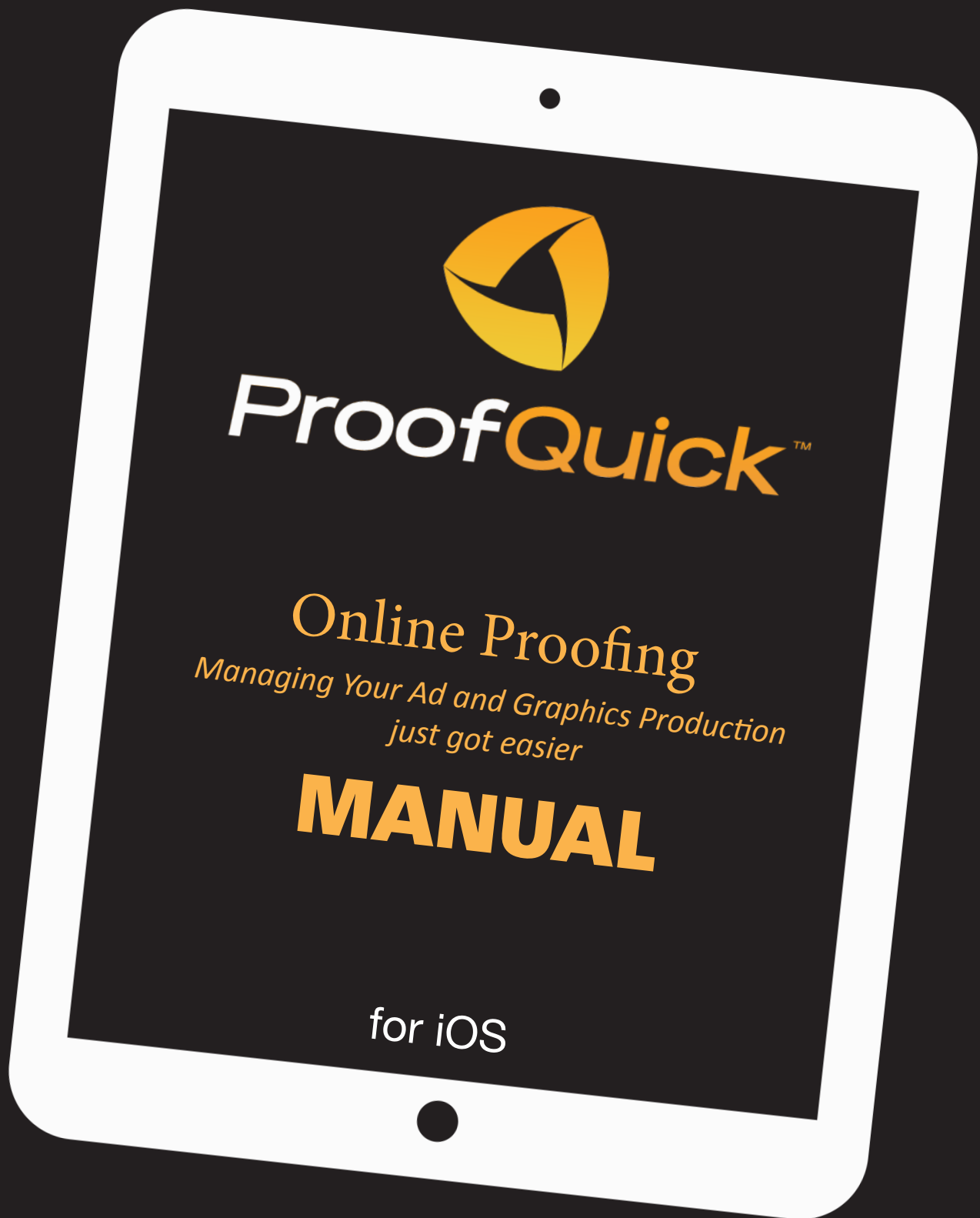


ALAURAS | SOFTWARE

Leading the Way with Web Based Software



USER 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. Now you can use our iOS application on your iPad (not lower than iOS 7).

PROOFQUICK SUPPORT SERVICE

ProofQuick Support Services 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

Customers sometimes want to speak directly to the ProofQuick technical support staff over the telephone. Please email your number to support@proofquick.com and our support staff will contact you within 24 hours.

Support includes assistance with understanding 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 (web 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.

iOS APPLICATION

LOGIN PAGE



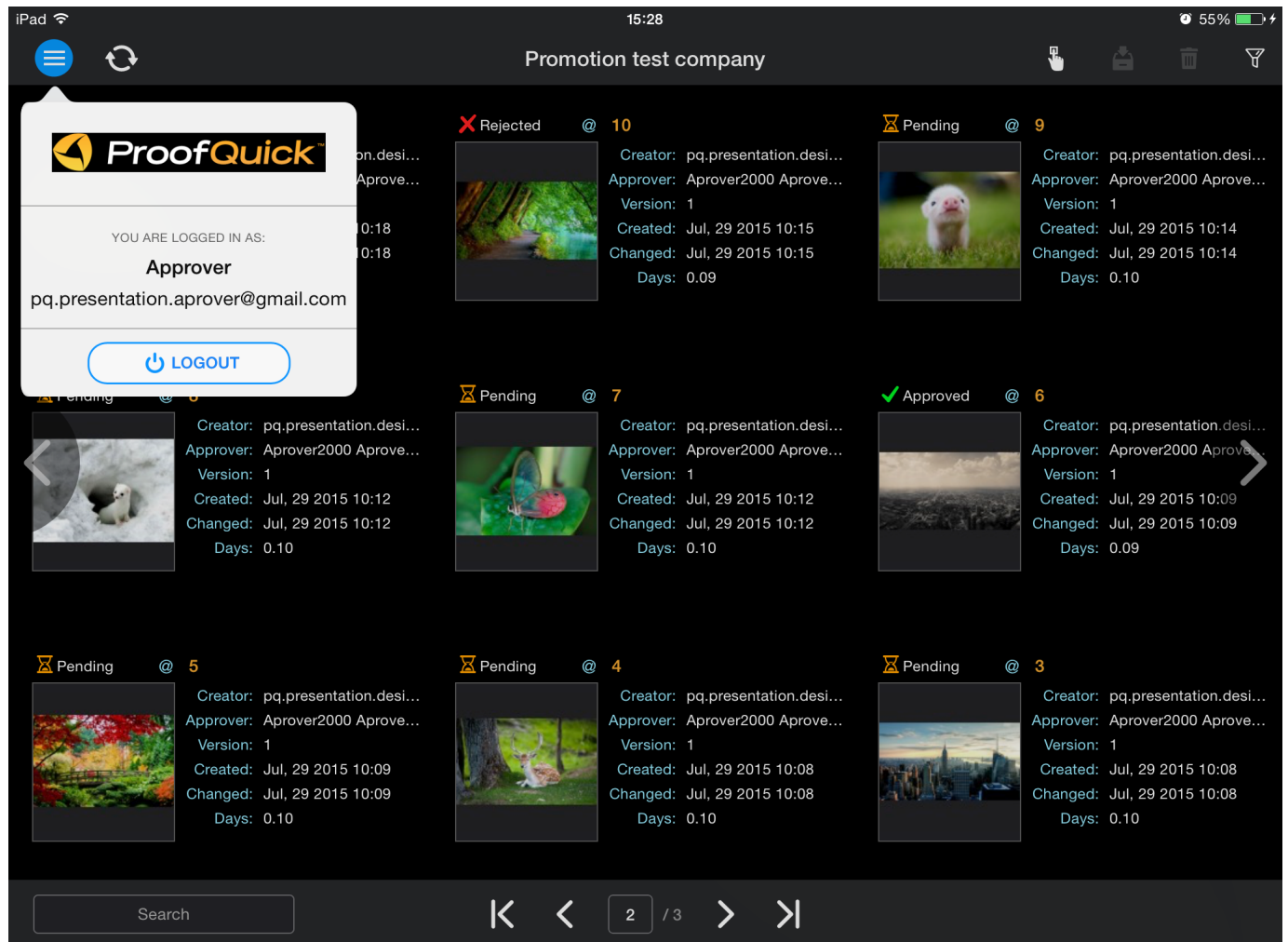
To log into your account







- enter your email address in Email field
- enter your password in Password field
- tap LOGIN button

If you forgot your password, you can reset it by tapping I've forgotten my password.

Note: In order to log into iOS application you should already have an existing account, created on the web version.







PROOFS CONTROL PANEL



-  opens the window with current account information, your role, email address and LOGOUT button
-  refreshes the proofs on the current page
-  activates one/multi proof choice function for their further archiving or deleting
-  sends selected proofs to archive
-  sends selected proofs to trash
-  opens Filter Panel for proofs display modes

FILTER PANEL



In order to display the filter panel, press 

From: To:
Sort by:  
Show:  Current Proofs   All Proofs 



In order to set the proofs sorting date range, use these fields

From: To:



In order to sort the selected proofs with different tags, use Sort by menu. Use arrows up/down to change the sorting direction.

Sort by:  

It is possible to display Current, Archived and All Proofs.

Show:  Current Proofs 

It is possible to display Approved, Pending/In Progress, Rejected and All Proofs.

 All Proofs 

SEARCH AND PAGES NAVIGATION PANEL

  / 3  

You can make search for your proofs. In order to search for proofs, enter the necessary word in the Search field.

There are several ways to navigate between the pages with proofs:

- swipe pages
- enter the page number in the corresponding field (at the bottom of the proofs page)
- arrows left/right tapping (in the center of screen)
- arrows left/right (at the bottom of the proofs page)

PROOFS STATUSES

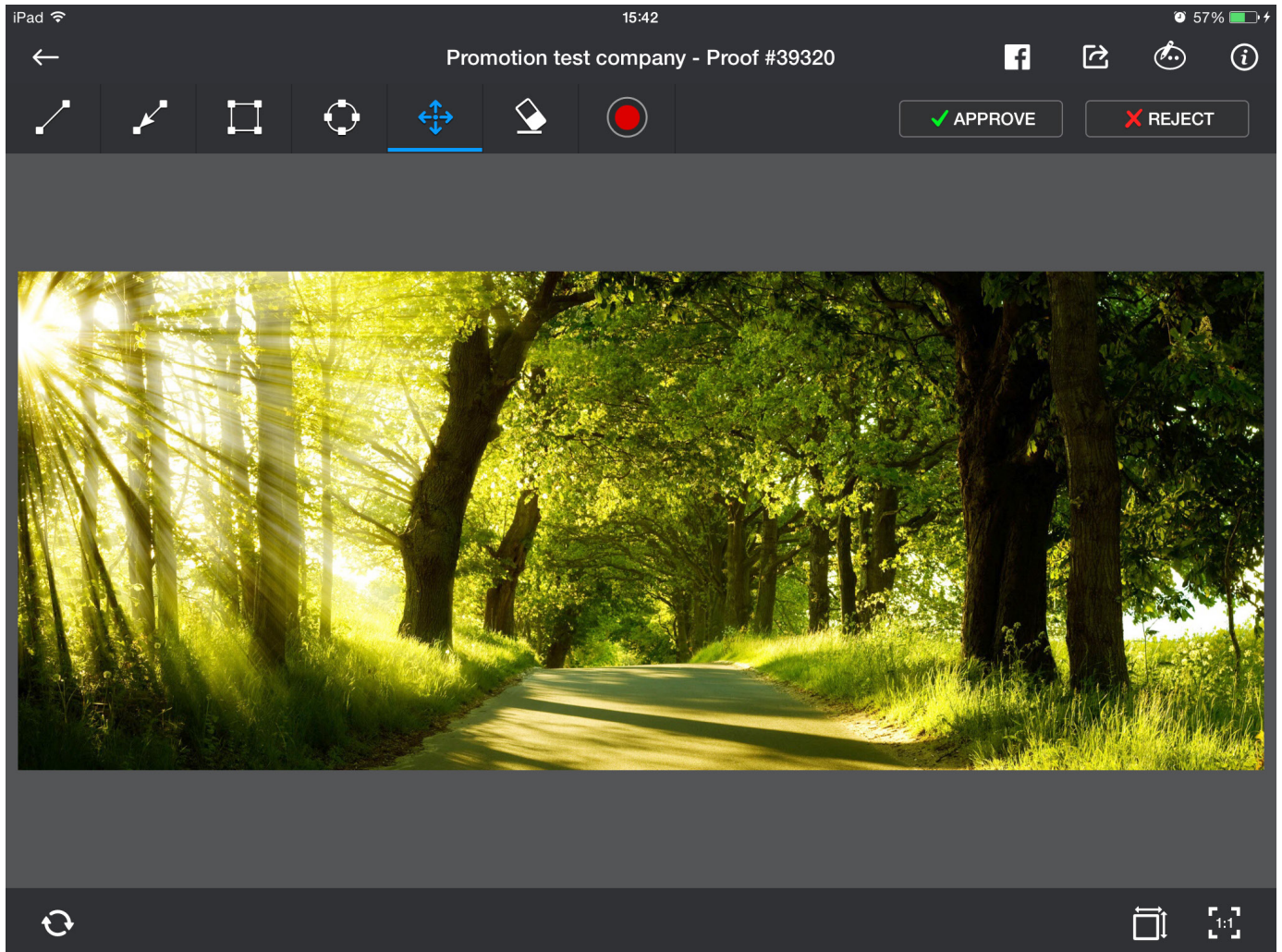









WORKING WITH PROOF

In order to reach the detailed proof submission, tap the necessary proof once. Now you can

- see a detailed information on the current proof
- create comments
- use editing tools
- make a decision on the current proof
- share the proof by email or Facebook

WORKING WITH PROOF (functionality description)



-  Returns back to the proofs board
-  Line editing tool
-  Arrow editing tool
-  Square editing tool
-  Circle editing tool
-  Proof displacement tool
-  Eraser tool (deletes an applied editing element)

In order to delete the applied editing element - tap "Eraser" tool, then the applied editing element, and confirm/cancel the deletion.

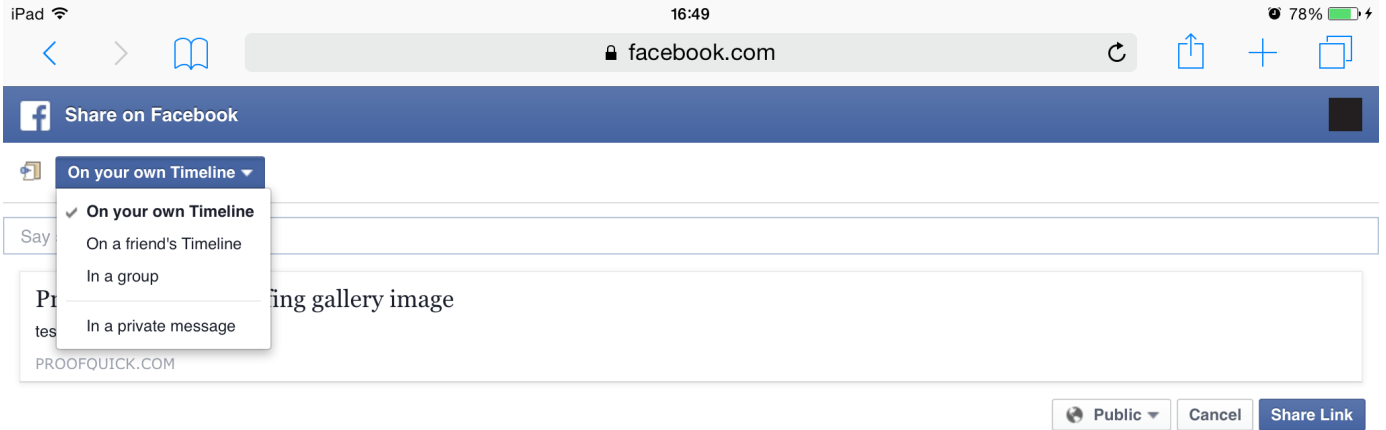
-  Editing tools color picker

  Decision buttons

Note: After proof decision was done, it is impossible to make comments on the current proof.

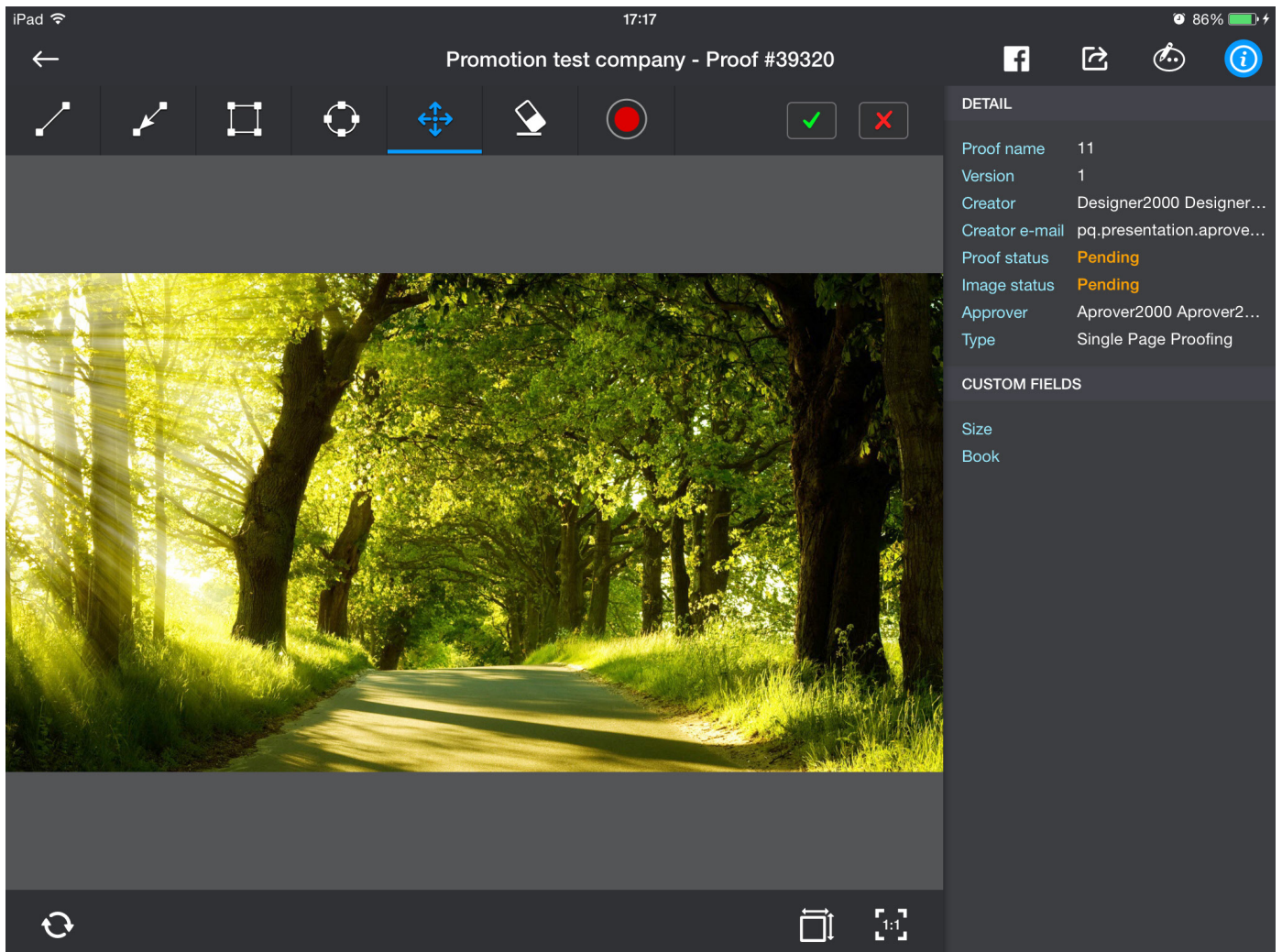
You can share your proof in Facebook. In order to share tap  button

Add your description (not more than 200 symbols) to the proof and confirm your action. You will be moved to Facebook page, where you can choose the way of sharing.



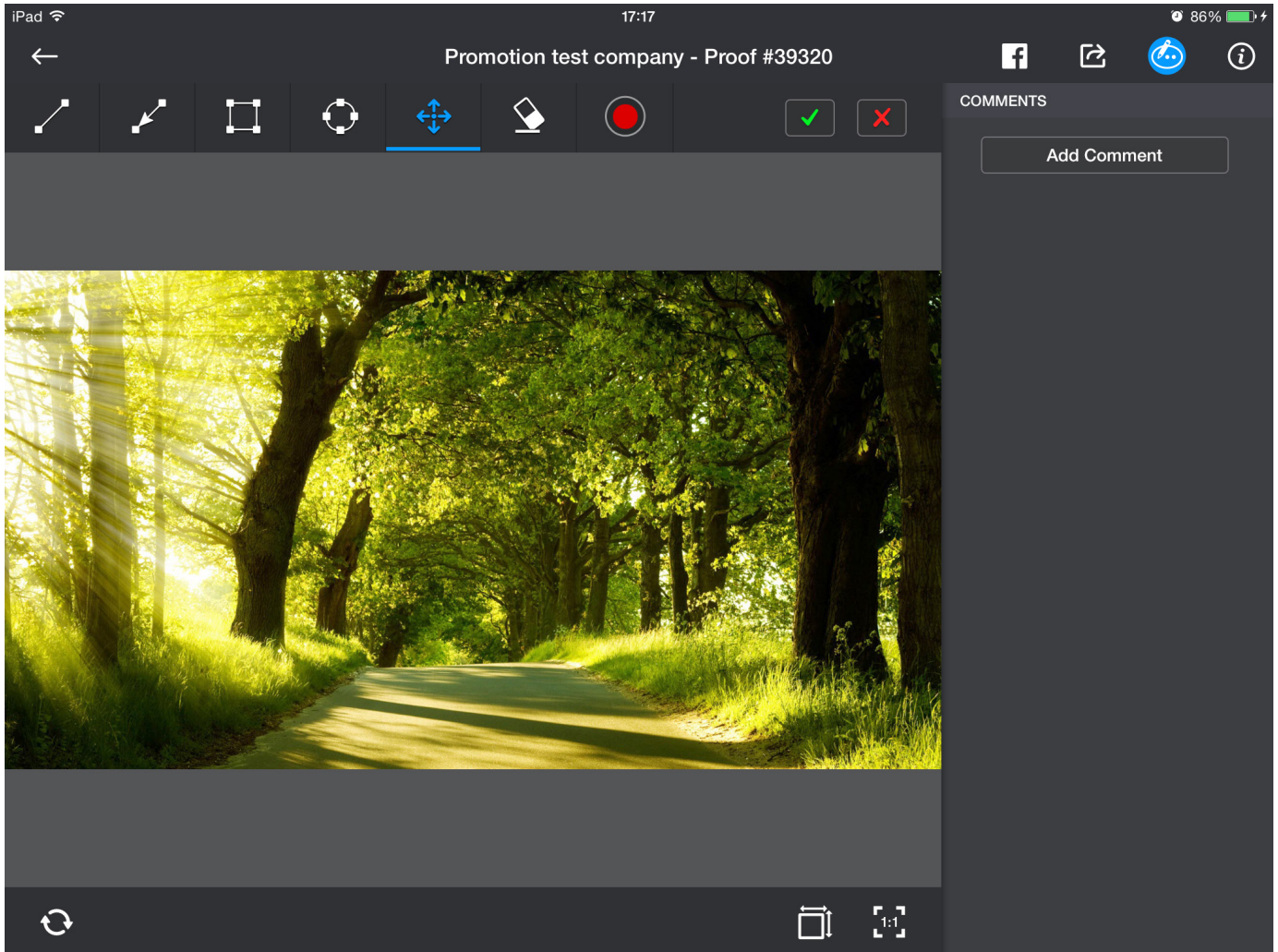
You can share your proof by email . The recipient will be able to pass on to the shared proof by the link right in the browser (not iOS application).

If you need to watch the details on this proof, press 



COMMENTS

In order to display Comments menu press



There are two ways to add comments:

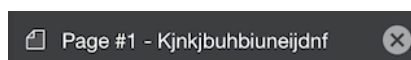
- Open Comments menu and tap Add Comment button
- Apply an editing element. After application Comments menu will be opened

Tap in the field with the tip "Please, type your comment here", type your comment and tap Add Subcomment (comments will be added within the current proof page).

After you finished adding comments to the current page, tap Back button. Now you can add a new group of comments to the current page or move to the next page and start to add comments there.

Note: you can edit (move, scale, change color, delete) an editing element until you save the current comment.

You can delete your own comments groups.
In order to delete a group, tap the cross button



PROOF SCALING



To display a proof in 1:1 scale



To display a proof by the width of the workspace