

INSITE QUICK START GUIDE

This document is designed to help you get up and running with InSite. For more detailed information, see the *InSite Uploading Guide* and *InSite Smart Review Overview* documents.

Step One – Login to InSite using Internet Explorer on a PC or Safari on a Macintosh.



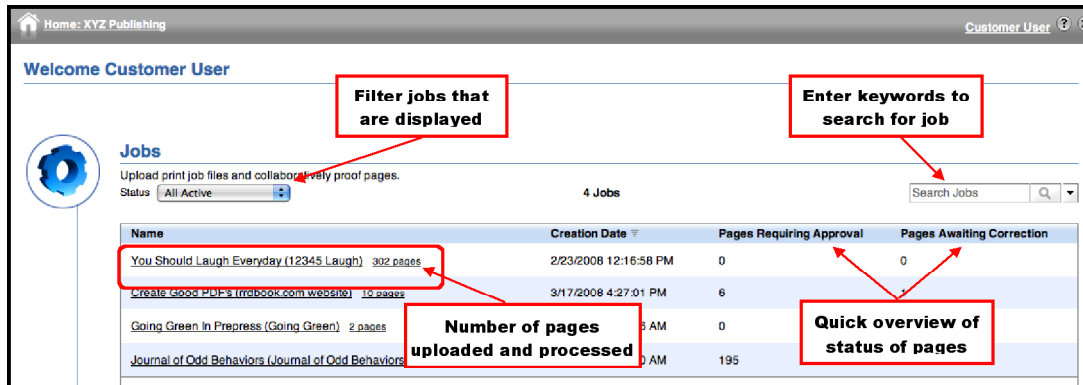
Enter your username and password and click the Login button.

If you do not have your login info, please contact your local InSite Customer Administrator or your Technical Service Representative.

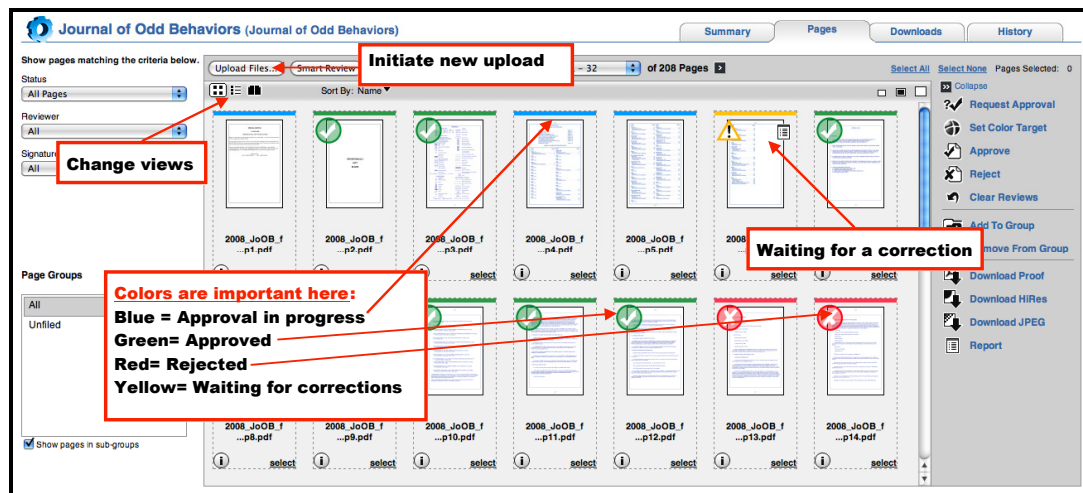
If you have forgotten your password, click the Forgot Your Password link and your password will be emailed to you.

Step Two – Once logged in, you will see all the jobs you have access to. This screen provides a mini-overview of what’s happening for each job. You can see how many pages total are in each job, number of pages requiring approval and pages awaiting correction.

Click on the number of pages to the right of the job name “384 pages” to open the job in pages view.



Step Three – You can see a visual status of all jobs. Now you can begin reviewing pages.



Questions, please contact your Technical Service Representative.