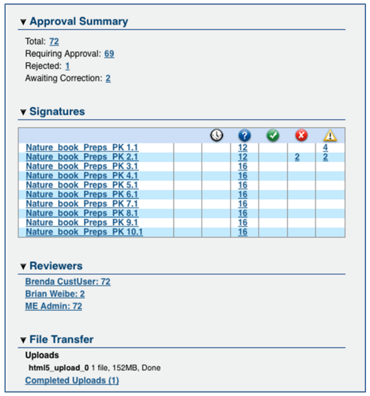
InSite Prepress Portal 9.1: Using the new and streamlined user interface (Customer)

<table>
<tr><th>In IPP 8 you did this in the Summary tab</th><th>In IPP 9.1 you do this in the Jobs area</th><th></th></tr>
<tr>
<td>

- In the **Jobs** view, you clicked the job name.
- On the **Summary** tab, you found job information.



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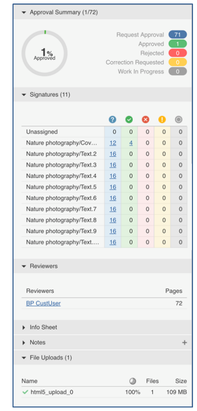
- In the **Jobs** area, select the job.
- In the details panel on the right, find job information.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View job information
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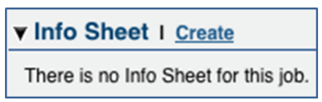
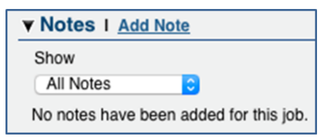
<td>

- In the **Jobs** view, you clicked the job name.
- On the **Summary** tab, In the **Info Sheet** area, you clicked **Create** or **Edit**.
- On the **Summary** tab, In the **Notes** area, you clicked **Add Note.**





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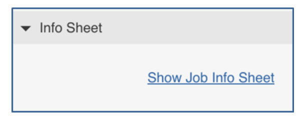
In the **Jobs** area, right-click the job ***OR*** click the browse indicator (...) at the top-right corner of the details panel. In the details panel, select **Info Sheet** or **Notes**.

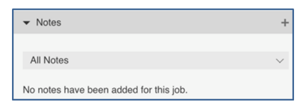
OR

In the **Jobs** area, select the job. In the details panel, select **Info Sheet** or **Notes**.

Click Show Job Info Sheet



Click the + icon next to Notes



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<td>

Create or edit Info Sheets

Add notes
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<td>

- In the **Jobs** view, you clicked the job name.

On the **Summary** tab, you clicked **Edit Properties** or **Manage Access**.

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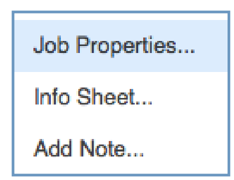
In the **Jobs** area, right-click the job ***OR*** click the browse indicator (**...**) at the top-right corner of the Details panel and select **Job Properties**.



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<td>

Edit job properties

Manage user access to a job
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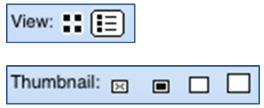
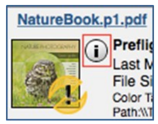
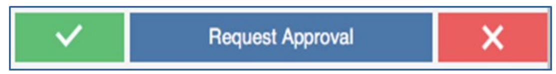
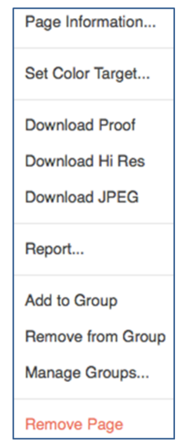
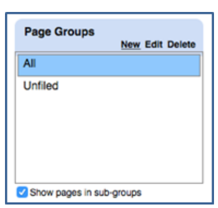
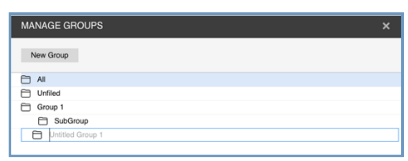
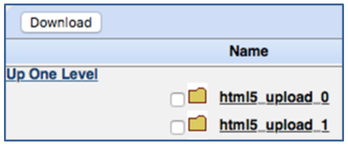
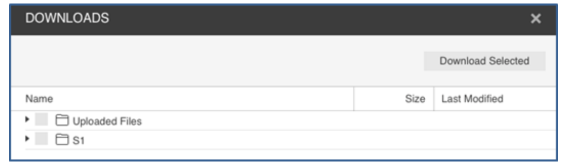
</tr>
</table>

<table>
<tr><th>In IPP 8 you did this in the Pages tab</th><th>In IPP 9.1 you do this in the Jobs area</th><th></th></tr>
<tr><td>In the Jobs view, you clicked the job name and then the pages link beside the job name.</td><td>In the Jobs area, click the job name to display the list of pages (Pages view).</td><td></td></tr>
<tr><td>On the Pages tab, in the Options area, you chose display options.

</td><td>In the lower-right corner of the window, select the display options.
</td><td>Set page display options</td></tr>
<tr><td>On the Pages tab, you clicked the information icon next to the page thumbnail.

</td><td>In the Pages view, right-click the page OR click the browse indicator (...) at the top-right corner and select Page Information.

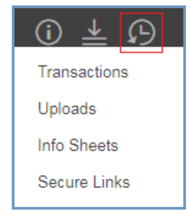
</td><td>View page information</td></tr>
<tr><td>On the Pages tab, you selected pages and clicked Request Approval, Approve, or Reject.

</td><td>In the Pages view, select the pages and click one of the icons.

</td><td>Review, approve, or reject pages</td></tr>
<tr><td>On the Pages tab, you selected pages and chose the actions you wanted to perform on them.

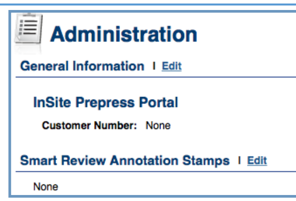
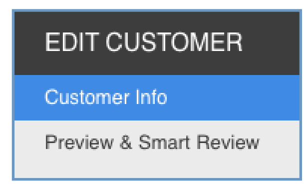
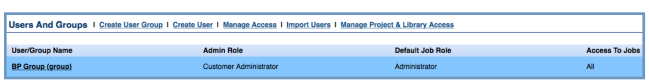
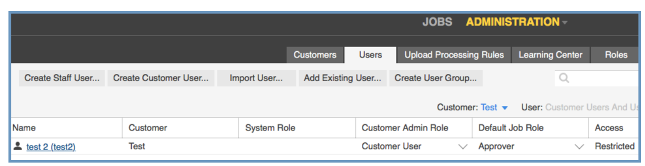
</td><td>In the Pages view, select pages. Right-click the selected pages OR click the browse indicator (...) at the top-right corner and select the action you want to perform on the pages.

</td><td>Work with pages</td></tr>
<tr><td>On the Pages tab, in the Page Groups area, you chose New, Edit, or Delete.

</td><td>In the Pages view, right-click the page OR click the browse indicator (...) at the top-right corner and select Manage Groups.

</td><td>Organize pages into page groups</td></tr>
</table>

In IPP 8 you did this in the Download tab	In IPP 9.1 you do this in the Jobs area
In the **Jobs** view, you clicked the job name.	In the **Jobs** area, click the job name to display the list of pages (**Pages** view).
You selected the **Download** tab. 	At the top-right corner of the opened job, click the downloads icon:  

[Download files and pages](#)

In IPP 8 you did this in the History tab	In IPP 9.1 you do this in the Jobs area
In the **Jobs** view, you clicked the job name.	In the **Jobs** area, click the job name to display the list of pages (**Pages** view).
You selected the **History** tab.  	At the top-right corner of the opened job, click the history icon:  

[View job history](#)

In IPP 8 you did this via the toolbar	In IPP 9.1 you do this in the Administration area
On the toolbar, you selected a tool.	You select the **Administration** view and then select a tab.
In the **Administration** tool you edited customer information. 	Select the **Customers** tab and right-click the customer or click the browse indicator (**...**) at the top-right corner. Select **Edit Customer**. 
In the **Administration** tool's Customer view, you selected **Users and Groups**. 	Select the **Users** tab. 

[Create and edit customers](#)