MIDSTATES GROUP

SELF-SERVICE WEB APPROVAL GUIDE

Hello! This Guide will help you upload your artwork files directly into our system.

Step 1: Please notify your Project Manager when you are ready to upload your files. Your Project Manager will send you an email to set-up your user name and password and will contact our Prepress Department to have your job set up in via our Web Approval system.

Step 2: Once setup is complete you will receive an email from midstatesinc.proofing@mqprint.com with instructions and a link to upload your PDF documents. See an example of this email in the screen shot below.

From: "Midstates Proofing" <midstatesinc_proofing@mqprint.com>
Subject: Please upload documents for job "Self Service Tutorial (MP123.45)"
To:

WebApproval needs your attention.
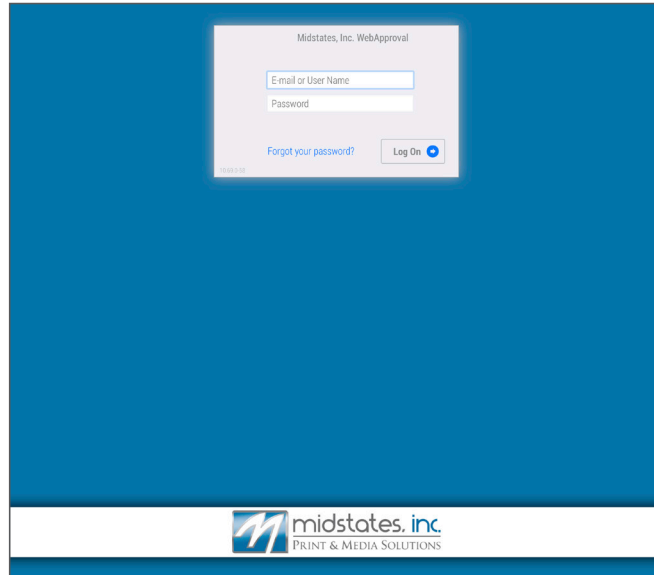
Don't reply to this message.
Dear |

You can now upload PDF documents for your job "Self Service Tutorial (MP123.45)".
You can go to your job by clicking the following link:

https://webportal.mqprint.com/productioncenter/jobs/job/0.J20180105110242629/jobDocuments
If you need assistance, please contact your Customer Service Rep.

Thank you.

Step 3: Click on the link in the email to arrive at your log-in page. Enter the user name and password you established in Step #1.

Midstates, Inc. WebApproval

E-mail or User Name

Password

Forgot your password?   Log On
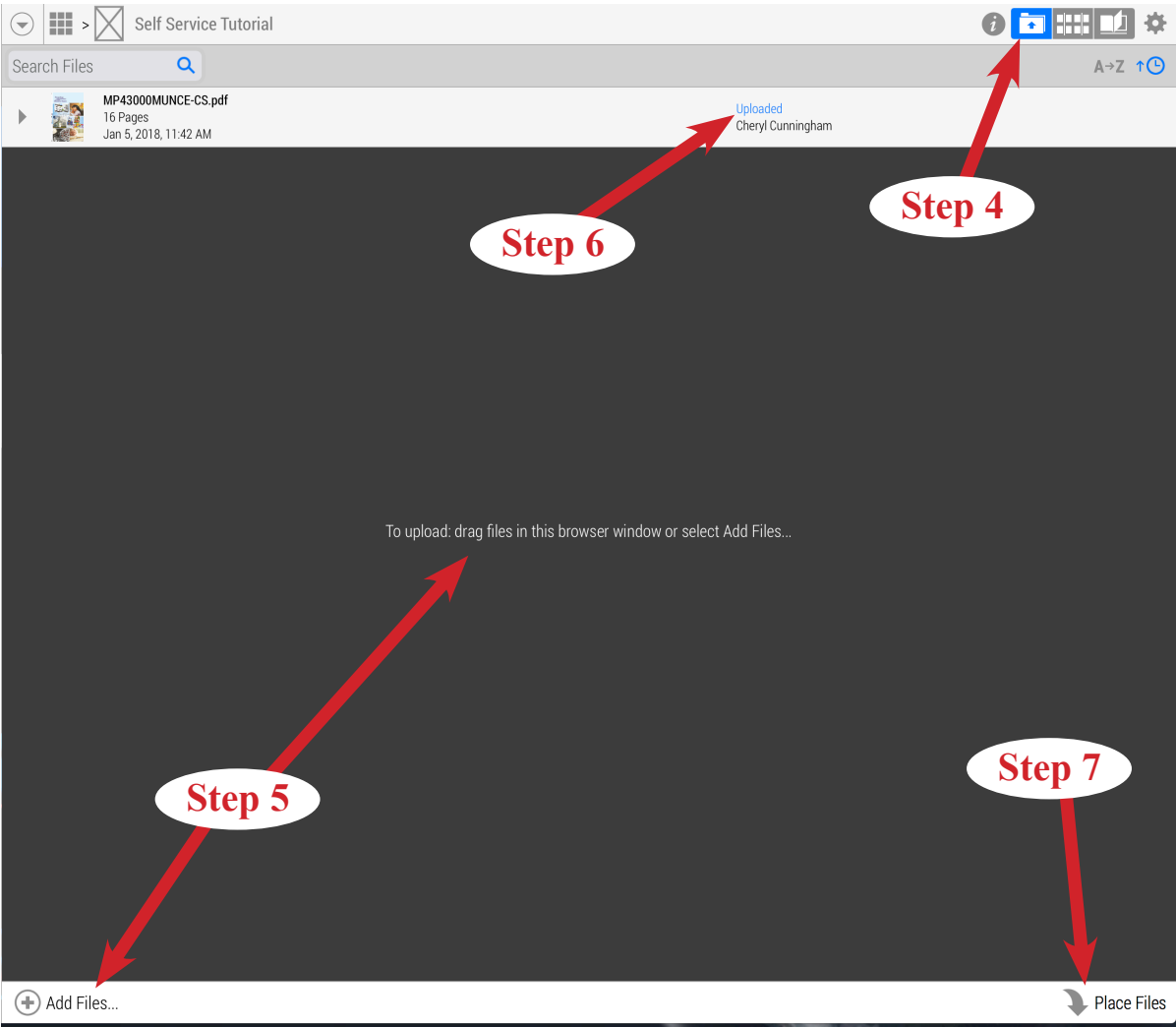
midstates, inc.
PRINT & MEDIA SOLUTIONS

Step 4: Click on the Upload Pages icon. 🔼

Step 5: Either click on "Add Files" and navigate and select your files or drag and drop files into the browser window.

Step 6: You will see when the files have finished uploading.

**Step 7:** When the files are completely uploaded, click on Place Files.

Step 8: Drag and drop files onto the place holders and click on Place. The files will start rendering and may take a few minutes depending on file size.
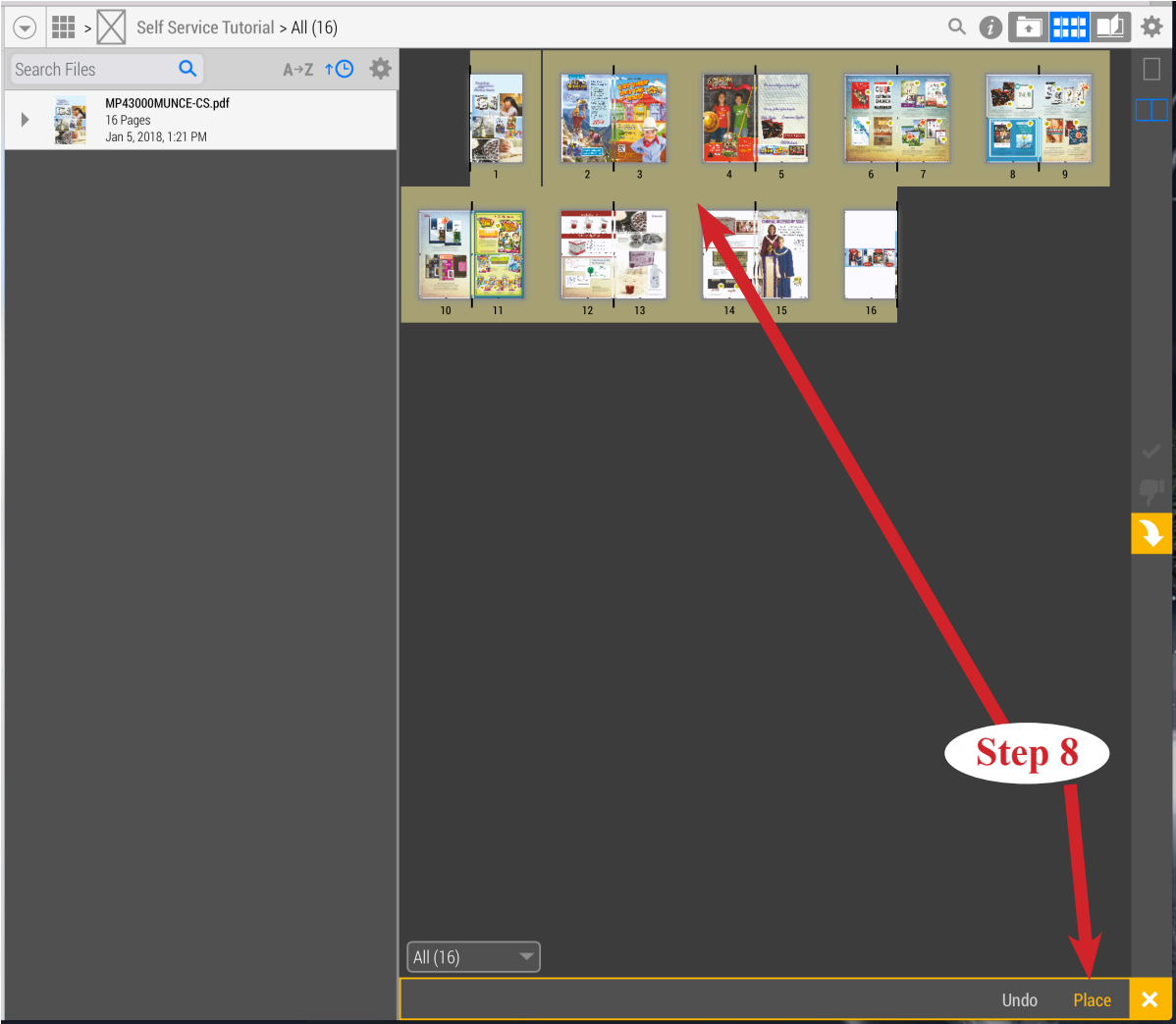
Step 9: When the files have finished rendering you will see a blue pair of glasses above each page.

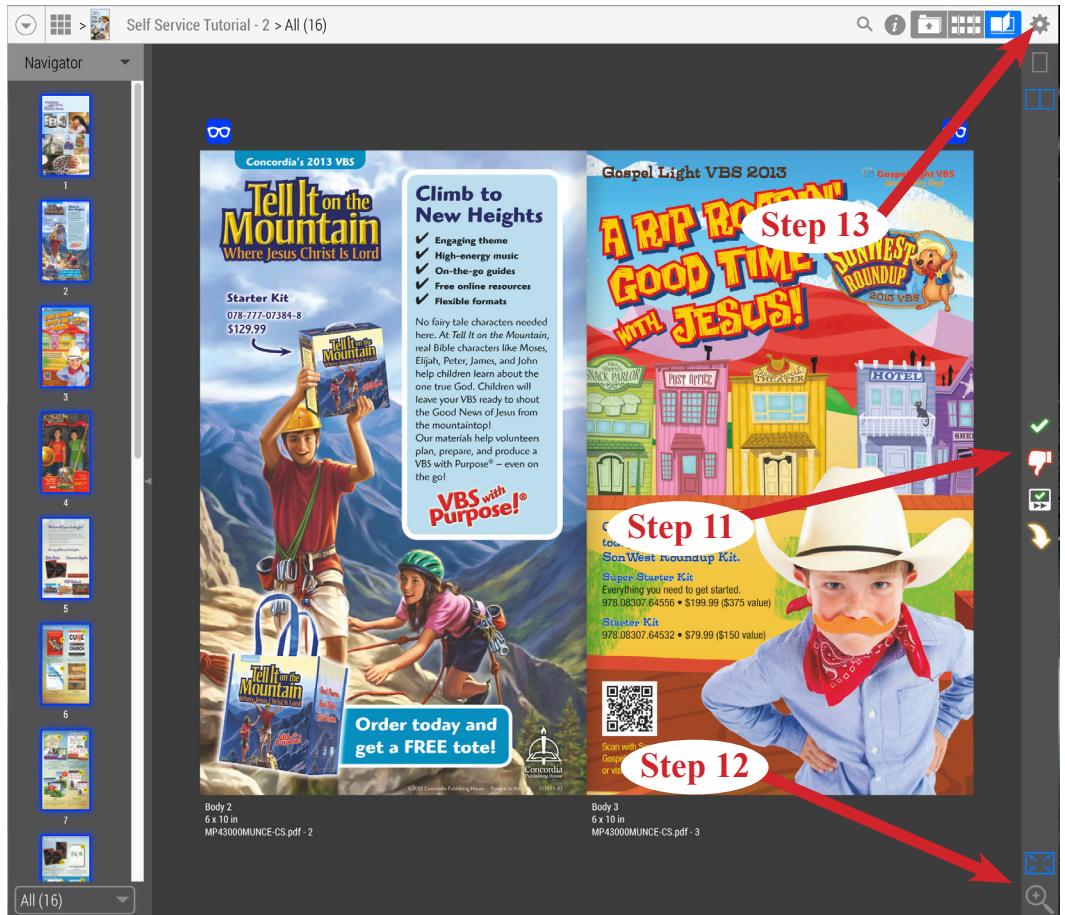**Step 10:** Click on the Booklet icon and begin approving/rejecting pages.

Step 9
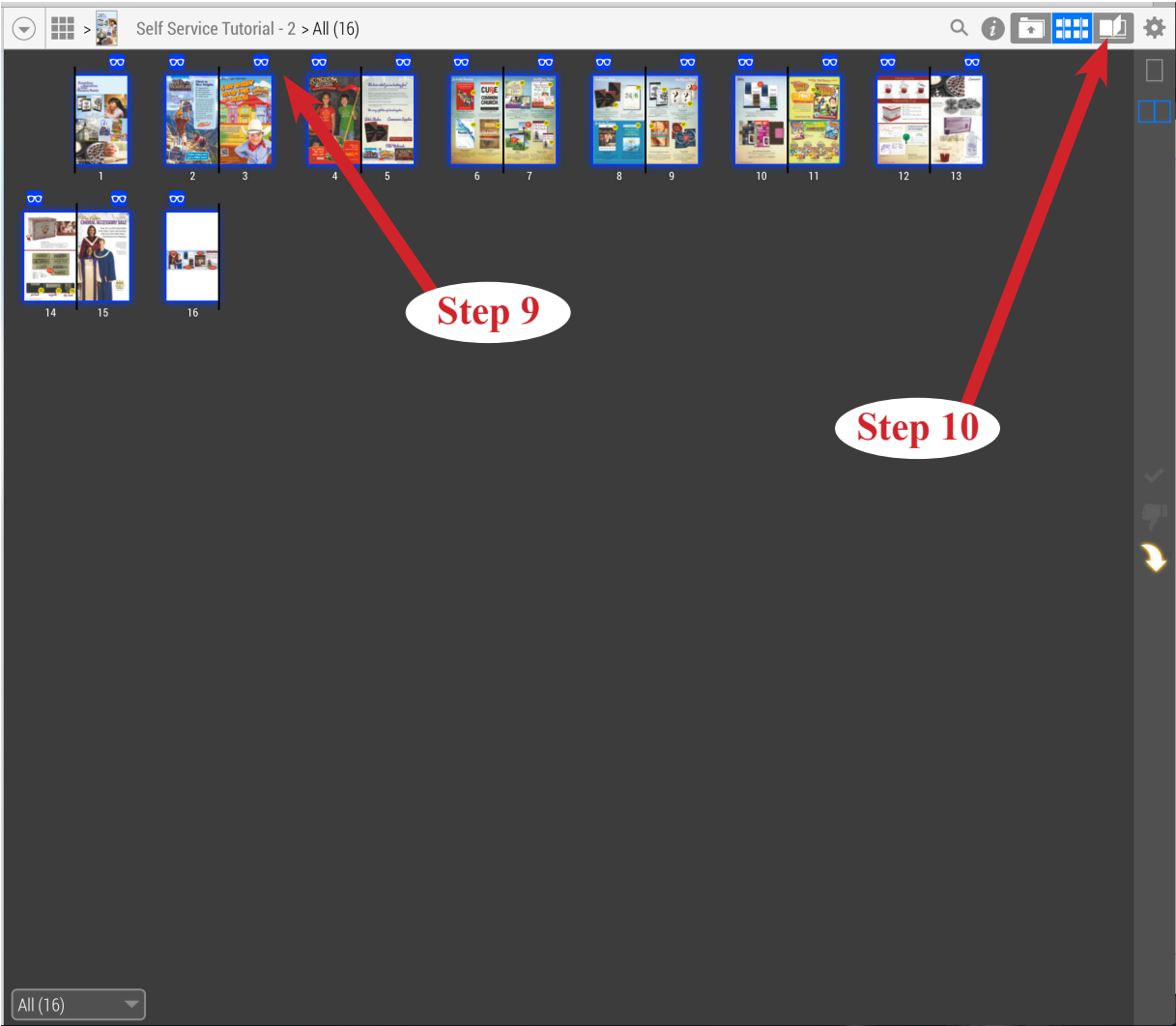
Step 10

Step 11: To approve the page, click on the check mark. ✅ To reject the page, click on the thumbs-down. 👎 To scroll through the project,| click on the pages on the left-hand side of the screen.

Step 12: To enlarge the image click on the magnifying glass. 🔍

Step 13: Click on the Gear ⚙ for more features:

- Approve All Remaining Pages
- Download Softproof PDF
- Show Bleed & Boxes
- Hide Page Info
- Hide Palette
- Show Quick Help
- Online Help

Step 14: When you approve a page a drop down box appears. You will need to click on Approve.

Step 15: When you reject a page you will need to type in a reason for the rejection and then click on Reject.

Questions? Contact us at 800-456-2431
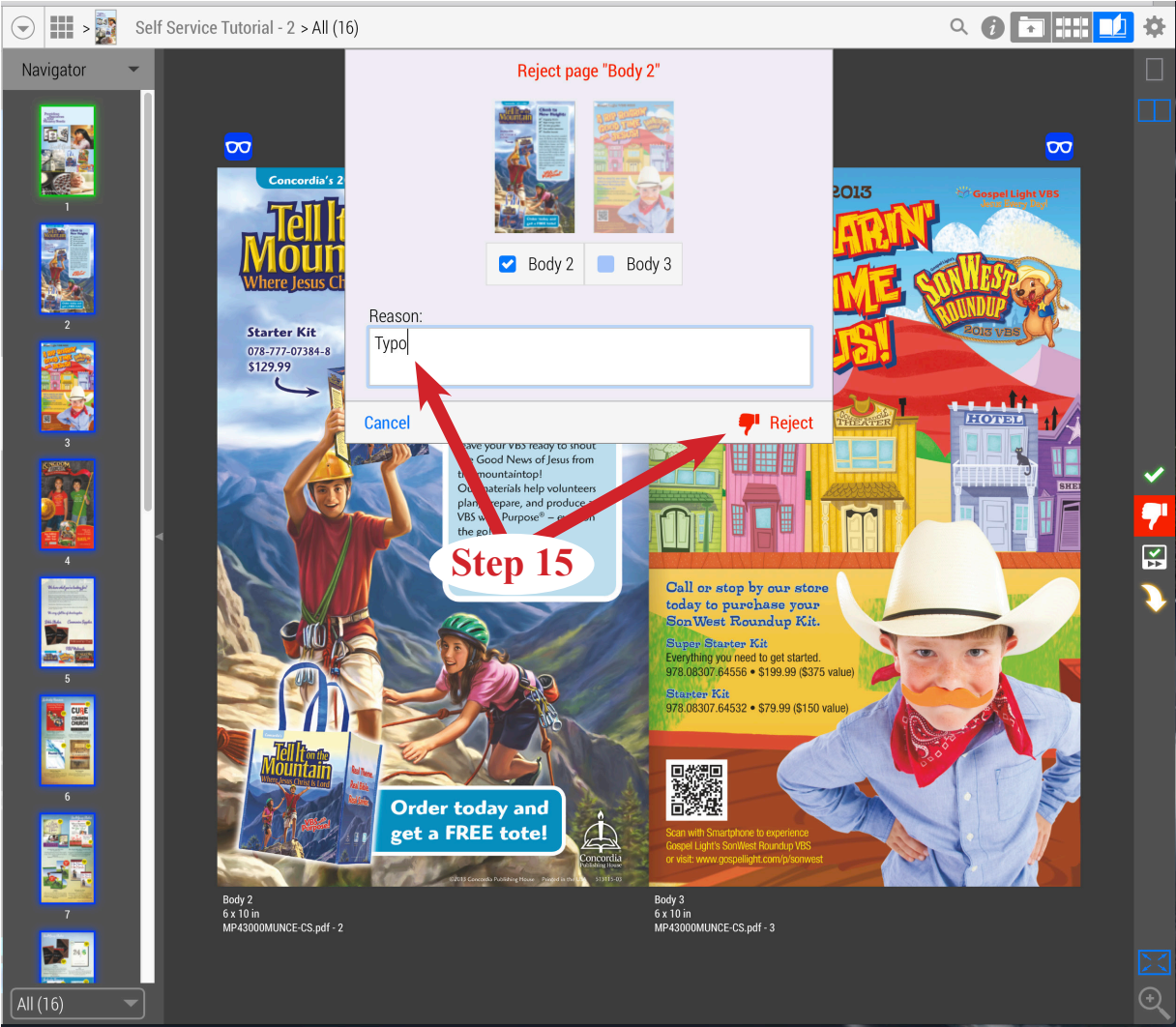
Step 16: To upload corrections, click on the Upload button. Add your pages the same way you added your original PDF. Add single pages or add the entire document. (See Step 17.)


Self Service Tutorial - 2

Search Files

MP43000MUNCE-CS.pdf
16 Pages (16 in use)
Jan 11, 2018, 10:29 AM

Uploaded
Cheryl Cunningham

A→Z ↑🕐

Step 16

To upload: drag files in this browser window or select Add Files...

Add Files...
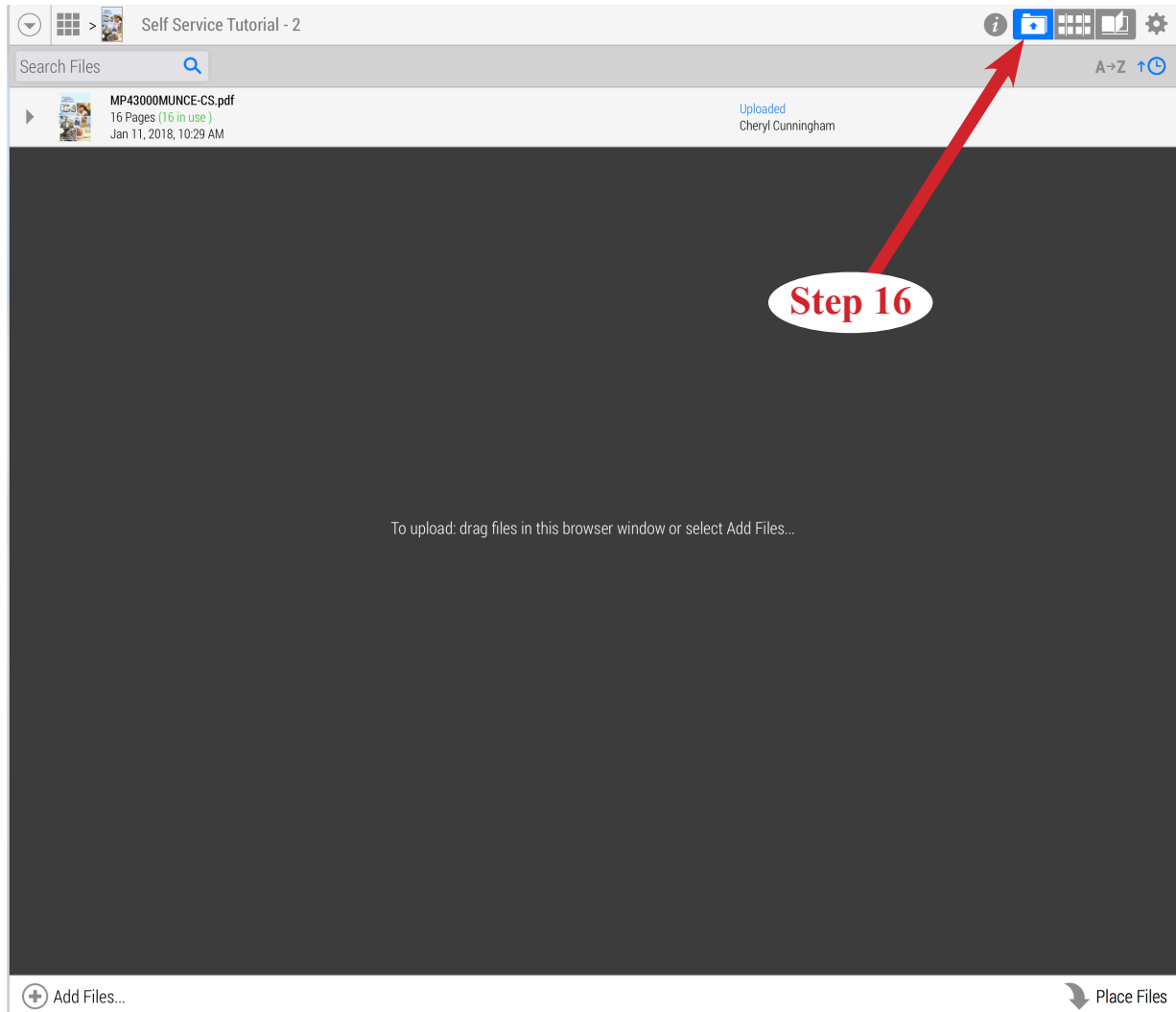
Place Files

Step 17: You will see when your corrected file(s) has been uploaded. In this example the entire document was uploaded. There will be a (1) after the file name indicating this is the first file uploaded after the original file.

Step 18: Click on Place Files.
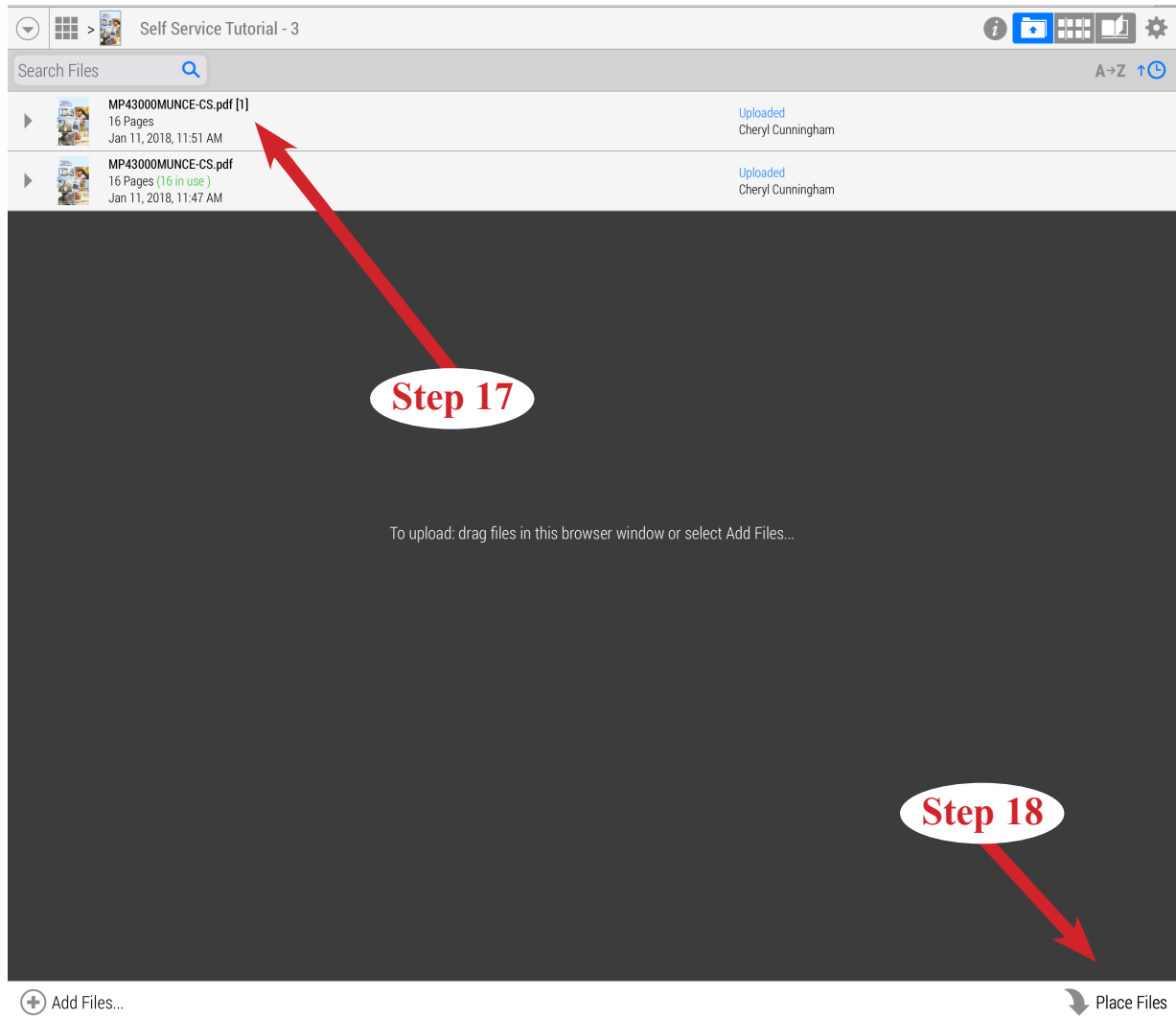
Step 19: In this step you drag and drop the corrected page(s) into the correct place holder(s). In this example a whole new document was uploaded. The file was collapsed and just page 2 will be dragged and dropped onto the correct place holder. Then click on Place.

Step 19
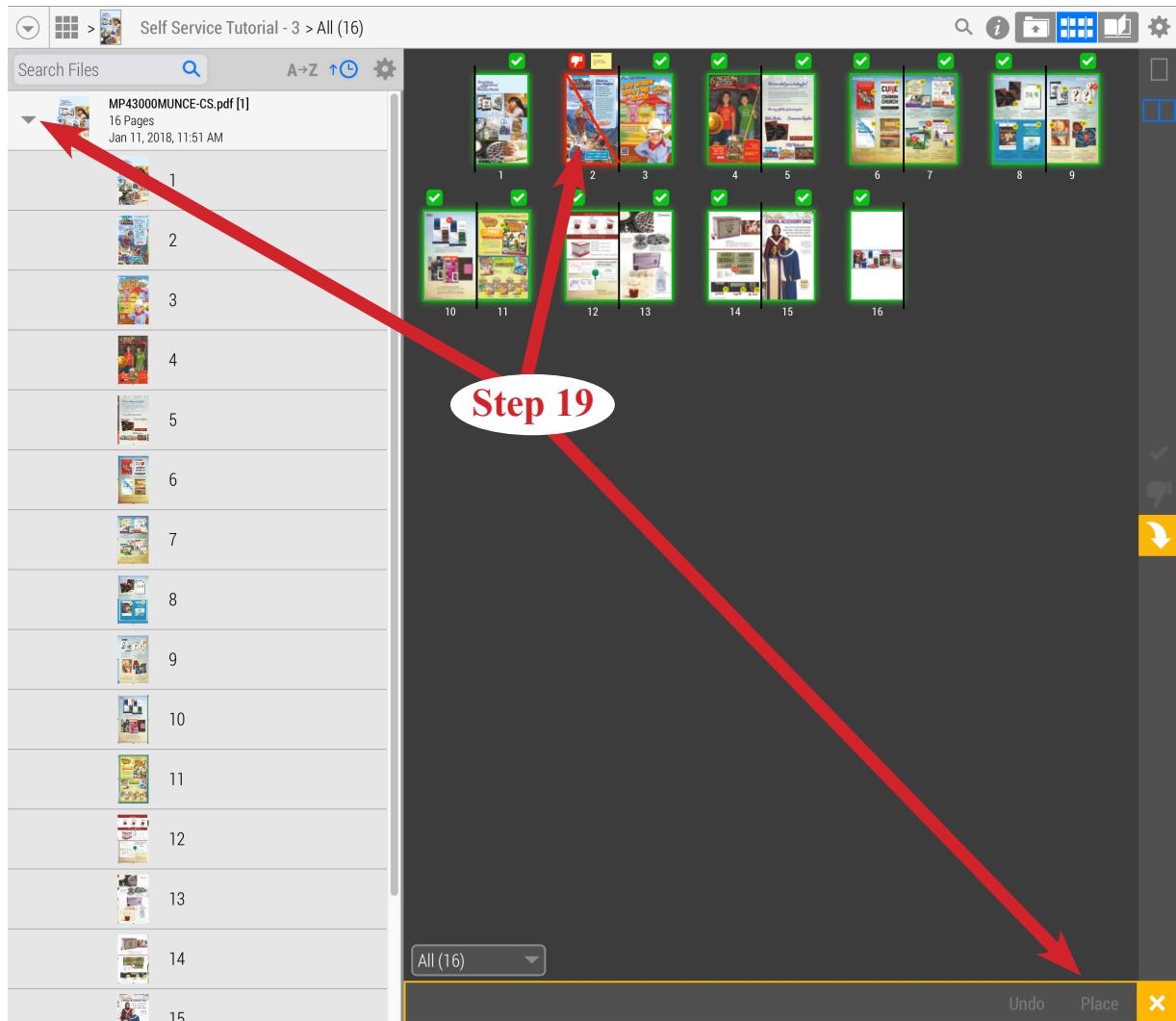
Step 20: In the image below you can see all the pages have a green checkmark on top of the page indicating these pages are approved. Notice that Page 2 has eyeglasses above the page. This indicates the page needs to be previewed and approved or rejected. To approve or reject go back to Step 10.
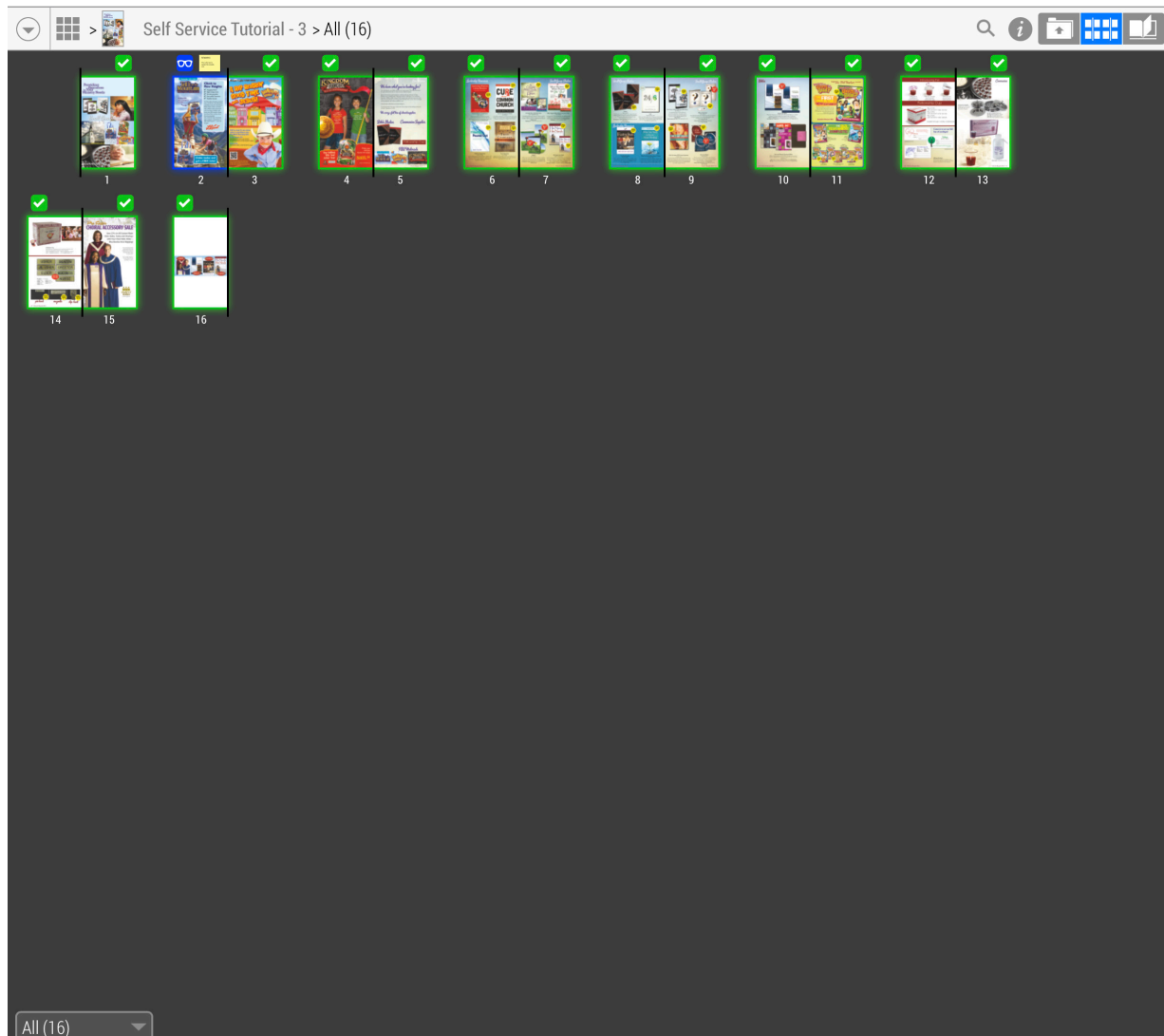
That's it! Your files are uploaded and ready to go.
Please contact your Project Manager if you have any questions or need additional assistance.