

**INSITE**

# UPLOAD AND APPROVE

URL: <https://insite.cjkgroup.com>

## UPLOAD AND APPROVE

“Upload and Approve” is a front-end workflow that allows the client to upload and review files as well as upload corrected files by the same name. It essentially overwrites existing PDFs, allowing the review process to continue until the final version is achieved.

Upon job approval, the CSR is alerted to move the job forward. At this stage, it is checked only by the CSR before releasing it to print. This workflow allows for shorter schedules and removes the cost of blue-line corrections.

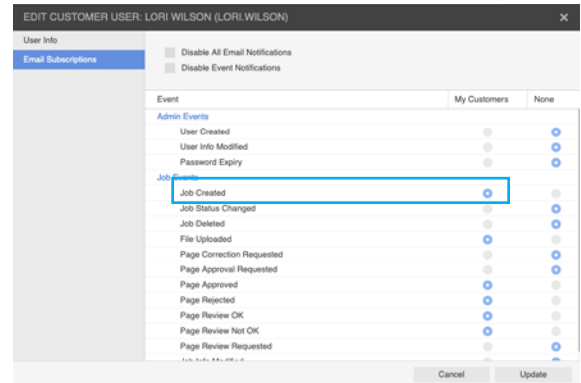
### THE STEPS

- 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



We ask ads and blanks be in place when uploaded.

If you find you often have changes after the files are uploaded, it is best to upload single page PDFs. Just making sure the PDFs fall in sequential order. Remember numbers fall before letters.

Example: 001\_covers.pdf  
002\_FM.pdf  
101.pdf  
102.pdf  
103.pdf  
104.pdf  
105.pdf ... etc.  
BM.pdf

- With this workflow the print files are uploaded, reviewed, replaced by the exact same name so the system replaces the first uploaded PDF, reviewed and approved.

**ALL PAGES MUST BE APPROVED TO TRIGGER THE JOB TO MOVE TO PREPRESS**

(continued)

- The account manager is notified when all pages are **APPROVED** 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 as **\_REV.pdf** in the name and **APPROVE**.

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

- Preflight replaces the original pages with the new \_REV.pdfs.
- Once the job passes Preflight, it will move to Imposition.
- After imposition is completed, the AM reviews a hard blue-line and sends the job to press.