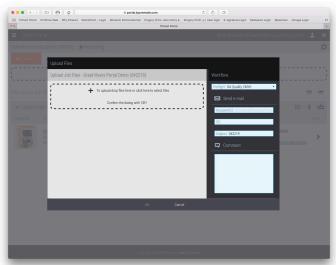
## **Kingery Printing Prinect Portal Tutorial** Uploading and Approving as a Contributor

Collaboral	tion in Job Great Rivers Portal D	Demo / 042219
Å support@kp	cremo V To: brhoades@kingeryprinting.com	5/7/19, 7:39 AM 🔘 🔩 «ေ 🍌 🗸
Dear Brian Rhoa	des	
Brian Rhoades n	eeds your assistance in the following job:	
Customer Job Na	me: Great Rivers Portal Demo	
Job Number:	042219	
Job URL:	link	
Due Date:	<u>6/7/19 6:45 AM</u>	
You are asked to • Upload file	complete the following job(s): es to the job	
<u>Approve t</u>	<u>he job</u>	
Download	files from the job	
You can go directi	y to the edit window for the task concerned by clicking the	e link shown above.
Best regards		
Brian Rhoades		

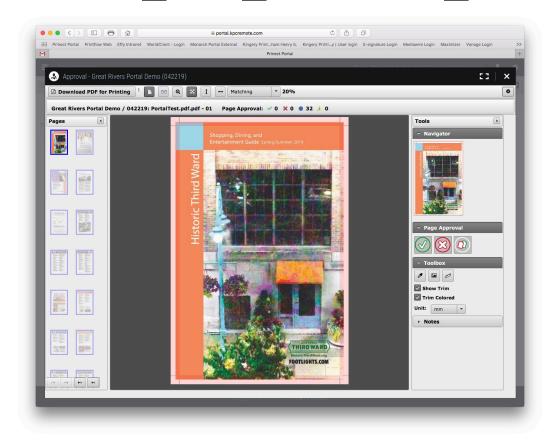
1. Even if you don't have a Portal User Account, it is still possible for you to upload pages, approve and/or reject pages, and download PDF pages from a live job. In order for this to happen, a user with administrative priveleges on their account must add you as a Contributor. Once you've been added, you will receive an email notification with direct links to only the specific job to which you've been invited.



2. Clicking on the "Upload files to the job" link will bring up the upload applet. You can drag and drop a file into the dashed area, select a preflight configuration from the pull-down menu, and click OK.



3. Clicking on the "Approve the job" link will direct you to a proof that is ready for your approval. If pages have been assigned to a page list by a Prepress Operator, you will see a Product Simulation Booklet (above). If the pages have not been assigned to a page list, you will see individual pages (below). Pages can be approved v or rejected x individually, or all-at-once x.





4. Clicking on the "Download files from job" link will direct you to the "Pages" tab, where you can select to download a PDF containing all pages or only those selected.

