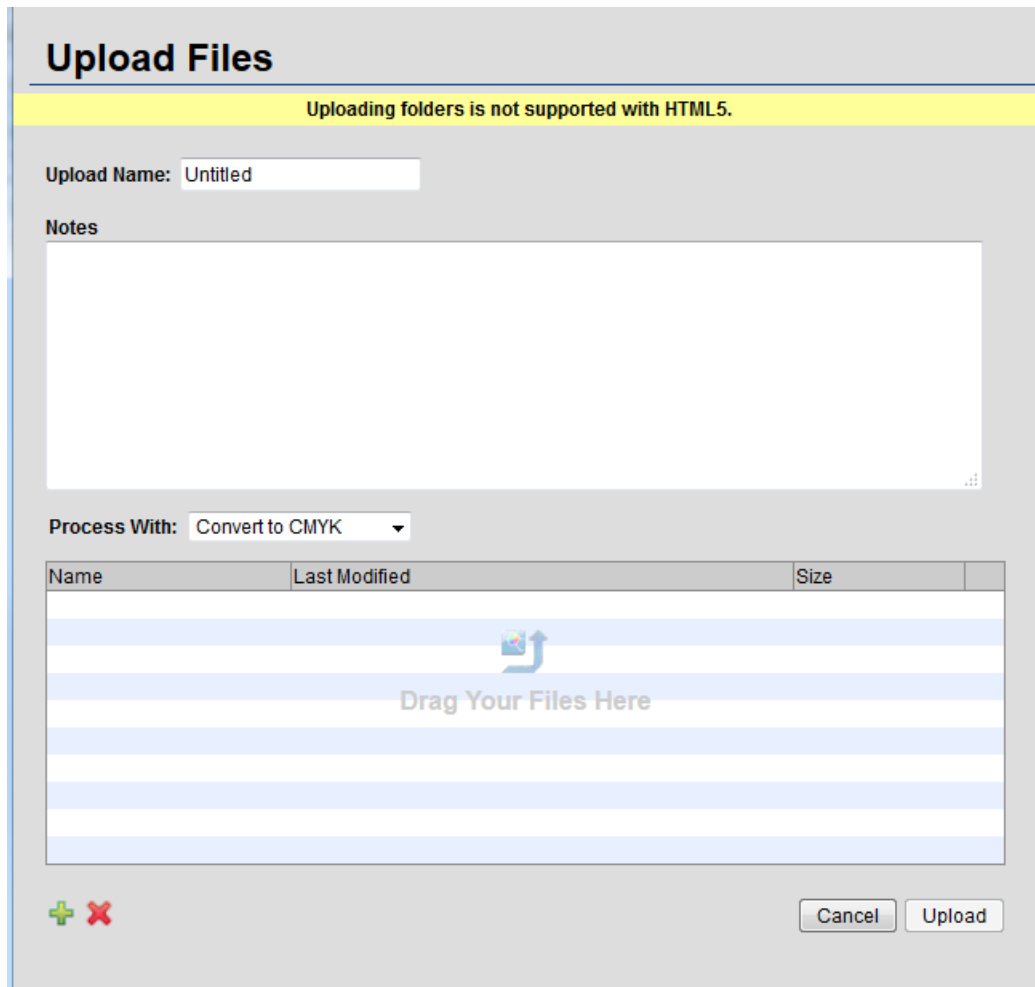


Uploading files

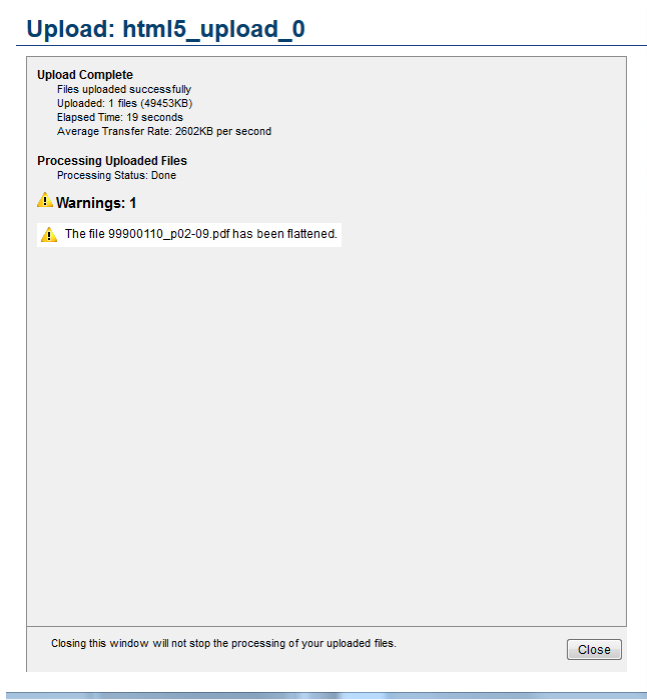
1. On the Summary tab, click Upload Files. This window will appear.
2. Drag files from your desktop (or where they are located) into the Upload Files dialog box.
3. If desired, type a name for the upload and type a note describing the upload. (Drag Your Files Here).
This would be solely for your internal use.



1/11/2017

4. Click Upload. The Upload window is now presented on your screen showing details of the files that were uploaded.

5. Click Close. The Upload Processing window displays the progress of the processing. You can still close the window; processing will continue.



4

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 you can review OK or approve only one page at a time.

The green check mark is OK to approve – The red X is to reject the page.



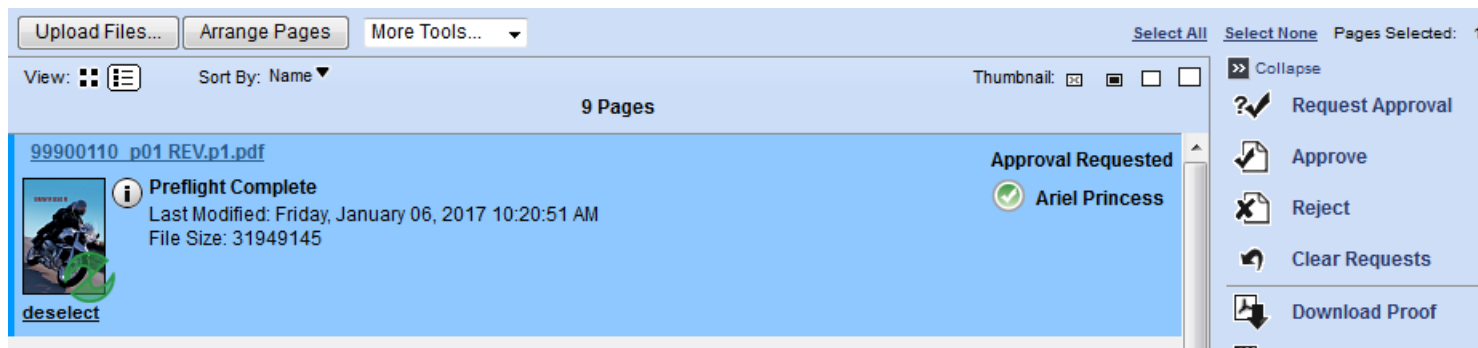
When you Review OK (but do not approve in Smart Review) – you will notice that back on the pages tab – it shows that it has been reviewed (green checkmark) and is ready for approval. You can now approve the page.

If you would like to approve all pages at once – you need to be on the Pages Tab and highlight the first page to Approve and hold down the shift key and select the last page you want to approve. Once they are all highlighted – hit the Approve at the right side of the tab.

If you would like to Approve select pages within the group then you can hold down the Ctrl key and select the individual pages in the group (without having to go in sequence) and hit the Approve.

When needing to make a revision – you have the choice of **Reject** or **Remove**. Rejecting a page means that the page will remain in the workflow but can be replaced with a revised page. To make this page usable again – highlight the rejected page and click on **Request Approval**.

When you remove pages from a job, they are removed from your workflow.



Arranging/Assigning Pages

We ask our clients to take this step because they know the layout of their magazine and are the best source to be sure the pages are placed in the correct order.

After you have uploaded your files – you can go to the “Arrange Pages” tab. This is where you will “Assign Pages”

The screenshot displays the 'Publications: It's what we do.' web application interface. The top navigation bar includes 'Home', 'Customers', 'Manage', and 'Configure'. The user is logged in as 'Debbie Carroll'. The main navigation bar shows 'Debbie Testing' with sub-tabs for 'Overview', 'Jobs', and 'Administration'. The current view is 'Test (Debbie Testing Job)', with sub-tabs for 'Summary', 'Pages', 'Downloads', and 'History'. The 'Pages' tab is active, showing a list of 8 pages. The 'Arrange Pages' button is highlighted with a red box. The page list includes file names, status (Preflight Complete), last modified dates, file sizes, and paths. The 'Approval Requested' status is visible for each page. A sidebar on the left contains filters for 'Status', 'Reviewer', 'Signature', and 'Preflight', along with a 'Page Groups' section. A footer at the bottom provides system diagnostics, privacy, terms, and contact information.

Publications: It's what we do.

Home Customers Manage Configure Debbie Carroll Help Logout

Debbie Testing Overview Jobs Administration

Test (Debbie Testing Job) Summary Pages Downloads History

Upload Files... **Arrange Pages** Preview Email Secure link... Smart Review

View: [Icons] Sort by: Name 8 Pages

File Name	Status
99900110_p02-09.p1.pdf	Approval Requested
99900110_p02-09.p2.pdf	Approval Requested
99900110_p02-09.p3.pdf	Approval Requested
99900110_p02-09.p4.pdf	Approval Requested

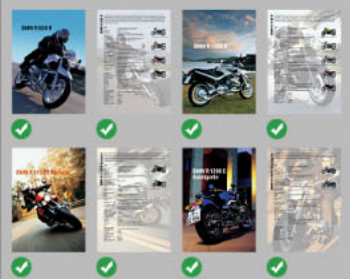
System Diagnostics | Privacy | Terms | Contact: +1-815-844-5161 | InSite will be down for maintenance each Wednesday 8 - 9AM

The below image shows pages that have been approved and are waiting to be assigned. You can select them all or drag them one at a time over to the blank pages. If you select all – as you drag make sure the first page of the file lands in the “1” position and all the others will fall in numerical order.

To assign pages to positions, please drag and drop the pages from the left into the positions below.
To unassign, drag the pages from their positions back to the list on the left.

Pages **View: Unassigned Pages**

0 of 8 Pages Selected [Assign Pages To Position](#)



Positions Show Rejected Pages Only Show Page Approval State Show Page Names Reader Spread

New Product/Part

1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---

Cancel Save

In the upper right hand corner there are 3 boxes. You can check all three to show different views of the assigned pages.

To assign pages to positions, please drag and drop the pages from the left into the positions below.
To unassign, drag the pages from their positions back to the list on the left.









Pages **View:** Unassigned Pages

0 of 0 Pages Selected [Assign Pages To Position](#)

Positions Show Repeated Pages Only

Show Page Approval State Show Page Names Reader Spread

New Product/Part

Position	Page Image	Page ID	Approval
1		99900110...	<input checked="" type="checkbox"/>
2		99900110...	<input checked="" type="checkbox"/>
3		99900110...	<input checked="" type="checkbox"/>
4		99900110...	<input checked="" type="checkbox"/>
5		99900110...	<input checked="" type="checkbox"/>
6		99900110...	<input checked="" type="checkbox"/>
7		99900110...	<input checked="" type="checkbox"/>
8		99900110...	<input checked="" type="checkbox"/>

[Cancel](#) [Save](#)