



# Welcome to iPB Printing WebCenter

iPB Printing WebCenter is an online program which is to be used for the approval cycle of your pending proofs in a user-friendly way.

We hope that this service of iPB Printing will help to improve to a more clear and efficient way of communication regarding the "approval cycle" of your artwork.

iPB Printing is always looking to integrally reduce the workload and improve the efficiency, thus also for you, dear customer. For this reason, iPB Printing invested in an unique online program which offers you the possibility to on one hand, verify your proofs and on the other hand structurally manage your database.

Note: For Technical reasons, some buttons are not completely translated into English. We apologize for the inconvenience, we are working on a solution for this issue!

Kind regards, The iPB WebCenter Team

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# 1. Users

You decide yourself which persons you wish to authorize as a user of WebCenter. There is a difference between persons who are allowed to verify and approve proofs and persons who are only able to view the proofs. By using enclosure A, you can inform us about the persons for whom we would have to create user log-in codes.

WebCenter currently is available in different languages; English, German, French and Dutch.

# 2. User guide

### 2.1 Receipt proofs

You, as a customer, will receive an email which invites you to verify and approve the proofs which have been published by iPB Printing.

With use of the log-in codes, you are able to enter the following website:

http://webcenter.ipbprinting.com.



#### Picture 1: Log-in

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#### 2.1.1 Multiple log-ins

If you would like to log-in to Webcenter frequently, it is wise to place a shortcut on your desktop. In order to do this, please copy the link, which you've received from iPB Printing and go to your desktop. Here you would have to click on the right button of your mouse. Scroll to the folder "new" and then to the shortcut. Paste the copied link and press next. Now, please enter a title and end by using the Finish button. From now on, you can easily enter to WebCenter by using this shortcut.





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### 2.2 My Work

After your log-in, the following screen will appear "My Work". Here you'll find the proofs which have been published and should be approved by you. In case there might be a long lists of proofs waiting for you, you can easily sort them out by using the sorting option in the beam on top of the page. Please, do make sure that you would need to select at least "me or a group I belong to".

You would only have to click upon the minimised pictures (see picture 2) and WebCenter viewer will show you all pending proofs, in order for you to view and approve them. Behind these minimised icons you'll find the project name. This has been made up out of 4 different aspects; customer code, PO-number, article number and article. If you would click upon the project name, you'll go to the detailed overview of this specific project.

Mijn werk	Verify:     logged in as Schoonus, Jody (JSCHOONUS)     Image: Contact     Logout       Projecten     Image: Contact     Contact     Contact
My Approvals 2 Documents waiting for approval (Y: Me or Group I Am In     Sort by: Document Name      Document Q     Version Version Author     Due Date Project Assigned to	Approvals to Follow Up      Pending     Stopped     Rejected     Approved     Approved with a Condition     Finished whithin Last 14 day
116171 Spacebox 2 1 Allard, Pete Document 2	
► My Recently Submitted Approvals	<u>. Spacebox</u>

#### Picture 2: Logged-in Mijn Werk = My work

At "My recent approvals" there is no need for you to take any actions. It could be seen as a helpful feature to search recent project. But you can also do this by using the search option, which will be discussed further on in this guide.

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### 2.3 WebCenter Viewer

By using the **WebCenter Viewer** you can verify your proof on textual errors, colour use etc. There are different tools which can be used for a proper verification. There is also an extensive

help function in your own language, shown by the icon: 2. By first use of the program, your contact person at iPB Printing, will obviously assist you

By first use of the program, your contact person at IPB Printing, will obviously assist you wherever needed.

By using the icons on top of the shown design, there are different actions to be fulfilled. As soon as you move your mouse to one of the icons, there will appear a short explanation about the functionality of the specific icon.



Picture 3: WebCenter Viewer

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### **2.4 Corrections**

If there are corrections to be made, you can easily inform this by using the following

tools . Click upon one of both tools and then upon the place where you wish to leave the comment. Then, type your comment in the pop-up screen. You can obviously leave multiple

comments, but you can also erase them by using the following tool; 🔼 . With use of this tool:

you can share a proof at the same time. This is very handy, in case both parties involved might be at different places.



**Picture 4: indicate corrections** 

#### After viewing a proof there are two options:

1.Approved This means that there are no more comments left. If you approve a proof there is no possibility to leave any comments.

2.Rejected This means that there are adjustments to be made. Please place your comments in the viewer.

You can leave your comments in a pop-up screen. Once finishing your comments, you would have reject the proof by clicking the button: rejected. Please also make sure that you've saved your changes by pressing on this button: Commit.

🛃 Approval - 116171_Spacebox	
- Approval Status	
Pending 🗸	
Enter your comment here	
Commit Cancel	

Afbeelding 5: Pop-up scherm

BTW

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#### **Rejected proofs (rejected)**

Proofs which are being rejected by you, will be revised by iPB Printing. Once they have been published again, you'll receive another email to inform you about the new started approval cyclus. You'll find the proof under "My Work"

On top of the screen (see picture 6) there is a Version notification. All versions will be saved and can be reviewed by clicking this feature.



#### **Picture 6: Version**

#### <u>Print</u>

You can also make a print of your proof. Please click (see picture 7).



#### **Picture 7: Print**

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The following screen will appear, once you've put in motion your first print order. (see picture 8) Mark "Always allow this applet to access the printer" and then click upon Ok. (this screen will no more appear by following print orders)

Security Warning	×
The applet has requested access to the printer. Do you want to allow this action?	
Name: viewer  Kalways allow this applet to access the printer.  OK	Cancel

#### 

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# 3. Projects

It might appear that you have multiple projects in progress or that you wish to view all projects in which you are involved. In this case, please scroll to the folder Projects on top of the screen. Hold your mouse still for a while, and a dropdown menu will appear. (see picture 9). Here, all projects will be shown, thus also the ones which have already been approved or rejected.

- Center						
Mijn werk	Projects	Zoek 🔻	Mijn WebCenter 🔻	Create 🔻	Upload	
Projects	Favoriete Pro Projects	jecten				
Show Projects	ojects Projects I Manage		Modified All	▼ F	Project Status	
	Create Projec	t				

#### Picture 9: Dropdown menu Projects Favoriete Projecten = favorite projects

Click upon "projects I am in" or "favorite projects" A list of all projects will appear. You can also let appear a selected list of projects (see picture 10)



There is the possibility to select multiple projects and add them to your "chart", (see "6. Chart".) by marking the little squares for each projects and choosing one of the options which appear while clicking upon the following icon  $\exists \cdot d$ .





# **3.1 Project in process**

As soon as you entered the project folder, there are various other options for you available. Here you can view general details of the project, upload multiple versions, add documents to your chart, and forward a link to other persons. You can also see the participants of the project.

- Center		You're logged	in as Schoonus, Jody (JSCHOONUS)   🏠   `	🛒 Welcome Contact Logout			
Mijn werk Projects 🔻	Zoek 🔻 Mijn WebCenter 👻 Create 🔻	Upload	Projecten	<b>ب</b>			
Documents	(5)   Discussions (0)	Characteristics   Attributes	Statu	s: Active			
Mail link to More actions	Customer: Due On: Modified: Description:	Dec 19, 2011 Test					
Documents (5)   Discussions (0)	Documents (5)   Discussions (0)   Characteristics   Attribute: General Information   Approvers   Notifications   Members						
Folders (3)	Documents (5) Actions ≡ •		Version Approval	Uploaded			
Project Documents (0) 1 Softproof (5)	116171_Spacebox (6KB)	General Information   Ap	provers   Notificatio	ns   Members			

**Picture 11.1: Project folder** 

### **3.2 PDF Download**

There is a possibility to download a PDF File of the project. By clicking the button Projects, you can select the folder "softproof" in which the file has been placed. Once you've found the folder, you can click upon the following download button, 🛃 to download the file as a PDF.

- Center			You're log	gged in as Schoon	us, Jody (J	SCHOONUS)   🏠	🗑   Welcome	Contact Logout
Mijn werk Projects - Z	oek 🔻					Projecten	<b>v</b>	Q
	F	Folders (3)				Statu	is: Active	÷
Mail link to	Å	Project Documents (0)						
More actions		🖢 🖿 1 Softproof (5)						
Documents (5)   Discussions (0)   Chi	aracteris	tics   Attributes   General Information   Approvers   Notifications   Members	10 m Co					
Folders (3)	Docu	ments (5) Actions ≡•		K	Version	Approval	Uplo	aded
<ul> <li>Project Documents (0)</li> <li>1 Softproof (5)</li> </ul>		116171_Spacebox (6KB)			1	~	Nov 28, 201 Allard	1 at 3:18 PM , Peter

#### picture 11.2: PDF Download

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### 4. Search

It is possible that you are looking for a specific project. To make this easier, you can use the search option. Please scroll to the top of your screen and hold still for a while and a dropdown menu will appear. (see picture 12).

Center					
Mijn werk 🛛 Projects 🔻	Zoek 🔻	Mijn W	ebCenter 🔻	Create 🔻	Upload
Zoek Naar Proje	Projecten Documents Saved Searches Reports				
Fill in one or more fields. Prefer			word Search.		

**Picture 12: involved projects** Zoek = search Projecten = projects

You'll see a searchform. Here you can fill out different fields with your search criteria.

### 4.1 Searching by keywords

Within these fields you can enter different parts of the project name as a search criteria. e.g. If you would like to search for a project which contains the word "box" but you do not know the entire project name (e.g. spacebox), you can easily enter: space\*. Now all projects which start with the name space will appear, thus also "spacebox". Another e.g. \*pacebo\*. All projects which contain pacebo will appear, thus also "spacebox".

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### 4.2 Saving a search

The search which needs to be accomplished can also be saved. Please go to the resultsscreen "save this search" (see picture 13)

- 🔞	Center					You're logged in	as Schoonus	, Jody (JSCHOO	NUS)   🏠	🗑 Welcom	e Contact Logout
Mij	n werk Projects 🔻 Zoek 🔻	Mijn WebCenter 🔻 Create	🔻 Upload					F	Projecten	<b>v</b>	Q
Sear	ch Results					Save This Sea	arch			Sa	ve Search Results
Found:	1 item.		Hide Thumb	nail		Show as Grid					Page 1 of 1
#	Name		Description	n	м	anager		Modified		Due Dat	e
1.	116171 Spacebox		Standaard	template	Ha	alsberghe, Ken	Save	This S	earch	1	
Found:	1 item.		Hide Thumb	onail		Show as Grid					Page 1 of 1

picture 13: save search

Then you can fill in the fields and save your search. Please do not forget to actually click the box: Save (See picture 14).

Center -	You're logged in as Schoonus, Jody (JSCHOONUS)	🗑 Welcome	Contact Logout
Mijn werk Projects 🔻 Zoek 💌 Mijn WebCenter 💌 Create 👻 Upload	Projecten	•	Q
Save Search			
Fill in a name for this search:			
Name Save			
Your previously saved searches:			
× v			

Picture 14: save search

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# 5. My WebCenter

At the "My WebCenter" you can adjust your own personal settings. As shown in picture 15, your profile, password, preferences etc. can be changed. Please do not forget the click the following boxes each time a change has been made **Save** and **Change**.

🔞 Cente					
Mijn werk	Projects 🔻	Zoek 🔻	<u>Mijn WebCenter</u> 🔻	Create 🔻	Upload
			<u>Mijn Profiel</u>		
My Profile			Mijn Paswoord		
			Voorkeuren		
Tip: * indicates	required field		My Work Setup		
Username *		JSCHOONUS	Mijn Geblokkeerde Do	ocumenten	

Picture 15: "My WebCenter" Mijn WebCenter = My WebCenter Mijn Profiel = my profile

# 6.Chart

You can add projects and documents to your chart but you can also select them. With use of the following icon vou can accomplish various actions (see picutre 16).

Mijn werk Projects V Zoek V Mijn WebCenter V Create			Projecten	•	
Mijn Kar	View and Annotate				
Documents Actions =- Destron Granur View and Annotate	Compare in Viewer		Description		
Compare in Viewer Mail link to	Mail link to	1			
Remove from Cart	Download	8009			
Projecten Actions =*	Remove from Cart	ger	Modified		

Picture 16: Chart





### 7. Enclosure

Appendix A		
Company name:		
Your contact person at iPB Printing:		
Person(s) which are allowed to app	rove proofs:	
Name:	Email :	
Name:	Email:	
Name:	Email :	
Person(s) which are only allowed to	browse the WebCenter:	
Name:	Email:	
Name:	Email:	
Name:	Email:	

Once you've received your login details, you can enter WebCenter and change your password. In case you might need help with this you can contact your contact person.

We hope you will be using WebCenter with pleasure!

If you might have any questions or concerns, please feel free to contact your contact person and discuss all possibilities regarding your comments and wishes for eventual changes.

Kind regards, iPB Printing

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