PRISMAdirect

User guide

Order processing

Copyright and Trademarks

Copyright

Language

Original instructions are in English.

Trademarks

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EN

Data security

Introduction

Security is about safeguarding communication and data and keeping our online society and economy secure. It is critical for our customer’s business and we take it seriously at Canon Production Printing. Security is incorporated in the early stages of our product development process. Our hardware and software products are developed according to industry security standard working methods, and equipped with the required features to protect our printing products and PRISMA workflow and application software against cyber security threats.

Policy / Guidelines / Rules

Canon's Secure Development Life Cycle (SDLC) process is an agile based development process that also models itself comparing with the National Institute of Standards and Technology (NIST) and Open Web Application Security Project (aka OWASP).

It uses the practice of sprints to take advantage of the continuous delivery and flexibility that an agile process enables.

Our back office support program (development of service tools and online services) is ISO/IEC 27001:2013 certified.

Regulation notices

For more detailed information on the security of our products, services and solutions please refer to your local Canon representative or to *https://cpp.canon/security* .

Contents

Chapter 1

Introduction

Software version

This documentation describes the functionality of PRISMAdirect v2.0.0.

Documentation

- The manuals available in the product might not contain the most recent help information. The latest manuals are available on *http://downloads.cpp.canon*
- The help files are available online

Introduction

Customers submit orders to the print shop. An order can contain one or more jobs. A job can contain one or more files. The operator processes the orders using the [Order processing] application. Two different views are available to the operator: the [Order view] and the [Job view].

- You can manage and process the orders in the order view.
  The order view displays the list of orders on the left. Select an order to display list of jobs belonging to that order, the workflow steps and the order details.
  You can add, edit and remove jobs from an order, on behalf of the customer, as long as the order is not accepted and the payment is not yet completed. You can cancel an order on behalf of the customer, as long as the order is not accepted.
- You can manage and print the jobs in the job view.
  The job view displays the list of jobs. The jobs are displayed without reference to the orders they belong to. Select a job to display the files and the job details.
  You can add or remove files from a job, on behalf of the customer, as long as the order is not accepted and the payment is not yet completed. You can prepare the job. For example, you can preflight and page program the merged document. And finally, you can print the job.

Ticket items are available at order level and at job level. At order level, the items define the commercial information. For example the order name, the delivery address, the billing information, etc. At job level, the items contain the requested settings and any remarks of the customer. A ticket item can be used at order level or at job level, but not at both levels. You can edit the ticket items both at order level and at job level.

The customer configures the ticket items before submitting the order. The operator can edit the ticket items that were defined by the customer. The operator also has a set of operator specific items available in the order view.

Some ticket items are used by the page program application when you page program the document. For example, [Orientation and binding edge]. These job ticket items are marked with a blue dot in the job ticket. Some ticket items are used by the printer when you print the document. For example, [1-sided or 2-sided]. These job ticket items are marked with a blue square. Some job ticket items are only valid for specific printers.

A small preview of the job is available in the job details dialog.

NOTE
The system administrator defines which ticket items can be used by the page program application and/or the printer.

Login

Depending on the application configuration, it may be necessary to identify yourself. You have to enter your user name and password.

1. Enter your user name. You can use the User Principal Name notation: user@domain.
   For example, there are LDAP servers in "domain1" and in "domain2".
   - Login with: user. The search for "user" starts in the LDAP server in "domain1". If "user" does not exist in the LDAP server in "domain1", the search for "user" continues in the LDAP server in "domain2".
   - Login with: user@domain1. The search is forced and limited to the LDAP server in "domain1."
2. Enter your password.
3. Select [Remember my user name and password.] to log on next time, without entering your user name and password.
   You must enable cookies in the browser to support this option.
4. Click [Log in].

Manage your profile

When you log on for the first time, the [Edit profile] dialog will appear. You must define your profile settings before you can continue. The email address is mandatory. Depending on the active options at the time of account creation, you may have to change your password at the first login.

The profile data of users can be stored on an LDAP server. For these users, the profile settings are automatically filled in with profile data from the LDAP server. These users cannot change their profile settings.

1. Click the pencil icon to edit your profile settings. The icon appears when you hover the mouse pointer over your username in the top-right corner of the workspace.
2. Change your profile.
3. Click [Save].

Job types

The first column of the print jobs list contains icons that indicate the type of job. Up to 4 icons can be displayed for a job: [Locked], [Page programmed], [Printed] and [Ready].

Icon	Functional name	Description
	[New]	This is a new job.
	[Page programmed]	This job contains page program settings. This can also be a new job which is already page programmed.
	[Stationery]	This job is a job of type [Stationery].
	[VDP]	This job contains VDP data.
	[Printed]	This job was printed at least one time.
	[Ready]	This job was marked [Ready].
	[Locked]	This job is currently locked.

The toolbar

The following buttons are available to you in the application. Not all buttons are available in all dialogs.

Button	Description
	[Add] Add a new item. An item can be an order, ticket item, etc.
	[View] Shows the content of the selected job in Adobe Acrobat.
	[Save as] Save the current job with a different name.
	[Delete] Delete the selected order or job.
	[Preflight] Preflight the selected job.
	[Program pages] Opens the selected job in PRISMAprepare.
	[Print] Print the selected job.
	[Print test job] Test print the selected job.
	[Print job ticket] Print the job ticket of the selected job.
	[Import orders] Import one or more orders.
	[Export orders] You can select one or more orders. Export the selected orders.
	[Copy job] Make a copy of the selected job. You cannot copy an order.
	[Automation templates] Apply an automation template to the selected job.
	[Undo] Undo the last change you made.

Export the shipping or payment report

The payment information is collected for each customer payment and for each refund to a customer. The payment procedure starts when the customer clicks the [Pay & submit] button. The payment procedure ends when the payment was successful or when the payment fails. The refund procedure is logged when the refund is successful. The payment information is stored in the accounting database on the SQL server.

The shipping information is collected for each shipment to a customer. The shipping procedure starts when the operator clicks button [Dispatch]. The shipping information is stored in the accounting database on the SQL server.

1. Click [Options] in the lower-right corner of the application.
2. Select [Export payment report] or [Export shipping report].
3. Select the file format.
   You can save the report as a *.csv or *.xml file. If the selected file format is *.csv, you must define the [Delimiter].
   For example: field1;field2;field3, where ; is the [Delimiter].
4. Define the start date and the end date for the report.
   The shipping or payment information is collected for the defined period of time. The report is generated and becomes available in the lower-left corner of the application.

List of concepts

Order ticket

Ticket items are available at order level and at job level. At order level, the items define the commercial information. For example the order name, the delivery address, the billing information, etc. A ticket item can be used at order level or at job level, but not at both levels.

You can edit the ticket items both at order level and at job level.

Job ticket

Ticket items are available at order level and at job level. At job level, the items contain the requested print settings and any remarks of the customer. A ticket item can be used at order level or at job level, but not at both levels.

You can edit the ticket items both at order level and at job level.

Products

A product defines which items are available in the job ticket and order ticket. It can also define which files can or cannot be added to a job. The system administrator configures the product in the [Product and order editor].

Order view

The order manager can access the [Order view] and the [Job view].

- You can manage and process the orders in the order view.
  The order view displays the list of orders on the left. Select an order to display list of jobs belonging to that order, the workflow steps and the order details.
  You can add, edit and remove jobs from an order, on behalf of the customer, as long as the order is not accepted and the payment is not yet completed. You can cancel an order on behalf of the customer, as long as the order is not accepted.

Job view

The operator can access the [Order view] and the [Job view].

- You can manage and print the jobs in the job view.
  The job view displays the list of jobs. The jobs are displayed without reference to the orders they belong to. Select a job to display the files and the job details.
  You can add or remove files from a job, on behalf of the customer, as long as the order is not accepted and the payment is not yet completed. You can prepare the job. For example, you can preflight and page program the merged document. And finally, you can print the job.

[Communication state]

Displays the state of the job according to the workflow. The steps of the workflow are defined by buttons in the order details.

[Internal job state]

Displays the state of the job according to actions performed on the job. For example, action [Preflight] can result in [Internal job state] = [Preflighted] or in [Internal job state] = [Preflight error].

Operator

The operator of the print room is responsible for preparing and printing the jobs.

Order manager

The order manager communicates with the customer, manages the orders, and assigns orders to operators.

Approver

The approver is responsible for the budget. The approver can approve or reject an order based on the quotation.

Blue dot and blue square can mark one or more ticket items

Some ticket items are used by the page program application when you page program the document. For example, [Orientation and binding edge]. These job ticket items are marked with a blue dot in the job ticket. Some ticket items are used by the printer when you print the document. For example, [1-sided or 2-sided]. These job ticket items are marked with a blue square. Some job ticket items are only valid for specific printers.

The system administrator defines which ticket items can be used by the page program application and/or the printer.

Preflight

The preflight operation checks if any rules are violated in the PDF file(s). The set of rules is fixed. Some of the rules can be configured in the [Configuration].

If enabled, the automatic preflight operation is applied when a customer submits an order. The automatic preflight operation allows you to fix the violations according to the configured rules or cancel the operation with that document.

A preflight report and an annotated file are generated. The preflight report shows a summary of the problems that have been found. The annotated file shows the complete document with the location of any found problems and fixes. The manual preflight operation automatically fixes the violations according to the configured rules. Some problems are detected by the preflight operation, but cannot be fixed automatically. It is recommended that you fix these problems manually before you print the job.

The preflight report for the files of the job is also available for the customer in the web shop.

Automation templates

For repetitive jobs it is possible to select one or more templates with pre-defined settings. They will prepare a job using PRISMAprepare in the background. These templates are called automation templates. They can be applied manually or automatically. The benefits of the automation templates are:
- Saving time and minimizing errors as the layout is standardized and preparation is done in the background.
- Consistent layout in a multiple operator environment.

Chapter 2
Order view

View the order information

You can configure which order information is displayed for each order. You can make the most important information of the orders available to you in one view. For example, you can enable item [Number of jobs inside] to display how many jobs an order contains. Jobs inside a bundle contribute to this number.

It is recommended that the [Communication state] column be displayed.

Additional actions	Description
Sort the orders	You can sort the orders in the order view. You can use the sorting mechanism to group the orders based on the same ticket item. For example, you can sort on [Order is paid] to group all orders which are paid. 1. Right-click the column header and select the ticket item that you want to use to sort the orders. The selected ticket item becomes the column header. 2. Click the column header to apply ascending sorting or descending sorting.
Search the orders	A search box is available directly above the list of orders. You can search the order information of all orders.

Jobs can be marked with a reminder

The administrator can configure reminders for jobs that are nearly due. The [Job number] column receives the selected color of the concerning reminder. You can have up to 5 reminders with different colors. It is recommended that you add the columns [Creation date] and [Delivery date] as order information to the list of orders. In this way, you can see the creation date of the job and the requested delivery date in one view.

The following icon is displayed in an order that contains a job with reminder:

View the order history

The order history displays the history of a selected order.

1. Select an order.
2. Click the link [Show history]. You can find this link directly below the green print button.
   A dialog opens that shows the history of the selected order.
3. Click [More information...] to view detailed information of each action.
4. You can export the history of the selected order.
5. Click [OK].

Assign an order

You can assign orders to an order manager. In this way, you can divide the work between several order managers. By default, the [Assign to] list contains all order managers who are defined by the system administrator.

1. Select a order.
2. Click option [Assign to] in the order details.
   A drop-down list appears.
3. Select an order manager.
   The order is assigned to the selected order manager. Only the selected order manager can view and process the order.

Manage the orders

Create a new order

On behalf of a customer, you can create a new order.

1. Click [New order].
2. Assign the order to the correct customer in the correct web shop:
   1. Select the web shop.
      The selected web shop will charge the customer for the order.
   2. Select the web server that contains the web shop.
   3. Select either an LDAP server or the local database of PRISMAdirect to find the customer. The local database is called [Local users].
   4. Select the customer.
   5. Click [Confirm].
3. Fill out the order ticket.
   At order level, the items define the commercial information. For example the order name, the delivery address, the billing information, etc.
   Mandatory ticket items are marked with a dot. You must fill in these mandatory items.
   Click outside the pane that shows the ticket items to save your changes.
4. Add one or more jobs to the order.
   1. Click [Add job].
      The products available to the operator appear in the right-hand pane.
   2. Select a product to create the job. The selected product determines the available file options and ticket items for the job.
   3. The [Files] section either contains a [Browse] button or a [Select file] button.
      - Browse: you can add one or more files.
      - Select file: you can add only one file from a dedicated folder.

      You cannot always add a file when the product contains a fixed document. The fixed document is added to the product by the system administrator. However, the system administrator can enable option [Allow the operator to change the files of jobs] in the [Configuration] workspace. Then, you can add or change the content of a product that contains a fixed document.

Type of file	Actions
[Digital file]	Browse to the file and click [Open]. You can also drag and drop files into the [Files] area. You can add different kinds of files to your job. The system administrator defines which kinds of files you can add and which file sources you can browse to in order to add files. For each allowed file type, an application must be available to the operator that can open the file type. An error message will appear when you select a non-supported file type. • For each PDF file: The automatic color detection calculates the number of color pages, and the number of black and white pages. The icon appears when you hover the mouse pointer over the file.  • For each non-PDF file: Click the icon displayed below to manually set the number of color pages, and the number of black and white pages. The icon appears when you hover the mouse pointer over the file.  The application can estimate the cost of the job based on the number of color pages, the number of B&W pages, and the information from the job ticket.
[Paper original]	Type a name for the file. You can submit a job without an attached file. Only a job ticket is submitted. The customer can send the paper original to the print room, for example via the internal mail. Option [Paper original] is also used for copy jobs. For accounting reasons such copy jobs can be added to a print job.
[Other digital file]	Type a name for the file. You can submit a job without an attached file. Only a job ticket is submitted. This option can be used when the digital file cannot be added to the job yet. For example, a digital file on a CD. The customer can send the other digital file to the print room, for example via the internal mail.

NOTE
You can click the pencil icon to edit a file. The file is opened in the appropriate application. You cannot edit the file if no application is associated with the file type.

5. Fill out the job ticket.
   You can define the values for the available job ticket items. The job ticket contains the output settings, the number of copies, etc. The output settings determine how the job is produced. For example, you can define the required media, copies, etc.
   The mandatory settings are visually marked.
6. Click [Submit].
   The application automatically converts every non-PDF file into a PDF file.

If the job contains multiple files, the PDF files are automatically merged into a single document. The order of the files determines how the files are merged. You can drag a file to the correct position.
The order and its jobs are created with [Communication state] = [New].

Select the content for a variable data document, for example, "Business cards"

You have selected a product of type "Variable data document". The system administrator has assigned a VDP document to the product of type "Business cards". However, you can use your own VDP document. For other products, you have to select a VDP document. The system administrator defines if you can select a data source or if you must provide manual input for the product. The variable data from the data source or the manual input is applied to the VDP document to create the variable data document. You have to select the images when the [VDP document] contains image frames. You can either select separate images or a ZIP file containing images.

The item [Business cards per set] defines the number of business cards in the VDP document. This item is read-only. The value of the [Sets per row] item defines how many times one row of the data source is applied to the VDP document. The user defines the value for the [Sets per row] item. When the user provides manual input, the manual input is considered to be one row of a data source. The user defines the value for the [Sets] item.

For example: [Business cards per set] = 10 and [Sets per row] = 10. Now, 100 business cards are printed for each row of the data source.

Procedure

1. Select a product of type "Variable data document," for example, "Business cards."
   The system administrator has assigned a VDP document to the product of type "Business cards". However, you can use your own VDP document. For other products, you have to select a VDP document.
   You cannot select a VDP document when the product contains a fixed VDP document. The fixed VDP document is added to the product by the system administrator.
   1. Click the [Browse] button.
   2. Browse to the VDP document and click [Open].
      The application checks if the VDP document is valid. An error message will appear when the VDP document is invalid.
2. The system administrator defines if you can select a data source or if you must provide manual input for the product.
   - Select the [Data source]
     1. Click the [Browse] button.
     2. Browse to the data source file and click [Open].
        The supported data source types are: *.accdb, *.mdb, *.xlsx, *.xls and *.csv. Password-protected data sources of type *.xlsx, *.xls and *.csv are not supported. The application checks whether the data source is valid for the VDP document. An error message will appear when the data source contains incompatible field type(s) and/or required fields are missing.
     3. Select which table or sheet of the data source must be used. If the data source type is *.csv or *.txt, you must define the [Text separator]. Optionally, you can define the [Text delimiter]. For example: "field1";"field2";"field3", where:
        " is the [Text separator]
        ; is the [Text delimiter]
     4. For business cards:

Define a value for item [Sets per row].
The number of business cards printed for each row of the data source is: [Business cards per set] * [Sets per row].
5. The rows in the data source are applied to the VDP document.
- Provide [Manual input]
  1. The dialog displays the required structure for the VDP document. The user can enter the variable data manually for each field instead of using a data source. The user can enter one value for each field.
  2. For business cards:
     Define a value for item [Sets].
     The number of business cards printed using the manual input is: [Business cards per set] * [Sets].
  3. The manual input is applied to the VDP document.

3. You have to select the images when the [VDP document] contains image frames. You can select either separate images or a ZIP file containing images.
   - Select the zip file
     1. Click the [Browse] button. Select [Digital file].
     2. Browse to the zip file that contains the images. Images of type BMP, GIF, TIFF, TIF, JPEG, JPG, PNG and EPS are supported.
     3. Click [Open].
        The application unzips the file and applies the root of the images to the relative path of each image frame in the data source.

        NOTE
        The data source must contain a relative path to each image frame. You cannot submit the order when the data source contains absolute paths.
     4. The images are applied to the VDP document.
   - [Manual input]
     1. Click the [Browse] button.
     2. Select [Add file using URI].
     3. Type the relative path to the image and the image name.
        Images of type BMP, GIF, TIFF, TIF, JPEG, JPG, PNG and EPS are supported.
     4. The image is added to the VDP document.

4. Map each image to the concerning image field.
   Type the image name and type for each image field.

5. Click button [Generate preview] to preview the variable data document.
   The VDP document is loaded. The data source or manual input is applied to the VDP document.
   The preview is limited to two pages for products of type [Flyer].

6. Click [Validate VDP] to check if any rules are violated in the variable data document.
   This operation uses a number of rules specific for VDP data in combination with a number of preflight rules. For more information about the rules, see *Validate the VDP data* on page 24.

Validate the [VDP] data

Configure the rules used to validate and preflight the [VDP] data

The [Validate VDP] operation checks if any rules are violated in the variable data document. This operation uses a number of rules specific for VDP data in combination with a number of preflight rules. The following rules, which are specific for VDP data, are always used. These rules cannot be configured:

- [The data source contains one or more incompatible field types and/or required fields are missing.]
- [The image folder is invalid or cannot be accessed.]
- [The field type or field format is invalid.]
- [The frame is too small to contain all text.]
  [The frame is too small to contain the image.]
- [A font is invalid.]
- [The text contains one or more non-printable characters.]

In addition, a number of preflight rules can be used to validate the VDP data. You can enable or disable these rules in the [Preflight] dialog. When automatic preflight is enabled, the configured rules for automatic preflight are used. When automatic preflight is disabled, the configured rules for manual preflight are used.

1. Open the [Configuration] workspace.
2. Click [Order processing] - [Preflight] to configure the manual preflight rules.
   Click: [Web store] - [Preflight] to configure the automatic preflight rules.
3. You can use the following preflight rules to validate the VDP data:
   - [Content too close to border rule]
     This rule is used to check if frames are too close to the page border.
   - [Image compression is too high rule]
   - [Image resolution is too high rule]
     The preflight operation can fix the violations detected by this rule.
   - [Image resolution is too low rule]
   - [Hairline rule]
     This rule is used to check the line weight of the frame borders. The preflight operation can fix the violations detected by this rule.
4. Click [OK]

Validate the [VDP] data

The [Validate VDP] operation checks if any rules are violated in the variable data document. Only the selected rows of the data source are validated. The [Validate VDP] operation cannot fix most of the detected violations. It is recommended that you fix these problems manually before you print the job.

1. Click [Validate VDP].
   A [VDP validation report] report is generated. The report shows the problems that have been found.
2. The [Validate VDP] operation cannot fix most of the detected violations. It is recommended that you fix these problems manually before you print the job.

Create orders from Office 365 and Microsoft Outlook

The customer can create an email and attach one or more files to it. In the email, the customer can define the order. For example: 20 copies, booklet, and send a proof PDF before production starts. The customer sends the email to the print room.

The administrator configures if you can create an order from Office 365 and Microsoft Outlook. This functionality is supported for Windows operating systems only.

1. Open Microsoft Outlook or Office 365.
2. Select an email with attachments.
   All attachments are added to the order. You cannot select a subset of the attachments.
3. Click button [Create order from email] in Microsoft Outlook or Office 365.
   The [Order processing] opens. The order created from Microsoft Outlook or Office 365 can contain only one job.
   You cannot select a server or a customer when you create a new job from Microsoft Outlook or Office 365.
4. Fill out the order ticket.
   At order level, the items define the commercial information. For example the order name, the delivery address, the billing information, etc.
   Mandatory ticket items are marked with a dot. You must fill in these mandatory items.
   The following items are copied from the email into the order:
   - Email address
   - The first 3000 characters of the email message are added to the output settings in section [Job details].
5. Click [Add job].
   The products available to the operator appear in the right-hand pane.
6. Select a product to create the job. The selected product determines the available file options and ticket items for the job.
7. The newly created job contains the attached files of the email.
   If the new job contains multiple files, you must determine the order of the files.
8. Fill out the job ticket.
   You can define the values for the available job ticket items. The job ticket contains the output settings, the number of copies, etc. The output settings determine how the job is produced.
   Use the information from the email to fill in the output settings.
9. Click [Submit].
   The application automatically converts every non-PDF file into a PDF file. If the job contains multiple files, the PDF files are automatically merged into a single document. The order of the files determines how the files are merged.
   The order and its job are created with [Communication state] = [New].

Change an order

On behalf of a customer, you can change an order as long as:
- The customer has not paid the order.
- The operator has not accepted the order.

Additional actions	Description
Cancel an order	1. Select the order. 2. Click the [Cancel] icon. The order is canceled. The customer is notified that the order is rejected.
Delete an order	An order must contain at least one job. 1. Select the order. 2. Click the [Delete] icon. 3. Confirm that you want to delete the order. The order is removed from the list of orders.

Change the order ticket

You can edit the ticket items both at order level and at job level.
1. To view or edit the order ticket, you have to select the [Order view], then select an order. The list of jobs that belong to the order and the order ticket items become available.
2. Change the ticket items of the order. For example, update the billing information or change the cost center.
3. Click outside the pane that shows the ticket items to save your changes.

Change the job ticket

You can edit the ticket items both at order level and at job level.
1. To view or edit the job ticket, you have to select the [Job view], then select a job. You can also select the [Order view], then select an order. The list of jobs that belong to the order and the order ticket items become available. When you click a job, the ticket items at job level and the files of the job become available.
2. Change the ticket items of the order. For example, a customer has entered '[Copies] 4', but the number of copies must be 7. You can change the [Copies] item and handle the job according to the new value.
3. Click outside the pane that shows the ticket items to save your changes.

Change the cost center

You can change the cost center that the customer has selected. Precondition is that the customer belongs to several user groups, each having a different cost center assigned.

If that is the case, you can start typing in the drop-down selector and the application will only display the matching cost centers.

Change the jobs of an order

The system administrator defines if you can change the jobs of an order on behalf of the customer. See option [Allow the order manager to change the orders] in the [Configuration] workspace.

Additional actions	Description
Copy a job in an order	1. Select the order. The jobs that belong to the order become available. 2. Hover the mouse pointer over the job that you want to copy. The [Copy job] icon appears. 3. Click the [Copy job] icon. The job is copied and added to the order with [Communication state] = [New]. You cannot copy an order.
Delete a job from an order	An order must contain at least one job. 1. Select the order. The jobs that belong to the order become available. 2. Hover the mouse pointer over the job that you want to delete. The [Delete] icon appears. 3. Click the [Delete] icon. 4. Confirm that you want to delete the job. The job is removed from the order.

Add a job to an order

1. Select the order.
2. Click the '+' icon in the selected order to add a job.
   The products available to the operator appear in the right-hand pane.
3. Select a product to create the job. The selected product determines the available file options and ticket items for the job.
4. Click [Browse] in the [Files] dialog.

Type of file	Actions
[Digital file]	Browse to the file and click [Open]. You can also drag and drop files into the [Files] area. You can add different kinds of files to your job. The system administrator defines which kinds of files you can add and which file sources you can browse to in order to add files. For each allowed file type, an application must be available to the operator that can open the file type. An error message will appear when you select a non-supported file type.
[Paper original]	Type a name for the file. You can submit a job without an attached file. Only a job ticket is submitted. The customer can send the paper original to the print room, for example via the internal mail. Option [Paper original] is also used for copy jobs. For accounting reasons such copy jobs can be added to a print job.
[Other digital file]	Type a name for the file. You can submit a job without an attached file. Only a job ticket is submitted. This option can be used when the digital file cannot be added to the job yet. For example, a digital file on a CD. The customer can send the other digital file to the print room, for example via the internal mail.

NOTE
You can click the pencil icon to edit a file. The file is opened in the appropriate application. You cannot edit the file if no application is associated with the file type.

5. Fill out the job ticket.

You can define the values for the available job ticket items. The job ticket contains the output settings, the number of copies, etc. The output settings determine how the job is produced. For example, you can define the required media, copies, etc.

6. Click [Submit].
   The application automatically converts every non-PDF file into a PDF file. If the job contains multiple files, the PDF files are automatically merged into a single document. The order of the files determines how the files are merged.
   The order and its jobs are created with [Communication state] = [New].

Add a file to a job

The system administrator defines if you can change the files of a job on behalf of the customer. See option [Allow the operator to change the files of jobs] in the [Configuration] workspace.

1. Select the order.
2. Select the job that you want to change.
3. Click the '+' icon in the [Files] dialog to add a file.

   NOTE
   You cannot add a file when the product contains a fixed document. The fixed document is added to the product by the system administrator.
   The system administrator can enable option [Allow the operator to change the files of jobs] in the [Configuration] workspace. Then, you can add or change the content of a product that contains a fixed document.

4. Select which type of file you want to add.

Type of file	Actions
[Digital file]	Browse to the file and click [Open]. You can also drag and drop files into the [Files] area. You can add different kinds of files to your job. The system administrator defines which kinds of files you can add and which file sources you can browse to in order to add files. For each allowed file type, an application must be available to the operator that can open the file type. An error message will appear when you select a non-supported file type.
[Paper original]	Type a name for the file. You can submit a job without an attached file. Only a job ticket is submitted. The customer can send the paper original to the print room, for example via the internal mail. Option [Paper original] is also used for copy jobs. For accounting reasons such copy jobs can be added to a print job.
[Other digital file]	Type a name for the file. You can submit a job without an attached file. Only a job ticket is submitted. This option can be used when the digital file cannot be added to the job yet. For example, a digital file on a CD. The customer can send the other digital file to the print room, for example via the internal mail.

   NOTE
   You can click the pencil icon to edit a file. The file is opened in the appropriate application. You cannot edit the file if no application is associated with the file type.

5. Your changes are automatically saved.
   The application automatically converts every non-PDF file into a PDF file.

If the job contains multiple files, the PDF files are automatically merged into a single document. The order of the files determines how the files are merged. You can drag a file to the correct position.

Apply an automation template

You can automate a repetitive task so that you can do the task again with a single click.
For example, you want to apply the same layout to certain documents. You can create an automation template for each repetitive task. They will prepare a job using PRISMAprepare in the background. The benefits of the automation templates are:

- Saving time and minimizing errors as the layout is standardized and preparation is done in the background.
- Consistent layout in a multiple operator environment.

The system administrator defines if the automation templates are available to you. If the system administrator allows the use of automation templates, they become available in the [Order processing] console and in the [Product and order editor] workspace.

- [Order processing] console
  You can apply automation templates manually to jobs.
- [Product and order editor] workspace
  The system administrator can assign one or more templates to a product. Each job is created using a product. The automation templates assigned to the product will be applied automatically when the job arrives on the server.

Apply an automation template

1. Select an order.
2. Click the [Apply automation templates] button.
   The list with available templates appears.
3. You can:
   - Click the automation template that you want to apply to the order.
     You can apply one template at a time. After the template is applied, you can apply another template.
   - Select the [Multiple automation templates] option.
     Select which templates you want to apply. Put the templates in the correct order. Click [OK].

   The templates are applied to all jobs of the order. The jobs receive the layout as defined by the templates.

Export orders and jobs

Export orders

1. Select one or more orders and click the [Export orders] icon.
2. [Delete the orders after export]
   When you enable this option, all exported orders are removed from the [Order processing].
3. Enable or disable option [Export original files and tickets only].
   By default, all available files of an order are exported in a ZIP file. However, when you enable this option, only the original files and the job ticket for each file are exported. The following files are not exported:
   - The JDF ticket, if available
   - The conversion file, if available
   - The redistill file, if available
   - The merged document, if available
4. [Send email when orders are exported]
   You can type one email address.
5. Click [Export].
   The selected orders are exported as a ZIP file. The ZIP file is stored in folder `C:\Windows\Temp\PRISMAdirect\Export` on the file system of the server of PRISMAdirect

Export jobs

1. Select one or more jobs in one order and click the [Export jobs] icon.
2. [Export current PDF file only].
   When you enable this option, only the merged document of the job is exported as PDF file. When you disable this option, all available files of the jobs are exported in a ZIP file. The following files can be exported:
   - The files of the job
   - The job ticket
   - The JDF ticket, if available
   - The conversion file, if available
   - The redistill file, if available
   - The merged document, if available
3. [Send email when jobs are exported]
   You can type one email address.
4. Click [Export].
   The selected jobs are exported as a ZIP file. The ZIP file is stored in folder `C:\Windows\Temp\PRISMAdirect\Export` on the file system of the server of PRISMAdirect

Import orders

Import individual orders

On behalf of a customer, you can import a previously exported order.

1. [Import order]
2. Select the .ZIP archive containing the exported order.
   Trying to import an already existing order will return an error message.
   Orders exported using older versions cannot be imported.
3. [Do you want to preserve order and jobs state?]
   - Yes
     The imported order will keep its original state.
   - No
     The imported order will be imported as [New].

Manage the workflow of an order

The workflow stages of an order are visualized by buttons in the order details. The buttons represent order states. The available order states depend on:

- The configuration of the application
  For example, order state [Dispatch] is available when the system administrator has enabled shipping.
- Requests of the customer
  For example, order states [Send quotation] and [Send proof PDF] are only available when the customer has requested a quotation or proof PDF.

Select an order for an overview of the current status of the order and the remaining steps to complete the order. An order can contain one or more jobs. Each job in an order can have a different [Communication state]. The [Communication state] of the order is equal to the lowest job state.

It is recommended that the [Communication state] column be displayed.

Immediately finalize an order

When there are no workflow restrictions, you can always finalize an order. However, when there are workflow restrictions, you can only finalize an order when it is ready or dispatched. The following workflow restrictions apply:

- The customer has requested a proof PDF.
- The customer has requested a quotation.
- The customer submitted an order from a web shop that has a cost center assigned to it.

Change to a previous state

When part of an order has not printed successfully or has not been handled correctly, you may want to process the order again.

1. Select an order.
2. Click the step in the workflow which you want to execute again.

NOTE
You cannot change the order state when the [Communication state] is [Dispatched] or [Finalized].

The order and job states

The state of an order depends on the state of its jobs and the current step in the workflow. Each order can contain one or more jobs. Each job can be in a different job state. The order state is equal to the lowest job state.

Color	Status
	[New], [Uploading], [Incoming]
	[Request for change], [Request to accept quotation], [Quotation rejected], [Proof PDF sent], [Canceled], [Failed]
	[Job is changed], [Quotation accepted], [Accepted], [Proof PDF accepted], [Processing]

Color	Status
	[Ready]
	[Dispatched]
	[Finalized]

Request for change

A customer has submitted an order. You can request the customer to change the order. For example, the new order contains a file which is password protected. You can also request changes to the job ticket.

It is recommended that the [Job is paid] column be displayed. This column allows you to determine if a customer has paid for a submitted order.

Procedure

1. A customer has submitted an order.
   The [Communication state] of the order and its jobs is [New]. The order and its jobs are marked with color: .
2. Check if the order is correct. Click the [Request for change] button if the customer must change the order.
3. Select which files the customer must change and click OK. You can also request changes to the job ticket.
   The [Communication state] of the order and the job that must be changed becomes [Request for change]. The order and the job that must be changed are marked with color: .
4. When payment is required, the customer pays for the order when the order is submitted. When the payment was successful, the customer must be refunded when you request the customer to change the order. A dialog opens with the following text:
   [The customer has already paid the order. When you request that the customer change the order, the value of the payment is automatically refunded to the customer. Do you want to continue?]
   - Click the [OK] button to refund the value of the payment to the customer. If the automatic refund fails, you must refund the customer manually.
   - Click the [Cancel] button to refund the customer manually.
5. Wait until the customer has changed the order.
   It is recommended that you wait until the customer has changed the order. The customer pays for the changed order when the customer submits the changed order. Optionally, you can click the [OK] button in the [I do not wait for the response of the customer.] message. Then, you can continue with the next step of the workflow.
   The [Communication state] of the order and the job that are changed becomes [Job is changed]. The order and the job that are changed are marked with color: .
6. Continue with the next step in the workflow.

Send quotation

When the customer has requested a calculation of the order cost, you must send a quotation to the customer. The customer can accept or reject the quotation.

Procedure

1. Select the order to calculate the order cost.
   The [Communication state] of the order is [Quotation requested].
2. Click [Send quotation].
3. Define the correct settings to calculate the order cost. Click [OK].
   An email message opens. The email message contains the link to the web page where the order cost is displayed.
   If required, you can change the email message.
4. Send the email message to the customer.
   The [Communication state] of the order becomes [Request to accept quotation].The order is marked with color: .
   - In case the email cannot be sent, the following message is appended to the communication state: (The email was not sent).
5. Wait until the customer has accepted the quotation. The customer can make certain changes to the order to reduce the cost.
   It is recommended that you wait until the customer accepts the quotation. Optionally, you can click the [OK] button in the [Price can be accepted on behalf of the customer] message. Then, you can continue with the next step of the workflow.

   NOTE
   The system administrator defines if you can accept the order cost on behalf of the customer.

   The [Communication state] of the order becomes [Quotation accepted].The order is marked with color: .
6. Continue with the next step in the workflow.

The quotation is rejected

The customer rejects the quotation in state [Send quotation]

The customer or the cost approver can reject the quotation.
- When the order is canceled: The [Communication state] of the order becomes [Quotation rejected]. The order is marked with color: .
- When the order is edited to reduce the cost of the order, the order is submitted again by the customer. The [Communication state] of the order and the job that are changed becomes [Job is changed]. The order and the job that are changed are marked with color: .

The [Approver] rejects the quotation in state [Accept]

The [Remarks] pane displays the reason to reject the quotation. The [Communication state] of the order becomes [Quotation rejected]. The customer can now change the order or cancel the order.
- When the order is canceled: The [Communication state] of the order becomes [Quotation rejected]. The order is marked with color: .

- When the order is edited to reduce the cost of the order, the order is submitted again by the customer. The [Communication state] of the order and the job that are changed becomes [Job is changed]. The order and the job that are changed are marked with color: .

Accept

A customer has submitted an order. You can accept an order when:
- All files can be used by the operator.
- The order ticket and the job ticket are correctly filled in.
- If required, the customer has paid the order.

When you accept the order, the order and its jobs cannot be changed or cancelled anymore by the customer.

Procedure

1. Check if the order is correct.
2. Click button [Accept] if the order can be printed.
   - **[Budget management] enabled**
     The system administrator can enable [Budget management] in the [Configuration] workspace. Now, a maximum price for an order is defined for each customer.
     When you click button [Accept], the application checks if the order price does not exceed the maximum order price. If the maximum order price is exceeded, an email is sent to an approver. An approver has to accept or reject the order when the price exceeds the maximum price.
     The [Communication state] of the order becomes [Request to accept quotation].The order is marked with color: .
     1. Wait until the approver has accepted the order price.
        It is recommended that you wait until the approver accepts the order price. Optionally, you can click the [OK] button in the [Accept the price on behalf of the approver.] message. Then, you can continue with the next step of the workflow.

        NOTE
        The system administrator defines if you can accept the price on behalf of the approver.

        The [Communication state] of the order becomes [Quotation accepted].The order is marked with color: .
        An email can be sent to the customer when the job is [Accepted].
   - **[Budget management] disabled**
     The [Communication state] of the order and its job becomes [Accepted]. The order and its jobs are marked with color: .

   In case the email cannot be sent, the following message is appended to the communication state: (The email was not sent).
3. Continue with the next step in the workflow.

Send proof PDF

A customer has submitted an order. An order can contain one or more jobs. A job can contain one or more files. The application automatically converts every non-PDF file into a PDF file. If the job contains multiple files, the PDF files are automatically merged into a single document. The order of the files determines how the files are merged.

When the customer has requested a proof PDF, you must send a proof PDF of the merged document to the customer. The customer can check the proof PDF for correctness. If the merged document is correct, the customer accepts the proof PDF. If the merged document is incorrect, the customer can contact you to have the merged document corrected.

The customer can request a proof PDF of a variable data document. The variable data document is created by applying the variable data from the data source or the manual input to the [VDP document]. You can control the file size of the proof PDF in the email message.

Procedure

1. Click [Send proof PDF].
2. Select for which jobs you want to send a proof PDF and click OK.
3. An email message opens. To control the file size of the proof PDF for a VDP document in the email message, you can:
   - [Use all rows]
     You can apply all rows of the data source to the VDP document. The file size of the proof PDF can exceed the limitations for email attachments.

     NOTE
     The system administrator defines the maximum number of pages of a variable data document for the [Proof PDF]. The proof PDF will be trimmed to the maximum number of pages.
   - [Use row number:]
     You can apply a dedicated row of the data source to the VDP document.
4. Click [Send].
   An email is send to the customer. The email message contains a link. The customer can click the link to approve or reject the [Proof PDF].
   The [Communication state] of the order and the jobs for which a proof PDF must be send becomes [Proof PDF sent]. The order and the jobs for which a proof PDF must be send are marked with color: .
   - In case the email cannot be sent, the following message is appended to the communication state: (The email was not sent).
5. Wait until the customer has accepted the proof PDF. The user can also request that you make certain changes to the job.
   It is recommended that you wait until the customer accepts the proof PDF. Optionally, you can click the [OK] button in the [I do not wait for the response of the customer.] message. Then, you can continue to print the job.
6. The customer has accepted the proof PDF.
   The [Communication state] of the order and the jobs for which a proof PDF were sent becomes [Proof PDF accepted]. The order and the jobs for which a proof PDF were sent are marked with color: .
7. Continue with the next step in the workflow.

Mark as ready

When you have printed the jobs of an order, you can mark the order as ready.

Procedure

1. Print the job.
2. Click the [Mark as ready] button.
3. Select which jobs you want to mark as ready and click OK.
   The [Communication state] of the order and the selected jobs becomes [Ready]. The order and its jobs are marked with color: .
   An email can be sent to the customer when the job is [Ready].
   - In case the email cannot be sent, the following message is appended to the communication state: (The email was not sent).
4. Continue with the next step in the workflow.

Dispatch

Each job marked as ready can be dispatched. You have to configure the package details when the customer has requested shipping.

NOTE
The system administrator defines if shipping is enabled.

Procedure

1. Click the [Dispatch] button.
2. Select which jobs you want to dispatch and click OK.
   The [Package details] dialog appears when the customer has requested shipping.
   1. Select a shipping provider and a pickup date for the package.
   2. Click [New package] to define the type, value, measurements, etc of the package. You also have to select the delivery option.
      Click the button again to define the settings of another package.
   3. Click [Calculate] to send the package details to the shipping provider.
      The shipping provider returns a price when the package details are correct. Or a message that details which settings need to be changed.
   4. Click [OK] to confirm the shipment.
      Print the shipping label
      The shipping provider returns a tracking number and a shipping label that you can paste to the package. Click [Print shipping label] in the toolbar to print the shipping label.
      - Click [Print shipping label] - [Print] to print the shipping label on a printer available to PRISMAdirect.
      - Click [Print shipping label] - [Print locally] to print the shipping label on a printer available on your own computer.
      - Click [Print shipping label] - [Save to file] to save the shipping label as a PDF file. By default, the file is stored in the "Downloads" folder in your user profile folder on your computer.
3. You can notify the customer about the shipment with the email message that appears.
   The [Communication state] of the dispatched jobs becomes [Dispatched]. The dispatched jobs are marked with color: ■.
   When all jobs of an order are dispatched, then the order state also becomes [Dispatched].
   - In case the email cannot be sent, the following message is appended to the communication state: (The email was not sent).
4. Continue with the next step in the workflow when the order state is [Dispatched].

Finalize

When there are no workflow restrictions, you can always finalize an order. However, when there are workflow restrictions, you can only finalize an order when it is ready or dispatched. The following workflow restrictions apply:

- The customer has requested a proof PDF.
- The customer has requested a quotation.
- The customer submitted an order from a web shop that has a cost center assigned to it.

When you finalize the order, the accounting information is collected. The system administrator determines whether the accounting is enabled.

Procedure

1. Click [Finalize].
   The accounting information is collected.
   The customer can enable the [Archive] option in the job ticket. When you finalize the order, the order is exported to a predefined export folder and archived. The ticket items of the [Archive options] are indexed for later retrieval of the order.
   The [Communication state] of the order and its jobs becomes [Finalized]. The order and its jobs are marked with color: .

Filter orders

You can apply filters to the list of orders. Only those orders are shown that match the criteria of the filter.

The system administrator defines which filters are available to you.

Additional actions	Description
Show all orders	1. Click the filter section in the footer of the list of orders. The filter section in the footer displays an icon of a funnel. 2. Select the [Show all orders] option. Any applied filters are removed. All orders are displayed.

1. Click the filter section in the footer of the list of orders. The filter section in the footer displays an icon of a funnel.
2. Select a filter. Only those orders are shown that match the criteria of the filter.
   - For example, you can select the filter [Order state] and then select [Ready]. All orders which are in state [Ready] are displayed in the list of orders.

Create your own order filter

The system administrator configures if you are allowed to create your own filters. Filters that you create are not available for other order managers. A filter shows the jobs and orders that match the required filter criteria. The filter hides all other jobs and orders.

Additional actions	Description
Rename a filter	1. Click the filter section in the footer and click [Rename filter]. 2. Select the filter that you want to rename. 3. Type a filter name and a description for the filter. 4. Click [OK]. You cannot rename the filters created by the system administrator.
Delete a filter	1. Click the filter section in the footer and click [Delete filter]. 2. Select the filter that you want to delete. 3. Click [Yes]. You cannot delete the filters created by the system administrator.

1. Click the filter section in the footer and click [Edit filter]. The filter section in the footer displays an icon of a funnel.
2. Use one or more items for the filter.
   1. Select the ticket item that you want to add to the filter and enable option [Use in filter]. Click [Order items] to add order items to your filter. Click [Job items] to add job items. An item is marked with a funnel icon when the item is added to the filter.
   2. Assign a value to the ticket item.
   3. Repeat this until you have defined your filter.
3. Define which logical operator must be used when the filter contains two or more items.
   - By default, the 'AND' operator is used when you add more than one item to the filter. Jobs and orders become visible when all filter criteria are met.
   - When you enable option [Allow the OR operator in the filter], the 'OR' operator is used when you add more than one item to the filter. Jobs and orders become visible when at least one filter criteria is met.
4. [All jobs of the order must meet the filter criteria]

An order and its jobs are only displayed when the filter criteria are met for all jobs.
For example, the filter contains the following criterion for the jobs: [Communication state] = [Printed]. Now, the order is only shown in the [Order view] when all of its jobs have been printed.

5. Click [OK].
   The filter is added as a [Temporary filter] to the filter section in the footer. If you want to save the filter, continue with the following steps.
6. Click the filter section in the footer and click [Save filter as...].
7. Type a filter name and a description for the filter.
8. Click [OK].

Configure filter notifications

You can receive a notification when orders or jobs match the criteria of a filter. The filter section in the footer displays an icon with exclamation mark when orders or jobs match the criteria of a filter. Click the filter section to view which filter is active. Click the concerning notification to show only the concerning orders or jobs.

1. Click the filter section in the footer and click [Filter notifications]. The filter section in the footer displays an icon of a funnel.
2. Select for which filters or filter criteria you want to receive a notification. You can select multiple filters or filter criteria.
3. Click [OK].
   The application creates a separate notification entity per filter.

Chapter 3

Job view

View the job information

Configure the job information

You can configure which job information is displayed for each job. You can make the most important information of the jobs available to you in one view. You can select any ticket item as column header. The job ticket of a print job often contains a subset of all available ticket items. You can select an item that is not available in the job ticket of a print job. In this case, the default value of the item is displayed in the column for the concerning print job.

1. Right-click the column header.
   A context menu appears. The context menu contains the currently available columns. Disable a column to remove the column from the job view.
2. Select option [Select columns] to configure the columns.
   The [Select columns] dialog contains all available ticket items that can be used as column header.
3. Scroll to the required ticket items and enable the items.
4. Use the arrows to set the order of the ticket items.
5. Click OK.
   The enabled ticket items are displayed as job information in the list of jobs.

Additional actions	Description
Sort the jobs	You can sort the jobs in the job view. You can use the sorting mechanism to group the jobs based on the same ticket item. For example, you can sort on [Communication state] = [Accepted] to group all jobs that can be printed. 1. Click the column header to apply ascending sorting or descending sorting. You can use any column header to sort the jobs.
Search the jobs	A search box is available directly above the list of jobs. You can search the job information of all jobs.

View the remarks of the customer

The customer can type remarks in the job ticket. An icon appears behind the merged document in the [Job view]. Hover the mouse pointer over the icon to view the remarks.

When the remarks field is empty, no icon is displayed.

Jobs can be marked with a reminder

The administrator can configure reminders for jobs that are nearly due. The [Job number] column receives the selected color of the concerning reminder. You can have up to 5 reminders with different colors. It is recommended that you add the columns [Creation date] and [Delivery date] as job information to the list of jobs. In this way, you can see the creation date of the job and the requested delivery date in one view.

View the job history

The job history displays the history of a selected job.

1. Select a job.
2. Click the link [Show history]. You can find this link directly below the green print button.
   A dialog opens that shows the history of the selected job.
3. Click [More information...] to view detailed information of each action.

4. You can export the history of the selected job.
5. Click [OK].

Assign a job

Assign a job to an operator

You can assign jobs to an operator. In this way, you can divide the work between several operators. By default, the [Assign to] list contains all operators defined by the system administrator.

1. Select a job.
2. Click option [Assign to] in the job details.
   A drop-down list appears.
3. Select an operator.
   The job is assigned to the selected operator. Only the selected operator can view and process the job.

Assign a job to a category

You can assign jobs to a number of categories. The system administrator defines which categories are available to you.

1. Select a job.
2. Click option [Select category] in the job details.
   A drop-down list appears.
3. Select a [category].
   The job is assigned to the selected category. You can filter the jobs based on the assigned category.

Preview the job

A small preview of the job is available in the job details dialog. When a job contains more than one file, the merged document is displayed. The order of the files determines how the files are merged. The preview cannot display all options. For example, tab media cannot be displayed.

The preview shows only 10% of a variable data document with a maximum of 10 pages when a data source is used. The preview is limited to two pages for products of type [Flyer].

The preview is not available when the job is created from a type [Generic] product.

1. Select a job to view the job details.
2. You can use the following tools to browse through the preview:

Tool	Description
Preview	Click **Preview** to expand or collapse the preview.
[Go to page:]	Enter a page number.
	**[First page]**
Less	Move six pages back in the document.
	**[Previous page]** This button is available on the left of the preview and below the preview.
Visible pages	Click a visible page number to go to that page.
	**[Next page]** This button is available on the right of the preview and below the preview.
More	Move six pages forward in the document.
	**[Last page]**

Manage the jobs

Change a job

Change the job ticket

You can edit the ticket items both at order level and at job level.

1. To view or edit the job ticket, you have to select the [Job view], then select a job. You can also select the [Order view], then select an order. The list of jobs that belong to the order and the order ticket items become available. When you click a job, the ticket items at job level and the files of the job become available.
2. Change the ticket items of the order. For example, a customer has entered '[Copies] 4', but the number of copies must be 7. You can change the [Copies] item and handle the job according to the new value.
3. You can select one media per job. One job cannot contain multiple media. However, when PRISMAprepare is installed, you can select the job and click [Page programming]. In PRISMAprepare, you can assign multiple media to the job. Then, you can select a printer and print the job in PRISMAprepare.
4. Click outside the pane that shows the ticket items to save your changes.

Add a file to a job

The system administrator defines if you can change the files of a job on behalf of the customer. See option [Allow the operator to change the files of jobs] in the [Configuration] workspace.

1. Select the job that you want to change.
2. Click the '+' icon in the [Files] dialog to add a file.

   NOTE
   You cannot add a file when the product contains a fixed document. The fixed document is added to the product by the system administrator.
   The system administrator can enable option [Allow the operator to change the files of jobs] in the [Configuration] workspace. Then, you can add or change the content of a product that contains a fixed document.

3. Select which type of file you want to add.

Type of file	Actions
[Digital file]	Browse to the file and click [Open]. You can also drag and drop files into the [Files] area. You can add different kinds of files to your job. The system administrator defines which kinds of files you can add and which file sources you can browse to in order to add files. For each allowed file type, an application must be available to the operator that can open the file type. An error message will appear when you select a non-supported file type. • For each PDF file: The automatic color detection calculates the number of color pages, and the number of black and white pages. The icon appears when you hover the mouse pointer over the file.  • For each non-PDF file: Click the icon displayed below to manually set the number of color pages, and the number of black and white pages. The icon appears when you hover the mouse pointer over the file.  The application can estimate the cost of the job based on the number of color pages, the number of B&W pages, and the information from the job ticket.
[Paper original]	Type a name for the file. You can submit a job without an attached file. Only a job ticket is submitted. The customer can send the paper original to the print room, for example via the internal mail. Option [Paper original] is also used for copy jobs. For accounting reasons such copy jobs can be added to a print job.
[Other digital file]	Type a name for the file. You can submit a job without an attached file. Only a job ticket is submitted. This option can be used when the digital file cannot be added to the job yet. For example, a digital file on a CD. The customer can send the other digital file to the print room, for example via the internal mail.

NOTE
You can click the pencil icon to edit a file. The file is opened in the appropriate application. You cannot edit the file if no application is associated with the file type.

4. Your changes are automatically saved.
The application automatically converts every non-PDF file into a PDF file.
If the job contains multiple files, the PDF files are automatically merged into a single document. The order of the files determines how the files are merged. You can drag a file to the correct position.

Additional actions	Description
Change the order of the files	1. Select the job that you want to change. 2. You can drag a file to the correct position.

Additional actions	Description
Replace a file in a job	1. Select the job that you want to change. 2. Click the [Replace] icon. The icon appears when you hover the mouse pointer over the file. 3. Browse to the file that you want to attach to the job. 4. Click the [Open] button. The selected file is replaced by the new file.
Delete a file from a job	A job must contain at least one file. The [Delete file] icon appears when the job contains more than one file. 1. Select the job that you want to change. 2. Click the [Delete file] icon. The icon appears when you hover the mouse pointer over the file. 3. Confirm that you want to delete the file. The file is deleted from the job.
View the files or the merged document	If the job contains multiple files, the PDF files are automatically merged into a single document. The order of the files determines how the files are merged. The merged document is the PDF file in the top of section [Files]. The files of the merged document are indented. 1. Select a job. • Click the view icon to view the merged document. The icon appears when you hover the mouse pointer over the merged document. The view icon is unavailable when the conversion or the merging of the files failed. • Click the view icon to view a file. The icon appears when you hover the mouse pointer over a file.

Select the content for a variable data document, for example, "Business cards"

You have selected a product of type "Variable data document". The system administrator has assigned a VDP document to the product of type "Business cards". However, you can use your own VDP document. For other products, you have to select a VDP document. The system administrator defines if you can select a data source or if you must provide manual input for the product. The variable data from the data source or the manual input is applied to the VDP document to create the variable data document. You have to select the images when the [VDP document] contains image frames. You can either select separate images or a ZIP file containing images.

The item [Business cards per set] defines the number of business cards in the VDP document. This item is read-only. The value of the [Sets per row] item defines how many times one row of the data source is applied to the VDP document. The user defines the value for the [Sets per row] item. When the user provides manual input, the manual input is considered to be one row of a data source. The user defines the value for the [Sets] item.

For example: [Business cards per set] = 10 and [Sets per row] = 10. Now, 100 business cards are printed for each row of the data source.

Procedure

1. Select a product of type "Variable data document," for example, "Business cards."
   The system administrator has assigned a VDP document to the product of type "Business cards". However, you can use your own VDP document. For other products, you have to select a VDP document.
   You cannot select a VDP document when the product contains a fixed VDP document. The fixed VDP document is added to the product by the system administrator.
   1. Click the [Browse] button.
   2. Browse to the VDP document and click [Open].
      The application checks if the VDP document is valid. An error message will appear when the VDP document is invalid.
2. The system administrator defines if you can select a data source or if you must provide manual input for the product.
   - Select the [Data source]
     1. Click the [Browse] button.
     2. Browse to the data source file and click [Open].
        The supported data source types are: *.accdb, *.mdb, *.xlsx, *.xls and *.csv. Password-protected data sources of type *.xlsx, *.xls and *.csv are not supported. The application checks whether the data source is valid for the VDP document. An error message will appear when the data source contains incompatible field type(s) and/or required fields are missing.
     3. Select which table or sheet of the data source must be used. If the data source type is *.csv or *.txt, you must define the [Text separator]. Optionally, you can define the [Text delimiter]. For example: "field1";"field2";"field3", where:
        " is the [Text separator]
        ; is the [Text delimiter]
     4. For business cards:
        Define a value for item [Sets per row].
        The number of business cards printed for each row of the data source is: [Business cards per set] * [Sets per row].
     5. The rows in the data source are applied to the VDP document.
   - Provide [Manual input]
     1. The dialog displays the required structure for the VDP document. The user can enter the variable data manually for each field instead of using a data source. The user can enter one value for each field.
     2. For business cards:
        Define a value for item [Sets].
        The number of business cards printed using the manual input is: [Business cards per set] * [Sets].
     3. The manual input is applied to the VDP document.
3. You have to select the images when the [VDP document] contains image frames. You can select either separate images or a ZIP file containing images.
   - Select the zip file
     1. Click the [Browse] button. Select [Digital file].
     2. Browse to the zip file that contains the images. Images of type BMP, GIF, TIFF, TIF, JPEG, JPG, PNG and EPS are supported.
     3. Click [Open].
        The application unzips the file and applies the root of the images to the relative path of each image frame in the data source.

NOTE
The data source must contain a relative path to each image frame. You cannot submit the order when the data source contains absolute paths.

    4. The images are applied to the VDP document.
- [Manual input]
    1. Click the [Browse] button.
    2. Select [Add file using URI].
    3. Type the relative path to the image and the image name.
    Images of type BMP, GIF, TIFF, TIF, JPEG, JPG, PNG and EPS are supported.
    4. The image is added to the VDP document.

4. Map each image to the concerning image field.
Type the image name and type for each image field.

5. Click button [Generate preview] to preview the variable data document.
The VDP document is loaded. The data source or manual input is applied to the VDP document.
The preview is limited to two pages for products of type [Flyer].

6. Click [Validate VDP] to check if any rules are violated in the variable data document.
This operation uses a number of rules specific for VDP data in combination with a number of preflight rules. For more information about the rules, see *Validate the VDP data* on page 24.

Validate the [VDP] data

Configure the rules used to validate and preflight the [VDP] data

The [Validate VDP] operation checks if any rules are violated in the variable data document. This operation uses a number of rules specific for VDP data in combination with a number of preflight rules. The following rules, which are specific for VDP data, are always used. These rules cannot be configured:

- [The data source contains one or more incompatible field types and/or required fields are missing.]
- [The image folder is invalid or cannot be accessed.]
- [The field type or field format is invalid.]
- [The frame is too small to contain all text.]
  [The frame is too small to contain the image.]
- [A font is invalid.]
- [The text contains one or more non-printable characters.]

In addition, a number of preflight rules can be used to validate the VDP data. You can enable or disable these rules in the [Preflight] dialog. When automatic preflight is enabled, the configured rules for automatic preflight are used. When automatic preflight is disabled, the configured rules for manual preflight are used.

1. Open the [Configuration] workspace.
2. Click [Order processing] - [Preflight] to configure the manual preflight rules.
   Click: [Web store] - [Preflight] to configure the automatic preflight rules.
3. You can use the following preflight rules to validate the VDP data:
   - [Content too close to border rule]
     This rule is used to check if frames are too close to the page border.
   - [Image compression is too high rule]
   - [Image resolution is too high rule]
     The preflight operation can fix the violations detected by this rule.
   - [Image resolution is too low rule]
   - [Hairline rule]
     This rule is used to check the line weight of the frame borders. The preflight operation can fix the violations detected by this rule.
4. Click [OK]

Validate the [VDP] data

The [Validate VDP] operation checks if any rules are violated in the variable data document. Only the selected rows of the data source are validated. The [Validate VDP] operation cannot fix most of the detected violations. It is recommended that you fix these problems manually before you print the job.

1. Click [Validate VDP].
   A [VDP validation report] report is generated. The report shows the problems that have been found.
2. The [Validate VDP] operation cannot fix most of the detected violations. It is recommended that you fix these problems manually before you print the job.

Redistill a file

If the job contains multiple files, the PDF files are automatically merged into a single document. When the files are merged into a single document, the document can contain errors. A redistill of the PDF files can solve these errors. After the redistill, the application merges the files again.

Question: What is a redistill of a file?

Answer: When you redistill a PDF file you print it to Postscript and then convert that Postscript back into PDF.

A scenario for use of redistill can be:

A user submits 2 PDF files to the [Order processing] console. One PDF file contains a button with name “O1”. The second PDF file contains a check box with the same name “O1”.

The operator merges those 2 files. The result is a PDF file that contains 2 buttons, instead of one button and one check box. This is because the elements have the same name and when the files are merged the first found element is used.

The solution is to redistill the PDF files before you merge them. The elements are converted to images during redistill. Now the files can be merged. The PDF file will now correctly contain the button with name "O1" and the check box with name "O1".

Redistill a file

Additional actions	Description
Undo the redistill	Click [Revert to original] to undo the redistill. The icon appears when you hover the mouse pointer over the file.

1. Select a job.
2. You must select an original PDF file. You cannot select a file that was converted to PDF.
3. Click the [Redistill] icon. The icon appears when you hover the mouse pointer over the file.
   Option [Redistill] uses the printer 'Redistill Driver'. When a PDF file is redistilled, the printing preferences of the 'Redistill Driver' are applied on the PDF file.
   The file is redistilled.

Preflight the files of the job

The preflight operation checks if any rules are violated in the PDF file(s). The set of rules is fixed. Some of the rules can be configured in the [Configuration].

If enabled, the automatic preflight operation is applied when a customer submits an order. The automatic preflight operation allows you to fix the violations according to the configured rules or cancel the operation with that document.

A preflight report and an annotated file are generated. The preflight report shows a summary of the problems that have been found. The annotated file shows the complete document with the location of any found problems and fixes. The manual preflight operation automatically fixes the violations according to the configured rules. Some problems are detected by the preflight operation, but cannot be fixed automatically. It is recommended that you fix these problems manually before you print the job.

The preflight report for the files of the job is also available for the customer in the web shop.

Preflight the files of the job

The merged document is the PDF file in the top of section [Files]. The files of the merged document are indented.

Additional actions	Description
Undo the preflight	Click [Undo preflight] to undo the preflight. The icon appears when you hover the mouse pointer over the file.

1. Select a job.
2. You can preflight:
   - **Each file separately**
     Click the [Preflight] icon to preflight a file. The icon appears when you hover the mouse pointer over a file.
     The selected file is preflighted.
   - **All files of the job**
     Click [Preflight] - [Preflight attached files] in the toolbar.
     All files of the job are preflighted. The merged document is not preflighted.
   - **The merged document**
     Click [Preflight] - [Preflight merged PDF] in the toolbar to preflight a job with multiple PDF files.
     The merged document is preflighted. The files of the job are not preflighted.
3. The manual preflight operation automatically fixes the violations according to the configured rules. Some problems are detected by the preflight operation, but cannot be fixed automatically. It is recommended that you fix these problems manually before you print the job.

Prepare your document using makeready functionality

PRISMAprepare is a page program application which delivers full makeready functionality to prepare your document.

You can select one media per job. One job cannot contain multiple media. However, when PRISMAprepare is installed, you can select the job and click [Page programming]. In PRISMAprepare, you can assign multiple media to the job. Then, you can select a printer and print the job in PRISMAprepare.

Additional actions	Description
Undo the page programming	Click [Revert to original] to undo the page programming. The icon appears when you hover the mouse pointer over the file. When you change a file of the job, the page programming of the document is also undone.

1. Click the job.
   The job ticket and the files of the job are shown.
   Some ticket items are used by the page program application when you page program the document. For example, [Orientation and binding edge]. These job ticket items are marked with a blue dot in the job ticket.
2. Click [Page programming].
   You can prepare the merged document.

Apply an automation template

For repetitive jobs it is possible to select one or more templates with pre-defined settings. They will prepare a job using PRISMAprepare in the background. These templates are called automation templates. They can be applied manually or automatically. The benefits of the automation templates are:
- Saving time and minimizing errors as the layout is standardized and preparation is done in the background.
- Consistent layout in a multiple operator environment.

If the system administrator allows the use of automation templates, they become available in the [Order processing] console and in the [Product and order editor] workspace.
- [Order processing] console
  You can apply automation templates manually to jobs.
- [Product and order editor] workspace
  The system administrator can assign one or more templates to a product. Each job is created using a product. The automation templates assigned to the product will be applied automatically when the job arrives on the server.

Apply one or more automation templates

Additional actions	Description
Undo the application of an automation template	Click [Revert to original] to undo the application of an automation template. The icon appears when you hover the mouse pointer over the file.

1. Select a job.
2. Click [Apply automation templates].
3. You can:
   - Click the automation template that you want to apply to the files of the job. After the template is applied, you can apply another template.
   - Select the [Multiple automation templates] option.
     Select which templates you want to apply. Put the templates in the correct order. Click [OK].

   The job receives the layout as defined by the templates.

The automation template cannot be applied

The application of a template can fail. For example, the automation template can only be applied to the job partially. In this case, an error is reported in the [Order processing] console on job level in section [Automation templates].

Possible actions	Description
[Continue]	The automation template cannot be applied to the job partially or completely. The job does not have the layout as defined by the template. Continue with the job as it is.
[Revert to original]	Revert to the original job. The automation template will not be applied to the job.
[Open in PRISMAprepare]	Open the job in PRISMAprepare. You can manually apply the missing steps from the template to the job.

Export jobs

Export jobs

1. Select one or more jobs and click the [Export jobs] icon.
2. [Export current PDF file only].
   When you enable this option, only the merged document of the job is exported as PDF file. When you disable this option, all available files of the jobs are exported in a ZIP file. The following files can be exported:
   - The files of the job
   - The job ticket
   - The JDF ticket, if available
   - The conversion file, if available
   - The redistill file, if available
   - The merged document, if available
3. [Send email when jobs are exported]
   You can type one email address.
4. Click [Export].
   The selected jobs are exported as a ZIP file. The ZIP file is stored in folder `C:\Windows\Temp\PRISMAdirect\Export` on the file system of the server of PRISMAdirect

Filter jobs

You can apply filters to the list of jobs. Only those jobs are shown that match the criteria of the filter.

The system administrator defines which filters are available to you.

Additional actions	Description
Show all jobs	1. Click the filter section in the footer of the list of jobs. The filter section in the footer displays an icon of a funnel. 2. Select the [Show all jobs] option. Any applied filters are removed. All jobs are displayed.

1. Click the filter section in the footer of the list of jobs. The filter section in the footer displays an icon of a funnel.
2. Select a filter. Only those jobs are shown that match the criteria of the filter.
   - For example, you can select the filter [Job state] and then select [Unprocessed]. All jobs which are not yet [Ready] or [Finalized] are displayed in the list of jobs.

Create your own job filter

The system administrator configures if you are allowed to create your own filters. Filters that you create are not available for other operators. A filter shows the jobs and orders that match the required filter criteria. The filter hides all other jobs and orders.

Additional actions	Description
Rename a filter	1. Click the filter section in the footer and click [Rename filter]. 2. Select the filter that you want to rename. 3. Type a filter name and a description for the filter. 4. Click [OK]. You cannot rename the filters created by the system administrator.
Delete a filter	1. Click the filter section in the footer and click [Delete filter]. 2. Select the filter that you want to delete. 3. Click [Yes]. You cannot delete the filters created by the system administrator.

1. Click the filter section in the footer and click [Edit filter]. The filter section in the footer displays an icon of a funnel.
2. Use one or more items for the filter.
   1. Select the ticket item that you want to add to the filter and enable option [Use in filter]. An item is marked with a funnel icon when the item is added to the filter.
   2. Assign a value to the ticket item.
   3. Repeat this until you have defined your filter.
3. Define which logical operator must be used when the filter contains two or more items.
   - By default, the 'AND' operator is used when you add more than one item to the filter. Jobs and orders become visible when all filter criteria are met.
   - When you enable option [Allow the OR operator in the filter], the 'OR' operator is used when you add more than one item to the filter. Jobs and orders become visible when at least one filter criteria is met.
4. Click [OK].

The filter is added as a [Temporary filter] to the filter section in the footer. If you want to save the filter, continue with the following steps.

5. Click the filter section in the footer and click [Save filter as...].
6. Type a filter name and a description for the filter.
7. Click [OK].

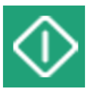
Configure filter notifications

You can receive a notification when orders or jobs match the criteria of a filter. The filter section in the footer displays an icon with exclamation mark when orders or jobs match the criteria of a filter. Click the filter section to view which filter is active. Click the concerning notification to show only the concerning orders or jobs.

1. Click the filter section in the footer and click [Filter notifications]. The filter section in the footer displays an icon of a funnel.
2. Select for which filters or filter criteria you want to receive a notification. You can select multiple filters or filter criteria.
3. Click [OK].
   The application creates a separate notification entity per filter.

Chapter 4
The print dialog

The toolbar

Button	Description
[Copies]	A message can appear behind the number of copies: • 'x' sets printed as 1 copy The print file is sent to the printer. The file is printed once. • 'x' sets printed as 'y' copies The print file is sent to the printer along with an instruction to print the file 'y' times. The maximum value for number of copies is 65000.
[Operator note]	Specify the [Operator note]. The [Operator note] is displayed on the operator panel, if your printer supports this functionality.
Back	Close the [Print options] and return to the job view.
	[Defaults] Restore the original print settings for the current document. The print settings are retrieved from the document.
	[Test print] Submit a document to the printer. The number of sets = 1.
	[Print] Submit a document to the printer.
	[Printer] Select the printer that you want to send your document to. The printer list displays all available printers and printer clusters. If a printer in a cluster encounters a problem, an attention icon is displayed. A tooltip with additional information appears when you hover the mouse pointer over the icon. • If available, you can click the printer driver button to define options that are not available in the [Print options] dialogue. You can find this button next to the printer driver. For example, the printer driver of a color printer can offer color settings which are not supported by PRISMAdirect. If the [Print options] dialogue offers all driver settings, then the driver settings button is not added to the [Print options] dialogue. Use the [Configuration] workspace to add new printers. An operator has limited configuration rights. A system administrator has full configuration rights.

Additional actions	Description
Location of the printer list	Click the icons in the lower-left corner of [Order processing] to configure the location of the printer list. The printer list can be on the bottom or the right-hand side of the browser window.

Additional actions	Description
Hide a printer	The printer list contains a hidden printer area at the bottom of the list. You can drag and drop one or more printers and printer clusters into the area. You cannot use the printers in the hidden area. You can drag and drop printers and printer clusters from the hidden area into the printers list.
Configure the printers	Right-click a printer to configure the printer. You can set the printer as the default printer for certain tasks.
Select an available website for the printer	Right-click a printer to select an available website for the printer. • PRISMAsync Remote Manager When you add a new printer driven by a PRISMAsync Print Server, the URL of its PRISMAsync Remote Manager is automatically added to the available websites for the printer. The URL of the PRISMAsync Remote Manager is not automatically added for already available printers.
Show print preview	• Click the magnifier button or left click on the mini preview to get a full size print preview window. The preview allows you to scroll through the print job and zoom. Certain finishing settings can only be handled by a specific finisher. If the specific finisher is not installed, the print preview will not show the concerning finishing settings.

Error avoidance

At print time, PRISMAdirect informs you about:
- Settings that are not supported by the selected printer.
- Issues that you can solve for the selected printer.

Error avoidance is not available on all the supported printer models.

How does it work

The prerequisite to get correct error avoidance warnings is an up-to-date printer configuration (i.e. which finishers are available at the printer).

During the preparation and printing of a document you choose the most appropriate resources to obtain the requested result. Resources may be media, printers and finishers. Due to the multiplicity and complexity of the possible combinations of resources your choice may be not optimal or even impossible.

Also, a document may be prepared optimally for printer A and because this printer is not available it can be printed on printer B. Printer A and B may have different capabilities and limits that will impact the produced document. The document can still be printed on the target printer. The exception is when the requested media is not supported; in this case the print job is blocked.

The error avoidance operation takes only the features of a printer into account that are supported by PRISMAdirect. The media mapping is taken into account for all printers driven by a PRISMAsync Print Server.

The print settings requested via the printer driver are not covered by the error avoidance checks. Offline finishing is ignored during the error avoidance checks.

Load balancing

You can group printers into printer clusters. You can use the printer cluster for load balancing. Load balancing is based on print speed. The goal is to split the workload in such a way that all printers within the cluster are ready at the same time with their part of the job. For example, the cluster contains two printers. Printer A is twice as fast as printer B. When you send 60 copies of a job to the printer cluster, then printer A prints 40 copies and printer B prints 20 copies.

Load balancing is also applied to variable data documents. Variable data documents are split based on records. One record is equal to one applied row of the data source. When the user provides manual input, the manual input is considered to be one row of a data source.

Load balancing

1. Select a printer cluster.
2. Enable the [Automatic balancing] option.
   The application calculates the workload per printer.
   If you do not enable option [Automatic balancing], you have to set the number of copies per printer yourself.

Optimize the printed document

Split & merge

Option [Split & merge] becomes available when your document contains marked pages.

- **[None]**
  The document is printed on one printer.
- **[Split]**
  The printer only prints the sheets with marked pages. For example, you have marked all color pages in the document. If one side of a sheet is a color page, then the complete sheet is printed on a color printer. The percentage of sheets with marked pages is shown.
  When you select option [Split], the document is printed without any finishing settings.
- **[Merge]**
  This setting will print your document and insert the marked sheets at the right place in the document.

When you select the [Split] or [Merge] option, you can select:

- **[Use separate paper trays]**
  Select this option to allocate a separate paper tray for each type of insert sheet.
  So, if you have five different insert sheets in your document, you need at least six paper trays. One paper tray for the normal paper and five paper trays for the insert pages.
  If you do not select this option, the different insert sheets must be put in one paper tray. So, if you have two different insert sheets, then put the insert sheets cyclic (1-2, 1-2, ...) in one paper tray.

Define the [Media] settings

The [Media] tab allows you to modify the mapping of the media. All media that is used within your document is displayed here. You can verify if the media in the document is correctly mapped to media in the printer.

Setting	Description
[Media]	Use the selection-box to specify the media that you want to print. This allows you to print your job in multiple batches and combine the job afterwards. Only a subset of the sheets will be printed when value [Split] is selected for option [Split & merge]. These are the sheets with marked pages. The following icon identifies the media for the sheets with marked pages: 
[Printed on]	In this column you can verify if the media in the document is correctly mapped to media in the printer.
[Media print mode]	PRISMAdirect never automatically maps a media print mode. You have to click the pencil icon and select a media print mode yourself. You can select a media print mode when you submit your document to an VarioPrint i-series printer v2.3 or higher. • [Printer default] The default media print mode of the selected printer will be used.
	Click the pencil icon to map the media manually. You can map the media manually when the media in the document is not correctly mapped to media in the printer. Rename media for easy recognition of job partitions. The media name is displayed on the operator panel, if your printer supports this functionality.

Map the media manually in PRISMAdirect or on the Fiery Print Server

You have to configure the Fiery Print Server by enabling its JDF print path. Then, PRISMAdirect can send PDF files with a JDF ticket to the Fiery Print Server using the JMF network protocol. To enable the JDF print path, see *Enable the JDF print path on the Fiery Print Server* on page 98.

Now, PRISMAdirect can also download the media catalog from the printer. PRISMAdirect compares the media used in the document with the media catalog from the printer. When possible, the media in the document is mapped automatically to media available in the printer. You have to map the media manually if the automatic media mapping is not correct or not possible. See either the procedure "Map the media manually in PRISMAdirect" or the procedure "Map the media manually on the Fiery Print Server" below.

To solve any problems connecting to the Fiery Print Server, see *How to troubleshoot the communication between PRISMAdirect and the Fiery Print Server* on page 103.

Map the media manually in PRISMAdirect

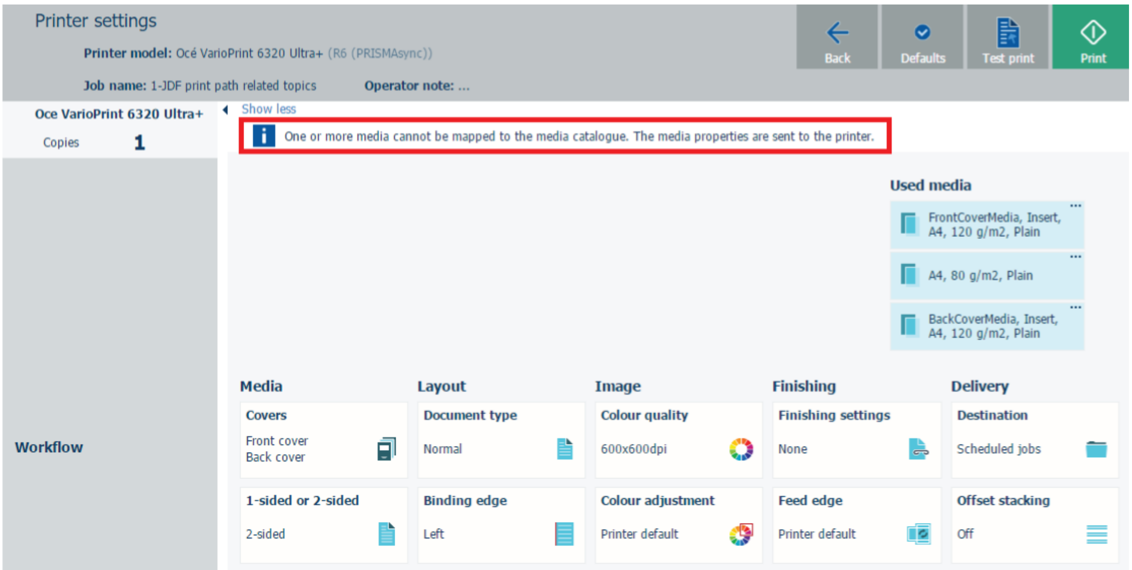
You can map the media manually either in PRISMAdirect or in the command workstation of Fiery. This procedure describes how you can map the media manually in PRISMAdirect.

To avoid mapping the media manually, you can import the Fiery paper catalog into PRISMAdirect. Firstly, you have to create the required media on the Fiery Print Server. Then, you have to import the media catalog in PRISMAdirect. You can import the Fiery paper catalog

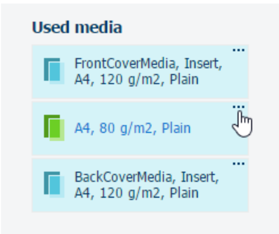
when you use PRISMA Core 6.3.0 or higher. After the import of the media catalog, you don't have to map the media manually anymore.

In PRISMAdirect, do:

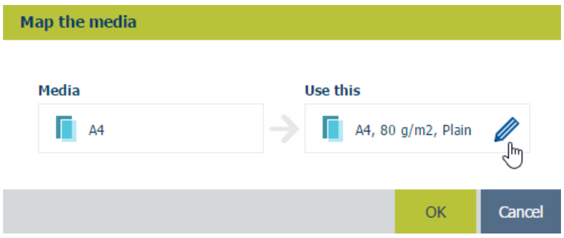
1. Click "Print options".
2. Check if the automatic media mapping is correct. As you can see in the figure below, the media cannot be mapped automatically.



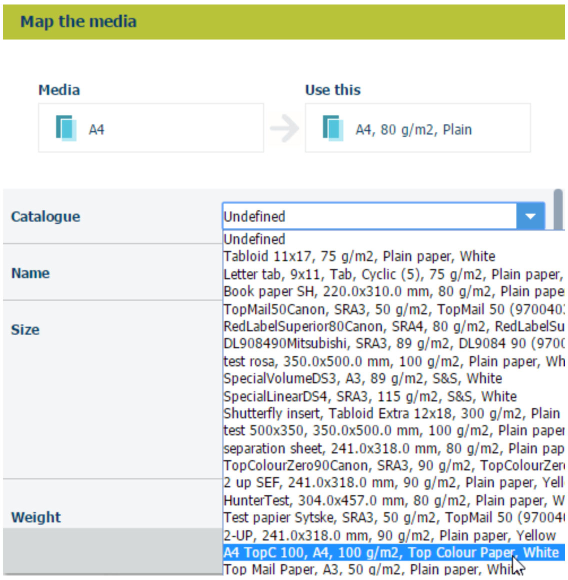
3. Click the three horizontal dots of the media that you want to map.



4. Click the "Edit" icon. The icon appears when you hover the mouse pointer over the media in column "Use this".



5. Click the drop-down list of option "Catalog" and select a media from the media catalog of the printer.
   Click OK.



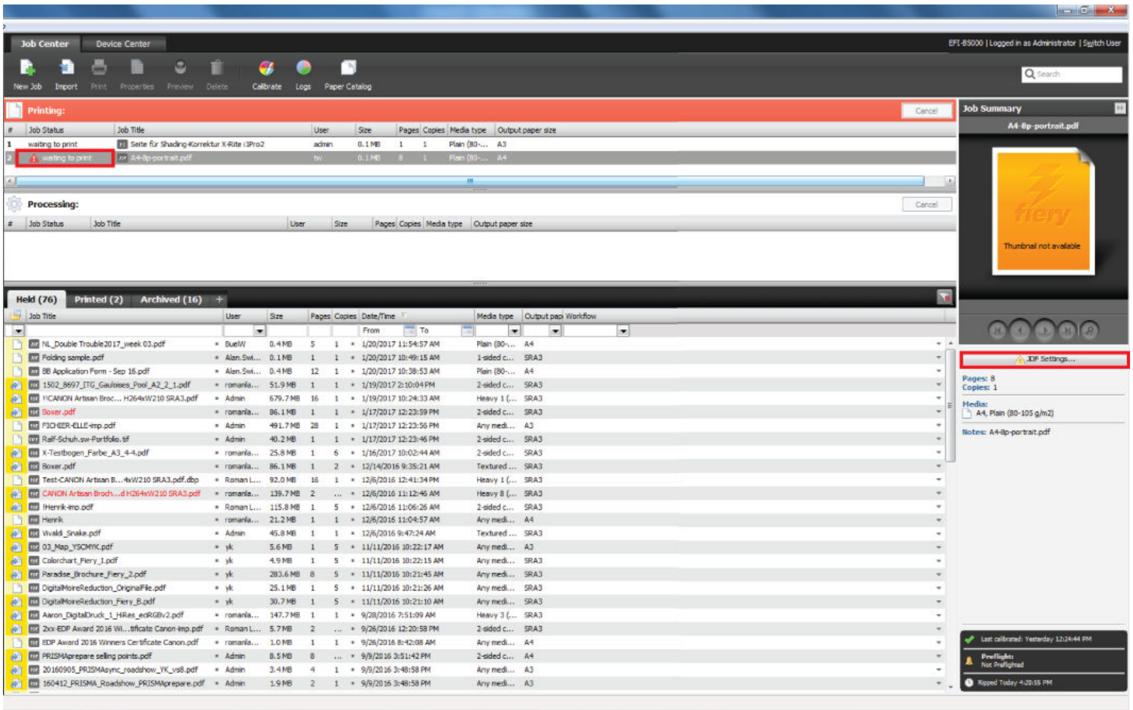
Map the media manually on the Fiery Print Server

You can map the media manually either in PRISMAdirect or in the command workstation of Fiery. This procedure describes how you can map the media manually on the Fiery Print Server.

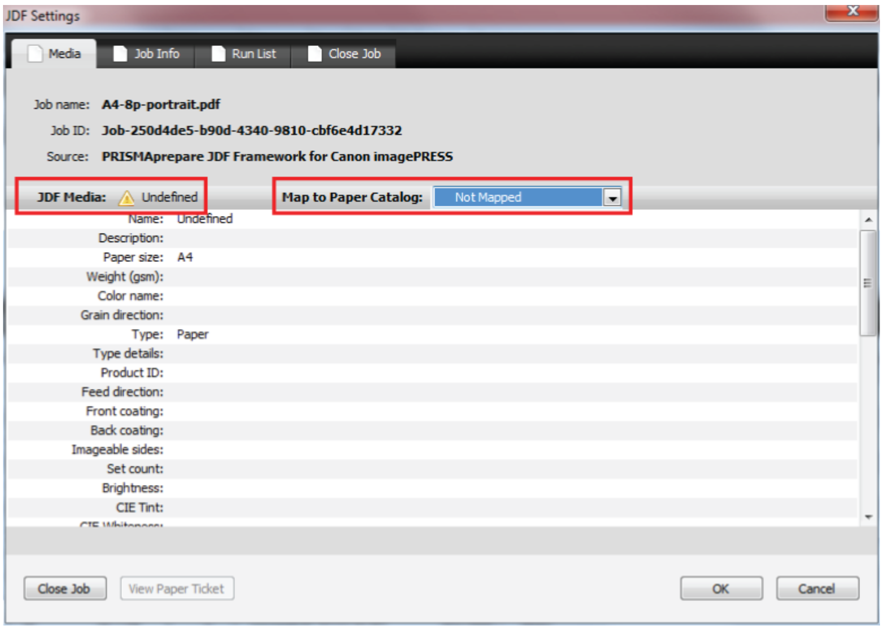
To avoid mapping the media manually, you can import the Fiery paper catalog into PRISMAdirect. Firstly, you have to create the required media on the Fiery Print Server. Then, you have to import the media catalog in PRISMAdirect. You can import the Fiery paper catalog when you use PRISMA Core 6.3.0 or higher. After the import of the media catalog, you don't have to map the media manually anymore.

On the Fiery Print Server, do:

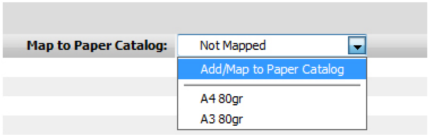
1. Open the command workstation of Fiery and select the tab "Job Center".
2. An icon with exclamation mark is shown in front of a job when the media cannot be automatically mapped.



3. Select the job and click button "JDF Settings..." on the far right of the pane.
4. The media is not available in the paper catalog: "JDF Media: Undefined".



5. Select value "Add/Map to Paper Catalog" for option "Map to Paper Catalog" and click OK.
The media is added to the paper catalog with name "Undefined".



6. Assign the media to a tray.
   The job starts printing when the newly created media is mapped to a media in a tray.

Define the [Layout] settings

The [Layout] tab allows you to specify the imposition of the pages. Optionally, you can configure additional layout settings. For example, you can add print marks like registration marks, barcodes, and color strips to your document. Not all settings are available for all printer models.

[Cover media]

The [Cover media] option is disabled if your document does not have a cover.
- You can select a default media size from the drop-down list, for example 'A4' and 'Letter'.
- You can create a custom media size. Select [Custom] from the drop-down list and change the [Width] and [Height]. Define the unit for the custom media.

The [Portrait] and [Landscape] settings allow you to specify the sheet orientation.

The following settings are disabled when your document contains both portrait and landscape media: [Width], [Height], [Portrait] and [Landscape].

[Document media]

- You can select a default media size from the drop-down list, for example 'A4' and 'Letter'. This sheet size is applied to the whole document.
- You can create a custom media size. Select [Custom] from the drop-down list and change the [Width] and [Height]. Define the unit for the custom media.

The [Portrait] and [Landscape] settings allow you to specify the sheet orientation.

The following settings are disabled when your document contains both portrait and landscape media: [Width], [Height], [Portrait] and [Landscape].

[Imposition template]

Imposition consists of the arrangement of the pages on the sheet, in order to obtain faster printing, simplify binding, and reduce paper waste. Correct imposition minimizes printing time by maximizing the number of pages per impression. To achieve this, the printed sheet must be filled as fully as possible.

You can select an existing imposition template. Optionally, you can configure additional layout settings. For example, you can add print marks like registration marks, barcodes, and color strips to your document. The value of option [Imposition template] becomes [Custom] to indicate that you are no longer using a default imposition template. You can save the combination of imposition template and additional settings to create a custom imposition template.

The default imposition templates offer basic imposition. For example, the template [2-up (1-sided)] places two pages on one sheet side. No additional layout settings are applied to the document. A subset of the imposition settings is available when different media sizes are used in the document. The different imposition types are grouped and explained below.

[Imposition template] - [General]

- [None]
- [Custom]
  Use option [Imposition type] to create a custom arrangement of the pages on the sheets. The value of option [Imposition template] becomes [Custom].
- [2-up (1-sided)] / [2-up (2-sided)]
  Two pages are placed on each sheet side in (left to right) reading order.
- [16-up (1-sided)] / [16-up (2-sided)] / [4-up (1-sided)] / [4-up (2-sided)] / [9-up (1-sided)] / [9-up (2-sided)]

4, 9, 16 pages are placed on each sheet side in the (left to right and top to bottom) reading order.

- [VDP4-up]
  4 pages with variable data are placed on one sheet side in the (left to right and top to bottom) reading order.
- [Folio]
  Four pages per sheet are placed in a way so that each sheet can be folded in half. All the folded sheets are stacked.
- [Octavo]
  Generates the same imposition as the [Octavo signature book] document type.
- [Quarto]
  Generates the same imposition as the [Quarto signature book] document type.

[Imposition template] - [Cut and stack]

The Cut & Stack imposition enhances printer productivity when printing large documents. For example, two pages are printed per sheet side. The sheets are cut in two parts. The left stack is stacked on top of the right stack to form a perfect sequential order.

- [Cut and stack]
  The left and right pages are printed in the same orientation.
- [Cut and stack with binding edge inside]
  The left pages are rotated 180 degrees compared to the right pages. The binding edges of the pages are on the inside of the sheet.
- [Cut and stack with binding edge outside]
  The right pages are rotated 180 degrees compared to the left pages. The binding edges of the pages are on the outside of the sheet.
- [Cut and stack - 4 stacks]
  Four pages per sheet side are placed in a way that, after cutting the paper in 4 parts, the piles are stacked to create the full document.
- [VDP cut and stack - 4 stacks]
  Four pages with variable data are placed on one sheet side in a way that, after cutting the paper in 4 parts, the piles are stacked to build the full document.

[Imposition template] - [Same-up]

- [Same-up with binding edge inside]
  The same page is printed twice per sheet side. The left pages are rotated 180 degrees compared to the right pages. The binding edges of the pages are on the inside of the sheet.
- [Same-up with binding edge outside]
  The same page is printed twice per sheet side. The right pages are rotated 180 degrees compared to the left pages. The binding edges of the pages are on the outside of the sheet.
  For example, use this option when pre-punched paper is used with the punched holes on both ends of the paper.
- [VDP same-up]
  The same page with variable data is printed twice per sheet side. The pages are printed with one edge attached to each other. For example, use this option when you want to print a ticket with ticket stub.

[Print content]

- You can select which PDF box should printed. The content of the selected PDF box will be printed. Or use a custom print area.
- [Custom bleed area]
  Click the edit icon to the right to enter a distance from the page edges.

That distance will be taken inward from the largest PDF box to determine what the printed page content will be.

[Imposition type]

Use option [Imposition template] to select an existing arrangement of the pages on the sheets.

Use option [Imposition type] to create a custom arrangement of the pages on the sheets. The selected [Document type] determines which values are available in the drop-down list. The value of option [Imposition template] becomes [Custom] to indicate that you are no longer using a default imposition template.

- [Horizontal] and [Vertical]
  Define the number of pages that must be imposed on one sheet side.
- [Impose]
  Option [Impose] becomes available when you have selected value [Cut and stack] for option [Imposition type].
  - [Pages per stack]
    Arrange the pages in stacks. The stacks are created in the order of the value of option [Arrange pages on sheet]. The first page is imposed on the first sheet, the second page on the second sheet until you have reached the last sheet. These pages form the first stack. The second stack starts again on the first sheet and moves down until the last sheet is reached. Et cetera.
    For example:
    Your document is 1-sided and contains 40 pages. You have selected [Cut and stack] with two pages horizontal and two pages vertical. So, four pages are printed per sheet. The value of option [Arrange pages on sheet] is [From left to right and top to bottom]. The application starts arranging the pages in four stacks. The first stack starts with the page in the left-top, The second stack starts with the page in the right-top. Left-bottom the third stack and right-bottom the fourth stack. The first 10 pages are arranged in the first stack, the next 10 pages in the second stack, etc. The sheets are cut in four parts. The stacks are stacked on top of each other according to the value of option [Arrange pages on sheet]. The four stacks form a perfect sequential order of the pages.
  - [Pages per sheet]
    Arrange all pages for the first sheet, then move one sheet down to arrange the pages for the next sheet, etc. Arrange the pages per sheet in the order of the value of option [Arrange pages on sheet].
- [Arrange pages on sheet]
  Option [Arrange pages on sheet] becomes available when you have selected value [Cut and stack] for option [Imposition type].
  The value of option [Arrange pages on sheet] determines the arrangement of the pages on the sheets.
- [Rotation]
  Option [Rotation] becomes available when you have selected value [Cut and stack] for option [Imposition type].
  Rotate pages 180 degrees.
  The value determines which pages will be rotated. For example, 3x3 pages are imposed per sheet side in three horizontal rows and three columns. Select [Vertical odd] to rotate all pages in the first and third column.

[Same-up]

Use option [Same-up] to repeat the imposed pages as defined by the [Imposition type]. The imposed pages will be repeated per sheet side.

For example, you have selected [Cut and stack] with two horizontal and two vertical pages per sheet side. Then, you select [Same-up] with value two for horizontal and two for vertical. Now, the four imposed pages as defined by [Imposition type] will be repeated two times horizontally and two times vertically.

Select how you want to repeat the imposed pages as defined by [Imposition type]:
- [1]:
  No repetition. Use the imposed pages as defined by [Imposition type].
- [Maximum]:
  The application calculates the maximum repetition of the imposed pages as defined by [Imposition type] that fit on one side of the sheet.
  The calculation takes several settings into account. For example, only one A4 page on one A3 sheet if a bleed area is needed.
- [Custom]:
  Define the repetition of the imposed pages as defined by [Imposition type] yourself with the [Horizontal] and [Vertical] settings.

[Gutters and alignment]

Gutters

Define the distance between the pages on the sheet with the horizontal and vertical gutter. You cannot define a negative gutter.

[Automatic gutters]

[Manual gutters]
- [Gutters for imposition type]
  Use option [Imposition type] to create a custom arrangement of the pages on the sheets. For example, you have selected [Cut and stack] with two horizontal and two vertical pages per sheet side. Use option [Gutters for imposition type] to define the gutters for the pages imposed on the sheet by option [Imposition type].
- [Gutters for same-up]
  Use option [Imposition type] to create a custom arrangement of the pages on the sheets. For example, you have selected [Cut and stack] with two horizontal and two vertical pages per sheet side. Use option [Same-up] to repeat the imposed pages as defined by the [Imposition type]. For example, you have selected [Same-up] with value two for horizontal and two for vertical. Now, the four imposed pages per sheet side defined by [Imposition type] will be repeated two times horizontally and two times vertically. Use option [Gutters for same-up] to define the gutters between each repetition of the four imposed pages.
- [Use bleed]
  Use the bleed box instead of the trim box of each page. The bleed box may contain a bleed area in addition to the page content. Usually, the bleed area is 3 to 5 mm larger than the trim box.

Alignment

Define the position of the page on the sheet with the shift and the horizontal and vertical settings. You can define a negative shift.

Use option [Same on both sides] to put the page on the same position on the front side and back side of the sheet.

Disable [Same on both sides] to handle the position on [Front side] and [Back side] separately.

[Print marks]

You can define which marks are printed on the output media. You can define if the selected marks must be printed on all sheets or only on the first sheet.

- [No marks on binding edge]
  You can select to not print any marks along the binding edge, for example, when your document is a booklet.

- [Corner trim marks]
  These marks are lines printed in the corners of the sheets to indicate where to trim the paper.
  You can define the size, location, and the stroke of this print mark.
- [Center marks]
  Center marks are vertical lines used to indicate the centre of the printed page. For example, the centre of the spine of a booklet.
  You can define the size, location, and the stroke of this print mark.
- [Fold marks]
  Fold marks are vertical lines used to indicate where the printed page must be folded. The fold marks overwrite center marks.
  You can define the size, location, and the stroke of this print mark.

- [Job integrity marks]
  You can add the sheet number and the sheet side to the printed pages.
  You can define the location of this print mark.

- [Collating marks]
  Use this option to print black marks on the outside fold of each signature in bookbinding.
  The black marks are positioned differently on the outside fold of each signature in bookbinding to aid in collating.
  Any [Collating marks] are removed when you select value [Dutch cut] for option [Same-up].

- [Bar code]
  You can add only one bar code to the same page. You can create an automated workflow for finishers by using a barcode and a registration mark for finisher. For example, the automated workflow can be used for the Duplo DC-646. See topic "Automated workflow by using barcodes for finishers, for example, the Duplo DC-646" in the technical service manual.
  The barcode and readable text are always black when you define a barcode in the [Production] workspace.
  - **Readability of the bar code**
    Four settings ensure the readability of the barcode: checksum for [1D bar code] or error correction for [2D bar code], minimum size of the barcode, quiet zone and resolution.
    - Quiet zone
      In barcode technology, a quiet zone is the blank margin on either side of a barcode that's used to tell the barcode reader where a barcode's symbology starts and stops. The purpose of a quiet zone is to prevent the reader from picking up information that does not pertain to the barcode that is being scanned. The blank margin will not send a scanning signal, hence the name "quiet".
      Configure the margin to set the quiet zone.
      The horizontal and vertical margins form the non-printable area, or quiet zone, around the barcode. The default value is 3 mm. The horizontal and vertical margins both use the same value. When the barcode is rotated, the minimum values for the quiet zone are rotated accordingly.
      - [1D bar code]
        A 1D barcode should have a quiet zone of at least 6 mm on each horizontal side and at least 1.6 mm on each vertical side.
      - [2D bar code]
        A 2D barcode should have a quiet zone of at least 2 mm on each side.

- [Resolution]
  You have to configure the resolution in the configuration file. Browse to the config file and open it using a text editor, for example, Notepad:
  C:\ProgramData\Oce\PRISMAcore\Configuration\PRISMAcore.Plugin.PBE.AppSettings.config
  See the following key: <add key="BarcodeResolution" value="300"/>
  The default value for the resolution is 300. Possible values: 300 or 600. An unsupported value is ignored and 300 is used instead.

Create a bar code

1. Expand [Imposition template].
2. For option [Print marks], you can select value:
   - [On all sheets]
     Select this value when you want to assign a bar code to all sheets.
   - [On first sheet only]
     Select this value when you want to assign a bar code only to the first sheet.
3. Expand [Print marks].
4. Enable the [Bar code] option.
5. [Text]
   The typed text and any variables are encoded as a barcode. The barcode type determines whether you can use digits, text, variables, or a combination of these in the text. You can add the sheet number, the total number of sheets, and the job name to the text of the barcode. Finishers can use this information to check if the order of sheets is correct and to check if the job contains all sheets.

Icon	Description
#	Click this icon to add the sheet number as a variable to the text for the barcode. The actual sheet number is automatically added for each sheet that contains a barcode.
	Click this icon to add the total number of sheets as a variable to the text for the barcode. The actual number of sheets is automatically added for each barcode.
	Click this icon to add the job name as a variable to the text for the barcode. The actual job name is automatically added for each barcode.

6. [Minimum number of digits]
   Some finishers require a minimum number of digits for the sheet number and/or total number of sheets. The maximum value is 10. "0" is used as padding character.
7. [Type]
   - [1D bar code]
     Linear or 1D barcodes use a series of variable-width lines and spaces to encode data. Linear barcodes hold just a few dozen characters, and generally get physically longer as more data is added.
     1D barcodes are dependent on database connectivity to be meaningful. If you scan a UPC code, for instance, the characters in the barcode have to relate to an item in a pricing database to be useful.
   - [2D bar code]
     2D barcodes use patterns of squares, hexagons, dots, and other shapes to encode data. They can be much smaller while holding more data (hundreds of characters) than 1D codes. Data is encoded based on both the vertical and horizontal arrangement of the pattern, thus it is read in two dimensions.
     A 2D barcode doesn't just encode alphanumeric information. These codes can also contain pages, website addresses, voice, and other types of binary data. That means you

can make use of the information whether you are connected to a database or not. A large amount of information can travel with an item labeled with a 2D barcode.

8. [Encoding]
   The selected barcode type determines which barcode encodings are available to you.
9. [Check sum] or [Error correction]
   - [1D bar code]
     Checksum information can be stored in the barcode to verify the barcode is correct.
   - [2D bar code]
     There are four error correction levels used for QR codes. Each level adds different amounts of "backup" data to the QR code. The selected level depends on how much damage the QR code is expected, and hence how much error correction may be required:
     - Level L - up to 7% damage
     - Level M - up to 15% damage
     - Level Q - up to 25% damage
     - Level H - up to 30% damage
10. [Human readable text]
    Enable this option to add the text of the barcode directly under the barcode. Or disable this option to only show the barcode. This option is available for [1D bar code].
11. [Minimum size]
    Some finishers require a minimum barcode size. The minimum size encompasses the barcode, the margins, and the readable text under the barcode.
12. [Position on sheet]
    You can define the location of the barcodes. Use the options [Position on sheet] and [Shift].
13. [Margin]
    The horizontal and vertical margins form the non-printable area, or quiet zone, around the barcode. The default value is 3 mm. The horizontal and vertical margins both use the same value.
    When the barcode is rotated, the minimum values for the quiet zone are rotated accordingly.
14. Click the pencil icon of each bar code to configure the bar code.

- [Color strip]
  You can add a color strip to the front side of the printed sheets. The color strip will not be added to the back side. Color strips are used in PRISMAdirect as color proofing strips on the printed output.

- [Registration mark for finisher]
  Select a registration mark and configure the position of the registration mark on the sheet.
  You can create an automated workflow for finishers by using a barcode and a registration mark for finisher. For example, the automated workflow can be used for the Duplo DC-646. See topic "Automated workflow by using barcodes for finishers, for example, the Duplo DC-646" in the technical service manual.

- [Registration marks]
  Registration marks print outside the trim area of the page. They can include bulls-eye targets, corner trim marks, etc. These marks allow the operator to accurately align printed pages and better align cuts when trimming.

- [File name]
  Print the file name on each page.
- [Print date]
  Print the print date on each page.
- [Remarks]
  Print the remarks on each page.

[Creep compensation]

Use [Creep compensation] to make sure that the margins on all pages are equal after the booklet is folded and trimmed. The [Creep compensation] factor is calculated from the [Thickness] of the media.

For example:

You have 30 sheets, which you fold to make a booklet. The sheets in the middle of the booklet stick out compared with the cover of the booklet. When you trim the sheets that stick out, the distance between the page content and the sheet edges is changed. This means that the page content creeps towards the edge of the sheets due to the trim action.

- [None]
- [Outside]
  Shift the page content to the outside of the booklet.
- [Inside]
  Shift the page content to the inside of the booklet.
- [Computed thickness] / [Computed thickness of first booklet]
  PRISMAdirect automatically recalculates the thickness of the booklet when the number of sheets or the thickness of the media changes.
  - In case of a booklet, the computed booklet thickness is the spine size.
  - In case of a multi-booklet, the computed thickness is:
    - The thickness of one output group when each output group contain a constant number of sheets. If the last booklet has fewer sheets, its thickness is calculated but not displayed.
    - The thickness of the first output group when the output groups contain different numbers of sheets. The thickness of the other output groups is calculated but not displayed.
- [Booklet thickness] / [Thickness of first booklet]
  You can increase or decrease the creep compensation by changing the booklet thickness. The maximum difference is 5 mm compared to the computed thickness.

Define the [Image] settings

The [Image] tab allows you to specify the color and image settings for the document. Not all settings are available for all printer models.

[Resolution]

The resolution that you can select depends on the printer.
- [Printer default]
  Use the resolution defined in the selected printer when no value is provided.

[Color management]

Color management is the controlled conversion between the color representations of the document in the application to the Postscript file.
- [No color management]
  Disable color management and use any embedded color profiles in the document.
- [Printer\PostScript color management]
  The color profiles of the printer are used to convert the colors.
- [Printer color profile]
  Select a color profile. The profile is used to convert the colors.

[Overprint simulation]

By default, when you print opaque, overlapping colors, the top colour knocks out the area underneath. Overprinting prevents knockouts and makes the topmost overlapping printing ink appear transparent in relation to the underlying ink.

This setting is used by Adobe Acrobat.

This setting is not available for all printer models.

[Use PDF output intent]

The PDF output intent describes how you plan to print the entire document.

If the file contains device-independent colors, the output intent provides data which defines how the color data must be printed. The output intent provides all the information required to ensure that the file can be printed consistently, even when device independent color data is used.

This setting is used by Adobe Acrobat.

This setting is not available for all printer models.

[Enhanced color rendering]

Color rendering relates to the color appearance of printed color pages under a given light source. You can select:
- [Printer default]
  Use the color rendering algorithm of the selected printer.
- [On]
  Use the color rendering algorithm of this application.
- [Off]
  Disable color rendering.

This setting is not available for all printer models.

[Color bar]

You can add a color bar to the printed pages. The drop-down list contains the available color bars of the selected printer. You can define the location and the alignment of the color bar.

This setting is not available for all printer models.

[Information bar]

You can add an information bar to the printed pages. The drop-down list contains the available information bars of the selected printer. You can define the location and the alignment of the information bar.

This setting is not available for all printer models.

[Trapping pre-sets]

Printer misregistration can cause gaps between colors on the printed pages. You can enable trapping to compensate for potential gaps between colors. A trapping preset is a collection of trap settings you can apply to pages in a PDF. The drop-down list contains the available [Trapping pre-sets] of the selected printer.

This setting is not available for all printer models.

[Image smoothing]

[Image smoothing] blends adjacent colors in an image to make color transitions less noticeable. Use this setting when the printer resolution is higher than the image resolution.

This setting is not available for all printer models.

[Fattening]

You can apply [Fattening] to the text and lines of the document. The fattening function can increase the readability of texts with small fonts (< 6 points, 6/72 inch). However, when you print special data such as barcodes, fattening can make barcodes difficult to read. Therefore, you can turn the fattening function off when you print such special data. You can select:

- [Printer default]
  Use the fattening algorithm of the selected printer.
- [On]
  Use the fattening algorithm of this application.
- [Off]
  Disable fattening.

This setting is not available for all printer models.

[Minimum line width]

The minimum line width function is required to keep thin lines visible. The lines in PS/PDF jobs always keep a minimum width of 1/600 inch. However, when you print special data such as CAD drawings, smaller lines may be required. Therefore, you can turn the minimum line width function off. Then even thinner lines will be printed. This option ensures that all lines are visible in the printed document. You can select:

- [Printer default]
  Use the minimum line width of the selected printer.
- [Light]
  Print all lines with a minimum line width of 1/1200 inch.
- [Normal]

Print all lines with a minimum line width of 1/600 inch.
- [Off]
  Disable the [Minimum line width] option. Thin lines might not be printed in the document.

This setting is not available for all printer models.

[Halftone]

A halftone image is made up of a series of dots rather than a continuous tone. Larger dots are used to represent darker, more dense areas of the image, while smaller dots are used for lighter areas. As long as the resolution of the image is high enough, the dots appear as a continuous image to the human eye. Select the [Halftone] setting.
- [Printer default]
  Use the halftone defined in the selected printer when no value is provided.

This setting is not available for all printer models.

[Brightness]

You can overrule the defined brightness settings in the document, without losing the original brightness settings. You can change the tonal values of an image. Or, you can compensate for the media that you print on. For example, the brightness and contrast will be different for glossy paper than for canvas.
- [Printer default]
  Use the brightness defined in the selected printer when no value is provided.
- [Custom]
  Use the slider to select a value.

This setting is not available for all printer models.

[Contrast]

You can overrule the defined contrast settings in the document, without losing the original contrast settings. You can change the tonal values of an image. Or, you can compensate for the media that you print on. For example, the brightness and contrast will be different for glossy paper than for canvas.
- [Printer default]
  Use the contrast defined in the selected printer when no value is provided.
- [Custom]
  Use the slider to select a value.

This setting is not available for all printer models.

[Color pre-sets]

A color pre-set is a collection of color and quality settings that matches a specific document type, workflow or color application. The drop-down list contains the available color templates of the selected printer. When the printer is not available, the color templates cannot be loaded. In this case, the default templates are loaded.

You can change the settings of the selected color pre-set for the current job only. You cannot save your changes. See *Custom color pre-sets* on page 89.

This setting is not available for all printer models.

Custom color pre-sets

You can change the settings of the selected color pre-set for the current job only. You cannot save your changes. You have to use the Settings Editor of the printer to create new color pre-sets.

[Name]

If you change a setting of the selected color pre-set in this dialog, the name changes into [Custom]. You can use the custom color pre-set only for the current job. You cannot save your changes.

[Color]

Print in [Color] or [Black & white].

[Halftone for images], [Halftone for text/lines] and [Halftone for graphics]

These settings define the halftone screening for images, text/lines and graphics. You are advised to use the default option.

- [Fine]
- [Normal]
- [Error diffusion]
  Error diffusion is a type of halftoning in which the quantization residual is distributed to neighboring pixels that have not yet been processed. Its main use is to convert a multi-level image into a binary image, though it has other applications.

[Spot color matching]

A spot color in a document is defined by a color name and an alternative color specification. The printer uses the color name to match with the closest color of the printer. The colors of the printer are defined in color libraries on the printer.

- [Yes] (default)
  Match the document colors with the color library of the printer
- [No]
  Use the alternative color specification

[Color mapping group]

You can select a color mapping group to apply color transformations to the image colors. Color mapping re-maps the image values to be suitable for printing purposes. You can select a color mapping group for RGB, CMYK or spot color to re-map the images to a spot color.

[PDF/X output intent]

The output intent is defined by a profile. The output intent represents what the author had in mind for the final output of the document. For example, the author creates the document in an RGB color space, but the document must be printed on a SWOP press. In this case, you can select a SWOP profile as the [PDF/X output intent].

[PDF overprint simulation]

By default, when you print opaque, overlapping colors, the top colour knocks out the area underneath. Overprinting prevents knockouts and makes the topmost overlapping printing ink appear transparent in relation to the underlying ink.

This setting is used by Adobe Acrobat.

This setting is not available for all printer models.

[Force black overprint]

Enable this option to make sure that a black type always overprints colored objects behind it.

[Input profile]

For most objects, color profiles and rendering intents are embedded in the document. However, objects with a color specification in DeviceRGB or DeviceCMYK have no embedded color profile and rendering intent. In this dialog, you can specify an input color profile and rendering intent for these objects. [Input profile] defines a reference color workspace for the color data of the objects in the document. An [Input profile] is used to define colors in a device independent way.

[DeviceRGB / Embedded profiles]

The following DeviceRGB options are available.
- sRGB
  Use this input profile in Windows Office or similar environments.
- [None]
  Use this option to use the printer device colors.
- AdobeRGB1998
  Use this input profile if the documents are prepared for use on high chroma devices.
- AppleRGB
  Use this input profile if the documents are prepared in Apple environments.
- ColorMatchRGB
  Use this input profile if the color data was created in a very big color workspace. Make sure you use [Perceptual] as [Rendering intent] to avoid that color areas clip and to preserve details.

[DeviceCMYK / Embedded profiles]

The DeviceCMYK profiles list contains color profiles as defined by formal standardization organizations. Select the same CMYK color profile that was used to create the document. Select no color profile to leave the DeviceCMYK color specification as is.

[Rendering intent]

For most objects, color profiles and rendering intents are embedded in the document. However, objects with a color specification in DeviceRGB or DeviceCMYK have no embedded color profile and rendering intent. In this dialog, you can specify an input color profile and rendering intent for these objects. The [Rendering intent] defines the color conversion strategy that is needed because colour gamuts differ per device (monitors, printers). The required print quality determines the rendering intent you need for an optimal color conversion. The following options are available.
- [Absolute colorimetric]
  The exact colors that are within the gamut of the printer are kept, even the colors near the white point. Prints white areas with a light background. The out-of gamut colors are mapped to colors on the border of the printer gamut. Details, continuity and contrast in colored areas can be lost due to the mapping.
  This setting is useful to map spot colors and it is useful to make proof prints.
- [Relative colorimetric]
  The exact colors that are within the gamut of the printer are kept, except the colors near the white point. Prints white areas perfectly white (no toner or ink is used). The out-of gamut colors are mapped to colors on the border of the printer gamut. Details, continuity and contrast in colored areas can be lost due to the mapping.
  This setting is useful to make proof prints.
- [Perceptual] (default)

All colors are converted relative to each other, preserving details, continuity and contrast. The out-of gamut colors are mapped to colors within the printer gamut. Prints white areas perfectly white (no toner or ink is used).
This setting is useful to print images or photos.

- [Saturation]
  All colors are converted relative to each other, preserving saturated colors and pure colors as much as possible. The out-of gamut colors are mapped to colors within the printer gamut. Prints white areas perfectly white (no toner or ink is used).
  This setting is useful for presentations, line-art, histograms, artist impressions, business graphics, et cetera.

Use or overrule the embedded profiles

- [Use embedded profiles and DeviceRGB settings] and [Use embedded profiles and DeviceCMYK settings]
  For most objects, color profiles and rendering intents are embedded in the document.
  Use these profiles and rendering intents for these objects. However, objects with a color specification in DeviceRGB or DeviceCMYK have no embedded color profile and rendering intent. Use the DeviceRGB settings or DeviceCMYK settings in this dialog for the objects that have no embedded color profile and rendering intent.
- [Overrule embedded profiles with DeviceRGB settings] and [Overrule embedded profiles with DeviceCMYK settings]
  For most objects, color profiles and rendering intents are embedded in the document. Select this setting to ignore these profiles and rendering intents. Use the DeviceRGB settings or DeviceCMYK settings in this dialog for all objects.

Define the [Finishing] settings

The [Finishing] tab allows you to specify the finishing settings for the document. Not all settings are available for all finishers.

[Finishing]

You can overrule the defined finishing settings in the document, without losing the original finishing settings.

- [As in document]
  Print the document with the original finishing settings.
- [No finishing]
  Print the document without any finishing settings.
- [Corner staple]
  Print the document with 1 staple in the corner, but without any fold and punch settings.
- [1 Edge staple]
  Print the document with 1 staple, but without any fold and punch settings.
- [2 Edge staples]
  Print the document with 2 staples, but without any fold and punch settings.
- [Near-line finishing]
  The available finishing devices and flows become available. The [Print] button becomes a [Print and finish] button.
  1. Select which finishing device must be used for the print job.
  2. Select which finishing flow must be used for the print job.
  3. Additional settings, depending on the type of device:
     - Utimate bindery: Optionally, you can select to print a banner page. The banner page contains a barcode to identify the printed job. You have to select the encoding for the barcode.
     - Duplo: You can select to print a QR barcode and the registration marks.

[Feed edge]

The paper can be fed into the printer with the long edge or the short edge. This depends how the paper is loaded in the paper tray.

- [Printer default]
  Use paper from the default paper tray of the printer.
- [Short edge]
  Use paper from a paper tray where the [Feed edge] is [Short edge].
- [Long edge]
  Use paper from a paper tray where the [Feed edge] is [Long edge].

[Creasing]

Apply a crease to define a fold line. For example, creasing of the covers is often a part of bookbinding. The well-defined folding lines then act as hinges for the folding.

You can select which pages must be creased. The location of the crease is defined in the finishing template used by the finisher.

[Trimming mode]

- [None]
- [From]
  Only the front edge of the sheet is cut. Use option [Finishing size] to define the sheet size after trimming. The drop-down list contains predefined sheet sizes, e.g. A4. Or you can select value [Custom] to define the width of the sheet yourself.

- [Front, top, bottom]
  The front edge and the top and bottom of the sheet are cut. Use option [Finishing size] to define the sheet size after trimming. The drop-down list contains predefined sheet sizes, e.g. A4. Or you can select value [Custom] to define the width and the height of the sheet yourself. You can also define the [Bottom offset].

[Saddle press]

Enable the [Saddle press] option to apply mechanical pressure to a folded document. The result is a tightly folded document with a flat spine. Use the [Adjustment] option to increase or decrease the mechanical pressure.

This setting is not available for all finishers.

Define the [Delivery] settings

The [Delivery] tab allows you to specify how the document must be delivered in the output tray.

[Output location]

Depending on the configured output locations and the selected printer, you can select an available [Output location].

[Unused cyclic media]

Any unused cyclic media, such as tab media, is deposited in an [Output location]. Depending on the configured output locations and the selected printer, you can select an available [Output location].

[Sort]

You can specify the sorting method:
- [By set]
  The pages of a job will be sorted in the order 123, 123, 123.
- [By page]
  The pages of a job will be sorted in the order 111, 222, 333.
- [By variable data document]
  The pages with variable data will be sorted in the order 111, 222, 333.

[Offset stacking]

- [Off]
  The job is stacked in the [Output location] as one straight stack.
- [By set]
  The job is stacked in the [Output location] with a small offset between each set.
- [By output group]
  The job is stacked in the [Output location] with a small offset between each output group. The output groups are defined in the [Document] workspace.
- [By variable data document]
  The job is stacked in the [Output location] with a small offset between each variable data document.

[Reverse order]

By default, the first sheet of the job is delivered first. When you select the [Reverse order] setting, the last sheet of the job is delivered first.

Normal order: 1-2 3-4 5-6 7-8 9-10

[Reverse order]: 10-9-8-7-6-5-4-3-2-1

[Swap pages]

Use this setting to turn the pages in the [Output location].

Normal order: 1-2 3-4 5-6 7-8 9-10

[Swap pages]: 2-1 4-3 6-5 8-7 10-9

[Swap pages] & [Reverse order]: 9-10-7-8-5-6-3-4-1-2

[First sheet to end]

Select this setting if you want to move the first sheet to the end of the job. You can use this setting, for example, if the first A3 sheet is used as a cover sheet for the rest of the A4 job.

[Rotate 180 degrees]

The [Output location] of a job can be an external finisher. Some external finishers require a 180 degree rotation of the jobs before the jobs go into the external finisher. The documentation of the external finisher describes how a job must go into the external finisher.

If a 180 degree rotation is required, you select this setting.

[Separator sheet]

Select this option to separate each set by a separator sheet.

[Remove ghost pages]

You can print a document to PDF. You can optimize the PDF file by removing any ghost pages from 1-sided documents and from the end of (variable data) documents. Not all ghost pages can be removed from each PDF file. For example, ghost pages created for a booklet will remain.

Define the [Accounting] settings

Enable accounting for a printer

1. Open the [Configuration] workspace.
2. Click [Printer settings] - [Printers] and select the printer for which you want to enable accounting.
3. [Enable accounting] in tab [General].
   When this option is enabled, the tab [Accounting] becomes available in the [Print] dialogue.
4. Click [Save].

Set the accounting settings in the print dialogue

- Type the [Account ID].
- Type the [Cost center].
- Type any additional information.

The accounting log file

The accounting information is stored in a log file on the print server. For example, for all printers driven by a PRISMAsync Print Server, do:

1. Open the Settings Editor of the printer.
2. Click [Configuration] - [Accounting].
3. Download the accounting log file.

Chapter 5
Configure the Fiery Print Server

Enable the JDF print path on the Fiery Print Server

Introduction

You have to enable the JDF print path on the Fiery Print Server and configure its paper catalog as JDF based. Then, PRISMAdirect can send PDF files with a JDF ticket to the Fiery Print Server using the JMF network protocol.

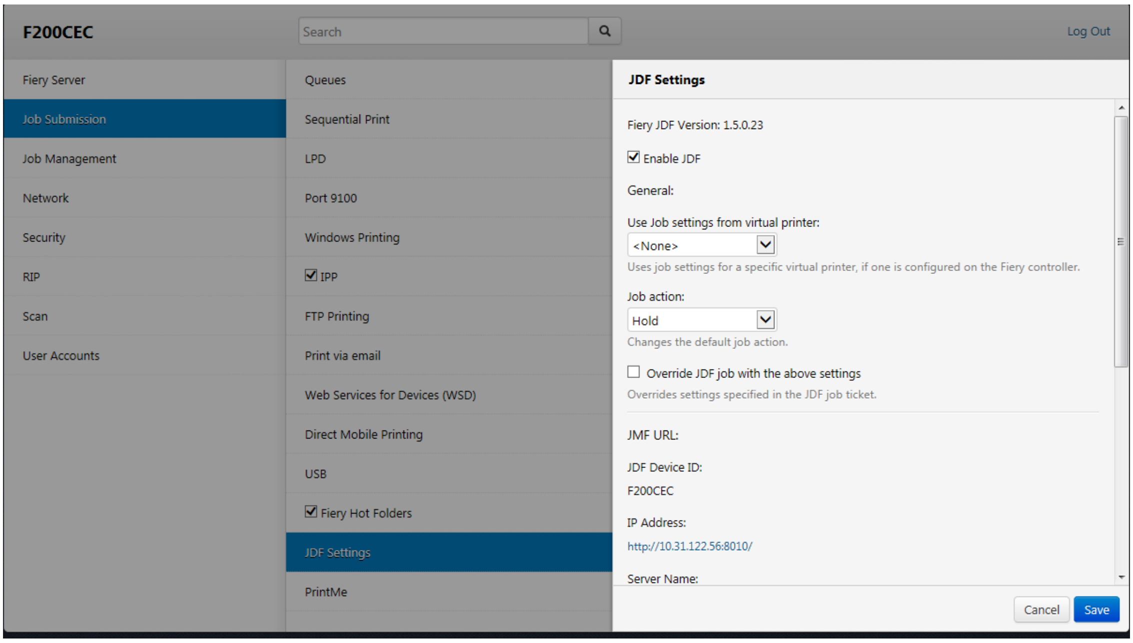
Now, PRISMAdirect can also download the media catalog from the printer. PRISMAdirect compares the media used in the document with the media catalog from the printer. When possible, the media in the document is mapped automatically to media from the printer catalog. You have to map the media manually if the automatic media mapping is not correct or not possible. See *Map the media manually in PRISMAdirect or on the Fiery Print Server* on page 73.

To solve any problems connecting to the Fiery Print Server, see *How to troubleshoot the communication between PRISMAdirect and the Fiery Print Server* on page 103.

Configure the Fiery Print Server

JDF settings

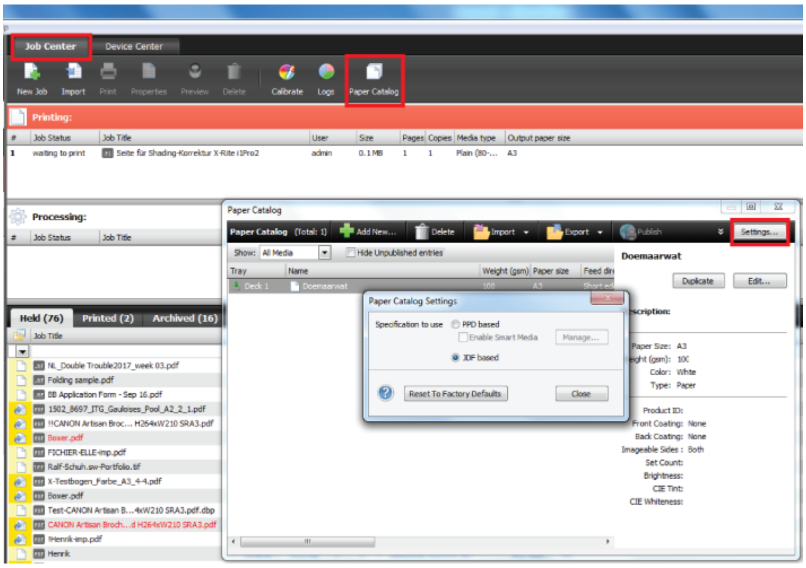
1. Connect to the Fiery Print Server and log in as administrator.
2. Click tab "Device Center", then click tab "General".
3. Click button "Server Configuration"
4. Click "Job Submission - JDF Settings".
5. Enable setting "Enable JDF". You can find this setting in the top of the dialog.
   Disable setting "Override JDF job with the above settings".



6. Click "Save".

Paper catalog

1. Click tab "Job Center", then click "Paper Catalog".



2. Click button "Settings...".
3. Select value "JDF based" for option "Specifications to use".
4. Click "Close".

You have enabled JDF/JMF on the Fiery Print Server and configured the paper catalog as JDF based. PRISMAdirect can now import the media catalog of the printer for automatic media mapping.

Media is not mapped automatically. The Fiery Print Server only contains media of type "Insert"

Problem

You have to enable the JDF print path on the Fiery Print Server and configure its paper catalog as JDF based. See *Enable the JDF print path on the Fiery Print Server* on page 98.

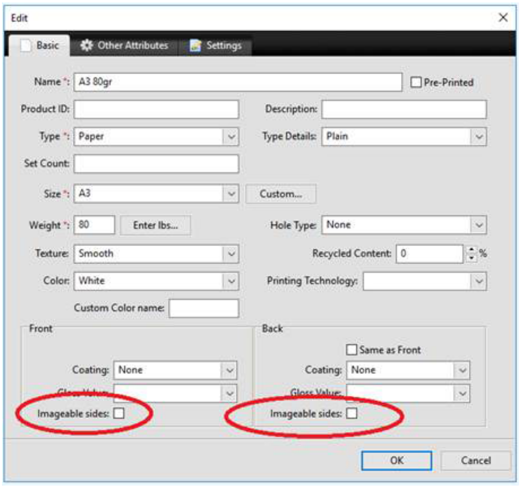
However, when you enable the JDF print path and set the paper catalog to "JDF based", a problem occurs with existing media. All existing media on the print server receive value "Off" for media attribute "Imageable sides". The Fiery Print Server does not handle these media as inserts. However, PRISMAdirect receives this media as media of type "Insert".

- All media, which was created on the Fiery Print Server before JDF is enabled, is sent to PRISMAdirect as media of type "Insert". You have to update all existing media on the Fiery Print Server. See step 2.
- All media, which is created on the Fiery Print Server after JDF is enabled, is sent to PRISMAdirect correctly.

You have to manually fix the media on the Fiery Print Server.

Fix the existing media on the Fiery Print Server

1. Connect to the Fiery Print Server and log in as administrator.
2. Click tab "Job Center", then click "Paper Catalog".
3. For each media, enable option "Imageable sides" for the front and/or back page, if required.



4. Import the paper catalog of the Fiery Print Server into PRISMAdirect.
   It is recommended that you select option [Merge with the existing media catalog] when you import the media catalog. Now, PRISMAdirect can use the media of the printer for automatic media mapping.

Media is not mapped correctly. Option "Imageable sides" is disabled for "Insert", "1-sided" and "2-sided" media on the Fiery Print Server

Problem

You have to enable the JDF print path on the Fiery Print Server and configure its paper catalog as JDF based. See *Enable the JDF print path on the Fiery Print Server* on page 98.

However, when you enable the JDF print path and set the paper catalog to "JDF based", a problem occurs with existing media. All existing media on the print server receives value "Off" for media attribute "Imageable sides". Consider the following situation:

1. JDF is not activated on the Fiery Print Server.
2. Three types of media are available in the Fiery paper catalog: media A, B, and C.
   These media do not have the JDF parameter “ImagableSide” in their JDF description.
3. Then, JDF is activated on the Fiery Print Server and the paper catalog is set to “JDF based”.
4. Three new types of media are defined and added to the Fiery paper catalog: media X, Y, and Z.
   These new media get the JDF parameter “ImagableSide” in their JDF description.

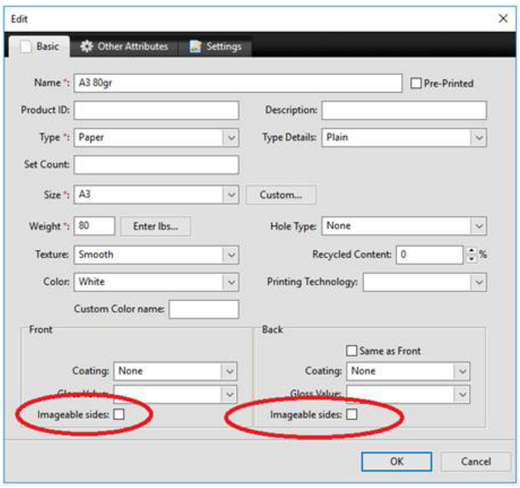
Now, the Fiery paper catalog contains media with different JDF descriptions. Media A, B, and C do not have a description for the “ImagableSide”, while media X, Y and Z do have this description available.

- Media without JDF parameter “ImagableSide” can be sent to PRISMAdirect. PRISMAdirect considers this media to be 2-sided.
- Media with JDF parameter “ImagableSide” can be sent to PRISMAdirect. PRISMAdirect evaluates parameter “ImagableSide” and treats the media according to this setting: Insert 1-sided, or 2-sided media.

You have to manually fix the media A, B, and C on the Fiery Print Server. Then, you have to import the fixed paper catalog in PRISMAdirect.

Fix the existing media on the Fiery Print Server

1. Connect to the Fiery Print Server and log in as administrator.
2. Click tab "Job Center", then click "Paper Catalog".
3. For each media, enable option "Imageable sides" for the front and/or back page, if required.



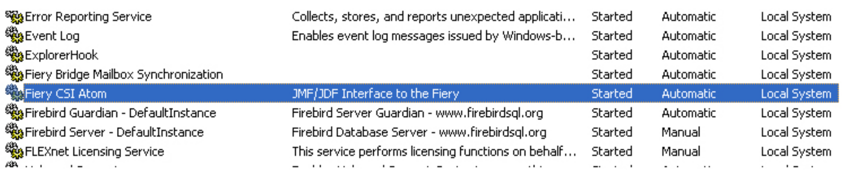
4. Click OK.
   At the OK command, the JDF parameter “ImagableSide” and its value is added to the JDF description of the concerning media.
5. Import the paper catalog of the Fiery Print Server into PRISMAdirect.
   It is recommended that you select option [Merge with the existing media catalog] when you import the media catalog. Now, PRISMAdirect can use the media of the printer for automatic media mapping.

How to troubleshoot the communication between PRISMAdirect and the Fiery Print Server

Examples of failed communication are:
- Cannot automatically map the media
- Cannot load the media catalog from the Fiery Print Server
- Cannot import the media catalog from the Fiery Print Server
- Cannot send a job

Troubleshooting

1. Print a test page. If the page is not printed verify that the printer is online and that you can ping it from your computer.
2. Check that the IP address of the printer is correct.
   1. Open the [Configuration] workspace.
   2. Select [Printer settings].
   3. Select a printer. If required, click [Edit].
   4. Go to tab "Connection".
   5. Check that the JMF URL in the Fiery Print Server corresponds to the printer URL in tab "Connection".
   6. Check that the IP address in tab "Connection" uses the correct port number, which is 8010 for Fiery Print Servers.
      The format for the printer URL is "http://<IP address>:<port number>". For example: http://10.10.10.10:8010
3. Check that JDF is enabled on the Fiery Print Server.
   When JDF is not enabled, PRISMAdirect cannot automatically map the media used in the document with the media catalog from the printer. See *Enable the JDF print path on the Fiery Print Server* on page 98
4. Check that the service "Fiery CSI Atom" for the JMF/JDF server is running on your Fiery Print Server.
   1. Open the "Services" dialog on the Fiery Print server.
   2. Restart the service "Fiery CSI Atom".

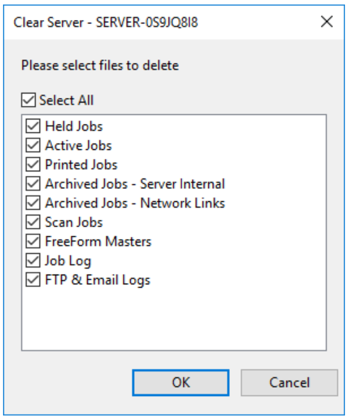


Error Reporting Service	Collects, stores, and reports unexpected applicati...	Started	Automatic	Local System
Event Log	Enables event log messages issued by Windows-b...	Started	Automatic	Local System
ExplorerHook		Started	Automatic	Local System
Fiery Bridge Mailbox Synchronization		Started	Automatic	Local System
Fiery CSI Atom	JMF/JDF Interface to the Fiery	Started	Automatic	Local System
Firebird Guardian - DefaultInstance	Firebird Server Guardian - www.firebirdsql.org	Started	Automatic	Local System
Firebird Server - DefaultInstance	Firebird Database Server - www.firebirdsql.org	Started	Manual	Local System
FLEXnet Licensing Service	This service performs licensing functions on behalf...	Started	Manual	Local System

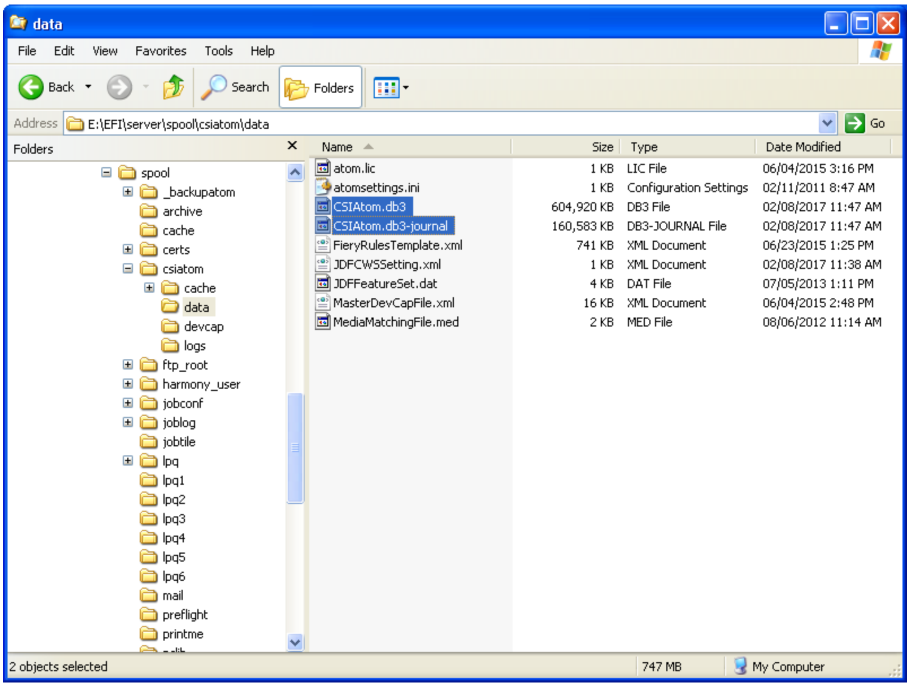
5. If you have a firewall:
   - Check that the processes used by PRISMAprepare are not blocked. These processes are "PRISMAprepare.exe, OBNGLightProcess.exe, mmc.exe".
   - Check that port TCP 8010 is opened.
6. If PRISMAdirect cannot load the media catalog from the Fiery Print Server: Bypass the proxy server for the driverless printers
   Do this for all browsers.
   Internet Explorer and Chrome both rely on the Internet Options settings for proxy information, so you don't need to configure them separately. Firefox optionally uses its own proxy settings, so you might need to add exceptions in Firefox.
   1. Open Internet Explorer on the computer where:
      - The PRISMAdirect server is installed.
        The PRISMAdirect server runs the order processing sessions.
   2. Click: Tools - Internet options.

3. Click tab "Connections", then click button "LAN settings".
4. Enable option "Bypass proxy server for local addresses".
5. Click button "Advanced".
6. Add either the hostname or IP address of each driverless printer to the list of exceptions for the proxy server.
7. Click "OK", click "OK" again, and click "OK" to close the dialog.
8. Test if the bypass proxy is bypassed for the added driverless printers:
   Open an Internet browser and connect to the printer with hostname or IP address. If you cannot connect to the printer, you have to check the printer address in the list of exceptions of your proxy server.

7. If PRISMAdirect cannot load the media catalog from the Fiery Print Server: repair the JDF database on the Fiery Print Server.
   Cause: The JDF database can become corrupt when you reboot the Fiery Print Server while a job is “hanging”. In this case, the Fiery Print Server does not send any responses anymore to PRISMAdirect.
   Solution:
   1. Sign on to your Fiery Print Server.
   2. Click "Server - Clear Server...".
   3. Enable option "Select All" and click OK.
      All items on the server will be selected and removed.



   4. Open the "Services" dialog on the Fiery Print server.
   5. Stop the service "Fiery CSI Atom".
   6. Go to folder "`EFI\server\spool\csiatom\data`" and delete the database and the database journal: "CSIAtom.db3" and "CSIAtom.db3-journal".



    7. Go to folder "`EFI\server\spool\csiatom`" and delete any temporary PDF files.
    8. Restart the service "Fiery CSI Atom".
    9. Wait 5 minutes, or reboot the Fiery Print Server.
       Now, you can load the media catalog from the Fiery Print Server.

8. If the import of the media catalog results in a connection error: check the media in the media catalog. PRISMAdirect does not support media without media sizes.
    1. Open the command workstation of Fiery.
    2. Open the Paper Catalog.
    3. Open the media that has no paper size assigned. You can check this in column "Paper size".
    4. Select a paper size for the media and click "Save".
    5. Import the media catalog again in PRISMAdirect. It is recommended that you select option [Merge with the existing media catalog] when you import the media catalog.

Which media properties are supported when mapping PRISMAdirect media to the Fiery paper catalog?

Supported media properties for mapping

The media attributes as used in PRISMAdirect are mapped to media properties known by the printer. The mapping ensures that the media will be correctly handled by the printer. See the list of the supported media properties of PRISMAdirect and their JDF equivalent in the Fiery paper catalog:

PRISMAdirect media property	Fiery JDF catalog property
Media size (width, height)	Paper Size
Media weight	Weight
Media type	Type details
Media color	Color name
Insert	Imageable side: neither
Tab	Type details
Preprinted	Pre-Printed
1-sided	Imageable side: front
Punched, punch pattern	Hole type
Cyclic, cycle length	Set count
Input tray	Tray

Mapping rules

In general, PRISMAdirect memorizes the media mapping for each job, for each media and for each printer. However, the following specific mapping rules exist:

1. Mapping a media name onto a different media name while keeping all the other media attributes. The application memorizes the mapping for each media and for each printer.
2. Mapping an undefined media type onto an existing media type while keeping all the other media attributes. The application memorizes the mapping for each media and for each printer.
3. Mapping an undefined media color onto an existing media color while keeping all the other media attributes. The application memorizes the mapping for each media and for each printer.

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Canon Inc.
www.canon.com

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www.usa.canon.com

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www.canon.ca

Canon Europe Ltd
www.canon-europe.com

Canon Latin America Inc.
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Canon Australia PTY. Ltd
www.canon.com.au

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