Quick Start Guide

English

Brisque Serve

version **4.0**

Early Production

399Z3R192A

www.creo.com

Brisque Serve

version 4.0

Quick Start Guide

creo™

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RE37,376	5,283,140	5,517,359	5,699,740	5,969,872	6,134,393	6,283,589
4,456,924	5,291,273	5,519,852	5,708,736	5,973,801	6,136,509	6,295,076
4,500,919	5,323,248	5,526,143	5,713,287	5,986,819	6,137,580	6,299,572
4,558,302	5,325,217	5,532,728	5,742,743	5,995,475	6,147,789	6,318,266
4,743,091	5,339,176	5,561,691	5,764,374	5,996,499	6,158,345	6,340,817
4,992,864	5,343,059	5,568,595	5,764,381	5,998,067	6,159,659	6,352,816
5,049,901	5,355,446	5,576,754	5,771,794	6,003,442	6,164,637	6,353,216
5,079,721	5,359,451	5,579,115	5,785,309	6,014,471	6,180,325	6,366,339
5,081,617	5,359,458	5,592,309	5,802,034	6,016,752	6,181,362	6,371,026
5,103,407	5,367,360	5,594,556	5,813,346	6,031,932	6,181,439	6,377,739
5,111,308	5,384,648	5,600,448	5,818,498	6,043,865	6,186,068	6,387,597
5,113,249	5,384,899	5,608,822	5,854,883	6,060,208	6,189,452	6,396,422
5,122,871	5,412,491	5,615,282	5,861,904	6,063,528	6,191,882	6,396,618
5,124,547	5,412,737	5,625,766	5,861,992	6,063,546	6,204,874	6,407,849
5,132,723	5,420,702	5,636,330	5,875,288	6,072,518	6,208,369	6,414,755
5,150,225	5,420,722	5,649,220	5,894,342	6,090,529	6,214,276	6,422,801
5,153,769	5,459,505	5,650,076	5,900,981	6,096,461	6,217,965	6,435,091
5,155,782	5,473,733	5,652,804	5,934,196	6,098,544	6,252,522	
5,157,516	5,481,379	5,680,129	5,942,137	6,107,011	6,260,482	
5,208,818	5,488,906	5,691,823	5,946,426	6,112,663	6,266,080	
5,208,888	5,497,252	5,691,828	5,947,028	6,115,056	6,266,134	
5,247,174	5,508,828	5,696,393	5,958,647	6,121,996	6,267,054	
5,249,067	5,509,561	5,699,174	5,966,504	6,130,702	6,268,948	

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Who Should Use This Manual

This Quick Start Guide is intended for anyone who is involved in using or administering Brisque Serve software 4.0. It provides the information necessary to enable you to begin using the software and points out procedures that are specific to your Brisque Serve system.

To use this manual, you should:

- have a working knowledge of prepress operations
- be familiar with the Macintosh operating system
- be experienced with the Brisque

This manual assumes that:

- All the hardware, software, and network components of your Creo system are installed, configured, and operating correctly.
- Files submitted to the Creo system are free of common errors usually resolved during preflight, such as missing fonts and PostScript errors.



For information about Brisque Serve operations not included in this manual refer to the Brisque Serve Version 4 User Guide or the Brisque Version 4 User Guide.

Conventions Used in This Manual

This section describes the fonts, terminology, and symbols used in this manual.

Symbols



Important: This symbol tells you about things that may cause process delays or reduce functionality, reliability, or quality.



WARNING: This symbol indicates a potentially hazardous situation, which, if not avoided, may result in minor or moderate injury. This may also alert you to unsafe practices or potential property-damage-only accidents.



Note: A note provides additional information that you may need to consider.



Tip: This symbol draws attention to information that can help you perform a task more quickly or easily.



The reference symbol tells you that related information on the topic is available in another Creo document.

PDF Document

This manual is also provided in PDF (Portable Document Format).

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1

Welcome to the Brisque Serve

Foreword 2

What is the Brisque Serve 2

Foreword

The Brisque Serve Quick Start provides you with the basic information needed to begin production on the Brisque Serve.

This chapter introduces the Brisque Serve and describes its main features. It also contains the Basic Workflow diagram.

What is the Brisque Serve

The Brisque Serve is a powerful file server based on the IBM®RS/6000® computer and is aimed at the DTP, Brisque, and PostScript® environments. It provides centralized storage and spooling to networked client workstations and lets you share files between your server and networked Macintosh®, PC®, and UNIX® workstations. The Brisque Serve is one of the most effective file servers in the pre-press industry.

The Brisque Serve enables the System Administrator to:

- Create and assign access privileges to users working from different client computers (Macintosh and PC)
- Define print spoolers
- Optimize use of all server-connected devices
- Add or delete storage devices as required.

The Brisque Serve fulfills the following functions:

- File server
- Print server
- OPI server
- APR server
- Automatic file processing.

File Server

A file server is a computer that holds files in private and shared directories on a network. It comprises the following elements:

- **AppleShare File server (EtherShare®)** - a distributed file system protocol that allows Macintosh computers on a network to use the files and peripherals of another networked Macintosh computer as if they were local.
- **NFS (Network File System) File server (TCP/IP - Transmission Control Protocol/Internet Protocol)** - a distributed file system protocol that allows a UNIX host (IBM RISC System/6000) computer on a network to use the files and peripherals of another networked computer as if they were local.

Print Server

A centralized network device that manages and controls print jobs. It consists of the following:

- **Print Spooler/Queue Management Server** - an application that holds print jobs sent to a shared printer over a network when the network is busy.
  Each file is saved in temporary storage and then printed when the shared printer is available.
- **Font server** - an application that holds and downloads resident fonts to a shared printer over a network.

OPI (Open Pre-press Interface) Server

The Brisque Serve automatically creates OPI low-resolution images from High-resolution TIFF and EPS files. This feature is license protected. The low-resolution images are used for positioning in the page layout application and are replaced automatically with the high-resolution images by the OPI server during the printing process.

APR (Automatic Picture Replacement) Server

Like OPI, APR uses a low-resolution file called PSImage and creates an image of any file type. The low-resolution file is used for positioning and manipulation with a DTP page layout application. The low-resolution file is replaced automatically with a high-resolution file shortly before exposure.

The replacement is performed by the Brisque Serve output workstation. It takes the high-resolution files from the folders it recognizes as the APR path, which resides on the server. Unlike OPI, the high-resolution copy replacement is performed through a high performance protocol NFS (Network File System) and not PAP (Print Access Protocol), which is used for printing in the Macintosh environment.

Automatic File Processing

A Hot Folder mechanism provides automatic file processing. The Hot Folders contain file-handling instructions and link to a template, which defines a set of file processing instructions.

A Hot Folder can be used to produce high-resolution and low-resolution files for both the OPI and the Brisque Serve APR workflows. A special Hot Folder can compress files into industry-standard JPEG format.

2

Login, Logout and Shutdown

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General

When you turn on the Brisque Serve, the system automatically boots and the Console Login prompt appears.

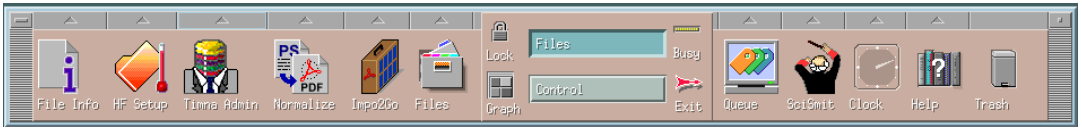
Logging On

To log onto the system:

1. At the Console Login prompt, type `cdesci` and press ENTER. A prompt to press ENTER again appears.
2. Press ENTER. A message appears showing that the Creo Servers are being loaded.
3. If during the Login procedure, a process or an application does not load properly or a board is not detected, a Results window appears, detailing the faults.

Important: Report any problems to your administrator.

4. Click **Continue Logon** to continue the Login process. The Brisque Serve Launch Pad appears on the Brisque Serve Common Desktop Environment (CDE) .



Logging Off

When you log off from Brisque Serve, the desktop is saved with all open windows. The next time you log on, the same windows will be opened automatically on your desktop.

To log off from the system:

1. Right-click the desktop, or click the Launch Pad control box. A menu appears.
2. Select **Log out** from the popup menu. The Logout Confirmation window appears.
3. Click **Continue logout** to continue the process. When the Console Login prompt appears, logout is complete.
   Or, click **Cancel logout.**



Important: Remember, do not switch off the computer until you perform the shutdown procedure.
If the system freezes, or you do not receive a response when performing the Logout procedure, you must reset the system. For instructions, see *the Brisque 4.0 User Guide*, *Chapter 1 (399Z8H255E)*.

Shutting Down

To shut down the system:

1. Perform the Logout procedure (see *Logging Off on page 6)*.
2. At the Console Login prompt, type **shutdown** and press ENTER. The system shuts down.



Note: Depending on your hardware, a Halt Completed prompt may appear and you may then switch off the computer. Otherwise your system will switch off on its own.



WARNING: Do not turn the Brisque Serve power switch off before properly logging off and shutting down the Brisque. Switching the power off without performing the Shutdown procedure may damage your data and system files.

3 Working from Brisque Serve

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Foreword

Once your files are copied to the Brisque Serve, you can process the files using Brisque Serve operations and utilities.
(For additional important information on importing the files to the Brisque Serve, see *Navigating the Brisque Serve File Manager on page 11,* or *Mounting a Brisque Serve Volume on the Macintosh on page 18.)*

This chapter illustrates:

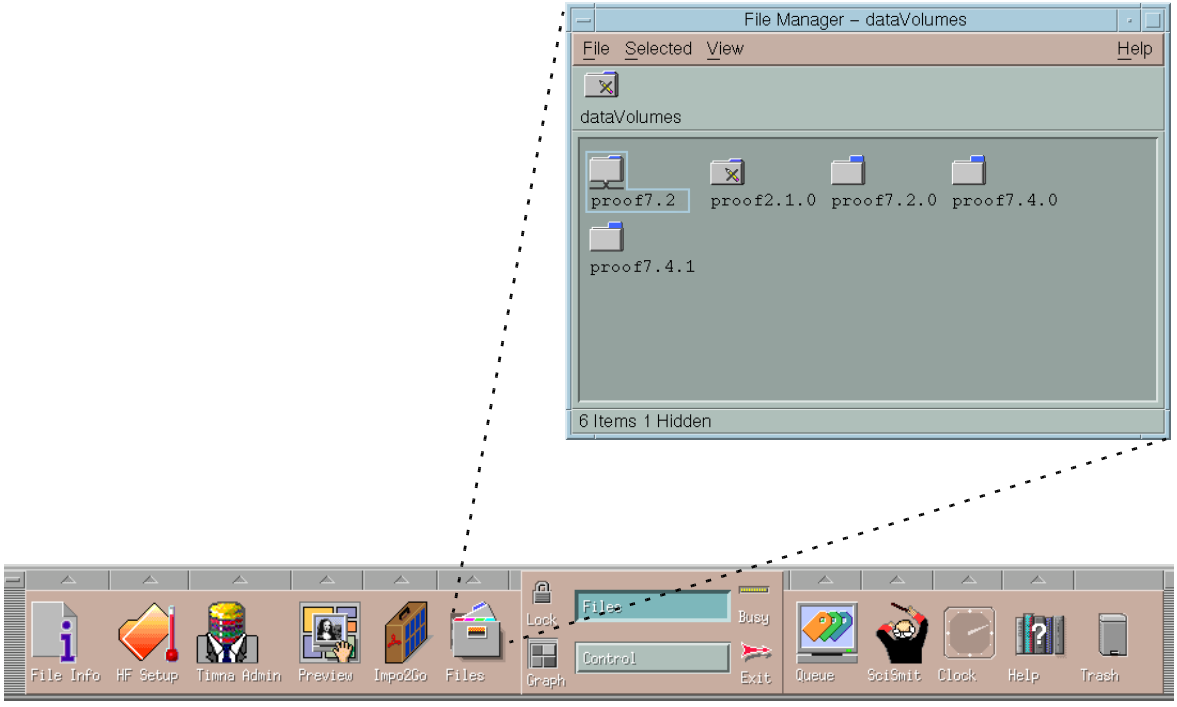
- How to navigate and access files, or folders, using the Brisque Serve File Manager
- Sample Brisque Serve operations
- How to activate Brisque Serve operations, and use Job Ticket Templates.

Navigating the Brisque Serve File Manager

The Brisque Serve File Manager is used to access files and folders located on local or mounted Brisque Servers, or Creo and NT servers.

To open the Brisque Serve file manager:

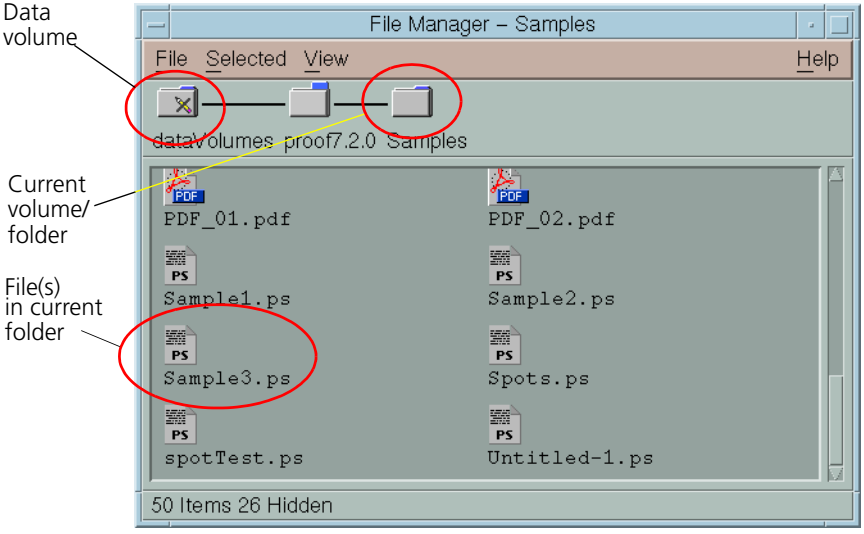
- From the Launch Pad, double-click the **Files** icon. The File Manager window appears, showing the volumes (local and mounted), folders and files on the local Brisque Serve.



Note: The File Manager window displays the volumes that exist on the Brisque Serve and any remote Brisque Serve volumes, or other Brisque volumes that are mounted on the local Brisque Serve.

To open any volume or folder:

➢ Double-click the volume or folder icon .
Notice that the panel below the menu bar displays the complete path of the currently selected volume or folder.





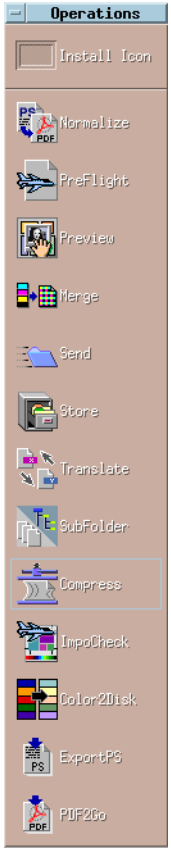
Note: To access a folder, in the upper pane of the window, double-click the folder icon.

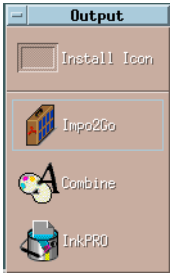
Activating Operations in Brisque Serve

To activate operations, drag a file onto the operation icon, such as **Translate**, or drag a file onto a Job Ticket Template. A Job Ticket Template can activate a series of operations.
Alternatively, you can right-click the file and select the operations, one at a time, from the list. The list displays only the operations that are relevant to the file.

For information on creating more advanced automated production workflows, see the *Brisque 4.0 User Guide, Chapter 6*.

The Brisque Serve operations are located on the Operations and Output panels of the Brisque Serve Launch Pad:





Defining the Operation Parameters

Each operation in Brisque Serve processes a file according to a set of definable parameters. A file can be processed using:

- Pre-set operation parameters
- Parameters that have been modified specifically for the file currently being processed.
- Parameters that are modified and saved to be used as default parameters for all files being processed by the operation in the future.

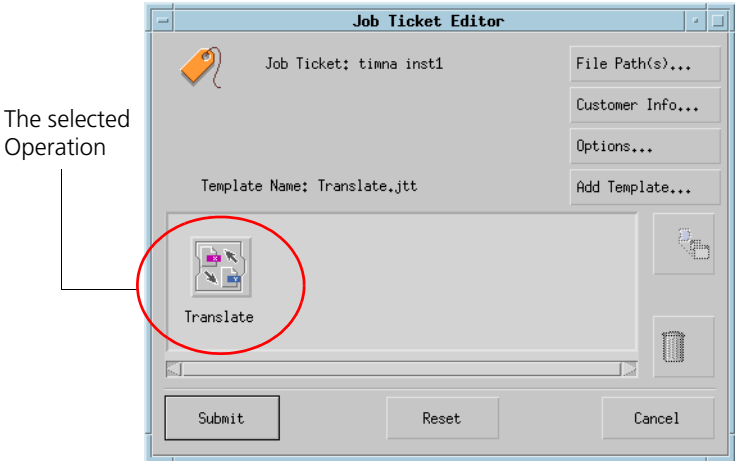
The procedure for the first two options is illustrated, in detail, in the following pages.

To activate a Brisque Serve operation without changing the operation parameters:

1. From the Brisque Serve Launch Pad, double-click the **Files** icon to open the File Manager window.
2. In the File Manager window, locate the file to process.
3. On the Brisque Serve Launch Pad, open the **Operations** panel (if you have not changed the default setup of your Launch Pad, it should be the arrow above the **Preview** icon).
4. While holding down CTRL, drag the file from the File Manager window to the required operation icon on the appropriate Launch Pad panel. The file is processed according to the currently defined parameters of the selected operation.

To modify the parameters of a Brisque Serve operation before the operation is activated:

1. Drag the file from the File Manager window and drop it onto the required operation icon, on the appropriate Launch Pad panel. Or, right-click a file in the File Manager window and from the popup menu select the required operation. The Job Ticket Editor appears showing the selected operation icon.





Tip: You can select multiple files using the CTRL key or, using the left mouse button to create a marquee, enclosing the files you want to select.

2. From the Job Ticket Editor window, double-click the operation icon. The main window of the selected operation appears.
3. Edit the operation parameters, then close the Operation window and return to the Job Ticket Editor.
4. On the Job Ticket Editor window, click **Submit**. The file is processed using the new parameters.



Important: The modified parameters are not saved. To save the parameters refer to the *Brisque 4.0 User Guide, Chapter 5*.

Using Job Ticket Templates

The Job Ticket Template is used to set up and execute automatic workflows on Brisque Serve.

You can create your own Job Ticket Template or choose a Job Ticket Template from the templates included with Brisque Serve.

To process a file via a Job Ticket Template:

1. On the Brisque Serve Launch Pad, click the **Files** icon to open the File Manager window.
2. Locate the file to process.
3. From the Brisque Serve Launch Pad, open the **Automation Tools** panel. If you have not changed the default setup of your Launch Pad, click the arrow above the **Hot Folder Setup** icon.
4. On the **Automation Tools** panel, double-click the **Templates** icon. The Templates window appears.
5. In the Templates window, locate the required Job Ticket Template.
6. While holding down CTRL, drag a file from the File Manager onto a Job Ticket Template in the **Templates** folder. The file is processed according to the defined parameters of the selected Job Ticket Template.



For a complete explanation on defining your own Job Ticket Templates on the Brisque Serve, and on the connection between Job Ticket Templates and Hot Folders, see the *Brisque 4.0 User Guide,Chapter 6*.
For a complete explanation on defining and using Job Ticket Templates on the Macintosh, see the *Brisque Production from the Macintosh User Guide version 4.0*.

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Foreword

Your Brisque Serve comes with a Macintosh Front End (MacFE) application. MacFE enables you to process files on Brisque Serve directly from a Macintosh. MacFE enable you to build templates, as well as activate and manage Job Tickets from the Macintosh.

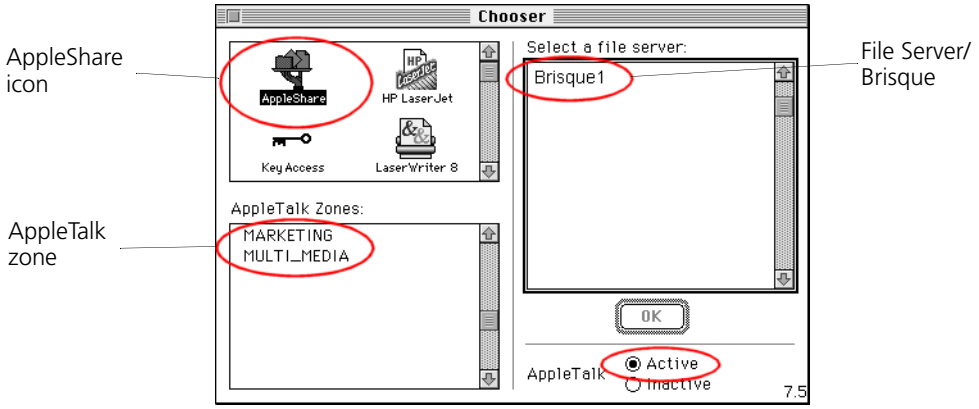
This chapter describes how to process files on Brisque Serve using the MacFE application.

Mounting a Brisque Serve Volume on the Macintosh

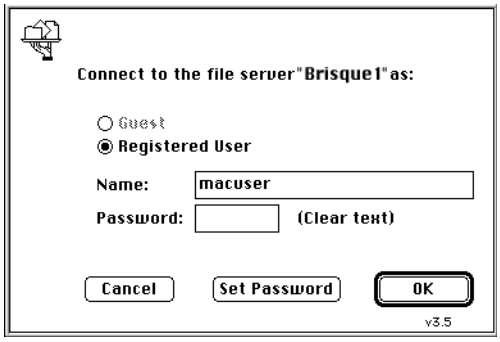
To link your Macintosh to a Brisque Serve station for file processing, use the standard Macintosh procedure for mounting a volume on the desktop.

To mount a Brisque Serve volume onto the Macintosh desktop:

1. From the **Apple** menu on your Macintosh, choose **Chooser**.
2. In the Chooser window, click the **AppleShare** icon, then choose the **Active** option to insure that AppleTalk is activated.
3. If your network has multiple zones, choose the zone where the Brisque Serve is located. A list of file servers appears, including Brisque Serve stations located on your network.



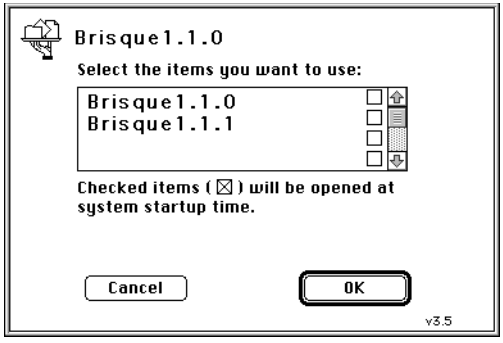
4. Click the appropriate Brisque Serve from the File Server list, then click **OK**. The Connect window appears.



5. Choose **Registered User.**
6. In the **Name** box, type **macuser**.

Important: No password is required to activate the file server connection.

7. Click **OK**. Another Connect window appears.



8. Select a volume. (For example, Brisque volume 1.1.0).
9. Click **OK**. An icon representing the selected volume is displayed on the Macintosh desktop.



Using Hot Folders

Hot Folders contain file handling instructions, and a link to a Brisque Serve Template.

Each Hot Folder appears as a printer on the network, to which files may be sent directly from the DTP application. You can also drag a file onto a Hot Folder (either from a Macintosh, or directly from the Brisque Serve), or save, copy, or move a file into a Hot Folder from the Macintosh, or from a remote server. Once a file is sent to a Hot Folder, it is automatically processed according to the Hot Folder definitions.



Tip: Once the Brisque Serve volume is mounted on the Macintosh desktop, you can use Brisque Serve Hot Folders for fully automated production.

To process a file on the Macintosh using a Brisque Serve Hot Folder:

1. Open the Brisque Serve volume, mounted on the Macintosh, by double-clicking the volume icon on the desktop.
2. Drag any PostScript file onto a Hot Folder. The file is processed according to the parameters defined by the template attached to the Hot Folder.



For detailed information on monitoring and managing the progress of files processed via a Hot Folder see the *Brisque Production from the Macintosh Guide version 4.0*.

Copying Files from the Macintosh to the Brisque Serve

Before you process files directly from a Brisque Serve station, you need to copy the files that reside on the Macintosh to the Brisque Serve.

To move files for processing from the Macintosh to a Brisque Serve:

- Copy the files to a Brisque Serve volume on the Macintosh desktop, using the standard Macintosh copy functions.



Note: The .ps, .eps or .pdf files can also be copied as shown earlier via drag and drop to Brisque Serve hot folders.

Creating a Destination Folder

You may want to create folders on the Brisque Serve for holding related groups of files copied from the Macintosh. While a Brisque Serve volume is mounted and open on the Macintosh desktop, use the standard Macintosh function to create a new folder in the Brisque Serve volume, or create a new folder on the Brisque Serve File Manager itself.

To create a new folder on the Brisque Serve:

1. From the Macintosh **File** menu, select **New Folder**. An untitled folder is created and displayed in the open Brisque Serve volume on the Macintosh desktop. The new folder is also displayed in the File Manager on the Brisque Serve desktop.
2. Rename the untitled folder appropriately to suit the folder's purpose.

5

Introduction to Timna

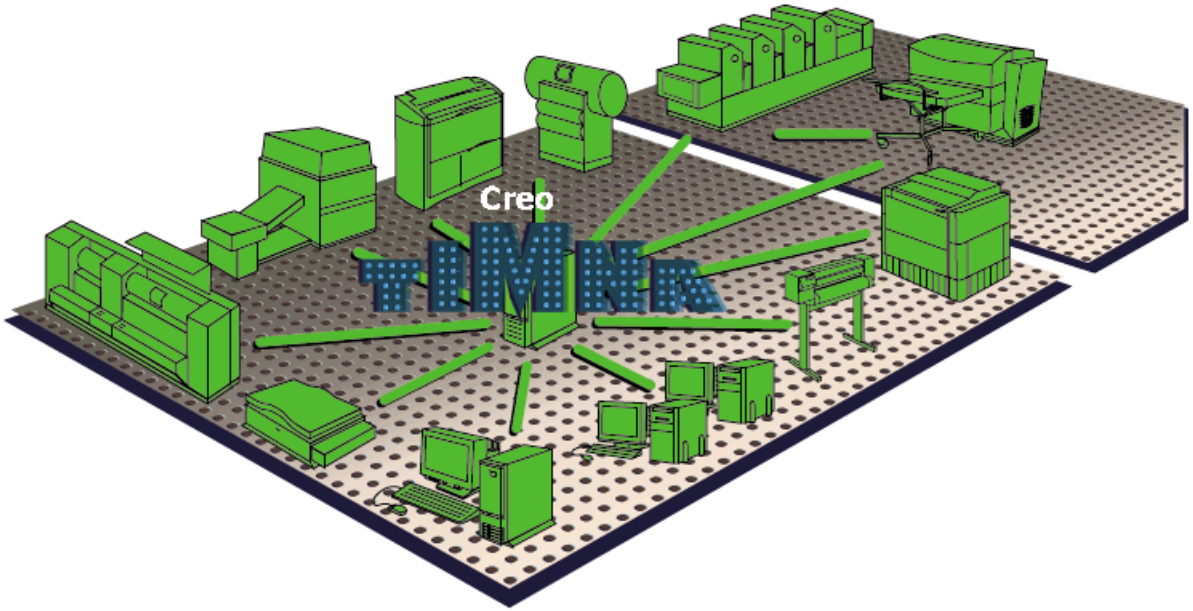
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About Timna

Timna Data Management is a high performance archive and data management system, designed to improve productivity and control in the graphic arts industry.

Timna uses a powerful relational database system for organizing and tracking Jobs and Job elements. It automatically tracks the creation details, updates and movement of all files on the Brisque Serve.

Information about the locations of files and folders is stored in the Timna database. Additional information such as attributes and file status can be assigned to files. Folders can be grouped logically into Master Jobs.



Timna provides the following capabilities:

- **Fast Search** - Timna provides a quick way to find Jobs and Job elements, regardless of where they are located on the storage media of Brisque Serve. Files and folder access is given to all users. The search options for Account, Master Job and Media are only available to users who have System Administrator or higher access authorization.
- **Handling files or folders** - Timna permits you:
  - ❒ to open files or folders
  - ❒ to view icons and thumbnails for selected files
  - ❒ to display a Preview image and the information about selected files or folders
  - ❒ to modify file attributes.
- **Archiving or Retrieving** - Timna includes powerful archiving and retrieval features. Jobs and Job elements can be archived to AIT and retrieved in whole or in part when needed. Archived elements are tracked in the Timna database.

The Timna Data Management software package contains the following Macintosh client applications:

FileTrak+	The primary Macintosh client application in the Timna Data Management software package. This application provides powerful features for daily access to files from your Macintosh.
Timna Administrator	This application is a stand-alone set of tools for administering and monitoring Timna Data Management functions.
Thumbnailer	Enables you to create a thumbnail image for a single file or for a group of files on your Macintosh.

Creo Cloning (BOM document)	You can clone the archive volumes using this application. Cloning is a copy operation, where both tapes should be almost identical at the end of the process. Creo Cloning is also used for managing the Jukebox, that is for labeling, mounting, dismounting, withdrawing, depositing, and inventorying.
Remote Access	The Timna Web enables you to access the Timna database from any browser.



For detailed instructions on how to use these applications, see the *Brisque Serve version 4.0 User Guide*.

Timna Workflow

The Timna basic workflow includes the following steps:

1. Configuring Timna from the Brisque Serve (Administration).
   This step involves defining Reporting Data volumes followed by a database update.



Note: Once the Reporting Data volumes have been defined, you can skip the administration step and access Creo Timna from your Macintosh using the FileTrak+ application.

   a. Logging on to Creo Timna.

   b. Activating Timna Administrator.

   c. Selecting Reporting Data Volumes.
      The **Reporting Directories** option is used to define which data volumes will be tracked by Creo Timna.

   d. Updating the Database.
      After defining a data volume as reporting, an Update Database (Manual Update) should be performed.

2. Working with Creo Timna from the Macintosh.

a. Setting up FileTrak+.
The FileTrak Configuration control panel is used for setting up the connection to Creo Timna.

b. Starting FileTrak+.

c. Building a Query.
FileTrak+ lets you build a Find Files query and send it to the Timna database.

d. Viewing Query Results.
In addition to the List view, which is default, FileTrak+ provides Icon, Thumbnail, and Detail views.

e. Performing FileTrak+ operations.

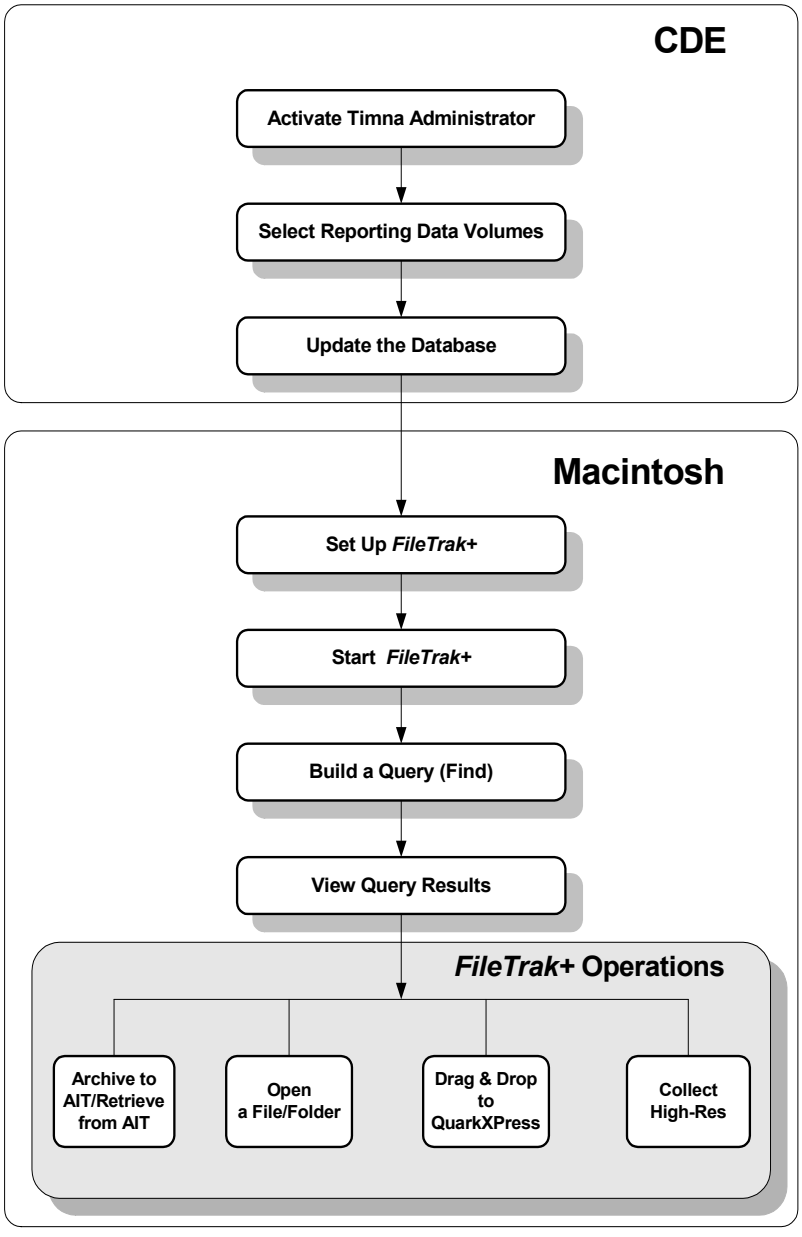
- Archiving to AIT or Retrieval from AIT.
The **Archive/Retrieve** option enables you to transfer selected folders or files between a mounted data volume and an AIT.
- Opening a File or Folder.
FileTrak+ lets you open files from the Brisque Serve if their creating application is on your Macintosh and if the device itself is online. You can also open a folder on your Macintosh Desktop.



Note: Files can be copied from the data volume to your Macintosh.

- Dragging and Dropping to QuarkXPress.
You can drag and drop a thumbnail from FileTrak+ into a prepared QuarkXPress page.
- Locating High-Res files.
The Collect High-Res utility enables you to locate High-Res files according to their corresponding Low-Res .e (PSImage) files that are embedded in a QuarkXPress page. This will only work with QuarkXPress version 3.3 or later.

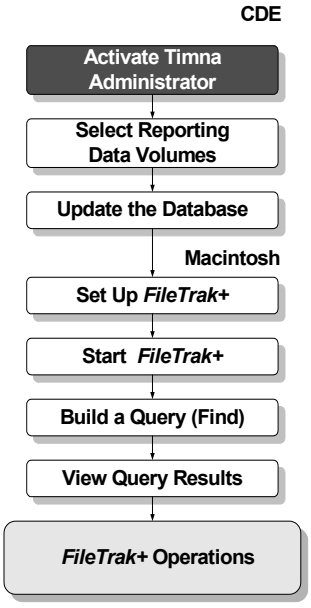
The following diagram outlines the basic Creo Timna workflow.



6 Configuring Creo Timna from Brisque Serve

Activating Timna Administrator....30
Selecting Reporting Data Volumes....33
Updating the Database....40

Activating Timna Administrator



The Timna Administrator application is a stand-alone set of tools for administering and monitoring Timna Data Management functions. There are no specific Login instructions for the Timna. When the Brisque Serve is activated, Timna is automatically loaded.

The Timna Administrator application offers the following services:

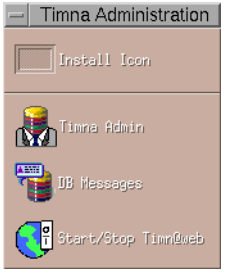
- Monitoring and changing the Timna database mode
- Logical Logs backup
- Archiving the Timna database
- Monitoring of the Timna database
- Enabling access to other database administrator activities:
  - Defining reporting data volumes and devices
  - Setup of database object parameters (prefixes, statuses and attributes)
  - Access to the SciSmit Database module

The Timna Administrator application remains open on your desktop to enable you to constantly monitor the database.

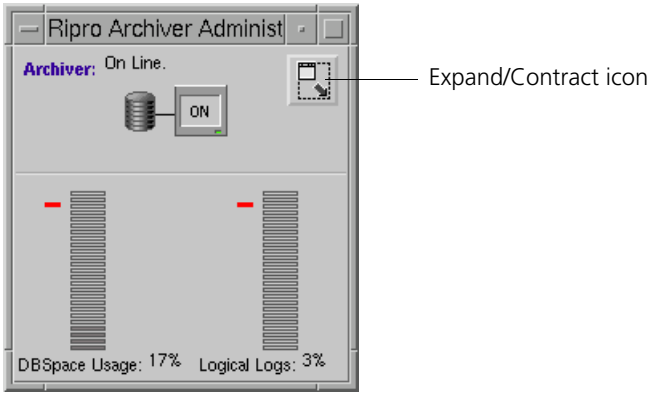
For detailed instructions on how to use Timna Administrator, refer to the *Brisque Serve Administrator Guide (399Z1R853A)*.

To activate the Timna Administrator application from the Brisque Serve:

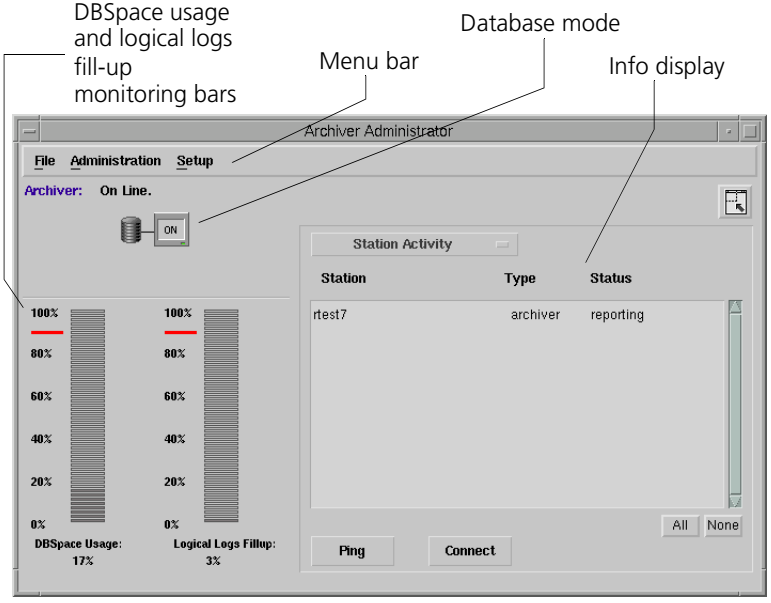
1. From the Brisque Serve Launch Pad, open the Timna Administration panel, then double-click the **Timna Admin** icon.



The Ripro Archiver Administrator window appears. The window is your interface to the Timna Administrator application. We recommend you keep this window open at all time as it displays important information on the state of the Timna database (Database (Archiver) Mode, Logical Logs fill-up and DBSpace usage).



2. To expand the window, click the **Expand** icon, in the top right-hand corner. The information area opens.



The Archiver Administrator window consists of three areas of activity:

- Menu Bar and Database Mode
- DBSpace Usage bar (Database disk space usage) and Logical Logs Fill-Up bar
- Info Display.

Database Mode

In this area you can make selections from the Timna Administrator menu bar, which consists of the **File**, **Administration** and **Setup** options.

The Timna database (Archiver) mode is also displayed in this area. At any one time, the Timna database exists in any of the following modes: Offline, Online, and Maintenance.

DBSpace Usage and Logical Logs Fill-up Monitoring bar

In this area the bar displays the amount of data in relation to allocated database disk space, with a red zone at 90%, (additional space must be allocated to the DBSpaces when 90% is reached).

In addition there is also a graphic display to monitor the logical logs, there is a red zone at 90%. When the Logical Logs reach 85% however, the Timna database switches to the Maintenance mode. This indicates that an archive (logical logs backup) must be performed, to flush (empty) the logical logs.

Logical logs backup must be performed on a regular basis in relation to the fill-up rate. If the logs fill up completely, the Timna Administrator application might lock up.

Info Display

This area displays various information lists.

From the pull-down menu, you can select any of the following menu items:

- Station Activity
- Database Archiving History
- DBSpace Usage
- Version Information
- Failed Transaction.

Selecting Reporting Data Volumes

Setup menu

To fully utilize the capabilities of Creo Timna, you must ensure that it is correctly configured.

The large number of storage devices attached to the Creo Server, and the huge storage capacity of the storage devices, enable intensive activity from all the devices. This carries the risk of storing large volumes of unnecessary information. The Timna Administrator application enables you to define which data volumes report activity.

The Timna Administrator application also allows you to access the SciSmit Database module.



Reporting Directories	Selects the data volumes that will be reporting (for Creo Server volumes, only).
Reporting Stations	Views the Brisque Serve station information. When you log on, the Brisque Serve is automatically defined as a reporting station. The Reporting Station window contains the Station name, SciNet name, Host name, and Station type boxes.
DB Setup	Accesses the database Setup function to define statuses, attributes and prefixes for database objects.
SciSmit DB	Accesses the SciSmit Database module. For detailed instructions on how to use these options refer to the *Brisque Serve Administrator Guide (399Z1R853A)*.

Defining Reporting Data Volumes

The **Reporting Directories** option enables you to define which data volumes will be tracked by the Timna database.

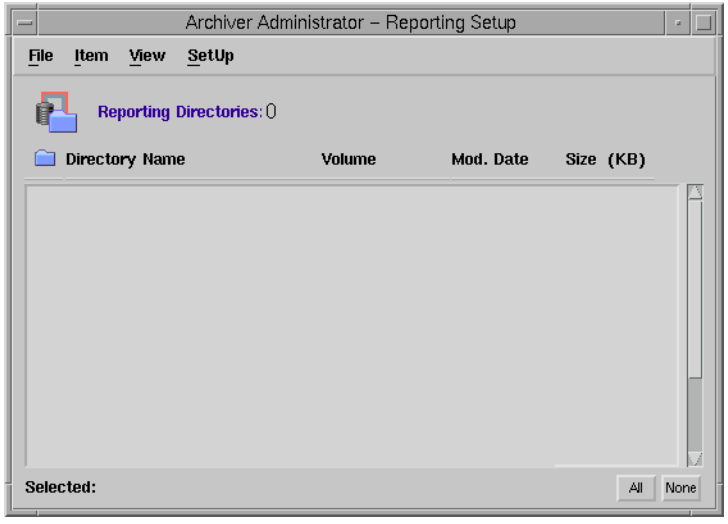
- To report to Timna, a data volume must be defined as reporting.
- Any existing directories, or new ones created under a reporting data volume, will automatically begin reporting.
- After defining a data volume as reporting, perform an Update Database.

To view the currently defined reporting data volumes:

➢ On the main menu bar, click **Setup** and select **Reporting Directories** from the list. The Reporting Setup dialog box shows the following information for all the reporting data volumes:

- Directory Name
- Volume
- Mod Date
- Size (KB)

Note: For a newly installed Timna database, this dialog box is initially empty.



Reporting Directories Menu Bar

The Reporting Directories window displays the following menu bar options: **File**, **Item**, **View**, and **Setup**.

Select this option	Then Select	To
File	**Select Directory**	Select data volumes.
	Refresh	Refresh the screen.
	Exit	Exit the Reporting Setup window.
Item	**Update Database**	Select a manual update option: • Basic Parameters • All Parameters • All Parameters and Thumbnails.
	Remove	Remove a selected data volume from the Reporting Directories List.
	Import All	Perform a complete update for all data volumes.
	Show Size	Show space occupied by a selected data volume.
View	**Reporting Directories**	Open the Reporting Directories window.
	Reporting Devices	Open the Reporting Devices window.
Setup	**Automatic Update Level**	Define the level at which automatic updates are performed: • Basic Parameters • All Parameters • All Parameters and Thumbnails (recommended).

Reporting Directories - File Menu

To add another data volume to the list:

- On the main menu bar, click **File** and select **Select Directory** to display the browser.

To refresh the screen:

- On the main menu bar, click **File** and select **Refresh** from the list.

To close the active window and return to the main Archive Administrator window:

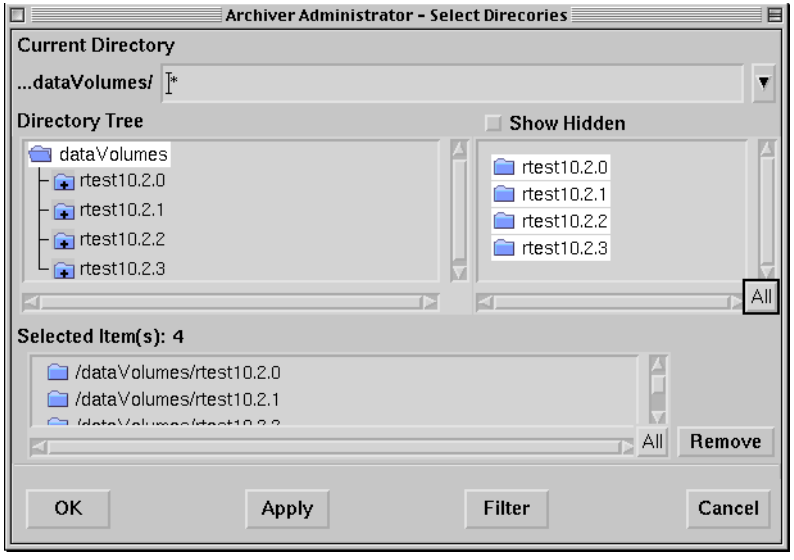
- On the main menu bar, click **File** and select **Exit** from the list.

Browsing and Manipulating the Reporting Directories

To display the Select (Reporting) Directories browser:

- On the main menu bar, click **File** and select **Select Directory**. A browser appears.

Note: The browser is divided into three areas: Current Directory, Directory Tree and Selected Items.



Current Directory

To display the current Directory browser:

- Select a data volume from the Directory Tree area. The **DataVolumes** box displays the path of your current selection from the directory tree. You can type previous selections by clicking the arrow next to the text box.



Note: The browser window only displays data volumes, not files.

Directory Tree

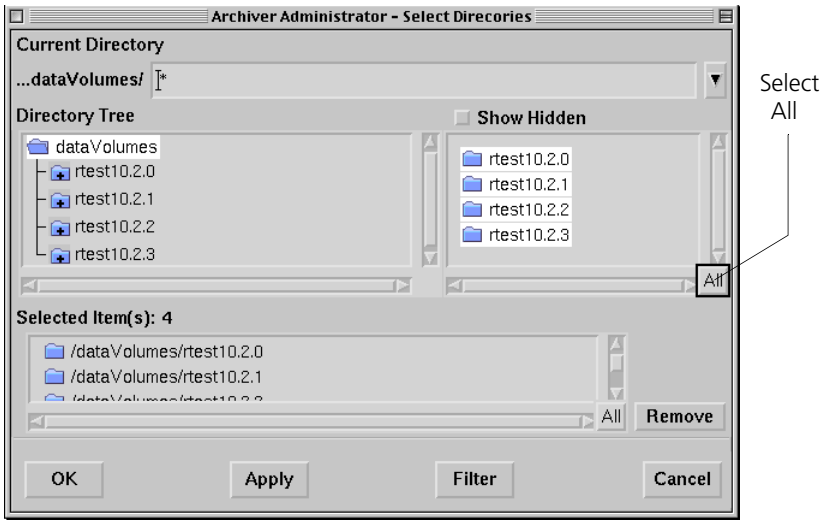
The left area of the window displays the directory hierarchy of the data volumes.
The right area of the window shows selected data volumes.
There are both vertical and horizontal scroll bars on each side.

To select all the items in the right area of the directory tree window:

- Select **All** from the right scroll bar intersection.

Selected Items

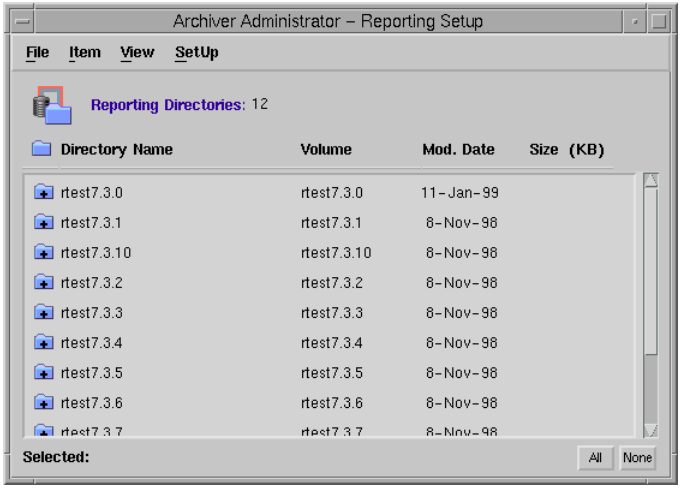
Each selected item from the right-hand side directory tree window appears in this window.



- To remove a selected item, select the data volume and click **Remove**.
- To select all items, click the **All** button.
- To remove all items, click the **All** button, then click **Remove**.

To select the data volumes for reporting:

1. Select data volumes from the Selected Items area.
2. Click **OK**. The selected data volumes will appear in the Reporting Directories list of the Reporting Setup window. The Selected Directories window closes.



Navigating the Reporting Directories window

To select a data volume:

- Select a directory from the Reporting Directories list. The directory is highlighted and can now be updated or removed.

To deselect a data volume:

- Select a selected (highlighted) volume.

To select all displayed data volumes:

- Click the **All** button.



Note: You may only select a single data volume when you perform a database update.

To deselect all selected data volumes:

- Select **None**.

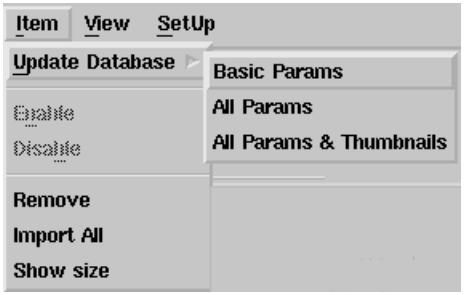
Updating the Database

Update Database (Manual Update)

After defining a data volume as Reporting, perform Update Database (Manual Update).

To manually update the contents of a selected data volume in the Timna database:

1. Select the data volume to update from the Reporting Directories window.
2. From the main menu, select **Item** > **Update Database**
3. Select the update level from:
   - Basic Params
   - All Params
   - All Params and Thumbnails



Select	To
Basic Params	Updates database with basic parameters only (name, volume, modification date, size, and so on) of each file in a selected data volume.
All Params	Updates database with all parameters of each file in a selected data volume.
All Params & Thumbnails (recommended)	Updates database with all parameters of each file in a selected data volume, including a thumbnail picture.

After selecting the update level, the **Verify Database** icon appears.

4. Click the **Verify Database** icon to display the progress indicator.
5. Select **Suspend**, or **Abort** to abort the process.

Import All

This option runs Update Database for all the data volumes regardless of which of them were selected as reporting data volumes.

To run update the database with all data volumes:

➢ From the main menu, select **Item** > **Import All**.
The system begins to update all data volumes consecutively.



Note: You may abort the update procedure from the displayed progress indicator.