

InSite Creative Workflow

System
Version 3.0

Stand-Alone Presite
English

719-00691C-EN-Rev A

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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 Kodak® InSite™ Creative Workflow system running in a stand-alone environment. Since the adoption of Creative Workflow 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.

Note: It is important that you complete this document as accurately as possible. Fields marked with an asterisk (*) are optional and can be left blank.

Once the document is complete, return it 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 firewall

  The firewall must support two external IP addresses if in an optional DMZ or HTTPS (SSL Certificate) configuration.
- Enabled Kodak remote access:
  - Broadband
  - Modem (two internal IP addresses required)

Recommended for a Creative Workflow Installation

- Internet security plan including a digital certificate to ensure Secure Sockets Layer (SSL) communication on port 443
- Internet connectivity with two static external IPs (if the security configuration does not require SSL, two IPs are recommended, but only one is necessary)
- Up to two internal static IP addresses for IIS and Smart Review
- Network topology diagram (drawing of the physical layout of your network). Supply this diagram to Kodak for review before installation. The diagram is required for all DMZ configurations.
- Registration for the Kodak eCentral® Internet portal. eCentral is a powerful tool that facilitates your processes by providing you with immediate access to Creative Workflow information, technical resources, upgrades, and patches. Go to https://ecentral.creo.com/ to register.

- Start Up Assistance (SUA) for the person who will be the administrator of the Creative Workflow server
- Start Up Assistance (SUA) for employees who regularly deal with customers—for example, Customer Service Representatives (CSRs)

Presite Information

All fields in this document must be completed except for those marked with an asterisk (*), which are optional. Type in the fields to enter information. Click the check boxes to select or 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	

Not all companies will use an IT consulting company, a Web-hosting company, or a Domain Name System (DNS) hosting company. If you are uncertain about how to compete a field, please leave it blank and your Kodak representative will help you complete it.

Table 3: Company technical contacts—to be completed by the customer

Company Technical Contacts	
Primary technical contact	
Title	
Telephone number	
Mobile telephone/pager number	
E-mail address	
Creative Workflow experience	None ☐ Novice ☐ Skilled ☐ Expert ☐
Networking experience	None ☐ Novice ☐ Skilled ☐ Expert ☐
Will you be available during the installation? (If you answer No, ensure that a qualified networking consultant is available.)	Yes ☐ No ☐
***IT Consulting Company**	
Company contact	
Title	
Telephone number	
Mobile telephone/pager number	
Web site and e-mail address	Web site: E-mail:
***Web Hosting Company**	
Company contact	
Title	
Telephone number	
Mobile telephone/pager number	
Web site and e-mail address	Web site: E-mail:
***DNS Hosting Company**	
Company contact	
Title	
Telephone number	
Mobile telephone/pager number	
Web site and e-mail address	Web site: E-mail:

Network Connectivity Information

Table 4 contains the most important information for a successful Creative Workflow stand-alone installation, and must be completed by a company network administrator or a third-party networking consultant. All information in Table 4 is required.

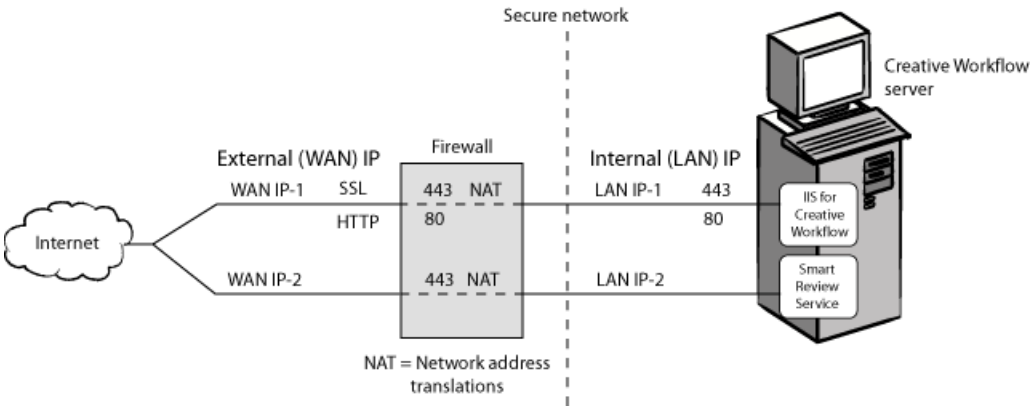


Table 4: Network connectivity information

Network (TCP/IP)	
Internal private (LAN) #1 IP and subnet mask (SM)—IIS for Creative Workflow (port 80) Internal private (LAN) #2 IP and subnet mask (SM)—Smart Review (port 443)	IP: SM: IP: SM:
Note: The two LAN IPs must be on the same subnet, and will reside on a single NIC on the Creative Workflow server.	
External Public (WAN) #1 IP and subnet mask (SM)—IIS for Creative Workflow (port 80) External Public (WAN) #2 IP and subnet mask (SM)—Smart Review (port 443)	IP: SM: IP: SM:
Public router (WAN) IP and subnet mask (SM)	IP: SM:
Private router (LAN) IP and subnet mask (SM)	IP: SM:
Default gateway for the Creative Workflow server	IP:
Default primary DNS and secondary DNS address for the Creative Workflow server	Primary DNS: Secondary DNS:
Brand and model of your firewall	Brand: Model:
Note: Your firewall must support static (not dynamic) Network Address Translations (NAT).	
Firewall private (LAN) IP and subnet mask (SM)	IP: SM:

Network (TCP/IP)	
NAT translations and ports on your firewall must be configured for Creative Workflow to function fully externally. Is this done?	Yes ☐ No ☐
What is the IP address and DNS name of the e-mail relay server that delivers e-mail messages from Creative Workflow to staff and customer users?	IP: DNS name:
Has the e-mail relay server been configured to accept e-mail messages relayed from the Creative Workflow server?	Yes ☐ No ☐
Kodak remote access server: • Broadband. For complete requirements, download the *PPTP-based VPN Setup Guide* from https://eCentral.creo.com/. • Modem	Broadband: Modem, first IP address: Modem, second IP address:
Will you use the default (as shipped) Creative Workflow NetBIOS server name? If no, what will you name the server?	Yes ☐ No ☐ NetBIOS server:

Table 5: Web setting and DNS

Network (Web and DNS)		
What will be the full domain name for the Creative Workflow server (for example, creative.company.com)?		
Has a DNS entry been made for the Creative Workflow server?	Yes ☐	No ☐
*Has a link been created from the public Web site to the Creative Workflow server?	Yes ☐	No ☐
*Do you have a company graphic to replace the default graphic on the Login page? (The graphic must be a GIF or JPEG file with the dimensions 650 x 470 pixels.)	Yes ☐	No ☐
*Do you have a company header GIF/JPEG graphic (maximum height of 58 pixels, and recommended widths of 800 or 1024 pixels)?	Yes ☐	No ☐
*Do you have company footer text or a footer GIF/JPEG graphic (any height; recommended width of 800 or 1024 pixels)?	Yes ☐	No ☐

*These fields may be completed during Creative Workflow installation.

Table 6: Network connection (LAN/DMZ)

Network (LAN/DMZ)	
*If Creative Workflow will be in a DMZ, complete the rest of this section.	
Internal DMZ #1 IP and subnet mask (SM)—IIS for Creative Workflow (port 80) Internal DMZ #2 IP and subnet mask (SM)—Smart Review (port 443)	IP: SM: IP: SM:
External DMZ #1 IP and subnet mask (SM)—IIS for Creative Workflow (port 80) External DMZ #2 IP and subnet mask (SM)—Smart Review (port 443)	IP: SM: IP: SM:
Is there a DMZ configuration on a second firewall?	Yes ☐ No ☐

*If Creative Workflow is in a DMZ, provide a network topology or architecture diagram. There is an additional charge to set up a DMZ configuration.

Kodak strongly recommends that data be transmitted to Creative Workflow over a secure connection. You can purchase an SSL certificate during installation.

Table 7: Secure Sockets Layer (SSL) setup

Network (Secure Web)	
Do you require secure, encrypted client access to Creative Workflow (that is, HTTPS on port 443)? If Yes, complete the rest of this section.	Yes ☐ No ☐
*Have the Secure Sockets Layer (SSL) ports been added to the firewall configuration?	Yes ☐ No ☐
*Will the firewall support two external IP addresses (required for SSL use)?	Yes ☐ No ☐
*SSL vendor	☐ VeriSign (www.verisign.com/) ☐ Thawte (www.thawte.com/) ☐ RSA Security (www.rsasecurity.com/) ☐ Other—please specify:
Note: If you select an SSL vendor other than those listed, there is a risk that your secure connection will not work properly—particularly if the certificate provider is not included in the root CAs for all the browsers you will support. Kodak service representatives can only support certificates from the vendors listed in this table.	
*Required encryption level	☐ 40/56 bit ☐ 128 bit
*Do you intend to install Norton AntiVirus® software on the Creative Workflow server? If yes, go to https://ecentral.creo.com/ for instructions on installation.	Yes ☐ No ☐

Table 8: Creative Workflow tertiary server for homing projects

Tertiary Server	
Will you want to store your Creative Workflow projects on a tertiary server? If yes, 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 9: Performance (optional)

*** Server and Internet Bandwidth and Performance**	
What is the committed data rate or minimum bandwidth of the Internet connection that is accessible to Creative Workflow?	☐ ISDN (64–128 KBps) ☐ Cable or DSL (256 KBps–7 MBps) ☐ Partial T1 (128 KBps+) ☐ T1 (1.544 MBps) ☐ Ubiquity software (10 MBps) ☐ T3 (45 MBps) ☐ Other—please specify:
What other services are being used on the Creative Workflow Internet connection? (For example, Wam!Net, FTP, VoIP, and so on) How much bandwidth do these services occupy?	Other services: Bandwidth:
What is the expected average connection speed used by your internal (staff) Creative Workflow users?	☐ 10bT ☐ 100bT ☐ One gigabit ☐ Other—please specify:
How many customer users do you expect will use Creative Workflow within the first three months after installation? Six months? One year?	3 months: 6 months: 1 year:
Do you plan to expand your Internet connectivity to meet your customer demand? If yes, what is the timeline?	Yes ☐ No ☐ Timeline:

Table 10: Network (client browsers)

Network (Client Browsers)	
We highly recommend that you formulate a plan to ensure that your customers use either Microsoft Internet Explorer® Internet browser 5.0 or later and Sun Java® software on a Windows-based computer, or Apple® Safari® software with Apple Mac OS® X. Have you done this?	Yes ☐ No ☐
We highly recommend that you formulate a plan to ensure that your staff users use Internet Explorer 5.0 or later. Have you done this?	Yes ☐ No ☐

Table 11: eCentral (optional)

***eCentral (http://ecentral.creo.com/)**	
Is the Creative Workflow server set to resolve ecentral.creo.com via your DNS?	Yes ☐ No ☐
Do you agree to allow eCentral to check for critical Creative Workflow updates and notify the administrator?	Yes ☐ No ☐
Do you agree to allow usage statistics to be sent to eCentral?	Yes ☐ No ☐
Note: The following information is logged: company ID, company name, Creative Workflow URL, logon account type, operating system, client browser, time, and authentication code.	

Table 12: Remote administration (optional)

***Remote Administration**	
Do you agree to allow Kodak to use a **KodakSupport** customer and project on your system for troubleshooting?	Yes ☐ No ☐

Table 13: Tasks to be completed before installation of the Creative Workflow server

Task List

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

Creative Workflow must be functional on the LAN and the Installation Test Procedure must be completed prior to placing Creative Workflow in a DMZ configuration.

Table 14: Review and sign-off

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