



# Insite Instructions

## URL AND ACCOUNT

Using your web browser go to <http://insite.bolgerinc.com>. You will be asked to enter your username and password which will be communicated to you by your Bolger Account Executive or CSR (generally by phone or email):

Username:

Password:

## TO UPLOAD FILES

You will need to contact your CSR to obtain a Job number for the files you intend to upload. For large uploads that have tight deadlines we recommend writing your files to CD/DVD and arranging with your CSR to deliver them via courier or other delivery service to ensure we receive your files without interruption and in a timely manner.

Please include whenever possible a PDF of the final piece for our internal review and proofing.

- After logging in locate the Job number given to you by your Bolger CSR and click the job and then click the New Upload link.
- A window will load that allows you to name the upload, type any notes to the CSR or production areas and then either drag and drop files/folders or browse to their location on your computer or network. You do need to compress the fonts only before uploading.\*
- Simply click upload and you will see the progress of the upload and a confirmation that it completed.
- An email confirmation containing the files uploaded and the notes will be sent to your CSR.

## TO DOWNLOAD FILES

- Once notified that the files are available for you, log into Insite and navigate to the Download area from the Job Home of the job you were given by your CSR.
- You should find files or folders available there for download to your computer or network. Just check all files and/or folders in the list that you wish to download and click the Download button. A pop-up will ask you where to save the files and then a bar will indicate the progress of your download.

If you need additional help, please contact someone in the IT Department at 1-866-264-3287 or use the direct contact information mentioned below.

Tim Wojnowiak  
[t.wojo@bolgerinc.com](mailto:t.wojo@bolgerinc.com)  
651-209-7275

\* Please allow the upload applet to run by checking yes to your browsers security dialogs. This applet may be slow to load only the first time as it downloads from our server.