TRAINING OBDM FOR DESIGN AGENCY

Own Brand Design Manager.

ACCESSING OBDM

Link: http://obdm.metro-link.com

When you click on the OBDM link in the email you will see the following login screen:

Username

[Enter Username]

Password

[Enter Password]

(1) **Log In**

Login for External Users

Login for METRO Employees

(2) Forgot Password?

(1) Please enter your Login and Password and click on 'Log in' (Yellow Plate). You can also use the button 'Login for External Users'.

(2) If you need a new password please click on "Forgot Password" or write an email to **obdm@sourcingsupport.de** or call **+49 (0) 211 969 4747.**

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MY WORK

(1) Links to change password, language, profile, general preferences and the "My Work" page.
(2) Task List

MY WEBCENTER

My WebCenter ⌄

My Profile
My Password
My Preferences

① My Profile

User Details

Username *	SUPPLIER_UAT
First Name	
Last Name *	SUPPLIER_UAT
E-Mail *	agnes.daviau@metrosystems.net
Phone Number	
Mobile Number	
Function	

Company and Groups

Company/Location	
Your Browser Timezone	GMT+01:00

Save
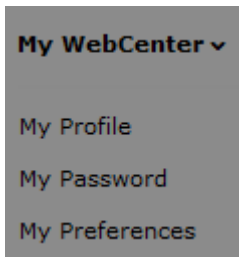
(1) My Profile: modifiable details of your account
(2) My Password: change of password (attend to upper and lower case)
(3) My Preferences: change of e.g. language

② My Password

Old Password *	
New Password *	
Confirm New Password *	

Change

③ My Preferences

General

Language	English (en)
Start Page	My Work
Units	Metric (mm, cm, dm, m)

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MY TASKS

Process when there is a todo:
- You receive an email including a link to the „My Work"-page,
- You enter into the application
- You click on the task in the tasks list.

▼ My Tasks

| Tasks assigned to | Me or Group I Am In ▼ | ☐ Show Non-Started Tasks |

Task	Assignee	Previous Assignee	Status	Due Date	Started	Project ↓
Korrektur der finalen Druckdaten (4.3.0)	AGENCY Agency1_uat (AGENCY1_UAT)		▶	Jun 20, 2019 at 2:26 PM	Jun 18, 2019 at 2:26 PM	10000649 - Chef - Eigenmarkenartikel 1

(1) = ①, (2) = ②, (3) = ③, (4) = ④, (5) = ⑤, (6) = ⑥

(1) My Tasks: Description of your tasks to do

(2) Status: Task status (in progress, finished)

(3) Due Date: This task has to be done until a certain date

(4) Started: When was this task started

(5) Project: Project description

(6) Assignee: Supplier role or Agency role (in case you create the artwork for this article)

TASK UPLOAD PACKAGING LAYOUT

Task	Assignee
Upload Packaging Layout (1)	👤 AGENCY
	👤 Agency1_uat (AGENCY1_UAT)

Following brief, create and upload artwork.

| Comments from Design Specialist:	Please upload Packaging Layout

Comments for Design Specialist: (4)

Show Rich Text Controls

Click 'Save' to save, 'Cancel' to exit, or 'Complete Task' to forward to Design Specialist for approval.

▼ Documents (2)

[+ Upload Packaging Layout] [↓ Download]

Name			☐ Version	Approval Status	
Die-cut 2.pdf	🔍 ↓ ☐		1		🗑
Pack Copy aroButter Biscuits125g dark choco - 125g.pdf	🔍 ↓ ☐		1 (3)		🗑

[Save] [Cancel] [**Complete Task**] (5)

(1) Link to open the task
(2) Buttons to download needed documents
(3) Click on the button to upload the created packaging layout
(4) Enter a comment to the Design Specialist
(5) Click on the button to complete the task

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TASK PACKAGING LAYOUT AMENDMENT

Task	Assignee
Packaging Layout amendment ①1	👤 AGENCY 👤 Agency1_uat (AGENCY1_UAT)

▼ Instructions

Please amend artwork following non-rejected comments and upload a new version.

Comments from Design Specialist:	Packaging for another product
Comments for Design Specialist:	

Click 'Save' to save, 'Cancel' to exit, or 'Complete Task' to forward to Design Specialist.

▼ Documents

⬇ Download

☐ ⊞ ⊟ Thumbnail Name   Version   Approval Status

☐ ⊟ 🖼 Packaging Layout (Food) - 2.pdf   Q ⬇ 1 ⬆
②   ②   ③
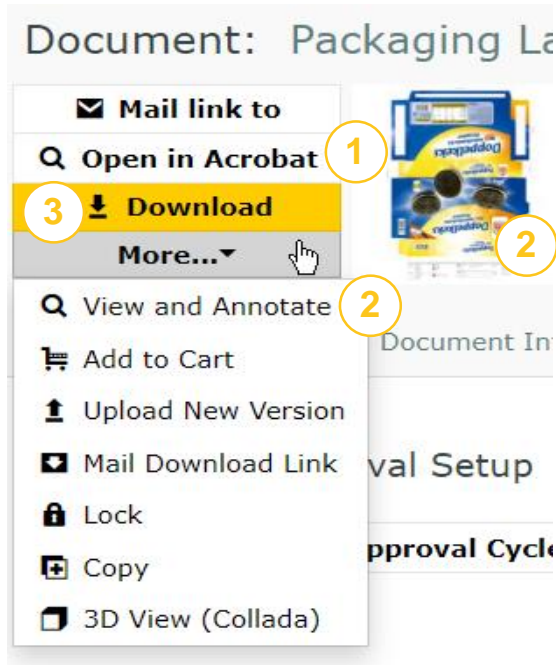
Save Cancel **Complete Task** ④

(1) Link to open the task

(2) Link/Button to the viewer to review the annotations of the artwork; the task must be left.

(3) Button to upload the amended artwork
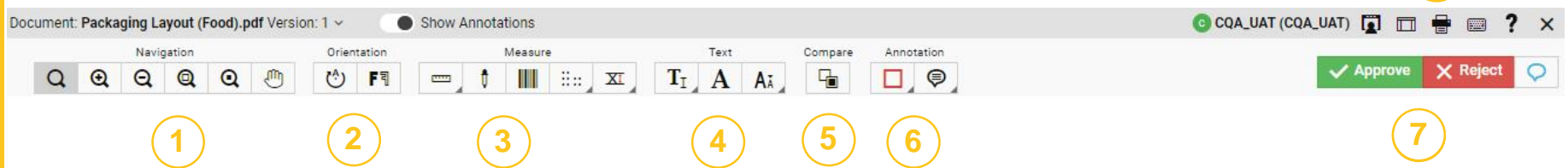
(4) Complete your task

REVIEW ARTWORK

When you clicked on the link for the document page, you can:


(1) Click on "open in Acrobat" to open the artwork as a PDF data in Acrobat Reader

(2) Click on "View and Annotate" or directly on the image to review the artwork

(3) "Download" to download the artwork as a Pdf document <u>without</u> annotations

REVIEWING THE ARTWORK IN HTML5-VIEWER

(1) Navigation Tools (zoom in, zoom out, fit document, pan)

(2) Orientation (Rotate +90 degrees, mirror view)

(3) Measure tools (ruler, color percentages, barcode, braille, caliper)

(4) Text tools (select text, detect font, check font sizes)

(5) Comparison Tools

(6) Annotation Tools

(7) Approve or reject the artwork

(8) Print Artwork with annotations

USING ANNOTATION TOOLS IN HTML5-VIEWER
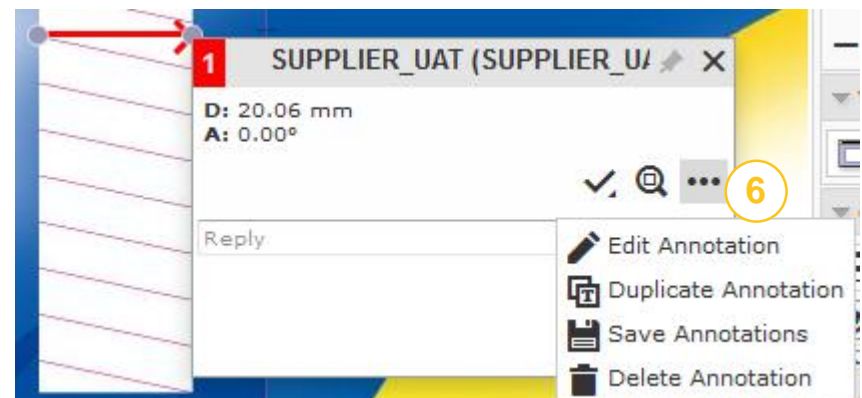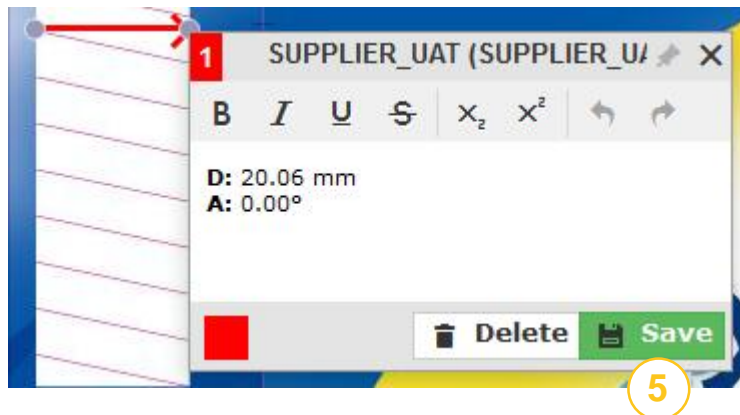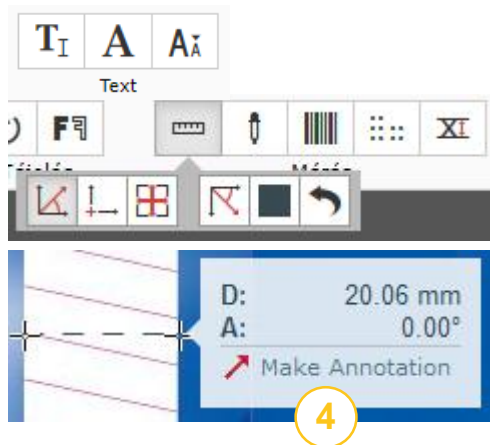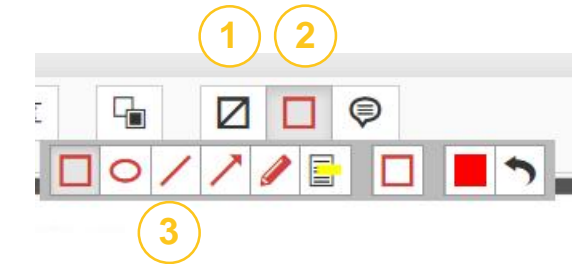
(1) Click on "Show no annotations" to have a clear view on the artwork without any annotations

(2) Click on this icon in order to receive more options for annotating

(3) Click on the appropriate symbol to do an annotation

(4) You can also use the measure tools and text tools and create an annotation

(5) Click on green button Save to save your annotation

(6) You can maintain or delete an existing annotation

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COMPARING VERSIONS IN HTML5-VIEWER
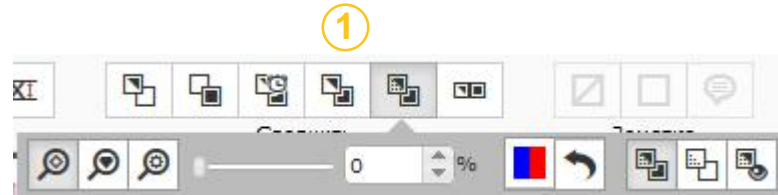
① Comparison tools:

- view current version
- view reference version
- view both – blinking
- view with both overlapped
- view with highlighted differences
- view both side by side with highlighted differences

② Document Select

Current:
Packaging Layout (Food).pdf
Project: 10000531 - fin Whatever ...
Version: 2

Compare to:
Packaging Layout (Food).pdf
Project: 10000531 - fin Whatever ...
Version: 1

Channel Matching:

Orientation and Alignment

Orientation:

Alignment:

Offset X,Y: 0 0 mm

Annotation List

Annotations are hidden because Show Both on Top compare mode is active.

Show annotations for:
Current Reference

(2) On the left of the page you can choose which versions you would like to compare

(3) To compare the changes you can click on one of the buttons to display the annotation list
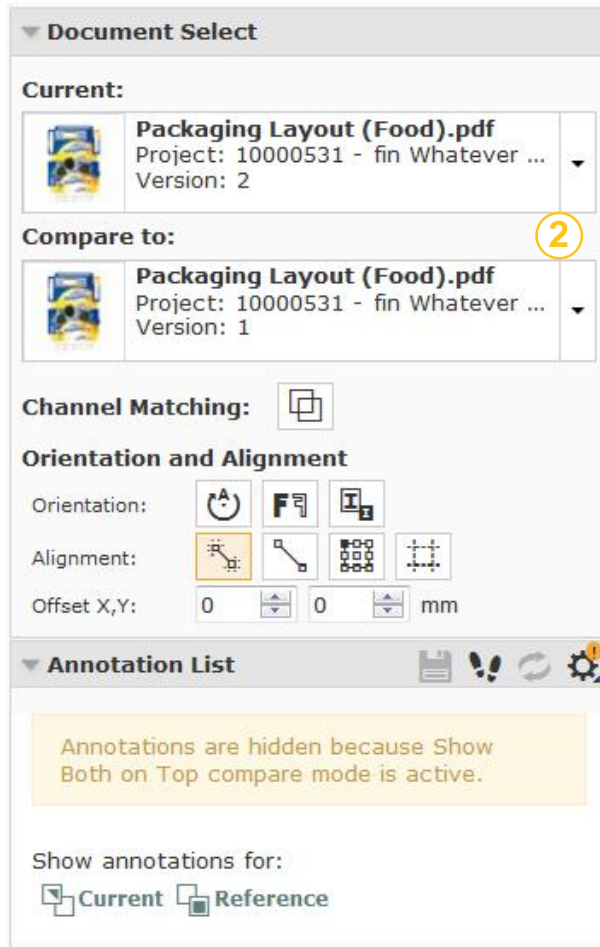
DISPLAYING ANNOTATION LIST IN HTML5-VIEWER
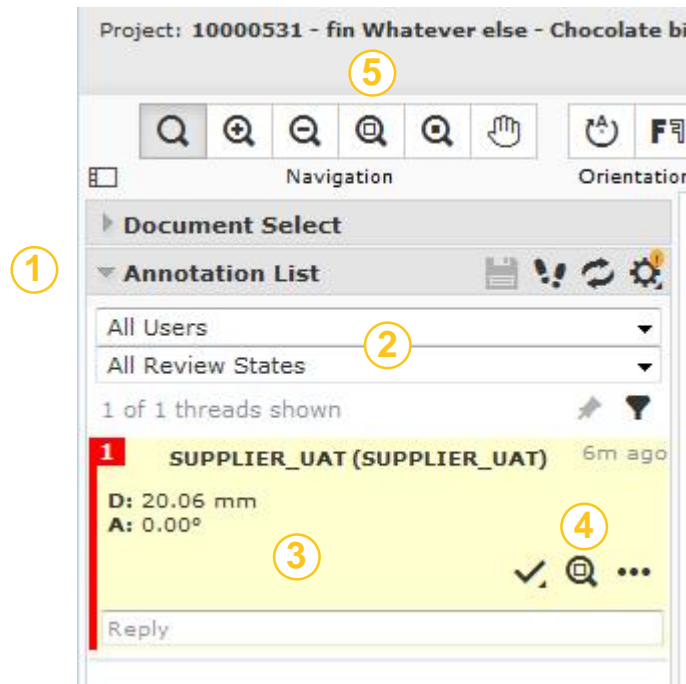
(1) The annotation list can be found on the left side of the interface opened with ▾

(2) Filter options on specific persons or on specific review states

(3) By clicking on the annotation the system will show and underline the specific area in the artwork

(4) Button to zoom into the annotation

(5) Button to zoom out to show the whole artwork
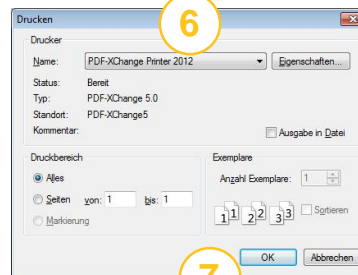
PRINT ARTWORK WITH ANNOTATIONS IN HTML5-VIEWER
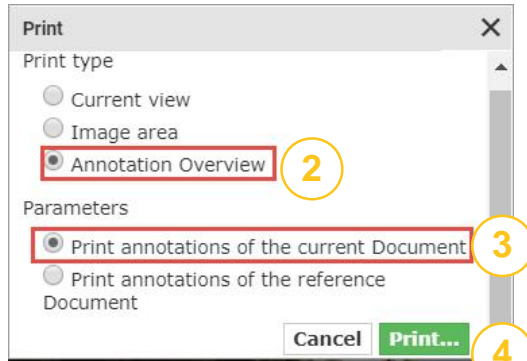
(1)

(1) Click on the print-icon "Print…"

(2) Select „Annotation overview" if the annotation should be reported on the first page.

(3) Select the Document

(4) Click on "Print…"

(5) A new Tab opens including the annotations; click on the "Printer" icon to print the artwork

(6) Choose your printer options

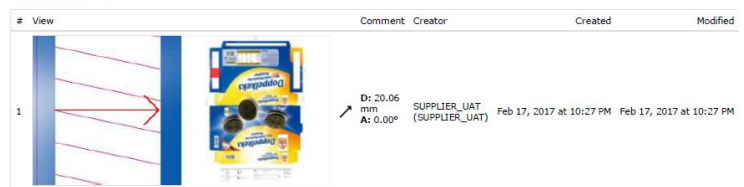(7) Click "OK": The final artwork print version is created

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TASK GENERATE FINAL PRINT DATA

Task	Assignee
Generate Final Print Data (1)	📇 AGENCY 👤 SUPPLIER_UAT (SUPPLIER_UAT)

▼ Instructions

1. Create 'Hi-Resolution' artwork.

2. Upload .zip bundle and final artwork PDF.

3. Do you act in this project as Agency and as Supplier of the article? * — No (2) ▼

Please select 'No' in case you are only the Agency that creates the artwork. Please select 'Yes' in case you are the Supplier but also create the artwork.

Comments from Design Specialist:

Comments in case of amendment:

Comments for Supplier:

Click 'Save' to save, 'Cancel' to exit, or 'Complete Task' to forward to Supplier.

▼ Documents   ⬆ Upload Multiple Documents

(3)

+ Upload Final Print Data   ⬇ Download

☐ Name	Version	Approval Status	
☐ Packaging Layout (Food).pdf	🔍 ⬇ 1 ⬆	✓	🗑

Save   Cancel   **Complete Task** (4)

(1) Link to open the task

(2) Enter "No"

(3) Link to upload the Final Print data

(4) Complete your task

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SOURCING SUPPORT - THE HELPING HAND.

If you have any questions regarding

the use of the OBDM platform,

please don't hesitate to contact us.

Offer Solution Service Team

obdm@sourcingsupport.de

Hotline: +49 211 969 4747

Mo. – Thu.: 08:00 to 18:00 /
Fri.: 08:00 to 16:00