

Viewing jobs

- 1. After you log on, on the **Jobs** tab, in the **Customer** list, select the required customer or customers.
The list of jobs of the specific customer appears.
- 2. In the **actions** and **filters** area, you can search for jobs and filter jobs, based on their status.

JOBS ADMINISTRATION

Customer: All Customers

Create Job

Q N

Status: All Active

Job Name	Pages	Customer	Created	Due Date	Requiring Approval	Awaiting Correction	Type
Sanity_BW	72	BW_Cust	12/05/2017 8:56	12/09/2017	72	0	Pr Requiring Approval
TKSanity-1223	72	TKSanityCustomer	12/05/2017 8:20	12/09/2017	0	0	Pr Awaiting Correction
TKSanity-1204	72	TKSanityCustomer	12/05/2017 8:06	12/09/2017	72	0	Pr All Completed
Naturebook4	33	TKSanityCustomer	12/01/2017 9:51	12/05/2017	33	0	Pr All Jobs
Naturebook3	72	TKSanityCustomer	12/01/2017 9:29	12/05/2017	72	0	Pr Pre-Production
MBook_TotME	72	MEFAR Customer	12/01/2017 9:18	12/05/2017	72	0	Pr Pre-Production

- 3. To view basic job information and add job info sheet or notes, click the job row.
The job details appears in the **details panel** on the right-hand side.

JOBS ADMINISTRATION

John Doe ? Log Out

Customer: Top Printing

Create Job

Q

Status: All Active

Fail Catalog

Job Name	Pages	Customer	Created	Due Date	Requiring Approval	Awaiting Correction	Type
Fail Catalog	72	Top Printing	12/05/2017 1:37	12/09/2017	32	0	Pre-Production

Approval Summary (38/72)

53% Approved

Request Approval

32

Approved

38

Rejected

2

Correction Requested

0

Work In Progress

0

Signatures (0)

Reviewers

Info Sheet

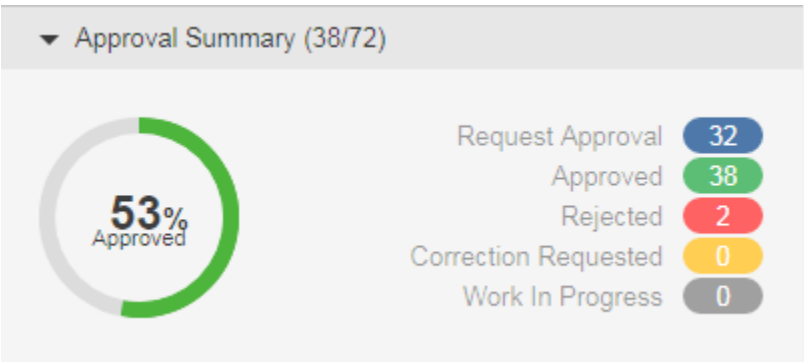
Notes

File Uploads (1)

Name	Files	Size
html5_upload_0	100%	72 130 MB

The **details panel** displays the following information:

Approval Summary—displays the total number of pages and the total number of approved, rejected and pages with requests for corrections.



Signatures—Displays the signatures; page assignment and approval status info.

▼ Signatures (11)

	?	✓	✗	!	⊙
Unassigned	0	0	0	0	0
Nature photography...	12	4	0	0	0
Nature photography...	12	2	2	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0
Nature photography...	16	0	0	0	0

Note: You can access the pages directly associated with the signature or approval status by clicking the number of pages link.

Reviewers—Displays the names of the approvers, reviewers, and color reviewers and the number of pages that each one of them need to approve.

Info Sheet—Displays the Job Info sheet parameters that have been defined for the job.

Notes—Displays job note to provide additional job information. In this area, you can add job notes and view existing.

- To perform additional actions, such as changing the job status, editing the job properties, or adding notes, right-click the job's row and select the required action from the menu.

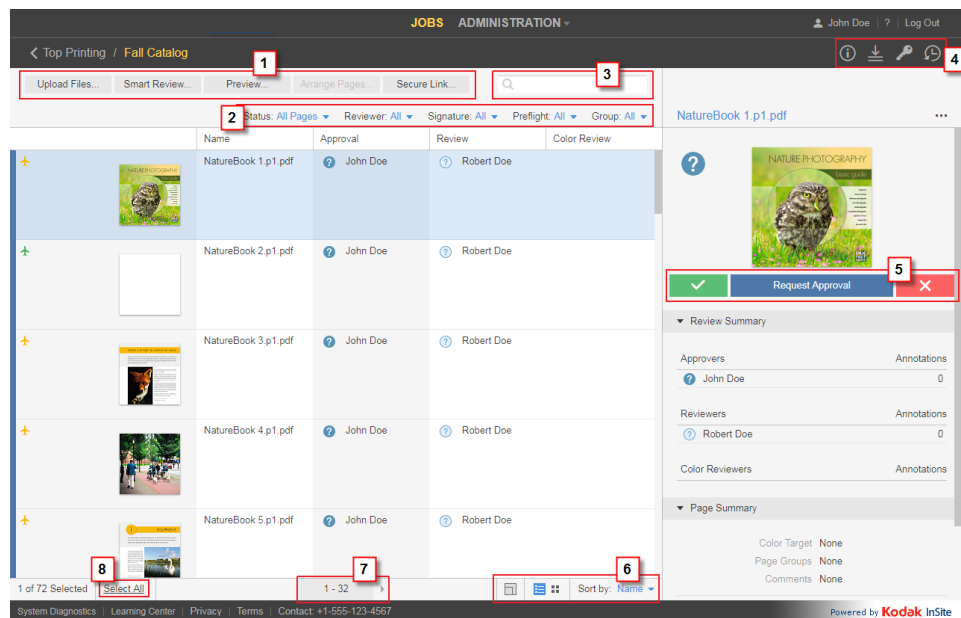
Create Job Q

Status: All Active ▼

Job Name	Pages	Customer	Created	Due Date	Requiring Approval	Awaiting Correction	Type
MEUPR	0	ME Inc.	12/05/2017 2:54	12/09/2017	0	0	Pre-Production
Dawns Job	0	BLP Customer	11/30/2017 11:15	12/04/2017	0	0	Pre-Production
Final Spri...	0	BLP Customer	11/30/2017 7:11	12/04/2017	0	0	Pre-Production
S_Templ...	0	BLP Customer	11/12/2017 6:59	11/16/2017	0	0	Production
Customer...	0	BLP Customer	11/12/2017 6:14	11/16/2017	0	0	Pre-Production
S_Templ...	0	BLP Customer	11/04/2017 12:49	11/08/2017	0	0	Pre-Production
View Opti...	0	BLP Customer	10/30/2017 9:20	11/03/2017	0	0	Pre-Production
Build 399...	0	Sanity-tk-Cust	10/30/2017 8:42	11/03/2017	0	0	Pre-Production
Hisato125	0	Job Info Sheets	10/20/2017 10:12	10/24/2017	0	0	Pre-Production
MV9 (ME...	0	Test	10/19/2017 12:54	10/23/2017	0	0	Pre-Production
RoutineJ...	0	tal	10/17/2017 6:32	10/21/2017	0	0	Pre-Production
Create Jo...	0	BLP Customer	10/05/2017 7:32	10/09/2017	0	0	Pre-Production
Sanity-tk...	0	ME Inc.	10/04/2017 11:32	10/08/2017	0	0	Pre-Production

- To open a job, click the job name.

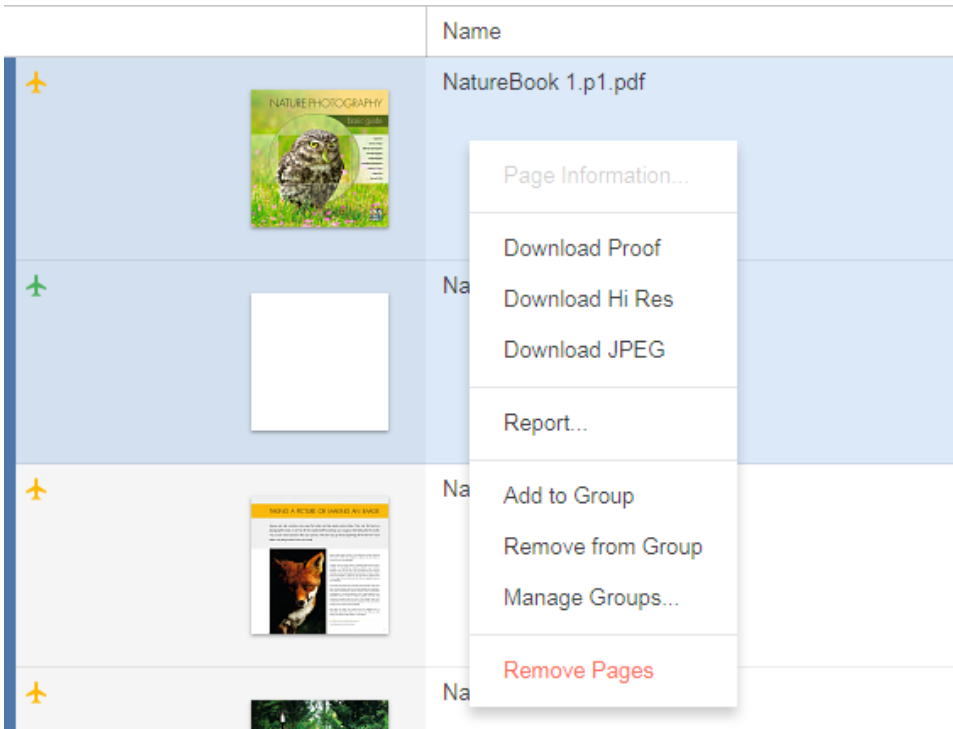
In the window that appears, you can view page thumbnails and other information about the pages in the job. You can also view who has been asked to review or approve the pages.



Number	Area in the Review window
1	Various tools
2	Page filters
3	Search box: find a specific page by typing all or part of the page name in the Search box.
4	Perform the following actions: view job information, download files, manage access, or view job history.
5	Select a page and perform the required actions: request approval, approve, or reject pages.
6	Use the following display options: Use the Zoom Slider to change the thumbnail's size, select Gallery or List view, or sort the pages by name, last modified date, position, or signature.
7	Click the page numbers and go to the required group of pages.
8	Select all pages.

- You can also perform additional actions, such as downloading pages, removing pages, or creating reports, by right-clicking the page's row and selecting the required action from

the menu.



Use the buttons on the top-right corner, , to perform the following actions:

- View job information
- Download files
- View the history of actions performed on the job. You can view four categories of history information: **Transactions**, **Uploads**, **Info Sheets**, and **Secure Links**.