

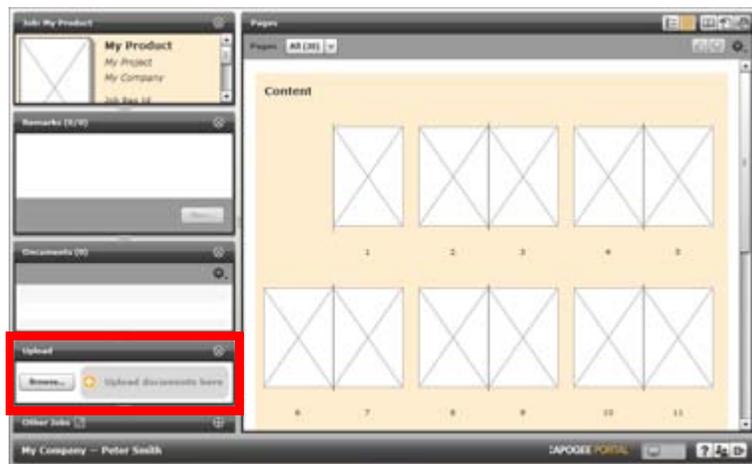
# Uploading Documents

Before you can place pages in your jobs, you have to upload the documents that contain these pages.

- 1 In the Jobs window, double-click the job for which you want to upload.

The appearing Job window contains all pages in the job.

- 2 Click the **Browse** button in the Upload area to the left.



**TIP:** If only the area title is visible, click the Open button  in the title bar to expand the view.

- 3 Navigate to the desired file in the appearing file selection window and open the file. You can select multiple files.

All selected files are now being uploaded. You can view the progress in the Upload area. When the upload is finished, the files appear in the Documents area above.

**CAUTION:** If you access another web site or close the Portal window while files are being uploaded, the upload is stopped. However, while uploading for one job it is possible to work on other jobs.

# Placing Pages

Before pages can be processed, they have to be placed in a job.

- 1 In the Jobs window, double-click the job in which you want to place pages.

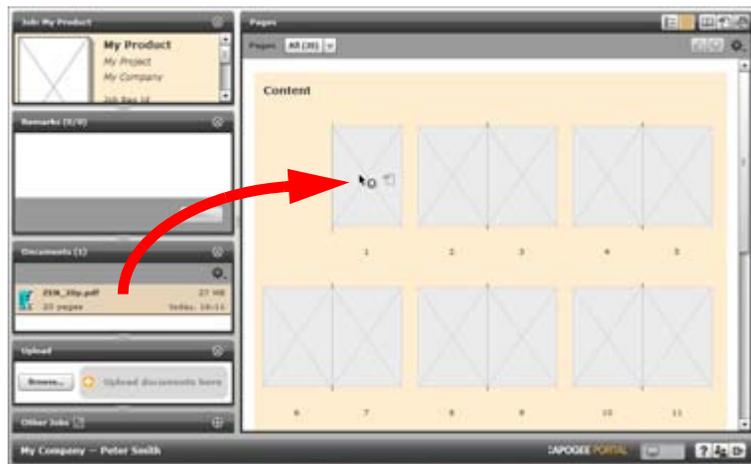
You can see that your job is waiting to receive pages by the empty pages count (grey job status).



**TIP:** You can use a filter  to display only jobs with empty pages.

The Job window is displayed.

- 2 Drag the desired document from the Documents area to the Pages area and drop it on the first page you want to place. You can drag multiple documents. If the desired document is not in the list, you first have to upload it. For instructions, refer to “Uploading Documents” on page 5.



All pages in the document are now placed on consecutive pages in the job.

**TIP:** If you drag multiple documents, the order of pages is defined by the order of documents in the list. You can use the Action menu  in the title bar to rearrange the list.

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- 3 You can still revert unwanted pages. To revert a specific page, click the Revert button  below the page. To revert all pages, click the **Revert** button at the bottom of the Pages area.
- 4 When finished, click the **Submit** button at the bottom of the Pages area to confirm.

**NOTE:** You have to revert or submit the pages before you can continue.

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Once the pages are submitted, processing starts. Submitted pages have a processing icon .

**NOTE:** If access is managed, you have to be a Submitter in order to submit pages. For more information, refer to “Controlling User Access” on page 30.

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# Approving Pages

Before approving or rejecting a page, you can inspect it.

- 1 In the Jobs window, double-click the job of which you want to approve pages.

You can see that your job is waiting for approval by the ready to inspect count (blue job status).



**TIP:** You can use a filter to display only jobs ready to inspect.

The appearing Job window contains all pages in the job.

- 2 Double-click a page to display the page detail.

**TIP:** You can use a filter to display only pages ready to inspect.

- 3 If available, you can inspect the preview, PDF file, and StreamProof file of pages. Use the following buttons in the Pages area's title bar to change the view:

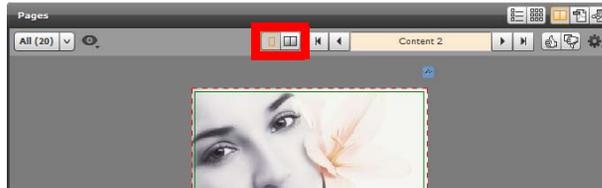


- Click the Preview button to browse through previews.
- Click the PDF View button to open the PDF file.
- Click the StreamProof View button to inspect the page in great detail.

It may take some time before the page image appears the first time you open a PDF or proof.

**TIP:** For previews, you can click the View button  and select Book Mode in the list to browse pages as in a book.

- 4 You can inspect pages one by one or in a reader spread. Use the following buttons to change the view:



- Click the View by Page button  to view a single page.
- Click the View by Spread button  to view the reader spread to which the selected page belongs.

**NOTE:** PDF pages can only be viewed one by one.

- 5 Select the desired page (or pages) in the current view.
- 6 Use these buttons to approve or reject the selected page:



- Click the Approve button  to approve the selected pages.
- Click the Reject button  to reject the selected pages. Enter the reason for rejecting the page in the appearing window and click the Reject button to confirm.

The Pages area is updated. The Approved (green) and Rejected (red) icons reflect the status of the pages. Pages with remarks have a remark icon. The remarks can be viewed in the Remarks area.

**NOTE:** You can also click the Actions button  and select Approve or Reject in the list. To approve and enter a remark, select Approve with Remark.

- 7 To continue with a different page, you can use one of the following methods:

- After approving or rejecting, by default, the system displays the next page. If this is not the case, select **Show next page after approve** in the Actions menu to set this option.
- Click the , , , or  buttons in the tool bar to display the first, previous, next, or last page in the job respectively.
- To continue with another job, double-click this job in the Other Jobs area.

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**TIP:** You can click the Maximize button  in the title bar to display the Other Jobs area in full screen mode.

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**NOTE:** If access is managed, you have to be an Approver in order to approve pages. For more information, refer to “Controlling User Access” on page 30.

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