



WebCenter

Client Proofing Guide

May 2024, V7

Client Guide For WebCenter

QUICK START GUIDE

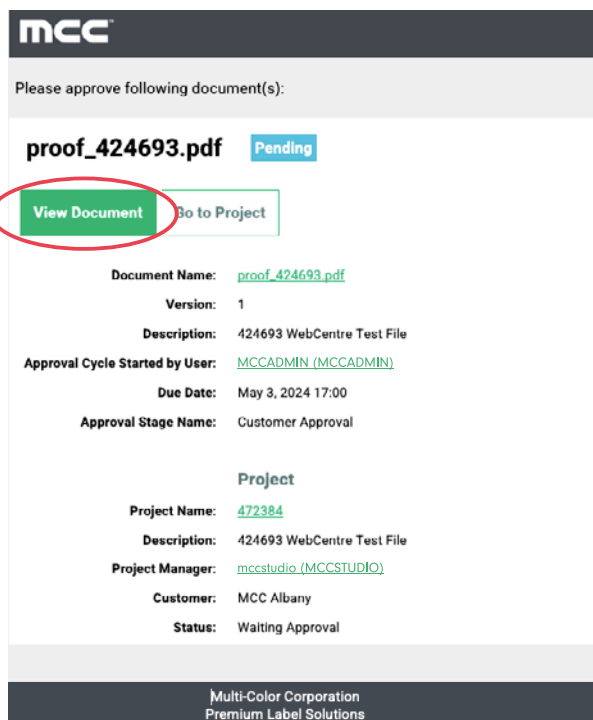


(For more detailed information, please refer to the main document from page 4 onwards)

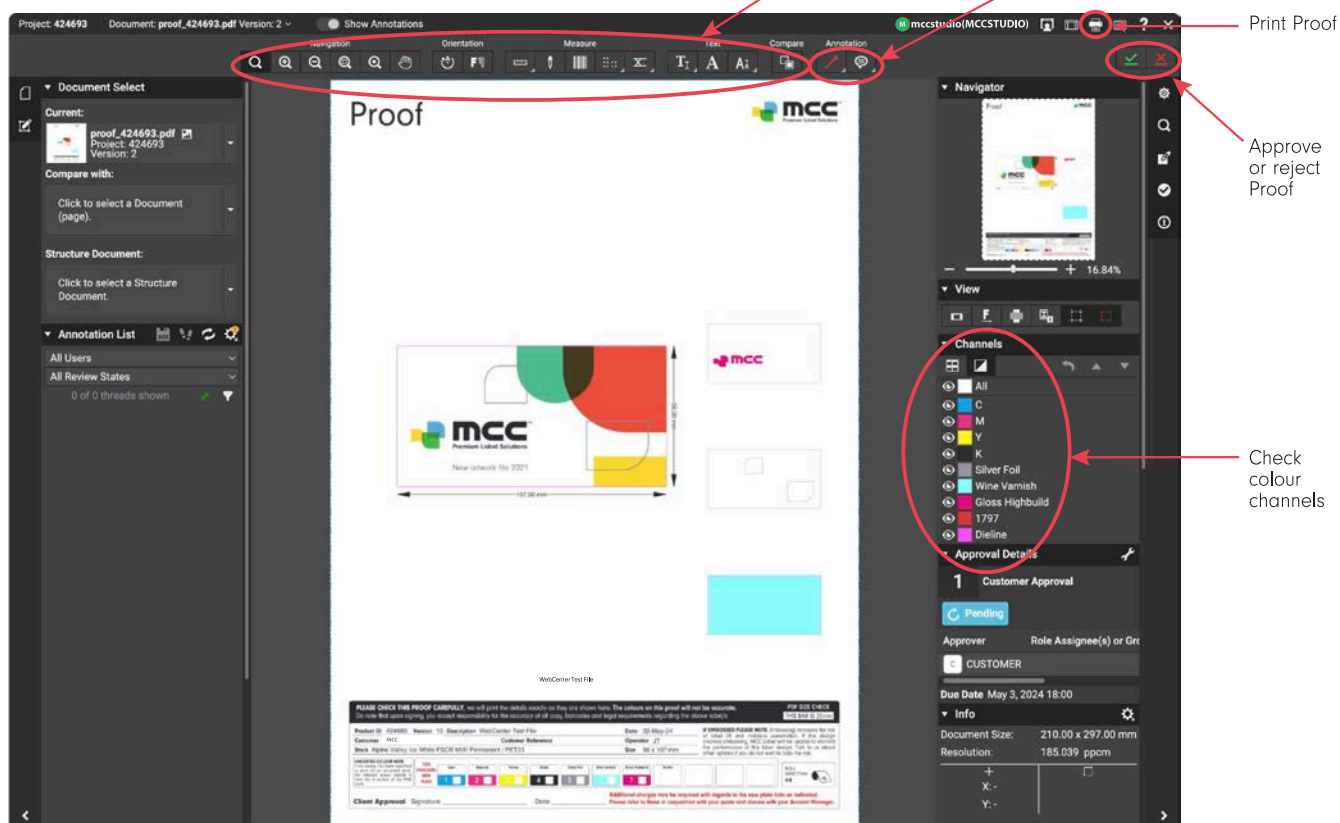
1 VIEW PROOF:

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

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 WebCenter

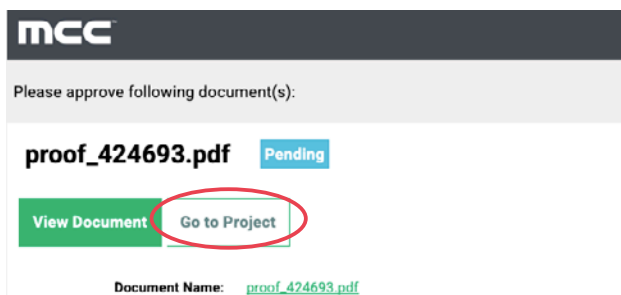
QUICK START GUIDE

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

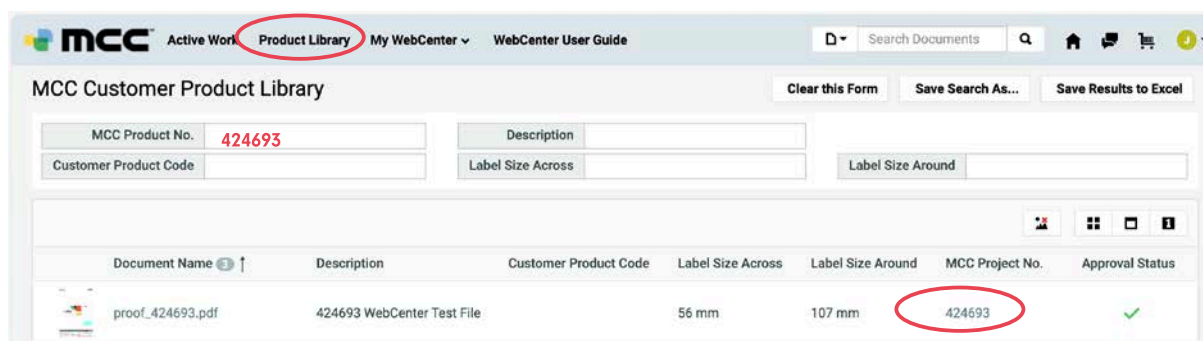
3 DOWNLOAD PROOF/JPG: Navigate to "Project View" for Downloading

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

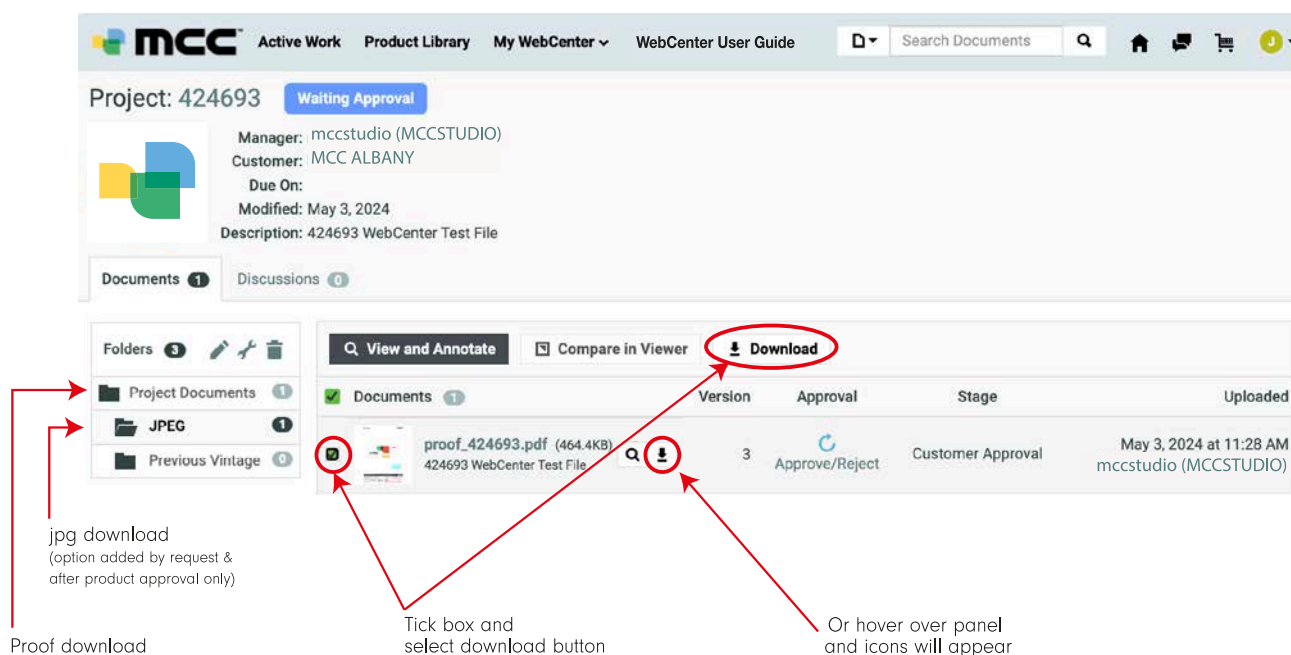
Either 1) Click on 'Go to Project' from your email to go straight to project view



Or 2) navigate directly from Web centre 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 WebCenter

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 contains all past/present jobs

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

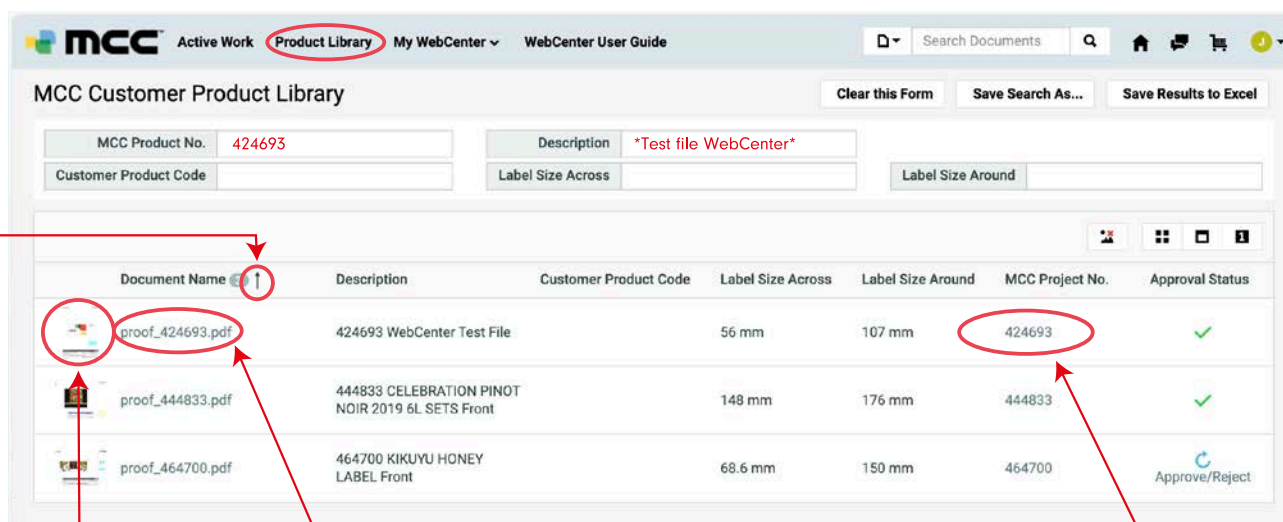
To find the proof you require search in the Description box or if you know the Product Number, enter that number in the MCC Product No. box.




In the Description 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.



Document Name	Description	Customer Product Code	Label Size Across	Label Size Around	MCC Project No.	Approval Status
 proof_424693.pdf	424693 WebCenter Test File		56 mm	107 mm	424693	✓
 proof_444833.pdf	444833 CELEBRATION PINOT NOIR 2019 6L SETS Front		149 mm	176 mm	444833	✓
 proof_464700.pdf	464700 KIKUYU HONEY LABEL Front		68.6 mm	150 mm	464700	Approve/Reject

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 WebCenter

Proofing / Alterations / Approvals



1 Login to WebCenter

<https://webcenter.rapidlabels.co.nz/webcenter/login.jsp>

Username: Your email address

Password: MCC CSR / Rep to advise

This will open to the home screen, select 'WebCenter 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 WebCenter

Proofing / Alterations / Approvals

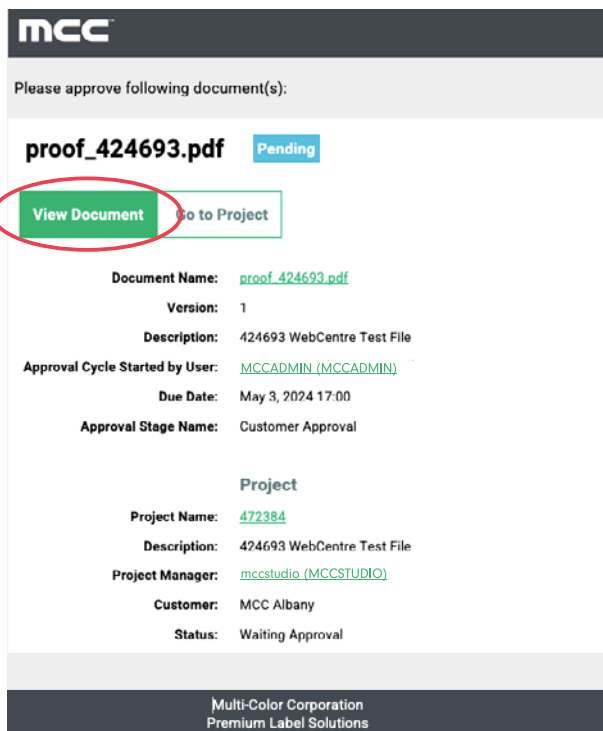


3 Clients receive email with first Proof

Click on 'View Document' to open link in WebCenter .

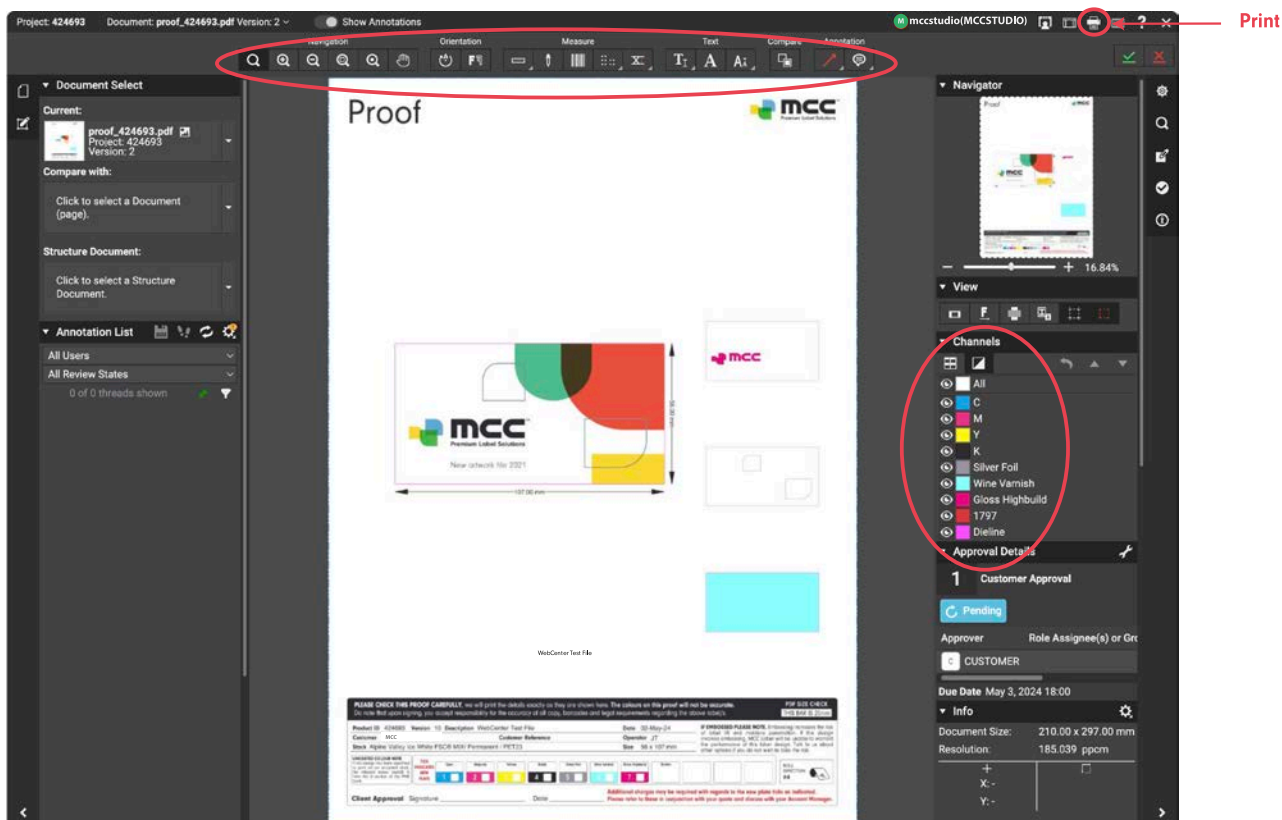
Trouble Shooting: If a warning pops up when you select "view document" that disables you from opening further proofs simply log off or close all browser windows that aren't currently in use.

(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 WebCenter

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



Client Guide For WebCenter

Proofing / Alterations / Approvals

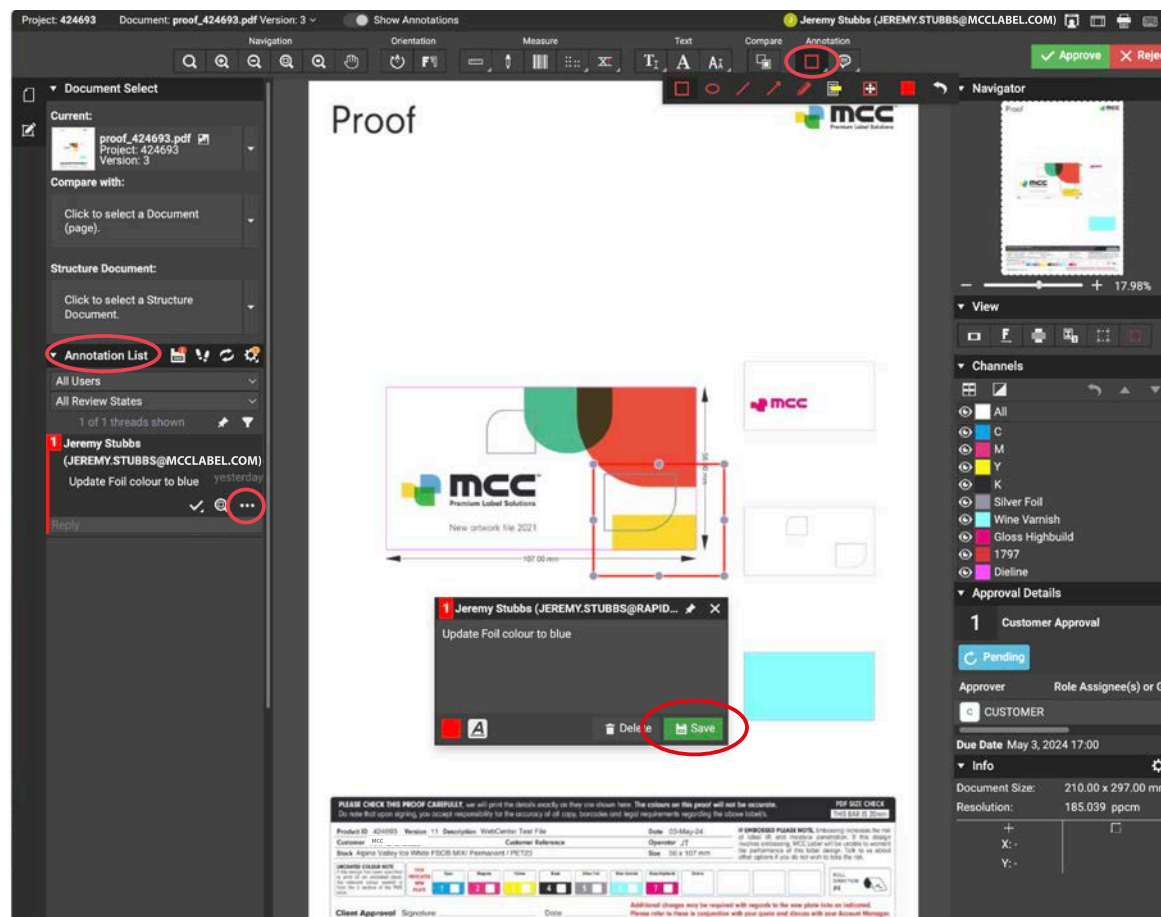


5 Making Alterations

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

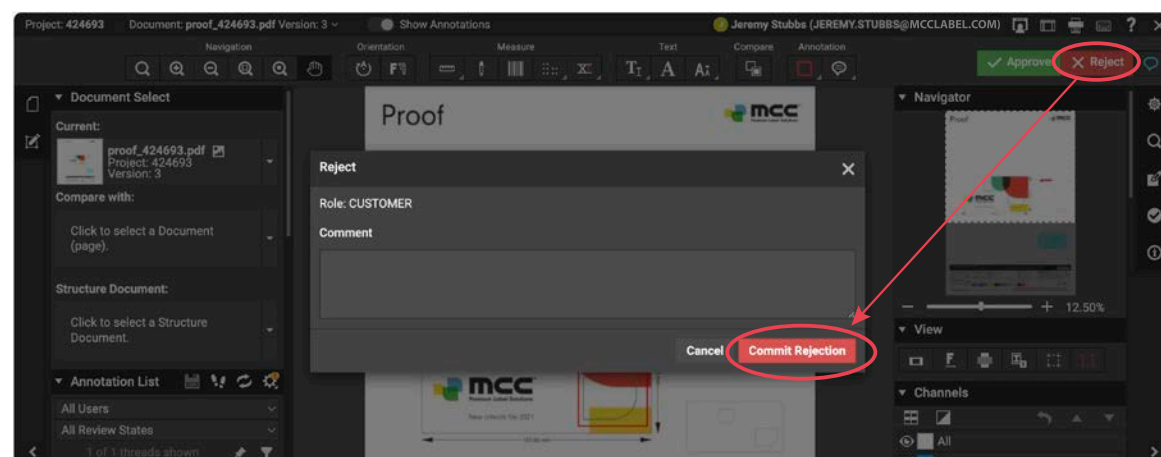


6 Client must select 'Reject' if Alterations made

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.



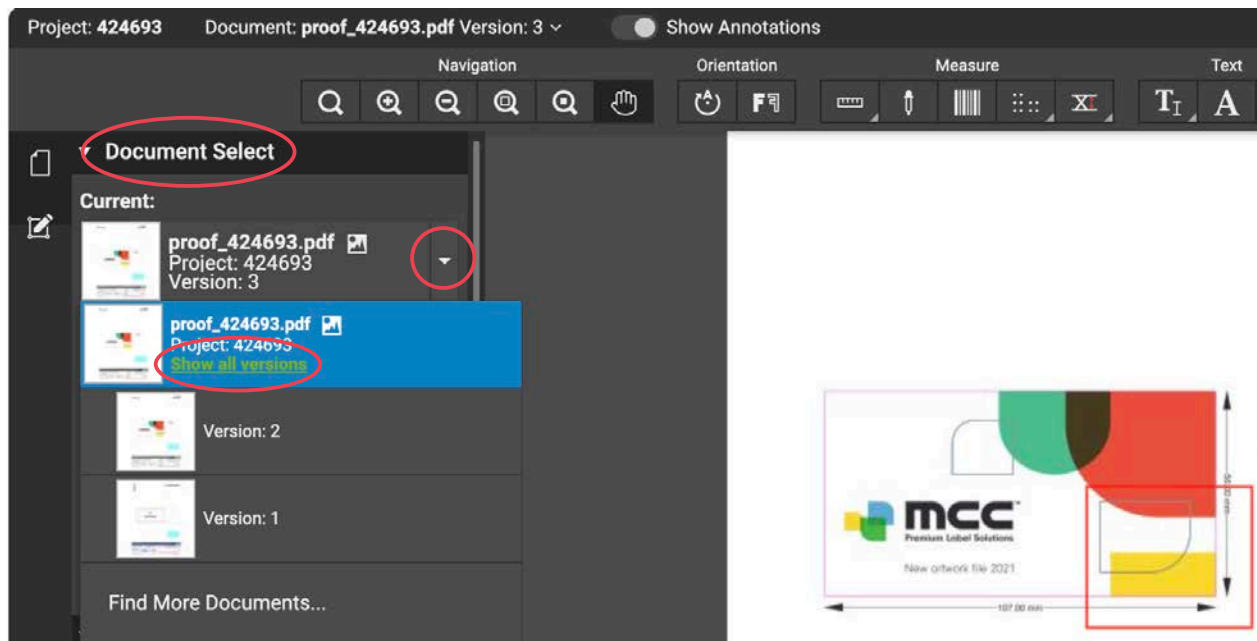
Client Guide For WebCenter

Proofing / Alterations / Approvals



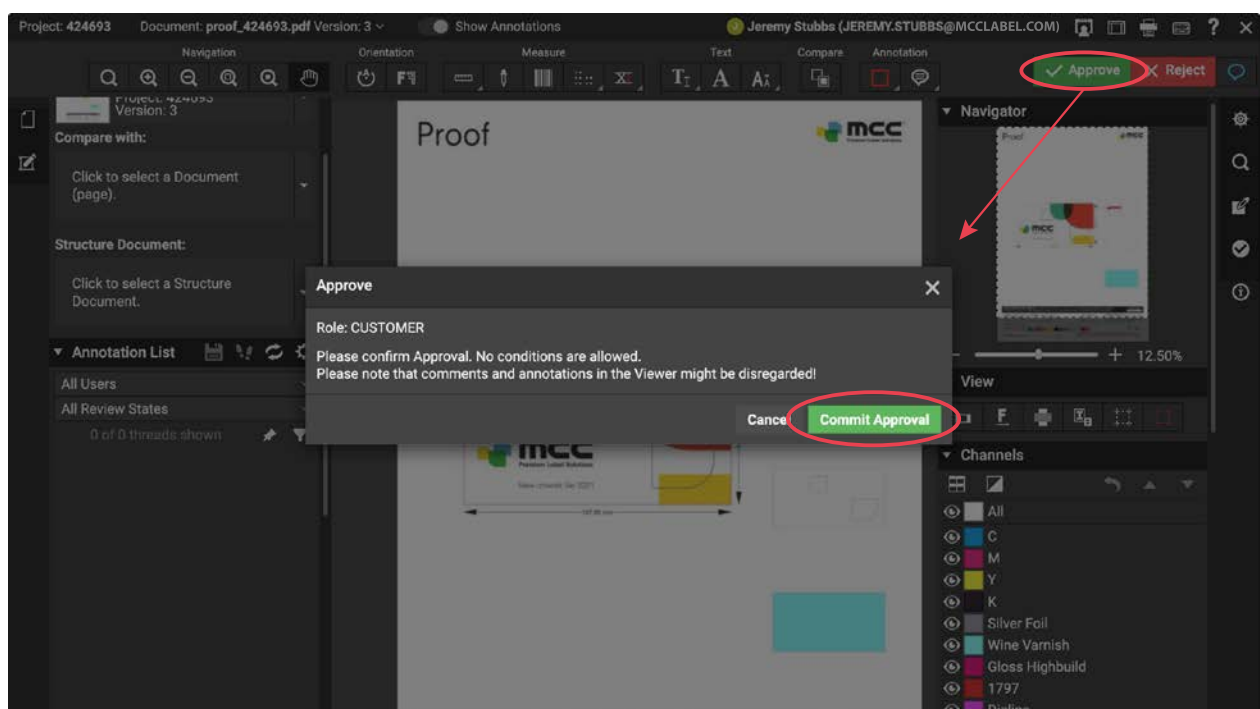
7 Viewing Previous Versions of Proof

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 WebCenter

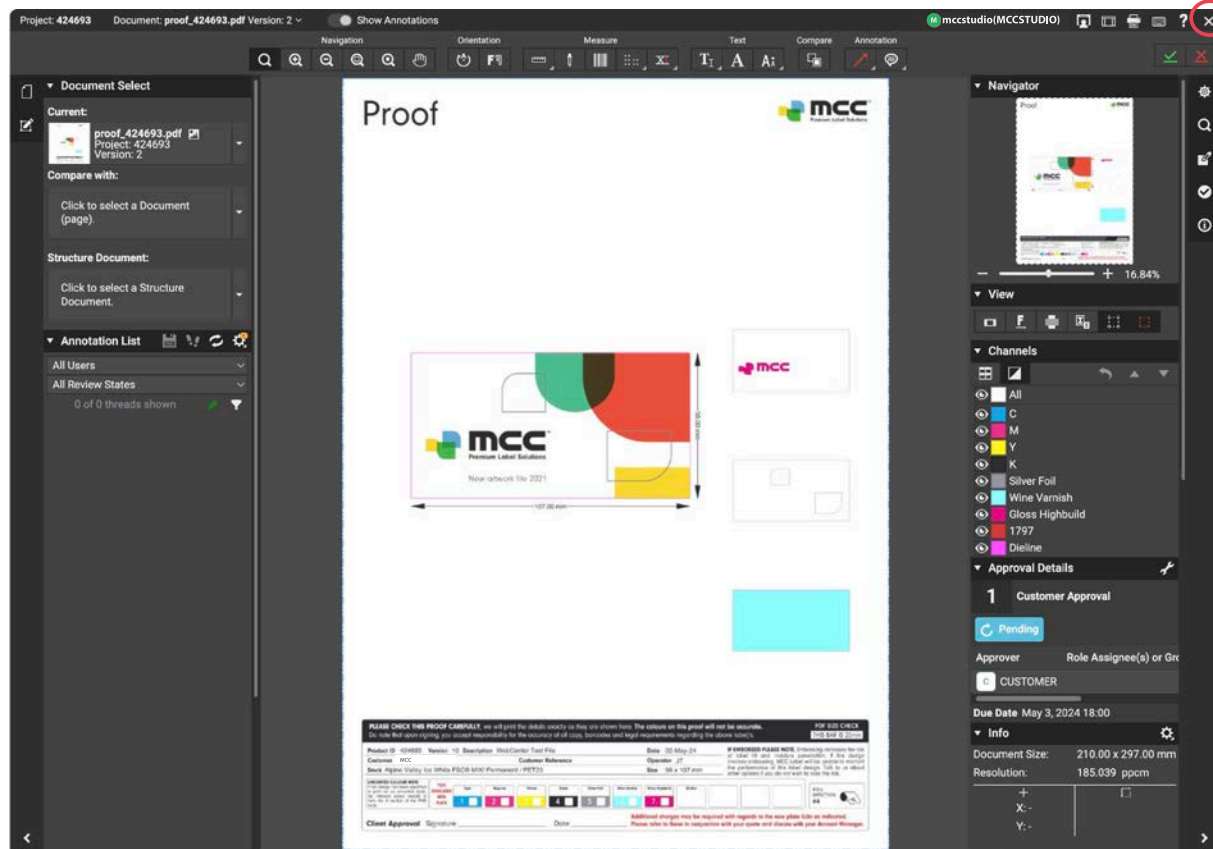
Proofing / Alterations / Approvals



9 Exiting Proof View

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

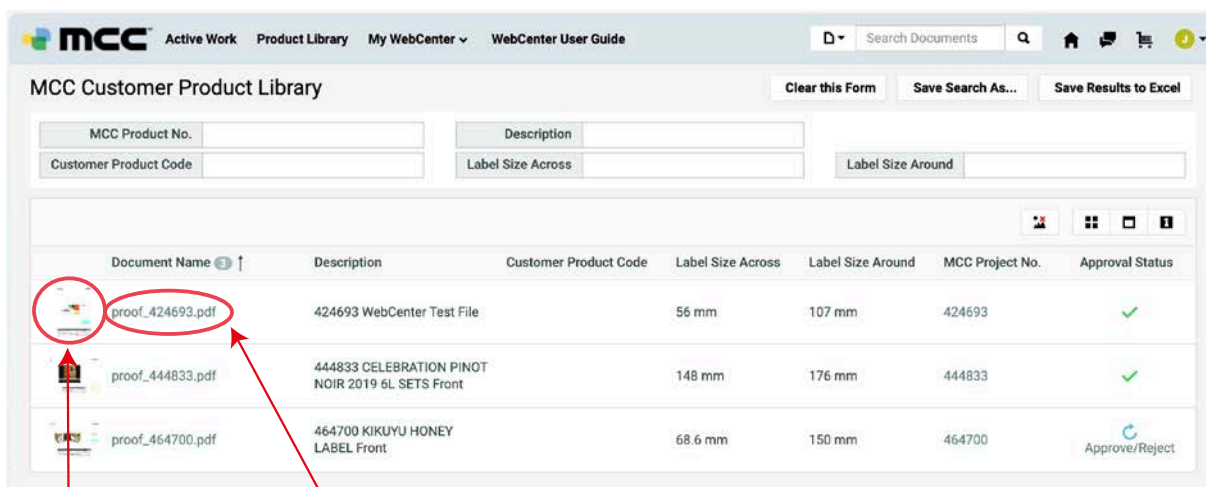
Exit Viewer



10 Product Library

This takes you to 'MCC Customer Product Library'

Select thumbnail image to go directly to Proof, or select proof name.pdf to go to project



Thumbnail image
(Proof)

Proof name.pdf
(Project)

Client Guide For WebCenter

Proofing / Alterations / Approvals



11 Project View - Approval

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

Document: proof_424693.pdf

Document 1 of 1

Q View and Annotate Download

Document: proof_424693.pdf(464.4KB)
Version: 3
Description: 424693 WebCenter Test File
Project: 424693
Approval: Stage Customer Approval - Cycle Started - Pending Approval Info

Graphics Information Document Information **Approval** Action History Annotations Attributes Discussions 0

Document Approval Setup Pending

✓ Approve ✗ Reject Comment

1 Customer Approval Pending

Approver	Role Assignee(s) or Group Members	Type	Status (Version)	Approval Date	Last Submitted by	Comment/Condition
C CUSTOMER		One of Role				

Due Date May 3, 2024 17:00

12 Project View - Annotations

Annotations tab shows alterations requested

Document: proof_424693.pdf

Document 1 of 1

Q View and Annotate Download

Document: proof_424693.pdf(464.4KB)
Version: 3
Description: 424693 WebCenter Test File
Project: 424693
Approval: Stage Customer Approval - Cycle Started - Pending Approval Info

Graphics Information Document Information Approval Action History **Annotations** Attributes Discussions 0

Annotations 1

Report style Annotation and Navigation thumbnails User Show All Review Show All Colors User Thumbnail size 200

#	View	Comment	
1		<input type="checkbox"/> Jeremy Stubbs (JEREMY.STUBBS@MCCLABEL.COM) update to blue foil	Created: May 3, 2024 at 12:30 PM Modified: May 3, 2024 at 12:30 PM

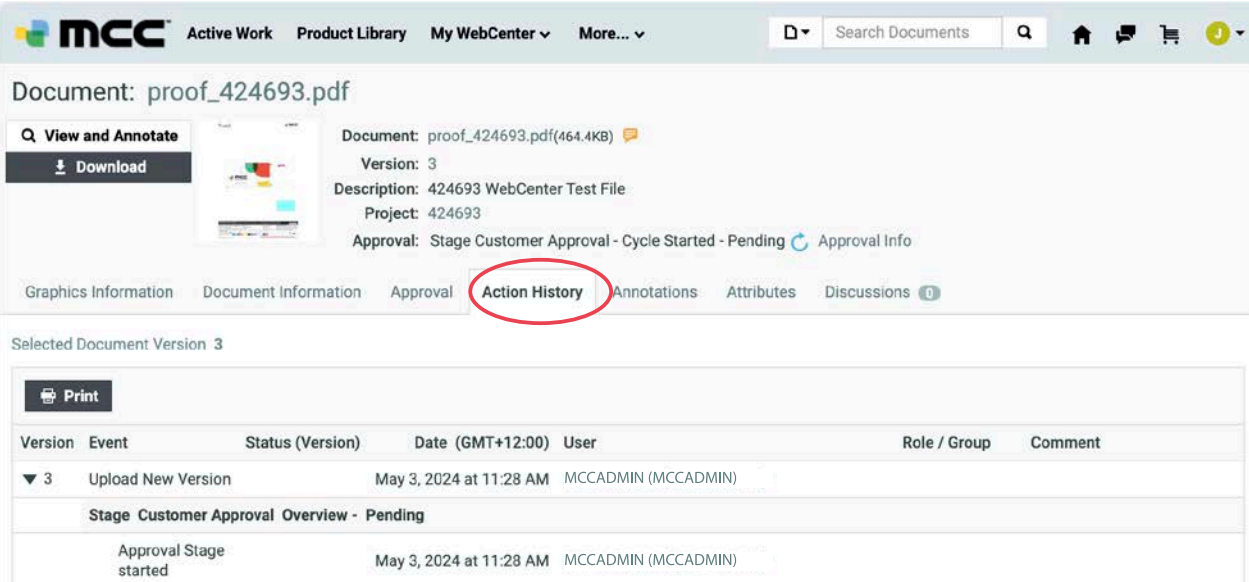
Client Guide For WebCenter

Proofing / Alterations / Approvals



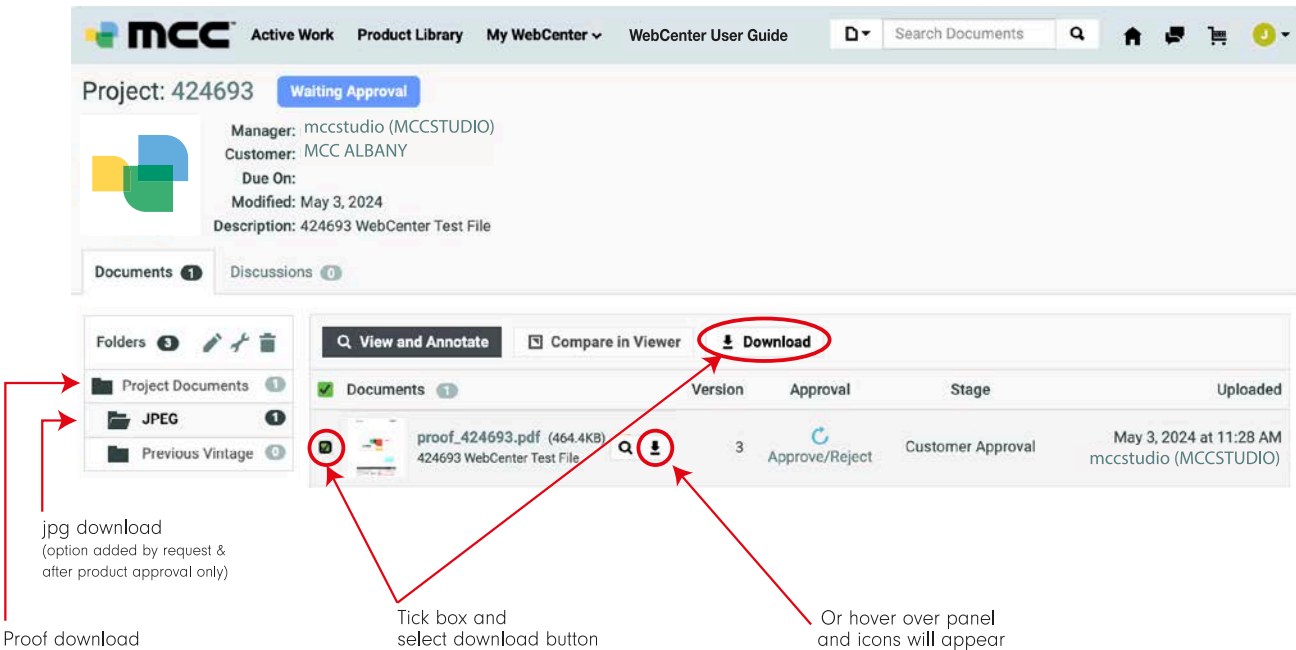
13 Project View - Action History

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.
In the next screen tick products box and select download button (or hover over panel and select download icon)



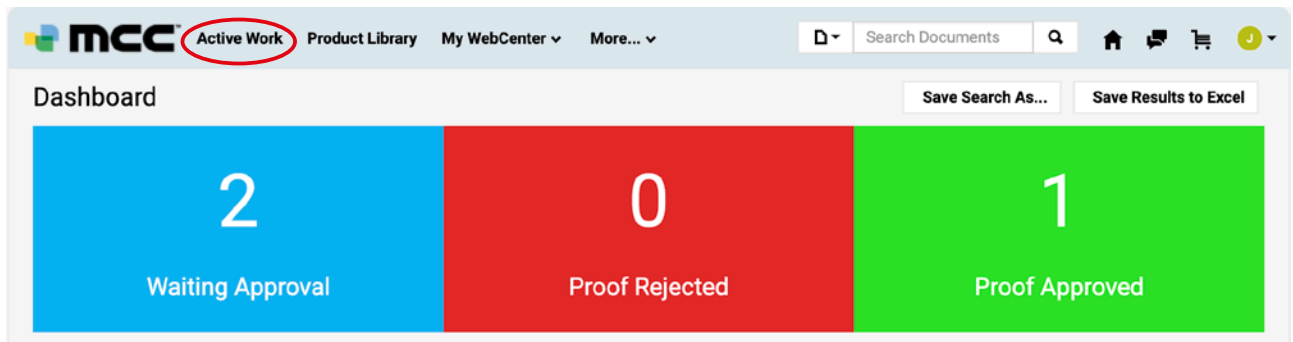
Client Guide For WebCenter

Proofing / Alterations / Approvals



15 Viewing Active Work

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



16 My WebCenter (Settings)

Select 'My WebCenter' tab to see Profile etc

The screenshot shows the 'My Password' settings page in the MCC WebCenter. The top navigation bar includes 'Active Work', 'Product Library', 'My WebCenter' (circled in red), and 'More...'. A dropdown menu is open under 'My WebCenter', showing options: 'My Profile', 'My Password' (selected), and 'My Delegates'. The main content area has a green status indicator for 'Basic password authentication' and three input fields for 'Old Password', 'New Password', and 'Confirm New Password', each with a red asterisk indicating it is required.