**KPS PHOTO PROOF**

(see KPS 301.1photo proofs looogle slides)

**Description**:

Jobs marked for a Photo Proof must be printed on a production piece and pictures sent to the Sales Rep of the job to get approval before the actual production can proceed on a print location. The print must meet their expectations required for the job. The photo proof piece will be done on a medium shirt (unless specified otherwise), decorated per PO, placed on a mannequin and photographed through the KPS system.

If a photo proof is required to be sent to the customer, it shall be noted as a Customer Photo Proof and additional time may be required. Always schedule another job to run alongside it.

**Method:**

1) Decorate the location to be proofed on the provided photo proof piece or use one of the most abundant Size/color/style.

2) On the iPad, go to the KPS work schedule for today's schedule

3) On the top right corner, login with your pin

4) Click on the PO job number for the required photo proof on the job calendar

5) The job page will open up. Scroll down to where it lists the print locations

6) Click on the blue highlighted link that reads, "Photo Proof for the print location.

7) This will take you to the Photo Proof page. At the top right corner, login under your name.

8) You will need to provide 2 photos. One on the mannequin, and one with the garments laid flat and close up to the print details. Click on the picture with the shirt on the mannequin. A box will pop up and you have 3 options. Select Take Photo.

9) This will automatically open the camera. Take a photo of the garment on the mannequin. The photo

cannot be blurry, must be centered on the screen and show as accurately as possible,

10) Select "Use Photo if photo meets criteria. Select "Retake and repeat if not.

11) After you select "Use Photo", it will bring you back to the Photo Proof page, and show your photo under "Mannequin as well.

12) Click on "Flat” and lay the shirt down on the table and focus the camera on the print. Focus the camera and take a picture, ensuring that the photo is not blurry, and focuses on closer details of the print in its entirety.

13) Add any other necessary photos if requested, ig--PMS color match, measurements, or any specific concerns mentioned in job notes, etc.

14) Click Submit Photo Proof. Wait for the page to reload and that it says at the top, "Photo Proof Sent” highlighted in light blue.

15) The photo proofs will be sent out through the system to all the necessary channels and people required

16) Repeat for each location

17) Logout when completed

if no answer after 7.5 minutes, manager or scheduler emails AM, AE, OPA and seps@ for follow up

(scheduling, art department, or manager can view who the AE is on an order).

if no answer/response after additional 7.5 minutes (15 minutes after Photo Proof was sent), forward to:

[madison.mccausland@kotisdesign.com](mailto:madison.mccausland@kotisdesign.com)

or

[laurie.meckling@kotisdesign.com](mailto:laurie.meckling@kotisdesign.com)

If they are unable to approve, they will decide whether to escalate to Christine, Eoin, or Jeff to approve.

**Job Value**

On order page. job value is shown under Artwork. If AM or AE do not reply, others can approve based on

value:

ARTWORK

Designer Omkar Jaygude

An Due 7n2017 RUSH

Value 2000

Art Summary

Most Recent At

Customer Can Approve

Art Changes Needed

* <$2500 art department & production team

managers can approve if no response (i.e. must allow

time for response, manager can't skip sending)

* $2500-5000 Madison & Laurie can approve
* >$5000 Christine, Eoin or Jeff can approve

depending on complexity, after 15 minutes, KPS may need to pull from press and/or run a different job. If photo proof is sent during Gasworks standard office hours (8.30-5 PST) and needs to be removed from press and reset later, resets may be incurred.

When possible, always setup and print another job around Photo Proof setup or even setup and Photo Proof multiple jobs at once.

**Notes:**

* “looks good” doesn't count as approval, if the sales rep just says something like "looks good!', request explicit approval to run the order
* remember- they do not have the physical product in front of them and cameras are not as accurate as seeing the real product You may need to describe things like :
  + - the yellow looks better in person
    - I think it looks better in person
    - It is brighter in person
* if there are comments about pantone colors being important, place a swatch book next to thecolor to show how close it is. Make sure it matches before you send any photos.
* we often only have one extra garment for the photo proof so can only print one sample If youprint too low or high or left or right, describe the changes you will make for production.
* wherever possible, schedule another job that will ft in press that does not needa photo proof alongside photo proof locations
* press assistant can send photo proof while press operator gets a second print in register everyPre-Pro should include a photo proof
  + - write important notes like print order, print location, squeegee speeds, pressures, ink notes etc into job page and save
* if we print without approval of a photo proof, we are liable for replacement of all product. There are times that we may need or want to risk this such as:
  + - Customer coming to pick up soon
    - repeat reorder
    - almost never else is it worth the risk
* in these cases, team approval is a possibility: minimum 3 people must be asked to check proof vs print and 2/3 must agree that placement, colors, hand of print, stitch density etc are what they expect the client is expecting and 1/3 must be in a manager or lead position.