

2020 Cloud

2020 Authoring/Publishing Help

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1.1 Newsfeed

1.1.1 Newsfeed

Once logged into the Authoring Cloud, a live newsfeed is displayed. This area provides useful tips, tricks and techniques, along with 2020 news articles, each of which can be expanded to reveal the full article on 2020spaces.com.

1.2 Catalogs & Versions

1.2.1 Catalog Management

A catalog is the container used to group one or more catalog versions together. These are required to enable a Content Author to create and update catalog content. An example of two catalogs and their corresponding versions could look like this:

Catalog	Versions
Catalog A	Version 1.0
	Version 1.1
Catalog B	Version 1.0
	Version 2.0

1.2.2 Creating Catalogs

Within the 'Catalogs' area, a publisher can create new catalogs. To do this:

- Select the 'New' option.
- Enter the following information:

- Catalog Name – Name displayed to 2020 software users to identify the catalog.
- Catalog Code – Unique code of the catalog.
- Authoring Company – Company that will be authoring the catalog.
- Language – Language of the catalog.
- Currency – Currency of the catalog.
- Unit Of Measure – Measurement system of the catalog (e.g. metric or imperial).
- Market – Intended market of use (e.g. United States).
 - This option will determine which consumers can access the content based upon the market they are associated to (e.g. if a consumer operates in the United States market, then they will only have access to catalogs assigned to the United States market).
- Libraries – A link to any library or libraries containing the 3D models required for this catalog.
- The catalog will be created upon confirming the dialog.

Note that once the catalog has been created, the first version of this catalog will instantly become available to authors associated to the selected authoring company.

1.2.3 Editing Catalogs

Within the 'Catalogs' area, a publisher can edit an existing catalog's attributes. To do this:

- Select an existing catalog.
- Select the 'Edit' option.
- The following information for the selected catalog will be displayed for editing purposes:
 - Authoring Company – Company that will be authoring the catalog.
 - Language – Language of the catalog.
 - Currency – Currency of the catalog.
 - Unit Of Measure – Measurement system of the catalog (i.e. metric or imperial).
 - Libraries – A link to any library or libraries containing the 3D models required for this catalog.
- Changes will be applied upon confirming the dialog.

Note that any catalog's attributes that have been edited will only be applied when the next catalog version is published.

1.3 Catalog Version Management

1.3.1 Version Management

Throughout a catalog version's lifecycle, it will pass through four different stages listed below:

Catalog Version Status	Description
'Work In Progress'	Catalog version is available for authoring only. When a catalog version has this status, it is under the full control of the Author.
'In Review'	Catalog version is available to the publisher for review. When a catalog version has this status, it can no longer be authored and it is not available to consumers.
'Published'	Catalog version is available to consumers. When a catalog version has this status, the only option available to a publisher is to make it Retired.
'Retired'	Catalog version is no longer available to consumers when creating new designs, although it will still be referred to when consumers open any old designs that previously used this version. When a catalog version has this status, it is possible to once again make it Published.

1.3.2 Verifying Catalog Versions

It is possible to verify any selected catalog version that does not have a status of 'Work In Progress'.

Within the 'Versions' area, a publisher can verify a catalog version. To do this:

- Select the required catalog from the 'Catalogs' area.
- Select the required catalog version (from the list of versions).
- Select the 'Verify' option.
- A content browser, similar to the one used by consumers, is then presented to all the catalog to be verified. The browser allows the following:
 - To verify the catalog's product menu structure.
 - To review a product's attributes (Item Name, Order Code, Description, Dimensions, Price and thumbnail previews) in a grid format or in an expandable 'Information' section.
 - To review the model assigned to each product using a 'live' 3D preview.

1.3.3 Release Notes

It is possible to view the release notes for any selected catalog version. To do this:

- Select the required catalog from the 'Catalogs' area.
- Select the required catalog version (from the list of versions).
- Select the 'Release Notes' option.

It is possible to edit the text displayed within the 'Summary' area prior to publishing the catalog version.

Note that release notes are compulsory and are generated by the authoring using an automated tool.

1.3.4 Activity

It is possible to view the activity log for any selected catalog version. Key activities are recorded along with the user's name and time.

Within the 'Versions' area, a publisher can view the activity log. To do this:

- Select the required catalog from the 'Catalogs' area.
- Select the required catalog version (from the list of versions).
- Select the 'Activity' option.

1.3.5 Certifying Catalog Versions

Every catalog version must be certified by the Author before it can be sent to a Publisher for review. The certification process identifies and logs any issues found with a catalog version.

Results from the certification process are classified in two categories:

- **Error** – The issue detected must be resolved by the Author before submitting the catalog version to the publisher for review.
- **Warning** – The issue detected should be resolved by the Author, however the catalog version can still be submitted to the Publisher for review.

It is possible to view the certification warnings on any selected catalog version when it does not have a status of 'Work In Progress'.

Within the 'Versions' area, a publisher can view the certification results. To do this:

- Select the required catalog from the 'Catalogs' area.
- Select the required catalog version (from the list of versions).
- Select the 'Certification Results' option.

1.3.6 Send To Author

When a catalog version is 'In Review', it is possible for the version to be returned to the authoring company for further authoring to take place.

Within the 'Versions' area, a publisher can return a catalog version to the author. To do this:

- Select the required catalog from the 'Catalogs' area.
- Select the 'In Review' catalog version (from the list of versions).
- Select the 'Send To Author' option.
- A confirmation dialog will be presented – click 'OK' to proceed.

The catalog version will then be returned to the content authoring company and will again be assigned a status of 'Work In Progress'.

1.3.7 Publishing Catalog Versions

When an 'In Review' catalog version is ready for release, it can be published to all consumers

within the catalog's associated market region (defined at the point of creating the catalog – see 'Creating Catalogs' section).

Note that any previously published catalog version that is now 'Retired' may also be republished.

Within the 'Versions' area, a publisher can publish a catalog version. To do this:

- Select the required catalog from the 'Catalogs' area.
- Select the desired 'In Review' catalog version (from the list of versions).
- Select the 'Publish' option.
- A confirmation dialog will be presented – click 'OK' to proceed.

The selected catalog version will become instantly available to consumers.

Note that it is possible to have multiple 'Published' catalog versions.

1.3.8 Retiring Catalog Versions

A published catalog version can be retired at any time. Retiring a catalog version will prevent consumers from being able to add any products from this version to their designs. They will still have the option to open existing designs that use a retired catalog version. It is always recommended to have a more recent published catalog version available than the version being retired.

Within the 'Versions' area, a publisher can retire a catalog version. To do this:

- Select the required catalog from the 'Catalogs' area.
- Select the desired 'Published' catalog (from the list of versions).
- Select the 'Retire' option.
- A confirmation dialog will be presented – click 'OK' to proceed.

The selected catalog version will become retired.

1.4 Analytics

1.4.1 Usage Analytics

For any catalog versions that have been published, it is possible to view consumer usage information. This includes user visits, top item usage, top item types by users and adds by known user locations. To access this information:

- Select the required catalog from the 'Catalogs' area.
- Select the 'Usage Analytics' option.

Note that it is only possible to view the usage information for 1 month time span.

1.5 Model Libraries & Versions

1.5.1 Library Management

A library is the container used to group one or more library versions together. These are required to enable a Content Author to create and update library versions and the models they contain. An example of two libraries and their corresponding versions could look like this:

Library	Versions
Library A	Version 1.0
	Version 1.1
Library B	Version 1.0
	Version 2.0

1.5.2 Creating Libraries

Within the 'Model Library' area, a publisher can create new libraries. To do this:

- Select the 'New' option.
- Enter the following information:
 - Library Name – Name displayed to identify the library.
 - Authoring Company – Company that will be authoring the library.
- The library will be created upon confirming the dialog.

Note that once the library has been created, the first version of this library will instantly become available to authors associated to the selected authoring company.

1.5.3 Editing Libraries

Within the 'Model Library' area, a publisher can edit an existing library's attributes. To do this:

- Select an existing library.
- Select the 'Edit' option.
- The following information for the selected library will be displayed for editing purposes:
 - Library Name – Name displayed to identify the library.
 - Authoring Company – Company that will be authoring the library.
- Changes will be applied upon confirming the dialog.

Note that any library's attributes that have been edited will only be applied when the next library version is published.

1.6 Model Version Management

1.6.1 Library Version Statuses

Throughout a library version's lifecycle, it will pass through four different stages listed below:

Library Version Status	Description
'Work In Progress'	Library version is available for authoring only. When a library version has this status, it is under the full control of the Author.
'In Review'	Library version is available to the publisher for review. When a library version has this status, it can no longer be authored and it is not available to consumers.
'Published'	Library version is available to link to a catalog. When a library version has this status, the only option available to a publisher is to make it Retired.
'Retired'	Library version is no longer available for use. When a library version has this status, it is possible to once again make it Published.

Note: There can only ever be one published library version at any one time.

1.6.2 Verifying Library Versions

It is possible to verify any selected library version when it does not have a status of 'Work In Progress'.

Within the 'Versions' area, a publisher can verify a library version. To do this:

- Select the required library from the 'Libraries' area.
- Select the required library version (from the list of versions).
- Select the 'Verify' option.
- Tools are then presented to verify the library. This allows the following:
 - Review product attributes (Model Name, whether the model is graphical or not,

preview of model) in a grid format.

- o Review each model using a 'live' 3D preview.

1.6.3 Activity

It is possible to view the activity log for any selected library version. Key activities are recorded along with the user's name and time.

Within the 'Versions' area, a publisher can view the activity log. To do this:

- Select the required library from the 'Library' area.
- Select the required library version (from the list of versions).
- Select the 'Activity' option.

1.6.4 Certifying Library Versions

Every library version must be certified by the Author before it can be sent to a Publisher for review. The certification process identifies and logs any issues found with a library version.

Results from the certification process are classified in two categories:

- **Error** – The issue detected must be resolved by the Author before submitting the library version to the publisher for review.
- **Warning** – The issue detected should be resolved by the Author, however the library version can still be submitted to the Publisher for review.

It is possible to view the certification warnings on any selected library version when it does not have a status of 'Work In Progress'.

Within the 'Versions' area, a publisher can view the certification results. To do this:

- Select the required library from the 'Library' area.
- Select the required library version (from the list of versions).
- Select the 'Certification Results' option.

1.6.5 Return To Author

When a library version is 'In Review', it is possible for the version to be returned to the authoring company for further authoring to take place.

Within the 'Versions' area, a publisher can return a library version to the author. To do this:

- Select the required library from the 'Library' area.
- Select the 'In Review' library version (from the list of versions).
- Select the 'Return To Author' option.
- A confirmation dialog will be presented – click 'OK' to proceed.

The library version will then be returned to the content authoring company and will be assigned a status of 'Work In Progress'.

1.6.6 Publishing Library Version

When an 'In Review' library version is ready for release, it can be published so it can be accessed by catalogs assigned to this library. As it is only possible to have one library version published at any one time, upon publishing, the previously published library version will be automatically retired.

Within the 'Versions' area, a publisher can publish a library version. To do this:

- Select the required library from the 'Library' area.
- Select the desired 'In Review' library version (from the list of versions).
- Select the 'Publish' option.
- A confirmation dialog will be presented – click 'OK' to proceed.

The selected library version will become instantly available for use in catalogs associated to this library.

1.6.7 Retiring library Versions

A published library version can be retired at any time. Retiring a library version will prevent any future use of that library in catalogs associated to this library.

Within the 'Versions' area, a publisher can retire a library version. To do this:

- Select the required library from the 'Libraries' area.
- Select the desired 'Published' library (from the list of versions).
- Select the 'Retire' option.
- A confirmation dialog will be presented – click 'OK' to proceed.

The selected library version will become retired.