

InSite Creative Workflow and Asset Library

System
Version 3.0

Integrated Presite
English

719-00543D-EN-RevA

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http://graphics.kodak.com/

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Overview

The goal of this document is to obtain sufficient site data and to perform adequate preparations for a smooth installation of a Kodak® InSite™ Creative Workflow and Kodak InSite Asset Library system that is integrated with a Kodak InSite Prepress Portal system. Since the adoption of Creative Workflow, Asset Library, and Prepress Portal adds the complexity of the Internet to your workflow, a qualified network administrator or a third-party networking consultant should complete this document. Your Kodak representative will contact you to answer any questions you may have prior to installation. It is important that you complete this document as accurately as possible.

Once the document is complete, return it to Kodak for review using one of the following methods:

- Send the document in an e-mail message to the Customer Data Center at Remote.Install@creo.com.
- Fax a copy of the document to 1.888.767.2736 with Remote.Install@creo.com in the To: line.

Installation Prerequisites

- Installed Kodak Prinergy® system
- Installed Prepress Portal system

  Note: Creative Workflow and Asset Library are not compatible with Prepress Portal running in an Enterprise environment. If you are running Prepress Portal Enterprise, contact your Kodak representative and do not proceed with this document.
- Completed Prepress Portal presite document
- Enabled Kodak remote access:
  - Broadband
  - Modem (internal IP address required)

Presite Information

For a Creative Workflow and Asset Library system integrated with Prepress Portal, most of the network setup has already been documented in the Prepress Portal presite document. Adding a Creative Workflow/Asset Library server requires very little additional information.

Important: An accurate, up-to-date Prepress Portal presite document is essential. If a Prepress Portal presite document does not exist for the site, this document *must* be completed prior to installing the Creative Workflow/Asset Library server.

All fields in this document must be completed. Type in the fields to enter information. Click the check boxes to select and clear them. If you are viewing this form using Adobe® Reader®, you can fill in the form and print it, but you cannot save it to your hard drive or attach a digital signature. To save and submit the form electronically, use Adobe Acrobat®.

Table 1: Presite information—to be completed with a Kodak representative

Presite Document	
Presite document sent date	
Kodak sales representative	
Expected installation schedule	Confirmed? Yes ☐ No ☐

Table 2: Company information—to be completed by the customer

Company Information	
Company name	
Site name (if applicable)	
Company contact	
Contact e-mail address	
Street address	
City	
State/province	
ZIP/postal code	
Country	
Primary telephone number	
Primary fax number	
Web site address	

Table 3: Creative Workflow and Asset Library system

Creative Workflow and Asset Library	
Your Creative Workflow/Asset Library server requires a static IP address. What is the IP address, gateway, and subnet mask for the server?	IP: Gateway: SM:
Will you use the default (as shipped) Creative Workflow NetBIOS server name? If no, what will you name the server?	Yes ☐ No ☐ NetBIOS server:
Has a DNS entry been made for the Creative Workflow/Asset Library server?	Yes ☐ No ☐
Will you want to store your Creative Workflow and Asset Library projects and libraries on a tertiary server? If yes, please answer the following questions:	Yes ☐ No ☐
What is the operating system running on the tertiary server? (Microsoft® Windows®, Macintosh Xserve®, UNIX®)	
What is the share name? (Recommended name is **AraxiVolume_<servername>_<drive>**)	
You will need to create an Araxi user account on the tertiary server and allow read/write access to this share for this account. Has this been done?	Yes ☐ No ☐

Table 4: Comments

General Comments

Table 5: Kodak task list

Kodak Task List

It may be possible to install and configure Creative Workflow and Asset Library before all customer tasks are complete. However, the customer must agree to sign off on a successful *internal* (LAN) test of Creative Workflow and Asset Library functionality.

Table 6: Customer task list

Customer Task List

Table 7: Review and sign off

Review	
Ensure that all tasks and questions have been reviewed with your Kodak representative.	
Kodak signature	Customer signature
Date	Date