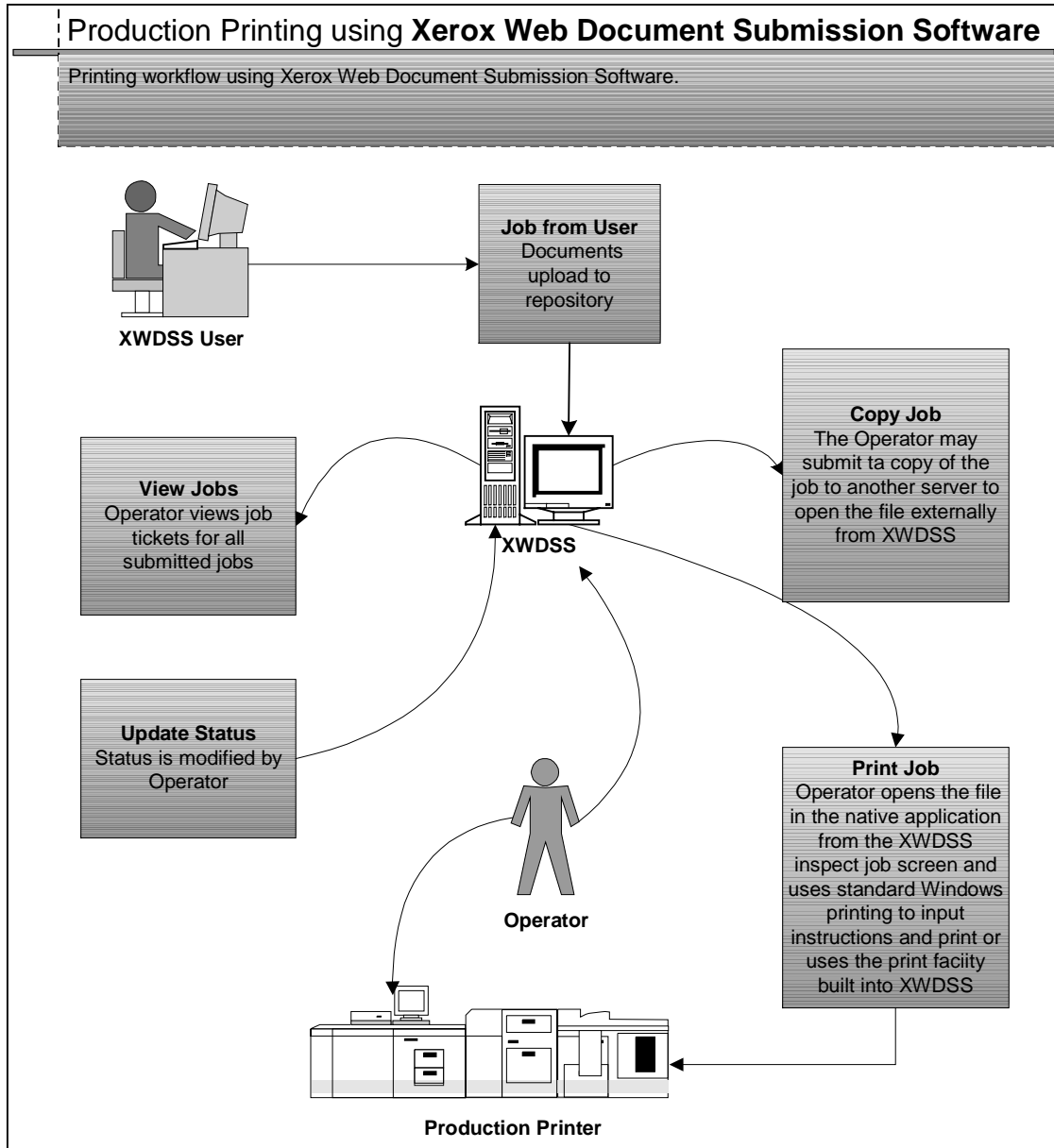


Xerox Web Document Submission Printing Workflow

The “as installed” XWDSS printing workflow is shown in Figure 3-9.

1. The print shop operator / administrator receives the jobs and examines the online job tickets.
2. Based on the job ticket, the job may be sent directly to a print shop printer.
3. The job may also be sent to an external server using the **Copy Job** feature. This feature copies the originally submitted job, along with a copy of the job ticket so it can be modified / printed outside of the XWDSS system. The reason for sending a file outside the XWDSS system might be for use by DigiPath (hot folder) or for preflight work. Additionally, if there are problems with the original file, print shop staff may be able to correct the problem by using the original file outside the XWDSS system.
4. The job progresses from the initial receipt to the completion of the job. The operator / administrator changes the status of the job so users can check to see where their documents are in the workflow.

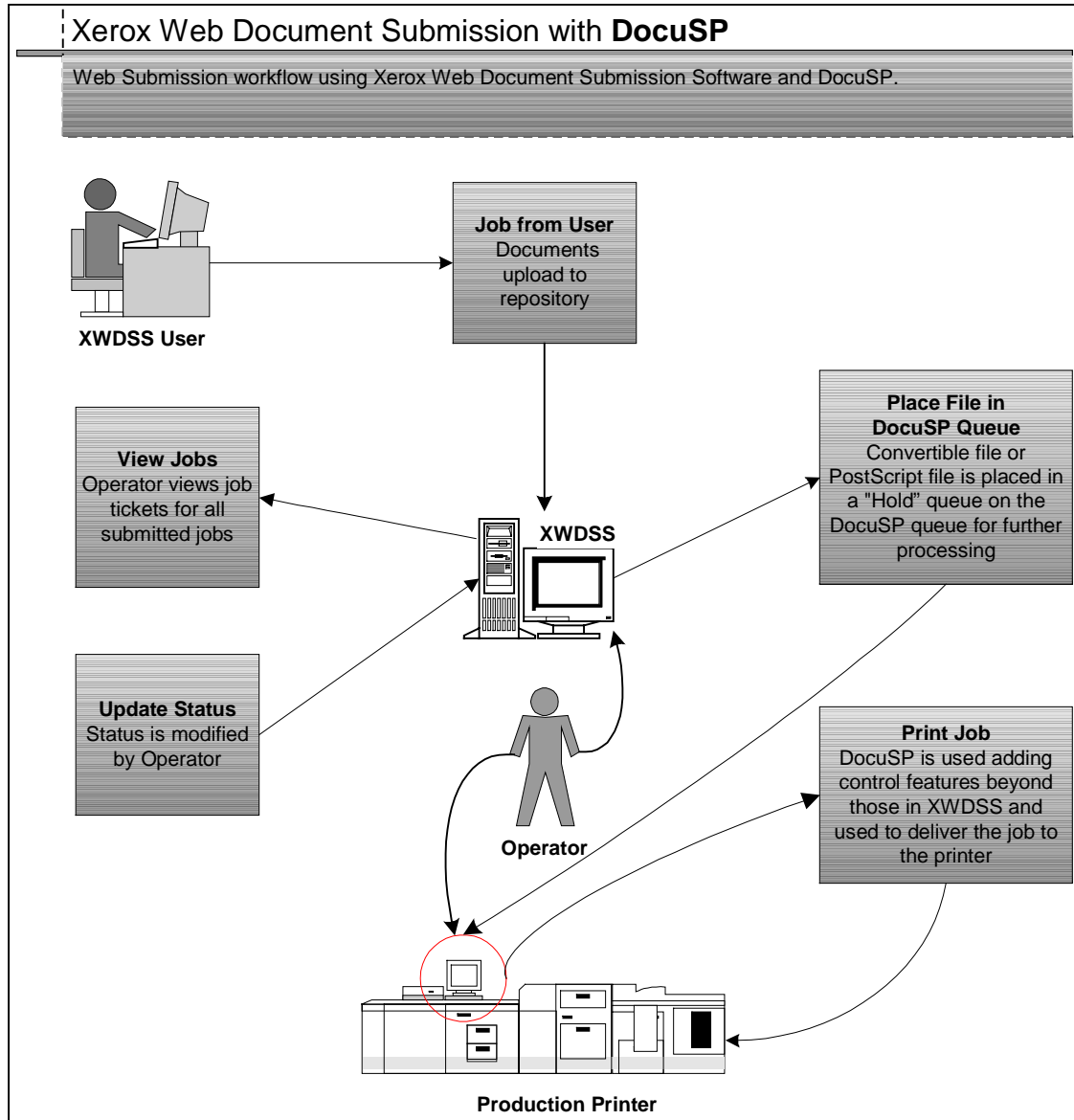
Figure 3-9. Production printing workflow.



DocuSP

DocuSP is a common front-end-controller platform for Xerox production printers. These production printers include DocuTech, DocuPrint, DocuColor, and Continuous-Feed. Jobs can be sent from XWDSS directly to an active queue, or to a held queue for further action by an operator. Figure 3-10 shows the workflow.

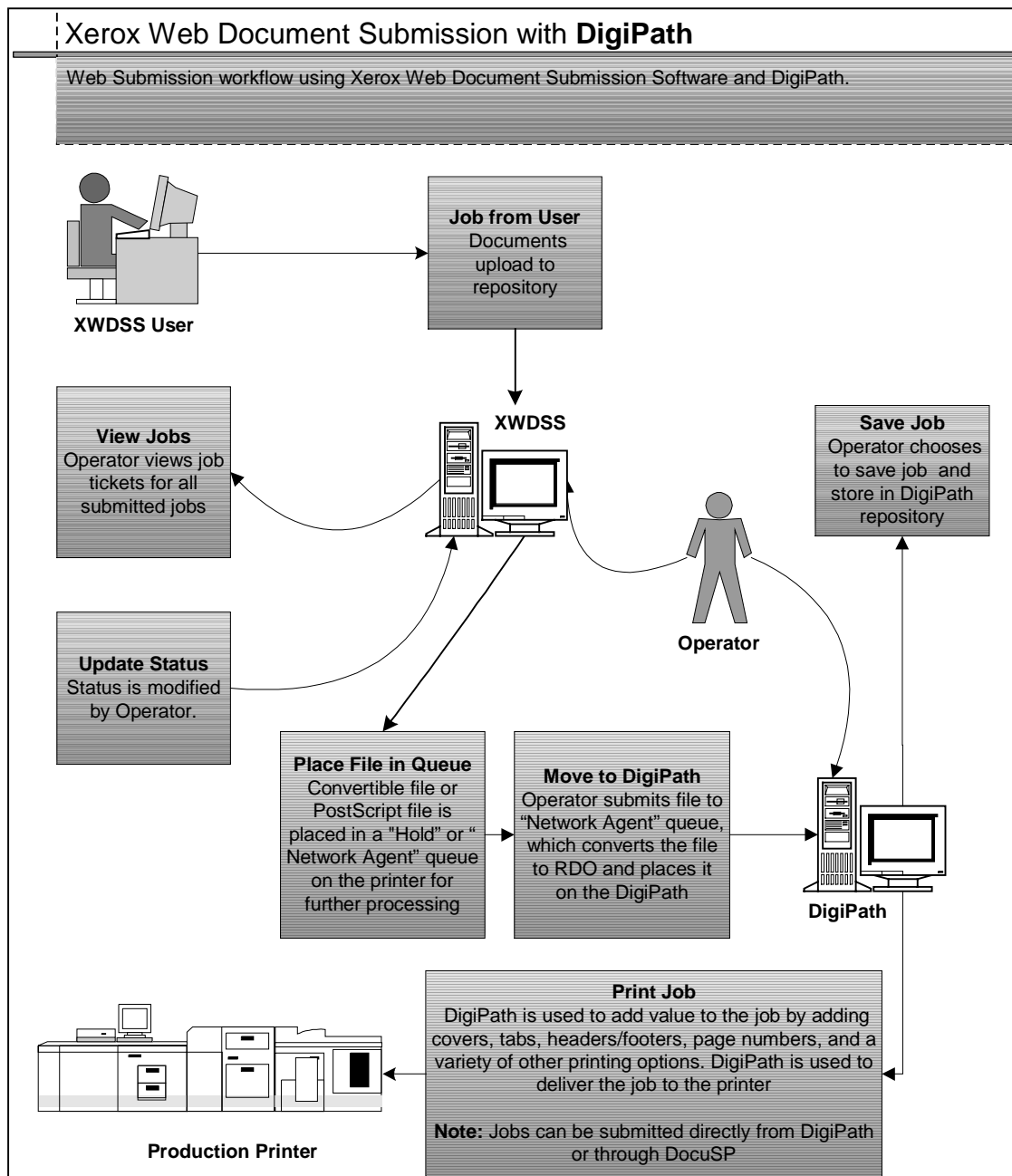
Figure 3-10. DocuSP and XWDSS.



DigiPath

Jobs can be sent from XWDSS to a network agent queue. These documents are available for retrieval from DigiPath where additional action is taken to print the files. Figure 3-11 shows the workflow.

Figure 3-11. DigiPath and XWDSS.



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