

Employee Name: \_\_\_\_\_

# PREMEDIA TRAINING MATRIX

## Section 1: General

Notes:

Completed	Task	
<input type="radio"/>	HR Orientation	
<input type="radio"/>	Facility Tour, Introductions	
<input type="radio"/>	Department Layout, Forms, Documentation	
<input type="radio"/>	General Department Workflow, Job Bins	
<input type="radio"/>	Metric Board	
<input type="radio"/>	Review Intranet Site	
<input type="radio"/>	ISO & Quality Policy	
<input type="radio"/>	PreMedia SOP's & Job Descriptions	
<input type="radio"/>	Track-It	
<input type="radio"/>	ShoreTel Phone System	
<input type="radio"/>	Resource Board	
<input type="radio"/>	Breaks, On Call Policy, Time Off Requests	

## Section 2: Safety

Notes:

Completed	Task	
<input type="radio"/>	Monthly Toolbox Topics	
<input type="radio"/>	Weather Radio/Alerts & Facility Evacuation Maps	
<input type="radio"/>	MSDS Books & Locations	
<input type="radio"/>	Chemical Handling	
<input type="radio"/>	Sharp Objects	
<input type="radio"/>	Lifting	
<input type="radio"/>	Bloodborne Pathogens	
<input type="radio"/>	First Aids Kits & Defibrillator Locations	
<input type="radio"/>	First Responders	

## Section 3: Computer Set-Up/Programs/Servers/FTP

Notes:

Completed	Task	
<input type="radio"/>	User Name and Logins	
<input type="radio"/>	Operating System	
<input type="radio"/>	Server Volumes, Mounts, Logins	
<input type="radio"/>	Server File Structure	
<input type="radio"/>	Email Login (Outlook & Web Browsers Access)	
<input type="radio"/>	Citrix - PrintStream	
<input type="radio"/>	Applications (Creative Suite, Quark, Acrobat PitStop, etc.)	
<input type="radio"/>	Metrix	
<input type="radio"/>	Prinergy	

<input type="radio"/>	InSite	
<input type="radio"/>	Switch Client	
<input type="radio"/>	Oris	
<input type="radio"/>	Alwan	
<input type="radio"/>	GLS FTP Site	

#### Section 4: PreFlight

**Notes:**

Completed	Task	
<input type="radio"/>	Retrieving Customer Files	
<input type="radio"/>	PreFlight Form (PREP049) Checklist	
<input type="radio"/>	Laser Proofs	
<input type="radio"/>	FSC/SFI	

#### Section 5: Job Ticket

Completed	Task	
<input type="radio"/>	Review & Explain Areas of Job Ticket	

#### Section 6: Planning

**Notes:**

Completed	Task	
<input type="radio"/>	Metrix	
<input type="radio"/>	Sheet Size	
<input type="radio"/>	Printing Method (SW, WT, WF, Perfecting)	
<input type="radio"/>	Final Trim Size	
<input type="radio"/>	Versions	
<input type="radio"/>	Final Quantity	
<input type="radio"/>	Bindery Needs	
<input type="radio"/>	Press Needs	
<input type="radio"/>	Outside Services (Dies, Foil, Emboss, Deboss, Binding)	
<input type="radio"/>	PreFlight Form (PREP049) Checklist	

#### Section 7A: File Assembly/Conventional

**Notes:**

Completed	Task	
<input type="radio"/>	Assembly of Pages	
<input type="radio"/>	Dieline Creation	
<input type="radio"/>	Blankets (Creation and Cutting)	
<input type="radio"/>	PDF Creation	
<input type="radio"/>	Refining and Assigning Pages in Prinergy	
<input type="radio"/>	Trapping Specifications	
<input type="radio"/>	VPS Creation and Review	
<input type="radio"/>	Publish Job to Insite	
<input type="radio"/>	Alterations	
<input type="radio"/>	Reruns	
<input type="radio"/>	PreFlight Form (PREP049) Checklist	

**Section 7B: File Assembly/Digital****Notes:**

Completed	Task	
<input type="radio"/>	Hot Folders (Regular, EPM, etc.)	
<input type="radio"/>	Alterations (Proofing PDF on Press, Removal)	
<input type="radio"/>	PreFlight Form (PREP049) Checklist	

**Section 8: Proofing****Notes:**

Completed	Task	
<input type="radio"/>	Layouts - VPS	
<input type="radio"/>	ScreenDot Proof	
<input type="radio"/>	Epson	
<input type="radio"/>	Improof (Versafire/Epson)	
<input type="radio"/>	PDF Soft Proofs (Switch & InSite)	
<input type="radio"/>	Indigo Proofs	
<input type="radio"/>	Proof Labels	
<input type="radio"/>	SSOE (Second Set of Eyes)	
<input type="radio"/>	Postal Approval	
<input type="radio"/>	Proof Slips (Interactive and/or Two Part Form)	
<input type="radio"/>	PreFlight Form (PREP049) Checklist	

**Section 9: Plating****Notes:**

Completed	Task	
<input type="radio"/>	Press Schedule	
<input type="radio"/>	Plate Room Forms	
<input type="radio"/>	Checking in Jobs	
<input type="radio"/>	Reruns	
<input type="radio"/>	POD Jobs	
<input type="radio"/>	Generate VPS in Prinergy	
<input type="radio"/>	PreFlight Form (PREP049) Checklist	
<input type="radio"/>	Pull Press SOAK Sheets	
<input type="radio"/>	Exposure Testing	
<input type="radio"/>	Plate Processor (Maintenance, Troubleshooting, etc.)	
<input type="radio"/>	Additions & Deletions	
<input type="radio"/>	Color Bars, TOB and Ghost Bar	
<input type="radio"/>	Plate Inspection	
<input type="radio"/>	Punching Material	
<input type="radio"/>	Bending Plates	
<input type="radio"/>	Plate Packaging /Delivery to Press	

**Section 10: System Administration****Notes:**

Completed	Task	
<input type="radio"/>	Filing	
<input type="radio"/>	Archiving	
<input type="radio"/>	File Restoring	
<input type="radio"/>	Media Platter (D.A.M. System)	

**Section 11: Color Theory****Notes:**

Completed	Task	
<input type="radio"/>	Color Wheel	
<input type="radio"/>	Neutral Gray	
<input type="radio"/>	Rich Black (40C, 35M, 30Y, 100k)	
<input type="radio"/>	Fleshtone	
<input type="radio"/>	Max Print Density (205)	
<input type="radio"/>	4/C, Dou and Halftone	