

Revise your job

To make changes to your job, select "Revise Order" from the Order menu, do **any** of the applicable actions from the list below, then click the "Revise Order" button. Your job will then show up in the Work in Progress tab.

The screenshot displays the 'Order Manager' interface. At the top, there are navigation links for 'Home' and 'Logout', and a status bar indicating 'Logged in as Metro Demo (metro)' with notification icons. The main menu is divided into 'Order', 'Campaign', and 'Order Maintenance'. The 'Order' menu is expanded, showing options like 'Goto Order', 'New Order', 'New Order with Multiple Versions', 'Pickup', 'Save', 'Undo Changes', 'Submit', 'Revise Order', 'Release with changes', 'Release', 'Force Release', 'Hold Order', 'Resume Order', 'Cancel Order', 'Download', and 'Print Order'. The 'Revise Order' option is highlighted in blue, with a red arrow pointing to it and a tooltip that says 'Revise an order'. The main content area shows 'Order Manager' for file 'J43_V1.pdf', with details: 'Owned by: Metro Demo (metro)', 'Submitted: Apr 23, 2015', 'Stage: Proof Status: Ready', 'Format: Print, Color', and 'Modular Size: <= 1/4 page, 3.343x4.00, Columns: 2, Production Files: No'. A preview of the order is shown, featuring a 'Lose Weight NOW!' advertisement for Herbalife. Below the preview are links for 'View PDF' and 'Share Link'.

Revise your job

Notification Message

Type changes/instructions in the "Notification Message" box. This is good for simple changes that can easily be explained.

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

Notification Message

change website to:
<http://carolynroebuck.greatshapetoday.com>

Materials Pending Materials Sent Copy sent separately

FTP: <ftp.metroadsondemand.com> Files

eMail: design2@metro-email.com Files


Fax: 917 591 8530 Files

Please send production files

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





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

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Revise your job

Upload files

Upload any files that you need us to use to the "Files" tab.

Click the "Choose File" button (or "Browse" button in some browsers) to select the file on your computer.

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

Notification Message

change website to:
<http://carolynroebuck.greatshapetoday.com>

Materials Pending **Materials Sent**
Copy sent separately


FTP: <ftp.metroadsondemand.com> Files
eMail: design2@metro-email.com Files
Fax: 917 591 8530 Files

Please send production files

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](#) [Unsaved Changes]

Upload File(s) 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 | moments ago 1 | Changes ▾ | Upload |  |
| <input type="checkbox"/> |  | HB logo.jpg | 1 day ago 1 | Material ▾ | Upload | |

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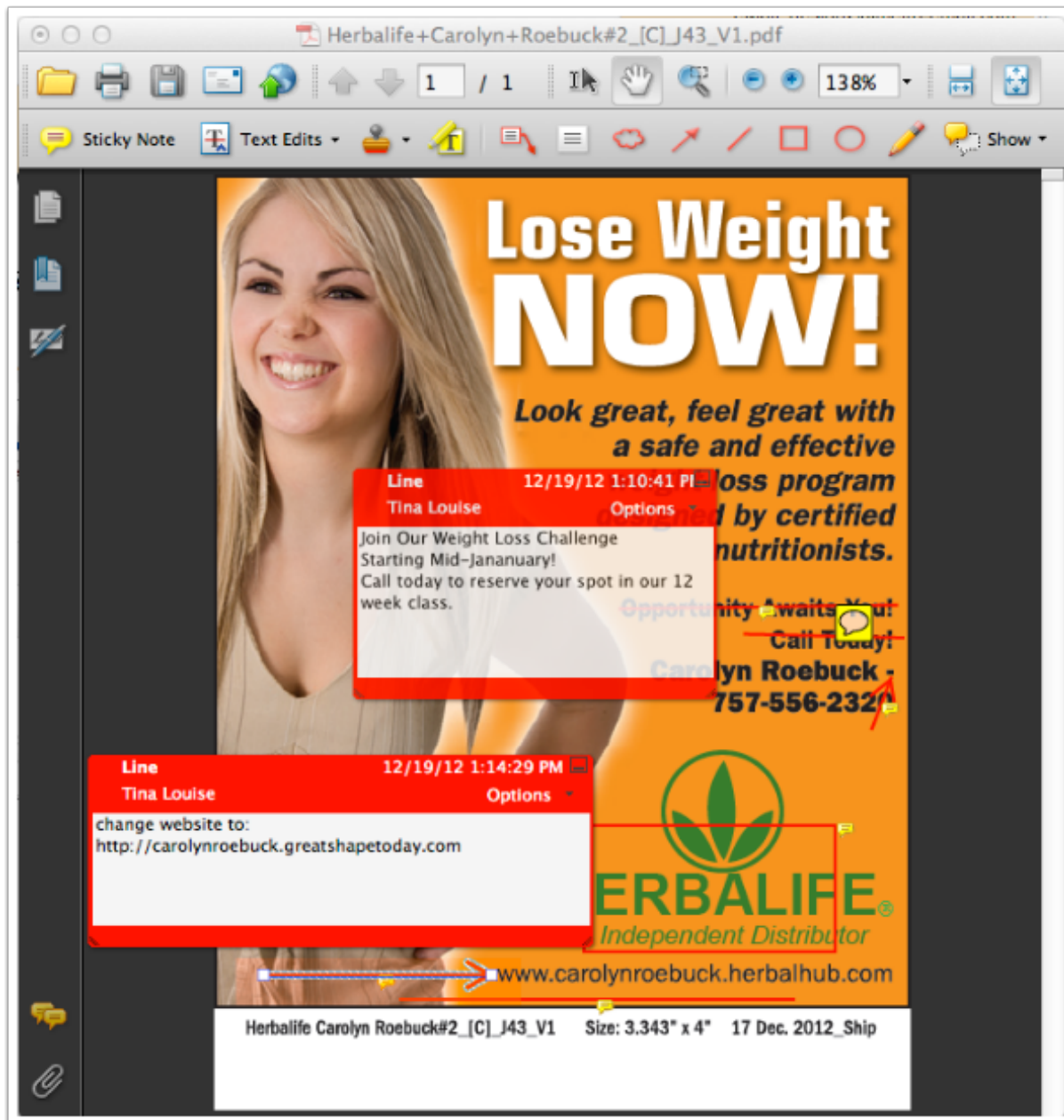
Revise your job

Mark up PDF

Mark up your PDF with the changes, save it to your drive and upload it into the "Files" tab (see instructions in the previous step for uploading files).

This is a great option for more complicated changes.

See the "Marking up a PDF" step-by-step guide for instructions.



Revise your job

Change ad specs

Change the size, color preference, or ad type/format of your job in the "Design" tab. This is important so that your order always reflects the correct specs.

The screenshot shows the Metroads on Demand website interface. At the top, there's a navigation bar with 'Home' and 'Logout' links. The user is logged in as 'Metro Demo (metro)'. A notification message is displayed: 'change website to: http://carolynroebuck.greatshapetoday.com'. The 'Order Manager' section shows order details for 'Order: 2015-113-32-1', 'Job Number / Name: Herbalife_042315', and 'File Name: Herbalife Carolyn Roebuck#2_[C]_J43_V1.pdf'. The order is owned by 'Metro Demo (metro)', submitted on 'Apr 23, 2015', and is in the 'Proof' stage with a 'Ready' status. The format is 'Print, Color' and the modular size is '<= 1/4 page, 3.343x4.00, Columns: 2'. The 'Design' tab is active, showing options for 'Ad Type' (Print selected), 'Ad Color' (Color selected), and 'Modular Size' (<= 1/4 page). Other options include 'Ad Size in Inches' (Width: 3.343, Height: 4), 'No. of columns' (2), 'Color Preference', 'Font Preference', 'Ad Design/Layout' (Follow instructions carefully selected), and 'Creative Style' (Edgy, Sophisticated, Standard, Text Only). The 'Copy/Content' section contains the text: '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'. The 'Notes & Instructions' section contains: 'Include a photo of a happy woman'. The 'Materials Pending' and 'Materials Sent' sections are also visible, with 'Copy sent separately' checked and 'Please send production files' unchecked.

When you're done

After you've put in all of your changes, click the Revise Order button. You will get a confirmation email and your order will be moved to the Work in Progress tab of your Order Monitor.