



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

iPB Printing B.V.
De Hoeven 18
5541 RJ Reusel
Postbus 22
5540 AA Reusel
Nederland

+31 (0)497 62 12 12
+31 (0)497 62 12 10
info@ipbprinting.com
www.ipbprinting.com

BTW NL854082414B01
KvK 60839430

IBAN NL21RAB00182480054
BIC RABONL2U

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:

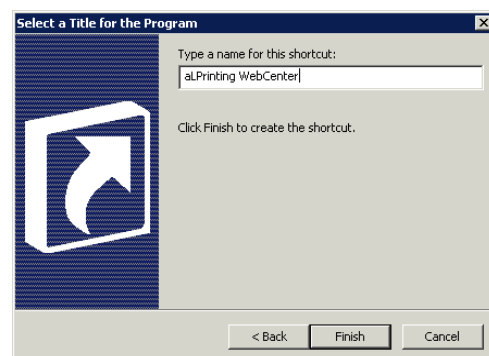
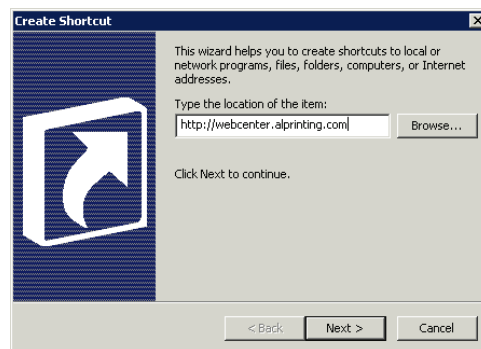
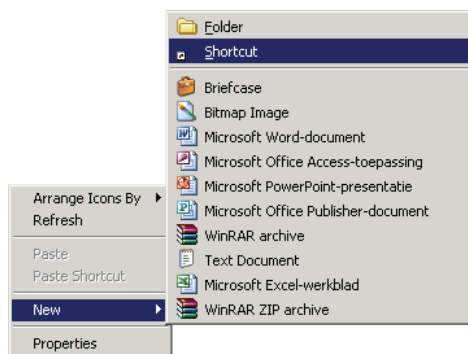
<http://webcenter.ipbprinting.com>.



Picture 1: Log-in

2.1.1 Multiple log-ins

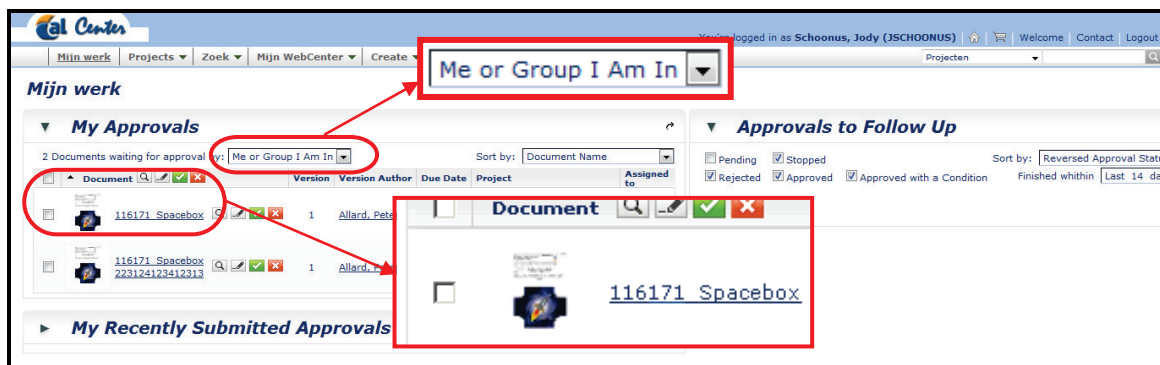
If you would like to log-in to Webcenter frequently, it is wise to place a shortcut on your desktop. In order to do this, please copy the link, which you've received from iPB Printing and go to your desktop. Here you would have to click on the right button of your mouse. Scroll to the folder "new" and 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.



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.



Picture 2: Logged-in
Mijn Werk = My work

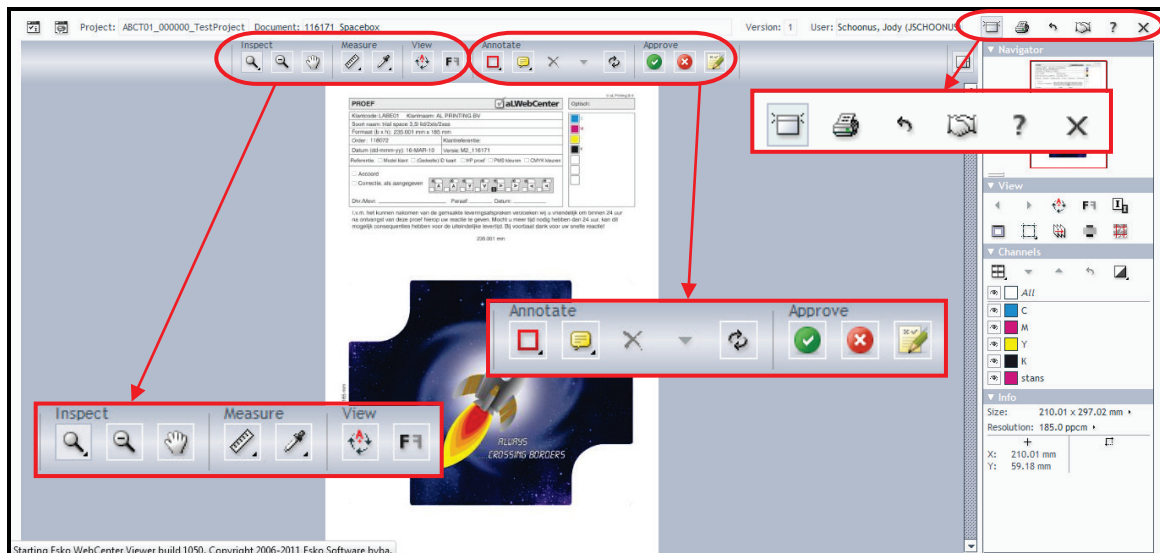
At "My recent approvals" there is no need for you to take any actions. It could be seen as a helpful feature to search recent project. But you can also do this by using the search option, which will be discussed further on in this guide.

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:  .

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.

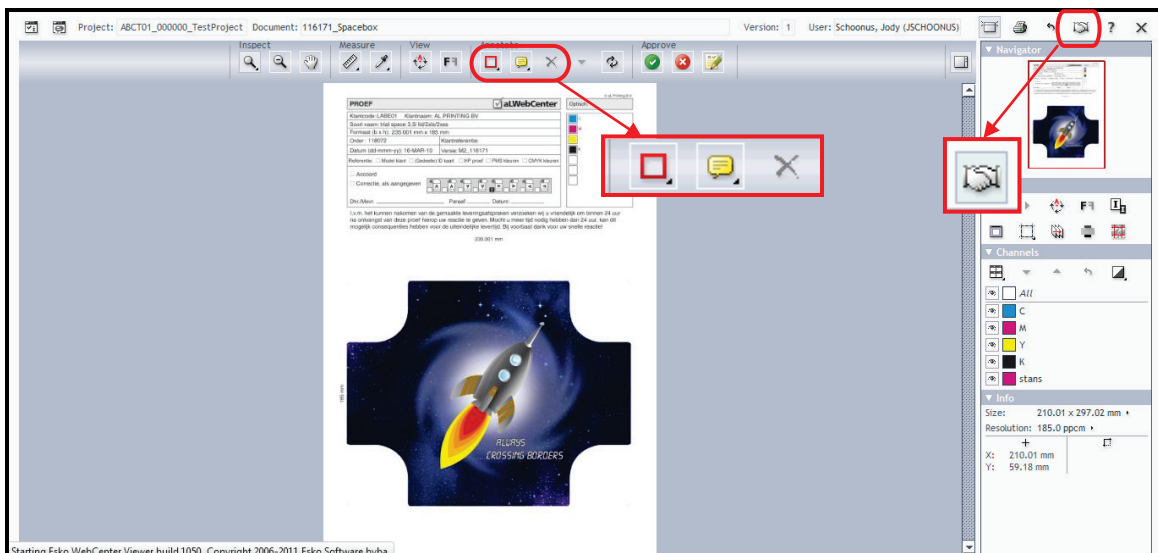


Picture 3: WebCenter Viewer

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.

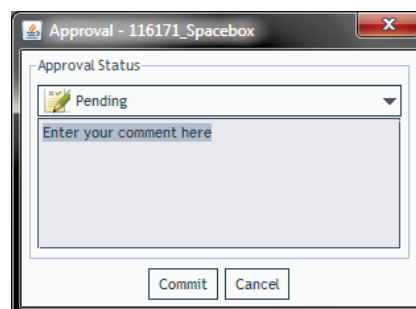


Picture 4: indicate corrections

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: .

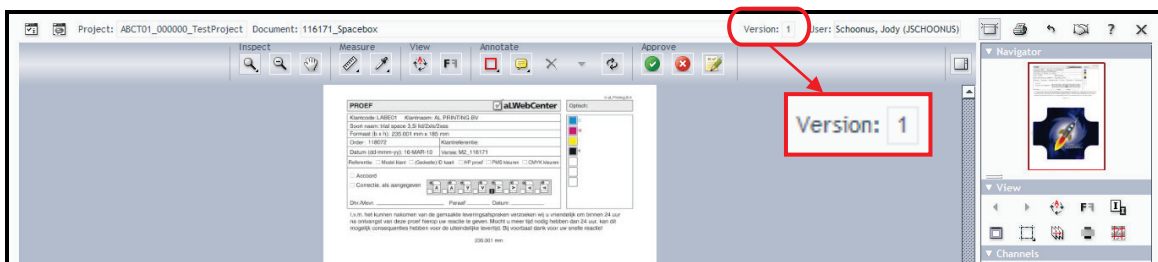


Afbeelding 5: Pop-up scherm

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"

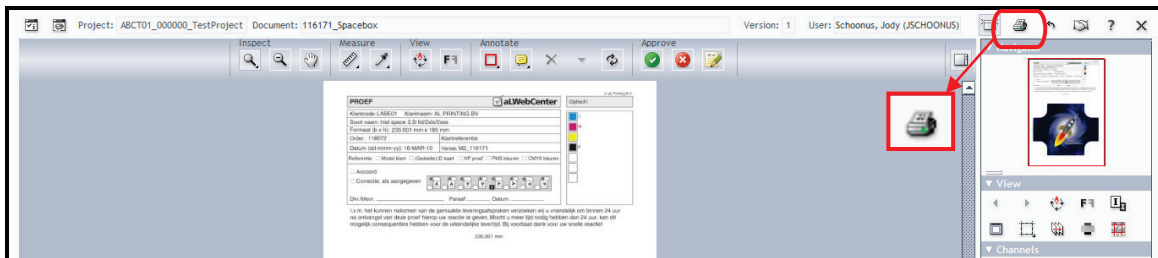
On top of the screen (see picture 6) there is a Version notification. All versions will be saved and can be reviewed by clicking this feature.



Picture 6: Version

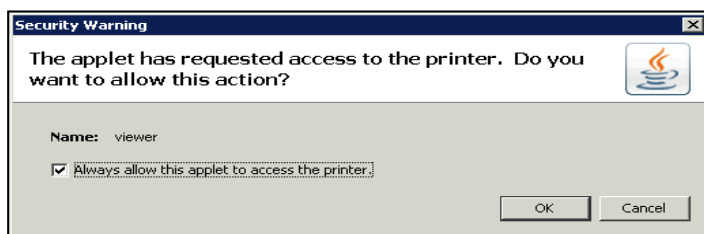
Print

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



Picture 7: Print

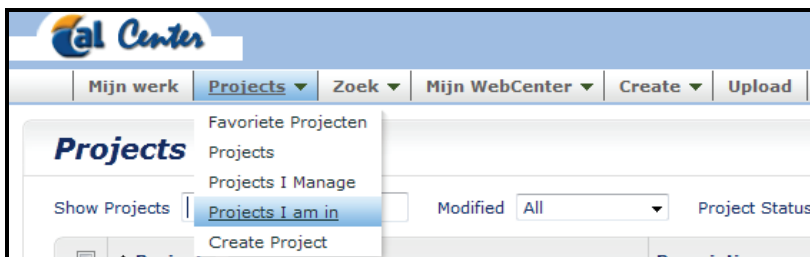
The following screen will appear, once you've put in motion your first print order. (see picture 8) Mark "Always allow this applet to access the printer" and then click upon Ok. (this screen will no more appear by following print orders)



Picture 8: Security Warning

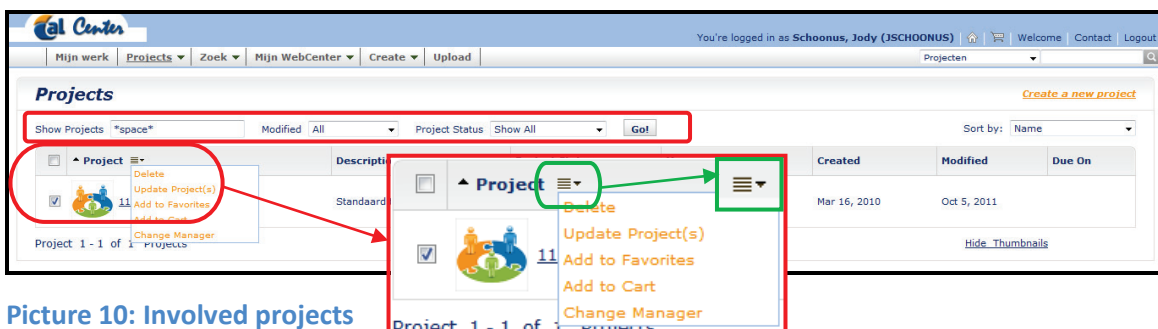
3. Projects

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.




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)

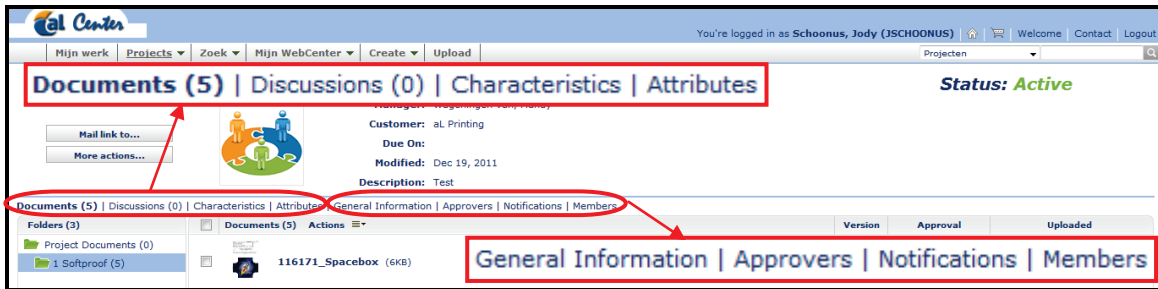


Picture 10: Involved projects

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  .


3.1 Project in process

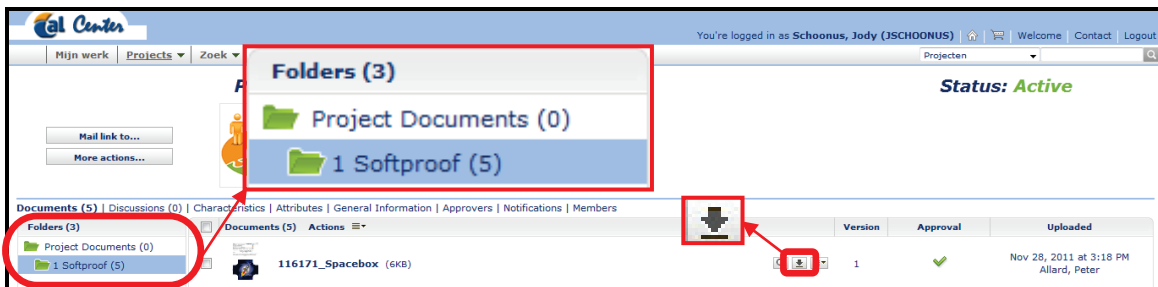
As soon as you entered the project folder, there are various other options for you available. Here you can view general details of the project, upload multiple versions, add documents to your chart, and forward a link to other persons. You can also see the participants of the project.



Picture 11.1: Project folder

3.2 PDF Download

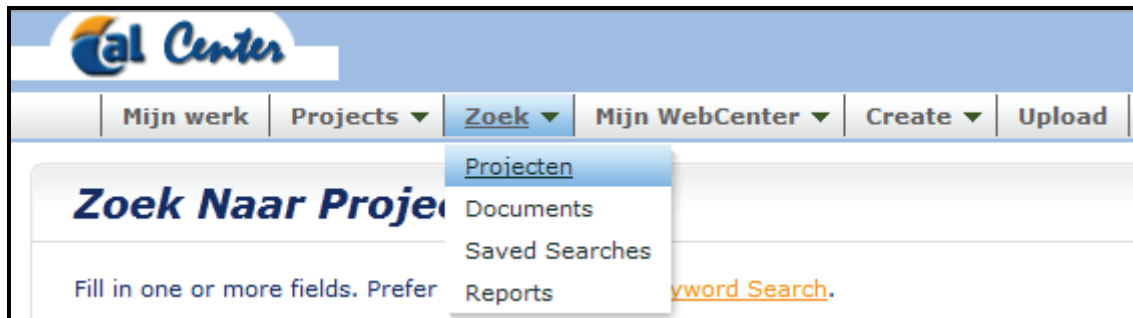
There is a possibility to download a PDF File of the project. By clicking the button Projects, you can select the folder "softproof" in which the file has been placed. Once you've found the folder, you can click upon the following download button,  to download the file as a PDF.



picture 11.2: PDF Download

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).



Picture 12: involved projects

Zoek = search

Projecten = projects

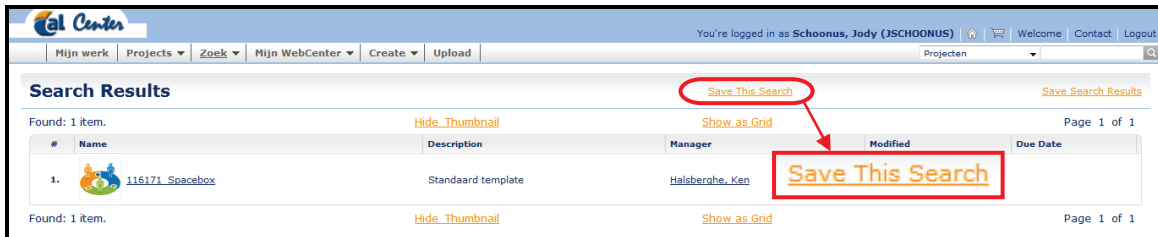
You'll see a searchform. Here you can fill out different fields with your search criteria.

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".

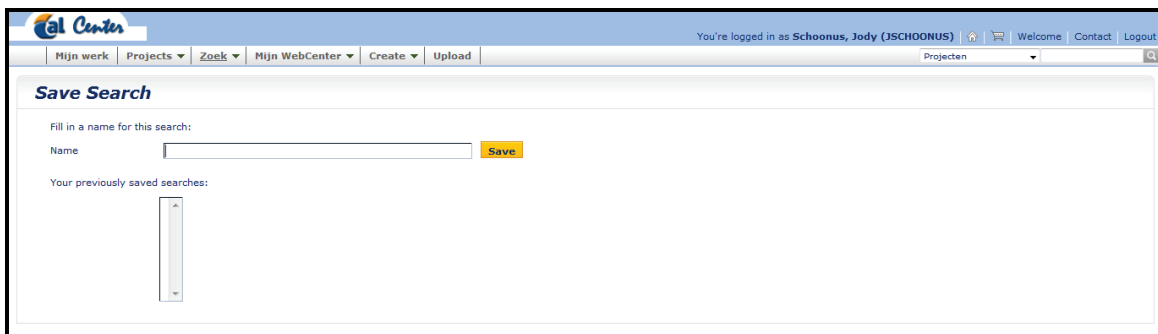
4.2 Saving a search

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



picture 13: save search

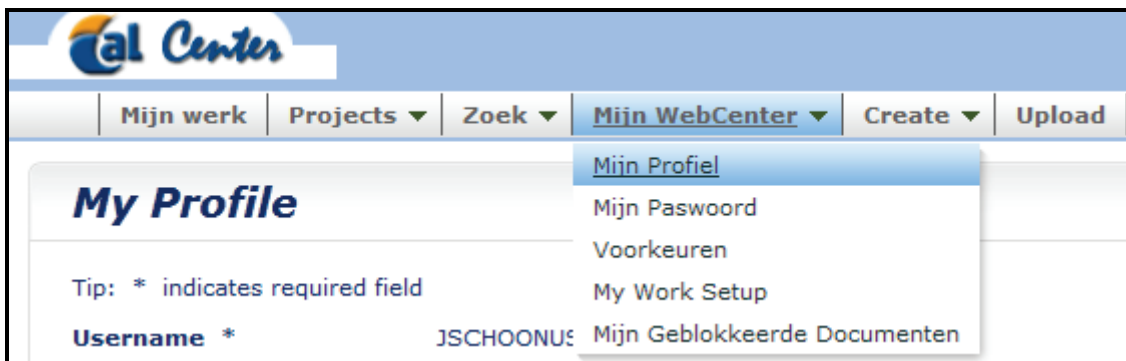
Then you can fill in the fields and save your search. Please do not forget to actually click the box: **Save** (See picture 14).



Picture 14: save search

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 to click the following boxes each time a change has been made **Save** and **Change**.




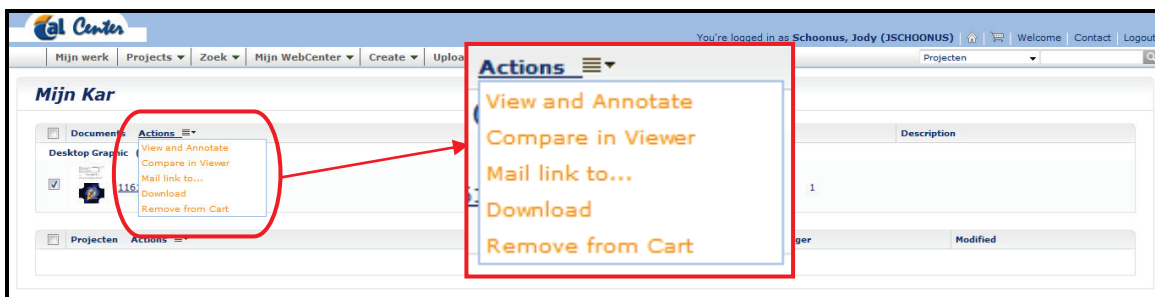
Picture 15: "My WebCenter"

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  you can accomplish various actions (see picture 16).



Picture 16: Chart

7. Enclosure

Appendix A

Company name: _____

Your contact person at iPB Printing:

Person(s) which are allowed to approve 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