Daneels Media Group

PRINECT PORTAL

USER MANUAL

INDEX*

*This PDF is interactive. Click on the chapter to go to the page.

I SET UP AND LOG IN WITH PRINECT PORTAL

You will receive a link by email, looking like the example below. If you click on the link, you will be directed to the login page on the Prinect Portal.
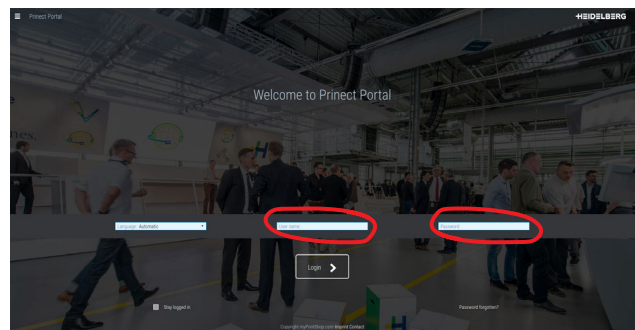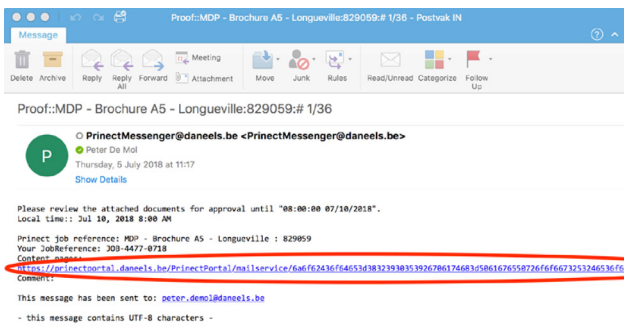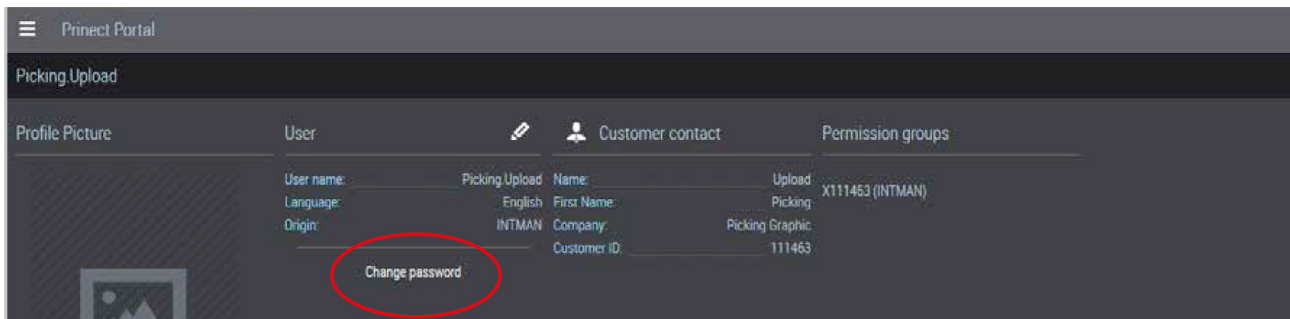

You can log in to Prinect Portal with your email address and your password. We will send you a password the first time you enter the system.

Changing your password

After logging in for the first time, you can change your password if wished. To change the password you received into your own, personal password, choose 'Change password' under the profile button.
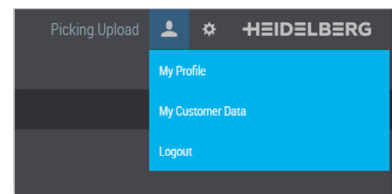
1 SET UP AND LOG IN WITH PRINECT PORTAL

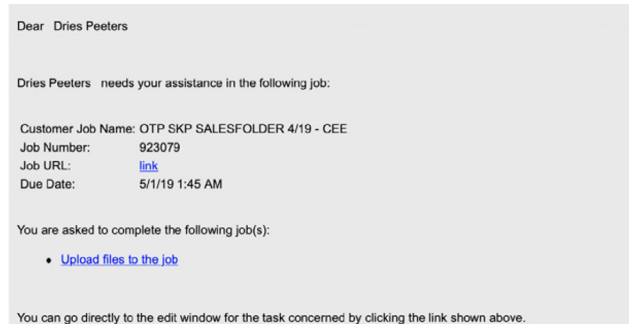Once you are set up and you have a job, you can log in and upload your files.

You might have received a direct link via email to upload files (see example email shown on the right). If this is the case, you do not have to log in.

Dear Dries Peeters

Dries Peeters needs your assistance in the following job:

Customer Job Name: OTP SKP SALESFOLDER 4/19 - CEE
Job Number: 923079
Job URL: link
Due Date: 5/1/19 1:45 AM

You are asked to complete the following job(s):

- Upload files to the job

You can go directly to the edit window for the task concerned by clicking the link shown above.

2 HOME SCREEN AND JOBS OVERVIEW

When you log in to Prinect Portal, you get this home screen. Here you will find an overview of tasks and files.
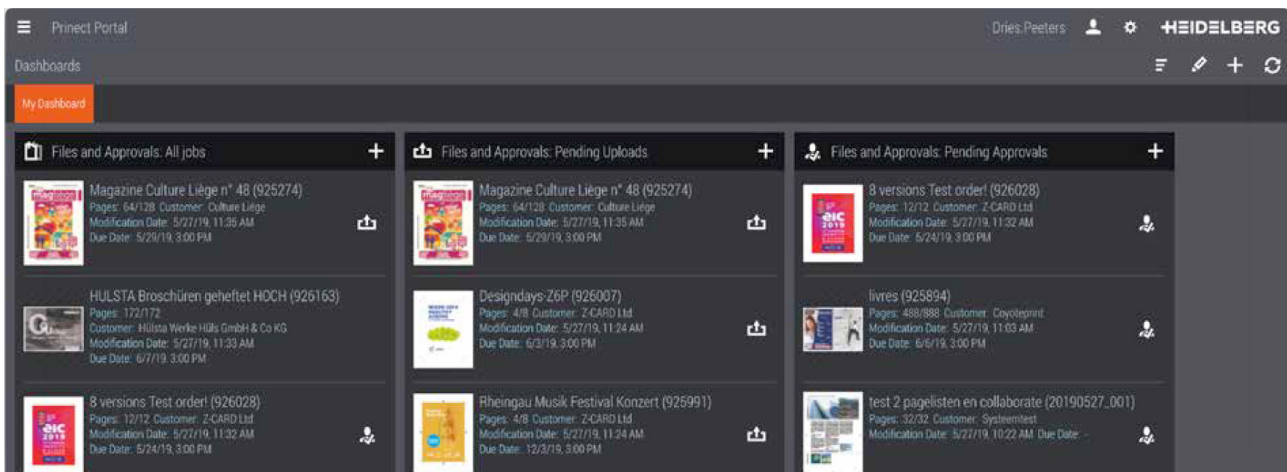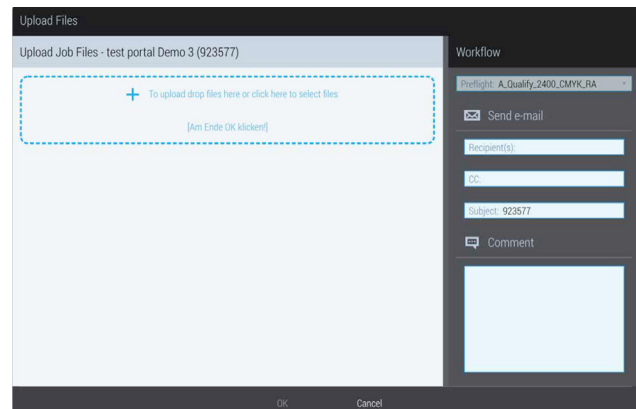
3 UPLOADING FILES TO A NEW JOB

After searching for and finding the right job number, you can upload your files.

IMPORTANT. Try to keep the file name as short and clear as possible. With clear indication of the country code NL, BE, etc.

You can choose from a drop down menu wich preflight set-up you prefer. The standard profile is "**A_Qualify_2400_CMYK_RA**". This means that all images, including those in RGB, will be converted to CMYK, and that any Pantone colour will stay the same.

We can add more preflight profiles if desired. For example if you want to convert PMS colors to CMYK or if low resolution images are not important.
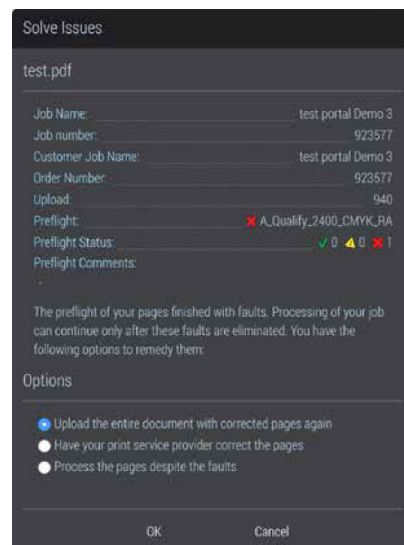
3 UPLOADING FILES TO A NEW JOB

Once you have uploaded a file, preflighting will start immediately. After a short while, you will receive a preflight report with the parameters you want to check, like image resolution, the occurrence of Pantone colors, etc.

If you want to use a die cut or a varnish, be sure to use a spot color for this.

After preflighting and receiving en error message, you can either upload a brand new file or just correct the pages where an error occurs.

You can download a preflight rapport with or without comments.

3 UPLOADING FILES TO A NEW JOB

Date Modified: 06/04/2019 09:00:45 AM
File Size: 5.0 MByte / 5143.2 KByte
Trapped: No
Output Intent: Coated FOGRA39 (ISO 12647-2:2004)
PDF/X Version: PDF/X-1a:2003
PDF Version: 1.3
Number of pages: 8
MediaBox: 230.58 x 317.58 mm
TrimBox: 210.00 x 297.00 mm

Summary	✖ Error	⚠ Warning	⊘ Fixed	ⓘ Info
ⓘ Document	-	-	-	-
ⓘ PDF/X	-	-	-	-
ⓘ Pages	-	-	-	-
ⓘ Colors	-	-	-	-
ⓘ Fonts	-	-	-	8
ⓘ Images	-	-	-	-
ⓘ Content	-	-	-	6

Or click on the arrow beneath 'Show', then you will get folowing screen.
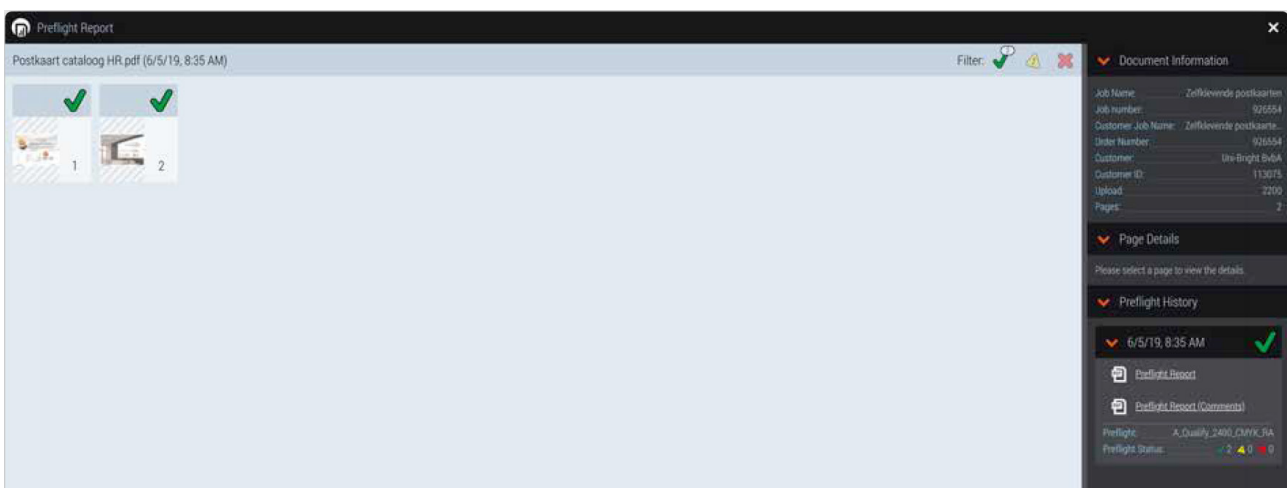
4 ASSIGNING PAGES

Once the files have passed the preflight check, you can assign them in the page list.

You can assign the files by selecting the amount of pages you want in the page list. Just drop the files on the empty tiles. Be sure to press the 'OK' button at the bottom.
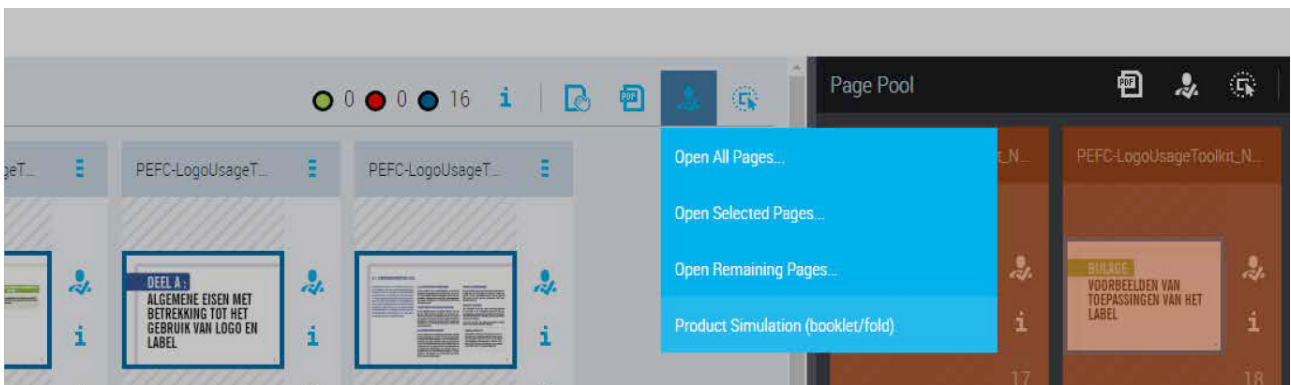
WARNING. The page sequence you select will be the sequence that will be assigned to the pages, and thus the page sequence in the printed document. Please check the page number shown in the selection.
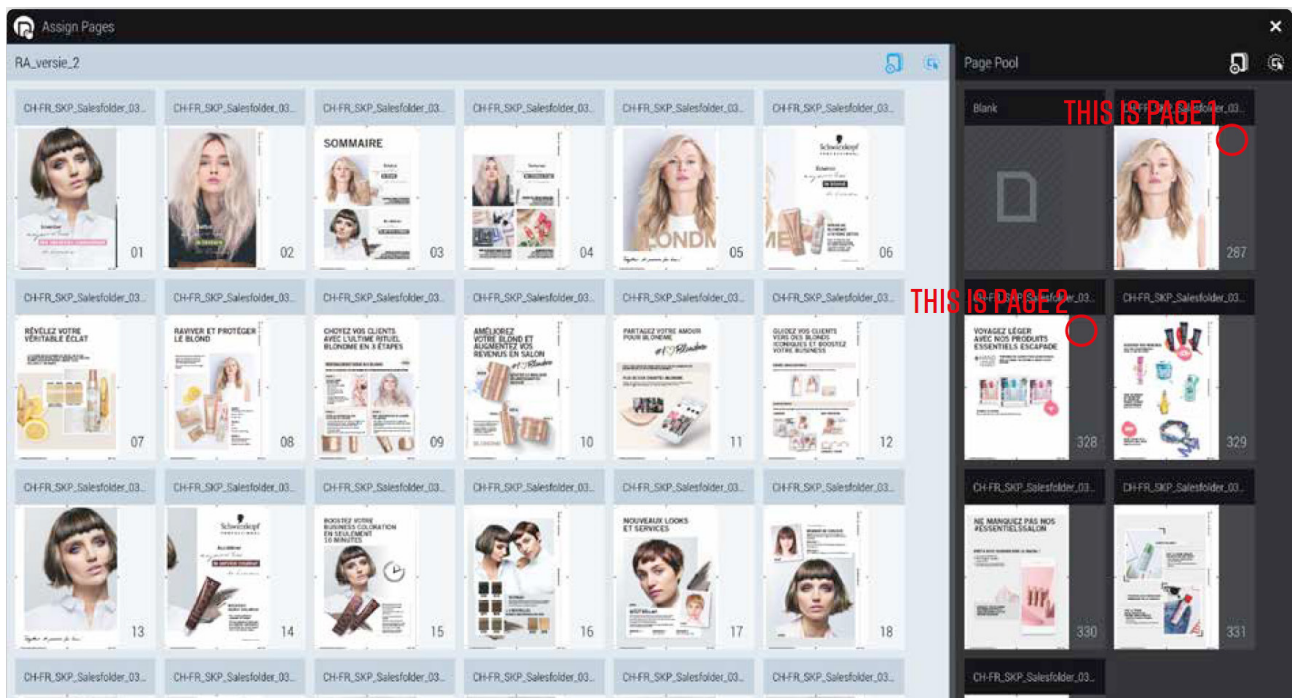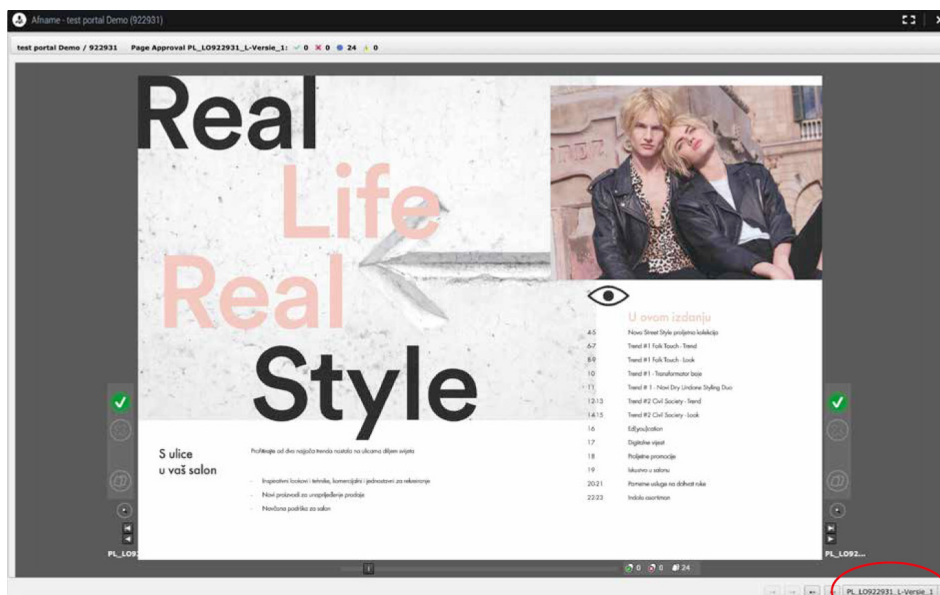
5 BOOKLET PROOF

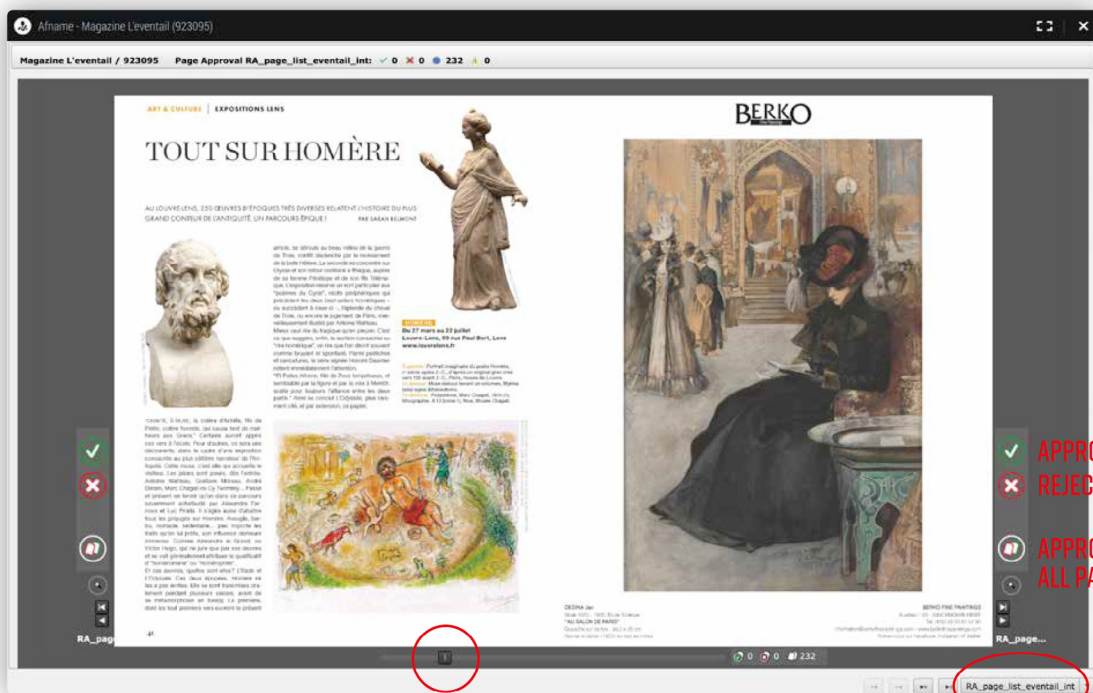Once the pages are assigned, you can open a booklet to be approved.

You will be asked to approve the pages and will see the following screen.

5 BOOKLET PROOF

SCROLL TO PAGE

APPROVE THIS PAGE
REJECT THIS PAGE
APPROVE OR REJECT ALL PAGES

SWITCH BETWEEN VERSIONS

You can scroll to the page you want to see with the slider under the document view. You can also switch between different page lists, like other languages or different versions, at the bottom of the screen.

You can either approve or reject individual pages or approve or reject all pages at once. You can also write comments when you approve or reject something.

WARNING. Once you have approved the booklet proof, changes are no longer possible.

6 SEPARATE PAGE PROOF

To view detailed information about a single page, click on the '(i)' button.

You can switch back to booklet mode by clicking on 'Show as Book'.

Image Details

Image Details	
Name:	923252_p01.pdf
Image Size:	2.044 x 3.698 px
Resolution:	400 DPI
Format:	105 x 210 mm
TrimBox format:	Position: 12,41, 12,41 mm Size: 105 x 210 mm Format: 129,79 x 234,82 (gross) mm
ICC Profile:	ISOcoated_v2_eci.icc
Rendering Intent:	RelativeColorimetric

Rendering Intent:	RelativeColorimetric

Separations (4)

Separation		
Cyan		
Magenta		
Yellow		
Black		

7 ADDING CONTIBUTORS

Once you are logged into the Portal, the system shows you the pages for approval. You can add a contributor at the top right of the page. After clicking the '+'-button, you can add the desired contributors.
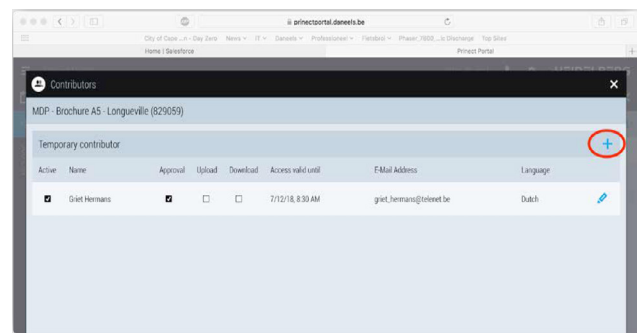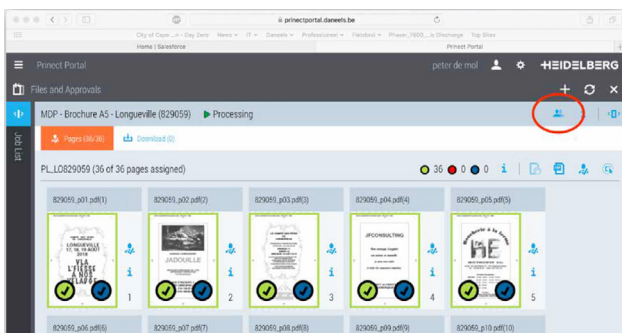
You can fill in the contact details of the contributor you want to add. Email address and name are essentials. You can also add a contibutor by selecting a person in a list of previous invitations.

In the 'Reply to' box, you can enter the email address of the person who wants to be notified about the approval.
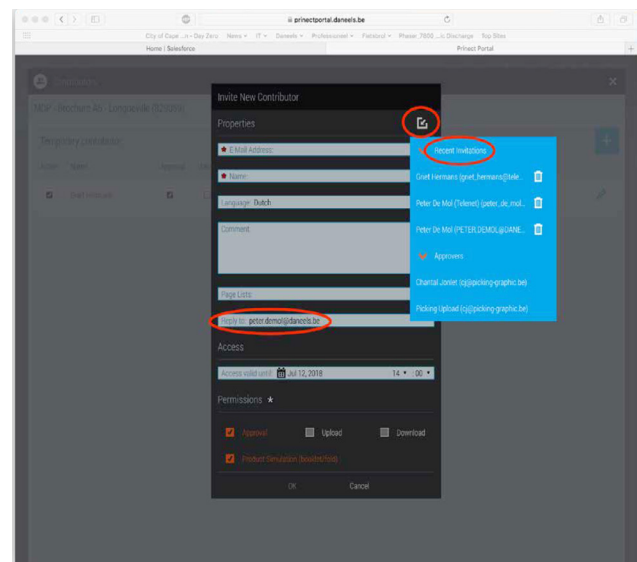
7 ADDING CONTIBUTORS

The contributor will receive an email invitation looking like this:
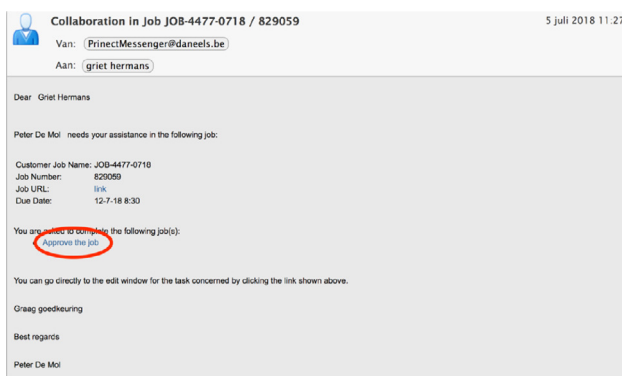
If the contributor clicks on 'Approve the job', he will be directed to the approval page on the portal. A contributor doesn't need a login to access the approval page.

The approval page for contributors looks like this:

7 ADDING CONTIBUTORS

After approval, you will receive an email message looking like this:

Van: PrinectMessenger@daneels.be <PrinectMessenger@daneels.be>
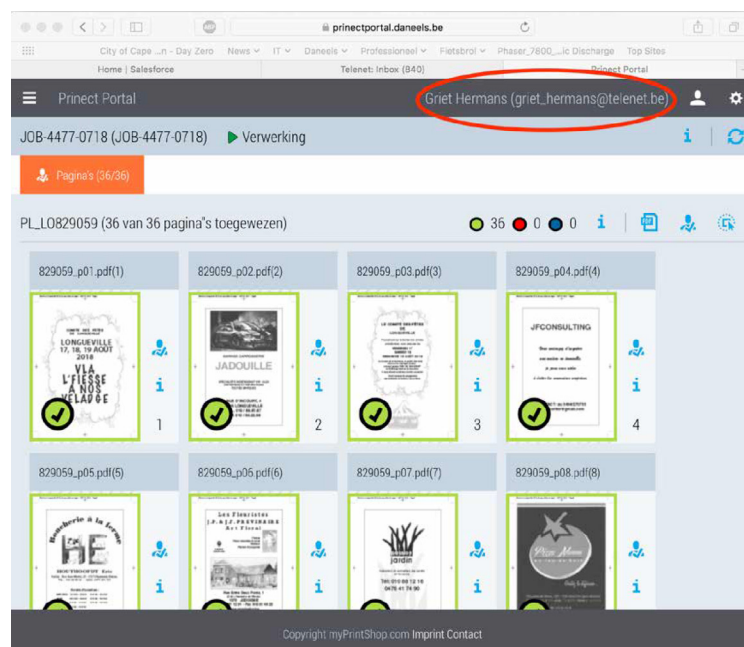**Verzonden:** donderdag 16 mei 2019 16:22
Aan: Softproof Approvals <softproofapprovals@daneels.be>
Onderwerp: Proof Response received Customer: Dstrezzed Retail B.V. / Job Number: 925613

Customer: Dstrezzed Retail B.V.
Customer ID: 116161
Customer Job Name: magazine Dstrezzed - 52 pagina's selfcover, A4 (925613)

This response refers to: \\arv-file-02\prinectdata\DSTREZZED\925613
Job Number: 925613
Approved by: Dhr. Kay Zwijsen (kay@dstrezzed.com)

File name	Page List Name	Page	Approved	Annotation	Customer comment:
925613_magazine_AW19_CMYK_web_omtrek_p2.tif	PL_LO925613	2	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p4.tif	PL_LO925613	4	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p6.tif	PL_LO925613	6	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p8.tif	PL_LO925613	8	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p10.tif	PL_LO925613	10	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p12.tif	PL_LO925613	12	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p14.tif	PL_LO925613	14	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p16.tif	PL_LO925613	16	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p18.tif	PL_LO925613	18	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p20.tif	PL_LO925613	20	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p22.tif	PL_LO925613	22	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p24.tif	PL_LO925613	24	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p26.tif	PL_LO925613	26	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p28.tif	PL_LO925613	28	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p30.tif	PL_LO925613	30	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p32.tif	PL_LO925613	32	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p34.tif	PL_LO925613	34	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p36.tif	PL_LO925613	36	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p38.tif	PL_LO925613	38	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p40.tif	PL_LO925613	40	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p42.tif	PL_LO925613	42	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p44.tif	PL_LO925613	44	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p46.tif	PL_LO925613	46	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p48.tif	PL_LO925613	48	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p50.tif	PL_LO925613	50	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p51.tif	PL_LO925613	51; 51	Yes		
925613_magazine_AW19_CMYK_web_omtrek_p52.tif	PL_LO925613	52; 52	Yes		