

	FUNCTIONAL ANALYSIS AND DESIGN – RELEASE 3	Project / Subproject: PLAN-JO No. 10030 / R3
		Reference Number / Version: D.FAD / 0.05

PLAN-JO – RELEASE 3

Functional Analysis and Design – Printer Interface
Release 3

Version 0.05

03/02/2009

	FUNCTIONAL ANALYSIS AND DESIGN – RELEASE 3	Project / Subproject: PLAN-JO No. 10030 / R3
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DOCUMENT HISTORY

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APPLICABLE AND REFERENCE DOCUMENTS

Type (*)	Title	Identification	Ver	Date
A1	ITT No 10030 - Technical specifications	Annex 1 to Contract		
A2	ITT No 10030 - Software Requirements Specification	Annex 1.A to the Technical Specification		
R1	D.FAD-Functional Analysis and Design		1.00	18/10/2006
R2	D.FAD-Functional Analysis and Design R2		0.05	20/02/2008

(*) : *Reference document, Applicable document*

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1 Introduction

This document covers the functional specification of Release 3 with regard to the Printer interface as defined in A2. Files will be exchanged by using XML documents according to an XML schema (which will be defined in future versions) that allows acknowledging the reception of a file. Plan-JO will send and receive files by FTP, replacing the shared network folders and the FTP client. This release will include printer support for the following operations:

- Dispatching Manuscripts To Printer
- Dispatch Print Instruction Form To Printer (Publication Request or Prepress Request)
- Input Sheet exchange
- Control Proofs
- Document Proofs / OJ Proofs
- Delivery Note
- Closing of an OJ
- Report

For a description of the 1st and 2nd releases of the Plan-JO system please refer to D.FAD-Functional Analysis and Design R1 and to the D.FAD-Functional Analysis and Design R2 documents.

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2 General Changes to the Current User Interface

2.1 Terminology

In order to avoid misunderstandings, the following terminology will be used in the system:

- Budget Request (replaces DEMED or publication request)
- Publication Request (print instruction form in OJ level)
- Prepress Request (print instruction form in document level)







All the names of the forms and functions will be modified to reflect this change in naming.

2.2 OJ Level

2.2.1 PPF

New columns

The following new columns will be available in the PPF form.

Document	...	Input Sheet	Control Proofs
yyyymmdd-sss	...		
yyyymmdd-sss	...		
yyyymmdd-sss	...		

Note:

1. 'Input sheet' icon will only be displayed when the file 'InputSheet' is available under the Document / Instruction Forms folder.
2. 'Control Proofs' icon will only be displayed when at least one file is available under the Document / Proofs folder. In case there are two Control Proofs in the PPF then two icons will be presented. If the user points at the icon with the mouse, the file name will be presented so as the user can distinguish between the correct icon and Control Proof. This icon will open automatically the Control Proof in PDF format. In case more than two control Proofs are stored in the "Proofs" folder, then a different icon will be displayed. This icon will open the OJ Manager folder "Proofs". Through the button "Work on PPF" the user will go back to the PPF.

New menus

Under the 'OJ Function' menu bar in the PPF, the following item will be available:

- 'View OJ Proofs': This menu item will be a link to the folder 'Proofs' in the OJ Manager and it will be possible to go back to the PPF.
- 'Edit Publication Request': This function will propose to edit the Publication Request Form (create if does not exist) and dispatch the form to the printer with or without the attached documents.

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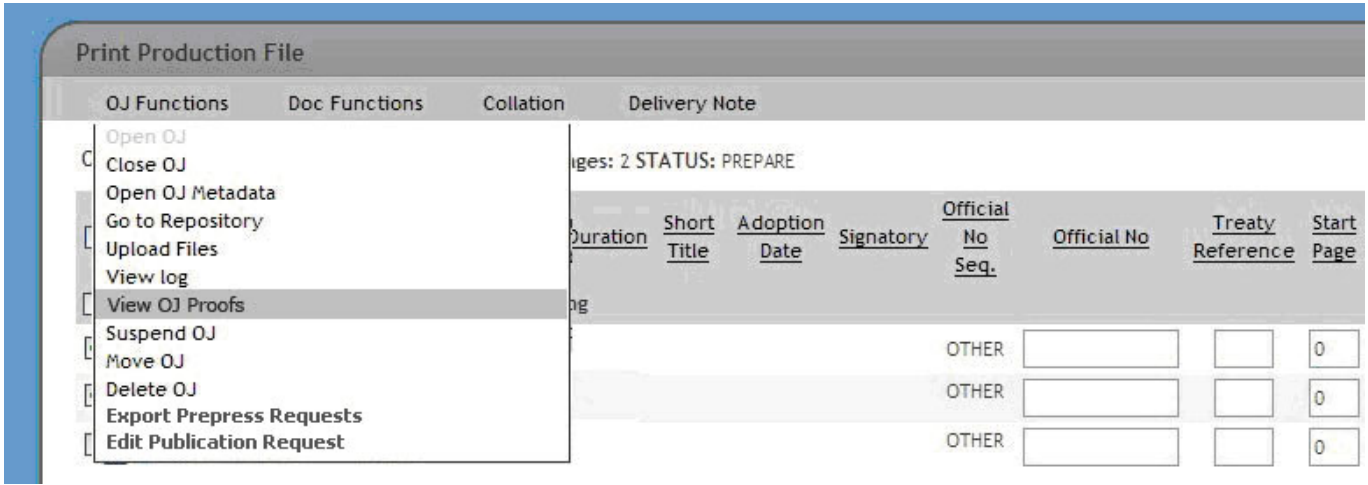


Figure 1: View OJ Proofs

2.2.2 Delivery Note

The delivery note can be considered as the contractual *Ready for Press*.
The procedure will remain the same as in Release 2: To close an OJ, the delivery note should have been sent. If it is not the case, a warning *Delivery note not sent* should be displayed, but the PA can nevertheless close the OJ.

2.3 Document Level

In the ‘Document Manager’ menu bar, the following item will be available:

- ‘View’ / ‘Input Sheet’

In the chapters to follow, detailed specific changes in the user interface will be illustrated analogous to the described functionality.

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3 Repository

There will be one folder with the current ‘working’ files (e.g. ‘Proofs’) that can be edited and versioned.

In addition, there will be two folders with snapshots of what has been exchanged between Opoce and printers:

- ‘Sent to printers’
- ‘Received from printers’

Snapshots cannot be edited and have only a single version: they represent the exact picture of what has been exchanged. Also, each ‘Sent to printers’ subfolder will contain the status of the acknowledgement from the printer

3.1 Document repository

In the ‘Sent to printer’ folder, the following subfolder will be created each time a dispatch to printer is done:

- PrepressRequest_document_date_time
- Manuscript_document_date_time
- CorrectedProofs_document_date_time

In the ‘Received from printer’ folder, the following subfolder will be created each time we receive something from the printers:

- InputSheet_document_date_time
- Proofs_document_date_time

The new folders in the Document repository are depicted in the figures below:

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Search: 20081127-004

Display CURRENT Versions [Save]

File Edit View Forms Dispatch Publication request Split Document Concordance Functions Reports Production View

20081127-004
 Cleaned LVs
 Concordance
 Correspondence
 mail.txt
 Current LVs
 TEST_CS.doc
 TEST_BG.doc
 Instruction Forms
 PRIOR-READING INSTRUCTION FORM
 PROOFREADING INSTRUCTION FORM
 BUDGET REQUEST
 PREPRESS REQUEST
 Meta Data
 META-DATA
 New Versions
 Other Files
 Worksheet.xls
 Proofs
 Proof02.pdf
 Proof01.pdf
 Sent To Printer
 PrepressRequest_20081117-002_Fri Nov 21 15:14:49 EET 2008
 Manuscript_20081117-002_Fri Nov 21 15:14:49 EET 2008
 PPFSnapshot_20081117-002_Fri Nov 21 15:14:49 EET 2008
 CorrectedProofs_20081117-002_Fri Nov 21 15:14:49 EET 2008
 Received From Printer
 InputSheet_20081117-002_Fri Nov 21 15:14:49 EET 2008
 Proofs_20081117-002_Fri Nov 21 15:14:49 EET 2008
 Uploads
 Upload 1: 27/11/2008 18:05:33
 uploaded_files.xml
 uploaded_metadata.xml
 TEST_CS.doc
 TEST_BG.doc

Go to Inbox
 planjo / planjo / Repository Root / Docs_in_progress / 2008 / 11 / 27
 Virtual Document Manager: View Components

☐ 20081127-004
 OJ Manuscript References: test_notification
 Demed Reference No:
 No of LVs: 2/2
 Date Modified: Dec 9, 2008 7:24:15 PM
 Demed Status: NOT_CREATED
 Demed Progress: UNINITIALISED

Default Child Version: CURRENT

Items per page: 50

<input type="checkbox"/>	Name	Version	Size	Modified	Modifier
<input type="checkbox"/>	Cleaned LVs (0)	CURRENT,1.0	1 KB	27/11/2008 17:58	pa_i-2_test
<input type="checkbox"/>	Concordance (0)	CURRENT,1.0	1 KB	27/11/2008 17:58	pa_i-2_test
<input type="checkbox"/>	Correspondence (1)	CURRENT,1.0	1 KB	09/12/2008 18:30	dmadmin
<input type="checkbox"/>	Current LVs (2)	CURRENT,1.0	1 KB	27/11/2008 17:58	pa_i-2_test
<input type="checkbox"/>	Instruction Forms (4)	CURRENT,1.0	1 KB	04/12/2008 18:56	dmadmin
<input type="checkbox"/>	Meta Data (1)	CURRENT,1.0	1 KB	27/11/2008 17:58	dmadmin
<input type="checkbox"/>	New Versions (0)	CURRENT,1.0	1 KB	27/11/2008 17:58	pa_i-2_test
<input type="checkbox"/>	Other Files (1)	CURRENT,1.0	1 KB	09/12/2008 18:31	dmadmin
<input type="checkbox"/>	Proofs (2)	CURRENT,1.0	1 KB	09/12/2008 18:32	dmadmin
<input type="checkbox"/>	Sent To Printer (4)	CURRENT,1.0	1 KB	27/11/2008 17:58	pa_i-2_test
<input type="checkbox"/>	Received From Printer (2)	CURRENT,1.0	1 KB	27/11/2008 17:58	pa_i-2_test
<input type="checkbox"/>	Uploads (1)	CURRENT,1.0	1 KB	27/11/2008 17:58	pa_i-2_test

No Messages

Figure 2: Document Manager

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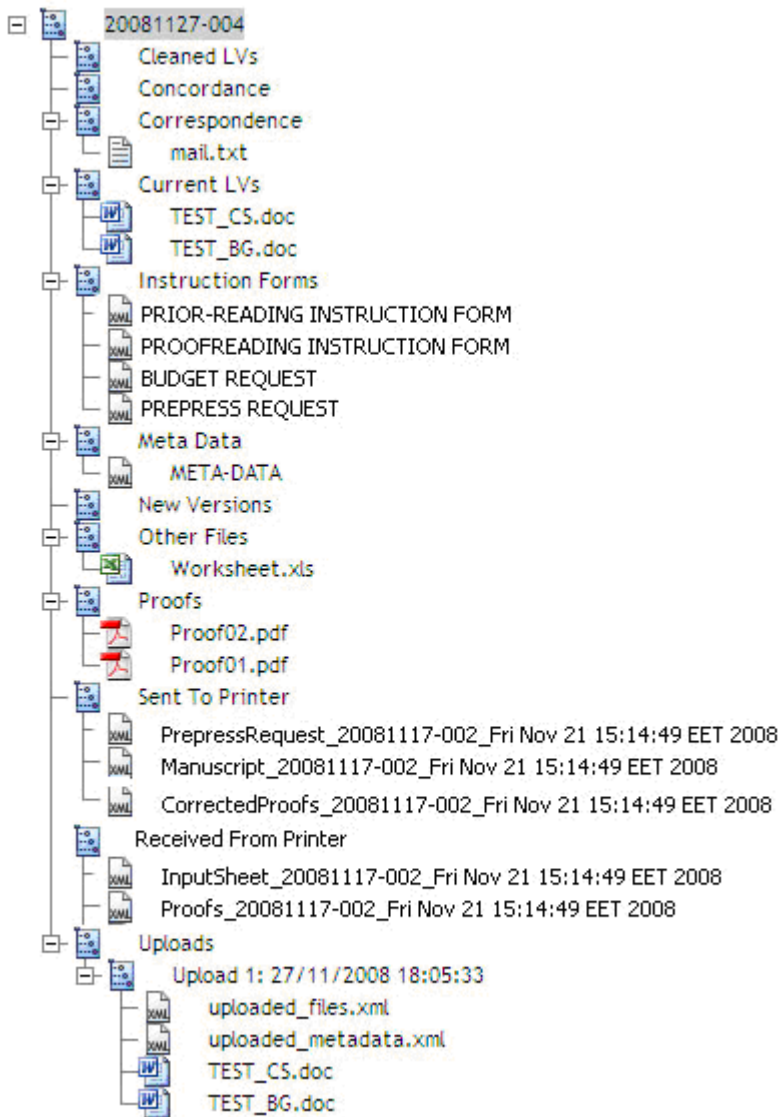


Figure 3: Document Manager – Folders’ Content

3.2 OJ repository

In the ‘Sent to printer’ folder, the following subfolder will be created each time a dispatch to printer is done:

- PublicationRequest_OJ_date_time
- CorrectedProofs_OJ_date_time
- PrintProductionFile_OJ_date_time
- ReadyForPress_OJ_date_time

In the ‘Received from printer’ folder, the following subfolder will be created each time we receives something from the printers:

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- Proofs_OJ_date_time
- OJ_OJ_date_time

The new folders in the OJ repository are depicted below:

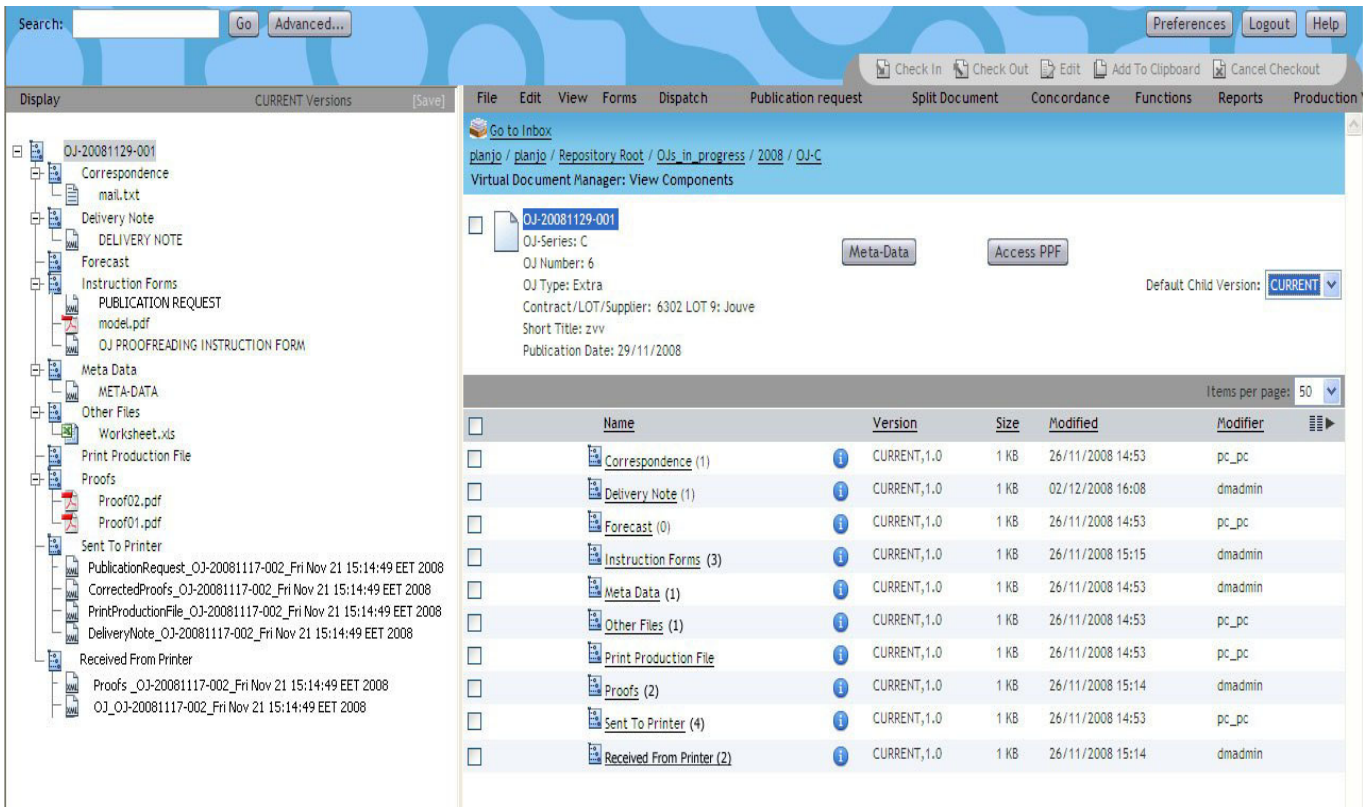


Figure 4: OJ Manager

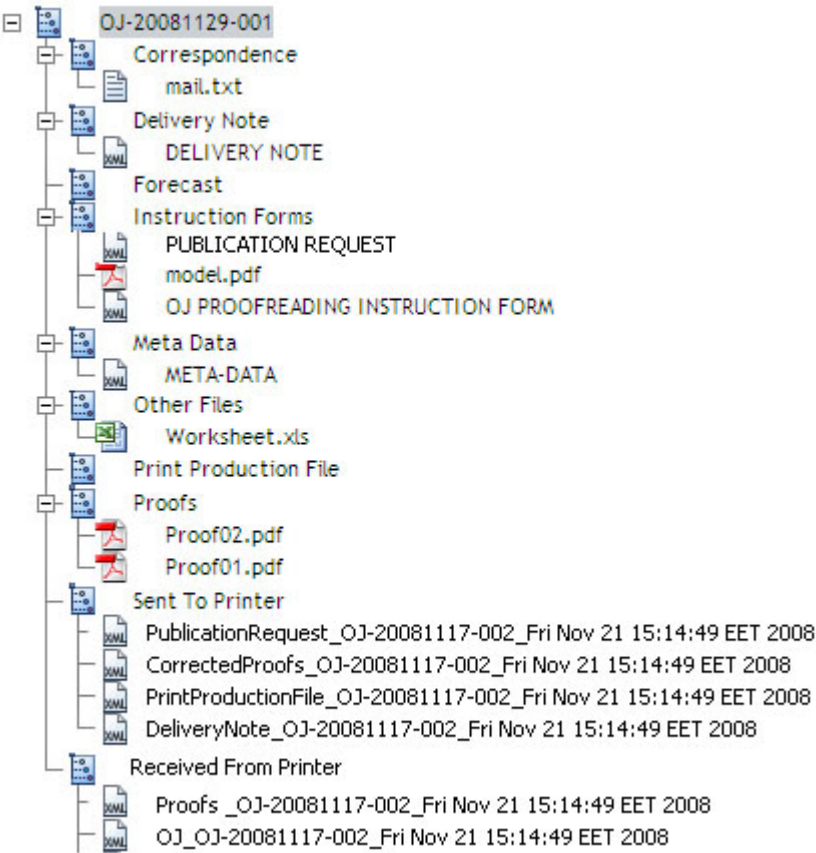


Figure 5: OJ Manager– Folders’ Content

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The table below illustrates when and where information will be saved in the communication exchanged between the printers and Plan-Jo:

	Sent to printer	Received from printer	Working folder / file(s)	Snapshot folder
Manuscripts	✓		Document / Current LVs / *. *	Document / Sent To Printer / Manuscript <i>document date time</i>
Prepress Request for a document (Print instruction form)	✓		Document / Instruction Forms / PrepressRequest.xml	Document / Sent To Printer / Prepress Request <i>document date time</i>
Publication Request for an OJ (Print instruction form)	✓		OJ / Instruction Forms / PublicationRequest.xml	OJ / Sent To Printer / PublicationRequest <i>OJ date time</i>
Input sheet		✓	Document / Instruction Forms / InputSheet.xml	Document / Received From Printer / InputSheet <i>document date time</i>
Document Proofs (control proof or several LV)		✓	Document / Proofs / *. *	Document / Received From Printer / Proofs <i>document date time</i>
Corrected Document Proofs (control proof or several LV)	✓		Document / Proofs / *. *	Document / Sent To Printer / CorrectedProofs <i>document date time</i>
OJ Proofs		✓	OJ / Proofs / *. *	OJ / Received From Printer / Proofs <i>OJ date time</i>
Corrected OJ Proofs	✓		OJ / Proofs / *. *	OJ / Sent To Printer / CorrectedProofs <i>OJ date time</i>

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Print Production File	✓		OJ / PPF / PPF.xml	OJ / Sent To Printer / PrintProductionFile_OJ_date_time
Delivery Note (Ready For Press)	✓		OJ / Delivery Note / DeliveryNote.xml	OJ / Sent To Printer / ReadyForPress_OJ_date_time
Delivery Note for Printer		✓	OJ / Financial / Delivery Note from Printer	OJ / Received From Printer / Delivery Note from Printer
OJ TOC		✓	OJ / PPF / PrinterOJTOC.xml	OJ / Received From Printer / OJ_OJ_date_time

Table 1: Storing information exchanged with the Printers

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4 Message exchange with the printer

The table below illustrates all the Schemas that will be required for the message exchange with the printers:

Total XML schemas needed	Status Objects
Prepress Request (print instruction form in document level)	Exchange messages for manuscripts
Publication Request (print instruction form in OJ level)	Exchange messages for OJ/PPF
Delivery Note	Exchange messages for Delivery Note
PPF	Exchange messages for PPF content
Envelope xml file	
Acknowledgement message	
Input Sheet	Exchange messages for Input Sheet
OJ TOC	Exchange messages for OJ TOC

Table 2: Schemas for the message exchange with the Printers

In the technical analysis document the contents of each XML and envelopes will be described in detail.

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5 Printer Interface Functionality

Assumption: All messages received from the printer are optional. Thus, Plan-JO shall make no assumption based on the reception of such messages. The system shall provide an alternative manual procedure with the same result to bypass the automatic exchange of data.

5.1 Dispatch Manuscripts to Printer

In previous releases, the function Dispatch Manuscripts to Printer was available through the Document Manager or the Tasks. In addition, in Release 3, a new function to Dispatch Manuscript to Printer through the PPF will be implemented.

5.1.1 Dispatch Manuscripts to Printer per Document

The process for Dispatch to Printer per Document is described below:

1. When the PA dispatched manuscripts to printer, Plan-JO adds the manuscripts (doc), model (pdf), Prepress Request (pdf+xml) (if selected) and an envelope xml file in one zip file and uploads it to the ftp folder. The Prepress Request (if any) is stored under the 'Instruction Forms' folder and the 'Sent To Printer' folder. The document files that are dispatched to the printer are under the folder 'Sent To Printer'.
2. The Exchange Message Status is set to 'In Progress'
3. The Printer then can send an Acknowledge message 'OK' that the package is received
4. The status is set to 'Received', if an Acknowledgement from the printer is received; otherwise the status remains 'In Progress'.
5. The Printer may send an Acknowledge message 'NOK'. An e-mail is sent to the PA group and the message exchange status becomes 'Error'. The Acknowledgement received from the printer should be accessible for the service manager.

The Following XML files will be exchanged:

1. Prepress Request (if selected)
2. Envelope xml file
3. Acknowledge message from the Printer

5.1.2 Dispatch Manuscripts to Printer with the Publication Request for the OJ

When the PA dispatches the Publication Request to the printer, he may decide to attach also the manuscripts of the attached documents. This process is described below, assuming OJ is created and Documents are attached to OJ:

1. The Publication Request Form will be accessible from a new PPF Function labelled 'Dispatch manuscripts to Printer' under the 'Doc Functions' menu. The User selects the required documents to be sent to printer.

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The screenshot shows the 'Print Production File' (PPF) interface. At the top, there are tabs for 'OJ Functions', 'Doc Functions', 'Collation', and 'Delivery Note'. The 'Doc Functions' menu is open, showing options: 'Add new Document', 'Move Document to another OJ', 'Detach Document', 'Delete Document', 'Validate all Budget requests', and 'Dispatch Manuscripts to Printers'. Below the menu, there is a section for 'OJ C 0 - 05/12/2008' with a checkbox for 'Documents without OJ Heading or Subheading'. The main table lists documents with columns for 'Adoption Date', 'Signatory', 'Official No Seq.', 'Official No', 'Treaty Reference', and 'Star Page'.

	Adoption Date	Signatory	Official No Seq.	Official No	Treaty Reference	Star Page
<input checked="" type="checkbox"/> 20081204-002 test_1			OTHER			0
<input checked="" type="checkbox"/> 20081204-003 test_2			OTHER			0
<input type="checkbox"/> 20081204-005 test_3			OTHER			0

Figure 6: Dispatch Manuscripts to Printer from PPF

- The user fills in the data that are common for all the selected documents in the Publication Request Form and clicks on the 'Next' button.

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Figure 7: Dispatch Manuscripts to Printer – Publication Request

3. A new form is presented and prompts the user to select the manuscripts for each document to be sent to printer. The user selects the manuscripts to be sent to the printer using check boxes.

	<p style="text-align: center;">FUNCTIONAL ANALYSIS AND DESIGN – RELEASE 3</p>	Project / Subproject: PLAN-JO No. 10030 / R3
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Sent To Printer:

Select manuscripts to be sent to printer for document: 20081204-002

Items per page: 50 (23 total items)

<input type="checkbox"/>	Task No	File Name	Document reference	Manuscript reference
<input checked="" type="checkbox"/>	1	SV_LV.doc	20081204-002	test_01
<input checked="" type="checkbox"/>	2	CS_LV.doc	20081204-002	test_01
<input type="checkbox"/>	3	DA_LV.doc	20081204-002	test_01
<input type="checkbox"/>	4	DE_LV.doc	20081204-002	test_01
<input type="checkbox"/>	5	FI_LV.doc	20081204-002	test_01
<input type="checkbox"/>	6	FR_LV.doc	20081204-002	test_01
<input type="checkbox"/>	7	GA_LV.doc	20081204-002	test_01
<input type="checkbox"/>	8	HU_LV.doc	20081204-002	test_01
<input type="checkbox"/>	9	IT_LV.doc	20081204-002	test_01
<input type="checkbox"/>	10	LT_LV.doc	20081204-002	test_01
<input type="checkbox"/>	11	LV_LV.doc	20081204-002	test_01
<input type="checkbox"/>	12	MT_LV.doc	20081204-002	test_01
<input type="checkbox"/>	13	NL_LV.doc	20081204-002	test_01
<input type="checkbox"/>	14	PL_LV.doc	20081204-002	test_01

Next Cancel

Figure 8: Dispatch Manuscripts to Printer – Select Files per Document

- Upon clicking 'Next', the new Prepress Request form is presented in turn for each of the documents that have been selected in the previous step. The form is pre-filled with some of the data from the Publication Request.

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Prepress request

Document: 20081204-002

Contract/lot/supplier:

OJ Series: OJ Heading: OJ Sub heading: Oj Number: OJ Year: OJ Type: Publication date:

Languages to be published:

☒ bg ☒ cs ☒ da ☒ de ☒ el ☒ en ☒ es ☒ et ☒ fi ☒ fr ☐ ga ☒ hu
☒ it ☒ lt ☒ lv ☒ mt ☒ nl ☒ pl ☒ pt ☒ ro ☒ sk ☒ sl ☒ sv ☐ all

Languages to be dispatched:

☒ bg ☒ cs ☒ da ☒ de ☒ el ☒ en ☒ es ☒ et ☒ fi ☒ fr ☐ ga ☒ hu
☒ it ☒ lt ☒ lv ☒ mt ☒ nl ☒ pl ☒ pt ☒ ro ☒ sk ☒ sl ☒ sv ☐ all

Short description:

Manuscript pages/LV: Model: EN

Estimated OJ pages/LV: Schema:

Institution: COM

Procedure number:

Official Document No:

Adoption date:

Durability:

EEA relevant: ☐ yes ☒ no

Codified version: ☐ yes ☒ no

Signatory/ies:

Signatory function:

Place/s of signature:

Original language: EN

Authentic language:

Comments:

Production agent: pa_c-cdc

Other contact:

Signed by: pa_c-cdc

Service manager:

Date:

Figure 9: Dispatch Manuscripts to Printer – Prepress Request per Document

Note: Steps 3 and 4 are repeated as many times as the documents selected in step 1.

- Upon sending to printer, Plan-JO will gather manuscripts (doc), model (pdf) and Prepress Request (pdf+xml) for each attached document and an envelope xml file in one zip file and upload it to the ftp folder. The Publication Request is stored in the OJ Manager under the 'Instruction Forms' folder and the 'Sent To Printer' folder. In addition, the Prepress Request is updated in the 'Document Manager' and

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stored under the folder ‘Sent To Printer’ along with the model and the document files that are dispatched to the printer.

6. The Exchange Message Status is set to ‘In Progress’.

Note: To view the status of a document or an OJ with regard to its lifecycle concerning the printer interaction, a new icon indicating the status will be added in the Document/OJ Manager in the Send To Printer folder.

7. The Printer may send an Acknowledge message ‘OK’ that the package is received. The message exchange status changes to ‘Received’.
8. The Printer may send an Acknowledge message ‘NOK’. An e-mail is sent to the PA group and the message exchange status changes to ‘Error’. The Acknowledgement received from the printer should be accessible for the service manager.

XML files exchanged:

1. Publication Request
2. Envelope xml file
3. Acknowledge message from Printer

5.2 Dispatch Prepress Request (without manuscript)

The process for Dispatch Prepress Request (without manuscript) is described below:

1. When the PA dispatched the Prepress Request to printer, Plan-JO adds the Prepress Request (pdf+xml)) and an envelope xml file in one zip file and uploads it to the ftp folder. The Prepress Request is stored under the ‘Instruction Forms’ folder and the ‘Sent To Printer’ folder.
2. The Exchange Message Status is set to ‘In Progress’
3. The Printer then can send an Acknowledge message ‘OK’ that the package is received
4. The status is set to ‘Received’, if an Acknowledgement from the printer is received; otherwise the status remains ‘In Progress’.
5. The Printer may send an Acknowledge message ‘NOK’. An e-mail is sent to the PA group and the message exchange status changes to ‘Error’. The Acknowledgement received from the printer should be accessible for the service manager.

The Following XML files will be exchanged:

1. Prepress Request
2. Envelope xml file
3. Acknowledge message from the Printer

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5.3 *Input Sheets*

5.3.1 *Receive Input Sheets*

In release 3 the Input sheet will be replaced by an xml file accompanied optionally by the Control Proof with an xml envelope file. The XML Input sheet sent by the printer should contain all the information present in the current form plus, at least, the number of estimated OJ pages (to be defined and discussed with Publications Office in more detail concerning specific fields).

One xml file will replace all input sheets belonging to one document. For example if we have 1 document with 3 annexes, we will get one xml file (instead of 4 input sheets that we receive now) which will include all necessary metadata for all 4 input sheets.

The process of receiving an Input sheet is described below:

1. The printer creates a zip file containing the Control Proof (pdf) (if any), the Input Sheet (xml) and an XML envelope for a document and uploads it to the ftp folder
Note: The XML envelope shall provide information on the exchanged files (Control Proofs and Input Sheets)
2. Plan-JO receives the zip file and sends an Acknowledge messages to printer that the package is received and successfully processed.
3. In the case the zip file is not successfully processed Plan-JO sends a NOK message to the printer and an email is sent to the Service Manager as the PA group may not be recognised.
4. Plan-JO automatically uploads the Control Proof in the Proofs folder with versioning and the Input Sheet xml file under the 'Instruction Forms' folder. In addition the files will also be stored in the 'Received From Printer' folder (see Section 3. Repository).
5. An email is sent to the pa_group containing one link to the appropriate Proofs folder of the document.
6. The collator is able at any time to access the 'Input Sheet' file as a form through a menu item in the Document Manager or through an icon/link in the PPF of the OJ that the Document is attached.
7. Within the Input sheet form, PLAN-JO shall provide warning in case the fields have different values from the Document's Metadata. The collator will be responsible to modify the Document accordingly.

XML files exchanged:

1. Input sheet xml file
2. Acknowledge message from Plan-JO
3. Envelope xml file

Note: The 'Printer Internal Job number' received from the Printer will not be stored in the Document Metadata as the communication can be performed successfully using the Document and Manuscript Reference of the OJ Document. In case there is a need to find this data, the user can access the xml file stored in the Document Manager.

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5.3.2 View Input Sheet

Assumption: When more than one Input sheet is received for a specific document, versioning will be performed automatically. PLAN-JO will show automatically the last version but the user will be able to access previous version through standard Functionality ‘View Versions’.

The process of using the data received through an Input sheet is described below:

1. The RA or PA is able at any time to access the Document Manager and open the new ‘Input sheet’ form from the Menu ‘View’.



Figure 10: View Input Sheet

2. A new form called Input sheet will be presented. The system will automatically check the differences between the Input Sheet and the current Document Metadata. In case of differences between the two forms, an asterisk will be added to highlight the appropriate fields to be handled.

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Input Sheet

Plan-JO document ID: 20081128-001
 OPOCE manuscript reference: test_01
 Lot: 10202 Lot 1 SZ/Euroscript

☒ bg ☒ cs ☒ da ☒ de ☒ el ☒ en ☒ es ☒ et ☒ fi ☒ fr ☐ ga ☒ hu
☒ it ☒ lt ☒ lv ☒ mt ☒ nl ☒ pl ☒ pt ☒ ro ☒ sk ☒ sl ☒ sv ☒ all

	Input Sheet Data	Existing Data
OJ:	L 319	L 319
Publication date:	29/11/2008	29/11/2008
Document type:	DIR	DIR
Institution:	COM	COM
Document position in heading/subheading:	I b 2	I b 2
Pages ACT (length):	2	2
Pages ANNEX I (length):	3	3
Pages ANNEX II (length):	1	1
Total:	6	6
Official Number:	DIR-2008/109/EC	DIR-2008/109/EC
Adoption date:	28/11/2008	28/11/2008
Signatory:	Androulla Vassiliou	Androulla Vassiliou
Signatory function:	Member of the Commission	Member of the Commission
Place of signature:	Brussels	Brussels
EEA relevance:	YES	NO *
Codified version:	NO	NO
Durability:	D	D
Comments:	Test Comments	

* Warning! There are differences between Input Sheet and Existing Metadata in the System

OK

Figure 11: Input Sheet

- The user can use a button 'Print' to export in PDF format the Comparison of the Input sheet fields and the current Metadata. In case of differences between the two forms, an asterisk will be added indicating the appropriate fields to be handled.

Note: Alternatively, the user can access the Comparison of the Input sheet and the Metadata in PDF rendition through an icon in the PPF.

- The user will be responsible to modify the document metadata or the PPF of the OJ that it is attached according to the Input Sheet.

The input sheets will contain a Comment field where the printer can note why information is different from the metadata received.

5.4 PPF Snapshot sent to Printer

There will be no output sheets on the document level. Instead the PA may send an output sheet on the PPF level called a PPF Snapshot. Both the Publications Office and the Printer can send a PPF Snapshot.

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The process of sending a PPF Snapshot is described below:

1. The collator is able to access the PPF (for the specific OJ that the document belongs to and input sheets were sent for) and use the function 'Send PPF Snapshot to Printer' through the PPF menu. The OJ status should be 'PREPARE'.
2. This action will send the PPF Snapshot in PDF and XML format to the printer which will include all the existing Input sheet information along with the updated information (e.g. pagination, Official Number, etc). In addition accompanied to the PPF snapshot and in the same zip file, an xml envelope file will be uploaded in the ftp folder. The PPF Snapshot will be stored under the PPF folder in the OJ Manager (with versioning) and the 'Sent To Printer' folder (see Section 3.Repository).
3. Printer may sends an Acknowledge message 'OK' that the package is received. The message exchange status changes to 'Received'.
4. The Printer may send an Acknowledge message 'NOK'. An e-mail is sent to the PA group and the message exchange status changes to 'Error'. The Acknowledgement received from the printer should be accessible for the service manager.
5. Action 1 can be repeated as many times as the collator wants, by expecting Acknowledge message from the printer. In addition, the Collator and the printer are always aware that some of the snapshots are not the final ones and changes can occur in the near future.

XML files exchanged:

1. PPF snapshot xml file
2. Acknowledge message from Printer
3. Envelope xml file

5.5 Control Proofs

Assumption: All versions of Control proofs must have same file name in order for automatic versioning to take place.

Assumption: The control proofs sent from Printer will be specified in the xml to differentiate them from other proofs.

All Control Proofs received from the Printer will be saved in Plan-JO under the 'Proofs' folder with versioning and under the 'Received From Printer' folder (see Section 3.Repository).

The XML will provide the necessary information on whether the proofs concern a document or an OJ and for which languages. The control proof file (PDF format) shall have a language attribute as for the manuscript word file.

In case of manual upload, then PA will upload at document level or at the OJ level. The PA can use the existing 'Upload files' function and will select the option 'Control Proofs'.

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Figure 12: Upload Control Proofs

The lifecycle for the above Control Proof with regard to the printer integration is described below:

1. The printer creates a zip containing the Control Proofs (pdf) and an envelope xml file and uploads it to the ftp folder.
2. Plan-JO sends an Acknowledge message 'OK' that the package is received and successfully processed.
3. In the case the zip file is not successfully processed Plan-JO sends a NOK message to the printer and an email is sent to the Service Manager as the PA group may not be recognised.
4. Plan-JO automatically uploads the Control Proof in the 'Proofs' folder with versioning.
5. An email is created for the pa_group responsible for the document with a link to the Proofs folder.
6. The PA will correct the Control Proofs using check-out and check-in functions (for one or more files simultaneously), if necessary.
7. When the corrections are finished on the Control Proof, the PA uses the function 'Dispatch Proofs to Printer' through the Document Manager in case of Document or the OJ Manager in case of OJ. In addition, the PA can also attach local files (implemented in Release 2 Further Development 2). A new form with a comments field will be displayed in case the PA wants to add remarks and instruction to be sent to the printer. A zip file containing the corrected Control Proof (pdf) and an xml envelope file with the comments

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will be uploaded in the ftp folder. Note: The xml envelope file will contain different information according to the object that it concerns (Document or OJ).

8. The message exchange status is set to 'In Progress'.
9. Printer may send an Acknowledge message 'OK' that the package is received. The message exchange status changes to 'Received'.
10. The Printer may send an Acknowledge message 'NOK'. An e-mail is sent to the PA group and the message exchange status changes to 'Error'. The Acknowledgement received from the printer should be accessible for the service manager.
11. The collator is able at any time to access the PPF and for each document and access via an icon the 'Proofs' folder in the Document Manager. The same functionality will be available for OJ on the PPF menu for the OJ control Proof.

XML files exchanged:

1. Envelope xml file along with Control Proof from Printer
2. Acknowledge message from Plan-JO
3. Envelope xml file for OJ from Plan-JO
4. Envelope xml file for Document from Plan-JO
5. Acknowledge message from Printer

5.6 Document Proofs / OJ Proofs

Assumption: All versions of proofs for an OJ or document must have same file name in order for automatic versioning to take place during upload.

All Proofs sent and received from the Printer will be automatically uploaded and saved in Plan-JO under the 'Proofs' folder with versioning. In order to differentiate between Proofs received and Proofs sent to printer, the xml file will provide the necessary information.

The lifecycle with regard to printer integration for proofs is described below:

1. The printer sends a zip containing the Proofs (pdf) and an envelope xml file.
2. Plan-JO sends an Acknowledge message 'OK' that the package is received and successfully proceed.
3. In the case the zip file is not successfully processed Plan-JO sends a NOK message to the printer and an email is sent to the Service Manager as the PA group may not be recognised.
4. Plan-JO automatically uploads the Proofs in the 'Proofs' folder with versioning.
5. A new task is created for the pa_group in charge of the document for document proofs. In case of OJ proofs, the task is created for the PA group of the Collator assigned in the OJ Metadata.

Note: The 'Collator' field is not filled-in in the OJ Metadata for Daily OJs. In this case, if the OJ Type is Daily and the OJ Series L the 'L I' group will receive the task. For OJ series C the 'Daily C' group will receive the task .

6. The PA opens and accepts the task. He can perform corrections using check-out check-in functions (to one or more documents simultaneously) or he can dispatch the proofs to the Proofreaders.

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7. When the corrections are finished, the PA dispatches the proofs to the printer and accesses a new form with a comments field to add remarks and instruction to be sent to the printer. A zip file containing the corrected Proofs (pdf) and an xml envelope file with the comments will be uploaded to the ftp folder for the printer.
8. Printer may send an Acknowledge message 'OK' that the package is received

XML files exchanged:

1. Envelope xml file along with Proofs from Printer
2. Acknowledge message from Plan-JO
3. Envelope xml file along with the corrected Proofs and comments from Plan-JO
4. Acknowledge message from Printer

5.7 Delivery Note

5.7.1 Delivery Note (Ready for press)

In order to be able to send the Delivery Note, the specific OJ should be in status CREATED or PREPARE. Plan-JO will track versions for each Delivery Note sent.

The specific Delivery Note lifecycle in this case is described below:

1. PA or PC accesses the PPF and selects the function 'Send Delivery Note to Printer'.
2. Plan-JO uploads a zip containing the Delivery Note (pdf + xml) and an envelope xml file to FTP
3. The message exchange status is set to 'In Progress'.
4. Printer may send an Acknowledge message 'OK' that the package is received
5. The message exchange status changes to 'Received'.

XML files exchanged:

1. Envelope xml file along with Delivery Note from Plan-JO
2. Acknowledge message from Printer

5.7.2 Delivery Note from Printer

The Delivery Note from Printer lifecycle in this case is described below:

1. The printer sends the Delivery Note in paper or pdf format via email or other way.
2. The PA will access the appropriate OJ or its PPF.
3. The PA selects the function 'Upload files' and from the drop down list selects 'Delivery Note from printer'. He selects the file to be uploaded.
4. Plan-JO uploads the Delivery Note from Printer in the 'Financial' folder with versioning. It is also stored under the folder 'Received from Printer' folder in the OJ Manager.

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5.8 Close OJ (PPF)

When an OJ is closed, the Delivery Note is sent automatically. If a delivery note does not exist, a non-blocking warning is displayed to the user.

Plan-JO will track versions for each PPF sent. The version will be included in the XML message sent to the printer.

The specific lifecycle is described below:

1. PA or PC accesses the PPF and selects the function 'Close OJ'.
2. If the delivery note does not exist, a non-blocking warning is displayed to the user.
3. Plan-JO automatically uploads a zip containing the PPF (pdf + xml) stated as FINAL, Delivery Note (pdf + xml) if it exists and an envelope xml file
4. The message exchange status is set to 'In Progress'.
5. Printer may send an Acknowledge message 'OK' that the package is received. The message exchange status changes to 'Received'.
6. The Printer may send an Acknowledge message 'NOK'. An e-mail is sent to the PA group and the message exchange status changes to 'Error'. The Acknowledgement received from the printer should be accessible for the service manager.

XML files exchanged:

1. Envelope xml file along with Delivery Note and PPF from Plan-JO
2. PPF
3. Delivery Note
4. Acknowledge message from Printer

5.9 OJ TOC

The Printer sends the updated PPF back to OPOCE with information on the actual OJ after it was printed. The updated PPF is called OJ TOC. For storing reasons the OJ TOC will be saved in PLANJO.

The specific lifecycle is described below:

1. The printer sends a zip containing the OJ TOC (xml and pdf) and an envelope xml file.
2. Plan-JO sends an Acknowledge message 'OK' that the package is received and successfully proceed.
3. Plan-JO automatically uploads the file PrinterOJTOC.xml under the 'PPF' folder with versioning. The OJ TOC is also stored under the folder 'Received from Printer' folder in the OJ Manager.

XML files exchanged:

1. Envelope xml file along with OJ TOC from Printer
2. Acknowledge message from Plan-JO .In the case the zip file is not successfully processed Plan-JO sends a NOK message to the printer and an email is sent to the Service Manager as the PA group may not be recognised.

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6 Assumption

6.1 General Assumptions

- All messages received from the printer are optional. Thus, Plan-JO shall make no assumption based on the reception of such messages. The system shall provide an alternative manual procedure with the same result to bypass the automatic exchange of data.

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7 USE CASES

The following represent functional requirements, in terms of Use Cases which will be delivered in release 3 of PLAN-JO.

The table below is a list of Use Cases corresponding to the analogous users involved.

Actor	Identifier	Use Case
Production Agent / OJ Collator, Production Coordinator	UC-0101	Send Manuscripts to printer per Document (with optional Prepress Request)
	UC-0102	Send Prepress Request to printer
	UC-0103	Send Manuscripts to printer per OJ
	UC-0104	Edit and Send Publication Request to printer
	UC-0105	Receive Input Sheet from printer
	UC-0106	Open Input Sheet
	UC-0107	Send PPF Snapshot to printer
	UC-0108	Receive Document Proofs from Printer via ftp
	UC-0109	Manual upload of Document Proofs from Printer
	UC-0110	Dispatch Document Proofs to Printer
	UC-0111	Receive OJ Proofs from Printer via ftp
	UC-0112	Manual upload of OJ Proofs from Printer
	UC-0113	Dispatch OJ Proofs to Printer
	UC-0114	Send Delivery Note (Ready for press) to Printer
	UC-0115	Close OJ
	UC-0116	Manual Upload OJ TOC received from Printer
	UC-0117	Upload OJ TOC received from Printer
All users of PLAN-JO except Authors	UC-0201	View the status of information sent to printer

Table 3: Table of Use Cases

7.1 Production Agent

7.1.1 UC-0101 – Send Manuscripts to printer per Document

Use Case ID	UC-0101
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<i>Use Case Name</i>	Send manuscripts to printer per Document
<i>Actors</i>	Production Agent / OJ Collator, Production Coordinator
<i>Description</i>	Manuscripts are sent to the Printer per Document
<i>Pre-conditions</i>	<ul style="list-style-type: none"> ■ Receive Manuscripts from Authors. ■ DEMED Status is 'VALID' or PC has received task to override it and send the document to Printer.
<i>Post-conditions</i>	<ul style="list-style-type: none"> ■ The status of LV's has changed accordingly. ■ A snapshot is kept in 'Sent to Printer' folder of all files, prepress requests and model sent to Printers. ■ A new version of the Prepress Request form is stored in the 'Instruction Forms' folder. ■ Action is logged in audit trail. ■ Acknowledge message 'OK' that the package is received from the Printer (optional).
<i>Main success scenario</i>	<ol style="list-style-type: none"> 1. Actor browses the tasks assigned to his team (Inbox). 2. Actor selects a task for a document 3. Actor accepts the task. 4. Task disappears from all other Inboxes which it has co-existed. 5. Actor selects files to send to the Printer from within the task. 6. Actor selects the function 'Dispatch to Printer' from the menu. 7. System presents the 'Prepress Request' for the Manuscripts. 8. Actor fills in the form and presses 'OK' button to send the Manuscripts to the Printer or he selects the button 'Send files to printer' to skip the form. 9. The system sends Manuscripts (doc), model (pdf), Prepress Request (pdf + xml) and an envelope xml file in a zip file to the printer using ftp. 10. The status of the exchange messages concerning is set to 'In Progress'. 11. Printer sends an Acknowledge message 'OK' that the package is received (optional step). 12. The message exchange status changes to 'Received'.
<i>Alternative sequence</i>	<ol style="list-style-type: none"> 1. Actor access the Document Manager of the appropriate document 2. Actor selects the button 'Send To Printer'. 3. The system prompts the user to Select Proof Or Lvs For Printer Dispatch. Actor selects 'Current LVs' and presses the 'OK' button.

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	4. User selects the files to be sent to the printer from the presented list. Continue from 7.
<i>Failure sequence</i>	11. Printer sends an Acknowledge message 'NOK'. 12. An e-mail notification is sent to the PA group and the message exchange status changes to 'Error'.

7.1.2 UC-0102– Send Prepress Request to printer

<i>Use Case ID</i>	UC-0102
<i>Use Case Name</i>	Send Prepress Request to printer per Document
<i>Actors</i>	Production Agent / OJ Collator, Production Coordinator
<i>Description</i>	Prepress Request is sent to the Printer per Document
<i>Pre-conditions</i>	<ul style="list-style-type: none"> ■ Receive Manuscripts from Authors. ■ DEMED Status is 'VALID' or PC has received task to override it and send the document to Printer.
<i>Post-conditions</i>	<ul style="list-style-type: none"> ■ A snapshot is kept in 'Sent to Printer' folder of the instruction form sent to Printers. ■ A new version of the Prepress Request form is stored in the 'Instruction Forms' folder. ■ Acknowledge message 'OK' that the package is received from the Printer (optional).
<i>Main success scenario</i>	<ol style="list-style-type: none"> 1. Actor browses the tasks assigned to his team (Inbox). 2. Actor selects a task for a document 3. Actor accepts the task. 4. Task disappears from all other Inboxes which it has co-existed. 5. Actor selects the function 'Prepress Request' from the menu 'Forms'. 6. System presents the 'Prepress Request' for the Manuscripts. 7. Actor fills in the form and presses 'Send form to printer' button to send the Form to the Printer. 8. The system sends the Prepress Request (pdf + xml) and an envelope xml file in a zip file to the printer using ftp. 9. The status of the exchange messages concerning is set to 'In Progress'. 10. Printer sends an Acknowledge message 'OK' that the package is received (optional step).

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	11. The message exchange status changes to 'Received'.
<i>Alternative sequence</i>	1-4. Actor access the Document Manager of the appropriate document
<i>Failure sequence</i>	10. Printer sends an Acknowledge message 'NOK'. 11. An e-mail notification is sent to the PA group and the message exchange status changes to 'Error'.

7.1.3 UC-0103– Send Manuscripts to printer per OJ

<i>Use Case ID</i>	UC-0103
<i>Use Case Name</i>	Send manuscripts to printer per OJ
<i>Actors</i>	Production Agent / OJ Collator, Production Coordinator
<i>Description</i>	Manuscripts are sent to the Printer for Documents attached to OJs from within the PPF
<i>Pre-conditions</i>	<ul style="list-style-type: none"> ■ DEMED Status for all documents attached in the OJ is 'VALID' or PC has received task to override it and send the document to Printer. ■ The OJ is created ■ Documents are attached to OJ.
<i>Post-conditions</i>	<ul style="list-style-type: none"> ■ A snapshot is kept in 'Sent to Printer' folder of all files, model and Prepress Request sent to Printers in the Document Metadata. ■ A snapshot is kept in 'Sent to Printer' folder of the Publication Request sent to Printers in the OJ Manager. ■ Acknowledge message 'OK' that the package is received from the Printer (optional).
<i>Main success scenario</i>	<ol style="list-style-type: none"> 1. Actor accesses the Calendar View. 2. Actor opens the PPF of a specific OJ through the appropriate icon. 3. Actor selects the OJ documents that they want to dispatch to printer through the appropriate check-boxes. 4. Actor selects the function 'Dispatch Manuscripts to Printer' from the 'Doc Functions' menu. 5. System presents the 'Publication Request' for the OJ. 6. Actor fills in the form and clicks the 'Next' button. 7. A new form is presented and prompts the user to select the manuscripts for each document to be sent to printer. Actor selects the manuscripts to

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	<p>be sent to the printer using check boxes and clicks the 'Next' button.</p> <p>8. System presents the Prepress Request for the current document. The form is pre-filled with the data from the Publication Request.</p> <p>9. Actor fills in the form and presses the 'Next' button to continue with the next document.</p> <p>Note: Steps 7 – 9 are repeated as many times as the selected documents during the step 3.</p> <p>10. When all the necessary information about the dispatch is provided to the system, actor presses the button 'Finish' to send the Manuscripts to the Printer.</p> <p>11. System sends one zip file per document to the printer containing manuscripts (doc), model (pdf) and Prepress Request (pdf + xml) and one zip file per OJ containing Publication Request (pdf + xml) and an envelope xml file.</p> <p>12. The status of the exchange messages is set to 'In Progress'.</p> <p>13. Printer sends an Acknowledge message 'OK' that the package is received (optional step).</p> <p>14. The message exchange status changes to 'Received'.</p>
<i>Alternative sequence</i>	<none>
<i>Failure sequence</i>	<p>14. Printer sends an Acknowledge message 'NOK'.</p> <p>15. An e-mail notification is sent to the PA group and the message exchange status changes to 'Error'.</p>

7.1.4 UC-0104 – Edit and Send Publication Request to Printer

<i>Use Case ID</i>	UC-0104
<i>Use Case Name</i>	Edit and Send Publication Request to Printer
<i>Actors</i>	Production Agent / OJ Collator, Production Coordinator
<i>Description</i>	Publication Request is sent to the Printer for an OJ from within the PPF
<i>Pre-conditions</i>	<ul style="list-style-type: none"> ■ The OJ is created
<i>Post-conditions</i>	<ul style="list-style-type: none"> ■ A snapshot is kept in 'Sent to Printer' folder of the Publication Request sent to Printers in the OJ Manager. ■ Acknowledge message 'OK' that the package is received from the Printer (optional).
<i>Main success</i>	<p>1. Actor accesses the Calendar View.</p>

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<i>scenario</i>	<ol style="list-style-type: none"> 2. Actor opens the PPF of a specific OJ through the appropriate icon. 3. Actor selects the function ‘Edit Publication Request’ from the ‘OJ Functions’ menu. 4. System presents the ‘Publication Request’ for the OJ. 5. Actor fills in the form and presses the ‘Save’ button to store the form or the ‘Send to Printer’ button to send the form to the Printer. 6. If user selects to send the form, system sends the Publication Request (pdf + xml) per OJ and an envelope xml file in a zip file to printer. 7. The status of the exchange messages is set to ‘In Progress’. 8. Printer sends an Acknowledge message ‘OK’ that the package is received (optional step). 9. The message exchange status changes to ‘Received’.
<i>Alternative sequence</i>	<none>
<i>Failure sequence</i>	<ol style="list-style-type: none"> 9. Printer sends an Acknowledge message ‘NOK’. 10. An e-mail notification is sent to the PA group and the message exchange status changes to ‘Error’.

7.1.5 UC-0105 – Receive Input Sheet from printer

<i>Use Case ID</i>	UC-0105
<i>Use Case Name</i>	Receive Input Sheet from printer
<i>Actors</i>	Production Agent / OJ Collator, Production Coordinator
<i>Description</i>	System receives the Input Sheets and the Control Proof from the Printer. The Input Sheets and the Control Proof are automatically uploaded.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> ■ The OJ has status ‘PREPARE’. ■ System has received the Input Sheet (xml), Control file (pdf) and envelope xml file from the printer.
<i>Post-conditions</i>	<ul style="list-style-type: none"> ■ The Input Sheet is stored under the ‘Instructions forms’ folder in the Document Manager with versioning. ■ A snapshot of the Input Sheet is kept in ‘Received from Printer’ folder in the Document Manager. ■ Acknowledge message ‘OK’ that the package is received from the Printer (optional).

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<i>Main success scenario</i>	<ol style="list-style-type: none"> 1. Printer uploads a zip file containing the Input Sheet (xml), control file (pdf) and envelope xml file. 2. System sends an Acknowledge message that package has been received. 3. System uploads the Input Sheet in the 'Input Sheets' folder and the Control Proofs in 'Proofs' folder with versioning. 4. Actor receives an e-mail with a link to the 'Proofs' folder within the document (Document manager) and a link to the PPF of the OJ where this specific Document is attached.
<i>Alternative sequence</i>	<ol style="list-style-type: none"> 1. Actor can also manually upload through the Document Manager function 'Upload Files' a zip file containing the Input Sheet (xml), control Proof (pdf) and envelope xml file.
<i>Failure sequence</i>	<ol style="list-style-type: none"> 2. In the case the zip file is not successfully processed Plan-JO sends a NOK message to the printer and an email is sent to the Service Manager as the PA group may not be recognised.

7.1.6 UC-0106 – Open Input Sheet

<i>Use Case ID</i>	UC-0106
<i>Use Case Name</i>	Open Input Sheet
<i>Actors</i>	Production Agent / OJ Collator, Production Coordinator
<i>Description</i>	Actor opens the Input Sheets from the Printer and compares it with the Document Metadata.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> ■ System has received the Input Sheet (xml), Control file (pdf) and envelope xml file from the printer. ■ The Input Sheet is stored under the 'Instructions forms' folder in the Document Manager.
<i>Post-conditions</i>	<ul style="list-style-type: none"> ■ System has created a comparison between the Input Sheet and the Document Metadata in pdf format.
<i>Main success scenario</i>	<ol style="list-style-type: none"> 1. Actor accesses the Document Manager of the document through Search using the information from the email. 2. Actor accesses the Input Sheet through a Menu Item in the Document Manager as a form. 3. In case of inconsistencies between the Input Sheets fields and the corresponding Document Metadata, system notifies the actor with message from within the Input Sheet when viewing. An asterisk is added

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	next to each field with inconsistencies.
	4. Actor presses the button ‘Compare’ and a comparison between the Input Sheet and the Document Metadata in pdf format is created.
<i>Alternative sequence</i>	2. Actor accesses the Input Sheet through an icon/ link in the PPF that the document is attached to.
<i>Failure sequence</i>	

7.1.7 UC-0107 – Send PPF Snapshot to printer

<i>Use Case ID</i>	UC-0107
<i>Use Case Name</i>	Send PPF Snapshot to printer
<i>Actors</i>	Production Agent / OJ Collator, Production Coordinator
<i>Description</i>	Actor sends the PPF Snapshot to the printer as a reply to the Input Sheet.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> ■ The OJ has status ‘PREPARE’.
<i>Post-conditions</i>	<ul style="list-style-type: none"> ■ System has sent a zip file the PPF (pdf + xml) and an xml envelope file to the printer. ■ Acknowledge message ‘OK’ that the package is received from the Printer (optional). ■ The PPF snapshot is stored under the ‘PPF’ folder in the OJ Manager with versioning.
<i>Main success scenario</i>	<ol style="list-style-type: none"> 1. According to the comparison, actor modifies the appropriate fields such as pagination and official numbers, manually (if needed). 2. Actor accesses the corresponding PPF through the Document Manager function ‘Go to PPF’ under the ‘Functions’ Menu. 3. Actor selects the function ‘Send PPF Snapshot’. A zip file containing the PPF Snapshot (xml) for each of the selected OJ and an xml envelope file will be uploaded to the ftp folder. 4. The status of the exchange messages is set to ‘In Progress’. 5. Printer sends an Acknowledge message ‘OK’ that the package is received (optional step). 6. The message exchange status changes to ‘Received’.
<i>Alternative sequence</i>	2. Actor accesses the corresponding PPF through the Calendar view.

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<i>Failure sequence</i>	<ol style="list-style-type: none"> 5. Printer sends an Acknowledge message 'NOK'. 6. An e-mail notification is sent to the PA group and the message exchange status changes to 'Error'.
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7.1.8 UC-0108 – Receive Document Proofs from Printer via ftp

<i>Use Case ID</i>	UC-0108
<i>Use Case Name</i>	Receive Document Proofs from Printer via ftp
<i>Actors</i>	Production Agent / OJ Collator, Production Coordinator
<i>Description</i>	System receives the Document Proofs from the Printer via ftp. The Proofs are uploaded automatically under the Proofs folder in the Document Manager.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> ■ System has received a zip file containing the Proofs (pdf) and envelope xml file.
<i>Post-conditions</i>	<ul style="list-style-type: none"> ■ The Proofs are stored under the 'Proofs' folder in the Document Manager with versioning. ■ A snapshot of the Proofs is kept in 'Received from Printer' folder in the Document Manager. ■ Task is created in the OJ Collator group Inbox.
<i>Main success scenario</i>	<ol style="list-style-type: none"> 1. Printer uploads a zip file containing the Proofs (pdf) and envelope xml file to FTP. 2. Plan-JO sends an Acknowledge message that package has been received. 3. System uploads the proofs in the 'Proofs' folder with versioning and keeps a snapshot in the 'Received from Printer' folder in the Document Manager. 4. Task is created in the OJ Collator group Inbox
<i>Alternative sequence</i>	<none>
<i>Failure sequence</i>	<ol style="list-style-type: none"> 2. In the case the zip file is not successfully processed Plan-JO sends a NOK message to the printer and an email is sent to the Service Manager as the PA group may not be recognised.

7.1.9 UC-0109 – Manual upload of Document Proofs from Printer

<i>Use Case ID</i>	UC-0109
<i>Use Case Name</i>	Manual upload of Document Proofs from Printer
<i>Actors</i>	Production Agent / OJ Collator, Production Coordinator

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<i>Description</i>	The Production Agent receives the Document Proofs from the Printer (via email or other communication channel). The Proofs are uploaded manually by the PA and stored under the Proofs folder in the Document Manager.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> ■ Actor has received proofs from the printer.
<i>Post-conditions</i>	<ul style="list-style-type: none"> ■ The Proofs are stored under the ‘Proofs’ folder in the Document Manager with versioning. ■ A snapshot of the Proofs is kept in ‘Received from Printer’ folder in the Document Manager. ■ Task is created in the OJ Collator group Inbox.
<i>Main success scenario</i>	<ol style="list-style-type: none"> 1. Actor starts the Use Case from a specify document. 2. Actor selects ‘Upload Files’ from the Menu of the Document Manager. 3. System opens window for the upload of the Proofs. 4. Actor selects from the Menu item ‘Proofs’, selects languages, attaches the proofs (in PDF, JPEG or TIFF format), fills-in comments (optional) and confirms. 5. System uploads the proofs in the ‘Document Proofs’ folder with versioning and keeps a snapshot in the ‘Received from Printer’ folder in the Document Manager. 6. Task is created in the Production Agent group Inbox.
<i>Alternative sequence</i>	1+2. Actor can start the Use Case from a specific document, without browsing.
<i>Failure sequence</i>	

7.1.10 UC-0110 – Dispatch Document Proofs to Printer

<i>Use Case ID</i>	UC-0110
<i>Use Case Name</i>	Dispatch Document Proofs to Printer
<i>Actors</i>	Production Agent / OJ Collator, Production Coordinator
<i>Description</i>	The Collator can dispatch the Document Proofs to the printer.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> ■ Document Proofs are uploaded into the System.
<i>Post-conditions</i>	<ul style="list-style-type: none"> ■ The Document Proofs and an xml envelope are sent to the Printer. ■ Acknowledge message ‘OK’ that the package is received from the Printer (optional).

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	<ul style="list-style-type: none"> ■ A snapshot is kept in ‘Sent to Printer’ folder of the Proofs sent to Printers in the Document Manager.
<i>Main success scenario</i>	<ol style="list-style-type: none"> 1. Proofs represent a task in the appropriate Collator group Inbox for processing. 2. Actor accepts the task. 3. Task disappears from all other Inboxes which it has co-existed. 4. Actor selects the Proofs to dispatch to Printer. 5. Actor selects the function ‘Dispatch to Printer’ from the menu. 6. System presents a Comments form. 7. Actor fills in the Comments form and presses the ‘OK’ button to send files a zip file containing the corrected Document Proofs (pdf) and an xml envelope to the Printer using ftp. 8. The status of the exchange messages is set to ‘In Progress’. 9. Printer sends an Acknowledge message ‘OK’ that the package is received (optional step). 10. The message exchange status changes to ‘Received’.
<i>Alternative sequence</i>	<ol style="list-style-type: none"> 1. Actor access the Document Manager of the appropriate document 2. Actor selects the button ‘Send To Printer’. 3. The system prompts the user to Select Proof Or Lvs For Printer Dispatch. Actor selects ‘Proofs’ and presses the ‘OK’ button. 4. User selects the files to be sent to the printer from the presented list. <p>Continue from 6.</p>
<i>Failure sequence</i>	<ol style="list-style-type: none"> 9. Printer sends an Acknowledge message ‘NOK’. 10. An e-mail notification is sent to the PA group and the message exchange status changes to ‘Error’.

7.1.11 UC-0111 – Receive OJ Proofs from Printer via ftp

<i>Use Case ID</i>	UC-0111
<i>Use Case Name</i>	Receive OJ Proofs from Printer via ftp
<i>Actors</i>	Production Agent / OJ Collator, Production Coordinator
<i>Description</i>	System receives the OJ Proofs from the Printer. The Proofs are uploaded automatically under the Proofs folder in the OJ Manager.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> ■ The OJ has status ‘PREPARE’.

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	<ul style="list-style-type: none"> System has received a zip file containing the Proofs (pdf) and envelope xml file.
<i>Post-conditions</i>	<ul style="list-style-type: none"> The Proofs are stored under the 'Proofs' folder in the OJ Manager with versioning. A snapshot of the Proofs is kept in 'Received from Printer' folder in the OJ Manager. A new task is created in the OJ Collator group Inbox.
<i>Main success scenario</i>	<ol style="list-style-type: none"> Printer uploads a zip file containing the Proofs (pdf) and envelope xml file to FTP. Plan-JO sends an Acknowledge message that package has been received. System uploads the proofs in OJ 'Proofs folder' with versioning and keeps a snapshot in the 'Received from Printer' folder in the Document Manager. Task is created in the OJ Collator group Inbox.
<i>Alternative sequence</i>	
<i>Failure sequence</i>	<ol style="list-style-type: none"> In the case the zip file is not successfully processed Plan-JO sends a NOK message to the printer and an email is sent to the Service Manager as the PA group may not be recognised.

7.1.12 UC-0112 – Manual upload of OJ Proofs from Printer

<i>Use Case ID</i>	UC-0112
<i>Use Case Name</i>	Manual upload of OJ Proofs from Printer
<i>Actors</i>	Production Agent / OJ Collator, Production Coordinator
<i>Description</i>	The Production Agent receives the OJ Proofs from the Printer (via email or other communication channel). The Proofs are uploaded manually by the PA and stored under the Proofs folder in the OJ Manager.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> Actor has received proofs from the printer.
<i>Post-conditions</i>	<ul style="list-style-type: none"> The Proofs are stored under the 'Proofs' folder in the OJ Manager with versioning. A snapshot of the Proofs is kept in 'Received from Printer' folder in the OJ Manager. A new task is created in the OJ Collator group Inbox.

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<i>Main success scenario</i>	<ol style="list-style-type: none"> 1. Actor starts the Use Case from a specify OJ. 2. Actor selects ‘Upload Files’ from the Menu of the OJ Manager. 3. System opens window for the upload of the Proofs. 4. Actor selects from the Menu item ‘Proofs’, selects languages, attaches the proofs (in PDF, JPEG or TIFF format) and confirms. 5. System uploads the proofs in the ‘OJ Proofs’ folder with versioning and keeps a snapshot in the ‘Received from Printer’ folder in the Document Manager. 6. Task is created in the OJ Collator group Inbox.
<i>Alternative sequence</i>	<p>1+2. Actor can start the Use Case from a specific OJ, without browsing.</p> <p>1+2. Actor can start the Use Case from a specific Print Production File.</p>
<i>Failure sequence</i>	

7.1.13 UC-0113– Dispatch OJ Proofs to Printer

<i>Use Case ID</i>	UC-0113
<i>Use Case Name</i>	Dispatch OJ Proofs to Printer
<i>Actors</i>	Production Agent / OJ Collator, Production Coordinator
<i>Description</i>	The Collator can dispatch the OJ Proofs to the printer.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> ■ OJ Proofs are uploaded into the System.
<i>Post-conditions</i>	<ul style="list-style-type: none"> ■ The OJ Proofs, OJ Publication Request and an xml envelope are sent to the Printer. ■ Acknowledge message ‘OK’ that the package is received from the Printer (optional).
<i>Main success scenario</i>	<ol style="list-style-type: none"> 1. Proofs represent a task in the appropriate Collator group Inbox for processing. 2. Actor accepts the task. 3. Task disappears from all other Inboxes which it has co-existed. 4. Actor selects the Proofs to dispatch to Printer. 5. Actor selects the function ‘Dispatch to Printer’ from the menu. 6. System presents a Comments form. 7. Actor fills in the Comments form and presses the ‘OK’ button to send files a zip file containing the corrected OJ Proofs (pdf) and an xml envelope to the Printer using ftp.

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	8. The status of the exchange messages is set to 'In Progress'. 9. Printer sends an Acknowledge message 'OK' that the package is received (optional step). 10. The message exchange status changes to 'Received'.
<i>Alternative sequence</i>	1+2. Actor can start the Use Case from a specific OJ accessing the OJ Manager. 3. Actor navigates to the Proofs folder.
<i>Failure sequence</i>	9. Printer sends an Acknowledge message 'NOK'. 10. An e-mail notification is sent to the PA group and the message exchange status changes to 'Error'.

7.1.14 UC-0114 – Send Delivery Note (Ready for press) to Printer

<i>Use Case ID</i>	UC-0114
<i>Use Case Name</i>	Send Delivery Note (Ready for press) to Printer
<i>Actors</i>	Production Agent / OJ Collator, Production Coordinator
<i>Description</i>	The Collator sends a Delivery Note to printer in order to confirm that the OJ can be printed.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> ■ The OJ has status 'PREPARE' or 'CREATED' ■ A delivery Note exists.
<i>Post-conditions</i>	<ul style="list-style-type: none"> ■ The Delivery Note and an envelope xml file are sent to the Printer. ■ The Delivery Note is stored in the 'Delivery Note folder'. ■ Acknowledge message 'OK' that the package is received from the Printer (optional). ■ A snapshot of the Delivery Note is kept in 'Sent to Printer' folder in the Document Manager.
<i>Main success scenario</i>	1. Actor browses the calendar and clicks on an OJ link. 2. System displays the corresponding Print Production File. 3. Actor selects 'Send Delivery Note' from the menu to send the delivery note. 4. System uploads a zip containing the Delivery Note (pdf + xml) and an envelope xml file. System updates the Delivery Note stored under the 'Delivery Note folder' and saves it in the 'Sent to printer folder' with the envelope xml file.

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	5. The status of the exchange message is set to 'In Progress'. 6. Printer sends an Acknowledge message 'OK' that the package is received (optional step). 7. The message exchange status changes to 'Received'.
<i>Alternative sequence</i>	<none>
<i>Failure sequence</i>	6. Printer sends an Acknowledge message 'NOK'. 7. An e-mail notification is sent to the PA group and the message exchange status changes to 'Error'.

7.1.15 UC-0115– Close OJ

<i>Use Case ID</i>	UC-0115
<i>Use Case Name</i>	Close OJ
<i>Actors</i>	Production Agent / OJ Collator, Production Coordinator
<i>Description</i>	The Collator closed the OJ in order to send the PPF and the Delivery Note to the printer.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> ■ The OJ has status 'PREPARE'. ■ The restrictions for the function 'Close OJ' (Release 2) are met.
<i>Post-conditions</i>	<ul style="list-style-type: none"> ■ The OJ Status change to 'CLOSED'. ■ The Log file of the PPF has appended action. ■ PPF becomes read-only. ■ Acknowledge message 'OK' that the package is received from the Printer (optional). ■ A zip file is sent to the printer containing the PPF (pdf+xml), Delivery Note (pdf+xml) and envelope xml file. ■ A snapshot of the PPF and the Delivery Note is kept in 'Sent to Printer' folder in the OJ Manager.
<i>Main success scenario</i>	1. Actor starts the Use Case by accessing the 'Production view' from the menu. 2. Actor browses the calendar and clicks on an OJ link. 3. System displays the corresponding Print Production File. 4. Actor closes the OJ selecting the function 'Close OJ' from the menu. 5. System locks the OJ and sends a zip containing the PPF (pdf + xml),

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	<p>Delivery Note (pdf + xml) and envelope xml file to the printer.</p> <p>6. The status of the exchange messages set to 'In Progress'.</p> <p>7. Printer sends an Acknowledge message 'OK' that the package is received (optional step).</p> <p>8. The message exchange status changes to 'Received'.</p>
<i>Alternative sequence</i>	<p>1+2. Actor can start the Use Case from a specific Print Production File, without browsing.</p> <p>1+2. Actor can start the Use Case from a specific OJ by accessing its Print Production File from the menu.</p>
<i>Failure sequence</i>	<p>6. Printer sends an Acknowledge message 'NOK'.</p> <p>7. An e-mail notification is sent to the PA group and the message exchange status changes to 'Error'.</p>

7.1.16 UC-0116 – Manual Upload OJ TOC received from Printer

<i>Use Case ID</i>	UC-0116
<i>Use Case Name</i>	Manual Upload OJ TOC received from Printer
<i>Actors</i>	Production Agent / OJ Collator, Production Coordinator
<i>Description</i>	The Production Agent receives the OJ TOC from the Printer (via email or other communication channel). The OJ TOC is uploaded manually by the PA and stored under the 'PPF' folder in the OJ Manager.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> Actor has received OJ TOC from the printer.
<i>Post-conditions</i>	<ul style="list-style-type: none"> The OJ TOC is stored under the 'PPF' folder in the OJ Manager with versioning. A snapshot of the OJ TOC is kept in 'Received from Printer' folder in the OJ Manager.
<i>Main success scenario</i>	<ol style="list-style-type: none"> Actor starts the Use Case from a specify OJ. Actor selects 'Upload Files' from the Menu of the OJ Manager. System opens window for the upload of the OJ TOC. Actor selects from the Menu item 'OJ TOC', attaches the OJ TOC (in xml format) and confirms. System uploads the OJ TOC in the 'PPF' folder with versioning.
<i>Alternative sequence</i>	<p>1+2. Actor can start the Use Case from a specific OJ, without browsing.</p> <p>1+2. Actor can start the Use Case from a specific Print Production File.</p>

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<i>Failure sequence</i>	
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7.1.17 UC-0117 – Upload OJ TOC received from Printer

<i>Use Case ID</i>	UC-0117
<i>Use Case Name</i>	Upload OJ TOC received from Printer
<i>Actors</i>	Production Agent / OJ Collator, Production Coordinator
<i>Description</i>	System receives the OJ TOC from the Printer. The OJ TOC is uploaded automatically under the 'PPF' folder in the OJ Manager.
<i>Pre-conditions</i>	<ul style="list-style-type: none"> System has received a zip file containing the OJ TOC and envelope xml file.
<i>Post-conditions</i>	<ul style="list-style-type: none"> The OJ TOC is stored under the 'PPF' folder in the OJ Manager with versioning. A snapshot of the OJ TOC is kept in 'Received from Printer' folder in the OJ Manager.
<i>Main success scenario</i>	<ol style="list-style-type: none"> Printer uploads a zip file containing the OJ TOC and envelope xml file to FTP. Plan-JO sends an Acknowledge message that package has been received. System uploads the OJ TOC in OJ 'PPF' with versioning and keeps a snapshot in the 'Received from Printer' folder in the Document Manager.
<i>Alternative sequence</i>	
<i>Failure sequence</i>	<ol style="list-style-type: none"> In the case the zip file is not successfully processed Plan-JO sends a NOK message to the printer and an email is sent to the Service Manager as the PA group may not be recognised.

7.2 All users (except Authors)

7.2.1 UC-0201 – View the status of information sent to printer

<i>Use Case ID</i>	UC-0201
<i>Use Case Name</i>	View the status of information sent to printer
<i>Actors</i>	All users of PLAN-JO except Authors.
<i>Description</i>	The Collator closed the OJ in order to send the PPF and the Delivery Note to the printer.

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<i>Pre-conditions</i>	■ At least one exchange with the Printer has been performed.
<i>Post-conditions</i>	<none>
<i>Main success scenario</i>	<ol style="list-style-type: none"> 1. Actor starts the Use Case by accessing the OJ Manager of an OJ or the Document Manager of a Document. 2. Actor selects the folder 'Sent to printer'. 3. System displays the folder with folders inside it for different exchange of data with the Printer (i.e. Dispatch to Printer, Send Print Instruction form). Next to each folder, an icon is presented to show the status of the message exchange. There are two states for each exchange: 'In Progress' and 'Received'.
<i>Alternative sequence</i>	<none>
<i>Failure sequence</i>	

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8 UML Diagrams

8.1 Activity Diagrams

8.1.1 UC-0101 - Send Manuscripts to printer per Document (with optional Prepress Request)

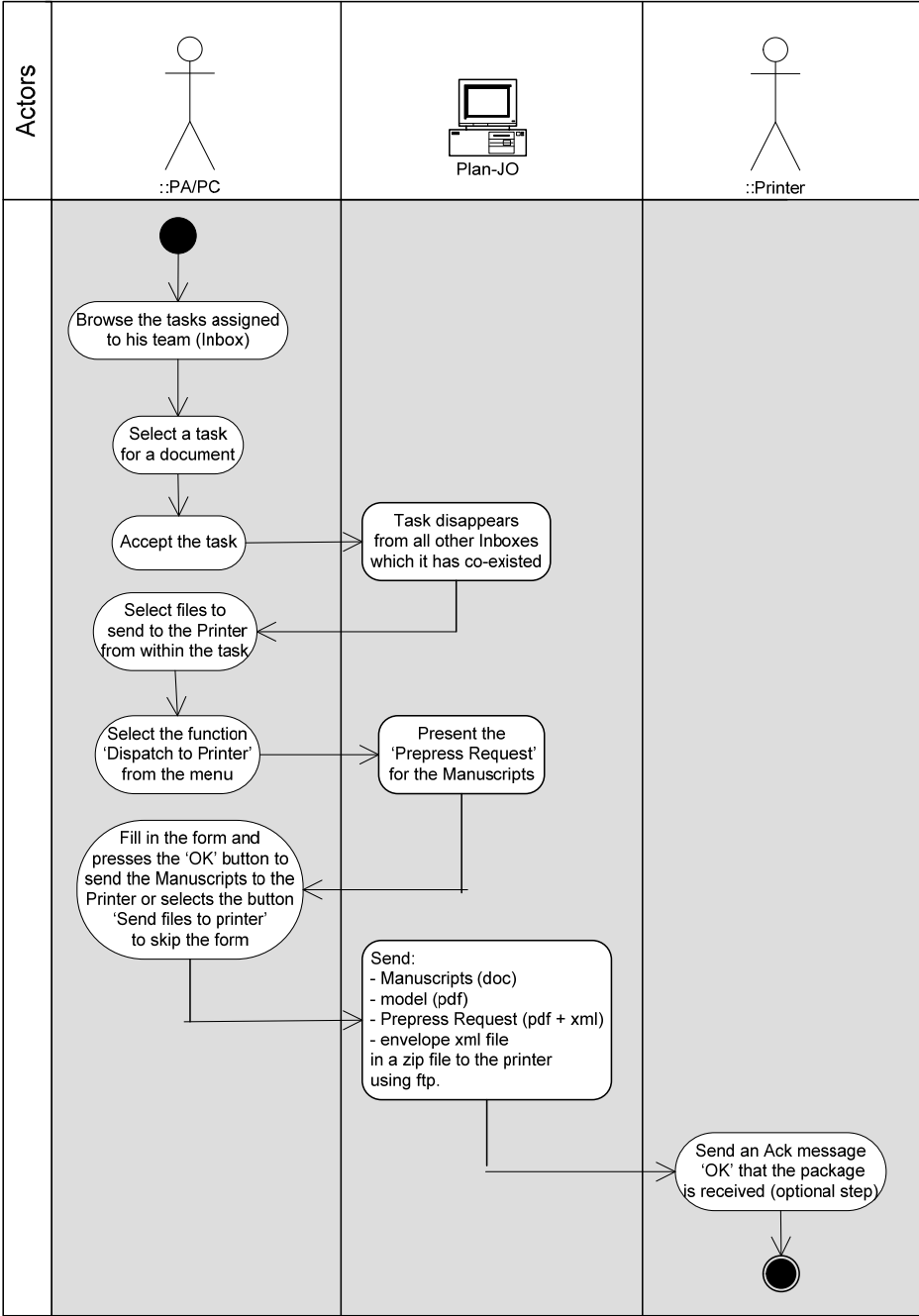


Figure 13: Activities for Send Manuscripts to printer per Document (with optional Prepress Request)

	<p align="center">FUNCTIONAL ANALYSIS AND DESIGN – RELEASE 3</p>	Project / Subproject: PLAN-JO No. 10030 / R3
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8.1.2 UC-0102 - Send Prepress Request to printer

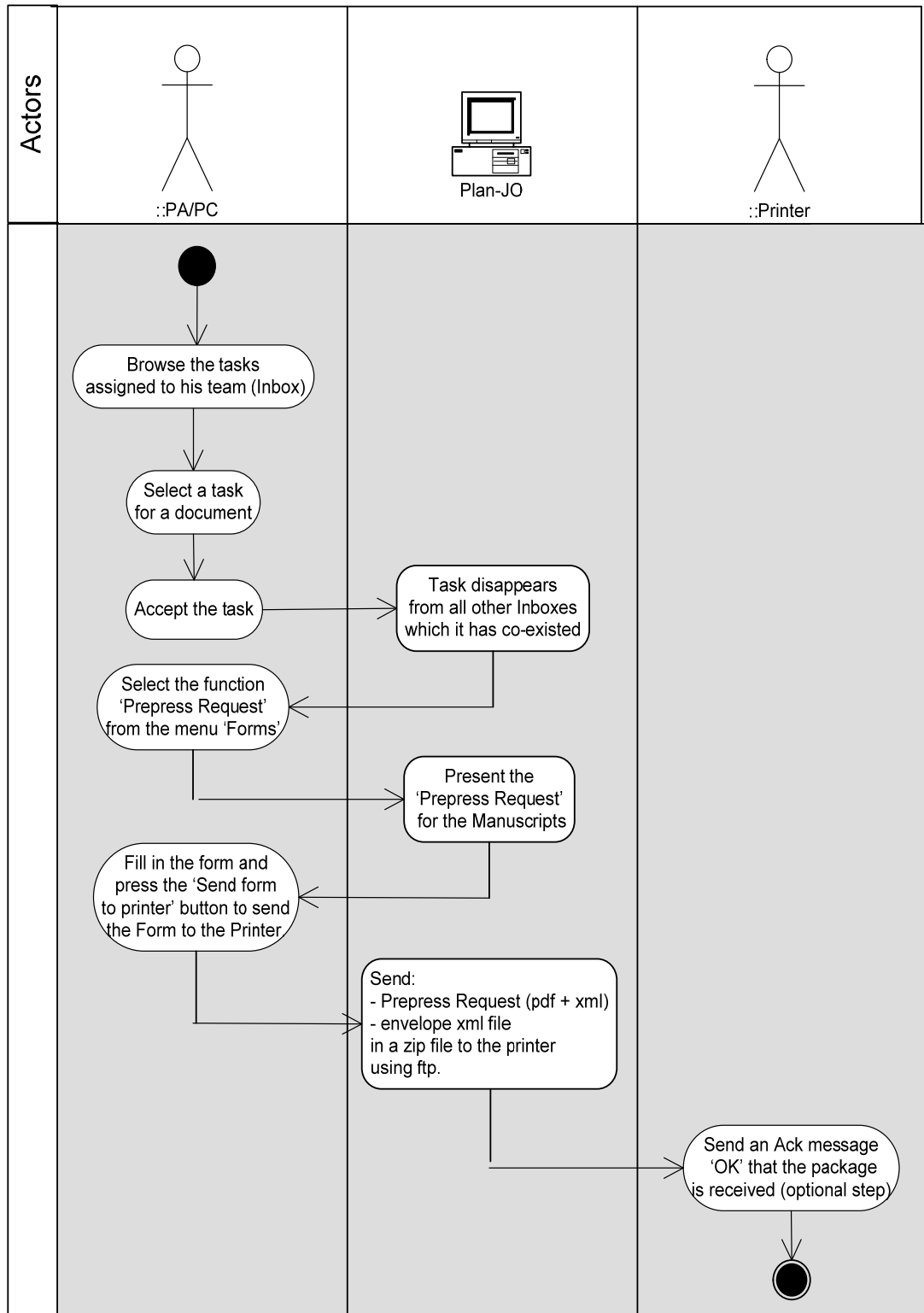


Figure 14: Activities for Send Prepress Request to printer

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8.1.3 UC-0103 - Send Manuscripts to printer per OJ

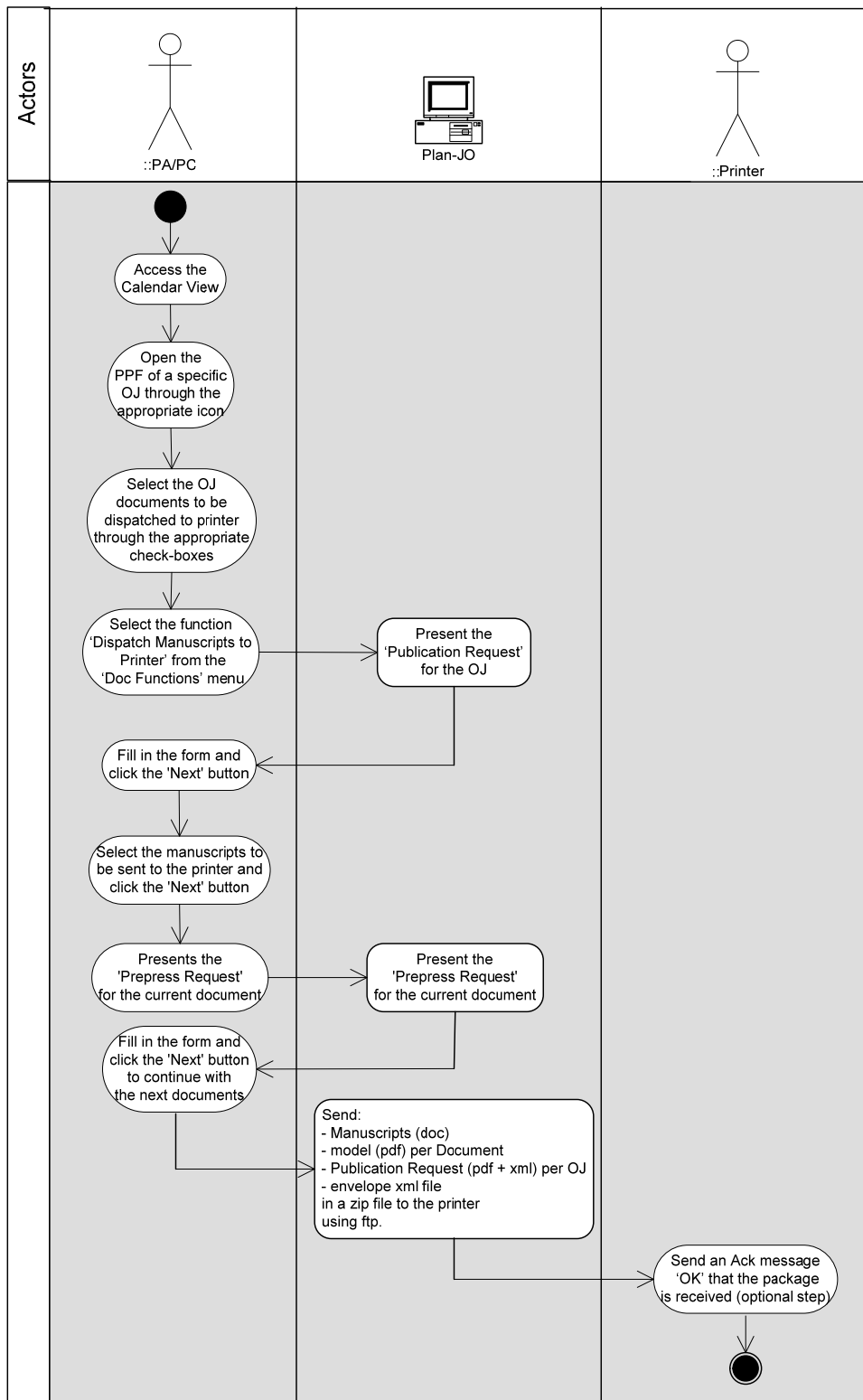


Figure 15: Activities for Send Manuscripts to printer per OJ

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	<p align="center">FUNCTIONAL ANALYSIS AND DESIGN – RELEASE 3</p>	Project / Subproject: PLAN-JO No. 10030 / R3
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8.1.4 UC-0104 - Edit and Send Publication Request to Printer

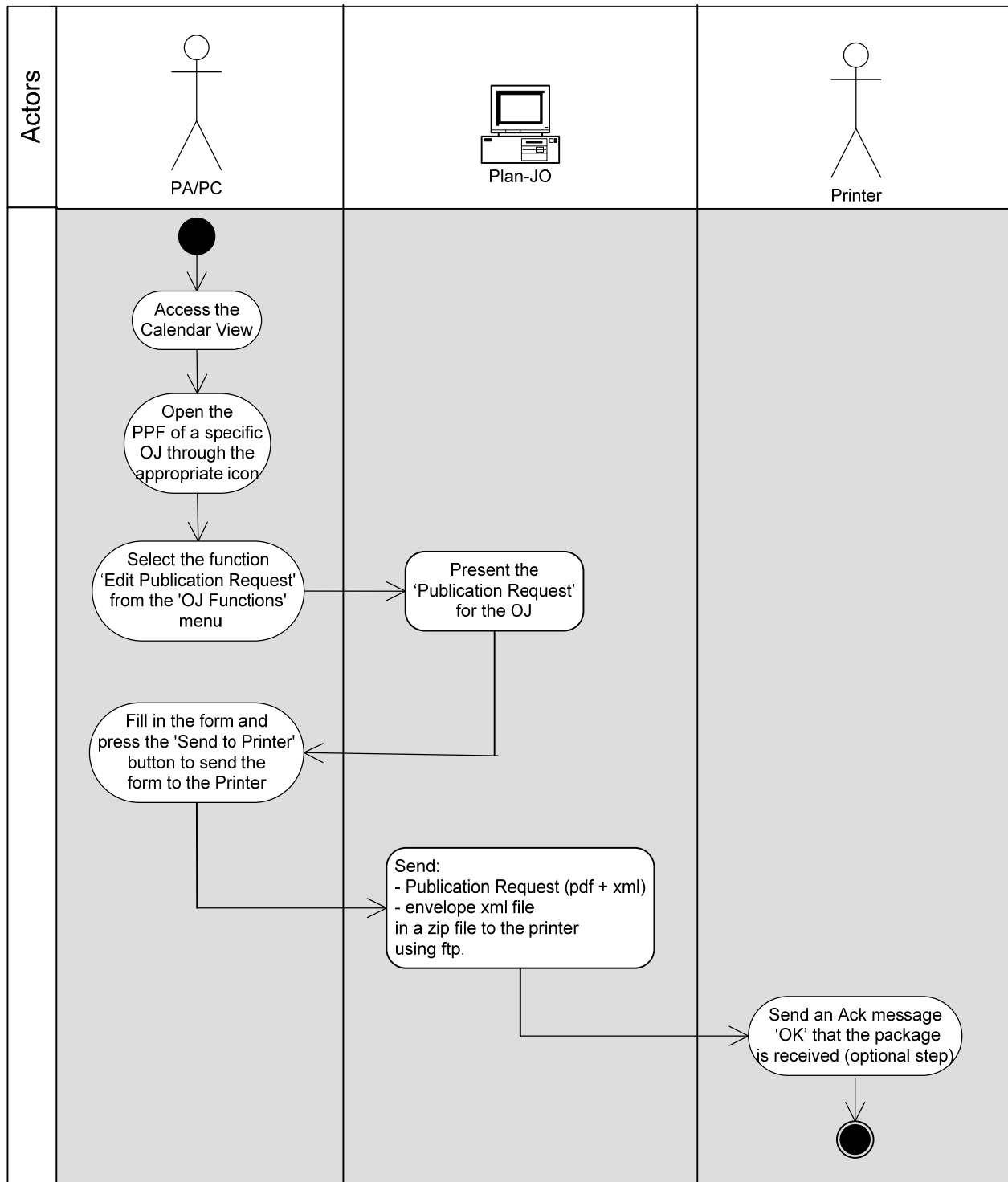


Figure 16: Activities for Edit and Send Publication Request to Printer

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8.1.5 UC-0105 - Receive Input Sheet from printer

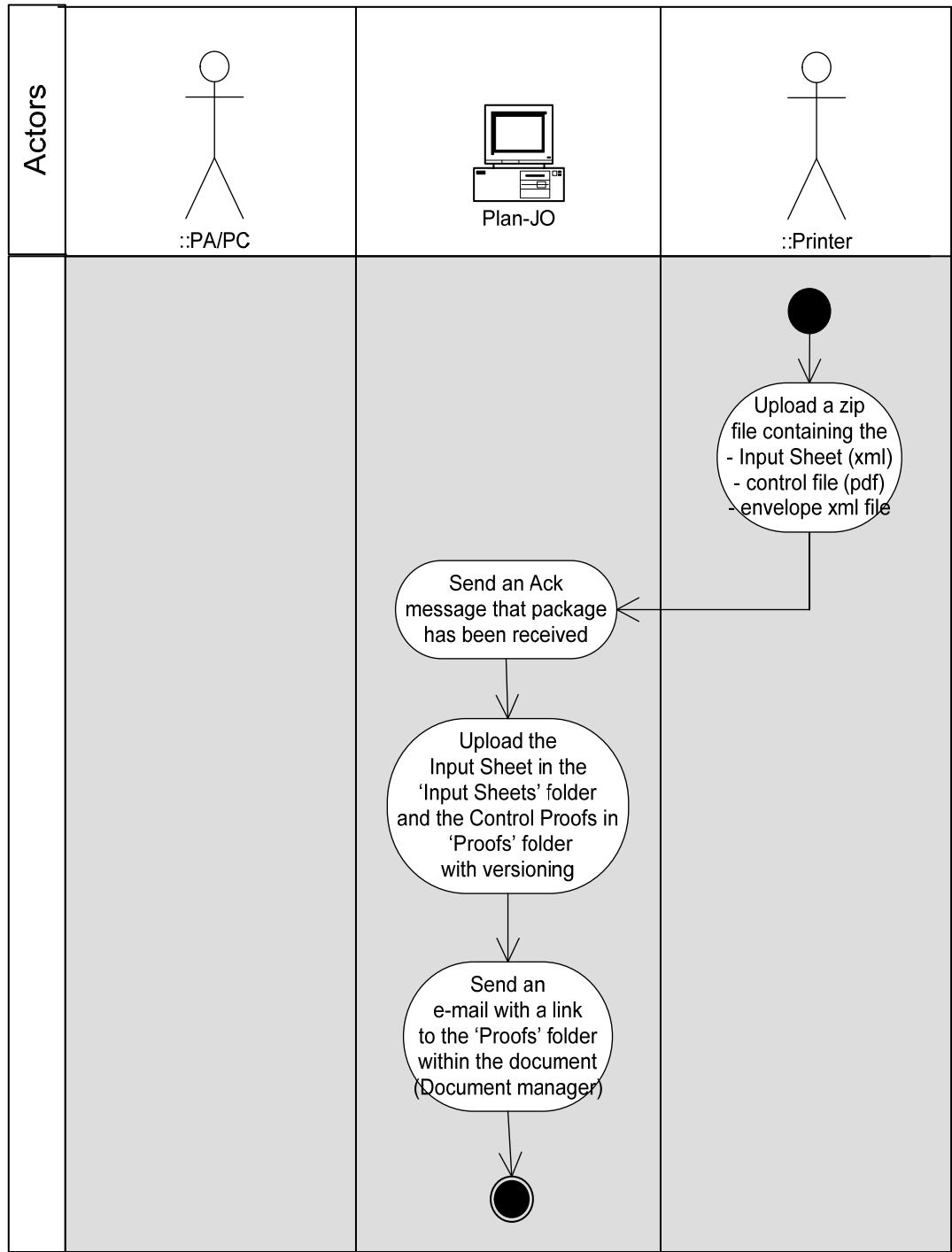


Figure 17: Activities for Receive Input Sheet from printer

8.1.6 UC-0106 - Open Input Sheet

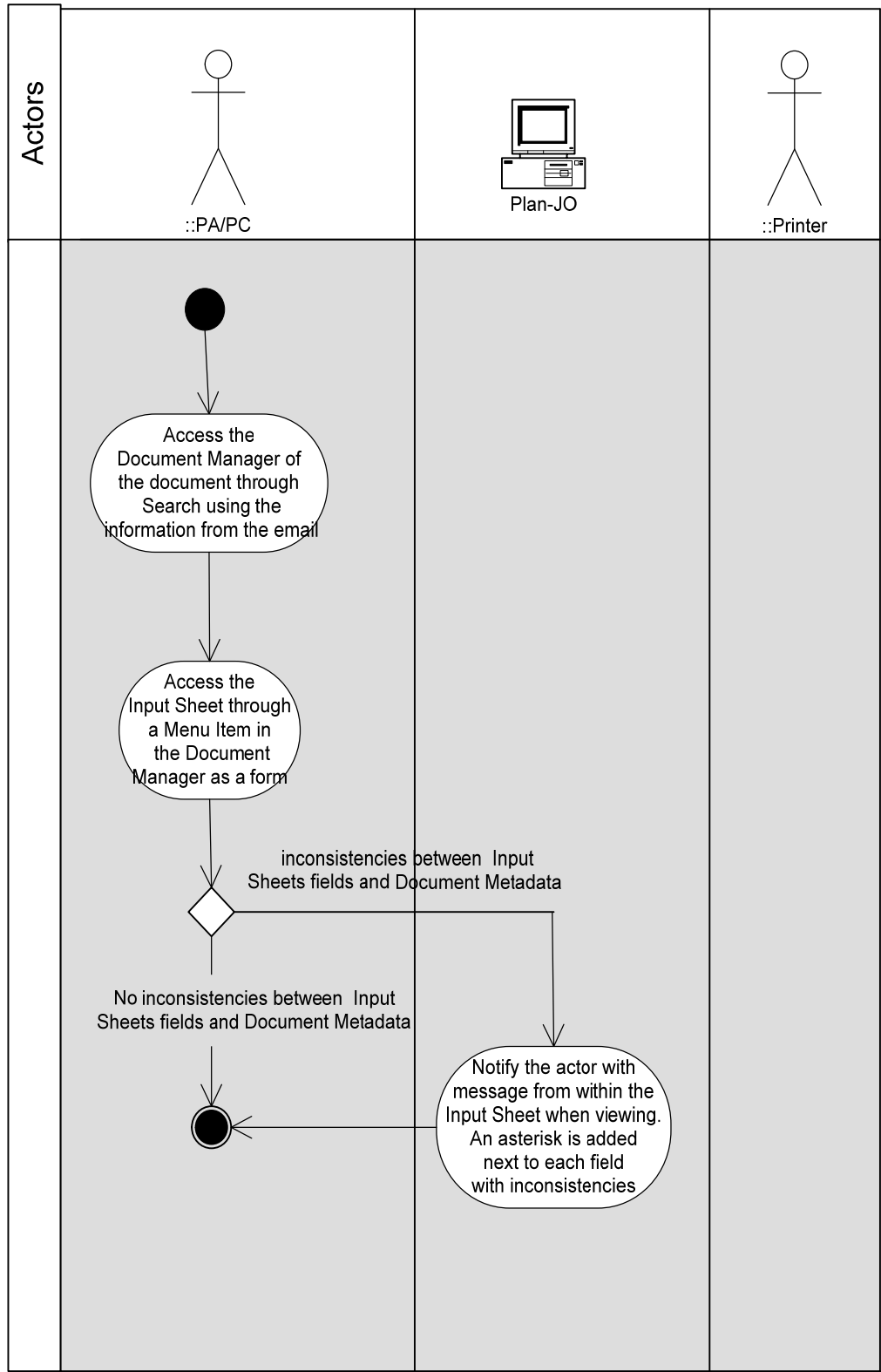


Figure 18: Activities for Open Input Sheet

	<p align="center">FUNCTIONAL ANALYSIS AND DESIGN – RELEASE 3</p>	Project / Subproject: PLAN-JO No. 10030 / R3
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8.1.7 UC-0107 - Send PPF Snapshot to printer

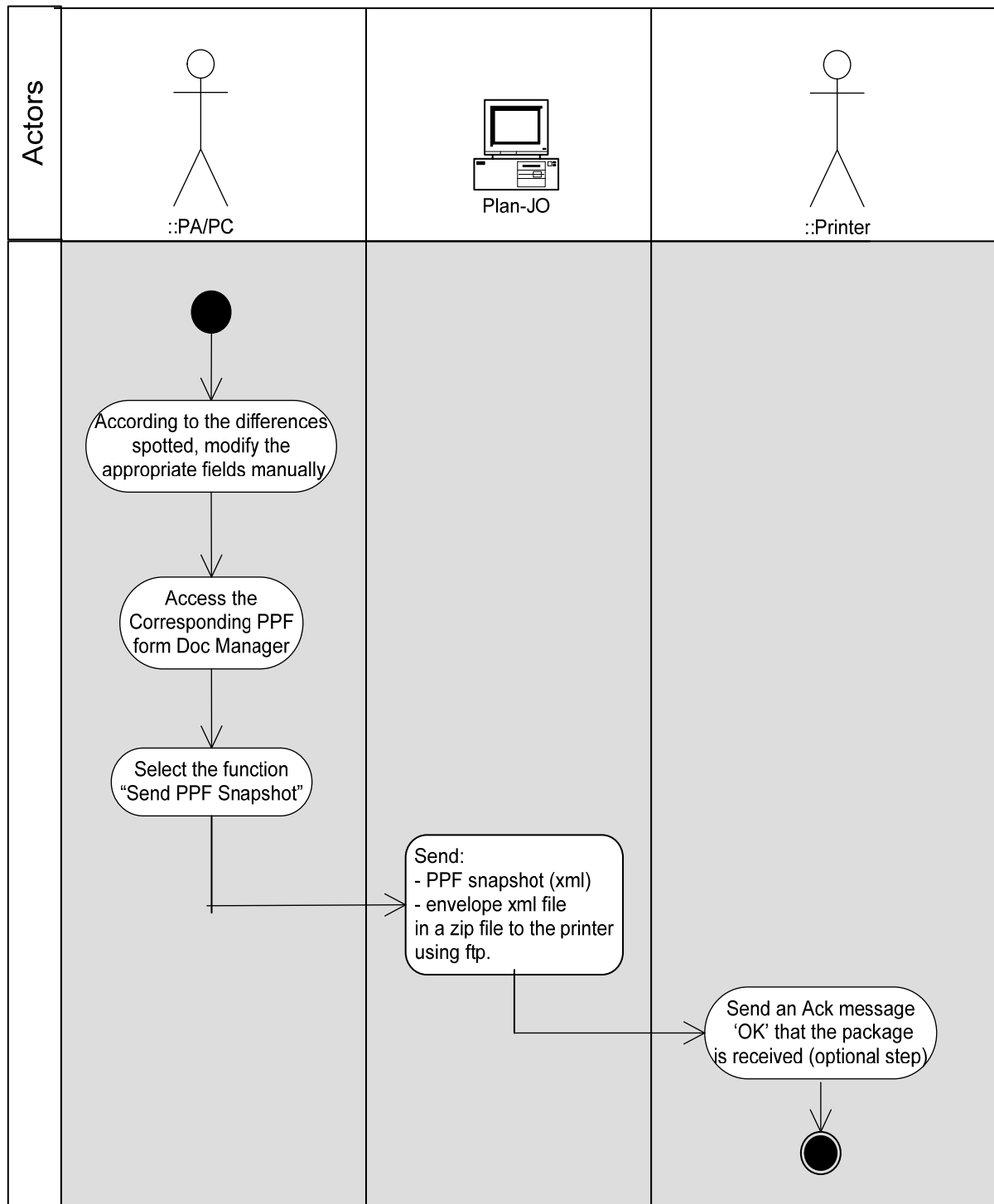


Figure 19: Activities for Send PPF Snapshot to printer

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8.1.8 UC-0108 - Receive Document Proofs from Printer via ftp

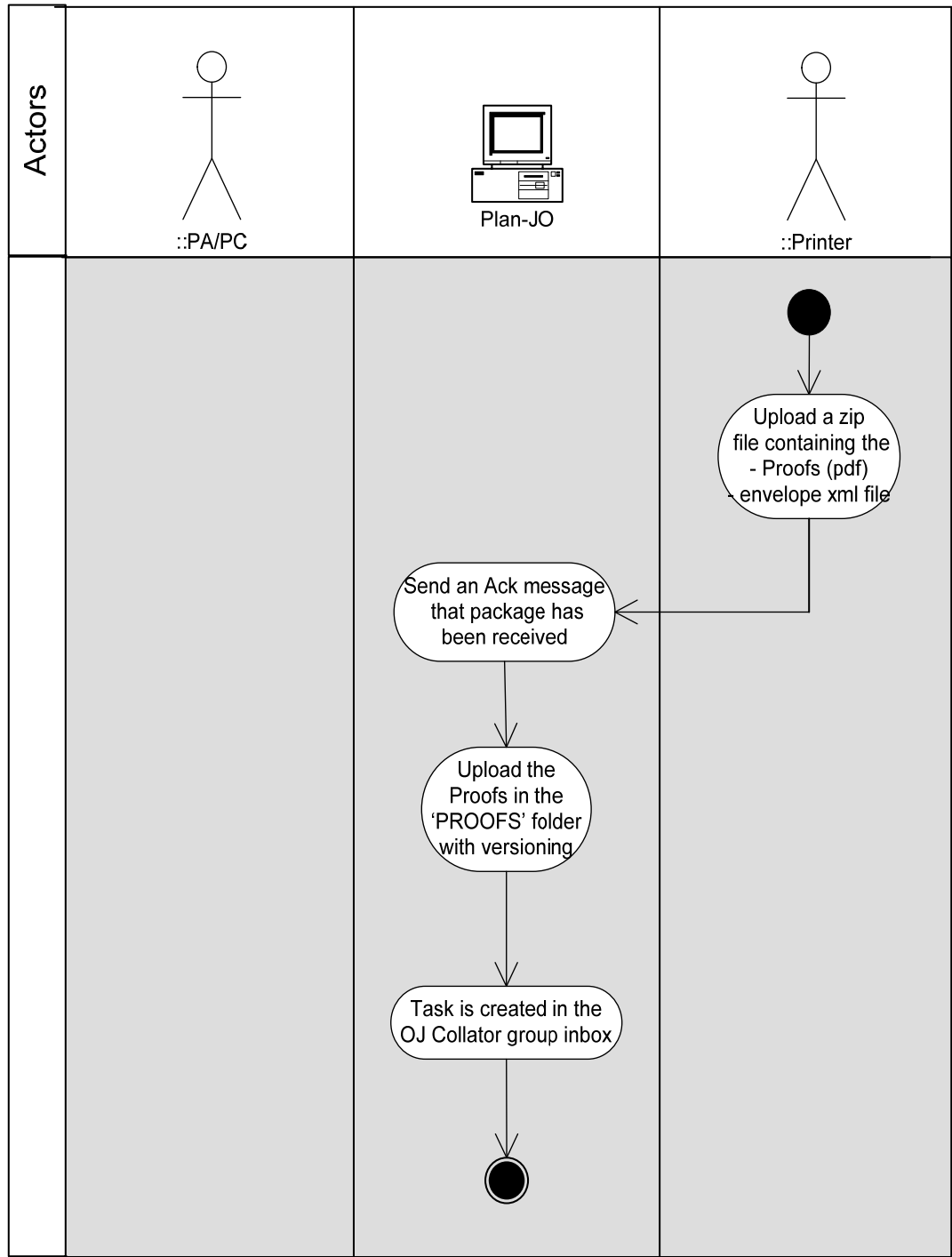


Figure 20: Activities for Receive Document Proofs from Printer via ftp

8.1.9 UC-0109 - Manual upload of Document Proofs from Printer

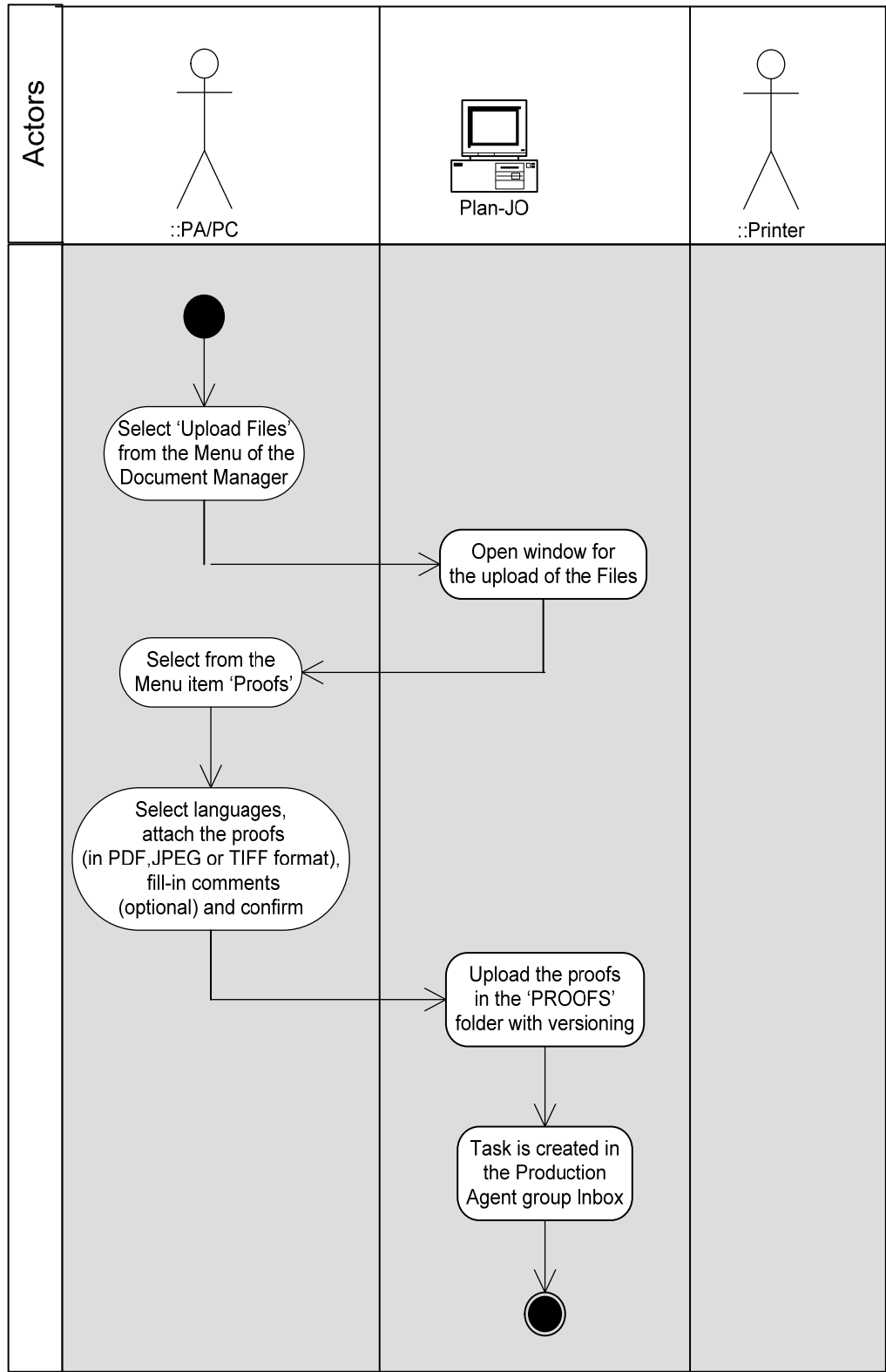


Figure 21: Activities for Manual upload of Document Proofs from Printer

8.1.10 UC-0110 - Dispatch Document Proofs to Printer

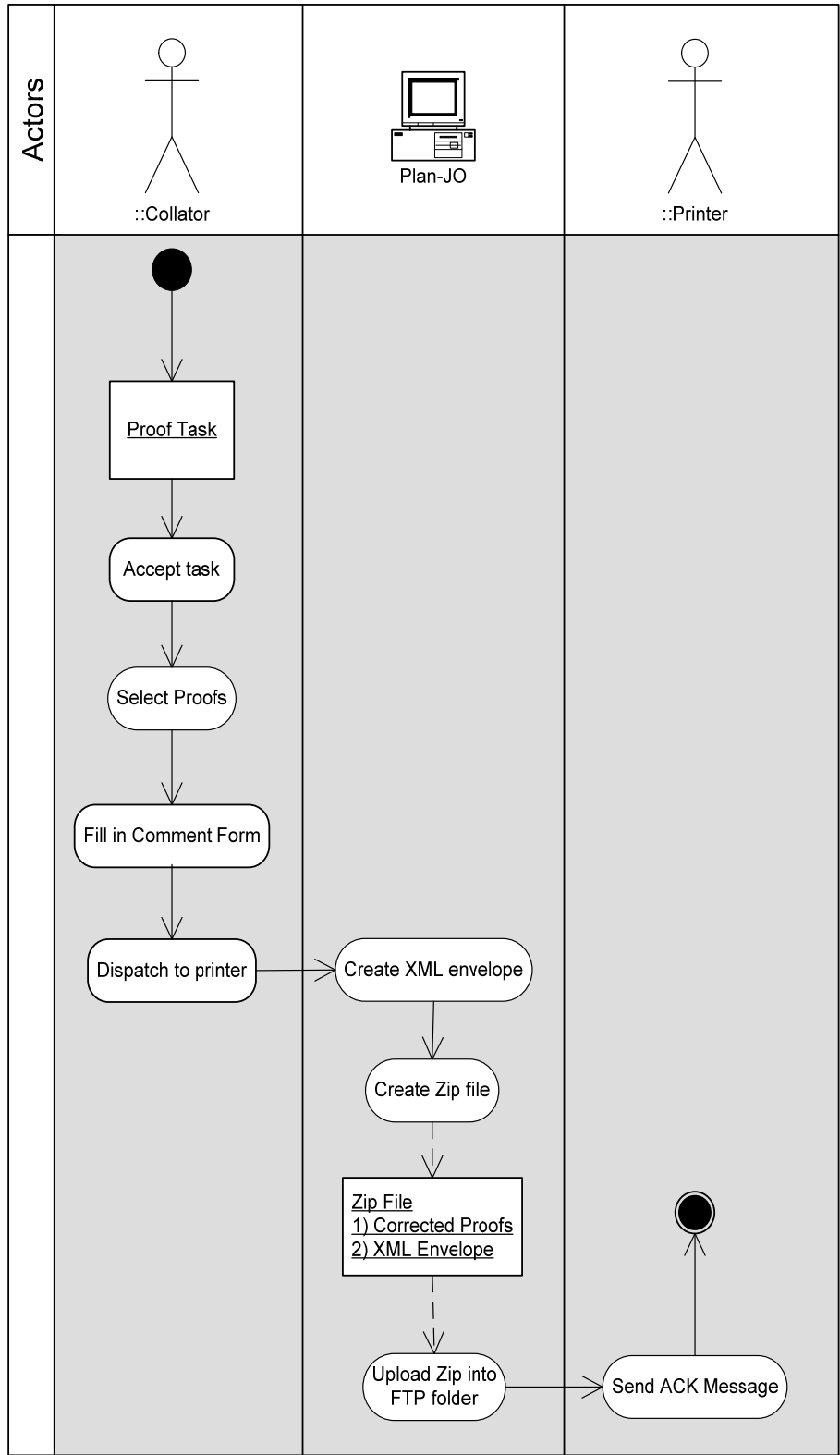


Figure 22: Activities for Dispatch Document Proofs to Printer

8.1.11 UC-0111 - Receive OJ Proofs from Printer via ftp

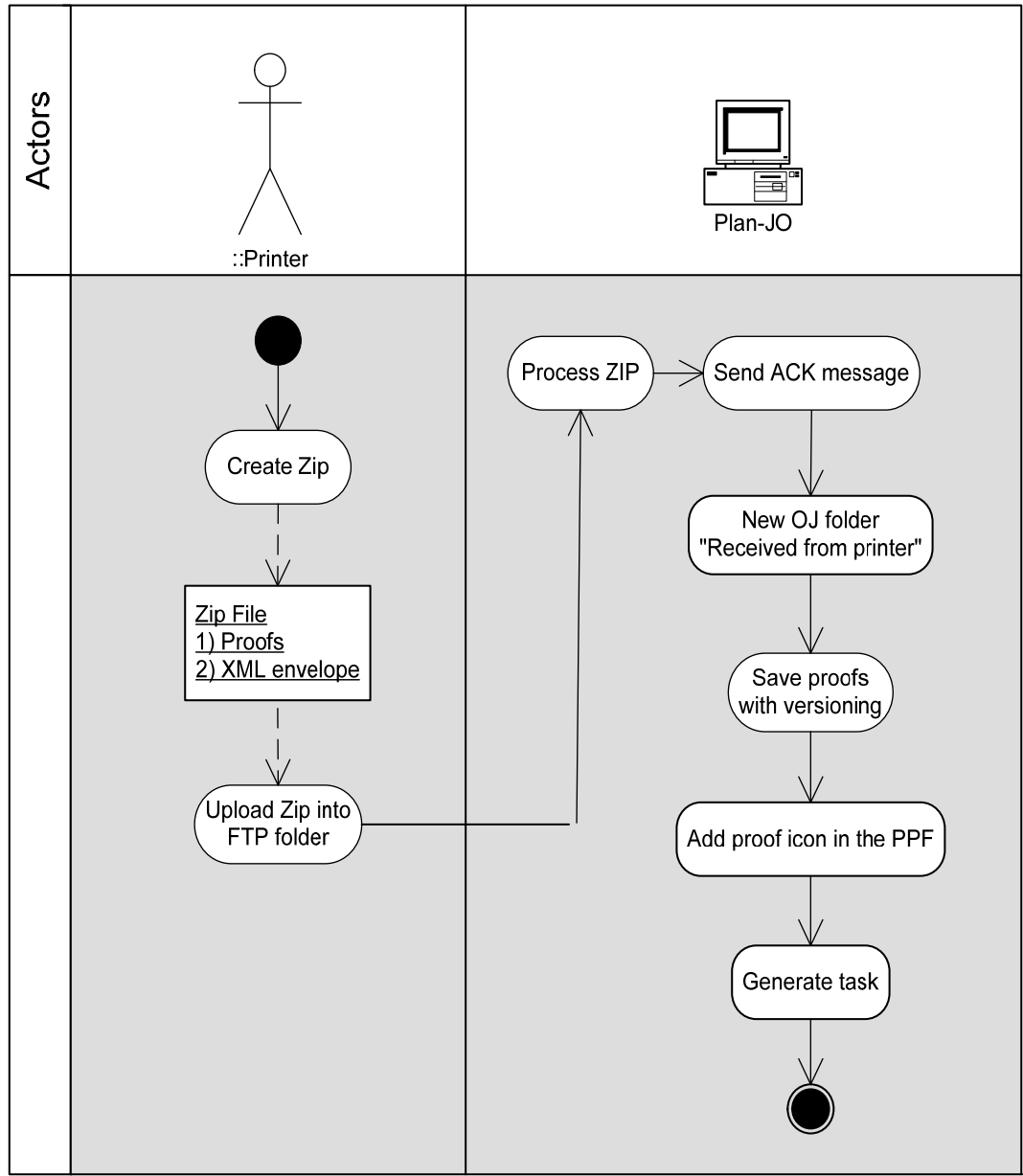


Figure 23: Activities for Receive OJ Proofs from Printer via ftp

8.1.12 UC-0112 - Manual upload of OJ Proofs from Printer

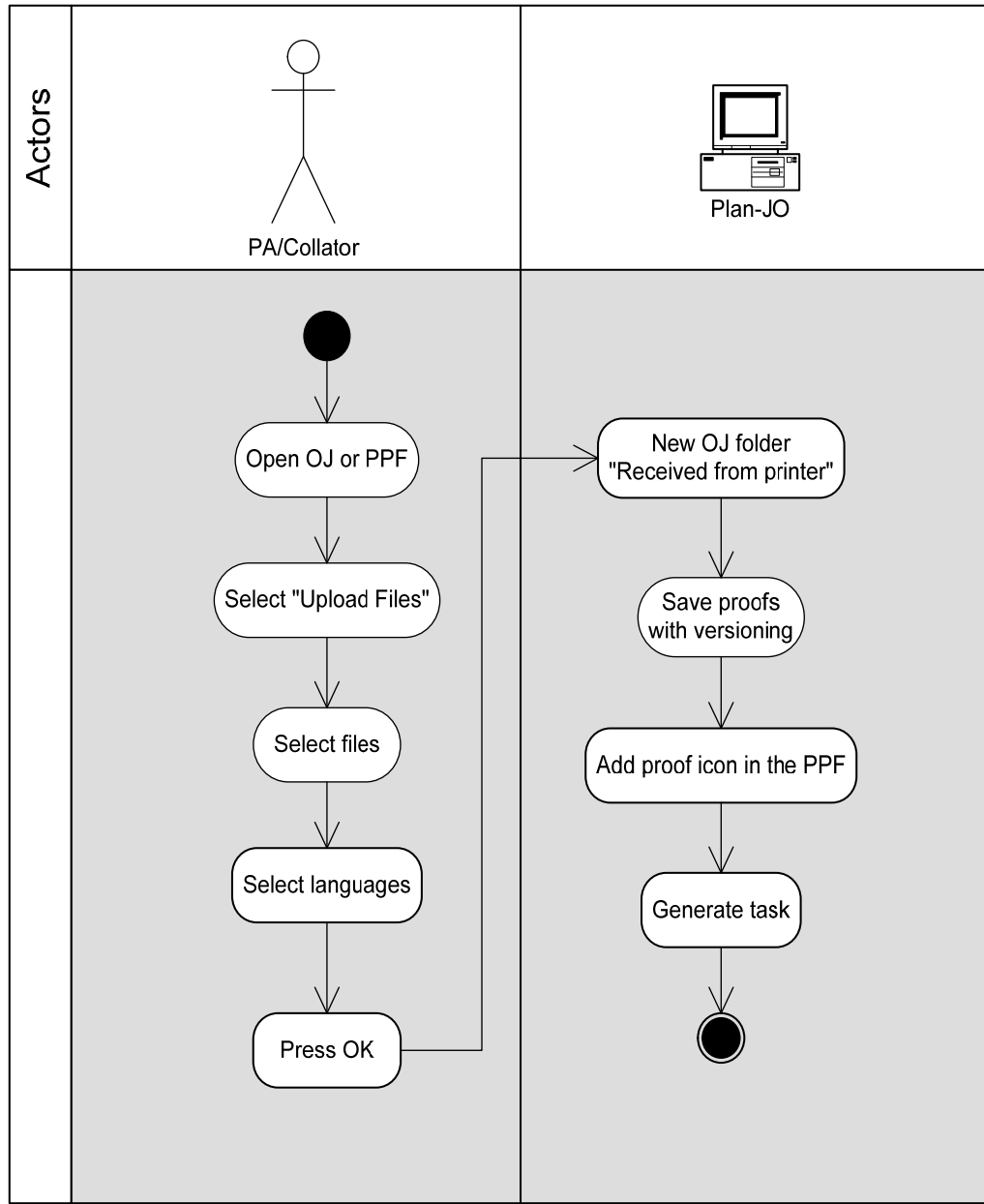


Figure 24: Activities for Manual upload of OJ Proofs from Printer

	<p align="center">FUNCTIONAL ANALYSIS AND DESIGN – RELEASE 3</p>	Project / Subproject: PLAN-JO No. 10030 / R3
		Reference Number / Version: D.FAD / 0.05

8.1.13 UC-0113 - Dispatch OJ Proofs to Printer

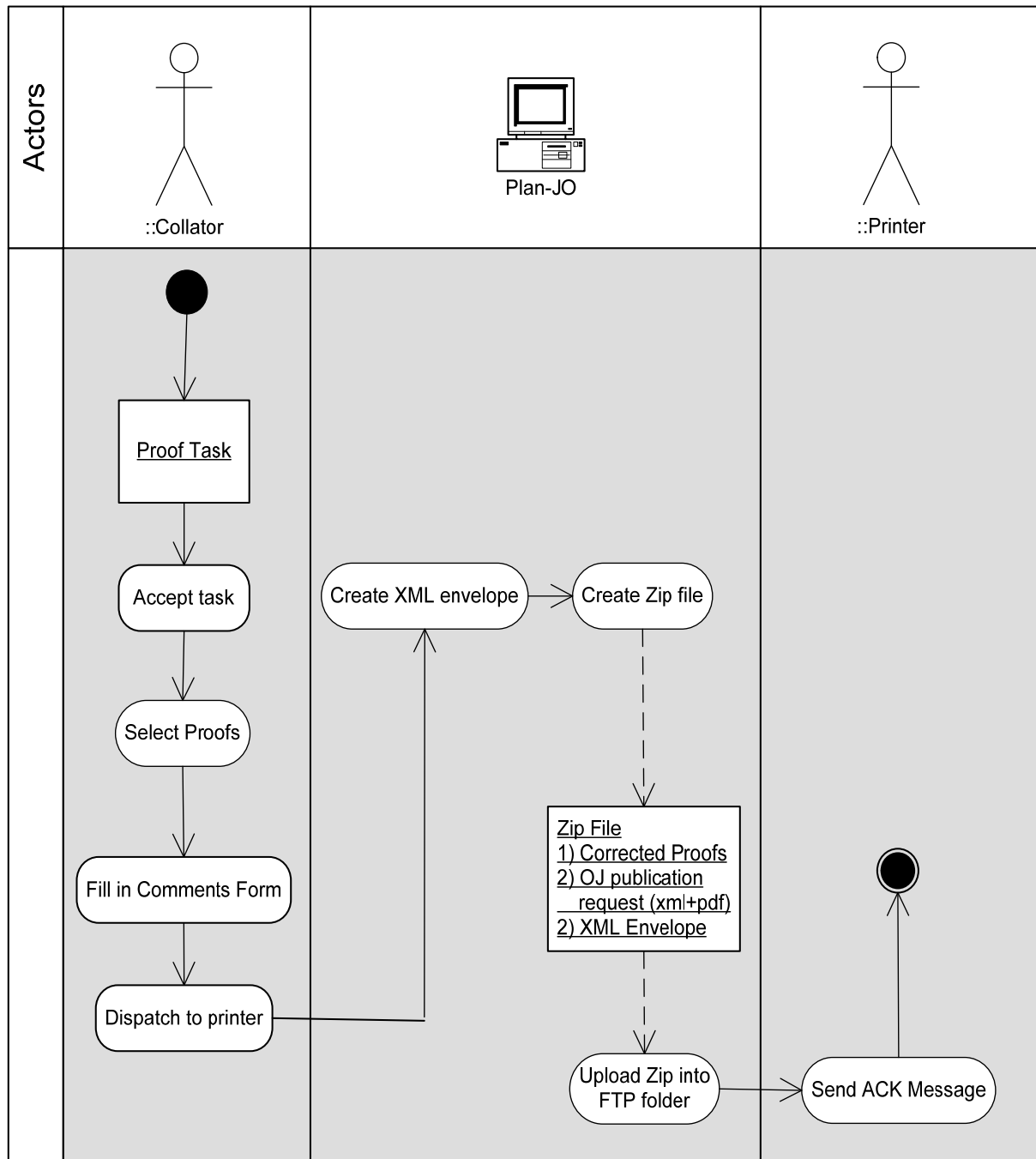


Figure 25: Activities for Dispatch OJ Proofs to Printer

8.1.14 UC-0114 - Send Delivery Note (Ready for press) to Printer

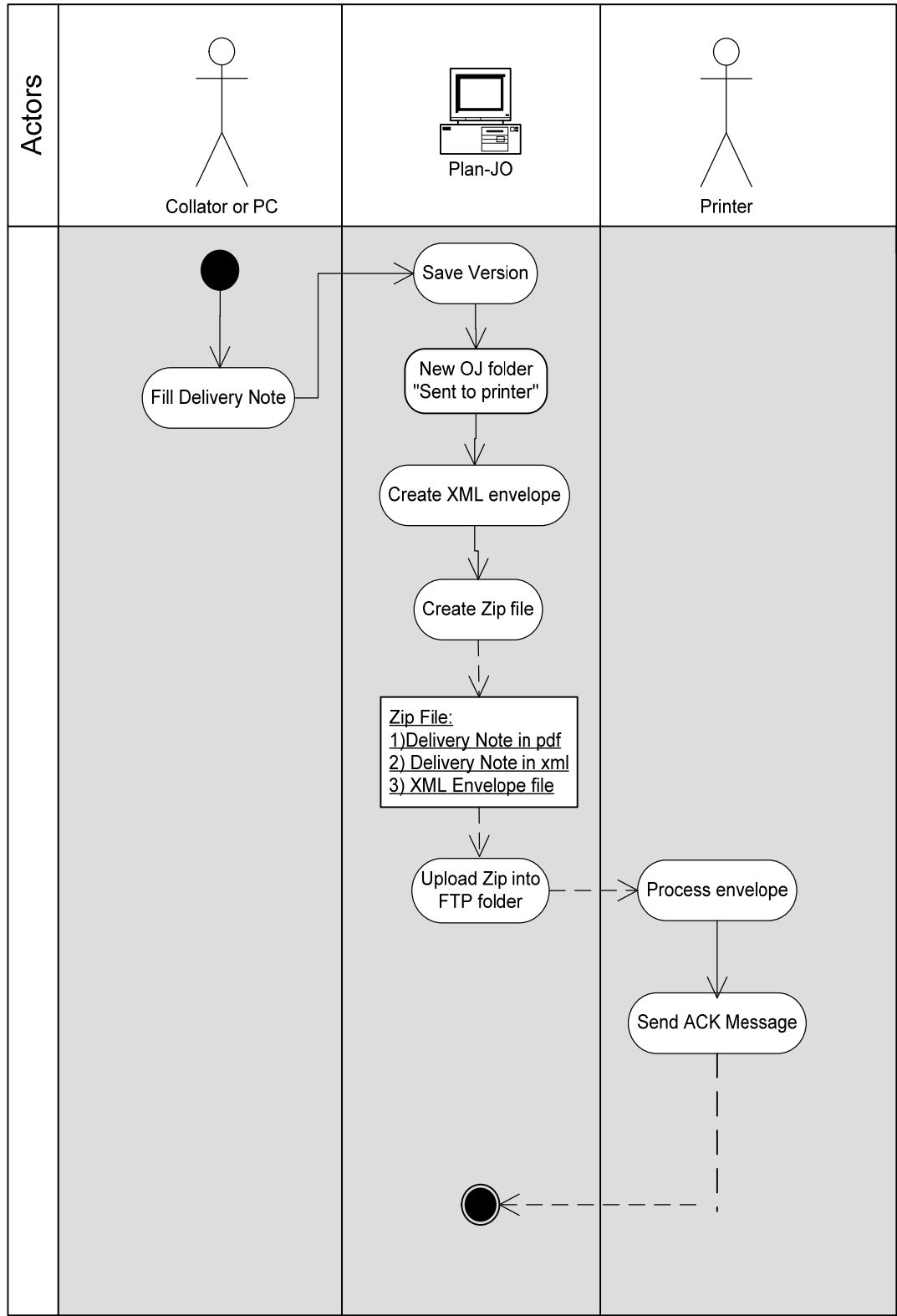


Figure 26: Activities for Send Delivery Note (Ready for press) to Printer

8.1.15 UC-0115 - Close OJ

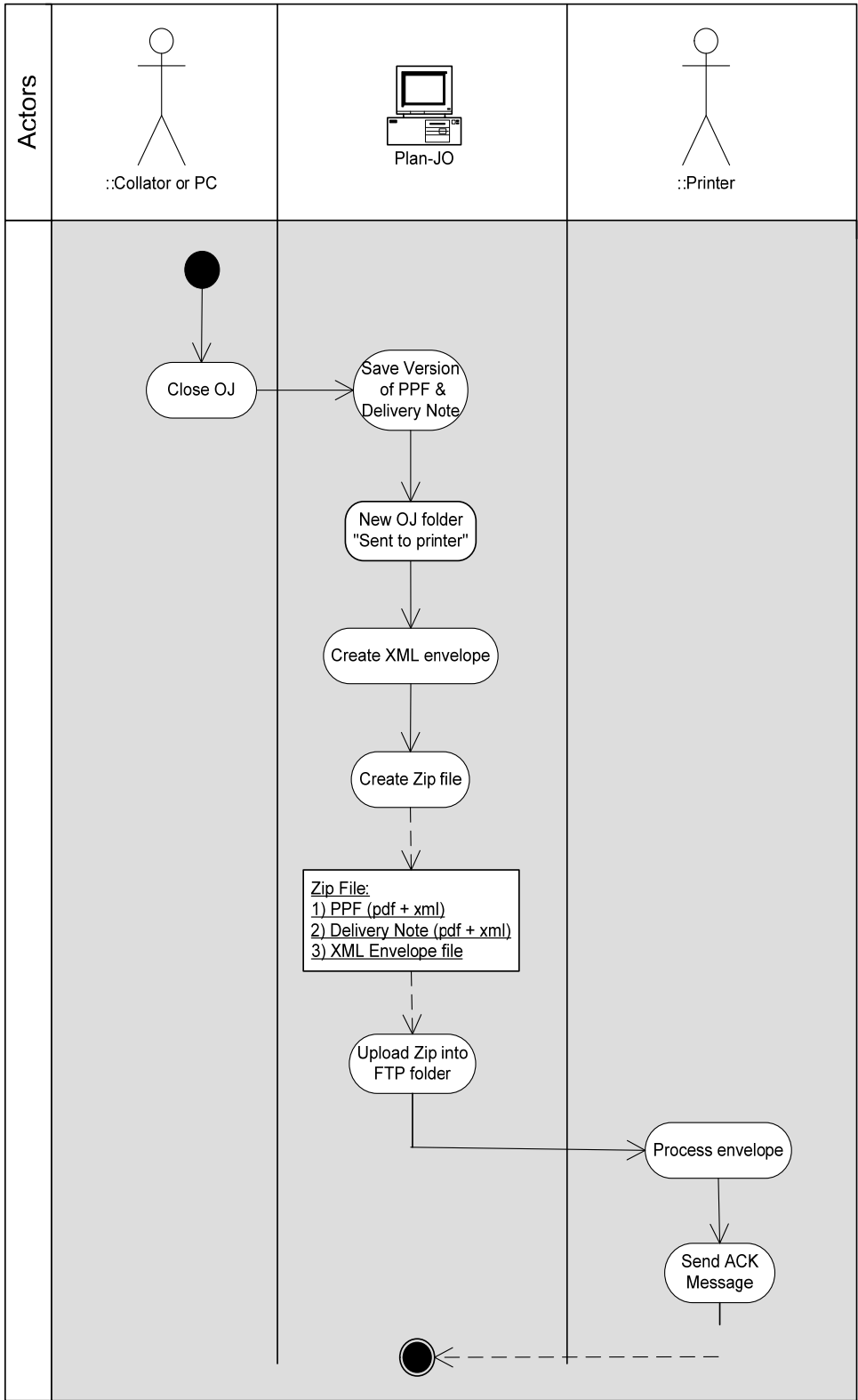


Figure 27: Activities for Close OJ

8.1.16 UC-0116 – Manual Upload OJ TOC received from Printer

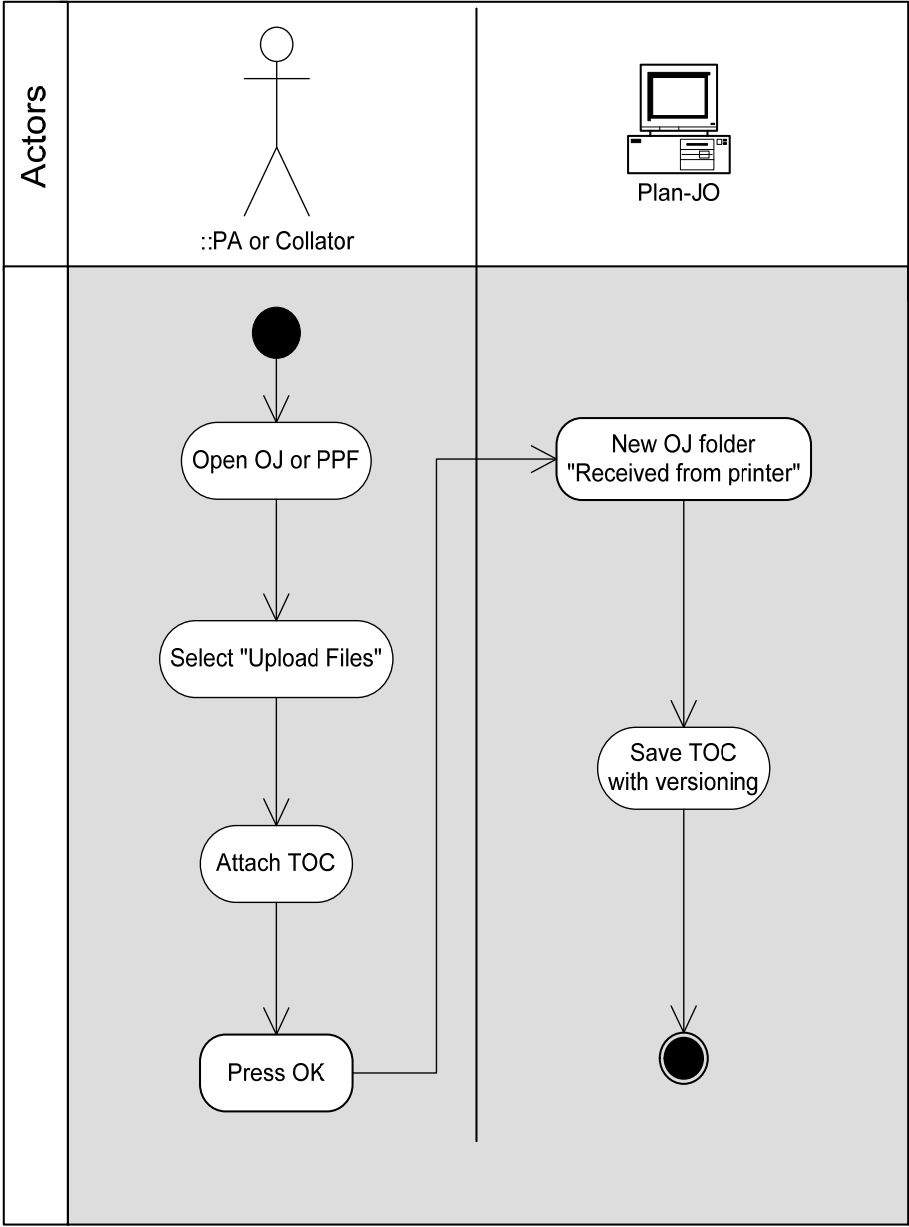


Figure 28: Activities for Manual Upload OJ TOC received from Printer

8.1.17 UC-0117 – Upload OJ TOC received from Printer

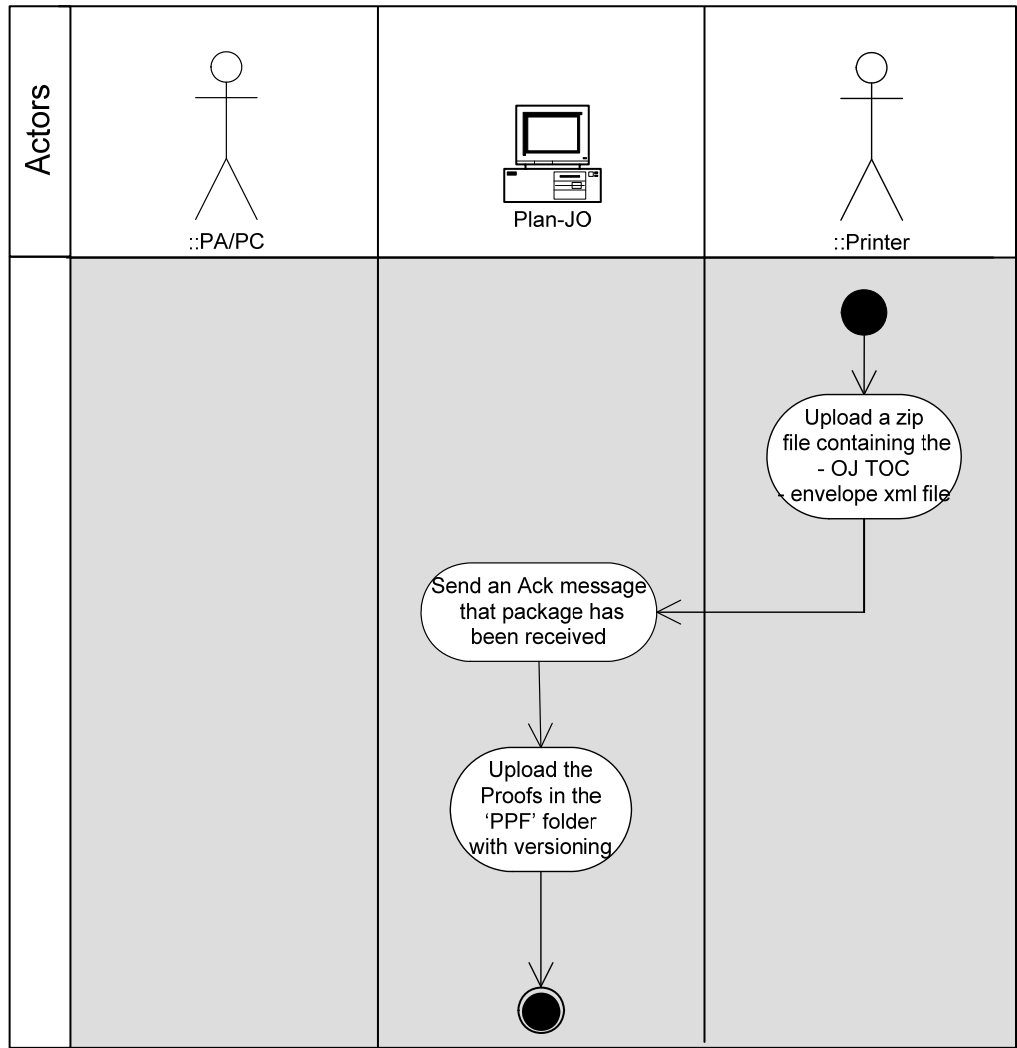


Figure 29: Activities for Upload OJ TOC received from Printer

8.1.18 UC-0201 - View the status of information sent to printer

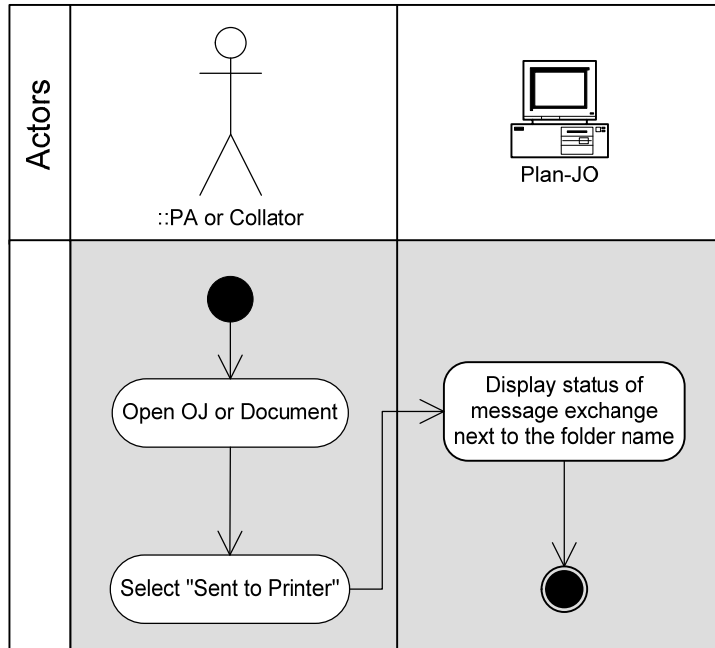


Figure 30: Activities for View the status of information sent to printer