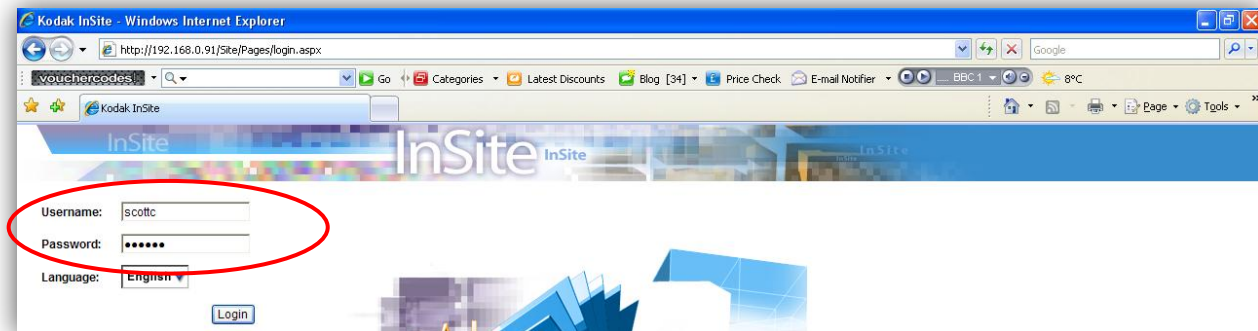
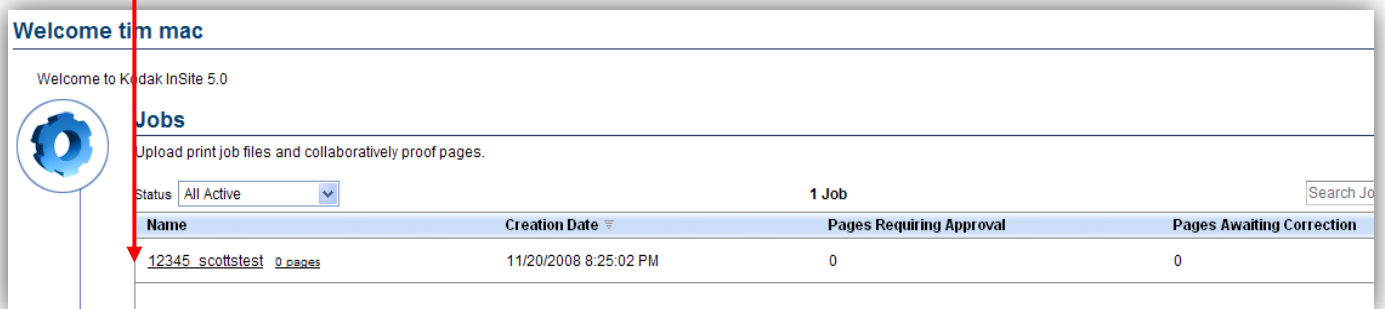


# Insite – Uploading Files

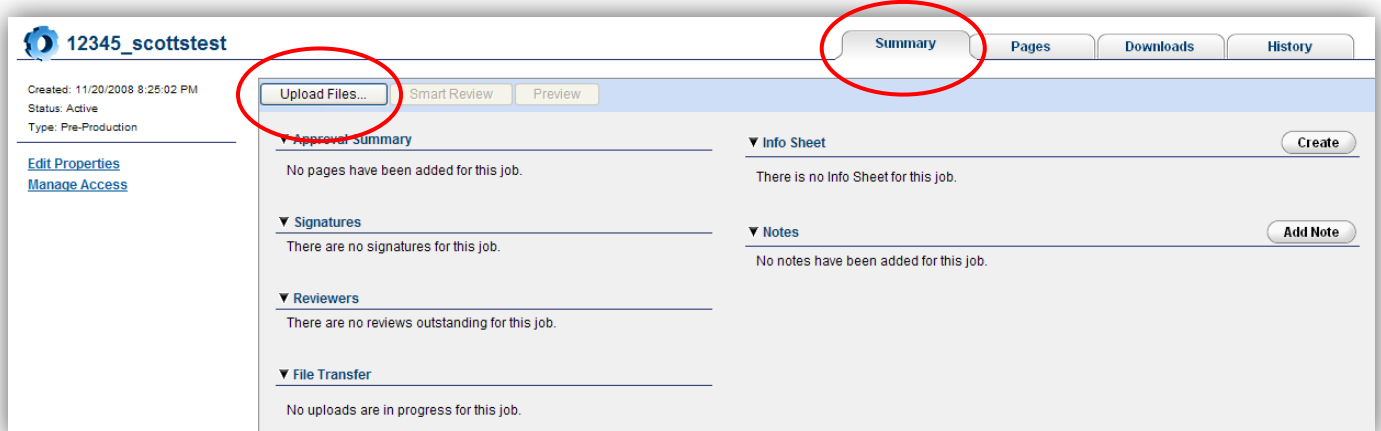
1. Login using you Username and Password.



2. Double click on required job to access the page area, you can also use the status menu to filter your job lists.



3. With the **Summary** tab selected click on **Upload Files**.



# Insite – Uploading Files

- From this dialogue box you choose your files and make comments relative to this specific job if required.

**Upload Files**

Upload Name: Batch 1

Notes  
16 pages A4 4 colour with 2 pages to follow

Process With: Refine CMYK

Name	Last Modified Date	Size	Path
GuideCover_CAR v2.pdf	Tue Nov 18 15:37:56 G...	1217904	C:\Documents and Settings\scot...
FRONTCover_GranCanaria.pdf	Fri Nov 07 13:49:50 GM...	1430515	C:\Documents and Settings\scot...

2 file(s) 2.5 MB

Cancel Upload

In the upload Name field you can name your files relative to this job.

You can write notes if required.

These buttons takes you to your location where your files are stored and deletes files from the list which are not required for uploading.

Once you have selected you files they appear in the lower window.

- Once you are happy with your selection click the Upload button to start the upload process.

**Upload**

Uploading to: 12345\_scottstest

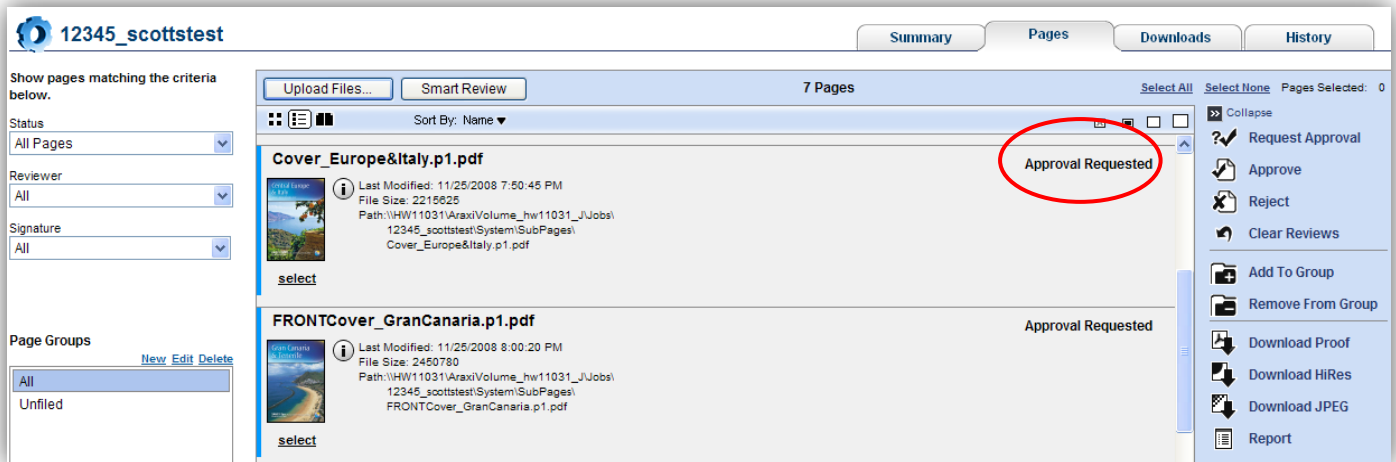
Cancel

13%

File: GuideCover\_CAR v2.pdf  
Uploaded: 0 of 1 Files ( 160.0 KB of 1.16 MB )  
Time remaining: 0 secs Transfer rate: 0 KB/sec

# Insite – Uploading Files

6. Once your pages have been uploaded and 'refined' by Eclipse you will note the **'Approved Requested'** comment to show your file is ready for you to view and Approve/Reject.



7. All Approvals, Rejects or annotated comments to pages are automatically emailed by the software to the designated Customer Service Representative so communication between customer and Eclipse is constant.