



ENCEPT PREMEDIA
Artwork Approval Process
Help Document

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1. Workflow Process- Artwork Approval

1.1 Except Account Manager/Executive (Initiator)

Except Account Manager/Executive users has the privilege to initiate the workflow. This section explains how to initiate the workflow.

To initiate do the following:

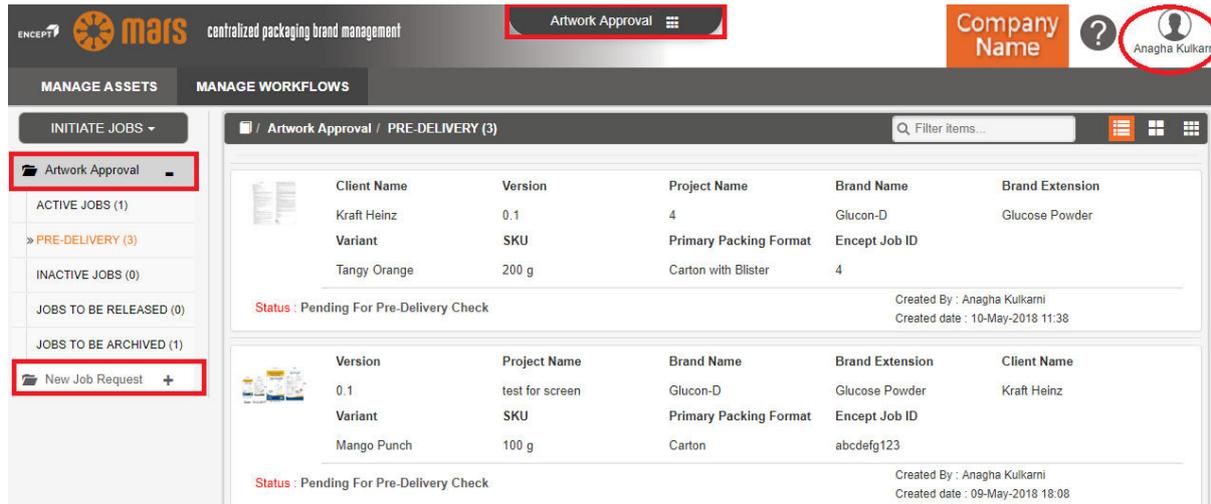


Figure 1.1: Application

- Login to the application. Left hand side shows the workflows present in the application. Right top corner shows the logged in user. Middle top shows the client name. (Refer Fig: 1.1)

To Initiate JOB's (Main Form) do the following:

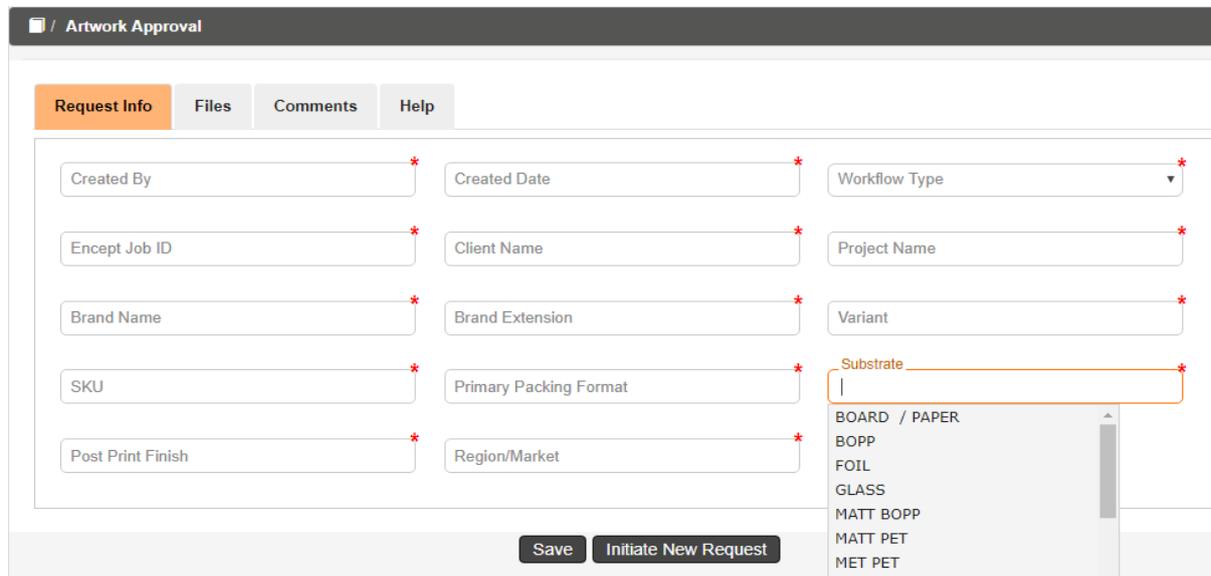


Figure 1.2.1: New request form (New)

Request Info

Files

Comments

Help

Created By *

Created Date *

Workflow Type *

Existing Workflow Number *

Encept Job ID *

Project Name *

Brand Name *

Brand Extension *

Variant *

SKU *

Primary Packing Format *

Substrate *

Post Print Finish *

Region/Market *

Reason For Revision

	Reason For Revision
Add	
Remove	ELEMENT CHANGE
Remove	GRAPHIC AMENDMENTS

Save
Initiate New Request

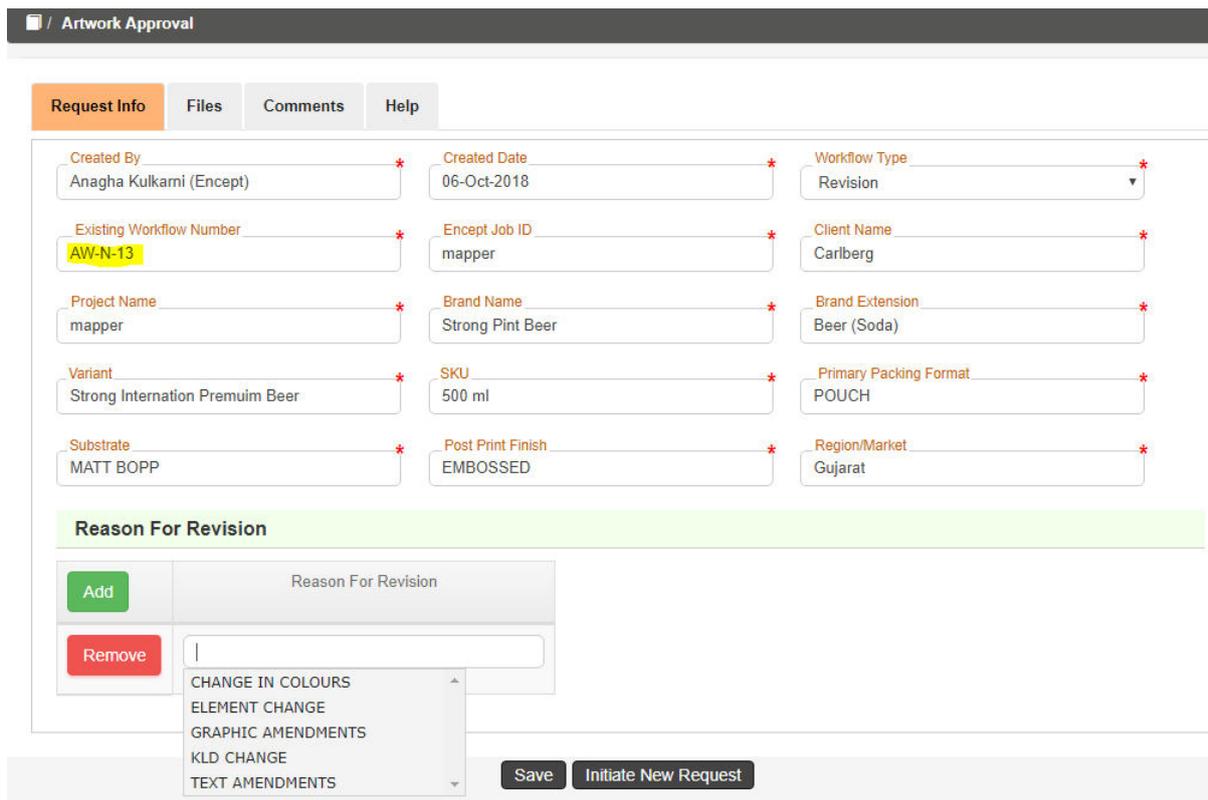
Figure 1.2.2: New request form (Revision)

- You can initiate new jobs by clicking Initiate Jobs, under that the workflow process to be chosen.
- **Created By** and **Created Date** fields are auto populated. **Created By** display based on the user who Login to the application and **Created Date** display the current date.
- Select the required type of workflow (New/Revision) in the **Workflow Type** autosuggests drop down.
- Enter the **Encept Job ID** in the particular text box.
- Select the required client name in the **Client Name** autosuggests drop down.
- Enter the **Project Name** in the particular textbox.
- Select the required brand name in the **Brand Name** auto suggests drop down which is based on client name.
- Select the required brand extension in the **Brand Extension** auto suggests drop down which is based on brand name.
- Select the required variant in the **Variant** auto suggests drop down which is based on brand name.

- Select the required variant in the **SKU** auto suggests drop down which is based on brand name.
- Select the required value from **Primary Packaging Format** auto suggests drop down.
- Select the required value from **Substrate** auto suggests drop down.
- Select the required value from **Post Print Finish** auto suggests drop down.
- Select the required value from **Region/Market** auto suggests drop down.
- If Workflow type is Revision, **Existing Workflow Number** Field will be visible where we need to select the existing workflow numbers for which Artwork Revision is required.
- **Reason For Revision** field will be visible for Workflow Type Revision.
- **Reason For Revision** Details,

i. Click  icon to add additional Reason for Revision.

ii. Click  icon to remove the added Reason for Revision.



The screenshot shows the 'Artwork Approval' form for a 'Revision' workflow. The form is divided into several sections:

- Request Info:** Contains tabs for 'Request Info', 'Files', 'Comments', and 'Help'.
- Form Fields:** A grid of input fields with red asterisks indicating required fields. Values include:
 - Created By: Anagha Kulkarni (Encept)
 - Created Date: 06-Oct-2018
 - Workflow Type: Revision
 - Existing Workflow Number: AW-N-13
 - Encept Job ID: mapper
 - Client Name: Carlsberg
 - Project Name: mapper
 - Brand Name: Strong Pint Beer
 - Brand Extension: Beer (Soda)
 - Variant: Strong Internation Premuim Beer
 - SKU: 500 ml
 - Primary Packing Format: POUCH
 - Substrate: MATT BOPP
 - Post Print Finish: EMBOSSSED
 - Region/Market: Gujarat
- Reason For Revision:** A section with a green background. It contains an 'Add' button, a 'Reason For Revision' input field, and a 'Remove' button. A dropdown menu is open, listing reasons: CHANGE IN COLOURS, ELEMENT CHANGE, GRAPHIC AMENDMENTS, KLD CHANGE, and TEXT AMENDMENTS.
- Buttons:** 'Save' and 'Initiate New Request' buttons are located at the bottom right of the form.

Figure 1.2.3: New request form (Revision)

- If Workflow Type is Revision selected, all the form field values will be populated same as, based on the selected existing workflow in existing workflow number.

Views:

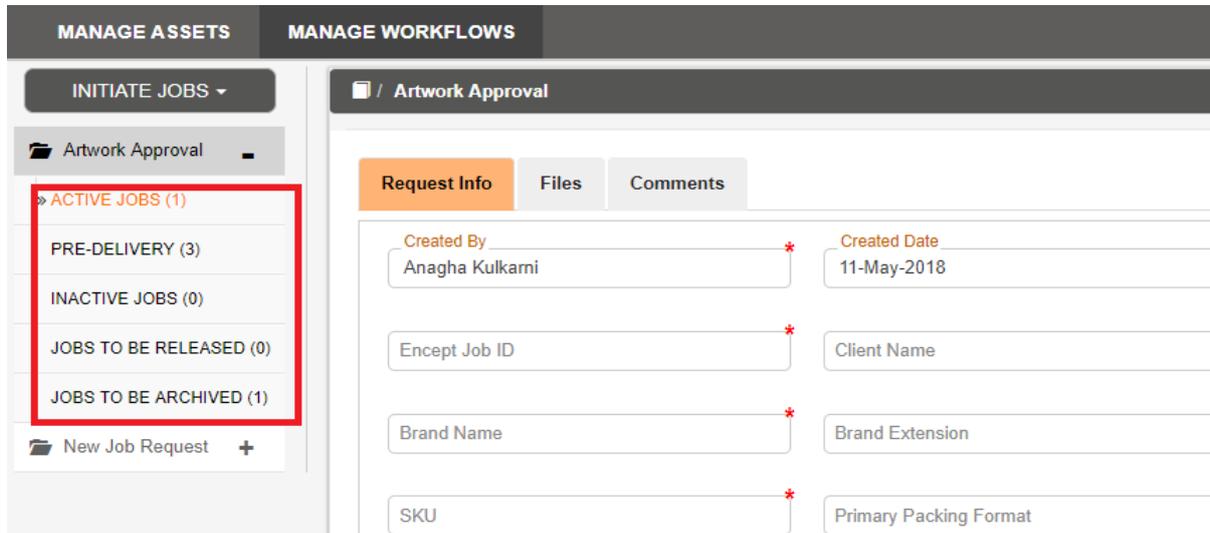


Figure 1.3: Views

- **Active Jobs** is the landing page for Encept Users, which shows the jobs pending with clients.
- **Pre-Delivery** view is for verifying the Artwork File before sending it to client by Encept.
- **Inactive Jobs** view contains jobs that is in *Hold* and which comes to Encept from Client for *Revision*.
- **JOBS TO BE RELEASED** contains jobs, which are approved by both Client and Encept and are ready to get released to Printers.
- **JOBS TO BE ARCHIVED** contains the job with *Artwork Technical Specifications*.

FILES:

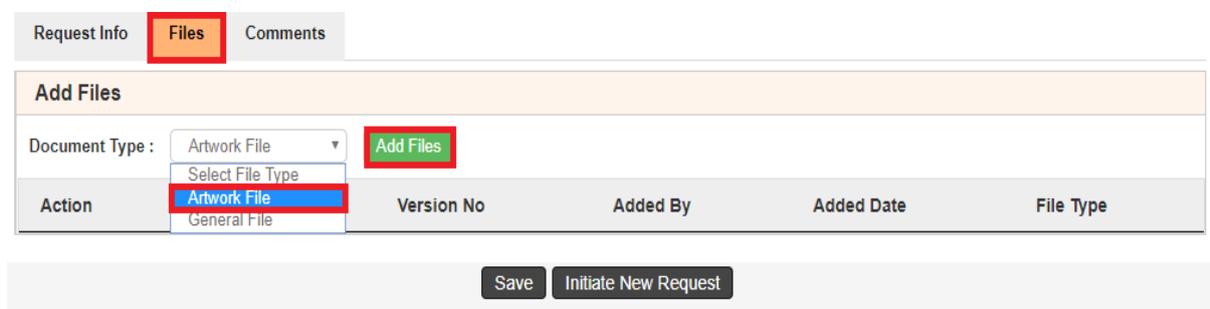


Figure 1.4.1: Add Files (Workflow type New)

Click **Files** tab to attach the document.

- Select the File type from the **Document Type** drop down list.
- Click the **Add Files** button.

➤ Once the user clicks the Add Files and the following below pop up will appear.

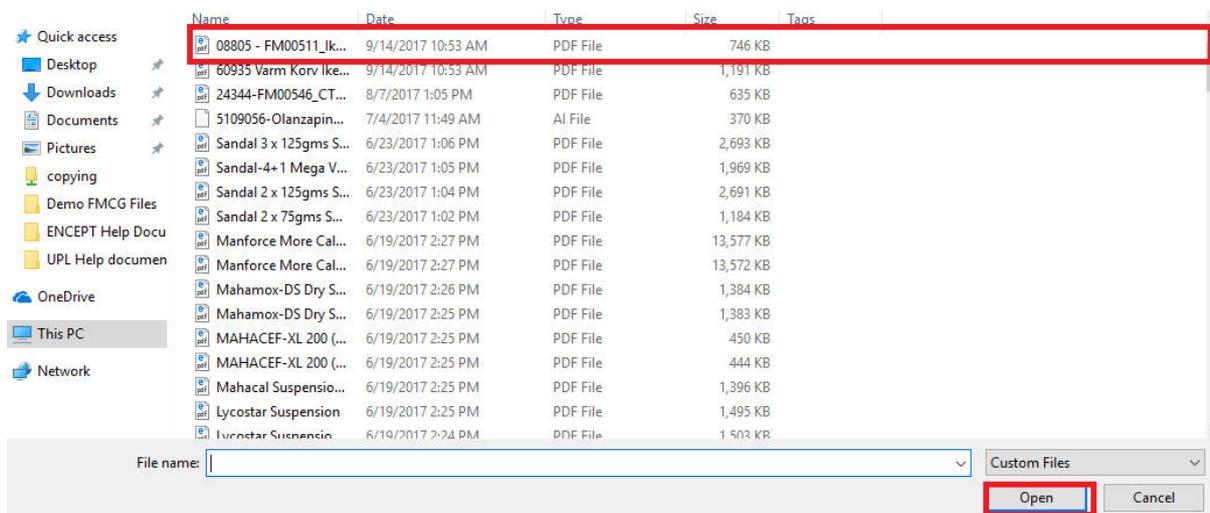


Figure 1.5: Select Files

- You can select the required files and click **Open** to attach the required file.
- User can view the attached file under the file section.



Figure 1.6: Files Section

1. Click delete icon to delete the required file.
2. Click download icon to download the Files.
3. **File Name** indicates the name of the attached file in the file section.
4. **Version No** indicates the version of the attached file.
5. **Added By** indicates who uploads the File.
6. **Added Date** indicates the file uploaded date.
7. **File Type** indicates the type of attached file

Action	File	Version No	Added By	Added Date	File Type
	Sandal 3 x 125gms Soap Offer MC for Shrink Sleeve-MDXDSMC96.pdf	0.1	Anagha Kulkami	10-May-2018 11:55	Approved Artwork File

Figure 1.4.2: Add Files (Workflow type Revision)

- If workflow type is Revision, Approved Artwork Files will also be populated according to Existing Workflow number.
- Then Attach Artwork Files as mentioned above.

COMMENTS:

Figure 1.7: 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 1.8: Add Comments

You can do the following:

1. Click **Save** to save the form.

2. Click **Initiate New Request** to submit the request form.

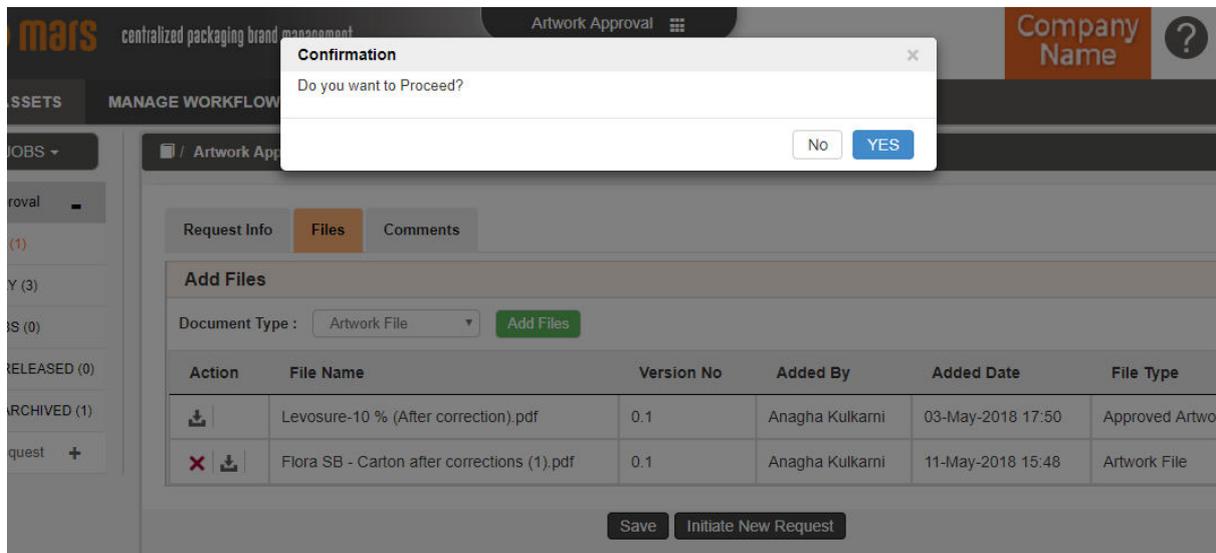


Figure 1.9: Confirmation Message Alert

After form submission, workflow submitted message displays as shown below:

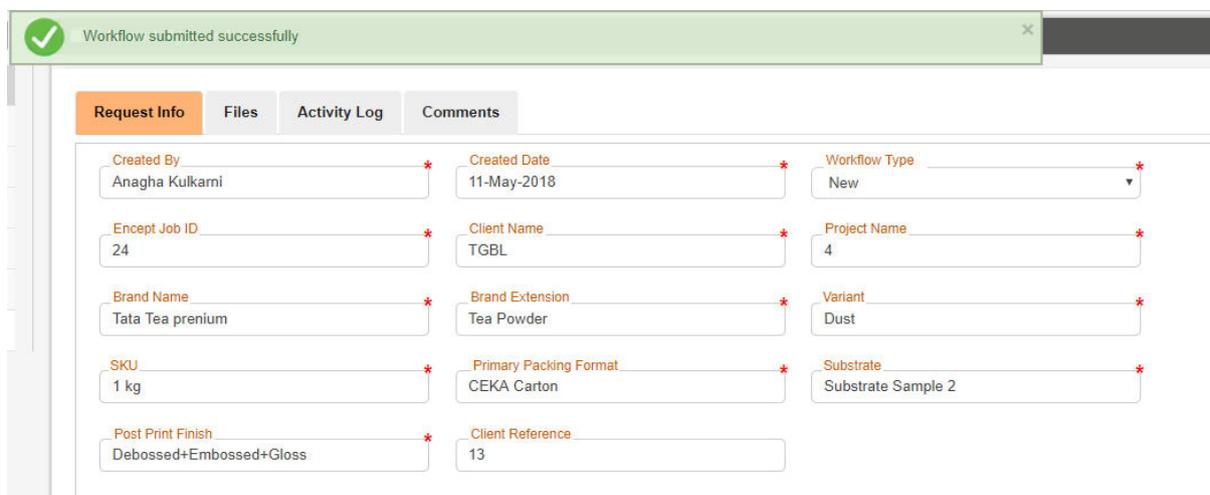


Figure 1.10: Workflow Submitted

Click **Activity Log** tab to view the history of the request form.

On the History Page,

It displays the Activity Name, Participant Name, Actual Start Date, Actual End Date and Action.

You have successfully initiated the process.

Request Info Files **Activity Log** Comments

Activity Log

Activity Name	Participant Name	Activity Start Date	Activity End Date	Action
Start	Anagha Kulkarni	11-May-2018 15:51	11-May-2018 15:51	Initiate New Request
Pre Delivery Check	Madhuj	11-May-2018 15:51	--	
Pre Delivery Check	Anagha Kulkarni	11-May-2018 15:51	--	

Figure 1.11: view history

1.2 PRE-DELIVERY

Once the initiator submits the form, then the workflow moves to the Encept Pre Delivery to review the **Artwork** file. This section explains how to upload the files.

In this activity, the uploaded Artwork File is pre checked before delivering to Clients.

- Select **PRE-DELIVERY** under the Artwork Approval tab and click the required pending request form.
- You can view the **form field** details of the respective pending request.

Artwork Approval / PRE-DELIVERY (9)

Workflow Number:		Brand Name :	Strong Pint Beer	Custom Status :	Pending For Pre-Delivery Check
SKU :	test N	Primary Packing Format :	WRAPPER	Task Details	

Request Info Files **Activity Log** Comments Help

Created By Anagha Kulkarni (Encept)	Created Date 04-Oct-2018	Workflow Type New
Encept Job ID new	Client Name Carlberg	Project Name new
Brand Name Strong Pint Beer	Brand Extension Beer	Variant Strong Internation Premiim Beer
SKU test N	Primary Packing Format WRAPPER	Substrate METAL SHEET
Post Print Finish SPOT MATT	Region/Market Gujarat	

[Accept](#)
[Reject](#)
[Save](#)

Figure 1.12: Pre-Delivery Request Form

- On the top you can see the quick view of the details like **Brand Name, Custom Status, SKU, Primary Packaging Format, Task Details** of the respective workflow.

1.2.1 ACCEPT:

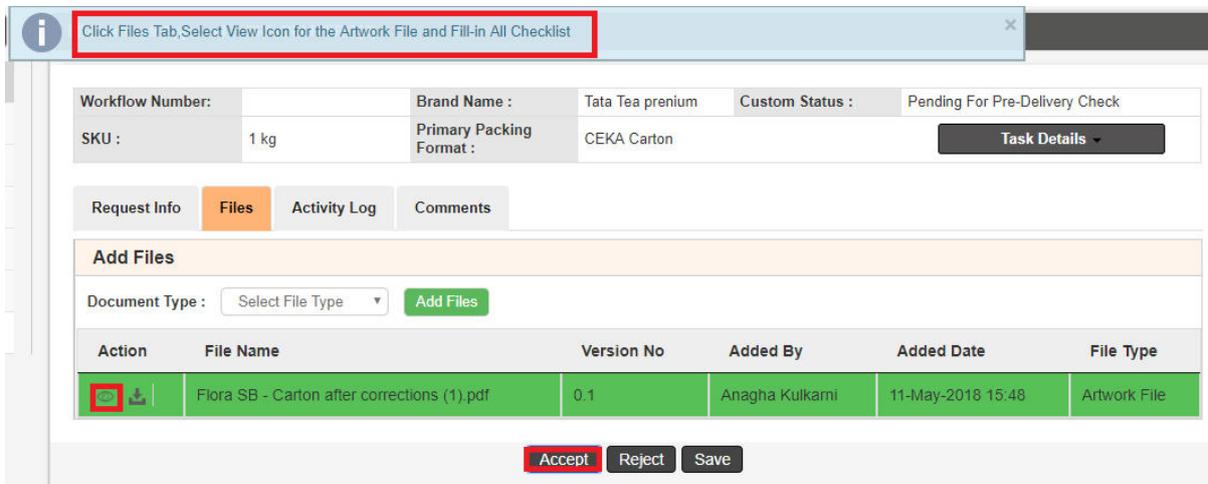


Figure 1.13: Accept & Review Artwork File

- 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 Karomi Viewer.

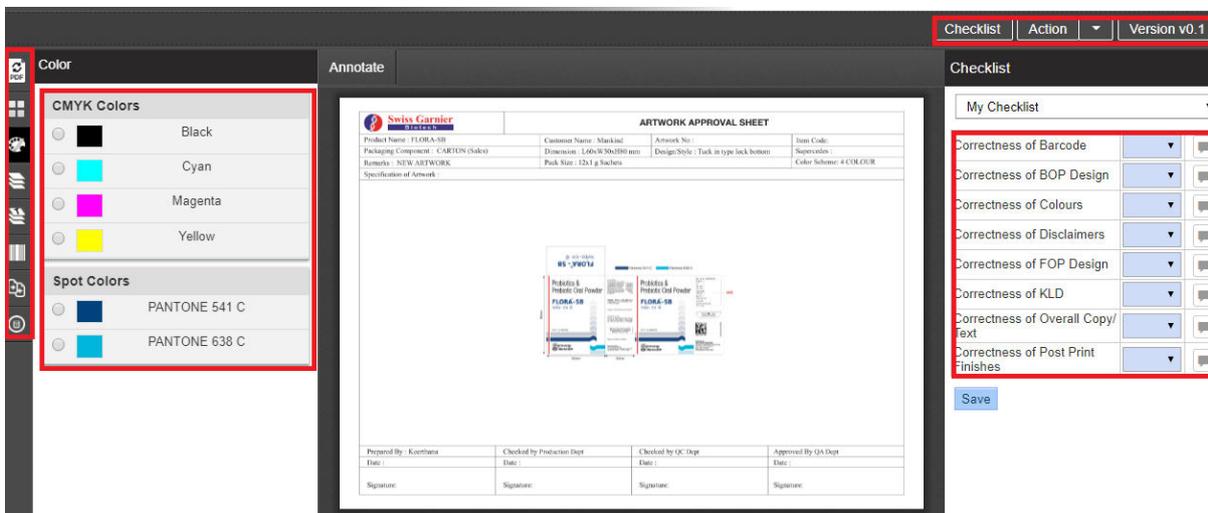


Figure 1.14: Karomi Viewer

- On the Karomi 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.

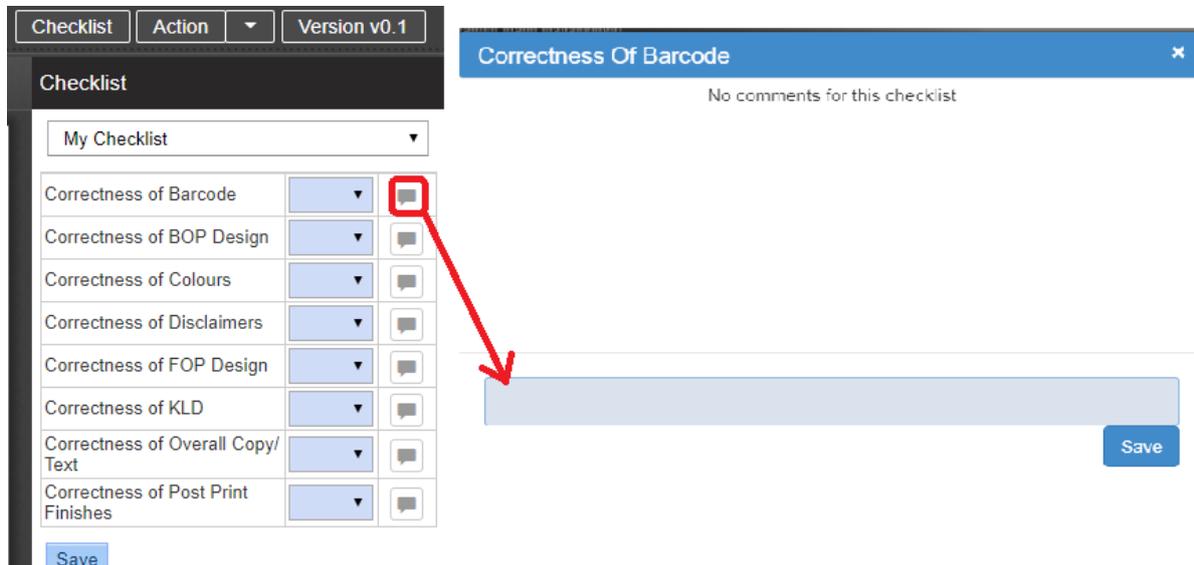


Figure 1.15: Files tab

- 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 clients.

1.2.2 Reject:

- Enter the reason for rejection in the comment section.
- The request will go back to the Initiator for Review.

1.3 Initiator Review

In this section, Initiator will review the artwork file, if not correct then he will update a new artwork file.

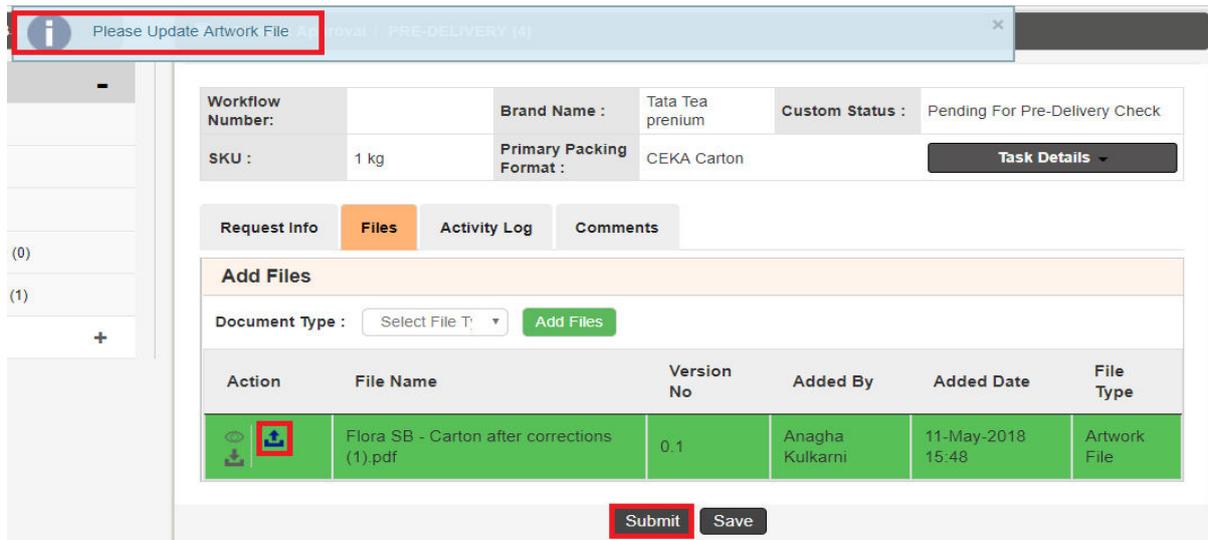


Figure 1.16: File Update

- Once you click on submit it will show validation message for updating the file where is the update icon.

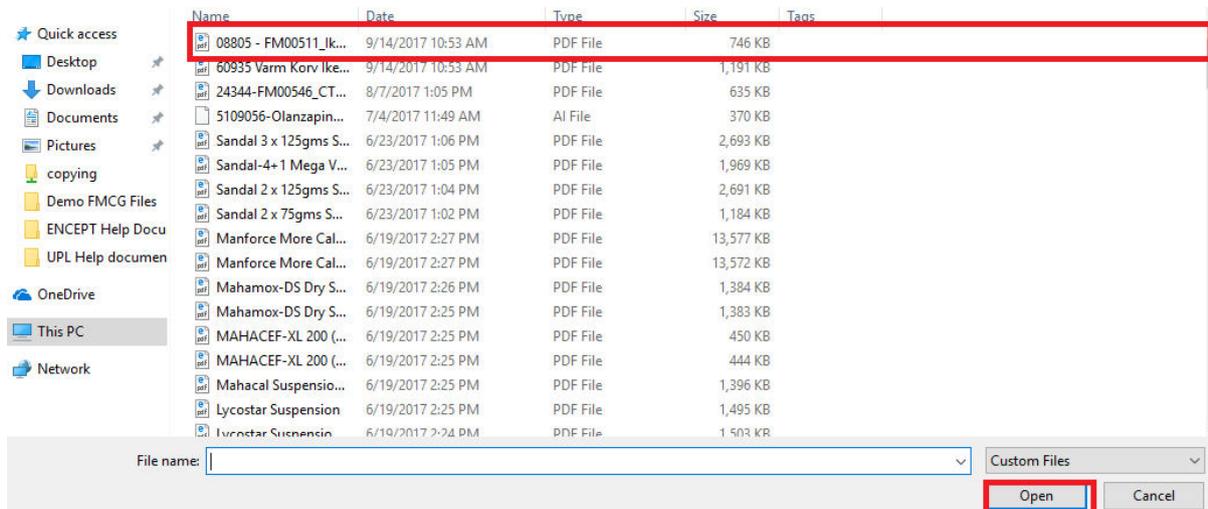


Figure 1.17: Select Files

- Clicking on update icon will take you to the above image files where you need to select files and click open then selected file will be updated and automatically internal version have changed with success message as shown below.

✔ Document updated successfully

Workflow Number:		Brand Name :	Tata Tea premium	Custom Status :	Pending For Pre-Delivery Check
SKU :	1 kg	Primary Packing Format :	CEKA Carton	Task Details	

Request Info **Files** Activity Log Comments

Add Files

Document Type : [Add Files](#)

Action	File Name	Version No	Added By	Added Date	File Type
	Losakind-25 & 50 Tablet (Kenya).pdf	0.3	Anagha Kulkarni	11-May-2018 17:09	Artwork File

[Submit](#) [Save](#)

Figure 1.18: Version Number Changed

You can do the following.

1. Click **Save** to save the request form in your inbox.
2. Click **Submit** to submit the request form to Pre Delivery Check.
3. Click Activity Log tab to view the history of the request form.

Activity Log

Activity Name	Participant Name	Activity Start Date	Activity End Date	Action
Start	Anagha Kulkarni	11-May-2018 15:51	11-May-2018 15:51	Initiate New Request
Pre Delivery Check	Anagha Kulkarni	11-May-2018 15:51	11-May-2018 17:00	Reject
Initiator Review	Anagha Kulkarni	11-May-2018 17:00	11-May-2018 17:14	Submit
Pre Delivery Check	Madhuj	11-May-2018 17:14	--	
Pre Delivery Check	Anagha Kulkarni	11-May-2018 17:14	--	

Figure 1.19: View history

1.4 Pre-Delivery (If Rejected by Initiator Review)

- You will again review the file through checklist using view icon.
- If accepted, then workflow will move to clients.
- Once artwork is approved by Encept Unique Workflow Number will be generated as shown below:

Workflow is created successfully with Job ID : AW-N-24

Workflow Number: AW-N-24 Brand Name : Glucon-D Custom Status : Pending For Pre-Delivery Check
 SKU : 200 g Primary Packing Format : Carton with Blister Task Details

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 Type
	Losakind-25 & 50 Tablet (Kenya).pdf	0.1	Anagha Kulkarni	10-May-2018 11:37	Artwork File

Figure 1.20: Workflow Number generated

You can click on Active Jobs to check with which client user workflow is pending. Refer below image:

Activity Log

Activity Name	Participant Name	Activity Start Date	Activity End Date	Action
Start	Anagha Kulkarni	11-May-2018 15:51	11-May-2018 15:51	Initiate New Request
Pre Delivery Check	Anagha Kulkarni	11-May-2018 15:51	11-May-2018 17:00	Reject
Initiator Review	Anagha Kulkarni	11-May-2018 17:00	11-May-2018 17:14	Submit
Pre Delivery Check	Madhuja	11-May-2018 17:14	--	
Pre Delivery Check	Anagha Kulkarni	11-May-2018 17:14	--	

Figure 1.21: View history

1.5 Client Reviewers

Clients will have their views as:

Artwork Approval

- » ACTIVE JOBS (1)
- INACTIVE JOBS (8)
- RELEASED JOBS (0)

Figure 1.22: Views of Client

- **ACTIVE JOBS** view is their landing page view which is their (inbox).
- **INACTIVE JOBS** view is the view which shows workflow status pending with Encept.
- **RELEASED JOBS** view shows the workflows released by Encept.

Clicking on Active Jobs, clients can view the request form and can take decision either for

- **Accept:**

They can do the following:

Review the artwork file using checklist by clicking view icon .

- **Reject:**

By giving comment, reason for rejection of the artwork.

Each reviewer's will do the same steps and submit to the **Client Brand Manager** for final **Artwork Approval**.

1.6 Client Brand Manager Approval

He can do the following:

1. If he **rejects**, then it will go back to **Encept's Inactive Jobs view** for updating the artwork and then pre delivery check, same process continues.
2. If **approves**, then workflow will go to the **Encept's Inactive Jobs** for artwork review.

1.7 Encept Account Manager/Executive

He will review the artwork by clicking the view icon , using the checklists.

In this activity, form fields to be entered are "Artwork Source File Path" & "Printer Mail ID"

He can do the following:

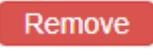
Release:

Release the workflow to the next activity.

Re-Initiate:

Send back the workflow to the Encept Account Executive/Manager, for updating new artwork and Re-Initiate the workflow, then goes to Pre Delivery Check for Artwork Review and same process continues.

On the Printer Mail ID,

- I. Click  icon to add additional Printer Mail ID.
- II. Click  icon to remove the added Printer Mail ID.
- III. Select the required unique Mail ID from the auto suggest drop down as shown above.

IV. If Workflow Type is Revision, Printer Mail ID will be auto populated which was selected on the existing workflow. You can change it or add additional.

Request Info	Files	Activity Log	Comments	Help
Created By Anagha Kulkarni (Encept)	Created Date 05-Oct-2018	Workflow Number AW-N-14		
Workflow Type Revision	Existing Workflow Number AW-N-13	Encept Job ID mapper		
Client Name Carlberg	Project Name mapper	Brand Name Strong Pint Beer		
Brand Extension Beer (Soda)	Variant Strong Internation Premium Beer	SKU 500 ml		
Primary Packing Format POUCH	Substrate MATT BOPP	Post Print Finish EMBOSSSED		
Region/Market Gujarat	Artwork Source File Path fdhdfh			

Printer Mail ID

Add	Mail ID
Remove	rgstudio@rainbow.com tplprepress@gmail.com

Figure: 1.23 Pre Release

Artwork Approval / JOBS TO BE RELEASED (1)

Workflow Number:	AW-N-23	Brand Name :	Tata Tea premium	Custom Status :	Pending With Encept Account Manager/Executive For Releasing Artwork to Archive
SKU :	1 kg	Primary Packing Format :	CEKA Carton	Task Details ▾	

Request Info	Files	Activity Log	Comments		
Add Files					
Document Type :	Select File Ty ▾	Add Files			
	Select File Type				
	Zip File				
	General File				
Action	File	Version No	Added By	Added Date	File Type
	Losakind-25 & 50 Tablet (Kenya).pdf	0.4	Anagha Kulkarni	11-May-2018 17:10	Artwork File
	Valacyclovir Tablets_500 mg 30T Labels-V1.pdf	0.1	Anagha Kulkarni	04-May-2018 14:33	Approved Artwork File

Archive
Re-Initiate
Save

Figure 1.24: ADD Zip File

Click on Add File to add file in .zip format as shown below:

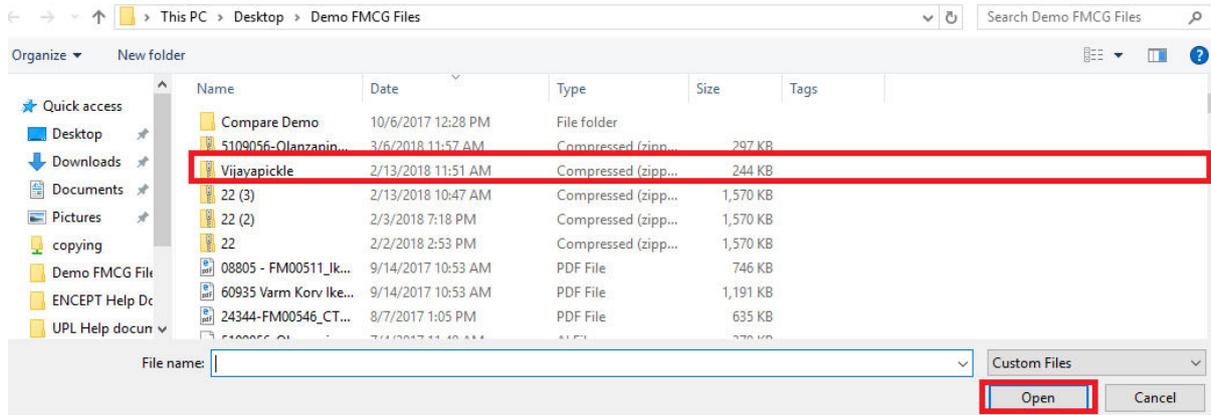


Figure 1.25: File Section

Click on open to add files in the form shown below.

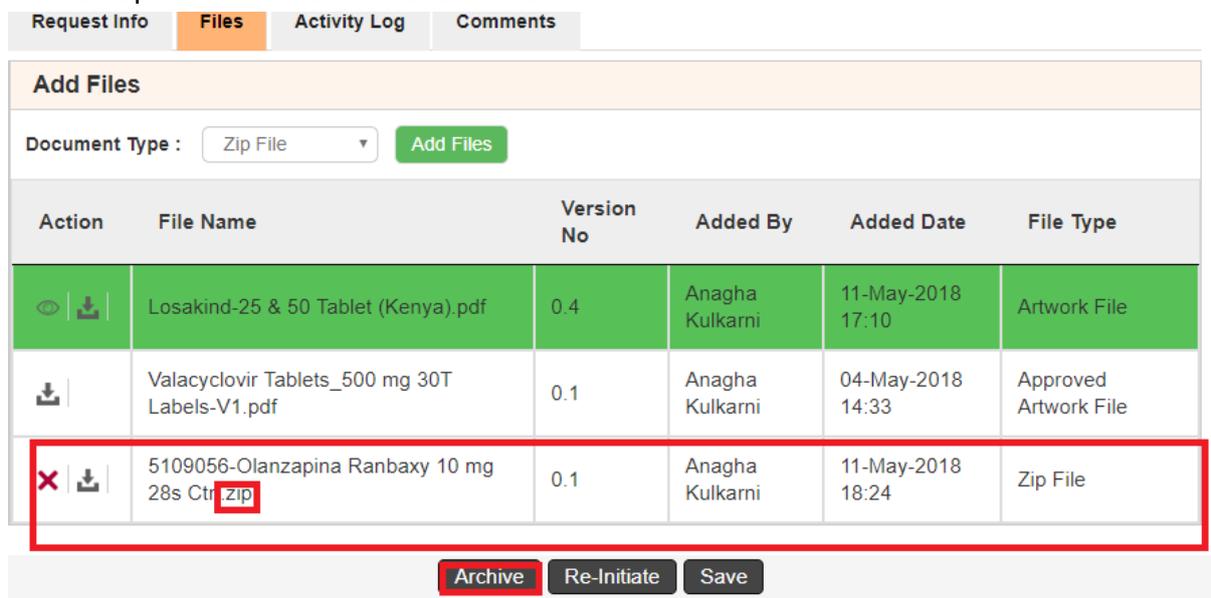


Figure 1.26: Zip File Attached

- Click delete icon to delete the required file and attach again.
- Click download icon to download the Files

1.8 Release

Request Info | Files | Activity Log | Comments | Help

Created By: Anagha Kulkarni (Encept) | Created Date: 05-Oct-2018 | Workflow Number: AWW-N-14

Workflow Type: Revision | Existing Workflow Number: AWW-N-13 | Encept Job ID: mapper

Client Name: Carlsberg | Project Name: mapper | Brand Name: Strong Pint Beer

Brand Extension: Beer (Soda) | Variant: Strong International Premium Beer | SKU: 500 ml

Primary Packing Format: POUCH | Substrate: MATT BOPP | Post Print Finish: EMBOSSSED

Region/Market: Gujarat | Artwork Source File Path: tshdth | Client Reference

Printer Mail ID

Mail ID: rgstudio@rainbow.com

Reason For Revision

Reason For Revision: KLD CHANGE

Artwork Technical Specifications

Year of Work: 2019 | Month of Work: July | Print Process: GRAVURE

Printing Method: SURFACE | Artwork Type: ADVANCED REPRO | Number of Artwork Color: 1

Artwork Color(s): red

Printer(s) Details:

Add	Printer Name	Printer Location
Remove	TPL	NOIDA

Finish Requirements:

Add	Effect Name
Del	DRIFT EFFECT+EMBOSSSED+

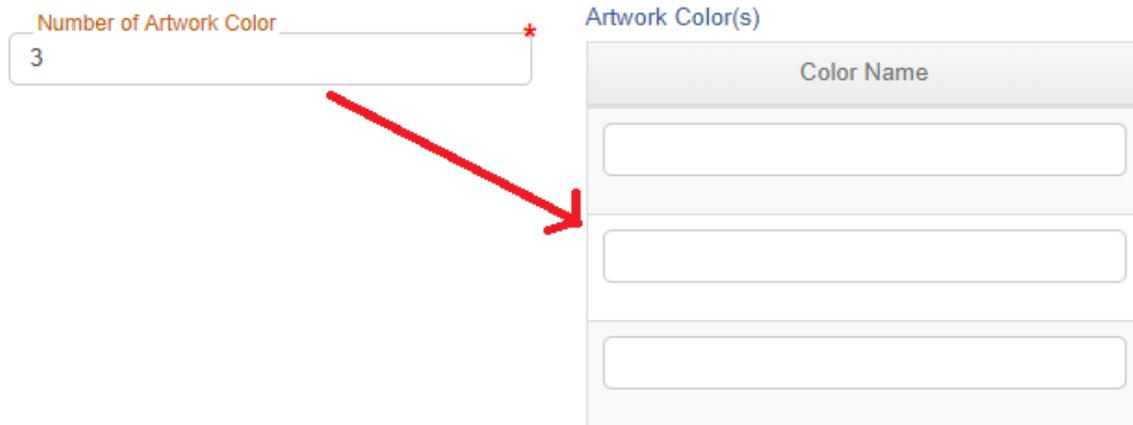
Archive | Re-Initiate | Re-Release | Save

Figure 1.27: Release Form

Here, Artwork Technical Specifications to be filled like **Year of Work, Month of Work, Print Process, Printing Method, Artwork Type, Number of Artwork Color, Artwork Colors, Printer Details and Finish Requirements**

Here, Encept users need to fill the form fields under Artwork technical specifications like:

1. **Year of Work** needs to be selected from autosuggest drop down.
2. **Month of Work** needs to be selected from autosuggest drop down.
3. **Print Process** needs to be selected from autosuggest drop down.
4. **Printing Method** needs to be selected from autosuggest drop down.
5. **Artwork Type** needs to be selected from autosuggest drop down.
6. **Number of colors** need to be entered.
7. **Artwork Color(s) need** to be entered.
8. Based on the value entered in **Number of colors**, so many text fields will be generated for **Artwork color(s)** field like below:



Number of Artwork Color *

Artwork Color(s)

Color Name
<input type="text"/>
<input type="text"/>
<input type="text"/>

Figure 1.28: Artwork Color(s)

9. **Printer Name** needs to be selected from autosuggest drop down.
10. **Printer Location** needs to be selected from autosuggest drop down.
11. **Finish Requirements** need to be selected from autosuggest drop down.

In this activity, following decision can be taken:

Archive:

Send to next activity for archival.

Re-Initiate:

Send back the workflow to the Encept Account Executive/Manager, for updating new artwork and Re-Initiate the workflow, then goes to Pre Delivery Check for Artwork Review and same process continues.

Re-Release:

Sending back to previous activity for releasing with correct zip file or Printer mail ID or artwork source file path.

1.3 Archive

In Archive activity, Encept needs to verify the data given in the Release activity before closing the job in the Artwork Technical Specification part.

Here all the data are auto populated from previous activity and can be edit.

In this activity, **Client Reference** field is non-mandatory.

Workflow Number: A/W-N-9	Brand Name : Strong Pint Beer	Custom Status : Pending With Encept Account Manager/Executive For Archival	
SKU : 500 ml	Primary Packing Format : SACHET	Task Details	

Request Info | Files | Activity Log | Comments | Help

Created By: Anagha Kulkarni (Encept)	Created Date: 03-Oct-2018	Workflow Number: A/W-N-9
Workflow Type: New	Encept Job ID: mail test	Client Name: Carlsberg
Project Name: bb	Brand Name: Strong Pint Beer	Brand Extension: Beer
Variant: Strong Internation Premium Beer	SKU: 500 ml	Primary Packing Format: SACHET
Substrate: BOFP	Post Print Finish: EMBOSSED + GLOSS	Artwork Source File Path: szydy

Printer Mail ID

Mail ID: rgstudio@rainbow.com

Artwork Technical Specifications

Year of Work: 2022	Month of Work: February	Print Process: OFFSET
Printing Method: SURFACE	Artwork Type: ADVANCED REPRO	Number of Artwork Color: 1

<p>Artwork Color(s)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Color Name</th> </tr> <tr> <td>red</td> </tr> </table>	Color Name	red	<p>Printer(s) Details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Add</th> <th>Printer Name</th> <th>Printer Location</th> </tr> <tr> <td>Remove</td> <td>RAINBOW</td> <td>BARODA</td> </tr> </table>	Add	Printer Name	Printer Location	Remove	RAINBOW	BARODA	<p>Finish Requirements</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Add</th> <th>Effect Name</th> </tr> <tr> <td>Del</td> <td>DRIFT EFFECT</td> </tr> </table>	Add	Effect Name	Del	DRIFT EFFECT
Color Name														
red														
Add	Printer Name	Printer Location												
Remove	RAINBOW	BARODA												
Add	Effect Name													
Del	DRIFT EFFECT													

[Archive](#) | [Re-Initiate](#) | [Re-Release](#) | [Save](#)

Figure 1.29: Archive Form

In this activity the following decisions can be taken:

- **Close Job:** End of the workflow process.
- **Re-Initiate:** Send back the workflow to the Encept Account Executive/Manager, for updating new artwork and Re-Initiate the workflow, then goes to Pre Delivery Check for Artwork Review and same process continues.
- **Re-Release:** Send back to Release Activity for any change in mail ID or re attaching of Zip file.
- **Save:** Can save the file in your inbox (Jobs To Be Archived) and can review later.

Once Close Job is clicked success message will show like this:

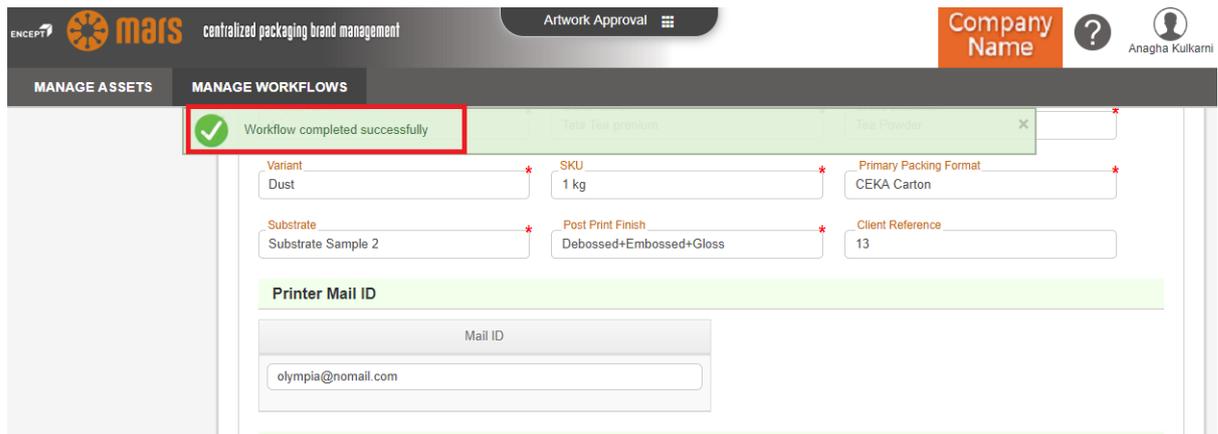


Figure 1.30: Workflow Completion Message

You can check in the activity log for the full process activity details as shown below:

Request Info	Files	Activity Log	Comments	
Activity Log				
Activity Name	Participant Name	Activity Start Date	Activity End Date	Action
Start	Anagha Kulkarni	11-May-2018 15:51	11-May-2018 15:51	Initiate New Request
Pre Delivery Check	Anagha Kulkarni	11-May-2018 15:51	11-May-2018 17:00	Reject
Initiator Review	Anagha Kulkarni	11-May-2018 17:00	11-May-2018 17:14	Submit
Pre Delivery Check	Anagha Kulkarni	11-May-2018 17:14	11-May-2018 17:18	Accept
Client Reviewer	Anachal Anand	11-May-2018 17:18	11-May-2018 17:52	Reject
Client Reviewer	Arindham Ghosh	11-May-2018 17:18	11-May-2018 17:52	Reject
Client Brand Manager Approval	Anachal Anand	11-May-2018 17:52	11-May-2018 18:07	Approve
Encept Account Manager/Account Executive	Anagha Kulkarni	11-May-2018 18:07	11-May-2018 18:07	Release
Release	Anagha Kulkarni	11-May-2018 18:07	11-May-2018 19:07	Archive
Archive	Anagha Kulkarni	11-May-2018 19:07	11-May-2018 19:12	Close Job
End		11-May-2018 19:12	--	

Figure 1.31: View History

MANAGE ASSETS:

Once workflow is submitted, files will move into Manage Assets Library where all the approved artworks will be stored. Refer below:

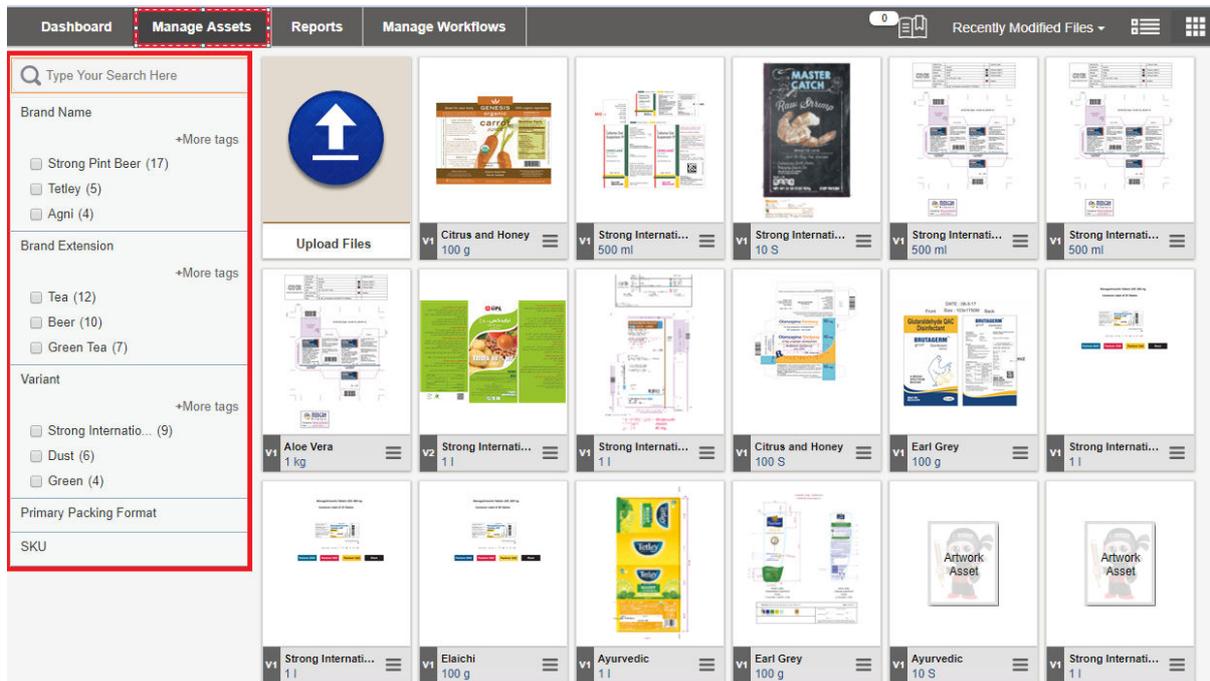


Figure 1.32: Manage Assets

Left hand side are the form fields, which can be used to filter files based on the input data.

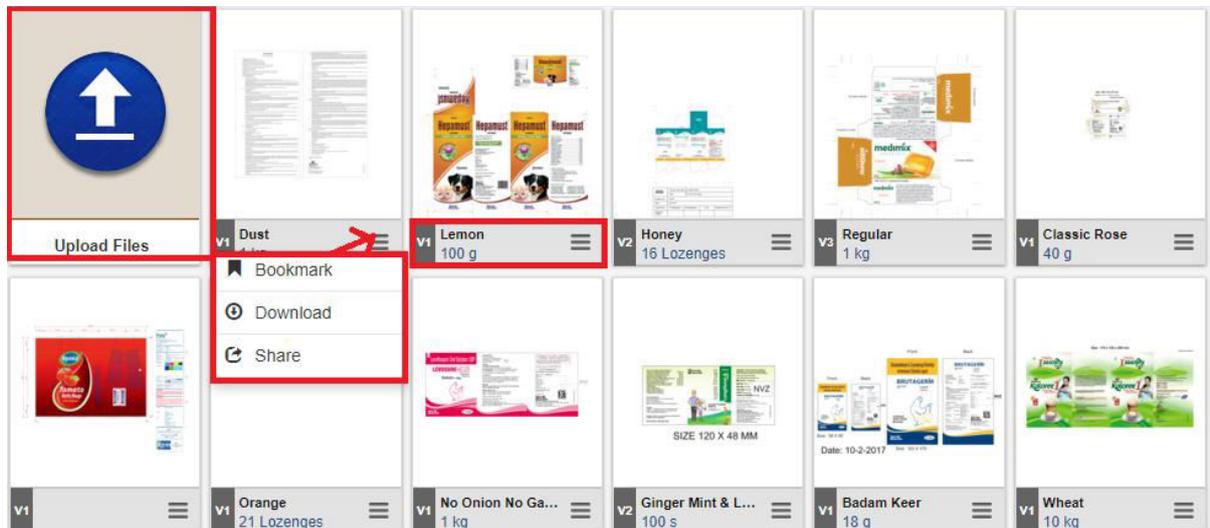


Figure 1.33: Manage Assets Properties

- Left top is the icon for Upload File from Manage Assets. You can upload multiple files together at a time.
- You can click on “Click Here to Search More” to add more form fields.
- Upload All icon will upload all the files together.

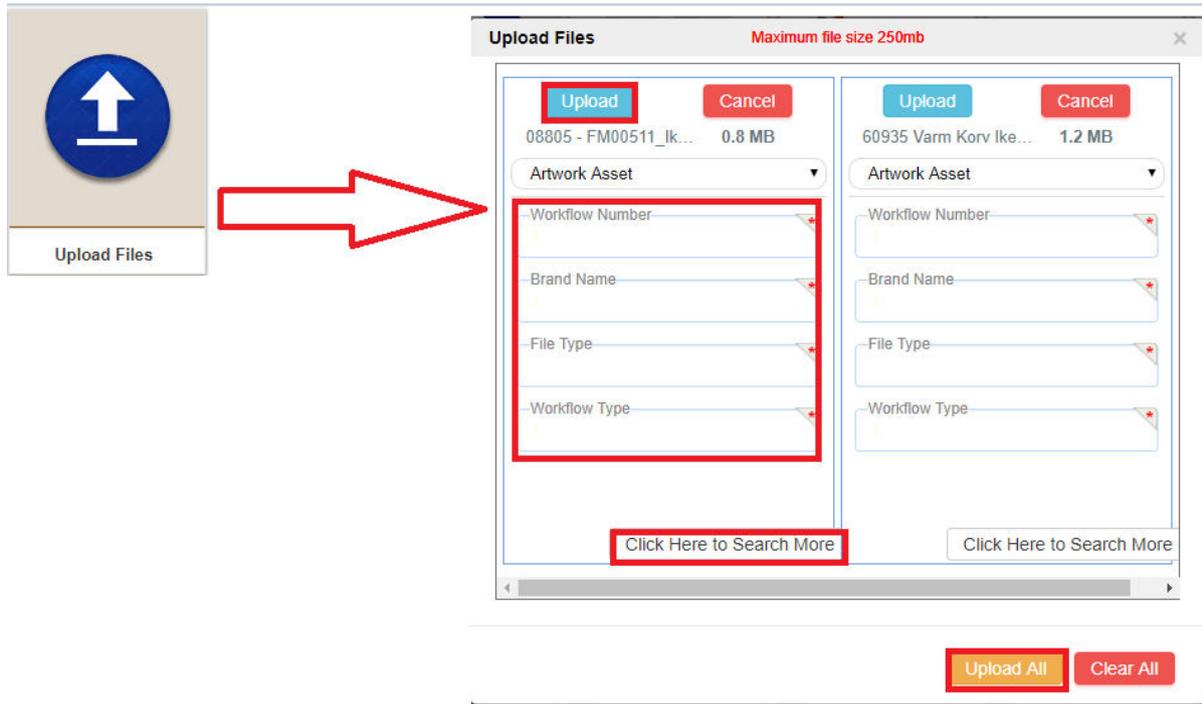


Figure 1.34: Upload file from Manage Assets

- Second red marked are the options that can be done to a particular file like **Bookmark** the file, **Download** the File, **Share** to particular users.

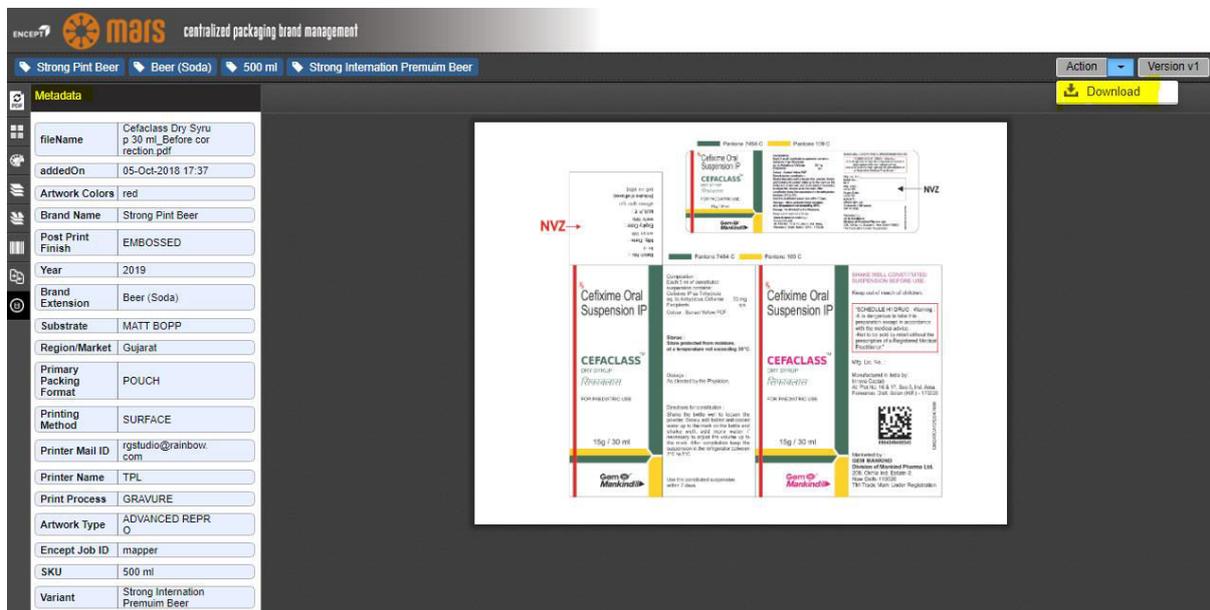


Figure 1.35: Artwork from DAM in Viewer Window.

Left side are the meta data of the file. Right top file can be downloaded.

HOLD:

You can hold the workflows pending with client from your Active Jobs View.

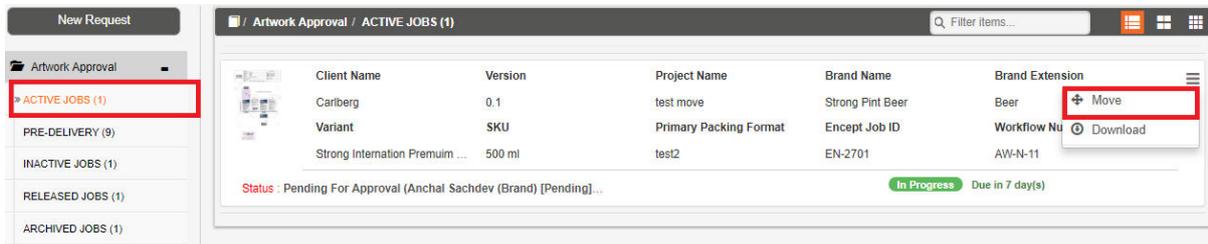


Figure 1.36: Hold in Active Jobs.

Click on Hold option to hold it to the following:

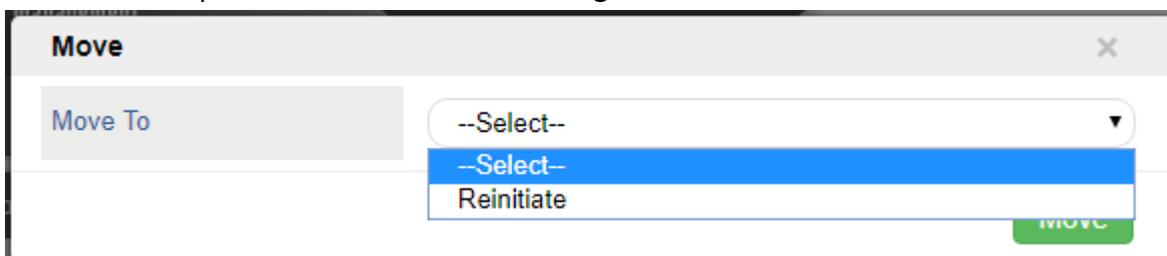


Figure 1.37: Holding To, in Active Jobs.

You can also hold the workflows pending in your Inactive Jobs View as shown:

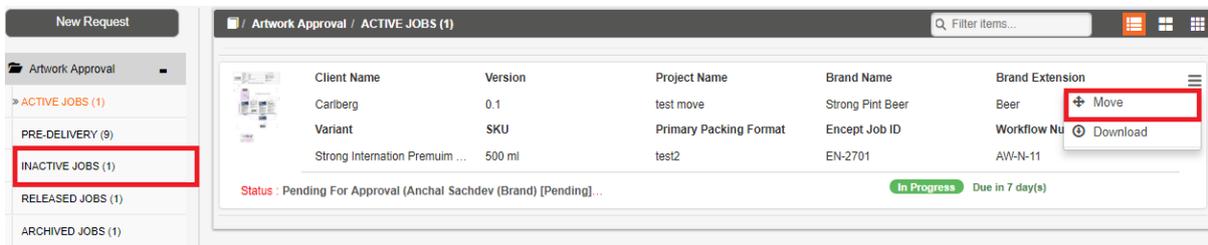


Figure 1.38: Hold in Inactive Jobs.

Click on Hold option to hold it to the following:

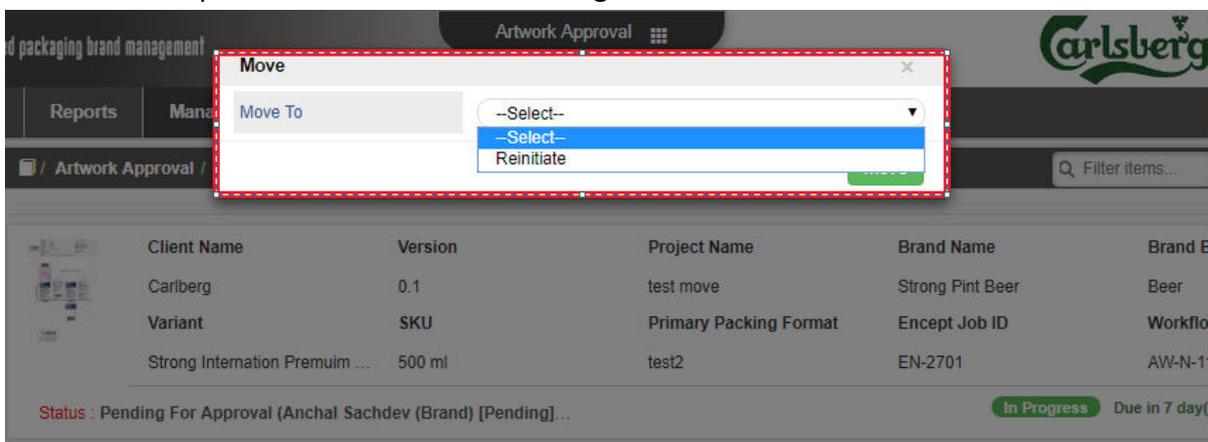


Figure 1.39: Holding to, in Inactive Jobs.

2. Workflow Process-New Job Request

2.1 Client Brand Manager (Initiator)

Client Brand Manager user has the privilege to initiates the workflow. This section explains how to initiate the workflow.

To initiate do the following:

1. Login to the application.

Figure 2.1: Main Request Form

Figure 2.2: Request Type

Client Brand Manager can select 6 types of action to be performed on the artwork file being selected to be sent to the Encept.

Files:

Click **Files** tab to attach the document.

- Select the File type from the **Document Type** drop down list.
- Click the **Add Files** button.



Figure 2.3: Add Files

2. Once the user clicks the Add Files and the following below pop up will appear.

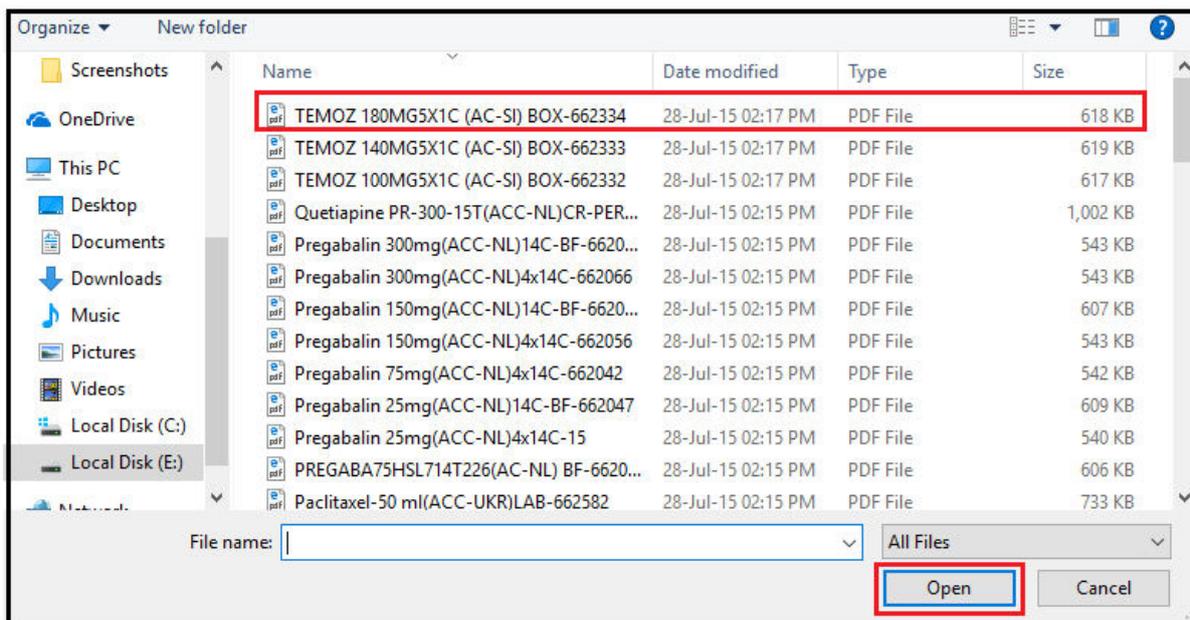


Figure 2.4: Select files

3. You can select the required files and click **Open** to attach the required file.
4. User can view the attached file under the file section.

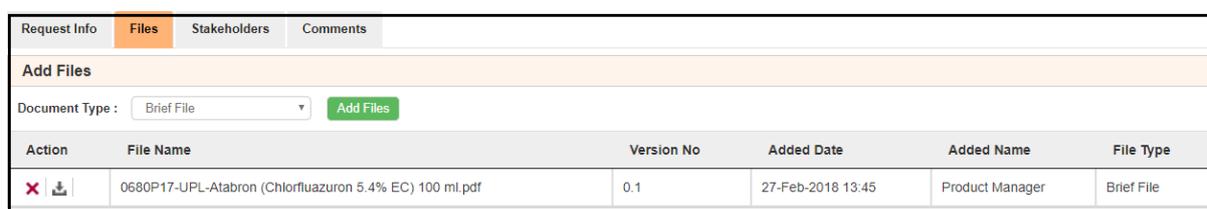
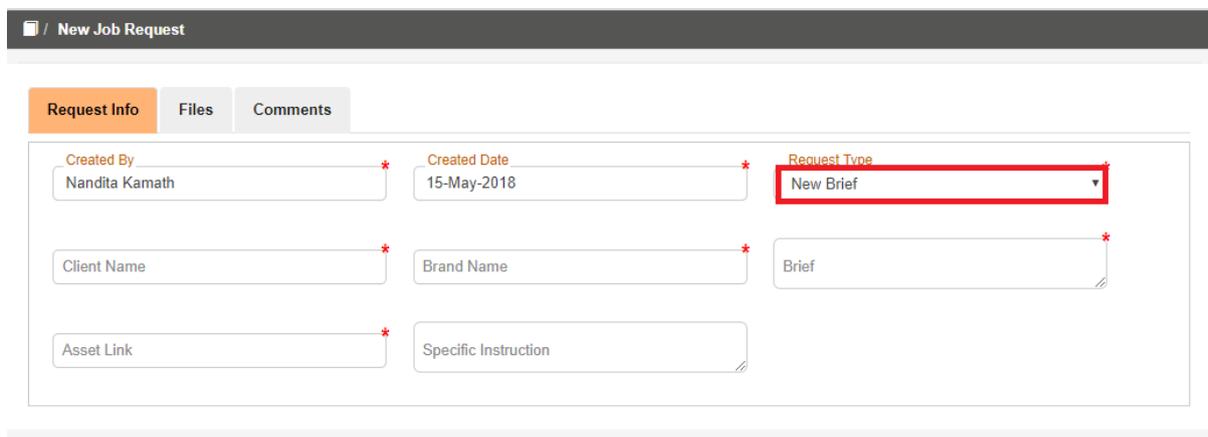


Figure 2.5: File section

- a) Click  delete icon to delete the required file.
- b) Click  download icon to download the Files.
- c) **File Name** indicates the name of the attached file in the file section.
- d) **Version No** indicates the version of the attached file.
- e) **Added Date** indicates the file uploaded date.
- f) **Added Name** indicates who uploads the File.
- g) **File Type** indicates the type of attached file.

Request Type:

➤ New Brief



The screenshot shows a web form titled 'New Job Request' with three tabs: 'Request Info', 'Files', and 'Comments'. The 'Request Info' tab is active. The form contains several input fields: 'Created By' (filled with 'Nandita Kamath'), 'Created Date' (filled with '15-May-2018'), 'Request Type' (a dropdown menu with 'New Brief' selected and highlighted by a red box), 'Client Name', 'Brand Name', 'Brief', 'Asset Link', and 'Specific Instruction'. Red asterisks indicate required fields.

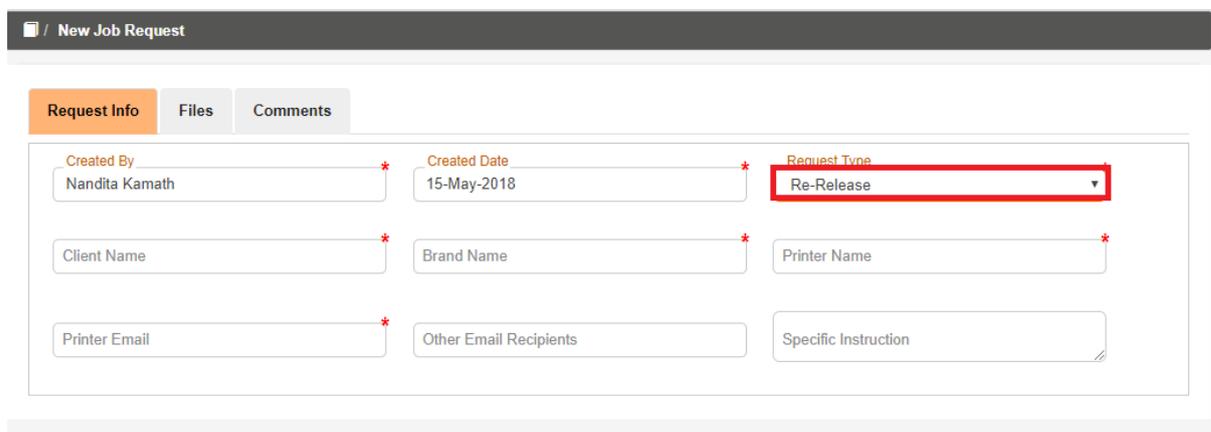
Figure 2.6: Main Form (New Brief)

On the Request Info,

1. **Created By** and **Created Date** fields are auto populated. **Created By** display based on the user who Login to the application and **Created Date** display the current date.
2. Select the required request type from the **Request Type** auto suggests drop down.

3. Select the required client name from the **Client Name** auto suggests drop down.
4. Select the required brand name from the **Brand Name** auto suggests drop down.
5. Enter the brief details in **Brief** text area.
6. Enter the asset link in the **Asset Link** Textbox.
7. **Specific Instruction** is non-mandatory field.

➤ **Re-Release**



The screenshot shows a web application interface for a 'New Job Request'. The page title is 'New Job Request'. There are three tabs: 'Request Info' (selected), 'Files', and 'Comments'. The 'Request Info' tab contains several input fields:

- Created By:** Nandita Kamath
- Created Date:** 15-May-2018
- Request Type:** Re-Release (highlighted with a red box)
- Client Name:** (empty)
- Brand Name:** (empty)
- Printer Name:** (empty)
- Printer Email:** (empty)
- Other Email Recipients:** (empty)
- Specific Instruction:** (empty text area)

Figure 2.7: Main Form (Re-Release)

On the **Request Info**,

1. **Created By** and **Created Date** fields are auto populated. **Created By** display based on the user who Login to the application and **Created Date** display the current date.
2. Select the required request type from the **Request Type** auto suggests drop down.
3. Select the required client name from the **Client Name** auto suggests drop down.
4. Select the required brand name from the **Brand Name** auto suggests drop down.
5. Enter the respective printer name in **Printer Name** textbox.
6. Enter the respective printer mail id in **Printer Email** textbox.
7. Other Email Recipients and Specific Instruction fields are non-mandatory.

➤ **Revision**

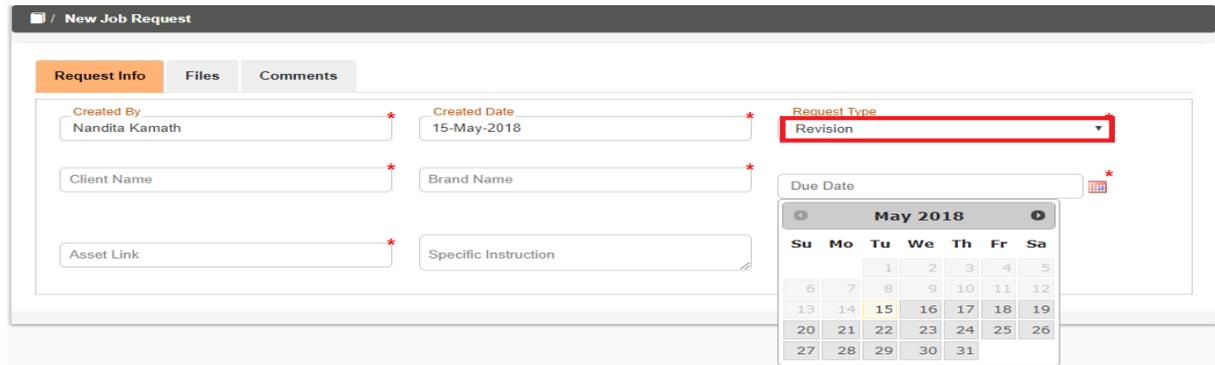


Figure 2.8: Main Form (Revision)

On the **Request Info**,

1. **Created By** and **Created Date** fields are auto populated. **Created By** display based on the user who Login to the application and **Created Date** display the current date.
2. Select the required request type from the **Request Type** auto suggests drop down.
3. Select the required client name from the **Client Name** auto suggests drop down.
4. Select the required brand name from the **Brand Name** auto suggests drop down.
5. Pick the **Due Date** from date picker.
6. Enter the asset link in the **Asset Link** Textbox.
7. **Specific Instruction** is non-mandatory field.

➤ **Epson Proof**

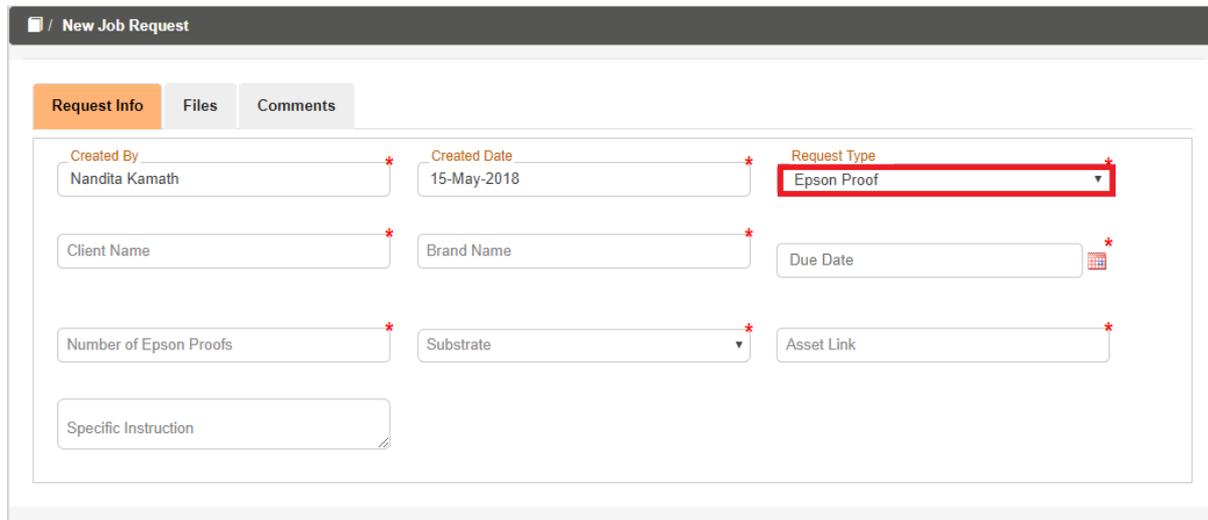


Figure 2.9: Main Form (Epson Proof)

On the **Request Info**,

1. **Created By** and **Created Date** fields are auto populated. **Created By** display based on the user who Login to the application and **Created Date** display the current date.
2. Select the required request type from the **Request Type** auto suggests drop down.
3. Select the required client name from the **Client Name** auto suggests drop down.
4. Select the required brand name from the **Brand Name** auto suggests drop down.
5. Pick the **Due Date** from date picker.
6. Enter the number of epson proofs required in **Number of Epson Proofs** text box.
7. Select **Substrate** from auto suggest drop down.
8. Enter the asset link in the **Asset Link** Textbox.
9. **Specific Instruction** is non-mandatory field.

➤ **Pack Shot**

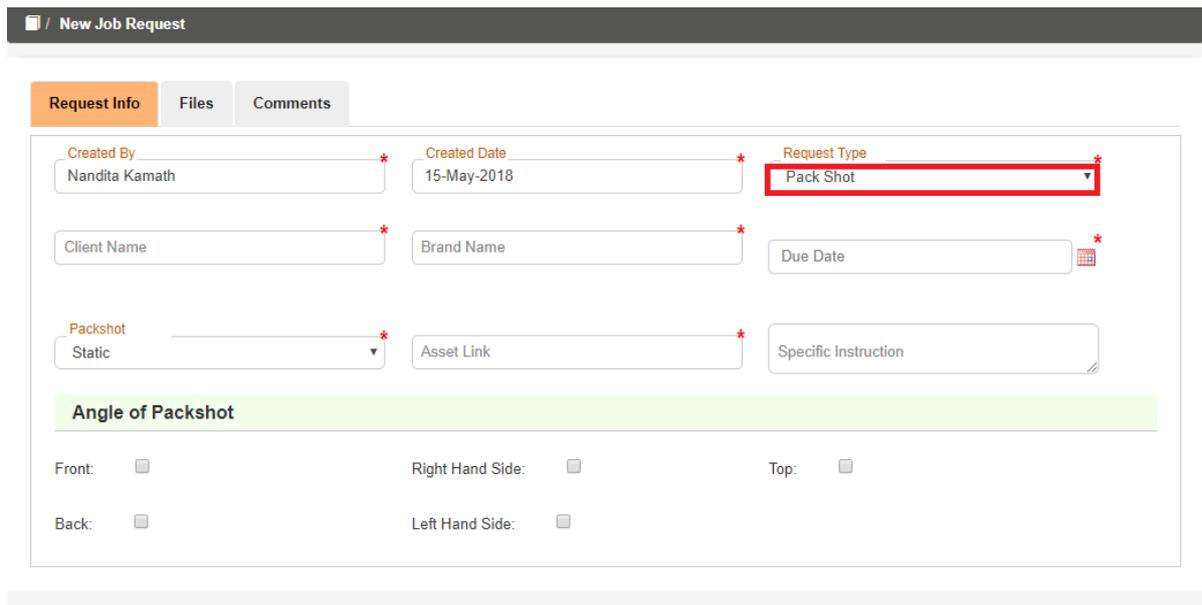


Figure 2.10: Main Form (Pack Shot)

On the **Request Info**,

1. **Created By** and **Created Date** fields are auto populated. **Created By** display based on the user who Login to the application and **Created Date** display the current date.
2. Select the required request type from the **Request Type** auto suggests drop down.
3. Select the required client name from the **Client Name** auto suggests drop down.
4. Select the required brand name from the **Brand Name** auto suggests drop down.
5. Pick the **Due Date** from date picker.
6. Select the required pack shot from the **Packshot** auto suggests drop down.
7. Enter the asset link in the **Asset Link** Textbox.
8. **Specific Instruction** is non-mandatory field.
9. At least **two** checkboxes need to be checked in **Angle of Packshot**.

➤ **Mock up**

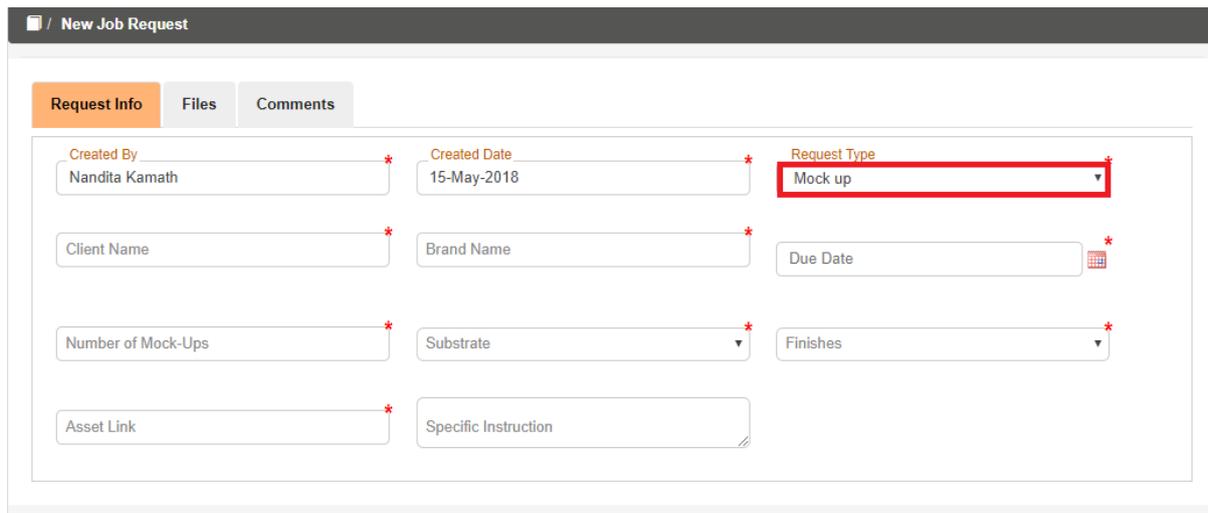


Figure 2.11: Main Form (Mock up)

On the **Request Info**,

1. **Created By** and **Created Date** fields are auto populated. **Created By** display based on the user who Login to the application and **Created Date** display the current date.
2. Select the required request type from the **Request Type** auto suggests drop down.
3. Select the required client name from the **Client Name** auto suggests drop down.
4. Select the required brand name from the **Brand Name** auto suggests drop down.
5. Pick the **Due Date** from date picker.
6. Enter number of mock-ups required in **Number of Mock-Ups text box**.
7. Select **Substrate** from auto suggest drop down.
8. Select **Finishes** from auto suggest drop down.
9. Enter the asset link in the **Asset Link** Textbox.
10. **Specific Instruction** is non-mandatory field.

Files (non-mandatory):

If client wants to mention the artwork file on which the above processes should take place, then they need to attach files like below:

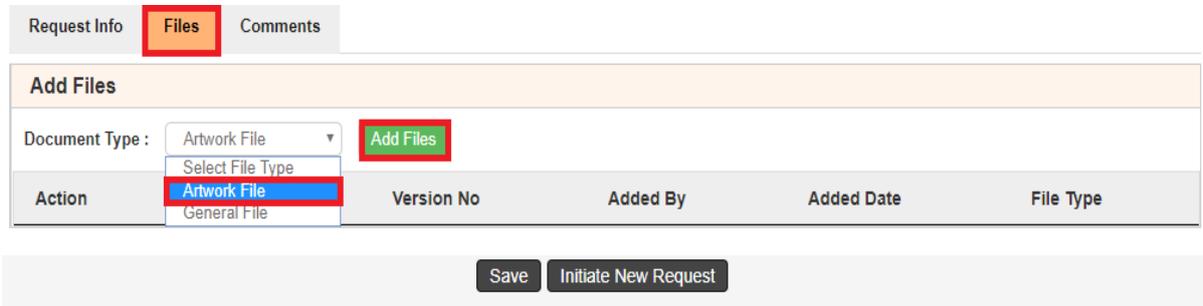


Figure 2.12: Add Files

Click **Files** tab to attach the document.

- Select the File type from the **Document Type** drop down list.
- Click the **Add Files** button.
- Once the user clicks the Add Files and the following below pop up will appear.

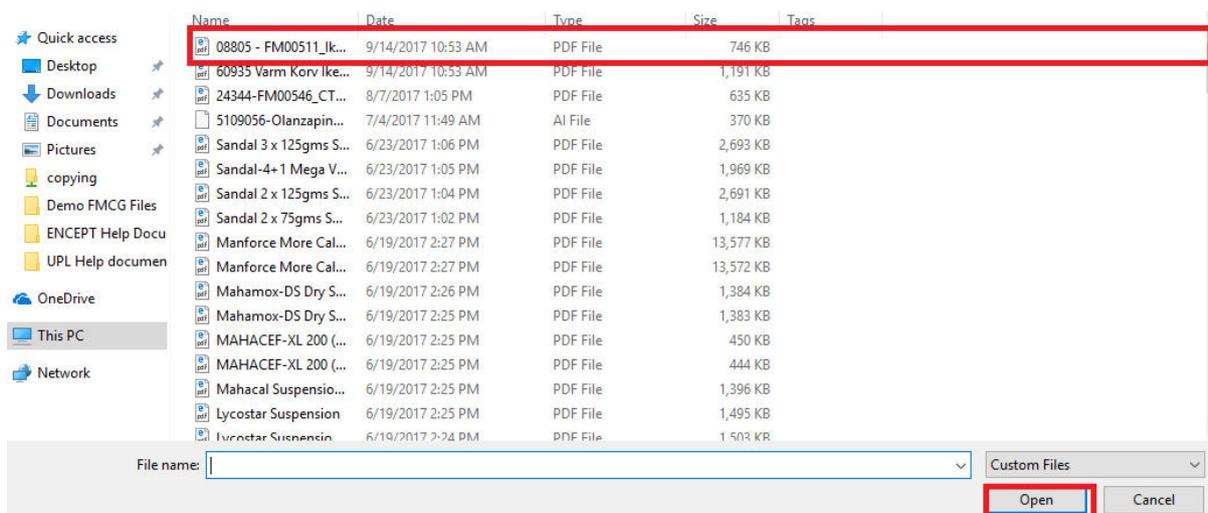


Figure 2.13: Select Files

- You can select the required files and click **Open** to attach the required file.
- User can view the attached file under the file section.

Request Info **Files** Comments

Add Files

Document Type : Artwork File

Action	File Name	Version No	Added By	Added Date	File Type
	Losakind-25 & 50 Tablet (Kenya) Correction.pdf	0.1	Anagha Kulkarni	11-May-2018 15:38	Artwork File

Figure 2.14: Files Section

8. Click delete icon to delete the required file.
9. Click download icon to download the Files.
10. **File Name** indicates the name of the attached file in the file section.
11. **Version No** indicates the version of the attached file.
12. **Added By** indicates who uploads the File.
13. **Added Date** indicates the file uploaded date.
14. **File Type** indicates the type of attached file

2.2 ENCEPT Account Manager/Executive

You will get all the request details in main form from the Clients as below:

/ New Job Request / My Requests (1)

Request Number:	AW-NR-4	Request Type :	New Brief	Custom Status :	Pending With Encept Account Manager/Executive to reply to Client
Task Name :	Review Client Request		Task Description :	Review the form fields and files received from the client. Provide files to client offline. Enter details of the request as comment. Submit the workflow.	

Request Info **Files** Activity Log Comments

Created By	Created Date	Request Number
Vallabh Keswani	20-Apr-2018	AW-NR-4
Request Type	Client Name	Brand Name
New Brief		Glucon-D
Brief	Asset Link	Specific Instruction
New Box Packaging to be designed. Reference artwork attached. Brief attached.	https://wettransfer.com/downloads/c1f216f76cc	Require this by Wednesday please.

Figure 2.15: Files Section

You can work on it, and update the status by commenting in the comment section and submit back to the client.

COMMENTS:

Figure 2.16: 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.

Figure 2.17: Add Comments

Click on submit button, to submit the form. After submitting you will get the following confirmation pop up:

Figure 2.18: Confirmation Message

2.3 Client Brand Manager



Help Document

Version
Status

Encept - Artwork Approval Process

V1.0



Client Brand Manager will review the status of artwork and end the process by clicking on submit button.

Request Number:	AW-NR-4	Request Type :	New Brief	Custom Status :	Pending With Encept Account Manager/Executive to reply to Client
Task Name :	Review Client Request		Task Description :	Review the form fields and files received from the client. Provide files to client offline. Enter details of the request as comment. Submit the workflow.	

Request Info	Files	Activity Log	Comments
Created By Vallabh Keswani *	Created Date 20-Apr-2018 *	Request Number AW-NR-4 *	
Request Type New Brief *	Client Name * *	Brand Name Glucon-D *	
Brief New Box Packaging to be designed. Reference artwork attached. Brief *	Asset Link https://wetransfer.com/downloads/c1f216f76cc *	Specific Instruction Require this by Wednesday please.	

Figure 2.19: Main Form



Help Document

Version
Status



Encept - Artwork Approval Process

V1.0