Sheridan®
CJK GROUP

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
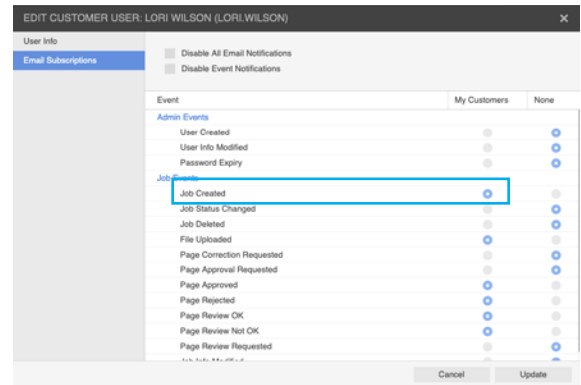
    We ask ads and blanks be in place when uploaded.

- 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 _CX.pdf 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

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.
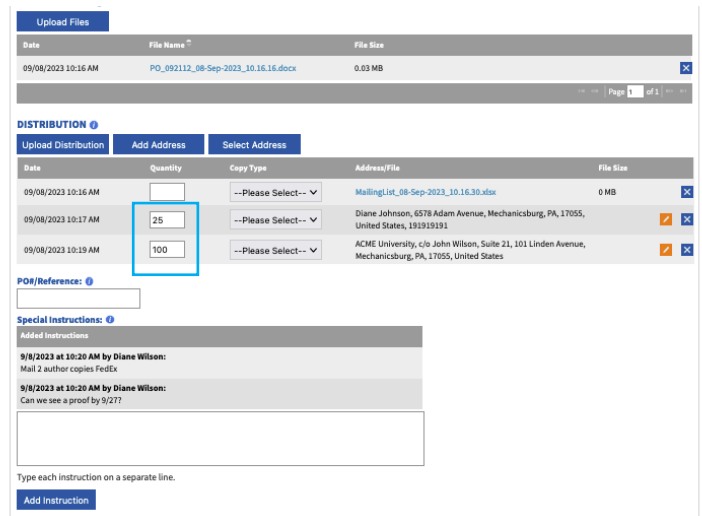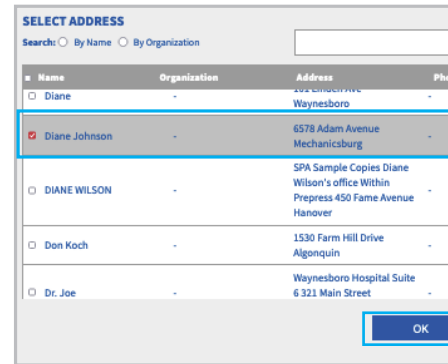- Click **OK**

If addresses have already been added to your Address Book:

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

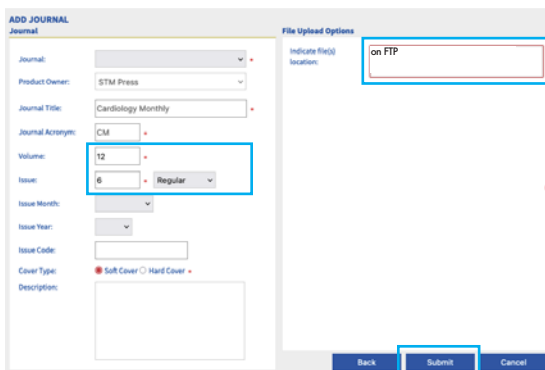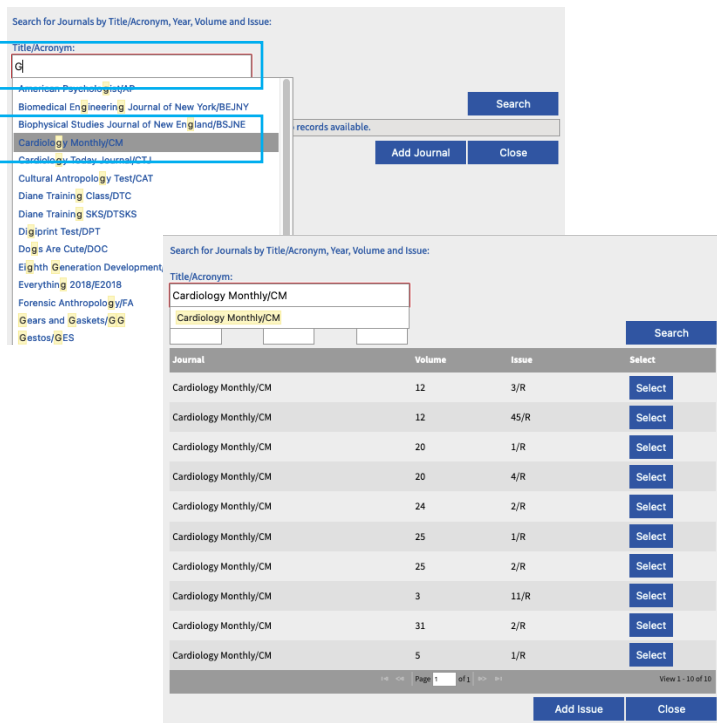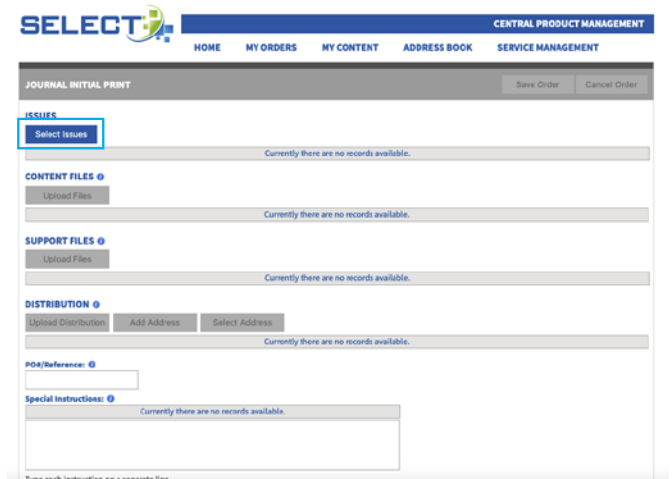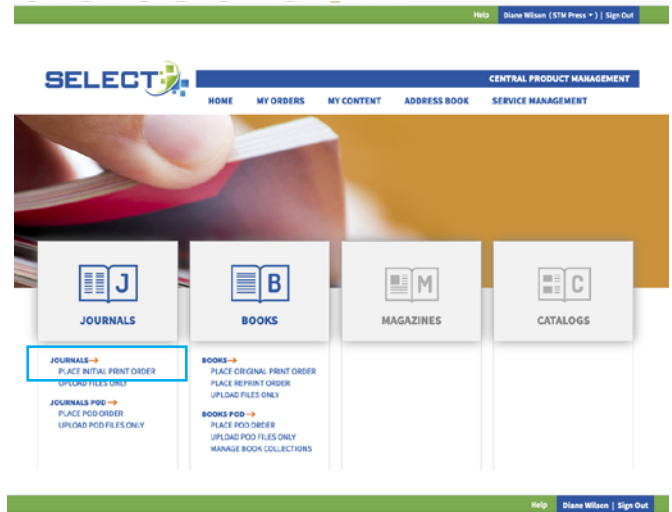Once addresses are in the order, you can **add** the amounts for each address

- Type any messages for the Sheridan Account

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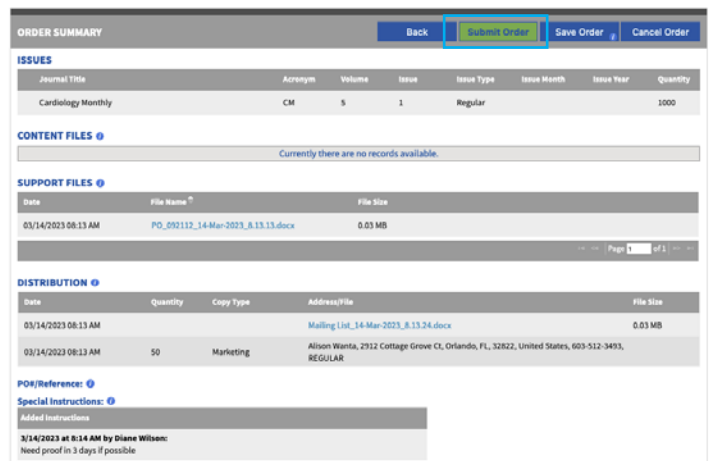
HOW DO I ADD A NEW ISSUE FOR AN EXISTING TITLE

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**
- Follow the instructions on page 2