



NAMMA INT'L DIGITEC FZ LLC

QUICK START TO USE WEBCENTER

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THIS GUIDE WILL HELP YOU TO:

- 1- VIEW AND DOWNLOAD AN UPLOADED DOCUMENT***
- 2- CREATE A NEW PROJECT AND UPLOAD DOCUMENTS***



Before starting to use the WebCenter, please go to

www.java.com and download the latest version



1- VIEW AND DOWNLOAD AN UPLOADED DOCUMENT

1- VIEW AND DOWNLOAD AN UPLOADED DOCUMENT



Open the Internet Explorer and type the following address:

***http://webcenter.ndigitec.com/WebCenter_Inst
or go through
www.ndigitec.com***

Then follow these instructions:

Welcome to Ndigitec World!

Log In

Username

Password

Log In

WebCenter is a tool for everyone in the Packaging and Commercial Print Supply Chain.

From Designers and Sales professionals to IT and Marketing experts, WebCenter can increase efficiency, reduce error and bring products to market quickly.

Whether finding design solutions, facilitating collaboration between multiple players in the packaging or commercial print supply chain or managing projects across different software products, disciplines and cultures, WebCenter is the tool that can help.

Write your "username" and "password" and then click "log In"

www.ndigitec.com
www.ndigitec.com



- Welcome to
- Favorite Projects
- Projects
- Projects I Manage
- Projects I am in
- Create Project

The release of v... is a number of value adding functionalities for new and existing WebCenter customers.

The highlights in... improved synchronization with external systems, and significant user interface and viewer enhancements.

Choose "Projects" or "Projects I am in"

Projects I am in

[Create New Project](#)

Show Projects Modified Project Status Sort by:

<input type="checkbox"/>	Project	Description	Project Status	Manager	Created	Modified	Due On
<input type="checkbox"/>	Log file	please inform me when u receive it, so i delete the file.	Active	ADMIN	Nov 17, 2011	Nov 17, 2011	

Project 1 - 1 of 1 Jobs

[Hide Thumbnails](#)

Here you can see the projects which are created by Admin for you (if you choose the "Projects I am in")

Please click on the requested project !!



Project: **Log file**

Status: **Active**

- Upload
- Upload Multiple Documents
- Mail link to
- More actions...



Manager: ADMIN
Customer:
Due On:
Modified: Nov 19, 2011
Description: please inform me when u receive it, so i delete the file.

Documents (2) | Discussions (0) | Characteristics | Attributes | Project Information | Approval | Notifications | Members

- Folders (1) | Actions
- Project Documents (2)

Documents (2)	Version	Approval	Uploaded
1.jpg (99.7KB)	1	Setup Approval Cycle	Nov 19, 2011 at 3:41 PM ADMIN
mesg.log (10.3MB)	1	Setup Approval Cycle	Nov 17, 2011 at 10:44 AM ADMIN

Total Documents 2

[Hide Thumbnails](#)

[Show as Grid](#)

Now you can see the files uploaded in the requested project

Please click on the name of the required file !!

Document: 1.jpg

- Mail link to
- View and Annotate
- More actions...
- Download**



Document: 1.jpg (99.7KB)
Version: 1
Description:
Project: [Log file](#)
Approval: No Approval Required

Graphics Information | Document Information | Approval | **Action History** | Projects | Attributes | Discussions (0)

Action History

Selected Document Version: 1

[Print](#)

Version	Event	Status	Date	User	Comment
1	Upload Document		Nov 19, 2011 at 3:41 PM	ADMIN (ADMIN)	
	View Generation				
	Check and register		Nov 19, 2011 at 3:41 PM		Finished Successfully Nov 19, 2011 at 3:42 PM

Now you can "View and Annotate" or "Download" the file



2- CREATE A NEW PROJECT AND UPLOAD DOCUMENTS

2- CREATE A NEW PROJECT AND UPLOAD DOCUMENTS



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www.ndigitec.com
www.ndigitec.com



Create Project

Welcome to WebCenter 10

The release of WebCenter 10 features a number of value adding functionalities for new and existing WebCenter customers.

The highlights include staged approval, improved synchronization with external systems, and significant user interface and viewer enhancements.

Choose from Create list "Create Project"

Create Project

Create:

- Please Select...
- Use a Project Template**
- Start from a Blank Project
- Copy setup from an Existing Project



Create Project

Create: Use a Project Template ▼

Template: Please Select... ▼ [Show Details](#)

- Please Select...
- AE_connection
- NDIGITEC TEMPLATE**

Choose "NDIGITEC TEMPLATE"

Create Project

Create: Use a Project Template

Template: NDIGITEC TEMPLATE [Show Details](#)

Details

Name:

Project Manager: Me Status: Active

Customer: No Customer Location: No Location

Description:

Due Date: ...



Documents

Source	Name	Description
Add Item		

Members

Invite Members:

Write the "Name" and then click "Create Project"

Create Project

Upload

Upload To Project: Test Plate Folder: Root Folder [Change Destination](#)

[Upload Multiple Documents](#) [Copy/Create Multiple New Documents](#)

Source: No file chosen

Document Type:

Name:

Description:

“Choose File” and then click “Upload”

Document was successfully uploaded!



What do you want to do next?

- [Upload another document](#)
- [Go back to the project](#)
- [Define document attributes](#)
- [Setup document approval](#)

You can “Upload another document” or “Go back to the project”



NAMMA INT'L DIGITEC FZ LLC

Add Quality to Printings