

How-To:

Job Management Workflow in Fierly Command WorkStation



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Feature Overview

Fiery Command WorkStation® the print job management interface for Fiery's, makes printing more productive, powerful and intuitive. It unlocks the powerful features of Fiery servers and centralizes job management to achieve optimal results in real time. The intuitive interface makes complex jobs simple, regardless of the operators' experience, and the full cross-platform Mac and Windows support allows users to keep the exact same functionality, look and feel.

Customer Benefits

- Increase productivity by getting your jobs done with fewer clicks.
- Inline edits allow the number of copies to be changed by selecting the number in the Held or Printed queue. The user no longer needs to open Job Properties.
- Quickly locate a job using the Job List Filtered views
- Administrators can save, edit, publish and delete Server Presets from the Command WorkStation Device Center. Other users can access the centrally stored presets through workflows such as Virtual Printers, Hot Folders, Job Properties and Print Drivers. Presets can also be quickly selected from the right-click options.
- Obtain optimal results by having all the tools you need at your fingertips.
- Offered free of charge to help optimize your existing equipment without additional investment.
- Minimize errors and waste by visualizing how print settings affect your job on the screen.
- Get the exact same printing experience from Mac® and Windows® clients.

Objectives of Exercise

- Connect to a Fiery Server with Fiery Command WorkStation 5
- Import multiple jobs using Drag-and-Drop
- Apply Inline Job Editing to change the print quantity and the document name
- Use Job List Filters to locate a specific job
- Change Job Properties and save the new settings as a Server Preset
- Apply the saved Server Preset to another job
- Print the new job

Additional Resources

If you would like to learn more about Fiery product features, EFI has created interactive online courses designed to enhance Fiery product knowledge and help increase performance. For a complete list of the online courses we offer, go to the [Fiery eLearning](#) web page.

Before you begin

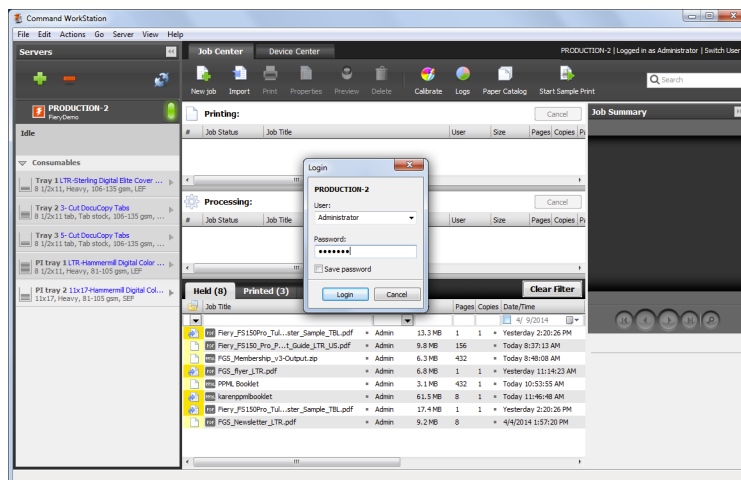
- Have Fiery Command WorkStation 5.7 or above opened installed on either a Windows or Macintosh client.
- Have the TCP/IP Address and server name for at least one Fiery server, running Fiery FS150/FS150 Pro or above.
- Ensure the printer and Fiery have been calibrated before printing any output.
- Place the following sample files in a location where you can access and browse to locate this file folder for use later in this guide.
 - **FGS_flyer_LTR.pdf or FGS_flyer_A4.pdf**
 - **FGS_booklet_LTR.pdf or FGS_booklet_A4.pdf**



Note:

Fiery Command WorkStation is backwards compatible.
Some features in this guide require Fiery System 10 and above.

Each output device will have different procedures for configuring and printing the finished document. Consult the user documentation for the copier and Fiery that will be used for this How-To Guide.



Connecting to Fiery Command WorkStation

1. The first time you open Fiery Command WorkStation, you will need to add a Fiery server to the servers list. If your Fiery server is already available in the Servers list, skip to the next section.
2. Open **Fiery Command WorkStation** and select the **Add Icon** (+), the **Connect** dialog opens.
3. Enter the TCP/IP address or host name of the Fiery server to manage with Fiery Command WorkStation 5 and **Connect**.

Additional search options can be used to locate a Fiery server by selecting the **Search** icon (magnifying glass). This will open a Search window allowing you to Auto Search or specify to search based on IP range or Subnet range.



Note:

The Auto Search option will locate all Fiery Servers in the same TCP/IP subnet as the client workstation.

After you have searched to find the Fiery server, then select the Fiery from the list of discovered Fiery servers and **Add**.

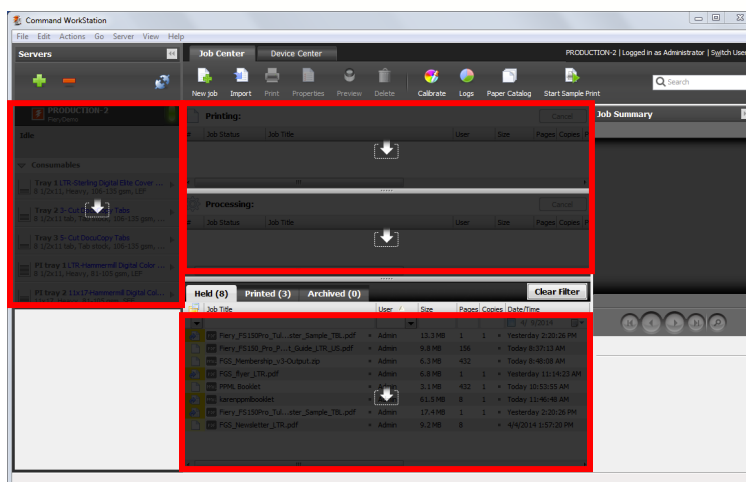
Multiple Fiery servers can be selected using the Shift and Control (Windows) or Command (Macintosh) keys.

4. The **Fiery Command WorkStation** window opens displaying the user login window.
5. Select the **User name** from the **Login** window, and enter the **Password** for the user.
6. For this example select the user **Administrator**, and the password is **Fiery.1** by default.
7. Select **Login**.



Note:

You can check the **Save** password box at this time if desired. If checked, you can log in to the Fiery automatically the next time you connect.



Importing Jobs

1. Position the Fiery Command WorkStation window and the folder containing the sample file so that both can be seen on the screen at the same time.
2. Select the file or files to import and drag-and-drop the files onto the Held Drop Zone or queue. For this example drag the file **FGS_flyer_LTR.pdf** and **FGS_booklet_LTR.pdf** or **FGS_flyer_A4.pdf** and **FGS_booklet_A4.pdf** to the Held queue. The Drop Zone or Held queue highlights to indicate where the jobs will be placed.

The **Drop zones** feature highlights the area to indicate where the files will be placed. There are four Drop Zone areas in Command WorkStation.

Servers List: documents dropped onto the Fiery Server, will automatically open the Import dialog window. (allows workflow and job action to be selected- workflow includes Server Presets and Virtual Printers).



Note: **Held:** The document will be imported into the Fiery and held without processing or printing. The user can modify the job properties, or use other Fiery Command WorkStation tools to manage the job.

Processing: the document will process and hold the job saving the raster data. The document will not print.

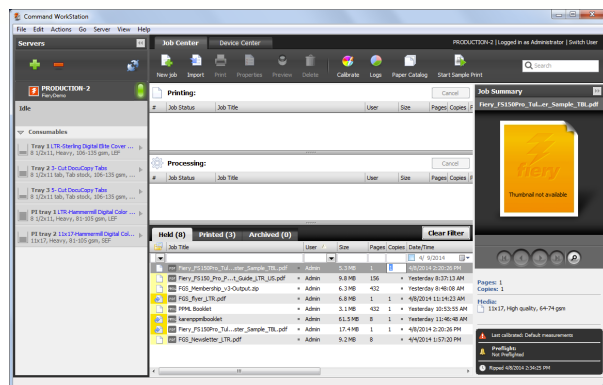
Printing: the document will be processed and printed using the default Job Properties.

3. The file will be displayed in the Held area.



Note: You can also use the menu options **File > Import Job** to add your file(s) to the import window. Then select the **Default Action:** at the bottom of the window to show a drop down menu to show the available actions which include the standard **Hold**, **Print** and **Direct** queues and all virtual printers created on the Fiery.

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Job Title	User	Size	Pages	Copies	Date/Time	Paper type	Document s Workflow
Fiery_F5150_P...uide_LTR.pdf	Admin	9.7 MB	156	*	1/30/2015 9:41		
FGS_catalog_b...arks_LTR.pdf	Admin	11.5 MB	77	*	2/4/2015 4:11		
FGS_businesscard.pdf	Admin	0.4 MB	2	*	2/9/2015 2:00		
FGS_catalog_body_LTR.pdf	Admin	6.8 MB	60	*	2/18/2015 8:00		
FGS_catalog_complete_LTR.pdf	Admin	25.6 MB	70	*	2/18/2015 9:00		
Fiery_F5150...uide_LTR-1.pdf	Admin	12.2 MB	156	1	2/20/2015 9:00		
FGS_businesscard.pdf.dbp	Admin	38.3 MB	2	1	2/23/2015 1:00		
FGS_catalog_b...rries-Carrie.pdf	Admin	11.7 MB	77	*	2/24/2015 9:00		
Spring_Show...e-3.5x4.5.pdf	Admin	1.9 MB	120	*	3/2/2015 2:00		
Spring_Show_Invite.pdf	Admin	1.9 MB	120	*	3/2/2015 4:00		
Spring_Show_Invite-Carrie.dbp	Admin	5.5 MB	120	*	3/2/2015 4:18:19 PM	High quality	11x17
Fiery_F5150...uide_LTR-1.pdf	Admin	12.4 MB	156	*	Today 12:09:25 PM	High quality	8 1/2x11
women's_fashi...er_11x17.pdf	chris	8.1 MB	2	*	2/5/2015 5:54:06 PM	High quality	11x17
FGS_Spread_Booklet_LTR.pdf	jobflow	36.3 MB	4	1	2/26/2015 2:51:00 PM	High quality	8 1/2x11
001-01.pdf	lud	0.7 MB	1	1	1/30/2015 10:44:17 AM	High quality	8 1/2x11

Inline Job Editing

1. Select the job **FGS_flyer_LTR.pdf** or **FGS_flyer_A4.pdf** in the Held queue.
2. Click in the **Copies** field to change the number of copies to print. For this example enter 4.
3. Click in the **Job Title** field. When the Job title is highlighted, change the job name to **FGS_flyer**. Use the Enter or Tab key to enter and save the update.

Job List Filtered View

Queue Filters are helpful to locate a specific job when the queues hold many jobs

1. To search for a specific job by name, click into the empty filter field under Job Title and type **flyer**.
2. The list will show any file containing the word **flyer** in its job title.
3. Click on the **Clear Filter** button to remove selected filtering when done.

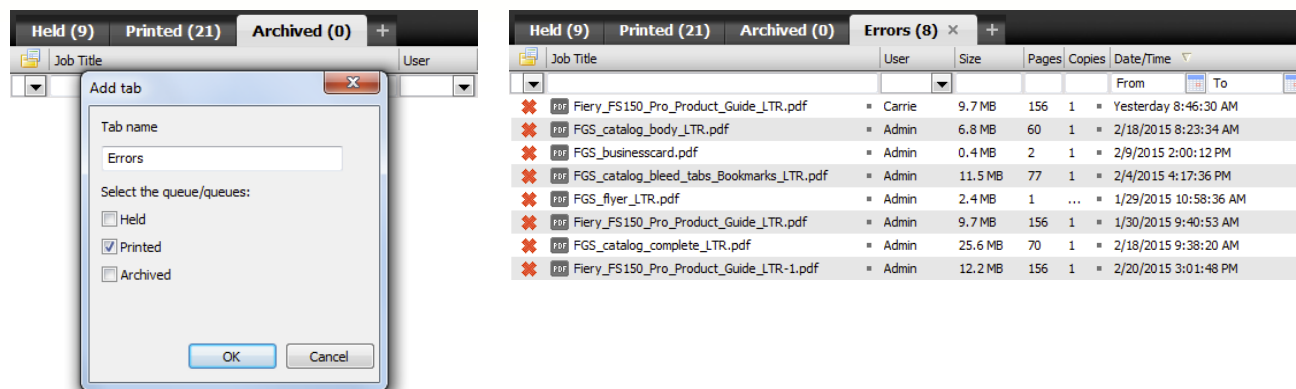


Note:

Multiple filters can be applied and all column heading can be filtered.
Filters can also be used in the Printed and Archived queues job lists.

Job List Filtered View for Date Range

1. To search for a specific date range, click into the empty filter field under Date/Time.
2. In the "Date/Time" column, click on the calendar icon filter to enter in the date range in the "From and To" fields by selecting a start and end date.
3. The list will now show only jobs in the specified date range.
4. Click on the **Clear Filter** button to remove selected filtering when done.



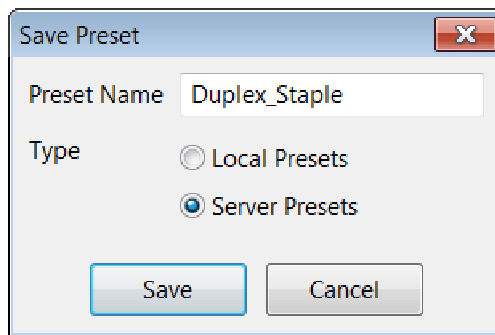
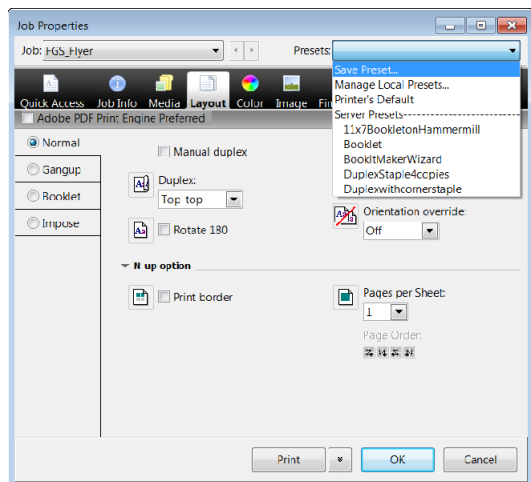
Create a Custom Filtered View Tab to view jobs with errors

Create customized tabs to quickly view jobs with specific settings.

1. Submit one or more jobs to print and cancel the jobs before they complete.
2. Select the Printed queue to view the cancelled job.
3. In the Command WorkStation column list, select the **Plus (+)** symbol next to Archived
4. In the **Add tab** window, enter a name for the tab. For this example, enter **Errors**.
5. Enable only the Printed queue and **OK**.
6. The new **Errors** tab appears in the queues section.
7. Modify the Job Filters. For this example, in the Job Status field, select the red x.
8. The **Errors** tab now shows only jobs with errors.



Note: A maximum of 13 new Filtered list views can be created.



Define Job Properties and Save as a Server Preset

1. Select the job **FGS_booklet_LTR.pdf** or **FGS_booklet_A4.pdf** in the Held queue and right-click to select **Properties** or select the **Properties** icon in the toolbar.
2. Define all the **Job Properties** for the job. For this example set the following options.
 - a. Select the **Layout** tab and in the Duplex menu choose the duplexing option to create a left bound duplex document.
 - b. Select the **Finishing** tab and select a Staple option.
3. To quickly apply these same Job Properties in the future, save these settings as a Preset. In the Presets dropdown menu, select **Save Preset...**
 - a. Enter a **Preset Name** to describe the preset options. For this example, enter Duplex_Staple. Note spaces cannot be used in the preset name.
 - b. Select the Preset Type. For this example, select **Server Presets** and **Save**.

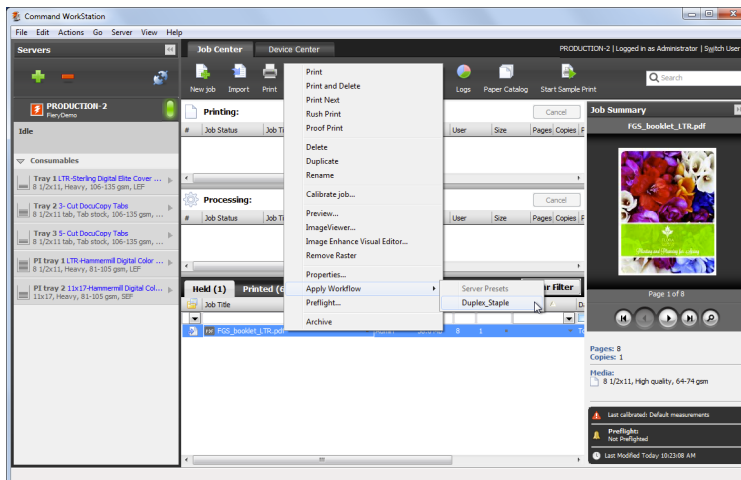
After creating Local or Server Presets, use the Manage Presets function from the Presets pull-down menu to Delete, Rename, Import or Export the listed Presets.



Note: Server Presets are available to all Command WorkStation clients and are saved on the Fiery Server.

Local Presets are available only to your local Command WorkStation client and are saved on your local client.

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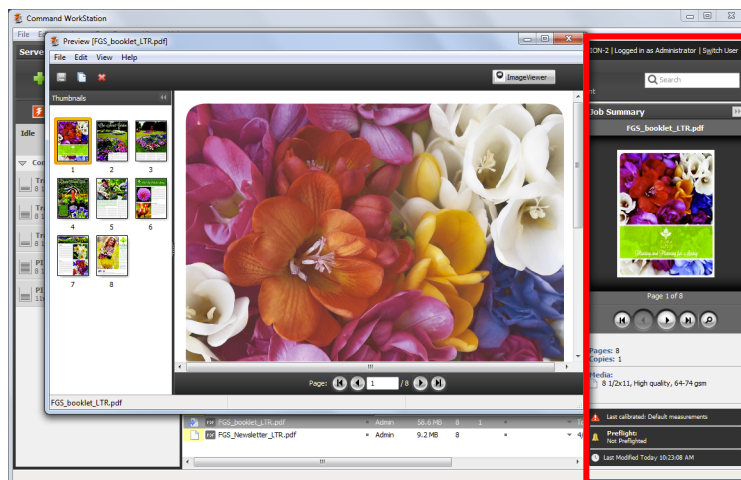
Apply a Server Preset

1. Select the job **FGS_booklet_LTR.pdf** or **FGS_booklet_A4.pdf** in the held queue, right-click to select **Apply Workflow** and then select the preset **Duplex_Staple** you just created from the flyout menu.



Note: Server Presets are also selectable as a right-click menu option in the Workflow column.

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Print and Hold a Job

1. Select the job **FGS_booklet_LTR.pdf** or **FGS_booklet_A4.pdf** in the Held queue and right-click to select **Print and Hold**.
2. When the job finishes printing, it will be listed in the Held queue with a new icon indicating the job includes raster data.
3. Right-click on the job and select **Preview...** to see all the pages in one window.
4. The **Job Summary** area will also display a preview of the job. Clicking the buttons below the preview will allow you to view each page within the job (Highlighted above).



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