



ENCEPT PREMEDIA

Artwork Approval Process

Help Document

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1. Workflow Process- Artwork Approval

1.1 Encept Account Manager/Executive (Initiator)

Encept 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:

equest Info Files Comments	Help	
Created By	* Created Date	* Workflow Type
Encept Job ID	Client Name	* Project Name
Brand Name	Brand Extension	* Variant
SKU	Primary Packing Format	Substrate
Post Print Finish	* Region/Market	* BOPP FOIL GLASS
	Save Initiate New Req	MATT BOPP

Figure 1.2.1: New request form (New)

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		*	* _ Workflow Type
Created By		Created Date	Revision
			Select
Existing Worl	kflow Number	* Encent Job ID	New Revision
Existing from			
Project Name	9 1	* Brand Name	* Brand Extension
Variant		* SKU	* Primary Packing Format
Substrate		* Post Print Finish	* Region/Market
Reason F	For Revision		
	Reason Fo	r Revision	
Add			
Add Remove	ELEMENT CHANGE		
Add Remove Remove	GRAPHIC AMENDMENT	rs	
Add Remove Remove	GRAPHIC AMENDMENT	rs	

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.



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:

MANAGE ASSETS	MANAGE WORKFLOWS
INITIATE JOBS -	Artwork Approval
🖀 Artwork Approval 🔒	
» ACTIVE JOBS (1)	Request Info Files Comments
PRE-DELIVERY (3)	Created By Created Date
INACTIVE JOBS (0)	
JOBS TO BE RELEASED (0)	Encept Job ID Client Name
JOBS TO BE ARCHIVED (1)	*
🖆 New Job Request 🛛 🕂	Brand Name Brand Extension
	· ·
	SKU Primary Packing Format
	Eiguro 1 2: Vious

- 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:

Request Info	Files Comments				
Add Files					
Document Type :	Artwork File	Add Files			
Action	Artwork File General File	Version No	Added By	Added Date	File Type
		Save	Initiate New Request		

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.

	Name	Date	Type	Size	Tags
📌 Quick access	08805 - FM00511_lk	9/14/2017 10:53 AM	PDF File	746 KB	
E Desktop 🖈	af 60935 Varm Korv Ike	9/14/2017 10:53 AM	PDF File	1,191 KB	
👆 Downloads 🛛 🖈	24344-FM00546_CT	8/7/2017 1:05 PM	PDF File	635 KB	
🖆 Documents 🛛 🖈	📄 5109056-Olanzapin	7/4/2017 11:49 AM	Al File	370 KB	
Pictures 🖈	🗿 Sandal 3 x 125gms S	6/23/2017 1:06 PM	PDF File	2,693 KB	
conving	🖁 Sandal-4+1 Mega V	6/23/2017 1:05 PM	PDF File	1,969 KB	
Domo EMCG Eilos	🗿 Sandal 2 x 125gms S	6/23/2017 1:04 PM	PDF File	2,691 KB	
Demorning	📓 Sandal 2 x 75gms S	6/23/2017 1:02 PM	PDF File	1,184 KB	
ENCEPT Help Docu	Manforce More Cal	6/19/2017 2:27 PM	PDF File	13,577 KB	
UPL Help documen	Manforce More Cal	6/19/2017 2:27 PM	PDF File	13,572 KB	
ConeDrive	B Mahamox-DS Dry S	6/19/2017 2:26 PM	PDF File	1,384 KB	
	Mahamox-DS Dry S	6/19/2017 2:25 PM	PDF File	1,383 KB	
This PC	MAHACEF-XL 200 (6/19/2017 2:25 PM	PDF File	450 KB	
Artwork	MAHACEF-XL 200 (6/19/2017 2:25 PM	PDF File	444 KB	
	📓 Mahacal Suspensio	6/19/2017 2:25 PM	PDF File	1,396 KB	
	Jycostar Suspension	6/19/2017 2:25 PM	PDF File	1,495 KB	
	🕄 Ivenstar Susnensin	6/19/2017 2·24 PM	PDF File	1 503 KB	
File na	me:				✓ Custom Files ✓
					Open Cancel

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.

Request Info	Files	Comments						
Add Files								
Document Ty	Document Type : Artwork File Add Files							
Action	File Name	e		Version No	Added By	Added Date	File Type	
X Losakind-25 & 50 Tablet (Kenya) Correction.pdf 0.1 Anagha Kulkarni 11-May-2018 15:38 Artwork File							Artwork File	

Figure 1.6: Files Section

- 1. Click \times 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

rlsberg			Help Doc	ument		/ersion Status	ENCEPT
		Encep	Encept - Artwork Approval Process			V1.0	PREMEDIA
Request Info) Files	Comments					
Document Ty	/pe : Sele/	ct File Type 🔹	Add Files				
Action	File Gene	ork File eral File		Version No	Added By	Added Date	File Type

Save Initiate New Request 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:

Request Info Files Stakeholder	s Comments						
Comments Section							
Add Your Comments Here							
List of 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.

Request Info	Files	Stakeholders	Activity Log	Comments						
Comments	Comments Section									
Add Your Com	ments Here				h					
List of Com	ments									
P ct	roduct Man	ager Id Name			Tue Feb 27 2018 13:50-12 GMT+0530 (India Standard 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.

mars	centralized packaging brand management Confirmation	Artwork Approval 🏢		Com	pany 🕜
SSETS	Do you want to Proceed?				
IOBS -	D / Artwork App		No YES		
roval – (1)	Request Info Files Comments				
Y (3) S (0)	Document Type : Artwork File	Add Files			
RELEASED (0)	Action File Name	Version No	Added By	Added Date	File Type
RCHIVED (1)	Levosure-10 % (After correction)	.pdf 0.1	Anagha Kulkarni	03-May-2018 17:50	Approved Artwo
quest 🕂	Flora SB - Carton after correction	ns (1).pdf 0.1	Anagha Kulkarni	11-May-2018 15:48	Artwork File
		Save	New Request		

Figure 1.9: Confirmation Message Alert

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

Request Info F	iles Activity Log	Comments	
Created By		* Created Date	* Workflow Type
Anagha Kulkarni		11-May-2018	New
Encept Job ID		Client Name	+ Project Name
24		TGBL	4
Brand Name		Brand Extension	• Variant
Tata Tea prenium		Tea Powder	Dust
SKU		Primary Packing Format	Substrate
1 kg		CEKA Carton	Substrate Sample 2

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.

rlsberg	Hel	p Document	Version Status	ENCEPT
	Encept - Artv	vork Approval Process	V1.0	PREMEDIA
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-2	2018 15:51	Initiate New Request
Pre Delivery Check	Madhuja	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.

orkflow Numbe	r:		Brand Na	ime :	Strong Pint Beer	Custon	n Status :	Pending For Pre-Delivery Check
KU :	test	t N	Primary Format :	Packing	WRAPPER			Task Details
Request Info	Files	Activity Log	Commen	ts Help				
Created By			* Cr	eated Date		×	Workflow Type	e 🖌
Anagha Kulka	rni (Encep	t)	04	-Oct-2018			New	×
Encept Job ID			🖕 Cli	ent Name		4	Project Name	•
new			Ca	rlberg			new	j
Brand Name			* Bra	and Extension		*	Variant	*
Strong Pint Be	er		Be	er			Strong Intern	nation Premuim Beer
SKU			* _Pr	imary Packing I	Format	*	Substrate	*
test N			WF	RAPPER			METAL SHE	ET
_Post Print Finis	h		Re	gion/Market		*		
SPOT MATT			Gu	jarat				

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:

Workflow Number:		Brand Name :	Tata Tea prenium	Custom Status :	Pending For Pre-Deliv	ery Check
SKU :	1 kg	Primary Packing Format :	CEKA Carton		Task Do	etails -
Request Info	Files Activity Log	Comments				
Add Files						
Document Type :	Select File Type	Add Files				
Action F	ile Name		Version No	Added By	Added Date	File Typ
	ora SB - Carton after corre	ections (1) ndf	0.1	Anacha Kulkami	11_May_2018 15:48	Artwork F

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.

							Checkli	st Action 🝷	Version v	v0.1
F	Color		Annotate				Check	list		
	CMYK Co	lors	Swiss Garnier		ARTWORK APPROVAL SHEET		My	Checklist		۲
۲		Black	Product Name : FLORA-SB Packaging Component : CARTON (Sak	Customer Name : Mankind (5) Dimension : L60xW30xH80	Artwork No : nm Design/Style : Tuck in type lock bottom	Item Code: Supercedes :	Correc	tness of Barcode	۲	ţ.
		Cyan	Remarks : NEW ARTWORK Specification of Artwork :	Pack Size : 12x1 g Sacheis		Celor Scheme: 4 COLOUR	Correc	tness of BOP Design	•	
2		Magenta					Correc	tness of Colours	•	=
		Yellow		@ 103-104m			Correc	tness of Disclaimers	•	=
3	Spot Cold	irs		Protection & Production of Provider and Production of Provider and Pro	Probletics &		Correc	tness of FOP Design	•	
8		PANTONE 541 C		PLORA-58 TRUSTER			Correc	tness of Overall Copy/	Ŧ	-
		PANTONE 636 C		STOL INT	Erners Eller		Correc	tness of Post Print	•	
			Prepried By Korotaens Date : Signature:	Checked by Production Days Date : Signatore:	Checked by QC Dept Date : Signature:	Approved By QA Days Date :	Save			

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.

Checklist Action -	Version v0.1	P1000 000 000 000 000 000 000 000 000 00	
		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 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.

rlsberc	1.	Helj	p Documen	t	Versi Stati	on us	ENCEPT
	Ence	ept - Artw	ork Approv	/al Proce	SS V1.	D	PREMEDIA
Please Upd	ate Artwork File	oval / PRE-DELIV	ERY (4)			×	
-	Workflow Number:		Brand Name :	Tata Tea prenium	Custom Status :	Pending For Pre-	Delivery Check
	SKU :	1 kg	Primary Packing Format :	CEKA Carton		Task D	etails
	Request Info	Files Activ	vity Log Comme	nts			
(0)	Add Files						
(1)	Document Type	Select File T	Add Files				
ie le	Action	File Name		Version No	Added By	Added Date	File Type
	<u>ه</u>	Flora SB - Carto (1).pdf	n after corrections	0.1	Anagha Kulkarni	11-May-2018 15:48	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.

	Name	Date	Type	Size	Taos
🖈 Quick access	🗿 08805 - FM00511_lk	9/14/2017 10:53 AM	PDF File	746 KB	
E Desktop 🖈	😹 60935 Varm Korv Ike	9/14/2017 10:53 AM	PDF File	1,191 KB	
👆 Downloads 🛛 🖈	24344-FM00546_CT	8/7/2017 1:05 PM	PDF File	635 KB	
🚰 Documents 🛛 🖈	📄 5109056-Olanzapin	7/4/2017 11:49 AM	Al File	370 KB	
Pictures 🖈	📓 Sandal 3 x 125gms S	6/23/2017 1:06 PM	PDF File	2,693 KB	
conving	🔋 Sandal-4+1 Mega V	6/23/2017 1:05 PM	PDF File	1,969 KB	
Domo EMCC Elles	📓 Sandal 2 x 125gms S	6/23/2017 1:04 PM	PDF File	2,691 KB	
Demo Pivico Piles	🖁 Sandal 2 x 75gms S	6/23/2017 1:02 PM	PDF File	1,184 KB	
ENCEPT Help Docu	Manforce More Cal	6/19/2017 2:27 PM	PDF File	13,577 KB	
UPL Help documen	B Manforce More Cal	6/19/2017 2:27 PM	PDF File	13,572 KB	
ConeDrive	Mahamox-DS Dry S	6/19/2017 2:26 PM	PDF File	1,384 KB	
	📑 Mahamox-DS Dry S	6/19/2017 2:25 PM	PDF File	1,383 KB	
This PC	MAHACEF-XL 200 (6/19/2017 2:25 PM	PDF File	450 KB	
Artwork	MAHACEF-XL 200 (6/19/2017 2:25 PM	PDF File	444 KB	
	Mahacal Suspensio	6/19/2017 2:25 PM	PDF File	1,396 KB	
	Lycostar Suspension	6/19/2017 2:25 PM	PDF File	1,495 KB	
	🕄 Evenstar Susnensin	6/19/2017 2·24 PM	PDF File	1 503 KR	
File na	me:				✓ Custom Files ✓
	ίκς.				Open Cancel

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.

rlsberg	,	Help	o Document		Versio Statu	on Is	ENCEPT
	Ence	pt - Artw	ork Approv	al Proces	s V1.0)	PREMEDIA
Document upd	ated succesfully	oval (PRE-DEL)	VERY (4)			×	
-	Workflow Number:		Brand Name :	Tata Tea prenium	Custom Status	: Pending For Pr	e-Delivery Check
	SKU :	1 kg	Primary Packing Format :	CEKA Carton		Task	Details -
	Request Info	Files Act	ivity Log Comme	nts			
(0)	Add Files						
+	Document Type	: Select File 1	Add Files				
	Action	File Name		Version No	Added By	Added Date	File Type
	◎ 土 土	Losakind-25 & (Kenya).pdf	50 Tablet	0.3	Anagha Kulkarni	11-May-2018 17:09	Artwork File
			S	ubmit 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
Activity Name	Farticipant 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		



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:

rlsber	a	Help	Document	t	Versio Statu	on ENCEPT
	Ence	ept - Artw	ork Approv	val Proces	s V1.0	PREMEDIA
Worfklow i	is created successfully w	/ith.lob.ID.: AW-N-2	24211			×
Worfklow i	is created successfully w	vith Job ID : AW-N-2	24 (7)			×
Worfklow i	is created successfully w Workflow Number:	vith Job ID : AW-N-2 AW-N-24	Brand Name :	Glucon-D	Custom Status :	Pending For Pre-Delivery Check
Worfklow i	s created successfully w Workflow Number: SKU :	/ith Job ID : AW-N-2 AW-N-24 200 g	Brand Name : Primary Packing Format :	Glucon-D Carton with Blister	Custom Status :	Pending For Pre-Delivery Check Task Details -
Worfklow i	is created successfully w Workflow Number: SKU : Request Info	/ith Job ID : AW-N-2 AW-N-24 200 g Files Activi	Brand Name : Primary Packing Format :	Glucon-D Carton with Blister	Custom Status :	Pending For Pre-Delivery Check Task Details -
(0)	Workflow Number: SKU : Request Info	AW-N-24 200 g Files Activ	Brand Name : Primary Packing Format :	Glucon-D Carton with Blister	Custom Status :	Pending For Pre-Delivery Check Task Details -

Figure 1.20:	Workflow	Number	aenerated
rigare 11201	n en gren	i tulino ci	generatea

No

Added Date

10-May-2018

11:37

Туре

Artwork

File

Added By

Anagha

Kulkarni

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

File Name

(Kenya).pdf

Losakind-25 & 50 Tablet

Action

0 1

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:



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 *is a structure of the second sec*

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 Add icon to add additional Printer Mail ID.
- II. Click Remove 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 Act	ivity Log Comments Help	
Created By	* Created Date	* Workflow Number *
Anagha Kulkarni (Encept)	05-Oct-2018	AW-N-14
Workflow Type	 Existing Workflow Number 	* Encept Job ID *
Revision	▼ AW-N-13	mapper
Client Name	* _ Project Name	* Brand Name *
Carlberg	mapper	Strong Pint Beer
Brand Extension	¥ Variant	• SKU •
Beer (Soda)	Strong Internation Premuim Beer	500 ml
Primary Packing Format	Substrate	Post Print Finish
POUCH	MATT BOPP	EMBOSSED
Region/Market	*Artwork Source File Path	*
Gujarat	fdhdfh	
Printer Mail ID		
Add	Mail ID	
Remove		
rgstu	dio@rainbow.com + epress@gmail.com +	
	Figure: 1.23 Pro	e Release

Vorkflow lumber:	AW-N-2	3 Bran	d Name :	Tata Tea prenium	Custom Status :	Pending With Encep Manager/Executive to Archive	ot Account For Releasing Artwork
ки :	1 kg	1 kg Primary Packing Format :		СЕКА Са	rton	Task	Details -
Request In	nfo Files	Activity Log	Commen	its			
Add File	s						
Document	Type : Selec	ct File Ty	Add Files				
Action	File Gene	eral File		Version No	Added By	Added Date	File Type
© <u></u> ₹	Losakind-25	& 50 Tablet (Ker	iya).pdf	0.4	Anagha Kulkarni	11-May-2018 17:10	Artwork File
÷	Valacyclovir	Tablets_500 mg	30T	0.1	Anagha Kulkarni	04-May-2018 14:33	Approved Artwor

Figure 1.24: ADD Zip File

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

rlsbe	rg	Help Document Encept - Artwork Approval Process			Status	ENCEPT
	Ence				V1.0	PREMEDIA
→ × ↑ <mark> </mark>	> This PC > Desktop > Den	to FMCG Files			ٽ ~	Search Demo FMCG Files 🔰
rganize 👻 Ne	w folder					
	^ Name	Date	Туре	Size Tag	s	
📌 Quick access	Compare Demo	10/6/2017 12:28 PM	File folder			
Desktop	5109056-Olanzapin		Compressed (zipp			
Downloads	Xijayapickle	2/13/2018 11:51 AM	Compressed (zipp	244 КВ		
Documents	22 (3)	2/13/2018 10:47 AM	Compressed (zipp	1,570 КВ		
Pictures	22 (2)	2/3/2018 7:18 PM	Compressed (zipp	1,570 KB		
copying	22 © 08805 EM00511 II	2/2/2018 2:53 PM	Compressed (zipp	1,570 KB		
Demo FMCG	File 60935 Varm Kony Ik	 9/14/2017 10:53 AM 9/14/2017 10:53 AM 	PDF File	1 191 KB		
ENCEPT Help	Dc 24344-FM00546 C1	8/7/2017 1:05 PM	PDF File	635 KB		
UPL Help doc		T (10 11 11 10 11 1	A 1 (7*1)	חיז הדר		
	File name:				~	Custom Files
						Open Cancel
Click on o	pen to add files • Files Activ	in the form sh	nown below			
Click on o Request Inf Add Files Document T	pen to add files • Files Activ ; ype : Zip File	in the form sh vity Log Comm	nown below			
Click on o Request Inf Add Files Document T Action	pen to add files Files Actives ype : Zip File File Name	in the form sh vity Log Commu Add Files	Version No	Added By	Added Date	File Type
Click on o Request Inf Add Files Document T Action	pen to add files Files Actives ype : Zip File File Name Losakind-25 & 50 Ta	in the form sh vity Log Comm Add Files	Version No 0.4	Added By Anagha Kulkarni	Added Date 11-May-2018 17:10	File Type Artwork File
Lick on o Request Inf Add Files Document T Action	pen to add files Files Actives ype : Zip File File Name Losakind-25 & 50 Ta Valacyclovir Tablets_ Labels-V1.pdf	in the form sh rity Log Comm Add Files blet (Kenya).pdf	Version No 0.4	Added By Anagha Kulkarni Anagha Kulkarni	Added Date 11-May-2018 17:10 04-May-2018 14:33	File Type Artwork File Approved Artwork File
Click on O Request Inf Add Files Document T Action	pen to add files • Files Active • Zip File • Zip File • File Name • Valacyclovir Tablets_ Valacyclovir Tablets_ • Lossekind-25 & 50 Ta • Silog056-Olanzapina 28s Ctr Zip	in the form sh rity Log Comm Add Files blet (Kenya).pdf 500 mg 30T	Version No 0.4 0.1	Added By Anagha Kulkarni Anagha Kulkarni	Added Date 11-May-2018 17:10 04-May-2018 14:33 11-May-2018 18:24	File Type Artwork File Approved Artwork File Zip File

Click download icon to download the Files

1.8 Release

lsberg		Help Document	Version Status	ENCEPT
	Encept -	Artwork Approval Process	V1.0	PREMEDIA
equest Info Files Activity Log	Comments Help			
Created By		Created Date // Created Date /	Workflow Number	*
Workflow Type		Existing Workflow Number *	Encept Job ID	*
Revision	•	AW-N-13	mapper	
Cient Name. Carlberg	*	Project Name *	Brand Name Strong Pint Beer	1
Brand Extension	*	Variant *	SKU	*
		adding methador i renum deel	300 m	
Primary Packing Format POUCH	*	MATT BOPP	EMBOSSED	*
Region/Market Guiarat	*	Artwork Source File Path	Client Reference	
			and the Life of New York and Party	
Printer Mail ID				
	Mail ID			
rgstudio@rainbow.com				
Reason For Revision	erition .			
Reason For Re	wision			
NED CHANGE				
Artwork Technical Specificatio	ns			
Year of Work	*	_ Month of Work	Print Process	*
2019		July	GRAVURE	
Printing Method SURFACE	*	Artwork Type	Number of Artwork Color	*
twork Color(s)		Printer(s) Details:	Finish Requirements	
Color Name		Add Printer Name Printer Location	Add Effect	t Name
red		Remove TPL NOIDA	Del DRIFT EFFECT	T+EMBOSSED+

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:

arlsberg	Help Document	Version Status	ENCEPT
	Encept - Artwork Approval	Process V1.0	PREMEDIA
Number of Artwork C	olor* Artwork	Color(s)	
3		Color Name	

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.

·lsberg		Help Do	ocument		Version Status	ENCEPT
	Encept	- Artwork	Approva	l Process	V1.0	PREMEDIA
Vorkflow Number AVVLN-0		Brand Name :	Stropp Pint Reer	Custom Status -	Pendian With Encent Account	Manager/Executive For Archival
KU : 500 ml		Primary Packing Format :	SACHET			Task Details
Request Info Files Activity Log	Comments Help					
Crested By Anagha Kulkarni (Encept)		* Created Date 03-Oct-2018			_Workflow Number AVV-N-9	Ĵ
Workflow Type New		* Encept Job ID		1	Client Name Carlberg	Ť
_ Project Namebb		* Brand Name Strong Pint Beer		1	Brand Extension Beer	1
Variant Strong Internation Premuim Beer		* _SKU 500 ml		(Primary Packing Format	Ť
Substrate		* Post Print Finish			Artwork Source File Path	*
Printer Mail ID	MailD					
rgstudio@rainbow.com	Mail ID					
Artwork Technical Specifications	5					
Year of Work		*Month of Work February			Print Process OFFSET	Ĵ
SURFACE		* Artwork Type ADVANCED REPRO		v	Number of Artwork Color1	Ĵ
Artwork Color(s)		Printer(s) Details:		F	inish Requirements	
Color Name		Add Printer I	Name Printer Location		Add Effect Name	
		Remove	BARODA		Del DRIFT EFFECT	

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:

arlsberg	Help Doc	ument	Version Status	ENCEPT	
	centralized packaging brand management		V1.0	Company Name ? Anagha Kulkami	
MANAGE ASSETS	MANAGE WORKFLOWS Workflow completed successfully Variant Dust	Tata Tea prenkum sku 1 kg	Primary Pack CEKA Cartor	ing Format	
	Substrate Substrate Sample 2 Printer Mail ID	Post Print Finish Debossed+Embossed+Gloss	Client Referen		
	Olympia@nomail.com				

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 Con	nments			
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:

lsberg		Help Docu	ument	Version Status		ENCEPT
	Encept -	Artwork A	pproval Proc	ess	V1.0	PREMEDIA
Dashboard Manage Ass	ets Reports Mar	nage Workflows			■ ED Rec	ently Modified Files 🗸 🔠 🏭
CType Your Search Here				MASTER	50 10 10 10 10 10 10 10 10 10 10 10 10 10	
rand Name +More tag Strong Pint Beer (17) Tetley (5) Agni (4)				Raw Officery		
rand Extension	Upload Files	VI Citrus and Honey 100 g	v1 Strong Internati = v	1 Strong Internat 10 S	i	ati = VI Strong Internati =
+More tag Tea (12) Beer (10) Green Tea (7) 'ariant +More tag Strong Internatio (9) Dust (6)	s s s s s s s s s s s s s s s s s s s	vy Strong Internati =	vi Stong Internati	Citrus and Hon 100 S	ey = VI Earl Grey 100 g	
Green (4)	-	ne		The second se		
rimary Packing Format KU					Artwor Asset	k Artvork Asset
	Strong Internati	Vi Elaichi —	Ayurvedic	Earl Grey	Ayurvedic	= ya Strong Internati =

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.

arlsberg	Help Document	Version Status	ENCEPT
	Encept - Artwork Approval	Process V1.0	PREMEDIA
	Upload Files	Maximum file size 250mb	х
	Upload 08805 - FM00511_	Cancel Upload k 0.8 MB 60935 Varm Ko	Cancel
	Artwork Asset	Artwork Asset	•
	-Workflow Number-	Workflow Numb	er 💦
Upload Files	-Brand Name	Brand Name	~
	-File Type	-File Type	V
	-Workflow Type	Workflow Type	~
	Click	Here to Search More	lick Here to Search More

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.

исерт 🚼 [Nals centralize	d packaging b	rand management							
Strong Pint Bee	r 🔖 Beer (Soda)	🏷 500 ml	Strong Internation Premuim Beer						Action 🔫 🚺	/ersion v
Metadata									d Download	
fileName	Cefaclass Dry Syru p 30 ml_Before cor rection.pdf					Passara 7454	C Partono 100 C	Marine Landine Conservation		
addedOn	05-Oct-2018 17:37					Suspension P CEFACLASS	And a second sec	A the second sec		
Artwork Colors	red				(news de la calenda	CONTRACTOR ONE	estimated and when a set of the second by the second second set of the second by the second second set of the second seco	NVZ		
Brand Name	Strong Pint Beer			NIV/7	A HERE A	Ballier Gemült	d - Engelsen of a constant of a fill brough - the description of the set of the set of the set of the set brought of the set of the set of the set of the set of the set of the set of the set of the set	And a second sec		
Post Print Finish	EMBOSSED			1112	900 50 am 1994 50 am 1994 50 am 1994 50 am	Fantone 7464 C	Partonic 100 C	waaroonaa 1		
Year	2019		이 승규가 한 것이 바람들 것 같			Composition Each Line of canodicates		EPHARE WELL CONSTITUTED SUITPENDICH BEFORE UNE		
Brand Extension	Beer (Soda)				Cefixime Oral Suspension IP	Auspendice complete Octobers IP as Tringdisas eq. 35 Antypicitas California ID ing Preparets gis Colour, Burset Willow POF	Cefixime Oral Suspension IP	Keep out of reach of drikters "SCHEDULE H1DRUG, Warring,		
Substrate	MATT BOPP					linear		even and percent to state the proposition investit in accordance with the modeca advice. Here to be weld to result athroat the		
Region/Market	Gujarat				CTTACLASS"	Store protected from molecure, of a temperature cell according 30°C.	CETTO ATC	Practice or a Registered Mechael Practice or *		
Primary Packing Format	POUCH		· "是你们是我们看我		CEFACLASS अस्य आस्त्रम् रिषका कलास	Dolage As finished by the Physician	CEFACLASS उस डाम्प्रम सिफावलास	Mig. Un. Ko.: Wandacasol III Initio by: Initio Castol Al Pick No. 16 & W. Socol, Ind. Jona. Fairwance, Cast. Secon. (HK) - 172220		
Printing Method	SURFACE				FOR PREDICING LEB	Concluses for constitution : States the bedge wer to locate the powers get to the mark on the bedge and werke up to the mark on the bedge and policitie weld, add more weight of	FOR INEXATING USE			
Printer Mail ID	rgstudio@rainbow.				15g / 30 ml	numerary to argin the volume of to the most offer constitution lengt the supportion is the softgenitor coheren and the	15g / 30 ml	Antendan B		
Printer Name	TPL				Gem @* Mankindille	Use the constrained autoperation	Gem @' Markindille	GEN MANKIND Division of Manking Pharma Ltd. 2010 Onna Ind Estate-2 Naiae Delli-110028 Thi-Totak Man Lador Registration		
Print Process	GRAVURE				and a second sec	provident and	Consideration of the			
Artwork Type	ADVANCED REPR O									
Encept Job ID	mapper									
SKU	500 ml									
Variant	Strong Internation Premuim Beer									

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.

New Request	/ Artwork	Approval / ACTIVE JOBS (1)				Q Filter items		
Artwork Approval	-D. P	Client Name	Version	Project Name	Brand Name	Brand Extension		-
» ACTIVE JOBS (1)	202	Carlberg	0.1	test move	Strong Pint Beer	Beer 🕈	Move	1
PRE-DELIVERY (9)		Variant	SKU	Primary Packing Format	Encept Job ID	Workflow Nu 🕥	Download	
INACTIVE JOBS (1)		Strong Internation Premuim	500 ml	test2	EN-2701	AW-N-11		 -
RELEASED JOBS (1)	Status : Pe	ending For Approval (Anchal Sach	idev (Brand) [Pending]		(In Pro	ogress Due in 7 day(s)		
ARCHIVED JOBS (1)								 _

Figure 1.36: Hold in Active Jobs.

Click on Hold option to hold it to the following:

 Move
 ×

 Move To
 --Select-

 --Select- Reinitiate

Figure 1.37: Holding To, in Active Jobs.

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

New Request	Artwork	Approval / ACTIVE JOBS (1)			Q FI	iter items	
Artwork Approval	a[11]	Client Name	Version	Project Name	Brand Name	Brand Extension	=
» ACTIVE JOBS (1)		Carlberg	0.1	test move	Strong Pint Beer	Beer 🗢 Move	
PRE-DELIVERY (9)		Variant	SKU	Primary Packing Format	Encept Job ID	Workflow Nu 🗿 Download	
INACTIVE JOBS (1)		Strong Internation Premuim	500 ml	test2	EN-2701	AW-N-11	_
RELEASED JOBS (1)	Status : Per	nding For Approval (Anchal Sach	dev (Brand) [Pending]		In Progress) Due in 7 day(s)	
ARCHIVED JOBS (1)							

Figure 1.38: Hold in Inactive Jobs.

Click on Hold option to hold it to the following:

d packaging brand r	management .	Artwork App	proval 🏢		arlsberg
	Move			×	
Reports	Mana Move To	Select		<u> </u>	
/ Artwork #	Approval /	Reinitiate			Q Filter items
-11_10	Client Name	Version	Project Name	Brand Name	Brand E
EFER.	Carlberg	0.1	test move	Strong Pint Beer	Beer
-	Variant	SKU	Primary Packing Format	Encept Job ID	Workflor
	Strong Internation Premuim	500 ml	test2	EN-2701	AW-N-11
Status : Pen	iding For Approval (Anchal Sach	dev (Brand) [Pending]		In Prog	ress) Due in 7 day(s

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.

MANAGE ASSETS	MANAGE WORKFLOWS
INITIATE JOBS -	■ / New Job Request
New Job Request	Request late Commente
🖆 New Job Request 🛛	ries comments
My Requests (0)	Created By Created Date Pratibha Kumar 14-May-2018
» Pending Requests (1)	
Completed Requests (2)	Client Name Brand Name Specific Instruction
	Save Initiate New Request

Figure 2.1: Main Request Form

Request Info Files C	comments		
Created By	* Created Date	Request Type	*
Pratibha Kumar	14-May-2018	Select	*
		Select	
		New Brief	
Client Name	Brand Name	Revision	
		rtonsion	

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.

Request Info Files Comments				
Request Info Files Comments				
Add Files				
Document Type : Artwork File Artwork File	dd Files			
Action Artwork File General File	Version No	Added By	Added Date	File Type

Figure 2.3: Add Files

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

Screenshots	~	Name	Date modified	Tune	Size
			Datemounted	type	5120
📤 OneDrive		E TEMOZ 180MG5X1C (AC-SI) BOX-662334	28-Jul-15 02:17 PM	PDF File	618 KB
71: 00		FINOZ 140MG5X1C (AC-SI) BOX-662333	28-Jul-15 02:17 PM	PDF File	619 KB
This PC		TEMOZ 100MG5X1C (AC-SI) BOX-662332	28-Jul-15 02:17 PM	PDF File	617 KB
E Desktop		📱 Quetiapine PR-300-15T(ACC-NL)CR-PER	28-Jul-15 02:15 PM	PDF File	1,002 KB
Documents		Pregabalin 300mg(ACC-NL)14C-BF-6620	28-Jul-15 02:15 PM	PDF File	543 KB
Downloads		Pregabalin 300mg(ACC-NL)4x14C-662066	28-Jul-15 02:15 PM	PDF File	543 KB
h Music		Pregabalin 150mg(ACC-NL)14C-BF-6620	28-Jul-15 02:15 PM	PDF File	607 KB
Dictures		Pregabalin 150mg(ACC-NL)4x14C-662056	28-Jul-15 02:15 PM	PDF File	543 KB
Pictures		Pregabalin 75mg(ACC-NL)4x14C-662042	28-Jul-15 02:15 PM	PDF File	542 KB
Videos		Pregabalin 25mg(ACC-NL)14C-BF-662047	28-Jul-15 02:15 PM	PDF File	609 KB
Local Disk (C:)		Pregabalin 25mg(ACC-NL)4x14C-15	28-Jul-15 02:15 PM	PDF File	540 KB
👝 Local Disk (E:)		PREGABA75HSL714T226(AC-NL) BF-6620	28-Jul-15 02:15 PM	PDF File	606 KB
A	~	Paclitaxel-50 ml(ACC-UKR)LAB-662582	28-Jul-15 02:15 PM	PDF File	733 KB
1	File na	me:		 All Files 	

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.

Request Info	Files	Stakeholders	Comments					
Add Files								
Document Type	Brief	File	Add Files	3				
Action	File Nar	ne			Version No	Added Date	Added Name	File Type
×±	0680P17-	-UPL-Atabron (Chl	orfluazuron 5.4%	EC) 100 ml.pdf	0.1	27-Feb-2018 13:45	Product Manager	Brief File



Created By	Created Date	* Request Type	
Nandita Kamath	15-May-2018	New Brief	*
	*	*	*
Client Name	Brand Name	Brief	6
	*		
Asset Link	Specific Instruction		

Figure 2.6: Main Form (New Brief)

- 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 request type from the **Request Type** auto suggests drop down.

rlsberg		Help Document	Version Status	ENCEPT
	Encept - A	Artwork Approval Process	V1.0	PREMEDIA
3.	Select the requ	uired client name from the C	lient Name au	to suggests drop
	down.			
4.	Select the requ	uired brand name from the B	rand Name au	to suggests drop
	down			
F	Cator the brief	dataile in Drieftaut area		
5.	Enter the brief	details in Briet text area.		
6.	Enter the asset	link in the Asset Link Textbox	ζ.	
7.	Specific Instruc	ction is non-mandatory field.		
≻ Re-Relea	se			
Re-Relea Info	SE st Files Comments			
Re-Relea New Job Reque Request Info Created By Nandita Kamath	SE st Files Comments	Created Date	Request Type Re-Release	
Re-Relea New Job Reque Request Info Created By Nandita Kamath	SE st Files Comments	Created Date 15-May-2018	Request Type Re-Release	
Re-Relea / New Job Reque Request Info Created By_ Nandita Kamath Client Name	SE st Files Comments	Created Date 15-May-2018 Brand Name	Request Type Re-Release Printer Name	
Re-Relea Image: New Job Reque Request Info Created By Nandita Kamath Client Name Printer Email	SE st Files Comments	Created Date 15-May-2018 Brand Name Other Email Recipients	Request Type Re-Release Printer Name Specific Instruction	•
Re-Relea	SE st Files Comments	Created Date 15-May-2018 Brand Name Other Email Recipients	Request Type Re-Release Printer Name Specific Instruction	• •
Re-Relea	Se st Files Comments	Created Date 15-May-2018 Brand Name Other Email Recipients	Request Type Re-Release Printer Name Specific Instruction	•
Re-Relea	SE st Files Comments	Created Date T5-May-2018 Brand Name Other Email Recipients Figure 2.7: Main Form (Re-Refe	Request Type Re-Release Printer Name Specific Instruction	•

- 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 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

Created By Created Date Request Type Nandita Kamath 15-May-2018 Revision Image: Comparison of the comparis											
Nandita Kamath 15-May-2018 Client Name Brand Name Due Date May 2018 Specific Instruction 1 2 3 4 5 6 7 8 9 1 2 3 4 5 6 7 8 9 10 11 12 12 13 14 15 15 16 17 18 18 19 111 12	Created By	Created Date		Requ	est Typ	pe					
Client Name Brand Name Due Date May 2018 Specific Instruction Specific Instruction Due Date Asset Link Due Date Due Date Date Date Date Date Date Date Date	Nandita Kamath	15-May-2018		Rev	sion						•
Client Name Due Date Due Date May 2018 Due May 2018 Due Date Asset Link Asset Link Due Date Date Date Date Date Date D		*	*								
Asset Link Specific Instruction I 2 3 4 5 6 7 8 9 10 11 12	Client Name	Brand Name		Due	Date						`
Asset Link Specific Instruction				0		ма	y 20	18		0	
Asset Link 1 2 3 4 5	AccetLink	* Spacific Instruction		Su	мо	ти	We	тh	Fr	Sa	
6 7 8 9 10 11 12	Asset Link	Specific Instruction	10			1	2	3	4	5	
				6	7	8	9	10	11	12	
				20	21	22	23	24	25	26	
20 21 22 23 24 25 26											

Figure 2.8: Main Form (Revision)

On the Request Info,

- 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 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

lsberg	Help Document	Version Status	ENCEPT
	Encept - Artwork Approval Pro	vcess V1.0	PREMEDIA
/ New Job Request			
Request Info Files	Comments		
Created By Nandita Kamath	Created Date 15-May-2018	* Request Type Epson Proof	*
	* Brand Name	*	*
Client Name	Draite Hunto	Due Date	
Client Name Number of Epson Proofs	Substrate	Due Date	

Figure 2.9: Main Form (Epson Proof)

- 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 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

lsberg	Help Document	Version Status	ENCEPT
	Encept - Artwork Approval Process	V1.0	PREMEDIA
🗐 / Now Job Doguost			
pr new oob Request			
Request Info Files	Comments		
Created By Nandita Kamath	Created Date T5-May-2018	equest Type ack Shot	Ť
Client Name	Brand Name	ue Date	*
PackshotStatic	Asset Link	ecific Instruction	
Angle of Packshot			
Front:	Right Hand Side: Top		
Back:	Left Hand Side:		

Figure 2.10: Main Form (Pack Shot)

- 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 request type from the **Request Type** auto suggests drop down.
- 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.



rlsberg	Help Document	Version Status	ENCEPT	
	Encept - Artwork Approval Proce	ess V1.0	PREMEDIA	
☐ / New Job Request				
Request Info Files	Comments			
Created By Nandita Kamath	Created Date * 15-May-2018	Request Type Mock up	v	
Client Name	Brand Name	Due Date	*	
Number of Mask Line	Substrate *	Finishes	•	
Number of Wock-Ops				

Figure 2.11: Main Form (Mock up)

- 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 request type from the Request Type auto suggests drop down.
- 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):

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

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

	mments					
Add Files						
Document Type : Artwork File	Add Files					
Action Action General File	Version No	Added By	Added Date	File Type		
Save Initiate New Request						

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.

	Name	Date	Type	Size	Taos		~
📌 Quick access	🗿 08805 - FM00511_lk	9/14/2017 10:53 AM	PDF File	746 KB			
E Desktop 🖈	af 60935 Varm Korv Ike	9/14/2017 10:53 AM	PDF File	1,191 KB			
👆 Downloads 🛛 🖈	24344-FM00546_CT	8/7/2017 1:05 PM	PDF File	635 KB			
🔮 Documents 🛛 🖈	5109056-Olanzapin	7/4/2017 11:49 AM	Al File	370 KB			
Pictures #	📓 Sandal 3 x 125gms S	6/23/2017 1:06 PM	PDF File	2,693 KB			
conving	🗿 Sandal-4+1 Mega V	6/23/2017 1:05 PM	PDF File	1,969 KB			
Dama DACC Film	📓 Sandal 2 x 125gms S	6/23/2017 1:04 PM	PDF File	2,691 KB			
Demo Fivico Files	🗿 Sandal 2 x 75gms S	6/23/2017 1:02 PM	PDF File	1,184 KB			
ENCEPT Help Docu	Manforce More Cal	6/19/2017 2:27 PM	PDF File	13,577 KB			
UPL Help documen	Br Manforce More Cal	6/19/2017 2:27 PM	PDF File	13,572 KB			
ConeDrive	Mahamox-DS Dry S	6/19/2017 2:26 PM	PDF File	1,384 KB			
	Mahamox-DS Dry S	6/19/2017 2:25 PM	PDF File	1,383 KB			
This PC	MAHACEF-XL 200 (6/19/2017 2:25 PM	PDF File	450 KB			
Artwork	MAHACEF-XL 200 (6/19/2017 2:25 PM	PDF File	444 KB			
	Mahacal Suspensio	6/19/2017 2:25 PM	PDF File	1,396 KB			
	Jycostar Suspension	6/19/2017 2:25 PM	PDF File	1,495 KB			
	Ivenstar Susnensin	6/19/2017 2·24 PM	PDF File	1 503 KR			
File nar	me:					✓ Custom Files	~
						Open	Cancel

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.

arlsberg	Help Doc	ument	V	'ersion Status	ENCEPT	
	Encept - Artwork	Approval P	rocess	V1.0 PREMEDIA		
Request Info Files	Comments					
Document Type : Artwo	ork File Add Files					
Action File Name	•	Version No	Added By	Added Date	File Type	
	5 & 50 Tablet (Kenva) Correction.pdf	0.1	Anagha Kulkarni	11-May-2018 15:38	Artwork File	



- 8. Click \times 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:

equest Number:	AW-NR-4	Request Type :	New Brief	Custom Status :	Pending With Encept Account Manager/Executive to reply to Clien
ask Name :	Review Client Reque	st	Task Description :	Review the form field Provide files to clien as comment. Submit	ds and files received from the client. t offline. Enter details of the request the workflow.
Request Info F	iles 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	ng to be designed.	* Asset Link	com/downloads/c1f216f76cc	* Require this by W	/ednesday 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:



List of Comments



- 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				
List of Com	ments				
Cr	Product Man neck the Bran	ager d Name			Tue Feb 27 2018 13:50:12 GMT+0530 (India Standard Tim

Figure 2.17: Add Comments

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

o peakaging biona	Confirmation	Anwork Approval		×	Name ?
WORKFLOW	Are you sure, you want to Sub	mit ?			
/ New Job Re			Close	ОК	
Request Number:	AW-NR-4	Request Type :	New Brief	Custom Status :	Pending With Encept Account Manager/Executive to reply to
Task Name :	Review Client Request		Task Description :	Review the form fie Provide files to clie as comment. Subn	elds and files received from the cli ant offline. Enter details of the requ nit the workflow.
Request Info	Files Activity Log	Comments			
		Created Date		🗶 🔄 Request Number	
Created By Vallabh Keswar	าเ	20-Apr-2018		AW-NR-4	Ť
Created By Vallabh Keswar Request Type New Brief	ni	Client Name Kraft Heinz		AW-NR-4 * Brand Name Glucon-D	
Created By Vallabh Keswar Request Type New Brief Brief	ni	20-Apr-2018 Client Name Kraft Heinz		AW-NR-4 Brand Name Glucon-D Specific Instruction	* on

Figure 2.18: Confirmation Message

2.3 Client Brand Manager



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 Provide files to client o as comment. Submit th	and files received from the client. ffline. Enter details of the request e workflow.
Request Info File	es Activity Log C	Comments			
Created By Vallabh Keswani		Created Date 20-Apr-2018	*	AW-NR-4	*
Request Type New Brief	•	Client Name	*	Brand Name Glucon-D	*
Brief				Specific Instruction	
New Box Packaging Reference artwork a	to be designed.	Asset Link https://wetransfer.com	/downloads/c1f216f76cc	Require this by Wed	nesday please.

SubmitSaveFigure 2.19: Main Form



