

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

The screenshot displays the Order Manager interface. At the top, there's a navigation bar with 'Home' (8) and 'Logout'. The user is logged in as 'Metro Demo (metro)' (9). Below this, there are tabs for 'Order', 'Campaign', and 'Order Maintenance' (7). The main section is titled 'Order Manager' and contains order details: Order: 2015-120-29-1, Job Number / Name: Herbalife_042315, File Name: Herbalife Carolyn Roebuck#2_[C]_J40_V1a.pdf, Account: AOD Demo Account (999999), Publication: Evening News, Advertiser: Herbalife, Time Zone: GMT-04:00 (UTC-4.0). It also shows ownership by 'Metro Demo (metro)', submission date 'Apr 30, 2015', stage 'Final', status 'Ready', format 'Print, Color', modular size '<= 1/4 page, 3.343x4.00, Columns: 2', and production files 'No'. A small thumbnail of the ad is shown on the right. Below the details, a red instruction reads: 'To make last-minute changes/corrections select **Revise** from the Order menu. To change another file, please select **Pickup**.' A row of tabs includes 'Preview' (1), 'Details' (4), 'Design' (5), 'Files' (6), 'Notifications', and 'History'. A zoom slider is set to 100%. The main preview area shows three versions of the 'Lose Weight NOW!' ad: '3 Final Delivered', '2 Proof Accepted', and '1 Proof Rejected'. The '2 Proof Accepted' version is the largest and most detailed, showing a woman in a white top and the text 'Lose Weight NOW! Look great, feel great with a safe and effective weight-loss program designed by certified nutritionists. Join Our Weight Loss Challenge Starting Mid January! Call today to reserve your spot in our 12 week class. Carolyn Roebuck 757-556-2320 HERBALIFE Independent Distributor www.carolynroebuckgreatshapetoday.com *Must be 18 yrs. and older to order.' Below the preview, there are links for 'View PDF' (2) and 'Share Link' (3).

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.

Preview

Details

Design


Files

Notifications


History

Zoom: 100%


3
Final
Delivered



2
Proof
Accepted



1
Proof
Rejected





Herbalife Carolyn Roebuck#92_[C]_J48_Y1a Size: 3.343" x 4" 19 Dec 2012_Prom

View PDF

Share Link

3. Share your proof

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

Preview Details Design Files Notifications History

Zoom: 100%

3 Final Delivered

2 Proof Accepted

1 Proof Rejected

Lose Weight NOW!

Look great, feel great with a safe and effective weight-loss program designed by certified nutritionists.

Join Our Weight Loss Challenge Starting Mid-January! Call today to reserve your spot in our 12 week class.

Carolyn Roebuck
757-556-2320

HERBALIFE
Independent Distributor

www.carolynroebuckgreatshapetoday.com

*Must be 18 yrs. and older to order.

Herbalife Carolyn Roebuck#92_ (C)_J40_Y1a Size: 3.343" x 4" 19 Dec 2012_Pam

[View PDF](#)

<http://new.metroadsondemand.com/pages/public/emailLink.html?type=proofLink&mr=MjAxNS0xMjAtMjktMQ%.>

4. Reassign order, add publish date or email address

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

Preview **Details** Design Files Notifications History

Owned By Metro Demo (metro)

Publication Evening News

Date Needed* May 1, 2015

Publish Date

Job Number/Name* Herbalife_042315

Pickup Job Number

Advertiser* Herbalife

Additional Email Address

Add

Remove

5. Change ad specifications

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

PreviewDetailsDesignFilesNotificationsHistory

Ad Type

☒ Print

☐ Digital

Ad Color*

☒ Color

☐ Spot

☐ Black & White

☐

Please use previously provided materials

☐

Use additional art if required

☐

Resize Only

☐

Redesign

Metro Spec Ad Name(s)

Metro Image Name(s)

Modular Size*

<= 1/4 page

Ad Size in Inches

Width* 3.343Height* 4

No. of columns

2

Color Preference

Font Preference

Ad Design/Layout

☐ Follow instructions carefully

☒ Be Creative

Creative Style

☐ Edgy

☒ Sophisticated

☐ Standard

☐ Text Only

Ad design examples

[Edgy](#) [Sophisticated](#) [Standard](#)

Copy/Content (Format Copy with desired line breaks)

Notes & Instructions

Lose Weight NOW!

Look great, feel great with a safe and effective weight-loss program designed by certified nutritionists.

Opportunity Awaits You!

Call Today!

Carolyn Roebuck

757-556-2320

logo

www.carolynroebuck.herbalhub.com

Include a photo of a happy woman

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).



PreviewDetailsDesignFilesNotificationsHistory

Upload File(s)

Choose File

No file chosen

Input (2)

Select	Thumbnail	File Name	Modified Date Cycle Number	Type	Status	Change
<input type="checkbox"/>		Herbalife+Carolyn+Roebuck#2 [C] J43 V1.pdf	42 minutes ago 1	Changes	Upload	
<input type="checkbox"/>		HB logo.jpg	57 minutes ago 1	Material	Upload	

Select All User Files

Remove

Download

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.