



ENCEPT PREMEDIA

Artwork Approval Process

Help Document

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Table of Content

1. Workflow Process- Artwork Approval					
1.1	Client Reviewers	1			
1.2	Client Brand Manager Approval	4			

arlsberg	Help Document	Version Status	ENCEPT
	Encept- Artwork Approval Process	V1.0	PREMEDIA

1. Workflow Process- Artwork Approval

1.1 Client Reviewers

Clients will have their views as:



Figure 1.1: Views of Client

- > ACTIVE JOBS view is your landing page view, which is your (inbox).
- INACTIVE JOBS view is the view which shows workflow status pending with Encept either for holding the job by Encept from Client or Artwork Rejection or Revision.

RELEASED JOBS view shows the Jobs that has been released by Encept for print. Clicking on Active Jobs, clients can view the request form and can take decision either for

• Accept:

You can do the following:

ACCEPT:

Workflow Numbe	r:	Brand Name :	Tata Tea prenium	Custom Status :	Pending For Pre-Deliv	ery Check
SKU :	1 kg	Primary Packing Format :	CEKA Carton		Task De	etails -
Request Info	Files Activity Log	Comments				
Add Files						
Document Type	Select File Type	Add Files				
Action	File Name		Version No	Added By	Added Date	File Typ
	Flora SB - Carton after co	rrections (1) pdf	0.1	Anagha Kulkami	11-May-2018 15:48	Artwork P

Figure 1.2 Accept & Review Artwork File

On clicking Accept, validations message shows how to review the details uploaded by the other user.



On the Files tab, Select the Artwork File and Click
 Viewer icon to view the artwork in Viewer.

							Checklist Action -	Version v	/0.1
PDF	Color		Annotate				Checklist		
	CMYK Color	s Black Cyan Magenta	Swiss Garrier Podar bare / T.O.B.A.B Projacy Composed - C.MITO Benefaction of Acrosols Specifications of Acrosols	Castoner Name : Marki (Salet) Pack Star: 12A g Sache	ARTWORK APPROVAL SHE d Attends No : Design(Sylle ; Tuck in type lock bo	ET Inn Cole: Supercelos : Color Scheme: 4 COLOUR	My Checklist Correctness of Barcode Correctness of BOP Design Correctness of Colours Correctness of Colours	• • •	
- 	Spot Colors	PANTONE 541 C		Biskondary BS-ymotia Protectic cell forecting Protectics Biskondary Biskondar	Point of a second secon		Correctness of FOP Design Correctness of KLD Correctness of Overall Copy/ Fext	• •	
		PANTONE 538 C	Presed By: Exertises Date Signature	Could by Protection Dept Date: Signature	Checkel by CC Day Date 1 Signature:	Approved By QA.Dept Date : Signature	Correctness of Post Print Finishes Save	×	

Figure 1.3: Viewer

On the Viewer left hand side, you can view all the viewer functionalities like
 PDF Viewer, Thumbnail View, Color Separation, Layer separation, Font Separation,
 Barcode Details, Image Compare, Metadata.

- > On the right hand side, you can view the checklist.
- Every checklist will have Yes/No/NA option available. User can select the required option from the checklist drop down. Comments must be made when a particular checklist as "No" so to give the Reason.



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	Encept- Artwork Approval Process	V1.0	PREMEDIA

- Click Save to save the checklist reviews in the form.
- Close the viewer window, go back to the main form click on Accept to submit the workflow to the Client Brand Manager for final Approval.
- Reject:

By giving comment, reason for rejection of the artwork as shown below.

COMMENTS:

Request Info	Files	Stakeholders	Comments
Comments S	Section		
Add Your Comr	nents Here		8
List of Com	nents		

Figure 1.5: Comments Section

- 1. Enter the required comments in the **Comments** text box.
- 2. Once you submit the form, on the right hand side you can view the Comments in the List of Comments with user name, date and time.

Request Info	Files	Stakeholders	Activity Log	Comments	
Comments 5	Section				
Add Your Com	ments Here				
List of Comr	ments				
P Ch	roduct Man	ager			Tue Feb 27 2018 13:50:12 GMT+0530 (India Standard

Figure 1.6: Add Comments

- > You can also click **Save** to save the form for further use.
- Each reviewer's will do the same steps and submit to the Client Brand Manager for final Artwork Approval.
- > You can view in Activity Log, who is the next user in the workflow process.



1.2 Client Brand Manager Approval

You can do the following:

- 1. If you **reject**, then it will go back to **Encept's Inactive Jobs view** for updating the artwork and then for pre delivery check, before sending it to client reviewers.
- 2. If **approve**, then workflow will go to the **Encept's Inactive Jobs** for artwork review and release to print.
- **Reject:** It will ask you to comment on reason for rejection.

COMMENTS:

Request Info	Files	Stakeholders	Comments	
Comments S	ection			
Add Your Comr	nents Here			k
List of Com	nents			



- 3. Enter the required comments in the **Comments** text box.
- 4. Once you submit the form, on the right hand side you can view the Comments in the List of Comments with user name, date and time.

Request Info	Files	Stakeholders	Activity Log	Comments	
Comments	Section				
Add Your Com	ments Here				h
List of Com	ments				
P cr	Product Mana neck the Bran	ager id Name			Tue Feb 27 2018 13:50:12 GMT+0530 (India Standard Time)

Figure 1.8: Add Comments

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	Encept- Artwork Approval Process	V1.0	PREMEDIA

> Approve:

New Request	Click Files Tab, Select \	/iew Icon for the Artwork	File and Fill-in All Che	cklist			3	<
Artwork Approval	Workflow Number:	AW-N-11	Brand Name :	Stro	ong Pint	Custom Status :	Pending With Client Br	and Manager For Artwork
ACTIVE JOBS (1)	SKU :	500 ml	Primary Packing		Beer test2		Approval	
RELEASED JOBS (1)			Format :					
New Job Request +	Request Info Fi	les Activity Log	Comments H	lelp				
	Add Files							
	Document Type :	Select File Type 🔹	Add Flints					
	Action F	ile Name	Version No	Added	Ву		Added Date	File Type
	17	1117.pdf 0.	.1	Anagha	Kulkarni ((Encept)	04-Oct-2018 11:00	Artwork File
				Approve	Reject	Save		

Figure 1.9: Accept & Review Artwork File

- On clicking Approve, validations message shows how to review the details uploaded by the other user.
- On the Files tab, Select the Artwork File and Click
 Viewer icon to view the artwork in Viewer.

10100						Checklist Action 🝷	Version v0.1
PDF	Color	Annotate		Checklist			
	CMYK Colors Black Cyan Cyan Magenta Vellow Spot Colors PANTONE 541 C	Podar Ivan J. Control	Spins Carrier Consume Numerie Madala Antrod Nami Imm Code; Product Server (CMIC) (Solar) Desauration; Life's Dublifitium: Antrod Nami Imm Code; Spinsthermanne (CMIC) (Solar) Desauration; Life's Dublifitium: Desauration; Life's Dublifitium: Antrod Nami Imm Code; Spinsthermanne (CMIC) Desauration; Life's Dublifitium: Desauration; Life's Dublifitium: Coder Statuse + CCICCO; B			My Checklist Correctness of Barcode Correctness of BOP Design Correctness of Colours Correctness of Disclaimers Correctness of FOP Design Correctness of KLD Correctness of Verall Copy/	- () - () - () - () - () - () - () - ()
0	PANTONE 638 C	Prepared By Kontona d Dotr : 1 Signator: 2	Scoled by Proteins Det	Checked by QC Day Date:	Approval By QA Dapt Dati : Signature	ext Correctness of Post Print Finishes	

Figure 1.10: Viewer

On the Viewer left hand side, you can view all the viewer functionalities like
 PDF Viewer, Thumbnail View, Color Separation, Layer separation, Font Separation,
 Barcode Details, Image Compare, Metadata.

> On the right hand side, you can view the checklist.



Every checklist will have Yes/No/NA option available. You can select the required option from the checklist drop down to make your decision. Comments must be made when a particular checklist as "No" so to give the Reason.

Checklist Action 👻 Version v0.1							
		Correctness Of Barcode	×				
Checklist		No comments for this checklist					
My Checklist	•						
Correctness of Barcode	•						
Correctness of BOP Design							
Correctness of Colours	-						
Correctness of Disclaimers	-						
Correctness of FOP Design	•	N N					
Correctness of KLD	•						
Correctness of Overall Copy/ Text	•		Save				
Correctness of Post Print Finishes	•						
Save							



- > Click Save to save the checklist reviews in the form.
- Close the viewer window; go back to the main form click on Accept to submit the workflow to the Encept Account Manager/Executive.

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