Site:

Multi-Media Channels
User: MMC
Pass: zuKijlcHlwR8

FTP
Host: ftp.leedesigncenter.com
User: MAD_Commercial@leedesigncenter.com
Password: Fapasw2bawrey
Folder: /PDFs_to_Newsway

Uploading Pages

Uploading thru FTP:

Using a FTP Client, copy\drag and drop your PDF files into the upload transmit queue.

Host: ftp.leedesigncenter.com
User: MAD_Commercial@leedesigncenter.com
Password: Fapasw2bawrey
Folder: /PDFs_to_Newsway

Customer Portal Guide
Logging In for the First Time

The address for the Customer Portal Print Site is
https://commercialprint.lee.net/coretex/html/newsway/#

On this cover page, you will enter your provided credentials to let you into your portion of the Approval workflow.

Any HTML5 Complaint Browsers can be used on any PC\MAC\Tablet\Cell Phone
However Chrome is recommended
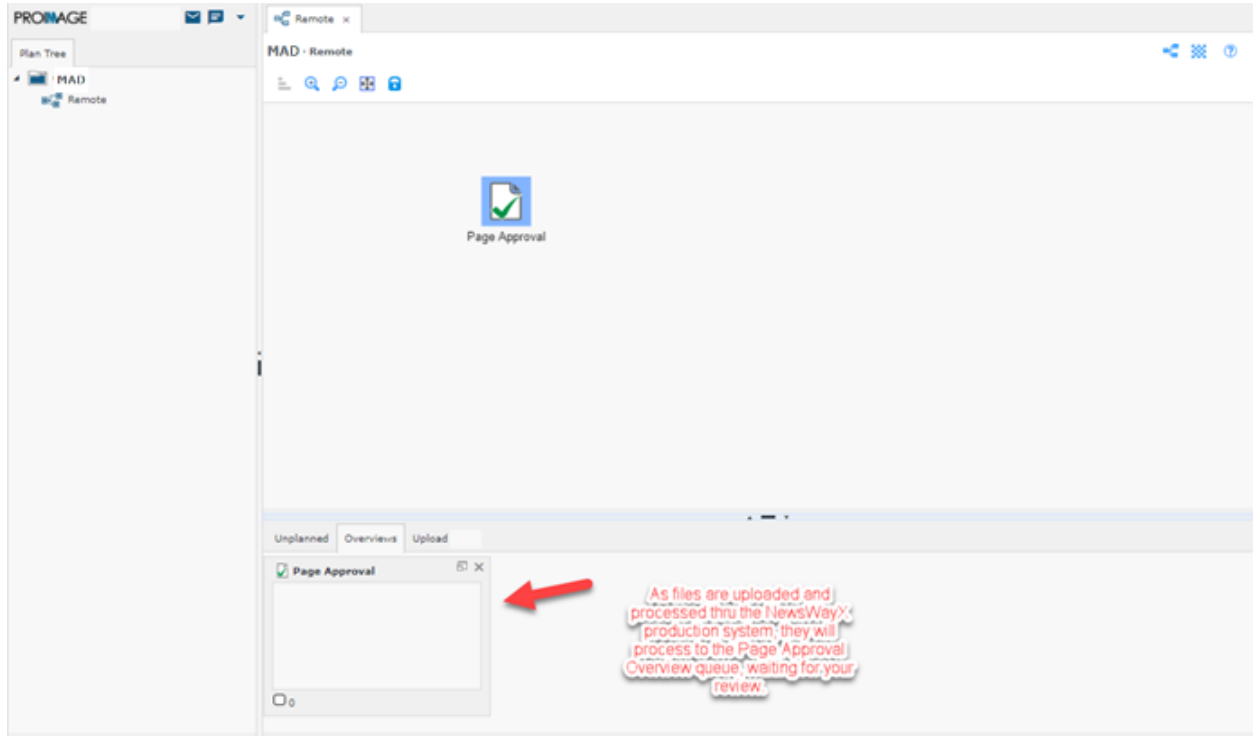
Accessing Your Approval Overview

Once logged in, you will, expand the LEE Enterprises Press Site code that Prints your Publications. Madison, WI - Wisconsin State Journal code: MAD that is in the Plan Tree Tab
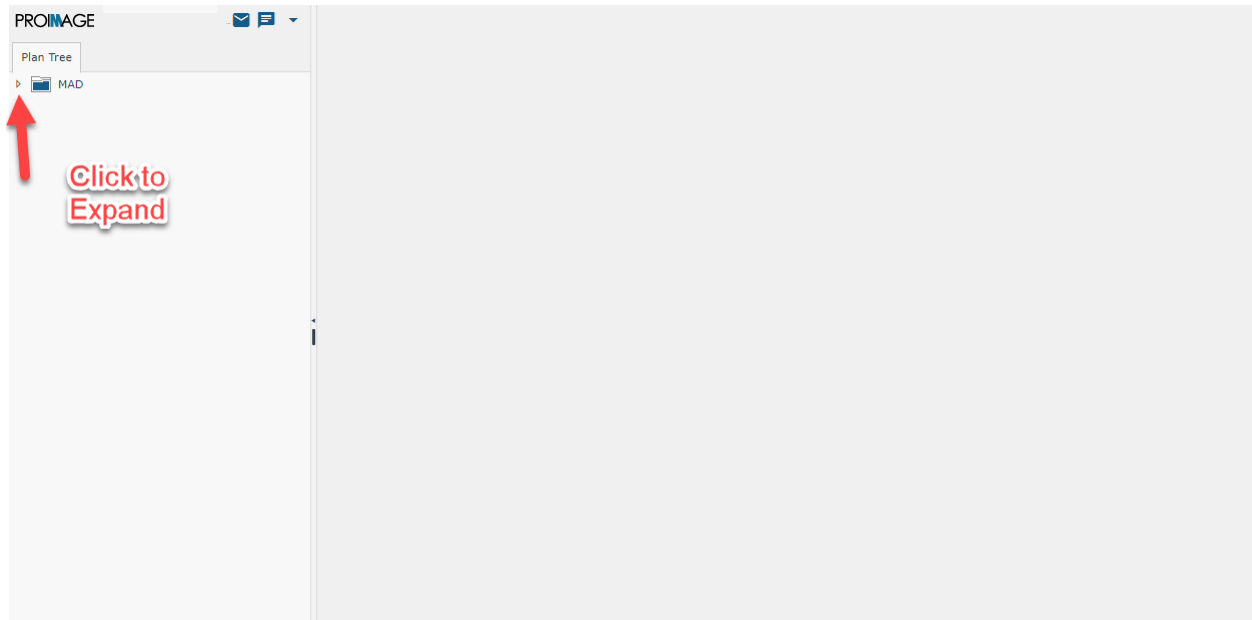
Once expanded you will see 'Remote', click on 'Remote' and 'Page Approval' will show on the Remote tab on the right side window
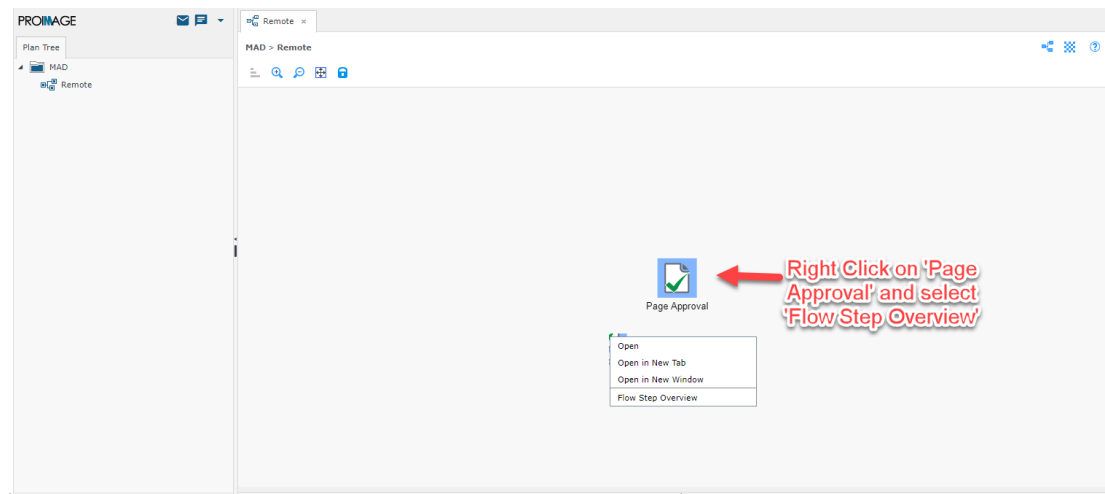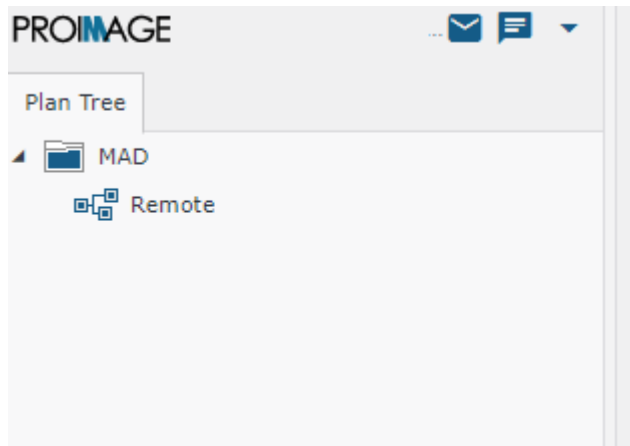
Once the Page Approval Flow Step Overview has been selected, the Page Approval Overview Queue will be placed at the bottom of the Right side Remote Tab Window.


As files are uploaded and processed thru the NewsWayX production system, they will process to the Page Approval Overview queue, waiting for your review

Approval

Every page will need to be approved before it is transmitted over to be processed and printed.

    -To approve a page, double click one of the pages in your Page Approval Overview, this will open a page preview.

    -From here you will do a final proof of the page to either "APPROVE" or "REJECT" pages by way of the large red(reject)Thumbs Down and Large green Thumbs Up (approve).
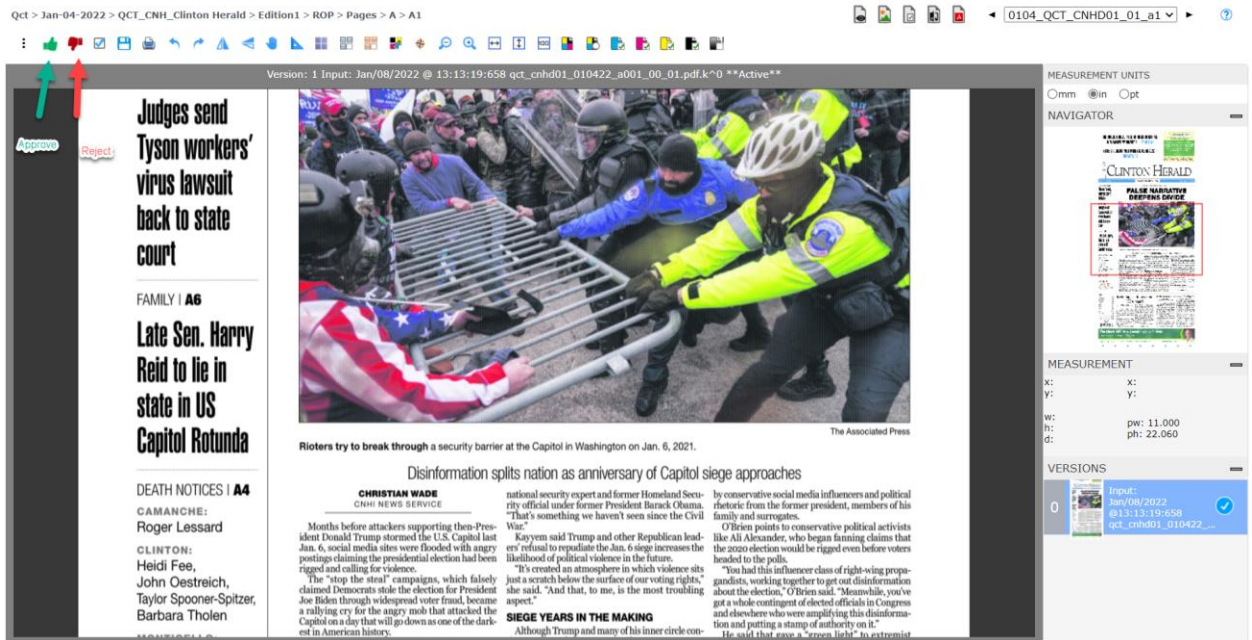
As you approve\reject pages, the next page in the queue will appear in the Page Preview.
To zoom in on the page you can use the Magnify glass at the top or use a Scroll wheel mouse.
On the Scroll wheel , scroll up will zoom in, and scroll down will zoom out.
To move view, you can move the Red box on the right on the Navigator tab, or hold down left button on your mouse, on the page in the main view window and move the mouse to move view.
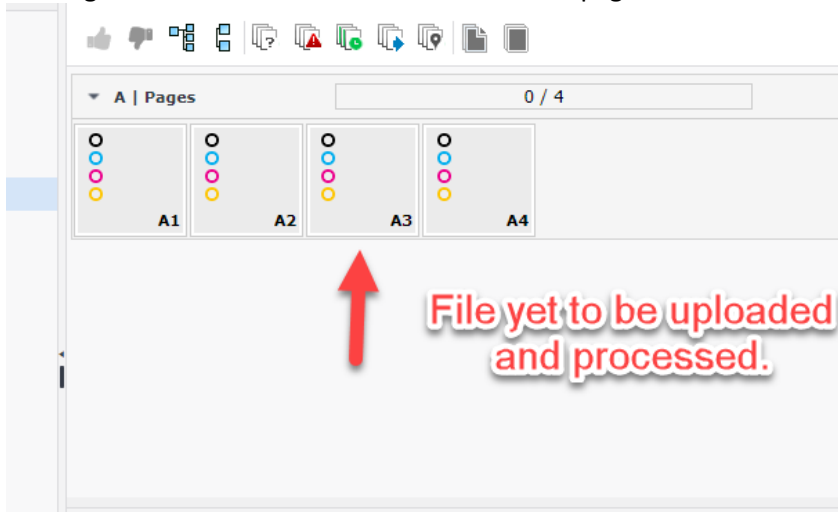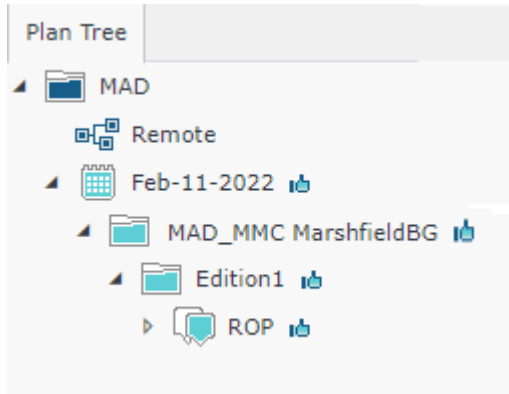
Verify

The Plan Tree live auto updates.
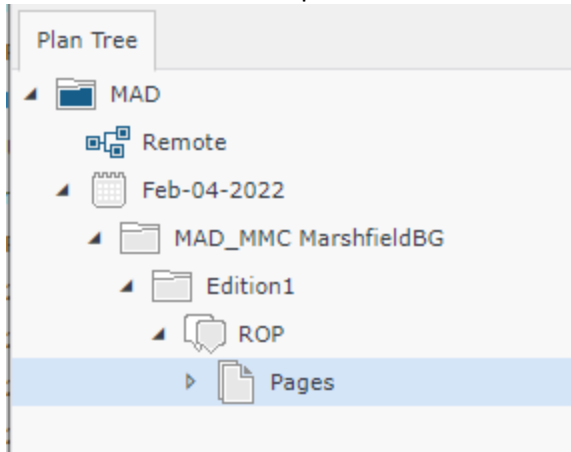
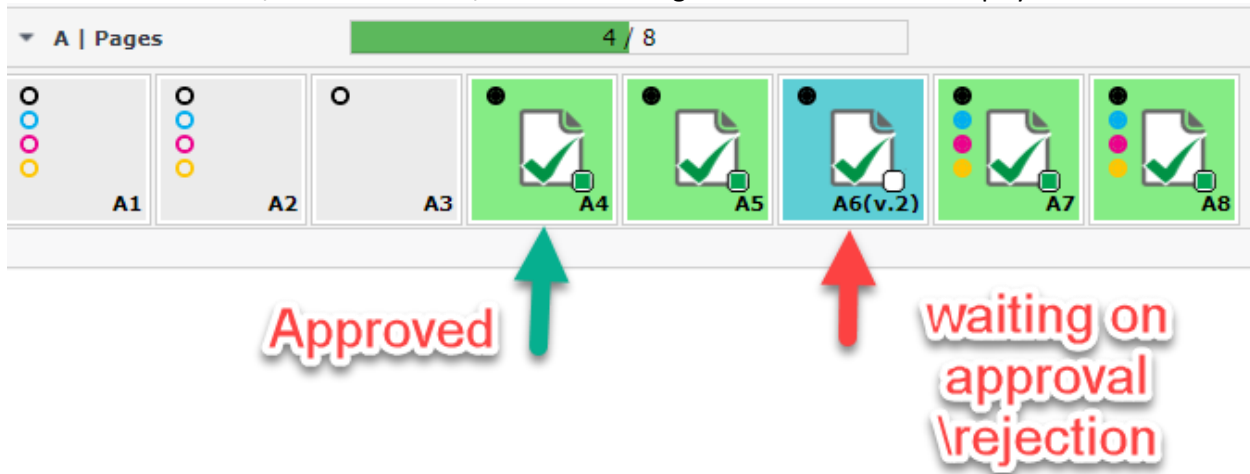Publication Date\Publication titles\folders are all 'colorless outlines'

This shows the plan is in and waiting on pages to be uploaded for processing.

Clicking on ROP under Edition1 will show all the pages that have been planned for this Publication Date.
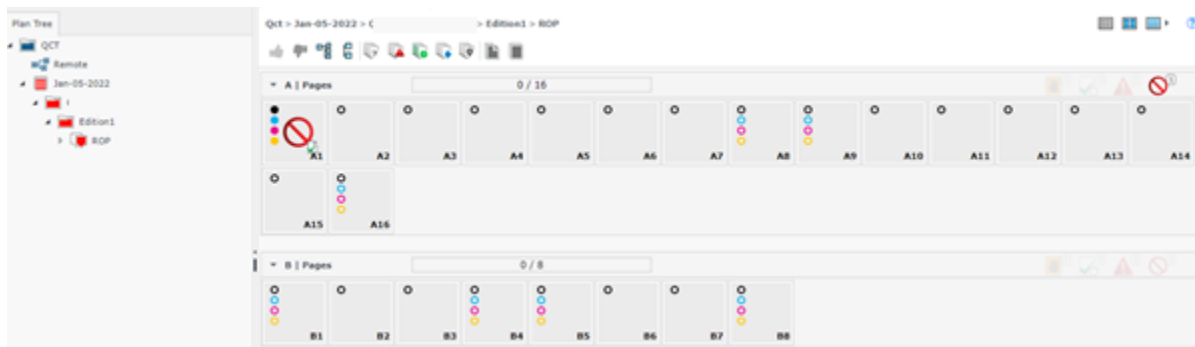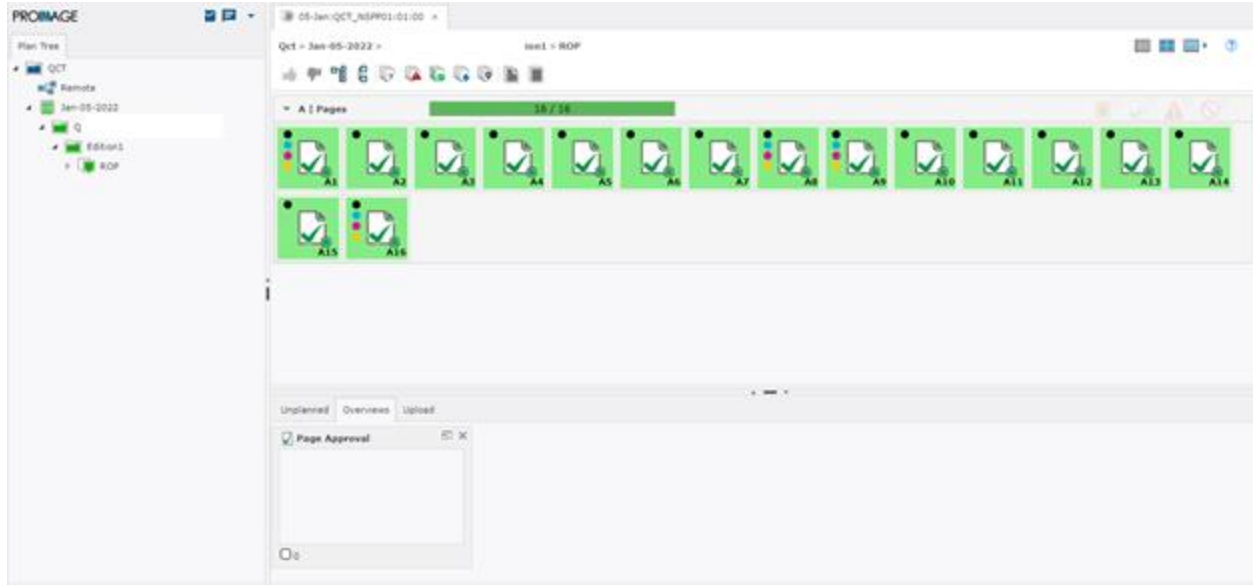
The Publication Date\Publication titles\folders are all 'Light Blue' with a Thumbs up symbol.

This shows that a Page(s) are waiting for review for Approval\Rejection

The Publication Date\Publication titles\folders are all 'Red' with a symbol on the page.
This shows that a Page(s) has been rejected and a corrected page will need to be uploaded.

The Publication Date\Publication titles\folders are all 'Green'
This shows that all Page(s) have been approved and files have been sent to Press.

Confirmation

Once you have verified that all pages have been uploaded, processed, and approved on your end, please reach out to the Lee Design Center to confirm that they have received all files for your publication. (844) 4-LEE-RDC –Option #1 (844-453-3732)

If you have any concerns, or run into any issues, please do not hesitate to reach out to Erik Begley at 608-250-4180.

*** Emergency Production Phone Number: ***

(844) 4-LEE-RDC –Option #4

We have been working on the Customer Portal which allows you/your team to upload files directly into our output process.

We have tested it with the provided PDF's
1. Here is how the PDFs need to be named.

2. The Date used in file name and planning is Publication Date NOT Print Date.

Product Name	PDFs named from Customer	NewsWayX Publication Title:
MarshfieldBG	`MNI_ MMMB_MMDDYY_01_S_PPP_00_01_CC`	MAD_MMC MarshfieldBG
Stevens PTBG	`MNI_ MMSB_MMDDYY_01_S_PPP_00_01_CC`	MAD_MMC Stevens PTBG
WI Rapids BG	`MNI_ MMWB_MMDDYY_01_S_PPP_00_01_CC`	MAD_MMC WI Rapids BG

MM=Month

DD=Day

YY=Year

S= Section Letter

PPP=Page Number

Example: Page A1 for MarshfieldBG, Publication Date January 19,2018 would be

"`MNI_MMMB_011918_01_A_001_00_01_CC`"

You will need to send an e-mail that tells Product, Publication Date, Page Count, and Color Positions to: commercialprint@madison.com .