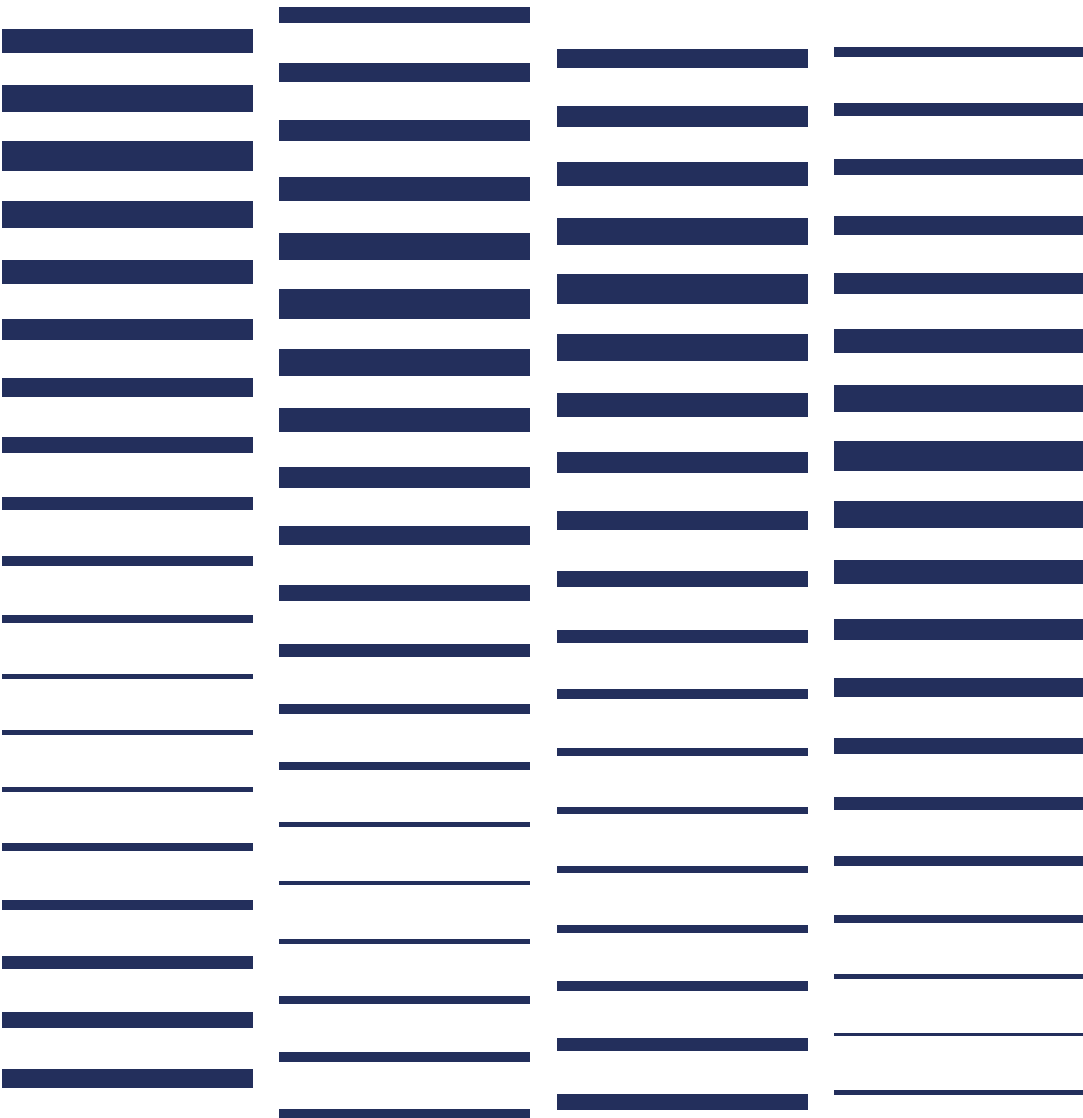


# WebCenter

## Client Proofing Guide

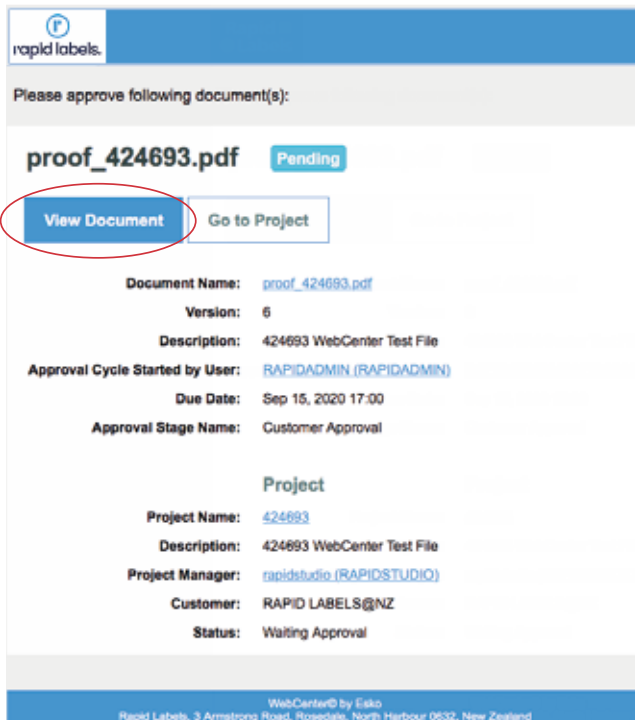
March 2021. V6



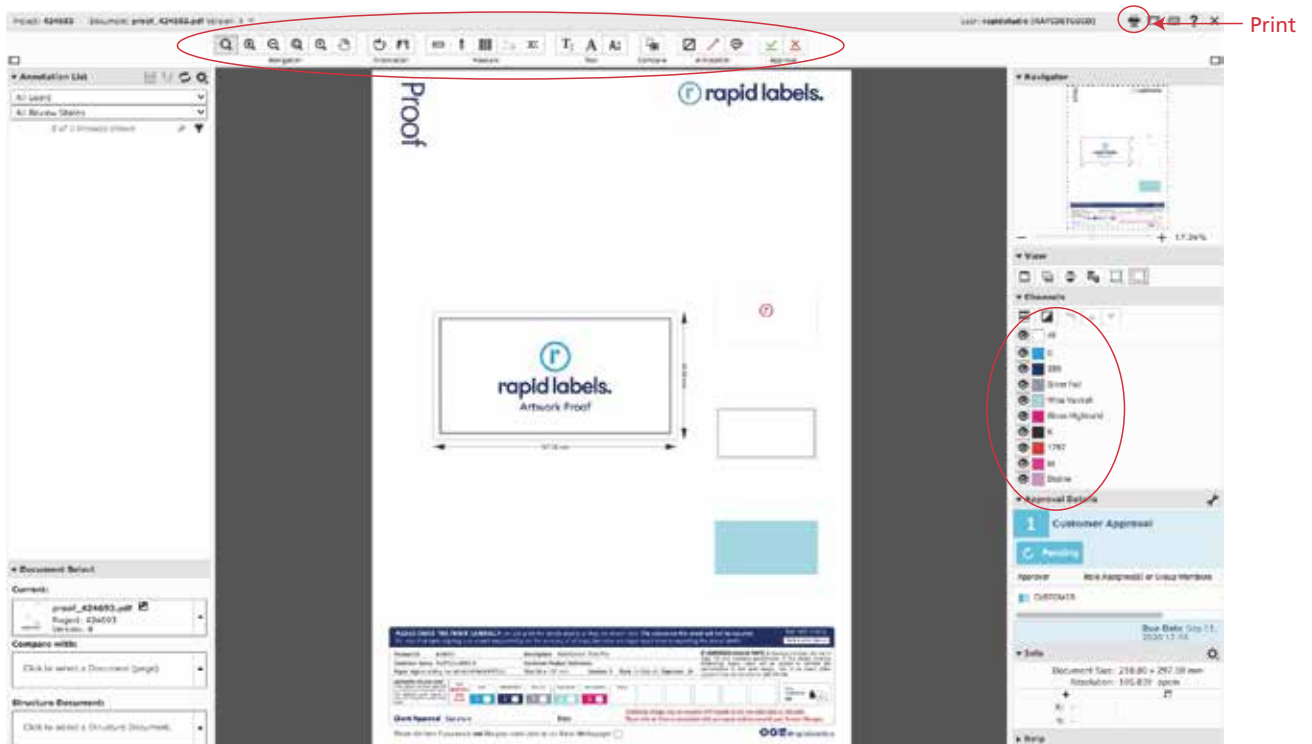
## Quick Guide to WebCenter

For more detailed information, please refer to the main document from page 4 onwards

- 1 VIEW PROOF: View Document – View, print, add annotations, approve, reject proof**  
Click on 'View Document' to open the main proof page in WebCenter



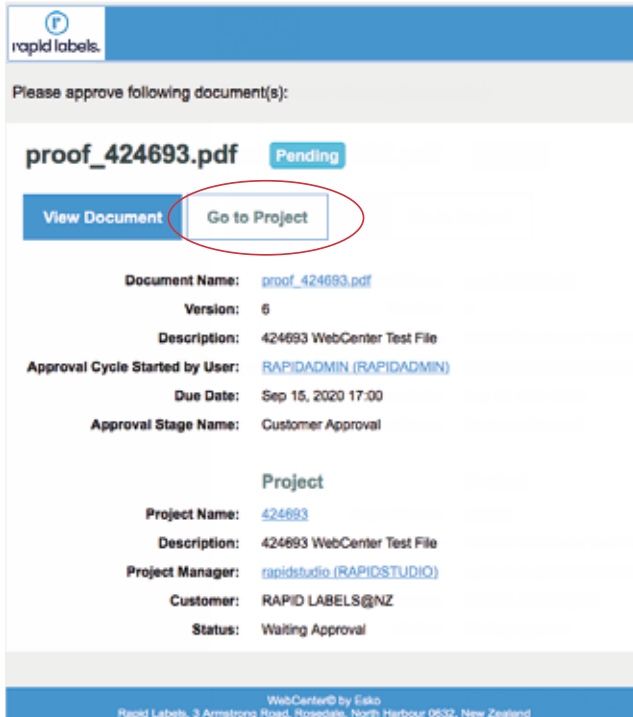
- 2 Proof page opens in WebCenter**  
Client can view, print, view colour channels, add annotations, approve, reject etc. More information from Page 5 onwards.



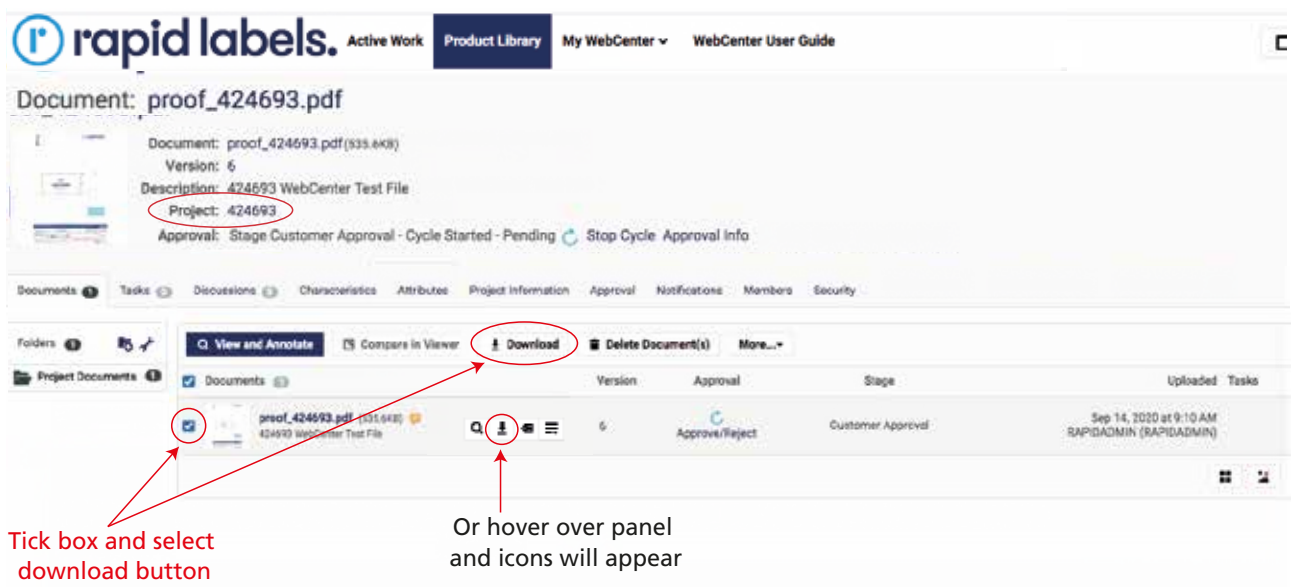
## Quick Guide to WebCenter

For more detailed information, please refer to the main document from page 4 onwards

- 1 DOWNLOADING PROOF: Go To Project – To download the proof**  
Click on 'Go to Project' to open the Product Library page in WebCenter



- 2 Project View**  
To **download** pdfs **select** Project xxxxx  
**Tick** box and **select download button** (or hover over panel and select download icon)



## Quick Guide to WebCenter

For more detailed information, please refer to the main document from page 4 onwards

### 1 **PRODUCT LIBRARY** – To view all Products in your Library

Click on the Product Library tab to go to the 'Rapid Customer Product Library'

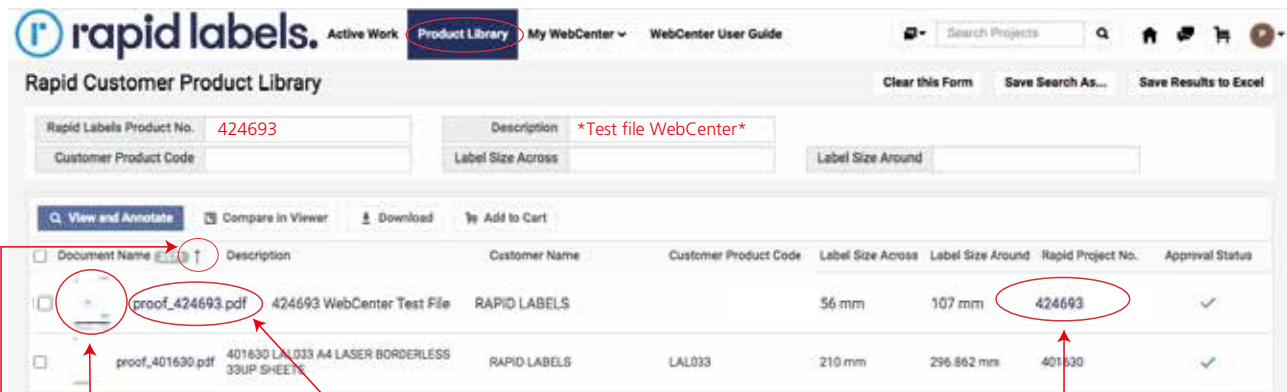
To find the proof you require search in the Description box or if you know the Product Number, enter that number in the Rapid Labels Product No. box.

In the Description box start with asterisk (\*) and end with an asterisk (\*) as shown below. The order of wording does not have to match exactly to find the correct file.

**GO TO PROOF:** Select thumbnail image

**GO TO PROJECT:** Select proof name.pdf

**DOWNLOAD PROOF PAGE:** Click on the Rapid Project No.



Thumbnail image  
GO TO PROOF

Proof name.pdf  
GO TO PROJECT

Rapid Project No.  
DOWNLOAD PROOF PAGE

Select oldest or newest on the arrow up or down to help you find your latest artwork

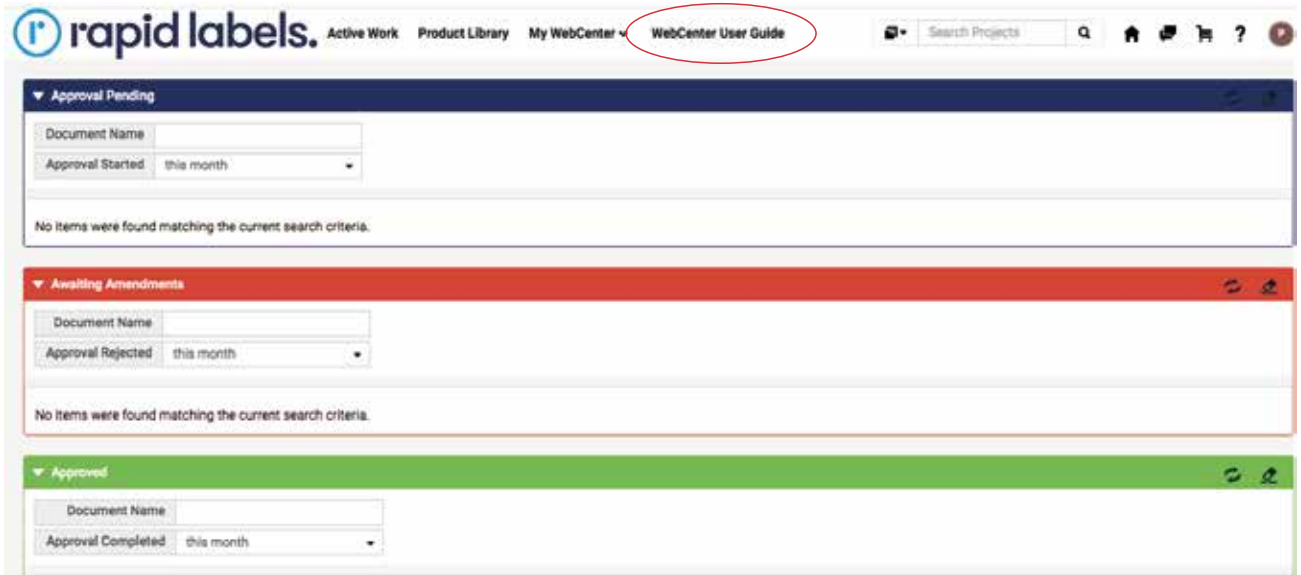
### 1 Login to WebCenter

<https://webcenter.rapidlabels.co.nz/webcenter/login.jsp>

Username: Your email address

Password: Rapid CSR / Rep to advise

This will open to the home screen, select 'WebCenter User Guide' to open and view information

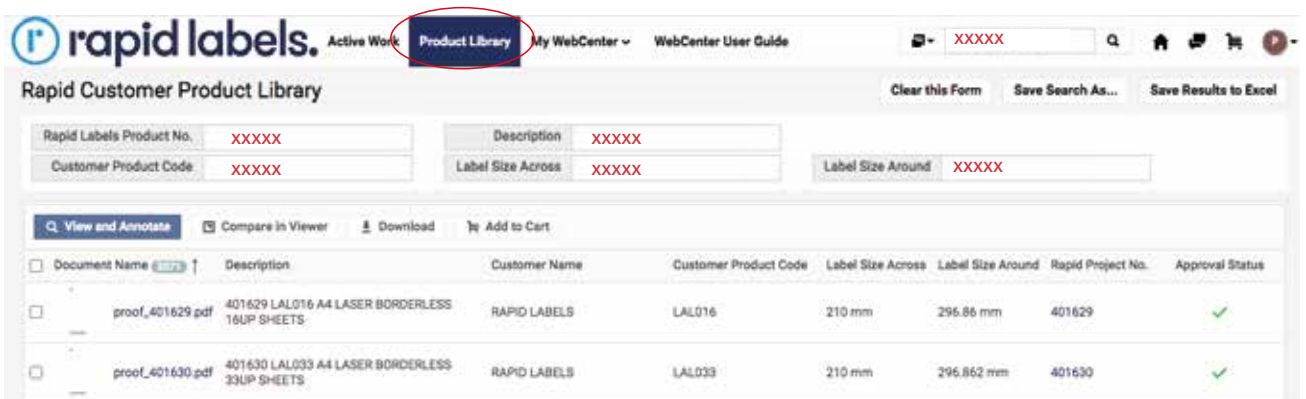


### 2 Searching for Products

Clients will receive an email every time a new or amended proof is created

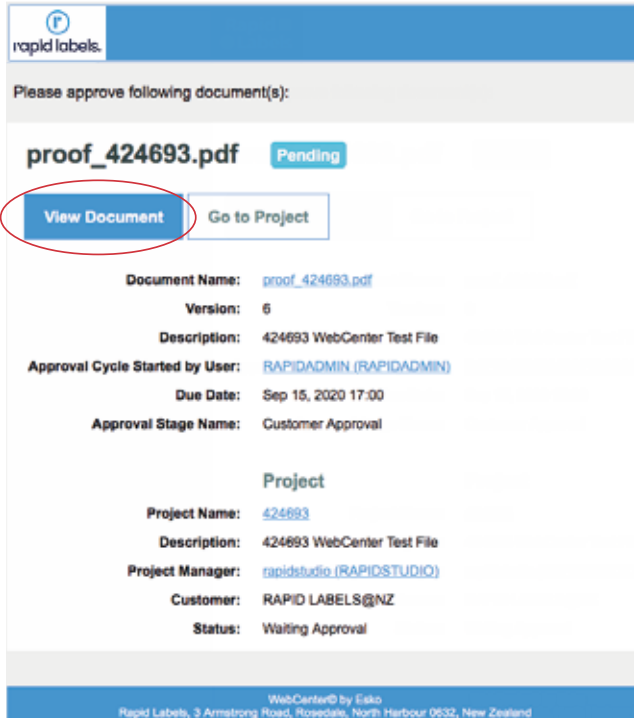
At any time you can go to the Product Library to search for Product Numbers, Descriptions etc

Or type into search field at top right



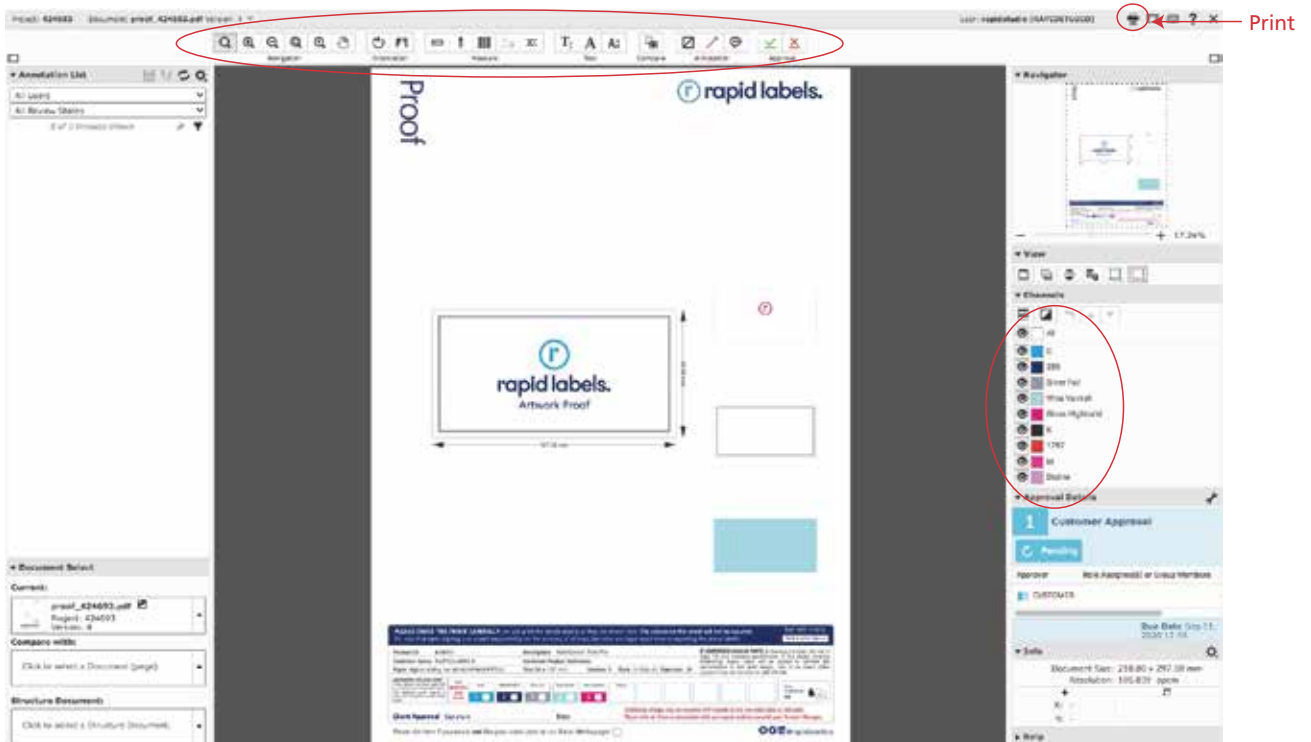
### 3 Clients receive email with first Proof

Click on 'View Document' to open link in WebCenter



### 4 Proof opens in WebCenter

Client can view, print, view colour channels, add annotations, approve, reject etc



### 5 Making Alterations

Select Red Annotation tool to draw around objects to be amended

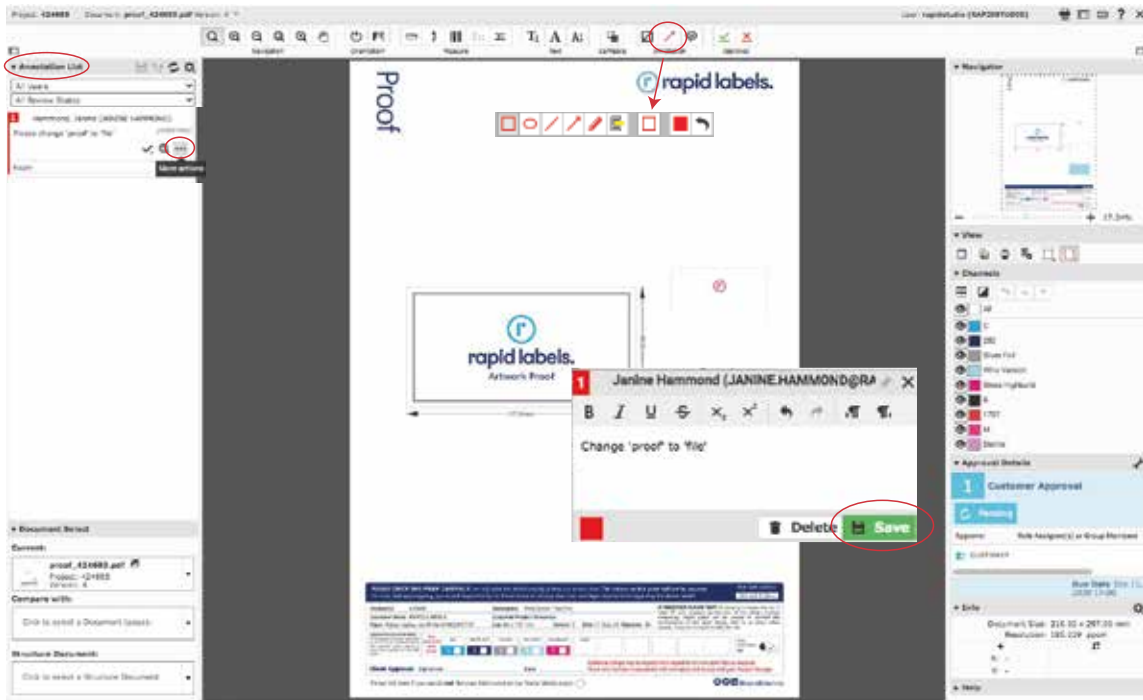
Use default shape or click on tool to choose options eg arrows, highlighter

Type notes into text box and 'Save' (multiple notes can be added)

Saved notes will appear on the left hand side under 'Annotation List'

Hover over the lower right corner of the saved note for 'More actions' to appear, notes can be edited or deleted

Rapid Prepress or CSR's may also write notes for clients on the proofs, you will see these when the file opens

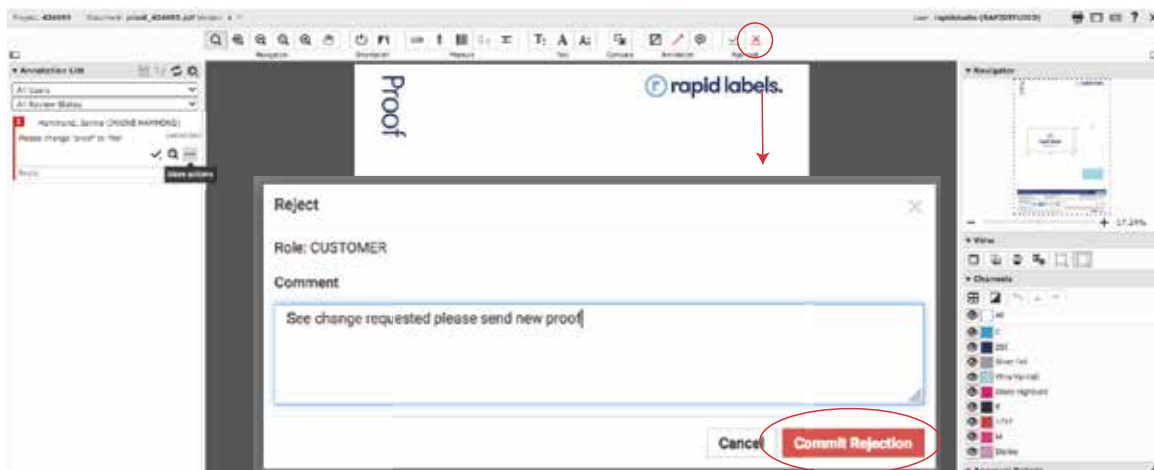


### 6 Client must select 'Reject' if Alterations made

This ensures the email returns to Rapid with 'Rejected' shown so alterations will be looked for

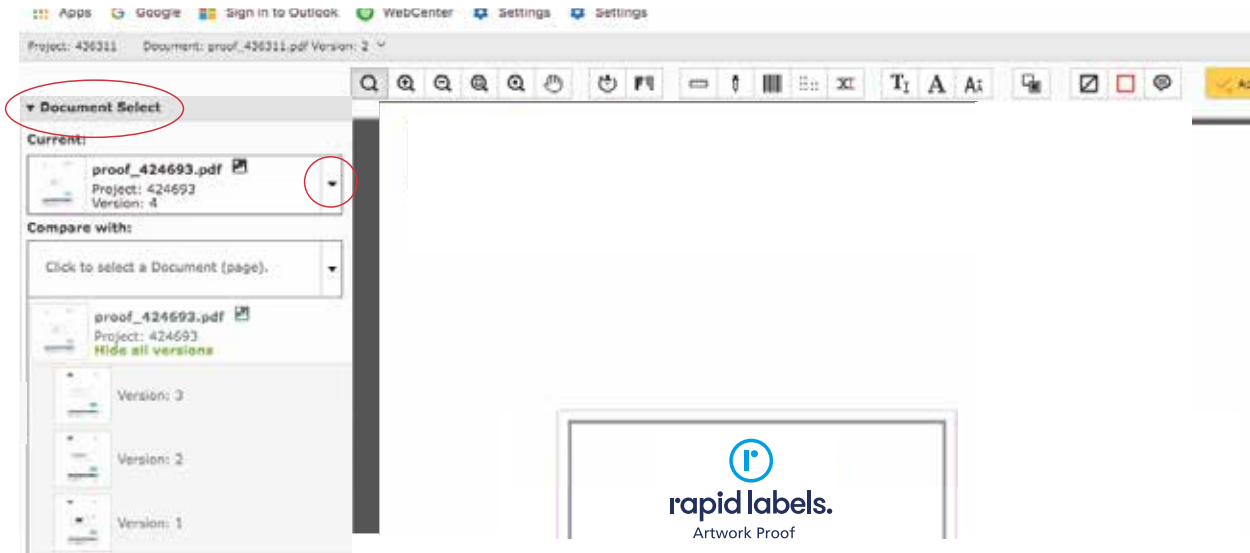
If green 'Approve' tick is selected the email will return showing 'Approved' and changes will not be picked up

Rejected products will come back to Prepress to be reproofed



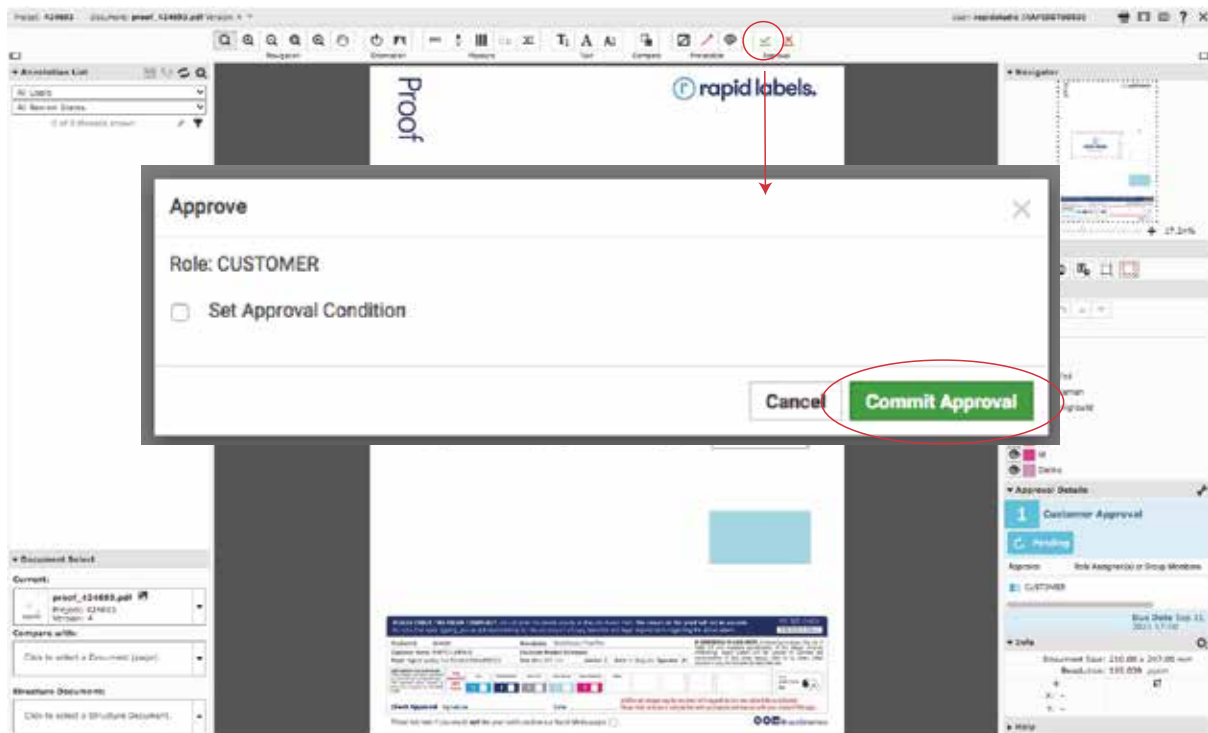
### 7 Viewing Previous Versions of Proof

Go to Document Select, click on arrow, and select Show all versions  
Open and view previous versions



### 8 Approval

If no more alterations are required select green 'Approve' then 'Commit Approval'  
The email will return to Rapid showing proof is Approved and we will proceed

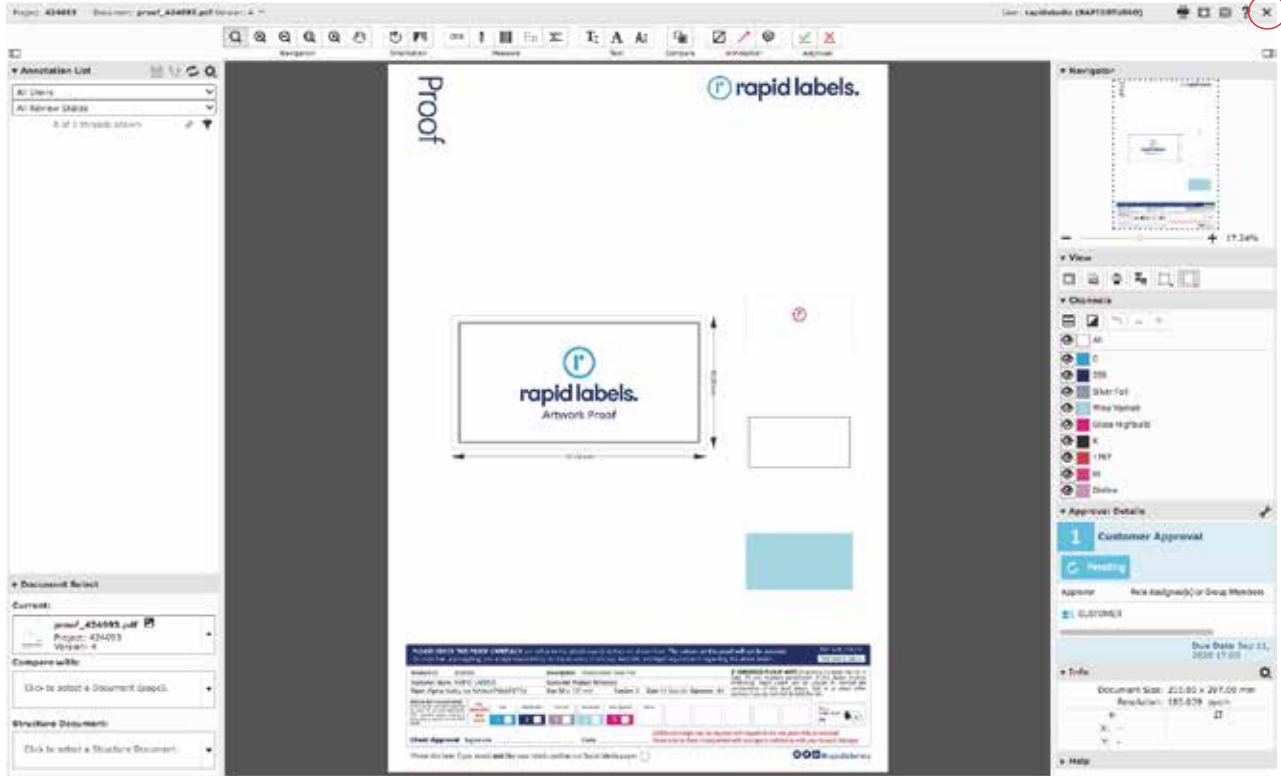




### 9 Exiting Proof View

To go back to the main screen select 'Exit Viewer'

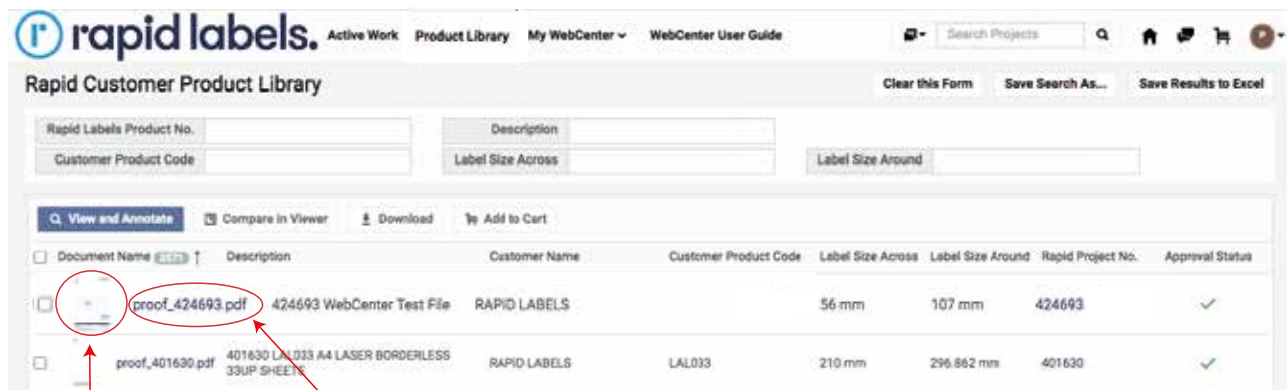
Exit Viewer



### 10 Product Library

This takes you to 'Rapid Customer Product Library'

Select thumbnail image to go to directly to Proof, or select proof name.pdf to go to project



Thumbnail image  
(Proof)

Proof name.pdf  
(Project)

### 11 Project View

Project opens in new window  
Approval tab shows that the Project is 'Pending'

Document: proof\_424693.pdf

Document: proof\_424693.pdf (535.6KB)  
Version: 6  
Description: 424693 WebCenter Test File  
Project: 424693  
Approval: Stage Customer Approval - Cycle Started - Pending Stop Cycle Approval Info

Graphics Information Document Information **Approval** Action History Annotations Projects Attributes References Characteristics Discussions

Document Approval Setup **Pending**

Force Approve  Force Reject  Stop Approval Cycle

1 Customer Approval  Pending

Approver	Role Assignee(s) or Group Members	Type	Status (Version)	Approval Date	Last Submitted by	Comment/Condition
CUSTOMER		One of Role				

Due Date: Sep 15, 2020 17:00

### 12 Project View

Annotations tab shows alterations requested

Document: proof\_424693.pdf

Document: proof\_424693.pdf (535.6KB)  
Version: 6  
Description: 424693 WebCenter Test File  
Project: 424693  
Approval: Stage Customer Approval - Cycle Started - Pending Stop Cycle Approval Info

Graphics Information Document Information Approval Action History **Annotations** Projects Attributes References Characteristics Discussions

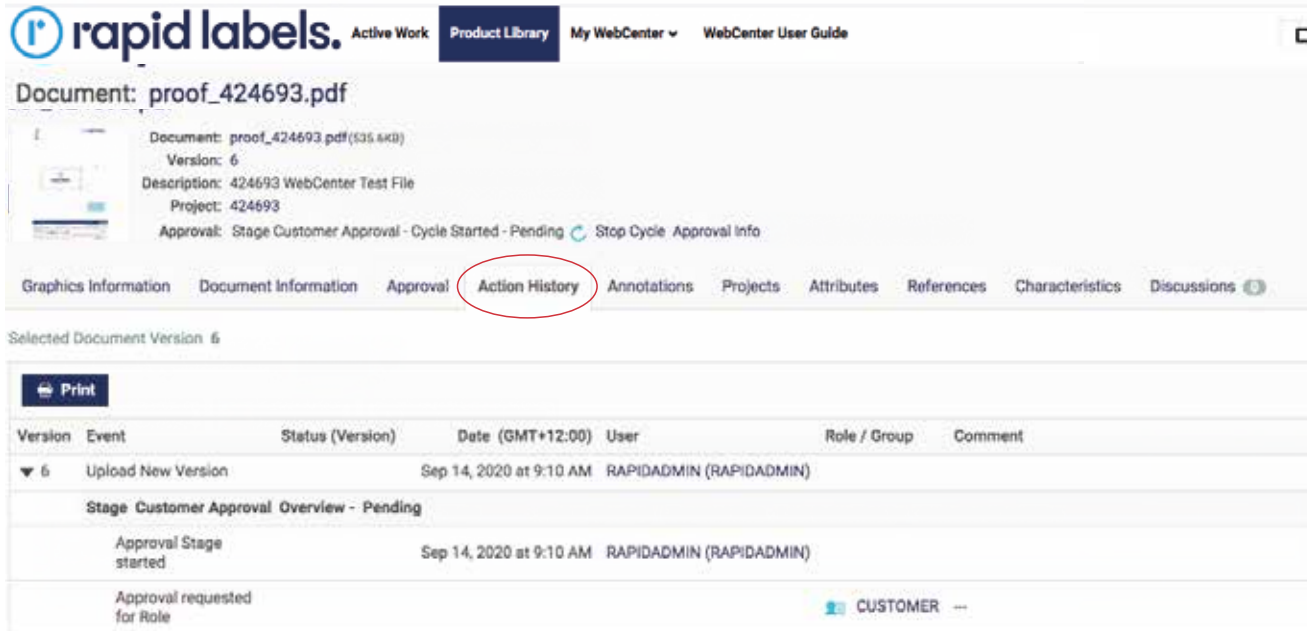
Annotations

Colors User Thumbnail size 200 Report style Annotation and Navigation thumbnails User Show All

#	View	Comment	Creator	
1		<input checked="" type="checkbox"/> Change Proof to File	rapidstudio (RAPIDSTUDIO)	Sep 13

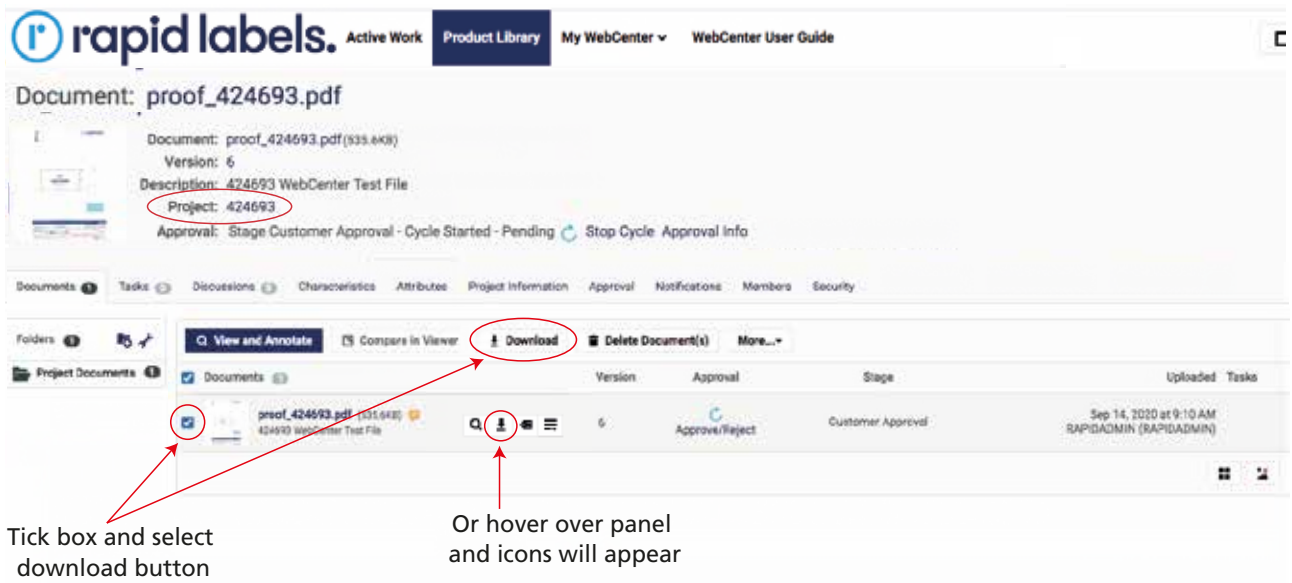
### 13 Project View

Action History tab shows history of Project



### 14 Project View

To download pdfs select Project xxxx  
Tick box and select download button (or hover over panel and select download icon)

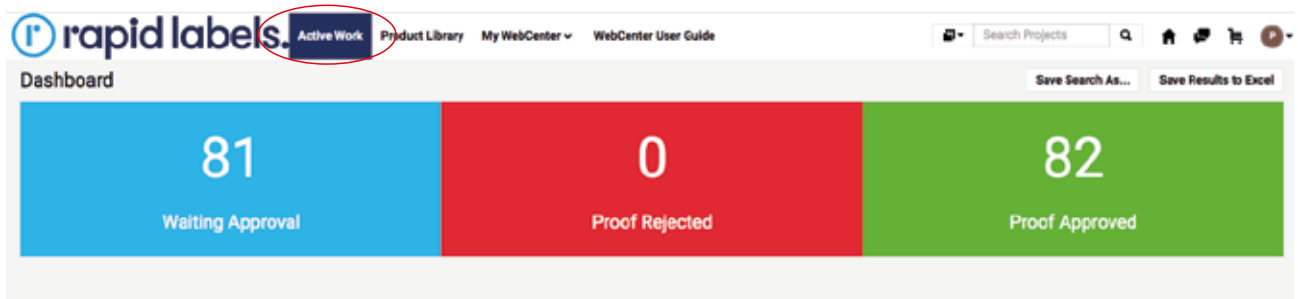


Tick box and select download button

Or hover over panel and icons will appear

### 15 Viewing Active Work

Go to Active Work to see Products:  
Waiting Approval / Proofs Rejected / Proofs Approved



### 16 My WebCenter (Settings)

Select 'My WebCenter' tab to see Profile etc

