



**ENCEPT PREMEDIA**  
**Artwork Approval Process**  
**Help Document**

<b>Document Type</b>	Help Document
<b>Version</b>	1.0
<b>Date</b>	06-10-2018
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# 1. Workflow Process- Artwork Approval

## 1.1 Client Reviewers

Clients will have their views as:

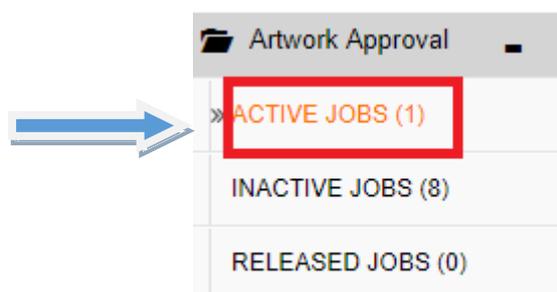


Figure 1.1: Views of Client

- **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:**

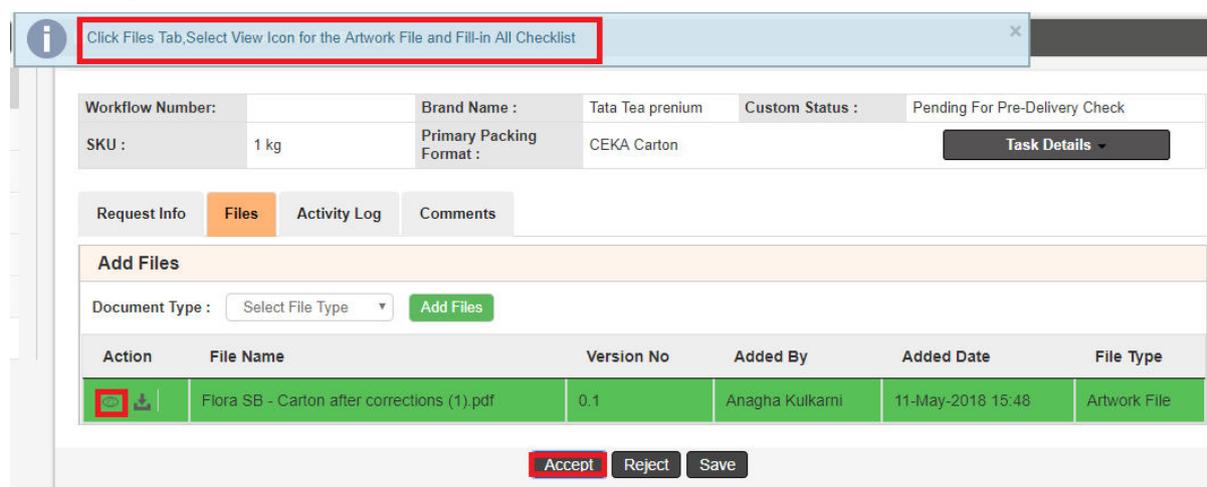


Figure 1.2 Accept & Review Artwork File

- 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.

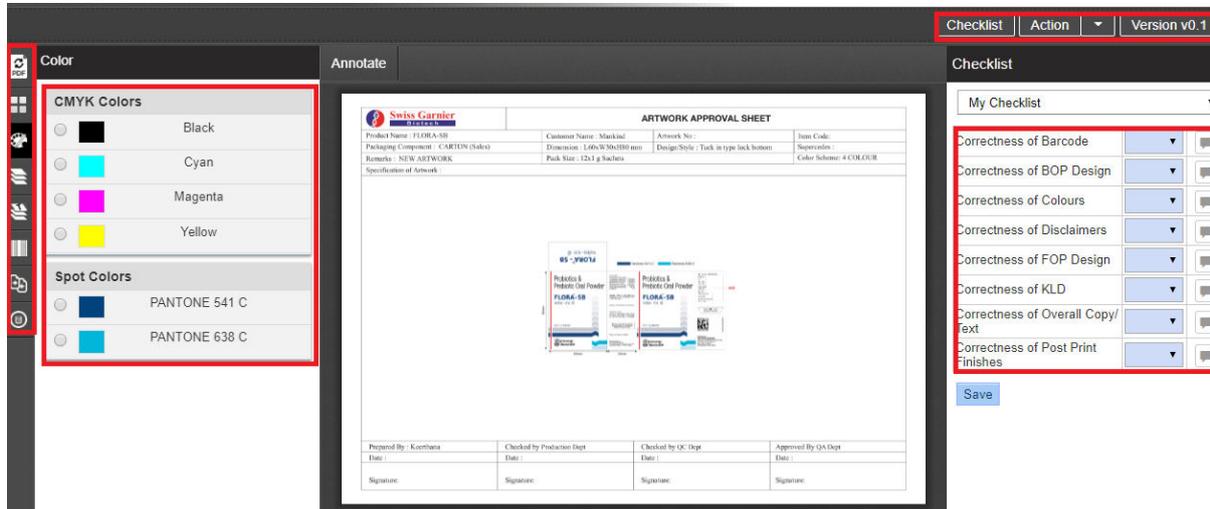


Figure 1.3: Viewer

- 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.



Figure 1.4: Files tab

- 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:



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.



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
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Comments Section

Add Your Comments Here

List of Comments

Figure 1.7: Comments Section

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
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Comments Section

Add Your Comments Here

List of Comments

Product Manager Check the Brand Name	Tue Feb 27 2018 13:50:12 GMT+0530 (India Standard Time)
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Figure 1.8: Add Comments

➤ **Approve:**

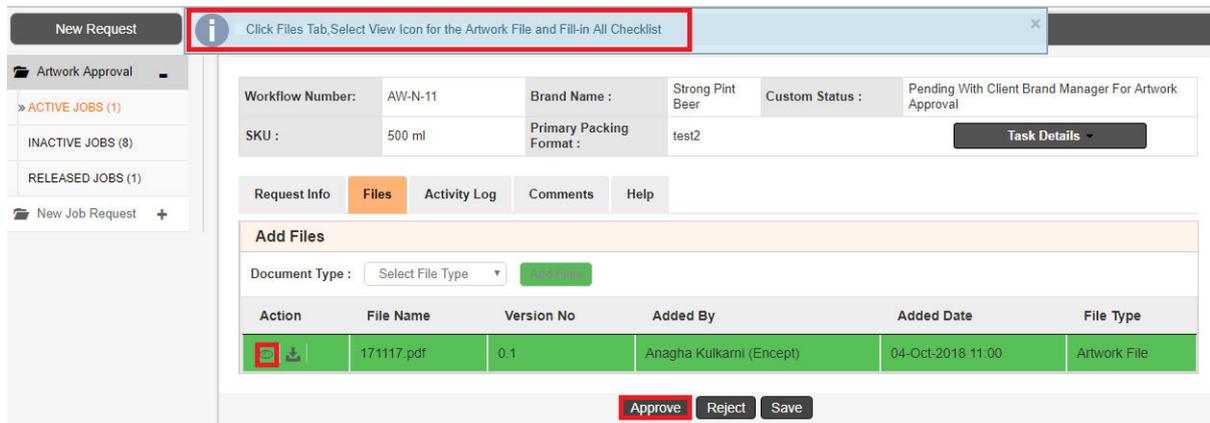


Figure 1.9: Accept & Review Artwork File

- 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.

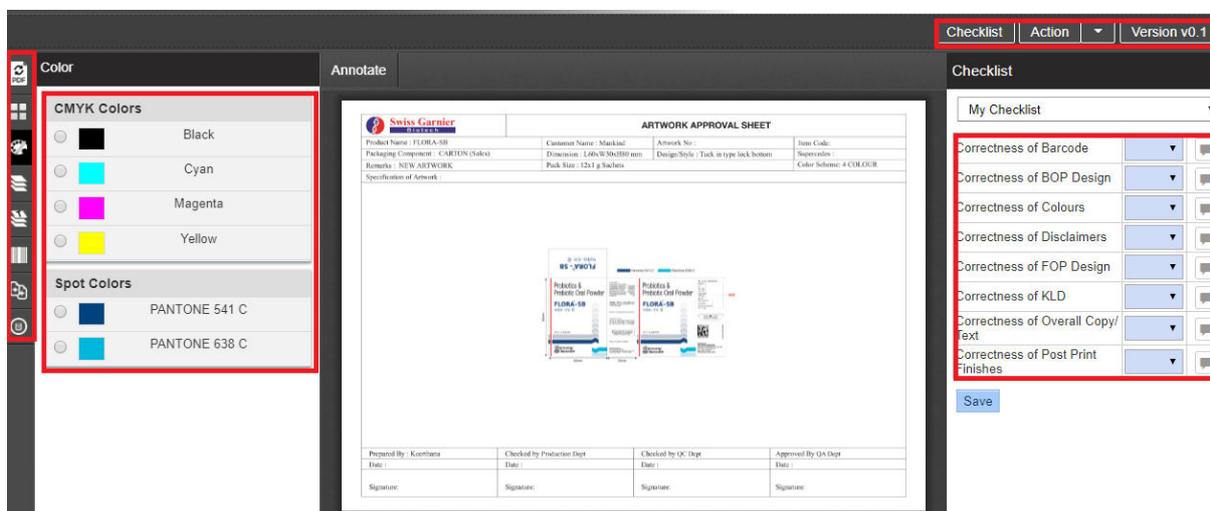


Figure 1.10: Viewer

- 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.



Figure 1.11: Files tab

- 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 Except Account Manager/Executive.



**Help Document**

**Version  
Status**



**Encept- Artwork Approval Process**

V1.0