

# Manual

## Online Approval (WebCenter)



Log in with your account data at <https://www.jfink-rcp.de/WebCenter>.  
**Attention! Use *https* !**

HTTPS = Security:



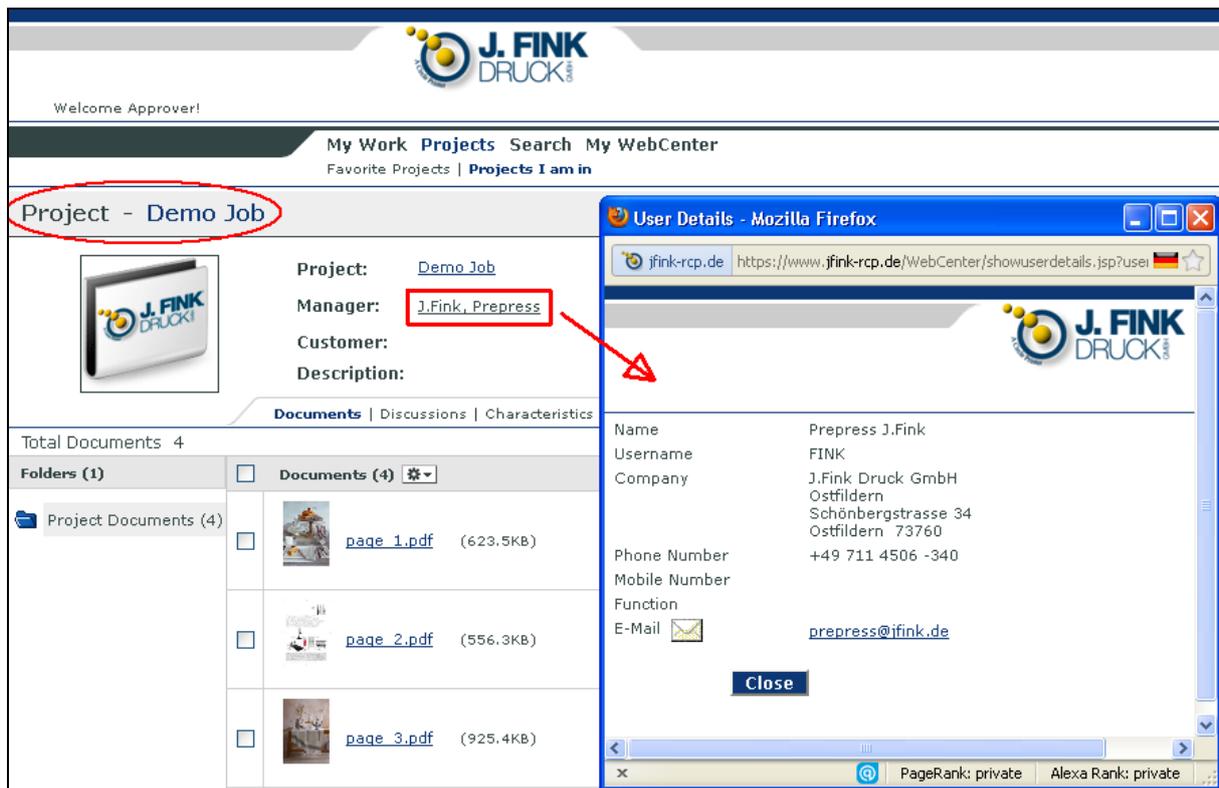
This lock symbol at the bottom of your browser shows an **active certified 128 bit encrypted SSL connection** – All data are sent encrypted over the Internet.

Project	Description	Project Status	Manager	Created	Modified
Demo Job		Active	J.Fink, Prepress	Dec 21, 2011	Dec 21, 2011

You see the logged in user.

WebCenter works with *projects* – these are the jobs.  
**Please click your project.**

**Note!** If you get lost within WebCenter ..here the way to come back to your project:  
 Click on *Projects* in the main menu and then select *Projects I am in*.



Click **Manager** to show the direct contact information to J.Fink Druck printing.

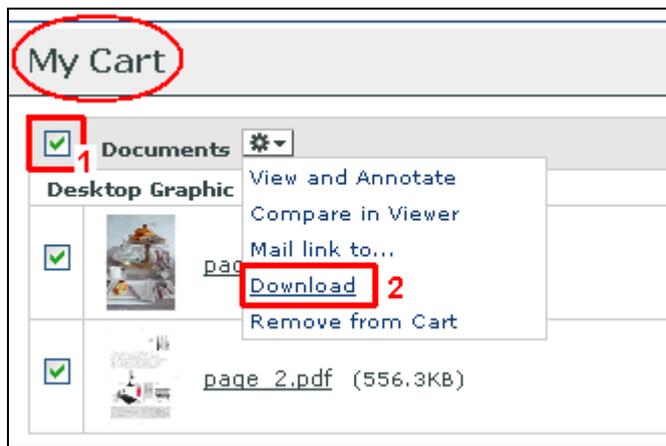


There are two ways to approve pages – if you prefer to work with hardcopies, you first have to download the PDFs for printing, **otherwise continue with page 6** – the recommended way to work with WebCenter.

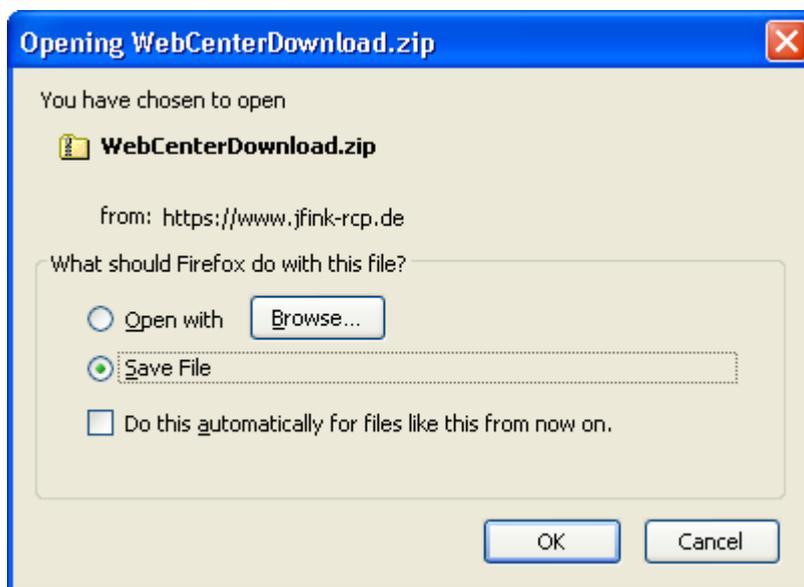
**Select all documents and click *Add to Cart*.**



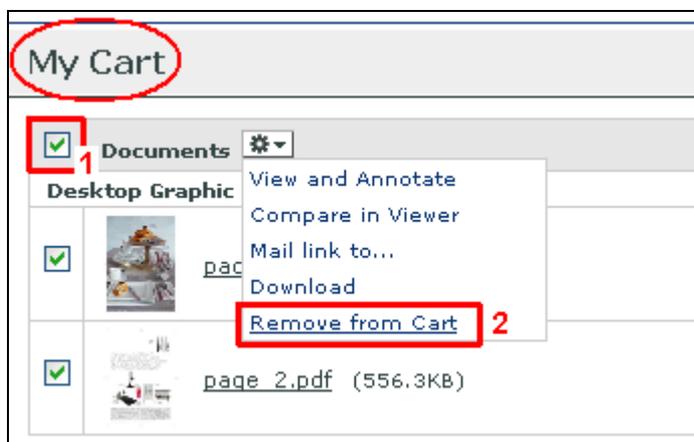
Click on the **Cart symbol** to get to your cart.



Select all documents in your cart and click **Download**.



A ZIP-file is created which contains all PDFs.  
Just **save the ZIP-file** and extract the PDF-files.  
Now you can print out these PDFs on your printer.



For the etiquette - just remove the PDFs from the cart  
by **selecting all documents** and a **click on Remove from Cart**.

Welcome Approver!

My Work **Projects** Search My WebCenter  
Favorite Projects | **Projects I am in**

Project - Demo Job

Project: **Demo Job**  
 Manager: J.Fink, Prepress  
 Customer:  
 Description:

**Documents** Discussions | Characteristics | Attributes | Generators

Total Documents 4 [Hide](#) [Thumbnails](#)

Folders (1)	Documents (4)		
Project Documents (4)	<input checked="" type="checkbox"/> <a href="#">page 1</a>	<input checked="" type="checkbox"/> <a href="#">page 2.pdf</a> (556.3KB)	<a href="#">Copy</a>

After proof reading the hardcopies,  
**select these documents** and **click *Approve/Reject***.

Approve/Reject document selection

Step 1 : Change approval status

Approval Status: ---

Comment: **Approved** 1  
 Pending  
 Rejected

**Submit** 2

**Select the approval state** and **click the *Submit* button**.  
 If you have to reject a page, please annotate the corrections in WebCenter Viewer first – you will find further explanation from page 6 on.

Approve/Reject document selection

Step 2 : Approval status information Finish>>

All documents were updated correctly.

Click the **Finish** button.

Total Documents 4		<a href="#">Hide Thumbnails</a>		<a href="#">Show as Grid</a>	
Folders (1)	<input type="checkbox"/> Documents (4)	Version	Approval		
Project Documents (4)	<input type="checkbox"/> <a href="#">page_1.pdf</a> (623.5KB) <a href="#">Copy</a>	1			
	<input type="checkbox"/> <a href="#">page_2.pdf</a> (556.3KB) <a href="#">Copy</a>	1			
	<input type="checkbox"/> <a href="#">page_3.pdf</a> (925.4KB) <a href="#">Copy</a>	1	<a href="#">Approve/Reject</a>		
	<input type="checkbox"/> <a href="#">page_4.pdf</a> (760.3KB) <a href="#">Copy</a>	1	<a href="#">Approve/Reject</a>		

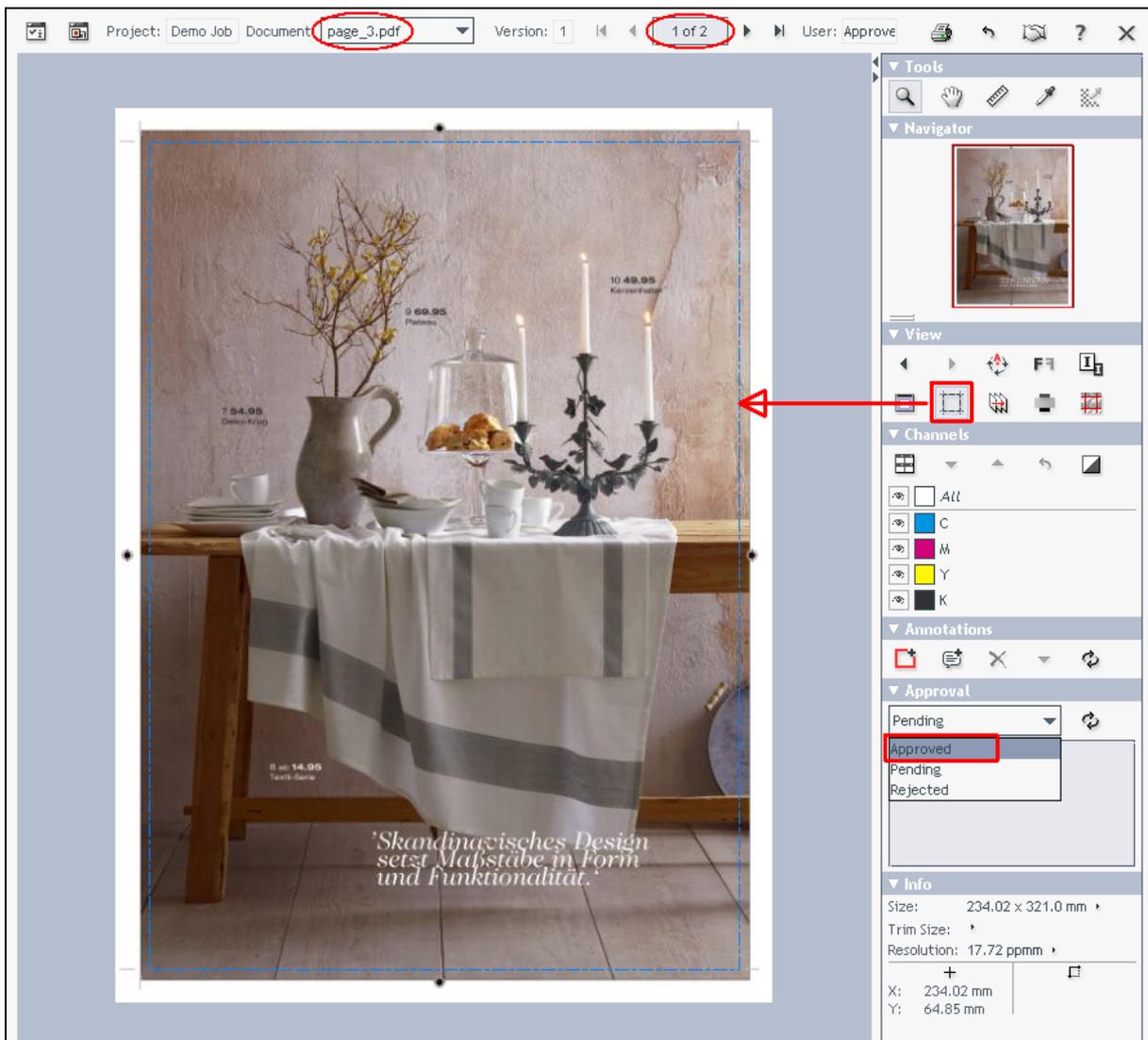
Now you see the **approval states** of your documents in an **overview**.

Total Documents 4		<a href="#">Hide Thumbnails</a>		<a href="#">Show as Grid</a>	
Folders (1)	<input type="checkbox"/> Documents (4)	Version	Approval		
Project Documents (4)	<input type="checkbox"/> <a href="#">page_1</a> <a href="#">View and Annotate</a> <b>2</b> Compare in Viewer Approve/Reject Add to Cart	<a href="#">Copy</a>	1		
	<input type="checkbox"/> <a href="#">page_2.pdf</a> (556.3KB) <a href="#">Copy</a>	<a href="#">Copy</a>	1		
	<input checked="" type="checkbox"/> <a href="#">page_3.pdf</a> (925.4KB) <a href="#">Copy</a>	<a href="#">Copy</a>	1	<a href="#">Approve/Reject</a>	
	<input checked="" type="checkbox"/> <a href="#">page_4.pdf</a> (760.3KB) <a href="#">Copy</a>	<a href="#">Copy</a>	1	<a href="#">Approve/Reject</a>	

**If you prefer to work without hardcopies (the recommended way), please select your documents and click *View and Annotate*.**



The WebCenter Viewer gets started, which is a Java based application – for that the **Java runtime starts** to load the environment – this will take a short while.



This is the WebCenter Viewer application.

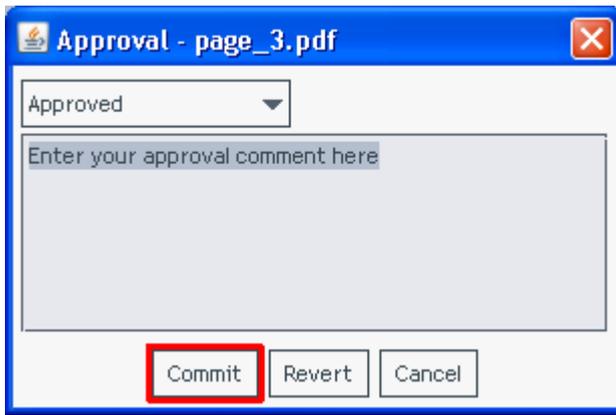
In the header you see the name of the current document.

It is possible to open as much documents as you want and switch between them.

**Click the *Show margins symbol* to show the real trimbox of the page illustrated as a dashed blue line.**

## **Approval!**

If you have nothing to mark, then **set the approval state to *Approved***.



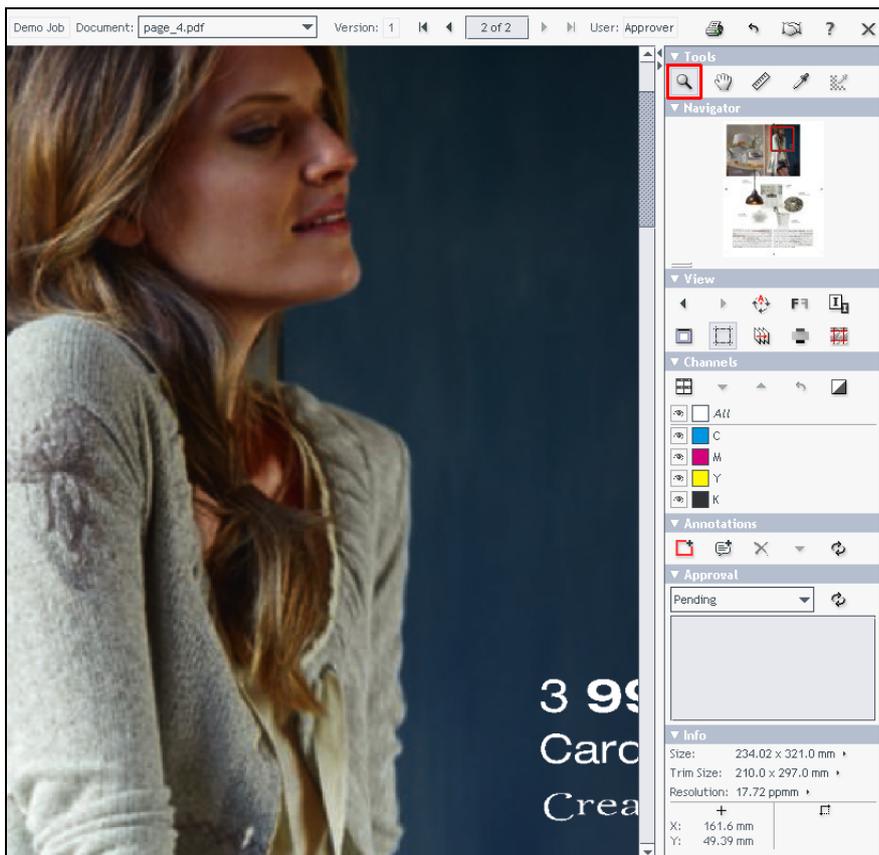
A window opens - just **click** the **Commit button**, please.



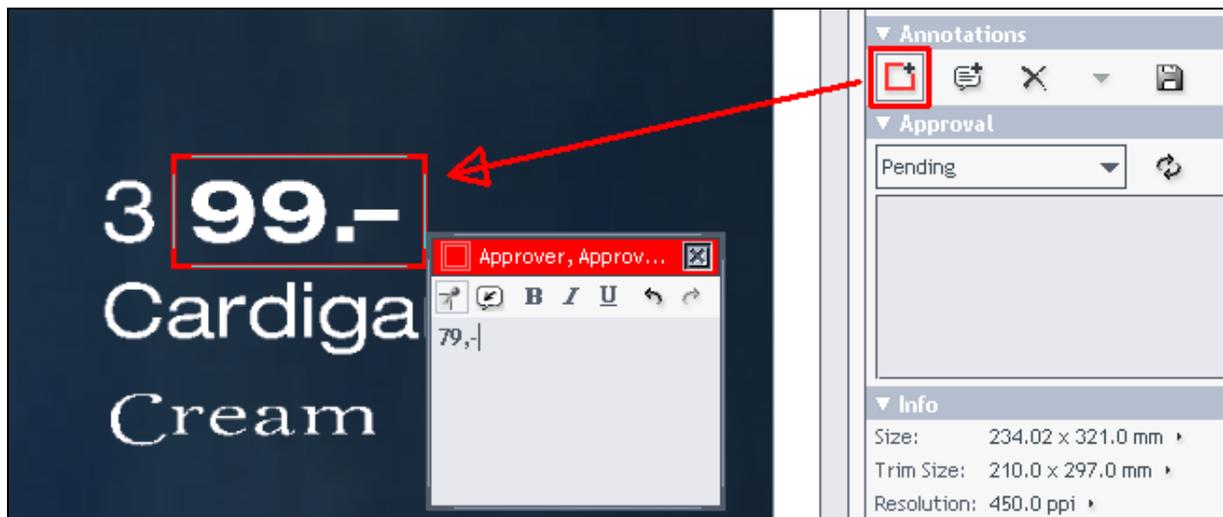
The state *Approved* is set.



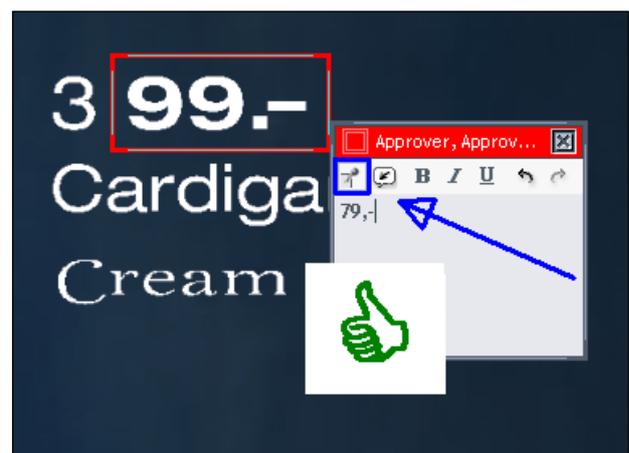
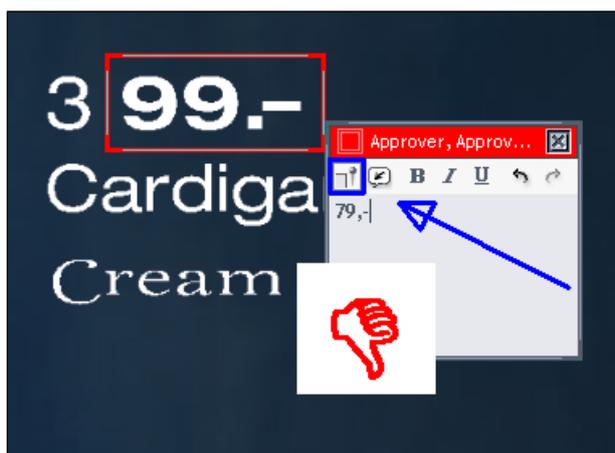
Go to next page (located in header).



The **zoomed area** is short-time showed in low resolution first, then in high resolution. This is viewport technology – only the content of the zoomed area is displayed in high resolution. Therefore it is possible to work with low bandwidths.



To create annotations –  
**select the *Rectangle annotation tool*** –  
**draw a rectangle around the text to be corrected** –  
 a window will open in which you enter the modified text.



**Attention!** We recommend to save the annotations leaving the annotation window open.



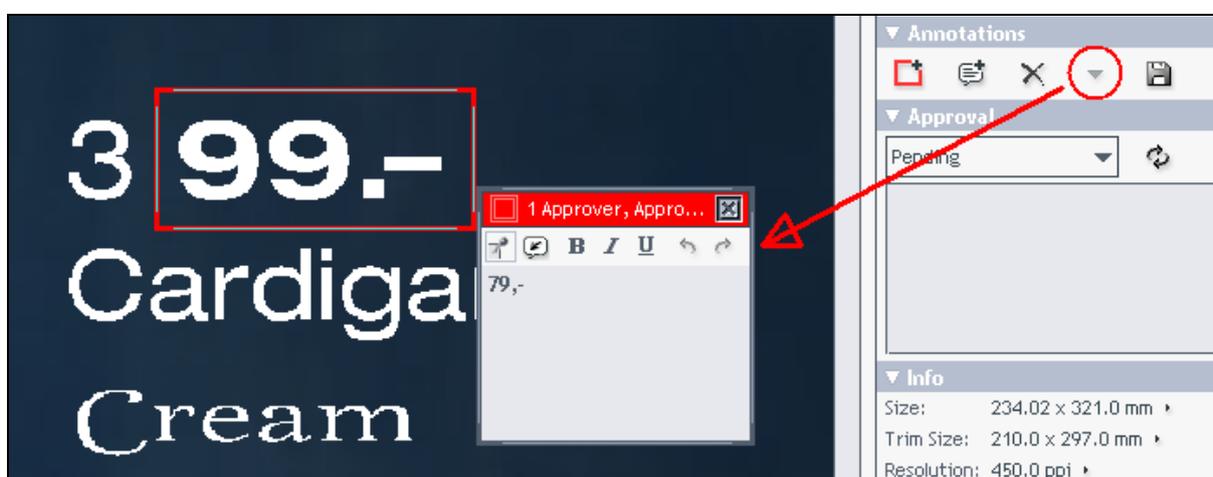
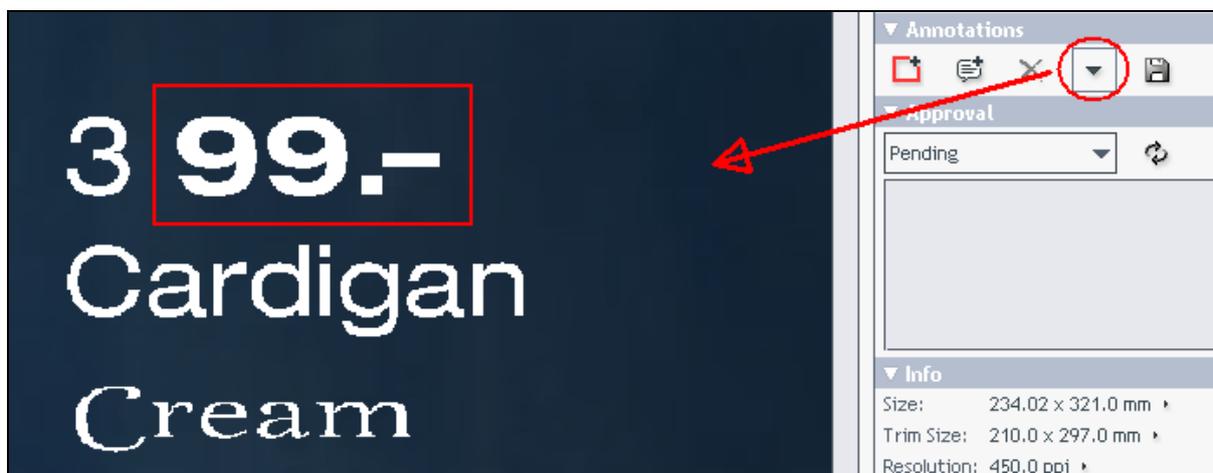
**Click on the *Floppy symbol* to save the annotation.**

**Note!** Whenever changes are made, the icon is active.



After saving the icon changes to a Refresh symbol.

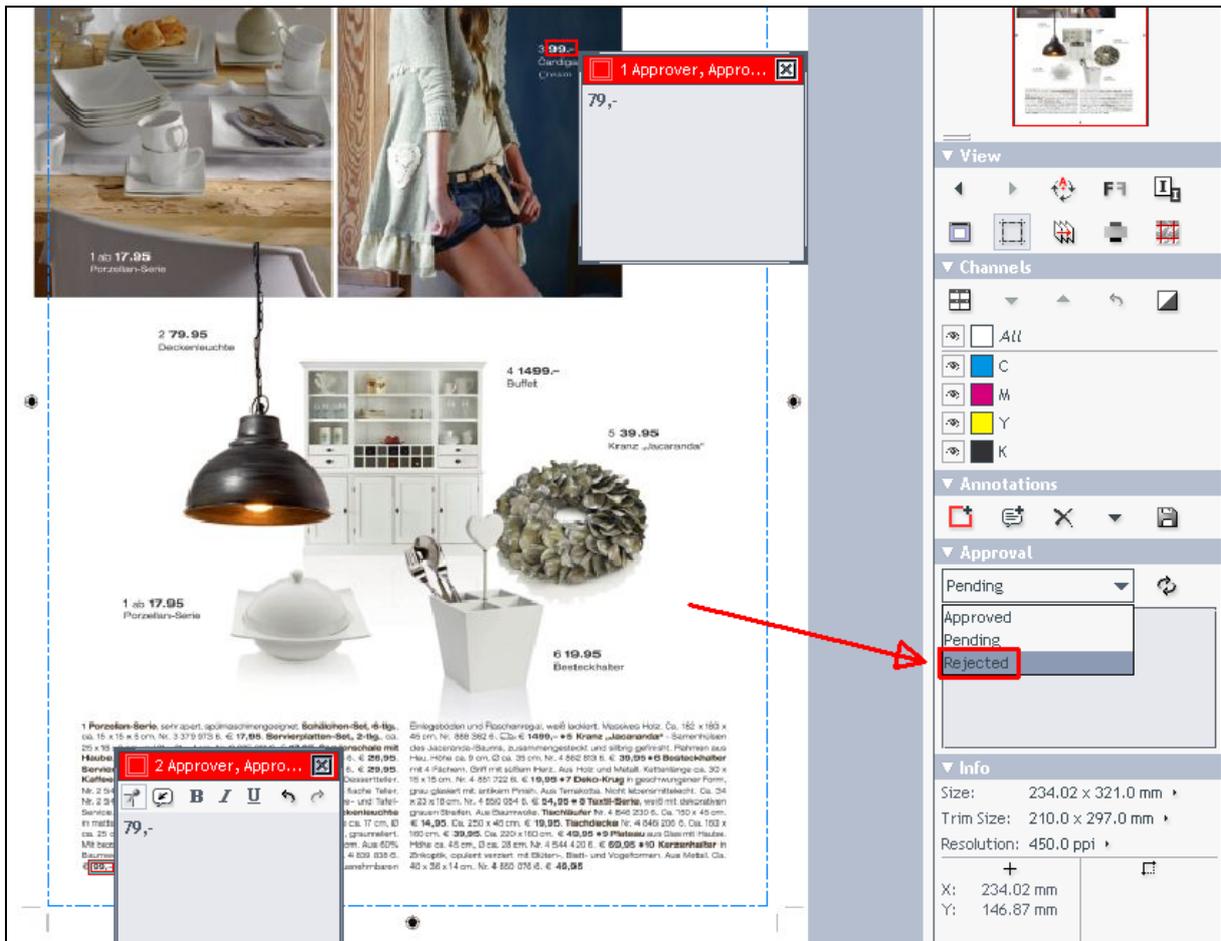
**Note!** To ensure that no correction is overlooked, use that symbol to toggle through all annotations - every click leads to the next correction.



**Note!** Is closed at least one annotation window, the icon is active!



If somehow needed, **delete** annotations with that symbol.

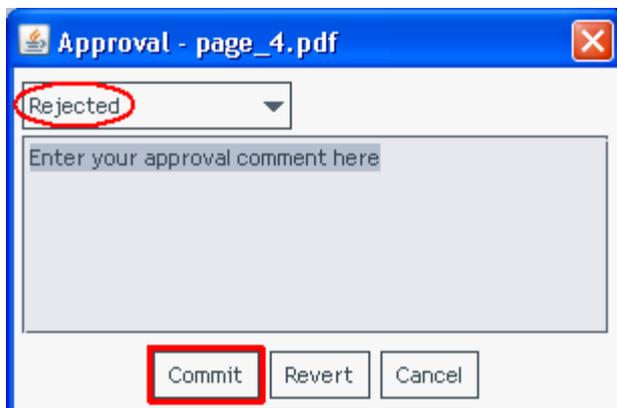


**Attention!** Please **ALWAYS REJECT** the document, if you have corrections!!

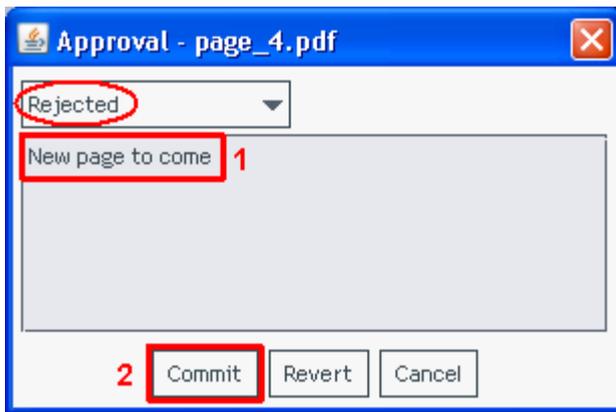
At state *Rejected* an eMail to us is generated.

To double safety we receive a *Rejected* state in our Prepress workflow system, too.

**Important!** We receive no information about a required correction, if you set the state other than *Rejected*.



If J.Fink Druck should do the corrections, you don't need to enter any information here – just click the **Commit** button.



**Note!**

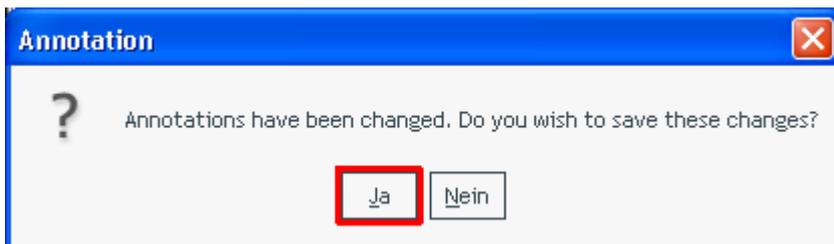
If the agency will do the corrections, please enter a text to let us know, if this page is sent again. No more communication by phone is needed anymore.



The state information as well as the automatically generated eMail to us also contains the additional text.



**Close the viewer** when you completed the approval on all documents.



If you get this message when you close the viewer, you did changes which have to be saved (the Floppy symbol should be active).



Total Documents 4		<a href="#">Hide Thumbnails</a>		<a href="#">Show as Grid</a>	
Folders (1)	<input type="checkbox"/> Documents (4)	Version	Approval		
Project Documents (4)	<input type="checkbox"/> <a href="#">page 1.pdf</a> (623.5KB) <a href="#">Copy</a>	1			
	<input type="checkbox"/> <a href="#">page 2.pdf</a> (556.3KB) <a href="#">Copy</a>	1			
	<input type="checkbox"/> <a href="#">page 3.pdf</a> (925.4KB) <a href="#">Copy</a>	1			
	<input type="checkbox"/> <a href="#">page 4.pdf</a> (760.3KB) <a href="#">Copy</a>	1			

Now you see the **overview of the approval states**.



You can log out now and wait for the corrected documents from us.

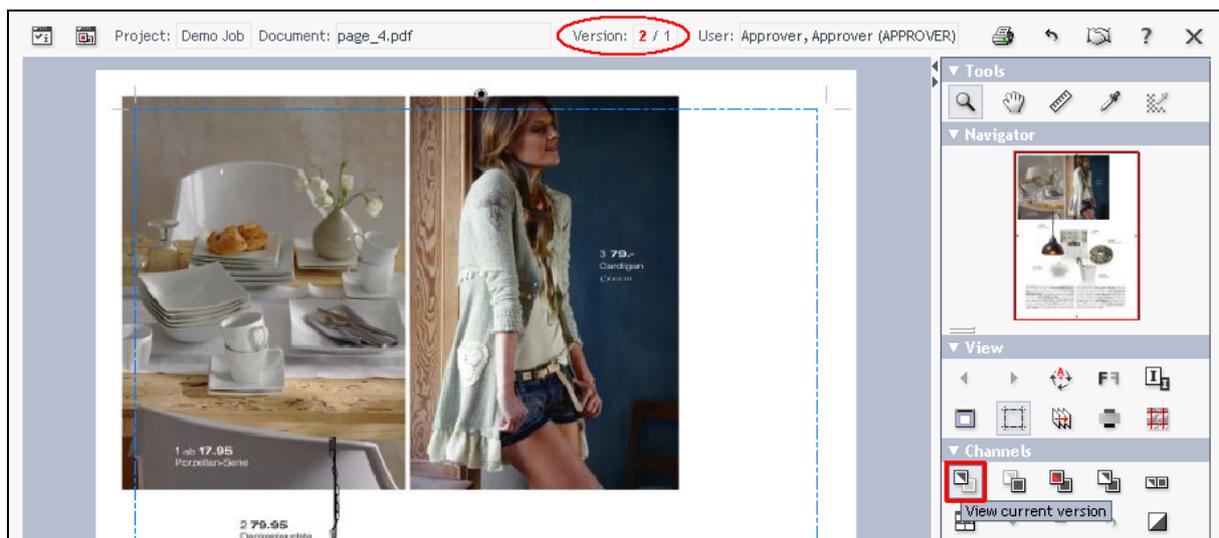


**... When we completed the correction and put back on WebCenter, you can proceed to the next page ...**

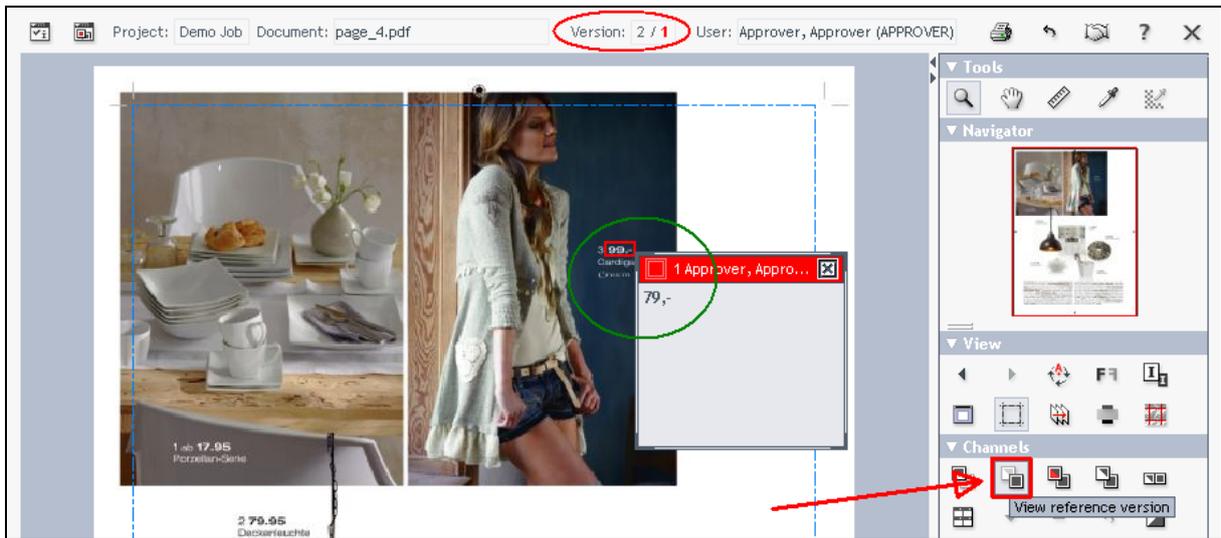
Total Documents 4		Hide Thumbnails		Show as Grid	
Folders (1)	Documents (4)	Version	Approval		
Project Documents (4)	<input type="checkbox"/>  <a href="#">page_1</a> <span style="border: 1px solid red; padding: 2px;">View and Annotate 2</span> Compare in Viewer Approve/Reject Add to Cart	<a href="#">Copy</a>	1	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>  <a href="#">page_2.pdf</a> (556.3KB)	<a href="#">Copy</a>	1	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>  <a href="#">page_3.pdf</a> (925.4KB)	<a href="#">Copy</a>	1	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>  <a href="#">page_4.pdf</a> (760.2KB)	<a href="#">Copy</a>	2 !	!	<a href="#">Approve/Reject</a>

J.Fink ran the corrections and uploaded the new document – you see a *pending state* of the 2nd version.

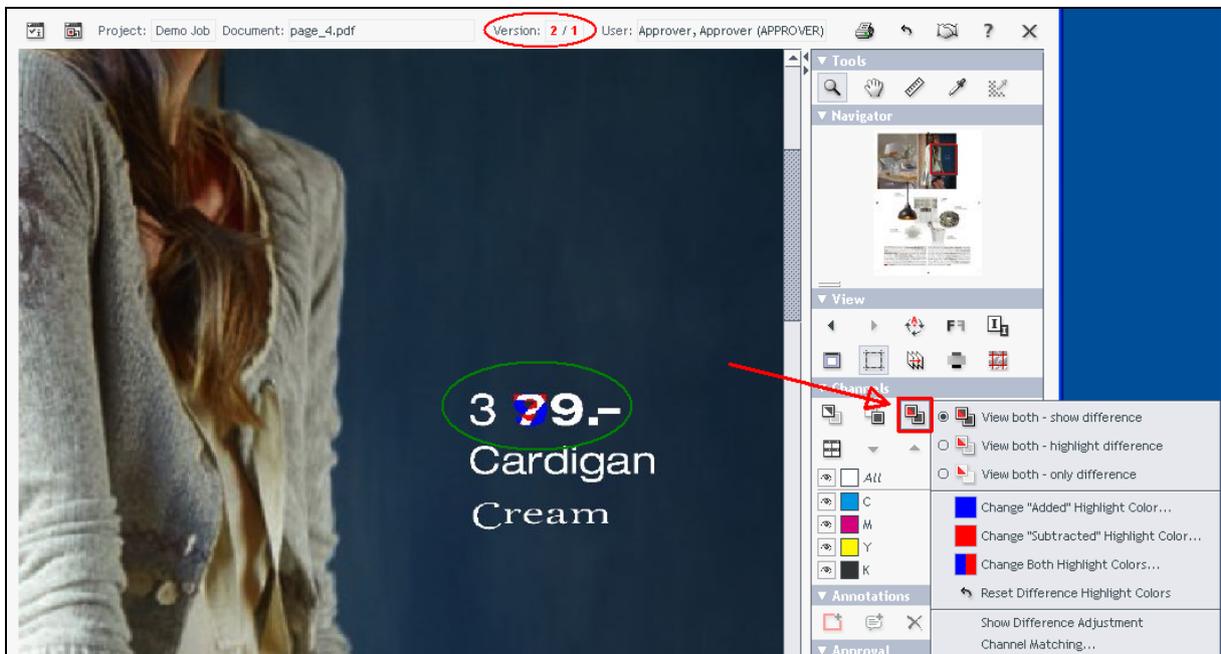
Select the document and click **View and Annotate**.



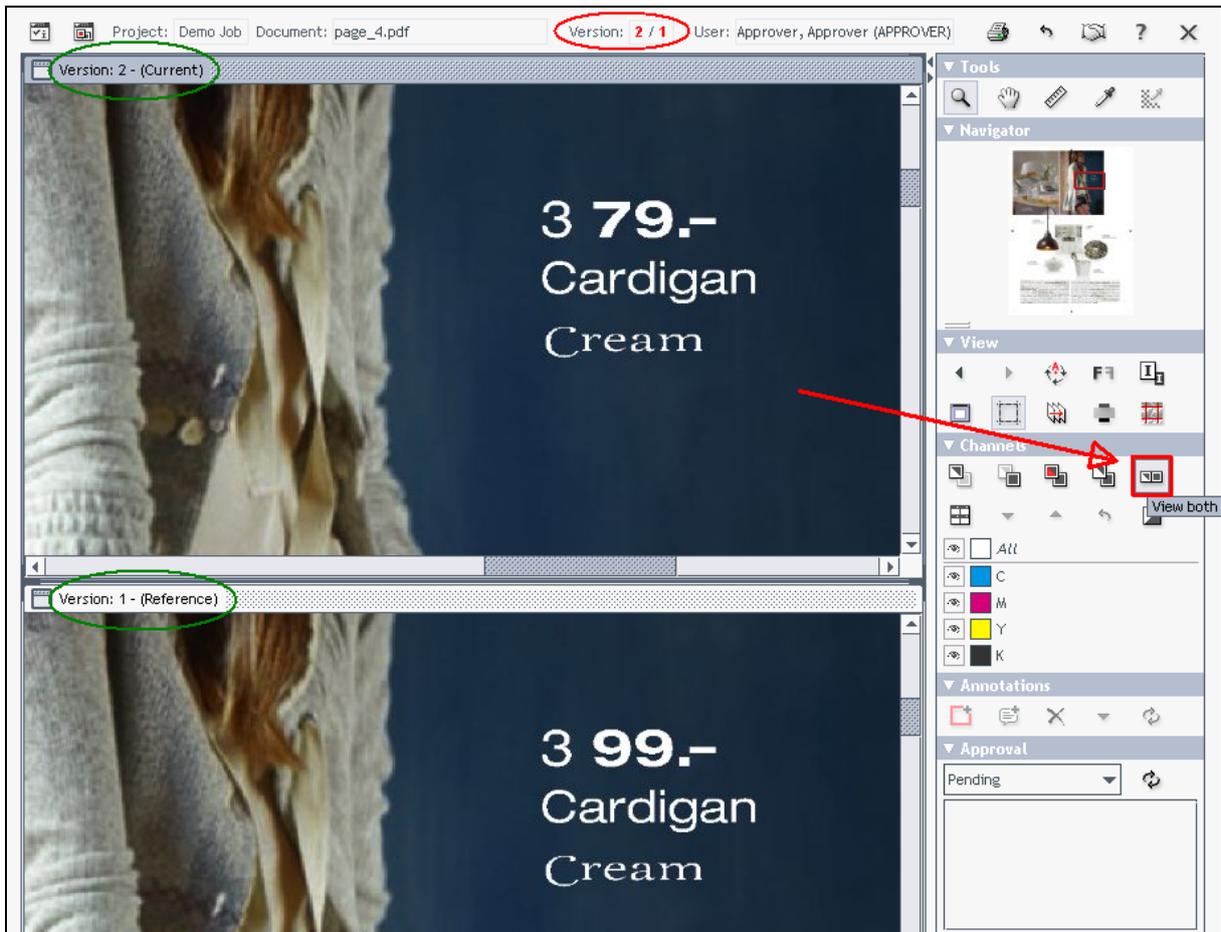
The new version is displayed.



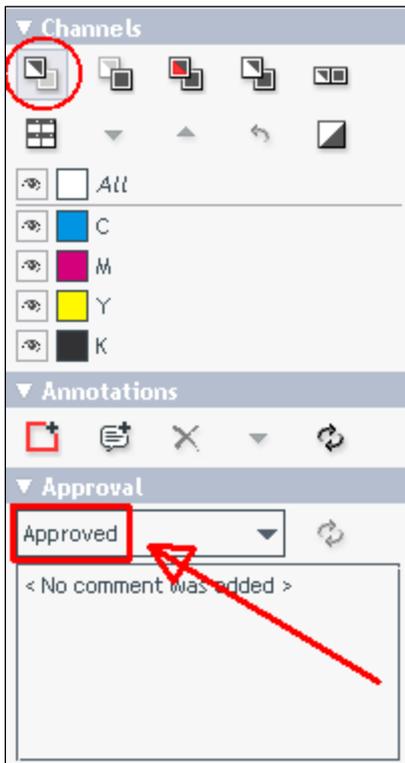
With this symbol you can **view the reference (previous) version**.



A click on this symbol **compares both versions in different colors**.  
It is possible to change the colors by doing a right mouse click on that symbol.

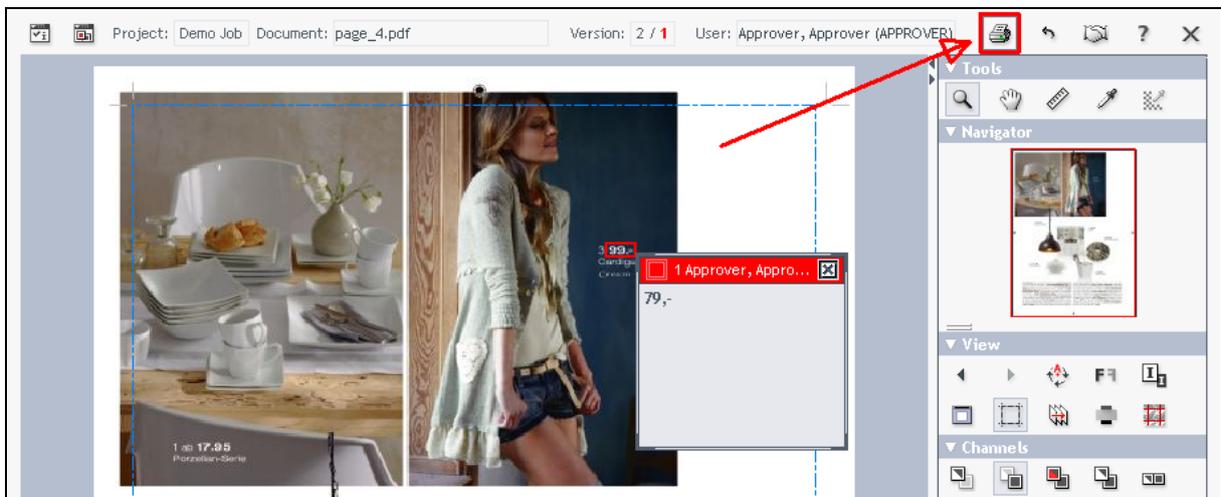


With this symbol you can **view both versions among each other or side by side.**

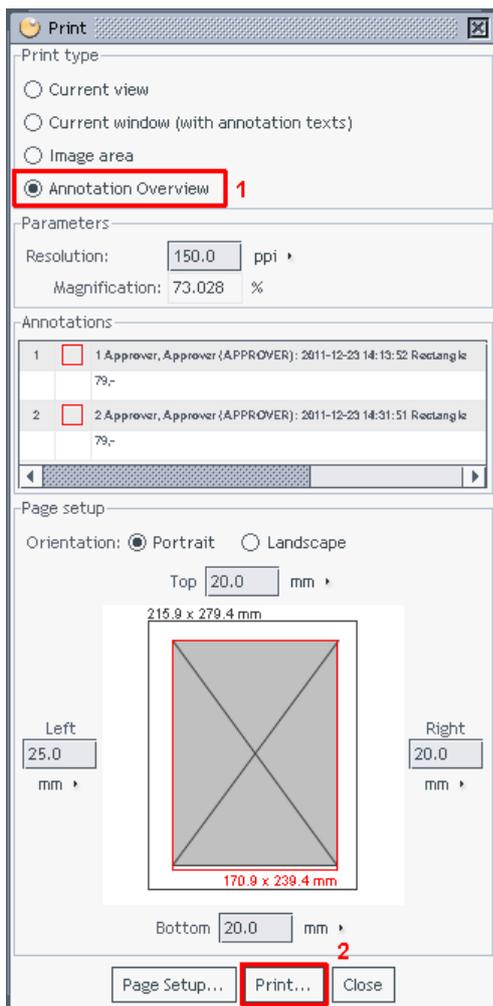


**Select current version and set approval state to *Approved*, if you don't have marks anymore.**

# Tipps!



If you want to print out annotations you have made, please click the **Print button**.



Choose **Annotation Overview** and click the **Print button**.



If there are any questions left regarding WebCenter Viewer, have a look into the **help pages** or don't hesitate to call us directly: +49 711 4506 340.

Version 7.0 - Build 1012 - January 17, 2008

Esko Software Suite 7  
**WebCenter**  
Viewer

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**ESKO**  
artwork

**The user interface:**

- [The viewer user interface](#)
- [The WebCenter information bar](#)
- [The tool panel](#)
- [The document select panel](#)
- [The document history panel](#)
- [The page list panel](#)

**How to:**

- [Rotate, mirror and invert](#)
- [Zoom](#)
- [Scroll](#)
- [Measure distances and angles](#)
- [Collaborate with other users](#)
- [Annotate](#)
- [Approval](#)
- [Change background color and show margin lines](#)
- [Print from the viewer](#)

**Work with graphics:**

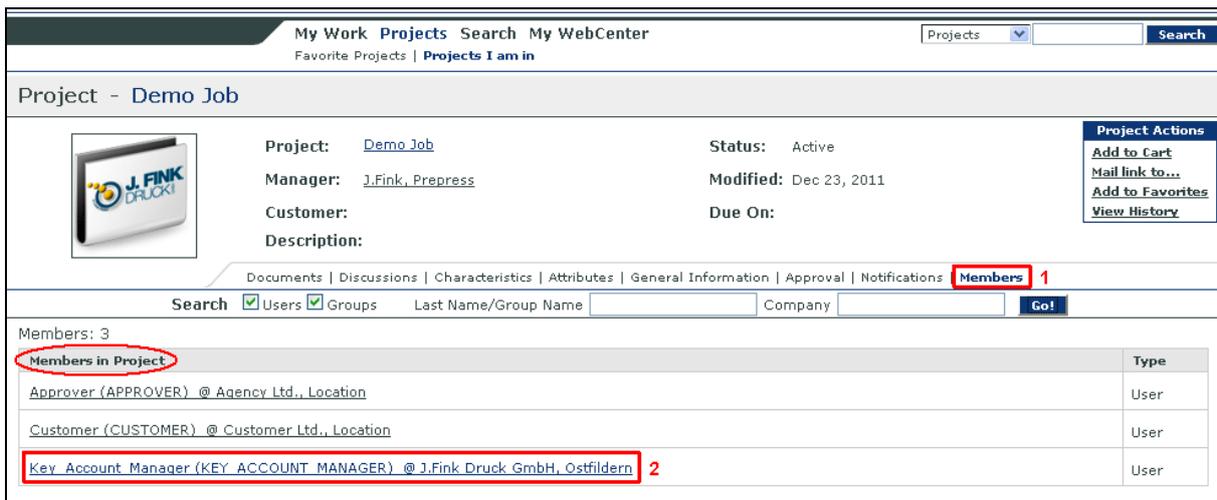
- [Work with channels](#)
- [Measure screen ruling and angle](#)



Close the viewer.



To check if you have approved all documents, have a look into your **To Do List**.



A **click** on **Members** shows all members of a project – members are able to look up approval states and annotations.

A **click** on a **single member** shows detailed contact data of him.



Documents   Discussions   Characteristics   Attributes   General Information   <b>Approval</b>   Notifications   Members	
Show Approvers by Last Name	<input type="text"/> <b>Go!</b>
Approvers: 1	Page 1 of 1
<b>Approvers</b>	<b>Type</b>
Approver (APPROVER)	User
Approvers: 1	Page 1 of 1

A click on **Approval** shows the approver(s) of the project.  
 An approver has the right to reject or approve a document (a default member hasn't).

<b>Documents</b>   Discussions   Characteristics   Attributes   General Information   Approval   Notifications   Members	
Total Documents 4	<a href="#">Hide Thumbnails</a> <a href="#">Show as Grid</a>
<b>Folders (1)</b>	<input type="checkbox"/> Documents (4)
Project Documents (4)	
<input type="checkbox"/> <a href="#">page 1.pdf</a> (623.5KB) <a href="#">Copy</a>	Version: 1 Approval:
<input type="checkbox"/> <a href="#">page 2.pdf</a> (556.3KB) <a href="#">Copy</a>	Version: 1 Approval:
<input type="checkbox"/> <a href="#">page 3.pdf</a> (925.4KB) <a href="#">Copy</a>	Version: 1 Approval:
<input type="checkbox"/> <a href="#">page 4.pdf</a> (760.2KB) <a href="#">Copy</a>	Version: <b>2</b> Approval:

To check the due date or actions which have made on a document, please **click** onto the **name** of that certain **document**.

Document - <a href="#">page_4.pdf</a>						
	Document: <a href="#">page_4.pdf</a> (760.2KB)	<b>Document Actions</b> <a href="#">Open in Acrobat</a> <a href="#">View and Annotate</a> <a href="#">Mail link to...</a> <a href="#">Add to Cart</a> <a href="#">Download</a>				
	<b>Version:</b> <b>2</b>					
	Description:					
	Project: <a href="#">Demo Job</a>					
	Approval: Cycle Finished - Status Approved					
Graphics Information   General Information   Approval Settings   <b>Action History</b>   Projects   Attributes   Discussions						
Selected Document Version: 2 <a href="#">Print</a>						
Version	Notification	Status	Date	User	Group (On Behalf Of)	Comment
<b>2</b>	Upload New Version		Dec 23, 2011 at 14:37	J.Fink, Prepress (FINK)		
<b>Approval Overview - Approved</b>						
	Approved		Dec 23, 2011 at 14:50	Approver (APPROVER)		
<b>View Generation</b>						
	Check and register		Dec 23, 2011 at 14:37			Finished Successfully Dec 23, 2011 at 14:36
<b>1</b>	Upload Document		Dec 21, 2011 at 14:14	J.Fink, Prepress (FINK)		

A click on **Action History** shows the details of the current version.

Document - page\_4.pdf

Document: [page\\_4.pdf](#) (760.3KB)

Version: **1** Warning: not the most recent document version!

Description:

Approval: No Approval Required

Document Actions

- Open in Acrobat
- View and Annotate
- Mail link to...
- Add to Cart
- Download

Graphics Information | General Information | Approval Settings | **Action History** | Projects | Attributes | Discussions

Selected Document Version: 1 [Print](#)

Version	Notification	Status	Date	User	Group (On Behalf Of)	Comment
2	Upload New Version		Dec 23, 2011 at 14:37	J.Fink, Prepress (FINK)		
1	Upload Document		Dec 21, 2011 at 14:14	J.Fink, Prepress (FINK)		
<b>Approval Overview - Rejected</b>						
	Rejected	<input checked="" type="checkbox"/>	Dec 23, 2011 at 14:26	Approver (APPROVER)		New page to come
<b>View Generation</b>						
	Check and register	<input checked="" type="checkbox"/>	Dec 21, 2011 at 14:14			Finished Successfully Dec 21, 2011 at 14:13
<b>Annotations</b>						
	Annotation		Dec 23, 2011 at 14:31	Approver (APPROVER)		Rectangle annotation (2) "79,-" modified by Approver, Approver (APPROVER) at Dec 23, 2011 at 14:31 CET - was created by Approver, Approver (APPROVER) on Dec 23, 2011 at 14:21 CET
	Annotation		Dec 23, 2011 at 14:21	Approver (APPROVER)		Rectangle annotation "79,-" added by Approver, Approver (APPROVER) on Dec 23, 2011 at 14:21 CET
	Annotation		Dec 23, 2011 at 14:16	Approver (APPROVER)		Rectangle annotation (2) "79,-" deleted by Approver, Approver (APPROVER) - was created by Approver, Approver (APPROVER) on Dec 23, 2011 at 14:15 CET and last modified on Dec 23, 2011 at 14:16 CET
	Annotation		Dec 23, 2011 at 14:16	Approver (APPROVER)		Rectangle annotation "79,-" added by Approver, Approver (APPROVER) on Dec 23, 2011 at 14:15 CET
	Annotation		Dec 23, 2011 at 14:13	Approver (APPROVER)		Rectangle annotation "79,-" added by Approver, Approver (APPROVER) on Dec 23, 2011 at 14:04 CET

Clicking on version numbers shows details about previous versions.

Graphics Information | General Information | **Approval Settings** | Action History | Projects | Attributes | Discussions

**Due Date** 2 Approvers | Notifications 1

Due Date

**Approval Due Date** Dec 28, 2011 at 15:00

A click on **Approval Settings** and the submenu **Due Date** shows the due date.

Documents | Characteristics | Attributes | General Information | Approval | **Notifications** | Members | Security

Project Notifications [Reset to Default](#)

Notification	Type	Include in Project History	Notify by E-Mail		
			Manager	Involved People	Members
Approval cycle started	Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval, rejection or approval comment posted	Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User rejected document	Approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval cycle finished	Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project status change	Project History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project attribute/category change	Project History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upload new document	Project History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upload new document version	Project History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project members invited	Project History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document deleted	Project History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project due date change	Project History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project info change	Project History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project permission change	Project History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document info change	Project History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document attribute/category change	Project History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A short impression about how **automatic eMails** could be generated by the system.

Home Contact **Log Off**

Yours sincerely J.Fink Druck!