
Xerox Web Document Submission Software Version 2.1

Installation and 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.

Revision History

Reviser	Date	Revision	Resulting Revision	Description
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Brian Laing	11/11/02	2	1.00	Added sections on: Copy Job Link Maintaining Web Document Submission Corrections based on consultation with Development Folded the separate Installation and Configuration document into this document
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1. Introduction

This chapter describes Xerox Web Document Submission Software Version 2.1 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 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

<pre>INSERT INTO Field {field_name,custom_name}</pre>

Related Documentation

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

- Xerox Web Document Submission Software Version 2.1 Installation Planning Guide – Part Number 701P39392
- Xerox Web Document Submission Software Version 2.1 – Adobe PDF Transit Installation and Configuration Supplement (Optional) – Part Number 701P39393

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), the optional PDF Transit driver, or through DocuShare.

Specific user 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 2000 server
- 18-GB hard disk
- 512-MB random access memory (RAM)
- One 10 / 100 Megabytes per second (MB/s) network interface card (NIC)
- One available drop on a 100 MB/s 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 2000 Server

CAUTION: Ensure that Microsoft Internet Information Services (IIS) are disabled on the Web Document Submission server. The Web Document Submission server uses Apache as the web server software and will not function with IIS installed. Consult article Q321141 – *HOW TO: Disable or Remove Unnecessary IIS Services* – on the Knowledge Base section of the Microsoft support site (<http://support.microsoft.com>) for instructions on how to stop IIS services.

- Microsoft Office XP
- Adobe Acrobat Reader 5.x (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
- Windows XP
- Macintosh OS 9.1.x or OS 9.2.x
- Adobe Acrobat Reader 5.x (or later)
- Internet Explorer 5.5 (or later) or Netscape Navigator 4.75 (or later)
- WinZip or equivalent

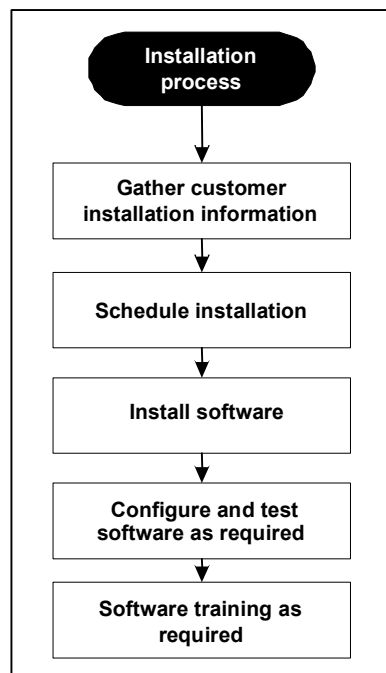
Information Requirements

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

4. Installing the Software

Obtain the *Xerox Web Document Submission Software Version 2.1 – Installation Planning Guide* before installing the software. The following figure, Figure 4-1 gives an overall look at the workflow for the complete installation process.

Figure 4-1. Web Document Submission installation process



When performing an installation, the following, including third-party software and printer driver, must be present and properly configured on the server before installing Web Document Submission software:

- Adobe Acrobat Reader
- PostScript print driver - xwdss-pdfpreview
- Microsoft Office XP

It is recommended that the server be assigned a name and physically labeled with the applicable name and machine IP address. An example is shown in Figure 4-2.

Figure 4-2. Example server label

Example label
Web Document Submission Server IP: xxx.xxx.xxx.xxx

Display File Extensions

In order to simplify product installation it is recommended that file extensions be turned on. When Windows 2000 is installed file extensions are turned off by default.

Displaying File Extensions

Perform the following to display file extensions:

1. Double-click **My Computer**. Click **Tools > Folder Options**.
2. Click the **View** tab. Locate **Hide file extensions for known file types**. Ensure that the check box is cleared. Click **OK**. Close all open windows.

Third-party Software and Printer Driver Installation

Installing Adobe Acrobat Reader

The system requires Adobe Acrobat Reader to be installed on the server. If Adobe Acrobat Reader is not already installed on the Web Document Submission server, it must be downloaded from Adobe and then installed.

Perform the following to install Adobe Acrobat Reader:

1. Go to ***<http://www.adobe.com>*** and download a copy of Acrobat Reader. Choose either the base version, or the version that can search PDF files. Either free version will work with Web Document Submission.
2. Follow the instructions from Adobe to install Adobe Acrobat Reader.

Note: Restarting the server is not necessary at this time. The server will be restarted as part of the final installation procedure.

Adding the Print Driver

A PostScript print driver is used to convert documents to PostScript before they are sent to the printer.

Perform the following to add a PostScript Driver:

1. Click **Start > Settings > Printers**.
2. Double-click **Add Printer**.
3. The **Add Printer Wizard** appears. Click **Next**.
4. The **Local or Network Printer** window appears. Click **Local Printer**. Clear **Automatically detect and install my Plug and Play Printer**. Click **Next**.
5. For the port select **File**. Click **Next**.
6. The list of manufacturers of printers appears. Select **Apple** as the manufacturer and **Apple Color LaserWriter 12/600** as the printer. Click **Next**.

7. Click **Next**. The **Name your printer** window appears. Rename the printer **xwdss-pdfpreview**.
Note: It is very important to name the driver exactly as shown above.
8. Click **Next > Next > Finish**.
9. Close any open windows. The PostScript printer driver that is used for PDF conversions has been installed.

Installing PostScript Printer Drivers for Print Shop Printers

Install printer drivers on the Web Document Submission server for all printers that the print shop personnel will access. Install only PostScript printer drivers since the system will ignore non-PostScript drivers.

Use standard printer installation procedures to install the drivers.

Installing Microsoft Office XP

Microsoft Office XP must be installed in order for print drivers to process Office documents.

Perform the following to install Microsoft Office:

1. Insert the Microsoft Office XP CD in the CD-ROM drive.
Note: If the Microsoft Office installation does not begin after inserting the CD, follow the instructions distributed with Microsoft Office on manually starting an installation.
2. Start the installation process and choose **Typical** installation.
3. Accept all defaults ensuring that Word, Excel, and PowerPoint are installed.
4. Remove the CD from the CD-ROM drive.
5. Restart Windows when prompted.

Post Third-party Software Installation Tasks

In order for the Web Document Submission system to operate, Adobe Acrobat Reader and Microsoft Office must be started to accept license agreements. Failure to do so will keep the system from operating.

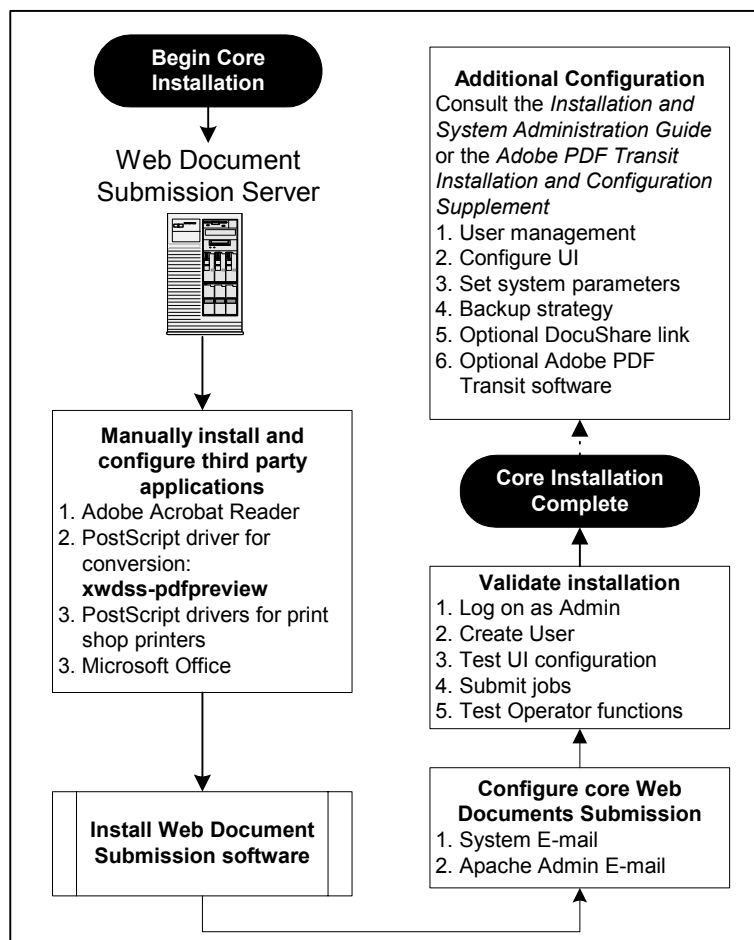
Before installing Web Document Submission Start both Adobe Acrobat and Microsoft Office. Accept their licensing agreements, activate the products, and then close Acrobat and Office Submission.

Note: Microsoft Office must be activated. Failure to activate the product will cause Microsoft Office to reduce features after 30 days resulting in a malfunction of Web Document

Installing Web Document Submission

This section gives procedures on installing the core Web Document Submission software. Figure 4-3 illustrates the workflow for installing the core product.

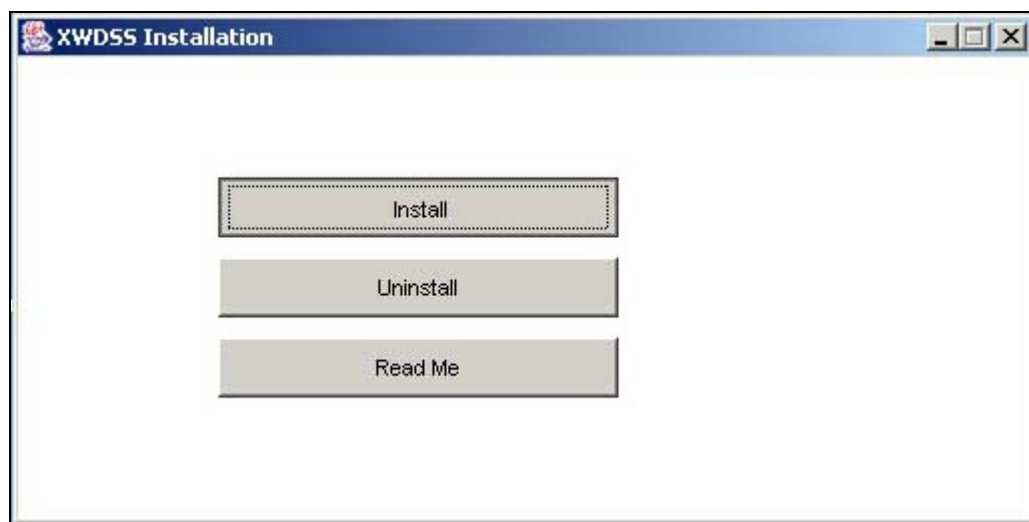
Figure 4-3. Web Document Submission software installation workflow



Web Document Submission Software Installation

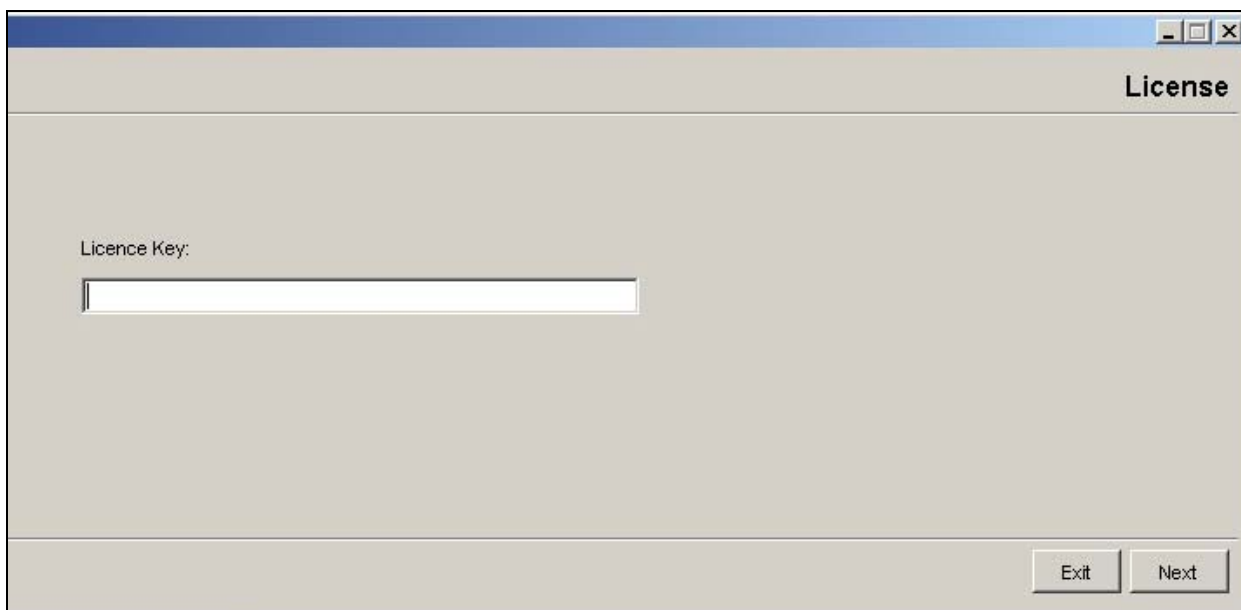
Perform the following to install Web Document Submission software on the server:

1. Insert the Web Document Submission installation CD into the CD-ROM drive of the server.
2. Double-click **My Computer**.
3. Double-click the CD-ROM drive where the Web Document Submission software appears.
4. Double-click **runInstaller.bat**.
5. A command window appears followed the **XWDSS Installation** window. Click **Install**.



Note: The XWDSS Installation window may appear behind the command window. Minimize the command window to see the Installation window.

6. The **License** window appears. Type the supplied license key for the Web Document Submission software and click **Next**.



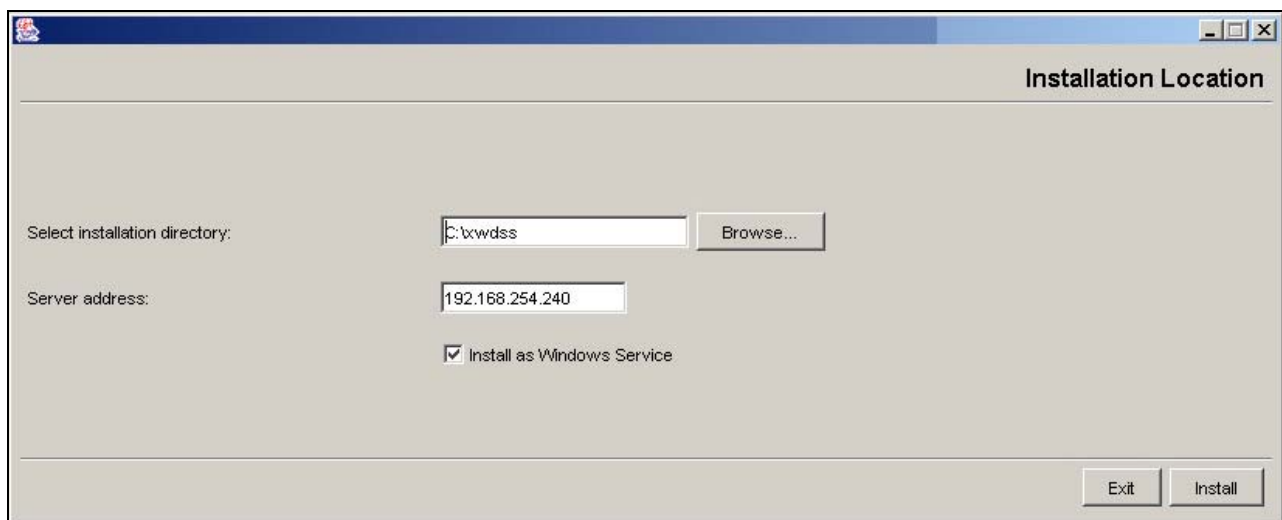
7. Ensure the **Select installation directory** is correct. The default directory is **C:\xwdss**. If this is not correct, type the correct directory path or click **Browse** to locate the correct folder.

Note: If the default directory is not chosen, ensure that any new installation directory is off the root directory.

The Server address is automatically populated. Ensure this is the correct IP address for the Web Document Submission server.

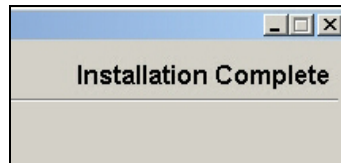
Unless otherwise instructed to do so, ensure that Install as Windows Service is selected.

Click **Install**.



Tip: The Command Window will disappear behind the installation window. Move the command window in front of the installation window in order to monitor the status of the installation. The message **BUILD SUCCESSFUL** will appear several times. This does not mean the installation is complete.

8. After several minutes, the **Installation Complete** window appears. Click **Done** and all installation windows will close.



If there were problems and the installation did not complete properly, consult the *Troubleshooting* section on page 24-1.

Configuring the Web Document Submission Core Installation

Perform the following tasks to configure the Web Document Submission system.

Set up the xwdss-service System User

A user must be set up on the server for the Web Document Submission system to operate correctly as a service.

Note: If the Web Document Submission system is being reinstalled, the following procedure can be skipped since this user only has to be created once on a server.

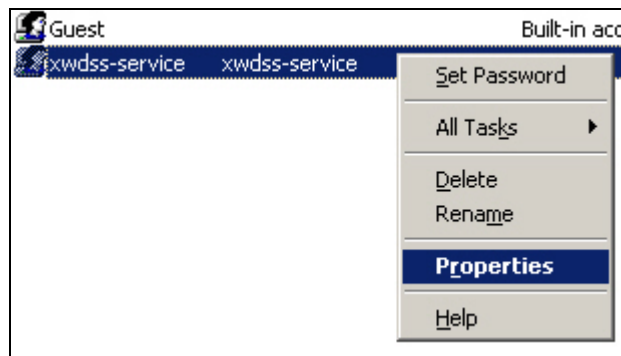
To Create a System User for Web Document Submission:

1. Click **Start > Programs > Administrative Tools > Computer Management**.
2. The Computer Management window opens. Click **+** beside **Local Users and Groups**. The menu tree expands.

3. Click **Users** and then right-click users to open the pop-up menu. Select **New User**.



4. The **New User** window opens. Type **xwdss-service** in the **User name** box and **xwdss-service** in the **Full name** box.
5. Type **1** for the **Password** and confirmation password.
6. Clear **User must change password at next logon**.
7. Select **User cannot change password**.
8. Select **Password never expires**. Click **Close**.
9. The user appears in the right panel of the Computer Management window. Click the icon beside **xwdss-service** and then right-click to open the pop-up menu.



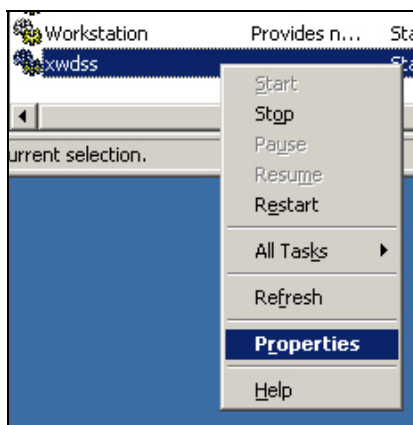
10. The **xwdss-service Properties** window opens. Click the **Member Of** tab.
11. The **Member Of** window appears. Click **Add**.
12. The **Select Groups** window appears. Click **Power Users** and then click **Add**. The path to the Power Users object will appear in the lower portion of the window. Click **OK**.
13. The window refreshes and shows that xwdss-service is now a member of the Power Users group. Click **OK**.
14. Close the Computer Management window.

Associate the System User with Services

The Web Document Submission software services must be associated with the system user xwdss-service.

To Associate the System User with Web Document Submission Services:

1. Click **Start > Programs > Administrative Tools > Services**.
2. The **Services** window opens. Locate **xwdss** and right-click to open the pop-up menu. Select **Properties**



3. The **xwdss Properties (Local Computer)** window opens. Click the **Log On** tab.
4. Under **Log on as** select **This account** and click **Browse**.
5. The **Select User** window opens. Select **xwdss-service** and click **OK**.
6. The **xwdss Properties (Local Computer)** window reappears. Click in the **Password** box, delete any text present, and type **1**.
7. Click in the **Confirm password** box, delete any text present, and type **1**. Click **OK**.
8. A message appears that "The account .\xwdss-service has been granted the Log On As A Service right." Click **OK**.
9. A message appears that "The new login name will not take effect until you stop and restart the service." Click **OK**.
Note: The messages in step 8 and 9 only appear the first time the service has been granted "log on as service" rights. The messages will not appear if the system is being reinstalled.
10. Right-click **Web Document Submission Print Service** in the **Services** window to open the pop-up menu. Select **Properties**.
11. The **Web Document Submission Print Service Properties (Local Computer)** window opens. Click the **Log On** tab.
12. Under **Log on as** select **This account** and click **Browse**.
13. The **Select User** window opens. Select **xwdss-service** and click **OK**.
14. The **xwdss Properties (Local Computer)** window reappears. Click in the **Password** box, delete any text present, and type **1**.
15. Click in the **Confirm password** box, delete any text present, and type **1**.
16. Click **OK**.
17. A message appears that "The account .\xwdss-service has been granted the Log On As A Service right." Click **OK**.

Note: The message in step 17 only appears the first time the service is granted “log on as service” rights. The messages will not appear if the system is being reinstalled

18. Close any open windows and restart the server.
19. Once the server has restarted, log in as **xwdss-service** with the password **1**.
20. In order for the services to access programs properly, open and close Adobe Acrobat Reader, Microsoft Internet Explorer, and Microsoft Word.
21. Log out of the server and log back in as the Administrator.

Set up E-mail Addresses

The addresses for the E-mail server and administrator must be configured for the Web Document Submission system to operate properly.

CAUTION: Without these addresses configured, the Web Document Submission system will not accept any new users.

Perform the following to set E-mail server and administrator addresses for the system:

Note: This next set of configuration items deals with E-mail properties. Consult the *Web Document Submission Installation Planning Guide* to confirm the required information for this section.

1. If the server was restarted in the last procedure, the system should be operational.

Note: If the system is not operational, click **Start > Run**. In the **Open** box type **net start xwdss** and click **OK**
2. Open a browser window on a workstation connected to the network or on the Web Document Submission server.
3. In the address line, type the IP address that will point to the Web Document Submission Web server. In most cases, it is the IP address

of the Web Document Submission server, which hosts the web server software.

http:// <Web Document Submission server IP address>/xdx/admin

4. Log in with user name **Admin** and password **22222**.
5. Click **Administrator tools > Choose option > Configuration manager**.
6. The **Configuration manager** page opens. Move down the page to the **E-mail** section.
7. Click **Admin E-mail address**. Type the Web Document Submission administrator E-mail address in place of the default property value.
8. Click **E-mail enabled**. Ensure that the value is set to **true** if users are to be notified by the system about the status of their jobs.
9. Click **E-mail footer**. Type the text that is appended to the end of every outgoing E-mail message.
10. Click **Printshop name**. Type the name of the print shop, used in E-mails to users in place of the default property value.

WARNING! Do not use an ampersand (&) or an apostrophe (') in the Print Shop name. Doing so will cause the Web Document Submission system to malfunction.

11. Click **E-mail server**. Type the IP address of the designated E-mail server.
12. Move to the bottom of the page and click **Update** to save the changes.
13. Click **Log off** to log off the system.
14. Click **X** to close the browser window.



Configure Apache Administrator E-mail Address

An E-mail link for the system administrator can be set in Apache that appears on the error message page if there was a problem with Apache.

Perform the following to configure the Apache Administrator E-mail address:

1. Click **Start > Programs > Accessories > Notepad**.
2. Click **File > Open**. From the **Files of type** drop-down list select **All Files**.
3. Go to **C:\xwdss\etc\Apache2\conf** and double-click **httpd.conf**.
4. Search for the line **ServerAdmin user@domain.com** and replace **user@domain.com** with the System Administrator E-mail address.

```
#  
# ServerAdmin: Your address, where problems with the server should be  
# e-mailed. This address appears on some server-generated pages, such  
# as error documents. e.g. admin@your-domain.com  
#  
ServerAdmin user@domain.com
```

5. Save the file, overwriting the existing httpd.conf.
6. Close Notepad.

Testing Web Document Submission

Once Web Document Submission has been installed, test the software to ensure that it is operating correctly. The following steps are only a basic test to see if the software is functioning. To test system operations completely, consult the *Install Verification Procedure* chapter in *Appendix C*.

Testing Web Document Submission

Log On as a User

Perform the following to test the Web Document Submission user log on:

1. Open a browser window on a workstation connected to the network or on the Web Document Submission server.
2. In the address line, type the IP address that will point to the Web Document Submission Web server. In most cases, it is the IP address of the Web Document Submission server, which hosts the web server software.

http:// <Web Document Submission server IP address>/xdx

3. The initial log on screen appears after several moments. Log on with the User name **admin** and the Password **22222**. Submit a job.

Log On as an Administrator

Perform the following to test the Web Document Submission administrator log on:

1. Open a browser window on a workstation connected to the network or on the Web Document Submission server.
2. In the address line, type the IP address that will point to the Web Document Submission Web server. In most cases, it is the IP address

of the Web Document Submission server, which hosts the web server software.

http:// <Web Document Submission server IP address>/xdx/admin

3. The initial log on screen appears after several moments. Log on with the User name **admin** and the Password **22222**. View the job that was submitted in the procedure above.

Shutting Down Web Document Submission

To shut down the system, first close the XWDSS Admin Tools, if open, and then run a network command to shut down Web Document Submission.

Shutting Down Web Document Submission

Perform the following to shut down Web Document Submission components:

1. On the server, click **Start > Settings > Control Panel > Administrative Tools > Services**.
2. Locate and click **xwdss** in the list of services.
3. Click the Stop Service icon at the top of the screen



A Service Control window will appear and display the progress of the service shutdown. When complete, the status of **xwdss** and its companion service **Web Document Submission Print Service** will be blank, indicating that the services have stopped.

The system is now shut down.

5. Starting Up and Shutting Down

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

Starting and Stopping Web Document Submission Services

There are two methods of starting and stopping Web Document Submission services:

- Using the Windows 2000 server Services administrative tool.
- Using batch files

The preferred method of starting and stopping the system is using the Services Administrative Tool. This chapter will discuss the preferred method first, and then give the batch file method. Only use the batch file method if instructed by Support.

Starting Web Document Submission Services

If installed as a service, Web Document Submission will automatically start when the server is started. To check if the system has started, simply open a browser window and log on to the Web Document Submission system.

The instructions that follow illustrate how to start the system if it has not started.

Perform the following to start Web Document Submission as a Service:

1. On the server, click **Start > Settings > Control Panel > Administrative Tools > Services**.

Tip: Create a shortcut to Services and place it on the desktop.

2. Locate and click **xwdss** in the list of services.
3. Click the Start Service icon at the top of the screen



A Service Control window will appear and display the progress of the service startup. When complete, the status of **xwdss**, **Web Document Submission Print Service**, and **Apache** will be **Started**.

Tip: A quick way to start the services is to click **Start > Run** and in the **Open** box type **net start xwdss-startup**. Click **OK** and the services will begin as if you had opened the Services window.

Stopping Web Document Submission Services

The instructions that follow illustrate how to stop the system services.

Perform the following to start Web Document Submission as a Service:

1. On the server, click **Start > Settings > Control Panel > Administrative Tools > Services**.
2. Locate and click **xwdss** in the list of services.
3. Click the Stop Service icon at the top of the screen



A Service Control window will appear and display the progress of the service shutdown. When complete, the status of **xwdss**, **Web Document Submission Print Service**, and **Apache** will be blank, indicating that the services have stopped.

Tip: A quick way to stop the services is to click **Start > Run** and in the **Open** box type **net stop xwdss-startup**. Click **OK** and the services will stop as if you had performed this procedure from the Services window.

Starting and Stopping Web Document Submission Using Batch Files

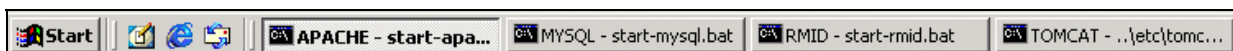
The following procedure should be used under instructions from Support. Only use this method if services have either been deactivated or shut down.

WARNING! Do not shut down Web Document Submission using a batch file if the system was started as a service. Data loss could occur.

Starting Web Document Submission using a Batch File

Perform the following to start Web Document Submission using a batch file:

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



3. Almost instantly, 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.



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

Figure 5-1. Description of components started with the Control Center

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

Stopping Web Document Submission using a Batch File

Perform the following to shut down Web Document Submission using a batch file:

1. If open, close the **Control Center** by clicking **X**.

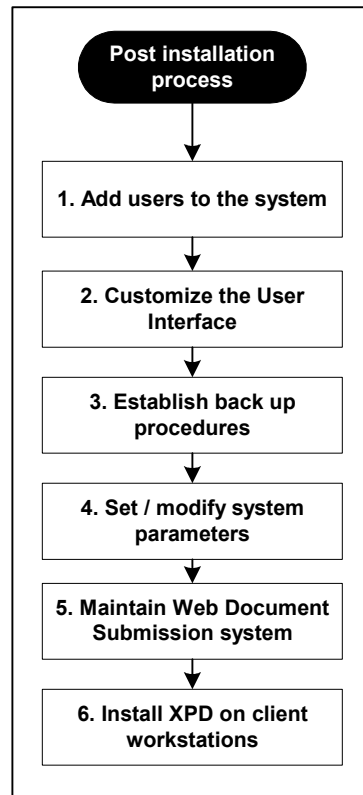


2. Go to **C:\xwdss\scripts** and double-click **xwdss-shutdown.bat**. All processes close their corresponding command windows and the Web Document Submission system stops.

6. System Administration Tasks

This chapter outlines tasks that must take place after installation. Most of these are ongoing System Administrator tasks. Figure 6-1 shows the post-installation process.

Figure 6-1. Post-installation process



***Adding users to the system
(Chapter 7 – 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 XWDSS Admin Tools.

***Customizing the User Interface
(Chapter 8 – 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 XWDSS Admin Tools.

***Establishing a backup strategy
(Chapter 10 – 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 12 – Configuring System Parameters)***

The Configuration Manager tool in the XWDSS Admin Tools 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 14 – 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
(Chapter 11 – Maintaining the Web Document Submission System)***

This chapter outlines some basic file maintenance topics such as monitoring the PrintJobs folder. It is the responsibility of the System Administrator to ensure the system is operating properly.

Installing the Xpress Print Driver on client workstations (Chapter 9 – 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. The instructions on performing this setup task are detailed in this chapter.

7. 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 Admin tool)

All user management is done through the use of the UGD Admin tool, which is found in the XWDSS Admin Tools. The tool is shown in Figure 7-1.

Figure 7-1. User Group Directory Administration Tool

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"/>

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.

If a data file has been supplied with the installation CD, skip to Step 4 – Import Users on page 7-15.

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** either to 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 7-2.

Figure 7-2. 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 7-3.

Figure 7-3. 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 7-4 shows this pattern repetition.

Figure 7-4. 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 would have additional 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 7-2 on page 7-3 is expanded to include an extra field, supervisor, the file would look like Figure 7-5 shown below.

Figure 7-5: 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 Web Document Submission system is running before performing this procedure.

1. From the XWDSS Admin Tools click **Tools > UDG Admin**.
2. Click **Tools > User Field Config**.
3. The **User Field Configuration** window appears.

Note: The 11 User Field Mappings listed in the previous section are present if this there was no pre-configuration done for Web Document Submission. If there are other fields listed, then a pre-configuration has been done and the fields are the those a customer has requested.

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 the Web Document system is running before completing this procedure.

1. Go to **My Computer > C: > xwdss > scripts**. Double-Click **ControlCenter.bat**.
2. The **XWDSS Admin Tools** window opens. From the XWDSS Admin Tools click **Tools > UDG Admin**.
3. Click **Tools > User Field Config**.
4. The **User Field Configuration** window appears. Double-click the name of the field that is to be removed.
5. Delete the name of the field that is to be removed and press **Enter** on the keyboard.
6. 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.
7. 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 7-7 shows the user data file field names and how they will map to Web Document Submission names.

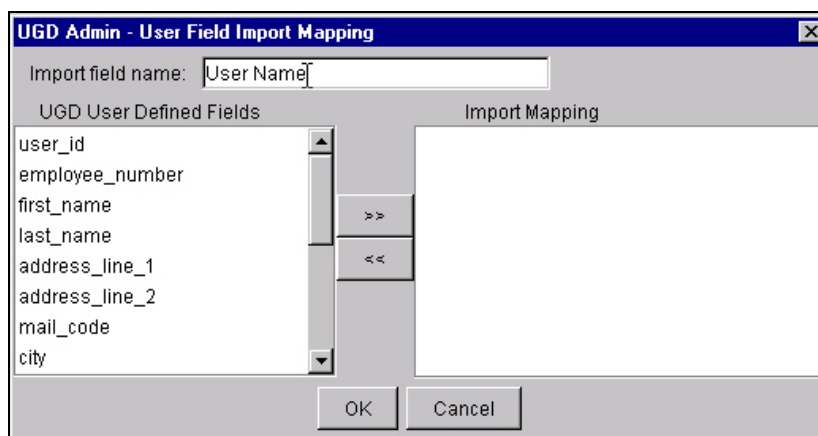
Figure 7-7. User file field names that map to Web Document Submission field names

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		

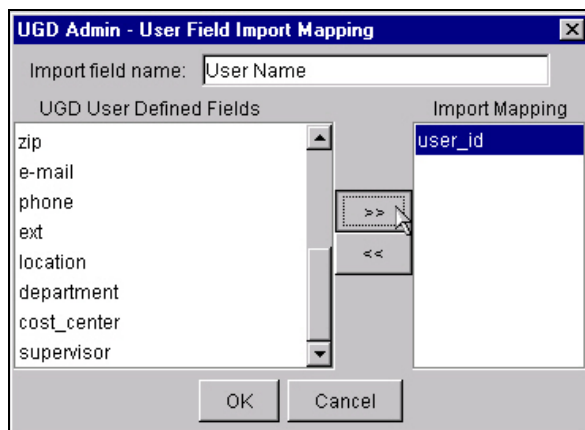
Perform the following to create and save a new mapping:

1. Go to **My Computer > C: > xwdss > scripts**. Double-Click **ControlCenter.bat**.
2. The **XWDSS Admin Tools** window opens. From the XWDSS Admin Tools click **Tools > UDG Admin**.
3. The **User Group Directory Admin** window opens. Click **Tools > User Import Mappings**.
4. 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**.
5. Click **Add** under the column where the **default** mapping is listed.

6. The **UGD Admin - New User Mapping** window appears. Type a mapping name. For this example, type **Test** as the mapping name. Click **OK**.
7. A blank **UGD Admin - User Import Mappings** window appears. Click **Add**.
8. 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 7-6, six import mappings must be created. Type the field name as it appears in the user file in the **Imported field name** text box.

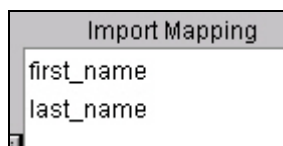


9. Scroll through the list of **UGD User Defined Fields** to find the Web Document Submission field that maps to **Imported field name**. Use the >> button to move the field into the **Import Mapping** window. Use the << button to remove a field moved in error. Click **OK**.



10. 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.

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.



11. To save the mappings, click **Actions > Save**. A confirmation message appears that the mappings were saved. Click **OK**.
12. 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:

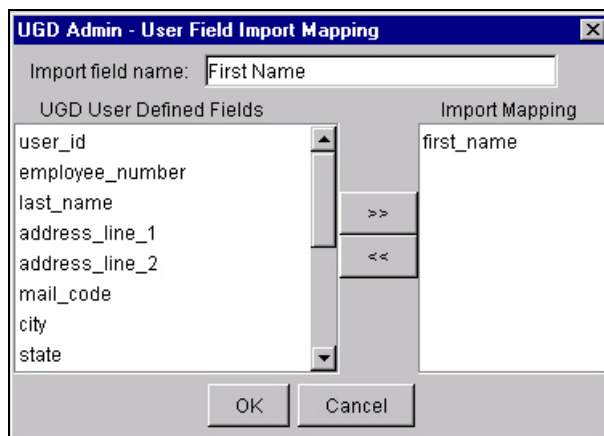
1. Go to **My Computer > C: > xwdss > scripts**. Double-Click **ControlCenter.bat**.
2. The **XWDSS Admin Tools** window opens. From the XWDSS Admin Tools click **Tools > UDG Admin**.
3. The **User Group Directory Admin** window opens. Click **Tools > User Import Mappings**.
4. The **UGD Admin - User 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**.

Import Field Label	User Field Mapping
Zip	zip
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

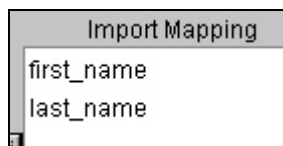
5. A new **UGD Admin - User Field Import Mapping** window opens. This window is where the field names in the import file are matched with the Web Document Submission system uses for field names internally.



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.

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

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.



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

9. 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.

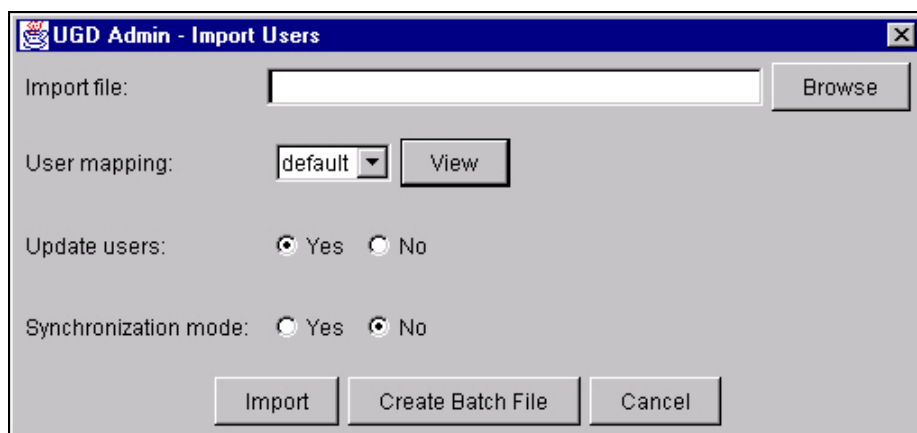
Step 4 – Import Users

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

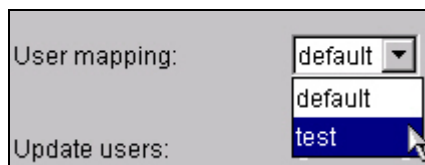
Perform the following to import users:

1. Go to **My Computer > C: > xwdss > scripts**. Double-Click **ControlCenter.bat**.
2. The **XWDSS Admin Tools** window opens. From the XWDSS Admin Tools click **Tools > UDG Admin**.
3. The **User Group Directory Admin** window opens. Click **Tools > Import Users**.

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



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

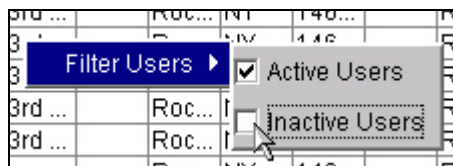


Click **View** to ensure this is the correct mapping to be used for the import. Click **X** to close the view window.

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 appear and are active.
9. Click **X** to exit the **User Group Directory Admin** window.



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 24-1 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 7-5 in this chapter.

Adding a User to Web Document Submission

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

1. Run the XWDSS Admin Tools application by double-clicking on ControlCenter.bat contained in the c:\xwdss\scripts directory.
2. From the XWDSS Admin Tools click **Tools > UDG Admin**.
3. The **User Group Directory Admin** window opens.
4. Click **Add User**.
5. Select **Active** in the top left corner of the **New User** window.



6. Click in the **user-id** field and type a unique user identification for the user being entered.
7. 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.

8. 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.
9. 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. Run the XWDSS Admin Tools application by double-clicking on ControlCenter.bat contained in the c:\xwdss\scripts directory.
3. From the XWDSS Admin Tools click **Tools > UDG Admin**.
4. The **User Group Directory Admin** window opens. Click **Tools > Import Users**.
5. The **UGD Admin - Import Users** window opens. Click **Browse** and locate the updated user file.
6. Select the correct **User mapping**.
7. Ensure that **Yes** is selected for **Update Users**.
8. Ensure that **No** is selected for **Synchronization mode**.
9. Click **Import**. A summary screen appears when the process is complete. Click **OK**.

10. The **User Group Directory Admin** window reappears. All users with new profile information are updated.
11. Click **X** to exit the **User Group Directory Admin** window.



Modifying User Information for a Single User

Perform the following to modify a group of users:

1. Run the XWDSS Admin Tools application by double-clicking on ControlCenter.bat contained in the c:\xwdss\scripts directory.
2. From the XWDSS Admin Tools click **Tools > UDG Admin**.
3. The **User Group Directory Admin** window opens. Click the line where the user to be modified appears. The line becomes highlighted.
4. Click **Modify User**. The **Modify User** window opens.
5. 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.
6. Click **Update**. A confirmation window appears. Click **OK**.
7. To exit the **Modify User** window, click **Close**.
8. The **User Group Directory Admin** window reappears. The user with the updated profile information appears with the updated information.
9. 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, they can request the password be sent to them through a link on the User log on page. If the E-mail address of the user has changed, however, the System Administrator must change the password for them since a request for a password from the user will be sent to the wrong E-mail address.

Perform the following to change a user password:

1. Go to **c:\xwdss\scripts** and double-click **ControlCenter.bat**.
2. The XWDSS Admin Tools start. Click **Tools > UDG Admin**.
3. The **User Group Directory Admin** window opens. Click the line where the user to be modified appears. The line highlights.
4. Click **Modify User**. The **Modify User** window opens.
5. Click **Change Password**.
6. The **UGD Admin - Modify User** window opens. Type the new password for the user and click **OK**.
7. A confirmation window appears. Click **OK**.
8. To exit the **Modify User** window, click **Close**.
9. The **User Group Directory Admin** window reappears.
10. 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. Go to **c:\xwdss\scripts** and double-click **ControlCenter.bat**.
2. The XWDSS Admin Tools start. Click **Tools > UDG Admin**.
3. 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**.
4. The **UGD - Inactivate User** window appears. Click **Yes**.
5. 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 XWDSS Admin Tools 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 7-7 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 7-7. 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. Go to **c:\xwdss\scripts** and double-click **ControlCenter.bat**.
2. The XWDSS Admin Tools start. Click **Tools > UDG Admin**.
3. The **User Group Directory Admin** window opens.
4. Click on the name of the user. The line is highlighted.
5. Click **Group Membership** to view the groups a user has been assigned. Click **X** to close the **User Group Membership** window.
6. Click **Permissions** to view the permissions a user has been assigned. Click **X** to close the **User Permissions** window.

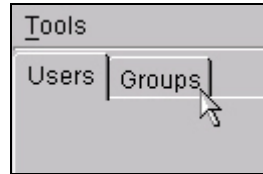
Assigning a User to a Group

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. Go to **c:\xwdss\scripts** and double-click **ControlCenter.bat**.
2. The XWDSS Admin Tools start. Click **Tools > UDG Admin**.

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



4. The window refreshes and the user groups appear. Click **XBS Operator**. The XBS Operator line becomes highlighted. Click **Users**.
5. 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.
6. 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 **<<**.
7. Click **Save**. A confirmation message appears. Click **OK**. Click **Close**.
8. The **User Group Directory Admin** window reappears. To exit the User Group Directory Admin window, click **X**.

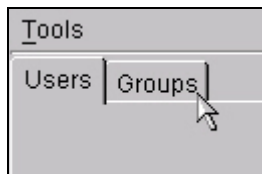


Removing Users from a Group

Perform the following to remove a user from a group:

1. Go to **c:\xwdss\scripts** and double-click **ControlCenter.bat**.
2. The XWDSS Admin Tools start. Click **Tools > UDG Admin**.

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



4. 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**.
5. 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.
6. 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 >>.
7. Click **Save**. A confirmation message appears. Click **OK**. Click **Close**.
8. The **User Group Directory Admin** window reappears. To exit the User Group Directory Admin window, click **X**.



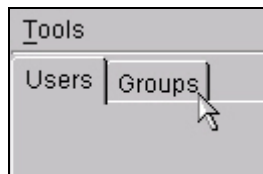
Adding a New User Group

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

Perform the following to add a new user group:

1. Go to **c:\xwdss\scripts** and double-click **ControlCenter.bat**.
2. The XWDSS Admin Tools start. Click **Tools > UDG Admin**.

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



4. The window refreshes and the user groups appear. Click **Add Group**.
 5. The **UGD - Add Group** window appears. Type the name of the new user group and click **OK**.
 6. A confirmation window appears. Click **OK**.
- Note:** This user group will have no users or permissions assigned to it.
7. The **User Group Directory Admin** window reappears. To exit the User Group Directory Admin window, click **X**.

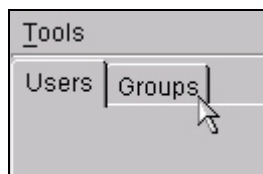


Adding Permissions to a Group

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

Perform the following to add permissions to a group:

1. From the XWDSS Admin Tools 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 7-5, on page 7-6 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

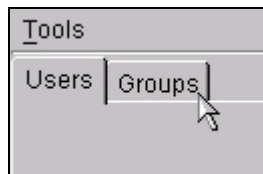
If a group is no longer required, it can be deleted.

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. Go to **c:\xwdss\scripts** and double-click **ControlCenter.bat**.
2. The XWDSS Admin Tools start. Click **Tools > UDG Admin**.

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



4. 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**.
5. A confirmation window appears. Click **Yes**.
6. A second confirmation window appears confirming the removal of the user group. Click **OK**.
7. The **User Group Directory Admin** window reappears. To exit the User Group Directory Admin window, click **X**.



Modifying a Group Name

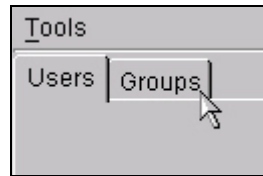
An existing group name can be modified.

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

Perform the following to modify a group name:

1. Go to **c:\xwdss\scripts** and double-click **ControlCenter.bat**.
2. The XWDSS Admin Tools start. Click **Tools > UDG Admin**.

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



4. 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**.
5. 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**.
6. A confirmation window appears. Click **OK**.
7. The **User Group Directory Admin** window reappears. To exit the User Group Directory Admin window, click **X**.



8. Customizing the User Interface

The User Interface (UI) Configuration tool in the XWDSS Admin Tools and the Administrator Tools available on the web UI customize elements of the user interface for Web Document Submission. There are five 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.
- Labels – Text labels on the user as well as the admin page can be modified as well as messages on some of the pages

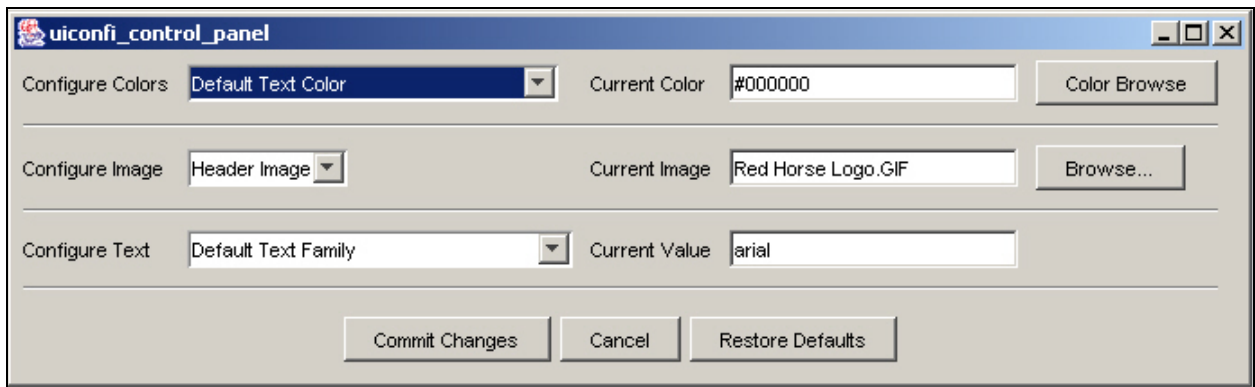
If dissatisfied with changes, the original interface configuration can be restored.

Starting the UI Configuration Tool

Perform the following to start the UI Configuration tool:

1. Go to **c:\xwdss\scripts** and double-click **ControlCenter.bat**.
2. The XWDSS Admin Tools start. Click **Tools > UI Config**.

3. 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 8-1 and 8-2.

Figure 8-1. User Interface Items that can be selected in the UI Configuration Tool

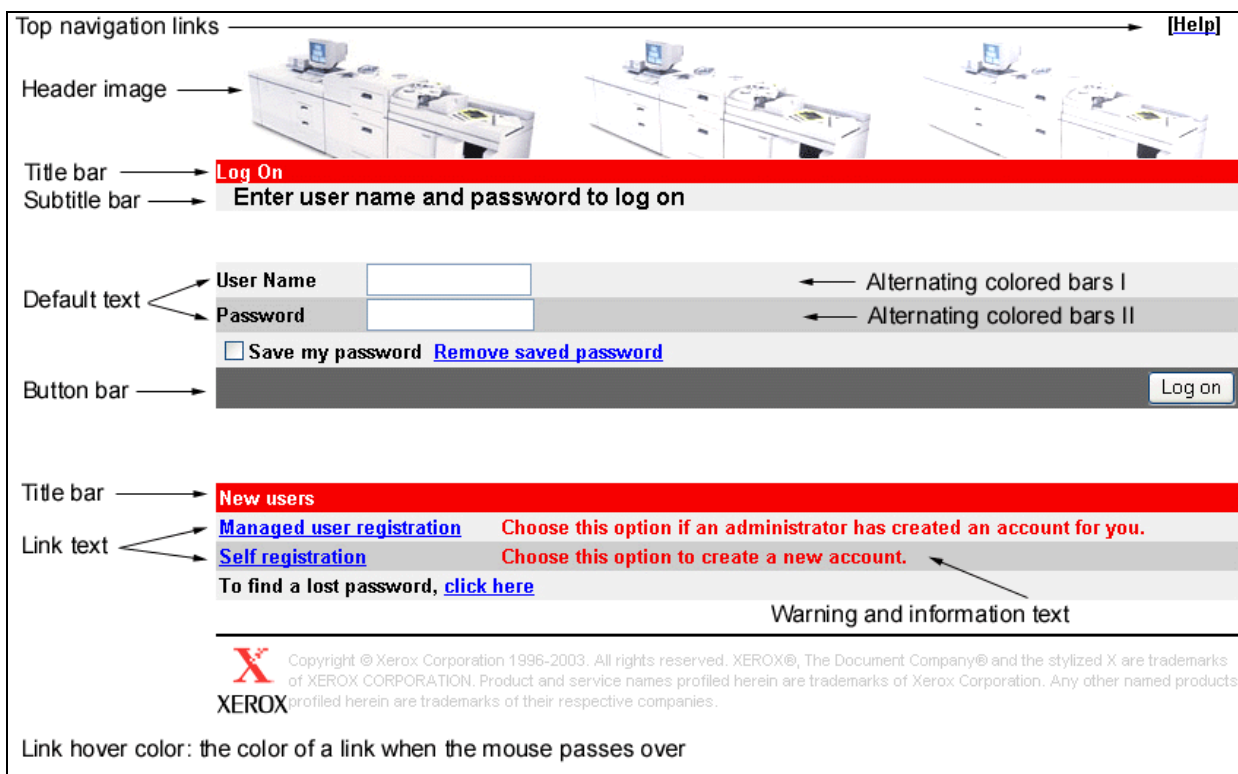
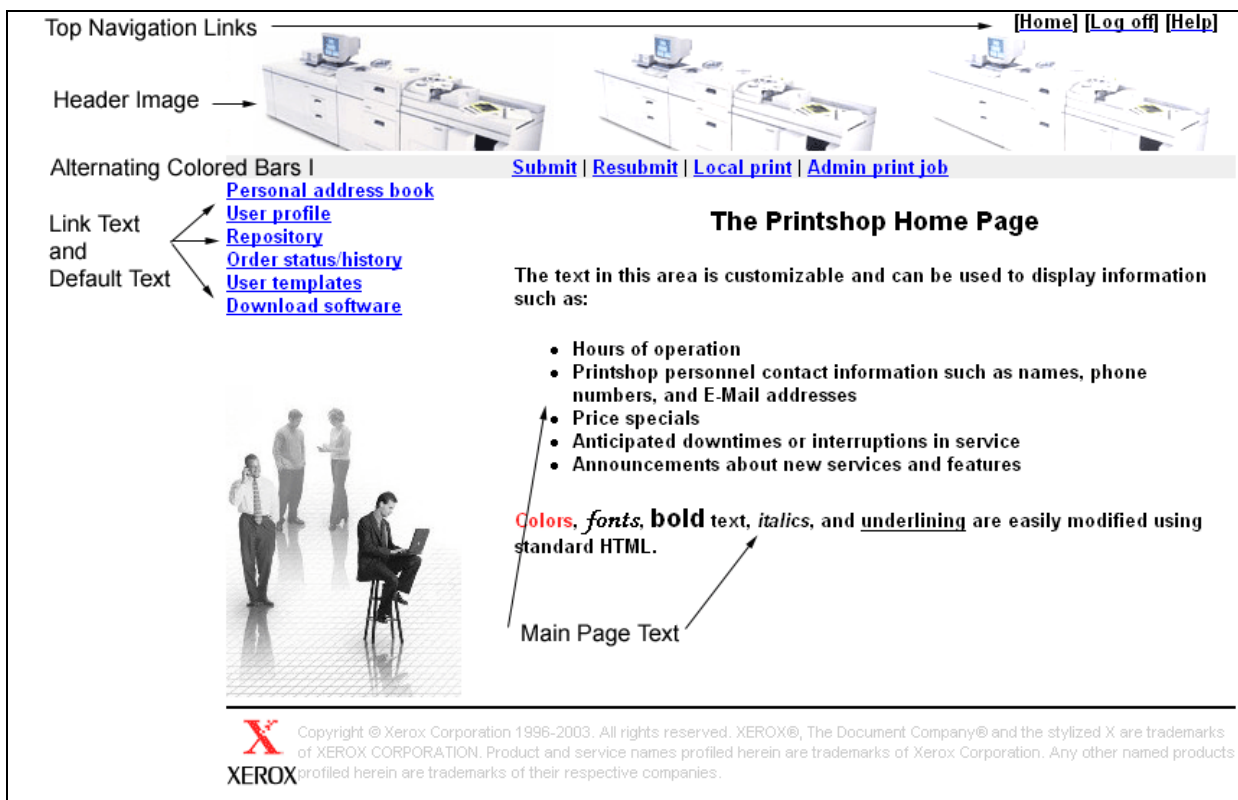


Figure 8-2. User Interface Items that can be selected in the UI Configuration Tool



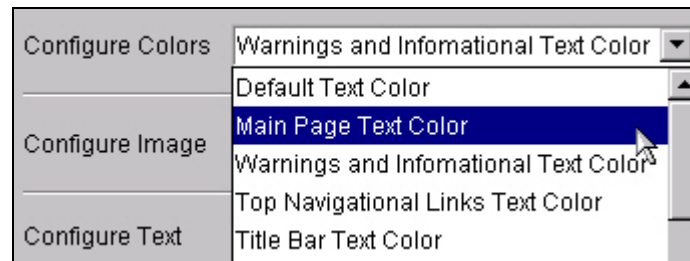
Configuring Colors

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**.

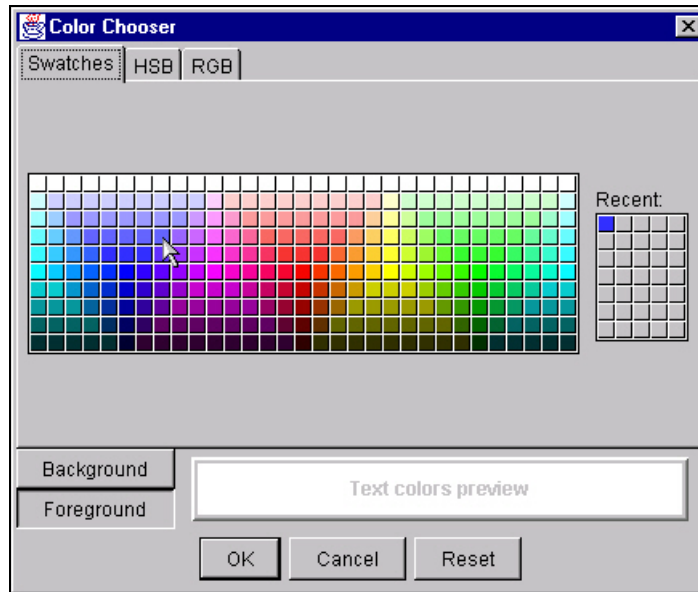


2. The **Current Color** text box refreshes to show the color currently selected for the Main Page Text Color. Click **Color Browse**.
3. The **Color Chooser** opens. There are three methods of choosing a color, each selectable by clicking their respective tab.

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.

1. Once the desired color has been selected, click **OK**. The **Current Color** text box refreshes to show the modification.
2. 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**.
3. 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.

4. 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.

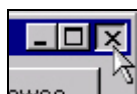
This procedure assumes that the User Interface Configuration tool has been opened.

The default value for the **Configure Image** section of the User Interface Configuration tool follows at the end of this chapter on page 8-18.

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.



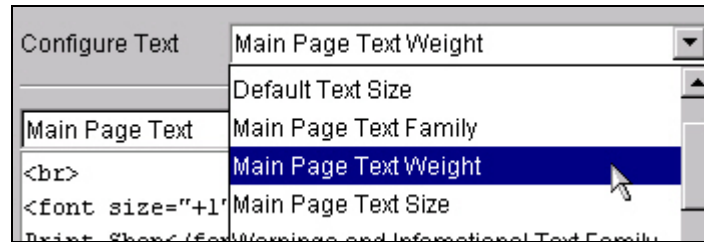
Configuring Text

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.

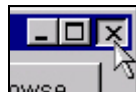


Table 8-1 shows acceptable attribute values for text.

Table 8-1. 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. This procedure must be performed on the Web Document Submission server.

Figure 8-3 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 8-3. Home page with modified header image, modified mainGroup.jpg image, and modified main page text



Perform the following to modify the main page text:

1. Go to the Web Document Submission server. Go to **C:\xwdss\Properties\Resources** and open **XwdssMessage.xml** in Notepad.
2. At the top of the resource file is this section:

```
<resources>
  <resource name="user.main.center.html" label="Printshop Home Page Configurable Text">
    <locale name="en_US"><![CDATA[<p class="mainPageText">
      <table width="500" border="0" cellpadding="0" cellspacing="0">
        <tr>
          <td width="500" align="center" valign="center"><br><font class="mainPageText"><h3>The Printshop
        </tr>
        <tr>
          <td width="500" align="left" valign="top">
            <font class="mainPageText">
              The text in this area is customizable and can be used to display information such as:
            <ul>
              <li>Hours of operation</li>
              <li>Printshop personnel contact information such as names, phone numbers, and E-Mail address</li>
              <li>Price specials</li>
              <li>Anticipated downtimes or interruptions in service</li>
              <li>Announcements about new services and features</li>
            </ul>
            <font color="FF0000">Colors</font>, <font face="monotype corsiva" size="4">fonts</font>, <font
            </font>
          </td>
        </tr>
      </table>
    </p>]]></locale>
  </resource>
```

3. Copy the text from the highlighted line, **table width="500"...**, as shown above down to **</table>**.
4. Using standard HTML, modify the code to reflect any required customer text.

5. When the code changes have been completed save **XwdssMessage.xml**
5. Go to the Web Document Submission home page using the browser window already open or a new browser window. After logging in as a user the changes to the main page text are now present. If the change is unsatisfactory, repeat the steps to change the HTML code.

CAUTION: 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.

Tips about creating the Main Page Text

- Create the code in a visual HTML editor, like Dreamweaver™ including any desired images. The code created in a visual editor can be cut and pasted directly into the xdwssMessages.xml code. Ensure the editor does not add any additional code to the top of the HTML.
- Save all images for Main Page Text as GIF or JPG images in the following folder on the Web Document Submission server:
c:\xwdss\etc\Apache2\htdocs\images\2_0_images.
Save a copy of these files outside the c:\xwdss folder.
- Allowable changes inside the HTML code include:
 - color and size of text
 - font
 - 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 with customer supplied images a simpler process.
- The code for the sample Main Page Text in Figure 8-3 follows in Figure 8-4.

Figure 8-4. HTML code sample for the Main Page Text in Figure 7-3.

```

<resources>
  <resource name="user.main.center.html" label="Printshop Home Page Configurable Text">
    <locale name="en_US"><![CDATA[<p class="mainPageText">
      <table width="500" border="0" cellpadding="0" cellspacing="0">
        <tr>
          <td width="500" border="0" cellpadding="0" cellspacing="0">
            <tr>
              <td width="500" align="center" valign="center"><font face="Arial, Helvetica, sans-serif"><br>
                <font class="mainPageText">
                  <h3><font size="+2">The <font color="#000000">Printshop</font> Home Page</font></h3>
                </font></font></td>
            </tr>
            <tr>
              <td width="500" align="left" valign="top"> <font face="Arial, Helvetica, sans-serif" class="mainPageText">
                <font size="+1">Welcome to the the <font color="#FF0000"><strong>Red Horse
                Printing</strong></font> Printshop</font></font><font class="mainPageText">
                <ul>
                  <li><strong><font color="#FF8000" face="Arial, Helvetica, sans-serif">Fall
                    Specials</font></strong>
                    <ul>
                      <li><font size="-1" face="Arial, Helvetica, sans-serif">20% off all
                        color jobs over 30 pages</font></li>
                      <li><font size="-1" face="Arial, Helvetica, sans-serif">Free binding
                        on orders over 80 pages (call for more details)<br>
                        </font></li>
                    </ul>
                  </li>
                  <li><font color="#FF0000" face="Arial, Helvetica, sans-serif"><strong>Upgrade
                    Notice</strong></font>
                    <ul>
                      <li><font size="-1" face="Arial, Helvetica, sans-serif">We will be
                        adding a new server. Electronic job submission will not be available
                        from December 18, 11:00 PM to December 19, 8:00 AM<br>
                        </font></li>
                    </ul>
                  </li>
                  <li><strong><font color="#800000" face="Arial, Helvetica, sans-serif">Troubleshooting
                    </font> </strong>
                    <ul>
                      <li><font size="-1" face="Arial, Helvetica, sans-serif">If you are
                        having problems submitting a job, please call Carl Wetherford at
                        555-555-1212, ext. 121 </font></li>
                    </ul>
                  </li>
                </ul>
                <font> </font> <ul>
                  <li><font color="#FF3333" face="Arial, Helvetica, sans-serif" class="mainPageText"><strong>Hours
                    of operation</strong></font>
                    <ul>
                      <li><font size="-1" face="Arial, Helvetica, sans-serif" class="mainPageText">Monday
                        through Friday - 8:30 AM to 6:00 PM</font></li>
                    </ul>
                  </li>
                </ul>
                <p align="center"><font size="-1" face="Arial, Helvetica, sans-serif"><a href="#nowhere">Corporate
                Headquarters</a> | <a href="#nowhere">Jobs at Red Horse Printing</a>
                | <a href="#nowhere">Directions</a></font></p></td>
            </tr>
          </td>
        </tr>
      </table>
    </p>]]></locale>
  </resource>

```


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

Changing the mainGroup.jpg Image

The extra image on the User home page is mainGroup.jpg located at c:\xwdss\Apache2\htdocs\images\2_0_images. This image may be replaced with another image.

Tips about creating the mainGroup.jpg image

- Create a new image that is approximately the same size as the original image – 163 x 216 pixels.
- The new file must have the same name and extension as the original. Save the original jpg with a new name in case it is needed again.

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: This restores all colors and font information to defaults, it does not change the configurable text changes that have been made in the Resource File Manager Tool.

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 8-2. 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
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 8-3. Configure Image

Configure Image	
Configurable Section	Default
Header Image	2_0_images/ logo.gif
Copyright Text Color	#CCCCCC

Table 8-4. 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

Table 8-4. Configure Text (continued)

Configure Text	
Configurable Section	Default
Top Navigational Links Text Family	arial
Top Navigational Links Text Weight	bold
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

9. 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 / XP 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/ XP XPD Setup

Windows 2000 Professional / XP Client Setup

Installing the XPD print driver

Perform the following to install the XPD print driver on a Windows 2000 Professional / XP computer:

1. Create a folder named **XPD** on the **C:** drive of your computer.
2. From the Web Document Submission home page, click **Download Software** and download the **Windows 2000/XP XPD** driver to the newly created XPD folder.
3. Double-click **setup.exe** in the **C:\XPD** folder on your computer. The **InstallShield Wizard** starts.
4. Click **Next**. The XPD installs.

5. Click **Finish** to complete the installation.

Setting the Printer Properties for Windows 2000 Professional / XP XPD

1. Click **Start > Settings > Printers**.
2. Right-click **Xerox Web Document Submission Software PS Color Plugin**.
3. A shortcut menu appears. Select **Properties**.
4. Click the **Configuration** tab from the Properties window.
5. Click **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 starting Internet Explorer or Netscape before using the driver, especially if using a proxy server on the network. Check with a system administrator if you are not sure about the proxy settings.

The installation is now complete. Test the installation by opening a Windows application. Print to Web Document Submission with the XPD driver by clicking **File > Print** and then selecting the **Xerox Web Document Submission Software PS Color Plugin** driver.

Windows NT Workstation XPD Setup

Windows NT Workstation Computer 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 NT Workstation computer:

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 **LPT1** for the printer port. 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 is required 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 IE or Netscape before using the driver, especially if using a proxy server on the network. Check with a system administrator if you are not sure about the proxy settings.

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

XWDSS Server Setup

Modifying XWDSS 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:\xwdss\etc\Apache2\htdocs\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"
```

```
HKLM,"Software\Xerox\DocumentsXpress\Get  
URL",,0,"http://MACHINE2:80/xdx/upd.jsp?request.action=upd.action  
.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 XPD Setup

Caution: WordPad documents uploaded with the Windows 95 / 98 / ME XPD driver will not print.

Windows 95 / 98 / ME Client Setup

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

Installing the XPD printer driver

Perform the following to install the XPD printer driver on a Windows 95 / 98 computer:

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 workstation.
4. Click **Start > Settings > Printers**. Double-click **Add Printer**. Click **Next**.
5. Click **Local Printer**. Click **Next**.
6. Click **Have Disk** and browse to **C:\XPD**.
7. Highlight **Docsxprs.inf**. Click **Open**.
8. Click **OK**.
9. Select **DocumentsXpress Color Plugin**. Click **Next**.

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

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. Do **not** print a test page. Click **Finish**.

At this point, the installation is now complete.

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 Color Plugin** driver.

10. 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 XWDSS Admin Tools.

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:\xwdss folder and its subfolders needs to be backed up.
3. Once the backup is complete, restart Web Document Submission by restarting the XWDSS Admin Tools and services on the server.

Restoring Web Document Submission from a Backup

Perform the following to restore Web Document Submission:

15. Following the instructions included with the backup software, restore all hard drives from the backup.
16. Reboot the server.
17. Restart the services using the procedure found in this guide.
18. Test the system to confirm a user can perform tasks such as logging on, printing, and converting.

11. Maintaining the Web Document Submission System

Maintenance of the Web Document Submission system is the responsibility of the System Administrator

Succeeded / Failed Print job Folder

In the **C:\xdx\printJobs** folder are two are two folders:

- succeeded
- failed

These folders contain information on jobs that have had their status changed to either succeeded or failed by the Print Operator or System Administrator.

Over time, these folders will grow in size, so it is recommended that they be emptied out periodically, depending on the amount of traffic that goes through the Web Document Submission system. If the folders become large, they occupy hard drive space that, with incoming jobs, can affect the system.

Schedule a regular time to examine the folders – every week or month. Use standard Windows procedures to delete the files in the folder.

Copyjob Folder

The Copyjob folder is located on a remote server and is used by print shop personnel to copy jobs that need to be processed outside the Web Document Submission system. The folder is set up using the procedure outlined on page 17-1

The folder may contain a number of sub-folders; each named after the print job id that originated the copy job.

Over time, this folder will fill with jobs that have been copied from Web Document Submission. While how full this folder is will have no effect on the Web Document Submission server, it may affect the remote server.

Schedule a regular time to examine the folders – every week or month. Use standard Windows procedures to delete the files in the folder.

12. 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 XWDSS Admin Tool, the web-based Configuration Manager, or manually through editing XML files. Configuration tools are outlined in Figure 12-1.

Figure 12-1. Configuration Tools in Web Document Submission

XWDSS Admin Tools	
XWDSS Tool	
UGD Admin (see Chapter 7)	User Group Directory Administration – User and group management. This tool can also import user database information from customer-supplied files.
UI Config (see Chapter 8)	User Interface Configuration – The User interface can be customized using the UI Config tool.
Administrator Tools – Web-based	
Configuration Manager (this chapter)	Configuration Manager – Allows changes to the system parameters in the Web Document Submission system.
Resource File Manager (see Chapter 13)	Resource File Manager – Allows changes to the test strings in error and constraint messages.
Manually Configured Files	
Configurable XML Files (see Chapter 21)	E-mail – System messages that are configurable by modifying XML files.

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 XWDSS Admin Home Page click **Administration tools** and select **Configuration manager** from the tools pull-down menu.
2. The **Configuration manager** page appears.
3. After any configuration changes are made, ensure the changes are saved by clicking the **Update** button at the bottom of the page. Stop and restart the system for the changes to take effect.

Modifying the Configuration

Each section in the Configuration Manager contains values that are either editable or not editable. Refer to these following sections, along with *Appendix A – Default Configuration Manager Values* to change the editable configuration values. These instructions will illustrate how to change values in each section, and how to save those changes.

System Properties

The properties section in the Configuration Manager is where the system properties for Web Document Submission are found. This section is non-editable and is only included for reference

Application Homes

This section displays the home directories from the external applications used by XWDSS. This section is displayed for reference only and is non-editable

Users

This section contains information about managing the user database. The only editable item in this section is User Import File, which is the location of the file used during a user import operation.

Note: The variable \${WXPRESS_HOME} is the location of the XWDSS install, in most cases you will only modify the path after this variable.

Database

This section contains information on the internal database XWDSS uses. This section is for reference only, none of the parameters are editable.

Documents

This section contains information on where XWDSS stores the users documents as well as number of days to keep documents. There are 2 editable fields in this section, Document Lifetime and Warning Days. To modify these values simply replace the text in the text box with the new value.

Web Server

This section contains properties that control the web server. In this section you can set the following:

- Default Due date – This is the default number of days between a job request's start date and it's due date
- User Page Size – Number of users to display per page in the Global Address Book
- Display Variables – This flag turns on debug information that is displayed in the user's browser. Used for troubleshooting only.
- Session Timeout – The number of minutes a web session lasts before timing out requiring the user to log in again.

- Operator Default Job State Filter – This is a list of job states that by default are displayed on the operator/admin home page.
- Job View List Size – This sets the maximum number of jobs to show per screen on the operator/admin home page.

Configuration Files

Exceptions

The Exception Messages section in the Resource File Manager is 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. Change the text in the text box to reflect the error that you would like displayed for this exception.
2. When you have configured all of the exception messages, press Update at the bottom of the page.

Job States

The JobStateStrings section of the Resource File Manager allows customization of the text that displays to show job notification states.

Configuring 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.

Perform the following to configure a System Jobs States parameter:

1. Locate the parameter to be changed. Enter the text that you would like displayed for the selected Job State.
2. After all changes have been made click **Update** at the bottom of the page.

13. Modifying Error Messages Using Resource File Manager

This chapter outlines how to use the Resource File Manager to make changes to the error messages displayed on the Document and Job option screens during a job submission

Resource File Manager Tool

The Resource File Manager Tool allows an administrator to modify some the text strings displayed to a user while they are filling out the Job and Document option screens.

Perform the following to open the Job Control Panel Tool:

1. Open a web browser to the XWDSS Operator / Administrator page.
2. From the Administrator page click **Administrator tools**.
3. Select **Resource File Manager** from the Tools pull-down menu.
4. Select **ConstraintMessages** or **ExceptionMessages** from the Resource File Manager pull-down menu and click **View resource file**.
5. Make any changes to the labels.
6. Click **Update** at the bottom of page when all edits are complete.
7. Click **Home** to return to the Administrator Home page.

14. Modifying Templates

The Template Manager allows the System Administrator to modify existing create, edit and delete Job Templates. Job templates are predefined job options that a user can select when submitting a job.

Template Tools

The Template tools are available from the **Administrator tools** pull-down menu.

Creating a Template

Perform the following to create a template:

1. Select **Create new template** from the Administrator tools pull-down menu.
2. In the first text box type the name of this template. Try to use a name that will describe the type of job for which the template is being created. This will be the text the user sees in the template pull-down menu.
3. Enter the job options for this template.
4. Click **Create Template** when all template job options have been selected.
5. Click **Finish** to return to the Home page.

Editing an existing Template

Perform the following to edit a template:

1. Select **Edit existing templates** from the Administrator tools pull-down menu.
2. Select the template to edit from the **Edit existing templates** pull-down menu and click **Edit Template**.
3. Change any of the features that need to be changed and click **Edit Template** at the bottom of the page.
4. Click **Finish** to return to the Home page.

Deleting an existing Template

Perform the following to edit a template:

1. Select **Delete template** from the Administrator tools pull-down menu.
2. Select the template you would like to delete from the **Select a template to delete** pull-down menu and click **Delete Template**.
3. Click **Finish** to return to the Home page.

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

DocuShare 2.2 Service Pack 2 (SP2) 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.

DocuShare 2.2 and DocuShare 2.2 Service Pack 1 (SP1) servers must be upgraded to use the Web Document Submission Link.

Note: DocuShare 3.0 customers should contact Web Document Submission Support for additional information and documentation on installing the link on DocuShare 3.0.

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 floppy disk drive.
3. Go to **My Computer \<CD ROM Drive> \documentation\docushare_integration**.
4. Select and copy the **dslib.vdf** and the **printer.gif** file to the floppy disk.

Note: Copying the files can be done using a variety of methods in Windows. Please refer to your Windows documentation for details.

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

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 15-1):

Note: The DocuShare directories given here are the default locations for a DocuShare install. On some installations, these directories may have been changed, contact your DocuShare administrator for details.

Figure 15-1. Fragment of dslib.vdf showing the line to be edited

```
<TD VALIGN="TOP"><FONT SIZE="-1"><A HREF="http://(server ip)/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 15-2, shows the line with the text as was originally installed.

Figure 15-2. 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.

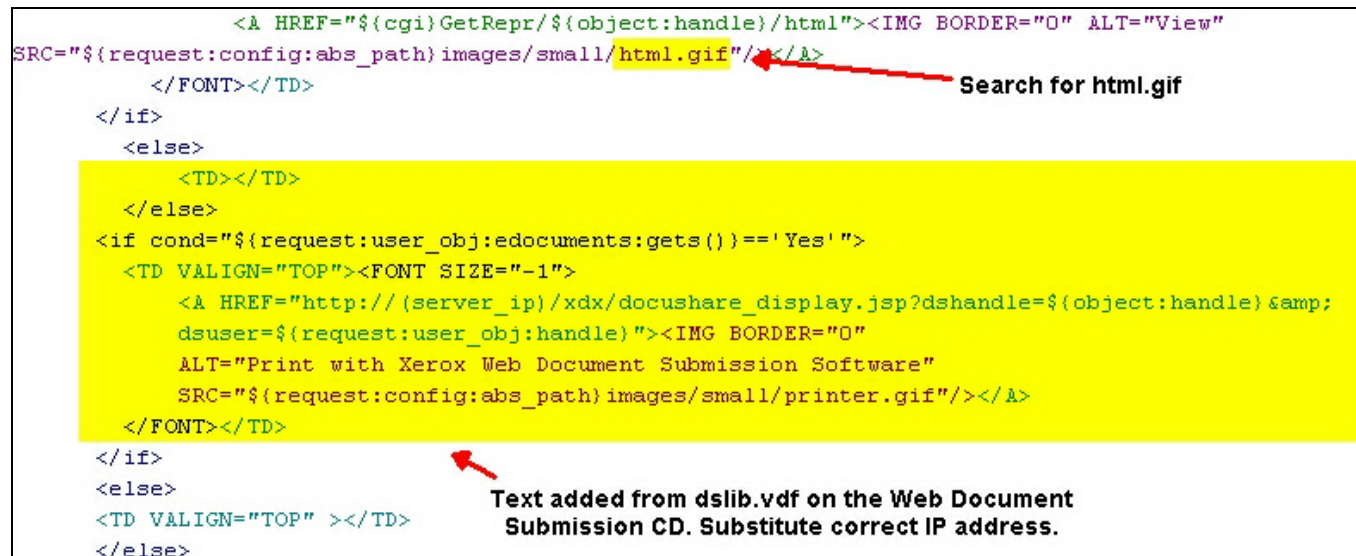
Modifying an existing dslib.vdf file

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>\documentation\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.
5. Open **dslib.vdf** with a text editor. Search for:

/small/html.gif"/

The line where this text appears is at the end of the second line of code in Figure 15-3:

Figure 15-3. Searched text and added Web Document Submission code

The highlighted 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.

6. Change the IP address shown in Figure 15-4 to the current Web Document Submission web server IP address.

Figure 15-4. Fragment of dslib.vdf showing the line to be edited

```
<TD VALIGN="TOP"><FONT SIZE="-1"><A HREF="http:// (server ip) /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 15-5, shows the line with the text as was originally installed.

Figure 15-5. 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**. Close all open windows.

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.

16. Adding Additional Applications

Web Document Submission natively translates Microsoft Office documents into PDF. If there is a specific application that is used by customers that is not a Microsoft product, documents for this application can be translated by adding the application to the Web Document Submission server.

Guidelines for Adding Applications

In order to ensure that Web Document Submission will recognize and use new applications, ensure that these guidelines are followed:

- All additional applications must be installed on the Web Document Submission server
- Log on to Web Document Submission as the services account **xwdss-service** before installing any software
- Open any newly installed applications after installation while still logged on as xwdss-service so they can be associated with the xwdss-service account.
- Shut down and restart the Web Document Submission system for the changes to take effect.

There is no way of knowing, short of installing the software on the Web Document Submission system, if a particular software package will work with Web Document Submission.

CAUTION: After installing a new software package on the server, locate a PDF file on the server and double-click the file. If the file does not open using Adobe PDF Reader, Web Document Submission will not display PDF previews.

To correct this error, see the Troubleshooting chapter on page 24-1.

17. Implementing the Copy Job Link

The Web Document Submission system can be set to enable the Copy Job link on the Operator / Administrator View Job Details page.

The purpose of the Job Copy link is to send a copy of the file submitted by a user, along with a copy of the job ticket and delivery ticket, to an external server. Print shop personnel open this folder, which has a folder name that matches the Job ID of the Web Document Submission job, and manually prepare the job outside of the Web Document Submission system.

This chapter describes how to establish the link and how it is used. The online help system also describes, for Operators and Administrators, how to use the Copy Job link.

Note: It is the responsibility of the print shop personnel to update the Web Document Submission system as a job is proceeding, even though the job is being processed outside of the system. Keep a user informed by attaching operator notes to the job.

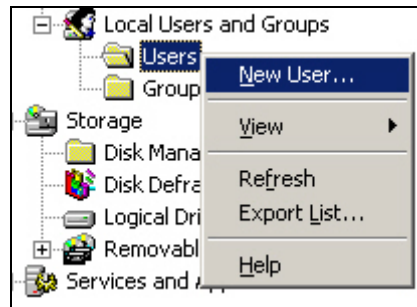
Copy Job Link Setup

Create User on the External Server

Establish the Web Document Submission service user **xwdss-service** as a Power User on the external server. It is assumed that the external server is a Windows NT or Windows 2000 server.

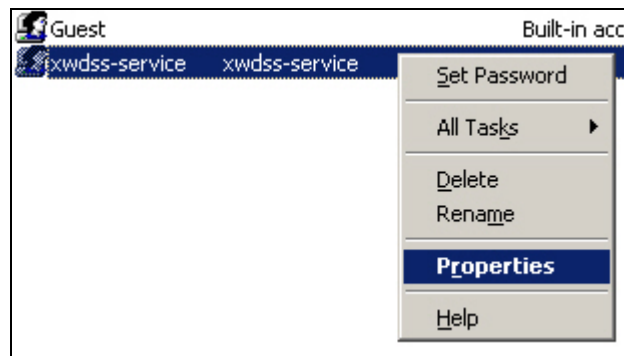
To Create a System User for Web Document Submission:

1. Click **Start > Programs > Administrative Tools > Computer Management**.
2. The Computer Management window opens. Click **+** beside **Local Users and Groups**. The menu tree expands.
3. Click **Users** and then right-click users to open the pop-up menu. Select **New User**.



4. The **New User** window opens. Type **xwdss-service** in the **User name** box and **xwdss-service** in the **Full name** box.
5. Type **1** for the **Password** and confirmation password.
6. Clear **User must change password at next logon**.
7. Select **User cannot change password**.
8. Select **Password never expires**. Click **Close**.

9. The user appears in the right panel of the Computer Management window. Click the icon beside **xwdss-service** and then right-click to open the pop-up menu.



10. The **xwdss-service Properties** window opens. Click the **Member Of** tab.
11. The **Member Of** window appears. Click **Add**.
12. The **Select Groups** window appears. Click **Power Users** and then click **Add**. The path to the Power Users object will appear in the lower portion of the window. Click **OK**.
13. The window refreshes and shows that xwdss-service is now a member of the Power Users group. Click **OK**.

Close the Computer Management window.

Establish and Share a Folder on the External Server

Establish a folder called **CopyJob** on the external server. This folder must be shared. For ease of maintenance, place this folder off the root of the C: drive.

To create and share a folder on the external server:

1. Double-click **My Computer**.
2. Double-click the **C:** drive.
3. The C: drive folder opens. Click **File > New > Folder**.
4. Name the folder **CopyJob** and press **Return**.
5. Click the **CopyJob** folder and then right-click to open the pop-up menu.
6. Click **Sharing**.
7. The **CopyJob Properties** window opens. Click **Share this folder**.
8. The **Share name** box is populated with **CopyJob**. Click **OK**.
9. The CopyJob folder now has a sharing symbol on it. Close any open windows.

Map to the External Folder on the Web Document Submission Server

A drive mapping must be established on the Web Document Submission server to the CopyJob folder on the external server. The drive mapping cannot be a UNC path.

To create a drive mapping on the Web Document Submission server:

1. Right-click **My Network Places** on the desktop.
2. Select **Map Network Drive**.
3. The **Map Network Drive** window opens. Click **Browse** to browse for the Web Document Submission server and CopyJob folder or type the UNC path in the **Folder** box.
4. Click the **Drive** drop-down menu and select an unused drive letter.

5. Click **Finish**. The new drive letter appears in **My Computer** and the drive window opens. Close any open drive windows and note the drive letter chosen.

Add the Mapping Information to Configuration Manager

To add the mapping to Configuration Manager:

1. Open a browser window and log on to the Operator / Administrator Web Document Submission page.
2. Click **Administrator tools**.
3. The Administrator tools window opens. Click **Choose option** and select **Configuration manager**.
4. Locate the **Job Export options** area.
5. Type the mapped drive letter, and path if needed, to the external server in the **Working jobs directory** box.
6. If job ticket and deliver sheet are not required, change **true** to **false** in the **Job ticket/delivery sheet** box.
7. After these changes are made, scroll to the bottom of the page and click **Update**.
8. The changes are saved. Click **Home** to return to the Operator / Administrator home page.

Validate the Copy Job Link

The last step is to validate that the Copy Job link is present in Web Document Submission.

To validate the Copy Job link on Web Document Submission:

1. Open a browser window and log on to the Operator / Administrator page.

2. Select any job by click its **Job ID**.
3. At the top of the screen, look for the **Copy Job** link.
4. Click **Copy Job**. The system will respond with a message that the job was copied.
5. Go to the remote server and verify that the job ticket, delivery sheet, and job file were copied.

If there was an error, check the steps up to this point and try copying the job again.

18. ASCII Job Ticket

The print service for Web Document Submission provides support for the ASCII Job Ticket (XJT). The XJT is always pre-pended to generated PostScript files and the XJT mapping values are substituted in the XJT.

It is the responsibility of the System Administrator to configure the mappings properly.

Creating ASCII Job Ticket (XJT) Mappings

XJT mappings are specified in the **C:\xwdss\properties\job.xml** file.

Figure 18-1 shows an example of the values for stapling without XJT mappings.

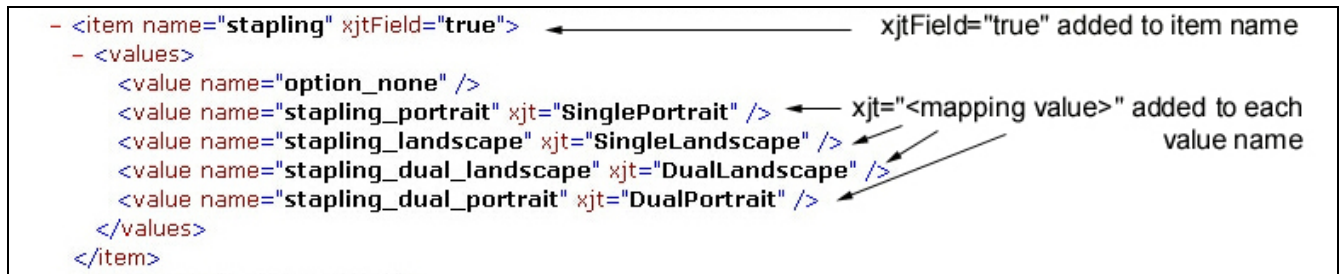
Figure 18-1. Values for stapling in job.xml

```
- <item name="stapling">
  - <values>
    <value name="option_none" />
    <value name="stapling_portrait" />
    <value name="stapling_landscape" />
    <value name="stapling_dual_landscape" />
    <value name="stapling_dual_portrait" />
  </values>
```

Each item has an **item name** and various **value names** representing the allowable states for the value.

Figure 18-2 shows the changes made to the item name and value names to insert the XJT mappings.

Figure 18-2. XJT mappings added to stapling in job.xml



Use a text editor to insert the mappings into job.xml. Preview the xml file in Internet Explorer to make sure there are no errors in the file before placing the file in the Web Document Submission.

Stop the Web Document Submission services, replace the job.xml file and then restart the Web Document Submission services to activate the changes.

ASCII Job Ticket Values

Refer to the Job Ticketing Guide or the support line for the particular device that requires XJT mappings.

19. Upgrade for Web Document Submission Version 2.0.1 to Version 2.1

Follow this procedure to upgrade Web Document Submission from version 2.0.1 to 2.1.

Note: This upgrade is supported only for full installations of 2.0.1, not customized installations. All other configurations and customizations will require a manual upgrade process. Contact Web Document Submission support for additional assistance.

The upgrade process will migrate the following data files and some configuration files automatically:

1. MySQL databases
2. System templates
3. User Interface configuration
4. Repository files.

Web Document Submission 2.0.1 Upgrade

Perform the following to upgrade Web Document Submission version 2.0.1 to 2.1:

1. If running, shut down Web Document Submission 2.0.1.

2. Install Web Document Submission 2.1 into a different directory than that used by 2.0.1. By default, version 2.0.1 installs in the C:\xdx folder, while 2.1 installs in the C:\xwdss folder.
3. Set up Web Document Submission 2.1 as required by the Installation Planning Guide.

Examine 2.0.1 **job.xml** and **jobStates.xml** files and modify the 2.1 job.xml and jobStates.xml files to include any customizations that were implemented in 2.0.1.

CAUTION: Do not simply copy the 2.0.1 **job.xml** and **jobStates.xml** files and place them into 2.1. The system will not function.

4. Open a command window by clicking **Start > Programs > Accessories > Command Prompt**.
5. Type **cd c:\xwdss\scripts** and press **Enter** on the keyboard. Substitute the correct Web Document Submission directory if it differs from xwdss.
6. A command window opens. Type:

upgrade2_0_sp1.bat <xwdss 2.0.1 home dir> <xwdss 2.1 home dir>

Substitute <xwdss 2.0.1 home dir> with the drive and path to the 2.0.1 files (for example: c:\xdx)

Substitute <xwdss 2.1 home dir> with the drive and path to the 2.1 files (for example: c:\xwdss)

7. Press **Enter** on the keyboard.
8. As the data migration process runs, prompts will appear with instructions on starting and stopping the MySQL database server.

9. When the process is complete, restart the Web Document Submission server. Open a web browser and log on to Web Document Submission to verify that the upgrade was successful.

20. Internationalization

Web Document Submission 2.1 has been updated to include the ability to for administrators to chose or create language files. The language resource files that the system uses is determined in the Internationalization section of the Configuration Manager tool.

The default language set is **en_US** – American English.

Configuration Tool Settings

Date time format

Valid values are: SHORT, MEDIUM ,LONG, FULL.

The default date time format is SHORT.

Language code

Valid values are ISO Language Codes. These codes are the lower-case, two-letter codes as defined by ISO-639.

A full list of these codes can be found at <http://www.unicode.org/unicode/onlinedat/languages.html>.

The default language code is <blank>.

Country code

Valid values are ISO Country Codes. These codes are the upper-case, two-letter codes as defined by ISO-3166. A full list of these codes can be

found at:

http://www.din.de/gremien/nas/nabd/iso3166ma/codlstp1/en_listp1.html

The default country code is <blank>.

Variant

The variant field is a vendor or browser-specific code. For example, use WIN for Windows, MAC for Macintosh, and POSIX for POSIX.

Where there are two variants, separate them with an underscore, and put the most important one first. For example, a Traditional Spanish collation might construct a locale with parameters for language, country and variant as: es, ES, Traditional_WIN.

The default variant is <blank>.

Date display pattern

The Date display pattern overrides the default date format pattern to be displayed to the user on the GUI.

The default date display pattern is the system date pattern.

Time display pattern

The Time display pattern overrides default date format pattern to be displayed to the user on the GUI.

The default time display pattern is the system time pattern

Date constraint pattern order

The default date constraint pattern order is MDY.

Date constraint pattern delimiter

The default date constraint pattern delimiter is a slash mark (/). The system will validate the date based on this delimiter.

Resource file directory

The directory where all resource files reside is:
\${WXPRESS_HOME}/properties/resources

Creating a Language Set

Two language resource files can be edited to add additional languages:

- XwdssAdminMessages.xml
- XwdssMessages.xml

This example will modify XwdssMessages.xml to add French language strings. This would be repeated for all the strings in the resource file.

To add a new language to a string in a resource file:

1. Open a XwdssMessages.xml in a text or XML editor.
2. Locate the string that needs language added and highlight the English string. In the example below, the **resource name** is **button.addAnotherDoc**, The string that needs to be copied is highlighted, begins with **<locale name** and ends with the closing tag **</locale>**.

```
<resource name="button.addAnotherDoc">  
  <locale name="en_US"><![CDATA[Add another document]]></locale>  
</resource>
```

3. Paste the highlighted text below itself. Change the language and location code appropriately. In this case it is **fr_FR**. Substitute the French phrase for the English phrase.

```
<resource name="button.addAnotherDoc">
  <locale name="en_US"><![CDATA[Add another document]]></locale>
  <locale name="fr_FR"><![CDATA[Ajoutez un autre document]]></locale>
</resource>
```

4. When all the language changes have been made save the file and open it in Internet Explorer. If the file opens completely without warning, stop Web Document Submission services, and replace the existing resource file with this new one.
5. Shut down and restart the Web Document Submission services.
6. Open a browser window and log on to the Operator / Administrator Web Document Submission page.
7. Click **Administrator tools**.
8. The Administrator tools window opens. Click **Choose option** and select **Configuration manager**.
9. Locate the **Internationalization** area.
10. In the **Language code** box type **fr**. In the **Country code** box type **FR**. The French language messages will override the English messages.
11. Shut down and restart the Web Document Submission services.
12. Open a browser window and log on to the Operator / Administrator and the User Web Document Submission pages and ensure that the language changes made are functional.

CAUTION: It is very important to check all pages and functions when adding another language. Strings with the same English verbiage may be used in different contexts on different pages and so translation may not be correct depending on the page the translation appears.

21. Manually Configurable XML Files

There are XML files that can be manually configured for a customer. Unless specified in the *Installation Planning Guide* these messages will be the standard installed messages.

E-Mail Configuration Files

email-conf.xml

The email-conf.xml file contains messages that the system sends to users by E-mail. A list of the messages follows:

Registration

Subject: XWDSS Registration

This message has been sent to you from the Xerox Web Document Submission Software system.

If you have received this message in error, please contact your system administrator.

Please click on the following link to complete your registration process:

Job Complete

Subject: Print Job is ready

Your print job has been completed at the xxxx printshop.

Lost Password

Subject: Xerox Web Documents Submission Software password

This message has been sent to you from the Xerox Web Documents Submission Software system.

If you have received this message in error, please contact your system administrator.

Repository Courtesy Warning

Subject: XWDSS: Repository Courtesy Warning

<Document.title> will be removed from the XWDSS repository soon, or after the job(s) it is involved with complete.

To extend the length of time this document remains in your repository, log on to XWDSS, go to your repository, and follow the instructions on the screen

Changing an E-mail message

To change an E-mail message:

1. Use Notepad to open **C:\xwdss\properties\email-conf.xml**.
2. Look through the file to locate the message to be change.
3. Only change the text between the E-mail subject t between the **<subject>** and **</subject>** tags and the E-mail message between the **<![CDATA[** and the matching **]]>** tags.

4. When the messages have been modified, save the file. Click **Save As** in Notepad. The **Save As** window appears. In the **Filename** box is **email-conf.xml**. Place quotation marks at the beginning and end of the filename or Notepad will save it as text instead of XML code. The filename will look like "**email-conf.xml**".
5. Click **Save**. Changes will be in effect after a restart of the Web Document Submission system.

Job State Strings

JobStateStrings.xml

The JobStateStrings.xml file contains the test strings that are used by the print shop personnel to indicate the state of a job.

If the language is unfamiliar to users, the messages can be modified. The only allowable change is the text string that follows the **<![CDATA[** tag.

Changing a Job State String

To change a job state string:

1. Use Notepad to open **C:\xwdss\properties\ JobStateStrings.xml**.
2. Look through the file to locate the message to be change.
3. Only change the text that follows the **<![CDATA[** tag as shown below.

```
<resource name="failed">  
  <locale name="en_US"><![CDATA[Failed]]></locale>  
</resource>
```

4. When the messages have been modified, save the file. Click **Save As** in Notepad. The **Save As** window appears. In the **Filename** box is **JobStateStrings.xml**. Place quotation marks at the beginning and end of the filename or Notepad will save it as text instead of XML code. The filename will look like “**JobStateStrings.xml**”.
5. Click **Save**. Changes will be in effect after a restart of the Web Document Submission system.

22. Pricing

Pricing is modified by using the Pricing configuration tool found at **Administrator Tools > Pricing configuration** on the Administrator Home page.

The procedures for modifying prices on the Pricing configuration page are discussed by clicking **Help** on the Operator / Administrator web interface.

This chapter deals with how to add or remove options that are available on the Pricing configuration screen. It also details how to make the additional changes required on other Web Document Submission web pages that will complete the addition of an option.

Note: These procedures are performed on the Web Document Submission server.

WARNING! Make a copy of the **C:\xwdss\properties** folder before attempting to make any changes to pricing. If errors are made, the system can be restored to the original values.

Adding an Option to Pricing

If a customer requires an option added to the pricing scheme, the examples and accompanying code that follow will show how this is done. The examples that follow add the option “Shoe size” along with five different sizes that will appear in a drop-down menu. Use the example as a model of how to add pricing options.

Add an optionName to job.xml

The first step in adding an option to pricing is to add an **optionName**. An optionName is a variable name for a job option.

Perform the following to add an optionName as a drop-down menu:

1. Using Notepad, a text editor, or an XML editor, open **c:/xwdss/properties/job.xml**.
2. Move to the section of the code where the new option will be added.
3. Copy and paste a section of existing code and modify it. In the example below, the highlighted area was copied and pasted just below and then modified to be the new code that is shown

```
<item name="tabs">
  <values>
    <value name="option_none"/>
    <value name="tabs_s"/>
    <value name="tabs_9_11"/>
    <value name="tabs_csp"/>
    <value name="tabs_csi"/>
    <value name="tabs_special_order"/>
  </values>
</item>
<item name="special_paper">
  <values>
    <value name="polka_dot"/>
    <value name="neon_glow"/>
    <value name="speckled"/>
    <value name="parchment"/>
    <value name="two_tone"/>
    <value name="rainbow"/>
  </values>
</item>
```

4. The **item name=** is modified to add **special_paper**. This variable will contain the type of special paper that a user selects.
5. Insert a **value name** for each value that will appear in the special paper drop-down menu. In this case each value is simply the type of special paper being used.

Instead of hard-coding the actual sizes in this code, these are variables that stand in for real sizes that are defined in **jobOptionlabel.xml**.

6. Save **job.xml**.

Add string values to jobOptionlabels.xml

The jobOptionlabels.xml file contains all the string values for Web Document Submission. The optionName and value names just added in the last procedure must be added to jobOptionlabels.xml with their accompanying English text.

Perform the following to add string values to jobOptionlabels.xml

1. Using Notepad, a text editor, or an XML editor, open
c:/xwdss/properties/resources/jobOptionlabels.xml.
2. Move to the end of the code where the new strings will be added.

3. Copy and paste a section of existing code and modify it. In the example below, the highlighted area was copied and pasted just below and then modified to be the new code that is shown.

```

<resource name="imposition_16_up">
  <locale name="en_US">![CDATA[16-UP]]</locale>
</resource>
<resource name="special_paper">
  <locale name="en_US">![CDATA[Special paper]]</locale>
</resource>
<resource name="polka_dot">
  <locale name="en_US">![CDATA[Polka dot]]</locale>
</resource>
<resource name="neon_glow">
  <locale name="en_US">![CDATA[Neon glow]]</locale>
</resource>
<resource name="speckled">
  <locale name="en_US">![CDATA[Speckled]]</locale>
</resource>
<resource name="parchment">
  <locale name="en_US">![CDATA[Parchment]]</locale>
</resource>
<resource name="two_tone">
  <locale name="en_US">![CDATA[Two tone]]</locale>
</resource>
<resource name="rainbow">
  <locale name="en_US">![CDATA[Rainbow]]</locale>
</resource>
</resources>

```

4. In the example above, the optionName **special_paper** was added as a **resource name** and the English data string **Special paper** was added between the **CDATA brackets** [].

5. The value names for the different special paper types were added as **resource names** and their English data strings were added.

Each time the Web Document System sees a variable name, it goes to this file to display the string that was entered. For example, the program sees **two_tone** but displays **Two tone**. This way changes can be made quickly without having to hard code anything but variable names.

6. Save **jobOptionlabels.xml**.

Add pricing information to pricing.xml

Perform the following to add pricing information to pricing.xml:

1. Using Notepad, a text editor, or an XML editor, open **c:/xwdss/properties/resources/pricing.xml**.
2. Move to the end of the code where the new code will be added.

3. Copy and paste a section of existing code and modify it. In the example below, the highlighted area was copied and pasted just below and then modified to be the new code that is shown.

```
<optionName value="tabs">
  <optionValue value="tabs_s" cost="0.01" isResourceString="true"/>
  <optionValue value="tabs_9_11" cost="0.01" isResourceString="true"/>
  <optionValue value="tabs_csp" cost="0.01" isResourceString="true"/>
  <optionValue value="tabs_csi" cost="0.01" isResourceString="true"/>
  <optionValue value="tabs_special_order" cost="0.01" isResourceString="true"/>
</optionName>
<optionName value="special_paper">
  <optionValue value="polka_dot" cost="0.05" isResourceString="true"/>
  <optionValue value="neon_glow" cost="0.25" isResourceString="true"/>
  <optionValue value="speckled" cost="0.12" isResourceString="true"/>
  <optionValue value="parchment" cost="0.20" isResourceString="true"/>
  <optionValue value="two_tone" cost="0.30" isResourceString="true"/>
  <optionValue value="rainbow" cost="0.15" isResourceString="true"/>
</optionName>
```

4. The **optionName value=** is the same as has been used for the **optionName** used in job.xml.
5. The **optionValue value=** is the same as has been used for **value names** in job.xml. The difference here is to add a cost for each value. If a cost has not yet been given for the values, type 0.00 and the values can be added later in the Pricing configuration tool.

6. If tiered pricing is required, after adding an **optionValue value=** two or more lines are required to establish the values for the tiers.

Shown below, **impression_count value** requires a price break value, **op** requires an operator, and **cost** requires the cost of the value if true.

When inserting the code for tiered pricing, be sure to remove **cost=** and the value for the cost and the closing slash (/) after **isResourceString="true"**

Operator values can be le (less than), lte (less than or equal to), e (equals), gt (greater than), or gte (greater than or equal to).

Cost can be any amount and is not limited to just two decimal places.

Tiered pricing is not limited to just two prices. There can be as many tiers as desired for a particular option value. For example, a price break could be given after 50, 100, 150, 200, 1000, or 2000 impressions. These could be constructed using the operator values.

```
<optionName value="special_paper">
  <optionValue value="polka_dot" cost="0.05" isResourceString="true"/>

  <optionValue value="neon_glow" isResourceString="true">
    <impression_count value="100" op="lte" cost="0.25"/>
    <impression_count value="101" op="gte" cost="0.20"/>
  </optionValue>

  <optionValue value="speckled" cost="0.12" isResourceString="true"/>
  <optionValue value="parchment" cost="0.20" isResourceString="true"/>
  <optionValue value="two_tone" cost="0.30" isResourceString="true"/>
  <optionValue value="rainbow" cost="0.15" isResourceString="true"/>
</optionName>
```

The resulting pricing page from the code, as modified above, is shown below.

- **Option = Special paper**
 - **Polka dot**

0.05impression ▾
 - **Neon glow**

Impression Count Tiers
 - 0.25impression ▾ **lte 100**
 - 0.2impression ▾ **gte 101**
 - **Speckled**

0.12impression ▾
 - **Parchment**

0.2impression ▾
 - **Two tone**

0.3impression ▾
 - **Rainbow**

0.15impression ▾

7. Save **pricing.xml**.
8. In order to see and validate the changes for the Pricing configuration page, restart the Web Document Submission system.
9. Log on to the Administrator Home page and click **Administrator Tools > Pricing configuration**. Look for the changes that have been made. If there are any errors, go back through the code changes to locate and correct the mistakes. The system must be restarted for any changes to take effect.

Add the new option to xbsPrintOptions.jsp

In order for the new option to be available to users, the option has to be added to the xbsPrintOption.jsp page.

Perform the following to add the new option to xbsPrintOptions.xml:

1. Select a page for the location of the new option. In this example, the new option drop-down menu will appear on **xbsPrintOptions.jsp**.
2. Decide where on the page the new option will appear. The drop-down menu for special paper will appear to the right of **Produce on color device**.

Printing specifications			
Document description	<input type="text"/>		
Produce on color device	<input type="checkbox"/>	The new drop-down will appear here	
Paper size	<input type="text" value="Letter (8.5 X 11.0)"/>	Paper weight	<input type="text" value="20 LB"/>

3. Using Notepad, a text editor, or an XML editor, open **c:/xwdss/etc/tomcat4.0/webapps/xdx/htmlCode/xbsPrintOptions.jsp**.
4. Locate the code for **Produce on color device**.

```
<tr class="trStyleB">
  <td><xdx:label name="produce_on_color_device" /></td>
  <td colspan="3"><xdx:input scope="document" name="produce_on_color_device" /></td>
</tr>
```

Each new line on the user interface begins with the code **<tr class="trStyleA">** or **<tr class="trStyleB">**. This tag starts a new table row and colors the background of each line. The StyleA tag is the light background and the Style B tag is the dark background. Pay close attention to these tags if adding complete new lines since all the following lines will be incorrect with respect to shading.

5. The next line sets up the code for the text that is visible to the user.

```
<td><xdx:label name="produce_on_color_device" /></td>
```

The html tag **<td>** describes that the code that follows is table data.

The tag **xdx:label name=** will show the text string for the Web Document Submission variable between the quotations marks. In this case, the text string that is associated with the variable **"produce_on_color_device"** will be displayed on the user interface.

The final tag **</td>** closes this piece of the table data.

6. The third line is the code to accept the value that the user will input.

```
<td colspan="3"><xdx:input scope="document" type="select" name="produce_on_color_device" /></td>
```

A row is defined as having four columns on this page. Since there are only two pieces of data being shown – the text “Produce on color device” and the checkbox that accompanies the text, there is not enough data to fill out the line. The result would be that the gray bar for that row would not carry across to the right side.

<td colspan="3"> places the next piece of data on the screen – the checkbox - and then fills or “spans” the next three columns with the correct gray bar.

Another way to fill the rest of the line with the appropriate color is to add two sets of tags that are simply table data with a blank space in between. The code looks like this: **<td> </td> <td> </td>**

xdx:input scope= indicates what type of data option follows. The scope can be job, document, or recipient. If the scope is not given, the default is job.

The **type=** tag indicates what type of input is to be expected. The default value is “select,” which is for a drop-down menu. Since “select” is a default value, it could have been left out of the code above.

The **type=** values are text, text area, checkbox, and select.

7. The last tag shown is **</tr>**, which will end the row.
8. Putting this all together, construct the new code to add the **Special paper** drop-down menu. Copy the section of code for “**produce_on_color_device**” and paste it below itself.

```
<tr class="trStyleB">  
  <td><xdx:label name="produce_on_color_device" /></td>  
  <td><xdx:input scope="document" name="produce_on_color_device" /></td>  
  <td><xdx:label name="special_paper" /></td>  
  <td><xdx:input scope="document" name="special_paper" /></td>  
</tr>
```

9. Modify the pasted code. Delete the `<td colspan="3">` tags since they are no longer needed and replace them with `<td>` tags because the shoe size code fills out the row. Change the **label name** to **"special_paper"** and the input **name** to **"special_paper."** Since there was no type specified, the program assumes is a drop-down menu.
10. Save the changes to **xbsPrintOptions.jsp**
11. Stop and restart the Web Document Submission system.
12. Open a browser window and log in to the system as a user.
13. Submit a hardcopy job and examine the first option screen. If all the coding is correct, the label and the accompanying drop-down menu will appear with the correct values.

Printing specifications			
Document description	<input type="text"/>		
Produce on color device	<input type="checkbox"/>	Special paper	
Paper size	Letter (8.5 X 11.0) ▼	Paper weight	
Paper color	White ▼	Orientation	
Page sides	1-Sided ▼	Imposition	
Additional specification			
<input type="text"/>			

Polka dot ▼

Polka dot
Neon glow
Speckled
Parchment
Two tone
Rainbow

14. If there are errors on the page, check the coding done in this section
Stop and restart the system for any changes to take effect.

Add the new option to job summary or print option pages

Next to be modified are either the **xbsPrintOptionsSummary.jsp** page, which deals with print options, or the **xbsJobSummaryScreen.jsp** page, which deals with recipient options. These two pages are actually combined on the Summary page.

The example being shown will appear with the print options section. The process is much like adding to the **xbsPrintOptions.jsp** page.

Perform the following to modify the Summary.jsp pages:

1. Decide where on the page the new option will appear. The confirmation information for shoe size will appear to the right of **Produce on color device**.
2. Using Notepad, a text editor, or an XML editor, open
c:/xwdss/etc/tomcat4.0/webapps/xdx/htmlCode
/xbsPrintOptionsSummary.jsp.
3. Locate the code for **Produce on color device**.

```
<tr class="trStyleB">
  <td class="trStyleB"><xdx:label name="produce_on_color_device" /></td>
  <td colspan="3"><span style="font-weight: 400"><xdx:input scope="document" type="display"
    name="produce_on_color_device" displayAlt="notSpecified" /></span></td>
</tr>
```

4. This code resembles the **xbsPrintOptions.jsp** page with some differences

span style= indicates the weight of the font. In this case the font-weight of 400 is bold-faced type.

type= indicates the data is for display only, not for input.

/span ends the bold-faced typed.

5. Construct the new code to add the **Special paper** to the summary page. Copy the section of code for “**produce_on_color_device**” and paste it below itself.

```
<tr class="trStyleB">
  <td class="trStyleB"><xdx:label name="produce_on_color_device" /></td>
  <td><span style="font-weight: 400"><xdx:input scope="document" type="display" name="produce_on_color_device"
    displayAlt="notSpecified" /></span></td>
  <td class="trStyleB"><xdx:label name="special_paper" /></td>
  <td><span style="font-weight: 400"><xdx:input scope="document" type="display" name="special_paper"
    displayAlt="notSpecified" /></span></td>
</tr>
```

6. Modify the pasted code. Delete the **<td colspan="3">** tags since they are no longer needed and replace them with **<td>** tags because the shoe size code fills out the row. Change the **label name** to “**special_paper**” and the **display name** to “**special_paper**”.
7. Save the changes to **xbsPrintOptionsSummary.jsp**.
8. Stop and restart the Web Document Submission system.
9. Open a browser window and log in to the system as a user.
10. Submit a hardcopy job and select a value for Shoe size. If all the coding is correct, the value chosen will appear on the summary page.

Printing specifications			
Document description	Not specified		
Produce on color device	Not specified	Special paper	Two tone
Paper size	Letter (8.5 X 11.0)	Paper weight	20 LB
Paper color	White	Orientation	Portrait

11. If there are errors on the page, check the coding done in this section. Stop and restart the system for any changes to take effect.

Add new option to templates

The final step is to modify the two template files, if needed. In this case only **coversheet.tpl** needs to be modified since the addition of shoe size does not affect the delivery sheet.

Perform the following to modify a template to add the new option:

1. Decide where on the page the new option will appear. The information for shoe size will appear along with **Produce on color device**.
2. Using Notepad, a text editor, or an XML editor, open
C:\xwdss\etc\tomcat4.0\webapps\xdx\templates\coversheet.tpl
3. Locate the code for **Produce on color device**.

```
<tr>
  <td><b><xdx:label name="produce_on_color_device" /></b></td>
  <td colspan="3"><xdx:input scope="document" type="display" name="produce_on_color_device"
    displayAlt="notSpecified" docId="<%=docs[i].getRepoObjectId() %>" /></td>
</tr>
```

4. By now, this code should look familiar. Since **produce_on_color_device** used to be alone on a line, it has the **<td colspan="3">** tag, which will be replaced with a **<td>** tag.

type= is "display" since this code is designed to display results rather than input data.

5. Construct the new code to add the **Special paper** to the coversheet page. Copy the section of code for “**produce_on_color_device**” and paste it below itself.

```
<tr>
  <td><b><xdx:label name="produce_on_color_device" /></b></td>
  <td><xdx:input scope="document" type="display" name="produce_on_color_device"
    displayAlt="notSpecified" docId="<%=docs[i].getRepoObjectId()%>" /></td>
  <td><b><xdx:label name="special_paper" /></b></td>
  <td><xdx:input scope="document" type="display" name="special_paper"
    displayAlt="notSpecified" docId="<%=docs[i].getRepoObjectId()%>" /></td>
</tr>
```

6. Modify the pasted code. Delete the **<td colspan="3">** tags since they are no longer needed and replace them with **<td>** tags because the shoe size code fills out the row. Change the **label name** to “**special_paper**” and the display **name** to “**Special paper**”.
7. Save the changes to **coversheet.tpl**.
8. Stop and restart the Web Document Submission system.
9. Open a browser window and log in to the system as a user.
10. Submit a hardcopy job and select a value for Special paper. Log out as a user and log in again as the Administrator. Print the coversheet for the job just submitted. If all the coding is correct, the value chosen will appear on the coversheet.
11. If there are errors on the page, check the coding done in this section. Stop and restart the system for any changes to take effect.

Summary

This set of procedures has been designed to show how to add a new option to the Pricing page and how code must be added to a variety of other Web Document Submission pages in order for it to take effect.

Modify the procedures to add checkboxes, text fields, but follow the procedure as shown here.

Removing an Option from Pricing

If a customer requires an option removed from the pricing scheme, use the examples and the workflow detailed above in the section on *Adding a Option to Pricing*. The code can be physically deleted, but another method is to add comment code to any sections of code that need to be removed. This way, if a customer changes their mind, the comment tags just have to be removed.

There are different comment code tags depending on the type of file. JSP pages require a different comment tag than XML pages.

Remember that if complete lines are removed, it will probably change the code for TrStyle color bars.

JSP

`<%-- code to be commented out --%>`

Enclose the code to commented out in the characters shown above. When the system encounters code enclosed in the comment tags, it ignores the code between the comment tags.

XML

`<!-- code to be commented out -->`

A subtle difference, but for any XML pages, use the example given above to comment out any code that is no longer needed.

23. 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 if Installation CD is available:

1. Shut down Web Document Submission by clicking **Start > Run**. Type in the **Open** box **net stop xwdss** and click **OK**.
2. Insert the Web Document Submission installation CD in the CD drive
3. Open **My Computer** and the CD drive where the Web Document Submission CD resides.
4. Double-click **runInstaller.bat**.
5. The XWDSS Installation window appears. Click **Uninstall**.
6. The **Select XWDSS directory** window appears. Browse and select the directory where Web Document Submission was installed. This will typically be **c:\xwdss**.
7. A message appears that "XWDSS Services must not be running during the uninstall process." Click **OK**.

8. After a few minutes, a message will appear that the process completed successfully. Click **OK**.
9. The Web Document Submission system is now closed.

If there was an error during uninstall, try the procedure again. If uninstall fails again, use the manual procedure for uninstall that follows.

Perform the following to remove Web Document Submission if installation CD is not available

1. Shutdown the Web Document Submission system by either stopping the service (if installed) or running **xwdss-shutdown.bat**.
2. Open the Installation directory, typically **c:\xwdss**.
3. Open the **c:\xwdss\scripts** directory
4. Double-click **uninstall-service.bat**.
5. Double-click **uninstall-apache.bat**.
6. Double click **uninstall-conversion-services.bat**.
7. Go to **c:**.
8. Locate the **xwdss** folder. Click once on the folder to highlight it. Press the **Delete** key on the keyboard
9. The **Confirm Folder Delete** window appears. Click **Yes**.
10. 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.

24. Troubleshooting

This section describes two methods for helping to diagnose problems that may occur. For further assistance with troubleshooting problems, consult *Chapter 18 – Contacts and Escalation Process*.

Installation Problems

The simplest way to ensure there are no installation problems is to have a clean server. Remove all old versions of Web Document Submission or Documents Xpress. Any existing versions of MySQL and any Java must also be removed using their own uninstall programs.

Ensure that Microsoft Internet Information Services (IIS) is disabled.

If an installation is not working, often it is easier to uninstall the software and begin the installation again. Shut down Web Document Submission and restart the server. After the server has restarted, insert the installation CD and reinstall the software.

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:\xwdss\scripts** and click, in order:

Init-02-EraseAllTables.bat
Init-01-ConfigMySQL.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.

Re-establishing PDF Files with Adobe Acrobat

If a software package that has been installed on the server opens PDF files, the PDF preview links will not function.

Follow this procedure to re-establish Adobe Acrobat Reader as the program that opens PDF files.

To select Adobe Acrobat Reader to open PDF files:

1. Go to **C:\xwdss\repository**.
2. Click on a PDF file to highlight it. Right-click to open the pop-up menu.
3. Select **Open with > Choose Program**.
4. The **Open With** window opens. Locate **Adobe Reader** in the list and click once to highlight it.
5. Select **Always use this program to open these files**.
6. Click **OK**.
7. The file selected will open in Acrobat reader and the icon for PDF files will change to the Adobe PDF icon.
8. Close any open windows.

Known Issues

Netscape as Default Browser

If Netscape is chosen as the default browser and Internet Explorer is open and a user uploads a file using Adobe PDF Transit, the upload will appear to be successful, but a new browser window for the user to log on will never appear. When the user checks, their document has not been uploaded to the repository.

The workaround is to only have one type of browser open at any time while using Web Document Submission. In this case, close the Internet Explorer window and resubmit the job. The log on window will appear once the document has been uploaded.

Using XPD for upload and then trying to preview PDF

If the XPD has been used to upload a file and the user clicks the PDF preview link, a preview will not appear.

A new browser window will appear, but it is a browser with system settings instead of the settings that belong to the user. The new browser window has none of the settings that the user has, including proxy settings. As a result, no preview will appear.

The workaround is to close the window. Open a new browser session, except this time it will have the settings that belong to the user. If the user goes to Job status, they can see a preview of the file uploaded.

25. 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.

CAUTION: 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.

CAUTION: 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.

A. Default Configuration Manager Values

This section details the default values of all the fields in the XWDSS Admin Tools – Configuration Manager. To view these default values, start the XWDSS Admin Tools. Click **Administrator tools > Configuration manager**.

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

The following tables follow the order of the Configuration Manager page.

System Properties

Table A-1 contains 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. System Properties

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

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. 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

Users

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

Table A-3. Users

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

Database

Table A-4 contains Database Configuration properties.

Table A-4. 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	75	Maximum number of allowed open concurrent database connections	no
Max database connection usage	1000	Maximum number of allowed times a database connection can be used before closing the connection	no
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. Database (continued)

Property Name	Default Value	Description	Editable?
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
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

Documents

Table A-5 contains properties dealing 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. Documents

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

Web Server

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

Table A-6. Web Server

Property Name	Default Value	Description	Editable?
Admin URL	http://\${SERVER_IP}/xdx/admin	URL to the Admin login page	no
User page size	40	Number of users to display per page for the global address	yes
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
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
Session timeout	30	The number of minutes a web session lasts before timing out, and thus requiring the user to re-logon	yes

Table A-6. Web Server (continued)

Property Name	Default Value	Description	Editable?
Operator default job state filter	created, held	Comma delimited list of job state names. Use "All Jobs" to view all jobs.	yes
Job view list size	50	Maximum number of jobs to display per page	yes

Configuration Files

Table A-7 contains additional configuration files that the system requires.

Table A-7. 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
E-mail conf	\${WXPRESS_HOME}/properties/email-conf.xml	File that describes the E-mail configuration.	no
Job states conf	\${WXPRESS_HOME}/properties/jobStates.xml	File that describes the job states configuration.	no

Property Name	Default Value	Description	Editable?
Conversion Config File	\${WXPRESS_HOME}/properties/xwdss-conversion.ini	File that describes the conversions the system can perform.	no
Pricing Config File	\${WXPRESS_HOME}/properties/pricing.xml	File that describes the pricing structure and costs associated with priced items.	no

E-mail

Table A-8 contains properties to control how the system handles and sends E-mail.

Table A-8. E-mail

Property Name	Default Value	Description	Editable?
E-mail subject	XWDSS repository courtesy warning	The subject line of E-mail messages sent to warn users that their documents will be deleted	yes
Admin E-mail address	user@domain.com	The from E-mail address used by the system when sending E-mail to users	yes
E-mail enabled	true	Flag to indicate the enabling /disabling of E-mail messages to users	yes
E-mail 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
E-mail server	<IP address of email server>	IP address of an E-mail server that can forward E-mail	yes

DocuShare

Table A-9 contains information about DocuShare integration.

Table A-9. DocuShare

Property Name	Default Value	Description	Editable?
DocuShare eerver	<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

Printing

Table A-10 contains configurable printing properties.

Table A-10. Printing

Property Name	Default Value	Description	Editable?
CPS deliverer	com.xerox.xdx.services.print.deliver.cps.CpsDeliverer	CPS print deliverer	no
CPS deliverer donfig	\${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
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	no
Job ticket auto print	False	If true, then job tickets will automatically be printed for every job when the user submits it	no
Print job spool directory	\${WXPRESS_HOME}/printJobs	Directory where print jobs are spooled.	no

Internationalization

Table A-11 contains configurable internationalization values.

Table A-11. Internationalization

Property Name	Default Value	Description	Editable?
Date time format	SHORT	Valid values are: {SHORT,MEDIUM,LONG,FULL}	yes
Language code	<blank>	The language argument is a valid ISO Language Code. These codes are the lower-case, two-letter codes as defined by ISO-639. You can find a full list of these codes at a number of sites, such as: http://www.ics.uci.edu/pub/ietf/http/related/iso639.txt	yes
Country code	<blank>	The country argument is a valid ISO Country Code. These codes are the upper-case, two-letter codes as defined by ISO-3166. A full list of these codes can be found at a number of sites, such as: http://www.chemie.fu-berlin.de/diverse/doc/ISO_3166.html	yes

Table A-11. Internationalization (continued)

Property Name	Default Value	Description	Editable?
Variant	<blank>	The variant argument is a vendor or browser-specific code. For example, use WIN for Windows, MAC for Macintosh, and POSIX for POSIX. Where there are two variants, separate them with an underscore, and put the most important one first. For example, a Traditional Spanish collation might construct a locale with parameters for language, country and variant as: es, ES, Traditional_WIN.	yes
Date display pattern	<blank>	Overrides default date format pattern to be displayed to the user.	yes
Time display pattern	<blank>	Overrides default date format pattern to be displayed to the user.	yes
Date constraint pattern order	MDY	Example MDY	yes
Date constraint pattern delimiter	/		yes
Resource file directory	\${WXPRESS_HOME}/properties/resources		no

B. Default Resource File Manager Values

This section details the default values of all the fields in the XWDSS Admin Tools – Resource File Manager. To view these default values, start the XWDSS Admin Tools. Click **Administrator tools > Resource file manager**.

When modifications are made, ensure that the modifications are saved from within the Resource File Manager. For the changes to take effect, restart the Web Document Submission system.

The following tables follow the order of the Resource File Manager page.

Exceptions

Table B-1 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 B-1. Exception Messages for system locale en_US

Property Name	Default Value
InvalidRegistrationException	Invalid registration information.
NoAddressBookInformationException	User address book not found.
NoPrintManagerServiceException	Print manager service not found.
InactiveUserException	This user has been marked as inactive.
NoConverterServiceException	Conversion service not found.
UpdatePropertiesFailedException	Properties update failed.
DocumentRequiredException	No document was selected.
FirstNameRequiredException	First name is a required field.
TemplateNameInUseException	Template name already exists.
NoSuchAddressBookEntryException	Requested address book entry not found.
PrinterSelectionRequired	No printer selected.
InvalidRecipientException	Invalid recipient.
TemplateEditException	Failed to edit template.
InvalidReportNameChars	Report name cannot contain the following characters: \ / ; : , < > " ' "
ReportLoadingException	Failed to load report.
InvalidCredentialException	Invalid password.
ReportSaveFailedException	Failed to save report.
ReportDoesNotExistException	Report does not exist.
InvalidTemplateException	Invalid template selections.
InvalidPasswordException	Invalid password change.

Table B-1. Exceptions (continued)

Property Name	Default Value
NoSuchUserException	User not found.
CopiesNumberFormatException	Number of copies must be a valid number greater than or equal to 0.
FailedToRefreshReportingTablesException	Failed to refresh reporting tables.
JobStatusUpdateFailedException	Job status update failed.
FnameLnameRequiredForRecipient	Address Book entries must have a first and last name.
NotLoggedInException	You are not currently logged on.
NoRecipientsException	No recipients have been chosen.
DuplicatePrinterInfoException	This printer already exists.
UnableToRetrieveReportException	Unable to retrieve report at this time.
FaileduserRegistrationException	We are not able to process the registration request. Please try again.
RequiredFieldNullException	Required field not populated.
CancelJobException	Cancel job failed.
NoAuthenticatorServiceException	Authenticator service not found.
PrinterAddFailedException	Add printer failed.
InvalidEmailException	Invalid E-mail address.
PreviewFailedException	Preview failed.
PasswordConfirmException	Your password entries did not match.
ReportingFieldsRequiredException	No reporting fields were selected.
DuplicateDocumentException	Cannot add same document to job twice.
RepositoryFailedException	Error in the document repository.
NoPrinterInfoException	Printer information not found.
UnknownEntryException	Address book entry not found.

Table B-1. Exceptions (continued)

Property Name	Default Value
PrintServiceException	Printing service has failed.
NoRepositoryServiceException	Repository service not found.
UserAlreadyRegisteredException	User already registered.
TemplateCreateException	Failed to create template.
UserDoesNotOwnException	You are not the owner of this job.
NoDocumentSelectedException	Document not selected.
EmptyResourceListException	Permission denied.
MultipleLoginException	Multiple log on exception.
ReportNameRequiredException	The report name cannot be empty.
UpdateProfileException	First name and last name are required fields.
InvalidJobIdException	Invalid Job ID.
DataCorruptedException	The database may be corrupted.
NoUGDSERVICEException	User group directory service not found.
TemplateDeletionException	Failed to delete template.
RecipientInUseException	Recipient not deleted. Cannot delete a recipient assigned to an active job.
InvalidPageCountException	Invalid page count.
JobPriceMustBeGreaterThanZeroException	The job price must be greater than or equal to zero.
SessionTimeoutException	The session has timed out. Please log on again.
InvalidTemplateNameChars	Template name cannot contain the following characters: \ / : < > " ' "
InvalidLoginException	The log on information was incorrect. Please try again.
InvalidReportingFieldOrderNumberException	Field order must be an integer.

Table B-1. Exceptions (continued)

Property Name	Default Value
NoAddressBookServiceException	Address book service not found.
InvalidDocumentHandleException	Invalid document handle.
InvalidJobPriceFormatException	The job price must be a valid numeric format.
FileUploadFailedException	File upload failed.
InvalidReportingFieldOrderNumber	Ordering fields must contain integers.
NoSuchPropertyException	Property not found.
UnableToCreateReportException	Unable to create report at this time
NoAccountingServiceException	Accounting service not found.
XDXConversionFailedException	Document conversion failed. Please verify the document format is valid.
LastNameRequiredException	Last name is a required field.
RegistrationEmailExpiredException	The registration E-mail has expired. Please re-register.
UserUnregisteredException	You are not a registered user.
InvalidJobException	Invalid job selections.
InvalidLicenseException	Invalid license key.
UnsupportedFileTypeException	File type not supported.
TemplateNameRequired	Template name is a required field.
NoJobCreatedException	Job creation failed.
InvalidPrintShopException	Invalid print shop.
UnknownSystemErrorException	An unknown error occurred.
UserNameAlreadyUsedException	User name is already in use.
PricingXMLSaveException	Failed to store pricing configuration.
InvalidateRecDocCopyCountException	The following documents have no recipients:
RecHasNoDocumentsException	The following recipients have no documents:
DocumentUpdateFailedException	Document update failed.

Table B-1. Exceptions (continued)

Property Name	Default Value
RequiredFieldsException	Please review required fields.
NoPostScriptPrintersFoundException	No PostScript printers are installed on the XWDSS server.

Constraint Messages

Table B-2 contains configurable error messages for constraints 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 B-2. Constraint Messages for system locale en_US

Property Name	Default Value
msg.DateDataType	Format should be a valid date.
msg.TimeDataType	Format should be a valid time.
msg.requiredField	This is a required field.
msg.NumberDataType	Format should be numeric.
(msg.CharDataType)	Numeric characters are not permitted.
(msg.IntegerDataType)	Format should be an integer.
(msg.requiredFields)	Required fields:
(msg.ComplexConstraint)	The following selection combination is not allowed:

C. Install Verification Procedure

Use this appendix to verify a successful installation of Web Document Submission. Record all test results pertinent to a specific install in the worksheets provided in this chapter.

Functional Areas Being Verified

This section provides an overview of the functional areas verified after software installation.

Administrative Functions

Administrative functions that will be tested are listed in Table C-1.

Table C-1. Administrative functions and procedures

Function	Test Procedure
Log on as Administrator	1.1
Add Printer (Default and others in print shop)	1.2
Edit User Interface Using Admin Tools	1.3

Client Functions

Client functions that will be tested are listed in Table C-2.

Table C-2. Client functions and procedures

Function	Test Procedure
Register Your Account	2.1
Log on as End User	2.2
Edit User Profile	2.3
Submit Print Job Request – MS Word Document	2.4
Submit a Print Job Request – MS Excel Document	2.5
Submit a Print Job Request – Hard copy Document	2.6
Edit Personal Address Book	2.7
Edit Document Repository	2.8

Operator Functions

Operator functions that will be tested are listed in Table C-3.

Table C-3. Operator functions and procedures

Function	Test Procedure
Log on as Operator	3.1
Edit a Client Job Request – MS Word Document	3.2
Fulfill a Client Job Request – MS Word Document	3.3
Fulfill a Client Job Request – MS Excel Document	3.4
Fulfill a Client Job Request – Hard copy Document	3.5
Send a Print Job to Each Installed Printer	3.6

Install Verification Procedures

These install verification procedures test the basic system functionality of Web Document Submission. Run the Administrator and Operator verification procedures from any workstation on the system network except where noted. Test the Client verification procedures from a corporate client workstation.

Record all Pass / Fail results and provide a summary in the *Install Verification Record* at the end of this chapter.

1. Administrator Verification Procedures

The Administrator verification procedures test the major functions of a System Administrator using Web Document Submission.

1.1 Logging on as Administrator

Perform the following to log on as Administrator:

1. Open a browser window on a workstation connected to the network, or one of the Web Document Submission servers.
2. In the address line, type the IP address for the Web Document Submission server:

http:// <Web Document Submission server IP address>/xdx/admin

3. Type **admin** in the Username text box, type the admin password **22222** in the Password text box and click **Log On**.

Verify that the log on was successful. If unsuccessful, please note the observed system response.

1.2 Adding a Printer

Perform the following to add a printer:

1. While logged on as Administrator, click **Printers**. From the **Manage Printers** drop-down menu chose **Add Printer**.
2. Type the **Printer Name**, **Server Address**, **Printer Location**, and **Printer Description** in the text boxes provided and select a printer from the **Windows Printer Name** drop-down menu. Select and click **Add Printer** to save the printer data.
3. On the **Manage Printers** drop-down menu, click **View Printers**.

Verify that the added printer is displayed according to the definition just supplied. If unsuccessful, please note the observed system response.

1.3 Editing the User Interface Using Admin Tools

Perform the following to edit the user interface using the Admin tools:

1. Move to the Web Document Submission server and open the **XWDSS Admin tools**.
2. Click **Tools > UI Config**. From the **Configure Colors** drop-down menu, select **Main Page Text Color**.
3. In the **Current Color** text box type:



#0000ff

4. Click **Commit Changes** and type the Admin Username and Password if requested.
5. Open a web browser to verify that, after logging on, the welcome message has blue text.
6. Change the **Current Color** for the **Main Page Text Color** back to:



#000000

7. Click **Commit Changes** and type the Admin Username and Password if requested.
8. Click **Start > Run** and in the **Open** box type **net stop xwdss** and click **OK**. Close the **XWDSS Admin tools**.
9. Click **Start > Run** and in the **Open** box type **net stop xwdss** and click **OK** to restart Web Document Submission and return to the Home page.

Verify that the changes were saved and UI updates are visible on the affected web pages. If unsuccessful, please note the observed system response.

2. Client Verification Procedures

The Client verification procedures exercise the major end user functions of Web Document Submission.

2.1 Registering a Client Account – Self Registration

Perform the following to register a client account:

1. Open a browser window on a workstation connected to the network, or one of the Web Document Submission servers.
2. In the address line, type the IP address for the Web Document Submission server:

http:// <Web Document Submission server IP address>/xdx

3. Click **Self Registration**.
4. Type a user name and a valid E-mail address. To send the registration request click **Continue**.
5. Retrieve the E-mail that the system sent for registration. Click on the link provided.
6. In the **New Password** and the **Verify Password** fields, type a new password.
7. To log on to Web Document Submission click **Finish**.

Verify that a system-generated E-mail was sent to the registering end user containing the assigned system password. If unsuccessful, please note the observed system response.

2.2 Logging on as a User

Perform the following to log in as an end user:

1. Close the browser window from procedure 2.1. Open a new browser window.
2. In the address line, type the IP address for the Web Document Submission server:

http:// <Web Document Submission server IP address>/xdx

3. Type the user name registered in procedure 2.1.
4. Type the registered password in the Password box. Click **Log On**.

Verify that the log on was successful. If unsuccessful, please note observed the system response.

2.3 Editing a User Profile

Perform the following to edit a user profile:

1. From the Home page, click **User Profile**.
2. Fill in or modify User Profile fields for the user.
3. Click **Update Profile**. Click **Finish** to save the updates.

Verify that the user profile updates were successful by clicking **Log Off**, logging back on as the same user, and selecting **User Profile** from the menu. If unsuccessful, please note the observed system response.

2.4 Submitting a Print Job Request – MS Word Document

Perform the following to submit an MS Word document print job request:

1. From the User Home page, click **Submit**.
2. Click **Browse**. Select any MS Word document and click **Open**.
3. Click **Next** to upload the MS Word document to the repository on the Web Document Submission server.
4. Type **Test description** in the **Description** text box. Click **Next**.
5. The recipients for the job appear. Click **Next**.
6. Type **These are special instructions** in the **Special Instructions** text box. Click **Next**.
7. The **Verify your order** window appears. Review the order and then click **Submit Order**. Wait for the screen to refresh.
8. Record the **Job ID** for this job. This Job ID will be required for test procedure 3.2. Click **Finish**

Verify that the submitted job was successful. If unsuccessful, please note the observed system response.

2.5 Submitting a Print Job Request – MS Excel Document

Perform the following to submit an MS Excel document print job request:

1. From the User Home page, click **Submit**.
2. Click **Browse**. Select any MS Excel document and click **Open**.
3. Click **Next** to upload the MS Excel document to the repository on the Web Document Submission server.

4. Select any print options for this document job. Click **Next**.
5. The recipients for the job appear. Click **Next**.
6. Type **These are special instructions** in the **Special Instructions** text box. Click **Next**.
7. The **Verify your order** window appears. Review the order and then click **Submit Order**. Wait for the screen to refresh.

Verify that the submitted job was successful. If unsuccessful, please note the observed system response.

2.6 Submitting a Print Job Request – Hard Copy Document

Perform the following to submit a hard copy document print job request:

1. From the User Home page click **Submit**.
2. Click **Hard Copy**.
3. Select the print options for this document. Click **Next**.
4. The **Choose recipients for this job** window appears. Click **Next**.
5. Type **These are special instructions** in the **Special Instructions** text box. Click **Next**.
6. The **Verify your order** window appears. Review the order.
7. Click **Submit Order** to submit the print job order to the print shop. Wait for the screen to refresh.

Verify that the submitted job was successful. If unsuccessful, please note the observed system response

2.7 Editing the Personal Address Book

Perform the following to edit the Personal Address Book:

1. From the User Home page, click **Personal Address Book**.
2. Click **Add User**.
3. Fill in the fields with an imaginary user. When finished click **Add User**.

Verify that the new address was successful saved by clicking the name link of the user just added. Ensure the edits made were saved. If unsuccessful, please note the observed system response.

2.8 Editing the Document Repository

Perform the following to edit the Document Repository:

1. From the User Home page, click **Repository**.
2. Select a document from the repository. Select **Extend**. Click **Delete or Extend Document**.

Verify that the document selected for extension was extended from the repository. Typically, since there is just one document in the repository from these tests, the number of days remaining should not change. If unsuccessful, please note the observed system response.

3. Operator Verification Procedures

The Operator verification procedures test the major functions of an Operator using Web Document Submission.

3.1 Logging on as Operator

Perform the following to log on as Operator:

1. Open a browser window on a workstation connected to the network.
2. In the address line, type the IP address for the Web Document Submission server:

http:// <Web Document Submission server IP address>/xdx /admin

3. Type **operator** in the User Name text box.
4. Type the operator password **22222** in the Password text box and click **Log On**.

Verify that the log on was successful. If unsuccessful, please note the observed system response.

3.2 Editing a Client Job Request – MS Word Document

Perform the following to edit an MS Word document client job request:

1. From the Operator Home page locate the Job ID of the MS Word document previously submitted.
2. From the **Options** drop-down menu, choose **Edit Job**. Make some type of change to the job.
3. Click **Submit Edits**. The screen refreshes. Click **Finish**.
4. From the **Options** drop-down menu, choose **Inspect Job**.

Verify that the job properties were updated. If unsuccessful, please note the observed system response.

3.3 Fulfilling a Client Job Request – MS Word Document

A printer must already be added to the Web Document Submission system and the installer logged in as Administrator for this test to work.

Perform the following to fulfill an MS Word document client job request:

1. Using the job just edited in 3.2, from the **Options** drop-down menu, choose **Print Job**.
2. Under **Print Full Job**, select a printer from the drop-down menu.
3. Clear the **Skip Job Ticket** checkbox and click **Print**.
4. Click **Job Status**. Select **Succeeded** from the **Change Status to:** drop-down menu.
5. Click **Submit** to update the job status.
6. Click **Set Page Count** to confirm status change and update the page count if necessary.
7. Click **Job Status Page**.

Verify that the Job Status is **Succeeded**. If unsuccessful, please note the observed system response.

Note: If E-mail notification is activated, verify that the end user received an E-mail notification of job completion.

3.4 Fulfilling a Client Job Request – MS Excel Document

Perform the following to fulfill an MS Excel document client job request:

1. Using the job just edited in 3.2, from the **Options** drop-down menu, choose **Print Job**.
2. Under **Print Full Job**, select a printer from the drop-down menu.

3. Clear the **Skip Job Ticket** checkbox and click **Print**.
4. Click **Job Status**. Select **Succeeded** from the **Change Status to:** drop-down menu.
5. Click **Submit** to update the job status.
6. Click **Set Page Count** to confirm status change and update the page count if necessary.
7. Click **Job Status Page**.

Verify that the Job Status is **Succeeded**. If unsuccessful, please note the observed system response.

Note: If E-mail notification is activated, verify that the end user received an E-mail notification of job completion.

3.5 Fulfilling a Client Job Request – Hard copy Document

Perform the following to fulfill a hard copy document client job request:

1. From the Operator Home page, locate the Job ID of the hard copy document previously submitted.
2. From the **Options** drop-down menu, click **Inspect Job**.
3. Click **Edit job ticket** to examine the job options selected for the hard copy document.
4. Print the job according to the client print request.
5. On the Web Document Submission Operator page click **Job Status**. Select **Succeeded** from the **Change Status to:** drop-down menu.
6. Click **Submit** to update the job status.
7. Click **Set Page Count** to confirm status change and update the page count if necessary.

8. Click **Job Status Page**.

Verify that the Job Status is **Succeeded**. If unsuccessful, please note the observed system response.

Note: If E-mail notification is activated, verify that the end user received an E-mail notification of job completion.

3.6 Sending a Job to Each Installed Printer

Perform the following to send a job to each installed printer:

1. From the Operator Home page, locate any Job ID with status of **Received in Print Shop**.

Note: If there is no job with the status of **Received in Print Shop**, change the status of any job to **Received in Print Shop**.

2. From the **Options** drop-down menu, click **Inspect Job** to view the job properties.
3. Click **Print Job**.
4. Under the heading **Print Full Job**, select a printer from the drop-down menu.
5. Click **Print** to send the job to the selected printer.
6. Repeat steps 4 and 5 for each installed printer.
7. Click **Job Status**. Select **Succeeded** from the **Change Status to:** drop-down menu.
8. Click **Submit** to update the job status.
9. Click **Set Page Count** to confirm status change and update the page count if necessary.
10. Click **Job Status Page**.

Verify that the job was successful and all printers could print job requests. If unsuccessful, please note the observed system response.

Install Verification Record

Use the following section to record results of the installation verification procedures. Comments concerning failure observations are recorded at the bottom of each procedure the previous section.

Results

Record results using the following tables. Describe what is observed if a procedure fails.

Administrative Functions

Test results for Administrative functions are recorded in Table C-4.

Table C-4. Administrative functions and test procedures

Function	Test Procedure	Results P – Pass or F – Fail
Log on as Administrator	2.1.1	
Add Printers (Default and others in print shop)	2.1.2	
Edit User Interface Using Admin Tools	2.1.3	

Client Functions

Test results for Client functions are recorded in Table C-5.

Table C-5. Client functions and test procedures

Function	Test Procedure	Results P – Pass or F – Fail
Register Your Account	2.2.1	
Log on as End User	2.2.2	
Edit User Profile	2.2.3	
Submit Print Job Request – MS Word Document	2.2.4	
Submit a Print Job Request – MS Excel Document	2.2.5	
Submit a Print Job Request – Hardcopy Document	2.2.6	
Submit a File Conversion Job Request – PDF	2.2.7	

Table C-5. Client functions and test procedures (continued)

Function	Test Procedure	Results P – Pass or F – Fail
Submit a File Conversion Job Request – PostScript	2.2.8	
Edit Personal Address Book	2.2.9	
Edit Document Repository	2.2.10	

Operator Functions

Test results for Operator functions are recorded in Table C-6.

Table C-6. Operator functions and test procedures

Function	Test Procedure	Results P – Pass or F – Fail
Log on as Operator	2.3.1	
Edit a Client Job Request – MS Word Document	2.3.2	
Fulfill a Client Job Request – MS Word Document	2.3.3	
Fulfill a Client Job Request – MS Excel Document	2.3.4	
Fulfill a Client Job Request – Hard copy Document	2.3.5	
Send a Job to Each Installed Printer	2.3.6	

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