

WEBCENTER

HALLY LABELS' ONLINE
ARTWORK MANAGEMENT SYSTEM

User Guide

GETTING STARTED

Create your WebCenter Bookmark

So that you can easily access WebCenter in the future we recommend that you add a bookmark to your preferred web browser.

1. Open your preferred web browser
2. Click on the following URL and add it to your bookmarks: webcenter.hally.com.au/WebCenter

Get to know the WebCenter Login page

To load the WebCenter login page either click on your bookmark or click the following URL:

webcenter.hally.com.au/WebCenter

1. Enter your username and password, then click the yellow 'Log In' button to log in to WebCenter
2. If you have forgotten your password click on '[Forgot Password?](#)' and follow the instructions to reset it

**HALLY
LABELS**

WebCenter - Hally Labels' Online Artwork Management System

Log In

Username
john.smith

Password
.....

1 Log In

2 Forgot Password?

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APPROVAL REQUEST

Get to know the approval request email

Once a new or revised document has been uploaded to WebCenter for approval you will be notified via email.

1. Open the document from your email by clicking on the document name (eg. 116779.pdf) (if you are not already you will be asked to login to WebCenter before you can view the document)



Please approve following document(s):

Document	
Document Name:	1 300000 Proof.pdf (click here to view)
Version:	1
Description:	Hally Christmas Email Signature
Approval Cycle Started by User:	Artwork, Aus (AUS.ARTWORK) ✉
Due Date:	Dec 13, 2016 09:00
Link to Document:	http://webcenter.hally.com.au/WebCenter/docdetailsapprovers.jsp?menu_file=myfavoriteproj&docVerID=00002_0000023406

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MY WORK PAGE

Get to know the WebCenter My Work page

Once you have logged into WebCenter you will be taken to the My Work page, this is where you can manage all of your documents and approvals.

1. Filter the documents that appear in the 'My Approvals' list by using the dropdown menu at the top right.
2. Sort the documents in 'My Approvals' by clicking *Document* at the left above the Products list.
3. Open the document in the Viewer tool by clicking on the magnifying glass symbol.
4. Download a Low Resolution PDF file by clicking on the documents file name (eg. 300000.pdf) and then clicking the 'Download' button, or click the underlined arrow icon once ticking the checkbox beside the file name.
5. Leave a comment by clicking on the speech bubble icon.
6. Approve by clicking on the green tick symbol
7. Reject by clicking on the red cross symbol

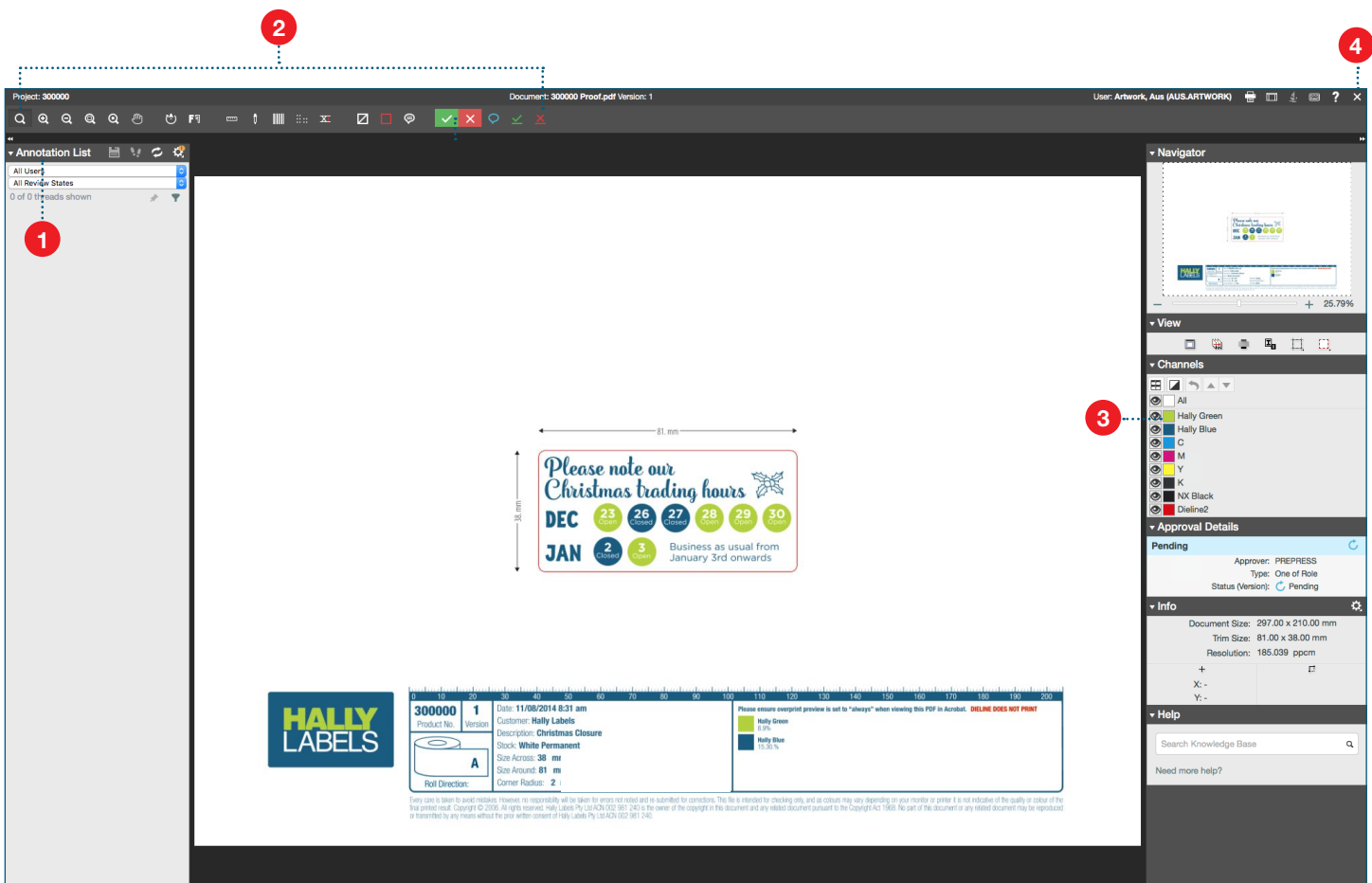
The screenshot shows the 'My Work' page interface. At the top, there is a navigation bar with 'My Work', 'My Project', 'My Assets', and 'My WebCenter' tabs. A search bar and user profile icon are on the right. Below the navigation bar, the 'My Approvals' section is visible. It includes a search icon, a download icon, a comment icon, a green checkmark (approve), and a red cross (reject). A dropdown menu for 'Approval by' is set to 'Me or Group I Am In'. The main table lists approvals with columns for Document, Version, Version Author, Due Date, Project, and Assigned to. One approval is shown for '300007 Proof.pdf' with a due date of 'Mar 8, 2017 at 3:21 PM' and assigned to 'TESTCUST1'. Below this is the 'My Recently Submitted Approvals' section, which shows a list of submitted approvals with columns for Status, Name, Version, My Status, My Comment, Submission Date, and Project. Two approvals are listed: one for '300007 Proof.pdf' with a status of 'Rejected' and one for '312266.pdf' with a status of 'Approved'.

VIEWER TOOL

Get to know the WebCenter Viewer Tool

Click on the magnifying glass symbol on the My Work page to open the document in the Viewer tool where you can look over the document in detail.

1. Display the annotations list by clicking the arrow beside *Annotation List*; click again to hide.
2. Use the tool bar on the top left to inspect, measure, view, annotate and approve/reject the document.
3. Use the right-hand-side panel for advanced viewing options
4. Exit the Viewer tool by clicking the cross icon in the top right corner



MY PROJECTS PAGE

Your Projects - All in One Place

Upon Approval of your Artwork, the Project including previously approved projects can be found on the My Project page. You can navigate My Projects easily using the filters at the top of the page. See the screenshot below.

1. Click on the My Project link at the top.
2. Document & Project name is where you can filter by Product Number.
3. Here you can filter your Artworks by Complete / Active or Rejected / Approved.
4. You can also search the Project Description using * as a wildcard character before or after text.

The screenshot shows the HALLY LABELS web interface. At the top, a navigation bar includes 'My Work', 'My Project', 'My Assets', and 'My WebCenter'. A search bar is on the right. Below the navigation, the 'Search Results' section contains several filters: 'Document Name', 'Project Name', 'Project Status' (set to 'Show All'), 'Approval Status', 'Project Description', and 'Customer/Location'. A 'Search' button and a 'Select criterion' dropdown are also present. Below the filters, a table of search results is displayed with columns for Name, Approval Status, Project, Project Created, Project Description, Project Status, and Customer/Location. Two items are listed: one with status 'Active' and another with status 'Completed'. At the bottom, it shows 'Found: 2 Items.' and 'Page 1 of 1'. A footer at the very bottom reads 'WebCenter is another awesome product created by Esko - Version 16.0 - Build r12'.

WEBCENTER HELP

Do you have any questions?

If you require further information in regards to WebCenter please contact your Account Manager.

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