

# POST PRINTING

# InSite Users Manual

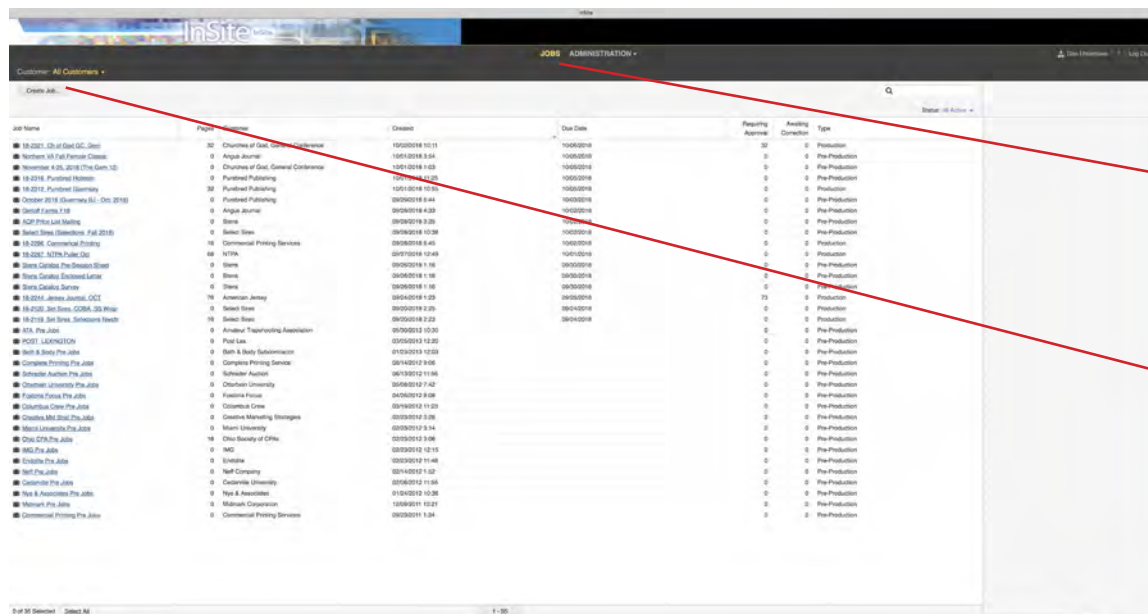
[insite.postprinting.com](https://insite.postprinting.com)

Your guide on  
how to access  
Post Printing's  
InSite Upload &  
Online Proofing  
Features





When your InSite account is established, you will receive a Username and Password via email. Log in with these credentials.



Log in and you will be taken to a screen similar to this. Your active existing jobs will populate here.

Toggle to Administration to see your Customer Setup or edit users if you have permissions to do so as Administrator.

Click to create a new job.

10/01/2018 10:55 10/05/2018

**CREATE JOB**

Job Info

- Job Access
- Job CSR
- Upload Processing Rules
- View Options

Customer \*

Job Name \*

Description

Job Code

Project Code

Job Template (none)

Upload Info Sheet Default

Notes

Cancel Create

If you are an existing customer, You will appear in this drop-down.

Fill in Job Name and Description. Other fields are optional.

The choice for the menu on the left side of the screen may or may not appear depending on your permissions and Job Role assigned to you by Post Printing.

10/01/2018 10:55 10/05/2018

**CREATE JOB**

Job Info

- Job Access
- Job CSR
- Upload Processing Rules
- View Options

Customer \* Post Customer

Job Name \* Annual Report

Description

Job Code

Project Code

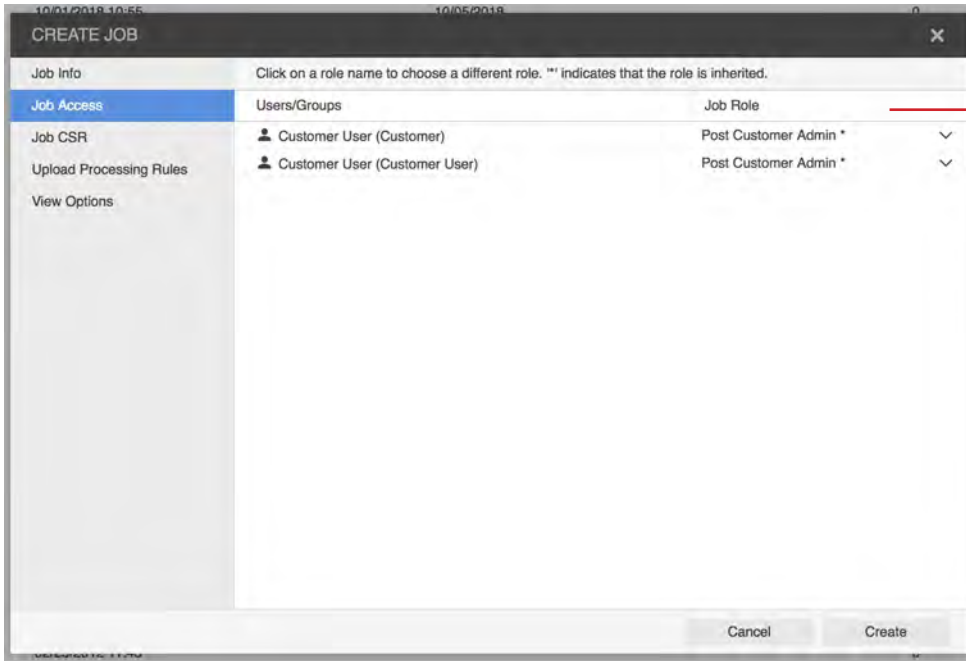
Job Template (none)

Upload Info Sheet Default

Notes 16 pages plus cover, all 4C, qty of 2500

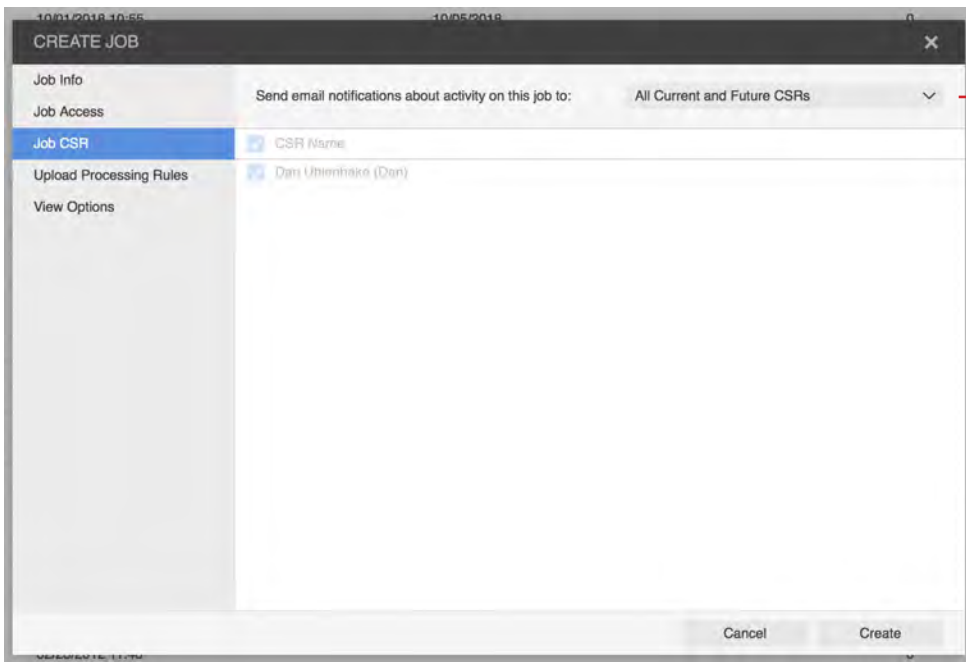
Cancel Create

Shown are the fields you will want to fill out.



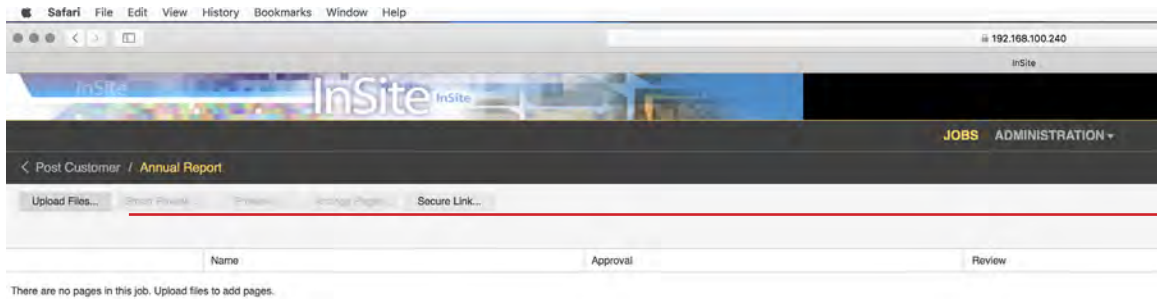
Clicking on Job Access allows you to see existing users and their assigned roles.

Please call or email Post Printing to add, delete or edit users within your company.

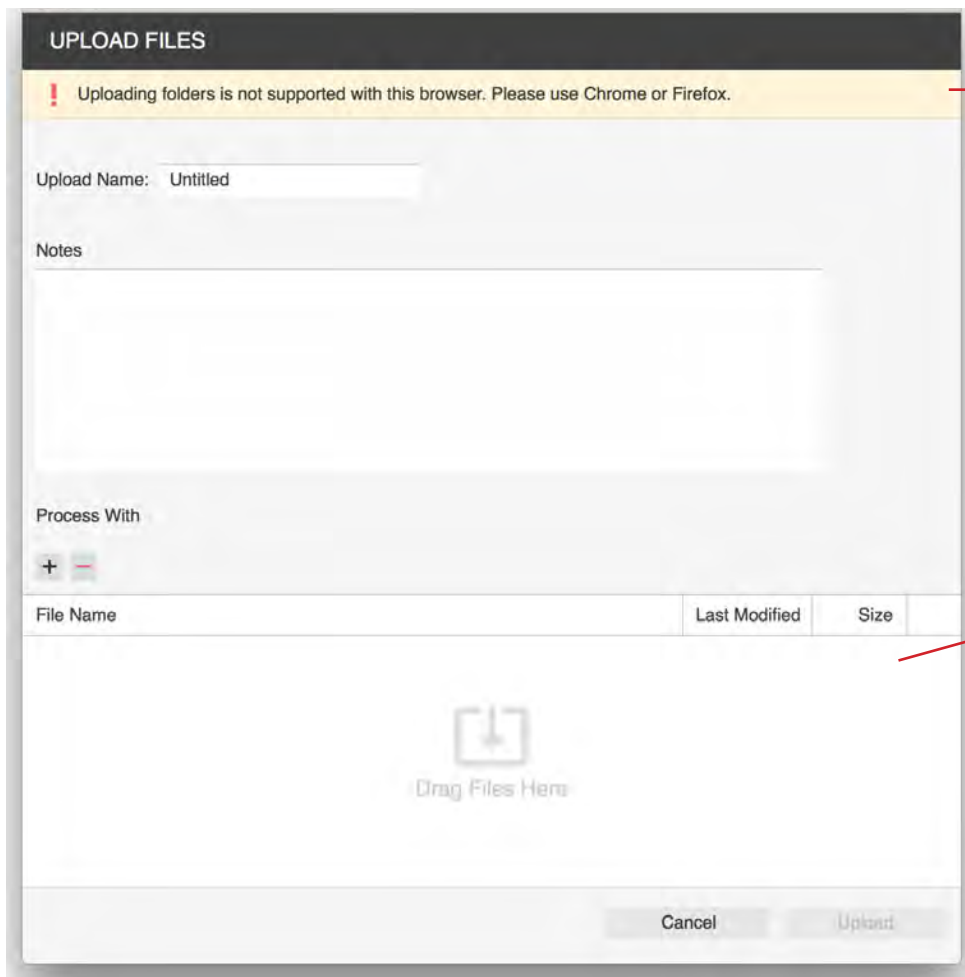


List of your CSR's appears here. This will be Post Staff users, Sales CSR's and in some cases, your sales representative.

Click the CREATE button



Click on Upload Files



I'm using Safari. This is why this message is showing up. It's a good time to mention that InSite supports Chrome, Firefox, Safari and Internet Explorer. Some browsers allow folders, but your uploads should be PRESS QUALITY PDF files or Packaged InDesign files.

Drag your files in this area or use the + sign to the left to call up the folder where your files live and choose from there.

**If you requested that your job be available for online proofing, you will receive an email saying pages are available to review and that Approval is Requested.**

**You may then click on Pages as described next.**

Name	Approval	Review
1.p1.pdf	1 Dan Uhlenske	1 Hannah Meller 1 Jaclyn Krymowski 1 Kim Bilman 1 Michele Ackerman 1 Tracie Hoying
2.p1.pdf	2 Dan Uhlenske	1 Hannah Meller 1 Jaclyn Krymowski 1 Kim Bilman 1 Michele Ackerman 1 Tracie Hoying
3.p1.pdf	7 Dan Uhlenske	1 Hannah Meller 1 Jaclyn Krymowski 1 Kim Bilman 1 Michele Ackerman 1 Tracie Hoying
4.p1.pdf	7 Dan Uhlenske	1 Hannah Meller 1 Jaclyn Krymowski 1 Kim Bilman 1 Michele Ackerman 1 Tracie Hoying
5.p1.pdf	7 Dan Uhlenske	1 Hannah Meller 1 Jaclyn Krymowski 1 Kim Bilman 1 Michele Ackerman 1 Tracie Hoying
6.p1.pdf	7 Dan Uhlenske	1 Hannah Meller 1 Jaclyn Krymowski 1 Kim Bilman 1 Michele Ackerman 1 Tracie Hoying
7.p1.pdf	7 Dan Uhlenske	1 Hannah Meller 1 Jaclyn Krymowski

**NOTE:**  
 If your job is designated for **Automation**, pages will process immediately. Otherwise, Post Prepress will receive notice of your upload, refine the job and you will then receive an email notification of pages ready for Review and Approval Requested.

Shown are pages that have populated after being refined at Post.

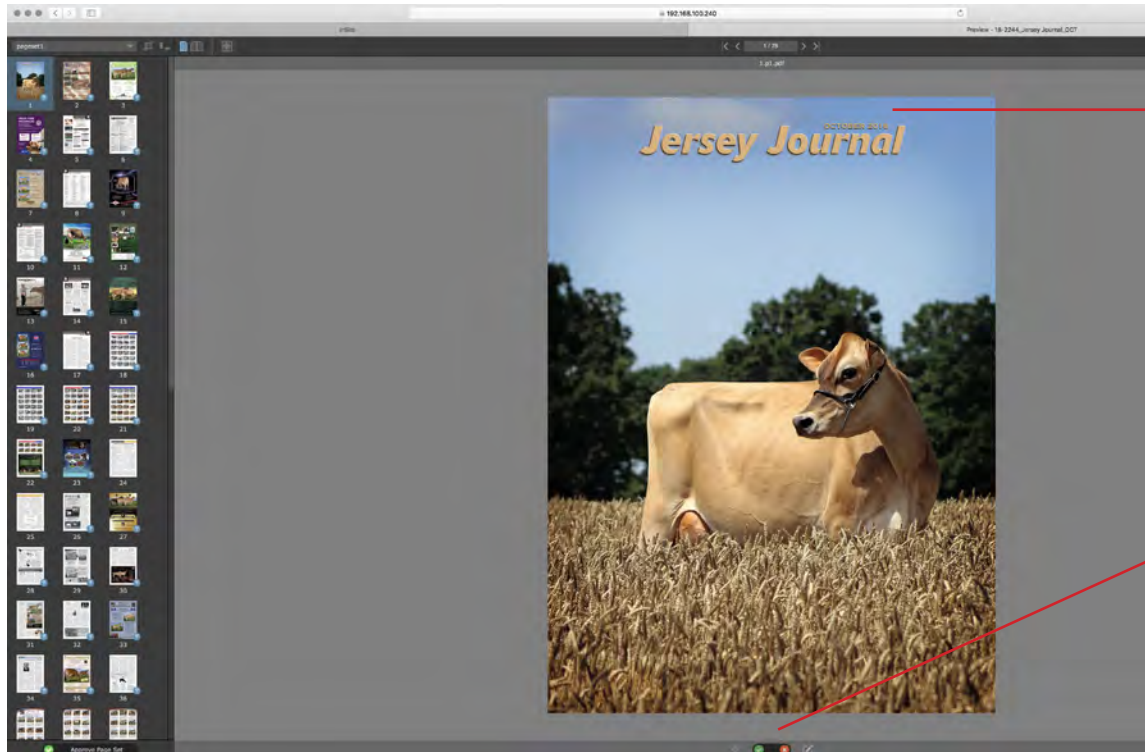
Under Approval, your name will appear as Approval is Requested. Under Review, in this case, multiple reviewers are involved. Customer Administrators will have Final Approval or any Staff users that have been given roles with Final Approval.

The screenshot shows the InSite Jobs Administration interface. The main table lists PDF files and their approval/review status. A red arrow points from the '1.p1.pdf' row in the table to a detailed view of that page on the right. The detailed view includes a 'Request Approval' banner with a green checkmark and a red 'X' button, and a 'Page Summary' section with various details.

When you click on a page, the Request Approval banner appears and allows you to approve or reject pages.

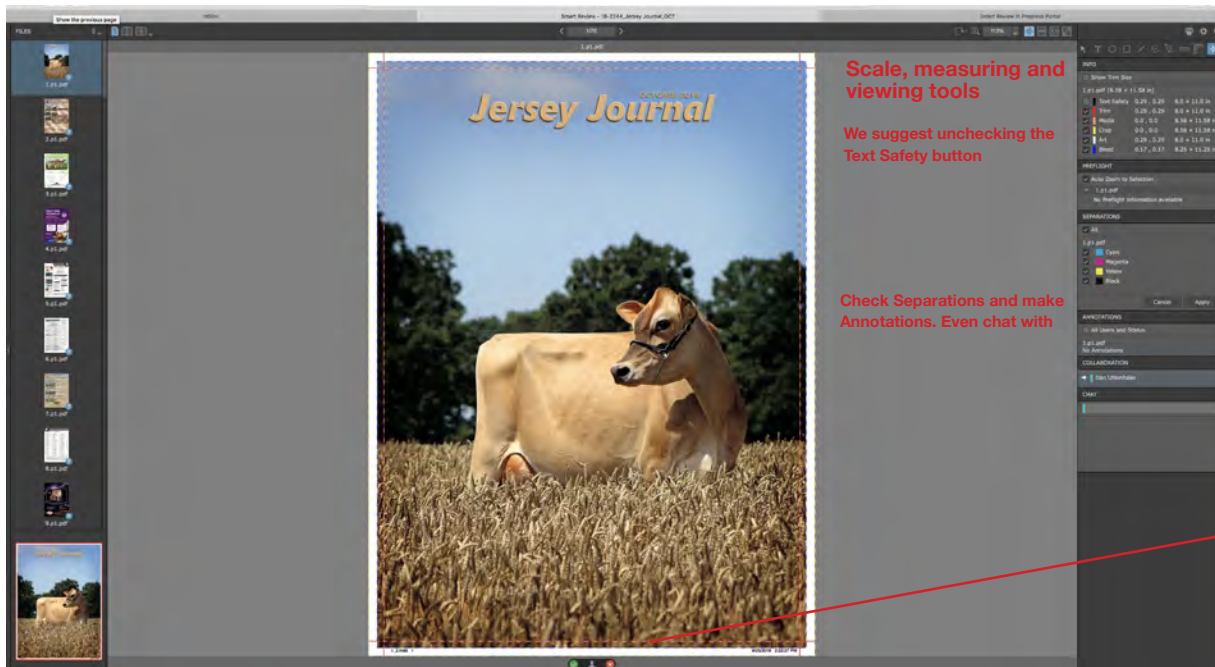
Select Preview or Smart Review to get a detailed look at your page for review





Clicking on Preview allows you to flip through pages using the arrows above the page.

You can approve or reject the page here.



Clicking on Smart Review gives you a more detailed look at the pages including a number of useful tools.

Scale, measuring and viewing tools

We suggest unchecking the Text Safety button

Check Separations and make Annotations. Even chat with

You can approve or reject the page here.

When pages are approved or rejected and reviewing is complete, an automated e-mail notification is sent to Post Prepress and anyone else who asked to receive these notifications.

For further assistance, call or email :

Natalie Mescher  
Post Printing Company  
Pre Press Manager  
Post InSite Administrator

800-221-7171

419-628-2321 ext. 241

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PRINTING