

# Apogee WebApproval 9.1

## User's Guide

# 2

## Uploading Files and Placing Pages

**NOTE:** Only for users with the *Uploader* role for the job.

Jobs appear in the Jobs window once they have been prepared by the Printer Company. If you have been assigned the Uploader role, you can upload PDF files and place the pages in the job. Files are uploaded for a particular job so you cannot use a file you uploaded for one job in a different job.

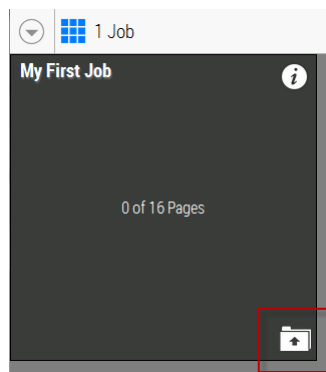
### ▷ Upload files

- 1 Go to the Jobs window and click the Upload icon in the bottom right corner of the job tile.

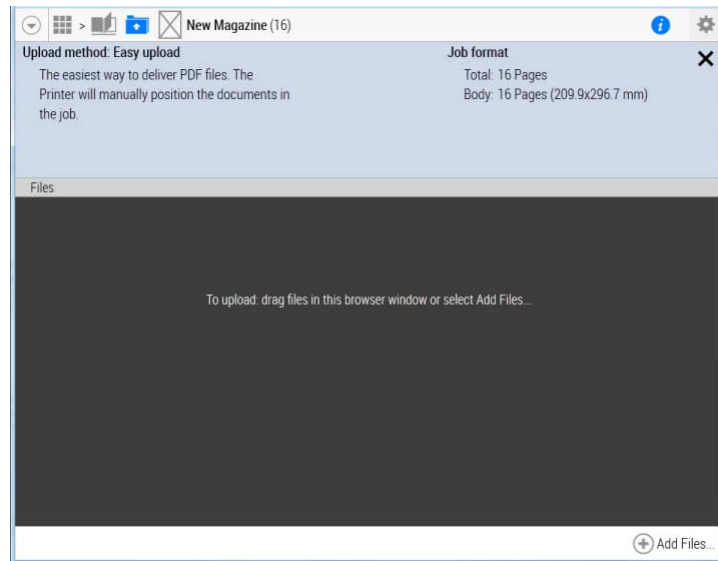
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**NOTE:** If you don't see an Upload icon, you are not authorised to upload files for the job.

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The Upload Files window is displayed which consists of an information panel that can be opened and closed, and the upload panel.



- 2 You have two options to upload files for the job:  
Click Add Files to browse to the PDF files you want to upload.  
OR  
Drag the PDF files from your file browser onto the dark upload panel.  
The files are added to the Upload Files window.
- 3 Upload more files if necessary.
- 4 Click the Flipbook icon in the top navigation bar to start placing the pages.



### ▶ Place pages

- 1 If you just finished uploading files for the job, click the Flipbook icon in the top navigation bar.

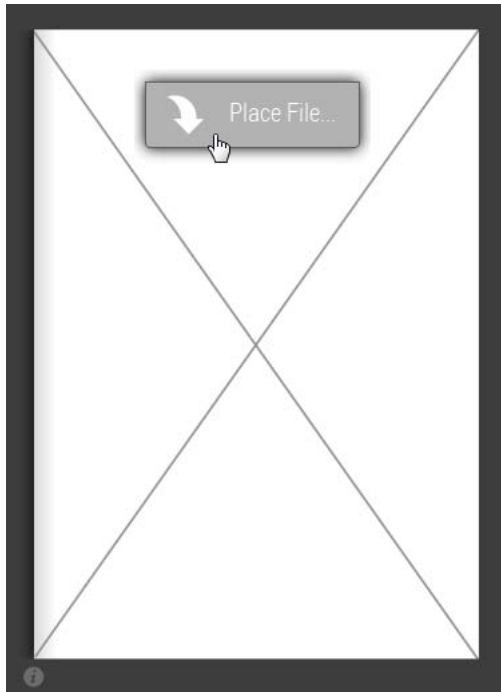


OR

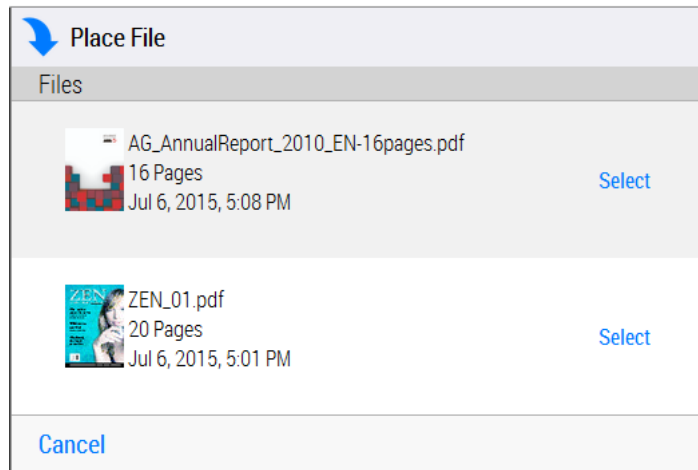
If you are in the Jobs window, click the job tile to open the Flipbook.

The flipbook opens on page 1. If you want to start placing pages on a different page, go to the page by clicking the thumbnail in the navigation panel on the left.

- 2 Right-click the Flipbook page where you want to place a page or pages from your uploaded files, and click Place Files in the action menu.



The Place File window appears with a list of uploaded files.



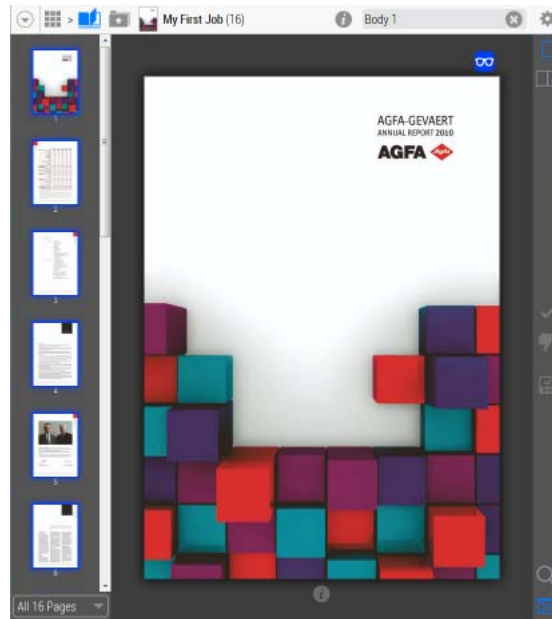
- 3 Click Select next to the file that you want to place.

The pages are placed, starting from the current page in the job. If the file contains more pages than the remaining pages in the job, the last pages are not placed. It is not possible to place a specific page from a file on a specific

page of the job. In this case, you need to upload a file that only contains the page in question.

**4** Click Place to confirm.

As the pages are processed, the thumbnails in the left navigation panel and the Flipbook pages are filled.



A blue icon in the top corner of the pages indicates that a page is ready to be inspected.



At this stage it is still possible to:

- upload more files for placement: click the Upload icon in the top navigation bar to go to the Upload window.



- place a different file on pages that already have pages placed on them: right-click the page and choose Place File.

Users with the Approver role receive an e-mail notification to inform them that the pages are ready for inspection.

## ▷ Replace pages

- 1 If you want to replace the placed pages of a job, follow the steps to place pages.
- 2 In the Place File window, select a file that is not in use (i.e. which has not been placed for this job). A file which has already been placed is indicated as *in use*.

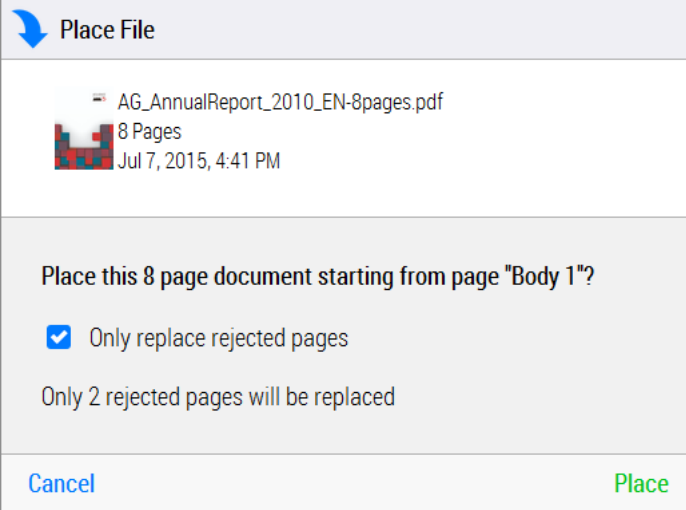
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**NOTE:** It is not possible to replace pages using the same placed file.

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- 3 Click Select next to the file that you want to place.

The system checks the status of the pages in the job and informs you if pages have been approved or rejected.



**Place File**

AG\_AnnualReport\_2010\_EN-8pages.pdf  
8 Pages  
Jul 7, 2015, 4:41 PM

Place this 8 page document starting from page "Body 1"?

Only replace rejected pages

Only 2 rejected pages will be replaced

Cancel Place

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**NOTE:** Approved pages cannot be replaced.

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- 4 If you only want to replace rejected pages, select the **Only replace rejected pages** box.

The corresponding pages in the new file will replace only the rejected pages.

OR

If you want all the pages of the new file to be used, make sure **Only replace rejected pages** box is cleared.

- 5 Click Place.

The pages are replaced as requested and reprocessed.



# 3

# Approving and Rejecting Pages

**NOTE:** Only for users with the *Approver* role for the job.

Pages can be inspected and approved or rejected by users with the Approver role. The pages of a job can be inspected in the Flipbook once they have the Ready to Inspect status which is indicated with a blue icon.

## ▷ Open and inspect a job

- ◆ To open a job for inspection, do one of the following:

Click the link in the e-mail that you received notifying you that a job is ready to inspect. The WebApproval application opens in your browser and displays the job to be inspected.

OR

In the Jobs window, you can see if a job has pages to inspect by opening the information panel of a job. Click the job tile to open it.





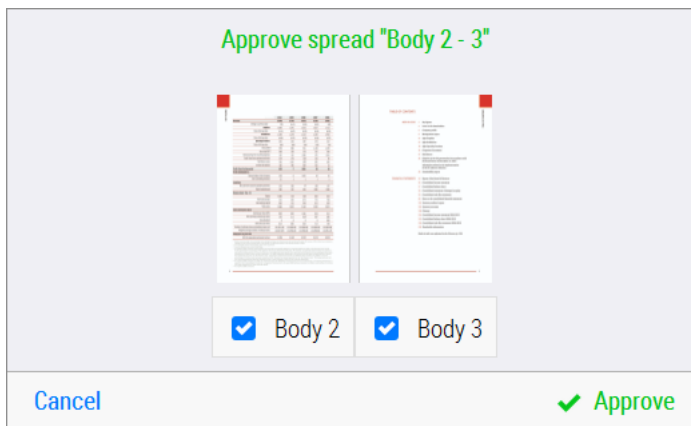
The Actions panel on the right is active and the Approve/Reject commands are displayed in the Actions menu.

### ▷ Approve or reject pages (Actions panel buttons)

- 1 Go to the page or spread that you want to approve.
- 2 Click the Approve button.



- 3 If you are in spread mode, select or clear the boxes for the right and the left page as required.



- 4 Click Approve to submit the page or spread.

The green Approve icon is displayed in the top corner of the page and the page thumbnail has a green border.

### ▷ Approve or reject pages (Actions menu)

This is an alternative procedure for approving or rejecting pages.

- 1 Open the job and right-click a page to open the Actions menu.



- 2 Choose one of the options in the list to approve or reject the right or left page (depending on the current page) or the spread.

▷ **Approve all pages**

- ◆ On any page in the document, open the cogwheel menu and choose **Approve all remaining pages**.

All pages with the Ready to Inspect status are approved.

▷ **Reject a page and create a remark**


- 1 Go to the page or spread that you want to reject and click the Reject button.



- 2 If you are in spread mode, select or clear the boxes for the right and the left page as required.


You must enter a reason for rejecting the page or spread.

Reject spread "Body 12 - 13"



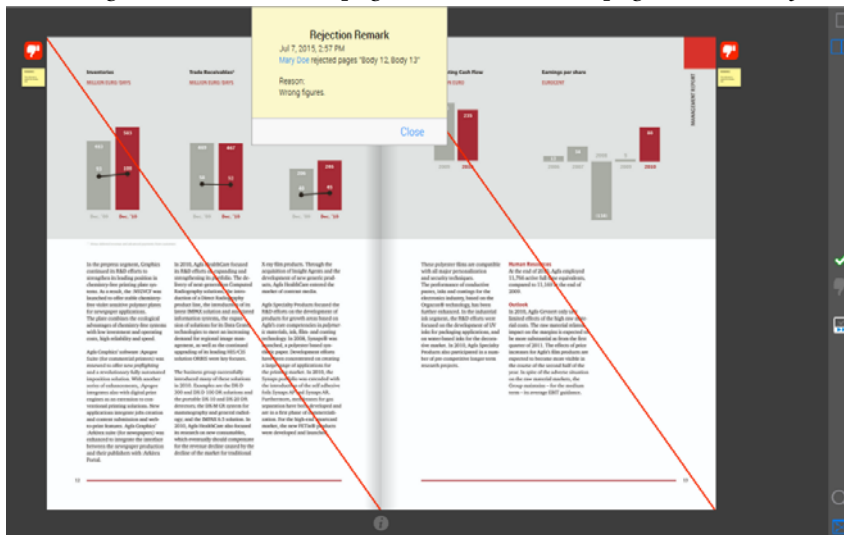
Body 12    Body 13

Reason:  
Wrong figures.

[Cancel](#)  [Reject](#)

- 3 Click Reject to submit the rejection and the reason.

A red diagonal line across the page indicates that the page has been rejected.



A red Reject page status icon is displayed in the top corner of the page, together with a Remark icon, and the page thumbnail has a red border.

Other WebApproval users can open and read the remark by clicking the icon. The remark is also sent to the printer.

▶ Approve a rejected page

- 1 Go to the rejected page or spread that you want to approve and click the Approve button.

You must enter a reason for approving the rejected page or spread.



## ▷ Overview of Action buttons

- ◆ Open the job and use the icons in the Actions panel on the right to approve or reject a page.



### Quick Approve

Approves the current, single page or spread without displaying a confirmation window, and takes you to the next page in the document that is awaiting approval.



### Approve

Displays a confirmation window where you can confirm or cancel the approval of the left or right page or the spread.



### Reject

Displays a confirmation window where you can confirm or cancel the rejection of the current page or spread. You must add a reason in the comment field when rejecting.



### Go to Next to Approve

If the current page has been approved or rejected, takes you to the next page in the document that is awaiting approval.



### Approve all remaining pages

Choose **Approve all remaining pages** in the cogwheel menu and all pages awaiting approval are approved in a single action; the status of rejected pages remains unchanged.

You must provide a reason for rejecting a page and this reason is visible in a page remark. The yellow remark icon opens the remark box. You must also provide a reason when approving a page that was rejected earlier.



# Previewing Jobs (Flipbook)

Clicking a tile in the Jobs window opens the job and displays the document as a a flipbook that you can browse for reviewing and approving.

Figure 1.5: An open job



You can browse through the document by clicking anywhere on the page: click the left page of a spread to move back, or click the right page to move forward in a publication. You can also use the left and right arrow keys to move back and forward. Tablet users can tap/swipe forwards and backwards.

Use the buttons in the *actions panel* on the right to approve/reject a page, zoom into the document and set the page display options.

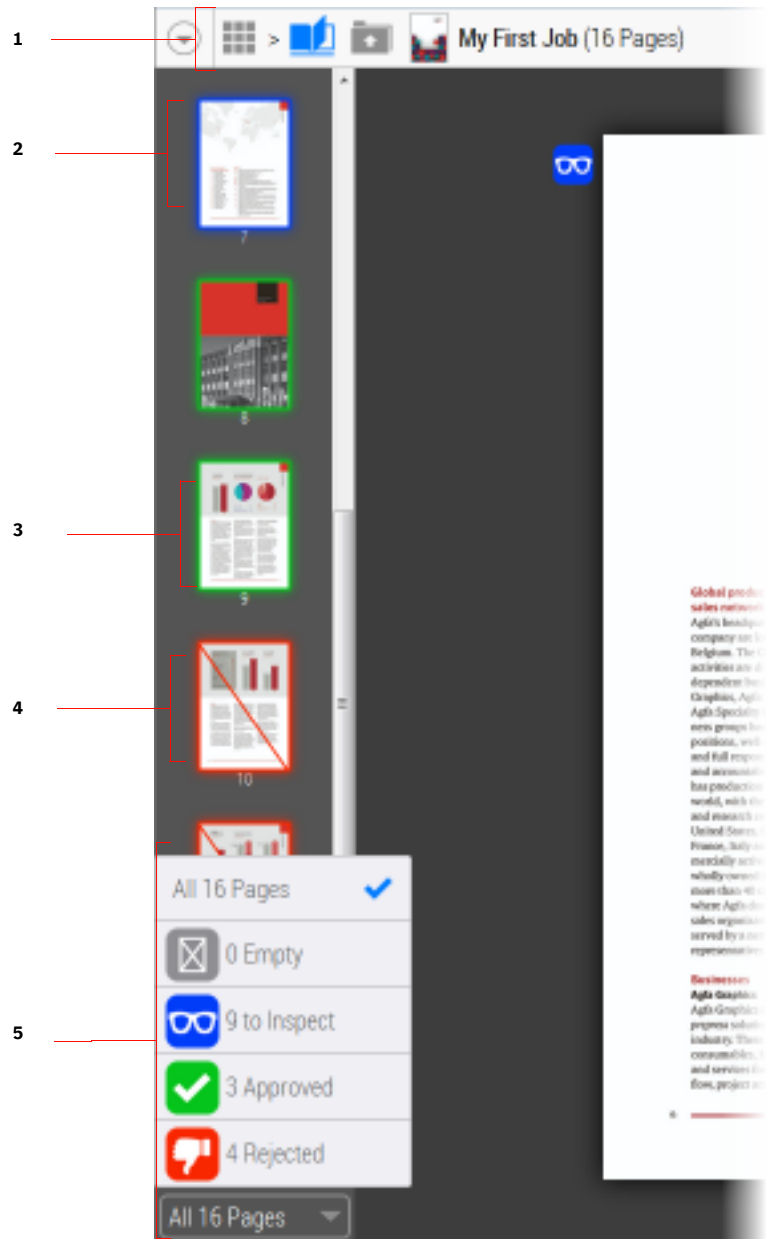
Use the thumbnails in the *navigation panel* on the left to go directly to a page. You can filter the displayed pages by opening the filter menu at the bottom of the panel.

Figure 1.6: Actions panel



- 1 Page search
- 2 Cogwheel menu
- 3 Page display options: Single page and Spread
- 4 Approve/Reject buttons
- 5 Page zoom: Fit in window (default) and Zoom to actual size

Figure 1.7: Navigation panel with page filter



- 1 Top navigation panel
- 2 Ready to Inspect page (blue border)
- 3 Approved page (green border)
- 4 Rejected page (red border)
- 5 Page filter



## Page status Icons



Empty page



Ready to Inspect.



Approved page



Rejected page

## Page thumbnail status



Empty page



Page is being processed



Ready to Inspect. (blue border)



Approved page (green border)



Rejected page (red border)

### ▷ Filter pages

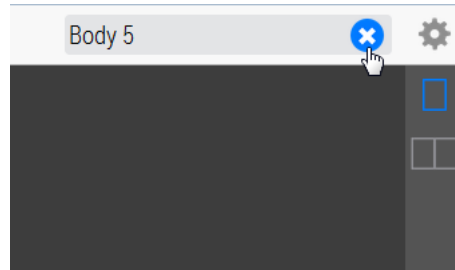
- 1 Click the page filter button at the bottom of the left navigation panel to open the filter.
- 2 Choose one of the page statuses to filter the page thumbnails shown in the navigation panel.

Only the pages with the selected page status are now displayed in the navigation panel.

- 3 Click the page thumbnail to view the appropriate page.

### ▷ Jump to a specific page

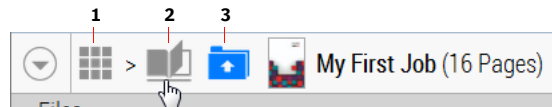
- 1 In the Search box in the top right corner, clear the box with the cross icon.



2 Enter the page number you want to jump to and press Enter.

### ▷ Go forward and backtrack

◆ In the Job window you can click the icons in the top navigation bar to backtrack and go forward.



- 1 Grid button to return to the Jobs window
- 2 View a job in the Flipbook
- 3 Go to the Upload Files window

### ▷ Print a soft proof

◆ On any page in the document, open the cogwheel menu and choose **Download Softproof PDF** to download the entire document.

You can save the PDF to a location of your choice.