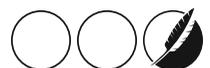


SA International

# Flexi Artwork Approval Tool



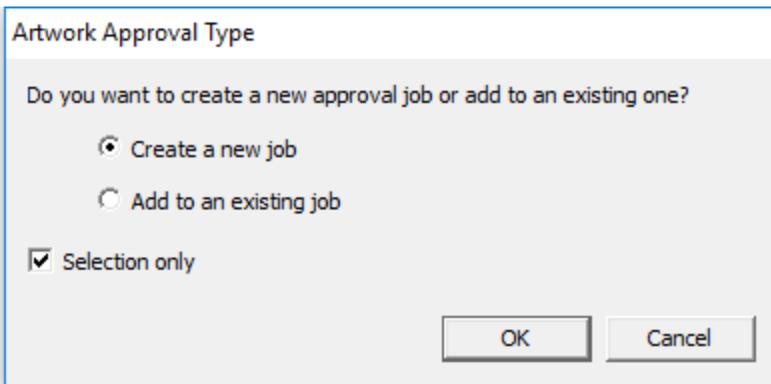
## 1.1. Using the Artwork Approval Tool

With the Artwork Approval Tool, you can get jobs approved faster and spend less time on the phone and composing emails. The Artwork Approval Tool is easy to use and automatically tracks projects and revisions.

### 1.1.1. Creating a new Artwork Approval Job

To start using the Artwork Approval Tool:

- » Go to the **File** menu, then select **Send to Approval Tool**.



**Artwork Approval Type**

Do you want to create a new approval job or add to an existing one?

Create a new job

Add to an existing job

Selection only

OK Cancel

- » Select the **Create a New Job** option, and click **OK**.
- » Optional : If you only want to send the selected part of your artwork, click **Selection Only**
- » Click **OK**
- » This will bring up a form where you can enter the new approval job information, including the email address where the approval request will be sent

**Approval Job Information**

\*Approval job name:

\*Customer name:

\*Customer email:

\*Confirm customer email:

Comments:

Artwork description:

Artwork width:

Artwork height:

Order number:

Project code:

» Enter the applicable information, then click **Submit** to send the artwork to your customer.

After you send the artwork, your customer will receive an email that contains instructions and a link where he or she can review the artwork. Clicking on the link will open your customer's web browser there the artwork and job information can be reviewed.

Cloud Software Files Approval Jobs Account Settings Login Settings Logout

**Approval Jobs**

To create a new approval job, open the artwork in Flexi and Select File > Send > Send to Approval tool

Title	Status	Customer Name	Customer Email	Revisions	Delete
My Artwork	Pending Customer Feedback	Customer Z	customer@shop.com	1	<input type="button" value="Delete"/>
Clothe Cafe	Feedback has been received	Customer X	customerX@store.com	1	<input type="button" value="Delete"/>
reconnect ft	Approved	Customer	customerY@customer.com	2	<input type="button" value="Delete"/>

» After reviewing your work, the customer can click **Approve** or create a mark on any part of the artwork to make comments by drawing a box and typing. Customers can add as many feedback boxes as necessary. When they are ready to send you their feedback, customers simply click the **Send Comments** button, and you will be notified by email.



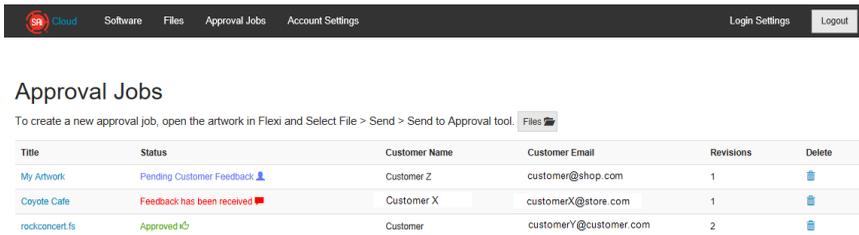
### 1.1.2. Sending the next revision

- » Click the link in the email you receive to open your browser and view your customer's feedback.
- » Once you've reviewed your customer's comments, go back to Flexi, and make changes as requested.
- » When you're finished revising the artwork, open the **File** menu again, and select **Send to Approval Tool**.
- » Select the **Add to an Existing Job** option.
- » Select the existing Artwork Approval project, and click **Select**.

Your customer will receive a new email with a link to the revised artwork. After opening the link, they can, once again, choose to approve the artwork or send you their feedback. The Artwork Approval Tool saves a copy of each revision, so you can easily go back to a previous version whenever necessary.

### 1.1.3. Checking the status of Artwork Approval Jobs

In Flexi, you can check the status of your Artwork Approval jobs at any time. Simply open your Cloud window, then click on the Artwork Approval icon. The Approval Tool automatically keeps track of the status of all of your Approval jobs:



Approval Jobs

To create a new approval job, open the artwork in Flexi and Select File > Send > Send to Approval tool. [Files](#)

Title	Status	Customer Name	Customer Email	Revisions	Delete
My Artwork	<a href="#">Pending Customer Feedback</a>	Customer Z	customer@shop.com	1	
Coyote Cafe	Feedback has been received	Customer X	customerX@store.com	1	
rockconcert.fs	Approved	Customer	customerY@customer.com	2	

You can also delete old Approval jobs in this window by clicking the trash can icon.