



Fast Path
Proof Check

Create Job

Proof Check

Creating new jobs

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<http://proofcheck.courier.com>

Courier

Getting Started

Things To Know

If this is the first time you've used Proof Check, please see the How To document **Proof Check, Qualifying your system and other things to know.** All How To documents can be found at <http://www.rightfromthestart.com>.

Required Information

There are seven items you need to know when creating a job.

1. Courier Plant Location
2. Courier Title ID Number
3. Title of Book
4. ISBN Number
5. Author
6. How many colors are in the job
7. Users that need to see the proofs and what their role will be

Job Access

The majority of Proof Check users are given specific access to the jobs they request to be associated with. Doing so reduces automated Emails as well as provides easier job management.

Users are given job access upon job creation (see pages 4 and 5 for details). It's also possible to add someone to a job after it's been created. Any customer user can give access to other users associated with your specific customer account.

For details please see the How To document **Proof Check, Adding a user to an existing job.**

Title ID Retrieval

Title IDs are unique numbers that Courier uses to track all jobs within their Management Information System (MIS) and prepress systems. Every new job is assigned a title ID number that stays with the job for the life of that specific title at Courier.

Title IDs can be retrieved via a simple Email request to your respective Courier Customer Service Representative. Or, you can register for instant title ID and plant location retrieval via the Courier Fast Path service Status Check. You can register for free Status Check access at <http://www.courierfastpath.com>.

Compositors must be authorized by the publisher before a Status Check account can be created for them. It is more common for the publisher to retrieve the title ID and plant location via Status Check and pass that information along to the compositor via a manual Email.

Creating New Jobs

Creating new jobs within Proof Check

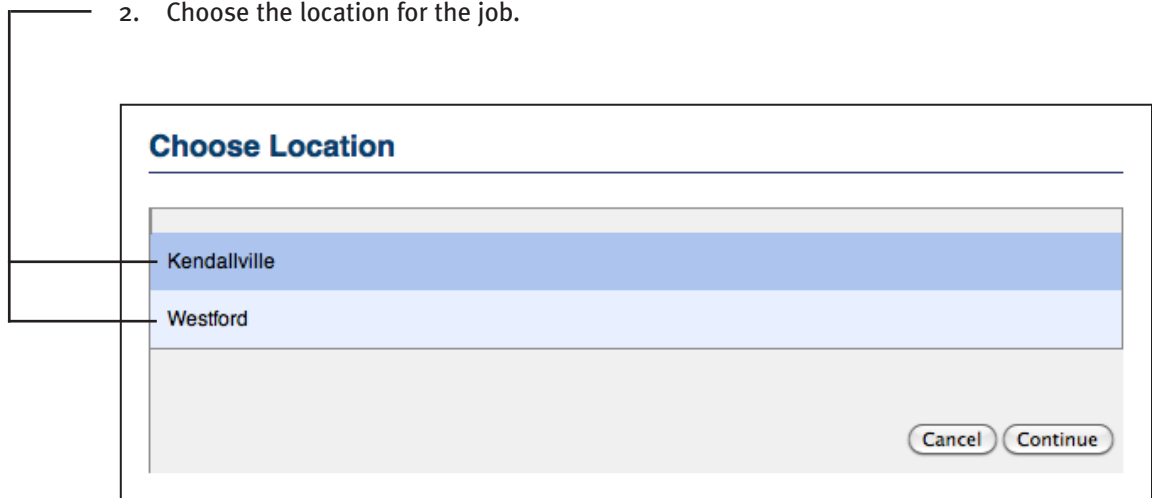
In order to transfer files intended for new jobs, a new job must be created within Proof Check.

After logging in and confirming there are no system conflicts, please follow the steps as outlined below.

1. Click on the **Create Job** button.



2. Choose the location for the job.



New job naming convention guidelines

When creating new jobs within Proof Check, standard naming conventions must be followed as outlined below.

1. **Title ID** is always the Courier title ID followed by an underscore and TID. TID represents title ID.

In the event that the requested job is a cover, a **C** must immediately follow the title ID number. Also, endsheets contain **E**, dust jackets contain **J** and inserts contain **I**.

Text Example: 112782_TID Endsheet Example: 112782E_TID

Cover Example: 112782C_TID Insert Example: 112782I_TID

Dust Jacket Example: 112782J_TID

2. **Short Title** is the brief title of the book.

Example: Framing - Volume 2

3. **ISBN #** is the ISBN number (or project code in the event your book does not contain or require an ISBN number).

Example: 978654321XXX2

4. **Author** is the name of the author.

Example: Wagner

5. Users that do not have access to all jobs and need access to the new job being created may be added upon creation by selecting their job role from the pull-down menu next to their name. If a user does not need access to a specific job simply leave as **None**.

— see Figure 5a on next page for details and additional instructions —

A word about Job Roles

Job Roles are a collection of user rights associated with a given job. When your Proof Check user account was created you were given a Default Job Role: Uploader, Reviewer, Final Approver or Customer Administrator.

By default, the majority of users will not have access to all current and future jobs for easier job management. This means that when you're creating a new job those users will have a Default Job Role of None, no access to the job you're creating.

In order to give job access to a user like the one just described you must select what their role will be when you create the job. You will not be able to select a job role that is higher than the user's Default Job Role. However, you can select a job role that is lower than the specific user's Default Job Role.

This is useful if the a user has a Default Job Role of Final Approver, but isn't going to necessarily be the final approver on every job. There may be instances when that specific user will be a Final Approver for one title and simply a Reviewer on another.

For more information regarding Job Roles and Roles in general, please refer to the How To document **Proof Check, Creating New Users**.

Figure 5a

Job Info

Title ID: 112782_TID

Short Title: Framing - Volume 2

ISBN: 978654321XXX2

Author: Wagner

Auto File Processing:
 ✓ 0_NONE
 1C_REFINE
 2C_REFINE
4C_REFINE
 5C_REFINE

Job Access Add Existing Users

Click on a role name to choose a different role. "*" indicates that the role is inherited.

User/Group Name	Job Role
Jessica Samson (jsamson)	Level 2 - Reviewer ⓘ
Sally Wilson (swilson)	Level 1 - Uploader
Zach Jones (zjones)	Level 3 - Final Approver ⓘ

Cancel Create

1.

2.

3.

4.

5. Select any additional users that need access.

6. Pull-down the **Auto File Processing** menu and select how many colors are in your job.

7. Click **Create** when all required fields are complete.

NOTE: An automated Email is sent to the Courier CSR when a job has been created within Proof Check.

IMPORTANT: If you do not select an Auto File Processing rule your files can still be uploaded, however files will not be automatically processed and soft proofs will not be immediately available. If you mistakenly forgot to select an Auto File Processing rule and require instant soft proofs please contact your Courier CSR immediately.

Please refer to the How To document **Proof Check, Uploading Files, Requesting Review and Approval** for details regarding uploading files.

