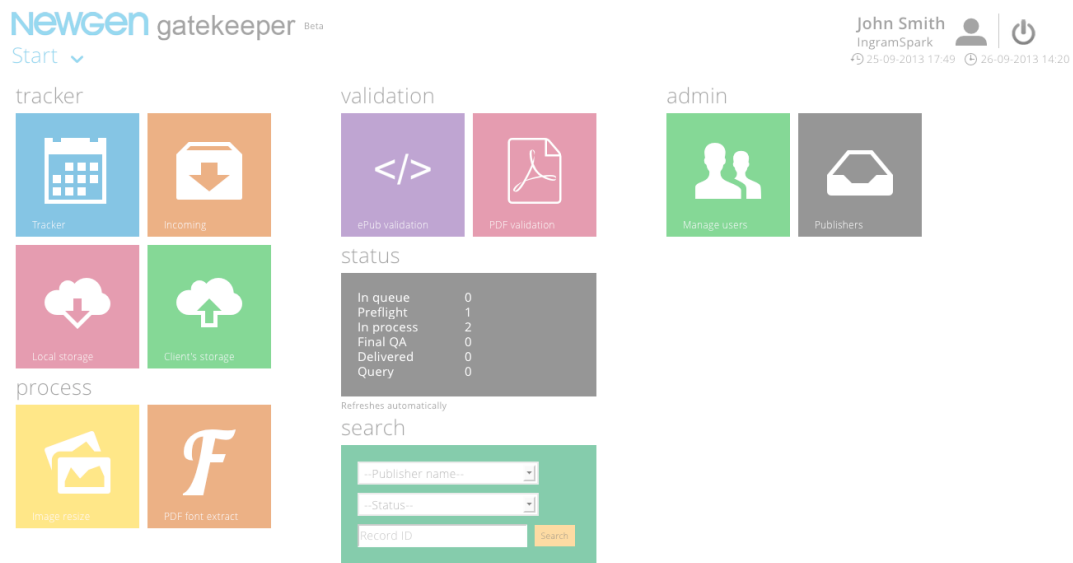


Newgen Gatekeeper documentation – Client



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Version 0.2 - Last updated on September 26, 2013

Material in this document is confidential

Welcome to Gatekeeper!

Newgen Gatekeeper, <http://www.newgengate.com> is an end-to-end workflow automation solution. The Gatekeeper acts both as a Tracker and a File Management system. At this point there are three types of users in the system,

1. The client
2. Managers
3. Staff

The Workflow diagram found at the end of this Documentation should provide a good understanding of how this System works.

Getting Started

Login

Enter the email address and password you have received from us and click “Sign in” to login to the system. Kindly email us if you do not have a login or if you have any difficulties logging in to the System.

Login

Use the email address and password provided to you to login.

Email address

Password

Sign in

Reset password

Forgot password

Click the “Reset password” link in the Login screen or [click here](#). Enter your registered email address and you will receive an automated email containing your new password.

Reset password

Enter your email address to receive a new password.

Email address

Reset password

Dashboard

Once logged in you will be redirected to the Dashboard. The options you see here may be different depending on your permissions.

The “status” box shows real-time status of the number of titles in different stages in the workflow.

status

In queue	0
Preflight	1
In process	2
Final QA	0
Delivered	0
Query	0

Refreshes automatically

The “search” box lets you look up titles in the System. You may search based on one or more parameters

search

--Publisher name--

--Status--

Record ID

Search

Tracker

Tracker

Filter titles

SEARCH BY PUBLISHER

All publishers

SEARCH BY STATUS

All statuses

Sort by column

DATE OF REQUEST

RECORD ID

PUBLISHER

TITLE

ISBN

REQUESTS

CURRENT STATUS

ESTIMATED DATE FOR NEXT STATUS

COMPLETION DATE

PREFLIGHT REPORTS

ACTIONS

1	24/09/2013	9760647612	N/A	TV EDU ebook - Math Builders 1 wtx (i-12)-72	N/A	Apple	Amazon	Transferred to Production	26/09/2013	30/09/2013	000000028...	787_ftp	
2	24/09/2013	9760647634	N/A	TV EDU ebook - Math Builders 1 wtx (i-12).pdf-71	N/A	Apple	Amazon	Transferred to Production	26/09/2013	30/09/2013	000000028...		
3	24/09/2013	9845828751	Math Build	Title	N/A	Apple	Amazon	Preflight passed! Awaiting pick-up			sample		

Job details

Auto-generated Preflight reports

Activity log

Raise query Comments

Provide the missing information

Download current view as an Excel file

Refresh

Export to Excel

Responding to queries or adding comments

You will receive an email from Gatekeeper when a query is raised. To respond to the query open the title in the Gatekeeper's tracker and add your response in the comments box and click "Send comments". You can use the same box to follow up on progress or send us any additional data.

Job details - 9760647634

DATE OF REQUEST	24/09/2013	PUBLISHER	N/A
RECORD ID	9760647634		
PRINT ISBN	N/A	ESTIMATED DATE FOR NEXT STATUS UPDATE	26/09/2013
E-ISBN	N/A	DATE OF COMPLETION	30/09/2013 (Estimated)
TITLE	TV EDU ebook - Math Builders 1 wtx (i-12).pdf-71	CURRENT STATUS	Query

COMMENTS

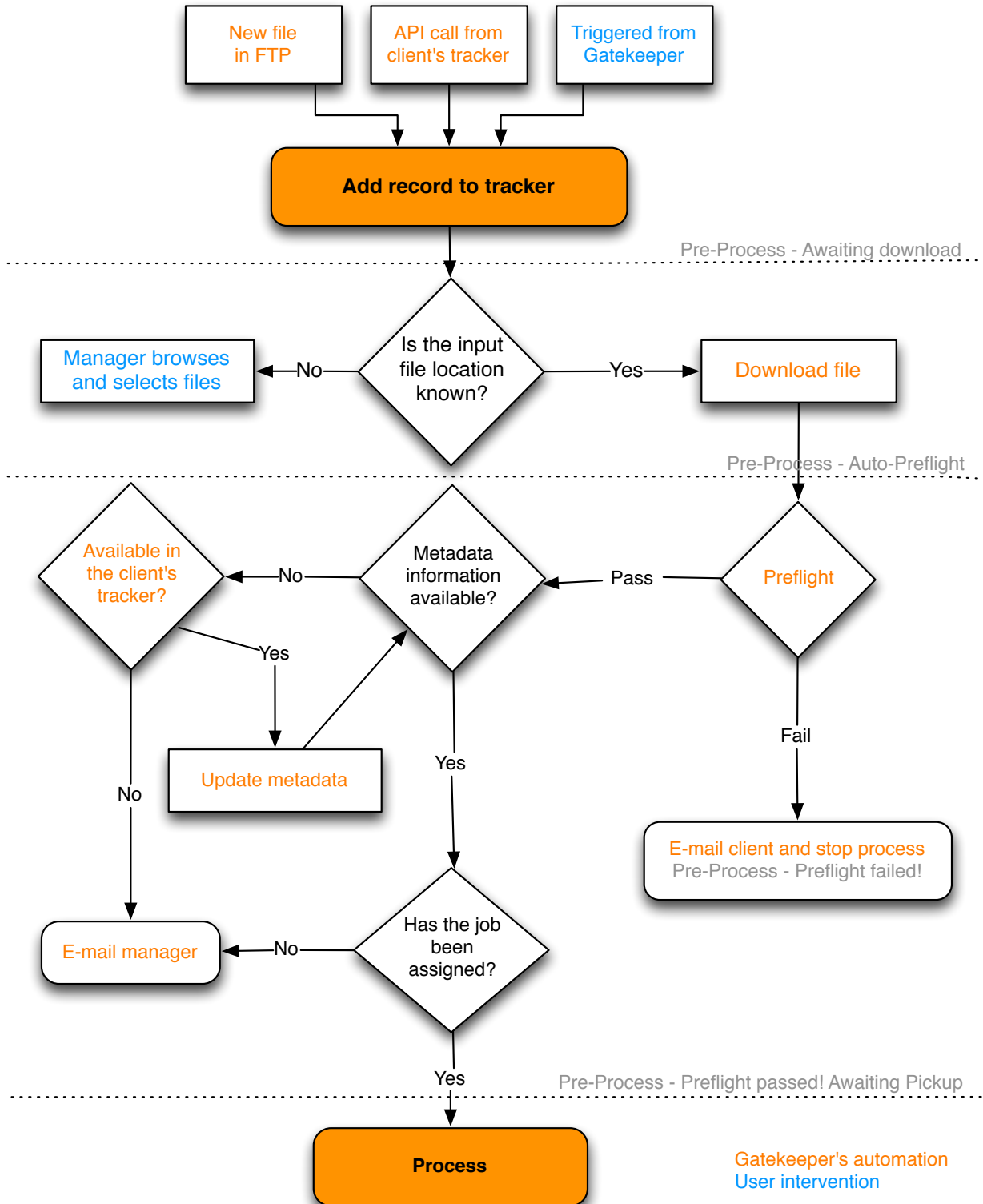
Would you like us to retain the vertical images on page 3, 4 and 5? (test query; kindly ignore)
John Smith raised query on 26-09-2013 19:14

INGRAMSPARK COMMENTS

Send comments

Workflow

Pre-Process



Process

