



ColorCert Scorecard Server v2 Quick Start Guide

VERSION 2023-09-13

X-Rite Inc.

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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.

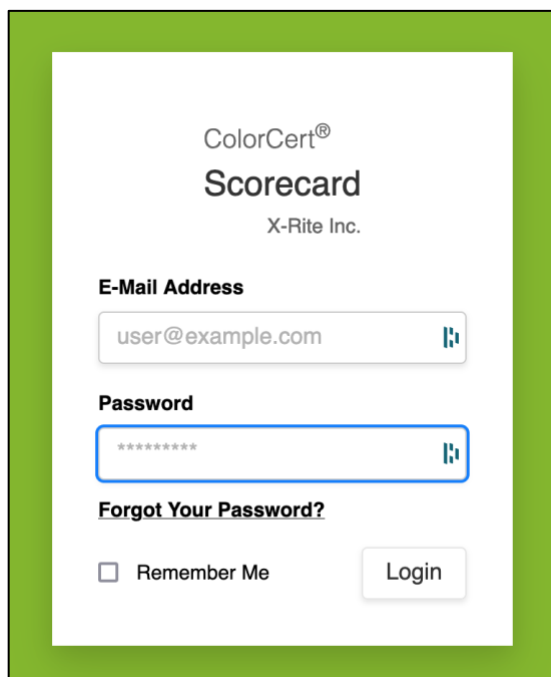
Logging in

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 therefore 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.



ColorCert®
Scorecard
X-Rite Inc.

E-Mail Address

user@example.com

Password

Forgot Your Password?

Remember Me

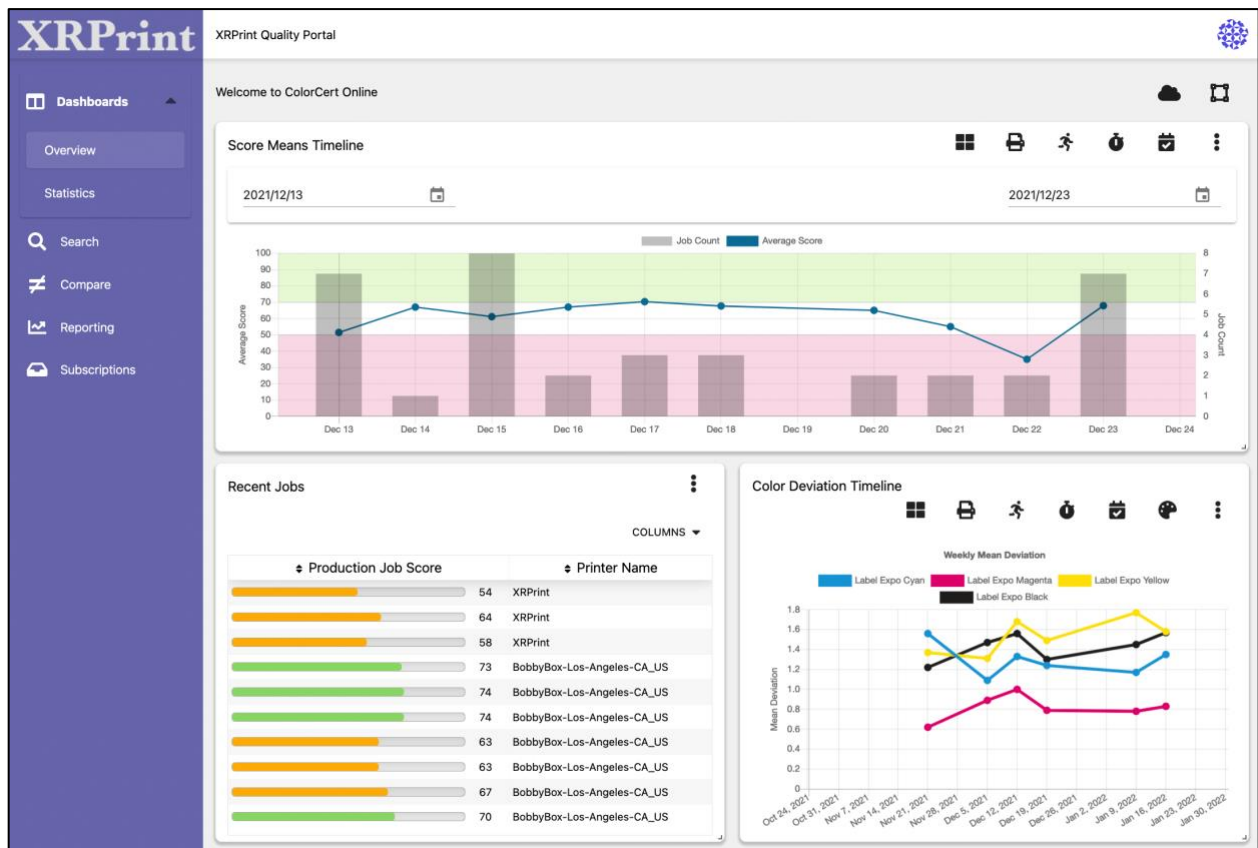
Login

- 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:

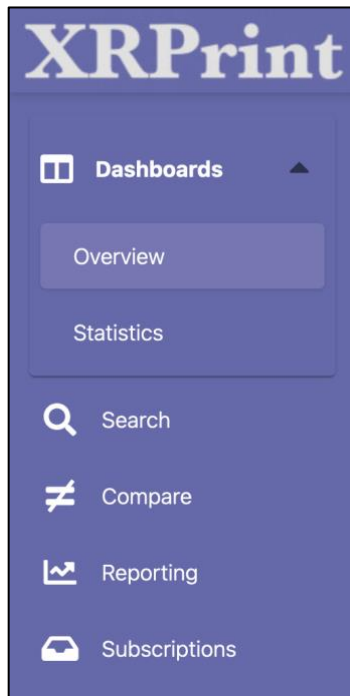
- Score information and other details for your most recent uploads
- Trend charts to show any change in overall quality output
- Trend charts focused on specific colors or substrates
- Logged in users
- Plant by plant data



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

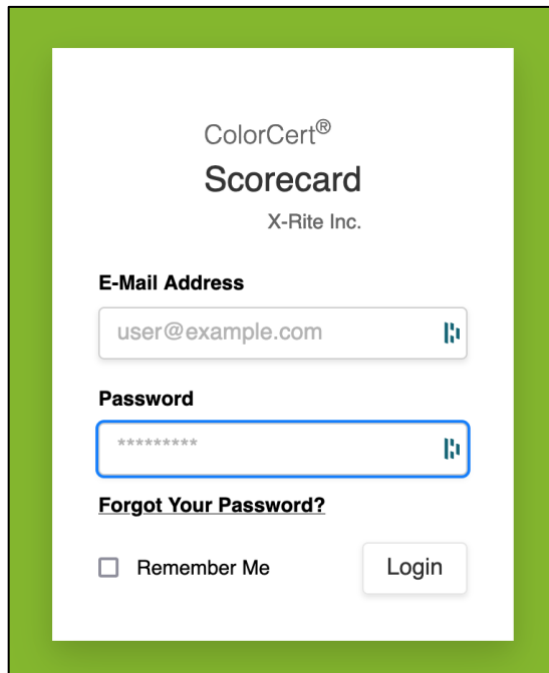
- Color reports showing trend data for specific colors

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.



The image shows a login form for ColorCert Scorecard by X-Rite Inc. The form is enclosed in a green border. It contains the following elements:

- ColorCert®
Scorecard
X-Rite Inc.
- E-Mail Address**
A text input field containing "user@example.com" and a blue icon on the right.
- Password**
A password input field with "*****" and a blue icon on the right.
- Forgot Your Password?**
- Remember Me
- Login

More information

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