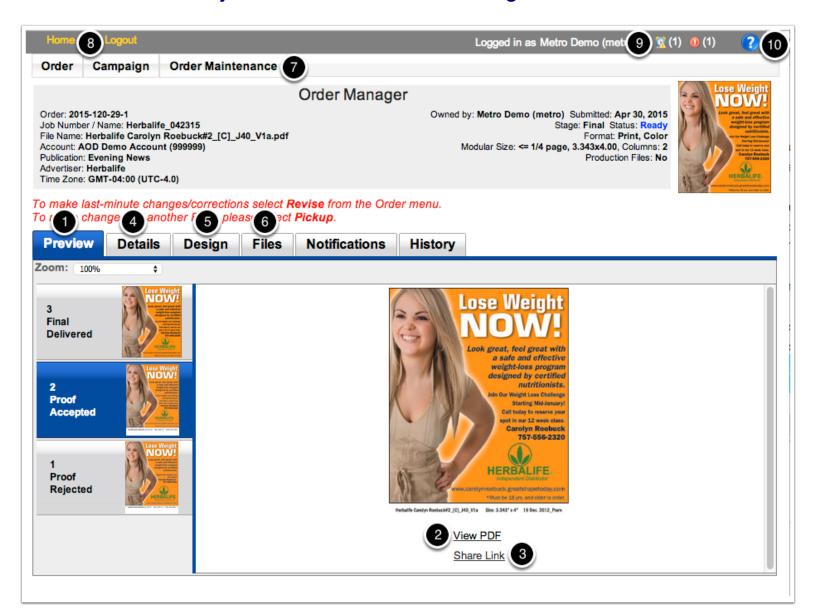
# Order Manager

The Order Manager shows you all of the details of the order as well as all of the proofs/finals that have been generated throughout the order's production cycle.

#### Below is a list of what you can do from the Order Manager



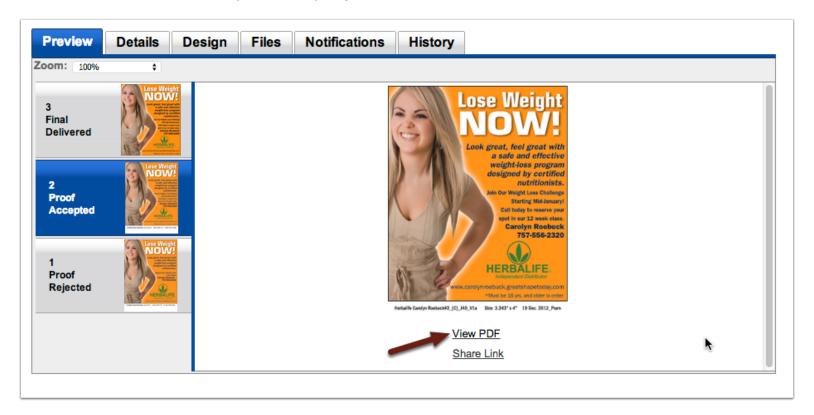
### 1. Review or change order information

- Preview preview of each version of your order (after at least one proof has been delivered).
- Details contains fields for order ownership, dates, job number/name, advertiser and any additional email addresses.
- Design contains your order specs and instructions.
- Files displays thumbnails for all files you've uploaded.
- Notifications anything typed in the "Notification Message Box" will be here, along with a summary of all of the
  order actions.
- · History a more detailed account of all of the order actions.

## 2. View PDF of your proof

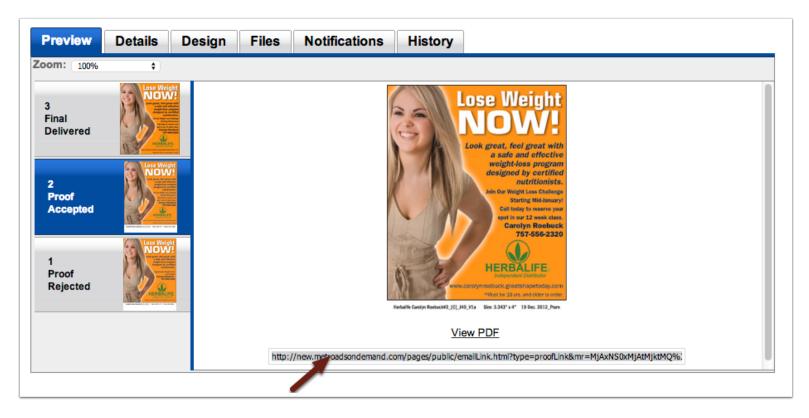
From the Preview tab, click the "View PDF" link below the proof preview to open a PDF for viewing, printing and/or marking up with changes.

Unless it's a final, this PDF is not production-quality.



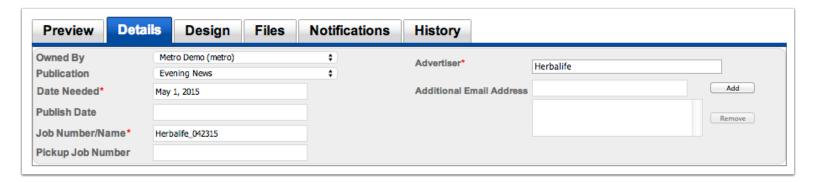
### 3. Share you proof

From the Preview tab, click "Share link" below the proof preview, copy it and paste it into an email for your advertiser.



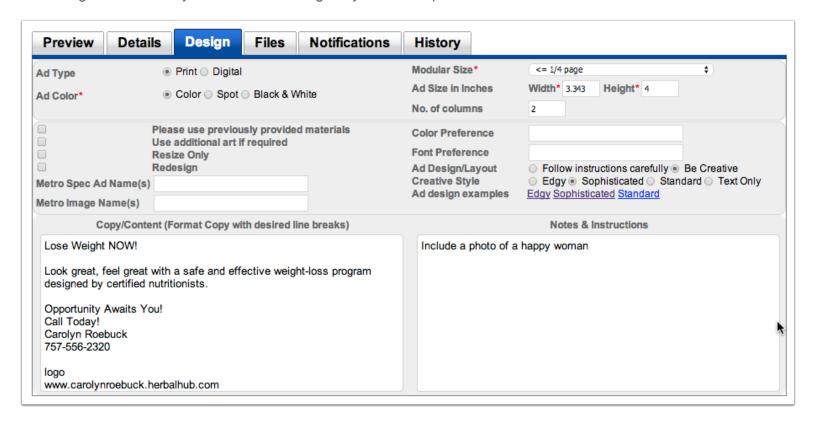
# 4. Reassign order, add publish date or email address

From the Details tab, you can review/change any of the information in these fields.



#### 5. Change ad specifications

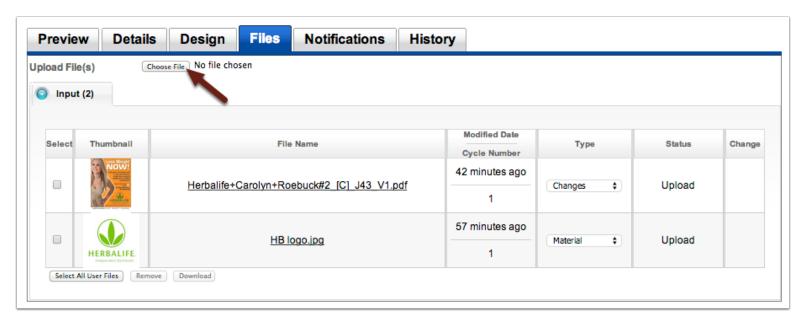
The Design tab is where you can review/change any of the ad specifications.



# 6. Upload files

From the Files tab you can review the files that you have already uploaded.

Upload additional files by clicking the "Choose File" button (also called "Browse" in some browsers).



# Order Manager

#### 7. Access menu options

Select an action from the Order, Campaign or Order Maintenance menus. See below for menu options. See the "Menu Options" page for selection details.

#### 8. Return to the Order Monitor

To return to the Order Monitor, click "Home".

#### 9. Alerts

- · Clock icon alerts of a delay with the specified number of orders.
- Exclamation icon alerts of a problem or question with the specified number of orders.

Click on either number to go directly to the Issues tab.

# 10. Help

- · Contact us.
- · Report an issue.
- · View tutorial pages.