KODAK INSITE Customer Quick Start Guide

Using Insite to Upload files and for online proofing with 24/7 access.

LOGIN
In your web browser, type the following: http://insite.riponprinters.com

1. Username
   Enter the Username you received from your CSR

2. Password
   Enter the Password you received from your CSR. If you forgot your Password, click on the
   Forgot Your Password? link.

3. Login
   Click on the Login button

System Diagnostic
Click on System Diagnostic link located just below the Login button. Any problems with your
browser will be listed in red with directions on how to correct the problem(s).
Viewing your job
Click the name of job you want to review

Login landing page shows you all of your jobs that have been entered into INSITE.
**Uploading Your Files to InSite**

Click the **Upload Files...** link.

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**Uploading Your Files to InSite**

Drag the files you want to upload onto the icon that says **Drag Files Here**, then click the **Upload** button.

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View pages in Smart Review

Click the Smart Review link or click on a thumbnail to open Smart Review.

Viewing Pages in Smart Review

Online Proofing available 24/7. Review your pages, make annotations, view separations and Approve or Reject Pages.

Reject a page by clicking the Red X

Approve a page by clicking the Green Checkmark
Approving or Rejecting Pages

In the example below, Approve Page (Green Checkmark was clicked). Of course, if you have any corrections, then you would click on the Red X to indicate the page has been rejected,