ALAURAS | SOFTWARE

Leading the Way with Web Based Software

ProofQuick™

Online Proofing

Managing Your Ad and Graphics Production just got easier

MANUAL

WELCOME TO PROOFQUICK

ProofQuick is an online proofing solution for the yellow page industry.

Our web solution allows your customers to review their proof, edit and mark any changes, or simply approve the ad and deliver the approval to the graphics department in seconds. You don't need to install or download any special software.

PROOFQUICK SUPPORT SERVICE

ProofQuick Support Service can provide you with prompt and accurate information about product features, specifications, pricing, availability, services, and technical support.
For the most current information on available support and professional services for your ProofQuick product, please email ***support@proofquick.com***.

PERSONAL TELEPHONE SUPPORT

If you want to contact us for the technical support over the phone, please email your phone number to support@proofquick.com and our support staff will contact you within 24 hours.

Support includes assistance with in clarifying how features work and how they are applied to a sample document; troubleshooting technical questions or issues; installation, configuration, and setup on standalone computers.

INSTALLING PROOFQUICK (desktop version)

- Go to **www.proofquick.com**.
- Click Get Started

- Complete the registration form.
- Or you can download the latest version of ProofQuick and Adobe Air, and install it.
- After installing ProofQuick, the PQ icon will appear on your desktop.
- Login to ProofQuick either by clicking the icon on your desktop or on the Get Started page in PQ website.

DESKTOP VERSION

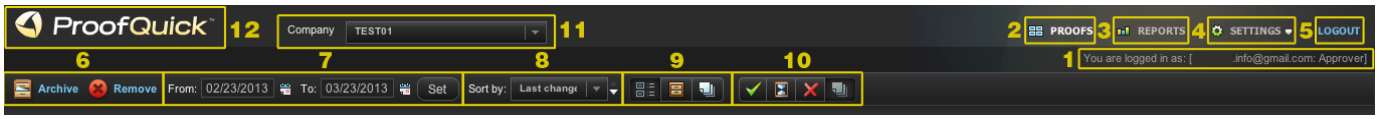
The desktop version is designed for Administrators and Creative staff to optimize production within your current work environment. This includes tray notifications, drag & drop opportunities and many other features powered by new Adobe toolsets to improve efficiencies and accelerate art production.

WEB BROWSER VERSION

The web browser version can be used easily by anyone, anywhere and is designed to provide online proofing tools to your end customer. Quick and easy approval access for your customers!

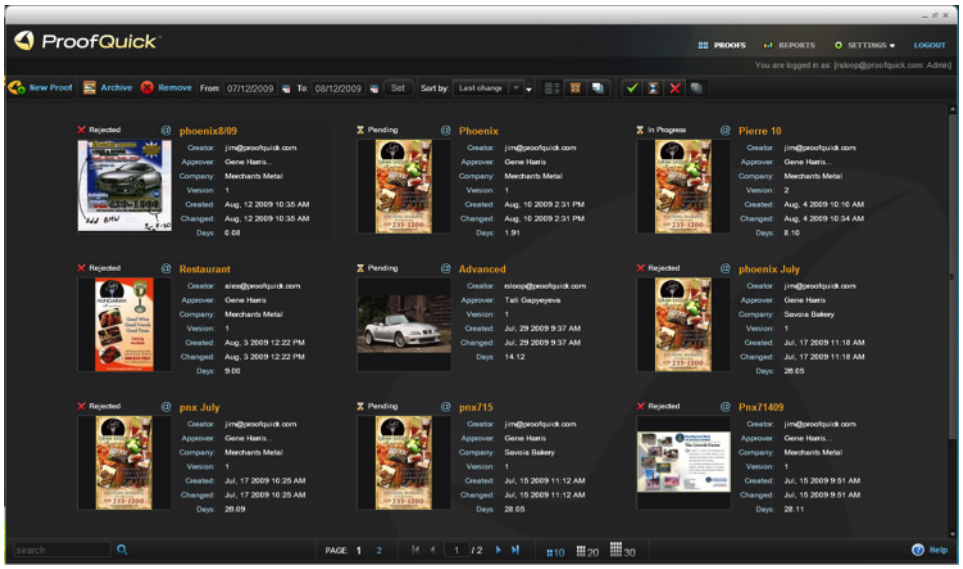
Note: In the Web Browser Version you cannot drag and drop an image for uploading to the site.

PROOF TAB



1. You can verify your login name and role here
2. Proofs button shows your proofs.
3. Reports button shows different types of reports.
4. Settings button shows dropdown menu with settings
5. Logout button
6. You can Archive or Remove proofs within your account.
7. You can Set the dates to view proofs that you have created during this period.
8. You can sort proofs according to Name, Approver, Status or any custom fields that you created.
9. You can choose proofs that are Current, Archived or All by clicking any of these buttons.
10. You can choose proofs that are Approved, Pending, Rejected or All by clicking any of these buttons.

On the Proofs Dashboard, you will see all proofs created with information related to the proof.



Pending	This proof has been sent by e-mail @ and is pending for approval
Creator	creator's email
Approver	approver's name
Company	Name of a company a proof was created for
Version	Version of uploaded proof (each upload has new version)
Created	Proof creation date
Changed	Last date a proof was changed
Days	Number of days a proof is in process since it was created

TYPE OF PROOFS

EProofs @ – proofs that were sent for online approval.
Print Proofs – We know that some of your clients still prefer to get printed proofs for inspection.

ProofQuick has been designed to provide tracking proofs, which are printed and sent via postal mail, including full reporting. This makes ProofQuick your sole proofing solution and completely focuses and automates the process.

PROOFS STATUS

Pending	Proof is waiting for review
In Progress	Proof is in process until all Approvers approved all pages of the proof or until at least one Approver rejected at least one page of the proof
Approved	All Approvers approved all pages of the proof
Rejected	At least one Approver rejected at least one page of the proof

To open a proof from the Proofs tab

- Double-click the thumbnail.
- The image appears in the detailed workspace

To delete a proof from the Proofs tab

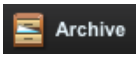
- Select the thumbnail (one click), and press Delete selected proof icon
- The Confirm File Delete dialog box appears.
- Click Yes to delete proof from the system.

Remove

Note: If a proof is deleted from ProofQuick it cannot be recovered. It would have to be uploaded a second time.

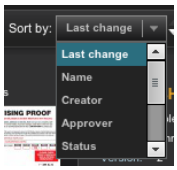
To archive a proof

- Select the thumbnail (one click), and press Archive selected proof icon.
- The Confirm File Archive dialog box will appear.
- Click Yes/No



To sort proof thumbnails

- Click the Sort by drop-list
- Choose one of the following options:



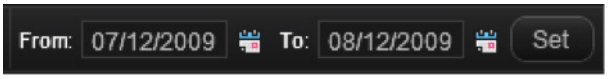
Note: You can change sort direction by clicking on

Last change	Sorts thumbs by the date the image was changed last time
Creator/Approver	Sorts thumbs alphabetically by Creator/Approver name
Name	Sorts thumbs alphabetically by proof name (image name)
Status	Sorts thumbs by image status
Version	Sorts thumbs by version number from smallest to largest
Creation date	Sorts thumbs by creation date from newest to oldest
Days	Sorts thumbs by the time taken on approval from least to most
Customers	Sorts thumbs alphabetically by Customer's company name
Custom fields	Sort by any custom field, which was created by Admin. String custom fields - alphabetically, date custom fields - from newest to oldest

FIND PROOFS USING THE CALENDAR

Sometimes you may want to search for images around a certain date. The Calendar Search feature makes this a simple task. You can search by a specific date or select a date range. The image creation dates are highlighted on the calendar.

- From the left side of the Proofs tab, click the Calendar (From – To) button.

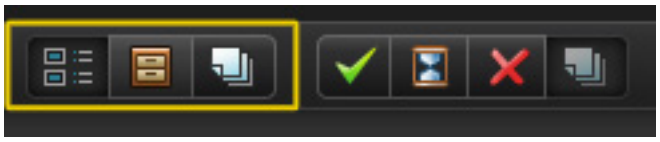


- The Calendar Search dialog box appears. It shows the set date range of proof creation.
- When you click Set button the system updates and displays images created on that date or range.

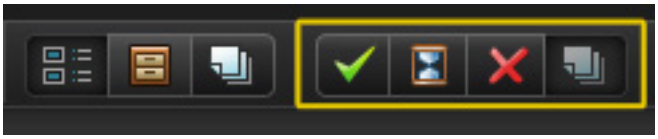
FILTERS

Use filters to show:

SHOW: Current, archived, pending, approved, rejected or all



STATUS: Current, archived or all



PROOFS DETAIL

- Double clicking on thumbnail image brings you to the detailed workspace.
- An Administrator can mark an image or save comments for the Artist and Approver.

The ProofQuick workspace includes the following components:

1. Editing tools
2. Disclaimer
3. Viewing tools to enlarge or shrink the image
4. Information bar giving the details of the proof

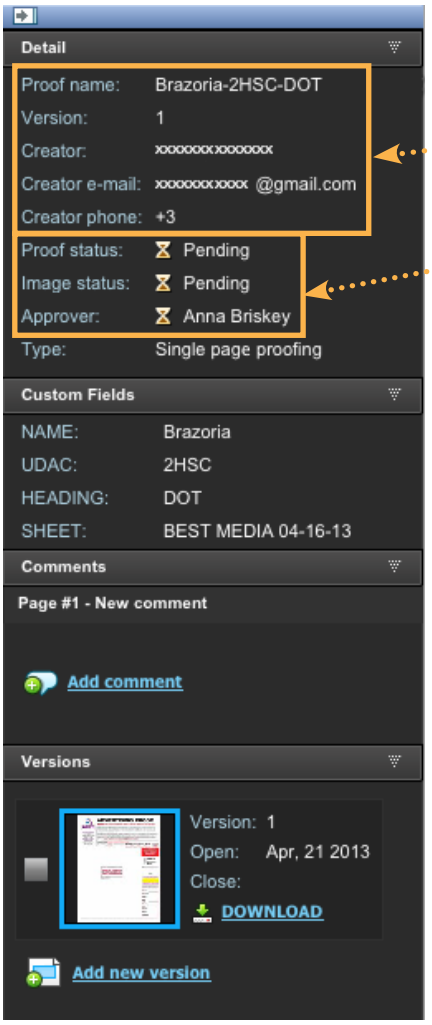
An Administrator does not have the functionality to create or approve and/or reject proofs.

Example of tools for Approver

View tools

TO	DO THE FOLLOWING
Fit image mode	
Fullscreen mode	
Original size mode	1:1

Information bar



Information bar displays details, custom fields, comments and versions for current proof.

Detail screen gives you all general information about proof: Creator's name, media status, description.

Media status shows status of the current page.

Custom fields provide important information related to this proof. These fields can be added by an Administrator in Settings/Custom Fields.

Comments - shows all comments that were made by the Approver, Artist or Administrator (there are no comments on example picture).

You can **Add comment** and it is the same as here:

Versions - under the version bar you can see current and all previous versions of the proof. Double click on the version icon opens the image, comments and mark-ups for this version. You can check the versions, compare & download them (Note: You can not delete them).

Add new version - the same as here:

Tools

This icon provides printing the image on a printer. You can print the image as a large thumbnail or in its original format. You also can include the mark-ups.

This icon provides sharing a proof by e-mail address.

This icon saves the current version at the original format to the folder chosen by you.

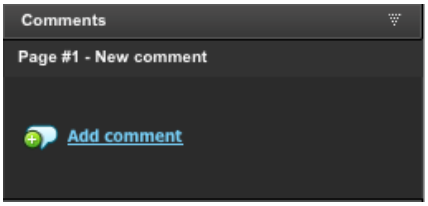
This icon provides resending notification(s) to approver(s).

Making comments

ProofQuick lets you apply comments to your images.

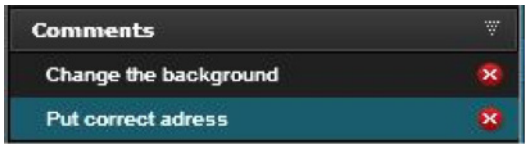
• To create a comment click on the

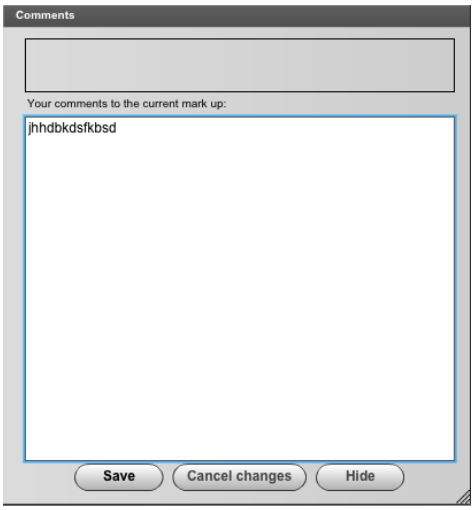
at the down left corner of the screen

• Or click this button 

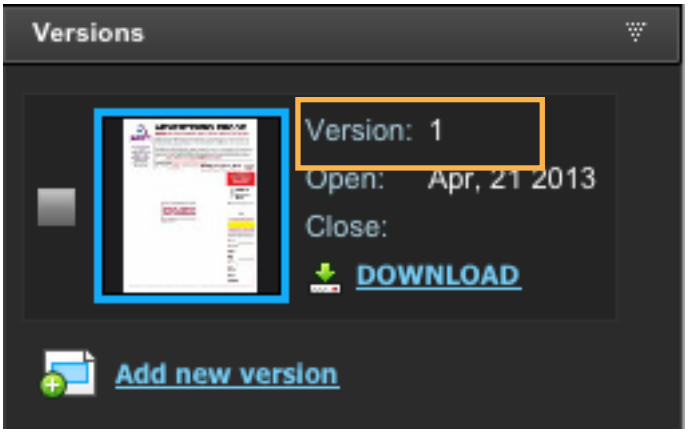
at the right side of the screen.

• Type and save your comment in this window and click “SAVE”.
All your comments will be saved at the right side of the screen





Versions downloading



Download all pages of the proof to the folder of your choice by clicking “Download” on the hotlink on the bottom of the sidebar when in the detail screen for a proof.

GRAPHICS DEPARTMENT RESPONSIBILITIES

Create New Proof

The graphics department will need to create (upload) proofs to be sent out to the customers for approval. The PQ Admin will need to know this process to support and assist the graphics department.

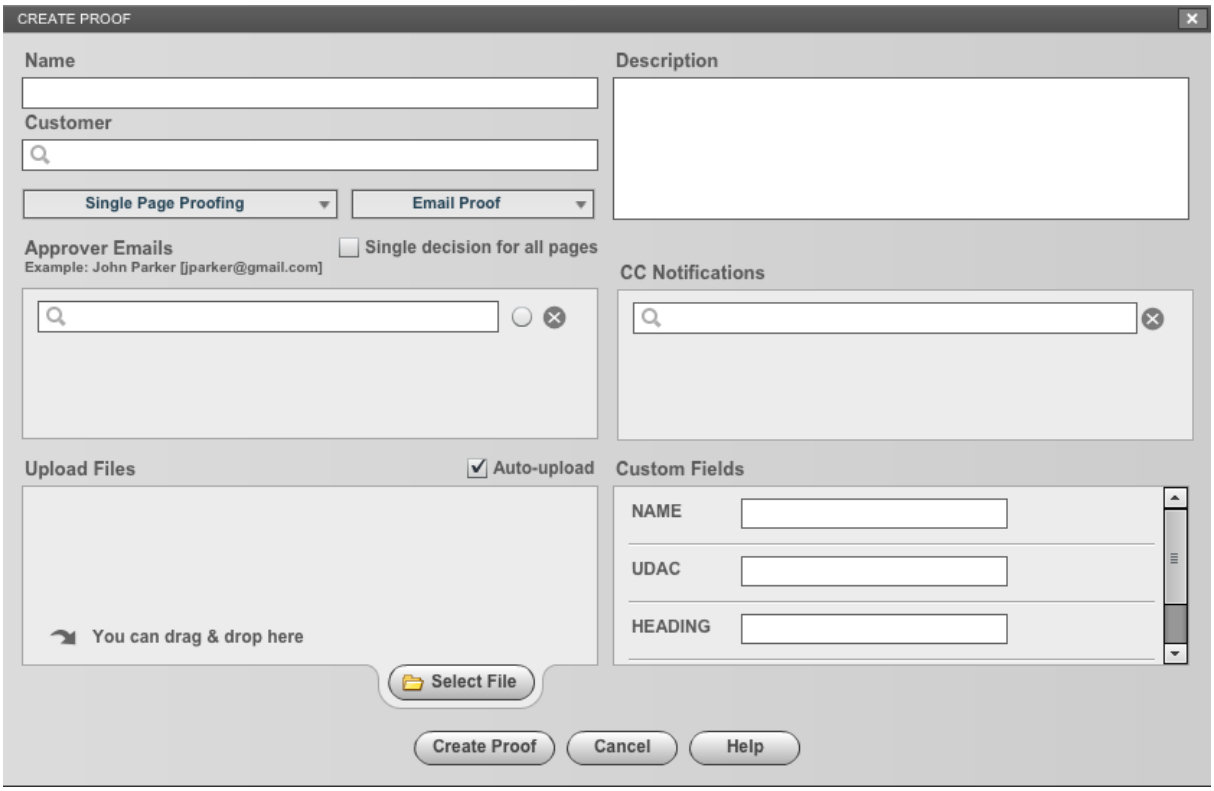
• Go to the Proofs tab and click Add new proof button.

• Enter the customer's name in **Name** field. Select **Single Page** or **Multi Page proofing** (if your document has more than 1 page - always use "Multi Page proofing"). Choose **to Email** the proof to customer or **to Print** the proof and send by regular mail. You can write a **description** of the proof. Enter the **Approver's email address**. You may also choose **to CC the proof** to additional people. If the approver's email is not entered into the PQ system, it will be added with a default role that has been determined by the Admin in Settings.

• **Select** the graphic file that you want to send either by using the drag & drop feature from your file folder or by clicking the **Select File** button. It will automatically upload once you have completed one of these actions.

• If your Administrator has inserted **Custom Fields**, you may enter relevant information to each field.

• Then, click **Create Proof**.



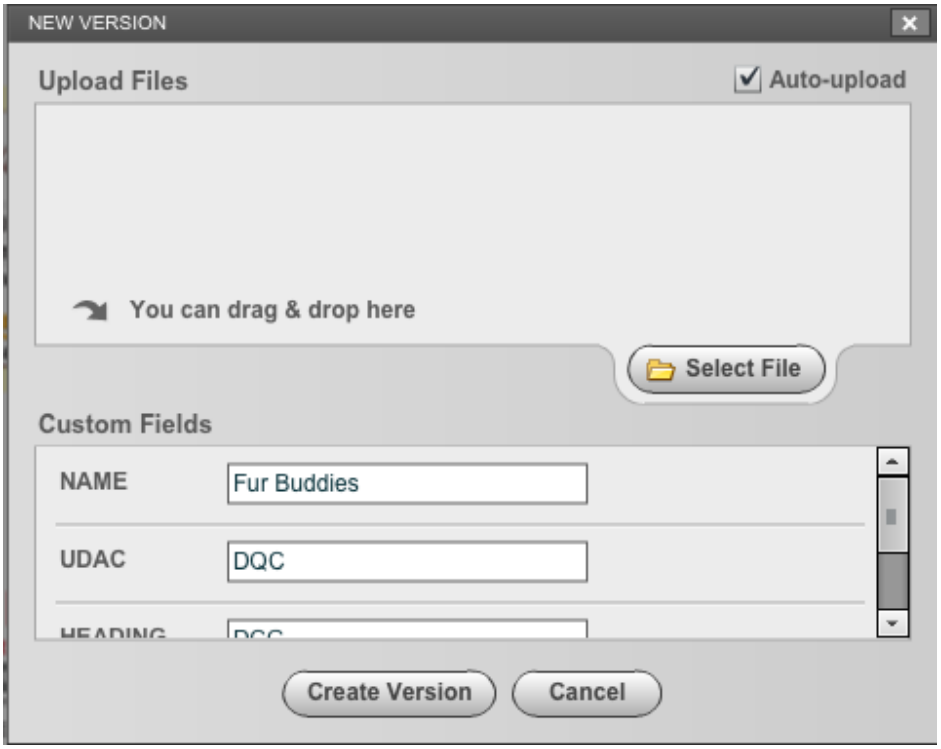
Name	Proof's name
Customer	You will have access to a table with all the companies that were added to the system by Administrator.
Single page proofing	When you upload a new revision or a single page proof that was rejected, you can upload **only one page proof** of a new revision for each rejected proof.
Multi page proofing	You can upload more than one page for a new revision. For example, if you use a PDF format with multiple pages, it is more convenient to use "Multipage proofing". Never use "Single page proofing" if you have multipage document, for it will be impossible to upload new versions properly.
Email proof	Created proof is sent to the approver's e-mail.
Print proof	Allows to print proof and send it by regular mail.
Single decision...	When this function is on - Approver can reject or approve a multipage proof at once by clicking Decision button.
Approver Emails	When you begin typing an approver's email address it will output a pick list of emails close to what you have entered. You can send a proof only to Approvers that were added by the Administrator in Settings/Users.
Description	You can add description of the proof.
CC Notifications	You can send your proof just for review. CC user can not Approve or Reject. You can send CC Notification only to Users that added by the Administrator in Settings/users.
Custom fields	Information that is relevant to your business or project can be added in custom fields. These fields must be created by the Administrator in Settings/Custom Fields.

Reviewing a Rejected Ad

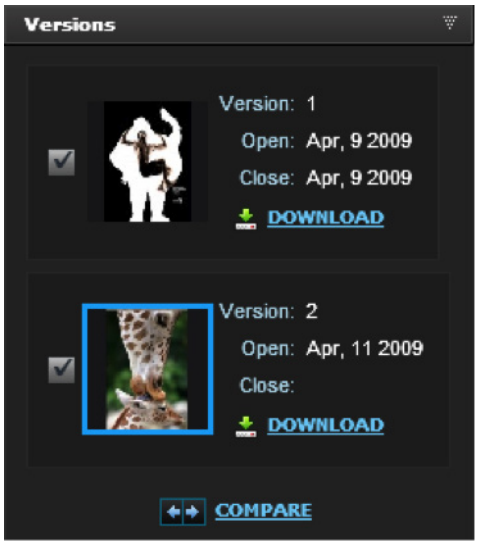
- Click on the proof thumbnail on the dashboard, and you will see comments made by the approver.
- You can download the proof to your local workstation and work on the necessary changes.
- You can also reply to the comments made by the approver by typing a response in the Comments box and click Save.

Upload New Revision of the Proof

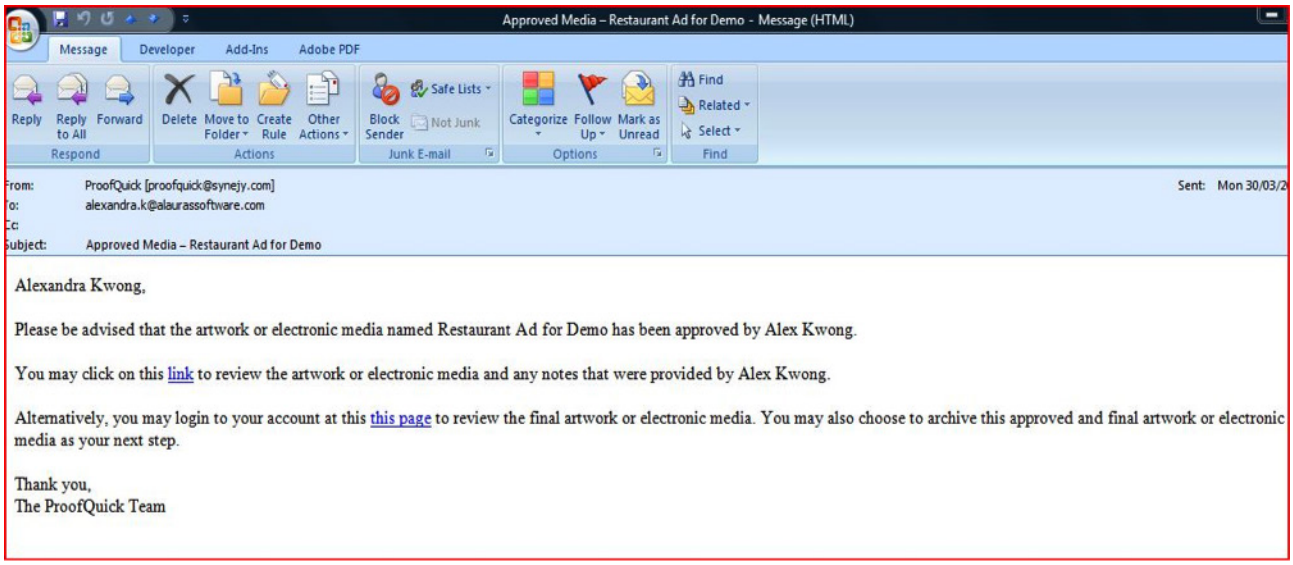
- After editing the proof, you can click on New Version and upload the changed proof.
- When you click on New Version, the file uploading window will appear.
- Click on Select File, select the amended proof from your workstation and the file uploading will automatically starts.
- Click Create version after the file has been uploaded.
- You can click on the "x" round button on the far right of the file name box to delete a file if you didn't mean to upload it.



• After you uploaded a new version/revised version, it will immediately appear on your editing page.



• You can click on the check box to see all the versions and compare them.
• Click on the Proofs tab to view your Proofs dashboard.
• Version #2 thumbnail will appear on your dashboard as Pending for approval.
• When the proof is approved by the customer, you will receive an email notification as the creator of the proof. Below is an example of the email. Content of the email can be edited any time under Settings / Templates List.
• The creator/graphic designer can click on the “link” or click on the PQ icon on his/her desktop, login to PQ and view comments made by the approver and the final proof.



Work with Print Proofs

We know that some of your clients still prefer to get printed proofs for inspection. ProofQuick has been designed to provide tracking of those proofs which are printed and sent via postal mail. This makes ProofQuick your sole proofing solution and automates the process.

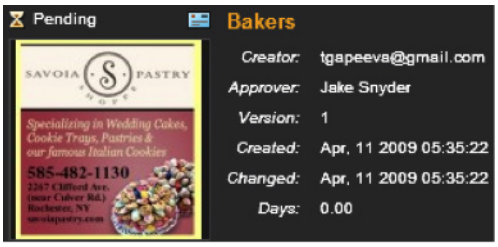
• To create Print Proof click on the "Add new proof"

icon.

At the dropdown menu choose Print Proof.

Upload file and click "Create Proof".

Note: Printing the proof will not send a mail to the Approver.

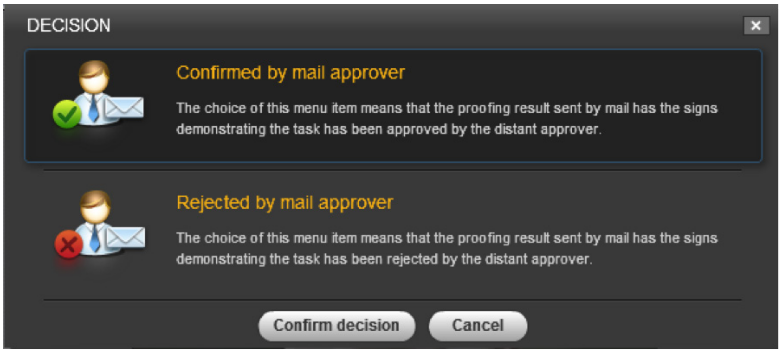
• At the Proofs dashboard you will see a thumbnail for Print Proof 

• When you get an approved or rejected copy of the Print Proof, go to the Proof Detail.
• You can scan and upload the document with Print Approver's decision for confirmation.

• Click on the "Add picture"

• To Approve/Reject proof according to the Print Approver decision, click on the "Decision"

and make your choice.



• Click "Confirm decision".

GRAPHICS DEPARTMENT RESPONSIBILITIES

Use calendar to set up the date range to create a report. When you choose a report to run you will get a created proof status that shows the status and number of proofs that have been issued per artist.

MY PROOFS CREATED

Shows proofs status and number of issued proofs per Artist.

Double click on the User or Total shows how many eProofs and Print Proofs were created.

Status	All	e-Proofs	Print Pro...
Pending	2	2	0
Rejected	1	1	0
Total	**3**	**3**	**0**

MY APPROVER STATUS

Shows proofs status by Approver.

PROOFS STAUS SUMMARY

Shows a summary of all proofs and the status of each by artist and approver.

CREATED PROOFS PROCESSED

Shows the number of proofs created per month.

MY APPROVAL

Shows the number of proofs approved each month for the date range selected.

TOTAL PROCESSED

Shows the number of proofs processed for approvers and artists.

PAYMENTS

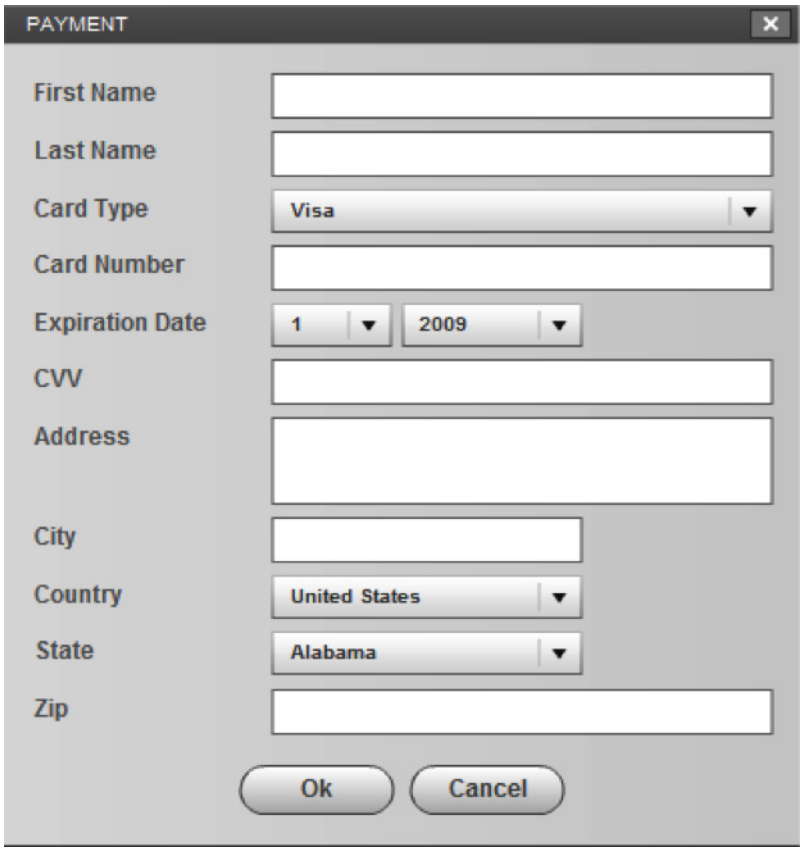
Shows the number of ads processed through the system and the total charge amount.

ProofQuick uses secure PayPal solution to process your payments.

- Set up date range at the calendar
- You will see monthly payment report

Period	Billing	Monthly fee	Proofs	Per proof fee	Total	
Sep 2009	Paypal	$59.00	5	$0.99	$66.92	Pay
Oct 2009	Paypal	$59.00	3	$0.99	$17.36	Pending

- Click “Pay” button
- Enter credit card information and click “OK”

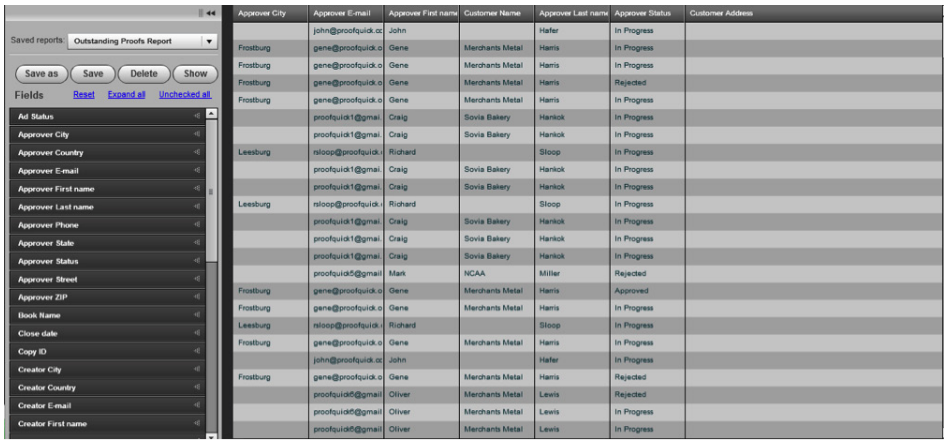


- All information will be securely redirected to PayPal system to process the payment.

REPORTS MANAGER

Use Report manager to create your own reports. This item is fully flexible and customizable according to your requirements.

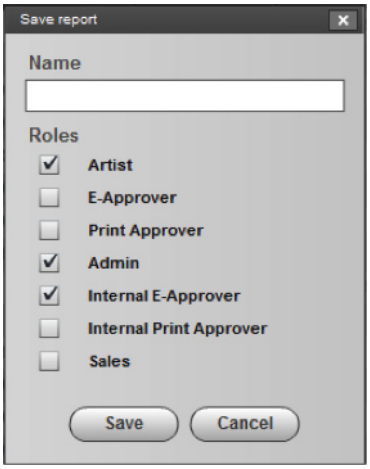
In the left column you can see all the fields that can be used for your reports.



To create new report

- Click Expand all.
- Tick the Visible checkbox for each field you want to include in your report.

- Click Save as. Another window will open.
- Tick the roles you want to give access to the report.



- Click Save to save the new report.
- Click Show and chose the report you just created.

To open saved report

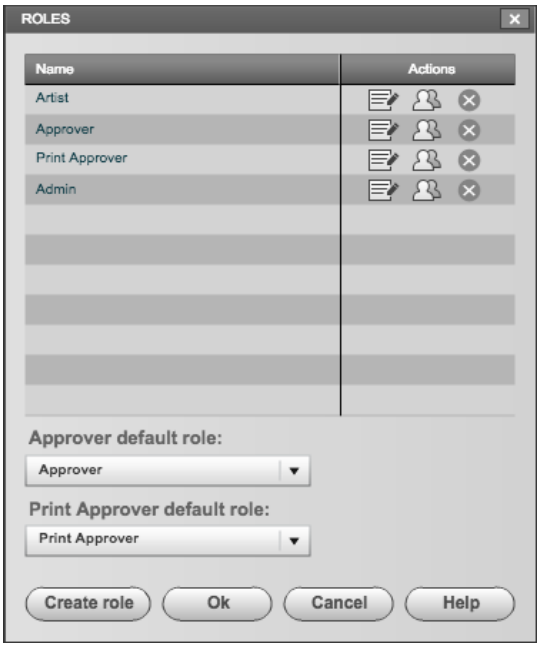
- At the top of page open dialog window “Saved reports”.

- Double click on the name will open report.

SETTINGS

ROLES

There are 7 basic roles.

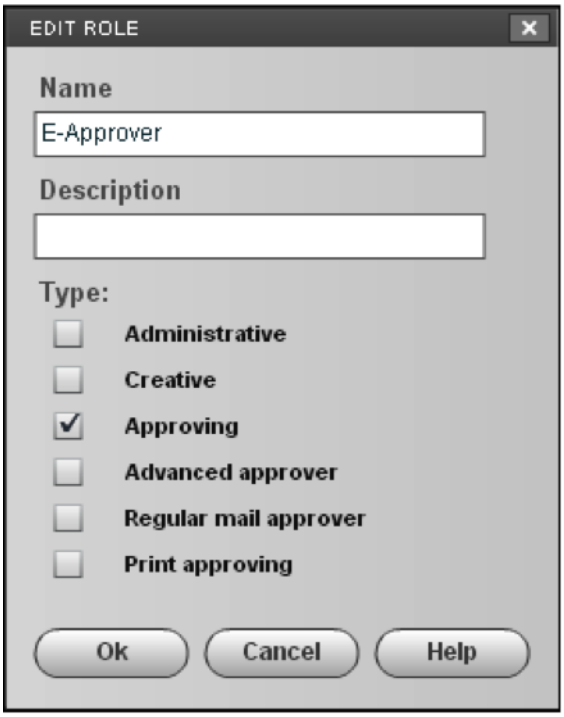


Name	Actions
Artist	The artist has the ability to create a proof by uploading it on the PQ
E-Approver	Person who makes the final approval for an electronic proof for the publisher. If you enter an email for an approver who does not exist in the user table, the email will automatically be added to the user's table with the default role of e-approver.
Print Approver	Person who makes the final approval for a print proof for the publisher. If you enter a name for a print proof and the name does not exist in the user table, the name will automatically be added with the default role set up in Settings.
Admin	This is the main role of the company account. Admin has full access to reports and to all created proofs. The Admin is responsible for adding users and customizing company's workflow. Admin doesn't have ability to create proofs
Internal E-Approver	Publisher staff member who approves electronic proofs to be sent to customer for approval
Internal Print Approver	Publisher staff member who approves print proofs to be sent to customer for approval
Sales	Sales staff has read only ability to review proofs

Edit roles

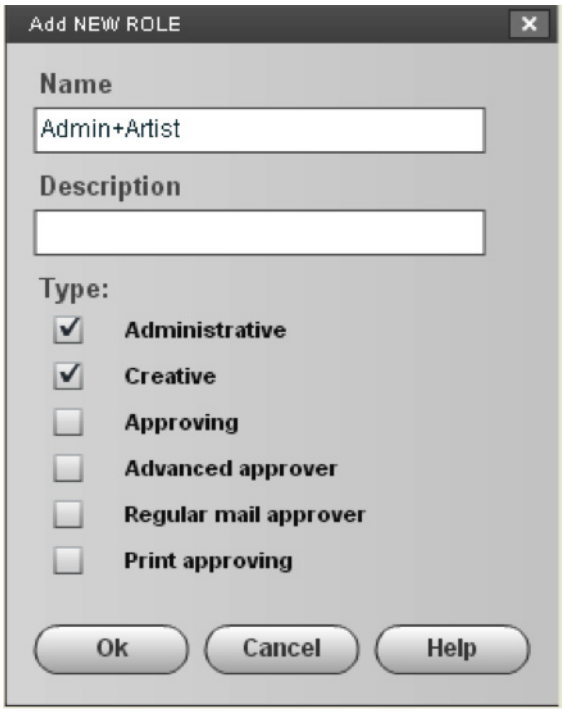
You can customize any role, depending on requirements of your company.

- Click “Edit” near the role and add the functionality to the existing role.



Create new role

- Click “Create role”.
- Name a role and select the needed functionalities.

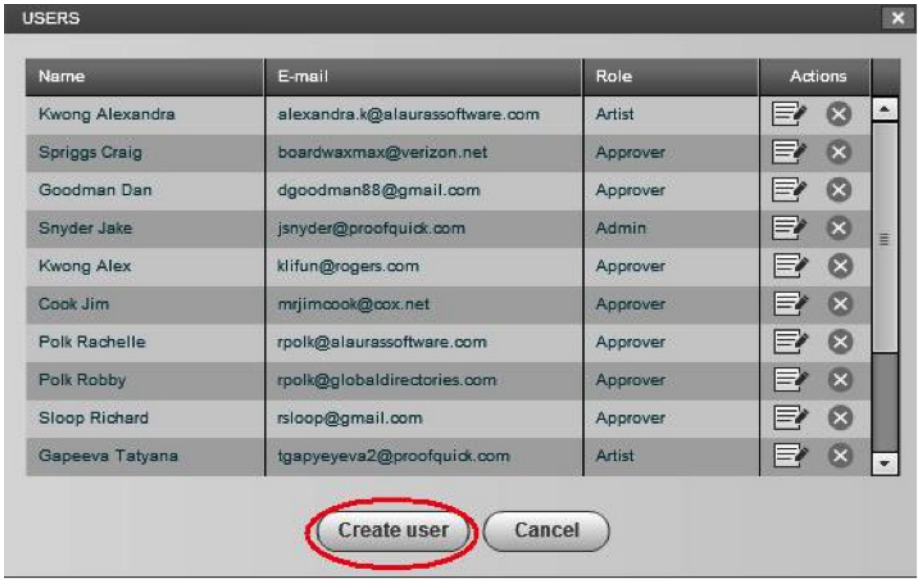


- Click “Ok”.

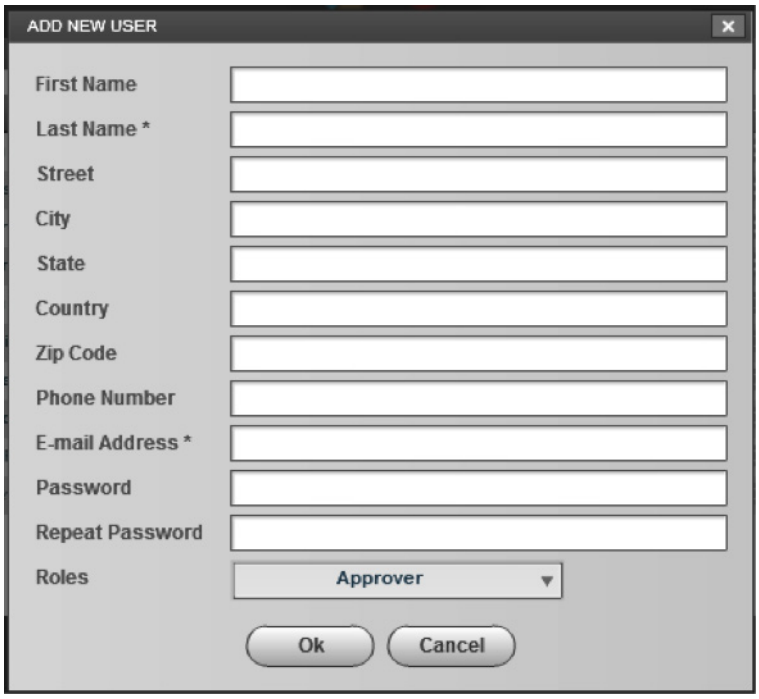
USERS

Create new user

- Click “Create new user” button.



- Fill the form and choose a role.



- Click “Ok”

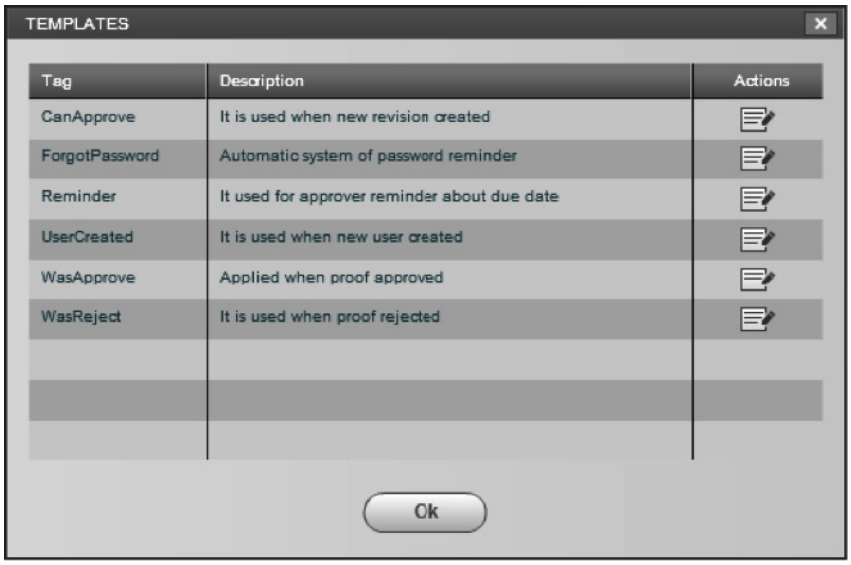
Edit Users

You can change profile information, password and role of a User.

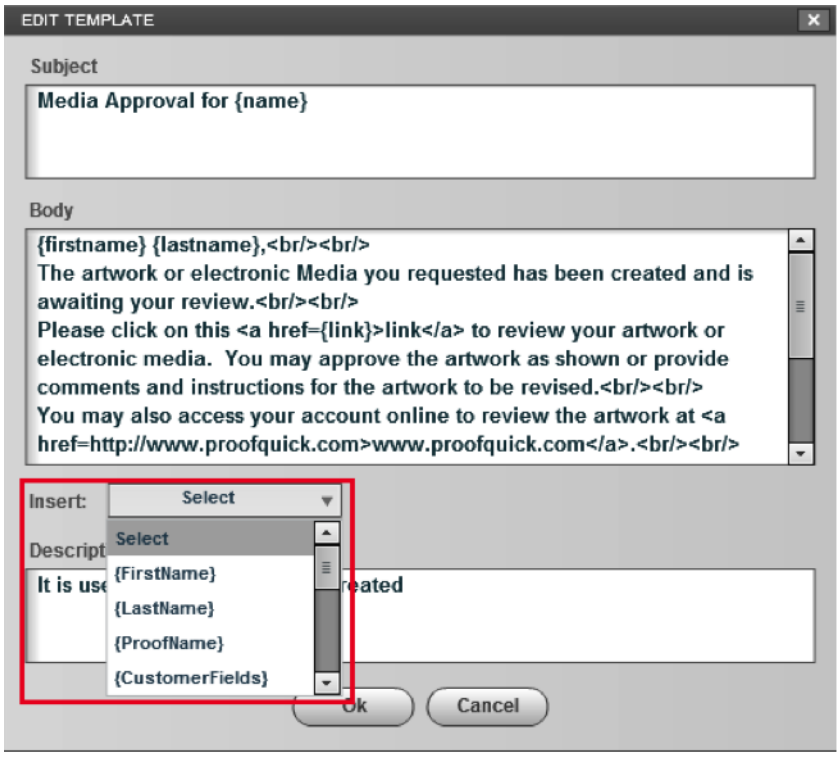
• Click Edit button next to User and change profile information.

TEMPLATES

This option shows the list of templates for email notifications.



• To change template text click Edit.



Choose the items to be changed from dropdown menu. Click “Ok”.

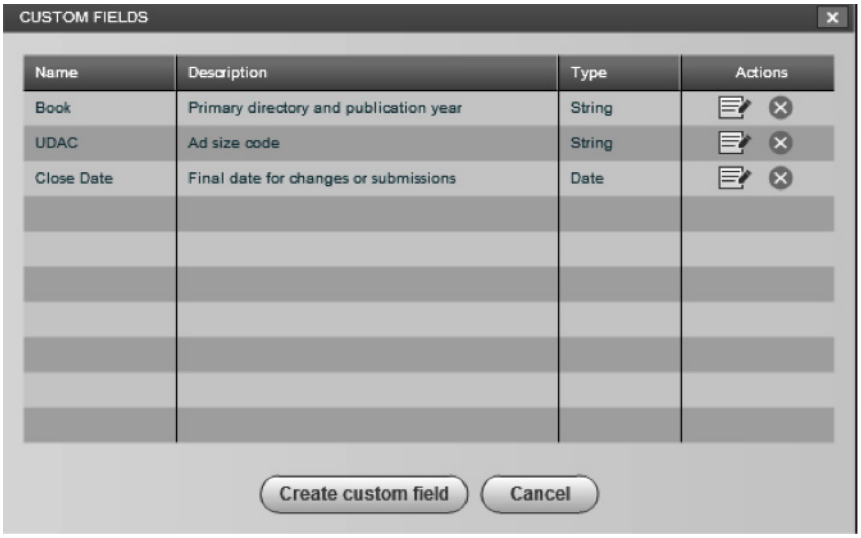
DISCLAIMER

Disclaimer can be shown in the proof. This disclaimer can be edited in order to explain your customers what you expect from them in regards to proofing their ad.

CUSTOM FIELDS

Create any custom field relevant to your business or project. For example, book/project name, graphic/ad size, due date, etc.

• To create new custom field click Create custom field button.



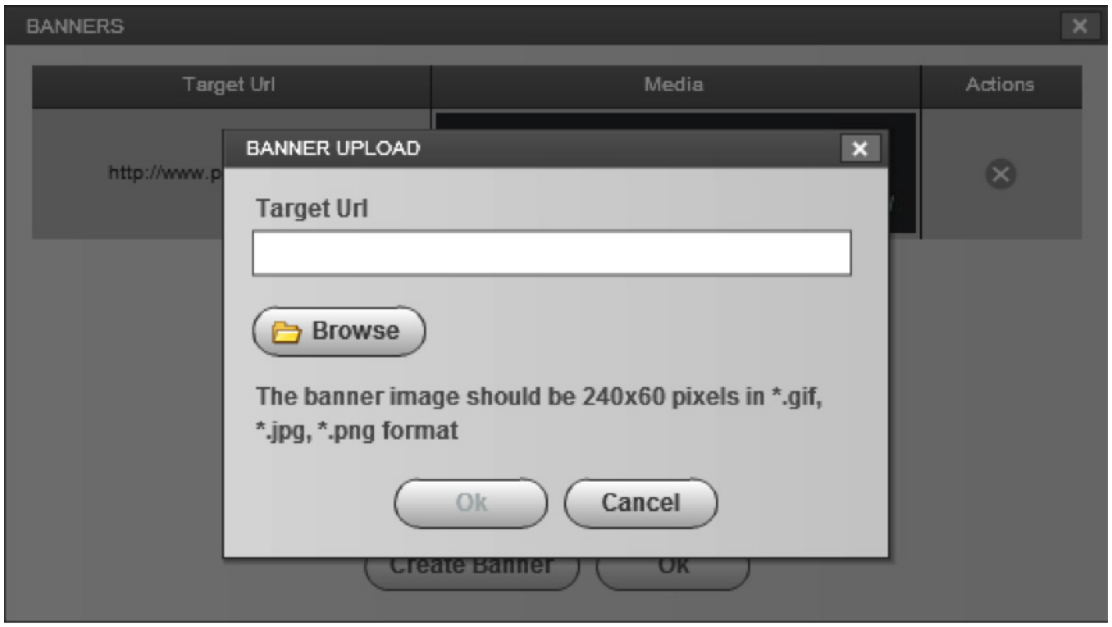
• Enter the name and description for a new custom field. Tick the Active checkbox. Choose String for text custom fields or date for date fields. Click Ok

PROFILE

This window includes all the personal information of a user. The user can change their password or Language preference here.

BANNERS

Banners will appear with email notification of a proof. To create a banner click on Create Banner button. Enter the Target URL of web address redirecting the customer to the website to review their proof.



LOGO

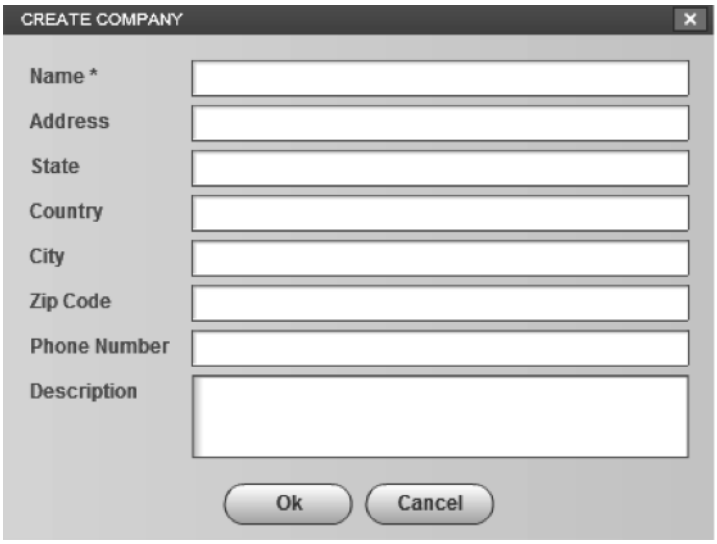
Admin can upload the company logo to individualize the system for your company. It will appear on the top left section of ProofQuick when any of your users or customers log in.

CUSTOMERS

This table includes all the companies/customers you can have in your account.

• Click “Create Customer”

• Fill out the profile information.



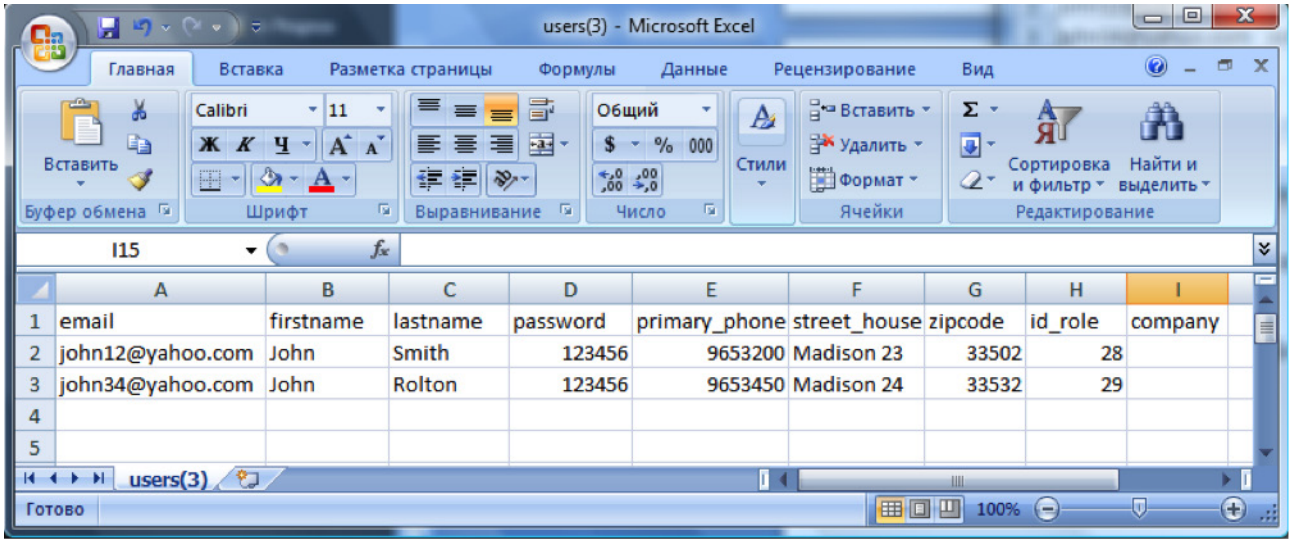
• Click “Ok”. You can edit or delete Company profile if needed.

BULK UPLOAD

For your convenience we have created bulk upload of users and companies. Create unlimited number of users by one upload.

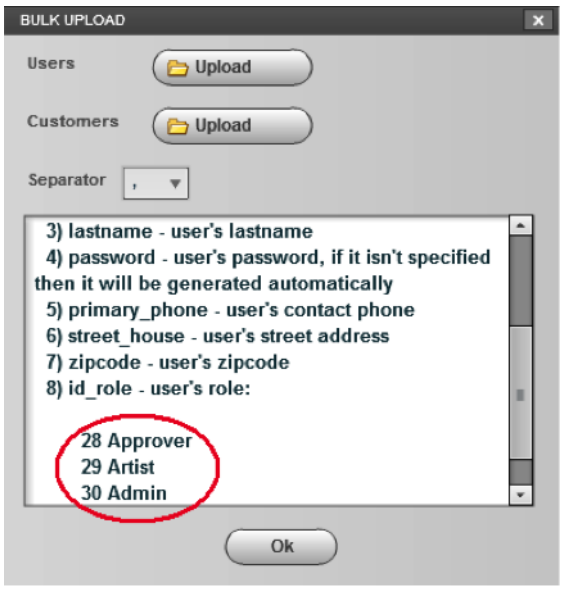
• Create the CSV document according to the example in the Bulk Upload window.

Users

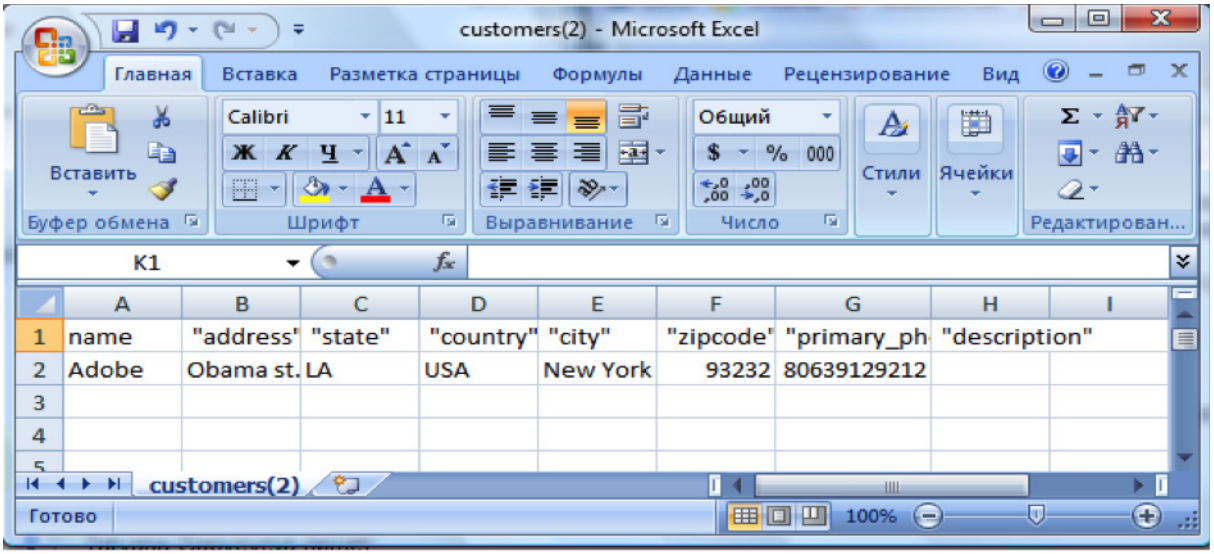


	A	B	C	D	E	F	G	H	I
1	email	firstname	lastname	password	primary_phone	street_house	zipcode	id_role	company
2	john12@yahoo.com	John	Smith	123456	9653200	Madison 23	33502	28	
3	john34@yahoo.com	John	Rolton	123456	9653450	Madison 24	33532	29	
4									
5									

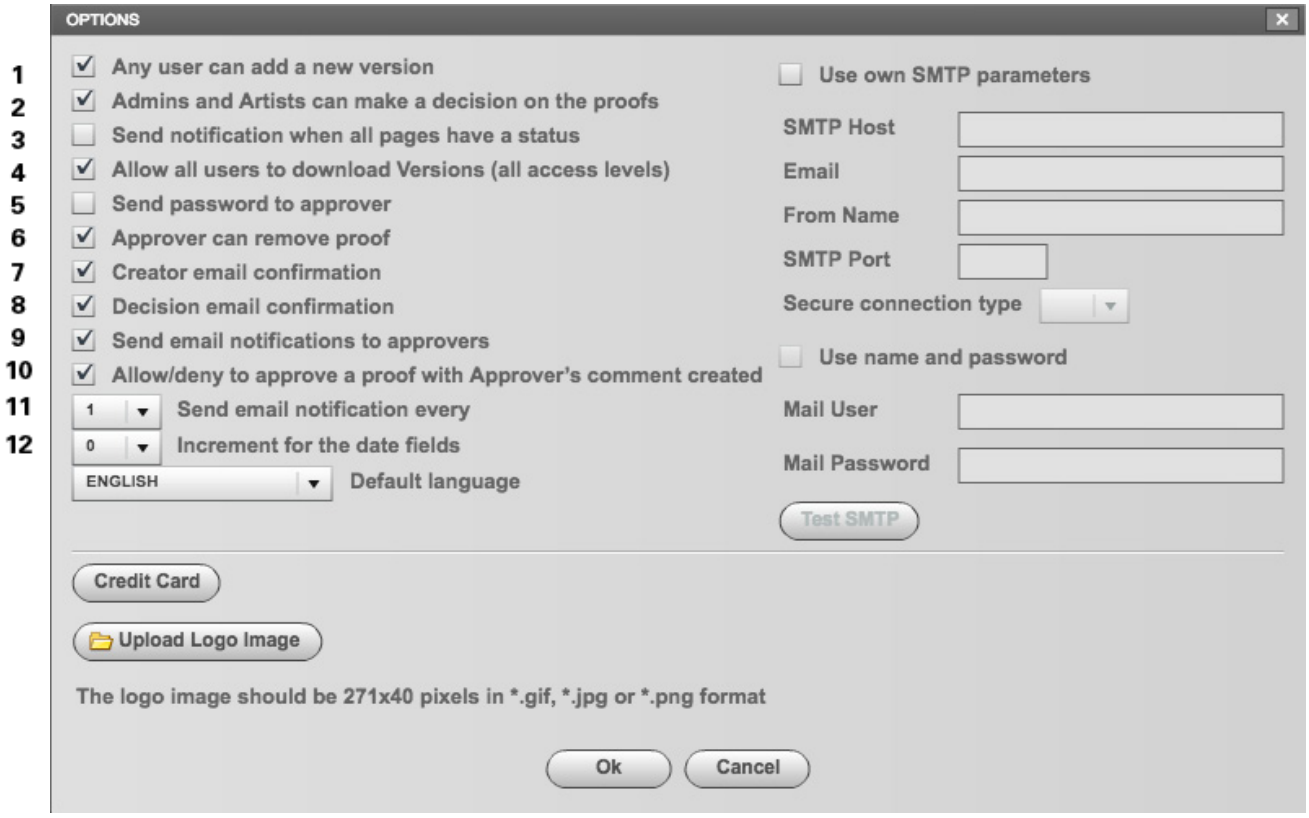
• Fill id_role number according your account.



Customers' (Companies' information):



OPTIONS



1. Any user can add a new version

on - any user who has access to the proof can create new version

off - only crerator can create new version when proof was rejected

2. Admins and Artists can make a decision on the proofs

on - Admins and Artists can make a decision on the proofs

off - Admins and Artists can not make a decision on the proofs

3. Send notifications when all pages have a status

on - notifications are sent to approver & creator one notification after all pictures got status

off - notifications are sent to approver & creator each time after each decision

4. Allow all users to download versions (all access levels)

off - nobody can download versions

5. Send password to approver

on - when admin creates new approver, approver receives notification with password on his e-mail

off - when admin creates new approver, approver does not receive such notification

6. Approver can remove proof

on - Approver can remove proof

off - Approver can not remove proof

7. E-mail confirmation sent to creator

off - creator will not receive a notification on e-mail after he creates a proof

8. Decision e-mail confirmation

on - when making a decision, notification is sent to creator & approver

off - when making a decision, notification is sent only to creator

9. Send e-mail notifications to approvers

on - approvers receive notifications on e-mail with certain frequency reminding they have proofs pending for approval

10. Does not allow approve proof if an approver leaves the comments

11. Send e-mail notification every...

Set frequency for notifications by e-mail reminding they have proofs pending

12. Increment for the date fields

Set number of days for custom fields with function “date”