



KONICA MINOLTA

Printgroove POD Guide

Quick Start Guide



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1 Introduction

1.1 Welcome

The purpose of this guide is to get you started using the Printgroove POD Guide application quickly. Detailed instructions for all features can be found in the User's Guide. The Printgroove POD Guide Workflow provides a comprehensive overview of a job's progress, an easy way to follow a job as it processes. With Printgroove POD Guide you can also place an order, upload files, edit job tickets and review proofs. It also handles customer account management, cost estimates and billing information.



Detail

For details about the Printgroove POD server setup, see the Printgroove POD Queue Quick Install Guide.

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The actual dialog boxes that appear on the screen may be slightly different from the screen images used in this user's guide.

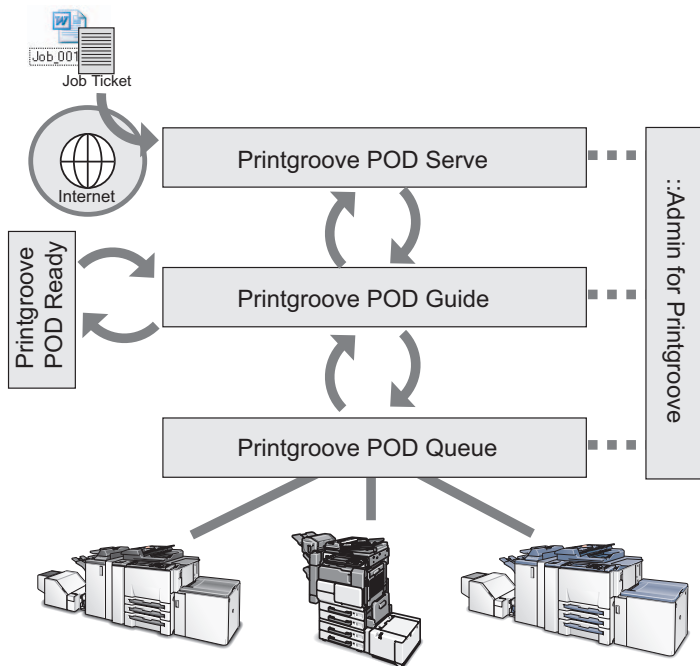
In order to incorporate improvements in the product, the contents of this user's guide are subject to change without notice.

1.2 Printgroove Suite Overview

The Printgroove POD Suite is a Digital Workflow Solution that helps CRD/reprographics departments meet the needs of increasingly demanding markets. Printgroove's modular design provides the flexibility to integrate all stages from job submission to fulfilment. Ideal for small to mid-size operations, Printgroove is an affordable solution for all your reproduction and publishing needs.

The Printgroove POD Suite is comprised of four modules.

- **Printgroove POD Serve:** a web service for print job submission by the external user. It also enables the external user to verify the status of the job in real-time.
- **Printgroove POD Guide:** a process control tool. It designs the Workflow, monitors job tracking, and also handles customer account management, cost estimates and billing information.
- **Printgroove POD Ready:** a Make Ready tool. Automatic and manual imposition, page layout and late-stage editing are all supported.
- **Printgroove POD Queue:** a print management tool. The status and workload of discovered printers are monitored. Incoming, processing and completed jobs are routed and tracked and last-minute job ticket editing is supported.



The Printgroove POD Suite improves the productivity of the entire Workflow and helps prevent print errors caused by users by providing the following functions:

- Printgroove POD Guide receives orders from Printgroove POD Serve through the Web. The customer creates a job ticket which is saved and submitted to the CRD/reprographics department. There the ticket can be reviewed and modified.
- A tracking number is issued and the user can trace the status of a print order using Printgroove POD Serve/Guide.
- Process management is handled in Printgroove POD Guide. POD Guides Workflow functions also enable comprehensive oversight of a job's progress.
- After Printgroove POD Guide sends the job data to Printgroove POD Queue, the Printgroove POD Queue selects the optimum output engine and automatically processes the job.
- Printgroove POD Queue supports the export/import of job tickets, allows the user to change a job ticket, and a simple method of reprinting, all of which improve the productivity of the print job process.

Printgroove POD Queue can function as a stand-alone application or in any combination with the other modules.

In addition to these modules, the Printgroove POD Suite provides the Printgroove POD Driver which enables you to convert native file jobs to JDF/PDF files and then send them directly to the selected Printgroove POD module for processing.



...

Note

- *Printgroove POD Serve is one method used to submit jobs. It is primarily used by customers of your reprographics department to send you jobs.*
- *::Admin for Printgroove is a web utility that enables administration of the Printgroove POD system. For details, please refer to the user's guide of ::Admin for Printgroove.*

1.3 Printgroove POD Guide Overview

Printgroove POD Guide is an application installed on the Printgroove POD Server. Printgroove POD Guide is used by the internal (CRD/printshop) employee via an intranet connection.

Printgroove POD Guide provides Workflow functions that enable a comprehensive oversight of a job's progress. In addition, Printgroove POD Guide allows you to place an order, upload files, edit job tickets and review proofs. It also handles customer account management and business operations such as cost estimates and billing.

With Printgroove POD Guide running your print floor, work flow is streamlined.



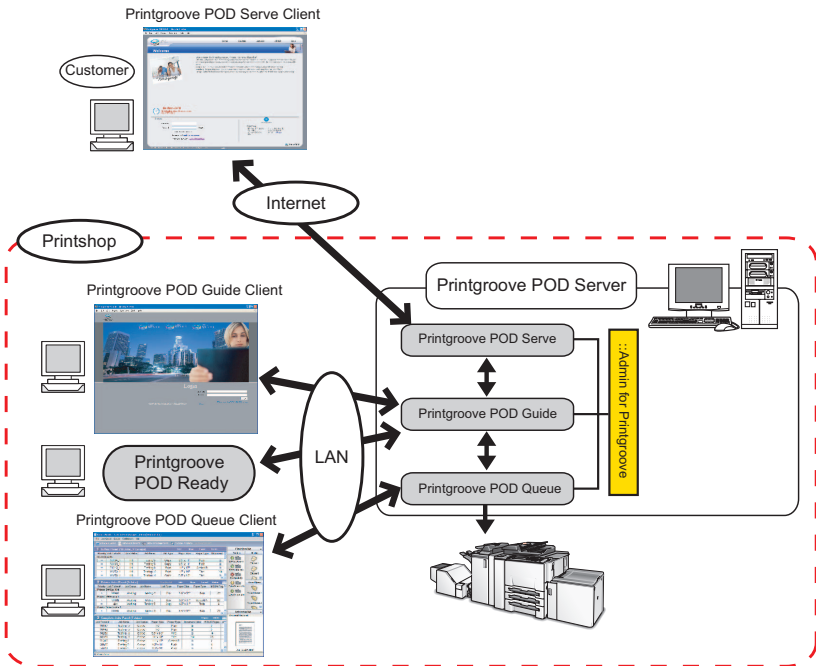
Note

Customers of a printshop are typically other companies. Customers of a CRD are typically other departments with the same company, such as Human Resources, Marketing, Engineering, etc.

An Internal employee can use Printgroove POD Serve on their intranet to place an order. While Printgroove POD Guide has the same functions as Printgroove POD Serve, POD Guide has more administrative functions. For this reason, it is recommended that internal employees use Printgroove POD Guide.

Printgroove POD Guide is the core of the Printgroove POD suite because it allows an internal employee to do the following:

- Place orders, upload files, review proofs on the web
- Check order status
- Workflow management
- Job Ticket/order tracking
- Operating status reporting
- Monitor to uncover bottlenecks
- Schedule management
- Customer management
- Order management and archiving
- Invoice creation
- Generate Quotes for off-line customers



Because Printgroove POD Guide communicates with Printgroove POD Serve, the external customer can submit/customize jobs, perform proof checks and track the status of orders, all over the Internet.

An internal employee can send e-mail notifications to the external customer via Printgroove POD Guide.

Printgroove POD Guide can communicate with Printgroove POD Queue, which allows an internal user to process incoming jobs and track output to printers.

If you install the Printgroove POD Driver on your PC, Printgroove POD Guide can use that Driver to convert a customer-submitted file to PDF. The latest Printgroove POD Driver can be downloaded via your Printgroove POD Serve Home page.



Note

Printgroove POD Driver installation procedures are discussed in the "Printgroove POD Driver User's Guide".

1.4 System Specifications

Printgroove POD Server

Operating System	Hardware (minimum specifications)
Ubuntu v8.04 (Hardy Heron)	Processor: Pentium 4, 2.8 GHz Memory: 512 MB HDD Capacity: 20GB free space NIC: 10/100/1000 Mbps Other Media: DVD-ROM Drive

RAID Support
RAID5

1.5 System Requirements

Client Computer

Web Browser for Windows
Internet Explorer 7.0 or 8.0
Firefox 2.0 or 3.0



Note

When logging in as a user with appadmin-level permissions, that user must use Firefox as their browser since Internet Explorer will not support appadmin-level functionality.

Web Browser for Mac
Firefox 2.0 or 3.0



Note

If you open Printgroove POD Guide in a different browser than those noted above, a pop-up message will open and request that you use a supported browser. Click the [OK] button if you wish to try running POD Guide on the non-supported browser. If you select the "Stop executing scripts on this page" checkbox on the pop-up message, JavaScript is disabled and Printgroove POD Guide will not run. The pop-up will appear prior to log in and any time you Refresh the browser.

Plugins
Flash Player 9 or later

Optional Plugins and Applications
Adobe Reader 8 or later
AntiVirus Software
Several application are supported by Ubuntu but ClamAV Antivirus is recommended. Please see: “ https://help.ubuntu.com/community/ClamAV ”.

1.6 **Licensing Overview**

Support for Printgroove POD Guide features is based on your license agreement. To upgrade, additional licensing is required. Please see your Konica Minolta Sales Representative for details.

Standard and upgrade levels of each feature are noted below:

Printgroove POD Guide Licensing	
Standard	Includes the following as standard: - 5 internal PrintShop user licenses (2 users defined as default users - psc and appadmin) - 1 Standard/Advanced workflow
Additional	Internal 10 Users Internal 20 Users Internal 50 Users Standard/Advanced Workflow 5 packs Standard/Advanced Workflow 10 packs Standard/Advanced Workflow 25 packs Standard/Advanced Workflow 50 packs Standard/Advanced Workflow 100 packs

The following tables note the menus that display if you have a Standard License for Printgroove POD Serve and Printgroove POD Guide.

Menus		Printgroove POD Serve Standard License	Printgroove POD Guide Standard Li- cense
Main	Home	○	○
	Inbox	○	○
	Tracker	○	○
	Reports	○	○
	Statistics	○	○
	Send Alert	○	○
Jobs	New	-	○
	Browse	○	○
	Archive	-	○
	Quotes	-	○

Menus			Printgroove POD Serve Standard License	Printgroove POD Guide Standard Li- cense
Users	Users		○	○
	Group		○	○
Configu- ration	PDF Profile	Upload	○	○
		Shipping	○	○
	Shipping	Methods	○	○
		Labels	○	○
	Payment	Methods	○	○
		Invoice Tem- plate	○	○
	Services	Printing	○	○
		Internal	-	○
		Catalog	○	○
	Job Ticket	JT Numbering	○	○
		JT Builder	○	○
	Price List		○	○
	Inventory Management		○	○
	Workflow	Builder	-	○
		Nodes	-	○
	Site	Contacts	○	-
		Pages	○	-
		Advertising	○	-
		Logo	○	-
		Agreement	○	-

○: Available

-: Unavailable

Using the menus and the functions given below requires the PFP Package license of the Printgroove POD Serve.

- [Configuration] - [Shipping] - [Methods]: Tracking Link and Tracking Number for Shipping Options
- [Configuration] - [Payment] - [Methods]: PayPal option
- [Configuration] - [Payment] - [PayPal Support]
- Job Ticket Details screen: [Shipping Details] menu
- Inbox/Tracker/Browser screen: [Shipping Tracking] icon

1.7 Where to Go from Here

To help you quickly locate the information you require, an overview of each chapter follows:

Chapter 2: Basic Information

This chapter provides basic Information about Printgroove POD Guide. This includes information about default Users/Groups/Roles, default Workflow/Node, the primary screens of Printgroove POD Guide, and instructions for the Login/Logoff procedures. This chapter is useful for all users and will help you understand the basic terms and functionality of Printgroove POD Guide.

Chapter 3: Place and View an Order

This chapter describes how to place an order using Printgroove POD Guide and how to view the order once it has been placed. Printgroove POD Guide can generate a customer quote even if the customer does not use the Printgroove POD Suite. The procedure is also described in this chapter.

Chapter 4: [Details] Screen Operations

[Details] screen is important screen to process order, Complete procedures for processing order on [Details] screen are explained in this chapter.

Chapter 5: System Management

Printgroove POD Queue has several system management functions. This chapter explains how to use these functions.

Chapter 6: User Administration

This chapter describes Group management, Role management and User management, functions used only by the Application Administrator.

Chapter 7: Workflow Administration

This chapter describes Node management and Workflow management, functions used only by the Application Administrator.

Chapter 8: Other Administrative Settings

This chapter describes several settings of options and templates, functions used only by the Application Administrator.

2 Basic Information

Once the Printgroove POD server is live, the application can be launched and configured for general use.

Before using the Printgroove POD Guide, the Application Administrator should complete the following tasks.

- Price List
- Job Ticket settings for Group
- Role settings
- Group settings
- User settings
- Workflow settings

To make it easier to start using the Printgroove POD Guide, defaults for those settings are already set.

To estimate costs and generate invoices with the Printgroove POD Guide, the following settings should be set by the Application Administrator.

- Printing Service
- Internal Service
- Invoice Template

If you are an Application Administrator, see “Printgroove POD Guide User’s Guide” for instructions for making all administrative settings.

For all users, the following browser-limitations should be noted:

- The [Refresh/Reload], [Back] and [Forward] buttons of the browser used to view Printgroove POD Guide should not be used.
- The Function Key shortcuts (F3, F5, etc.) of the browser used to view Printgroove POD Guide should not be used.

For all users, the following File Name character behavior should be noted:

- When uploading a file to a Printgroove POD Guide order, the following characters will be modified: [+], [=], [%] and [] (blank space). Printgroove POD Guide will replace these characters with an underscore (_).
- For example ***Chpt_Ind_File.pdf*** would be changed to ***Chpt_Ind_File.pdf***.

This chapter describes the Predefined Default settings and terms like “User”, “Group”, “Price List”, “Role” and “Workflow” used in the Printgroove POD Guide.

The descriptions of settings and terms are followed by an overview of the primary application screens as well as Login and Logout information.

2.1 Users, Group and Roles

To use Printgroove POD Guide, user accounts are necessary.

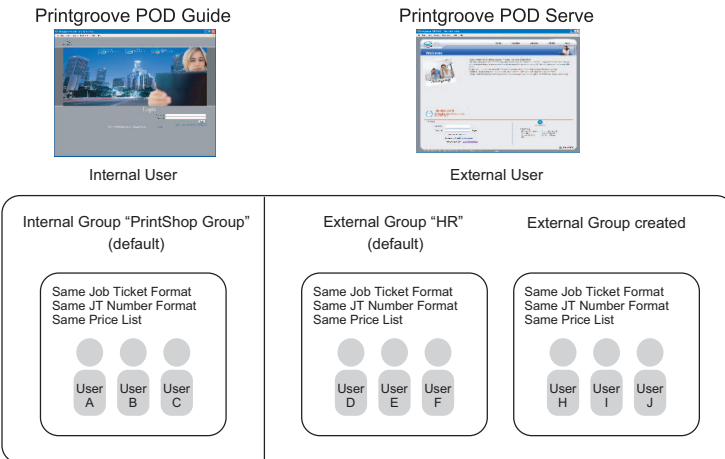
The Application Administrator defines two types of users:

- Internal (the Printshop) who use Printgroove POD Guide
- External (the customer) who use Printgroove POD Serve

To make it easier to start using the Printgroove POD Guide, defaults have been predefined for both.

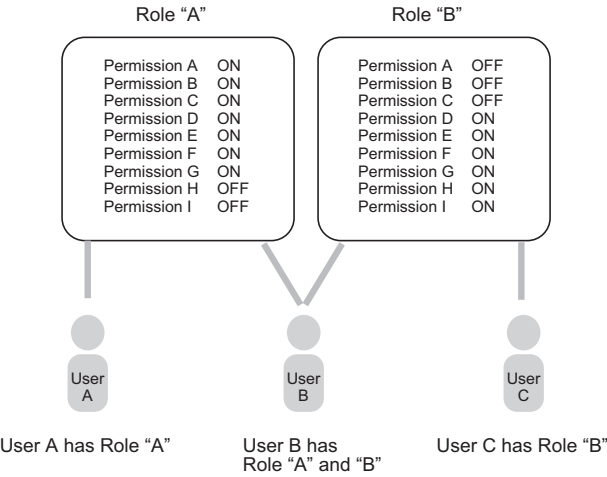
All users belong to a Group. A Group is a collection of users that use the same Job Ticket, the same Job Ticket Number Format, and the same Price List.

Internal users belong to the default Printshop group, named “Printshop Group.” External users belong to a customer Group based on company or department name, as defined by the Application Administrator.



The Application Administrator defines Roles.

- All users have permissions to perform certain actions.
- All users can be assigned multiple permissions.
- External user permissions are defined separately for each user.
- Internal user permissions are grouped as Roles.
- Internal users can have multiple Roles, meaning more than one set of permissions.



2.1.1 Predefined Users

To use the Printgroove POD Guide, user accounts are necessary. Default user accounts have been defined as follows:

User	Password	Description
appadmin	password	Application Administrator
psc	password	printshop coordinator

The Application Administrator can use the default account “appadmin” to start to use the Printgroove POD Guide.

The “appadmin” user can approve or create both external customer users as well as internal employee users.

If you are an Application Administrator and use “appadmin”, instead of creating a new account for the internal user, you may allow the default account “psc” to use Printgroove POD Guide.

If the default accounts are not suitable to your company, it is necessary to edit the default accounts or create new accounts as described in “User Administration” on page 6-1.

**Note**

See “Roles and Permissions for Default Users” on page 2-6.

2.1.2 Predefined Groups

A Group is a collection of users that use the same Job Ticket, the same Job Ticket Number Format, and the same Price List.

All internal users belong to the group named, “Printshop Group.”

The “Printshop Group” can be edited by the Application Administrator or others with the appropriate Role. This group cannot be deleted nor can another group for internal users be created.

The predefined group for external users is “HR”. The Application Administrator or others with the appropriate Role can create, edit, and delete groups for external users.

Group	Description
Printshop Group	The group to which all internal users belong. This group can be edited but another group for internal users cannot be created. This group cannot be deleted.
HR	The predefined group for external users. This group can be edited but not deleted. Other groups for external users can be created, edited and deleted.

**Note**

See “Group Settings” on page 6-7.

2.1.3 Job Ticket Format, Job Ticket Number Format and Price Lists for Default Groups

Job Ticket Format is the form that users fill out to place an order. There are two basic types of Job Ticket Formats: Standard Order and Quick Order. The Standard Order contains all the available job ticket settings. Quick Orders provide the user with real time price quotes for a job but the job tickets have limited settings.

Job Ticket Number format is the combinations of letters, sequence numbers or date the order was placed, all these values used to identify the Job Ticket.

A Price List contains all the costing values for all supported job ticket settings as well as all Delivery, Internal Service and Special Pricing costs. The Application Administrator assigns the values to a Price List. A single price list is assigned to a group. Every job processed by that group will be costed based on the values set in the Price List.

The Application Administrator may designate different Job Ticket Formats, Job Ticket Number format options and Price Lists to different groups based on their needs.

Predefined settings of Job Ticket Format and Job Ticket Number format are as follows:

Setting	Predefined settings
Job Ticket Format	“Default Order-All fields” This format enables a user to fill out all available Printgroove POD Guide settings. This supports a Standard Order.
	“Default Order-Short Form” This format enables a user to fill out all available Printgroove POD Guide settings except the [Options] section which has limited accessibility. In the [Options] section, the user can only modify the [Copies], [Layout], [Paper], and [Sides] fields. This supports a Standard Order.
	“Default Order-Quick Order” This format enables a user to fill out limited fields but then get a real-time price quote for the print job.
Job Ticket Number format	“KM_%system-counter%”

The default settings of Job Ticket Format, Job Ticket Number format and Job Ticket Number format to the default groups are as follows:

Setting	Default setting
Job Ticket Format	“Default Order-All”
Job Ticket Number format	“KM_%system-counter%”

The Application Administrator can edit these default settings.



Note

For details, see the Printgroove POD Guide User’s Guide.

2.1.4 Roles and Permissions for Default Users

Roles and Permissions of the default users are as follows:

Category	Permissions	Role “app_admin”					Role “printshop_coordinator”				
		Create	Edit	Delete	View	Activate	Create	Edit	Delete	View	Activate
Main	Inbox	-	-	-	OFF	-	-	-	-	ON	-
	View Tracker	-	-	-	ON	-	-	-	-	ON	-
	Queue	-	-	-	OFF	-	-	-	-	ON	-
	Alert	-	ON	-	-	-	-	ON	-	-	-
	Reports	-	-	-	ON	-	-	-	-	ON	-
	Statistics	-	-	-	ON	-	-	-	-	ON	-
Jobs	Jobs	OFF	OFF	OFF	ON	-	ON	ON	ON	ON	-
	Job Restore	-	OFF	-	-	-	-	ON	-	-	-
	All Jobs	-	OFF	-	ON	-	-	ON	-	ON	-
	Generate Invoice	-	-	-	ON	-	-	-	-	ON	-
	Ticket Printing	OFF	-	-	-	-	ON	-	-	-	-
	Costing	-	OFF	-	-	-	-	ON	-	-	-
	Notes	OFF	-	-	-	-	ON	-	-	-	-
	Files	OFF	-	OFF	-	-	ON	-	ON	-	-
	Proof Generation	OFF	-	-	-	-	ON	-	-	-	-
	Add To Tracker	ON	-	-	-	-	ON	-	-	-	-
	PDF Conversion	OFF	-	-	-	-	ON	-	-	-	-
	Internal Services	OFF	-	-	OFF	-	ON	-	-	ON	-
	Quote	OFF	-	OFF	OFF	OFF	ON	-	ON	ON	ON
	Archive	OFF	-	-	OFF	-	ON	-	-	ON	-
	Subscribe To Job	ON	-	-	-	-	ON	-	-	-	-
	Status Change	-	OFF	-	-	-	-	ON	-	-	-

Category	Permissions	Role “app_admin”					Role “printshop_coordinator”				
		Create	Edit	Delete	View	Activate	Create	Edit	Delete	View	Activate
User Admin	Customer Group	ON	ON	ON	ON	ON	OFF	OFF	OFF	OFF	OFF
	Customer Users	ON	ON	ON	ON	ON	OFF	OFF	OFF	ON	OFF
	Printshop Groups	-	ON	-	ON	-	-	OFF	-	OFF	-
	Printshop Roles	ON	ON	ON	ON	-	OFF	OFF	OFF	OFF	-
	Printshop Users	ON	ON	ON	ON	ON	OFF	OFF	OFF	ON	OFF

Category	Permissions	Role “app_admin”					Role “printshop_coordinator”				
		Create	Edit	Delete	View	Activate	Create	Edit	Delete	View	Activate
Configuration	Admin Application	-	OFF	-	-	-	-	OFF	-	-	-
	Shipping Methods	ON	ON	ON	ON	ON	OFF	OFF	OFF	OFF	OFF
	Shipping Labels	-	ON	-	-	-	-	ON	-	-	-
	Payment Methods	-	-	-	-	ON	-	-	-	-	OFF
	Invoice Templates	-	ON	-	-	-	-	OFF	-	-	-
	Printing Services	ON	ON	ON	ON	-	OFF	OFF	OFF	OFF	-
	Internal Services	ON	ON	ON	ON	-	OFF	OFF	OFF	OFF	-
	Catalog Services	ON	ON	ON	ON	-	OFF	OFF	OFF	OFF	-
	Price List	ON	ON	ON	ON	-	OFF	OFF	OFF	OFF	-
	Contact Details	-	ON	-	-	-	-	OFF	-	-	-
	Site Pages	-	ON	-	-	-	-	OFF	-	-	-
	Advertisement	-	ON	-	-	-	-	OFF	-	-	-
	Logo	-	ON	-	-	-	-	OFF	-	-	-
	Ticket Number Formats	ON	ON	ON	ON	-	OFF	OFF	OFF	OFF	-
	Ticket Builder	ON	ON	ON	ON	-	OFF	OFF	OFF	OFF	-
	Workflow Basic	ON	ON	ON	ON	ON	OFF	OFF	OFF	OFF	OFF
	Workflow Advanced	ON	ON	ON	ON	ON	OFF	OFF	OFF	OFF	OFF
	Workflow Nodes	ON	ON	ON	ON	-	OFF	OFF	OFF	OFF	-
	Inventory Management	OFF	OFF	OFF	OFF	-	ON	ON	ON	ON	-
	PayPal Support	ON	ON	ON	ON	ON	OFF	OFF	OFF	OFF	OFF
	Site Agreement	-	ON	-	-	-	-	OFF	-	-	-

2.2 Workflow

Printgroove POD Guide contains a workflow function which allows you to define the way a job is routed through the Printshop Group.

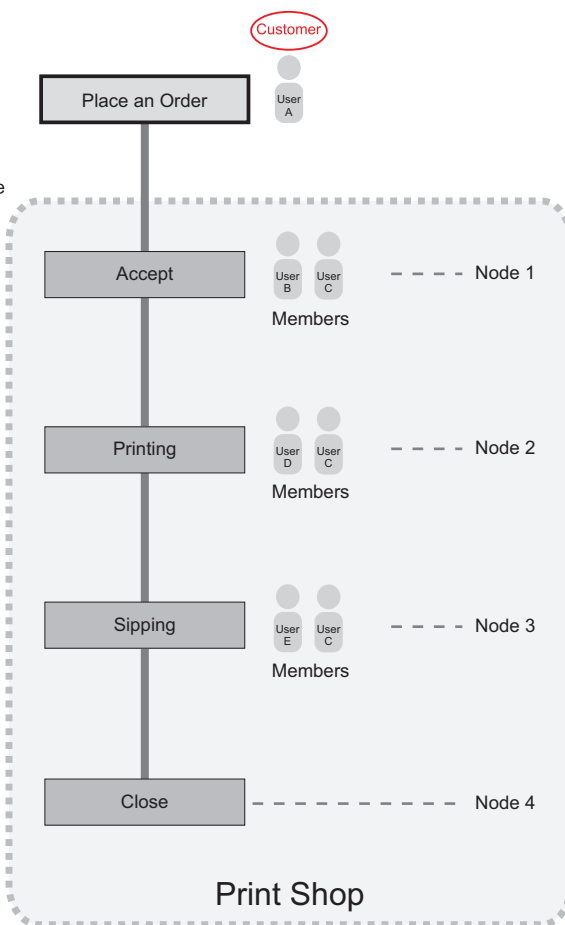
The various locations where work is performed on print jobs are called nodes. A Node represents an internal Printshop Team, an individual, or even an automated process. Printshop Users within Nodes are called Members.

An example of a basic workflow is as follows:

Printgroove POD Serve



Printgroove POD Guide



A complete definition of a Workflow consists of Nodes, Members assigned to each Node, valid paths or Transitions a Job may take and Node Triggers.

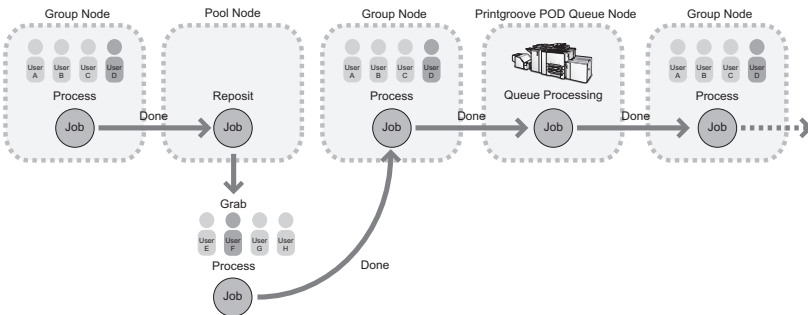
There are three types of nodes:

- Group Node
- Pool Node
- Queue Node

The **Group Node** is made up of Printshop Users, usually performing similar tasks.

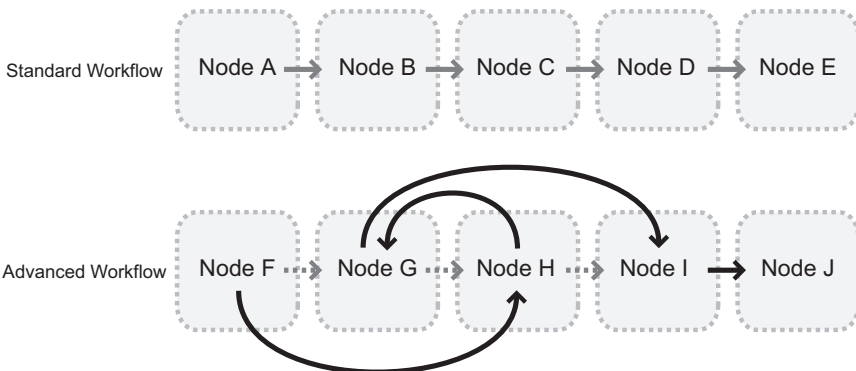
The **Pool Node** is a place to send jobs that need to go to a specific node only when users in that node are ready to perform the job. Jobs do not move from a pool node – they are grabbed by users in the next node in a workflow by use of the [Grab] menu of [Job Ticket Menu]. For details about the [Grab] menu, see “Printgroove POD Guide User’s Guide”.

The **Queue Node** is included in the workflow to send the job to Printgroove POD Queue for printing. When POD Queue has finished with the document, the document will come back to the next node defined in the workflow.



There are two types of Workflow paths:

- **Standard:** Jobs are kept to a predetermined workflow path.
- **Advanced:** Jobs are allowed to move to other nodes without restriction.



Node Triggers are preplanned events that occur when a job has been sitting at a node for a specified period of time without a change in status.

You can use the Printgroove POD Guide without using the Workflow function, but this function enables you to automate all stages from job submission to fulfilment.

2.2.1 Predefined Workflow and Nodes

Two nodes are predefined. No workflow is predefined.

Default node names are “Printshop Node” and “Closed”. The “Printshop Node” is used to open the workflow and “Closed” is to close the workflow. These nodes cannot be deleted.

The “Printshop Node” can be edited except for the node name and node type. “Closed” nodes cannot be edited.

You can create workflows and nodes according to the procedures described in “Workflow Administration” on page 7-1.



Note

To create a workflow, create nodes to add to the default workflow.

2.3 Screens

You can process orders or view orders via specific Printgroove POD Guide screens.

This section provides an outline of the screens and helps you to understand the functions of Printgroove POD Guide.

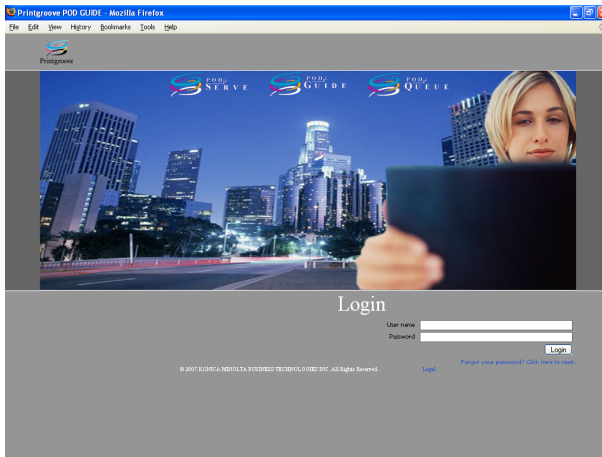


Note

For details about each screen, see Chapter 3 forward.

2.3.1 [Login] Screen

When you launch Printgroove POD Guide, the [Login] screen opens.



2.3.2 Home Page

When you login to Printgroove POD Guide, your Home page opens. The quick link button icons ([New Job], [New Quote], and [Statistics]) above the menu on your Home page, allow you to access various functions, depending on your Role.

Welcome to Printgroove!

Inbox [View All 4]

Date	Due Date	Ticket #	Job Name	Customer	Accepted	Status	Payment
6/30/2009 12:03 AM	6/26/2009 4:15 AM	836_7	Job User	N	Submitted	Awaiting Payment	
6/30/2009 12:02 AM	6/26/2009 4:15 AM	836_8	Job User	N	Submitted	Awaiting Payment	
6/30/2009 10:58 PM	6/26/2009 4:15 AM	836_9	Job User	N	Submitted	Awaiting Payment	
6/31/2009 9:31 AM	6/26/2009 4:15 AM	836_3	Job User	Y	Proof Sent	Awaiting Payment	
6/31/2009 9:34 AM	6/26/2009 4:15 AM	836_2	Job User	Y	Estimate Sent	Awaiting Payment	
6/31/2009 9:04 AM	6/26/2009 4:15 AM	836_4	Job User	Y	Accepted	Awaiting Payment	

Tracker [View All 2]

Date	Due Date	Ticket #	Job Name	Customer	Owner	Status	Payment
6/31/2009 9:35 AM	6/26/2009 4:15 AM	836_5	Job User	Job User	Proof Sent	Awaiting Payment	
6/31/2009 9:38 AM	6/26/2009 4:15 AM	836_2	Job User	Job User	Estimate Sent	Awaiting Payment	

Recent Notes/Files

- 6/30/2009 10:58 PM 836_9
- 6/30/2009 12:02 AM 836_8
- 6/30/2009 12:03 AM 836_7
- 6/30/2009 10:58 PM 836_9

View All Notes/Files

Calendar June 2009

S H T W T F S

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

July 2009

S H T W T F S

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Printgroove Queue

[View Jobs](#)

[View Printers](#)

All screens display menus to the left of the screen and quick link buttons above the menu. From these menus and buttons, you can access various functions of the Printgroove POD Guide.

A [Recent Notes/Files] list and two calendars appear to the right of the screen. Click a date on the calendar to see all jobs submitted that day.

Administrators can access the Printgroove POD Queue Web client by clicking

“View Jobs” or “View Printers” below the calendars.

You can access the [Help] page via the quick link at the top-right.



Note

For details about the Printgroove POD Queue Web client, see the User's Guide of ::Admin for Printgroove.

2.3.3 [Inbox] Screen

When you click [Main] - [Inbox] on your Home page, the [Inbox] screen opens. This screen lists your active jobs.

Welcome to Printgroove!

Inbox

This is a list of jobs assigned to you. The fields at the top of the page can be used to narrow down the number of jobs displayed by searching for specific, case-insensitive information. Each column may be sorted by clicking on the appropriate column heading.

Search filters: Date, Due Date, Ticket, Customer, Status, Payment. Buttons: Enter, Clear.

Date	Due Date	Ticket #	Job Name	Customer	Accepted	Status	Payment
6/15/2009 10:58 PM	6/26/2009 4:15 AM	KM_5	job005	Joe User	N	Submitted	Awaiting Payment
6/11/2009 9:35 AM	6/26/2009 4:10 AM	KM_3	job003	Joe User	Y	Proof Sent	Awaiting Payment
6/11/2009 9:34 AM	6/26/2009 4:10 AM	KM_2	job002	Joe User	Y	Estimate Sent	Awaiting Payment
6/11/2009 9:04 AM	6/26/2009 4:10 AM	KM_4	job004	Joe User	Y	Accepted	Awaiting Payment

Recent Notes/Files: 6/12/2009 #KM_5, 6/12/2009 #KM_3, 6/12/2009 #KM_5, 6/12/2009 #KM_3. View All Notes/Files. Calendar: June 2009, July 2009. Printgroove Queue: View Jobs, View Printers.

2.3.4 [Tracker] Screen

When you click [Main] - [Tracker] on your Home page, the [Tracker] screen opens. This screen lists jobs you are tracking.

Welcome to Printgroove!

Tracker

This is a list of jobs you have elected to track. To view the details of the job, click on its name or ticket number. The fields at the top of the page can be used to narrow down the number of jobs displayed by searching for specific, case-insensitive information. Each column may be sorted by clicking on the appropriate column heading.

Search filters: Date, Due Date, Ticket, Job, Customer, Owner, Status, Payment. Buttons: Enter, Clear.

Date	Due Date	Ticket #	Job Name	Customer	Owner	Status	Payment
6/11/2009 9:35 AM	6/26/2009 4:10 AM	KM_3	job003	Joe User	Joe User	Proof Sent	Awaiting Payment
6/11/2009 9:34 AM	6/26/2009 4:10 AM	KM_2	job002	Joe User	Joe User	Estimate Sent	Awaiting Payment

Recent Notes/Files: 6/12/2009 #KM_5, 6/12/2009 #KM_3, 6/12/2009 #KM_5, 6/12/2009 #KM_3. View All Notes/Files. Calendar: June 2009, July 2009. Printgroove Queue: View Jobs, View Printers.

2.3.5 [Browser] Screen

When you click [Jobs] - [Browse] on your Home page, the [Browser] screen opens. This screen lists all jobs.

Welcome to Printgroove! Browser

This is a list of all jobs viewable in Printgroove. The filter form at the top can be used to filter out only the jobs you need to see. To view the details of the job, click on its name or ticket number. To sort the list, click the column heading or name by which you want to sort. Please note that filters are case insensitive.

Filter Form:

- Owner: [Joe User]
- Customer: [Joe User]
- Status: [Submitted]
- Payment: [Awaiting Payment]
- Job Template: [Standard]

Buttons: [Filter] [Clear]

Creation Date	Due Date	Ticket	Job Name	Customer	Owner	Status	Payment	Type
6/12/2009 10:58 PM	6/12/2009 4:15 AM	KM_3	j0005	Joe User	Printshop Coordinator	Submitted	Awaiting Payment	Standard
6/12/2009 10:58 PM	6/12/2009 4:15 AM	KM_4	j0004	Joe User	Printshop Coordinator	Accepted	Awaiting Payment	Standard
6/12/2009 9:55 AM	6/12/2009 4:15 AM	KM_3	j0003	Joe User	Joe User	Proof Set	Awaiting Payment	Standard
6/12/2009 9:54 AM	6/12/2009 4:15 AM	KM_3	j0002	Joe User	Joe User	Estimate Set	Awaiting Payment	Standard
6/12/2009 9:53 AM	6/12/2009 4:15 AM	KM_1	j0001	Joe User		Closed	Payment Complete	Standard

Buttons: [Filter] [Clear] [Print] [Export] [Import] [Delete] [Refresh]

Recent Notes Files:

- 6/12/2009 j00_5
- 6/12/2009 j00_3
- 6/12/2009 j00_4
- 6/12/2009 j00_2

Printgroove Quote: View Job, View Printers

2.3.6 [Archive] Screen

When you click [Jobs] - [Archive] on your Home page, the [Archive] screen opens. This screen lists all archived jobs.

Welcome to Printgroove! Archive

This is a list of all archived jobs viewable in Printgroove. The filter form at the top can be used to filter out only the jobs you need to see. To view the details of the job, click on its name or ticket number. To sort the list, click the column heading or name by which you want to sort. Please note filters are case insensitive.

Filter Form:

- Date: [6/12/2009 12:42 AM]
- Job: [Joe User]
- Ticket: [KM_3]
- Customer: [j0001]

Buttons: [Filter] [Clear]

Date	Ticket #	Job Name	Customer	Status
6/12/2009 12:42 AM	KM_3	j0001	Joe User	Archived

Buttons: [Filter] [Clear] [Print] [Export] [Import] [Delete] [Refresh]

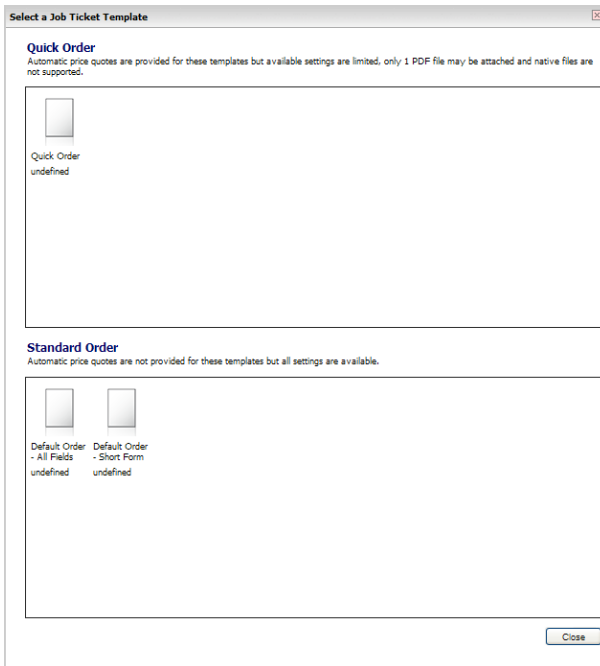
Recent Notes Files:

- 6/12/2009 j00_5
- 6/12/2009 j00_3
- 6/12/2009 j00_4
- 6/12/2009 j00_2

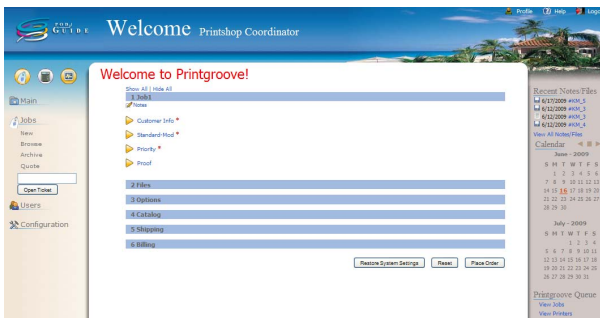
Printgroove Quote: View Job, View Printers

2.3.7 [New] Screen

When you click [Jobs] - [New] on your Home page, the [Select a Job Ticket Template] screen opens.

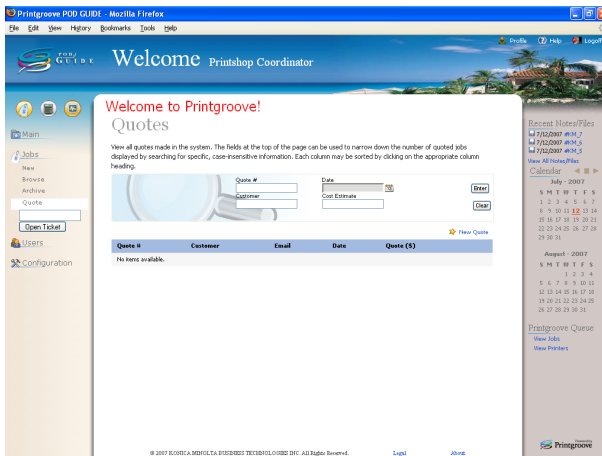


Select either a Quick Order or a Standard Order by clicking on an icon. The [New] screen opens. You can place an order on this screen. The contents of this screen will vary based upon the type of Job Ticket Template you selected.



2.3.8 [Quote] Screen

When you click [Jobs] - [Quote] on your Home page, the [Quote] screen opens. You can generate a quote for a customer who does not use Printgroove POD Suite on this screen.



2.3.9 [Details] Screen

When you select a Job Ticket from the [Inbox] screen, [Browser] screen, or other screen, the [Details] screen opens. The [Details] screen displays the details of the Job Ticket. You can process the Job Ticket from this screen. The contents of this screen will vary based upon the type of Job Ticket Template you selected.



2.3.10 Application Administrator Screens

Some users will be given more permissions than others. These permissions are given by the Application Administrator--to managers, for example--so they can administrate all orders and this application.

For information about using these screens, see Chapter 6 forward.

Welcome to Printgroove!

Account Requests [View All Q](#)

Date	Name	Email	Group	Status	User-Status
No items available.					

Tracker [View All Q](#)

Date	Due Date	Ticket #	Job Name	Customer	Owner	Status	Payment
No items available.							

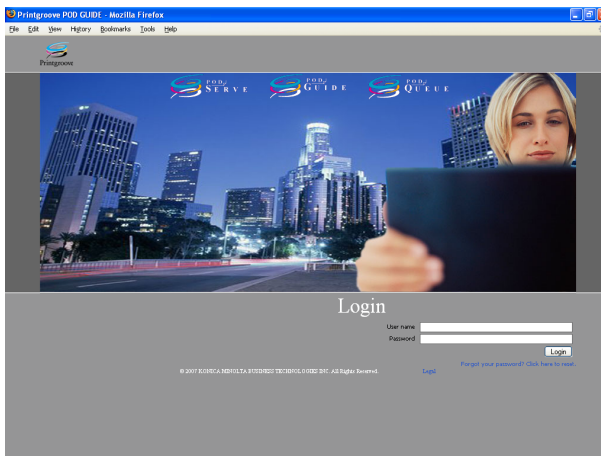
Recent Notes/Files
[View All Notes/Files](#)
 Calendar
 June - 2009
 S H T W T F S
 1 2 3 4 5 6
 7 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29 30
 July - 2009
 S H T W T F S
 1 2 3 4
 5 6 7 8 9 10 11
 12 13 14 15 16 17 18
 19 20 21 22 23 24 25
 26 27 28 29 30 31

2.4 Login and Accept License

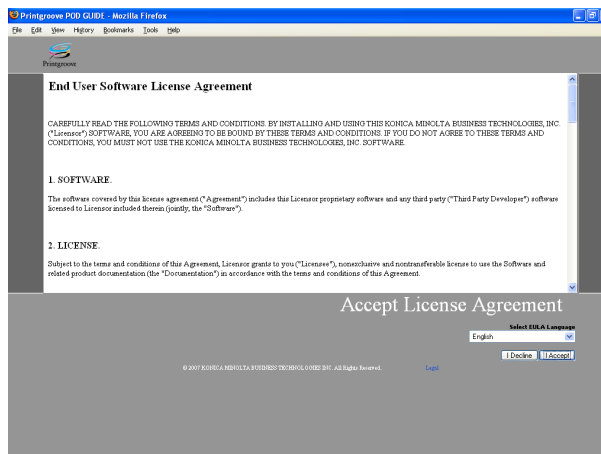
When you first login, you must accept the License Agreement.

To login and accept the license agreement:

- 1 Start your web browser, enter the IP address of the Printgroove server/sg/, and press [Enter]. For example, if the IP address for the Printgroove server is 192.168.1.20, enter “http://192.168.1.20/sg/”.
- 2 Enter your username and password in the corresponding fields located at the bottom-right of the [Login] screen.



- 3 Click [Login]. The License Agreement appears.



- 4 Read through the License Agreement and click [I accept]. The Home page will appear.

Welcome to Printgroove!

Inbox [View All 4]

Date	Due Date	Ticket #	Job Name	Customer	Accepted	Status	Payment
6/18/2009 12:51 AM	6/26/2009 4:15 AM	HM_7	job007	Joe User	N	Submitted	Awaiting Payment
6/18/2009 12:52 AM	6/26/2009 4:15 AM	HM_8	job008	Joe User	N	Submitted	Awaiting Payment
6/18/2009 10:08 PM	6/26/2009 4:15 AM	HM_5	job005	Joe User	N	Submitted	Awaiting Payment
6/11/2009 9:35 AM	6/26/2009 4:10 AM	HM_3	job003	Joe User	Y	Proof Sent	Awaiting Payment
6/11/2009 9:34 AM	6/26/2009 4:10 AM	HM_2	job002	Joe User	Y	Estimate Sent	Awaiting Payment
6/11/2009 9:04 AM	6/26/2009 4:10 AM	HM_4	job004	Joe User	Y	Accepted	Awaiting Payment

Tracker [View All 2]

Date	Due Date	Ticket #	Job Name	Customer	Owner	Status	Payment
6/11/2009 9:35 AM	6/26/2009 4:10 AM	HM_3	job003	Joe User	Joe User	Proof Sent	Awaiting Payment
6/11/2009 9:34 AM	6/26/2009 4:10 AM	HM_2	job002	Joe User	Joe User	Estimate Sent	Awaiting Payment

Recent Notes/Files

- 6/17/2009 HM_7
- 6/17/2009 HM_5
- 6/12/2009 HM_8
- 6/12/2009 HM_3

Calendar

June 2009

S H T W T F S

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30

July 2009

S H T W T F S

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

Printgroove Queue

View Jobs

Your Printjobs

- The look of the Home page will vary slightly depending on the user-level of the person logged-in.

2.5 Logoff

When you want to logoff from Printgroove POD Guide, click [Logoff] at the top-right of your Home page.

Welcome to Printgroove!

Inbox [View All 4]

Date	Due Date	Ticket #	Job Name	Customer	Accepted	Status	Payment
6/18/2009 12:51 AM	6/26/2009 4:15 AM	HM_7	job007	Joe User	N	Submitted	Awaiting Payment
6/18/2009 12:52 AM	6/26/2009 4:15 AM	HM_8	job008	Joe User	N	Submitted	Awaiting Payment
6/18/2009 10:08 PM	6/26/2009 4:15 AM	HM_5	job005	Joe User	N	Submitted	Awaiting Payment
6/11/2009 9:35 AM	6/26/2009 4:10 AM	HM_3	job003	Joe User	Y	Proof Sent	Awaiting Payment
6/11/2009 9:34 AM	6/26/2009 4:10 AM	HM_2	job002	Joe User	Y	Estimate Sent	Awaiting Payment
6/11/2009 9:04 AM	6/26/2009 4:10 AM	HM_4	job004	Joe User	Y	Accepted	Awaiting Payment

Tracker [View All 2]

Date	Due Date	Ticket #	Job Name	Customer	Owner	Status	Payment
6/11/2009 9:35 AM	6/26/2009 4:10 AM	HM_3	job003	Joe User	Joe User	Proof Sent	Awaiting Payment
6/11/2009 9:34 AM	6/26/2009 4:10 AM	HM_2	job002	Joe User	Joe User	Estimate Sent	Awaiting Payment

Recent Notes/Files

- 6/17/2009 HM_7
- 6/17/2009 HM_5
- 6/12/2009 HM_8
- 6/12/2009 HM_3

Calendar

June 2009

S H T W T F S

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30

July 2009

S H T W T F S

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

Printgroove Queue

View Jobs

Your Printjobs



Note

If your session remains inactive beyond the time limit defined by your Application Administrator, you are automatically logged off.

3 Place and View an Order

Orders placed by the customer via Printgroove POD Serve are received and processed by internal users on Printgroove POD Guide. Additionally, orders can also originate from the Printgroove POD Guide.

This chapter describes how an internal; user with the appropriate Role can place an order with Printgroove POD Guide. Instructions for viewing the order are also provided.

Printgroove POD Guide can also provide a price to customers who do not use the Printgroove POD Suite. That quote process is also described in this chapter.

**Note**

If you have questions about your user Role, please see your Application Administrator.

3.1 Placing an Order

If you have the appropriate Role, you can place an order on Printgroove POD Guide by selecting [Jobs] - [New] from the menu. There are two types of orders that may be placed: Quick Order and Standard Order.

When creating a Print order, the Job Ticket must be filled in. The Job Ticket contains six sections: [Job], [Files], [Options], [Catalog], [Shipping] and [Billing].

The format of a Job Ticket can be edited by an appadmin user. In this section, however, the default Job Ticket format “Default Order-All fields” is used when describing the order-placing procedure. This is the default template for Standard-type orders. When there are differences between creating a new Standard Order and a new Quick Order, they are noted in the discussion.

The “Default-Order -All fields” available setting options are as follows:

Section	Category	Items	Description
Job	Customer Info	First Name	enter in text box
		Last Name	enter in text box
		Email	enter in text box
	Standard	Job Name	enter in text box
		Due Date	select from calendar
		Estimate	mark check box
	Priority	Priority	select a radio button
Files	Submission	Proof	select a radio button
		File Upload	select file(s) on dialog box
		Delete Files	mark check box
	Delivery	Delivery	mark check box

Section	Category	Items	Description
Options	Copies	Copies	enter in test box
	Color	Print Color	select a radio button
		Color Quality - High Chroma	mark check box
	Media	Media Type	select a radio button
		Media Type De-tails	select from drop down menu
		Grade	select from drop down menu
		Coating	select from drop down menu
	Layout	Orientation	select from drop down menu
		Size Policy	select from drop down menu
		Combination	select from drop down menu
	Paper	Size	select from drop down menu
		Weight	select from drop down menu
		Color	select from drop down menu
		Use Perforated Paper	select from drop down menu
		Paper Name	enter in text box
	Sides	Sides	select from drop down menu
	Collation	Collation	mark check box
	Punching	Punching Edge	select from drop down menu
		Punching Number	select from drop down menu
	Folding	Folding	select from drop down menu
	Front Cover	Page	select from drop down menu
		Weight	select from drop down menu
		Color	select from drop down menu
		Grade	select from drop down menu
		Coating	select from drop down menu
	Back Cover	Page	select from drop down menu
		Weight	select from drop down menu
		Color	select from drop down menu
		Grade	select from drop down menu
		Coating	select from drop down menu
	Binding	Type	select from drop down menu
		Location	select from drop down menu
		Binding Color	select from drop down menu

Section	Category	Items	Description
Catalog	Offset	Offset	select from drop down menu
	Trim	Trim	select from drop down menu
	Paper	Letter White 20lb	enter in test box
		Legal White 20lb	enter in test box
	Pencils	Pencils	enter in test box
Shipping	Address Book		drag and drop the selected shipping address
	Ship to		select option of the selected shipping address
Billing	Billing Method		select a billing method

The “Default-Order -Quick Order” available setting options are as follows:

Section	Category	Items	Description
Job	Customer Info	First Name	enter in text box
		Last Name	enter in text box
		Email	enter in text box
	Standard	Job Name	enter in text box
		Due Date	select from calendar
	Priority	Priority	select a radio button
	Proof	Proof	select a radio button
Files	Submission	File Upload	select file(s) on dialog box
		Delete Files	mark check box
		Delivery	mark check box

Section	Category	Items	Description
Options	Copies	Copies	enter in text box
	Color	Print Color	select a radio button (Mixed is not available)
		Color Quality - High Chroma	mark check box
	Media	Media Type Details	select from drop down menu
		Grade	select from drop down menu
		Coating	select from drop down menu
	Layout	Orientation	select from drop down menu
		Size Policy	select from drop down menu
		Combination	select from drop down menu
	Paper	Size	select from drop down menu
		Weight	select from drop down menu
		Color	select from drop down menu
		Use Perforated Paper	select from drop down menu
		Paper Name	enter in text box
	Sides	Sides	select from drop down menu
	Collation	Collation	mark check box
	Punching	Punching Edge	select from drop down menu
		Punching Number	select from drop down menu
	Folding	Folding	select from drop down menu
	Front Cover	Page	select from drop down menu
		Weight	select from drop down menu
		Color	select from drop down menu
		Grade	select from drop down menu
		Coating	select from drop down menu
	Back Cover	Page	select from drop down menu
		Weight	select from drop down menu
		Color	select from drop down menu
		Grade	select from drop down menu
		Coating	select from drop down menu
	Binding	Type	select from drop down menu
		Location	select from drop down menu
		Binding Color	select from drop down menu
	Offset	Offset	select from drop down menu
	Trim	Trim	select from drop down menu

Section	Category	Items	Description
Catalog	Paper	Letter White 20lb	enter in text box
		Legal White 20lb	enter in text box
	Pencils	Pencils	enter in text box
Shipping	Address Book		drag and drop the selected shipping address
	Ship to		select option of the selected shipping address
Billing	Billing Method		select a billing method



Note

By default, users who sign in using the “psc” login have permission to create jobs.

To place an order:

- 1 Launch a Browser and open Printgroove POD Guide.
- 2 Login to the Home Page.

Welcome to Printgroove!

Inbox [View All 6]

Date	Due Date	Ticket #	Job Name	Customer	Accepted	Status	Payment
6/16/2009 12:53 AM	6/26/2009 4:15 AM	NH_7	job007	Joe User	N	Submitted	Awaiting Payment
6/16/2009 12:52 AM	6/26/2009 4:15 AM	NH_6	job006	Joe User	N	Submitted	Awaiting Payment
6/16/2009 10:50 PM	6/26/2009 4:15 AM	NH_5	job005	Joe User	N	Submitted	Awaiting Payment
6/16/2009 5:25 AM	6/26/2009 4:15 AM	NH_3	job003	Joe User	Y	Proof Sent	Awaiting Payment
6/16/2009 5:14 AM	6/26/2009 4:15 AM	NH_2	job002	Joe User	Y	Estimate Sent	Awaiting Payment
6/16/2009 5:04 AM	6/26/2009 4:15 AM	NH_1	job004	Joe User	Y	Accepted	Awaiting Payment

Tracker [View All 2]

Date	Due Date	Ticket #	Job Name	Customer	Order	Status	Payment
6/16/2009 5:05 AM	6/26/2009 4:15 AM	NH_3	job003	Joe User	Joe User	Proof Sent	Awaiting Payment
6/16/2009 5:04 AM	6/26/2009 4:15 AM	NH_2	job002	Joe User	Joe User	Estimate Sent	Awaiting Payment

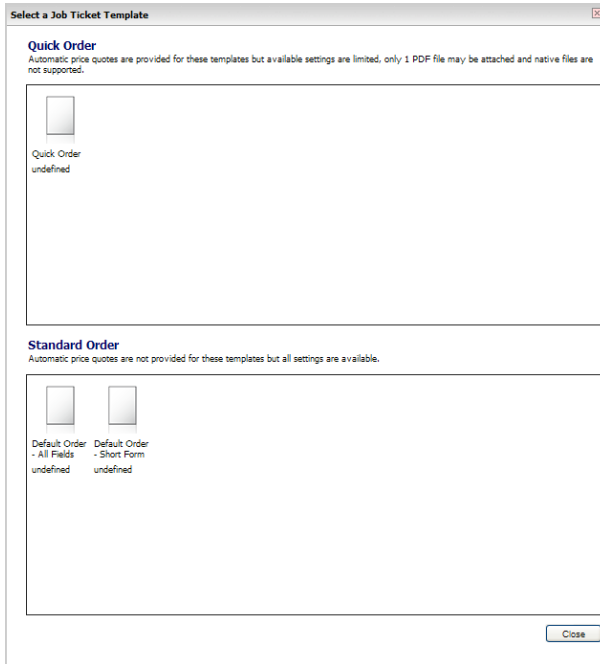
Recent Notices

- 6/16/2009 4:03 PM
- 6/16/2009 4:03 PM
- 6/16/2009 4:03 PM
- 6/16/2009 4:03 PM

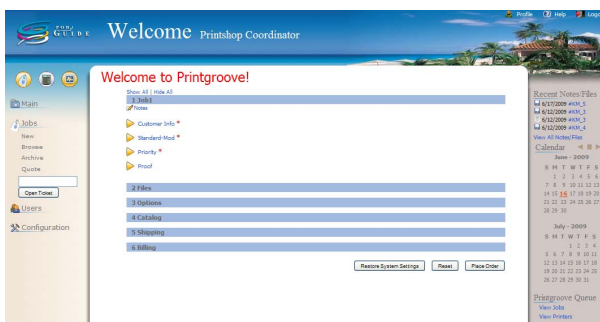
Printgroove Queue

- View Jobs
- View Orders

- 3 Click [Jobs] - [New]. The [Select a Job Ticket Template] screen opens:



- 4 Select either a Quick Order or a Standard Order by clicking on an icon. The [New] screen opens. The contents of this screen will vary based upon the type of Job Ticket Template you selected.



- 5 The settings for a new job may be entered on this page.

- Throughout this process, all mandatory text fields are noted on the GUI with a red asterisk. These fields must have values in order to complete the Job Ticket.

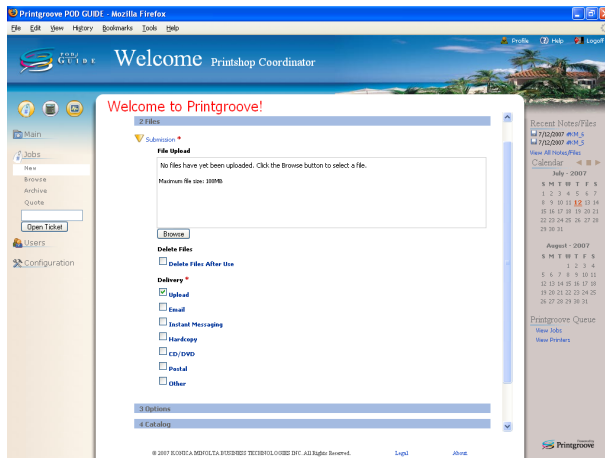
- 6 If the ticket type is Quick Order, an Estimated Cost of the job will display in the far left menu, near the bottom of the screen. This is a real-time quote and will continue to update as the job ticket is filled out. This feature is not supported for Standard-type orders.

The first section of the Job Ticket is [Job]. In this section, you can specify the order name, the date you would like the order completed, and indicate whether or not a proof is required before the job is printed. The setting categories of the [Job] section are [Customer Info], [Standard], [Priority] and [Proof]. Information about each setting category follows:



- Click the triangle icon at the left of the category name to expand the category and display the settings.
- [Customer Info]
 - First Name: Enter the customer's first name
 - Last Name: Enter the customer's last name
 - Email: Enter the customer's Email address
- [Standard]
 - Job Name: Enter a name for the job being created.
 - Due Date: To the right of the field is a Calendar icon that opens the current month's calendar. Click on a day of the month to select that day. To return to the current date, click [Today] (near the top of the calendar). To change months/years, use the arrows on either side of the link.
 - Estimate: Indicate whether or not an Estimate is required. This option is not available for Quick Orders.
- [Priority]
 - Indicate whether the order is Normal or Rush
- [Proof]
 - Indicate whether or not a Proof is required. The Soft Proof option is not available for Quick Orders.

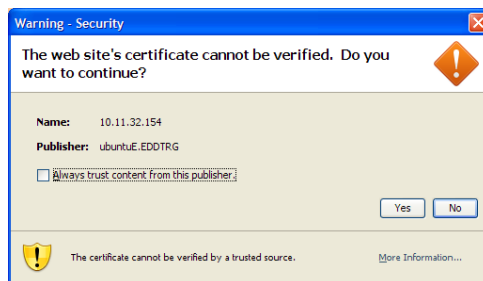
- 7 The next section of the Job Ticket is [Files]. Click the blue heading bar to open it. The [Files] section expands.



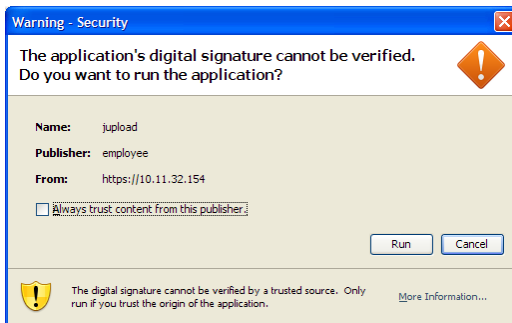
- While it is not necessary to close one section before opening another, leaving multiple sections open may increase the amount of scrolling required to view relevant information.

- 8 Standard Order Section. See 9 below for information about this section for Quick Orders. The [Files] section of the job ticket allows you to locate then submit the files for the print job via the web. The selected files are copied from your local computer and transferred to Printgroove POD Guide. The Delivery method for the original job documents is also specified in this section.

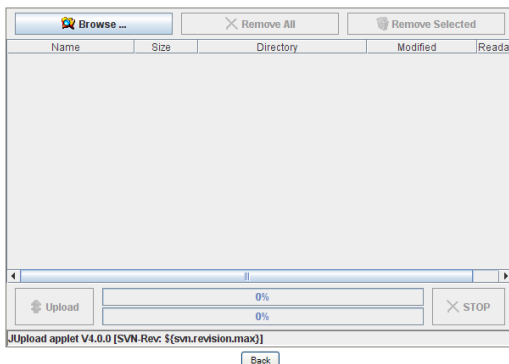
- [Submit Files]
- To submit files, click the [Upload] button. The [Warning - Security] popup opens:



- If you want to avoid this step in future uploads, select the [Always trust content from this publisher] checkbox then click the [Yes] button. A second [Warning - Security] pop-up opens:



- If you want to avoid this step in future uploads, select the [Always trust content from this publisher] checkbox then click the [Run] button. The [Upload Files] screen opens:



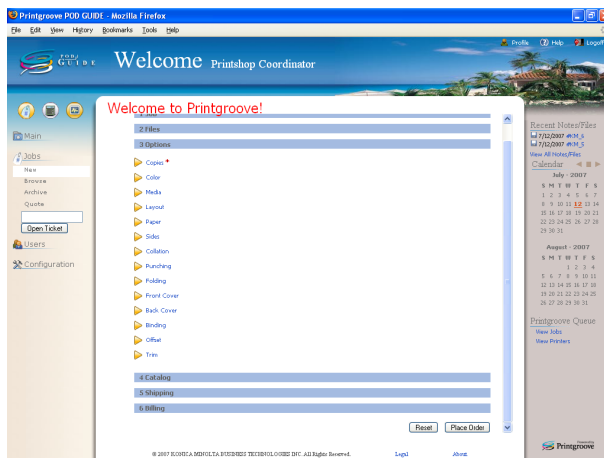
- Click the [Browse] button, navigate to the file(s) you want to upload, select them then click the [Open] button. The files appear in the [Upload Files] screen main panel. You may upload up to ten files. The maximum file size is 2 GB. If multiple files are added and all are larger files, performance may be significantly reduced. A combine file size of 5 GB or less is recommended for optimal performance.
- Once the files are selected, click the [Upload] button. A progress bar will track the upload process (in the case of larger files, it may take a little longer for the progress bar to appear). If you click the [Stop] button, the upload is stopped and you return to the previous step above.
- When the files are uploaded, the progress bar will inform you that the task is complete. Click the [Back] button to close the [Upload Files] pop-up.
- The uploaded files will appear on the Printgroove POD Guide screen.

- [Delete Files]
Select the [Delete Files After Use] checkbox if you want the uploaded files deleted after the print order is complete.
- [Delivery]
If the Delivery section is required (if it has a red asterisk), you must select how you will deliver the job originals. The choices are: CD/DVD, Email, Instant Messaging, Upload, Postal, Hardcopy and Other.

9 Quick Order Section. If the job ticket type was Quick Order, the [Files] section will be identical to the Standard Order section. The only difference is that you are limited to uploading a single PDF file. (You may also remove and replace the PDF file.)

- The Upload Files process noted in step 8 is identical for Standard Orders.

10 The next section of the Job Ticket is [Options]. Click the blue heading bar. The [Options] section expands.

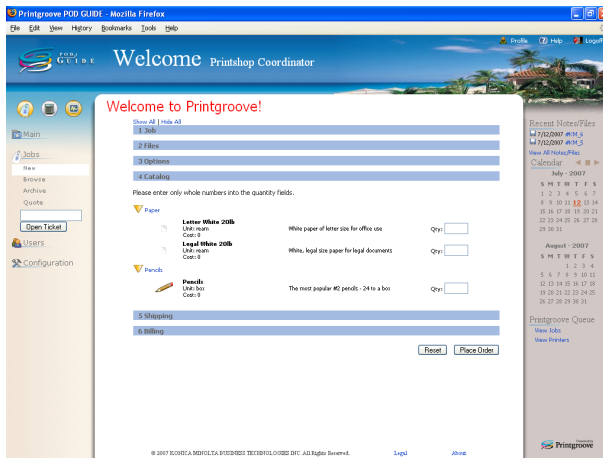


11 The [Options] section allows you to specify many of the material values of the job ticket as well as finishing and layout settings. Except for the Copies fields, these values may be left blank and can be determined in another phase of the print job processing (e.g., Printgroove POD Ready or Printgroove POD Queue). Click the triangle icon at the left of the category name to expand the category and display the settings.

- The Options shown are the defaults delivered with the application. An appadmin user may add new or edit existing values.

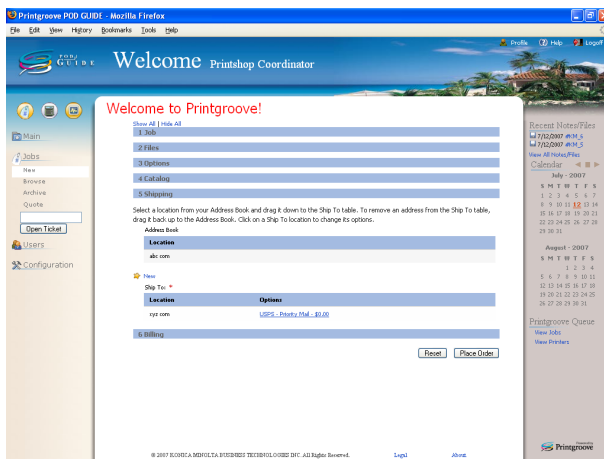
- Copies: This is the only required setting for this section. Enter a numerical value for the number of copies of the original document you want printed.
- Color: Select either the color, black and white or mixed radio button. If the job ticket type is Quick Order, mixed is not available. And also, a selection can be made to decide whether the High Chroma is set or not. Use the option if you want your color job to print on a device that supports High Chroma color.
- Media (Media Type, Media Type Details, Grade, Coating): any of these values may be selected but none are required. If the job ticket type is Quick Order, Media Type is not available.
- Layout (Orientation, Size Policy, Combination): any of these values may be selected but none are required.
- Paper: (Size, Weight, Color, Use Perforated Paper, Paper Name): any of these values may be selected but none are required.
- Sides (Front, Back, Two sided head-to-head, Two sided head-to-foot): any of these values may be selected but none are required.
- Collation (Collate, Not Collate): any of these values may be selected but none are required.
- Punching (Punching Edge, Punching Number): any of these values may be selected but none are required.
- Folding (Folding method): any of these values may be selected but none are required.
- Front Cover (Page, Weight, Color, Grade, Coating): any of these values may be selected but none are required.
- Back Cover (Page, Weight, Color, Grade, Coating): any of these values may be selected but none are required.
- Binding (Type, Location, Binding Color): any of these values may be selected but none are required.
- Offset: A value may be selected but is not required.
- Trim: A value may be selected but is not required.

- 12** The next section of the Job Ticket is [Catalog]. Click the blue heading bar. The [Catalog] section expands.



- 13** The [Catalog] section is not required for a print job order. This section is provided primarily as a support for Printgroove POD Serve. If, while placing a print order, a customer wishes to order additional items from your graphics department, these values will appear here when the order is sent to Printgroove POD Guide. If you are creating a new job ticket internally, you may ignore this section. If a job is received externally, review these values for any customer-requested items.
- An appadmin user may add or edit these options.

- 14 The next section of the Job Ticket is [Shipping]. Click the blue heading bar. The [Shipping] section expands.



- 15 When placing an order, at least one [Shipping Address] is mandatory. If a default Shipping address is in a user's Profile, it will automatically be placed in the [Ship To] field when an order is placed. If you do not use the default Shipping address, select a location from your Address Book and drag it down to [Ship To]. To remove a selected address, drag it back into the Address Book. Click on [New] to enter a new or different shipping address. Click in the space under the "Options" column in the [Ship To] address list to change the Options information.

- The list of Shipping Options shown is the default. Additional options can be added by an appadmin user via the Configuration menus, Shipping Methods and JT Builder.
- When you click [New] to enter a new shipping address, the [Create Shipping Address] pop-up window opens. Fill in all of the required fields and select [Set as default] and/or [Add to profile] to save this Shipping information in your Profile (Setting the address as default will cause any new job tickets to use that address so you do not need to enter it each time you place an order). When you have filled out all of the data, click [Save Shipping Address] to save the information.

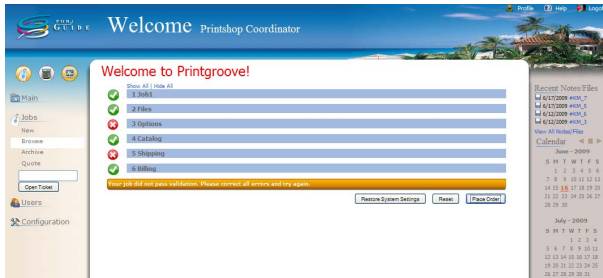
- 16** The next section of the Job Ticket is [Billing]. Click the blue heading bar. The [Billing] section expands.



- 17** The [Billing] section allows you to choose and design a specific billing method from a pre-populated list of billing options. The default billing methods are shown below, but they can be customized. Clicking on [New] allows entry of a new or different billing method.

- A new Billing Method can be entered either through [My Profile] on your Home page or when placing an order. When you click [New] to enter a new billing address, the [Create Billing Address] popup window opens. Enter data in all of the required fields and mark both [Save to profile] and [Set as default] if you want this option to be used whenever you place an order. When you have filled out all of the data, click [Save Billing Option] to save the new billing address information.
- If you wish to use the same billing address you entered in Step 15 above, click [New] to open the [Create Billing Address] pop-up window. Click [Same as Shipping Address]. All texts fields are automatically populated with the information entered in the current Shipping Address field. Click [Save Billing Option] to save the new billing address information.

- 18** The final section of the Job Ticket is [Place Order]. After completing all of the sections that are pertinent to your job, click the blue heading bar. The [Place Order] section expands.



- Click [Place Order]. If all the necessary data has been entered properly, a green-check-mark-in-a-circle icon will appear to the left of each section and a confirmation page will appear.
- If there is an error or omission in the job ticket, a red-X-in-a-circle icon will appear to the left of the section that requires modification. The job is rejected and a “Your job did not pass validation. Please correct all errors and try again.” message will be displayed in an orange bar below the sections. Once errors or omissions have been corrected, the job can be resubmitted by clicking [Place Order] again.
- Once the job has been successfully saved and submitted, a confirmation page will appear with basic information about your order. The ticket number, job name, file(s) uploaded, and shipping/billing information will be displayed.
- If the job is a Quick Order, all values of the order -- including Pricing -- are fixed and cannot be modified. A Payment Request email will be sent to the customer as soon as the [Place Order] button is

clicked. A job ticket summary appears at the bottom of the order screen. This provides the details of the order.

Welcome Printshop Coordinator

Welcome to Printgroove!

The order was successfully submitted to the print shop. You can view the status of this order on the Browse Jobs page. Please print this page and present a copy to the customer for their records.

Job Number: KM_9 Please make note of your job number and reference this number in any communication with the print shop. Thank you!

Job Name: job009

Shipping:	Location #1 625 C/O, State 12345 USA via USPS - Priority Mail	Billing:	Cash Pre-payment
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Details

Files:
document05.pdf

Estimated Cost

Product Cost	\$ 138.00
Markup Cost	\$ 0.00
Additional Cost	\$ 0.00
Sub Total	\$ 138.00
Group Discount	\$ -6.90
Shipping Cost	\$ 10.00
Handling Cost	\$ 5.00
Rush Cost	\$ 0.00
Hard Proof Cost	\$ 0.00
Adjustments	\$ 0.00
Tax	\$ 7.31
Estimated Cost	\$153.41

Recent Notes/Files

- 4/12/2009 4:10:15
- 4/12/2009 4:10:15
- 4/12/2009 4:10:15
- 4/12/2009 4:10:15

Calendar

June - 2009

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July - 2009

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Printgroove Queue

View Jobs
View Printers

- You will be reminded to print the screen and asked to make a note of the information for future use.

Welcome Printshop Coordinator

Welcome to Printgroove!

The order was successfully submitted to the print shop. You can view the status of this order on the Browse Jobs page. Please print this page and present a copy to the customer for their records.

Job Number: KM_8 Please make note of your job number and reference this number in any communication with the print shop. Thank you!

Job Name: job008

Shipping:	Location #1 625 C/O, State 12345 USA via USPS - Priority Mail	Billing:	Cash Pre-payment
------------------	---	-----------------	------------------

Details

Files:
document05.pdf

Buttons: [Set as Default Order] [Place Another Order] [Print Order]

Recent Notes/Files

- 4/12/2009 4:10:15
- 4/12/2009 4:10:15
- 4/12/2009 4:10:15
- 4/12/2009 4:10:15

Calendar

June - 2009

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July - 2009

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Printgroove Queue

View Jobs
View Printers

- After an internal user accepts your order, you will receive a email informing you of the situation.

- 19** For Standard Orders only: If you wish to store the Job Ticket values as your default setting for all new Job Tickets, click [Set as Default Order]. The Job Ticket parameters are stored on a per User basis and remain in effect until changed by the user.



Note

Once you have clicked [Set as Default Order], Printgroove POD Guide will retain all the values and display them each time you place a new order.

To clear these values, click [Restore System Settings]. A prompt will verify your request.

If you select [Yes], all default values are removed and will need to be entered each time you create a new print job.

Before an order is placed, any of the sections described above can be opened and edited. To cancel or delete the entire order, click [Reset] in the lower right of the screen.

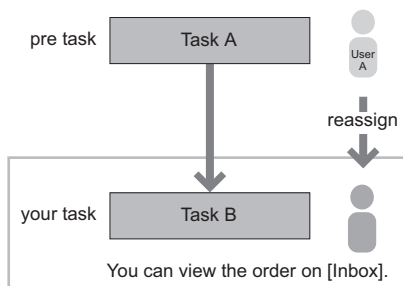
For Standard Orders only: If you click "Place Another Order" you will be returned to the Standard Order type job ticket.

For Quick Orders only: If you click "Place Another Order" you will be returned to the Quick Order type job ticket.

3.2 View Assigned Order ([Inbox] screen)

If you have the appropriate Role, you can view jobs that have been assigned to you via your Home page ([Inbox] list) or on the [Inbox] screen.

When an order is assigned to you, it means that you are responsible for processing the job. If your user level is “psc”, you are the first person responsible for processing an order. If your user level is anything other than “psc”, you must be assigned the responsibility of processing an order by someone else, after the pre-processing phase is completed. Even if you place an order yourself, you cannot view it on your Home page ([Inbox] list) or on [Inbox] screen, until someone assigns it to you.



There are two types of assignments: optional reassignment and Workflow-based assignment.



Note

- If you have the appropriate Role, you can view all jobs on the [Browser] screen. See “View All Order ([Browser] screen)” on page 3-22.
- You can also view the details of all orders. See “Printgroove POD Guide User’s Guide”.

3.2.1 View [Inbox] List on Your Home Page

To display your Home page, click [Home] and then [Inbox]. The [Inbox] lists all jobs assigned to you. It also has rows that display [Date], [Due Date], [Ticket #], [Job Name], [Customer], [Accepted], [Status] and [Payment].

The screenshot shows the Printgroove POD software interface. At the top, there's a 'Welcome Printshop Coordinator' banner. Below it, a 'Welcome to Printgroove!' message is displayed. The main section is titled 'Inbox' and contains a table of jobs. The table has columns: Date, Due Date, Ticket #, Job Name, Customer, Accepted, Status, and Payment. The jobs listed are:

Date	Due Date	Ticket #	Job Name	Customer	Accepted	Status	Payment
6/16/2009 12:53 AM	6/16/2009 4:15 AM	10007	Joe User	N	Submitted	Awaiting Payment	
6/16/2009 12:12 AM	6/16/2009 4:15 AM	10006	Joe User	N	Submitted	Awaiting Payment	
6/16/2009 10:45 PM	6/16/2009 4:15 AM	10005	Joe User	N	Submitted	Awaiting Payment	
6/16/2009 6:35 AM	6/16/2009 4:15 AM	10003	Joe User	Y	Proof Sent	Awaiting Payment	
6/16/2009 5:34 AM	6/16/2009 4:15 AM	10002	Joe User	Y	Estimate Sent	Awaiting Payment	
6/16/2009 5:04 AM	6/16/2009 4:15 AM	10004	Joe User	Y	Accepted	Awaiting Payment	

Below the 'Inbox' table is a 'Tracker' section with a similar table structure. To the right of the 'Inbox' table, there's a 'Recent Notice Files' section with a list of files and a 'Calendar' section showing the current month (June 2009) and a 'Printgroove Queue' section with links to 'View Jobs' and 'View Files'.

The [Status] row displays the values noted below in the left column. The right column explains those values:

The status of orders	Description
Submitted	A job just after the original is accepted.
Accepted	A job accepted has been received.
In Process	A job is processing.
Make Ready	A job is being modified to prepare it for printing.
Proofing	A job is being proofed.
Waiting for Customer	A job is awaiting customer approval.
Printing	A job is printing.
Finishing	A job is in the post-printing, finishing phase.
Packaging	A job is being packaged for shipping.
Shipping	A job is being processed for shipping.
Delivered	A job is being delivered or has been delivered.
Rejected	A job has been rejected by reprographics department user.
Sent to Queue	A job has been sent to Printgroove POD Queue.
Return from Queue	A job has been returned from Printgroove POD Queue.
Disapproved	A job has been disapproved by approver.
Open	A job is on hold.
Estimate Sent	A estimate has been sent by the print shop user.
Estimate Accepted	A estimate is accepted by the customer.
Estimate Rejected	A estimate is rejected by the customer.

The status of orders	Description
Proof Sent	A proof has been sent by the print shop user.
Proof Accepted	A proof is accepted by the customer.
Proof Rejected	A proof is rejected by the customer.



Note

You can sort columns alphabetically by clicking on a column heading. The sort affects all assigned jobs in the list, not just those that you can see on the screen. You can switch ascending order and descending order by clicking the column again.

3.2.2 View [Inbox] List on [Inbox] Screen

On your Home page, click [Main] - [Inbox] or the [View All] link to display the complete list of orders assigned to you.

Welcome to Printgroove!

Inbox

This is a list of jobs assigned to you. The fields at the top of the page can be used to narrow down the number of jobs displayed by searching for specific, case-sensitive information. Each column may be sorted by clicking on the appropriate column heading.

Date Title Customer Status
 Due Date Job Accepted Payment

Date	Due Date	Ticket #	Job Name	Customer	Accepted	Status	Payment
6/10/2009 10:08 AM	6/26/2009 4:10 AM	KH_3	Job User	N	Submitted	Awaiting Payment	
6/10/2009 5:35 AM	6/26/2009 4:10 AM	KH_3	Job User	Y	Proof Sent	Awaiting Payment	
6/10/2009 5:34 AM	6/26/2009 4:10 AM	KH_2	Job User	Y	Estimate Sent	Awaiting Payment	
6/10/2009 5:04 AM	6/26/2009 4:10 AM	KH_4	Job User	Y	Accepted	Awaiting Payment	

Recent Notes Files

- 6/10/2009 KH_3
- 6/10/2009 KH_3
- 6/10/2009 KH_3
- 6/10/2009 KH_4

View All Notes Files

Calendar - June - 2009

5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

July - 2009

5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Printgroove Queue

View Jobs

View Printers

3.3 View All Order ([Browser] screen)

If you have the appropriate Role you can view jobs that have been assigned to you via the [Browser] screen.

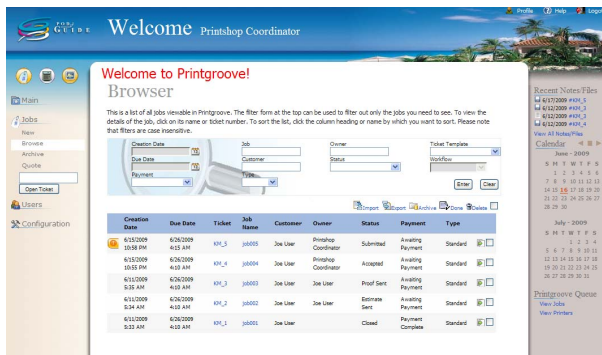


Note

- By default, “psc”- and “appadmin”-level users can view all jobs.
- You can also view the details of all orders. See “Printgroove POD Guide User’s Guide”.
- Archived jobs are only available on the [Archive] screen. See “Printgroove POD Guide User’s Guide”.

3.3.1 View [Browser] List

On your Home page, click [Jobs] - [Browse] to display the complete list of all orders including closed and cancelled orders.



The [Status] row displays the values noted below in the left column. The right column explains those values:

The status of orders	Description
Submitted	A job just after the original is accepted.
Accepted	A job accepted has been received.
In Process	A job is processing.
Make Ready	A job is being modified to prepare it for printing.
Proofing	A job is being proofed.
Waiting for Customer	A job is awaiting customer approval.
Printing	A job is printing.
Finishing	A job is in the post-printing, finishing phase.

The status of orders	Description
Packaging	A job is being packaged for shipping.
Shipping	A job is being processed for shipping.
Delivered	A job is being delivered or has been delivered.
Rejected	A job has been rejected by reprographics department user.
Sent to Queue	A job has been sent to Printgroove POD Queue.
Return from Queue	A job has been returned from Printgroove POD Queue.
Disapproved	A job has been disapproved by approver.
Open	A job is being held.
Closed	A job is closed.
Cancelled	A job is cancelled.
Estimate Sent	A estimate has been sent by the print shop user.
Estimate Accepted	A estimate is accepted by the customer.
Estimate Rejected	A estimate is rejected by the customer.
Proof Sent	A proof has been sent by the print shop user.
Proof Accepted	A proof is accepted by the customer.
Proof Rejected	A proof is rejected by the customer.



Note

You can sort columns alphabetically by clicking on a column heading. The sort affects all assigned jobs in the list, not just those that you can see on the screen. You can switch ascending order and descending order by clicking the column again.

3.4 View Shipping Tracking Information

If Shipping Tracking Information is provided for a job, it can be viewed. When available, this information can be accessed on the Home screen, the Inbox screen, the Tracker screen, the Browse screen and the Archive screen. The instructions below reference the Browse screen but are the same for any of the noted screens. See “User’s Guide of Printgroove POD Guide” for details about adding tracking information.

To view Shipping Tracking information from the [Home] screen:

- 1 On your Home page, click [Jobs] - [Browse].
- 2 Locate the job and click the [Shipping Tracking] icon. (If no link/icon is displayed, no tracking information has been added to the job.)

- 3 Click the Shipping Tracking icon. The Shipping Details (Tracking) pop-up screen opens:

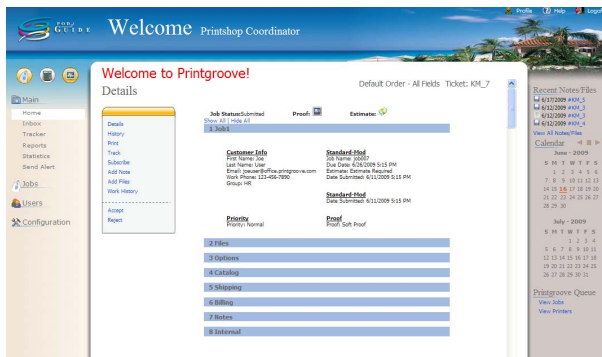
- 4 The Shipping Option and the tracking number(s) are noted at the bottom of the screen. If a job is split into multiple shipments, a tracking number is provided for each shipment. If the Shipping Method has a Tracking Link defined, hyperlinks are displayed.
- 5 Click a hyperlink for more precise details about the selected shipment.
- 6 When finished, click [Close] to close the pop-up screen.

4 [Details] Screen Operations

This chapter describes the [Details] screen operations.

Once a job is placed it must first be accepted by Printgroove POD Guide before it can be processed. If information is missing on the job ticket or you determine there is something wrong with the order as submitted, you can reject the ticket and send an e-mail to the creator of the job informing them of the situation.

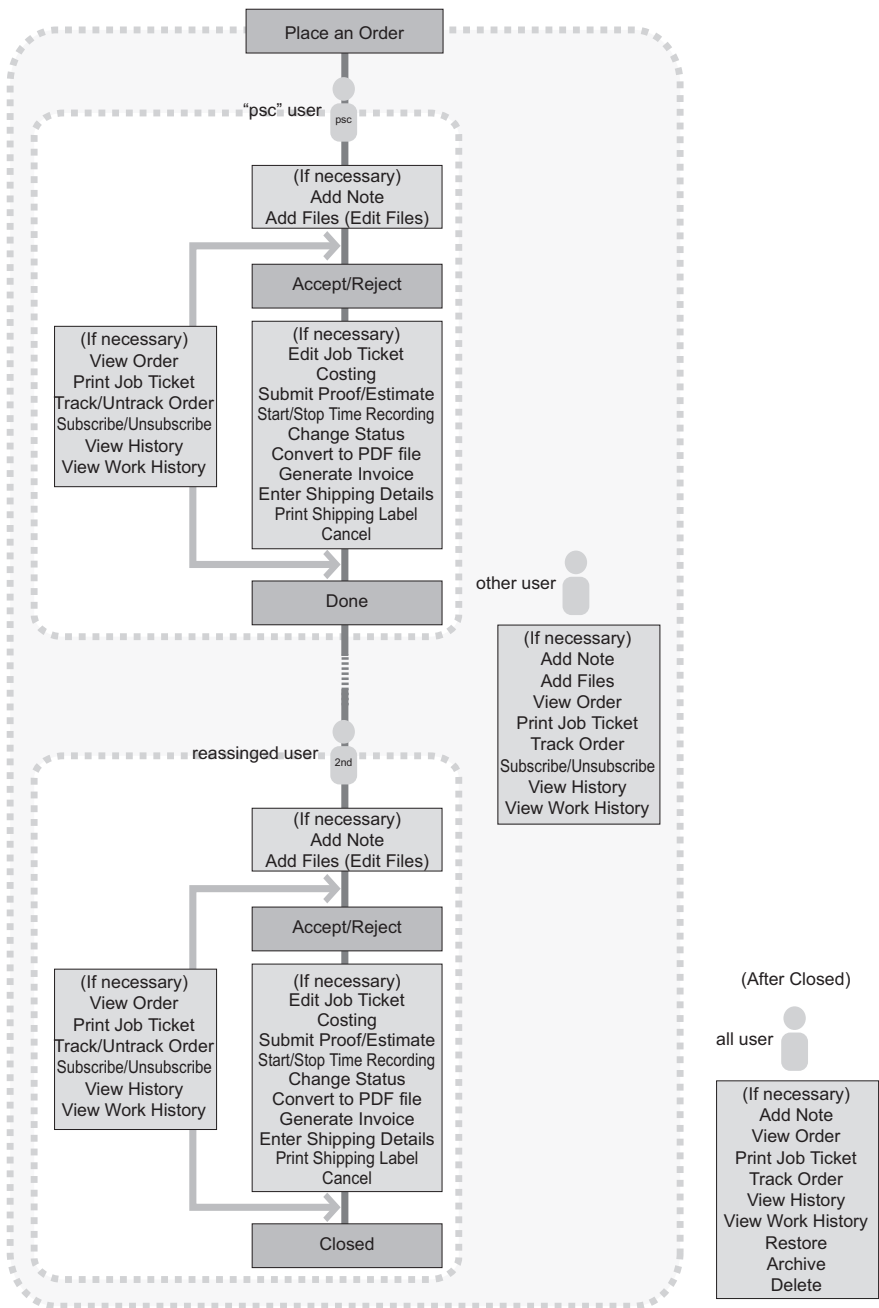
The [Details] screen displays the [Job Ticket Menu] and all the various job processing options including [Accept] and [Reject]. The [Job Ticket Menu] will vary depending on the type of job submitted, the job status, the permission level of the user viewing the screen and whether the order is a Quick Order or Standard Order.



Job Ticket Menu	Description
Details	Details will display a read-only view of the job ticket (default). Click on the title bar of any section of the job to view.
History	History will bring up the job history, meaning all actions taken on this order.
Work History	Work History will display a screen showing work time recorded for this job. These values are set using the Start and Stop menu items discussed below.
Print	Print will bring you to a screen from which you can print the job ticket.
Archive	Archive becomes a menu option when a job's status is Closed so that the printshop user can archive the job. Once archived, a job is unavailable for further changes.
Track	Tracker allows a PSC-level user to mark the ticket so that all actions taken on it are tracked.

Job Ticket Menu	Description
Subscribe	Subscribe allows you to mark the ticket so that an email is sent each time the status changes.
Edit	Edit brings up an editable version of the job ticket (if you have editing permissions). If you do make changes to a job, be sure to click Update Order to save the changes.
Costing	Costing allows cost information to be entered for the job ticket.
Shipping Details	When Shipping Details are added, they can be accessed by the Printgroove POD Serve and Guide users so that they may view the shipping providers up-to-date shipping information.
Add Note	Note allows the internal user to add a <i>Note</i> to the job ticket record. <i>Notes</i> can be marked as <i>Internal</i> or <i>Public</i> . <i>Internal Notes</i> will not be visible to your customers, <i>Public Notes</i> will be visible to all users. As an internal print shop user, you can also email a <i>Note</i> to an external user address.
Add Files (Standard type Orders only)	Files menu allows the internal printshop user to add more files to the job order (by uploading them).
Edit Files (Quick type Orders only)	Files menu allows the internal printshop user to edit the files to the job order (by uploading them).
Submit Proof	Submit Proof allows the internal user with permissions to submit a proof and an e-mail message to the customer who placed the order. If the proof is a Soft Proof, the PSC-user can click on Browse to select the proof from their computer. Otherwise the selection should be Hard Proof/Handled off-line.
Submit Estimate	Submit Estimate menu has two options: (1) have an email sent to the customer with the estimate or (2) include the estimate on the job ticket. The PSC-level user may choose one or both of the options.
Start and Stop	Start and Stop menu items allow the user to start and stop recording the time it takes to perform the job. The ticket timing can also be started/stopped using the calendar.
Status	Status allows the internal user to change the status of the job. The status cannot be changed until after the submitted job is accepted.
Done	Done allows the internal printshop user to <i>Close</i> the job ticket upon completion.
Grab	The Grab menu is only available when a job is assigned to a workflow, the job is in a pool, and an internal user in the next node opens the job pool to select a job. When the internal user opens the job details screen, the Grab menu is available.
Delete	The Delete function allows <i>Closed</i> jobs to be <i>Deleted</i> . The printshop user can also Edit a job and upload newer versions of files.

In addition to the items mention in the menu above, the [Details] screen provides other functions including buttons to generate an invoice, convert the native files that have been uploaded to PDF, etc.



4.1 Header Details

When the Details screen opens, the upper-right corner of the screen will contain some or all of the following items:



- Job Ticket Template Name: the name of the template used to create the job appears in the top row for all jobs.
- Job Ticket Number: the number assigned to the job ticket always appears in the top row after the template name.
- Estimated Cost: the estimated cost of the job always appears in the second row.
- Remaining Budget: if the Group is set up to include a Budget, the remaining budget appears as a dollar value in the third row. If the budget has been exceeded, the overage value will appear in red. The job may still be processed when the budget has been exceeded.
- Proof and Estimate icons: if a Proof or an Estimate are required, animated icons will display above the [Job] section.

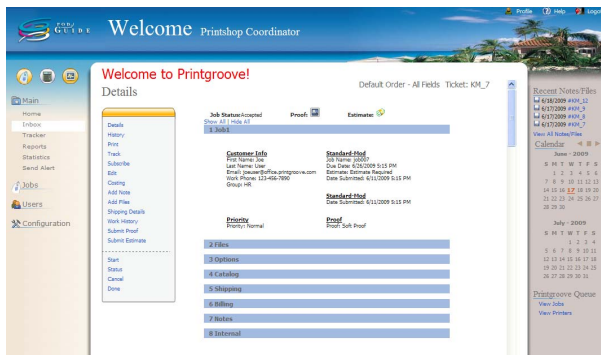
4.2 Accept /Reject an Order

If everything is correct on the Job Ticket you can accept the order. If there are errors on the Job Ticket, you may reject the order.

By default, “any operator” can accept or reject an order.

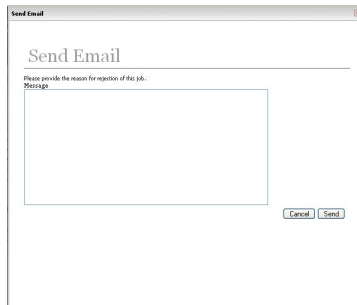
To accept /reject an order:

- 1 From the [Inbox] list or the [Browser] list, click the job you want to accept /reject. The [Details] screen opens.
- 2 View and check the Job Ticket.
- 3 If everything is correct on the Job Ticket, click [Accept]. The order is accepted and a message is shown in a green bar, confirming that the job was successfully accepted.



- When the order is accepted, an e-mail is sent to the user who placed the order.

- 4 If there are any problems with the Job Ticket, click [Reject]. The [Send E-mail] screen opens. Enter a message and click [Send].

The image shows a web-based dialog box titled "Send Email". Inside the dialog, the title "Send Email" is displayed at the top. Below the title, there is a text prompt: "Please provide the reason for rejection of the job." followed by the label "Message:". Underneath this prompt is a large, empty rectangular text area for entering the message. At the bottom right of the dialog, there are two buttons: "Cancel" and "Send".

- When the order is rejected, an e-mail will be sent to the user who placed the order.

4.3 Done

Once the job has been accepted, it needs to be moved to the next processing phase. If you have the appropriate Role, you may continue processing the job.

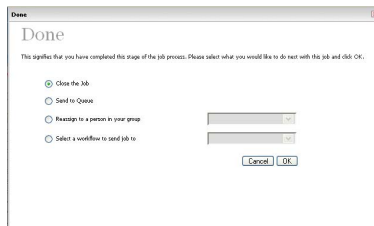


Note

By default, a “psc”-level user has the permission to continue processing the job.

To continue processing the job:

- 1 From the [Inbox] list or the [Browser] list, click the job you want to continue processing. The [Details] screen opens.
- 2 View and check the Job Ticket. As required, perform any required tasks.
- 3 When you are finished, click [Done]. The [Done] screen opens.

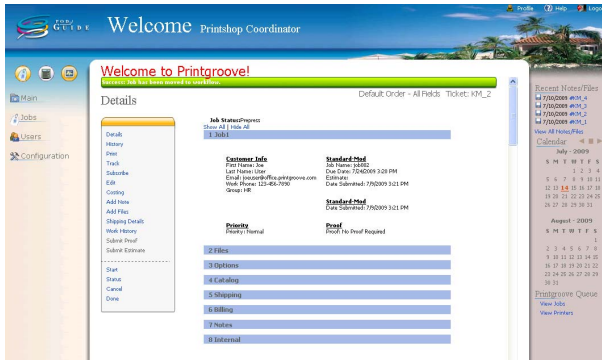


- If the order has been entered into a Workflow, the [Done] screen is different from the image above. If the job was entered into a Workflow, see “To assign the order to a Workflow:” on page 4-9.

- 4 Select one of the on-screen options. The options are:

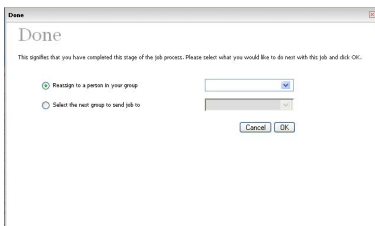
- Close the Job: Changes the status of the job to “Closed”. No further changes can be made to the job (including costing or invoicing) but the job can be archived, copied, or resubmitted as a new job.
- Send to Queue: Sends the job to Printgroove POD Queue for printing (if you select this option you must have the Printgroove POD Queue product and the user accounts between both applications must be synchronized).
- Reassign to a person in your group: Allows you to reassign the ticket to another user in your Group.
- Select a workflow to send job to: Allows you to choose one of the available Printgroove POD Guide Workflow options.

- 5 If you select [Reassign to a person in your group], select the person from the drop-down list.
- 6 If you select [Select a workflow to send job to], select a Workflow from the drop-down list.
- 7 Click [OK]. The [Details] screen returns and a message is shown in a green bar to confirm that the request was successfully completed.

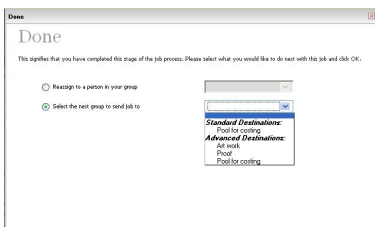


To assign the order to a Workflow:

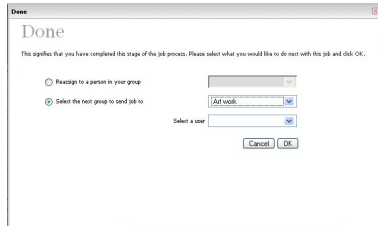
- 1 Complete steps 1 and 2 described in “To continue processing the job:” on page 4-7.
- 2 When you finish entering your order into a Standard Workflow, click [Done]. The [Done] screen opens.



- 3 Select one of the on-screen options. The options are:
 - Close the Job: Changes the status of the job to “Closed”. No further changes can be made to the job (including costing or invoicing) but the job can be archived, copied, or resubmitted as a new job.
 - Send to Queue: Sends the job to Printgroove POD Queue for printing (if you select this option you must have the Printgroove POD Queue product and the user accounts between both applications must be synchronized).
 - Reassign to a person in your group: Allows you to reassign the ticket to another user who is assigned to the same Node.
 - Select the next group to send job to: Allows you to choose the next Node.
- 4 When you select [Reassign to a person in your group], select the person from the drop-down list.
- 5 When you select [Select a workflow to send job to], select the next Node from drop-down list.



- 6 When you select a Node to which multiple users are assigned, select the user you want to reassign the job to from the [Select a user] drop-down list.



- 7 Click [OK]. The [Details] screen returns and a message is shown in a green bar to confirm that the request was successfully completed.

4.4 Convert a Native File to PDF

This function is not available if the order is a Quick Order. If you have the appropriate Role, you can convert native files uploaded to a job ticket into PDF files. You must also have the Printgroove POD Driver installed on your PC for this function to work. (See the Printgroove POD Driver User's Guide for details.)

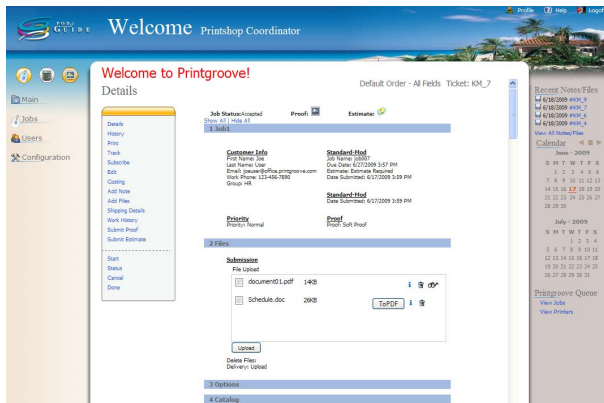


Note

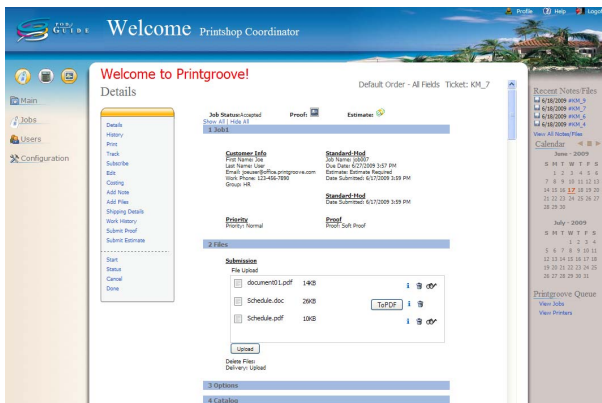
By default, "psc"-level users can convert native files to PDF files.

To convert a file:

- 1 From the [Inbox] list or the [Browser] list, click the job that contains the file(s) you want to convert to PDF. The [Details] screen opens.
- 2 Click the blue heading bar of the [Files] section to view the details.



- 3 Click [To PDF] to convert the native file to a PDF file. A pop-up window displays the progress. After conversion completes, the PDF file is added to Printgroove POD Guide.



5 System Management

Printgroove POD Guide can report all jobs currently being processed and provide a graphical representation of the current system. If necessary, Printgroove POD Guide can send system-wide alerts. These functions can be performed using the [Main] - [Reports], [Main] - [Statistics], or [Main] - [Send Alert] menu on your Home page.

- Reports: provides choice of report, sorting and date range (if applicable)
- Statistics: displays key Printgroove POD system informational statistics
- Send Alert: allows user to send a message that displays on all user screens



Detail

For details, please refer to the Printgroove POD Guide User's Guide.

6 User Administration

This chapter describes User Administration functions. When logging in as a user with appadmin-level permissions, that user must use Firefox as their browser since Internet Explorer will not support appadmin-level functionality.

By default, only the Application Administrator can perform the following:

- Price List management
- Group management
- Role management
- User management

**Note**

For an overview of Groups, Roles and Users, see “Users, Group and Roles” on page 2-2.

6.1 Price Lists

A Price List is the location where the Application Administrator enters pricing information. Once a Price List is created, it can then be assigned to a Group. The Costing values applied to a print job, then, are determined by the Group to which the submitting user belongs and the Price List assigned to that Group. The assigned Price List is applied consistently to a job in both Printgroove POD Serve and Printgroove POD Guide so that a job created in Serve will have the same Price List applied to it when a Guide user accesses the job (For Costing or Editing).

By default, only the Application Administrator can:

- Create a Price List
- Edit a Price List
- Duplicate a Price List
- Delete a Price List
- Search Price Lists

6.1.1 Create a Price List

Use [Configuration] - [Price List] on your Home page to create a new Price List.

To create a Price List:

- 1 On your Home page, click [Configuration] - [Price List] and [New Price List]. The [New Price List] screen opens:

The screenshot displays the Printgroove Application Administrator interface. The top navigation bar includes links for Profile, Help, and Logout. The sidebar on the left contains a tree view with categories like Main, Jobs, Users, Configuration, and Workflow. The main content area is titled 'Welcome to Printgroove!' and features several sections for configuring price lists. The 'Products' section includes a 'Price List Name' field. Below it, the 'Default Order - All Fields' section contains a 'Price scale' and a 'Price (\$)' field. The 'Default Order - Short Form' section also includes a 'Price scale' and a 'Price (\$)' field. The 'Quick Order' section has a 'Price scale' and a 'Price (\$)' field. The 'Services' section includes a 'Paper' section with a 'Price scale' and a 'Price (\$)' field. The footer of the page contains the copyright notice '© 2007 BORECA INDUSTRIAL BUSINESS TECHNOLOGIES INC. All Rights Reserved' and the Printgroove logo.

- 2 There are six sections to the Price List: [Products], [Services], [Delivery Types], [Internal Services], [Catalog Items] and [Special Pricing]. Before entering values in these sections, enter a name for the Price List in the [Price List name] field.
- Once the name is saved it cannot be edited. If the name must be changed, a new Price List must be created using the correct name (see “User’s Guide of Printgroove POD Guide” for more information).

Price List Name: Primary Pricing 1

Products

Default Order - All Fields

Price scale	One-time Price per copy	per page
Price (\$)	1.00	0.3
Color Price (\$)	1.50	0.41
High Chroma Price (\$)	2.00	0.62

Default Order - Short Form

Price scale	One-time Price per copy	per page
Price (\$)		
Color Price (\$)		
High Chroma Price (\$)		

Quick Order

Price scale	One-time Price per copy	per page
Price (\$)		
Color Price (\$)		
High Chroma Price (\$)		

- 3 The [Products] section of the screen lists all the Job Tickets stored in Printgroove POD Guide. These are the Job Tickets created in the JT Builder and used as the basic templates for orders processed through Serve and Guide. Use the Products section to assign Copy and Color pricing for each of these templates.
- The [One-time] column allows you to enter a one-time cost that is applied to all jobs that use the Job Ticket. A value can be entered in the [Price (\$)] row. This will be applied to all BW jobs. If the [Color Price (\$)] and/or the [High Chroma Price (\$)] check boxes are selected, a [One-time] cost field is displayed and a value may be entered there.
 - The [Price per copy] and [Price per page] columns allow you to enter a per copy and per page charge for BW, Color and High Chroma jobs. Click the [+/-] sign to add pricing box columns. This is useful if you provide discounted prices for higher numbers of copies. The added boxes indicate the range values for discounts. When the correct number of columns are added, enter range values in the [Price Scale] row. The default value of the first box is [1]. If you add a second box and enter a value of 50, all jobs with 1 - 49 copies will be costed based on the value entered under the [1]. Jobs with 50 or more copies will be priced based on the value entered under the 50. You may add up to 9 additional boxes.

- The [Price (\$)], [Color Price (\$)] and [High Chroma Price (\$)] rows allow you to enter costing values for the page ranges. Select the [Color Price (\$)] and [High Chroma Price (\$)] check boxes to activate and set these options.

Welcome to Printgroove! Application Administrator

Services

Paper	Price scale	One-time Price per copy	per page
12x18	1		
12x18 W			
131 g/m2			
13x19			
162 g/m2			
18K			
210 g/m2			
243 g/m2			
300 g/m2			
40 g/m2			
50 g/m2			
62 g/m2			
72 g/m2			
8.125x13.25			
8.25x13			
8.5x13			
8x13			
92 g/m2			
9x11			
A3			
A3 Tab			
A3W			
A4			

Recent Notes Files

View All Notes/Files

Calendar

April - 2009

May - 2009

Printgroove

4 The [Services] section of the screen allows you to enter costing values for all the print-related settings (Paper Type, Cover Paper settings, Layout, Binding, Punching, Trim, etc.). These values come from the Job Tickets created in the JT Builder and used as the basic templates for orders processed through Serve and Guide. These are the same Job Tickets noted in the Products section.

- The [One-time] column allows you to enter a one-time cost that is applied to all jobs that use the Job Ticket and the selected Service.
- The [Price per copy] and [Price per page] columns allow you to enter a per copy and per page charge for selected services. Click the [+] sign to add pricing box columns. This is useful if you provide discounted prices for higher service volumes. The added boxes indicate the range values for discounts. When the correct number of columns are added, enter range values in the [Price Scale] row. The default value of the first box is [1]. If you add a second box and enter a value of 50, all jobs with 1 - 49 copies will be costed based on the value entered under the [1]. Jobs with 50 or more copies will be

priced based on the value entered under the 50. You may add up to 9 additional boxes.

5 The [Delivery Types] section of the screen lists all the Shipping Methods stored in POD Guide (all those created using Configuration --> Shipping --> Methods). For each method, enter a Handling and a Shipping cost policy.

- **Handling** Cost: There are two costing options, both of which may be used.
- To charge a flat rate for all orders, enter a numeric value in the [Flat Rate] column in the [Price (\$)] row.
- To charge based on the order amount, click the [+] sign to add pricing box columns. When the correct number of columns are added, enter range values. The default value of the first box is [1]. If you add a second box and enter a value of 50, all jobs with an order amount of 1 - 49 will be costed based on the value entered under the [1]. Jobs with an order amount of 50 or more will be priced based on the value entered under the 50. You may add up to 9 additional boxes.
- Enter the cost for each range in the [Price (\$)] row.
- **Shipping** Cost: There are two shipping options, both of which may be used.
- To charge a flat rate for all orders, enter a numeric value in the [Flat Rate] column in the [Price (\$)] row.
- To charge based on the order amount, click the [+] sign to add pricing box columns. When the correct number of columns are added, enter range values. The default value of the first box is [1]. If you add a second box and enter a value of 50, all jobs with an order amount

of 1 - 49 will be costed based on the value entered under the [1]. Jobs with an order amount of 50 or more will be priced based on the value entered under the 50. You may add up to 9 additional boxes.

- Enter the cost for each range in the [Price (\$)] row.

The screenshot shows the 'Welcome to Printgroove!' screen in the Application Administrator. The main content area is divided into several sections:

- Internal Services:** A table with columns for Service, Price (\$), and Units. Services listed include Artwork and Spell Checking.
- Catalog Items:** A section for adding catalog items with a table for Paper (Legal White 20lb, Letter Red 20lb, Letter White 20lb, Letter Yellow 20lb, Tabloid White 20lb) and Pencils.
- Pens:** A section for adding pens with a table for Price (\$), Units, and box.
- Special Pricing:** A section for adding special pricing components with a table for Markup Cost, Additional Cost, Group Discount, Rush Cost, Hard Proof Cost, Adjustment, and Tax.

At the bottom of the main content area, there are 'Save' and 'Cancel' buttons. The footer of the application shows the copyright notice: '© 2007 KONICA MINOLTA BUSINESS TECHNOLOGIES INC. All Rights Reserved'.

- The [Internal Services] section of the screen lists all the special services stored in POD Guide (all those created using Configuration --> Services --> Internal). For each method, enter a [Price (\$)] for the noted [Units]. The Unit value is specified when the service is created.
- The [Catalog Items] section of the screen lists all the catalog items stored in POD Guide (all those created using Configuration --> Services --> Catalog). For each catalog item, enter a [Price (\$)] for the noted [Units]. The Unit value is specified when the catalog item is created.
- The [Special Pricing] section of the screen provides a location where you may enter pricing components not included in the other sections. Here you may enter a [Markup Cost], an [Additional Cost], a [Group Discount], a [Rush Cost], a [Hard Proof Cost], an [Adjustment] value and a [Tax] value. In all cases but [Tax] a percentage value and a flat numeric value may be applied. Only a percentage value may be entered for the [Tax] field.
- When all the values are entered, click [Save]. The Price List is stored on the [Price Lists] screen and can be assigned to any Group.

6.2 Group Settings

A Group is a collection of Users who use the same Job Ticket Format, Ticket Number format and Price List.

By default, only the Application Administrator can:

- Create Customer Groups
- Edit Groups
- Delete Customer Groups
- Activate Groups
- Search Groups

6.2.1 Create a Customer Group

Use [Users] - [Groups] on your Home page to create a new Customer Group.



Note

You can add only customer Group. The printshop Group can be edited but can not be created.

To create a Customer Group:

1

On your Home page, click [Users] - [Groups] and [New]. The [Customer Group] screen opens:

2

Enter the name of Group in the [Group Name] field.

3

Enter the description of the Group in the [Description] field.

- If you want invoices for this group sent only to the Group's Primary User instead of each individual submitter, put a check in the check-box [Only Invoice Primary User] and select the name of the Group's Primary User from the drop-down list. The name and address of the Primary User will appear in the billing address section on any invoice generated for this Group.
- The Primary User setting must be selected for at least one Group in order to generate an [Invoice - Groups] report. See User's Guide of Printgroove POD Guide for details.

4 All the Job Ticket Templates that are stored in POD Guide appear in the [Available Templates] box. Select a template and click the [➤] button to move it to the [Templates to be Used] box. All Job Ticket Templates that are moved to the [Templates to be Used] box will be available for use by the members of the Group.

- In addition to the default form, you can select a form created by the Application Administrator. See "Printgroove POD Guide User's Guide".

5 Select the Ticket Number format unique to the Group from [Ticket Number Scheme].

- In addition to the default Ticket Number format, you can select a scheme created by the Application Administrator. See "Printgroove POD Guide User's Guide".

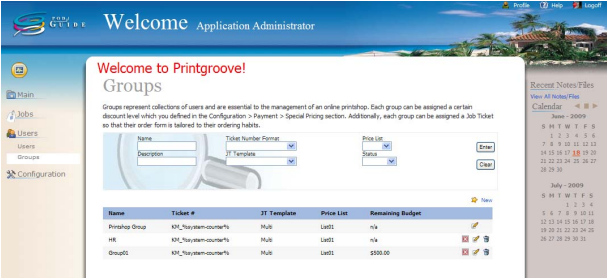
6 Select the Price List to be used by this Group from [Price List].

7 If you want POD Serve users in this Group to see a detailed cost breakdown of their Quick Orders, select the [Show detailed cost info to submitters] check box.

8 If you wish to assign a budget to this Group, click the [Budget] check-box and enter the budget amount.

9 Click the checkbox [Show remaining budget amount to submitters]. When selected, the remaining budget appears as a dollar value at the upper right of the [Details] screen of any selected job to which the budget applies. If the remaining budget is less than \$0.00, the dollar value is in red.

- 10 When the fields are complete for your new Group, click [Save]. If all required field are filled, the customer Group is successfully saved.



6.3 Role Settings

Internal User Permissions are grouped as Roles, although the external User Permissions are defined separately for each User.

A Role is set of Permissions that can be assigned to Printshop Users.

By default, only the Application Administrator can administrate Roles as follows:

- Create Role
- Edit Role
- Delete Role
- View details of Role

6.3.1 Create a Role

If you have the appropriate Role, you can use the [New Role] screen. To view the screen open the [Printshop Group] screen and click [New] or the [New Account (Printshop Account)] screen or the [Edit Account (Printshop Account)] screen.

Name	Create	Edit	Delete	View	Activate
Index	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Tracker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Queue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Jobs

User Administration

Configuration

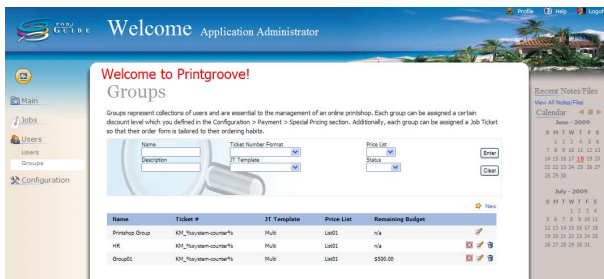


Note

You can only add a printshop Role. The external user permissions are defined separately for each user and are not done using Roles.

To create a new Printshop Role:

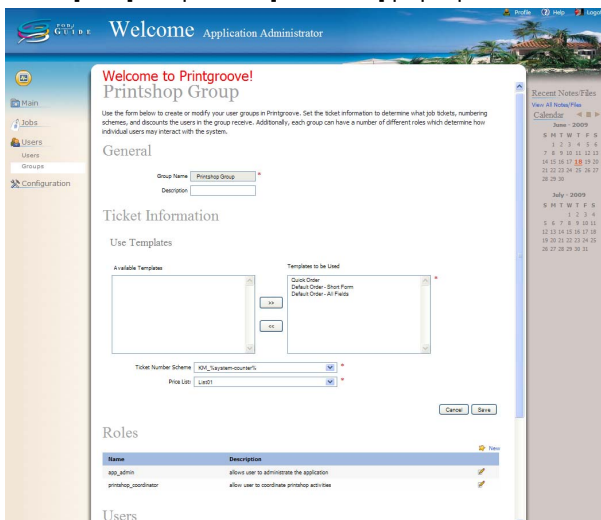
- 1 On your Home page, click [Users] - [Groups]. The [Groups] screen opens.



- 2 Click the [Edit] icon to the right of the printshop Group. The [Printshop Group] screen appears.



- 3 Click [New] to open the [New Role] pop-up.



- The New Role pop-up window consists of four sections: Main, Jobs, User Administration and Configuration.

4 Enter the Role Name and Description.

New Role

Role Name:

Description:

Permissions
Show All | Hide All

Main	Create	Edit	Delete	View	Activate
Inbox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Tracker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Queue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select All: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					

Jobs

User Administration

Configuration

5 In Main section, check the Permissions the new Role should have.

- **Inbox**: allows the User to view Inbox where incoming jobs arrive on the User's home page. If checked, [Main] - [Inbox] menu will be available.
- **View Tracker**: allows the User to view Tracker where jobs can be followed and watched on the User's home page. If checked, [Main] - [Tracker] menu will be available.
- **Queue**: allows the User to view the printing part of the Printgroove software from the link displayed on the right side of page.
- **Alert**: allows the User to create and/or delete alert message displayed at the top of the screens of all Users. If checked, [Main] - [Send Alert] menu will be available.
- **Reports**: allows the User to view graphical interpretations as well as lists of jobs and general information about those jobs. If checked, [Main] - [Reports] menu will be available.
- **Statistics**: allows the User to create, edit, delete and/or view Printgroove status about Users, system usage, and jobs. If checked, [Main] - [Statistics] menu will be available.
- At the blue heading bar of the section, there is a check box labelled **[Select All]**. Checking it causes all of the boxes in the section to be selected.
- At the bottom of the section, there is a row labelled **[Select All]**. Checking one of the boxes in this row causes all of the boxes directly above it to be selected.

6 Click [Continue] or the blue heading bar to bring up the next section to be completed.

- 7 In the Jobs section, check the Permissions the new Role should include.

Jobs	Create	Edit	Delete	View	Activate
Jobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Restore	-	<input type="checkbox"/>	<input type="checkbox"/>	-	-
All Jobs	-	<input type="checkbox"/>	<input type="checkbox"/>	-	-
Generate Invoice	-	-	-	<input type="checkbox"/>	-
Ticket Printing	<input type="checkbox"/>	-	-	-	-
Costing	-	<input type="checkbox"/>	-	-	-
Notes	<input type="checkbox"/>	-	-	-	-
Select all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **Jobs:** allows the User to create, edit, delete and/or view orders to be sent to the Printshop Department. If checked, [Jobs] - [New] (create), [Browse] (edit, delete, and/or view) menus will be available.
- **Job Restore:** allows the User to restore jobs that have been cancelled but that have not yet been deleted from the system.
- **All Jobs:** allows the User to edit and/or view list of all jobs on [Browser] screen.
- **Generate Invoice:** allows the User to preview Invoices. If checked, [Generate Invoice] button on the Details screen will be available.
- **Ticket Printing:** allows the User to print the ticket information filled out when a job is submitted. If checked, [Print] (create) menu will be available on the Details screen.
- **Costing:** allows the User to determine the cost for special printing services. If checked, [Costing] (edit) menu will be available on the Details screen.
- **Notes:** allows the User to append notes to a job. If checked, [Add Note] (create) menu will be available on the Details screen.
- **Files:** gives the User permission to upload (create) and/or delete the file uploaded for jobs. If checked, [Add Files] (create) menu and /or [Edit] (create, edit, delete, and/or view) menu will be available on the Details screen.
- **Proof Generation:** allows the User to create view a proof to show User what final product will look like. If checked, [Submit Proof] menu will be available on the Details screen.
- **Add To Tracker:** allows the User to track to follow and watch a particular job that will be included in the tracker. If checked, [Track] menu will be available on the Details screen.
- **PDF Conversion:** allows the User to convert files from and to PDF. If checked, [To PDF] button will be available on [Edit] screen.

- **Internal Services:** allows the User to create and/or view extra services done by the reprographics department. If checked, [Add Services] will be available on [Edit] screen.
- **Quote:** allows the User to create and/or view Quote to sent job to a Customer before being submitted and accepted. If checked, [Jobs] - [Quote] menu will be available.
- **Archive:** allows the User to create and/or view list of jobs that have been closed and are no longer visible by anyone but those who have Archive Permissions. If checked, [Jobs] - [Archive] menu will be available.
- **Subscribe To Job:** allows the User to send an e-mail to the User whenever the job ticket status changes. If checked, [Subscribe] menu will be available on the Details screen.
- **Status Change:** allows the User to manually edit (change) the state a job in, such as printing, shipping, graphics, proofing, etc. If checked, [Status] menu will be available on the Details screen.
- At the blue heading bar of the section, there is a check box labelled **[Select All]**. Checking it causes all of the boxes in the section to be selected.
- At the bottom of the section, there is a row labelled **[Select All]**. Checking one of the boxes in this row causes all of the boxes directly above it to be selected.

8 Click [Continue] or the blue heading bar to bring up the next section to be completed.

9 In the User Administration section, check the Permissions the new Role should include.

New Role

Role Name:

Description:

Permissions

There are 1 role All

User Administration

	Create	Edit	Delete	View	Activate
Customer Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proofing Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proofing Roles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proofing Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Navigation: < Back, Continue >, Cancel, Save

- **Customer Group:** allows the User to create, edit, delete, view and/or deactivate/activate Group comprised solely of Customers.

- **Customer Users:** allows the User to create, edit, delete, view and/or deactivate/activate Customer Users that will be able to login to the system.
- **Printshop Groups:** allows the User to edit and/or view Printshop Department Group comprised of Printshop Department Users.
- **Printshop Roles:** allows the User to create, edit, delete and/or view Roles assigned to internal Users with permission and options.
- **Printshop Users:** allows the User to create, edit, delete and/or view Printshop Department Users that will be able to login to the system.
- At the blue heading bar of the section, there is a check box labelled **[Select All]**. Checking it causes all of the boxes in the section to be selected.
- At the bottom of the section, there is a row labelled **[Select All]**. Checking one of the boxes in this row causes all of the boxes directly above it to be selected.

10 Click [Continue] or the blue heading bar to bring up the next section to be completed.

11 In the Configuration section, check Permissions the new Role should include.

The screenshot shows the 'New Role' configuration window. The 'Permissions' section is expanded, and the 'Configuration' sub-section is selected. The table below shows the permissions for the new role.

	Create	Edit	Delete	View	Activate
Admin Application	-	<input type="checkbox"/>	-	-	-
Shipping Methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shipping Labels	-	<input type="checkbox"/>	-	-	-
Payment Methods	-	-	-	-	<input type="checkbox"/>
Invoice Templates	-	<input type="checkbox"/>	-	-	-
Printing Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Internal Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Select all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons at the bottom: < Back, Cancel, Save.

- **Admin Application:** allows the User to edit the ability to log-in to and edit the system administrator's page.
- **Shipping Methods:** allows the User to create, edit, delete, view and/or activate methods (e.g. Overnight, 2-Day, Regular, etc.) of shipment.
- **Shipping Labels:** allows the User to edit labels to be used when job is ready to be shipped.
- **Payment Methods:** allows the User to deactivate/activate methods by which the Customer can pay for the job (Cash, Purchase Order, etc.).

- **Invoice Templates:** allows the User to edit the logo and address of company to be used on each invoice.
- **Printing Services:** allows the User to create, edit, delete and/or view different services for printing provided by the reprographics department (binding, stapling, folding, coloring, etc.).
- **Internal Services:** allows the User to create, edit, delete and/or view additional services provided by reprographics department (spell check, etc.).
- **Catalog Services:** allows the User to create, edit, delete and/or view items Customer can order from reprographics department separate from a job.
- **Price List:** allows the User to create, edit, delete and/or view price lists.
- **Contact Details:** allows the User to edit contact information for billing, sales, support, and reprographics department.
- **Site Pages:** allows the User to edit images and text for many pages in the system.
- **Advertisement:** allows the User to edit advertisement seen on the Customer's login page.
- **Logo:** allows the User to edit and/or view image displayed in top left corner of all pages in the system.
- **Ticket Number Formats:** allows the User to create, edit, delete and/or view number assigned to each job ticket.
- **Ticket Builder:** allows the User to create, edit, delete and/or view Job Ticket that is used by all members of a group.
- **Workflow Basic:** allows the User to create, edit, delete, view and/or deactivate/activate Workflow restricting the order processing path.
- **Workflow Advanced** allows the User to create, edit, delete, view and/or deactivate/activate Workflow allowing nodes to send jobs to other nodes within the Workflow without restriction.
- **Workflow Nodes:** allows the User to create, edit, delete and/or view locations where work is performed on jobs in a Workflow.
- **Inventory Management:** allows the User to track and modify inventory values for all Catalog items.
- **PayPal Support:** allows the User to pay for a job using a credit card through PayPal.
- **Site Agreement:** allows the User to edit website terms and conditions.
- At the blue heading bar of the section, there is a check box labelled **[Select All]**. Checking it causes all of the boxes in the section to be selected.
- At the bottom of the section, there is a row labelled **[Select All]**. Checking one of the boxes in this row causes all of the boxes directly above it to be selected.

12 When complete, click [Save]. The new Role is successfully saved.



Note

Click [Cancel], to cancel creating the Role.

6.4 User Settings

To use Printgroove POD Guide, User accounts are necessary.

The Application Administrator defines both types of Users of the Printgroove application: Internal (to the printshop) who uses the Printgroove POD Guide or External (the Customer) who uses the Printgroove POD Serve.

By default, only the Application Administrator can administrate Users as follows:

- Create Users
- Duplicate Users
- Edit Users
- Delete Users
- View details of Users
- Activate Users
- Export and Import Users

6.4.1 Create Printshop Users

If you have the appropriate Role, you can create additional Printshop Users.



Note

You can administrate both external and internal users.

To create a Printshop User:

1

On your Home page, click [Users] - [Users]. the [Users] screen opens.

Welcome to Printgroove!

Users

This is a list of all users in the system. The fields at the top of the page can be used to narrow down the number of users displayed by searching for specific, case-insensitive information. Each column may be sorted by clicking on the appropriate column heading. If you have sufficient privileges, you can activate/deactivate, edit, or delete a user.

First Name: _____ Username: _____ Group: _____ [Find]

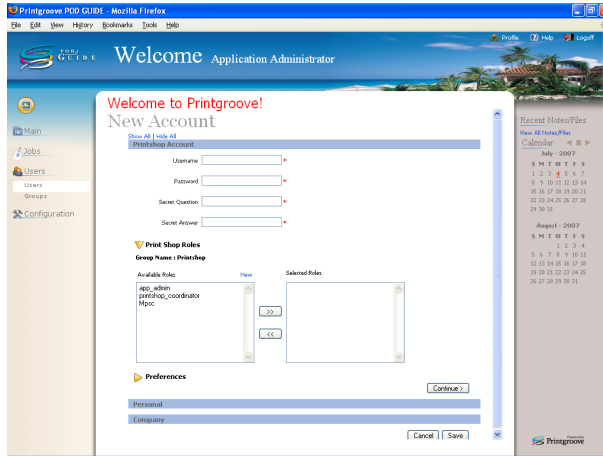
Last Name: _____ Email: _____ Status: [Add] [Delete]

Import Users Export Users New Customer New Printshop User

First Name	Last Name	Email	Username	Group	
Application	Administrator	appadmin@printgroove.com	appadmin	Printshop Group	<input checked="" type="checkbox"/>
Printshop	Coordinator	psccordinator@printgroove.com	psc	Printshop Group	<input type="checkbox"/>
Joe	User	joeuser@office.printgroove.com	joeuser	HR	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Sue	Scan	sue@office.printgroove.com	sue@office	HR	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
		vtel	Printshop Group	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	

© 2007 AMERICA'S BUREAU OF BUSINESS TECHNOLOGIES INC. All Rights Reserved. [Logout] [Admin]

- 2 Click [New Printshop User]. The [New Account] screen opens.



- 3 Enter the Username, Password, Secret Question and Secret answer. The password has the following limitations:
- The password must be a minimum of 7 characters
 - Numbers and symbols are allowed
 - The value is case-sensitive
 - Spaces are not allowed
- 4 Click the appropriate Role under [Available Roles] and click the double-arrow [>>] move button to move the Role to the [Selected Roles] section. To deselect one of the Roles, click the Role under [Selected Roles] and click the other double-arrow [<<] move button.
- Instead of clicking the double-arrow [>>] move button, you can drag the Role from one side to the other to select/deselect Roles.
- 5 Click [Preferences] to expand the display.
- 6 From [Preferences] - [Language], select the preferred language.
- 7 Click [Continue].

- 8 Enter [First Name], [Last Name], [E-mail] and [Work] phone number of the new User. [Home] and [Mobile] phone numbers are optional.

Printgroove POD GUIDE - Mozilla Firefox

Welcome Application Administrator

Welcome to Printgroove!
New Account

Show All Hide All
Printgroove Account

Personal

First Name *

Last Name *

Email *

Phone Numbers

(Home)

(Work) *

(Mobile)

Company

Company Name

Department

Code

Address 1

Address 2

City

State

Zip Code

Country

Back Continue

Cancel Save

- 9 Click [Continue] or the blue heading bar to bring up the next section to be completed.
- 10 The Company section is optional. You can enter this information at any time.

Printgroove POD GUIDE - Mozilla Firefox

Welcome Application Administrator

Welcome to Printgroove!
New Account

Show All Hide All
Printgroove Account

Personal

Company

Company Name

Department

Code

Address 1

Address 2

City

State

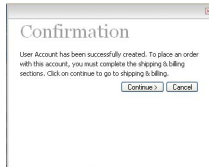
Zip Code

Country

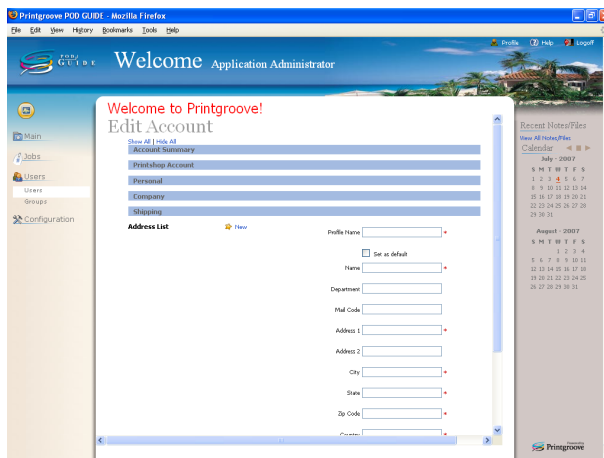
Back Continue

Cancel Save

- 11** When you have finished entering the account information, click [Save]. If you give the new User the Role to place an order, a [Confirmation] pop-up window opens.

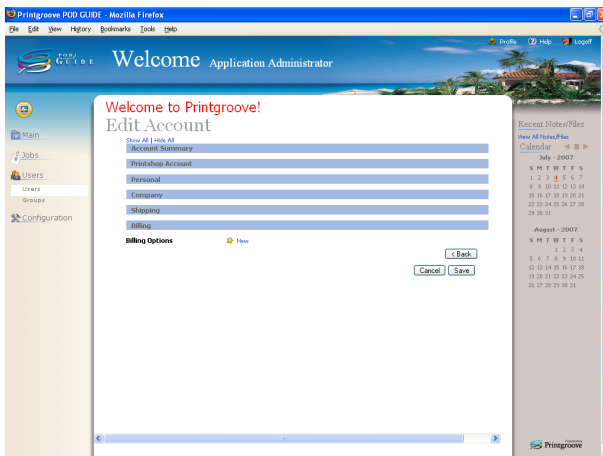


- 12** Click [Continue] to set the shipping address and billing method.
—Or—
Click [Cancel] to end the process. The account cannot be used to create orders until the shipping address and billing method are completed.
- 13** If you click [Continue], enter the required information, indicated by a red asterisk.
- 14** To use this Shipping Address as a default, check [Set as default].



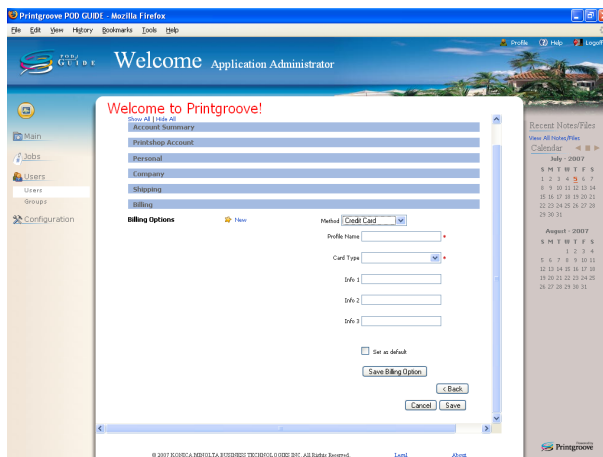
- 15** Click [Save Shipping Address].
- To edit the Shipping Address, see the Printgroove POD Guide User's Guide.
 - To delete the Shipping Address, see the Printgroove POD Guide User's Guide.
- 16** Click [Continue] or the blue heading bar of [Billing] to bring up the next section to be completed.

17 Click [New]. The [Method] pull-down opens.]



18 Select a billing method.

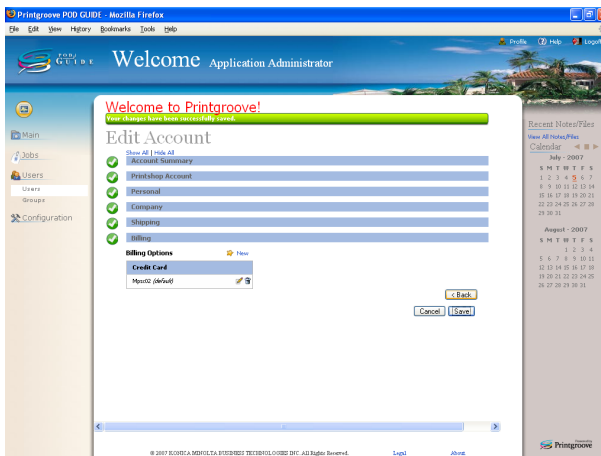
19 Enter the required information, indicated by a red asterisk. The fields required will vary depending on the billing method.



- To edit the Billing method, see the Printgroove POD Guide User's Guide.
- To delete the Billing method, see the Printgroove POD Guide User's Guide.

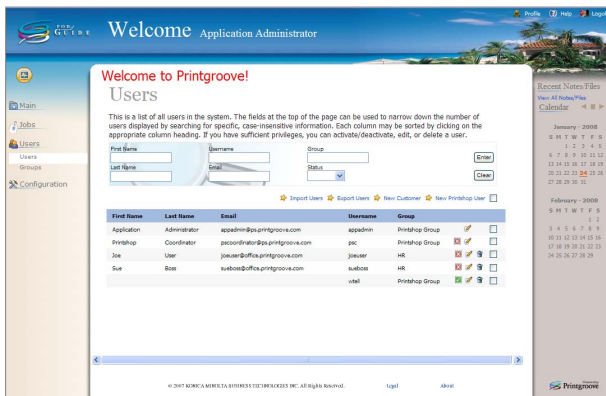
20 Click [Save Billing Option].

21 Click [Save]. A new User is created.



To create a Customer User:

1 On your Home page, click [Users] - [Users]. The [Users] screen opens.



- 2 Click [New Customer]. The [New Account] screen opens.

- 3 Enter the Username, Password, Secret Question and Secret Answer. The password has the following limitations:

- The password must be a minimum of 7 characters
- Numbers and symbols are allowed
- The value is case-sensitive
- Spaces are not allowed

- 4 Check the Permissions the new User should have. If you mark [Jobs Require Approval from], select an Approver from the drop down list.

- If you select [any User], any user can approve an order.

- 5 Click [Preferences] to expand the display.

- 6 From [Preferences] - [Language], select the preferred language.

- 7 From [Preferences] - [Closed Orders] enter the number of days required before an order is closed.

- 8 From [Preferences] - [Color Scheme], select a color scheme.

- 9 Follow the step 7 of “To create a Printshop User:” on page 6-18.

7 Workflow Administration

This chapter describes Workflow Administration.

By default, only the Application Administrator can manage the following:

- Nodes
- Workflows



...

Note

For an outline of Node, Workflow, and Advanced Workflow see ““Workflow” on page 2-9.

7.1 Node settings

The first step in building a Workflow is to add internal Printshop Users.

The second step is adding Nodes.

A Node represents an internal Printshop team, individual or automated process.

Printshop Users within Nodes are called Members.

By default, only the Application Administrator can perform the following tasks:

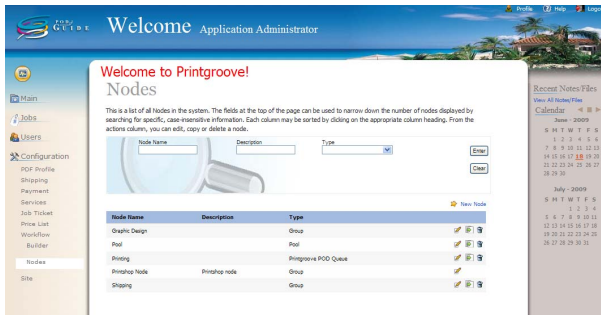
- Create a Node
- Edit a Node
- Duplicate a Node
- Delete a Node
- Search for Nodes

7.1.1 Create a Node

If you have the appropriate Role, you can create new Nodes.

To create a Node:

- 1 On your Home page, click [Configuration] - [Workflow] - [Nodes]. The [Nodes] screen appears.



- 2 To create a new node, click [New Node]. The [New Node] pop-up screen opens.

New Node

Node Name:

Description:

Node Type:

Status:

Hot folder: ☒ N/A (not applicable) ☐ OUT ☐ IN

Hourly Rate:

Scope: ☒ Public ☐ Private

Allow: ☐ Submit Proof ☐ Submit Estimate

Add Users

Available Users:

Users Selected for Node:

Select Primary User:

- 3 Enter the name of Node in the [Node Name] field.
- 4 Enter the description of the process step the Node performs in the [Description] field.
- 5 Select a Node Type:
- **Group:** a group made up of Printshop Users, all users usually performing similar tasks.
 - **Pool:** a repository of jobs (not users) that need to go to a specific node when the Users in that node are ready to perform the job. Jobs do not move from a pool node – they must be “grabbed” by users in the next node in a Workflow. For details about the [Grab] menu, see “Printgroove POD Guide User’s Guide”.
 - **Printgroove POD Queue:** a process Node included in a Workflow that automatically sends the job to Printgroove POD Queue for printing.
 - **Printgroove POD Ready:** a node for Printgroove POD Ready user. Only one user can be assigned.
 - **Printgroove POD Ready (Pool):** a pool node for Printgroove POD Ready user.

When Printgroove POD Queue finishes with the job, it will send it to the next Node defined in the Workflow.

The Printgroove POD Queue process Node can only be used if your printshop has a licensed version of Printgroove POD Queue and that version is installed.

- 6** Enter a Status description to help identify which phase of processing the job is in. By default Status field value is the Node Name.
- 7** If required, select a type of Hot Folder for this Node. If this is not required, select N/A.

If you want to do more complex processing of job tickets outside of the Printgroove POD suite, you may wish to use Hot Folders. Hot Folders make this possible since they are accessible to external systems. To use this function, you must create two types of Hot Folder nodes: outbound and inbound. An external system agent monitors the outbound Hot Folder. As soon as new files appear, it moves them to the external processor, deletes them from the outbound Hot Folder, and puts the resulting JDF and associated files into the inbound Hot Folder. An internal Printgroove POD Guide agent monitors the inbound Hot Folder. As soon as files appear, they are moved to the next node in the Workflow, and the files are deleted from the inbound Hot Folder. See “Printgroove POD Guide user’s Guide”, for detailed information about Hot Folder locations.
- 8** Fill out an Hourly Rate. This is the per hour charge for the work that is done in the node. This value is used for Time Recording function.
- 9** Select [Public] or [Private] to define who can see the Node.
 - Public: the Node can be seen by all users.
 - Private: the Node can only be seen by internal users.
- 10** Check [Submit Proof] and/or [Submit Estimate] to make these options available on Job Tickets.
- 11** If the Node type is [Group], you can add Members to the Node:
 - Click the User in the Available Users section and click the Move Right [>>] button to move the user to the Users Selected for Node section.
 - To de-select one of the Users, click the User in Users Selected for Node and click the Move Left [<<] button.
- 12** From [Select Primary User], select a primary user for each Group. This is the person who receives jobs when they are not assigned to a specific user.
- 13** Click [Save].
- 14** If all required field are filled, new Node is successfully saved.

7.2 Workflow Settings

After adding Nodes, you can build Workflows.

A Workflow consists of Nodes, Members assigned to each Node, Transitions, and Node Triggers—preplanned events that occur when a Job has been sitting at a Node for a specified period of time without a change in status.

By default, only the Application Administrator can do the following tasks:

- Create a Workflow
- Edit a Workflow
- Duplicate a Workflow
- Delete a Workflow
- Activate/Deactivate Workflows
- Search Workflows

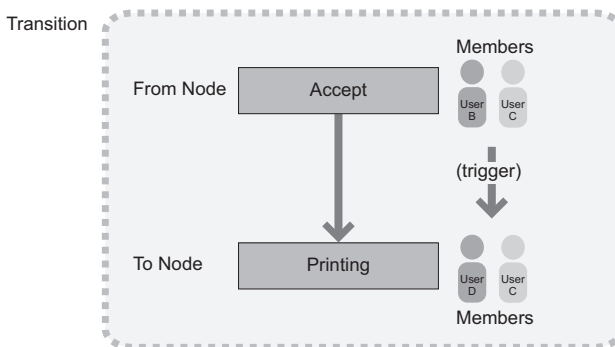
7.2.1 Create a Workflow

If you have the appropriate Role, you can create new Workflows.

Before creating a new Workflow, make sure that Nodes and Members for each Node have been defined.

Transitions define the sequence of Nodes in Workflows.

The basic Transition looks like this:



The predefined Workflow supplied with Printgroove POD Guide, contains the permanent Nodes “Printshop Node,” and “Closed,” and the Transition they define. You cannot delete these Nodes or their Transitions. You can, however, edit the Transitions.

You can also add, edit, delete, move, and copy other Nodes and Transitions to customize the Workflow.

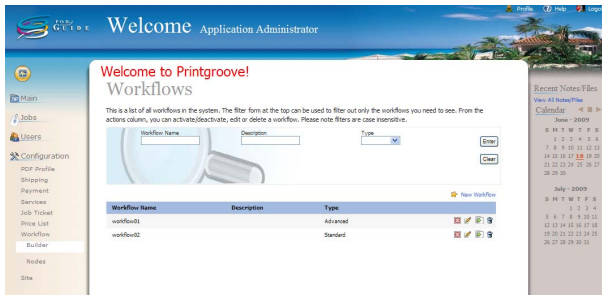


Note

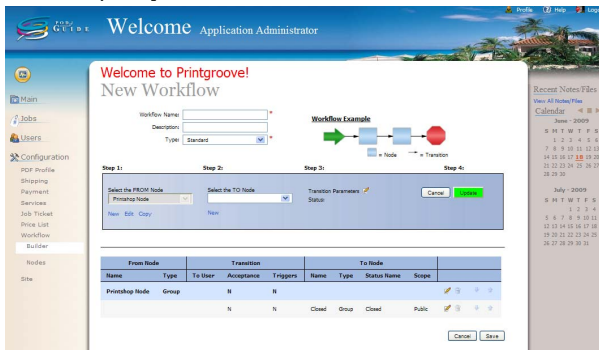
You can edit the two prepared transitions but you cannot delete them.

To create a Workflow:

- 1 On your Home page, click [Configuration] - [Workflow] - [Builder]. The [Workflows] screen opens.



- 2 To create a new Workflow, click [New Workflow]. The [New Workflow] screen opens].



This screen is divided into two sections: Top Section and Bottom Section. Nodes are selected in the Top Section of the screen, by selecting values in the [Select the FROM Node] (Step 1 on the GUI) and [Select the TO Node] (Step 2 on the GUI) drop-downs. Transition Parameters can be viewed and modified by clicking the Edit link (Step 3 on the GUI). When you click the Update button (Step 4 on the GUI), the Node and its Transition are added as the next step in the Workflow. The New Node and its Transition appear in the Bottom Section. To modify the Node and/or its Transition, select the Node in the Bottom Section. Its values will appear in the Top Section. Click [Cancel] or [Apply], as required.

- 3 Enter a name and a description for the Workflow.
- 4 Select a type of Workflow.
 - **Standard:** maintains a predetermined Workflow path.
 - **Advanced:** allows a job to move to any Node within the Workflow.
- 5 Specify the Nodes and Transitions, as required.
 - NOTE: Beneath the [Select the FROM Node] and the [Select the TO Node] drop-downs are three menu items: New, Edit and Copy. When you click on a menu items a pop-up window opens that allows you to create, edit, or duplicate Nodes. After saving the Node, the pop-up closes and you can then select the Node from [Select the FROM Node] or [Select the TO Node]. See “Create a Node” on page 7-2, or see “Printgroove POD Guide User’s Guide” for more information about “Edit a Node” or “Duplicate a Node”.
 - When work is completed in one Node, the Node is considered Done, and the job is moved to the next Node in the Workflow. The Transition is the step in the Workflow where you specify how a job moves from Node to Node, what happens to that job once it arrives at a new Node, and what event happens if the job remains in the Node past an acceptable length of time (a time also specified in the Transition).
 - Transition options are as follows:
 - To edit the first step in a Workflow, see “To edit the first step in a Workflow:” on page 7-8.
 - To add/edit a transition, see “To add/edit a Transition:” on page 7-8.
 - To delete a step from a Workflow, see “To delete a step from a Workflow:” on page 7-10.
 - To change the position of a step in a Workflow, see “To change the position of a step in a Workflow:” on page 7-10.
 - To edit the last step of a Workflow, see “To edit the last step of a Workflow:” on page 7-10.
- 6 Click [Save].

To edit the first step in a Workflow:

- 1 By default, the [Select the FROM Node] value is set as [Printshop Mode]. Make sure you have selected a value in the [Select the TO Node] drop-down.
 - If you select something other than “Pool Node”, you must continue to Step 2. If “Pool Node” is selected, continue to Step 4.
- 2 Click the [Edit] icon that appears to the right of [Transition Parameters] (Step 3 in the GUI):



- 3 Follow the procedure noted in “To add/edit a Transition:” on page 7-8.
- 4 When you return to the New Workflow screen, click [Update].

To add/edit a Transition:

- 1 Click the [Edit] icon to the right of Transition Parameters. The [New Transition] screen opens. In the [To Users] field, select a User to whom each job should go.

- **Primary:** the Primary User in the Node
 - **Specific:** pick a Specific User for this Node.
 - **Selectable:** the User assigning the job can select any User.
 - When you select a Pool Node or Process Node that has no members, [None] is selected and the value cannot be changed.
- 2 In the [Acceptance] field, select a job acceptance method.
 - **Auto:** The job is accepted and placed in the Node automatically.

- **Manual:** Forces Users to accept or reject incoming jobs.

- 3 Check [Add Trigger] to add an action trigger such as, “send e-mail”, in case no action has been taken on a job within a set period of time. When you select the checkbox, the [Triggers] menu opens.

- Fill out as noted:
- **If after.** Enter a number in the text box and select a unit from the drop down list (days, hours, or minutes).
- **no action is taken, send an.** Select “add the following note to the job history:” or “e-mail the following users:”.
- **Please add note/email addresses.** Enter message text or e-mail address of the recipient to be notified if a trigger event has occurred.

- 4 Click Add.
- 5 If you want to save the settings as the default values, click [Save as default].
- 6 If everything is complete, click [OK]. Click [Cancel] to cancel this setting.

To delete a step from a Workflow:

When you use this procedure, you are removing the Node and its Transition from the Workflow. To delete a Node from Printgroove POD Guide, see “Printgroove POD Guide User’s Guide”.

- 1 In the Bottom Section of the screen, locate and select the Node and Transition you want to remove.
- 2 Click the [Delete] icon (trash icon) (at the far right of the selected row).



- 3 A verification pop-up opens. Click [OK].

To change the position of a step in a Workflow:

Use this procedure to move a step to a different position in the Workflow.

- 1 In the Bottom Section of the screen, locate and select the Node and Transition you want to move.
- 2 Click the [Up] or [Down] icon. The row moves accordingly.

**To edit the last step of a Workflow:**

- 1 In the Bottom Section of the screen, locate and select the last Node and Transition. The values appear in the Top Section.
- 2 In the [Select the FROM Node] drop down menu, select the final Node processing jobs are sent from when all work is complete. Once sent from this Node, Printgroove POD Guide will mark them Closed when they are processed through this Workflow.
- 3 Click [Update].

8 Other Administrative Settings

- Shipping: allows “appadmin” to enter shipping options, and both “psc” and “appadmin” to create custom labels for the printshop’s use
- Payment: allows “appadmin” to configure billing methods and custom invoices
- Services: allows “appadmin” to configure services, and catalog criteria
- Job Ticket: allows “appadmin” to configure Job Ticket format and JT numbering schemes
- Site: allows “appadmin” to configure customized home page text, icons, photos, and advertising and the Terms and Conditions screen of the Printgroove POD Serve



Detail

For details, please refer to the Printgroove POD Guide User’s Guide.

MEMO



KONICA MINOLTA

<http://konicaminolta.com>