



Enfocus PitStop 10 Server

User Guide



enfocus

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2. About this User Guide

Take a few minutes to familiarize yourself with this User Guide. It is the best way to get off to a speedy start with Enfocus PitStop Server.

These are the logical steps to take before starting to process jobs with PitStop Server:

- Install the software (see [Installing Enfocus PitStop Server](#) on page 6 and “Installing Enfocus PitStop Server” in the [PitStop Server Reference Guide](#))
- Register or run in trial mode (see [Registering Enfocus PitStop Server](#) on page 7 and “Registering Enfocus PitStop Server” in the [PitStop Server Reference Guide](#))
- Set up a hot folder (see [Setting up a hot folder](#) on page 9 and “Setting up hot folders” in the [PitStop Server Reference Guide](#))
- Check if preferences are set according to your needs (see “Enfocus PitStop Server Preferences” in the [PitStop Server Reference Guide](#))

You will then be able to drop files in the input folder and to monitor the job progress (see “Active jobs in Enfocus PitStop Server” in the [PitStop Server Reference Guide](#)). The input files will be processed; output files will end up in the appropriate output folders.

The History will give an overview of all completed jobs for which History logging was enabled (see “Enfocus PitStop Server History” in the [PitStop Server Reference Guide](#)).

3. Getting Enfocus PitStop Server up and running

3.1 Installing Enfocus PitStop Server

To install PitStop Server from DVD

1. Insert the Enfocus DVD into your DVD drive.
2. In Microsoft Windows, the flash movie will start automatically if the AutoPlay function is enabled for that DVD drive. On Mac OS, you need to open the DVD, and double-click the "Start" flash movie.
3. A flash movie will guide you to the installer.
4. Follow the installation instructions on your screen.

To install PitStop Server from the Enfocus Web site

1. Go to the Enfocus Web site (www.enfocus.com).
2. Download the Enfocus PitStop Server installer from the site.
3. Start the appropriate installer
4. Follow the installation instructions on your screen

3.2 Starting Enfocus PitStop Server

The PitStop Server application can be used to define and edit hot folders, monitor active jobs, and view the job history. PDF Profile and Action List control panels, as well as Help documents can be accessed.

The actual processing is done by software components running in the background, managed by the PitStop Server Watchdog.

On startup, Enfocus PitStop Server will check if the Enfocus PitStop Server Watchdog is running. If not, you will get the option to start the Enfocus PitStop Server Watchdog and thus the processing of files.

When quitting Enfocus PitStop Server, you get the choice to keep processing files. This means PitStop Server doesn't need to be running in order to process files.

3.3 Registering Enfocus PitStop Server

When you start Enfocus PitStop Server for the first time after it has been installed, a dialog box appears, which offers you the following options:

- You can use Enfocus PitStop Server for evaluation purposes during a 30-day trial period.
- You can use the fully licensed and registered version of Enfocus PitStop Server.

To register Enfocus PitStop Server, you need a Product Key. You receive this Product Key when you purchase Enfocus PitStop Server. To qualify for product upgrades and free technical support, you must register Enfocus PitStop Server.

3.4 Setting up Enfocus PitStop Server

When setting up Enfocus PitStop Server, it can be important to consider setting the Enfocus WatchDog user and permissions, locking the user interface, etc. It is also possible to setup Enfocus PitStop Server as a Service on Windows.

For more information, please read the "Introduction" and "Concept" chapter in the [PitStop Server Reference Guide](#).

4. Looking at Enfocus PitStop Server




The work area of PitStop Server basically consists of a main dialog box with 3 tabs: the Hot Folders tab, the Progress tab and the History tab. The Hot Folders tab in combination with the Hot Folder Editor can be used to set up and manage your hot folders. The Progress tab provides you with an overview of the active jobs and the History tab holds a summary of all finished jobs.

5. Setting up a hot folder

All defined hot folders are shown in the Hot Folder tab in PitStop Server, with an indication of their status, priority and number of files in queue.

When upgrading from a previous version of PitStop Server, existing hot folders will be converted and displayed in the hot folders lists.

The most important actions on hot folders, can be run using the buttons above the hot folder list:

- You can create a hot folder by clicking the  button. The Hot Folder Editor will open.
- You can edit an existing hot folder by selecting it in the list of hot folders and clicking the  button, or by double clicking an existing hot folder in the list. This will also open the Hot Folder Editor.
- Using the Duplicate button  you can create a duplicate of an existing folder, to create a new hot folder based on the original one.

It is also possible to delete, export and import hot folders. Export and import of hot folders allows you to move or replicate hot folders on another machine.

By means of a control-click (right mouse click) in the hot folder list or on a specific hot folder, you can access a contextual menu, offering a shortcut to the most relevant actions.

5.1 Valid hot folders

In order to process files through a hot folder, the hot folder should be valid and enabled. You can see the status of your hot folder in the Hot Folders tab.

To set up a valid hot folder:

1. Set the hot folder's name and description in the General category in the Hot Folder Editor.
2. Set all properties in the different categories
3. Use the Summary to get an overview of all settings and errors
4. Go back to the corresponding categories or to the Preferences pane to fix any errors
Repeat step 3 and 4 until all errors are fixed
5. Enable the hot folder in the General category with the Enable hot folder option, and set the Priority
6. Specify the History logging setting of your choice. If not set up in the hot folder editor the default option as defined in the global preferences will be used.
7. Click OK

5.2 Summary

The Summary gives an overview of all settings, warnings and errors.

These warnings and errors can be configuration problems, that are fixable by adjusting the settings in the corresponding category of the hot folder editor. It is also possible that they are general problems, which need to be fixed in the preferences panel of PitStop Server.

5.3 Folder setup

The first step in setting up a hot folder is to define the input folder and output folders. You can define one or more of these folders manually, but the easiest way is to create them all inside a selected base folder, by using the Create Basic Setup function.

To create a basic setup

1. In the Hot Folder Editor, go to the "Folders" category
2. Click the Create Basic Setup button.
3. Select "Create all subfolders" to define advanced folders, or "Create minimal set of subfolders" to define only basic folders.
4. Do one of the following:
 - navigate to the existing folder you want to use as a base folder
 - navigate to the location you want to create a new folder, and click "Make New Folder". The new folder appears with a temporary name, which can be changed to a more descriptive name for the folder, e.g. "**hot_folder_01**"
5. Select the new or existing folder, and click OK.
6. Depending on your choice, the Folders category will be set to Simple or to Advanced mode.

5.4 Transparency Flattening

Transparency Flattening replaces all blend modes and transparencies by "normal" objects, maintaining the final result: the blend will be calculated to whatever is underneath at that moment, and will be adapted in a linear object (if possible) or an image.

If Transparency Flattening is enabled, flattening is done before the Action Lists and the Preflight Profile, since flattening removes, changes and adds objects to the PDF.

Setting up Transparency Flattening

1. In the **PitStop Server Hot Folder Editor**, select the **Transparency Flattening** category.

2. Select **Enable transparency flattening** to enable flattening. All objects using a blend mode or transparency will be flattened.
3. Set the **Resolution**. If the flattening result cannot be generated as linear objects, an image will be generated at the selected resolution.
4. Enable **Resolve overprints** if you want to flatten overprint objects as well, without changing the visual appearance.

Note:

If transparency flattening is needed on an RGB object, it will be put in CMYK (+ spot colors) by the flattening mechanism. Objects created by the flattener will always be in CMYK + spots color space.

5.5 Adding Action Lists and/or a PDF Profile

Action Lists and PDF Profiles are the “fuel” for the preflighting process.

To add one or more Action Lists to a hot folder:

1. In the Hot Folder Editor, go to the “Action Lists and PDF Profile” category
2. Click the + button below the Selected Action Lists to open the Select Action List dialog.
3. Select one or more Action Lists you want to add, either From Database or From File. You can select multiple Action Lists in one go by holding the shift key or the ctrl (Windows) or apple (Mac OS) key.
4. Click OK. The Action Lists of your choice are added to the bottom of the list of **Selected Action Lists**. The name of the Action List, its description and location will be displayed. The Action Lists appear in this list in the order in which they will be run on the Action Lists: the Action List on top of the list will start first.
5. If necessary, change the order of the Action Lists: select an Action List and click the **Move Up** (⬆) or **Move Down** (⬇) button.

To add a PDF Profile to a hot folder:

1. In the Hot Folder Editor, go to the “Action Lists and PDF Profile” category
2. Click the + button below the Selected PDF Profile to open the Select PDF Profile dialog.
3. Select a PDF Profile you want to add, either From Database or From File
4. Click OK. The name of the PDF Profile, its description and its location will be shown.

5.6 Certified PDF

About Certified PDF

Enfocus Certified PDF technology guarantees quality, eliminates ambiguity and communicates precisely at every stage in the PDF workflow. Certified PDF ensures that a PDF document has been preflighted with the appropriate Preflight Profile, storing both the Preflight report and the Preflight Profile inside the PDF.

Action on incoming documents before processing

Incoming non-Certified PDF documents:

If the option "Keep document status unchanged" or "Make document uncertified" is chosen, the non-Certified documents will remain uncertified.

If the option "Make document Certified using hot folder Preflight Profile" is chosen, the PDF document will be certified using the Preflight Profile defined in the hot folder.

Incoming Certified PDF documents:

If the option "Make uncertified" is chosen, the PDF document will no longer be certified.

If the option "Keep document status unchanged" is chosen, the PDF document will remain Certified. By default, the Preflight Profile defined in the hot folder will be used instead of the embedded Preflight Profile.

If the option "Change Certified PDF Profile to hot folder Preflight Profile" is off, the Certified PDF document will keep its embedded preflight Profile.

If the option "Make document Certified using hot folder Preflight Profile" is chosen, the PDF document will be Certified using the Preflight Profile defined in the hot folder. However, if the option "If incoming document is Certified: keep original Certified Preflight Profile" is on, the Certified PDF will keep its embedded Preflight Profile.

Allow rollback to previous version

The Certified PDF workflow can offer you a robust roll-back mechanism. This allows you to revert to any previous stage in the Certified PDF workflow and to compare different versions of your PDF document, even though you maintain one physical PDF file. By disabling this option, you will not be able to take advantage of the roll-back functionality; you will however reduce the file size.

This option is only applicable for Certified documents, thus will be hidden when using "Make document uncertified".

5.7 Color Management

Color Management (CM) can be defined on different levels. First, Enfocus PitStop Server will search CM in the Action Lists and/or PDF Profile. If no CM is defined there, the hot folder specific CM

settings will be used. If these are not set, the general CM settings from the preferences will be used.

Hot folder specific color management

In the Hot Folder Editor, you can choose to override the preference settings for this specific hot folder:

1. In the Hot Folder Editor, go to the "Color Management" category
2. Enable Override General Color Settings
3. Define if you want to use the same settings for all objects, or if you want to define other settings for images than for other objects
4. Define either for all objects, or for images and other objects,
 - whether or not you want to apply color management
 - what profile to use for Gray, RGB, CMYK and Lab
 - what Rendering intent to use
5. If you want to use other ICC profiles for target than for source, enable the option and define what profiles to use.

General color management settings in the preferences

1. Open the Preferences
2. Select the Color Management category
3. Define if you want to use the same settings for all objects, or if you want to define other settings for images than for other objects
4. Define either for all objects, or for images and other objects,
 - whether or not you want to apply color management
 - what profile to use for Gray, RGB, CMYK and Lab
 - what Rendering intent to use
5. If you want to use other ICC profiles for target than for source, enable the option and define what profiles to use.

5.8 Fonts

By default PitStop Server will look for available fonts in the system font folders. In addition, font folders can be defined in the PitStop Server preferences, allowing these fonts to be used for all hot folders.

It is also possible to define font folders for a specific hot folder. This can be used e.g. to create a hot folder for a specific customer, using specific font folders for the selected hot folder only.

The Modify button offers a shortcut to the font settings in the preferences.

Hot folder specific Font folders

1. In the Hot Folder Editor, go to the "Fonts" category
2. Click the "Add" button
3. Browse to the font folder, and click OK.

Font preferences

To define font folders to be used for all hot folders:

1. In the Preferences, go to the Fonts category
or
 - In the Hot Folder Editor, go to the "Fonts" category and click the "Modify" button
2. Click the "Add" button
3. Browse to the font folder, and click OK.

5.9 E-mail notification

You can configure PitStop Server in such a way that it sends you – or anyone who is interested in the outcome of the processing – an e-mail message. You can request an e-mail message every time a PDF document is processed or depending on the outcome of the processing.

Setting up E-mail notification in a hot folder

1. Open the Hot Folder Editor.
2. Display the E-mail Notification properties.
3. Select one or more cases in which an e-mail message has to be sent, based on the result of processing (success, error, ...). For every job, only one e-mail will be sent.
4. Configure the message that will be sent. It is for example possible to add the preflight report to the e-mail.
5. Fill in the e-mail addresses of the persons who have to be notified.

6. Click OK.

E-mail preferences

Outgoing SMTP Server

In order to send an e-mail notification, the e-mail preferences need to be set. You can access the e-mail preferences either from the E-mail category in the Hot Folder Editor by clicking the Edit E-mail preferences button, or from the Preferences in the E-mail category.

The SMTP Server name and port are required. In case of a secured SMTP environment, also user name and password are required.

Personal Info

The Personal Info also needs to be set to send e-mail notifications. Personal Info can be accessed by clicking the Personal Info button on the E-mail category of the hot folder editor, or directly by opening the preferences panel and going to the Personal Info category.

PitStop Server Administrator

In the E-mail preferences, you can define whom PitStop Server should send an e-mail notification in case special events occur, and one or more files fail to be processed (e.g. because of corrupted files, not enough disk space available, etc.).

E-mail test notification

After setting the E-mail preferences, you may want to do a test to see if the e-mail is working properly.

1. Open the Hot Folder Editor.
2. Display the E-mail Notification properties.
3. Enter your e-mail address in the field
4. Click the "Send Test Notification" button. A test e-mail will be sent to the address you entered.

6. Running jobs through PitStop Server

6.1 Dropping files or folders in the input folder



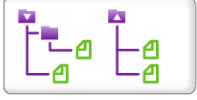
By dropping a file in the input folder, this file is submitted to be processed by the hot folder.

How often is an input folder checked ?

An input folder is checked for incoming files, based on the Time Interval set in the Processing category of the Preferences. By default, the input folder is checked every 10 seconds.

Creating subfolders in the input folder

If you create subfolders in the input folder, either by dropping folders in the input folder, or by creating subfolders manually, the way these subfolders are processed depends on the "Processing" category in the Hot Folder Editor.

Option	Result	Input and Output
Don't process subfolders in input folder	Only files in "root" of input folder will be processed. Files in subfolders are ignored	
Process subfolders, keeping folder structure	Files from subfolders will be processed. The output files will be placed in a same subfolder structure in the output folder(s).	
Process subfolders, flattening folder structure	Files from subfolders will be processed. All output files will be placed in the "root" of the output folder(s).	
Delete empty subfolders in input folder	Subfolders that are empty after processing, will be deleted.	

7. Monitoring active jobs

In the Hot Folder tab, you can see the number of jobs queued to a specific hot folder. However, to monitor individual jobs, you can use the Progress tab.

In the Progress tab in PitStop Server, all active jobs can be monitored. For every job, you can see


- The name of the job. This will be the name of the input file.
- The hot folder processing the job
- The current step
- The progress on this step
- Additional info

7.1 To sort the active jobs


You can sort the active jobs in the list.

1. Go to the Progress tab in PitStop Server
2. Click in the header of the column you want to use as base to sort the active jobs
3. To change between sorting ascending and descending, click the same header again.

7.2 To pause all active jobs


1. Go to the Progress tab in PitStop Server
2. Click the  button to pause all jobs.

7.3 To resume all active jobs

1. Go to the Progress tab in PitStop Server
2. Click the  button to resume processing on all jobs.

7.4 To delete active jobs

1. Go to the Progress tab in PitStop Server

2. Select one or more active jobs
3. Click the  button to delete the selected jobs.

8. Viewing finished jobs in the History tab

After finishing a job, and logging is enabled for the hot folder, the job will be shown in the History tab. The History tab in PitStop Server gives an overview of all finished jobs, showing the output job name, the hot folder name, the date, the Preflight status and any special events that occurred.

8.1 History Logging

History Logging enables or disables keeping a log of the processed file, which will then be shown in the History tab.


History Logging can be set on or off in the General category in the Hot Folder Editor. If History Logging is set to "Use Global Preferences", the hot folder will use the setting of the "Log History" checkbox in the Logging category of the PitStop Server preferences panel.

8.2 Managing the History List

Using the Filters on top of the list, you can define what jobs you want to see, based on different criteria (date, file name, preflight status, ...). This allows to get an overview of all jobs for a specific customer or hot folder, get an overview of all jobs with errors, etc.


By clicking the column headers, you can also sort the list based on the selected column.

8.3 Exporting History


The information in the history can be exported to a file for archiving, statistics, etc. using the Export button . This file can either be tab separated text (TXT), with or without detail, or an XML.

8.4 Statistics

The statistics allow to check the number of files processed per hot folder, processing times, average pages per jobs, etc.

Statistics are opened by clicking the  button

8.5 Special Events Log

The Special Events Log, opened by clicking the  button, shows all jobs that, for some reason, failed to be processed. This could be e.g. because the incoming PDF file is corrupted. The Special Events Log will also show errors that are not job-related, e.g. if there are missing components of Server itself, if Enfocus PitStop Server has no access to a folder due to changed permissions, etc.

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