



# User's Guide. **Prinect DFE 2018.**





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## About This Documentation

This documentation applies to version 2018 of the Prinect DFE (Digital Front End).

Prinect DFE is a prepress workflow system fully based on the Job Definition Format (JDF). Prinect DFE is a component of the Heidelberg Prinect product range.

This documentation provides you with an overview of Prinect DFE. Furthermore, an example is used to illustrate how a typical process is set up and run.

## What you should already know

We assume that you are familiar with the Windows<sup>®</sup> and Mac OS X<sup>®</sup> operating systems that are supported by this application. You should also be familiar with the processes and terms used in a digital print shop workflow.

## Further Documentation

You can find more information in the following documentation:

- in the enclosed "How to get started" leaflet
- in Heidelberg Prinect Licensing - User's Guide
- in the Online Help for the Prinect Cockpit

Before you start ...

## Symbols and Styles

The following typographical conventions are used in this manual:

- References to other chapters and sections are [blue](#) (on the screen) and underlined.

Example: See [section "Symbols and Styles", page 6](#).

- Quotation marks are used to indicate menus, folders, functions, hardware conditions, switch settings, system messages, etc.

Example: Set the switch to "off".

- Menus, functions and sub-functions are separated by ">".

Example: Select "File > Open...".

- A plus sign is used to indicate that several keys have to be pressed at the same time.

Example: Press Alt+A.

## Important Information

Important information in the text is indicated by symbols at the side which are used as follows:



**Warning:** Contains information that must be taken into consideration to protect the user from injury.



**Caution:** Contains information that must be taken into consideration to prevent damage to hardware or software.



**Note:** Contains important general or supplementary information about a specific topic.



**Prerequisite:** Lists requirements which must be fulfilled before the steps which follow can be performed.

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## Basic Concept of Prinect DFE

Prinect DFE provides functionalities for an automated Prinect workflow for output on Heidelberg or Gallus digital presses. This workflow spans steps ranging from preparation of the digital job data to output of the production run at the digital press and finishing of the printed products.

### What are the Components of a Prinect DFE?

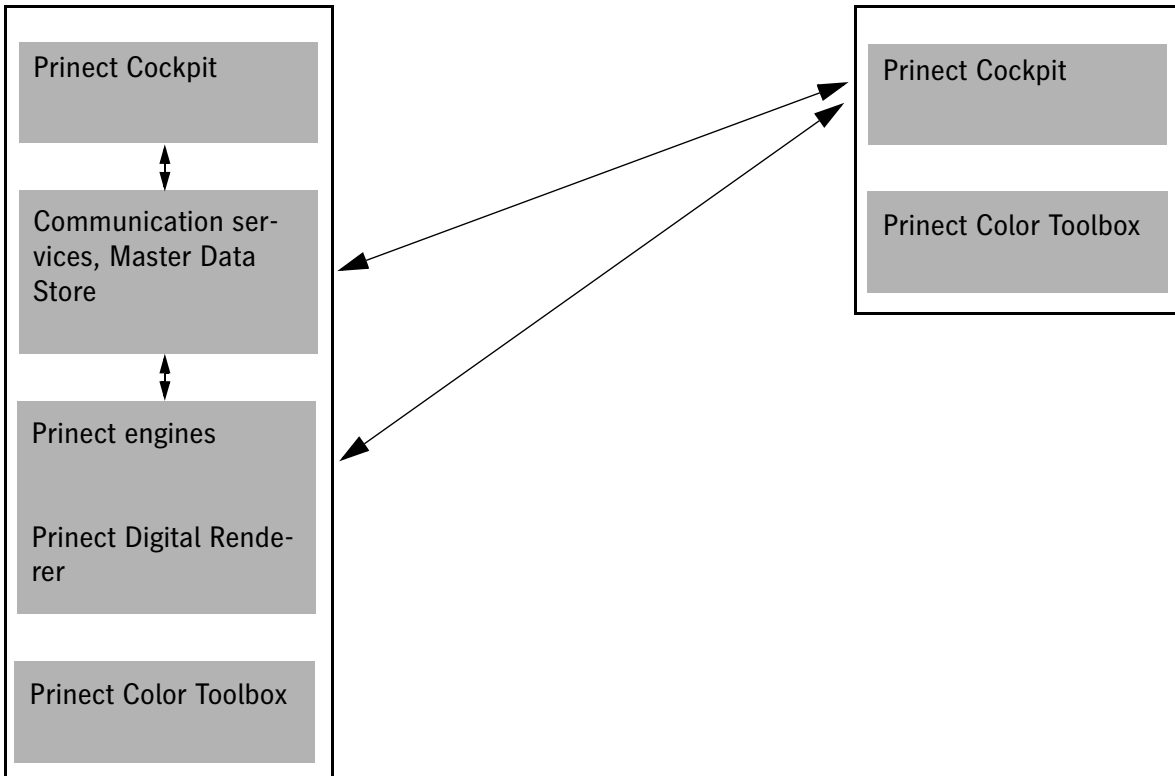
Prinect DFE is built up on the model of a server-client architecture. The core of the system consists of a central database and components that control all the processes in the system and that regulate communication flow between the single components. Important basic data like for example, printing materials, user or customer data, color profiles, are stored in the MDS (**M**aster **D**ata **S**tore). Job processing is done by "engines".

The user interface of the Prinect DFE is the "Cockpit" that can be installed as a client application on several computers in the network environment.

## Introduction

DFE server PC

Additional Cockpit workstation



## How Do I Use Prinect DFE?

The "Cockpit" is the central user interface for all work that a user does on Prinect DFE. You can install this program in a Windows and in a Mac OS X operating system environment. You can perform the following tasks in the Cockpit:

- Edit basic system settings (create users and customers, enter spot colors, etc.)
- Configure processing steps for automated job processing and
- create jobs, compile job components (input files, sheet layouts), view and monitor jobs, submit jobs or job data for processing or for approval, check the job status.

A licensed, if possible latest, version of the Adobe Acrobat Professional software should be installed on each workstation using the Prinect Cockpit. This software is not included in the shipment of the Heidelberg Prinect software. The operator of the Prinect software is responsible for seeing to it that Acrobat Professional is installed on each Cockpit computer before installing the Cockpit.

## How Does Licensing Work?

Each installation of the Prinect DFE software includes installation of all the software components, irrespective of the licenses purchased. The number of options that you can use on a permanent basis is controlled by a license key. The "Prinect Licensing" module controls the enabling of the options and administration of the licenses. Prinect Licensing consists of two software components, the License Server and the License Manager. The licenses are enabled online via the Heidelberg Trust Center or locally by a dongle (USB stick).

Online licensing is based on an online protection certificate that is enabled during installation of the software. For this purpose, before installation of the Prinect DFE software, an installation code is required that triggers activation. The certificate is connected to real or virtual hardware and is automatically renewed daily. If the Internet connection to the Heidelberg Trust Center should fail temporarily, the existing certificate continues to be valid for 30 days. Administration of online licensing is through the Prinect Maintenance Center and the Prinect License Manager.

The License Server and the License Manager interact in a "client-server architecture". Administration of the licenses is done in the License Server whereas the License Manager depicts the user interface. The License Server (perhaps plus dongle) is usually installed on the Prinect DFE server. In bigger system environments with a number of Prinect servers, it may be advisable to set up a dedicated License Server PC.



**Note:** You can find details about licensing in the "Heidelberg Prinect Licensing – User's Guide".

## Sequence Templates

In the Cockpit, the processing operations are configured as "sequence templates" that are to run in the output workflow. Sequence templates contain all the key settings that are required for correct printing. These templates only have to be set up once and after that they can be used for any number of print jobs that need the same setup. For that reason, it is generally enough to enter a few basic data when creating a new print job and to select the matching sequence templates or a group template. See "[Group Templates](#)", page 10. All the output parameters are predefined in the sequence templates and do not need to be reconfigured.

### Basic sequence templates

The most important sequences are "Qualify" and "PagePrint". Other types of sequences are available for advanced workflow options, depending on the licensing options you have.

- In the Qualify sequence, the input documents are converted in a "Normalizing" step to a cleansed PDF format suitable for the subsequent processes. In a "Preflight" step, the input documents can be checked, for example, for the presence of all required fonts, correct image resolution, use of transparency elements, etc. You can customize the preflight settings to suit your needs.
- In a PagePrint sequence, output to a digital press is configured. In this case, the majority of the print parameters are defined interactively during job processing.

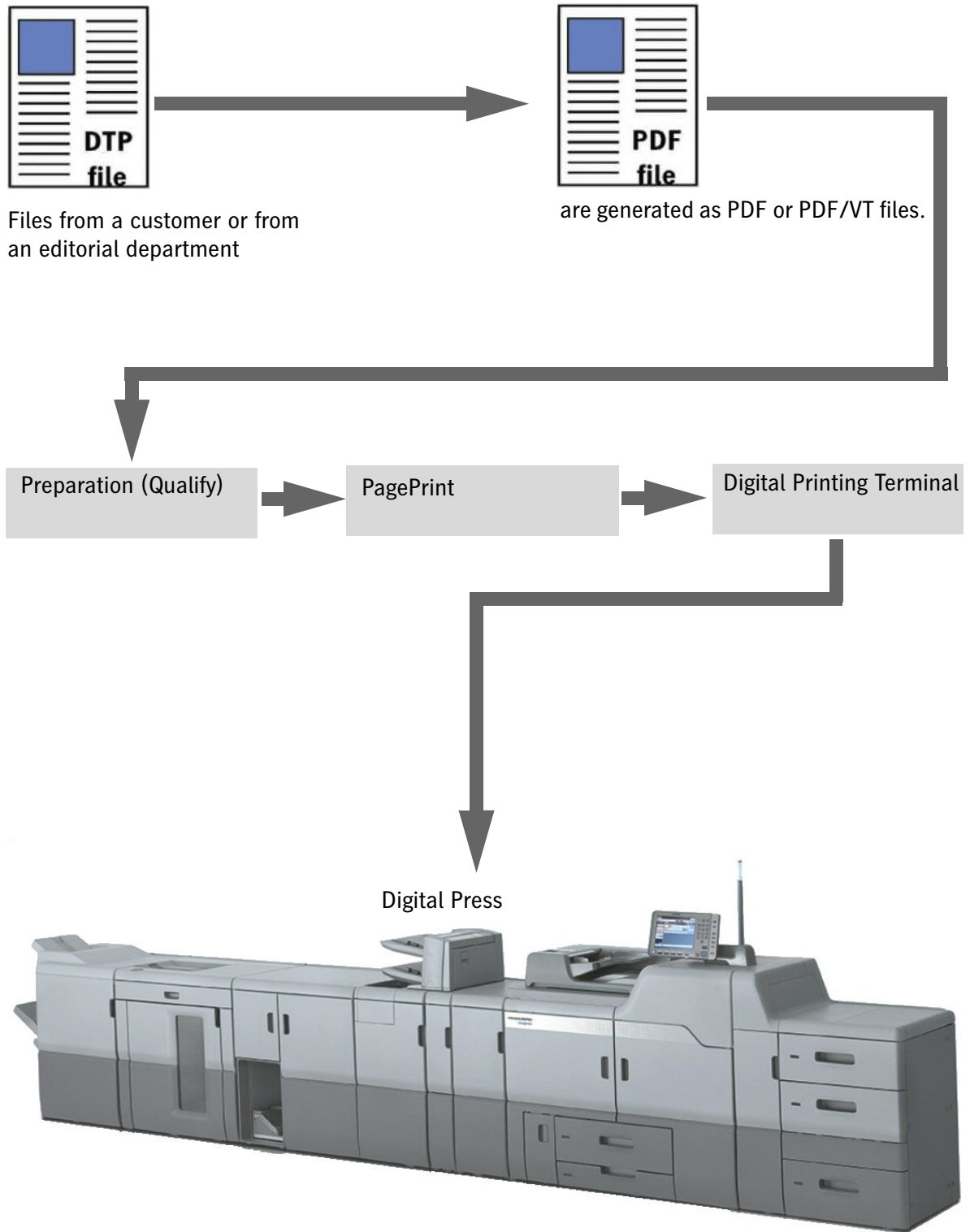
## Introduction

### Group Templates

To configure automated processing, you can group several sequence templates to "group templates". In a group template, you can link single sequences by drawing connecting lines between them. These kind of linked sequence templates can run automatically one after the other without intervention from the user. You can save different processing setups as different group templates.

# Job Processing Workflow

The graphic below shows you a diagram of the basic workflow in processing job files in the Prinect DFE workflow:



## Introduction

1. A new job is created in the Prinect Cockpit when the input files are on hand. If you expect a number of print jobs for a certain customer, you can create a job group where you can group the jobs of this customer. Furthermore, it is advisable to enter the customer data (name, contact, etc.) into the Prinect customer administration and assign the new job to the customer.
2. When you create a new print job, you can at this stage assign "sequence templates" or a group template to the job.
3. A print job opens in the Cockpit after it is created. You can now check its settings and, if necessary, change them. For example, you can modify single sequence templates or configure color settings (color order, handling of spot colors, etc.).
4. After that, the job files are added to the job. You can define a job as "started" when you are creating it. In this case, the job files are processed straight away, usually with a Qualify sequence which contains a preflight step that checks the files for possible errors (missing fonts, image resolutions too low, etc.).
5. Alternatively, you can also define job templates for creating new print jobs automatically. In this case, you only have to drag-and-drop the PDF files you wish to output to a hotfolder. In this process, a new job with the defaults of the job template is created automatically ([section "Automatic Creation of New Jobs using Drag-and-Drop", page 53](#)).
6. Each of the pages must be imposed for output to a digital press. This is done interactively in the "Digital Printing" step. Generally, this controls the whole print run, including finishing.
7. When the "Digital Printing" step is completed, the print jobs are submitted to the Digital Printing Terminal (part of the Prinect Cockpit). You can use the Digital Printing Terminal in two modes:
  - In the automatic mode; the print jobs are submitted automatically to the digital press.
  - In the manual mode; the operator controls the order of printing.
8. The print jobs arrive at the digital press from the Digital Printing Terminal and are output on the press.

## Set up Customers

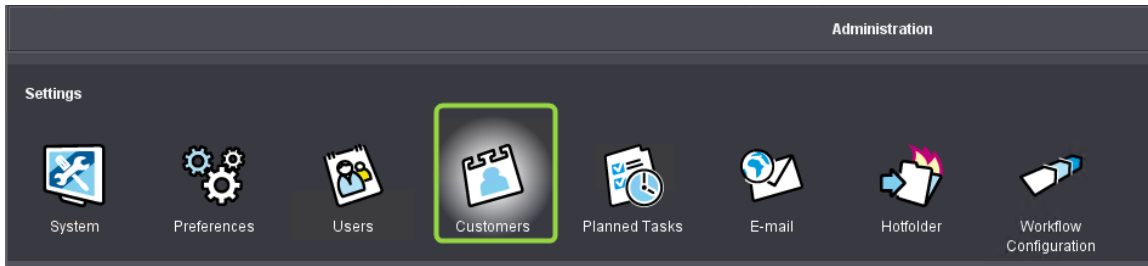
In daily work with the Prinect DFE workflow, the edited jobs are normally assigned to the customers concerned. For this purpose, Prinect DFE has its own customer administration. Customer data are filed in the Master Data Store and are available at various points in the Prinect environment.



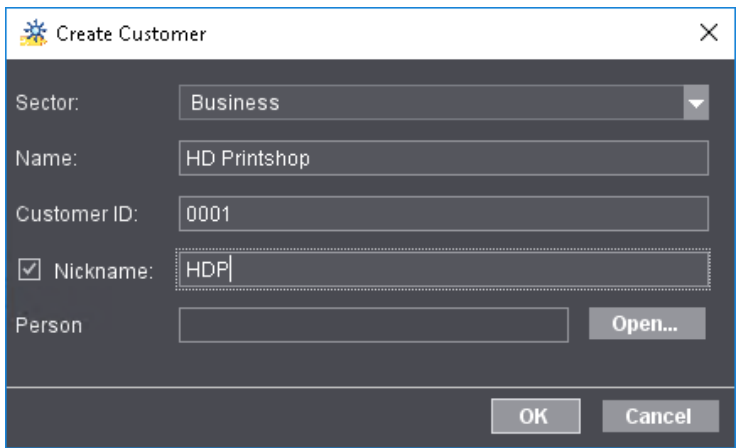
**Note:** Details about customer administration can be found in the Online Help of the Prinect Cockpit.

For example, you set up a "virtual customer" to be able to assign a customer to the demo jobs.

1. Go to "Administration" and click "Customers" (1).



2. Customer administration opens. Click the "New" button. The "Create Customer" dialog opens:



Enter the following customer data:

- Sector: Business
- Name: HD Printshop
- Customer ID: 0001
- Nickname: HDP

3. Click "Open" beside "Person". The "Create Person" dialog opens:

## Introduction

**Person**

Title: Mr

First Name: Peter

Family Name: Bauer

Name Suffix:

Additional Name:

Job Title:

Nickname: Pete

Language

German

**Communication Channels**

New Delete

OK Cancel

Enter the following personal details:

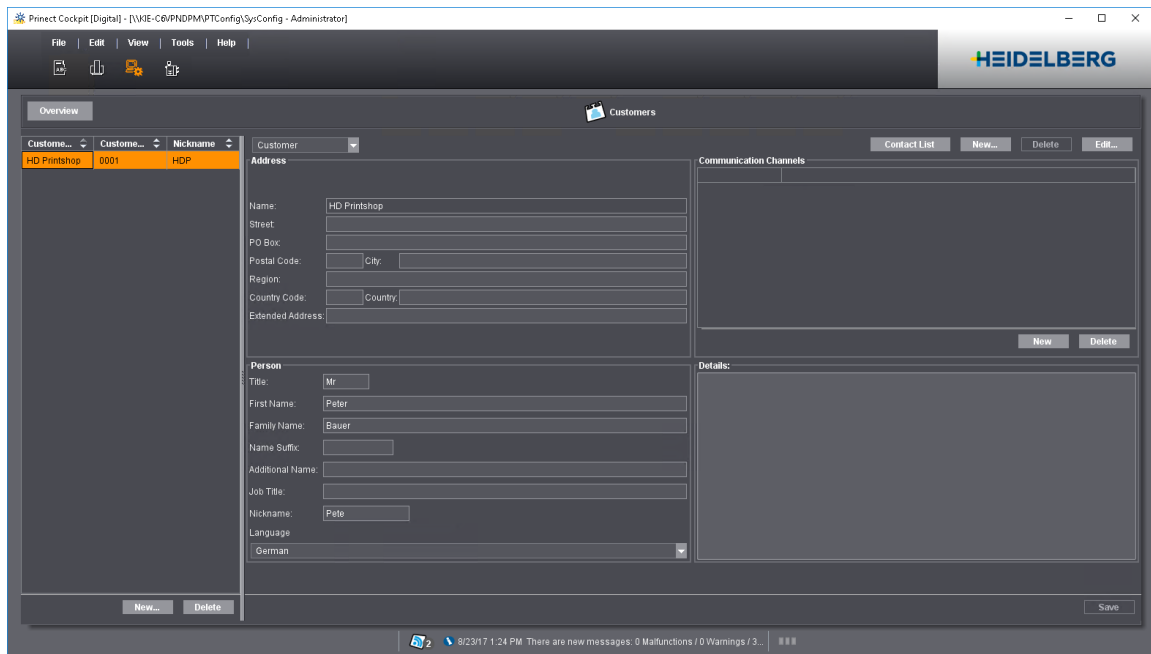
- Title: Mr.
- First Name: Peter
- Family Name: Bauer
- Nickname Pete
- Language: German

These details about the contact are enough for our purposes. In "Communication Channels", you can enter data such as phone number, mobile number, e-mail address, fax number or Web address.

Confirm the "Create Person" dialog with "OK".

Then confirm the "Create Customer" dialog also with "OK".

4. The "Customers" window now displays your new customer at the top left of the customer list.



Mark your customer and fill out the "Address" section.

- Street: Hauptstraße 1
- Postal Code: 10111
- City: Berlin
- Region: Berlin
- Country Code: DE
- Country: Germany

5. Confirm your inputs with "Save". Close the "Customers" window by clicking "Overview".

## Create a Job

All the elements involved in the processing of documents are combined to form "jobs". You are prompted to enter the following information when creating a new job:

- Basic job data
  - Job Number

You must assign a job number to each job. A job number generally consists of a number of letters and/or digits. The job number identifies each job in the DFE system. For that reason, each job must have a unique job number. This is checked when you enter a new job number. If the job number you entered already exists, the number displayed is red and you cannot enter any more data until you enter a job number that is not yet used.

## Introduction

- Job Name

The job name is the identifier that is used to display a job in the Cockpit user interface. The job name, too, must also be unique in the system. This means that you must give each job a job name that is not yet used as a job name in the system. After you enter the job number, hit the Tab key. The job number is copied automatically to the "Job Name" box. You can use the job number also as the job name or you can edit this entry.

- Documents

This is where you can assign document files to the job while you are creating a job. To do this, click "Browse" and select the document files in the file system. You can also skip this step and add the document files later after the job is created and opened.

- Job Group

Generally, it is advisable to create each job in its own job group. This lets you use a separate group, for example, for each customer you have or you create a "pool group" for single jobs of various customers. A group structure that already exists in the system is entered in this box. The group must be selected before you click "New Job". By clicking "Change", you can select a different, available group or create a new group and select it.

- Job Home

In this box, you set the folder in which all the job-specific data in the file system will be filed. Normally, the job files are filed in the "PTJobs" system folder (e.g. E:\PTJobs) of the Prinect server and there in the "Jobs" subfolder. A subfolder with the name of the job group is created in the "PTJobs" folder. A folder with the job name is created in this subfolder. All the job-specific data are filed in this folder. You must click the lock icon if you do not wish to use this default. This releases the linking between job group and job folder and you can use "Change" to select another folder for the job files. We recommend that you do this only in exceptional cases because the defaults ensure that the job files can be found fast in the system. The "PTJobs" folder is shared in the network, meaning that the job files can be accessed by other computers in the system environment, for example, by other Cockpit computers. In addition, the central location of all job files facilitates a backup of the data.

- Customer Data

Assignment of customer data to a job is optional but we strongly recommend that you use the Prinect customer administration (see [section "Set up Customers", page 12](#)) and assign customer data to each job. In the "Customer Name" list box, select the customer name from customer administration. The "Customer ID" and "Nickname" boxes are then filled automatically.

- Customer Job ID

The assigned Prinect job number is entered by default in this box. This is where you can enter customer job numbers in the case that your customers use their own job numbers that are different to the Prinect job numbers.

- Customer Job Name

Similar to a customer job number, this is where you can enter a different customer job name.

- Processing

In this step, you can assign one or more sequence templates or group sequence templates to the job with "Add". By doing this, you define how the job will be processed in the Prinect system. You can still edit each of the steps set in the sequence templates after the job is created. This is where you can save the selected sequences as a template for new jobs generated automatically (see also [chapter "Automatic Creation and Output of New Jobs using Drag-and-Drop", page 53](#)). You can skip this step for the time being and assign the required sequence templates later in the open job.

- Scheduling

In this step, you can enter details about the following scheduling data:

- Responsible

This is where the Prinect user who is responsible for processing the job is entered. By default, this is the name of the user logged in to the Cockpit. Using "Select", you can select a different name from the Prinect user administration. The user must have the required permissions in the Prinect system.

- Set Due Date

You can select a date for the scheduled due date by clicking the calendar icon. This date is for logging only and does not control the time printing will run.

- Job type

You can select one of the following job types in the list box: Production, Product, Preliminary job, CAD (for packaging printing), Reuse, Job Template.

- Job Priority

You can assign a priority to each job. For example, this lets you set that very urgent jobs are given a higher priority and are processed before other jobs.

- Pages

Generally, the job data or information from the customer tells you how many pages the job has. Together with the planned amount, you can estimate how big a job will be.

- Delivery quantity

The delivery quantity indicates how many copies of each page will be printed.

The new job is created after you click "Finish" and opens immediately if this option is enabled.

# Introduction

## Components of a job

A job contains a number of components that are set up or edited as "sections" or "steps". After the job is set up, you start it and the steps are run one after the other.

A job contains the following sections or steps:

- "Product Description" section

This is where data like delivery quantity and details about the customer for whom the job was created are entered.

- 'Processing' Section

This is where the processing sequences or group sequences are added to the job. You can edit each of the sequence settings separately in this step.

- "Properties" Section

This is where other properties like delivery quantity, pages planned in a job, predecessor job details or gang job details are recorded.

- "Colors" Section

The use of the process colors is configured in this step.

- "Printing Process" Section

This is where parameters relating to the printing process (e.g. print order, input/output profile) are displayed or configured.

- "Documents" Step

Document (PDF files) are added to the job in this step.

- "Pages" Step

Page lists are defined in this step and the document pages are assigned to the page list placeholders.

- "Digital Printing" Step

In the "Digital Printing" step, pages are imposed interactively and you set output and finishing options. Furthermore, this step has options for examining the imposed sheets in detail (magnifier function, etc.) and you can, for example, view a preview of a finished booklet in which you can also scroll through.

- "History" Section

List of the actions performed throughout the job.

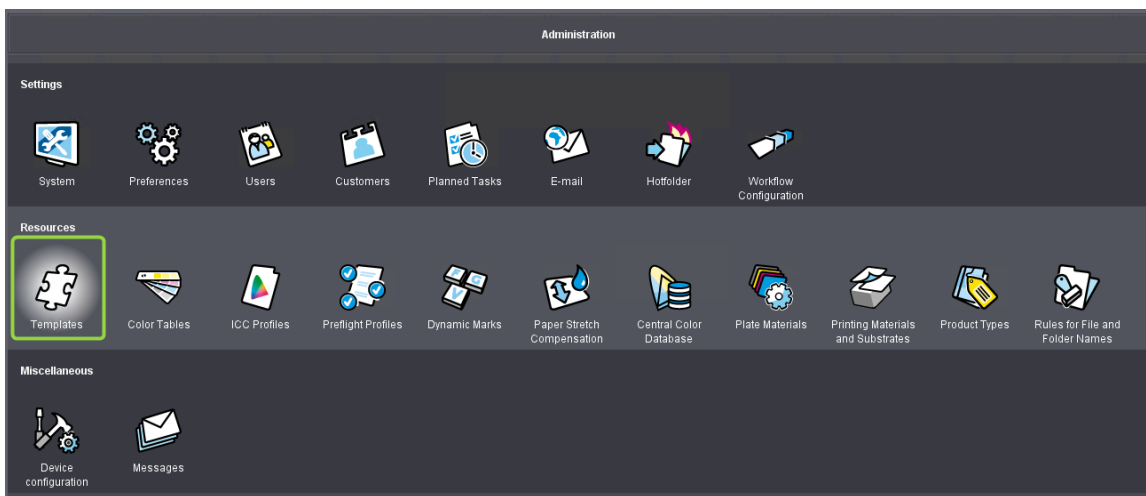
# Configure Sequence Templates



**Prerequisite:** In order for the "PagePrint" sequence needed for digital printing to be available, a suitable digital press must be set up in the Prinect system. In addition to installation of the press, the machine must be set up in the Prinect Cockpit in "Administration > System > CDM". You will find details about the connection of digital presses in the Online Help of the Prinect Cockpit in "Connecting Machines > Connecting Digital Presses".

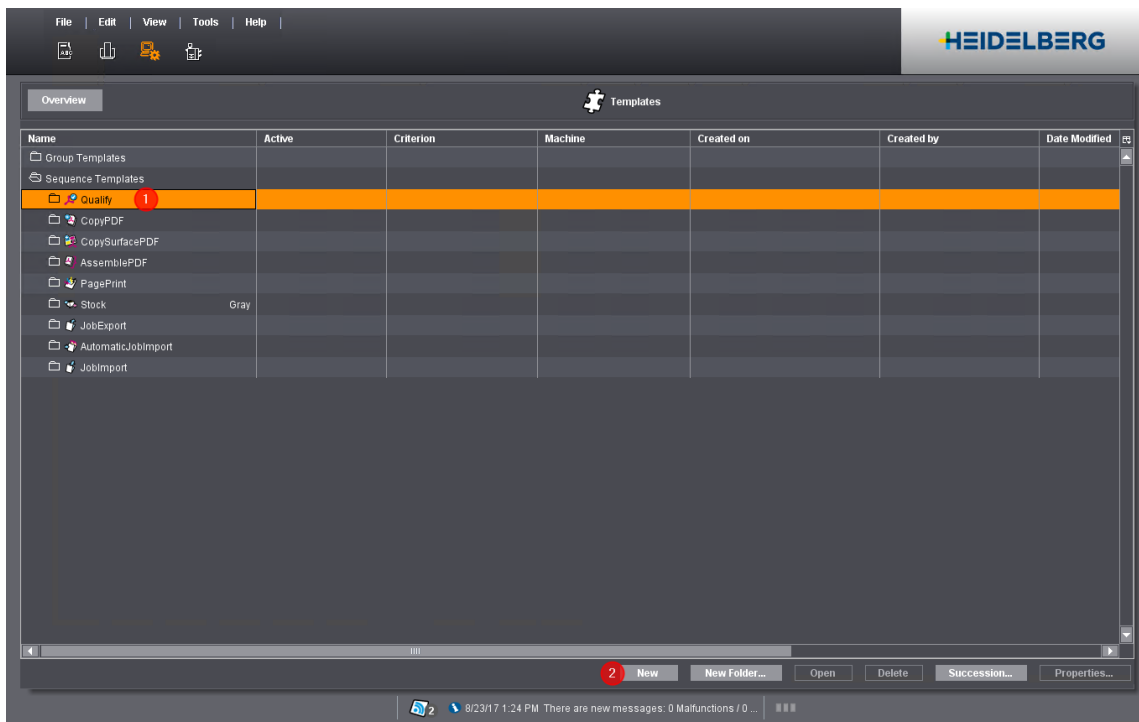
To configure the sequence templates needed for the examples below, proceed as follows:

1. Go to "Administration" and click "Templates".



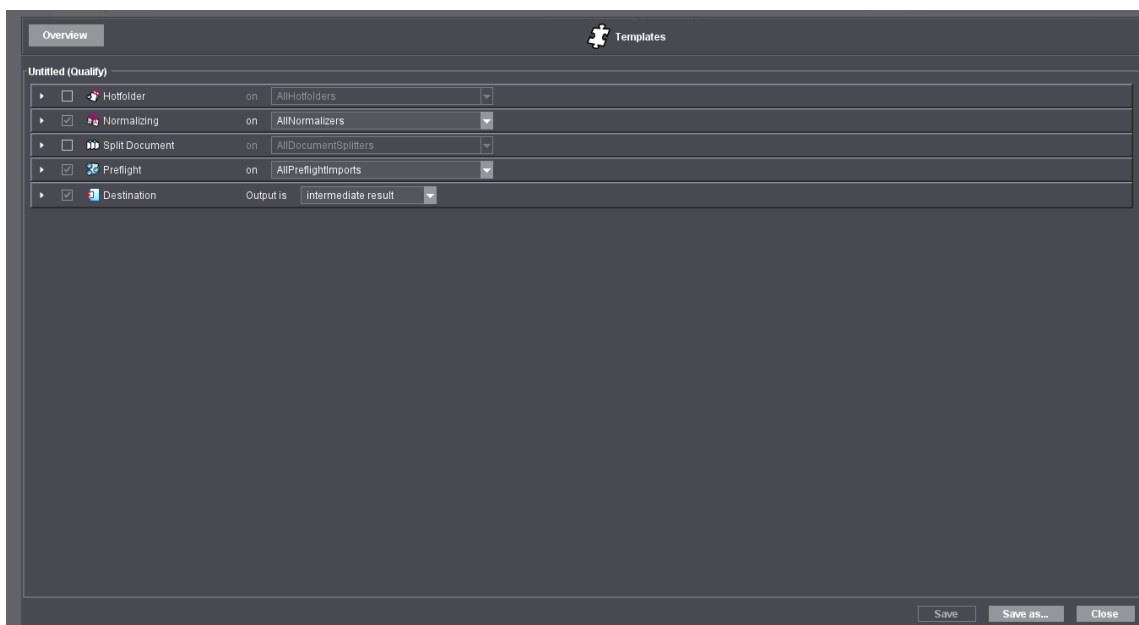
2. The "Templates" window opens. Click the folder icon beside "Sequence Templates" to display the single sequence items.

## Configure a Qualify Sequence



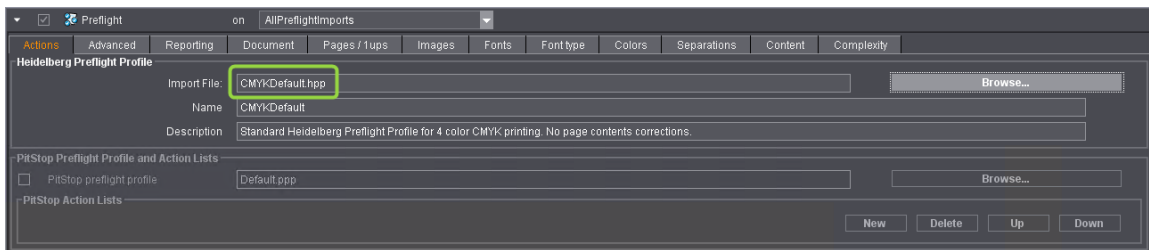
1. Highlight the "Qualify" sequence type (1) and click "New" (2).

The setup section for a new Qualify sequence opens:



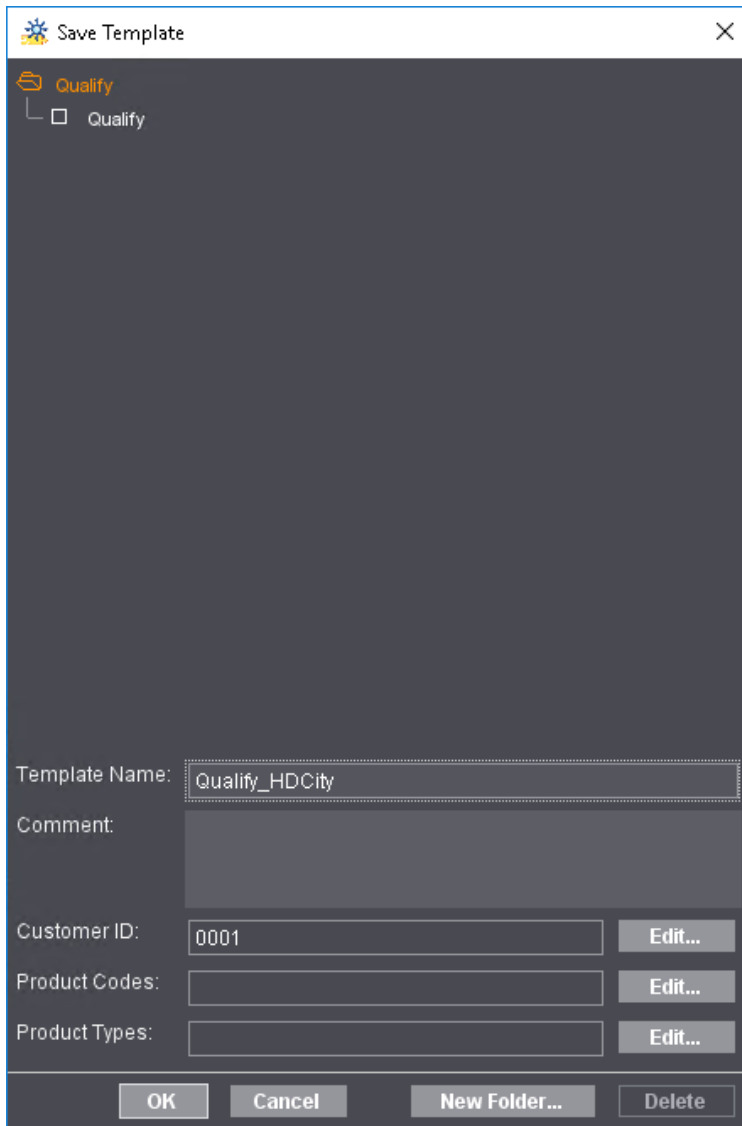
Set this sequence as follows:

2. Leave "Normalizing", "Split Document" and "Destination" disabled or as they are.
3. Enable "Hotfolder" and leave the defaults as they are.
4. Enable the "Preflight" option and display the parameters by clicking the small triangle before the checkbox.
5. Click "Browse" in the "Heidelberg Preflight Profile" section of the "Actions" tab. Select the "CMYKDefault.hpp" profile.



6. Click "Save as":

## Introduction



7. Type in "Qualify\_HDCity" as the name and select "HD Printshop" as the customer with "Edit" in "Customer ID". Confirm the "Save Template" dialog with "OK".
8. Click "Close". The sequence overview displays.

## Configure a PagePrint Sequence



**Prerequisite:** A "PagePrint" sequence is available only if a digital press is connected to and set up on Prinect DFE.

In the "Templates" view, highlight "PagePrint" in "Sequence Templates" and click "New".

## "Accept approved pages only" Option

This option is designed for an "approval workflow". When this option is enabled, only PDF pages with an "approved" status will be processed. You will find more details about the approval workflow in the Online Help of the Cockpit. We will leave this option disabled.

## "AutolmposePDF" Option

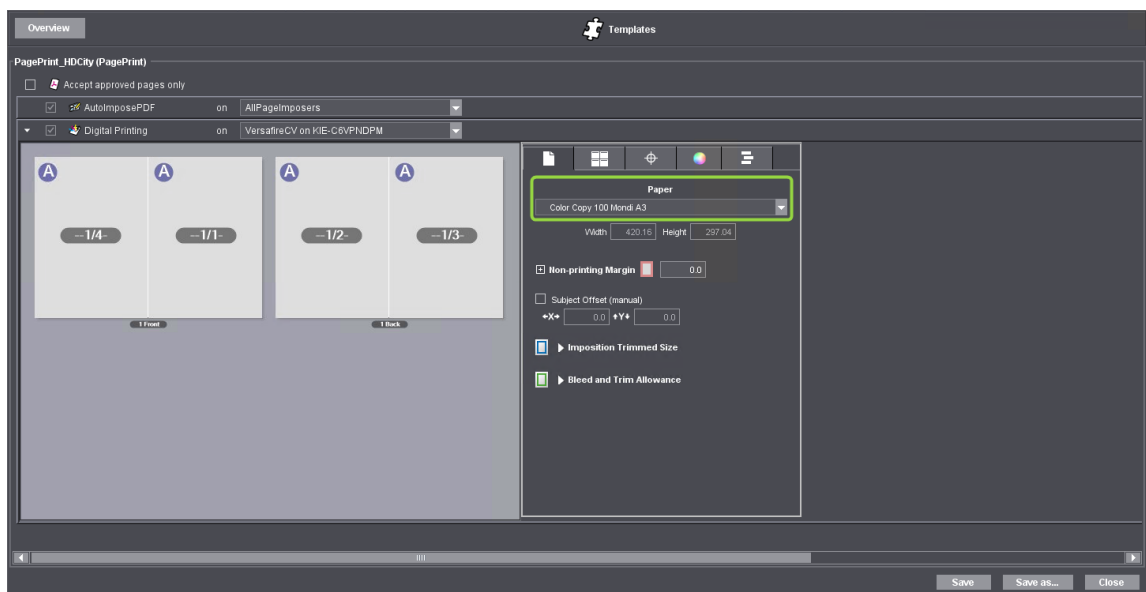
This option is always enabled and cannot be used.

## "Digital Printing" Step

In this step, you can set up parameters for paper, pages, layout, print marks, print and finishing as well as color settings of the press and save them as a template.

### *Configuration of paper and page settings*

1. Go to "Digital Printing" and in the "Paper and page settings" tab set, for example, an A3 paper as the paper:



The paper grades are set up at the press and these data are sent to the Princt Cockpit. If required, you can select a different paper grade from the "Paper" list box. If you change the paper size, the new size displays at once in the preview pane.

2. Some digital presses (e.g. Heidelberg Versafire CV, CP) give you the option of printing the cover pages (the first and last two pages of the PDF document) on different paper. In the example, the cover pages are to be printed on the same paper as the content pages.



**Note:** In the page preview, the cover pages are highlighted by a dark yellow label.

## Introduction

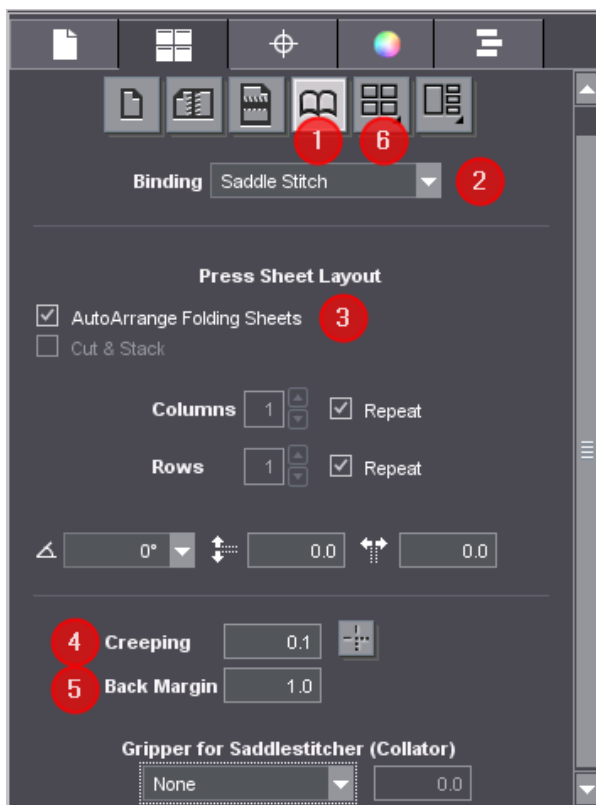
3. Leave "Non-printing Margin" disabled. This can be a good idea for some jobs, for example, where logos or business cards are not to be printed right up to the edge of the paper.
4. Leave "Subject Offset (manual)" disabled.



**Note:** This option lets you manually set the horizontal and vertical spacing between the single subjects on the printing material. You can use this, for example, for printing labels.

5. In "Imposition Trimmed Size" leave "From PDF" as it is. Leave "Page Policies" as "Fit to Size". "Expected Orientation" is set to "Portrait" and cannot be changed if "From PDF" is set.
6. In the "Bleed and Trim Allowance" section enter 3.0 mm in the "Bleed" box . Then hit the Tab key. The new value is applied to the preview. Set "Trim Allowance" to "Automatic".

### Configuration of the layout settings



1. Go to the "Layout settings" tab and select the "booklet layout" (1).
2. Select "Saddle Stitch" in the "Binding" list box (2).
3. Enable "AutoArrange Folding Sheets" (3).
4. Enter a value of 0.1 mm in "Creeping" (4).
5. Enter a value of 1.0 mm in "Back Margin" (5).

Leave all other settings as they are.



**Note:** Use the "custom layout scheme" button (6) to open a Layout Scheme Editor where you can create a custom layout scheme. You can find details about this in the Online Help of the Cockpit (F1 key).

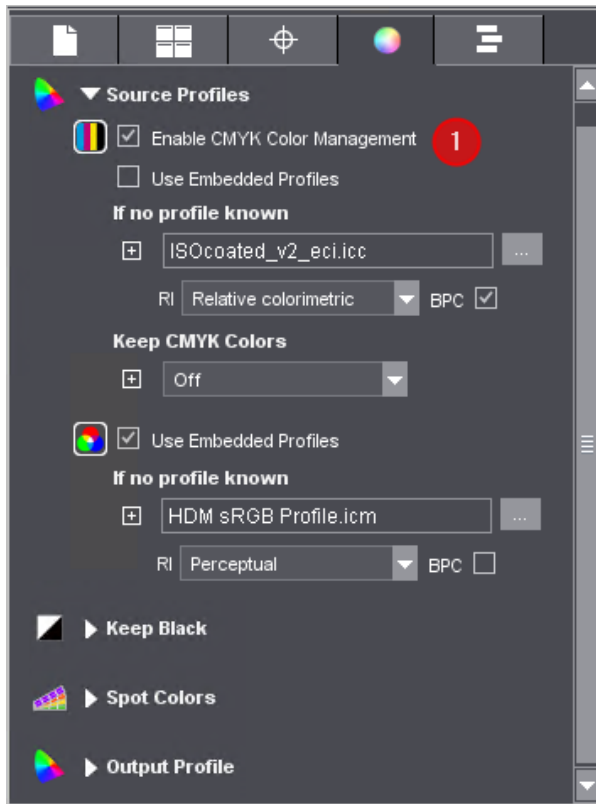
### Configuration of the print mark settings

	Offset	Length	→ ←
<input type="checkbox"/> Folding Sheet Cuts	2.822	4.233	0.106
<input type="checkbox"/> Cut Marks	2.822	4.233	0.106
<input type="checkbox"/> Fold Marks	2.822	4.233	0.106
<input type="checkbox"/> Lay Marks	2.822	4.233	0.106
<input type="checkbox"/> Color Bar		Offset	0.0
<input type="checkbox"/> Register Marks	+X+ 0.0	+Y+ 0.0	→ ← 0.106
	On side		50%
<input type="checkbox"/> Collating Mark		Length	→ ←
	Automatic	10.583	1.764
<input type="checkbox"/> Info Text	+X+ 5.0	+Y+ 5.0	
			0°

1. Go to the "Print mark settings" tab. Because no print marks will be used in this example, leave all the options disabled or disable any checked options.

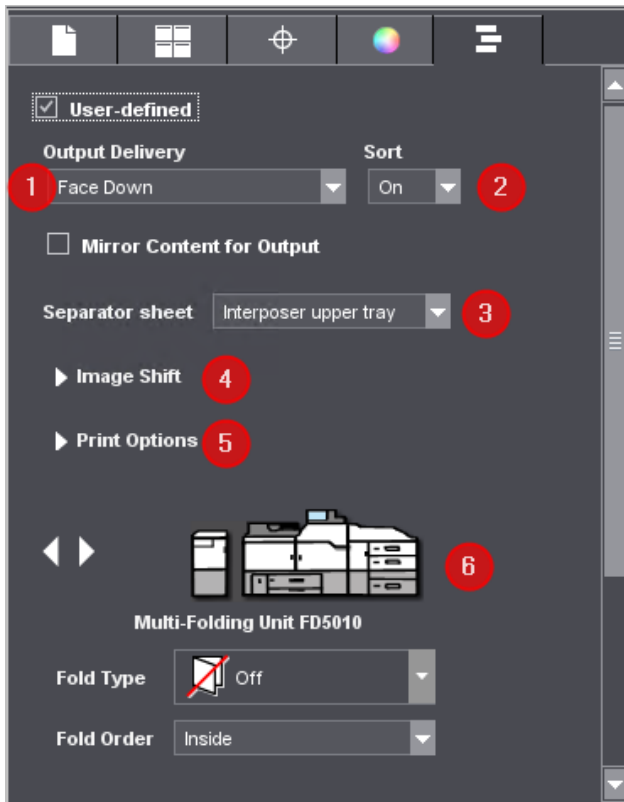
# Introduction

## Configuration of the color settings



1. Go to the "Color settings" tab and open "Source Profiles".
2. Leave "Enable CMYK Color Management" and "Use Embedded Profiles" enabled.
3. If needed, you can customize the "Keep Black", "Spot Colors" and "Output Profile" sections by clicking the respective triangles. These settings are not changed in our example. Details about these parameters can be found in the Online Help of the Prinect Cockpit.

### Configuration of print and finishing settings



1. Go to the "Print and finishing settings" tab.
2. Leave the "User-defined" option enabled.
3. Set "Face Down" in "Output Delivery" (1).
4. Set "Sort" to "On" (2).
5. Set "Interposer upper tray" in "Separator sheet" (3) (the options you can select depend on the setup of the digital press).
6. In "Image Shift" (4), leave the values as they are at "0.0".
7. In "Print Options", leave the value for screening as it is at 200 dots (1200 dpi) (5).
8. A figure of the finisher installed at the digital press displays in the graphic (6). If necessary, select a different finisher matching your setup by scrolling forwards or backwards with the arrows.
9. Set the other finisher settings to suit your needs. These finishing options depend on the installed finisher.

### Save sequence template

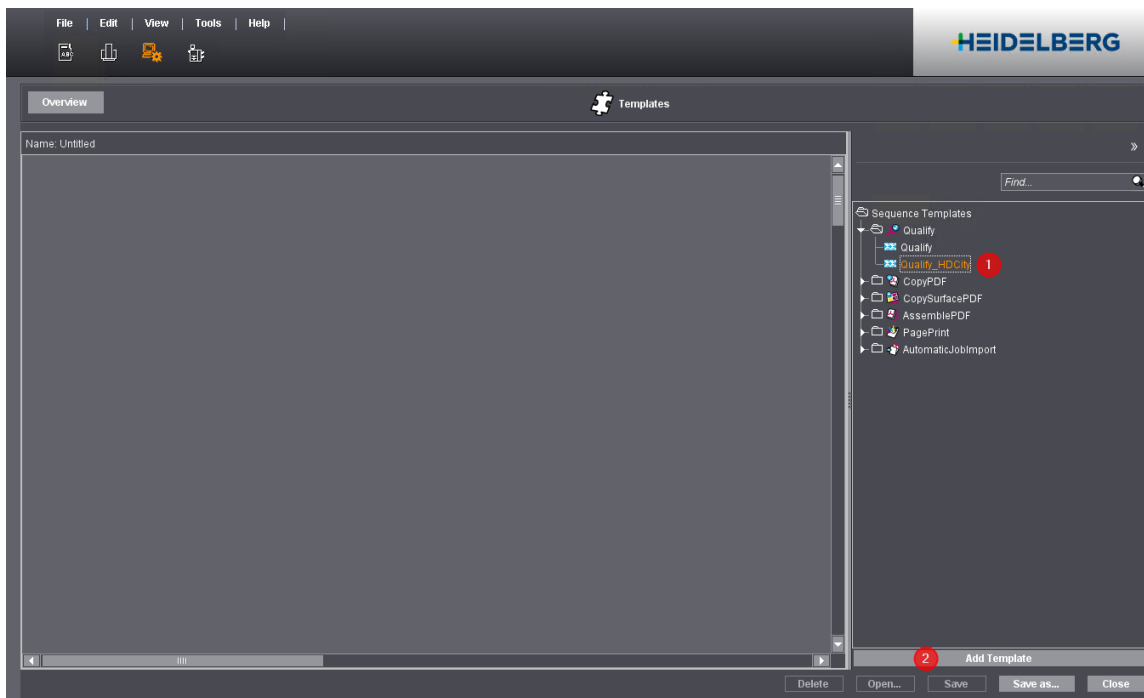
10. Click "Save as", assign "HD Printshop" as the customer and save the sequence template as "PagePrint\_HDCity". Close the window with "Close".

## Create a Group Template

For the processing of a job it is not absolutely necessary to create a group template but the use of group templates facilitates the processing of further print jobs that need similar processing steps. A group template will be created to illustrate how you define and use a group template.

1. In "Administration > Templates", mark "Group Templates" in the sequence overview and click "New".

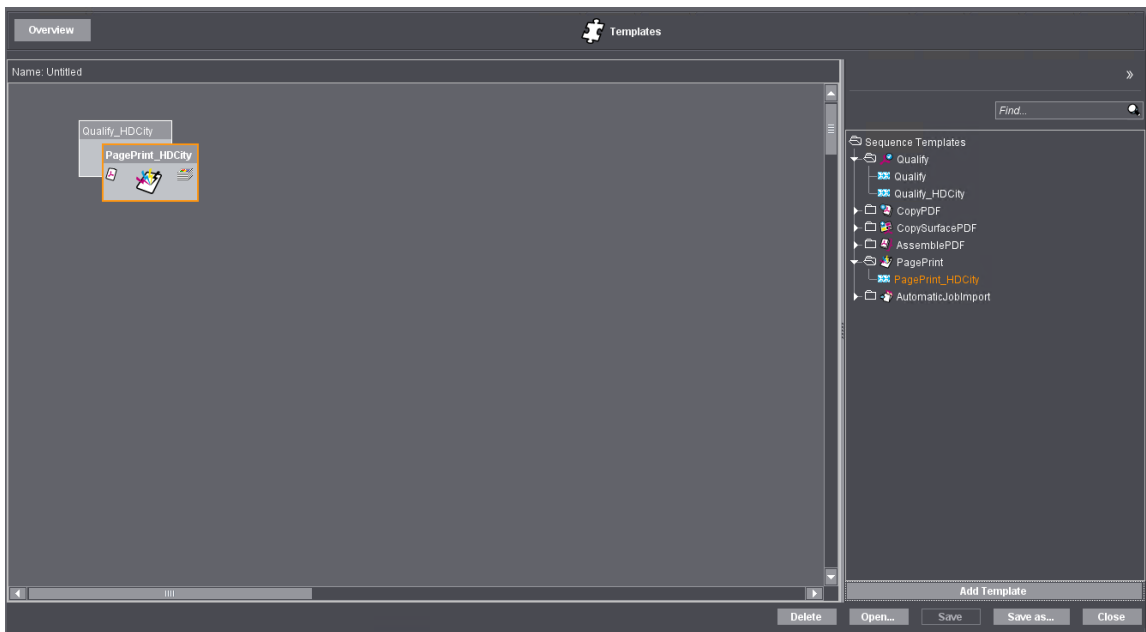
The empty setup window of a group template opens.



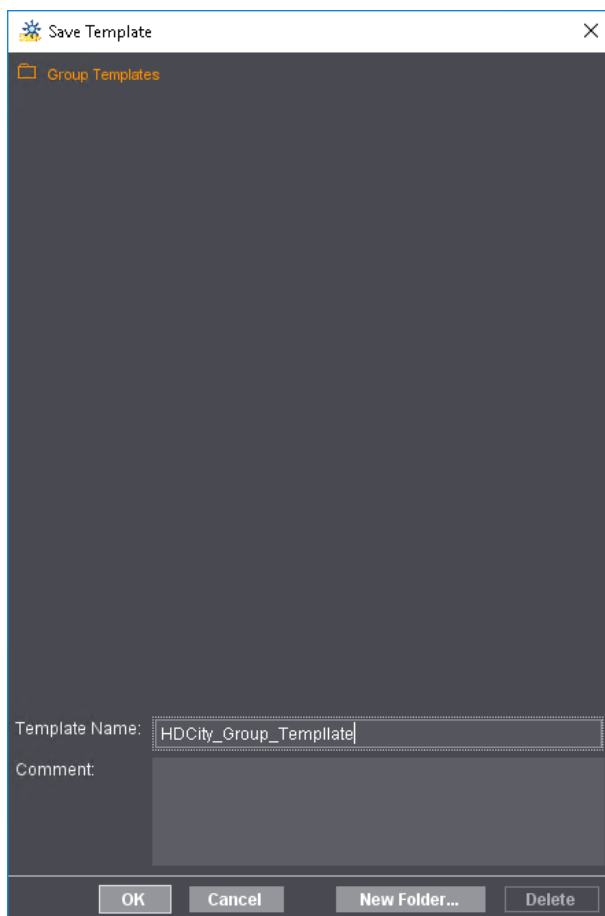
2. Open the "Qualify" folder and select "Qualify\_HDCity" (1).
3. Then click "Add Template" (2).

An icon for the Qualify sequence is created in the workspace.

4. Repeat steps 2 and 3 also for the "PagePrint\_HDCity" sequence. The workspace now displays as follows:



5. In the workspace, select "AutoArrange" in the context-sensitive menu. The icons are placed side by side and aligned.
6. Save the group template as "HDCity\_Group\_Template" using "Save as".



## Introduction

7. Close the group template and quit the "Templates" window by clicking "Overview".

All the sequence templates needed for a basic workflow are now configured.

## Configure the Digital Printing Terminal

The Digital Printing Terminal is the link between the submitted Prinect print job and the digital press. You will find details about the prerequisites and operation of the Digital Printing Terminal in the Online Help of the Prinect Cockpit (1).

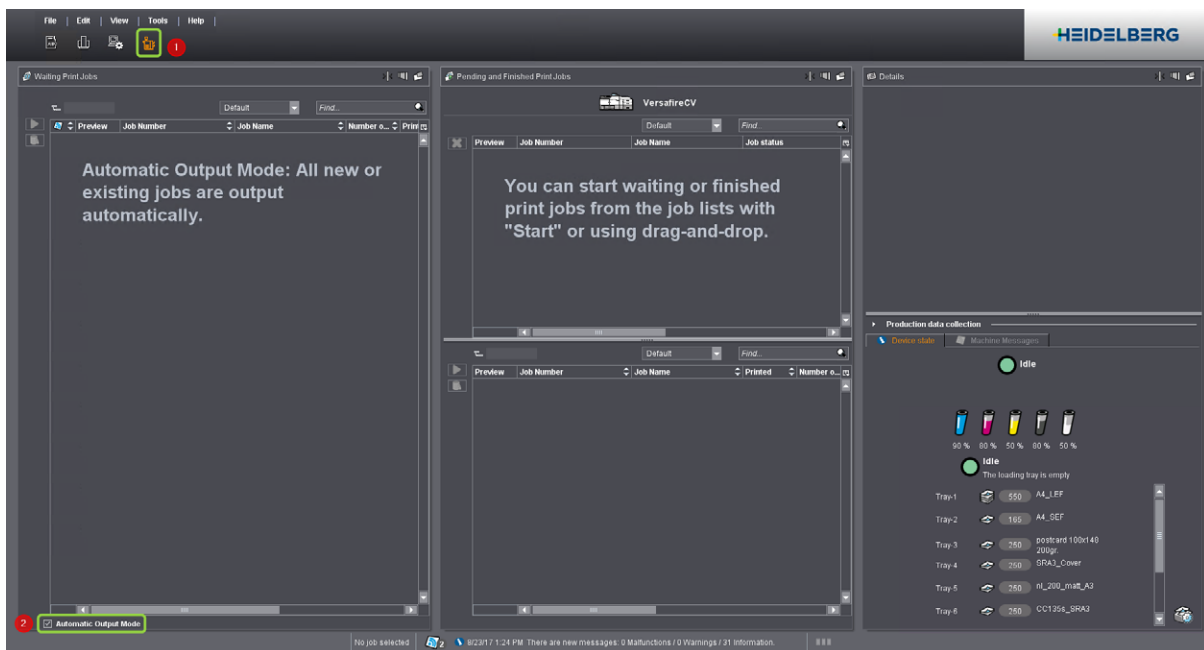
You can configure the Digital Printing Terminal for two modes:

- for the manual output mode or
- for the automatic output mode.

In the manual output mode, you can customize which print jobs will be sent in which order to the press.

In the automatic output mode, the print jobs are submitted automatically to the press in the order in which they arrive at the Digital Printing Terminal.

You open the Digital Printing Terminal by clicking its button (1) in the section toggle.



The automatic output mode is set by default after installation. You can switch to the manual output mode by disabling "Automatic Output Mode" (2). The automatic output mode will stay enabled for the workflow described in this documentation.



**Note:** The "Jobs" view also has a "Digital Printing Terminal" section. This view is designed to give you a fast overview of the progress of digital printing. However, you cannot control printing from this view.

## Automatic Workflow by Dragging-and-Dropping Document Files

You can use the DFE for automated job processing where new print jobs are created automatically when you drag-and-drop document PDFs in the job list of the Cockpit. In this process, it is enough to save the required sequences as a template in a new print job. You can find details about this workflow in the [chapter "Automatic Creation and Output of New Jobs using Drag-and-Drop", page 53](#).

## Automatic Workflow in the Hotfolder Mode

Another variant of automated job processing works using special folders called "hotfolders". A new print job is created automatically whenever document files enter such a hotfolder. You can find details about this workflow in the [chapter "Automatic Creation and Output of Print Jobs in the Hotfolder Mode", page 61](#).



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## Manual Creation of a Print Job

This chapter shows you how to create a print job (example: "HDCity" booklet) manually and edit it up to printing.



**Note:** The examples shown in this documentation solely demonstrate operation and must not be understood as imperative instructions.

## Create and Edit a Job

After you prepared the sequences that are needed (see the [section "Configure Sequence Templates", page 19](#)), all the prerequisites required for creating a new job are met.



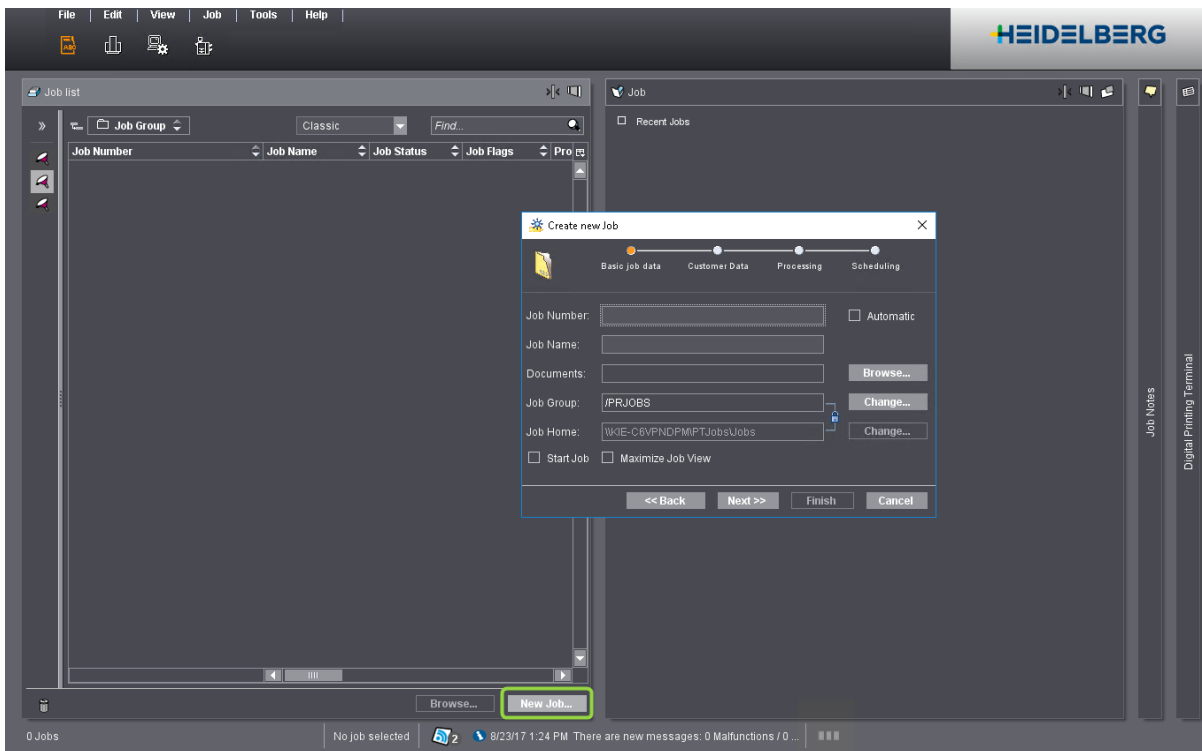
**Prerequisite:** All the prerequisites required for creating a print job in the Prinect DFE are now listed once again below:

- Job file: HDCity.pdf in the example
- Customer: HD Printshop
- Sequence templates: "HDCity\_Group\_Template" with "Qualify\_HDCity" and "Page-Print\_HDCity" sequences.

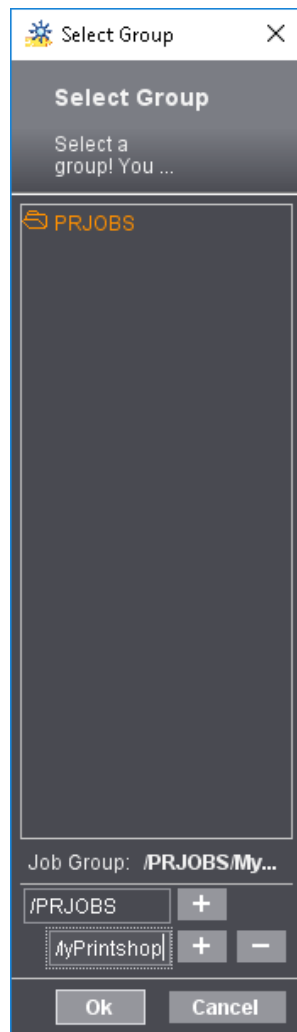
## Create a New Job

1. In the Prinect Cockpit, go to "Jobs" and click "New Job". The "Create new Job" dialog opens:

## Manual Creation of a Print Job



2. This dialog has four views that you can go between with "Next" or "Back". First fill out the boxes in the "Basic job data" view.
  - Assign a job number. You can take the job number, for example, from the job ticket of a customer job. Job numbers must be unique in the Prinect DFE system environment. This means that each job number can be assigned only once. In this example, we will assign "HD0001" as the job number.
  - Your next step is to assign a job name. Job names as well must be unique. When you go to the "Job Name" box, the job number is copied automatically to this box. You can use the job number as a prefix for the job name or overwrite it. We will assign "HD0001\_H-DCity" as the job name.
  - In the "Documents" box you can now assign the documents (supplied by the customer) to the job. You can also do this step later in the created job. We will not assign any documents at this point.
  - By default, "Job Group" and "Job Home" are linked. This means that if you define a new job group, a folder of the same name will be created automatically for this job group. We want to create a new job group and click "Change". The "Select Group" dialog opens:



- Click the plus sign beside "PRJOBS". Another edit box displays.
- We will assign "MyPrintshop" as the group name and click "OK". The "Select Group" dialog closes.

3. Enable the "Start Job" option. Leave "Maximize Job View" disabled.
4. Click "Next" to open the "Customer Data" view:

## Manual Creation of a Print Job

The screenshot shows a dialog box titled "Create new Job" with a close button (X) in the top right corner. At the top, there is a progress bar with four steps: "Basic job data" (green), "Customer Data" (orange), "Processing" (grey), and "Scheduling" (grey). Below the progress bar, a folder icon is on the left, and the text "You can assign a customer to the job." is centered. The form contains the following fields:

- Customer Name: HD Printshop (dropdown menu)
- Customer ID: 0001 (dropdown menu)
- Nickname: HDP (dropdown menu)
- Customer Job ID: HD0001 (text input)
- Customer Job Name: HD0001\_HDCity (text input)

At the bottom, there are four buttons: "<< Back", "Next >>", "Finish", and "Cancel".

5. Select "HD\_Printshop" in the "Customer Name" list box. This item is taken from customer administration of Prinect DFE. "Customer ID" and "Nickname" are also taken from there. "Customer Job ID" and "Customer Job Name" are copied from the basic job data you defined beforehand. You can overwrite these items if you have other customer job data that differ from the job data set in the Prinect system. We will leave these items as they are.
6. Click "Next" to open the "Processing" view: In this view, you can add prepared sequence templates to the job. Click "Add". The "Select Templates to Add" dialog opens:

The screenshot shows a dialog box titled "Select Templates to Add" with a close button (X) in the top right corner. At the top, there is a search bar with the text "Find..." and a magnifying glass icon. Below the search bar, there is a tree view with two main categories:

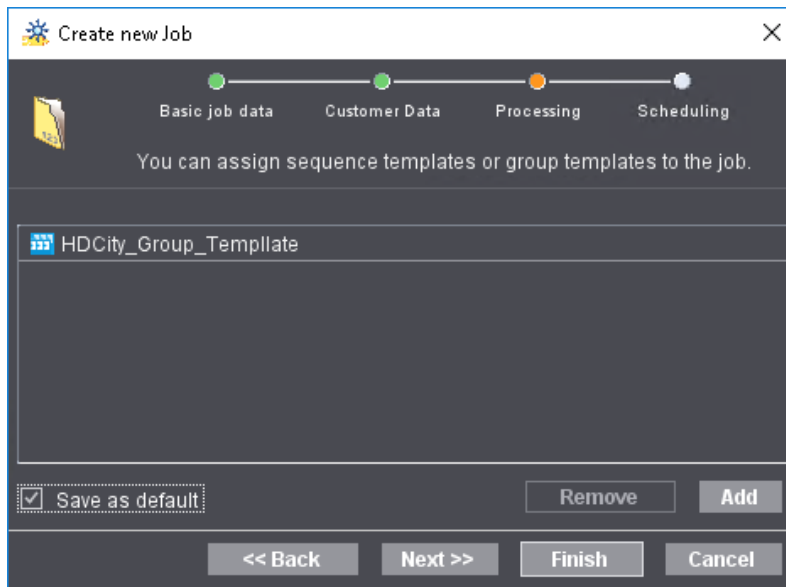
- Group Templates
  - HD City\_Group\_Template (highlighted)
- Sequence Templates
  - Quality
  - CopyPDF
  - CopySurfacePDF
  - AssemblePDF
  - PagePrint
  - AutomaticJobImport

At the bottom, there are two buttons: "Ok" and "Cancel".

7. Select "HDCity\_Group\_Template" and click "OK". The group template contains all the sequence templates needed for processing this job.



**Note:** You could also add Qualify and PagePrint as separate sequence templates. In this case, the same functionality would be available.



8. Enable "Save as default". As a result, the "HDCity\_Group\_Template" will be assigned automatically to all new print jobs. If required, you can undo this assigned template by marking the group template and clicking "Remove" and then assign other sequence templates. In addition, the group template is enabled for automated job processing (see [chapter "Automatic Creation and Output of New Jobs using Drag-and-Drop"](#) and [chapter "Automatic Creation and Output of Print Jobs in the Hotfolder Mode"](#)). Click "Next". The "Scheduling" view opens. In this view, you can select the person responsible, enter a due date, set the job type and assign a priority. Leave these settings as they are. Enter "36" in the "Planned Pages" box. Enter "5000" in the "Planned Amount" box.

## Manual Creation of a Print Job

Responsible: Administrator **Select...**

Set Due Date: 8/23/17 2:23 PM

Job type: Production

Job Priority: Normal

Pages: 36

Delivery quantity: 5000

<< Back Next >> Finish Cancel

9. All the data needed for creating the new job are now entered. Click "Finish".

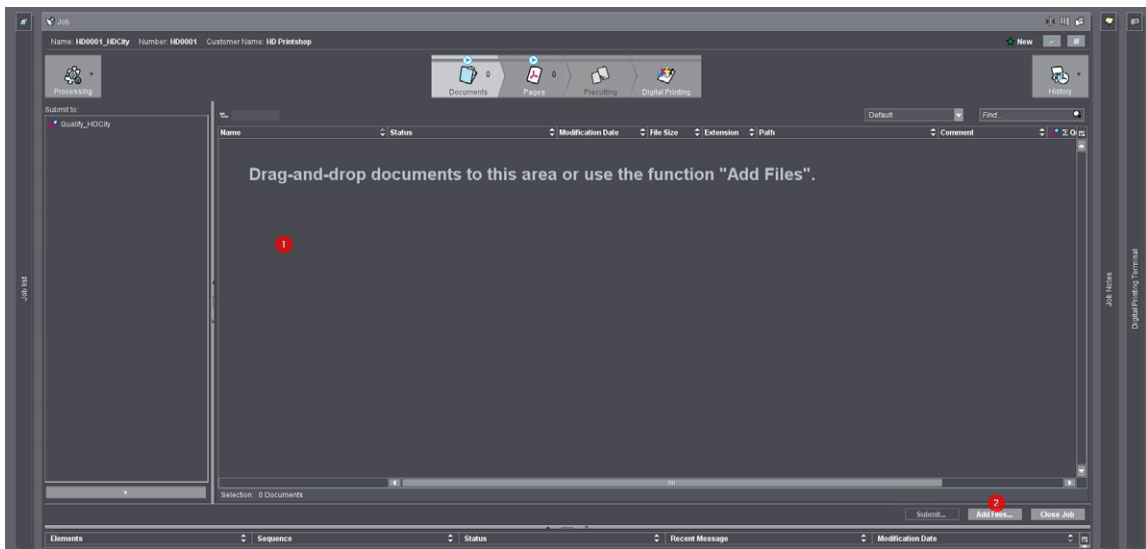
The new job is created and opens in the "Job" window. Double-click the caption bar of the "Job" window to maximize the width of the window. The view in which a job was last open displays at first. You can switch the job view at any time.

## Edit a New Job

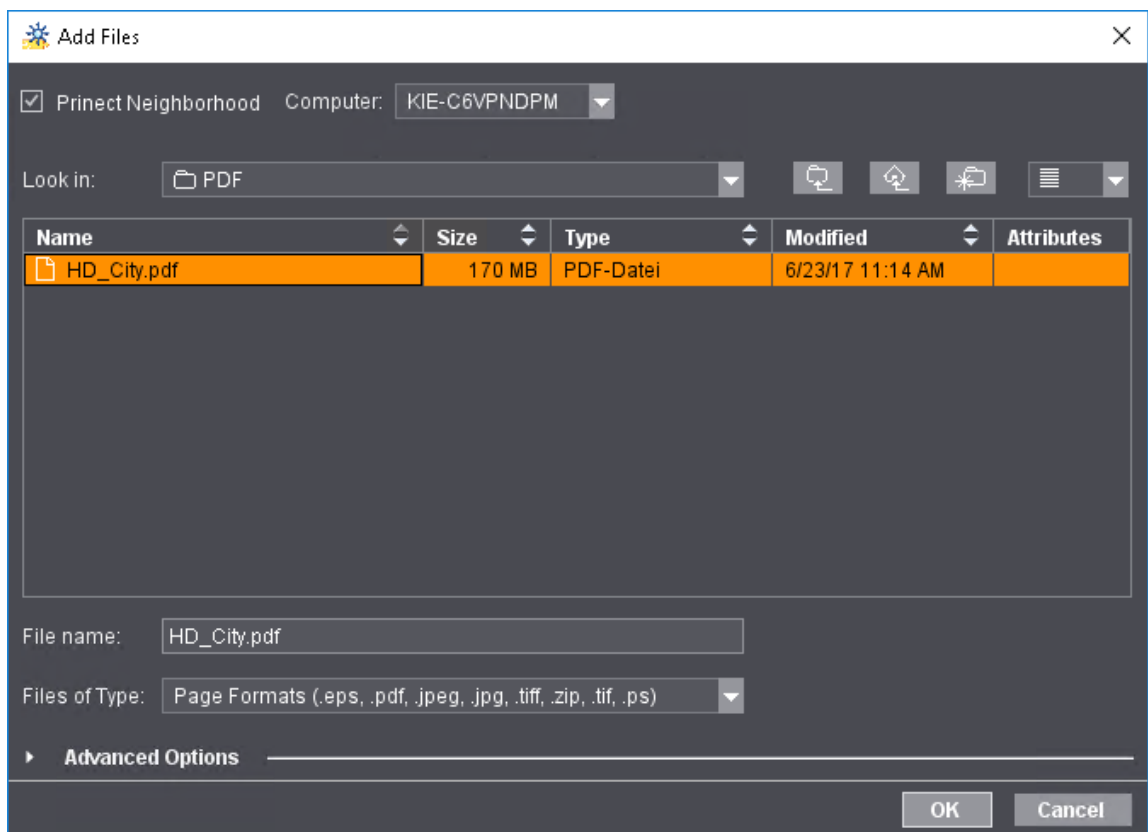
After you created the new job, you must run some steps in the open job.

### Add documents

1. Go to the "Documents" step. In this step, the document files that will be edited and finally printed are copied to the Prinect workflow.

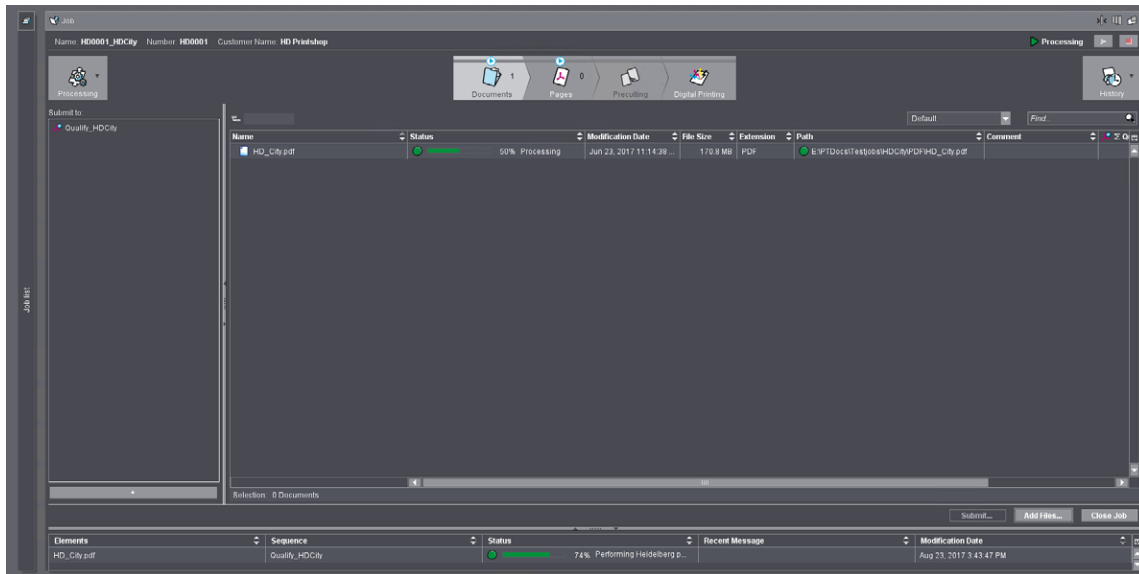


2. To add the document PDF files to the job, you can either drag-and-drop the files from the file system (Windows Explorer, Macintosh Finder) to the window (1) or you can open a file selection dialog with the "Add Files" button (2).
3. Click "Add Files". The "Add Files" dialog first displays the content of the "PTConfig" folder on the Prinect server.
4. In the "Look in" list box, go to the "PTDocs" folder of the Prinect server. Then open the "Test-jobs\HDCity\PDF" folder (this job is an example; you can also use other suitable PDF files here).



# Manual Creation of a Print Job

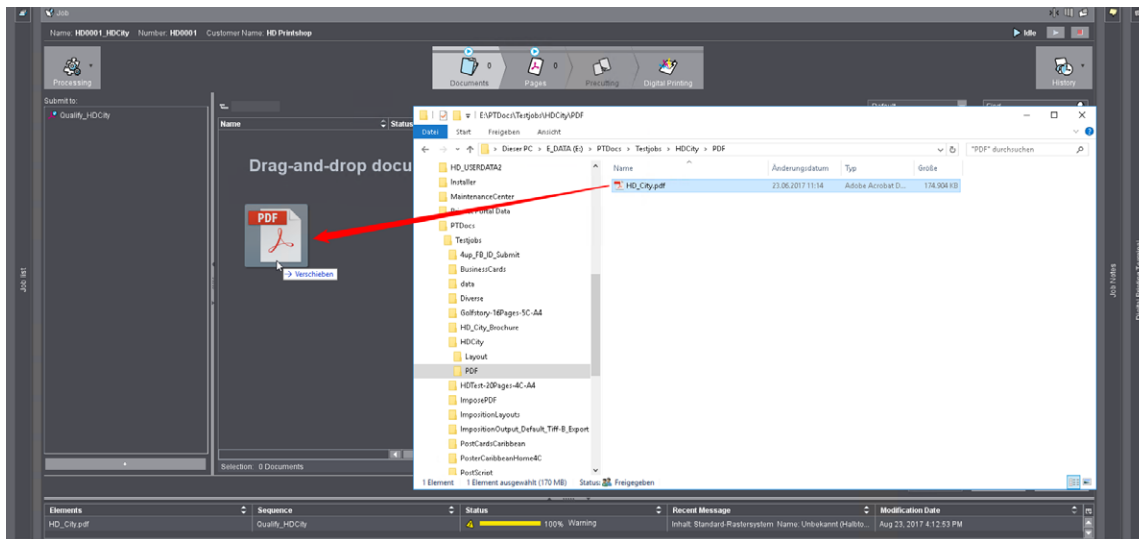
5. Highlight the "HDCity" PDF file and click "OK".



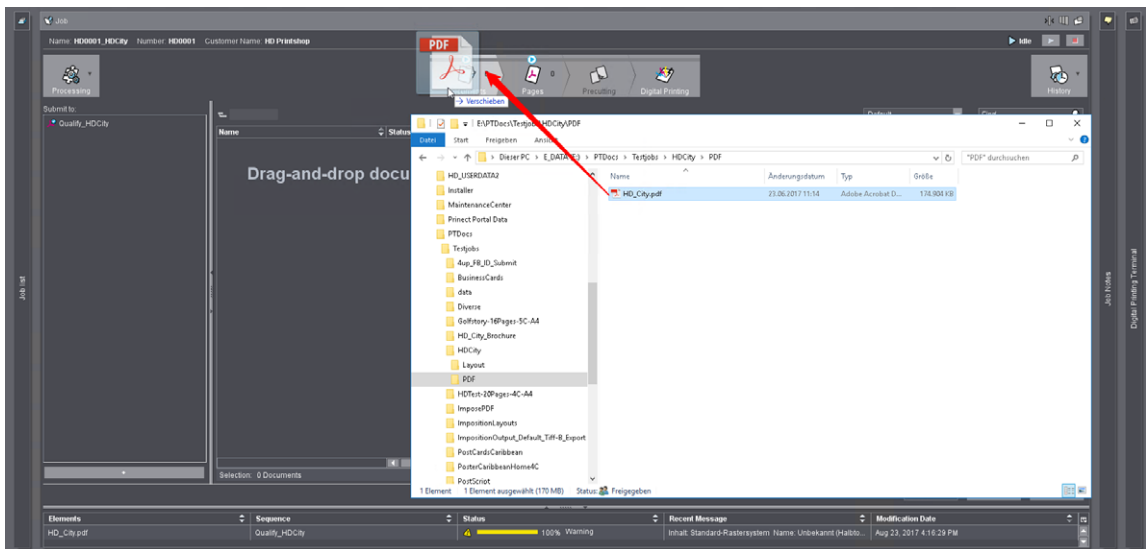
## Add documents using drag-and-drop

As an alternative to the "Add" button, you can also add PDF documents to the "Documents" step by dragging-and-dropping them from a Windows Explorer window (or Macintosh Finder window):

1. In addition to the Princt Cockpit, open the Windows Explorer and go to the folder where the files you want are located.



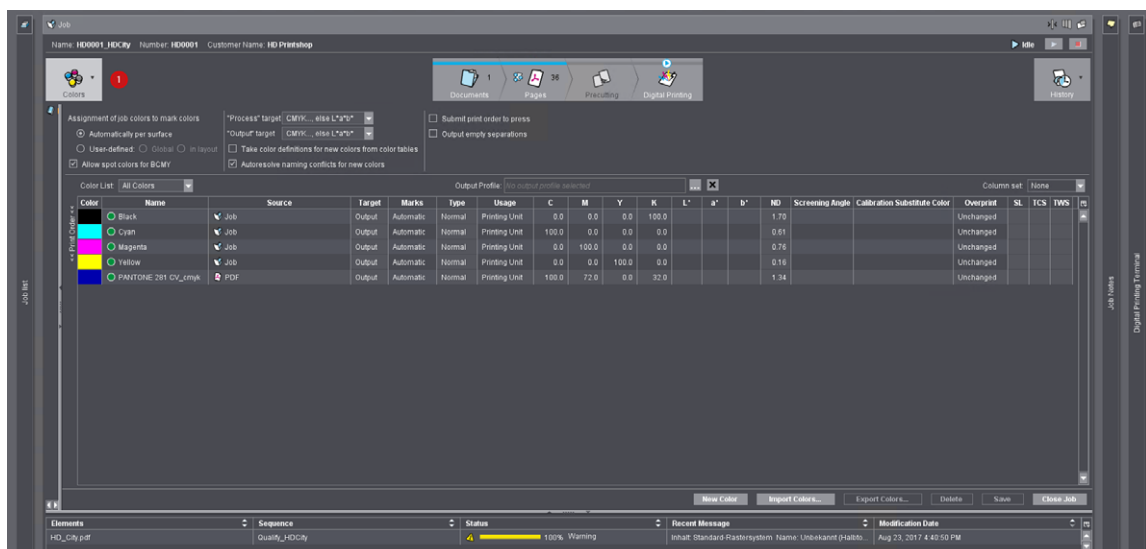
2. In the example mark "HDCity.pdf", drag it holding down the left mouse button to the "Documents" area in the open job or to the "Documents" icon and let go of the mouse button. Adding documents using drag-and-drop to the step icon works even if the step is not open at that moment.



Because the job was activated before you added the files, the PDF documents are processed immediately by the "Qualify\_HDCity" sequence. After processing is finished, the documents will have "Completed" as their status.

## Edit colors

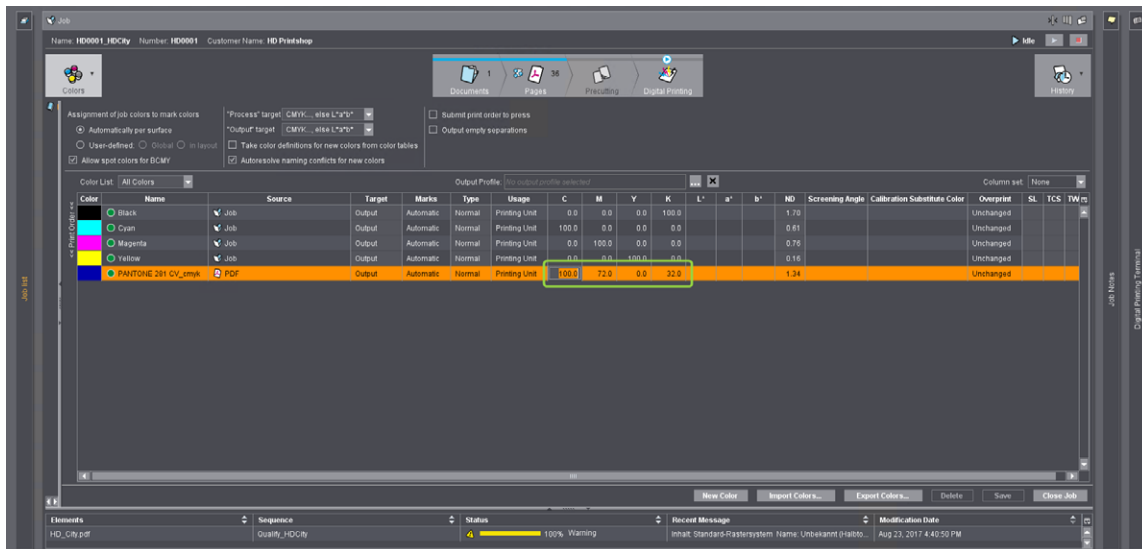
In this step, you will check whether the documents you added have spot colors. Spot colors are replaced by CMYK process colors for digital printing. Normally, the PDF files contain the "recipes" for spot color replacement. In our example, we will show how you can define or modify a spot color replacement in the job settings.



1. Click the small arrow in the top left icon (1) and select "Colors".

The colors found in the loaded documents display in this view. For example, in the "HDCity" booklet, "Pantone 281 CV\_cmyk" displays as a spot color in addition to the CMYK process colors:

## Manual Creation of a Print Job



2. The CMYK substitute values for this spot color display in the relevant table column. These values were already in the PDF files. You can overwrite the values for C, M, Y and K if you wish to change this "color recipe". The result displays immediately in the spot color patch.

After your input, the information in the "Source" column switches automatically from "PDF" to "Job". This indicates that spot color replacement for this color no longer uses the definition in the PDF document but that it was modified as a "job setting" and is applied in this form to the current print job. You can create a new spot color with the "New Color" button. You can import spot colors available in Prinect DFE to the job with "Import Colors". Confirm changes to the settings with "Save".

3. In our example, leave the default settings as they are.

## Set up and output digital printing



**Note:** You can find details about these options in the Online Help of the Prinect Cockpit > "Digital Printing Step" (invoke with the F1 key).

Go to the "Digital Printing" step. In this step, you can interactively impose (PDF) documents on a (digital) press sheet, set delivery and finishing options as well as configure the color settings of the press and submit the imposed press sheet for output.



The window structure is as follows:

- The left part of the window (1) is where the single pages display.
- The preview pane (2) shows a preview of the sheet layout. The appearance of the sheet layout depends on the imposition parameters configured in the right-hand area of the window. You can choose between different views and use various tools to see detailed information about the pages shown.
- You can set all the parameters that are required for imposing the pages on the printing material and for setting up the press (display, finishing) in the various tabs in the setup pane (3):
  - "Paper and page settings",
  - "Layout settings",
  - "Print mark settings",
  - "Color settings" and
  - "Print and finishing settings".

The basic output parameters were already set up in the settings of the loaded "PagePrint\_HDCity" sequence template (see [section "Configure a PagePrint Sequence", page 22](#)). You can modify the output parameters if required. These settings affect the open job.

### Color settings

In the "Color Settings" tab, you can define settings for spot color replacement that cannot be set by default in a PagePrint sequence:

# Manual Creation of a Print Job

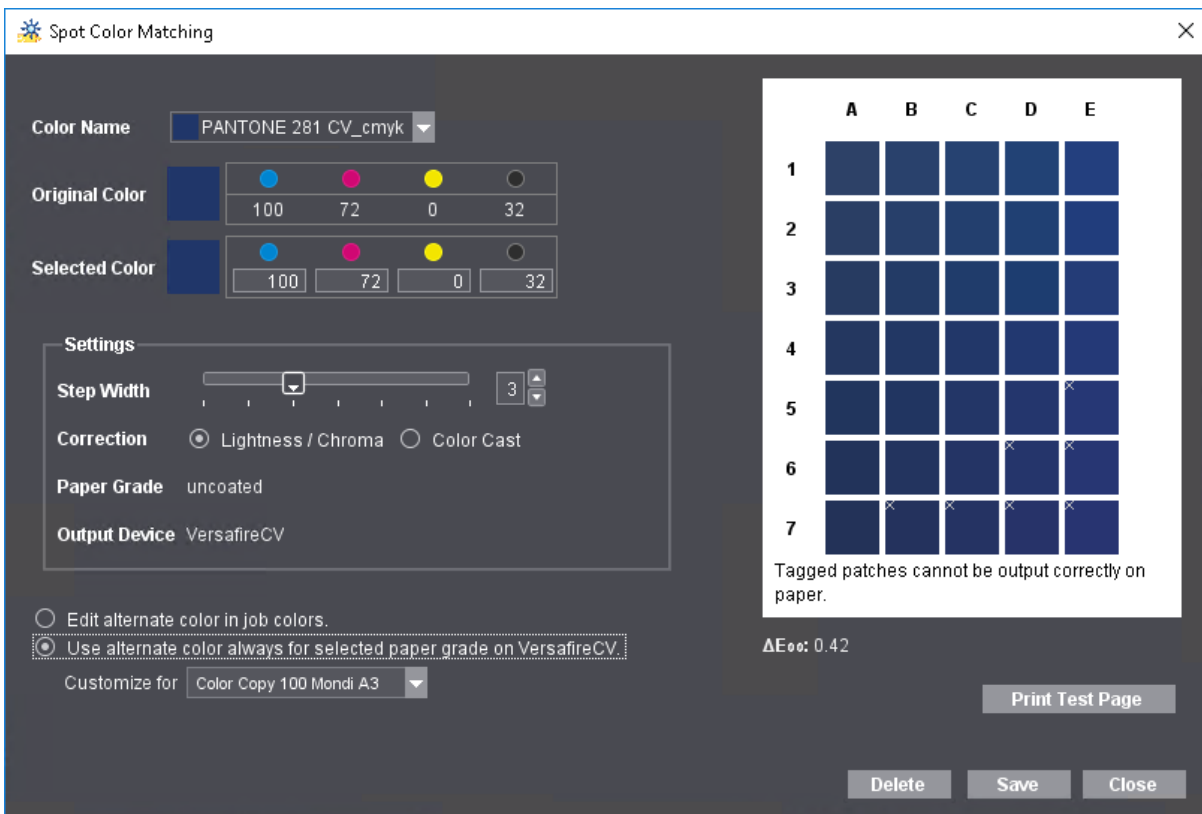


In "Spot Colors" you can configure custom settings for replacing spot colors in the current job by clicking "**Spot Color Matching**" (1).



**Note:** The settings always relate to a specific paper grade on a specific press. These settings always affect all digital print jobs until you change these settings again.

The "Spot Color Matching" dialog opens:



1. In the "**Color Name**" list box, first select the spot color for which you want to define a substitute color. All the spot colors that are in the current print job are listed.

The original color displays in the middle color patch "C4" in the preview window. Modified colors display around the original color. Colors that cannot be output correctly to the paper set in the print job are marked by an "x".

The aim of these settings is to determine a color that can be output correctly, in other words, a color that is not marked by an "x".

2. Click "**Print Test Page**". A test chart is printed.



**Note:** Each test chart printout creates a new separate print job in the DFE. These test chart print jobs are set up with the color settings that are required for a true-color output.

3. Now compare the printout of the test chart with the original copy and determine the color patch that best matches the original spot color.
4. If the deviation is still too big, enable either "**Lightness/Chroma**" or "**Color Cast**" in "**Correction**" to set the type of color change. Now move the "**Step width**" slider until suitable patches display in the preview window. The larger the step width, the greater the differences between each of the color patches.
5. Repeat steps 2, 3 and 4 until you are satisfied that the target color is determined accurately enough. On the test chart, the patch with the correct color has an "address", e.g. "B 2".
6. Click the "B 2" patch in the "Spot Color Matching" dialog.
7. The CMYK values of the original color display in "**Original Color**". The values of the selected color display accordingly in "**Selected Color**" (in our example, those of "B 2").



**Note:** If you wish, you can manually set the color of the marked color patch by entering CMYK color values in "Selected Color". If Heidelberg inkjet digital presses (Labelfire, Primefire) are used, L\*a\*b\* values display in this case. You cannot edit these values (Multicolor color space).

8. Enable "**Edit alternate color in job colors**" if you wish to set the alternate color only for the current print job.

If the alternate color is to be set always for the paper grade used, enable "**Use alternate color always for selected paper grade "... on (...)**" and select the paper grade in the list box. Then these settings affect all print jobs that are printed with this paper grade on this press. This setup is applicable until you edit it again.

9. If you are satisfied with the colors selected, confirm the dialog with "**Apply**".

Use the "**Reset**" button to reset all the settings so that special spot color settings are no longer defined for the particular paper grade/press combination.

The "**Paper Grade**" and "**Output Device**" boxes are for your information only.

# Manual Creation of a Print Job

## *Editing options in the preview pane*



**Note:** You can find details about these options in the Online Help of the Prinect Cockpit > "Digital Printing" step (invoke with the F1 key).

In the preview pane, different view and check options are available:

- Toggle the view mode between sheet, layout, separations, area coverage and reader's spread.
- You can use the hand tool to move the image content of the preview.
- You can measure dimensions with the dimensioning tool.
- Use the zoom tool to set the display scale of the preview.
- Use the magnifying glass tool to zoom in on a section of an image like a magnifying glass.
- The info tool provides detailed information about a specific part of the preview.
- The ["Color Matching" function](#) lets you customize color reproduction in digital printing.

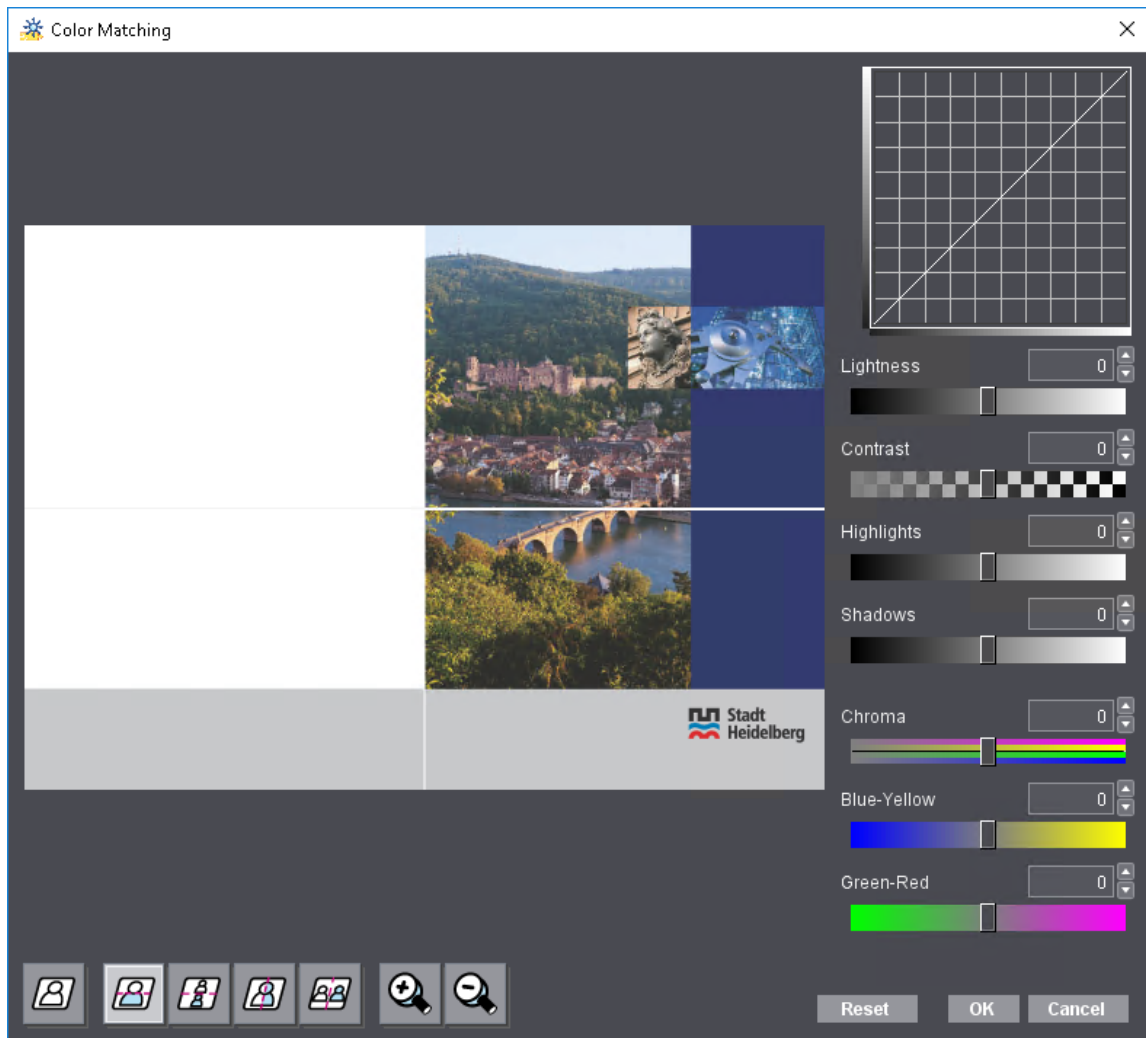
### **"Color Matching" function**

Sometimes it is necessary to fine-tune color reproduction in digital printing just before printing, based on what you see on the screen. The "Color Matching" function lets you define such color settings based on a master page taken from the current print job. These settings only affect the print job that is currently being edited.



**Prerequisite:** The screen used should be calibrated for this functionality.

1. In the preview window, mark a page that contains one or more image objects that are suitable for evaluating color matching.
2. Click **"Color Matching"**. The "Color Matching" dialog opens:



3. In this dialog, you can adjust gradation parameters "**Brightness**", "**Contrast**", "**Highlights**" and "**Shadows**". You can check these parameters in a gradation curve in addition to the preview.
4. Apart from these, you can also set color parameters "**Chroma**", "**Blue-Yellow**" weighting and "**Green-Red**" weighting. You can review these settings in the page preview.
5. You can set the gradation and color data either using the sliders or by entering values.
6. There are seven buttons in the lower left part of the "Color Matching" window:

Use the five left buttons to alter the separating line between the original and the customized area of the image preview. You can choose between the following settings:

- No separating line (the whole preview window shows the customized color data)
- Horizontal separating line, the preview is split horizontally
- Horizontal separating line, the preview is duplicated
- Vertical separating line, the preview is split vertically

## Manual Creation of a Print Job

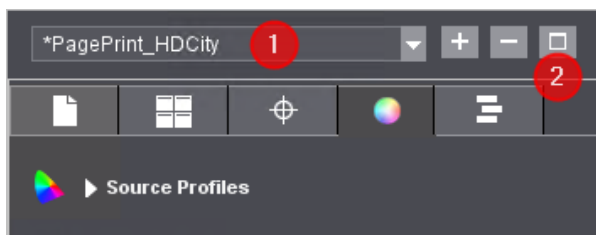
- Vertical separating line, the preview is duplicated

You can use the two right buttons to scale up or down the preview.

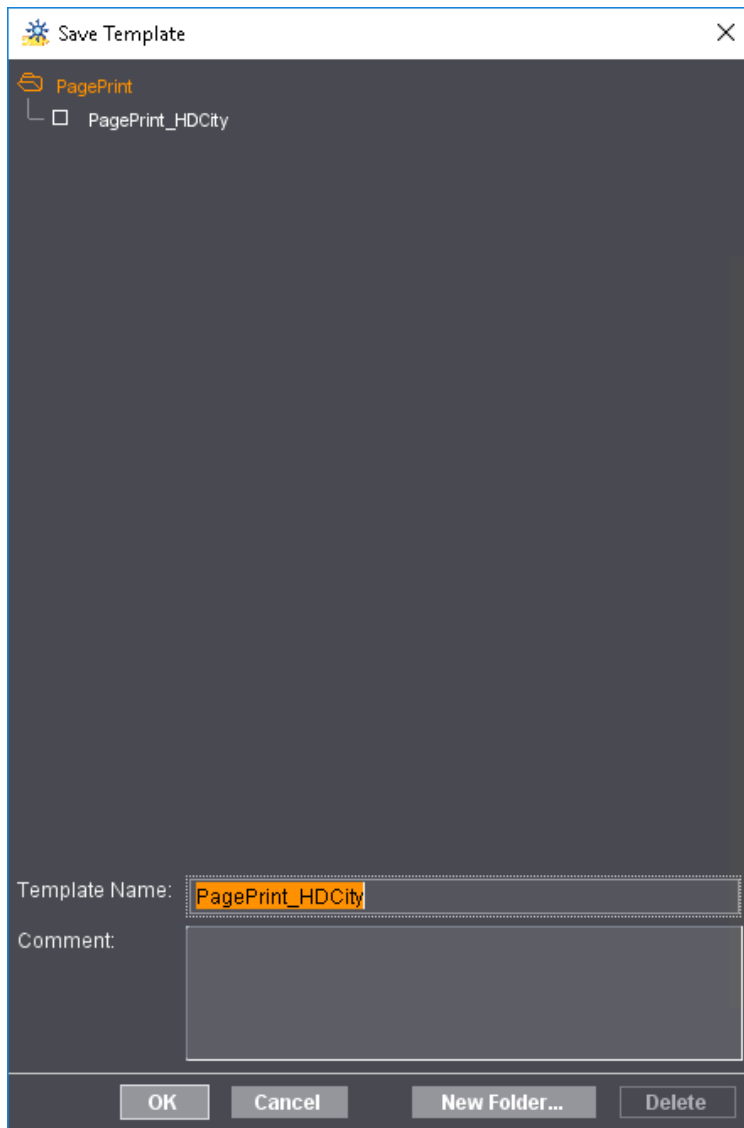
7. The **"Reset"** button lets you reset all the settings to their original values.
8. Click **"OK"** to apply the settings to the whole print job and close the "Color Matching" window.

### *Save settings as a PagePrint sequence template*

If you changed output parameters, you can save the new settings as a PagePrint sequence template. You can then use this template for other print jobs. In the case of the current print job, you do not have to save the settings as a separate step. They are automatically saved with the print job.



1. The currently active PagePrint sequence displays above the parameter tabs. In our example, this is "PagePrint\_HDCity" (1).
2. Click the "Save Template" button (2). The "Save Template" dialog opens:



3. This is where you can assign a new name. The settings are then saved as a new PagePrint sequence template. If you do not wish to change the name of the sequence, the existing "Page-Print\_HDCity" sequence is overwritten with the new settings.
4. Confirm the dialog with "OK". Confirm the alert message that appears also with "OK".

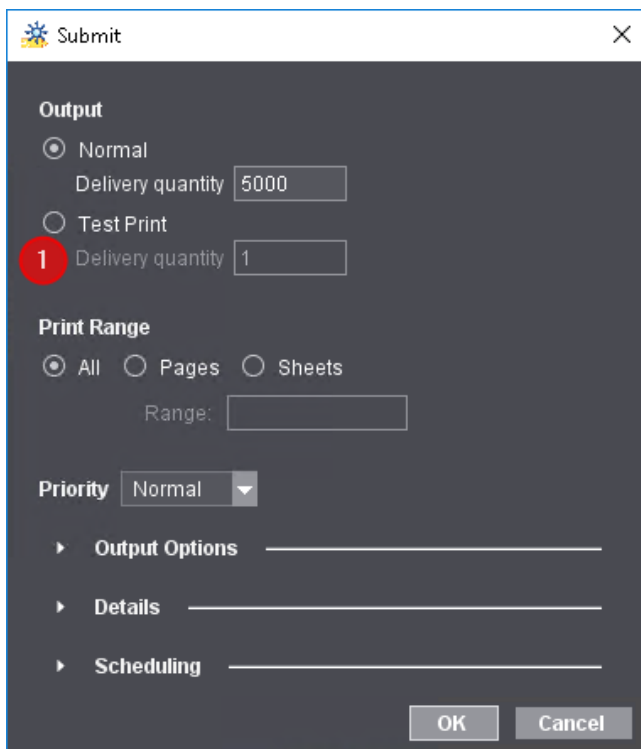
# Manual Creation of a Print Job

## Printing

1. To check your print and finishing settings, go to the "Print and finishing settings" tab. Define your setup as required.
2. Click "Submit" (1) to start printing.



The "Submit" dialog opens:



3. In this dialog, you can still assign a priority, correct the delivery quantity, set front and back properties, assign a work type, enter a comment and set the time for printing.

- (4). Enable the **"Test Print" option** (1) if you wish to output the job as a test print to check the quality of the color, for example. Activation of this option has the following impacts:
- The delivery quantity is automatically set to "1" because usually you need only one copy as a test print. You can increase the delivery quantity manually, if required.
  - The work type is set to "Internal".
  - The parameters in the "Scheduling" section are disabled.
  - After output, a test print is not tagged as "finished".

If the job is to be output normally after the test print, all you have to do is submit it again and disable "Test Print". The parameters set beforehand in the "Submit Elements" dialog are enabled again.

5. The print job is submitted to the Digital Printing Terminal when you confirm this dialog with "OK". In this sample configuration, the print job is submitted directly to the press because the automatic output mode is enabled in the Digital Printing Terminal (see [section "Configure the Digital Printing Terminal", page 30](#)).
6. After output, you can close the print job.



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# Automatic Creation of New Jobs using Drag-and-Drop

The Prinect DFE lets you use a predefined print job as a template for other print jobs and outputs. You only have to drag-and-drop the PDF documents you wish to output from Windows Explorer (or Macintosh Finder) to the relevant job in the job list of the Cockpit. This process will be described in more detail below.

## Prerequisites for the Drag-and-Drop Mode

For this workflow, some prerequisites must be met on the Prinect DFE computer so that automated job processing works smoothly.



**Prerequisite:** The following requirements must be met for output with a reusable print job:

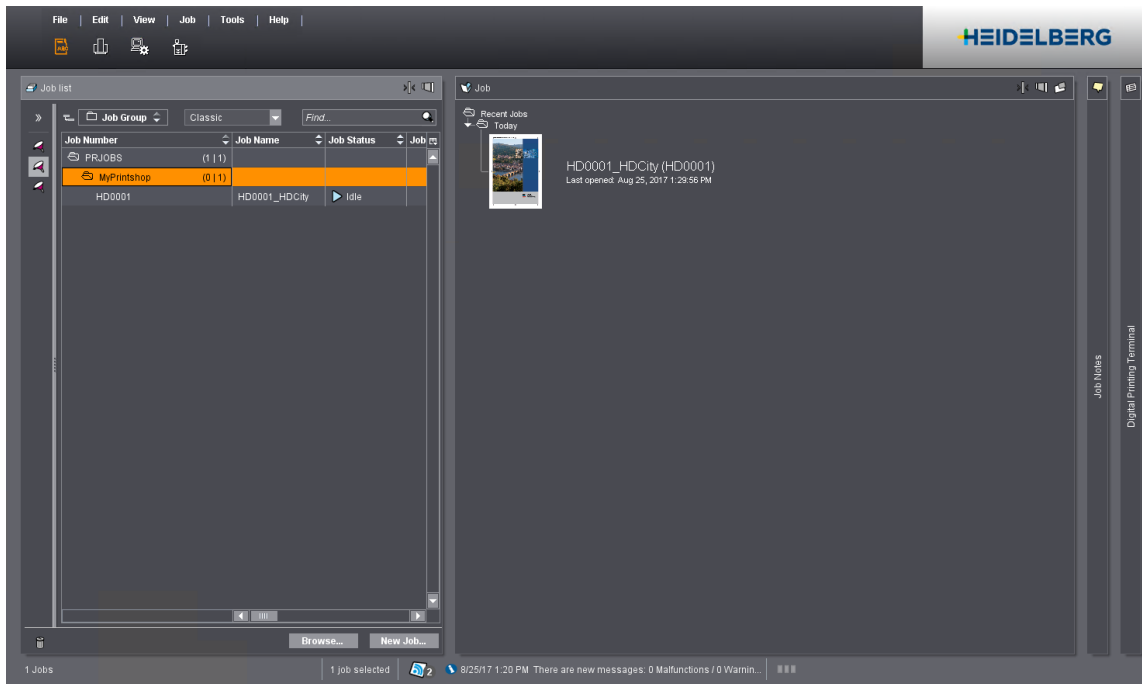
- A print job for digital printing must be defined and it must have all the required matching settings (sequences, imposition and finishing parameters).
- The print job condition must be "Idle" and the processing status must be "OK". The print job must be closed before output and it must be seen in the Cockpit job list.
- The sequences required must have been assigned to the print job as a template, either separately or as a group sequence. This ensures the automated processing of printing.
- The documents to be output must be able to be edited without an error and their page size must match the imposition settings in the PagePrint sequence. The number of pages does not have to match the page total defined originally in the PagePrint sequence. It will be matched automatically during output.

## Prepare a Print Job

We will use the "HD0001\_HDCity" booklet print job as our basis, like in [chapter "Manual Creation of a Print Job"](#).

After the "HD0001\_HDCity" job was configured and used successfully for output of the "HDCity.pdf" document, you will now create a similar job for automated output.

## Automatic Creation and Output of New Jobs using Drag-and-Drop



1. Go to "Jobs", mark the "MyPrintshop" group and click "New Job".
2. Fill out the "Basic job data" view as follows:

The 'Create new Job' dialog box is shown with the 'Basic job data' tab selected. The fields are filled as follows:

- Job Number: HD0002
- Job Name: HD0002\_Auto\_DD
- Documents: (empty)
- Job Group: /PRJOBS/MyPrintshop
- Job Home: \\KIE-C6VPNDPMPTJobs\Jobs\MyPrintshop

There are checkboxes for 'Automatic', 'Start Job', and 'Maximize Job View'. The 'Start Job' checkbox is disabled. Navigation buttons at the bottom include '<< Back', 'Next >>', 'Finish', and 'Cancel'. A 'Browse...' button is next to the Documents field, and 'Change...' buttons are next to the Job Group and Job Home fields.

- Job number: HD0002
- Job Name: HD0002\_Auto\_DD
- Job Group: MyPrintshop (is set by default)
- The "Start Job" option is disabled. Click "Next".

## Automatic Creation and Output of New Jobs using Drag-and-Drop

The screenshot shows the 'Create new Job' dialog box with the 'Customer Data' step selected. The progress bar at the top indicates the current step. The main area contains the following fields:

- Customer Name: HD Printshop
- Customer ID: 0001
- Nickname: HDP
- Customer Job ID: HD0002
- Customer Job Name: HD0002\_Auto\_DD

At the bottom, there are four buttons: '<< Back', 'Next >>', 'Finish', and 'Cancel'.

3. Select "HD Printshop" as the customer in the "Customer Data" view. Then click "Next".

The screenshot shows the 'Create new Job' dialog box with the 'Processing' step selected. The progress bar at the top indicates the current step. The main area contains the following elements:

- A list box containing 'HDCity\_Group\_Template'.
- A checkbox labeled 'Save as default'.
- 'Remove' and 'Add' buttons.

At the bottom, there are four buttons: '<< Back', 'Next >>', 'Finish', and 'Cancel'.

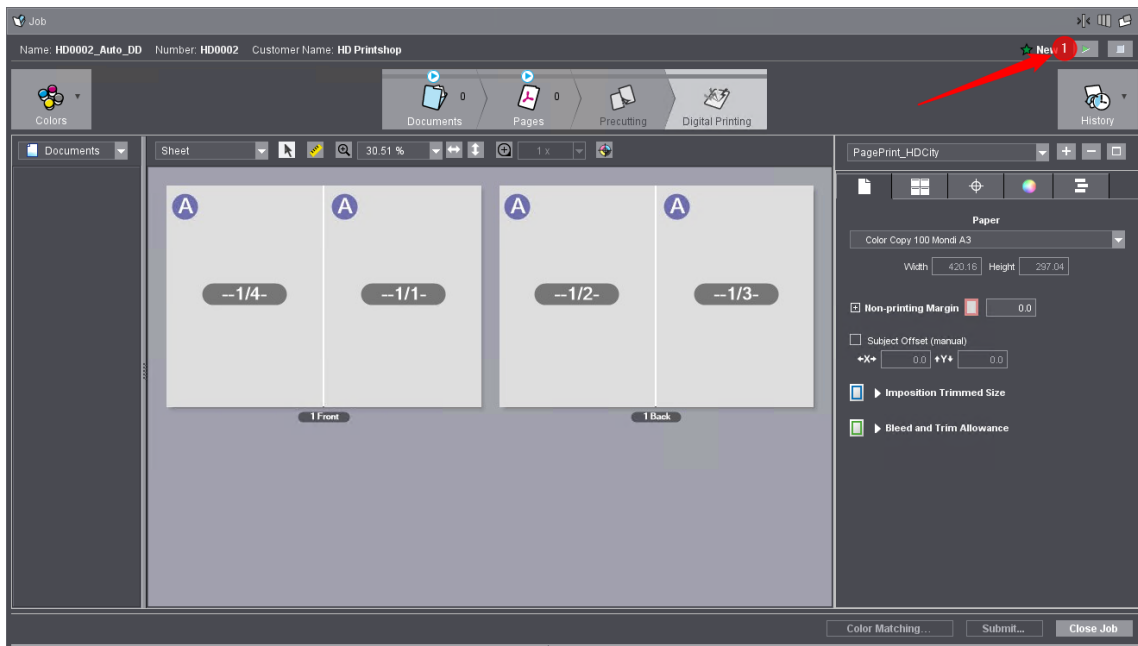
4. In the "Processing" view, "HDCity\_Group\_Template" is already set by default because we added this group sequence template with the "Save as default" option to the manually created job (see [chapter "Manual Creation of a Print Job"](#)). If you wish to add other sequences to the job, you can do this by using "Add". You can remove existing sequences from the job by marking them and clicking "Remove".
5. No scheduling data will be entered because the job is being set up for automated printing. For that reason, we will skip "Scheduling". Click "Finish".

The job is created and opens.

## Automatic Creation and Output of New Jobs using Drag-and-Drop

6. Double-click the caption bar of the "Job" window to maximize the width of the window. All the job settings and the "Documents" and "Pages" steps remain unchanged because different documents with the same settings will be output in an automated workflow. Go directly to the "Digital Printing" step (click this icon in the workflow bar).

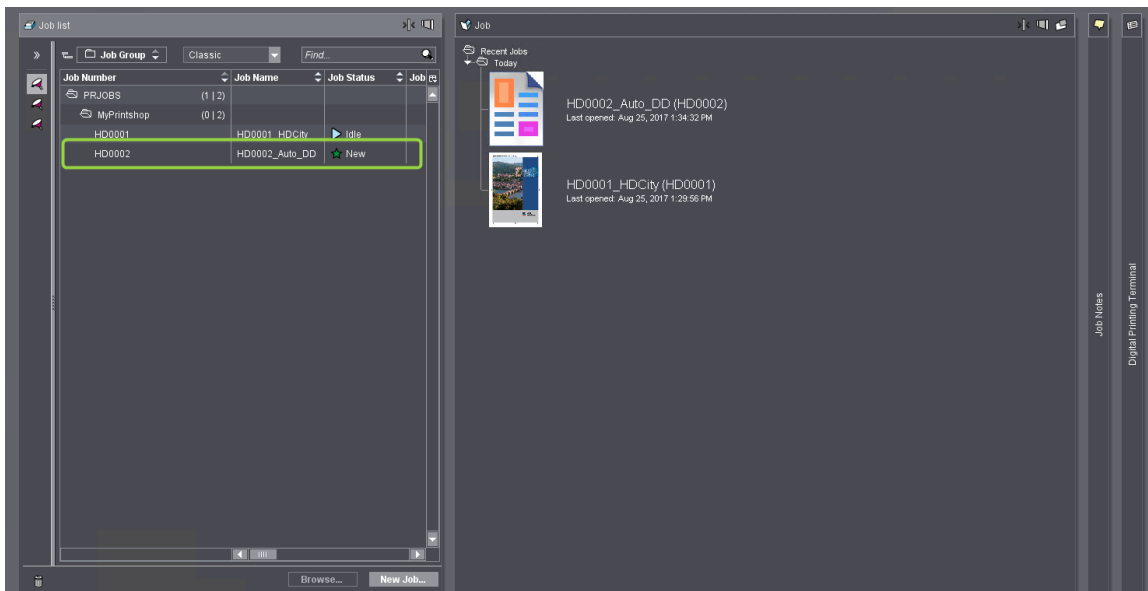
All the required output settings are already configured because the "HDCity\_Group\_Template" contains the preset "PagePrint\_HDCity" sequence.



7. Leave the settings as they are. You will find more details about the "Digital Printing" step in the [section "Set up and output digital printing", page 42](#) or in the Online Help of the Cockpit (F1 key).
8. Start the job by clicking the start button (1).
9. This concludes your preparations for the automatic job. Close the job with "Close Job". All settings are saved automatically.

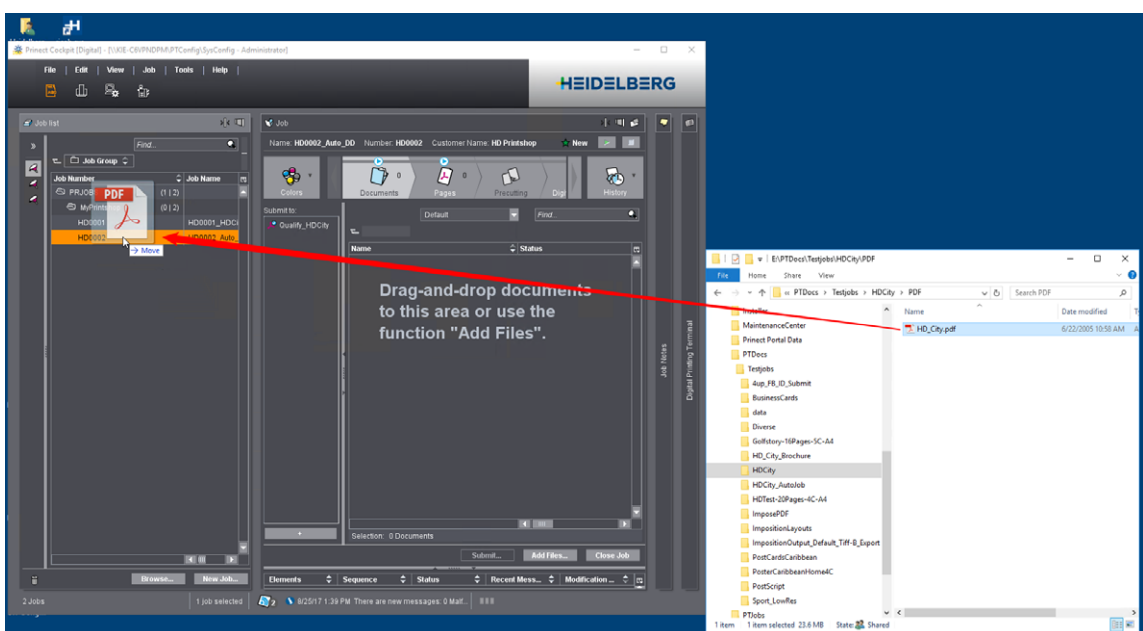
## Automated Output of Documents

1. Open the Cockpit and view the job list in "Jobs".
2. If necessary, open the job group (in our example, "MyPrintshop") that contains the prepared job and make sure that the "HD0002" job can be seen.



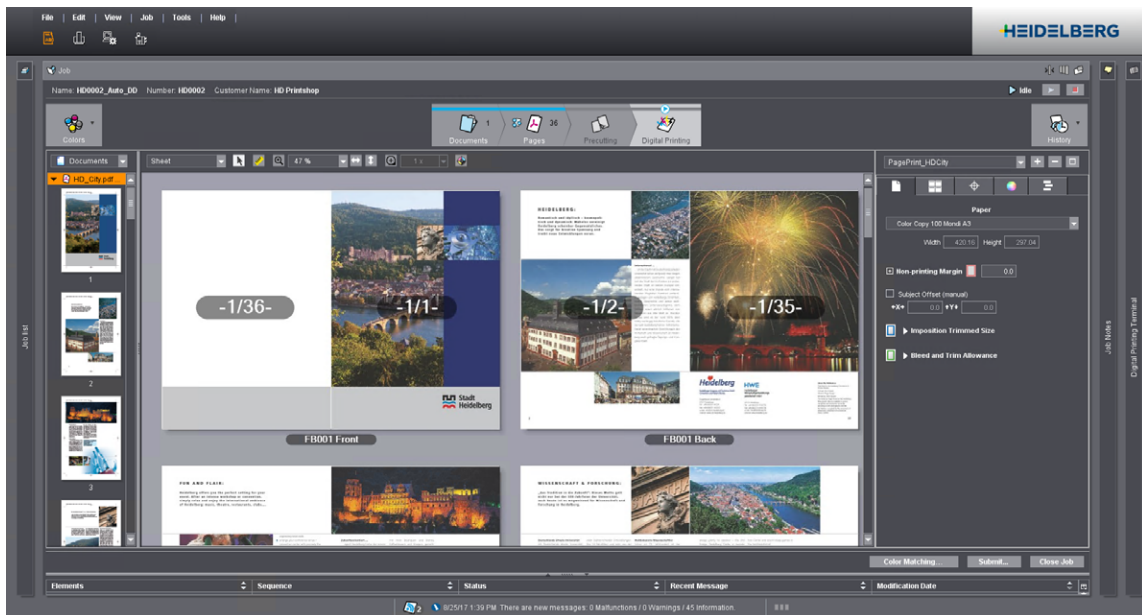
We will use the "HDCity.PDF" document again as the example document.

3. Open a Windows Explorer window (or a Macintosh Finder one) and go to the folder which holds the PDF file to be output. This folder must be located on a local drive, data media or on a shared network drive of the Cockpit computer.



## Automatic Creation and Output of New Jobs using Drag-and-Drop

4. Select the PDF file(s) and drag them, holding down the left mouse button, to the print job entry and let go of the mouse button. The job then opens automatically and displays in the "Job" window.
5. To print the print job, maximize the width of the "Job" window (double-click the caption bar) and go to the "Documents" step. Wait until the documents are processed and then go to the "Digital Printing" step.



- (6). If required, you can customize your settings in this step (see [section "Set up and output digital printing", page 42](#)).
7. Click "Submit" (1). The "Submit Elements" dialog opens:

## Automatic Creation and Output of New Jobs using Drag-and-Drop

**Submit**

**Output**

Normal  
Delivery quantity

Test Print  
**1** Delivery quantity

**Print Range**

All  Pages  Sheets  
Range:

**Priority** Normal ▾

▶ **Output Options** \_\_\_\_\_

▶ **Details** \_\_\_\_\_

▶ **Scheduling** \_\_\_\_\_

OK Cancel

8. In this dialog, you can still assign a priority, correct the delivery quantity, assign a work type, enter a comment and set the time for printing.
9. The print job is output to the press when you confirm this dialog with "OK".
10. After output, close the print job.

### Output Other Documents

Repeat steps 1 thru 10 to output other documents automatically.



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## Create New Print Jobs by Copying PDF Files to a Hotfolder

With Prinect DFE you can set up a print job in such a way that new print jobs are automatically created when documents are filed in a folder that is set up as a "hotfolder". In this chapter we will set up such a print job and describe how to create new jobs.

### Prerequisites for the Hotfolder Mode

For this workflow, some prerequisites must be met on the Prinect DFE computer so that automated job processing works smoothly.



**Prerequisite:** The following requirements must be met for output with a reusable print job:

- A hotfolder job template must have been set up in "Administration > Hotfolder". This job template must have all the required settings (sequences, imposition and finishing parameters) in a suitable form.
- An "external hotfolder location" must have been defined to be able to set up a hotfolder job template. For a Prinect DFE setup, the "\\PTJobs\\External-Hotfolder" folder is installed by default. Open "System" in "Administration" if you want to change this setting. In the tree structure, mark "System", the topmost item (if necessary, you must click "Hide Clusters"), and then click "Browse..." in "External Hotfolders Location" on the right. In the dialog that then displays, you can select a different folder or create a new one. You can also define an "External Hotfolders Location" on a different computer to the Prinect server. You can find more details about creating an external hotfolder location in the Online Help for the Prinect Cockpit in "Administration - System". In our example, we will leave the default "\\PTJobs\\External-Hotfolder" as it is.
- The sequences required must have been assigned to the job template, either separately or as a group sequence. This ensures the automated processing of printing.

## Automatic Creation and Output of Print Jobs in the Hotfolder Mode

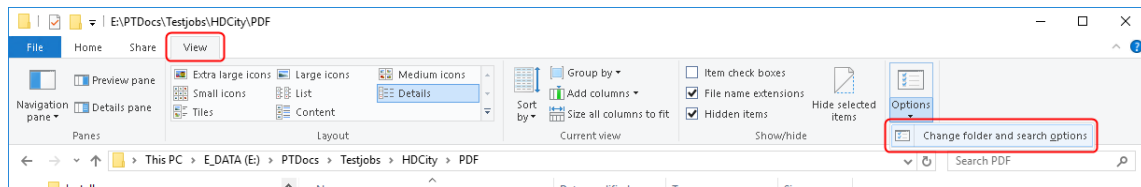
- The documents to be output must be able to be edited without an error and their page size must match the imposition settings in the PagePrint sequence. The number of pages does not have to match the page total defined originally in the PagePrint sequence. It will be matched automatically during output.

## Disable Preview Handler in Windows Explorer

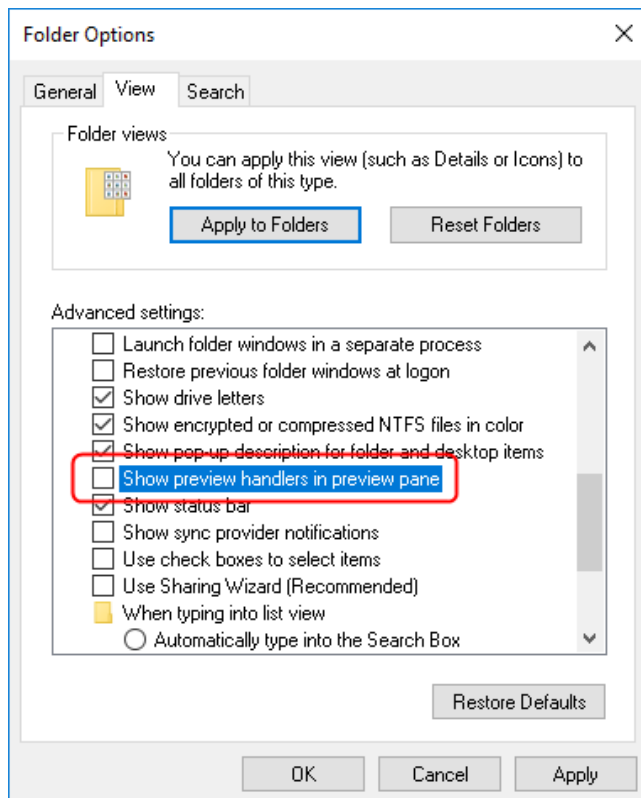
The Windows Preview Handler is responsible for displaying previews of the different file types in a Windows Explorer window.

Problem: A Prinect hotfolder can no longer be polled correctly if the Preview Handler needs more than six seconds to calculate a preview. As a result, the PDF documents are not processed.

1. Open a Windows Explorer window and invoke the "Folder Options" dialog (either with "Tools > Folder Options" if the menu bar displays or with "Organize > Folder and Search Options" or with "View" > Options > Change folder and search options") (Windows 8.1/Windows 10/Windows Server 2012 R2/Windows Server 2016):



2. Open the "View" tab and disable "Show preview handlers in preview pane".



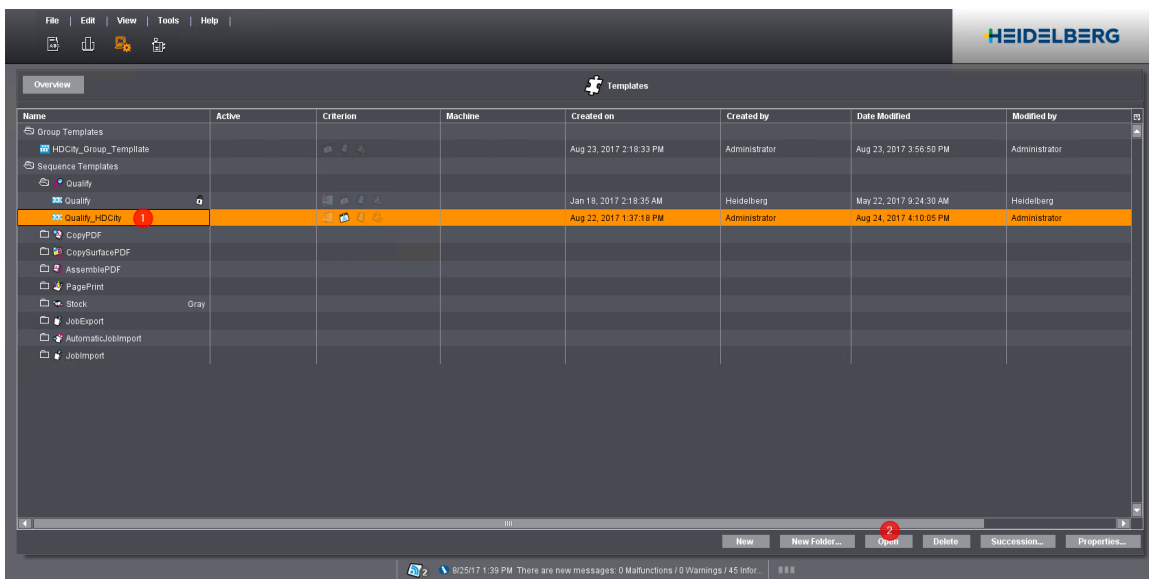
# Automatic Creation and Output of Print Jobs in the Hotfolder Mode

3. Confirm the dialog with "OK".

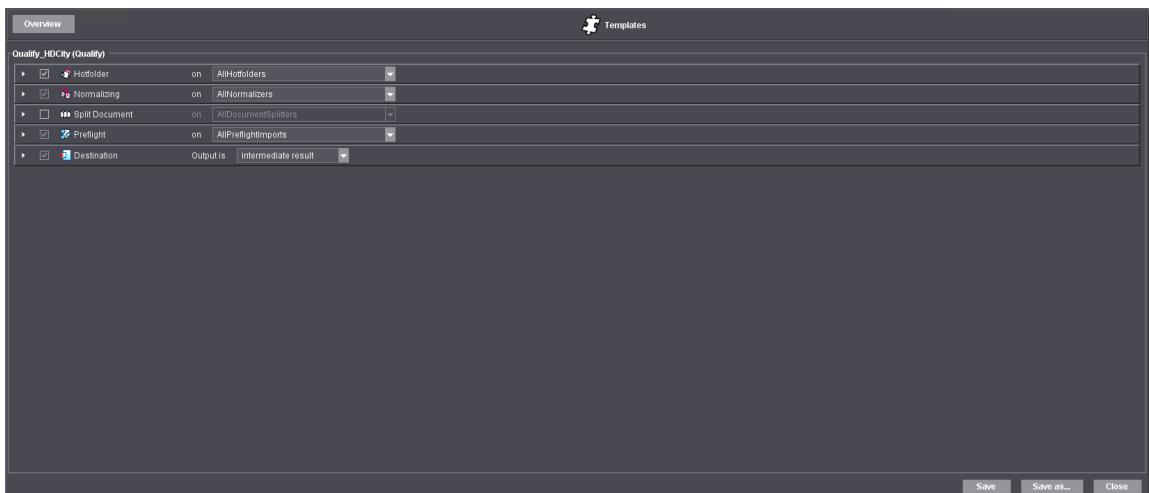
## Prepare a Print Job

We will use the "HDCity.pdf" booklet print job as our basis, like in [chapter "Manual Creation of a Print Job", page 33](#).

Set up a Qualify sequence for the hotfolder mode



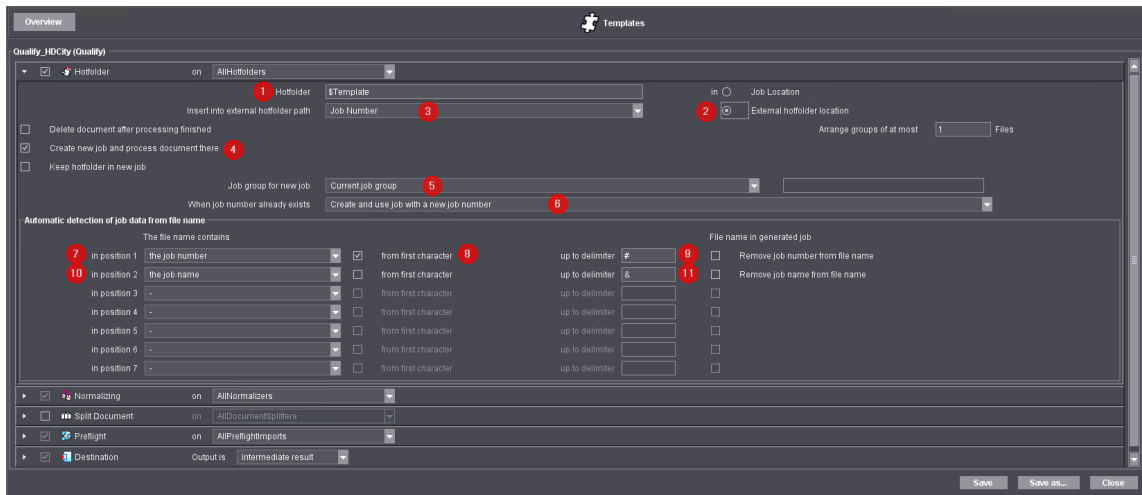
1. Open the "Qualify" sequence folder and highlight "Qualify\_HDCity" (1). Click "Open" (2).  
The setup section for the "Qualify\_HDCity" sequence opens:



## Automatic Creation and Output of Print Jobs in the Hotfolder Mode

Set this sequence as follows:

2. Leave "Normalizing", "Split Document", "Preflight" and "Destination" as they are.
3. Enable "Hotfolder" and set the following parameters:



- a. In the "Hotfolder" box (1) leave the "\$Template" setting as it is. This setting makes sure that the file names of the job documents are used for the names of the new jobs.
- b. Enable the "in External hotfolder location" option (2). With this option, the new jobs are stored in the set hotfolder location on the Prinect server.
- c. In "Insert into external hotfolder path" (3), leave "Job number" as it is. By doing this, a separate subfolder with the job number as the folder name is created for each job.
- d. Enable "Create new job and process document there" (4). When this option is enabled, new jobs are created automatically when document files are filed in the hotfolder.
- e. In the "Job group for new job" list box (5) leave "Current job group" set. The new jobs generated are created in the same job group as the original job.
- f. Set "Create and use job with a new job number" in the "When job number already exists" list box (6). Based on the job number determined, a new job number is created by appending an index. After that, a new job is created with this job number.

You can use "The file name contains" to determine detection rules for interpreting the file names of the PDF files you want to process by detecting and using certain parts of the file name as job parameters. You will find more details about these detection rules in the Cockpit Online Help in the "Sequence Templates" section in "Preparation > "Qualify" Sequence Template > Hotfolder" option.

We will use a simple example and generate only the job number and job name from the file names.

- g. To do this, select "the job number" in the "in position 1" list box (7). Check the "from first character" option (8) and enter the character "#" in the "up to delimiter" box (9). As a result, the file name of the filed documents is interpreted in such a way that all charac-

## Automatic Creation and Output of Print Jobs in the Hotfolder Mode

ters before the "#" in the file name are identified as a job number and are used for the new jobs. The file names of the filed documents must have this delimiter and appropriate characters for the job number in order for new jobs to have a job number.

- h. Then select "the job name" in the "in position 2" list box (10). The "from first character" option remains disabled. Enter the character "&" into the "up to delimiter" box (11). This character acts as a rear limitation for the job name. All characters between these two delimiters in the file name of the filed documents are used as the job name.

Example: A document named "1234#Brochure\_HD&.pdf" creates a job with the number "1234" and job name "Brochure\_HD".



**Caution:** When you define job names, make sure that job names and job numbers in a Prinect system are always unique. A new job will overwrite an existing job if the new job is created in the hotfolder mode and its job name and job number match those of the existing job!

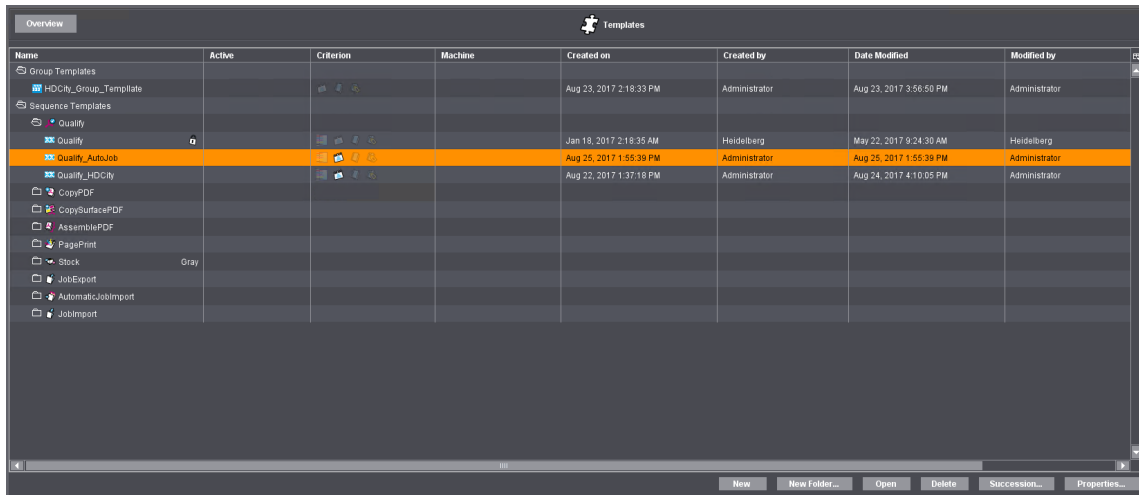
4. Leave the other steps as they are and click "Save as".

The screenshot shows a 'Save Template' dialog box with the following elements:

- Tree View:** A folder named 'Qualify' containing two sub-items: 'Qualify' (disabled) and 'Qualify\_HDCity' (selected).
- Template Name:** A text field containing 'Qualify\_AutoJob'.
- Comment:** An empty text area.
- Customer ID:** A text field containing '0001' with an 'Edit...' button to its right.
- Product Codes:** An empty text field with an 'Edit...' button to its right.
- Product Types:** An empty text field with an 'Edit...' button to its right.
- Buttons:** 'OK', 'Cancel', 'New Folder...', and 'Delete' buttons at the bottom.

## Automatic Creation and Output of Print Jobs in the Hotfolder Mode

5. Enter "Qualify\_AutoJob" as the name. Confirm the "Save Template" dialog with "OK".
6. Click "Close". The sequence overview displays.



Name	Active	Criterion	Machine	Created on	Created by	Date Modified	Modified by
Group Templates							
HDCity_Group_Template				Aug 23, 2017 2:18:33 PM	Administrator	Aug 23, 2017 3:56:50 PM	Administrator
Sequence Templates							
Qualify							
Qualify				Jan 18, 2017 2:18:35 AM	Heidelberg	May 22, 2017 9:24:38 AM	Heidelberg
Qualify_AutoJob				Aug 25, 2017 1:55:39 PM	Administrator	Aug 25, 2017 1:55:39 PM	Administrator
Qualify_HDCity				Aug 22, 2017 1:37:18 PM	Administrator	Aug 24, 2017 4:10:05 PM	Administrator
CopyPDF							
CopySurfacePDF							
AssemblePDF							
PagePrint							
Stock	Gray						
JobExport							
AutomaticJobImport							
JobImport							

### Create a group template for automatic job creation

1. In "Administration > Templates", mark "Group Templates" in the sequence overview and click "New".

The empty setup window of a group template opens.



2. Open the "Qualify" folder and select "Qualify\_AutoJob" (1).
3. Then click "Add Template" (2).

An icon for the Qualify sequence is created in the workspace.

## Automatic Creation and Output of Print Jobs in the Hotfolder Mode

- Repeat steps 2 and 3 also for the "PagePrint\_HDCity" sequence. The workspace now displays as follows:



- In the workspace, select "AutoArrange" in the context-sensitive menu. The icons are placed side by side and aligned.
- Save the group template as "AutoJob\_Group\_Template" using "Save as".
- Close the view by clicking "Close". Then click "Overview".

## Automatic creation of print jobs

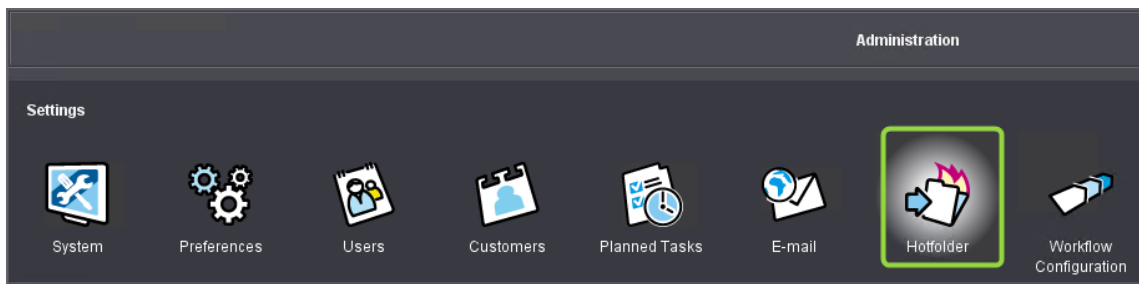
After the Qualify sequence is configured, a new print job template is now created in "Administration > Hotfolder" that is used for automatic job creation. Hotfolder job templates do not display in the job list so that they are not inadvertently deleted. Administration of these templates is solely in "Administration > Hotfolder".

A PagePrint sequence is needed in addition to the Qualify sequence. For this purpose, you add the "PagePrint\_HDCity" sequence that you already created to the new job (see the [section "Configure a PagePrint Sequence", page 22](#)).

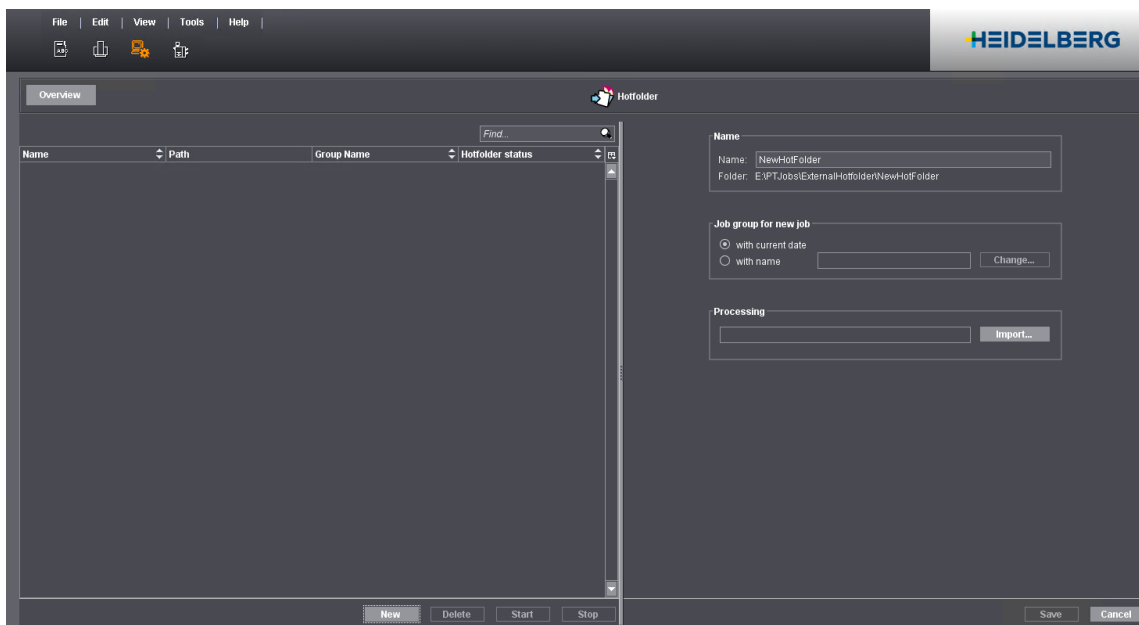
### Create a hotfolder job template

- If not already there, go to "Administration" and click the hotfolder icon.

## Automatic Creation and Output of Print Jobs in the Hotfolder Mode



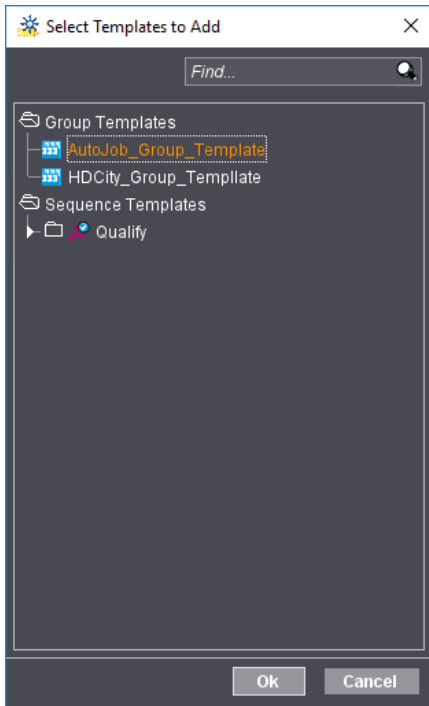
The section for setting the hotfolder job templates opens. Click "New".



Set up the job template as follows:

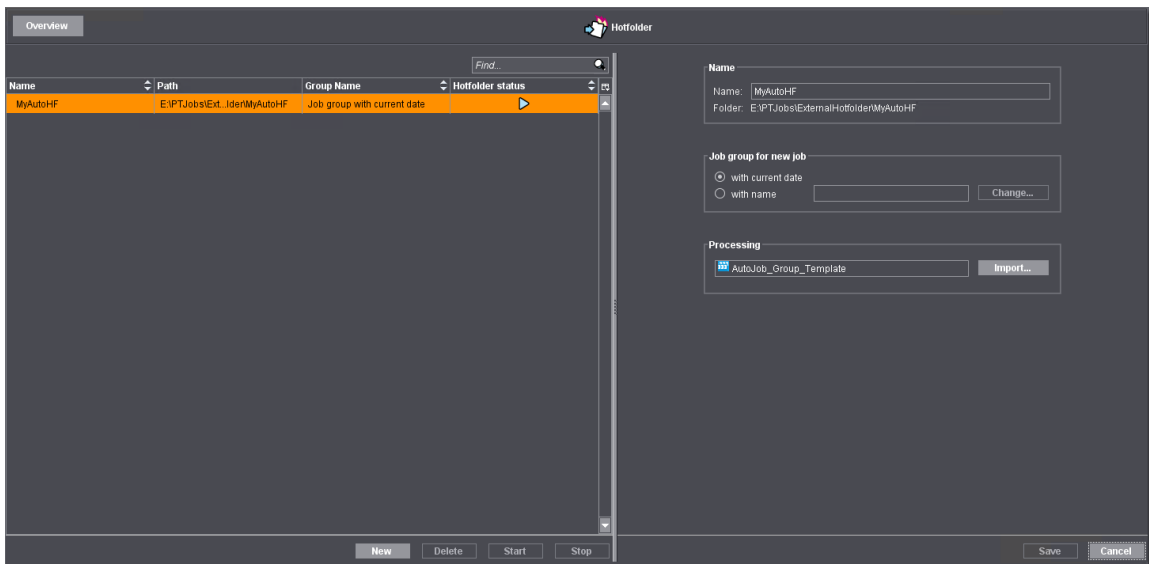
2. Enter "MyAutoHF" as the name.
3. Leave "with current date" enabled in "Job group for new job". This setting generates a separate job group with the current date as the group name for all the jobs created on this day.
4. Click "Import" in "Processing". Select "AutoJob\_Group\_Template" in the "Select Templates to Add" dialog.

## Automatic Creation and Output of Print Jobs in the Hotfolder Mode



Confirm with "OK".

5. Click "Save".



The new job template, "MyAutoHF", displays on the left of the window. You can create other job templates with "New", if required. We now close the view by clicking "Overview". The hotfolder job template is now set up.

# Create a New Job by Filing to the Hotfolder

After you prepared the job template for automatic job creation in the hotfolder mode, job processing can begin.

## Prepare Document File Names

Delimiters were defined in the hotfolder settings of the Qualify sequence and they can be used to filter out the job number and job name from the document file names. We will customize the file names of the PDF documents to be output so that we have useful job numbers and job names.



**Caution:** When you define job names, make sure that job names and job numbers in a Print system are always unique. A new job will overwrite an existing job if the new job is created in the hotfolder mode and its job name and job number match those of the existing job!

We will use the "HDCity.PDF" document again as the example document (see [section "Automated Output of Documents", page 57](#)).

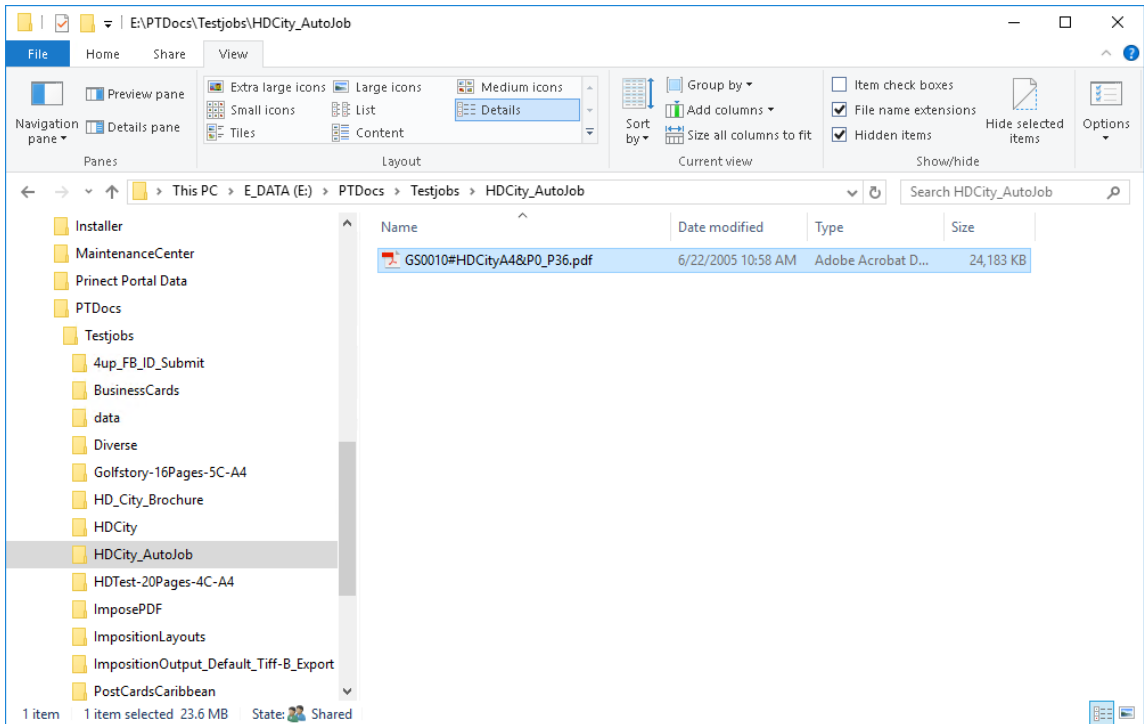
## Create and Start a Print Job

1. We will create a new folder named "PTDocs\Testjobs\HDCity\_AutoJob" and copy "HD\_City.pdf" to this folder. The file will be renamed to "GS0010#HDCityA4&P01\_P36.pdf". Based on the set delimiters "#" and "&", a new job with job number "GS0010" and job name "HDCityA4" will be produced.

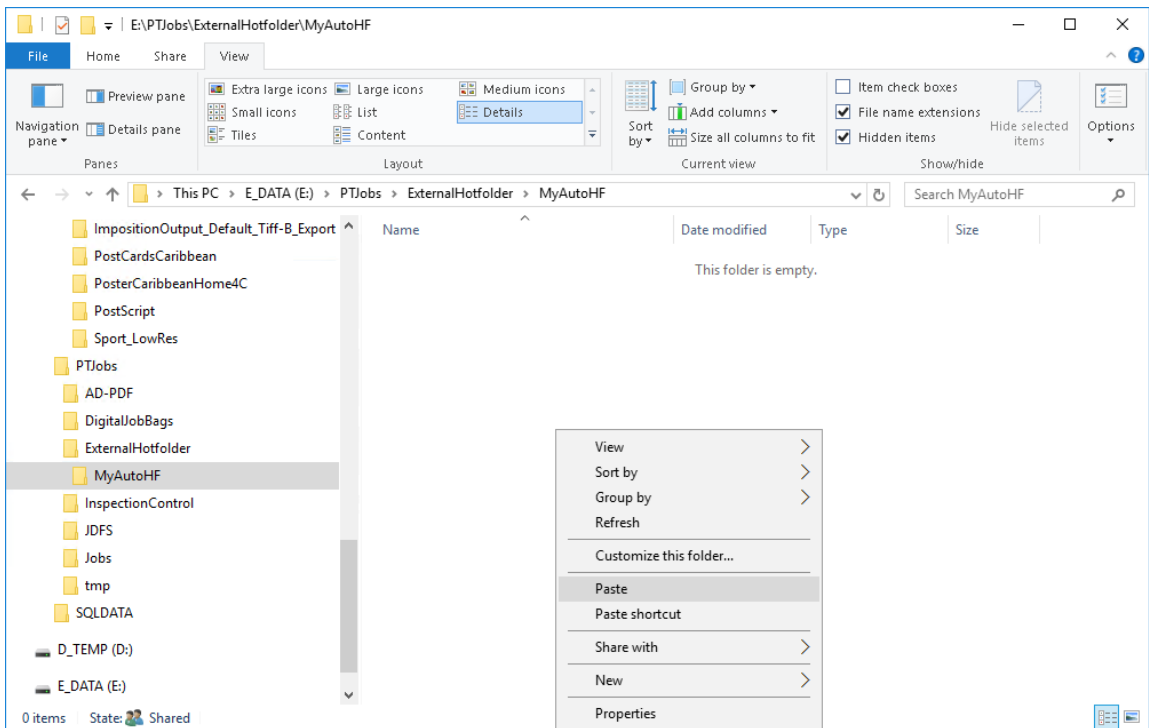
To output "GS0010#HDCityA4&P01\_P36.pdf", you will now copy it to the hotfolder of the "HMyAutoHF" template job:

2. In the Windows file system, mark the file and select "Copy" in the context-sensitive menu.

## Automatic Creation and Output of Print Jobs in the Hotfolder Mode

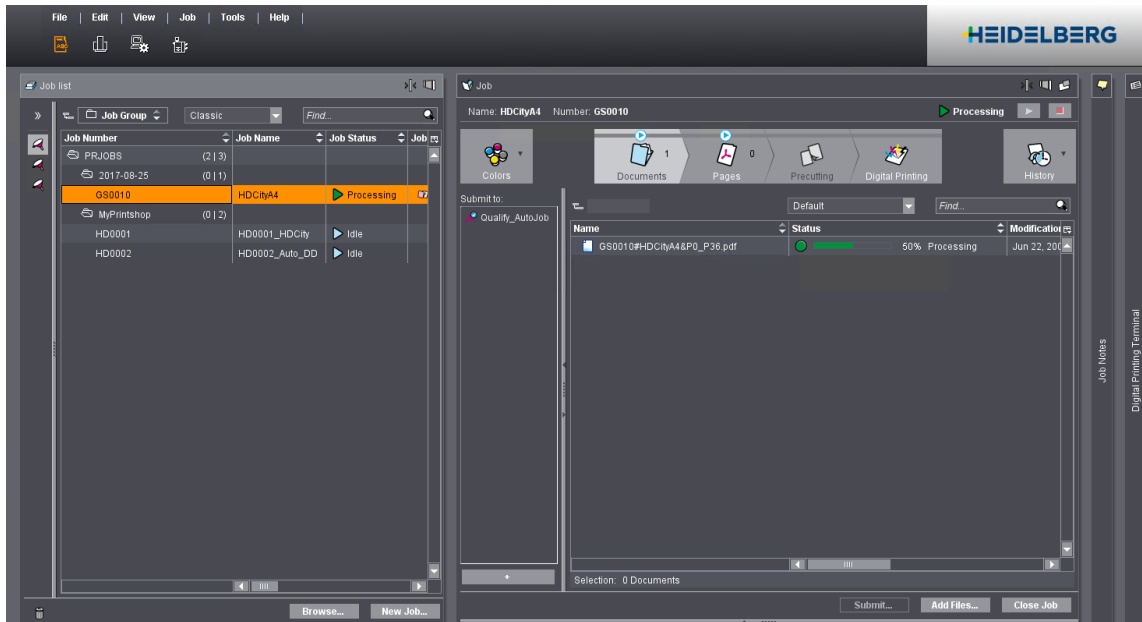


3. Go to the hotfolder of the "MyAutoHF" job. You will find this folder on the Prinect server in the "PTJobs" folder and there in "ExternalHotfolder\MyAutoHF".
4. Select "Insert" in the context-sensitive menu. By inserting the PDF file, you automatically generate a new print job.



## Automatic Creation and Output of Print Jobs in the Hotfolder Mode

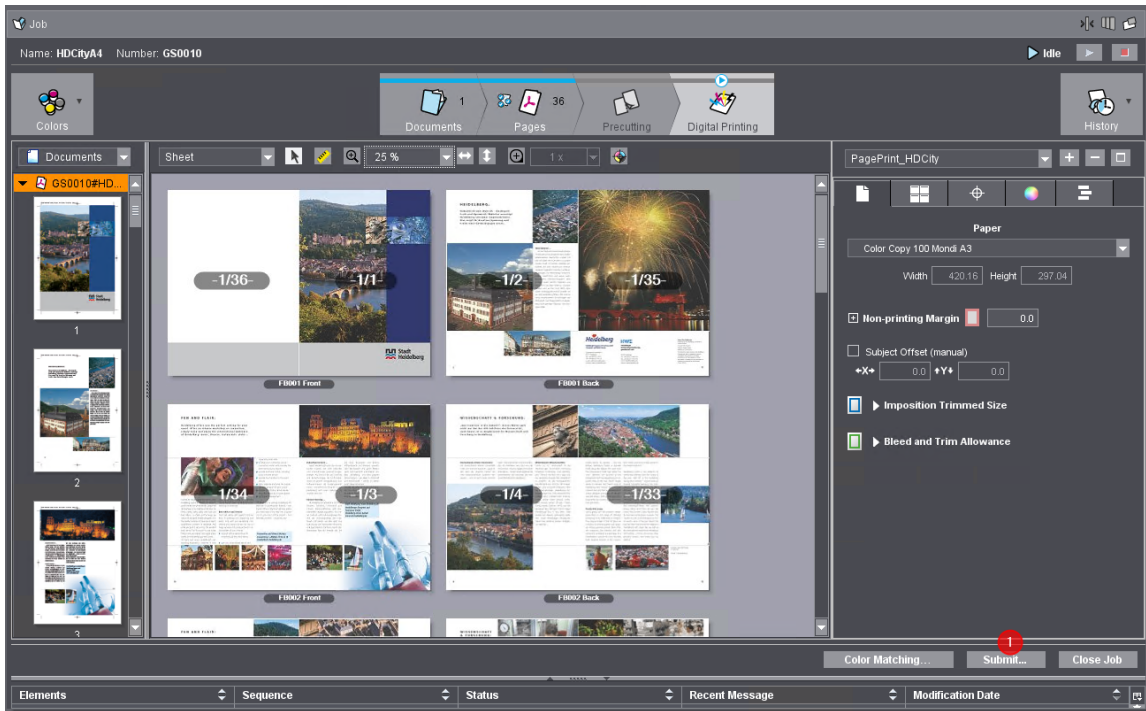
5. In the Cockpit, go to "Jobs" and there to the job list. After a brief period, a new group with the current date displays below "PRJOBS". This group contains the new job "GS0010".



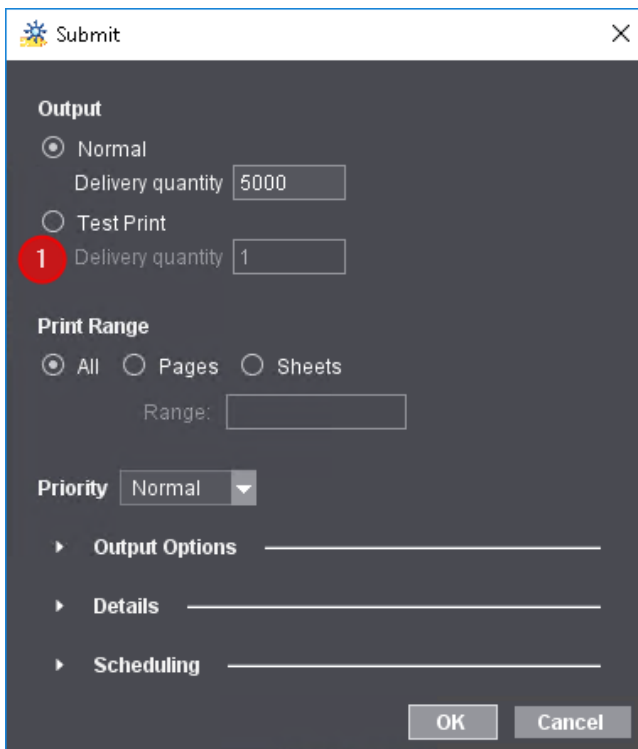
This job starts, is processed and can be output automatically.

6. To output the print job, wait until the documents are processed and then go to the "Digital Printing" step.
- (7). If required, you can customize your settings in this step (see [section "Set up and output digital printing", page 42](#)).

## Automatic Creation and Output of Print Jobs in the Hotfolder Mode



8. Click "Submit" (1). The "Submit Elements" dialog opens:



9. In this dialog, you can finish off, for example, by running a test print (1), assigning a priority, correcting the delivery quantity and/or entering a comment.
10. The print job is output to the press when you confirm this dialog with "OK".

## Automatic Creation and Output of Print Jobs in the Hotfolder Mode

11. After output, close the print job.

### Output Other Documents

Repeat steps 1 thru 10 to output other documents automatically.



**Caution:** When the "master job" stops, the related hotfolders will also be deleted! For that reason, make sure that the condition of the master job is always "Idle".

In this way, you can automatically generate more print jobs.

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  - AutoArrange Folding Sheets[24](#)
  - Automated output[57](#)
  - Automatic workflow[31](#)
- B** Back margin[24](#)
  - Binding list box[24](#)
  - Bleed[24](#)
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Version 2018

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