

# WELCOME TO INSITE...

InSite is a powerful web-based program which allows you to upload files, view high-resolution digital files used for printing, annotate corrections and approve pages online.

## Getting Started

### User name & Password:

Your Customer Service Representative will administrate your User Name and Password. You will be notified by e-mail of your user name and password, along with the web address on the InSite home page.

#### **\*Supported Web Browser**

Windows Users: Internet Explorer 7.x and later, Firefox 4.x and later  
Mac Users: Safari 3.x and later, Firefox 4.x and later

**\*Note:** *InSite user name and password are case sensitive.*

### Login:

Before you login for the first time, it is a good idea to click on the System Diagnostics link, found below the login button. This test will indicate updates that need to be installed before proceeding to the next step and also give you the option of testing your internet connection speed.



The screenshot shows a login form with the following elements:

- Username:** A text input field.
- Password:** A password input field.
- Language:** A dropdown menu currently set to "English".
- Remember me on this computer.
- 
- [System Diagnostics](#)
- [Forgot Your Password?](#)

# Viewing Job Information

## Jobs List:

The main jobs screen, as seen to the right, lists all the jobs currently in process for your company/organization.

**\*Note:** You will be notified by e-mail about ALL jobs and their activities, including when proofs are available for viewing.

The screenshot shows the 'Customer User' interface with a navigation bar containing 'Overview' and 'Jobs'. The main heading is 'Welcome Customer User'. Below this, there is a 'Jobs' section with a sub-header 'Upload print job files and collaboratively proof pages.' and a 'Create Job' button. A dropdown menu shows 'All Active' and '2 Jobs'. A search bar is also present. The main content is a table with the following data:

Name	Creation Date	Pages Requiring Approval	Pages Awaiting Correction
Jan 2014 (Customer User_Magazine) 6 pages	01/03/2014 1:05:28 PM	0	0
May_June 2013 (InSite_Customer User) 48 pages Project Code: PD 1352	06/11/2013 11:09:25 AM	44	0

## Job Home:

Clicking on a job title, will open a screen similar to the one on the right. Here you can see an approval summary white lists pages requiring approval, upload files, and add/read notes. Use the tabs along with top of the window to navigate to specific areas of your job.

**\*Note:** If you do not see pages listed in the Pages section, the pages have not yet been posted to InSite. When the pages are ready for approval, you will receive an e-mail notification.

The screenshot shows the 'Job Home' interface for 'May\_June 2013 (InSite\_Customer User)'. The navigation bar includes 'Overview' and 'Jobs'. The main heading is 'May\_June 2013 (InSite\_Customer User)'. Below this, there are tabs for 'Summary', 'Pages', 'Downloads', and 'History'. The 'Summary' tab is active, showing an 'Approval Summary' section with the following data:

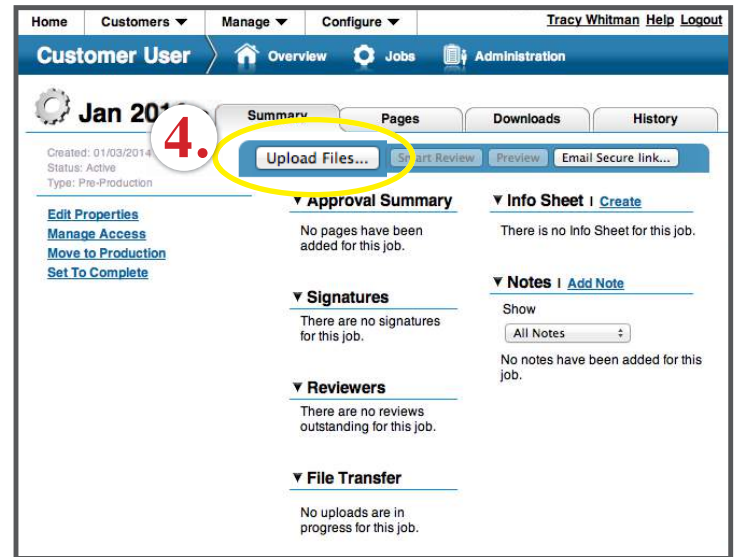
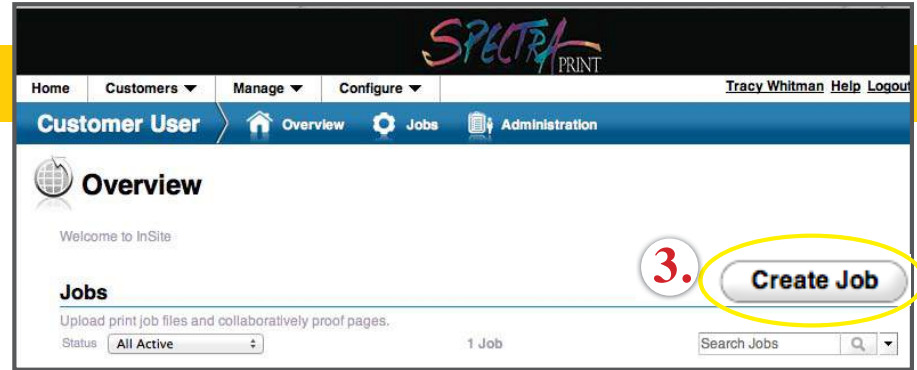
- Total: 48
- Requiring Approval: 44
- Approved: 2
- Rejected: 2

Other sections include 'Signatures' (no signatures), 'Reviewers' (no reviews), and 'File Transfer' (uploads and downloads). The 'Info Sheet' section is empty. The 'Notes' section shows a note from 'Customer User (Customer User)' X dated 06/11/2013 11:05:42 AM, with details: '32 pages, plus cover, 4/4, 8.5 x 11 Please print 20,000'.

# Uploading Files to InSite

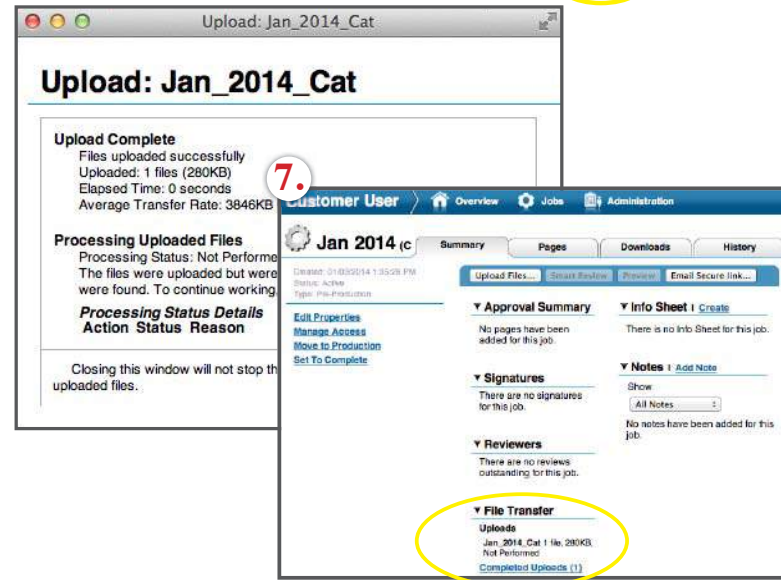
InSite allows for easy uploading of files.

1. Once logged in you will need to create a job.
2. Create Jobs: Job Name: Can be your company's name or name of publication. Description: The name of the piece being printed (this will be the first part of the naming convention in Prinerger when you see your job posted back to you).  
(ex. = Spring 2011 Issue (4382\_ThexxxxxxxxGroup))
3. On the right of the screen across from the work Jobs click **CREATE JOB**.
4. The next view is where you will see a tab to click on **UPLOAD FILES**. Any type of file, file folder or single file can be uploaded.



## Uploading Files cont.

- 5. UPLOAD NAME** - It is important to give the upload an appropriate name. This helps to keep track of versions of your files in case you make a change to your files and upload a second time.
- Choosing a file to upload - There are two ways to upload files:  
(1) Click on the **GREEN (+)** or (2) drag file into the **DROP AREA**. When you are finished click the **UPLOAD BUTTON**.  
*Your operating system determines what option will work for you.*
- To verify your files successfully uploaded there will be a window that appears after the upload or you can verify by clicking on the summary tab and tipping down the arrow for **FILE TRANSFER** to verify there is not a 0 next to number of Files.
- Your CSR will receive a notification that your files have been successfully uploaded and will then notify prepress to process your files. Once processed in prepress, you will receive an e-mail notification that the files are ready for approval.
- To easily replace pdf files, it is always best to break them out into individual pages before uploading. Then the same name can over-ride the previous pdf uploaded. (ex. = FallIssue\_01.pdf, FallIssue\_02.pdf)



# Viewing Pages

## Pages:

After you have received an e-mail notification requesting approval, your job's home page should show the total number of pages requiring your approval. Look under the heading, **APPROVAL SUMMARY**. Click the number next word **TOTAL** or click on the Pages tab above the to go to the Pages section.

**\*Note:** You can click on the Smart Review button at any time to launch the Smart Review application. (If your browser window is too small, you may see a pull down menu that says "More Tools" which will contain the Smart Review option as shown to the right.)

## Smart Review:

Click the thumbnail or the **Smart Review** button will open Smart review. Smart Review allows you to see the full resolution files used for printing. It also contains tools for making annotations regarding corrections and colors.

**\*Note:** if you have not updated your system or are using the wrong browser, you will not be able to view your pages in Smart Review.

The screenshot shows the 'InSite\_Customer User' interface. At the top, there are tabs for 'Summary' and 'Pages'. Below the tabs is a navigation bar with 'Upload Files...', 'Smart Review', and 'Review'. The 'Smart Review' button is circled in yellow. Underneath, the 'Approval Summary' section is visible, with 'Total: 48' circled in yellow. Other statistics include 'Requiring Approval: 44', 'Approved: 2', and 'Rejected: 2'. To the right, there are links for 'Info Sheet | Create' and 'Notes | Add Note'.

The screenshot shows the 'InSite\_Customer User' interface with the 'Pages' tab selected and circled in yellow. The interface displays a list of pages for approval. The top navigation bar includes 'Summary', 'Pages', 'Downloads', and 'History'. Below the navigation bar, there are options for 'Upload Files...', 'Preview', and 'More Tools...'. The main area shows a list of pages with columns for file name, last modified date, file size, and approval status. Three pages are listed: '90719 5.p1.pdf', '90719 6.p1.pdf', and '90719 7.p1.pdf', all with a status of 'Approval Requested'. On the right side, there is a sidebar with various actions: 'Collapse', 'Approve', 'Reject', 'Clear Requests', 'Download Proof', 'Download JPEG', and 'Report'.

# Smart Review

## Request Corrections

Only if you supplied Native files. If you supplied pdf files, please reject the pages that need to be changed and re-upload the updated pdf's of the page that have been corrected. The pages will then be posted back to you for approval.

Do not click on the reject button until text annotations have been made. To show corrections you would like us to make please use the **Text Annotation Tool**, located in the toolbar on the right hand side of the Smart Review Window. Simply click where a correction needs to be made and type the correction in the box that pops up. You Can make multiple annotations on each page.



After making the annotations, click the X button and select the radial button next to "Request Corrections for..." and click the OK button.

**Please do not request corrections in the comments box.**


made up of knowledgeable, dedicated, good people.

What were the leading seed potato varieties in the 1950s? Do any remain?

Chippewa and Sebago were our main round white varieties. We stopped raising Chippewas when we went to mechanical harvesting. Then in the 1960s, LaChippers were gaining in popularity along with some other chipping varieties. On our farm, we raised Superias, Red LaSodas and Sebago for many years. The other leading varieties in the 1950s and 60s were Russet Burbank and Kennebec, which are still grown today. Superias were a great chipping variety, but didn't have high enough specific gravity for the processors. Currently, we raise Atlantic, Superior, Red LaSodas and Snowdrums on about half of our potato acreage; the other half is dedicated to Frito-Lay varieties.

What do you believe is the most critical aspect of the harvest operation?

Customer User 1/6/14 3:31  
please move this ad to page 21.



Smart Review - InSite Customer User  
90719 9.p1.pdf

90719 5.p1.pdf  
90719 6.p1.pdf  
90719 7.p1.pdf  
90719 8.p1.pdf  
90719 9.p1.pdf  
90719 10.p1.pdf  
90719 11.p1.pdf  
90719 12.p1.pdf  
90719 13.p1.pdf

THE BADGER COMMONTATER 9



Leonard Wild drives the harvester mounted to a tractor in 1966. The harvest operation at Wild Seed Farms, Inc., September 1981.

brothers used that I believe is still true today and that is: "Good seed doesn't cost it pays." Another thing that has stayed the same is the excellent quality of the people in the seed certification program; the staff of the seed program is made up of knowledgeable, dedicated, good people.

What were the leading seed potato varieties in the 1950s? Do any remain?

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please move this ad to page 21.

gently. Potatoes are in their best condition when they're in the ground; the best you can do during harvest is

The most important thing is to bring the potatoes in as bruise free as possible. In order to do that, you have to manage every aspect of the harvest operation all the way through, handling the potatoes

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For many years Wisconsin Plant Group and Farmers Coop have been dedicated to working in partnership with our growers, providing the products, services, and expertise you need for maximum success in your growing operation. We look forward to working to provide the top quality service you have come to expect as we join together to become **Allied Cooperative**.

We provide dry and liquid fertilizer products, crop nutrients, seed enhancers, liquid vitamins, custom applications, seedling services, fuel and more. Our Post Harvest Division expands our expertise in the areas of crop scouting and laboratory services. With our extensive service and results expertise, it's our goal to be your most reliable and trusted resource.

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This is a basic tutorial on InSite. InSite has many more features available. Please contact your customer service representative with any further questions.