

# Welcome to InSite

Webster Printing & Packaging has put together this quick and informative guide to help you navigate our new proofing portal!

[Log In](#)

Keeping our customers satisfied means producing accurate, high-quality work in an error-free, timely process.

INSITE Prepress Portal streamlines the collaboration, and management for both Webster and our customers, enabling a highly efficient prepress process. With round-the-clock access and full integration with PRINERGY Workflow, INSITE Prepress Portal provides powerful tools for minimizing errors, unexpected costs, and delays, while strengthening our customer relationships.



### **Deliver the best-in-class customer experience**

With individual user functionality and productivity, collaboration has never been easier.



### **Improve efficiency by streamlining file submissions and approvals**

Reduce cycle time with real-time collaboration, and online approval. Give prepress operators, customer service representatives, and customers full job visibility 24x7x365, helping boost overall productivity.



### **Catch problems early**

Automatically identify errors at job submission with integrated Prinergy Preflight, so problems can be corrected before they become a costly rework.

## Step 1: Login screen

Launch any web browser and go to: [Insite.websterprinting.com](https://insite.websterprinting.com)

Google Chrome is the preferred browser

This is the Webster's home page



## Step 2: User Name and Password

The username is always the person's first and last name with no spaces. This is **not** case-sensitive.

The password will be **Webster1User**

Once you log in, InSite will require a new password.

The password must be at least **12 characters using letters, numbers, and symbols** or it will not accept it.

Please save your password for future orders. (If you lose your password, please contact Webster at 781-447-5484 ext. 230)

### *Please note:*

*In some cases, emails sent from Insite may show up in your spam or junk folder so please check those folders.*





## Step 2: User Name and Password

Select your job, there may be more than one job in the list.



WEBSTER INSITE PREPRESS PORTAL							
JOBS ADMINISTRATION ▾							
Customer: All Customers ▾							
Create Job...				Q		Status: All Active ▾	
Job Name	Pages	Customer	Created	Due Date	Requiring Approval	Awaiting Correction	Type
<a href="#">Generic File Transfer</a>	0	Webster Internal	05/31/2022 9:37		0	0	Pre-Production
<a href="#">999999_samplepage</a>	1	Webster Internal	12/12/2022 1:21		0	0	Production

← Click on job



## Step 2: User Name and Password


Click on the **"Smart Review"** tab.




**WEBSTER INSITE PREPRESS PORTAL**

**JOBS ADMINISTRATION**

< Webster Internal / 999999\_samplepage

Upload Files... **Smart Review...**  **Click on Smart Review**

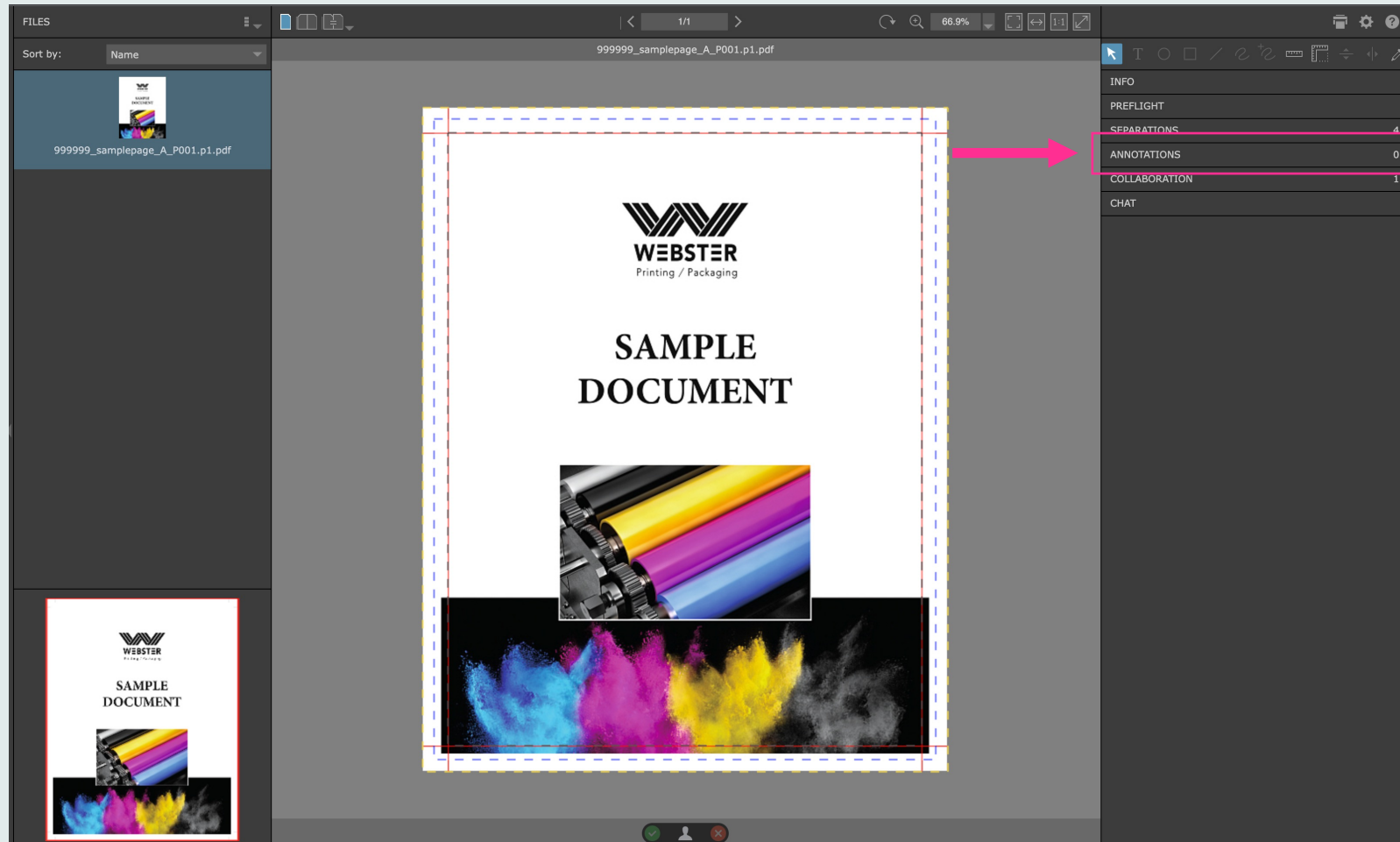
Status: All Pages ▾ Reviewer: All ▾ Signature: All ▾ Group: All ▾

	Name	Approval	Review	Color Review
	999999_samplepage_A_P001.p...			

## Step 3: Smart Review

This is where you can see color separations, cut lines, die lines, trim marks, bleeds etc.

The “Annotations” section is where comments will be made for any corrections. This page is where you will approve or reject your pages. (every page needs to be approved before the job can be printed)

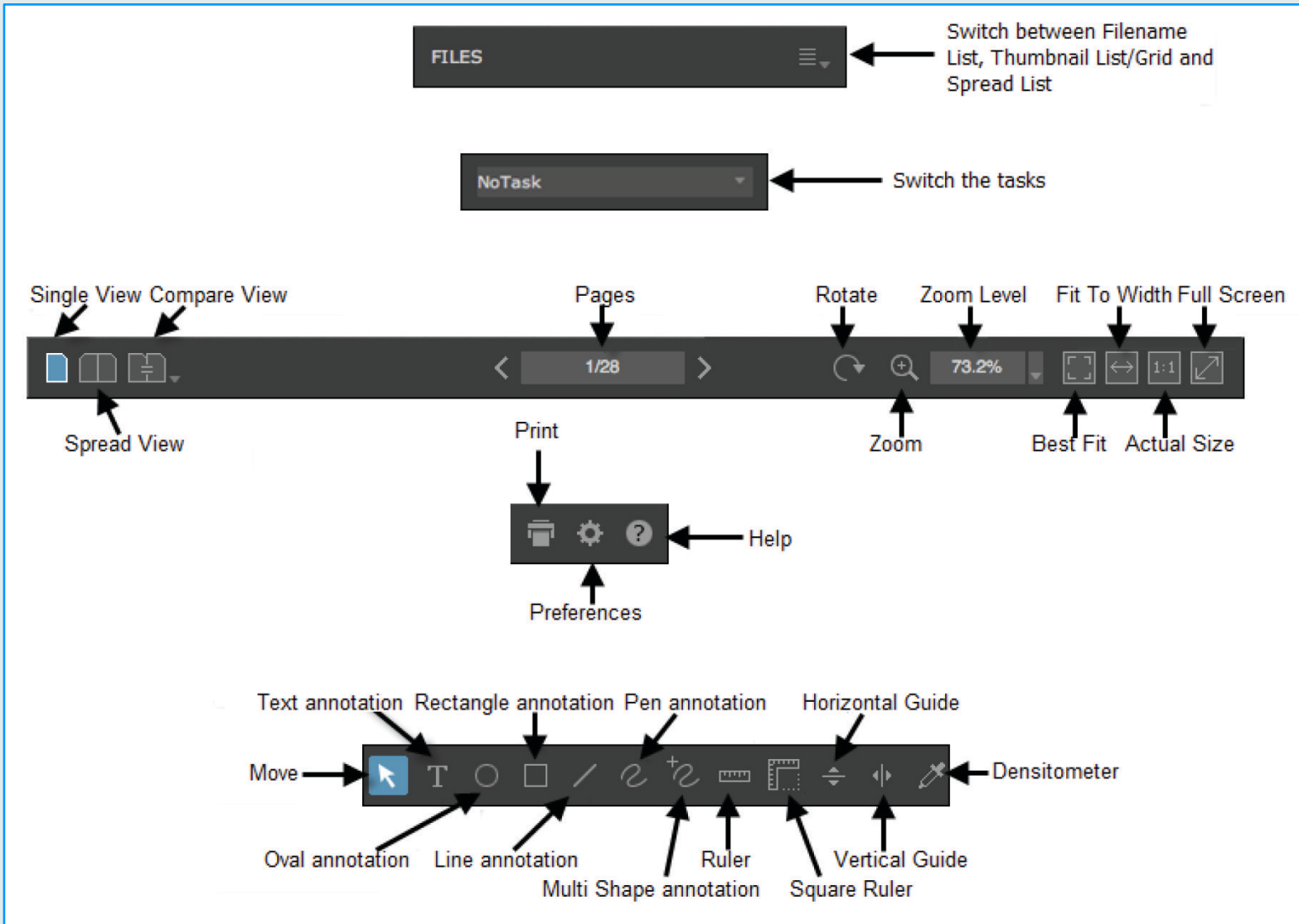


The screenshot displays a PDF review application interface. The main window shows a document titled "999999\_samplepage\_A\_P001.p1.pdf" with a zoom level of 66.9%. The document content includes the Webster logo, the text "SAMPLE DOCUMENT", and a graphic of a printing press with colorful rollers. A pink arrow points from the document to the sidebar. The sidebar on the right contains a table of document statistics:

Section	Count
INFO	
PREFLIGHT	
SEPARATIONS	4
ANNOTATIONS	0
COLLABORATION	1
CHAT	

The "ANNOTATIONS" row is highlighted with a pink box, and a pink arrow points from the document to this row.

# Step 3: Smart Review Tools



The screenshot displays a software interface with several toolbars and annotations:

- FILES** toolbar: Includes a menu icon. An arrow points to it with the text: "Switch between Filename List, Thumbnail List/Grid and Spread List".
- NoTask** toolbar: Includes a dropdown arrow. An arrow points to it with the text: "Switch the tasks".
- Navigation and View** toolbar: Includes icons for "Single View", "Compare View", and "Spread View". It also shows "Pages" (1/28), "Rotate", "Zoom Level" (73.2%), "Fit To Width", and "Full Screen".
- Print and Settings** toolbar: Includes a "Print" icon, a gear icon for "Preferences", and a question mark icon for "Help".
- Annotation and Drawing** toolbar: Includes icons for "Move", "Text annotation", "Rectangle annotation", "Pen annotation", "Horizontal Guide", "Oval annotation", "Line annotation", "Multi Shape annotation", "Ruler", "Square Ruler", "Vertical Guide", and "Densitometer".





## Step 3: Smart Review Tools cont.



Click on any of these tabs to open

INFO	
PREFLIGHT	
SEPARATIONS	4
ANNOTATIONS	0
COLLABORATION	1
CHAT	

Sizes, bleeds, crops, etc.

Preflight info

Color separations

This is where you will make any notes or corrections for Webster to do

The collaboration and chat tabs will not be used

## Step 4: Approve or Reject (found at the bottom of the page)

### Review - OK

a. Click **Review - OK**.



b. (Optional) Type a comment in the **Comment** box.

c. Click **Apply**.

### Review - Not OK

The **Review - Not OK** status is available only if it is selected by the task creator.

a. Click **Review - Not OK**.



b. (Optional) Type a comment in the **Comment** box.

c. Click **Apply**.

Approving

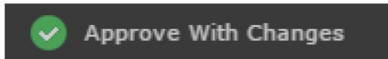
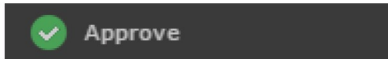
### Approve

a. Click **Approve**.



b. Select **Approve** or **Approve With Changes**.

**Note:** The **Approved With Changes** status is available only if it is selected by the task creator.

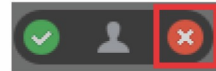


c. (Optional) Type a comment in the **Comment** box.

d. Click **Apply**.

### Reject

a. Click **Reject**.



b. (Optional) Type a comment in the **Comment** box.

c. Click **Apply**.

## Step 4: Approve or Reject

Once you approve or reject your proof, InSite will send an email to Webster and we will either make your requested corrections or we will move your job into production.

If corrections are made, you will receive another notification that the proof is ready for your review.

***Thank you for choosing Webster Printing & Packaging***

