Kodak

InSite Creative Workflow, Asset Library, and Variable Data Print 3.0 Stand-Alone

On-Site Integration Guide

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1. INTRODUCTION

Kodak® InSite™ Creative Workflow is a server-based collaboration and approval system that is designed to support content creation.

Kodak InSite Asset Library is a server-based solution for the management of digital assets that is designed to support registering, locating, and repurposing of images, content, and artwork.

Kodak InSite Variable Data Print is a server-based solution for the creation and personalization of variable data print (VDP) templates.

In Production, Creative Workflow, Asset Library, and Variable Data Print software are installed on a single server. A license key determines which software is enabled on the server.

This document describes how to integrate a server running Creative Workflow, Asset Library, or Variable Data Print in a stand-alone environment at a customer site. A stand-alone environment means that the customer does not have a Kodak InSite Prepress Portal system installed. For instructions on integrating a Creative Workflow/Asset Library/Variable Data Print server into an existing Prepress Portal customer site, see the *InSite Creative Workflow, Asset Library, and Variable Data Print 3.0 with Prepress Portal On-Site Integration Guide* (719-00689C).

A service representative performs the on-site integration.

2. RELATED DOCUMENTS

- *InSite Creative Workflow, Asset Library, and Variable Data Print 3.0 Factory Installation Guide* (719-00517D)—available on the Creative Workflow 3.0 TechPlanet site.
- *Creative Workflow and Asset Library 3.0 System Administration Guide* (731-00777C)—available on the Creative Workflow, Asset Library, and Variable Data Print 3.0 DVD under InSite Creative 3.0 Documentation.

3. PREREQUISITES

You must have the following components before proceeding with the on-site integration:

- A customer-completed Creative Workflow 3.0 Stand-Alone Presite document, located in Outlook under **Public Folders\All Public Folders\WFS\Synapse TwEm** (You can find a new copy on the Creative Workflow 3.0 TechPlanet site.)
- Server delivered to the customer site with Creative Workflow, Asset Library, and Variable Data Print 3.0 installed
- Dongle delivered to the customer site
- New license keys entered on the customer's Creative Workflow/Asset Library/Variable Data Print server

  Note: During factory installation, these license keys should have been recorded on the server in the new_license_key.txt file in **E:\InSiteCreativeStuff**.

- Remote access and VNC. If they are not installed, contact the Response Center.
- Dell® W2K Resource CD (part number 21-0151)
- PowerChute® v5.2 CD (part number 21-0067)
- Creative Workflow, Asset Library, and Variable Data Print 3.0 DVD

4. CONNECTING THE SERVER TO THE NETWORK

To physically connect the server to the customer's network:

1. Verify that the shipping package is intact.

   CAUTION: If the package is damaged in any way, do not proceed with the installation. Contact Shipping Logistics immediately.

2. Move the equipment to the approximate final location before unpacking. This will minimize the possibility of damaging the equipment or misplacing components.
3. Check that the equipment is at room temperature. This is especially important if the outside temperature is extremely hot or cold.
4. Unpack the equipment. Check each item against the packing slip. If any items are missing, contact Kodak immediately.

   Note: Keep all packaging materials in case anything needs to be returned.

5. Turn on the equipment to confirm that it works.

   CAUTION: If the equipment appears to be damaged, contact Kodak immediately.

6. Assemble the server.
7. Attach the dongle to the server.
8. Turn on the system.
9. From the server, connect to the Microsoft® Web site at http://www.microsoft.com/. Click **Security**.
10. Under **Current Security Updates**, click **Windows Security Update** to download the latest critical Microsoft Windows® hotfixes.
11. Set up the server to automatically download critical Windows updates:
    a. From the **Start** menu, select **Settings > Control Panel.**
    b. Double-click **Automatic Updates**.
    c. Ensure that **Automatic (recommended)** is selected.
    d. Set how often the server will check for updates. We recommend daily at 2:00 A.M.
    e. Click **OK**.

Microsoft also releases updates that are not classified as critical. Examples of noncritical updates include driver updates, service packs, feature packs, and tools. We recommend that you do not install noncritical updates until they have been approved by the development team.

5. SETTING THE INTERNAL (LAN) IP ADDRESS OF THE SERVER

The system was set up with a default address that must be changed to integrate the system on the network. In the following procedure, you will set the static IP address supplied in the completed Creative Workflow 3.0 Stand-Alone Presite document. To set the LAN IP address:

1. Log on as an Administrator (Username: Administrator, Password: creo).
2. On the desktop, right-click **My Network Places** and select **Properties**.
3. Right-click **Local Area Connection** and select **Properties**.
4. From the list of components in the Local Area Connection Properties dialog box, highlight **Internet Protocol (TCP/IP)** and click **Properties**.
5. Complete the boxes provided, using information from the customer's completed presite document, or contact the customer's network administrator:
   - Internal private (LAN) IP address (IIS for Creative Workflow)
   - Internal private (LAN) subnet mask (IIS for Creative Workflow)
   - Default gateway for Creative Workflow server
   - Primary (preferred) DNS address for Creative Workflow server (if required)
   - Secondary (alternate) DNS address for Creative Workflow server (if required)

   Note: Some IT departments require the DNS address to be left blank for security reasons.
6. Click **Advanced**.
7. On the **WINS** tab of the Advanced TCP/IP Settings dialog box, ensure that **Enable NetBIOS over TCP/IP** is selected, and add the primary and secondary DNS IP address if required.
8. Click **OK**, and **OK**.

6. SETTING THE CORRECT APPLETALK ZONE

The system was set up with a default AppleTalk® zone. You must update this with the correct AppleTalk zone.

1. On the desktop of the Creative Workflow/Asset Library/Variable Data Print server, right-click **My Network Places** and select **Properties.**
2. Right-click **Local Area Connection** and select **Properties**.
3. Select **AppleTalk Protocol** and click **Properties**.

4. Select the correct zone and click **OK**, and then **OK** again.

   Note: If you don't know the correct AppleTalk zone, check any Apple® Mac® computer on the network to determine it, using these same steps.

To verify that you have selected the correct zone, check the registry:

1. Open a Command Prompt window and type `regedit`.
2. Locate **HKEY_LOCAL_MACHINE > SYSTEM > CurrentControlSet > Services > AppleTalk > Parameters > DesiredZone**.
3. If the zone listed is incorrect, right-click the zone name and select **Modify**. Type the correct name and click **OK**.

   Note: If there is no zone, type *****.

4. Close the Registry Editor and type **Exit**.

7. MOVING THE SERVER INTO A DOMAIN

If the customer's Creative Workflow/Asset Library/Variable Data Print server is to be put in a domain rather than a workgroup, as specified in the customer's presite document, complete the following steps:

1. On the server's desktop, right-click **My Computer** and select **Properties**.
2. On the **Network Identification** tab, click **Properties**.
3. Under **Member of**, select **Domain.** Type the name of the domain into which the server is being moved.
4. Do not change the computer name. There are many references to this name.
5. Click **OK**.
6. Enter the username and password of the domain. Click **OK**.
7. Restart the server.

8. VERIFYING THAT MICROSOFT HOT FIXES ARE INSTALLED

Creative Workflow, Asset Library, and Variable Data Print 3.0 and later require the installation of two Microsoft hot fixes:

- KB828756
- KB834010

These hot fixes are *not* part of the Microsoft Critical Updates that are installed on the server; they must be installed separately.

To verify whether the hot fixes have been installed:

1. From the **Start** menu, select **Settings > Control Panel > Add or Remove Programs**.
2. Verify whether the two hot fixes appear in the list of currently installed programs.
3. If the hot fixes are not installed, install the hot fixes. For instructions, see the *Installing Microsoft Hot Fixes* section of the *InSite Creative Workflow, Asset Library, and Variable Data Print 3.0 Factory Installation Guide*.

9. CHANGING THE DEFAULT PASSWORD FOR THE ARAXI ACCOUNT

When the Creative Workflow/Asset Library/Variable Data Print server is set up in Production, it is configured with the default user name ARAXI and password ARAXI. This section describes how to change the server's default password, in the event that the customer wants to use a different one. Note that this procedure enables you to change the default password only, not the default user name. (The user name must continue to be ARAXI.)

Changing the server's password involves three procedures:

1. Changing the password for the ARAXI account using Computer Management
2. Running the Set User/Password utility on the server to tell the Creative Workflow/Asset Library/Variable Data Print software about the new password
3. Manually changing the logon passwords for the AraxiBackupManager and AraxiSysStateBackup services to use the new password

To change the password for the ARAXI account:

1. From the **Start** menu, select **Programs > Administrative Tools > Computer Management**.
2. In the Computer Management window, on the **Tree** tab in the left pane, expand **System Tools > Local Users and Groups > Users**.
3. In the right pane, right-click **Araxi** and select **Set Password**. Type a new password for the ARAXI account and click **OK**.
4. Log off of the server and then log on again using the user name ARAXI and the new password.

To run the Set User/Password utility:

1. From the **Start** menu, select **Programs > Kodak TwEm > Teamworks Config App**.
2. Click the **Configure Server** button.
3. On the **Set User/Password** tab, in the **User name** box, type `ARAXI`. In the **Password** and **Confirm Password** boxes, type the new password.
4. Click **Apply**.

The following messages should appear:

```
Attempting to change user to .\ARAXI
Resetting environment with new user/password
Changing user/password for DCOM objects
Changing user/password for TWAM Service
Changing user/password for backup Service
Changing user/password for Web site Service
Successfully changed user name and password
```

To change the passwords for the AraxiBackupManager and AraxiSysStateBackup services:

The previous procedures changed the ARAXI account password for the Twam and Twam Processor services, but you must change the logon password for the AraxiBackupManager and AraxiSysStateBackup services manually.

1. From the **Start** menu, select **Programs > Administrative Tools > Services**.
2. In the right pane of the Services window, right-click **AraxiBackupManager**, and select **Properties**.
3. In the AraxiBackupManager Properties dialog box, on the **Log On** tab, ensure that **This account** is selected and that `.\Araxi` is entered as the account name.
4. Type the new password in the **Password** and **Confirm password** boxes, and click **Apply**.
5. Repeat steps 2 to 4 but this time for the **AraxiSysStateBackup** service.

Note: The above procedures assume that the ARAXI account is in a workgroup. If the customer requires an ARAXI account that is in a domain, when completing these procedures, you must specify `<domain name>\Araxi` as the account name (for example, `KODAK\Araxi`, where `KODAK` is the domain name), rather than just `Araxi` whenever you need to specify the account name.

10. CONFIGURING THE INSITE CREATIVE SOFTWARE

During on-site integration, you must set some configuration settings in InSite Creative Administration according to the information provided in the customer's presite document.

10.1 Entering the Printer's Company Information

Note: Click **Update** before exiting any Configuration Settings page to ensure that the information on that page is properly recorded in the registry.

1. Start InSite Creative Administration by double-clicking the TwEm Administrator shortcut on the desktop, or using the Microsoft Internet Explorer® Internet browser to go to `http://<servername>:6377/TwamWebAdmin/`. Log on using the username `ARAXI` and password `ARAXI`.
2. Click **Configuration Settings > Printer Information** and enter the following information:
   - **Printer Name**—the company name that the customer's users will see
   - **TwEm Administrator Email**—the e-mail address to which the customer's users should send requests for assistance or information

You can have only one administrator e-mail address.

- **TwEm Home Page**—the Web site URL that the customer's users log on to—for example, http://server.printer.com

3. Click **Update**.
4. Click **Security**.
5. Select **Enforce Strong Passwords** and click **Update**. (For more information about strong passwords, see the *Creative Workflow and Asset Library 3.0 System Administration Guide*.)

10.2 Applying the New Look

Creative Workflow, Asset Library, and Variable Data Print 3.0 provide a new 'look' that controls the appearance of the toolbar and Operations palette on the customer's Web pages. You should turn on the new look during installation.

1. In InSite Creative Administration, click **Configuration Settings > System and Networking**.
2. Select the check box next to **InSite Creative 3.0 Web Page Appearance**.
3. Click **Update** to save and apply the changes.
4. Close InSite Creative Administration.

11. MULTIHOMING THE SERVER (IF REQUIRED)

Multihoming enables a server to respond to multiple IP addresses. If the Creative Workflow/Asset Library/Variable Data Print server uses an SSL certificate, it must be multihomed. Check the customer's presite document to determine whether the server should be multihomed.

For instructions on multihoming a server, see *Multihoming a TeamWorks Standalone Server* (719-00766).

12. SETTING UP THE SMTP E-MAIL SERVER

1. On the Creative Workflow/Asset Library/Variable Data Print server, from the **Start** menu, select **Programs > Administrative Tools > Internet Services Manager**.
2. In the Internet Information Services window, on the **Tree** tab, expand the name of the server.
3. Right-click **Default SMTP Virtual Server** and select **Properties**.
4. On the **Delivery** tab, click **Advanced**.
5. In the Advanced Delivery dialog box, in the **Smart host** box, type the SMTP e-mail server's IP address. The IP address must be contained in square brackets—for example, `[10.1.2.200]`.
6. Close the dialog box and the Internet Information Services window.

13. CONFIGURING THE SYSTEM FOR A TERTIARY SERVER

If the Creative Workflow or Variable Data Print projects, or Asset Library libraries, are to be homed on a tertiary server, complete the following steps:

1. Set up a share on the tertiary server (recommended name is **AraxiVolume_<servername>_<drive>**, for example, **AraxiVolume_ServerXXX_J**).
2. Ensure that the tertiary server is configured to allow read/write permission for an ARAXI user accessing the share.
3. Add the tertiary location to the database:
   a. On the Creative Workflow/Asset Library/Variable Data Print server, open a Command Prompt window and type `sqlplus prinergy/araxi`.
   b. At the `SQL>` prompt, type
   ```
   exec pkg_twcustpath.sp_twupdateprinterdefaults('<server name>',
   '<sharename>');
   ```
   For example:
   ```
   SQL> exec pkg_twcustpath.sp_twupdateprinterdefaults('JANE',
   'AraxiVolume_Jane_J');
   ```
   c. At the `SQL>` prompt, type `commit;`
   d. At the `SQL>` prompt, type `quit;`

   The server and share name of the tertiary are added to the database, so that all new projects and libraries will be created on the tertiary.

14. CONFIGURING THE SYSTEM TO TRIGGER ONLINE BACKUP

You can configure the system to automatically back up the system data on the Creative Workflow/Asset Library/Variable Data Print server on a daily basis. During system backup, an Oracle® database backup is triggered by Oracle Backup Manager. The completion of the Oracle database backup triggers the InSite Creative Online Backup, which backs up everything on the System (**D:**) drive, the backed up Oracle database files in **E:\Orant\Oracle\ArchivedLogFiles\Backups**, and all files in **J:\inetpub\wwwroot\TwAmWebRoot**. InSite Creative Online Backup then checks the backup, updates the primary registry key, and creates the backup file **SysStateBackup.bkf** in **E:\AraxiBackup**.

You must complete the following steps to ensure that InSite Creative Online Backup is automatically triggered after the Oracle backup:

1. On the Creative Workflow/Asset Library/Variable Data Print server, open the folder **D:\Oracle\ORA92\Creo\Util**.
2. In a text editor, open **SuccessfulBackup.cmd**.
3. Edit the file to remove `REM` from the beginning of the line `%AraxiHome%\TWAMInstall\...StartAraxiBackup.cmd`.

   This line tells Online Backup to start after a successful Oracle backup is completed.
4. Save and close the file.

5. In a text editor, open **UnSuccessfulBackup.cmd**.
6. If you want Online Backup to start even if the Oracle backup is not successful, edit the file to remove `REM` from the beginning of the line `%AraxiHome%\TWAMInstall\...StartAraxiBackup.cmd`. If you want Online Backup to start only when the Oracle backup is successful, do not modify the file.
7. Save and close the file.

   The next time Oracle backup finishes, Online Backup will be triggered accordingly.

For more information about backing up the system, see the *Creative Workflow and Asset Library 3.0 System Administration Guide*.

15. LOGGING IN

Creative Workflow, Asset Library, and Variable Data Print must be tested from inside the firewall (on the LAN).

1. Start InSite Creative Administration by double-clicking the TwEm Administrator shortcut on the desktop, or using Internet Explorer to go to `http://<servername>:6377/TwamWebAdmin/`. Log on using the username `ARAXI` and password `ARAXI`.
2. Click **Staff Users**, and click **zCSupport_CSR**. If the customer is licensed for Creative Workflow and/or Variable Data Print only, assign the user an Administrator system role and Administrator project role. If the customer is also licensed for Asset Library, assign the user an Administrator system role, Administrator project role, and Administrator library role.

   Note: If **zCSupport_CSR** is not listed, create the account (with the username **zCSupport_CSR** and password **Cre<BPNumber>!**, where **<BPNumber>** is the customer's unique Business Partner number).
3. Click **Update**.
4. Close InSite Creative Administration.
5. Log on to the customer's Web site (http://<InSiteCreativeservername>) using the username `zCSupport_CSR` and password `Cre<BPNumber>!`.

16. VERIFYING THE SERVER'S JAVA VERSION

1. Once you are logged on to the customer's Web site, click **System Diagnostics** at the bottom of the screen. In the System Diagnostics window, scroll to the **Java** section and check if the Sun® Java® software version is up to date. If the version is not supported, follow the instructions as indicated for updating the server's Java version:
   a. Click the link and start the installation of the new version of the Java executable.
   b. Use all Java installer defaults.
   c. Once the installation is complete, check that you have an entry for Java in **Settings > Control Panel**.

The final steps of the Java installation require you to close any open browsers and clear your caches.

2. Close the browser window.
3. Reopen the Web browser, log on again, and click **System Diagnostics**. Verify that the Java software version is now up to date.

17. TESTING THE INSITE CREATIVE SOFTWARE

1. Log on to the customer's Web site as the staff user **zCSupport_CSR**.
2. Select the customer **zCSupport**.
3. Create a new project.
   a. If the customer is licensed for Creative Workflow and/or Variable Data Print only, click **New Project**. If the customer is also licensed for Asset Library, click **Projects**, and then click **New Project**.
   b. Type the project name `TestProject`.
   c. Click **Create Project**. The new project opens.
4. Upload some elements to the project.
   a. Click **New Upload**.
   b. In the **Upload Name** box, give the upload a title.
   c. Click **Add Files** to locate and select the elements to upload. You can use the sample test files on the Creative Workflow, Asset Library, and Variable Data Print 3.0 DVD, in the folder **InSite Creative 3.0\ICW_IAL_Test_Files.**
   d. Click **Upload**.
   e. When a **Close** button appears, click it.
   f. The Upload Details dialog box displays the upload's progress. When the upload is complete, click **Close**. The elements appear in the project.
5. Download an element from the project.
   a. In TestProject, select the check box of the element that you want to download.
   b. On the Operations palette, click **Download Original**.
6. If the customer is licensed for Asset Library, create a new library. (If the customer is not licensed for Asset Library, skip to step 9.)
   a. On the toolbar, click **UserHome**.
   b. Click **Libraries**.
   c. Click **New Library**.
   d. Type the library name `TestLibrary`.
   e. Click **Create Library**. The new library opens.

7. Upload some elements to the library, following the same procedure as in step 4.
8. Download an element from the library, following the same procedure as in step 5.
9. If the customer is licensed for Variable Data Print, perform the following steps. (If the customer is not licensed for Variable Data Print, skip to step 10.)
    a. In the Projects view, open the project TestProject.
    b. Click the **Variable Data Print** tab.
    c. Click **Create VDP Template**.
    d. Type a name for the template, and click **Add**.
    e. On tab **1: Import Darwin job**, click **Upload**.
    f. Browse to **InSite Creative 3.0\JVDP_Test_Files\SportsShopBusinessCard**, and select the Darwin job file **Sports_Shop_BC_on_Demand.drwn**. Click **Upload**.
    g. On tab **5: Verify template**, click **Show Viewer** to preview the template.
    h. Type information in any of the fields, and click **Update**. If the changes are reflected in the preview, the test is successful. Close the preview.
10. Click **X** at the top-right corner of the window to log off.

18. ON-SITE INTEGRATION CHECKLIST

- ❑ Obtained required documents, license key, and CDs/DVDs
- ❑ Connected the Creative Workflow/Asset Library/Variable Data Print server to the network and verified network connectivity
- ❑ Set the internal IP address of the server
- ❑ Set the correct AppleTalk zone
- ❑ Moved the server into a domain, if required
- ❑ Verified that the Microsoft hot fixes KB828756 and KB834010 are installed and, if not, installed them
- ❑ Changed the default password for the ARAXI account, if required
- ❑ Set InSite Creative Administration configuration settings
- ❑ Multihomed the server, if required
- ❑ Set up the SMTP e-mail server
- ❑ Configured the system to use a tertiary server (if required)
- ❑ Configured the system to automatically trigger online backup
- ❑ Verified the Java software version on the server
- ❑ Tested the on-site integration of the server from inside the firewall (on the LAN)
    - ❑ Assigned roles to the **zCSupport_CSR** staff user
    - ❑ Created a new project
    - ❑ Uploaded elements to the project

- Downloaded an element from the project
- Created a new library
- Uploaded elements to the library
- Downloaded an element from the library
- Created a variable data print template

- Verified that the presite document is correct and updated, and sent an e-mail message with any changes to CustomerDataCenter@c9090reo.com (or faxed 604.437.9891)