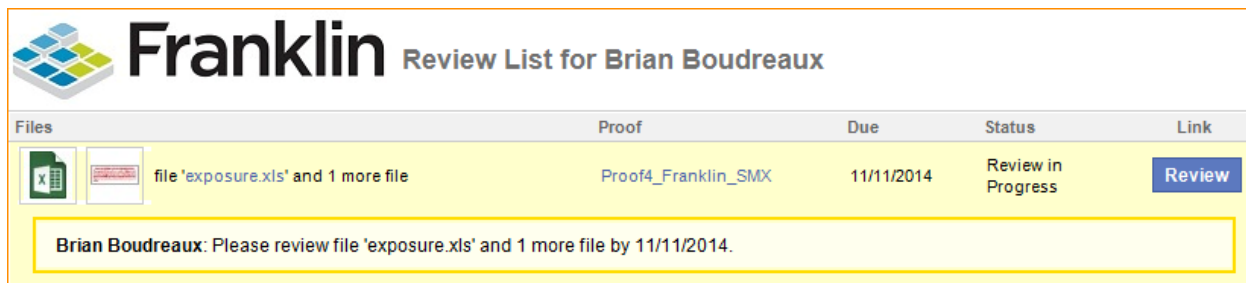


Welcome to Franklin Approval Manager

Our online proofing portal gives you the power to review, annotate and provide feedback directly from your PC, MAC or iOS/Android tablet through our website, no extra programs to install. Automated email updates will keep you and your team up to date on the status of your projects. Easily control the direction of multiple projects from your management dashboard. Collaborate and chat in real-time with multiple team members through the portal or handle it on your own.

Franklin Approval Manager was designed to make the review and approval process easy for you and to make sure it's right, but we rely on feedback from you to make the experience easier, so if you have any feedback or suggestions please let us know.

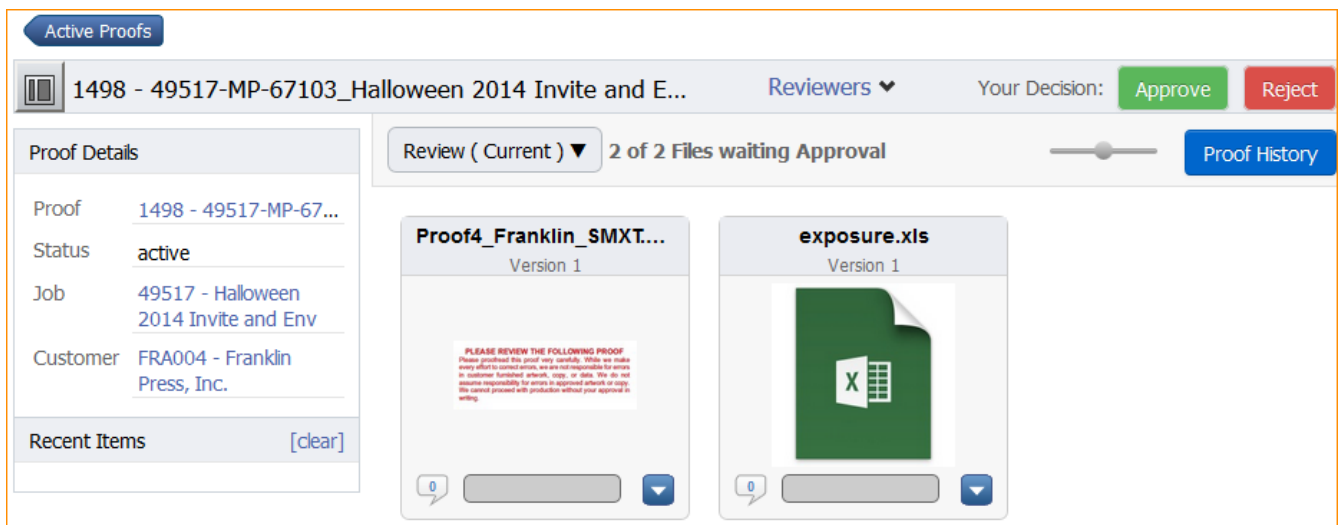
As soon as our team completes your proof, it is inserted into the portal and the process begins. You will receive an email letting you know action is needed. To begin the review process, click on the "Review" link in the email you received.



The screenshot shows the Franklin Review List for Brian Boudreaux. It features a table with columns for Files, Proof, Due, Status, and Link. A single row is visible with a file named 'file 'exposure.xls' and 1 more file', proof ID 'Proof4_Franklin_SMX', due date '11/11/2014', and status 'Review in Progress'. A blue 'Review' button is located in the Link column. Below the table, a yellow box contains a message from Brian Boudreaux: 'Please review file 'exposure.xls' and 1 more file by 11/11/2014.'


Use credentials provided by your project manager to securely log into the website.

Once you are logged into the portal, you'll be directed to your proof.



The screenshot displays the Franklin Active Proofs interface. At the top, it shows 'Active Proofs' and a breadcrumb trail: '1498 - 49517-MP-67103_Halloween 2014 Invite and E...'. There are buttons for 'Reviewers', 'Your Decision: Approve', and 'Reject'. Below this, a 'Review (Current)' dropdown shows '2 of 2 Files waiting Approval'. A 'Proof History' button is also present. The main area is divided into two columns for file reviews. The left column shows 'Proof4_Franklin_SMXT... Version 1' with a red warning message: 'PLEASE REVIEW THE FOLLOWING PROOF. Please proofread this proof very carefully. While we make every effort to control errors, we are not responsible for errors in customer furnished artwork, copy, or data. We do not guarantee responsibility for errors in registered artwork or copy, which cannot proceed with production without your approval in writing.' The right column shows 'exposure.xls Version 1' with a green Excel file icon. Both columns have a blue arrow button for downloading the file.

Proof files, as well as data files like exposures and removals, can be viewed, downloaded, approved or rejected.

To download a file, click on the blue arrow  under the file you want and click on "Download", dialog will open up allowing you to choose the destination for your file. You can also choose to Review the file from the same blue arrow drop down, or look at the history of that file through the proofing process.

To use the proofer, click on the proof and the proof set will be displayed on screen.



Flip between pages using the arrows in the upper left hand corner or tell it a specific page to go to. Rotate page and custom zoom buttons are to the right. Annotations to the right of that are simple and easy to use.



Draw an arrow to an area of interest and leave a comment.



Draw a box around an area of interest and leave a comment.



Draw a custom area of interest and leave a comment.



Click a single point on the proof and leave a comment.



Highlight variable text and give font/color/placement changes.



Measure point to point anywhere on the document.



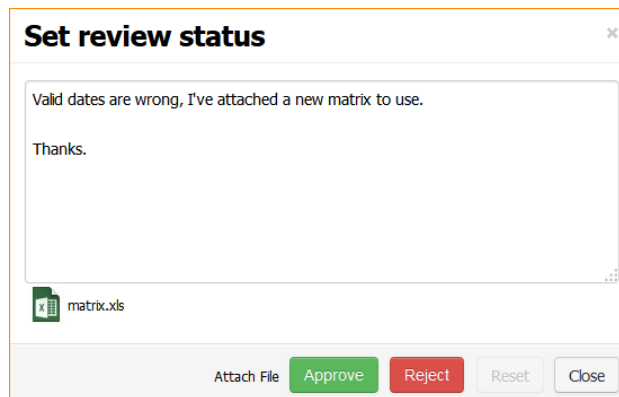
Check CMYK color anywhere on the document.



Precisely grab and move each page up, down, left, right at any zoom level.

Make Your Decision

When you are ready to Approve or Reject your project, click on the green “Make Your Decision” button and a dialog will pop up allowing you to approve or reject with comments. You can also attach files, such as a revised matrix or artwork.

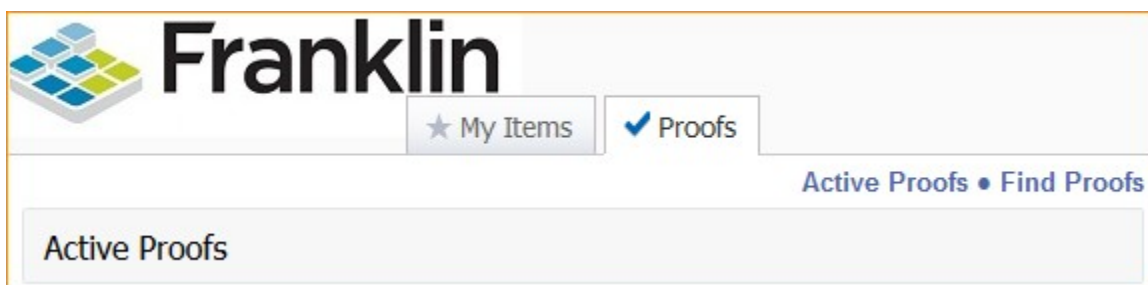


If you have only proofs to look at and no data, you’ll be brought directly to the proofer where you can approve or reject your job using the “Make Your Decision” box.

If you have data in addition to your proofs, you’ll need to use the “Approve” or “Reject” buttons at the top of the page showing your data and proof sets. You can approve the proofs and reject the data, or vice versa.

Email notifications go out to Franklin staff at this point letting us know you’ve made a decision.

If you have multiple projects open, you can get an overview by clicking on the “Active Proofs” button,



or by clicking on the “Home” button in the upper right hand corner of the page.

[Home](#) | [Preferences](#) | [Help](#) | [Report a problem](#) | [Logout](#)

If there are any questions, or further support is needed, please contact your project manager or sales executive.