

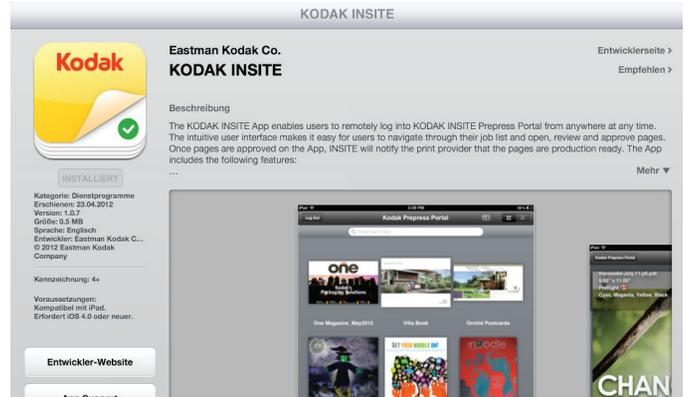
# User Manual

[**teamwork-net** | de ]  
app]

# 1. General

## 1.1 Install Kodak InSite App

Search Kodak InSite App at the App Store and install it on your iPad.



## 1.2 Start InSite Desktop App

Please tap on the app and open it.



## 1.3 Log in

with user name and password  
servername: <http://www.teamwork-net.de>

Tap the „Log in“-Button.



### 1.4 Job overview

You can choose between two options: preview picture or list.

Now you can open the job you want to work on.



### 1.5 Page overview & tools

#### toolbar at top

**settings:** Set general settings.

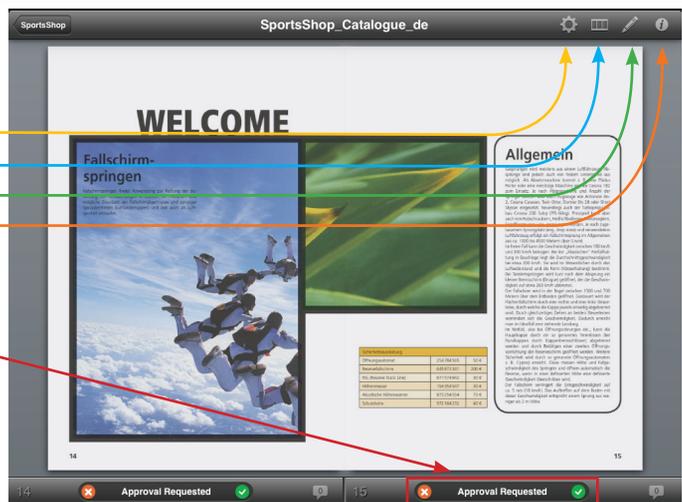
**filmstrip:** View over all pages as preview picture.

**object tool:** Add annotations.

**information sign:** Information about the page.

#### toolbar at bottom

**Approval:** You can reject or approve pages.



### 1.6 Object tool

selection tool

text tool: Add annotations.

line tool

ellipse tool

rectangular tool

pencil: Freehand drawing tool.



## 2. Check & approve pages

### 2.1 Add annotations

Mark an area (with rectangular, ellipse, or pencil tool).

Tap with the text tool on the point where you want to add an annotation and fill in the text.

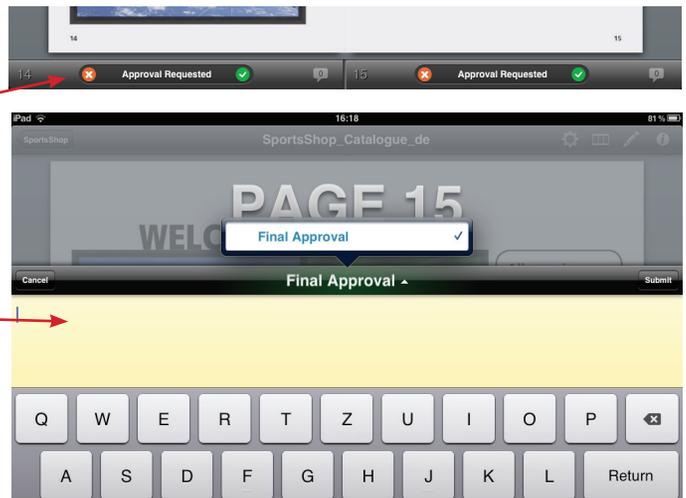


### 2.2 Approval

For rejecting the pages you have to press the red cross, for approving it please tap on the green check mark in the toolbar at the bottom.

**OR** Wiping with the finger **from the bottom** of the page **to the top** means the page is **approved**, wiping **from the top to the bottom** of the page means **rejecting**.

You can also add annotations.



### 2.3 Toolbar at the bottom

There is also a little speech bubble in the toolbar at the bottom.

With a tap on the speech bubble you get an overview of the annotations.



## 2.4 Filmstrip

Choose the filmstrip and you will get an overview of all pages as a preview picture.  
Tap on one preview picture and you will directly enter this page.



## 2.5 Information sign

If you press the information sign, you will see all the information about the page (page format, preflight status etc.)

