

TEAM VOLUMES		File Types			ACCESS		itadmin	owners		managers		client
		HiRes	FPO	WEB				Process	Content	Process	Content	
TEAM...	share					samba rsync	drwxrwxrwx+	2	2	2	2	no access
CLIENT...							drwxrwxrwx+	2	2	2	2	no access
ASSETS						HTTPS imagedesk TWIST	drwxrwxrwx+	2	2	2	2	imagedesk
_graphics		PDF PNG GIF JPEG SWF					drwxrwxrwx+	2	0	2	0	imagedesk
_photography		PSD TIF PSD PDF PNG GIF JPEG SWF					drwxrwxrwx+	2	0	2	0	imagedesk
WIP		PSD Ps AI FLA				HTTPS boomerang	drwxrwxrwx+	1	0	1	0	imagedesk
CLIENT_AREA							drwxrwxrwx+	0	2	0	2	boomerang
Job...		round...					drwxrwxrwx+	0	2	0	2	boomerang
round...		PDF					drwxrwxrwx+	0	1	0	1	boomerang
Upload_Area							drwxrwxrwx+	0	0	0	0	
general		CSV					drwxrwxrwx+	0	0	0	0	
image_resources		CSV					drwxrwxrwx+	0	0	0	0	
Job...		PSD Ps AI FLA PDF PNG GIF JPEG SWF					drwxrwxrwx+	0	0	0	0	
PRODUCTION		Job...				TWIST	drwxrwxrwx+	0	2	2	2	no access
Job...		CS4 ID AI					drwxrwxrwx+	0	1	1	1	no access
TEAM_RESOURCES							drwxrwxrwx+	2	2	2	2	no access
CLIENT...							drwxrwxrwx+	0	0	0	0	no access
general		CSV					drwxrwxrwx+	0	0	0	0	no access
Job...		CSV					drwxrwxrwx+	0	0	0	0	no access
templates		CS4 ID IDML HTML FLA CSS PSD AI					drwxrwxrwx+	0	0	0	0	no access
Team_General							drwxrwxrwx+	0	0	0	0	no access
zTeam_Archive		ASSETS PRODUCTION/Job...					drwxrwxrwx+	0	2	2	2	no access

Towards a Standard File Structure:

a consolidated reference of SolutionSet's Production file structure.

Permissions Legend

drwxrwxrwx+ : Full controls  
0: R/W  
1: Read w/limited write  
{ deny: add\_subdirectory, delete\_child, writeattr, writeextattr, file\_inherit, directory\_inherit }  
2: Read no write { deny: add\_file, delete, add\_subdirectory, delete\_child, writeattr, writeextattr, file\_inherit, directory\_inherit}

Network, File Share & File System Legend:

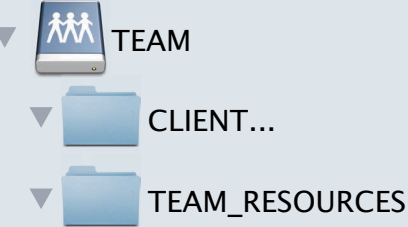
- network share
- Apple File Protocol
- Server Message Block; Windows based file share
- 1.Directory. 2. folder.
- Web enabled directory

External Apps Legend:

- Boomerang
- Custom Uploader Client
- Image Desk
- Dalim's Print Automation & Quality Assurance Tool
- Subversion: File versioning software
- Backup Script Library
- conduit™: custom publishing system

# TEAM VOLUMES & descendant directories

## TEAM VOLUMES



## Hierarchy

- PARENT == TEAM Volume (i.e. BLUE)
- TEAM Volume descendant CLIENT-X volume (i.e. HARRY\_and\_DAVID)
- TEAM Volume descendant TEAM\_RESOURCES volume (i.e. BLUE\_RESOURCES)

## TEAM

In consideration of accessibility and management every Team will have a TEAM Volume. The TEAM approach to volumes makes for greater ease of use when accessing volumes over AFP and makes backups and mirroring scripts easier to manage. It also supports potential needs based on automation, file versioning and client security requirements.

The TEAM Volume is an umbrella access point for a series of CLIENT directories representing client specific workflow and assets. There are two types of CLIENT directories, external and internal.

## CLIENT-X

- CLIENT-X is an "external" client directory
- External client directories are created per new client event, and must be added by the itadmin.
- There should be no production files in this directory.
- As a structural directory it contains sub-directories only, no files are stored at this level.

This is an umbrella directory for all external client specific work. It has three sub-directories : ASSETS, CLIENT\_AREA and PRODUCTION. These delineations achieve the role of dividing "active" files (PRODUCTION) from "static" files (ASSETS), and separating development (PRODUCTION & ASSETS) from communications or interactions with the client (CLIENT\_AREA). Client access to these resources are facilitated through ImageDesk, Boomerang and in some instances conduit™ or products backed by it.

## TEAM\_RESOURCES

- TEAM\_RESOURCES is an "internal" client directory
- The TEAM\_RESOURCES directory is created by *DEFAULT* when a TEAM volume is created.
- As a structural directory it contains sub-directories only, no files are stored at this level.

The rules dictating the nature of the content in these directories are somewhat more loose. By default this directory will have sub-directories: CLIENT (one client folder for each client a team supports this is added on the new client event), TEAM\_GENERAL, and zTEAM\_ARCHIVE. It can be generally said that most support/reference items for a CLIENT or Job, or general items will fall into one of the first two directories and that all archived production and process directories or files would be housed in the third Base automation may be assigned to these directories by default.

**It should be noted that all materials specific to training and process are meant to be housed on the Intranet. For more information refer to <https://intranet.solutionset.com>, your username and login should get you in the front door then go here [https://intranet.solutionset.com/community/intranet\\_how-to](https://intranet.solutionset.com/community/intranet_how-to).**

## Published as:



## AFP/SMB Share Permissions

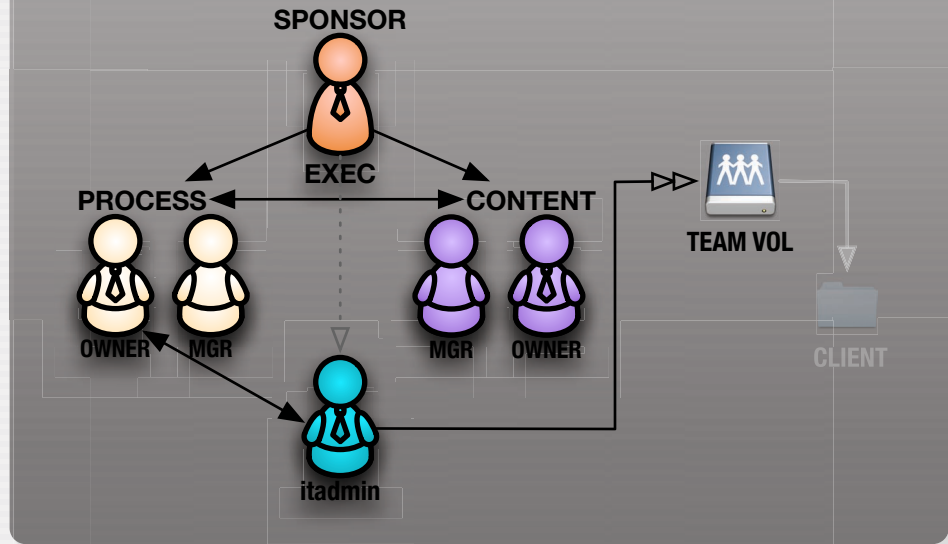
TEAM VOLUME permissions level 0  
itadmin: drwxrwxrwx+

owners  
process: 2- READ no WRITE  
content: 2- READ no WRITE

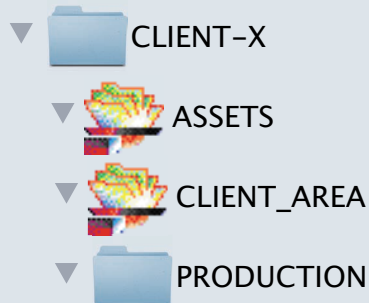
managers  
process: 2- READ no WRITE  
content: 2- READ no WRITE

client : Share permissions not applicable

## WHO DOES WHAT?



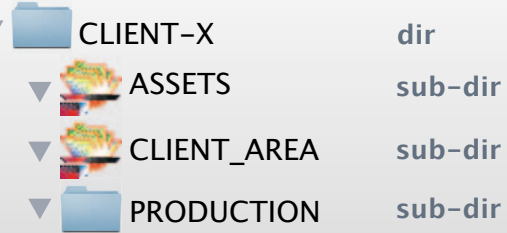
TEAM:CLIENT-X & descendant directories



Hierarchy

- CLIENT-X Directory descendant ASSETS directory
- CLIENT-X Directory descendant CLIENT\_AREA directory
- CLIENT-X Directory descendant PRODUCTION directory

Published as:



Application Access:



CLIENT-X

The CLIENT-X directory is an umbrella directory for work specific to an external client providing space for internal interactions, communication and production with or for external clients. This directory must be set up by IT because there are connections between its sub-directories and external applications including Boomerang and ImageDesk.

ASSETS

- ASSETS is published as ImageDesk for Client access to viewing, ordering and approving assets via the web.
- ASSETS houses the visual resources used to populate a layout file.
- As a structural directory it contains (3) required sub-directories only, no files are stored at this level.

ASSETS is the parent directory for all client assets. This directory has fairly stringent permissions and controls. There are three sub-directories that can be set in two groups. The \_graphics and \_photography directories have only final ("static") files that have been processed and approved by the image department prior to their appropriate placement here. The WIP directory houses any placed assets that are being developed and have not yet been approved (swipe, composites, takes, concepts, etc...). The workflow for intake, processing and approval of image assets will be described in the next section of this document.

CLIENT\_AREA

- CLIENT\_AREA is published as BOOMERANG for Client access to our upload and commenting tools via the web.
- Everything housed in the directory requires some sort of action, either approval of files by the client, or uploads from client.
- As a structural directory it contains sub-directories only, no files are stored at this level.

The Client\_Area has two functions the first is an area for review rounds, in instances where BOOMERANG is implemented it will be directed here; the second is the Client\_Upload area where all files being ingested from the Client or the Client's other vendors are uploaded via an uploader tool, or FTP upload.

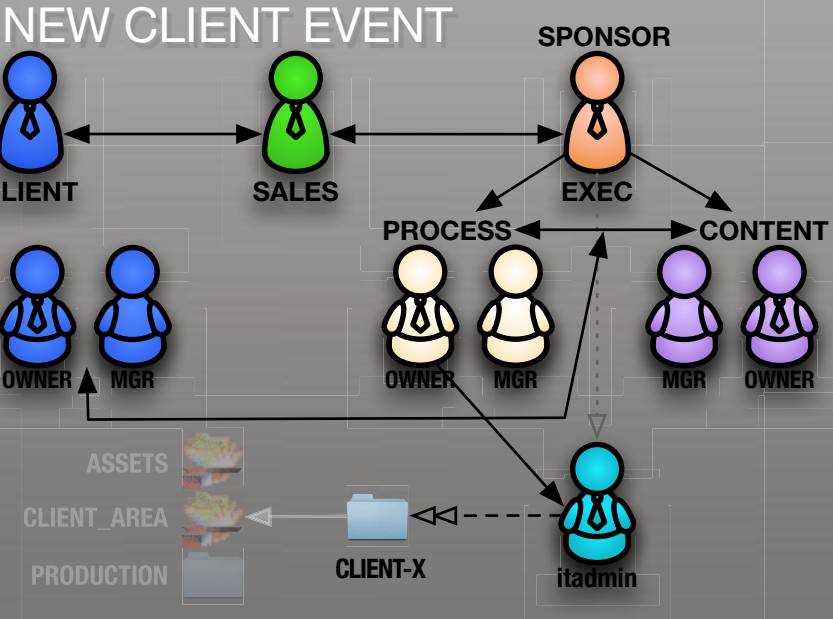
PRODUCTION

- PRODUCTION houses directories of Job layout ("active") files
- As a structural directory it contains sub-directories only, no files are stored at this level.
- New folders may be added to this Directory by the Process Owner, no files should be stored at this level.

PRODUCTION is the parent directory for all Job... folders containing layout ("active") files that are used to produce client media. As these files have a natural and trackable revisions cycle this directory will fall under a version control scheme in development.

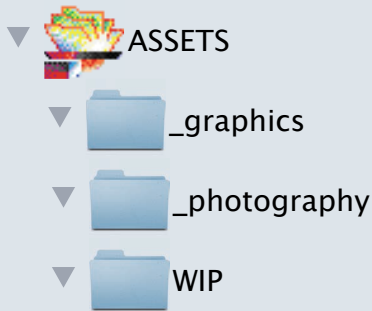
AFP/SMB Share Permissions

CLIENT-X permissions level 1	
itadmin:	drwxrwxrwx+
owners	
process:	2- READ no WRITE
content:	2- READ no WRITE
managers	
process:	2- READ no WRITE
content:	2- READ no WRITE
client :	Share permissions not applicable





TEAM:CLIENT-X:ASSETS and descendant directories



Hierarchy

ASSETS directory descendant \_graphics directory

ASSETS directory descendant \_photography directory

ASSETS directory descendant WIP directory

\_graphics

- All files in this directory are final("static") file formats for use in production.
- All files in this directory have been processed and approved by the image department.
- This directory contains no PRODUCTION or Team\_Resource files.

**file types:** preferred: PDF, PNG, SWF, ICO | passable : AI, TIFF, JPG, GIF, BMP, PICT, EPS (barely)

Files in the \_graphics directory are typically identity items such as logos, icons, type logos, interrupters (bugs), borders, etc. The file types are often vector based art files. They are typically used throughout campaigns or across all client media with fairly high regularity. Partner identity items would fall into this category also. At this level all file specifics should be a matter of metadata, descendant directories are highly discouraged.

\_photography

- All files in this directory are final("static") file formats for use in production
- All files in this directory have been processed and approved by the image department.
- This directory contains no PRODUCTION or Team\_Resource files.

**file types:** preferred: TIFF, PSD, PDF, JPG, PNG, SWF |passable : AI, GIF, BMP, PICT

Files in the \_photography directory are typically product related imagery including product shots and environmental shots. These file types are typically raster based image files. In that these images all relate to the products themselves naming conventions should tend toward beginning with a simple identifier like a SKU followed by a simple modifier set like Angle, Color or Environment (i.e. 12345\_F\_red or sku{12345}\_view{Front}\_color{red}) or something along those lines. It is important to directly associate product identifiers to these images as it vastly increases the efficiency of automated systems and searches. Any other file specific information should appear as metadata, and not be stored in the file name.

WIP

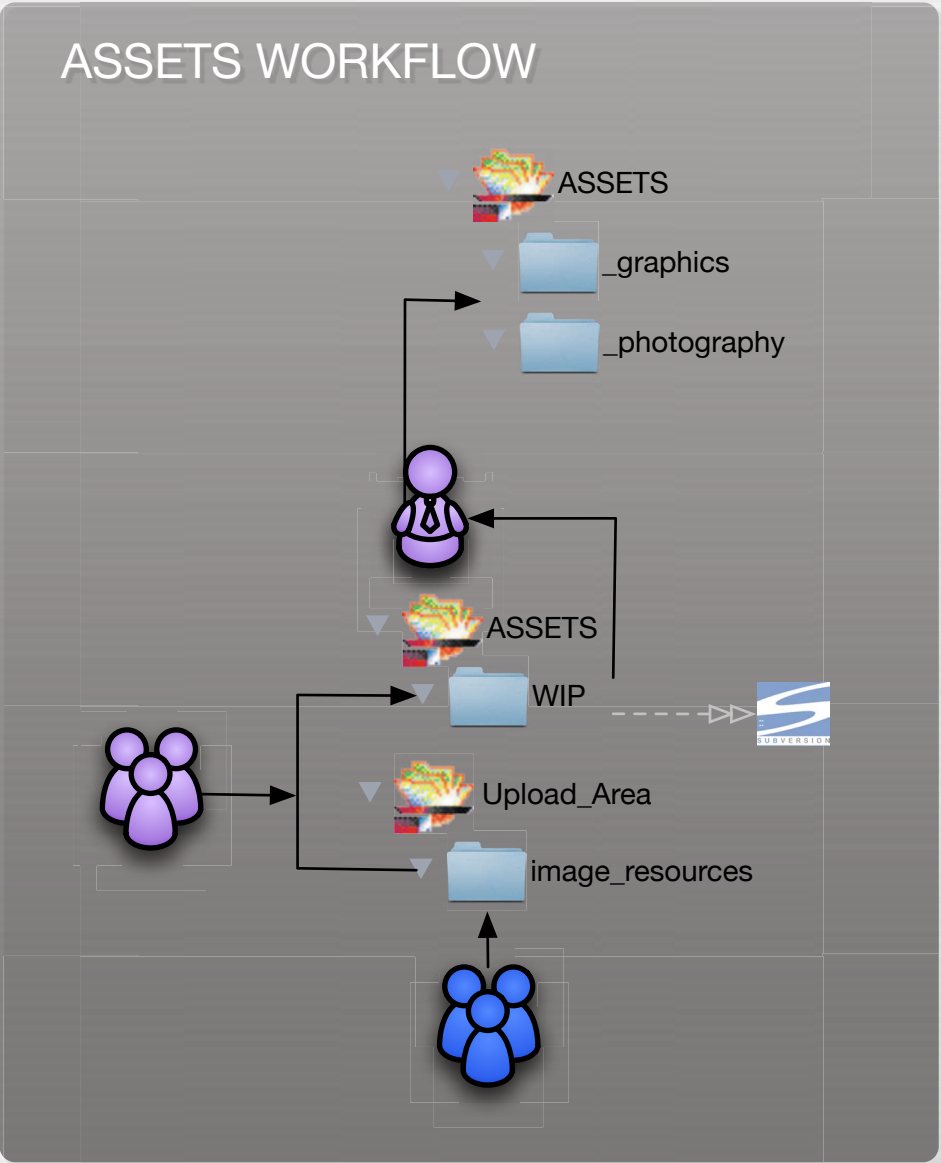
- This is the only directory in client assets containing working ("active") files.
- This directory contains no PRODUCTION or Team\_Resource files.
- Files placed in the Client\_Upload:photography folder will automatically be moved here and notify the Image Coordinator.
- This directory will fall under a version control scheme under development.

**file types:** RAW, PSD, AI, FLA

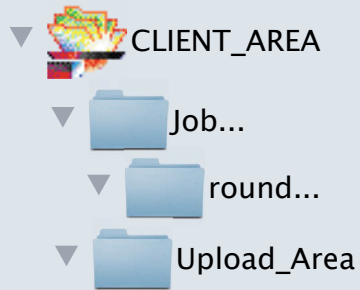
The files in this directory have been initially placed into the intake folder by the client or studio or are internally generated photography/graphic assets. These files are non-final files being prepared for placement. Files are accessible to production as FPO only images, and are not considered print ready. The Creative, Image and Premedia teams work to process and complete these files. Once files are approved they must be moved into either the \_graphics or \_photography directory for final placement and submission by the image department. {this should be triggered by a meta-data event}

ACCESS: 	owners		managers		client
	Process	Content	Process	Content	
ASSETS	2	2	2	2	imagedesk
_graphics	2	0	2	0	imagedesk
_photography	2	0	2	0	imagedesk
WIP	0	0	0	0	imagedesk

ASSETS WORKFLOW



TEAM:CLIENT-X:CLIENT\_AREA and descendant folder/directories



Hierarchy

- Client\_Area Directory descendant Job... folder
- Client\_Area Directory descendant Job... folder child round... folder
- Client\_Area Directory descendant Upload\_Area directory

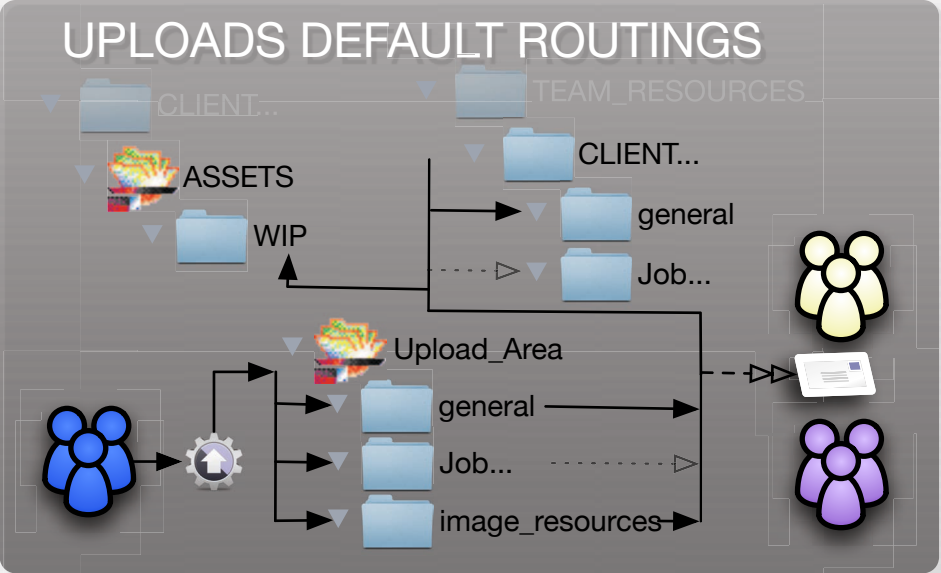
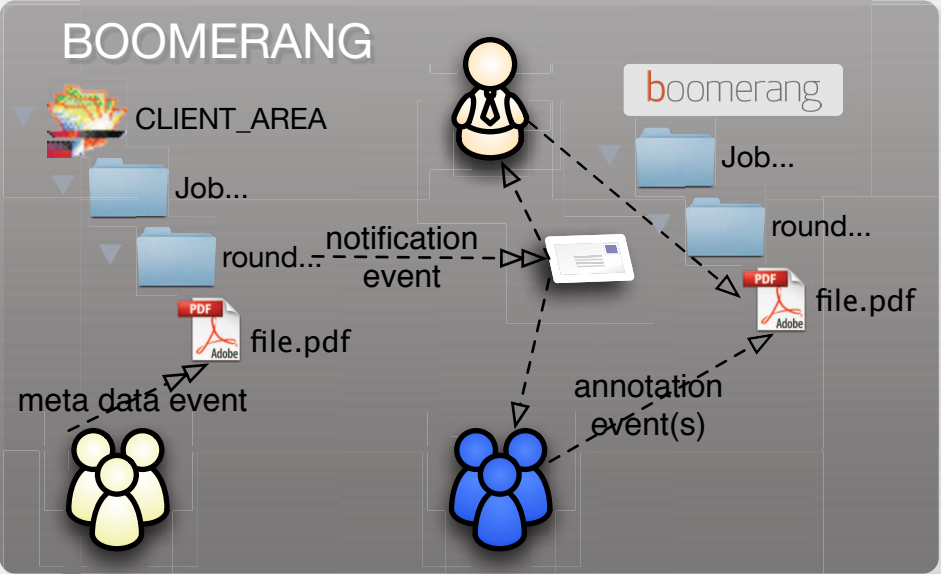
Job...  
—This folder is created as a result of a new job event. These folders may be also be added by the Process Owner.  
—Job... is the parent folder to round... folders, this directory contains no files.  
**file types:** PDF 4.1 compatibility

Every Job for a Client that a Team supports has a Job... folder that is represented in the Client\_Area. Descending from the Job... folder are a series of round... folders. The Job.. folder is auto-generated on the new job event meaning when a new Job.. folder is added to the PRODUCTION directory a trigger is set to create a mirrored Job.. folder in the Client\_Area. A metadata event associated with the production file is set to trigger the generation of each round... folder. This structure supports the interactions necessary for the use of Boomerang in the review, commenting and approval of production files by the client.

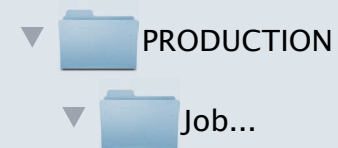
Upload\_Area  
—Client may upload files or folders to this directory.  
—Default upload folders may have default routings, otherwise items placed here will be managed internally from this folder.  
—CLIENT/Client\_Area/Upload\_Area/general pipes to TEAM\_RESOURCES/CLIENT/general without further IT intervention.  
—CLIENT/Client\_Area/Upload\_Area/image\_resources pipes to CLIENT/ASSETS/WIP without further IT intervention.  
—CLIENT/Client\_Area/Upload\_Area/Job... is auto-generated on a new job event, and may be set for routings with minimal IT intervention upon request.

The Upload\_Area is accessed mainly by the client through the use of the Custom Uploader application that will be provided. All items uploaded using the uploader may have base metadata associated with the uploads {i.e. user, date, time, client, resource type....}. If items are placed in a default folder with routings an event is triggered and the file is moved to the appropriate location. Files or folders uploaded directly to the Home level or to folders without routings will be managed internally as is appropriate. Files not automatically processed and that remain in this directory may be viewed by the client under their Boomerang access. The purpose of this directory should be viewed as a processing point for the ingestion of client data, other client interactions should occur through the ImageDesk and Boomerang workflows {where applicable}.

ACCESS:	owners		managers		client
	Process	Content	Process	Content	
CLIENT_AREA	0	2	0	2	boomerang
Job...	0	2	0	2	boomerang
round...	0	1	0	1	boomerang
Upload_Area	0	0	0	0	



TEAM:CLIENT-X:PRODUCTION and descendant folders



Hierarchy

Team\_Support Directory descendant templates directory

ACCESS:	owners		managers		client
	Process	Content	Process	Content	
PRODUCTION	0	2	2	2	
Job...	0	1	1	1	

Job...

- All files in these folders are production level ("active") files.
- This folder will fall under a version control scheme under development.
- This folder contains no files from ASSETS or Team\_Resources.

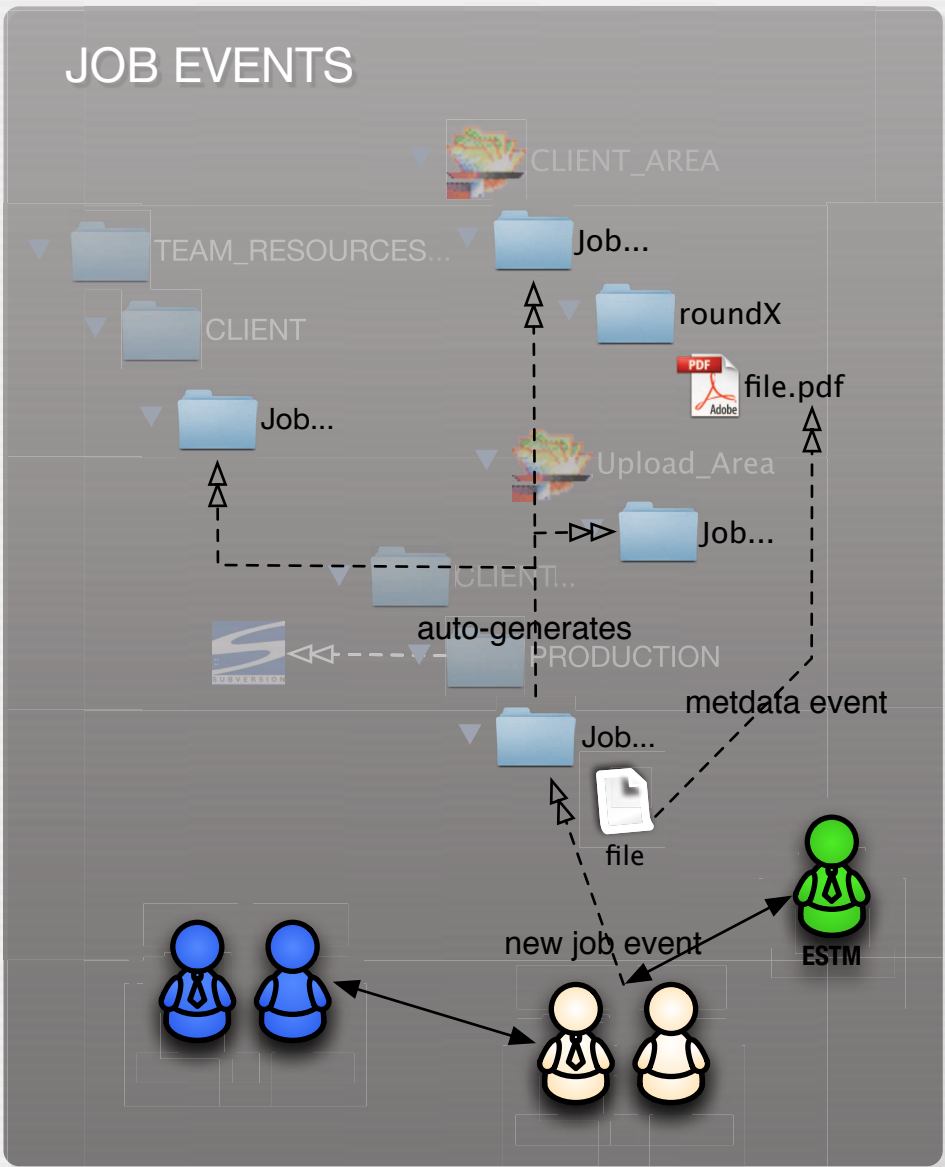
**file types:** preferred: INDD, AI, PSD, FLA, HTML

Every Job for a Client that a Team supports has a Job... folder. Active production files exist in the Job... folder, these files pull assets from the ASSETS/\_graphics or \_photography directories, however under no circumstances should files from ASSETS appear in a Job... folder. These files represent "structure" while files from ASSETS represent "content".

The creation of a new Job... folder is done by the Team's Process Owner (Typically Production or Account Manager). Based on metadata triggers the placement of a new Job folder auto-generates function based Job... folders in the CLIENT\_AREA as a setup for Boomerang routing approvals and in the TEAM\_RESOURCES/CLIENT directory for internal support files related to a job (i.e. Creative Briefs, Data, Schedules, etc...).

Default meta-data assigned to Job files supports a meta-data event that "releases" the file for review by generating a PDF dynamically and placing the rendered file into a round... folder appropriate to the Job... in the CLIENT\_AREA.

{Future Note: The production file with the appropriate meta-data may act as the digital docket. InDesign and PDF files shown in the Xinet interface allow for in system commenting, copy editing, approvals and gives linked references to resources used in the file. These features are enhanced in the pending release of our Portal interface system.}



TEAM:TEAM\_RESOURCES & descendant directories

▼ TEAM_RESOURCES	Hierarchy
▼ CLIENT...	TEAM_RESOURCES Directory descendant CLIENT-X directory
▼ TEAM_GENERAL	TEAM_RESOURCES Directory descendant TEAM_GENERAL directory
▼ TEAM_ARCHIVE	TEAM_RESOURCES Directory descendant TEAM_ARCHIVE directory

ACCESS: 	owners		managers	
	Process	Content	Process	Content
▼ TEAM_RESOURCES	2	2	2	2
▼ CLIENT...	0	0	0	0
▼ TEAM_GENERAL	0	0	0	0
▼ zTEAM_ARCHIVE	0	2	2	2

TEAM\_RESOURCES

The TEAM\_RESOURCES directory is an umbrella directory for all items specific to the Team's needs/process that do not directly pertain to the active production work or are files that should not be readily available to the client. The TEAM\_GENERAL and TEAM\_ARCHIVE directories are added on a new team event, and the client directory is added on a new client event.

CLIENT...

- Has two default child folders and a folder for each job
- Automated routings from the Upload\_Area are set for the general folder by default, and maybe added for the job folder.

This folder can contain files and folders a needed by the team. By default there are two folders in the directory upon its creation on a new job event, the general directory and the templates directory. Each new job even will trigger the generation of a Job... folder in this folder. All files housed in these directories are support or reference files needed to support the production and creative process.

/general : Client administrative items not associated to a job. Auto-routing from Upload\_Area

/Job... : Job administrative items, may be set for Auto-routings from Upload\_Area

/templates : Approved Templates for a client

TEAM\_GENERAL

- Default folder added on a new team event
- Files and folders may be added by any team members as needed.

Any support or reference files that are not specific to a client, job or are not templates should be stored here. There are not rules dictating the use of this directory.

TEAM\_ARCHIVE

- This directory can only be added to and modified by the Process Owner (Typically the Production or Account Manager)
- Folders or Files in this directory should not exist anywhere else in the system.

TEAM\_ARCHIVE is just that an archive. Anything in this directory was once an active production or support file, and has been moved here so that it may be referenced. The items in this directory should be unique meaning that they should not exist in active directories. If files from this directory are needed they must be moved into the appropriate active directory by the Process Owner.

How it Happens?

