

# PageStore for Originators



How to use PageStore 3 to prepare PDF publication jobs and transmit them to recipients

## Opening PageStore 3

- On MacOS X, open the **Applications ▶ Quickcut PageStore** folder and double-click **PageStore**.
- In Windows, click **Start ▶ All Programs ▶ PageStore 3.0 Desktop Edition** (if running the single-user edition) or **PageStore 3.0** (if running the multi-user edition).
- Login with the username and password that have been set up for you.

## How jobs are prepared

- PDF files which have been validated and accepted in QuickPrint are transferred to the PageStore job list located in the PageStore **Outgoing** folder.
- In PageStore, the Originator's task is to complete the job ticket details and save the file.
- When a completed job has been saved, its status is On Hold. It can then be released for transmission.

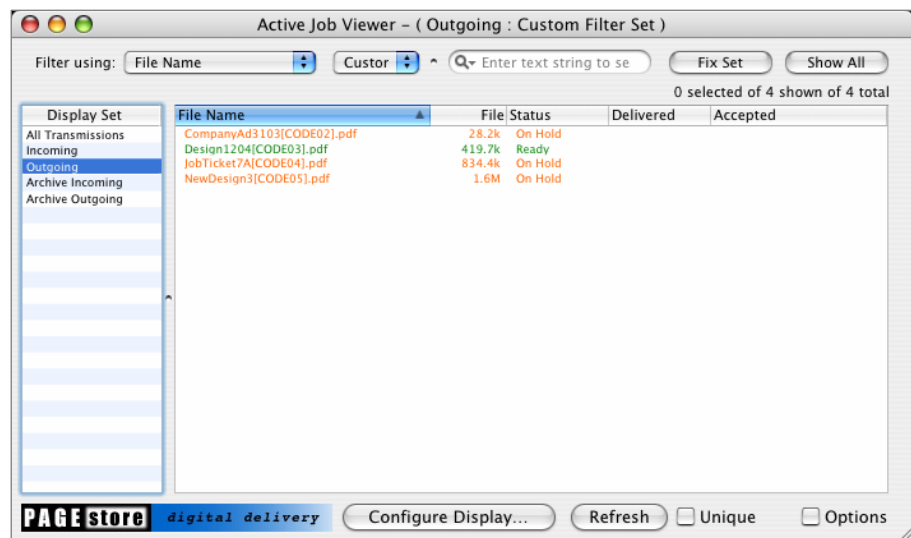
## The Active Job Viewer

If the Active Job Viewer is not displayed, open the **File** menu and select **New Active Job Viewer**, OR Press **⌘ N** (MacOS X) or **Ctrl N** (Windows).

- Select the **Outgoing** Display Set.

### To filter the list of jobs:

- Click on **Filter Using**, select a column on which to filter, then type search criteria in the **Search** box.
- Click **Fix Set** to lock in the filter you set in the previous step. You can now repeat to filter on another column.
- Click **Custom Filter** to save this filter set.
- Click **Show All** to view all jobs in the selected **Display Set**.



## To use the additional filter options:

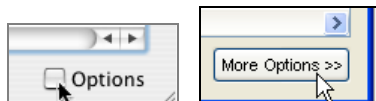
<input type="checkbox"/> Only show jobs created by me.	<input type="checkbox"/> Hide jobs that have been "PROOFED"
<input type="checkbox"/> Hide jobs that are "LINKED"	<input type="checkbox"/> Hide jobs that have been "DELIVERED"
<input type="checkbox"/> Hide jobs that are "READY"	<input type="checkbox"/> Hide jobs that have been "ACCEPTED"
<input type="checkbox"/> Hide jobs that are "ON HOLD"	<input type="checkbox"/> Hide jobs that have been "PRODUCED"
<input type="checkbox"/> Hide jobs that have been "SENT"	<input type="checkbox"/> Show jobs with a "Run Date" of today.

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Query/Accept By Operator:

Query Comments:

- Click **Options** (Mac OS X) or **More Options** (Windows).



The additional fields are displayed at the bottom of the window.

- Check one or more filter options. The display will be adjusted immediately.
- Click **Options** (Mac OS X) or **Less Options** (Windows) to hide the additional fields.

When a job has been accepted or queried, additional information is displayed. The name of the operator who queried or accepted the job is displayed, along with any query comments that were added.

## Proofing a job

- In the Active Job Viewer, select one or more outgoing jobs.
- Open the **Actions** menu and select **Proof Selection**, or:
  - On Mac OS X, press **⌘ P**.
  - In Windows, click the right mouse button on the selected jobs and choose **Proof Selection**.
- A proof sheet is printed on the default printer. It shows:
  - Job ticket information
  - The job filename, page number and date and time of printing
  - The image, scaled to fit the page on which the proof is printed.
  - Crop marks if applicable.

**Note:** Proofing can occur automatically, depending on workflow automation and/or the Printer preferences you have set.

## Understanding job status

In the Active Job Viewer, the colour of each job is determined by its status. From the originator's point of view, a job's status can be one of the following:

<b>Incomplete</b>	The job has been created, but not all the mandatory fields have been completed.	<b>Ready</b>	The completed job has been released and placed in the queue for automatic transmission.
<b>On Hold</b>	The job has been completed and saved. The status changes automatically to On Hold.	<b>Sent</b>	The completed job has been sent to the recipient.

## Understanding job flags

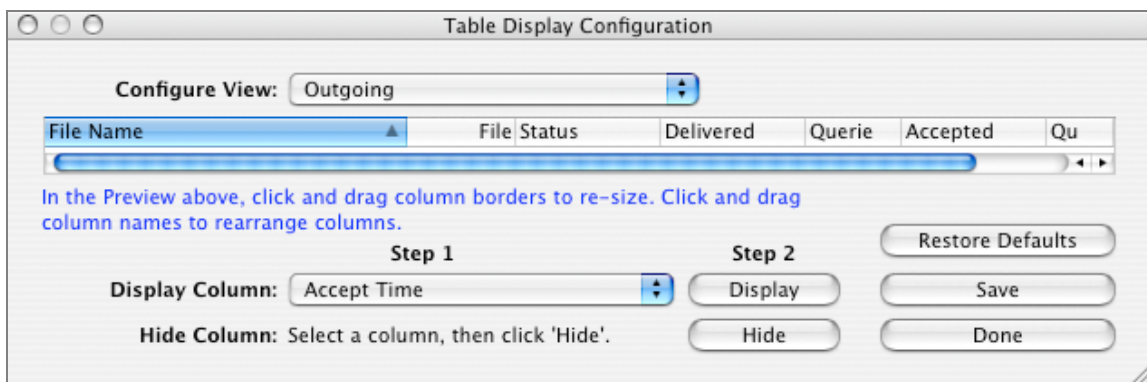
PageStore jobs can also acquire flags, which indicate actions that have been performed on them. Flags which have been set are shown by a check mark (✓) in Mac OS X, or a Y in Windows. Click **Call Now** to update job flags.

Flags can be displayed in the following columns: **Proofed** (by originator), **Delivered**, **Accepted** and **Queried**. Use the Table Display Configuration functions described below to display these columns. You may also wish to view the following columns: **Delivered Time**, **Proofed Time**, **Accept Time**, **Query/Accept Operator**, **Query Time**, **Query Comments**.

## The Table Display Configuration window

To rearrange the columns in the Active Job Viewer, click **Configure Display**. The Table Display Configuration window is displayed.

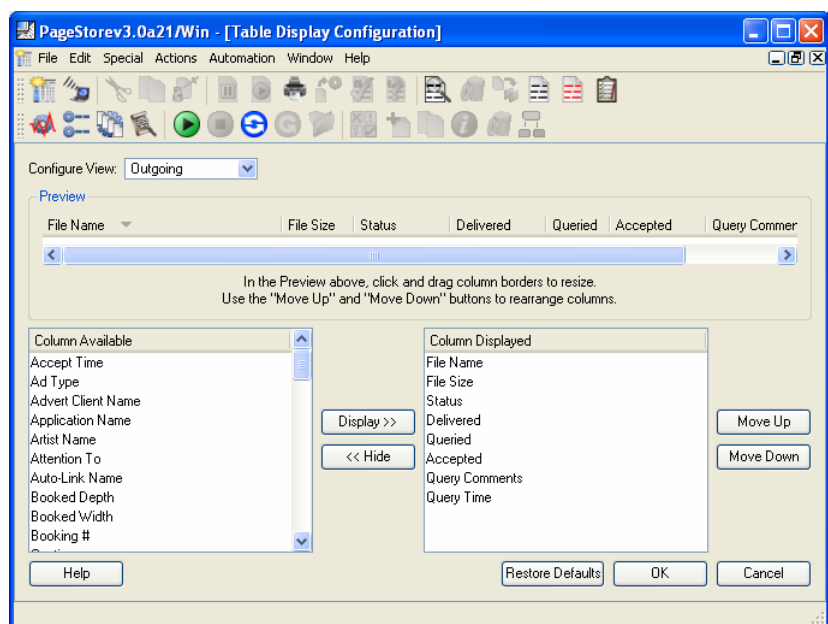
### Mac OS X



- Select an item from **Display Column** and click the **Display** button.
- Click a column heading in the Preview area and click the **Hide** button.
- To rearrange the list, click and drag column headings in the Preview area.
- To return to the original display, click the **Restore Defaults** button.

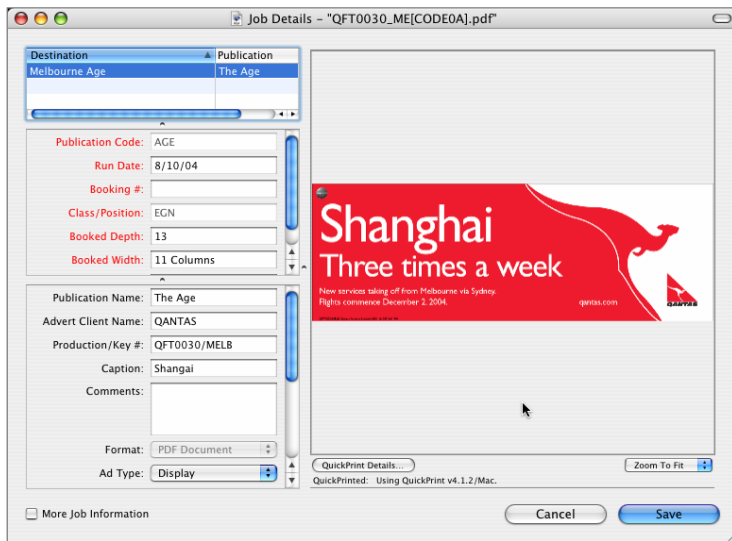
### Windows

- Select an item from **Column Available** and click the **Display >>** button. The list shows only items not already displayed.
- Select an item from **Column Displayed** and click the **Hide <<** button.
- To rearrange the list, select an item in **Column Displayed** and click the **Move Up** or **Move Down** buttons.
- To return to the original display, click the **Restore Defaults** button.
- Click **OK** to finish.



## The Job Details Window

Double-click a job in the Active Job Viewer to display it in the Job Details window.

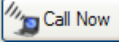


- Complete all the mandatory (red) fields.
- Add any required information in the optional fields.
- Click **More job information/More Info >>** to view non-editable job ticket information.
- Click **QuickPrint Details** to view QuickPrint messages.
- Click **Save** when mandatory fields are completed. The file status changes to **On Hold**.
- To release the file for transmission, select **Actions ▶ Release Selection**, or press  $\text{⌘} \text{⌥} \text{H}$  (Mac OS X).

## How jobs are transmitted

- Completed and saved jobs are automatically given a status of **On Hold**.
- Select an **On Hold** job and make sure it has been proofed. You can select multiple jobs, using the **Shift** key and/or the  $\text{⌘}$  (Mac OS X) or **Ctrl** keys.
- Select **Actions ▶ Release Selection** to release the job/s.

The job status changes to **Ready**.

- Click the  button on the Communications Toolbar, OR Open the **Special** menu and select **Call Now**, OR press  $\text{⌘} \text{K}$  on Mac OS X, **Ctrl K** in Windows.

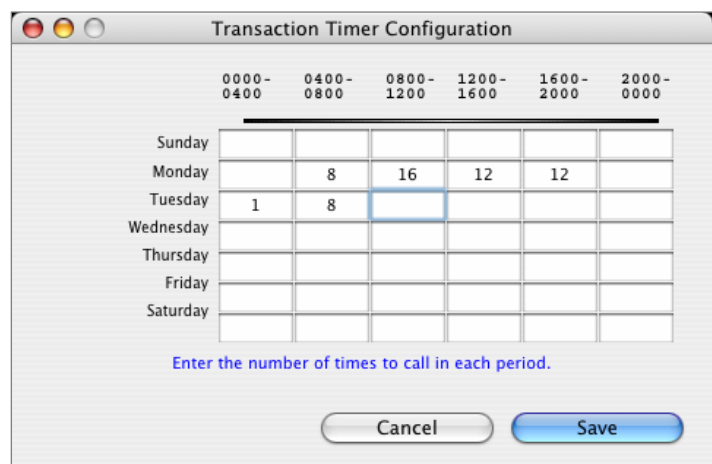
Alternatively, wait for the regular batch transmission as scheduled in the Transaction Timer Configuration.

## Transaction Timer Configuration

To open the Transaction Timer Configuration window, open the **Special** menu and select **Transaction Timer Config** (or press  $\text{⌘} \text{⌥} \text{K}$  on Mac OS X, **Ctrl K** in Windows).

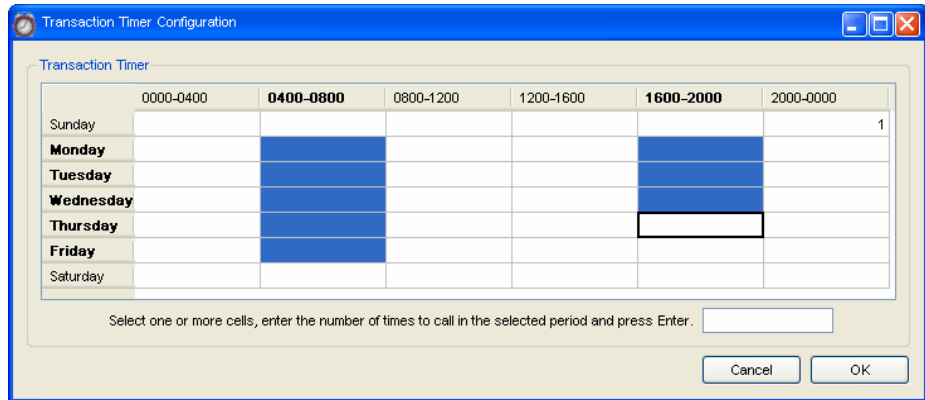
- Click into any cell and type a number.
- Use the arrow keys to move to another cell.
- Type another number.
- Continue until all the required numbers have been entered.
- Click **Save** (Mac OS X) or **OK** (Windows).

Transmission of batches of jobs will occur the specified number of times within each 4-hour period. A batch consists of any jobs with a status of **Ready** which have not yet been transmitted.



In the Windows version, you can also:

- Select one or more time slots, holding down the **Shift** key to select multiple consecutive times, and/or the **Ctrl** key to select non-consecutive times
- Type a number into the text box at the bottom of the window.
- Press **Enter** to place the number in all the selected time slots.



## Tracking jobs

Sent jobs appear in the Outgoing list with a status of **Sent**.

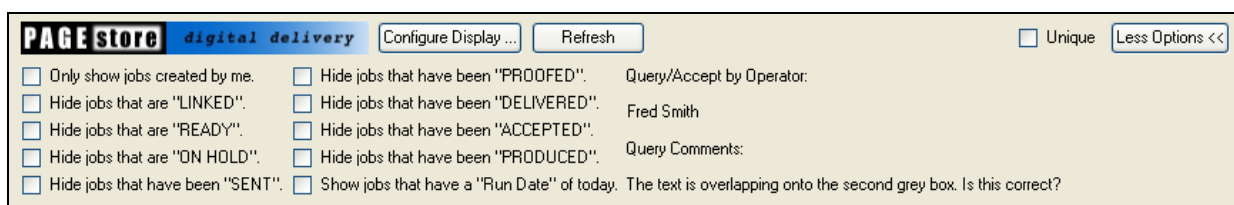
Display the **Delivered**, **Accepted** and **Queried** columns as described in *The Table Display Configuration window*, above. You may also wish to display **Delivered Time**, **Accept Time**, **Query/Accept Operator**, **Query Time**, **Query Comments**.

After a Call Now or a regular batch transmission, observe the jobs which have a status of **Sent**:

- When the recipient receives and opens a job, the **Delivered** flag is set.
- If the recipient accepts a job, the **Accepted** flag is set.
- If the recipient queries a job, the **Queried** flag is set.

### What to do if a job is queried

- Read the Query Comments, which are displayed in the optional **Query Comments** column and in the **More Options** section:



- Contact the recipient to resolve the query:
  - If it is agreed that the job does not have errors, the recipient can now accept it.
  - If the job does have errors, the job should be deleted by both the originator and the recipient while you correct the error and send a corrected version of the job.

The corrected version is a new job which is not linked to the old job. However, most PageStore sites adopt a convention whereby the name of the revised job relates to its predecessor – for example if the original job is named **file.pdf**, the new job might be **file-r1.pdf**. A subsequent revision might then be named **file-r2.pdf**, and so on.

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For more details, contact Technical Support on 1300 768 988 or email [support@quickcut.com.au](mailto:support@quickcut.com.au). For up-to-date information on PageStore 3, go to <http://www.quickcut.com.au/support/qc/ps/pagestore.html>.

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