



Printvue

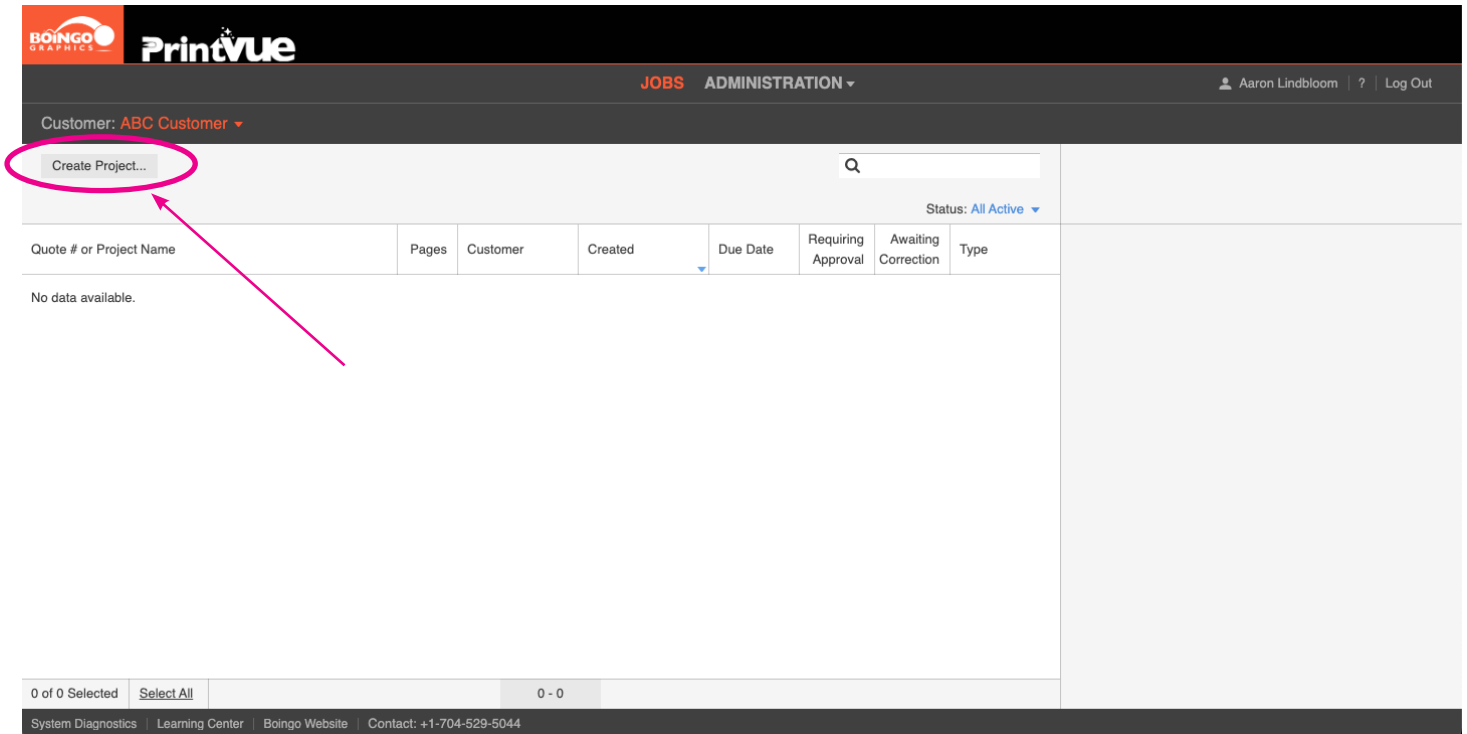
User Guide

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



Creating a project

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



- 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.

Account Manager - Your Account Manager (*not required*).

Project Due Date - If you have a due date please provide (*not required*).

- 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

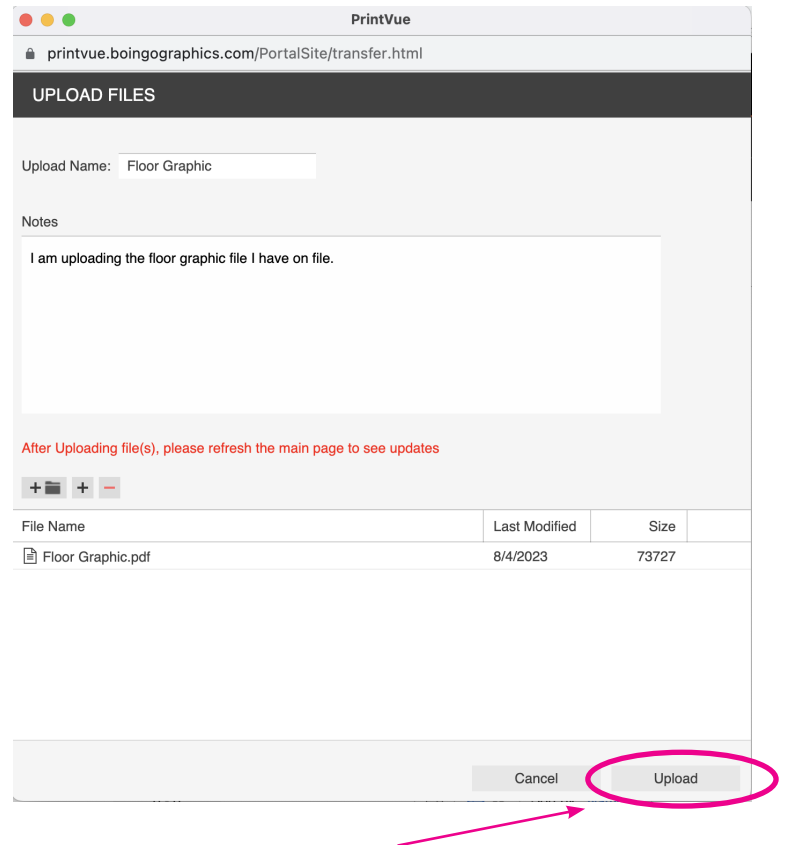
- Once you have created your job it will be listed at the job home page. Click on your job to open that job.

The screenshot shows the PrintVue Jobs Administration interface. At the top, there are logos for BOINGO GRAPHICS and PrintVUE. Below the navigation bar, the user is identified as Aaron Lindbloom. The main content area displays a table of jobs. The first job, 'Floor Graphic (12345)', is highlighted in blue and circled in pink. A pink arrow points from the bottom right towards the job name. The table has columns for Quote # or Project Name, Pages, Customer, Created, Due Date, Requiring Approval, Awaiting Correction, and Type. The job details for 'Floor Graphic (12345)' are: 0 pages, ABC Customer, created on 06/13/2024 at 12:26, requiring 0 approvals, awaiting 0 corrections, and of type Pre-Production. To the right of the table, there is a sidebar with a search bar and a list of actions: Approval Summary (0/0), Reviewers, Info Sheet, What's the secret ingredient that makes your print project stand out?, and File Uploads. At the bottom of the table, it shows '1 of 1 Selected' and 'Select All'.

- 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 user is identified as Aaron Lindbloom. The main content area displays a table with columns for Name, Approval, Review, and Color Review. The table is empty, and a message below it says 'There are no pages in this job. Upload files to add pages.' In the top left corner, there are three buttons: 'Upload Files...', 'Smart Review...', and 'Preview...'. The 'Upload Files...' button is highlighted with a pink circle and a pink arrow points from the bottom right towards it. Below the table, there is a search bar and filters for Status (All Pages), Reviewer (All), and Group (All). At the bottom of the table, it shows '0 of 0 Selected' and 'Select All'. The footer contains links for System Diagnostics, Learning Center, Boingo Website, and 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.



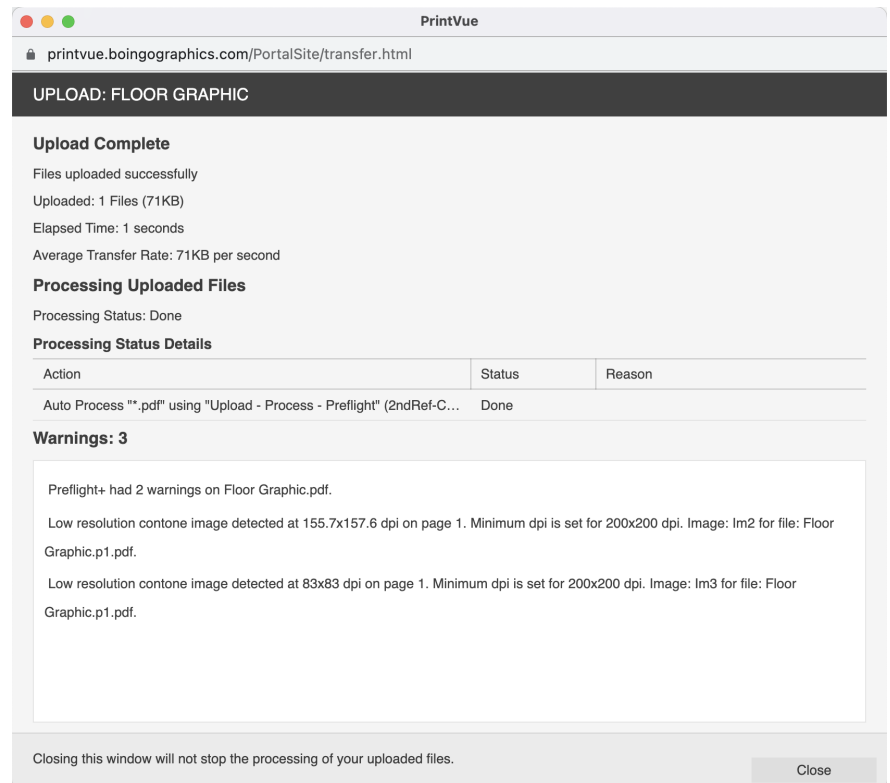
To add your files you have three options.

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.

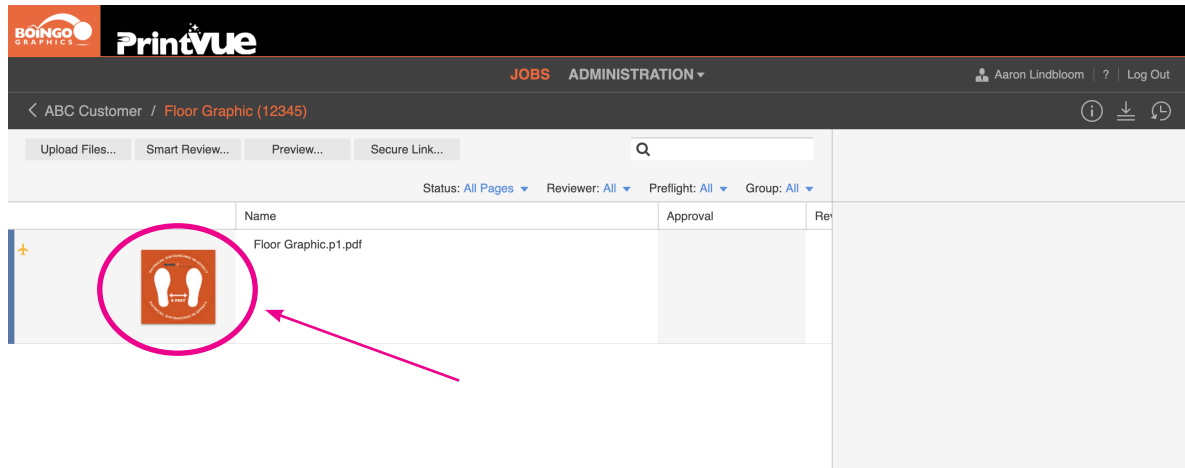
• A new window will appear to display your upload progress. Please note that all files will now upload to PrintVue, but that doesn't mean all files will auto process. In order to take advantage of PrintVue's auto processing and Flightchecking you must upload a **PDF**. If you have uploaded a **PDF** 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.

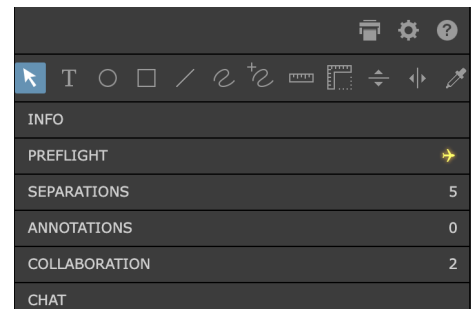


Reviewing Your Proofs

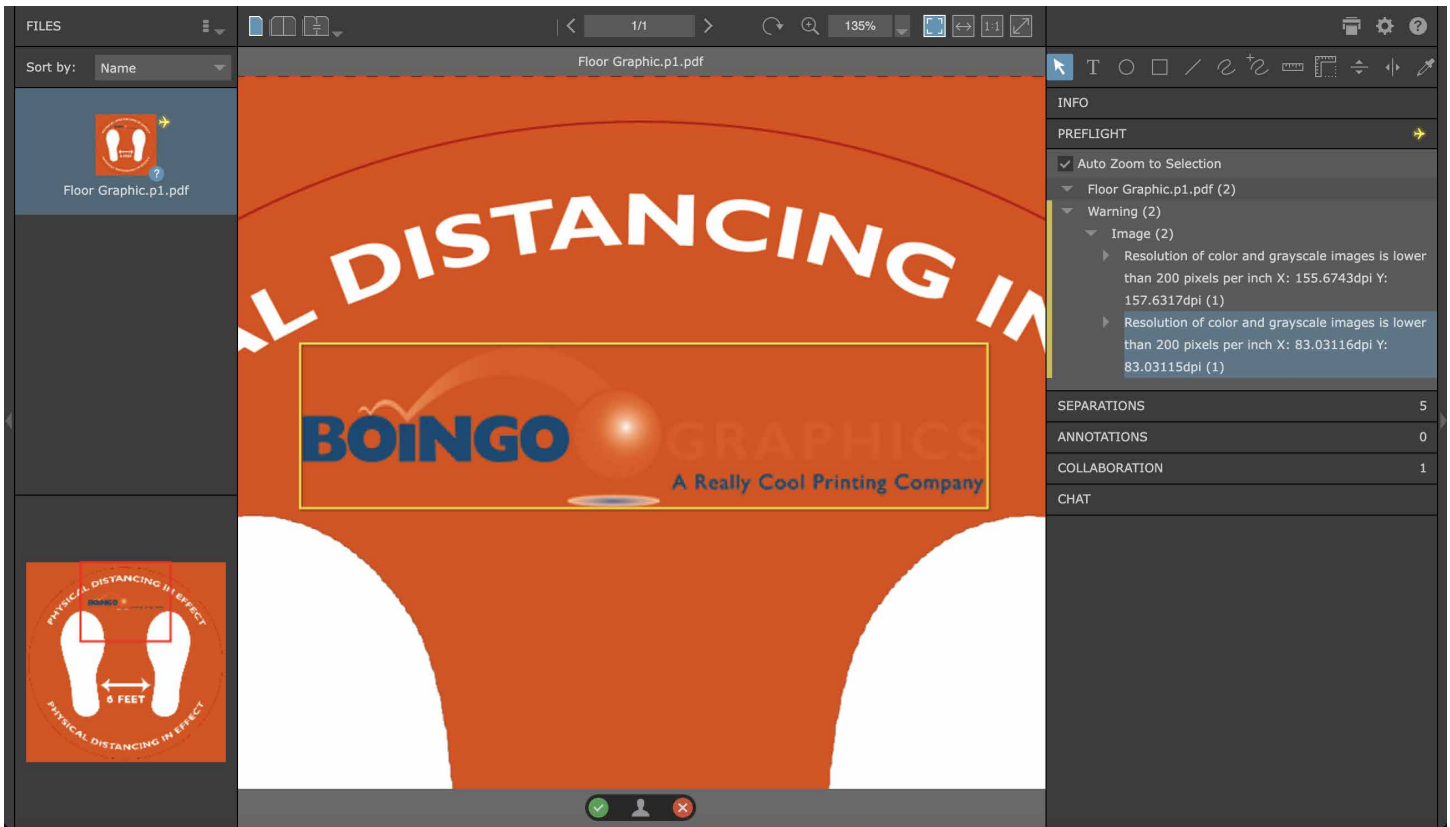
• Now that the upload is complete you can view your proof. All pages uploaded will be listed within the job. In order to view your proof simply click the thumbnail image of the first page listed. This will open a new window for viewing your proof.



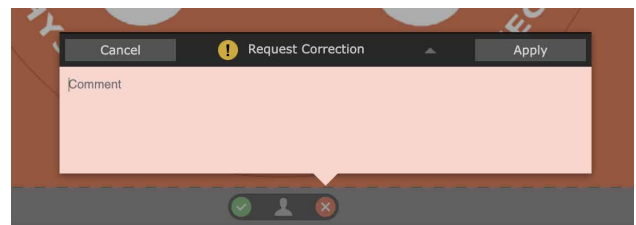
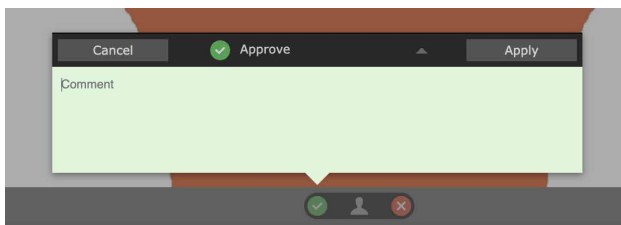
• In this new window you can view your live proof. There are many tools along the right side of the window that you can utilize to check your file for accuracy. One such tool is PREFLIGHT. In the example above we have a PREFLIGHT warning indicated by a yellow airplane next to the section. Once you expand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



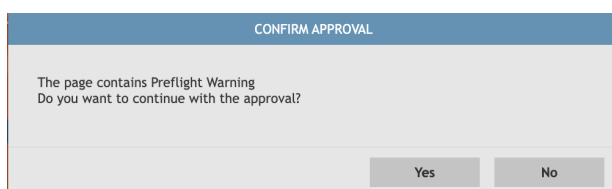
- The PREFLIGHT tool is handy because you can click on the listed warning and PrintVue will zoom into and highlight the offending graphic. In the example below we have a low resolution image.



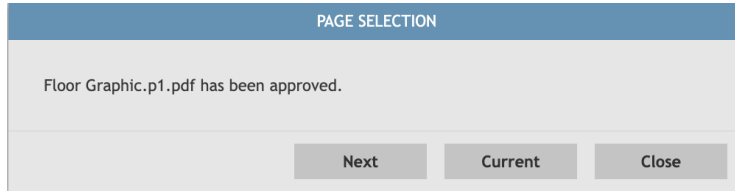
- Once you complete your reviewing you must approve or reject each page listed. In order to do this you will either click on the green check mark or red X at the bottom of each page.



- 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 shows the PrintVue interface with the following elements:

- Header:** BOINGO GRAPHICS logo, PrintVue logo, and navigation links for Aaron Lindbloom (Log Out).
- Breadcrumbs:** < ABC Customer / Floor Graphic (12345)
- Navigation:** Upload Files..., Smart Review..., Preview..., Secure Link..., and a search bar.
- Filters:** Status: All Pages, Reviewer: All, Preflight: All, Group: All.
- Table:**

Name	Approval	Re
Floor Graphic.p1.pdf	✓ Aaron Lindblo...	
- Right Panel (Floor Graphic.p1.pdf):**
 - Green checkmark icon.
 - Image of a floor graphic with a 6-foot physical distancing instruction.
 - Buttons: ✓, Request Approval, ✗.
 - Review Summary:

Approvers	Annotations
✓ Aaron Lindbloom	0
Reviewers	Annotations
Color Reviewers	Annotations
 - Page Summary (collapsed).
- Footer:** 1 of 1 Selected, Select All, 1 - 1, Sort by: Name, System Diagnostics, Learning Center, Boingo Website, Contact: +1-704-529-5044.



56 Michael Wylie Drive, Charlotte, NC 28217

704-529-5044

BoingoGraphics.com