

**graphcom.**

**Graphcom Prepress Portal**  
System

**Proof Review and Approval**  
English

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# Proofing with Graphcom Prepress Portal

## What is a Review or Approval request?

- **Review:** This is a preliminary check of the proof open to commenting and annotation before approval to proceed with production. Approval or rejection of a page in review is commentary only.
- **Approval:** This is a final check of the proof open to commenting, annotation, correction requests, and rejection of a page to be replaced. Approvals are a **FINAL OK to proceed with production**.

## Soft Proofing Process Overview

1. Receive email notice that files are ready for Approval.
2. Follow link in email or manually log into your Prepress Portal account and navigate to the job listed in your email notice.
3. Review any pages waiting for approval in Smart Review, checking preflight warnings and any other important attributes of your design's layout.
4. Approve/Reject page by page in Smart Review or mark up with annotation tools and request correction by Graphcom Prepress.
5. Optionally, bulk Approve/Reject in page view.

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*Note: After an approval option is chosen it cannot be changed. Please contact your Graphcom Project Manager for assistance.*

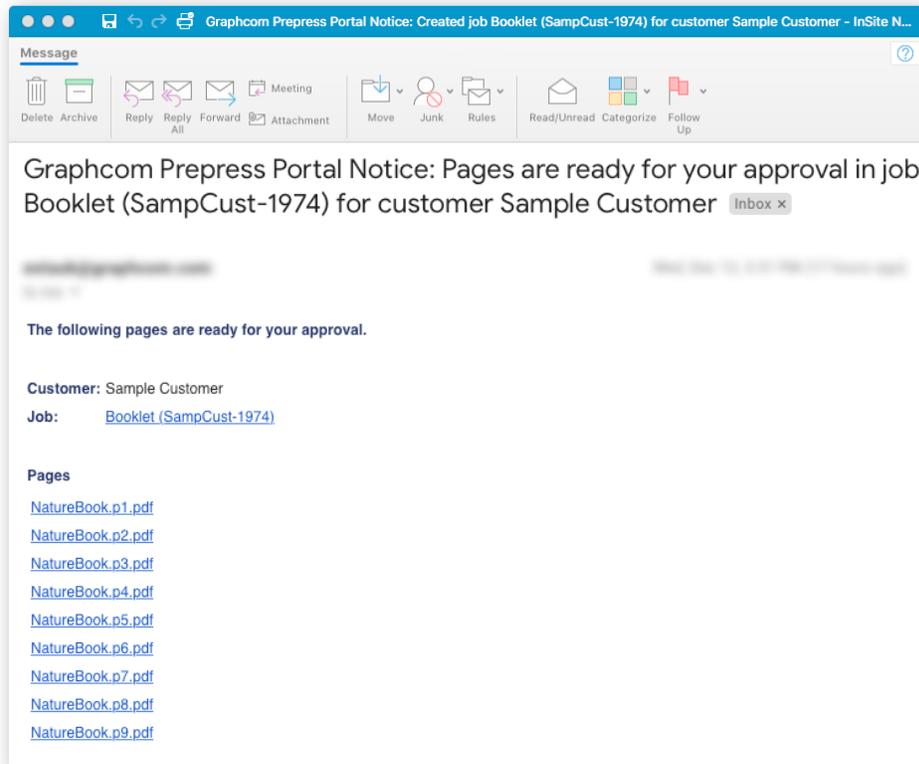
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6. **PROOFING IS COMPLETE: When all pages with Approval Requested have been addressed.** You will receive acknowledgment and next steps from Graphcom.

## Soft Proofing Process Illustrated Steps

1. **Receive email notice** that files are ready for Approval and follow links.
  - a. Clicking the **Job Link** will take you to the job's **Pages View** (section 2c).
  - b. Clicking **any page link** will take you to that page in **Smart Review** (section 3).
  - c. **Optionally**, manually log into Prepress Portal and navigate to the correct job.

Fig.1 Approval Request Email



## 2. Job view.

- Each job listed will show the amount of pages, amount requiring approval, and the amount waiting for correction.
- With a job highlighted in jobs view you can see page approval detail.

Fig. 2 Job view—showing Approval Request status.

The screenshot displays the 'JOBS ADMINISTRATION' interface. The main table has the following data:

Job Name	Pages	Customer	Created	Due Date	Requiring Approval	Awaiting Correction	Type
BusinessCards (SampCust-1975)	0	Sample Custo...	12/12/2018 2:53	12/16/2018	0	0	Pre-Production
Booklet (SampCust-1974)	72	Sample Custo...	12/12/2018 2:52	12/16/2018	72	0	Production

The detailed view for 'SampCust-1974' shows:

- Approval Summary (0/72): 0% Approved
- Requiring Approval: 72
- Approved: 0
- Rejected: 0
- Awaiting Correction: 0
- Work In Progress: 0
- Reviewers: Customer JobManager (72 pages)
- File Uploads (4): All 100% complete.

- Job pages view**—Shows Approval column and/or Review column if necessary.

Fig. 3 Job's pages view—Approval requested.

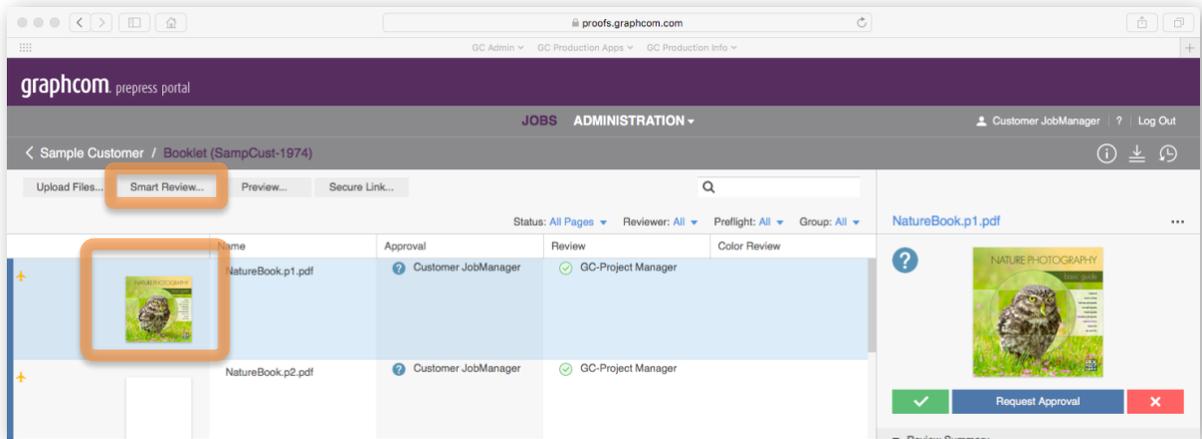
The screenshot displays the 'NatureBook.p1.pdf' page view. The main table has the following data:

Name	Approval	Review
NatureBook.p1.pdf	Customer JobManager	GC-Project Manager
NatureBook.p2.pdf	Customer JobManager	GC-Project Manager

The right-hand panel shows the 'NatureBook.p1.pdf' page with a 'Request Approval' button.

- d. Click on a page thumbnail or the Smart Review button to open the Smart Review window to view your proof pages.

Fig. 4 Job pages view–Open Smart Review.



### 3. Smart Review.

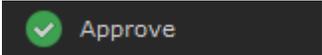
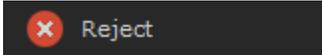
- a. Use this window to view preflight warnings/errors, trim size, bleed, inks and separations, apply or review annotations, and more.
- b. Approval/Reject/Request Correction options at bottom of page.

Fig. 5 Smart Review view.



- c. Smart Review—Approve, Reject or Reject/Request Correction.
- Select one of the following from the bottom of the Smart Review window (Also, see Fig 5).
  - See section 3 d–e for more detail on annotating and requesting corrections from Graphcom Prepress.

Fig. 6 Smart Review Approval, Rejection, Reject/Request Correction.

Set Final Approval	Reject	Request Correction (Requesting correction from Graphcom Prepress).
<p>Click Approve.</p>  <p>Select Approve.</p>  <p>Click Apply.</p>	<p>Click Reject.</p>  <p>Select Reject.</p>  <p>(Optional) Type a comment in the Comment box.</p> <p>Click Apply.</p>	<p>Click Reject.</p>  <p>Select Request Correction.</p>  <p>(Optional) Type a comment in the Comment box.</p> <p>Click Apply.</p>

d. Smart Review–Annotation.

- i. Annotation can be used to communicate issues in Smart Review and is the most effective way to request corrections from Graphcom Prepress.
- ii. You can Approve, Reject, or Hold an annotation and reply to comments.
- iii. A report containing comments and a numerical list of annotations is generated when you Request Correction in Smart Review (see fig. 10).

Fig. 7 Page View Annotation–Displays the amount of annotations of Reviewer or Approver.

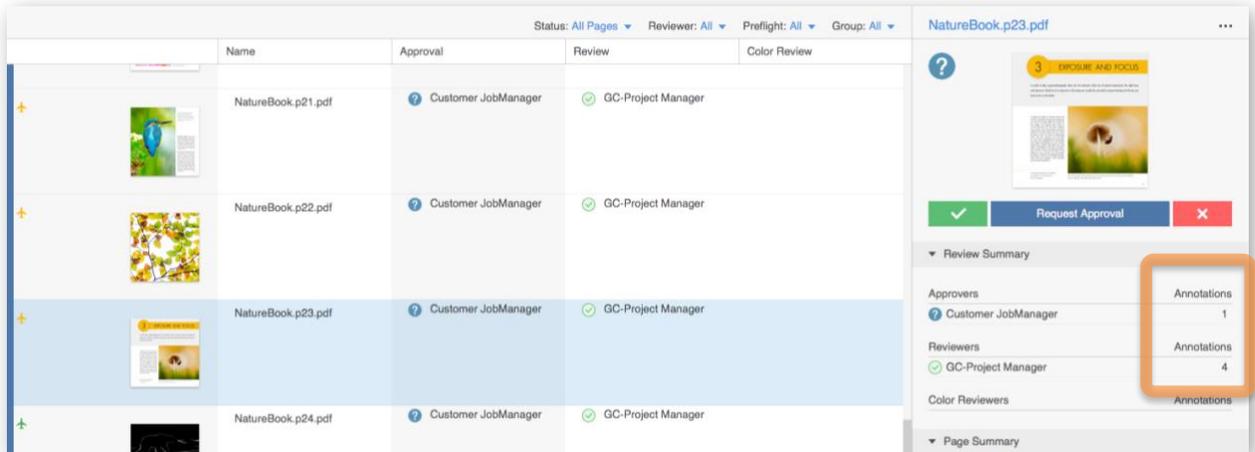
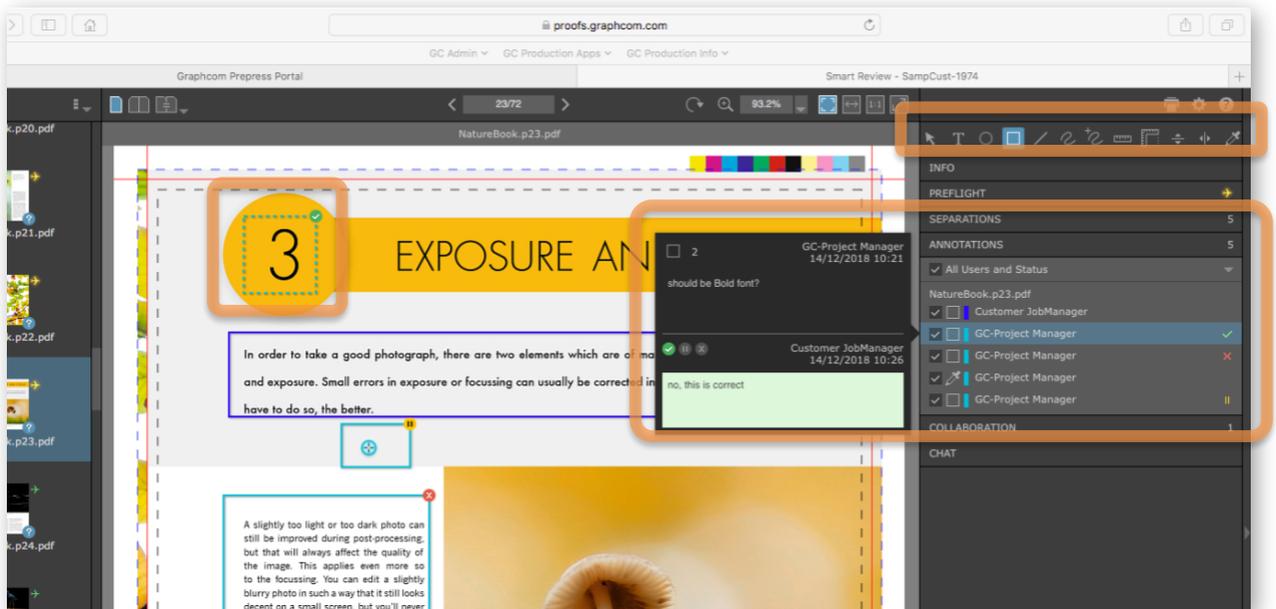
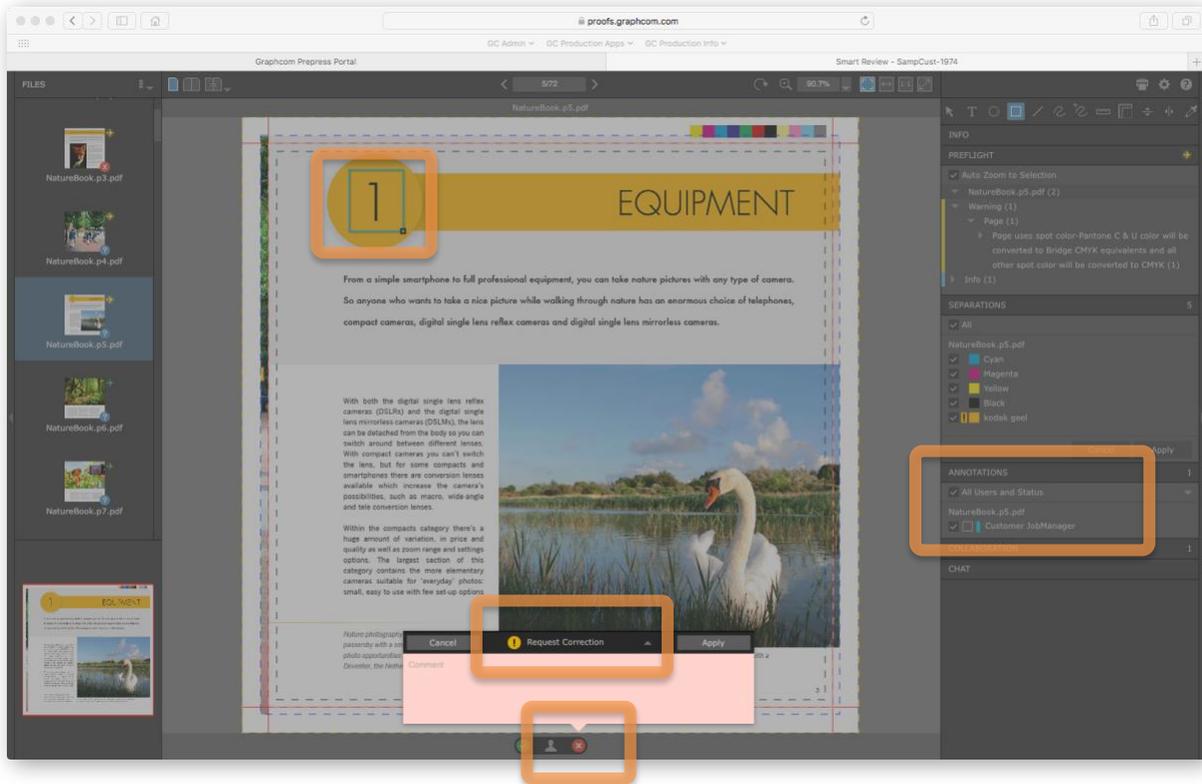


Fig. 8 Smart Review Annotation–Showing tool location, comment and reply fields, and multiple annotations and their approval states on the Annotation palette.



- e. Smart Review–Request Correction. (Use for requesting correction from Graphcom Prepress).
  - i. Add an annotation marking the location and explaining the correction (see section d).
  - ii. Click the Reject button (red X) in the bottom center of your window.
  - iii. “Request Correction” is normally the default option.
  - iv. Click Apply.

Fig. 9 Smart Review Request Correction.



f. Smart Review–Correction Request Report

- i. When “Request Correction” is requested a report is generated.
- ii. Report is available on Prepress Portal’s pages view when that page is highlighted.
- iii. The report shows all annotations and lists all annotation comments by number.

Fig. 10 Request Correction Report.

Correction Request: NatureBook.p5.pdf



p. 1

Correction Request: NatureBook.p5.pdf

Page : NatureBook.p5.pdf  
 On : Wednesday, December 12, 2018 3:41:49 PM  
 By : Customer JobManager  
 Comment : None

Color Management

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Annotations

Number	Type	Username	Date	Comment
1	<input type="checkbox"/>	Customer JobManager	12/12/2018 03:40:16 PM	Use font bold weight Approve Status : Created

Chats

None

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Revisions

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Staff User :

Reviewed - OK : GC-Project Manager

Customer User :

Rejected : Customer JobManager

p. 2

- g. For detailed instruction on Smart Review see the document [Graphcom Prepress Portal 9-Customer Guide.pdf](#) located in the Prepress Portal Learning Center.

#### 4. Optional–Bulk Approval/Rejection.

##### a. General Usage.

- i. Rejecting pages, you would like to correct and resubmit.
- ii. Advanced use—if Smart Review annotation is used, you may bulk reject pages with identical corrections to the first annotated page. Be sure you list which pages your annotation applies to.
- iii. Cannot “Request Correction” from Graphcom Prepress with this method. “Request Correction” is only available in Smart Review.

##### b. Highlight all of the pages you would like to Approve/Reject or click “Select All”

##### c. Click the green check mark button to approve or red X button to reject.

##### d. Please add a comment during rejection stating your intention to submit new pages or other intent.

Fig. 11A Bulk Approve/Reject Page.

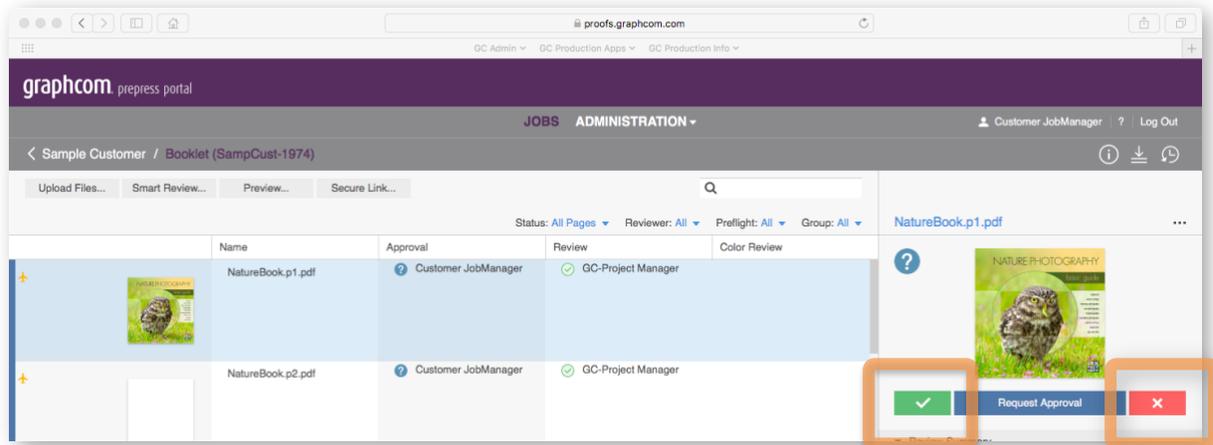
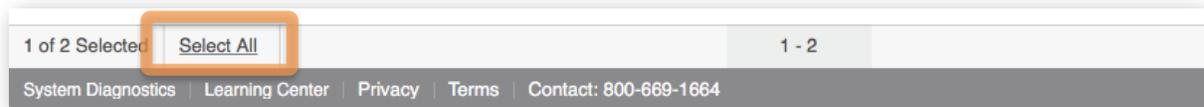


Fig. 11B Page view footer



5. Page view examples after approvals are set.

Fig. 12 **Approved** Page in page view.

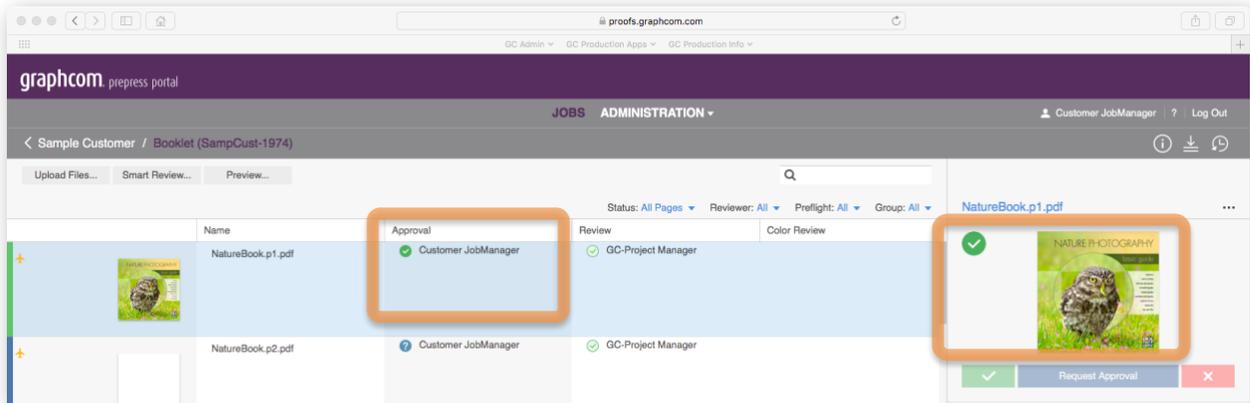


Fig. 13 **Rejected** Page in page view.

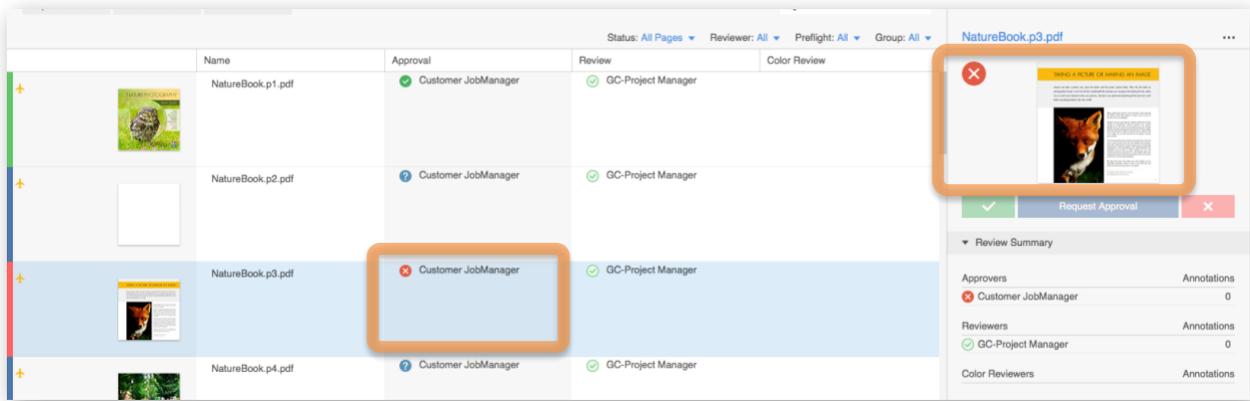
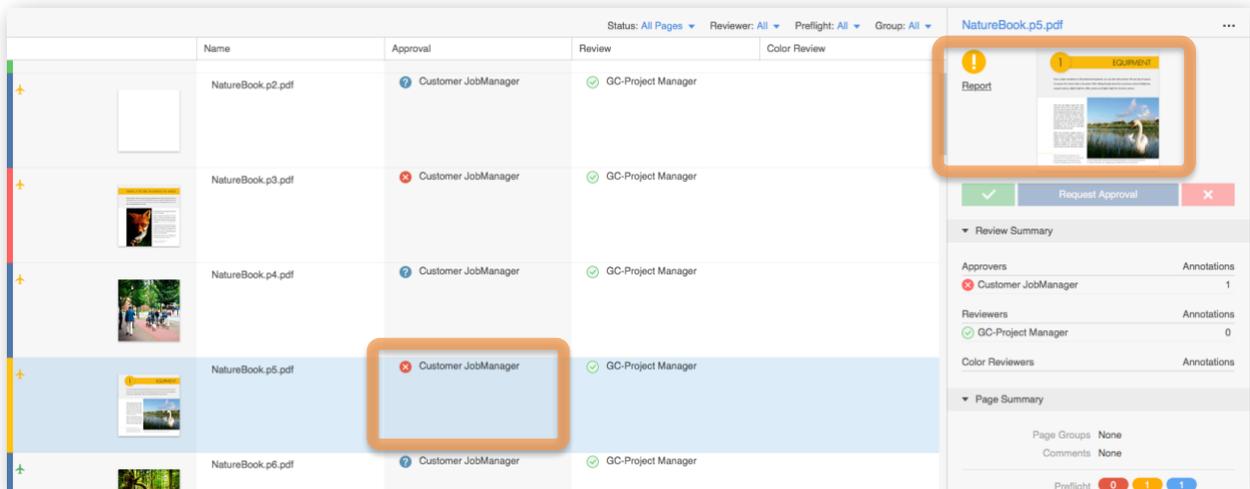


Fig. 14 **Rejected/Request Correction** Page in page view, showing downloadable report.



6. **PROOFING IS COMPLETE:** When all pages with Approval Requested have been addressed.
7. You will receive acknowledgment and next steps from Graphcom.

## Incorrect approval applied

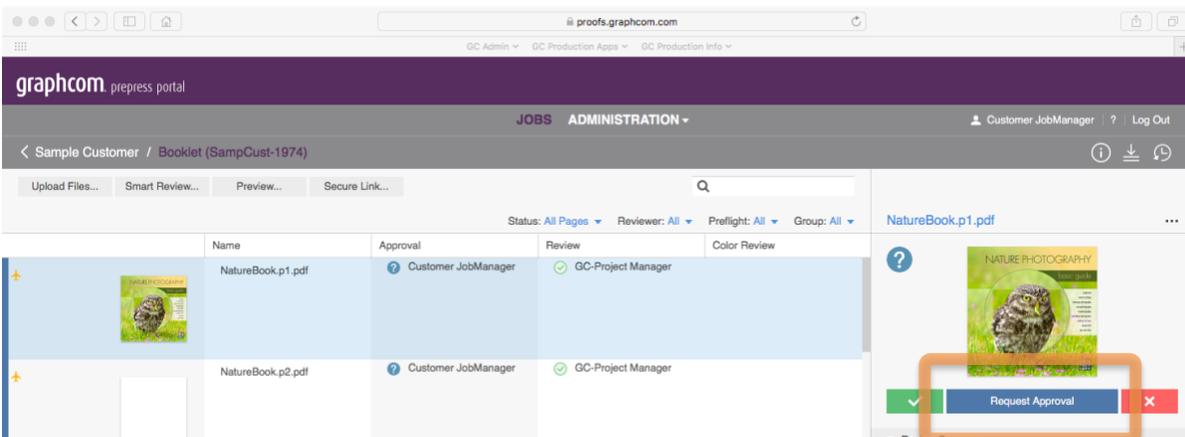
If a wrong approval/rejection is applied to a page, please contact your Graphcom Project Manager to determine the best course for correction.

## Team Collaboration: Requesting review from your own team

### Review

If more members of your design team, other than yourself, have a Graphcom Prepress Portal user account, you may request Review from your teammate. They will receive an email request from you and be able to apply annotation to pages in Smart Review, before your final Approval.

Fig. 15 Requesting review from a teammate.



# Smart Review Collaboration & Chat

Within Smart Review, you also have the option of collaborating and chatting with another teammate or Graphcom staff to more effectively nail down hard to communicate problems or questions. Both users only need to be logged in and viewing the job in Smart Review at the same time. Once you join a collaboration (located in your right-hand tool palettes), one user controls the screen and all users can annotate and pass screen control as needed. You can talk on your phone line or use the built-in chat. Your Smart Review chats are recorded to history for later review before final correction request or approval/rejection.

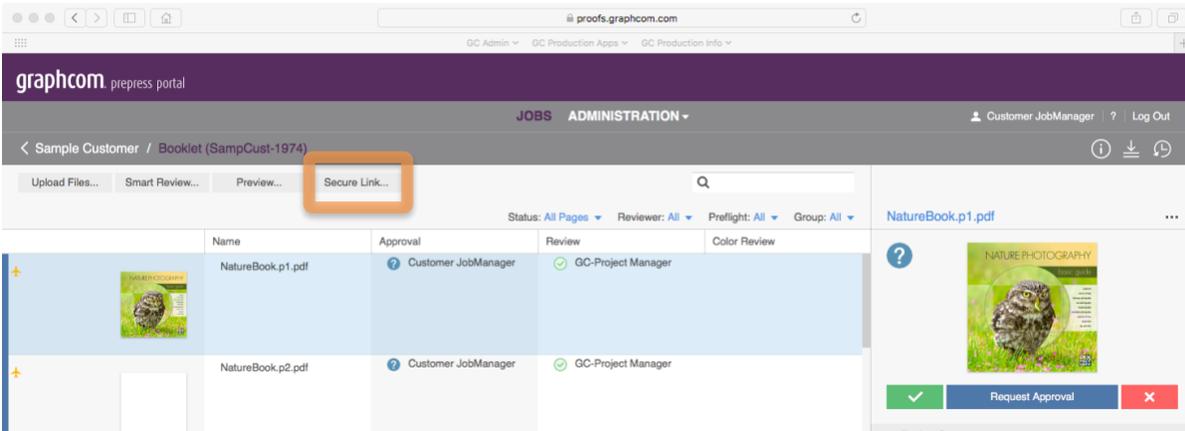
Fig. 16 Smart Review view.



## Secure Links

With a Secure Link, you are able to request Review or file upload from a client or designer that does not have access to Graphcom Prepress Portal. The link you create is password protected and has an expiration date. There are many configurable options to meet your workflow's needs.

Fig. 17 Secure Link Button.



## Getting more information

For more information and complete instructions about performing an action in any topic in this document and for topics that are not included in this document, see the [Graphcom Prepress Portal 9-Customer Guide.pdf](#) located in the Prepress Portal Learning Center.

Fig. 18 Learning Center on Prepress Portal page footer.

