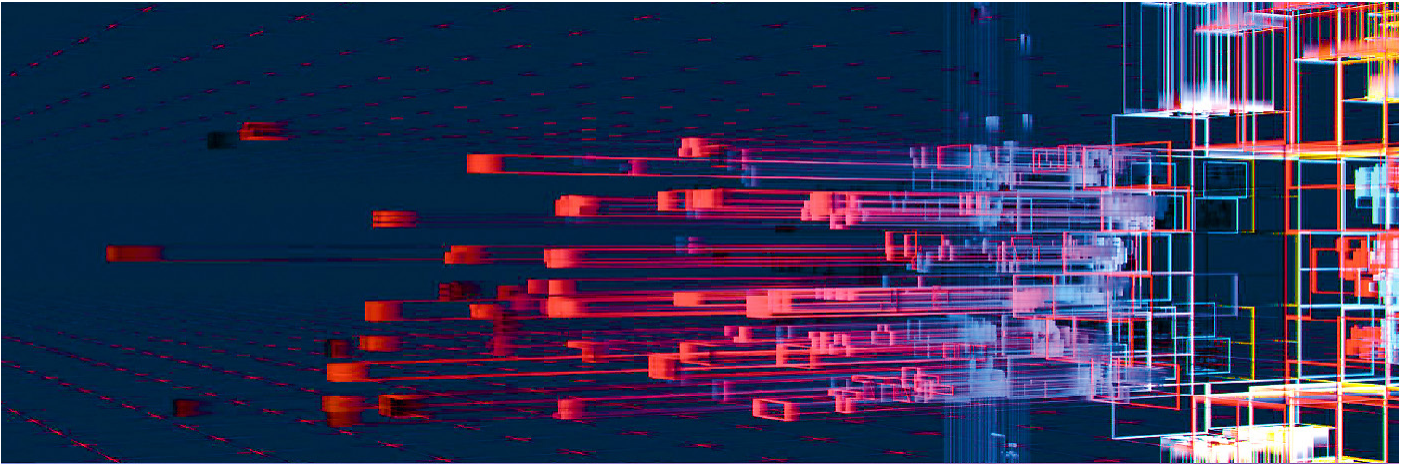


# *Apogee WebApproval*

*- Web based page upload and approval system -*



## **Here's a brief overview on how the process works:**

1. We create a digital job for you in our WebApproval system.
2. You're notified via email when the job is available for you to begin uploading your documents.
3. After you upload your pages, you assign them to the job, in the desired order.
4. Then the system begins processing your documents into online digital proofs. When they're ready, WebApproval will send you another email.
5. Log on to WebApproval and review your pages.
6. If they look good, approve them and you're done. If you find a problem, reject the page, upload your replacement page and repeat the approval process.

Log on to WebApproval with web browser: **portal.punamusta.com**

You can also log on with iOS and Android devices.

You'll get your username and password from your sales manager or prepress:

prepress.joensuu@punamusta.com

To get pages placed automatically, we recommend you to name the pdf-files like this:

magazine\_001.pdf or magazine\_003-005.pdf, (replace word "magazine" with the name of your product). The number, that comes after underscore, decides the place where the first page of the pdf will be placed. (The filename may contain only one underscore).

For example: magazine\_001.pdf, mag\_005-010.pdf, cov-mag\_001-002.pdf, fix-mag\_007.pdf

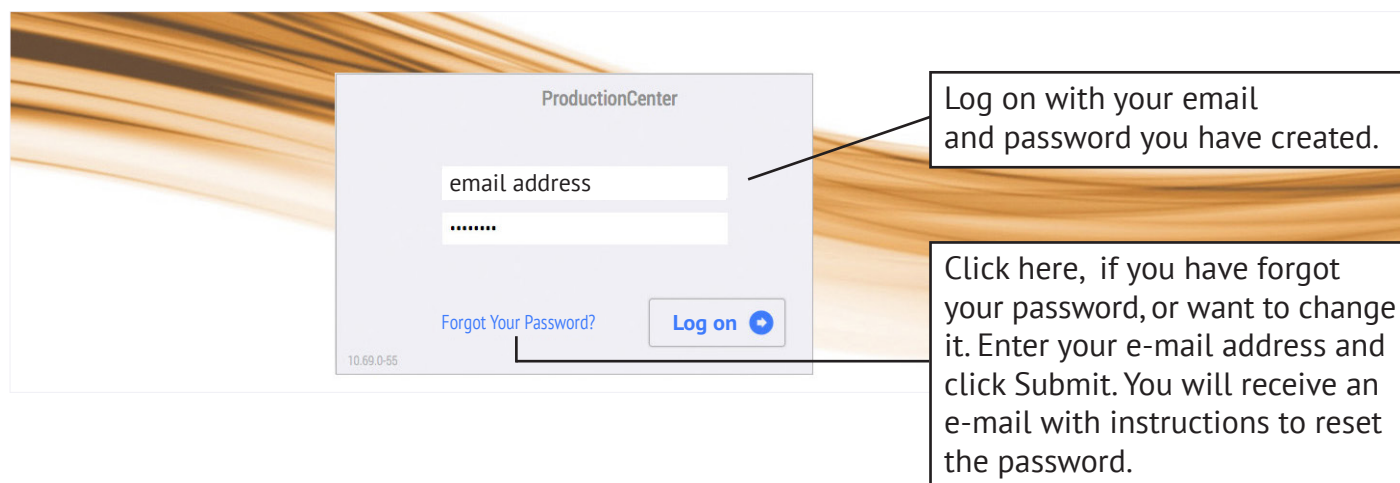
Please, do not use special characters in filenames.

The print-pdf may not contain any empty or extra pages. Rgb-images will be converted to cmyk-mode by our workflow. Our system does not support LAB-mode colors.

You can find more instructions to produce a print-pdf on our web-site:

<https://www.punamusta.com/en/our-guidelines/instructions-for-heatset-production/>

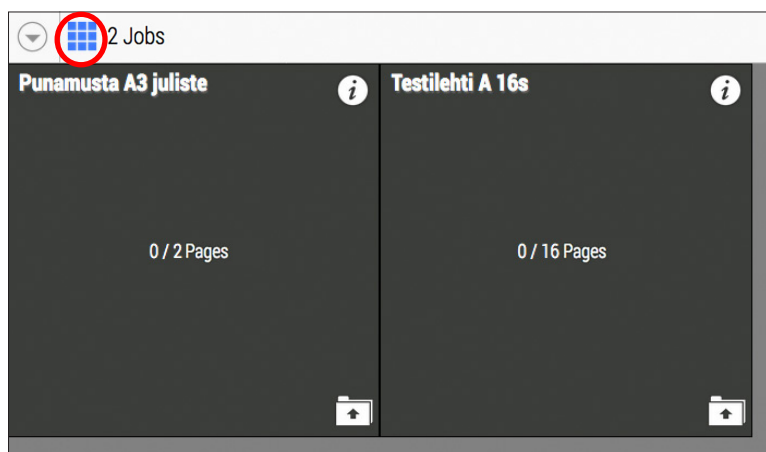
You can log on to the specific job via email, the system has send you, or with web browser:  
**portal.punamusta.com** - you'll see all your jobs.



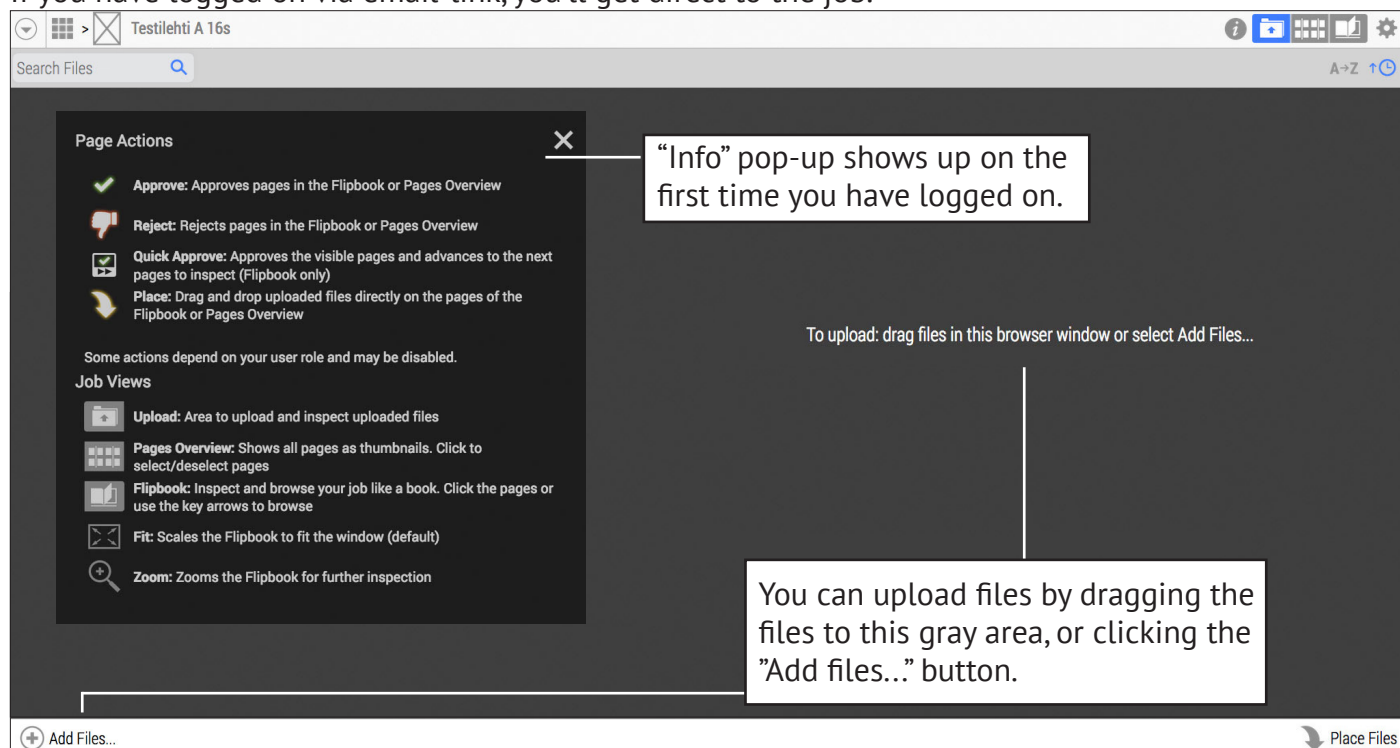
## After logged on - to upload pages

After logging on you'll see all your jobs.  
Just click to open one of them.

You can upload files to job by  
clicking the "Folder"-icon.



If you have logged on via email-link, you'll get direct to the job.



**Testilehti A 16s >**

- Jobs J
- My Company
- My Profile
- Log Out

You can open the Menu by clicking the triangle.

Jobs: You'll see all jobs, which you are planned to manage.

My Company: You can add or remove users.

My Profile: You can edit your settings.

Log out: You'll log out from the system.

**Pages used in job:**  
 red=rejected  
 green=approved  
 blue=waiting for approval

Shows the status of the pages in job.

**Demolehti**

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**Testilehti A 16s > Kaikki (16)**

Navigator

- ✓ Navigator ⬆ N
- Separations ⬆ S
- Remarks ⬆ R
- Hide Palette M

Navigator - Shows the pages of the job.

Separations - You can see separations of the page.

Remarks - You'll see notes and warnings.

Hide Palette - Hides the Navigator palette.

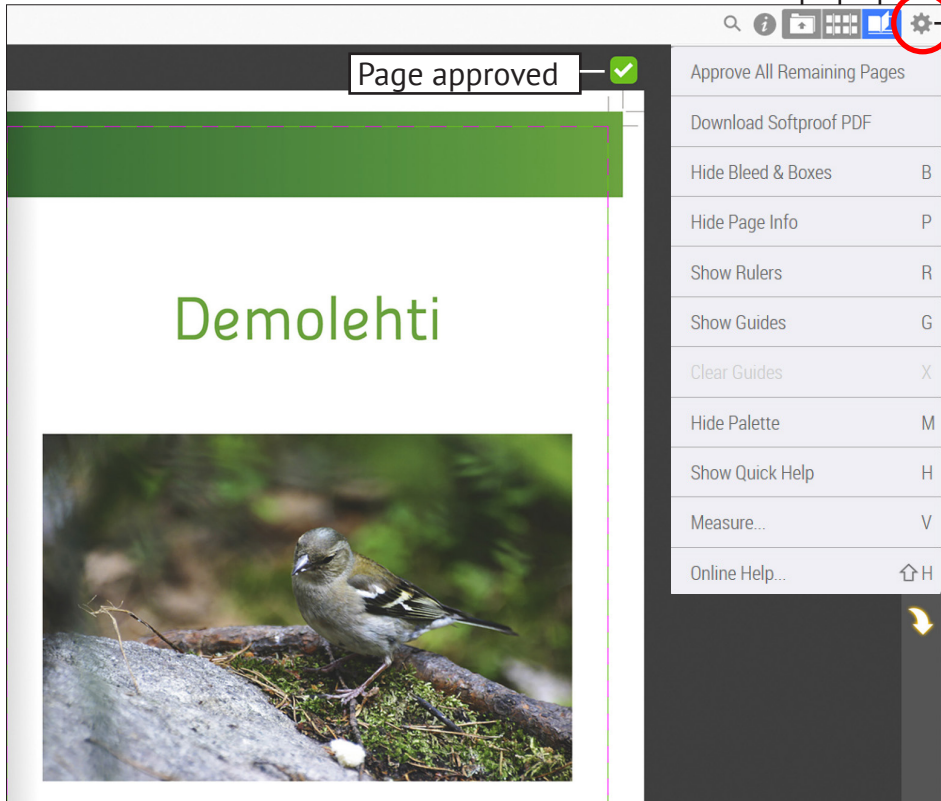
**Demolehti**



Pages overview

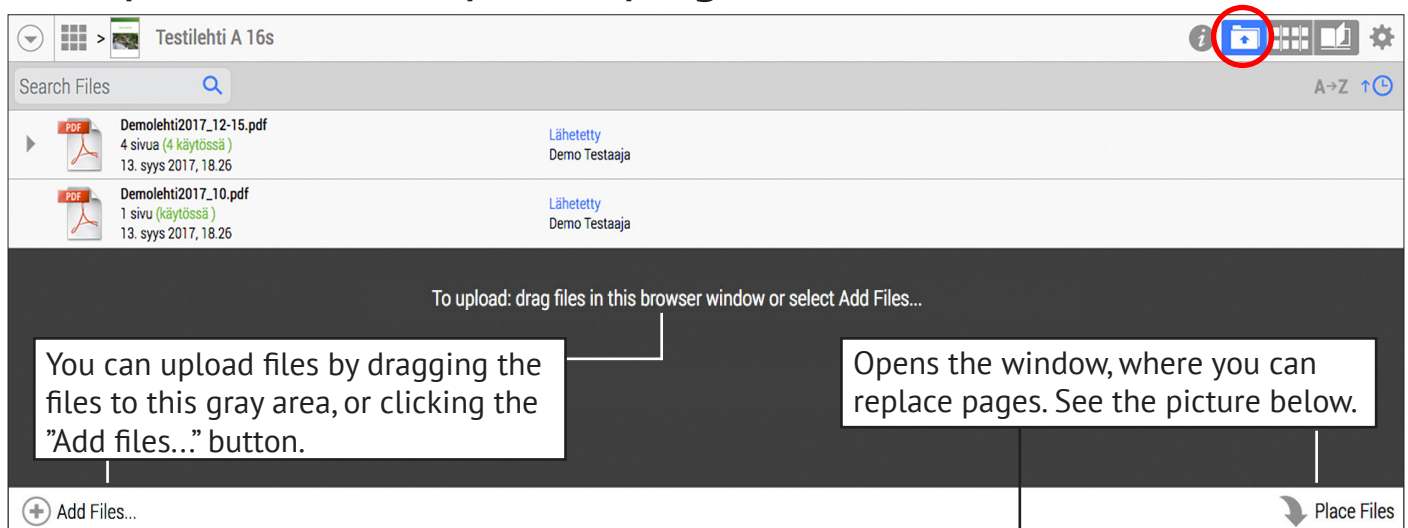
Opens the "Upload"-window

Flipbook



To approve all pages  
Softproof (200 dpi)  
Show/hide bleeds and boxes  
Show/hide pagesize  
Show/hide rulers  
Show/hide guides  
Remove guides  
Show/hide Navigator palette  
Help panel (same as at start)  
Measurement tool  
Agfa support page

## To upload and replace pages



You can upload files by dragging the files to this gray area, or clicking the "Add files..." button.

Opens the window, where you can replace pages. See the picture below.



Fixed page will be imposed automatically, if it is named as quided. You can also replace a page by dragging the fixed page over it. Click "Place"-button to confirm.

# To inspect and approve pages

Ready to inspect

Single page view or spread view

Approve page, confirmation asked.

Reject page, confirmation asked. Write a note to pop-up window.

Quick approve to page/spread, confirmation not asked.

Replace a page

Fit to window

Zoom in

Approve page "Body 10"

Body 10

Cancel

Approve

10

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Reject page "Body 10"

Body 10

Reason:

Cancel

Reject

You must write something to this field, to activate the "Reject"-button.

10

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Testilehti A 16s > All (16)

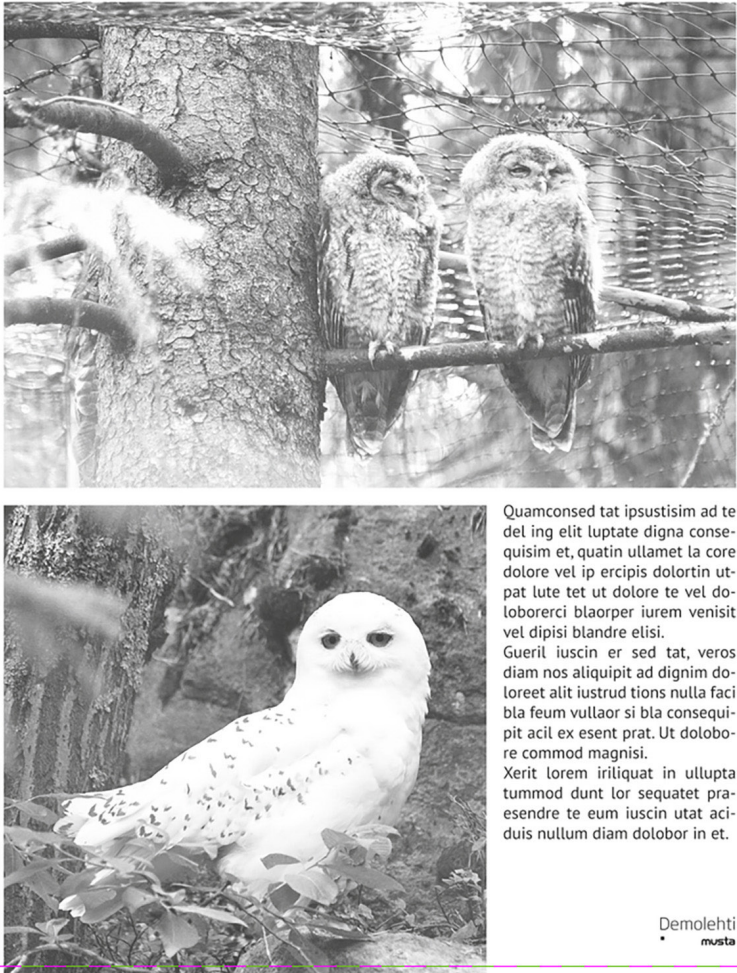
Separations

- Cyan
- Magenta
- Yellow
- ☒ Black

Select All

Apply

Here you can examine separations. Choose one color (or colors) and click "Apply".



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## Navigating pages

Body 1

Body 2

Body 3


Body 4


You can navigate from page to an another by typing page a number to "Find"-field.


# Errors/Notes

Click this icon to see Errors or Notes, which are related to the page.

Demolehti2017\_16-lowres.pdf - 1 placed on "Body 16"

 **Errors**




 Color/grayscale images have resolution below 149 dpi.



Testilehti A 16s > All (16)



Remarks

Demolehti2017\_16-lowres.pdf - 1 placed on "Body 16"

 Color/grayscale images have resolution below 149 dpi. (1x)  

You can see Error/Note- item highlighted on page, when you click the Note at "Remarks"- menu.

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Body 16

**It's important you to understand that the approvals you make in WebApproval are real and final.**

If you approve a page by mistake, you must contact us immediately,  
so we can stop your job from processing and reset the page in WebApproval.  
Contact your sales manager or prepress:  
prepress.joensuu@punamusta.com +358 10 230 8484