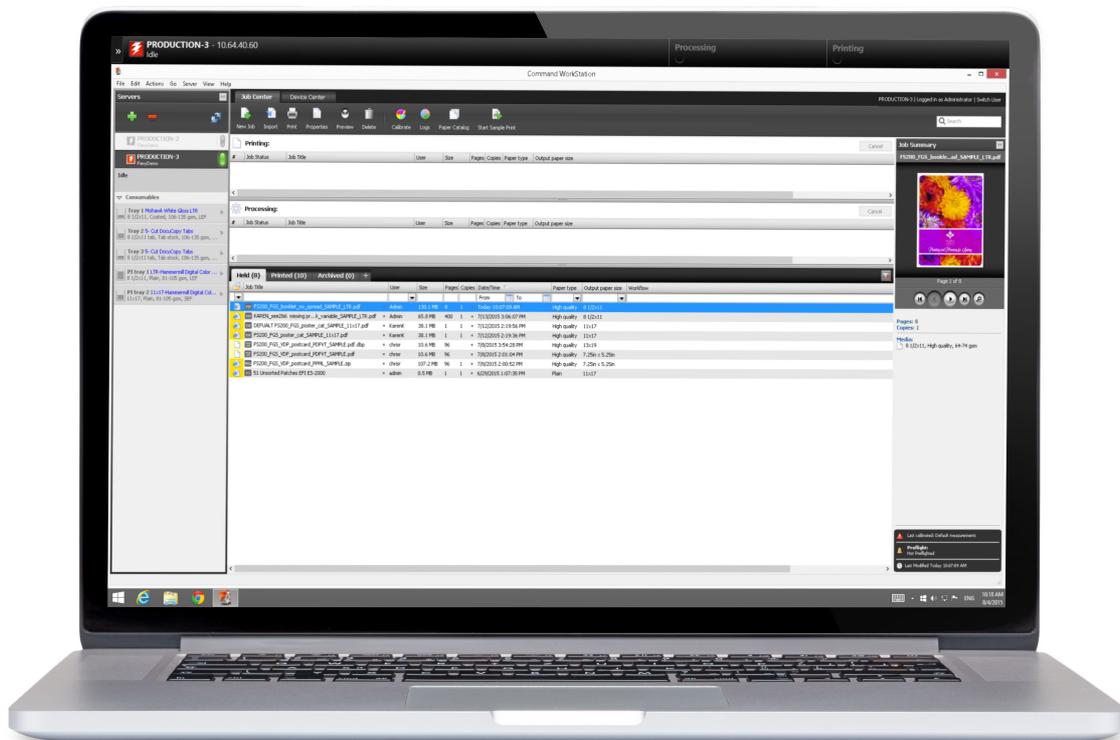


# FS200 How to:

## Job management workflow in Fiery Command WorkStation



# FS200 How to: Job management workflow in Fiery Command WorkStation

## Feature overview

Fiery® Command WorkStation® the print job management interface for Fiery servers, 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 full cross-platform Mac and Windows support allows users to keep the exact same functionality, look and feel.

## Objectives

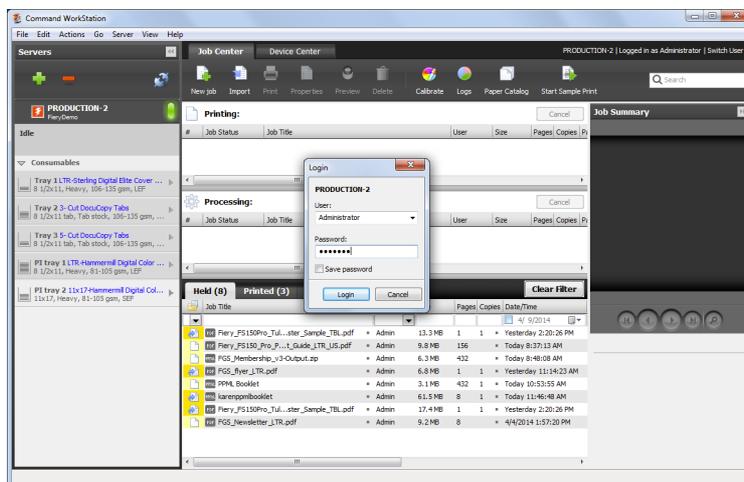
- Connect to a Fiery server
- Import jobs
- Apply Inline Job Editing
- Apply Job List Filters
- Define date range in Filtered Views
- Create a custom Filtered View tab
- Define job properties and save as a Server Preset
- Apply a Server Preset
- Print and hold a job

## Additional resources

For additional software downloads, training resources and more, go to [Fiery Online Resources](#).

## Before you begin

- Install Fiery Command WorkStation® 5.7 or later on either a Windows or Macintosh computer.
- Have the TCP/IP address and server name for at least one Fiery server running Fiery FS200/FS200 Pro.
- Place the following sample files in a location where you can use them later in this guide.
  - **FS200\_FGS\_flyer\_LTR\_SAMPLE.pdf** or **FS200\_FGS\_flyer\_A4\_SAMPLE.pdf**
  - **FS200\_FGS\_spread\_booklet\_LTR\_SAMPLE.pdf** or **FS200\_FGS\_spread\_booklet\_A4\_SAMPLE.pdf**
- Ensure that the printer and Fiery server have been calibrated before printing any output.



## Connect to a Fiery server

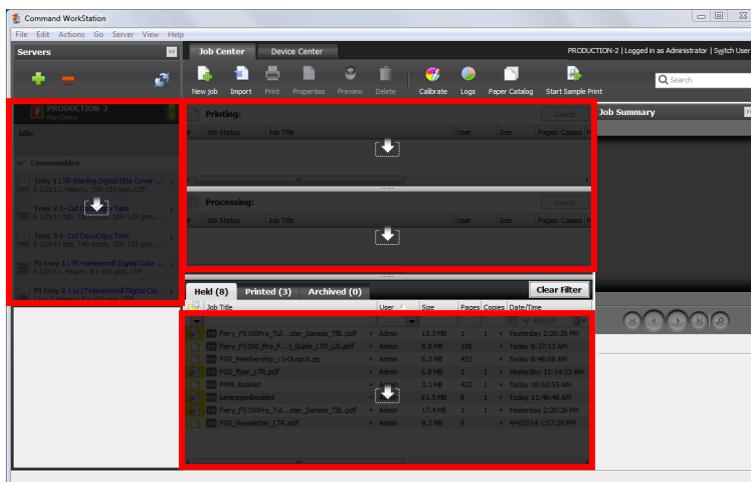
1. The first time you open Fiery Command WorkStation, you will need to add a Fiery server to the Servers list. If your Fiery server is already available in the Servers list, skip to the next section.
2. Open Fiery Command WorkStation and click the **Add** icon +.
3. The **Connect to** dialog window will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

*There are additional search options you can use to locate a Fiery server by selecting the **Search** icon (magnifying glass). This will open a Search window that allows you to Auto Search or specify a search based on IP range or Subnet range.*

*The Auto Search option will locate all Fiery servers in the same TCP/IP subnet as the computer running Command WorkStation.*

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

5. The Fiery Command WorkStation window opens, displaying the user login window.
6. Select your **User name** from the Login window, and enter your **Password**.
7. For this example select the user **Administrator**, and use the default password **Fiery.1**.  
Optional: Select the **Save password** check box to automatically log in to this Fiery server the next time you connect.
8. Click **Login**.



## Import jobs

1. Position the Fiery Command WorkStation window and the folder containing the sample files so that you can see both on the screen at the same time.
2. Select the file or files to import, and drag the files on to the Held Drop Zone. For this example, drag the **FS200\_FGS\_flyer\_LTR\_SAMPLE.pdf** and **FS200\_FGS\_spread\_booklet\_LTR\_SAMPLE.pdf** files or the **FS200\_FGS\_flyer\_A4\_SAMPLE.pdf** and **FS200\_FGS\_spread\_booklet\_A4\_SAMPLE.pdf** files to the Held list. The Drop Zone or Held list highlights to indicate where the jobs will be placed.
3. The files will be displayed in the Held list.

*Command WorkStation highlights the area where the files will be placed in the Drop Zone. There are four Drop Zone areas in Command WorkStation.*

**Servers List:** Documents dragged on to 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).

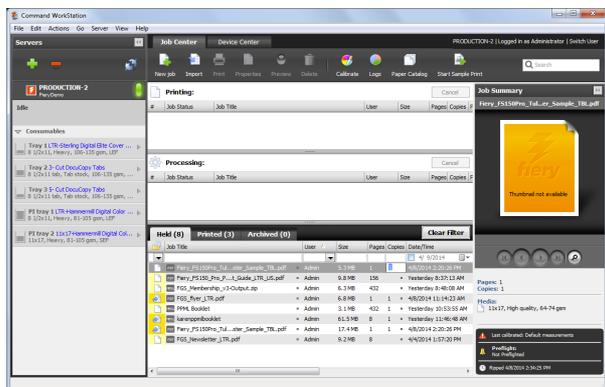
**Held:** The document will be imported into the Fiery server and held without processing or printing. The user can modify the job properties, or use other Fiery Command WorkStation tools to manage the job.

**Processing:** The document will process and stay in the Held queue, saving the raster data. The document will not print.

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

You can also use the menu option **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.

# FS200 How to: Job management workflow in Fiery Command WorkStation



Job Title	User	Size	Pages	Copies	Date/Time	Paper type	Document s Workflow
Fiery_FS150_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 16:1		
FGS_businesscard.pdf	Admin	0.4 MB	2	*	2/9/2015 2:0		
FGS_catalog_body_LTR.pdf	Admin	6.8 MB	60	*	2/18/2015 8:		
Fiery_FS150...uide_LTR-1.pdf	Admin	12.2 MB	156	1	* 2/20/2015 3:		
FGS_businesscard.pdf.dbp	Admin	38.3 MB	2	1	* 2/23/2015 1:		
FGS_catalog_b...TR-Carries.pdf	Admin	11.7 MB	77	*	2/24/2015 9:		
Spring_Show...e-3.5x4.5.pdf	Admin	1.9 MB	120	*	3/2/2015 2:4		
Spring_Show...Invite-Carrie.dbp	Admin	1.9 MB	120	*	3/2/2015 4:0		
Spring_Show...Invite-Carrie.dbp	Admin	5.5 MB	120	*	3/2/2015 4:18:19 PM	High quality	11x17
Fiery_FS150...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	chrisr	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

## Apply Inline Job Editing

1. Select the **FS200\_FGS\_flyer\_LTR\_SAMPLE.pdf** or **FS200\_FGS\_flyer\_A4\_SAMPLE.pdf** file in the Command WorkStation Held list.
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 **FS200\_FGS\_flyer**. Use the **Return** key to enter and save the update.

## Apply Job List Filters

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

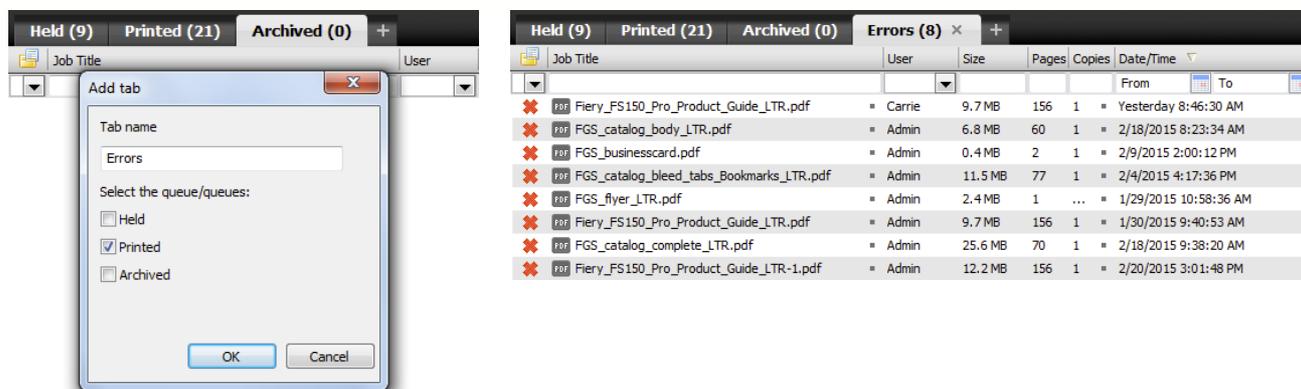
1. To search for a specific job by name, click into the empty filter field under Job Title and type **flyer**.
2. The list will show any file containing the word **flyer** in its job title.
3. Click the **Clear Filter** button to remove selected filtering when done.

*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.*

## Define date range in Filtered Views

1. To search for a specific date range, click into the empty filter field under Date/Time.
2. In the Date/Time column, click the **calendar icon** 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 the **Clear Filter** button to remove selected filtering when done.

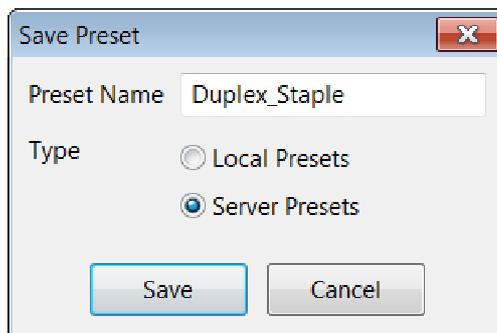
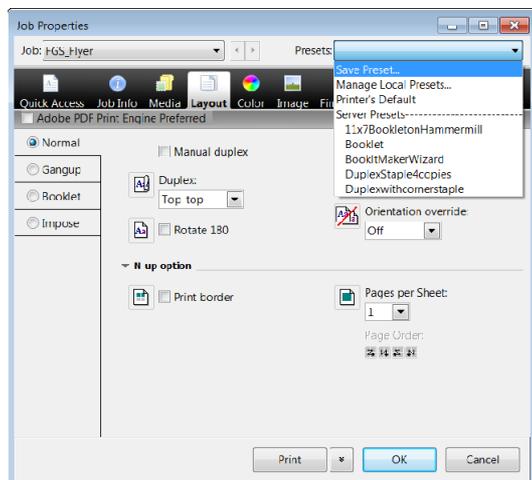


## Create a custom Filtered View tab

Create customized tabs to quickly view jobs with specific settings. For example, view all jobs with errors.

1. Submit one or more jobs to print and cancel the jobs before they complete.
2. Select the **Printed** list to view the cancelled job.
3. In the Command WorkStation column list, click the **Plus (+)** icon next to the Archived list.
4. In the Add tab window, type a name for the tab. For this example, type **Errors**.
5. Select only the **Printed** queue check box. Then click **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.

*You can create a maximum of 13 customized filtered list views.*



## Define Job Properties and save as a Server Preset

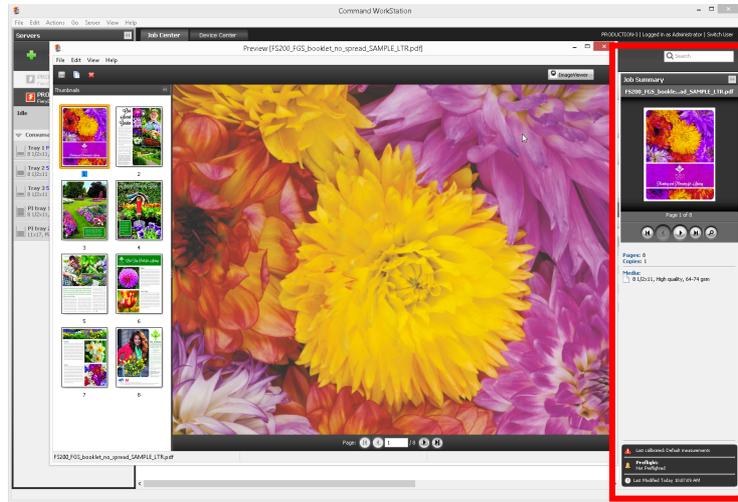
1. Select the **FS200\_FGS\_spread\_booklet\_LTR\_SAMPLE.pdf** or **FS200\_FGS\_spread\_booklet\_A4\_SAMPLE.pdf** file in the Command WorkStation Held list. Then right-click to select **Properties**. Or click the **Properties** icon in the toolbar.
2. Define all the **Job Properties** for the job. For this example set the following options.
  - a. Click the **Layout** icon and select a **Duplex** option to create a left-bound duplex document.
  - b. Click the **Finishing** icon and select a **Staple** option.
3. To quickly apply these same Job Properties in the future, save the settings as a Preset. To do this, click **Save Preset** in the Presets menu.
  - a. Enter a Preset Name to describe the preset options. For this example, type **Duplex\_Staple**.
  - b. Select the Preset Type. For this example, click **Server Presets**. Then click **Save**.

*Server Presets require Fiery System 10 and above.*

*Server Presets are available on all computers running Command WorkStation, and are saved on the Fiery server.*

*Local Presets are available only to your local Command WorkStation computer and are saved on that computer.*





## Print and hold a job

1. Select the **FS200\_FGS\_spread\_booklet\_LTR\_SAMPLE.pdf** or **FS200\_GS\_spread\_booklet\_A4\_SAMPLE.pdf** file in the Command WorkStation Held list. Then right-click to select **Print and Hold**.
2. When the job finishes printing, it will appear in the Held list 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 pane will also display a preview of the job. Click the arrow buttons below the preview to view each page in the job (Highlighted above).



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