



ADVERTISERS
PRINTING

CONNECTS

Companies

Customers

Communications

InSite Prepress Portal

System

Version 7.0

Quick Start Guide

English

What is InSite Prepress Portal?

The Advertisers InSite Prepress Portal system is a web portal to the prepress environment that lets Advertisers Printing and its customers work with print jobs over the internet. Prepress portal allows customers to create jobs and upload files, as well as manage the proofing, correction, and approval process so that it is more efficient.

Typical InSite Workflow

Below are typical steps involved in an InSite workflow. While this scenario is common it is by no means the only way to use InSite. Your particular workflow may vary depending upon several factors including your particular requirements for a job and the number of page reviewers/approvers.

1. Customer creates a job on InSite and uploads files to the job.
2. Advertisers Printing prepress operators prepare the files and process the pages.
3. An Advertisers representative requests approval of the processed pages from the customer.
4. The customer reviews the pages in InSite using Smart Review and rejects, requests corrections, or approves the pages, providing annotations on the pages that have not been approved.
5. Customer either uploads revised files or has Advertiser Printing make the corrections to pages where noted.
6. Advertisers Printing representative requests approval from the customer for the revised pages.
7. After all pages have been approved, Advertisers Printing proceeds to hard copy proofs if required.

Logging on and off InSite

1. Open a web browser and type the web address insite.advprinting.com.



The screenshot shows a login form with the following fields and options:

- Username:** A text input field containing "JohnD".
- Password:** A password input field with masked characters ".....".
- Language:** A dropdown menu currently set to "English" with a downward arrow.
- Remember me on this computer.
- Login:** A button to submit the form.
- [System Diagnostics](#)
- [Forgot Your Password?](#)

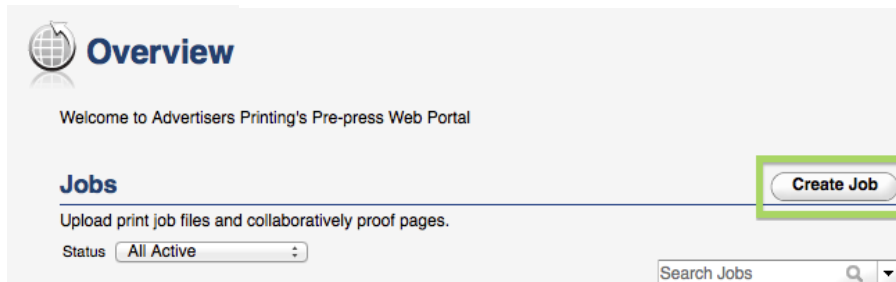
2. Type your user name and password, select your language, and click **Login**.
3. To log off, click **Logout** in the top-right corner of the toolbar.

*If your connection to InSite is idle for 20 minutes, the system will log you off automatically.

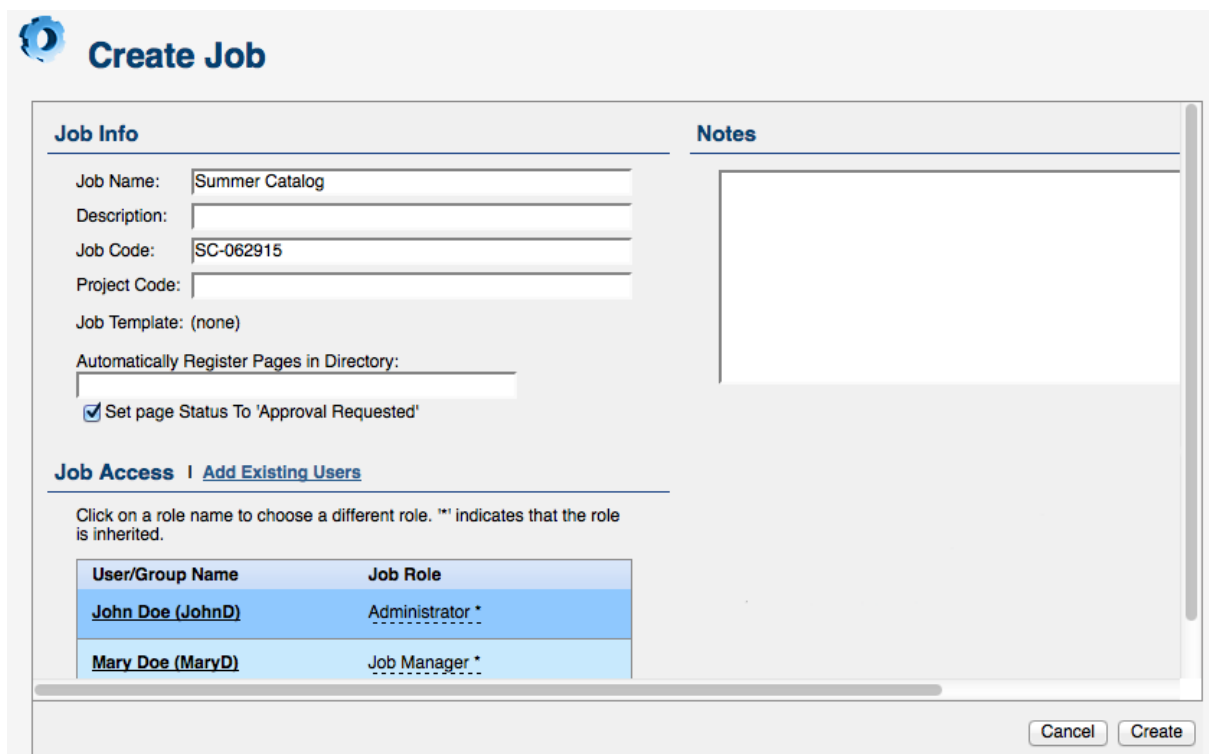
Creating a job

Requirements: Your job role must include the Create Jobs right.

1. In the Overview area, click Create Job.



2. In the Create Job window, type a job name. If desired, type a job description, job code, or project code. Use the Notes field to add any other relevant information such as delivery information, estimate number, number of pages and colors, etc.



The screenshot shows the 'Create Job' window. It is divided into two main sections: 'Job Info' and 'Notes'. The 'Job Info' section contains the following fields:

- Job Name: Summer Catalog
- Description: (empty)
- Job Code: SC-062915
- Project Code: (empty)
- Job Template: (none)
- Automatically Register Pages in Directory: (empty)
- Set page Status To 'Approval Requested'

The 'Job Access' section is titled 'Job Access | Add Existing Users'. It includes a note: 'Click on a role name to choose a different role. '*' indicates that the role is inherited.' Below this is a table with the following data:

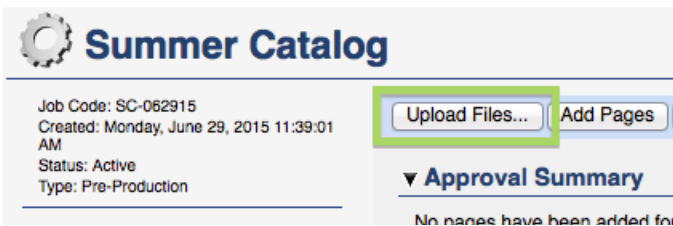
User/Group Name	Job Role
John Doe (JohnD)	Administrator *
Mary Doe (MaryD)	Job Manager *

At the bottom right of the window, there are 'Cancel' and 'Create' buttons.

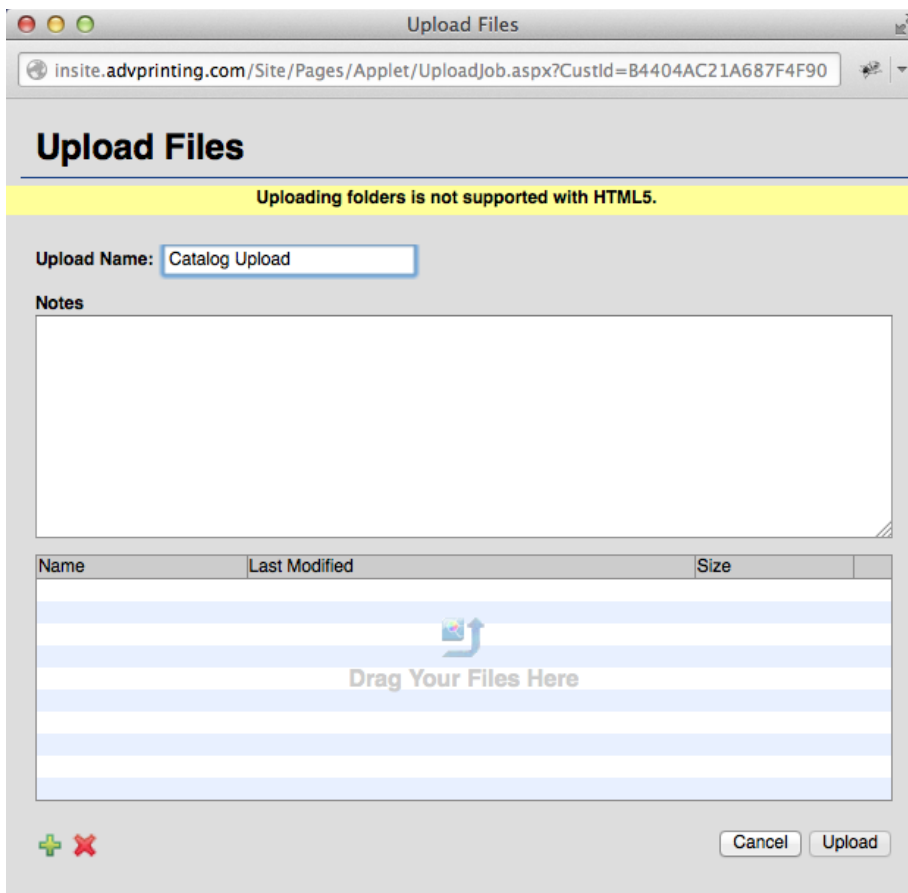
3. To grant additional users from your company access to the job, in the **Job Access** area, click **Add Existing Users**, choose which user(s) to add, and set their desired job role.
4. Click **Create**.
5. After creating a new job you will be taken directly into the job where you can perform additional actions such as uploading files.

Uploading Files

1. You must open a job to upload files. To open a job, in the **Jobs** view, click the name of the job that you want to work in. Skip this step if you are already in the job you want to work in, such as a new job you just created (see the previous section).
2. On the **Summary** tab, click **Upload Files**.



3. Drag files from your desktop or network into the **Upload Files** dialog box, or browse (the green + button) to locate the files.

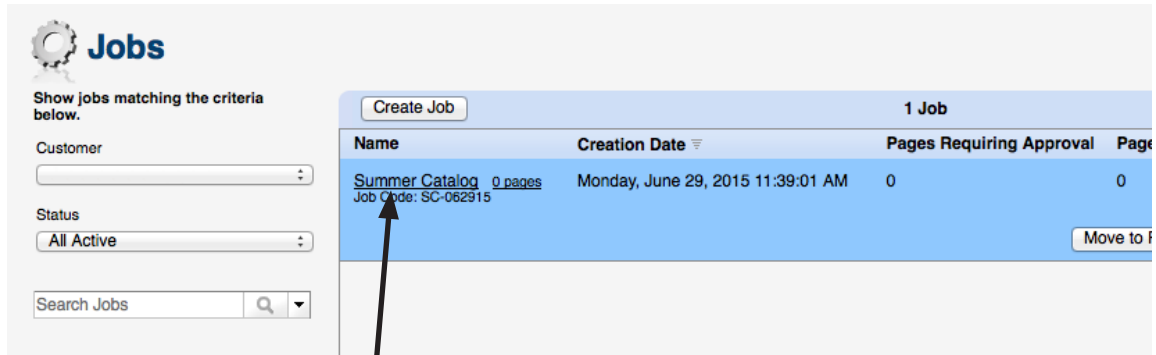


4. If desired, type a name for the upload and type any notes you think are important to include.
 5. Click **Upload**.
- The Upload window appears to show the upload status information.

NOTE: You can perform multiple file uploads to the same job.

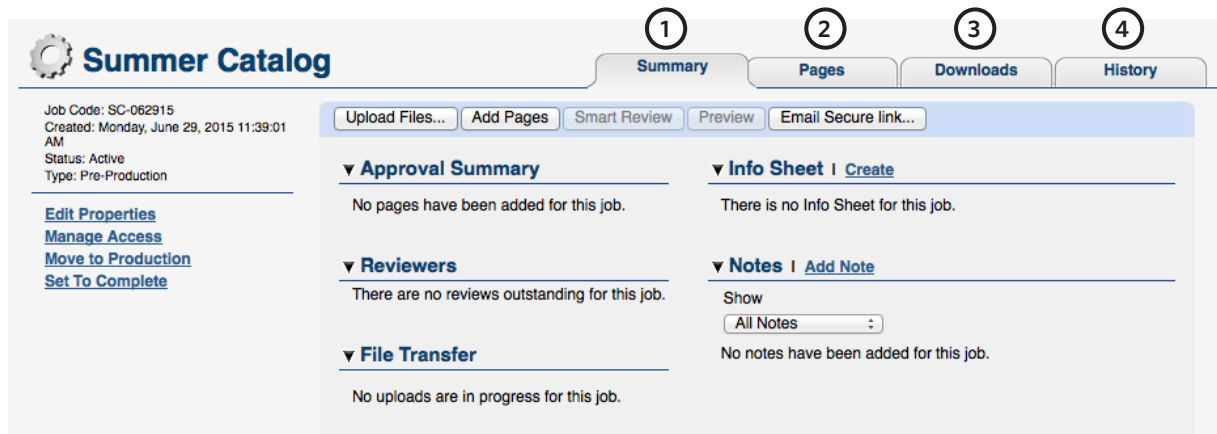
Viewing Jobs

On the **Jobs** view, you can search for jobs and filter jobs based on their status.



- > To open a job, click the job name.

Each job contains four tabs: **Summary**, **Pages**, **Downloads**, and **History**. You can view different job information and perform different actions on each of the four tabs.



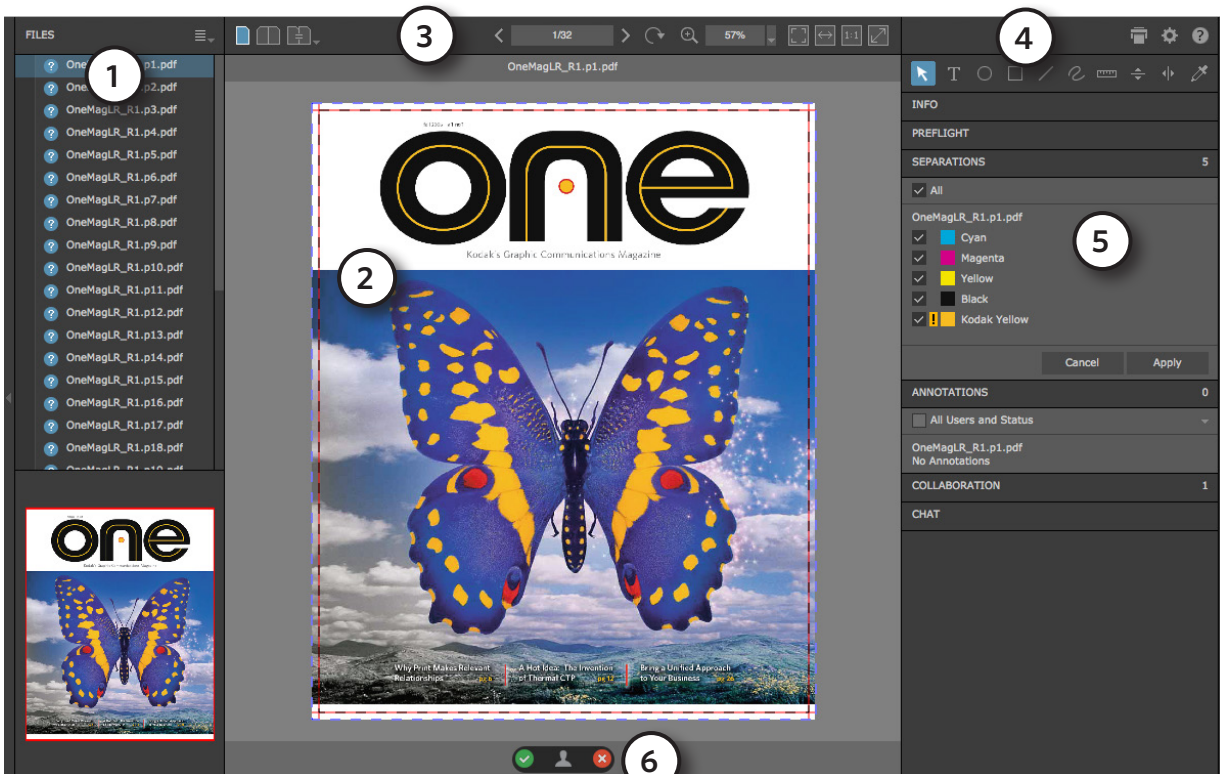
1. The **Summary** tab:
This tab provides basic information about the job and allows you to perform job-level tasks, such as managing user access to the job, adding job notes or uploading files.
2. The **Pages** tab:
This tab displays page thumbnails and other information about the pages in the job. You can filter which pages to display, view page status and other page specific information, open the pages in SmartReview, and many other actions.
3. The **Downloads** tab:
This tab displays any files that you can download. Typically these are files that the printer has placed there for the customer to download.
4. The **History** tab:
This tab shows a history of file uploads and actions performed on the job.

Viewing pages in Smart Review

When pages are ready for review*, you will receive an email from an Advertisers customer service rep or salesperson requesting you review and/or approve the pages on InSite.

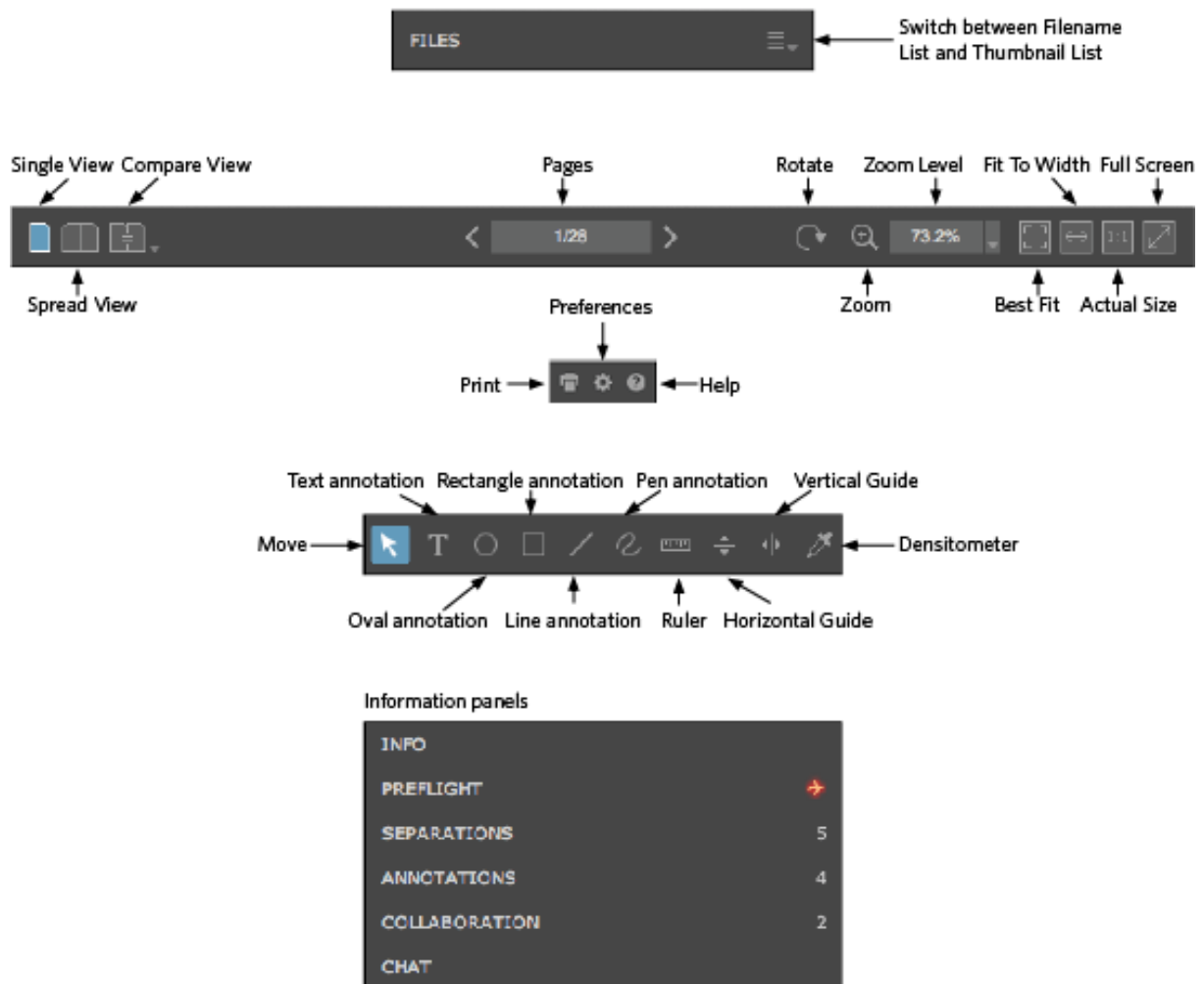
*There may be pages available on InSite prior to that email, however those pages are not final and ready for review until you receive the email request from an Advertisers representative.

- > On the Job's Pages tab, click Smart Review or click the name of a page.
The pages open in Smart Review.



Number	Area in the Smart Review window
1	Pages list - can be viewed in list or thumbnail view
2	Page canvas - the main viewing area for the page
3	View and zoom tools
4	Annotation tools
5	Information panels - provide detailed information about the page such as trim size, color separations, and annotation details
6	Approval and user status panel

Smart Review tools



Annotating pages in Smart Review

While you are reviewing a page, select the desired annotation tool to make annotations on the page.

- > You use the text annotation to make text-only comments on a page.
- > When you add a shape annotation (oval, rectangle, lines, or guides) to highlight an area on the page, you are also able to add text to provide details about the annotation.
- > You can use the **Densitometer** tool to check the color density of an area on the page. When you click the pin icon that appears on the color density reading, the reading is saved in the page like an annotation.



Reviewing and approving pages

You can review, approve, or reject pages in Smart Review or on the job's **Pages** tab. In Smart Review, you can also request corrections for pages and add annotations. In Smart Review you can review OK or approve only one page at a time. On the job's **Pages** tab, you can Review-OK, or Approve multiple pages at once.


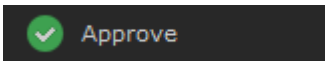

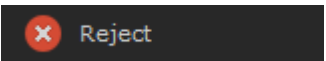

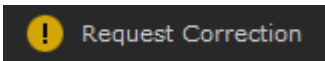
Your job role will determine whether you are able to give Final Approval or just Review the pages.

Smart Review

- Reviewing

Review - OK	Review - Not OK
<p>a. Click Approve.</p>  <p>b. (Optional) Type a comment in the Comment box.</p> <p>c. Click Apply.</p>	<p>a. Click Reject.</p>  <p>b. (Optional) Type a comment in the Comment box.</p> <p>c. Click Apply.</p>

- Approving

Set Final Approval	Reject	Request Correction
<p>a. Click Approve.</p>  <p>b. Select Approve.</p>  <p>c. (Optional) Type a comment in the Comment box.</p> <p>d. Click Apply.</p>	<p>a. Click Reject.</p>  <p>b. Select Reject.</p>  <p>c. (Optional) Type a comment in the Comment box.</p> <p>d. Click Apply.</p>	<p>a. Click Reject.</p>  <p>b. Select Request Correction.</p>  <p>c. (Optional) Type a comment in the Comment box.</p> <p>d. Click Apply.</p>

Email notifications in InSite

Most of the actions that you perform in InSite are communicated back to Advertisers Printing in an email notification. Any time you create a job, upload a file, and reject or approve a page, that action generates an automated email notification that is sent to the customer service rep (CSR) and/or salesperson who handles your account.

In addition, you will receive InSite email notifications when your CSR or salesperson request page reviews or approvals.

The email notifications can be customized or disabled for each user in your company.