



InSite Quick Start Guide

This document was created to help you get up and running using InSite.

Step One – Login to InSite using your web browser (Internet Explorer, Firefox, Safari or Google Chrome).



Enter the username and password you were emailed earlier by the InSite system. If you do not have your login info, please contact your CSR at TCPrint Solutions. If you have forgotten your password, click on the [Forgot Your Password?](#) link on the Welcome page, supply your username and your password will be emailed to you again. Your username is most likely your first initial and last name.

Step Two – Once logged into the system, you will see a listing of all the jobs you have access to. In this screen you can see a mini-overview of what's happening for each job. You can see how many pages total are in each job, number of pages requiring approval and pages waiting corrections.

Select the proper job by clicking on the job title you are looking for.

