



Advertising Ad Proofing Portal

Log In

User Name:

Password:

[Forgot password?](#)

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Customer Ad Proofing Portal

User Guide

Introduction

The customer ad proofing portal allows advertising customers to view electronic proofs and approve or reject them interactively via a proofing website that is hosted by The Day Publishing Company. The customer will have an opportunity to comment on advertising proofs and leave specific notes to meet their expectations.

Accessing the Proof Reader Page

When a proof is created, an email will be sent to the proof recipient. This email will contain a link to the proofing website. Upon visiting the ad proofing website for the first time, the customer will be taken to an account creation screen.



The screenshot shows the 'Advertising Ad Proofing Portal' account creation interface. At the top, the logo for 'THE DAY PUBLISHING Co.' features a sailing ship. Below the logo, the text 'Advertising Ad Proofing Portal' is displayed. The main content area contains a message: 'You have been sent a notification e-mail to inform you that your advert is ready to be proofed to ensure that it meets your requirements prior to publication. In order to proceed further and review your advert you must create an account by providing details as indicated below:'. A 'Required fields *' section follows, with four input fields: 'Login Name:', 'Password:', 'Confirm Password:', and 'Password Reminder Email:'. The 'Password Reminder Email:' field is pre-filled with 'mhabif@miles33.com'. A note below the fields states: 'The password must contain at least seven characters including at least one number and at least one symbol character.' A 'Create Account' button is located at the bottom right of the form. At the bottom of the page, there is a 'GODADDY.COM VERIFIED & SECURED' badge with the text 'VERIFY SECURITY' and a link to 'SSL Certificates'.

Users are required to pick a unique name as well as a password that must contain at least seven characters including at least one number and at least one symbol. Once the required fields have been populated, press the 'Create Account' button.



Advertising Ad Proofing Portal

You have been sent a notification e-mail to inform you that your advert is ready to be proofed to ensure that it meets your requirements prior to publication.

In order to proceed further and review your advert you must create an account by providing details as indicated below:

Required fields *

Login Name: *

Password: *

Confirm Password: *

Password Reminder Email: *

The password must contain at least seven characters including at least one number and at least one symbol character.



At this point, the user is brought to the proofs page, where they are presented with a message that their account has been successfully created.

Adverts Currently Awaiting Proof Amend User Account | Logout MCG_user

Your Details

Login Name MCG_user **Miles 33**

New user account successfully created.

I accept the terms and conditions

Awaiting Proof | Recently Responded | Response Deadline Expired

The following advert requires your attention:

Order URN	Text Version	Response Deadline	
00117	1	6/20/2010 12:03 PM	<input type="button" value="Proof This Advert"/>

Done Trusted sites 100%

An email will be sent to the customer confirming that their proofing account has been created. This email will contain their user name as well as their password. This email should be retained for future reference.

Main Screen

Within the main screen, the customer will be able to view their user details. By default this is collapsed in the upper left hand portion of the screen.

Adverts Currently Awaiting Proof Amend User Account | Logout MCG_user

Your Details

Login Name MCG_user

I accept the terms and conditions

Awaiting Proof | Recently Responded | Response Deadline Expired

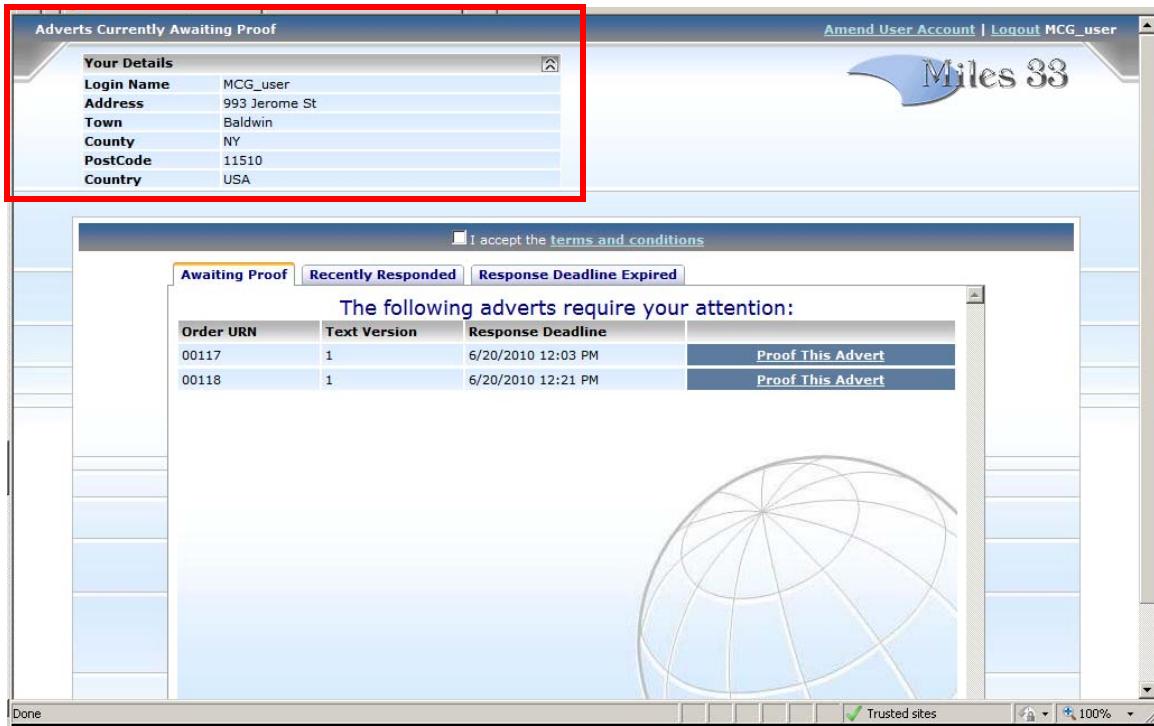
The following adverts require your attention:

Order URN	Text Version	Response Deadline	
00117	1	6/20/2010 12:03 PM	Proof This Advert
00118	1	6/20/2010 12:21 PM	Proof This Advert

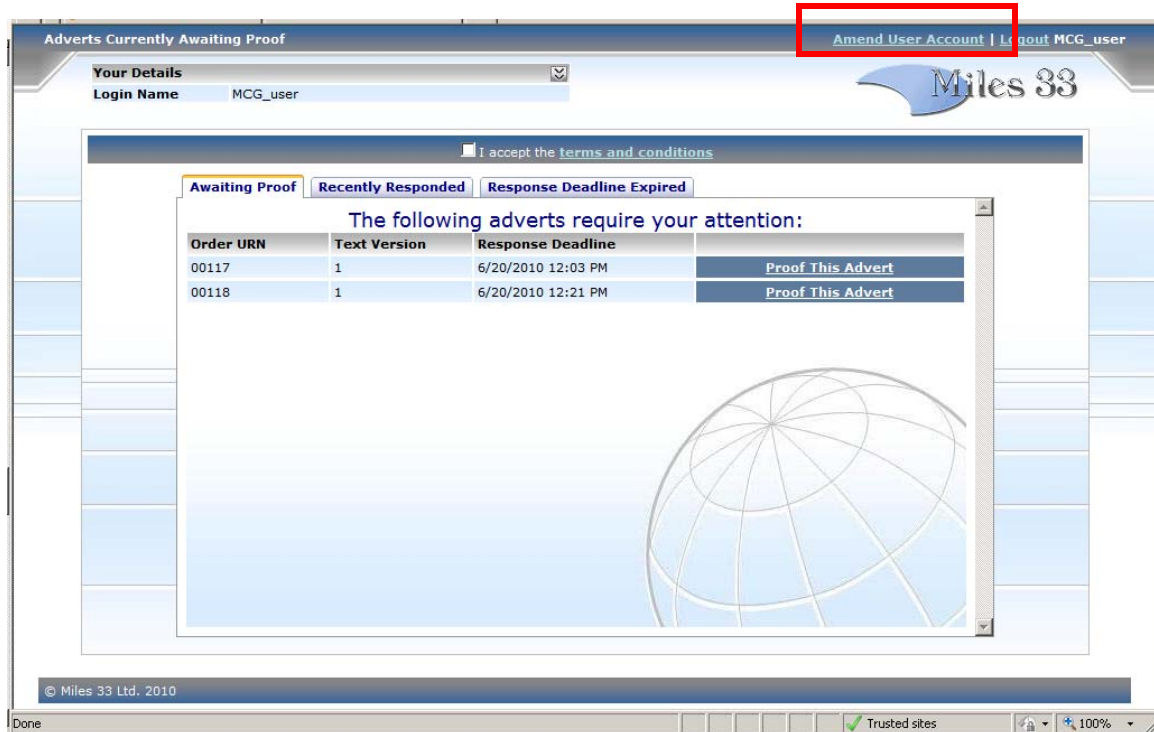
© Miles 33 Ltd. 2010

Done Trusted sites 100%

Using the arrow control within the 'Your Details' area, this data can be expanded to show the customer details, as provided to the advertising seller.



Along the top bar, there is an 'Amend User Account' area.



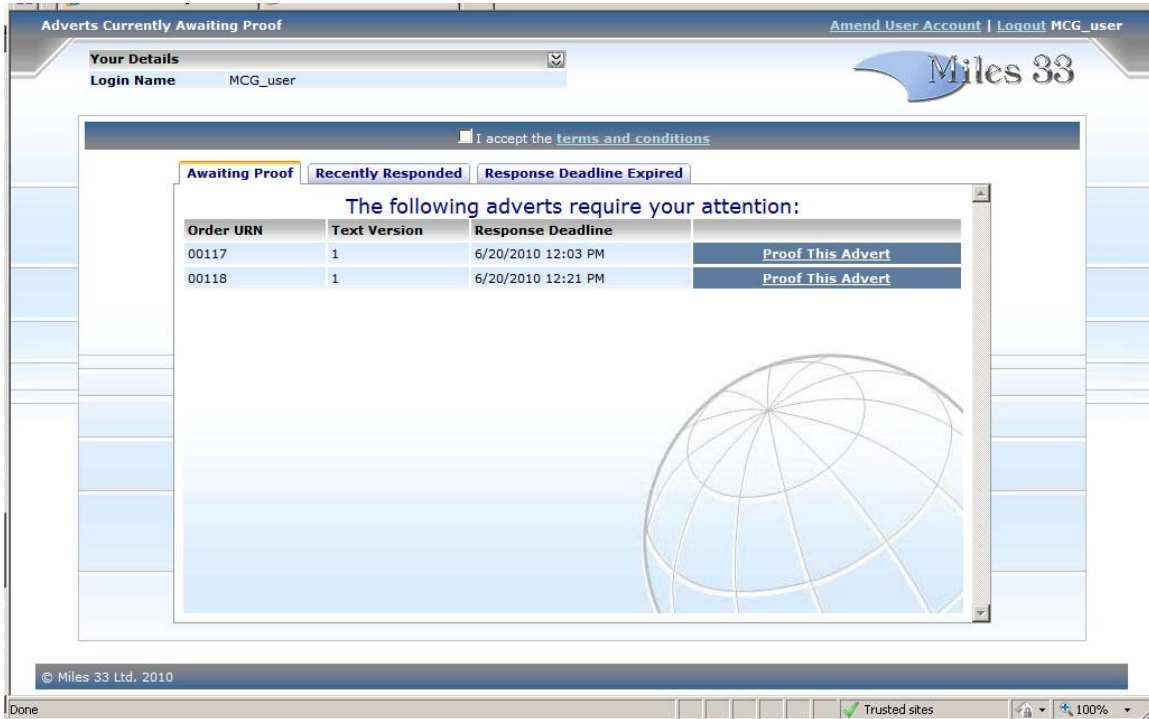
Accessing this area will allow a user to modify their login name, change their password, or set a new email address for reminder emails to be issued to.

The screenshot shows a web browser window displaying the 'Amend User Account' page. The browser's address bar shows 'Done' and the status bar shows 'Trusted sites' and '100%'. The page header includes 'Amend User Account' and a 'Logout MCG_user' link. A 'Return to Proofs List' link is visible in the top left. The main content area features the 'Miles 33' logo and a form titled 'Amend User Account'. The form includes a 'Required fields *' section with a checkbox for 'Amend Login Name'. Below this are four input fields: 'Current Password:', 'New Password:', 'Confirm Password:', and 'Password Reminder Email:'. The 'Password Reminder Email' field contains the text 'mhabif@miles33.com'. A password requirement message states: 'The password must contain at least seven characters including at least one number and at least one symbol character.' An 'Update' button is located at the bottom right of the form. The footer of the page contains the copyright notice '© Miles 33 Ltd. 2010'.

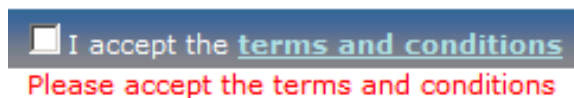
Emails are sent at the time of account creation, when maintenance is done via the amend user account screen, or from the splash screen if you the customer remembers their username, but not their password. If neither the username or password can be remembered, contact the system administrator to have your information provided.

Awaiting Proofs:

Upon logging into the Customer Ad Proofing Portal, the customer will be taken to the Awaiting Proofs tab. On this page the customer will see a list of all available proofs that have not yet been responded to.

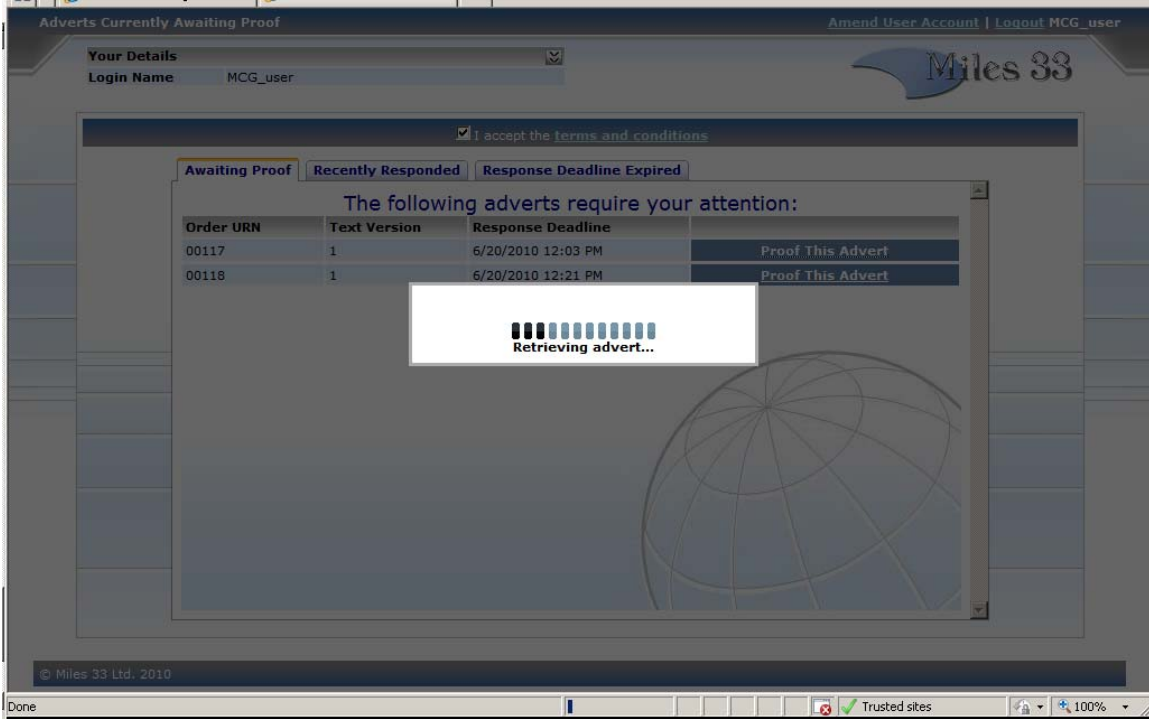


In order to view any of the 'awaiting proofs,' the user must first read and accept the terms and conditions. A failure to do so will prevent the user from viewing the ad. It will also present a message in red, as seen below:

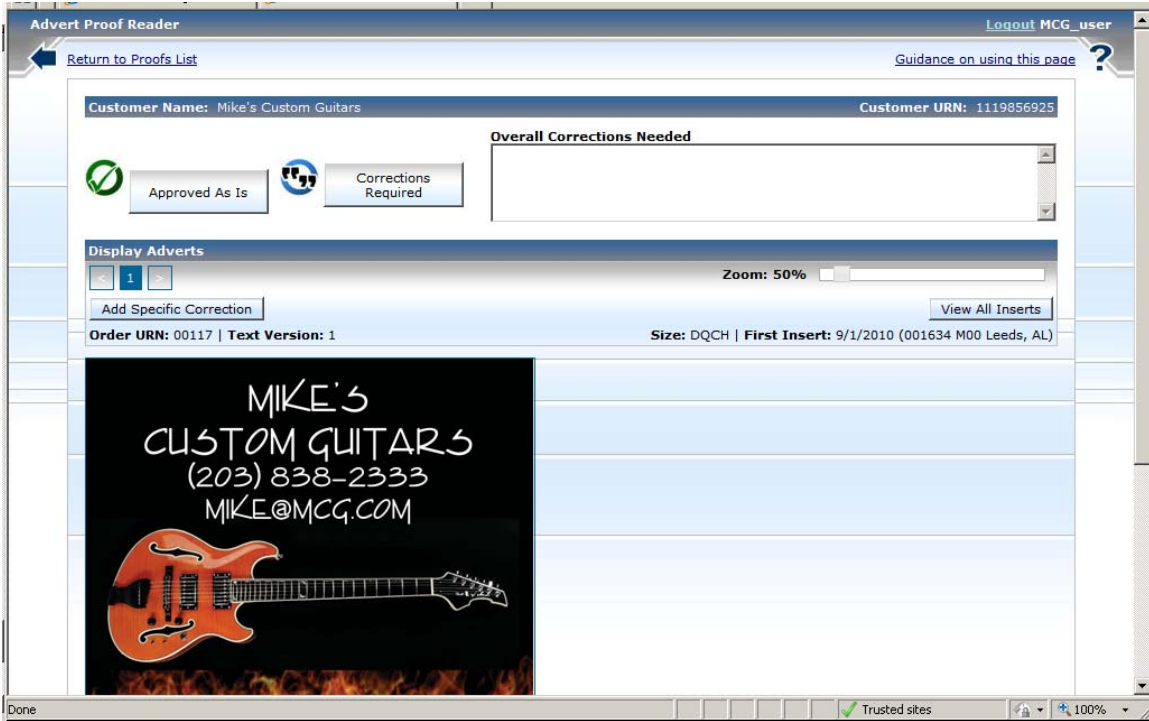


Once the check box for the terms and conditions has been selected, the user can then press the 'Proof This Advert' button on the proof row that they wish to view.

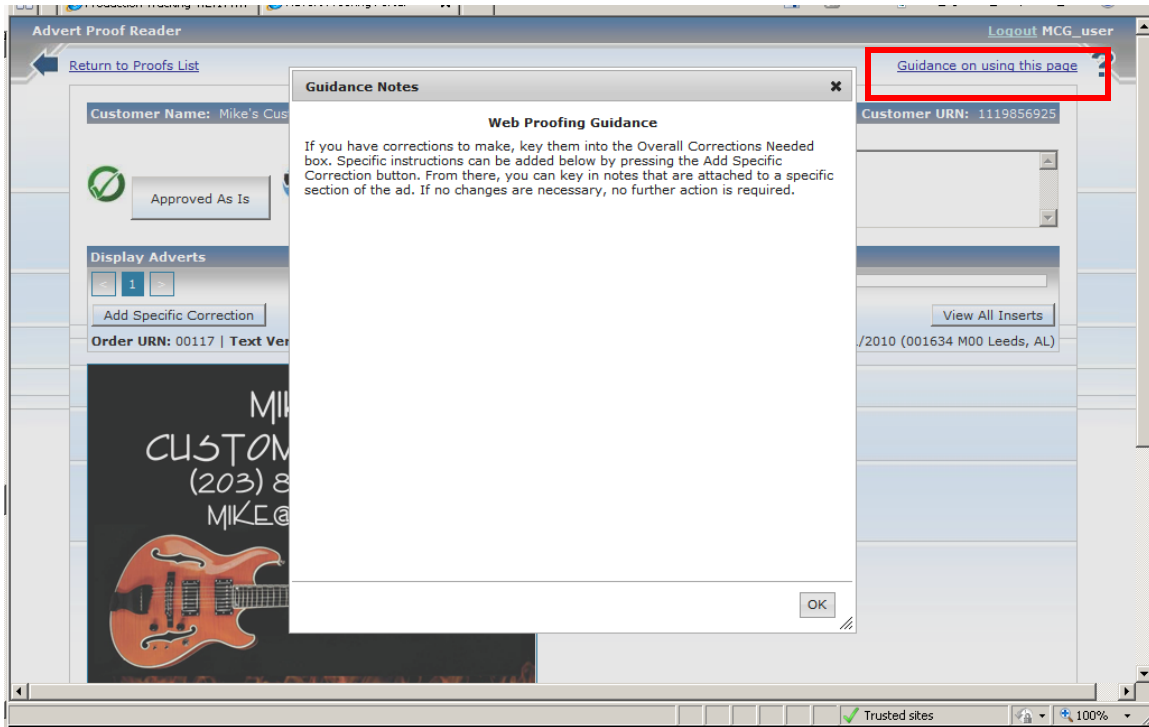
The ad will then be retrieved for viewing. During the time it takes to retrieve the ad, the user will be presented with the 'retrieving advert' screen.



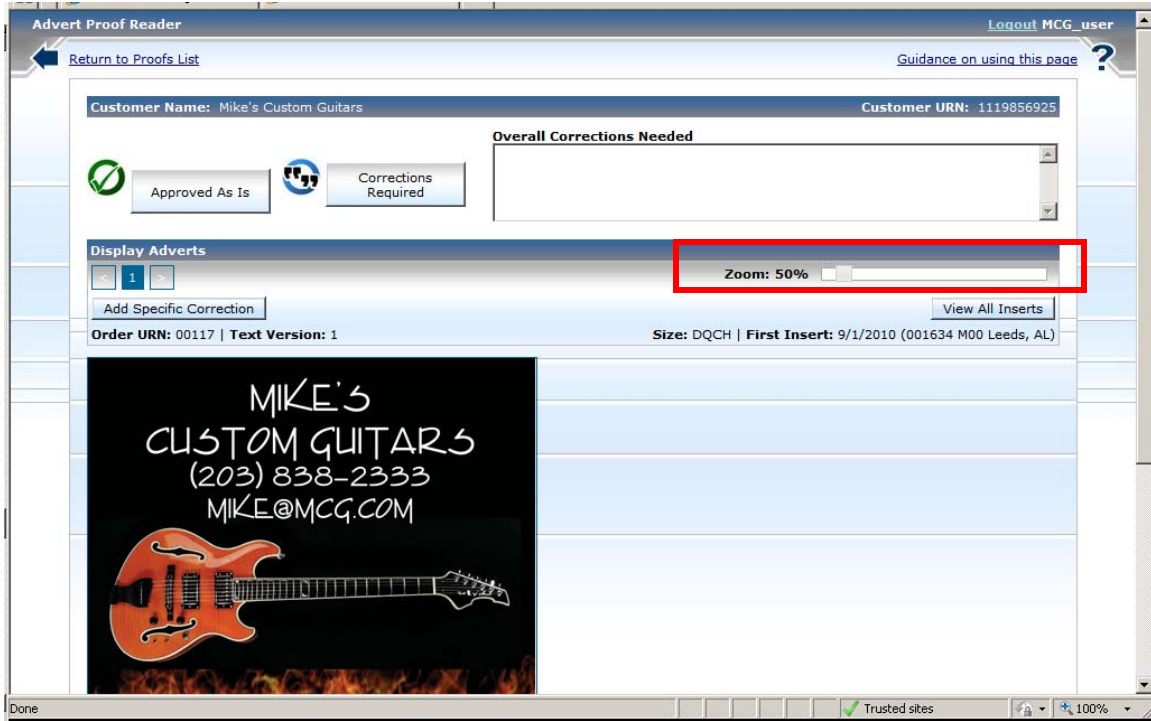
When the ad has been retrieved, the customer will be presented with the following screen, allowing them to approve the ad as is, or reject it with notes and specific corrections:



In the upper right hand corner of the proof screen there is a 'Guidance on using this page' link. This is information provided from the ad seller to the customer informing them on how to use this page.



Within the 'Display Advert' area of the proof window, the user has the capacity to zoom in on the ad to see it at a large size. By default, the ad will be scaled to fit within the window. In the example below, the ad is displayed at 50% by default.



Choosing to change the ad zoom will result in the ad display being modified.





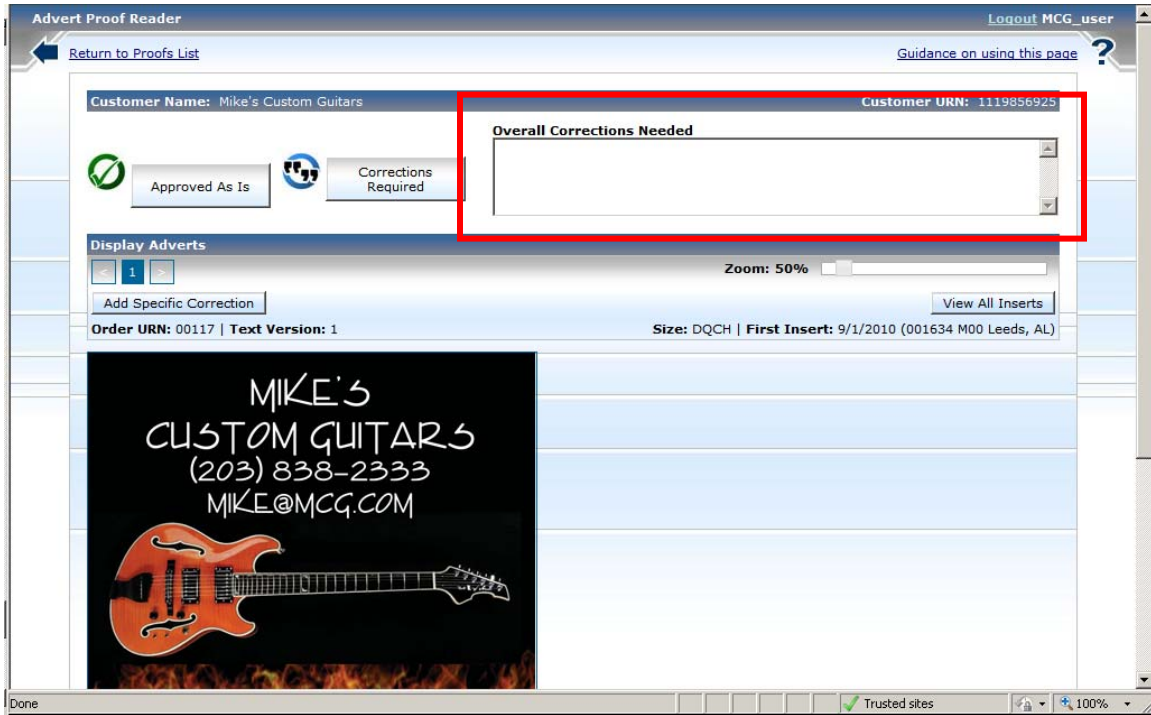
Approving the ad

Approving the ad will send a message back to the advertising system, changing the status of the ad to a configured complete status.

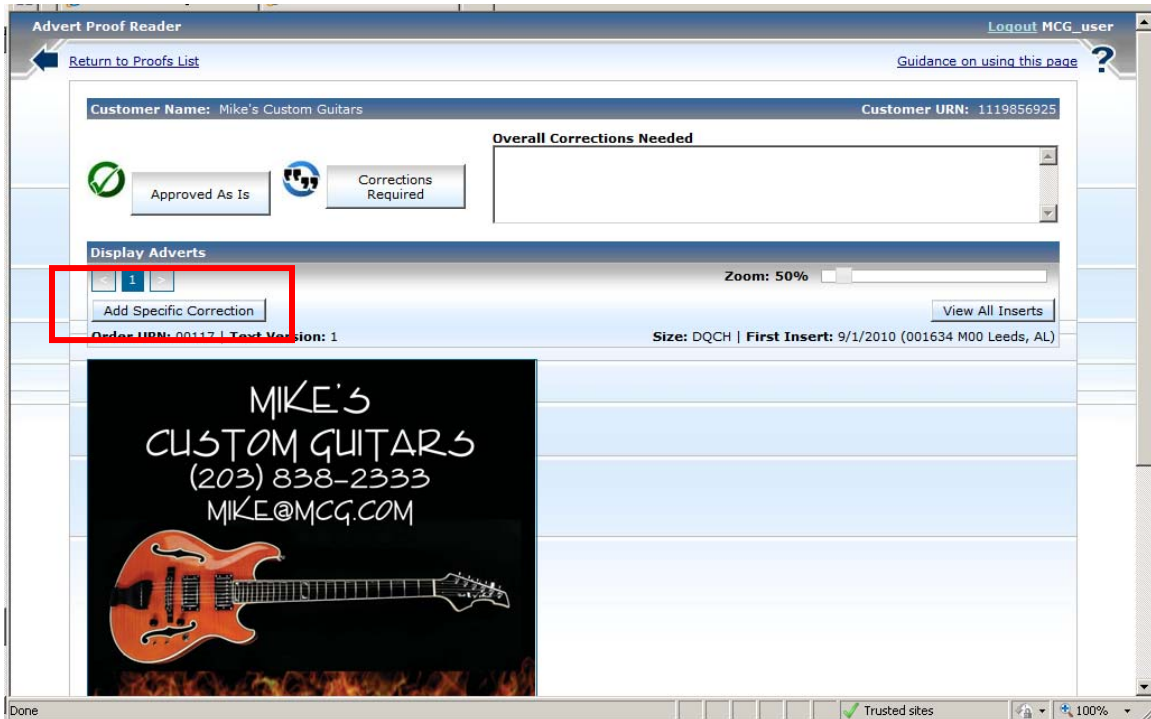
Rejecting the advert


If the customer chooses to reject the ad, they are required to leave general comments, or specific correction.

General comments may be left in the upper right hand area of the screen.



Specific comments can be left by pressing the 'Add Specific Corrections' button.

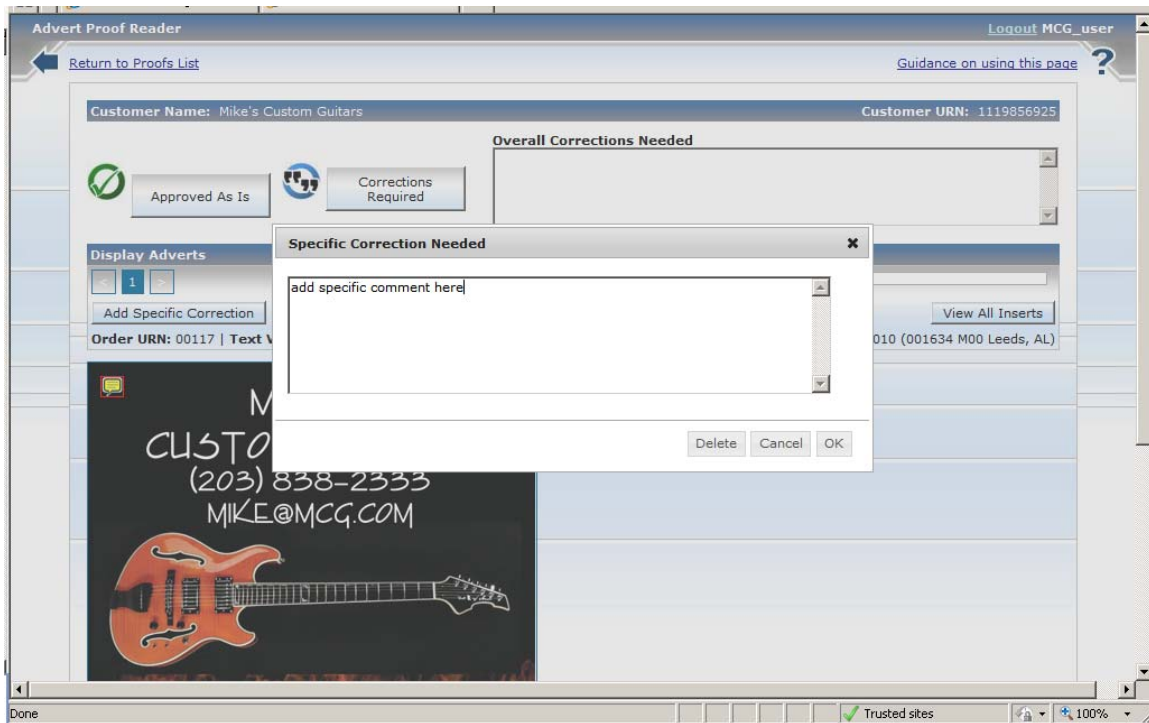


This will result in the placement of a comment bubble  on the ad within the proof window.

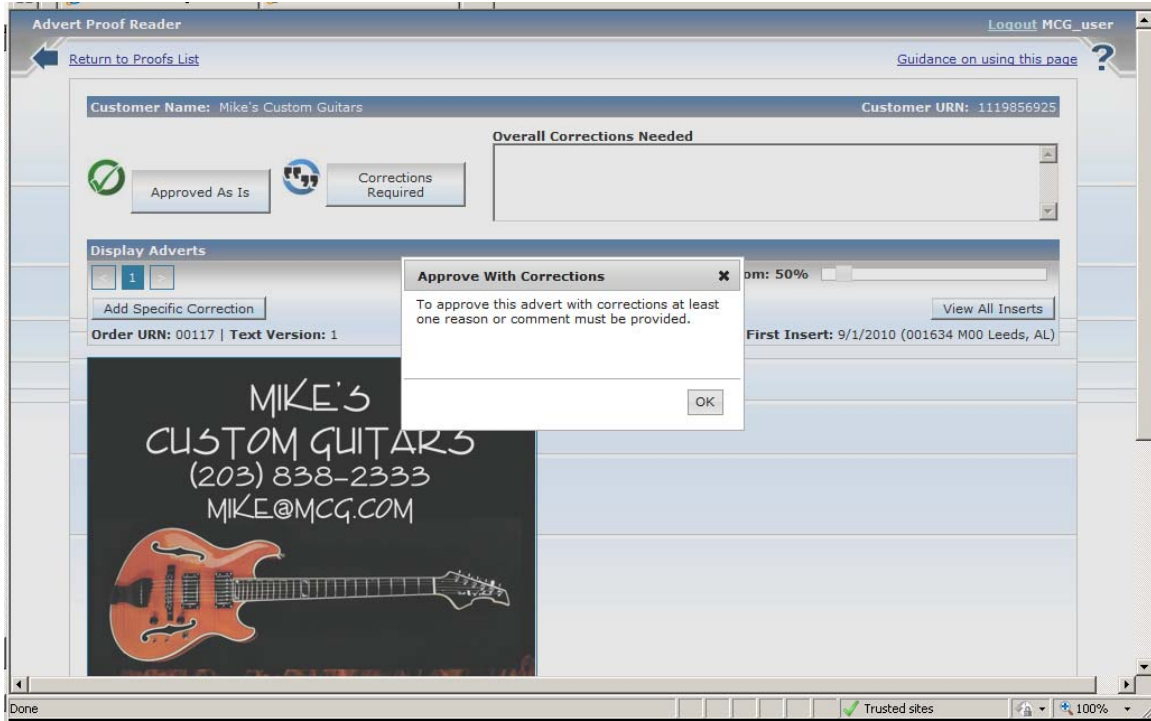
Hovering over this bubble shows a tool tip alerting the user that they should click to add a comment. This bubble can be moved to any place within the ad. Multiple bubbles can be added to allow for multiple comments



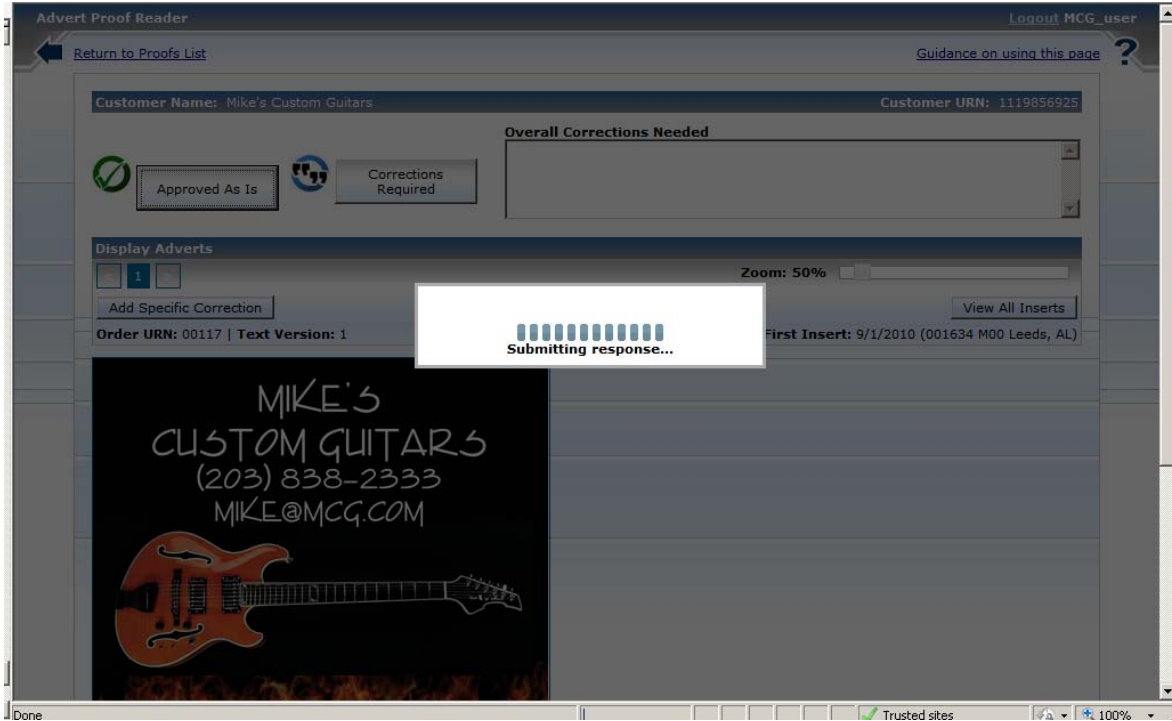
Clicking on the comment bubble will open a window to allow for the addition of specific correction information.



If no general comments or specific corrections are made, the customer will not be allowed to reject the ad.



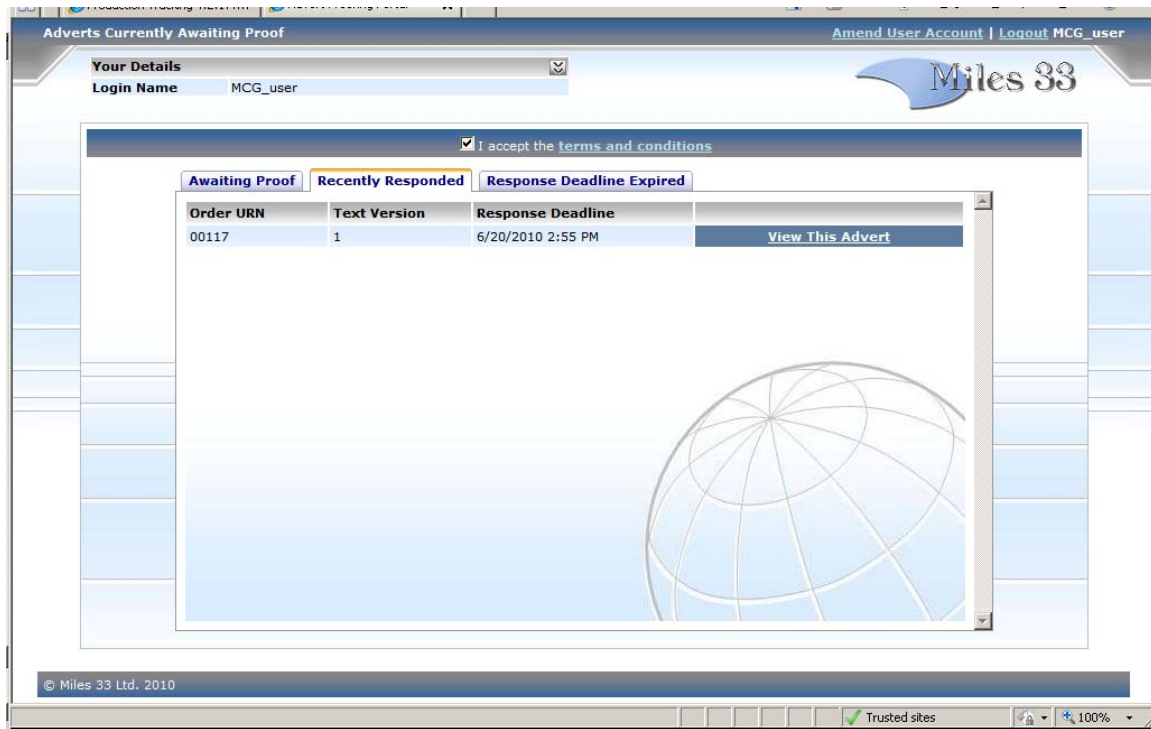
Upon either acceptance or rejection of the ad, the customer will be shown a screen indicating that their response is being submitted.



From this screen, the customer will be returned to the proofing home screen where their ad will no longer be on the Awaiting Proofs tab.

Recently Responded

Once an ad has been responded to, it will no longer appear on the 'Awaiting Proof' tab. It will now appear on the 'Recently Responded' tab.



Before an ad can be viewed on this tab, it is necessary to ensure that the terms and conditions check box has been selected.

An approved ad from the 'Recently Responded' tab will be displayed with the following message:

Your approval has been submitted. Please contact your Sales Representative should you have any other questions or comments regarding this advert.

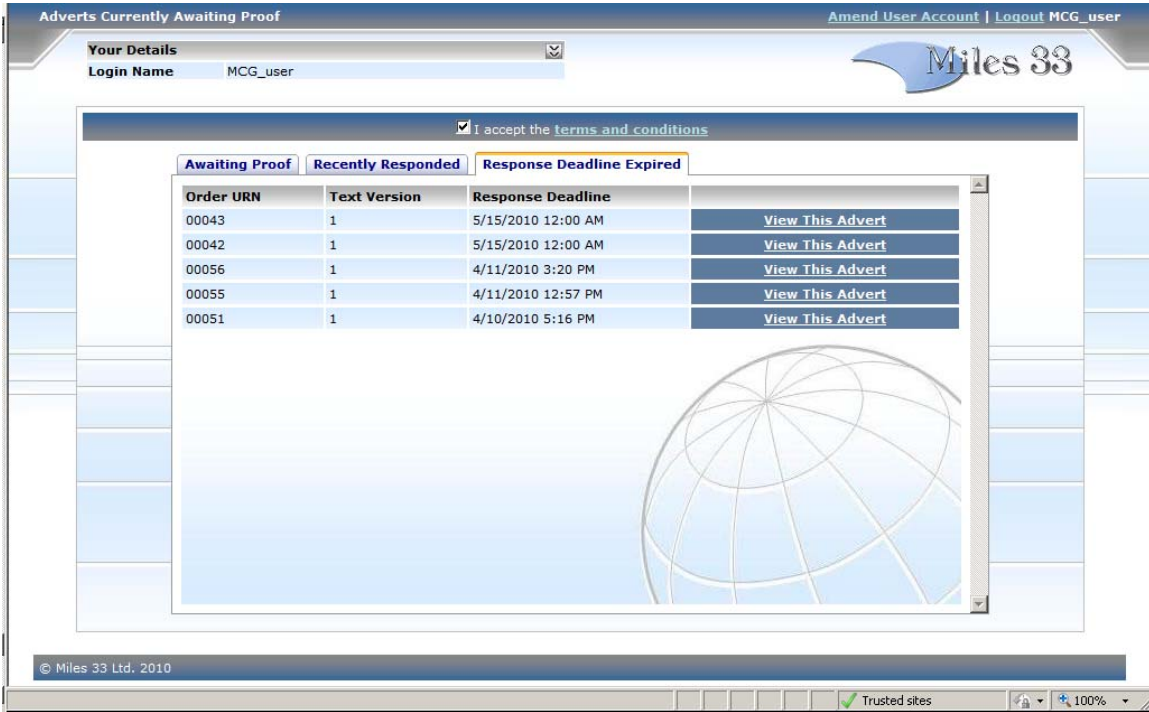
If the ad that is being viewed had been rejected, the message would appear as follows:

Your recently submitted corrections to your advert are currently being actioned. Please contact your Sales Representative should you have any other questions or comments regarding this advert.

No additional action can be taken from this page.

Response Deadline Expired

Once a customer’s ads have passed the response deadline date, which is displayed with each ad, the ad will be moved to the ‘Response Deadline Expired’ tab.



Viewing an advert from the ‘Response Deadline Expired’ tab will display the following message:

