

Order Monitor

The Order Monitor or “Home” screen displays all of your recent orders. To return here, click “Home” from any screen.

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

The screenshot shows the Order Monitor interface with the following elements highlighted by numbered callouts:

- 1**: Home button in the top navigation bar.
- 2**: Ad preview thumbnail in the first row of the table.
- 3**: Summary bar showing counts for Proof (5), Final (2), Work In Progress (66), Issues (2), Held (1), Not started (6), and Done (12).
- 4**: Search bar in the top right of the Order Monitor section.
- 5**: Filter dropdown menu for "Owned By" (All, Me).
- 6**: Publication Advertiser column header.
- 7**: Order Maintenance button in the top navigation bar.
- 8**: Date Needed Publish Date column header.
- 9**: Action icons (Proof, Ready, Print, etc.) in the first row of the table.
- 10**: Page Size dropdown menu at the bottom left.
- 11**: Gear icon for settings.
- 12**: Notification bell icon.
- 13**: Help icon.

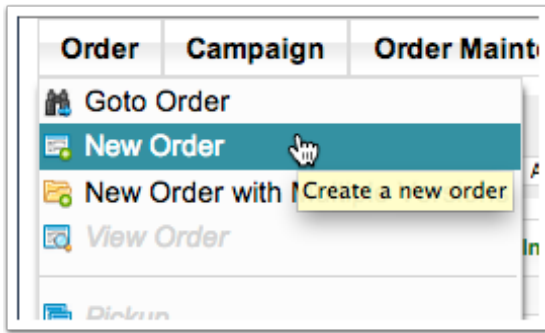
Ad Type	Metro Reference Job Number/Name	Publication Advertiser	Date Needed Publish Date	Owned By Submitted Date	Stage Status Action
	2015-006-9-2 leafnpetal_village_010615#2	Evening News Leaf & Petal	Jan 7, 2015 Not Specified	Metro Demo (metro) Jan 6, 2015	Proof Ready
	2015-006-8-1 HKH_010615	Evening News Helen Keller Hospital	Jan 7, 2015 Not Specified	Metro Demo (metro) Jan 6, 2015	Proof Ready
	2014-364-38-1 BBWMH_122914	Evening News Bryan W. Whitfield Memorial Hospital	Dec 31, 2014 Not Specified	Metro Demo (metro) Dec 30, 2014	Proof Ready
	2014-111-15-1 campaign	Evening News test	Apr 22, 2014 Not Specified	Metro Demo (metro) Apr 21, 2014	Proof Ready
	2014-111-15-2 campaign#2	Evening News test	Apr 22, 2014 Not Specified	Metro Demo (metro) Apr 21, 2014	Proof Ready

1. Create a new order

Select "New" under the **Order** menu.

Order Monitor

If you need more than one version of an ad, select "New Order with Multiple Versions".



2. See a thumbnail of your proof

Roll over a thumbnail for more order details.

The screenshot shows a 'Proof' window for order BBWMH_122914. On the left is a thumbnail of the advertisement. On the right is a table of order details.

2014-364-38-1 - BBWMH_122914	
Metro Reference	2014-364-38-1
Job Number/Name	BBWMH_122914
Advertiser	Bryan W. Whitfield Memorial Hospital
Order Type	New
Production Files Requested	No
Stage	Proof
Status	Ready
Owned By	Metro Demo (metro)
File Name	BWMH_Gridiron_TDT_66042_091714_[B]_J40_V1a.pdf
Ad Type	Print
Ad Color	Color
Ad Size in Inches	1/4 page >= 1/2 page
Width	9.25
Height	11.75

The advertisement thumbnail shows a red heart with a stethoscope around it. Text on the ad includes: 'Bryan W. Whitfield Memorial Hospital', 'The Heart of Quality Healthcare', 'Over the past 60 years, we have evolved into a State-of-the-Art medical providing Excellent Care in the heart of the Black Belt community.', '105 US Highway 80 E, Demopolis, AL 36732', '334.289.4000', and 'Quality Healthcare. Right Here at Home™'. At the bottom of the thumbnail, it says 'BBWMH_Order_TDT_66042_091714 9.25" x 11.75" 20 Sep 2014_8pm'.

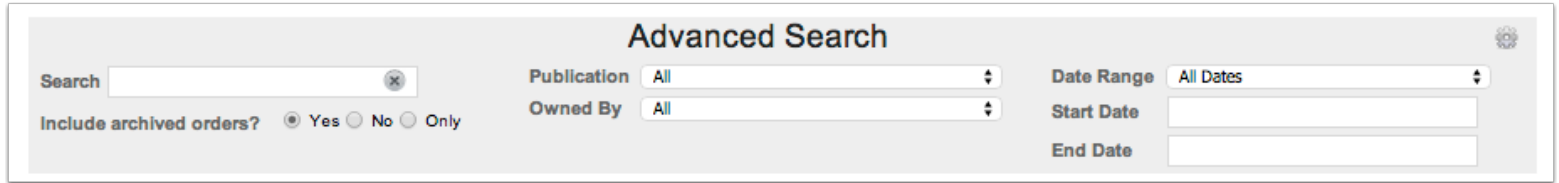
3. Check the status of an order

- **Proof** - displays all proofs that are ready for your review.
- **Final** - displays all final orders that are ready to download.
- **Work in Progress** - displays requests for new orders, pickups, revisions and releases that Metro has received.
- **Done** - displays orders that have been finalized and downloaded, inactive, and canceled orders.
- **Not Started*** - displays new orders that were saved, but not submitted.
- **Issues *** - displays orders that need your attention before we can work on them.
- **Held*** - displays orders that you have placed on hold.

*Tab is only visible if there's something in it.

4. Search the database

- Search for orders done for a specific publication.
- Search by job name, Metro reference number, or advertiser in the Search field.
- Click the "Advanced Search" link for more advanced searching options, including searching archived orders.



Advanced Search

Search

Include archived orders? Yes No Only

Publication

Owned By

Date Range

Start Date

End Date

5. View and access other people's orders

- Select "All" next to the "Owned by" filter to view orders submitted by everyone at the company.
- Great for turnover or unexpected absences.

6. Sort the database

- Click a column heading to sort by.
- Click the triangle to change the direction of the sort.

7. Access menu options

Click the order in the Order Monitor table and select an action from the applicable menu. See the "Menu Options" page for selection details.

8. Go into the Order Manager

See all of the details and previews for an order by choosing "Edit Order" from the "Order" menu or by clicking the "Edit an Order" shortcut icon.

9. Use shortcut icons

- Edit an Order.
- Edit a Campaign (when the order is part of a campaign).
- Pickup an Order.
- Pickup a Campaign (when the order is part of a campaign).
- Download the final files for the order (after the final has been delivered).
- Print a copy of your order form.

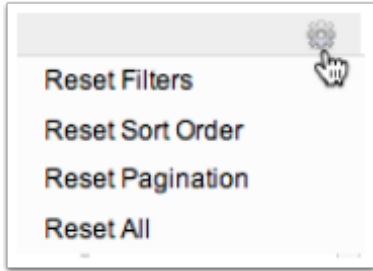


10. Choose your page size

From the pull-down menu, select the number of orders that you want to display on each page of the Order Monitor.

11. Reset filters

If you want to restore any of your filters or column sorting to the default, click the "gear" icon and choose the appropriate action.



12. 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.

13. Help

- Contact us
- Report an issue
- Tutorial pages