



# GMG CoZone Quick Start Guide

## Upload Engine

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Revision 1

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## 1 Overview

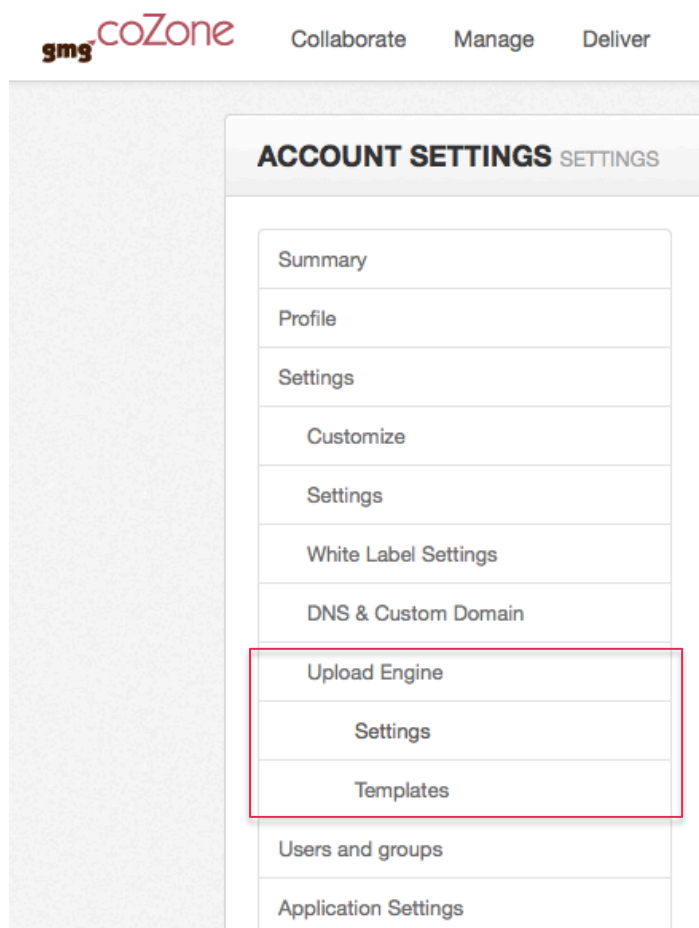
The easiest way to get files into CoZone is via the browser based uploader, however there may be situations where this upload process needs to be more automated, especially if you have a workflow solution which drives production like Dalim Twist/Esko Automation Engine or Enfocus Switch. In order to automate the process of uploading files from these workflows the user needs to have job ticketing enabled.

The upload engine has been created to allow users to upload files to CoZone via an (S)FTP service using XML based job tickets. Currently each file to be uploaded must have a corresponding XML job ticket but these can also be compressed into a zip file.

You can specify which module(s) you would like to upload files to, options currently include:

- Collaborate
- Manage
- Deliver

Administrators can access the upload engine via Account Settings:



## 2 Settings

There are two screens, which enable you to configure the upload engine, firstly the Upload Settings:

### Upload Settings

When uploading a duplicate file from the same source folder, do the following:

- Ignore, do not upload source file.
- Import file as a new job.
- Create a new version.

Versions should be treated as follows:

- Keep the original file name
- Append 'vX'
- Append '\_vX'
- Add '\_vX' at the following location in the file   from the end  from the start

Choose file types that can be uploaded:

- PDF
- Images
- Videos
- SWF's
- ZIP

Automatically Zip files when downloading

Enable the following Permissions:

Groups	Uploader	Auto Download from Manage	Download from Collaborate	Download from Deliver	Download from Manage
<input checked="" type="checkbox"/> Approvers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

This allows you to control how files are treated when they are uploaded to CoZone, this is a global setting applied at an account level:

If a duplicate filename is uploaded you can choose what to do with it, options include:

- Ignore the file and do not ignore it.
- Import the file but create a new job in CoZone
- Import the file and create a new version.

If a version is to be created then again there are a number of options for handling this, including:

- Keep original filename, do not change it.
- Appending a version suffix directly to the end of the file
- Appending a version suffix after an underscore to the end of the file.

You can also choose to add the version at a specific point in the file, either x characters before the end or x characters from the start.

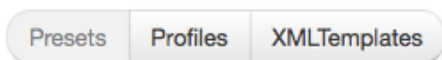
We also provide the option to specify which types of files will be uploaded; the upload engine will ignore any file type not ticked.

You can also specify which groups of users get specific permissions relating to uploading and downloading files.

### 3 Profiles

You can create multiple job profiles, which allow you to upload and download from multiple sources as well as specifying different xml templates.

This screen has 3 views:



#### 3.1 Presets

The Presets view allows you to configure the download options for a specific profile, within the preset you can choose which applications the download settings are available in and also you can choose to make a preset the default for Manage, when this option is ticked it means that Manage will automatically download the converted file to this FTP location.

The FTP settings allow you to specify a host FTP site to be used to download files to.

You can create multiple presets, which can then be applied to different profiles, but only one Default Manage download preset can be assigned to an account.

#### 3.2 Profiles

The Profile binds all the elements together to create a profile set. This includes the download information, custom XML template (if required) and enabling of the CoZone FTP function:

##### Profiles

Name	Input Template	Output Template	XML Template	Status	
Demo	True	Demo	Demo	Active	
Multidemo	True		Default	Active	
Custom_XML	True		Custom_demo	Active	

You can also choose to enable or disable Profiles as required. Once a profile is enabled you can upload files to the default CoZone FTP site and CoZone will ingest the files and process them.

#### 3.3 XML Templates

We have a standard XML schema, which you can use to populate CoZone upload variables directly from within your workflow, or if you have custom tags or field names we can apply these to the standard field names in CoZone.

The standard schema looks like this:

```
<CoZoneJob>
  <Header>
    <JobName>Juicy Press Ad</JobName>
    <Modules>Collaborate, Manage, Deliver</Modules>
  </Header>
  <Collaborate>
    <Collaborators>
```

```

    <Internal>
      <Collaborator>
        <Username>marcusw</Username>
        <Role>ApproverAndReviewer</Role>
      </Collaborator>
    </Internal>
  </External>
</Collaborators>
<PrimaryDecisionMaker>
  <User>marcusw</User>
  <IsExternal>>false</IsExternal>
</PrimaryDecisionMaker>
<Owner>Client</Owner>
<GenerateSeparations>>false</GenerateSeparations>
<LockWhenAllDecisionsHaveBeenMade>>true</LockWhenAllDecisionsHaveBeenMade>
<Deadline>16/04/2015 13:04</Deadline>
<AllowUsersToDownloadOriginalFile>>true</AllowUsersToDownloadOriginalFile>
<DestinationFolder>XML</DestinationFolder>
</Collaborate>
<Deliver>
  <ColorProofCozoneInstanceName>Studio CP 01</ColorProofCozoneInstanceName>
  <ColorProofCozoneWorkflow>ISO Coated (27L)</ColorProofCozoneWorkflow>
  <Pages>All</Pages>
  <LogProofControlResults>>true</LogProofControlResults>
<IncludeProofMetaInformationOnProofLabel>>true</IncludeProofMetaInformationOnPr
oofLabel>
</Deliver>
<Manage>
  <PreflightName>Verify compliance with PDF X-4</PreflightName>
  <InputColorSpace>ISOcoatedv2-39L</InputColorSpace>
  <OutputColorSpace>ISOnewspaper26v4_TAC240</OutputColorSpace>

  <DoNotApplyColorManagementIfPreflightFailed>>false</DoNotApplyColorManagementIf
PreflightFailed>
</Manage>
</CoZoneJob>

```

However you can change the standard mappings if this does not suit your workflow, for example you may call JobName Project, therefore you can create a custom XML template that maps to this change:

#### Custom Fields

Job Field	XPath
Job Name	<input type="text" value="/CoZoneJob/Header/ProjectName"/>

You can also change the location of variable names in the XML structure, for instance the CoZone schema has the following structure:

- <CoZoneJob>
- <Header>
- </Header>
- <Collaborate>
- </Collaborate>
- <Deliver>
- </Deliver>
- <Manage>

- </Manage>
- </CoZoneJob>

But this may not fit into your JDF structure; therefore you can make changes to the location and position of these variables:

#### Custom Fields

Job Field	XPath
Job Name	/Job/Header/ProjectName
CoZone Modules	/Modules
Approval Internal Collaborators	/Collaborator
Approval External Collaborators	/CoZoneJob/Collaborate/Collaborators/External//Collaborator

This means that you can adapt the CoZone XML to suit any XML/JDF ticketing structure.

## 4 Uploading

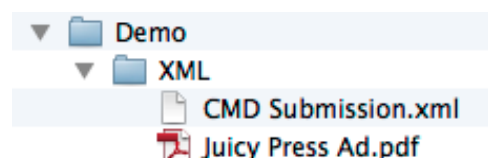
To upload a job into CoZone you need to ensure that you have a valid administrator account that is a member of a group with the appropriate permissions, see section 2. The FTP upload site address is:

<ftp.gmgcozone.com>

- Username is a valid CoZone administrator account
- Password is the password associated with the above account.

The structure of the folders should be in the following format:

- <Profile Name>
  - <Folder>
    - XML file
    - Job File



When uploading Deliver and/or Manage jobs without Collaborate a folder still needs to be specified but this can be any name and does not need to relate to a folder in Collaborate necessarily.