



**Changing the way you
provide proof for press.**



What is InSite?

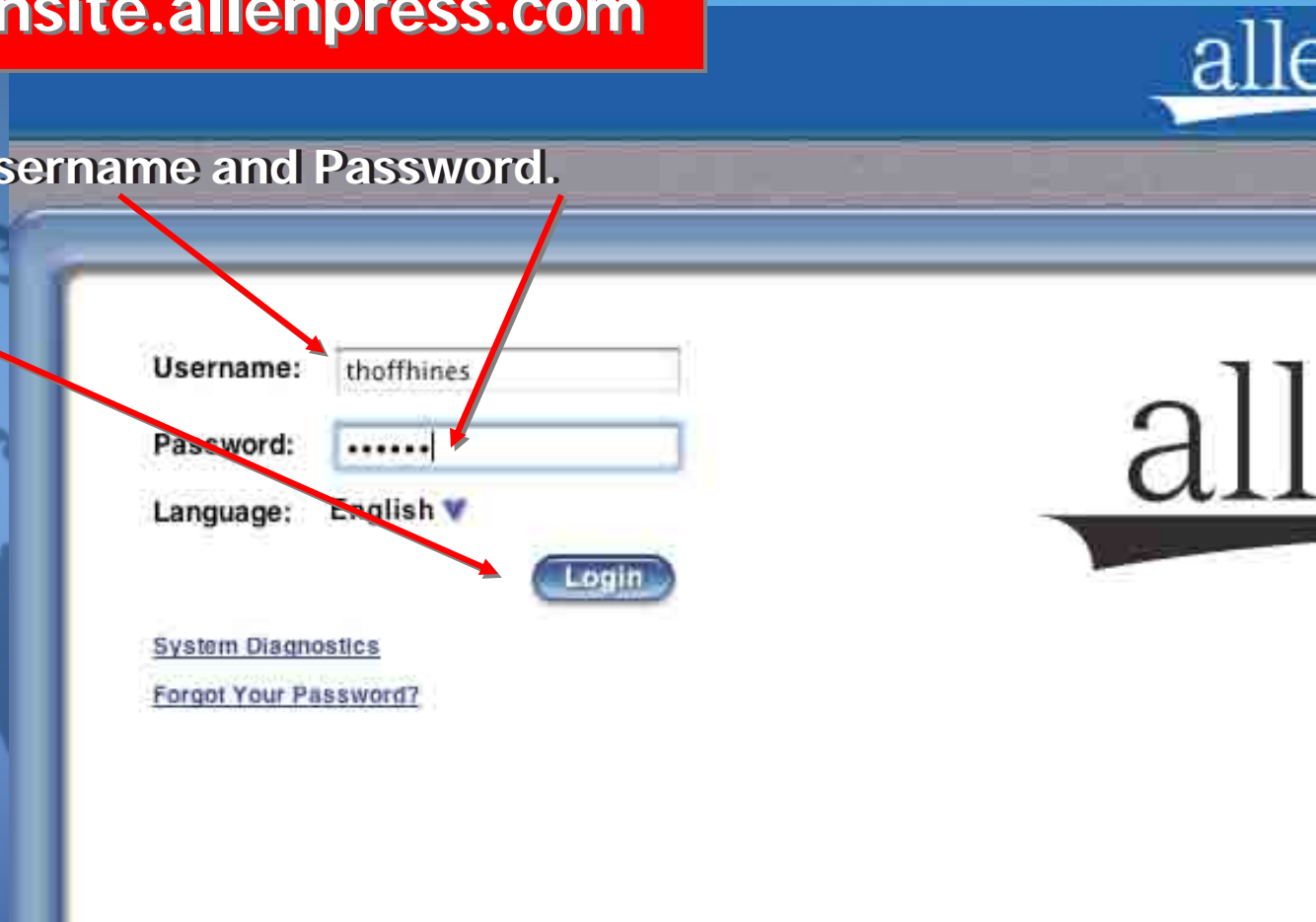
Kodak InSite software is a portal to the prepress environment that lets printers and their customers work with print jobs over the Internet. InSite helps to manage the proofing, correction, and approval process so that it is more efficient.

Logging On to InSite:

1. Type the printer's InSite home page address.

<http://insite.allenpress.com>

2. Type your Username and Password.
3. Click Login.



The screenshot shows the InSite login interface. The username field contains 'thoffhines', the password field contains six dots, and the language is set to 'English'. A blue 'Login' button is visible. Below the login fields are links for 'System Diagnostics' and 'Forgot Your Password?'. The Allen Press logo is partially visible on the right side of the page.

Username:

Password:

Language: English ▾

[System Diagnostics](#)

[Forgot Your Password?](#)

Changing Your Password:

If you have questions see the InSite online help.



InSite

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View the Job List

The Jobs view is an alphabetical list of all the customer's jobs, providing information such as job code, project code, number of pages, and creation date. In an Enterprise system, the name of the InSite site where the job is located may also appear.

In the Jobs view, you can:

- Change the list to make it easier to work with.
 - To sort the list, select an item from the **Sort By** menu. For example, to sort the list of jobs by the date they were created, select **Creation Date**.
 - To display a list of jobs by job status, select a status from the **Show menu**. For example, to show only completed jobs, select **Completed Jobs**. [More about job status...](#)
- Create a new job.
 - Click **New Job** to [create a new job](#).
- View details of a particular job.
 - Click the job name to [view details about the job](#), including

Help Icon: If you do not see the New Job button, you do not have [Create Job user rights](#).

Table of Contents:

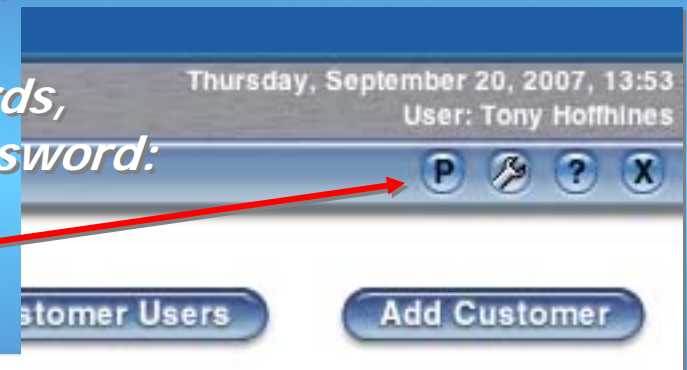
- Welcome to InSite
- Exploring InSite
- Updating Your User Profile
- Managing Customer Accounts
- Managing Users
- Managing Jobs
- Uploading and Downloading Files
- Registering Pages
- Managing Pages
- Requesting Reviews
- Reviewing
- Checking Proofs
- Approving or Rejecting Pages
- About Email Notification
- About the Matchprint Virtual option
- About the PressProof option
- About the InSite Enterprise option
- Troubleshooting and FAQs
- Reference

Changing Your Password:

Allen Press will require strong passwords in InSite. Strong passwords have at least eight characters and a combination of different types of characters, such as letters and numbers. *All users can change their own passwords.*

For guidelines on creating strong passwords, see InSite online help. To change your password:

1. Click "P" to edit your user profile.
2. Click "Change Password".

A screenshot of the "Edit User Information" form for user "thoffhines". The form is divided into several sections: "Personal Information", "Contact Information", "Comments", "User Rights", and "Job Info Sheet".
Personal Information: Fields for "First Name" (Tony), "Init." (), and "Last Name" (Hoffhines). A "Change Password" button is highlighted with a red arrow.
Contact Information: Fields for "Email" (thoffhines@allenpress.com), "Email Language" (English), "Office Phone", "Fax", "Cell", "Home Phone", and "Pager".
Comments: A text area for user comments.
User Rights: A list of permissions with checkboxes:
 Upload And Add Pages (Upload files to job-specific folders and add pages to jobs.)
 Download (Download files from job-specific folders.)
 Annotate (Annotate pages in Smart Review and request reviews.)
 Approve (Approve and reject pages, request and clear reviews, annotate pages, request corrections and submit annotated PDFs.)
 Request Approval (Request approval for job pages.)
 Create Customers (Create customer accounts.)
 Edit Customer Info (Edit customer information and user accounts.)
 Create Jobs
 Delete Pre-jobs and Manually Registered Pages
Job Info Sheet: Radio buttons for "No Access", "View only", and "View and Edit".
Note: All users have viewing rights, including the ability to view accessible jobs and accessible pages, and download LowRes proofs and HiRes files.
Expiry: A field for setting the user's expiry date.

3.Type your current password.

4.Type a new password.

5.To confirm the password,
type the new password again.

6.Click Update.

InSite - Change User Password:thoffhines

Change User Password: thoffhines

Enter your current password.

Enter your new password.

Confirm the new password.

Cancel Update

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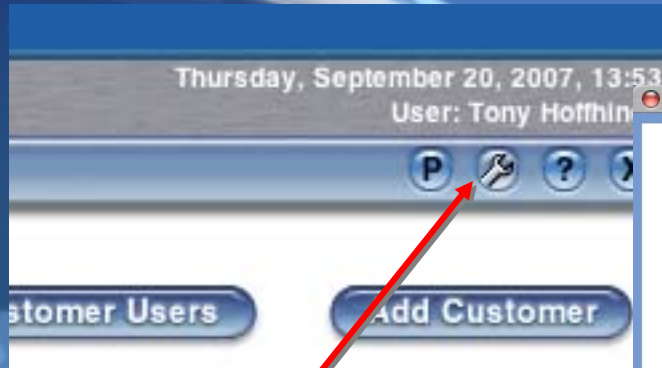
Checking Your System Configuration:

You can check that your system is configured properly to run all InSite features successfully, such as uploading files and using Smart Review to view and annotate pages.

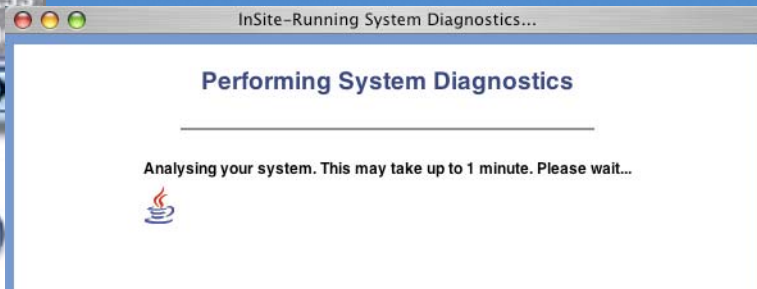
InSite runs a diagnostic test on your system, including verifying the version of Java that is installed and any proxy settings. The results are reported to you. If there are problems, you can email the details to your system administrator. Click the wrench symbol to check your system configuration.

Tip: If this is your first time logging on to InSite, please check your computer to ensure compatibility.

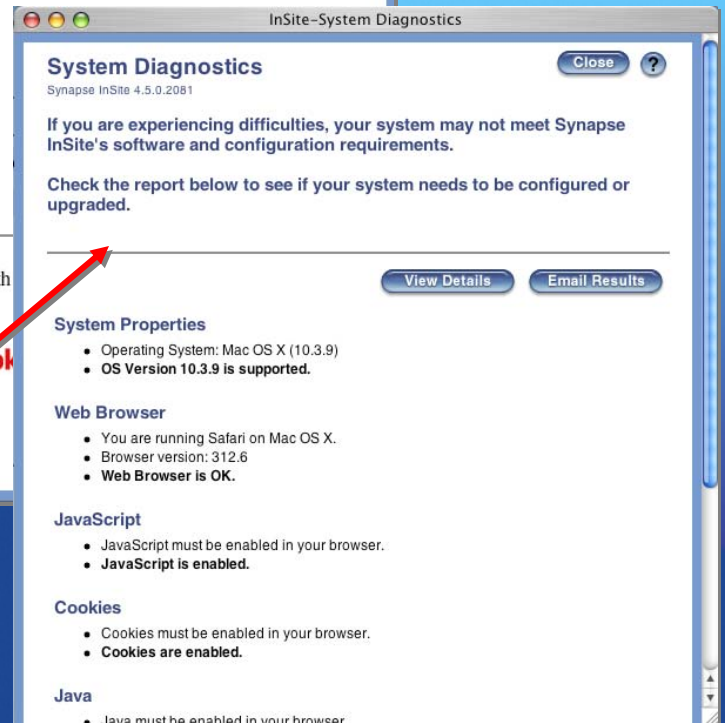
Checking Your System Configuration:



Click the wrench symbol to check your system configuration.



This is the window that will appear. The system will check your settings as mentioned in the earlier slide.



You can review the findings of the review.

Setting up Customer Users:

When you create a customer account, you add customer contact information. InSite uses the email addresses that are listed in the staff user accounts to send notices to the CSRs (Account Managers) about customer activity.

To create a customer account:

1. Click Add User.

The screenshot shows the 'Add User' form in the allenpress system. The form is titled 'Add User' and includes the following sections:

- User Information:** Unique User ID, Password, Confirm Password.
- Personal Information:** First Name, Init., Last Name, Title.
- Contact Information:** Email, Email Language (English), Office Phone, Fax, Cell, Home Phone, Pager.
- Comments:** A text area for additional notes.
- User Rights:** View All Pages in Jobs, Upload, Download, Annotate, Approve, Edit Customer Info, Create Jobs.
- Job Info Sheet:** No Access, View only, View and Edit.
- Expiry:** Account Does Not Expire, Account Expires In Day(s).
- Job Access:** Allow access to all current and future jobs, Allow access to specified jobs.

A red arrow points from the text '1. Click Add User.' to the 'Add User' button. The form also includes a checkbox for 'Email user about new account' and a note about user rights.

Adding Users cont:

2.Type the user information and assign rights to the user.

Customer

Edit User Information: thoffhines

Fields in RED are Required

Personal Information

First Name	Init.	Last Name
<input type="text" value="Tony"/>	<input type="text"/>	<input type="text" value="Hoffhines"/>

Title

Contact Information

Email

Email Language: English ▼

Office Phone	Fax
<input type="text"/>	<input type="text"/>
Cell	Home Phone
<input type="text"/>	<input type="text"/>
Pager	
<input type="text"/>	

User Rights

- Upload And Add Pages**
Upload files to job-specific folders and add pages to jobs.
- Download**
Download files from job-specific folders.
- Annotate**
Annotate pages in Smart Review and request reviews.
- Approve**
Approve and reject pages, request and clear reviews, annotate pages, request corrections and submit annotated PDFs.
- Request Approval**
Request approval for job pages.
- Create Customers**
Create customer accounts.
- Edit Customer Info**
Edit customer information and user accounts.
- Create Jobs**
- Delete Pre-jobs and Manually Registered Pages**

Job Info Sheet:

- No Access
- View only
- View and Edit

Tip: To view the whole Add User page, use the scroll bars at the right side of the page. **Important:** Always complete the boxes that have red letters. If the user is to receive email notification, you must also type an email address in the Email box.

Adding Users cont:

3. Assign rights to the user.

Fields in RED are Required

User Rights

- Upload And Add Pages**
Upload files to job-specific folders and add pages to jobs.
- Download**
Download files from job-specific folders.
- Annotate**
Annotate pages in Smart Review and request reviews.
- Approve**
Approve and reject pages, request and clear reviews, annotate pages, request corrections and submit annotated PDFs.
- Request Approval**
Request approval for job pages.
- Create Customers**
Create customer accounts.
- Edit Customer Info**
Edit customer information and user accounts.
- Create Jobs**
- Delete Pre-jobs and Manually Registered Pages**

Job Info Sheet:

- No Access
- View only
- View and Edit

Note: All users have viewing rights, including the ability to view accessible jobs and accessible pages, and download LowRes proofs and HiRes files.

Expiry

Account Does Not Expire

If required, set the expiration date and job access.

Adding Users cont:

4. Click update/Add.

allenpress

Wednesday, August 15, 2007 12:23
User: Tony Hoffhines

Edit User Information: thoffhines

Fields in RED are Required

Personal Information

First Name **Init.** **Last Name**

Tony [] Hoffhines

Title

[]

[Change Password](#)

Contact Information

Email

thoffhines@allenpress.com

Email Language: English ▼

Office Phone: [] Fax: []

Cell: [] Home Phone: []

Pager: []

Comments:

[]

User Rights

- Upload And Add Pages**
Upload files to job-specific folders and add pages to jobs.
- Download**
Download files from job-specific folders.
- Annotate**
Annotate pages in Smart Review and request reviews.
- Approve**
Approve and reject pages, request and clear reviews, annotate pages, request corrections and submit annotated PDFs.
- Request Approval**
Request approval for job pages.
- Create Customers**
Create customer accounts.
- Edit Customer Info**
Edit customer information and user accounts.
- Create Jobs**
- Delete Pre-jobs and Manually Registered Pages**

Job Info Sheet:

No Access
 View only
 View and Edit

Note: All users have viewing rights, including the ability to view accessible jobs and accessible pages, and download LowRes proofs and HiRes files.

Expiry
Account Does Not Expire

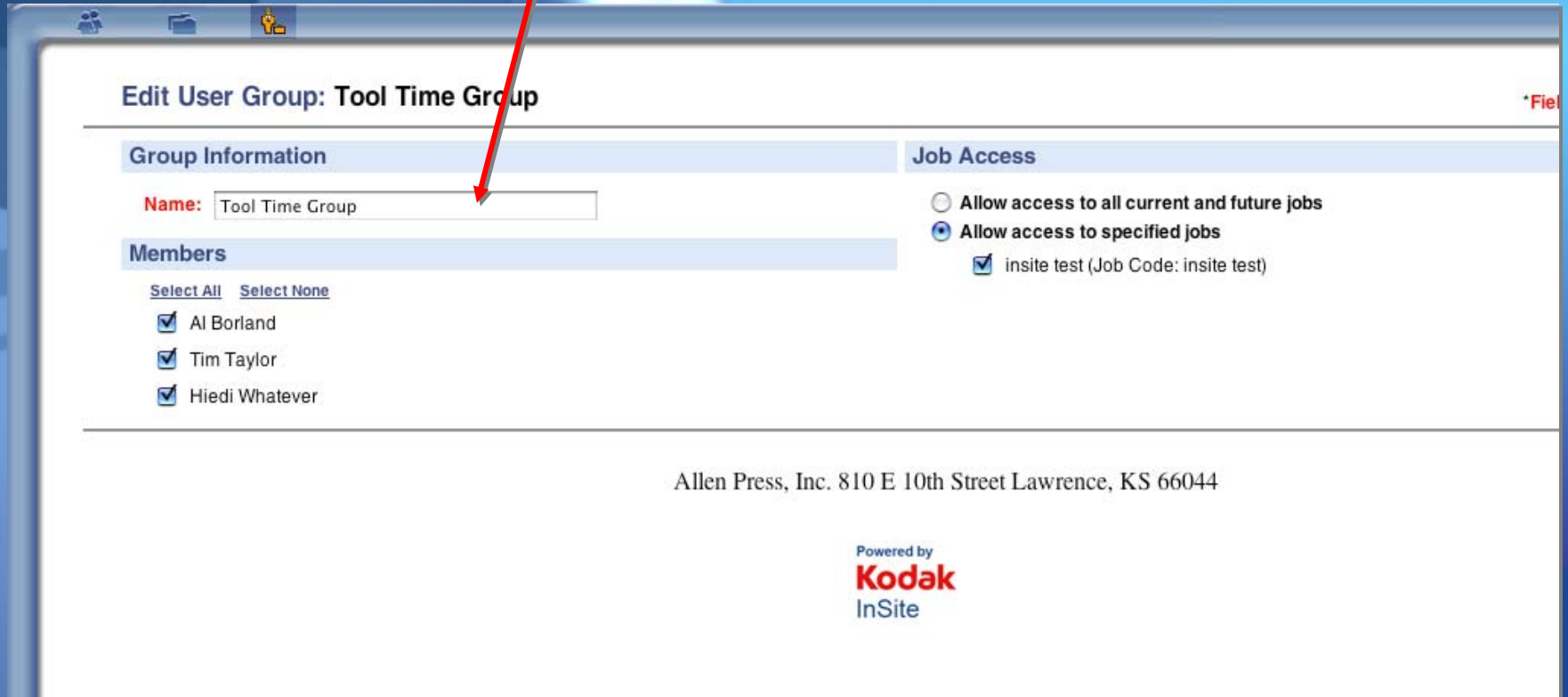
[Update](#) [Cancel](#)

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Multiple Users/Groups:

Create groups to streamline the process of setting job access and requesting user reviews.



Edit User Group: Tool Time Group *Field

Group Information **Job Access**

Name:

Members

[Select All](#) [Select None](#)

- Al Borland
- Tim Taylor
- Hiedi Whatever

Allow access to all current and future jobs

Allow access to specified jobs

- insite test (Job Code: insite test)

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Kodak
InSite

Multiple Users/Groups cont.:

When there are many people with different roles and responsibilities working on jobs. You can limit their access or give them full access.

Customer Administration: Test-file

Test-file
Tony
Customer CSR: [Tony Hoffhines](#)
Location for Customer Jobs: \\xinet\AraxiVolume_xinet
Job Group for Customer Jobs: _TESTING

Job Templates
1stRef-cmyk_Template

User Groups in Test-file
[Tool Time Group](#)

Users of Test-file

Users
[Whatever, Hiedi](#)
Username: toolman3
(View All Pages in Jobs, Job Info Sheet: View only)
Expires: 10/20/2007

Users With Access To All Jobs
[Borland, Al](#)
Username: toolman
(View All Pages in Jobs, Create Jobs, Job Info Sheet)

[Taylor, Tim](#)
Username: toolman
(View All Pages in Jobs, Upload, Download, Annotate, Create Jobs, Job Info Sheet: View and Edit)

User Rights
 View All Pages in Jobs
View all pages in accessible jobs. If unchecked, the user will only see pages which they have been asked to review.

Upload
Upload files to job-specific folders and set pages to ready for approval.

Download
Download files from job-specific folders.

Annotate
Annotate pages in Smart Review and request reviews.

Approve
Approve and reject pages, request and clear reviews, annotate pages, request corrections and submit annotated PDFs.

Edit Customer Info
Edit customer information and user accounts.

Create Jobs

Job Info Sheet:
 No Access
 View only
 View and Edit

Note: All users have viewing rights, including the ability to view accessible jobs and accessible pages, and download LowRes proofs and HiRes files.

Expiry
 Account Does Not Expire
 Account Expires In Day(s)

Job Access
 Allow access to all current and future jobs
 Allow access to specified jobs
 Insite test (Job Code: insite test)

User Rights
 View All Pages in Jobs
View all pages in accessible jobs. If unchecked, the user will only see pages which they have been asked to review.

Upload
Upload files to job-specific folders and set pages to ready for approval.

Download
Download files from job-specific folders.

Annotate
Annotate pages in Smart Review and request reviews.

Approve
Approve and reject pages, request and clear reviews, annotate pages, request corrections and submit annotated PDFs.

Edit Customer Info
Edit customer information and user accounts.

Create Jobs


Job Info Sheet:
 No Access
 View only
 View and Edit

Note: All users have viewing rights, including the ability to view accessible jobs and accessible pages, and download LowRes proofs and HiRes files.

Expiry
 Account Does Not Expire
 Account Expires In Day(s)

Job Access
 Allow access to all current and future jobs
 Allow access to specified jobs
 Insite test (Job Code: insite test)

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**Now that we have gone
through the setup for a user,
let us look at what InSite
can do for YOU!**

My Customers:



The screenshot shows a web application window titled 'Customer' with a 'Customers' section. It features a navigation bar with 'Multi-Customer Users' and 'Add Customer' buttons. Below the navigation, it displays 'Number of Customers: 2' and a list of customer entries. A red arrow points from the 'My Customers' header to the first customer entry.

Customers Multi-Customer Users Add Customer



Number of Customers: 2

[All](#) **My Customers** [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

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INSITE Quick Start Guide - 1 Active Job Pre-Production Jobs - 1
INSITE Jobs In Production - 0
Customer CSR: [Tony Hoffhines](#)
[Edit Customer Info](#)  

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Test-file - 1 Active Job Pre-Production Jobs - 1
Tony Jobs In Production - 0
Customer CSR: [Tony Hoffhines](#)
[Edit Customer Info](#)  

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Uploading files:

When you or another user uploads files or folders to InSite, the files or folders are copied to a folder for the job on the printer's job server. The Upload user right is required to be able to upload files. To send files to InSite:

1. Click the job name.



The screenshot displays the Allen Press InSite web interface. At the top, the logo "allen press" is visible. Below it, the page title is "Demo for Seminar" and the date is "Thursday, August 16, 2007". The user is identified as "User: Tony Hoff". The main content area is titled "Jobs" and includes a "New Job" button. Below the title, there are filters for "Number Of Jobs: 1", "Show All Active Jobs", and "Sort By Name". A table lists a single job: "demo for seminar (Job Code: demo)" with "0 pages" and a creation date of "8/16/2007 10:46:22 AM". To the right of the job name are buttons for "Delete Job", "Move To Production", and "Set to Complete". At the bottom, the address "Allen Press, Inc. 810 E 10th Street Lawrence, KS 66044" and the logo "creo | powered by Synapse® InSite" are displayed. A red arrow points from the text "1. Click the job name." to the job name "demo for seminar" in the table.

2. Click New Upload.

The screenshot shows the Allen Press InSite web application interface. At the top, the logo "allenpress" is visible. The page title is "Demo for Seminar" and the browser address bar shows "demo for seminar (demo)". The user is identified as "User: Tony Hoffman" on "Thursday, August 18, 2007, 10:4". The main content area is titled "Job Home" and includes sections for "Pages", "File Transfer", and "Reviews". The "File Transfer" section contains a "New Upload..." button, which is highlighted by a red arrow. The "Notes" section has a "New Note..." button. The footer of the page reads "Allen Press, Inc. 810 E 10th Street Lawrence, KS 66044".

3. Drag the files or folders you want to add from your desktop (or network) into the Files to Upload box.

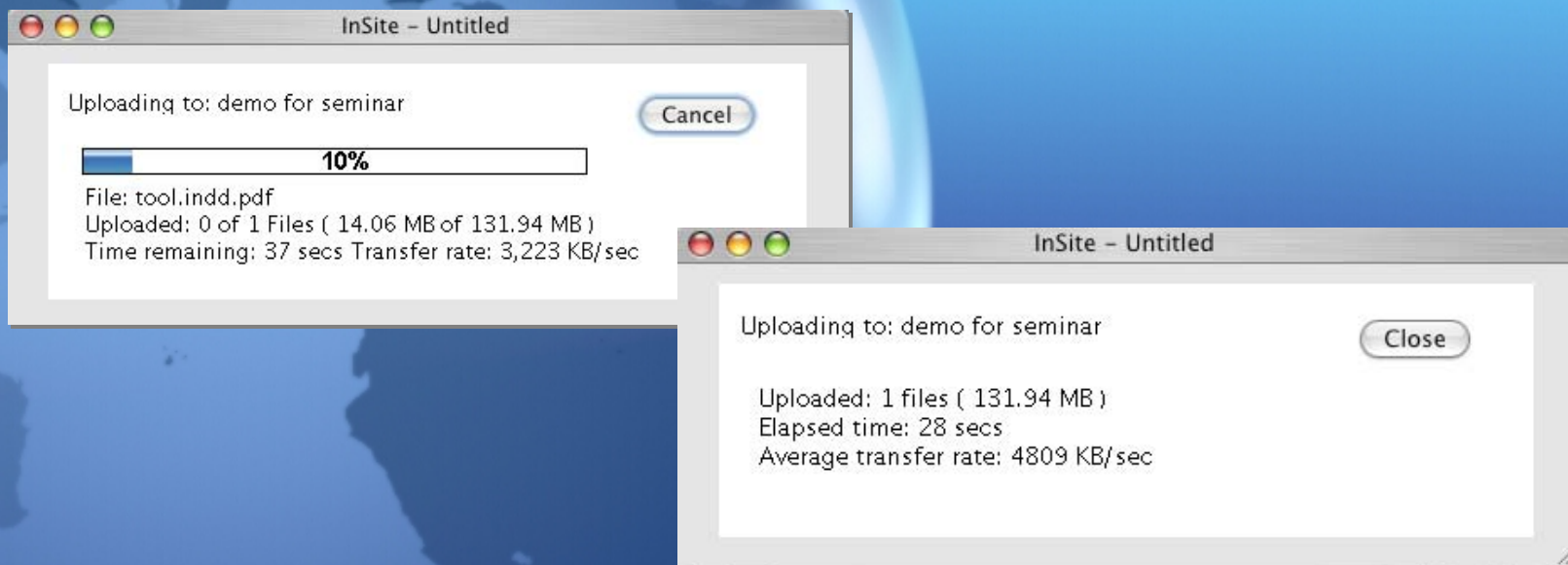
The screenshot shows the "Upload Files" dialog box in the InSite application. The dialog title is "Upload Files" and it is for "Job: demo for seminar". The "Upload Name" field is set to "Untitled". Below this is a "Notes" text area. A message states: "File upload information can now be customized. Please refer to the [System Administration Guide](#) for more information." The "Files to Upload" section features a table with columns for "Name", "Last Modified Date", "Size", and "Path". Below the table is a large area with a blue arrow icon and the text "Drag your Files Here". At the bottom, it shows "0 file(s) 0 KB" and "Cancel" and "Upload" buttons. A red arrow points from the text in the previous block to the "Drag your Files Here" area.

4. Click Upload.

Note: If you are using Mac OS 9 or 10.2.8, you see a tabbed Upload Files dialog box instead. Click the Upload Files tab and then Change Folder. Locate the files you want to upload, click Add, and then Upload.

5. When the upload is complete, click Close.

6. Click Refresh, or select the Auto-Refresh check box to see the status of file copying or refining if upload processing has been enabled.



Upload Details: Untitled

[Refresh](#)Last Refreshed: 8/16/2007 12:29:28 PM [Auto-Refresh](#)

Date: 8/16/2007 12:29:16 PM
Uploaded By: Tony Hoffhines (thoffhines)
Uploaded Files: 1
Size: 131.9 MB
Elapsed Time: 28 secs
Average Transfer Rate: 4809 KB/sec
Notes: (No Note Available)
Processing Status: Processing Files

Info Sheet

Custom Info not configured.

Processing Information

- i** 8/16/2007 12:29:26 PM Preparing AutoProcess input file(s) for the upload Untitled.
- i** 8/16/2007 12:29:26 PM Copied the file \\xinet\araxivolume_xinet_x\Jobs\demo for seminar\WebUploads\Untitled\tool.indd.pdf to \\XINET\AraxiVolume_xinet_X\Jobs\demo for seminar\System\WebAutoRefineInput
- i** 8/16/2007 12:29:26 PM Adding 1 input file(s).
- i** 8/16/2007 12:29:27 PM Added tool.indd.pdf.
- i** 8/16/2007 12:29:27 PM Refining 1 input files using the template 1stRef-cmyk:AP Refine.
- i** 8/16/2007 12:29:28 PM Process [1 input file(s)] tool.indd.pdf:1stRef-cmyk:AP Refine submitted.
- i** 8/16/2007 12:29:28 PM Created a new process with identifier 56889.
- i** 8/16/2007 12:29:29 PM Job ticket submitted for processing.

Uploaded Files

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File	Date	Size	Path
tool.indd.pdf	8/16/2007 12:24:41 PM	130.3 MB	Untitled\tool.indd.pdf

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Upload Details: Untitled

Close

Last Refreshed: 8/16/2007 12:31:12 PM Auto-Refresh

Date: 8/16/2007 12:29:16 PM
 Uploaded By: Tony Hoffhines (thoffhines)
 Uploaded Files: 1
 Size: 131.9 MB
 Elapsed Time: 28 secs
 Average Transfer Rate: 4809 KB/sec
 Notes: (No Note Available)
 Processing Status: Done

Processing Status Details

Rule	Status	Reason
AutoProcess *.pdf *.ps" using "1stRef-Spots"	Not Performed	No hot folders in this job matched this AutoProcess rule at the time of this upload.
AutoProcess *.pdf *.ps" using "1stRef-cmyk"	Done	
AutoProcess *.pdf *.ps" using "1stRef-grayscale"	Not Performed	No hot folders in this job matched this AutoProcess rule at the time of this upload.

Info Sheet

Custom Info not configured.

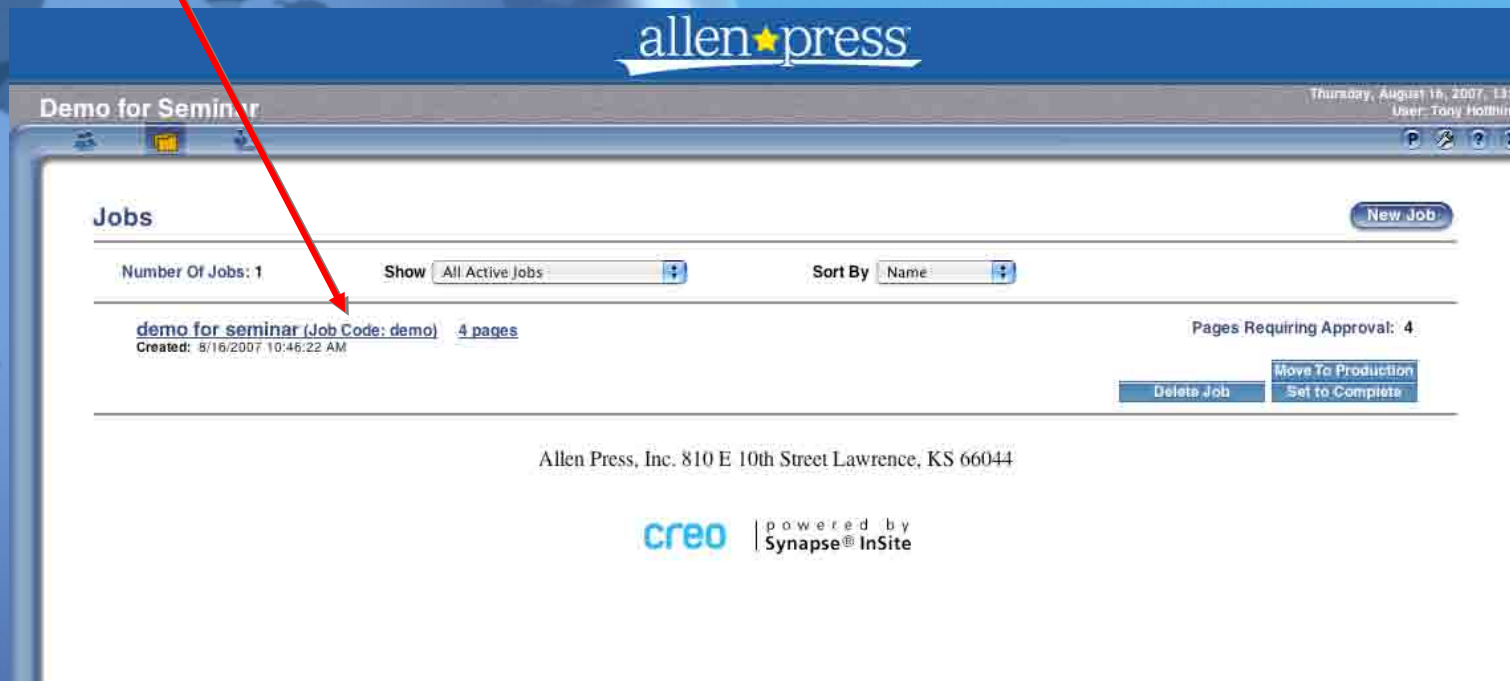
Processing Information

- i** 8/16/2007 12:29:26 PM Preparing AutoProcess input file(s) for the upload Untitled.
- i** 8/16/2007 12:29:26 PM Copied the file \\xinet\araxivolume_xinet_xJobs\demo for seminar\WebUploads\Untitled\tool.indd.pdf to \\XINET\AraxiVolume_xinet_XJobs\demo for seminar\System\WebAutoRefineInput
- i** 8/16/2007 12:29:26 PM Adding 1 input file(s).
- i** 8/16/2007 12:29:27 PM Added tool.indd.pdf.
- i** 8/16/2007 12:29:27 PM Refining 1 input files using the template 1stRef-cmyk:AP Refine.
- i** 8/16/2007 12:29:28 PM Process [1 input file(s)] tool.indd.pdf:1stRef-cmyk:AP Refine submitted.
- i** 8/16/2007 12:29:28 PM Created a new process with identifier 56889.
- i** 8/16/2007 12:29:29 PM Job ticket submitted for processing.
- i** 8/16/2007 12:30:05 PM The target profile USWebCoatedSWOP.icc has been applied, Page: 1, File: \\XINET\AraxiVolume_xinet_XJobs\demo for seminar\System\SubPagesWorking\NormalizeOnHw02681\tool.indd.p1.pdf
- i** 8/16/2007 12:30:06 PM The target profile USWebCoatedSWOP.icc has been applied, Page: 2, File: \\XINET\AraxiVolume_xinet_XJobs\demo for seminar\System\SubPagesWorking\NormalizeOnHw02681\tool.indd.p2.pdf
- i** 8/16/2007 12:30:06 PM The target profile USWebCoatedSWOP.icc has been applied, Page: 3, File: \\XINET\AraxiVolume_xinet_XJobs\demo for seminar\System\SubPagesWorking\NormalizeOnHw02681\tool.indd.p3.pdf
- i** 8/16/2007 12:30:06 PM The target profile USWebCoatedSWOP.icc has been applied, Page: 4, File: \\XINET\AraxiVolume_xinet_XJobs\demo for seminar\System\SubPagesWorking\NormalizeOnHw02681\tool.indd.p4.pdf
- i** 8/16/2007 12:30:18 PM Trapped page 1 of file tool.indd.p1.pdf. 0 traps. 0 overprints. 0:12.2 minutes.

Smart Review:

Smart Review provides a detailed, full-screen preview of the selected page, several viewing and annotation tools, and a chat feature.

Anyone can view a page in Smart Review. However you need Annotate rights to review the page and make comments and Approval rights to approve/reject a page or request corrections for a page. To view a page in Smart Review:



The screenshot displays the Allen Press Smart Review interface. At the top, the Allen Press logo is visible. The browser window title is "Demo for Seminar" and the user is identified as "User: Tony Holtman" on Thursday, August 16, 2007. The main content area is titled "Jobs" and includes a "New Job" button. Below this, there are filters for "Number Of Jobs: 1", "Show: All Active Jobs", and "Sort By: Name". A red arrow points to the job entry "demo for seminar (Job Code: demo) 4 pages", which was created on 8/16/2007 at 10:46:22 AM. To the right of this entry, it indicates "Pages Requiring Approval: 4". Action buttons for "Delete Job", "Move To Production", and "Set to Complete" are located below the job entry. At the bottom of the page, the address "Allen Press, Inc. 810 E 10th Street Lawrence, KS 66044" and the logo "creo | powered by Synapse® InSite" are displayed.

1. Click the thumbnail, file name or select all.

Test-file

insite test (insite test)

Pages

Total: 4 Requiring Approval: 4 Awaiting Correction: 0

Show All Pages

Sort By Position

Number of Pages: 4

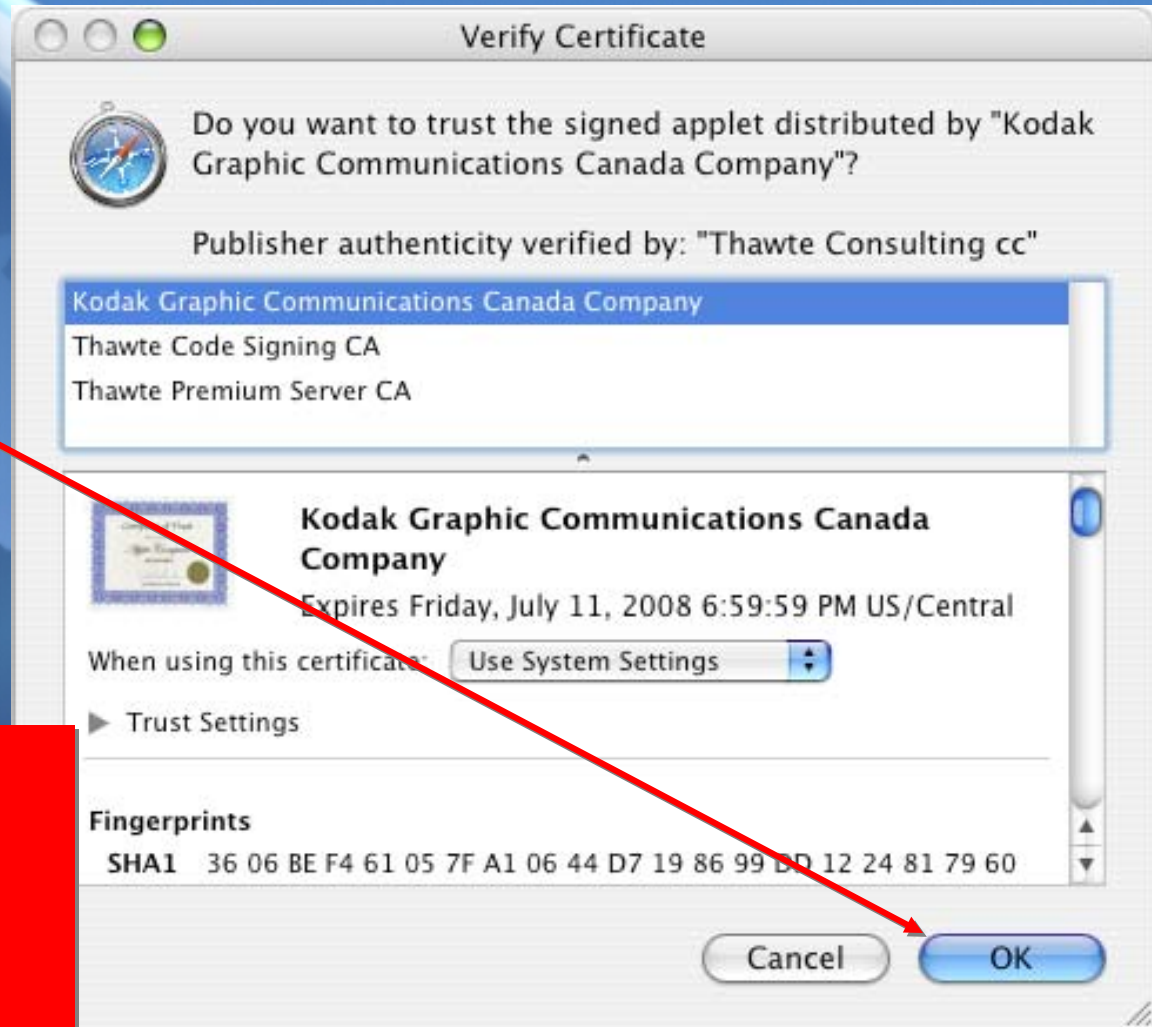
Select All Select None Pages Selected: 0

Unassigned Pages

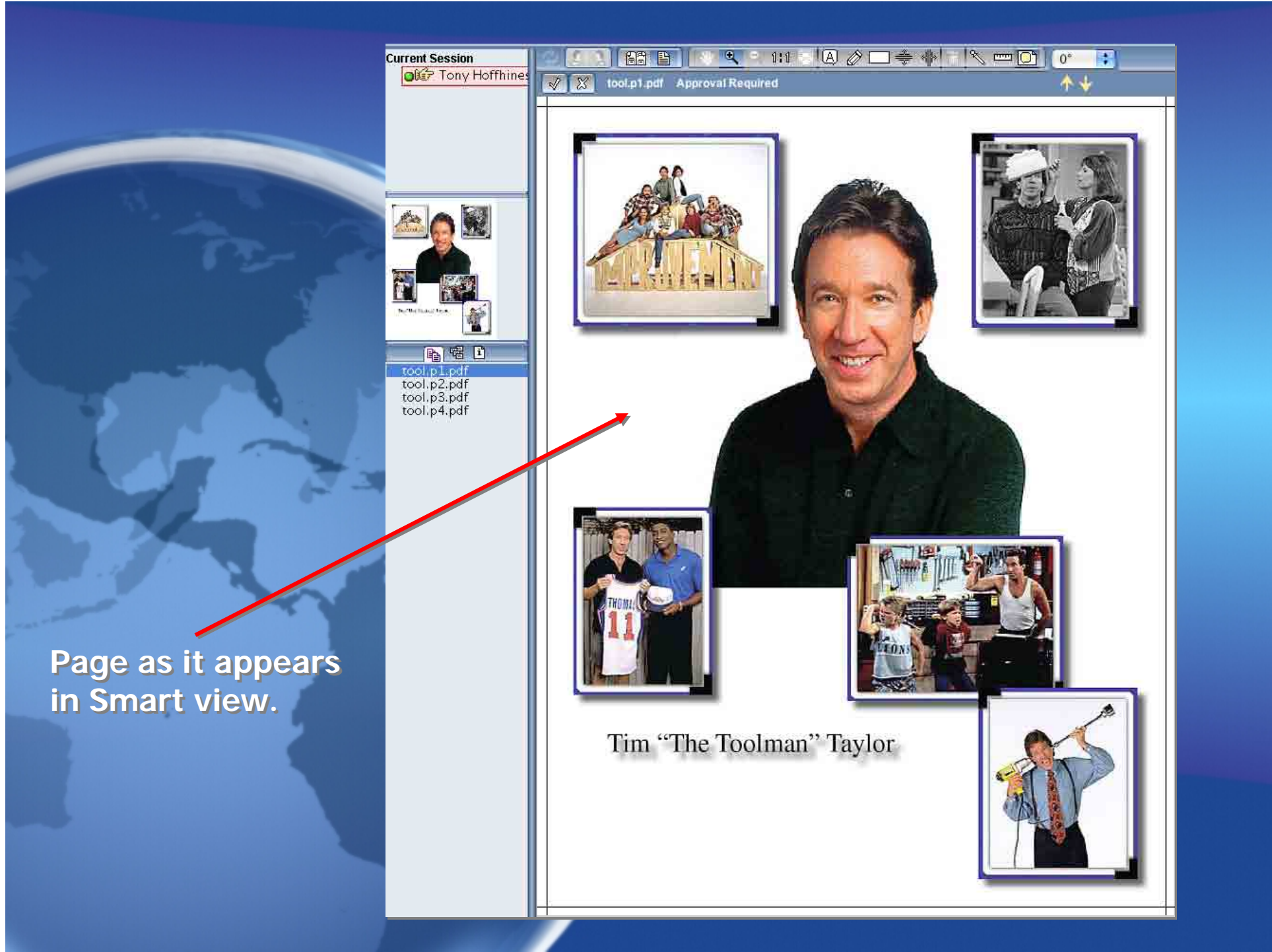
tool.p1.pdf tool.p2.pdf tool.p3.pdf tool.p4.pdf

Certificate Approval:

Go ahead and trust.



This window will appear each time a job is ready for review.



Page as it appears
in Smart view.

Tim "The Toolman" Taylor

Current Session Tony Hoffhine

tool.p1.pdf
tool.p2.pdf
tool.p3.pdf
tool.p4.pdf

Current Session Tony Hoffhine

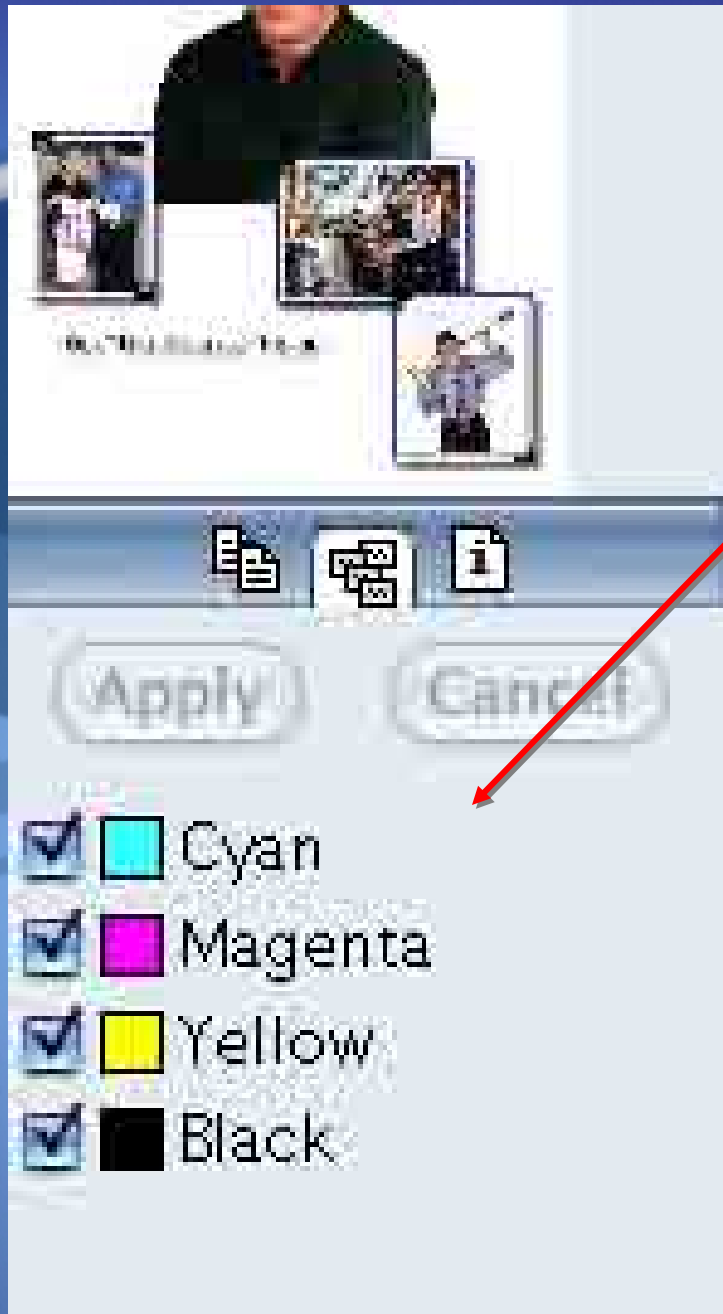
tool.p1.pdf
tool.p2.pdf
tool.p3.pdf
tool.p4.pdf

- tool.pg 1
- tool.pg 2
- tool.pg 3
- tool.pg 4

tool.p1.pdf
tool.p2.pdf
tool.p3.pdf
tool.p4.pdf

tool.p1.pdf
tool.p2.pdf
tool.p3.pdf
tool.p4.pdf

You can see that your file is CMYK.



You can check the specs for the job.



A screenshot of a software interface showing job specifications. The interface includes a toolbar with icons for document, grid, and information. Below the toolbar are two checked checkboxes: "Display Trim Lines" and "Show Bleed". A dropdown menu is set to "Inches". The specifications listed are:

- Width: 8.75 Inches
- Height: 11.25 Inches
- Trim Width: 8.5 Inches
- Trim Height: 11.0 Inches
- Trim Offset:
 - X: 0.125 Inches
 - Y: 0.125 Inches
- Resolution: n/a
- Zoom Factor: 3.20%
- Rotation: 0°

Smart Review Toolbar:

Spread View.

Single page view.

Zoom In Tool.

Zoom Out Tool.

1 to 1 Page view.

Full Page view.



Annotation Tool

Drawing Tool.

Rectangular Box Tool.

Horizontal Guide Tool.

Vertical Guide Tool

Eye Dropper Tool.

Ruler.

Hide Annotation Tool

Page Rotation views.



tool.indd.p1.pdf Approval Required

Tim "The Toolman" Taylor

Approve Page

- Set Page tool.indd.p1.pdf To Reviewed - OK
- Give Final Approval For Page tool.indd.p1.pdf

Please Enter a Comment

Pages are good to go!




Cancel OK




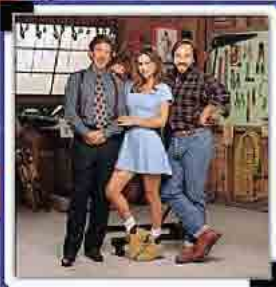

tool.p2.pdf Approval Required

Approval Required tool.p3.pdf

Al "My Assistant" Borland



Heidi Keppert



tool.indd.p1.pdf Approval Required

Tony
Tim to red

Tim "The Toolman" Taylor

Text Annotation Tool

Approving Pages:

The screenshot displays the Allen Press software interface. At the top, the logo "allen★press" is visible. The main window title is "demo for seminar (demo)". The interface shows a "Pages" section with a status bar indicating "Total: 4 Requiring Approval: 4 Awaiting Correction: 0". Below this, there are filters for "Show" (All Pages) and "Sort By" (Position). A "New Upload" button is located in the top right corner. The "Unassigned Pages" section shows two PDF files: "tool.indd.p1.pdf" and "tool.indd.p2.pdf". A modal dialog box titled "Approve Pages" is open, featuring two radio button options: "Set Pages To Reviewed - OK" and "Give Final Approval For Pages: Please Enter a Comment". The second option is selected, and a text input field is provided for a comment. "OK" and "Cancel" buttons are located on the right side of the dialog box.

allen★press

Demo for Seminar

demo for seminar (demo)

Thursday, August 16, 2007, 13:00
User: Tony Maitline

Pages

Total: 4 Requiring Approval: 4 Awaiting Correction: 0

Show All Pages

Sort By Position

Number of Pages: 4

New Upload

Unassigned Pages

tool.indd.p1.pdf

tool.indd.p2.pdf

Approve Pages

Set Pages To Reviewed - OK

Give Final Approval For Pages:
Please Enter a Comment

OK

Cancel

Allen Press, Inc. 810 E 10th Street Lawrence, KS 66044

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History

Job Created: 8/16/2007 10:46:22 AM

Number of Transaction(s): 15

- 8/16/2007 1:21:03 PM Tony Hoffhines (thoffhines) of Allen Press,Inc approved 4 pages.
- 8/16/2007 1:11:41 PM Tony Hoffhines (thoffhines) of Allen Press,Inc made an annotation on the page tool.indd.p1.pdf: Tim to red
- 8/16/2007 1:10:44 PM Tony Hoffhines (thoffhines) of Allen Press,Inc opened page tool.indd.p1.pdf in Smart Review.
- 8/16/2007 1:10:40 PM Tony Hoffhines (thoffhines) of Allen Press,Inc opened page tool.indd.p2.pdf in Smart Review.
- 8/16/2007 1:10:23 PM Tony Hoffhines (thoffhines) of Allen Press,Inc opened page tool.indd.p3.pdf in Smart Review.
- 8/16/2007 1:10:22 PM Tony Hoffhines (thoffhines) of Allen Press,Inc opened page tool.indd.p2.pdf in Smart Review.
- 8/16/2007 1:10:15 PM Tony Hoffhines (thoffhines) of Allen Press,Inc opened page tool.indd.p1.pdf in Smart Review.
- 8/16/2007 1:09:47 PM Tony Hoffhines (thoffhines) of Allen Press,Inc opened page tool.indd.p1.pdf in Smart Review.
- 8/16/2007 1:09:36 PM Tony Hoffhines (thoffhines) of Allen Press,Inc opened page tool.indd.p4.pdf in Smart Review.
- 8/16/2007 1:09:21 PM Tony Hoffhines (thoffhines) of Allen Press,Inc opened page tool.indd.p3.pdf in Smart Review.
- 8/16/2007 1:09:10 PM Tony Hoffhines (thoffhines) of Allen Press,Inc opened page tool.indd.p2.pdf in Smart Review.
- 8/16/2007 1:08:38 PM Tony Hoffhines (thoffhines) of Allen Press,Inc opened page tool.indd.p1.pdf in Smart Review.
- 8/16/2007 12:29:26 PM Preparing AutoProcess Input file(s) for the upload Untitled.
- 8/16/2007 12:29:19 PM Tony Hoffhines (thoffhines) of Allen Press,Inc uploaded Untitled with 1 files (131.9 MB).
- 8/16/2007 10:46:21 AM Tony Hoffhines (thoffhines) of Allen Press,Inc created pre-job demo for seminar.

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Job Home

Pages

Total: 4

Approved: 4

Unassigned Pages: 4

Pre-Rendering

No activity

File Transfer

[New Upload...](#)

Number of Uploads: 1

Reviews

There are no reviews outstanding for this job.

Notes

Show

No notes have been added for this job.

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Pages

Total: 4 Requiring Approval: 4 Awaiting Correction: 0



Show All Pages

Number of Pages: 4

Sort By Position

Select All Select None Pages Selected: 4

Unassigned Pages

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
tool.p1.pdf	tool.p2.pdf	tool.p3.pdf	tool.p4.pdf

Pages

Total: 4 Requiring Approval: 0 Awaiting Correction: 0



Show All Pages

Number of Pages: 4

Sort By Position

Select All Select None Pages Selected: 0

Unassigned Pages

tool.indd.p1.pdf	tool.indd.p2.pdf	tool.indd.p3.pdf	tool.indd.p4.pdf

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**Your first job has passed
through InSite.**