

Springfield Solutions now have an online artwork approval and label ordering portal called **Web4Labels**.

Web4Labels gives you full online access to approving and rejecting artworks, plus you will also be able to see all artworks in real time, so you can see what stage an artwork is at any time.

To start with you will receive an email like the below when an artwork is ready to approve:

Hi Ian,

The following product has been uploaded to Web 4 Labels and is now ready for you to approve.

Label Code: NATURAL BOIS SAMPLES
Description: Natural Bois Samples
Cerm Product No.: 183786

Please click on the below link and enter you User Name and Password:
<https://springfield.web4labels.com/apps/customer-portal/dashboard>

If there is a seperated pdf, please aslo check this to confirm your happy with the Printed White/Embellishments.

For instructions on how to approve or reject the PDF please click on the link below:
<https://cdn.springfieldsolutions.co.uk/downloads/web4labels-customer-approval-user-guide.pdf>

PLEASE NOTE:

Before you open the attachment, be aware that spotting issues at this stage saves us all a lot of time. Check this proof carefully for any issues concerning layout, text/font style, spelling or colour.

When creating your proof every care is taken to meet your order requirements. We cannot be held responsible for any errors which are not noticed at point of approval.

Please note that your delivery date is subject to the approval of this PDF. Any delay could affect this date.

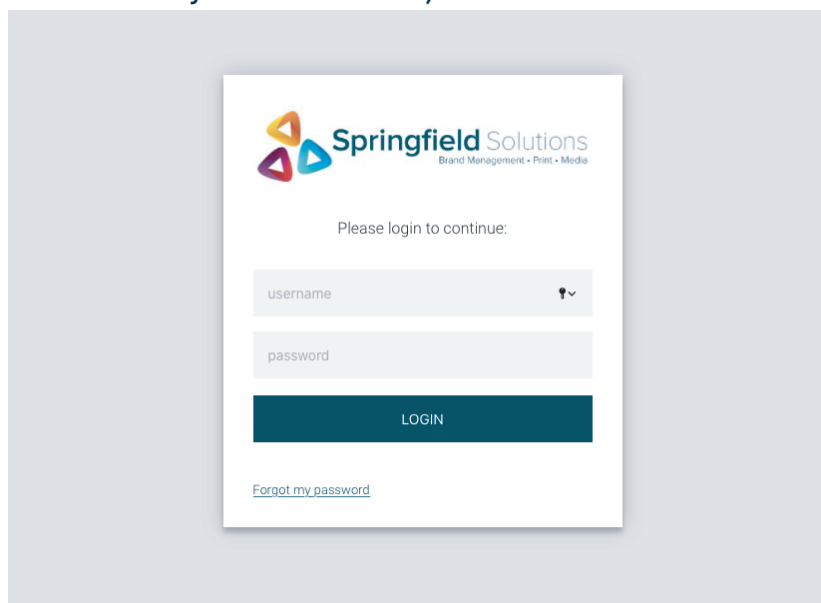
Any amendments requested after the first pdf proof, or new artwork supplied may incur a charge.

Kind Regards

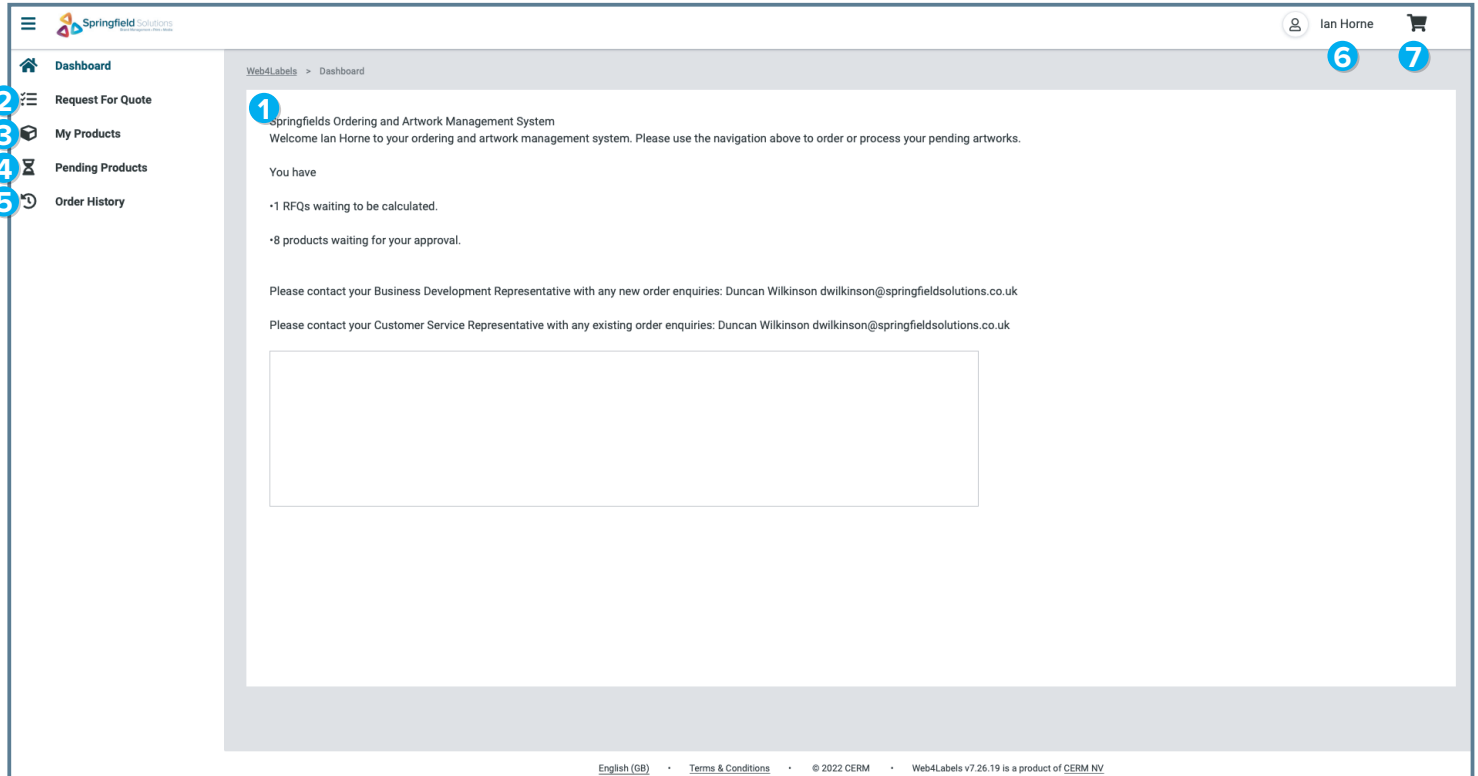
To approve the artwork click on the link in the email:

<https://springfield.web4labels.com/apps/customer-portal/dashboard>

This will take you to the portal in your browser, the screen below will appear asking you to enter your username & password (you should already have received this information to log in, but if you haven't please contact your CSR for this).

A screenshot of the Springfield Solutions login portal. The page features the Springfield Solutions logo at the top, followed by the text "Please login to continue:". Below this are two input fields: "username" and "password". The "password" field has a small eye icon to toggle visibility. A dark blue "LOGIN" button is positioned below the input fields. At the bottom of the form, there is a link that says "Forgot my password". The entire login form is centered on a light gray background.

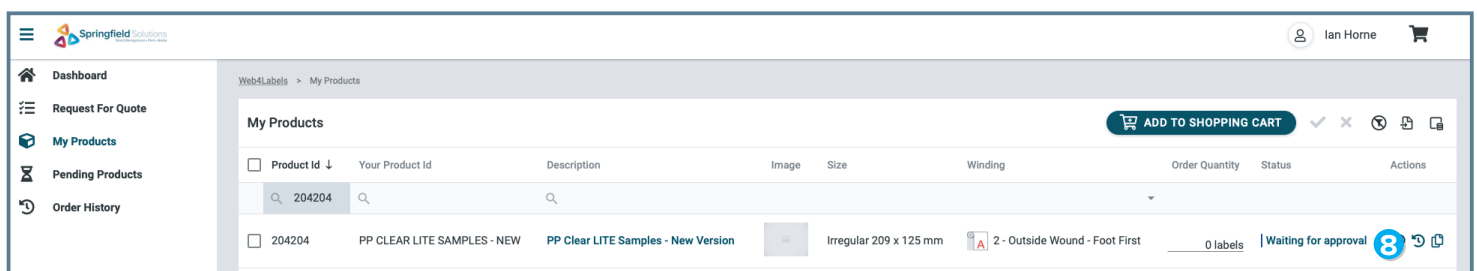
Once you are logged in the page it will take you to your home screen:



- 1 List of your order progress and your Springfield Solutions contacts
- 2 Link to Request for Quote
- 3 Link to your Products
- 4 Link to your Pending Products
- 5 Link to your companies Order History
- 6 Link to your account details/Log off
- 7 Link to your shopping cart

If you click on **Pending Products** it will take you to all products that need approving, you will receive an email for every artwork that needs to be approved (you do not need to go into each email and click on the link, you can do it all from this pending section once you are logged in). 4

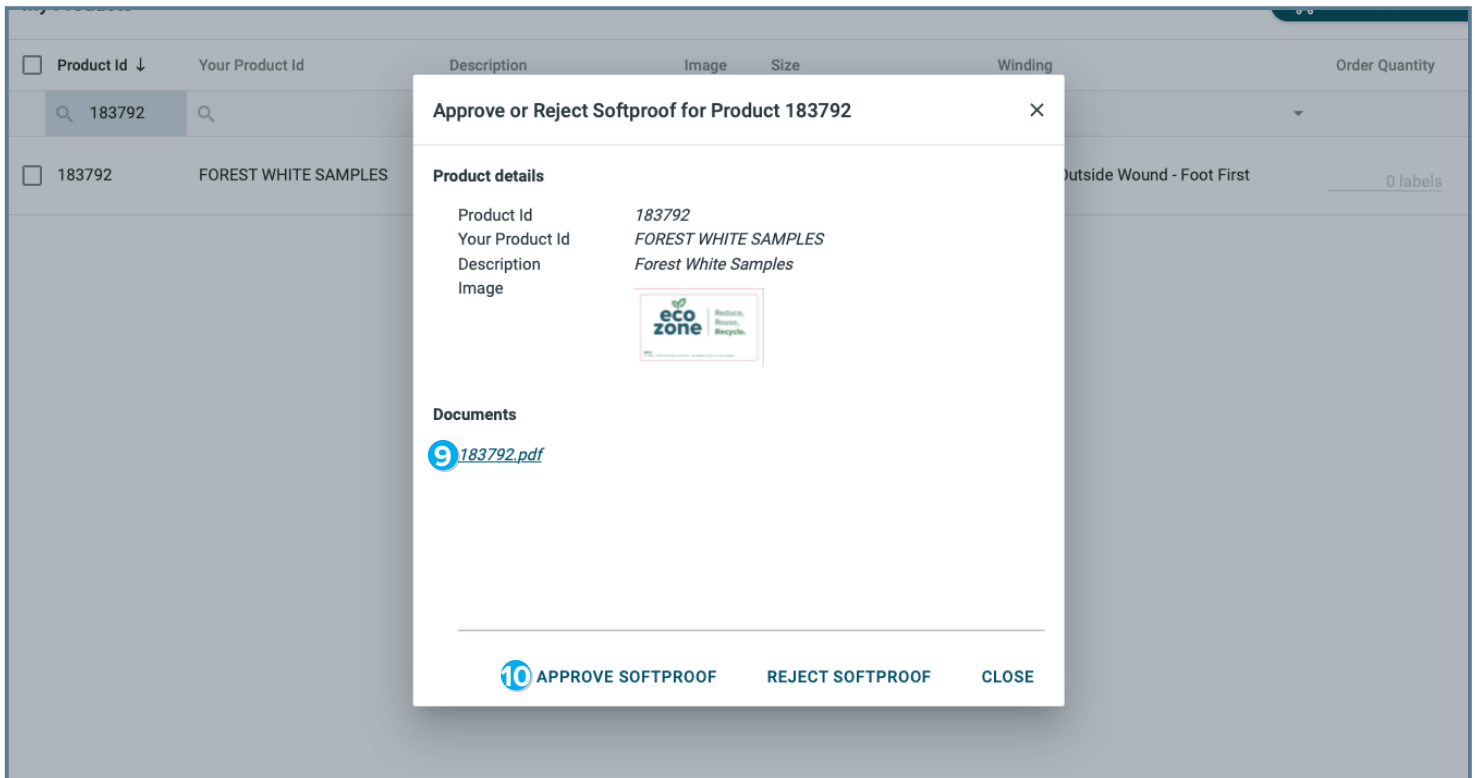
All the artworks that are pending will be in your list. To check your artwork, click on **Waiting for approval** 8



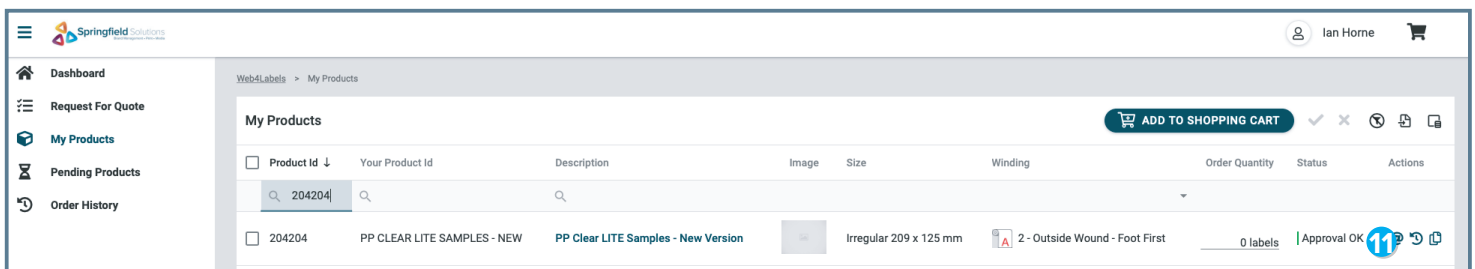
To download your artwork, click on the pdf link under Documents **9**

You can open up the PDF to check everything is OK, if there are printed whites or embellishments on the artworks there will be another pdf link to download to show these separations, please check this aswell to make sure you are happy with these separations before approving.

10 Click **APPROVE SOFTPROOF** if you are happy and want to approve your artwork ready for printing.



This will change to **Approval OK 11**

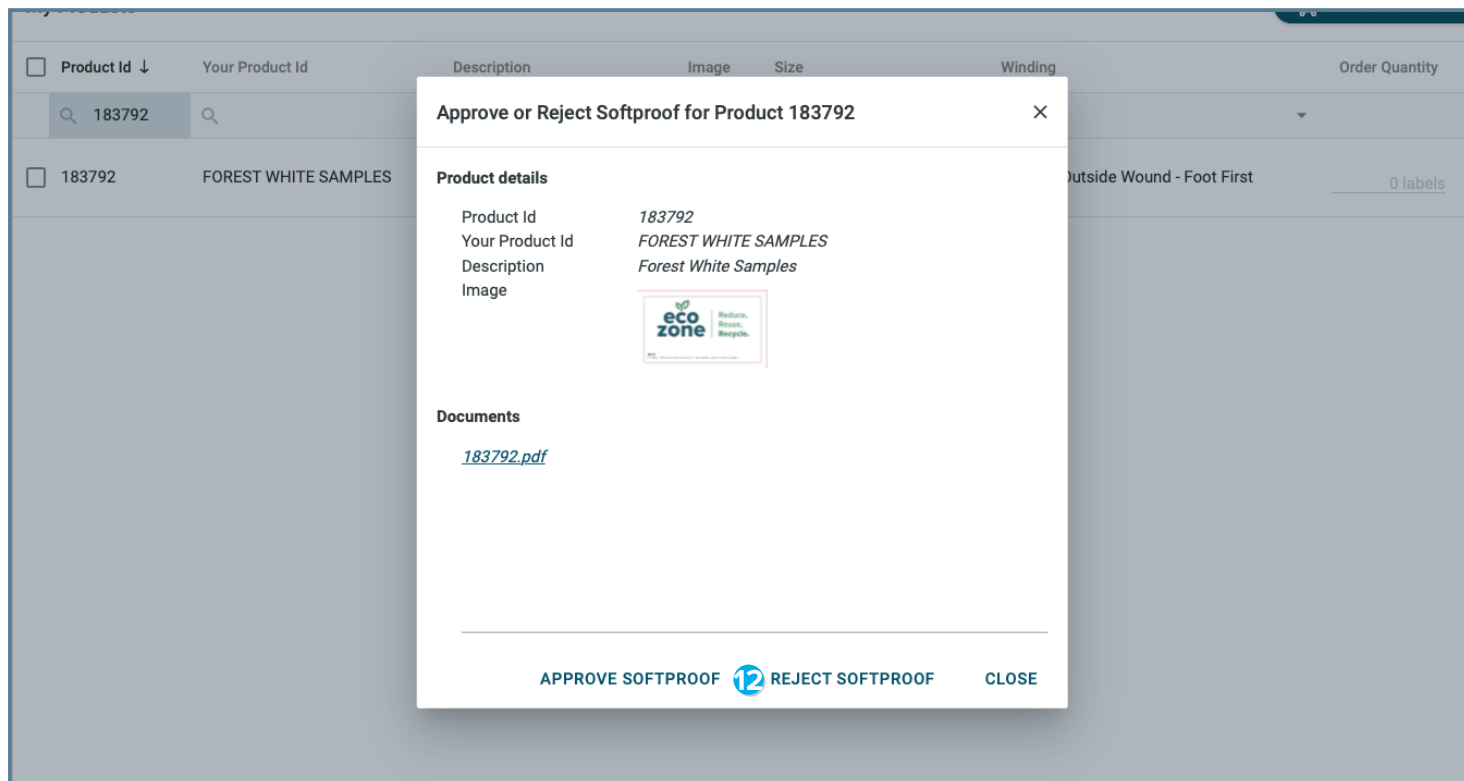


You will receive an email to say you have approved the artwork, it will also send an email to your CSR. The artwork will disappear from the pending list and appear in the **My Products** section.

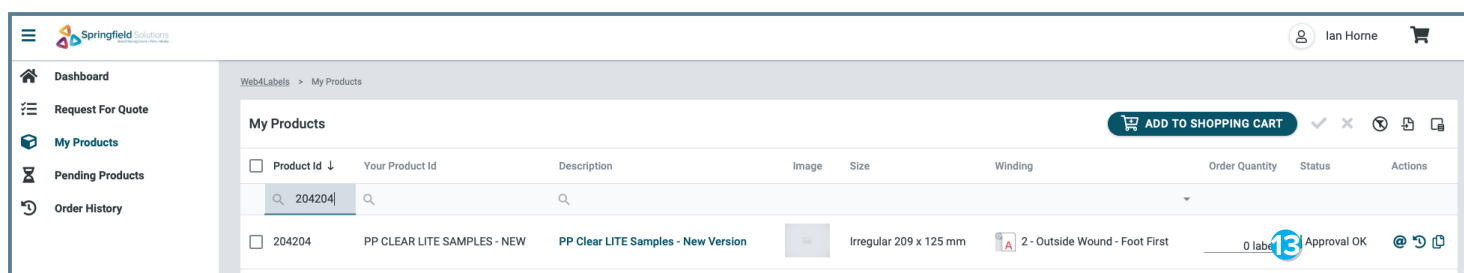
Once the CSR has received the email, they will complete the approval and it will be ready for print. If you have more than one artwork that needs approving repeat the above steps until all artworks are approved, you will receive an email for each approval.

If a colour approval is required (you will receive a colour proof in the post), the CSR will change the status back to **Approved for Content**, this will change to **Approval OK** once colour approval is received.

If you want to reject your artwork, click on **REJECT SOFTPROOF** ¹²



This will then change the status to **Rejected**. ¹³



You can then click on the @ symbol to the right of the status which will create an email in your email application, it will automatically put the CSR name into the **To:** field and will refer to this specific product in the **Subject:** field, you can attach a pdf with comments on or you can type in the body of the email what you need changing, when you have done this you can send the email.

Once the CSR has received your email they will book it back in for amends, you will receive another email with a link to approve it once it is ready.

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