Transitioning to PDF workflow

The purpose of this questionnaire is to determine your current workflow environment so that a transition plan can be created to suit your operational needs.

Questionnaire
  A) If you are not a current PDF user:
     1) Have you previously tested PDF file creation and use?

     2) Describe your current workflow?

     3) What File formats are being used:
        a) IJPDS
        b) PDF
        c) .CSV
        d) Other

     4) After transitioning to a PDF workflow will you still run non-PDF jobs?

     5) In the current workflow are the files/jobs split between printers and or machines (multiple jobs/machines using a single file)?

     6) In the PDF workflow will the files/jobs be split between printers and or machines (multiple jobs/machines using a single PDF file)?

     7) How is job setup differentiated from "Live" printing? Will the same PDF file be used for job setup and for the LIVE print job?

     8) If the same PDF file is to be used for job setup and QA proofing how will duplicate prints be managed?

     9) What is the job setup process?

B) When you transition to PDF:
   1) Who will be responsible for creating and generating the PDF File (IT / Data Processing Department)?

   2) Describe the roles and responsibilities of the following within your organization as it will apply to PDF work Flow process:
      a. Data Processing department (i.e. File creation)
      b. IT Department (i.e. file pushed and located on a Server/Computer)
      c. Manager (i.e. assigns machine to print file, modifies file on floor)
      d. Supervisor (i.e. assigns machine to print file, modifies file on floor)
      e. Operator (i.e. prints file, modifies file on floor)

   3) Will the production floor /supervisor modify the files after they are created either prior to getting to the printer or at the printer?

   4) Who will be responsible for setting up the Job at the printer (Floor supervisor, Manager)?

   5) How will the file be transferred to the printer (Hot Folder, Server, Other)?

   6) Will the files reside on the server or on the local machine PC?

   7) If you are currently Using Raptor do you have a PDF license?

C) If you are a current PDF user:
   1. What data file construction tool/tools do you use to produce any PDF's?

   2. Describe your current process?

   3. Can you produce representative samples for each data file construction tool?

   4. What type of systems will you be running PDF jobs on?

   5. Describe the function and applications being run on each system (print only, read and print, printer type)?

6. Do files reside on the server or on the local machine PC?

7. Describe the process to identify what jobs can run on what machines/printers?

8. Describe the role and security level of the manager and the operator as it relates to job file loading and running?

9. Describe your quality control process?

D) If you are currently using MCS Raptor SW what is the current version of software on the system?