

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.

The screenshot shows the 'JOBS ADMINISTRATION' interface. At the top, there is a 'Customer: All Customers' dropdown. Below it is a 'Create Job' button and a search bar containing 'Q N'. A table lists several jobs with columns for Job Name, Pages, Customer, Created, Due Date, Requiring Approval, Awaiting Correction, and Type. A dropdown menu is open over the 'Type' column, showing options: 'All Active', 'Requiring Approval', 'Awaiting Correction', 'All Completed', 'All Jobs', and 'Pre-Production'.

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
TKSanity-1223	72	TKSanityCustomer	12/05/2017 8:20	12/09/2017	0	0	Pr
TKSanity-1204	72	TKSanityCustomer	12/05/2017 8:06	12/09/2017	72	0	Pr
Naturebook4	33	TKSanityCustomer	12/01/2017 9:51	12/05/2017	33	0	Pr
Naturebook3	72	TKSanityCustomer	12/01/2017 9:29	12/05/2017	72	0	Pr
MEBook_TeXME	72	MEBook_Customer	12/01/2017 9:18	12/05/2017	72	0	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.

The screenshot shows the 'JOBS ADMINISTRATION' interface with the 'Customer: Top Printing' dropdown. The 'Fall Catalog' job is selected. The details panel on the right shows an 'Approval Summary (38/72)' with a 53% approved progress indicator. The summary includes: Request Approval (32), Approved (38), Rejected (2), Correction Requested (0), and Work In Progress (0). Below the summary are sections for Signatures (0), Reviewers, Info Sheet, Notes (1), and File Uploads (1). A table shows a file upload named 'html5_upload_0' with 100% completion, 72 files, and a size of 130 MB.

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.

The close-up screenshot shows the 'Approval Summary (38/72)' panel. It features a circular progress indicator showing 53% Approved. To the right, there are five colored buttons representing different approval statuses: Request Approval (32), Approved (38), Rejected (2), Correction Requested (0), and Work In Progress (0).

Request Approval	32
Approved	38
Rejected	2
Correction Requested	0
Work In Progress	0

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.

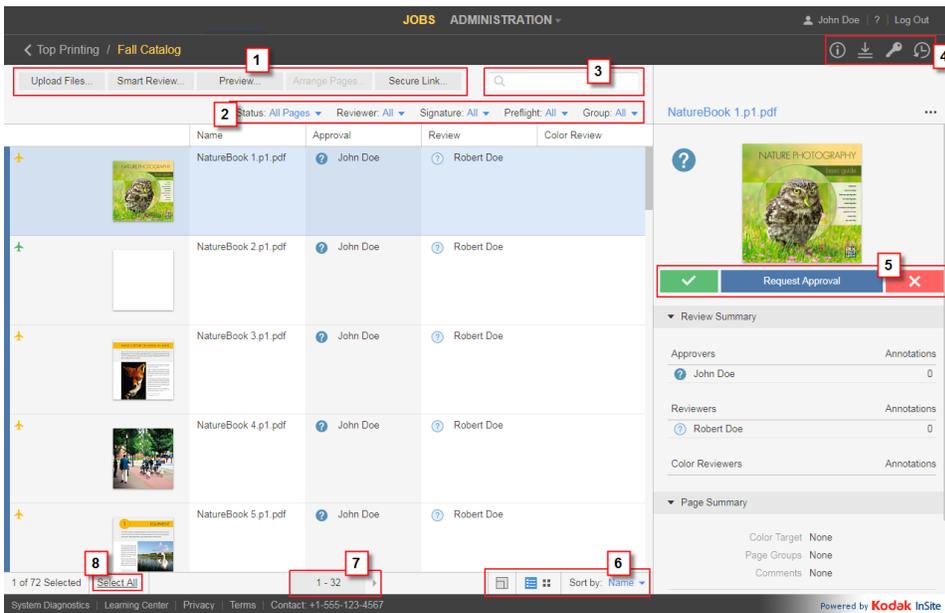
- To perform additional actions, such as changing the job status, editing the job properties, or adding notes, right-click the job's row and select the required action from the menu.

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 Spr...	0	BLP Customer	11/30/2017 7:11	12/04/2017	0	0	Pre-Production
S_Templ...	0	ME Inc.	11/12/2017 6:59	11/16/2017	0	0	Production
Customer...	0	ME Inc.	11/12/2017 6:14	11/16/2017	0	0	Pre-Production
S_Templ...	0	ME Inc.	11/04/2017 12:49	11/08/2017	0	0	Pre-Production
View Opti...	0	ME Inc.	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

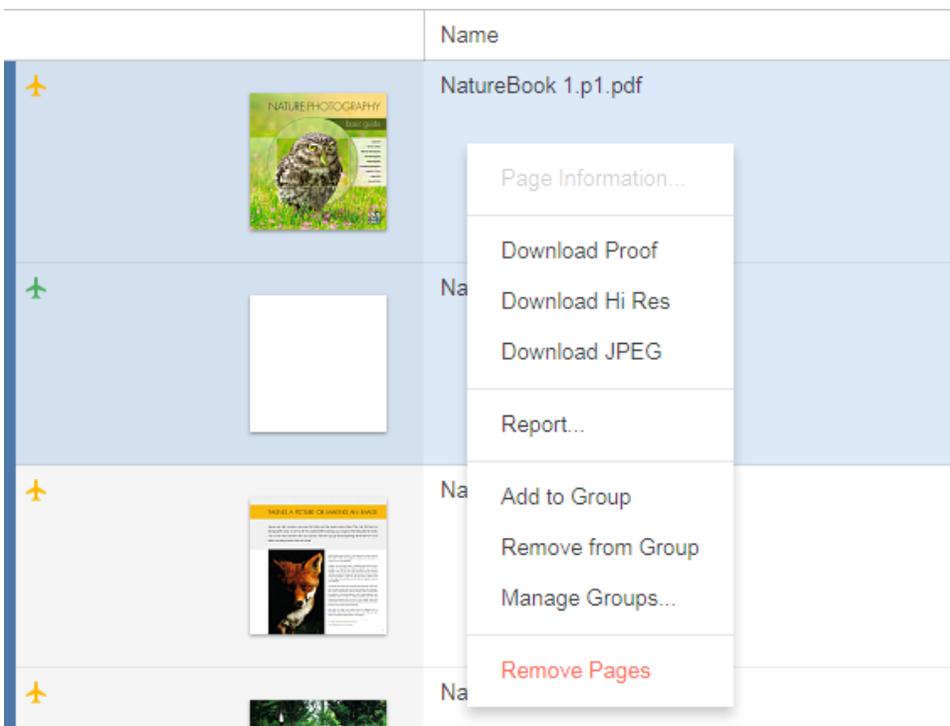
- To open a job, click the job name.
In the window that appears, you can view page thumbnails and other information about the pages in the job. You can also view who has been asked to review or approve the pages.



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**.