Accessing the site

Visit **https://portal.gilsongraphics.com** and log in with your credentials. For help with your password, click the 'Password Forgotten?' link.

Landing Page (Dashboard)

The Dashboard view contains different widgets to help interact with new and existing projects.

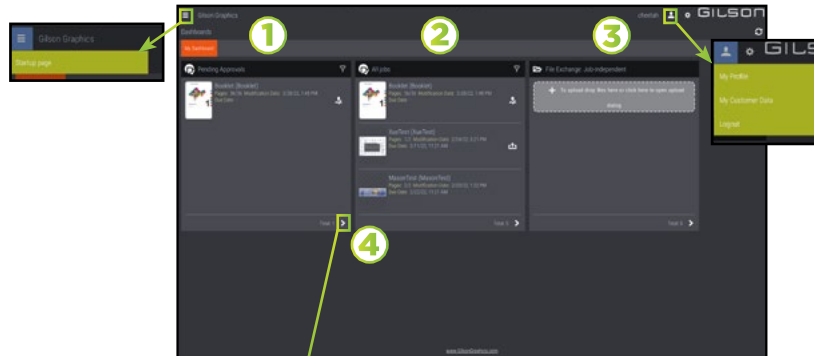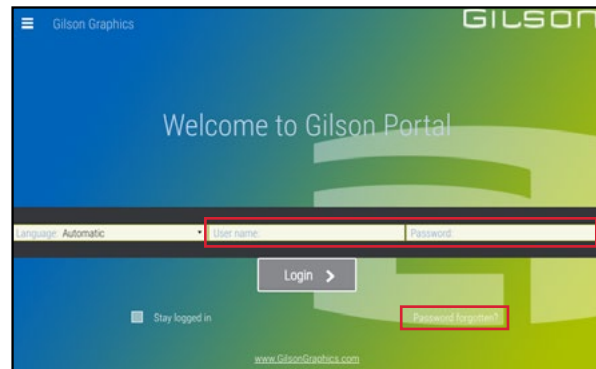**1) Pending Approvals:** A list of jobs that are ready for Review and Approval.

(More detail below in the "Job Approval Workflow" section).

2) All Jobs: A list of ALL jobs associated with the User's Customer.

3) File Exchange: A place to upload files and enter Job related information.
(More detail below in the "Uploading Files" section).

4) Expand Window: Clicking the small arrow at the bottom will expand the view on each Dashboard to full screen.
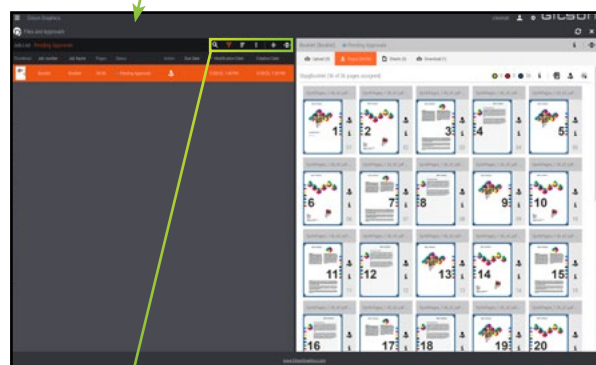

General Site Navigation

During navigation, if you need to return to the Landing Page, click the ▤ icon at the top left, and click "Startup page".

Clicking the ▤ icon in the upper right corner and clicking "My Profile" will allow access to user settings *(i.e. unit of measurement, change password.)*

Common icons will appear during full screen navigation. These icons will help search and filter within the current Dashboard.
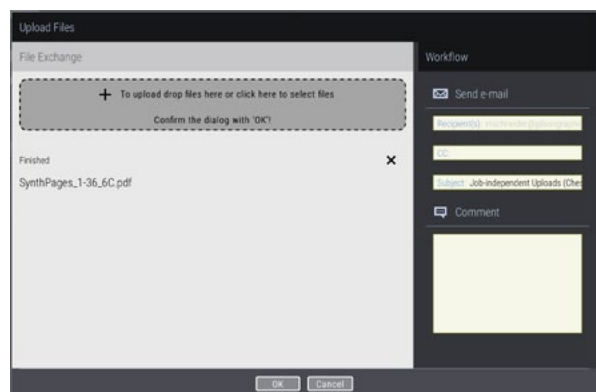

From Left to Right:
Search
Filter
Sort
View Options
Minimize Window
Maximize Window

Uploading Files

Drag and drop your file(s) into the File Exchange widget to initiate the process. You can upload PDF files, or a Zip folder containing packaged documents.

The "Recipient(s)" line will automatically contain the Customer Service Representative's e-mail. Additional e-mail addresses can be added to the "CC" line.

The "Subject" line and "Comment" section should be populated with information related to the file uploads. For example, Project Name, Project Codes, or Project Description.
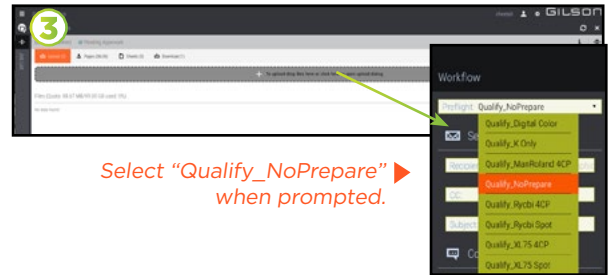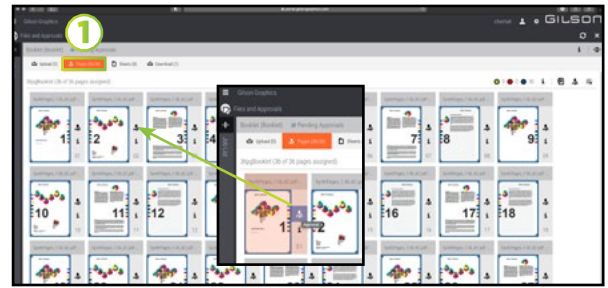
Job Approval Workflow

Jobs that require approval will appear in the Pending Approval widget. You may also receive e-mail communication from Customer Service with a link directly to the job's Proofing Module.

1) Pages: A list of pages that are ready for Review and Approval. Clicking the "Approval" button will launch the Proofing Module.

(More detail below in the "Proofing Module" section).

2) Download: A list of proof files available for Download.

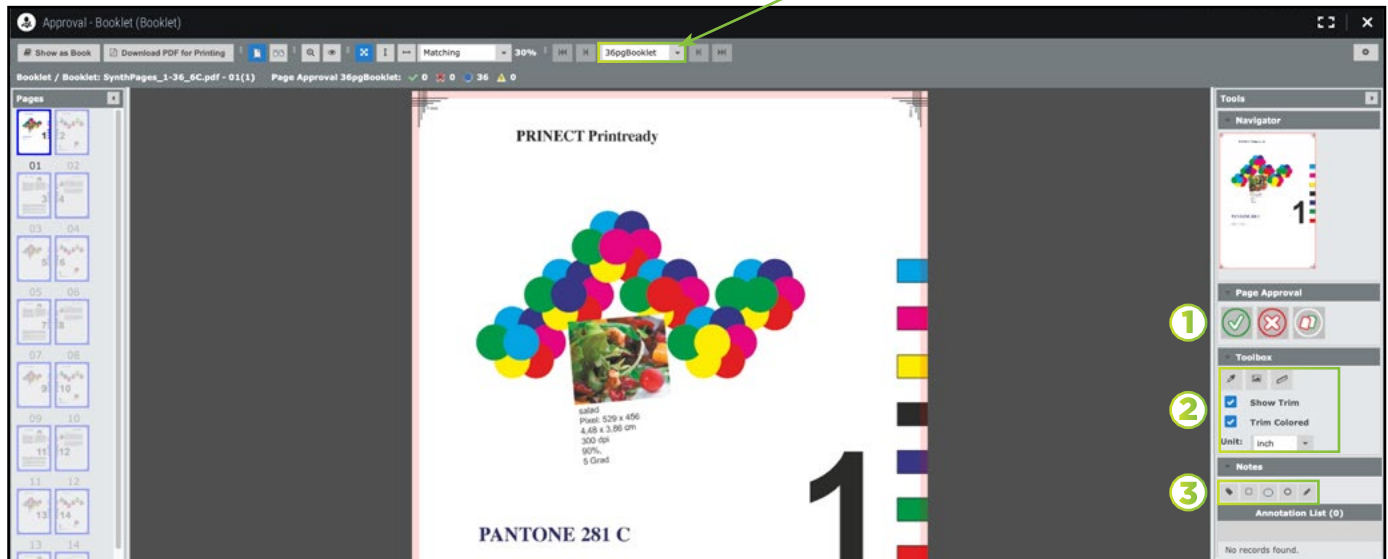**3) Upload:** A place to upload revised/ additional files to an existing project.

Select "Qualify_NoPrepare" ▶
when prompted.

Proofing Module

When you are ready to review proofs, launching the Proofing Module will help you do so. If you are clicking the link from your e-mail, you will automatically enter the module upon login.
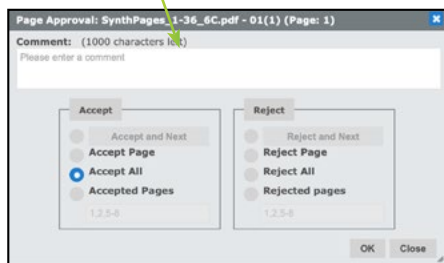
If there are multiple sections to approve, they will be listed in this drop-down menu
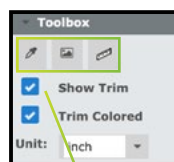

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① Page Approval

From Left to Right:
Approve Page
Reject Page
Approve/Reject Multiple

② User Tools

From Left to Right:
Measure Color Tool
Document Details Tool
Measure Tool

"Show Trim" changes the 1up view between clipping at the document trim box, and showing margins beyond the document trim.

③ Annotations

From Left to Right:
Add Comment Callout
Add Rectangle Callout
Add Ellipse Callout
Add Circle Callout
Sketch Tool