

Océ | Quick Start

Océ Distribution Center

Distributing

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Distributing

Introduction

Océ Distribution Center is an online service that offers digital distribution and tracking of documents, online previewing, and printing services. This document describes how to build a distribution set and publish it to Océ Distribution Center using Océ Publisher (one of the Océ Client Tools applications).



Note:

This document assumes that you have read “Getting Started with Océ Distribution Center” and performed one-time setup needed before distributing files.



Note:

For multiple users to distribute documents to the same project, they must all log in to Océ Distribution Center with the same user name and password.

These are the major steps needed to build and distribute a document set to multiple recipients.

- Prepare documents for distribution
- Apply project information to the distribution package
- Add recipients to the distribution set
- Assign documents to recipients based on disciplines
- Save the distribution set
- Publish the distribution set
- Track recipient activity

Prepare documents for distribution

1. Open Océ Publisher.
2. Click the **Add Files** icon.
3. Locate and select the files to distribute.
4. Click the **Process** icon to prepare the files for distribution.

Océ Publisher attempts to process files to a static, compact, secure file format (LDF). Although all types of files can be added and distributed (including both technical plans and office documents), only certain files can be processed and viewed by Océ Publisher without other software (TIF, HPGL, HPGL/2, PLT, CALS, DWF, JPEG, BMP, Cal-Comp, LDF, PNG, VIC). A full seat of AutoCAD is needed to process DWG files. PDF files need a program like Ghostscript.

Files that cannot be processed are distributed with the document package and subsequently downloaded in their native formats. Some files may require the native application for viewing and printing. No office documents are processed in Océ Publisher.



Note:

To process files in color: In the **Properties** pane, change the **Process** property to **Color**.

5. Double-click any sheet name to preview the document.
6. Close the **View** window and return to the **Paper Settings** tab.
7. Select files and change properties as needed.



Note:

To process PDF files, you must install a program like Ghostscript. You can get this free tool at <http://ghostscript.com/> — click the **sourceforge.net** link and download the 32-bit executable file with a name like **gs_w32.exe**. After the download is complete, double-click the file and click **Setup** to install.

Prepare to distribute documents in their native formats

1. Open Océ Publisher.
2. On the toolbar, click the **Add Files** button.
3. Locate and select the files to distribute.
4. Select the documents, and in the **Properties** pane, set the **Process** property to **Do not process**.



Note:

When distributing narrow format office documents in PDF format, change the **Document Type** property to **Office Document Type** for all other narrow format documents (such as Word or Excel documents) is set to **Technical**, and the **Process** property set to **Do not process**. These files are not processed by Océ Publisher and will download and print in their native formats.

Apply project information to a distribution package — new project

1. Open Océ Publisher.
2. On the toolbar, click the **Project** button.
3. Click the **New Project** button.

4. Enter information that recipients will see on the Océ Distribution Center site to identify the project with which the documents are associated. **Project name** and **Project Host** are the only required fields, but adding more information clarifies details of the project.
5. Click the **Create Project** button.

Apply project information to a distribution package — existing project

1. Open Océ Publisher and a set of documents.
2. On the toolbar, click the **Project** button.
3. In the **Projects** list, click project with which the documents are associated.
4. Click the **OK** button.

Add recipients to a distribution set

1. Open Océ Publisher and a set of documents.
2. On the toolbar, click the **Issue Sheet View** icon.
3. Click the **Recipients** icon and select individual recipients or distribution groups from your contact list.
A compatible contact application, like Outlook, is needed.
4. Select the check box for each discipline for these recipients.
A recipient can be associated with any number of disciplines, including zero.
5. Click **OK**.
6. To change which files go to different recipients, click the **Issue Sheet View** button on the toolbar and click in the grid to turn files on or off for recipients
1 in the grid indicates that the recipient will receive the file. A blank box means that file will not be sent to the recipient. Changing the **1** to any other number has no effect on the distribution.

Assign documents to recipients based on disciplines

1. Open Océ Publisher and a set of documents.
2. Add recipients.
3. Associate recipients with disciplines.



Note:

A recipient who is not associated with any discipline is not automatically assigned any documents. However, you can assign documents to that recipient manually.

4. Click the **Assign by Discipline** icon.
5. Click **Yes** to assign the documents to recipients with related disciplines.

6. Assignments are based on rules defined under Tools, Options, Sheet Details, Disciplines.

Save a distribution set

1. Open Océ Publisher and a set of documents.
2. On the **File** menu, click **Save DXP As**.
3. Browse to the desired location, type a DXP file name, and click **Save**.
This saves the set with all settings, project information and recipients.



Note:

As needed, the .DXP can be opened, the files and recipients changed, and the .DXP saved under a new name and published again. By using a new name and not overwriting the original .DXP, you can use that original as a template for future distributions.

Publish a distribution set

1. Open Océ Publisher and a set of documents.
2. On the toolbar, in the list of destinations, click **Océ Distribution Center**.
3. On the toolbar, click the **Océ Print All** icon.
4. In the **Projects** list, click project with which the documents are associated.
5. Click the **OK** button.
6. Add distribution package information that will identify the package on the Océ Distribution Center site.
7. To view the status of the upload, you can double-click the Océ Monitor icon in your system tray (notification area of the taskbar). When the upload succeeds, you will receive notification and a tracking number from Océ Monitor.



Note:

Do not shut down your computer until the upload is completed.

Track recipient activity

1. Log in to Océ Distribution Center at www.ocenet.com.
2. Click the project for which you want to track recipient activity.
3. Click the package you would like to track.
4. Click the **History** tab.
5. Optionally, use the **Time Period**, **Filter By**, and **Values** list to reduce the scope of the report.

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- Optionally, click the **Export History** button to save the report as a comma-separated value (CSV) file that you can open with Microsoft Office Excel and many other programs.



Note:

An exported report contains more details than are displayed on screen. However, the exported report is limited, as is the displayed report, by your selections in the **Time Period**, **Filter By**, and **Values** lists.

Contents