

# InSite Navigation Guide

Once logged in to InSite, you will see all the jobs you have access to. This is the “Overview” window. Here you can select your job by clicking on it or you can do a search. The search in most cases should be either by ISBN or Title. The job number can be used also if you know what it is. The “Jobs” button next to the Overview button has basically the same functions, they are just located on the left side of the window.

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Tests Overview **Jobs** Administration Brian Evans Help Logout

Welcome Brian Evans

LSC Communications Crawfordsville InSite Server #1

**Jobs**

Upload print job files and collaboratively proof pages.

Status All Active

70 Jobs

Name	Creation Date	Pages Requiring Approval	Pages Awaiting Correction
T_97824201904_211 pages Job Code: 9780545522465, 9780545599740 0545522463, 0545599741	Tuesday, December 17, 2019 1:38:47 PM	1	0
Evans_Misc 72 pages	Saturday, October 05, 2019 8:48:47 AM	4	0
12345_Press_268_Fold Test 64 pages	Thursday, April 11, 2019 8:03:14 AM	64	0
41208_Test 328 pages	Tuesday, January 15, 2019 9:04:28 AM	328	0

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**Jobs**

Show jobs matching the criteria below.

Status All Active

70 Jobs

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41208_Test 328 pages	Tuesday, January 15, 2019 9:04:28 AM	328	0

## Summary Tab

Your job will open in the **Summary Tab**. From this window you can select the “Upload Files” button to get to the Uploads window. The Smart Review and Preview buttons are also available and you can select them to start the page review process.

This is also where you will be able to see the Approval Summary, File Transfer information and add Notes to the job. The Notes section should be used for internal use only, any communication to the CSR and TSR should be done via email.

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**T\_97824201904**

Job Code: 9780545522465, 9780545599740 0545522463, 0545599741  
Created: Tuesday, December 17, 2019 1:38:47 PM  
Status: Active  
Type: Pre-Production

[Edit Properties](#)

**Summary** Pages Downloads History

Upload Files... Smart Review Preview

**Approval Summary**

Total: **211**  
Requiring Approval: **1**  
Work In Progress: **210**

**Signatures**

**Reviewers**

There are no reviews outstanding for this job.

**File Transfer**

No uploads are in progress for this job.

**Downloads**

**Notes | Add Note**

No notes have been added for this job.

The **Pages Tab** is where most of the tasks are located. Here you can sort or filter pages for Approval, view the thumbnails, Download pages, access Smart Review, Preview and Upload, etc.

## Pages Tab

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**T\_97824201904** Summary **Pages** Downloads History

Show pages matching the criteria below.

Status: All Pages  
Reviewer: All  
Signature: All  
Preflight: All

Search Pages

Upload Files... Preview Smart Review

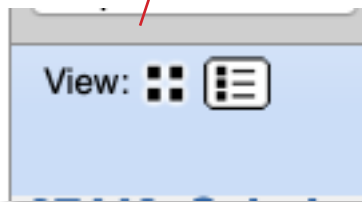
View: [Thumbnail] [List] Sort By: Position Showing Positions 1 - 32 of 402 Positions

**Unassigned Pages**

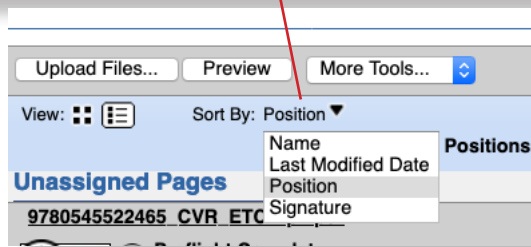
File Name	Status	Last Modified	File Size	Actions
9780545522465_CVR_ETCH.p1.pdf	Preflight Complete	Tuesday, December 17, 2019 12:40:27 PM	155415	select
9780545522465_CVR_FOIL.p1.pdf	Preflight Complete	Tuesday, December 17, 2019 12:41:01 PM	65480	select
97448rib_cs_combo.p1.pdf		Tuesday, December 17, 2019 12:40:44 PM	432227	select
97448rib_cs_etch.p1.pdf	Preflight Complete	Tuesday, December 17, 2019 12:40:31 PM	388210	select

Page Groups: All, Unfiled

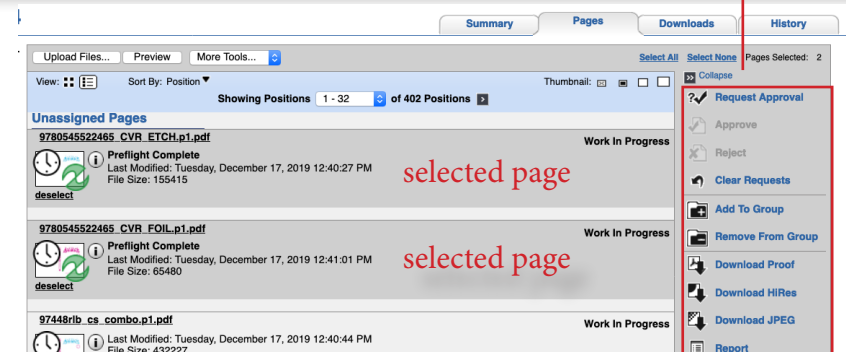
Can filter pages for reviewing.



Allows you to view the pages in Thumbnail or List view



Allows you to sort the pages. If you are looking at pages after we have preflighted then Position sort should be used.



Allows you to Approve, Reject & OK pages when they are selected. Also can download files when selected.

The Downloads Tab is used to download files from our production system. This is where you will find high res. softproofs.

### Downloads Tab

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**T\_97824201904** Summary Pages **Downloads** History

Job Code: 9780545522465, 9780545599740  
 0545522463, 0545599741  
 Created: Tuesday, December 17, 2019 1:38:47 PM  
 Status: Active  
 Type: Pre-Production

**Download** Current Directory: WebDownloads [Select All](#) [Select None](#)

Name	Size	Last Modified:
<input checked="" type="checkbox"/> <b>Softproofs</b>		
<input type="checkbox"/> .DS_Store	6 KB	7/28/2020 10:48:37 AM

The History Tab contains job information on the transactions and uploads that have transpired in the job.

### History Tab

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Tests Overview Jobs Administration Brian Evans Help Logout

**T\_97824201904** Summary Pages Downloads **History**

Job Code: 9780545522465, 9780545599740  
 0545522463, 0545599741  
 Created: Tuesday, December 17, 2019 1:38:47 PM  
 Status: Active  
 Type: Pre-Production

**Show**  
 Transactions  
 Uploads

**7 Transactions**

- Tuesday, December 17, 2019 2:23:42 PM** John Sands (sandj0cv) of LSC - Crawfordsville Insite1 removed the page 97448rlb\_cs.p1.pdf.
- Tuesday, December 17, 2019 2:23:39 PM** John Sands (sandj0cv) of LSC - Crawfordsville Insite1 modified the assignment of 1 page(s).
- Tuesday, December 17, 2019 2:21:57 PM** John Sands (sandj0cv) of LSC - Crawfordsville Insite1 opened page 97448rlb\_cs.p1.pdf in Smart Review.
- Tuesday, December 17, 2019 2:21:57 PM** John Sands (sandj0cv) of LSC - Crawfordsville Insite1 opened page 552246\_COV.p1.pdf in Smart Review.
- Tuesday, December 17, 2019 2:19:47 PM** Workshop user set customer approval to <Rejected> for 1 page(s).
- Tuesday, December 17, 2019 2:17:53 PM** John Sands (sandj0cv) of LSC - Crawfordsville Insite1 reverted the job T\_97824201904 to pre-production.
- Tuesday, December 17, 2019 1:38:47 PM** Creating the job in the group Sands using the folder AraxiVolume\_CrawlsIn.