



x-rite ccn-ccss ColorCert Scorecard Server User Guide

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Introduction

This quick start guide will help you log into your new ColorCert scorecard server account to begin viewing your production data.

ColorCert ScoreCard Server (SCS) version 2 is a complete rewrite from the original version. The main goals of this new version are to provide a customizable user viewing environment, better access to the data collected during production, as well as greater ability to generate customized reporting.

Once you become familiar with this near-time reporting tool, please see our users guide to begin taking advantage of the features that your X-Rite Scorecard server offers.

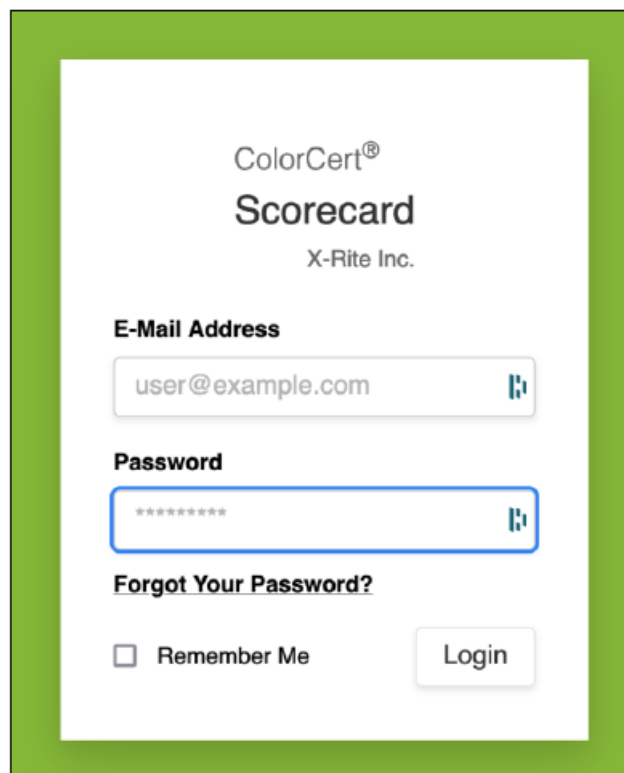
Logging in

When you are provided access to an X-Rite Scorecard server, you will receive an email containing your login credentials which includes:

- The server URL (a link you can click to open the server in a web browser)
- Your username which will be the email address used when creating your account
- A password

If you believe that you should have received a scorecard server invitation but are unable to find the email, please look in your spam folder or check with your IT department. These emails are generated by the server. Most modern email clients are able to detect this and therefor flag the emails as spam.

To log into the server, click the link in the email that you receive, this will open the server login page in your default browser.

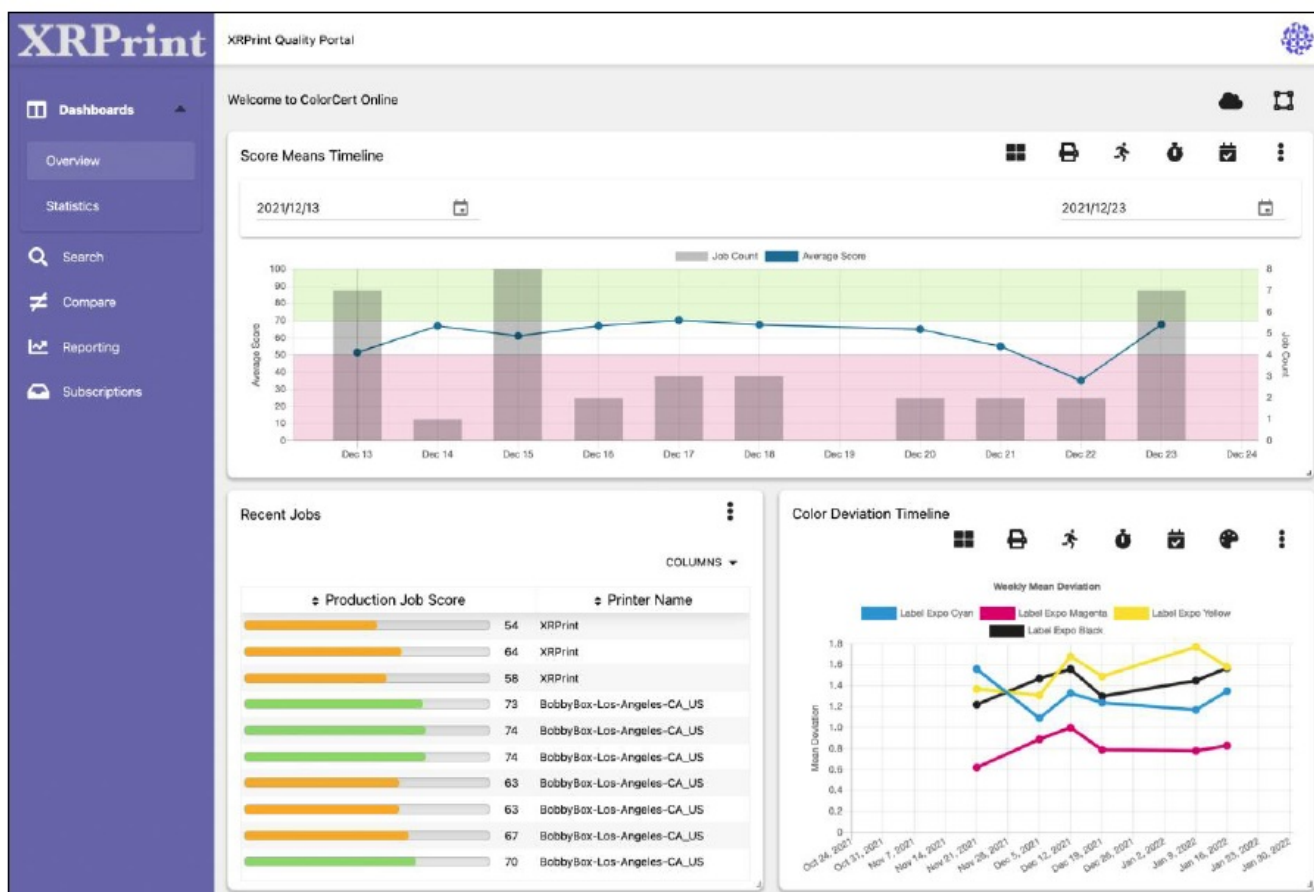
The image shows a login page for ColorCert Scorecard. The page has a white background with a green border. At the top, it says "ColorCert® Scorecard" and "X-Rite Inc.". Below this, there are two input fields: "E-Mail Address" with the text "user@example.com" and "Password" with masked characters "*****". To the right of each input field is a small blue icon. Below the password field, there is a link that says "Forgot Your Password?". At the bottom, there is a checkbox labeled "Remember Me" and a "Login" button.

- Enter the email address and password assigned to your account, it is helpful to copy/paste the password
- Click the "login" button
 - In most cases you will be required to change this password upon logging in the first time
 - This provides security since the original password is emailed to you
 - It is possible for the server owner to disable this requirement

Dashboard view

The server will open to one of your dashboard pages. By default, there are two built in dashboard views. These are designed to provide a snap shot of what is currently happening in your print environment. Depending how your dashboard has been configured, you will see information as:

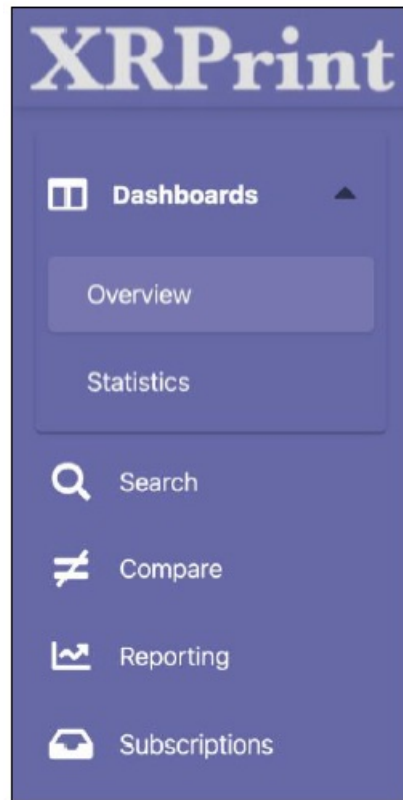
- Score information and other details for your most recent uploads
- Trend charts to show any change in overall quality output
- Trend charts focused on specific colors or substrates
- Logged in users
- Plant by plant data



These dashboard views are completely customizable. In addition each user may add up to three additional dashboard views allowing you to have a total of five different dashboards. For more information about customizing your view, please see our users manual.

Navigation

On the left-hand side of the display is a navigation panel that is used to move from page to page.



By default there are two dashboard views named overview and statistics. If you create additional new dashboard views, as mentioned above, they will appear in this top section.

In addition to simply viewing your data, you may perform operations such as:

Search for data

- Searching is possible by any metric in a job
 - Date ranges
 - Brand
 - Business unit
 - Job Name
 - Color
 - Etc.

Compare two or more jobs to one another

- Again, you may compare any metrics that you chose

View reports

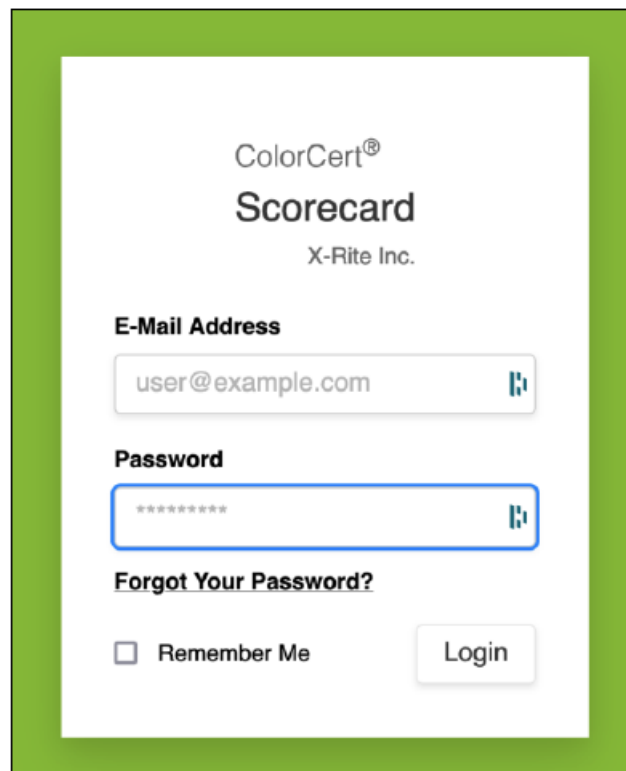
- Global reports showing overall data
- Printer reports showing summary/comparison data for all printers or plant locations
- Color reports showing trend data for specific colors

Subscriptions

- Scheduled reports that you setup to be delivered to your inbox
 - Scheduled to appear whenever you choose
 - Formatted to contain the data you wish to see
- Exception reports
 - Scheduled to be delivered whenever an exception occurs
 - For example whenever a job is completed that falls below a certain score
 - Exception reports may be setup for delivery as soon as an exception occurs, or summary exception reports may be delivered at the frequency you select

Forgotten password

Should you forget your password or have difficulty logging in, click the “Forgot Your Password?” link from the login screen and follow the prompts to reset it.

A screenshot of the ColorCert Scorecard login interface, enclosed in a green rectangular border. The interface has a white background. At the top, it displays 'ColorCert®' in a grey sans-serif font, followed by 'Scorecard' in a larger, bold, black sans-serif font, and 'X-Rite Inc.' in a smaller, grey sans-serif font below it. There are two input fields: the first is labeled 'E-Mail Address' in bold black text and contains the text 'user@example.com'; the second is labeled 'Password' in bold black text and contains a series of asterisks. Both input fields have a blue border and a small blue icon on the right side. Below the password field is a link labeled 'Forgot Your Password?' in bold black text. At the bottom left, there is a checkbox followed by the text 'Remember Me'. At the bottom right, there is a button labeled 'Login' in a grey sans-serif font.

More information

For more information about setup and usage of searches, comparisons, reports, and subscriptions; please see our full user manual.

Documents / Resources

 ColorCert Scorecard Server v2 Quick Start Guide VERSION 2023-09-14 	x-rite ccn-ccss ColorCert Scorecard Server [pdf] User Guide ccn-ccss ColorCert Scorecard Server, ccn-ccss, ColorCert Scorecard Server
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