

## INSITE

# UPLOAD AND IMPOSED APPROVAL

URL: https://insite.cjkgroup.com

### UPLOAD AND IMPOSED APPROVAL

"Upload and Imposed Approval" is a one-time upload into InSite in which the CSR moves the job to prepress. Once imposed, the assigned user(s) receive an Approval Request notification from InSite to log in and review the final imposed trapped files, and approve the pages for print.

#### THE STEPS

- Your account manager will create an acro/issue folder in InSite ahead of schedule
  - **NOTE** If you wish to get a notification email when the job is created, check your email subscriptions under your user name in the upper right corner once logged into InSite.
- When the client is ready to upload files, if multiple PDFs, they must be named to fall sequentially.

Examples: 001\_covers.pdf 002\_FM.pdf 003\_text.pdf 004\_BM.pdf OR 001\_covers.pdf 002\_Text.pdf

EDIT CUSTOMER US			
User Info Email Subscriptions	Disable All Email Notifications Disable Event Notifications		
	Event	My Customers	None
	Admin Events		
	User Created		0
	User Info Modified		0
	Password Expiry		0
	Job Svente		
	Job Created	0	
	Job Status Changed	0	0
	Job Deleted		0
	File Uploaded	0	
	Page Correction Requested		0
	Page Approval Requested		0
	Page Approved	0	
	Page Rejected	0	
	Page Review OK	0	
	Page Review Not OK	0	
	Page Review Requested		0
	1.1. 1.4. 11. 11.		-
		Cancel	Update

We ask ads and blanks be in place when uploaded.

- With this workflow there is only ONE upload at this stage. DO NOT MARK THE PAGES AT THIS STAGE.
- The account manager is notified of the file upload and sends the job to Preflight to be reviewed. If any files are incorrect at this stage, the client will correct the files and upload the misc pages named with \_REV.pdf in the name.

#### Example: p12\_REV.pdf or pp12-25\_REV.pdf

- Once the job passes Preflight, it will move to Imposition.
- After imposition is completed, the Image operator will log into InSite and send a Request Approval to the users assigned to this task.
- The client users will log in and review/approve the pages. If there are corrections that need to be done, they upload the corrections with <u>\_CX.pdf</u> in the name.

#### Example: Cover1\_CX.pdf or pp300\_CX.pdf

- **NOTE** SPA does not require any pages be marked Rejected, just upload the CX PDFs and that is efficient for the AM to know the correction pages.
- Prepress will put the CX files in place and another Request Approval is sent out.

Once all pages are approved, the account manager sends the job to Press



www.sheridan.com

#### www.sheridan.com



The **DISTRIBUTION FILES** section is used to upload any mail lists pertaining to the order

Multiple files can be added at one time, if needed.

- Click Upload Distribution under DISTRIBUTION
- (same instruction as **Support Files**) Use **Select File** to path to your files. Select and **Open**. Or drag and drop them into the window
- Click Upload and Done

If other addresses need to be added that are not in the mailing list:

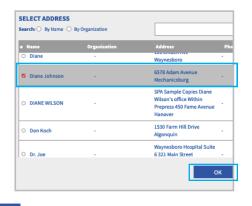
- Click Add Address
- Type the address in the appropriate blue boxes
- Click the box at the bottom if you wish to add this address to your Address Book for future orders.
- Click OK

If addresses have already been added to your Address Book:



- Click Select Address
- Click the box to the left of the name
- Click OK

Once addresses are in the order, you can **add** the amounts for each address



Date								
09/08/2023 10:16 AM	9/08/2023 10:16 AM PO_092112_08-Sep-2023_10.16.16.docx		0.03 MB					
			14	Page 1 of 1	10 - 14			
Upload Distribution	Add Address	Select Address						
Date	Quantity	Сору Туре	Address/File	File Size				
09/08/2023 10:16 AM		Please Select ∨	MailingList_08-Sep-2023_10.16.30.xlsx	0 MB				
09/08/2023 10:17 AM	25	Please Select V	Diane Johnson, 6578 Adam Avenue, Mechanicsburg, PA, 17055, United States, 191919191					
09/08/2023 10:19 AM	100	Please Select V	ACME University, c/o John Wilson, Suite 21, 101 Linden Avenue, Mechanicsburg, PA, 17055, United States					
O#/Reference: ()								
pecial Instructions: () Added Instructions								
9/8/2023 at 10:20 AM by Di Mail 2 author copies FedEx	ane Wilson:							
9/8/2023 at 10:20 AM by Di Can we see a proof by 9/27								
ype each instruction on a	cenarate line							

		Acronym	Volume					Quantity
		СМ	8	1	Regular			1000
		Currently the	re are no reco	rds available.				
Name ?			File Size					
_092112_144	lar-2023_8.13.13.	docx	0.03 MB					
							···· Page 1	of 1
		Addre	er/Nille					
antity	Сору Туре	Abraire						
antity	Сору Туре		g List_14-Mar-2	023_8.13.24.de	icx			is MB
	Copy Type Marketing	Mailin	g List_14-Mar-2 Wanta, 2912 Co			2, United States, 60	0.0	
		Mailin	g List_14-Mar-2 Wanta, 2912 Co			2, United States, 60	0.0	
		Mailin	g List_14-Mar-2 Wanta, 2912 Co			2, United States, 60	0.0	
		) Name <sup>©</sup>	Currently the	Currently there are no reco	Currently there are no records available.			

CENTRAL PRODUCT MANAGEMENT

 NOME
 NY ORDERS
 MY CONTENT
 ADDRESS BOOK
 SERVICE MANAGEMENT

 THANK YOU!
 Print Order Receipt
 Continue
 Sign Out

 Your order transaction number is 1748551. Order confirmation has been e-mailed to diane.wilson@sheridan.com. "Continue" to add new orders or "Sign Out"

Type any messages for the Sheridan Account

en (STM Press \* ) | Size Cut

elp Diane Wilson | Sign Out



## HOW DO I ADD A NEW ISSUE FOR AN EXISTING TITLE

#### **CREATING A NEW ISSUE**

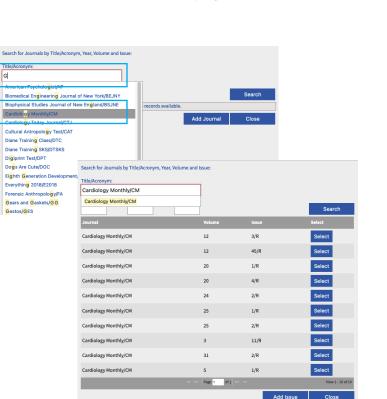
- From the Select Home screen, click on PLACE INITIAL PRINT ORDER under JOURNALS.
- From the Order screen, click Select Issues
- Start typing the title in the Title/Acronym box
- Select the title
- Click on New Issue at the bottom
- Type the volume/issue and "on FTP" OR "thru InSite"
- Click Submit

G

Dogs Are Cute/DOC

Gestos/GES

Follow the instructions on page 2 





SELECT🍌 I					CENTRAL PRODUCT MANAGEMENT		
	HOME	MY ORDERS	MY CONTENT	ADDRESS BOOK	SERVICE MANAGEMENT		
JOURNAL INITIAL PRINT					Save Order	Cancel Order	
Select Issues							
		Currently th	ere are no records avai	lable.			
CONTENT FILES O							
		Currently th	ere are no records avai	lable.			
SUPPORT FILES O Upload Files							
		Currently th	ere are no records avai	lable.			
Upload Distribution Add Address	Selec	t Address					
		Currently th	ere are no records avai	lable.			
PO8/Reference: 0							
Special Instructions: 0				_			
Currently th	ere are no rec	ords available.					

ADD JOURNAL Journal		File Upload Options			ADD JOURNAL Journal		File Upload Options		
Journal:	۰.	Indicate file(s) location:	on FTP		Journal:	۰.	Indicate file(s) location:	thru InSite	
Product Owner:	STM Press v		L	4	Product Owner:	STM Press ~		L	
Journal Title:	Cardiology Monthly .				Journal Title:	Cardiology Monthly			
Journal Acronym:	СМ .				Journal Acronym:	см .			
Volume:	12 .				sub-mg	12 -			
Issue:	6 • Regular v			0	R	6 • Regular v			
Issue Month:	v			$\mathbf{\circ}$	North:	×			
Issue Year:	~				Issue Year:	~			
Issue Code:					Issue Code:				
Cover Type: Description:	Soft Cover O Hard Cover •				Cover Type: Description:	Soft Cover O Hard Cover •			
			ack Submit Cancel	Ŀ.,			B	ack Submit	Cancel