
Xerox Web Document Submission Software Version 2.0.1

System Administration Guide

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographical errors will be corrected in subsequent editions.

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1. Introduction

This chapter describes Xerox Web Document Submission Software Version 2.0.1 and how to use this guide.

Xerox Web Document Submission Software

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

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

Intended Audience

This manual is intended for use by personnel who are responsible for the administration of the Web Document Submission system.

Assumptions

The person administering Web Document Submission should have experience in the following areas:

- Web Document Submission
- Windows NT server and / or Windows 2000 server administration
- Applicable workstation operating systems experience
- Hypertext Markup Language (HTML)
- Extensible Markup Language (XML)
- JavaServer Pages (JSP)
- Structured Query Language (SQL)

Conventions

This guide uses the following conventions:

- Menu items and buttons appear in **bold text**.
- Screen, text box, and drop-down list titles are spelled and punctuated exactly as they appear on the screen.
- Document titles appear in *italics*.
- Content representative of text that is displayed on a computer monitor is displayed in Courier New font and enclosed in a shaded table as shown in Table 1-1.

Table 1-1. Example of text displayed on a computer monitor

INSERT INTO Field {field_name,custom_name}
--

Related Documentation

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

- *Xerox Web Document Submission Software Installation Planning Guide* – Part Number 701P37977
- *Xerox Web Document Submission Software Installation and Configuration Guide* – Part Number 701P37978
- *Xerox Web Document Submission Software Adobe PDF Transit Installation and Configuration Supplement (Optional)* – Part Number 701P38642

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

2. Product Overview

Web Document Submission is a web-based application used to submit and track jobs.

System users access the software via three web interfaces:

- A User interface for submitting print jobs
- An Operator interface for printing jobs
- A Printer Administrator interface for setting up printers and templates, customizing the user interface, and establishing pricing

Responsibilities

System Administrator

The System Administrator manages user, operator, and print shop administrative permissions for a print shop installation. Specific tasks include:

- Managing Web Document Submission software
- Customizing the Web Document Submission user interface
- Managing user / operator permissions for a single print shop

The System Administrator will have a detailed understanding how the Web Document Submission software works.

Print Shop Administrator

The Printer Administrator is a user who manages a print shop. Specific tasks include:

- Establishing specific print shop policies
- Configuring printers
- Generating reports using Web Document Submission tools
- Load pricing data into Web Document Submission

The Print Shop Administrator must understand how to configure a printer and how printer communications work.

Print Shop Operator

The Print Shop Operator is a user who manages the printing workflow in a print shop. Specific tasks include:

- Printing jobs sent by end users
- Modifying the job status as jobs move through the workflow
- Distributing printed materials

The Print Shop Operator must have detailed knowledge of scheduling and prioritizing print jobs as well as a solid understanding of the capabilities and capacities of the print shop.

User

The User submits documents and jobs to Web Document Submission over the Internet using a web browser, the Xpress Print Driver (XPD), or through DocuShare. Specific tasks include:

- Using Web Document Submission as the interface to the print shop
- Uploading documents into Web Document Submission
- Requesting printing and conversion services using Web Document Submission
- Converting documents to Portable Document Format (PDF) format using Web Document Submission

The User must be knowledgeable about basic web browser use, general Internet use (downloading, uploading, and navigation), and printer driver installation.

3. Installation Requirements

Web Document Submission requires a specific combination of hardware, software, and information to ensure a successful installation. These requirements are documented in the *Xerox Web Document Submission Software Installation Planning Guide*.

These installation instructions assume that the Web Document Submission server has had the proper operating system installed and has a working connection to the Internet.

Hardware Requirements

Server Requirements

- One Windows NT 4.0 **or** Windows 2000 server
- 8-GB hard disk
- 512-MB random access memory (RAM)
- One 10 / 100 Megabytes per second (Mbps) network interface card (NIC)
- One available drop on a 100 Mbps network
- Simple Mail Transfer Protocol (SMTP) server supporting Anonymous SMTP connections for outgoing mail
- An uninterruptible power supply (UPS) for the server

Client Requirements

- Workstation capable of using a supported operating system and a supported browser

Software Requirements

Server Requirements

- Microsoft Windows NT Server 4.0 **or** Microsoft Windows 2000 Server
- Microsoft TCP / IP Printing service (LPR service) installed (Windows NT Server 4.0 only)
- Microsoft Office XP
- Adobe Acrobat Reader 4.05 (or later)
- Web Document Submission software
- Internet Explorer 5.5 (or later) **or** Netscape Navigator 4.75 (or later)
- WinZip or equivalent

Client Requirements

- Any one of the following operating systems:
 - Windows NT Workstation 4.0
 - Windows 2000 Professional
 - Windows 95 / 98 / ME
- Adobe Acrobat Reader 4.05 (or later)
- Internet Explorer 5.5 (or later) **or** Netscape Navigator 4.75 (or later)
- WinZip or equivalent

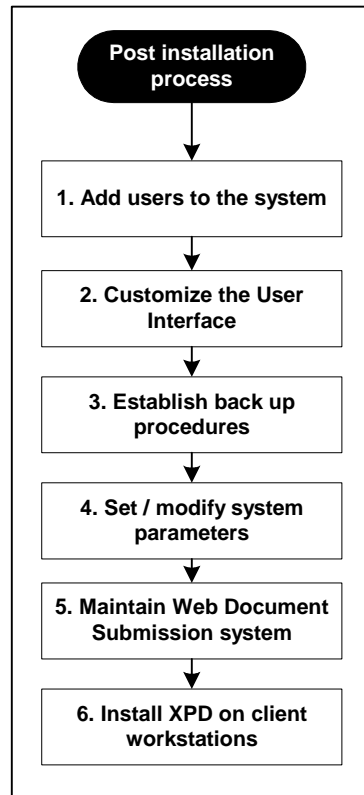
Information Requirements

- See the *Xerox Web Document Submission Software Installation Planning Guide* for a complete list of the information requirements.

4. System Administration Tasks

This chapter outlines tasks that must take place after installation. Most of these are ongoing System Administrator tasks. Figure 4-1 shows the post installation process.

Figure 4-1. Post installation process



Adding users to the system (Chapter 6 – Managing Users)

Users must be added to the system and assigned proper Group Memberships and Permissions. These tasks are accomplished through the User Group Directory (UGD) Admin tool in the XDX Control Center.

Customizing the User Interface (Chapter 7 – Customizing the User Interface)

As installed, Web Document Submission has a generic user interface. The existing interface can be customized by using the User Interface (UI) Config tool in the XDX Control Center.

Establishing a backup strategy (Chapter 9 – System Backup)

It is important to establish a backup strategy to protect the system and the customers using Web Document Submission. The instructions given in the System Backup chapter are generic, but provide enough information to back up the correct files.

***Setting or modifying system parameters
(Chapter 10 – Configuring System Parameters)***

The Configuration Manager tool in the XDX Control Center allows system parameters must be modified should the need arise. The Configuring Parameters chapter details how to make these changes.

Creating or Modifying Templates (Chapter 12 – Modifying Job Templates)

The Template Manager tool allows the System Administrator to create or modify cover sheet and delivery sheet templates. The templates can be modified at any time to meet the needs of a customer

Maintaining the Web Document Submission System

There is no chapter dedicated to this topic, as everything in this guide relates to the care and maintenance of the Web Document Submission system. It is the responsibility of the System Administrator to ensure the system is operating properly.

Installing the Xpress Print Driver on client workstations (Chapter 8 – Installing the Xpress Print Driver)

Instructions are available online for users to install the Xpress Print Driver (XPD) on their own client workstation. For users that are uneasy with the process, it is repeated here for the System Administrator.

The XPD driver for Windows 95 / 98 / ME must be updated on the Web Document Submission server before any of these clients can use the driver. See Chapter 8 for more details.

5. Starting Up and Shutting Down

Web Document Submission is started and shut down from the Web Document Submission server.

CAUTION: After starting Web Document Submission services, the process windows are minimized. **DO NOT** close the process windows since doing so shuts down Web Document Submission.

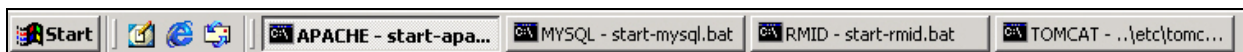
Starting Web Document Submission

Starting Web Document Submission requires activating a batch file on the Web Document Submission server. The following procedure starts the system for the first time.

Starting Web Document Submission

Perform the following to start Web Document Submission:

1. On the server, double-click **My Computer**. Go to **C:\xdx\scripts** and double-click **xwdss-startup.bat**.
2. As Web Document Submission services begin, buttons appear on the taskbar to show running processes. Processes started are **APACHE**, **MYSQL**, **RMID**, and **TOMCAT**.



3. Almost immediately, the **APACHE** button disappears from the taskbar. To see any system messages delivered to any of these processes, simply click the button to view the window for the desired process. The window may have to be resized in order to see the system messages.



4. Once the Web Document Submission processes have started go to **C:\xdx\scripts** and double-click **ControlCenter.bat**.

The following figure, Figure 5-1, describes the components started.

Figure 5-1. Description of components started

Component	Description
RMID (Remote Method Invocation Daemon)	A utility that Web Document Submission services use for activation
MySQL (Database Server)	The database management system that tracks users and jobs in the system
Tomcat (used by Web Server)	Tomcat is a servlet container with a Java Server Pages (JSP) environment. A servlet container is a runtime shell that manages and invokes servlets on behalf of users.
Apache (Web Server)	The web server for the Web Document Submission system

Shutting Down Web Document Submission

To shut down the system, first close the Web Document Submission components from the Control Center and then close the Control Center.

Shutting Down Web Document Submission

Perform the following to shut down Web Document Submission:

1. Close the **Control Center** by clicking **X**.



2. Go to **C:\xdx\scripts** and double-click **xwdss-shutdown.bat**.
All processes close their corresponding command windows and the Web Document Submission system stops.

6. Managing Users

Once the Web Document Submission system has been installed, users must be added. This chapter describes the processes for:

- importing users
- adding users
- modifying user information
- deleting / inactivating users
- setting permissions and group memberships

User Group Directory Administration Tool (UGD Tool)

All user management is done through the use of the UGD tool, which is found in the XDX Control Center. The tool is shown in Figure 6-1.

Figure 6-1. User Group Directory Administration Tool

User Group Directory Admin

Tools

Users Groups

Group Membership Permissions

User Count: 2

user...	last...	first...	pho...	email	emp...	addr...	add...	mail...	city	state	zip	ext	loca...	dep...	cost...	sho...	active
oper...	Ope...	Mr.															<input checked="" type="checkbox"/>
admin	Admin	Mr.															<input checked="" type="checkbox"/>

Add User Modify User Inactivate User Refresh Users

Users are added to the Web Document Submission system in two ways:

- By importing an external user data file.
- By entering users on a one-by-one basis through the UGD Admin tool.

Importing Users from an External User Data File

Users may be imported from an external data file. This data file can be used to initially place users in the Web Document Submission system, and then to keep the system updated. Using the **Update Users**, **Synchronization Mode**, and **Create Batch File** functions of the import module, an external file can be set up to automatically add, update, and inactivate users.

Importing an External User Data File

The following instructions assume Web Document Submission has been installed and is operating correctly.

Note: When importing a customer data file for Web Document Submission users, work on a small sample of the file if possible. This allows for rapid error detection without the delay of a long user file load.

Perform the following steps to import a user data file:

1. Modify or build the user file.
2. Modify the **User Field Configuration** to add required user fields to those that Web Document Submission uses.
3. Modify or build the **User Import Mappings** to either add additional fields from the user file that are not already present in the Web Document Submission fields or to create mappings from scratch.

4. Import the user data.

Data File Format for the User File

Comma-delimited is the only data format Web Document Submission uses for importing user files. Each customer will have a different set of requirements for the user file and the default set of fields for the user database will have to be modified.

Comma-delimited File Format

Use a plain text editor, such as Notepad, or a spreadsheet, such as Excel, to create or modify the user file. Ensure that there is only one line break at the end of each line. An example file is shown in Figure 6-2.

Figure 6-2. Example of a comma-delimited user file

```
User Name,Email Address,First Name,Last Name,Phone
istravinsky,igor.stravinsky@tasc.sk.edu,Igor,Stravinsky,513-366-1015
jthorsteinson,jeff.thorsteinson@tasc.sk.edu,Jeff,Thorsteinson,513-366-1016
slaing,scott.laing@tasc.sk.edu,Scott,Laing,513-366-1018
```

The first line of the data file is the data definition for the lines that follow as shown in Figure 6-3.

Figure 6-3. Data definition for comma-delimited file

```
User Name,Email Address,First Name,Last Name,Phone
```

In the example above, the first field is User Name. Each line that follows represents a new record for a user, istravinsky for example. This means that the first data element (field) in a line must always be the user name. Email Address is the next field name in the first line, so in every line that follows the second data element (field) is the user's e-mail address. Figure 6-4 shows this pattern repetition.

Figure 6-4. Pattern for records and fields in comma-delimited file

User Name	Email Address
istravinsky	igor.stravinsky@tasc.sk.edu
jthorsteinson	jeff.thorsteinson@tasc.sk.edu
slaing	scott.laing@tasc.sk.edu

This pattern repeats with a line break at the end of each user to be included. There may be fewer or more fields required for any particular customer.

Note: Ensure there are no trailing blank lines in any of the files to be modified in this chapter. Blank lines may appear harmless, but can cause large problems later.

Step 1 – Modifying or Building the User File

Using the information from the previous section, ensure that the user data file that is modified or built is clean of extra line breaks. If possible, select a small sample to test the import of the data. Once the test data file has loaded successfully, load the entire user file.

Note: All users must have a unique user name or ID number.

The new user file can be located anywhere on the file system.

Have a printed copy of the first page of the new user data file available for reference. Ensure that the first line of the file includes the file's field names.

Step 2 – Modifying the User Field Configuration

System User Fields

Web Document Submission has the following system user fields that cannot be changed:

user_id
first_name
last_name
phone
email

A user file can be built using these default fields but it is more likely that a customer wants other fields included.

Added Default User Fields

As installed, Web Document Submission has the following user fields added:

address_line_1
address_line_2
mail_code
city
state
zip
e-mail
phone
ext
location
department
cost_center

Note: Any of these fields may be modified or deleted as required to meet customer specifications.

Examine which fields in the new user file will map to existing fields in the system. Any fields that cannot be mapped must be added to the user file.

If the previous example of a comma-delimited file shown in Figure 6-2 on page 6-3 is expanded to include an extra field, supervisor, the file would look like Figure 6-5 shown below.

Figure 6-5: Sample user file

```
User Name,Email Address,First Name,Last Name,Phone,Supervisor
istravinsky,igor.stravinsky@tasc.sk.edu,Igor,Stravinsky,513-366-1015,A. Jones
jthorsteinson,jeff.thorsteinson@tasc.sk.edu,Jeff,Thorsteinson,513-366-1016,B. Bo
slaing,scott.laing@tasc.sk.edu,Scott,Laing,513-366-1018,C. Clements
```

Upon examination, all the fields map to existing fields in Web Document Submission with the exception of Supervisor. This field will have to be added to Web Document Submission.

Adding a Field to the User Field Configuration

This example will add Supervisor to the list of User Fields.

Perform the following to add a field to the User Field configuration:

Note: Ensure the Database Server is started in the XDX Control Center.

1. From the XDX Control Center click **Tools > UDG Admin**.
2. Click **Tools > User Field Config**.
3. The **User Field Configuration** window appears. The 11 User Field Mappings listed in the previous section are present if this is the first time this tool is being used. These fields can be ignored or deleted if they will not be used.

Double-click in the next available blank line under the **User Field Mapping** column. Type **supervisor** as the field name.

9	location
10	department
11	cost_center
12	supervisor
13	
14	

There can be a maximum of 20 user fields.

Note: User Field Mapping names must contain no spaces. In place of a space, use an underscore.

4. Press **Enter** on the keyboard. Web Document Submission accepts the entry.

Note: When the last field has been added, ensure that **Enter** is pressed on the keyboard to force Web Document Submission to accept the entry. If **Enter** is not pressed, the last entry will be lost.

CAUTION: The **Clear Data** button erases all data for all users in the user field where the cursor appears. It does not clear a field name that has been typed.

5. To accept the User Field Configuration additions, click **Save**. The **UGD Admin – User Field Config** window appears saying that the mappings are updated. Click **OK**. Click **Close**.

The User Group Directory Admin window refreshes to show the modifications to the user fields. In this example, **supervisor** appears as the last field listed.

...	supervisor	active
		<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>

Removing a Field from the User Field Configuration

Unneeded user fields, or fields that were added in error, can be removed.

Perform the following to remove fields from the User Field Configuration:

Note: Ensure that the Database Server has been started in the XDX Control Center.

1. From the XDX Control Center click **Tools > UDG Admin**.
2. Click **Tools > User Field Config**.
3. The **User Field Configuration** window appears. Double-click the name of the field that is to be removed.
4. Delete the name of the field that is to be removed and press **Enter** on the keyboard.
5. Click **Save**. The **UDG Admin – User Field Config** window appears stating that field mappings have been removed. Click **Yes** to complete the deletion of the field.
6. A window appears to confirm the deletion of the field. Click **OK**. Click **Close**.

Step 3 – Building or Modifying the User Import Mappings

Once the desired fields have been added to Web Document Submission, the field names in the user data file need to be mapped to field names that Web Document Submission uses.

Continuing to use the data file example from the last step, a new Import Mapping will be created.

Creating and Saving New Mappings

The default mapping is provided as a starting point for development of a user database. If a different mapping is needed, it can be created and saved.

Figure 6-6 shows the user data file field names and how they will map to Web Document Submission names.

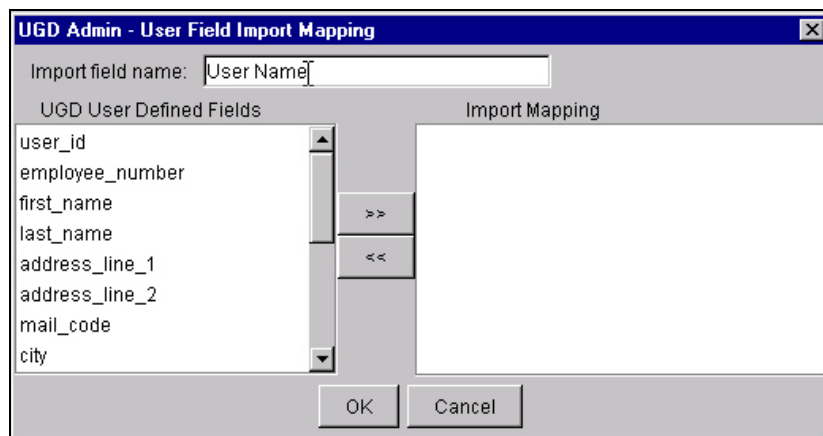
Figure 6-6. User file field names that map to Web Document Submission field names

User File Field Names		Web Document Submission Field Names
User Name	maps to	user_id*
Email Address	maps to	email*
First Name	maps to	first_name*
Last Name	maps to	last_name*
Phone	maps to	phone*
Supervisor	maps to	supervisor
* system fields		

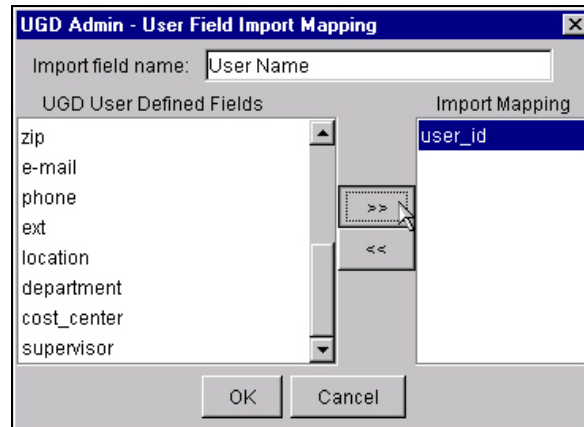
Perform the following to create and save a new mapping:

1. From the XDX Control Center click **Tools > UDG Admin**.
2. The **User Group Directory Admin** window opens.
Click **Tools > User Import Mappings**.
3. The **UGD Admin - User Import Mappings Window** opens. The screen is divided into three sections: a window showing any saved mappings, the **Import Field Label**, and the **User Field Mapping**.
4. Click **Add** under the column where the **default** mapping is listed.

5. The **UGD Admin - New User Mapping** window appears. Type a mapping name. For this example, type **Test** as the mapping name. Click **OK**.
6. A blank **UGD Admin - User Import Mappings** window appears. Click **Add**.
7. The **UGD Admin - User Field Import Mapping** window appears. The field names from the user data file must be entered, one at a time, and matched with a Web Document Submission field. Using the chart in figure 6-6, six import mappings must be created. Type the field name as it appears in the user file in the **Imported field name** text box.

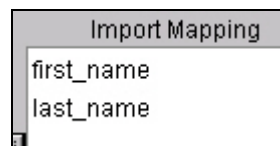


8. Scroll through the list of **UGD User Defined Fields** to find the Web Document Submission field that maps to **Imported field name**. Use the **>>** button to move the field into the **Import Mapping** window. Use the **<<** button to remove a field moved in error. Click **OK**.



9. The updated **UGD Admin - User Import Mappings** window reappears. Click **Add** to add an additional mapping. Repeat steps 7 and 8 to add all the required mappings.

Note: Fields can be combined. An example of this is where the import file has both first and last names contained a single field. In a case like this, create a mapping and move one name field and then the other name field, in the order used in the import file.



10. To save the mappings, click **Actions > Save**. A confirmation message appears that the mappings were saved. Click **OK**.

11. Click **X** to exit the **UGD Admin – User Import Mappings** window.



Modifying User Import Mappings

If additional fields are added or removed from a user import file, the mapping for that import file will have to be modified.

Perform the following to modify the default User Import Mappings:

1. From the XDX Control Center click **Tools > UDG Admin**.
2. The **User Group Directory Admin** window opens.
Click **Tools > User Import Mappings**.
3. The **UGD Admin - User Import Mappings Window** opens as shown below. The screen is divided into three sections – a window showing any saved mappings, the **Import Field Label**, and the **User Field Mapping**.

The **Import Field Label** matches the field name in the import file. The **User Field Mapping** is the Web Document Submission field where the user data will be placed.

To see the structure of the mappings, click the line that begins with **First Name** and then click **Modify**.

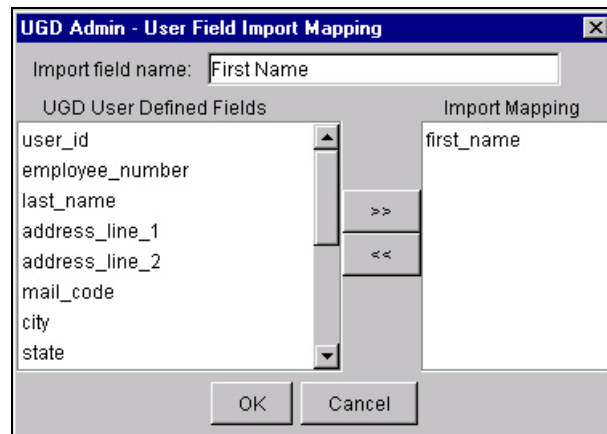
UGD Admin - User Import Mappings

Actions

	Import Field Label	User Field Mapping
default	Zip	zip
test	Ext	ext
	First Name	first_name
	Department	department
	Phone	phone
	Cost Center	cost_center
	Location	location
	Employee Number	employee_number
	Mail Code	mail_code
	User Name	user_id
	City	city
	State	state
	Address Line 2	address_line_2
	Last Name	last_name
	Address Line 1	address_line_1

Add Delete Add **Modify** Delete

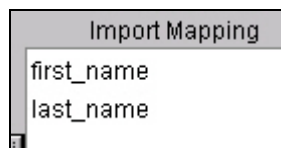
4. A new **UGD Admin - User Field Import Mapping** window opens. This window is where the field names in the import file are matched with the Web Document Submission system uses for field names internally.



Type the name of any new Import field name and then scroll through the list of UGD User Defined Fields to find the Web Document Submission field into which that particular field will be imported. Use the >> button to move the field into the **Import Mapping** window. Use the << button to remove a field moved in error.

5. When finished modifying the mappings, click **OK**.

Note: Fields can be combined. An example of this is where the import file has both first and last names contained a single field. In a case like this, create a mapping and move one name field and then the other name field, in the order used in the import file.



6. The **UGD Admin - User Import Mappings** window reappears.
7. To save the mappings, click **Actions > Save**. A confirmation message appears that the mappings were saved. Click **OK**.

8. Click **X** to exit the **UGD Admin - User Import Mappings** window.



Additional Menus in UGD Admin – Import Mappings Window

There are two additional menu choices listed under the **Actions** menu.

1. **Reload** – reloads the default user mappings.
2. **Default Mapping** – allows the selection of which mapping will be the default mapping on the **UGD Admin - Import Users** window.

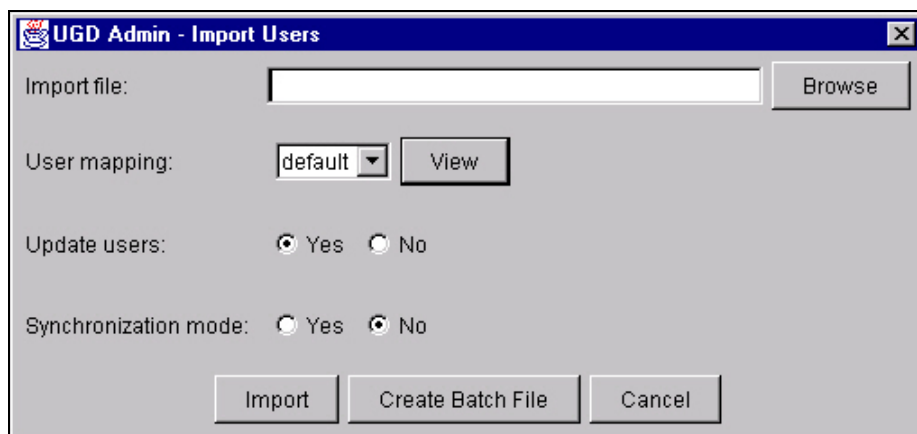
Step 4 – Import Users

Once the user file has been mapped to data that Web Document Submission will use, importing the file is the last step.

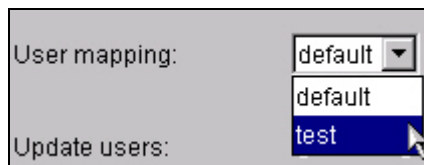
Perform the following to import users:

1. From the XDX Control Center click **Tools > UDG Admin**.
2. The **User Group Directory Admin** window opens.
Click **Tools > Import Users**.

3. The **UGD Admin - Import Users** window opens.



4. Click **Browse** and locate the user file to be imported.
5. Click the **User mapping** drop-down menu and select the mapping to be used for the import. Continuing with the example file, select **test**.



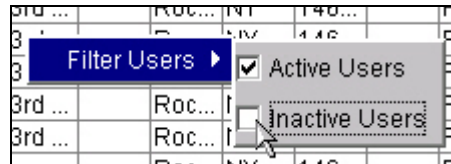
Click **View** to ensure this is the correct mapping to be used for the import. Click **X** to close the view window.

6. Click **Import**. A summary screen appears when the process is complete. Click **OK**.
7. The **User Group Directory Admin** window reappears. All imported users appear and are active.

8. Click **X** to exit the **User Group Directory Admin** window.



Note: Users that are imported from the system are in the database permanently. Once they are made inactive, they still appear in the user list unless their names are filtered. Filtering is accomplished by right-clicking on any user name. A **Filter Users** menu appears. Clear the **Inactive Users** choice and only the active users will appear.



Choices Available in the Import Users Window

- **User mapping** – Allow the selection of a previously configured mapping if other than the default mapping is required.
- **View** – View the selected User mapping.
- **Update users** – If selected, any users information that already exists in the database will be updated if the user is listed in the import file.
- **Synchronization mode** – If selected, any users that exist in the database, but are not listed in the import file will be inactivated. This synchronizes the database users with the import file users.
- **Import** – Begin the import process.
- **Create Batch File** – If clicked, creates a batch file that can be used to run the import process outside of the UGD Admin tool. This file can be used to schedule imports on Windows by the System Administrator. The batch file stores the information selected in the import dialog.
- **Cancel** – Exit from this window without taking any action.

Troubleshooting a Faulty Import

If the user file did not import properly, there may be a database of users with incorrect or incomplete information. Web Document Submission does not allow these users to be deleted. They can only be inactivated.

If the system has not been put into production, all the Web Document Submission databases, including users and jobs, can be re-initialized. Read, and use with caution, the Re-initializing the User Database section in *Chapter 14 – Troubleshooting* on page 14-2 of this guide.

Adding Users One at a Time

The UGD tool can also add users one at a time. This procedure assumes that the user database has already been configured. If it has not been configured, use Step 2 Modifying the User Field Configuration on page 6-5 in this chapter.

Adding a User to Web Document Submission

Perform the following to add a user to Web Document Submission:

1. From the XDX Control Center click **Tools > UDG Admin**.
2. The **User Group Directory Admin** window opens.
3. Click **Add User**.

4. Select **Active** in the top left corner of the **New User** window.



5. Click in the **user-id** field and type a unique user identification for the user being entered.
6. Press the **Tab** key twice to move to the next field. Type in all the required user information.

Note: Clicking the mouse in the **Field Value** column will also allow data entry for a particular field. This may speed up data entry if not all the fields are required for a user.

7. When the last field value is typed for a user, press **Enter** on the keyboard. Pressing Enter forces Web Document Submission to accept the last field entered.
8. Click **OK**. A confirmation message appears. Click **OK**. The **User Group Directory Admin** window reappears and refreshes to show the newly added user.

Modifying User Information

User information can be modified in a batch by importing an updated user file, or one at a time.

Modifying User Information for a Group of Users

If there are a large number of users to be modified, Web Document Submission can import a modified user list and update users whose user profiles have changed.

Perform the following to modify a group of users:

1. Open the latest version of the user list and modify the user profile for any user that requires updating.
2. From the XDX Control Center click **Tools > UDG Admin**.
3. The **User Group Directory Admin** window opens. Click **Tools > Import Users**.
4. The **UGD Admin - Import Users** window opens. Click **Browse** and locate the updated user file.
5. Select the correct **User mapping**.
6. Ensure that **Yes** is selected for **Update Users**.
7. Ensure that **No** is selected for **Synchronization mode**.
8. Click **Import**. A summary screen appears when the process is complete. Click **OK**.
9. The **User Group Directory Admin** window reappears. All users with new profile information are updated.
10. Click **X** to exit the **User Group Directory Admin** window.

***Modifying User Information for a Single User***

1. From the XDX Control Center click **Tools > UDG Admin**.
2. The **User Group Directory Admin** window opens. Click the line where the user to be modified appears. The line becomes highlighted.
3. Click **Modify User**. The **Modify User** window opens.

4. Click in the **Field Value** and change any information that requires modification. Press **Enter** on the keyboard when the last modification has been made to force Web Document Submission to accept the last change made to a field.
5. Click **Update**. A confirmation window appears. Click **OK**.
6. To exit the **Modify User** window, click **Close**.
7. The **User Group Directory Admin** window reappears. The user with the updated profile information appears with the updated information.
8. Click **X** to exit the **User Group Directory Admin** window.



Changing a User Password

Users select their own password during registration. If they forget their password, or require it changed, the System Administrator must change it for them. Users cannot change their own password.

Perform the following to change a user password:

1. From the XDX Control Center click **Tools > UDG Admin**.
2. The **User Group Directory Admin** window opens. Click the line where the user to be modified appears. The line becomes highlighted.
3. Click **Modify User**. The **Modify User** window opens.
4. Click **Change Password**.

5. The **UGD Admin - Modify User** window opens. Type the new password for the user and click **OK**.
6. A confirmation window appears. Click **OK**.
7. To exit the **Modify User** window, click **Close**.
8. The **User Group Directory Admin** window reappears.
9. Click **X** to exit the **User Group Directory Admin** window.



Deleting / Inactivating Users

Web Document Submission users are never deleted from the system. Since there may still be jobs in process associated with the user, they are inactivated instead.

Inactivating Users

Users may be inactivated individually, or in a group by re-importing the user file.

Inactivating an Individual User

Perform the following to inactivate individual users:

1. From the XDX Control Center click **Tools > UDG Admin**.
2. The **User Group Directory Admin** window opens. Locate the user to be inactivated and click on the line containing their name. The line should be highlighted. Click **Inactivate User**.

3. The **UGD - Inactivate User** window appears. Click **Yes**.
4. A confirmation window appears. Click **OK**. If the user list is set to filter out inactivated users, the name just inactivated will disappear.

Inactivating a Group of Users

If there are a large number of users to be inactivated Web Document Submission can import a user list and inactivate users not in the updated user list.

Note: If selected, any users that exist in the database, but are not listed in the import file will be inactivated. This synchronizes the database users with the import file users

Perform the following to inactivate a group of users:

1. Open the latest version of the user list that was imported and remove any users that should be inactivated.
2. From the XDX Control Center click **Tools > UDG Admin**.
3. The **User Group Directory Admin** window opens. Click **Tools > Import Users**.
4. The **UGD Admin - Import Users** window opens. Click **Browse** and locate the updated user file.
5. Select the correct **User mapping**.
6. For the **Synchronization mode** select **Yes**.
7. Click **Import**. A summary screen appears when the process is complete. Click **OK**.
8. The **User Group Directory Admin** window reappears. All imported users should appear and be active while those removed from the imported user file should be inactivated.

9. Click **X** to exit the **User Group Directory Admin** window.



Assigning Privileges and Groups to Users

By default, there are only two accounts established during installation:

- **admin**, the administrator account
- **operator**, the print operator account

These two accounts are placed, respectively, into the Xerox Business Systems (XBS) Admin and XBS Operator groups.

Users, when they register for access to the Web Document Submission system, are placed in the **user** group. Because users should not have access to the admin or operator accounts directly, users can be reassigned to one of these groups to better reflect their job position.

Figure 6-6 shows the default list of user groups and permissions available in the Web Document Submission system. If these groupings are insufficient, they can be added to or modified.

Figure 6-6. Default list of user groups and permissions

User Groups	Permissions		
	Resource Type	Resource Name	Right
XBS Admin	printshop	default	Printer Administration
	printshop	default	Run Jobs
	system	system	Use
XBS Operator	printshop	default	Run Jobs
	system	system	Use
user	system	system	Use

Resource Types

System – The system resource type refers to resources using the Web Document Submission system via the Web Document Submission user interface.

Printshop – The printshop resource type refers to resources related to the printshop itself such as adding printers.

Rights

Printer Administration – A user with this right can add printers to Web Document Submission.

Run Jobs – A user with this right can perform tasks using the Administrator interface.

Use – A user with this right can perform any tasks using the User interface.

Viewing the Permissions and Group Memberships Assigned to a User

Users may be members of more than one group. It is possible to view what permissions a user has and with what groups they are associated.

Perform the following to view the permissions and group memberships assigned to a user:

1. From the XDX Control Center click **Tools > UDG Admin**.
2. The **User Group Directory Admin** window opens.
3. Click on the name of the user. The line becomes highlighted.
4. Click **Group Membership** to view the groups a user has been assigned. Click **X** to close the **User Group Membership** window.
5. Click **Permissions** to view the permissions a user has been assigned. Click **X** to close the **User Permissions** window.

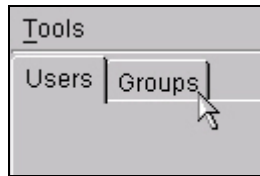
Assigning a User to a Group

All users, when they register for access to the system, are placed in the **user** group. Any user can be reassigned to a new group. This example will place a user in the XBS Operator group. To place a user in the XBS Admin group follow the same steps except choose XBS Admin as the Group Name.

Perform the following to assign a user to a group:

1. From the XDX Control Center click **Tools > UDG Admin**.

2. The **User Group Directory Admin** window opens. Click the **Groups** tab.



3. The window refreshes and the user groups appear. Click **XBS Operator**. The XBS Operator line becomes highlighted. Click **Users**.
4. The **User Group Membership** window opens. Locate the user, or users, that need the rights of an operator. Click the user name to select the user or hold the **Ctrl** key down and click to select multiple user names.
5. Click **>>** to move the user names to the **Group User Names** column. If an error is made, select the erroneous name in the **Group User Names** column and click **<<**.
6. Click **Save**. A confirmation message appears. Click **OK**. Click **Close**.
7. The **User Group Directory Admin** window reappears. To exit the User Group Directory Admin window, click **X**.

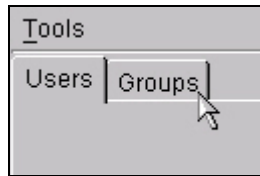


Removing Users from a Group

Perform the following to remove a user from a group:

1. From the XDX Control Center click **Tools > UDG Admin**.

2. The **User Group Directory Admin** window opens. Click the **Groups** tab.



3. The window refreshes and the user groups appear. Click the name of the group from which the user is to be removed. The selected line becomes highlighted. Click **Users**.
4. The **User Group Membership** window opens. Locate the user, or users in the **Group User Names** window. Click the user name to select the user or hold the **Ctrl** key down and click to select multiple user names.
5. Click **<<** to move the user names to the **User Names** column. If an error is made, select the erroneous name in the **User Names** column and click **>>**.
6. Click **Save**. A confirmation message appears. Click **OK**. Click **Close**.
7. The **User Group Directory Admin** window reappears. To exit the User Group Directory Admin window, click **X**.

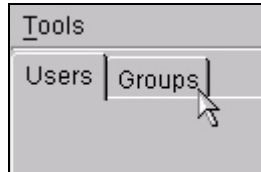


Adding a New User Group

New user groups can be added to the Web Document Submission system.

Perform the following to add a new user group:

1. From the XDX Control Center click **Tools > UDG Admin**.
2. The **User Group Directory Admin** window opens. Click the **Groups** tab.



3. The window refreshes and the user groups appear. Click **Add Group**.

4. The **UGD - Add Group** window appears. Type the name of the new user group and click **OK**.

5. A confirmation window appears. Click **OK**.

Note: This user group will have no users or permissions assigned to it.

6. The **User Group Directory Admin** window reappears. To exit the User Group Directory Admin window, click **X**.



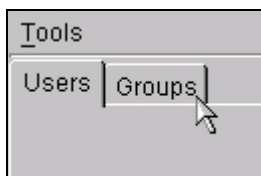
Adding Permissions to a Group

Once a group is established, it needs to have permissions assigned.

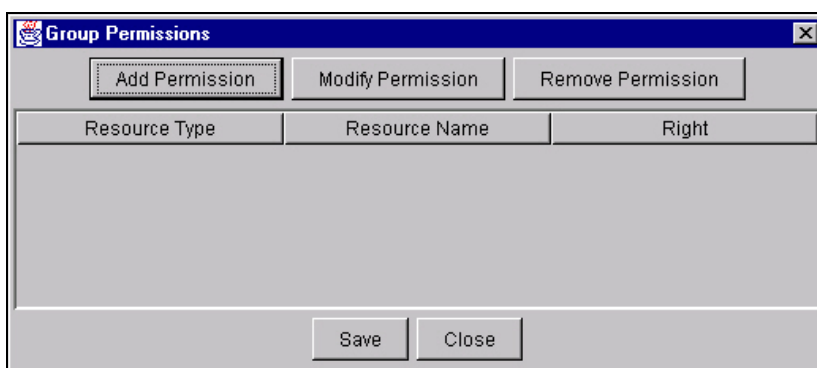
Perform the following to add permissions to a group:

1. From the XDX Control Center click **Tools > UDG Admin**.

2. The **User Group Directory Admin** window opens. Click the **Groups** tab.



3. The window refreshes and the user groups appear. Click the name of the group that requires permissions. The line becomes highlighted. Click **Permissions**.
4. The **Group Permissions** window opens.



Click **Add Permission**.

5. The **UGD - Permissions** window opens. Using Figure 6-5, on page 6-6 as a guide, along with the explanation of Resource Types that follow it, construct a new permission for this type of user.
6. When done adding permissions, click **Save**.
7. A confirmation window appears. Click **OK**. Click **Close**.

8. Add users to this group by following the instructions on assigning a user to a group given above.

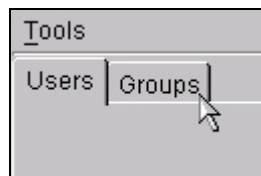
Deleting a User Group

If a group is no longer required, it can be deleted.

CAUTION: DO NOT delete **XBS Admin**, **XBS Operator**, or **user** groups since these are required by the system.

Perform the following to delete a user group:

1. From the XDX Control Center click **Tools > UDG Admin**.
2. The **User Group Directory Admin** window opens. Click the **Groups** tab.



3. The window refreshes and the user groups appear. Click the name of the group that is to be deleted. The name of the group becomes highlighted. Click **Delete Group**.
4. A confirmation window appears. Click **Yes**.
5. A second confirmation window appears confirming the removal of the user group. Click **OK**.
6. The **User Group Directory Admin** window reappears. To exit the User Group Directory Admin window, click **X**.



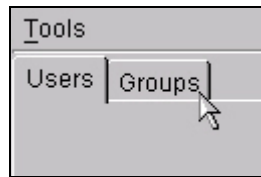
Modifying a Group Name

An existing group name can be modified.

CAUTION: Do NOT delete **XBS Admin**, **XBS Operator**, or **user** groups.

Perform the following to modify a group name:

1. From the XDX Control Center click **Tools > UDG Admin**.
2. The **User Group Directory Admin** window opens. Click the **Groups** tab.



3. The window refreshes and the user groups appear. Click the name of the group that is to be modified. The name of the group becomes highlighted. Click **Modify Group**.
4. The **UGD - Modify Group** window appears with the existing group name. Press the **Backspace** key on the keyboard to clear the existing name. Type the new group name and click **OK**.
5. A confirmation window appears. Click **OK**.
6. The **User Group Directory Admin** window reappears. To exit the User Group Directory Admin window, click **X**.



7. Customizing the User Interface

The User Interface (UI) Configuration tool in the XDX Control Center customizes the user interface for Web Document Submission. There are four areas of the user interface that can be customized:

- Colors – Text, links, and navigation bars can have colors modified.
- Image – The header image can be changed to a new image.
- Text – Any text visible on the screen in the user interface can be modified for font, font size and font style.
- Main Page Text – Once logged on to the system, there is a section of the Home page where text can be modified.

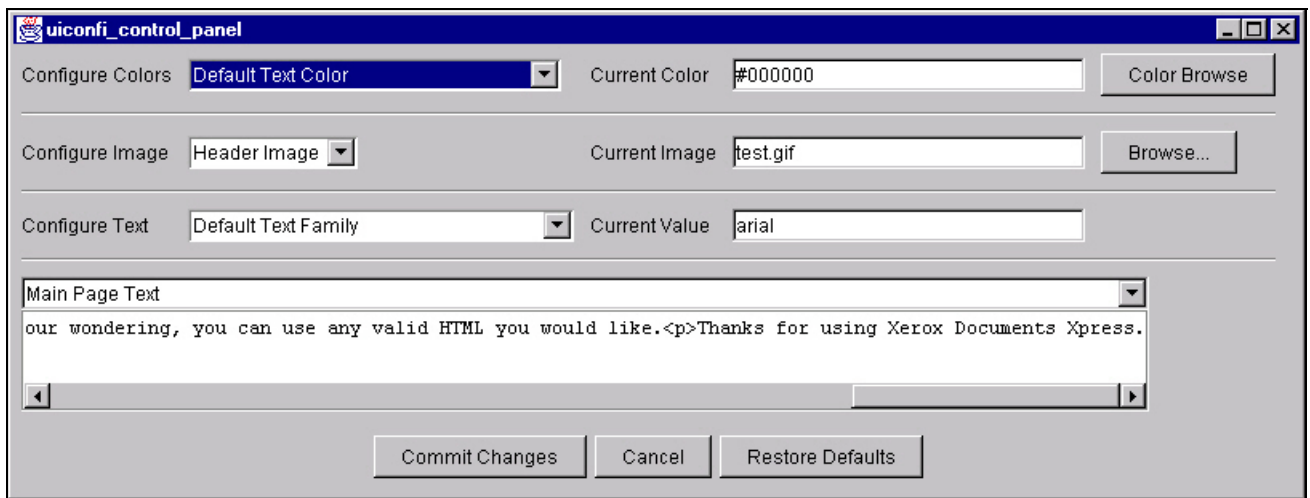
If unsatisfied with changes, the original interface configuration can be restored.

Starting the UI Configuration Tool

Perform the following to start the UI Configuration tool:

1. From the XDX Control Center click **Tools > UI Config**.

2. The **uiconfi_control_panel** window opens.



Configurable Sections of the User Interface

The sections of the user interface referred to in the UI Configuration Tool are shown below in Figures 7-1 and 7-2.

Figure 7-1. User Interface Items that can be selected in the UI Configuration Tool

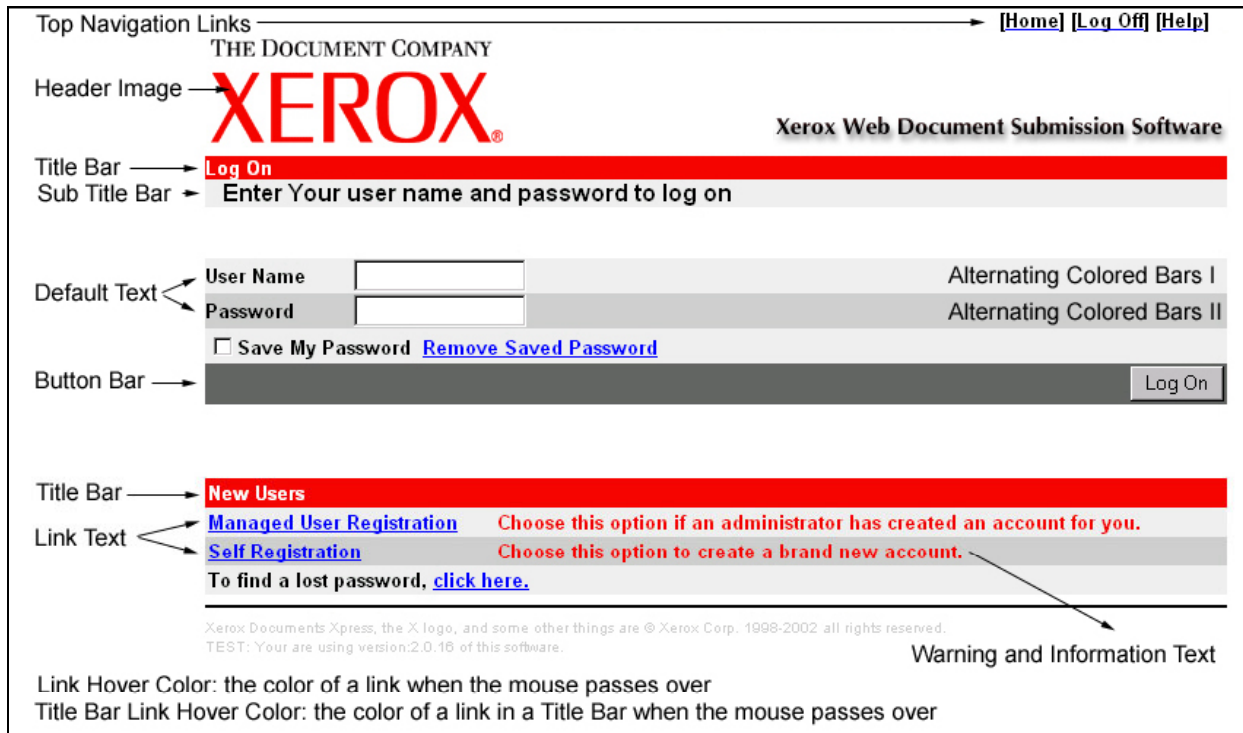


Figure 7-2. User Interface Items that can be selected in the UI Configuration Tool

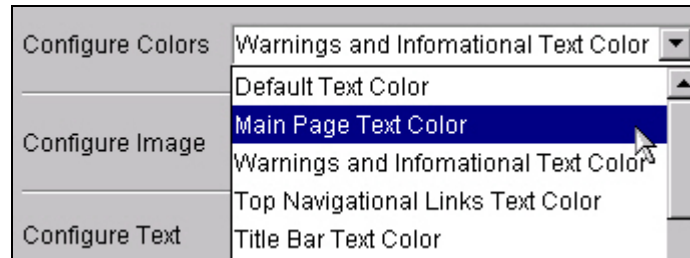
Configuring Colors

To change colors for any of the configurable user interface sections follow the general procedure outlined below. This procedure assumes that the User Interface Configuration tool has been opened.

The default values for the **Configure Colors** section of the User Interface Configuration tool follow at the end of this chapter.

Perform the following to modify a configurable color item:

1. From the **Configure Colors** drop-down menu, select the item to be changed. This example will change the **Main Page Text Color**.

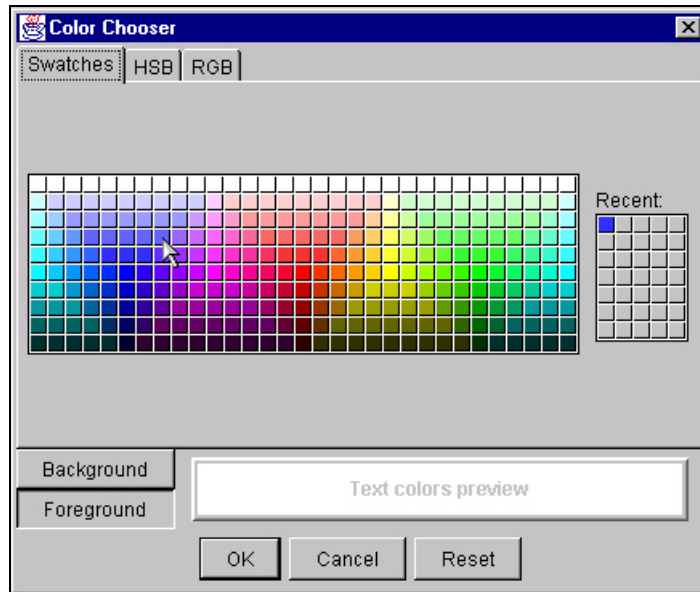


2. The **Current Color** text box refreshes to show the color currently selected for the Main Page Text Color. Click **Color Browse**.
3. The **Color Chooser** opens. There are three methods of choosing a color, each selectable by clicking their respective tab.

Swatches – Select a color from the palette presented.

HSB – Move the slider up or down to select a hue, then click the mouse in the color block to select the saturation and brightness desired.

RGB – If the red, blue, and green values are known for a desired color, move the sliders or type the values to obtain that color.



Note: Only the **Foreground** color can be selected.

4. Once the desired color has been selected, click **OK**. The **Current Color** text box refreshes to show the modification.
5. To see the modification, click **Commit Changes**. A **Login** window will appear if this is the first modification made this session. Type **Admin** for the Username and **22222** for the Password. Click **OK**.
6. Open a browser window and go to the Web Document Submission home page. Logon and move to the page where the change has been made. If the change is unsatisfactory, repeat the steps to choose a new color.

Note: If a new color is selected to replace a color that was selected in the procedure above, commit the changes and click **Refresh** on the browser window to see the new changes. A new browser window does not have to be opened.

7. When the desired color changes are completed, click **X** to exit the User Interface Configuration tool.



Configuring the Header Image

The header image can be changed to a different image with these restrictions:

- The image must be 700 X 82 pixels.
- The image must be saved as either a GIF or JPG format picture.
- The image must use web-safe colors.
- The image may be located outside of the Web Document Submission program folder but should reside on the Web Document Submission server.

When creating an image for the header, be aware that large company logos will not scale well to the small size required in the header. Use an image-editing program to create the best possible header image.

This procedure assumes that the User Interface Configuration tool has been opened.

The default value for the **Configure Image** section of the User Interface Configuration tool follows at the end of this chapter on page 7-19.

Perform the following to modify a header image item:

1. From the **Configure Image** drop-down menu, select **Header Image**.
2. The **Open** dialog box appears. Browse to the folder where the new image is located by clicking the **Look in** drop-down menu.

3. When the image has been located, click the name of the image. The image name appears in the **File name** text box. Click **Open**.
4. The **Current Image** text box refreshes with the new image file name. Click **Commit Changes**. A **Login** window will appear if this is the first modification made this session. Type **Admin** for the Username and **22222** for the Password. Click **OK**.
5. Open a browser window and go to the Web Document Submission home page. The new header image is now present. If the change is unsatisfactory, repeat the steps to choose a different header image.

Note: If a browser window is already open and on a Web Document Submission page, click **Refresh** on the browser window to see the new header image. A new browser window does not have to be opened.

6. When the desired header changes are complete, click **X** to exit the User Interface Configuration tool.



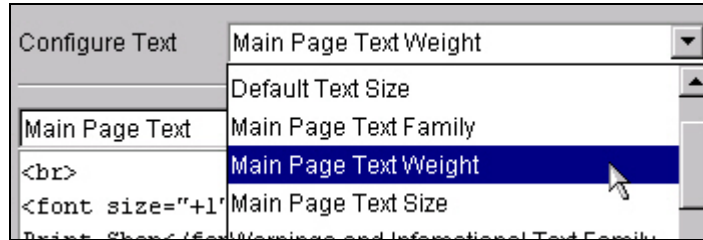
Configuring Text

To change the text attributes for any of the configurable user interface sections follow the general procedure outlined below. This procedure assumes that the User Interface Configuration tool has been opened.

The default values for the **Configure Text** section of the User Interface Configuration tool follow at the end of this chapter.

Perform the following to modify a configurable text item:

From the **Configure Text** drop-down menu, select the item to be changed. This example will change the **Main Page Text Weight**.



1. The **Current Value** text box refreshes to show the color currently selected for the Main Page Text Weight. Type the new text weight desired into the **Current Value** text box.
2. Click **Commit Changes**. A **Login** window will appear if this is the first modification made this session. Type **Admin** for the Username and **22222** for the Password. Click **OK**.
3. Open a browser window and go to the Web Document Submission home page. The new change in text weight is now present. If the change is unsatisfactory, repeat the steps to choose a different text weight.

Note: If a browser window is already open and on a Web Document Submission page, click **Refresh** on the browser window to see the new change. A new browser window does not have to be opened.

4. When the desired text changes are complete, click **X** to exit the User Interface Configuration tool.



Table 7-1 shows acceptable attribute values for text.

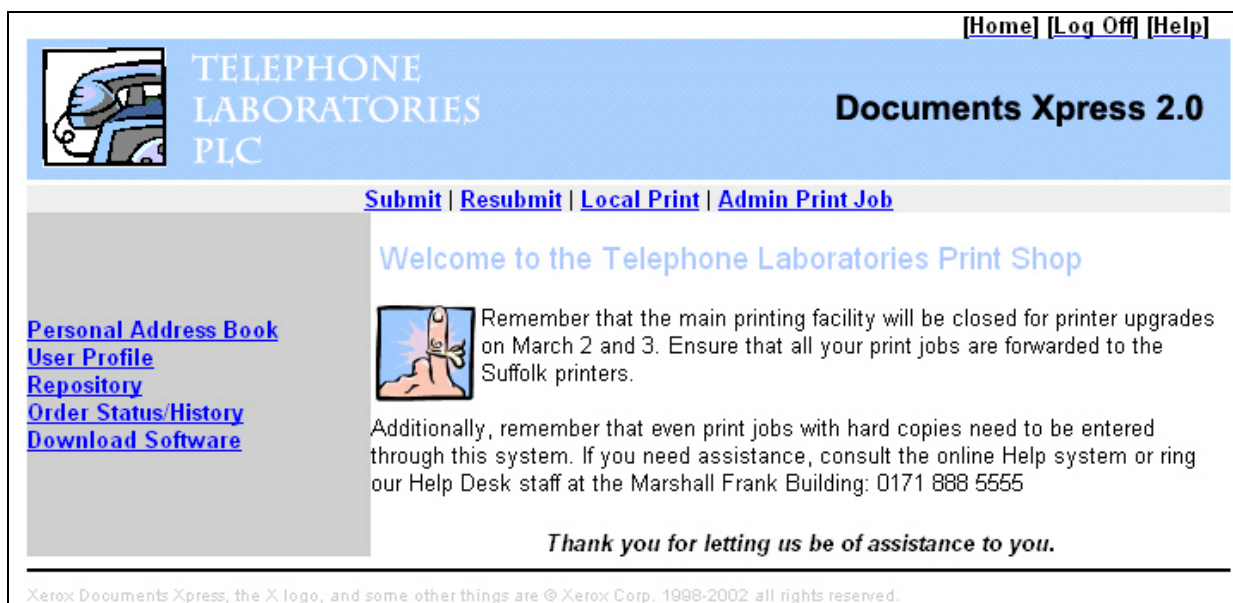
Table 7-1. Values that can be used for Text attributes

Acceptable Values for Text		
Text Family	Text Weight	Text Size
Use standard browser fonts such as arial and times new roman Note: There is no capitalization of font names	bold normal	xx-small x-small small normal large x-large

Configuring the Main Page Text

The Main Page Text is a configurable section of text that appears on the user home page. Using the User Interface Configuration tool modifies this text. This procedure assumes that the UI Configuration tool has been opened.

Figure 7-2 illustrates a home page that has been modified by changing colors, header image, and main page text. This procedure will illustrate how to modify the main page text.

Figure 7-2. Home page with modified header image and modified main page text**Perform the following to modify the main page text:**

1. Below the **Configure Text** section of the UI Configuration tool is the **Main Page Text** section of the tool. Using standard HTML, modify the code to reflect any required customer text.
2. When the code changes have been completed, click **Commit Changes**. A **Login** window will appear if this is the first modification made this session. Type **Admin** for the Username and **22222** for the Password. Click **OK**.
3. Open a browser window and go to the Web Document Submission home page. The changes to the main page text are now present. If the change is unsatisfactory, repeat the steps to change the HTML code.

Note: If a browser window is already open and on a Web Document Submission page, click **Refresh** on the browser window to see the new change. A new browser window does not have to be opened.

4. When the desired changes are complete, click **X** to exit the User Interface Configuration tool.



Tips about creating the Main Page Text

- HTML code can be entered directly into the Main Page Text window in the User Interface Configuration tool, but it is much quicker to create the code in a visual HTML editor, like Dreamweaver™.
- Create the code needed, including any desired images. The code created in a visual editor can be cut and pasted directly into the Main Page Text window.
- Save all images for Main Page Text as GIF or JPG images in the following folder on the Web Document Submission server – c:\xdx\etc\tomcat4.0\webroot\images\2_0_images. Save a copy of these files outside the c:\xdx folder.
- The font for the Main Page Text is controlled in the **Configure Text** part of the UI Configuration tool. Any font changes made on the Main Page Text are overridden by the choice set in Configure Text.
- Allowable changes inside the HTML code include:
 - color and size of text
 - justification of text and images
 - insertion of images
- Use a utility, like EyeDropper 3.0™, to assist with picking colors. These utilities allow a user to obtain color values for any onscreen images making color matching a simpler process.

- The code for the sample Main Page Text in Figure 7-3 follows in Figure 7-4.

Figure 7-4. HTML code sample for the Main Page Text in Figure 7-3.

```
<br/><font size="+1"> &nbsp;<font color="#A8C8FF">Welcome to the Telephone  
Laboratories Print Shop</font></font><br/><br/>Remember that the main printing facility will be closed for printer  
upgrades on March 2 and 3. Ensure that all your print jobs are forwarded to  
the Suffolk printers.<br/><br/> Additionally, remember that even print jobs  
with hard copies need to be entered through this system. If you need  
assistance, consult the online Help system or ring our Help Desk staff at the  
Marshall Frank Building: 0171 888 5555<br/>  
  
<p align="center"><i>Thank you for letting us be of assistance to you.</i>
```

- Do not include any of the standard required HTML tags in the Main Page Text. These tags include <html>, <head>, <title>, and <body>.

Removing Self Registration from the User Interface

If it is not desirable to use the Web Document Submission Self Registration feature, the option can be removed from the log on page. Figure 7-5, shown below, illustrates the user interface with the self registration link active.

Figure 7-5. Self registration link active

New Users	
Managed User Registration	Choose this option if an administrator has created an account for you.
Self Registration	Choose this option to create a brand new account.
To find a lost password, click here.	

There are two files in the **C:\xdx\etc\tomcat4.0\webapps\xdx** directory that need to be modified:

- login.jsp
- index.jsp

These files have exactly the same code, but the modification to remove the self-registration link has to be made to both files. This procedure will leave the HTML code in place and remark it out using the HTML Remark tags:

<!-- -->

Anything between these two tags is ignored.

CAUTION: Before making any changes to login.jsp or index.jsp, make a backup copy and save the files in location outside of the C:\xdx folder.

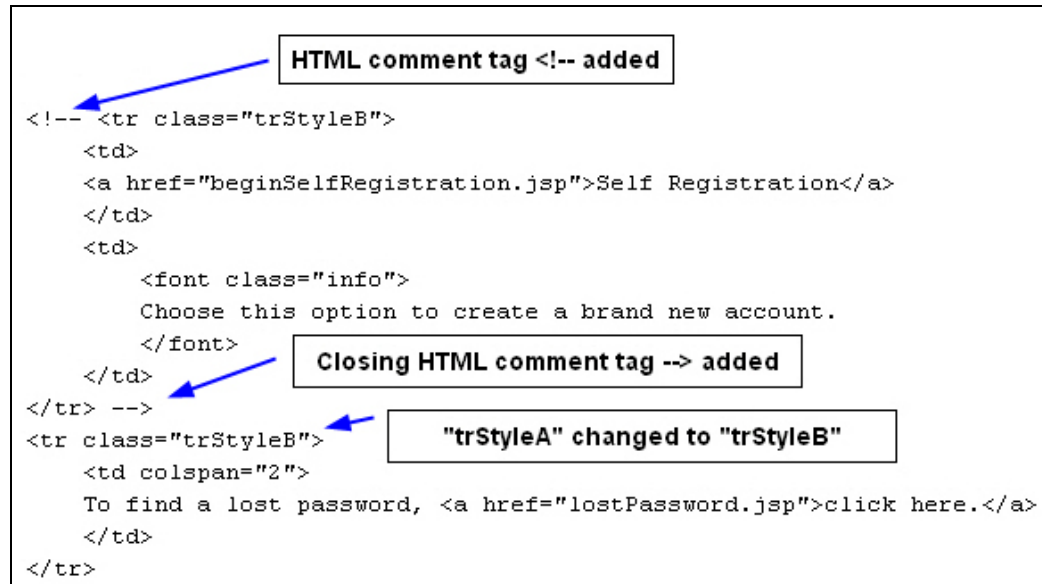
Perform the following to remove the self-registration link

1. Using a text editor or HTML editor like Dreamweaver, open **login.jsp** which is located at **C:\xdx\etc\tomcat4.0\webapps\xdx**. Locate the code for **Self Registration**.

```
<tr class="trStyleB">
  <td>
    <a href="beginSelfRegistration.jsp">Self Registration</a>
  </td>
  <td>
    <font class="info">
      Choose this option to create a brand new account.
    </font>
  </td>
</tr>
<tr class="trStyleA">
  <td colspan="2">
    To find a lost password, <a href="lostPassword.jsp">click here.</a>
  </td>
</tr>
```

2. Place the opening HTML remark tag in front of **<tr class="trStyleB">**.

- Place the closing HTML remark tag after the `</tr>` tag. Modify the `"trStyleA"` tag to read `"trStyleB"` to keep the color bars alternating correctly. An example of the completed code is shown below.



- Save the modified **login.jsp** file.
- Open and save **index.jsp** by repeating steps 1 to 4 except. Restarting the Web Document Submission web server is not required. Check to see if the changes were correct by opening a browser window and going to the user log on page. If the changes are correct, the self-registration link will be gone as shown below.

New Users	
Managed User Registration	Choose this option if an administrator has created an account for you.
To find a lost password, click here.	

Restoring the Default User Interface Configuration

The default interface can be restored to the Web Document Submission system. This procedure assumes that the UI Configuration tool has been opened.

CAUTION: This procedure will cancel all changes made to the user interface. It is not a reversible procedure.

Perform the following to restore the default user interface:

1. Click **Restore Defaults**.
2. A **Confirm** window appears. Click **Yes** to restore the default system values.
3. Close the UI Configuration tool window by clicking **X**.



4. Reopen the UI Configuration tool and click **Commit Changes**. A **Login** window will appear if this is the first modification made this session. Type **Admin** for the Username and **22222** for the Password. Click **OK**.
5. Open a browser window and go to the Web Document Submission home page. The default user interface is now present.

Note: If a browser window is already open and on a Web Document Submission page, click **Refresh** on the browser window to see the restored default interface. A new browser window does not have to be opened.

User Interface Configuration Defaults

The following tables contain the default values for the User Interface.

Table 7-2. Configure Colors

Configure Colors	
Configurable Section	Default
Default Text Color	#000000
Main Page Text Color	#000000
Warnings and Information Text Color	#FF0000
Top Navigational Links Text Color	#000000
Title Bar Text Color	#FF0000
Sub Title Bar Text Color	#000000
Title Bar Color	#FF0000
Title Bar Link Hover Color	#0000FF
Sub Title Bar Color	#EFEFEF
Alternating Colored Bars I	#EFEFEF
Alternating Colored Bars II	#CCCCCC
Button Bar	#666666
Link Color	#0000FF
Active Link Color	#0000FF
Visited Link Color	#0000FF
Link Hover Color	#9999FF

Table 7-3. Configure Image

Configure Image	
Configurable Section	Default
Header Image	2_0_images/ logo.gif

Table 7-4. Configure Text

Configure Text	
Configurable Section	Default
Default Text Family	arial
Default Text Weight	bold
Default Text Size	x-small
Main Page Text Family	arial
Main Page Text Weight	bold
Main Page Text Size	x-small
Warnings and Informational Text Family	arial
Warnings and Informational Text Weight	bold
Copyright Text Family	arial
Copyright Text Weight	normal
Copyright Text Size	xx-small
Top Navigational Links Text Family	arial
Top Navigational Links Text Weight	bold

Table 7-4. Configure Text (continued)

Configure Text	
Configurable Section	Default
Top Navigational Links Text Size	x-small
Title Bar Text Family	arial
Title Bar Text Weight	bold
Title Bar Text Size	x-small
Sub Title Bar Text Family	arial
Sub Title Bar Text Weight	bold
Sub Title Bar Text Size	small

8. Installing the Xpress Print Driver

The Xpress Print Driver (XPD) allows the uploading and conversion of documents from within a Windows application. There are three separate setups:

- Windows 2000 client machines
- Windows NT Workstation client machines
- Windows 95 / 98 / ME client machines (this client needs the XPD file configured on the server before allowing users to download it).

The System Administrator should set this driver up on client workstations for users to send jobs to Web Document Submission directly from Windows applications.

Note: WinZip or equivalent is needed for installing the XPD. A copy of WinZip may be downloaded from www.winzip.com.

Windows 2000 Workstation XPD Setup

Windows NT / Windows 2000 Server Setup

No setup on the server is required.

Windows 2000 Professional Client Setup

This procedure assumes that WinZip, or equivalent, is installed on the client workstation.

Installing the XPD print driver

Perform the following to install the XPD print driver on a Windows 2000 Professional client machine:

1. Create a folder named **XPD** on the **C:** drive of the workstation.
2. From the Web Document Submission home page, click **Download Driver** and download the **Windows 2000** XPD driver to the newly created XPD folder.
3. Unzip **Xpdy2k.zip** to **C:\XPD** on the client workstation.
4. Click **Start > Settings > Printers**.
5. Double-click **Add Printer**.
6. The **Add Printer Wizard** appears. Click **Next**.
7. The **Local or Network Printer** window appears. Click **Local Printer**. Clear **Automatically detect and install my Plug and Play Printer**. Click **Next**.
8. For the port select any available LPT port. Click **Next**.

9. The list of manufacturers of printers appears. Click **Have Disk**.
10. The **Install from Disk** dialog box appears. Click **Browse** and browse to **C:\XPD**.
11. When in the XPD folder, the file name **webxpd.inf** will appear in the **File name** text box. Click **Open**.
12. The **Install From Disk** dialog box reappears. Click **OK**.
13. Select **DocumentsXpress PS Color Plugin**. Click **Next**.

Note: Only the color driver needs to be selected since it will handle both color and black and white jobs.

14. Keep the default printer name. Click **Next**.
15. Click **Do not share this printer**. Click **Next**.
16. To ensure that a test page is not printed click **No**. Click **Next**.
17. The **Completing the Add Printer Wizard** window appears. Click **Finish**.
18. A warning that the **Digital Signature not found** appears. Click **Yes**.
19. Close all open windows. The XPD print driver has been installed.

Setting the Printer Properties

Perform the following to set the printer properties:

1. Right-click the installed printer name in the Printer folder (**Start > Settings > Printers**). Click **Properties**.
2. Select the **Configuration** tab from the Properties Dialog box.
3. Select **Server is Available**.
In the appropriate fields, type the following:

Server Name = <Web Document Submission server IP address>

Port =

80

URL Post Path =

/xdx/servlet/simple?request.action=upd.action.upload

URL Get Path =

/xdx/upd.jsp?request.action=upd.action.dt&DT=%s&
AG=%s&PD=%s&PK=%s&NP=%d&NC=%d

Write to Spool = do not select

4. Click **OK**.
5. Configure the default browser by selecting Internet Explorer or Netscape before using the driver, especially if using a proxy server on the network.

Note: Test the installation by opening up a Windows application. Print to Web Document Submission with the XPD driver by using **File > Print** and then selecting the **DocumentsXpress PS Color Plugin** driver.

Windows NT Workstation XPD Setup

Windows NT Server Setup

No setup on the server is required.

Windows NT Workstation Client Setup

Installing the XPD

Perform the following to install the XPD print driver on a Windows NT Workstation client machine:

1. Create a folder named **XPD** on the **C:** drive of the workstation.
2. From the Web Document Submission home page, click **Download Driver** and download the **Windows NT** XPD driver to the newly created XPD folder.
3. Unzip **xpd-1.1.3.zip** to **C:\XPD** on the client workstation.
4. Click **Start > Settings > Printers**. Double-click **Add Printer**.
5. Click **My Computer** to install a local printer. Click **Next**.
6. Choose an unused local printer port (LPT1 for example). Click **Next**.
7. Click **Have Disk** and browse to **C:\XPD**.
8. Click **webxpd.inf**. Click **Open**.
9. Click **OK**.
10. Select **DocumentsXpress PS Color Plugin**. Click **Next**.

Note: Only the color driver needs to be selected since it will handle both color and black and white jobs.

11. To complete the installation click **Next**.
12. Keep the default printer name. Click **Next**.
13. Click **Not Shared**. Click **Next**.
14. Click **No** to skip printing a test page. Click **Finish**.

Setting the Printer Properties

Perform the following to set the printer properties:

1. Right-click the installed printer name in the Printer folder (**Start > Settings > Printers**). Click **Properties**.
2. Select the **Configuration** tab from the Properties Dialog box.
3. Select **Server is Available**.
In the appropriate fields, type the following:

Server Name = <Web Document Submission server IP address>

Port =

80

URL Post Path =

/xdx/servlet/simple?request.action=upd.action.upload

URL Get Path =

/xdx/upd.jsp?request.action=upd.action.dt&DT=%s&AG=%s&PD=%s&PK=%s&NP=%d&NC=%d

Write to Spool = do **not** select

4. Click **OK**.
5. Configure the default browser by selecting Internet Explorer or Netscape before using the driver, especially if using a proxy server on the network.

Note: Test the installation by opening up a Windows application. Print to Web Document Submission with the XPD printer driver by using **File > Print** and then selecting the **DocumentsXpress PS Color Plugin** printer driver.

Windows 95 / 98 / ME XPD Setup

The Windows 95 / 98 / ME XPD installation files must be configured on the server before they can be downloaded by each individual workstation. This is a one-time change on the server.

Windows NT Server Setup

Modifying Windows NT Server File For Windows 95 / 98 / ME Installation

This procedure assumes that WinZip, or equivalent, is installed on the server.

Perform the following to modify the Windows NT Server file for Windows 95 / 98 XPD installation:

1. On the Web Document Submission server, locate and double-click **C:\xdx\webroot\xpd\UPD.zip**. The zip file will open in a window and list all files contained in the zip file.
2. Double-click **Docsxprs.inf**. A text editor opens the inf file.

3. Scroll down to the end of the file to the **[AddReg.Url]** header. Replace both instances of MACHINE2 with the IP address for the Web Document Submission server. See the example below:

```
[AddReg.Url]
```

```
HKLM,"Software\Xerox\DocumentsXpress\Post  
URL",,0,"http://MACHINE2:80/xdx/servlet/simple?request.action=up  
d.action.upload"
```

```
6. HKLM,"Software\Xerox\DocumentsXpress\Get  
URL",,0,"http://MACHINE2:80/xdx/upd.jsp?request.action=upd.act  
ion.dt&DT=%s&AG=%s&PD=%s&PK=%s&NP=%d&NC=%d"
```

Note: If the **[AddReg.Url]** section does not resemble the text above, replace the existing **[AddReg.Url]** section with the one above.

4. Click **File > Save** to save the modified file in the Zip archive. Close the text editor.
5. A confirmation window appears asking to **Update archive with this file**. Click **Yes**. Close Winzip. The UPD.zip file is now ready to be downloaded by Windows 95 / 98 / ME users.

Windows 95 / 98 / ME Client Setup

Once the installation files have been saved on the Windows NT Server, install the client software for Windows 95 / 98 / ME.

Installing the XPD

Perform the following to install the XPD on a Windows 95 / 98 client machine:

1. Create a folder named **XPD** on the **C:** drive of the workstation.
2. From the Web Document Submission home page, click **Download Driver** and download the **Windows 95/98/ME** XPD driver to the newly created XPD folder.

3. Unzip **UPD.zip** to **C:\XPD** on the client PC.
4. Click **Start > Settings > Printers**. Double-click **Add Printer**. Click **Next**.
5. Choose **Local Printer**. Click **Next**.
6. Click **Have Disk** and browse to **C:\XPD**.
7. Highlight **Docsxprs.inf**. Click **OK**.
8. Click **OK**.
9. Select the **DocumentsXpress Color Plugin** for color printing or black and white printing and click **Next**.
10. Select **LPT1** for the printer port. Click **Next**.
11. Leave the default printer name. Ensure that **No** for the default printer choice is selected. Click **Next**.
12. Select **No** to skip printing a test page. Click **Finish**.

At this point, the XPD installation is now complete.

13. Test the installation by opening up a Windows application. Print to Web Document Submission with the XPD driver by using **File > Print** and then selecting the **DocumentsXpress Color Plugin** driver.

9. System Backup

The System Administrator is responsible for ensuring regular completion of backups for Web Document Submission. Schedule backups to occur at non-peak hours. Depending upon the backup method chosen, system performance may be degraded or clients may be prevented from using Web Document Submission.

The instructions in this chapter are generic backup instructions. Specific instructions depend on the type of backup software and hardware used.

Backing up Web Document Submission

Perform the following to back up Web Document Submission:

1. On the Web Document Submission server, shut down all the Web Document Submission services and close the XDX Control Center.

CAUTION: Any files flagged as **in use** will not be backed up, therefore all software programs on the Web Document Submission server should be closed.

2. Follow the instructions provided by the backup software and perform a backup of the complete server. At a minimum the C:\xdx folder needs to be backed up.

3. Once the backup is complete, restart Web Document Submission by restarting the XDX Control Center and services on the server.

Restoring Web Document Submission from a Backup

Perform the following to restore Web Document Submission:

1. Following the instructions included with the backup software, restore all hard drives from the backup.
2. Reboot all the servers.
3. Restart the XDX Control Center and services on each server.
4. Test the system to confirm a user can perform tasks such as logging on, printing, and converting.

10. Configuring System Parameters

This chapter outlines how to use the Configuration Manager to make changes to the default system parameter values in Web Document Submission.

All configurable values are modified through the XDX Control Center. Configuration tools are outlined in Figure 10-1.

Figure 10-1. Configuration Tools in Web Document Submission

XDX Control Center Tools	
UGD Admin (see Chapter 6)	User Group Directory Administration – Users are imported, added, modified, and inactivated here. Group memberships can be established and users can be moved into groups. This tool can also import user database information from customer supplied files.
UI Config (see Chapter 7)	User Interface Configuration – The User interface can be customized using the UI Config tool.
Configuration Manager (this chapter)	The Configuration Manager allows changes to system parameters, to the Web Document Submission system.
Job Control Panel (see Chapter 11)	The Job Control Panel allows an administrator to define customer-specific print shop and accounting options, such as finishing and billing.
Template Control Panel (see Chapter 12)	Creation and editing of printable sheets such as print job delivery sheets and coversheets, used as job tickets.

Parameter Locations

Use Figure 10-2 to help reconfigure commonly modified system parameters. These directions assume that at the XDX Control Center, the Configuration Manager has been started, and that the xdxConf folder has been opened.

Figure 10-2. Common configuration parameter changes

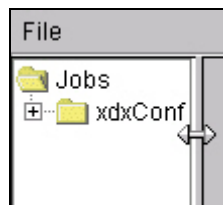
To change:	Go to:
Server IP address	properties > System Properties > Server IP
Mail server IP address	properties > Email > Email Server
Administrator e-mail address	properties > Email > Admin Email Address
Footer in e-mail messages	properties > Email > Email Footer
Enabling / Disabling of email messages to users	properties > Email > Email Enabled
Print shop name	properties > Email > Printshop Name
Database access user name	properties > Database > Database Username
Database access user password	properties > Database > Database Password
Number of minutes before a web session times out	properties > Web Server > Session Timeout
Number of days the system keeps documents before deletion	properties > Documents > Document Lifetime
Default number of days between a job start date and due date	properties > Web Server > Default Due Date
Error messages	Exceptions
Job statuses	System Job States
DocuShare address <optional>	properties > DocuShare
Licensing warnings	properties > Licensing

Configuration Manager Tool

The Configuration Manager Tool is used to modify system parameters in Web Document Submission.

Perform the following to start the Configuration Manager Tool:

1. From the XDX Control Center click **Tools > Configuration Manager**.
2. The **configuration_control_panel** window appears. Using the mouse, adjust the vertical bar so that the left side pane can be completely seen.



3. Click the **+** beside **xdxConf** to open the configuration folder.
4. The configuration tool divides itself into four major categories:
 - **properties** – Allows configuration of Web Document Submission
 - **Exceptions** – Allows customization of Web Document Submission error messages
 - **System Job States** – Allows customization of job state messages

Each section varies in how it is configured and will be dealt with separately in the following sections.

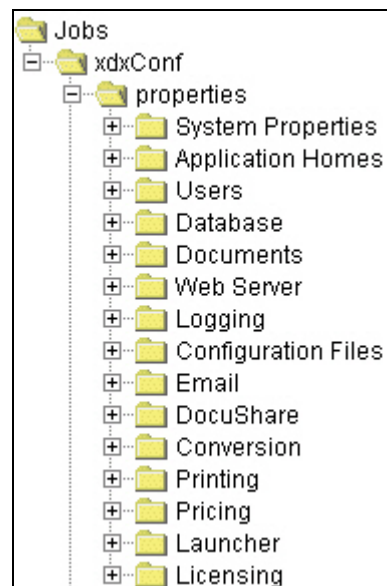
5. After any configuration changes are made, ensure the changes are saved. Stop and restart the system for the changes to take effect.

Modifying the Configuration Categories

Each major category in the Configuration Control Panel differs from the next in how settings are changed. Refer to these following sections, along with *Appendix A – Default Configuration Manager Values* to change configuration values. These instructions will illustrate how to change values in each section, and how to save those changes.

Properties

The properties section in the Configuration Control Panel is the section where most of the settings for Web Document Submission are found. Figure 10-3 shows the sub-folders that contain the settings for this section.

Figure 10-3. Subfolders in the properties configuration folder

Configuring a Properties Parameter

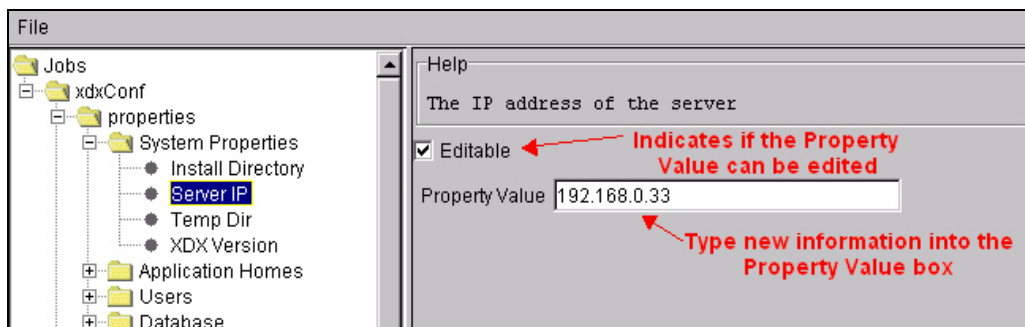
This example will show how to modify and then save a properties parameter. The example used is changing the IP address of the Web Document Submission server. All other Properties parameters are changed in the same manner.

Perform the following to configure a properties parameter:

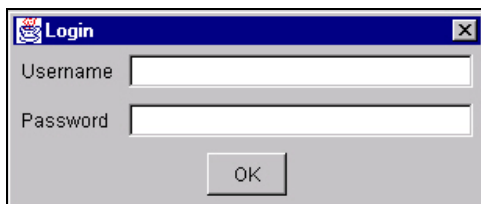
1. Locate the parameter to be changed. In this example, the server IP address. The server IP address can be found in the **System Properties** folder. Click the **+** beside **System Properties** to open the folder.
2. The System Properties folder opens. Click **Server IP**.

Note: Be careful to only single-click a parameter name. Double-clicking a name allows the name to be changed. If a parameter name is changed, and then saved, the system will not function properly.

3. The right side of the Configuration Control Panel refreshes and lists the current settings for the **Server IP** address parameter



4. As shown in the illustration above, this Property Value can be changed because the **Editable** check box is selected. If the **Editable** check box does not have a check mark, the value cannot be changed. Type a new value.
5. When the value has been changed, either select another value to change from the **properties** list on the left, or click **File > Save** to save any changes.
6. A **Login** window appears. Enter the Administrator **Username** and **Password** and click **OK**.



7. If there are no additional changes to be made, close the **configuration_control_panel** by clicking **X**.



For the changes to take effect, the Web Document Submission system must be shut down and restarted.

Exceptions

The Exceptions section in the Configuration Control Panel is the section where the error messages for Web Document Submission can be modified. For a listing of all the error messages, see *Appendix A – Default Configuration Manager Values*.

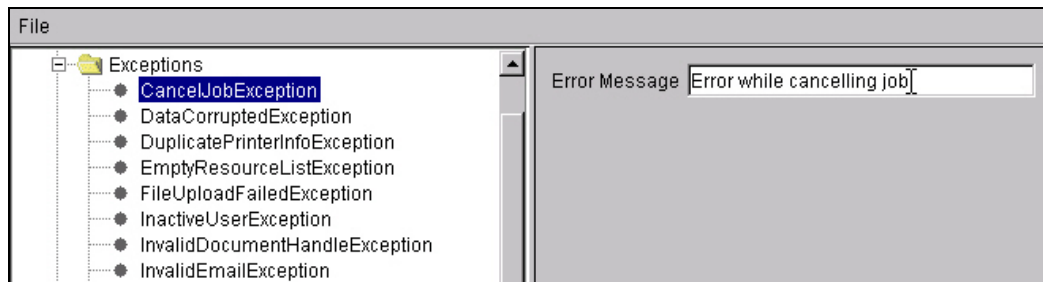
Configuring an Exceptions Parameter

This example will show how to modify and then save an Exceptions parameter. The example used is changing the message that appears when there is an error when canceling a job. All other Exceptions parameters are changed in the same manner.

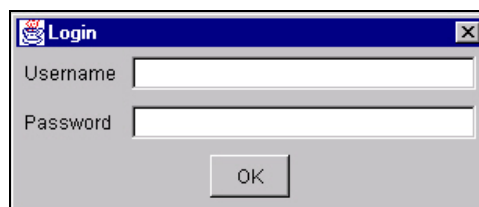
Perform the following to configure an Exceptions parameter:

1. Locate the parameter to be changed. In this example, the **CancelJobException** error message is being changed. Click the **+** beside **Exceptions** to open the folder.
2. The **Exceptions** folder opens. Click the parameter name to be changed. In this example, the **CancelJobException** parameter will be changed.

3. The right side of the Configuration Control Panel refreshes and lists the current settings for **CancelJobException** parameter.



4. Type the new error message in the **Error Message** text box.
5. When the value has been changed, either select another value to change from the list on the left, or click **File > Save** to save any changes. If this is the first time a modification has been made to a configuration property value in this session, a **Login** window appears. Enter the **Username** and **Password** and click **OK**.



6. If there are no additional changes to be made, close the **configuration_control_panel** by clicking **X**.



System Job States

The System Job States section of the Configuration Control Panel allows customization of the text that displays to show job notification states.

Configuring System Job States Parameters

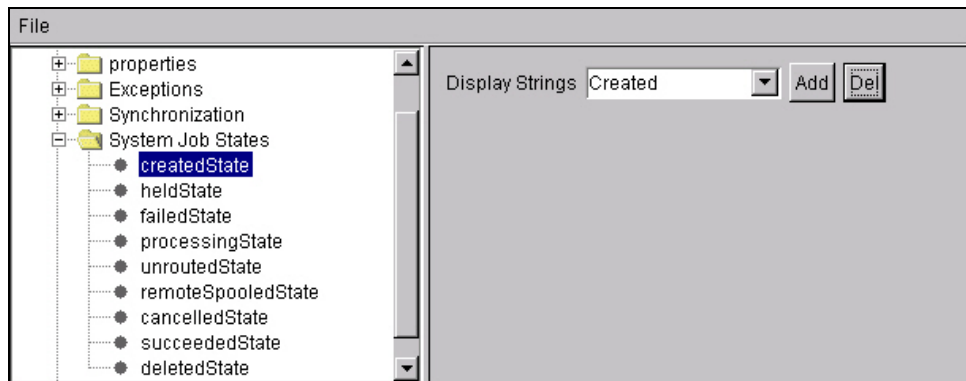
This example will show how to modify and then save a System Job States parameter. In this example, the **createdState** property will be changed. All other System Job States parameters are changed in the same manner.

Note: Any job states added will appear in the Status pull-down on the Administrator side of Web Document Submission.

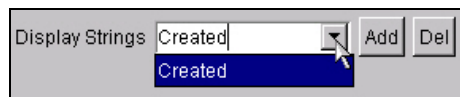
Perform the following to configure a System Jobs States parameter:

1. Locate the parameter to be changed. In this example, the **createdState** display string is being changed. Click the **+** beside **System Job Strings** to open the folder.
2. The **System Job States** folder opens. Click the parameter name to be changed.

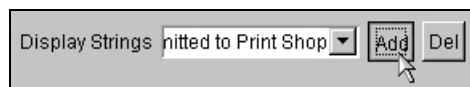
3. The right side of the Configuration Control Panel refreshes and lists the current settings for **CancelJobException** parameter.



4. Click the **Display Strings** drop-down so see if any other Display Strings have been added.

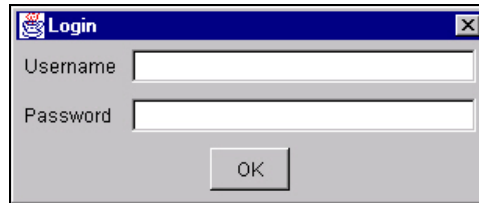


5. If the desired string is present in the drop-down menu, select it. The selected string appears in the Display Strings drop-down box. If the desired string is not present type the new string in the Display Strings box and click **Add**.



6. If a string has been created in error or is no longer needed, select it from the drop-down box. Click **Del** to removed the string from the list.

7. When the value has been changed, either select another value to change from the list on the left, or click **File > Save** to save any changes. If this is the first time a modification has been made to a configuration property value in this session, a **Login** window appears. Enter the **Username** and **Password** and click **OK**.



8. If there are no additional changes to be made, close the **configuration_control_panel** by clicking **X**.



11. Modifying Job and Document Options

This chapter outlines how to use the Job Control Panel to make changes to the default system parameter values in Web Document Submission. Use *Appendix B – Default Job and Document Values* to assist with modifying a Web Document Submission installation.

Job Control Panel Tool

The Job Control Panel tool allows an administrator to define customer-specific print shop and accounting options such as finishing and billing.

Perform the following to start the Job Control Panel Tool:

1. From the XDX Control Center click **Tools > Job Control Panel**.
2. The **job_control_panel** window appears. Maximize the window.
3. Click the **+** beside **Printshop Print Job**.
4. The Job Control Panel tool divides itself into two major categories with minor sub-categories:
 - **Job Options** – Options that pertain to a job, rather than a document.
 - **optionNames** – Variable names for job options. optionNames can be added or removed.

- **hold** – Jobs that require operator intervention can be specified here.
- **HTML** – HTML code that specifies interface menu options.
- **Document Options** – Options that pertain to a document, rather than a job.
 - **optionNames** – Variable names for document options. These optionNames can be added to or removed.
 - **hold** – Jobs that require operator intervention can be specified here.
 - **HTML code** – HTML code that specifies interface menu options

Line Printer Remote and Xerox Job Ticket sections customize how Web Document Submission sends jobs to printers, and how to translate a Web Document Submission job into a XJT

 - **LPR configuration** – Line Printer Remote translation values.
 - **XJT configuration** – Xerox Job Ticket translation values

Each section varies in how it is configured and will be dealt with separately in the following sections.

5. After any configuration changes are made, ensure the changes are saved. Stop and restart the system for the changes to take effect.

Modifying the Job Control Categories

The two major categories in the Job Control Panel are similar to each other in how they are modified. Where methods to change

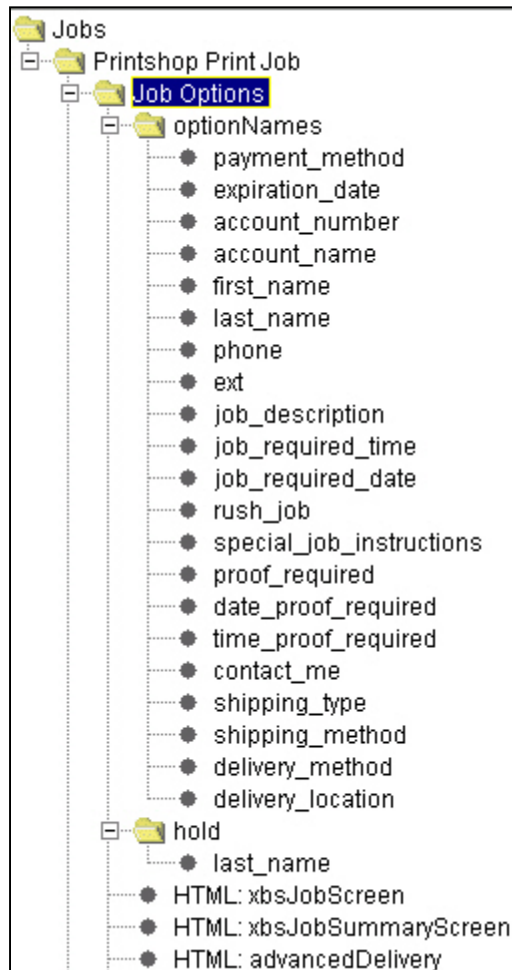
Job Options and Document Options are the same, only Job Options will be referred to. Use the same method to change Document Options.

These instructions will illustrate how to change values in each section, and how to save those changes.

Job Options: optionNames

The **optionNames** subsection in the Job Options section of the Job Control Panel is where the variable names fields for non-document data reside. Figure 11-1 shows the folder structure that contains the settings for this section.

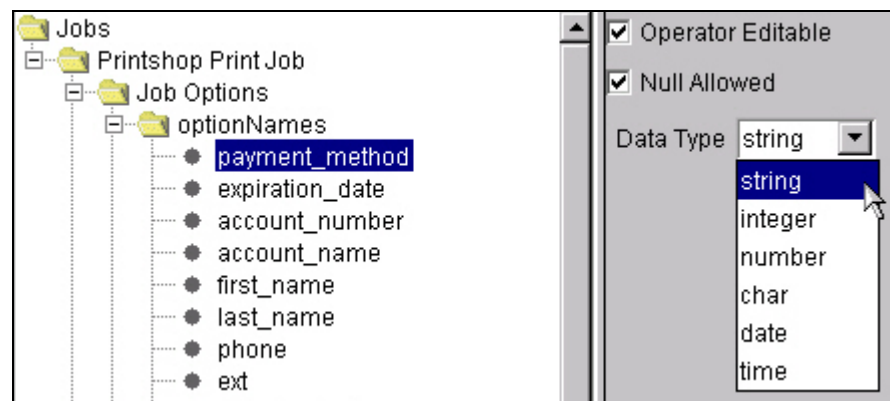
Figure 11-1. optionNames section in Job Options



optionNames Properties

All optionNames in Web Document Submission have the same structure. An example optionName, **payment_method** is shown below in Figure 11-2.

Figure 11-2. Example optionNames



Operator Editable – The Print Operator or Print Administrator can edit this field if this box is selected.

Null Allowed – A blank field is allowed if this box is selected. As installed, all fields can be blank for a job. Decide what types of optionNames are required, such as first and last names and clear the check in **Null Allowed**.

Data Type – The Data Type drop-down menu defines what kind of data is expected in the field. Choices are string, integer, number, character, date, or time.

CAUTION: Typically, existing optionName variables are not changed since the Web Document Submission data structure is based on these fields. If required, additional optionName fields can be added.

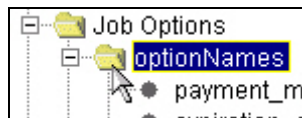
Adding an optionName

This example will add an optionName to Job Options. The following procedure works for both the Job Option and the Document Option sections.

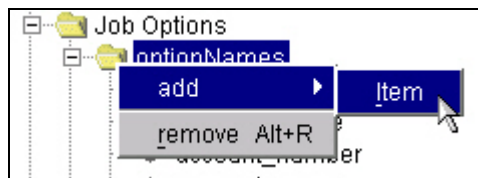
This procedure assumes the Job Control Panel is already open.

Perform the following to add an optionName:

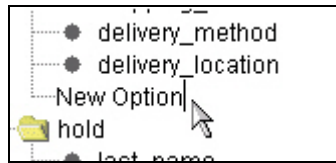
1. Click the folder beside **optionNames**. **optionNames** becomes highlighted.



2. Right-click **optionNames**. A pop-up menu appears. Select **add > Item**.



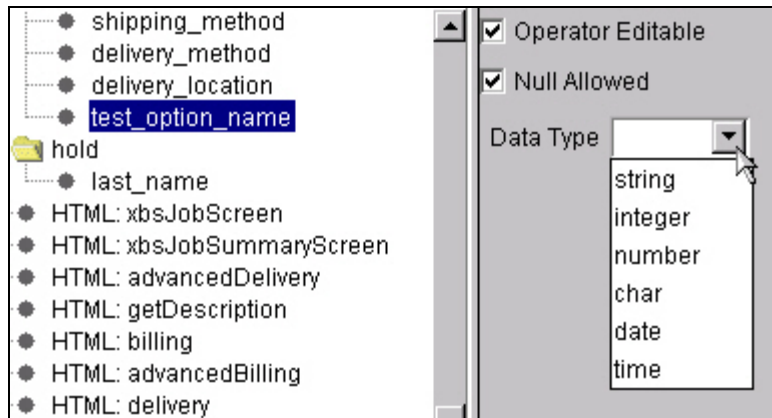
- At the bottom of the current list of optionNames, **New Option** appears. Double-click **New Option** and move the cursor to the end of the line.



- Delete the words **New Option** and type the new optionName. Press **Enter** on the keyboard to accept the new name.

Note: optionNames must be lower case and contain no spaces. Replace any needed spaces with underscores.

- While the new optionName is highlighted, decide if the field just added is operator editable, if a null value will be accepted, and what type of data will be entered into this field.

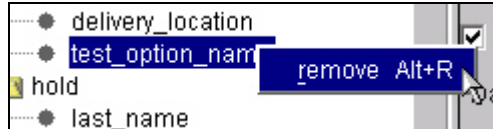


- When finished adding new optionNames, click **File > Save**. Changes take effect when Web Document Submission is next restarted.

Removing an optionName

Perform the following to remove an optionName:

1. Click the optionName to be removed. The optionName becomes highlighted.
2. Right-click the highlighted optionName. A pop-up menu appears. Select **remove**.



3. The highlighted optionName disappears. When finished removing optionNames, click **File > Save**. Changes take effect when Web Document Submission is next restarted.

Adding a Hold Value

Jobs passing through the Web Document Submission system can be set to be held for operator intervention as opposed to passing directly through to a printer.

Installed with the system is a single hold value – last_name. The system will hold for operator intervention any job that has a last name. Since all valid jobs will have a last name, all jobs must be examined by an operator in this scenario.

Other types of options that might be added to the Hold values are fields like payment_method. If there were no indication of how a job is to be funded, it would be held for operator examination before being passed on for printing.

This procedure assumes the Job Control Panel is already open.

Perform the following to add a Hold value:

1. Click **hold** to highlight it.
2. Right-click **hold**. A pop-up menu appears. Select **add > Selection**.



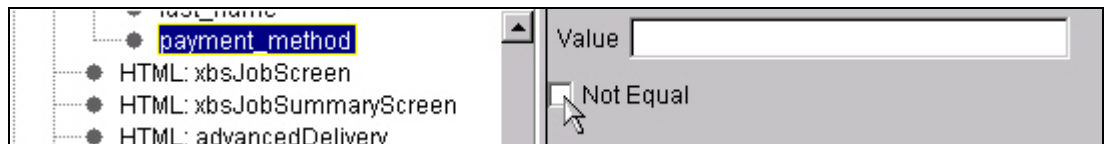
3. At the bottom of the current list of held values, **New Selection** appears. Double-click **New Selection** and move the cursor to the end of the line.



4. Delete the words **New Selection** and type the new hold name. Press **Enter** on the keyboard to accept the new name.

Note: Hold names must be lower case and contain no spaces.
Replace any needed spaces with underscores.

5. While the new hold is highlighted, decide if a null value will be used or if a value will be entered, and if a job will be held if it is **Not Equal** to the value entered.



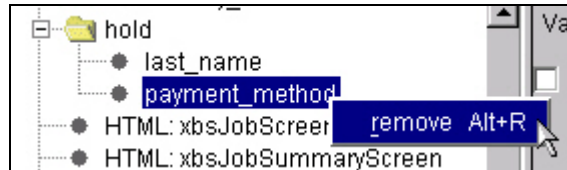
7. When finished adding new hold values, click **File > Save**. Changes take effect when Web Document Submission is next restarted.

Removing a Hold value

This procedure assumes the Job Control Panel is already open.

Perform the following to remove a hold value:

1. Click the hold value to be removed. The hold value becomes highlighted.
2. Right-click the highlighted hold value. A pop-up menu appears. Select **remove**.



3. The highlighted hold disappears. When finished removing optionNames, click **File > Save**. Changes take effect when Web Document Submission is next restarted.

HTML Properties

The HTML section of Job Options contains the code that is needed to display the required screens and drop-down menus on the user and print shop operator / administrator user interfaces.

Attention must be paid to how code is added or changed. Watch for the following when making any changes:

Tags

Ensure that **all tags** are **closed**.

If writing HTML the following break tag **must not** be used:

```
<br>
```

(this break tag is open and is an illegal tag)

Instead, use this type of tag:

```
<br />
```

(this break tag is properly closed – notice the ending slash)

Format

HTML must be properly nested for the file to work.

The following example has opening and closing bold tags outside the font tags:

```
<b><font face=arial>howdy!</font></b>
```

(properly nested tags)

The following example will not work because the closing tags are not nested properly:

```
<b><font face=arial>howdy!</b></font>
```

(improperly nested tags – the closing tags are in the wrong order)

Case Sensitivity

Use lower case in all tags. This helps reduce the amount of debug time needed when looking for errors.

Cut and Paste Method

Whenever possible, cut and paste sections that are correct and modify the pasted section. This will ensure that the correct tag structure is being used.

HTML Tags for Variables

The HTML tag **<select name=...>** refers to an **optionName** variable.

The HTML tag **<option value=...>** specifies all the values that appear in the drop-down menu for an optionName.

Adding or Removing HTML code

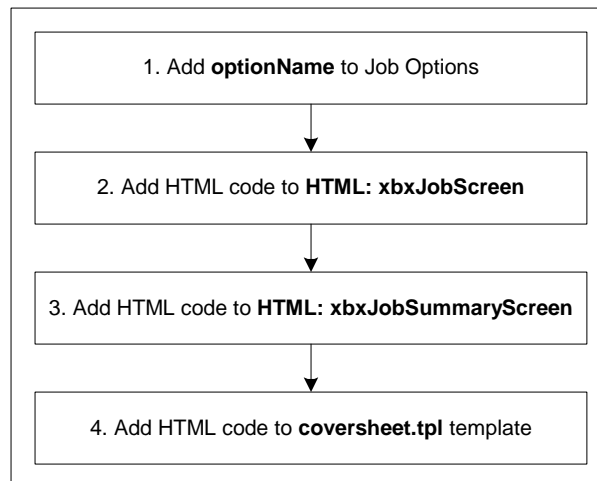
If a new optionName has been added to or removed from either the Job Option or Document Option sections changes must be made to at least two HTML pages in order for a user to be able to see the new optionName fields.

As an example, adding the field **Department** requires the following actions:

- add the optionName **department** (note lower case) to Job
- modify the HTML: xbsJobScreen page to add the optionName so a user can add data to the field. A decision has to be made whether the field will be a check box, text entry box, or drop-down menu. Additionally, the position that the new optionName will appear on the HTML page is important because of the alternating bar color scheme on the page.
- modify the HTML: xbsJobSummaryScreen page to add the optionName so a user can verify that the correct data will be submitted
- modify the coversheet.tpl template using the Template Manager.

Figure 11-3 shows the workflow, outlined above, to add new field and the corresponding changes needed to the HTML pages for Job Options.

Figure 11-3. Workflow for adding a new field to the user interface



Note: The instructions for step 4 – Add HTML code to coversheet.tpl template, are found in *Chapter 12 – Modifying Templates*.

A. Adding a Text box to HTML: xbsJobScreen

This procedure assumes that an optionName has been added to Job Options. For this example, **department** was added as an optionName. This procedure also assumes that the Job Control Panel is already open. Modify these examples to place any new optionNames in the HTML sections.

Note: This procedure can be used to add HTML code to Document Options.

In order for a user of Web Document Submission to be able to see **department**, HTML code is added to HTML:xbsJobScreen.

CAUTION: Before making any modifications to the HTML, copy the **properties** folder found at **C:\xdx\properties** to the server desktop. If an error is made in modifying the HTML code, the Configuration Manager and Job Control Panel tools may become unavailable. If an error is made, copy the files in the properties folder on the desktop back into c:\xdx\properties after shutting down Web Document Submission.

Perform the following to add a Text Box to HTML:xbsJobScreen:

1. Click **+** beside the **Printshop Print Job** folder.
2. Click the options folder where a change is required. Click **+** beside the **Job Options** folder.
3. Click **HTML:xbsJobScreen**.
4. The right pane refreshes with the HTML code for the xbsJobScreen. The pane opens at the bottom of the code so scroll to the top.

- Decide where on the current user interface the new item will appear. For this example, **Department** will appear on the Billing Information page, below **Contact Me**. This example will add a new line that will require modification to the alternating color bars as well.

Billing Information				
Payment Method:	<input type="text" value="Cost Center"/>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> New item comes after Contact Me and below this line </div>	Expiration Date:	<input type="text" value=""/>
Account Number:	<input type="text" value=""/>		Account Name:	<input type="text" value=""/>
Submitter:	Admin, Mr.		Contact Me:	<input type="checkbox"/> Note: Operator will call prior to production.
Phone:	<input type="text" value=""/>		Ext:	<input type="text" value=""/>

- Locate in the HTML code the section where **Contact Me** appears. The tag `</tr>` ends the row where **Contact Me** appears. To add the new HTML, copy the lines from `<tr class="trStyleB">`, where the arrow shows **New code goes here**, all the way to the next `</tr>`.

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Code for Contact Me</div> <div style="border: 1px solid black; padding: 5px;">New code goes here</div>	<pre> <tr class="trStyleA"> <td>Submitter:</td> <td><input type="display" name="last_name" value=""></input>, <input type="display" name="first_name" value=""></input></td> <td>Contact Me:</td> <td><input type="checkbox" name="contact_me" value="Yes"></input> Note: Operator will call prior to production.</td> </tr> <tr class="trStyleB"> <td>Phone:</td> <td><input type="text" size="15" name="phone" value=""></input></td> <td>Ext:</td> <td><input type="text" size="8" name="ext" value=""></input></td> </tr> </pre>
---	--

7. Place the cursor before **<tr class="trStyleB">** where the illustration above indicates **New code goes here**. Paste the copied text. There are now two copies of the HTML code for the last line that contains **Phone** and **Ext**. The newly pasted code must be modified to add **department** and to remove the extra reference to **Ext**. The modified code looks like the highlighted code. Note that where **Ext** used to be there are just the **<td></td>** tags. These tags must be left in place or a blank spot appears.

Note: The portion of the tag **input type="text"** will allow input of typed text. Following this procedure are instructions on how to create a drop-down menu or check box.

```

</tr>
<tr class="trStyleA">
  <td>Submitter:</td>
  <td><input type="display" name="last_name" value=""></input>,
  <input type="display" name="first_name" value=""></input></td>
  <td>Contact Me:</td>
  <td><input type="checkbox" name="contact_me" value="Yes"></input>
  <font class="note">Note: Operator will call prior to production.</font></td>
</tr>
<tr class="trStyleB">
  <td>Department:</td>
  <td><input type="text" size="15" name="department" value=""></input></td>
  <td></td>
  <td></td>
</tr>
<tr class="trStyleB">
  <td>Phone:</td>
  <td><input type="text" size="15" name="phone" value=""></input></td>
  <td>Ext:</td>
  <td><input type="text" size="8" name="ext" value=""></input></td>
</tr>

```

Added code points to the new `<tr class="trStyleB">` block.

This trStyleB needs to be changed to A points to the existing `<tr class="trStyleB">` block.

8. Click **File > Save**. Restart the Web Application Server in the XDX Control Center. Open a web browser and submit a test job. When the **Billing Information** page appears, it looks like the illustration below.

Submitter:	Admin, Mr.	Contact Me:	<input type="checkbox"/> Note: Operator will call prior to production.
Department:	<input type="text"/>		
Phone:	<input type="text"/>	Ext:	<input type="text"/>

9. Modify the tag `<tr class="trStyleB">` to read `<tr class="trStyleA">` in the section of code for the phone number and extension to allow the color bars to alternate from dark to light. Click **File > Save** to save the change and restart the Web Application Server. Open a web browser and submit another test job. When the **Billing Information** page appears, it looks like the illustration below.

Submitter:	Admin, Mr.	Contact Me:	<input type="checkbox"/> Note: Operator will call prior to production.
Department:	<input type="text"/>		
Phone:	<input type="text"/>	Ext:	<input type="text"/>

10. Depending on where the new code is being placed on the user interface, some experimentation may have to take place to get all the color bars to alternate properly. Ensure that the modified code is saved periodically in case an error occurs. The latest working version of the code can be restored.

B. Adding a Drop-down Menu to HTML: xbsJobScreen

Using the above example, instead of a text box, a drop-down menu will be created. The values Accounting, Finance, Shipping, and Receiving will be added to the drop-down menu.

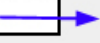
Note: This procedure can be used to add HTML code to Document Options.

CAUTION: Before making any modifications to the HTML, copy the **properties** folder found at **C:\xdx\properties** to the server desktop. If an error is made in modifying the HTML code, the Configuration Manager and Job Control Panel tools may become unavailable. If an error is made, copy the files in the properties folder on the desktop back into c:\xdx\properties after shutting down Web Document Submission.

**Perform the following to add a drop-down menu to HTML:
xbsJobScreen:**

1. Click **+** beside the **Printshop Print Job** folder.
2. Click the options folder where a change is required. Click **+** beside the **Job Options** folder.
3. Click **HTML:xbsJobScreen**.
4. The right pane refreshes with the HTML code for the xbsJobScreen. The pane opens at the bottom of the code so scroll to the top.

5. Decide where on the current user interface the new item will appear. For this example, **Department** will appear on the Billing Information page, below **Contact Me**. This example will add a new line that will require modification to the alternating color bars as well.

Billing Information			
Payment Method:	<input type="text" value="Cost Center"/>	<div>New item comes after Contact Me and below this line</div> 	Expiration Date: <input type="text" value=""/>
Account Number:	<input type="text" value=""/>		Account Name: <input type="text" value=""/>
Submitter:	Admin, Mr.		Contact Me: <input type="checkbox"/> Note: Operator will call prior to production.
Phone:	<input type="text" value=""/>		Ext: <input type="text" value=""/>

6. To add the new HTML, locate the lines **<td>Payment Method:</td>**. This is the HTML code that creates the drop-down menu.

The code to create a drop-down menu is

<select name="department"> where department is the optionName value for the menu.

Each of the values for the menu are on a separate line in the form **<option value="Accounting">Accounting</option>**. The option value is used by the system, while the second occurrence of Accounting is what the user sees on their screen.

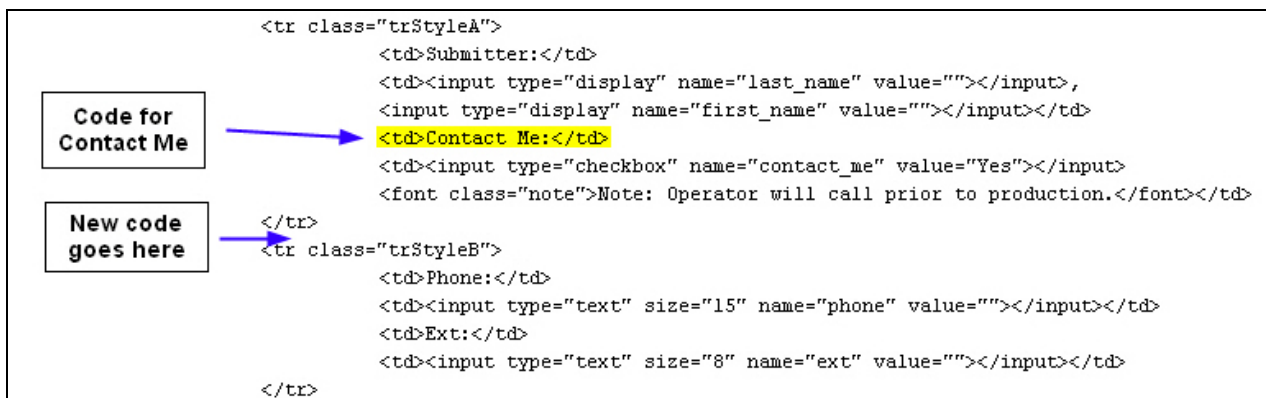
Copy the entire section beginning at **<td>Payment Method:<td>** and ending with the **</td>** after **</select>**.

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Copy this entire section </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Change <selectname="..."> to correct optionName </div> <div style="border: 1px solid black; padding: 5px;"> Change <option value="..."> to correct drop-down menu values </div>	<pre> <td>Payment Method:</td> <td> <select name="payment_method"> <option value="Cost Center" selected="selected">Cost Center</option> <option value="Purchase Order">Purchase Order</option> <option value="Corporate Card">Corporate Card</option> <option value="Credit Card">Credit Card</option> <option value="Other">Other</option> </select> </td> </pre>
--	--

Note: The first line of the option values can be automatically selected by using the following variation on the above code:

<option value="Accounting"
selected="selected">Accounting</option>

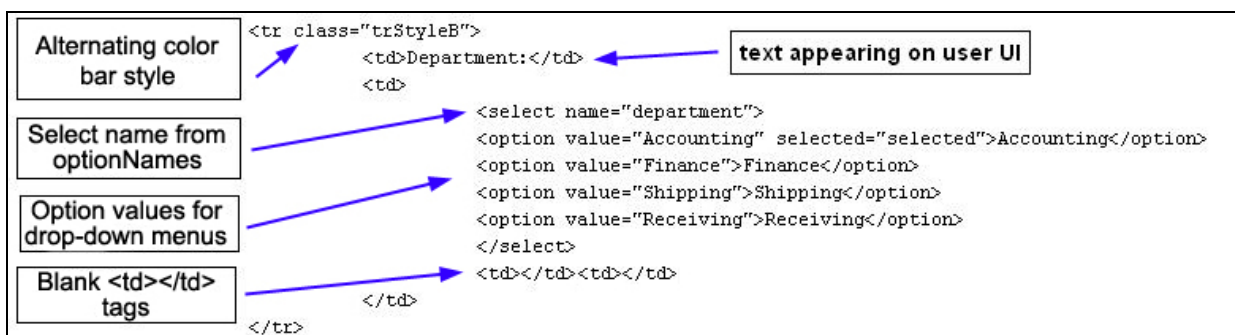
7. Place the cursor before **<tr class="trStyleB">** where the illustration below indicates **New code goes here**. Paste the copied text.



- Now there are two copies of the basic **Payment Method** drop-down menu code. Modify the pasted code to reflect the change for adding the **Department** drop-down menu code. Add two sets of table data tags `<td></td>` to ensure that the color bar for the row is complete.

Note: Two sets of `<td></td>` tags are needed only if there is one field on a line.

The illustration below shows the modified code.



- Ensure the `<tr class=...>` tags for alternating color bars are correct. Click **File > Save**. For the changes take effect, stop and restart the Web Document Submission system from the XDX

Control Center. Confirm to see that the changes were made properly. The user interface, with the modifications made above, now looks like the illustration below.

The screenshot shows a web form with the following elements:

- Submitter:** Admin, Mr.
- Contact Me:** ☐ Note: Operator will call prior to production.
- Department:** A drop-down menu with options: Accounting, Finance, Shipping, and Receiving. A blue arrow points to this menu from a box labeled "New field with drop-down menu".
- Phone:** A text input field.
- Ext:** A text input field.
- Order Information:** A red horizontal bar.
- Job Description:** A text input field.
- Blank <td></td> tags complete this line:** A text box with blue arrows pointing left and right.

- Depending on where the new code is being placed on the user interface, some experimentation may have to take place to get all the color bars to alternate properly. Ensure that the modified code is saved periodically in case an error occurs. The latest working version of the code can be restored.

C. Modifying a Drop-down Menu on HTML: xbsJobScreen

This procedure assumes the Job Control Panel is already open.

In the following example, an additional department will be added to **HTML:xbsJobScreen** in the Job Options section. The instructions are the same for modifying HTML in the Document Options section.

CAUTION: Before making any modifications to the HTML, copy the **properties** folder found at **C:\xdx\properties** to the server desktop. If an error is made in modifying the HTML code, the Configuration Manager and Job Control Panel tools may become unavailable. If an error is made, copy the files in the properties folder on the desktop back into c:\xdx\properties after shutting down Web Document Submission.

Perform the following to add a drop-down menu choice:

1. Click **+** beside the **Printshop Print Job** folder.
2. Click the options folder where a change is required. Click **+** beside the **Job Options** folder.
3. Click **HTML:xbsJobScreen**.
4. The right pane refreshes with the HTML code for the xbsJobScreen. The pane opens at the bottom of the code so scroll to the top.
5. Locate the **Department** section and the tag **<select name="department">**.
6. Highlight the last line **<option value="Receiving">Receiving</option>** and press **Ctrl+C** to copy the line.
7. Move the cursor to the end of the line just copied and press **Ctrl+V** to paste the code.
8. Press the **Enter** key to move the pasted code to a new line and use the **Tab** key to line up the code with the existing option value tags.
9. Modify the option value tag the new value desired. In this case the copied tag was modified to **<option value="Customer Service">Customer Service</option>**.

10. When finished editing the HTML code, click **File > Save**. For the changes take effect, stop and restart the Web Document Submission system from the XDX Control Center. Confirm to see that the changes were made properly.

Department:	Accounting
Phone:	Accounting
Order Information:	Finance
Job	Shipping
Description:	Receiving
	Customer Service

D. Adding a Check Box to HTML: xbsJobScreen

Continuing to use the example shown in B, instead of a drop-down menu, a check box will be created. The check box will be used to indicate departmental billing.


Note: This procedure can be used to add HTML code to Document Options.

CAUTION: Before making any modifications to the HTML, copy the **properties** folder found at **C:\xdx\properties** to the server desktop. If an error is made in modifying the HTML code, the Configuration Manager and Job Control Panel tools may become unavailable. If an error is made, copy the files in the properties folder on the desktop back into c:\xdx\properties after shutting down Web Document Submission.

Perform the following to add a check box to HTML:
xbsJobScreen:

1. Click **+** beside the **Printshop Print Job** folder.

2. Click the options folder where a change is required. Click **+** beside the **Job Options** folder.
3. Click **HTML:xbsJobScreen**.
4. The right pane refreshes with the HTML code for the xbsJobScreen. The pane opens at the bottom of the code so scroll to the top.
5. Decide where on the current user interface the new item will appear. For this example, **Departmental Billing** will appear on the Billing Information page, below **Contact Me**. This example will add a new line that will require modification to the alternating color bars as well.

Billing Information			
Payment Method:	<input type="text" value="Cost Center"/>	<div>New item comes after Contact Me and below this line</div> 	Expiration Date: <input type="text" value=""/> <small>(mm/dd/yyyy)</small>
Account Number:	<input type="text"/>		Account Name: <input type="text"/>
Submitter:	Admin, Mr.		Contact Me: <input type="checkbox"/> <small>Note: Operator will call prior to production.</small>
Phone:	<input type="text"/>		Ext: <input type="text"/>


6. To add the new HTML, locate the lines **<td>Contact Me: </td>**. This is the beginning of the HTML code that creates the check box.

The code to create a check box is:

<input type="checkbox" name="department" value="Yes"> where **department** is the optionName.

Copy the entire section beginning at **<td>Contact Me:<td>** and ending with the **</td>** after ****.

Copy this section to add a checkbox




```

<td><input type="display" name="last_name" value=""></input>,
<input type="display" name="first_name" value=""></input></td>
<td>Contact Me:</td>
<td><input type="checkbox" name="contact_me" value="Yes"></input>
<font class="note">Note: Operator will call prior to production.</font></td>
</tr>

<tr class="trStyleA">
<td>Phone:</td>
<td><input type="text" size="15" name="phone" value=""></input></td>
<td>Ext:</td>

```

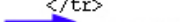
7. Place the cursor before **<tr class="trStyleB">** where the illustration below indicates **New code goes here**. Paste the copied text.



```

<tr class="trStyleA">
  <td>Submitter:</td>
  <td><input type="display" name="last_name" value=""></input>,
  <input type="display" name="first_name" value=""></input></td>
  <td>Contact Me:</td>
  <td><input type="checkbox" name="contact_me" value="Yes"></input>
  <font class="note">Note: Operator will call prior to production.</font></td>
</tr>
<tr class="trStyleB">
  <td>Phone:</td>
  <td><input type="text" size="15" name="phone" value=""></input></td>
  <td>Ext:</td>
  <td><input type="text" size="8" name="ext" value=""></input></td>
</tr>

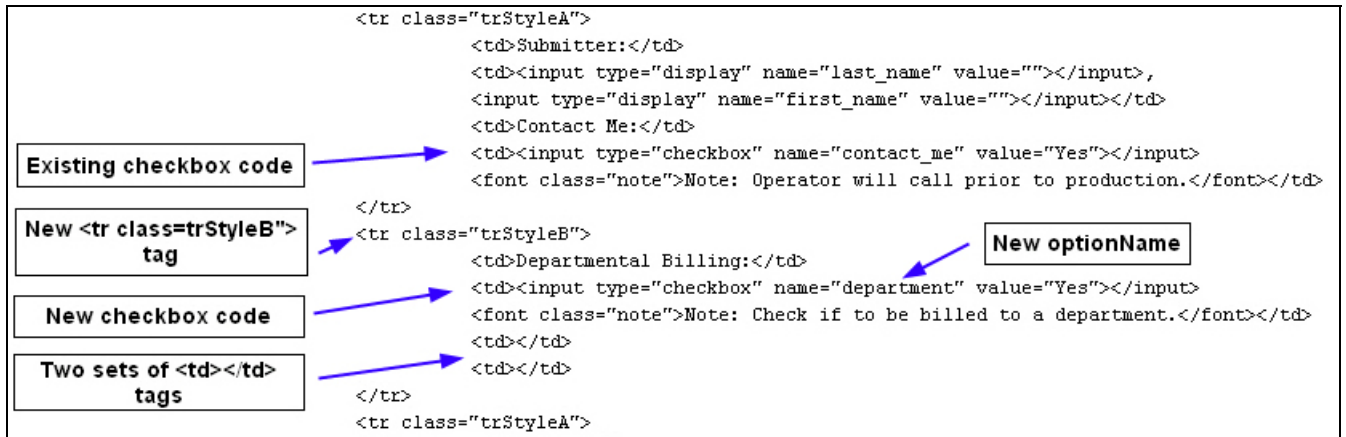
```



Code for Contact Me

New code goes here

8. There will be two copies of the code for **Contact Me**. Since the second copy is supposed to be on a new line, a **<tr class="trStyleB">** will have to be inserted. Ensure that the trStyle tags alternate to get the color bars alternating correct. Modify the second copy of the Contact Me code for the new Departmental Billing check box. When complete, the new code will appear as in the illustration below.



9. When finished editing the HTML code, click **File > Save**. For the changes take effect, stop and restart the Web Document Submission system from the XDX Control Center. Confirm to see that the changes were made properly.

Submitter:	Admin, Mr.	Contact Me:	<input type="checkbox"/> Note: Operator will call prior to production.
Departmental Billing:	<input checked="" type="checkbox"/> Note: Check if to be billed to a department.		
Phone:	<input type="text"/>	Ext:	<input type="text"/>

E. Adding a new field to HTML: xbsJobSummaryScreen

The HTML: xbsJobSummaryScreen is used to gather all information that has been entered about a particular job. If a new optionName is added to the user interface, it needs to be added to this screen as well. Extending the examples for adding HTML code to HTML: xbsJobScreen shown in the procedures above, the field **Departmental Billing** will be added to HTML: xbsJobSummaryScreen.

Note: This procedure can be used to add HTML code to Document Options.

CAUTION: Before making any modifications to the HTML, copy the **properties** folder found at **C:\xdx\properties** to the server desktop. If an error is made in modifying the HTML code, the Configuration Manager and Job Control Panel tools may become unavailable. If an error is made, copy the files in the properties folder on the desktop back into c:\xdx\properties after shutting down Web Document Submission.

Perform the following to add a new field to HTML: xbsJobSummaryScreen:

1. Click **+** beside the **Printshop Print Job** folder.
2. Click the options folder where a change is required. Click **+** beside the **Job Options** folder.
3. Click **HTML:xbsJobSummaryScreen**. The right pane refreshes with the HTML code for the xbsJobSummaryScreen. The pane opens at the bottom of the code so scroll to the top.

4. Decide where on the current user interface the new item will appear. For this example, **Departmental Billing** will appear in the Billing Information section, on a new line below **Contact Me**. This example will add a new line that will require modification to the alternating color bars as well.

Billing Information				Back to Top
Payment Method:	Cost	Expiration Date:	Not Specified	
Account Number:	Not S	Account Name:	Not Specified	
Submitter:	Admin, Mr.	Contact Me:	Not Specified	
Phone:	Not Specified	Ext:	Not Specified	
<div> <div></div> <div>Edit Billing Options</div> </div>				

Note: A callout box points to the 'Contact Me' row with the text: 'New field comes after this line'.

5. To add the new HTML, locate the line `<td>Contact Me: </td>`. This line, along with the line that follows it produces the contact field information on the summary screen. The tag `<td>Contact Me: </td>` places the words **Contact Me:** on the screen, while the following line of code adds the words **Not Specified** if there was no user-added value. If there is a value, then the code will display it. The code to display a field value is:

```
<td><input type="display" name="department" value="Not Specified"></input></td>
```

where **department** is the optionName field to be displayed.

The HTML code, with the new field added, is shown below:

The diagram shows a snippet of HTML code with three annotations on the left:

- New <tr class="trStyleB"> tag**: Points to the opening <tr> tag.
- New code to display field value**: Points to the <td><input type="display" name="department" value="Not Specified"></td> line.
- Two sets of <td></td> tags to fill blank space**: Points to the <td></td> lines in the second row.

```

<td>Contact Me:</td>
<td><input type="display" name="contact_me" value="Not Specified"></input>&nbsp;</td>
</tr>
<tr class="trStyleB">
  <td>Departmental Billing:</td>
  <td><input type="display" name="department" value="Not Specified"></input></td>
  <td></td>
  <td></td>
</tr>
<tr class="trStyleA">
  <td>Phone:</td>
  <td><input type="display" name="phone" value="Not Specified"></input></td>
  <td>Ext:</td>

```

- When finished editing the HTML code, click **File > Save**. For the changes take effect, stop and restart the Web Document Submission system from the XDX Control Center. Confirm to see that the changes were made properly.

Billing Information		Back to Top	
Payment Method:		Expiration Date:	Not Specified
Account Number:		Account Name:	Not Specified
Submitter:		Contact Me:	Not Specified
Departmental Billing:	Yes		
Phone:	Not Specified	Ext:	Not Specified
<input type="button" value="Edit Billing Options"/>			

F. Removing Fields from HTML: xbsJobScreen and HTML: xbsJobSummaryScreen

The check box and summary field that were added in the examples above will be removed from HTML: xbsJobScreen and HTML: xbsJobSummaryScreen. Use this example as the basis to eliminate any unneeded text or fields on the user interface.

Note: This procedure can be used to remove HTML code from Document Options.

CAUTION: Before making any modifications to the HTML, copy the **properties** folder found at **C:\xdx\properties** to the server desktop. If an error is made in modifying the HTML code, the Configuration Manager and Job Control Panel tools may become unavailable. If an error is made, copy the files in the properties folder on the desktop back into c:\xdx\properties after shutting down Web Document Submission.

**Perform the following to remove a field from HTML:
xbsJobScreen:**

1. Click **+** beside the **Printshop Print Job** folder.
2. Click the options folder where a change is required. Click **+** beside the **Job Options** folder.
3. Click **HTML:xbsJobScreen**.
4. The right pane refreshes with the HTML code for the xbsJobScreen. The pane opens at the bottom of the code so scroll to the top. Locate the section of code that needs to be eliminated.

5. It is recommended to comment out HTML code instead of erasing the code. If there is an error, the comment codes can be easily removed. Surround the entire section code to be eliminated with HTML comment codes `<!-- -->` as shown below.

Remove this section by using HTML remark tags `<!--` and `-->`

```
<!-- <tr class="trStyleB">
  <td>Departmental Billing:</td>
  <td><input type="checkbox" name="department" value="Yes"></input>
  <font class="note">Note: Check if to be billed to a department.</font></td>
  <td></td>
  <td></td>
</tr> -->
```

Ensure the `<tr class=...>` tag is correct after a section is removed

```
<tr class="trStyleB">
  <td>Phone:</td>
  <td><input type="text" size="15" name="phone" value=""></input></td>
  <td>Ext:</td>
  <td><input type="text" size="8" name="ext" value=""></input></td>
```

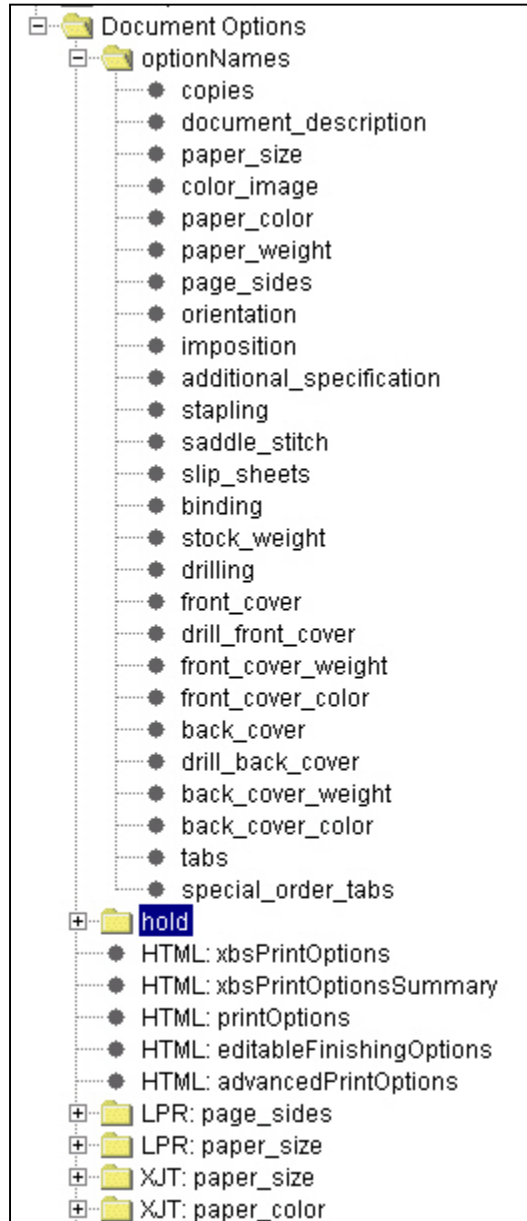
6. Ensure that the `<tr class=...>` tag for alternating color bars below the removed section is corrected.
7. When finished editing the HTML code, click **File > Save**. For the changes take effect, stop and restart the Web Document Submission system from the XDX Control Center. Confirm to see that the changes were made properly.

Submitter:	Admin, Mr.	Departmental Billing removed	Contact Me:	<input type="checkbox"/> Note: Operator will call prior to production.
Phone:			Ext:	

Document Options: optionNames

The **optionNames** subsection in the Document Options section of the Job Control Panel is where the variable names fields for document specific data reside. Figure 11-3 shows the folder structure that contains the settings for this section.

Figure 11-3. optionNames section in Document Options

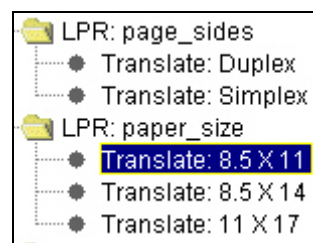


The instructions for modifying Document Options sections in the Job Control Panel are the same as for the Job Options sections. Consult the Job Options sections for specific procedures.

Line Printer Remote (LPR) Settings

The Line Printer Remote section customizes how Web Document Submission sends jobs to printers and how to translate a Web Document Submission job into a XJT. Figure 11-4 illustrates the settings.

Figure 11-4. LPR settings in Document Options



Modifying an LPR setting

This procedure assumes the Job Control Panel is already open. This example will modify the **Translate: Duplex** section.

Perform the following to modify an LPR setting:

1. Click **+** beside the **LPR: page_sides** folder.
2. Click **Translate: Duplex**.
3. The right pane refreshes. The **Translated Value** text box appears with the current translation value.

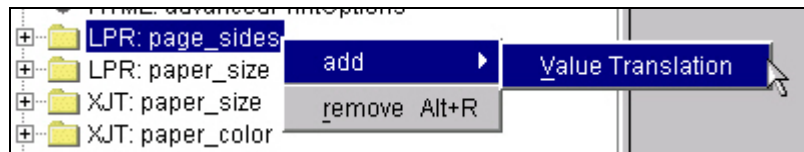
4. Modify the value and press **Enter**.
5. When finished editing, click **File > Save**. Changes take effect when Web Document Submission is next restarted.

Adding an LPR setting

This procedure assumes the Job Control Panel is already open. This example will add a setting to the **LPR:page_sides** section.

Perform the following to add an LPR setting:

1. Right-click **LPR: page_sides** folder. A pop-up menu appears. Select **add > Value Translation**.



2. At the bottom of the current list of values, **Translate: null** appears. Double-click **New Selection** and move the cursor to the end of the line.
3. Delete the word **null** and type the new translation name. Press **Enter** on the keyboard to accept the new name.
4. While the new value is highlighted, type the new **Translated Value** in the text box in the right pane.
5. When finished adding translations, click **File > Save**. Changes take effect when Web Document Submission is next restarted.

Removing an LPR setting

This procedure assumes the Job Control Panel is already open. This example will remove a setting from the **LPR:page_sides** section.

Perform the following to remove an LPR setting:

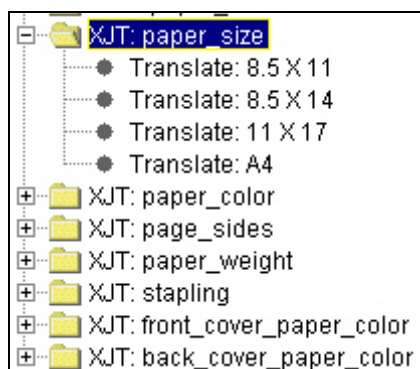
1. Click the Translate value to be removed. The Translate value becomes highlighted.
2. Right-click the highlighted translate value. A pop-up menu appears. Select **remove**.



3. The highlighted Translate value disappears. When finished removing Translate values, click **File > Save**. Changes take effect when Web Document Submission is next restarted.

Xerox Job Ticket (XJT) Settings

The Xerox Job Ticket section customizes how Web Document Submission translates a Web Document Submission job into an XJT. Figure 11-5 illustrates the settings.

Figure 11-5. XJT settings in Document Options

To modify, add or remove XJT values, follow the procedures outlined on the preceding page for LPR settings.

12. Modifying Templates

The Template Manager allows the System Administrator to modify existing cover sheet and delivery sheet templates. New versions of the cover sheet and delivery sheet templates can be created, either by using the Template Manager or an external HTML editor.

Back up copies of the template files need to be made before modifying them. The templates are located at c:\xdx\properties. They are named **coversheet.tpl** and **deliverysheet.tpl**.

Template Manager Tool

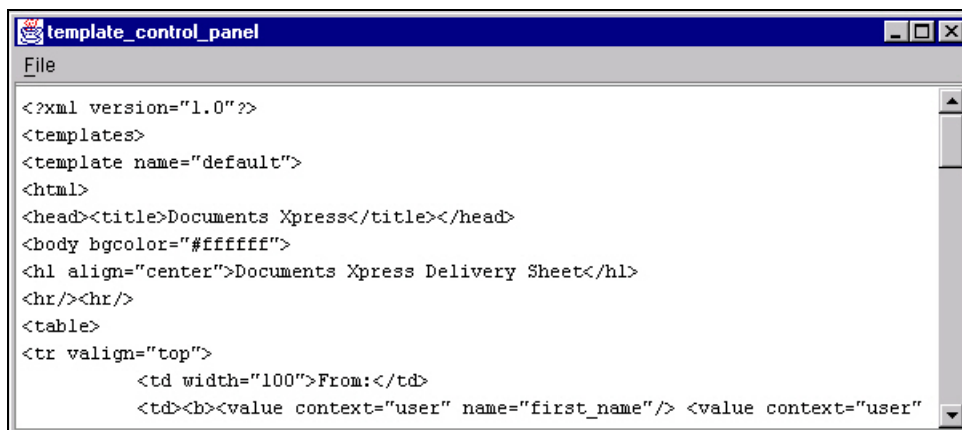
The Template Manager tool is used to view and modify the cover sheet and delivery sheet templates.

Modifying a Template

Perform the following to modify a template:

1. From the XDX Control Center click **Tools > Template Manager**.
2. The **template_control_panel** window appears. Click **File > Open**.
3. The **Open** window appears. Navigate to c:\xdx\properties. The **coversheet.tpl** and **deliverysheet.tpl** files are listed. Select one of the template files and click **Open**.

4. The **template_control_panel** window opens with the HTML code for the selected template file.



The code may be viewed or modified in this window.

Note: It is recommended that only simple edits be done in the **template_control_panel** window. Use a full featured text editor or HTML editor if extensive code changes need to be made.

5. When all editing is complete, click **File > Save**. The modified template is saved. Click **X** to close the template editor window.



About Templates

The two templates in Web Document Submission, **coversheet.tpl** and **deliversheet.tpl**, are simple HTML documents. Each template contains the information required by a customer to be printed as either a job ticket or a delivery sheet.

Use the supplied templates as guides and make any required changes.

Note: Any changes made to these files will take effect after stopping and restarting the Web Document Submission system.

Value Names

Value names are derived from the **optionNames** in the Job Control Panel. In the file **coversheet.tpl**, which is the layout for the job ticket, the value name **job_required_date** appears.

An example of the code is shown in Figure 12-1.

Figure 12-1. Example of coversheet.tpl code

```
<tr>
  <td width="25%">Required Date:</td>
  <td width="25%">&nbsp;<value
name="job_required_date"/></td>
  <td width="25%">Time:</td>
  <td width="25%">&nbsp;<value
name="job_required_time"/></td>
</tr>
```

The tag **value name=** is used to access the values as shown in Figure 12-2.

Figure 12-2. Example use of value name tag

```
<value name="job_required_date"/>
```

Note: Remember to close all tags.

Looping the HTML code in coversheet.tpl and deliverysheet.tpl

Simple looping is accomplished with the following tag as shown in Figure 12-3.

Figure 12-3. The 'foreach context' tag begins looping in a template

```
<foreach context="documents">
```

For each document being printed, print all the values between the <foreach> and </foreach> tags. For example, Figure 12-4 displays a fragment of the **coversheet.tpl** code that illustrates a loop.

Figure 12-4. Use of <foreach context> and closing </foreach> tags

```

<foreach context="documents">
  <table width="100%" cellpadding="2" cellspacing="0" border="1">
    <tr>
      <td width="100%" colspan="4"><value name="doc_title"
    /></td>
    </tr>
    <tr>
      <td width="25%">Description:</td>
      <td colspan="3"><value name="document_description"
    /></td>
    </tr>
    <tr>
      <td width="25%">Number of Copies:</td>
      <td width="25%">&nbsp;<value name="copies" value="1"
    /></td>
      <td width="25%">Color Image: </td>
      <td width="25%">&nbsp;<value name="color_image"
    /></td>
    </tr>
    <tr>
      <td colspan="2">If Special Order please specify:</td>
      <td colspan="2">&nbsp;<value name="special_order_tabs"
    />
    </td>
    </tr>
  </table>
</foreach>

```

Ensure that copies of any modified templates are saved and kept separate from the server.

Adding a Field

If a field has been added to the Web Document Submission system, it should be added also to the coversheet.tpl or deliverysheet.tpl as

required. These sheets act as confirmations of what a customer has ordered and so the new fields should be included in the templates.

CAUTION: Before making any modifications to the templates, copy the template files, **coversheet.tpl** and **deliversheet.tpl** found at **C:\xdx\properties** to the server desktop. If an error is made in modifying the HTML code, the Configuration Manager and Job Control Panel tools may become unavailable. If an error is made, copy the files in the properties folder on the desktop back into c:\xdx\properties after shutting down Web Document Submission.

Template layout

The templates have a different structure when compared to the HTML in Job Options and Document Options.

The templates are set up to have four columns. Each row in a column has a label, a value name that displays the current value for the label, a second label, and a second value name. If there is only one label needed on a row, three columns are merged instead of having to create blank labels and values. An example of the layout is shown in Figure 12-5.

Figure 12-5. Template layout

Documents and Specifications			
Telephone.html.txt	Document Title		
Description:	Data spans 3 columns		
Number of Copies:	1	Color Image:	
Paper Size:	8.5 X 11	Paper Weight:	20 lb

The code for creating the table shown in Figure 12-5 is shown below in Figure 12-6.

Figure 12-6. HTML code for table creation

<pre><h3>Documents and Specifications</h3></pre>	←	Coversheet section title
<pre><foreach context="documents"></pre>		
<pre><table width="100%" cellpadding="2" cellspacing="0" border="1"></pre>	←	Table settings
<pre><tr></pre>		
<pre><td width="100%" colspan="4"><value name="doc_title" /></td></pre>	←	Code for document title which spans four columns
<pre></tr></pre>		
<pre><tr></pre>		
<pre><td width="25%">Description:</td></pre>	←	Code for document description. The label takes 25% of the column. The value for the label spans the other three columns
<pre><td colspan="3"><value name="document_description" /></td></pre>		
<pre></tr></pre>		
<pre><tr></pre>		
<pre><td width="25%">Number of Copies:</td></pre>		
<pre><td width="25%">&nbsp;<value name="copies" value="1" /></td></pre>	←	Code for next row. Each takes 25% of the column. Value names are preceded with a blank space ()
<pre><td width="25%">Color Image: </td></pre>		
<pre><td width="25%">&nbsp;<value name="color_image" /></td></pre>		
<pre></tr></pre>		

Adding HTML code to coversheet.tpl or deliverysheet.tpl

Using the example from the last chapter where a new optionName, **department** was added, this procedure will add the field to coversheet.tpl.

Perform the following to add a field to a template:

1. From the XDX Control Center click **Tools > Template Manager**.
2. The **template_control_panel** window appears. Click **File > Open**.
3. The **Open** window appears. Navigate to c:\xdx\properties. The **coversheet.tpl** and **deliverysheet.tpl** files are listed. Select **coversheet.tpl** and click **Open**.

4. The coversheet template is divided into two sections. The Billing Information section deals with customer and account information. The Documents and Specifications section covers the criteria entered by a user for a print job.

The deliverysheet template is also divided into two sections. The Order Information section describes how many copies of a job were shipped and when. The Delivery section details where the copies were sent.

Decide where on either template the new field will be placed using the examples shown in Figures 12-5 and 12-6.

5. When the template has been modified, click **File > Save**. Test the new template by printing a coversheet or deliverysheet from the Administrator / Operator interface.

13. Installing the Web Document Submission Link to DocuShare (Optional)

DocuShare 2.2 (or 2.2 SP1) users can gain direct access to Web Document Submission by installing additional Web Document Submission software components to the DocuShare server. Obtain administrative access to the DocuShare server in order to complete the following installation. These steps assume that installation is taking place at the DocuShare server.

Copying Web Document Submission Files to DocuShare

The Web Document Submission CD contains two files that must be installed on DocuShare server. One of the files, **dslib.vdf**, requires a modification to point to the current Web Document Submission installation.

CAUTION: The **dslib.vdf** file is quite often already modified on an operational DocuShare server. If the Web Document Submission version of the **dslib.vdf** file is being installed on a new DocuShare server, proceed with the steps detailed in the following section.

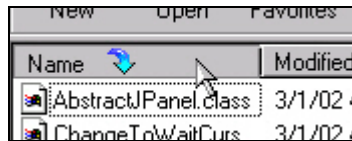
CAUTION: If modifications have already been made to an existing **dslib.vdf** file, replacing it with the Web Document Submission customized file will lose all other customizations. If the Web Document Submission link to DocuShare is being installed on a DocuShare server with a previously customized **dslib.vdf**, proceed to the section **Modifying an existing dslib.vdf file**.

Copying the customized Web Document Submission files to a floppy disk

Two files, **dslib.vdf** and **printer.gif**, must be copied from the Web Document Submission CD to a floppy disk. These files are in a compressed form on the CD.

Perform the following to copy the custom Web Document Submission files to a floppy disk:

1. Insert the Web Document Submission CD into the CD drive.
2. Insert a blank floppy disk into A: drive.
3. Start WinZip. Click **File > Open Archive**. From the **Look in** drop-down, select the Web Document Submission CD.
4. Type **installer.jar** in the **File Name** text box. Click **Open**. A list of files appears.
5. Click the **Name** header to place the filenames in alphabetical order.



6. Locate and double-click **webAppServer_dist.zip**. The archive opens.
7. In the list of files, locate and click once on **dslib.vdf**. The filename becomes highlighted.
8. Scroll down the file list using the scroll bar on the right. Locate **printer.gif**. There are two files with this name. Hold the **Ctrl** key and click the file with a size of **924** bytes.

9. Click the **Extract** icon near the top of the WinZip window.
10. The **Extract** window appears. In the **Folders/Drives** window, click **3 ½ Floppy (A:)**. Click **Extract**
11. The two files are extracted to the A: floppy drive. Remove and label the floppy disk. Close WinZip.

Perform the following to copy the custom Web Document Submission files to DocuShare:

Note: Make a back up copy of the **dslib.vdf** file that is on the DocuShare server before performing this procedure.

1. At the DocuShare server, insert the floppy disk with **dslib.vdf** and **printer.gif** into the floppy drive.
2. Go to **My Computer\3 ½ Floppy (A:)**
3. Copy the file **dslib.vdf** to **C:\Program Files\Xerox Corporation\DocuShare\templates\en-us.**
4. Copy the file **printer.gif** to **C:\Program Files\Xerox Corporation\DocuShare\root\images\small.**
5. Go to **C:\Program Files\Xerox Corporation\DocuShare\templates\en-us.**
6. Open **dslib.vdf** with a text editor. Search for **xdx**. The line that appears should be as follows (fragment of the line shown in Figure 13-1):

Figure 13-1. Fragment of dslib.vdf showing the line to be edited

```
<TD VALIGN="TOP"><FONT SIZE="-1"><A HREF="http://127.0.0.1 /xdx/docushare_display.jsp?
```

7. Change the IP address 127.0.0.1 to the current Web Document Submission IP address.
8. On the same line as the one modified above is an ALT tag for the printer icon on the DocuShare screen. This may be modified to reflect any customization required such as – **Print with Xerox WDSS**. The example below, Figure 13-2, shows the line with the text as was originally installed.

Figure 13-2. ALT tag with original installed text

```
<IMG BORDER="0" ALT="Print with Xerox Web Document Submission Software"
```

9. Save the file **dslib.vdf**, overwriting the old file.
10. Close all open windows. Remove the Web Document Submission CD.
11. Proceed to the **Changing the DocuShare Schema** section.

Modifying an existing dslib.vdf file

Perform the following to modify an existing DocuShare dslib.vdf:

1. At the DocuShare server, insert the Web Document Submission CD into the CD drive.
2. Go to **My Computer\<CD ROM Drive>\install\dist\docs\docushare_integration**.
3. Copy the file **printer.gif** to **C:\Program Files\Xerox Corporation\DocuShare\root\images\small**.
4. Go to **C:\Program Files\Xerox Corporation\DocuShare\templates\en-us**.

- Open **dslib.vdf** with a text editor. Search for:

/small/html.gif"/

The line where this text appears is at the end of the first full line of code in Figure 13-3:

Figure 13-3. Searched text and added Web Document Submission code

```

        <A HREF="{(cgi)GetRepr/{(object:handle)}/html"><IMG BORDER="0"
ALT="View" SRC="{(request:config:abs_path)images/small/html.gif"/></A>
        </FONT></TD>
        </if>      <else>
                        <TD></TD>
        </else>
        </if>
        <TD VALIGN="TOP"><FONT SIZE="-1"><A
HREF="http://13.231.196.18/xdx/docushare_display.jsp?dshandle={object:handle}&a
mp;dsuser={request:user obj:username}"><IMG BORDER="0" ALT="Print with
WebXPress" SRC="{(request:config:abs_path)images/small/printer.gif"/></A>
        </FONT></TD>
        <else>
        <TD VALIGN="TOP" ></TD>
        </else>

```

The underlined red text is the code to be **added** to the existing dslib.vdf file. This text can be found in the dslib.vdf file on the Web Document Submission installation CD.

The first red text that has been crossed out ~~</if>~~ is code from the existing dslib.vdf file that must be **removed**.

- Change the IP address shown in Figure 13-4 to the current Web Document Submission web server IP address.

Figure 13-4. Fragment of dslib.vdf showing the line to be edited

```
<TD VALIGN="TOP"><FONT SIZE="-1"><A HREF="http://127.0.0.1/xdx/docushare_display.jsp?
```

7. On the same line as the one modified above is an ALT tag for the printer icon on the DocuShare screen. This may be modified to reflect any customization required such as – **Print with Xerox WDSS**. The example below, Figure 13-5, shows the line with the text as was originally installed.

Figure 13-5. ALT tag with original installed text

```
<IMG BORDER="0" ALT="Print with Xerox Web Document Submission  
Software"
```

8. Save the file **dslib.vdf**, overwriting the old file.
9. Close all open windows. Remove the Web Document Submission CD.

Changing the DocuShare Schema

User properties must be modified on DocuShare for the Web Document Submission printer icon to appear.

Perform the following to make changes to the DocuShare schema:

1. Log in to DocuShare as an administrator.
2. Go to the Administration interface by clicking **Administration** or click the **screwdriver icon** in the navigation bar.
3. Click **Object Properties > User**.
4. Click **Add...** Select **Boolean**.

5. In the **Name** text box type **edocument**.
6. In the **Label** text box type **Web Document Submission User**.
7. Click **Add**.
8. A message appears to **Rebuild Schema**. Click the word **here**.

Perform the following to rebuild the DocuShare Schema:

1. Click **Server Maintenance**.
2. Under **Server Maintenance**, on the left side of the screen, click **Rebuild Search Schema**.
3. An informational screen appears. Click **Rebuild Schema**.
4. The message **The schema has been successfully rebuilt** appears. Run dsindex to rebuild search databases.
5. Click **Start > Programs > Command Prompt**. Click **Command Prompt**. A **Command Prompt** window appears.
6. Type:

```
dsindex
index_all
```
7. Press **Enter** on the keyboard.
8. An informational screen appears. Press **Enter** on the keyboard to continue.
9. A confirmation appears on the screen indicating completion of the re-indexing process. Click **X** to close the **Command Prompt** window.

Perform the following to change Default User Property:

1. Click **Object Properties > User**. The **User Default Property Values** window appears.
2. At the bottom of the window is a choice for **Web Document Submission User**. Change the default for this property to **No** (the default will be Yes). Click **Apply**.

Note: Changing this default to **No** is important. If it remained as Yes, all users would be assumed to be Web Document Submission users by default.

Close all open windows.

14. Troubleshooting

This section describes two methods for helping to diagnose problems that may occur. For further assistance with troubleshooting problems, consult *Chapter 15 – Contacts and Escalation Process*.

Debugging Apache and Tomcat

The Apache server logs are located in C:\xdx\etc\Apache2\logs and the Tomcat servlet engine logs are located in C:\xdx\etc\tomcat4.0\logs. These logs provide valuable troubleshooting information if the software is not operating properly.

Note: Each time Apache is started, the previous error log is reopened and new information is appended to the end of the file. If there is an error in the system, the logs will contain debugging information.

Debugging Web Document Submission Services

Debugging output is saved to file by each Web Document Submission service. If there is an error with the system, examine the log file or command window of the appropriate service to determine where the error has occurred. If there is a problem, a Java exception will be displayed in the window. This message can be used to determine exactly what errors have occurred in the system.

Re-initializing the User Database

CAUTION: Use the following instructions with caution since they cannot be reversed. All existing Web Document Submission user data will be lost and all jobs associated with the user. System configuration changes and user interface changes are unaffected.

If a user list is imported in error, the standard method of cleaning up the list is to inactivate the undesired users.

If a user list is imported incorrectly **BEFORE** the system has been placed into production, the entire user database, along with the repository and any Web Document Submission information can be removed. **NEVER** use this procedure on an operational system.

Note: Re-initialization can also be accomplished by reinstalling the complete Web Document Submission system. All system configuration and user interface changes will be lost.

Ensure that the Web Document Submission system is running in order to perform the next procedure.

Perform the following to re-initialize all the Web Document Submission databases:

1. Go to **C:/xdx/scripts** and click, in order:

Init-02-EraseAllTables.bat

Init-01-ConfigMySQL.bat

Admin-LoadPricing.bat

Executing these batch files will restore all databases to the state they were in when the system was first installed.

2. Any field configuration and mappings customization will have to be redone.

15. Contacts and Escalation Process

This chapter describes the support process and support contacts available for Web Document Submission.

Web Document Submission Support Process

At the time of installation, a Customer Solution Administrator (CSA) will be identified. The CSA is available to manage all software-related issues. The CSA, who has the skills of a system administrator, handles the day-to-day service and support operations at the customer site. The CSA is the main interface to the Web Document Submission Support Center.

Note: If a problem relates to a Xerox output device and not the software please contact the appropriate Xerox Support Center for that product. If a problem relates to the computer server hardware, contact the manufacturer of the server.

Here is the process for initiating support:

1. When the end user or operator encounters an error with the software, they should contact the CSA.
2. The CSA performs system level isolation and problem resolution for Web Document Submission.
3. If the CSA is not able to resolve the problem, the problem is escalated to Web Document Submission Support Center for support.

Note: Only the CSA can call the hotline for support.

Support Contacts

Web Document Submission has an e-Support website available at <http://www.xerox.com/webdocumentsubmission/support>. The e-Support website provides a searchable knowledge base, Frequently Asked Questions (FAQs), and the ability to submit a support request via e-mail.

Contact the designated CSA for support. The CSA will contact the Web Document Submission Support Center if they require additional assistance. The Support Center can be reached at **1-888-508-5244**, 8:00 a.m. to 5:00 p.m., Monday through Friday, local time, continental USA.

16. Removing Web Document Submission

This chapter describes how to remove Web Document Submission.

CAUTION: This procedure will delete the entire Web Document Submission system and all documents, jobs, and user files that are currently in the system.

Removing Web Document Submission

Perform the following to remove Web Document Submission:

1. Close the **XDX Control Center** by clicking **X**.



2. Go to **C:\xdx\scripts** and double-click **xwdss-shutdown.bat**. All processes close their corresponding command windows and the Web Document Submission system stops.
3. Restart the server to ensure all programs associated with Web Document Submission have been terminated.

4. After the Web Document Submission server has restarted, double-click **My Computer**. Double-click the **C:** drive.
 - a) Open a command prompt window.
 - b) Go to **c:\xdx\etc\Apache2\bin**.
 - c) Type **apache -k uninstall**.
 - d) After Apache has been uninstalled close the command window.
5. Locate the **xdx** folder. Click once on the folder to highlight it. Press the **Delete** key on the keyboard.
6. The **Confirm Folder Delete** window appears. Click **Yes**.
7. If a **Confirm File Delete** window appears, click **Yes to All**.

The removal of Web Document Submission is complete.

Removing Third-party Software

Installed with Web Document Submission were:

- Microsoft Office
- Adobe Acrobat Reader
- WinZip (or equivalent)

Use the **Add / Remove Programs** Control Panel application to remove these programs.

A. Default Configuration Manager Values

This section details the default values of all the fields in the XDX Control Center – Configuration Manager. To view or alter any of these default values, start the XDX Control Center. Click **Tools > Configuration Manager**.

When the desired modifications have been made, ensure that the modifications have been saved from within the Configuration Manager. For the changes to take effect restart the Web Document Submission system.

The following tables follow the tree structure of the Configuration Control Center.

xdxConf: properties: System Properties

These properties contain the most basic information about the system, such as the server's IP address and the directory where Web Document Submission is installed. Table A-1 contains the most basic information about the system.

Table A-1. xdx:Conf: properties: System Properties

Property Name	Default Value	Description	Editable?
Install Directory	C:/xdx	The directory path where Web Document Submission is installed	no
Server IP	<Server IP address>	The IP address of the server	yes
Temp Dir	\${WXPRESS_Home}/temp	The directory used to store temporary files	yes
XDX Version	<software version number>	The current release version number	no

xdxConf: properties: Application Homes

Information about where various applications are installed that Web Document Submission depends on. Table A-2 contains information where the various applications are installed.

Table A-2. xdx:Conf: properties: Application Homes

Property Name	Default Value	Description	Editable?
Tomcat Home	\${WXPRESS_HOME}/etc/Tomcat4.0	Location where Tomcat is installed	no
Java Runtime Home	\${WXPRESS_HOME}/etc/jre	Location where the Java runtime environment is installed	no
Java Executable	\${JRE_HOME}/bin/java.exe	Path to the Java executable file	no

xdxConf: properties: Users

Table A-3 contains information about managing the User Group Directory database.

Table A-3. xdx:Conf: properties: Users

Property Name	Default Value	Description	Editable?
User Import File	\${WXPRESS_HOME}/scripts/cousins.txt	Location of file that holds information about users to be imported into the Web Document Submission system	yes
User Mappings File	\${WXPRESS_HOME}/properties/UserMappings.xml	Location of file that hold information about user import field mappings	no

xdxConf: properties: Database

Table A-4 contains Database Configuration properties.

Table A-4. xdx:Conf: properties: Database

Property Name	Default Value	Description	Editable?
Database Server	\${SERVER_IP}	IP address of the database server	no
Database Username	dxroot	Username used to log into database	no
Database Password	dxroot	Password used to log into the database	no
JDBC Protocol	mysql	Protocol used to connect to the database	no
JDBC Driver	org.gjt.mm.mysql.Driver	Driver used to connect to database	no
Max Database Connections	20	Maximum number of allowed open concurrent database connections	yes
Max Database Connection Usage	1000	Maximum number of allowed times a database connection can be used before closing the connection	yes
Document Table	DOCUMENTS	Name of the table in the database that stores document information	no
Accounting Database	DocumentsXpress	Name of the database used to store job information	no

Table A-4. xdx:Conf: properties: Database (continued)

Property Name	Default Value	Description	Editable?
Accounting Table	ACCT	Name of the table used to store job info	no
Address Book Database	UserGroupDirectory	Name of the database used to store personal address book information	no
Authorization Database	DocumentsXpress	Name of the database used to store user passwords	no
Authorization Table	AUTH	Name of the table used to store user passwords	no
Printer Table	PRINTERS	Name of the table used to store information about printers	no
Printer Database	DocumentsXpress	Name of the database used to store information about printers	no
Pricing Database	DocumentsXpress	Name of the database used to store pricing information	no
Pricing Table	PRICING	Name of the table used to store information about pricing	no
User Database	UserGroupDirectory	Name of the database used to store information about users	no
User Table	GROUPS	Name of table used to store information about users	no
Document Database	Repository	Name of database used to store information about documents	no

xdxConf: properties: Documents

Table A-5 contains properties having to do with document management. These properties control what types of documents Web Document Submission accepts, what conversions are available, how long documents are stored, warning day limits, and where the document directory resides.

Table A-5. xdx:Conf: properties: Documents

Property Name	Default Value	Description	Editable?
Mime Types	*	List of document mimetypes the server will allow users to upload	yes
Conversions	text/html application/pdf,text/html application/postscript,text/rtf application/pdf,text/rtf application/postscript,application/excel application/pdf,application/excel application/postscript,text/plain application/pdf,text/plain application/postscript,application/msword application/pdf,application/msword application/postscript,application/powerpoint application/pdf,application/powerpoint application/postscript,application/postscript application/pdf,application/pdf application/postscript	List of conversions the system is able to perform	no

Table A-5. xdx:Conf: properties: Documents (continued)

Property Name	Default Value	Description	Editable?
Document Lifetime	2	Number of days the system keeps documents before deleting	yes
Warning Days	2	The system sends a warning message to users prior to deleting their documents. This property determines how this message is sent (number of days before the document is deleted)	yes
Document Directory	\${WXPRESS_HOME}/repository	The directory where the system stores uploaded documents	no

xdxConf: properties: Web Server

Table A-6 contains properties that control the behavior of the web server.

Table A-6. xdx:Conf: properties: Web Server

Property Name	Default Value	Description	Editable?
Admin URL	http://\${SERVER_IP}/xdx/admin	URL to the Admin login page	no
Default Due Date	5	Default number of days between a job request's start date and its due date	yes
User Page Size	40	Number of users to display per page for the global address	yes
Error Page	\${WXPRESS_HOME}/log/web_stderr.log	Web page to redirect users to in the event of an error	

Table A-6. xdx:Conf: properties: Web Server (continued)

Property Name	Default Value	Description	Editable?
User URL	http://\${SERVER_IP}/xdx	URL to the User login page	no
Servlet URL	http://\${SERVER_IP}/xdx/servlet	URL to the servlet directory where all the utility servlets are located	no
Log File	http://\${WXPRESS_HOME}/log/web_stdout.log	File where system logs are archived	no
Login Page	login.jsp	Default login page	no
Routing	false	Flag to indicate whether routing is enabled	no
Fetch Servlet	fetch	Name of servlet used to download documents	no
Password Required	true	Flag indicated whether users are required to have passwords to get into the system	no
Root Directory	\${WXPRESS_HOME}	Web Document Submission install directory	no
Display Variables	false	Flag to indicated whether debug information should be displayed in the user's browser	yes
Session Timeout	30	The number of minutes a web session lasts before timing out, and thus requiring the user to re-logon	yes

xdxConf: properties: Logging

Table A-7 contains properties that control what information is logged by Web Document Submission.

Table A-7. xdx:Conf: properties: Logging

Property Name	Default Value	Description	Editable?
Printer Logging	warn, appender1	Properties to control what information is logged for printing	no
Log Layout	org.apache.log4j.PatternLayout	<blank>	no
Log File	System.out	Location where logs are written	no
Appender	org.apache.log4j.FileAppender	Appender	no
Log Status	info, appender1	This allows changing what log messages are printed. Possible values are: info – only informational messages are printed, error – error and informational messages are printed, debug – debug, error, and informational messages are printed	yes
Output Pattern	%d{ABSOLUTE} %-5p : %c{1} : %m%n	Format of log messages	no

xdxConf: properties: Configuration Files

Table A-8 contains additional configuration files that the system requires.

Table A-8. xdxConf: properties: Configuration Files

Property Name	Default Value	Description	Editable?
Template Directory	\${WXPRESS_HOME}/templates	Directory where job templates are stored	no
Job Descriptions	\${WXPRESS_HOME}/properties/job.xml	File that describes print jobs for the print shop	no
UI Default Values	\${WXPRESS_HOME}/properties/uiconfig.properties	File where the default UI configuration values are stored	no
Delivery Sheet Template	\${WXPRESS_HOME}/properties/deliverysheet.tpl	File that describes format of printed delivery sheets	no
Job Ticket Template	\${WXPRESS_HOME}/properties/coversheet.tpl	File that describes format for printed job ticket	no
XSL Cache	\${WXPRESS_HOME}/properties/xslt-cache.xml	XSL Cache file keeps list of xsl files available for use by the system	no

XdxConf: properties: Email

Table A-9 contains properties to control how the system sends e-mail.

Table A-9. xdx:Conf: properties: Email

Property Name	Default Value	Description	Editable?
Email Subject	DocumentsXpress courtesy warning	The subject line of e-mail messages sent to warn users that their documents will be deleted	yes
Admin Email Address	user@domain.com	The from e-mail address used by the system when sending e-mail to users	yes
Email Enabled	true	Flag to indicate the enabling/disabling of e-mail messages to users	yes
Email footer	<blank>	Text appended to the end of every outgoing e-mail message	yes
Printshop Name	XBS	Name of the print shop, used in e-mails to users	yes
Email Server	<IP address of email server>	IP address of an e-mail server that can forward e-mail	yes

xdxConf: properties: DocuShare

Table A-10 contains information about DocuShare integration.

Table A-10. xdx:Conf: properties: DocuShare

Property Name	Default Value	Description	Editable?
DocuShare Server	<blank>	URL for the DocuShare server	yes
DocuShare Username	<blank>	Username used to log into DocuShare	yes
DocuShare Password	<blank>	Password used to log into DocuShare	yes
DocuShare Timeout	30000	Timeout (in milliseconds) for retrieval of DocuShare document from the DocuShare system	yes

xdxConf: properties: Conversion

Table A-11 contains conversion properties.

Table A-11. xdx:Conf: properties: Conversion

Property Name	Default Value	Description	Editable?
Conversion Service Name	ConversionService	Registered service name with RMI registry	No

Table A-11. xdx:Conf: properties: Conversion (continued)

Property Name	Default Value	Description	Editable?
Conversion Service Pool	\${SERVER_IP}	Comma delimited list of server ip addresses, where the conversion service is installed The format of the ip address token is: ip_address:port. If no port is specified, then the value of the conversion.rmregistry.port property is used	yes
Conversion Port	1098	Port used to communicate to a conversion service on another machine	no
Adobe PDF Transit Support	false	Server will support Adobe PDF Transit job submission	yes

xdxConf: properties: Printing

Table A-12 contains configurable printing properties.

Table A-12. xdx:Conf: properties: Printing

Property Name	Default Value	Description	Editable?
CPS Deliverer	com.xerox.xdx.services.print.deliver.cps.CpsDeliverer	CPS print deliverer	no
CPS Deliverer Config	\${WXPRESS_HOME}/properties/cps.deliverer.xml	Configuration file for CPS print deliverer	no
Default Deliverer	com.xerox.xdx.services.print.deliver.StandardDeliverer	Default printer deliverer	no
Default Deliverer Config	\${WXPRESS_HOME}/properties/standard_deliverer.xml	Configuration file for the default print deliverer	no

Table A-12. xdx:Conf: properties: Printing (continued)

Property Name	Default Value	Description	Editable?
Printing Dropbox	\${WXPRESS_HOME}/temp	Directory where print jobs are archived for downloading from the web server. Used primarily for remote printshops that want to print jobs	yes
Job Ticket Auto Print	false	If true, then job tickets will automatically be printed for every job when the user submits it	yes

xdxConf: properties: Pricing

Table A-13 contains configurable pricing properties.

Table A-13. xdx:Conf: properties: Pricing

Property Name	Default Value	Description	Editable?
Pricing Dropbox	\${WXPRESS_HOME}/temp	Location where pricing files are stored	yes

xdxConf: properties: Launcher

Table A-14 contains properties used to start and stop Web Document Submission.

Table A-14. xdxConf: properties: Launcher

Property Name	Default Value	Description	Editable?
Classpath	<code>{WXPRESS_HOME}\lib;{WXPRESS_HOME}\lib\gnu.jar;{WXPRESS_HOME}\lib\jajax.jar;{WXPRESS_HOME}\lib\mysql_2_uncomp.jar;{WXPRESS_HOME}\lib\qe2repo.jar;{WXPRESS_HOME}\lib\servlet2_2.jar;{WXPRESS_HOME}\lib\Mako-core.jar;{WXPRESS_HOME}\lib\Mako-webclient.jar;{WXPRESS_HOME}\lib\Mako.jar;{WXPRESS_HOME}\lib\Mako-launcher.jar;{WXPRESS_HOME}\lib\xerces.jar;{WXPRESS_HOME}\lib\xalan.jar;{WXPRESS_HOME}\lib\jdi.jar;{WXPRESS_HOME}\lib\log4j-core.jar;{WXPRESS_HOME}\lib\commons-cactus.jar</code>	Java executables required by core Web Document Submission system	no

Table A-14. xdx:Conf: properties: Launcher (continued)

Property Name	Default Value	Description	Editable?
Tomcat Classpath	\${WXPRESS_HOME}/etc/jre/lib/rt.jar;\${WXPRESS_HOME}\lib\tomcat-jasper.jar;\${WXPRESS_HOME}\lib\tomcat-servlet.jar;\${WXPRESS_HOME}\lib\tomcat-webserver.jar;\${WXPRESS_HOME}\lib\tomcat-tools.jar;\${WXPRESS_HOME}\lib\Mako-webclient.jar;\${CLASSPATH};\${WXPRESS_HOME}\lib\tomcat-xml.jar	Java executables required by Tomcat	no
Java Security	\${WXPRESS_HOME}\properties\policy.all	Policy file for Java security configuration	no

xdxConf: properties: Licensing

Table A-15 contains properties used to modify how Web Document Submission warns about the license expiration.

Table A-15. xdx:Conf: properties: Licensing

Property Name	Default Value	Description	Editable?
Expiration Warning Period	1	Indicates the number of months prior to license expiration	no
Email Reminder	true	If set to true, an e-mail reminder will be sent to the registered administrator upon entering the expiration warning period. Valid values for this property are {true,false}	no

xdxConf: properties: Exceptions

Table A-16 contains configurable error messages for exceptions that may occur in Web Document Submission. Any of these messages may be modified.

Note: All values are editable in the following table. The Property Name and Default Values provide enough information that a description is not necessary for this section.

Table A-16. xdx:Conf: properties: Exceptions

Property Name	Default Value
CancelJobException	Error while canceling job
XDConversionFailedException	Document conversin failed. Please verify the format is valid
DataCorruptedException	The database may be corrupted
DuplicatePrinterInfoException	This printer already exists
EmptyResourceListException	Empty resource list
FileUploadFailedException	File upload failed
InactiveUserException	This user has been marked as inactive
InvalidDocumentHandleException	Invalid document handle
InvalidEmailException	Invalid email address
InvalidJobException	Invalid job selections
InvalidJobIdException	Invalid job ID
InvalidLoginException	Your logon information was incorrect
InvalidPageCountException	Invalid page count
InvalidPrintShopException	Invalid print shop
InvalidRecipientException	Invalid recipient
InvalidRegistrationException	Invalid registration information

Table A-16. xdx:Conf: properties: Exceptions (continued)

Property Name	Default Value
JobStatusUpdateFailedException	The system failed to update the job status
MultipleLoginException	Multiple login exception
NoAccountingServiceException	The accounting service was not found
NoAddressBookInformationException	The address book for this user was not found
NoAddressBookServiceException	The address book service was not found
NoAuthenticatorServiceException	The authenticator service was not found
NoConverterServiceException	The converter service was not found
NoDistributorServiceException	The distributor service was not found
NoDocumentSelectedException	No document was selected
NoJobCreatedException	The system could not create the job
NoPrinterInfoException	No information for the printer was found
NoPrintManagerServiceException	The print manager service was not found
NoRecipientsException	No recipients have been chosen
NoRepositoryServiceException	The repository service was not found
NoSuchAddressBookEntryException	The address book entry could not be found
NoSuchPropertyException	There is no such property
NoSuchUserException	There is no such user in the system
NotLoggedInException	You are not currently logged on
NoUGDServiceException	The user group directory service was not found
PasswordConfirmException	Your password entries didn't match
PrinterAddFailedException	The system failed to add the printer
RecipientInUseException	Recipient not deleted. Cannot delete a recipient assigned to an active job
RepositoryFailedException	Error in the document repository
RequiredFieldNullException	You left blank a required field

Table A-16. xdx:Conf: properties: Exceptions (continued)

Property Name	Default Value
TemplateNameInUseException	A template already exists with that name
UnknownEntryException	Unknown address book entry
UnknownSystemErrorException	An unknown error occurred
UnsupportedFileTypeException	That file type is not supported by this system
UpdatePropertiesFailedException	The system failed to update the properties
UserAlreadyRegisteredException	That user is already registered
UserDoesNotOwnException	You are not the owner of this job
UserUnregisteredException	You are not a registered user

xdxConf: properties: System Job States

Table A-17 contains information on the nine possible states a job can be in while moving through the Web Document Submission system. These values may mean different things in different print shops and will require modification.

Table A-17. xdx:Conf: properties: System Job States

Property Name	Default Value	Description	Editable?
createdState	Created		yes
heldState	Received in Print Shop		yes
failedState	Failed		yes
processingState	Processing		yes
unroutedState	Unrouted		yes
remoteSpooledState	Remotely Spooled		yes
cancelledState	Cancelled		yes

Table A-17. xdx:Conf: properties: System Job States (continued)

Property Name	Default Value	Description	Editable?
succeededState	Succeeded		yes
deletedState	Deleted		yes

xdxConf: properties: Launcher: Database Server

Table A-19 contains the switch for designating whether or not the database server is a stoppable process.

Table A-19. xdx:Conf: properties: Database Server

Property Name	Default Value	Description	Editable?
Database Server	<selected>	If selected, MySQL is a stoppable process in the Control Center.	yes

xdxConf: properties: Launcher: Web Application Server

Table A-20 contains the switch for designating whether or not the web application server is a stoppable process.

Table A-20. xdx:Conf: properties: Web Application Server

Property Name	Default Value	Description	Editable?
Web Application Server	<selected>	If selected, Tomcat and Apache are stoppable processes in the Control Center.	yes

xdxConf: properties: Launcher: Services

Table A-21 contains the switch for designating whether or not the RMID is a stoppable process.

Table A-21. xdx:Conf: properties: Launcher Services

Property Name	Default Value	Description	Editable?
Services	<selected>	If selected, RMID is a stoppable process in the Control Center.	yes

B. Default Job Control Panel Values

This section details the default values of all the fields in the XDX Control Center – Job Control Panel. To view or alter any of these default values, start the XDX Control Center. Click **Tools > Job Control Panel**.

When the desired modifications have been made, ensure that the modifications have been saved from within the Job Control Panel. For the changes to take effect, from the XDX Control Center main window, click **File > Reload XML**. Confirm stopping all the processes and reloading of the XML file by clicking **Yes**. Restart the services to implement any changes.

The following tables follow the tree structure of the Configuration Control Center.

Jobs: Printshop Print Job: Job Options: optionNames

These properties contain the defined variable names used in the Web Document Submission system for jobs. Table B-1 shows optionNames.

Table B-1. Jobs: Printshop Print Job: Job Options: optionNames

Property Name	Operator Editable?	Null Allowed	Data Type
payment_method	yes	yes	string
expiration_date	yes	yes	date
account_number	yes	yes	string
account_name	yes	yes	string
first_name	yes	yes	string
last_name	yes	yes	string
phone	yes	yes	string
ext	yes	yes	string
job_description	yes	yes	string
job_required_time	yes	yes	time
job_required_date	yes	yes	date
rush_job	yes	yes	string
special_job_instructions	yes	yes	string
proof_required	yes	yes	string
date_proof_required	yes	yes	date

**Table B-1. Jobs: Printshop Print Job: Job Options: optionNames
(continued)**

Property Name	Operator Editable?	Null Allowed	Data Type
time_proof_required	yes	yes	time
contact_me	yes	yes	string
shipping_type	yes	yes	string
shipping_method	yes	yes	string
delivery_method	yes	yes	string
delivery_location	yes	yes	string
printer_type	yes	yes	string

Jobs: Printshop Print Job: Job Options: hold

These properties define what criteria the Web Document Submission system uses to hold jobs. Table B-2 shows the properties that define the criteria the system uses to hold jobs.

Table B-2. Jobs: Printshop Print Job: Job Options: hold

Property Name	Operator Editable?	Null Allowed	Data Type
last_name	yes	yes	string

Jobs: Printshop Print Job: Job Options: HTML

Table B-3 shows the properties that define the HTML Web Document Submission uses to define user and administrator screens and drop-down menu choices.

Table B-3. Jobs: Printshop Print Job: Job Options: HTML

Property Name	
HTML: xbsAddPrinterTypeJobScreen	<p>Before making any modifications to any of these files, copy the properties folder found at C:\xdx\properties to the server desktop. If an error is made in modifying the HTML code, the Configuration Manager and Job Control Panel tools may become unavailable. If an error is made, copy the files in the properties folder on the desktop back into c:\xdx\properties after shutting down Web Document Submission.</p>
HTML: xbsJobScreen	
HTML: xbsJobSummaryScreen	
HTML: advancedDelivery	
HTML: getDescription	
HTML: billing	
HTML: advancedBilling	
HTML: delivery	
HTML: accounting	

Jobs: Printshop Print Job: Document Options: optionNames

Table B-4 shows the properties that contain the defined variable names used in the Web Document Submission system for documents.

Table B-4. Jobs: Printshop Print Job: Document Options: optionNames

Property Name	Operator Editable?	Null Allowed	Data Type
copies	yes	yes	number
document_description	yes	yes	string
paper_size	yes	yes	string
produce_on_color_device	yes	yes	string
paper_color	yes	yes	string
paper_weight	yes	yes	string
page_sides	yes	yes	string
orientation	yes	yes	string
imposition	yes	yes	string
additional_specification	yes	yes	string
stapling	yes	yes	string
saddle_stitch	yes	yes	string
slip_sheets	yes	yes	string
binding	yes	yes	string

**Table B-4. Jobs: Printshop Print Job: Document Options: optionNames
(continued)**

Property Name	Operator Editable?	Null Allowed	Data Type
stock_weight	yes	yes	string
drilling	yes	yes	string
front_cover	yes	yes	string
drill_front_cover	yes	yes	string
front_cover_weight	yes	yes	string
front_cover_color	yes	yes	string
back_cover	yes	yes	string
drill_back_cover	yes	yes	string
back_cover_weight	yes	yes	string
back_cover_color	yes	yes	string
tabs	yes	yes	string
special_order_tabs	yes	yes	string

Jobs: Printshop Print Job: Document Options: hold

Table B-5 shows the properties that define what criteria the Web Document Submission system uses to hold jobs.

Table B-5. Jobs: Printshop Print Job: Document Options: hold

Property Name	Operator Editable?	Null Allowed	Data Type
<no properties defined>			

Jobs: Printshop Print Job: Document Options: HTML

Table B-6 shows the properties that define the HTML that Web Document Submission system uses to define user and administrator screens and drop-down menu choices.

Table B-6. Jobs: Printshop Print Job: Job Options: HTML

Property Name	
HTML: xbsPrintOptions	Before making any modifications to any of these files, copy the properties folder found at C:\xdx\properties to the server desktop. If an error is made in modifying the HTML code, the Configuration Manager and Job Control Panel tools may become unavailable. If an error is made, copy the files in the properties folder on the desktop back into c:\xdx\properties after shutting down Web Document Submission.
HTML: xbsPrintOptionsSummary	
HTML: printOptions	
HTML: editableFinishingOptions	
HTML: advancedPrintOptions	

Jobs: Printshop Print Job: Document Options: LPR: page_sides

Table B-7 shows properties that define the LPR translation values.

Table B-7. Jobs: Printshop Print Job: Document Options: LPR: page_sides

Property Name	Translated Name / Translated Value
LPR: page_sides	page_sides
Translate: Duplex	duplex
Translate: Simplex	simplex

Jobs: Printshop Print Job: Document Options: LPR: paper_size

Table B-8 shows the properties that define the LPR translation values.

Table B-8. Jobs: Printshop Print Job: Document Options: LPR: paper_size

Property Name	Translated Name / Translation Value
LPR: paper_size	mediaSize
Translate: 8.5 X 11	USLetter
Translate: 8.5 X 14	USLegal
Translate: 11 X 17	USLedger

Jobs: Printshop Print Job: Document Options: XJT: paper_size

Table B-9 shows the properties that define the XJT translation values.

Table B-9. Jobs: Printshop Print Job: Document Options: XJT: paper_size

Property Name	Translated Name / Translation Value
XJT: paper_size	%XRXpaperType-size:
Translate: 8.5 X 11	216 279
Translate: 8.5 X 14	216 356
Translate: 11 X 17	279 432

Table B-9. Jobs: Printshop Print Job: Document Options: XJT: paper_size (continued)

Property Name	Translated Name / Translation Value
Translate : A4	210 297

Jobs: Printshop Print Job: Document Options: XJT: paper_color

Table B-10 shows the properties that define the XJT translation values.

Table B-10. Jobs: Printshop Print Job: Document Options: XJT: paper_color

Property Name	Translated Name / Translation Value
XJT: paper_color	%XRXpaperType-color:
Translate: 8.5 X 11	216 279
Translate: 8.5 X 14	216 356
Translate: 11 X 17	279 432
Translate: A4	210 297

Jobs: Printshop Print Job: Document Options: XJT: page_sides

Table B-11 shows the properties that define the XJT translation values.

Table B-11. Jobs: Printshop Print Job: Document Options: XJT: page_sides

Property Name	Translated Name / Translation Value
XJT: page_sides	%XRXpageExceptions-plex:
Translate: Simplex	simplex
Translate: Duplex	duplex

Jobs: Printshop Print Job: Document Options: XJT: paper_weight

Table B-12 shows the properties that define the XJT translation values.

Table B-12. Jobs: Printshop Print Job: Document Options: XJT: paper_weight

Property Name	Translated Name / Translation Value
XJT: paper_weight	%XRXpaperType-weight:
Translate: 20 lb	20 lb
Translate: 24 lb	24 lb
Translate: 90 lb	90 lb
Translate: Transparencies	Transparencies

Jobs: Printshop Print Job: Document Options: XJT: stapling

Table B-13 shows the properties that define the XJT translation values.

Table B-13. Jobs: Printshop Print Job: Document Options: XJT: stapling

Property Name	Translated Name / Translation Value
XJT: stapling	%XRXedgeStitching:
Translate: None	None
Translate: Portrait Staple	SinglePortrait
Translate: Landscape Staple	SingleLandscape
Translate: Double Staple	DualLandscape
Translate: Saddle Stitch	DualPortrait

Jobs: Printshop Print Job: Document Options: XJT: front_cover_paper_color

Table B-14 shows the properties that define the XJT translation values.

Table B-14. Jobs: Printshop Print Job: Document Options: XJT: front_cover_paper_color

Property Name	Translated Name / Translation Value
XJT: front_cover_paper_color	%XRXcover-front:
Translate: None	noColor

**Table B-14. Jobs: Printshop Print Job: Document Options: XJT:
front_cover_paper_color (continued)**

Property Name	Translated Name / Translation Value
Translate: White	white
Translate: Buff	custom
Translate: Yellow	yellow
Translate: Cherry	custom

Jobs: Printshop Print Job: Document Options: XJT: back_cover_paper_color

Table B-15 shows the properties that define the XJT translation values.

**Table B-15. Jobs: Printshop Print Job: Document Options: XJT:
back_cover_paper_color**

Property Name	Translated Name / Translation Value
XJT: back_cover_paper_color	%XRXcover-back:
Translate: White	white
Translate: Buff	buff
Translate: Yellow	yellow
Translate: Cherry	custom

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