mcc™
Premium Label Solutions

MultiArt™

Client Proofing Guide

October 2025. V1

Client Guide For MultiArt™

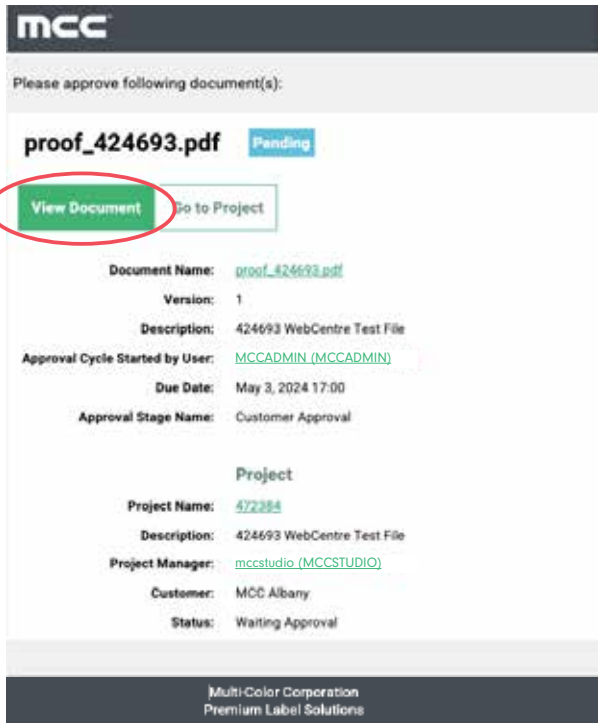
QUICK START GUIDE

(For more detailed information, please refer to the main document from page 4 onwards)

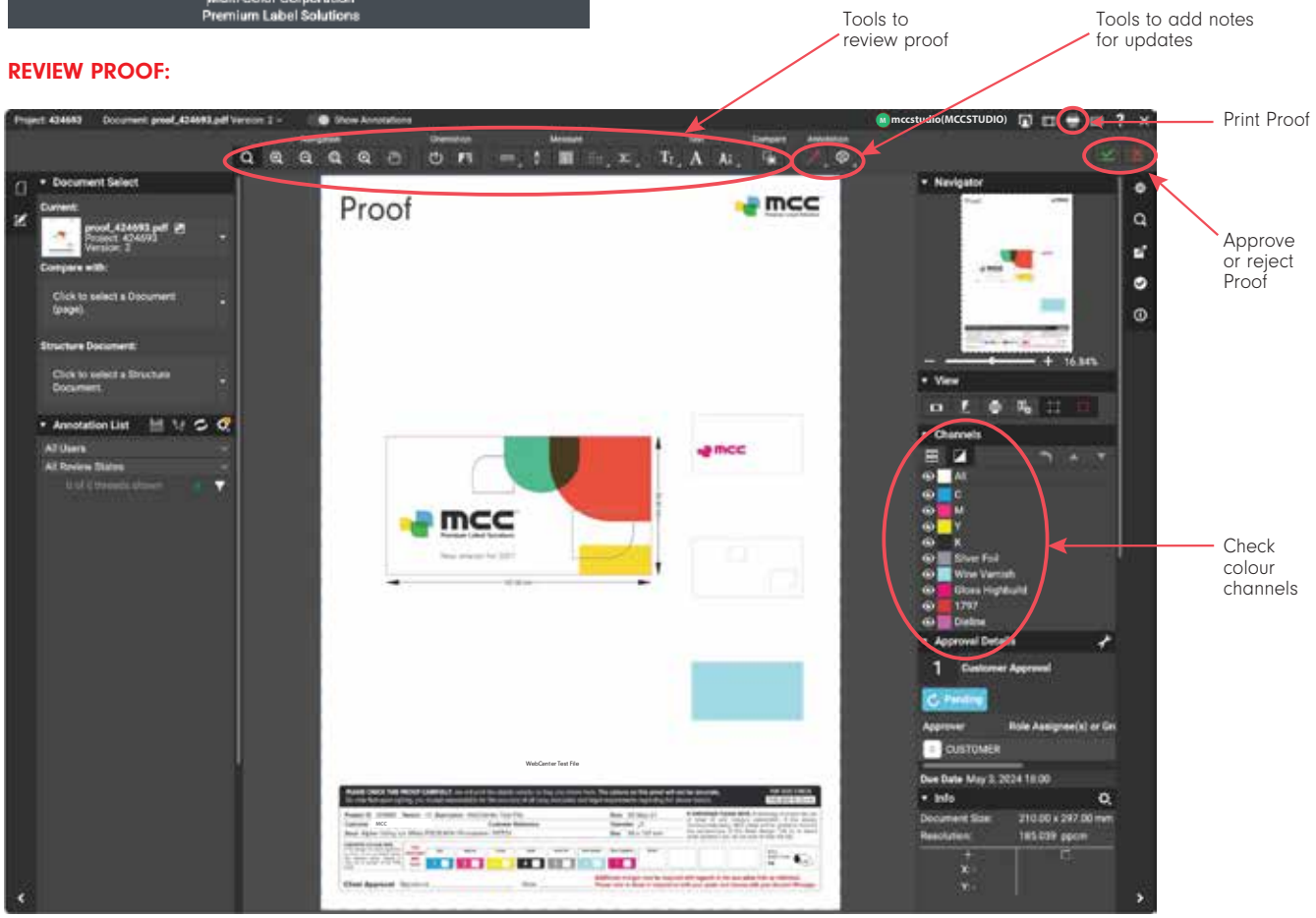
1 VIEW PROOF:

Click on 'View Document' to open the main proof page in MultiArt™

Trouble Shooting: If a warning pops up that disables you from opening proofs, log off or close all browser windows not in use and retry.



2 REVIEW PROOF:



Client Guide For MultiArt™

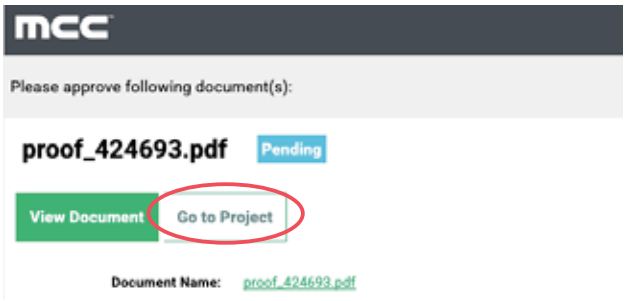
QUICK START GUIDE

(For more detailed information, please refer to the main document from page 4 onwards)

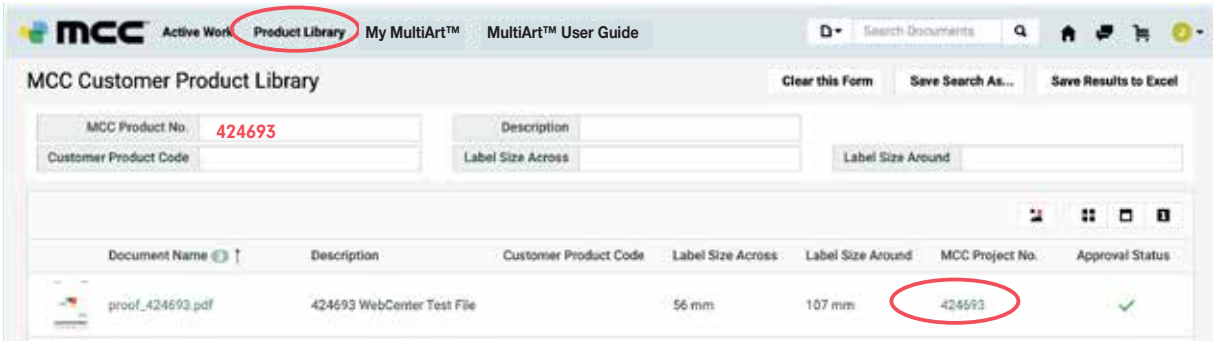
3 **DOWNLOAD PROOF/JPG: Navigate to "Project View" for Downloading**

Note: jpg download is an option added by request & is available after product approval only.

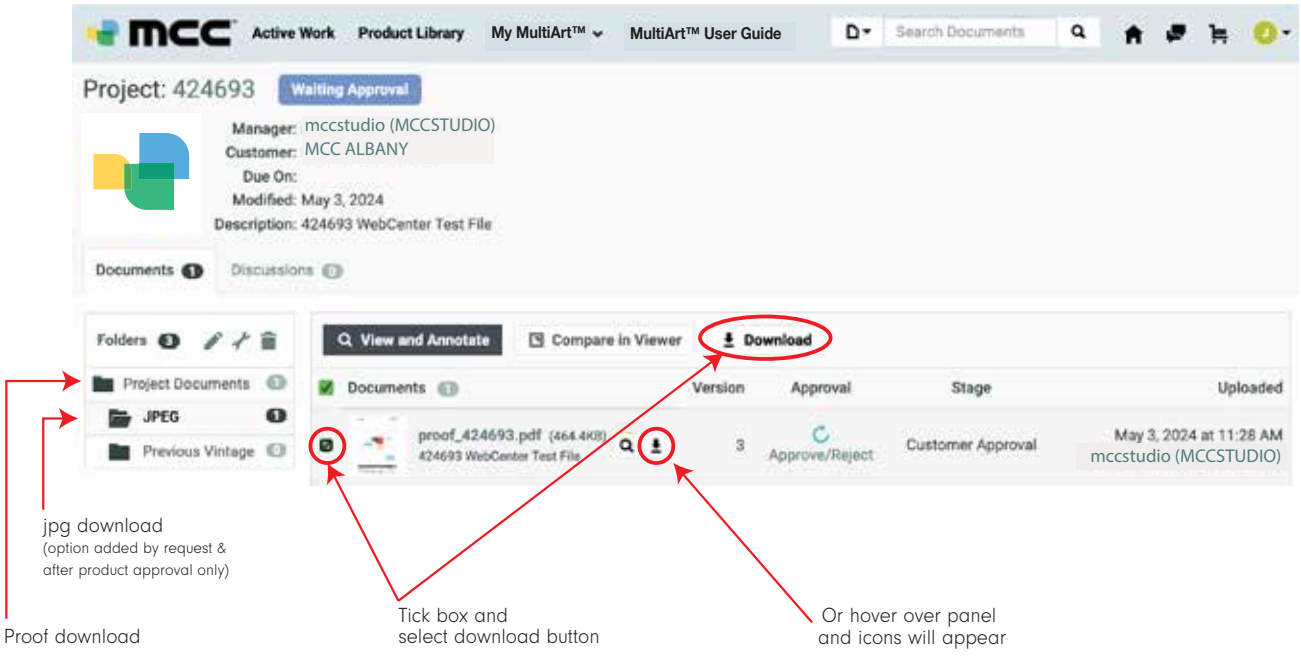
Either 1) Click on 'Go to Project' from your email to go straight to project view



Or 2) navigate directly from MultiArt™ to the Product Library page, and click the MCC Project number.



In Project View - Either 1) Tick box and select download button or 2) hover over panel and select download icon



Client Guide For MultiArt™

QUICK START GUIDE

(For more detailed information, please refer to the main document from page 4 onwards)

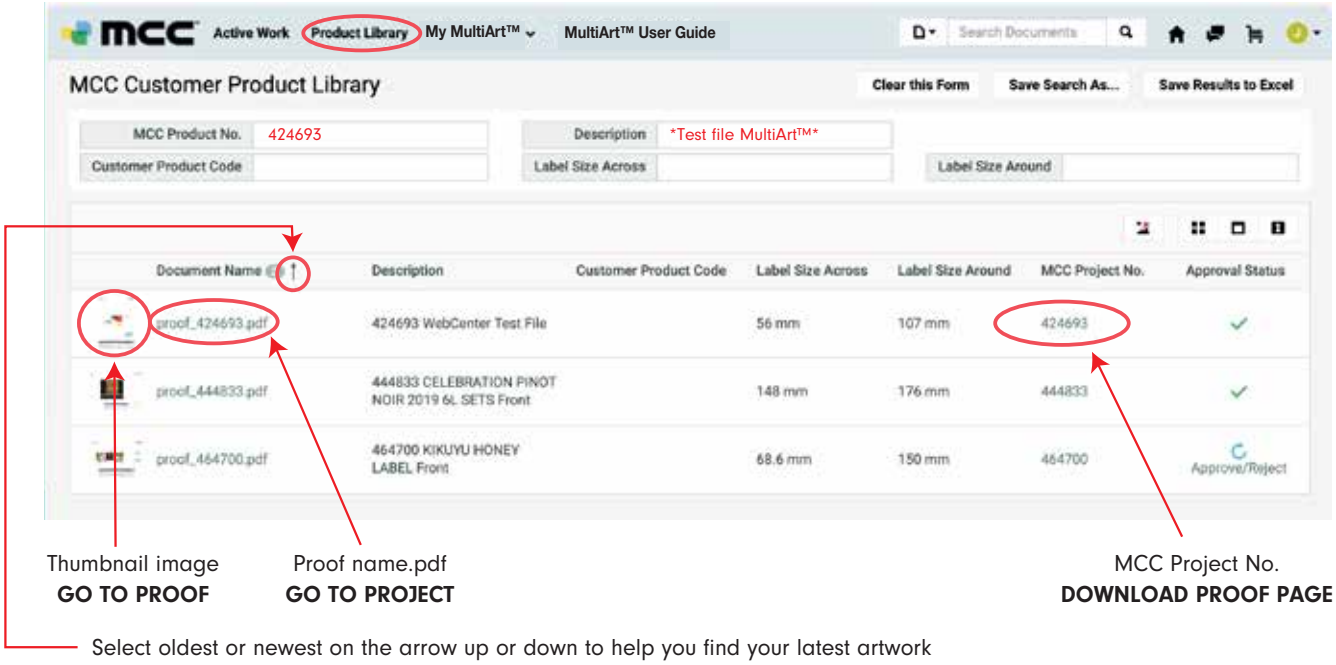
4 **SELECT SPECIFIC PRODUCTS FOR REVIEW: The product Library contans all past/present jobs**

Click on the Product Library tab to go to the 'MCC Customer Product Library'

To find the proof you require search in the Description box or if you know the Product Number, enter that number in the MCC Product No. box.

In the Descripton box start with asterix (*) and end with an asterix (*) as shown below.
The order of wording does not have to match exactly to find the correct file.

GO TO PROOF: Select thumbnail image
GO TO PROJECT: Select proof name.pdf
DOWNLOAD PROOF/JPG PAGE: Click on the MCC Project No.



Thumbnail image
GO TO PROOF

Proof name.pdf
GO TO PROJECT

MCC Project No.
DOWNLOAD PROOF PAGE

Select oldest or newest on the arrow up or down to help you find your latest artwork

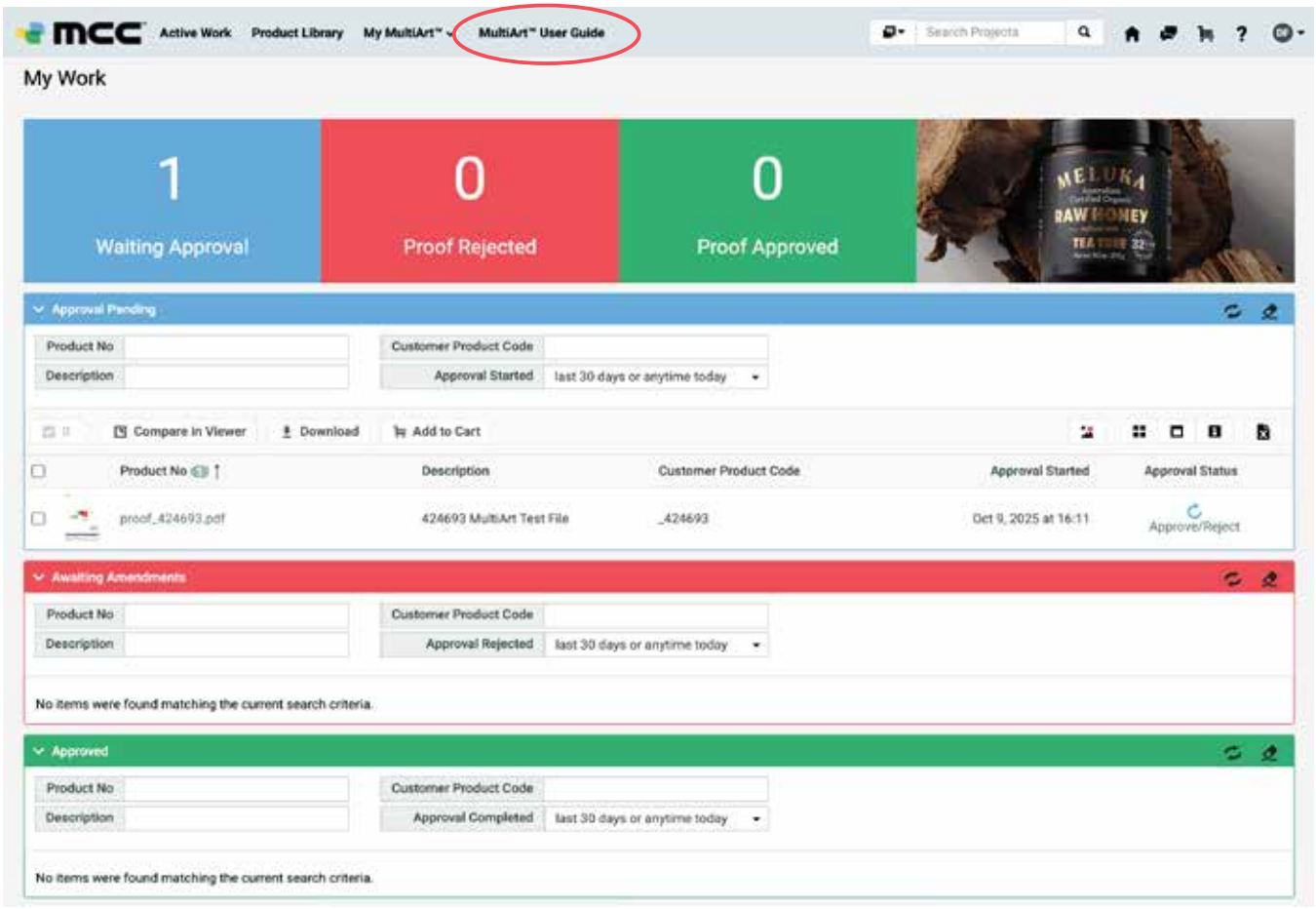
Client Guide For MultiArt™

Proofing / Alterations / Approvals

Premium Label Solutions

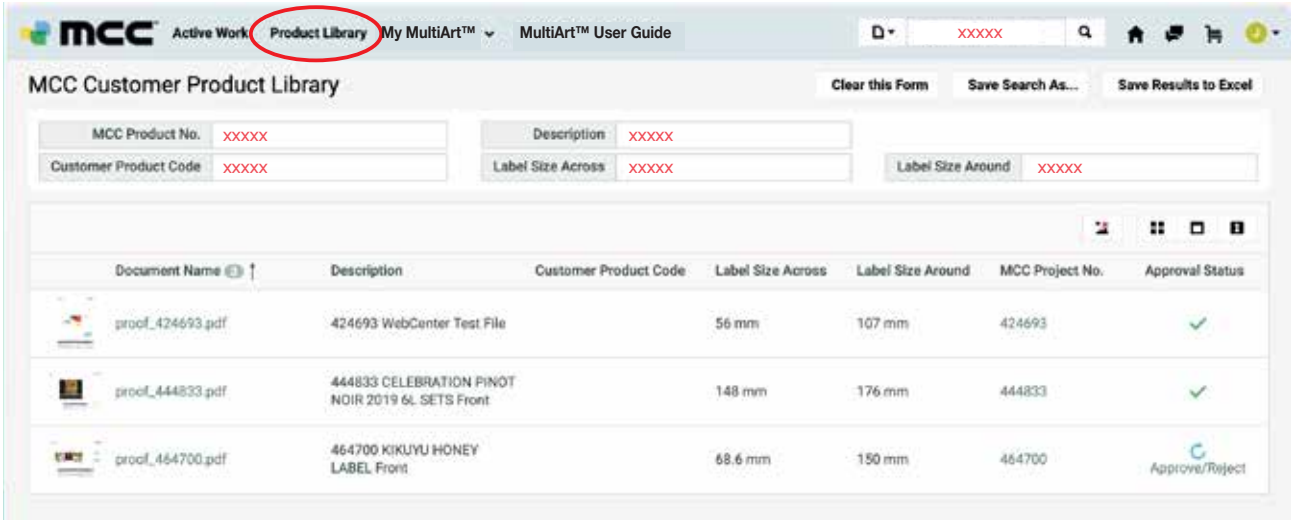
1 Login to MultiArt™

https://artworkanz.mcclabel.com/MultiArt/login.jsp
Username: Your email address
Password: NewUser1 (needs to be reset at 1st login)
This will open to the home screen, select 'MultiArt™ User Guide' to open and view information



2 Searching for Products

Clients will receive an email every time a new or amended proof is created
At any time you can go to the Product Library to search for Product Numbers, Descriptions etc
Or type into search field at top right



Client Guide For MultiArt™

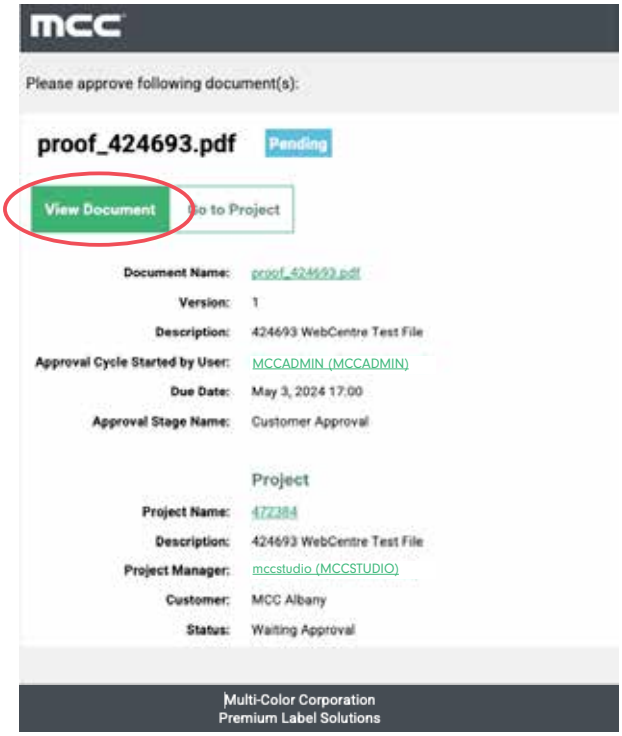
Proofing / Alterations / Approvals

3 **Clients receive email with first Proof**

Click on 'View Document' to open link in MultiArt™ .

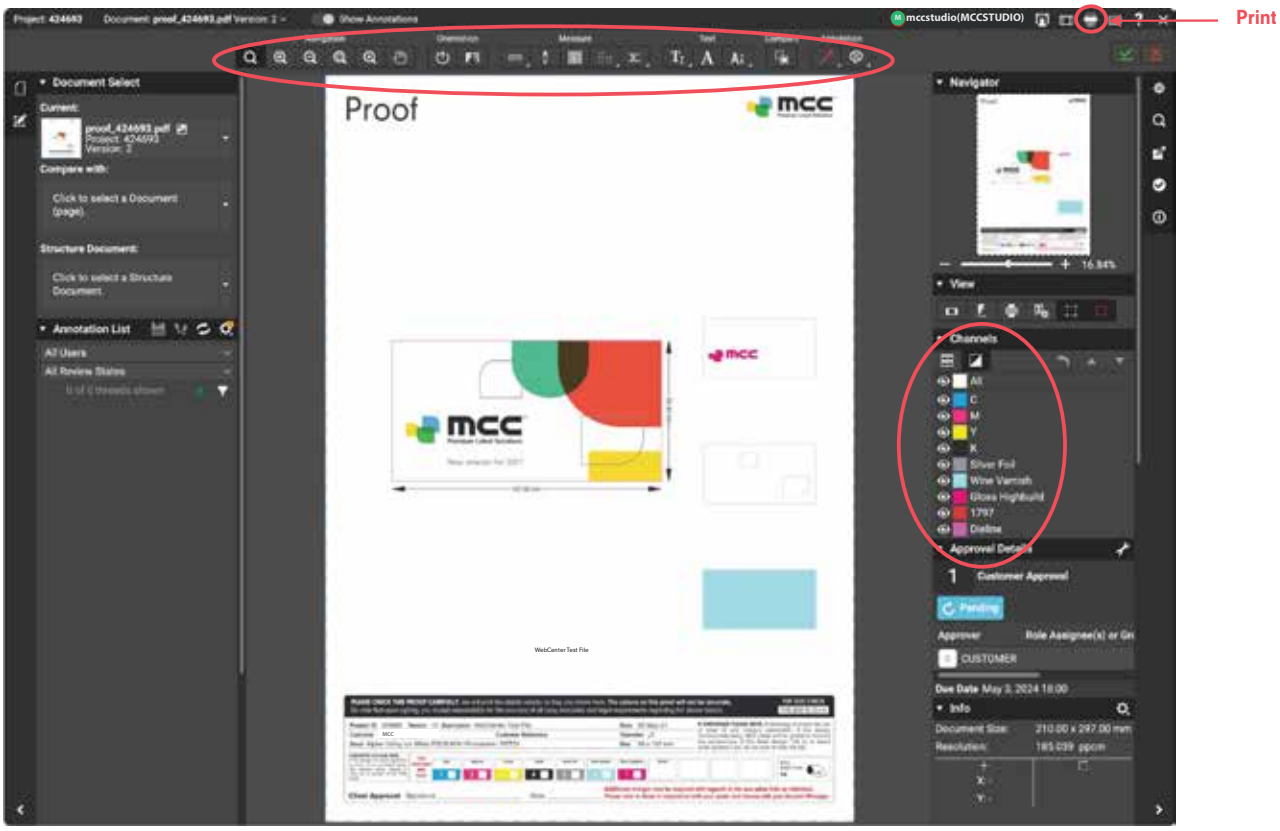
Trouble Shooting: If a warning pops up when you select "view document" that disables you from opening further proofs simply log off or close all browser windows that aren't currently in use.

(Webcentre only has 8 licences for use. Selecting "view document" opens each proof in a new window, and each window = 1 licence. Therefore opening more than 8 proofs separately exceeds MCCs number of licences and will trigger the warning)



4 **Proof opens in MultiArt™**

Client can view, print, view colour channels, add annotations, approve, reject etc



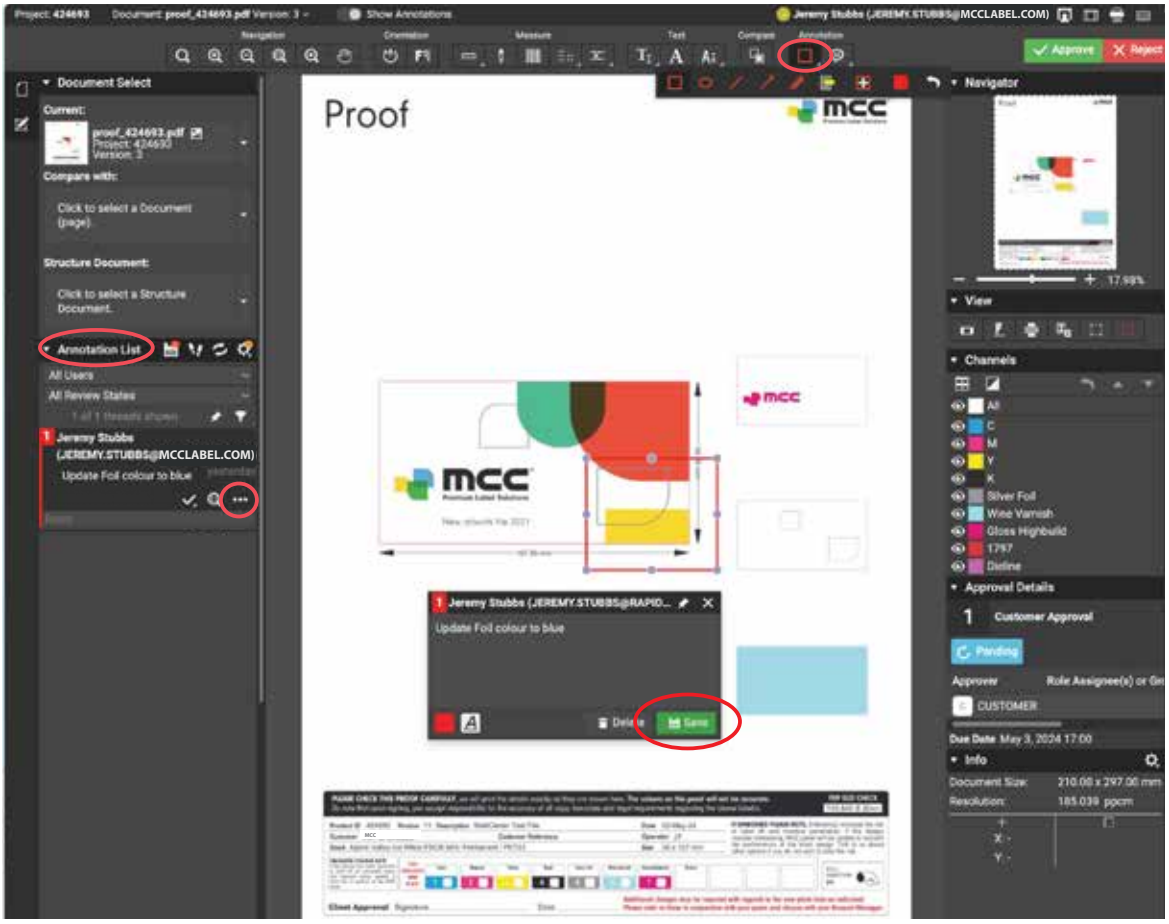
Client Guide For MultiArt™

Proofing / Alterations / Approvals

Premium Label Solutions

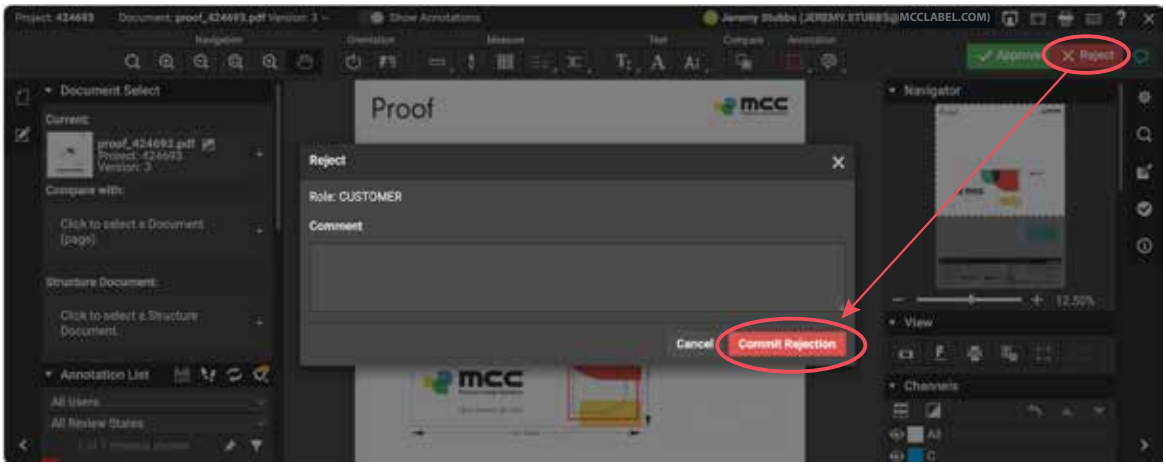
5 Making Alterations

Select Red Annotation tool to draw around objects to be amended. Use default shape or click on tool to choose options eg arrows, highlighter. Type notes into text box and 'Save' (multiple notes can be added).
Saved notes will appear on the left hand side under 'Annotation List'
Hover over the lower right corner of the saved note for 'More actions' to appear, notes can be edited or deleted
MCC Prepress or CSR's may also write notes for clients on the proofs, you will see these when the file opens



6 Client must select 'Reject' if Alterations made

This ensures a 'Rejected' email triggering MCC to action the alterations is sent.
Warning: do not select green 'Approve' tick if you want MCC to make further changes, the green 'Approve' tick triggers an email to MCC showing ONLY that the proof is approved, any changes will not be picked up.
Trouble shooting: Approved proofs do not allow for further annotations to be added. Contact MCC Prepress or CSR's if changes are required AFTER approval.



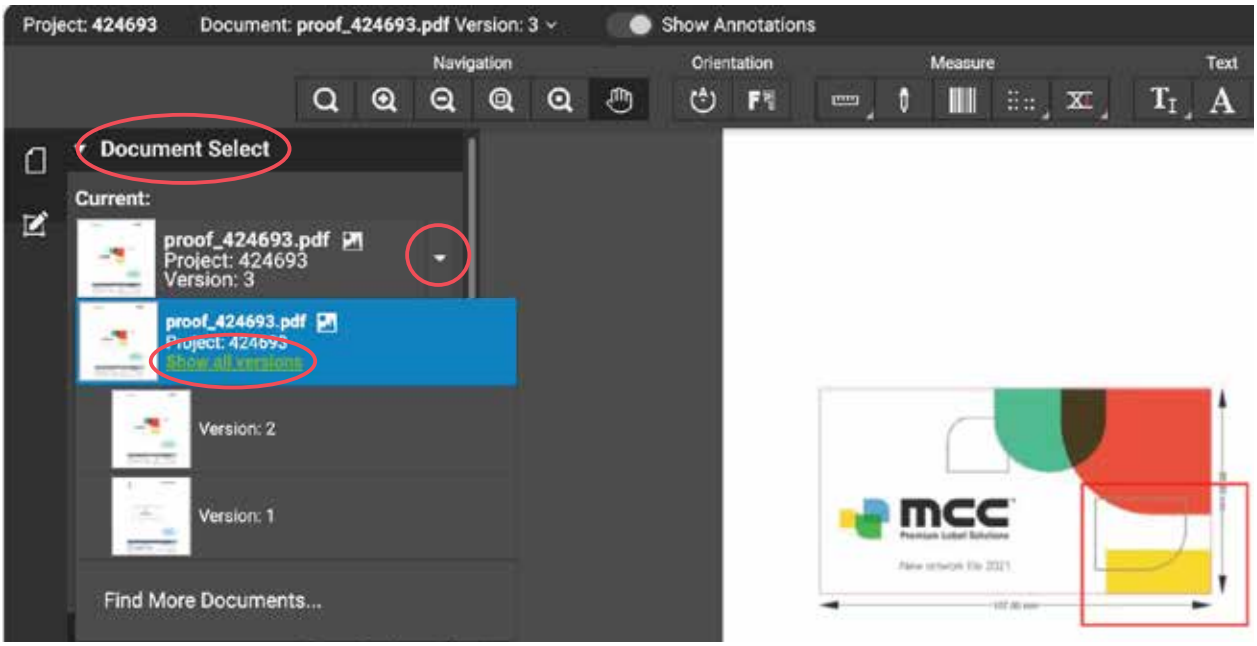
Client Guide For MultiArt™

Proofing / Alterations / Approvals

Premium Label Solutions

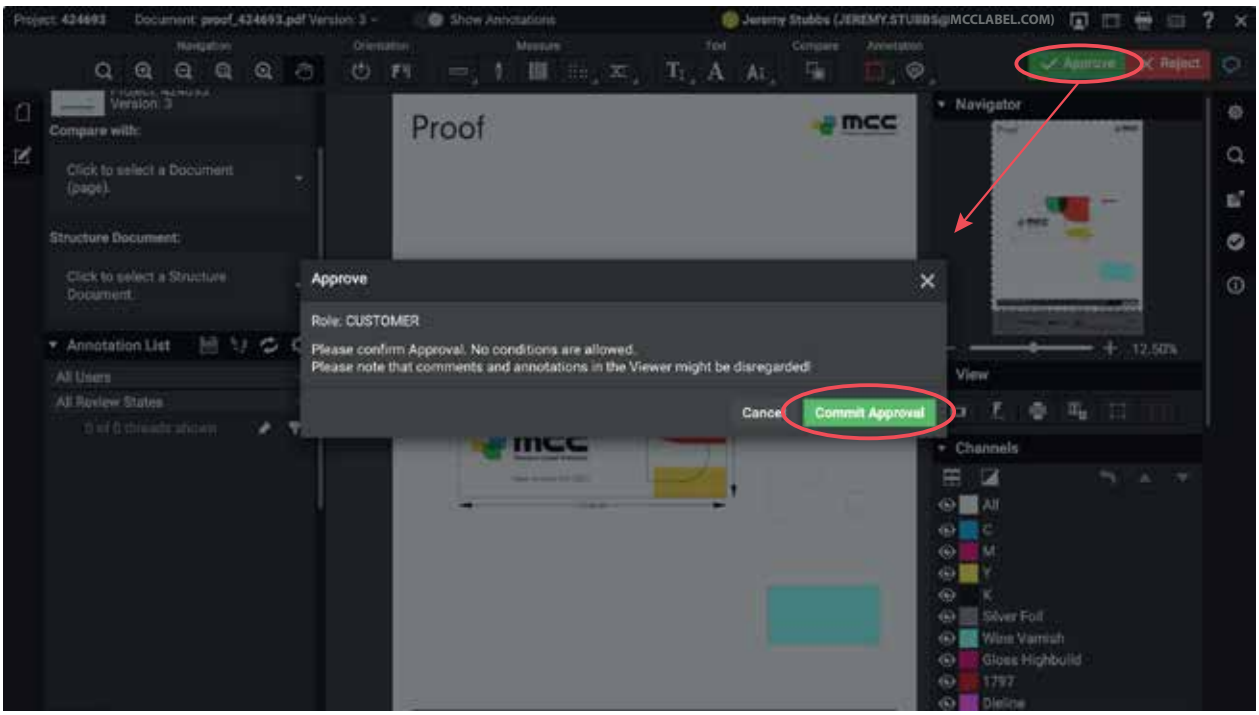
7 **Viewing Previous Versions of Proof**

Go to Document Select, click on arrow, and select Show all versions
Open and view previous versions



8 **Approval**

If no more alterations are required select green 'Approve' then 'Commit Approval'
The email will return to Rapid showing proof is Approved and we will proceed



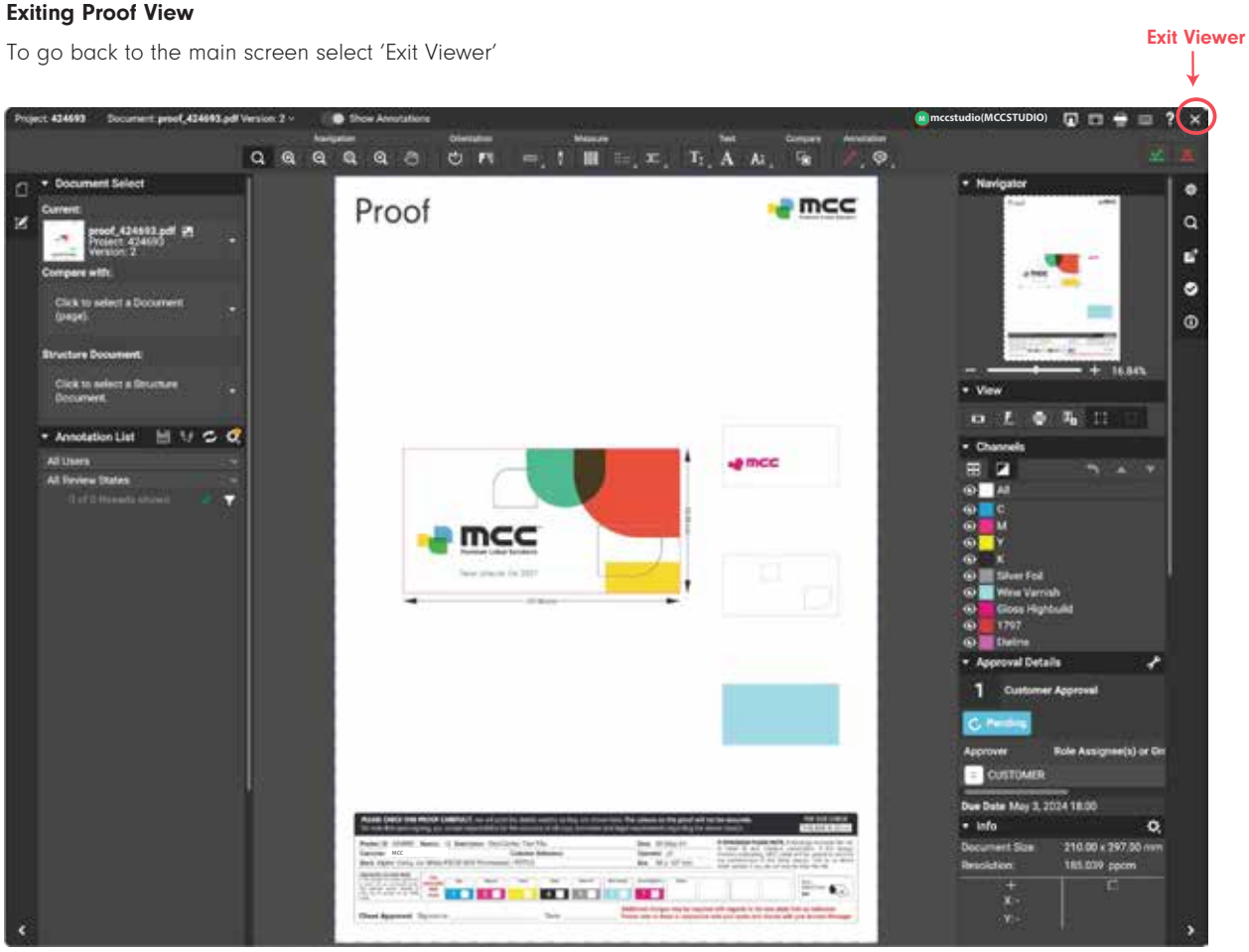
Client Guide For MultiArt™

Proofing / Alterations / Approvals

Premium Label Solutions

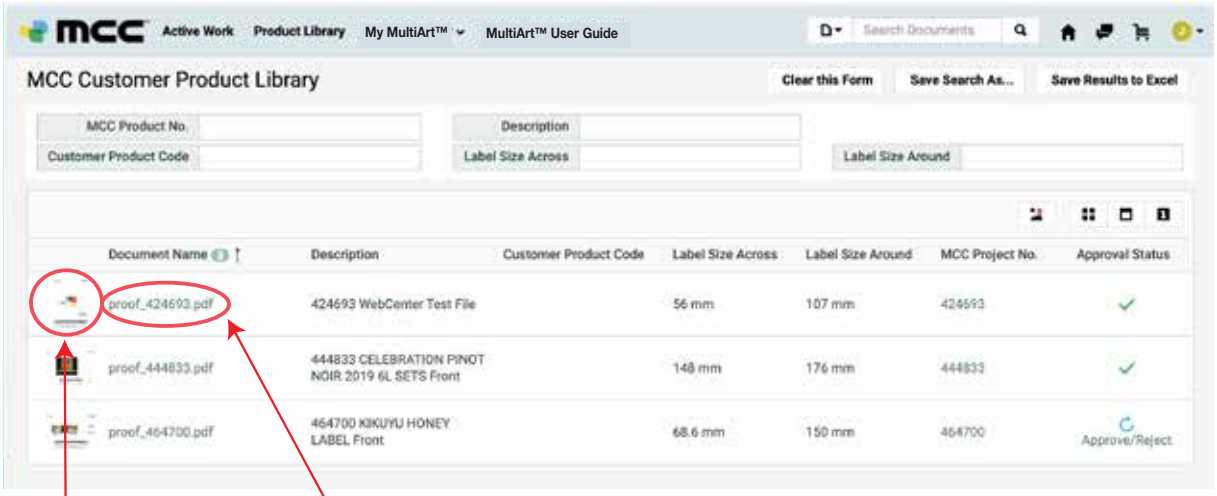
9 **Exiting Proof View**

To go back to the main screen select 'Exit Viewer'



10 **Product Library**

This takes you to 'MCC Customer Product Library'
Select thumbnail image to go to directly to Proof, or select proof name.pdf to go to project



Thumbnail image (Proof)

Proof name.pdf (Project)

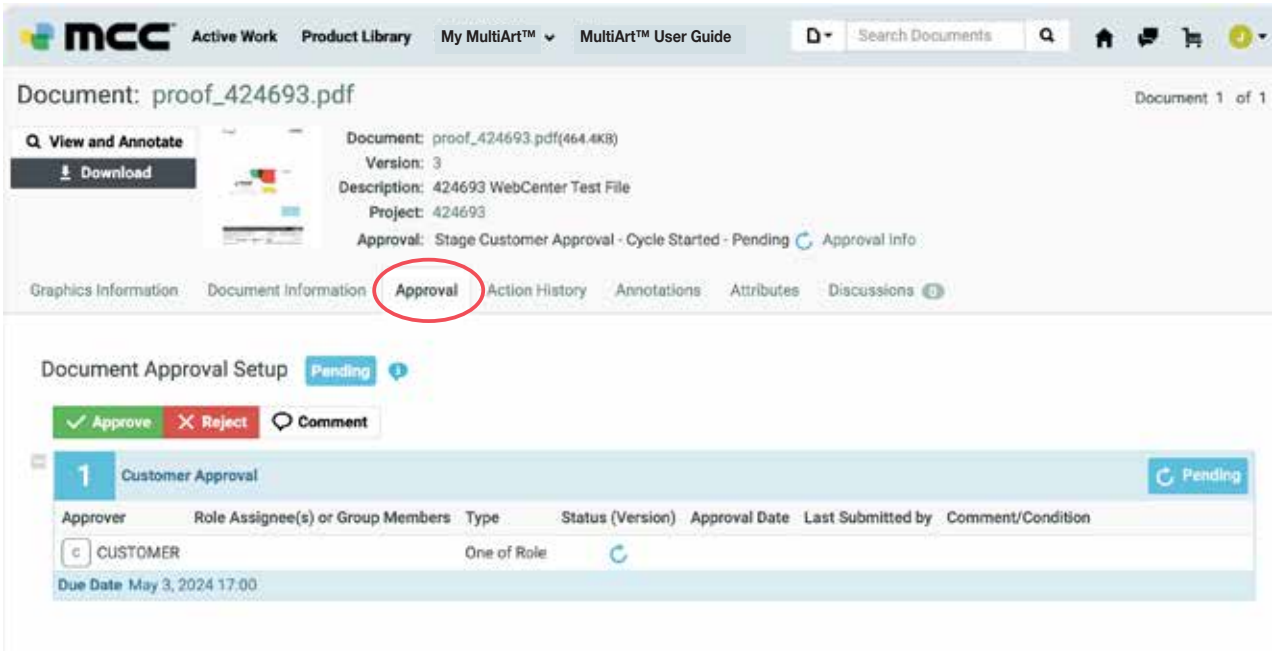
Client Guide For MultiArt™

Proofing / Alterations / Approvals

Premium Label Solutions

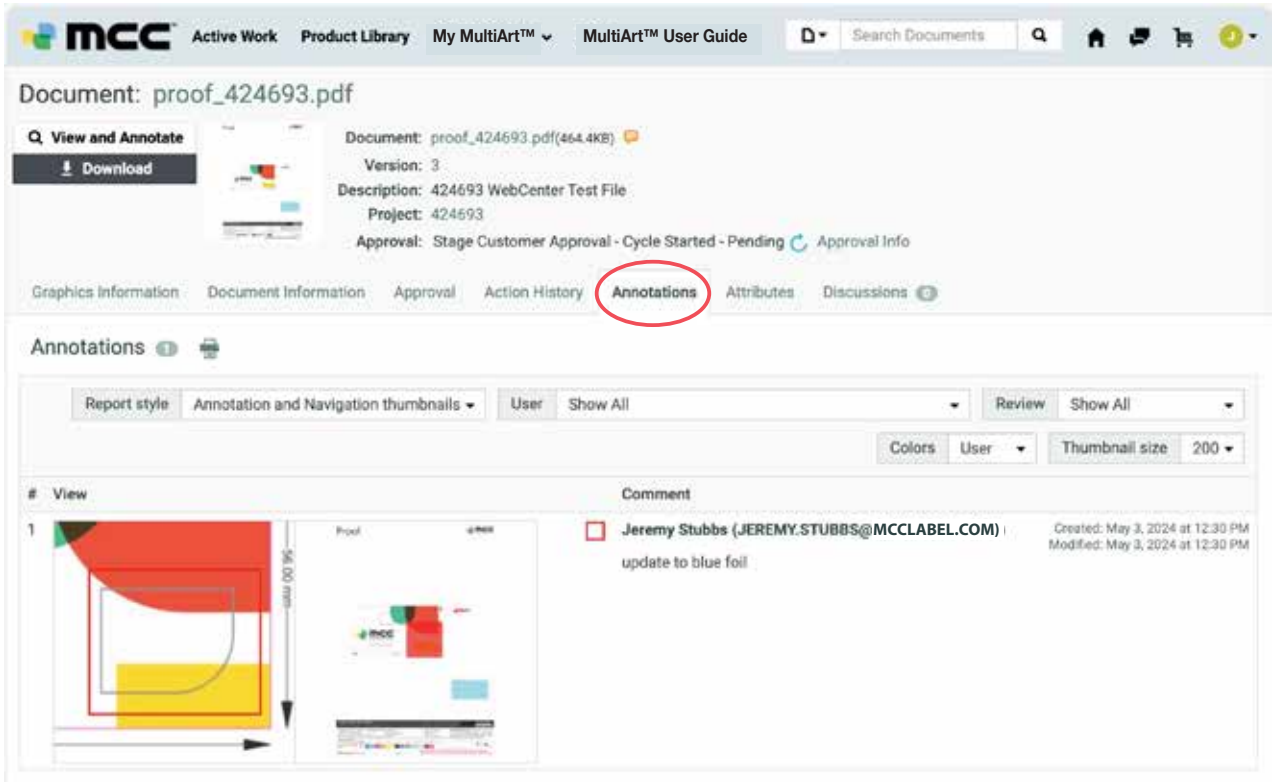
11 **Project View - Approval**

Project opens in new window
Approval tab shows that the Project is 'Pending'



12 **Project View - Annotations**

Annotations tab shows alterations requested



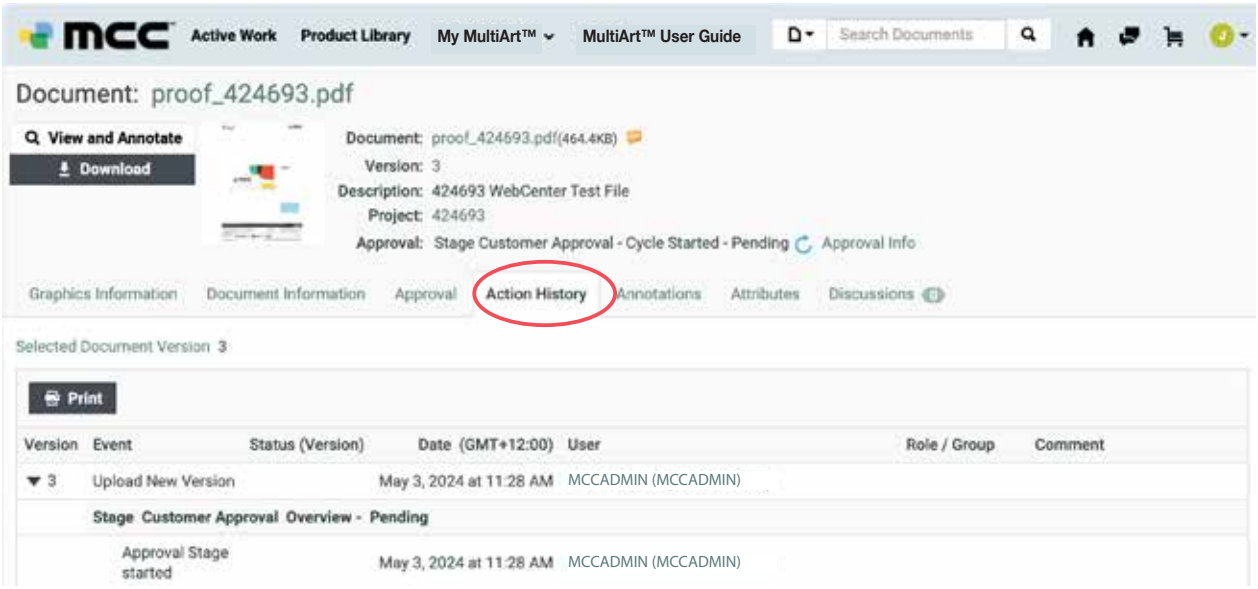
Client Guide For MultiArt™

Proofing / Alterations / Approvals

Premium Label Solutions

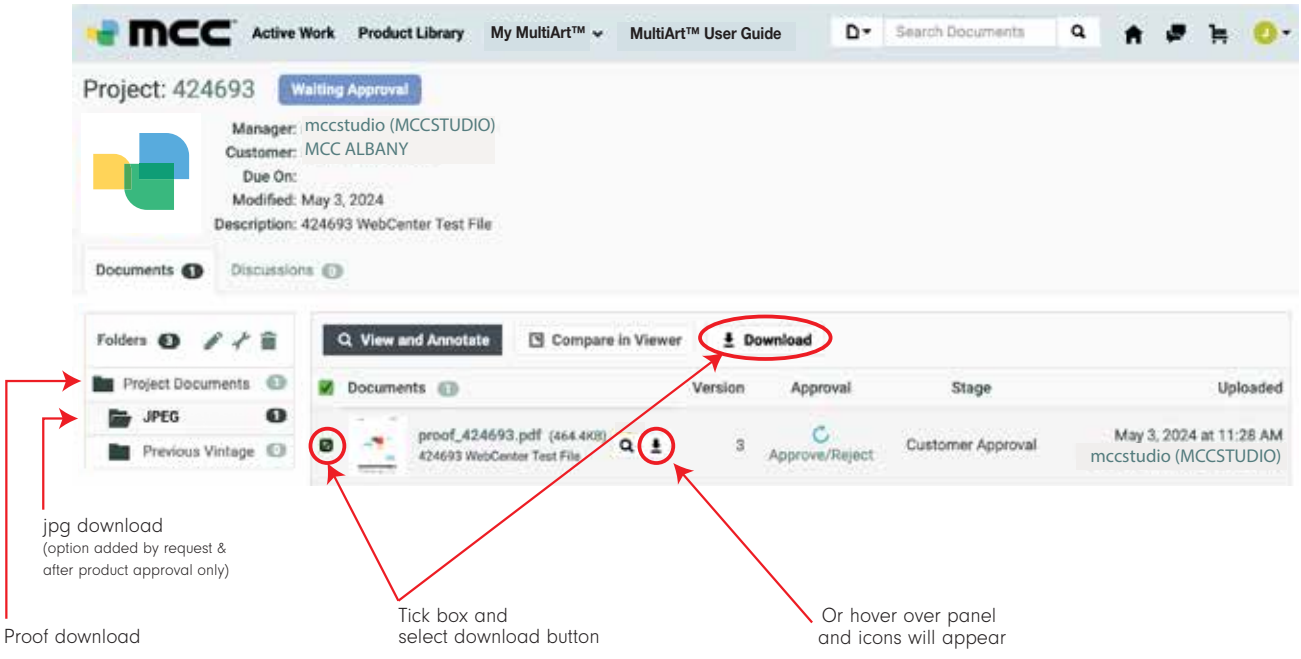
13 Project View - Action History

Action History tab shows history of Project



14 Project View

To download pdfs click on the project number.
Click on 'Project documents' to download proofs, or "jpg' for a clean 1up jpg - Note; 'jpg' is an option added by request & is available after product approval only.
fIn the next screen tick products box and select download button (or hover over panel and select download icon)

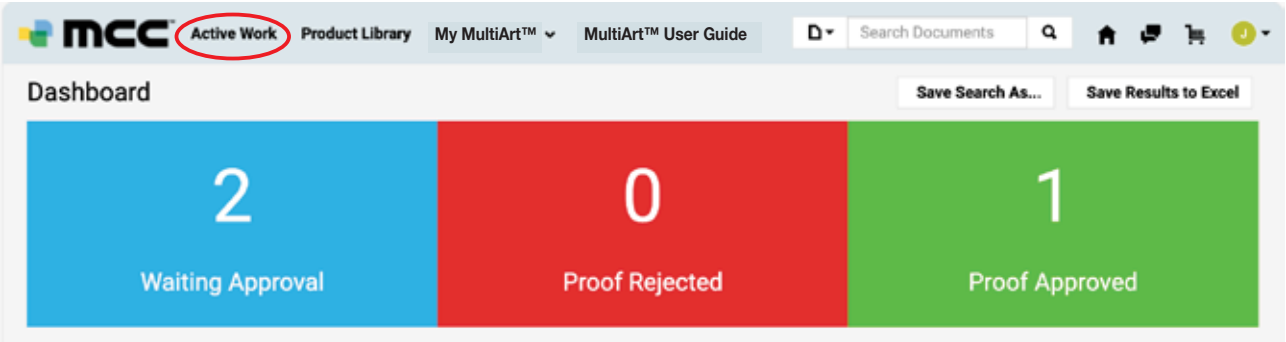


Client Guide For MultiArt™

Proofing / Alterations / Approvals

15 **Viewing Active Work**

Go to Active Work to see the combined status of all products:



16 **My (Settings)**

Select 'My MultiArt™' tab to see Profile etc

