

# Receiving files via PrintSphere

This tutorial demonstrates how to input files via PrintSphere in Asanti.

Download the Asanti Sample Files via the Asanti Client (Help > Asanti Online > Download Sample Files).

Prerequisites:

PrintSphere has been purchased and is configured.

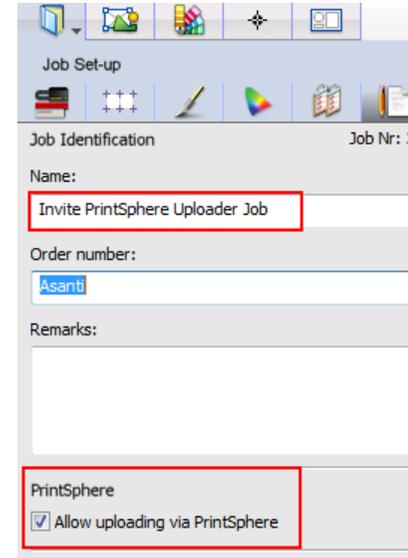
ProductionCenter printer Administrator account has been configured.

## 1. Occasional customer to input files to a job

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

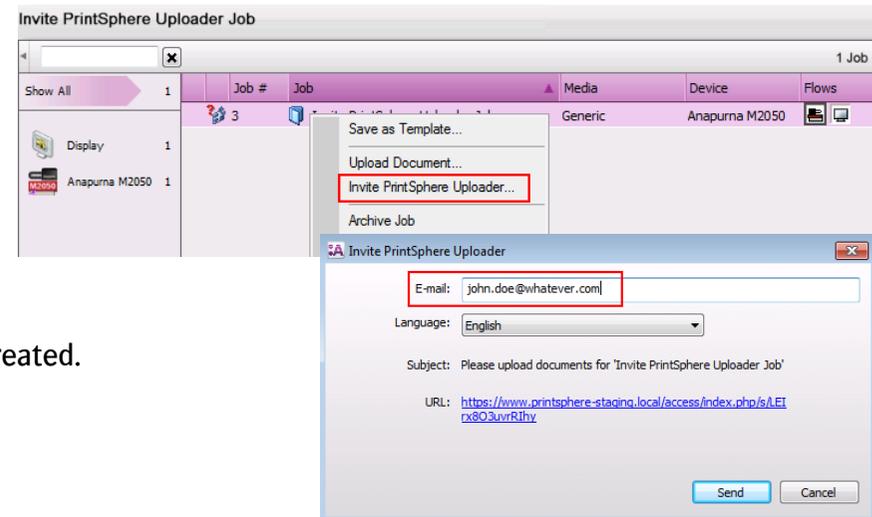
### Create Job Ticket

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 Job > Select "Hold" for Print Files.



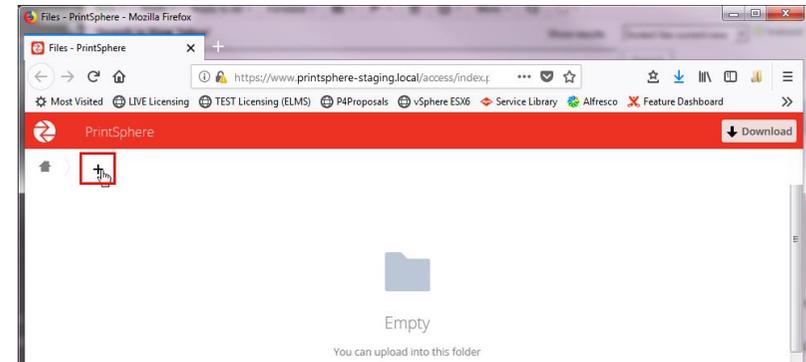
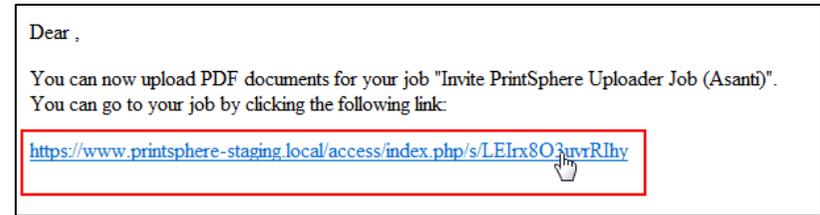
### Invite a PrintSphere uploader

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.



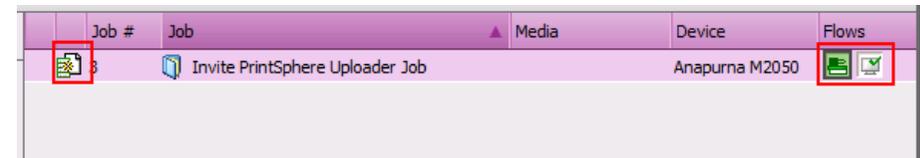
*PrintSphere uploader*

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.



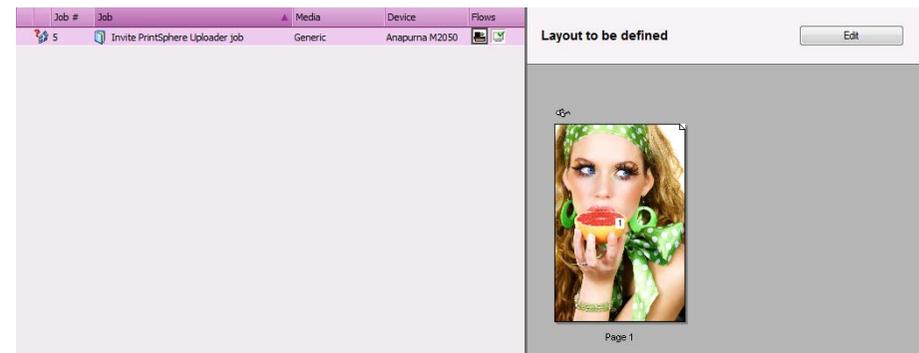
*New files have been input via PrintSphere*

Your job status will temporarily 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 on the sheet....

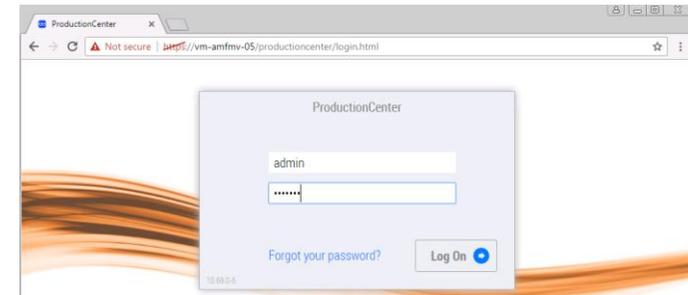


## 2. Regular customer to input files to a job

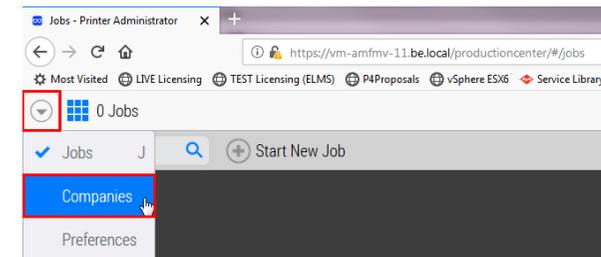
Regular customers: someone who frequently orders print jobs at your company.  
Suppose the company "Shoes&Co" is one of your regular customers.  
Your contact person at "Shoes&Co" is "Tina Oenail".

### Create a company and user in Production Center

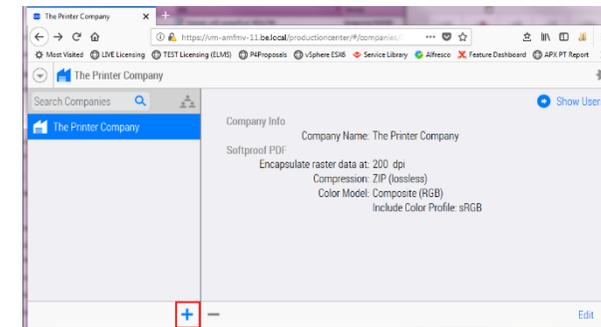
1. Window > Go to > Productioncenter:  
<http://ASANTISERVER/productioncenter> and logon with the Production Center Administrator account.



2. Open the Companies configuration.

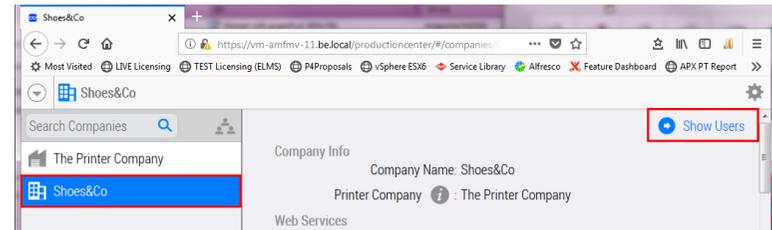


3. Within Companies, click the "+" button to create a new company.



- 4. Enter the Company Name "Shoes&Co" (other fields are optional) and select "Save and Continue".
  
- 5. Click "Show Users" for Shoes&Co.
  
- 6. Click + to create the user "Tina Oenail" and her e-mail address.
  
- 7. Select also the "uploader" User Role and then click Save and Continue.

Company Info  
Company Name: Shoes&Co  
E-Mail:

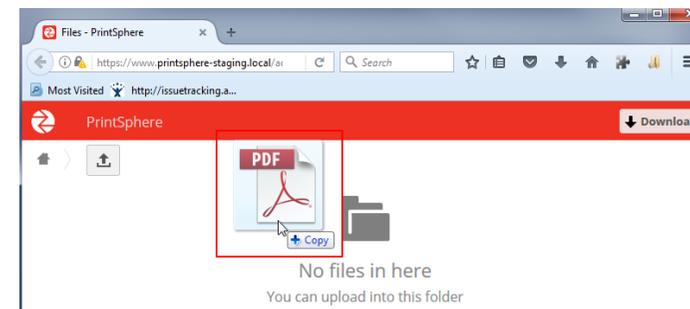
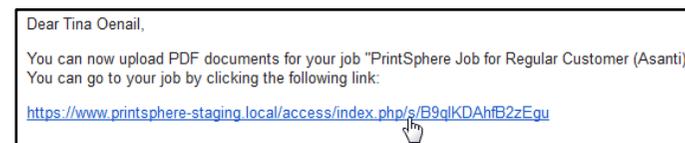
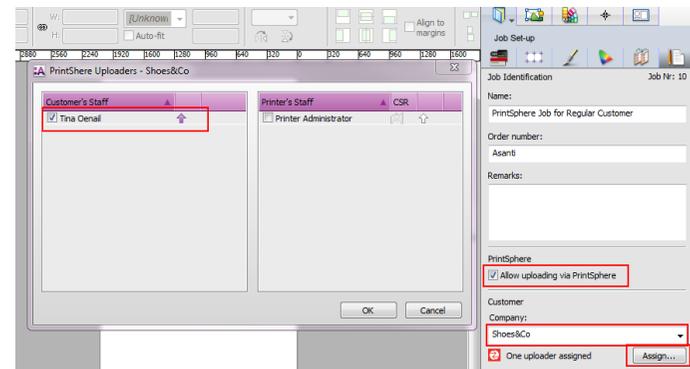


First Name: Tina  
Last Name: Oenail  
E-Mail: Tina.Oenail@shoesandco.com

User Roles  
 Administrator  
 Uploader  
Preferences  
Language: English (United States)  
Save and Continue Cancel

### 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.
  
8. Submit Job > Select "Hold" for Print Files.
  - "Tina Oenail" will now have received a mail with a link to upload files.
9. Click the link in the mail to open the PrintSphere upload page.
  
10. 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 from Templates.
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 Job > Select "Hold" for Print Files.
  - 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.

