

Viewing jobs

IPP 9.2

Exported on 02/2024

1. After you log on, on the **Jobs** tab, in the **Customer** list, select the required customer or customers. The list of jobs of the specific customer appears.
2. In the **actions** and **filters** area, you can search for jobs and filter jobs, based on their status.

JOBS ADMINISTRATION ▾

Customer: **All Customers** ▾

Create Job

Status: **All Active** ▾

Job Name	Pages	Customer	Created	Due Date	Requiring Approval	Awaiting Correction	Type
Sanity_BW	72	BW_Cust	12/05/2017 8:56	12/09/2017	72	0	Pr
TKSanity-1223	72	TKSanityCustomer	12/05/2017 8:20	12/09/2017	0	0	Pr
TKSanity-1204	72	TKSanityCustomer	12/05/2017 8:06	12/09/2017	72	0	Pr
Naturebook4	33	TKSanityCustomer	12/01/2017 9:51	12/05/2017	33	0	Pr
Naturebook3	72	TKSanityCustomer	12/01/2017 9:29	12/05/2017	72	0	Pr
NBook_TestME	72	ME458_Customer	12/01/2017 9:18	12/05/2017	72	0	Pre-Production

Status filter dropdown menu:

- All Active
- Requiring Approval
- Awaiting Correction
- All Completed
- All Jobs
- Pre-Production

3. To view basic job information and add job info sheet or notes, click the job row. The job details appears in the **details panel** on the right-hand side.

JOBS ADMINISTRATION ▾ John Doe | ? | Log Out

Customer: **Top Printing** ▾

Create Job

Status: **All Active** ▾

Job Name	Pages	Customer	Created	Due Date	Requiring Approval	Awaiting Correction	Type
Fall Catalog	72	Top Printing	12/05/2017 1:37	12/09/2017	32	0	Pre-Production

Fall Catalog ...

Approval Summary (38/72)

53% Approved

Request Approval: 32
Approved: 38
Rejected: 2
Correction Requested: 0
Work In Progress: 0

Signatures (0)
Reviewers
Info Sheet
Notes
File Uploads (1)

Name	Files	Size
✓ html5_upload_0	100%	72 130 MB

The **details panel** displays the following information:

Approval Summary—displays the total number of pages and the total number of approved, rejected and pages with requests for corrections.



Signatures—Displays the signatures; page assignment and approval status info.

Signatures (11)

	?	✓	✗	!	⊙
Unassigned	0	0	0	0	0
Nature photography...	12	4	0	0	0
Nature photography...	12	2	2	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0

Note: You can access the pages directly associated with the signature or approval status by clicking the number of pages link.

Reviewers—Displays the names of the approvers, reviewers, and color reviewers and the number of pages that each one of them need to approve.

Info Sheet—Displays the Job Info sheet parameters that have been defined for the job.

Notes—Displays job note to provide additional job information. In this area, you can add job notes and view existing.

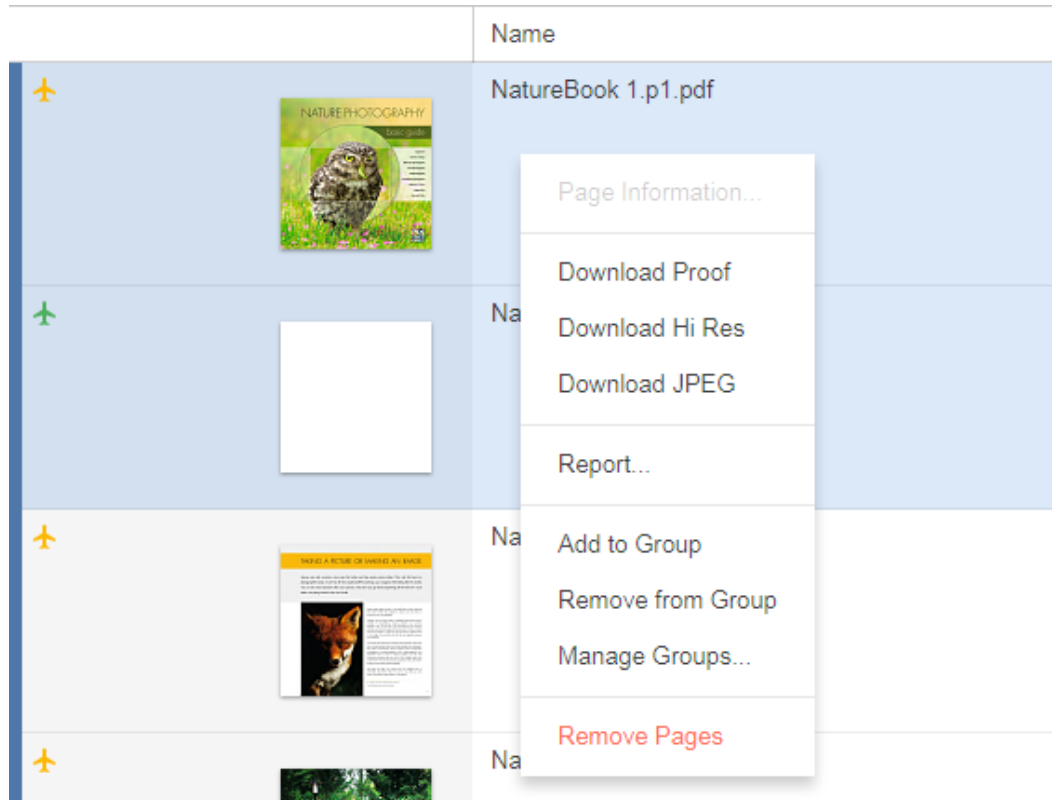
4. To open a job, click the job name.


In the window that appears, you can view page thumbnails and other information about the pages in the job. You can also view who has been asked to review or approve the pages.

The screenshot displays the 'JOBS ADMINISTRATION' interface. At the top, there's a navigation bar with 'Top Printing / Fall Catalog' and user information 'John Doe'. Below this, a toolbar contains buttons like 'Upload Files...', 'Smart Review...', 'Preview...', 'Arrange Pages...', and 'Secure Link...'. A search box is also present. The main area shows a table of jobs with columns: Name, Approval, Review, and Color Review. The first job, 'NatureBook 1.p1.pdf', is highlighted. To the right, a detailed view of this job is shown, including a thumbnail, a 'Request Approval' button, and a 'Review Summary' section with 'Approvers' and 'Reviewers' listed. At the bottom, there's a status bar with '1 of 72 Selected', 'Select All', '1 - 32', and 'Sort by: Name'.

Number	Area in the Review window
1	Various tools
2	Page filters
3	Search box: find a specific page by typing all or part of the page name in the Search box.
4	Perform the following actions: view job information, download files, manage access, or view job history.
5	Select a page and perform the required actions: request approval, approve, or reject pages.
6	Use the following display options: Use the Zoom Slider to change the thumbnail's size, select Gallery or List view, or sort the pages by name, last modified date, position, or signature.
7	Click the page numbers and go to the required group of pages.
8	Select all pages.

5. You can also perform additional actions, such as downloading pages, removing pages, or creating reports, by right-clicking the page's row and selecting the required action from the menu.



Use the buttons on the top-right corner, , to perform the following actions:

- View job information
- Download files
- View the history of actions performed on the job. You can view four categories of history information: **Transactions**, **Uploads**, **Info Sheets**, and **Secure Links**.

Uploading files to Prepress Portal

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1. In the **Jobs** area, click the name of the job that you want to work with.
The job pages and all the other job information and related actions are displayed.
2. Click **Upload files**.


UPLOAD FILES

Upload Name

Process With


Notes


+ [Folder Icon] + -

File Name	Last Modified	Size
 Drag Files Here		

Cancel Upload

3. Drag files from your desktop or network into the Upload Files window, or click the + button and navigate to the required files.

Note: If the browser that you are using enables you to upload folders, an icon of a folder  appears next to the + and - buttons. Currently, the Google Chrome, Microsoft Edge, and Firefox browsers support uploading of folders.

If you added a file and want to remove it, select the file and click the  button.

4. If the job is enabled for processing and if the **Process With** list appears, select an upload processing rule. Otherwise the files will be processed based on the default rule listed.
5. If desired, type a name for the upload and type any comments describing the upload.
6. Click **Upload**.
The upload status information is displayed at the bottom of the Upload Files window.
7. Click **Close**.

If the job is enabled for processing, the Upload Processing window displays the progress of the processing. You can still close the window; processing will continue.






Note: HTML5 uploads/downloads do not support the use of special characters in the file names. These characters include (but are not limited to): / \ * | ? < > , If these characters appear in the filename, an error message is displayed and the upload will not proceed.

Viewing pages in Preview

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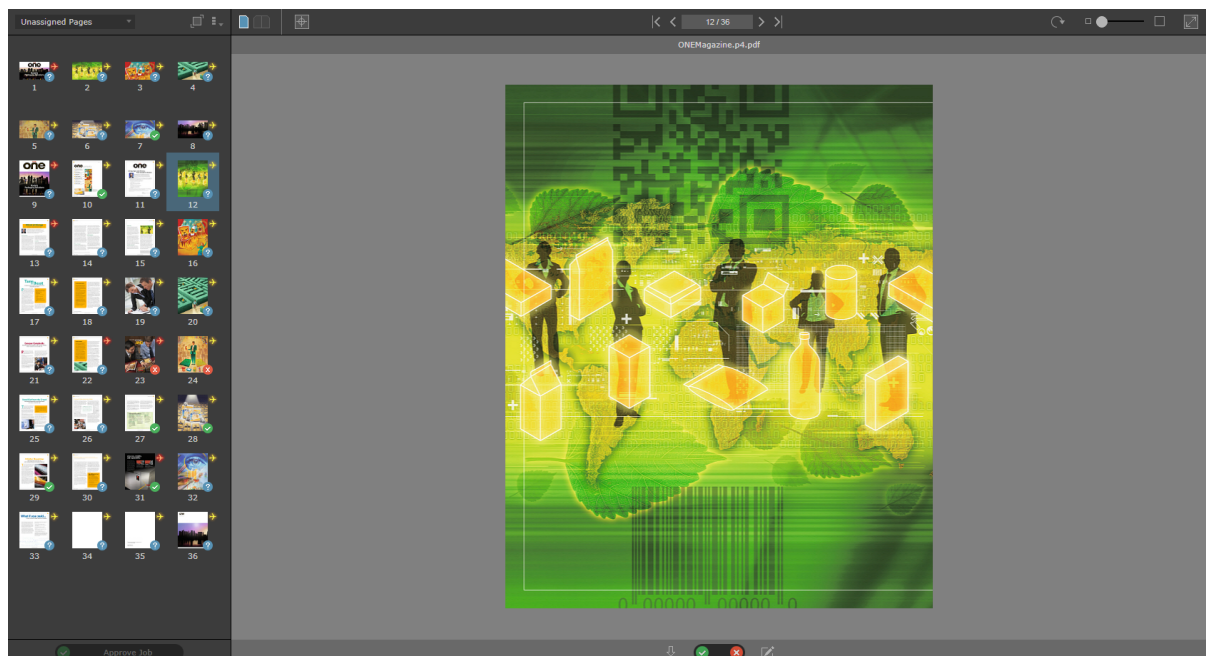
1. Locate the job, and click the job name.
The pages of your job are displayed.
2. In the **actions** and **filters** area, click the **Preview** button.

Upload Files... Smart Review... Preview... Arrange Pages... Secure Link...					Status: All Pages Reviewer: All Signature: All Preflight: All Group: All				
	Name	Approval	Review	Color Review					
	NatureBook 1.p1.pdf	Elizabeth Burdge John Doe Mary Siegrist	Raymond Cunningham Robert Doe						
	NatureBook 2.p1.pdf	Elizabeth Burdge John Doe Mary Siegrist	Raymond Cunningham Robert Doe						
	NatureBook 3.p1.pdf	Elizabeth Burdge John Doe Mary Siegrist	Raymond Cunningham Robert Doe						
	NatureBook 4.p1.pdf	Elizabeth Burdge John Doe Mary Siegrist	Raymond Cunningham Robert Doe						
	NatureBook 5.p1.pdf	Elizabeth Burdge John Doe	Raymond Cunningham Robert Doe						

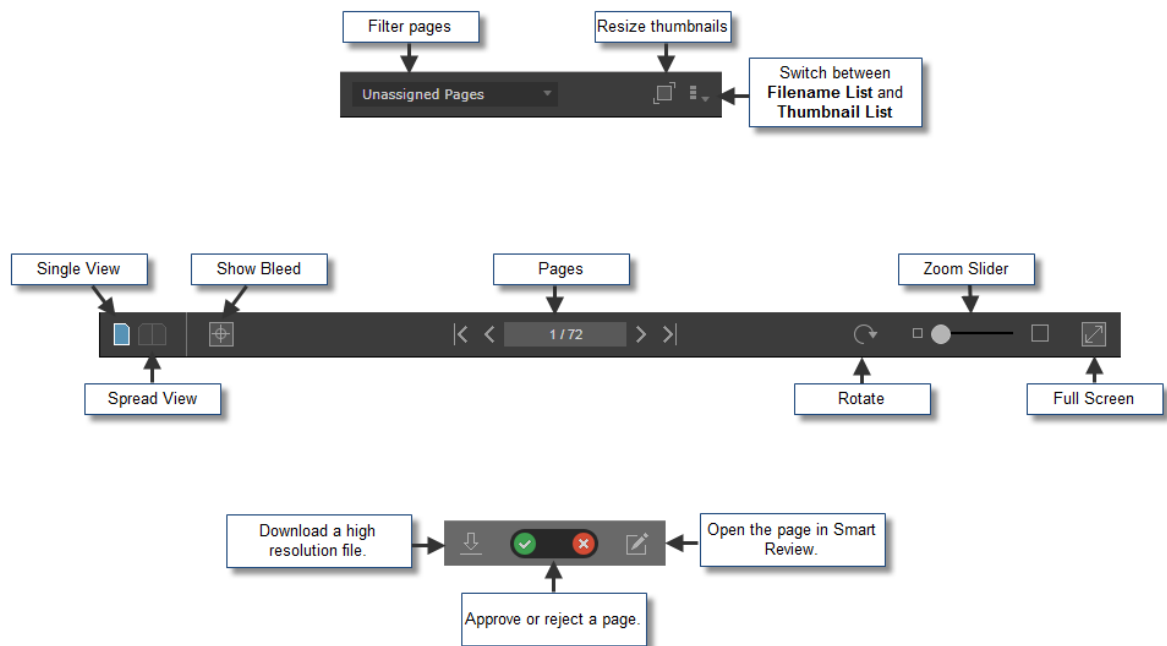
0 of 72 Selected [Select All](#) 1 - 32 [Sort by: Name](#)

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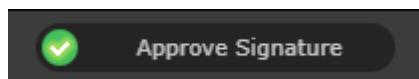
The following Preview window opens:



3. Use the following tools to view and approve Pages:



4. To approve Jobs, Signatures, Page Sets or Versions, click the button in the lower-left corner of the screen:



- Approve all the pages at once by clicking the **Approve Job** button.
- If your job has imposition, you can approve signatures by clicking the **Approve Signature** button.
- If your job has page sets with pages assigned to them, you can approve the page sets by clicking the **Approve Page Set** button.
- In LPV jobs, you can approve specific versions by clicking the **Approve Version** button.

For more information about the **Preview** tool, see the *InSite Prepress Portal User Guide*.

Reviewing and approving pages in Smart Review and in the pages list

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You can review, approve, or reject pages in Smart Review or in the job's pages area. In Smart Review, you can also request corrections for pages. In Smart Review, you can review OK or approve only one page at a time. In the job's pages area, you can review OK or approve multiple pages at once.


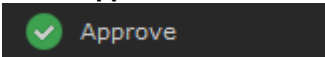

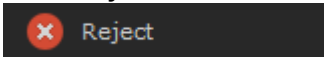

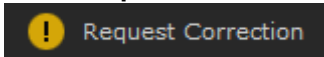
Requirements: Your job role must include the Give Final Approval right for approving or rejecting pages.

1 Smart Review

- Reviewing


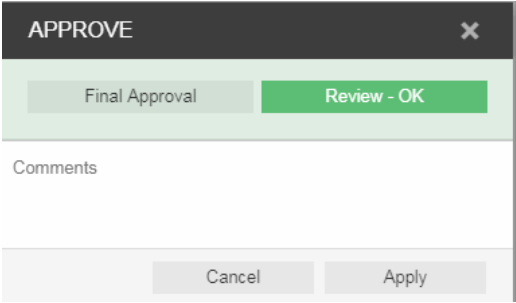

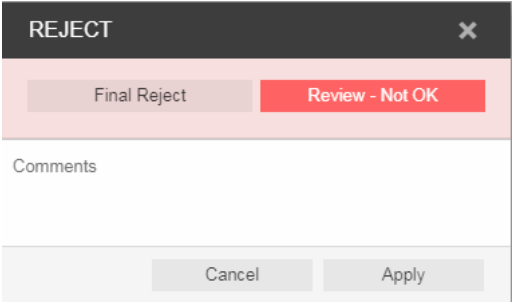
Review - OK	Review - Not OK
<ol style="list-style-type: none"> 1. Click Approve.  2. (Optional) Type a comment in the Comment box. 3. Click Apply. 	<ol style="list-style-type: none"> 1. Click Reject.  2. (Optional) Type a comment in the Comment box. 3. Click Apply.

- Approving

Set Final Approval	Reject	Request Correction
<ol style="list-style-type: none"> 1. Click Approve.  2. Select Approve.  3. (Optional) Type a comment in the Comment box. 4. Click Apply. 	<ol style="list-style-type: none"> 1. Click Reject.  2. Select Reject.  3. (Optional) Type a comment in the Comment box. 4. Click Apply. 	<ol style="list-style-type: none"> 1. Click Reject.  2. Select Request Correction.  3. (Optional) Type a comment in the Comment box. 4. Click Apply.


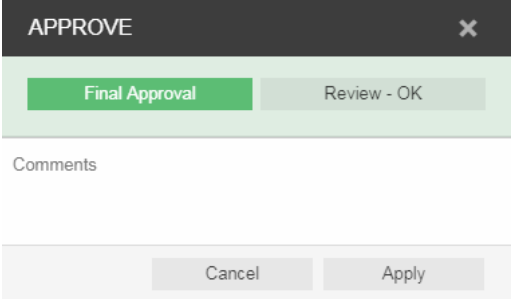

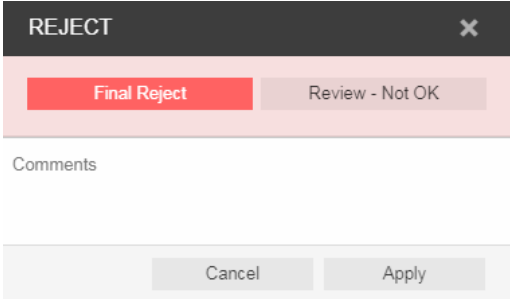
2 Pages list

- Reviewing

Review - OK	Review - Not OK
<ol style="list-style-type: none">1. Click a page row.2. In the details panel, click Approve. 3. In the Approve dialog box that appears, select Review - OK. 4. (Optional) Type a comment in the Comment box.5. Click Apply.	<ol style="list-style-type: none">1. Click a page row.2. In the details panel, click Reject. 3. In the Reject dialog box that appears, select Review - Not OK. 4. (Optional) Type a comment in the Comment box.5. Click Apply.

2 Pages list

- Approving

Set Final Approval	Reject
<ol style="list-style-type: none">1. Click a page row.2. In the details panel, click Approve. 3. In the Approve dialog box that appears, select Final Approval. 4. (Optional) Type a comment in the Comment box.5. Click Apply.	<ol style="list-style-type: none">1. Click a page row.2. In the details panel, click Reject. 3. In the Reject dialog box that appears, select Final Reject. 4. (Optional) Type a comment in the Comment box.5. Click Apply.

Important: In addition to approving or rejecting a single page, you can select multiple page rows by clicking **Select All** or by selecting each row. To skip consecutive pages or deselect pages, use the Command key on the Mac and the Ctrl key on Windows-based computer.