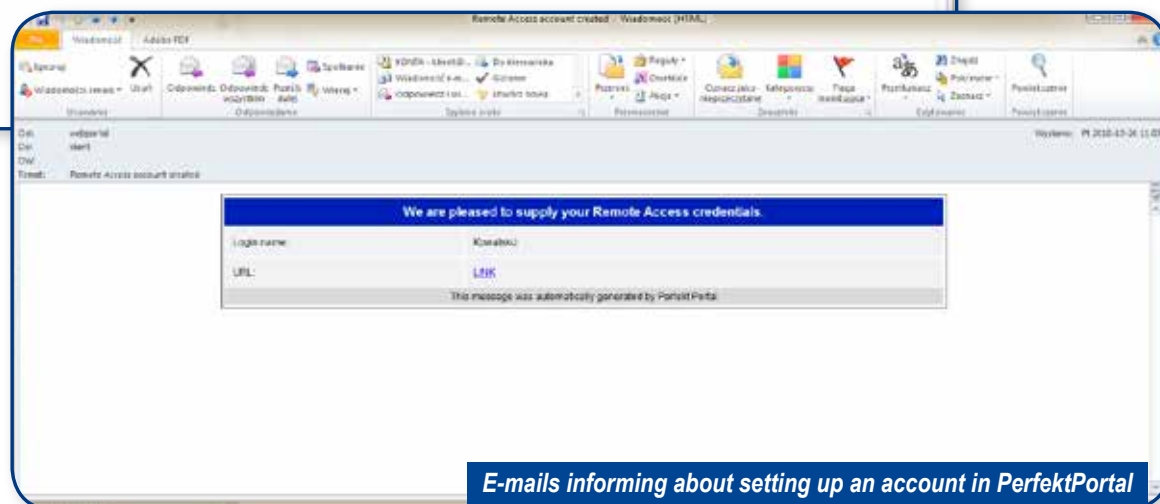




PerfektPortal – quick start

Account and login



The first step you need to take to get started from PerfektPortal is to set up a user account.

Creating a user account requires entering the name, surname and owner's e-mail address.

Providing the address is very important because it will be sent to him notifications confirming the delivery of materials, preflight execution and information about the finished digital model.

Creating an account will be confirmed by sending two messages. The first one will contain „Login”, the second „Password”.

After the account is set up, the system is ready for work. The user may be log in and customize the workspace to your needs.



The way users are organized

The basic form of organizing accounts in the PerfektPortal system is creating clients and assigned so-called Approver floor.

In this variant, each user has the same rights.

After logging in to the portal, he can perform operations on everyone orders.

Each user can release materials for printing and release it is fully effective if one user accepts the material.

BUSINESS

Approver1, Approver2, Approver3

ORDERS

Organization of accounts based on Approver's

BUSINESS

Approver Admin

ORDERS

Order

**Approver
indicated
by Admin**

Orders

**Approver
indicated
by Admin**

Organization of accounts with the powers to designate Approver

You can define portal administrators. The main the administrator is authorized to appoint additional people to work with a specific order.

The person indicated in the described way has the opportunity to perform operations on the assigned order. This is done under the authority which will give him administrator (sending materials, firing to printing, etc.).

BUSINESS

Approver Admin

Agency1

**Orders
agencies 1**

Agency2

**Orders
agencies 2**

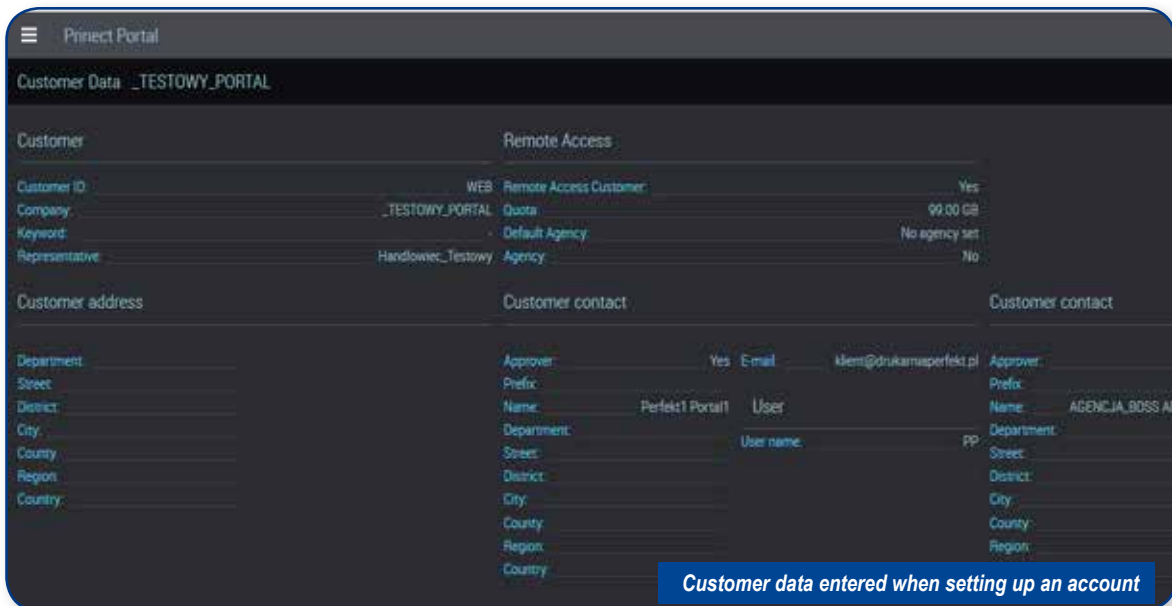
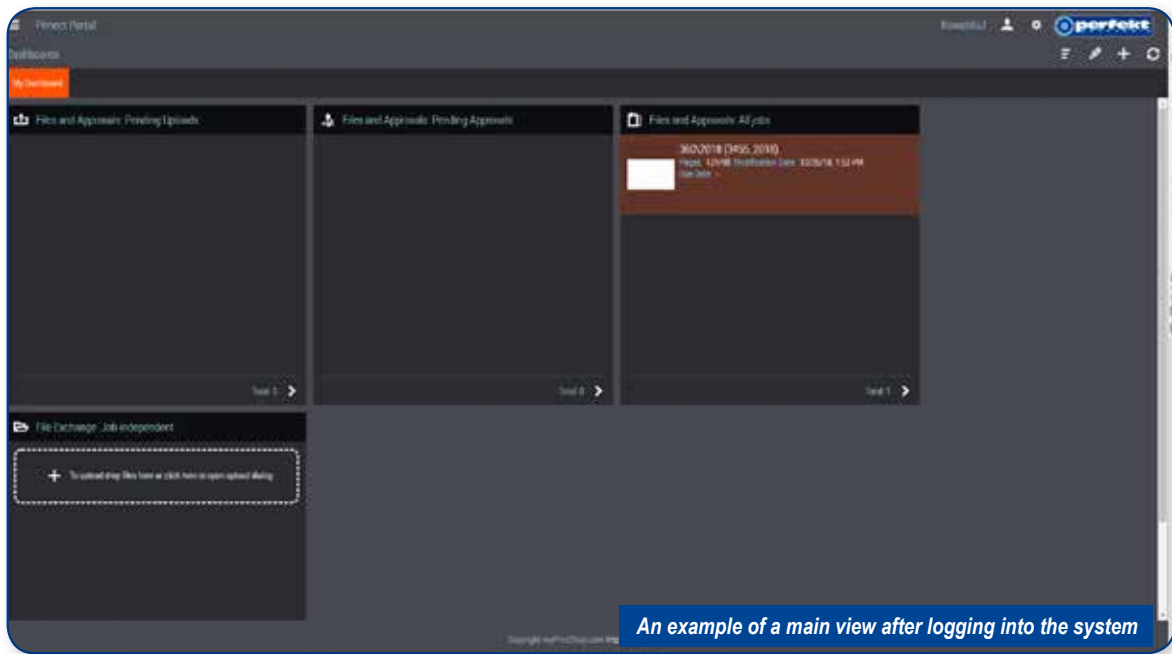
Organization of accounts divided into agencies

The most complex form of user account organization is adding agency.

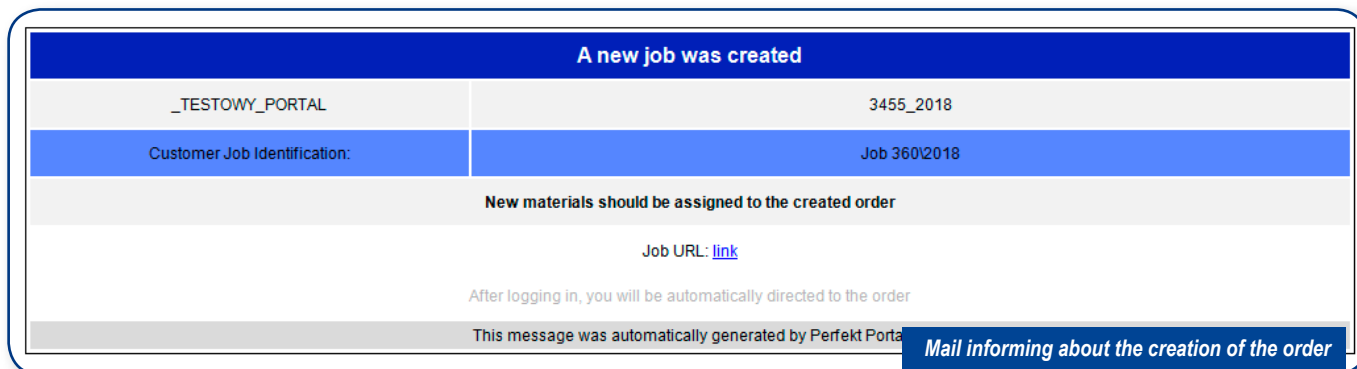
Within each company, we can separate independent entities. Each agency can influence only the assigned assignments to her.

Approver directly related to the company can affect all of them order. Assigned both directly to the company and to each from the agency.

Agencies „see” and can only affect order assignments to them.



Shipment of materials to the order



Work with material shipment begins at the time of creation orders in the PerfektPortal system.

Placing an order in the system is notified by e-mail to the address indicated when creating an account.

The mail contains information such as: the order number in the printing house Perfekt and a link direct to the order.

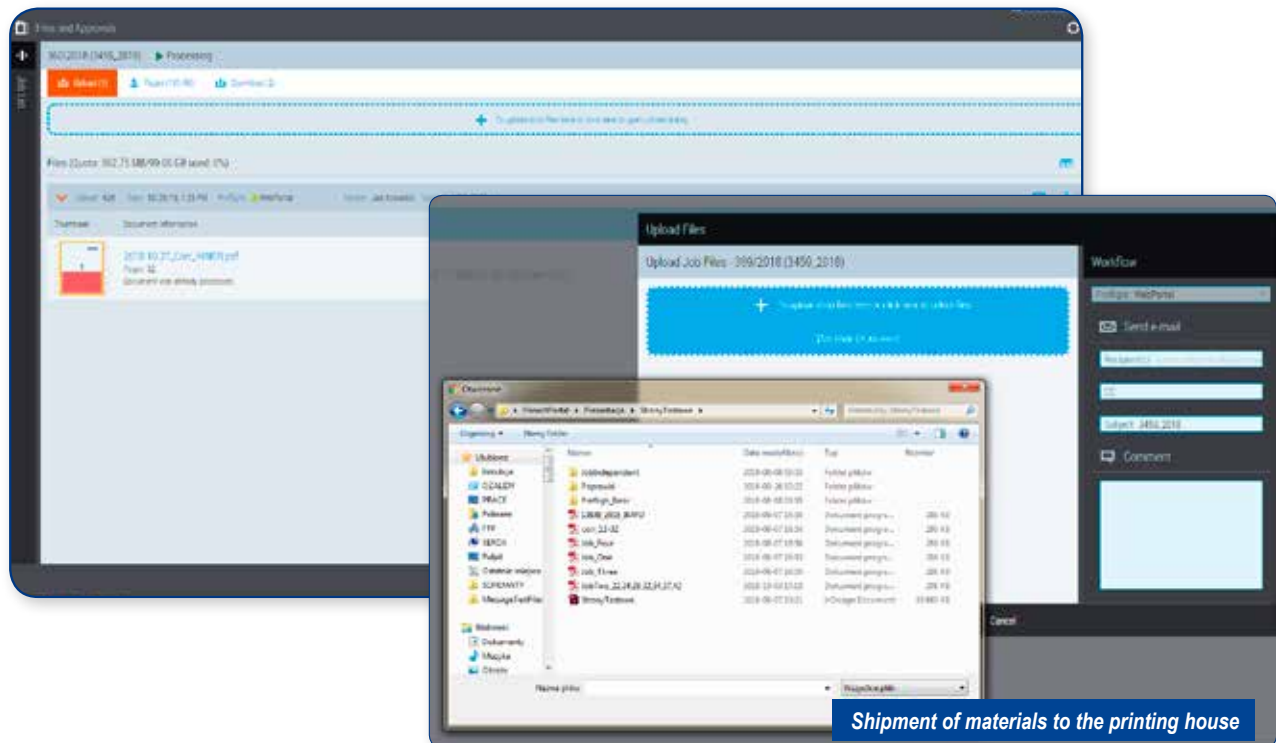
After clicking it, we will be redirected to the login page (if we are not logged in to the system). After entering the access data the browser will redirect you directly to the order.

To send materials, go to the „Upload” section.

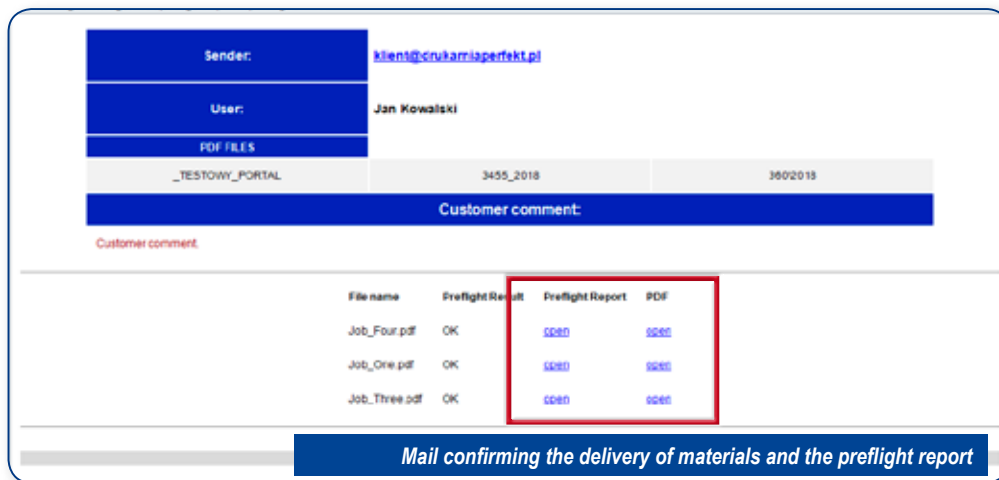
Files can be transferred using the „move and drop” method or traditionally via indication of relevant files in the dialog

There is no need for separate confirmation of shipment of materials. mail with information about materials will be sent to the appropriate people in the Perfekt printing house.

In the dialog box for sending, there is the possibility of entering a comment that will be attached to the confirmation email package.



Report preflight



Assignment of materials to a specific order is automatically directed files for checking them preflight.

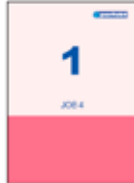
The time it takes depends on the size of the files, the degree of complexity and the printing system's occupancy.

The preflight termination is notified by e-mail. We will find in the email links to reports that will redirect you to two types of combinations.

The first is a regular report with the specified data regarding a specific file. The second is PDF with reduced resolution with added notes in detected problem areas.

Document overview

File name: Job_Four.pdf
 Title: -
 Application: Adobe InDesign CS6 (Windows)
 Producer: Adobe PDF Library 10.0.1
 Author: -
 Created on: 08/07/2018 05:56:04 PM
 Date Modified: 08/07/2018 05:56:05 PM
 File Size: 285.3 KByte / 292097 Byte
 Trapped: No
 Output intent: -
 PDF/X Version: -
 PDF Version: 1.3
 Number of pages: 32
 MediaBox: 180.00 x 250.00 mm
 TrimBox: 170.00 x 240.00 mm



Summary	✖ Error	⚠ Warning	✔ Fixed	ℹ Info
📄 Document	-	-	-	-
📄 PDF/X	-	-	-	-
📄 Pages	-	-	-	-
📄 Colors	-	-	-	-
📄 Fonts	-	-	-	-
📄 Images	-	-	-	-
📄 Content	-	-	-	-

Additional information

Color separations: 3

- Cyan
- Magenta
- Yellow

Color spaces

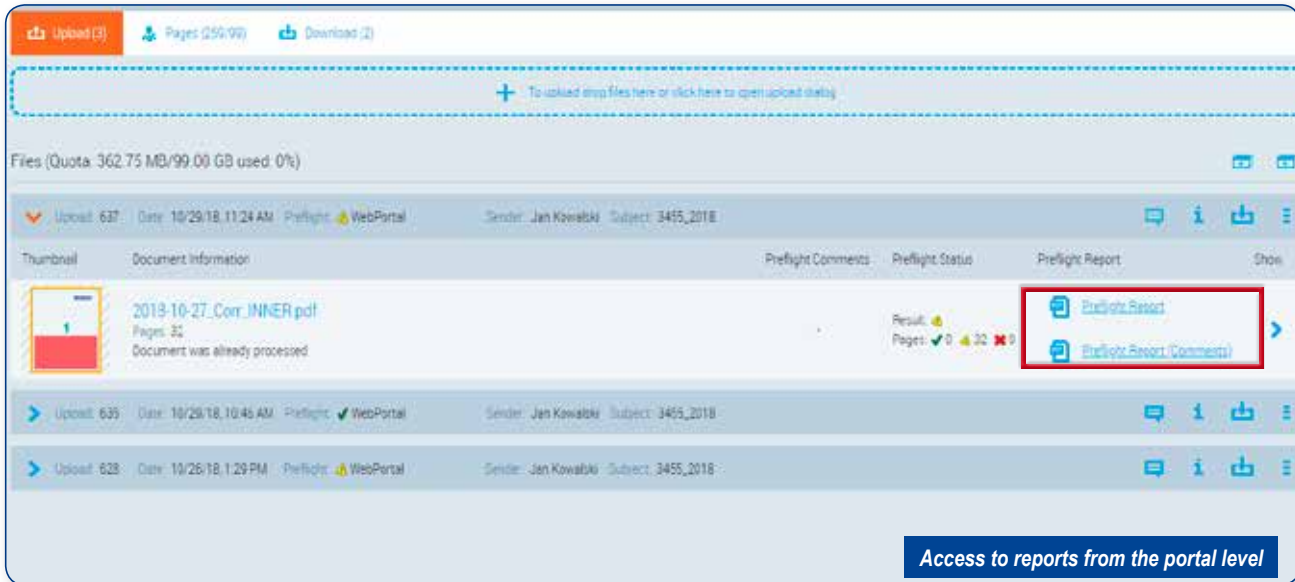
- 📄 DeviceCMYK

Fonts: 2

- 📄 Arial-Black TrueType / WinAnsi / embedded subset
- 📄 ArialMT TrueType / WinAnsi / embedded subset

1

Heidelberg PDF Report
 Color space: Device RGB



Access to reports is also possible from the PerfektPortal level. After selecting the order you are interested in, go to the section „Upload”.

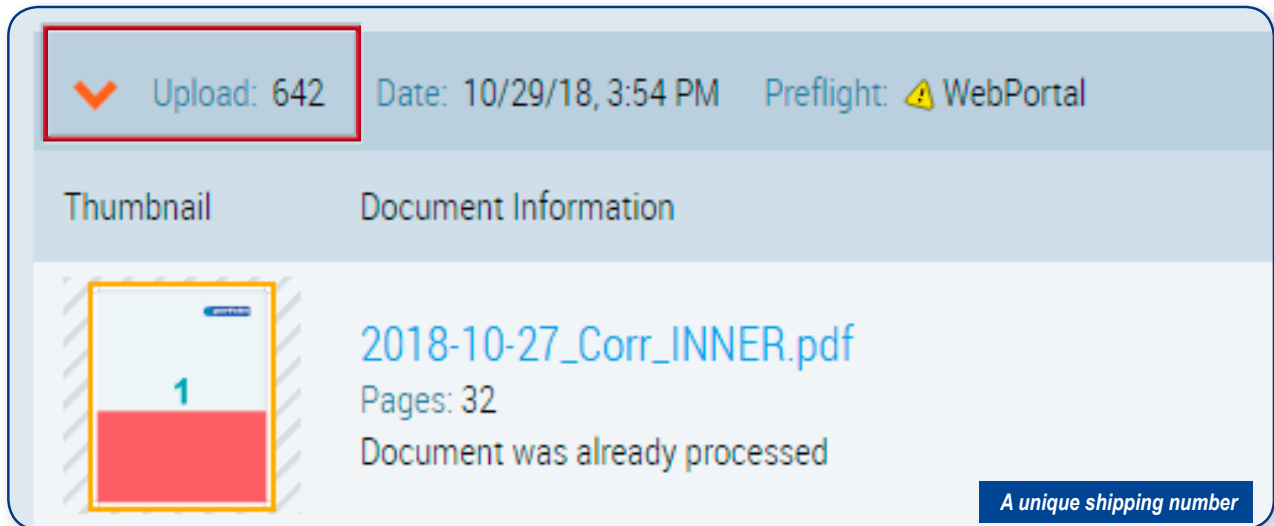
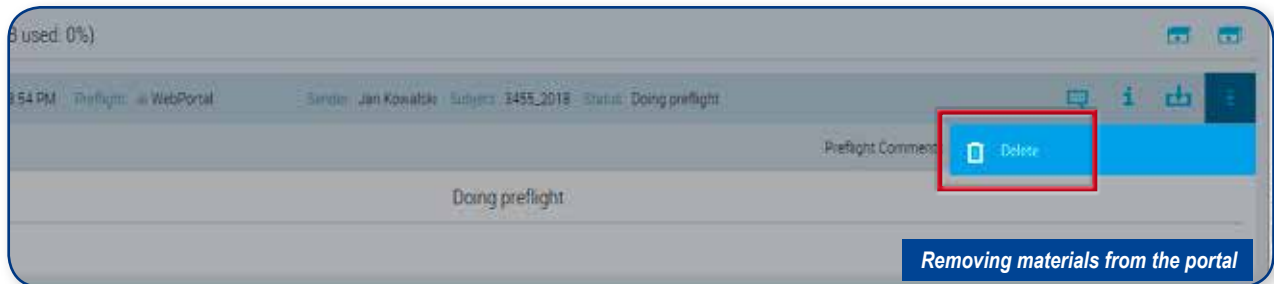
Reports are downloaded by clicking the link assigned individually to each from sent documents.

Material testing is performed separately for everyone from files, even sent as part of one „upload”.

Preflight in PerfektPortal is based on the same profile used is inside the printing system.

Important: materials sent to the printing house can not be removed from the system (on the client's side). The available delete option only cleans space in PerfektPortal. It is mainly used for firing server space.

Resubmitting materials with the same name will cause duplication file in the system and a unique number will be added to the name shipping.



Wysyłka i wprowadzanie poprawek



We send correction materials in the same way as the first materials.

The original fulfillment of the page lists will be dealt with by the printing worker. Amendments are introduced by the client.

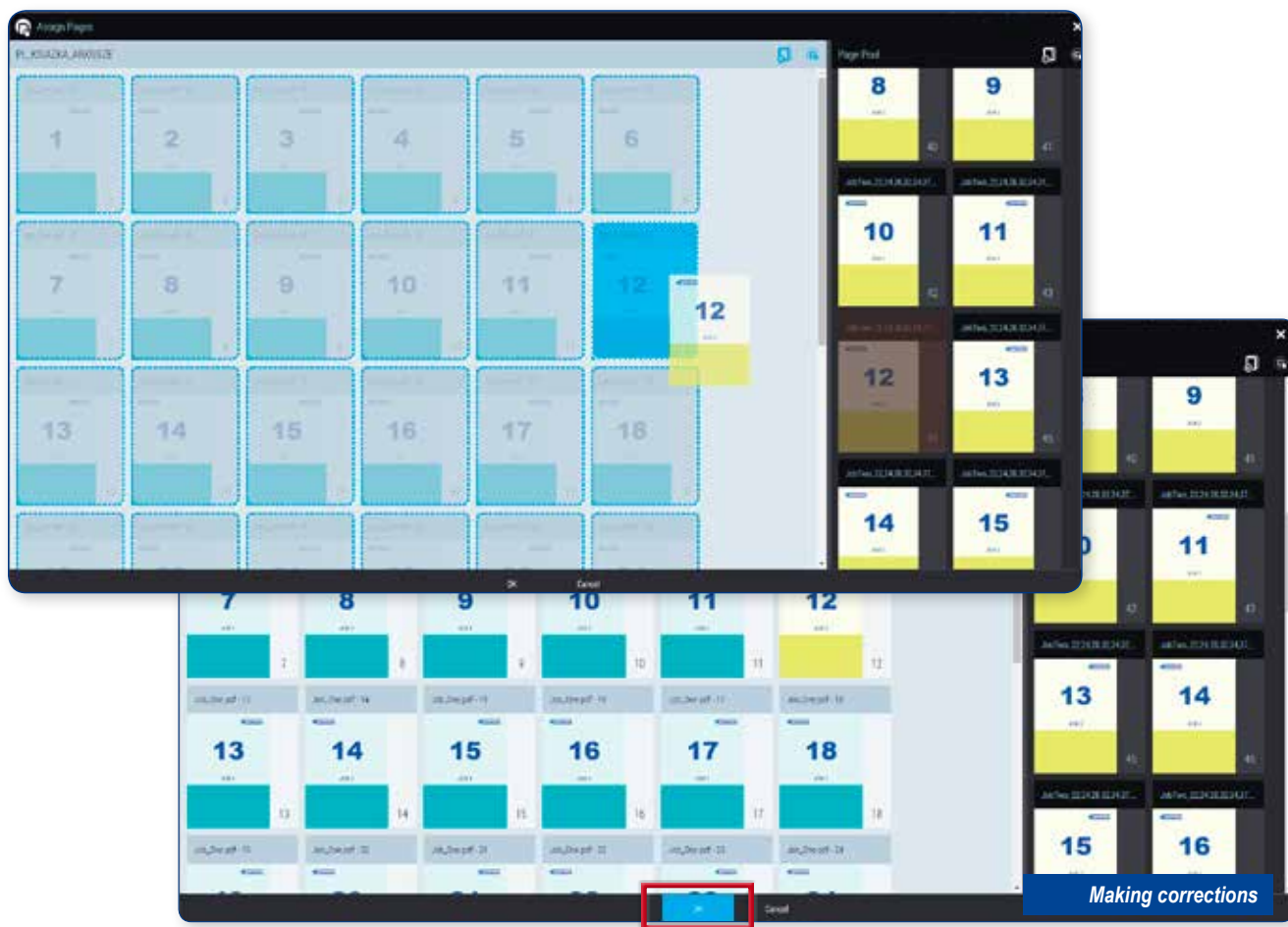
The exchange of materials on the page lists will be possible only when the files will go through preflight verification.

To exchange pages, enter the edit mode. We implement the exchange by moving the selected page or group of pages to the appropriate one list of pages.

Assignment of pages is confirmed by pressing the „OK” button found at the bottom of the page.

Ważne: zamknięcie okna wymiany stron bez potwierdzenia przyciskiem „OK” spowoduje wycofanie zmian.

After verification, by the printing house, new materials generated I will be a new digital model and an activated release option corrections for printing.



Digital mockup

The current digital models are placed in the „Download” section. To to avoid ambiguity, all old versions of mock-ups will be overwritten or deleted. For each item of the product (cover, sticker, measures etc.) will be only one, the latest version of the mock-up.

Completion of work on the side of the printing house and issuing mock-ups to be downloaded will be signaled by e-mail:



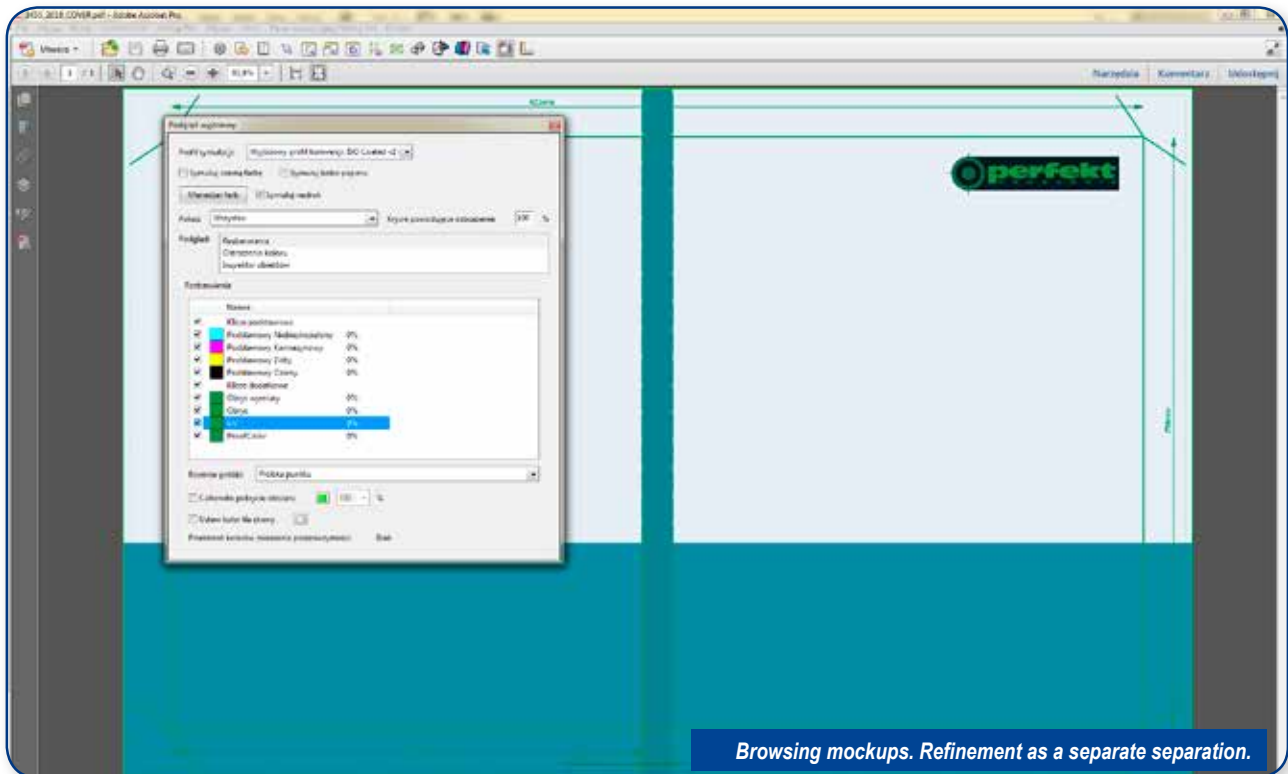
The received message will be redirected to the „Pages” section. Including. We accept production files on the site. Digital mock-ups with applied auxiliary lines (contour of the die, ennoblement etc.) is available in the „Download” section.

The assumed acceptance order assumes that the client downloads and watches the mock-up from the „Download” section and releases production files on this basis in the „Pages” section for printing.

Combining production files with extension lines has been recognized too risky, i.e. likely to cause unexpected effects on the product final.



Downloading digital mockups



Browsing mockups. Refinement as a separate separation.

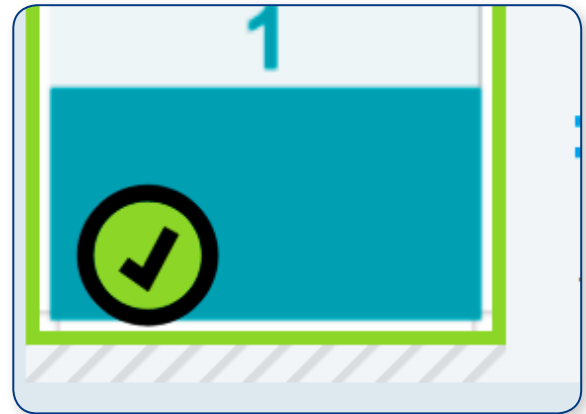
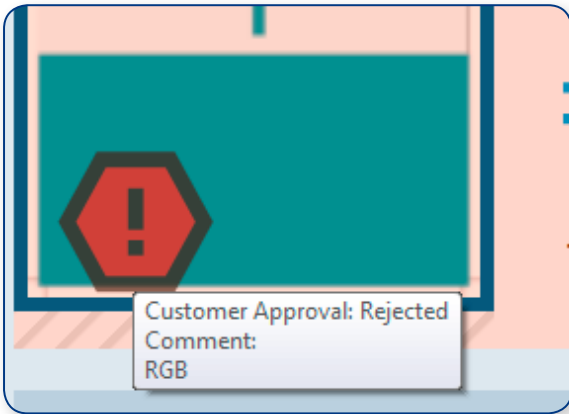
Important: any comments to materials will be provided in the section „Parties”. Line items to which the print shop employee has comments will be marked with a semi-transparent exclamation mark.

After hovering over the page a descriptive comment will be visible in detail the problem with the site.

The page marked as problematic can still be released for printing.

If the person responsible for the acceptance decides that he leaves the materials in in the form that is and does not block the technological possibility of further. Processing means material as being released. In the comment for release, enter information about the awareness of the problem.





Page Approval: INNER.pdf - 01 (Page: 1) *

Comment: (977 characters left)

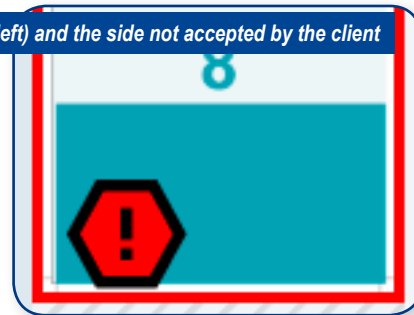
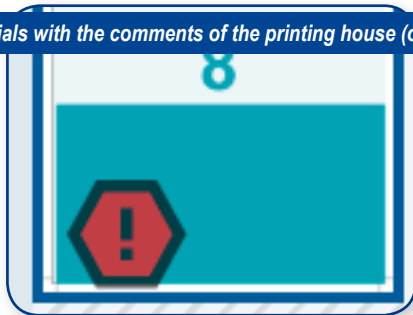
RGB - please correct it

Accept

Close

Release of materials, despite the comments of the printing house, comment on the awareness of the problem

The difference between the materials with the comments of the printing house (on the left) and the side not accepted by the client

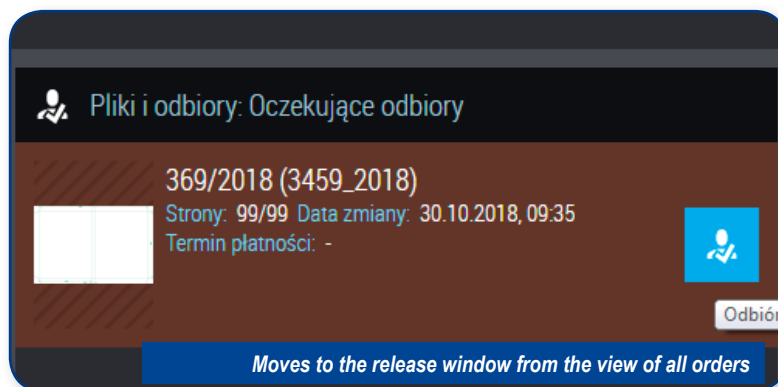


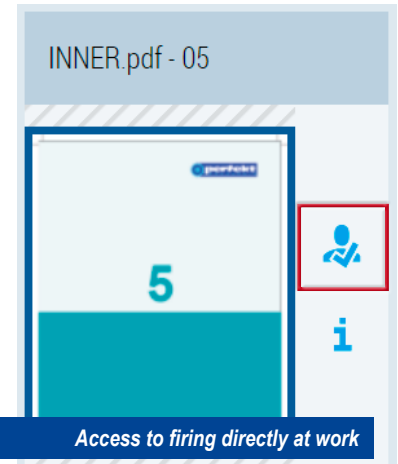
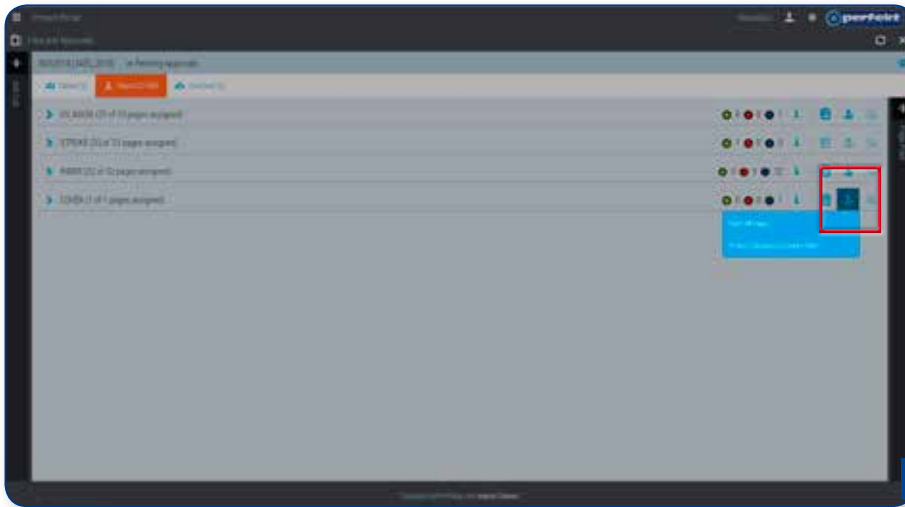
Zwalnianie materiałów do druku

Releasing materials for printing After checking the digital mockups placed in the „Download” section you can proceed to release the materials. We carry out the release in the „Pages” section to which we pass directly from PerfektPortal or use the link attached to the email with digital mockups. Both in the general list of works, at page lists and directly a pictogram will be displayed on each item from the document informing about the possibility of releasing materials for printing:

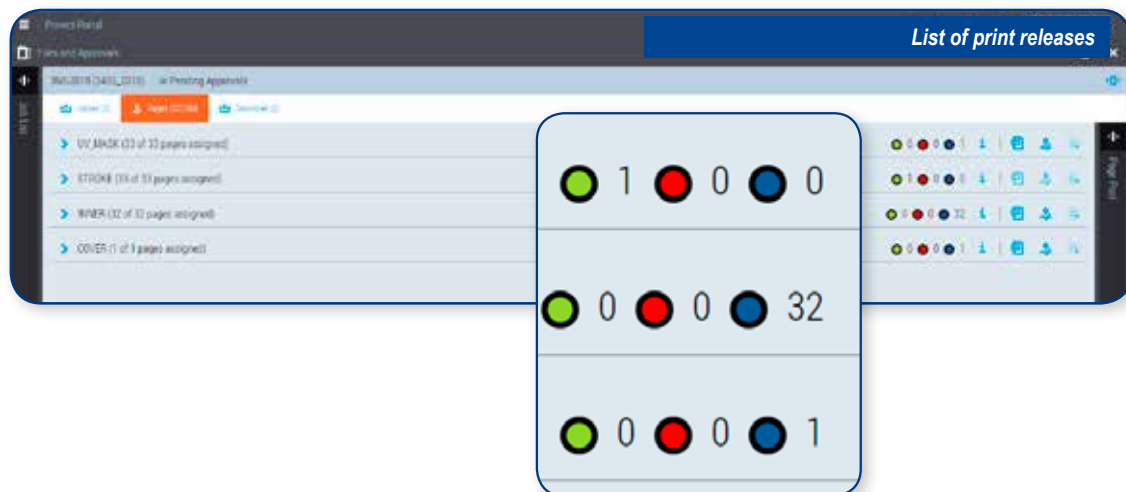


Pictogram leading to the release of materials - on the left inactive, on the right active

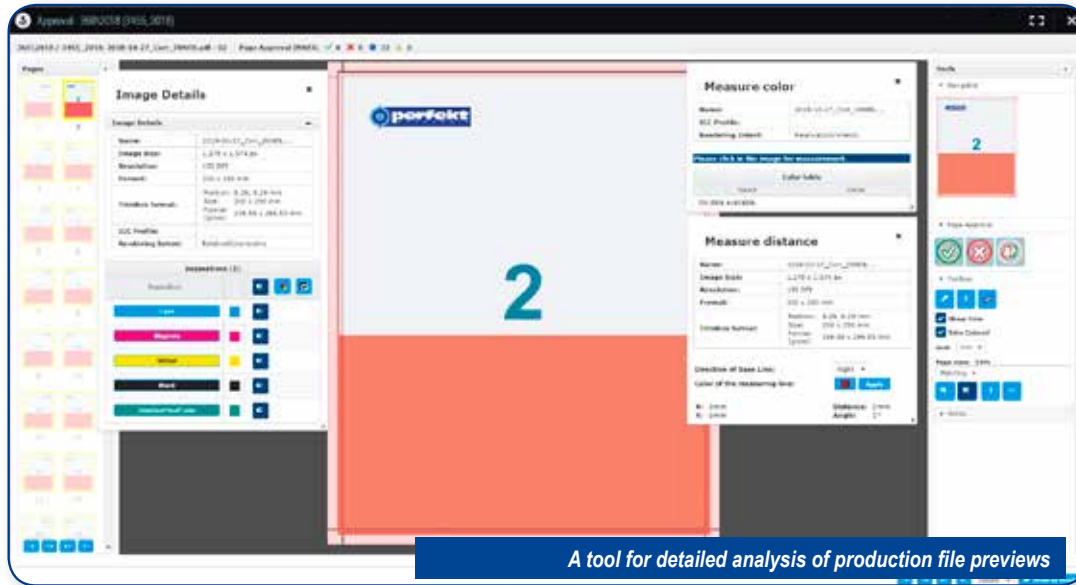




In the list of pages view, we can check which line items they are waiting for acceptance, they have been accepted or they are rejected. The release status is informed by graphic and numerical markings assigned to each of the page list. Green - released, blue - pending redundancy and red - rejected:



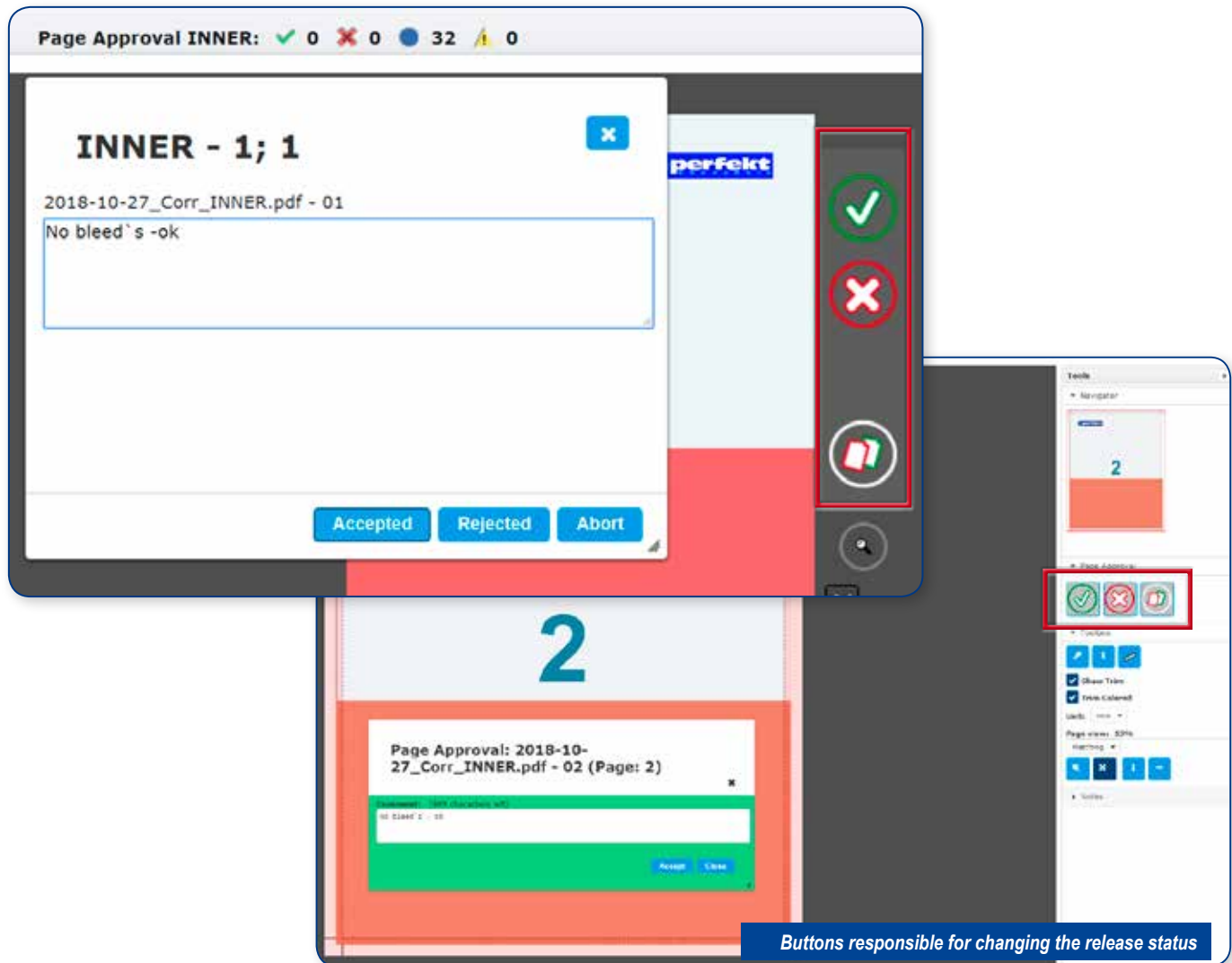
Releasing materials can be done using the two available tools. The first provides a number of functions enabling more detailed checking of production files:



The second tool simulates spreads and is devoid of any additional possibilities except for printing:



The most important elements in both tools are responsible buttons for releasing materials. The first two are responsible they are for changing the state of a specific page. The last with a pictogram red and green document allows you to change the status of a wider range of pages or the entire document



Clicking the icon responsible for changing the release status opens dialog box in which we can additionally enter comment.

Comment: (984 characters left)
Customer comment

Comment: (984 characters left)
Customer comment

Reject Close

Comment: (984 characters left)
Customer comment

Accept

Accept and Next

Accept Page

Accept All

Accepted Pages

1,2,5-8

Reject

Reject and Next

Reject Page

Reject All

Rejected pages

1,2,5-8

OK Close

Dialogs for changing the release status

A useful use of comments is to refer to possible ones comments made by the employee of the CTP studio.

INNER - 7; 7

INNER.pdf - 07

Customer comment

Approve Remaining Pages

INNER

Customer comment

Exception pages

Accepted **Rejected** **Abort**

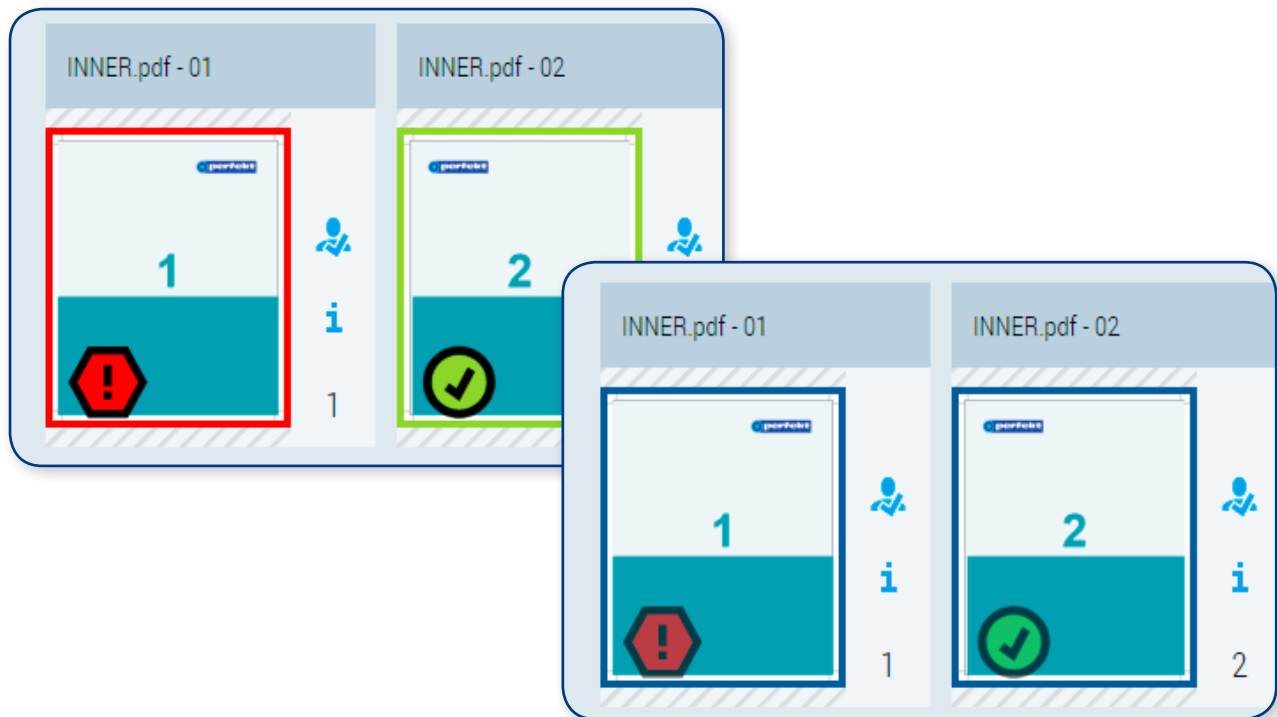
Comment on changing the release status

The change of the release status will be visible on the page lists. Important: semi-transparent pictograms showing status (mainly rejection) element) pages mean comments submitted by the studio CTP.

The status changed by the client is opaque, frame around the page changes its color according to the nature of the exemption:



Releasing or rejecting printed materials is irreversible from the Perfekt-Portal level. Interference with the release status is possible only on the side of the printing house. In the event of a situation in which material released for printing will require correction, contact is required with customer service.



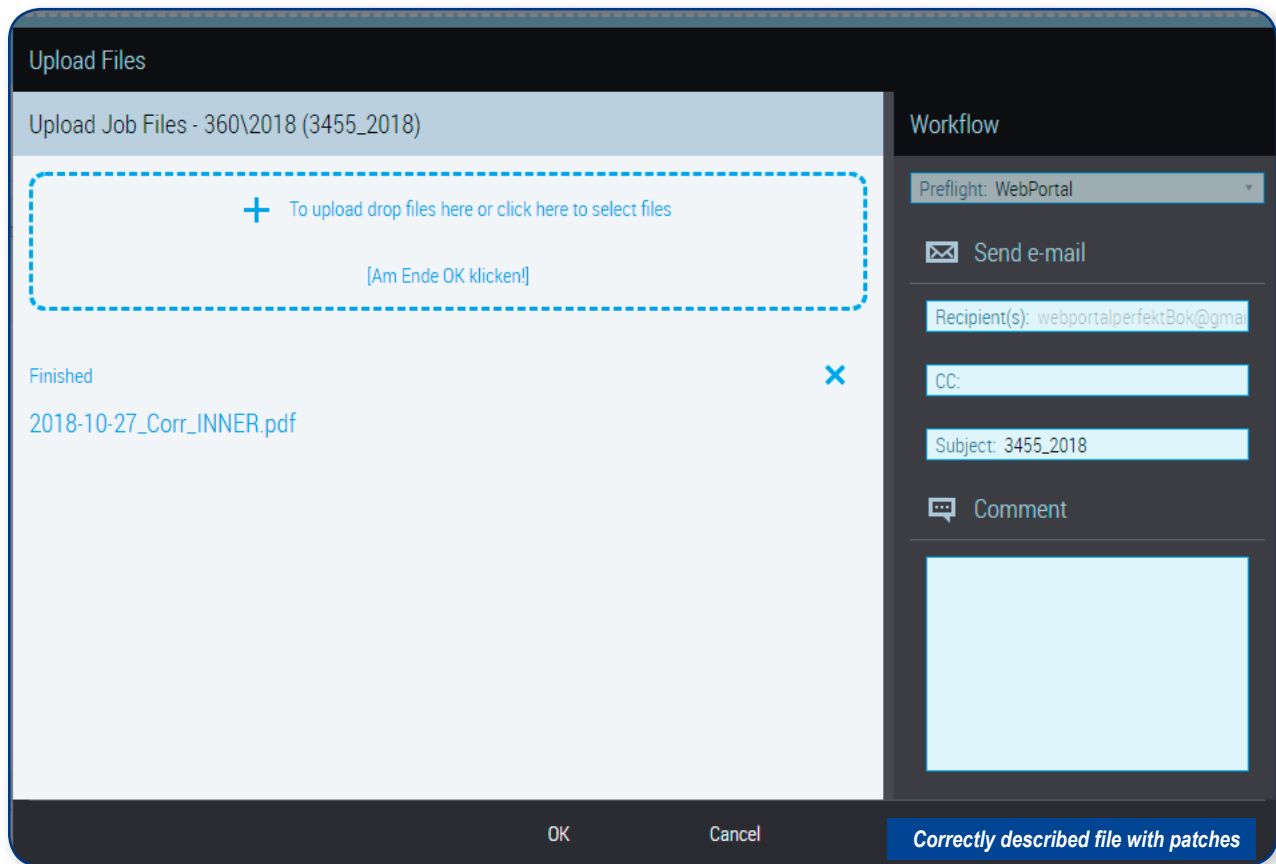
Statuses changed by the client (at the top) and statuses changed by the printer (bottom)

Mail with release report and comments					
		3455_2018	3602018		
Status zmieniony przez:		Jan Kowalski (client@drukarniaperfect.pl)			
Nazwa pliku	Nazwa listy stron	Strona z page listy	Status zwolnienia	Uwaga	Komentarz klienta:
3455_2018_2018-10-27_Corr_INNER_p1.tif	INNER	1;1	OK		No bleed's -ok

Each change of the release status is notified by e-mail to the persons indicated. There is no need to inform the printing house about changing the status of the page. Commentary entered at the time of release it is part of the generated report.

Possible corrections to the order are sent in the same way like the first materials. The client places the corrections on the appropriate ones page lists. The procedure for generating is repeated mockups and pre-viewing production files to accept.

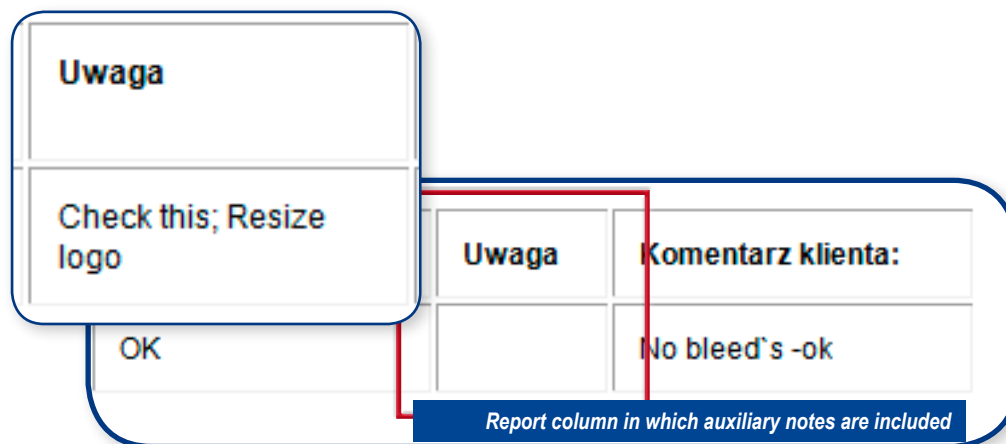
Important: issuing will only be revised until it is released again page, the status of previously released materials will be remembered and its change will not be possible.



It is very important that the corrections are marked accordingly. In our printing house, we adopted the principle of adding the date at the beginning of the file (YYYY-MM-RR) and the text „popr”. In the event of a few corrections with the same date, they are added in sequence „rev 1, rev 2”.

Correspondingly described amendments speed up work with the order and they reduce the risk of making a mistake.

Support notes



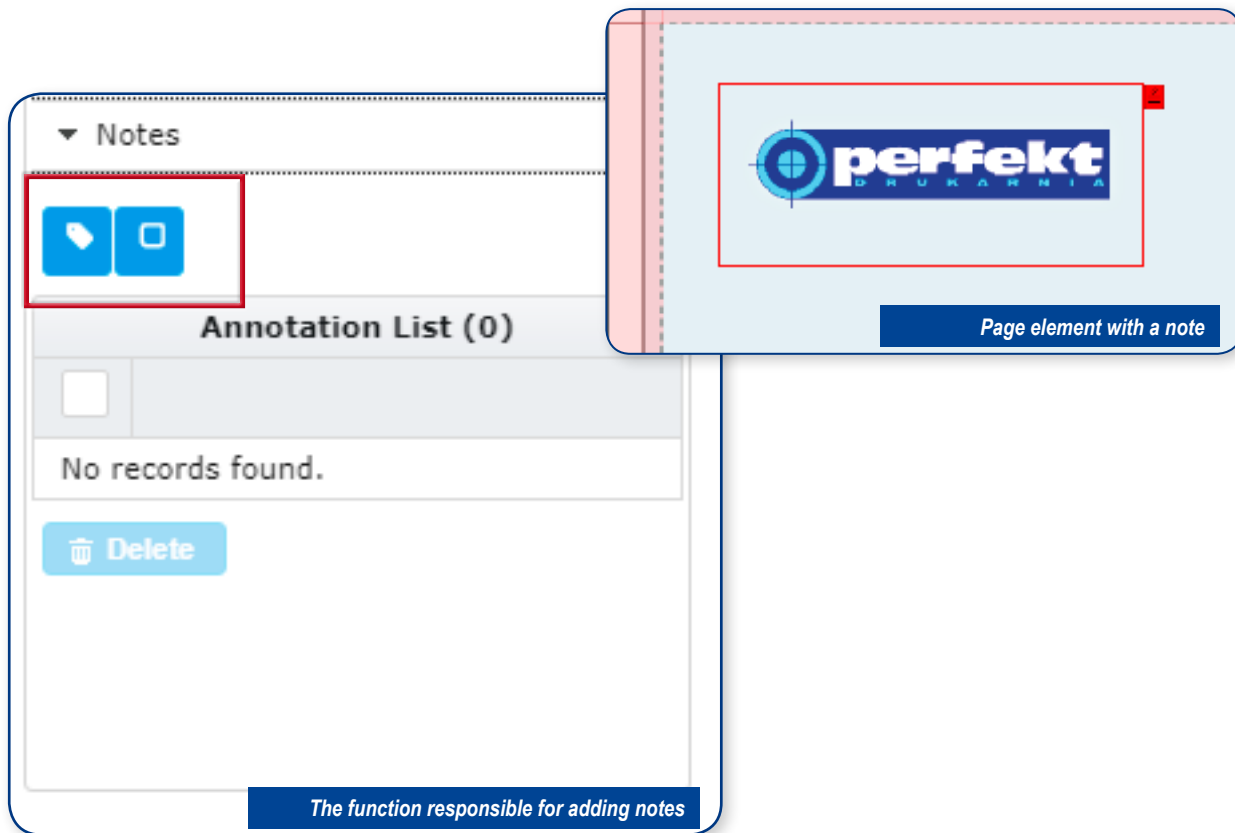
The report on the release of materials for printing contains an auxiliary column with notes. Functionality is responsible for generating them which is the tool for detailed analysis previews of production files.

The list of comments can be dynamically modified in the course of work with materials.

The list of notes placed in this place can be extended and corrected.

At the time of release of materials for printing (or rejection) current the list of notes will be attached to the email with the report.

Using this function, we can mark areas on the file production and describing it with an appropriate commentary.



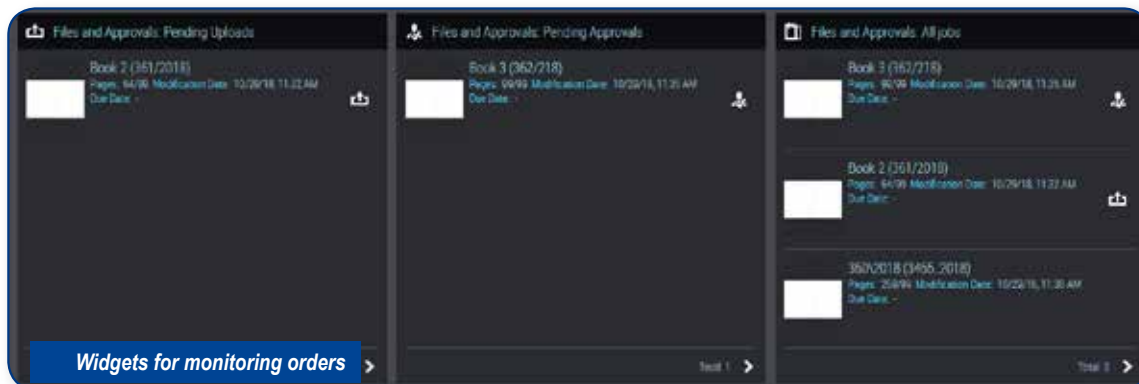
Important: all notes that will be deleted before the status change exemptions will not be included in the report. That is why their character we call it auxiliary.

Orders management, maintenance system

By logging into PerfektPortal, we have the opportunity to review the status our orders for completeness of materials, dismissals.

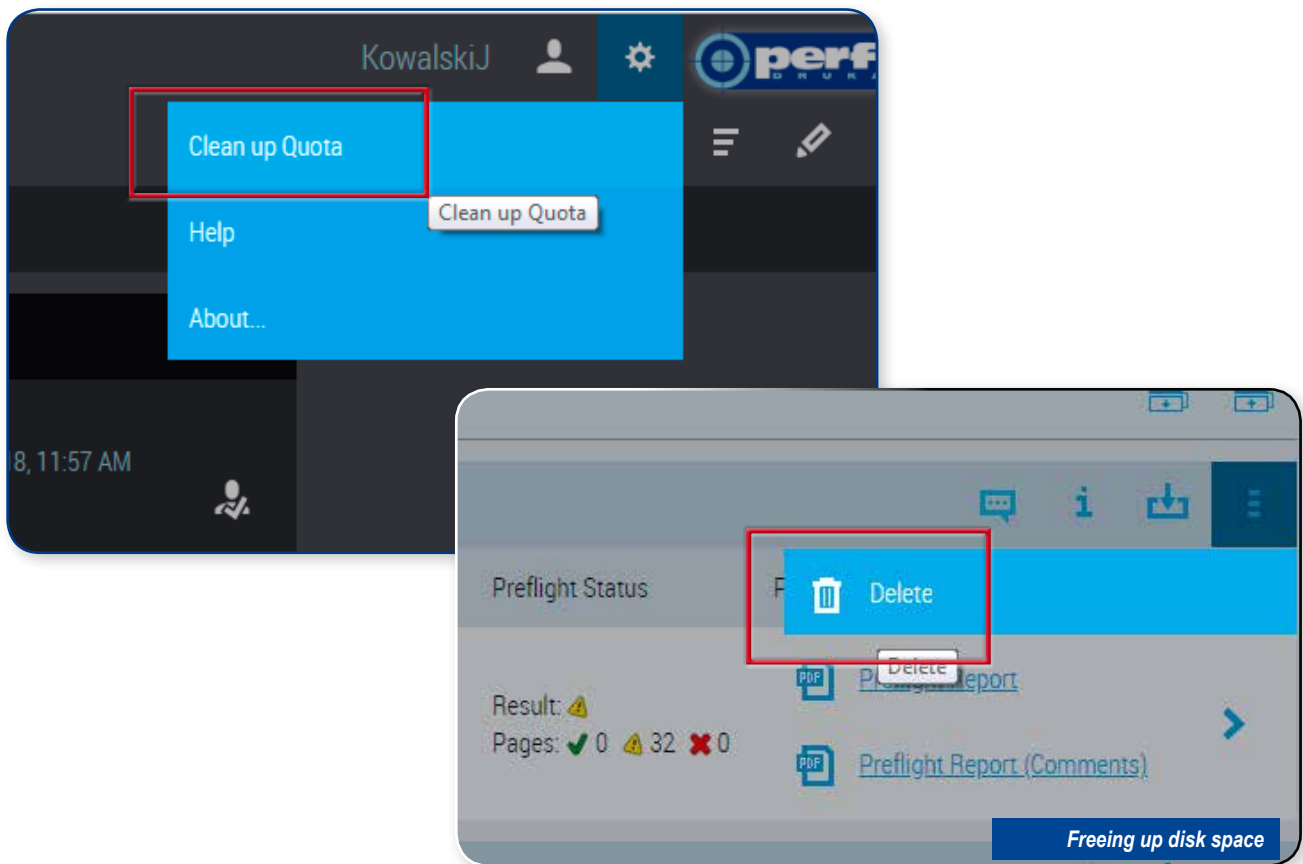
It is worth every now and then to log in to the site and check it is not required action on one of the orders.

We have three main widgets responsible for monitoring order status: orders without a set of materials, pending for a print release and a widget where you can look at everyone active orders (those that have not set the finished status by a CTP studio employee).



You can delete unnecessary files by reviewing orders from orders. As was mentioned in the removal of materials from Perfekt- The portal does not delete files that have been delivered to the printing house.

We have the opportunity to release space for new materials





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