

Level 0 Quick Start

This guide will provide customers with general guidelines when using our "Level 0" workflow. This document assumes you have a Level 0 job with us and that your InSite account is prepared for it. Contact your Customer Service Representative if you are unsure.

* Level 0 also requires properly created PDF files. Please see the [PDF Creation Procedure](#) instructions before proceeding with these instructions.

1. Login to your InSite account @ <http://proof.timesprintingco.com>
2. After login your job(s) will be listed. Select the appropriate job from the list.
3. You will now be viewing the Summary tab for the selected job.



4. The first step will be to upload some pages. The PDF's must be in single page format; meaning each PDF can only contain 1 page and the name of the PDF must match it's contents. If the page number is 1, then the file must be named "001.pdf". Additional text in the file name is OK but be sure to delimitate the page number. Example: "001_InStore-June.pdf"

IMPORTANT INFORMATION ABOUT FILE NAMING

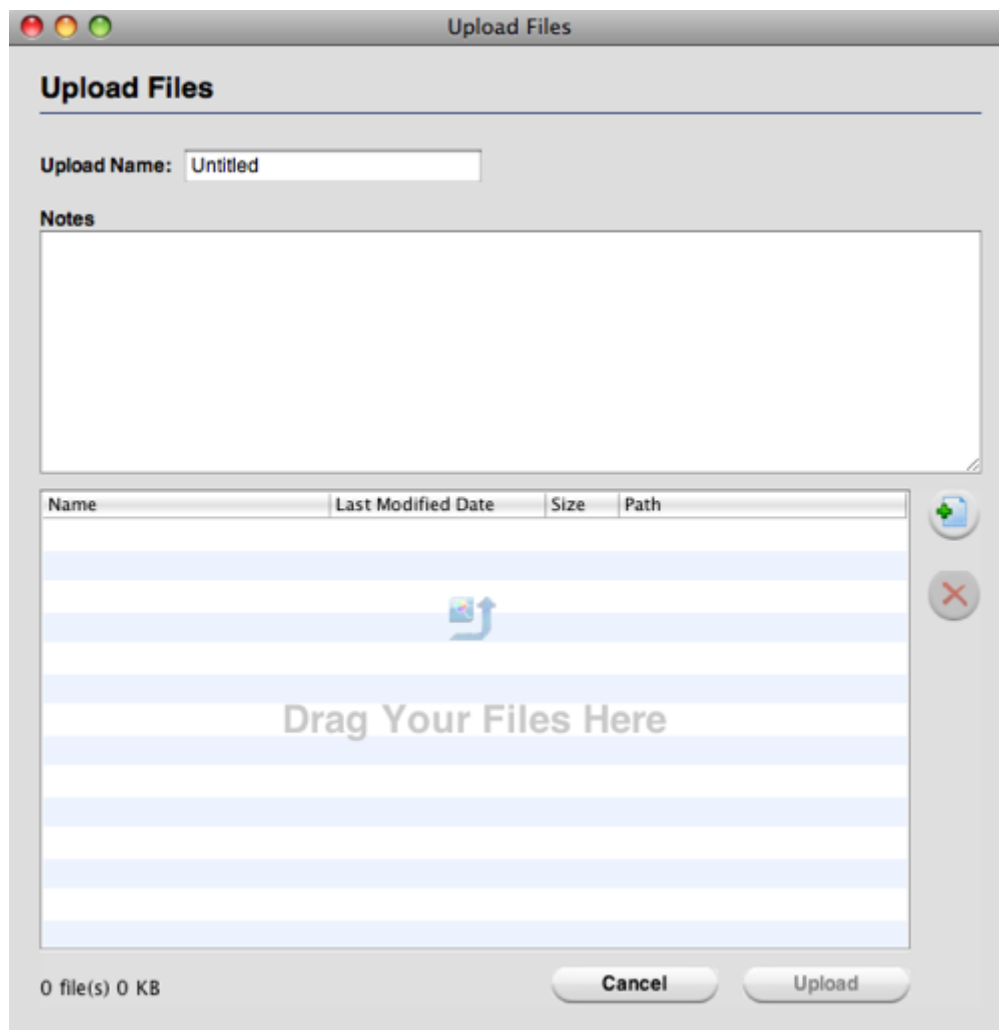
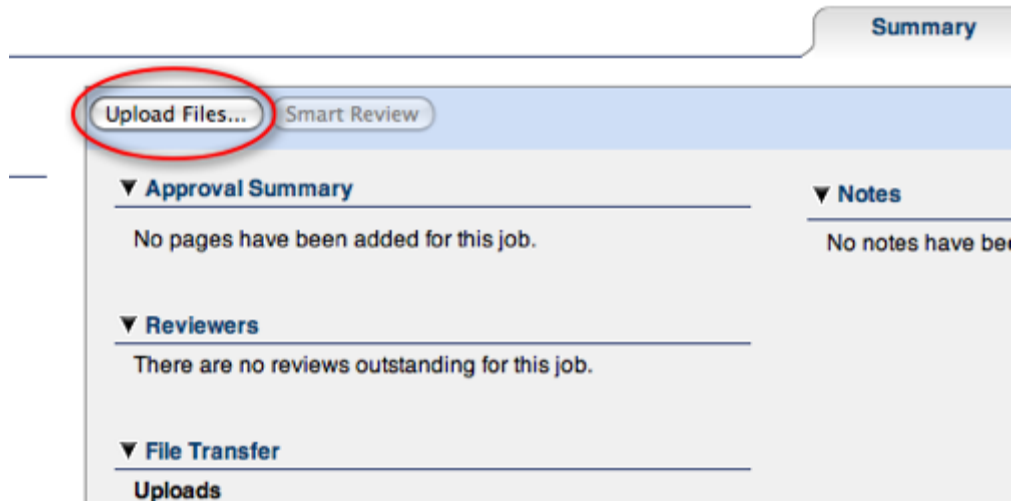
PDF's must be named to reflect the pages it contains. The page number in that file name should be first, following by an underscore, followed by descriptive text.

Example: Page 12 of a product catalog - "012_2013 product cat.pdf"

Example: Page 56 of a magazine - "056_CFM_v1i20.pdf"

Covers should be name using C1, C2, C3, C4. To keep the order correct for InSite viewing it's best to add leading zeros to C1 and C2. (000C1.pdf, 000C2.pdf). Do not add the zeros to C3 and C4.

- Click the "Upload Files..." button. An upload window will open.



- After the upload window finishes loading
 - Name the upload as per it's contents.
 - Add any notes if desired.
 - Drag your PDF files into the bottom window
 - If your files are named with, or in a folder named with a backslash "\", your upload will fail.
 - Please refrain from using any illegal characters in your file or folder names.
 - Click the Upload button.

Upload Files

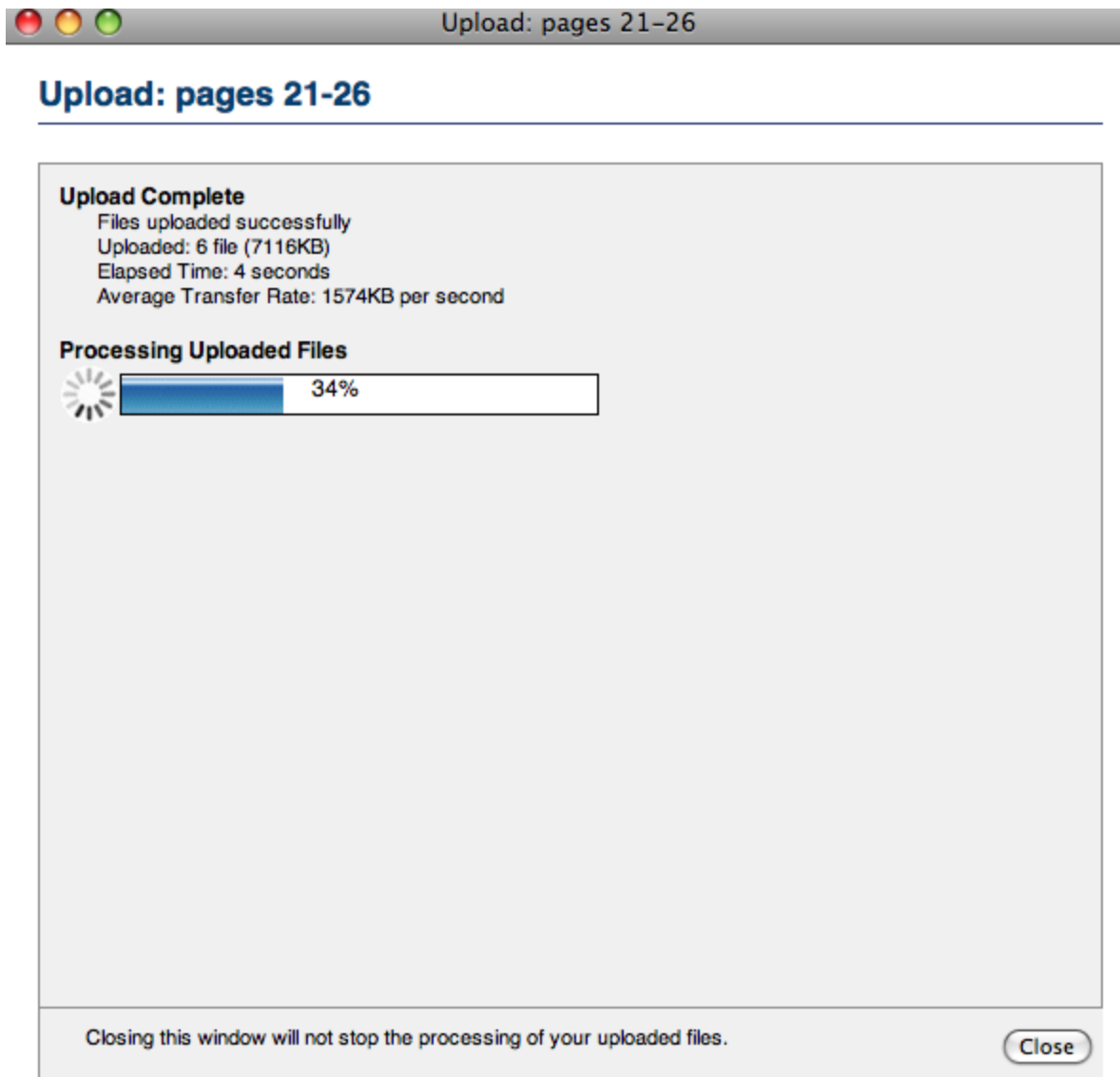
Upload Name:

Notes

Name	Last Modified Date	Size	Path
026_ZZ.PDF	Mon Jan 21 18:11:0...	169...	/Volumes/Jobs on F-1/708...
022_ZZ.PDF	Mon Jan 21 18:04:3...	113...	/Volumes/Jobs on F-1/708...
025_ZZ.PDF	Mon Jan 21 18:11:2...	145...	/Volumes/Jobs on F-1/708...
021_ZZ.PDF	Mon Jan 21 18:05:0...	798...	/Volumes/Jobs on F-1/708...
024_ZZ.PDF	Mon Jan 21 18:08:3...	121...	/Volumes/Jobs on F-1/708...
023_ZZ.PDF	Mon Jan 21 18:04:1...	996...	/Volumes/Jobs on F-1/708...

6 file(s) 6.9 MB

- Your upload will begin and can be monitored using the progress bar. Auto-processing will not begin on any files until the entire upload successfully completes.
- When the upload completes successfully, Auto-Processing will begin. If your upload fails, try again. Depending on your connection type, any large volume file transfer can fail for a variety of reasons. Try a fewer number of pages.



- The Auto-Processing bar will show the progress of your uploaded pages running through our system.
 - When the processing is complete a summary will appear.



Upload: pages 21-26

Upload Complete
Files uploaded successfully
Uploaded: 6 file (7116KB)
Elapsed Time: 4 seconds
Average Transfer Rate: 1574KB per second

Processing Uploaded Files
Processing Status: Done

Processing Status Details

Action	Status	Reason
AutoProcess "**Spot.pdf" using "WEB.Norm.Trap.Spots"	Not Performed	No hot folders in this job matched this AutoProcess rule at the time of this upload.
AutoProcess "**.pdf" using "WEB.Norm.Trap.Process"	Done	
AutoProcess "**Spot.pdf" using "WEB.norm.trap.spot.PDFforDBL"	Not Performed	No hot folders in this job matched this AutoProcess rule at the time of this upload.
AutoProcess "**.pdf" using "WEB.norm.trap.process.PDFforDBL"	Not Performed	No hot folders in this job matched this AutoProcess rule at the time of this upload.
AutoProcess "**Spot.ps" using "WEB.Norm.Trap.Spots"	Not Performed	No hot folders in this job matched this AutoProcess rule at the time of this upload.

Closing this window will not stop the processing of your uploaded files.

Close

- Note that the Processing States is listed as Done
 - Warnings may be listed due to lo-res under 200 dpi.
 - If an Error is noted your page(s) may not have processed correctly.
-
- Click Close when you are ready.

5. At the "Job Home" screen you will now see the pages that have processed. Their status will be listed as "Work in Progress". "Work in Progress" means the pages have been processed. They are not yet ready to be proofed.



6. At this point the pages can be looked at but not Approved or Rejected. In order to begin proofing you must change the page(s) status from "Work in Progress" to "Approval Required".

*An easy way to do this is to click the Select All link, then click the "Request Approval" button from the menu on the right side of the screen. Its the one with a question mark and a check mark.

Request Approval

The Request Approval window will open. Select the users that need to proof the job. You can choose "Final Approval" or "Review" depending on the user's role. Click Request Approval.

The Pages window will re-load. Don't be alarmed if you don't see any pages. Use the "Status" pull down menu to change the filter. The "Status" filter allows you to view only that pages you want to see based on the page's status.

7. Proofing can now begin. Simply click on the thumbnail or name of the page you want to proof and a "Smart Review" window will open. See the Smart Review help menu for guidance if needed.

See the [InSite login page](#) for links to the Customer Quick Start guide for a review of the proofing tools.