

THE PREPRESS-PORTAL KODAK-INSITE



EVERSFRANK GROUP
PRINT.MEDIA.ENVIRONMENT.

INSITE PREPRESS PORTAL

What is InSite Prepress-Portal and how is it for?

InSite is a prepress webportal made by Kodak which ties in with our printing system via Internet. It enables a direct communication to our prepress of handling jobs to the improvement of it.

With any net browser and a personal login to InSite you have a permanent access to the status of your print-job and up-to-date processing printing data via Display. You can check page for page, upload corrections, add comments directly to the portal or approve your job. The indicated PDF documents are transmitted via secure https connection.

At the same time everyone who is included to a job like administrator, customer and prepress coworker get an email of every resulting action. In this way everybody is up to date all the time.

InSite prepress saves you primarily above all time and allows to you the direct connection with our prepress-workflow.

Eversfrank Preetz inSITE.frank-ctp.de
Eversfrank Meldorf ctp.evers-druck.de

LOGIN TO INSITE:

Add to your browser the address insite.frank-ctp.de for Eversfrank Preetz or ctp.evers-druck.de for Eversfrank Meldorf.

Enter your username and the password, which are recieved by us.

Choose your language and click [Remember me on this computer](#) if you want to save your account in your browser.

Click [Login](#) and you will see the following window:

Brugernavn:

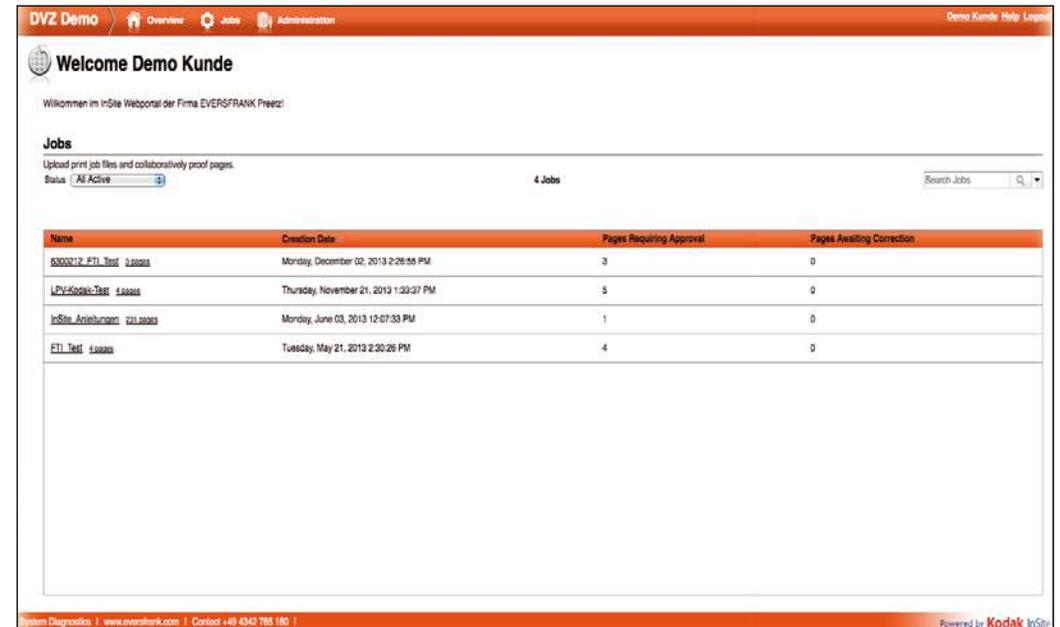
Adgangskode:

Sprog: Dansk ▼

Husk mig på denne computer.

[Systemdiagnostik](#)

[Har du glemt adgangskoden?](#)



Name	Creation Date	Pages Requiring Approval	Pages Awaiting Correction
000017_FT1_Test 1.00001	Monday, December 02, 2013 2:26:56 PM	3	0
LPV-Kopie-Test 1.00001	Thursday, November 21, 2013 1:33:27 PM	5	0
inSite Anielungen 011.00001	Monday, June 03, 2013 12:47:33 PM	1	0
FT1_Test 1.00001	Tuesday, May 21, 2013 2:30:26 PM	4	0

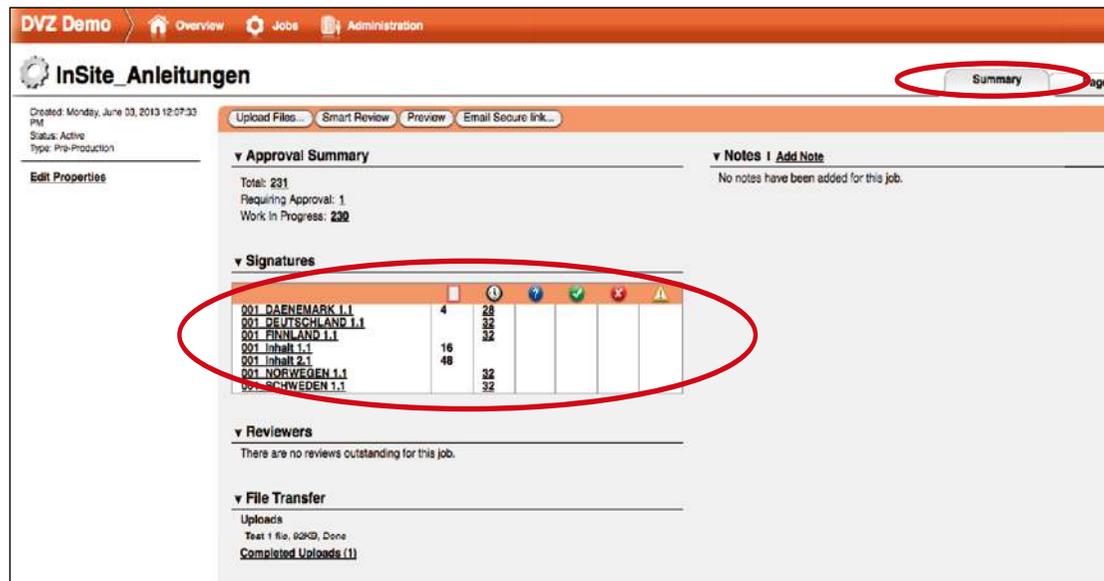
SELECT A PRINTING JOB:

Within this window are all jobs on which you have access. When you start a new job it is named **xxx_0000_Daten** until prepress have processed pages. Then the folder is renamed with job No.

Choose the printing job which you want to approve or correct. Then you will see the Approval Summary of your selected job.

APPROVAL SUMMARY:

Below the tab **Summary** you get basic information of your print-job. You can see the actual status of your job.



InSite Anleitungen Summary Pages

Created: Monday, June 03, 2013 12:07:33 PM
 Status: Active
 Type: Pre-Production

Upload Files... Smart Review Preview Email Secure link...

Approval Summary

Total: 231
 Requiring Approval: 1
 Work In Progress: 230

Signatures

Page ID	Count	Status
001 DAENEMARK 1.1	4	28
001 DEUTSCHLAND 1.1		32
001 FINNLAND 1.1		32
001 Inhalt 1.1	16	
001 Inhalt 2.1	48	
001 NORWEGEN 1.1		32
001 SCHWEDEN 1.1		32

Notes | Add Note
 No notes have been added for this job.

Reviewers
 There are no reviews outstanding for this job.

File Transfer
 Uploads
 Test 1 file, 82KB, Done
 Completed Uploads (1)



Means empty pages

These pages are in working progress by us

These pages are ready for approval



These pages have been approved

These pages have been rejected and new pages have to be uploaded

Corrections are still to be made

UPLOAD AND FILE-NAMING

To upload pages to Insite choose [Upload Files ...](#)

Choose an [Upload Name](#) explaining the content. Please write also a note for the prepress if the page has to replace an already uploaded page or you want prepress to be extra aware of something.

For an error free processing you have to name the PDF-files in accordance with the instructions below. Please do not make double-page-PDF's as our system can not separate them into singlepages.

Information of the job- and versionnumber you can get from your Eversfrank contact.

FILE-NAMING WHEN JOB HAS **ONE** VERSION:

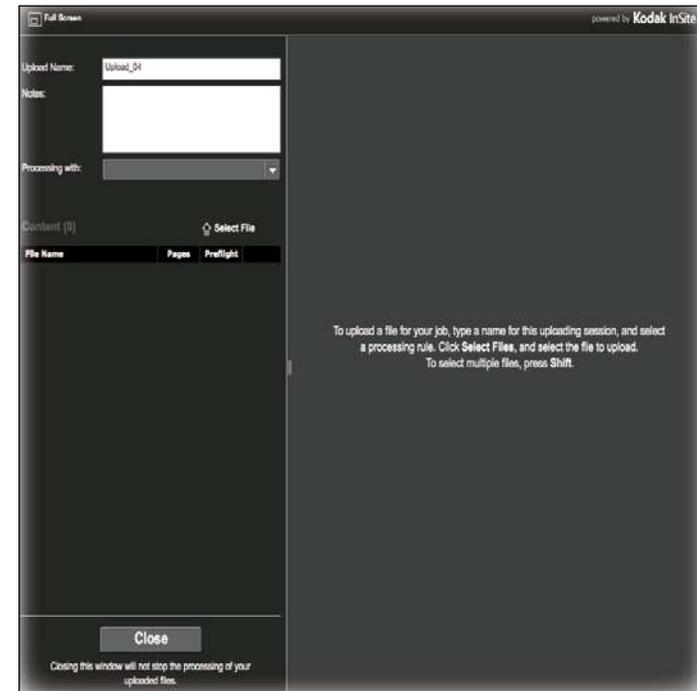
Singlepage-PDF: jobnumber_page
(example: 6301212_0001.pdf)

Collected-PDF: jobnumber_from page-to page
(example: 6301212_0004-0016.pdf)

FILE-NAMING WHEN JOB HAS **SEVERAL** VERSIONS:

Single-PDF for different versions: jobnumber_versionnumber_page
(example: 6301212_001_0001.pdf)
(example: 6301212_002_0001.pdf)

Collected-PDF: jobnumber_versionnumber_from page-to page for different versions
(example: 6301212_001_0004-00016.pdf)
(example: 6301212_002_0004-00016.pdf)



APPROVAL AND CORRECTION OF YOUR PAGES:

When you receive an e-mail message for review or approval of pages, click on the link in the email message and log on to Insite.

To approve or reject pages of your printing job you have different possibilities:

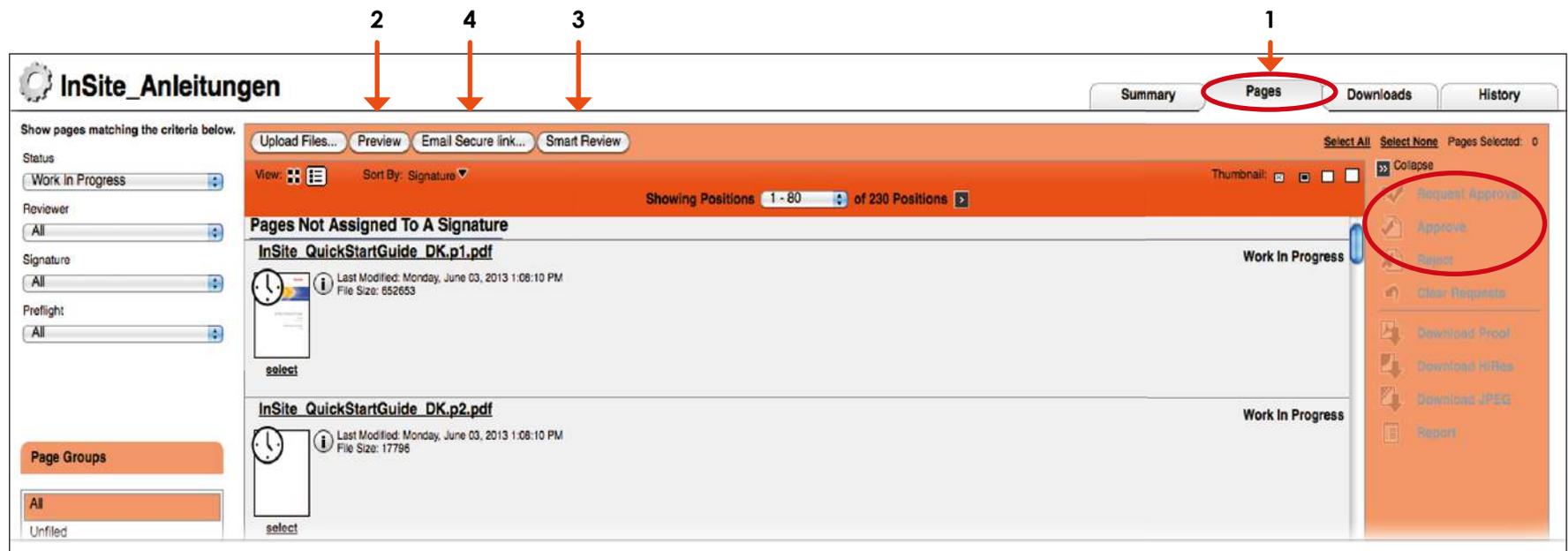
- 1) Approval of pages via index of pages
- 2) Approval of pages via preview
- 3) Approval of pages via Smart Review
- 4) Approval of pages via a Secure Link

1) APPROVAL OF PAGES VIA INDEX OF PAGES:

The index of pages shows you small previews and information of the pages in your job.

On the left you have the possibility to filter the pages. On the right you find the action **approve** and **reject**.

Additionally you can download a proof to check your pages.



The screenshot displays the InSite_Anleitungen interface. At the top, there are tabs for 'Summary', 'Pages', 'Downloads', and 'History'. The 'Pages' tab is selected and circled in red, with a red arrow labeled '1' pointing to it. Below the tabs, there are buttons for 'Upload Files...', 'Preview', 'Email Secure link...', and 'Smart Review'. The 'Preview' button is circled in red with a red arrow labeled '2', and the 'Smart Review' button is circled in red with a red arrow labeled '3'. The 'Email Secure link...' button is circled in red with a red arrow labeled '4'. The main content area shows a list of pages under the heading 'Pages Not Assigned To A Signature'. Two pages are listed: 'InSite QuickStartGuide_DK.p1.pdf' and 'InSite QuickStartGuide_DK.p2.pdf'. On the right side, there is a vertical menu with various actions: 'Request Approval', 'Approve', 'Reject', 'Clear Requests', 'Download Proof', 'Download HiRes', 'Download JPEG', and 'Report'. The 'Approve' and 'Reject' buttons are circled in red.

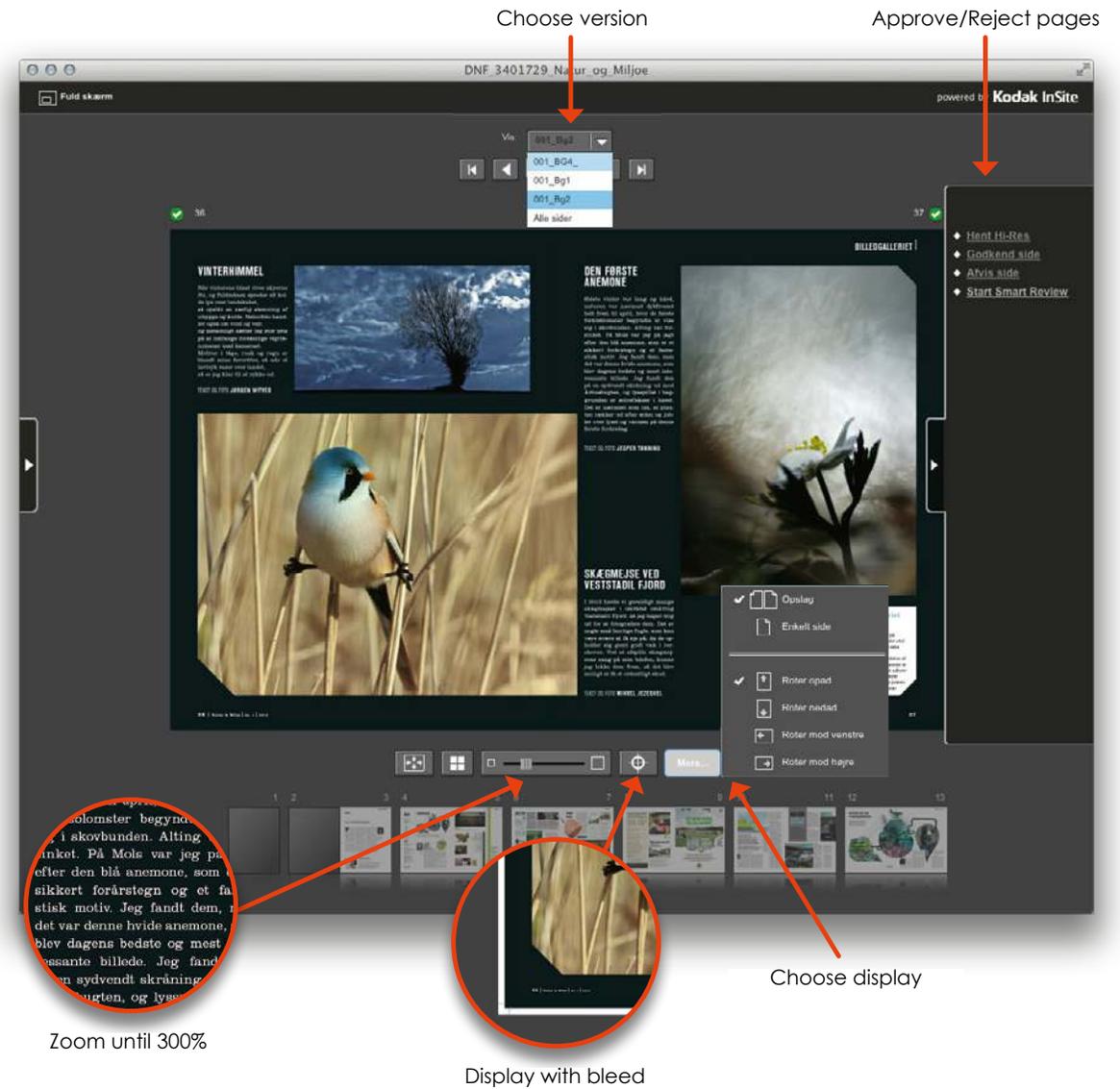
2) APPROVAL OF PAGES VIA PREVIEW:

Click on **Preview** to open a flash preview of the pages uplodaded to Insite.

On the tab on the left and right you have the possibility to approve or reject the pages of your job.

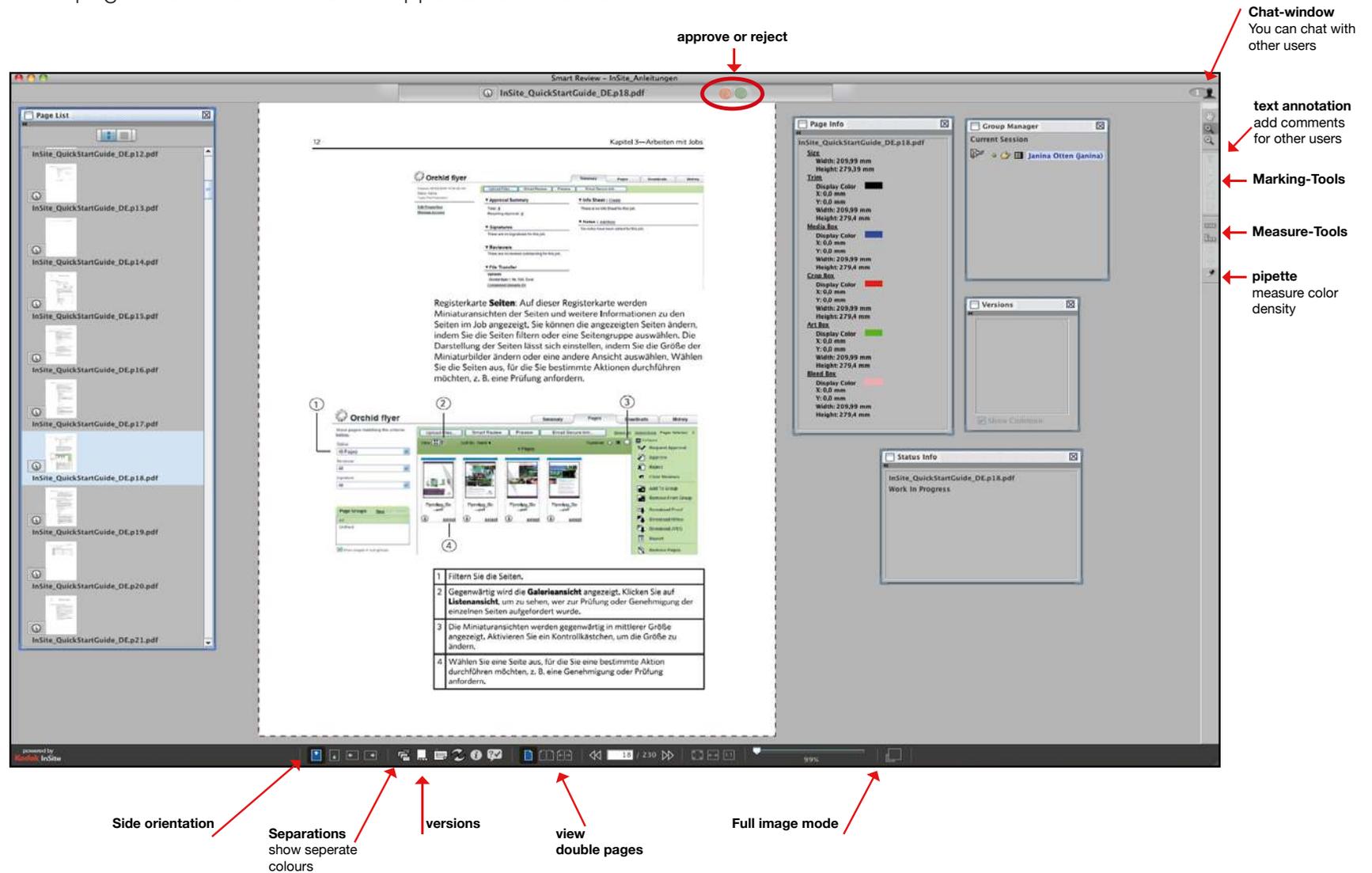
Within the upper area you can switch between versions or switch to an arbitrary page of your job.

Within the lower area you can find a zoom-function or you can have a look to your pages with bleeding frame.



3) APPROVAL OF PAGES VIA SMART REVIEW:

In Smart Review you can view page information, turn separations on and off, measure color density or make text annotations for example. The approval or rejection of pages can be done within the upper area of the site.



The screenshot shows the Smart Review interface with several annotations:

- approve or reject:** Points to a red and green circle icon in the top toolbar.
- Chat-window:** Points to a chat icon in the top right corner.
- text annotation:** Points to a comment icon in the top right corner.
- Marking-Tools:** Points to a set of drawing tools in the top right corner.
- Measure-Tools:** Points to a set of measurement tools in the top right corner.
- pipette:** Points to a color measurement tool in the top right corner.
- Side orientation:** Points to a vertical orientation icon in the bottom toolbar.
- Separations show separate colours:** Points to a color calibration icon in the bottom toolbar.
- versions:** Points to a version history icon in the bottom toolbar.
- view double pages:** Points to a double-page view icon in the bottom toolbar.
- Full image mode:** Points to a full-page view icon in the bottom toolbar.

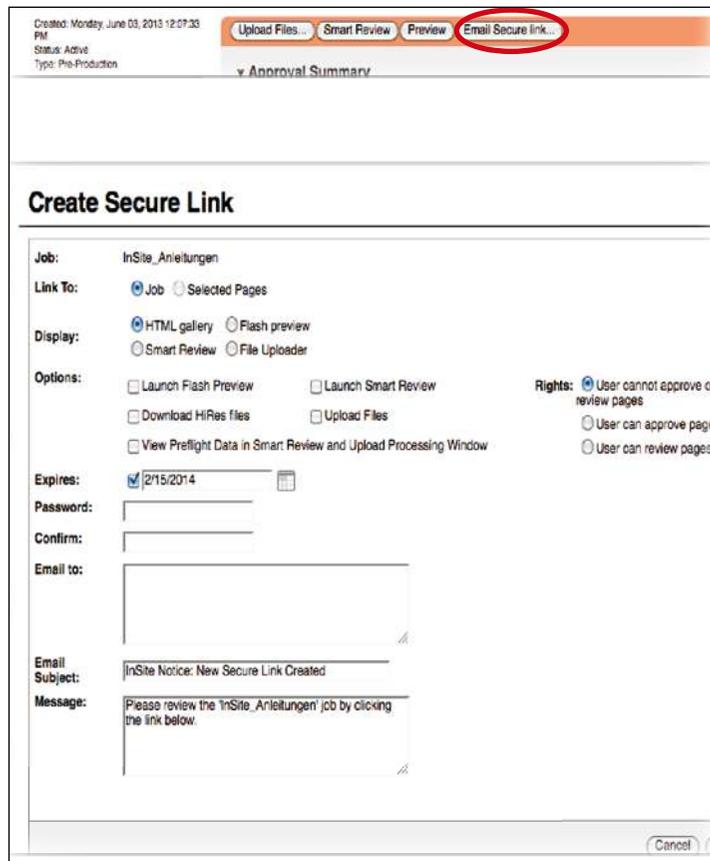
The main window displays a document page with a table of instructions:

1	Filtern Sie die Seiten.
2	Gegenwärtig wird die Galeriansicht angezeigt. Klicken Sie auf Listensicht , um zu sehen, wer zur Prüfung oder Genehmigung der einzelnen Seiten aufgefordert wurde.
3	Die Miniaturansichten werden gegenwärtig in mittlerer Größe angezeigt. Aktivieren Sie ein Kontrollkästchen, um die Größe zu ändern.
4	Wählen Sie eine Seite aus, für die Sie eine bestimmte Aktion durchführen möchten, z. B. eine Genehmigung oder Prüfung anfordern.

4) APPROVAL OF PAGES VIA SECURE LINK:

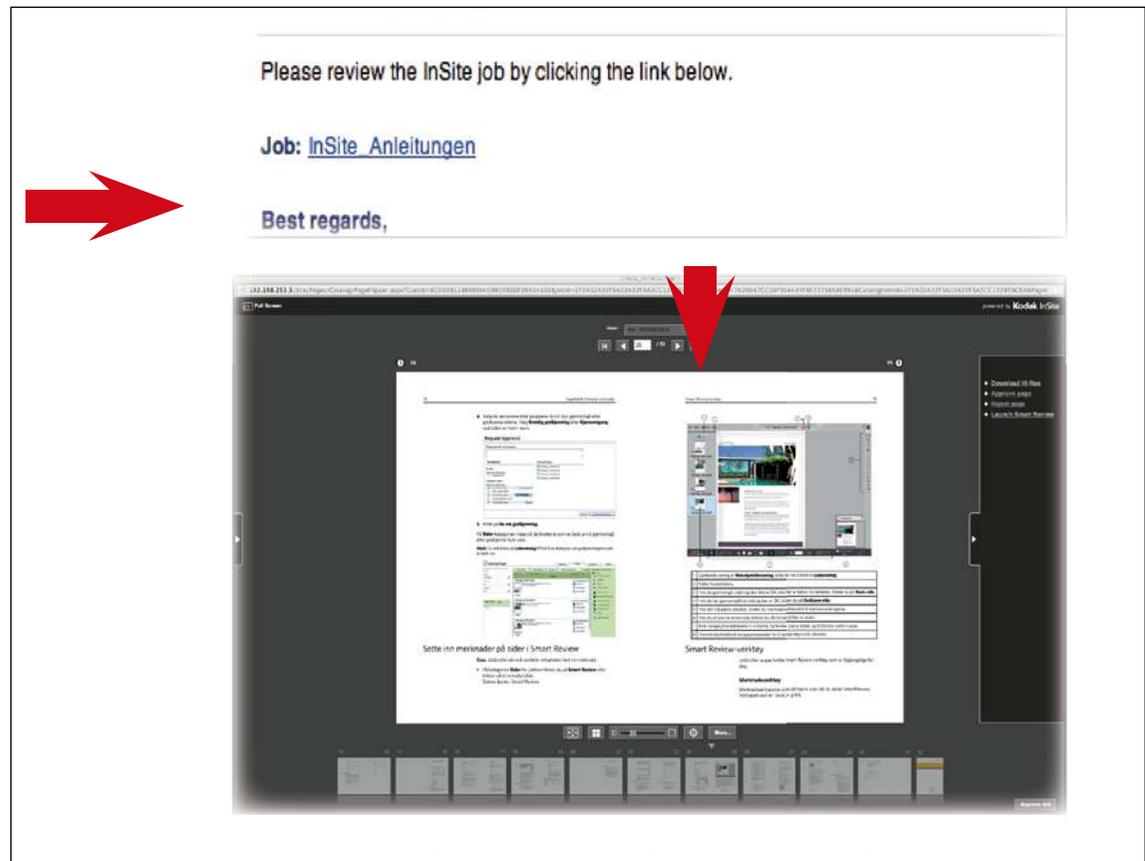
Via Secure Links you have the possibility to generate an email-link to other participants who do not have a own InSite-Account.

With a secure link you can choose all or a selection of pages which have to be approved by a participant. The recipients can check the pages directly by using the link which is generated for them.



The screenshot shows the 'Create Secure Link' form in the InSite software. At the top, a navigation bar contains buttons for 'Upload Files...', 'Smart Review', 'Preview', and 'Email Secure link...', with the last one circled in red. Below the navigation bar, the form is titled 'Create Secure Link' and contains the following fields and options:

- Job:** InSite_Anleitungen
- Link To:** Job Selected Pages
- Display:** HTML gallery Flash preview Smart Review File Uploader
- Options:**
 - Launch Flash Preview
 - Launch Smart Review
 - Download HiRes files
 - Upload Files
 - View Preflight Data in Smart Review and Upload Processing Window
- Rights:** User cannot approve or review pages User can approve pages User can review pages
- Expires:** 2/15/2014
- Password:** [Empty field]
- Confirm:** [Empty field]
- Email to:** [Empty text area]
- Email Subject:** InSite Notice: New Secure Link Created
- Message:** Please review the 'InSite_Anleitungen' job by clicking the link below.

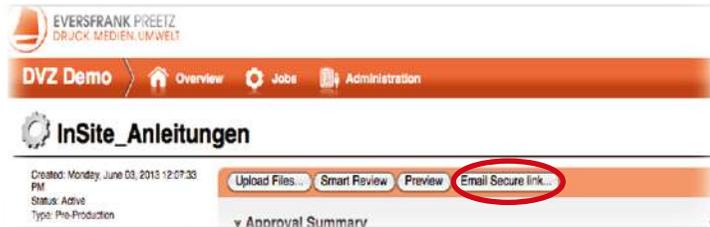


D.) APPROVAL OF PAGES VIA SECURE LINK:

Via Secure Links InSite-User got the Possibility to generate an email-link to other participants who didn't have a own InSite-Account. With a secure link you can choose all or a arbitrary selection of pages which have to be approved or reject by a participant.

The recipient can check the pages directly by using the link which is generated for him.

(Visit our homepage for more information in fact of Secure Links <http://www.frankdruck.de/updown.html>.)



Create Secure Link

Job: InSite_Anleitungen

Link To: Job Selected Pages

Display: HTML gallery Flash preview
 Smart Review File Uploader

Options: Launch Flash Preview Launch Smart Review Download HiRes files Upload Files View Preflight Data in Smart Review and Upload Processing Window

Rights: User cannot approve or review pages
 User can approve pages
 User can review pages

Expires: 2/15/2014

Password: _____

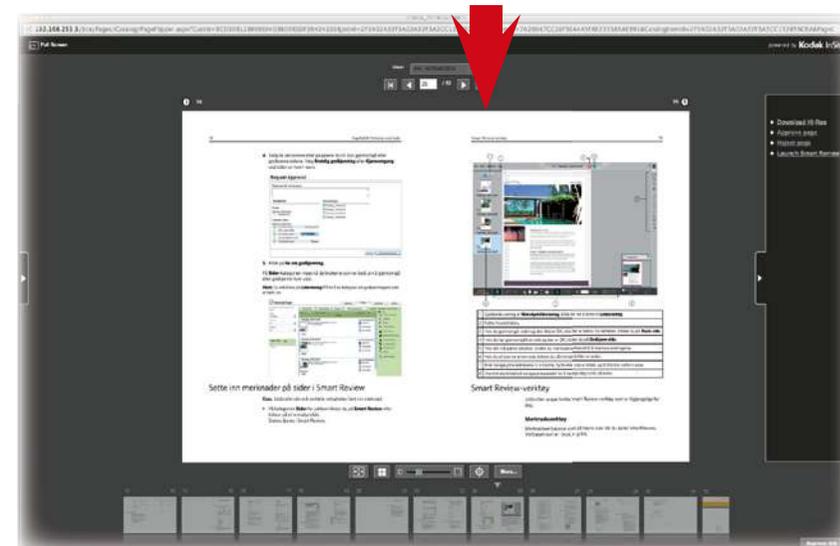
Confirm: _____

Email to: _____

Email Subject: InSite Notice: New Secure Link Created

Message: Please review the 'InSite_Anleitungen' job by clicking the link below.

Cancel



CONTACT ADDRESS

For questions in fact of your printing-job please contact your responsible personal administrator.

If you have any technical questions, do not hesitate to send us an email.
You reach us Monday to Friday between 6 a.m. and 22 p.m.:

EVERSFRANK MELDORF

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