**SCENICSOFT**

# UpFront®

—The Future of Production Planning
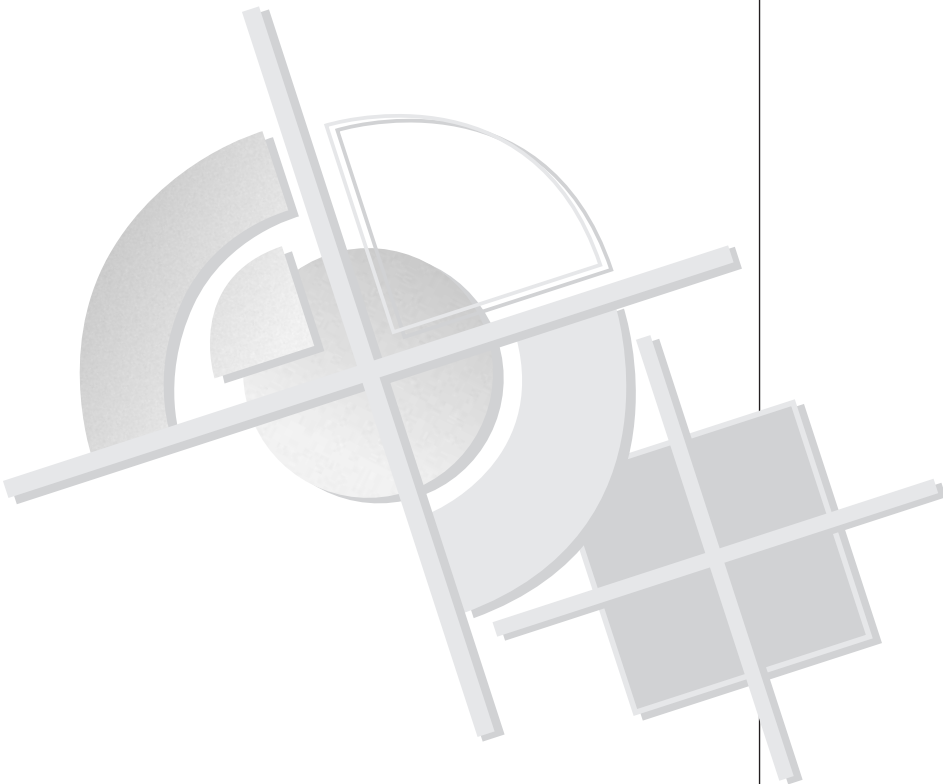
# Installation and Deployment Guide

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Company Name: _____

*Introduction*
# UPFRONT INSTALLATION AND DEPLOYMENT GUIDE

# UPFRONT INSTALLATION AND DEPLOYMENT GUIDE

### Overview

The *UpFront Installation and Deployment Guide* assists with the integration of UpFront into your company's job planning processes. The *UpFront Installation and Deployment Guide* provides:

- A central place for gathering information about your company's presses and finishing equipment. This information can be obtained from equipment manuals and/or operators. It is then entered into UpFront's central database. UpFront constantly checks the jobs you are planning against the database, which greatly reduces the risk of planning a job your equipment cannot print or bind.
- A central place for gathering information about ScenicSoft Preps®. If your company uses Preps for electronic imposition, you may wish to export Preps templates after planning your jobs in UpFront. To do this, you need to gather information about Preps templates from the Preps operator(s). This includes information about custom mark names and other template settings.
- Instructions for installing UpFront.
- Sample deployment scenarios, including both single-user and multi-user implementations.

**UpFront® Installation and Deployment Guide**

*This guide and its contents are products of the Technical Support and Training department of ScenicSoft, Inc.*

*For more information on UpFront training-related matters, email: training@scenicsoft.com*

*For general information regarding ScenicSoft or any of our products, email: info@scenicsoft.com*

*If you need technical support information, and have a current support contract, please email: support@scenicsoft.com. Please include your full name, your company name, telephone number, and hardware key (dongle) number.*

*Tech notes, updates, patches, and additional support information can be found on our Web site: http://www.scenicsoft.com*

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**Version**

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*Populating the UpFront
Central Databases*

*Chapter 1*
# GATHERING EQUIPMENT INFORMATION

# GATHERING EQUIPMENT INFORMATION

### Overview

Before installing UpFront, take some time to gather the information listed on the next few pages regarding each press and each piece of finishing equipment (saddle-stitchers or perfect binders) for which you will be planning jobs. User-added finishing equipment may be single machines, or processes produced by the combined requirements of several machines. This includes presses and finishing equipment at your shop, as well as any equipment used to produce your jobs off site, such as a trade printer or bindery. This information can be obtained from equipment manuals and/or those who operate the equipment. Make as many copies as you need of the next few pages to gather the necessary information. Refer to Chapter 5, "Populating the UpFront Central Databases," for instructions for entering the information into UpFront.

For questions about UpFront terminology, refer to pages 9 - 19 of this guide.

## Miscellaneous Strategies

• If your shop has two or more of the same press, or presses that are the same with the exception of the number of ink units, it may not be necessary to enter each instance of a similar press. For example, a 2-color press may have all the same specifications as a 4-color press (except for the number of ink units), in which case you may decide to create only one press in the database. The Press Layouts created in UpFront could then run on either press. The same principle applies to finishing equipment.

• Occasionally a job may require gripping into the printable area of the job. After the presses have been added to the UpFront **Presses** database, you may wish to create a duplicate press that allows for zero grip, then name the press to indicate this. For example, "4-Color with 0 Grip."

• If one of your shop's presses has in-line finishing equipment, such as an in-line saddle-stitcher, make a separate entry for it in the **Finishing Equipment** database and name it accordingly.

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## SHEETFED PRESSES
(Make one copy for each sheetfed press)


Press Name: _____

### Sheet Size
Minimum Sheet Size Around Cylinder: _____

Minimum Sheet Size Across Cylinder: _____

Maximum Sheet Size Around Cylinder: _____

Maximum Sheet Size Across Cylinder: _____


### Image Area and Plate Size
Maximum Image Area Around Cylinder: _____

Maximum Image Area Across Cylinder: _____

Plate Size Around Cylinder: _____

Plate Size Across Cylinder: _____


### Grip and Other Paper Edges
Minimum Paper Grip: _____

Plate Edge to Press Sheet Edge: _____

Absolute Minimum Plate Edge To Trim: _____

Minimum Back Edge Paper: _____

Minimum Side Edge Paper: _____


### Perfects
Perfects: _____ Yes _____ No

Minimum Sheet Size Around Cylinder when Perfecting: _____

Minimum Sheet Size Across Cylinder when Perfecting: _____


### Preps
Distance from Press Sheet Edge to Punch Center: _____

# UpFront

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## WEB PRESSES

(Make one copy for each web press)

Press Name: _____

## Sheet Size

Around Cylinder Cut-Off 1: _____ +/- _____ (for web tolerance)

Around Cylinder Cut-Off 2: _____ +/- _____ (for web tolerance)

Minimum Roll Width: _____

Maximum Roll Width: _____

## Image Area and Plate Size

Maximum Image Area Around Cylinder: _____

Maximum Image Area Across Cylinder: _____

Plate Size Around Cylinder: _____

Plate Size Across Cylinder: _____

## Grip and Other Paper Edges

Minimum Paper Grip: _____

Plate Edge to Press Sheet Edge: _____

Absolute Minimum Plate Edge To Trim: _____

Minimum Back Edge Paper: _____

Minimum Side Edge Paper: _____

## Webs

Number Of Webs: _____ (UpFront currently supports a maximum of 3 webs)

## Preps

Distance from Press Sheet Edge to Punch Center: _____

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## FINISHING EQUIPMENT
### Page 1 of 2
(Make one copy for each piece of finishing equipment or multiple-machine workflow)

Finishing Equipment Name: _____

Binding Method: _____ Saddle Stitched _____ Notch Bound _____ Perfect Bound _____ Smyth Sewn _____ Cut / Folded

### Head Trim
Minimum Head Trim: _____

Maximum Head Trim: _____

Default Head Trim: _____

Extra at Cover Head: _____

### Foot Trim
Minimum Foot Trim: _____

Maximum Foot Trim: _____

Default Foot Trim: _____

Extra at Cover Foot: _____

### Face Trim
Minimum Face Trim: _____

Maximum Face Trim: _____

Default Face Trim: _____

### Front Lip
Minimum Front Lip: _____

Maximum Front Lip: _____

Default Front Lip: _____

**UpFront**

## FINISHING EQUIPMENT
**Page 2 of 2**

### Back Lip
Minimum Back Lip: _____

Maximum Back Lip: _____

Default Back Lip: _____


### Trim Size
Finished Trim Size Minimum Height: _____

Finished Trim Size Minimum Width: _____

Finished Trim Size Maximum Height*: _____

Finished Trim Size Maximum Width*: _____


### Untrimmed Size
Untrimmed Section Minimum Height: _____

Untrimmed Section Minimum Width: _____

Untrimmed Section Maximum Height: _____

Untrimmed Section Maximum Height At Absolute Maximum Width: _____

Untrimmed Section Maximum Width: _____

Untrimmed Section Maximum Width At Absolute Maximum Height: _____


### Assorted
Spine Allowance: _____

Offcut: _____

Saddle-stitched: Smaller sections on inside or outside? _____

Notch-bound, Perfect-bound, Smyth-sewn: Insert smaller sections towards the front or the back? _____

No Image First and Last Text Pages: _____

No Image Inside Cover: _____

Section ID Either Side of Spine: _____

*Values determined by UpFront formula. See page 13 in **Finishing Equipment Terminology** for details.
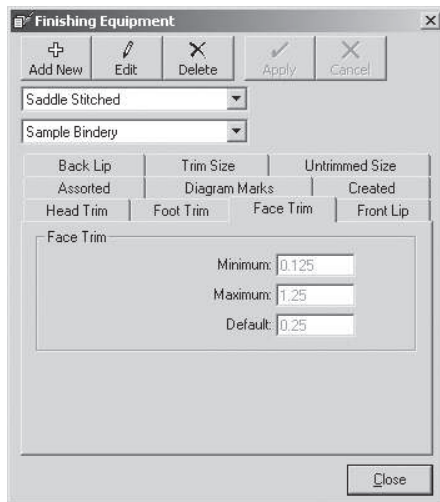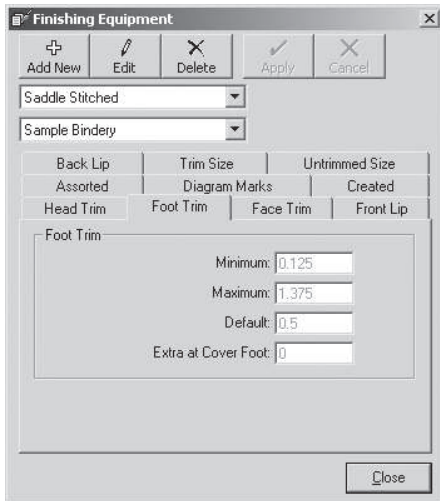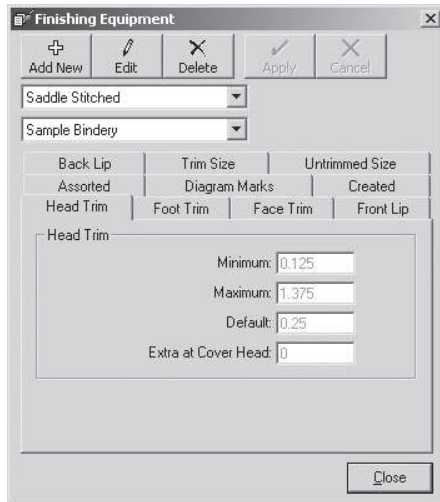
## FINISHING EQUIPMENT TERMINOLOGY

### Head Trim

- **Minimum**: The finishing equipment's minimum head trim
- **Maximum**: The finishing equipment's maximum head trim
- **Default**: The finishing equipment's default or shop-preferred head trim
- **Extra at Cover Head**: The finishing equipment's default amount of extra paper to add. For glued spine binding methods, extra paper is usually desirable at the head of the cover.

### Foot Trim

- **Minimum**: The finishing equipment's minimum foot trim
- **Maximum**: The finishing equipment's maximum foot trim
- **Default**: The finishing equipment's default or shop-preferred foot trim
- **Extra at Cover Foot**: The finishing equipment's default amount of extra paper to add. For glued spine binding methods, extra paper is usually desirable at the foot of the cover.

### Face Trim

- **Minimum**: The finishing equipment's minimum face trim
- **Maximum**: The finishing equipment's maximum face trim
- **Default**: The finishing equipment's default or shop-preferred face trim

## Untrimmed Size

- **Minimum Height**: The finishing equipment's minimum untrimmed section height
- **Minimum Width**: The finishing equipment's minimum untrimmed section width
- **Maximum Height**: The finishing equipment's absolute maximum untrimmed section height
- **Maximum Height at Max Width**: The finishing equipment's maximum untrimmed section height if the section is the maximum untrimmed width possible. With some kinds of notch or perfect-binding machines, when an untrimmed section's width approaches the maximum untrimmed section width, the section cannot be the maximum height. For these machines, you specify the height of an untrimmed section if the section width is the maximum width possible. For normal saddle-stitching machines, or for any finishing machine that can bind a job that is the maximum height and width possible, enter the maximum untrimmed section height.
- **Maximum Width**: The finishing equipment's absolute maximum untrimmed section width
- **Maximum Width at Max Height**: The finishing equipment's maximum untrimmed section width if the section is the maximum untrimmed height possible
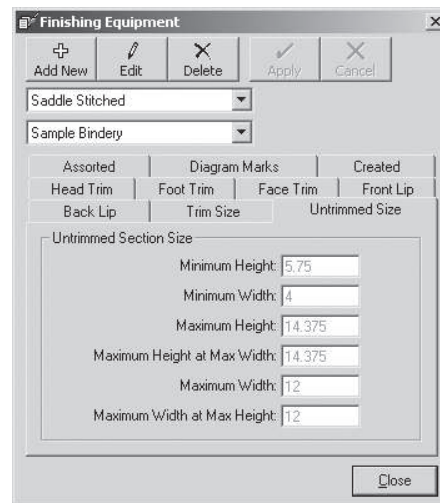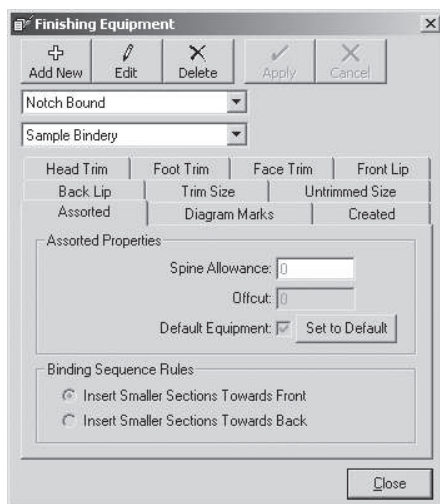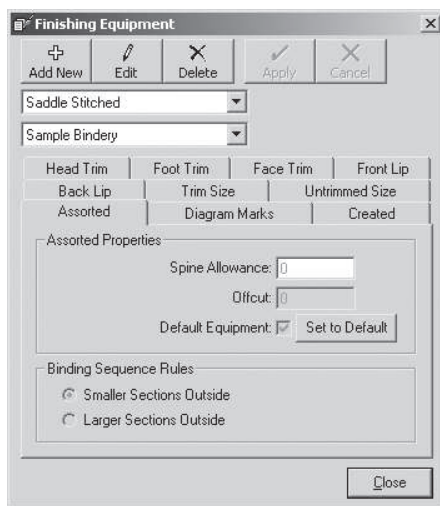
## Assorted

### *Assorted Properties*

- **Spine Allowance**: This setting is the finishing equipment's spine allowance measurement for text sections to compensate for spine grind-off. For example, saddle-stitched finishing has a spine allowance of 0, but perfect-binding can have a .25" spine allowance if the sections require .125" grind-off (the .25" spine folded in half creates the .125" of grind-off area). These perfect-bound text sections are not to be confused with glued spine covers that also require a spine allowance.

- **Offcut**: Used only for cut-and-folded finishing methods and gives a default value for all offcut areas surrounding the section.

- **Default Equipment**: Each **Finishing Method** (saddle stitched, notch bound, perfect bound, smyth sewn, cut/folded) must have at least one piece of finishing equipment entered into the database under the **Finishing Equipment** list. Additionally, one piece of finishing equipment must be designated as the default selection for each of the methods listed under the **Finishing Method** list. You cannot delete the **Sample Bindery** equipment that comes pre-loaded into the database for each binding method, but you can set any additional equipment added as the required default. User-added finishing equipment may be single machines, or processes produced by the combined requirements of several machines.

### *Binding Sequence Rules*

- **Smaller Sections Outside** and **Larger Sections Outside**: For saddle-stitched books, this setting sets the default placement of the larger and smaller sections in the **Binding Section Sequence** window in Job Builder.

- **Insert Smaller Sections Towards Front** and **Insert Smaller Sections Towards Back**: For notch-bound, perfect-bound and smyth-sewn books, this setting sets the default placement of the larger and smaller sections in the **Binding Section Sequence** window in Job Builder.

## Diagram Marks

- **No Image First And Last Text Pages**: For notch-
  and perfect-bound books, a no-ink region is
  usually required along the spine edge of the first
  and last text pages so the side glue for the covers
  adheres to the text pages. Job Builder
  automatically draws a shaded region on these
  pages if the width of this setting is greater than 0.
  Because Job Builder draws everything precisely to
  scale, it is advisable to set this region to be larger
  than actually required so that it appears more
  obvious on the printed diagrams.

- **No Image Inside Cover**: For glued-spine
  finishing methods, a no-ink region is usually
  required through the spine and on either side of the
  spine for the side gluing of the cover to the text.
  Job Builder automatically draws a shaded region
  on the inside of glued spine covers if the width of
  this setting is greater than 0. Because Job Builder
  draws everything precisely to scale, it is advisable
  to set this region to be larger than actually required
  so that it appears more obvious on the printed
  diagrams.

- **Section ID Either Side of Spine**: For perfect
  binding, a section ID, or collation mark, is often
  required along the spine edge of each text section
  as a visual check of the section sequence. Job
  Builder can automatically draw a shaded
  rectangular area on the spine of a section to the
  width of this setting as a visual clue. Because Job
  Builder draws everything precisely to scale, it is
  advisable to set this area to be larger than actually
  required so that it appears more obvious on the
  printed diagrams.
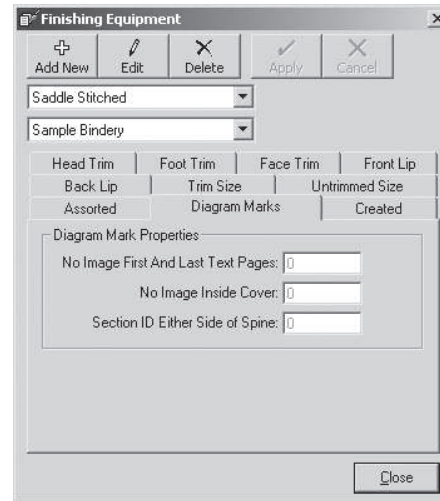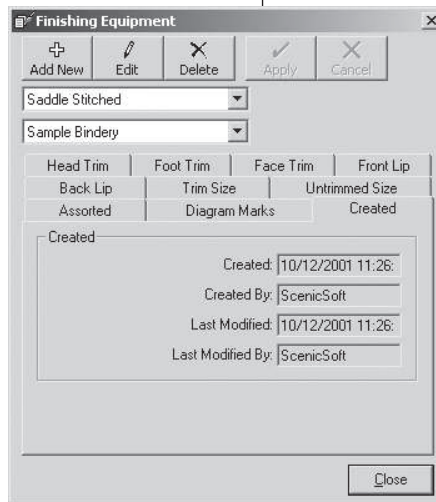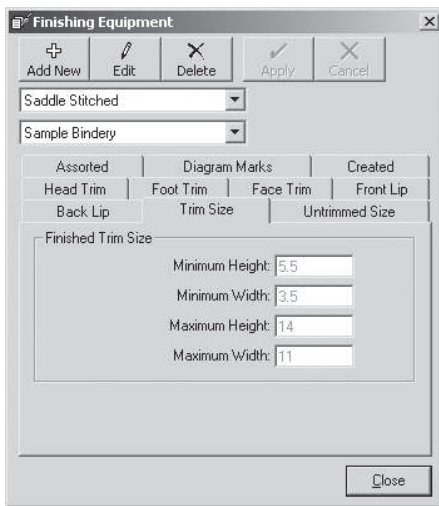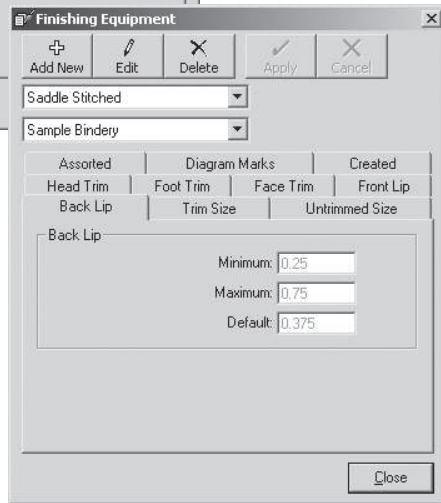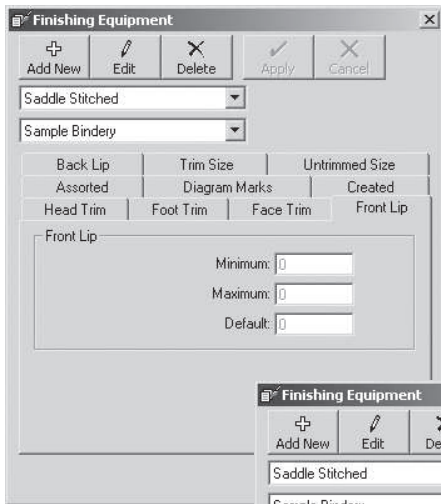
## Front Lip and Back Lip

- **Minimum**: The finishing equipment's minimum front or back lip
- **Maximum**: The finishing equipment's maximum front or back lip
- **Default**: The finishing equipment's default or shop-preferred front lip or back lip

## Trim Size

- **Minimum Height**: The finishing equipment's minimum finished trimmed product height
- **Minimum Width**: The finishing equipment's minimum finished trimmed product width
- **Maximum Height**: The finishing equipment's maximum finished trimmed product height. For dimensional spine-based binding styles, UpFront automatically calculates this value using the following formula:

  Maximum (untrimmed) section height - minimum head trim - minimum foot trim
- **Maximum Width**: The finishing equipment's maximum finished trimmed product width. For dimensional spine-based binding styles, UpFront automatically calculates this value using the following formula:

  Maximum (untrimmed) section width - minimum face trim - (spine allowance ÷ 2)

## Created

The **Created** tab displays information about who created the piece of finishing equipment, when it was last modified, and by whom.

# SHEETFED PRESSES TERMINOLOGY

The graphic to the right illustrates the sections of the press sheet/plate described in each of the following tabs.

*Note: UpFront ships with several sample presses. The values entered for these presses are intended to be samples only. If your shop has one of these presses, you should confirm that these values are correct with your press operator.*

## Sheet Size

*Minimum Sheet Size*

• **Around Cylinder**: The press's minimum sheet size around the cylinder (normally the sheet's short edge dimension)

• **Across Cylinder**: The press's minimum sheet size across the cylinder (normally the sheet's long edge dimension)

*Maximum Sheet Size*

• **Around Cylinder**: The press's maximum sheet size around the cylinder (normally the sheet's short edge dimension)

• **Across Cylinder**: The press's maximum sheet size across the cylinder (normally the sheet's long edge dimension)

## Image Area and Plate Size

*Maximum Image Area*

• **Around Cylinder**: The maximum image area that can be printed around the cylinder on this press

• **Across Cylinder**: The maximum image area that can be printed across the cylinder on this press

*Plate Size*

• **Around Cylinder**: The plate size that fits around the cylinder

• **Across Cylinder**: The plate size that fits across the cylinder
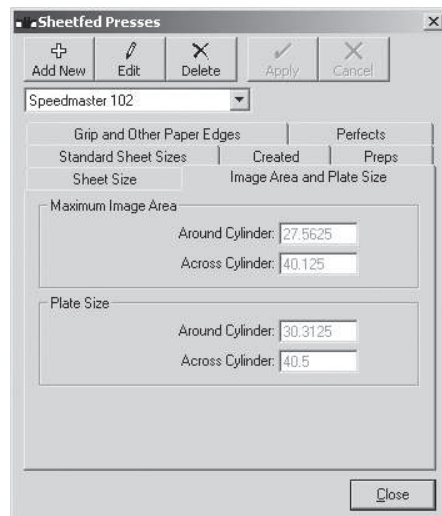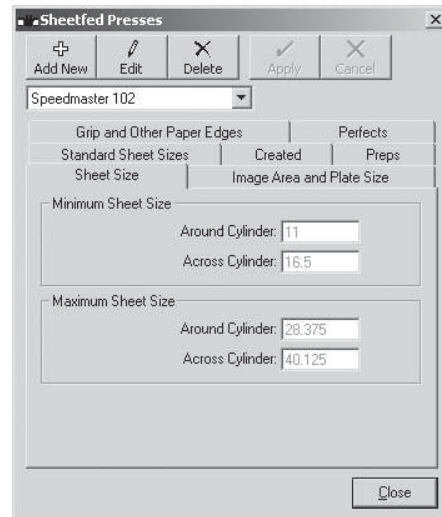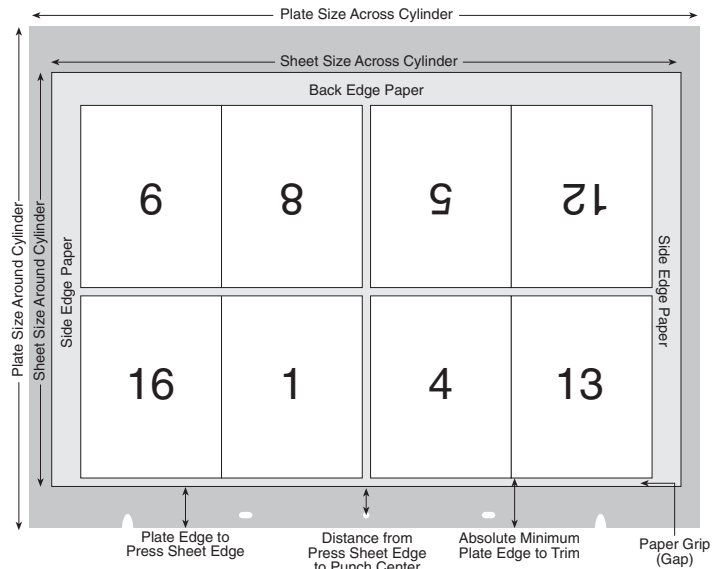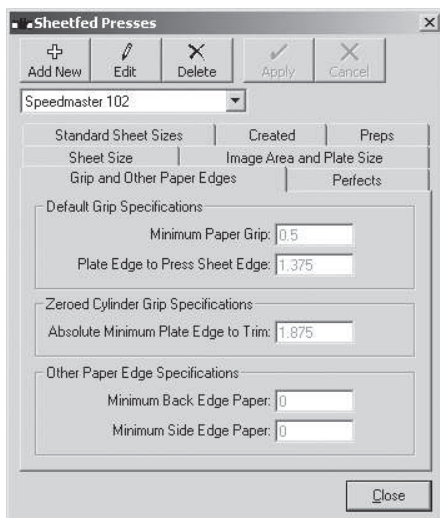
## Grip and Other Paper Edges
### *Default Grip Specifications*

- **Minimum Paper Grip**: Whether to account for bleed or just to keep a standard across different presses, companies sometimes use a minimum paper grip that is greater than the absolute minimum the press can use. This measurement is the minimum that you want this press to allow.

- **Plate Edge to Press Sheet Edge**: When you plan a Press Layout in Planner with the **Auto Calculate** button selected, Planner automatically adds the paper grip to this number to calculate the film grip margin—the film or plate edge to first trim measurement.

### *Zeroed Cylinder Grip Specifications*

- **Absolute Minimum Plate Edge to Trim**: Every press cylinder has a zero setting that enables the printing of the maximum possible image area, but not all companies use these factory default settings. In some cases, such as printing a poster on a full sheet size with a maximum image area, the cylinders must be set to zero, or changed from your standard cylinder setting, which requires the plates to be gripped to the absolute minimum measurement from plate edge to trim.

  Planner constantly monitors for this type of situation, and, if it occurs, Planner defaults back to the film grip measurement for **Absolute Minimum Plate Edge to Trim** instead of the grip calculated from the **Plate Edge to Press Sheet Edge** number plus the paper grip. Planner notifies you with a status bar message when this situation occurs.

### *Other Paper Edge Specifications*

- **Minimum Back Edge Paper** and **Minimum Side Edge Paper**: The minimum amount of paper required at the specified edges for this press to be able to print. A press that most commonly prints on board stock may need more paper at the back edge of a Press Layout than a press that prints on lighter stocks. These are the most common settings that confuse new users, so if in doubt, err on the side of caution by entering a small or 0 value.

## Perfects

- **Perfects**: Select this check box if the press can perfect
- **Min Perfecting Sheet Around Cylinder**: The minimum sheet size around the cylinder that can be printed on this press while in perfecting mode
- **Min Perfecting Sheet Across Cylinder**: The minimum sheet size across the cylinder that can be printed on this press while in perfecting mode

## Standard Sheet Sizes

This feature has not yet been implemented in UpFront and is not supported at this time. This tab is not used.

## Created

The **Created** tab displays information about when the press entry was created in the database, who created it, when it was last modified, and by whom.

## Preps

This tab displays the Preps setting for **Distance from Press Sheet Edge to Punch Center**. The setting you provide is used for Preps templates exported by UpFront, eliminating the need to edit the punch distance in Preps. If your company does not use Preps for electronic imposition, disregard this tab.
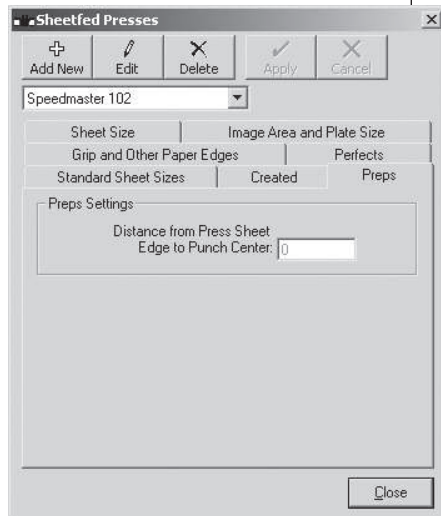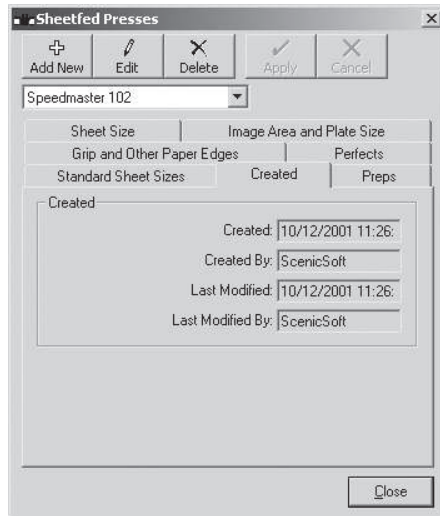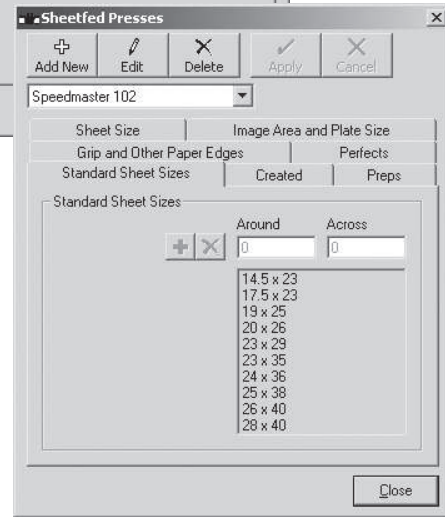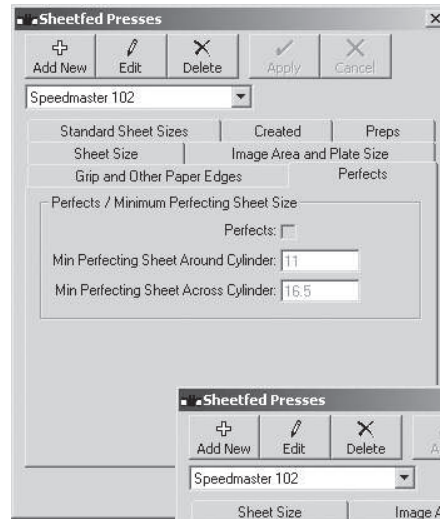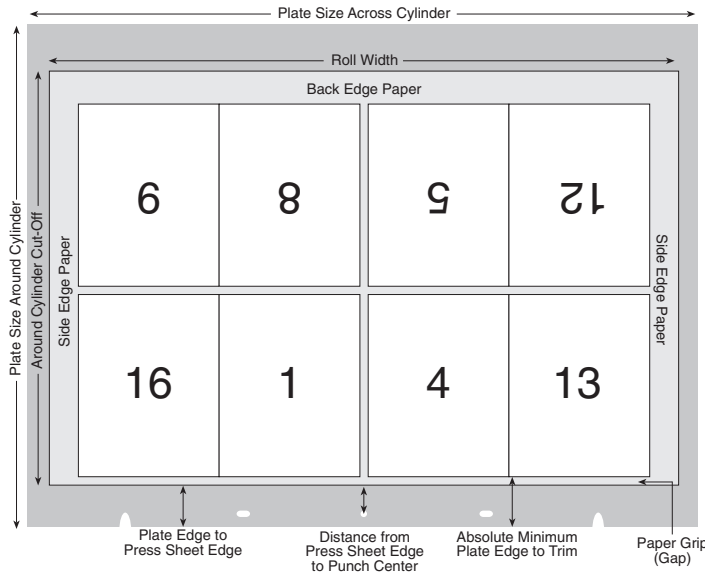
## WEB PRESSES TERMINOLOGY

The graphic to the left illustrates the sections of the press sheet/plate described in each of the following tabs.

*Note: UpFront ships with several sample presses. The values entered for these presses are intended to be samples only. If your shop has one of these presses, you should confirm that these values are correct with your press operator.*

### Sheet Size
*Around Cylinder Cut-Off*
- **Cut Off 1**: The press's cut-off specification
- **Cut Off 2**: Rarely, some web presses can have a second cut-off specification. In most cases, this specification is set the same as **Cut Off 1**
- **+/-**: In addition to the press's cut-off specification, a tolerance may also be set for each **Cut Off**

*Roll Width*
- **Minimum**: The press's minimum roll width (minimum across the cylinder dimension)
- **Maximum**: The press's maximum roll width (maximum across the cylinder dimension)

### Image Area and Plate Size
*Maximum Image Area*
- **Around Cylinder**: The maximum image area that can be printed around the cylinder on this press
- **Across Cylinder**: The maximum image area that can be printed across the cylinder on this press

*Plate Size*
- **Around Cylinder**: The plate size that fits around the cylinder
- **Across Cylinder**: The plate size that fits across the cylinder
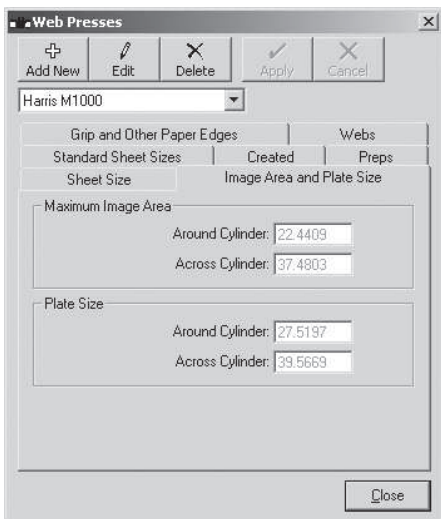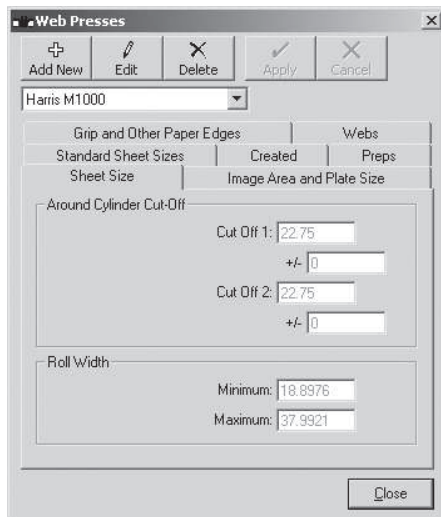
## Grip and Other Paper Edges
*Default Grip Specifications*
- **Minimum Paper Grip**: To account for the area of the press blanket that cannot print on the web, enter the minimum amount of paper grip, or "gap" you want to allow for this press.
- **Plate Edge to Press Sheet Edge**: When you plan a Press Layout in Planner with the **Auto Calculate** button selected, Planner automatically adds the paper grip to this number to calculate the film grip margin—the film or plate edge to first trim measurement.

*Zeroed Cylinder Grip Specifications*
- **Absolute Minimum Plate Edge to Trim**: Every press cylinder has a zero setting that enables the printing of the maximum possible image area, but not all companies use these factory default settings. In some cases, the cylinders must be set to zero and the film/plates must be gripped to the absolute minimum measurement from plate edge to trim.

   Planner constantly monitors for this type of situation, and, if it occurs, Planner defaults back to the film grip measurement for **Absolute Minimum Plate Edge to Trim** instead of the grip calculated from the **Plate Edge to Press Sheet Edge** number plus the paper grip. Planner notifies you with a status bar message when this situation occurs.

*Other Paper Edge Specifications*
- **Minimum Back Edge Paper** and **Minimum Side Edge Paper**: The minimum amount of paper required at the specified edges for this press to be able to print. These are the most common settings that confuse new users, so if in doubt, err on the side of caution by entering a small or 0 value.
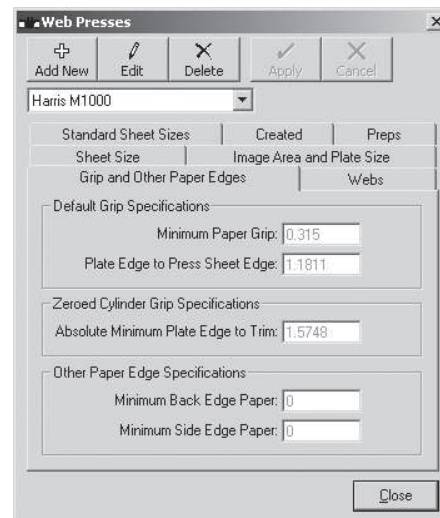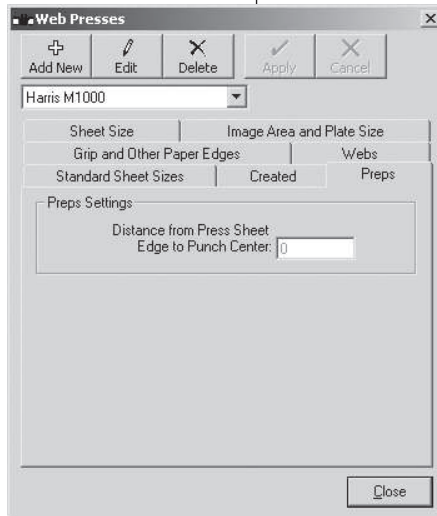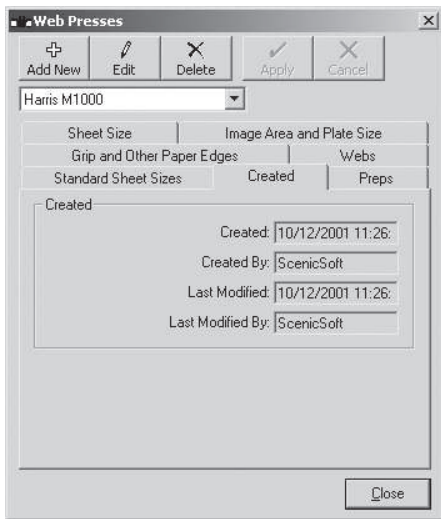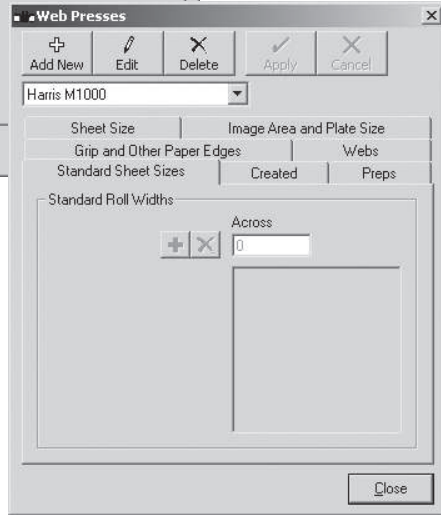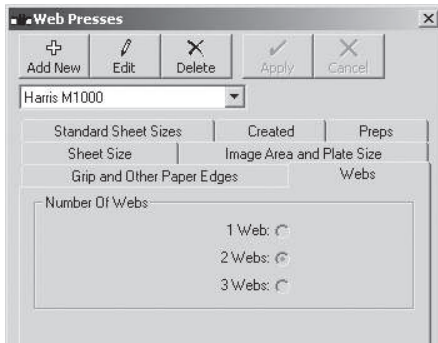
## Webs

### *Number Of Webs*

- Select **1 Web**, **2 Webs**, or **3 Webs** to indicate the number of webs on the press

## Standard Sheet Sizes

This feature has not yet been implemented in UpFront and is not supported at this time. This tab is not used.

## Created

The **Created** tab displays information about when the press entry was created in the database, who created it, when it was last modified, and by whom.

## Preps

This tab displays the Preps setting for **Distance from Press Sheet Edge to Punch Center**. The setting you provide is used for Preps templates exported by UpFront, eliminating the need to edit the punch distance in Preps. If your company does not use Preps for electronic imposition, disregard this tab.

*Chapter 2*
# GATHERING PREPS INFORMATION
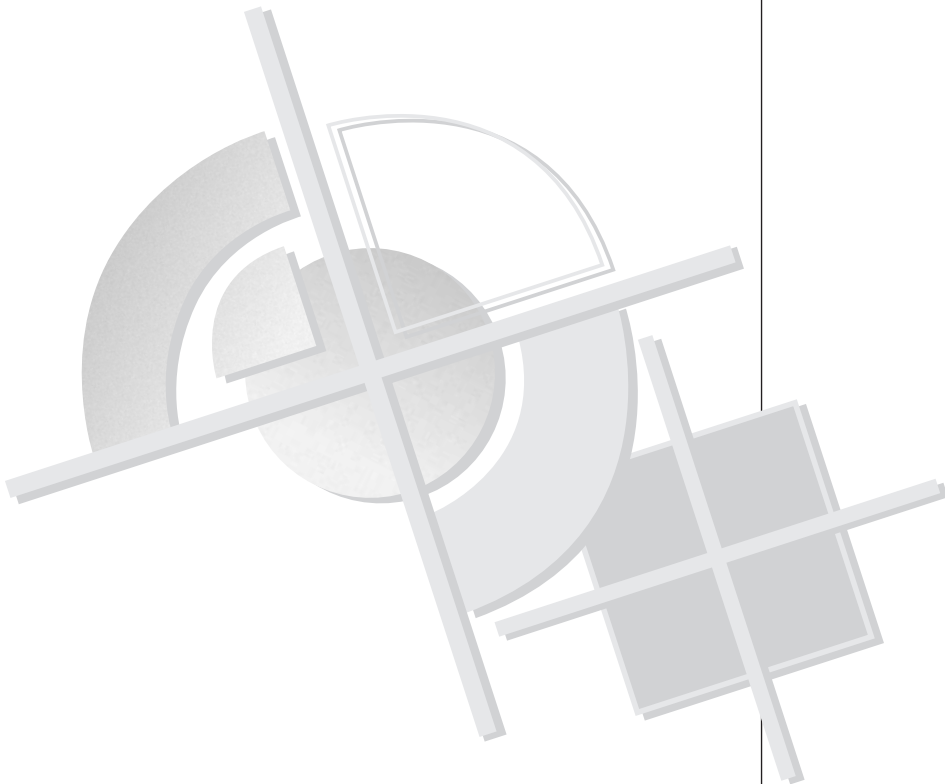
## GATHERING PREPS INFORMATION

### Overview

If your company uses ScenicSoft Preps for electronic imposition, UpFront can export Preps template files from the jobs created in Job Builder. This requires certain information to be entered into UpFront detailing the Preps settings. This information can be obtained with the help of the Preps prepress operators. UpFront must be installed before these settings can be entered.

*Very Important: The Preps settings entered in UpFront are specific to individual UpFront workstations. They are not stored in a central database. In multiple-user implementations of UpFront, care should be taken to ensure that each UpFront workstation is configured with the same Preps settings.*

### Entering Preps Settings

▸ From the **Options** menu in Job Builder, select **Preps Settings**.

▸ In the **Preps Settings** dialog box, select the tab for the settings you want to change.

## PREPS SETTINGS TERMINOLOGY

### Template

The Preps template setting is used in conjunction with **Auto Select** in the Preps **Signature Selection** dialog box. If there is a "partial" signature in a Preps template, this setting determines where the partial will be placed in the Preps job when **Auto Select** is used to choose the signatures for the job. The default setting is **1** from **Last**. If this setting is used, the partial signature is placed as the next-to-last signature in the job. For example, if the partial signature is first in the collating order, change **Place Partial Signature** to **0** from **First**. If the Preps operator doesn't know this information, the desired position of partial signatures can be obtained from the operator(s) of the finishing equipment.
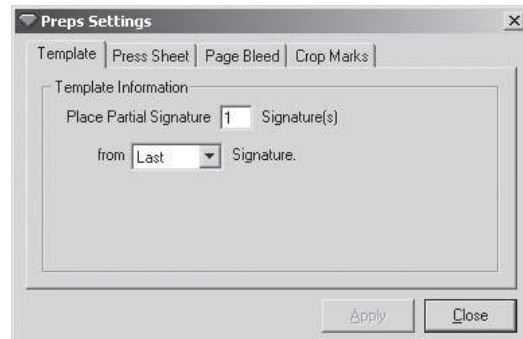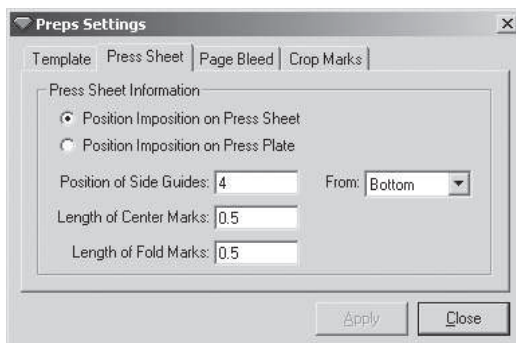
## Press Sheet

- **Position Imposition on Press Sheet**: If this option is selected, the press sheet size of the exported Preps template equals the size of the press sheet in the UpFront Press Layout.
*Note: selecting* **Position Imposition on Press Sheet** *and using punch coordinates in Preps to position the imposition on the plate, is the recommended approach.*

- **Position Imposition on Press Plate**: If this option is selected, the press sheet size of the exported Preps template equals the size of the press plate, as defined in the selected press's **Image Area and Plate Size** tab in the **Web Presses** or **Sheetfed Presses** database.

- **Position of Side Guides**: This option is typically used only for sheetfed presses. The **Position of Side Guides** setting allows the user to specify the position of the side guides on the press sheet. The default is **4**" from **Bottom**. Meaning, the center crosshair in the side guide is positioned 4" from the bottom edge of the press sheet. In the **From** list, the relative sheet edge can be changed to either **Top**, **Right**, or **Left**. If the job does not require side guides (typical for on-demand and web printers), in the **From** list, select **None**.

- **Length of Center Marks**: This option allows you to specify the length of the center marks that print perpendicular to the press sheet's edge. The Center Mark also indicates the press sheet's center. If the job does not require center marks, type **0** in the **Length of Center Marks** box.

- **Length of Fold Marks**: This is a global setting and allows you to specify the length of the fold marks on the imposition. If you don't want fold marks, type **0** in the **Length of Fold Marks** box. Setting the amount on a job by job basis in UpFront is done in the **Export Preps Template File** dialog box in Job Builder when saving a job.

## Page Bleeds

The **Page Bleeds** tab is used to specify custom bleed margins on the Preps template pages. These amounts are used only if the Preps operator subsequently opens the Preps template and chooses to use the custom amounts rather than the default bleed margin specified in the Preps job.

## Crop Marks

The **Crop Marks** tab is used to specify both the distance of crop marks from the edge of the page and the length of the crop marks. UpFront always exports a Preps template with crop marks placed around the outside of the imposition. If the job does not require crop marks to be included around the pages on the Preps template, type **0** in the **Length of Mark** box.
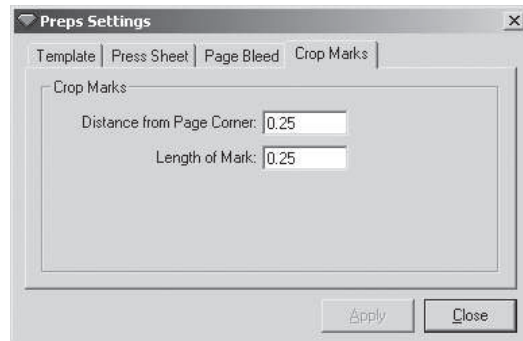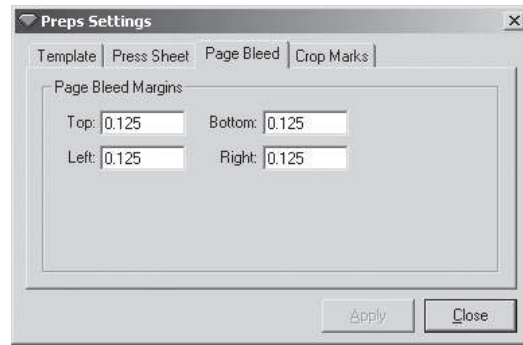
## ENTERING PREPS MARKS INFORMATION

In addition to entering information about Preps settings, you also need to enter information about Preps marks. The actual mark files do not need to be accessible to UpFront. UpFront only needs to know the exact name and size of any EPS or TIFF marks that will be included on the Preps templates. The information is entered into UpFront once and is stored in a central database. UpFront uses a generic display to show Preps marks on Layout Plans and Press Layouts. Actual mark previews are not shown.

ScenicSoft has developed a utility, Preps Marks Data 1.0, that allows you to quickly import information about Preps marks into UpFront 1.6, thus saving you the time and hassle of having to manually gather and enter this information. The utility scans the Preps "Marks" folder and creates a file of information describing the Preps mark file names and their dimensions. This file is accessed when you click **Import** in the **Preps Template Mark Files** dialog box in UpFront. UpFront checks the validity of the file and enters each mark file name and dimensions into the UpFront **Preps Marks** database, ignoring any that match existing file names. Currently, UpFront 1.6 cannot import data for custom signature collation marks, but this functionality will be available in a future release.

The Preps Marks Data 1.0 utility is located on the **UpFront 1.6** CD, and on the ScenicSoft web site, and is available for both Windows and Macintosh. If you are unfamiliar with Preps, you may need to ask a Preps operator for assistance.

### Exporting a Preps Marks Data File

To export a Preps Marks data file:

▶ Launch Preps Marks Data 1.0.

▶ Click **Select** and navigate to the Preps "Marks" folder.

▶ Select the "Marks" folder, then click **Choose** (or on Windows, click **OK**.) Preps Marks Data parses the "Marks" folder (and the "dupmarks" folder inside the "Marks" folder) and displays the mark information.

**Preps Marks Data 1.0**

**Selected Marks Folder**
Mac:Applications:Preps:Marks:

**Select...**

**Marks**

| Name | Width | Height | Collation |
|------|-------|--------|-----------|
| barcode.eps | 18.0 | 72.0 | False |
| cmykid.eps | 18.0 | 18.0 | False |
| Device-Resolution-Text.eps | 144.0 | 12.0 | False |
| Digital-Exposure-Test.eps | 365.0 | 34.0 | False |
| fillcirc.eps | 18.0 | 18.0 | False |
| fillcros.eps | 18.0 | 18.0 | False |
| In-RIP-Color-ID-180.eps | 72.0 | 20.0 | False |
| In-RIP-Color-ID-270.eps | 20.0 | 72.0 | False |
| In-RIP-Color-ID-90.eps | 20.0 | 72.0 | False |
| In-RIP-Color-ID.eps | 72.0 | 20.0 | False |
| Mark.eps | 6.0 | 9.0 | False |
| onlycirc.eps | 9.0 | 9.0 | False |
| onlycros.eps | 9.0 | 9.0 | False |
| opencirc.eps | 18.0 | 18.0 | False |
| opencros.eps | 18.0 | 18.0 | False |
| regmark1.eps | 18.0 | 18.0 | False |
| regmark2.eps | 9.0 | 9.0 | False |
| sigcolla.eps | 8.0 | 8.0 | True |
| sigcollb.eps | 8.0 | 8.0 | True |
| sigcollc.eps | 8.0 | 8.0 | True |

**Export for UpFront...**

*Note: In many shops that have multiple licenses of Preps, the "Marks" folder may be located on a network server so that all licenses of Preps have access to the same marks. The Preps operators know where the "Marks" folder is located.*

▶ Click **Export for UpFront**. The **Save** dialog box opens.

▶ In the **Save** dialog box, type a name for the file (or on Windows in the **File name** box). The file must end with **.pmd**.

▶ Navigate to the location you wish to save the file, then click **Save**.

▶ From the **File** menu, select **Quit** to close the **Preps Marks Data 1.0** dialog box.

## Importing a Preps Marks Data File Into UpFront

▶ In UpFront Planner, from the **Databases** menu, select **Preps Marks**.

▶ In the **Preps Template Marks** dialog box, click **Mark Files**.

▶ In the **Preps Template Mark Files** dialog box, click **Import**.

▶ In the **Enter Password** dialog box, type the planner-level password, then click **OK**.

▶ Navigate to the location of the Preps Marks Data file, highlight the file to select it, then click **Open**.

▶ The **Preps Marks Data Import** message window opens telling you how many of the Preps template mark file names were imported, and how many were not imported because the file names already exist in the **Preps Marks** database.

▶ Click **OK**.

▶ Click **Close**.

▶ In the **Preps Template Marks** dialog box, click **Close**.

The Preps marks information is now available to UpFront.
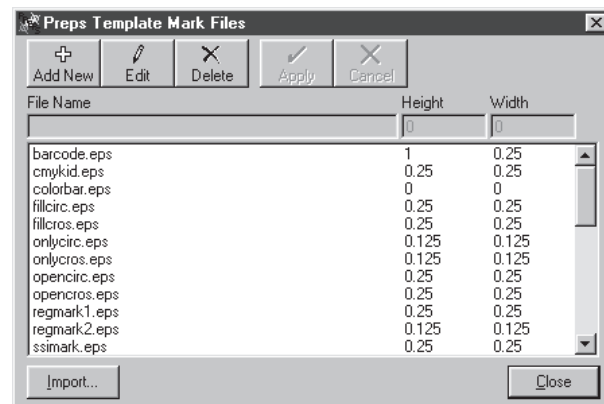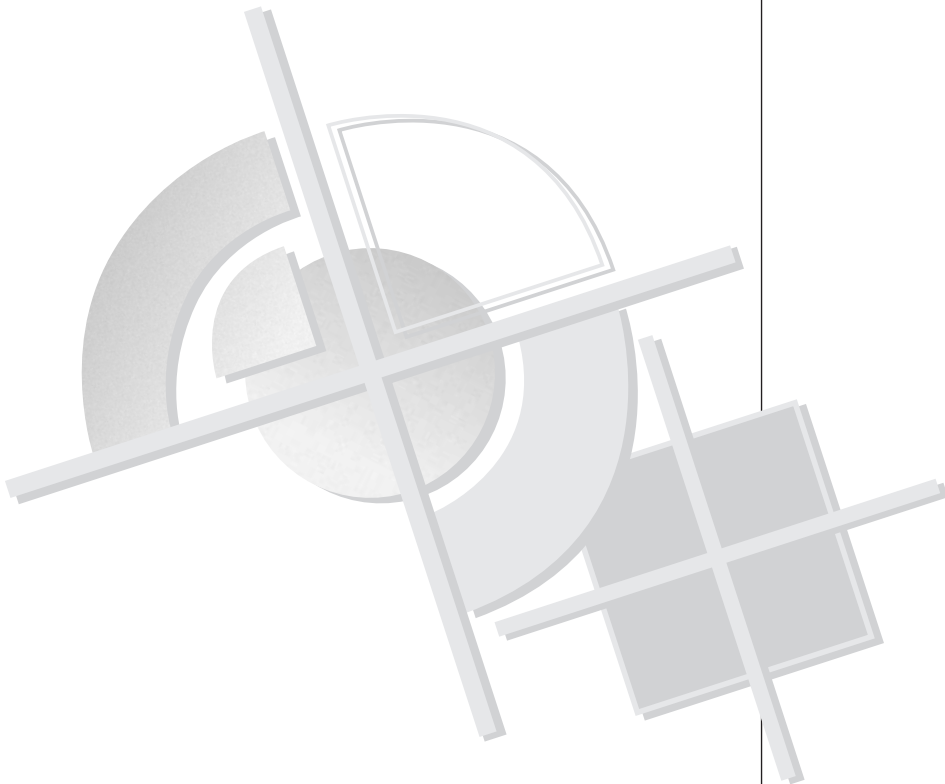
# UPFRONT DEPLOYMENT SCENARIOS

## Overview

Conventional planning methods, still widely in use today, involve a planner writing folios and notes on folded-up pieces of paper – sometimes numerous pieces of paper – as well as deciding how and where to print and bind a job. UpFront fills a unique need in production planning, in that it provides a tool to automate many of the repetitive, time-consuming tasks that planners do every day.

Since UpFront changes the way jobs are planned and usually results in significant time savings, companies understandably want to know how to integrate it into their production environment. In this chapter, some basic deployment scenarios are presented which can be modified to fit the specific needs of your company. The following questions should be considered:
- Who will be using UpFront? Estimators? Planners? CSRs? A combination of these?
- How will UpFront affect the responsibilities of these people?

After reading through the deployment scenarios that follow on the next few pages, decide which scenario will work best for your company. Install UpFront as outlined in Chapter 4.

**Scenario 1:** Single-User



Main DB
Layouts DB
Plans DB
Jobs DB
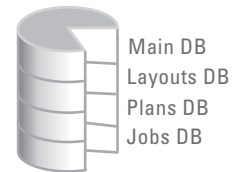
In this scenario, the company has one license of UpFront. It will be installed on one workstation and used by one user at a time. The databases may remain on the local drive, or, for automatic backup purposes, they can be copied to a network volume and accessed by UpFront.

**Scenario 2:** Multiple-Users
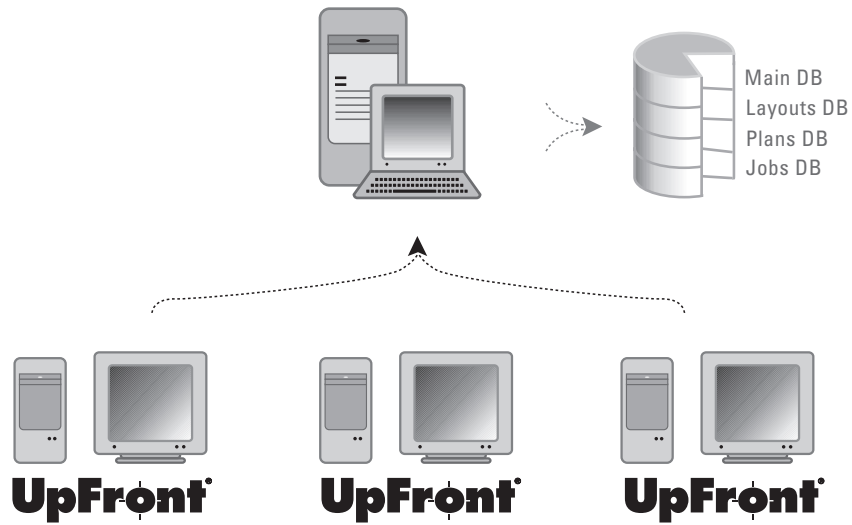
Main DB
Layouts DB
Plans DB
Jobs DB

In this scenario, the company has multiple licenses of UpFront, each running on a separate workstation. The Databases folder from one of the workstations should be copied to a network volume, and each copy of UpFront should be directed to these databases. Doing this ensures that each UpFront workstation has access to the same data.
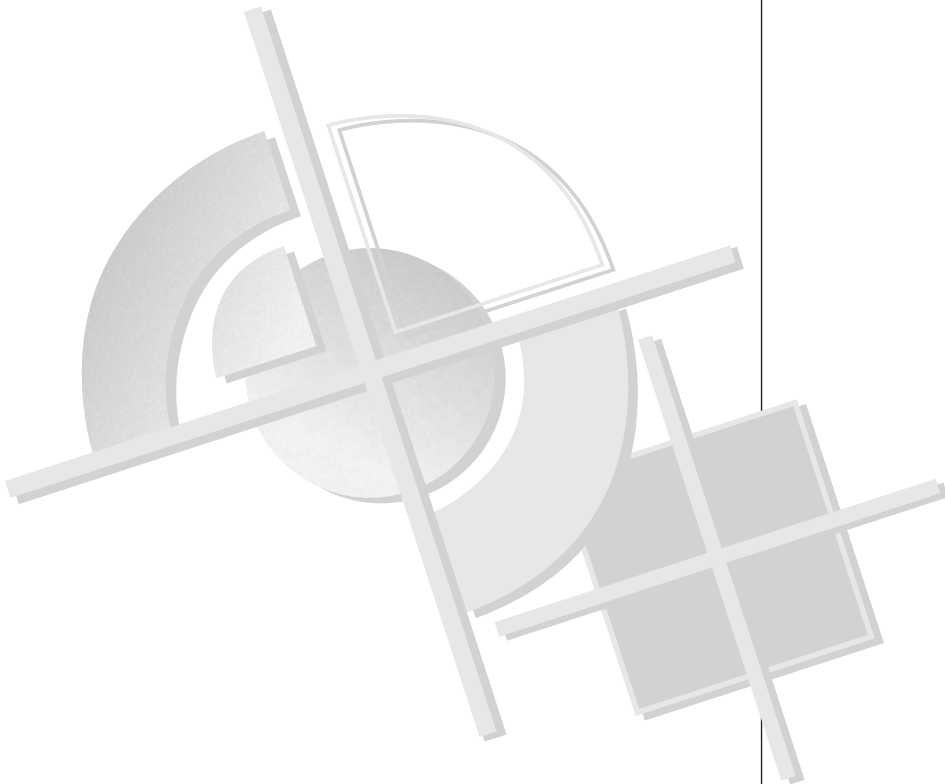
**Scenario 3:** Using UpFront on a Citrix System

**Citrix**

**UpFront®**

Main DB
Layouts DB
Plans DB
Jobs DB
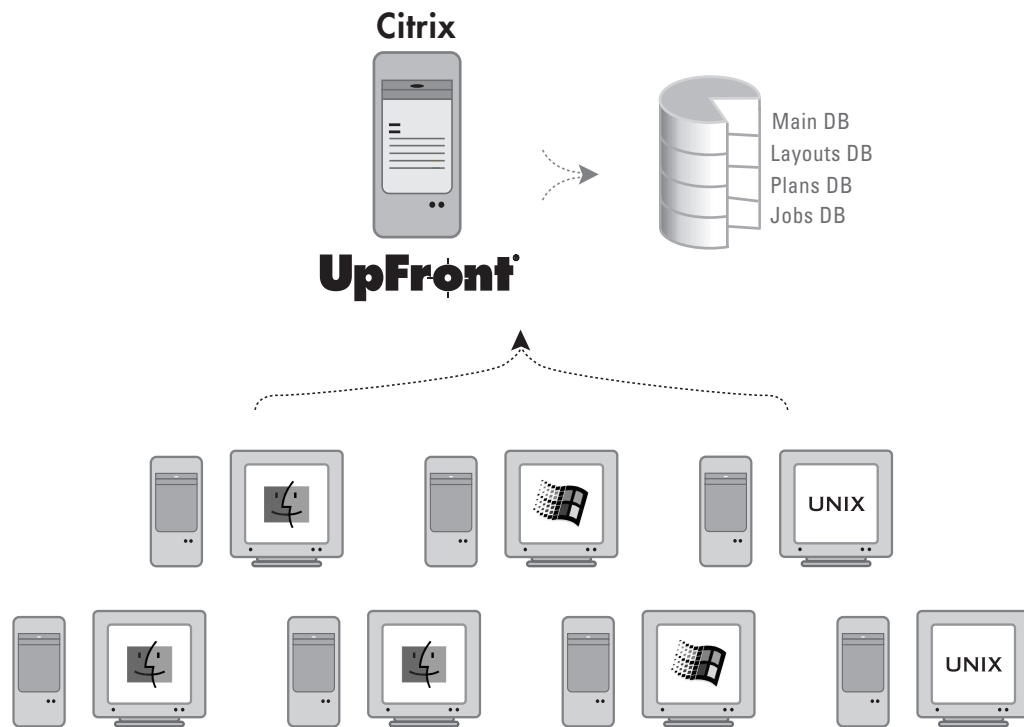
UNIX

UNIX

Citrix is an application server system. All applications are installed and run on the Citrix server, but are controlled from remote workstations (Windows, Mac, or Unix) via an emulation window. Multiple licenses of UpFront can run on the server. Users can access UpFront from an unlimited number of workstations, but simultaneous access is limited to the number of licenses. The UpFront databases can remain in the UpFront directory - where they are installed by default - on the Citrix server.

## INSTALLING UPFRONT

### System Requirements

The following system configurations are supported for running UpFront 1.6:

- 233 MHz Pentium-based PC or better, CD drive, parallel port or USB™ port for the hardware key (dongle)
- Microsoft® Windows NT® 4.0 (Service Pack 6), Windows® 2000, or Windows XP Professional
- 40 MB of hard disk space
- 64 MB of RAM available for UpFront
- Monitor with 800 x 600 minimum resolution; 1024 x 768 recommended; 256 colors or greater
- Windows-compatible laser or bubble jet printer, black only or color (UpFront requires that the computer have a printer driver installed for the print preview and printing mechanism to work)

*Note: Instructions for installing UpFront on a Citrix system can be found in a tech note on the ScenicSoft web site:*
*http://www.scenicsoft.com/support/technotelinks/*
*UpFrontInstallatiTN.html*

### Installing the Sentinel (Parallel) Hardware Key

The Sentinel hardware key is a copy-protection device that plugs into a parallel port on the computer. It is a "pass-through" device. Other devices can be connected to the port by connecting the device to the hardware key.

In order for the Sentinel parallel hardware key to function properly, your computer's BIOS setting for the parallel port must be set to **Enabled** and the Mode should be set to either **Compatible** or **ECP**.

**WARNING: You should turn off the computer before connecting or disconnecting the Sentinel hardware key. If the computer is running when you connect or disconnect the hardware key, the key may be damaged.**

If the hardware key is not installed or loses its programming, UpFront will not run. The hardware key connects to any parallel port on the PC.

The ports have female 25-pin (DB-25) connectors and are mounted on the computer's back panel. If there is more than one parallel port, we recommend connecting the hardware key to the least-used enabled port. If you are using a parallel port on the computer that already has a hardware key connected to it, install ScenicSoft hardware keys closest to the computer.

To install the Sentinel hardware key:
▶ Turn off the computer.
▶ Unplug any device currently connected to the parallel port you wish to use.
▶ Plug the male connector of the hardware key (the one with pins rather than sockets) into the port.
▶ Reconnect any device that was previously connected to the port by plugging it into the female connector on the hardware key.
▶ Turn on the computer.

## Installing the USB iKey Hardware Key

The iKey hardware key is a copy-protection device that plugs into a USB port on the computer. It can also be connected to a USB hub.

**WARNING: You should install UpFront 1.6 before you plug in the iKey. Doing this ensures that the proper driver will be found when the iKey is plugged in. During the installation, you will be prompted to install the iKey driver. On Windows NT and Windows 2000, the driver will be successfully installed. On Windows XP, even though the UpFront installer places the driver files in the correct system locations, the iKey will not be recognized by Windows XP until the driver is manually installed via the Found New Hardware Wizard**.

Follow the instructions for installing UpFront 1.6, then refer to **Plugging in the iKey** on page 37.

You should not install the iKey driver if your computer does not have a USB port.

In order for the iKey hardware key to function properly, your computer's BIOS setting for the USB port should be set to **Enabled**.

## UpFront 1.6 Full Install

To install UpFront 1.6:

1. Exit any applications that are currently running.

2. Insert the UpFront CD in the CD drive.

3. Open the UpFront CD, then double-click **setup.exe** to start the UpFront installer. If you have not already exited all other applications, click **Cancel** and exit the other applications before proceeding, then restart the installer. Click **Next**.

4. The **License Agreement** dialog box appears. After reading the License Agreement, click **I Agree** to accept, and click **Next**.

5. The **Select Destination Folder** dialog box appears. Browse to the desired location. (Note: The UpFront installer will create a folder for the installation, or you can type the name of a new folder.) When you have selected the installation location, click **OK**, and then click **Next**.

6. The **Back Up Replaced Files?** dialog box opens. The UpFront installer may replace system files as well as installing new files, so you may want to back up any files being replaced. Click **Yes** to create backups or click **No** to skip this step. If you choose to not back up the files, skip to step 8.

7. The **Select Backup Folder** dialog box opens. To accept the suggested location for the backup files, click **Next**. To choose a different backup location, click **Browse**. In the **Select Backup Directory** dialog box, browse to the desired location. Select an existing folder or type the name of a new folder. When you have selected or named the backup location, click **OK**, then click **Next** in the **Select Backup Folder** dialog box.

8. The **Company Name** dialog box opens. UpFront prints the specified name on the imposition document pages. Type your company name in the box and click **Next**.

9. The **Select Measurement Standard** dialog box opens. Select the measurement standard you wish to use with UpFront, then click **Next**. The installer installs the appropriate default data for the selected measurement standard.

10. The **Select Hardware Key Support** dialog box opens. Select the driver for the type of hardware key you have, then click **Next**.

11. The **Ready to Install!** dialog box opens. Click **Next** to install UpFront. The installation begins. *Note: On certain Windows NT installations, the **Windows Installer** message box appears, alerting you that you may need to restart the system.*

    If you click **Yes** to restart the computer now, you need to run the UpFront 1.6 installer again to complete the installation. If you click **No**, the UpFront installation continues. After installation is complete, you should restart the computer before launching UpFront 1.6.

12. When the installer finishes, the **Installation Completed!** dialog box opens. Click **Finish**.

13. Restart your computer.

## Plugging in the iKey

### Windows NT and 2000

To plug in the iKey:

▶ When the computer restarts, plug the iKey into one of the computer's USB ports. The **Found New Hardware** dialog box opens. Windows locates the iKey.

▶ Double-click **UpFront Planner 1.6** or **UpFront Job Builder 1.6** on the desktop.

▶ The **Welcome to ScenicSoft UpFront 1.6** dialog box opens. Enter the password that came with the iKey, then click **OK**.

### Windows XP

To plug in the iKey:

▶ When the computer restarts, plug the iKey into one of the computer's USB ports. Windows XP displays a **Found New Hardware** alert message in the taskbar, indicating that new hardware has been found. It is not necessary to close this.

▶ After a few moments, the **Found New Hardware Wizard** dialog box opens. Select **Install the Software Automatically (Recommended)**, then click **Next**.

▶ The wizard searches for Rainbow Security Token, then the **Hardware Installation** warning dialog box opens. Click **Continue Anyway**.

▶ The **Insert Disk** dialog box opens. Click **OK**.

▶ The **Files Needed** dialog box opens. Click **Browse**.

▶ The **Locate File** dialog box opens. Browse to the "UpFront 1.x\iKey" directory, select "Rnbtoken.sys," then click **Open**.

▶ In the **Files Needed** dialog box, click **OK**. Windows copies the necessary files.

▶ In the **Found New Hardware Wizard** dialog box, click **Finish**.

▶ Windows XP displays a **Found New Hardware** alert message in the taskbar, indicating that the hardware has been installed and is ready for use.

▶ Double-click **UpFront Planner 1.6** or **UpFront Job Builder 1.6** on the desktop.

▶ The **Welcome to ScenicSoft UpFront 1.6** dialog box opens. Enter the password that came with the iKey, then click **OK**.

The installation automatically places shortcuts for UpFront Planner and UpFront Job Builder on the desktop and in the **Start** menu.

### Entering Your Password

The password is on the ScenicSoft Password Generator Report (a blue sheet of paper) in a sleeve attached to the software box.

To enter the password:

▶ Double-click the **UpFront Job Builder** or **UpFront Planner** shortcut icon on the desktop.

▶ In the **Welcome to ScenicSoft UpFront 1.6** dialog box, type the password from the blue sheet in the **Password** field.

▶ Click **OK**.

▶ A confirmation message appears, thanking you for licensing ScenicSoft UpFront. Click **OK**.
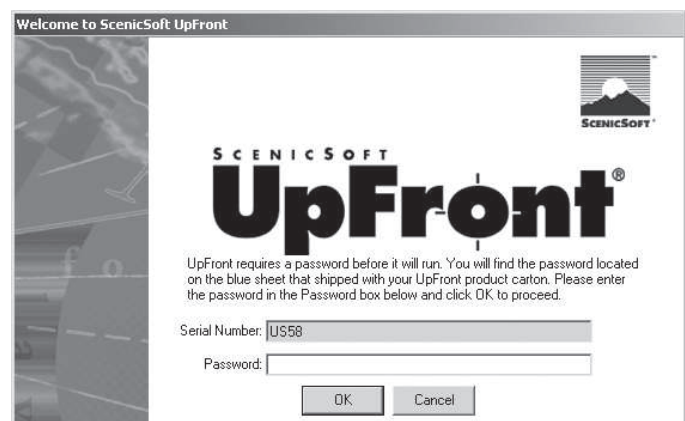
## Updating the License

You can display the dialog box whenever you need to see the serial number or update the license. Only one of the programs in UpFront can be open when the license is updated. If you are updating the license from Job Builder, first close Planner; if you are updating the license from Planner, first close Job Builder.

To display the **Welcome to ScenicSoft UpFront 1.6** dialog box:

▸ From the **Options** menu, select **Update License**.

▸ In the **UpFront License Update** dialog box, click **Yes** to indicate that only one program is running and you are ready to update the license (or if you just want to view the serial number).

▸ In the **Welcome to ScenicSoft UpFront 1.6** dialog box, type the password if you are updating.
    -Or-
    If you are just checking the serial number, skip this step.

▸ Click **OK** if you entered a password; click **Cancel** if you didn't.

## Logging In

Because UpFront is secured from unauthorized access, when Planner or Job Builder first starts, a **Log In** window appears. The install default user name is **Administrator**. Because no other user names and passwords have yet been entered into the database, use the administrator-level password in the password box to gain entry into the program.

When UpFront is first installed, the passwords are a simple initial, but for security reasons they should be changed after you install and launch UpFront. Refer to **Setting Default Passwords** in the User Guide for more for information on setting default passwords: The passwords are:

- user level = u
- planner level = p
- administrator level = a

To log in to UpFront:

▶ Double-click the **UpFront Job Builder** or **UpFront Planner** shortcut icon on the desktop.

▶ In the **Password** box, type the administrator-level password (the default is **a**) and click **OK**. For users to log in using their names and passwords instead of the administrator-level password, see page 46 of this guide.

▶ The **UpFront Job Builder** or **UpFront Planner** dialog box opens, offering options for a quick start; however, when UpFront is first launched, you should enter the equipment specifications before creating any layouts or jobs. Click **Cancel** and refer to Chapter 1, "Gathering Equipment Information."

## UpFront 1.6 Update Install

When running the UpFront 1.6 update installer, your existing UpFront databases are automatically repaired and compacted. We recommend that you back up your databases before running the update installer. The UpFront 1.6 update installer converts databases from versions 1.5.1 and earlier to the current version.

To install the UpFront 1.6 update:

1. Exit any applications that are currently running.
2. Locate your existing UpFront databases and make a copy of them in a secure location (network server folder, external media, etc.). See step 6 for an explanation.
3. Double-click **Update.exe**.
4. The installer starts and the **Welcome** dialog box opens, reminding you to exit all other applications before continuing. If you have not already exited all other applications, click **Cancel** and exit the other applications before proceeding, then restart the installer. Click **Next**.
5. The **License Agreement** dialog box appears. After reading the License Agreement, click **I Agree** to accept, then click **Next**.
6. The **Database Conversion** dialog box appears, alerting you that the first time UpFront 1.6 runs, it converts versions 1.5.1 and earlier of your UpFront databases to the 1.6 format.
   *Important: Since this conversion is not reversible and earlier versions of UpFront do not recognize the 1.6 format, you should make a backup copy of your UpFront databases before installing the UpFront 1.6 update.*
   Click **Next**.
7. The **Select Hardware Key Support** dialog box opens. Select the driver for the type of hardware key you have, then click **Next**. Do not install the iKey driver if the computer does not have a USB port.
   *Note: wait until after you have completed the UpFront installation before inserting the iKey.*
8. The **Select Destination Folder** dialog box appears. The installer locates your existing version of UpFront. Make sure the path in the **Destination Folder** box is correct, then click **OK**.

9.   The **Make Backups?** dialog box opens. The UpFront installer may replace system files as well as installing new files, so you may want to back up any files being replaced. Click **Yes** to create backups, or click **No** to skip this step and proceed to step 11.

10.   The **Select Backup Folder** dialog box opens. To accept the suggested location for the backup files, click **OK**. To choose a different backup location, browse to the desired location. Select an existing folder or type the name of a new folder. When you have selected or named the backup location, click **OK**.

11.   The installation begins.
      *Note: On certain Windows NT installations, the* **Windows Installer** *message box appears, alerting you that you may need to restart the system.*
      If you click **Yes** to restart the computer now, you need to run the UpFront 1.6 update installer again to complete the installation. If you click **No**, the UpFront installation continues. After installation is complete, you should restart the computer before launching UpFront 1.6. On Windows XP, the **Hardware Installation** warning dialog box opens. Click **Continue Anyway**.

12.   When the UpFront installer finishes, the **Update Complete!** dialog box opens. Click **Finish**.

13.   Restart your computer.

14.   If you are using an iKey hardware key, see the instructions on page 37 for plugging in the iKey.

The Installation automatically places shortcuts for UpFront Planner and UpFront Job Builder on the desktop and in the **Start** menu, or updates those that already exist. Your previous UpFront directory is not renamed, but does contain your updated UpFront 1.6 program files.
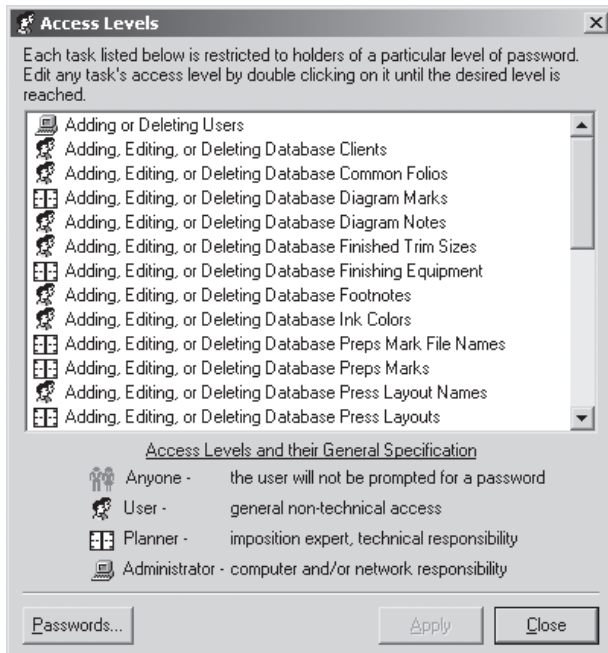
## UPFRONT ACCESS LEVELS

### Overview

Access levels allow you to configure UpFront to manage the different privileges of the program, and should not be confused with access privileges associated with Windows NT or Windows 2000. You may decide to assign different levels of access to various UpFront tasks, depending on the deployment scenario you choose. There are four levels of user access: **Anyone**, **User**, **Planner**, and **Administrator**. Each major task has an access level assigned to it. Unless the access level for a particular task is set to **Anyone**, UpFront prompts the user for the appropriate password.

The access level for each task is determined by the administrator and can be altered to best meet the needs of your organization. Once access levels are defined, operators of the system can be sure that the system is protecting their activities.

### Changing Privileges

A person with administrator-level access can change the access level required for any task. In the **Access Levels** dialog box, the access level for each task is identified by the icon at the left end of the line. The meaning of each icon is given at the bottom of the dialog box.

To change the access level of a task or tasks:

▸ In Planner, from the **Databases** menu, select **Access Levels**.

▸ In the **Enter Password** dialog box, type the Administrator password, then click **OK**.

▸ In the **Access Levels** dialog box, double-click a task for which you want to change the access level. Each time you double-click, the access level changes; the icon indicates which level is currently being offered. When the icon appears for the access level you want for this task, click **Apply**.

▸ Repeat the above step for any other tasks as appropriate.

The UpFront administrator should also set the password associated with each access level, and distribute the appropriate password(s) to each user.

## ASSIGNING USER NAMES AND PASSWORDS

### Overview

As part of configuring UpFront, the administrator can add users to the database to allow individuals to access UpFront. This includes assigning user names and passwords. The user name and password are only used to log in to UpFront (the user name can also be printed on layout diagrams to identify layouts. See the *UpFront User Guide* for more information). Once a user gains access to UpFront, they use the passwords assigned to the various tasks defined in the **Access Levels** dialog box.

To add a user to the database and assign a password:

▶ In Planner, from the **Databases** menu, select **Users**.

▶ In the **Enter Password** dialog box, type the Administrator password, then click **OK**.

▶ In the **Users** dialog box, click **Add New**.

▶ In the **Name** box, type the name by which you will identify the user in the database.

▶ In the **Password** box, type the password you want to assign to that user.

▶ Click **Apply** to enter the user in the database.

▶ Repeat steps 3-6 for each additional user you want to add.

▶ Distribute the password(s) to the appropriate users(s).
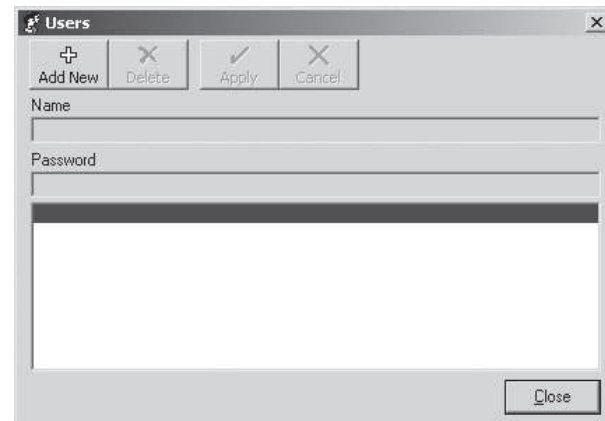
## DATABASES

### Overview

Databases are where all the non-Preps user-defined information is stored and as such are very valuable resources. Companies should devise their own database backup strategy and regularly back up these databases in case of a hard-drive crash or a power outage that could corrupt or lose the databases.

### Single-User

In this scenario, the company has one license of UpFront. It is installed on one workstation and used by one user at a time. When UpFront is installed, the databases are located on the local work station in the UpFront Databases directory. The databases may remain on the local workstation and should be backed up regularly. Alternatively, the "Databases" folder may be copied to a network volume, in which case you need to direct UpFront to use these databases. If your company does a regular backup of your net-work, the UpFront databases are backed up automati-cally. Otherwise, the databases can be manually backed up by copying the "Databases" directory to a backup medium (CD, external disk, etc.).

To direct UpFront to a database located on a network server:

▶ In Planner, from the **Options** menu, select **Settings**.

▶ On the **Main Database** tab, click **Set**. Browse to the location of the "Databases" directory on your network, select "Main.umd," then click **Open**.

▶ On the **Plan & Layout Databases** tab, under **Press Layouts**, click **Set**. Browse to the location of the "Databases" directory on your network, select "Layouts.umd," then click **Open**.

▶ On the **Plan & Layout Databases** tab, under **Plans**, click **Set**. Browse to the location of the "Databases" directory on your network, select "Plans.umd," then click **Open**.

▶ Launch UpFront Job Builder and follow the steps above. Both Planner and Job Builder must be directed to the same databases.

▶ In Job Builder, you must also establish the location of the Jobs database. On the **Main Database** under **Jobs**, click **Set**. Browse to the location of the "Databases" directory on your network, select "jobs.ujd," then click **Open**.

*Note: In a single-user scenario, you may wish to set the access level of all of these tasks to **Anyone** to avoid having to enter a password each time a major task is performed.*

## Multiple-Users

In this scenario, the company has multiple licenses of UpFront, each running on a separate workstation. When UpFront is installed, the databases are located on the local workstations in the UpFront Databases directory. Copy the "Databases" folder from one of the workstations to a network volume, then direct each copy of UpFront to these databases. Doing this ensures that each UpFront workstation has access to the same data. The databases should be backed up regularly. If your company does a regular backup of your network, the UpFront databases are backed up automatically. Otherwise, the databases can be manually backed up by copying the "Databases" directory to a backup medium (CD, external disk, etc.).

UpFront 1.6 is now available with USB hardware keys. This new option allows you to make use of the latest hardware that doesn't have a parallel port on the motherboard, and raises the maximum number of hardware keys that can be deployed on a single system. This is relevant for users who want to install multiple copies of UpFront on a single Citrix server. Technically, you can connect up to 127 individual USB peripherals at one time to any given computer. Due to the fact that some devices reserve USB bandwidth, the practical maximum of devices is less than the theoretical maximum. But with this change, the constraint for the number of copies that can run on a single Citrix Server will shift towards available memory and disk space, as opposed to the number of hardware keys that can be plugged in.

The hardware key change is only the first step in ScenicSoft's quest to facilitate multiple-user configurations. For now, whether or not you deploy Citrix, we still do not recommend more than 5 simultaneous users connecting to a single centralized database with UpFront 1.6. While this is an artificial limit, configurations with more users have not been tested and are therefore not supported. The next release of UpFront will explicitly focus on securing simultaneous database transactions. Until then, we advise against shared database installations with 5+ users.

To direct UpFront to a database located on a network server:

▸ In Planner, from the **Options** menu, select **Settings**.

▸ On the **Main Database** tab, click **Set**. Browse to the location of the "Databases" directory on your network, select "Main.umd," then click **Open**.

▸ On the **Plan & Layout Databases** tab, under **Press Layouts**, click **Set**. Browse to the location of the "Databases" directory on your network, select "Layouts.umd," then click **Open**.

▸ On the **Plan & Layout Databases** tab, under **Plans**, click **Set**. Browse to the location of the "Databases" directory on your network, select "Plans.umd," then click **Open**.

▸ Launch UpFront Job Builder and follow the steps above. Both Planner and Job Builder must be directed to the same databases.

▸ In Job Builder, you must also establish the location of the Jobs database. On the **Main Database** under **Jobs**, click **Set**. Browse to the location of the "Databases" directory on your network, select "jobs.ujd," then click **Open**.

## Managing Database Sizes

The databases increase in size as your library of plans, layouts, and jobs grows. We recommend limiting the size of these databases – especially the Jobs database – to 25MB. Refer to the "Administration" chapter in the *UpFront User Guide* for instructions on archiving databases and setting up new databases.

### Preps Settings

**Very Important**: The Preps settings entered in UpFront are specific to individual UpFront workstations. They are not stored in a central database. In multiple-user implementations of UpFront, care should be taken to ensure that each UpFront workstation is configured with the same Preps settings.
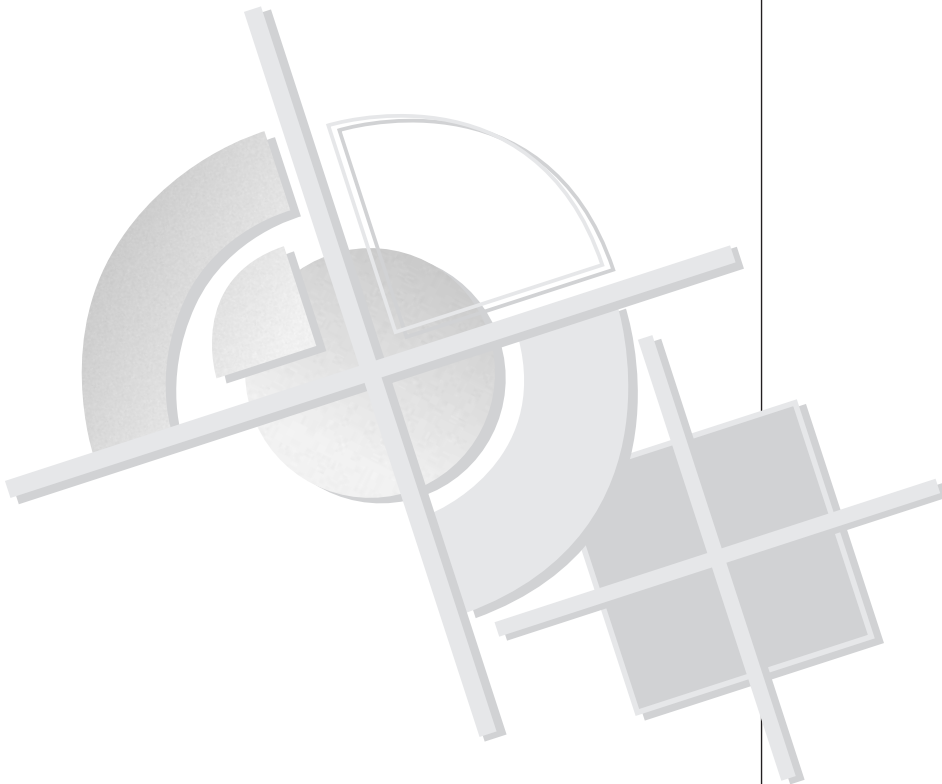
## POPULATING THE UPFRONT CENTRAL DATABASES

### Overview

Now that you have installed UpFront, enter the information you gathered in Chapter 1, "Gathering Equipment Information," into the UpFront central databases.

### Sheetfed Presses

To add a new sheetfed press to the database:

▶ In Job Planner, from the **Databases** menu, select **Sheetfed Presses**.

▶ In the **Sheetfed Presses** dialog box, click **Add New**. (Clicking **Add New** duplicates the selected press.)

▶ In the **Enter Password** dialog box, type the planner-level password, then click **OK**.

▶ Type a name for the press.

▶ Enter the information you gathered for the press in each tab, then click **Apply**.
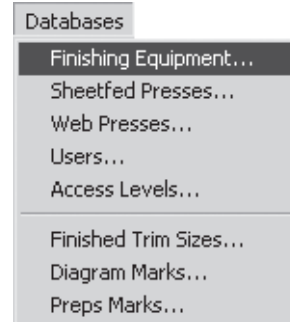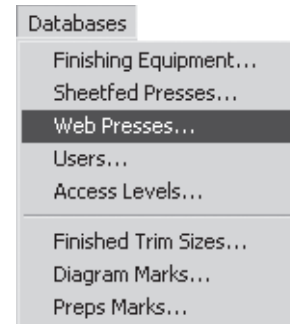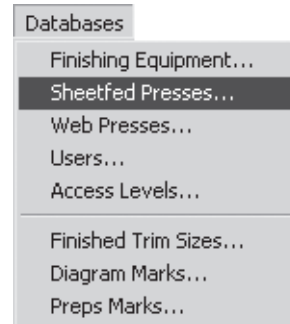


### Web Presses

To add a new web press to the database:

▶ In Job Planner, from the **Databases** menu, select **Web Presses**.

▶ In the **Web Presses** dialog box, click **Add New**. (Clicking **Add New** duplicates the selected press.)

▶ In the **Enter Password** dialog box, type the planner-level password, then click **OK**.

▶ Type a name for the press.

▶ Enter the information you gathered for the press in each tab, then click **Apply**.



### Finishing Equipment

To add new finishing equipment to the database:

▶ In Job Planner, from the **Databases** menu, select **Finishing Equipment**.

▶ In the **Finishing Equipment** dialog box, click **Add New**. (Clicking **Add New** duplicates the selected piece of finishing equipment.)

▶ In the **Enter Password** dialog box, type the planner-level password, then click **OK**.

▶ Type a name for the piece of finishing equipment.

▶ Enter the information you gathered for each piece of finishing equipment in each tab, then click **Apply**.



Congratulations! You are now ready to begin using UpFront.