



## InSite Quick Start Guide

This document was created to help you get up and running using InSite in a snap.

**Step One** - Login to InSite using Internet Explorer on PC or Safari on a Macintosh.



Enter your username and password you were emailed earlier by the InSite system. If you do not have your login info, please contact your CSR at Twin City Printing. If you have forgotten your password, click on the [Forgot Your Password?](#) link on the Welcome page, supply your username and your password will be emailed to you again.

**Step Two** - Once logged into the system, you will see a listing of all the jobs you have access to. In this screen you can see a mini-overview of what's happening for each job. You can see how many pages total are in each job, number of pages requiring approval and pages awaiting correction.

Select the proper job by clicking on the job title you are looking for.

**Overview**

Welcome to Twin City Printing InSite.



**Jobs**

Upload print job files and collaboratively proof pages.  
Status: **All Active**

Number of pages uploaded and processed

Quick overview of status of pages in job.

Create Job

Search Jobs

Name	Creation Date	Pages Requiring Approval	Pages Awaiting Correction	Type
PressTest Brochure (PFL PressTest_012408) <small>2 pages</small>	1/24/2008 5:33:00 PM	2	0	Production

Revert to Pre-Production More Actions...

**Step Three** - Now you can see a visual status of all jobs. Now you can begin reviewing pages. To begin the Smart Review process either click directly on a page icon or click the Smart Review button above the pages.

**PressTest Brochure (PFL PressTest\_012408)** Summary Pages Downloads History

Show pages matching the criteria below.

Status: **All Pages**

Reviewer: **All**

Signature: **All**

Upload Files... Smart Review 10 Pages

Select All Select None Pages Selected: 0

Change views Change sorting

Colors are important here.  
 Blue - Approval in progress  
 Green - Approved  
 Red - Rejected  
 Yellow - Waiting Corrections

Request Approval  
 Approve  
 Reject  
 Clear Reviews  
 Add To Group  
 Remove From Group  
 Download Proof  
 Download HiRes  
 Download JPEG  
 Report

DesignForSu ...p1.pdf DesignForSu ...p2.pdf DesignForSu ...p3.pdf  
 DesignForSu ...p4.pdf DesignForSu ...p5.pdf DesignForSu ...p6.pdf DesignForSu ...p7.pdf DesignForSu ...p8.pdf

**Questions?** Please contact your CSR at Twin City Printing.