

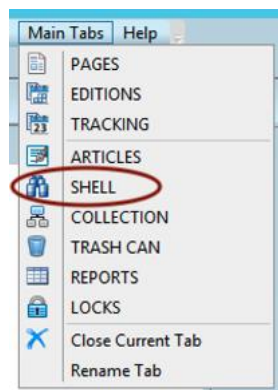
HOW TO: TRACKING PAGES

WHEN WOULD YOU NEED TO DO THIS?

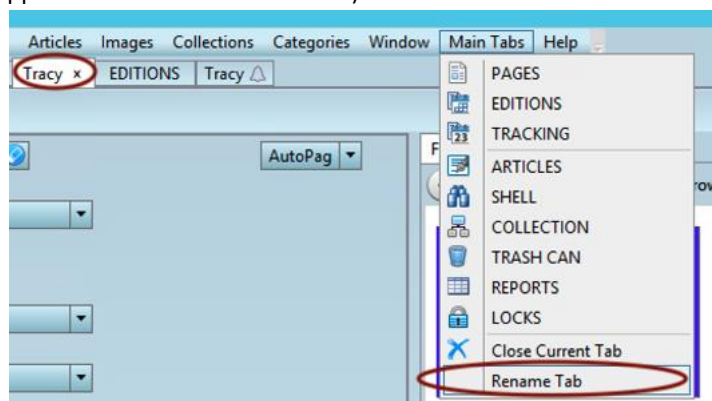
When you are the chief sub/production editor and you need to ensure that you are going to meet deadline. It is also a useful tool for managing pages – for example, unlocking pages when staff are not available but have a page checked out, or if staff have experienced VPN/Network or other stability issues.

HOW TO DO IT

- 1) Open up a Shell main tab.



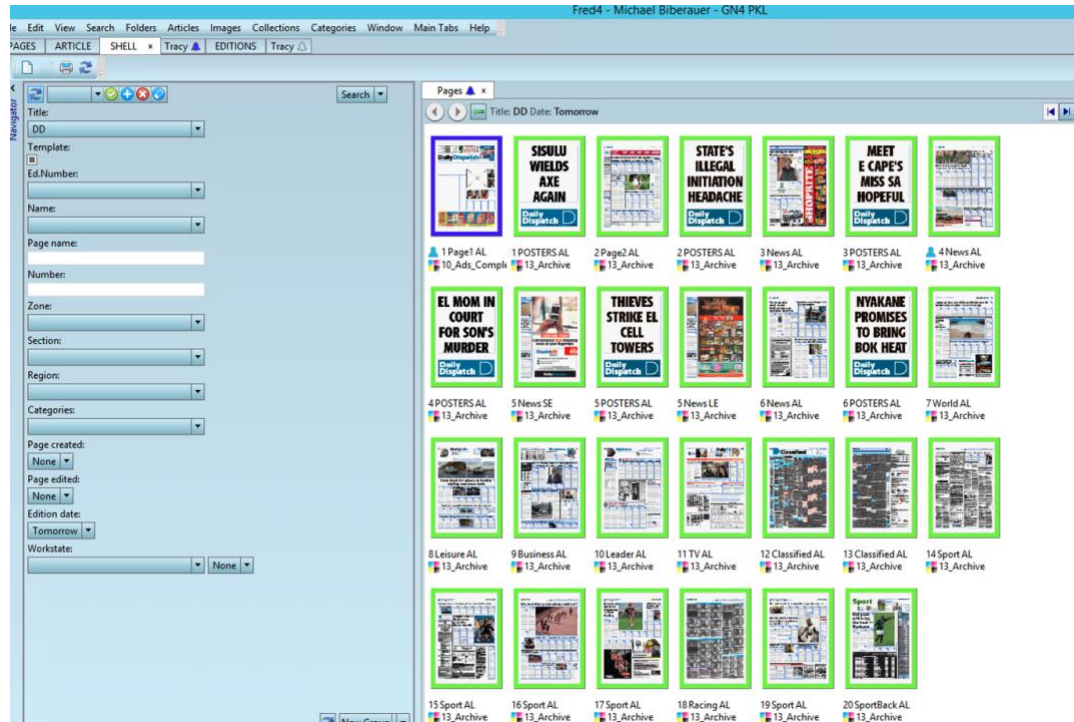
- 2) Rename this tab – so you can tell it apart from your regular Shell tab. I usually call mine “Tracy” (that was the tracking app in GN3 – old habits die hard!)



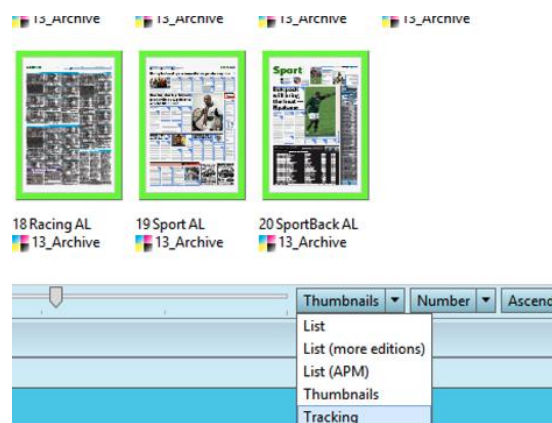
- 3) You then need to configure a search that will always show you the next edition – very simple.
- Set the criteria to search (it defaults to Autopag)
 - Choose the title that you want to monitor (in this case I have selected the Daily Dispatch)
 - Set the edition date to “Tomorrow”
 - Click the refresh icon

The screenshot shows a software interface with a sidebar on the left and a main content area. The sidebar contains a 'Navigator' section with a list of items. The main content area has a header with a 'Search' button and a 'New Group' button. Below the header, there are several input fields and dropdown menus for configuring a search. The fields are: Title (set to 'DD'), Template (set to 'None'), Ed.Number (empty), Name (empty), Page name (empty), Number (empty), Zone (empty), Section (empty), Region (empty), Categories (empty), Page created (set to 'None'), Page edited (set to 'None'), Edition date (set to 'Tomorrow'), and Workstate (set to 'None'). The 'Search' button is in the top right corner, and the 'New Group' button is in the bottom right corner. Red circles highlight the 'Search' button, the 'Title' dropdown, the 'Edition date' dropdown, and the 'New Group' button.

- 4) You will now be able to see all the pages of tomorrow's edition in the search results window

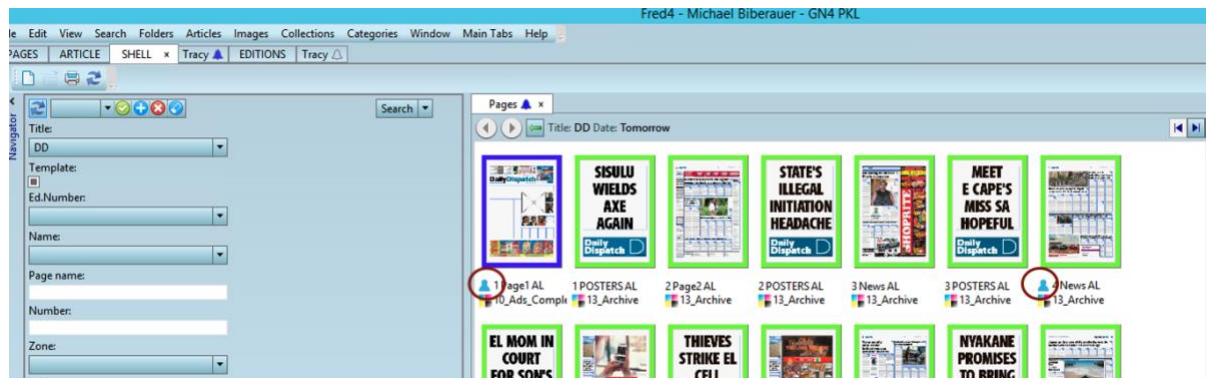


- 5) Not only can you see the state of all pages at a glance, but also you can see what workstate they are in. Pages show coloured borders, which select their workstate:
- Normal – No border
 - Softproofed – Pale blue border
 - Ads complete – Purple border
 - Ad update – Yellow border
 - Ed complete – Pink border
 - Ed update – Grey border
 - Ads-Ed complete – Orange border
 - Validation error – Light brown border (This means there is an error which is preventing the page from printing)
 - Archive – Kawasaki green
 - Archived – Dark brown border
- 6) You can also track the progress of individual articles on the pages by changing you results window view.



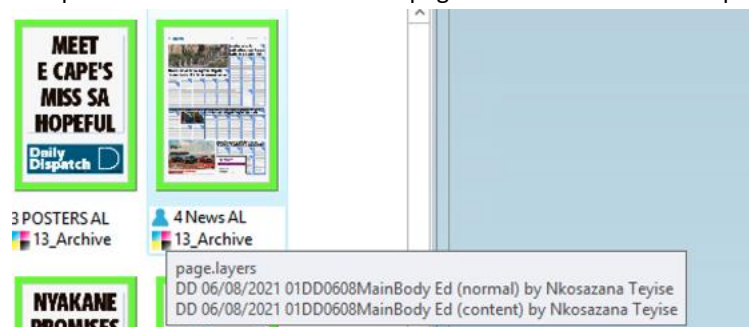
ADDITIONAL FUNCTIONALITY

Apart from allowing one to monitor progress, the tracking panel can also be used to manage page locks. Say one of your staff has had a power failure at home, but was working on a page when the power failed.

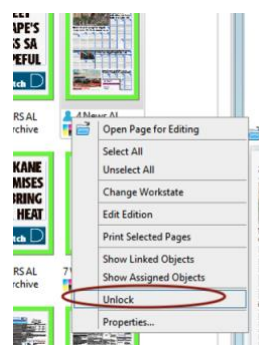


Each page that is in use will show a small icon next to the page name to indicate that someone has the page in use. If this person is unable to check the page in normally, you can unlock the page from this screen.

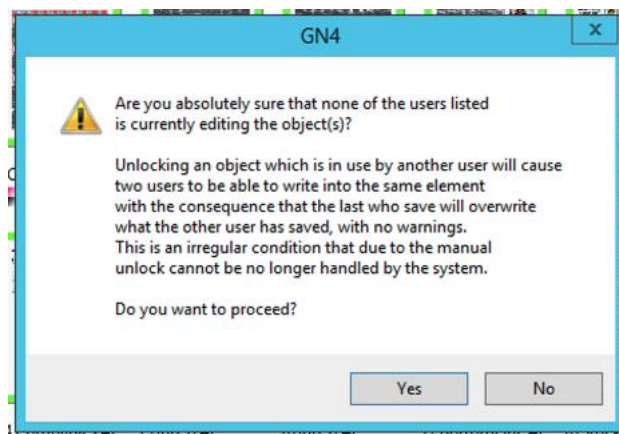
- 1) Hovering your mouse pointer over the icon below the page will show who has that page in use.



- 2) If you right click the icon below the page you will see a pop-up menu. Among the options on this menu is the option to unlock a page.

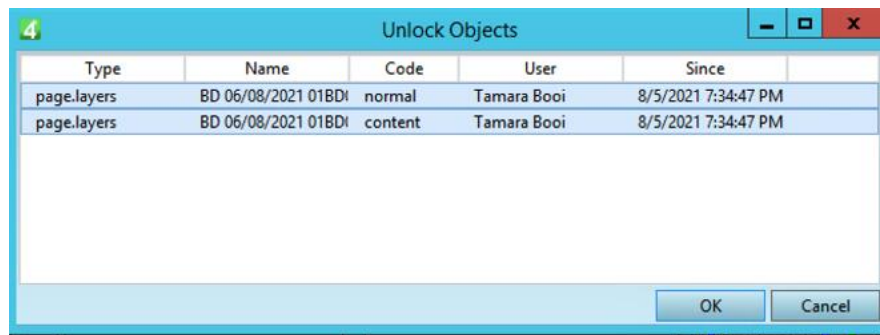


- 3) Fred will then pop up two “Are you sure?” warnings:



(Yes, we're sure...)

- 4) The second will show you which elements of the page are in use and who has them in use. If it is the name you expected, go ahead. If it's a name other than the one you expected, you might want to hit cancel!



NOTE: IF YOU HAVE CRASHED OUT OF FRED, YOU COULD TECHNICALLY RECOVER YOUR OWN PAGES USING THIS METHOD. HOWEVER, USING THE “RECOVER” OPTION IN THE LAYERS PALETTE OF THE PAGES MAIN TAB HERE IS USUALLY QUICKER AND REQUIRES A LOT FEWER CLICKS. JUST RIGHT CLICK THE EDITORIAL LAYER ON THE LAYERS PALETTE AND SELECT RECOVER!

