User Guide

English

Brisque Serve

version **4.0**

Early Production

399Z1R852B

www.creo.com

Brisque Serve

version 4.0

User Guide

creo™

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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 Guide

This guide is intended for anyone who is involved in using or administering Brisque Serve software 4.0. It explains how to use the software and points out procedures that are specific to your Brisque Serve system.

To use this guide, you should:

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

This guide 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.



Important: Some sections in this guide are intended for Brisque Serve DMS (Data Management System) users only. These sections are marked accordingly.



For information about Brisque Serve operations not included in this guide, see the *Brisque Version 4 User Guide, 399ZIR387B* or the *Brisque Production from the Macintosh version 4.0, 399Z8H255E*.

Conventions Used in This Guide

This section describes the terminology and symbols used in this guide.

Symbols



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



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

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For More Information

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1 Overview

Brisque Serve Overview

Brisque Serve is offered in two configurations; Brisque Serve FS and Brisque Serve DMS.

Brisque Serve DMS brings Brisque version 4 PrePress modules and Timna Production Data Management together to expand the Creo Brisque workflow into a fully automated job and file management system. It is a combination of a file server, workflow tool, data management and Web access module.

Brisque Serve FS combines a file server and workflow tool to create a fully automated job and file management system.

Integrating seamlessly with Brisque, Brisque Serve is an integral part of the Creo workflow. It liberates precious processing time, adds intelligent data security and manages production data and archiving. Brisque Serve makes managing production data easier and reduces administrative overheads during production cycles.

Brisque Serve includes the following features:

- All Brisque operations, with the exception of RIP, FAF and output operations.
- Uses the same job tickets and Mac Frontend application as the Brisque.
- Creates the following export files - CT/LW, PDF, PS, Tiff/IT, DCS (Normalizer, PDF2Go, and TIFF/IT are payable options).
- Enables the Brisque workflow systems to focus on RIP, FAF, Proof and Expose.
- Translates all DTP and PrePress file formats, including Creo jobs and pages and TIFF/IT-P1 format.
- Converts PostScript data to PDF format.
- Enables automatic storage of “work in progress” or “finished data” as part of the job ticket, with an option to quickly fetch and process.
- Increases process flexibility by enabling multi-Brisque™ and Server workflow, locally or distributed.
- Includes an automatic PDF preflight and correction tool, and an interactive Acrobat Plug-In for preflight and profile creation (including rule-based automatic correction).

- Enables color matching of post-RIP data to any remote proofer using ICC profiles.
- Automatically super-combines post-RIP LW and CT data using a unique anti-aliasing algorithm, to facilitate the flow to any third-party proofer.
- Combines pre-separated (e.g. copy dot) files after the RIP, to make a regular, composite Brisque™ page.
- Enables automatic JPEG-based compression.
- Enables automatic creation of sub folders and increases production flexibility.
- Converts Creo formats into rasterized PS for export to non-Creo devices.
- Post-RIP files wrapped in a PDF format for export from the Brisque™ environment to remote devices.
- Enables generation of CIP3 files for a variety of presses.
- Controls Print queues to any type of printer on a site, giving you control over load balancing and OPI handling.
- Gives you the ability to search for Job data from any Web browser (for Brisque Serve DMS users only).

2

Starting and Stopping Brisque Serve

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This chapter describes the different procedures for starting up and shutting down the Brisque Serve, and the circumstances under which each procedure should be used.

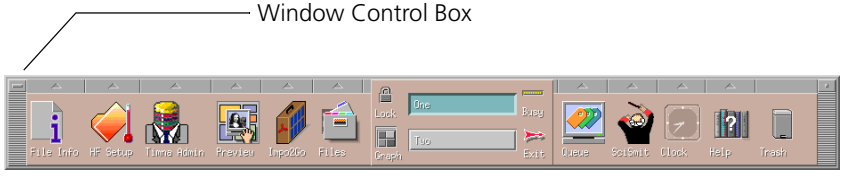
Important: Do not perform the shutdown procedure unnecessarily!!!

Logging In

When you turn on the Brisque Serve, the system automatically boots. The console login prompt appears. There may be a short delay before the console login prompt appears.

To log into the system:

1. At the console login prompt, type `cdesci` and press ENTER.
2. Brisque Serve prompts you to press ENTER again to confirm the login; message windows appear to indicate that the Creo Servers are being loaded.
3. Click **Continue Logon** to continue the login procedure. At completion the Brisque Serve Launch Pad appears on the Brisque Serve Common Desktop Environment (CDE).



Logging Out

When you logout from the Brisque Serve CDE, the desktop is automatically saved for your next login.



Important: Do not switch off your computer without completing both the Logout and the Shutdown procedures.

To logout from the system:

1. From the Brisque Serve Launch Pad, double-click **Exit.**
2. Click **Continue logout** to continue the process. When the console login prompt appears, you are logged out from the system.



Important: If the system freezes, or you do not receive a response when performing the logout procedure, you must reset the system. (For instructions on resetting the system, see *Resetting the CDE* on page 9).

Shutting Down the System

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

To shut down the system:

1. Perform the logout procedure. (See *Logging Out* on page 7).
2. At the console login prompt, type `shutdown` and press ENTER; the system begins the process of shutting down.



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



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

Resetting the CDE

If the system freezes, perform the reset procedure.

To reset the CDE:

1. Simultaneously, press the CTRL, ALT, and BACKSPACE keys; you return to the console login prompt.
2. Perform the standard login procedure to restart the system. (See *Logging In* on page 6).



Note: The reset procedure does not save any changes made to the Brisque Serve CDE prior to the system freezing. Any changes will have to be redone after the system is restarted.

3

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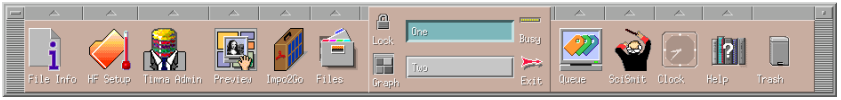
Overview

The Common Desktop Environment (CDE) is the Brisque Serve interface that runs on the UNIX terminal. The CDE is your interface to the Brisque Serve.

This chapter describes the use and configuration of the different items that appear on the Brisque Serve desktop. This chapter also explains how to use Filters.

The Brisque Serve Launch Pad

The Launch Pad is the horizontal window that appears at the bottom of the desktop when you login to the system. The Launch Pad displays icons for frequently used applications and features. The Launch Pad always appears when you are logged in to the system.



To move the Brisque Serve Launch Pad:

- Click on the vertical bar on the left or right side of the Brisque Serve Launch Pad and while holding down the left mouse button, drag it to the desired location.

To select an icon from the Brisque Serve Launch Pad:

- Double-click the icon. (The **Clock** and **File Info** icons are exceptions; they are selected by a single click).
  The **Trash** icon cannot be selected at all.

To access an object's popup menu:

- Right-click the object; a popup menu appears, with the name of the selected item at the top.



Note: Each object on the Brisque Serve Launch Pad has a popup menu.

To access the Launch Pad menu:

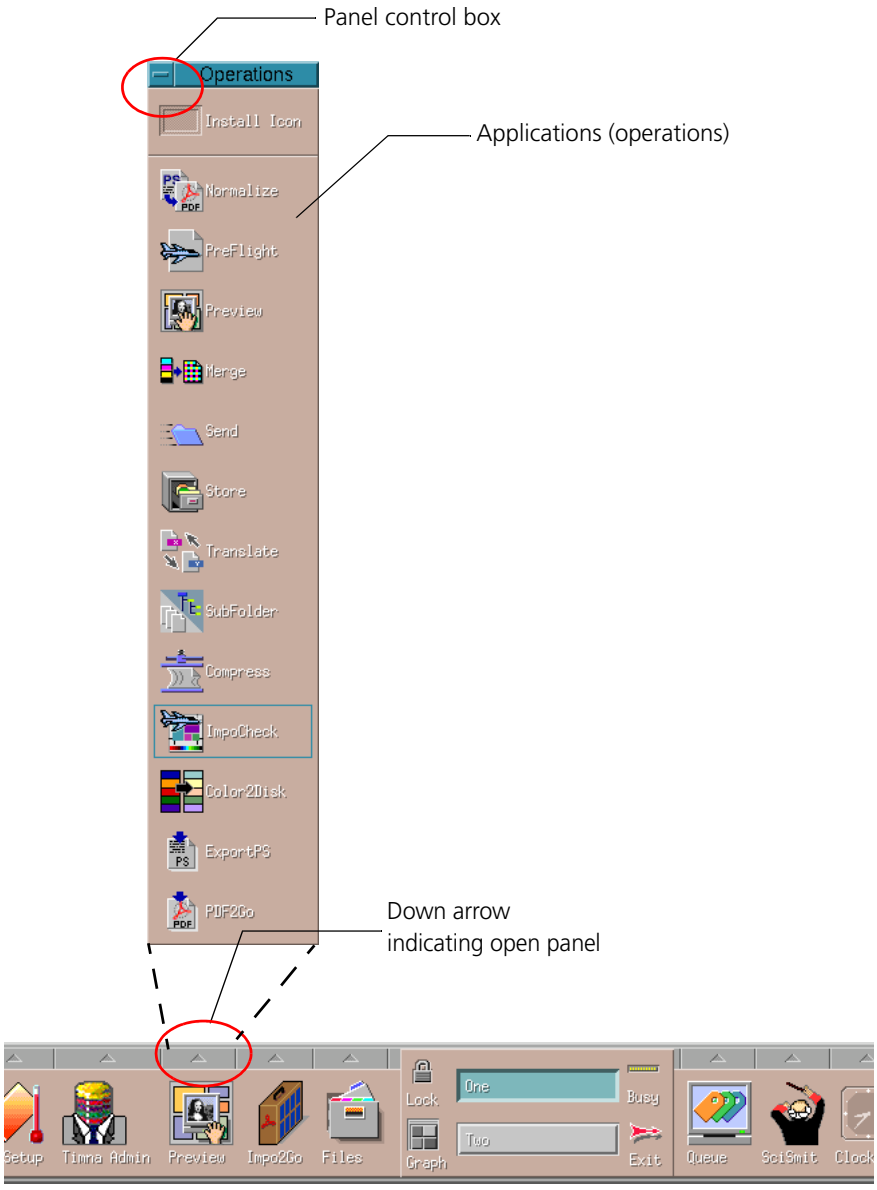
- Click the **Window Control** box in the upper left corner of the Brisque Serve Launch Pad.

Panels

All the Brisque Serve applications are categorized and grouped on panels, accessible from the Launch pad. A selected application appears on the Launch Pad, representing the panel, and can be changed. An arrow button appears above each of the icons on the Launch Pad.

To open a panel from the Brisque Serve Launch Pad:

➢ Click an arrow on top of the Launch pad to open a panel that displays additional icons.



To detach a panel from the main Launch Pad and move it around the desktop:

➢ Click the title bar and drag it with the mouse.

To launch an application from a panel:

➢ Double-click the icon on the panel; the application selected is launched and the panel automatically closes, unless it was detached from the main Launch Pad.

To close a panel:

➢ Click the **arrow** button on the Launch Pad that was used to open the panel (the arrow is pointing down).
Or, double-click the panel **Control** Box.
Or, simultaneously press ALT+F4 on the keyboard.

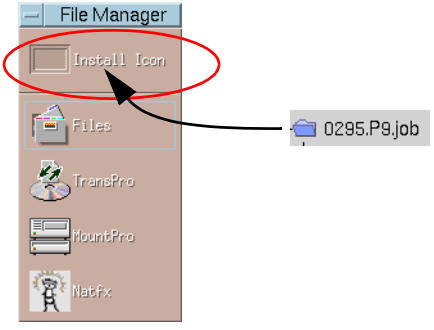
Adding an Icon to a Panel

You can install frequently used Hot Folders, Templates, folders, or files onto a panel for easy access.

Note: Double-clicking a file that has been added to a Brisque Serve panel will launch the Preview application to preview it.

To add an item to a panel:

1. Open the panel onto which you want to add an item.



2. Drag the new item's icon from the File Manager onto the **Install** Icon that appears at the top of the panel; the new item's icon appears at the bottom of the panel.



For information on using the File Manager, see *the Brisque User Guide, 399ZIR387B,Chapter 3, Managing Files and Folders.*

To delete an item from the panel:

1. Right-click the icon; a popup menu appears.
2. From the popup menu, select **Delete**; a message dialog box appears, prompting you to confirm the delete command.

To change the icon on the Launch Pad, representing the panel:

1. Open the panel.
2. Right-click the operation you want to appear on the Launch Pad and select **Copy to Main Panel**; the icon you selected now represents the panel on the Brisque Serve Launch Pad.

Workspaces

The term Workspace refers to the Brisque Serve desktop. Remember, the way that your workspace appears when you log out from the Brisque Serve is the way it appears the next time you login.

The system is configured with two default workspaces, but you may add more. You can customize each workspace for a particular task. The same window can be opened in more than one workspace at the same time.



Note: We recommend not running applications in too many workspaces at the same time, as this affects system performance.

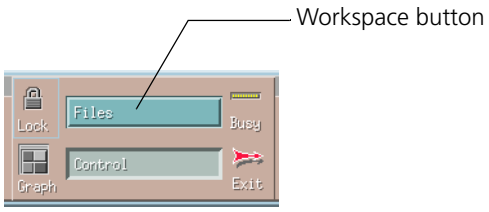
The Launch Pad appears in every workspace, and contains the tools necessary for navigating between workspaces, creating new workspaces and renaming and deleting existing workspaces.

Navigating Between Workspaces

You can select the active workspace from the Brisque Serve Launch Pad.

To switch to a different workspace:

- Click the appropriate workspace button.



Adding a Workspace

The Brisque Serve lets you create multiple workspaces. Each workspace that you add reduces the available memory for running applications.

To add a new workspace:

1. Right-click an existing **workspace** button; a popup menu appears.
2. From the popup menu, select **Add Workspace**; a workspace named **New** is added.



Renaming a Workspace

When you create a new workspace, Brisque Serve automatically names it **New**. You can rename any workspace to your own preferences.

To rename a workspace:

1. Click the workspace whose name you want to change, unless that workspace is already the active workspace.
2. Click the selected workspace again; title editing is enabled. Alternatively, right-click the workspace button, and from the popup menu select **Rename**; title editing is enabled.
3. Type a name in the box and press ENTER; the workspace is renamed.

Deleting a Workspace

The system requires a minimum of one workspace. You can delete all but one workspace from the desktop.

To delete a workspace:

1. Right-click the workspace button; a popup menu appears.
2. Click **Delete**; the workspace is deleted.

Assigning a Window to a Workspace

You can decide in which workspaces specific windows appear.



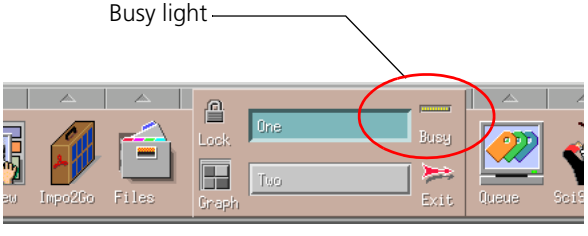
Tip: We suggest that you work with at least two workspaces simultaneously. Place the active Queue Manager window in one workspace, and use a second workspace for activating production workflows using the File Manager, Brisque application icons, Templates, and so on.

To access the commands that will help you organize your workspaces, click the **Control** box of the window you want to assign to a specific workspace; the popup menu which appears includes the following commands.

Command	Performs the following
Occupy Workspace	Displays a dialog box that lets you select the workspaces in which the window should appear.
Occupy All Workspaces	Displays the window in all workspaces.
Unoccupy Workspace	Removes the window from the current workspace. This item is inactive if the window appears in only one workspace.

The Busy Light

When you launch an application or an operation, the Busy Light blinks to indicate that the system is carrying out your command.



Locking the Display

You can temporarily prevent access to the CDE without logging out.

To lock the display:

- Double-click the **padlock** icon that appears in the middle of the Launch Pad.

To return to the CDE:

- Press the ENTER key on the keyboard.



Tip: To lock the station more securely, use UNIX commands in the Terminal mode.

Customizing the Desktop

The Style Manager lets you customize the appearance and behavior of the desktop. Choose or modify the color palette, select a font, change the behavior of the mouse, Keyboard, or Beep, or perform other tasks that tailor the desktop environment to your preferences.

To launch the Style Manager:

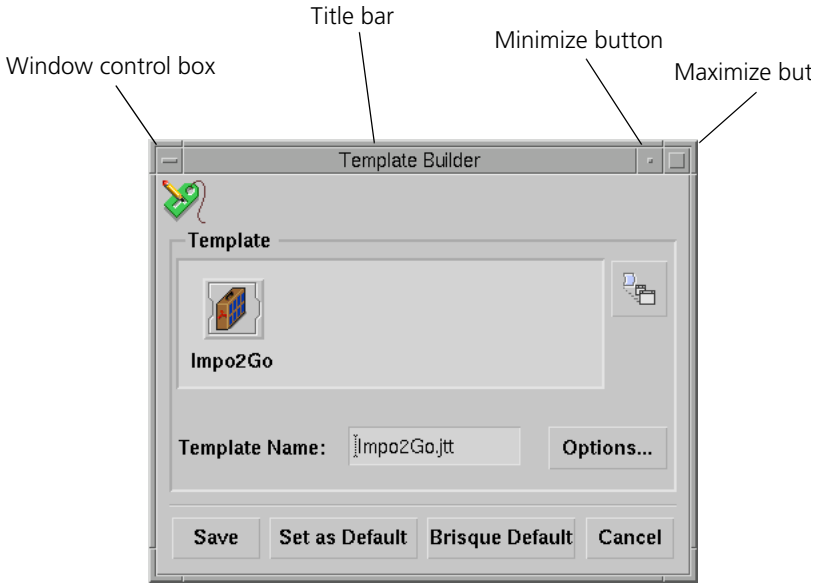
1. From the Launch Pad, open the CDE Applications panel (if you have not changed the setup of the default Launch Pad, it should be located above the **Clock** icon).
2. From the panel, double-click the **Desktop** icon; the Style Manager window displays.



3. Use the **Help** menu that appears in the upper right corner of the Style Manager window to get detailed instructions.

Manipulating Windows

Whenever you invoke an application or a function of the Brisque Serve, a window appears on the desktop. Any work you perform is done inside these windows. Windows have common features that give you control over the work environment.



To make a window active and bring it to the top:

- When multiple windows are open, click a window to make it active; the active window title bar is a different color then the other inactive windows.

To move a window:

- Click a window title bar, hold down the left mouse button, and drag.

To reduce a window to an icon:

- Click the **Minimize** button, or click the **Window Control** box once, and select **Minimize** from the popup menu.

To restore an icon back into a window:

- Double-click the icon, or click it and select **Restore** from the popup menu.

To maximize the window size:

- Click the **Maximize** button. When a window is maximized, the Maximize button becomes a **Resize** button.

To resize a Maximized window:

- Click the **Resize** button, the window is reduced to an intermediate size.

To customize the window dimensions:

1. Point to one of its edges or corners; the cursor becomes a thin arrow inside a right angle.
2. Hold down the left mouse button and drag the window in or out. (This procedure does not work on a Maximized window.)

To close a window:

- Double-click the **Window Control** box. Alternatively you can press ALT + F4 on the keyboard or click the **Window Control** box and select **Close** from the popup menu.



Note: When you close a window, you remove it from the workspace.

To access window operating commands:

- Click the **Window Control** box, then select an option from the popup menu.

Brisque Serve Filters

Filter icons appear in several different application windows. They let you generate a sub-list of items that share certain characteristics, not limited to the name.

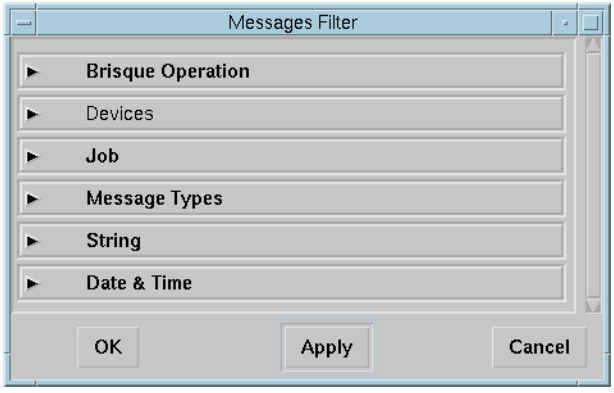
Throughout the guide, we refer you back to this section whenever Filters are available. Filters vary from application to application. In this section, we discuss them in a general way.



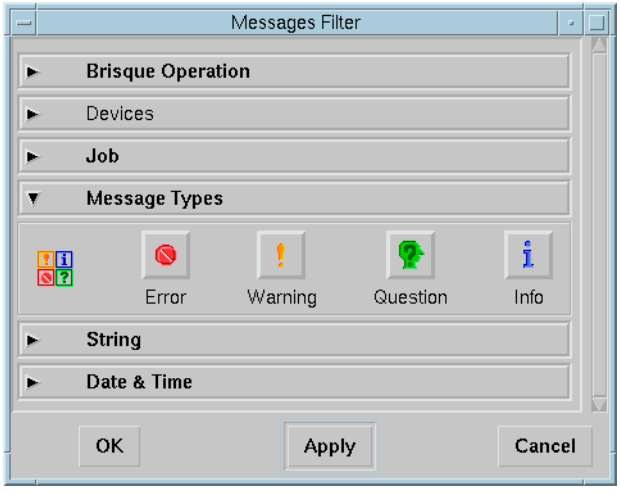
To define a filter:

1. Click **Filters**; a window appears, showing a menu button for each filter type.

Note: Remember that only buttons relevant to the filters existing in the active application, appear.



2. Click the triangle to the left of the name of the filter type that you want to activate; the menu button expands, and the relevant filters are displayed.

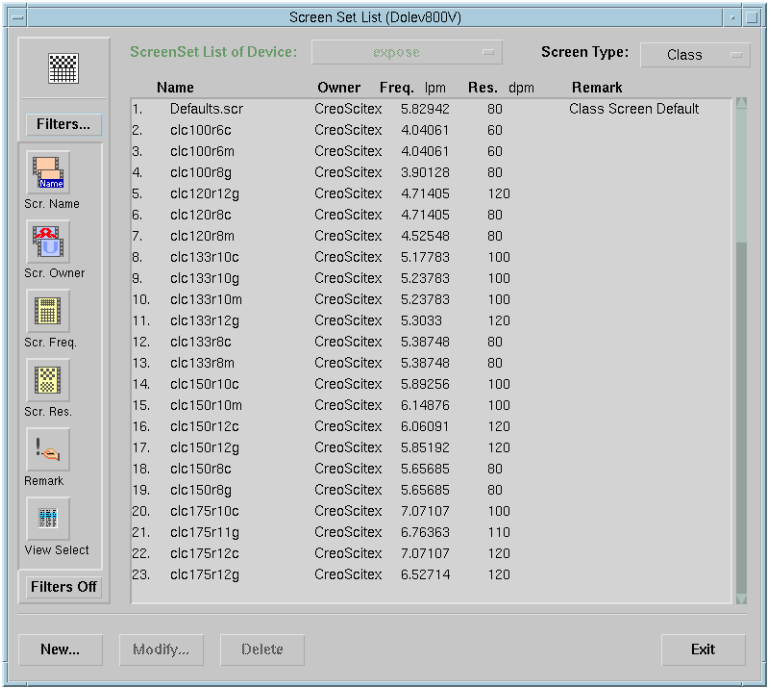


3. Select relevant filters.
4. If you want to define parameters for another filter, repeat steps 1-3 without collapsing the options of the filter that you already defined.

5. To activate the selected filter definitions, leave the buttons expanded and click **Apply** to generate a list that meets the defined file parameters without closing the Filters window. You can position the two open windows next to each other. If the desired items do not appear in the list, you can set different parameters and try again. Alternatively, leave the buttons expanded and click **OK**; the selected filter definitions are activated and the Filters window disappears. Alternatively, click **Cancel** to exit the window without redefining the filters.

WARNING: If you modify the existing Filter options from an expanded button, click the triangle to collapse the options, the selected options are cancelled. Once a filter has been defined, do not close it, or you will lose your definitions.

Once the filters are defined, you can use the Filter icons to generate partial lists of items. The example below displays a group of Filter icons that enable you to generate lists of screen sets that match the user defined filter definitions.



To generate a partial list using filters:

➢ Click the appropriate Filter icon.

To run the sub-list through an additional filter:

- Click another Filter icon; the list that is generated only contains items that meet the defined parameters of both filters.

Deleting Files and Folders

You must delete files and folders from a Macintosh station.

- To delete files and folders, mount the data volume on the Macintosh desktop and move the selected items to the trash.

4

Brisque Serve Utilities & Preferences

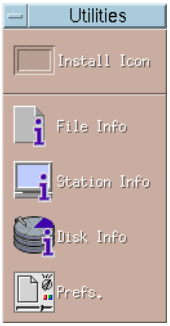
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Overview

This chapter explains how to use Brisque Serve utilities and preferences.

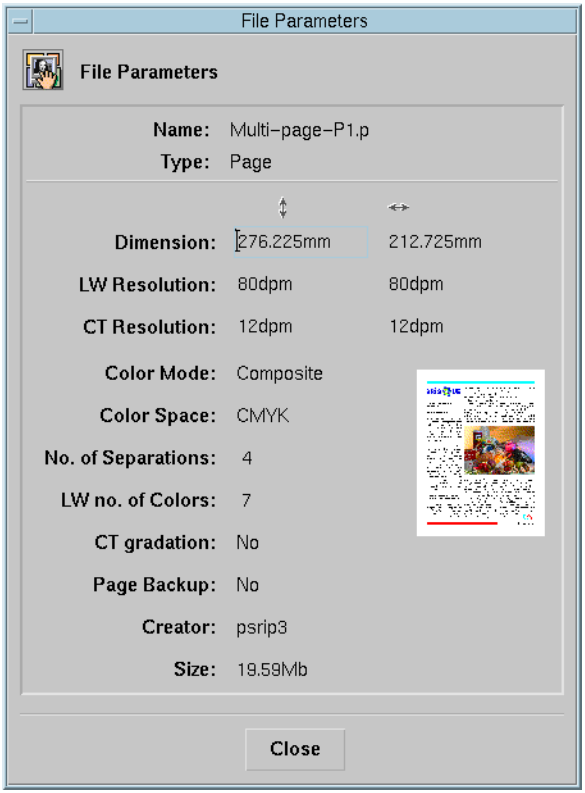
The Utilities panel on the Brisque Serve provides the following:

- File Information
- Station Information
- Disk Information
- General Brisque Serve Preferences.



File Information

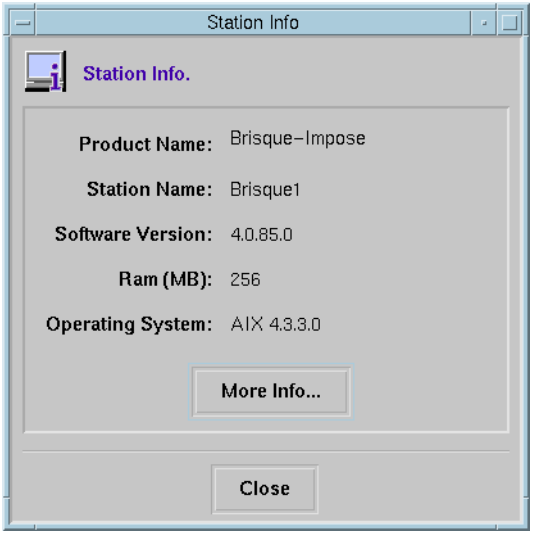
When you drag a file onto the **File Info** icon in the **Utilities** panel, or right-click the file and select **File Info** from the menu, the File Parameters window appears with information about the file.



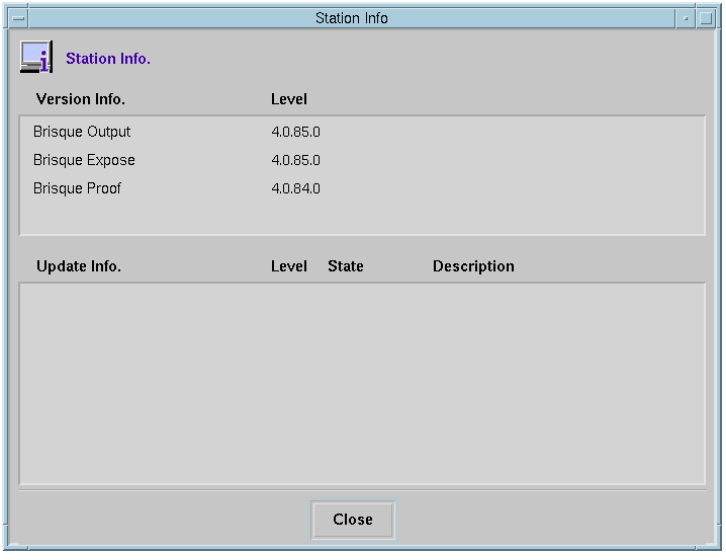
The information displayed in the File Parameters window varies according to the file type (PostScript, PDF, EPSF, DCS, DCS 2.0, TIFF, types of CT and LW, Page, Layout, Job, Imposition Job, and Packaging Job).

Station Information

1. To display basic information about the Brisque Serve station, from the **Utilities** panel, double-click the **Station Info** icon; the Station Info window appears.

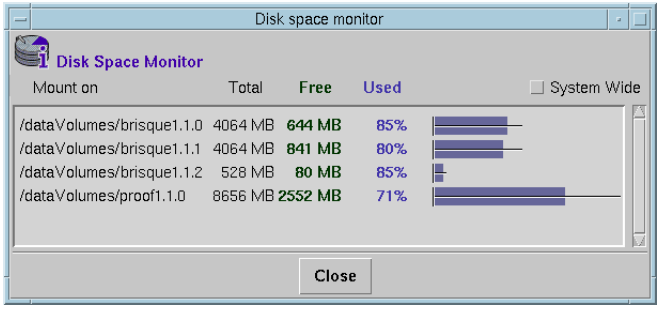


2. To display additional version and update information about the Brisque Serve, from the Station Info window, click **More Info**; the following window appears.



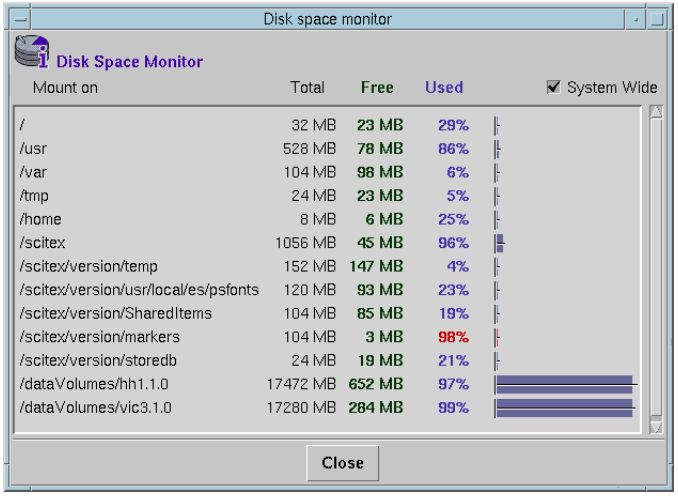
Disk Information

1. To display a window outlining the total, free, and used disk space on all local and mounted data volumes on the current Brisque Serve station, from the **Utilities** panel, double-click the **Disk Info** icon; the Disk space monitor dialog box appears.



Note: Your working files are stored in the data volumes.

2. To view the system-wide disk usage, which includes all local Brisque Serve file systems and local and mounted data volumes, select the **System Wide** box; the Disk space monitor dialog box appears as follows:



Note: When a portion of the disk approaches 100% usage, the bar graph in the right hand column appears red, indicating that system performance may be affected.

Brisque Serve Preferences

The Brisque Serve Preferences utility enables you to set general parameters that relate to the way that files and general operations are processed on the Brisque Serve.

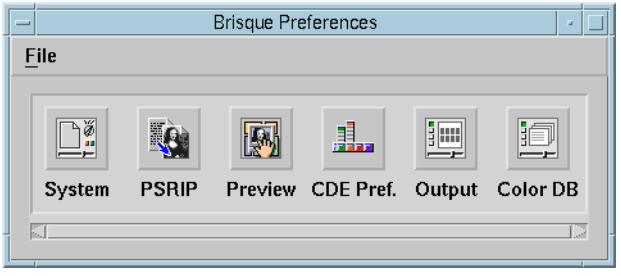
You can set the following preferences:

- System Preferences
- Preview Preferences
- CDE and Operations Preferences
- Color DB Preferences

Note: Although RIP Preferences and Output Preferences are visible on the screen, the Preferences cannot be set in the Brisque Serve.

To activate the Brisque Serve Preferences utility:

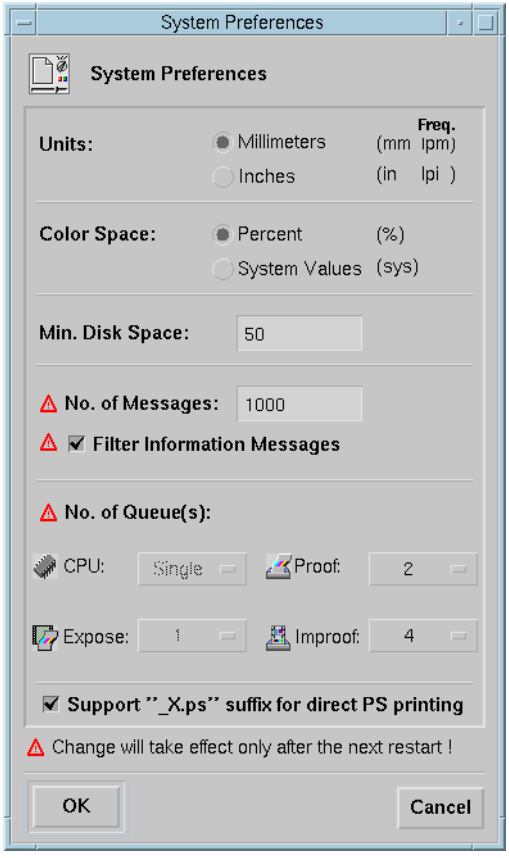
➢ From the Brisque Serve Launch Pad, open the **Utilities** panel, then double-click the **Prefs** icon; the Brisque Preferences window appears.



System Preferences

System Preferences set system-related parameters.

➢ To access System Preferences, from the Brisque Preferences window, click the **System** icon; the System Preferences window appears.



Units

Select a Units option to set the measurements to Millimeters or Inches.

Color Space

Select a Color Space option to set color values to Percent (0-100) or System Values (0-255).

Minimum Disk Space

This box indicates the amount of available disk space necessary before the **RIP**, **FAF**, **Send**, and **Translate** operations start. When the available disk space falls below this value, such operations already in the Queue are suspended. To reactivate these operations, make space available on the disk.



Note: When you have several data volumes on your Brisque Serve, and the available disk space on one of the volumes falls below the defined minimum, only Jobs that create files to that volume are suspended in the Queue. For example, you are RIPping Jobs to volumes **a** and **b**, and volume **a** has less than the defined minimum space; the warning triangle appears in the Queue Manager window, but only Jobs RIPped to volume **a** are suspended. Jobs RIPped to volume **b** are not affected.

The default value is 50MB (you cannot reduce this value). If your workflow requires more disk space, you can increase this value. An adequate value can prevent production time being wasted due to lack of disk space.



For more information, see the *Brisque User Guide, 399ZIR387B, Chapter 10, The Queue Manager.*

No. of Messages

This box indicates the maximum number of messages stored in the Message Viewer log (up to 10,000).

When the actual number of messages in the Message log reaches this value, the first half of the messages in the log are deleted. Therefore, if you change this value to a number lower than the number of messages currently in the Message log, you will lose the first half of the messages



Important: The setting is applied only after you click **OK** in the System Preferences window, log off the Brisque Serve, and log back on.

Filter Information Messages

This option prevents the display of information messages on the screen. This is especially useful when working with multiple CPUs and messages pop up in large quantities.



Note: Messages that require user reply are not filtered.

No. of Queue(s)

On a system that has more than one CPU, such as 6F1, this option enables you to perform four simultaneous translations. Each CPU handles a separate Brisque Serve operation.



Note: This option is not available for systems with a single CPU.

Brisque Serve multi-processing applies to the following operations only: **PS Preview**, **Preflight Check**, **Export PS**, **Translate**, **PDF2Go**, and **Normalize**.



Important: The setting is applied only after you click **OK** in the System Preferences window, log off from the system, and log back on.

Direct PS Print Suffix

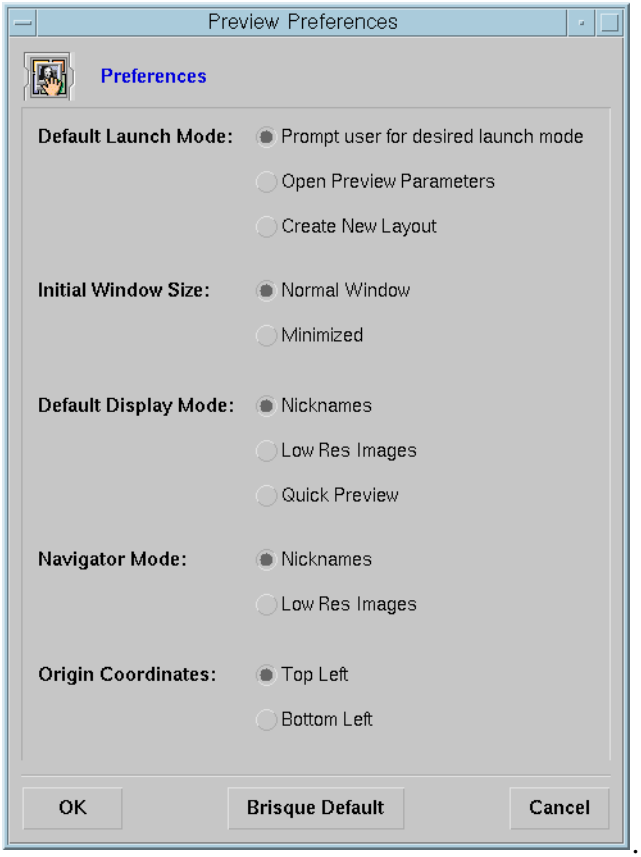
The **_X.ps** suffix (that is, _1.ps, _2.ps, _3.ps and so on) may be added to a file printed directly to the Brisque Serve from an external DTP application. If a file with the same name already exists in the destination folder, the file is not overwritten.

- To use this option, select the **Support "_X.ps" suffix for direct PS printing** box.

Preview Preferences

The Preview Preferences enables you to define default settings for the Preview application.

➢ To access the Preview preferences, from the Brisque Serve Preferences window, click the **Preview** icon; the Preview Preferences window appears



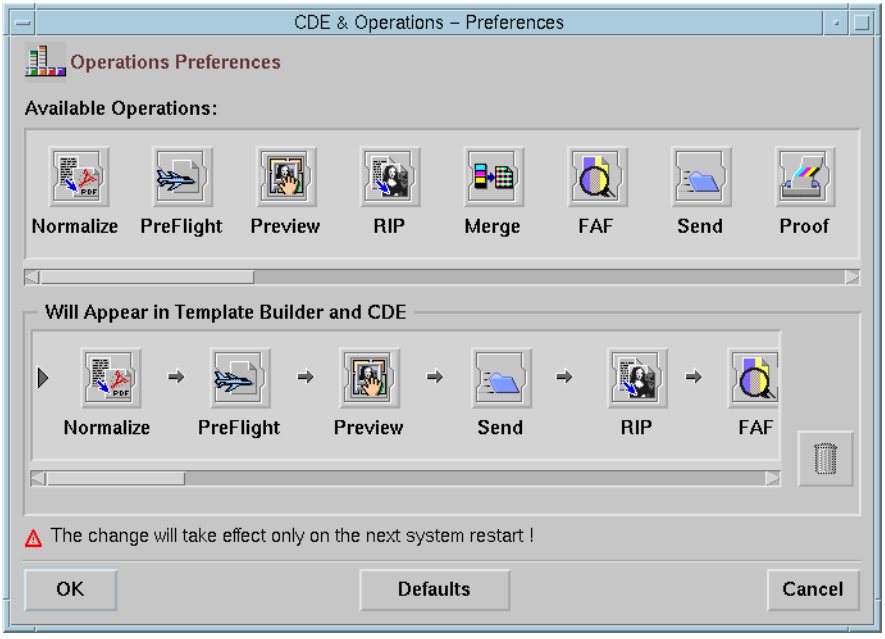
Note: The selected settings displayed when the Preview Preferences window first appears are the default settings (Brisque Serve Default).

➢ Click **Brisque Default** to revert to the default Preview preferences.

CDE and Operations Preferences

CDE and Operations Preferences enable you to define which Brisque Serve operation icons appear in the Template Builder, the Brisque Serve Launch Pad panels and the right-click popup menus. You also define the order in which the operation icons appear in the Template Builder, the Operations panel, and the Output panel. This helps to clear an overcrowded CDE, especially on stations dedicated to specific operations only, making the selection of operations from lists (as in the Template Builder) much easier and more accessible.

➢ To access the CDE and Operation preferences, from the Brisque Serve Preferences window, click the **CDE Pref.** icon; the CDE & Operations - Preferences window appears.



The upper panel (the **Available Operations** section) displays all the operations available on the current Brisque station. The lower panel (the **Will Appear in Template Builder and CDE** section) contains the operations that will appear in the CDE.

Note: The order of the operation icons in the lower panel determines the order in the Template Builder, but not in the Launch Pad panels and the right-click popup menus.

- To make an operation available in the CDE, Template Builder and Launch Pad panels, click an operation icon in the **Available Operations** section; the operation automatically appears in the **Will Appear in Template Builder and CDE** section at the end of the current list.
- To insert an icon before an existing icon in the lower panel, click an arrow that is in the position you want the new icon to be placed; the arrow changes to red. Then, from the upper panel, click the operation icon you want to insert; the icon is inserted at the point of the selected arrow.



- To delete an operation from the CDE, select an operation icon in the lower panel, then click the **Trash Can** icon; the operation is removed from the lower panel.



Note: You can select multiple operation icons, and then click the **Trash Can** icon to delete them all at once.

- Click **Defaults** to revert to the default CDE & Operations preferences.

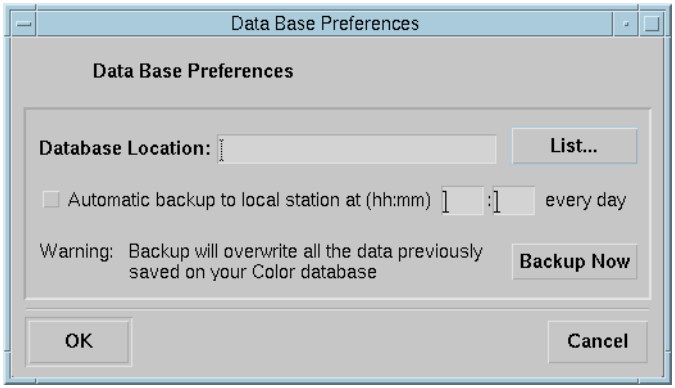


Important: After you exit the CDE & Operations - Preferences window, changes will be effective immediately in the Template Builder only. Changes in the Brisque Serve Launch Pad panels and the right-click popup menus will take effect after you double-click the **Reset Panel** icon (located in the **CDE Application** panel of the Brisque Serve Launch Pad).

Color DB Preferences

Before using the Color Database, you must define the location of the Color Database server. Defining the database location is required on all Brisque Serve stations connected to Iris proofers at your work site.

➢ To access the Color DB preferences, from the Brisque Serve Preferences window, click the **Color DB** icon; the Color DB Preferences window appears.



Database Location

Type the station name to define the location of the central Color Database.

Automatic backup to local station at (hh:mm) every day

Predefined backup schedule for the Color Database in the local Brisque Serve station. To be used if the database server is located on a remote Brisque Serve station.

5

Basic Production

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Using Templates 49

Overview

Basic production on the Brisque Serve is achieved by dragging a file onto an Operation icon, or by dragging a file onto a Template or a Hot Folder.



For information on creating more advanced production workflows, see the *Brisque User Guide version 4, 399ZIR387B, Chapter 6, Defining Templates and Chapter 7, Setting Up Hot Folders.*

Activating Brisque Serve Operations

The different operations that you can use to process a file are located on two different panels, which are accessed from the Brisque Serve Launch Pad:

Operations panel
Normalize
Preflight
Preview
Merge
Send
Store
Translate
Subfolder
Compress
ImpoCheck
Color2Disk
ExportPS
PDF2Go

Output panel
Combine
Impo2Go
InkPRO

When you want to apply one of these operations to a selected file, you drag the file from the Brisque Serve File Manager onto the operation icon. The file is processed according to the parameters of the selected default operation.

The following table lists Brisque Serve Operations and their supported file types:

	PS	PDF	ICF	PCF	TIFF-IT	1-bit TIFF	CT	LW	Job/ Page	Impo Layout	Impo Job	PKG Job	Mask/ FLYT/ CT_LW
Preflight Check	✓	✓											
Preview	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	
Translate			✓		✓	✓	✓	✓	✓				✓
Export PS						✓	✓	✓	✓				
Send	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Color2Disk							✓	✓	✓	✓			
Combine							✓	✓	✓	✓	✓	✓	
InkPRO							✓	✓	✓	✓	✓	✓	
ImpoCheck										✓	✓	✓	
Store									✓	✓	✓	✓	
Normalize	✓												
Merge									✓				
Impo2Go										✓	✓		
Screen2Go							✓	✓	✓	✓	✓	✓	
PDF2Go						✓	✓	✓	✓				

To activate a Brisque Serve operation:

1. From the Brisque Serve Launch Pad, double-click the **Files** icon; the File Manager window displays.
2. Right-click a file, Page, or Job in the File Manager window and select an operation from the popup menu.

Alternatively:

1. In the File Manager window, navigate to the location of the file, Page or Job that you want to process.
2. From the Brisque Serve Launch Pad, open the Operations or Output panel.
3. While holding down the CTRL key, drag the file from the File Manager window to the desired application icon on the Launch Pad panel; the file is processed according to the defined parameters of the selected default operation.



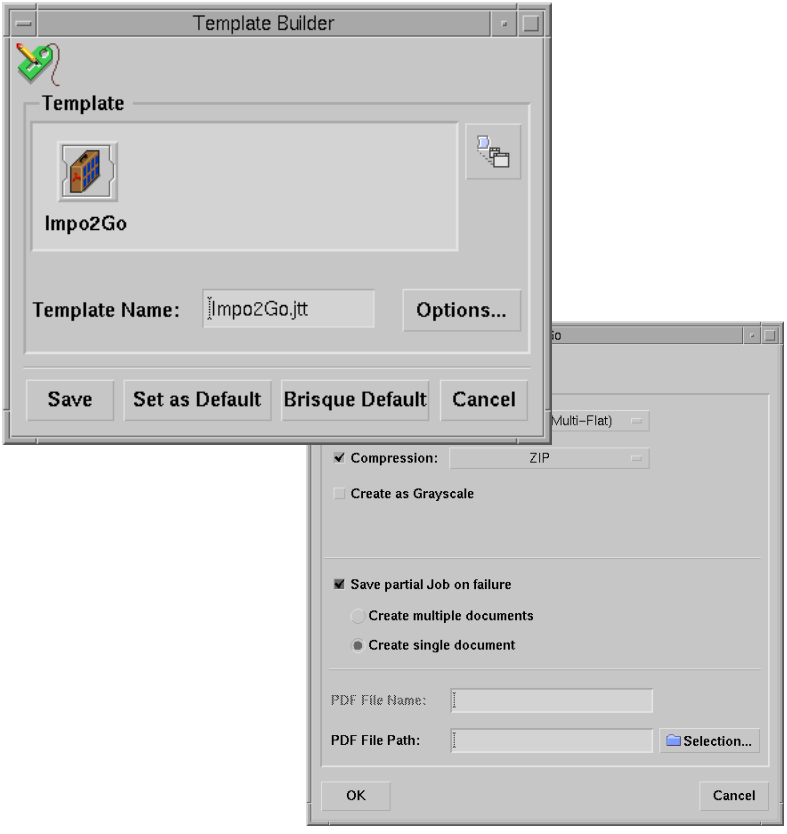
Tip: To modify the defined parameters of the operation before the file is processed, drag the file onto the desired application icon without pressing the CTRL key; the Job Ticket Editor appears before the file is processed and enables you to modify the parameters of the selected operation. (For additional information, see *To modify the processing parameters of a Job without modifying the parameters of the default operation:* on page 48).

Modifying the Processing Parameters

You can customize the processing parameters of a default operation. You can also modify the processing parameters for a specific Job without modifying the parameters of the default operation.

To modify the parameters of a default operation:

1. On the Brisque Serve Launch Pad, double-click the arrow above the **Preview** or **Impo2Go** icon to open the Operations or Output panels, respectively.
2. Double-click the operation whose parameters you want to modify; the Template Builder window displays, followed by the application window of the selected operation.



3. In the application window, modify the parameters as necessary. (For a complete explanation of the operation parameters for each application, see the appropriate application chapter).
4. In the application window, click **OK**; you return to the Template Builder window.
5. In the Template Builder window, click **Set as Default** to save the modified parameters as default, or click **Save** to save the modified parameters to the specific operation icon on the panel.



Note: After Save As Default — each time you create a new template and use the operation it will be processed according to the modified default parameters. After Save — each time you apply the operation to a job it will be processed according to the modified operation parameters.

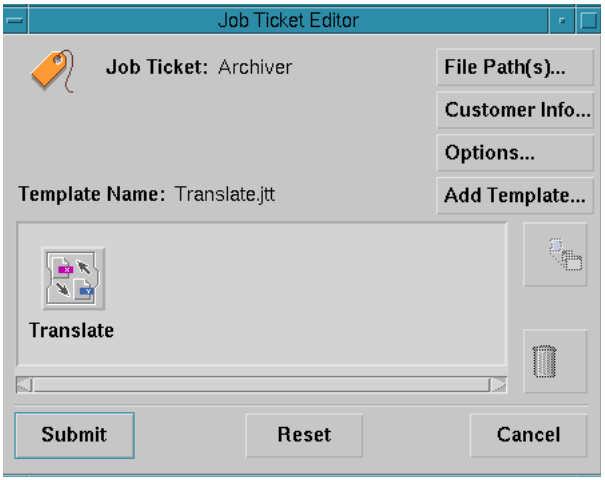


Tip: After clicking **Save**, you automatically exit the Template Builder window and return to the Brisque Serve CDE. Therefore, if you want to save the modified parameters to default operation icons that appear in the Brisque Serve Launch Pad panels, the right-click popup menu, and the Template Builder, first click **Set as Default**, then **Save**.

6. Click **Brisque Defaults** to revert all the parameters for the operation to those of the original Brisque Serve default parameters. Each time you add this operation to a Template, the defined process is based on the Brisque Serve default operation parameters.
7. Click **Cancel** to lose any changes you may have made to the parameters for the operation. The parameters that were defined for the operation before you launched the Template Builder will be restored. If you have already clicked **Save**, **Set as Default**, or **Brisque Defaults** before clicking **Cancel**, the Brisque Serve will not cancel the modified parameters.

To modify the processing parameters of a Job without modifying the parameters of the default operation:

1. Click, then drag the file from the File Manager window onto the desired operation icon; the Job Ticket Editor appears, showing the icon of the selected operation.



2. Double-click the icon that appears in the Template Name section; the application window appears.
3. Edit the operations parameters, then return to the Job Ticket Editor window.
4. In the Job Ticket Editor window, click **Submit**; the file is processed according to the modified parameters. The default operation parameters remain unchanged.

Using Templates

A Template enables you to set up and execute automatic workflows. A Template defines a series of processes that a file undergoes. You can drag a file onto a Template.



For additional information on defining your own templates, see the *Brisque User Guide version 4.0, 399ZIR387B, Chapter 6, Defining Templates*.

To activate a Template:

1. From the Brisque Serve Launch Pad, double-click the **Files** icon to open the File Manager window.
2. Navigate to the location of the file that you want to process.
3. From the Brisque Serve Launch Pad, open the Automation Tools panel and double-click the **Templates** icon; the Templates window displays.
4. Navigate in the Templates window until the required Template appears.



Tip: Access the predefined Creo Templates by double-clicking the **sciDefTemplates** folder.

5. While holding down the CTRL key, drag a file from the File Manager window onto the required Template in the Templates folder; the file is processed according to the defined parameters of the selected Template.



Important: Make sure when you drag the file, to move it exactly onto the Template. If you miss the Template, the file will not be activated by the Template, but copied to the Template directory (without informing you of this occurrence). If you accidentally copy a file to the Template folder, delete the file, and drag the original file onto the Template again.

To modify the Template process:

1. Drag a file from the File Manager window onto a Template in the **Templates** folder; the Job Ticket Editor displays, showing the currently defined sequence of operations.
2. Edit the sequence of operations and the parameters of each operation as necessary. For detailed instructions on Template Building, see *the Brisque User Guide, 399ZIR387B, Chapter 1, Defining Templates.*

3. In the Job Ticket Editor window, click **Submit**; the file is processed according to the modified parameters of the selected Template. The parameters of the Template remain unchanged.

6

Creo Timna and FileTrak+ (for Brisque Serve DMS users only)

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Using the Thumbnailer 113

Overview

Timna Data Management is a work-in-progress and archive 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 files through their creation and update and monitors their movement in the system. FileTrak+ is the primary Macintosh client application in the Creo Timna Data Management software package.

FileTrak+ is designed to reduce the amount of time you spend locating and managing files and folders on the Server. This application provides powerful features for daily access to files from your Macintosh.

FileTrak+ enables you to search for, access and modify information in the Timna database. In addition, the results of queries can be used as parameters for Server and Timna operations. For example, you can query the database for files relating to a particular job and then mount and open their folders on the Creo Server. Or, after finding folders in the tape library, you can initiate their retrieval on the data volume.

FileTrak+ can retrieve files, view thumbnail images, archive files, change file attributes, open creating applications of files from within the Timna database, and interact with QuarkXPress using the **Drag and Drop** and **Collect High-Res** features.

What Users Can Do with FileTrak+

Access rights to FileTrak+ are assigned in the following categories:

- Customer — members of this group have limited access to only those accounts that are assigned to them according to an Account ID.
- Macusers — members of this group can view all the information in the Timna database.
- System Administrator — members of this group have unlimited access to the database.

The different access privileges are reflected in the available menu options. This chapter describes the features that available to all the groups. The features are listed here.



For details about the features available to System Administrators, see the *Brisque Serve Administrator Guide, 399ZIR853A*.

FileTrak+ provides all users with the following capabilities:

- Find files based on any combination of their attributes.
- Find files using parent folder criteria.
- Long-term File/Folder archiving and retrieval to and from tape.
- Create file lists of results of specific find file queries, which can be saved for future use.
- View thumbnail images for listed files.
- View all data attributes for a listed file.
- Retrieve files from the Creo Server (via TCP/IP).
- Modify attributes for selected files in the Timna database.
- Create a list of file attributes for future use.
- Print a report containing thumbnails of selected files or list files containing shown criteria.
- Open files, which reside on the Server, using their creating application.
- Translate files copied to the Mac using SciNet Span, Gateway Tools or Designer Tool Kit.
- Search for High-Res files using a list created in Quark.

Getting Started with FileTrak+.



Note: FileTrak+ is automatically installed when you install Timna. For information about Timna Installation, see the *Brisque Serve Installation Guide,399Z1R851A, Chapter 3, Cold Start Installation, Timna Client Installation.*

This section describes how to configure FileTrak+ for your Macintosh and how to connect to the Timna database.

The following is a typical FileTrak+ workflow:

1. Initiate FileTrak+ Configuration from the Control Panels. This action initiates the connection to the Creo Server.
2. Start the FileTrak+ application.
3. Build a Find Files query and send it to the Timna database.
4. View the found file list returned by the Timna database.
5. Modify, Display, Open, Archive, or Retrieve selected files on your server or Macintosh, as required.
6. Drag and drop selected Low Res. files to a Quark page.
7. Collect for High Res. the selected Low Res. files from the Quark page.

Accessing the Timna Database

To communicate with the Timna database, FileTrak+ uses the FileTrak Configuration control panel and the Archiver Access local server. Both are configured during installation.

Setting up FileTrak+ Configuration

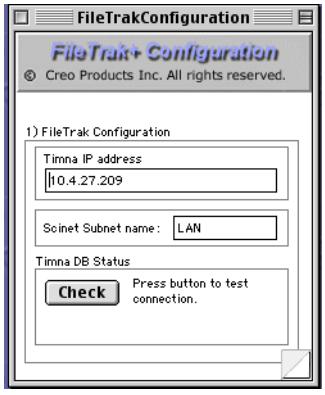
Use the FileTrak Configuration control panel to set up the Timna database connection.



Note: The Archiver Access local server is also controlled from the FileTrakConfiguration control panel.

To set up the Creo Timna connection:

1. Double-click on the FileTrak+ Configuration icon in the Control Panels folder; the main FileTrak+ Configuration control panel appears:



2. In the **Archiver host name** box, type the Timna default IP address.

Note: Host name is not enabled in this box.

3. In the **Scinet Subnet name** box, type the default LAN.
4. Click **Check** to determine if the designated Timna database is online and accessible.
5. If it is not accessible, click **Start** to change the local server status. Click to switch to the Local Server window.
6. In the Preferences section, **Server quits when idle** and **Monitoring messages** should be cleared.
7. If FileTrak+ configuration was not completed successfully, place the MacSDSM TCP Prefs file from the **Preferences** folder in the trash and repeat steps 1to 7.

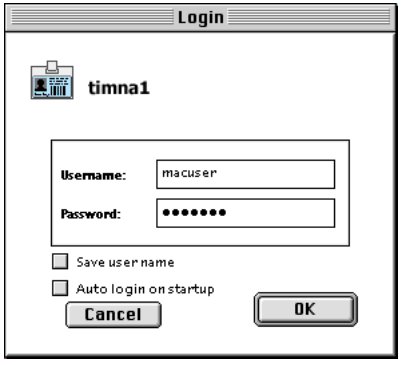
The FileTrakConfiguration control panel is also used for checking the status of the connection to the Timna database. For example, if you experience connection problems, check that the Timna database is on-line.

For additional guidance on using the FileTrakConfiguration control panel, consult with your Service engineer or System Administrator.

Starting FileTrak+

To start FileTrak+:

1. In the FileTrakConfiguration control panel, check that the Timna database is online.
2. From the Applications folder, double-click the **FileTrak+** icon to launch the application. The FileTrak+ Login window appears after a few seconds.

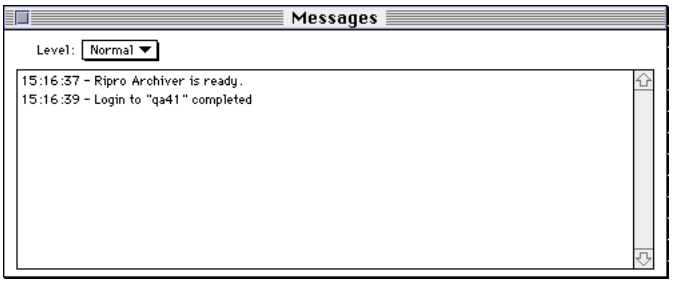


3. Type your user name and password. Your user name and password determine your access privileges.
   There are two check boxes for additional login options:

Save user name	This inserts your username and password, and you only need to click **OK** to activate the application.
Auto login on startup	This performs an automatic login and launches the application.

4. Click **OK** to login.
   The Messages window and the application toolbar appear.
   If connectivity to the Timna database has been established, the following messages appear in the Messages window:

```
Ripro Archiver is ready
Login to <host> completed
```



On the Messages window, the Level submenu indicator displays the default level at **Normal**. If you want to change the level at which you will receive system messages, from the Level menu list, select **Expert**.

You can now use FileTrak+.

Exiting FileTrak+

To exit from FileTrak+:

- From the File menu, select **Quit**.



Important: When you select **Quit**, FileTrak+ will exit, even if you are processing a query to the Timna database.

FileTrak+ Menu & Toolbar Commands

FileTrak+ uses both a toolbar and a menu bar to perform basic file handling, display and communications tasks.

This section provides details on both the toolbar and menu bar. It also provides a guide to FileTrak+ keyboard shortcuts.

FileTrak+ Toolbar

A Toolbar option is activated when a database object is selected in the current database items list.

Retrieve



Retrieves files/folders from the data volumes, tape, and media to your Macintosh.

Archive



Enables you to use the Archive option to store selected files and folders to tape.

Open



Enables you to open a file from the Timna database using it's creating application.

Info



Displays all Timna database attributes for currently selected files/folders.

Show



Displays a Preview image of the selected files.

Modify



Enables you to change certain parameters for the selected files. System Administrators can modify Master Jobs and Accounts as well.

Delete



Enables you to remove:

- files, folders from the data volumes *only*
- **offline** media
- Master Jobs and Accounts

Keyboard Shortcuts⌘

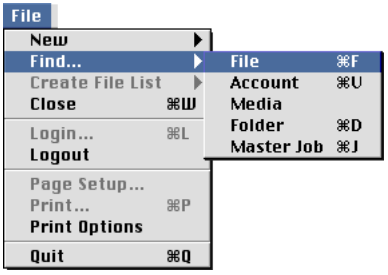
FileTrak+ provides the following keyboard shortcuts for quick access to frequently used commands:

Press	To do this
⌘ + F	Open Find Files window
⌘ + D	Open Find Folder window
⌘ + U	Open Find Master Job window
⌘ + J	Open Find Account window
⌘ + W	Close currently active window
⌘ + L	Login
⌘ + P	Print selected record/file
⌘ + Q	Quit FileTrak+
⌘ + Z	Undo last action
⌘ + X	Cut
⌘ + C	Copy
⌘ + V	Paste
⌘ + A	Select All
⌘ + R	Retrieve a selected file/folder
⌘ + T	Retrieve and Translate a selected file
⌘ + O	Open Original
⌘ + E	Open enclosure
⌘ + I	Get Info on selected record/file
⌘ + M	Modify a selected record/file
⌘ + Y	New Master Job
⌘ + H	New account

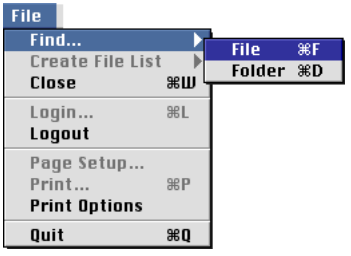
FileTrak+ Menu Bar

File Menu

The File menu command differs slightly, depending on your user status. Informix-based users have in addition the New command.



Administrator File Menu Options



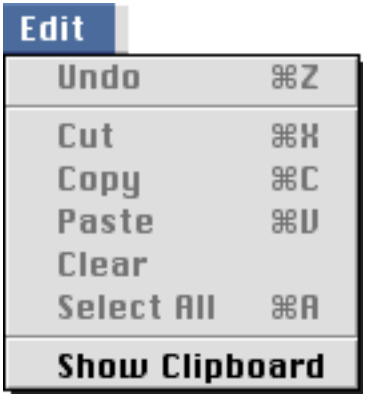
Mac User File Menu Options

Option	Description
New	Create New User, Account ID and Master Job - for System Administrators, see the *Brisque Serve Administrator Guide, Defining the Database Hierarchy.*
Find	Finding database objects. Opens the Find <object> window. See the above graphics for options available to different users, see *The Customer, Account and Master Job are logical entities, while the folders and files are physical entities. This organization provides security, restricting the access of system users at remote sites to certain folders allocated to them. In addition, it allows you to add more information categories to a file, enabling quicker navigation in the Timna database.* on page 66, for detailed instructions on using the Find command.

Option	Description
Create File List	Creates file lists for future use. The list can be sorted either by File ID or File Name, see to the section,*Create File List* on page 77.
Close	Closes the current active File <object> window.
Login/ Logout	Login or logout as a user from the application.
Page Setup	Invokes the Page Setup window for defining page-related parameters.
Print	Prints the thumbnails or text of all files displayed in the File <object> window to the printer specified in the Page Setup window.
Print Options	Defines headers and footers for the specified report. See on *Print Options (Reports)* on page 107 for more details.
Quit	Exits the FileTrak+ application.

Edit Menu

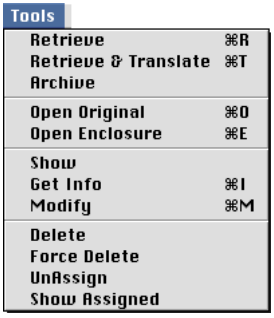
The **Edit** menu commands are active for all users regardless of your access privileges.



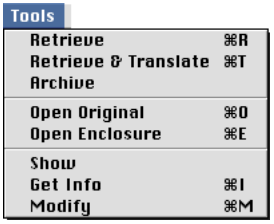
Option	Description
Undo	Undo previous action
Cut	Remove
Copy	Copy to the Clipboard
Paste	To place the contents of the clipboard in the insertion point
Clear	Clears the contents of current file list of the Find Files window
Select All	Selects all files/records in the current file/records list of the Find <object> window
Show clipboard	Show contents of last item pasted into clipboard

Tools Menu

The Tools menu command differs slightly, depending on your user status:



Administrator File Menu Options



Mac User File Menu Options

Option	Description
Retrieve	Retrieves selected files and folders (folders from tape only) from the Creo Server, see *Retrieve on page 90* and *Archive to Tape/Retrieve from Tape on page 95*.
Retrieve and Translate	Translates the file format, during the retrieval, from a Creo format to another file format, see *File Retrieval with Translation* on page 91 for details.
Archive	Archives selected folders and files to tape, see *Archive to Tape* on page 97 for details.
Open Original	• Opens the selected file using it's creating application. • Opens the selected folder on the Macintosh Desktop.

Option	Description
Open Enclosure	• Opens the enclosing folder of the selected file. • Opens the parent folder of the selected folder.
Show	Displays a preview for selected files, see *Show* on page 81 for details.
Get Info	Displays an information window containing all attributes for the selected Timna database object, see *Info* on page 80 for details.
Modify	Enables you to view and modify file parameters such as attributes, status, deadline date/time, and description, see *Modifying Files* on page 82 for details.

Additional Administrator-only options (from the Tools menu):

Delete	Enables you to remove from the Timna database selected: • Offline media • Master Jobs and Accounts
Force Delete	Enables Administrator to delete from the Timna database selected: • Media • Master Jobs and Accounts
UnAssign	Enables Administrator to unassign Folders, Master Jobs or Accounts.
Show Assigned	Enables Administrator to display the elements assigned to an item selected in an open Find <object> window. For example, for a selected master job this option will show all folders that are assigned to this master job.

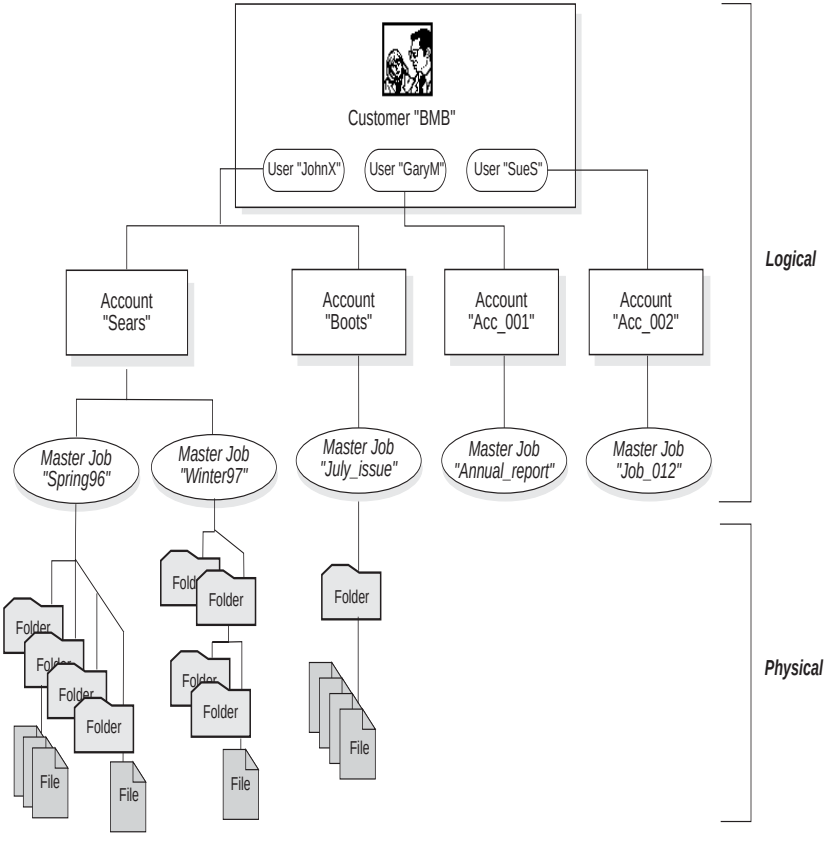
Building a Query

FileTrak+ provides a quick way to find Timna database objects regardless of where they are located on the storage media of the Creo Server.

As a user with customer rights, you are only able to search for Files and Folders. The search options for Account, Master Job and Media, are only available to System Administrators.

Timna Data Hierarchy

The Customer, Account and Master Job are logical entities, while the folders and files are physical entities. This organization provides security, restricting the access of system users at remote sites to certain folders allocated to them. In addition, it allows you to add more information categories to a file, enabling quicker navigation in the Timna database.



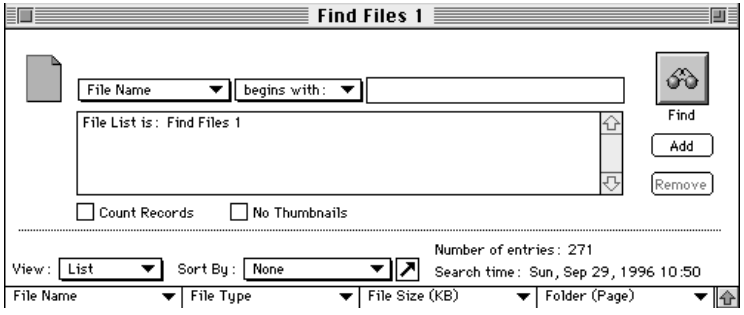
Find

Locating database objects involves two basic steps:

- Building a query condition.
- Sending the query to the Timna database.

A query is a list of search conditions. You can combine any number of search conditions. A query for files and folders are created in the same way.

You can access the FileTrak+ features either from the standard menu or from a special context-sensitive toolbar. An additional window is provided to monitor system messages.



The Find window contains the following options (for each Timna database object the options are limited):

Option	File	Folder, Master Job, Account, Media
View	List	List
	Detail	Detail
	Icon	
	Thumbnail	
Count Records	yes	yes
No Thumbnails	yes	N/A
Sort By	yes	yes

To perform a Find (Files and Folders):

1. Check the status of the Timna database on the Creo Server in the Messages window to ensure it is ready.
2. From the File menu, select **Find**.
3. From the Find submenu, select the object to be found (File or Folder). The Find <object> window appears.
4. Build your query. Use the set of pull-down menus located in the top row of the Find <object> window.

5. Select the menu furthest to the left to reveal the pull down menu of attributes and parameters stored in the Timna database.

   - All the menu boxes provide you with pull-down menus to select a specific search attribute, and provide operators for narrowing a search. For example, you can select files modified before or after a specified date, or file sizes greater than or less than a specified number.
   - For logical database objects, Media, Accounts and Master Jobs there are different search parameters reflecting the nature of the object. For example, you can select Media records by specifying Media Type, Media Format or Media ID.



For more information, see the *Brisque Serve Administrator Guide,399ZIR853A*.

   - Text boxes can be queried by the position of specified text, or by using wildcards. For example, you can search for text boxes containing, beginning with or ending with specified text. You can use the asterisk (*) character to represent a wildcard in the specified text. Wildcards cannot be used for date formats.

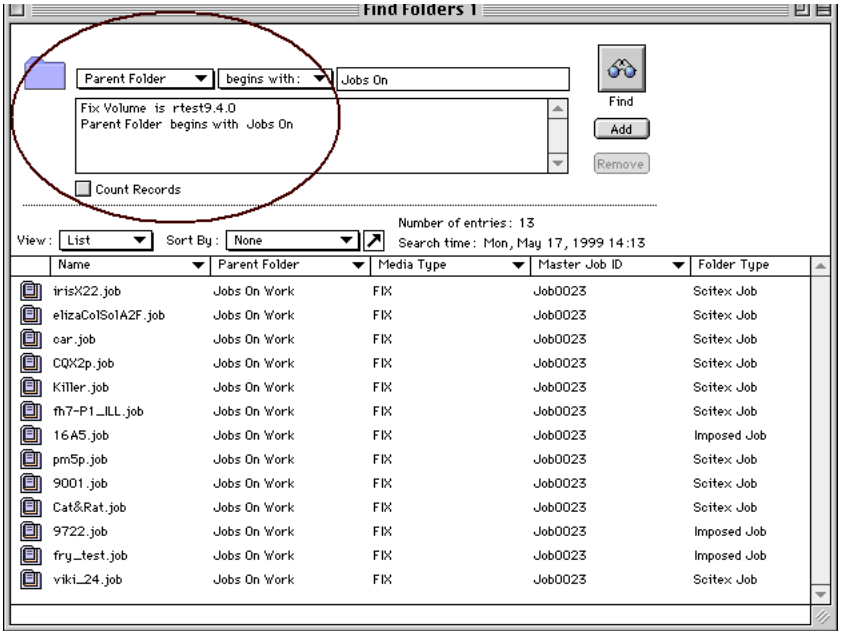
6. Select the first attribute or parameter, this will now change the next box accordingly and you may choose a new pull down menu, which usually lists appropriate criteria.

   In certain cases (for example, when you are dealing with file sizes) a text entry box will be open for you to fill in the appropriate entry.

7. When you have compiled a search definition, click **Add** to type it in the query dialog box.

8. For complex queries (more than one variable), use the procedure described above and add it to the current query.

   - The following example shows a query with more than one variable:



   The search conditions are connected by the "and" logical operator; you cannot build a search condition with any other logical operator.

➢ To delete any search definition appearing in the current query, select the definition and click **Remove**.

9. Click the **Find** icon in the upper right of the Find <object> window to perform the Find.

   FileTrak+ sends your current query to the Timna database for processing. The Find can take up to a minute, depending on the complexity of the query. During this time, the cursor arrow blinks to indicate that a Find is in process. (Ensure that the cursor is in the list area of the dialog window).

   When the search has been completed, the list area contains all the files (or database object records) located by the query.

   In addition, the actual number of entries found appears just above the list on the right.

   Once you have created a list, you can proceed to use FileTrak+'s various management, archiving and retrieval features, as described in the following sections.



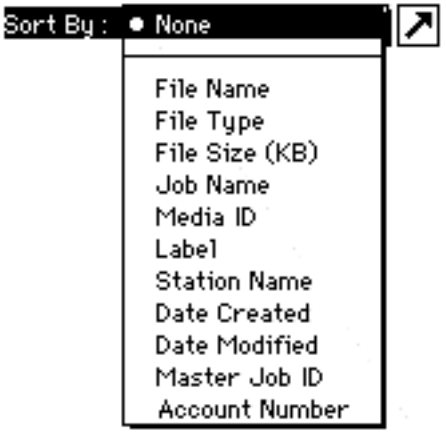
Important: Find will locate and list up to 500 records resulting from a search. If more than 500 records answer the search criteria only the first 500 will be listed.

10. You can define your sort preference. FileTrak+ enables you to sort query results on one of a variety of attributes.

    Unless you specify a sort order before performing a Find, file lists are initially displayed without a specific one (the None option).

To sort files in the query result:

- Select the **Sort By** pull-down menu from the Find Files window and select one of the attributes appearing in the list:



Determine the sort direction by clicking on the direction arrow near the upper right corner of the pull-down menu.

Up indicates ascending sort order, down indicates descending sort order.

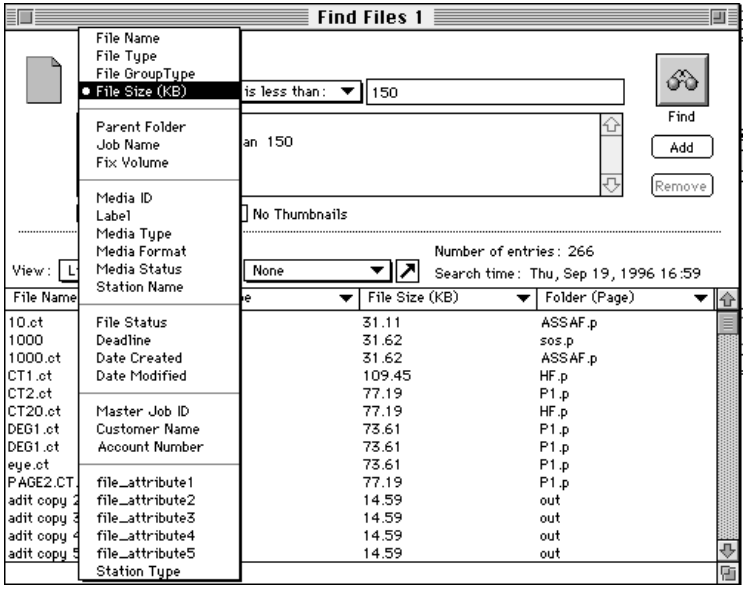
The current query result will be immediately sorted according to your request.

Finding a File

The following exercise shows you how to create a query that locates all CT files under a specific size (150KB):

1. Prepare an initial search condition that stipulates the **Group File Type**, in this case CT.
2. Prepare a second search condition with a **size** specifier, that lists all files with a size of less than 150KB.
3. Click the **Find** icon to initiate the search.

Having compiled the current list, we might choose to narrow the query and search again to reduce our list to fewer files, or to review selected files in other ways, as described in the following section.



Speeding Up Searches

The Timna database automatically optimizes your query to speed up the database search. You do not have to worry about the order in which you place the query attributes.

- Use simple queries while getting acquainted with the Timna database and FileTrak+. Search time can be lengthy on complex queries, and often, with some experience, you can write more simple queries which will yield results identical to complex ones. A precisely focused search will result in minimum search time.
- Avoid using a wildcard * character as the first character in a text box search as this may reduces search speed.
- Use the **begins with** or **is** operator to speed up the find.
- Avoid changing the view to **Thumbnail, Icon** or **Detail** before the search as this will slow down the search process.
- Avoid using **file_attribute** for your Database search.



Important: The file and folder names are not case sensitive.

Handling Files/Folders

Once you have received a query result, FileTrak+ enables you to interact with it in numerous ways.

You can do the following to a query result:

- Sort a query result according to a key attribute.
- Customize the Find Files/Folders window to view specific file/folder attributes.
- View all details for selected files/folders.
- View thumbnails for selected files.
- View icons for selected files.
- Create a file/folder list file.

You can do the following to files/folders in the query result:

- Retrieve selected files (including folders from the tape).
- Archive selected files/folders from the data volumes to the tape library.
- Open a file directly from the Timna database (the data volumes) if the creating application is on your Macintosh.
- Open a folder directly from the Timna database if it is located on the mounted volumes.
- Display the information about selected files/folders.
- Display a Preview image of selected files.
- Modify the attributes for selected files.

Customizing the Headings

You can change the headings on your query result to display additional attributes for each file/folder listed.

By default, FileTrak+ displays the File Name, File Type, File Size, and Folder attributes for each file.

You can enlarge the Find Files window to reveal additional headings. Any of these headings can be changed to display other attributes.

To customize the list display:

1. Click on the heading you want to change; a pull-down menu appears, containing all file/folder attributes.
2. Select the attribute you want to display; the current query result will be immediately updated in accordance with the new heading.

Changing Views

Although the List view is the default, you can easily select other views, which reveal additional information about files in the current file list, or display images of the files themselves. FileTrak+ provides Icon, Thumbnail, and Detail views, in addition to the List view.

To change views:

1. Select the **View** pull-down menu from the Find Files window:
2. Select the view you want to display. The chosen view will replace the current query result.

Icon View

FileTrak+'s Icon view displays all files in the query result as icons, according to their file type. This view can be useful if you work frequently with various types of files.

Thumbnail View

Thumbnail view displays all files in the current file list as pictorial images. Use this view to enable visual identification of all files.

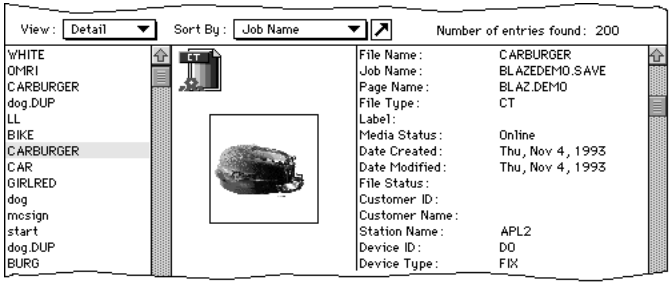


Important: Depending on the number of files in your query result, it may take additional time for the thumbnail images to be displayed on your Macintosh. FileTrak+ enables you to view existing thumbnails while it continues to transfer the remaining images from the database. However, some FileTrak+ functions will be unavailable until transfer is complete.

If a file does not contain a thumbnail image you can use the Thumbnailer application to create this image for a single file or for a group of files, see *Using the Thumbnailer* on page 113.

Detail View

FileTrak+'s Detail view combines elements from all views (List, Icon and Thumbnail) with a complete listing of Timna database file attributes for a selected file.

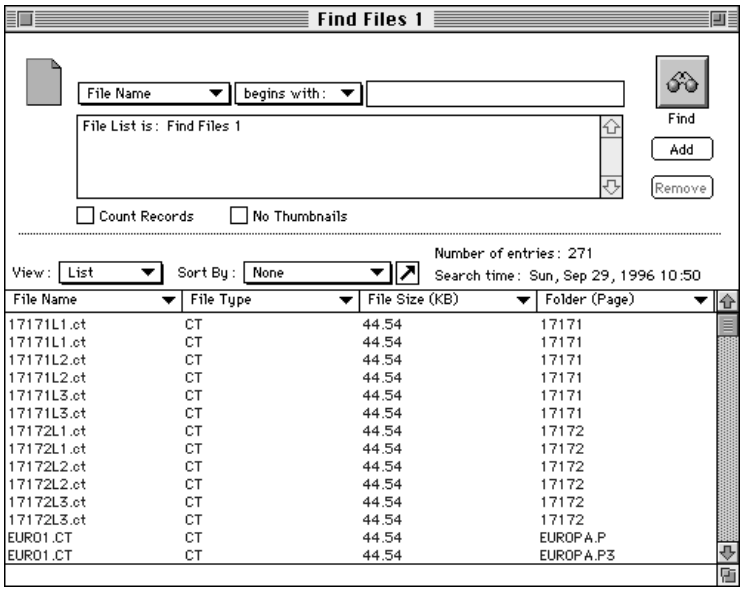


- Use the Detail view to step through the query result and review all details for selected files.
- Select the file you want to review, and the file's icon, thumbnail and file attributes will be instantly displayed.

Create File List

To create a file list:

1. From the query result that appears in the Find File window at the completion of a search, select the files that you need for future work.
2. From the **File** submenu, select **Create File List**.
   - From the **Create File List** submenu, select **By File ID** to sort the file list by the ID number.
   - Select **By File Name** to alphabetically sort the file list by the File Name.
3. Use the browser to select a location for the list and save the list.
4. A **Find Files** icon is created at the selected location.
5. Close the Find File window.
6. Double- click the **Find Files** icon to open the Find Files window with the selected saved file list.



Note: Any change in the Timna database regarding files saved in a file list, may cause incorrect results when launching a search with the saved file list as criteria.

Deleting Files from View

Deleting files from view is executed using the BACKSPACE key and not the **Delete** button. This option is useful when you want to eliminate files from the current view, for example, while preparing to print a set of thumbnails for review by a client.

➢ To delete files from the file list, selected the files, then press the BACKSPACE key.

Note: Deleting a file from the query result does not delete the selected file from its source location. The criteria box is emptied because the query result no longer matches the specified criteria.

Opening a File/Folder

Use this option to open:

- A file from the Creo Server if its creating application is on your Macintosh and if the device itself is online.
- A folder on your Macintosh Desktop.

To open a File:

1. Create a search condition, display the list of files found and select a file from the query result.



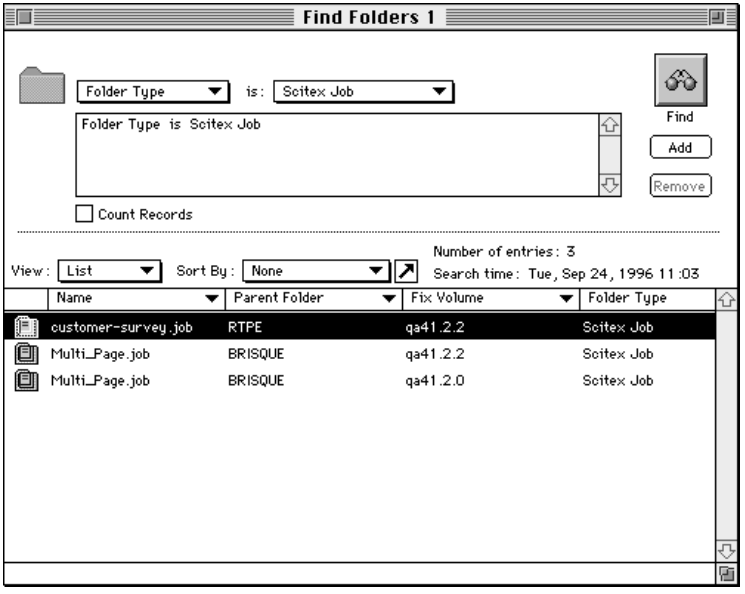
Note: You can open a single file only

2. Choose **Open** from the toolbar.

   The file will open if it is on a fixed hard disk (not a Jukebox) and its creating application is on your Macintosh.

To open a folder from the Creo Server:

1. Create a search condition, display the list of folders found and select a folder from the folder list.
2. Choose **Open** from the toolbar or double- click the highlighted folder; the folder opens, if it is located on a fixed hard disk, displaying its contents.



Info

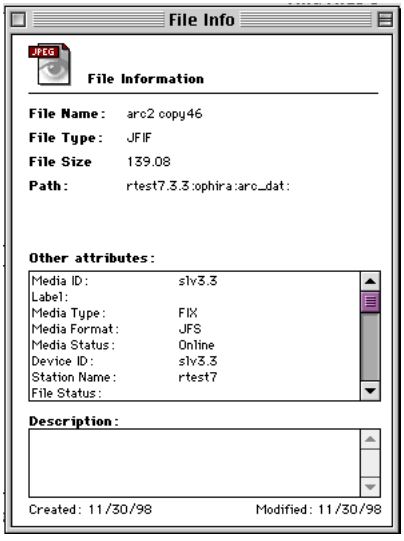
The **Info** button is activated on the application toolbar whenever Timna database objects are selected in the current query result.

When you click **Info** (or press **⌘ + I**), an information window appears containing all attributes for the selected file/folder.

Use the scroll bar located to the right of the attributes listing to view more attributes.

To display all file attributes:

1. Select the file(s)/folder(s) you want to show.
   - To select individual non-contiguous files, depress the ⌘ key and then select each individual file. Each selected record will be highlighted.
   - To select a range of records, select the first record in the range, depress the SHIFT key and then select the last record in the range. All the records in this range will be highlighted.
2. Click **Info** on the toolbar, or press **⌘I**. An Info window will appear for each selected file/folder.



3. An Info window remains on the display until you close it.

Show

The **Show** button is activated on the application toolbar whenever files are selected in the current query result so that a preview can be displayed for them.

When you click **Show**, preview images of the selected files appear on your Macintosh.

Show can be performed for:

- All Macintosh files that have a PICT preview, such as EPSF, .lay and PICT files.
- CT, LW, CHS, LHS with SciNet Span.



Note: The Show option can only be used for files that are on-line.

Preview images are especially useful. Their medium-resolution allows quick display on your Macintosh, yet the images contain sufficient detail to perform rough inspections, file version comparisons and so on.

Additionally, previewed images are shown on the display using their exact image size dimensions.

This can be useful, for example, when you want to check a work-in-progress image for correct fit inside a Macintosh desktop application.



Note: When you close a preview image window, the preview data is lost. You must re-select the file and click **Show** again in order to recreate it.

To show preview images on your Macintosh:

1. Select the file(s) you want to show.
2. Click **Show** on the toolbar; the image appears on the screen.

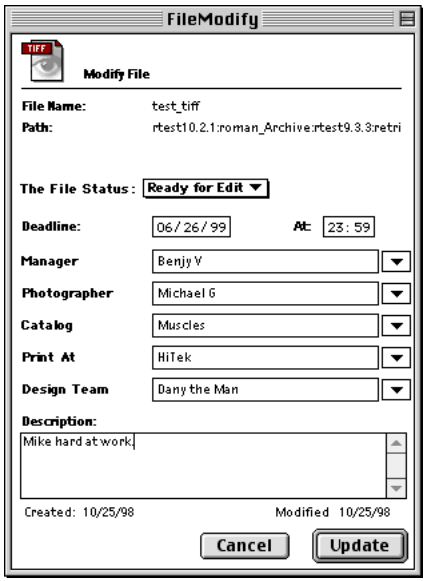
Modifying Files

You can view and modify file parameters such as attributes, status, deadline date/time, and description. The file attribute headers and statuses are determined while setting up the Timna database (from the Timna Administrator application).

You can modify the parameters of a single file, or modify a number of files together.

To modify the parameters for a single file:

1. Select the file you want to modify.
2. Click **Modify** on the toolbar; the Modify window appears.



The File Name and Path of the selected file to be modified are displayed at the top of the window.

The Created Date and Modified Date of the file appear at the bottom of the window.

3. From the **File Status** menu list, select a File Status.

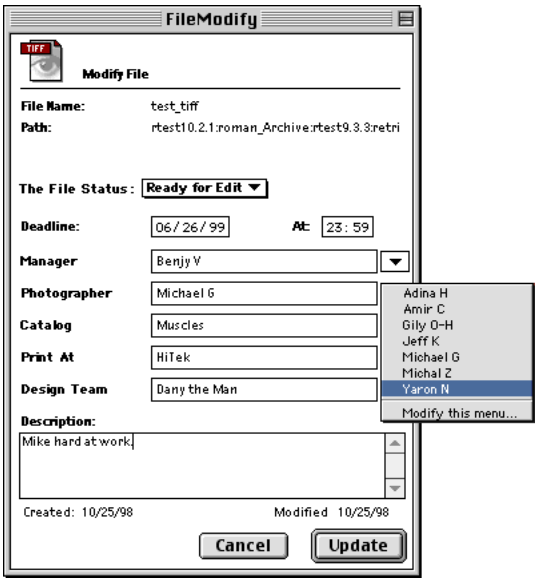
Note: File statuses in the list are determined by the System Administrator and must not be changed since this can influence the existing information.

For more information, see the *Brisque Serve Administrator Guide, 399ZIR853A, Chapter 1, Timna Administrator Application*.

4. At the **Deadline** box, fill in a date representing the deadline.
5. Below the **Deadline** box are the five attributes for the selected file.

Note: File attribute headers are set by the System Administrator and must not be changed since this can influence the existing information, *Defining Attributes*.

For each attribute, select its indicator and then select from the pull-down list the status for each attribute. For information on how to create an attribute list, see *Creating an Attribute List* on page 86.



For general information on file attributes, see *Managing File Attributes* on page 85. For specific information on modifying the individual file attribute lists, see *Modifying Attribute Lists* on page 87.

6. In the **Description** box, type in a general description of the file.
7. When you have completed, click **Update** to confirm the changes.

To modify multiple files:

You can simultaneously modify multiple files from the current query result.

1. Select the files you want to modify:
   - To select individual non-contiguous files, depress the z key and then select each individual file. Each selected record will be highlighted.
   - To select a range of records, select the first record in the range, depress the Shift key and then select the last record in the range. All the records in this range will now be highlighted.

2. Click **Modify** on the toolbar. The Files Modify window appears. The number of files you have selected will appear in the upper left corner of the window.



Note: Only values and attributes common to all the selected files are displayed.

3. Complete this window as you would the regular Modify dialog window, described above.
4. Click **Update** to accept changes. The attributes for all selected files will be modified in the Timna database.

Managing File Attributes

FileTrak+ enables you to select attributes from lists as part of your search criteria. Attribute lists can be created from within FileTrak+, or from any other Text-File word processor such as Simple Text.

The attribute may be any word by which you want to identify that file, or a group of files. Also, you may have multiple attribute lists: such as; a list for a particular client; a list for a specific job; and a list for a specific subject.

FileTrak+ enables you to:

- Create attribute lists
- Add new attributes to a list
- Modify an attribute list entry
- Delete attributes from a list
- Access other attribute lists
- Delete an attribute list

File Search by Attribute

You can search for a file by an attribute or combination of attributes. Attributes are customer designations used to make files easily recognizable. For example, all images that go on a specific magazine page can be given a specific attribute. Or, all sports images can be identified by one attribute, or a file that is common to both health and food can have an attribute for each category.

You may assign up to five different attributes to each file. This way a file can be identified in more than one category. Attributes are plain text words usually grouped into a list. The list can be stored in a folder on your system or left on the desktop for ease of access. Also, the attribute list may be stored on the server for everyone to use. You can have multiple attribute lists for different, user-defined purposes.

Creating an Attribute List

FileTrak+ contains no initial attribute lists at installation. Attribute lists can be created from within FileTrak+, or from any other text-file word processor.

To create an attribute list from within FileTrak+:

1. Open FileTrak+.
2. Use **Find File** to find the file or files to which you want to assign attributes.
3. From the listed files, select the file (or files) you want to modify.
4. Click **Modify** in the vertical tool bar. This opens the Modify File window.
5. Click on the arrow at the end of an attribute field (1 to 5). This displays a **Modify this Menu** button. Select the **Modify this Menu** button to open the Modify Attribute window.
6. Type the attribute word you want to add to the attribute list into the entry field.
7. Click **Add**. The word appears in the display area. Repeat these steps for all the words you want to include in this list.
8. When you have finished adding words, click **Done** or **Save As.** A browser opens. Give the attribute list a name and place it on the desktop, or in a folder of your choice.



Note: Attribute list can be saved in the particular place on the Server data volume. However, each time that you invoke FileTrak+, you will be asked to mount this data volume.

9. If you click **Done**, then the Modify Attribute window automatically closes. This attribute list now becomes your current attribute list.

   If you click **Save As**, then you must click **Done** to exit the Modify Attribute window.

10. In the Modify File window, click the arrow at the end of the attribute field to which you want to assign an attribute. Select the desired attribute from the list you have just.
11. When finished, save the files you have modified.

To create an attribute list from a text file word processor:

➢ Create a text file containing a list of the attributes, using any Mac application, such as Simple Text. Each attribute in the text file must be written on a separate line, and the file must not contain any spaces.

Modifying Attribute Lists

You may create a new attribute list, or add, modify and delete entries from an existing list. You must be in the Modify Attribute window to modify an attribute list.

There are two ways to access the Modify Attribute window:

- From the attribute arrow in the Modify File window, select **Modify this menu**. The Modify Attribute window opens.
- In the Find File window, select any of the attributes in the first pull-down menu, and **Modify this menu** in the second pull-down menu. The Modify Attribute window opens.

  If the attribute list that appears in the Modify Attribute window is not the one you want to change, select a different list by clicking **Open** and selecting the desired attribute list using the browser that is now displayed.

Modifying a List Entry

To modify the entries in an Attribute list:

1. Select **Modify this menu**. The Modify Attribute window opens. The current attribute list appears in the display area.
2. Select the attribute you want to change.
3. Type the attribute word you want it to be into the **Entry** box.
4. Click **Change**. The attribute word is changed in the display area. Repeat these steps for all the words you want to change in this list.

5. When you have finished changing the attribute words, click **Done** to save the file with the changes. The Modify Attribute window closes and saves the changes. This modified list overwrites the original file and remains your current attribute list.

   Or:
   Click **Save As** if you want to create a different attribute list. A browser opens. Give the attribute list a name and place it on the desktop or in a folder of your choice, or create a new folder. Click **Done**. This attribute list now becomes your current attribute list and all changes are saved.

   Or:
   Click **Cancel** to close the Modify Attribute window without saving any changes. The current attribute list remains unchanged.

Deleting an Attribute from the List

To delete an attribute from the Attribute list:

1. Select **Modify this menu**. The Modify Attribute window opens. The display area is blank.
2. Select the attribute you want to delete.
3. Click **Delete**. The attribute is deleted from the list shown in the display area.

   Repeat steps 2 and 3 for each attribute word you want to delete.
4. Click **Done** to close the Modify Attribute window and save the changes to the existing file. This attribute list is your current attribute list.

Using Attribute Lists

In this section we explain how to:

- Select files by attribute
- Switch between attribute lists
- Search with manually entered attributes (i.e. attributes not chosen from an attribute list).

Selecting Files by Attribute

To select files by attribute:

1. Open FileTrak+.
2. Open the Find Files window.
3. In the first pull-down menu select an Attribute.
4. In the second pull-down menu, select **Attribute List.** This opens the current attribute list.
5. Select an attribute from the list. If none of the attributes are valid, select **Modify this men**u to change attribute lists.
6. After selecting an attribute, and seeing it displayed in the third box, click **Add.**



Note: You may enter additional attributes to the search criteria, either for this attribute number or for the other attribute positions. However, multiple attributes are cumulative. That is, they act as the AND logic statement. All the conditions must be met to select a file.

7. After all the attributes are entered, click **Search.** FileTrak+ searches the server for any files with the attributes you specified. Files with attribute matches are listed by name. Once you have located the file(s) you need, you may process the file(s) with any of the functions available in the tool bar or menus.

Switching Between Lists

To open a different attribute list, or switch between a number of lists:

1. In the Find Files window, select **Modify this menu** to open the Modify Attributes window. The current list of attribute words appears in a display area.
2. Click **Open** to open a browser.
3. Select an attribute list from the browser. The new attribute list is now displayed in the display area of the Modify Attributes window.
4. To use new attribute list, click **Done**. This returns you to the Find Files window. The new attribute list is now the current attribute list.



Note: If you click **Cancel** instead of **Done**, you retain the original attribute list as the current attribute list. Any changes you may have made will not be retained.

5. Access the attribute list and select an attribute.
6. After selecting an attribute, and seeing it displayed in the third box, click **Add**.
7. After all the attributes are entered, click **Search**. FileTrak+ searches the server for any files with the attributes you specified. Files with attribute matches are listed by name. Once you have located the file(s) you need. You may process the file(s) with any of the functions available in the tool bar or menus.

Searching with Manually-Entered Attributes

If there are only a few attributes, and they are easy to remember, it may not be necessary to use an attribute list. However, unless the attribute names are simple and easy to remember by all the users, it is strongly recommended to use an attribute list.

To manually enter an attribute name:

1. Open FileTrak+.
2. Open the Find Files window.
3. In the first pull-down menu select an Attribute.
4. In the second pull-down menu select **begins with**, **contains**, or **ends with.**
5. Click with the mouse in the third box to place the cursor. Then type in the attribute and click **Search**.

   The search lists the matching file or files in the file display area.

Retrieve

FileTrak+ can retrieve selected files from their source locations directly to your Macintosh or to a mounted data volume.

Source locations for retrieving files:

- Creo Server data volumes
- Creo Server devices - MOD Jukebox or DAT
- Creo Server devices - single AIT or AIT library. This is described in section Archive to tape/Retrieve from tape.

Retrieving File from Data Volume

To retrieve file(s) from the data volume to your Macintosh or to a mounted data volume:

1. Select the file(s) you to retrieve.
2. From the menu bar, choose **Tools > Retrieve**.

   To select individual, press the Z key and then select each individual file. Each selected record will be highlighted.

   To select a range of records, select the first record in the range, press SHIFT and then select the last record in the range. All the records in this range will now be highlighted.
3. In the browser, locate the destination for the selected file(s).
4. Click **Select Current Folder** to select the destination folder.
5. The selected file(s) is retrieved to your Macintosh via the Data Exchange application. A progress monitor appears showing the status of the retrieve:

   The time it takes for an image to be retrieved is dependent upon various factors, both hardware- and software-related.
6. You can click **Stop** to interrupt the retrieve process at any time.

File Retrieval with Translation

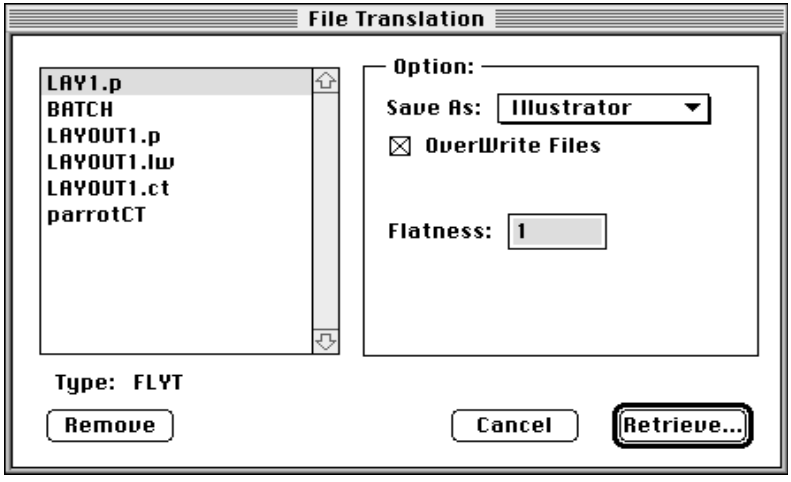
If you want to translate the file format, during the retrieval, from a Creo format to another file format at the selected destination.

To retrieve a file with simultaneous format translation:

1. Select the file(s) you want to retrieve and translate.
2. From the menu bar, select **Tools** (or press zT) and then choose **Retrieve** and **Translate** from the pull-down menu.
3. To select individual files, depress the z key and then select each individual file. Each selected file is highlighted.

4. To select a range of files, select the first file in the range, press down the Shift key and then select the last file in the range. All the files in this range will now be highlighted.

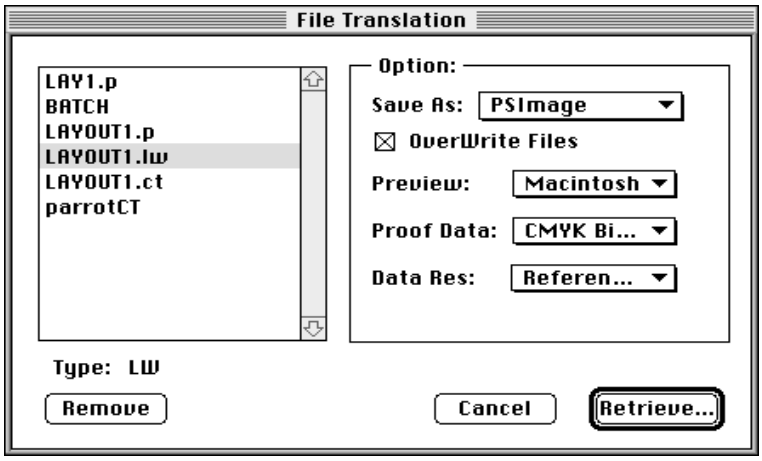
   The selected files will be retrieved and displayed in the left hand side of the File Translation window.



5. Select the file for translation and then select **Save As**.
6. From the **Save As** pull-down list select the file format for the translation.

   The File Translation window displays on the right hand side a list of options for the file translation.

7. Select the file format for translation for each file you want to translate.
8. Select **Retrieve** to determine the destination, and click **Select**.



Select...	To display a...
Save As	Pull-down list, for different format options.
Preview	Display type for preview.
Proof Data	Data used for proofing.
Data Res	Resolution (high or low).

Note: File translation can be defined for individual file selection only.

9. Select the **Overwrite Files** check box if you want to overwrite the file of the same name at the destination.
10. When you have completed all the options, select **Retrieve** and complete the operation (as previously described).

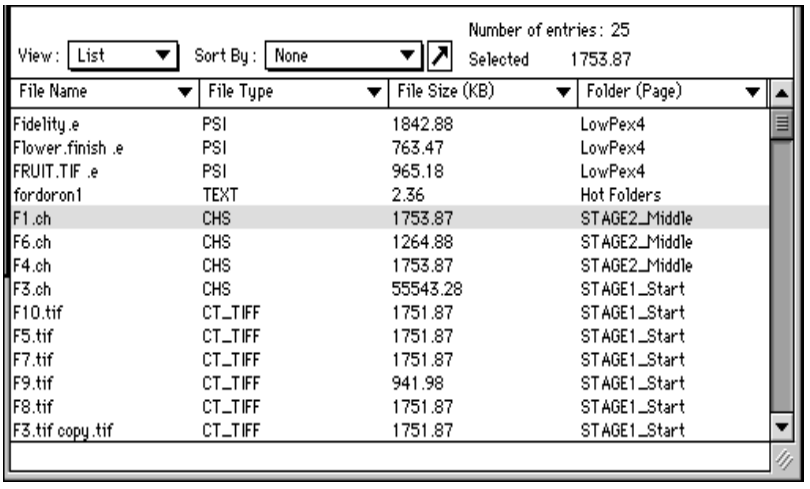
    In all cases of **Retrieve** or **Retrieve and Translate** a progress monitor appears to display the status of the process.

Retrieving Files by Drag & Drop

You can retrieve a file to any destination mounted on your desktop.

To retrieve a file by drag and drop:

- Select the file and drag it from the extreme right side of the selected area and drop it on to the required destination on your desktop.





Important: Drag & Drop Retrieve can be performed only with files and not with folders.

Archive to Tape/Retrieve from Tape

The Archive/Retrieve option enables you to store and retrieve selected folders/files to and from an AIT tape (Digital Linear Tape). In this section, the operational procedures for using the Archive/Retrieve option are described.



Important: Before Archiving/Retrieval, make sure that your System Administrator has set up and customized Legato NetWorker properly. For details, see *Chapter 8, Setting Up & Customizing Archiving (for Brisque Serve DMS users only)*.

During Archiving and Retrieving, it is recommended to keep the Creo Cloning application open on the desktop, so that the system administrator can monitor all incoming messages

Overview

The Archive option enables you to archive selected files (and folders) to AIT via FileTrak+. Once the files are archived, you can remove them from their original location. Since the Timna database contains a record of the archived files, you can retrieve them at a later date with the **Retrieve** option.

The Archive and Retrieve requests are moved to a queue on the Creo Server and are then executed in turn. As soon as the request has been sent to Server, you can keep working on your Macintosh because Timna maintains all the processes on the Creo Server.

You can schedule Archive and Retrieve operations, which means you can delay the actual execution of the archiving by marking the files to be archived and then defining the Execution time for a later time.



Important: Synchronize date and time on both the Macintosh and the Creo Server. If you unsure how to set the time on your Macintosh, contact your System Administrator.

The Archive option enables users to archive folders with sub-folders to the tape. The basic process is divided into two steps:

- Writing the data to tape (AIT)
- Reporting to the Timna database.

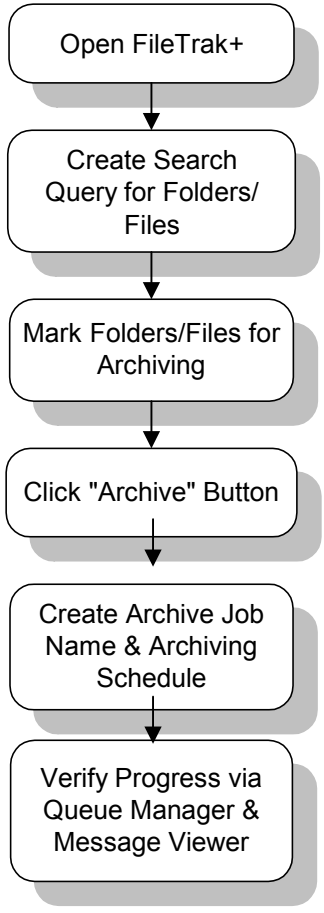
After Legato finishes copying the folders to the tape, the database begins to process the reports.

The first event the database reports is MKDIR (make a directory). At this point the user can find the folder with FileTrak+ and mark it for retrieval before all the files and subfolders have been reported to the database. To address this flow, a folder type named Under Update has been added to indicate that this folder is currently being processed.

This special folder type deals with all the folders that have not finished reporting to the database. During this time, the retrieve option will be forbidden for that folder type. To indicate this condition "Under Update" folders are colored red. After completing the update the folder type will change to the original folder type. Individual files, however, can be retrieved as they are reported to the database, even if the parent is still "Under Update".

Archive to Tape

Typical Archiving workflow:



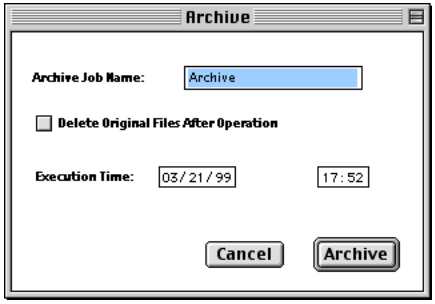
To perform an Archive operation:

Make sure the folders/files you want to archive are on an on-line data volume.

1. Double click the **FileTrak+** icon to open FileTrak+.
2. Create a search query for folders or files.
3. When the queried list of files/folders appears on the screen, select the folders or files you want to archive.

Note: The archive request should be segmented to a maximum of 20GB requests. The user will be prompted if a larger capacity was selected.

4. Click the **Archive** button on the toolbar (or choose **Archive** from the Tools menu). The Archive window appears:



Note: Press TAB to move between fields.

5. Highlight the Archive Job Name text box and type a suitable job name for the selected files/folders.
6. To schedule an Archive operation, select the Execution Time field to define the date and time you want to execute your archive operation.
7. Use the Delete Original Files After Operation check box to delete the job that was just archived from your RAID (this may take a while due to the verification process).

Important: If the process is not completed successfully, the job will not be deleted.

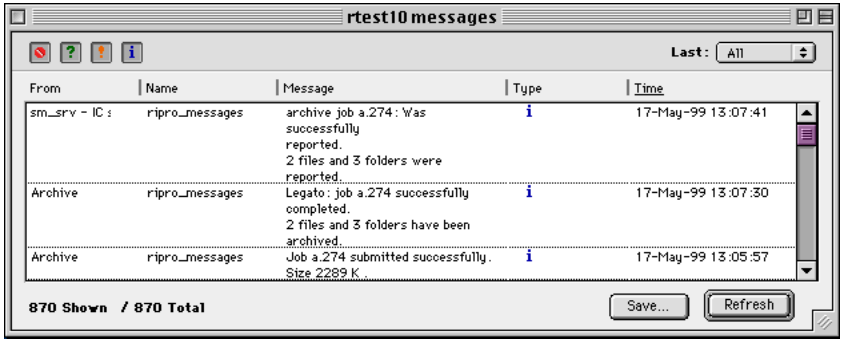
8. Select Archive to execute the operation.

   A message now appears in the Messages window: Archive request XXX.321 launched successfully.

Note: XXX stands for archive job name, and the number is a unique number. The combination of a job name and a number is the Legato save-set name.

The Archive request number is then submitted to a queue for execution with all the other user-sent Archive/Retrieve requests.

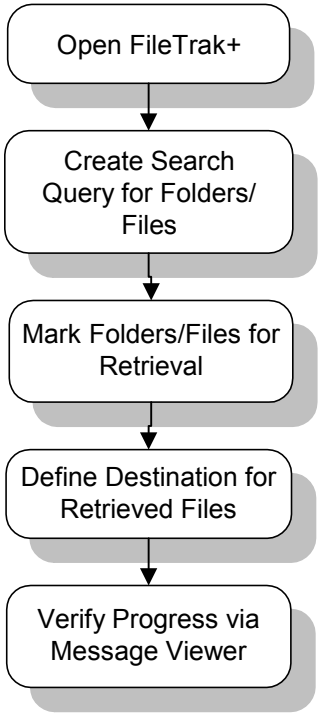
9. To confirm, you can monitor the Archiving processes using the Queue Manager application. The Archiving process involves 3 steps:
   a. Legato - Copy the files /folders from the data volume to the tape.
   b. Reporting - This is an intermediate step, from the moment the data has moved to the tape till the moment that the database is ready to be updated.
   c. Update - Updating the Timna database.
10. Open the Message Viewer application and look for the confirmation message. The Archiving process is followed by the following archive messages:



- When the request for archive has been submitted successfully the following message appears: Request XXX.274 was submitted successfully.
- At the completion of the copy to the AIT tape the following message appears: Job XXX.274 is successfully completed. X folders and Y files have been Archived.
- At the completion of a report on an archive job the following message appears: Archive Job XXX.274: was successfully reported. X files and Y folders were reported.

Retrieve to Tape

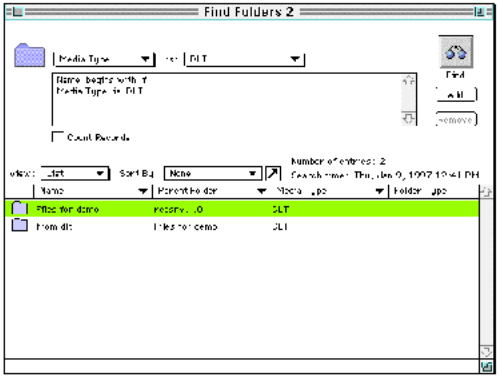
Typical workflow for Retrieval:



To retrieve data from Tape:

1. Open FileTrak+ and create a search query for folders or files.

   Make sure the folders/files you want to retrieve are on a tape by specifying **Media type - DLT** as one of the search criteria.



2. Select the folders/files you want to retrieve and click the **Retrieve** button from the toolbar.

   The Retrieve browser opens so you can define a destination for your retrieved folders/files.

3. In the Retrieve window you can define a replacement policy of **Duplicate** or **Overwrite**.

4. Select Files/Folders with same names and select the arrow at the right side of the text field to activate the pull-down menu.

   When the **Duplicate** option is chosen, files/folders with identical names to those already on the destination receive a .dup suffix.

   When the **Overwrite** option is chosen, files/folders at the destination with identical names to those retrieved from the tape are erased and replaced by the retrieved files.

5. Click **Retrieve**.

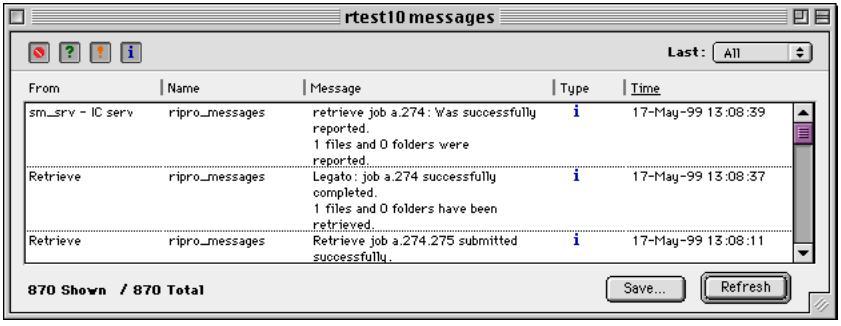
   The message `Retrieve request XXX.319 launched successfully` appears in the Messages window.



   The Retrieve request is now moved to the queue with all the other user-sent Archive/Retrieve requests.

Important: During the **Retrieve** process, the destination folder is locked. So, the users can not delete or rename the destination folder until reporting to the Database has been completed and a success message is visible in the message viewer.

6. To confirm, you can monitor the Retrieve processes using the Queue Manager application. The Retrieve process involves 3 steps:
   a. Legato — Copy the desired files /folders from the tape to the data volume.
   b. Reporting — This is an intermediate step, from the moment the data has moved to the data volume till the moment that the database is ready to be updated.
   c. Update — Updating the Timna database.
7. Open the Message Viewer application and look for the confirmation message. The Retrieve process is followed by the following archive messages:



- When the request for retrieve has been submitted successfully the following message appears: Request XXX.274 was submitted successfully.
- At the completion of the copy to the data volume the following message appears: Job XXX.274 is successfully completed. X folders and Y files have been Archived.
- At the completion of a report on a retrieve job the following message appears: Retrieve Job XXX.274: was successfully reported. X files and Y folders were reported.

Managing New and Off-line Media

The following situations may occur while performing Archiving or Retrieving:

- There is no tape (volume) available for archiving, and you must add either new or old tape with useless information to the Scitex Archive pool.
- A file/folder to be retrieved is located on off-line media.

The Scitex Cloning utility (BOM) is used for managing new and off-line media. The next sections contain the procedures that should be performed using Creo Cloning for both cases. For detailed information on Creo Cloning, see *Chapter 7, Creo Cloning (BOM) (for Brisque Serve DMS users only)*.

Adding New Media

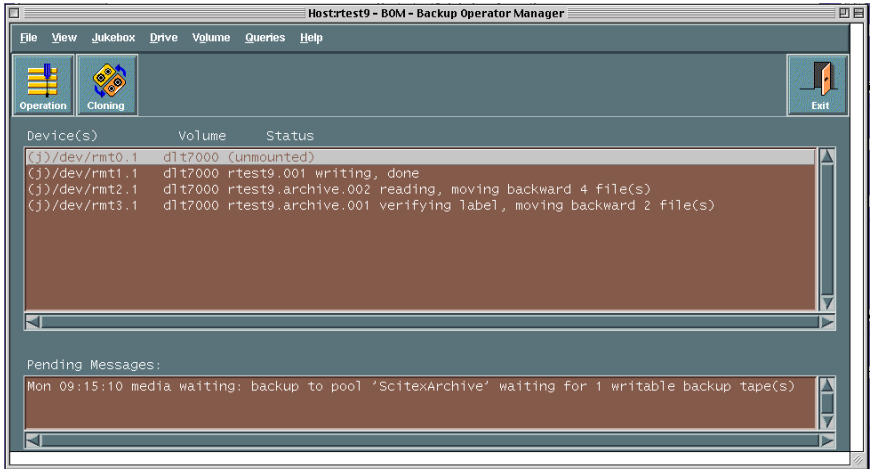
During Archiving, when the incoming message, `Waiting for 1 writable backup tape`, appears on the Creo Cloning (BOM) window, the system administrator must add a new Tape.

To add a new Tape:

1. From the CDE Launch Pad, double click the Creo Cloning icon; the Creo Cloning (BOM) window appears.

   Or:

   On your Macintosh from the Creo Applications folder, double click the BOM icon.



2. From the Speed bar, click the **Operation** icon; the Jukebox Operation window appears.
3. Verify the following parameters:
   - Volumes' usage — All the volumes should be 100% full.
   - Empty slots — To insert a new tape.
   - Volumes with useless information — If all slots are busy, you have to choose a useless tape and dismount it in order insert a new tape.
4. Choose an empty slot.
5. Insert a new tape into the library. For instructions, see the *Library User's Manual*.

   For the library with Mail slot, use the Deposit option. For instructions, see *Chapter 7, Creo Cloning (BOM) (for Brisque Serve DMS users only)*.
6. In the Jukebox Operation window, verify that "*" appears in the required slot.



7. From the Jukebox Operation menu bar, choose **Label** to label a new tape; the Label Volume window appears.
8. Click **Run** to start labeling.

Note: Verify that after labeling the pending message disappears and the Archiving process starts.

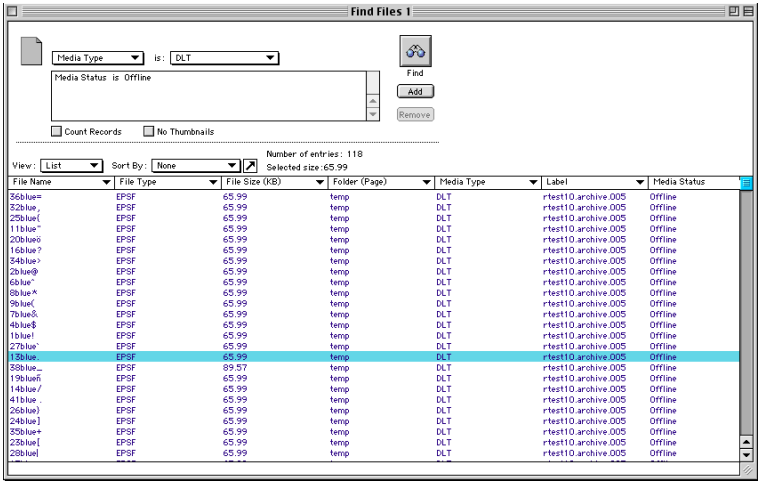
9. Repeat this procedure for each new tape inserted.
10. Click **Cancel** to close this window.

Retrieving File/Folder from Off-line Media

If you search for a file/folder in FileTrak+ whose the media type is tape and the media status is off-line (marked in purple), then the file/folder is on a tape that is not physically located on the juke box.

To retrieve file/folder from a tape:

1. Open FileTrak+ and prepare a search criteria for the required file/folder.
2. Use Find option in FileTrak+ to locate the file/folder.
3. If the Media Status is **off-line** and the selected file is marked in purple, continue with the following instructions:



4. Find the required tape in the storage place according to its label.
5. Insert this tape into the tape library, for instructions, see the *AIT Jukebox User's Manual.*

   For a tape with a Mail slot, use the Deposit option, for instructions, see *Chapter 4, Creo Cloning (BOM)*.
6. In the Jukebox Operation window, select the slot marked with "*".
7. In the Jukebox Operation window, choose **Inventory**; the Jukebox Inventory window opens.



8. Click **Run** to update inventory for that slot.

   Without the inventory update, the Timna database will not be able to identify the newly inserted cartridge.

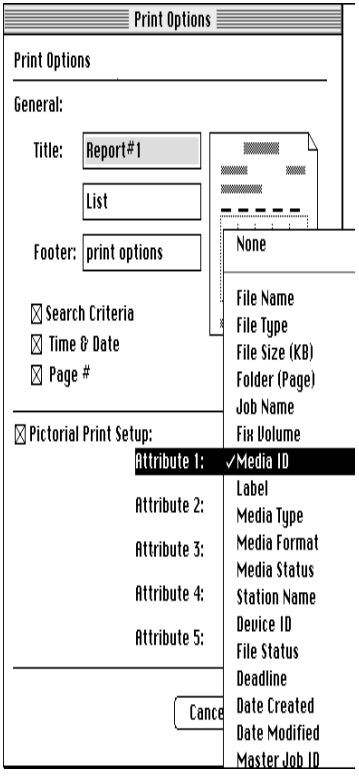
9. Use FileTrak+ to find and retrieve the desired file/folder.

Print Options (Reports)

You can use the Print Options from the File menu to set up reports for printing.

To print a report:

1. Select **Print Options** from the File menu.
2. The Print Options dialog window is divided into two sections: General and Pictorial Print Setup:
   - In the General section fill in the different text entry boxes and check any or all of the three check boxes if you want any of that information to be printed.
   - If you are printing thumbnails, check the **Pictorial Print Setup** check box and select from the attribute pull-down lists the attributes you require to be printed with the thumbnails and click **OK**.



3. From the File menu, select Print to print the report.

FileTrak+ Drag and Drop to QuarkXPress

An important feature of FileTrak+ is the ability to drag and drop a thumbnail from FileTrak+ into a prepared QuarkXPress page.

Quark Extensions Installation

To use this feature, special Quark extensions must be copied to your Mac.

When you install FileTrak+, the Put in Quark PPC folder is created within your Creo Timna volume:

This folder contains three files:

- InstallQuarkXtension.doc file
- Archiver HRPPC (for Collect High-Res utility)
- Archiver DragPPC

➢ To install the Quark extensions, copy the above Extensions from the Creo Server/Put in Quark PPC folder to the QuarkXPress/XTention folder.

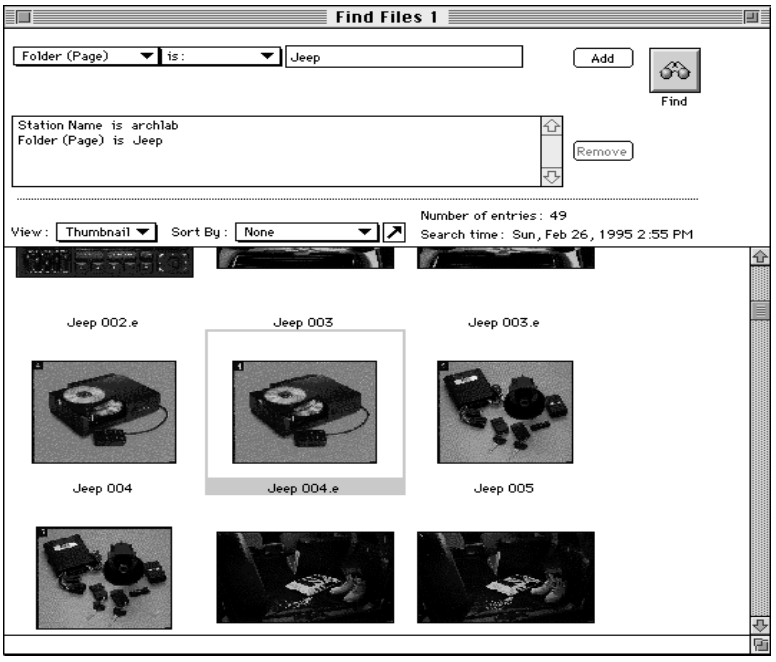


Important: All the old versions of these Extensions must be deleted from the Macintosh.

When you have completed copying the necessary files you can now perform the drag and drop operations.

Performing a Drag and Drop

1. Construct a search condition and select **Find** to display the files matching the search criteria.
2. From the file list area, select **View** and then select **Thumbnail** (or List) from the pull-down list.



3. Select the thumbnail you want to drag to the Quark page.

Note: This must be in an image format supported by QuarkXPress.

The selected file must be on a ripro volume; does not have to be mounted.

4. Open your QuarkXPress, if you have a page with picture boxes prepared for graphics, drag the selected thumbnail image and drop it onto the window in the Quark page.

5. If you do not have a prepared page, create a picture box on your Quark page and then perform the drag and drop procedure.

Note: This Drag and Drop procedure is equivalent to the Quark "Get Picture" command. The procedure shows a preview of the file and points to its location.

6. You can now close your Quark document with the thumbnail inside.

Collect High-Res files

This utility enables you to locate High-Res files according to their corresponding Low-Res .e (PSImage) or .lay files that are embedded in a Quark page. This will only work with Quark 3.3 or later.

By creating a Query Document a pick up list is built up for High-Res images which can be searched for and retrieved.

For information regarding the Query Document, see the *Brisque Serve Administrator Guide, 399ZIR853A, Chapter 5*, *FileTrak+ Operations for Administrators, Query by Filelist.*

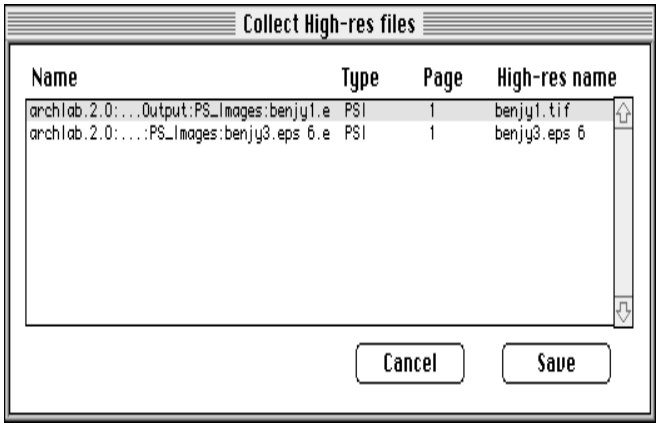
Performing a Collect High-Res

Performing a Collect High-Res:

1. Open the Quark page from which you want to collect the High-Res files.
2. From the Quark menu bar select **Utilities** and then select **Collect High-res files**.



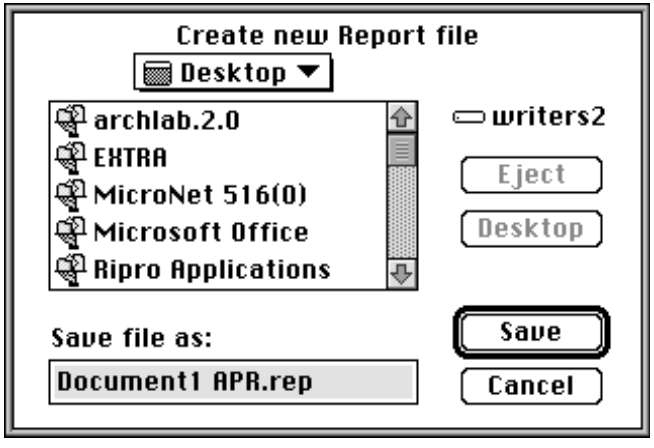
The Collect High-res files window appears.



Information on the files embedded in the Quark page appears as follows:

Name	The path of the embedded file.
Type	File type
Page	In which page image is located
High-Res name	High-Res file name corresponding to the low-res image. This information available only for .lay and PSImage (.e) files.

A query document is created and can be saved to a specified location by using the browser that appears.



3. Double click the Query Document icon to open it and it will automatically proceed with the search for the High-Res partners.

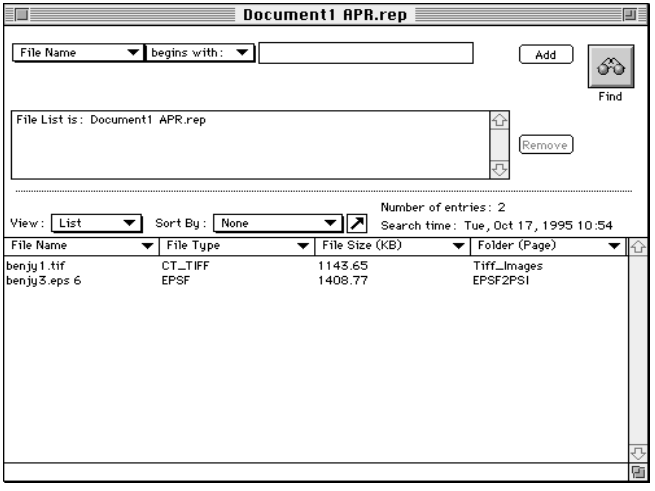
Query Document icon

Note: If you open the Query Document and FileTrak+ is not open you will be prompted to login before the document opens.

Filtering the Query

You can also add additional criteria to the Query Document dialog window to create more specific search conditions. This is to prevent, for example, displaying multiple instances of the same High-Res file.

This Query Document window is of the same format as the FileTrak+ Find window.



➢ Click **Find** once you are ready to begin the search with additional search parameters.

The query is sent via FileTrak+ to the Timna database.

Using the Thumbnailer

If a file does not contain a thumbnail image you can use the Thumbnailer application to create this image for a single file or for a group of files.

The Thumbnailer application is installed when you install FileTrak+ and other Creo Server applications using the Scitex Ripro Installer.

To create a thumbnail image:

1. Open the Creo Applications folder containing the Thumbnailer icon.



2. Drag and drop the file onto the Thumbnailer icon; the Thumbnailer window opens and a thumbnail image appears.



This thumbnail image is now automatically stored inside the file and can be displayed in the Thumbnail view in FileTrak+.



Tip: Instead of using the drag and drop action, you can also select a specific file using the menu bar or the regular Mac select file procedures, after which the Thumbnailer window will appear.

7

Creo Cloning (BOM) (for Brisque Serve DMS users only)

Getting Started 117
Jukebox Operations 120

Creo Cloning was designed as an add-on Legato NWAdmin application, and has been incorporated into the Timna application.

This application enables you to clone the archive volumes. Actually, cloning is a copy operation on save set level, where both tapes should be almost identical in the end of the process. Creo Cloning is also used for managing the jukebox, i.e. for labeling, mounting, unmounting, withdrawing, depositing, and inventory.

Cloning should be done volume by volume. For each volume a dedicated clone tape is labeled. Generally, it is recommended to clone the full tapes. However, you can clone a partly filled tape as well.



Note: Only full save sets that reside on the source tape will be cloned. A save set that has been split over two tapes is fully cloned to the next tape.

There is an option to clone the tape more than once, for example sciarchive.001 to sciarchive.001_SC1and to sciarchive.001_SC2.

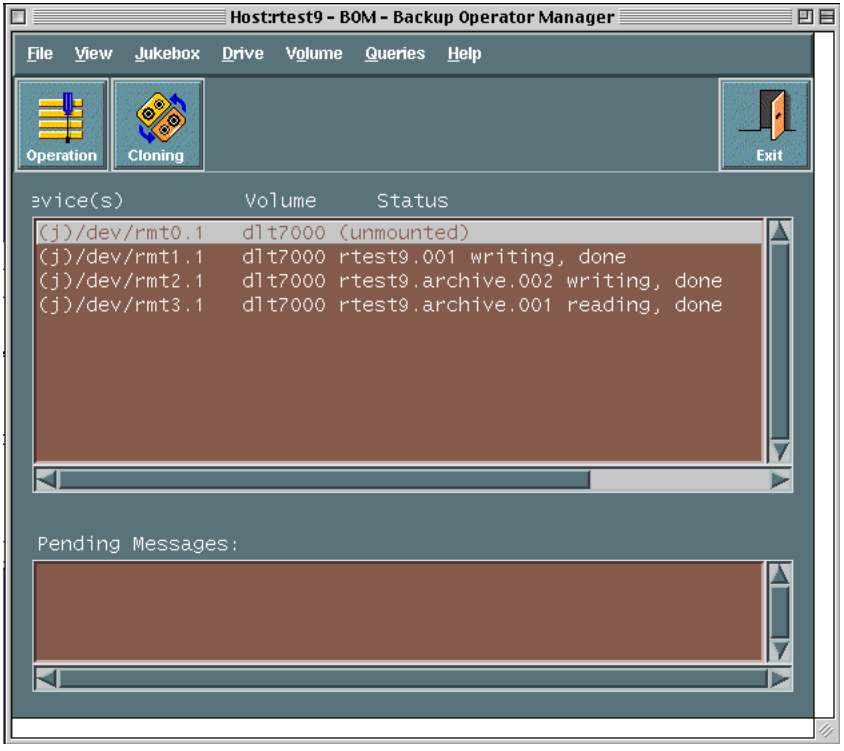
For detailed instructions on installing Creo Cloning and creating the Scitex Cloning pool, see the relevant sections in *Chapter 5, Setting and Customizing Archiving*.

Getting Started

You can access Creo Cloning from both CDE and Macintosh.

To start Creo Cloning:

1. From the CDE Launch Pad, double click the **Creo Cloning** icon; the Creo Cloning (BOM) window appears.
   Or:
   On your Macintosh from the Applications folder, double- click the **BOM** icon.



The Creo Cloning (BOM) window contains the Menu bar, the Speed bar, the Device area, and the Pending Messages area.

The Creo Cloning menu contains the following options:

File
- Start NetWorker Server
- Stop Networker Server
- Update System Configuration
- Exit

View
- Refresh Devices
- Refresh Pendings

Jukebox
- Jukebox Operations
- Reset Jukebox

Drive
- Mount
- Unmount
- Clean Drive
- Enable
- Disable

Volume
- Clone Volume
- Write Label

Queries
- What to Withdraw

Help
- Contents
- About

Speed bar

The Speed bar gives you the quick access to frequently used commands. It contains Operation, Cloning and Exit icons.

Device area

The Device area displays the list of devices, which contains Device(s) name, Volume name, and Status for each drive.

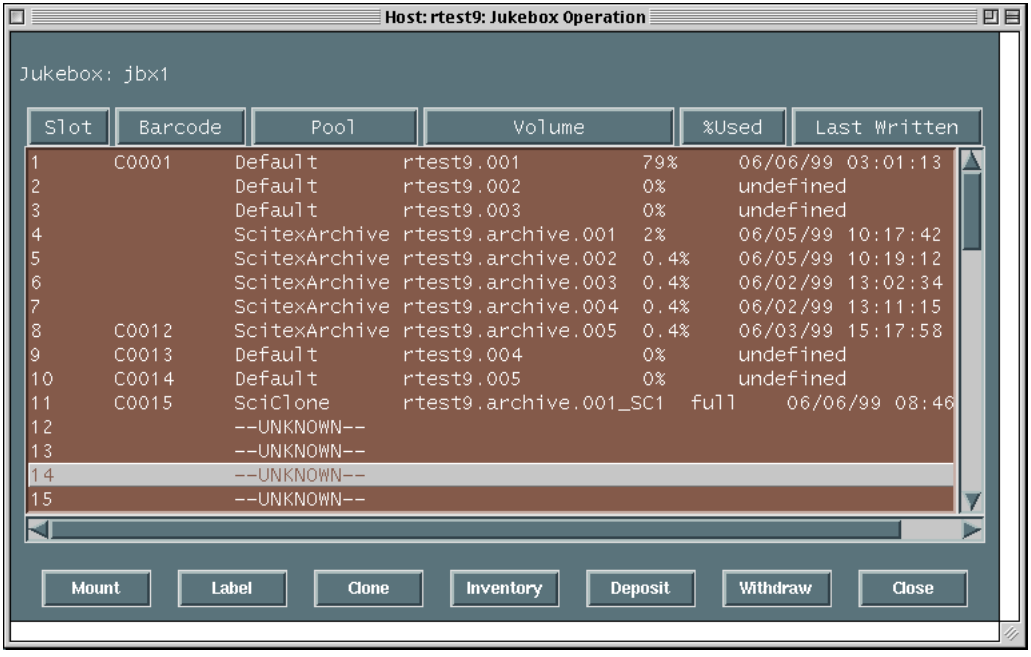
Pending Messages

The Pending Messages area displays system messages generated during Archiving, Retrieval, and Cloning processes.

Jukebox Operations

➢ To open the Jukebox Operation window, double - click the **Operation** icon.

Or:
From the Jukebox menu, select **Jukebox Operations.**



From the Jukebox Operation window you can do the following:

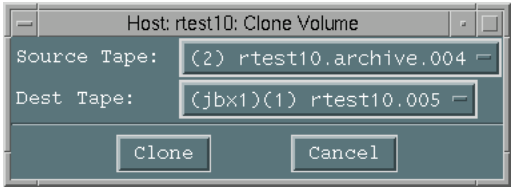
- View the status of all volumes currently in the jukebox.
- Clone archive tapes.
- Mount, label, withdraw, and deposit, volumes for use in Archiving, Retrieval, and Cloning processes.
- Run an inventory of jukebox slots.

Cloning a Volume

To Clone a Volume:

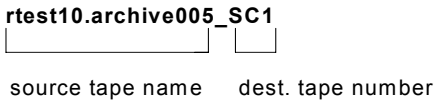
1. Make sure that **SciClone** pool has been defined prior to Cloning operation. For details see *Chapter 5, Setting and Customizing Archiving, Creating the Scitex Cloning Pool.*
2. In the BOM window, double - click the **Operation** icon; the Jukebox Operation window appears.

   Or, click the **Cloning** icon.
3. Select the volume to be cloned.
4. Select **Clone**; the Clone Volume dialog box appears.



5. Verify the **Source Tape** name, or select it from the drop-down list. The default Source Tape list includes the Creo Archive volumes only.
6. Define the destination tape using the drop-down list. Only volumes from the **SciClone pool** and **default** volumes are available for cloning.
7. Click **Clone** to start the operation.

   During Cloning the destination tape is labeled automatically, for example:



8. At the completion of cloning the destination tape appears in the Jukebox Operation window.

For System Administrators

You can change the default Source Tape and Destination Tape lists by editing the relevant configuration files.

For example, if the archive volume is unreadable, you may clone its clone volume. To do this, add SciClone pool to the Source Tape list and perform its cloning.

To edit the configuration files:

1. Logout from the Creo application and login as **root**.
2. From the command line run:
   `# cd /backup/bom/files`
   `# vi cloned_pools_src.cfg` (To change the **Source Tape list**)

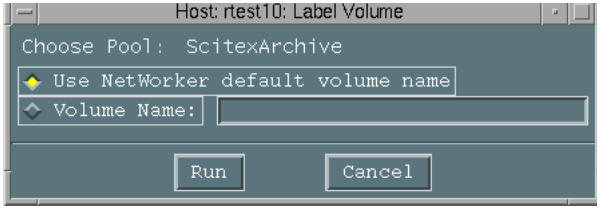
   Or:
   `# vi recycable_pools.cfg` (To change the **Destination Tape list**)
3. Edit the above .cfg files by adding the desired pool(s).

Labeling a Volume

Labeling assigns a volume to a pool. Once a volume is labeled, this volume belongs to its associated pool and is then available for use during the Archiving and Retrieving processes.

To label a Volume:

1. In the BOM window, double - click the **Operation** icon; the Jukebox Operation window appears.
2. Select the slot/volume.
3. Select **Label** from the menu; the Label Volume dialog box appears.



4. In the **Choose Pool:** box, **ScitexArchive** appears by default.
5. Select the **Use NetWorker default volume name** option button, to get the default volume name.

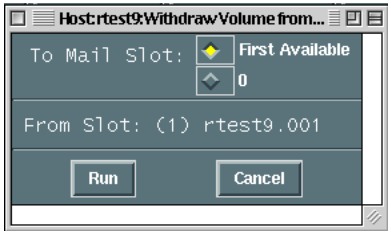
Or:
Select the **Volume Name** option button and type a matching suffix in the text box, e.g. 001.

6. Click the **Run** button to start labeling. The labeling procedure may take a few minutes.
7. Check that the label was saved in the Jukebox Operation window.

Note: After labeling **1% (300MB) of the volume space will be occupied by bom_dummy** file, which is created the system during labeling to reduce the volume capacity. This enables the clone tape to hold the full archive volume.

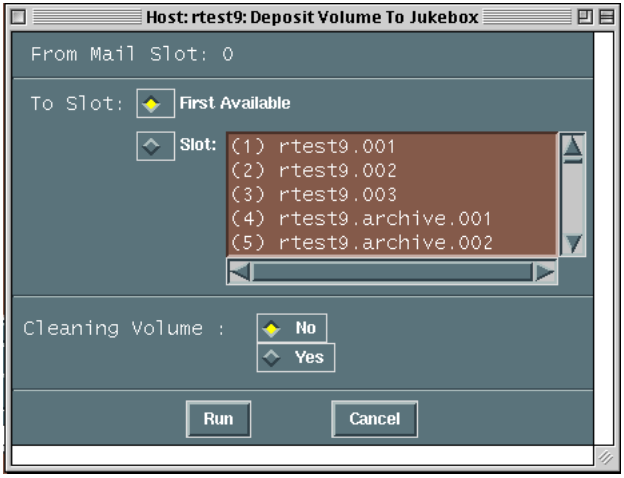
Withdraw

This option enables you to remove the volume from the jukebox.



Deposit

This operation is used for placing volumes into the jukebox.



The above window contains the following options:

First available	Use this option to deposit the volume to the first available slot.
Slot	Use scroll bar to select the desired slot from the list box.
Cleaning Volume	Select **Yes while depositing the cleaning tape.**

➢ To identify and view the volume you deposited, run **Inventory.**

8

Setting Up & Customizing Archiving (for Brisque Serve DMS users only)

Customizing Legato NetWorker 127
Installing Creo Cloning (BOM).....135

This chapter describes how to customize the Legato NetWorker for use with the **Archive/Retrieve** option. The **CreoCloning** installation procedure is also included. These procedures are performed once, after installing Timna.

Customizing Legato NetWorker involves the following:

- Creating Groups, Pools, Clients, and enabling Inventory in Legato NetWorker for the Creo Server.
- Labeling Media for the Creo Server.
- Allocating space for the online indexes.

Before performing the instructions and procedures described in this section, you must:

- First install and configure the FileTrak+ software, see *Getting Started with FileTrak+. on page 54*.
- Make sure Legato NetWorker is installed, see the relevant Legato documentation for installation instructions.

Customizing Legato NetWorker

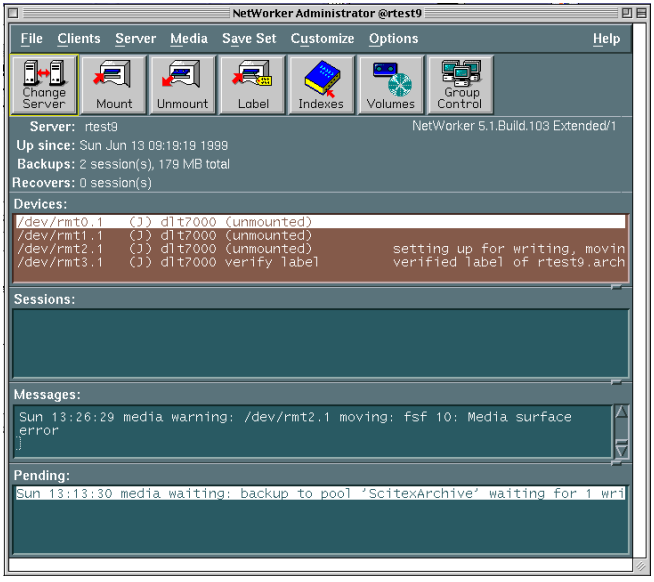
Accessing Legato NetWorker

Legato NetWorker can be accessed from either of the following:

- Creo Server on the CDE workstation
- Macintosh Front End client.

➢ To access the NetWorker applications from the CDE workstation of the Creo Server, from the CDE Launch Pad, open the Services panel, then double - click the **Network Admin** icon.

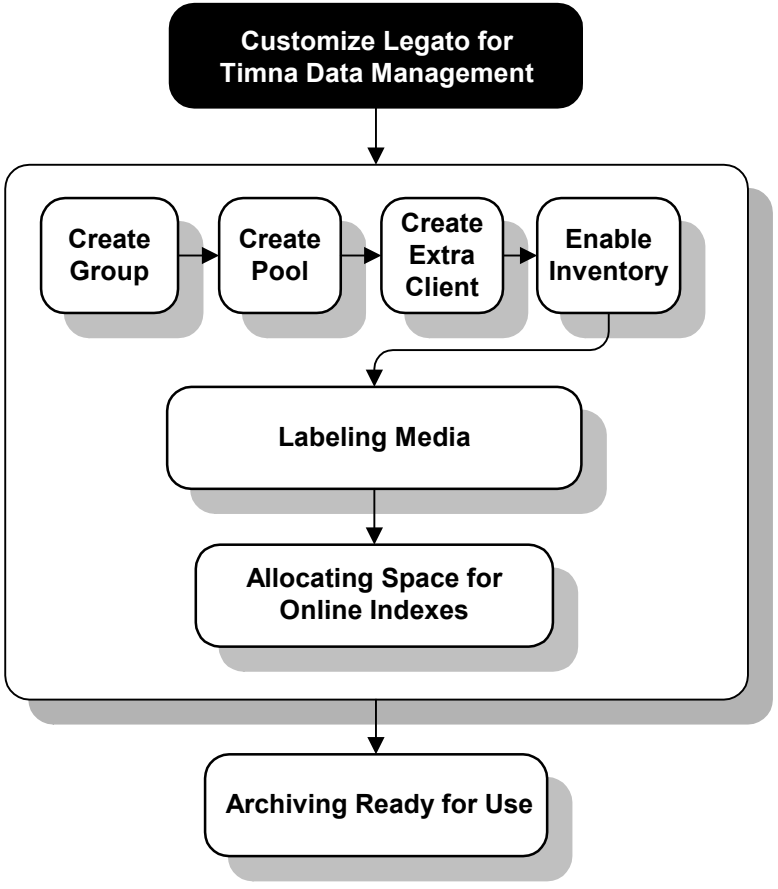
➢ To access the NetWorker from the Macintosh Front End, run nwadmin (NetWorker Administrator) located in the Backup&Archive Legato docs folder in a Creo Ripro folder.



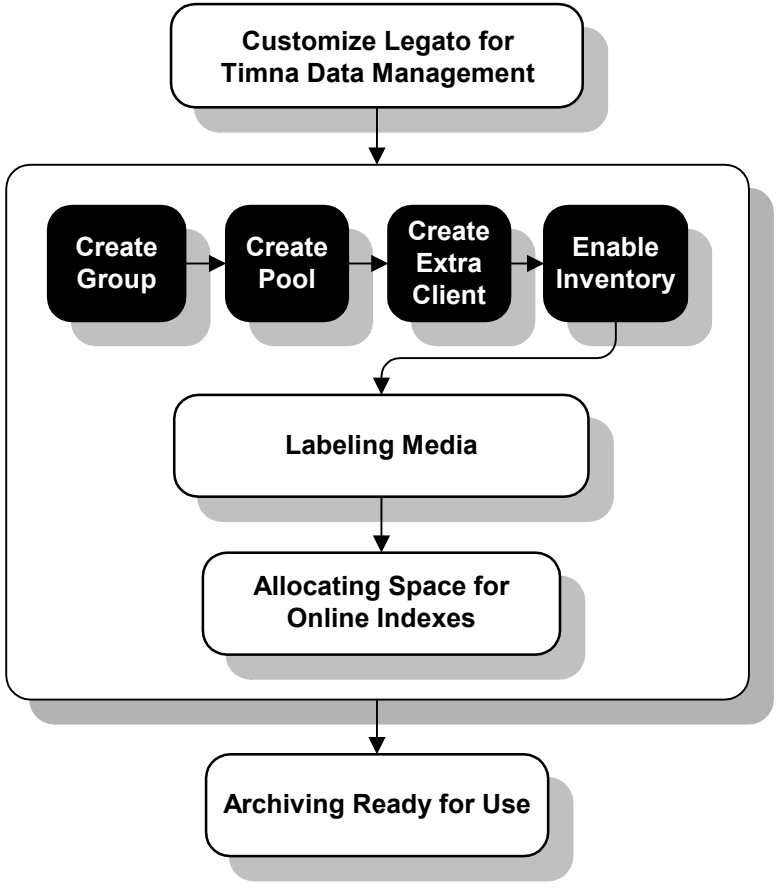
The customization procedure of Legato NetWorker can be broken into the following steps:

- Creating Groups, Pools, Clients, and enabling Inventory in Legato NetWorker.
- Labeling Media.
- Allocating space for the online indexes.

The procedure should be completed prior to using the **Archive/Retrieve** option and Creo Cloning:



Creating a Group



To create a Group:

1. From the menu bar, select **Customize**, then **Groups**.
2. Select **Create** and type into the empty text box **ScitexArchive**, and then select **Apply.** Do not change any other parameters.
3. From the menu bar, select **File** and then **Exit** to return to the main window.

Creating the Scitex Archive Pool

To create the Scitex Archive Pool:

1. From the menu bar, select **Media** and then **Pools**.
2. Select **Create** and type into the empty text box **ScitexArchive.**
3. At Pool Type leave the default - **Backup.**
4. At the Label Template text box, select **Archive.**
5. At the Groups text box, select the **ScitexArchive** check box.
6. Scroll the window until you reach the Levels text box and select **Full.**
7. Click **Apply.**
8. From the menu bar, select **File** and then **Exit.**

Creating the Scitex Cloning Pool

To create the Scitex Cloning pool:

1. From the Media menu, execute the following sequence: **Media > Pools > View > Details > Create.**
2. In the Pools window, type the following:

Box	Entity
Name	SCICLONE
Enabled	YES
Pool Type	BACKUP CLONE
Stored Index Entries	NO
Auto media verify	NO
Recycle to other pools	NO
Recycle from other pools	NO

3. Click **Apply.**
4. From the menu bar, select **File** and then **Exit.**

Create New Policy

To create a new Policy:

1. From the menu bar, select **Policies** and then **Create.**
2. In the **Name** box, type SCIARCHIVE**.**
3. In the **Period** box, type YEARS.
4. In **Number of Periods**, type 20.
5. Click **Apply.**

Create New Client

To create a new Client:

1. From the main menu bar, select **Client** > **Client Setup** > **Create.**
2. In the **Name** box, type the <hostname>.
3. In the **Browse** box, select **SciArchive.**
4. In **Retention**, select **SciArchive.**
5. In **Group**, click **ScitexArchive.**
6. Click **Save** and then **Exit.**

Enable Inventory

The Inventory command enables you to update the Timna database with the tape status.



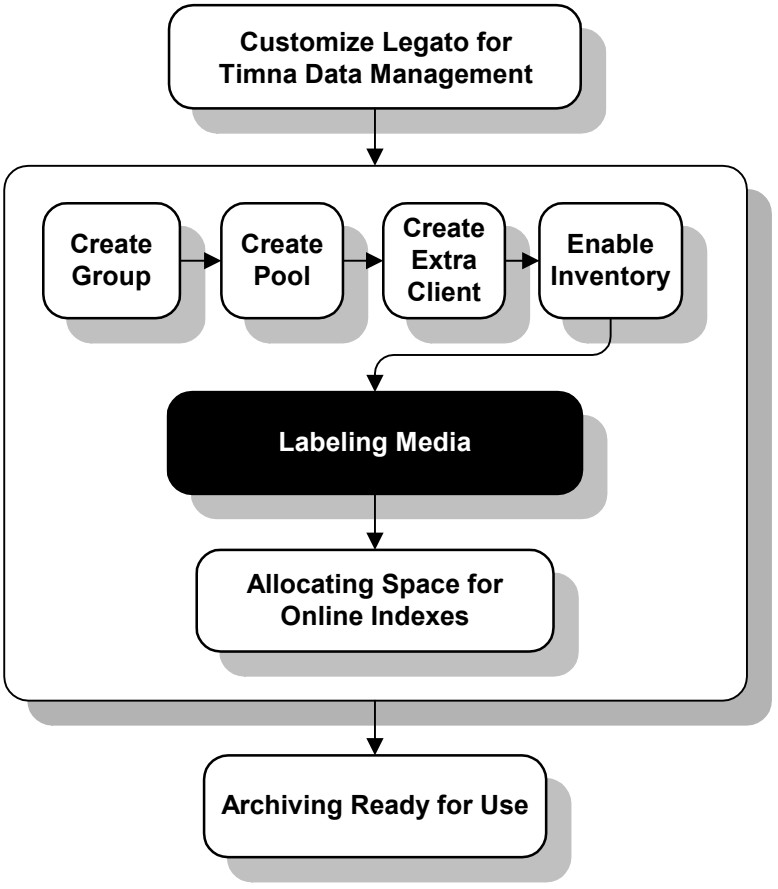
Note: This procedure should be performed **once only** after installing Timna.

To enable the Inventory:

1. Exit Legato NetWorker.
2. From the CreoServer CDE, invoke **SciSMIT.**
3. From the **SciSMIT** main menu, execute the following menu sequence: **Backup and Restore** > **Automatic Backup and Restore** > **Enable Inventory (Scitex Archiver).**
4. Exit SciSMIT

Labeling Media (for Archive Volumes Only)

Note: Labeling Archive media should be done by using the Creo Cloning application only.



For instructions on labeling Scitex Archive Media, *Labeling a Volume* on page 122.

Allocating Space for Online Indexes

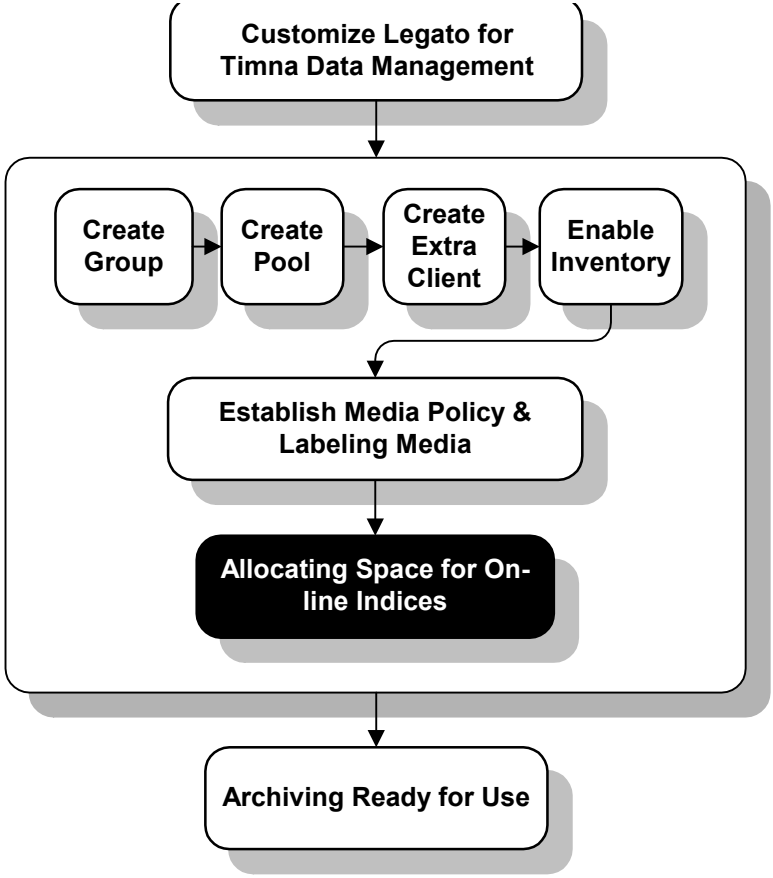
This step is optional.

There is a close relationship between the customer's data volume size and the number of tape cassettes/cartridges needed for the Backup and Archiving.

For each file saved, using the Scheduled Archiving application, approximately 0.5K of space is taken up in the online index.

The system allocates approximately 200 MB for the online index, both for backup and for Scheduled Archiving activities. This means that there is space for about 400,000 index entries.

It is recommended to increase this capacity to between 300-400 MB according to the space available on the system disk.



To increase the index space:

1. At the command prompt, type CHFS -A SIZE=+200000 /BACKUP.
2. Press ENTER.

   This procedure increases the /backup file size by 100 Mbytes.



Note: If additional space is required and the capacity of the system disk is not sufficient, then an additional disk must be added.

Installing Creo Cloning (BOM)

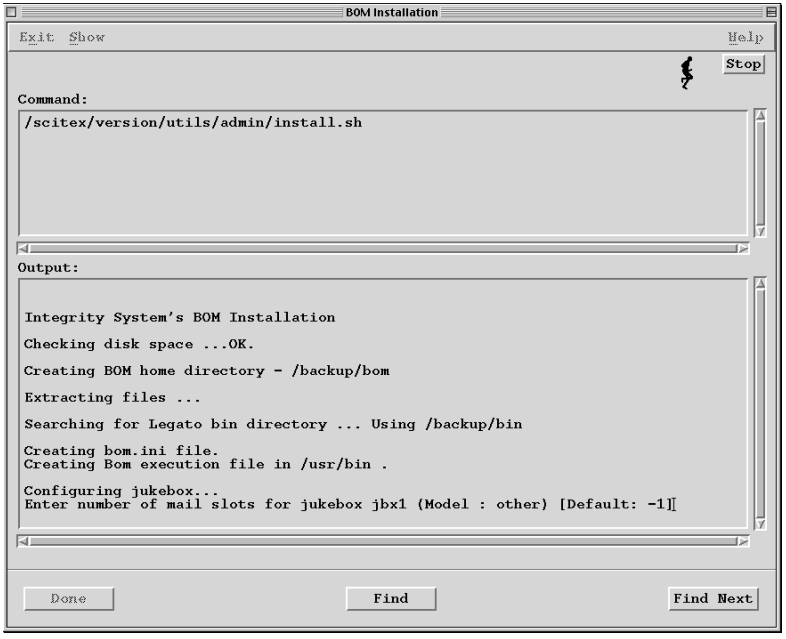
To install the Creo Cloning application:

1. From the Launch Pad, double - click the **SciSmit** icon, and login as **root.**
2. From the SciSmit main menu, execute the following sequence: **Backup and Restore** > **Automatic Backup and Restore** > **BOM Installation.**

   The following message appears:

   ```
   Legato software must be installed before BOM
   installation. Click OK to confirm.
   ```

3. Click **OK**. The BOM Installation window appears.

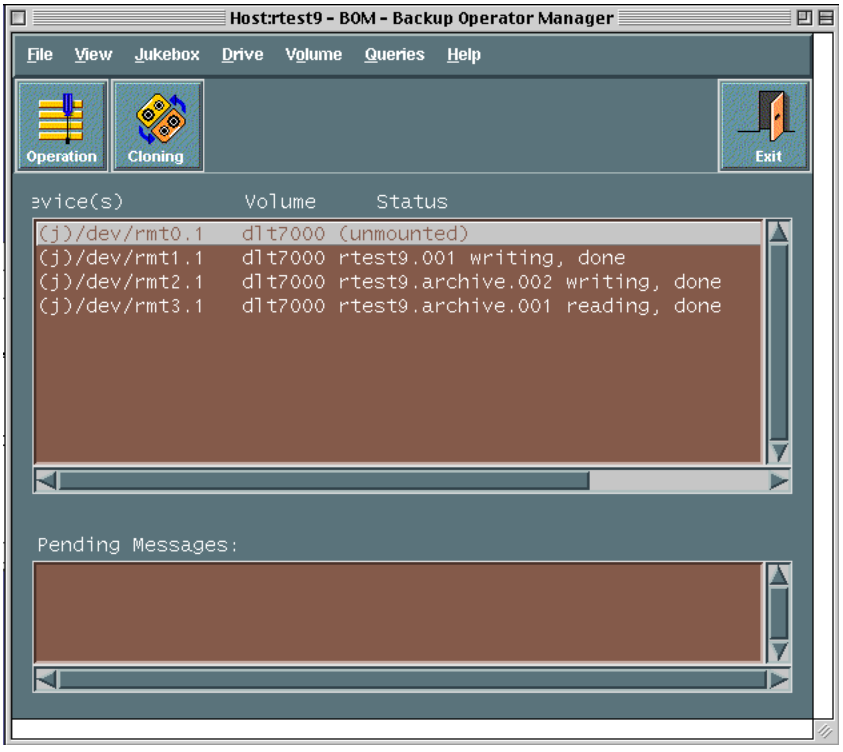


4. Type the number of mail slots after **Enter starting mail slot number [Default: 0],** and press ENTER. After a few seconds the message `Installation Completed` appears.
5. You can now access the Creo Cloning application from the CDE or from your Macintosh (see *Getting Started on page 117)*.

To update the System Configuration:

At completion of the Creo Cloning installation, the system configuration should be updated to reflect the library configuration.

1. From the Launch Pad, double- click the Creo Cloning icon and login as a **root**. The BOM window appears.



2. From the **File** menu, select **Update System Configuration**. After a few seconds the following message appears:

```
System configuration files were updated.
You need to restart BOM!!
```

9

Building Templates

Overview 138
Compress Parameters.....139
Sub-Folders.....141

Overview

Brisque Serve enables you to build Brisque Serve Job Ticket Templates that are compatible and fully supported on both platforms. A Template is a set of customized file processing instructions (for example, Translate and Send) that you define and save, to automate often repeated production workflows. Templates are built in the Brisque Serve using the Brisque procedure for building templates.

Each Template is built for a specific Brisque Serve, and stored locally on the Macintosh. As soon as a file is sent to a Template for processing, the Brisque Serve for which that Template is defined is mounted on the Macintosh Desktop, and the file is sent to the indicated Brisque Serve for processing.

If you want to modify the defined processing instructions for a specific Job or Jobs, on the fly, during production, you may do so from the Macintosh, using the Job Ticket Editor.

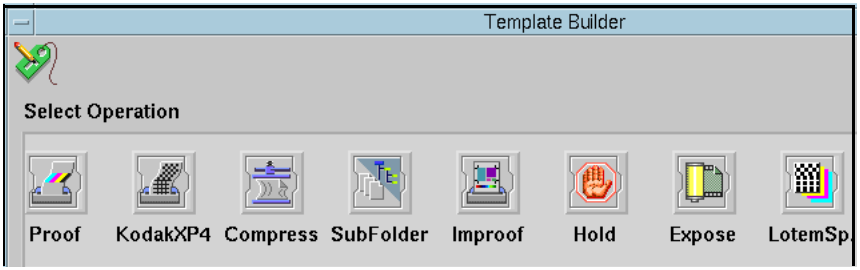
This chapter describes two options that are not available in the Brisque:

- Compress
- Sub-folders

Compress Parameters

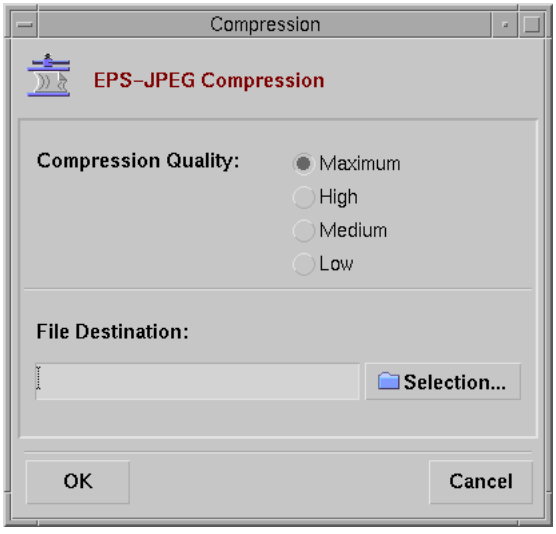
The Compress application enables you to compress various file types for storage and transmission. This application supports **CT**, **TIFF** and **EPS** file types and creates EPS files with JPEG compression.

The Compression option is represented by the  icon in the Select Operation menu.

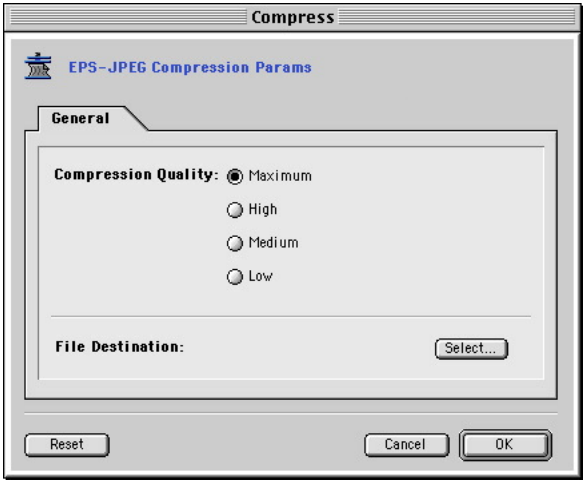


The Compression dialog box lets you define a quality setting for the compression. A trade-off exists between the image quality and the amount of compression; image compressed using Maximum quality is less compressed (thus it takes up more disk space) than the image compressed using the Low quality option.

The **File Destination** box, at the bottom of the window, lets you define the destination for files that are created as a result of the Compress operation.



Brisque Serve CDE Compress Window



Macintosh Compress Server

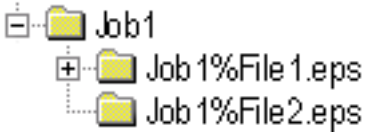
Sub-Folders

The sub-folders option is represented by the following icon in the Select Operation menu:



The option activates a naming convention that dictates the file storage structure for the template. If you include a delimiter in the name of the file, a sub-folder for the file is automatically created. The name of the parent file can be the namesake of the file or any other name that you specify.

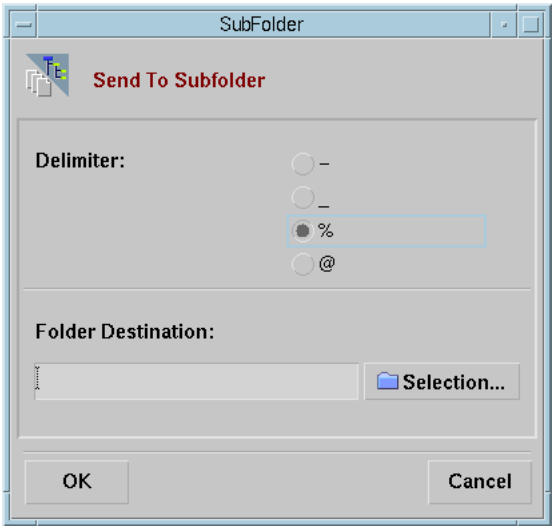
For example, the files Job1%File1.eps and Job1%File2.eps include the delimiter '%', and are stored in the following folder structure:



To create a sub - folder from a file:

1. In the **Select Operation** menu, click ; the sub-folder dialog box appears.
2. Select one of the **Delimiter** radio buttons. Each delimiter performs the same operation as the '%' delimiter described in the Job example above.

3. If you do not want the folder to become a sub-folder in a folder of its namesake, type an alternative name in the **Folder Destination** box.



10

Timn@Web Client Guide (for Brisque Serve DMS users only)

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Timn@Web Main Window 149

Search Mode 151

Collections 168

Setup Mode 172

Appendix A. Field Definitions 174

Introduction

What is Timn@Web?

Timn@Web provides a Web interface to Timna Data Management and is intended for both Macintosh and PC users.

Timn@Web is a web-based application that enables you to work with files and other objects stored on the Creo Server. You can store items on the server. You can search for items already on the server. Once located, you can view the item and the associated data, you can modify the associated data, and you can retrieve the item to your local client workstation.

System Requirements

Timn@Web enables you to work with the Timna database using a standard web browser such as Microsoft Internet Explorer or Netscape.

Macintosh Requirements

- Macintosh OS 8.0 or higher
- Configured for TCP/IP
- 48MB RAM
- Netscape 4.7 or higher or Internet Explorer 5.0 or higher

PC Requirements

- Windows 95, 98, NT 4.0 or higher
- Configured for TCP/IP
- 32 MB RAM
- Netscape 4.7 or higher or Internet Explorer 5.0 or higher

Web Browser Setup

Display

Timn@Web works best if the video display resolution is at least 1024 by 768 and set for 24-bit color (millions of colors).

JavaScript

JavaScript must be enabled for Timn@Web to function properly. Follow the directions below for your browser:

- In Microsoft Internet Explorer, execute the following sequence: **View** > **Internet Options...Security** > **Custom Level...** > **Scripting/Active Scripting**; select **enable** and then click **OK**.
- In Netscape, execute the following sequence: **Edit** > **Preferences...** > **Advanced** > **Enable JavaScript**, and click **OK**.

ZIP File Handling

Retrieving

When you retrieve files using Timn@Web, they are compressed on the temporary location on the server using the ZIP file format for fast transmission. Data integrity is improved since the unzipping process can reveal communication errors.

It may be necessary for you to configure your web browser to unZIP files automatically after download, see your browser documentation for more details.

Various applications can be used to unZIP files on Macintosh or PC client computers.

You may want to try Aladdin System's popular freeware utilities, Stuff It Expander (for Macintosh) and Aladdin Expander (for PC). Both are capable of unZIPping files and can be invoked automatically by the web browser.

Bookmarks/Favorites

It is convenient to add the Timn@Web server to your **Bookmarks** (Netscape) or **Favorites** (Microsoft Internet Explorer) menu so that you can quickly access it without needing to type the URL.

- In Netscape, open the Timn@Web home page and from the **Bookmarks** menu select **Add Bookmark**.
- In Microsoft Internet Explorer, open the Timn@Web home page and from the **Favorites** menu select **Add to Favorites**.

Starting the Timn@Web Client

Note: Before starting Timn@Web, be sure that you have a TCP/IP network connection to the Timn@Web server.

To start Timn@Web:

1. Launch your web browser. If necessary, open a new browser window.
2. In the Location bar (Netscape) or the Address bar (Internet Explorer) of the browser window, type the URL of the Timn@Web server, as given to you by your System Administrator, for example:

   http://TimnaWeb.company.com/

3. When you connect, you will be prompted to type your user name and password in the following dialog box:



You should have received a username and password from your System Administrator. The name and password used during login will determine which folders and files you can access in the Timna database.

4. Click **OK**; the Timn@Web home page opens:



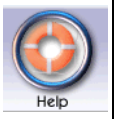
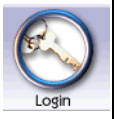
5. To access the Timn@Web main window, click the **File Search** icon.

Timn@Web Home Page

The Timn@Web home page includes the Navigation bar, the logo, and important information about the Timn@Web system.

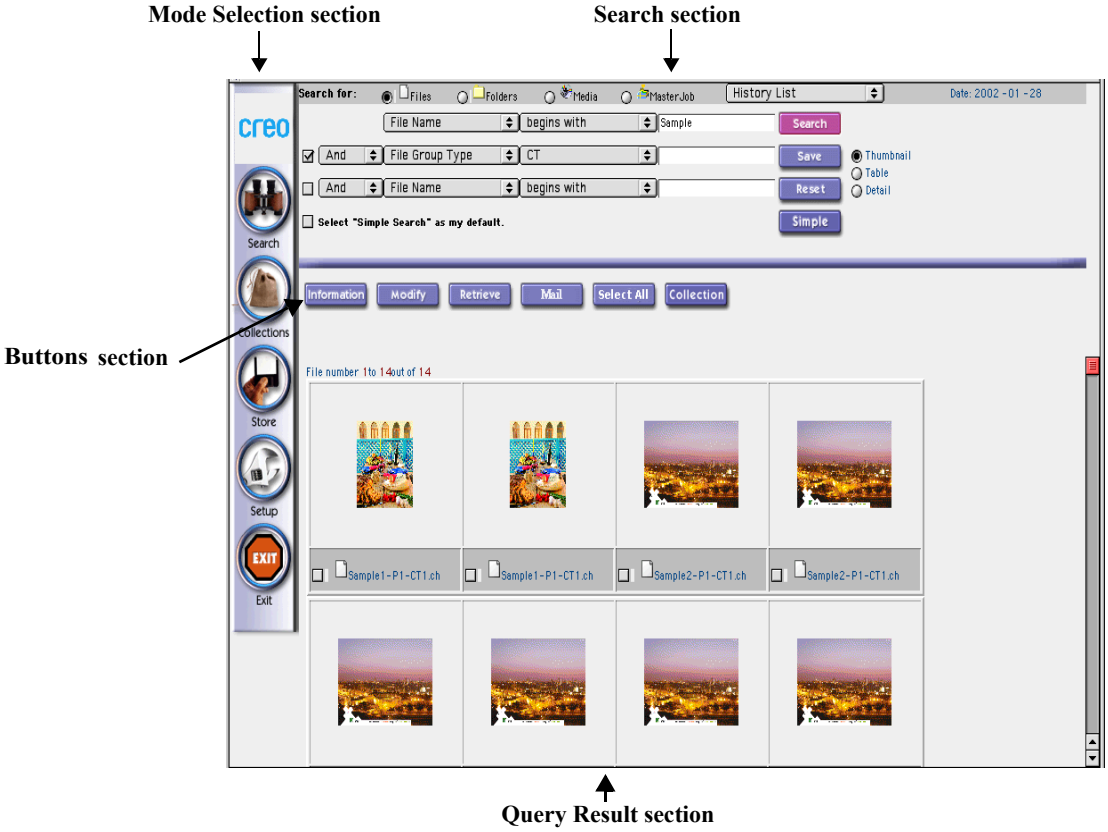
By default, the Timn@Web home page contains the Creo logo. To change this logo to the another, for example the logo of your company, see your System Administrator.

The Navigation bar contains the following icons:

Click...	To...
	Open the Timn@Web main window (Search). This requires login to Timn@Web.
	Access Timn@Web Administration page.
	View Online Help.
	Login to Timn@Web (can be customized by your System Administrator).
	Exit from the Timn@Web system and logout (can be customized by your System Administrator).

Timn@Web Main Window

You can access the Timn@Web main window from the Timn@Web home page - see *Starting the Timn@Web Client* on page 146.



There are four sections in the Timn@Web main page:

- Search section
- Query Result section
- Mode Selection section
- Buttons section

Mode Selection Section

The **Mode Selection** section contains the following icons:



The **Search** mode is the default mode for Timn@Web. Search enables you to query for objects and related information in the database.



The **Collections** mode stores selected files in the Collections basket. The option makes it easy to access selected files each time you log in to Timna@Web.



The **Store** mode lets you upload files to the Timna server.



The **Setup** mode lets you choose which file or folder appears in the **Query Result** section.



Clicking the **Exit** icon takes you back to Timn@Web home page.

Search Mode

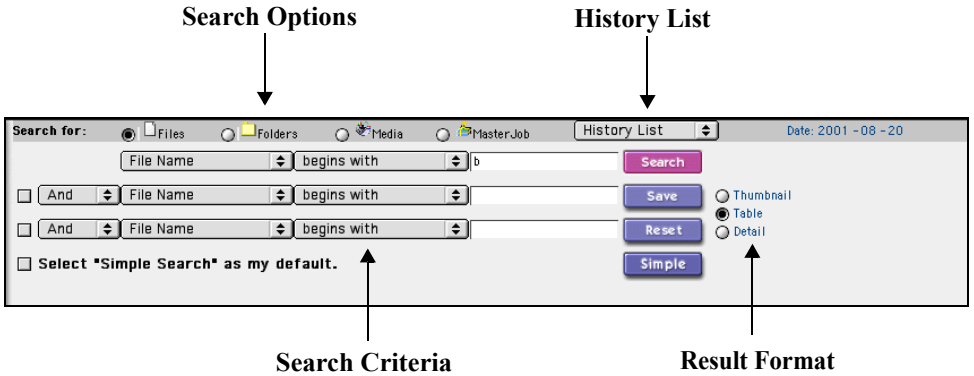
The **Search** section includes the following items:

- Search Options
- History List
- Search Criteria
- Result Format

You can perform a search in two ways:

Advanced search — this is the regular search as described in *Performing Search* on page 161.

Simple search — this search does not use search criteria. It is described in *Simple Search* on page 166. You can define a Simple search as a default by selecting the **Select "Simple Search" as my default** check box.



Search Options

The following search options are available:

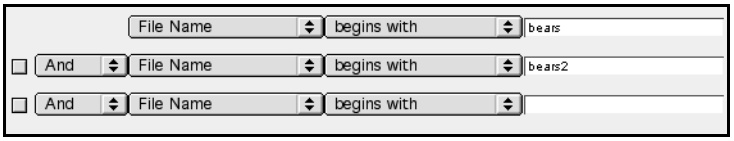
Option	Description	Avaliable for
Files	Information about individual files. Searching for files lets you find files that match your search criteria.	Admin Macuser Customer
Folders	Folders (directories) on the Server. A search for folders finds folders that match your search criteria. As a second step, you can then mark folders and display all the subfolders and files that are contained within them.	Admin Macuser Customer
Media	A search for media lets you find media that matches your search criteria. As a second step, you can then mark media and display all the subfolders and files that are contained within them.	Admin Macuser
Master Job	Master Jobs are linked to various files/ folders needed for a particular job. A search for master jobs finds master jobs that match your search criteria. As a second step, you can then mark master jobs and display all the folders, subfolders and files that are contained within them.	Admin Macuser Customer

History List

The History List contains a set of previously saved searches. The History List is specific to the username used during login. Therefore, you will only be able to view a search that you created.

Search Criteria

The Search Criteria lets you specify which objects you want to find.



You specify your search using:

- Field names (such as "File Name")
- Logical operators (such as "Begins with")
- Values (such as "bear")
- (optional) Boolean operators ("And" and "Or")

Field names

You can choose a field name from the list box to narrow a search. For a complete listing of all file fields, see *Appendix A. Field Definitions on page 174*.

Note: The **All attributes** field lets you search across all the attributes.

Logical operators

Logical operators are specific to the field name being queried. They determine how the value relates to the field name.

Value

In the value field, type the value to be found. For instance, if you select "File Name/Begins With" then you would type the beginning of the file name you want to be returned. Each file whose file name begins with the characters entered in the value field will appear in the query result.

A search for a value in the File Name and Folder Name fields is not case-sensitive. A search for a value in all other fields, such as "Customer Name", is case-sensitive.

In some cases, the value field is not used because a value is built into the comparison operator. For instance, if the Field Name selected is "File Type" then the comparison operator might be "is CT" and the value field will be ignored.

Boolean operator

You can perform several types of searches in Timn@Web. The simplest type involves a single term: a single field with a comparison operator and a value (for example, "File Name Begins with L"). However, more complex criteria can be constructed using up to three terms linked by the Boolean Operators **And** and **Or**.

Searches with Two Terms

To perform a search with Two Terms, select the first check box and select the desired fields.

- Term A **And** Term B.
  If both Term A and Term B are true, the object will be found.
- Term A **Or** Term B.
  If either Term A or Term B is true, the object will be found.

Searches with Three Terms

To perform a search with Three Terms, select both of the check boxes and select the desired fields.

- Term A **And** Term B **And** Term C.
  If all Terms are true, the object will be found.
- Term A **And** Term B **Or** Term C.
  If both Term A and Term B are true, or Term C is true, the object will be found.
- Term A **Or** Term B **And** Term C.
  If both Term A and Term C is true, or both Term B and Term C is true, the object will be found.
- Term A **Or** Term B **Or** Term C.
  If any Term is true, the object will be found.

For a complete listing of all the Search Criteria possibilities, see *Appendix A. Field Definitions on page 174*.

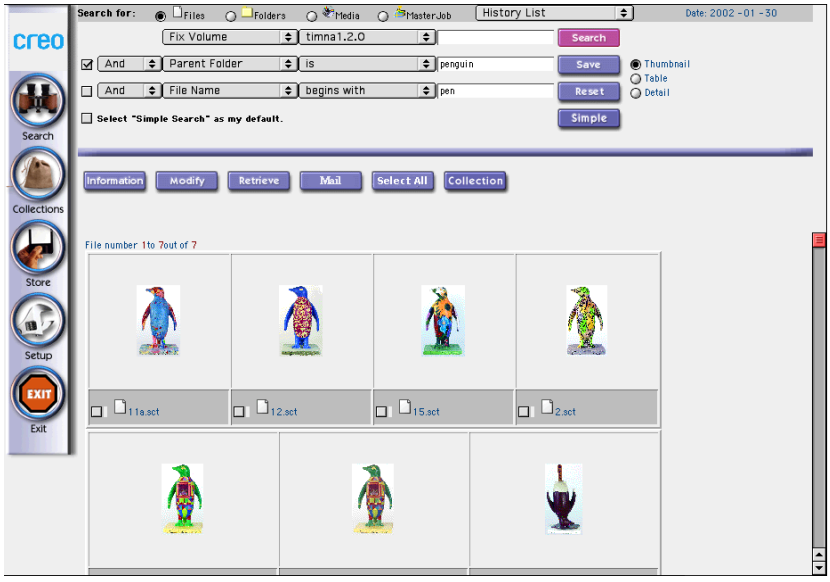
Result Format



The Result Format option enables you to define the display format for the file search. Search results on Folders, Media and Master Jobs will initially appear as a list of files. To view a file in the selected format, click on the file. Search results on files appear automatically in the Result format selected.

Each Result format displays different information and enables you to perform different actions.

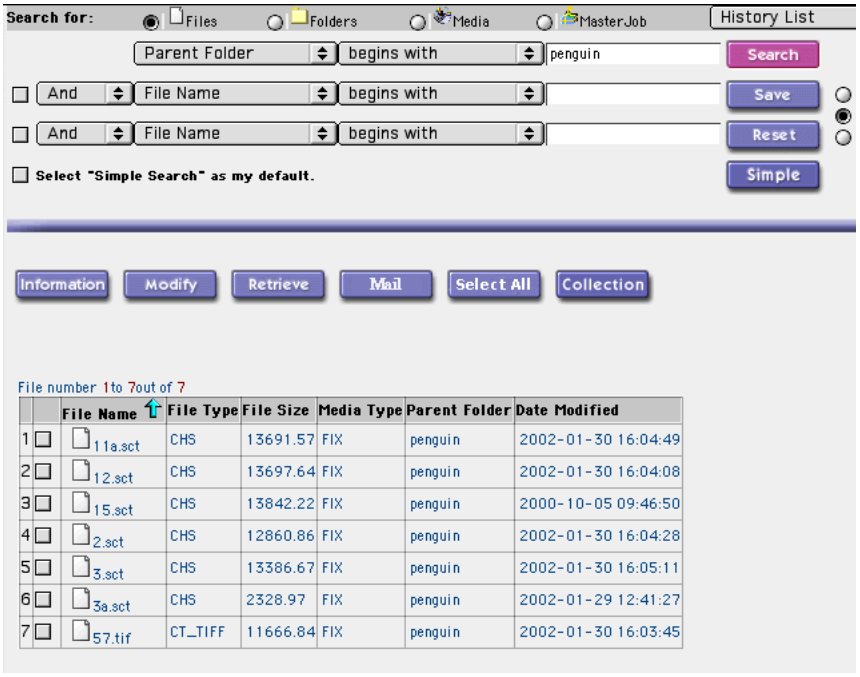
Thumbnail Result Format



A search whose results are returned in **Thumbnail** format displays a thumbnail view of each file found along with its file name and a check box. In the Query Results section, text appears showing how many entries were returned and which set of entries currently appears in the Results section. If more than 40 files are found, the user can then review the results list by clicking the **Next** and **Previous** buttons.

Table Result Format

The results are listed in a table. The table contains the fields specified in the **Setup** mode. If more than 30 files are found, the user can review the results list by clicking the **Next** and **Previous** buttons.



By default, the fields displayed are:

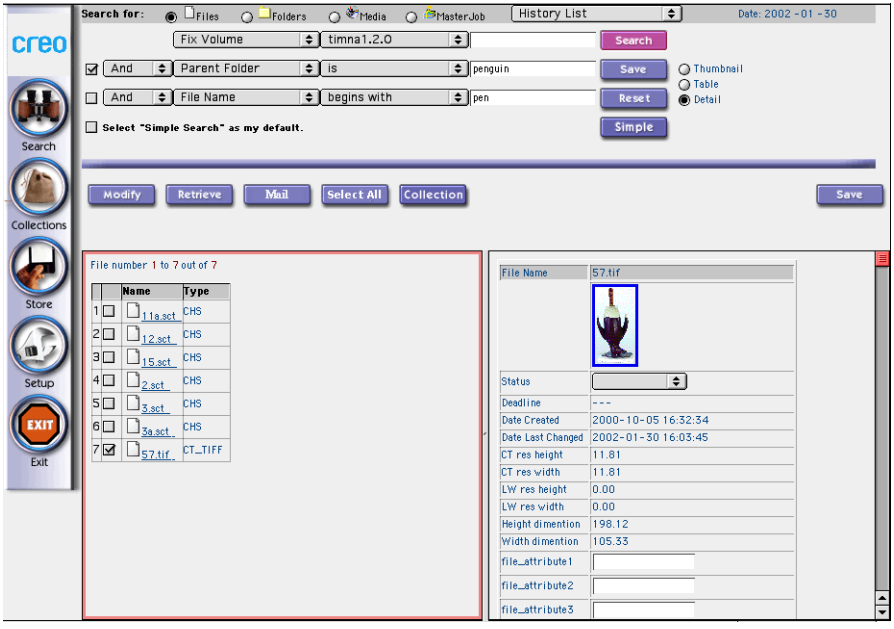
- File Name
- Type of File
- File Size
- Date Created

When searching for folders, Media and Master Jobs, click the arrow on the left side of the folder to view all the subfolders and files that are contained within the selected folder.

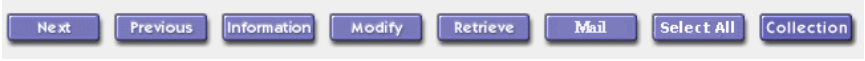


Detail Result Format

A search with results displayed in the **Detail** format shows a list of all files found, showing only the file name and file type. A search returning more than 30 entries will require use of the **Next** and **Previous** buttons to scroll through the results list. Clicking on any of the file names then displays all available information about that item.



Buttons Section



Click the buttons above the Results section to:

Next Display the next screen of results. For Thumbnail format each screen displays 40 thumbnails.

Previous Display the previous screen of results. For Thumbnail format each screen displays 40 thumbnails.

Information Display the thumbnail view and detailed information for the selected items.

Retrieve Initiate the downloading of he selected objects to the client computer.

Modify Display the Multi-File Modify window discussed below.

Mail Display the paths of your currently selected files. You should add a content to the list to be sent to the System administrator, see *Mail* on page 165.

Select All Select all the items in the query result.

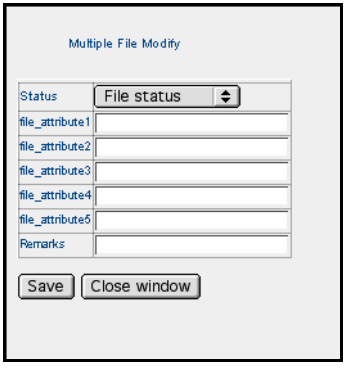
Collection Store the selected files in the **Collections** basket.

Multiple-File Modify

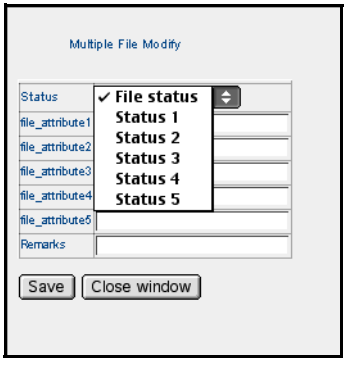
The Multiple-File Modify window enables you to view and modify the file parameters, for example attributes, status, and remarks. You may modify the parameters of a single file, or modify a number of files together.

Note: The file attribute headers and statuses are defined in the Timna Administrator application during the Timna database setup.

1. After a query result is returned, select the files to be edited, then click **Modify**. The Multiple-File Modify dialog box appears.



2. In the **Status** box, select the file status.



3. In the file attribute boxes, type the information that you want to apply to the selected files and click **Save**.
4. To exit the Multiple-File Modify dialog box, click **Close window.**

Performing Search

To perform search for Files, Folders, Media, or Master Job:

1. Decide what kind of object you are searching for (**Files**, **Folders**, **Media**, or **Master Job**).
2. Select a result format: **Thumbnail**, **Table**, or **Detail**.
3. Type your first search criteria by selecting a field name, a comparison operator, and a value (if necessary).
4. OPTIONAL: select the second search criteria, select a Boolean operator, then select a field name, a comparison operator, and a value (if necessary).
5. OPTIONAL: select the third search criteria, select a Boolean operator, then select a field name, a comparison operator, and a value (if necessary).
6. Execute the search by clicking the **Search** button.

Query Result Color Coding

Files listed in the query result are color coded to indicate their on-line status.

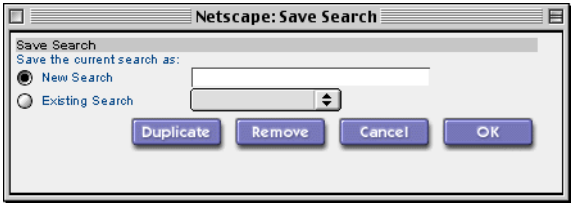
- **Blue** — indicates that the file is on an on-line tape and can be retrieved.
- **Gray** — indicates that the file is on an off-line tape and cannot be retrieved.
- **Red** — indicates that the file is on a near-line but unmounted tape and cannot be retrieved.

Saving Searches

Timn@Web enables you to save the query result. Each search is named and placed under the History list. This enables you to easily recall a previous query result. This option is available for files only.

To save a search:

1. Perform a search.
2. After the correct query result is returned, click **Save**; the **Save Search** dialog box appears.



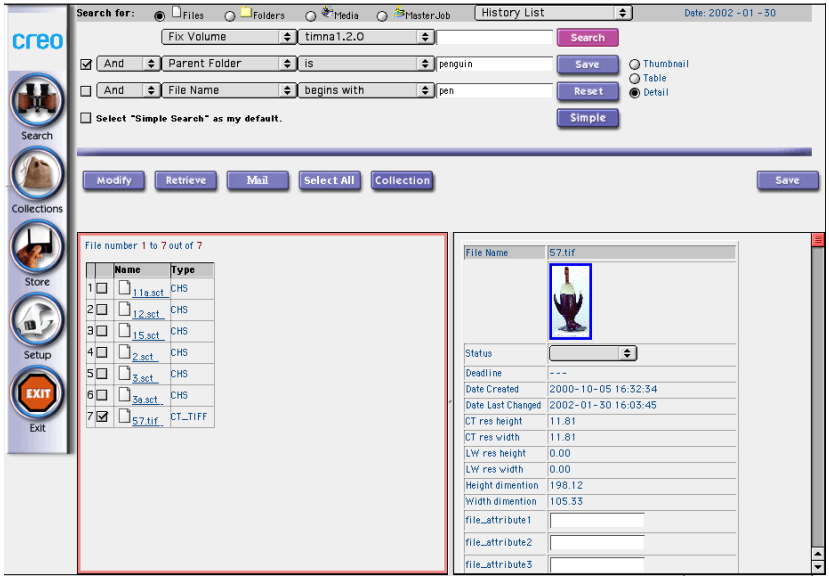
3. Select **New Search** and type a search name and click **OK**.
4. Click the browser's **Reload** button (Navigator) or **Refresh** button (Internet Explorer) to refresh the Search section; the new search appears under the History list.

- To use a saved search, from the **History List** box select a search; the corresponding query result appears.
- To remove the existing search, in the **Existing Search** box select a search and click **Remove**.

Information

The Information option enables you to display a thumbnail view and detailed information of the selected file.

1. Select files to be viewed from the query result.
2. In the **Buttons** section, click **Information**. Click the file name to display the full information about the selected file.



3. Click **Save** to can modify and save the file parameters.

Retrieve

You can retrieve (download) the selected item to your client computer.



CAUTION: Files located on the offline or unmounted media cannot be retrieved.

When you retrieve files using Timn@Web, they are compressed on the temporary location on the server using the ZIP file format for fast transmission.

It may be necessary to configure your web browser to unZIP files automatically after download. See your browser documentation for more details.

To retrieve a file:

1. Select file(s) from the query result.
2. Click **Retrieve**. The progress indicator appears.

Mail

The Mail window displays the full paths of your currently selected files. You can add content to the list and send it to the System Administrator.

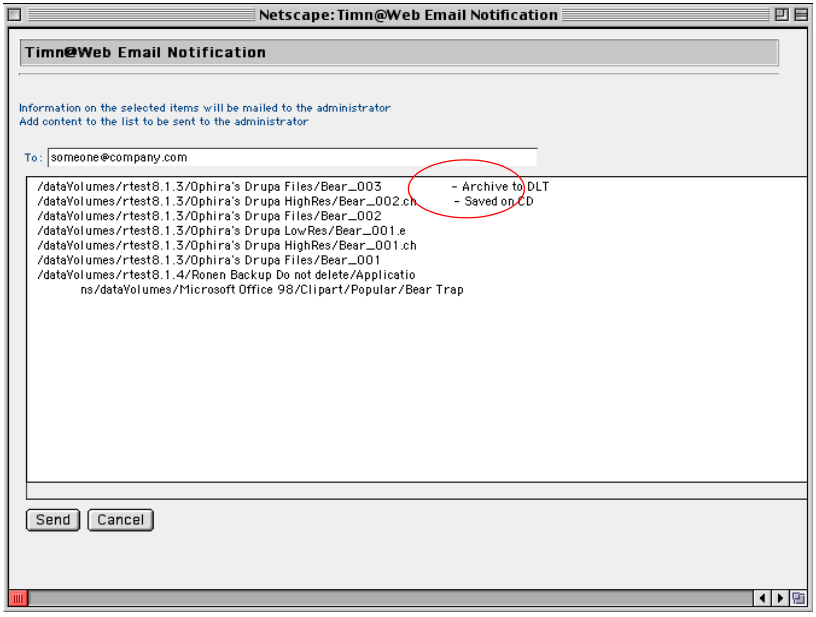
To add content to the list to be sent:

1. Select files from the query result.
2. Click **Mail**. The Timn@Web Email Notification dialog box appears, displaying the full paths of the selected files.



CAUTION: Do NOT edit or delete the file paths!

3. In the **To** box, type your e-mail address. The Administrator e-mail address appears in the box by default.
4. Add comments if needed and click **Send**.



Simple Search



Note: This option is available for files and folders only.

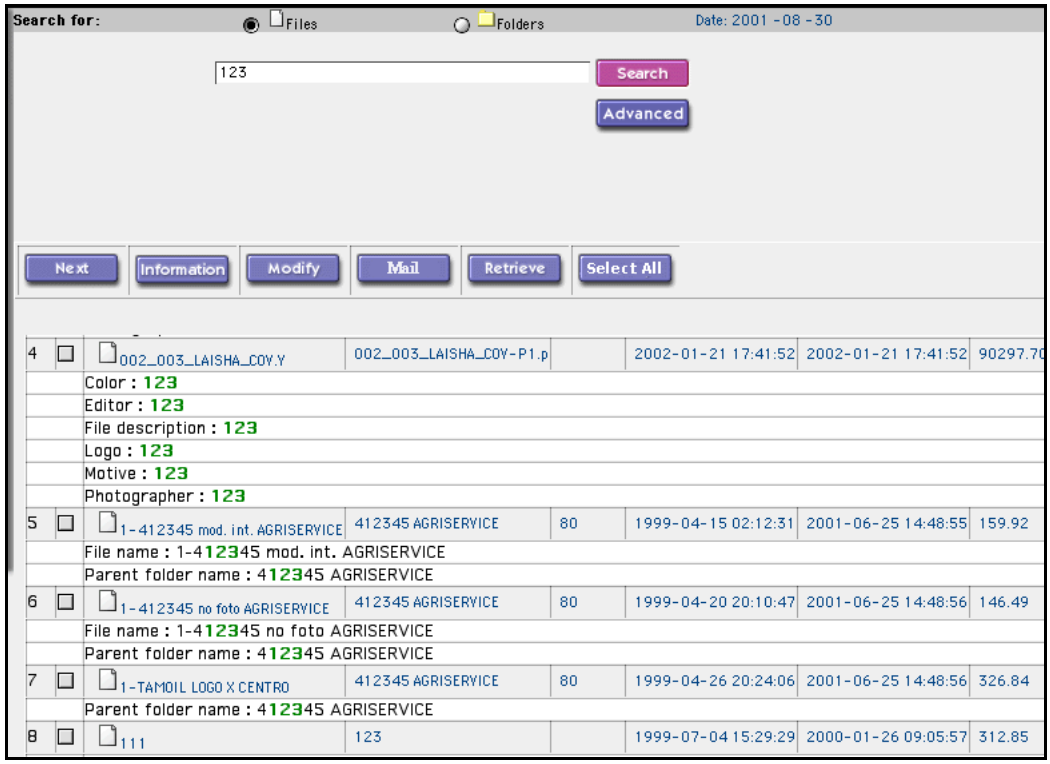
The Simple Search option enables you to search for files and folders using a "one string" search criteria.

Unlike the Timn@Web main window (Advanced Search), the Simple Search window contains one box only. All the Timna database tables are searched except the media tables such as Media ID, Label, Media Type, Media Format, Media Status, and Station Name.

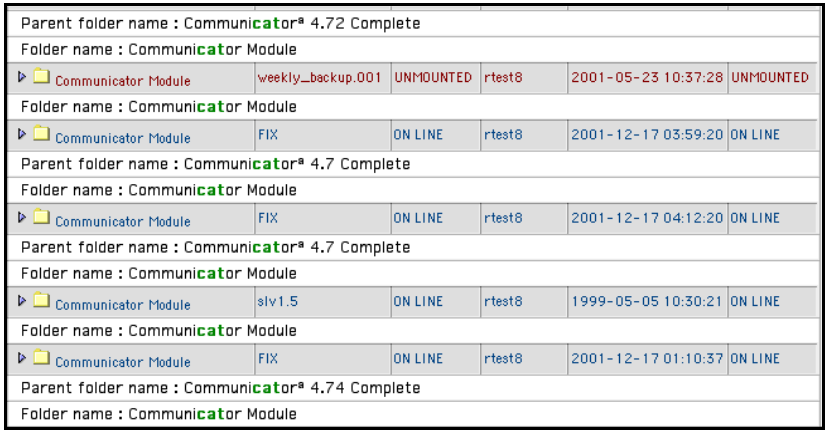
The Simple search result includes all files and folders whose names, parent folders names, Master Job names or attributes match the search criteria. Files and folders are listed in the search result with their attributes such as file type, file and folder size, date of creation and so on.

To search for files/folders:

1. In the Timn@Web main window, click **Simple**.
2. In the **Search** box, type your search criteria.
3. Click **Search**. The Simple search result appears.



Simple search for files



Simple search for folders

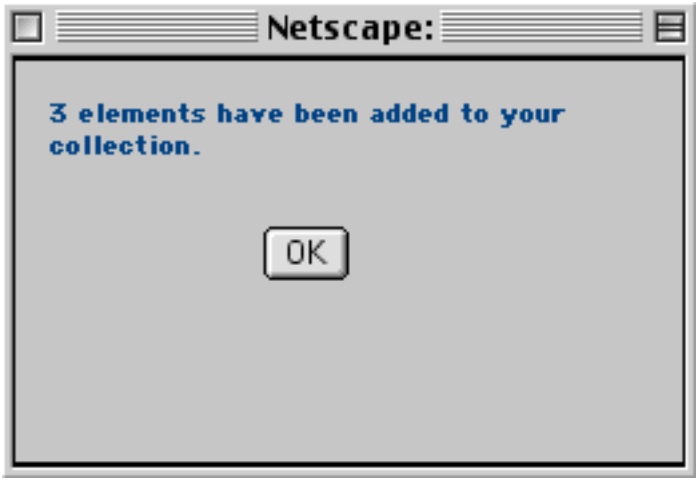
4. To return to the Timn@Web main window, click **Advanced.**

Collections

You can store selected files in a personalized storage basket called **Collections**. This option makes it easier for you to access your current files.

To store files in the Collections basket:

1. Perform a search for the files you want to include in the **Collections** basket.
2. In the Query Result Window, select the check box adjacent to the file you want to place in the Collections basket.
3. Click the **Collections** icon.
4. A confirmation window appears;

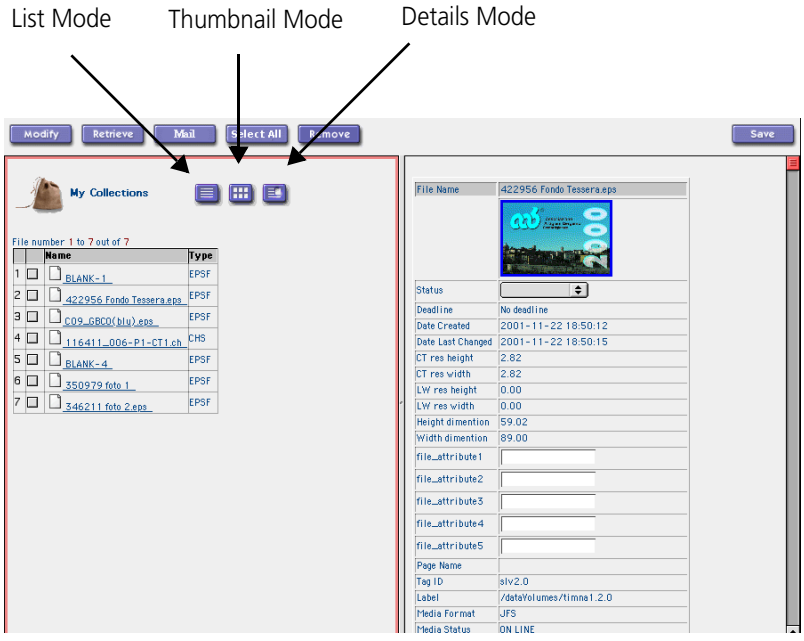


5. Click **OK**.

To View the Collection basket:

➢ Click on the **Collections** icon.

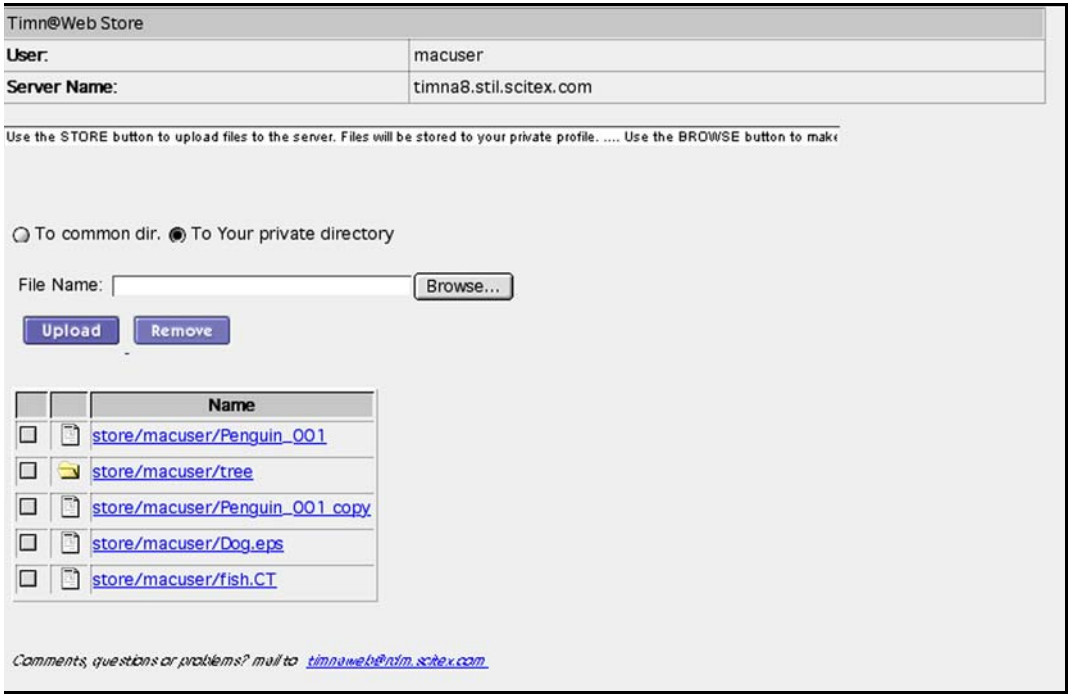
You can switch between the display, list and thumbnail view modes. To do so, click the view icon.



Store Mode

An important function of Timn@Web is to upload data to the Timna server. The files are stored in your private directory in your name.

➢ In the **Mode Selection** section, click the **Store** icon. The Timn@Web main window switches to the **Store** mode.



Uploading a File



Important: Uploading files from the Macintosh client requires mandatory compression by STUFFIT, ZIPIT or any other free/shareware compression utility that preserves Macintosh resources for the files to be uploaded.

1. In the Store window, click **Browse** or simply type the file name to be stored with its full path.
2. Once the file is selected, click **Upload**. The file will be stored in your private directory on the Timna server.

3. Click the **Store** icon to view the newly uploaded file.

   Or, click the browser's **Reload** button (Navigator) or **Refresh** button (Internet Explorer); the newly uploaded file will appear as a hyperlink along with the rest of the files in the folder.

Retrieving Uploaded Files

The Store window displays the list of files that have been uploaded to the private directory. The directory that appears is determined by the username used when logging into Timn@Web. You may click on any file name in the list to retrieve (download) it to your client computer.

1. Click on the file name in the list; a browser opens.
2. Select the destination folder for the file to be retrieved. The process indicator appears displaying the download process.

Removing Uploaded Files

You may also select files for deletion:

1. Select files for deletion.
2. Click the **Remove** button to delete them.

Permissions for Storing

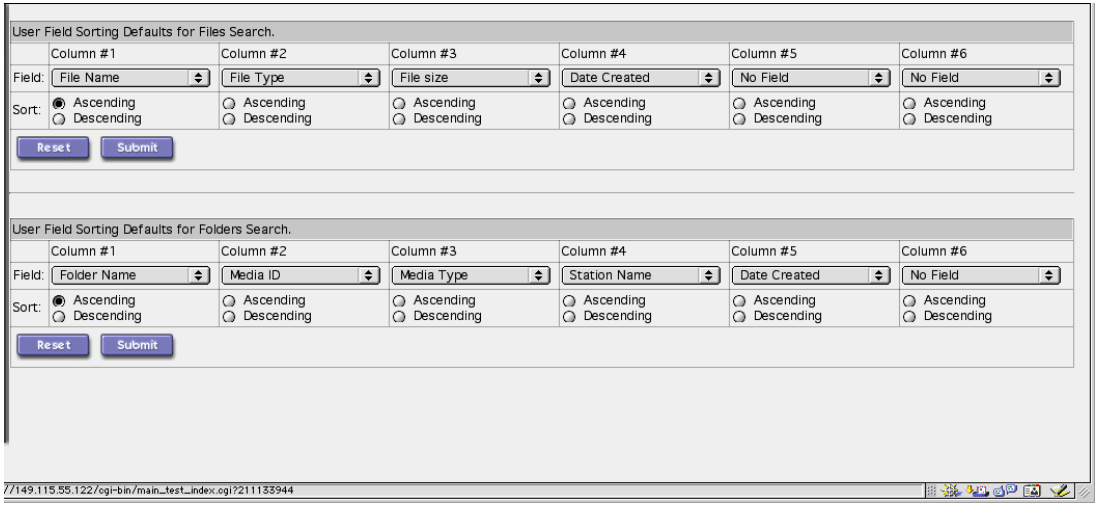
The Timn@Web System Administrator assigns permissions to each user. A user may or may not have store privileges.

Check with your System Administrator if you need more information about the permissions for your account.

Setup Mode

Use **Setup** mode to define the fields that are displayed in the query result. The Setup window has six columns, each with a list of alternative fields to choose from.

➢ To activate **Setup** Mode, click the **Setup** icon from the **Mode Selection** section. The Timn@Web main window switches to **Setup** mode.



Each column contains all the fields that can be associated with an object in the Timna database. The fields appear in the Setup window in the same order that they will appear in the query result. See *Appendix A. Field Definitions on page 174* for more information about the fields.

To set up file fields:

1. In the **Field** box of each column, select the field.
2. Select the **Ascending** or **Descending** option button to determine the sort sequence.
3. Click **Submit**. A table with the defined fields appears.

User Field Sorting Customized.	
The User name:	macuser
Field selected:	File Type
Field selected:	File Name
Field selected:	File Size
Field selected:	Date Created
Field selected:	Media Status
Field selected:	No Field
Sort selected:	File Type (Ascending)

4. To return to the default setup, click **Reset**.

Permissions for Setup

The Timn@Web System Administrator assigns permissions to each user. Setup privileges must be assigned by your system administrator.

Check with your System Administrator if you need more information about the permissions for your account.

Appendix A. Field Definitions

Field Name	User Modifiable
File name	
File group type	
File type	
File size	
File status	YES
Media ID	
Fix volume	
Media type	
Media format	
Media status	
Parent folder	
Date modified	
File attribute_1	YES
File attribute_2	YES
File attribute_3	YES
File attribute_4	YES
File attribute_5	YES
All attributes	YES
Date created	
Date modified	
Master Job	
Description	
Deadline	
Customer name	
Account number	
Station name	