

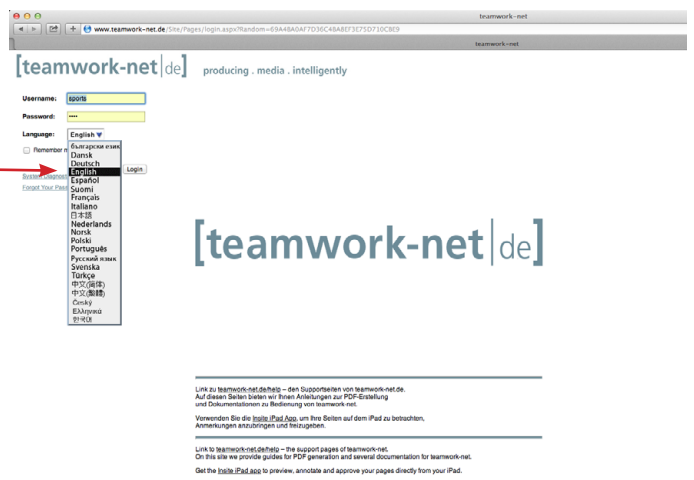
User Manual

[teamwork-net | de]
plus]

Login to teamwork-net^{plus}

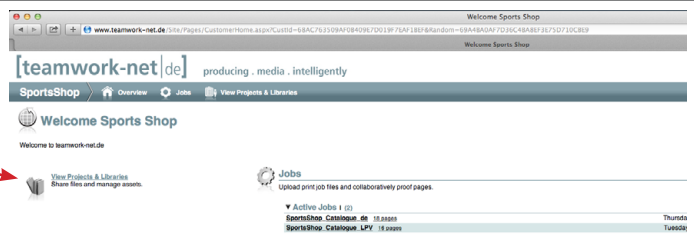
with username and password at www.teamwork-net.de

If necessary choose language.



Overview of current jobs

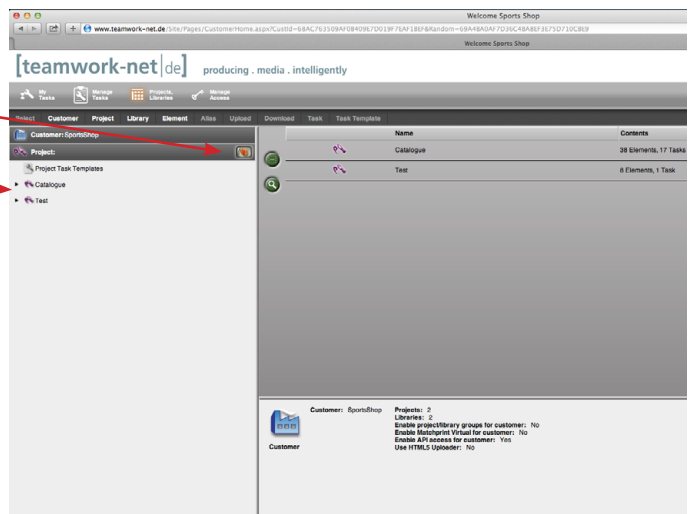
Select "View Projects & Libraries".



Overview of current projects and libraries

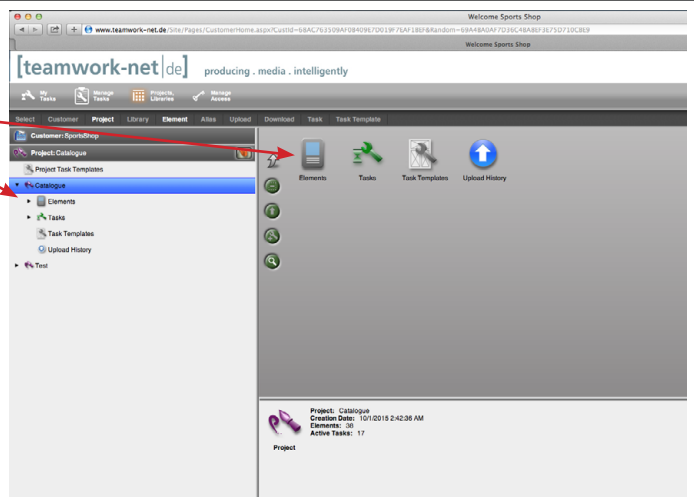
Click this button to switch between the projects and libraries.

Select project.



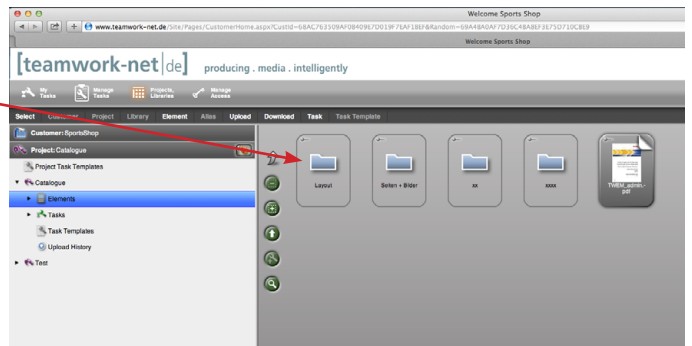
Overview of projects

To display the project content, choose „Elements“ in the menu bar left or double-click on “Elements“ in the main window.



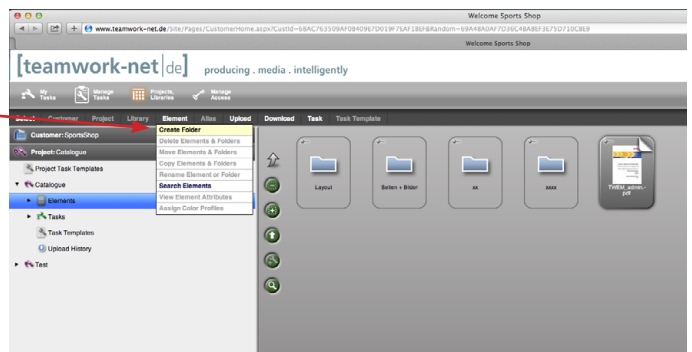
Overview of folder structure in the project

Display folder content by double-click on the folder.



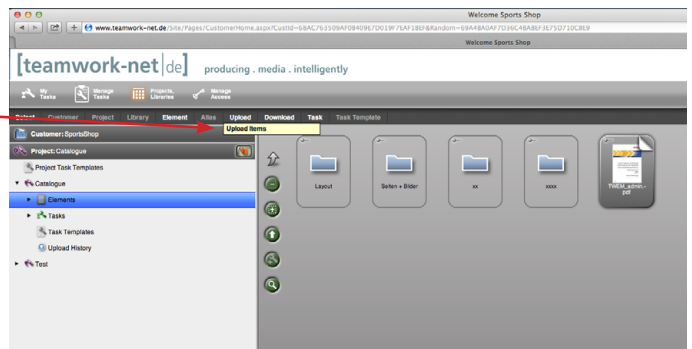
Folder content

To create a new sub folder, select "Create folder".



Folder content

To upload files, select "Upload Items".

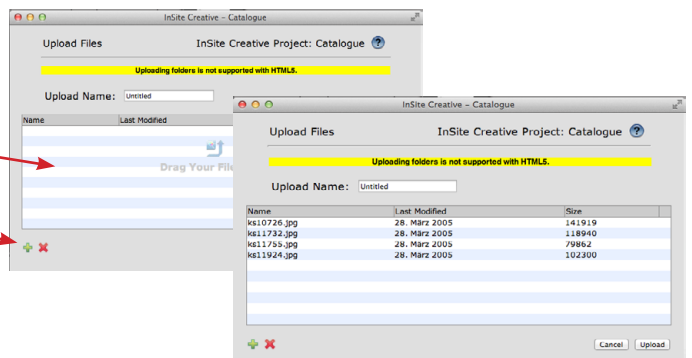


Upload – adding files

After click on the upload button a new window appears. Drag the files, that are to upload, onto the striped area (or insert files via the add button).

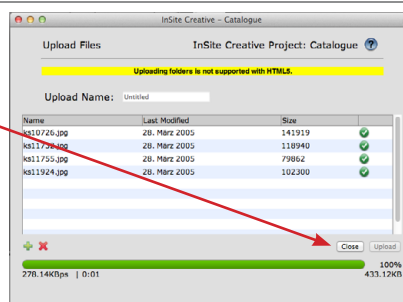
It is also possible to drag the files into the main window. Automatically the upload window appears.

Afterwards click on "Upload".



Upload

Click on "Close", when the loading beam has reached 100 %.



Overview elements

The documents are visible as thumbnails.

The following functions are now available:

Back to job overview

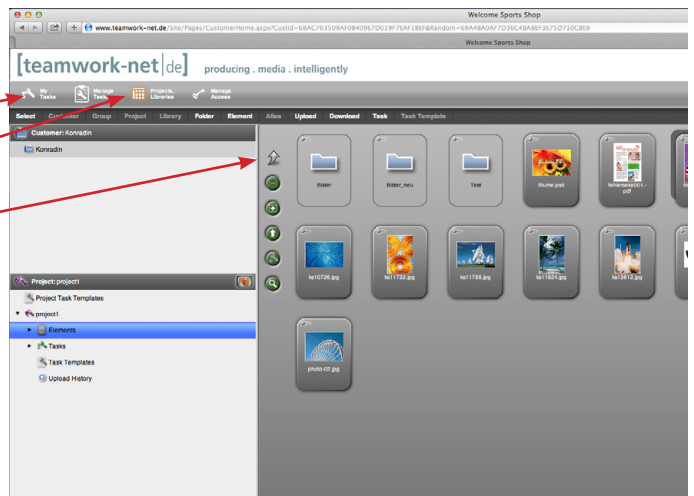
Back to project/library overview

One level higher

In principle, all types of files can be uploaded in teamwork-net^{plus}.

As thumbnails and in the integrated preview, however, only image and InDesign files are displayed.

In the following those are called "elements".



Creating a task

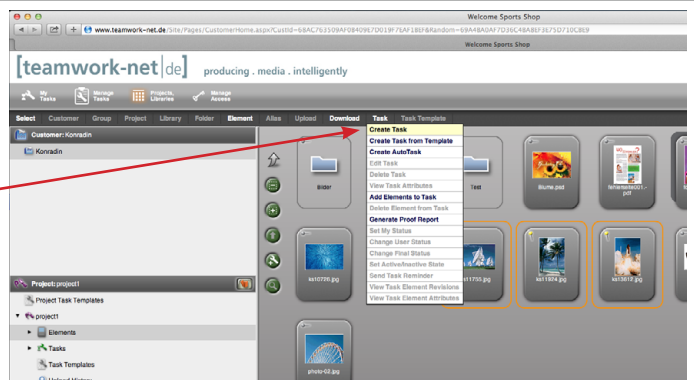
In order to approve elements or to request corrections, a task has to be assigned to one or several participants.

Activate the pin of the respective elements.

Then click on "Create Task".

Pins

Activate the pin at the top to choose several elements. Click inside the orange frame to remove one of the chosen elements.



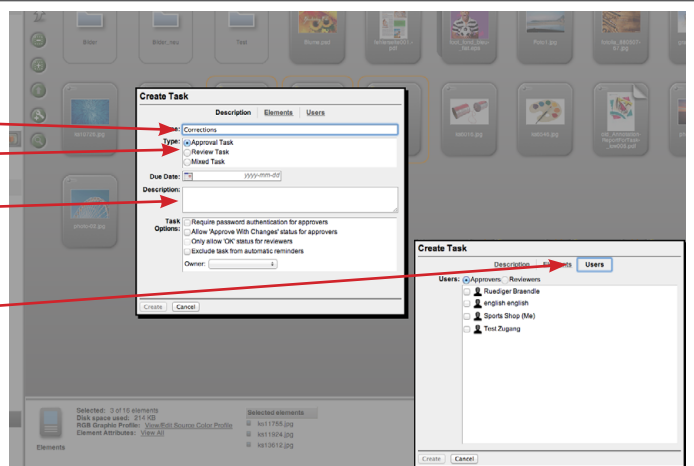
Tasks

Enter task name

Task type

Description

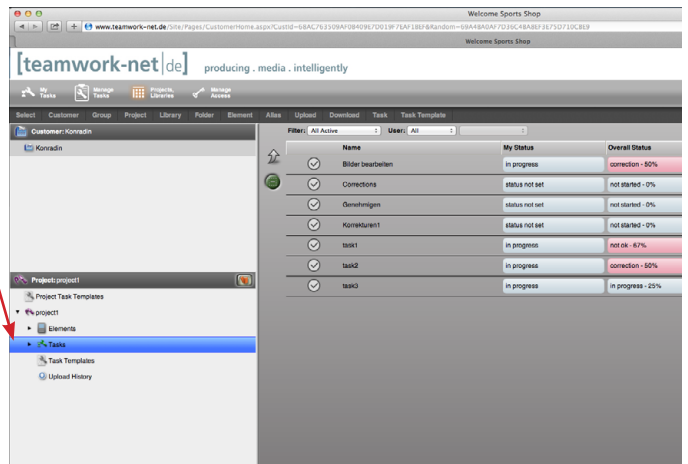
Users to who this task shall be addressed. Each user, who is selected here, now receives an e-mail automatically.



Overview of elements with tasks

“Tasks” shows all files with their current state of processing.

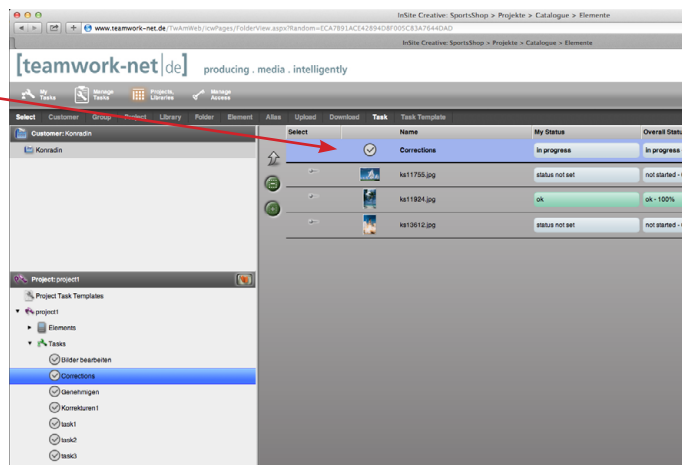
The content of the task opens up by double-clicking on the task.



Overview of elements in a task

In a task all files were shown with their current state of processing.

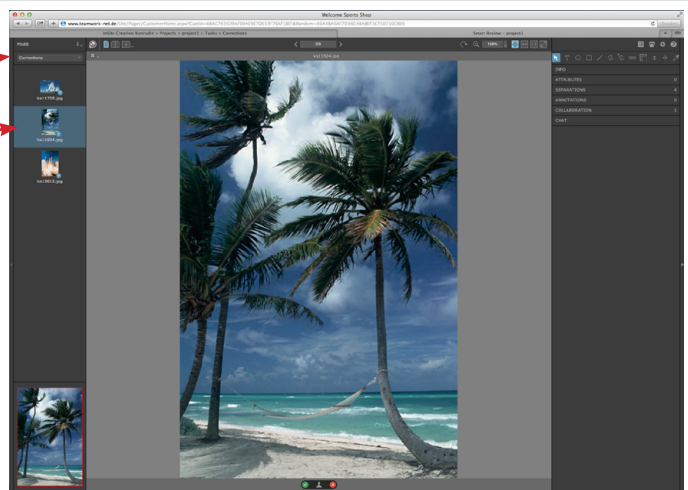
The integrated preview program (Smart Review) opens up by double-clicking on an element.



Preview

Name of the task.

Direct jumping onto other elements.



Tools

| | |
|--|--|
| <p>Toolbar top:</p> <p>Single page mode / Spread view / compare mode (view revisions next to each other)</p> | |
| <p>Rotate page / Zoom</p> | |
| <p>View: Best fit / fit to width / 100% / Full Screen</p> | |
| <p>Proof-Report (Summary of the annotations of a task) / Print / Preferences / Help</p> | |
| <p>Toolbar right:</p> | |
| <p>Pan the page (only possible in the zoom mode)</p> | |
| <p>Creating text annotation (Select tool + click on one point on the page) Drawing of oval, rectangle or a line/figure</p> | |
| <p>Ruler / guide lines Densitometer (select + click on one point on the page)</p> | |
| <p>Info, shows the different boxes</p> | |
| <p>Select or deselect separations</p> | |
| <p>Managing annotations</p> | |
| <p>Collaboration</p> | |
| <p>Chat</p> | |
| <p>Toolbar bottom:</p> <p>Finish check of the current page and approve it or request corrections</p> | |

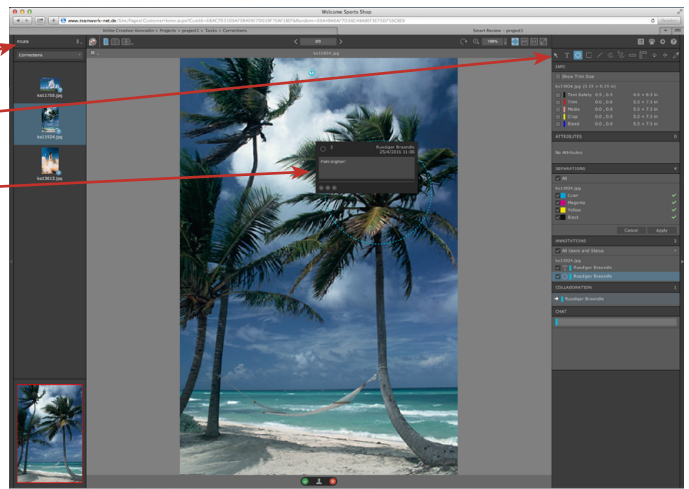
Making annotations

Select the task in order to make annotations and/or set a status.

Select tool (e.g. oval tool), put it onto the spot, which has to be touched up, then enter corrections.

A window for correction annotations opens up.

By click on OK the window disappears and the annotation appears at the spot.

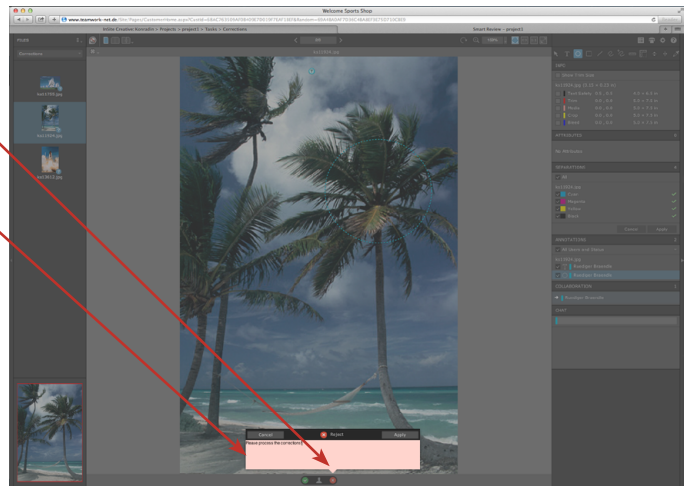


Requesting corrections

When all corrections are made, the status "request corrections" (red X) has to be assigned.

A window for annotations to the element or to the corrections opens up (optional).

Then OK.

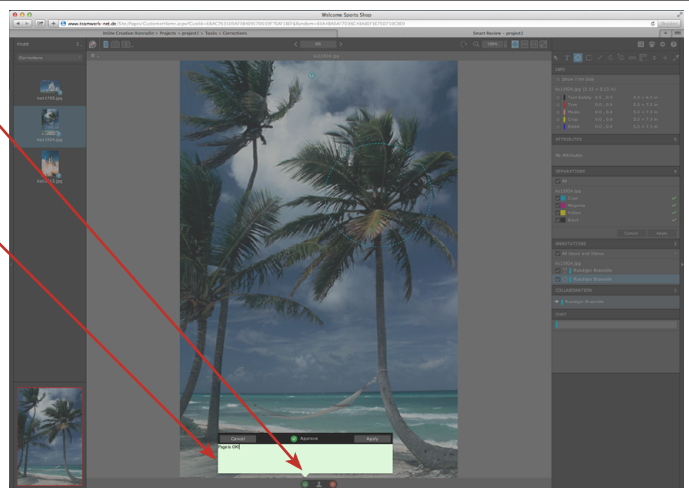


Approval of the element

If an element is ok without corrections (no corrections specified), the status is put to "approved" via the checkmark (green V).

A window for annotations to the element opens up (optional).

Then OK.



Comparison

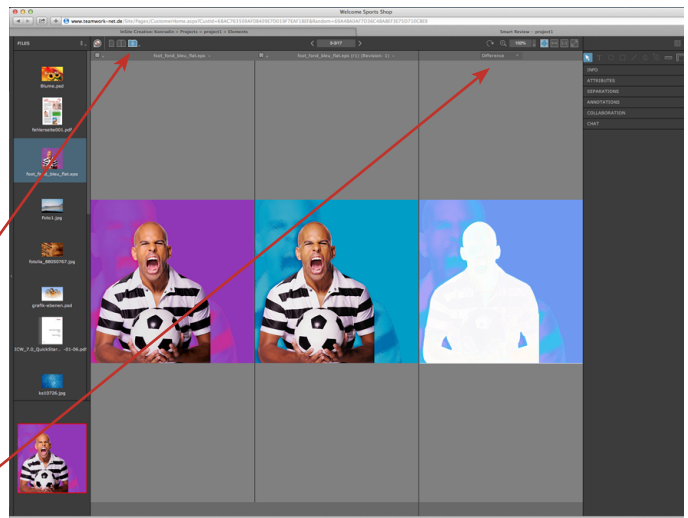
You have the possibility to compare two elements, e.g. in order to check whether and where corrections have been made. For that purpose, at least two elements (e.g. original and correction) with the same name have to be uploaded into the same folder.

Elements with the same names are never replaced, but versions are created (revisions).

To compare two elements, open one in the preview (click on element) and click on the compare button.

Now a three-column view appears.

Above each column you will see a pull down, where you can select the elements that are to be compared (r1=original; r2=correction). In the third column, you can choose whether the view shall change between element 1 and element 2 or whether only the difference between the two elements shall be displayed. The other tools such as loupe etc. are also available here.



Closing of the preview

Close the preview after finished check via the "close window" button of the browser.

Download

To download elements or as well whole folders, activate the respective pins and choose "Original" in the menu "Download".

