## **CopyPress Technical Manual**

All users are encouraged to use the preferred web browsers while accessing the CMS:

- Google Chrome
- Firefox
- Safari
- Internet Explorer 8

If experience technical difficulties please follow these instructions prior to filling out a bug report:

- 1) Clear cache
- 2) Restart your browser
- 3) Restart your computer
- 4) Make sure your operating system and software is always up-to-date with latest versions

## Bug Reports:

• ALWAYS include the campaign(s) and article number(s) when experiencing difficulties with a particular campaign.

Not receiving email notifications:

- Prior to submitting a bug report or contacting management, be sure to check your SPAM folders thoroughly.
- Make sure to add copypress.com and blueglass.com domains to your email whitelists.