Xerox® One Touch
Productivity App for Xerox®
FreeFlow® Process Manager®
Solutions Guide

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1. Introduction

The One Touch Productivity App is a workflow tool designed to optimize the functionality and efficiency of Xerox® FreeFlow® Process Manager®. One Touch automates decision-making, and completes all prepress steps automatically, without any production shop labor involvement to accelerate prepress dramatically and maximize print production throughput.

It's a simple workflow that can be built in a few minutes to offload routine, repetitive tasks to Process Manager, eliminating complex and time-consuming prepress steps that are typically carried out by highly skilled prepress personnel.

The FreeFlow® One Touch Productivity App can transform the entire process of printing booklets, posters, business cards, postcards and calendars from a labor-intensive, multi-step process to a single touch.

Here's how it works:

Jobs will be sent to Process Manager from the upstream system used to manage your jobs. The upstream system copies the job file into a hot folder on your system's C drive. This .csv flat file is the manifest that contains all the information needed for the job, including its location. Once this file is copied into the hot folder, Process Manager reaches out to the network to fetch the job file, assigning the appropriate workflow. The workflow performs all the preparation for the job and submits it to the printer. It all happens in an automated fashion without any operator intervention.

2. Installation Instructions

This section describes how to install the One Touch Productivity App on your computer. You must have **Xerox® FreeFlow® Process Manager®** software already installed on your PC.

There is a one-time setup for this productivity app. If you have already installed One Touch, you may skip this section. Copy the One Touch zip folder onto your desktop and unzip the One Touch folder.

Open the One Touch extracted folder on your desktop, then open the appropriate installer for your region: "Installer NA" or "Installer XE."
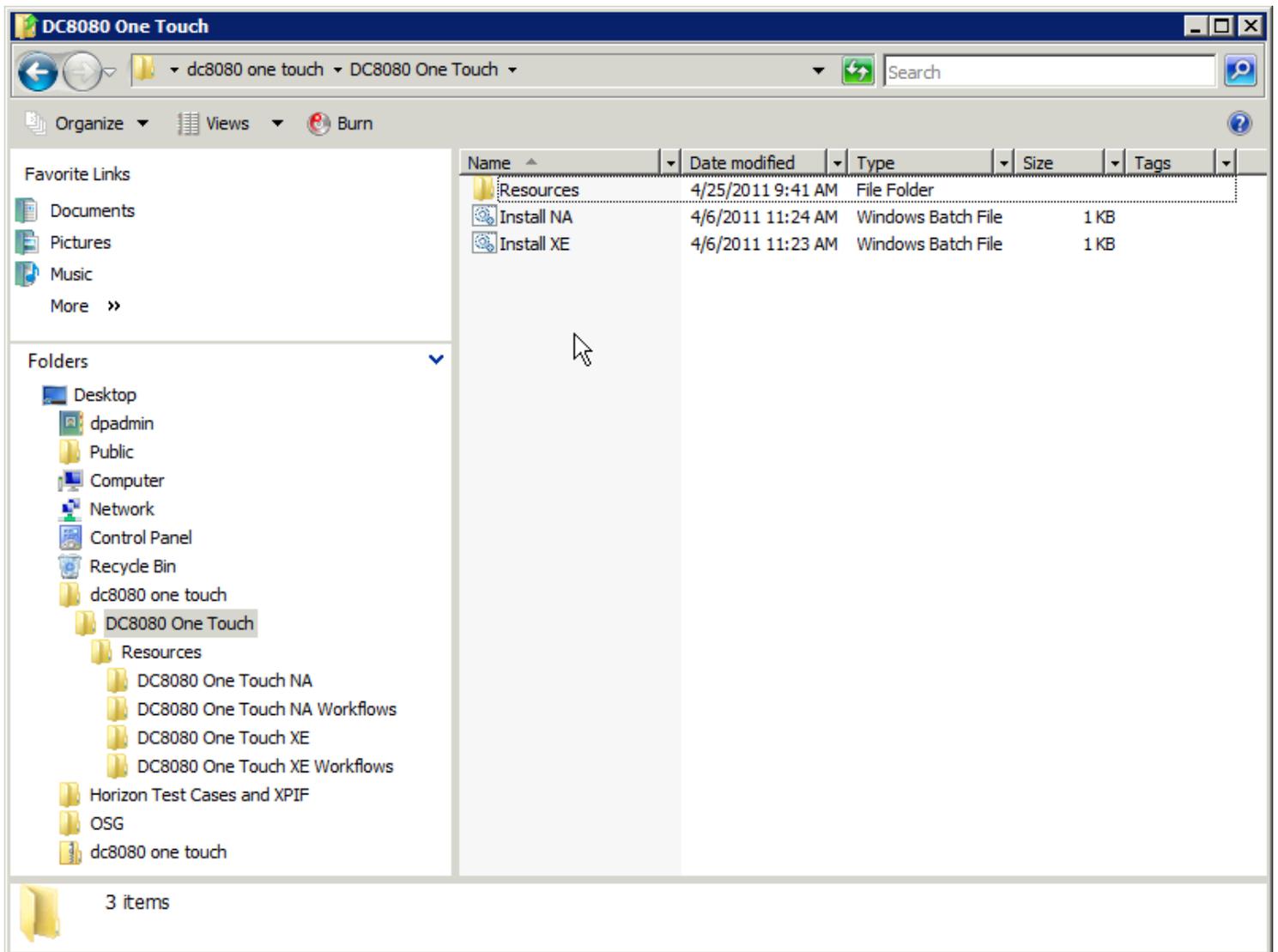
The Installer loads sample files and all the workflows needed to process certain types of jobs. It also deploys sample manifests.
The manifest tells the system how to parse the files that come in so the system can retrieve the jobs and choose the appropriate workflow.
Manifest configurations, which allow the system to read the manifest no matter how the data is arranged in the file, are also installed.
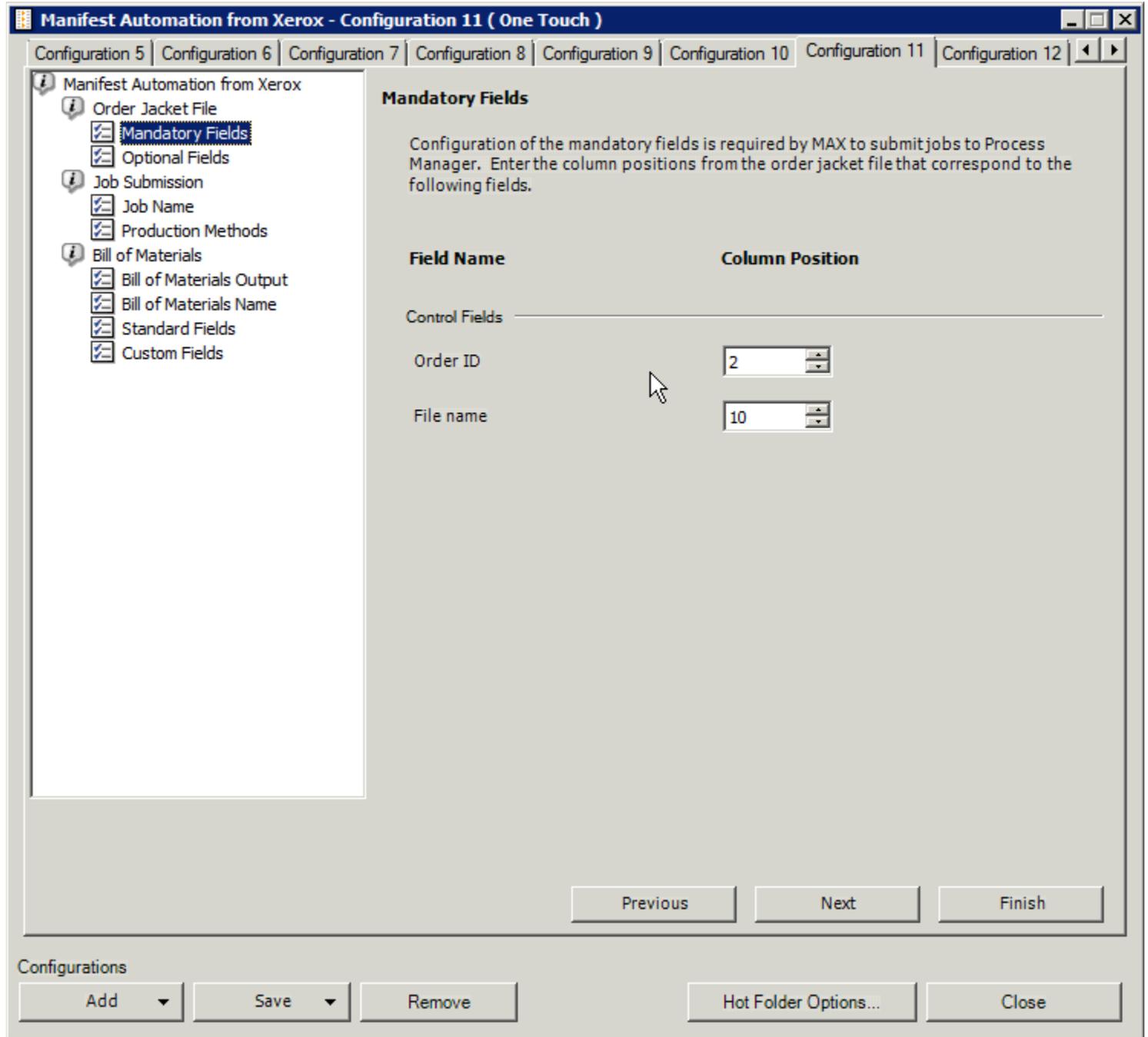
The Installer will load the One Touch folder onto your C drive. The workflows are disabled at the time of installation, so you must perform a one-time action to enable them.

To enable the workflows, open the Workflow Builder in **FreeFlow® Process Manager®**. Highlight each workflow and click *Enable*. As you can see below, the booklet workflow has been highlighted.

You will need to add Print Process Nodes to the workflows in order to print the Productivity Apps. Print Process Nodes should be added after the Review Process Nodes in the workflows. If you need assistance, please refer to the **Xerox® FreeFlow® Process Manager® User Guide**. Once you have added the Print Process Nodes and enabled each workflow, you have completed the one-time installation of the One Touch Productivity App.

3. Printing the Booklet Application

This section describes how to print the sample booklet file included in the One Touch Productivity App. The booklet workflow evaluates the components of the job and automatically performs the proper imposition for each component. If there are multiple components they are joined into a single file that's submitted to the printer. The covers are adjusted to ensure they can be properly joined with the book block as a single duplex job.

Getting Started

1. Open the Easy Start MAX Hot Folder in Process Manager by clicking on the ESv-9-MAX Hot Folder shortcut. The installer for One Touch productivity apps will create a shortcut to the proper Easy Start MAX Hot Folder within the One Touch folder on your C drive.

2. Open the One Touch folder.

3. Find the .csv file (or manifest) for booklets.

4. Copy the file for booklets and paste into the Easy Start Hot Folder within Process Manager.

Note: When a job is sent to Process Manager from an upstream system, the files will be copied into the Hot Folder automatically.
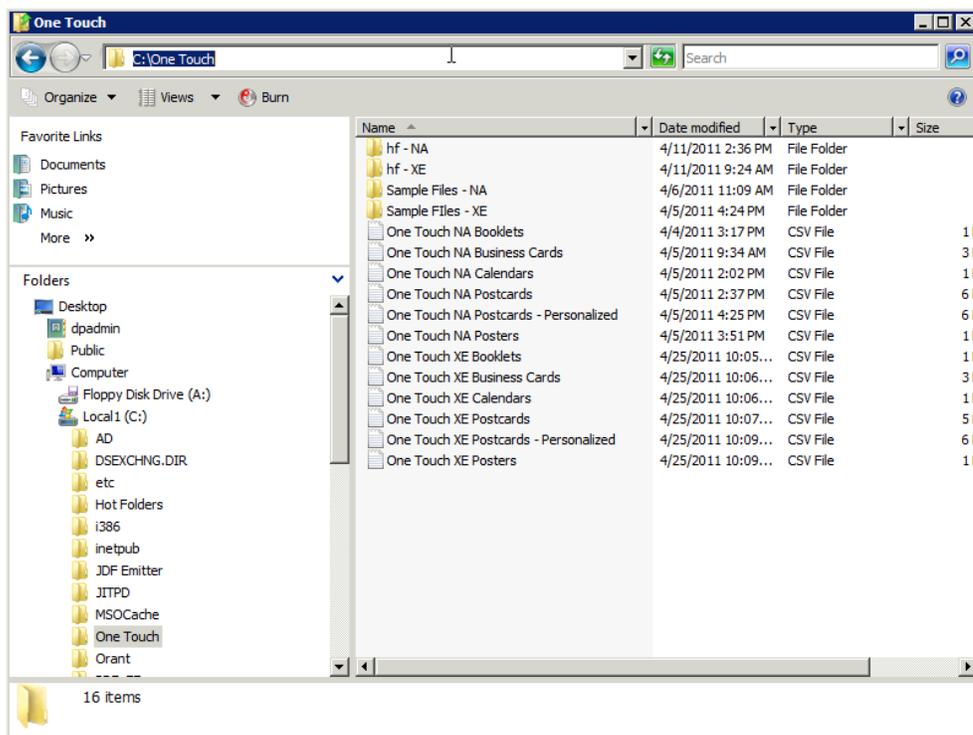
Once the manifest file is copied into the Easy Start Hot Folder, the appropriate workflow is assigned and the job begins. You can see here that the booklet workflow appears in the "Job Manager" screen.

What's Happening in the Workflow

As you can see looking at this workflow, there is one job for booklets. The first process node in the workflow checks for "bleed" or "no bleed." It will impose with trim marks if the job calls for bleed, and impose with no trim marks if the job calls for no bleed. The imposition is based on the size of the input. You may click the *View Document* button at certain process nodes in the workflow to see what the job looks like at this step. This is what the job looks like at the first imposition step.
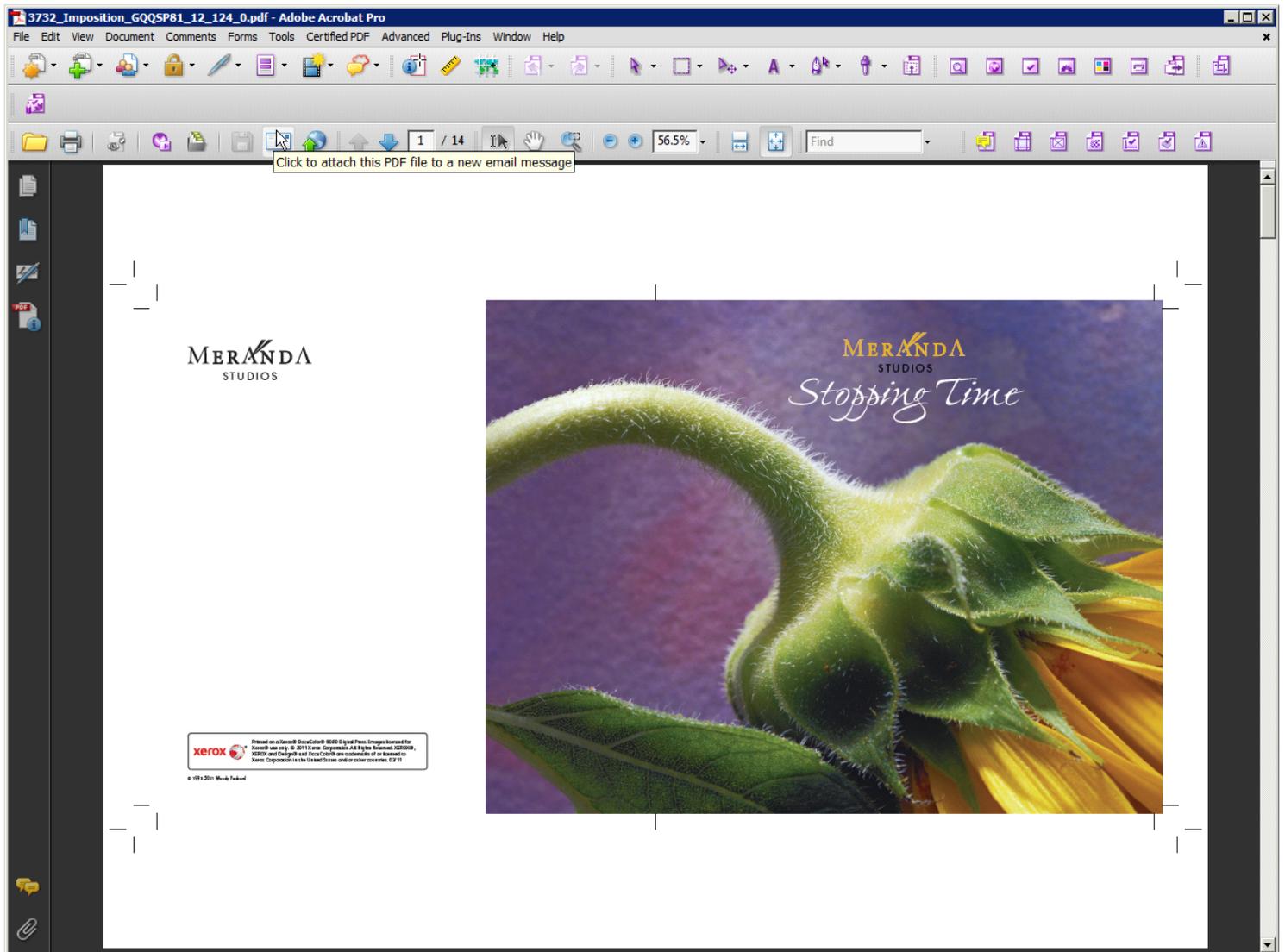
At the next process node, the workflow checks to see whether the booklet fits on half the paper. If it does, it processes the booklet 2-up, otherwise, it will process it 1-up.

Next, the workflow looks at the number of pages. If it's two pages (1 sheet of paper) it sends it to a queue to fold jobs. If it's more than two pages it will be sent to a different queue that will fold and stitch.

Now you can click *View Document* again to see the booklet at the end step:
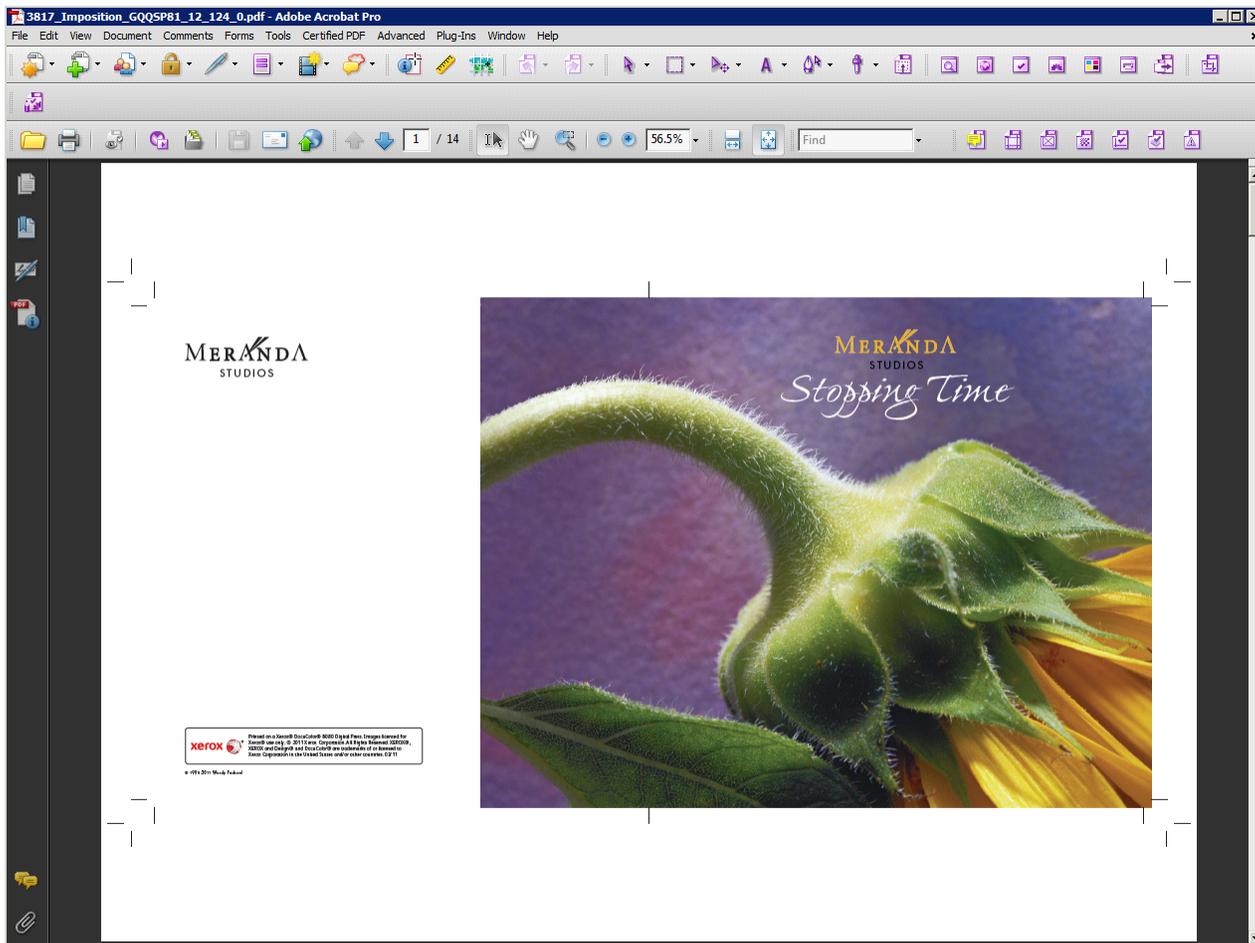
The sample booklet application has been received from the upstream system, prepared and submitted to print without any operator intervention. Using the One Touch Productivity App for booklets, the decisions about how each component should be handled are made without any operator interaction. The workflow also automatically handles jobs submitted as a single file or as separate cover and block components. This flexibility enables the system to accommodate jobs that are stored in a variety of ways. In all cases, the workflow produces the same output.

4. Printing the Business Card Application

This section describes how to print the sample business card file included in the One Touch Productivity App. The business card workflow automates imposition of business cards with and without bleed whether they are portrait or landscape. The workflow also handles simplex and duplex business cards as well as odd size jobs.

Getting Started

1. Open the Easy Start Hot Folder in Process Manager by clicking on the ESv-9-MAX Hot Folder shortcut. This shortcut was installed when you installed the productivity app and is located in the One Touch folder on your C drive.

2. Open the One Touch folder.

3. Find the .csv file (or manifest) for business cards.

3. Copy the file for business cards and paste into the Easy Start Hot Folder within Process Manager.

Note: When a job is sent to Process Manager from an upstream system, the files will be copied into the Hot Folder automatically.
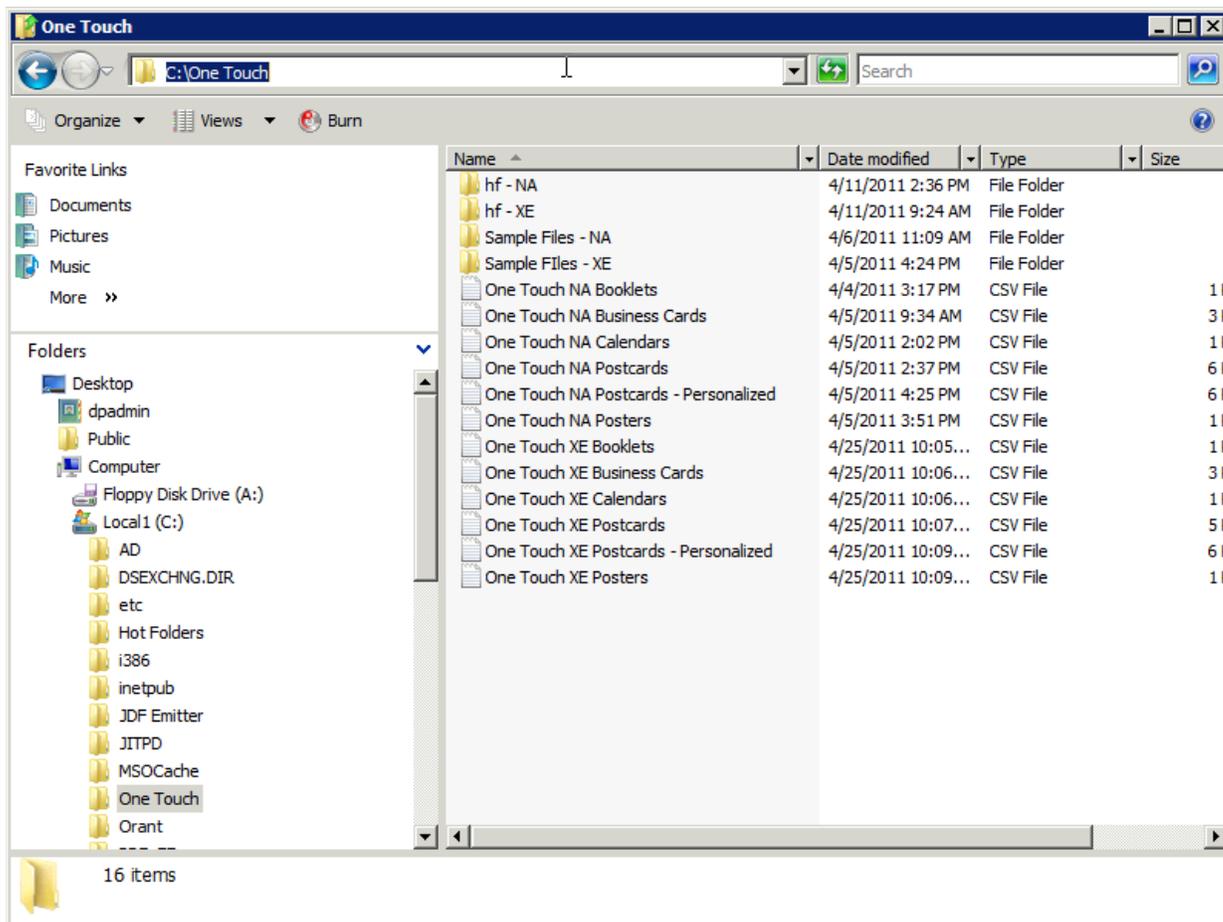
Once the manifest file is copied into the Easy Start Hot Folder, the appropriate workflow is assigned and the job begins. You can see here that the business card workflow appears in the "Job Manager" screen.

There are two workflows for the business card application: one to prepare, and one to gang. The workflows are comprised of 12 jobs.

What's Happening in the Workflow

In the first workflow, the system checks the job manifest to determine if the business card is one or two pages; if it's one page, a back page is inserted. Next, the orientation is normalized. Two blank pages are then added to the front, and a bar code is placed on the first blank page to identify the grouping.
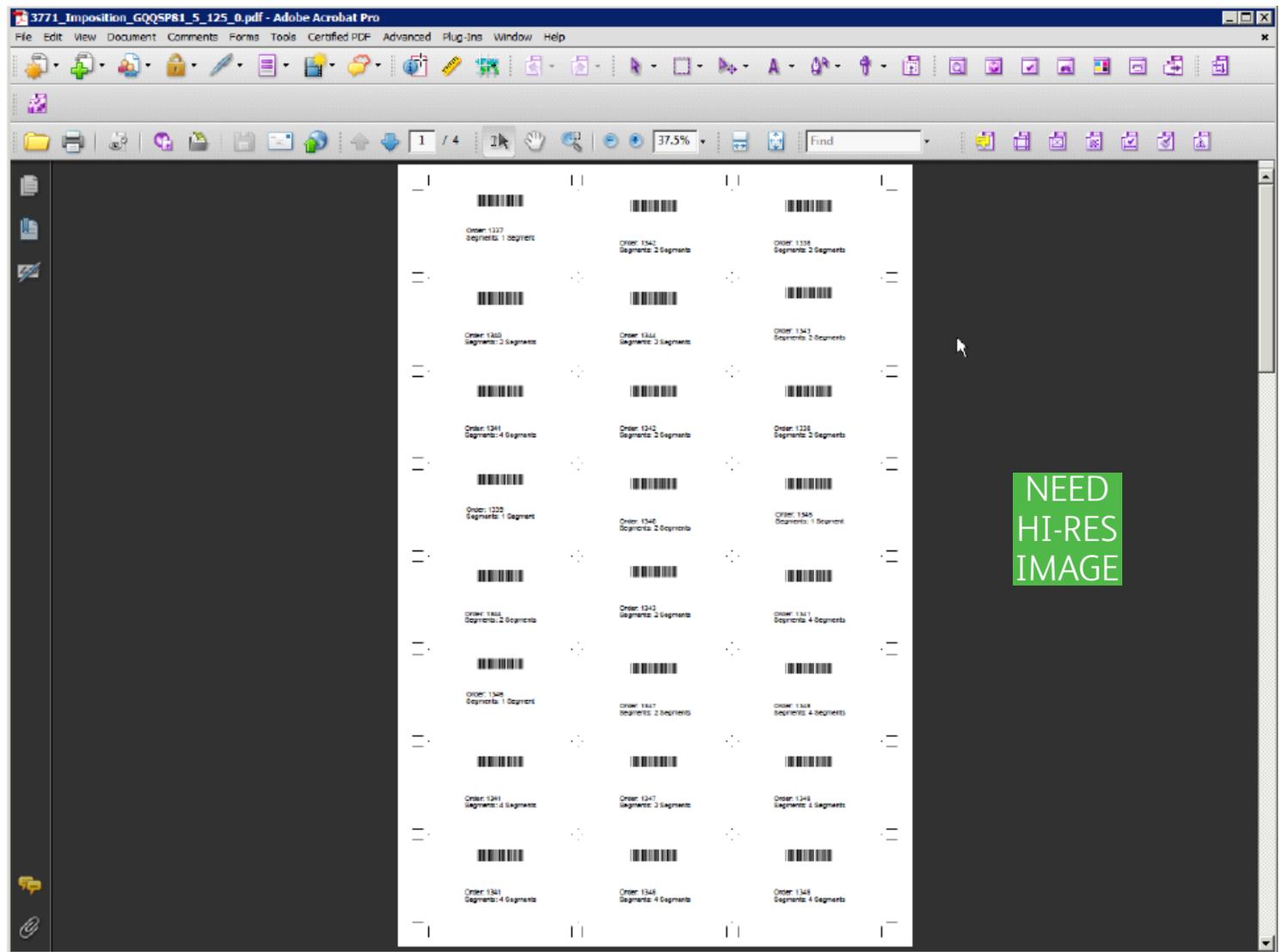

The quantity is checked, then the following text is printed onto the first page again:

- Order number

- Number of segments (e.g., 1 for a quantity of 250, 2 for a quantity of 500, 4 for a quantity of 1,000). The business card is then saved (either once, twice or four times depending on the quantity) as either 1 of 1, 1 of 2 or 1 of 4.

In the second workflow, the folders pick up 24 PDF jobs at one time to create the layout and join all the jobs together. One PDF is created and imposed using cut-and-stack imposition.

Here is the job as it will print:
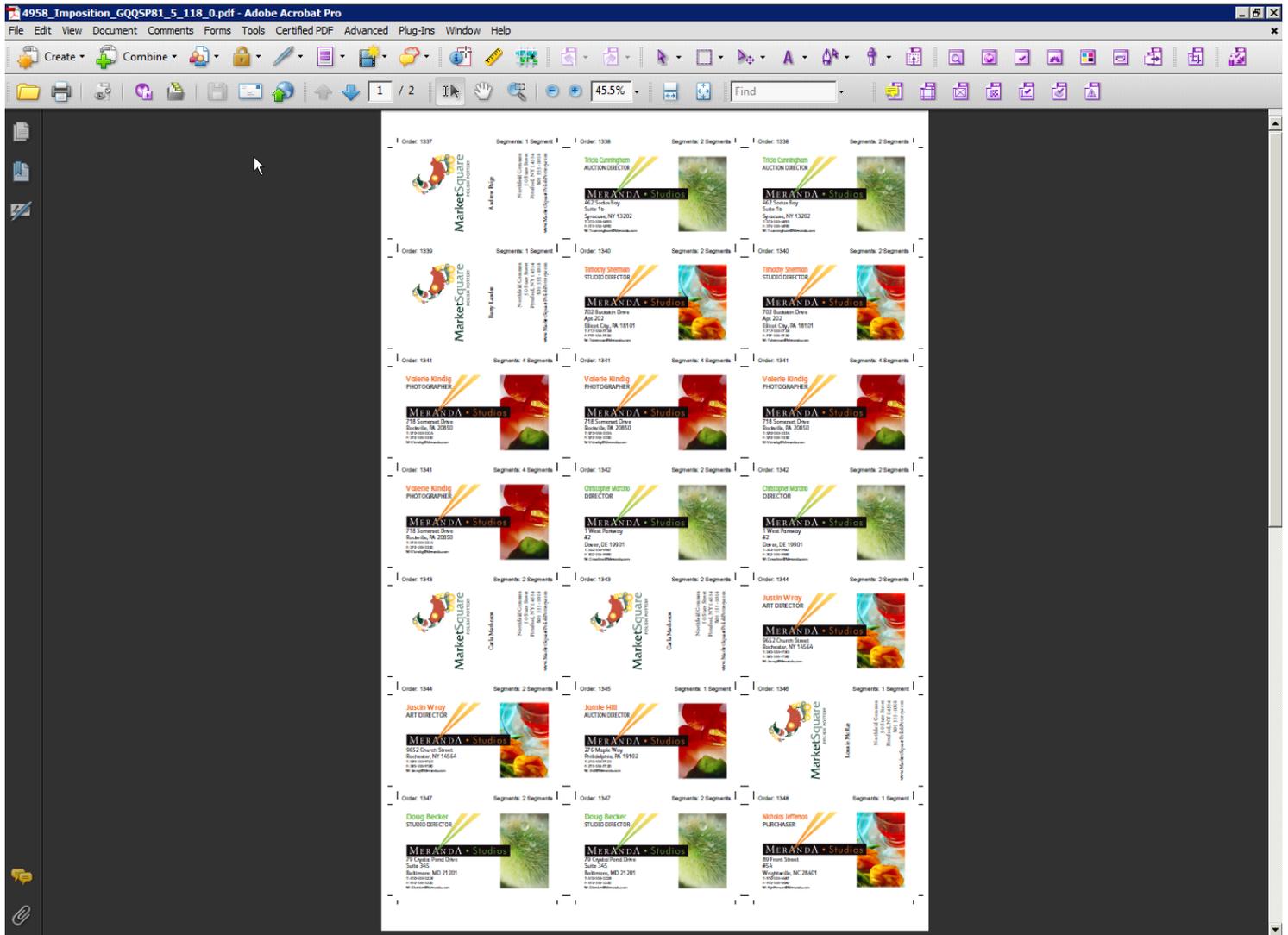
There is one final operation in the workflow that makes 250 copies of pages 3 and 4, which contain the business card layout. The cards are then printed.

This automated job ganging extends the scope of the work that does not require prepress operator interaction, from single jobs to groups of jobs with production commonality, gaining post-print production efficiencies without increasing the prepress workload.

5. Printing the Calendar Application

This section describes how to print the sample calendar file included in the One Touch Productivity App. The calendar workflow is able to automate prepress for any saddle stitch job, greatly reducing manual operator intervention for both prepress and post-printing tasks.

Getting Started

1. Open the Easy Start Hot Folder in Process Manager by clicking on the ESv-9-MAX Hot Folder shortcut. This shortcut was installed when you installed the productivity app and is located in the One Touch folder on your C drive.

2. Open the One Touch folder.

3. Find the .csv file (or manifest) for calendars.

3. Copy the file for calendars and paste into the Easy Start Hot Folder within Process Manager.

Note: When a job is sent to Process Manager from an upstream system, the files will be copied into the Hot Folder automatically.
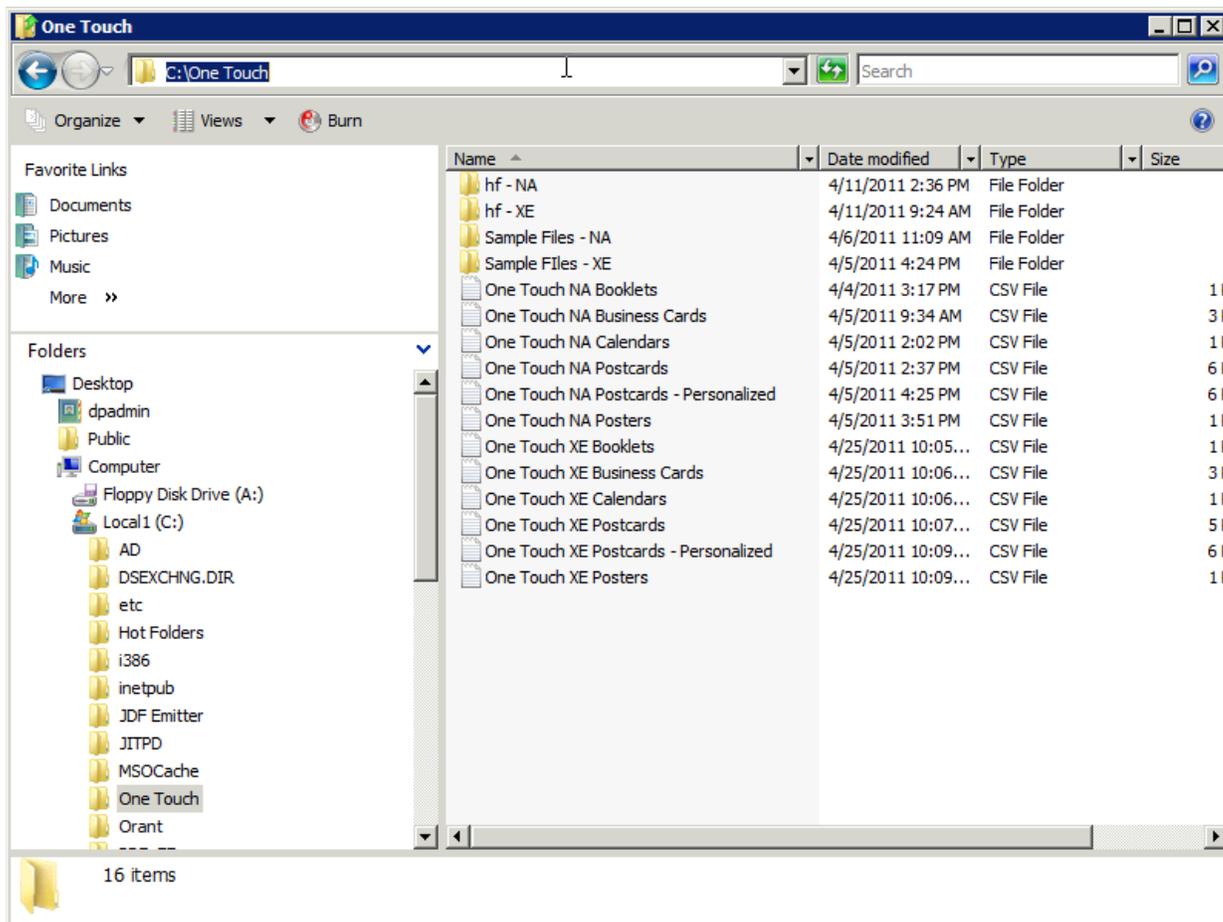
Once the manifest file is copied into the Easy Start Hot Folder, the appropriate workflow is assigned and the job begins. You can see here that the calendar workflow appears in the "Job Manager" screen. Two jobs are associated with this workflow: saddle stitch and coil bound.

What's Happening in the Workflow

If the job manifest calls for a coil bound calendar, the job is immediately sent to the printer. If it's a saddle stitch calendar, the system checks to ensure that the number of pages is a multiple of 4, then rotates the last page of the document.
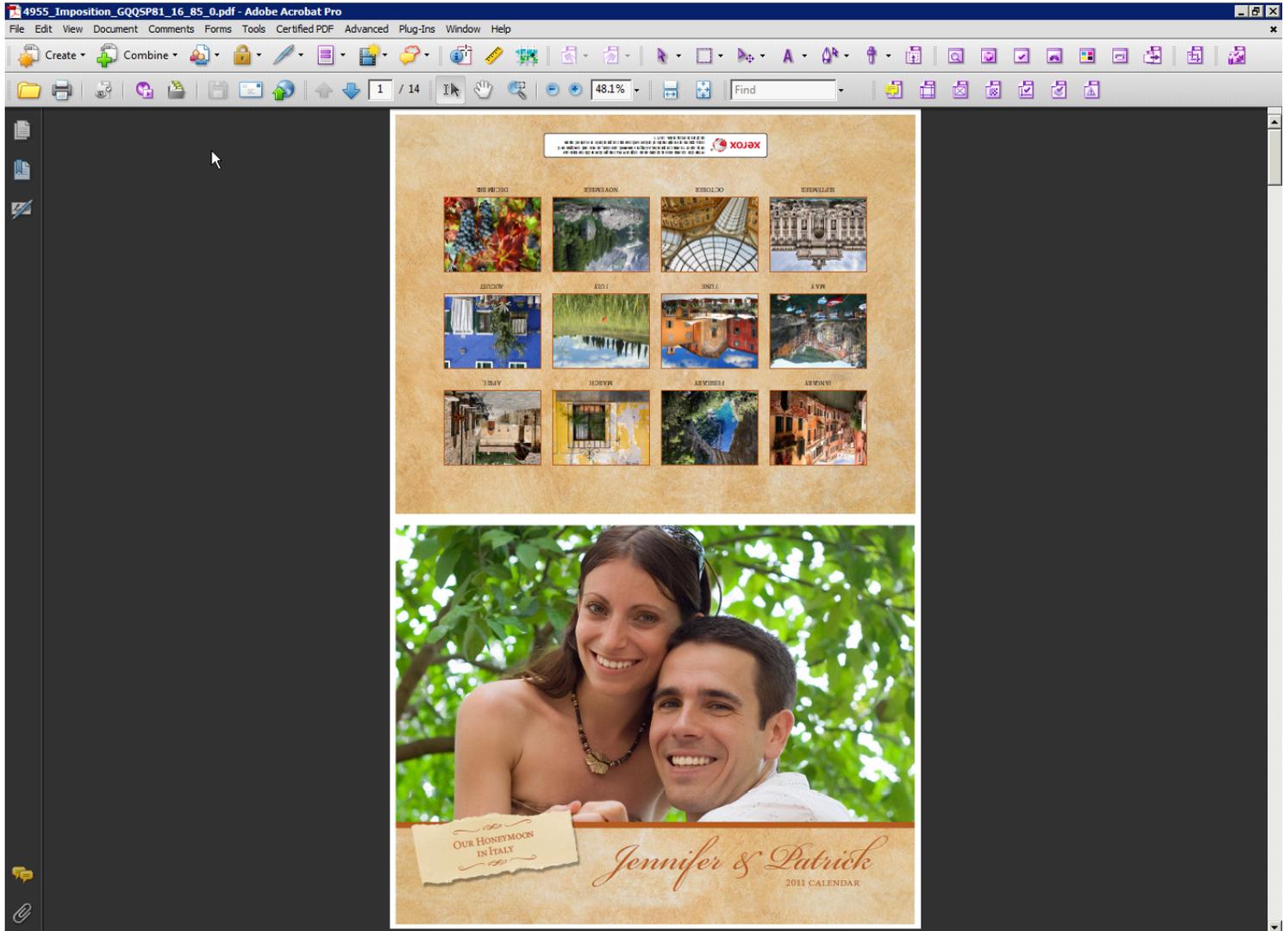
The next process node checks to see if the document contains bleed or not. If it does, it will print with crop marks and select paper sizes of either 12" X 18" (US) or SRA 3 (Europe). If it does not contain bleed, the paper size selected will be 11" X 17" (US) or A3 (Europe) with no crop marks.

A complex job with many prepress decision points was brought into production, prepared and submitted to print in moments, with no manual intervention. The single workflow is able to impose calendars of any size, and handle job variability such as whether documents contain bleed or are coil bound vs. saddle stitch, gaining efficiencies for prepress jobs with varying characteristics.

6. Printing the Static Postcard Application

This section describes how to print the sample static postcard file included in the One Touch Productivity App. The static postcard workflow allows automation of prepress tasks, eliminating the need for operator intervention.

Getting Started

1. Open the Easy Start Hot Folder in Process Manager by clicking on the ESv-9-MAX Hot Folder shortcut. This shortcut was installed when you installed the productivity app and is located in the One Touch folder on your C drive.

2. Open the One Touch folder.

3. Find the .csv file (or manifest) for postcards - static.

3. Copy the file for postcards - static and paste into the Easy Start Hot Folder within Process Manager.

Note: When a job is sent to Process Manager from an upstream system, the files will be copied into the Hot Folder automatically.
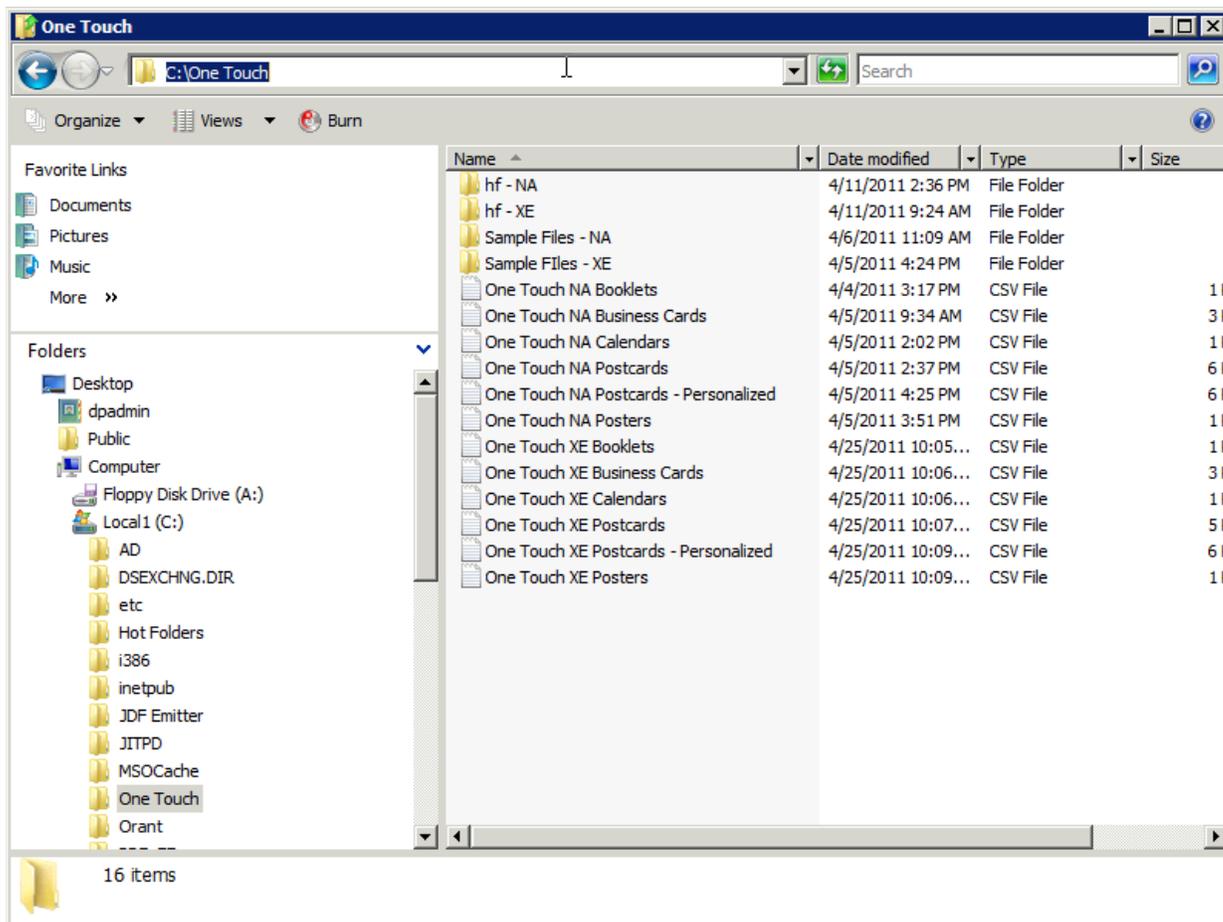
Once the manifest file is copied into the Easy Start Hot Folder, the appropriate workflow is assigned and the job begins. You can see here that the postcard workflow appears in the "Job Manager" screen. This is a composite job comprised of 25 "children" jobs.

What's Happening in the Workflow

In this workflow, first the orientation then the plex is normalized. Next, if the quantity is 500, the job is duplicated. Within the area that is not printed, pages numbers are printed (1 of 1 stacks for quantities of 250, 1 of 2 stacks for quantities of 500, etc). An order ID is added to the top left corner, and all the jobs are combined into 1 PDF file to gang unrelated jobs onto one sheet.
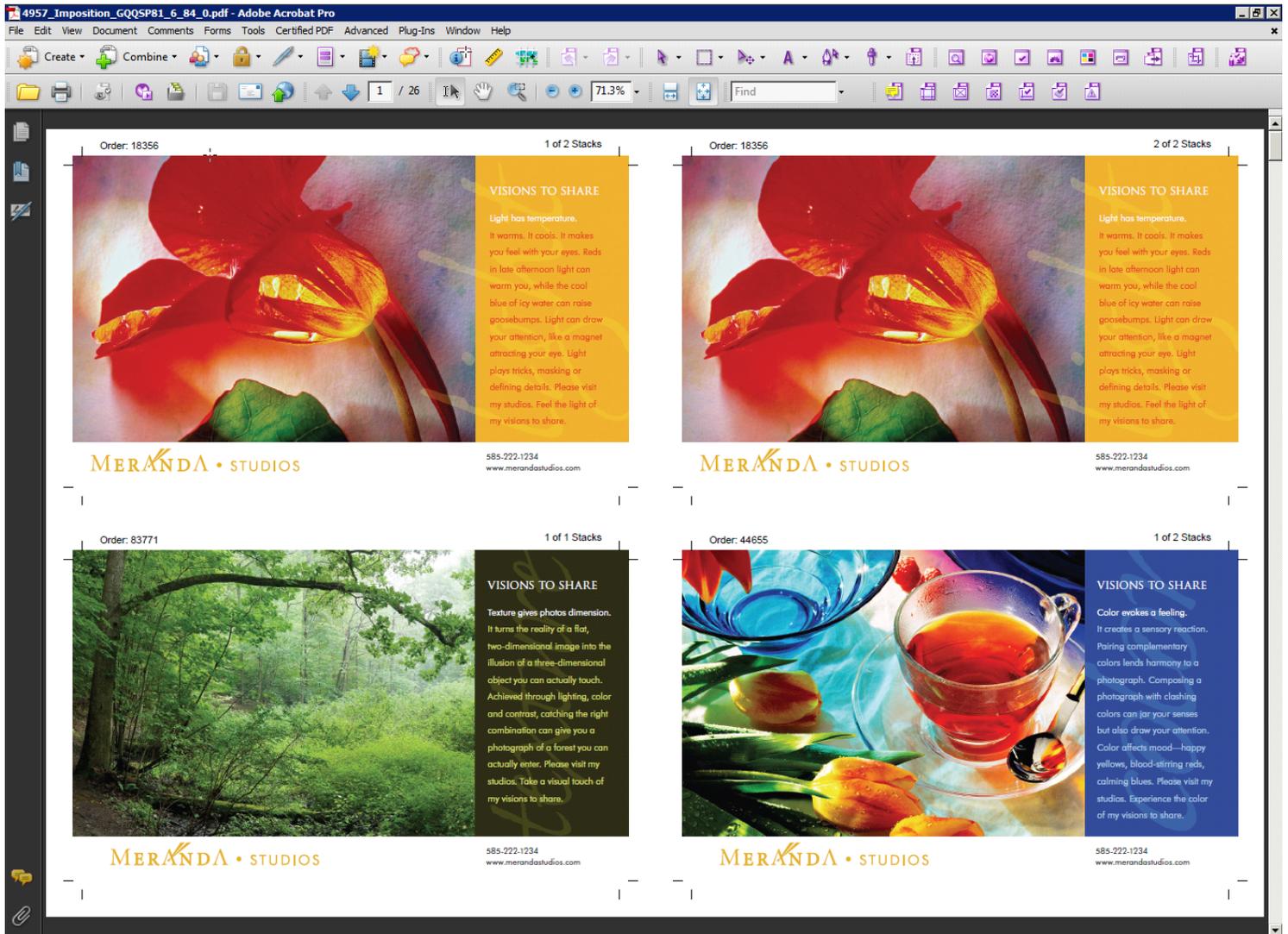
With little to no operator intervention, this static postcard job was prepared and submitted to print.

7. Printing the Personalized Postcard Application

This section describes how to print the sample personalized postcard file included in the One Touch Productivity App. Personalized postcards are in high demand, and yet they are costly and time-consuming to prepare and print. Documents are personalized with variable data and it is crucial to retain the desired print order after printing to preserve the integrity of the personalization. Additionally, adding production data to help increase the efficiency of the finisher is key to keeping post-print costs down. The One Touch personalized postcard application does all this without any operator intervention.

Getting Started

1. Open the Easy Start Hot Folder in Process Manager by clicking on the ESv-9-MAX Hot Folder shortcut. This shortcut was installed when you installed the productivity app and is located in the One Touch folder on your C drive.

2. Open the One Touch folder.

3. Find the .csv file (or manifest) for postcards - personalized.

3. Copy the file for postcards - personalized and paste into the Easy Start Hot Folder within Process Manager.

Note: When a job is sent to Process Manager from an upstream system, the files will be copied into the Hot Folder automatically.
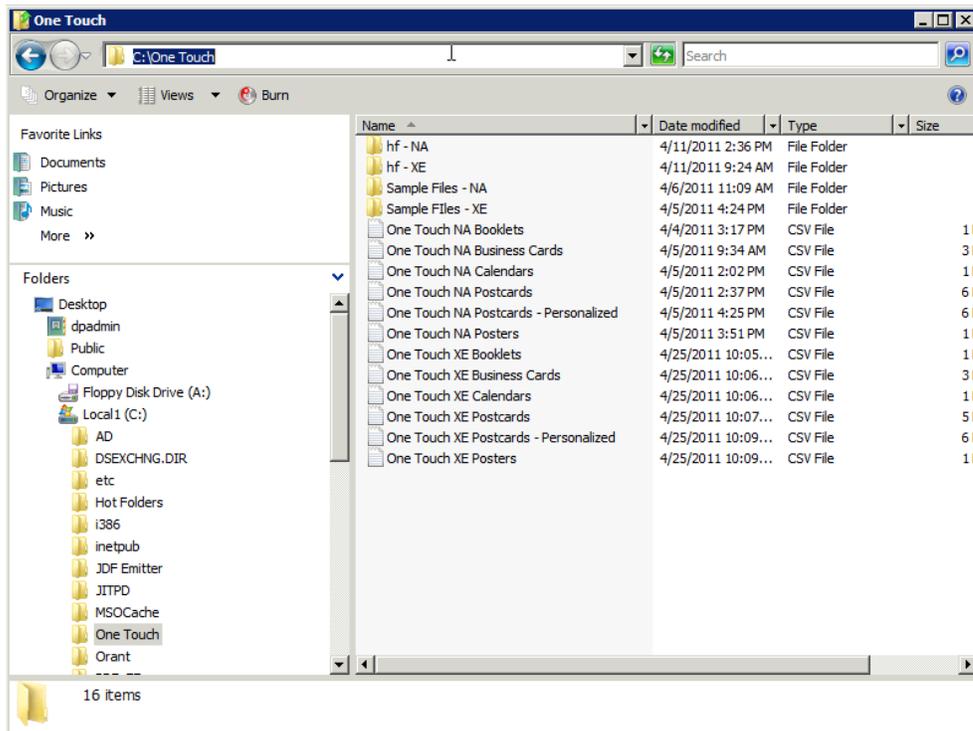
Once the manifest file is copied into the Easy Start Hot Folder, the appropriate workflow is assigned and the job begins. You can see here that the personalized postcard workflow appears in the "Job Manager" screen. This workflow is a composite job comprised of 24 "children" jobs.
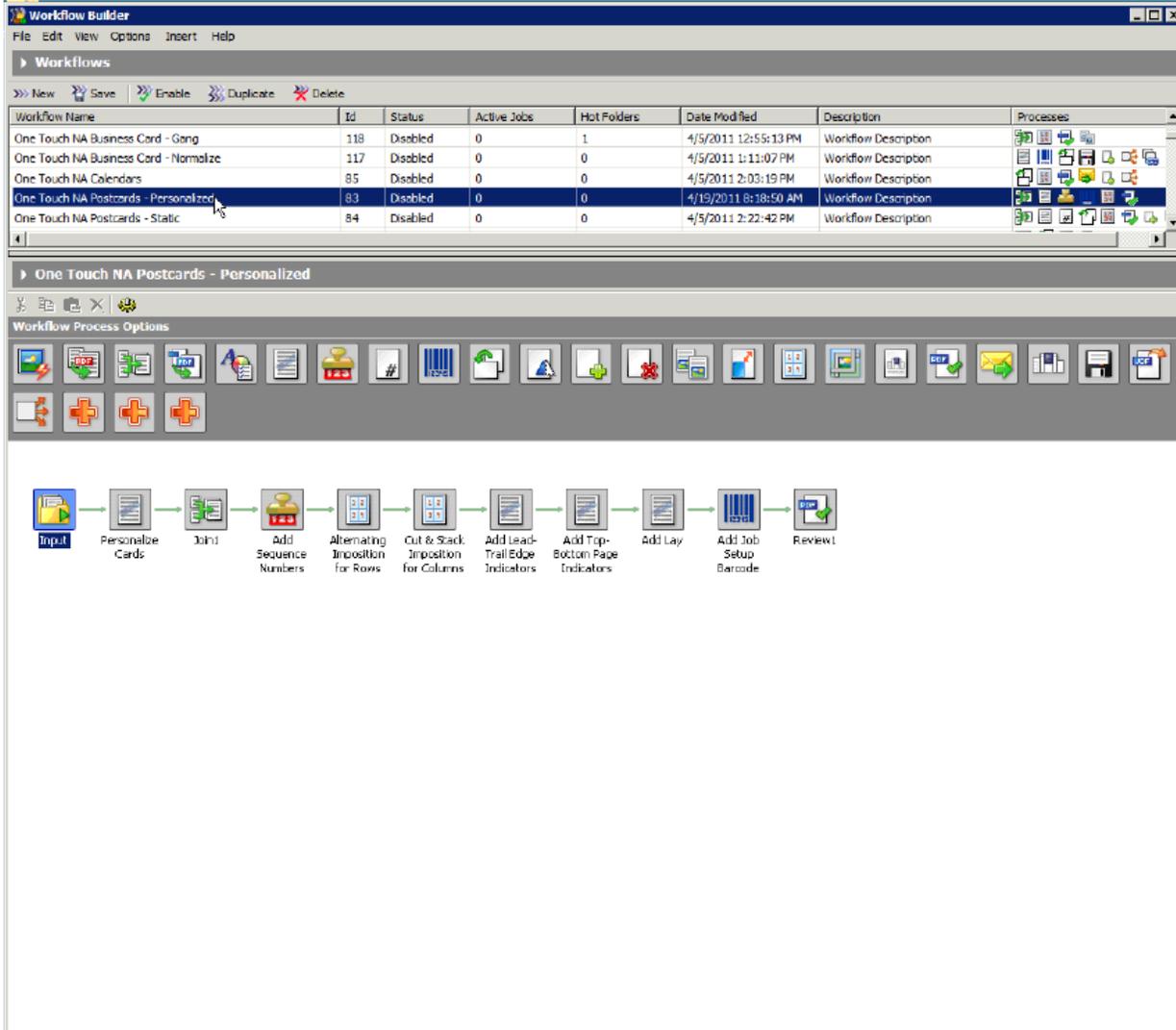
What's Happening in the Workflow

For the personalized postcards, the name and address is added, and the jobs are joined together as a single PDF. Sequence numbers are printed to ensure that the order is retained, to preserve the accuracy of the personalized information. Because of this, as sheets are fed, cut and stacked, the postcards will be in the correct order. The rows are imposed cut-and-stack so that they can be fed into a sheet-fed cutter, and the order will be preserved.

Each of the rows are imposed using alternating imposition. To help guide the finisher, an indicator for lead edge and trail edge is added to the second to the last page (which will be at the top of the printed stack).

A marker is added to the second-to-last page labeling it as the top sheet, and a label is added to the first page, which will be the bottom sheet of the stack. This ensures that the finisher can quickly and efficiently Q/A the stacks.

A lay is added for cutting to compensate for paper registration, and a bar code with a preset number is added to further assist the finisher.

With no prepress intervention, a complex job involving personalization and annotations to increase post-print production efficiencies has been processed.

8. Printing the Poster Application

This section describes how to print the sample poster file included in the One Touch Productivity App. Posters are prepared and submitted in a completely automated process. The output is consistent and normalized, no matter the size of the input, with no operator intervention.

Getting Started

1. Open the Easy Start Hot Folder in Process Manager by clicking on the ESv-9-MAX Hot Folder shortcut. This shortcut was installed when you installed the productivity app and is located in the One Touch folder on your C drive.

2. Open the One Touch folder.

3. Find the .csv file (or manifest) for posters.

3. Copy the file for posters and paste into the Easy Start Hot Folder within Process Manager.

Note: When a job is sent to Process Manager from an upstream system, the files will be copied into the Hot Folder automatically.
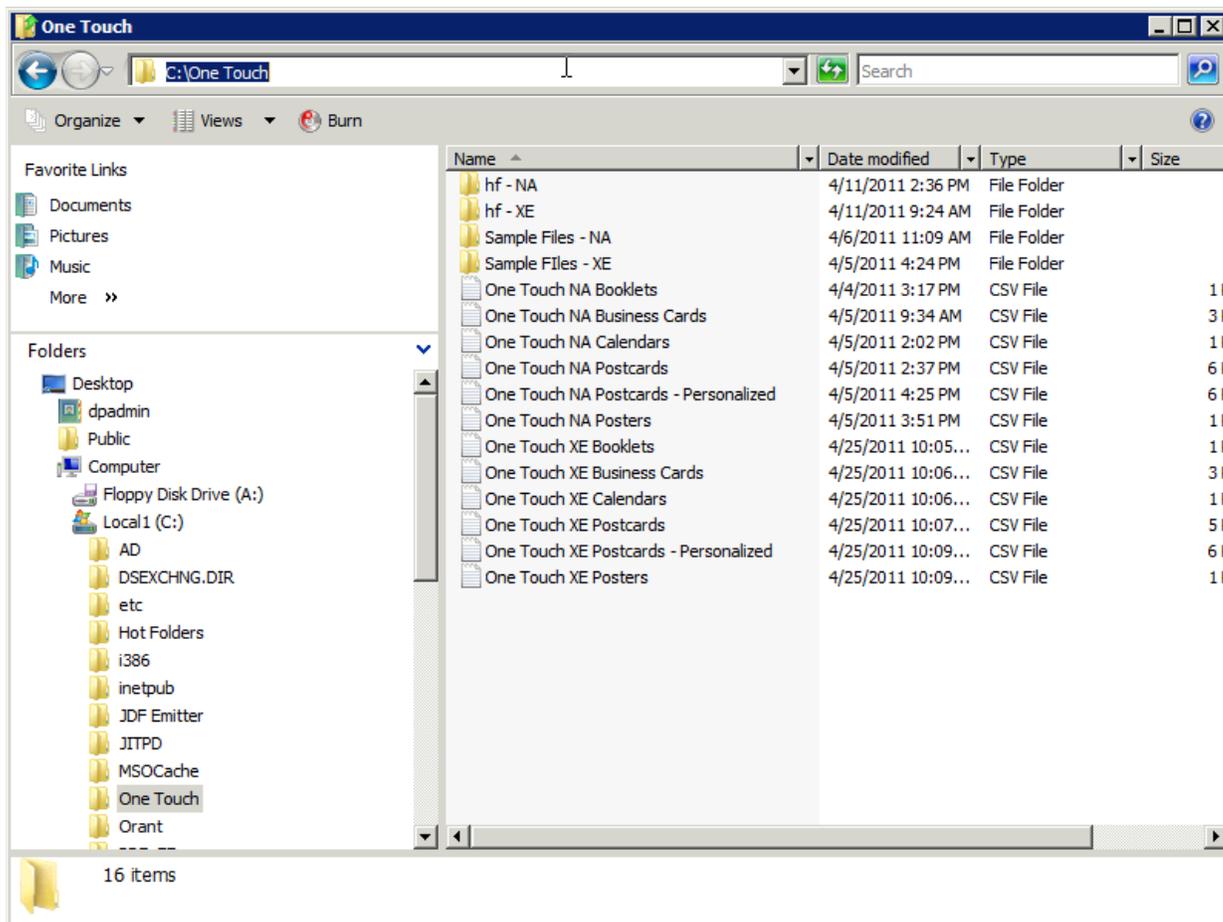
Once the manifest file is copied into the Easy Start Hot Folder, the appropriate workflow is assigned and the job begins. You can see here that the poster workflow appears in the "Job Manager" screen.

The automated workflow performs a preflight, then normalizes orientation. The posters are then scaled to size and submitted for printing.
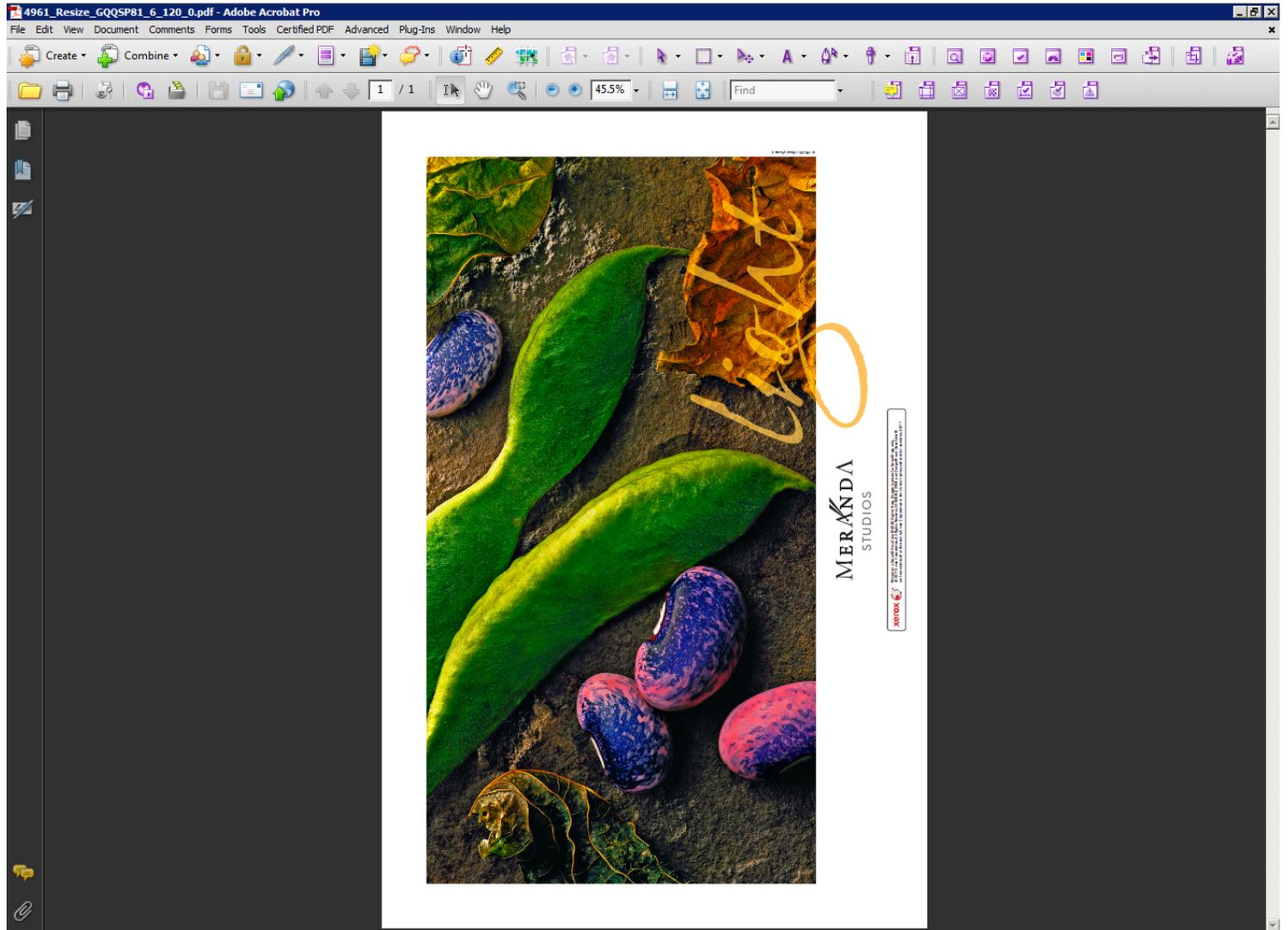
This poster job was preflighted, prepped for prepress, optimized and sent directly to print with no operator intervention.