RICOH

TotalFlow Simply Prepress

# System Configuration Manual


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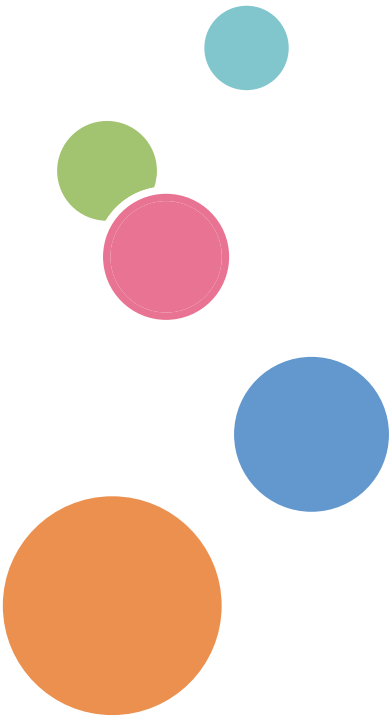

Read this manual carefully and keep it handy for future reference.

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# 1. Introduction

## About TotalFlow Simply Prepress System Configuration Manual

The TotalFlow Simply Prepress System Configuration Manual describes how to use the tools for setting the TotalFlow Simply Prepress system. Read this manual thoroughly when you make settings for the TotalFlow Simply Prepress system.

# 2. User Management Tool

The User Management Tool is used to manage the TotalFlow Simply Prepress users. You can register or delete users as well as change user settings with this tool. You can also make available operation settings for registered users so that the operation range can be limited for each of these users. The users who have been registered with this tool are used for logging in to TotalFlow Simply Prepress.

## Starting and exiting the User Management Tool

♦ **Start-up**

Select "MaintenanceTool" from the Windows Start menu. Double click "User Management Tool" from among the tool shortcuts.

♦ **Exit**

Select "Exit" from the "File" menu.

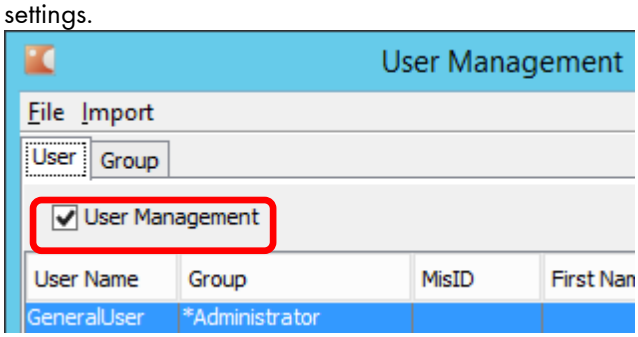
## Functions of the User Management Tool

The User Management Tool allows you to make the following settings.

- Enabling or disabling the user management functions
- Managing the users (addition, deletion, modification of settings)
- Managing the user groups (addition, deletion, modification of settings)
- Importing users from Windows or Active Directory

# Disabling user management

When you do not want to perform user management, clear the "User Management" check box on the "User" tab. After you clear the check box, you cannot add or delete users, or modify user settings.

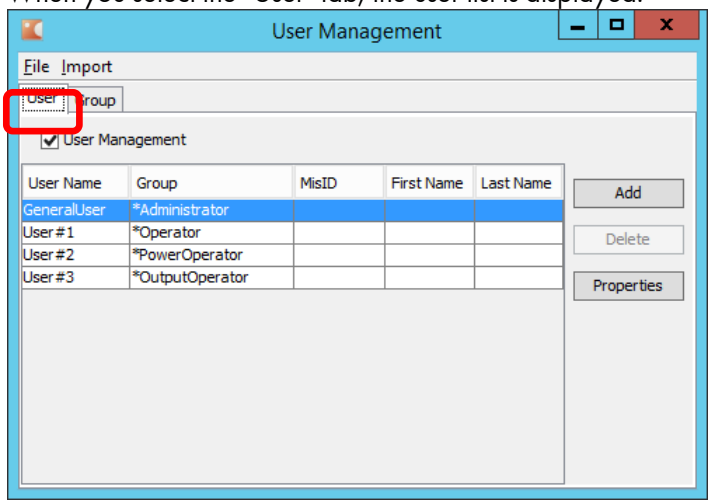



**Note**

When user management is disabled, the TotalFlow Simply Prepress client login window does not show the password entry field.

# Managing the users

When you select the "User" tab, the user list is displayed.




**Note**

If the operation settings for a user are different from the operation settings for the group the use belongs to, an asterisk (*) is placed in front of the group name for the user.

To add a new user, click the "Add" button.
To modify the user settings, select the target user from the list and click the "Properties" button.
To delete a user, select the target user from the list and click the "Delete" button.

**Note**

You cannot delete or modify "GeneralUser", which is a built-in user.

# Setting the user properties

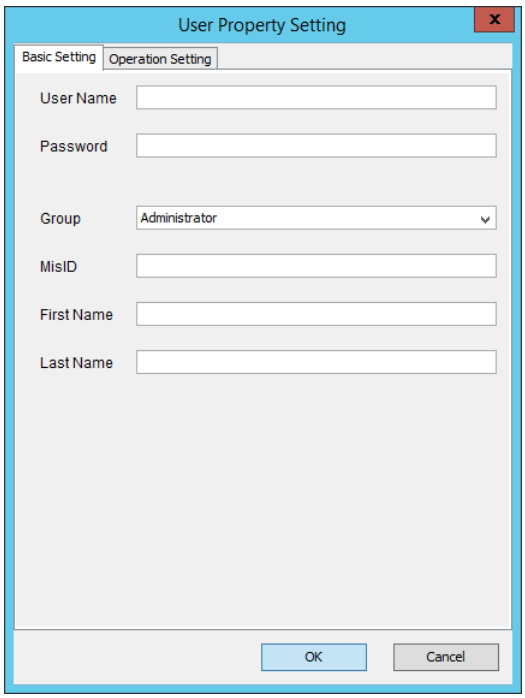
When you register a new user or modify the settings for an existing user, make the user settings in the "User Property Setting" dialog box.

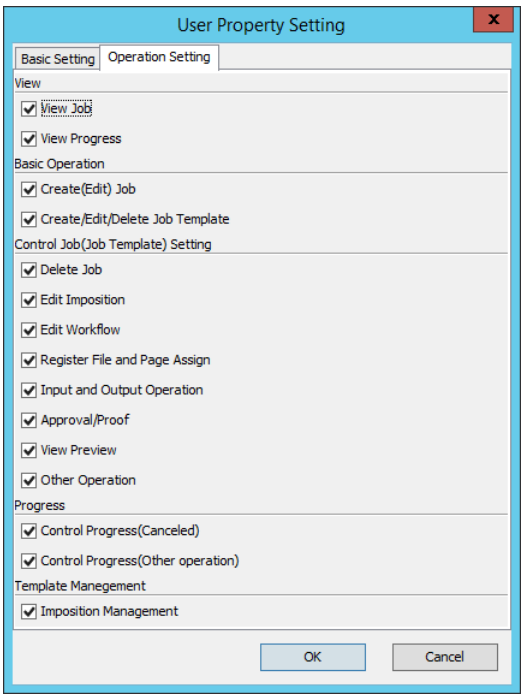
♦ **Basic settings**

You are allowed to enter the basic information of the user, such as the user name and password.

♦ **Operation settings**

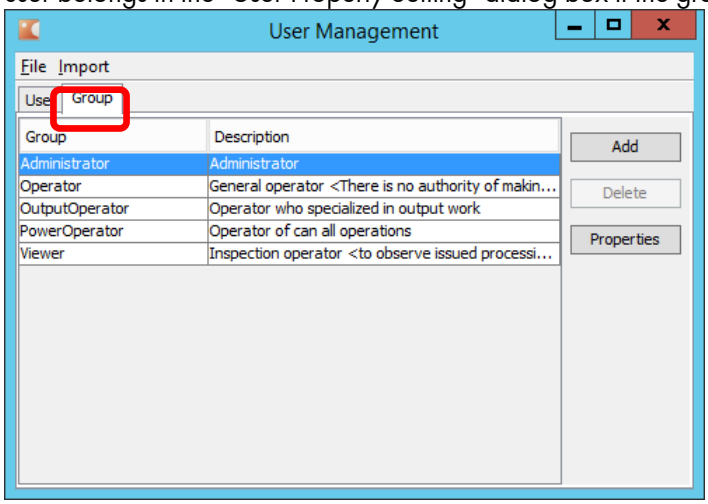
You are allowed to select the functions enabling the user to perform specific operations. The operation settings for the group, which is selected on the "Basic Setting" tab, are automatically set as default settings. Modify the settings as necessary.



# Managing the groups

When you select the "Group" tab, the group list is displayed. You can select the group to which the user belongs in the "User Property Setting" dialog box if the group has already been registered.




To add a new group, click the "Add" button.
To modify the group settings, select the target group from the list and click the "Properties" button.
To delete a group, select the target group from the list and click the "Delete" button.

**Note**

The following five groups are registered as preset groups. You cannot delete or modify these groups.

| | |
|---|---|
| Administrator | A manager who can perform all operations. |
| PowerOperator | An operation leader who can perform all operations. |
| Operator | A general worker who can perform operations other than template management. |
| OutputOperator | A worker who performs only output operations using prepared templates. |
| Viewer | A person who can only check the processing. |

# Setting the user group properties

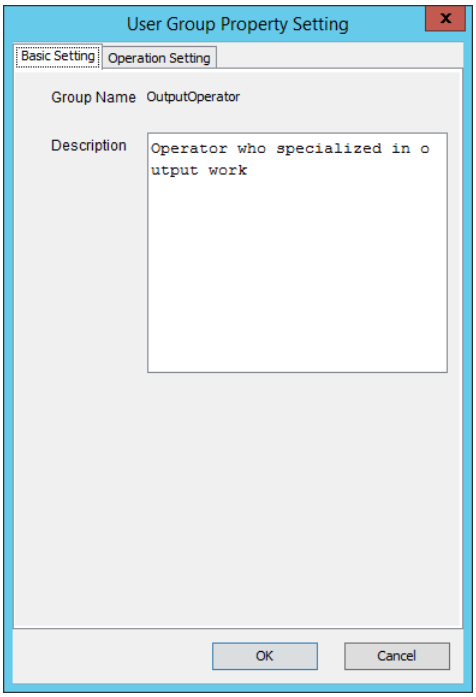
When you register a new group or modify the settings for an existing group, make the group settings in the "User Group Property Setting" dialog box.

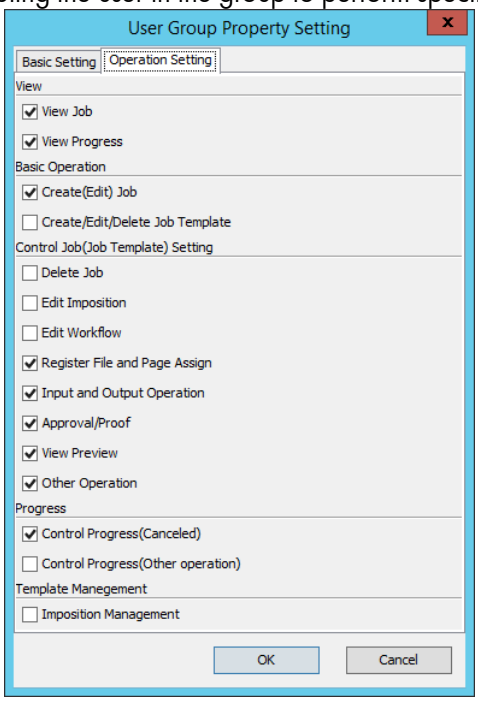
- **Basic settings**

  You are allowed to enter a group name and description for it.

- **Operation settings**

  You are allowed to select the functions enabling the user in the group to perform specific operations.



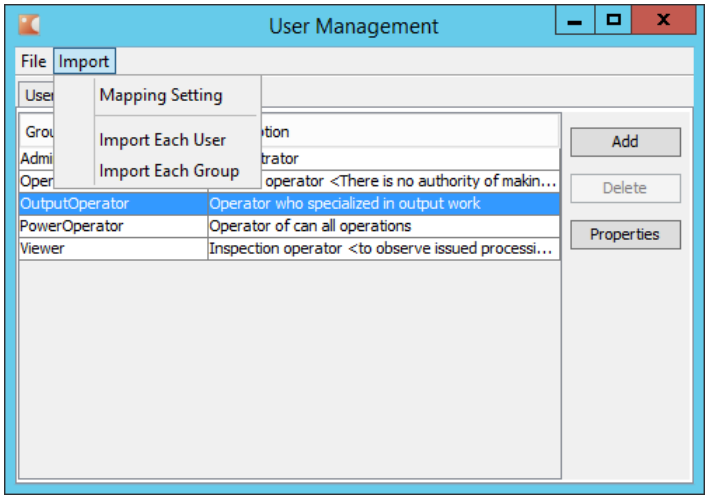
# Importing user information

You can import user information from Windows, on which TotalFlow Simply Prepress runs, or from the Active Directory. It is possible to import the information of either individual users or a group as a batch. When you import group information as a batch, the information of all users who belong to the group is imported.
In addition, if you have associated the Windows or Active Directory user group settings with the TotalFlow Simply Prepress group settings, the imported group can be correctly set automatically.

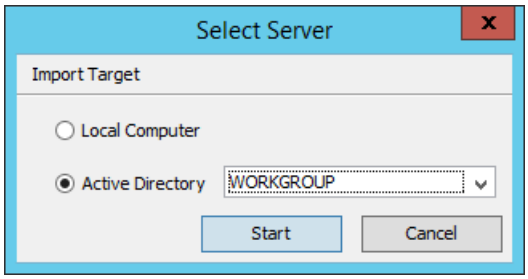
## Importing the information of individual users

**Operation**

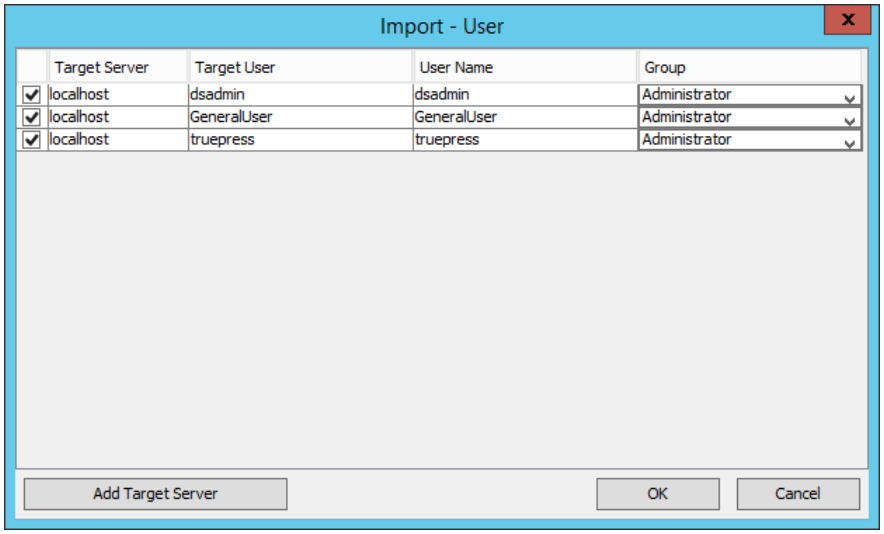
1. Select "Import Each User" from the "Import" menu.




2. Select the import source in the "Select Server" dialog box.



3. The "Import - User" dialog box shows the list of users you can import.




4. Select the check box for the user to import it.
5. Change "TotalFlow Simply Prepress User Name" and "TotalFlow Simply Prepress Group" settings for the import destination as necessary, and click the "OK" button.

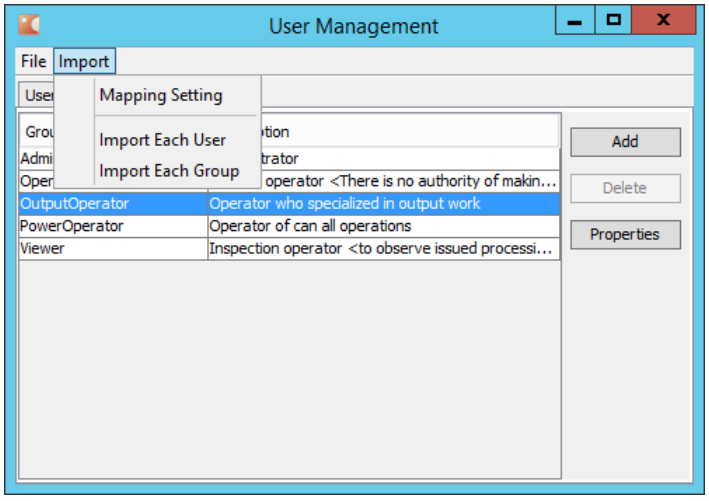
**Note**

You can import users from more than one Active Directory as a batch by clicking the "Add Place Of Import Target" button and adding an Active Directory.

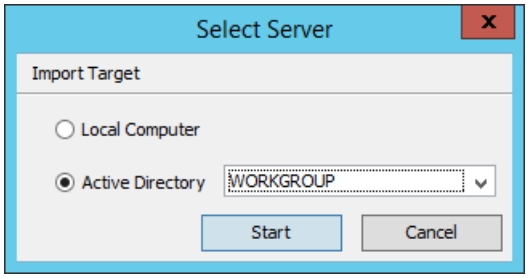
## Importing the information of a group

**Operation**

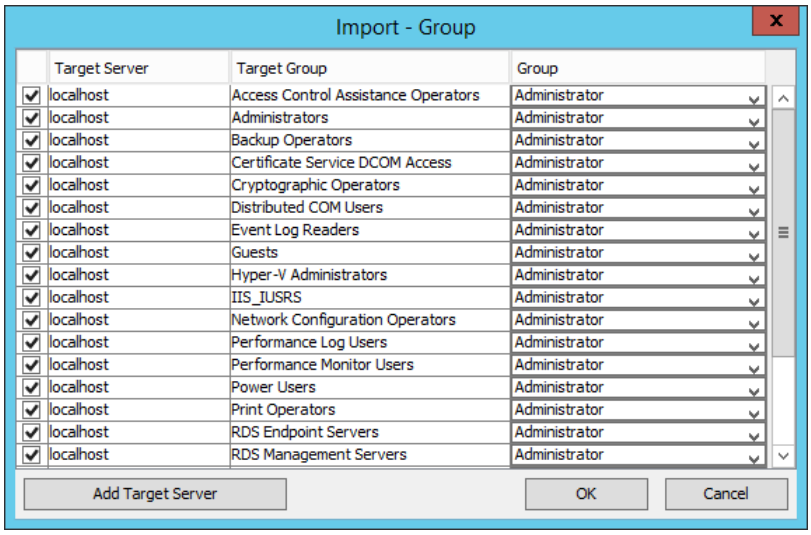
1. Select "Import Each Group" from the "Import" menu.



2. Select the import source in the "Select Server" dialog box.




3. The "Import - Group" dialog box shows the list of groups you can import.




4. Select the check box for the group to import it.
5. Change "Group" settings for the import destination as necessary, and click the "OK" button.

**Note**

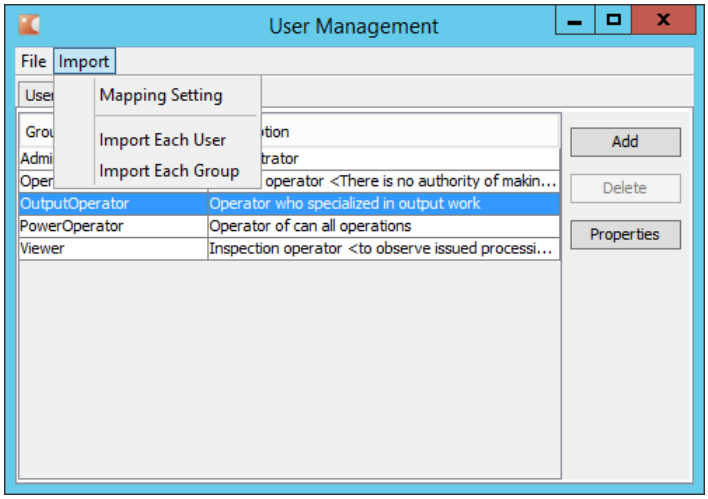
You can import users from more than one Active Directory as a batch by clicking the "Add Place Of Import Target" button and adding an Active Directory.

## Mapping of a group

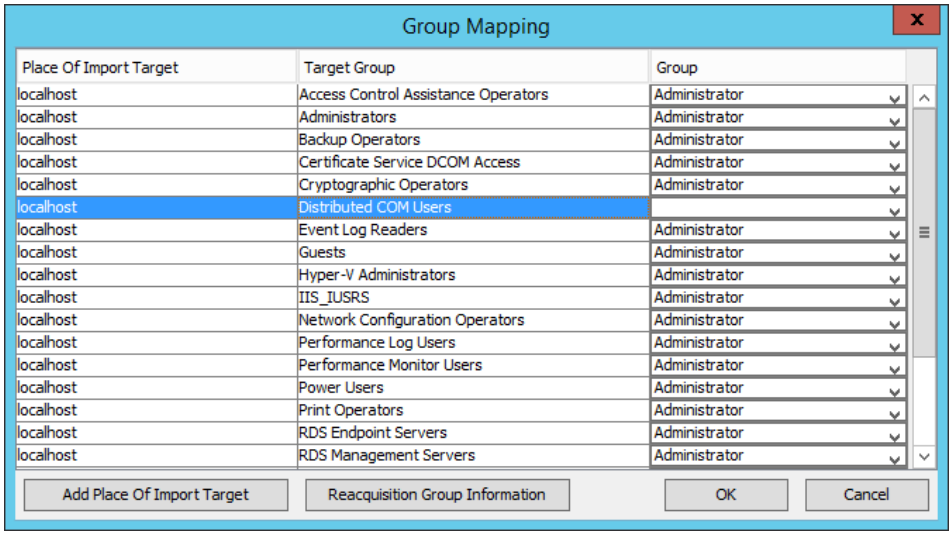
If you have associated the Windows or Active Directory user group settings with the TotalFlow Simply Prepress group settings, the imported group can be correctly set automatically.

**Operation**

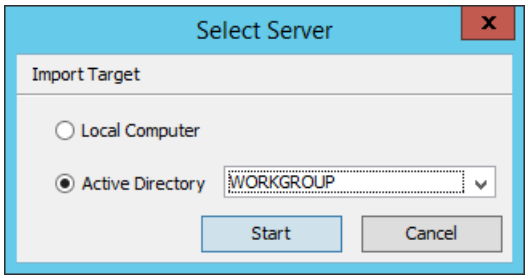
1. Select "Mapping Setting" from the "Import" menu.




2. Click the "Add Place Of Import Target" button in the "Group Mapping" dialog box.




3. Select the import source in the "Select Server" dialog box.




4. The "Group Mapping" dialog box shows the list of groups you can import.

5. Select the group to be associated with the import source group, and click the "OK" button.

When you attempt to import a user from the same import destination after the above setting has been completed, each user is automatically assigned to a group according to the group mapping you made.

**Note**

You can perform mapping of more than one Active Directory as a batch by clicking the "Add Place Of Import Target" button and adding an Active Directory.

**Note**

If the import source setting is modified when the “Group Mapping” dialog box is displayed, the group information can be updated by clicking the “Reacquisition Group Information” button.

# 3. System Setting Tool

You can check and modify the system setting information for the TotalFlow Simply Prepress Server.

## Starting and exiting the System Setting Tool

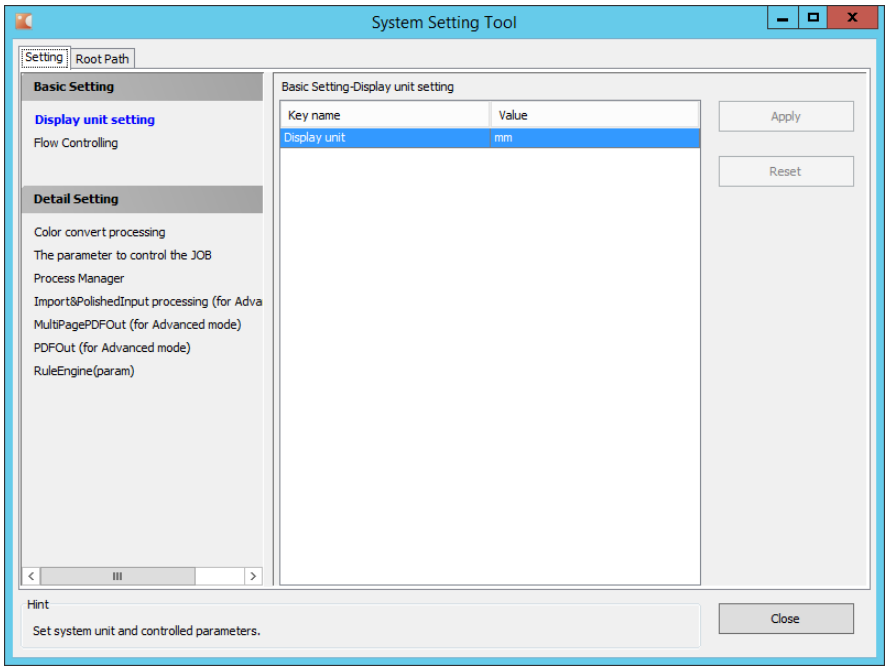
- **Start-up**

  Select "MaintenanceTool" from the Windows Start menu. Double click "System Setting Tool" from among the tool shortcuts.

- **Exit**

  Click the "Close" button in the bottom right of the dialog box. If you have not saved any of the changes you made, a message is displayed asking you whether to save them or not. If the message appears, follow the instructions.

### Structure and basic operations in the dialog boxes




The contents of the main window can be changed by clicking the "Setting" tab or "Root Path" tab in the upper section of the dialog box.
The main window consists of the list pane on the left and the parameter settings pane on the right. If you click an item displayed in the list pane, the contents of the parameter settings pane on the right change accordingly.
The "Hint" area in the lower section of the dialog box shows the description and allowed range of input values for each setting item.

# The "Setting" tab

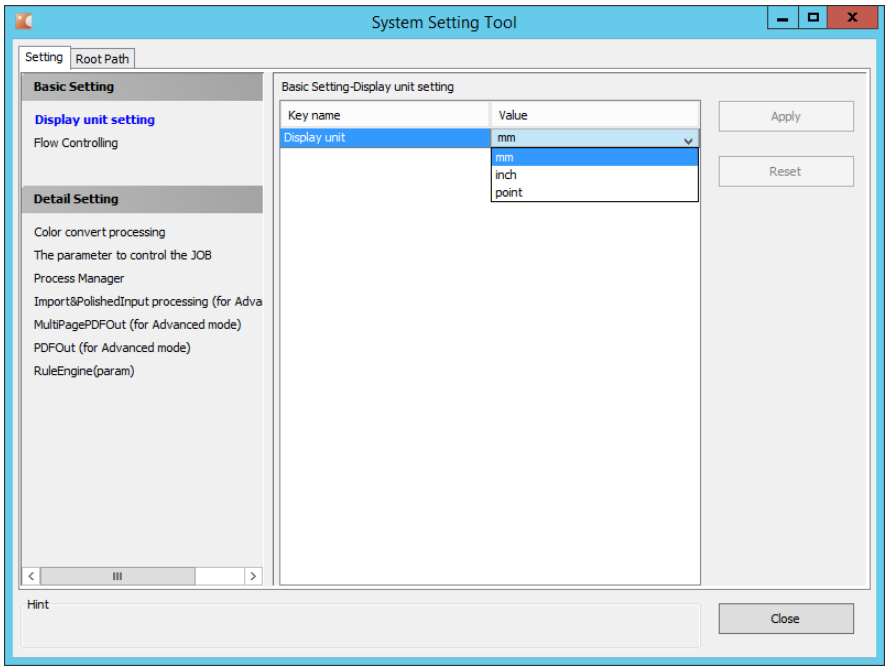
When you click the "Setting" tab in the upper section of the dialog box, the "Setting" window is displayed.

## Selecting the item to set

If you select an item from the list pane on the left side of the dialog box, the parameter input pane for it is displayed on the right side of the dialog box.

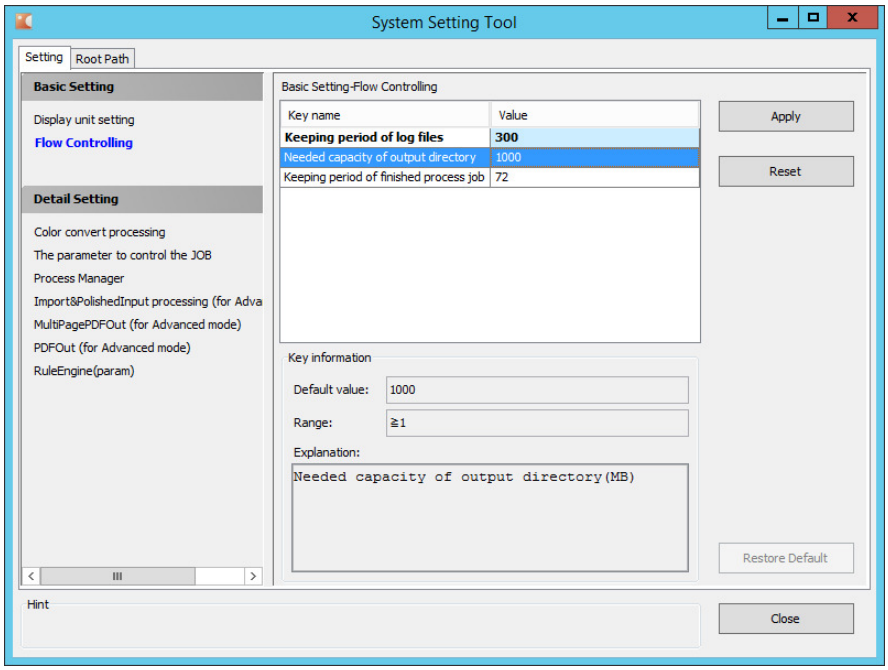
## Modifying the parameters

You can enter a value by clicking the "Value" cell on the right side of the dialog box. For the allowed range of values, refer to "Key information", which is displayed in the lower section of the dialog box.



## Saving the changed values

When you change the value in the "Value" cell, the color for the cell changes to blue and "Value" and "Key name" are displayed in bold.
Also, after the value has been changed, the "Apply..." and "Reset" buttons become active on the right side of the dialog box.
Click the "Apply..." button to save the value. After this, the "Setup File Backup" dialog box is displayed.
The "Setup File Backup" dialog box contains the "Yes", "No", and "Cancel" buttons.
When you click the "Yes" button in the "Setup File Backup" dialog box, the original value is saved in the backup file and then the changed value is reflected in the setup file. You can refer to the backup file after changing the value and also restore the setup file to the original state using the backup file later. For more information, see "How to use the backup information".
When you click the "No" button in the "Setup File Backup" dialog box, the changes you made are reflected in the setup file without saving the backup file.
When you click the "Cancel" button in the "Setup File Backup" dialog box, the "Setup File Backup" dialog box closes without reflecting the changes you made in the setup file.



## Discarding the changed values

If you want to discard the value you changed, click the "Reset" button.
When nothing has been changed, the "Apply..." and "Reset" buttons remain disabled.

## How to use the backup

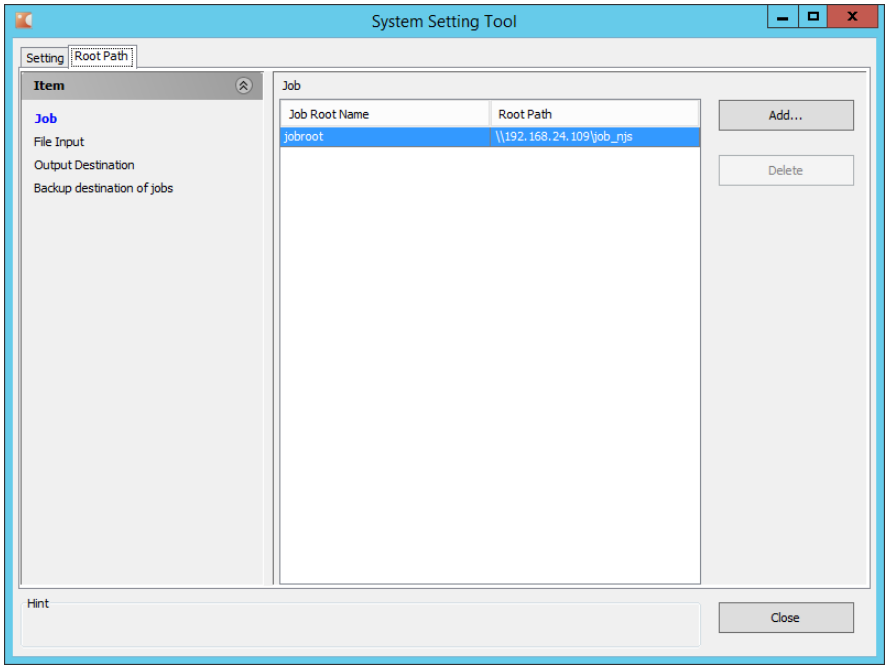
When a backup file exists, the "Backup Info..." button is active. When you click the "Backup Info..." button, the "Setup Information Acquisition" dialog box is displayed.
In the "Setup Information Acquisition" dialog box, the "Backup list:" area in the upper section shows the list of backup files and the "Detail information:" area in the lower section shows the list of the values that are different from the current settings.
When you click the "Restore" button, the values that have been changed are loaded from the backup file. However, at this point, the values are not yet saved in the setup file. To reflect the values in the setup file, click the "Apply..." button in the main dialog box.
If you click the "Cancel" button, the "Setup Information Acquisition" dialog box closes.
If you click the "Delete" button, the selected backup file is deleted from the backup file list.
If you clear the "Only show items different with original value..." check box, the "Detail information:" area in the lower section shows all values, including those that have and have not been changed.

# Setting root paths

When you click the "Root Path" tab in the upper section of the dialog box, the "Add Root Path" window is displayed.

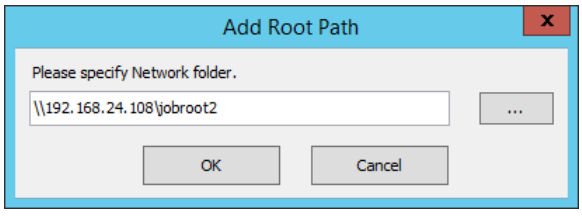
## Selecting the item to set

If you select an item from the list box on the left of the dialog box, the root paths that have been set are listed on the right of the dialog box.

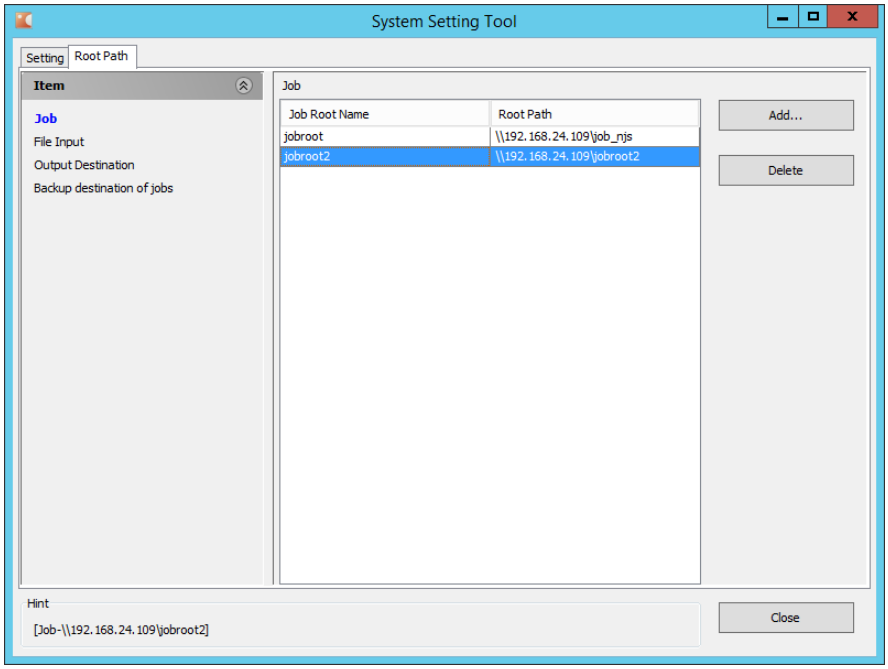



## Adding a root path

When you click the "Add..." button, the "Add Root Path" dialog box is displayed. Type the network shared folder path in the "Please specify Network folder." text box. You can also set the network shared folder path by selecting it from the network shared folder selection dialog box, which is displayed when you click the "..." button in the "Add Root Path" dialog box.



Click the "OK" button in the "Add Root Path" dialog box to complete the addition of the root path.




## Deleting a root path

Select the root path you want to delete in the list box, which is located at the center of the dialog box, and then click the "Delete" button. Follow the instructions in the deletion confirmation dialog box that is displayed.
You cannot delete the factory default root path, which will be needed in the system.

## About each root path

| | |
|---|---|
| Job | A route folder for JOB management is defined. |
| Output Destination | A route folder for the RIP output files is defined. |
| Backup Destination of jobs | A route folder for the Job backup files is defined. |

# 4. Simultaneous Execution Setting Tool

You can set the number of tasks that can be executed simultaneously, such as input processing and RIP computation processing. The server throughput can be maximized by adjusting the number of tasks that can be executed simultaneously.

## Starting and exiting the Simultaneous Execution Setting Tool

- **Start-up**

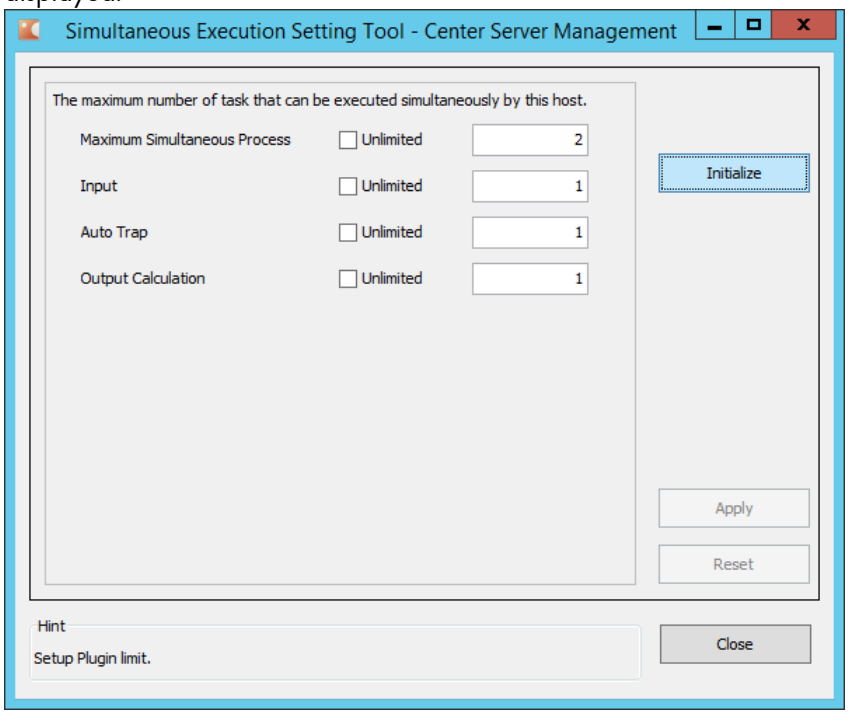
  Select "MaintenanceTool" from the Windows Start menu. Double-click on "Simultaneous Execution Setting Tool" from among the tool shortcuts.

- **Exit**

  Click the "Close" button in the bottom right of the dialog box. If you have not saved any of the changes you made, a message is displayed asking you whether to save them or not. If the message appears, follow the instructions.

# Setting the number of tasks that can be executed simultaneously

When you have the license of standalone configuration, after you started tool, the below dialog is displayed.




- **Maximum Simultaneous Process**

  Set maximum number of tasks that can be executed simultaneously. This setting value is valid for all kind of task and controls total number of tasks.

- **Input**

  Set maximum number of input tasks that can be executed simultaneously. When "Unlimited" is checked, no limit is applied to the processing, but the task number can not be over "Maximum Simultaneous Process".

- **Auto Trap (Auto Prepress)**

  Set maximum number of auto trap tasks that can be executed simultaneously. When "Unlimited" is checked, no limit is applied to the processing, but the task number can not be over "Maximum Simultaneous Process".

- **Output Calculation**

  Set maximum number of output calculation tasks that can be executed simultaneously. When "Unlimited" is checked, no limit is applied to the processing, but the task number can not be over "Maximum Simultaneous Process".

**Note**

For example if the settings of "Input", "Output Calculation", and "Maximum Simultaneous Process" are all "2", when two "Input " tasks are being executed simultaneously, no " Output Calculation" task can be started. This is because "Maximum Simultaneous Process" has been set to "2". When one "Input" task has completed and a new task can be processed, one "Input" task or one "Output Calculation" task in the processing queue is started.

The maximum number of tasks that can be executed simultaneously on the server can be adjusted using "Maximum Simultaneous Process".

# Saving and discarding the changes

- **Saving**

  Click the "Apply" button to save the changes.

- **Discarding**

  Click the "Reset" button to discard the changes. The settings are returned to the last saving.

- **Initializing**

  Click the "Initialize" button to return to the factory setting.

# 5. IP Address Change Tool

This tool is used when you need to change the IP address of the server on which the TotalFlow Simply Prepress Server is installed.

**Important**

With the TotalFlow Simply Prepress Server, the IP address information of the server that has executed the processing is also recorded in the job created. When there is a large number of jobs, changing the IP address in the jobs takes time and updating the IP address in the jobs may fail. In addition, we do not recommend changing the IP address when there is a job in progress.
If you want to reliably change the IP address in the jobs, we recommend that you back up the jobs, change the IP address using this tool, and then load the necessary jobs using the Job Restore Tool.

## Starting and exiting the IP Address Change Tool

- **Start-up**

  Select "MaintenanceTool" from the Windows Start menu. Double click "IP Address Change Tool" from among the tool shortcuts.

- **Exit**

  Click the "Close" button in the bottom right of the dialog box.

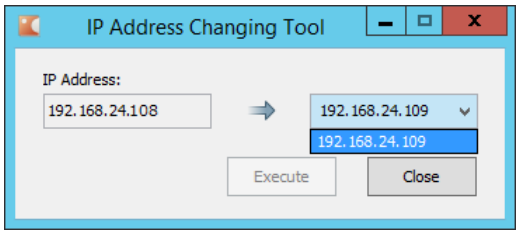
## Before changing the IP address

**Note**

The IP Address Change Tool obtains an IP address dynamically from the Windows server system and displays the changed IP address in the dialog box.
Before starting the tool, stop the TotalFlow Simply Prepress Server service and then change the IP address for the Windows server system.
If there is a job, we recommend that you back up the job before changing the IP address. For the procedure to back up the job, see the Backup/Restore Operation Manual.

# Changing the IP address

The original IP address is displayed in the left pane of the dialog box.
The list box in the right pane shows the IP address for the server on which the IP Address Change Tool is running.




If the server for which the IP address has been changed has multiple network cards (network ports), the list in the right pane shows multiple IP addresses. Select an IP address to be used for the connection from an TotalFlow Simply Prepress Client.
As the "Execute" button becomes active when the IP address in the right pane is different from that in the left pane, click the "Execute" button. A progress bar dialog box is displayed while the IP address is being changed.

**Important**

Be careful not to turn off the power to the server while the IP address is being changed.
After the IP address has been changed, click the "Close" button in the bottom right of the dialog box to complete the change operation.

# 6. Recipe File Setting tool

The Recipe File Setting Tool allows you to add or delete the default recipe file that is referred to when the Input function is used.

**Important**

* The recipe file added using this tool will not be placed in the shared “PolishedIn_Recipe” folder.
* It is not possible to place a password-protected recipe file in the shared “PolishedIn_Recipe” folder.

Be sure to add the recipe file using this tool.

## Starting up and quitting the Recipe File Setting Tool

♦ **Start-up**

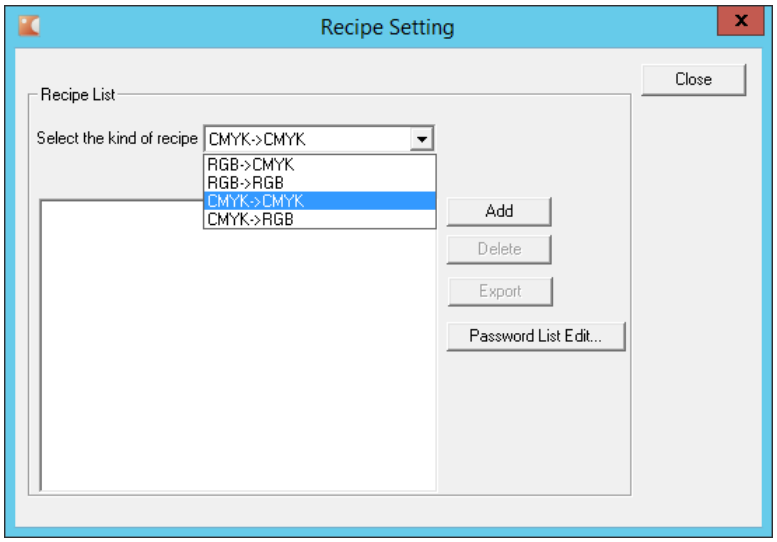
Select "MaintenanceTool" from the Windows Start menu. Double click "Recipe File Setting Tool" from among the tool shortcuts.

♦ **Exit**

Click “Close” to quit the tool.

## Recipe Setting window and operations

This section explains the window that is displayed when the Recipe File Setting Tool is launched. This window allows you to add and delete recipe files and also edit the recipe password list.



### [1] Select the kind of recipe

**(a) A recipe file for RGB input ->CMYK output**

A recipe file for RGB input->CMYK output is operated. This recipe file refers with the PolishedInput function. Every operation described later is an operation for a recipe for RGB input->CMYK output if selected this mode.

**(b) A recipe files for RGB input->RGB output**

A recipe file for RGB input->RGB output is operated. Every operation described later is an operation for a recipe for RGB input->RGB output if selected this mode.

**(c) A recipe file for CMYK input->CMYK output**

A recipe file for CMYK input->CMYK output is operated. This recipe file refers with the Input function. Every operation described later is an operation for a recipe for CMYK input->CMYK output if selected this mode.

**(d) A recipe file for CMYK input ->RGB output**

A recipe file for CMYK input->RGB output is operated. Every operation described later is an operation for a recipe for CMYK input->RGB output if selected this mode.

### [2] Recipe List

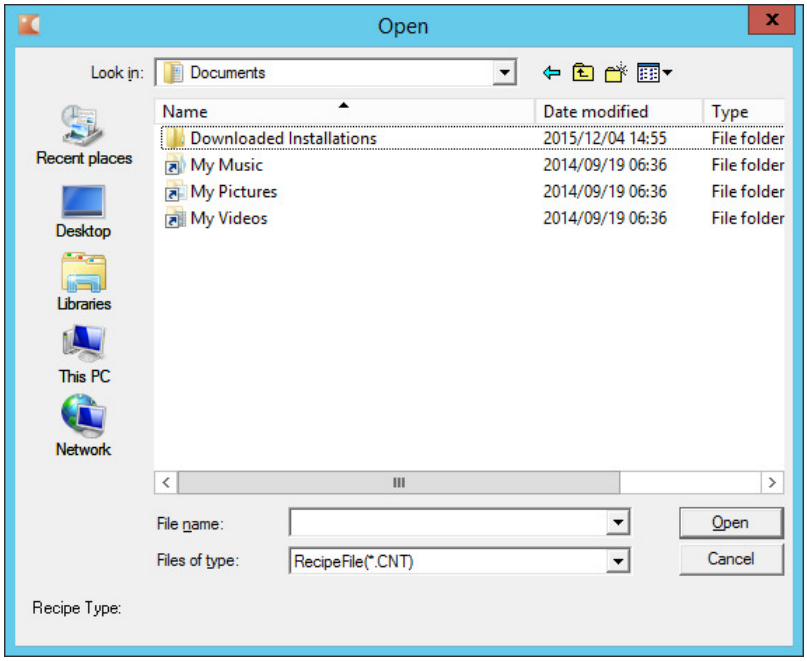
Lists the added recipe files.

### [3] Add button

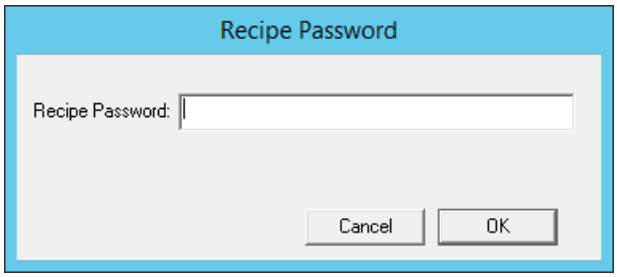
Allows you to add a recipe file.

**Operation**

1. Click "Add", select the recipe file you wish to add, and then click "Open".



2. If a password has been set for the selected recipe file, the password entry dialog box will be displayed. Enter the password and then click "OK".




**Note**

When you select a recipe file with no password or one with a password registered in the recipe password list, the password entry dialog box will not be displayed.

3. The recipe file is registered to the Recipe List.

**[4] Delete button**

Allows you to delete the recipe file that is selected in the Recipe List.

**[5] Export**

Export a recipe file selected on the Recipe List to the specified folder.

**[6] Password List Edit button**

Allows you to edit the Password List that is used to authenticate recipe files. Once you have registered passwords, automatic password authentication will be executed whenever a recipe file is added.

**Important**

When an edit key has been set, you will be required to enter the edit key. For details, refer to the next section "Password List Edit window and operations".

**[7] Close button**

Completes the recipe file setting. Along with the completion of the setting, the default recipe file list is updated.

**Important**

Restarting of the client application is required to enable access to the added recipe file.

# 7. Smart Job Gate Setting Tool

Smart Job Gate Setting Tool is the tool to manage “Smart Job Gate”. With the tool, you can manage multiple folders of Smart Job Gates.

Smart Job Gate is a kind of hotfolder that can be related with customized file name rules. You can use job name, job template name and page assignment setting in file name rule. Smart Job Gate create job, register file and assign pages automatically, when a file is doped into a Smart Job Gate folder.

## Starting and exiting the Smart Job Gate Setting Tool

- **Start-up**

  Select "MaintenanceTool" from the Windows Start menu. Double click "Smart Job Gate Setting Tool" from among the tool shortcuts.

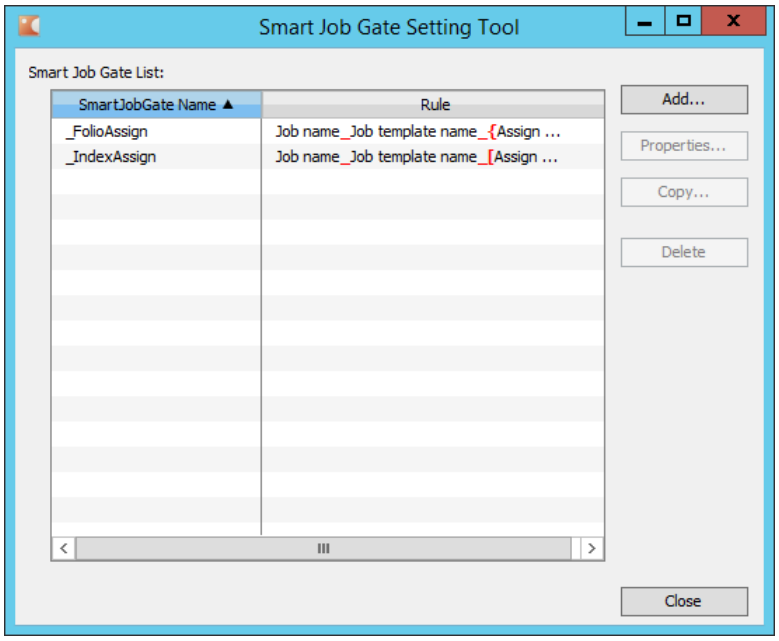
- **Exit**

  Click “Close” button.

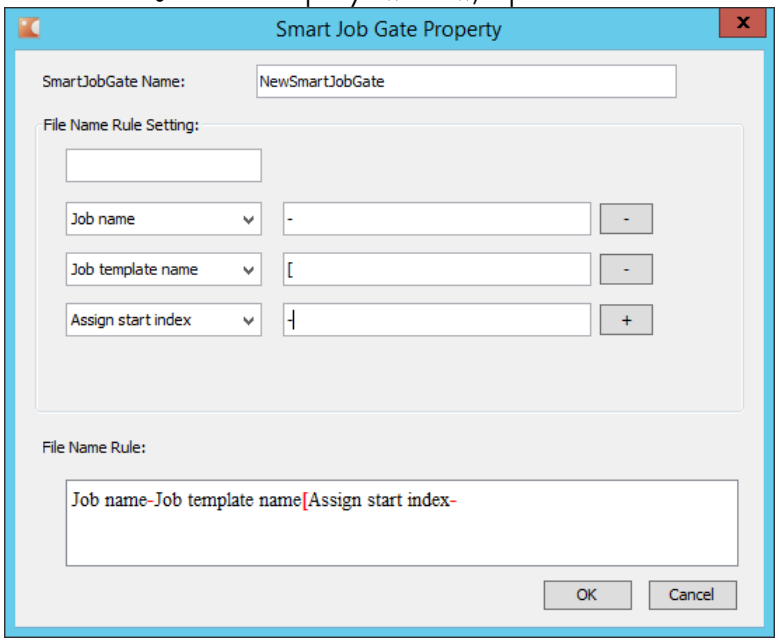
## Creating a Smart Job Gate

**Operation**

1. Click “Add” button.



2. On "Smart Job Gate Property" window, Input name and file name rules.

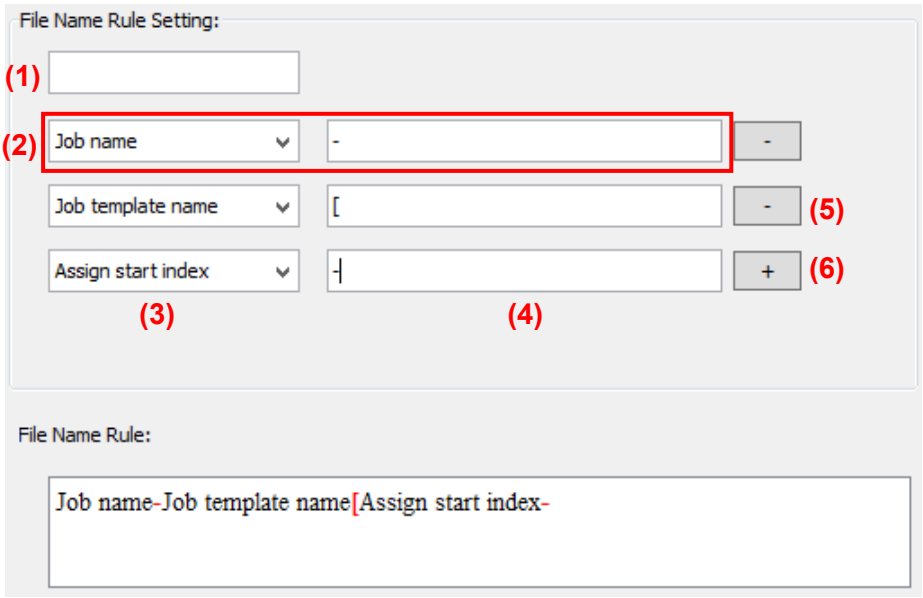



| | |
|---|---|
| Smart Job Gate Name | Set the name of "Smart Job Gate". The name that set in this area is used as the real folder name of the created "Smart Job Gate". |
| File Name Rule Setting | Set the file name rule. The details are described later. |
| File Name Rule | Shows entered file name rule at "File Name Rule Setting". You can confirm the rule with the display. |

3. Click "OK" button and save the settings.

## About file name rule

File name rule is constructed from variable parts (macro), such as job name, job template name and page assignment setting, and the characters that separate variable parts.




(1) When there is a necessity string at the head of a file name, input it into this area. If no string is required, leave this area blank.
(2) Combination of macro and separater. This is a unit of rule.
(3) Set macro. Items that can be used as macro are describes later.
(4) Set separater. The separater separates the macro and the next macro.
(5) Delete a rule unit.
(6) Add new rule unit.

In the case of the above example, the rule is the following.

"job name"-"job template name"["assign start index"-"assign end index"]

For example, when the file "AcoopCatalog-CatalogTemplate[1-20].pdf" is dropped into the Smart Job Gate like the above, the Smart Job Gate works;

1. Search "AcoopCatalog" job. If the job already exists, registers the dropped file and assigns pages from 1 to 20.
2. If the job does not exist, creates new "AcoopCatalog" job from "CatalogTemplate" job template. And registers the dropped file and assigns pages from 1 to 20.
3. When the job template does not exist, an error is occurred.

The followings are items that can be set as macro.

| | |
|---|---|
| Job name | Job name. You can be omitted when you have specified the jobID. |
| JobID | JobID. You can be omitted when you have specified the job name. When you specify at the same time as the job name,it is ignored. |
| Job template name | Job template name that is used when new job is created. This item can be omitted. If job template name is omitted and the specified job or jobID is not found, an error is occurred. |
| Assign start index | The first page number that you want to assign the file. When this item is selected, "Assign end index"must be set. |
| Assign end index | The last page number that you want to assign the file. When this item is selected, "Assign start index"must be set. |
| Content page offset | Page offset. It can be omitted. If omitted, the file is assigned from the first page of file. |
| Assign start folio | The first page folio that you want to assign the file. To use this macro, job has to have folio settings. When this macro is selected, "Assign length" must be set. And you can not use the macro with "Assign start index" and "Assign end index". |
| Assign length | Page count to assign. Use with "Assign start folio". |
| Any string | Any string. |

## The path that includes Smart Job Gate folders

Smart Job Gate folders are created in the following folder.

¥¥{host name}¥HFLink¥SmartJobGate

The folders work when a file is dropped.

# Editing a Smart Job Gate

**Operation**

1. Click “Properties” button.
2. Change settings on “Smart Job Gate Property” window.
3. Click “OK” button and save the changes.

# Deleting a Smart Job Gate

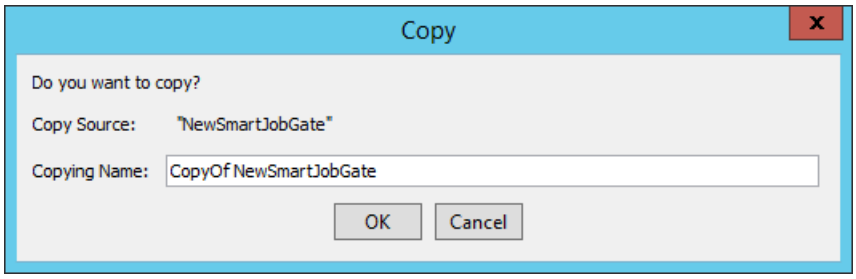
**Operation**

1. Click “Delete” button.

# Copying a Smart Job Gate

**Operation**

1. Click “Copy” button.
2. Input the name of copied Smart Job Gate.



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