

InSite Uploading



Username:

Password:

Language:

Remember me on this computer.

[System Diagnostics](#)

[Forgot Your Password?](#)

Welcome to the McNaughton & Gunn Insite Portal!

If this is your first visit to this site, please be sure to click on the System Diagnostics link on the left, to ensure that your system and browser are compatible with our system.

Simply follow the prompts on the screen to remedy any problems. This one-time check will enable you to have a smooth experience using the many tools Insite has to offer.

Thank you.

ATTENTION SERVER MAINTENANCE

Every Friday 6:30 a.m. - 7:00 a.m. Eastern Daylight Savings Time

At this time the InSite server will be unavailable for logons.

Welcome to McNaughton & Gunn's InSite Portal!

You will receive a user name and password from your Account Representative via email; your user name and password will be case sensitive.

After you receive your user name and password, you may log into your account. You may add and remove users as needed for your company. This allows you to administer your company's access for multiple users, reviewers, uploads, and proof review and approvals.

The screenshot shows the InSite portal interface. At the top, there is a navigation bar with the McNaughton & Gunn logo and links for Overview, Jobs, Administration, Help, and Login. Below the navigation bar, the user is greeted with "Welcome M&G User" and "Welcome to InSite Prepress Portal". The main content area is titled "Jobs" and includes a "Create Job" button. Below the "Jobs" title, there is a status filter set to "All Active" and a search bar. A table displays a list of jobs in progress:

Name	Creation Date	Pages Requiring Approval	Pages Awaiting Correction
My Autobiograph (McNaughton-13095) Leases	Friday, September 19, 2014 1:22:39 PM	0	0
Test Archive (505500) Leases	Wednesday, September 17, 2014 9:40:41 AM	0	0
McNaughton-11919 Leases	Thursday, June 19, 2014 8:40:42 AM	8	0
DL_Test (122456) Lease	Wednesday, February 26, 2014 10:26:03 AM	0	0
www (McNaughton-10121) Leases	Thursday, January 23, 2014 11:47:20 AM	0	0

When you log in, you will see all of your titles that are in progress listed in the main window. You may select any title in this window at any time.

To create a new job for uploading files, press the "Create Job" button in the upper right hand corner.

<http://proof.mcnaughton-gunn.com/>

Create Job

Job Info

Job Name: <Generate Automatically>

Description:

Job Code:

Project Code:

Job Template: PrimaryTemplate

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
K. Page Boyer (PageB)	Administrator *
MG User (mguser)	Administrator *
Test User (test123)	Approver *

Notes

Cancel Create

Next, type the title of your book in the "Description" field and then press the "Create" button.

A new screen will now allow you to upload your files by using the Upload Files button.

Upload Files

Uploading folders is not supported with HTML5.

Upload Name:

Notes

Process With: PreFlight T&C

Name	Last Modified	Size
 Drag Your Files Here		

+ x

Upload: html5_upload_0

Upload Complete

- File uploaded successfully
- Uploaded: 1 file (1.04KB)
- Skipped: 1 file (1.04KB)
- Average Transfer Rate: 1.04KB per second

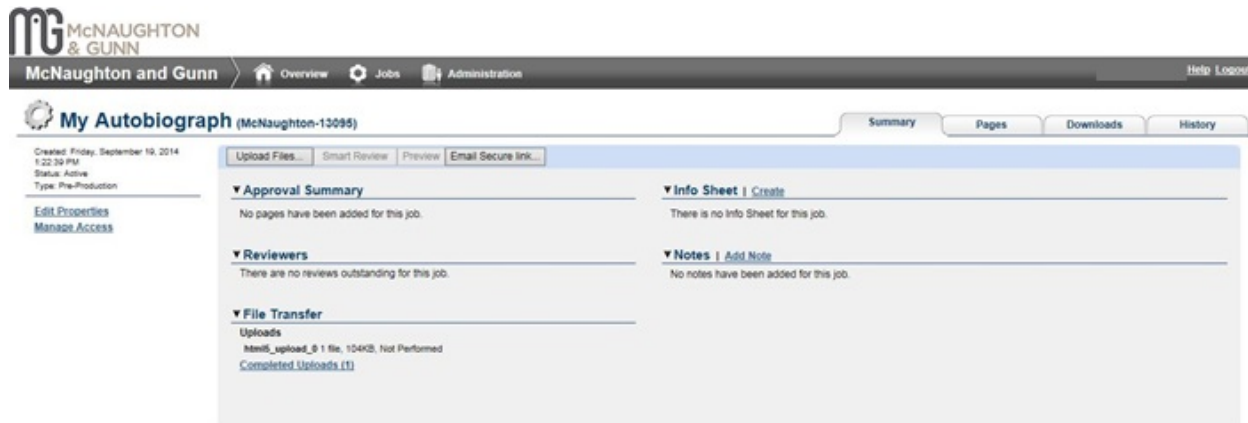
Processing Uploaded Files

- Processing Status: Not Performed

Closing this window will not stop the processing of your uploaded files.

The file upload window will allow you to find your files on your hard drive, or if your browser permits, you may drag and drop them into the upload area. After the files are in the bottom window, press the "Upload" button.

Once the files have successfully been uploaded to the InSite Portal, you will see an upload complete message.



When the upload is complete, you will be brought back to the main job window. The InSite Portal will automatically e-mail your Account Representative to notify him/her that your files have been uploaded.