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Instructions for approving materials through the WEBAPPROVAL online portal

<https://webapproval.onlineproof.eu/productioncenter>



05.2017.

Dear Sir or Madam,

please find enclosed the instructions for using the Webapproval portal for online approval of materials for printing.

1. OPENING A NEW USER/ORGANIZATION ACCOUNT FOR ACCESS TO PORTAL

To enable access to our portal, you need to provide us with the following information:

- a) company name
- b) first and last name,
- c) an e-mail address to receive notifications,
- d) contact phone number if we need to contact you,
- e) language in which you want the portal to be displayed.

The following languages are available: English (US)

English (US)

English

Dutch

Czech

Finnish

French

French (Canada)

German

Italian

Japanese

Korean

Polish

Portuguese (Portugal)

Portuguese (Brazil)

Russian

Spanish

Swedish

Chinese (Simplified)

Chinese (Traditional).

The default setting for the system is English.

After you provide us with all the information, we will create a User and Company account for you in our system, and you will be informed about it through an automatically generated e-mail:

Šalje: Onlineproof Portal <onlineproof@onlineproof.eu>

Datum: 08.05.2017. 09:23 (GMT+01:00)

To:

Naslov: Activate your Webapproval account

Dear

An account has been created for you to access jobs of

E-mail:

Please go to the following page to initialize your password:

<https://webapproval.onlineproof.eu/productioncenter/changePassword.html?t=30ab6b00-33bf-11e7-adda-005056843788>

After clicking on the link at the bottom of the generated email, the system will ask you to enter a new password twice.

The password which you then set up is known only to you and only you can change it. This is done so that there is no possibility of misuse of the system from either side.

Webapproval

Password:
 Confirm Password:

After you enter a password and confirm it with “Change Password”, you will automatically enter the Webapproval portal.

In the upper left section there is a menu where you will find the number of your jobs that are currently on the portal.



Pressing the down arrow icon opens the menu:

- ✓ Jobs
- My Company
- My Profile
- Log Out

- Jobs:** a list of all your jobs available on the portal,
- My Company:** basic information about your company and user list,
- My Profile:** overview of all the system users. If you have administrative rights, here you can add and delete users in your company, change user rights, e-mail and other information.
- Log Out:** exit the portal.

2. ADDING ADDITIONAL USERS

When you want more than one user of your company to have the option to approve materials for printing through the Webapproval portal, you need to create “accounts” for all of them in the system. The system administrator of your company (You) does this by choosing the option:



and in the lower left corner pressing:



Then the following window appears:

User Info

First Name:

Last Name:

E-Mail:

User Name:

Phone:

Mobile:

Fax:

Comment:

User Roles

 Administrator

 Uploader

 Approver

Preferences

Language:

Units:

WebApproval :

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Send e-mail
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Event
<input type="checkbox"/>	<input type="checkbox"/>	First pages ready to inspect
<input type="checkbox"/>	<input checked="" type="checkbox"/>	All pages ready to inspect
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All pages approved
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Page rejection

Fields marked with red are mandatory, and it is advisable to fill out fields marked with green.

The user enters the system by using his e-mail address, but you can also add a username to anyone, which they can also use to access the system.

The fields marked with yellow are used to define user rights, whether they are an "Administrator", so they can perform any action in the system, or an "Approver", so they can approve materials for printing, but can not administer system users for your company, etc.

At the bottom of the screen you choose in which case the user will receive an e-mail and whether they will receive e-mails. Then select the option (at the bottom of the screen):

[Save and Continue](#)

and do the same for all additional users of the portal

3. REVIEW AND APPROVAL OF MATERIALS FOR PRINTING

Once you have created all the users, you can start reviewing and approving materials for printing. Accessing this part of the portal is enabled by selecting “Jobs” in the menu.

 Jobs

Then all the jobs currently available for your approval are displayed on the screen. By choosing a desired job, a display of rasterized (“ripped”) pages of your job will appear. The initial display is the so-called “flip-book”, or the page flipping method.

You can flip pages one by one, or in a so-called “spread”, i.e. as continuous pages.

The desired way of displaying pages is changed by selecting the icons:

 display page by page,

 display continuous pages.

Other available options on the screen are:

 approve the page,

 reject/cancel the page,

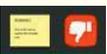
 approve the page and open next page

 magnifier

 additional options:

Approve All Remaining Pages	approving all unapproved pages,
Download Softproof PDF	download a high-resolution PDF to your computer,
Show Bleed & Boxes	show bleeds and boxes,
Show Page Info	show additional information about current page,
Show Help Pane	show a window with basic instructions how to use the system,
Online Help...	open additional instructions from the internet.

 page approved

 Page rejected/cancelled + reason for the same.

After you approve a page, you can not change its status afterwards. When rejecting (cancelling) a page, you must state the reason for the rejection.

If you decide that a page is acceptable after you have rejected (cancelled) it, you still have the option of approving it while entering the reason for the change.

IMPORTANT NOTE:

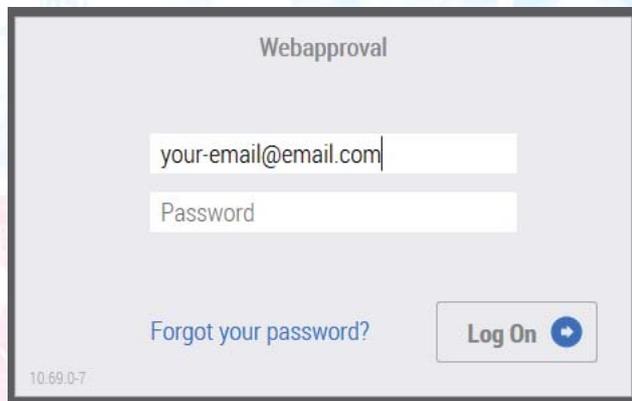
If you download a PDF file to your computer, you need to turn on the option OVERPRINT PREVIEW in the PDF viewer on your computer. This is necessary because the PDF file you downloaded has been separated in 4 colours (Cyan, Magenta, Yellow, Black), and the option must be turned on for a page to be displayed correctly. If you fail to do so, you will see only one separation (colour), probably YELLOW. If you need additional instructions how to do it contact your sales representative.

4. CHANGE THE PASSWORD IN CASE YOU LOSE/FORGET IT

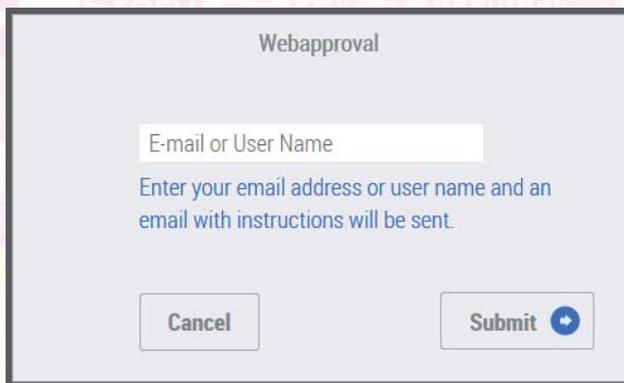
If you lose your password, open the Webapproval portal page at the address:

<https://webapproval.onlineproof.eu/productioncenter>

When the Webapproval portal opens, select the option *"Forgot your password?"*



The system then asks you to enter your e-mail address or username:



after which you will receive the following e-mail message to your e-mail address (if you entered e-mail/username correctly):

Dear ,
You're receiving this email because you(or someone else) requested a password reset for your Webapproval account. Please go to the following page and choose a new password:
<https://webapproval.onlineproof.eu/productioncenter/changePasword.html?t=89f10-335-1e7ad-005683788>

If you press the link at the bottom of the page, the Webapproval portal will open again and ask you to enter a new password. When you have done so, click:

Change Password ➔

You have completed the password change process.

We do not have the ability to view or change your password.