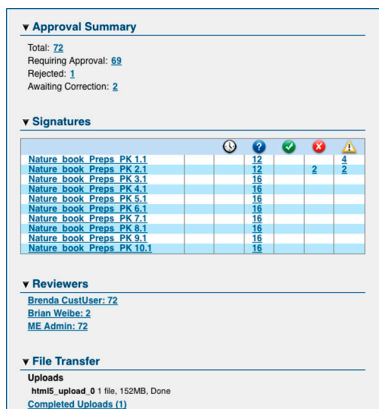


In the IPP 8 Summary tab:

Jobs view: Click on the job name.

Summary tab: Find the job information.



Approval Summary

Total: 72
 Requiring Approval: 69
 Rejected: 1
 Awaiting Correction: 2

Signatures

	12	12	2	4
Nature_book_Preps_PK 1.1				
Nature_book_Preps_PK 2.1				
Nature_book_Preps_PK 3.1			2	2
Nature_book_Preps_PK 4.1				
Nature_book_Preps_PK 5.1				
Nature_book_Preps_PK 6.1				
Nature_book_Preps_PK 7.1				
Nature_book_Preps_PK 8.1				
Nature_book_Preps_PK 9.1				
Nature_book_Preps_PK 10.1				

Reviewers

Brenda_CustUser: 72
 Brian_Weibel: 2
 ME_Admin: 72

File Transfer

Uploads
 IntMS_upload_0 1 file, 152MB, Done
 Completed Uploads (1)

Jobs view: Click on the job name.

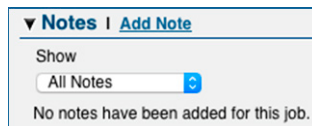
Summary tab: Click on **Create** or **Edit** in the **Info Sheet** area.

Summary tab: Click on **Add Note** in the **Notes** area.



Info Sheet | Create

There is no Info Sheet for this job.



Notes | Add Note

Show
 All Notes

No notes have been added for this job.

Jobs view: Click on the job name.

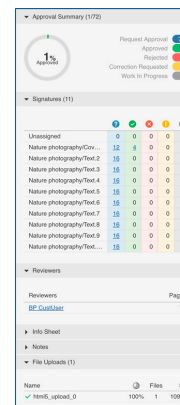
Summary tab: Click on **Edit Properties** or **Manage Access**.

[Edit Properties](#)
[Manage Access](#)

In the IPP 9 Jobs area:

Jobs area: Select the job.

Details panel (right): Find the job information.



Approval Summary (17/2)

1.5

Request Approval: 17
 Approved: 2
 Rejected: 0
 Correction Requested: 0
 Work In Progress: 0

Signatures (11)

Unassigned: 0 0 0 0 0
 Nature_photography/Dev...: 12 4 0 0 0
 Nature_photography/Test.2: 16 0 0 0 0
 Nature_photography/Test.3: 16 0 0 0 0
 Nature_photography/Test.4: 16 0 0 0 0
 Nature_photography/Test.5: 16 0 0 0 0
 Nature_photography/Test.6: 16 0 0 0 0
 Nature_photography/Test.7: 16 0 0 0 0
 Nature_photography/Test.8: 16 0 0 0 0
 Nature_photography/Test.9: 16 0 0 0 0
 Nature_photography/Test...: 16 0 0 0 0

Reviewers

Reviewers: Pages
 BE_CustUser: 72

Info Sheet

Notes

File Uploads (1)

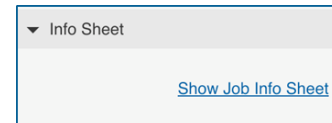
Name	Files	Size
IntMS_upload_0	100%	1 109 MB

Jobs area: Right click on the job, or click on the **Browse Indicator (...)** in the top right corner of the **Details** panel.

Details panel: Select **Info Sheet** or **Notes**.

OR

Select the job and click on **Info Sheet** or **Notes** in the **Details** panel.



Info Sheet

[Show Job Info Sheet](#)



Notes

All Notes

No notes have been added for this job.

Jobs area: Right click on the job, OR click on the **Browse Indicator (...)** in the top right corner of the **Details** panel. Select **Job Properties**.

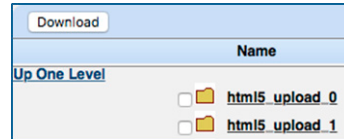
[Job Properties...](#)
[Info Sheet...](#)
[Add Note...](#)

In the IPP 8 Pages tab:	In the IPP 9 Jobs area:
<p>Jobs view: Click on the job name, then click on the Pages link beside the job name.</p>	<p>Jobs area: Click on the job name to display the list of pages (Pages view).</p>
<p>Options area: Choose display options.</p>	<p>Display options are located in the lower right corner of the window.</p>
<p>Pages tab: Click on the Information icon next to the page thumbnail.</p>	<p>Pages view: Right click on the page, OR click on the Browse Indicator (...) in the top right corner. Select Page Information.</p>
<p>Pages tab: Select pages and click on Request Approval, Approve, or Reject.</p>	<p>Pages view: Select pages and click on the appropriate icon.</p>
<p>Pages tab: Select pages. Choose an action to perform.</p>	<p>Pages view: Select pages. Right click on the selected pages, OR click on the Browse Indicator (...) in the top right corner. Choose an action to perform.</p>
<p>Page Groups area: Select New, Edit, or Delete.</p>	<p>Pages view: Right click on the page, OR click on the Browse Indicator (...) in the top right corner. Select Manage Groups.</p>

In the IPP 8 Download tab:

Jobs view: Click on the job name.

Click on the **Download** tab.



In the IPP 9 Jobs area:

Jobs area: Click on the job name to display the list of pages (**Pages** view).

Click on the **Downloads** icon in the top right corner of the open job.



In the IPP 8 History tab:

Jobs view: Click on the job name.

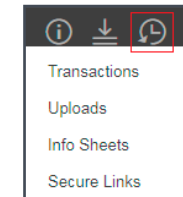
Select the **History** tab.



In the IPP 9 Jobs area:

Jobs area: Click on the job name to display the list of pages (**Pages** view).

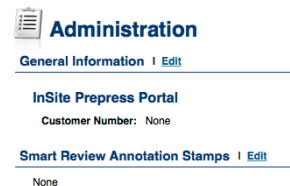
Click on the **History** icon in the top right corner of the open job.



In the IPP 8 Toolbar:

Select a tool from the **Toolbar**.

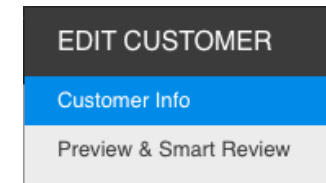
Administration tool: Click on the **Edit** links to modify customer information.



In the IPP 9 Administration area:

Click on **Administration** view and select a tab.

Click on the **Customers** tab. Right click on the customer, OR click on the **Browse Indicator (...)** in the top right corner. Select **Edit Customer**.



Customer view (in the **Administration** tool): Select **Users and Groups**.

Users And Groups | Create User Group | Create User | Manage Access | Import Users | Manage Project & Library Access

User/Group Name	Admin Role	Default Job Role	Access To Jobs
BP Group (group)	Customer Administrator	Administrator	All

Select the **Users** tab.

