

Xerox® FreeFlow® Core Disaster Recovery Enablement

User Guide



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Module 1: Introduction

Introduction	This document discussed how to install, configure and operate Xerox® FreeFlow® Core Disaster Recovery Enablement (DR).
Planning Ahead	Required to complete installation and use of Disaster Recovery Enablement: <ul style="list-style-type: none">• Access to the Windows Operating system environment of the FreeFlow Core Production server and if present, FreeFlow Core Backup server.• Access to the FreeFlow Core system(s) via a supported web browser.
How to Proceed	You should be familiar with FreeFlow Core system and have completed the standard training for the modules purchased.

Module 2: System Overview

This module contains the following Xerox® FreeFlow® Core Disaster Recovery Enablement topics:

- Backup Model
- Disaster Recovery Components and Purpose

Backup Model

The FreeFlow Core system is a “processing” system. FreeFlow Core’s primary purpose is to receive files and prepare for printing. It is not intended to be a repository of print ready files. Job Information is not backed up.

A FreeFlow Core backup (FFC file) consists of:

- FreeFlow Core System Configuration,
- FreeFlow Core User Accounts,
- FreeFlow Core Workflows.
- Additional Files and Directories managed by FreeFlow Core.

This backup data enables recovery of a FreeFlow Core system in the event of a hardware or software failure.

Automatically running backups ensures that all data is protected and does not rely upon printshop personnel to remember to back up system data as it changes.

Note: backup files should never be stored upon the FreeFlow Core Servers, but instead should be moved to offline storage. One exception, if the FreeFlow Core Server Windows file system is also backed up, then the backup files could remain on the FreeFlow Core Server.

FreeFlow Core runs upon a Server, referred to as Production Server.

- To maintain optimal production uptime, two identical FreeFlow Core Servers can be installed and enabled. The main server, Production, runs jobs daily. If the Production server goes down, then the Backup server is used to run production jobs.

If the FreeFlow Core Production server goes down, for example disk failure, the hardware can be replaced. Reinstallation of Windows and FreeFlow Core. A FreeFlow Core backup file contains the information to restore operational data.

If a FreeFlow Core Backup server is available, normal productions jobs can be directed to this 2nd server, while the main Production server is repaired. Thus reducing the downtime effect.

Disaster Recovery Components and Purpose

<p>FreeFlow Core Servers</p> <p>Production Server (required)</p> <p>Backup Server (optional)</p>	<p>FreeFlow Core has two types of servers: Production and Backup.</p> <p>The licensing model allows for licensing one additional Backup server for each licensed Production server.</p> <p>The Backup server license is optional and purchased as an addition to the Production server license. The Backup server modules enabled will match the modules of the Production server.</p> <p>A production FreeFlow Core server continuously processes jobs for print production.</p> <p>A backup FreeFlow Core server is a 2nd fully installed system with identical modules to the production server. The backup FreeFlow Core server has three uses:</p> <ol style="list-style-type: none"> 1. Running production jobs, but only if the main production server is not running production. Both servers cannot run production at the same time. 2. Developing new workflows. A backup FreeFlow Core server can be used for developing and validating new workflows. When ready, these workflows will be copied to the production server. 3. When a new FreeFlow Core software update is released, the software should be installed first on the backup server so that the client's workflows are validated. When validation has completed, the new software is installed on the production server. <p>Licensing differences:</p> <ul style="list-style-type: none"> • Production Servers are licensed using Activation Keys from the Xerox Software Activation Portal. Typically, Production licenses only require updating when moving between major FreeFlow Core releases (e.g. version 6 to version 7). • Backup Servers are licensed by contacting Xerox technical services. Backup licenses require annual renewal. <p>The components below are installed and configured on both the Production and Backup servers.</p>
<p>Backup Script</p>	<p>A Windows Batch file script is provided to call Core Exchange via a command line interface (CLI). This script should be tailored for the client's network repository environment.</p>
<p>Windows Task Scheduler</p>	<p>Windows has a built-in utility for running scripts on a periodic schedule (example: every Saturday night at midnight).</p> <p>A task for running the backup script will be created.</p>
<p>Core Exchange</p>	<p>A FreeFlow Core backup is referred to as a FFC file. The file will have a Windows extension of ffc.</p> <p>Core Exchange is the utility to:</p> <ul style="list-style-type: none"> • Export (create) an FFC file. • Import (read) an FFC file. <p>Core Exchange can be accessed either from:</p> <ul style="list-style-type: none"> • FreeFlow Core web interface, when logged in as an Administrative User

Backup Operation

- As a Windows Standalone Utility (launched from Windows Start Menu).
Using Core Exchange, backup files can be moved between two servers.

The Disaster Recovery Enablement steps are:

1. Configure the Backup Script
2. Enable Windows Task Scheduler to automatically run the script periodically.
3. Backup Script calls Core Exchange Command Line Interface (CLI).
4. Backup Script stores the resultant backup file.

Typically, the Disaster Recovery Enablement process is run upon both the Production and Backup FreeFlow Core systems. The two systems should be running the same FreeFlow Core software versions with the same FreeFlow Core system settings, user accounts, and workflows.

Note: Synchronizing the two systems is not automatic. Core Exchange is used to export workflows from one system and import to the second.

Module 3. Backup Script

This module contains the following topics:

- Backup Script Introduction
- Script Default Installation and Execution
- Tailor Script to Your Environment

Backup Script Introduction

Module Purpose

The purpose of this module is to Install, Execute the Backup Script, followed by Tailoring for your printshop.

Module Learning Objectives

- After completing this module, you will:
- Install the Backup Script using the default setup and Parameters.
 - Execute the Backup Script via Windows Command Prompt.
 - Execute the Backup Script via Windows Task Scheduler.
 - Understand the Backup Script structure.
 - Tailor the Backup Script to your printshop environment.

Module Materials

1. Direct or Remote Desktop Access to Xerox® FreeFlow® Core Server Windows Environment
2. FreeFlow_Workflow_Backup.zip containing:
 - Script: BackupWorkflows.bat script
 - Task Scheduler Import: Scheduled Task for Backup Workflows.xml

Script Default Installation and Execution

This section covers the default Backup Script Installation and Execution.

**Task 1.
Installation of
Backup Script.**

1. Log into Windows Environment of FreeFlow server.
Note: this could be via Remote Desktop
2. Copy FreeFlow_Workflow_Backup.zip to C:\
3. Unzip to Folder C:\ FreeFlow_Workflow_Backup
4. Open C:\ FreeFlow_Workflow_Backup and should have folders of:
 - C:\FreeFlow_Workflow_Backup\Backups (empty)
 - C:\FreeFlow_Workflow_Backup\Script containing:

<p>Task 2. Backup Script Execution via Command Prompt</p>	<ul style="list-style-type: none"> - BackupWorkflows.bat script - Scheduled Task for Backup Workflows.xml <p>Use these steps to validate that the script has been installed properly and is operational.</p> <ol style="list-style-type: none"> 1. Log into Windows Environment of FreeFlow Core server. Note: this could be via Remote Desktop 2. Open a Windows Command Prompt by Right Click on Windows Start and select Command Prompt. Or use Windows Search. 3. Type: cd C:\FreeFlow_Workflow_Backup\Script 4. Type BackupWorkflows.bat <enter> 5. Validate that an ffc files is created in the C:\FreeFlow_Workflow_Backup\Backups folder. 6. Open the Backup_History.txt file in NotePad or NotePad++. An entry recording the backup should have been added.
<p>Task 3a. Backup Script Installation into Windows Task Scheduler</p>	<p>The XML import file will configure a new task with all the required settings within the Windows Task Scheduler. The next section details the specific settings.</p> <ol style="list-style-type: none"> 1. Log into Windows Environment of FreeFlow Core server. Note: this could be via Remote Desktop 2. Type “Task Scheduler” in Windows Search to start Task Scheduler 3. Select Task Scheduler (Local) 4. Select Action -> Import Task 5. Navigate to C:\FreeFlow_Workflow_Backup\Script 6. Select Scheduled Task for Backup Workflows.xml and Open 7. Select Change User or Group <ul style="list-style-type: none"> • Enter an administrative user account name. • Select Check Names • Select OK 8. Select OK on Create Task
<p>XML Import File</p>	
<p>Task 3b. Backup Script Installation into Windows Task Scheduler</p>	<p>Below are the configuration steps to use <u>in place of the XML Import</u> in the previous section.</p> <ol style="list-style-type: none"> 1. Log into Windows Environment of FreeFlowCore server. Note: this could be via Remote Desktop 2. Type “Task Scheduler” in Windows Search to start Task Scheduler 3. Select Task Scheduler (Local) 4. Select Action -> Create Task 5. Enter Name: “Scheduled Task for Backup Workflows” 6. Select Change User or Group <ol style="list-style-type: none"> a. Enter an administrative user account name b. Select Check Names c. Select OK
<p>Manual Setup Optional</p>	

7. Select Run whether user is logged on or not
8. Select Triggers Tab, to set for every Saturday at Midnight
 - a. Select New...
 - b. Select Begin the Task: On a schedule
 - c. In Settings: select Weekly,
 - d. Recur every 1 weeks on enable Saturday
 - e. Start: <select the date for the next Saturday>
 - f. Set time to 12:00:00 AM
 - g. Enable Synchronize across time zones
 - h. Enable Stop task if it runs longer than 2 hours
 - i. Select Enabled
 - j. Select OK
9. Select Actions tab
 - a. Select New...
 - b. Action: Start a Program
 - c. Select Browse and navigate to:
C:\FreeFlow_Workflow_Backup\Script\BackupWorkflows.bat
 - d. Select Open
 - e. Select OK
10. Select Settings
 - a. Enable Allow task to be run on demand
 - b. Enable Stop the task if it runs longer than 2 hours
 - c. Enable If the running ask does not end when requested, force it to stop
11. Select OK on Create Task

Task 4.

Backup Script Execution via Windows Task Scheduler

Run on Demand

Steps used to validate that the Task Scheduler Action has been configured properly and can execute the backup script.

1. Log into Windows Environment of FreeFlow Core server.
Note: this could be via Remote Desktop
2. Type "Task Scheduler" in Windows Search to start Task Scheduler
3. Select Task Scheduler Library
4. Select on the task created previously: "Scheduled Task for Backup Workflows".
5. Select Action -> Run.
Note: Alternate is to right-click with mouse and run on the previously created task, then select Run
9. Validate that an ffc files is created in the
C:\FreeFlow_Workflow_Backup\Backups folder.
10. Open the Backup_History.txt file in NotePad or NotePad++. An entry recording the backup should have been added.

Task 5.

Backup Script Execution via Windows Task Scheduler

Temporary Schedule

This section confirms that Windows Task Scheduler will automatically run the script by configuring to run 2-3 minutes in the future. This is optional.

1. Log into Windows Environment of FreeFlow Core server.
Note: this could be via Remote Desktop
2. Type "Task Scheduler" in Windows Search to start Task Scheduler
3. Select Task Scheduler Library
4. Select on the task created previously: "Scheduled Task for Backup Workflows"

5. Select Action -> Properties.
Note: Alternate is to right-click with mouse and run on the previously created task, then select Properties.
6. Select Triggers
7. Select on Trigger previously created and Edit
 - a. Change to Daily, today's date, and pick a time 2-3 minutes in the future.
 - b. Select OK on Trigger
 - c. Enter administrative user password, select OK
8. Wait for the task to run then validate that an ffc files is created in the C:\FreeFlow_Workflow_Backup\Backups folder.
9. Open the Backup_History.txt file in NotePad or NotePad++. An entry recording the backup should have been added.

Task 6.

**Backup Script
Exection via Windows
Task Scheduler
Periodic Schedule**

Using the instructions below, set the desired period schedule to run the backup.

1. Log into Windows Environment of FreeFlow Core server.
Note: this could be via Remote Desktop
2. Type "Task Scheduler" in Windows Search to start Task Scheduler
3. Select Task Scheduler Library
4. Select on the task created previously: "Scheduled Task for Backup Workflows"
5. Select Action -> Properties
Note: Alternate is to right-click with mouse and run on the previously created task, then select Properties.
6. Select Triggers
7. Select on Trigger previously created and Edit
 - a. Change to frequency, start date, and time in the future.
 - b. Select OK on Trigger
 - c. Select OK on Schedule Task.
8. Wait for the task to run then validate that an FFC files is created in the C:\FreeFlow_Workflow_Backup\Backups folder.
9. Open the Backup_History.txt file in NotePad or NotePad++. An entry recording the backup should have been added.

Task 7.

Turn off command echo to command window

Comment Block

Logging = true, enabled. Prepends date and time of each line

Logging = false, disabled.

DATEVAL variable (YYYY-MM-DD) can be localized as needed.

MDir variable is the directory to store backup file too.

History variable is file name for tracking execution.

SaveName variable is the file name for the FFC file

Create Backup folder if missing.

Main call to Core Exchange executable and will create the backup file

Record time of execution by appending to History file.

Validate that the clone file was created.

Record Success or Failure by appending to History file.

Understand Script Structure

```
@echo off & setlocal
```

```
:: #####
:: # This software is provided by the Xerox Corporation "AS IS". In no event #
:: # shall the Xerox Corporation be liable for any direct, indirect, incidental, #
:: # special, exemplary, or consequential damages (including, but not limited to, #
:: # procurement of substitute goods or services; loss of use, data, or profits; #
:: # or business interruption) However caused and on any theory or liability, #
:: # whether in contract, strict liability, or tort (including negligence or #
:: # otherwise) arising in any way out of the use of this software, even if #
:: # advised of the possibility of such damage. #
:: #####
:: # Release date:2024-05-05
:: # Author: Paul Hough, Eric Thibodeau Xerox
:: #####
```

```
:: ## Logging setup: change to true to enable logging
SET Logging=true
SET VerboseLogging=false
For /f "tokens=2 delims==" %%a in ('wmic OS Get localdatetime /value') do set "dt=%%a"
SET "YY=%%dt:~2,2%" & set "YYYY=%%dt:~0,4%" & set "MM=%%dt:~4,2%" & set "DD=%%dt:~6,2%"
SET "DATEVAL=%%YYYY%%-%%MM%%-%%DD%"
SET ts=%%DATEVAL%%%time:~0,2%%:%time:~3,2%%:%time:~6,2%%
SET Log=IF %%Logging% EQU true @echo %ts%
SET Logv=IF %%VerboseLogging% EQU true @echo %ts%
```

```
:: #####
:: # Customize variables below as needed
:: #####
SET MDir=C:\FreeFlow_Workflow_Backup\Backups
SET History=%MDir%\Backup_History.txt
SET SaveName=%MDir%\%DATEVAL%-FreeFlow_Core_Workflow_Backup.ffc
```

```
:: Create Backup Folder if missing.
if not exist "%MDir%" mkdir "%MDir%"
```

```
:: #####
:: # Call Core Exchange and Export a clone ffc file to the save directory
:: # Check if file was created successfully
:: #####
%Logv% Saving to: %SaveName% >> %History%
%Log% Clone Started >> %History%
CoreExchange.exe /e "%SaveName%" /clone >> %History%
```

```
if exist "%SaveName%" (
    %Log% Clone Created at: %SaveName% >> %History%
    %Logv% Clone Successful >> %History%
    EXIT /B 0
) else (
    %Log% Clone FAILED! >> %History%
    EXIT /B %errorlevel%)
```

Task 8.

How to Tailor Script to Your Environment

Modify the MDir variable to the printshop environment.

SET MDir=C:\FreeFlow_Workflow_Backup\Backups

Replace **C:\FreeFlow_Workflow_Backup\Backups** to printshop environment.

Note: remote servers would be in the format of:

\\<server name>\<folder>\<folder> or

\\<ip address >\<folder>\<folder>

To validate modifications, execute the script by running Task 2 (Command Prompt) or Task 4 (Task Scheduler)

Modify the SaveName variable to the printshop environment.

SET SaveName=%MDir%\%DATEVAL%-FreeFlow_Core_Workflow_Backup.ffc

Replace **%DATEVAL%-FreeFlow_Core_Workflow_Backup.ffc** to printshop environment.

Note: File extension must remain as .ffc.

To validate modifications, execute the script by running Task 2 (Command Prompt) or Task 4 (Task Scheduler)

Module 4. Core Exchange

Core Exchange Introduction

<p>Core Exchange Purpose</p>	<p>A FreeFlow Core backup consists of workflows, system settings, and user accounts stored in a file called an FFC file. The Windows extension will be .ffc.</p> <p>Core Exchange provides methods for Exporting (creating) FFC files. FFC files can be Imported (read) to add the contents to a FreeFlow Core system.</p> <p>FFC files can be used for restoring on the initial server or for moving content between multiple servers.</p> <p>Note: FFC files contain the version number of the source server at the time of the export. FFC files can only be read on a server running the same or later FreeFlow Core version.</p>
<p>Access from FreeFlow Core Browser GUI</p>	<p>Core Exchange can be access using the administrative options from the FreeFlow Core GUI.</p>
<p>Access from FreeFlow Core Server Windows GUI</p>	<p>Core Exchange can be access using a Windows standalone utility from the Windows environment of the FreeFlow Core Server</p>
<p>Differences</p>	<p>To Access functionality:</p> <ul style="list-style-type: none"> • Core Exchange Browser GUI can be accessed remotely. • Core Exchange Standalone can only be accessed from FreeFlow Core Server Windows environment. <p>When exporting:</p> <ul style="list-style-type: none"> • Core Exchange via the Browser GUI assigns a default file name based upon date of export. • Core Exchange Standalone allows the file name to be set.
<p>Core Exchange FFC Structure</p>	<p>A FreeFlow Core backup consists of four data types:</p> <ul style="list-style-type: none"> • FreeFlow Core System Configuration, • FreeFlow Core User Accounts, • FreeFlow Core Workflows • Additional Files and Directories managed by FreeFlow Core. <p>The FreeFlow Core System Configuration and FreeFlow Core User Accounts will only be in the FFC file when using the clone option.</p>

The FreeFlow Core Hotfolders, Workflows, Presets, files, and directories managed by FreeFlow Core can be individually selected. These are also exported based upon a hierarchy.

The hierarchy ensures consistency; that when exporting/importing a high-level item, all the “parts” that make up the item are also exported/imported.

For example, a FreeFlow Core Hotfolder consists of:

- A file system location to monitor for incoming files.
- 1 or more FreeFlow Core Workflows.
 A FreeFlow Core Workflow consists of 1 or more FreeFlow Core Preset(s).
 A FreeFlow Core Preset can reference files/folders in the file system.

Thus, when exporting a Hotfolder, all the “parts” of the Hotfolder must also be exported. Likewise, when importing a Hotfolder, all the “parts” must be imported also.

Note: Exporting/Importing at any hierarchy level is supported.

Starting Core Exchange

Task 1.

Accessing from FreeFlow Core Browser GUI

1. Open Browser and log into FreeFlow Core as an administrator.
 2. Select Administration, Core Exchange.
- Core Exchange Browser GUI is displayed

Task 2.

Accessing from FreeFlow Core Server Windows GUI

1. Log into Windows Environment of FreeFlow Core server.
 Note: this could be via Remote Desktop
 2. Select on Windows Start Menu, Scroll to Xerox,
 3. Select Core Exchange
- Core Exchange Windows utility is displayed

Task 3.

Core Exchange CLI

1. Log into Windows Environment of FreeFlow Core server.
 Note: this could be via Remote Desktop
2. Select Windows Search and type Command Prompt
3. Type CoreExchange /? -- This will list all command options:
 - /lw List available workflows.
 - /h List available hotfolders.
 - /lc List contents of export file.
 - /r Display report after import or export completion
 - /i Import from export file.
 - /e Export to exportfile.ffc. Filename extension should be '.ffc' to be discoverable in the GUI.
 - /o Overwrite existing items during import
 - /clone Export/Import to/from a FreeFlow Clone File. FreeFlow Clone files contain all FreeFlow Core data including users and configuration files.
 - /v List version of export file.
 - /w Export the list of workflow names. If no list is specified, all workflows will be exported.

/h	Export the list of hotfolder names. If no list is specified, all hotfolders will be exported.
/?	Display usage.

Core Exchange Export

Task 1. Navigating Export

A Core Exchange Export has three main operations:

1. Select which items to export in the Exportable Items Pane,
2. Add the items to the Items to Export Pane.
3. Select the Export Items button.

Start Core Exchange from either the FreeFlow Core browser GUI or Windows GUI (previous tasks).

Select Export from FreeFlow Core

In the Exportable Items Pane:

1. Selecting on the Triangles in the Exportable Items pane allows expansion or collapsing of items to be exported.
2. Once an item has been selected, the Add Button in the middle is enabled.
3. Selecting Add will add to the Items to Export Window.
 - Note: unwanted items can be removed from the Items to Export but selecting the item and then selecting Remove, which move it back to the Exportable Items Pane.
4. Selecting Export Items button will start the export process.

Notes:

- Using the Browser Core Exchange GUI, the export file will be saved per Browser settings. Typically, into the Windows Downloads folder.
- Using the Windows Core Exchange Utility, the Windows Save File GUI will be used to name and store the FFC file.

Task 2. Export at All Level

1. In the Exportable Items pane select All and Add, to place all items in the Items to Export pane.
2. Select Export Items to complete the FFC export process.
Note: You can skip this step and continue with the next step
3. In the Items to Export pane, select All and Remove to place the items back into the Exportable Items pane.

Continue with next Task.

Task 3. Export 1 or more Hot Folders

1. Expand the Hot Folders list by selecting the triangle.
2. Select 1 or more Hot Folders and Add to place in the Items to Export pane.
3. Select Export Items to complete the FFC export process.
Note: You can skip this step and continue with the next step

	<p>4. In the Items to Export pane, select 1 or more Hot Folders and Remove to place the items back into the Exportable Items pane.</p> <p>Continue with next Task.</p>
<p>Task 4. Export 1 or more Workflows</p>	<ol style="list-style-type: none"> 1. Expand the Workflows list by selecting the triangle. 2. Select 1 or more Workflows and Add to place in the Items to Export pane. 3. Select Export Items to complete the FFC export process. Note: You can skip this step and continue with the next step 4. In the Items to Export pane, select 1 or more Workflows and Remove to place the items back into the Exportable Items pane. <p>Continue with next Task.</p>
<p>Task 5. Export 1 or more Presets</p>	<ol style="list-style-type: none"> 1. Expand the Presets list by selecting the triangle. 2. Select 1 or more Presets and Add to place in the Items to Export pane. 3. Select Export Items to complete the FFC export process. Note: You can skip this step and continue with the next step 4. In the Items to Export pane, select 1 or more Presets and Remove to place the items back into the Exportable Items pane. <p>Continue with next Task</p>
<p>Task 6. Creating a Clone</p>	<ol style="list-style-type: none"> 1. Selecting on Create FreeFlow Core Clone will automatically add all Exportable Items, PLUS store User Accounts and FreeFlow Core Configuration items to the FFC file. 2. Select Export as Clone complete the FFC export process. <p>Reminder, a Clone contains all Hotfolders, Workflows, Presets PLUS system configuration and user accounts.</p>
<p>Additional Options</p>	<p>Two additional options are available:</p> <p>Create Printer Destination Mapping (FFM) is used to remap printer IP addresses.</p> <p>Do Not Automatically include Files Managed by FreeFlow Core is used to not add files from the folder system into the FFC file.</p>
<p>Tips</p>	<ul style="list-style-type: none"> • Naming files in the format of <Year>.<Month>.<Day> <Description>.ffc will sort properly in a Windows folder. • FFC files should not be kept on the FreeFlow Core server unless the file system is also backed up regularly.

Core Exchange Import

<p>Key Point.</p>	<p>When Importing an item (or hierarchy of items) FreeFlow Core will NOT automatically overwrite existing items unless the Overwrite Conflicting items During Import was selected.</p> <p>This is a safety mechanism as existing functionality is automatically maintained.</p>
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**Task 1.
Navigating Import**

However, not selecting **Overwrite Conflicting items During Import** will result in duplicate items.

A Core Exchange Import has four operations:

1. Select Export File (FFC) to read from.
2. Select which items in the Importable Items Pane.
3. Add the items to the Items to Import Pane.
4. Select the Import Items button.

Start Core Exchange from either the FreeFlow Core browser GUI or Windows GUI (previous tasks).

Select Import to FreeFlow Core.

In the Importable Items Pane:

1. Selecting on the Triangles in the Importable Items pane allows expansion, collapsing of items to be imported.
2. Once an item has been selected, the Add Button in the middle is enabled.
3. Selecting Add will add to the Items to Import Window.
4. Selecting Import Items will start the import process.

Notes:

- When an FFC files is resident on the FreeFlow Core Server, double-clicking with the mouse will start the Windows GUI version of Core Exchange

**Task 2.
Import at All Level**

1. In the Importable Items pane selecting All and Add, will place all items in the Items to Import pane.
2. Select the Overwrite Conflicting items During Import (optional).
3. Select Import Items to complete the FFC import process.
Note: You can skip this step and continue with the next step.
4. In the Items to Import pane, select All and Remove to place the items back into the Importable Items pane.

Continue with next Task.

**Task 3.
Import 1 or more Hot Folders**

1. In the Importable Items pane, expand the Hot Folders list by selecting the triangle.
2. Select 1 or more Hot Folders and Add to place in the Items to Import pane.
3. Select the Overwrite Conflicting items During Import (optional)
4. Select Import Items to complete the FFC import process.
Note: You can skip this step and continue the next step

Note: FreeFlow Core will automatically also import all items in the hierarchy to ensure the Hot Folder is fully functional (i.e. all referenced Workflows, Presets, Files, and Folders).

5. In the Items to Import pane, select 1 or more Hot Folders and Remove to place the items back into the Importable Items pane.

Continue with next Task.

Task 4.
Import 1 or more Workflows

1. In the Importable Items pane, expand the Workflows list by selecting the triangle.
2. Select 1 or more Workflows and Add to place in the Items to Import pane.
3. Select the Overwrite Conflicting items During Import (optional)
4. Select Import Items to complete the FFC import process.
Note: You can skip this step and continue the next step

Note: FreeFlow Core will automatically also import all items in the hierarchy to ensure the Workflow is fully functional (i.e. all referenced Presets, Files, and Folders).

5. In the Items to Import pane, select 1 or more Workflows and Remove to place the items back into the Importable Items pane.

Continue with next Task.

Task 5.
Import 1 or more Presets

1. in the Importable Items pane, expand the Presets list by selecting the triangle.
2. Select 1 or more Presets and Add to place in the Items to Import pane.
3. Select the Overwrite Conflicting items During Import (optional)
4. Select Import Items to complete the FFC import process.
Note: You can skip this step and continue the next step

Note: FreeFlow Core will automatically also import all items in the hierarchy to ensure the Hot Folder is fully functional (i.e. all referenced Files, and Folders).

5. In the Items to Import pane, select 1 or more Preset and Remove to place the items back into the Importable Items pane.

KEY POINT regarding Clone Import

ONLY if the FFC file was made as a FreeFlow Core Clone you have the option to Import as a Clone.

This is not required.

A Clone FFC file can be traversed to import selected items as detailed previously.

If Import as Clone is selected, ALL existing content will be removed and then all the clone contents are imported.

Production / Backup Server Considerations

FreeFlow Core Software Versions

Export (FFC) files can be moved between Primary and Backup servers if the destination server is running the same or later software version as the source server.

FreeFlow Core Software Version Upgrade

The best practice with any software version upgrade is to:

1. Export All workflows or make a Clone of the server at the current software version.
2. Install the new FreeFlow Core software version.

3. Validate functionality through all workflows.
 - a. If validation fails, the server can be restored using an uninstall, reinstall of the older version and then importing the older Export File
4. Export All workflows or make a Clone of the server at the new software version.

When there is both a Production and Backup server, the Backup server should be updated and validated first. when complete, the Production server can be updated.

**Hot Folder
Consideration**

Care must be taken that both the Production and Backup servers are NOT monitoring the same hot folder at the same time.

This will cause a race condition. It's not deterministic which server will see the files first.

Hotfolders can be imported between servers but must immediately be edited to make them unique.

Additional Resources

Helpful Links

You can obtain more information about Xerox® FreeFlow® Core from these web sources.

Resource	Location
FreeFlow Core Main Site:	www.xerox.com/Automate
Select Owner Resources for:	Release Notes Support User Documentation Downloads Security Information
Installation Software	Owner Resources -> Downloads
Installation Guide	Owner Resources -> User Documentation
Easy Start Workflows	Owner Resources -> Downloads
Accelerators	Owner Resources -> Downloads
Customer Support Forum	forum.support.xerox.com/ or Xerox.com/CoreForum