

Review your proof

You will receive an email confirmation when the proof is ready and you will see a thumbnail of the ad in the "Proof" tab of the Order Monitor.

Option 1: Click either link in the email


Allow pop-ups for www.new.metroadsondemand.com in your Web browser preferences if the link doesn't open in your Order Manager.

Proof is ready for Order 2015-113-32-1 (Herbalife_042315) — New system orders

aod@metrocreativeconnection.com April 24, 2015 8:44 AM
To: Metro Demo <aod@metrocreativeconnection.com> Details
Proof is ready for Order 2015-113-32-1 (Herbalife_042315)

Proof is ready for Order [2015-113-32-1](#).

DO NOT REPLY to this email



[Herbalife Carolyn Roebuck#2. \[C\]_J43_V1.pdf](#)

To Preview:

1. Click the Order Number or the Filename below the thumbnail to open the Order Manager (log in if you are not already).
2. Click **"View PDF"** below the preview.

To Make Changes:

1. Mark up the PDF (preferred method): Open the PDF in Adobe Reader, mark it up with changes, save it to your drive.
2. Upload the marked-up PDF and any additional files to the Files tab
3. Select **"Revise Order"** under the Order menu.
4. Type in any additional instructions in the **"Notifications Message"** box and then click the **"Revise Order"** button.

Do you need to change the size or color preference? Make those changes in the appropriate fields in the Details tab.

Your order will now show up in the Work In Progress tab.

**** Please allow 2 hours for revisions (M-F 8:30am-7:00pm ET).****

To Request Final:

Has the order been approved? Request a high resolution PDF for print or SWF, JPG or GIF for digital by selecting **"Release"** under the

Option 2: Click the “Edit an Order” icon from the Order Monitor




Home Logout Logged in as Metro Demo (metro) (1) (1) ?

Order Campaign Order Maintenance

Order Monitor

Owned By All Me Publication All Search Advanced Search

Proof 6 Final 2 Work In Progress 65 Issues 2 Held 1 Not started 6 Done 12

Ad Type	Metro Reference Job Number/Name	Publication Advertiser	Date Needed Publish Date	Owned By Submitted Date	Stage Status Action
	2015-113-32-1	Evening News	Apr 24, 2015	Metro Demo (metro)	Proof
	Herbalife_042315	Herbalife	Not Specified	Apr 23, 2015	Ready
	2015-006-9-2	Evening News	Jan 7, 2015	Metro Demo (metro)	Proof
	leafnpetal_village_010615#2	Leaf & Petal	Not Specified	Jan 6, 2015	Ready
	2015-006-8-1	Evening News	Jan 7, 2015	Metro Demo (metro)	Proof
	HKH_010615	Helen Keller Hospital	Not Specified	Jan 6, 2015	Ready

A red arrow points to the 'Edit an Order' icon (a pencil) in the 'Action' column of the second row.

Click the "View PDF" link below the preview


[Home](#) [Logout](#) Logged in as Metro Demo (metro) (1) (1) ?

[Order](#) [Campaign](#) [Order Maintenance](#)

Order Manager

Order: 2015-113-32-1
Job Number / Name: Herbalife_042315
File Name: Herbalife Carolyn Roebuck#2_[C]_J43_V1.pdf
Account: AOD Demo Account (999999)
Publication: Evening News
Advertiser: Herbalife
Time Zone: GMT-04:00 (UTC-4.0)


Owned by: Metro Demo (metro) Submitted: Apr 23, 2015
Stage: Proof Status: **Ready**
Format: Print, Color
Modular Size: <= 1/4 page, 3.343x4.00, Columns: 2
Production Files: No



Preview [Details](#) [Design](#) [Files](#) [Notifications](#) [History](#)

Zoom: 100%

1 Proof Delivered



Herbalife Carolyn Roebuck#2_[C]_J43_V1 Size: 3.343" x 4" 17 Dec 2012_Shp

[View PDF](#)
[Share Link](#)

Metro Creative Graphics, Inc. • 519 Eighth Avenue • New York, NY • 10018 • 800.223.1600

ADS On Demand Page 3

Review your proof

