PENT NET PTY LTD

Proof Manager
Software vers 3.21 and 3.22
User Manual

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Proof Manager
Software vers 3.21 and 3.22
User Manual

Contents:

Section 1 Studio
<u>Current Job List screen</u>

After logging in you will see the “Current Job List” screen.

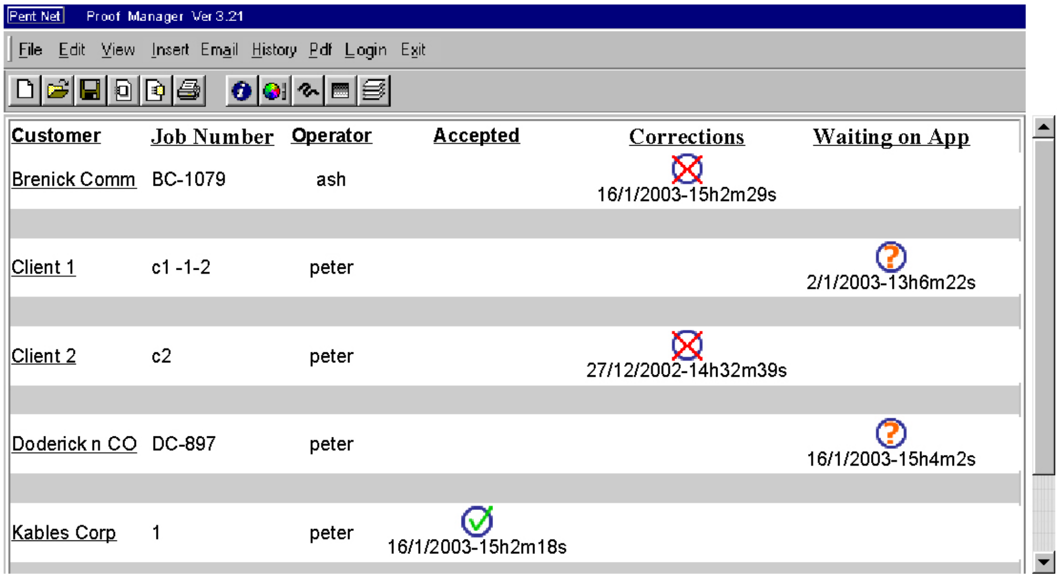


Fig1: Current Job List

This screen lists the current jobs. Every job is on a separate line showing the following titles:

Customer Job Number Client Accepted Corrections Waiting on Ap

Each job can be in one of three state’s;

1. Accepted The job has been accepted by the client
2. Corrections The client has made corrections to the job
3. Waiting on App The job is waiting for the client to view it.

Each of the three possible options above also show a date and time stamp of when the action occurred.

The client name appearing under the client column shows the login you created for this client. Please see “Adding a Client” section and “Adding a New Job” section in this manual.

To search jobs, click on the underlined Title (underneath the command bar) for example:

click on Customer - to search via customer name
click on Job Number - to search via Job Number
click on Client - to search via Client name
click on Accepted - type in a dash (-) to see all accepted jobs
click on Corrected - type in a dash (-) to see all Corrected jobs

Search's are case sensitive, and you can do partial searches. For example if you have two jobs one named cx-103 and the other named cx-100, if you click on Job Number and type in cx, then both jobs will appear. If you wish to search for all jobs that have been accepted in April 2006, click Accepted, type in 4/2006 and then click submit.

Section 1 Studio
<u>Current Job List screen</u> – Continued

The commands on the "Current Job List" screen do the following:

File:	Refreshes current screen
Edit:	Edits highlighted Job Number (A Job must be selected first)
View:	Edits highlighted Job Number (A Job must be selected first)
Insert:	Inserts graphics to highlighted Job Number (A Job must be selected first)
Email:	Sends email (A Job must be selected first)
History:	Shows history of highlighted Job (A Job must be selected first)
Pdf:	Displays pdf of highlighted Job (A Job must be selected first)
Login:	Takes you to the "Job Maintenance" screen
Exit:	Log out of Proof Manager

<u>The active buttons or short cut keys do the following:</u>

	Create a New Job
	Edits highlighted Job Number (A Job must be selected first)
	Shows Proof Manger archived jobs
	Shows current Template Builder jobs
	Create a new Template Builder job
	View the manual
	Takes you to Client Maintenance scren
	Takes you to the "Proof Manager Job Maintenance" screen
	All other icons are reserved for future use

<u>Important Note</u>

It is important that when you have finished using Proof Manager, you should use the "Exit" button on the command bar to log out.

If you close the window without using the exit button, you may have to wait 15 minutes before you can log in again.

Section 2 Studio
Job Detail View

To view and edit a jobs detail, do the following:

From the "Current Job List" screen

Click on a customer name
Click on "Edit"

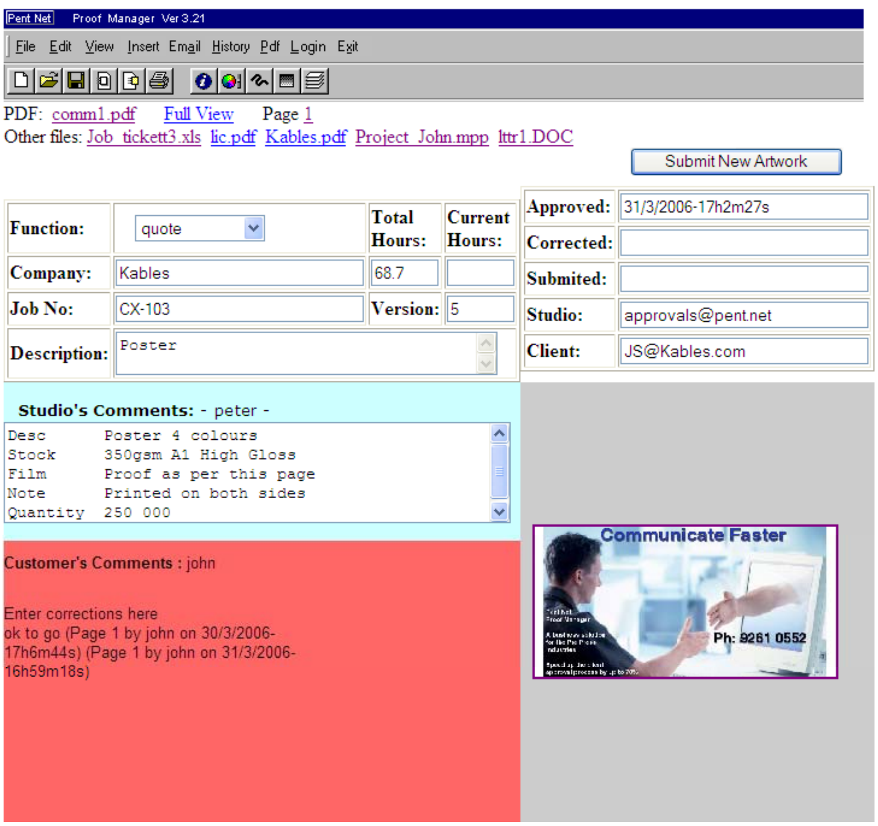


Fig 2: Job Detail

On this screen you can change and add the following text fields:

Company Name
Job Number
Description
Version
Studio Comments
Current Hours
Studio email address
Client email address

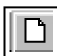
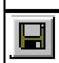
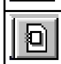
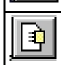
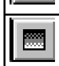
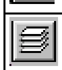
It is also possible to Insert new graphics via the Insert command. Please see the “Insert Graphics “ section in this manual for full details.

Once you have finished making the changes press the “Submit New Artwork” button to write these changes to file. This button automatically adds 1 to the current version and also records the current time and date, and changes the state of the job to “Waiting on App” in the “Current Job List” screen. Please make sure you click “Submit New Artwork” straight after you change any of the text fields, otherwise these changes will not be recorded.

The commands on the “Job Detail” screen do the following actions:

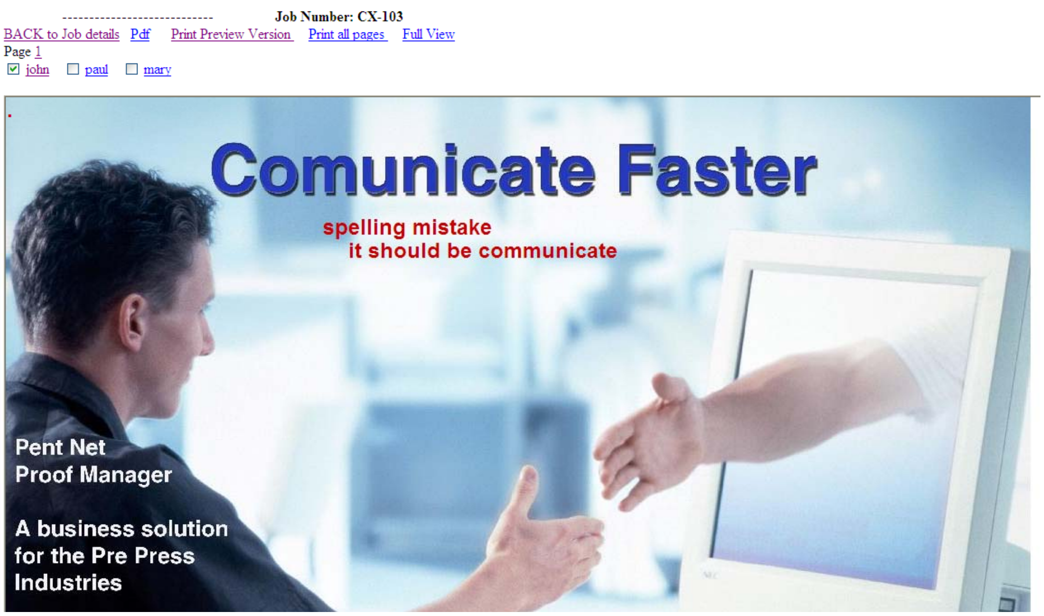
File:	Takes you back to “Current Job List” screen.
Edit:	Refreshes current screen.
View:	Refreshes current screen.
Insert:	Inserts graphics.
Email:	Sends email
History:	Shows the history of the Job
Pdf:	Displays pdf
Login:	Takes you to “Current Job List” screen.
Exit:	Log out of Proof Manager

<u>The active buttons or short cut keys do the following:</u>

	Create a New Job
	Edits highlighted Job Number (A Job must be selected first)
	Shows Proof Manger archived jobs
	Shows current Template Builder jobs
	Create a new Template Builder job
	View the manual
	Takes you to Client Maintenance scren
	Takes you to the “Proof Manager Job Maintenance” screen
	All other icons are reserved for future use

Section 2 Studio
<u>Job Detail View</u> - Continued

To view the full graphics with the customer comments overlaid, click on the graphics thumbnail located at the bottom right hand corner of the “Job Detail View” screen. This will open up the “Artwork Detail” screen with your customers corrections written in red as per the figure below.



<u>Fig 3:</u> **<u>Artwork Detail</u>**

Click on Print Preview to view a pdf of the artwork with corrections ready to be out put to a printer.

<u>Important Note</u>

It is important that when you have finished using Proof Manager, you should use the "Exit" button on the command bar to log out.
If you close the window without using the exit button, then you may have to wait 15 minutes before you can log in again.

Section 3 Studio
<u>Insert Graphics</u>

To insert graphics do the following:
From the "Current Job List" screen
Click on a customer name
Click on Insert

Type in the following fields:
If the graphics file type is pdf then type in the resolution size in dpi (eg 72) in the small, medium and large fields. If the file type is tiff or jpeg then type in the maximum pixel width (eg 800) in the small, medium and large fields.

Small	Image size in dpi or pixels for the small view
Medium	Image size in dpi or pixels for the medium view
Large	Image size in dpi or pixels for the large view
Type	Graphics file type. Choices are jpg, tif, pdf. (For other file types please contact Pent Net)

Click on Submit to see the "Upload Artwork" screen below.

NOTE: If you choose "Attach" this does not create a thumbnail
but merely attaches your chosen file to the "other files" list in the job detail screen.

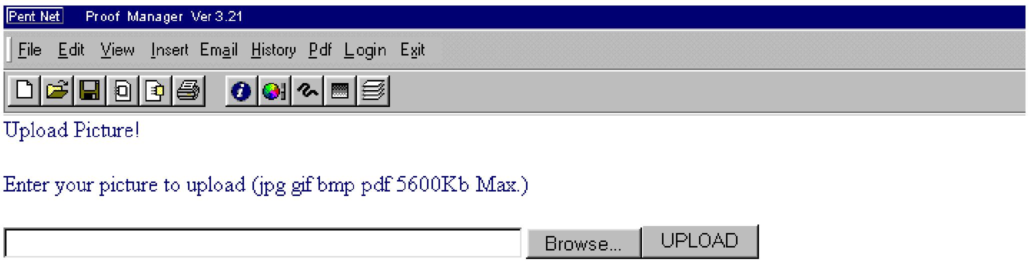


Fig 4: Upload Artwork

Click on “browse”
Double click on your file
Click on “Upload”
Wait for “Confirm Upload” to appear
Click on “Confirm Upload”
Click on “Back to detail View”
Click “Submit New Artwork” to confirm graphics file to job
Click “Submit” to send an email
Click on “File” to go back to “Current Job List” screen

Section 4 Studio

Adding a Client

To add a new client do the following
From the “Current Job List” screen

click on “Login”	(to go to “Maintenance” screen)
click “Login” again	(to go to “Client Maintenance” screen)
click “Insert”	

Type in the following fields:

Customer Login	(Letters, Numbers and the “_” character only) eg john_smith
Customer Password	(Letters, Numbers and the “_” character only) eg john2_pass
Customer Email	
Company Name	
Banner Head	c1

Click on “Submit”
Click on “File” (to go back to “Current Job List” screen)

Section 5 Studio

Adding a Proof Manager New Job

To add a new Job do the following
From the “Current Job List” screen

click on “Login” (to go to “Job Maintenance” screen)
click “Insert”

Type in the following fields:

Company:	(Client’s Company name)
Job Number:	
Pages:	(Number of pages for the Job)
Comments:	
Operator:	(Studio login, Your login name)
Customer email:	
Customer login 1:	(Login of client who can access this Job, this will automatically fill in Company and Customer email)
Customer login 2:	(Login of 2nd client who can access this Job)
Customer login 3:	
Customer login 4:	
Customer login 5:	
Customer login 6:	

Section 6 Studio
<u>Client Maintenance</u>

The client maintenance screen allows you to manage all the client's permissions, delete clients and also add new clients to your system. To enter the Client Maintenance screen click on the  button or press *Login* on the toolbar. The screen lists each client down the page by the client's Company name followed by the login name. Across the page each collum describes the following:

Client can do the following

a. View – view jobs
b. Comment – make comments on jobs
c. Approve – approve the job
d. Upload – upload files to the studio

Project Management - If Brand Manager module has been purchased

e. Project Client – set the user to become a project client
f. Project Manager – set the user to become a project manager

Receive Email notification

g. All events – receive emails on all events, this option will override other options regarding emails
h. Approvals – email on approval
i. Revisions – email on revision

TB

j. Modify Layout – allow the client to modify the layout of the template

Modules

k. ProofM – allow the client to view proof manager type jobs
l. DAM – allow the client to access Digital Asset Management
m. TB – allow the client to access template builder

To edit any of these options for a client follow these steps:

1. Select the client by clicking on the clients *Login* on the left of the screen. The selected client will be outlined with red.
2. Press *Edit* on the tool bar
3. A new screen will appear showing only the clients permissions, Tick or Un-tick the desired options and press *Submit.*

The client has now been changed and the Client Maintenance Screen is now updated with the requested changes.

To delete a client follow these steps:

1. Select the client by clicking on the clients *Login* on the left of the screen. The selected client will be outlined with red
2. Press *Edit* on the tool bar
3. Click on the *Clear client files* Link
4. You will be returned to the Client maintenance screen, now click the *Delete* link corresponding to the client you wish to delete.

The client has now been deleted and will not appear on the Client Maintenance screen.

Section 6 Studio
<u>Client Maintenance contd</u>

To pick up files that have uploaded by a client, do the following.

1. Select the client by clicking on the clients *Login* on the left of the screen.
2. Press *View* on the tool bar
3. Right Click (for a mac Cntrl click) on the *file* and select save as, to save to your hard disk
4. Click *Edit* to be returned to the Client maintenance screen

<u>Job Maintenance</u>

To go to Job Maintenance click on the  shortcut key.

The Job Maintenance screen allows you to:

1. Clone jobs
2. Add new jobs
3. Add and remove clients on the jobs
4. Delete jobs
5. Archive jobs
6. Change the version number of the job
7. Change the operator who manages the job

To clone a Job:

8. Highlight a job
9. Change the Job Number
10. Change any other details
11. Click submit

Highlighting a Job, and then clicking edit allows you to:

12. Add and remove clients on the jobs
13. Change the version number of the job
14. Change the operator who manages the job

To create a new Job, click on insert.
To delete a Job, click delete.
To archive a Job click archive. If you have purchased the DAM module, archiving a job can make it available to your clients for reorder or repurpose under the Client Digital Asset Management module.

Hours report – outputs the current hours per job, via function, Job number, date, operator, and calculates the total hours per job.

Batch upload – If purchased the Batch upload button process all files in the drag n drop hot folder.

Import Data – Imports external data into the Proof Manager system.

Section 7 Studio

Adding a Template New Job

To add a new template job do the following:

Click on  button.

This will take you to the *Add a new Job* screen where the *type* will be "template"

Fill in the following fields:

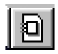
Job Number:	
Description:	(A short description of the job)
Customer login 1:	(Login of client who can access this Job, this will automatically fill in Company and Customer email)
Author:	(Your login name)
Reference No:	
Page size in mm	(Height)
Page size in mm	(Width)
Number of Pages:	(Number of pages for the Job)
Ignore rules	(Enabling this will accept all image types supported and also any resolution, a colour space is still required to be defined)
Accepting Image format	(A list of images that the job is able to accept)
Colour spacing:	(The colour space of the images that are used in the jb)
Customer login 2:	(Login of 2nd client who can access this Job)
Customer login 3:	(Login of 3rd client who can access this Job)
Customer login 4:	(Login of 4th client who can access this Job)
Customer login 5:	(Login of 5th client who can access this Job)
Customer login 6:	(Login of 6th client who can access this Job)

After you are satisfied with the details of the job, press submit. A new template job has been created.

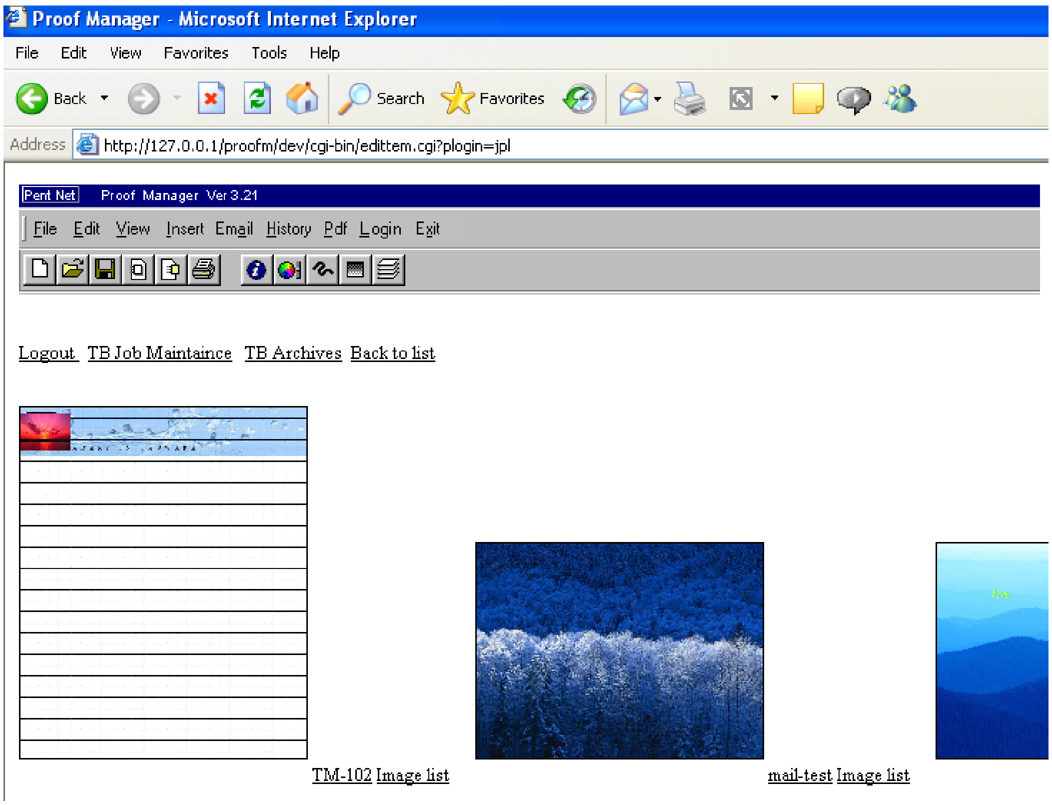
Click on "Submit"
Click on "File" (to go back to "Current Job List" screen)

Section 8 Studio

Viewing Template Jobs

To view template jobs, click on the  icon.

The list of template jobs is displayed on a screen similar to the image below depending on what jobs exist.



Each job is identified

Image	(Current snap shot of the job)
Job number	(Job number inputted at job creation stage)

In addition, each template job has a unique image list that that template is allowed to access.

It is from the *Template Builder Job* screen that the studio is able to utilize the template builder's functions such as

Editing the template layout – section 9
Editing the template image list – please refer to section 10
Downloading template data - please refer to section 11
Viewing Template job maintenance screen – please refer to section 12
Viewing archive jobs – please refer to section 13
Returning to ProofM – click on file.

Section 9 Studio
<u>Editing the template layout</u>

After the creation of a template job, the studio is are able to edit its layout by clicking on the image of the job you desire to edit. Template builder uses a default image for the job, which will be updated by a snapshot of your template in future development.

The first step to creating the layout is making sure the correct job was selected. Job details are printed on top of each page as indicated in an example above where the Job number, Reference number, date, Author and a description is given. If the wrong job is selected, click *back to job list* link to return to the template job list.

The second step is to select a background image for your template. This image should also reflect the size of the template you desire. Simply click the *Browse* button, locate the desired image and press submit.

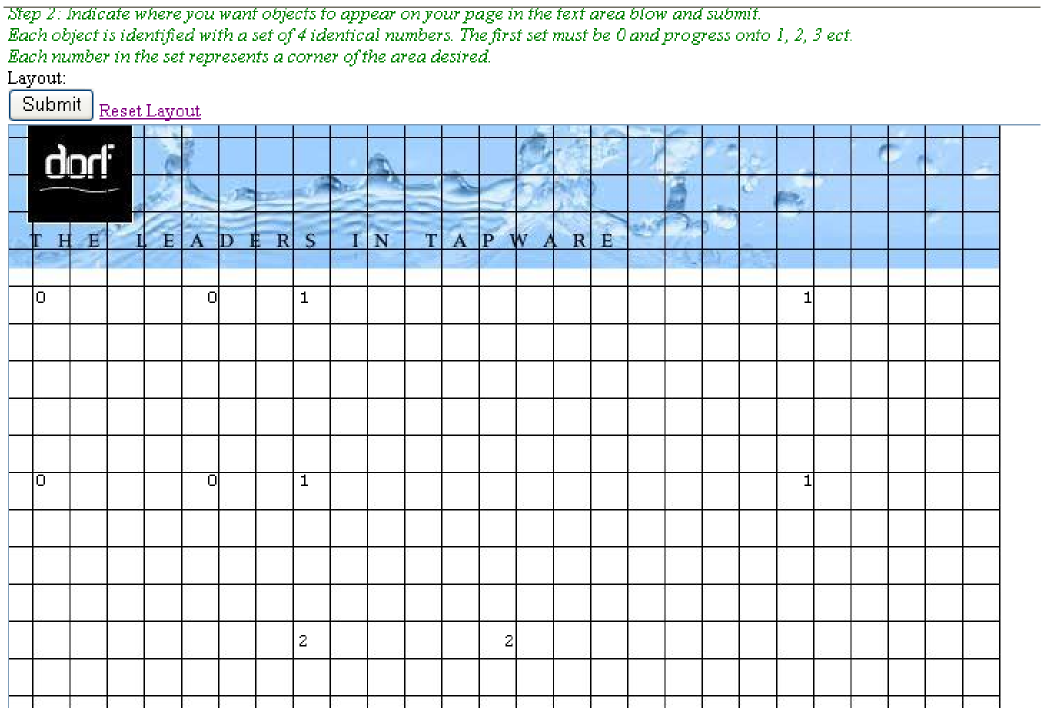
When the page reloads, the text area blow is now updated with the selected background image.

Now, indicate where you desire each object to appear on the page. This is achieved by using sets of 4 numbers from 0-9 to indicate the corners of each object as shown in the image below. It is important to ensure that each object is described by exactly four of the same number and that the numbers you use start from zero and increase one at a time.

Section 9

Editing the template layout - Continued

After you have finished the layout of objects press *submit*.
If a layout has already previously exists, you are able to reset the layout by clicking on *Reset Layout.*



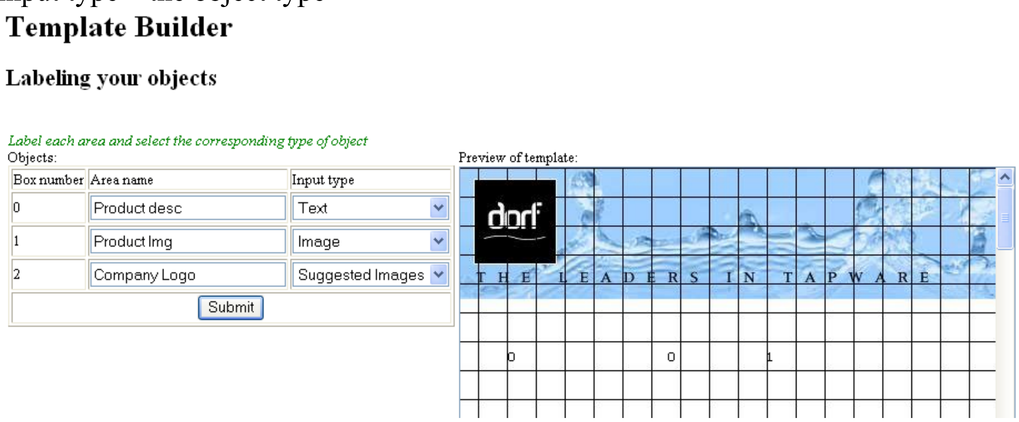
Next, you are required to label each object with a name and select what type of object it will be.
Currently, objet types include:

1. Text – user inputted text
2. Image – user inputted image
3. Suggested images – studio predefined image list

Section 9
Editing the template layout - Continued

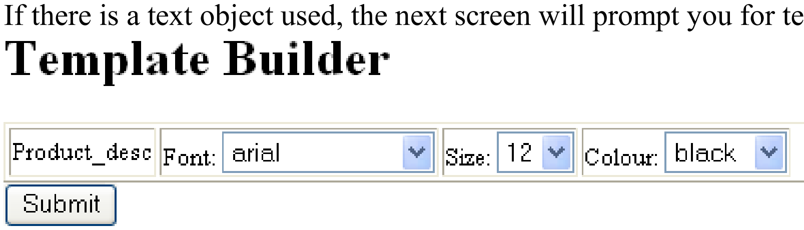
The screen capture below shows you an example of what this screen may appear like. Each object is described by a:

1. Box number – the number set used to identify the object
2. Area name – a given label for this area
3. Input type – the object type



After each field has been filled in, press submit.

If there is a text object used, the next screen will prompt you for text format details.



The first collum is the area name you have inputted.
The second collum is the font face
The third collum is the font size
The fourth collum is the font colour.

When the desired font style for each area has been selected, press submit.

If one of your objects is a *Suggested Images* an image list is required to be set-up by the studio Please see section X for more information.

Now your page has been created and is ready for the client to use.

In this example, the job had only one page and you will be redirected to the template job listing. In another situation where the job consisted of more than one page, you will be redirected to edit the remaining pages of your job. It is important to finish editing the layout for all jobs before you exist the program.

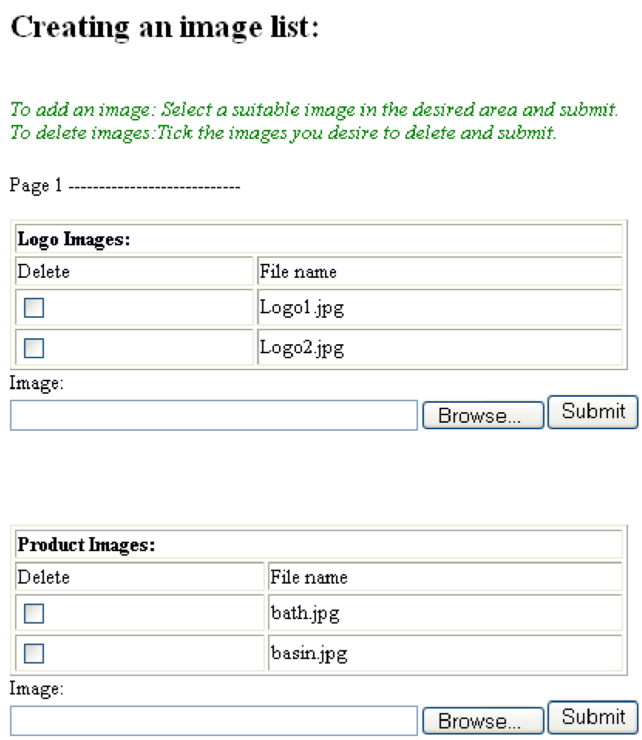
Section 10
Image lists

When your template has *Suggested Image objects* in it, you are able to upload a list of images that the client is allowed to insert into their template. Each template job has its own unique list. Within each template each *suggested image object* has s sub list. Before setting up Image lists you should define the template layout first. To set-up your image lists follow these steps:

1. Click on the *Image list* Link next to the template job. (This link will only appear if your job has suggested template objects in it.)

2. To upload an image for an object, click the *Browse* button, select your image and then click *Submit.*

   The result is shown in the image below where two different logo images are permitted to be used as a logo image. Similarly an image of a bath and basin is allowed for the product image.



1. If you wish to remove an image from the list, simply select that image by ticking the delete check box corresponding the image you wish to delete followed by the *Submit* button.

A link *Back to list* will return you to the template job list screen.

Section 11
Downloading template data

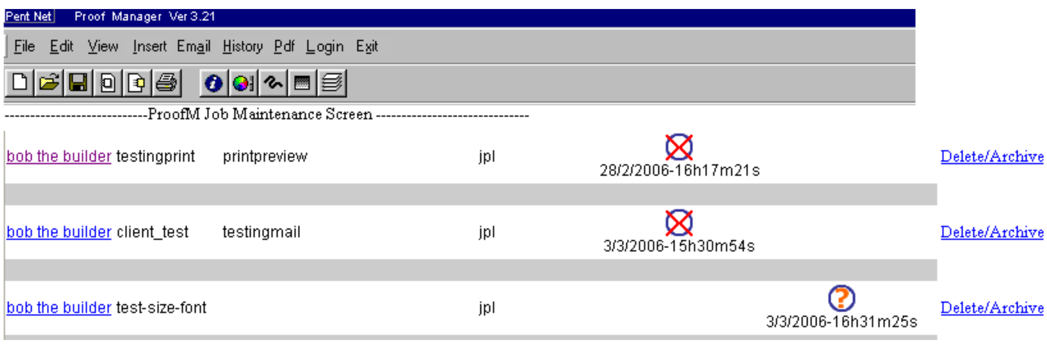
After the client has developed template, you are able to download the contents of the template by clicking on the job name corresponding to the template job. The system will report three things for each page:

1. Preview PDF – a downloadable copy of the template in PDF format
2. Text objects – the text inputted into each text field
3. Image objects – downloadable images that the client chose to use on the template.

If your template has more than one page, to move onto the other pages select the *page number* you wish to download.

Section 12
Template Maintenance

Template Maintenance allows you to edit template job details, delete or archive your template jobs. To go to this screen click the *Template maintenance* link via the template job list screen or click on the *Login* button on the tool bar 3 until you reach to the maintenance screen. An example of this screen is shown below



Deleting a template job:
To delete a template job follow the following steps:

1. Highlight the job by clicking on the *customers name* corresponding to the job you wish to remove
2. Click on the *Delete/Archive* Link on the right.
3. A confirmation screen will ask you to either Delete or Archive the job, select *delete*.

The job has been deleted and will not appear on any job lists.

Section 12
<u>Template Maintenance - Continued</u>

Archiving a template job:
To archive a template job follow the following steps:

4. Highlight the job by clicking on the *customers name* corresponding to the job you wish to remove
5. Click on the *Delete/Archive* Link on the right.
6. A confirmation screen will ask you to either Delete or Archive the job, select *Archive*.

The job has been archived and will appear on the archived template job list.

Editing a template job details:
To archive a template job follow the following steps:

7. Highlight the job by clicking on the *customers name* corresponding to the job you wish to remove
8. Click on the *Edit* button on the tool bar
9. The *Edit Template Properties* will load, change any desired fields and press *Submit*. (Note: you are not allowed to change the number of pages. To do so please create a new Template Job)

The job details have now been edited and will return to the Template Maintenance screen.

Section 13
Viewing Archived Template Jobs

To view Archived template jobs select the *TB Archives* link via the Template job list screen OR click on *History* when you are on the Template Maintenance screen. This screen displays all the archived jobs by a snap shot image of the template followed by its job name. The Template Archives screen allows you to restore jobs so that both the Studio and Client can further modify them. A screen similar to the one below will be shown.

To restore a template job follow the following steps:

1. Click on the image corresponding to the template you wish to restore
2. The system will ask you to confirm your actions, if this job is the correct job click *restore.* If this job was mistakenly selected and you do not wish to restore it, select cancel.

The template job will now appear on the template job listing as it was before being archived.

Section 14 Client
<u>Current Job List screen</u>

After logging in you will see the “Current Job List” screen.

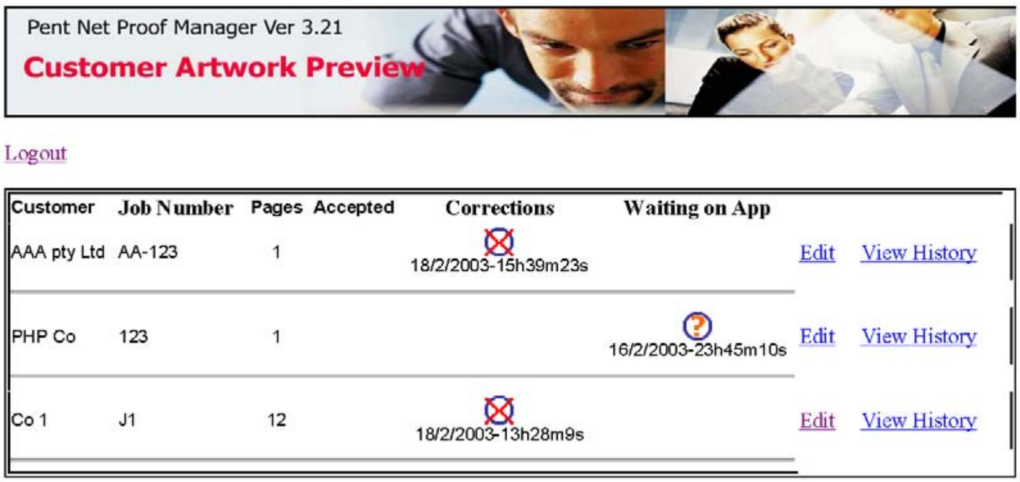


Fig 5 Current Job List

This screen lists the current jobs. Every job is on a separate line.

Each job can be in one of three state’s;

1. Accepted — The job has been accepted by the client
2. Corrections — The client has made corrections to the job
3. Waiting on App — The job is waiting for the client to view it.

Each of the three possible options above also show a date and time stamp of when the action occurred.

To view the Job details click on the “edit” button on the right hand side.

Section 15 Client

Job Detail View

To view and edit a jobs detail, do the following:

From the "Current Job List" screen
Click on "Edit"

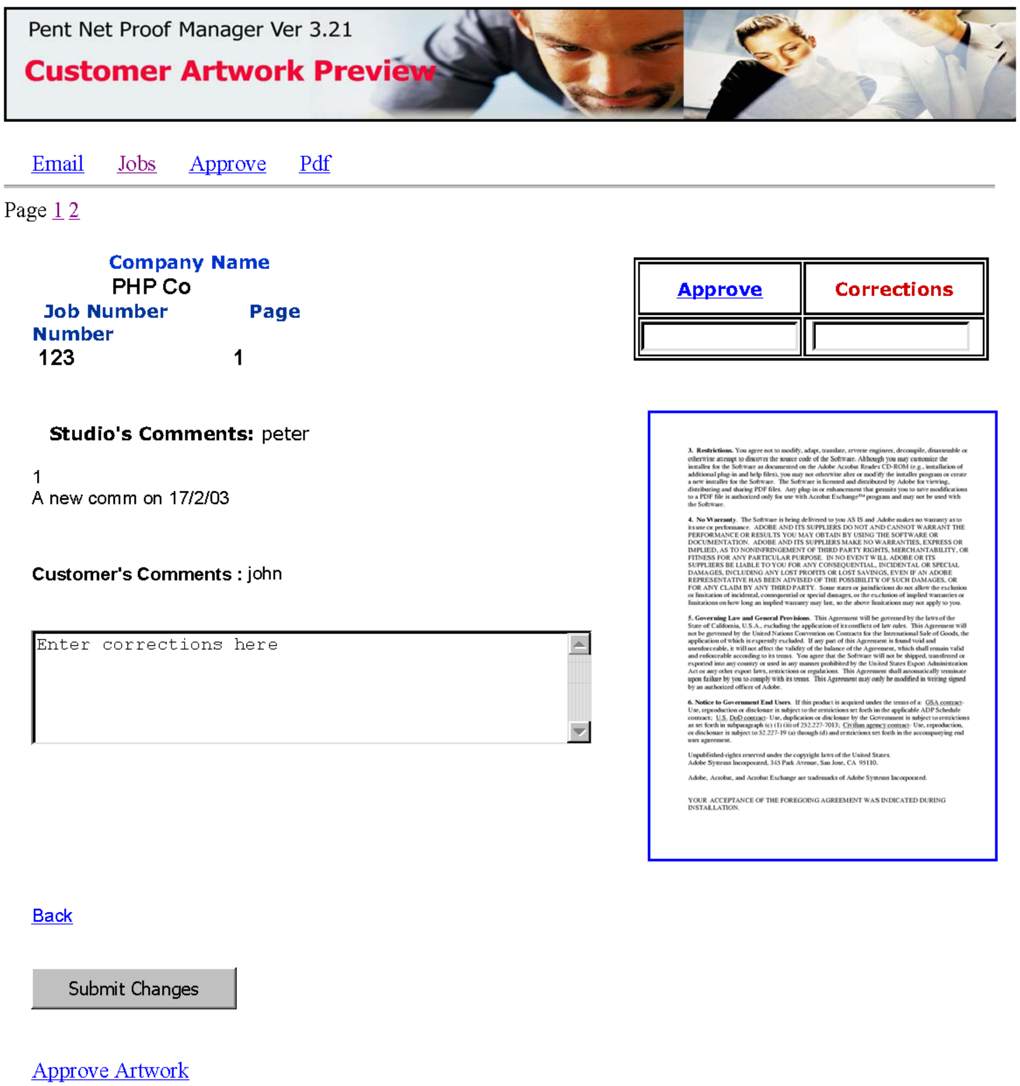


Fig 6: Client Job Detail

Section 15 Client
Job Detail View - Continued

On the Job Detail screen you can:

Approve the Job	- by clicking on "Approve Artwork"
Make Comments	- by typing in the box below "**Customer's Comments"** and then clicking on "Submit Changes" button
Go to individual Pages	- by clicking on the image at the bottom right of the page

To view the full graphics with the customer comments overlaid, click on the graphics thumbnail located at the bottom right hand corner of the "Job Detail View" screen.
This will open up the "Artwork Detail" screen with your corrections written in red as per the section below.

Section 16 Client

Artwork Detail View

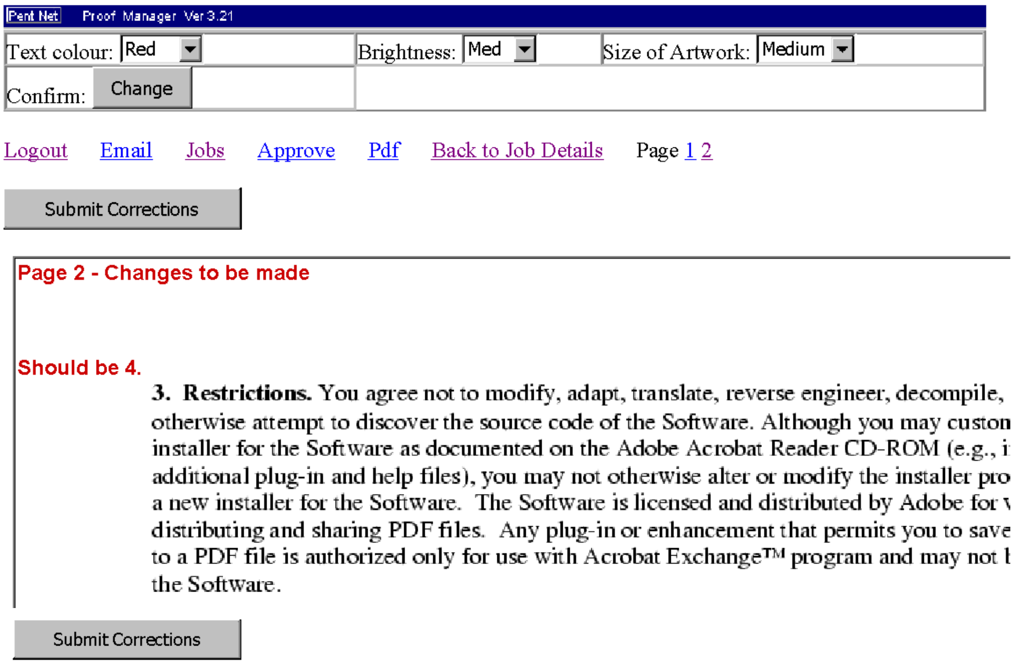


Fig 7: Artwork Detail

On the :Artwork Detail" screen your comments are in red text.

To make comments:

Click on the image
Type in your comments
click on "Submit Corrections

This also records the current time and date, and changes the state of the job to "Corrections" in the "Current Job List" screen.

Section 16 Client
Artwork Detail View - Continued

To change the text colour that you type with
choose the colour
choose the brightness
click change

To change the image size
choose the size of artwork
click change

Client
Digital Asset Management

Section 17 Client
Viewing Template jobs

To go to the template job-listing screen, after you have logged in click the *Template Builder* link. This link will only appear if the studio has permitted the user to access this module.

On the template job scree, each job is displayed by a snap shot of the template and its Job name.
In a special case where the studio has permitted the client to modify the layout, a link *Modify layout* will appear next to each job. This allows clients to modify the layout, as the studio is able to. Please see section X for details on modifying the template layout.

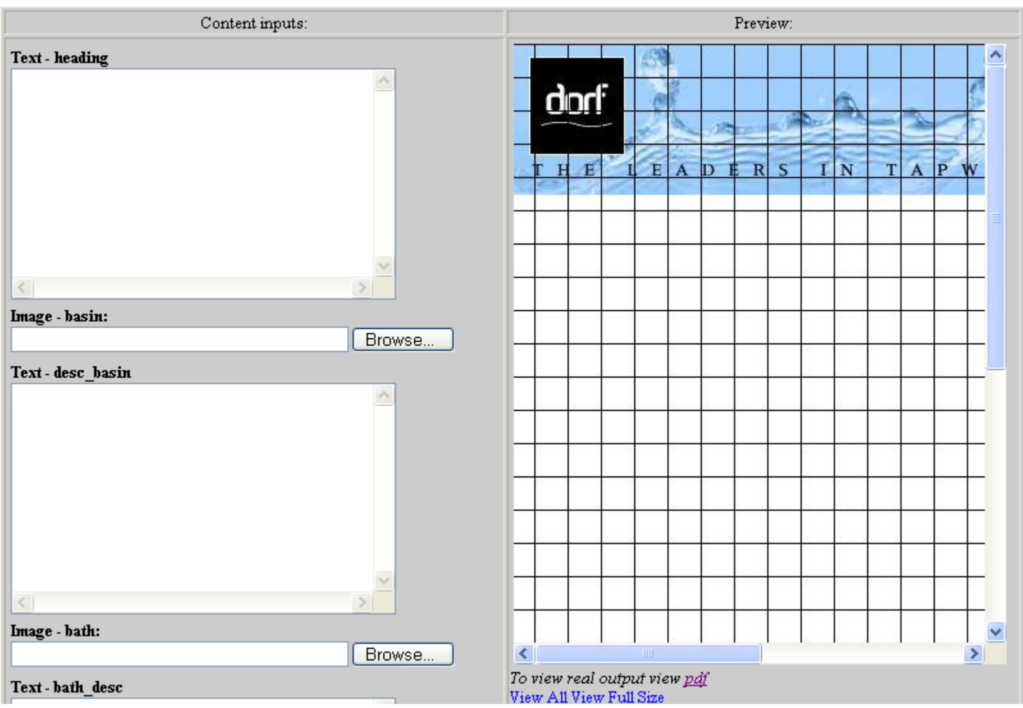
To edit the contents of the template clicking on the *image* corresponding to the template you wish to edit.
Clients will only be able to edit the contents of the template when the studio has finished designing the layout.

Section 18 Client
<u>Editing the template contents</u>

Template builder allows the client to add his or her own contents to the template according to how the studio has designed it. On the top, template builder describes the job by its:

1. Job number
2. Reference
3. Description
4. Author

Following this template displays the available pages to edit and also the current page the client is editing.
Under content inputs; template builder allows the client to input their desired content onto the template. On the right hand side under preview, template builder displays a snap shot of the template after submissions. Below the preview image you are able to download the actual output in PDF form or zoom in or out of the preview. An example of this screen is shown below:



To edit the templates contents do the following:

1. For every object that appears under the "Content input:" collum Fill in the object with the correct data. There are three types of objects that can appear
   a. Text – text input
   b. Image – browse and select an image
   c. Suggested Image – select an image from the drop down menu
2. Press submit

Section 20 Client
<u>Editing the template contents - continued</u>

Template builder will now generate a preview of the template according to the supplied content input. Clients may re-submit different content input until they are satisfied with the output.

Template builder allows the client to notify the studio of the competition of the template by clicking on the *Submit to studio* link.