

*Princt*  
Information

**HEIDELBERG**

Princt Remote Access  
Version 2016  
User's Guide  
*Revision 1.0*

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## About This Documentation

This documentation applies to Prinect Remote Access version 16.0. The present documentation provides all information you need to operate and understand the Prinect Remote Access WEB UI.



**Note:** Remember that the printed documentation may differ in its contents from the online documentation (PDF, Online Help) as it is not always possible for technical reasons to incorporate the latest modifications into the printed manuals. You can always find the latest information in the online documentation.

"Prinect Remote Access" consists of the following components:

- Prinect Prepress Manager plug-in When Prinect Remote Access is installed and licensed, the specific functions are visible and operable in the Prinect Cockpit user interface.

The documentation uses the term "production shop". Print shop employees operate the Prinect Cockpit user interface but also the Web User Interface (see below). They manage Prinect Remote Access and process the customer jobs.

- Web User Interface. Customers of a production shop can log in to the Prinect Remote Access Web User Interface via the Internet. Customers have access to Prinect Remote Access via this Web User Interface only.

## What you should already know

We assume that you are familiar with the Windows<sup>®</sup> and Mac OSX<sup>®</sup> operating systems that are supported by this application.

We assume that you have basic experience in operation and administration of the Prinect Prepress Manager.

We also assume that you have read the following documentation, i.e. the Prinect Prepress Manager Online Help and parts of the Customer Reference (Web User Interface).

Before you start ...

## Other Manuals

You will find more information in the following documentation:

- Princt Prepress Manager Reference (Online Help):
  - Customer administration ("Administration" > "Customers" tab)
  - User administration ("Administration" > "Users" tab)
  - Princt Remote Access view in Princt Cockpit
  - Princt Remote Access – WEB User Interface Parameters
- Customer Reference (Web User Interface) as Online Help.

## Symbols and Styles

The following typographical conventions are used in this manual:

- References to other chapters and sections are [blue](#) (on the screen) and [underlined](#).

Example: See [section "Symbols and Styles", page 2](#).

- Quotes are used to indicate menus, folders, functions, hardware conditions, switch settings, system messages, etc.

Example: Set the switch to "off".

- Menus, functions and sub-functions are separated by ">".

Example: Select "File > Open...".

- A plus sign is used to indicate that several keys have to be pressed at the same time.

Example: Press Alt+A.



## Important Information

Important information in the text is marked by symbols that are used as follows:



**Warning:** Contains information that must be taken into consideration to protect the user from injury.



**Attention:** Contains information that must be taken into consideration to prevent damage to hardware or software.



**Note:** Contains important general or supplementary information about a specific topic.



**Prerequisites:** Lists requirements which must be fulfilled before the steps which follow can be performed.



# What's New?

In the sections below, you can read about what is new since Prinect Remote Access 15, the predecessor version.

## **PDF page approval.**

If you use Acrobat Reader as of version 11, markups are available during the approval process with Acrobat that you can add to your PDF pages. See [section "PDF Page Approval", page 43](#).

## **Simple upload (HTML)**

The scope of the Simple upload was enhanced. See [section "Simple upload \(HTML\)", page 47](#).

## **New function, "Show Product"**

For the approval of JPEG files, there is now the "Show Product" function in addition to "Show as Book". This lets you view your product with the suitable folding scheme for a number of folding schemes from the Heidelberg Fold Type Catalog. See also [section ""Show as Book" or "Show Product" function \(TIFF and JPEG only\)", page 41](#).



## Function Overview

Prinect Remote Access offers you the following key features:

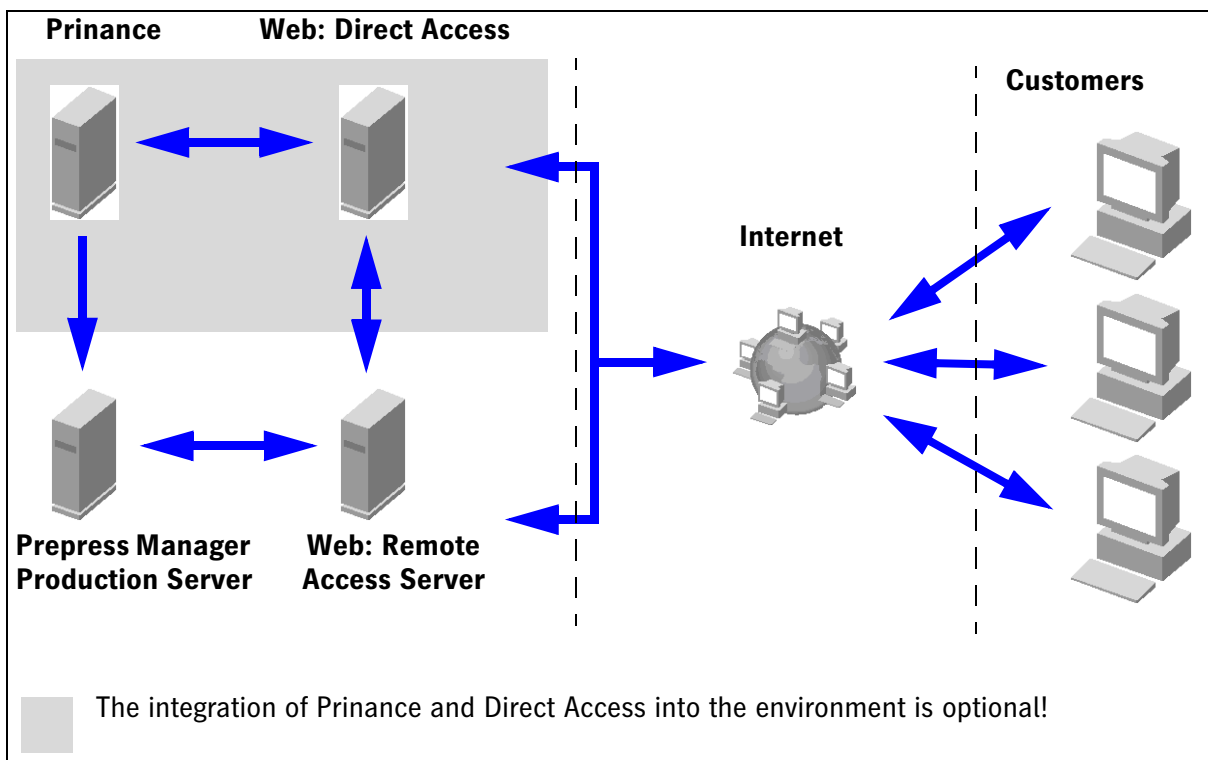
- An efficient approval procedure.
- Data exchange between you and your production shop.

See also ["Overview of the Data Exchange Areas", page 69.](#)

- Job creation, also in conjunction with Prinect Direct Access.
- Preflight of your job-specific data.

## Illustration of the Prinect Remote Access System Environment

The schematic diagram below shows you the system environment in which Prinect Remote Access is embedded so that you can understand the Prinect Remote Access functions better.



# Prinect Prepress Manager / Prinect Remote Access Connection

Prinect Remote Access is an optional extension for the Prinect Prepress Manager. You can log in at the Prinect Remote Access user interface via the Internet.

The Prinect Remote Access server is connected to the production server (Prinect Prepress Manager). You cannot intervene in print production. You always access the Prinect Remote Access server only.

However, it is possible for you to use some functions on the WEB User Interface that concern processes at the Prinect Prepress Manager. There is a special permission system for Prinect Remote Access. Your privileges are controlled by permissions allocated in the Prinect Prepress Manager customer administration.

If you have the appropriate permissions, you can perform the following actions that affect the Prinect Prepress Manager:

- In the Prinect Remote Access user interface, you can create jobs (with certain restrictions) for the production shop that can then be seen there immediately.
- You can perform an "Express Upload". Uploaded data are not only copied to the Prinect Remote Access server but also automatically moved to the desired printer job right away and processed.
- You can assign pages to page list positions if you already have a job with a page list. Assignment automatically triggers an Express Upload, and the pages can also be seen in the page list or in the layout in the production shop.
- You can view status information on "your" jobs in the production shop.
- You can create or edit user accounts in your organization. These will then appear in the user administration of the Prinect Prepress Manager.

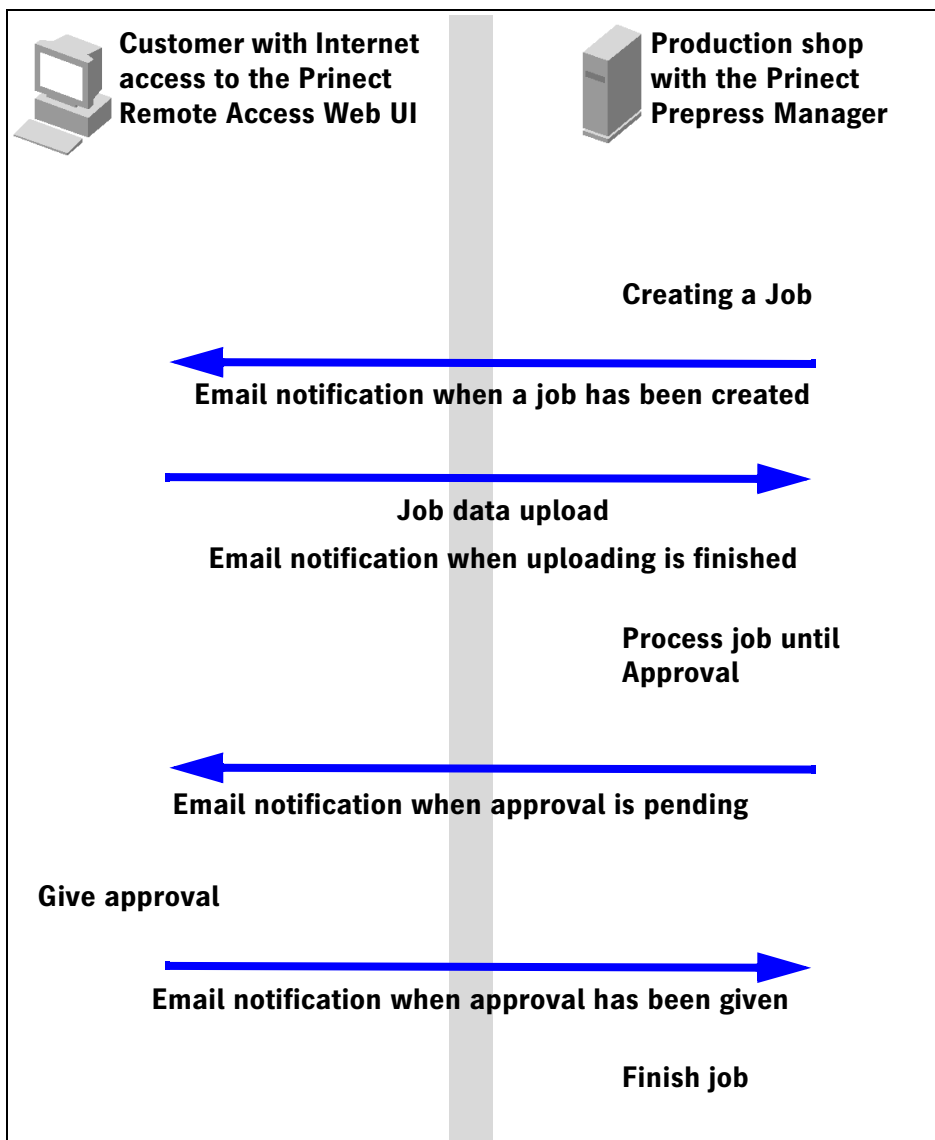
## Overview of the Approval Procedure with Prinect Remote Access

Prinect Remote Access significantly enhances and optimizes the default approval procedure for PDF files in the Prinect Prepress Manager.

The most significant difference: the Prinect Prepress Manager's default approval procedure always attaches the data to an email. Prinect Remote Access, however, uses the Prinect Remote Access server for data exchange (see the graphic above). You continue using e-mails to communicate with your production shop. These emails can contain links to the data on the Prinect Remote Access server. Approvals with Prinect Remote Access are therefore faster and safer.

The Pixel Proof Viewer also gives you true-color Tiff data approval.

### Schematic Overview of the Approval Procedure



- Prinect Cockpit: The job is created for you.

## Introduction

- Email: The production shop automatically informs you of the newly created job.
- Web Prinect Remote Access: Log in to the Prinect Remote Access WEB UI. This is where you upload the job data.
- Email: The production shop will automatically be notified of your upload.
- Prinect Cockpit: The job will continue processing with the job data until your approval is necessary.
- Email: The production shop automatically informs you of the pending approval.
- Web Prinect Remote Access: You approve the product (depending on the workflow).
- Email: You automatically notify the production shop of your upload.
- Prinect Cockpit: The job continues with the approved data until it is finished or another approval is needed.

## Prinect Direct Access / Prinect Remote Access Connection

Connection to Prinect Prinance and Direct Access is optional.

Prinect Direct Access is the Web portal for Prinect Prinance in the same way as Prinect Remote Access is the Web portal for the Prinect Prepress Manager. In other words, you can use Prinect Direct Access to help you create jobs with Prinect Prinance.

The following situation is now possible: You trigger the creation of a job through Prinect Direct Access. It will take a while until this job is sent via Prinect Prinance to the Prinect Prepress Manager where it is then available as operator intervention is required.

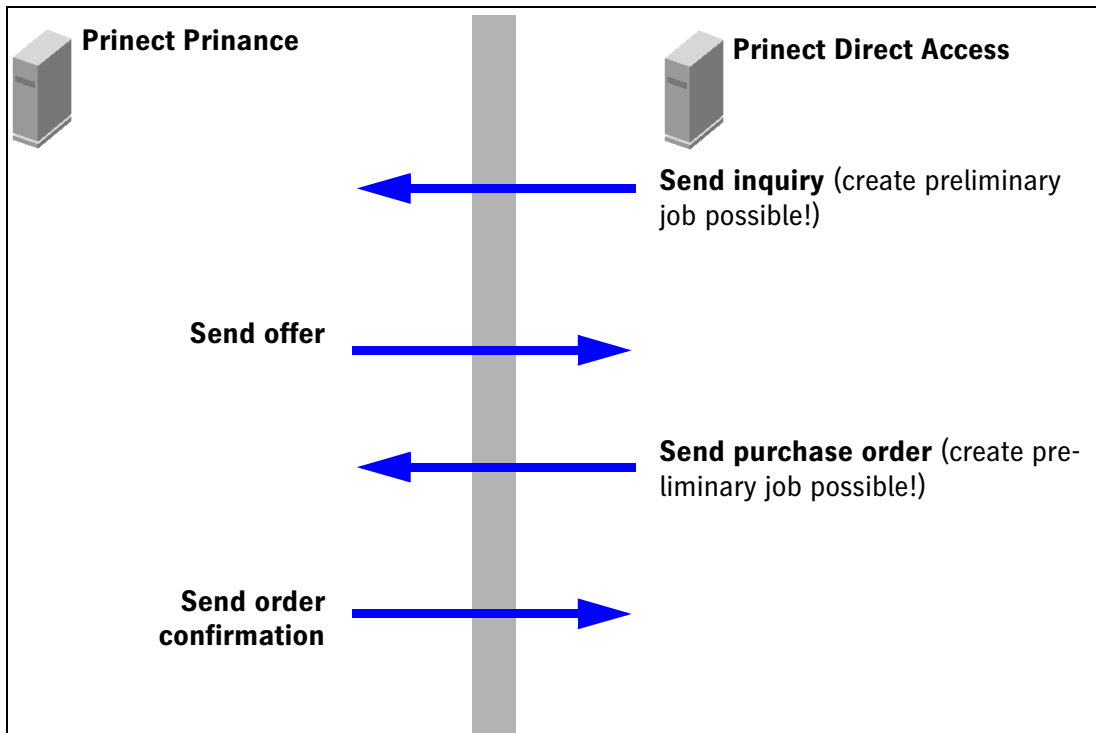
You do not have to wait for this. At a very early stage (with the inquiry), you can create a "preliminary job" parallel to the "real" job at Prinect Remote Access. This preliminary job is a job that uploads job data even before the "real" job is available at the Prinect Prepress Manager. This makes it also possible to run a preflight. The preliminary job acts like a container for the job data. The advantage of preliminary jobs is that the job data can be checked and any necessary corrections made at an early stage.

When the "real" job is available at the Prinect Prepress Manager, both it and the preliminary job coexist briefly here. Processing of the preliminary job stops, and the job data of the preliminary job are copied automatically to the real job. After this, the preliminary job is deleted. Processing resumes in the "real" job at the point where the preliminary job stopped. For example, pages that were approved in the preliminary job are approved pages in the real job and pages that are not yet approved are available for approval.

The connection of the Prinect Direct Access and the Prinect Remote Access servers has the advantage that you can change directly from one program to the other. This means that they do not have to log in to the Web every time. However, this requires that the same user with the same password is set up for both servers.

The following procedure is a good choice:





- Prinect Direct Access > "Inquiry" menu You make an inquiry for a job at Prinect Direct Access. This inquiry is sent to Prinect Prinance.

Already at the inquiry stage, without having received an offer, you can go directly from Prinect Direct Access to Prinect Remote Access to create a preliminary job there and upload job data for the production shop.

The "Send and continue with prejob" button is available for this in the "Inquiry" menu.

When you click this button (and used the same user account for both servers), you will see the Web User Interface of Prinect Remote Access in the job details view > "Upload" menu.

In other words, the job was created at Prinect Remote Access and you can now immediately upload your job data.

- Prinect Prinance: The inquiry is processed and you receive an offer.
- Prinect Direct Access: You can send a purchase order to Prinect Prinance if you agree to the offer.

You can now use the "Send and continue with prejob" button again in the "Purchase Order" menu (see above).

This means that even at this point in time, even before Prinect Prinance confirms the purchase order as a job, you can create a preliminary job with Prinect Remote Access and upload the job data. (A preliminary job is always only created once!).

- Prinect Prinance: The purchase order is processed and you receive a confirmation of order.

## Introduction

At the same time, the "real" job is created at Prinect Prinance and sent to the Prinect Prepress Manager.

This is the scheduled procedure. Naturally, you can also first create a preliminary job at Prinect Remote Access and after that start the job creation process with Prinect Direct Access. In this case, it must be sure that the customer job number (Prinect Remote Access) and the purchase order number (Prinect Direct Access) are identical.

## All Interfaces between Prinect Direct Access and Prinect Remote Access

### Prinect Direct Access

- "Send and continue with prejob" button: You will find this button in the "Inquiry" and "Purchase Order" menus. See above for a description.
- "RA" menu: You will find this at the right of the main menu. You return to the Prinect Remote Access user interface when you click this.

### Prinect Remote Access

- "Direct Access" > "Main Menu": This lets you go to the main menu of Prinect Direct Access.
- "Direct Access" > "Job List": This lets you go to the job list at Prinect Direct Access in "Jobs > Current Jobs".

# Workflows

## **Workflow 1: PDF data - approval of separate pages**

See ["Example: PDF Page Approval", page 51.](#)

## **Workflow 2: PDF data - approval of the layout**

## **Workflow 3: Ripped (TIFF) data - approval of separate pages**

See ["Example: TIFF Page Approval", page 55.](#)

## **Workflow 4: Ripped (TIFF) data - approval of the layout**

## **Workflow 5: Express Upload**

Normal uploading copies the job data to the Prinect Remote Access server. From here, an internal user moves the data to production, i.e. to the desired job manually in Prinect Cockpit.

The Express Upload automatically moves the job data into the specified folder. The following prerequisites must be met to use the Express Upload:

- The production shop must have assigned the "Express Upload" permission to you.
- The Qualify sequence of the job must be set up for an Express upload.
- The production shop has set that the "Upload" tab will display.
- The job must be started.
- The files to be uploaded are PDF or PostScript files.

## **Workflow 6: Page assignment/replacement on the Web User Interface**

See ["Open job: Tab "Page Lists"", page 39.](#)

This workflow is designed that the production shop sets up a job with a page list before you upload the job data. You view this page list at the WEB User Interface (Job Details > "Page Lists" tab). Now you can assign pages to the page list positions.

We make a difference between the "Assign Pages" and "Assign" or "Replace" functions. You need the "Replace Pages" permission for both (is set for you in the production shop). You are not offered these functions when you do not have this permission.

- "Assign Pages" function: You can change the assigned pages as you like within the page list. The documents do not have to be uploaded again for this resorting.
- "Assign" or "Replace": These two actions are always linked to a renewed upload of the document.

## **Workflow 7: Approval of Versioned Pages**

See [section "Open job: Tab "Pages/Page Approvals"", page 39.](#)

# Introduction

## **Key differences between PDF and TIFF data workflows**

- In the TIFF data workflow, the job ran fully through the RIP. The [Prinect Pixel Proof Viewer](#) is available for checking and approving that the ripped TIFF data (pages or layouts) are true-color.

In the PDF data workflow, the job has not yet run through the RIP. Launch Acrobat to check and approve the PDF data (pages or layouts). An acceptance form is automatically added to the end of the Acrobat file.

- Images in the PDF files are generally low-resolution images (72 dpi) only (can be set in the Prinect Prepress Manager).
- Each TIFF page or layout always comes in a separate file.

You can group PDF pages or layouts in one or several files. In other words: you can simultaneously approve several PDF pages when they are contained in a single PDF file.

# Web User Interface: Logging In and Logging Out

## Login

1. Start your Internet browser.
2. Type in the URL of your Prinect Remote Access server.

The "Security Alert" dialog always displays if you have not yet imported the security certificate. You must confirm this. See ["Importing the Security Certificate", page 16](#).

The administrator has set in "Administration > Preferences > WebUI > Login Page" whether a connection will always be secure (HTTPS) or not (HTTP).

Login dialog of Prinect Remote Access:

3. Type your user name and your password.
4. Select the desired language.
5. Click "Login". You are then on the startup page.

## Logout



1. Click the Logout icon in the Welcome dialog.  
The Logout dialog opens.
2. Close your Internet browser.
- (3). You return to the Login dialog when you click "Goto login".

## Login dialog

- "User name": Enter your user name.
- "Password": Enter your password.
- "Secure connection": You always log in via a secure (https) connection. Use this option to define whether or not all future data exchange connections with the production shop are to be secure connections. Secure connections are slower.
- "Login": Click "Login" to log in to Prinect Remote Access.

## Left Menu Bar in the Welcome Dialog

- "Goto login": You return to the Login dialog when you click "Goto login".
- "Forgotten Password?": Click here if you have forgotten your password. A new password will be sent to you by email so you can log in again.
- "Miscellaneous" > "More..." link: Click "More..." to view an information page the production shop has prepared for you.

## Princt Remote Access WEB UI

- "System Diagnostics": You can verify here whether your Internet Browser meets all the requirements (see Internet Browser below). Click "Goto login" to open the Login dialog again.

### **Importing the Security Certificate**

A dialog with a security note displays automatically when you launch the Web site of Princt Remote Access.

View the certificate.

Select "Heidelberg Princt Remote Access" for the certification path and install the certificate.

After installation, you can launch the Web site of Princt Remote Access without having to confirm the alert message every time.

### **Internet browser**

The following internet browsers are supported:

- For the PC:
  - Internet Explorer versions 8 and 9. For security reasons, we strongly recommend that you use version 9.
  - Firefox version 4.0 and later
- For the MAC:
  - Firefox version 4.0 and later
  - Safari version 4 and later

Your browser must meet the following requirements:

- A Java plug-in must be installed in your browser to run the Java applications in the browser.
- You need Java version 1.5 and later.
- "JavaScript", "Cookies" and "Java" must be enabled in your browser.

You can download the Java software from "[www.java.com](http://www.java.com)".

# Important Notes on the User Interface

## Assigning Permissions

Your company is set up as a customer organization at the Prinect Cockpit. You are assigned certain permissions by the production shop there.

The permissions the production shop assigned to you also rule what you see in Prinect Remote Access.

Restrictions due to permissions will be indicated where applicable in the following text.

## Column Headers

You can sort all tables. Click the column header to sort by a column, e.g. the Job Name. Clicking the column header again reverses the sort order.


## Quota

On the Prinect Cockpit, the production shop reserved a certain amount of disk space for your data exchange on the Prinect Remote Access server.


At certain points in the user interface, you will see "Quota" followed by a figure for disk space. This shows you how much memory you have as a whole and how much of it you are currently using.

See also ["Overview of the Data Exchange Areas", page 69.](#)

## Display the Online Help

|   |                          |
|---|--------------------------|
|  | Display the Online Help. |
|---|--------------------------|



## Refreshing the Views

|   |   |
|---|---|
|  | Click this icon to refresh the view and show the latest changes. This can be new jobs being added to the Job List or updated status information of existing jobs. |
|---|---|

## Show/Hide Tips and Tricks

In some dialogs, the wording "Hide Tips and Tricks" displays at the top right. This lets you show or hide a descriptive text for this dialog.

## Show and Hide Top Area of the Web User Interface

|   |   |
|---|---|
|  | Use these icons to show or hide the top area of the Web User Interface. |
|  |   |

## Set the Language for the Web User Interface

|         |  |
|---------|--|
| English | <p>Select the language you want from the list box. Prinect Remote Access supports the following languages: German, English, Spanish, Italian, French, Portuguese, Japanese, Chinese, Korean, Russia, Polish.</p> <p>The languages you can select display in the login dialog and in the startup page and job list.</p> |
|---------|--|



## Start Menu Item

### Start > Startup Page

This shows you all the jobs sorted as follows:

- "New Jobs": This lets you view all the new jobs that were created since your last logout. This includes jobs that were created in the production shop as well as those created on the Web User Interface.
- "Jobs that still need pages:" You can create jobs with page lists in the production shop. Pages are assigned to the page list positions on the Web User Interface. Assignment of the pages consists of the pages being uploaded.

Jobs with page list positions with less pages assigned than scheduled are shown here.

- "Jobs that still need page approval:" All the jobs that still need page or layout approval (PDF, TIFF) are shown in this list. This is valid for all workflows.

## Job Menu Item

### Job > New Job

You see this menu item only if you have the "Create New Job" permission.

Input is mandatory for all input boxes tagged with an "(\*)".

The job number of all jobs is preceded by a prefix (e.g. "RA\_") defined by the production shop. In other words: If you assign job number "99", the new job is automatically assigned the job number "RA\_99". This helps you identify jobs in Prinect Cockpit you as a customer create.

Consecutive numbers are added automatically to any identical job names you may create, e.g. "RA\_99\_1", "RA\_99\_2", etc. The job number identifies the job uniquely (in contrast to the customer job number).

## Section with Input Boxes

At the Prinect Prepress Manager, the boxes "Planned pages", "Format" and "Ink Series" are compared with the actual job data if this is necessary.

- "Job number": You must assign a unique job number.
- "Job name": You must assign a unique job name.
- "Planned pages": Number of planned pages.
- "Quantity": desired quantity
- "Due Date": Your desired delivery date.
- "Format": Page size. A default list of page sizes is set by the production shop.
- "Ink Series": Enter the colors that are in your job in this box. If a check of the colors is set at the Prinect Prepress Manager, this works as follows: The system checks for each process color whether the Web job settings for CMYK match the CMYK colors actually used in the job at the Prinect Prepress Manager. In the case of spot colors, the system checks whether the number of spot colors is conform.

"Other" option: There are no job data if you select this. This means that there is no comparison of the colors in the job data at the Prinect Prepress Manager with the job data on the Web.

- "Comment": Enter your text here. The Comment appears in the email message to the contact person of the production shop.
- "Workflow": Select the sequences for your job here. The sequences to be used with the following workflow are defined in the Prinect Prepress Manager.

The following workflows are available potentially. The contact at your production shop (CSR) should have set up that you only see the workflows you need.

- "Upload only": No additional approval-related sequences. Applied sequences: "Qualify", "Prepare".
- "Pixel Page Approval":  
TIFF page approval. Applied sequences: "Qualify", "Prepare", "PageProof".
- "PDF Page Approval":  
PDF page approval. Applied sequences: "Qualify", "Prepare", "SendAssembledPDF".

## Button Bar

- "Create Job" button: The job is created with the Prinect Prepress Manager. Job creation and refresh of the Web User Interface may take some time.
- "Open Job" button: (can be seen after the job is created). Closes the dialog, opens your new job and the "Job details" dialog (see the [section "Dialog for the open job", page 35](#)).
- "Cancel" button: Cancels creation of the job.
- "Close" button: Closes the dialog and opens the "Job > Job List" dialog.
- "Open Job Automatically" option: If this option is enabled, you immediately jump into Upload tab of the job that opens right after you have created it; there you can upload the pages.

## Job > From Job Template


You see this menu item only if you have the "Create New Job" permission.

All jobs that the production shop has created for you are available to you as job templates.

- "Job Template": Select a template for your work with the "Select Job Template" button. You cannot edit the "Planned pages", "Format" and "Ink Series" boxes for these jobs.

## Job > Job List

The job list shows all jobs the production shop has created for you.

|   |  |
|---|--|
|  | <ul style="list-style-type: none"> <li>• Warning triangle at "Page Count": Not all pages were assigned so far.</li> <li>• Warning triangle at "Due on": The due date was exceeded.</li> <li>• Job highlighted in color: This job has at least one warning triangle.</li> </ul> |
|---|--|

- Job details view:

Click the job number or the job name to see details on a job. A new dialog opens for this job (see [section "Dialog for the open job", page 35](#)).

- Uploading:

Click "Upload files..." in the "Upload" column. The Upload dialog starts (see [section "Upload dialog: Uploading of files", page 47](#)).

## Prinect Remote Access WEB UI

### "Customers"

Certain conditions must be met to see the Customers list:

- Your customer organization is an agency.
- You are Customer Sales Representative for one or several customers.

You see the following entries:

- "All customers": This entry is visible to Customer Sales Representatives of the production shop only. With this option enabled, the currently logged in Customer Sales Representatives sees all customer jobs of the production shop.
- "My customers": With this option enabled, the currently logged in Customer Sales Representatives or agency sees all jobs of customers assigned to them.
- *Customer Names*: List of the customer organizations that are assigned to the contact (CSR) or agency. The Customer Sales Representatives or the agency can select a customer organization the jobs of which are to be shown.

### "Find"

"Find" button: The text box where you can type the word to find precedes the "Find" button. The term is searched in the "Job Name" and "Job Number". Other filter parameters are applied in addition to the search term.

You must click "Find" or "Refresh" when you entered a new creation or modification date.

### List box for job state

You can view your jobs filtered by their status:

- "All Jobs": All jobs.
- "Active": All jobs that are running, stopped or for which an approval is pending.
- "Setup": All created jobs.
- "Needs Approval": All the jobs that need to be approved.
- "Running": All running jobs.

## Customer Menu Item

You will see this menu item if one of the following items applies to you:

- You are a web administrator. This means that you have administrator permissions for the Remote Access Web User Interface (in the production shop, you are a member of the "Remote-Administrators" permission group).
- You are a contact (in the production shop, you are a member of the "CustomerSalesRepresentative" permission group).
- You are an agency.

If you are a contact or an agency, the customer list displays only those customers assigned to you; you will see all the customers if you are a web administrator.

## Customer > Customer List

Click "Open" or double-click the customer to view details about this customer. Details about your customer:

- "General information": This shows you not only the customer name and customer ID but also memory space data of that customer on the Remote Access server ("Quota"). See also [section "Quota", page 17](#).
- "Workflow for Page Approval": This option lets you set by default which page approval workflows you can choose from when creating a new job on the Web User Interface. "Upload only" is always visible when creating a job (see also ["Section with Input Boxes", page 20](#)).
- "Workflow for a Direct Access Job": This option lets you set by default which page approval workflows you can choose from when creating a preliminary job when you create a new job with the help of Prinect Direct Access. See also [section "Prinect Direct Access / Prinect Remote Access Connection", page 10](#).
- "Use settings for all customers" / "Apply Settings to New Customers": If you are a contact or an agency, this option affects the customers assigned to you; it affects all customers if you are a web administrator.

# Data Exchange Menu Item

## Data Exchange > Upload Files

- Tab "Job-specific": is always visible.
- Tab "Job-independent": displays only if your production shop assigned you the "Job-independent Upload" permission.

The data you upload can be for a specific job or global, i.e. independent of jobs. Different data exchange areas are used for this. Also read ["Overview of the Data Exchange Areas", page 69](#).

This menu item gives you the following functions:

- You can upload job-independent and job-specific data.

Go to the "Job-independent" or "Job-specific" tab and click "Upload files". The Upload dialog displays, see also ["Upload dialog: Uploading of files", page 47](#). In a job-specific upload, select the job you want in the list box.

- You can view the uploads for the jobs, varying according to the search filters that are set.

### "Find"

"Find" button: The text box where you can type the word to find precedes the "Find" button.

- "Job-specific": The term is searched in the "Job Name" and "Job Number".
- "Job-independent": The item is looked for using the file name and the "Comment" and "Subject" columns.

Other filter parameters are applied in addition to the search term.

You must click "Find" or "Refresh" when you entered a new creation or modification date.

### List Box for Upload Types ("Job-specific" only)

- "Immediate Processing": displays all uploads that are set as Express. This includes all the uploads with the Page Assignment at the Web workflow.
- "Upload & Preflight": all the uploads that are not set as Express.

### Column Headers of the Upload Lists

- "Upload": The Upload ID is shown in this column. The Upload ID is a consecutive number incremented after each upload. Click the Upload ID to view details on the upload.
- ("Job-specific" only):  
"Job number": Job number
- ("Job-specific" only):  
"Job name": Job Name

- "Customer": Name of the customer organization
- "Date": Upload time.
- "Subject": This text was entered in the Upload dialog next to "Subject" (see [section "Upload dialog: Uploading of files", page 47](#)).
- "Comment": This text was entered in the Upload dialog next to "Comment" (see [section "Upload dialog: Uploading of files", page 47](#)).
- "Sender": user who did the upload.
- ("Job-specific" only) "Mode":

There are two modes:

- "Upload & Preflight": Normal upload, i.e. no Express Upload. A Preflight is performed for each upload.
- "Immediate Processing": This is an Express Upload. An Express Upload not only uploads the data on the Prinect Remote Access server but also moves the data into the desired job right away. You need the "Express Upload" permission for this.
- "Status": Upload status
- ("Job-specific" only) "Preflight":  
Preflight Status
- "Size": Size of the uploaded file

## Data Exchange > Download Files

This is where you see all the download files that are available to you in all the download folders in the data exchange areas. See also ["Overview of the Data Exchange Areas", page 69](#) and take note of the section on downloading Macintosh files.

- "Job-specific" tab: Data in the job-specific data exchange area.
- "Job-independent" tab: Data in the job-independent data exchange area.
- "System" tab: Data in the system data exchange area.
- (Only for agencies and CSRs (contacts)) "All Customer Downloads": This shows all customers and their downloads sorted by "Job-specific" and "Job-independent".

You have the following two options for the download of files:

- Simple download (HTML-based): Do with "Download".
- Easy download (Java-based) with a Download Manager: "Download Files" button.

### Download Manager

Use "Add", "Remove" and "Remove All" to combine a group of download files on the right-hand side.

- "Download > Download Files": You can download the group of files to your computer ("Download Files" button).
- "Download > Delete Files": You can delete the group of files in the data exchange area ("Delete Files" button).



## Menu item Administration

You need the "External Administrator" permission for most of the functions.

All input is reflected in the Customer and User Administration of Prinect Cockpit.

### Administration > User Administration





**Note:** You see this menu item only if you have the "External Administrator" permission. You see the "Customer" list only if you act as an agency. It contains all customers you are in charge of as an agency.

All external users in your organization are listed there.

- "Name" (user name): Click the user name to edit the user account parameters.
- "Email": Email address of the user
- "Administrator": see below
- "Disabled": see below
- "Delete" button: An item marked by a tick is deleted when you click this.
- "New user account..." button: To create a new user, see: New user account.

Icons for the "Administrator" and "Disabled" columns:

|   |   |
|---|---|
| No symbol   | Is not an administrator or is not disabled. |
|  | Is an administrator.                        |
|  | User account is disabled.                   |

### New user account.

You can create a new user here. Input is mandatory for all input boxes tagged with an "(\*)".

The newly created user also appears in the user administration of the production shop.

- "Customer": You see this list box only if you are acting as an agency or if you are logged in as CSR. Select the customer for which you want to create the new user.
- "First Name": First name of the user
- "Family Name": Family name of the user
- "Email": Email address of the new user.
- "User name": User Name
- "Password": The password must be at least 6 characters long.
- "Retype password": Retype the password here.
- "Administrator": Enable this option if the new user is also to have administrator permissions.

You must be an administrator yourself to be able to assign the administrator permission to other users or to revoke it from them.

The production shop assigns the administrator permission the first time at the Prinect Cockpit. The following variants are possible in this case:

- The administrator permission is assigned to your entire customer organization. Each employee in your organization then automatically has an administrator permission. In this case, the user is always assigned the administrator permission and it cannot be revoked.
  - The production shop assigns the administrator permission just to one or more employees but not to the whole organization. These employees can set the "Administrator" option, thus authorizing other employees for administration.
- "Disabled": Tick this option if the user account is to be disabled for the time being.
  - "Create" button: The new user account is created.
  - "Close" button: The dialog closes and you see the user list ("Administration > User Administration").

## Administration > My Account

This shows the properties of your user account.

You can change the following parameters in this window:

- E-Mail Address
- Password ("Password" button).

Click the "Save" button to save your changes.

## Administration > My Contacts

All Customer Sales Representatives of the production shop are listed here. These are the internal users allocated to you as contact (CSR).

"Customer": You see this list only if you act as an agency. It contains all customers you are in charge of as an agency.

### Administration > Preferences



**Note:** You see this menu item only if you are a contact (CSR) or an internal user of the production shop.

#### "System" tab

The Prinect Direct Access service must be running to be able to create a connection between this and the Prinect Remote Access server.

- "Enable Direct Access": "Direct Access" displays only if this option is ticked. Otherwise, it is hidden.
- "Direct Access Base URL": Prinect Direct Access server e.g.: "www.print\_shop.de/direct/".
- "Remote Access Base URL": Prinect Remote Access server. e.g.: "www.print\_shop.de".
- "Test Connection" button: This lets you check the connection between the Prinect Remote Access server and the Prinect Direct Access server.

#### "WEB UI" Tab (visible with administrator permissions only)





"Use password encryption for HTTP": You can also use a HTTP connection with Heidelberger password encryption instead of the HTTPS connection.

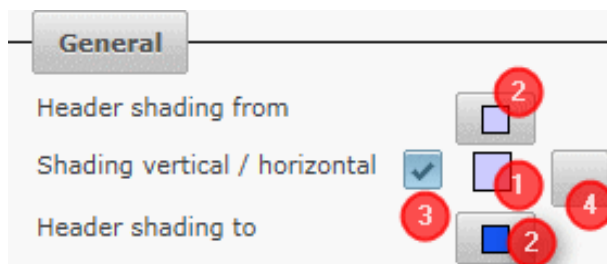
#### "Customize Design" tab

As an internal user of the production shop, this is where you can choose the colors of the various design elements in the Web User Interface and also show company logos. In this way, the production shop can appear to its customers in its familiar graphic design.

**"Color design for Web User Interface"**

We will explain what the buttons mean in the table below. Below this, you will see a screenshot of the buttons used to set the colors of the header which will also illustrate this to you.

|   |   |
|---|---|
|    | <p><b>1 Display box</b></p> <p>The display box shows the currently set color of the object concerned, e.g. light blue for the header.</p>   |
|    | <p><b>2 Color setting</b></p> <p>Use this button to open a dialog where you can set the colors. You can type in a RGB or HSB value.</p> <p>You can edit and copy the hexadecimal value of a color beside the "#" character. Copying makes it easy for you to apply the color values of a surface object to other objects.</p> |
|   | <p><b>3 Horizontal or vertical shading</b></p> <p>Use this button to set whether shading will run horizontally or vertically.</p> <p>Like with the header, there are two buttons available for setting the colors of the shading (2). This lets you select two colors between which shading will run.</p>                     |
|  | <p><b>4 Remove settings</b></p> <p>Use this button to remove the settings you made.</p>   |



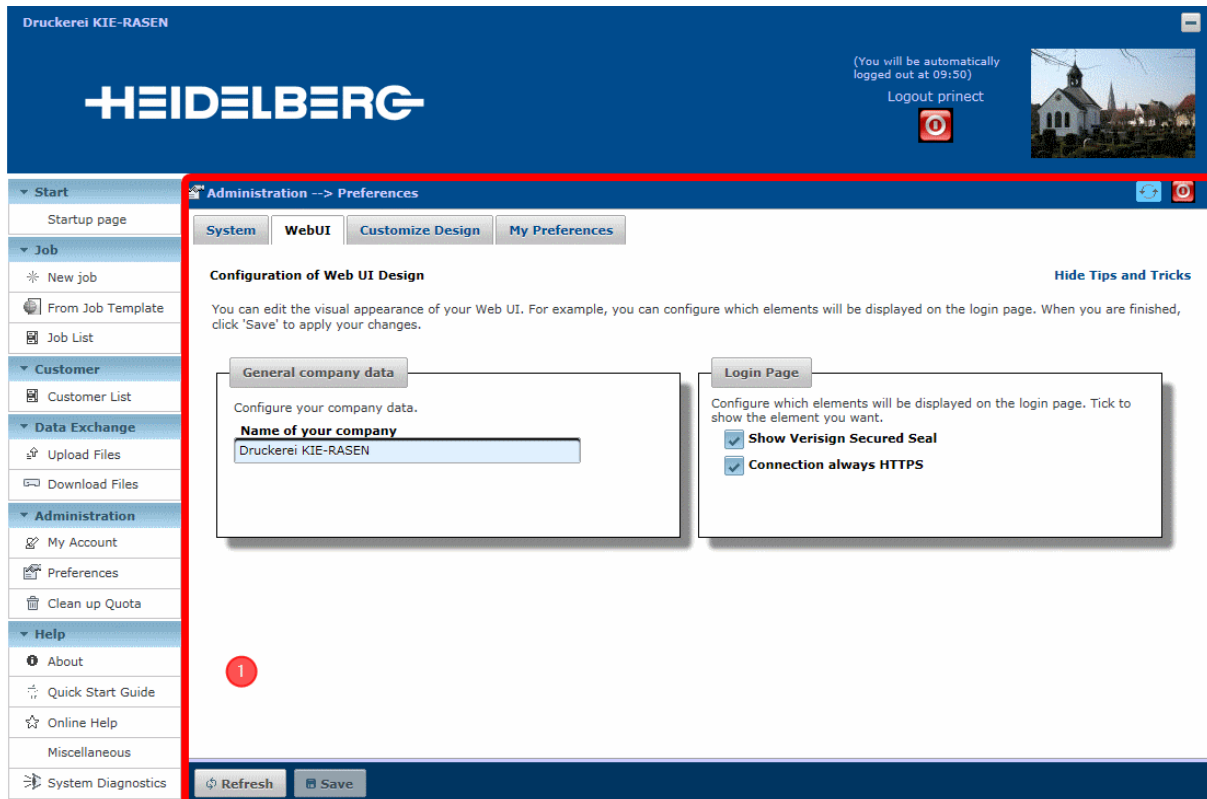
Color setting of header

# Prinect Remote Access WEB UI

Explanation of the following UI terms used in "Color design for Web User Interface":

- "Dynamic area":

This section of the window has varying contents that you see highlighted by a red border in the image below (1).



- "mouseover", e.g. "Background mouseover" or "Border mouseover": "mouseover" means that you drag the mouse over an object without clicking. The "mouseover" buttons let you set that the color of the object changes when the mouse points to this object.

## "Logos of production shop"

In this section, you can define your own logo, image or animation for various messages, flags and dialogs.

1. Select a caption between "Logo" and "Confirm Dialog".
2. Click "Add" and select the logo, image or animation you want.
3. Click "Upload".
4. Click "Save" and, if necessary, "Refresh".

## "My Preferences" tab

- "General" > "Do not show system servicing dialog again": Normally, a warning dialog displays while the system is being serviced. This option lets you set whether the dialog will be displayed or not.
- "Print Parameters" group You set preferences for the download of proof PDFs in this group. Proof PDFs contain the TIFF pages as contone data and let you print the proof.
  - "Resolution": Resolution in which the TIFF pages are converted to display the PDF proof.
  - "Compression": Type of compression.
  - "Quality": Quality of the compression.  
100 = top quality (low compression)/  
0 = poorest quality (high compression).
  - "Insert Annotations": If this option is enabled, all the comments that you inserted with the Pixel Proof Viewer are shown together with the page. The page displays without any comments if the option is disabled.
- "View Mode" group:
  - Pixel Proof Viewer: When this option is set, the Pixel Proof Viewer displays when you select the appropriate function, for example, "Open All Pages". See also [section "'Open Selected Pages' / 'Open All Pages' function \(TIFF only\)", page 40](#).
  - HTML approval: When this option is set, you can also select a HTML approval instead of the Pixel Proof Viewer that would normally start otherwise when you select the approval function. This includes, for example, the "Open All Pages" function. See also [section "'Open Selected Pages' / 'Open All Pages' function \(TIFF only\)", page 40](#).

## Administration > Clean up Quota

For the term "Quota", see [section "Quota", page 17](#).

You can delete the uploads using the upload list and create more disk space in your data exchange area. You will see this immediately in "Quota".

1. Use the Find functions to set up what will display in your upload list.
2. In the upload list, tick the box of each upload item that is to be deleted. Tick the box in the caption bar if you want to delete all the uploads.
3. Click "Delete". All marked uploads will be deleted.

## Direct Access Menu Item

### Direct Access > Main Menu



**Note:** You see this menu item only when the "Enable Direct Access" option is set in "Administration" > "Preferences" > [""System" tab", page 30](#). This setting can only be made by an internal user (generally the contact or CSR).

Please read ["Prinect Direct Access / Prinect Remote Access Connection", page 10](#) for more information on the system environment and how to process complete jobs with Prinect Direct Access.

This menu item brings you directly to the Web User Interface of Prinect Direct Access. This is only possible if you use the same user account for Prinect Remote Access and for Prinect Direct Access.

- "Main Menu": This lets you go to the main menu of Prinect Direct Access.
- "Job List": This lets you go to the job list at Prinect Direct Access in "Jobs > Current Jobs".

To return to Prinect Remote Access, you will find "RA" as a menu item at the far right of the main menu in Prinect Direct Access. You return to the Prinect Remote Access user interface when you click this.



## Dialog for the open job

This dialog displays when you click a job number or a job name in the job list.

The production shop sets the tabs you are to see here.

### Open job: General information about customer and production approval













Depending on your object and workflow, approvals are done in the "Pages/Page Approvals", "Sheet Approvals" and "Group Approval" tabs.

You as the customer give customer approval. A second approval, production approval, must be given by the production shop.

In the Prinect Prepress Manager, the option was set whether or not production approval is to automatically follow customer approval.

# Princt Remote Access WEB UI

Approval status icons:

|   |  |
|---|--|
|    | Approved by customer.  |
|    | Not yet approved by customer.  |
|    | Customer approval denied.  |
|    | Approved by production.  |
|    | Not yet approved by production.  |
|    | Production approval denied.  |
|  | Group approval: Group approval has not yet started. This means that none of the group members has given or rejected approval.  |
|  | Group approval: Group approval has started. Some group members have already given their approval and some have not yet assigned any status.  |
|  | Group approval: All group members have accepted.   |
|  | Group approval: At least one group member has rejected.  |
|  | Group approval: There already was a group approval in which at least one group member rejected approval. Following that, the production shop initiated its approval procedure again. |
|  | Group approval: There already was a group approval in which all group members gave their approval. Following that, the production shop initiated its approval procedure again.       |

## Open job: Tab "Job Details"

The production shop can assign the "Job Status" permission to you as the customer organization. You need this permission to see all status information. Otherwise you will see limited status information only.

Notes on the following terms:

- "Job number": Job number of the production shop
- "Customer Job Name": Your customer job name
- "Customer Job ID": You assign a customer job number if you create a job as a customer.
- "Job name": Job number of the production shop
- "Contacts": Click "Contacts" to see all Customer Sales Representatives ((CSR) for your organization.

## Open job: Tab "Upload"

You can perform uploads here by clicking the "Upload files" link. (See also [section "Upload dialog: Uploading of files", page 47](#))

In addition, you can also view the previous uploads of your job with their details.

### Column Headers of the Upload List

- "Upload": The Upload ID is shown in this column. The Upload ID is a number that identifies uniquely each upload.  
  
Click the Upload ID to view details on the upload.
- "Date": Upload time.
- "Subject": This text was entered in the Upload dialog next to "Subject" (see [section "Upload dialog: Uploading of files", page 47](#)).
- "Comment": This text was entered in the Upload dialog next to "Comment" (see [section "Upload dialog: Uploading of files", page 47](#)).
- "Sender": user who did the upload.
- "Mode": There are two modes:
  - "Upload & Preflight": Normal upload, i.e. no Express Upload. A Preflight is performed for each upload.
  - "Immediate Processing": This is an Express Upload. An Express Upload not only uploads the data on the Prinect Remote Access server but also moves the data into the desired job right away. You need the "Express Upload" permission for this.

## Prinect Remote Access WEB UI

- "Status": Upload process status.
- "Preflight": Preflight status symbol. Click the status symbol to open the preflight dialog with the preflight report.  
If the preflight failed, you will be presented with a number of options for continuing your work. For example, you can click "Use another preflight sequence" if the job should have more than one preflight sequence. If the sequences are set up accordingly, you now have the option of selecting another preflight sequence with less stringent check criteria and restart the upload immediately.
- "Size": Size of the uploaded file(s).

When Preflighting fails during uploading, you have the following options:

- Upload the entire document with corrected pages (the Upload dialog opens).
- Upload a selection of corrected pages.
- Send instructions to the production shop how to make the corrections (an email is sent to the production shop).
- Send instructions to the production shop to print the pages without corrections (an email is sent to the production shop).

## Open job: Tab "Download"

This is where you can see all the job-specific files that are available for downloading.

"Delete" button: All marked download files will be deleted.

### Marking download files

- Box in the caption bar: All download files are deleted if there is a tick in this box and you click "Delete".
- Box in the table item: All download files that are marked by a tick are deleted when you click "Delete".

## Open job: Tab "Pages/Page Approvals"

Please note: In most cases, the production shop sets that you see only the "Page Lists" tab or only the "Pages/Page Approvals" tab.

The latter tab shows you all the PDF or TIFF pages you are to check or approve.

All the functions described here are also available in the "Page Lists" tab, see [section "Open job: Tab "Page Lists"", page 39](#).

The "Page Lists" tab also lets you assign pages to page list positions.

## Open job: Tab "Page Lists"

Please note: In most cases, the production shop sets that you see only the "Page Lists" tab or only the "Pages/Page Approvals" tab.

The latter tab shows you all the PDF, TIFF or JPEG pages you are to check or approve.





If your job has one or more page lists, they too display in this tab. You can use the folder icon on the left to open and close a page list.

You can assign and replace pages through the Web only from the "Page Lists" tab.

Page lists must exist in order for you to generate and download proof PDFs.

Notes on some parameters:

- "Status":

|   |   |
|---|---|
| No symbol   | No approval required.   |
|  | Production and customer approval have already been given.   |
|  | Either production or customer approval has been denied.   |
|  | Production or customer approval has not been performed and the due date has not yet been reached. |
|  | Production or customer approval has not been performed and the due date has been exceeded.        |

- "Version selection" list box (for versioning only): Select the version that will be displayed and, if necessary, approved.
- "Versions" (for versioning only): In principle, the "Version Details" dialog works like the "Page Details" dialog (see above).

Points to note for versioning:

## Prinect Remote Access WEB UI

- You can assign or replace the base and version pages only.
- You can approve the "final pages". These are the pages with a base and version.
- Approval of the master version means at the same time approval of the base pages.

### **"Open Selected Pages" / "Open All Pages" function (TIFF only)**

You can select pages by ticking them in the list and details view. All the pages are selected if you tick the box in the caption bar of the list.

"Open Selected Pages" or "Open All Pages": The Pixel Proof Viewer starts and loads the selected pages or all the pages for viewing and/or approval.

### **"Download Proof PDF" function (TIFF only)**

You can generate and download proof PDFs only for jobs with page lists.







Proof PDFs are generated from TIFF pages that are then available as contone data in the PDF file. Proof PDFs let you print the checked pages and are proof of their approval.

You set by default whether the notes inserted by the Pixel Proof Viewer will also be printed or not, see also [section ""My Preferences" tab", page 33](#) The resolution and the compression with which the TIFF data are converted to proof PDFs are also set by default.

**"Show as Book" or "Show Product" function (TIFF and JPEG only)**

Either "Show as Book" or "Show Product" displays for selection for viewing the TIFF or JPEG files for approval.

- "Show Product": The "Show Product" function was developed for a series of Heidelberg folding schemes. "Show Product" displays for selection if a layout with such a folding scheme created at Prinect Signa Station is assigned to your job. Your product with its folding scheme displays in a folding scheme simulator when you click "Show Product". You can approve or reject the various pages in this view.
- "Show as Book": This function displays for selection if the above-named conditions are not met for displaying a product. This means that either no layout is assigned to your job or the layout assigned does not have a folding scheme that can be used to display the product. In this case, the book function is always used to display your product. You can approve or reject the various pages in this view.

| Icons in the "Show Product" / "Show as Book" views                                  |   |
|---|---|
|    | This lets you approve a page and enter a comment.   |
|  | This lets you reject a page and enter a comment.  |
|  | This lets you approve or reject all pages still waiting for approval, with the option of defining pages that are to be excluded from approval. You can enter a comment. |
|  | Use this to enable or disable the full screen mode.   |
|  | Only in "Show Product": Use these two icons to toggle between the front and back view of your product.  |
|  | Only in "Show as Book": Indicates how many pages were already approved or rejected and how many still have to be approved.  |

## "Assign Pages" function

You can assign pages to the page list positions. The job must fulfill certain requirements for this, and you need the "Replace Pages" permission. If this is not the case, the "Assign"/"Replace" actions do not display.

1. Click the "Assign Pages" function.

You will then see the following view: On the left, you will see the page pool with all the pages in the document, and on the right the page list with all the page list positions. You can move any pages you want between the page pool and the page list positions by dragging-and-dropping them. In this way, you can fully reassign a page list that already has its assigned data.

Selected pages have a blue border. Multiple selection is possible. If you use multiple selection (usual shortcut and context-sensitive menu), the pages are positioned in the order they are selected. Page list positions that already have pages are replaced, if necessary, when positioning again.

You can move pages as desired within the page list with drag-and-drop. If you drag a page to a position that is already taken, the page positions of both pages are swapped.

Pages that are already approved are highlighted by a green border in the page list. These pages can neither be moved nor assigned.

2. Click "Reset" to undo the data you last assigned.
3. Click "Save" to save the currently assigned page lists.

## Functions "Assign" / "Replace"

The function is called "Assign" if no document(s) was (were) uploaded so far and if no pages were assigned to the page list positions so far.

The function is called "Replace" if one or more documents were already uploaded and if pages were already assigned to the page list positions.

"Assign" or "Replace" a page is linked each time to an upload of the document concerned.

1. Click "Assign" or "Replace".

The dialog that displays is very similar to the Upload dialog. At the top left, you can see the page list name and selected page position. "Replace all following pages" lets you set whether only the selected page is assigned or replaced or whether all pages as of this page list position will be.

Assignment/replacement comprises uploading of the job data. The page list with its assigned data displays here and at the Prinect Cockpit.

## Function "Approve"/"View":

The "Approve..." or "View" function displays if your job has a page approval sequence.

It is called "Approve" if the page was not yet approved. It is called "View" if the page was already approved and can only be opened for viewing.

Either Acrobat or the Pixel Proof Viewer opens for you to approve or view the selected page. This depends on whether you are processing a PDF or TIFF page.






**PDF Page Approval**

1. Click a PDF page to load the pages of the PDF file for approval.
2. Click "Open" or "Save".
  - "Open": The PDF file is not saved on your computer but only opened for processing.
  - "Save": The PDF file is saved on your PC and opened for editing.
3. You cannot approve the PDF pages of a file separately. You must give all the PDF pages a status during the approval procedure.

You will find the Acceptance Form at the end of the PDF file. This means that each page must have been accepted in the green section or rejected in the red section.

Using Acrobat Reader as of version 11, you can also use the Acrobat markups, for example, to assign each page notes or stamps. To do this, click "Comment > Markup" in Acrobat and select the markup you want. For example, you can stamp a page with "Approved". If you do this, you will then be asked if you wish to click "Send" in the Acceptance Form without having approved the stamped pages.

| <b>Icons in Acrobat</b>   |  |
|---|--|
|  | In "Comment > Markup": This lets you add notes to a page that later display as an approval comment in the Prinect Cockpit.   |
|  | In "Comment > Markup": This icon provides you with a selection of stamps, for example, "Approved".   |
|  | Your markups are attached as a file to the PDF file so that they do not get lost.<br><br>If the markups cannot be seen when you open the PDF file again, you can use this function to open the attached file and show the markups again. This works only if the PDF file and the attached file are opened with the same Acrobat version. |

- (4). If you have a password-protected Acceptance form, you must type in your user name and password at the end of the form.
5. Click "Send" to start the approval procedure. You will receive notification whether the approval was successful or not.

**TIFF page approval**

See [section "Prinect Pixel Proof Viewer", page 59](#).

**JPEG page approval**

To approve JPEG pages, you have either the "Show as Book" function or the "Show Product" function, see above.

## Open job: Tab "Sheet Approvals"

Here you see all PDF or TIFF sheets you are to check or approve.

A sheet can be approved only if all the pages on this sheet were approved.

Comments on the "Details" and "List" views:

- "Status": See "Status" column in [section "Open job: Tab "Pages/Page Approvals"", page 39](#).
- "F/B": "F" = front, "B" = back
- "Pages": Number of page placeholders for this sheet.
- "Assigned": Number of assigned pages for this sheet.
- "Production" / "Customer": Production and customer approval, see [section "Open job: General information about customer and production approval", page 35](#).

## Open job: "Contributors" Tab

The production shop sets whether or not you can see this tab. This is where you can invite persons for temporary contribution to the currently open job as well as run a group approval.

### "Temporary Contributor" section

The list shows you all invited contributors. You can invite contributors from this tab and on the Prinect Cockpit. To be able to invite contributors on the Web User Interface, you must be a member of the "RemoteAdministrators" permission group (the "External Administrator" permission is decisive here).

An e-mail address and a name for identification are mandatory for contributors who are to be invited. The name appears in the job history for all actions. "Approve", "Upload" and "Download" are actions that the contributors can do.

- "New" button: In the dialog that opens you invite a person to be a contributor.

The default language of the e-mail is the Prinect Cockpit language. Click in the list box to change the language.

The contributor is automatically disabled when access validity expires.

A contributor can be disabled before access validity expires using the "Disabled" option. Disabled contributors are not deleted from the list. Disabled contributors can be enabled again at any time using the same option.

The invited person receives an e-mail with a link that will lead directly to the required tab on the Web User Interface to perform the selected tasks:

|            |  |
|------------|--|
| "Approve"  | => "Page Lists" or "Pages/Page Approvals" tab. |
| "Upload"   | =>"Upload" tab                                 |
| "Download" | => "Download" tab                              |

- "Modify" function: Like the "New" function. A new invitation, in other words, an e-mail, is sent each time a change is made.

All changes made in this section also display on the Prinect Cockpit (open job > right-click > "Remote Access").

### "Group Approval" Area

You can use the functions in "Group Approval" only if group approval was set in the production shop (open job > right-click "Group Approval" > "Use group approval" option).

The list of approvers in this section comprises all approvers as well as temporary contributors.

Group approval means that you assemble several approvers to one approval group. All members of this group must give their approval. Approval is not valid if they don't. The approval group can be assembled on the Prinect Cockpit and on the Web User Interface. The changes display on both user interfaces.

A master approver can be selected from the list of all possible approvers in the production shop. The master approver can give approval even if some members of the group still have not given their approval.

## Prinect Remote Access WEB UI

- List of approvers: This shows you a list of all potential approvers. All approvers with a tick belong to the approval group, the others don't.
- To add or delete an approver: Tick the entry in the table or remove it and click "Save". This person then receives a notification e-mail if an approval is waiting to be done. You can enter a comment that is attached to this e-mail.
- "Save": All the approvers with a tick become members of the approval group when you click this.

## Upload dialog: Uploading of files

There are two ways to go to this dialog:

Option 1:

1. Go to "Job > Job List".
2. Click "Upload files..." for the job you want.

Option 2:

1. Click "Data Exchange > Upload Files" at the left in the main menu.
2. The "Job-specific" tab is selected.
3. A command line appears at the bottom. In the "Select the job" list box, select the job that you want to run an upload for.
4. Click the "Upload Files" button.

There are two different options for an upload: a simple upload (HTML-based) and one using the Upload Manager (Java-based). Both will now be explained.

### Simple upload (HTML)

The "Simple upload" is based on HTML.

You can browse to the files that you will upload with "Add". You can start an "Express Upload" with "Upload and start processing immediately". You can add a single page or several selected ones using drag-and-drop.

#### "Files" Section

- "Add": This lets you add one or several files you want to upload. The files you wish to upload are listed in "Files". You can also add files using drag-and-drop.
- "Upload": Click "Upload" to upload all files added to the list.
- "Cancel": Upload will be aborted.

#### "Modify Upload Options"

- "To": This list automatically shows as recipients all internal users acting as CSR (Customer Sales Representative) for you as customer organization.

In the list of recipients, mark those e-mail addresses that are to receive an e-mail when the data are uploaded. At least one contact (CSR) must be marked to be able to upload the data.

- "Subject": The CSR receives an email with this subject, informing him that files were uploaded.
- "Comment": You can type a comment for the recipient (Customer Sales Representative).

### **Workflow Section:**

This section with the "Preflight" list box displays only if your job has more than one Qualify sequence (e.g. for a workflow with a colored cover and black and white contents). Some jobs have two or more Qualify sequences with different preflight setups.

## Upload Manager (Java-based)

The Upload Manager is based on Java.

Compared to the simple upload, the Upload Manager also has the following features:

- If connections are down briefly as happens now and again in the Internet, the Upload Manager does not stop but continues with the upload.
- Macintosh resource files are also automatically uploaded when Macintosh files are uploaded. This means that Macintosh users do not have to pack their data with hqx before the upload.
- The Upload Manager can upload entire folder structures.
- "Close dialog automatically" option: When this option is set, the Upload dialog closes automatically after the upload starts and you return to the "Upload" tab. However, you may want that the Upload dialog stays open until the upload is finished so that you can, for example, repeat the upload immediately if it failed.

### **"Files" Section**

- "Add": This lets you add one or several files you want to upload. The files you wish to upload are listed in "Files".

Click "Add". Select the files to upload in the Windows dialog and click "Open". You will see these files appear in "Files".

You can also drag-and-drop the files to "Files".

- "Remove": You can select files in the "Files" section and remove them from the list again with "Remove".
- Status information: At the bottom right of "Files" you see how many files you have already included in your list and how much total disk space you need.

### **"Notification" Section**

- "Recipient" / "Cc": As recipients, this list automatically shows all internal users acting as CSR (Customer Sales Representative) for you as customer organization.

You can enter one or more email addresses next to "Cc", each of them separated by ";". These e-mail addresses are added to the list of recipients on top when you click the + button.

In the list of recipients, mark those e-mail addresses that are to receive an e-mail when the data are uploaded. At least one contact (CSR) must be marked to be able to upload the data.

- "Subject": The CSR receives an email with this subject, informing him that files were uploaded.
- "Comment": You can type a comment for the recipient (Customer Sales Representative).

### **Workflow Section:**

This section with the "Preflight" list box displays only if your job has more than one Qualify sequence (e.g. for a workflow with a colored cover and black and white contents). Some jobs have two or more Qualify sequences with different preflight setups.

### **Buttons**

- "Cancel" Press this button to cancel uploading.
- "Upload": Click "Upload" to upload all files in the above list.





## Example: PDF Page Approval



**Note:** You will find a general overview of the workflows and setup of the various sequences in [section "Workflows", page 13](#).



**Prerequisites:** In this example, the following prerequisites are set by the production shop:

- You are set up as a company or customer organization in Customer Administration of the Prinect Integration Manager.
- A user account was set up for a contributor in your company. This contributor is entitled to do approvals.
- Your contributor received two e-mails with the following details:
  - First email: User name and a link to the Prinect Remote Access server.
  - Second email: User password.
- A certain amount of disk space ("Quota") in the data exchange area on the Prinect Remote Access server was reserved for your company.
- A job with the following features was created for your company.
  - A PDF page approval is to be performed.
  - The job features only one Qualify sequence.
  - Express Upload is not intended.
  - An email informs you when the job is created.

### Web: Login to Prinect Remote Access

1. An email has informed you that the job has been created.  
Open the email. You also see "Job URL" and a link next to it.
2. Click the link.  
Some alert messages appear that you must confirm. The login dialog of Prinect Remote Access opens.  
  
(If the production shop uses its own security certificate, you must import this. (You must confirm the security note if you have not yet imported the security certificate. See also ["Importing the Security Certificate", page 16](#)).
3. Type in user name and password and click "Login".
- (4). Confirm the security alert if it appears.  
The Prinect Remote Access user interface displays. Opening the current job.

## Example: PDF Page Approval

### Web: Uploading

5. You are in the open job in the "Upload" tab.
6. Click "Upload files".

The Upload dialog displays. If Java is not installed, the simple HTML Upload Manager is at any rate available.
7. Select the "Upload Manager" tab for the Java-based upload.
8. At the bottom left below "Recipient" you see our internal user (Customer Sales Representative).

If you have several recipients who are all selected by default, you must select the ones you want. "Cc:" lets you also enter the email addresses of any other recipients who are to be informed.
9. Click the "Add" button to the right.
10. Select the file to upload in the browser dialog and confirm with "Open".
11. By default, the job number appears in "Subject".
12. Click "Upload" at the bottom left of the Upload dialog.
- (13).Close the Upload dialog.

Alternatively, you can set "Close dialog automatically" before the upload so the dialog closes automatically after the upload starts.

You return to the "Upload" tab after you close the Upload dialog. The upload just finished displays in the upload list. During uploading, a Preflight was automatically performed. You will see a green tick in the Preflight column if the Preflight was successful. Click this symbol to view the Preflight report.

You can also see how the "Quota" value has changed: you occupy more storage space on the Prinect Remote Access Server after uploading.

### Production shop:

Job processing in the production shop will interrupt if a PDF page needs to be approved by you. The PDF pages are then available in the data exchange area for approval.

### Web: PDF Page Approval

1. You received an email informing you that pages are waiting for your approval.

Open the email. The email contains a link.
2. Click the link.

The Prinect Remote Access Web User Interface launches automatically. As you have already made an upload, you are still logged in.
3. You go to the dialog for the open job > "Pages/Page Approvals" tab.

(You go to the "Page Lists" tab if your job has page lists. The production shop sets whether or not the tabs will display.)

This tab shows you the pages that are to be approved.

4. Click a page to be approved. The "Download" dialog displays.
5. Click "Open" or "Save".
  - "Open": The PDF file is not saved on your computer but only opened for processing.
  - "Save": The PDF file is saved on your PC and opened for editing.

Acrobat opens and displays all pages, including the Acceptance form.

- (6). You can add notes to the single pages and use the Approval Stamp on them if you use Acrobat Professional.
  - Notes: "Tools > Comment & Markup > Sticky Note".
  - Stamps: "Tools > Comment & Markup > Stamps > Dynamic" > Select the stamp you want.

If you marked a page with an approval stamp and you do not approve it later, you will be asked during approval whether you really wish to use this stamp.

The notes and the approval stamps are sent together with the approved PDF file to the Prinect Prepress Manager where you can view them.



**Note:** You can also run an easy approval with Acrobat Reader 11. See [section "PDF Page Approval", page 43](#).



7. You cannot approve the PDF pages of a file separately. You must give all the PDF pages a status during the approval procedure. This means that each page must have been accepted in the green section or rejected in the red section.

We accept all pages.

To do this, click "All" in the green section in the Acceptance form.
8. Click "Send" to start the approval procedure.
9. Confirm any alert messages that may appear.
10. An Acrobat message telling you that the pages were successfully approved appears.

Confirm with "OK". All pages are now approved.
11. Go to the open job > "Pages/Page Approvals" tab. Click "Refresh" if necessary. You see that the approval icon next to the pages has changed:

## Example: PDF Page Approval

|   |                  |
|---|------------------|
|  | Before approval. |
|  | After approval.  |

### **Production shop:**

The production shop continues job processing until another approval is required (e.g. layout approval) or it finishes processing the job.

## Example: TIFF Page Approval



**Note:** You will find a general overview of the workflows and setup of the various sequences in [section "Workflows", page 13](#).





**Prerequisites:** In this example, the following prerequisites are set by the production shop:

- You are set up as a company or customer organization in Customer Administration of the Prinect Integration Manager.
- A user account was set up for an employee (contributor) in your company. This contributor is entitled to do approvals.
- Your contributor received two e-mails with the following details:
  - First email: User name and a link to the Prinect Remote Access server.
  - Second email: User password.
- A certain amount of disk space ("Quota") in the data exchange area on the Prinect Remote Access server was reserved for your company.
- A job with the following features was created for your company.
  - A TIFF page approval is to be performed.
  - The job features only one Qualify sequence.
  - Express Upload is not intended.
  - An email informs you when the job is created.

### **Web: TIFF Page Approval**

1. You received an email informing you that pages are waiting for your approval.  
Open the email. The email contains a link.
2. Click the link. The Pixel Proof Viewer opens automatically, displaying all the TIFF pages.
3. Click "Approval". The "Approval" dialog displays.
  - Select the status for the pages to be approved, in this case "Approval".
  - Type an approval comment if necessary.
  - By default, the Pixel Proof Viewer shows all the pages as single pages. Now select "Approve all pages".
  - Click "OK + Close". All the pages are approved and the Pixel Proof Viewer closes.
4. Click "Refresh" below. The customer approval icon next to the pages changes:

## Example: TIFF Page Approval

|   |                  |
|---|------------------|
|  | Before approval. |
|  | After approval.  |

# Express Upload



**Prerequisites:** The following prerequisites must be met to use the Express Upload:

- The production shop must have assigned the "Express Upload" permission to you.
- The Qualify sequence of the job must be set up for an Express upload.
- The production shop has set that the "Upload" tab will display.
- The job must be started.
- The files to be uploaded are PDF or PostScript files.





# Prinect Pixel Proof Viewer

## Starting the Pixel Proof Viewer

Generally, you start the Pixel Proof Viewer in the currently open job. In other words, you must open the desired job first if you are on the Startup Page or in the Job List.

1. Open the desired job on the Startup Page or in the Job List by double clicking "Needs Approval" of the job.

This is the fastest way to start Pixel Proof Viewer, because this will immediately lead you to the "Pages/Page Approvals ()" tab of the open job where you can give your approval.

2. In all three views ("Thumbnail", "Details", and "List") you can select the pages to open in Pixel Proof Viewer:
  - To load just one page: Click a page. This one page is then loaded to the Pixel Proof Viewer.
  - "Open All Pages" button: All the pages are loaded to the Pixel Proof Viewer.
  - "Open Selected Pages" button: All pages marked in the boxes are loaded to the Pixel Proof Viewer. You can mark a selection of pages or use the "Mark All Pages" option to mark all pages.
  - "Open Unedited Pages..." button: All pages that are not yet approved are loaded to the Pixel Proof Viewer.
  - Click "Approve" to start the Pixel Proof Viewer.

The Pixel Proof Viewer then launches and loads all the pages to view.

Other ways to start the Pixel Proof Viewer:

- Click the "Details" link on this page to open the detail view of this page. In the Detail view there is the button "Approve" with which you can open the displayed page in Pixel Proof Viewer.
- Tab "Page Lists" This tab also offers you all the functions to open Pixel Proof Viewer mentioned above. (For jobs with a page list and assigned pages only.)
- Tab "Sheet Approvals" You start Pixel Proof Viewer in this tab as well.

## Pixel Proof Viewer: Navigator

You can show the "Navigator", "Info" and "Tool" sections in their own windows. To do so, click the respective caption and move the mouse pointer with the mouse button depressed. This will display a separate window.

The Navigator window shows the overview of the entire loaded picture.


## Prinect Pixel Proof Viewer

The clipped area shown in the preview window always has a frame in the Navigator window and vice versa, the clipped area set in the Navigator window displays in the preview window.

- If you scale up your image in the preview window, the Navigator window automatically displays the clipped area in a frame. A red flashing dot appears if the clipped area is too small for a large scale.
- If the entire or scaled-down image content displays in the preview window, a clip mask frames the entire image in the Navigator window.



You can set that the frame flashes (context-sensitive menu in the preview window > "Navigator blinking on/off")





|   |  |
|---|--|
| <p>To create the clipped area (frame)</p>             | <ul style="list-style-type: none"> <li>• If necessary, press the Alt key to change the cursor to a crosshair.</li> <li>• Draw a box holding down the left mouse button. This box defines the clipped area that will display in the preview window.</li> </ul> <p>Even if there already is a frame for the clipped area, you can create a new frame:</p> <p>a) Outside the frame: The cursor displays as a crosshair, and you simply draw the new box.</p> <p>a) Inside the frame: The cursor displays as a hand. Press the Alt key and draw a new box.</p>   |
| <p>To move the clipped area (frame)</p>               | <p>First option:</p> <ul style="list-style-type: none"> <li>• Position the cursor at the center of the clipped area so that it turns into a hand.</li> <li>• Move the clipped area while holding down the left mouse button. When you release the mouse button, the position of the clipped area is fit to the preview window.</li> </ul> <p>Second option:</p> <ul style="list-style-type: none"> <li>• Place the cursor at the position you want in the Navigator window.</li> <li>• Click the right or left mouse button. The clipped area is moved so that the cursor position is now the center of the new clipped area.</li> </ul> |
| <p>To change the size of the clipped area (frame)</p> | <ul style="list-style-type: none"> <li>• Position the cursor at the edge of the frame so that it turns into an arrow.</li> <li>• Drag the edge of the frame, holding down the left mouse button.</li> </ul> <p>(Note: The edge of the clipped area is at the edge of the entire image if the entire or scaled-down image content displays.)</p>  |







|   |  |
|---|--|
|  | <p>The toolbar displays the icon to the left while an image is being loaded to the screen.</p> |
|---|--|

## Pixel Proof Viewer: Tool

You can show the "Navigator", "Info" and "Tool" sections in their own windows. To do so, click the respective caption and move the mouse pointer with the mouse button depressed. This will display a separate window.

|   |   |
|---|---|
|  | <p>Click this button to show only the color separations.</p>  |
|  | <p><b>Ruler for measuring geometry data</b></p> <ol style="list-style-type: none"> <li>1. Click the tool. You can now set the unit of measure (pixel, inch or mm) for this tool at the bottom right.</li> <li>2. Holding down the left mouse button, drag a line along the length which you want to measure.</li> </ol> <p>Creating horizontal, vertical or diagonal lines is easier if you hold down the <code>Shift</code> key at the same time. These lines are drawn in steps of 45° seen from the base line.</p> <ol style="list-style-type: none"> <li>3. You can view the geometry data of the measured line below the toolbar:</li> </ol> <div data-bbox="389 1267 769 1406" data-label="Image"> </div> <ul style="list-style-type: none"> <li>• "x", "y": Starting point of the measured line.</li> <li>• "d": Length of the measured line.</li> <li>• Angle: Angle of the measured line to the selected orientation, measured at positive angles up to 180° counter-clockwise and at negative angles clockwise up to -179.9°. You can select the orientation in the list box that is beside the angle symbol. For example, if you select an orientation with the down arrow, a measured line that points straight down will have an angle of 0°. Starting from this angle, angles that are measured counter-clockwise will have a positive sign, and vice versa. If you select an orientation with the right arrow, a measured line that goes perfectly level to the right represents the "reference line", etc.</li> </ul> |

|   |  |
|---|--|
|    | <p><b>Pipette for measuring colors</b></p> <p>You can determine the color recipe of single pixels by means of the color data tool ("pipette").</p> <ul style="list-style-type: none"> <li>• Click the tool.</li> <li>• Using the pipette, click the point in the image whose color data you wish to measure.</li> <li>• You see the coordinates for the current position or the one last measured below the toolbar. The measured data are in the list of separations.</li> </ul>  |
|    | <p><b>Hand for shifting the image content</b></p> <p>You can move the clipped area if you selected a scale-up factor in which only a part of the preview image can be seen.</p> <ul style="list-style-type: none"> <li>• Click the tool.</li> <li>• Click the part of the image that you wish to drag and move the cursor holding down the left mouse button.</li> </ul>   |
|    | <p><b>Magnifying glass for zooming the preview</b></p> <p>You can scale up (to 1,600%) or down the display of the preview image by means of the zoom tool ("magnifying glass").</p> <p>The whole page always displays as an overview when a page opens the first time. You can change this display in several ways:</p> <ul style="list-style-type: none"> <li>• Draw a box with the magnifying glass while holding down the left mouse button. The clipped area appears scaled-up in the box.</li> <li>• Select or edit a zoom factor in the list box (see below).</li> <li>• Click any spot in the preview image with the magnifying glass. The next higher zoom factor in the list box is set. Vice versa, you can also scale down the display to the next value lower down by holding down the ALT key when you click (the plus sign in the mouse pointer changes to a minus sign). Any custom zoom factors are ignored with this type of zooming.</li> <li>• Context menu &gt; "Scale to fit": the entire page is displayed in the preview window.</li> </ul> |
|  | <p><b>Inserting and deleting notes</b></p> <p>This tool lets you add notes anywhere in your image.</p> <ul style="list-style-type: none"> <li>• Click the tool. All existing notes display. Other tools for notes also display.</li> <li>• Click the part of the image that you will add a note to. You can resize the Notes window as you want if you hold down the mouse button.</li> <li>• You can mark a precise spot in the image to which the note will refer. To do this, click the box with the crosshair and move it to the position you want, holding down the left mouse button.</li> <li>• To move a Notes window: Grasp the caption bar.</li> <li>• To resize: Grasp the bottom left corner.</li> </ul>   |



|   |   |
|---|---|
|   | <p>The following icons also display below the toolbar if the Notes tool is active:</p> <p>Deletes the currently marked note:</p>  <p>Deletes all notes:</p>  <p>All opened notes are closed and saved on the Prinect Remote Access server. The view is refreshed with the server data on all clients that access the same document with these notes.</p>  <p>To delete all or current notes: context menu &gt; right-click the image and not the note.</p> <p>List box for the Notes box (ellipse, rectangle, ...):</p>  <p>Selection of the color for the Notes box:</p>  |
|  | <p><b>Paper white Enable/disable the paper white simulation on the monitor</b></p> <p>Red symbol: Paper white simulation is switched off.</p> <p>Green symbol: Paper white simulation is switched on.</p>   |

[section "Pixel Proof Viewer: Tool > Pane for the Color Separations", page 63](#)




[section "Pixel Proof Viewer: Navigator", page 59](#)

[section "Pixel Proof Viewer: Lower Toolbar", page 65](#)

## Pixel Proof Viewer: Tool > Pane for the Color Separations

|   |   |
|---|---|
|  | <p>Monitor and print display:</p> <p>The color boxes below this icon indicate how the color will display on the monitor and when printed. Spot colors are an exception. See the spot colors button below.</p> |
|  | <p>Inverse display of all color separations:</p> <p>This lets you hide all visible color separations and shows all invisible ones.</p>  |

# Prinect Pixel Proof Viewer

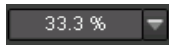








|   |   |
|---|---|
|  | <p>The color separation can be seen.<br/>Click the button to hide the color separation.</p>   |
|  | <p>The color separation cannot be seen.<br/>Click the button to show the color separation again.</p>  |
|  | <p>CMYK display of spot colors:<br/>A dialog for setting the CMYK display on the monitor opens when you click the spot color button.<br/>The color box is divided up for spot colors. The color for monitor display is shown on the left and the color for printing on the right.<br/>(To display the spot colors on the monitor or in the proof, an enhanced Color Management function based on a spectral color model is used.)</p> |







[Pixel Proof Viewer: Tool, page 61](#)

[section "Pixel Proof Viewer: Navigator", page 59](#)

[section "Pixel Proof Viewer: Lower Toolbar", page 65](#)

## Pixel Proof Viewer: Lower Toolbar

|   |   |
|---|---|
|    | <p>List box for setting the zoom:</p> <p>The zoom factor you selected is used. You can also enter your own zoom factor in the box and confirm it with ENTER. Any factors that you set separately are added to the list.</p> |
|    | <p>View of overview in original size:</p> <p>This lets you view the original size of the overview again if you changed the view in the meantime, e.g. zoom.</p>   |
|    | <p>All the loaded pages display as thumbnails. Double-click a thumbnail to view it in its normal size.</p>  |
|    | <p>Single page view</p>   |
|    | <p>Double page view</p>   |
|  | <p>Double page view without bleed</p>   |
|  | <p>All the thumbnails display on the left beside the normal size of the current page.</p>   |
|  | <p>All the thumbnails display along the top of the normal size of the current page.</p>   |
|  | <p>To rotate an image:</p> <p>The icons in the list box show you which options you have for rotating your image. This only affects the way images are displayed on your monitor.</p>  |

|   |   |
|---|---|
|  <p>Approval</p> | <p><b>Approval</b></p> <p>Click this button to run an approval. This button can no longer be used after an approval is given.</p> <p>The "Approval" dialog displays with the following parameters:</p> <ul style="list-style-type: none"> <li>• "Status &gt; Approval": The page is approved.</li> <li>• "Status &gt; Needs Revision": The page is not approved.</li> <li>• "Comment": Approval Comment</li> <li>• "Approve single page" or "Approve double page" option: The "OK + Next" button is enabled, and the "Approval" dialog stays open.</li> <li>• "Approve all pages" option: The "OK + Next" button is disabled. You can approve all the pages with "OK" and "OK + Close" and exclude pages from approval in "Exception Pages".</li> <li>• "Page n" / "Page n+1!" / "Both": These options display and can be used if you are approving double pages.</li> <li>• "OK" button: The image is approved and the "Approval" dialog closes.</li> <li>• "OK + Next" button: If you loaded several pages for approval, the current page is approved and the next page displays.</li> <li>• "OK + Close" button: The page is approved and the Pixel Proof Viewer closes after this.</li> </ul> |
|                | <p>You can only select this button if a single color separation displays. This function lets you display the single color separation in black-and-white. The black-and-white view is to help you detect image parts of the separation more clearly.</p> <p>When the function is enabled and you show two or more separations, these separations are not black-and-white but colored. When you switch to one separation, this separation then displays in black-and-white again. You must disable the function with a mouse click.</p>   |
|                | <p>Showing/hiding the trim box view.</p>  |
|                | <p>Setting for trim box color. This function is only available if you set that the trim box displays.</p>   |
|                | <p>Print the clipped area shown.</p>  |
|                | <p>Selection of pages to display: (from left to right)</p> <ul style="list-style-type: none"> <li>• Go to first page</li> <li>• Go to previous page</li> <li>• Display and input of a page number</li> <li>• Go to next page</li> <li>• Go to last page</li> </ul>  |



|                |  |
|----------------|--|
| <b>Refresh</b> | This lets you refresh the image preview shown.                         |
| <b>Close</b>   | Any notes are automatically saved on the Prinect Remote Access server. |

[section Pixel Proof Viewer: Tool > Pane for the Color Separations](#)

[section "Pixel Proof Viewer: Tool", page 61](#)

[section "Pixel Proof Viewer: Navigator", page 59](#)

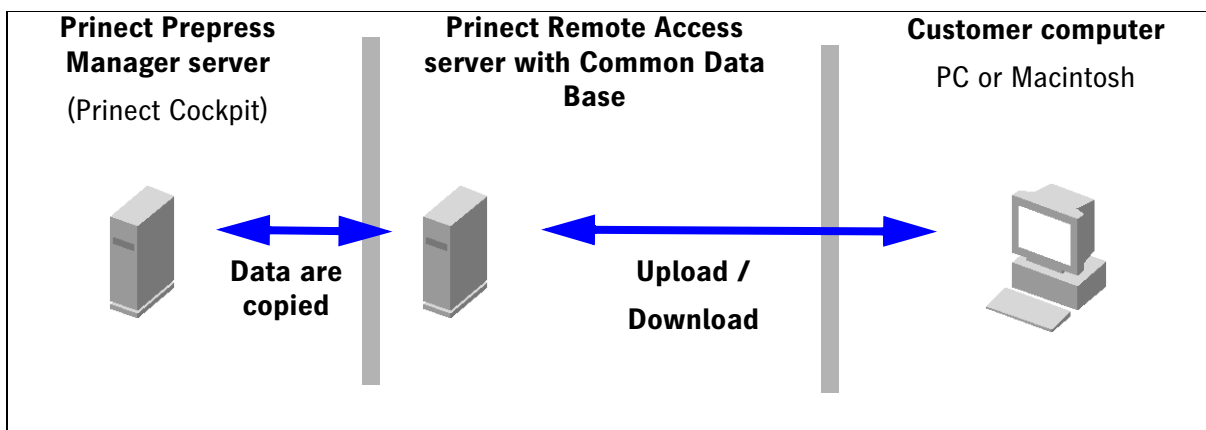


## Overview of the Data Exchange Areas

Prinect Remote Access provides you with different data exchange areas on the Prinect Remote Access server.

There are the following data exchange areas:

- System data exchange area for all customers
- Individual data exchange area for each customer
  - Job-independent
  - Job-specific



There is also a third server on which the Common Data Base is located if you work with the Prinect Content System and/or Prinect Archive System.

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# System data exchange area for all customers

There is a (job-independent) system data exchange area to which data can be copied for all customers. This means that data exchange goes in one direction in this area, from the production shop to you as the customer.

The production shop copies data for all its customers manually to this data exchange area.

On the Web User Interface, all customers can view this area or download the data to their computer, see ["Data Exchange > Download Files", page 25](#).

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# Job-independent: Individual data exchange area for each customer

There is a job-independent data exchange area for each customer; only you (production shop) and the customer in question can access this. This means, other customers cannot see this area.

This data exchange area is designed especially for connection to the Prinect Content System. This makes it necessary to upload and download data even before a job exists. This means that the focus is on communication between the Prinect Remote Access server and the Prinect Content System and not so much communication between the Prinect Remote Access server and the Prinect Prepress Manager server.

### **Job-independent: Upload data**

1. Click the "Data Exchange > Upload Files" menu item on the Web User Interface.
2. Click the "Job-independent" tab.
3. Click the "Upload files..." button. This starts the Upload dialog and you can upload data to the upload folder irrespective of the job.

### **Job-independent: Download data**

The data are loaded to the customer computer with the help of the Download Manager.

See ["Data Exchange > Download Files", page 25](#).

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## Job-specific: Individual data exchange area for each customer

There is a job-specific data exchange area for each customer; only you, the customer, and the production shop can access this.

### **Job-specific: Upload data**

1. Go to "Job > Job List".
2. Click the number or name of the job so that you can view the job details.
3. Go to the "Upload" tab in the job details.
4. Click "Upload files". The Upload dialog displays where you can upload the files related to the job.  
After the upload, you can see a folder with the upload ID in the "Upload" folder. This contains the uploaded file and its Preflight report.

On the Web User Interface you can view all the uploads in this folder as follows:

- Go to Job Details > "Upload" tab. You will see all the uploads of a job in this tab. (You can display the job details using "Job > Job list". Then click the number or name of the job).
- Click the "Upload" menu > "Job-specific" tab. You will see all the uploads of all jobs in this tab. In other words, the uploads of a specific job are included in this list.

### **Job-specific: Download data**

The data are loaded to the customer computer with the help of the Download Manager.

See ["Data Exchange > Download Files", page 25](#).

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## Downloading Macintosh Files

After a Macintosh file is uploaded from the customer's Macintosh computer to the Prinect Remote Access server (Windows), the data file and its hidden resources file are located there in the data exchange area.

When such Macintosh data are to be downloaded, the Download Manager automatically detects that these two files belong together. During the download, they are combined correctly to one Macintosh file again.

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