



Printvue

User Guide

Our online file transfer and proofing system.
Proof your job instantly after uploading.



Creating a job

- After logging into PrintVue you will be at your customer home page. Click the **Create Job** button.

Customer: ABC Customer ▾

Create Job...

Quote # / Work Order # Pages Customer Created Due Date Requiring Approval Awaiting Correction Type

No data available.

0 of 0 Selected [Select All](#) 0 - 0

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- Enter the following info:

Quote # / Work Order # - This is the quote # provided by your Account Manager. If you don't have a quote # you may enter a job description in this field.

Description - Enter a project description.

CREATE JOB

Job Info

Job Access

Customer * ABC Customer

Quote # / Work Order # * 12345

Project Description Floor Graphic

Cancel Create

- If you need to change the job access settings you may do so at this time. By default you are the approver. Each user in your account can have custom job roles.
- Once you have filled out the required fields click **Create**.

Upload Your Files

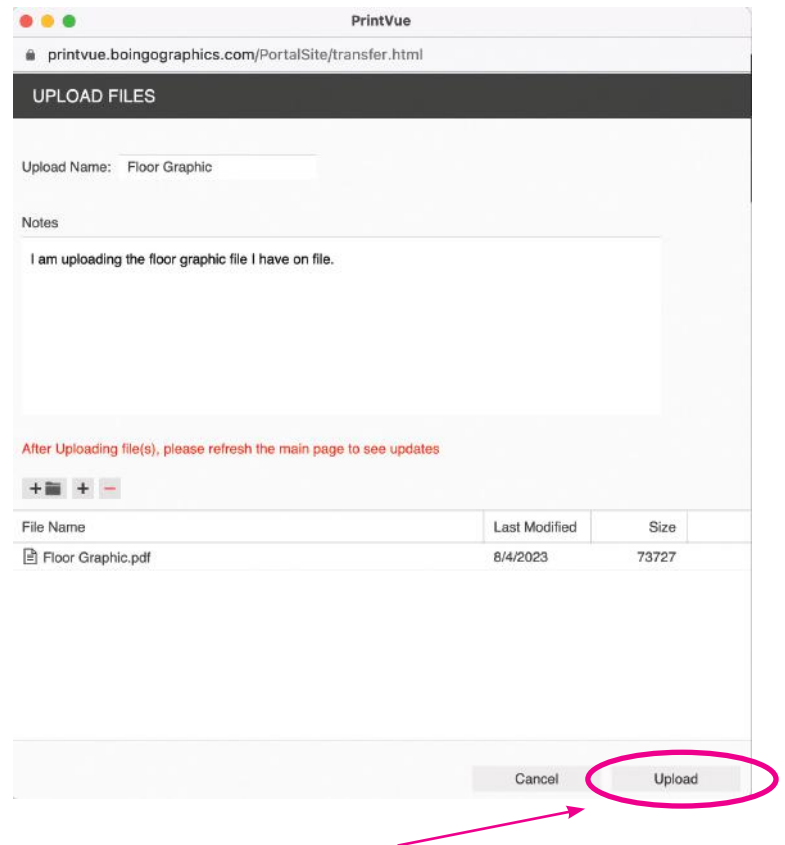
- Once you have created your job it will be listed at the job home page. Click on your job to open that job.

The screenshot shows the PrintVue Jobs Administration interface. At the top, there are logos for BOINGO GRAPHICS and PrintVUE. The navigation bar includes 'JOBS ADMINISTRATION' and a user profile for Aaron Lindbloom. Below this, the customer is identified as 'ABC Customer'. A 'Create Job...' button is visible. A search bar and a status filter set to 'All Active' are present. The main area contains a table with columns: Quote # / Work Order #, Pages, Customer, Created, Due Date, Requiring Approval, Awaiting Correction, and Type. One row is highlighted: 'Floor Graphic (12345)' with 0 pages, created on 08/04/2023 at 8:12, requiring 0 approvals, and awaiting 0 corrections. To the right of the table is a sidebar for job 12345 with expandable sections: Approval Summary (0/0), Reviewers, Info Sheet, Notes, and File Uploads. At the bottom, there is a footer with '1 of 1 Selected', 'Select All', and '1 - 1'.

- Once your job opens click the **Upload Files...** button in the top left section of the window.

The screenshot shows the PrintVue Jobs Administration interface for a specific job. The breadcrumb navigation shows '< ABC Customer / Floor Graphic (12345)'. The top navigation bar is the same as in the previous screenshot. Below the breadcrumb, there are three buttons: 'Upload Files...', 'Start Review...', and 'Preview...'. The 'Upload Files...' button is highlighted with a red circle and a red arrow. Below the buttons is a search bar and filters for Status (All Pages), Reviewer (All), and Group (All). A table with columns 'Name', 'Approval', 'Review', and 'Color Review' is shown, but it is empty. Below the table, a message reads: 'There are no pages in this job. Upload files to add pages.' At the bottom, there is a footer with '0 of 0 Selected', 'Select All', and '0 - 0'. The footer also includes 'System Diagnostics | Learning Center | Boingo Website | Contact: +1-704-529-5044'.

- When the upload window opens (ensure your pop up blocker is turned off), enter an **Upload Name** and any special notes for your upload.



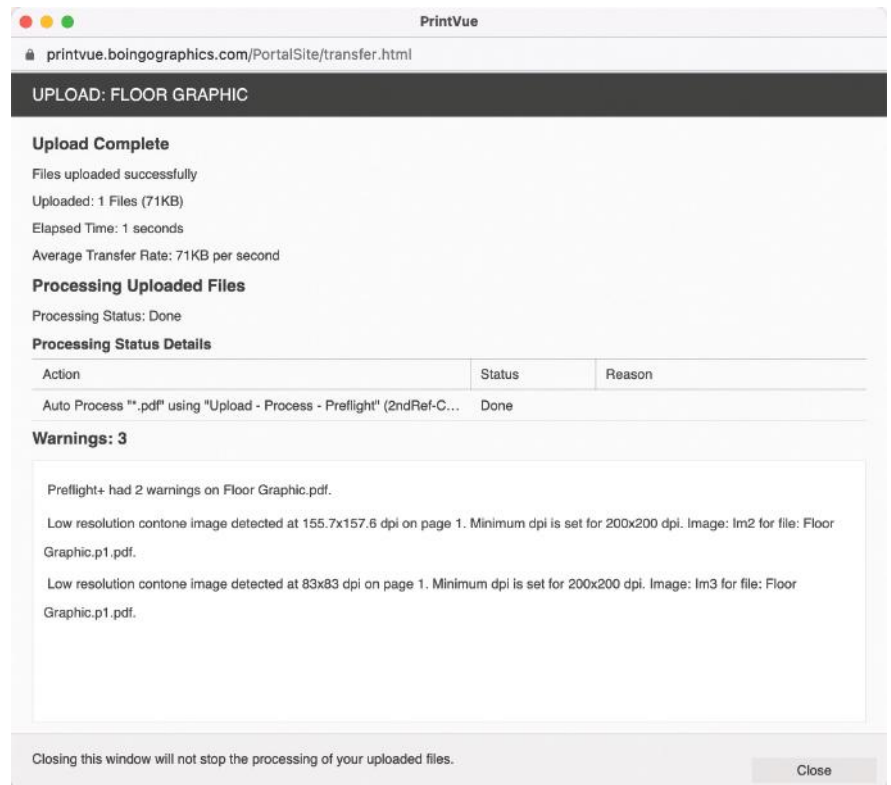
To add your files, you have three options.

1. Upload the contents of an entire folder. + 📁
2. Navigate to a folder and select the files. +
3. Drag & drop your files into the bottom window.

- When you complete the above steps, click the **Upload** button.

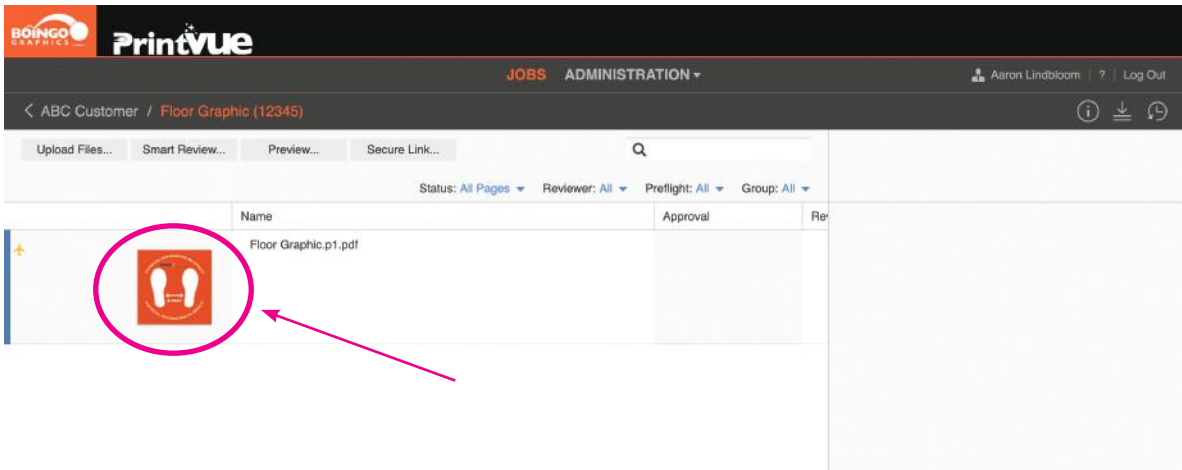
• A new window will appear to display your upload progress. Please note that all files will now upload to PrintVue, but that doesn't mean all files will auto process. In order to take advantage of PrintVue's auto processing and Flightchecking you must upload a **PDF**. If you have uploaded a **PDF** you will see live Flightcheck results in the upload window as the file processes. Once the uploading and processing completes you can now close this window.

NOTE: Please refresh the web page once you close the upload window.

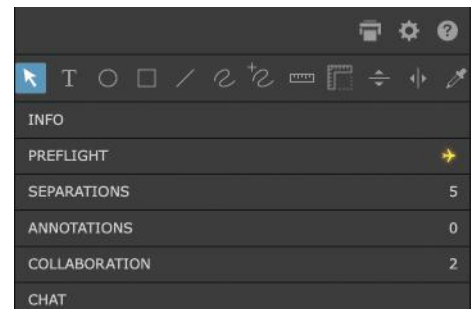


Reviewing Your Proofs

• Now that the upload is complete, you can view your proof. All pages uploaded will be listed within the job. In order to view your proof, simply click the thumbnail image of the first page listed. This will open a new window for viewing your proof.



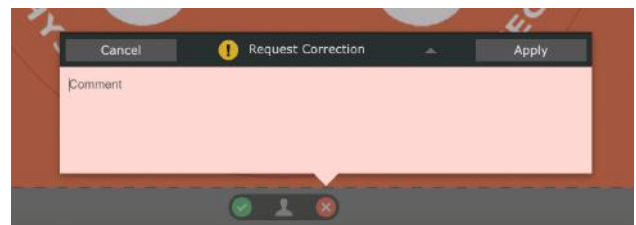
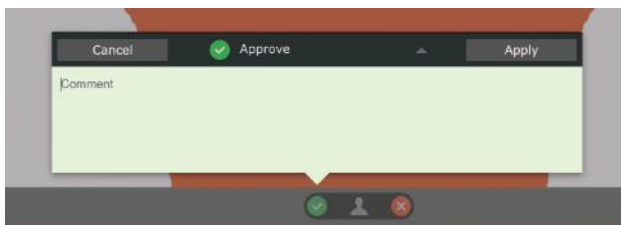
• In this new window you can view your live proof. There are many tools along the right side of the window that you can utilize to check your file for accuracy. One such tool is PREFLIGHT. In the example above, we have a PREFLIGHT warning indicated by a yellow airplane next to the section. Once you expand the PREFLIGHT pane you will see the listed warning.



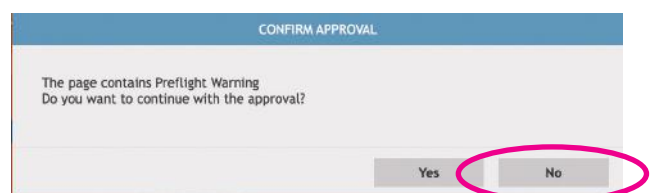
- The PREFLIGHT tool is handy because you can click on the listed warning and PrintVue will zoom into and highlight the offending graphic. In the example below we have a low resolution image.



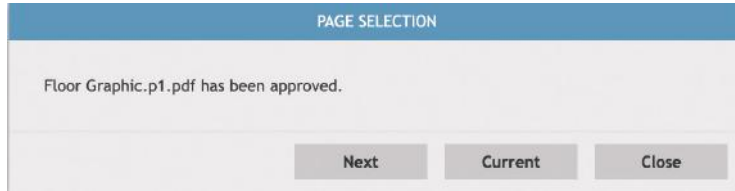
- Once you complete your reviewing, you must approve or reject each page listed. In order to do this, you will either click on the green check mark or red X at the bottom of each page.



- Once you click the **Apply** button you may get a warning stating approval was not requested – it's ok to click yes. You may also get a warning stating your page contains Preflight Warnings. If you were unaware of any preflight warnings click no and check the PREFLIGHT pane as explained above. If you are ok to proceed click yes.



- You have now approved the page and will receive a confirmation message. If you have additional pages to approve you will be given the option to proceed to the next page. If no other pages need approving you can now close the reviewing window.



- Your page(s) will now list as approved as shown below. Once you approve all pages no further action is required. PrintVue will notify your Project Manager and we will proceed to the next step in the production process.

The screenshot displays the PrintVue Jobs Administration interface. At the top, the navigation bar includes the Boingo Graphics logo, the PrintVue logo, and the text 'JOBS ADMINISTRATION'. The user 'Aaron Lindbloom' is logged in. The breadcrumb trail shows 'ABC Customer / Floor Graphic (12345)'. Below the navigation bar, there are tabs for 'Upload Files...', 'Smart Review...', 'Preview...', and 'Secure Link...'. A search bar is present. The main content area features a table with columns for 'Name', 'Approval', and 'Re'. The table contains one entry: 'Floor Graphic.p1.pdf', which has a green checkmark in the status column and 'Aaron Lindblo...' in the approval column. To the right of the table, a detailed view for 'Floor Graphic.p1.pdf' is shown, including a green checkmark, a preview of the floor graphic with a '6 FEET' physical distancing graphic, and a 'Request Approval' button. Below this, there are sections for 'Review Summary', 'Approvers' (listing Aaron Lindbloom with 0 annotations), 'Reviewers', 'Color Reviewers', and 'Page Summary'. At the bottom, a status bar shows '1 of 1 Selected', a 'Select All' button, '1 - 1', and 'Sort by: Name'. The footer contains links for 'System Diagnostics', 'Learning Center', 'Boingo Website', and 'Contact: +1-704-529-5044'.



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