Redesign of JRP

Concept, Information Architecture, metadata

Connection between JRP and BiblioLive: Explanation
ILO product templates: See list here
Glossary of acronyms - PP, ISBN, UI

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The Job Request Platform (JRP) in general

Goal

The Job Request Platform (JRP) is a tool used by the ILO units to ask for Publishing services [1] to PUBL / PRODOC

[1] See the workflow behind publishing services at the ILO,
See also its explanation

Benefits

Benefit for the ILO Units (customer)	Benefit For PUBL/PRODOC
A unique place where to discover and to get all Publishing services available at ILO	A unique place used to Inform the client of services provided as support of the Publishing process
Easier and structured manner to interact and to communicate with PUBL/PRODOC along the Publishing process	Predefined channels for interaction and communication with Customers Common and well structured space for any document or file during the Publishing process
Possibility to keep under control the progress of works (Tracking system)	Easier to plan and manage works Improve and ease the workgroup within PUBL and PRODOC
Allow the Self-calculation estimation cost at the time of entering the request ● Useful for preparing the budget ● Unit's FCO can keep the spending on publications under control	Avoid issues during production in case of missing budget Simplify the process from budget proposals, procurement requests and order. Easier to collect data for invoicing

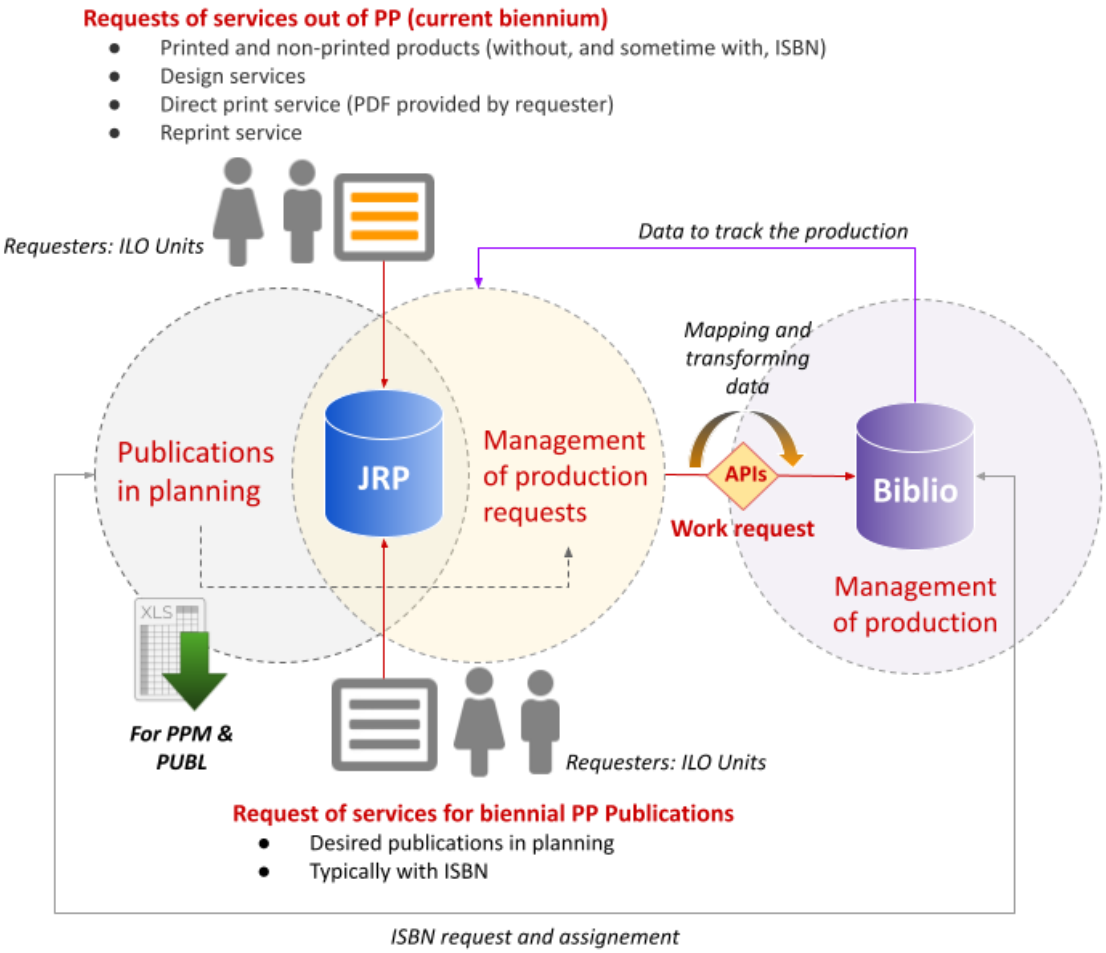
The JRP main functionalities

The JRP/Biblio connection sees the JRP becoming a common tool used by both PUBL and PRODOC

It is a common tool used by ILO units to ask for Publishing service for majority of ILO printed and non-printed Product types, regardless of whether it belongs to the biennial Publishing Plan (PP) or not

It is used at HQ, its use can be extended to the Fields

The following diagram summarizing the JRP functionalities, it is based on the JRP/Biblo connection flow and its explanation



Types of printed and non-printed product

- **In red** are marked items from biennial Publishing Plan (PP)
- **In green** those in the JRP
- In yellow **Publication going in planning and checked by PUBL before to be loaded in Biblio**
- See also the list of associated product Templates

Main category	Subcategory	ISBN	ISSN	Origin	In planning: PP
Book	Code of practice	Y	Y	PP + JRP	
	Guide	Y		PP + JRP	
	Compendium	Y		PP + Biblio	
	Edited volume	Y		PP + Biblio	
	Good practice	Y		PP + Biblio	
	Guidelines	Y		PP + JRP	
	Handbook	Y		PP + JRP	
	Monograph	Y		PP + Biblio	
	Report	Y	Y/N	PP + JRP	
Brief	Generic brief	N		PP + JRP	
	Policy brief	N		JRP	
	Research brief	N		JRP	
	Statistical brief	N		JRP	
Digital only	Digital narratives (infostories)	N		PP + Biblio	
	Data visualizations	N		PP + Biblio	
	Mobile apps	N		JRP ☎	
	Illustrations/Graphics/Iconography	N		JRP ☎	
	Webinar background	N		JRP ☎	
	Web site	N		JRP ☎	
	Animation	N		JRP ☎	
	Social media cards	N		JRP ☎	
Executive Summary		N		PP+Biblio	
Fact sheet		N		JRP + JRP	
Graphic design and branding	Visual identity	N		JRP ☎	
	Campaign & Events design	N		JRP ☎	
	Branding check	N		JRP ☎	
	Signage	N		JRP ☎	
	Design of branding assets	N		JRP ☎	

	Template Design			JRP ☎	
Journal article		N			
Meeting documents	International Labour Conference	Y/N	Y	RODIS + Batch load	*Some of them*
	Governing Body (?)	N		RODIS + Batch load	
	Regional meeting (?)	Y/N		????	*Some of them*
	CEACR committee	Y/N		JRP	*Some of them*
	Sectoral meeting (?)	Y/N		Biblio	*Some of them*
	Other			Biblio	
	Administrative Tribunal of the ILO	Y	Y	JRP (to PMSERV)	
Paper	Working paper	Y	Y	JRP	
	Background	N		JRP	
	Discussion paper	N		JRP	
Periodical	Journal (1)	Y	Y	PP+ JRP	
	Magazine (WOW)	N	Y	JRP	
	Official bulletin (A, B)	N	Y	NA	
Promotional and identity materials	Flyer	N		JRP	
	Brochure	N		JRP	
	Poster	N		JRP	
	Banner/ roll up	N		JRP	
	Newsletter	N		JRP	
	Visit card	N		JRP (to PMSERV)	
	Stationery	N		JRP (to PMSERV)	
	Invitation	N		JRP ☎	
	Certificates	N		JRP ☎	
	Flags	N		JRP ☎	
	Bloc notes	N		JRP ☎	
	Pen	N		JRP ☎	
	USB key	N		JRP ☎	
	Mug	N		JRP ☎	
	Lanyards	N		JRP ☎	
	Badge	N		JRP ☎	
	Other	N		JRP ☎	
	Backdrop /stand	N		JRP ☎	

(1) for Intl. Journal of Labour Research only

4 types of services provided by PUBL/PRODOC

PUBL / PRODOC, each for its part, acts as a Publishing Services Company
ILO Units can ask for different types of Publishing services for different types of products

1) **Full Publishing service**
   a. For Publications from Publishing Plan (PP)
   b. For Publications out of PP
2) **Design Service**
   a. For specific product type
   b. For Publication from PP (Cover and inner design service on request of PPM)
3) **Direct Print Service**
   a. For any type of product
4) **Reprint Service**
   a. For any type of product

Publishing Services	For	Planning service	Costing service
Full Publishing service ● Publications from PP	Product	**PPM/PUBL**	**PPM** Self-calculation estimation cost (Print + Design services) [1]
● Publications out of PP	Product	**PPM**	**PPM** Self-calculation estimation cost (Print + Design services)
Design Service ● For specific product type ● For Publication from PP	Service + Product	DESIGN	NO Self-calculation of cost Cost provide by PPM in case of external supplier
Direct Print Service ● For any type of product	Product	PMSERV	On lump sum after print (RELMEETING) Self-calculation of final cost (print only)
Reprint Service ● For any type of product	Product		Self-calculation estimation cost (print only)

[1] For the Self-calculation estimation cost refer to this file

Actions to be done with the JRP to request Publishing services

Depending on the type of service, the requester (ILO Unit) follows these operations

Full Publishing service	

• **Insert a publication from biennial PP** [1]
  ○ Books
  ○ Briefs
  ○ Papers
  ○ Journal
  ○ Some meeting reports
	• Typically products WITH ISBN [2]
	• At initial stage for planning purposes
	• **PUBL** inserts first in Biblio a selection of PP publications, then records are visible on JRP to ILO Units

• **Update publications within the PP categories of the current biennium** ○ *Categories as above*	• Typically products WITH ISBN inserted by ILO Units • It could happen in case something new shows up • Closer to production instead of planning

• **Insert a publication OUT of biennial PP**
  ○ Briefs
  ○ Promotional materials
	• Typically products WITHOUT ISBN inserted by ILO Units
	• Insertion of different types of printed and non-printed products

Design service	

• **Select a product and request Design to get in direct contact for details**
  ○ Digital only products
  ○ Graphic Design and branding
  ○ Certain Publications from PP for cover and layout design
	No insertion of metadata on the JRP

Direct print service	
• **Provision of a PDF** ○ for any type of product	PDF provided by ILO Units [3]
Reprint service	
• **Select a Publication already printed** ○ for any type of product	Requested by ILO Units

[1] **The objective of PP is to get visibility of volumes of work in the year** , it is a "wish list" from ILO Units Most of the data are usable in Biblio. See the comparison of current PP metadata with those are used for Productions

[2] The ISBN applies to any type of publication regardless of whether it belongs to the current biennium or the following one. The ISBN is a data that is closer to the production status of the publication than its planning, because without the ISBN the publication cannot be produced, if the ISBN is required for that publication (including the fact that a scheduled publication will not necessarily be produced)

[3] Meeting reports print requests by RELMEETINGS fall in this category

Origin of request of Publishing services

The request is based on the product. For each product different Services are provided

Type of product	Come from	Data transferring	Sevice
Book	PP (Excel)	Biblio ⇄ JRP JRP ⇄ Biblio (1)	PPM/PUBL: Planning & Costing
Paper	PP (Excel)	Biblio ⇄ JRP JRP ⇄ Biblio	Working paper: direct print
Executive summary	PP (Excel)	Biblio ⇄ JRP	PUBL
Journal article	PP (Excel)	Biblio ⇄ JRP	
Fact sheet	JRP	JRP ⇄ Biblio	Brand Hub : direct print
Brief	JRP	JRP ⇄ Biblio	Brand Hub : direct print
Digital only	JRP (2)	Biblio ⇄ JRP	DESIGN
Design & Branding	JRP (2)	Biblio ⇄ JRP	DESIGN
Promotional materials	JRP (2)	JRP ⇄ Biblio	DESIGN
Periodical WOW	JRP	JRP ⇄ Biblio	PPM: Planning & Costing
Periodical: ILR	NA	Biblio ⇄ JRP	PPM: Planning & Costing
Meeting docs	RODIS	Biblio with batch file	Direct print
	JRP	JRP ⇄ Biblio	ILC reports , Sectoral meetings

(1) Due to the fact we have the same product type (e.g. handbook) in both PP and JRP ,the risk of duplication exists because of the delay between the PP in Excel (Nov) and its visibility on JRP (Feb)

(2) JRP is used only as a contact channel for Design (No data inserted by requester, it will be DESIGN to insert the work request in Biblio once agreed a job description with the client)

The JRP is not always populated by the Requester: different uses

Because the JRP is not always populated by the Requester, it must alert the User when a new item appears. This can be done on the Home page

Products & Services		Populated by	Via	JRP is used to
Publications from Publishing Plan	Product	PUBL	Biblio	Inform a publication is ready to start: ISBN request, Cost, Planning
Publications out of Publishing Plan	Product	Requester	JRP	Insert work request directly
Design	Service	DESIGN	Biblio	Be called back by DESIGN and to be Informed during production
	Product	Requester	JRP	Insert work request directly
Direct Print	Service	Requester	JRP	Ask for printing by providing a file ready to print
Reprint	Service	Requester	JRP	Ask for reprint by searching for existing items

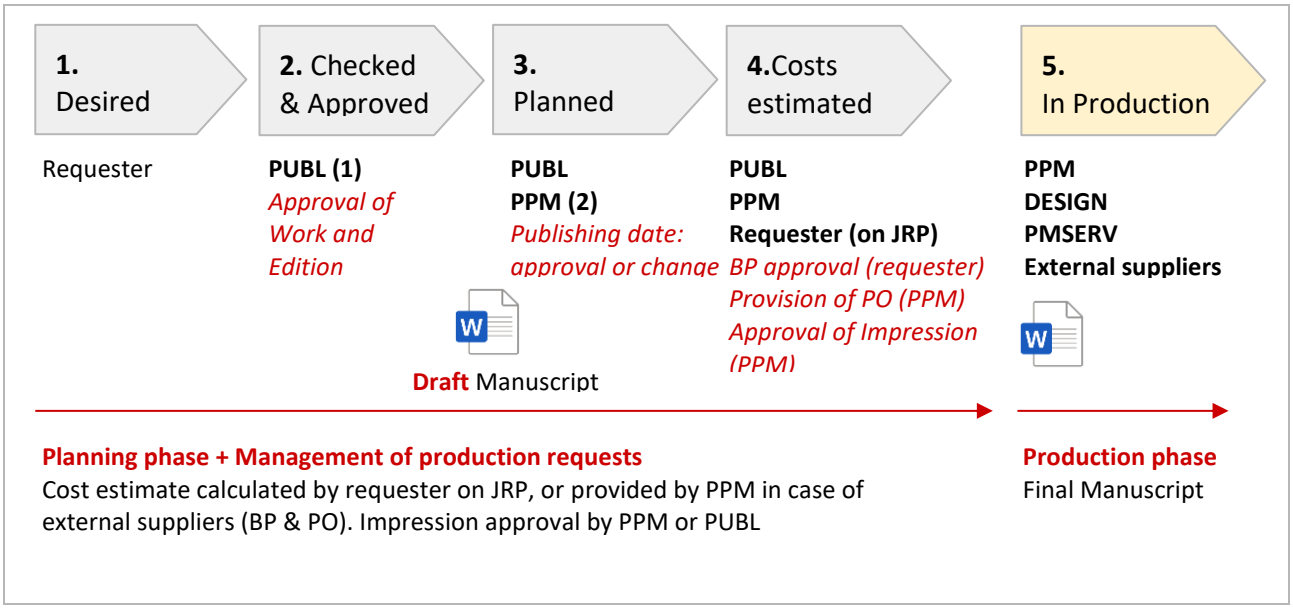
Uses and JRP functionalities

Use	Functionality
Inform a publication is ready to start: ISBN request, Cost, Planning	List or publications + entry masks
Insert work request directly	Entry mask for metadata and file (doc)
Contact DESIGN and be Informed during production	List of service with explanation + metadata to book a call back
Ask for printing by providing a file ready to print	Entry mask for metadata and file (PDF)
Ask for reprint by searching for existing items	Search in a collection Ready-made list by department

Check and approvals steps before the production

As indicated on the workflow, requests are received by different Project managers, so there are different step of check and approval of the request before to move in production

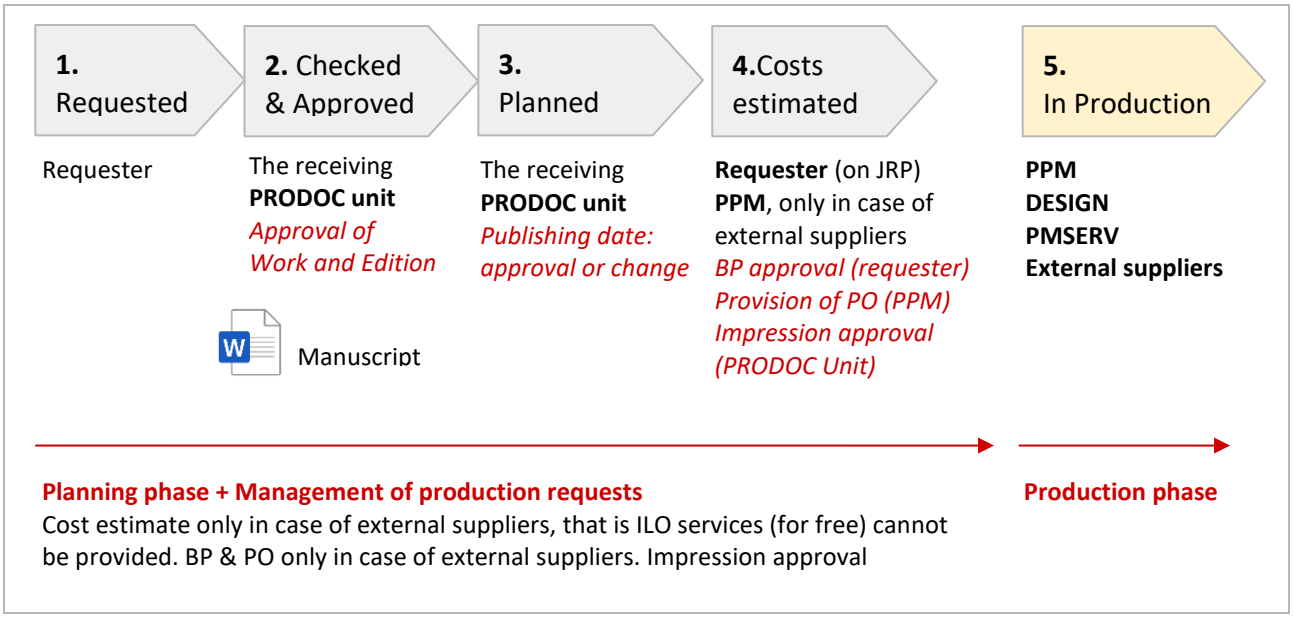
Publications in planning as part of Publishing Plan (usually with ISBN)



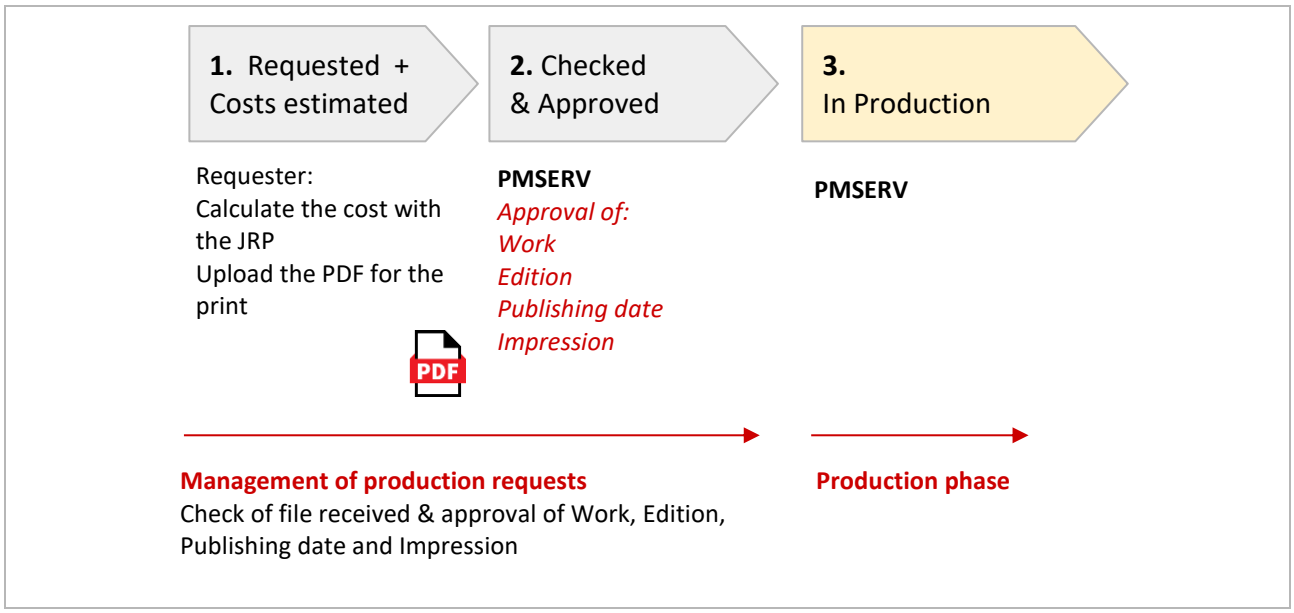
(1) PUBL: check and approve the publication inserted taking into consideration different aspects: its eligibility, bibliographic metadata provided (with a special attention to onyx standards compliance), advertising and sales aspects. **PUBL assign also the ISBN on request**

(2) PPM: take care of planning aspects related to suppliers (internal or external) and set the final publishing date accordingly

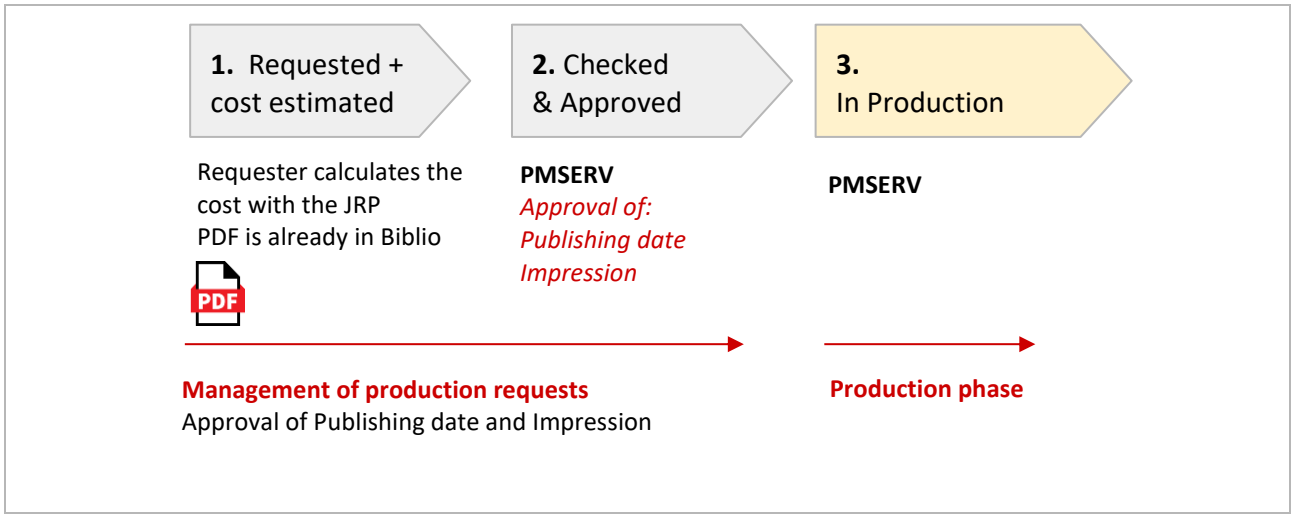
Publications in planning out of Publishing plan (Printed and non-printed products with and without ISBN)



Quick print (internal service only)



Reprint without modifications [1] (internal service only)



(1) A reprint request is made by selecting an archived job request and duplicating it as is. If the data, quantity or PDF is changed, a new job request is created.

Use cases in the JRP

Five use cases have been identified

1. **2 . Request of Publishing services for print and non-print products (with or without ISBN)**
    a. **First inserted in Biblio (By PUBL or DESIGN) and then visible to the requester, with rights to insert more data, on the JRP**
        i. Inserted by PUBL in the context of Publishing Plan activities
        ii. Inserted by DESIGN in the context of Design service provision
    b. **Directly inserted in the JRP by requester (ILO Unit)**

3. **Requests for DESIGN services - First inserted in Biblio and then visible on the JRP**
    a. Output: print and non-print product
    b. Output: set of visual assets (logotype, illustration…) and rules (Templates, grid systems …)

4. **Print request: new PDF (with or without ISBN)**
    a. **Directly inserted in the JRP** along with a PDF ready for the print

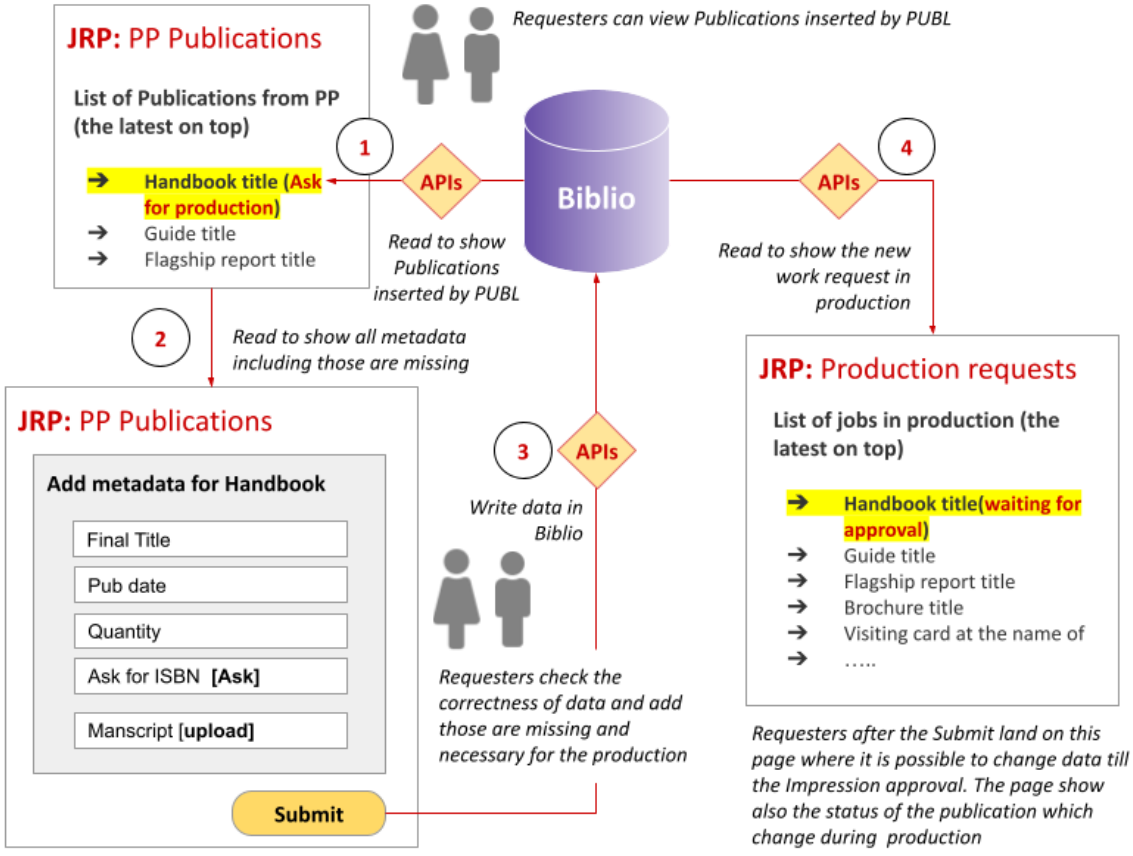
5. **Print request: existing PDF**
    a. By searching in Biblio archive of printed products

1. & 2. Request of Publishing services for print and non-print products (with or without ISBN)

First inserted in Biblio (By PUBL or DESIGN) and then visible to the requester, with rights to insert more data, on the JRP)

In this case the requester doesn't insert the request in JRP because it was already inserted by PUBL instead of him. This case occurs because PUBL inserts in Biblio the Publication selecting it from a list of "desired" publications provided months before by the request through an Excel file as part of the Publishing Plan (PP) activity managed by PUBL.
The Publication in Biblio is viewable in JRP thanks to APIs.
So the UX starts from a ready-made list of Publications in JRP. The requester has to:

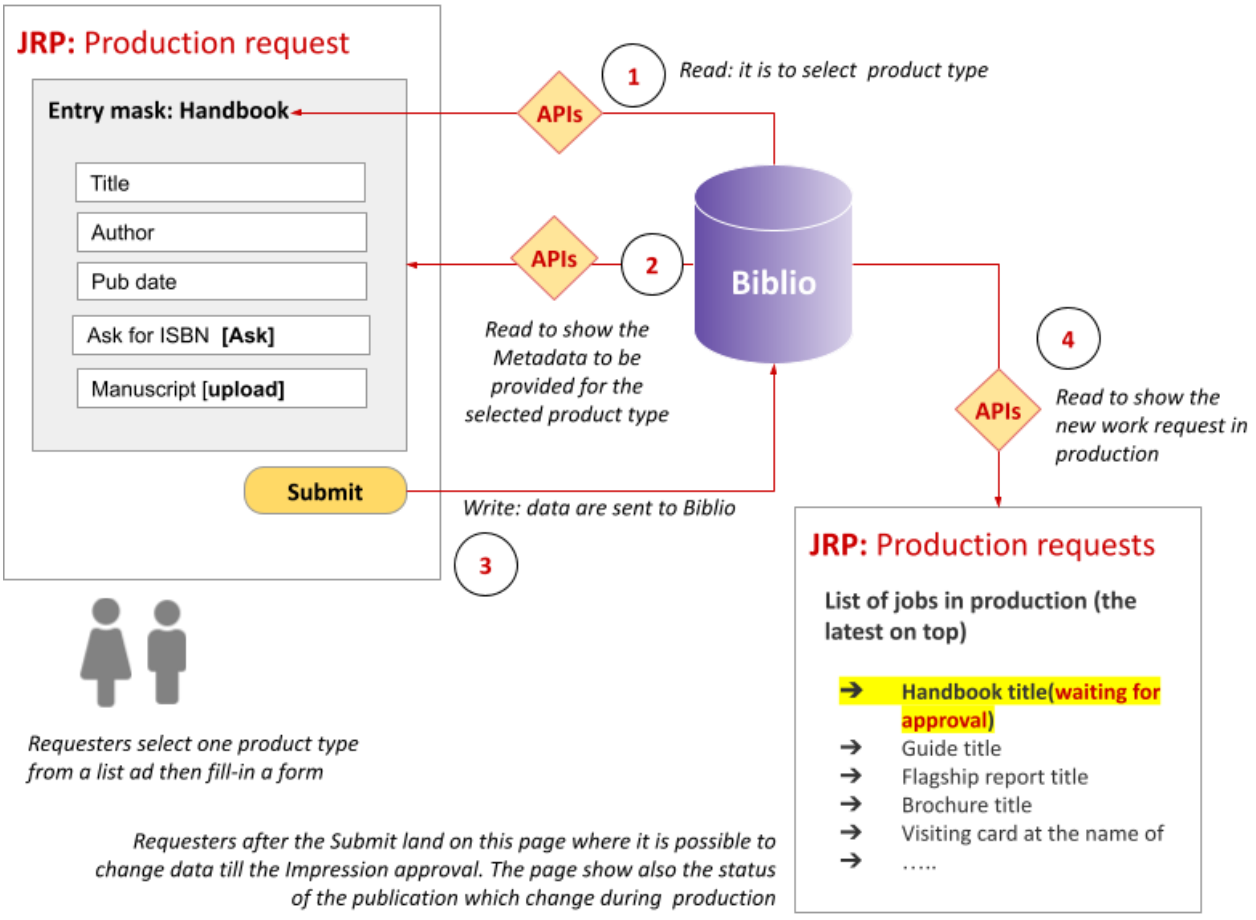
1) **Identify the product on a ready-made list of Publications**
    a) Each time PP Publication is loaded in Biblio, an alert is visible in the JRP, most probably on the Dashboard home page with a messages helping/driving the user to proceed with the Publication, for example
        i) asking to sk for the ISBN if it is required by that type of publication
        ii) Asking for planning information, if not yet provided by the user: e.g. manuscript length, data of manuscrit providing, no. of images…
2) **Check the correctness of data and add those are missing and necessary for the production**
    a) Final title (not necessarily it coincides with that provided months before during PP collection. We can plan to save the original one)
    b) Final Pub date (not necessarily it coincides with that of PP collection)
    c) Quantity
    d) Manuscript
    e) ISBN request, when needed
    f) Draft cost calculation available, this data is not moved in Biblio
3) **Send the data to Biblio**
    a) The PP Publication is moved to "Production requests" section
    b) Some data can be changed till the impression approval



Directly inserted in the JRP by requester (ILO Unit)

The requester can insert a request for any type of product, regardless if the product requires the ISBN or not. In case the ISBN is required, this information is available on the entry mask. When the ISBN is required the requests cannot proceed until the ISBN is requested and assigned to the title by PUBL.
The requester has to:

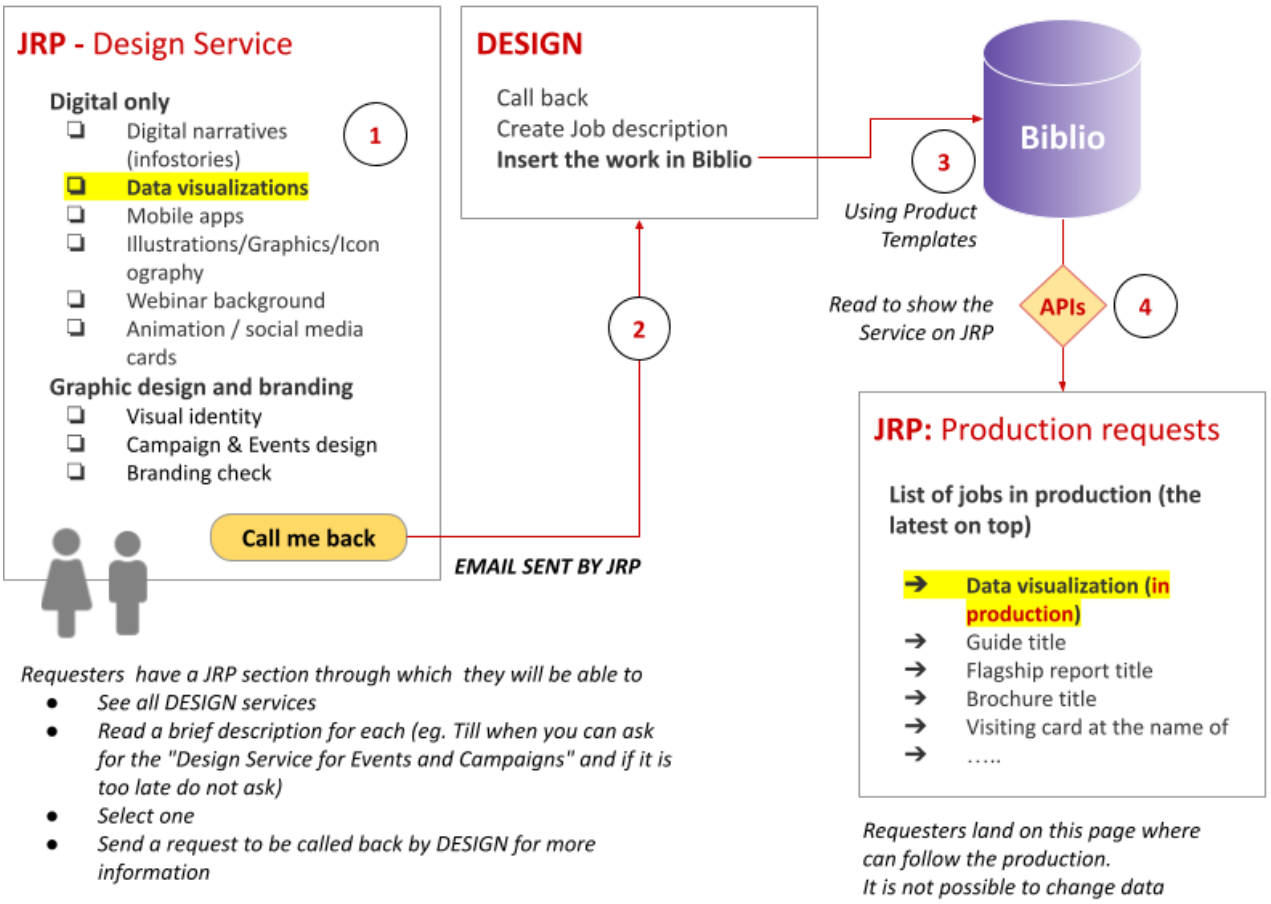
1) **Identify the product on a list of products** (the Product ID are the same in both JRP and Biblio)
2) **Fill-in an entry mask** (draft cost calculation [1] available, this data is not moved in Biblio)
3) **Once ready the work request is sent to Biblio**
    a) Biblio creates a work request by recalling a record in Biblio, the Product Template having preset metadata, duplicates it and merges with the data coming from JRP so creating a new work request.
    b) **To be confirmed:** auto save of data even before the submit. What happens if the requester doesn't submit? The request not finalized must be saved (In Biblio, or in JRP ?) so the requester can open it again to complete the request in a second time
4) Once printed the Publication is moved in the section “Print archive”



[1] Draft cost calculation is only for Internal costs as describe here

3. Requests for DESIGN services - First inserted in Biblio and then visible on the JRP

Also in this case the request is loaded in Biblio by DESIGN first and then is visible (ONLY) on the JRP.



Requesters have a JRP section through which they will be able to

- *See all DESIGN services*
- *Read a brief description for each (eg. Till when you can ask for the "Design Service for Events and Campaigns" and if it is too late do not ask)*
- *Select one*
- *Send a request to be called back by DESIGN for more information*

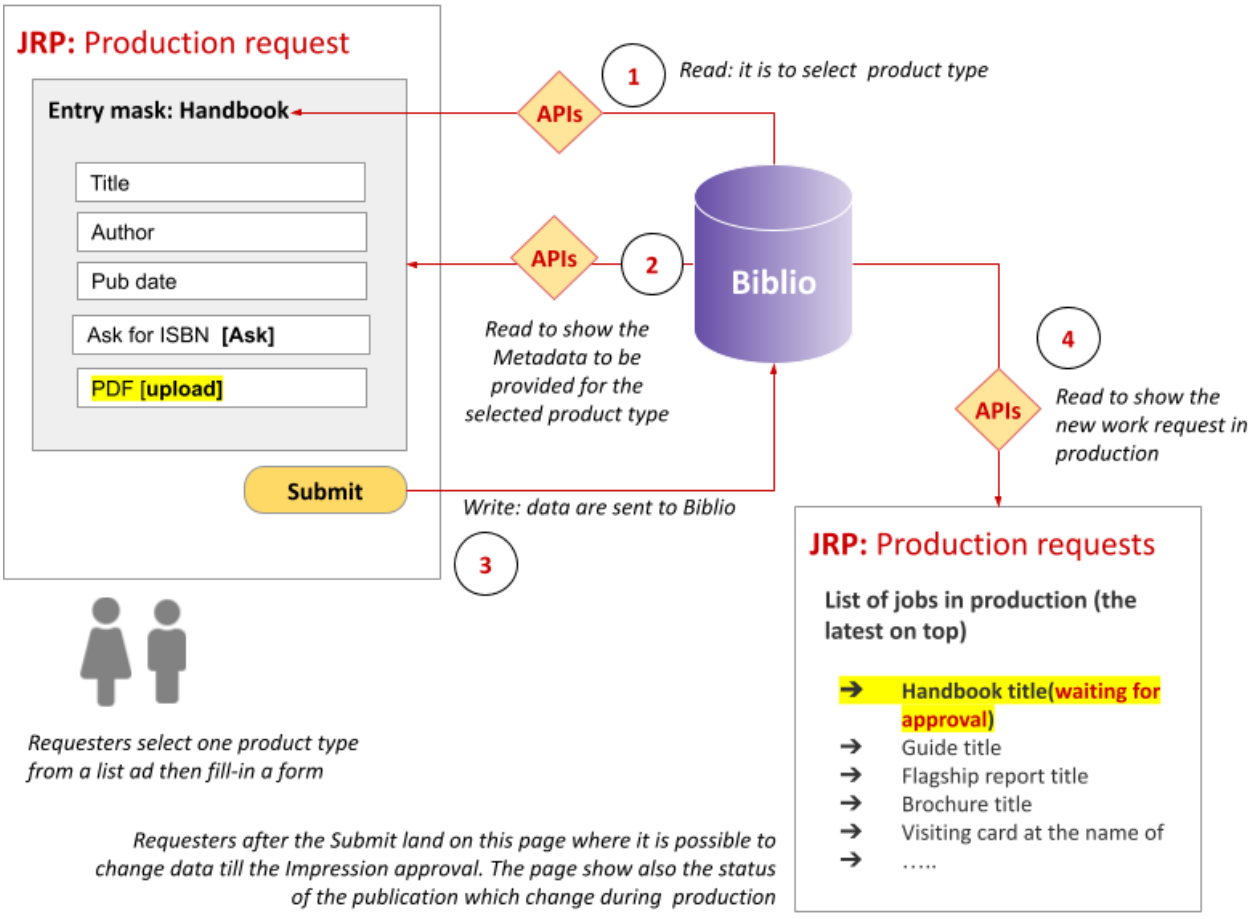
Requesters land on this page where can follow the production.
It is not possible to change data

4. Print request: new PDF (with or without ISBN) - Directly inserted in the JRP

Note this process is the same one explained at page 16, the only difference is that the user upload a PDF ready for printing, the print is done by PMSERV (never externally)

The requester can insert a request for any type of product, regardless if the product requires the ISBN or not. In case the ISBN is required, this information is available on the entry mask. When the ISBN is required the requests cannot proceed until the ISBN is requested and assigned to the title by PUBL.
The requester has to:

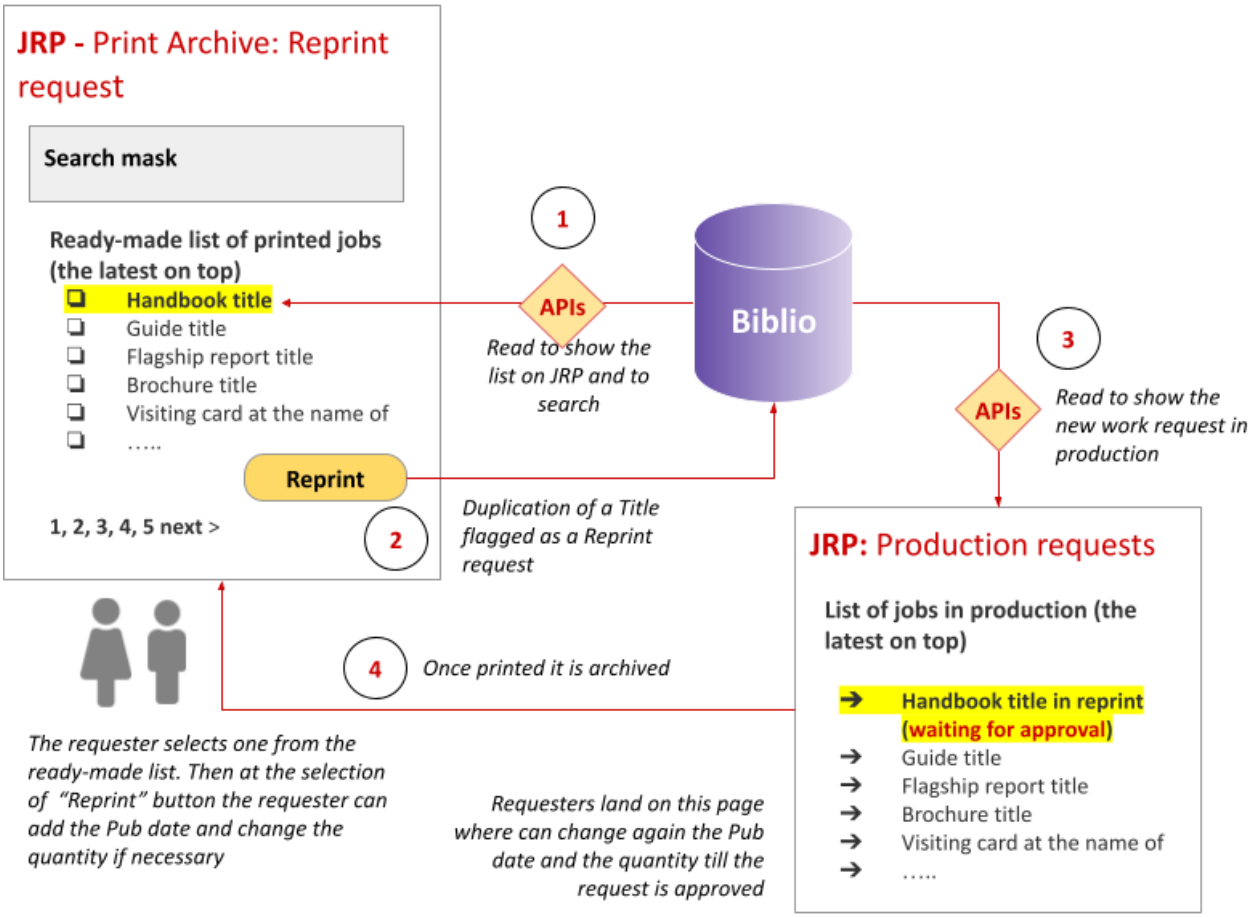
5) **Identify the product on a list of products** (the Product ID are the same in both JRP and Biblio)
6) **Fill-in an entry mask** (cost calculation available, this data is not moved in Biblio)
7) **Once ready the work request is sent to Biblio**
    a) Biblio creates a work request by recalling a record in Biblio, the Product Template having preset metadata, duplicates it and merges with the data coming from JRP so creating a new work request.
    b) **To be confirmed:** auto save of data even before the submit. What happens if the requester doesn't submit? The request not finalized must be saved (In Biblio, or in JRP ?) so the requester can open it again to complete the request in a second time
8) Once printed the Publication is moved in the section "Print archive"



5. Print request: existing PDF

The reprint process concern records already residing in Bibilo and already printed - The record must be manipulated by the requester in order to

1) **Retrieve it**
    a) A search mask is available, to search inside the collection of printed archived publication of a given Department
    b) Along with a ready made list (with pagination), to facilitate the approach to requester
2) **Duplicate it** flagging it as the same time as "Reprint request"
3) **Change of pub date and quantity** (cost calculation available, this data is not moved in Biblio)
4) It will become a new work request and as such shown on JRP Production requests dashboard
5) Once printed the Publication is moved in the section "Print archive"



Web site structure

The new JRP Site Index is based on use cases

PUBL / PRODOC, each for its part, acts as a Publishing Services Company

So the Site index, and the message it conveys, is based on the idea that PUBL/PRODOC offer **Publishing Services to ILO Units**

Site Index

In blue are marked sections of the site index already implemented, however some modifications will be necessary

1. **Home page**
2. **Request of Publishing service**
    a. **Full service**
        i. Book, papers, brief and other
        ii. Promotional materials
        iii. Periodicals
        iv. Meeting documents
    b. **Design service**
        i. Digital only products
        ii. Graphic Design and branding
    c. **Print service** [1]
        i. Add a new PDF
        ii. Use a PDF already printed [2]
3. **In Planning, in production, completed**
    a. All requests
    b. Requests in planning [3]
    c. Requests in production [3]
    d. Requests completed [4]
    e. Cost estimates
    f. Real production costs

[1] The entry mask contains the selection of the product type

- Book, papers, brief and other
- Promotional materials
- Periodicals
- Meeting documents

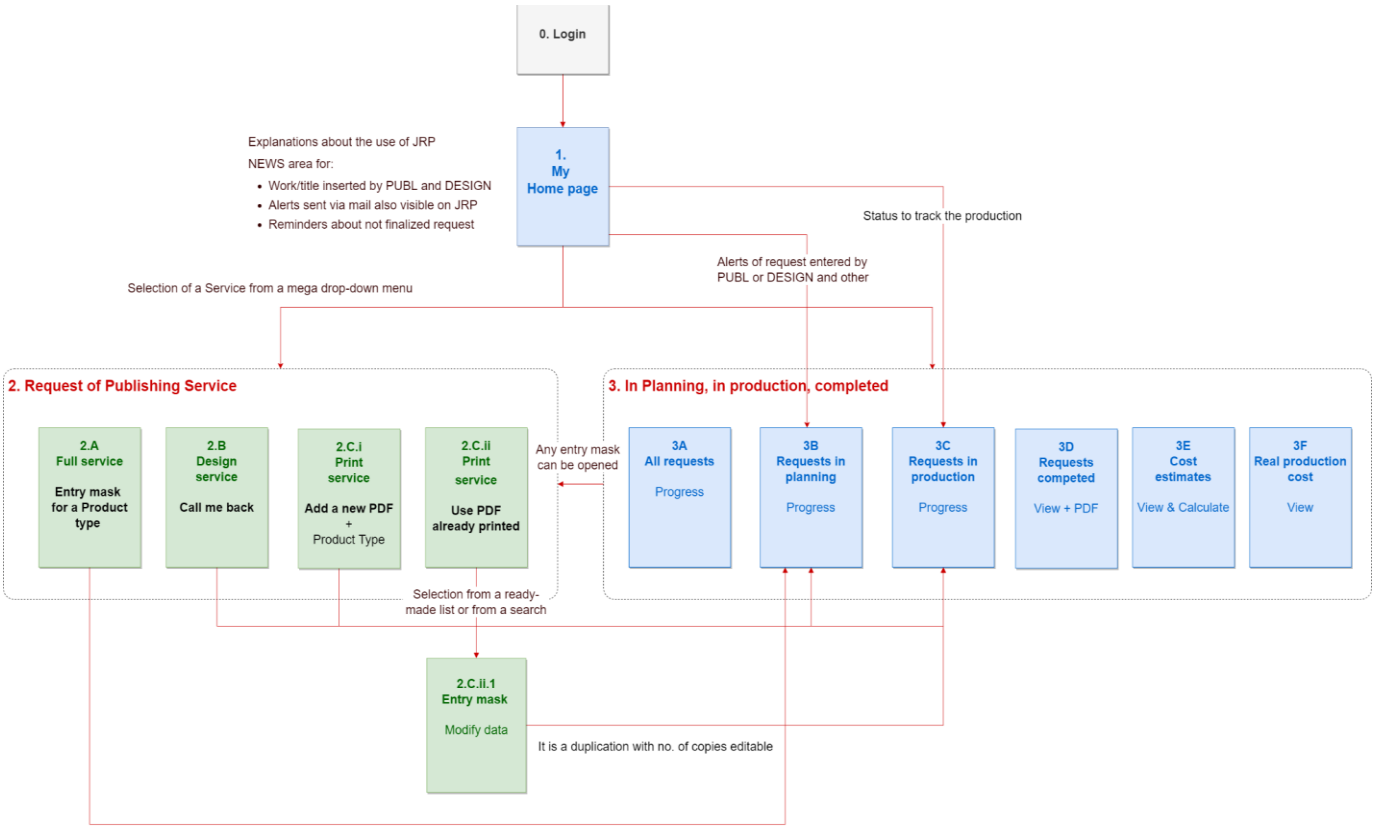
[2] This is the page where the user can see, as a ready-made list and the search engine, all printed products. Then the product can be selected to ask for reprinting

[3] **The "Planning" and "Production" sections contains only works in progress, or in planning, for the current biennium**

[4] This is the page listing all Request finalized, including those don't have a print as output (e.g. Design service

High level navigation map

Enlarge



Functionality of the Site sections

Site index	Functionality
1. Home page	Explanations about the use of JRP NEWS area for: ● Work/title inserted by PUBL and DESIGN ● Alerts sent via mail also visible on JRP ● Reminders about not finalized request
2. Request of Publishing service	● Section of the site on the main menu bar ● A mega drop-down menu opens showing all the options
a. Full service **i. Book, papers, brief and other** 1. Code of practice 2. Guide 3. Guidelines 4. Handbook 5. Report 6. Working paper 7. Background 8. Discussion paper 9. Generic brief 10. Policy brief 11. Research brief 12. Statistical brief **ii. Promotional materials** 1. Flyer 2. Brochure 3. Poster 4. Banner/ roll up 5. Newsletter 6. Visit card → Direct print service 7. Stationery → Direct print service 8. Invitation 9. Certificates 10. Flags 11. Bloc notes 12. Pen 13. USB key 14. Mug 15. Lanyards 16. Badge 17. Other 18. Backdrop /stand **iii. Periodicals** 1. ILR 2. WOW **iv. Meeting documents** 1. ILC report IIIB (EFS) 2. CEACR committee (?)	● For each product an entry mask opens ● A view page is available after the submission of data. This page can also contain list of related publications ● For products **in green** there is only a submit button to be called back

3. Administrative Tribunal of the ILO → Direct print service	
b. Design service **i. Digital only products** 1. Digital narratives (infostories) 2. Data visualizations 3. Mobile apps 4. Illustrations/Graphics/Iconography 5. Webinar background 6. Web site 7. Animation 8. Social media cards **ii. Graphic Design and branding** 1. Visual identity 2. Campaign & Events design 3. Branding check 4. Signage 5. Design of branding assets 6. Template Design	• Sub-categories are listed on a page with radio buttons to select one product/service, and a submit button to be called back • Branding check can be treated differently
c. Print service i. Add a new PDF *(for any product type, including Visit card and Stationery)*	• An entry mask opens to upload the PDF • A drop-down menu contains the list of all product types at ILO.
i. Use a PDF already printed	• Ready made list (with pagination), to facilitate the approach to requester • Search mask to search inside the list of printed products of that Department • The selection of a title and a submit button send the reprint request to PMSERV • Duplicate the selected title, edit the metadata and submit a new job request
3. In Planning, in production, completed a. All requests b. Requests in planning c. Requests in production d. Requests completed e. Cost estimates f. Real production costs	• Page listing all works in progress by status • Can be filtered by stats of work o in planning o in production o Completed • Cost estimation view per request with link to calculators (in the corresponding entry mask)

Forecast of Templates and UI components

In blue are marked Templates already implemented, however some modifications will be necessary

I. **Home page (by department)**
II. **Mega drop-down menu** *(used to select products & services)*
III. **Entry masks** *(variations depend from product type)*
   A. With ISBN, Design services, calculator
   B. Without ISBN, with calculator
   C. Page with List of Design services with explanation, radio buttons and submit
   D. For PDF uploading, with calculator
   E. Modal to confirm the duplication
   F. Simplified entry mask for reprinting, version with calculator
IV. **View page** *(to check data inserted)*
V. Page listing works in progress and completed(by department)
   A. Filtering: All requests, Requests in planning, Requests in production , Requests completed, Cost estimates, Real production costs
   B. List of works linked to entry masks (in editing, or as view page)
VI. Search mask and search result page, by department and for whole HQ ILO (for completed or archived products):
   A. With search on top (search API in Biblio)
   B. Ready-made list with pagination
   C. Search result list with pagination

Site section and related templates

Site section	Templates
1. Home page	**Home page (by department)** **Mega drop-down menu** *(used to select products & services)*
2. Request of Publishing service **a. Full service** i. Book, papers, brief and other ii. Promotional materials iii. Periodicals iv. Meeting documents	**Entry mask** ● With ISBN, Design services, calculator ● Without ISBN, with calculator **View page** [1] : to check data inserted
b. **Design service** [4] i. Digital only products ii. Graphic Design and branding	**Page with List of Design services** with explanation, radio buttons and submit **Confirmation page** : to give feedback after the request
c. **Print service** i. Add a new PDF	**Entry mask:** for PDF uploading, with calculator, It popups the mega dropdown menu in a Modal for the section of the Product type
ii. Use a PDF already printed	**Ready-made list** **Search mask** [2] **Search result page** **Simplified entry mask**
3. **In Planning, in production, completed** a. All Requests b. Requests in planning c. Requests in production d. Cost estimates [3] e. Real production costs	**Page listing works in progress (by department)** this page can be filtered in order to display: All requests, Requests in planning, Requests in production , Requests completed, Cost estimates, Real production costs

[1] View page:
The view page is used to check the content inserted, a button "Edit" switches the page from "View" to "Edit"

[2] Search criteria
The search mask allows to search for

- Cover title or request title (text field)
- ISBN/ISSN/DOI (text field)
- ILO Classification of Product Types (lookup) → two drop-down menu, main category, sub category
    - Book, papers, brief and other
    - Promotional materials
    - Periodicals
    - Meeting documents
    - Digital only products
    - Graphic Design and branding
- Edition
- Production period: from, to

[3] Cost estimation:
Due to the delay of PP publications in JR, we can create a page whose functionality is to show the cost of all publications that the user has in the list, that is, an automatic calculator. Obviously, on the entry mask of each product there is a button to manually launch the calculation, necessary if the user wants to change the parameters for immediate feedback.
Two types of calculator

1. **Calculation is based on different parameters in case of PP and non-PP Products:** refer to this file for rules related to product types. See at the end of the file the specifications of the cost for:
    a. Print is per page as from this table
    b. Design of Layout style (cover and inner)
    c. Typesetting costs
    d. Production of diagrams and figures
2. **There is also a simplified version of the calculator for Direct print and Reprint services**
    a. In this case it is based on the exact no. of page, so it is applied the rule per page as from this table

[4] Design services associated to certain Product types (all them are managed by PPM "under the scene" and therefore not visible in JRP)

Cover design, Layout Design, Typesetting

- Major report
- Flagship report
- Guidelines
- Handbook
- Monograph
- Report

Cover design, Layout Design, Typesetting

- Policy Brief
- Research Brief
- Code of practice
- Guide

Entry masks and list pages: Production metadata

The current entry mask

Wireframes: Online version in progress
Wireframes are based on APEX UI components (see)

There are different types of entry masks

1. **Entry mask for PP publications**
    a. Record already Inserted by PUBL in Biblio (bibliographic metadata inserted + production metadata) See wireframe
    b. Record inserted by ILO Units (some bibliographic metadata to insert + production metadata) See wireframe - wireframe
2. **Entry mask for non-PP publications -** See wireframe
    a. Record inserted by ILO Units (some bibliographic metadata to insert + production metadata)
3. **Entry mask for DESIGN Services -** See wireframe, wireframe
    a. Call me back (record inserted by DESIGN directly in BIblio)
4. **Entry mask to ask for direct print -** See wireframe, wireframe
    a. Record inserted by ILO Units (production metadata)
5. **Entry mask to ask for reprint -** See wireframe
    a. Data inserted by ILO Units (production metadata)
6. **List pages**
    a. In planning - See wireframe
    b. In production - See wireframe - view page once in production
    c. Cost estimates - See wireframe
    d. Real production costs - See wireframe - view page

Notes for wireframes

1. Autosave during data insertion in JRP
2. Insert a warning “Do not insert the same publication twice especially if the ISBN is requested”

1a. Entry mask for PP publications - Record already Inserted by PUBL

Request dispatched to PUBL & PPM Production Manager

Product type: Book, papers, brief and other

- Code of practice
- Guide
- Guidelines
- Handbook
- Report
- Working paper
- Background
- Discussion paper
- Generic brief
- Policy brief
- Research brief
- Statistical brief

Note: in green data entered by PUBL, **In red** data entered by the ILO Unit - **In blue** data entered by PPM - **In gray background** new fields in JRP

See wireframe

JRP fields (as is)	Biblio fields	Notes
Bibliographic data		
NA	Main Portfolio / Department *	Already entered by PUBL
NA	Author unit (Requestor) *	Already entered by PUBL
Title of product *	Cover Title *	Already entered by PUBL
Subtitle (if applicable)	Subtitle	Already entered by PUBL ***Field to be added in JRP***
Choose your product *	ILO Classification of Product Types 1*	Already entered by PUBL
Language*	Language *	Already entered by PUBL
Other editions/language planned	Original Language	Already entered by PUBL ***Field to be added in JRP,*** *it is necessary in case of more languages planned*
NA	Request from Author Unit received *	Already entered by PUBL
Production data		
Design services		Only in case of Major and Flagship report
NA	Product type *	It is the Formats in PP
Preferred delivery date *	Pub date *	
Actual delivery date*	NA	***PPM Confirm or change the Pub date (planning)***
File type + Upload file	Typeset from* + Upload file	*Not available in planning*
OR Planned date of sending final manuscript	NA	Not transferred in Biblio
ISBN	Main identifier	Requested by ILO Unit through Intranet form, PUBL generates and the ISBN is transferred to JRP
No. of copies	Print quantity *	*Not available in planning*
Comments	Any other notes	
Expenditure data		
Self-calculated cost estimation		
• Approx. length of the manuscript	Character Count	Not transferred in Biblio

• Approx. N of diagrams and figures	No. of Diagrams,	Not transferred in Biblio
• Approx. No. of copies	Extent *	Not transferred in Biblio

1b. Entry mask for PP publications - Record inserted by ILO Units

Request dispatched to PPM Production Manager

Product type: Book, papers, brief and other

- Code of practice
- Guide
- Guidelines
- Handbook
- Report
- Working paper
- Background
- Discussion paper
- Generic brief
- Policy brief
- Research brief
- Statistical brief

Note: In red data entered by the ILO Unit - **In blue** data entered by PPM

See wireframe

JRP fields (as is)	Biblio fields	Notes
Bibliographic data		
NA - it is the data of logged in	Main Portfolio / Department *	
NA - it is the data of logged in	Author unit (Requestor) *	
Title of product *	Cover Title *	
Subtitle (if applicable)	Subtitle	***Field to be added in JRP***
NA - it is selected on the mega menu	ILO Classification of Product Types 1*	
Language*	Language *	
Other editions/language planned	Original Language	***Field to be added in JRP,*** *it is necessary in case of more languages planned*
NA - *Date of insertion in JRP*	Request from Author Unit received *	
Production data		
Design services		Only in case of Major and Flagship report
NA	Product type *	It is the Formats in PP
Preferred delivery date *	Pub date *	
Actual delivery date*	NA	***PPM Confirm or change the Pub date (planning)***
File type + Upload file	Typeset from* + Upload file	*Not available in planning*
OR Planned date of sending final manuscript	NA	Not transferred in Biblio
ISBN	Main identifier	Requested by ILO Unit through Intranet form, PUBL generates and the ISBN is transferred to JRP
No. of copies	Print quantity *	*Not available in planning*
Comments	Any other notes	
Expenditure data		
Self-calculated cost estimation		

• Approx. length of the manuscript	Character Count	Not transferred in Biblio
• Approx. N of diagrams and figures	No. of Diagrams,	Not transferred in Biblio
• Approx. No. of copies	Extent *	Not transferred in Biblio

2. Entry mask for non-PP publications - Record inserted by ILO Units

Request dispatched to DESIGN or PMSERV Production Manager

Promotional materials

- Flyer
- Brochure
- Poster
- Banner/ roll up
- Newsletter
- Visit card → Print service mask
- Stationery → Print service mask

Periodicals

- ILR
- WOW

Meeting documents

- ILC report IIIB (EFS)
- CEACR committee (?)
- Administrative Tribunal of the ILO → Print service mask

Note: In red data entered by the ILO Unit - **In blue** data entered by DESIGN or PMSERV

See wireframe

JRP fields (as is)	Biblio fields	Notes
Bibliographic data		
NA - it is the data of logged in	Main Portfolio / Department *	
NA - it is the data of logged in	Author unit (Requestor) *	
Title of product *	Cover Title *	
Subtitle (if applicable)	Subtitle	***Field to be added in JRP***
NA - it is selected on the mega menu	ILO Classification of Product Types 1*	
Language*	Language *	
Other editions/language planned	Original Language	***Field to be added in JRP,*** *it is necessary in case of more languages planned*
NA - *Date of insertion in JRP*	Request from Author Unit received *	
Production data		
NA	Product type *	
Preferred delivery date *	Pub date *	
Actual delivery date*	NA	***It is inserted by the Product manager: DESIGN or PMSERV***
No of pages	Extent *	
No. of copies	Print quantity *	
File type + Upload file	Typeset from* + Upload file	
Comments	Any other notes	
Expenditure data		
Self-calculated cost estimation	NA	The calculator is based on the exact no. of page, so it is applied the rule per page as from this table

3. Entry mask for DESIGN services - Call me back

Request dispatched to DESIGN Production Manager via JRP mail

Digital only products

- Digital narratives (infostories)
- Data visualizations
- Mobile apps
- Illustrations/Graphics/Iconography
- Webinar background
- Web site
- Animation
- Social media cards

Graphic Design and branding

- Visual identity
- Campaign & Events design
- Branding check
- Signage
- Design of branding assets
- Template Design

Note: In red data entered by the ILO Unit - **In blue** and in **in green** data entered by DESIGN

See wireframe

Data entered by ILO Unit

Data are not transferred in Biblio, they will be part of the email message

JRP fields (as is)	Biblio fields	Notes
Bibliographic data		
NA - it is selected on the mega menu	ILO Classification of Product Types 1*	It is a radio button on the JRP
Preferred delivery date *	Pub date *	

Data entered by DESIGN directly in Biblio an then visible on JRP

Data are loaded in Biblio y DESIGN after the meeting with the client

JRP fields (as is)	Biblio fields	Notes
Bibliographic data		
NA	Main Portfolio / Department *	
NA	Author unit (Requestor) *	
Title of product *	Cover Title *	
Subtitle (if applicable)	Subtitle	***Field to be added in JRP***
Choose your product *	ILO Classification of Product Types 1*	
Language*	Language *	
Other editions/language planned	Original Language	***Field to be added in JRP,*** *it is necessary in case of more languages planned*
NA	Request from Author Unit received *	The date of insertion in Biblio
Production data		
NA	Product type *	
Preferred delivery date *	Pub date *	The date of insertion in Biblio
Actual delivery date*	NA	***It is inserted by the Product manager: DESIGN***
No of pages	Extent *	
No. of copies	Print quantity *	
File type + Upload file	Typeset from* + Upload file	
Comments	Any other notes	

4. Entry mask to ask to print: new PDF - Record inserted by ILO Units

Request dispatched to PMSERV Production Manager

Any type of Product type

And also

- Visit card → Print service mask
- Stationery → Print service mask

Note: In red data entered by the ILO Unit - **In blue** data entered by DESIGN or PMSERV

See wireframe

JRP fields (as is)	Biblio fields	Notes
Bibliographic data		
NA - it is the data of logged in	Main Portfolio / Department *	
NA - it is the data of logged in	Author unit (Requestor) *	
Title of product *	Cover Title *	
Subtitle (if applicable)	Subtitle	***Field to be added in JRP***
Choose your product *	ILO Classification of Product Types 1*	It popups the mega dropdown menu in a Modal
Language*	Language *	
NA - *Date of insertion in JRP*	Request from Author Unit received *	
Production data		
Preferred delivery date *	Pub date *	
Actual delivery date*	NA	***It is inserted by the Product manager: PMSERV***
No of pages	Extent *	
No.of copies	Print quantity *	
File type + Upload file	Typeset from* + Upload file	
Comments	Any other notes	
Expenditure data		
Self-calculated exact cost	NA	The calculator is based on the exact no. of page, so it is applied the rule per page as from this table

5. Entry mask to ask to print: existing PDF - Data inserted by ILO Units

Request dispatched to PMSERV Production Manager

Any type of Product type

Note: In red data entered by the ILO Unit - **In blue** data entered by DESIGN or PMSERV

See wireframe

JRP fields (as is)	Biblio fields	Notes
Production data		
Preferred delivery date *	Pub date *	
Actual delivery date*	NA	***It is inserted by the Product manager: PMSERV***
No. of copies	Print quantity *	

Comments	Any other notes	
Expenditure data		
Self-calculated exact cost	NA	The calculator is based on the exact no. of page, so it is applied the rule per page as from this table

List of messages managed by JRP

Current automatic mail messages	New automatic mail messages
	To ILO units: new inserted requests from PUBL or DESIGN
	To ILO Units from PPM to add data for planning (production data and especially the manuscript)
	To DESIGN in case of Digital products selection associated to Major or Flagship reports
	To ILO Unit to inform ISBNs numbers created **+ message on requester's HP**
	To ILO Unit to inform a title is ready for production **+ message on requester's HP**
	To ILO Unit to inform a title is in production **+ message on requester's HP**
	To ILO Unit in case of Request rejection + **message on requester's HP**
EXTERNAL - PPM to external party: new request from ILO	**Not anymore necessary**

REJECT - Requestor to PPM: *Quotation rejected*	To PPM if a BP is rejected
READY - PMSERV to requestor : *delivery of a print product for self pick-up by requestor*	**NA**
ASSIGNMENT - PPM/PMSERV job assignment	**Ok, but only for PMSERV**
ADJUSTMENT- PPM/PMSERV job adjustment request	To ILO Unit in case of modification asked on a request + message on requester's HP
DELIVERED - PMSERV to requestor : *delivery of a print product for self pick-up by requestor*	To ILO Unit to inform a title is delivered **+ message on requester's HP**
DELIVERED_INTRNAL - PMSERV to requestor: *delivery by internal mail*	**Not anymore necessary**
ARCHIVE - PPM/PMSERV to requestor	**Not anymore necessary**
INITIAL- Initial notification to PRODOC ???	**???**
QUOTE- PMSERV to requestor: r*eview of the quotation and acceptance*	To ILO Unit to inform a BP is ready for approval + message on requester's HP
ACCEPT- Requestor to PPM: *Quotation accepted*	To PPM if a BP is approve

Controlled vocabularies in JRP

Editions (same of Biblio)

- Print *(Book/Paperback …… to add all the other)*
- Web pdf
- epub
- mobi
- html

File type (same of Biblio)

- N/A
- PDF
- PDF and InDesign
- WORD files
- WORD file (free of charge)
- WORD file plus photo

Status of manuscript

- Copy edited
- Draft
- Final

Finishing

- Saddle stitch
- Perfect binding
- Staple
- Fast back
- Spirales
- Other

Text print

- 1x1
- 4x4
- Black
- Full color process

Format

- A0
- A1
- A2
- A3
- A4
- A5
- 13x18
- 16x24

Cover printer

- 1
- 2
- 3
- 4

Inside pages printer

- 1
- 2
- 3
- 4

Paper type for inside

- Color Copy FSC
- Inacopia FSC
- Coala Polyester RollUp WB Waterbased
- OLIN Regular Natural White

Paper type for cover

- Color Copy FSC
- Inacopia FSC

Gms

- 300 gr
- 200 gr
- 170 gr
- 100 gr
- 80 gr

Design products (for Major and Flagship Reports only)

- Digital narratives (infostories)
- Data visualizations
- Mobile apps
- Illustrations/Graphics/Iconography
- Webinar background
- Web site
- Animation
- Social media cards

Choose your product (a subset of those of Biblio)

Book, papers, brief and other

- Code of practice
- Guide
- Guidelines
- Handbook
- Report
- Working paper
- Background
- Discussion paper
- Generic brief
- Policy brief
- Research brief
- Statistical brief

Promotional materials

- Flyer
- Brochure
- Poster
- Banner/ roll up
- Newsletter
- Visit card → Direct print service
- Stationery → Direct print service
- Invitation
- Certificates
- Flags
- Bloc notes
- Pen

- USB key
- Mug
- Lanyards
- Badge
- Other
- Backdrop /stand

Periodicals

- ILR
- WOW

Meeting documents

- ILC report IIIB (EFS)
- CEACR committee (?)
- Administrative Tribunal of the ILO
  → Direct print service

Current JRP Data structure

Table structure of PRODOC JOBS

Column	Format	Notes
PRODOC_JOB_ID	Number	Mandatory Sequential number. It's the identifier of the record.
REQ_UNIT	Varchar2(255)	Mandatory The requesting unit
REQ_USER	Varchar2(255)	Mandatory The requesting user
APPROVED_BY	Varchar2(255)	Mandatory The name of the responsible person approving the job
PREF_DELIVERY	Date	Preferred delivery date of the job
PD_PRODUCT_TYPE_ID	Number	Mandatory Refers to an entry in pd_product_types table
PD_PRODUCT_SUB_TYPE_ID	Number	Refers to an entry in pd_product_sub_types table
DOCUMENT_TITLE	Varchar2(400)	Title of the document
ISBN	Varchar2(13)	ISBN number
DESIGN_YN	Varchar2(1)	Whether the job requires design work
DESIGN_DESCR	Varchar2(4000)	if there is a need to comment on design work
PROOFREADING_YN	Varchar2(1)	Whether the job required proofreading
FINAL_MANUSCRIPT	Date	If proofreading is required, then the date when the final manuscript will be ready
NB_FIGURES_GRAPHS	Number	If proofreading is required, then the number of figures and graphs in the document
NB_MANUSCRIPT_WORDS	Number	If proofreading is required, then manuscript final wordcount
PRINTING_YN	Varchar2(1)	Whether the job requires printing
COVER_TYPE_ID	Number	If printing, then whether the cover is in B&W or Color
COVER_QTY	Number	If printing, then the number of covers
INSIDE_PAGE_TYPE_ID	Number	If printing, then whether the inside pages are in B&W or Color
INSIDE_PAGE_QTY	Number	If printing, then the number of inside pages
PD_FORMAT_TYPE_ID	Number	If printing, the format of the printed material. i.e., A4, A5, etc.
FORMAT_OTHER	Varchar2(25)	If printing, and format is not shown, enter a custom format
FORMAT_QTY	Number	If printing the print run

PD_DELIVERY_TYPE_ID	Number	If printing, the delivery method
BUDGET_TYPE	Varchar2(2)	Whether the job is coming from the regular budget or not
BUDGET_CODE	Varchar2(15)	The budget code from which this job will be paid
COMMENTS	Varchar2(4000)	User Comments
APPROVAL_TEXT	Varchar2(4000)	Email text of the approval
PD_JOB_STATU_ID	Number	Status of the job

Table structure of PRODOC JOB LANGUAGES

Column	Format	Notes
PRODOC_JOB_LANG_ID	Number	Mandatory Sequential number. It's the identifier of the record.
PRODOC_JOB_ID	Number	Mandatory Refers to an entry in the prodoc_jobs table
BILINGUAL_YN	Varchar2(1)	Mandatory Whether the document is bilingual
PD_LANGUAGE_ID1	Number	Mandatory Refers to an entry in the pd_languages table
PD_LANGUAGE_ID1	Number	The preferred delivery date of the job

Table structure of PRODOC UPLOADED FILES

Column	Format	Notes
PRODOC_UPLOADED_FILE_ID	Number	Mandatory Sequential number. It's the identifier of the record.
PRODOC_JOB_ID	Number	Mandatory Refers to an entry in the prodoc_jobs table
PRODOC_JOB_LANG_ID	Number	Mandatory Refers to an entry in the pd_languages table
UPLOADED_FILE	Blob	Mandatory The content of the uploaded file
UPLOADED_FILE_TYPE	Varchar2(1)	Type of uploaded file – Q = Quote, U = User uploaded
FILENAME	Varchar2(400)	The file name of the uploaded file
FILENAME_PRODOC	Varchar2(400)	The file name of the file if PRODOC chooses to change.
MIME_TYPE	Varchar2(255)	MIME Type of file (Internal)
LAST_UPDATED	Date	Date last updated (Internal)