

WebApproval **Sample**

This Advanced Tutorial introduces WebApproval, and explains how you can use :APOGEE Portal to upload documents and handle :APOGEE Prepress job results.

Duration: You will need approximately 3 hours to complete the lessons in this Advanced Tutorial.

- ▶ Advanced Tutorial Objectives 2
- ▶ About WebApproval 3
- ▶ Before You Begin 3
- ▶ :APOGEE Portal Print Buyers 4
- ▶ Contact Us 4
- ▶ Lesson 1: Creating a WebApproval Account 5
- ▶ Lesson 2: Creating a WebApproval Job..... 9
- ▶ Lesson 3: Uploading Documents to the Run List..... 12
- ▶ Lesson 4: Uploading Documents to the Private Page Store 15
- ▶ Lesson 5: Approving and Rejecting Results 18
- ▶ Lesson 6: Handling Remarks..... 24
- ▶ Lesson 7: Working with Versioning jobs 30
- ▶ Lesson 8: Working with Multi-part Jobs 33



This tutorial is only a preview of the full advanced tutorial.

If you would like to obtain the full version of this tutorial or a training on this subject, please contact your local Agfa sales or service representative.

Worldwide addresses of our local Agfa representatives can be found on our Agfa Graphics website:

http://www.agfagraphics.com/global/en/mainings/about_us/worldwide/index.jsp

More tutorials are available on www.apogee.agfa.net

Advanced Tutorial Objectives

This Advanced Tutorial is intended for :APOGEE Prepress operators and Print Buyers who use the PageMaster user interface in :APOGEE Portal.

- As an **:APOGEE Prepress operator** you will learn how to create a WebApproval account and how to personalize the settings. You will also learn how to create new jobs.
- As a **Print Buyer** you will learn how to use the :APOGEE Portal to approve or reject the results of :APOGEE Prepress jobs. You will also learn how to upload documents, handle job remarks, and work with versioning jobs.

The Tutorial is divided into a series of lessons. In these lessons, you will learn how to:

- Create a WebApproval account and log on to the :APOGEE Portal.
- Create a job in :APOGEE Prepress for the :APOGEE Portal Print Buyer to approve.
- Set up a job so that the :APOGEE Portal Print Buyer is allowed to upload documents to the Portal, and place pages into the job.
- Set up a job so that the :APOGEE Portal Print Buyer is allowed to upload documents to the Portal page store, but is not allowed to place pages into the job. You will then use :APOGEE Prepress to place pages into the job.
- Approve and reject some results in :APOGEE Portal. As an :APOGEE Prepress operator, you will then edit the job in order to replace the rejected pages in the Run List with revised ones.
- Add a remark in :APOGEE Portal. You will then acknowledge the remark in :APOGEE Prepress.
- Work with Versioning jobs in the :APOGEE Portal.
- Work with Multi-part jobs in the :APOGEE Portal.

About WebApproval

WebApproval allows an :APOGEE Prepress operator to create accounts for a number of :APOGEE Portal Print Buyers. :APOGEE Prepress job results can then be sent to Print Buyers over the Internet. Depending on their rights, Print Buyers may approve or reject the job results, add remarks or upload documents. Their feedback is sent back to the :APOGEE Prepress operator, who will finish the processing of the job.

Before You Begin

Before you start the lessons in this Advanced Tutorial, make sure that you are logged on to the :APOGEE Prepress System with Administrator access level. You will also need the following sample files and tickets which are bundled together with this Advanced Tutorial PDF file:

- :APOGEE Prepress tickets
 - Studentname_WA_0001.ajt
 - Studentname_WA_0002.ajt
 - Studentname_WA_0003.ajt
 - Studentname_WA_0004.ajt
- Sample PDF files
 - Apogee Automate 4Pages.pdf
 - Apogee Control 4Pages.pdf
 - Apogee Render 4Pages.pdf
 - Apogee Render Page4.pdf
 - ApogeeX Brochure_VEng_P1-16 cmyk only.pdf
 - ApogeeX Brochure_VFr_P1-16 cmyk only.pdf
 - ApogeeX Brochure_VGer_P1-16 cmyk only.pdf
 - Apogee Suite Body.pdf

- Apogee Suite Cover.pdf
- Templates
 - A4 Tutorial PerfectBound.tpl
 - A4 Tutorial Saddle.tpl

These files are provided in a single ZIP file, which is available for downloading from the Graphics Portal - Services Library.

NOTE: You will need to copy the templates to the ...\\<servername>\Preps\Templates folder on the :APOGEE Prepress System.

NOTE: While working through the lessons in this Advanced Tutorial, do not forget to replace **studentname** with your own name and **Customer contact** information with your own Customer contact details in the Administration tab.

:APOGEE Portal Print Buyers

As a :APOGEE Portal Print Buyer, ensure that you have Adobe Acrobat (6.0 or higher) installed and an Internet browser such as Microsoft Explorer (6.0 or higher) or Safari.

NOTE: :APOGEE Portal Print Buyers do not require an :APOGEE Prepress Client installed on their systems.

Contact Us

Agfa welcomes your suggestions, questions or comments about this documentation. You can send e-mail feedback to: Apogee@agfa.com

LESSON 1: Creating a WebApproval Account (Fully included)

In this lesson, you will learn how to create a WebApproval account and log on to the :APOGEE Portal.

▷ To create a WebApproval account

- 1 Open the **System Overview** window.
- 2 In the Hardware pane, select the **:APOGEE Prepress System**.
- 3 In the Resources pane, double-click the **Web Approval** icon.
- 4 In the WebApproval Accounts window, click the **Add** button.
- 5 In the **Primary Contact** tab, enter the following information:
 - Company name: WebApproval Company-studentname
 - First: WebApproval
 - Last: Studentname
 - E-mail: Enter your e-mail address.
 - Language: Select the language which will be used.

NOTE: The list will only show languages that are installed on the Portal. The following languages are currently supported: Brazilian-Portuguese, Chinese, Czech, Dutch, English, Finnish, French, German, Greek, Hungarian, Hebrew, Italian, Japanese, Korean, Portuguese, Spanish and Swedish.

- 6 Ensure that the **Enable Remote Access** option is selected.

This option allows WebClient users to use WebApproval. By deselecting this option, the :APOGEE Prepress operator can make WebApproval unavailable for any user at any time.



- 7 Click the **PDF Generation** tab.
- 8 The **Protect PDF files** setting prevents the WebClient user from printing or editing the PDF files. For this exercise, make sure this option is not selected.

NOTE: This setting is not used for PDF files of rendered results, and is not used in PageMaster.

The settings in the **Viewing PDF Pages** pane are only applied when the WebProof action is placed on PDF results:

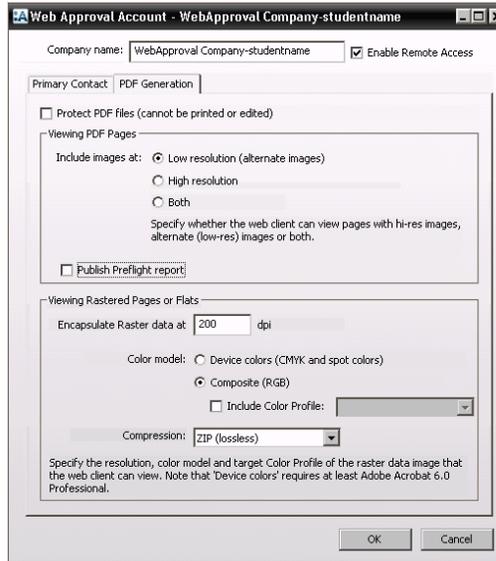
- Include images at:** Select the resolution (high, low or both) at which the images will be included in the PDF file.
- Publish Preflight report:** This option enables the **Access to reports** setting in the Portal customer company. This allows the WebClient user to see the Preflight reports generated by the :APOGEE Prepress Preflight Task Processor. For this exercise, make sure this option is not selected.

The settings in the **Viewing Rasterized Pages or Flats** pane are only applied when the WebProof action is placed on rendered results:

- Encapsulate Raster data at:** Determines the resolution of the PDF view and downloaded PDF file of rendered pages or flats.
- Color model:** Determines if the PDF is created in composite mode (RGB) or device mode (CMYK + spot colors).

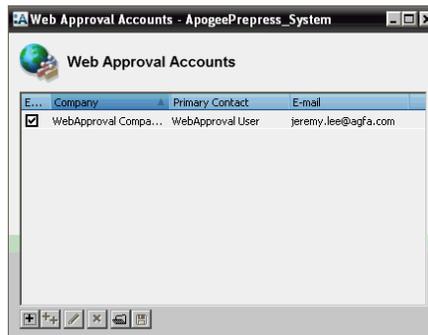
NOTE: To view the pages correctly with Acrobat Reader, you must use composite mode. For this exercise, make sure that **Composite (RGB)** is selected.

- ❑ **Compression:** Determines the type of compression that is used for the PDF file.



9 Click OK.

Your new account is displayed in the Web Approval Accounts window.



10 Close the Web Approval Accounts window.

▶ To log on to the :APOGEE Portal

- 1 Check that you received an e-mail with information about your account.
- 2 Click the link in the email to access the :APOGEE Portal.
- 3 Enter your username and password, and click the **Log On** button.

The :APOGEE Portal User Management window is displayed. Here you can enter more detailed information. You can edit the Preferences, and create a new password.

4 Make sure that the E-mail notifications are set to **Immediately**.

If you do not do this, it can take a while before mails are sent.

NOTE: You cannot delete a user: You can only deactivate users.

You can also change the Job Access mode for the :APOGEE Portal. This option determines who can upload and approve in a company:

- Managed Job Access: You assign specific users to upload and/or approve.
- Simple Access: Everyone in the company can upload and approve.

5 Click the **Close** button.

LESSON 2: Creating a WebApproval Job

In this lesson, you will learn how the :APOGEE Prepress operator can create a job for the :APOGEE Portal Print Buyer to approve.

Before You Begin

When you create a job for WebApproval, you should take into consideration the following:

- Only one Web Proof action is supported per job. You can put more Web Proof actions into the flow, but only one result can be shown and approved in :APOGEE Portal. More than one Web Proof action in a flow can generate inconsistent behavior.
- A Web Proof action is not allowed before the Run List Task Processor.
- Placing a Web Proof action after the Impose Task Processor is not supported: No results will be sent to :APOGEE Portal.
- The Normalize Task Processor must be placed before the Run List Task Processor if documents are uploaded via :APOGEE Portal.
- A Web Proof action on the Run List Task Processor will not generate any previews in :APOGEE Portal. Previews can only be viewed in :APOGEE Portal if the Web Proof action is placed after the Render Task Processor.



NOTE: For a WebApproval job, you need a Web Upload Task Processor and/

This tutorial is only a preview of the full advanced tutorial.

If you would like to obtain the full version of this tutorial or a training on this subject, please contact your local Agfa sales or service representative.

Worldwide addresses of our local Agfa representatives can be found on our Agfa Graphics website:

http://www.agfagraphics.com/global/en/maings/about_us/worldwide/index.jsp

More tutorials are available on www.apogee.agfa.net

your webApproval account.