

Kodak InSite 5 Uploading Files

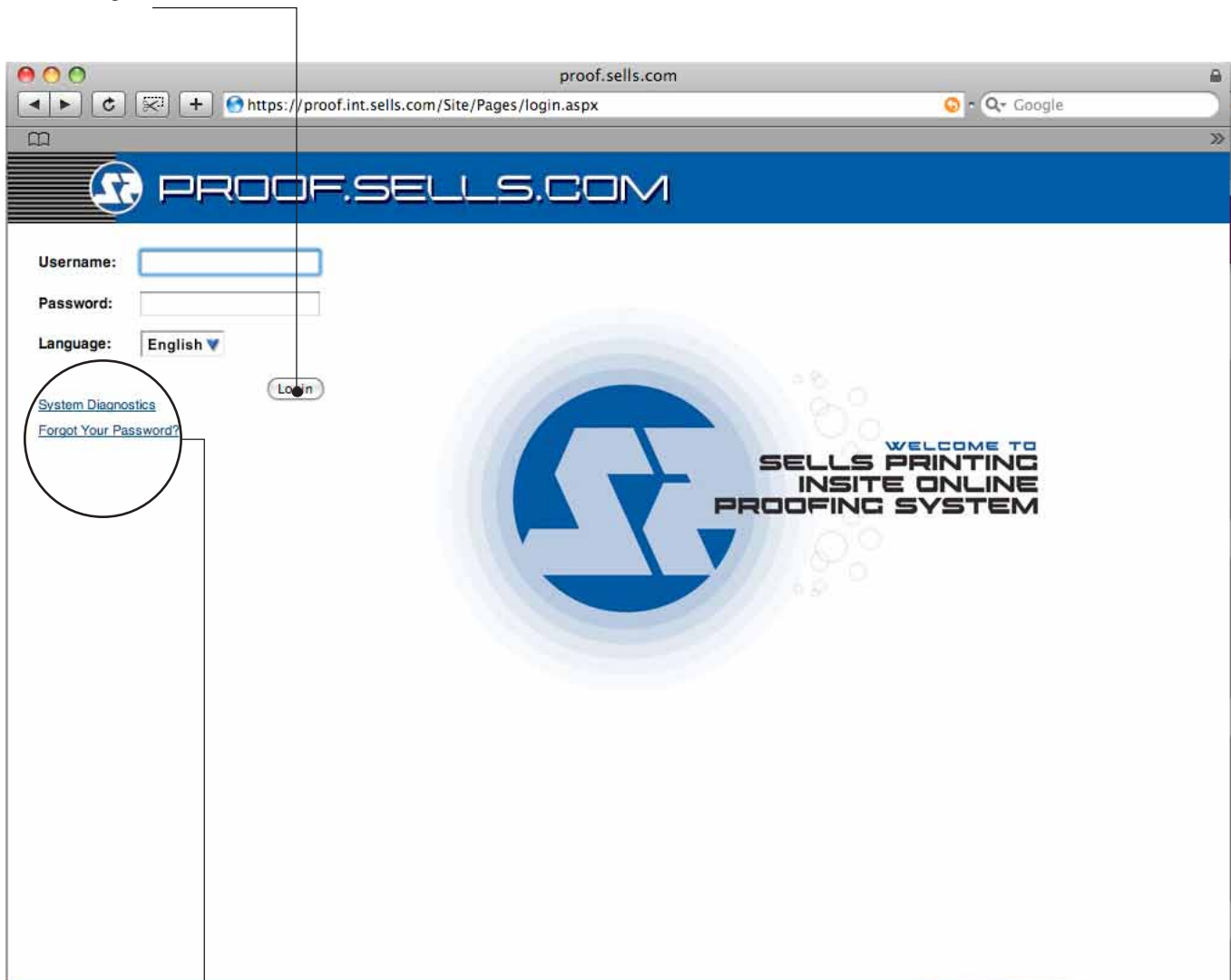
Quick Tips

Sells Printing Company | Essential Tips

To Login to InSite:

Using a web browser, login to InSite by visiting: <http://proof.sells.com>

- (1) Enter your **Username** and **Password**
- (2) Click **Login**



System Diagnostics

If you are experiencing difficulties, your system may not meet Kodak InSite's software and configuration requirements. Click on System Diagnostics to verify browser/java compatibility.

Password

If you forgot your password, enter your Username and click on the Forgot your password link. Your password will be emailed to you.



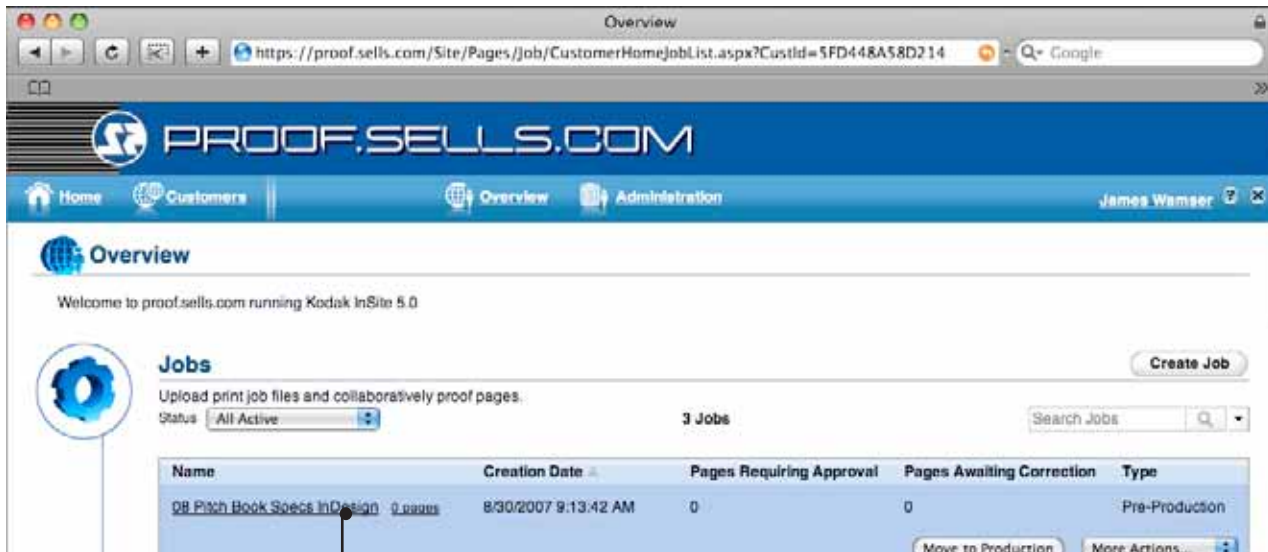
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Upload files for a specific job

Click on the job you want to upload files for. If the job is not listed, you can either contact your Account Manager or click on the New Job button to create a new job. If you have any problems or questions, please contact us via e-mail: insite@sells.com



Click on the job you want to upload files for.

Uploading Files

Click on the New Uploads... link



Click on Upload Files...



CERTIFIED INSTRUCTOR

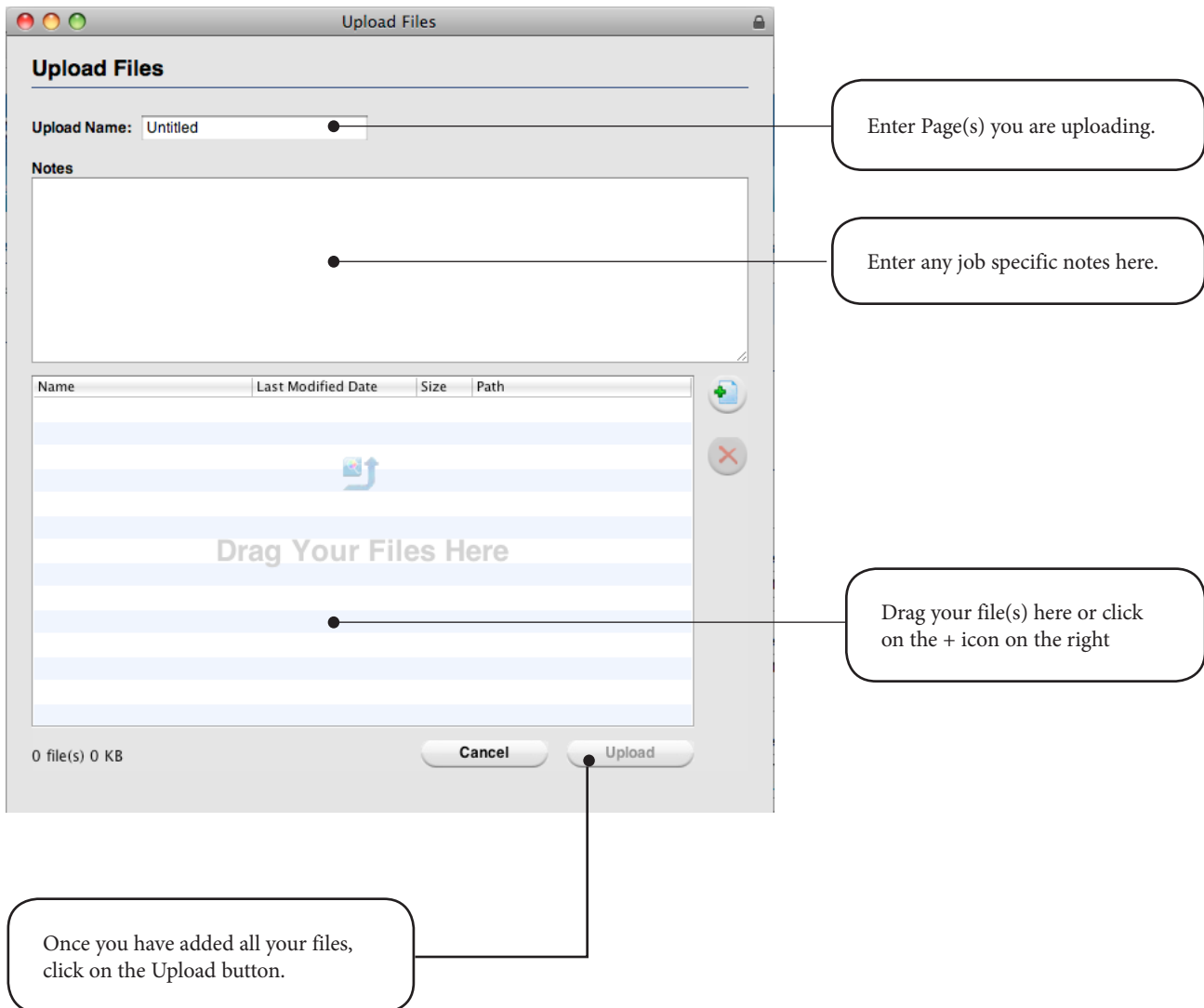
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Upload Name

Fonts must be encoded so they can be safely transferred across the Internet. You may also want to compress all your files (Stuffit “.sit” or Zip “.zip”) which reduces file size and saves time when uploading.

Once you have added all your file(s), click on the Upload button.



The screenshot shows a 'Upload Files' dialog box with the following elements:

- Upload Name:** A text field containing 'Untitled'. A callout box points to it with the text: "Enter Page(s) you are uploading."
- Notes:** A large text area for entering job-specific notes. A callout box points to it with the text: "Enter any job specific notes here."
- File List:** A table with columns for Name, Last Modified Date, Size, and Path. Below the table is a large area with horizontal stripes and the text "Drag Your Files Here". A callout box points to this area with the text: "Drag your file(s) here or click on the + icon on the right".
- Buttons:** 'Cancel' and 'Upload' buttons at the bottom. A callout box points to the 'Upload' button with the text: "Once you have added all your files, click on the Upload button."

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Creating a new job

As mentioned on page 1, if the job is not listed, you can either contact your Account Manager or click on the New Job button to create a new job. Enter Job Name. This normally consists of our 5 digit job number. If you have not contacted your Account Manager for the job number, you can enter a brief description of the job. This will be changed to the job number by our Preflight department. It's important to also enter a Job Code. A Job Code is a brief description of the job. This description helps identify the job when using InSite.

The screenshot shows a web browser window titled "InSite-Create Job" with the URL "https://proof.sells.com/PrineryWeb/Views/JobListView/CreateJob.asp?CustID=5FD448A5". The page header includes the Sells Printing Company logo and "PROOF.SELLS.COM". The main content area is titled "Create Pre-Production Job" and contains several sections:

- Job Info:** Fields for Job Name, Job Code, and Project Code.
- Notes:** A large text area for entering notes.
- Job Access:** Two columns for "Groups" and "Users" with "none" selected in both.
- Job CSR:** A section for "Send email notifications about activity on this job to:" with radio buttons for "All current and future Customer CSRs" (selected) and "Specified Customer CSRs". Below are links for "Select All" and "Select None", and a checked checkbox for "Blask, Michelle (blask)".

Buttons for "Create Job" and "Cancel" are located to the right of the Notes field. The footer of the page features the Sells Printing Company logo, "PROOF.SELLS.COM", and "Powered by Kodak".