InSite Prepress Portal 9.0: Using the new and streamlined user interface (Customer)

In IPP 8 you did this in the Summary tab	In IPP 9 you do this in the Jobs area	
• In the **Jobs** view, you clicked the job name. • On the **Summary** tab, you found job information.	• In the **Jobs** area, select the job. • In the details panel on the right, find job information.	**View job information**
• In the **Jobs** view, you clicked the job name. • On the **Summary** tab, In the **Info Sheet** area, you clicked **Create** or **Edit**. • On the **Summary** tab, In the **Notes** area, you clicked **Add Note.**	In the **Jobs** area, right-click the job **OR** click the browse indicator (...) at the top-right corner of the details panel. In the details panel, select **Info Sheet** or **Notes**. **OR** In the **Jobs** area, select the job. In the details panel, select **Info Sheet** or **Notes**. Click Show Job Info Sheet Click the + icon next to Notes	**Create or edit Info Sheets** **Add notes**
• In the **Jobs** view, you clicked the job name. On the **Summary** tab, you clicked **Edit Properties** or **Manage Access**.	In the **Jobs** area, right-click the job **OR** click the browse indicator (**...**) at the top-right corner of the Details panel and select **Job Properties**.	**Edit job properties** **Manage user access to a job**

For detailed information, see https://workflowhelp.kodak.com/display/IPP90/InSite+Prepress+Portal

In IPP 8 you did this in the Pages tab		In IPP 9 you do this in the Jobs area		
In the **Jobs** view, you clicked the job name and then the pages link beside the job name.		In the **Jobs** area, click the job name to display the list of pages (**Pages** view).		
On the **Pages** tab, in the **Options** area, you chose display options.	View: :: := Thumbnail:	In the lower-right corner of the window, select the display options.		**Set page display options**
On the **Pages** tab, you clicked the information icon next to the page thumbnail.	NatureBook.p1.pdf Preflig Last M File Si Color T Path:\\T	In the **Pages** view, right-click the page *OR* click the browse indicator (...) at the top-right corner and select **Page Information**.	NatureBook.p1.pdf Page Information... Set Color Target...	**View page information**
On the **Pages** tab, you selected pages and clicked **Request Approval**, **Approve**, or **Reject**.	?✓ Request Approval Approve Reject	In the **Pages** view, select the pages and click one of the icons. ✓ Request Approval ✗		**Review, approve, or reject pages**
On the **Pages** tab, you selected pages and chose the actions you wanted to perform on them.	Set Color Target Add To Group Remove From Group Download Proof Download HiRes Download JPEG Report Remove Pages	In the **Pages** view, select pages. Right-click the selected pages *OR* click the browse indicator (...) at the top-right corner and select the action you want to perform on the pages.	Page Information... Set Color Target... Download Proof Download Hi Res Download JPEG Report... Add to Group Remove from Group Manage Groups... Remove Page	**Work with pages**
On the **Pages** tab, in the **Page Groups** area, you chose **New**, **Edit**, or **Delete**.	Page Groups New Edit Delete All Unfiled ☑ Show pages in sub-groups	In the **Pages** view, right-click the page *OR* click the browse indicator (...) at the top-right corner and select **Manage Groups**. MANAGE GROUPS ✕ New Group All Unfiled Group 1 SubGroup Untitled Group 1		**Organize pages into page groups**

In IPP 8 you did this in the Download tab	In IPP 9 you do this in the Jobs area	
In the **Jobs** view, you clicked the job name.	In the **Jobs** area, click the job name to display the list of pages (**Pages** view).	
You selected the **Download** tab.	At the top-right corner of the opened job, click the downloads icon:	**Download files and pages**
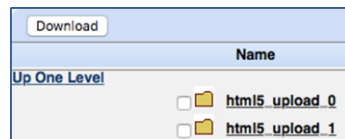
In IPP 8 you did this in the History tab	In IPP 9 you do this in the Jobs area	
In the **Jobs** view, you clicked the job name.	In the **Jobs** area, click the job name to display the list of pages (**Pages** view).	
You selected the **History** tab.	At the top-right corner of the opened job, click the history icon:	**View job history**
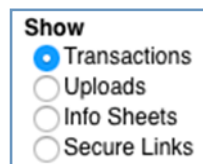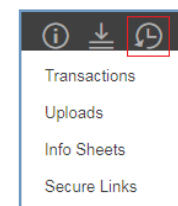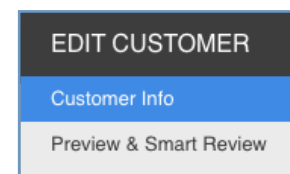
In IPP 8 you did this via the toolbar	In IPP 9 you do this in the Administration area	
On the toolbar, you selected a tool.	You select the **Administration** view and then select a tab.	
In the **Administration** tool you edited customer information.	Select the **Customers** tab and right-click the customer or click the browse indicator (**…**) at the top-right corner. Select **Edit Customer**.	**Create and edit customers**
In the **Administration** tool's Customer view, you selected **Users and Groups**.	Select the **Users** tab.	