Tutorial | # Receiving files via PrintSphere

This tutorial demonstrates how to use input file via PrintSphere in Asanti.

Download the Asanti Sample Files via the Asanti Client (Help > Asanti Online > Download Sample Files).
Prerequirements:
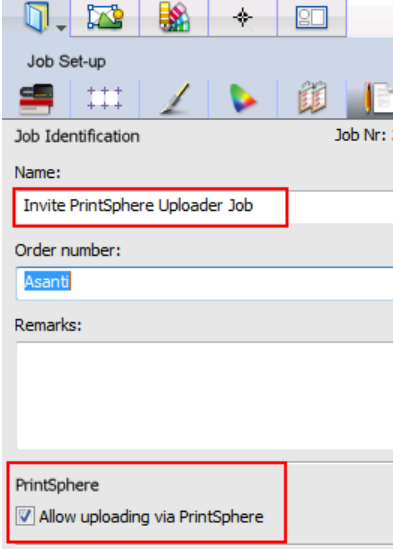PrintSphere has been purchased and is configured.
ProductionCenter printer Administrator account has been configured.

1. Occasional customer to input files to a job

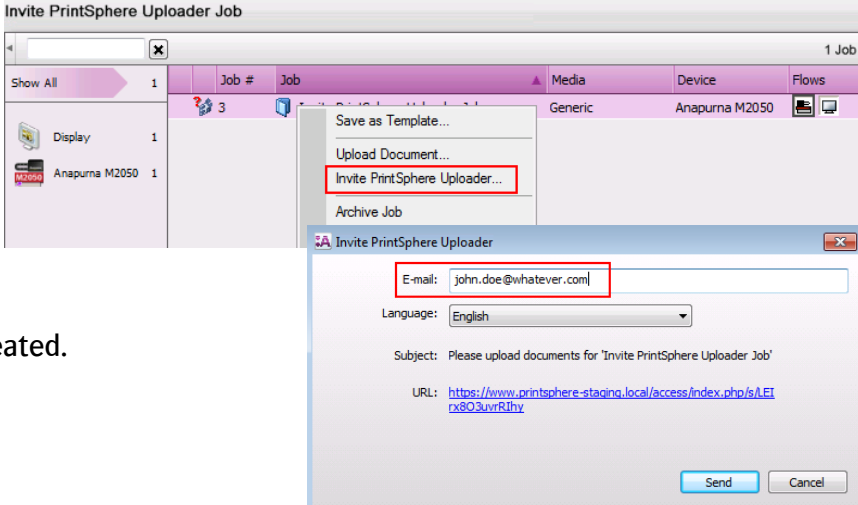Occasional customers: someone who never or rarely initiated a print order.

Create Job Ticket

1. Select File > New Layout Job.
2. Select the Job Identification inspector.
3. Give your job the name "Invite PrintSphere Uploader Job".
4. Select the option "Allow uploading via PrintSphere".
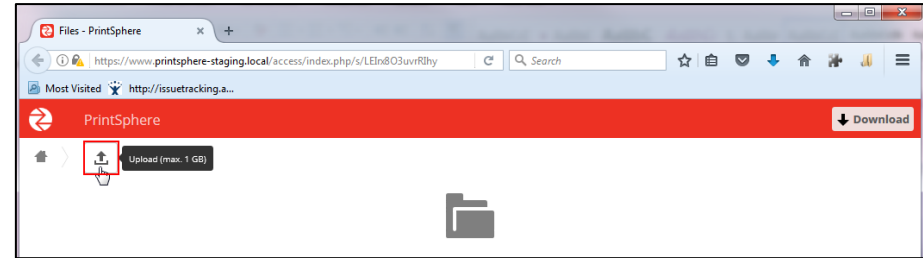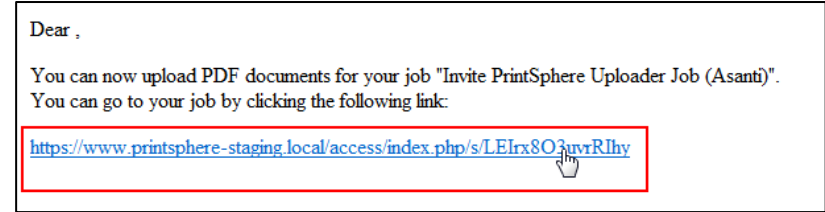5. Submit the job and select Print Files "Hold".

Invite a PrintSphere uploader

1. Context click the job you just created in the job list and select "Invite PrintSphere Uploader".
2. Type in the mail address of the person that you would like to upload files and click Send.

   - The invited PrintSphere uploader will receive a mail.
   - This mail will contain a link to upload files to the job we just created.
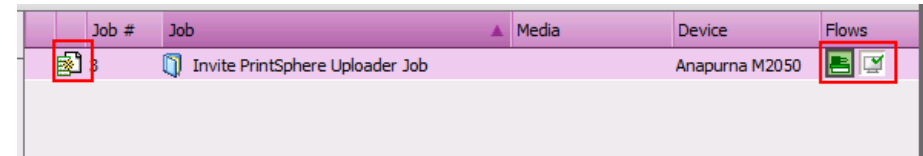
PrintSphere uploader

1. Open your mailbox and select the mail with subject "Please upload documents for job "Invite PrintSphere Uploader Job (Asanti)".

2. Click the link in the mail.
   - This will open a web browser page.
3. Select the "Upload" button to upload a file.
4. Select the "Woman with grapefruit 493x740.jpg" file from the SampleFiles.
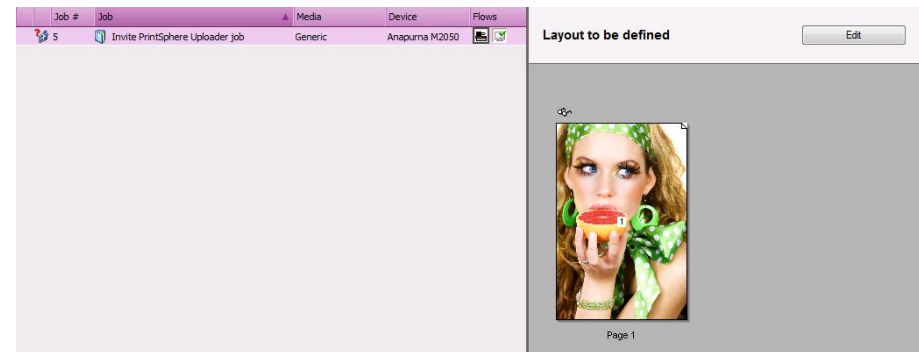

New files have been input via PrintSphere

Your job status will change to indicate that files are being uploaded.

A thumbnail of the file will be shown when it is completely uploaded and ready to be placed on a sheet.

You can now edit the job and place the image(s) on the sheet(s)....
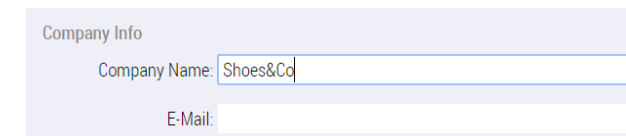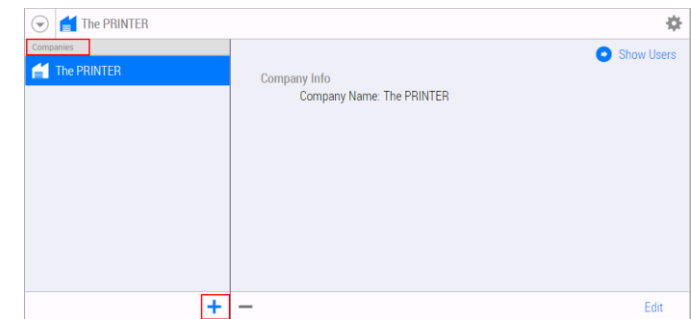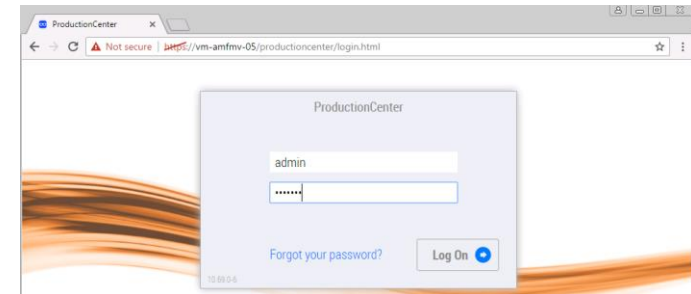
2. Regular customer to input files to a job

Regular customers: someone who frequently orders print jobs at your company.

Suppose the company "Shoes&Co" is one of your regular customers.

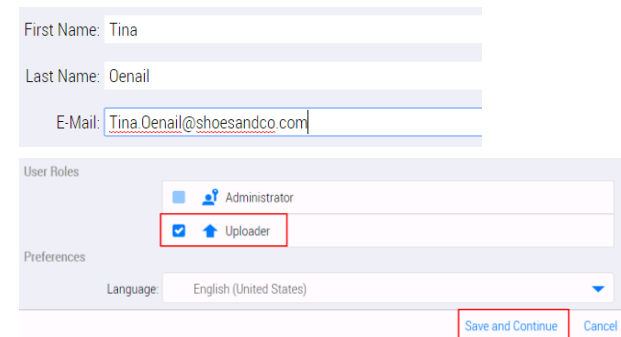Your contact person at "Shoes&Co" is "Tina Oenail".

Create a company and user in Production Center

1. Open Production Center:
   http://ASANTISERVER/productioncenter and logon with the
   Production Center Administrator account.

2. In the Companies section, click the "+" button to create a new
   company.

3. Enter the Company Name "Shoes&Co" (other fields are optional)
   and select "Save and Continue".
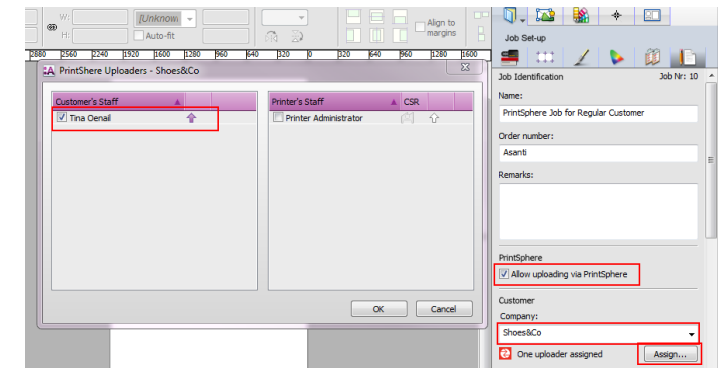

4. Click "Show Users".

5. Click + to create the user ″Tina Oenail″ and her e-mail address.

6. Select also the "uploader" User Role and then click Save and Continue.
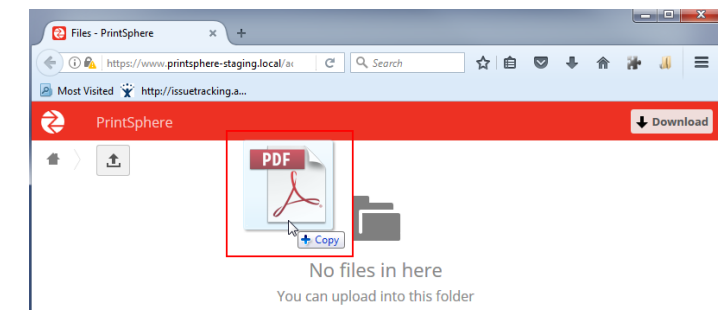
Create Job Ticket

1. Select File > New Layout Job.
2. Select the Job Identification inspector.
3. Give your job the name ″PrintSphere Job for Regular Customer″.
4. Select the option ″Allow uploading via PrintSphere″.
5. Select ″Shoes&Co″ in the Company list.
6. Click the ″Assign″ button and notice that ″Tina Oenail″ is already selected because we gave her the "Uploader" user role.
7. Close the PrintSphere Uploaders dialog and submit the job, select Print Files ″Hold″.

   • ″Tina Oenail″ will now have received a mail with a link to upload files.

8. Click the link in the mail to open the PrintSphere upload page which is identical as the previous exercise.

9. Drag a file (PDF, JPG, TIFF, ...) from the Asanti SampleFiles on the PrintSphere upload page to upload this file to Asanti.

   • You must drag the files in the upper part of the browser window.

3. Input files via a Hot Ticket

Just like in the above exercises you can also create a Hot Ticket with PrintSphere input enabled. The setup is identical: you can invite a PrintSphere Uploader or you can select a PrintSphere uploader from a company that you created in Production Center.

Create a PrintSphere Hot Ticket

1. Open the Hot Tickets dialog and select File > New Layout Hot Ticket.
2. Select the Asanti Hot Ticket (in the Asanti Category).
3. Change the Hot Ticket name to "PrintSphere Hot Ticket", select your printer and click "Open".

4. Select the Hot Ticket Identification Inspector and enable "Allow uploading via PrintSphere".
5. Select also again the "Shoes&Co" company.
   - One uploader is automatically assigned so no need to click the Assign button.
6. Submit the Job.
   - Again a mail will be sent to the PrintSphere uploader with a link to open the PrintSphere upload page so that files can be upload.
   - Each file that will be upload to a Hot Ticket will create a new Asanti Job.