

# InSite Prepress Portal User Guide

Welcome to the Kodak InSite system. The options appearing on the home page reflect your system licensing and the role that you have been assigned.

In	You can
<b>Jobs</b>	<ul style="list-style-type: none"><li>• Create and view jobs</li><li>• Manage job production and status</li></ul>
<b>Administration</b>	Perform the following actions: <ul style="list-style-type: none"><li>• <b>Customers</b>—Manage customers in the system</li><li>• <b>Users</b>—Manage user accounts</li><li>• <b>Upload Processing Rules</b>—Configure the upload processing rules</li><li>• <b>Learning Center</b>—Add and view documentation and training materials</li><li>• <b>Roles</b>—Define user roles and rights</li><li>• <b>Themes</b>—Manage custom themes for customers</li></ul>

To use the InSite system, your computer must be configured correctly. To check your computer settings, see [Check your system](#).