

User Guides – Upload Only Workflow

This user guide walks the Customer through the Upload Only workflow via Insite.

1 Insert the URL: <https://productionportal.cadmus.com>

2 Insert your Username in the Username field.

3 Insert your Password in the Password field.

4 Click the Login button.

The screenshot shows a web browser window with the URL <https://productionportal.cadmus.com>. The page title is "Cenveo InSite Prepress Portal". The login form includes fields for "Username:", "Password:", and a "Language:" dropdown menu set to "English". There is a checkbox for "Remember me on this computer." and a "Login" button. Below the login fields are links for "System Diagnostics", "Forgot Your Password?", and "Email Insite Support". To the right of the login form, there is a message: "Dear Valued Customer, Welcome to Cenveo InSite Prepress Portal." followed by the "Cenveo InSite Prepress Portal" logo. Numbered arrows point from the instructions on the left to the corresponding elements on the page: arrow 1 points to the browser's address bar, arrow 2 points to the Username field, arrow 3 points to the Password field, and arrow 4 points to the Login button.

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This page shows your active jobs that you can upload files to.

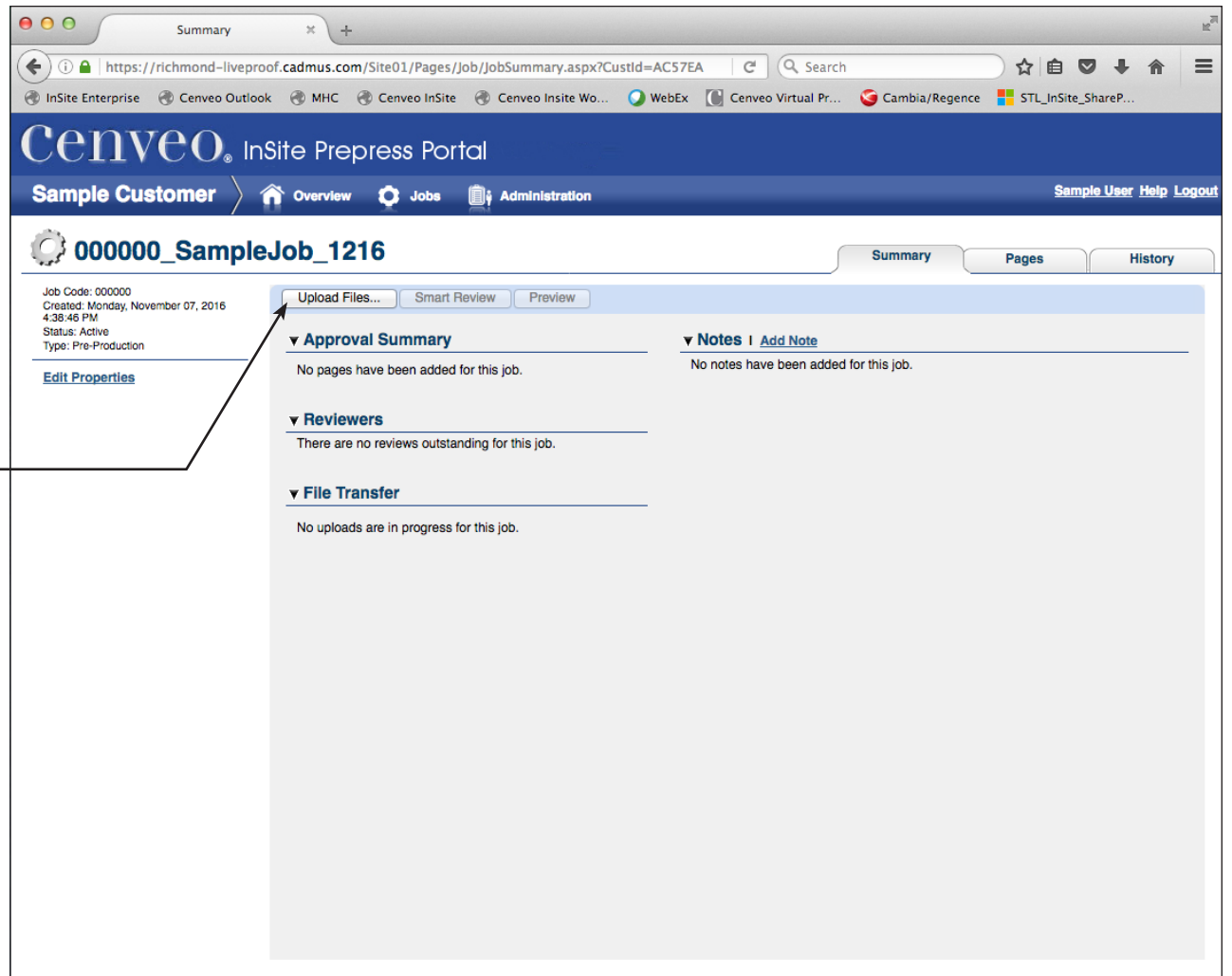
5 Click on the Job Name.

The screenshot shows the 'Cenveo InSite Prepress Portal' for a 'Sample Customer'. The 'Jobs' section is active, displaying a table of jobs. The table has four columns: 'Name', 'Creation Date', 'Pages Requiring Approval', and 'Pages Awaiting Correction'. There is one job listed: '000000_SampleJob_1216' with a creation date of 'Monday, November 07, 2016 4:38:46 PM' and 0 pages requiring approval or awaiting correction. An arrow points to the job name in the table.

Name	Creation Date	Pages Requiring Approval	Pages Awaiting Correction
000000_SampleJob_1216 Job Code: 000000 Location: Richmond-VA	Monday, November 07, 2016 4:38:46 PM	0	0

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6 Click the Upload Files button.



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- 7 Keep it simple: Leave the Upload Name as: Untitled.
- 8 The Notes field allows you to type in info about the files contained in this upload that you'd like to communicate with the account manager.
- 9 Drag-and-drop of files into this area is not supported by all browser versions. You can click on the Add Files button to open a navigational window that will allow you to browse to, select, and "Choose" files to populate the field.
- 10 To remove any file(s) from the list, select the unwanted file(s) and click on the X button.
- 11 Once the files to be uploaded are ready and showing in this field, click Upload.

The screenshot shows a web browser window titled "Upload Files" with the URL <https://richmond-liveproof.cadmus.com/Site01/Pages/Applet/UploadJob.aspx?CustId=AC57EA2>. The interface includes a yellow warning banner stating "Uploading folders is not supported with HTML5." Below this is an "Upload Name:" field containing "Untitled" (pointed to by callout 7). A "Notes" text area is below the name field (pointed to by callout 8). A large area with a blue and white striped background and a "Drag Your Files Here" message is in the center (pointed to by callout 9). At the bottom left of this area are a green plus icon and a red X icon (pointed to by callout 10). A modal window is open on the right, displaying a table of files (pointed to by callout 11).

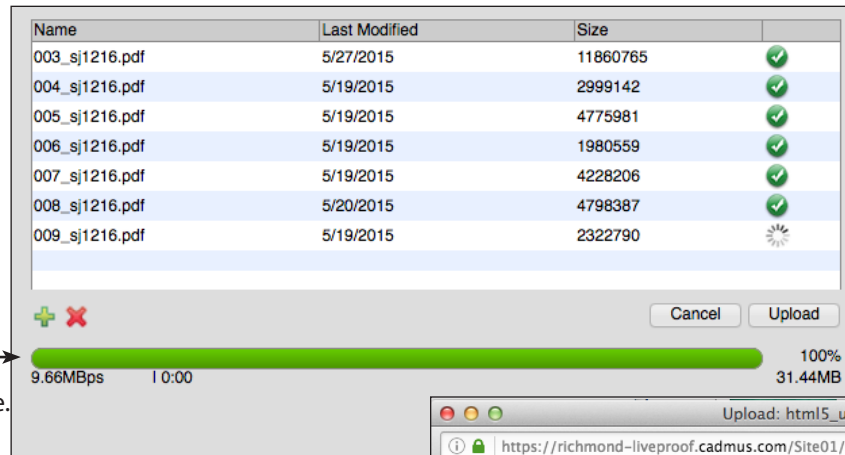
Name	Last Modified	Size
003_sj1216.pdf	5/27/2015	11860765
004_sj1216.pdf	5/19/2015	2999142
005_sj1216.pdf	5/19/2015	4775981
006_sj1216.pdf	5/19/2015	1980559
007_sj1216.pdf	5/19/2015	4228206
008_sj1216.pdf	5/20/2015	4798387
009_sj1216.pdf	5/19/2015	2322790

At the bottom of the modal window are a green plus icon, a red X icon, and "Cancel" and "Upload" buttons.

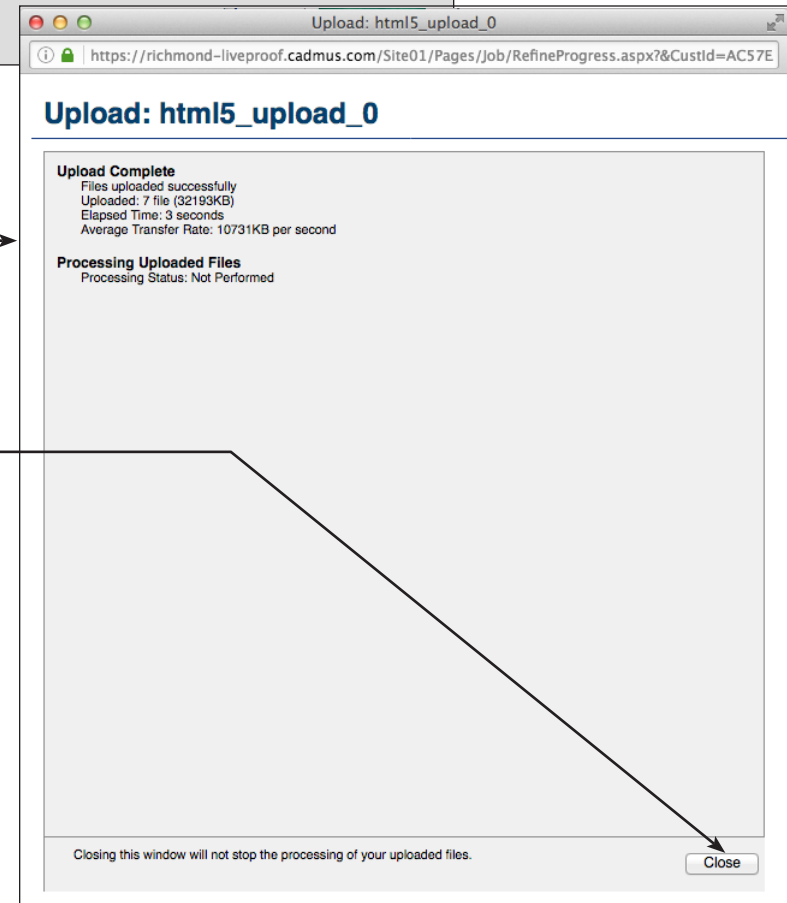
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- 12 The Upload window will appear and show the progress of the file transfer.

*Please do not close window until the upload is complete.



- 13 When the progress bar reaches 100%, this window displays.



- 14 Click the Close button.

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- 15 Click the History tab and then click the Uploads radio button to see past Uploads.

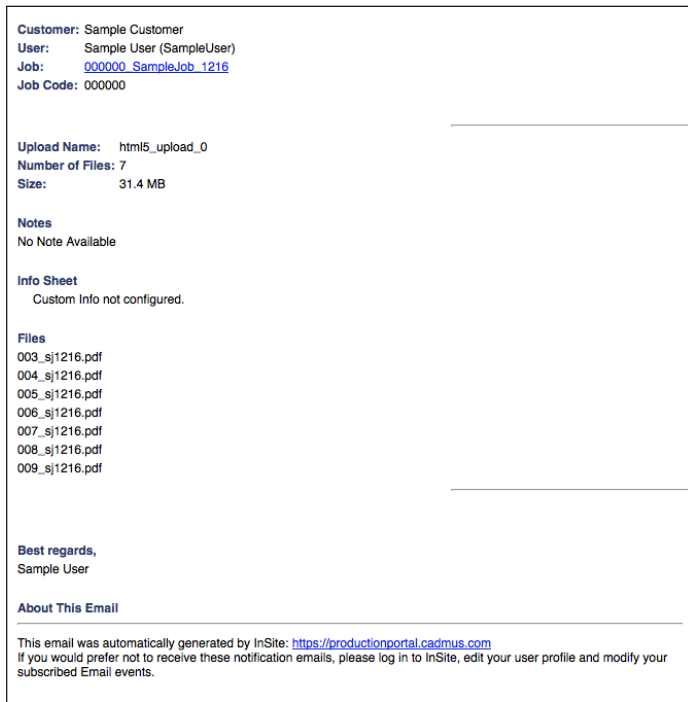
- 16 Click on the Upload Name to display details about the Upload and a list of all the files contained in the Upload.

The screenshot shows the Cenveo InSite Prepress Portal interface. The top navigation bar includes links for InSite Enterprise, Cenveo Outlook, MHC, Cenveo InSite, Cenveo Insite Wo..., WebEx, Cenveo Virtual Pr..., Cambia/Regence, and STL_InSite_ShareP... The main header displays the Cenveo logo and 'InSite Prepress Portal'. Below this, a breadcrumb trail shows 'Sample Customer' followed by 'Overview', 'Jobs', and 'Administration'. The 'History' tab is selected, showing a list of uploads for job 000000_SampleJob_1216. The 'Uploads' radio button is selected. The table lists one upload: 'html5_upload_0' with a date of 11/11/2016, username 'Sample User (SampleUser)', size of 32193 KB, and 7 files. The 'Upload Name' is highlighted, and an arrow points to the detailed view below. The detailed view shows 'Upload Details: html5_upload_0' with information such as Date (11/11/2016), Uploaded By (Sample User (SampleUser)), Uploaded Files (7), Size (32193KB), Elapsed Time (3 secs), Average Transfer Rate (10731 KB/sec), and Notes (No Note Available). Below this is an 'Info Sheet' section with an 'Uploaded Files' table listing 9 files with their respective dates, sizes, and paths.

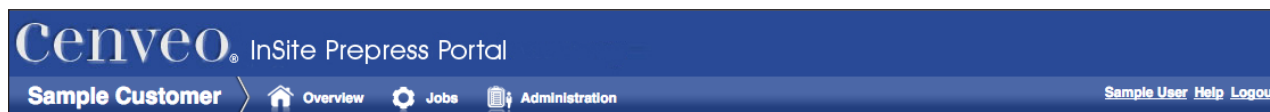
File	Date	Size	Path
003_sj1216.pdf	11/11/2016 2:15:17 PM	11582.7783203125 KB	html5_upload_0\003_sj1216.pdf
004_sj1216.pdf	11/11/2016 2:15:19 PM	2928.849609375 KB	html5_upload_0\004_sj1216.pdf
005_sj1216.pdf	11/11/2016 2:15:19 PM	4664.0439453125 KB	html5_upload_0\005_sj1216.pdf
006_sj1216.pdf	11/11/2016 2:15:19 PM	1934.1396484375 KB	html5_upload_0\006_sj1216.pdf
007_sj1216.pdf	11/11/2016 2:15:20 PM	4129.107421875 KB	html5_upload_0\007_sj1216.pdf
008_sj1216.pdf	11/11/2016 2:15:20 PM	4685.9248046875 KB	html5_upload_0\008_sj1216.pdf
009_sj1216.pdf	11/11/2016 2:15:20 PM	2268.349609375 KB	html5_upload_0\009_sj1216.pdf

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- 17 Upon logout, an email notification is sent to your Cenveo account manager. Included in that email message is Customer Name, User Name, Job Name, number of files uploaded, combined size of the files in the upload, any notes that were input by the user in the Upload window, and the name of each file in the upload.



- 18 To log out of InSite Prepress Portal, click the Logout link.



Please contact your Cenveo account manager if you have further questions or need assistance.