

InSite login page

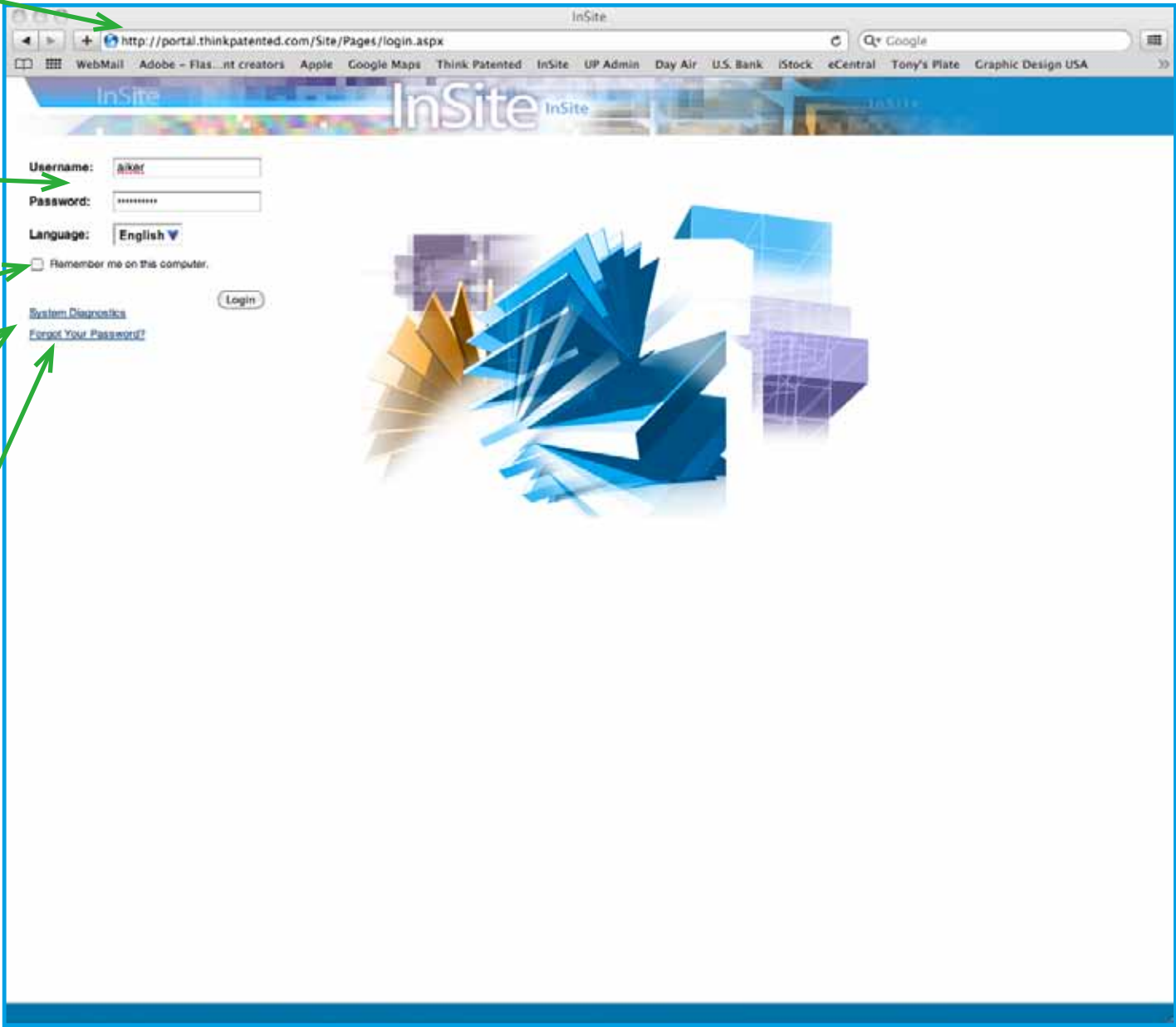
All browser based
portal.thinkpatented.com

Enter your user name
and password. Should
have received an
email with this info
from your CSR.

Click "Remember
me" for ease of use.

System Diagnostics
helps check your
configuration.

Forgot your password?
Just click here.



InSite Home page

The screenshot shows a web browser window with the URL <http://portal.thinkpatented.com/Site/Pages/StaffHome.aspx>. The browser's address bar and search bar are visible. The page features a blue header with the 'InSite' logo and a navigation menu with links for 'Home', 'Customers', 'Manage', and 'Configure'. A user profile for 'Amy Iker' is shown with 'Help' and 'Logout' options. The main content area displays a 'Welcome Amy Iker' message, followed by 'Welcome to InSite' and a 'Management' section. Under 'Management', there is a 'Jobs' link with a description: 'View jobs and manage job status and production.' The footer contains links for 'System Diagnostics', 'Privacy', 'Terms', and 'Contact: +1-555-123-4567'.

Welcome Amy Iker

Home Customers Manage Configure Amy Iker Help Logout

Welcome Amy Iker

Welcome to InSite

Management

- [Jobs](#)
View jobs and manage job status and production.

System Diagnostics | Privacy | Terms | Contact: +1-555-123-4567

Creating job

The screenshot shows a web browser window displaying the 'Jobs' management interface. The browser's address bar shows the URL: <http://portal.thinkpatented.com/Site/Pages/Job/GlobalJobList.aspx?CustId=2052DB4D439F98429E8166C>. The page features a navigation menu with 'Home', 'Customers', 'Manage', and 'Configure'. Below this, there are tabs for 'MERCER', 'Overview', 'Jobs', and 'Administration'. The main content area is titled 'Jobs' and includes a 'Create Job' button. A green arrow points from the text 'User creates job.' to this button. To the right of the button is a table with the following structure:

Name	Creation Date	Pages Requiring Approval	Pages Awaiting Correction	Type
0 Jobs				

On the left side of the interface, there are search filters: 'Customer' (set to 'MERCER'), 'Status' (set to 'All Active'), and a 'Search Jobs' input field.

User creates job.

Giving detailed info

User fills in the description of job. This is how the job will be identified. If not filled in, TP's job number will be the main identifier.

The screenshot shows a web browser window with the URL `http://portal.thinkpatented.com/Site/Pages/CreateJob/CreateJob.aspx?CustId=2052DB4D439F98429E81...`. The page title is "Create Job". The navigation bar includes "Home", "Customers", "Manage", "Configure", "Help", and "Logout". The main content area is titled "MERCER" and contains a "Create Job" form. The form is divided into several sections: "Job Info", "Notes", "Job Access", and "Job CSR".

Job Info

Job Name:

Description:

Job Code:

Project Code:

Job Template: (none)

Notes

Job Access | Add Existing Users

Click on a role name to choose a different role. "*" indicates that the role is inherited.

User/Group Name	Job Role
Edie Sipe (Merc)	TP Job Manager *

Job CSR

Send email notifications about activity on this job to:

- All current and future Customer CSRs
- Specified Customer CSRs

Select All Select None

Edie Sipe (esipe)

Buttons: Cancel Create

Footer: System Diagnostics | Privacy | Terms | Contact: +1-555-123-4567

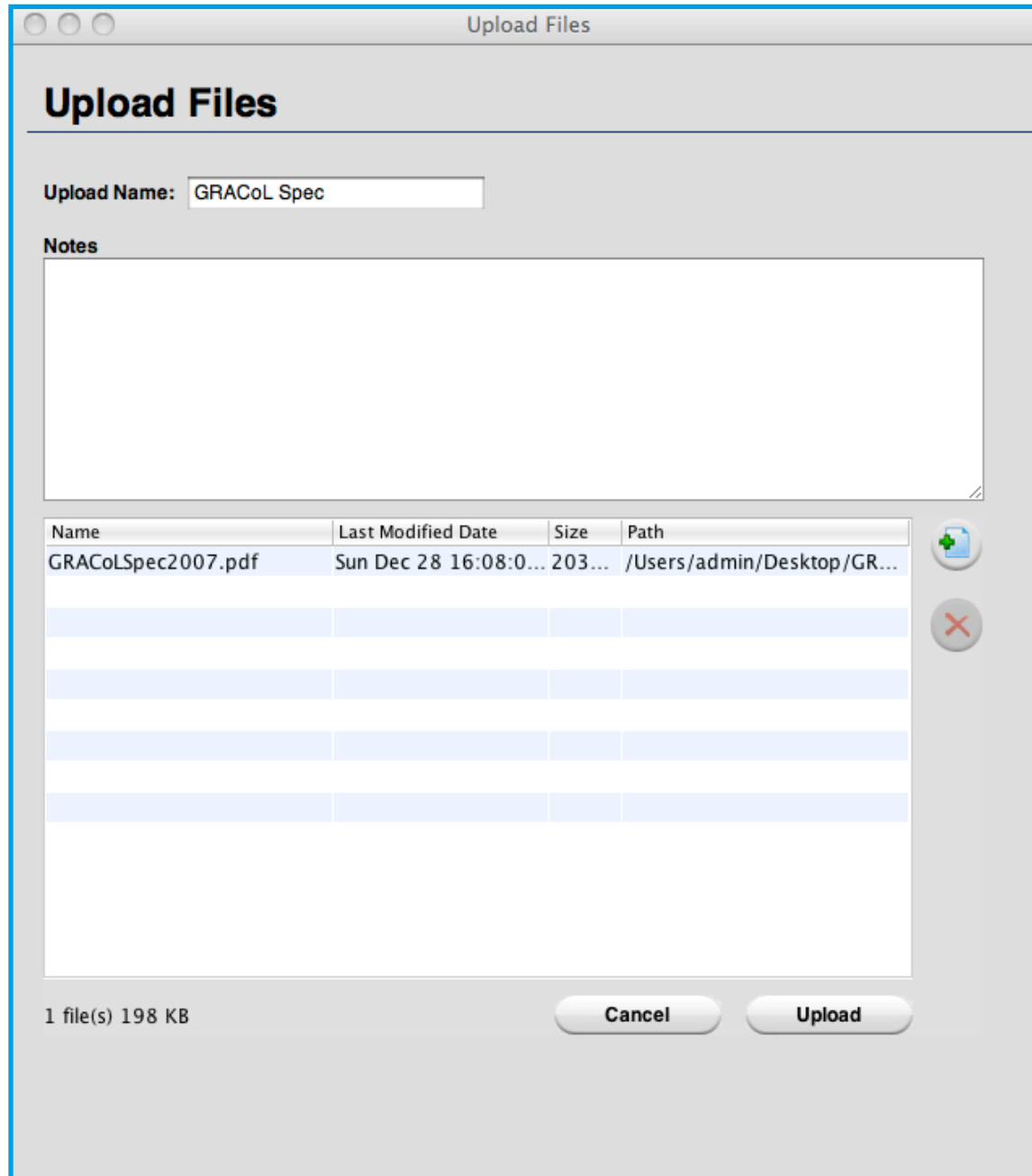
User can add notes.

Upload files

User uploads files.

The screenshot displays a web browser window with the URL `http://portal.thinkpatented.com/Site/Pages/Job/JobSummary.aspx?CustId=2052DB4D439F9B429E8166C`. The page title is "Summary". The browser's address bar shows various search engines and services like WebMail, Adobe, and Google Maps. The application header includes "InSite" branding and navigation links: Home, Customers, Manage, and Configure. A secondary navigation bar shows "MERCER" and "Administration". The main content area is titled "MercerInSiteTest (Portal-24)" and features a "Summary" tab. A green arrow points to the "Upload Files..." button in the top left of the main content area. Below this button are sections for "Approval Summary", "Signatures", "Reviewers", and "File Transfer", all indicating no activity. On the right, there is an "Info Sheet" and "Notes" section. The "Notes" section shows a note from "Amy Iker (aiker)" dated 10/22/2010 11:27:26 AM with the text "This is HOTTER than a pepper sprout!". The footer contains links for "System Diagnostics", "Privacy", "Terms", and "Contact: +1-555-123-4567".

Drag and drop interface



Upload report

The screenshot shows a window titled "Upload: GRACoL Spec" with a standard macOS-style title bar. The main content area is titled "Upload: GRACoL Spec" and contains the following information:

Upload Complete
Files uploaded successfully
Uploaded: 1 files (839KB)
Elapsed Time: 0 seconds
Average Transfer Rate: 7628KB per second

Processing Uploaded Files
Processing Status: Not Performed
Upload processing was not performed because no AutoCopy rules and no AutoProcess rules were found at the time of this upload.

Processing Status Details
Action Status Reason

Below the text is a horizontal scrollbar. At the bottom of the window, there is a message: "Closing this window will not stop the processing of your uploaded files." and a "Close" button.

Upload info is emailed to CSR.

InSite job ready for customer review

User clicks on pdf for review.

The screenshot displays the InSite web application interface. At the top, there is a navigation bar with links for Home, Customers, Manage, and Configure. Below this is a header for 'MercerInSiteTest (Portal-24)' with tabs for Summary, Pages, Downloads, and History. The main content area shows a list of four PDF files, each with a 'select' button and a status of 'Approval Requested'. The files are: GRACoL.Spec2007.p1.pdf, GRACoL.Spec2007.p2.pdf, GRACoL.Spec2007.p3.pdf, and GRACoL.Spec2007.p4.pdf. A green arrow points from the text 'User clicks on pdf for review.' to the first PDF file. On the right side, there is a sidebar with various actions, including 'Request Approval', 'Approve', 'Reject', 'Clear Reviews', 'Add To Group', 'Remove From Group', 'Download Proof', 'Download HiRes', 'Download JPEG', 'Report', and 'Remove Pages'. A green arrow points from the text 'Approval by client is requested.' to the 'Request Approval' button.

Approval by client is requested.

Email notification is sent to User(s) requesting review.

InSite Smart Review

User opens smart review just by clicking on pdf.



Customer user can approve, reject and annotate pages.

Can roll over to get tool description.

Email notification is sent to CSR with changes.

Customer's approval progress

The screenshot displays the MercerInSiteTest portal interface. The main content area shows a list of pages with the following details:

Page Name	Status	Last Modified	File Size
GRACoL.Spec2007.p1.pdf	Waiting For Correction	10/22/2010 2:08:51 PM	1870949
GRACoL.Spec2007.p2.pdf	Approved	10/22/2010 2:08:51 PM	65102
GRACoL.Spec2007.p3.pdf	Approved	10/22/2010 2:08:51 PM	65575
GRACoL.Spec2007.p4.pdf	Approved	10/22/2010 2:08:51 PM	73264
NewGRACoL.Spec2007.p1.pdf	Work In Progress	10/25/2010 5:21:31 AM	1870949

The right-hand side of the interface features a menu with the following options: Request Approval, Approve, Reject, Clear Reviews, Add To Group, Remove From Group, Download Proof, Download JPEG, and Report. A green arrow points from the 'Waiting For Correction' status of the first page to the 'Request Approval' button.

Customer rejected and requested changes.

Customer made the changes and uploaded a new page.

CSR requests final approval

The screenshot displays the MercerInSiteTest web application interface. A central dialog box titled "Request Approval" is highlighted with a green oval. The dialog contains the following elements:

- Comment for reviewers:** A text area with the message: "Please review as soon as possible. We have an open spot on the press this afternoon."
- Reviewers:** A table listing reviewers and their approval status.
- Selected Pages:** A list of pages selected for review.
- Buttons:** "Cancel" and "Request Approval" buttons at the bottom of the dialog.

Below the dialog, a file entry for "NewGRACoL.Spec2007.p1.pdf" is visible, showing a "Work In Progress" status, a last modified date of 10/25/2010 5:21:31 AM, and a file size of 1870948. The interface also includes a sidebar with "Page Groups" (All, Unified) and a right-hand menu with options like "Request Approval", "Approve", "Reject", "Clear Reviews", "Add To Group", "Remove From Group", "Download Proof", "Download JPEG", and "Report".

Final approval

The screenshot displays the MercerInSiteTest web application interface. The browser address bar shows the URL: <http://portal.thinkpatented.com/Site/Pages/Job/PageList.aspx?CustId=2052DB4D439F98429E8166C445DE845E&JobId=2F3A00>. The application header includes the 'Mercer' logo and navigation links for 'Overview', 'Jobs', and 'Administration'. The main content area is titled 'MercerInSiteTest (Portal-24)' and features a 'Pages' tab. On the left, there are filters for 'Status' (set to 'Approved') and 'Reviewer' (set to 'All'). The central pane shows a list of four PDF documents, each with a green checkmark icon indicating approval. The documents are:

- GRACoL Spec2007.p2.pdf**: Last Modified: 10/22/2010 2:08:51 PM, File Size: 65103. Reviewer: Edie Sipe.
- GRACoL Spec2007.p3.pdf**: Last Modified: 10/22/2010 2:08:51 PM, File Size: 65575. Reviewer: Edie Sipe.
- GRACoL Spec2007.p4.pdf**: Last Modified: 10/22/2010 2:08:51 PM, File Size: 73284. Reviewer: Edie Sipe.
- NewGRACoL Spec2007.p1.pdf**: Last Modified: 10/25/2010 5:21:31 AM, File Size: 1670948. Reviewer: Edie Sipe.

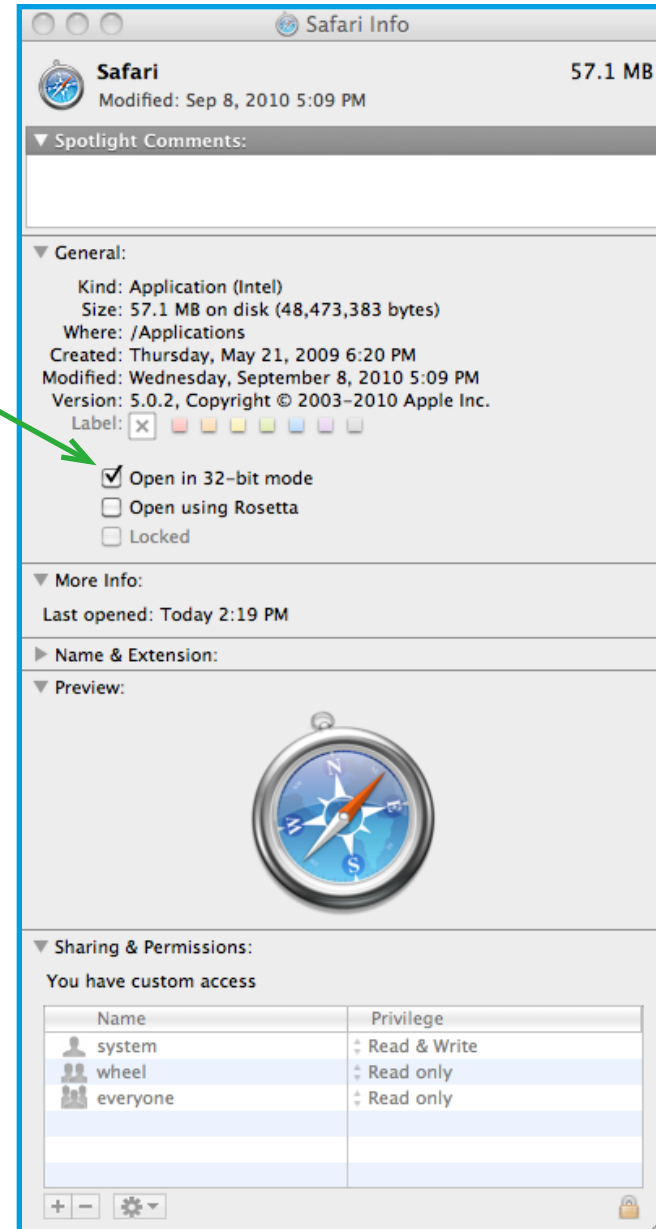
On the right side of the document list, there is a vertical toolbar with various actions: 'Request Approval', 'Approve', 'Reject', 'Clear Reviews', 'Add To Group', 'Remove From Group', 'Download Proof', 'Download JPEG', and 'Report'. A green circle is drawn around the central document list area.

Special Note:

Setting for Safari users

Safari users need to make sure settings are compatible for uploading to InSite. "Open in 32-bit mode" must be checked. This is accessible through the "Get Info" function.

If unchecked, user will get uploading error message.



Special Note:
You have the option
of adding users.

Creating an InSite Customer User

The screenshot shows the 'Edit Customer User' interface for 'Edie Sipe' at the 'MERCER' customer. The form is divided into several sections:

- User Information:** Includes fields for 'Unique Username' (Mer1846), 'First Name' (Edie), and 'Last Name' (Sipe). There is a 'Change Password' button.
- Email Options:** Includes an 'Email' field (esipe@thinkpatented.com) and an 'Email Language' dropdown (English). There are checkboxes for 'Disable all Email notifications' and 'Disable event notifications', and a 'Subscribe to Events' button.
- Contact Information:** Includes fields for 'Title', 'Office Phone', 'Cell', 'Home Phone', 'Pager', and 'Fax'.
- Comments:** A large text area for user comments.
- Expiry:** Includes radio buttons for 'Account Does Not Expire' and 'Account Expires In' (0 Day(s)).
- User Roles:** A section titled 'Customer: MERCER' with a green box around it. It shows 'Admin Role' set to 'TF Customer Administrator' and 'Default Job Role' set to 'TF Job Manager'. There is a checkbox for 'Allow access to all current and future jobs' which is checked. Information icons are present next to the role selections.

At the bottom of the form are 'Cancel', 'Delete', and 'Update' buttons. The footer contains 'System Diagnostics | Privacy | Terms | Contact: +1-555-123-4567'.

Create user name
and password.

Add user's
name
and email.

This is a great start
for the main user
or users. Click "i"
for information
and description of
roles.

Can add as many users as desired, just need unique user names.

Email notification is sent to User and CSR.