

# User Manual

## [teamwork-net|de]

# 1. General

## 1.1 Log in

with user name and password at [www.teamwork-net.de](http://www.teamwork-net.de)

If necessary choose a language



## 1.2 Change/Forgot Your Password

For security, users are required to create a new password  
 a) once they have logged for the very first time or  
 b) after they have requested a forgotten password.

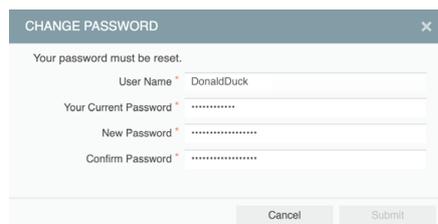
b) If you have forgotten your password, click on the appropriate link on the start page.  
 After entering your username you will receive a new password generated and sent by mail.

For a) and b): Then enter your user name and the generated password on the start page.



## 1.3 After the input a new window will open.

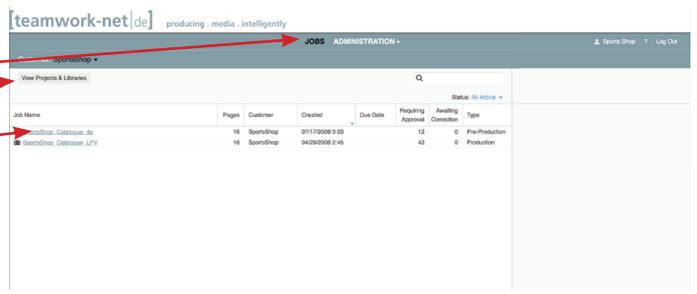
Here you can set your own new password.  
 With this you can then log in again.



## 1.4 Overview of current jobs

Depending on the account, the areas "Jobs", "Projects and "Libraries" are represented.

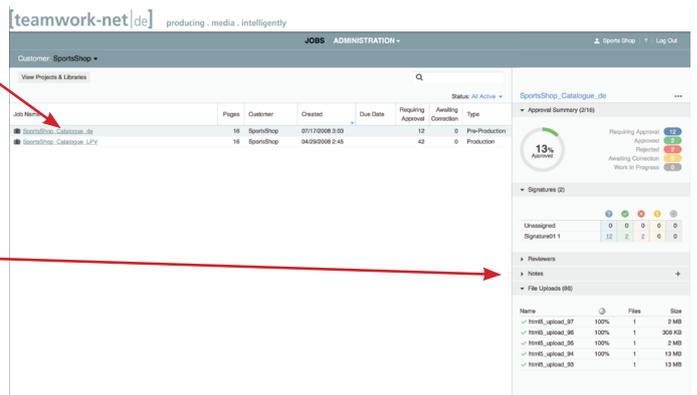
Select jobs by clicking on the job name.



## 1.5 By selecting the job you will get further information in the right-hand column info bar.

Then you can see an overview of how many pages are requested for approval, wait for correction, have already been approved or rejected.

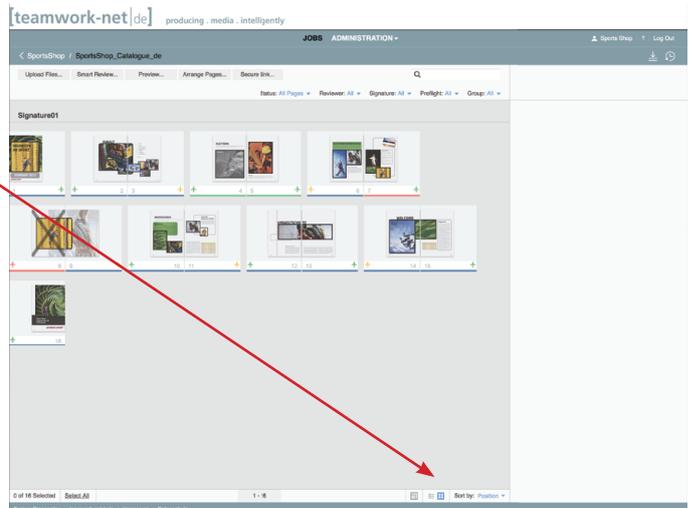
To write a short report to other users or to KonradinHeckel, please use "Add Note".



## 1.6 Page or status overview

If you have chosen the "Gallery" view, in page overview a thumbnail of every uploaded page is visible. We recommend sorting by position.

The colored bar at the bottom of the pages represents the status:  
 Blue = Requiring approval  
 Red = Page rejected  
 Orange = Waiting for corrections  
 Green = Page approved



## 1.7 Buttons

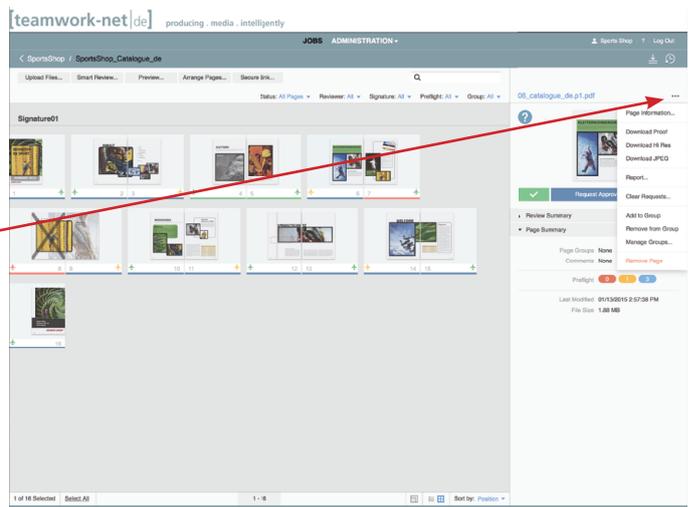
### Toolbar on top

- Jobs: job overview (see 1.4)
- i: Job properties
- Download: download folder
- History: Job history (see 1.8)
- ?: Help
- Log out

### Toolbar on the right

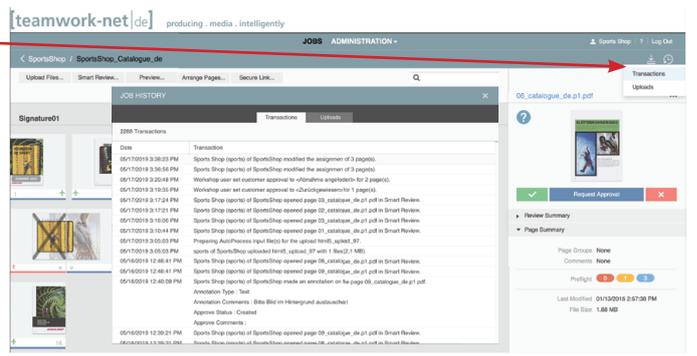
### Toolbar at bottom

- System diagnostics: see 1.9



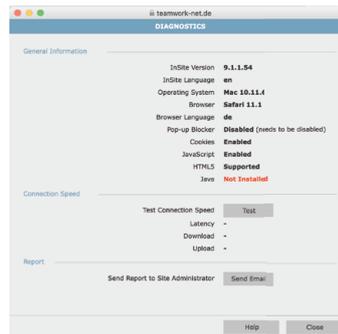
## 1.8 History

In "History" every activity is logged with date, time and user name.



## 1.9 System diagnostics

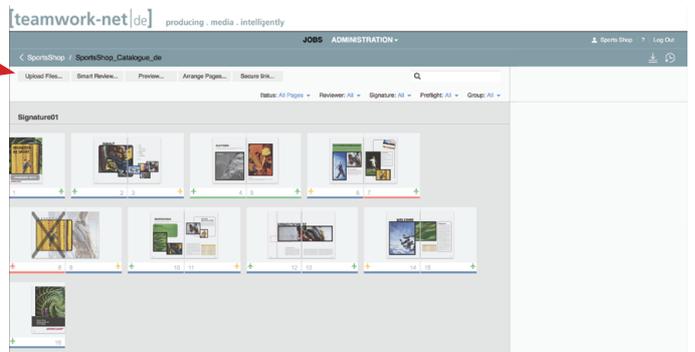
If problems appear, for example in upload, download or the page view, please run the system diagnostics (Button see 1.5).



## 2. Upload

2.1 To **upload** new pages click the button "Upload Files..."

( You also find "Upload Files..." in the "Summary" (see 1.3) next to "File Transfer".)

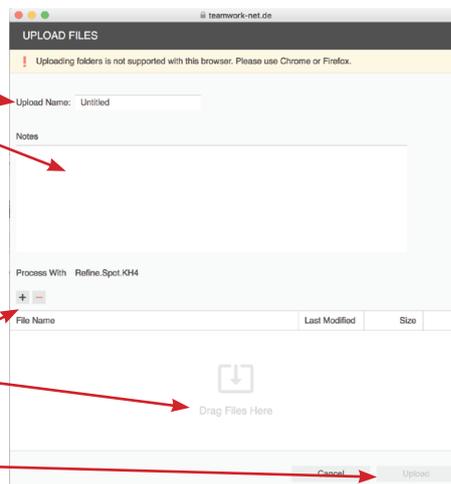


2.2 A pop-up opens (please see 1.9).

You can enter an upload-name and/or comment to the upload (both optional).

Drag your upload PDF files into the area or add them with the button.

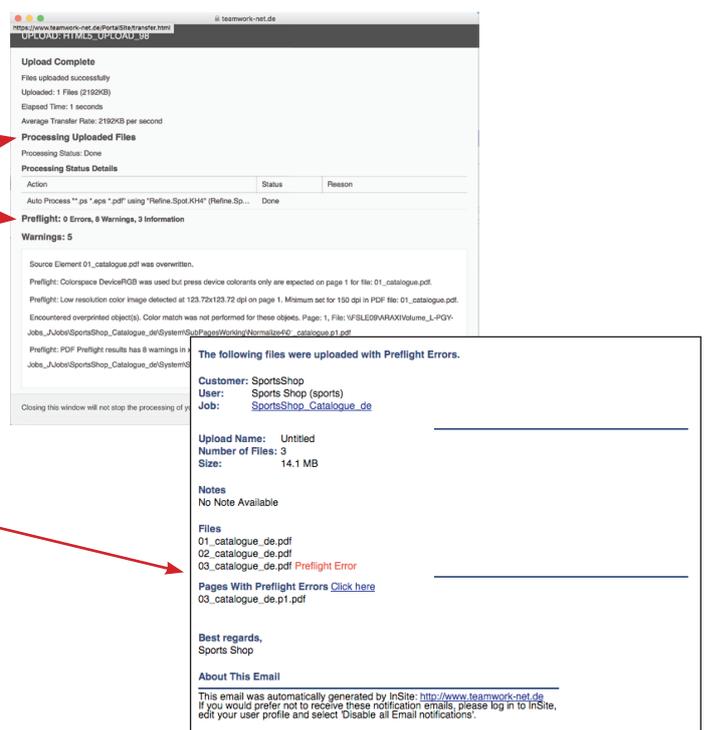
Then click "Upload".



2.3 The pop-up of 2.2 disappears. A new pop-up with the **upload progress** opens.

Then a new pop-up opens (see screenshot).

The window shows the status of the technical process of the pages. Errors or warnings are indicated directly and can be reviewed (see 3.10).



When errors or warnings were detected in the technical process (Preflight), an e-mail was send to the "Uploader".

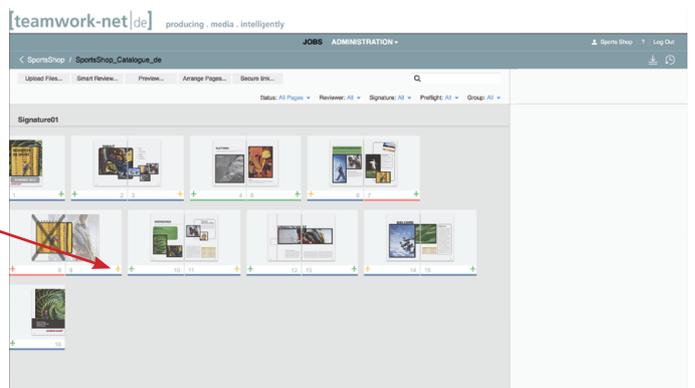
### 3. Review pages & assign status

3.1 To review a page please click on the thumbnail in the page overview.

The PDF-files you deliver via teamwork-net are checked automatically according to their printing requirements.

In case of technical errors (e.p. low resolution of an image), in the overview this symbol appears.

Please click on the thumbnail in the page, to **review** a page and to check the detected error.



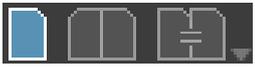
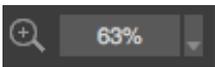
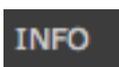
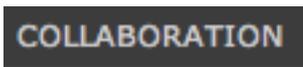
3.3 A new window opens.

Teamwork-Net offers to review a detailed, **true to print preview** of the selected pages and has several tools to view and make notes (e.g., for desired corrections) as well as a chat function.

After the review you can approve, reject pages or you can request corrections.



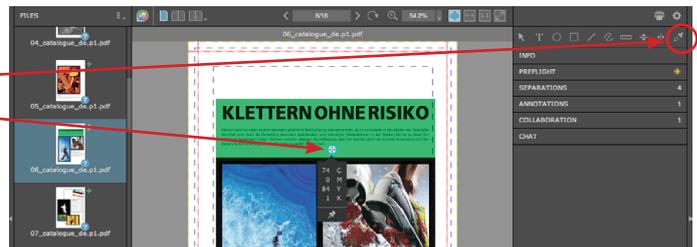
### 3.4 Toolbars

<b>Toolbar at the top:</b>	
Single or double page view	
Show the previous/next page	
Rotate page	
Zoom-In / Zoom-Out	
Fit to screen / fit to width / actual size	
<b>Toolbar on the right:</b>	
Pan the page (only in the zoom mode)	
Create text annotation (choose tool + click on point in the page)	
Drawing a straight line / rectangle / circle	
Drawing a freehand line / Multishape	
Ruler / square ruler / horizontal/vertical guide line / Densitometer	
Information about this page (e.g. size, resolution, zoom factor, trim lines)	
Preflight Manager	
Show separations and/or hide separations All used colors (incl. spot colors) are indicated here	
Open annotations manager	
collaboration	
Chat	
<b>Toolbar at the bottom:</b>	
Approve / reject the page	

### 3.5 Example: **Measure color density** with the pipette

Choose the "pipette" in the Toolbar right and click on the spot of the page you want to measure.

The color density is shown in cyan, magenta, yellow, black and maybe spot colors.



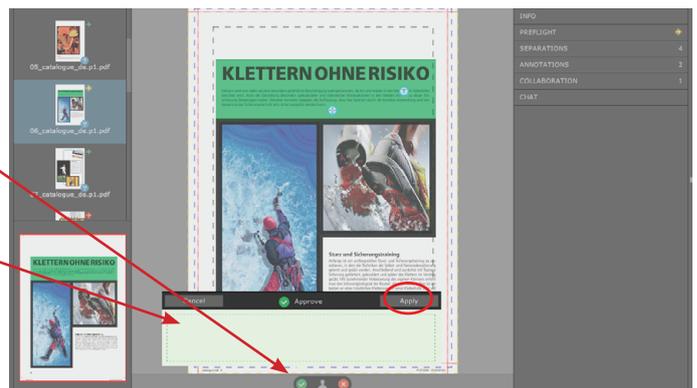
### 3.6 Example: **Approve the page**

If you have reviewed a page and you have no corrections, approve it with the checkmark below.

You can enter a comment (optional).

Afterwards click the point „Apply“.

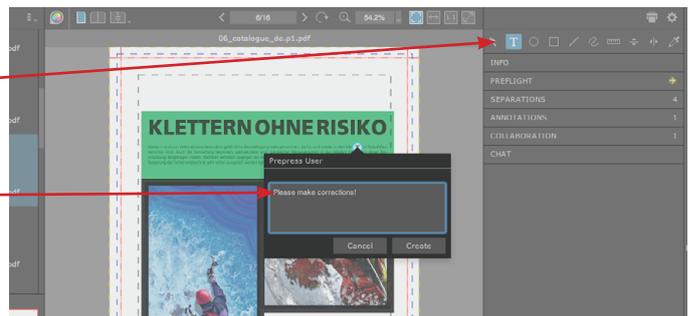
The status of this page (and the entered annotation for this page) is now automatically sent to the responsible person at KonradinHeckel by e-mail.



### 3.7 Example: **Add annotations**

If you find a mistake that should be corrected, use the "Text" tool and click on the position on the page where you want to add the annotation.

A pop-up opens where you can insert text.

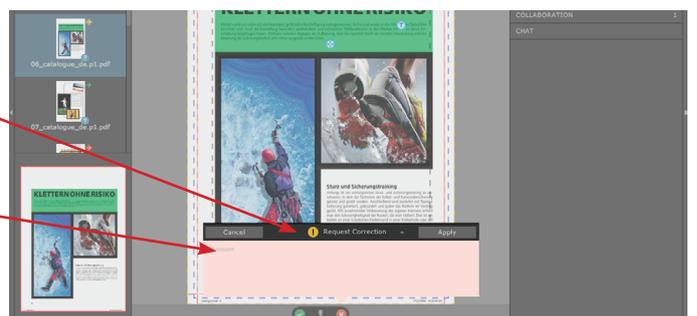


### 3.8 Example: **Request corrections**

After inserting all annotations, click on the X (below) to request the corrections for this page.

Please enter a comment (optional).

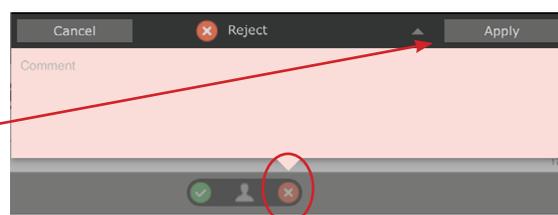
Now the responsible person at KonradinHeckel automatically receives an e-mail with the corrections required (including the annotations for this page).



### 3.9 Example: **Reject pages**

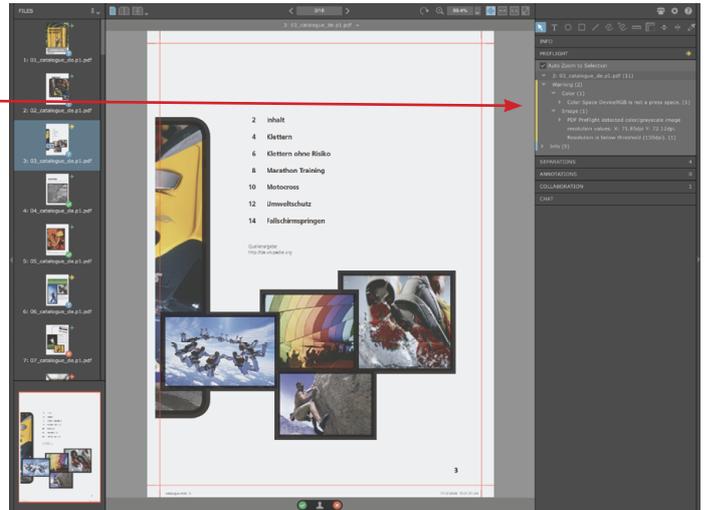
If a page is wrong, you can reject it.

Click (as in 3.8) the X below. In the pop-up choose the point „Apply“.



### 3.10 Preflight Manager Smart Review:

Activate the Preflight Manager on an incorrect page. In a separate window you will see a list of all errors on the activated page.



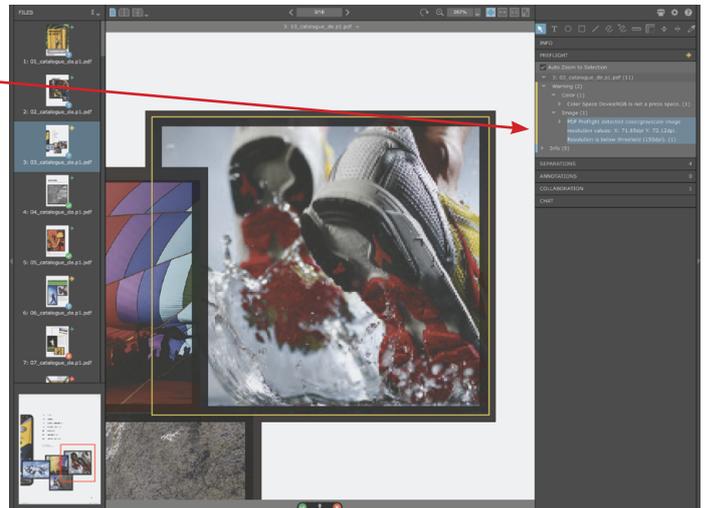
3.11 To locate an error on the page, click on it in the Preflight Manager and the incorrect element will be bordered in a colour and enlarged automatically, if the option "Autozoom to Selection" is activated.

This revision tool detects two kinds of errors:

Bei dieser Prüffunktion gibt es zwei Arten von Fehlern:

1. errors detected by the system;
  2. errors detected by the system and corrected by the system.
- To 1. includes low resolution or not embedded scripts.  
To 2. includes wrong color space (such as RGB, Lab or ICC-based color spaces).

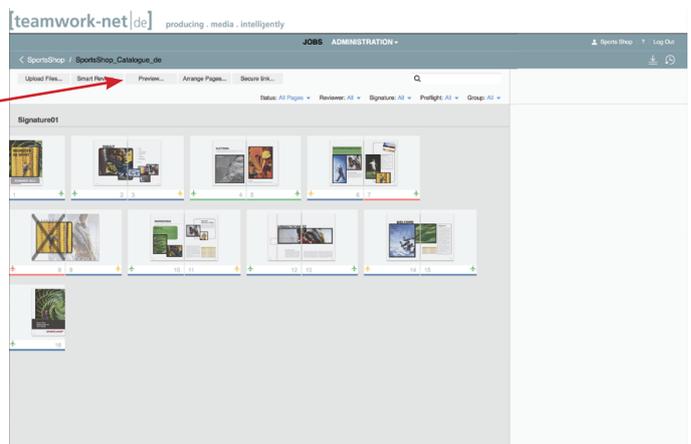
Important is, that the PM shows all errors, including the corrected ones. Please check all errors – esp. the corrected – because the automatic conversion of color space in CMYK changes your data. If the optical impression of the elements does not meet your request, please correct your data and upload them again.



## 4. Preview

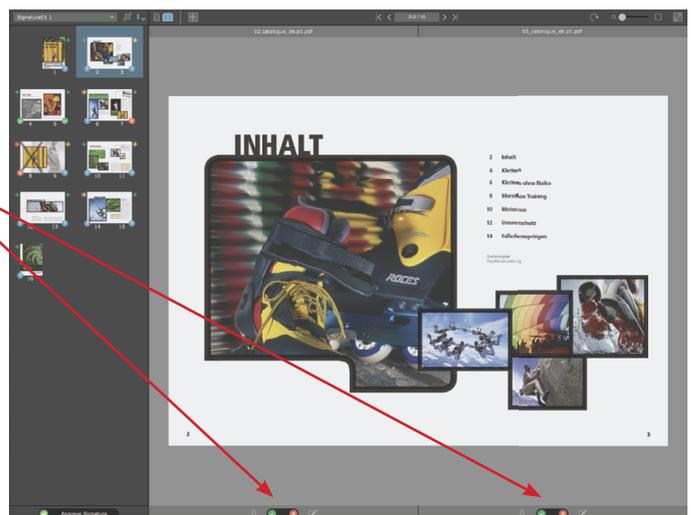
4.1 teamwork-net offers the possibility to control the assignment of your pages.

Click on "Preview" to view your product in the correct order of the pages.

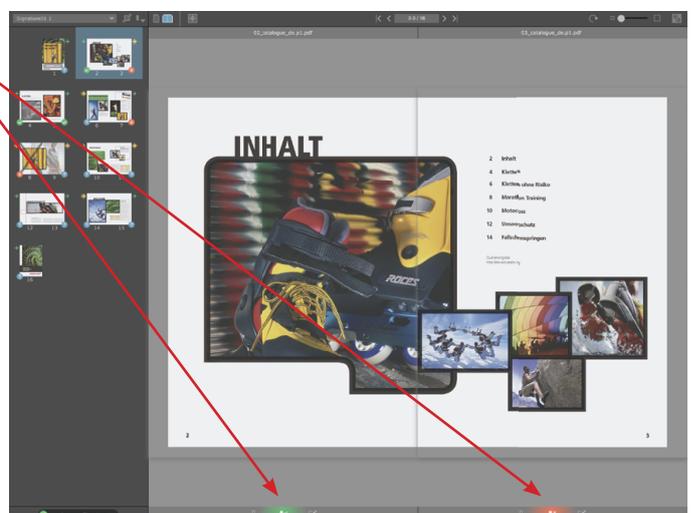


4.2 A new window opens.

In the left page list you can navigate through your product. Also you can flip the pages by clicking on the page's corner at the bottom. And it is possible to approve or reject pages in Preview.



4.3 You can also see the approval status of each page at the bottom of the window.

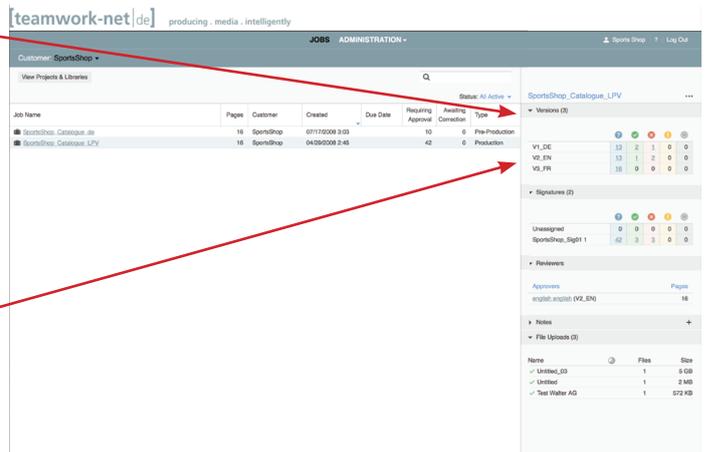


## 5. Review (language) versions

5.1 In the approval summary you can see the processing status of each (language) version.

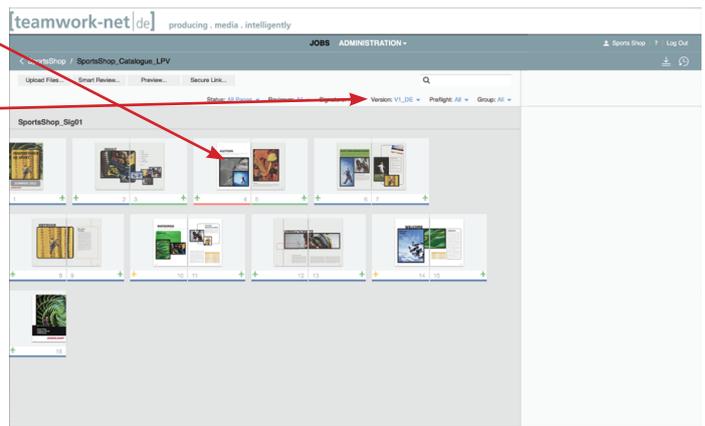
- Requiring approval
- Page approved
- Page rejected
- Work in progress
- Waiting for correction

Please choose one of the (language) versions.



5.2 To **review** a page, please click on the thumbnail in the page overview.

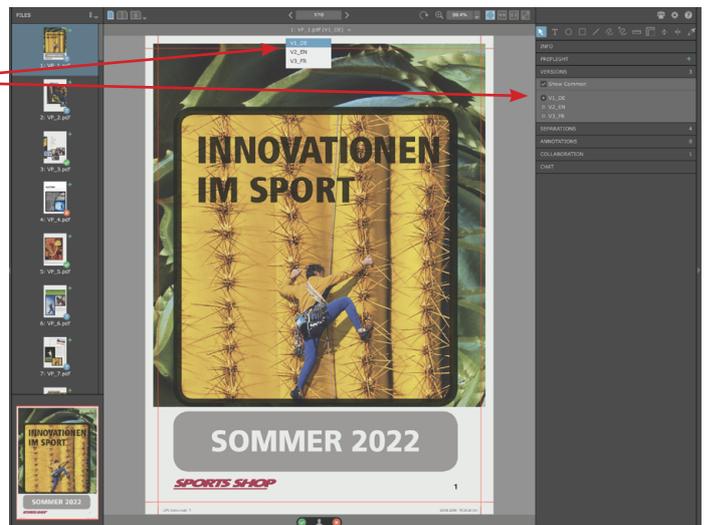
Here you have the change to change the version.



5.3 A new window opens. (please see 3.2)

Here you have two possibilities to change the versions.

Review these pages as described in "3. Review pages & assign status".

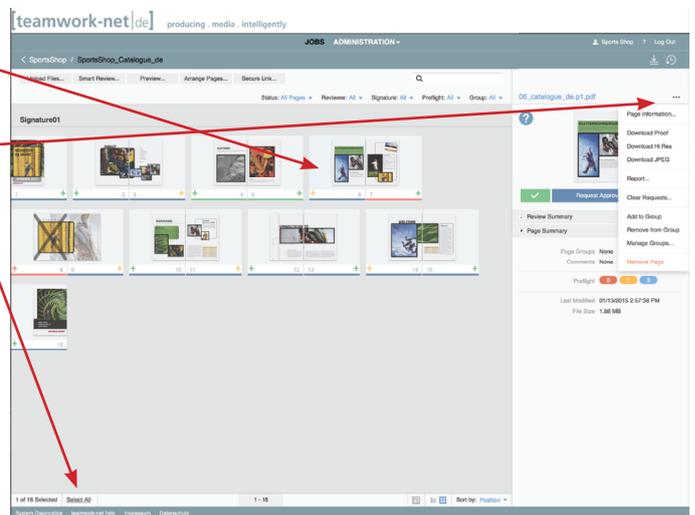


## 6. Download pages

6.1 To **download** pages, select the corresponding page(s).

If you want to download all pages, click on "Select All".

The right toolbar is located at the ...



6.2 In the Toolbar on the left there are three **download options**:

1. Download pages as LowRes PDFs (Download Proof)
2. Download pages as HiRes PDFs (Print files).
3. Download pages as RGB-JPEG-Images (Pages are converted automatically.)

Page Information...

Download Proof

Download Hi Res

Download JPEG

Report...

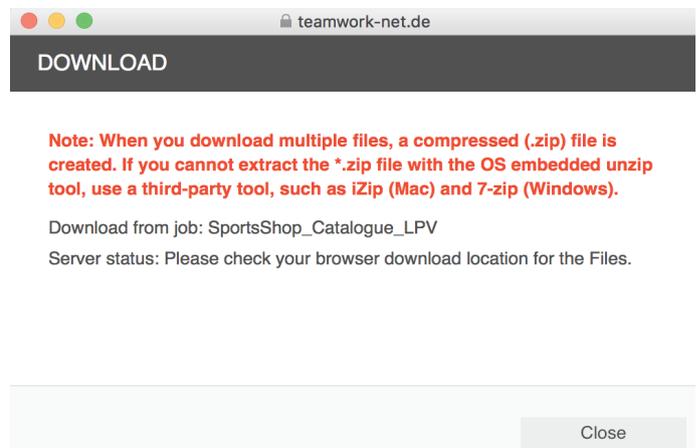
Clear Requests...

Add to Group

Remove from Group

Manage Groups...

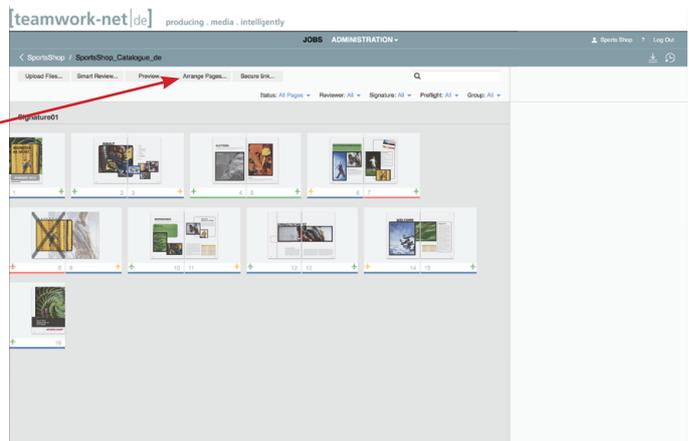
6.3 A pop-up opens. In this example "LowRes PDFs" was selected. Here you can download single pages or all pages in one PDF file and enter a name. A compressed file will be created and saved in the download folder of the browser.



## 7. Assign pages

7.1 teamwork-net offers the possibility to assign pages to print forms (option available according to assignment of permissions).

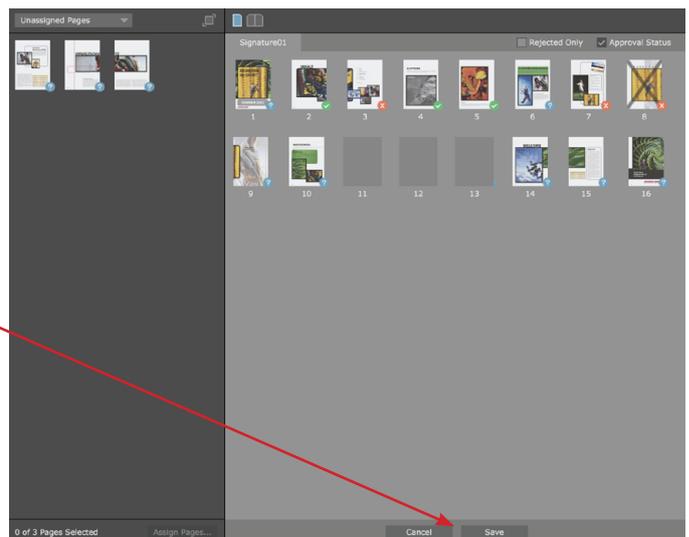
If you want to assign your pages yourself, please click on "Arrange Pages".



7.2 A new window opens.

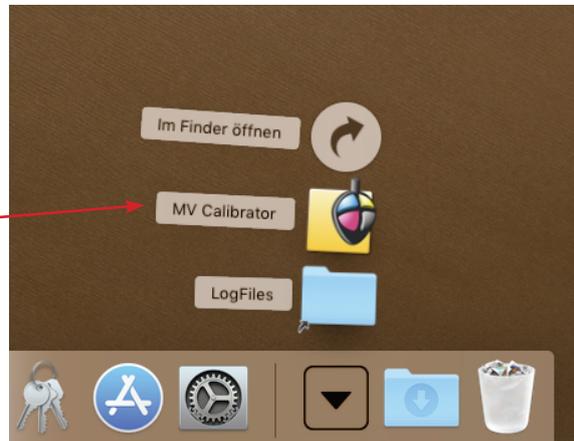
On the left side of the bar you see all unassigned pages. With drag and drop you can pull them to their according placeholder.

Then save the page assignment.

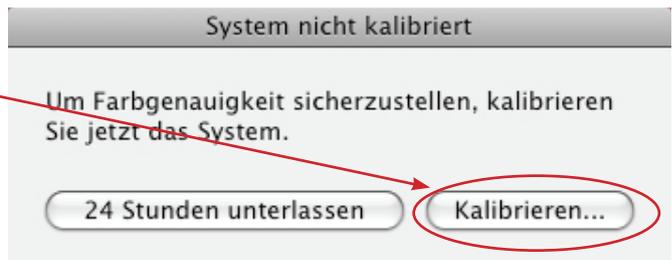


## 8. Monitor calibration

8.1 If you have chosen our service solution Perfect Color, the Matchpoint Virtual software – in connection with a measuring device – allows you to view all color-proof pages in teamwork-net. Later on, the printers at KonradinHeckel can see the color-proof imposed forms at the printing machine. Monitor calibration can be done with the installed Software Matchpoint Virtual. For this purpose you need to start the program “MV Calibrator” in the dock. The program guides you through the necessary steps.



8.2 After the first calibration, the monitor needs a further calibration every 24 hours to ensure a color-proof display. The program reminds you of the required calibration with a memory function. If the monitor has not been calibrated during the last 24 hours, no color-proof display in teamwork-net is possible.



8.3 If the monitor is not calibrated, teamwork-net shows a red X and the page cannot be displayed color-proof.

