

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

In IPP 8 you did this in the Summary tab

- In the **Jobs** view, you clicked the job name.
- On the **Summary** tab, you found job information.

Approval Summary

Total: 72
 Requiring Approval: 69
 Rejected: 1
 Awaiting Correction: 2

Signatures

Signature	12	13	14	15	16	17	18
Nature_book_Press_PK 1.1							
Nature_book_Press_PK 2.1							
Nature_book_Press_PK 3.1							
Nature_book_Press_PK 4.1							
Nature_book_Press_PK 5.1							
Nature_book_Press_PK 6.1							
Nature_book_Press_PK 7.1							
Nature_book_Press_PK 8.1							
Nature_book_Press_PK 9.1							
Nature_book_Press_PK 10.1							

Reviewers

Brenda CustUser: 72
 Brian Weib: 2
 ME Admin: 72

File Transfer

Uploads
 hmlis_upload_0 1 file, 152MB, Done
 Completed Uploads (1)

In IPP 9 you do this in the Jobs area

- In the **Jobs** area, select the job.
- In the details panel on the right, find job information.

Approval Summary (172)

13% Approved
 100% Rejected
 100% Correction Requested
 100% Work in Progress

Signatures (11)

Signature	12	13	14	15	16	17	18
Unassigned	0	0	0	0	0	0	0
Nature_photography/Gen...	12	0	0	0	0	0	0
Nature_photography/Test.2	15	0	0	0	0	0	0
Nature_photography/Test.3	15	0	0	0	0	0	0
Nature_photography/Test.4	15	0	0	0	0	0	0
Nature_photography/Test.5	15	0	0	0	0	0	0
Nature_photography/Test.6	15	0	0	0	0	0	0
Nature_photography/Test.7	15	0	0	0	0	0	0
Nature_photography/Test.8	15	0	0	0	0	0	0
Nature_photography/Test.9	15	0	0	0	0	0	0
Nature_photography/Test...	15	0	0	0	0	0	0

Reviewers

Reviewers	Pages
SE CustUser	72

Info Sheet

Notes

File Uploads (1)

Name	Files	Size
hmlis_upload_0	100%	1 100 MB

[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**.

Info Sheet | Create

There is no Info Sheet for this job.

Notes | Add Note

Show
 All Notes
 No notes have been added for this job.

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**.

Click **Show Job Info Sheet**

Info Sheet

[Show Job Info Sheet](#)

OR

In the **Jobs** area, select the job. In the details panel, select **Info Sheet** or **Notes**.

Click the + icon next to **Notes**

Notes

All Notes
 No notes have been added for this job.

[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**.

[Edit Properties](#)
[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**.

[Job Properties...](#)
[Info Sheet...](#)
[Add Note...](#)

[Edit job properties](#)

[Manage user access to a job](#)



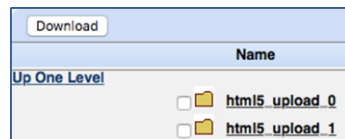
In IPP 8 you did this in the Pages tab	In IPP 9 you do this in the Jobs area	
<p>In the Jobs view, you clicked the job name and then the pages link beside the job name.</p> <p>On the Pages tab, in the Options area, you chose display options.</p>	<p>In the Jobs area, click the job name to display the list of pages (Pages view).</p> <p>In the lower-right corner of the window, select the display options.</p>	<p>Set page display options</p>
<p>On the Pages tab, you clicked the information icon next to the page thumbnail.</p>	<p>In the Pages view, right-click the page OR click the browse indicator (...) at the top-right corner and select Page Information.</p>	<p>View page information</p>
<p>On the Pages tab, you selected pages and clicked Request Approval, Approve, or Reject.</p>	<p>In the Pages view, select the pages and click one of the icons.</p>	<p>Review, approve, or reject pages</p>
<p>On the Pages tab, you selected pages and chose the actions you wanted to perform on them.</p>	<p>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.</p>	<p>Work with pages</p>
<p>On the Pages tab, in the Page Groups area, you chose New, Edit, or Delete.</p>	<p>In the Pages view, right-click the page OR click the browse indicator (...) at the top-right corner and select Manage Groups.</p>	<p>Organize pages into page groups</p>



In IPP 8 you did this in the Download tab

In the **Jobs** view, you clicked the job name.

You selected the **Download** tab.



In IPP 9 you do this in the Jobs area

In the **Jobs** area, click the job name to display the list of pages (**Pages** view).

At the top-right corner of the opened job, click the downloads icon:

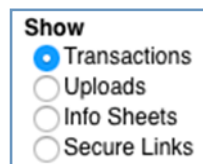


[Download files and pages](#)

In IPP 8 you did this in the History tab

In the **Jobs** view, you clicked the job name.

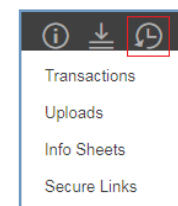
You selected the **History** tab.



In IPP 9 you do this in the Jobs area

In the **Jobs** area, click the job name to display the list of pages (**Pages** view).

At the top-right corner of the opened job, click the history icon:

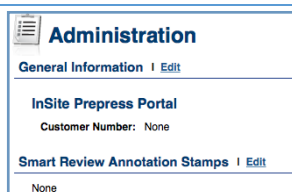


[View job history](#)

In IPP 8 you did this via the toolbar

On the toolbar, you selected a tool.

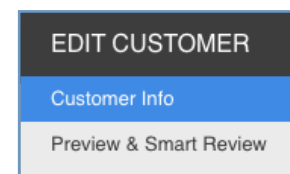
In the **Administration** tool you edited customer information.



In IPP 9 you do this in the Administration area

You select the **Administration** view and then select a tab.

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**.

Users And Groups Create User Group Create User Manage Access Import Users Manage Project & Library Access			
User/Group Name	Admin Role	Default Job Role	Access To Jobs
BP.Group (group)	Customer Administrator	Administrator	All

Select the **Users** tab.

