

GMG CoZone

Description

GMG CoZone **Collaborate** is a cloud based approval system that lets users collaborate on documents in real time. The intuitive user interface makes it easy to start reviewing and approving within minutes. With advanced annotation reporting and status tracking, you no longer have to rely on email chains and attachments to keep track of your client amends.

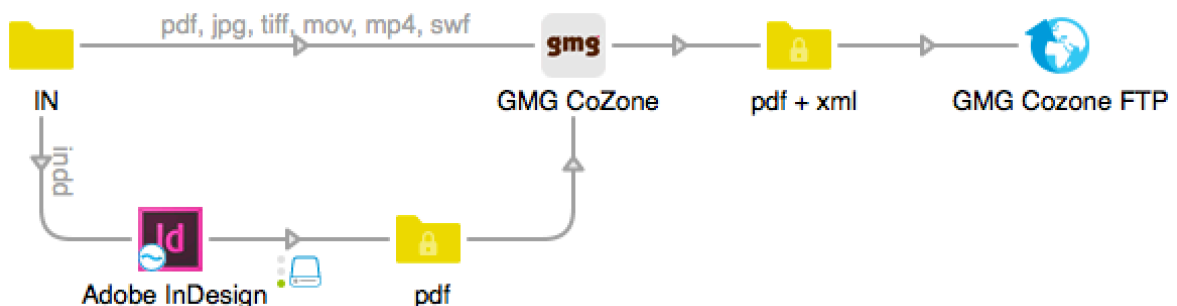
CoZone **Deliver** integrates local GMG ColorProof systems to the cloud. Deliver enables CoZone customers to create and track hard proofs at practically the click of a button anywhere on the world to verify content and color accuracy on GMG-quality hard proofs, providing a true quality reference at the end of the complete process.

More info: <http://www.gmgcolor.com/products/cozone>

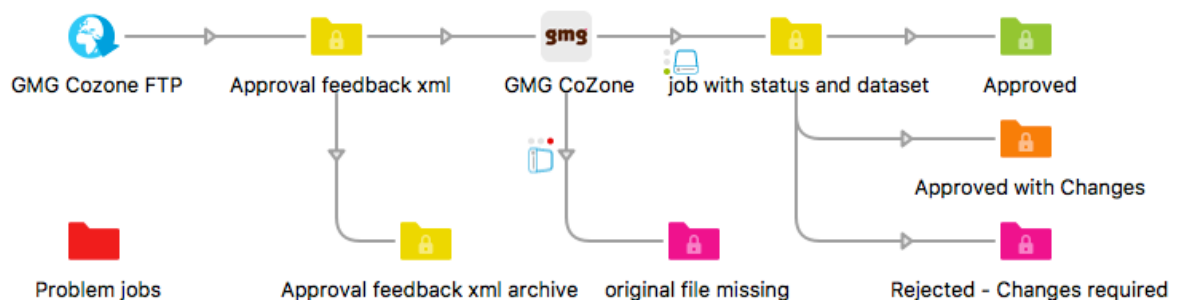
Complete demo of CoZone Collaborate: <https://www.youtube.com/watch?v=axzgp81IVPY>

This app has two functions:

1. **Upload approval:** automate the creation of new approvals on GMG CoZone, defining all approval parameters (user access, deadline, internal and external collaborators, lock state, ...)



2. **Approval feedback:** get the customer's approval feedback from GMG CoZone, and route your job in Switch according to the customer's decision.



Compatibility

Switch 13 update 1 and higher, Windows & Mac
GMG CoZone account

Connections

Upload approval: The GMG CoZone app requires at least one input connection, and one success output connection. When a job arrives in the input, the file will be sent to the output connection together with its corresponding xml file, containing all Collaborate approval parameters (user access, deadline, internal and external collaborators, lock state, ...), as well as (optional) Deliver parameters.

Add an FTP send element to your flow, and send both files to GMG CoZone FTP. Use your GMG CoZone user credentials to log in. More details in the GMG CoZone Upload Engine XML guide. Also see the sample flow and the screenshots at the end of this manual.

GMG CoZone allows the online approval of pdf files, images, videos and SWF files. If you want to approve native InDesign or XPress files, simply convert them to pdf prior to uploading to GMG CoZone, as shown in our example.

Approval feedback: The GMG CoZone app requires at least one input connection, and two single output connection, success and error.

Add an FTP receive element before the GMG CoZone app in the flow to get the xml feedback file from CoZone. In this xml file, the GMG CoZone app will find the name of the original file and approval status.

The GMG CoZone app will then find the original file in the original files folder, and inject it in the flow, with the xml feedback file attached as a dataset, and some useful information attached as private data (ApprovalStatus, ApprovalVersion, JobStatus) in case you do not have the metadata module, to allow you to route the file further in the flow.

The job will be sent to the success connection, unless the original file is missing. In that case, the xml feedback file will be sent to the error connection, with the the dataset attached and private data.

Flow elements properties

- **Task**
 - Upload approval or Approval feedback

Upload approval

Properties	
Property	Value
Name	GMG CoZone
Description	
Task	Upload approval
<i>Approval name</i>	Single-line text with variables defined
<i>Collaborate</i>	Yes
<i>Relative deadline (hours added)</i>	24
<i>Add extra day(s) if deadline on weekend</i>	Yes
<i>Internal collaborator(s)</i>	info@ezflow.xyz
<i>Internal collaborator(s) role</i>	Reviewer
<i>External collaborator(s)</i>	support@ezflow.xyz;pdf2dps@gmail.com
<i>External collaborator role</i>	Read only
<i>Primary decision maker</i>	support@ezflow.xyz
<i>Primary decision maker is external</i>	true
<i>Owner</i>	Client
<i>Lock when first decision has been made</i>	true
<i>Lock when all decisions have been made</i>	true
<i>Allow users to download original file</i>	true
<i>Destination folder</i>	Team B
<i>Deliver</i>	Yes
<i>ColorProof CoZone instance name</i>	Instance 1
<i>ColorProof CoZone workflow</i>	Workflow 1
<i>Pages</i>	1
<i>LogProof control results</i>	true
<i>Include proof metainformation on proof label</i>	true

- Approval name
 - Name of approval
- **Collaborate**
 - Enable or disable the Collaborate module of GMG CoZone
- Relative deadline (hours added)
 - Amount of hours added to approval's creation date and time, defining the approval's deadline
- Add extra day(s) if deadline on weekend
 - If set to Yes, if deadline falls on a Saturday or a Sunday, it will be extended to the next Monday

- Internal collaborator(s)
 - email address of internal collaborator(s) (must be defined in GMG CoZone). If more than one, separated by ;
- Internal collaborator role
 - Approver and reviewer / Approver / Read Only. Same role for every internal collaborator, or different roles. If different, separated by ;
- External collaborator(s)
 - email address of external collaborator(s) or customer(s). If more than one, separated by ;
- External collaborator role
 - Approver and reviewer / Approver / Read Only. Same role for every external collaborator, or different roles. If different, separated by ;
- Primary decision maker
 - Primary decision maker
- Primary decision maker is external
 - true / false
- Owner
 - Approval's owner
- Lock when first decision has been made
 - When the first approver has made a decision on the approval, the approval will be automatically locked so that no other comments or decisions can be made
- Lock when all decisions have been made
 - When all approvers have made a decision on the approval, the approval will be automatically locked so that no other comments or decisions can be made
- Allow users to download original file
 - Give users the option to download the original file, true / false
- Destination folder
 - Name of (sub)folder on GMG CoZone where approvals are uploaded. Each (sub)folder can be accessible only for defined users or groups. Moreover, these users can be warned automatically when a new approval is created, updated etc (each user can define his own notifications options)
- **Deliver**
 - Enable or disable the Deliver module of GMG CoZone
- ColorProof CoZone instance name
- ColorProof CoZone workflow
- Pages
 - Pages to deliver
- LogProof control results
 - true / false
- Include proof metainformation on proof label
 - true / false

Approval feedback

Properties	
Property	Value
Name	GMG CoZone
Description	
Task	Approval feedback
<i>Original files location</i>	/Users/Shared/AppStore/GMG CoZone/Jobs
<i>Original file extension(s)</i>	pdf;tif;jpg
<i>Keep original files in folder</i>	Keep
<i>Dataset name</i>	ApprovalStatus
<i>Approval status private data tag name</i>	ApprovalStatus
<i>Approval version private data tag name</i>	ApprovalVersion
<i>Job status private data tag name</i>	JobStatus

- Original files location
 - Select the folder where the original files are located
- Original files extension(s)
 - Extension of original file, will be tried in this priority order. First match taken. If more than one, separated by ;
- Keep original files in folder
 - Keep files in folder or delete them? Keep / Delete
- Dataset name
 - Name of attached dataset with approval info
- Approval status private data tag name
 - Approval status private data tag name. Approval status will differ by language in GMG CoZone, and can also be customized
- Approval version private data tag name
 - Approval version private data tag name
- Job status private data tag name
 - Job status private data tag name. Job status (in progress) is different than approval status

Outgoing connections properties

- Traffic light success or error

GMG CoZone setup

Define a user group (in this example ezFlow), add the admin user in it (or a user with enough rights), and give this group the right to upload files to the Upload Engine.

ACCOUNT SETTINGS SETTINGS

- Summary
- Profile
- Settings
- Customize
- Global
- White Label
- DNS & Custom Domain
- Upload Engine
- Settings
- Templates
- Custom SMTP Server
- Single Sign-on
- Users and groups
- Application Settings

Upload Settings

When uploading a duplicate file from the same source folder, do the following:

- ☐ Ignore, do not upload source file.
- ☐ Import file as a new job.
- ☒ Create a new version.
 - ☒ Ignore Version suffix, match filename exactly.
 - ☐ Files with a version number (vX) suffix should be treated as versions.

Versions should be treated as follows:

- ☒ Keep the original file name
- ☐ Append 'vX'
- ☐ Append '_vX'
- ☐ Add '_vX' at the following location in the file
 - ☒ from the end
 - ☐ from the start

Choose file types that can be uploaded:

☒ PDF ☒ Images ☒ Videos ☒ SWF's ☒ ZIP

Automatically Zip files when downloading ☐

Apply upload settings for Collaborate batch New Approval ☐

Use Uploading Settings from previous version ☐

Enable Version Mirroring ☐

Post status updates URL

Enable the following permissions:

Groups	Uploader	Auto Download from Manage	Download from Collaborate	Download from Deliver	Download from Manage
<input checked="" type="checkbox"/> ezFlow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In the FTP send element to upload job and xml setup file, log-in with the same admin user
 FTP server address = <ftp.gmgcozone.com>
 FTP directory = //groupname/XML, in this example //ezFlow/XML

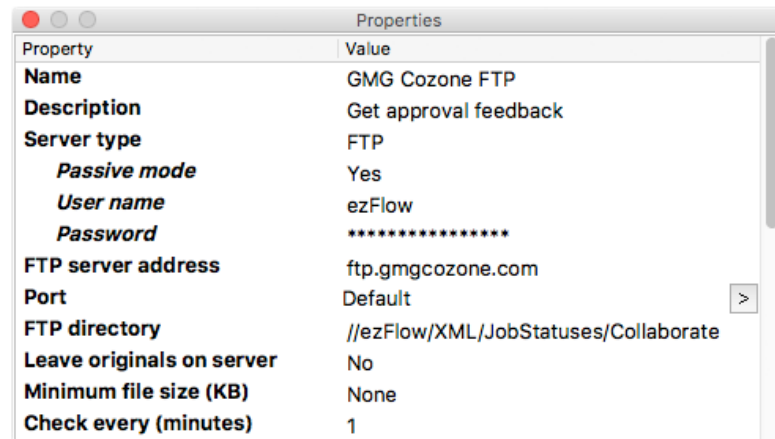
Properties	
Property	Value
Name	GMG Cozone FTP
Description	upload approvals
Server type	FTP
Passive mode	Yes
User name	ezFlow
Password	*****
FTP server address	ftp.gmgcozone.com
Port	Default
FTP directory	//ezFlow/XML
Subfolder levels	0
Strip unique name	Yes
Duplicates	Overwrite

To get back the xml feedback file from CoZone, define the FTP receive element as follows:

Log-in with the same admin user

FTP server address = <ftp.gmgcozone.com>

FTP directory = //groupname/XML/JobStatuses/Collaborate,
in this example //ezFlow/XML/JobStatuses/Collaborate



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