

Job workflow with Prepress Portal

1. In Prepress Portal software, the customer creates a job, which appears as a Pre-Production job in Prepress Portal and as a pre-job with a status of **Created** in Workshop.
2. In Prepress Portal, the customer adds input files using any one of many methods available. For information, see the Prepress Portal documentation.
3. In Prepress Portal, the customer promotes the Pre-Production job (which is a pre-job in Prinergy) to a Production job (which is a job in Prinergy).
4. In Workshop, you process the input files into pages.
Tip: You can increase the display speed of PDFs in Prepress Portal by generating alternate low-resolution images which are used when customers open the PDFs in Prepress Portal. To do this, in the **Optimize** section of the refine process template, under **Color & Grayscale Alternate Images**, select **Generate**.
5. To review files, perform these action:
 - a. In Prepress Portal, upload the processed input files and set the status of each page to **Request Approval**.
Note: You can set the customer approval status of each page to **Approval Requested** in Prinergy Workshop, but the customer will not receive an InSite email notification unless you have set up a rule in Prinergy Rules-Based Automation.
 - b. In Prepress Portal, the customer reviews the pages, annotates, approves, or rejects them, and requests correction of annotated pages.
 - c. Make the corrections as needed.
 - d. In Workshop, reprocess the files.
 - e. Repeat steps 5a to 5d above until all the customer approves all of the pages.

From this point, you complete the job as usual.