



SAP Display Advertisements

Uploads & How To

21/01/2021

Jacques Engelbrecht

Table of Contents

[Introduction 3](#_Toc62202751)

[Technical Information 3](#_Toc62202752)

[Server 3](#_Toc62202753)

[Workspace Pro 3](#_Toc62202754)

[File Types 3](#_Toc62202755)

[Filenames 3](#_Toc62202756)

[Network Connectivity 3](#_Toc62202757)

[Workspace Environment 4](#_Toc62202758)

[Assembly Lines 4](#_Toc62202759)

[Assembly Line Module Details 5](#_Toc62202760)

[Input 5](#_Toc62202761)

[Export File to MaterialCutouts 5](#_Toc62202762)

[Error Email Modules 5](#_Toc62202763)

[Restoring and Backups 5](#_Toc62202764)

[Methode Import Servlet 6](#_Toc62202765)

[Servlet Destination 6](#_Toc62202766)

[SOS Uploads 7](#_Toc62202767)

[Workspace 2 SOS 7](#_Toc62202768)

[Syncovery Queues 7](#_Toc62202769)

[FileZilla 8](#_Toc62202770)

[Site Manager Entries 8](#_Toc62202771)

[Windows Drive Mappings 9](#_Toc62202772)

[Server 9](#_Toc62202773)

[Drive Mappings 9](#_Toc62202774)

[Network Connectivity 9](#_Toc62202775)

[Ticket Information 9](#_Toc62202776)

# Introduction

The purpose of this document is to detail all in the information required for uploading, maintenance and assisting users with the upload of display advertisements as created for the Media24 Methode Content Management System. All advertisements will be uploaded as PDFs and pre-flighted before being uploaded to the CMS for automatic linking to the required booking.

# Technical Information

All material will be uploaded to a designated server, 02cpt-dis07, which has a valid OneVision Workspace Pro application running. The Workspace environment will be catering for the retrieval, pre-flighting, and upload of the advertising material. See all technical requirements:

### Server

* 02cpt-dis07
* Windows Server 2016 OS

### Workspace Pro

* Workspace Pro Version 19.1 (minimum)

### File Types

* PDF (portable document format) Version 1.4 Acrobat 5.x
* Files not matching this version will be updated in the pre-flighting process

### Filenames

* Filenames will consist of 8 characters, starting with “X”
* Example X1WE0BRM.pdf
* Files not matching this designation, will be excluded from processing using a regex expression

### Network Connectivity

* All servers will require a VPN connection (Media24 Remote Access)
* A stable private or office connection

# Workspace Environment

The OneVision Workspace environment will be responsible for importing, pre-flighting, error-reporting, and upload of the approved material to the Methode CMS. See the technical details and licence for the current installation. Should an update be installed, ensure to update the document with the relevant information.

### Assembly Lines

The assembly lines have been designed to function in conjunction with each national DTP team which will be creating and uploading the material. Each assembly line will have two email modules which will report any errors to the relevant team. See the details of each assembly line noting the name, department, and recipients for error logs. The users will be responsible for dropping the material in each relevant folder. In case of content being dropped on other server instance, the assembly line will be updated with a secondary input folder to retrieve the material.

|  |  |  |
| --- | --- | --- |
| Assembly Line | Department | Email Recipients |
| DisplayAds BolandMedia | BolandMedia DTP team situated in Strand and surrounds. The team are primarily responsible for all Boland titles, such as Distrikspos, Eikestadnuus, PaarlPost, Hermanus Times, Weslander, Weskus Nuus and the Gazettes. | [michel.fisher@media24.com](mailto:Michel.Fisher@media24.com)  [eidos.content@media24.com](mailto:eidos.content@media24.com) |
| DisplayAds CapeTown | National DTP team situated in CapeTown and surrounds. The national team are responsible for a host of titles. This assembly line will cater for all titles which are hosted on the Western Cape Methode instance. | [tsmith@dieburger.com](mailto:tsmith@dieburger.com)  [dtp.electronic@dieburger.com](mailto:dtp.electronic@dieburger.com)  [eidos.content@media24.com](mailto:eidos.content@media24.com) |
| DisplayAds EasternCape | National DTP team situated in Port Elizabeth and surrounds. The national team are responsible for a host of titles. This assembly line will cater for all titles which are hosted on the Western Cape Methode instance. | [ooskaapbladbeplanners@ds.naspers.com](mailto:ooskaapbladbeplanners@ds.naspers.com)  [athiersen@dieburger.com](mailto:athiersen@dieburger.com)  [eidos.content@media24.com](mailto:eidos.content@media24.com) |
| DisplayAds Johannesburg | National DTP team situated in Auckland Park and surrounds. The national team are responsible for a host of titles. This assembly line will cater for all titles which are hosted on the Gauteng Methode instance. | [tsmith@dieburger.com](mailto:tsmith@dieburger.com)  [dtp.electronic@dieburger.com](mailto:dtp.electronic@dieburger.com)  [eidos.content@media24.com](mailto:eidos.content@media24.com) |
| DisplayAds MooiVaalMedia | National DTP team situated in Vanderbijlpark & surrounds. The team focusses only on the MooiVaal titles. | [eidos.content@media24.com](mailto:Eidos.Content@Media24.com) |
| DisplayAds Pietermaritzburg | National DTP team situated in Pietermaritzburg & surrounds. The team only focus on the titles for KwaZulu Natal – for example The Witness, Greytown Gazette etc. | [eidos.content@media24.com](mailto:Eidos.Content@Media24.com)  [cheryl.moig@media24.com](mailto:cheryl.moig@media24.com)  [belinda.naidoo@media24.com](mailto:belinda.naidoo@media24.com)  [keith.howell@media24.com](mailto:keith.howell@media24.com)  [nokubonga.ngcobo@media24.com](mailto:nokubonga.ngcobo@media24.com)  [thokozani.mkhize@media24.com](mailto:thokozani.mkhize@media24.com)  [claudia.banha@media24.com](mailto:claudia.banha@media24.com)  [lwando.ndabeni@media24.com](mailto:lwando.ndabeni@media24.com)  [thokozani.mkhize@media24.com](mailto:thokozani.mkhize@media24.com)  [jenny.poliah@media24.com](mailto:jenny.poliah@media24.com) |
| DisplayAds Freestate | National DTP team situated in Bloemfontein. The national team are responsible for most of the community titles. This assembly line will cater for all titles which are hosted on the Western Cape Methode instance. | [voorpers@volksblad.com](mailto:Voorpers@Volksblad.com)  [eidos.content@media24.com](mailto:eidos.content@media24.com) |

## Assembly Line Module Details

See the complete breakdown of each module and their functions. This can be used for maintenance and troubleshooting purposes. See the technical details of specific modules – Export File to MaterialCutouts & Error Emails.

|  |  |
| --- | --- |
| MODULE | DESCRIPTION |
| Input | \\02cpt-dis07\D\Workspace\_data\In\SAP\_Display\{subfolder} |
| Move Source Files | Retrieve files from the input location and start processing. |
| Route by File Names | Uses a regex expression (X[0-9a-zA-Z]{7}.pdf) to collect valid material for processing. Files not matching this expression will be deleted and an error send to the DTP team with details regarding the file. |
| Prepare Print Ready Pdfs | Create X-Ready PDFS for commercial printing. |
| Preflight Material | Check for errors and issues related to the material. |
| Color Management | Assign the correct color profiles for commercial printing – ISONewspaper26v4 (CMYK), sRGB or ISONewspaper26v4\_gr for grayscale material. |
| Flatten Transparencies | Flatten images to 200dpi where required. |
| Pass | Upload PDF material to Methode Import Servlet for import to Methode CMS. |
| Convert to JPEG | Creates a copy of the material and creates a 96dpi image of the file. |
| Export File to MaterialCutouts | Exports the file to the SAP ERP system for invoicing use. |
| Send Error Emails | All material not suited for import will be deleted and users will be informed regarding the details. |

### Input

The holding folder, SAP\_Display, will host the subfolders for each DTP team. The folders available will be BolandMedia, CapeTown, EasternCape, Johannesburg, Pietermaritzburg, Freestate & MooiVaalMedia. The folder names will correspond to the assembly line names.

### Export File to MaterialCutouts

Workspace will export the JPG material to the SAP ERP ftp for use on their invoices. Once the ftp process has been completed a secondary SAP process will file the document according to their requirements. This module is used by every assembly line and the details can also be found in “Data Interface” of the Workspace environment. See the details below for the ftp destination:

|  |  |
| --- | --- |
| Destination | saperpprd01 |
| Username | eidosftp |
| Password | HandSanitizer!1 |

### Error Email Modules

Users and groups receiving the error emails are noted in the *Assembly Line Information* topic.

### Restoring and Backups

After approval all assembly lines will be backed up in OneDrive. Should it be required the assembly lines can be imported to restore the original functionality.

# Methode Import Servlet

The Methode Import Servlet will import the advertising material to the correct destination and set the workflow status to “Ads/Ready” – which indicates that the material has passed the processing and import processes. All material will be imported regardless of whether a booking is available.

### Servlet Destination

All files should be dumped to the following location *<//methode\_share/SAP/Display/Pass>* which is monitored by the servlet. The servlet will do a filename transformation from lowercase to uppercase to ensure that the filename matches those of the booking as received from SAP.

See a copy of the entry in the servlet.

<Feed name="SAP\_Pass" disableLargeMode="true" disableAlerts="false">

    <Read class="com.eidosmedia.mis.read.LocalRead" threads="3" period="10000" rate="50000">

        <LocalSource>&HOME;/mnt/tomcat/methode\_share/SAP/Display/Pass</LocalSource>

        <SelectSuffixes>.pdf</SelectSuffixes>

        <SearchMode>read</SearchMode>

        <ReadTimeout>10000</ReadTimeout>

    </Read>

    <Write class="com.eidosmedia.mis.write.GroupWrite">

        <Select pattern="\*.pdf" required="true">

            <Create overwrite="false" type="PDF">

                <Destination>

                    <String type="string" value="/Ads/PDF/"/>

                    <String type="xpath" value="substring('{name}',8,1)"/>

                </Destination>

                <Filename>

                    <String type="xpath" value="concat(substring-before(translate('{name}','abcdefghilmnopqrstuvzxywjk','ABCDEFGHILMNOPQRSTUVZXYWJK'),'.PDF'),'.pdf')"/>

                </Filename>

            </Create>

            <PostImport class="com.eidosmedia.mis.postimport.Workflow" workflow="Ads" step="Ready" continueOnFail="true"/>

        </Select>

    </Write>

</Feed>

# SOS Uploads

A secondary upload option is also available in the case of emergencies. User will be able to upload files to Media24 FTPS instance using an ftp application, such as FileZilla. This option is to be used in case of service failure and users will be notified to switch to the SOS option.

The details for the FTPS link are:

|  |  |
| --- | --- |
| Destination | ftps.media24.com |
| Username | sapdisplayads |
| Password | fnO81YetLAud |

The ftps profile will have the permissions to browse all subfolders, BolandMedia, CapeTown, EasternCape, Freestate, Johannesburg, MooiVaalMedia & Pietermaritzburg. The folders correspond to the names of the assembly lines and users should drop the files in the corresponding folder.

A syndication application, Syncovery, will poll the folders every 60 seconds and upload all files contained in the folders to the corresponding input folders on the server *<02cpt-dis07>*. Normal processing will proceed from here on. In the case of the service or server instance being unavailable, the processing will be handled by SOS assembly lines on the secondary Workspace environment *<02auc-app10>.*

### Workspace 2 SOS

In the case where the primary Workspace is unavailable please activate the SOS assembly lines on Workspace 2. The assembly line names will correspond to the original with a SOS designation.

* DisplayAds BolandMedia SOS
* DisplayAds CapeTown SOS
* DisplayAds EasternCape SOS
* DisplayAds Johannesburg SOS
* DisplayAds MooiVaalMedia SOS
* DisplayAds Pietermaritzburg SOS
* DisplayAds Freestate SOS

The assembly lines will have the option to pull material from the *<02cpt-dis07>* input folders or to receive a feed from the ftps.media24.com instance. This will provide fallback options in case of server or service failure.

### Syncovery Queues

The queues to be used in case of emergencies will be available on *<02cpt-dis07>* and *<02cpt-aus11>*.

* Workspace One SOS – retrieve material and send to *<02cpt-dis07>* input folders
* Workspace Two SOS – retrieve material and send to *<02auc-app10>* input folders
* Each queue will poll the folders every 60 seconds

**These queues will be inactive and should only be activated in case of emergencies.**

# FileZilla

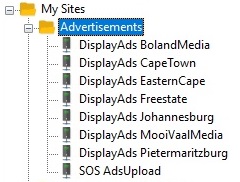
FileZilla is a free ftp client application with the capability to access ftps and normal ftp destinations. Users can make of the application with the site manager setting supplied to drop advertising material directly into the processing environment. The application has a build in end-of file function which would ensure that complete file is uploaded – even on slower home networks for example.

All users will be supplied with details to add to their site manager in FileZilla.

### Site Manager Entries

* **DisplayAds BolandMedia:** BolandMedia DTP team situated in Strand and surrounds. The team are primarily responsible for all Boland titles, such as Distrikspos, Eikestadnuus, PaarlPost, Hermanus Times, Weslander, Weskus Nuus and the Gazettes.
* **DisplayAds CapeTown:** National DTP team situated in CapeTown and surrounds. The national team are responsible for a host of titles. This assembly line will cater for all titles which are hosted on the Western Cape Methode instance.
* **DisplayAds EasternCape:** National DTP team situated in Port Elizabeth and surrounds. The national team are responsible for a host of titles. This assembly line will cater for all titles which are hosted on the Western Cape Methode instance.
* **DisplayAds Freestate:** National DTP team situated in Bloemfontein. The national team are responsible for most of the community titles. This assembly line will cater for all titles which are hosted on the Western Cape Methode instance.
* **DisplayAds Johannesburg:** National DTP team situated in Auckland Park and surrounds. The national team are responsible for a host of titles. This assembly line will cater for all titles which are hosted on the Gauteng Methode instance.
* **DisplayAds MooiVaalMedia:** National DTP team situated in Vanderbijlpark & surrounds. The team focusses only on the MooiVaal titles.
* **DisplayAds Pietermaritzburg:** National DTP team situated in Pietermaritzburg & surrounds. The team only focus on the titles for KwaZulu Natal – for example The Witness, Greytown Gazette etc.
* **SOS AdsUpload:** This assembly lines is not active and will only be activated in case of server of service failure. Users will be instructed by Methode Application Support Specialist to make use of this option when required. Upload all material to the corresponding folders as per normal procedure.

See a screenshot from the Site Manager in FileZilla.



# Windows Drive Mappings

The option exists for users to use drive mappings to drop files in manually. Please create a request on the Media24 Service Desk to have the required mappings created. These mappings will replace the current mappings / drive used by all DTP team for the uploading of advertising material.

### Server

* 02cpt-dis07
* \\02cpt-dis07\D\Workspace\_data\In\SAP\_Display\

### Drive Mappings

* BolandMedia ([\\02cpt-dis07\D\Workspace\_data\In\SAP\_Display\BolandMedia](file:///\\02cpt-dis07\D\Workspace_data\In\SAP_Display\BolandMedia))
* CapeTown ([\\02cpt-dis07\D\Workspace\_data\In\SAP\_Display\CapeTown](file:///\\02cpt-dis07\D\Workspace_data\In\SAP_Display\CapeTown))
* EasternCape ([\\02cpt-dis07\D\Workspace\_data\In\SAP\_Display\EasternCape](file:///\\02cpt-dis07\D\Workspace_data\In\SAP_Display\EasternCape))
* Freestate ([\\02cpt-dis07\D\Workspace\_data\In\SAP\_Display\Freestate](file:///\\02cpt-dis07\D\Workspace_data\In\SAP_Display\Freestate))
* Johannesburg ([\\02cpt-dis07\D\Workspace\_data\In\SAP\_Display\Johannesburg](file:///\\02cpt-dis07\D\Workspace_data\In\SAP_Display\Johannesburg))
* MooiVaalMedia ([\\02cpt-dis07\D\Workspace\_data\In\SAP\_Display\MooiVaalMedia](file:///\\02cpt-dis07\D\Workspace_data\In\SAP_Display\MooiVaalMedia))
* Pietermaritzburg ([\\02cpt-dis07\D\Workspace\_data\In\SAP\_Display\Pietermaritzburg](file:///\\02cpt-dis07\D\Workspace_data\In\SAP_Display\Pietermaritzburg))

### Network Connectivity

* All servers will require a VPN connection (Media24 Remote Access)
* A stable private or office connection

### Ticket Information

Users can make use of this information to create a ticket on the Media24 Service Desk. Substitute the drive mapping information where required to each DTP team. Please note, some teams might require multiple mappings.

*Please assist in creating the drive mapping from the following server 02cpt-dis07 using this destination* [*\\02cpt-dis07\D\Workspace\_data\In\SAP\_Display\BolandMedia*](file:///\\02cpt-dis07\D\Workspace_data\In\SAP_Display\BolandMedia)*.*

*END OF DOCUMENT.*