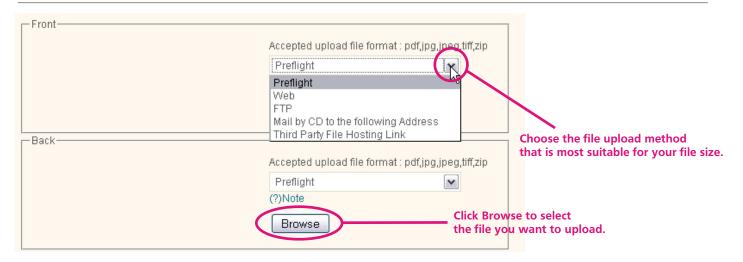Note: This tutorial will guide you on how to use the "Just Proceed" function at the Ordering Page, Preflight (Business Card) and Resend Pending file page. To understand more on the criteria problems, please refer to Help > Tutorial > Common problems and solutions.

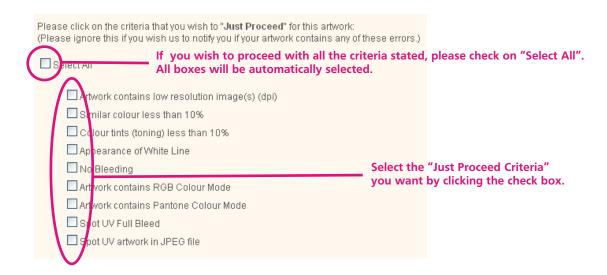## Step 01: Select your order specifications. (For New Order)

Print Method	Litho ▾ Offset
Product	Business Card ▾
Package	⦿ Normal ○ 2in1 ○ 3in1 ○ 4in1 ○ 5in1 ○ 6in1 ○ 7in1 ○ 8in1 ○ 9in1 ○ 10in1
Size	86mm x 52mm ▾
Paper	Gloss Art Card 260gsm (2 sides coated) ▾
Quantity	300 ▾
Print Colour	⦿ 4C (Both) ○ 4C (Front)

Step 02: Upload your artwork.

Front
Accepted upload file format : pdf,jpg,jpeg,tiff,zip

Preflight ▾
Preflight
Web
FTP
Mail by CD to the following Address
Third Party File Hosting Link

**Choose the file upload method
that is most suitable for your file size.**

Back
Accepted upload file format : pdf,jpg,jpeg,tiff,zip

Preflight ▾
(?)Note

Browse

**Click Browse to select
the file you want to upload.**

![Printlab]

Step 03: Choose the "Just Proceed Criteria".

Please click on the criteria that you wish to "**Just Proceed**" for this artwork:
(Please ignore this if you wish us to notify you if your artwork contains any of these errors.)

☐ Select All — **If you wish to proceed with all the criteria stated, please check on "Select All".**
All boxes will be automatically selected.

☐ Artwork contains low resolution image(s) (dpi)
☐ Similar colour less than 10%
☐ Colour tints (toning) less than 10%
☐ Appearance of White Line
☐ No Bleeding — **Select the "Just Proceed Criteria" you want by clicking the check box.**
☐ Artwork contains RGB Colour Mode
☐ Artwork contains Pantone Colour Mode
☐ Spot UV Full Bleed
☐ Spot UV artwork in JPEG file

Resend Page

Job No	:
Product	:
Date Pending	:
Status	: Pending
Pending File	:
Pending Problem	: Missing Fonts,Fonts pixelate,Background design not expanded to Full Bleed
Pending Remark	:
Date Resend	:
Resend Artwork	: Upload by Web ▼

Choose the file upload method that is most suitable for your file size.

File Name [   ] [Browse]

Click Browse to select the file you want to upload.

Please click on the criteria that you wish to "**Just Proceed**" for this artwork:
(Please ignore this if you wish us to notify you if your artwork contains any of these errors.)

☐ Select All — **If you wish to proceed with all the criteria stated,**
please check on "Select All".
All boxes will be automatically selected.

☐ Artwork contains low resolution image(s) (dpi)
☐ Similar colour less than 10%
☐ Colour tints (toning) less than 10%
☐ Appearance of White Line
☐ No Bleeding — **Select the "Just Proceed Criteria" you want by clicking the check box.**
☐ Artwork contains RGB Colour Mode
☐ Artwork contains Pantone Colour Mode

Note : [   ]

[Submit] [Proceed Without Resend] — **Submit your new artwork.**

Printlab

Step 04: Select Delivery information. (For New Order)
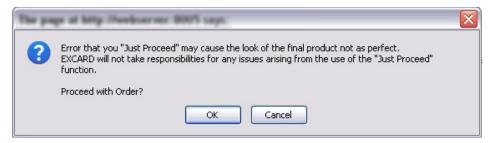

Step 05: Submit Order by acknowledging the Terms and Conditions.(For New Order)

Step 06: Order Confirmation.

After you click "Submit Order", it will pop up a message and ask for your confirmation. If you confirm to proceed with the "Just Proceed Criteria" please click "OK".
If you do not agree please click "Cancel" and remove all the tick(s) on the "Just Proceed Criteria" and submit your order.

Important:
1. As you resend new artwork, the previous "Just Proceed" criteria that you choose earlier will be wave/removed/ not entitle for the new resend artwork. You are require to re-choose "Just Proceed" criteria for your new artwork.