

**13X SOP REFERENCE:**

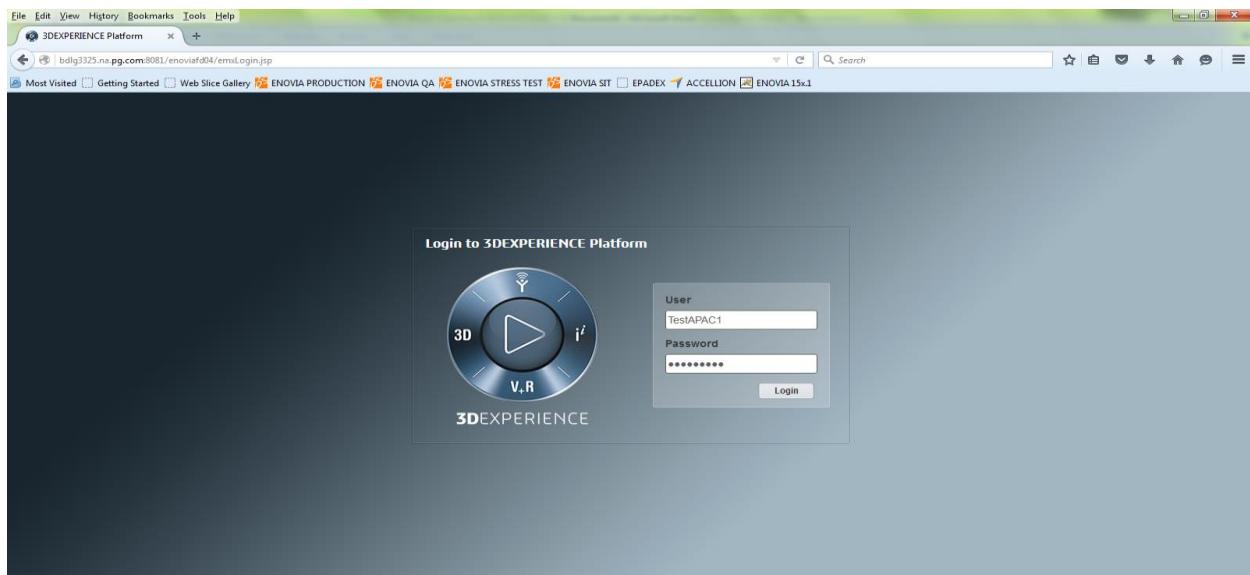
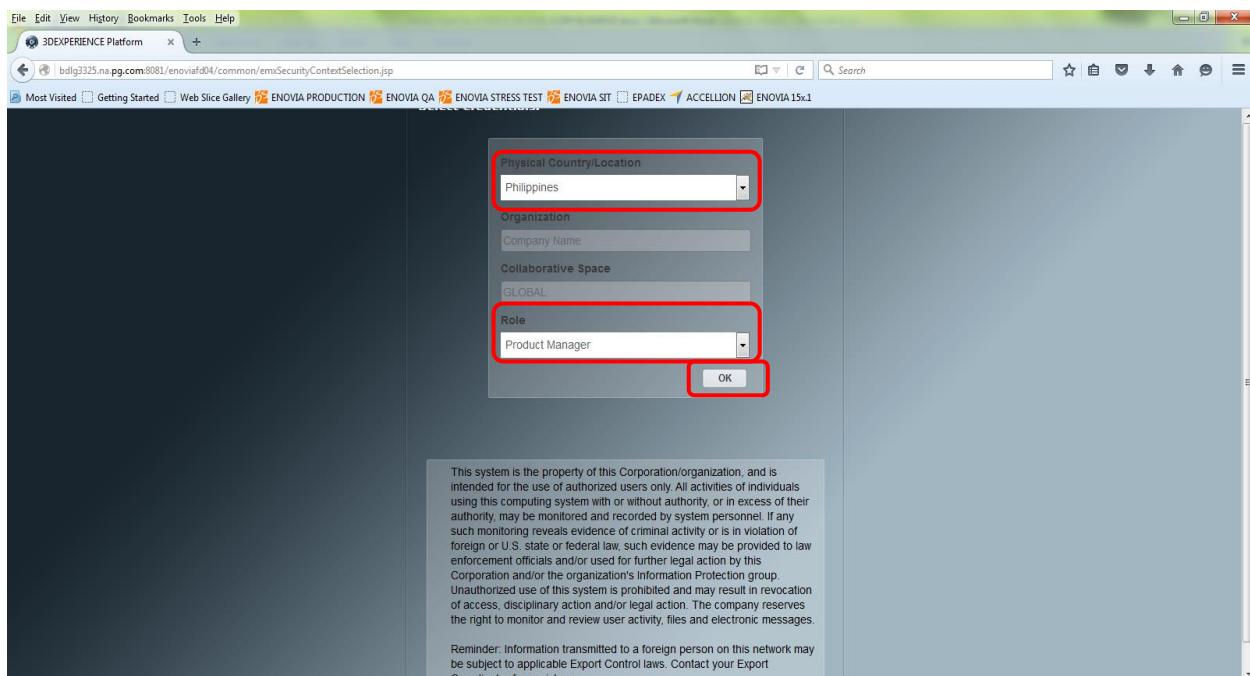
[SUN77 SOP RTA-CM Copy Element Creation v2.0](#)  
[SUN77 SOP RTA-CM Copy Element Revision v1.0](#)

**CREATION MASTER COPY ELEMENT**

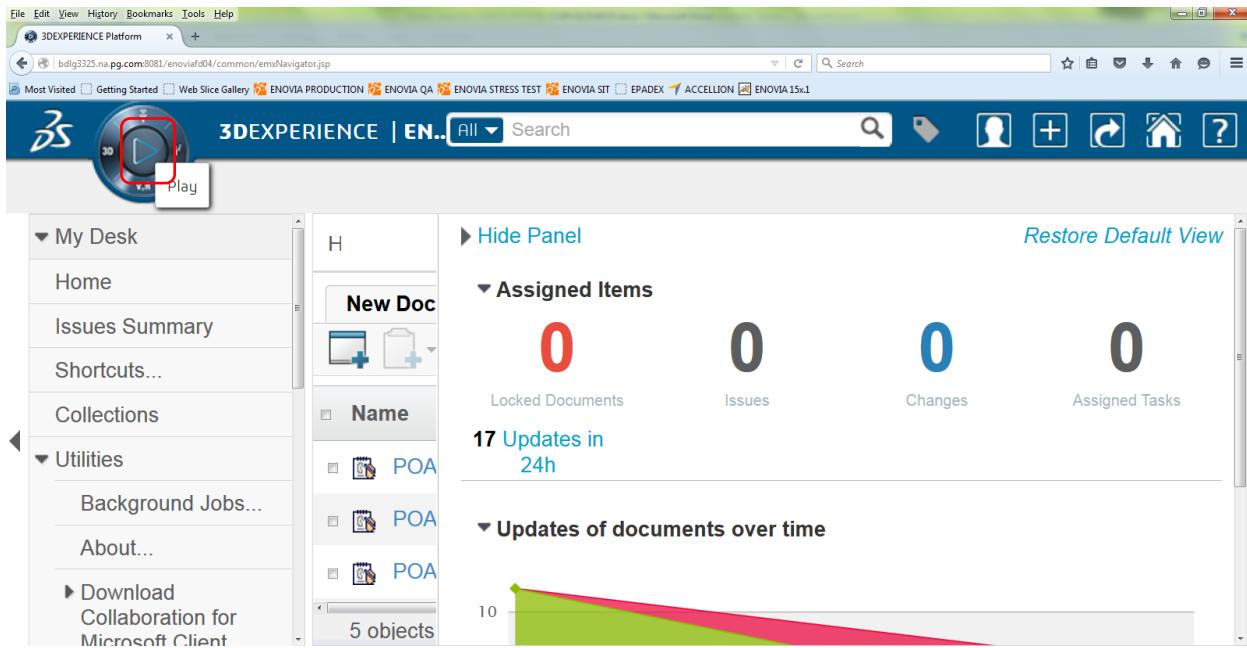
## 1. COPY &amp; PASTE THE LINK BELOW USING IE 11 BROWSER

<http://bdlg3325.na.pg.com:8081/enoviafd04/common/emxNavigator.jsp>

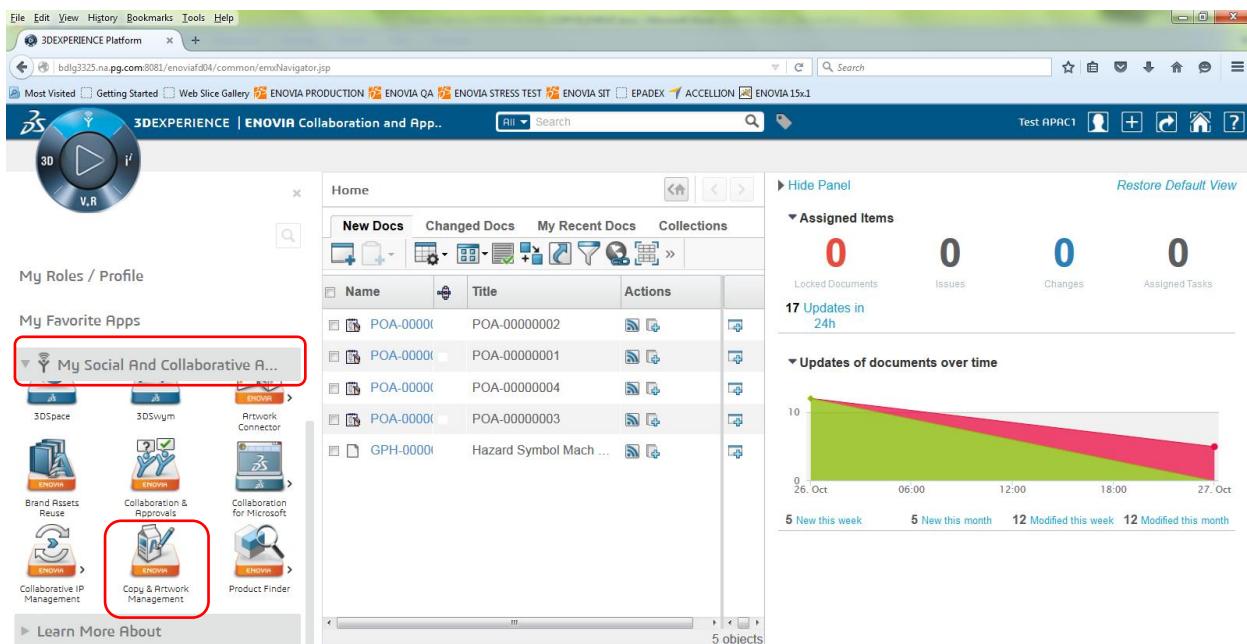
## 2. LOGIN IN ENOVIA USING THE GIVEN USERNAME AND PASSWORD

3. CHOOSE "**PHILIPPINES**" IN THE **PHYSICAL COUNTRY/LOCATION FIELD**, THEN "**PRODUCT MANAGER**" IN THE **ROLE FIELD**. CLICK "**OK**".

4. CLICK THE "**PLAY**" BUTTON LOCATED AT THE UPPER LEFT OF THE WINDOW.



5. IN THE LEFT SIDE OF THE WINDOW, CHOOSE "**COPY & ARTWORK MANAGEMENT**" UNDER THE **MY SOCIAL AND COLLABORATIVE APPS.**



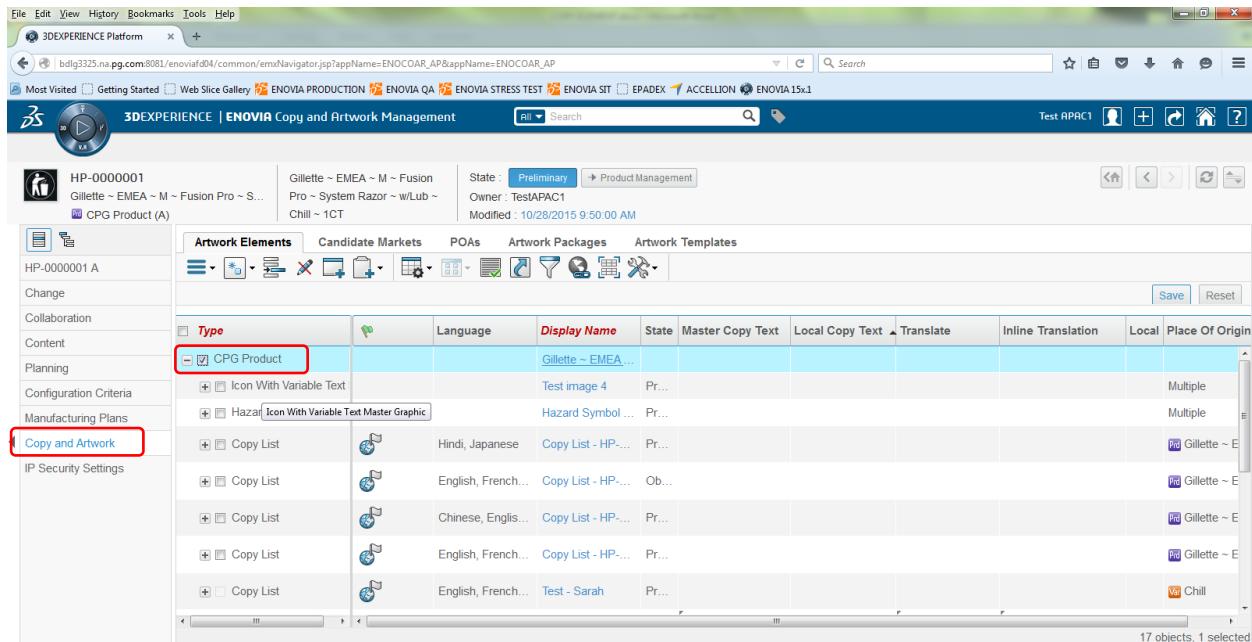
6. CLICK "**PRODUCT LINES**" UNDER THE COPY ARTWORK, THEN IN THE RIGHT SIDE OF THE WINDOW, CLICK THE **BRAND NAME** WHERE YOU'RE GOING TO CREATE A COPY ELEMENT.

Marketing Name	Name	Description	State	Company	Owner
Fusion ProShield	PL-0000002	Fusion ProShield	Planned	Company Name	Test APAC1
Fusion ProGlide	PL-0000012	Fusion ProGlide	Planned	Company Name	Test APAC1

7. IN THE "**STRUCTURE VIEW**" BUTTON, GO TO THE LEVEL WHEREIN YOU WILL GOING TO CREATE THE MASTER COPY ELEMENT (EX. PRODUCT MASTER LEVEL), EXPAND THE HIERARCHY TO GO TO THE LOWEST LEVEL OF THE HIERARCHY WHICH IS THE CPG LEVEL, CLICK THE **CPG NAME LINK**, THEN CLICK "**CATEGORIES**".

Name	Revision	Type	Owner	Policy
HP-0000001	A	CPG Product	TestAPAC1	Product

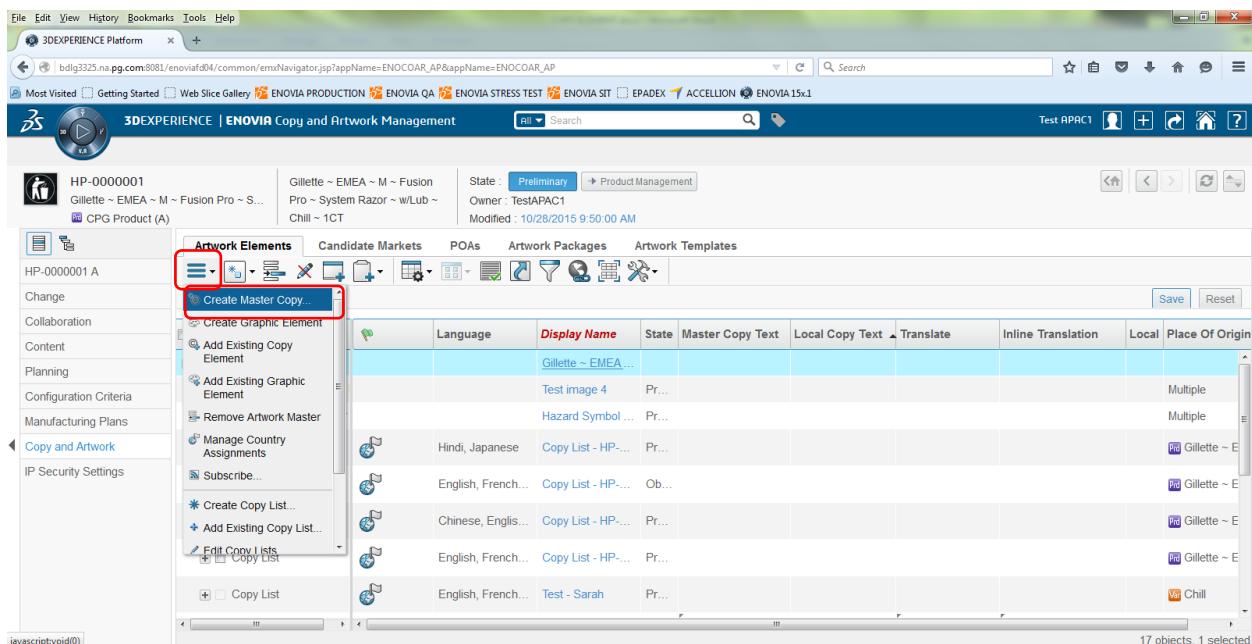
8. THEN, CLICK "**COPY AND ARTWORK**", IN THE ARTWORK ELEMENTS TAB, TICK THE "**OBJECT**".



The screenshot shows the 3DEXPERIENCE Platform interface for ENOVIA Copy and Artwork Management. The left sidebar has a 'Copy and Artwork' section with a red box around it. The main area shows a table of artwork elements, with a row for 'CPG Product' selected. The 'Type' column shows various icons like a globe, a flag, and a document.

Type	Language	Display Name	State	Master Copy Text	Local Copy Text	Translate	Inline Translation	Local	Place Of Origin
CPG Product		Gillette ~ EMEA ...	Preliminary						
Icon With Variable Text		Test image 4	Pr...						Multiple
Hazard Icon With Variable Text Master Graphic		Hazard Symbol ...	Pr...						Multiple
Copy List	Hindi, Japanese	Copy List - HP...	Pr...						Gillette ~ E
Copy List	English, French...	Copy List - HP...	Ob...						Gillette ~ E
Copy List	Chinese, Engl...	Copy List - HP...	Pr...						Gillette ~ E
Copy List	English, French...	Copy List - HP...	Pr...						Gillette ~ E
Copy List	English, French...	Test - Sarah	Pr...						Chill

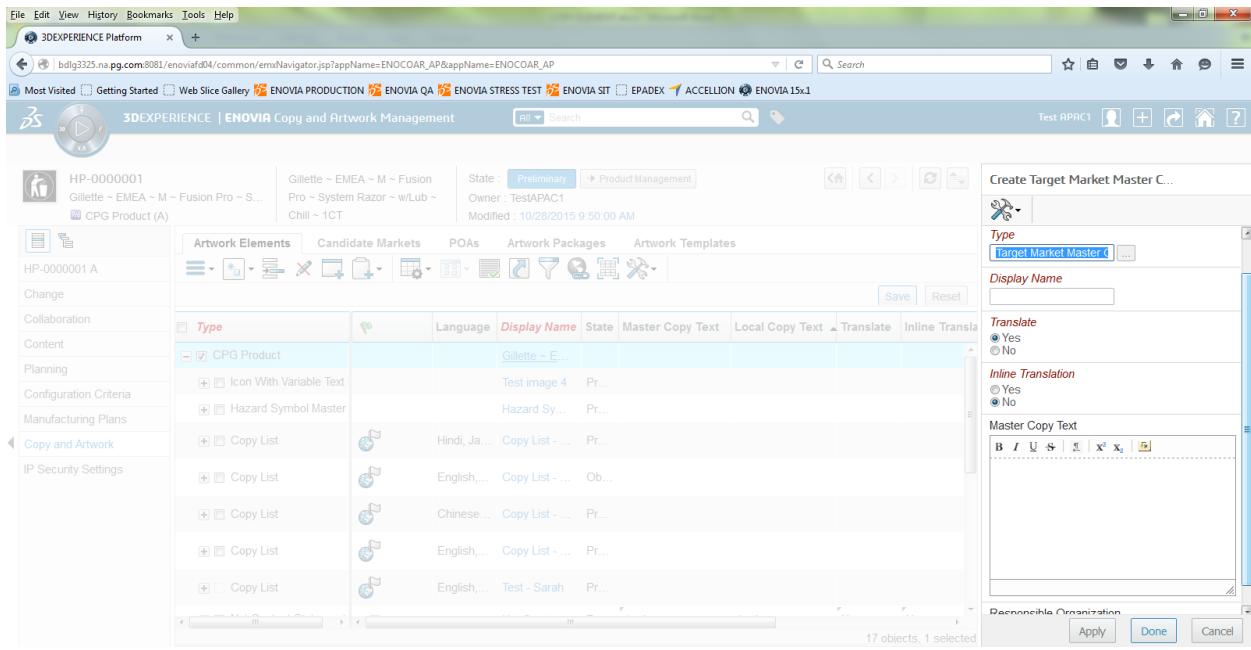
9. CLICK "**ACTIONS**", CHOOSE "**CREATE MASTER COPY...**" TO CREATE A MASTER COPY ELEMENT.



The screenshot shows the same interface as above, but the toolbar now has a red box around the 'Create Master Copy...' button. A dropdown menu is open, showing options like 'Create Graphic Element', 'Add Existing Copy Element', and 'Create Copy List...'. The table of artwork elements remains the same.

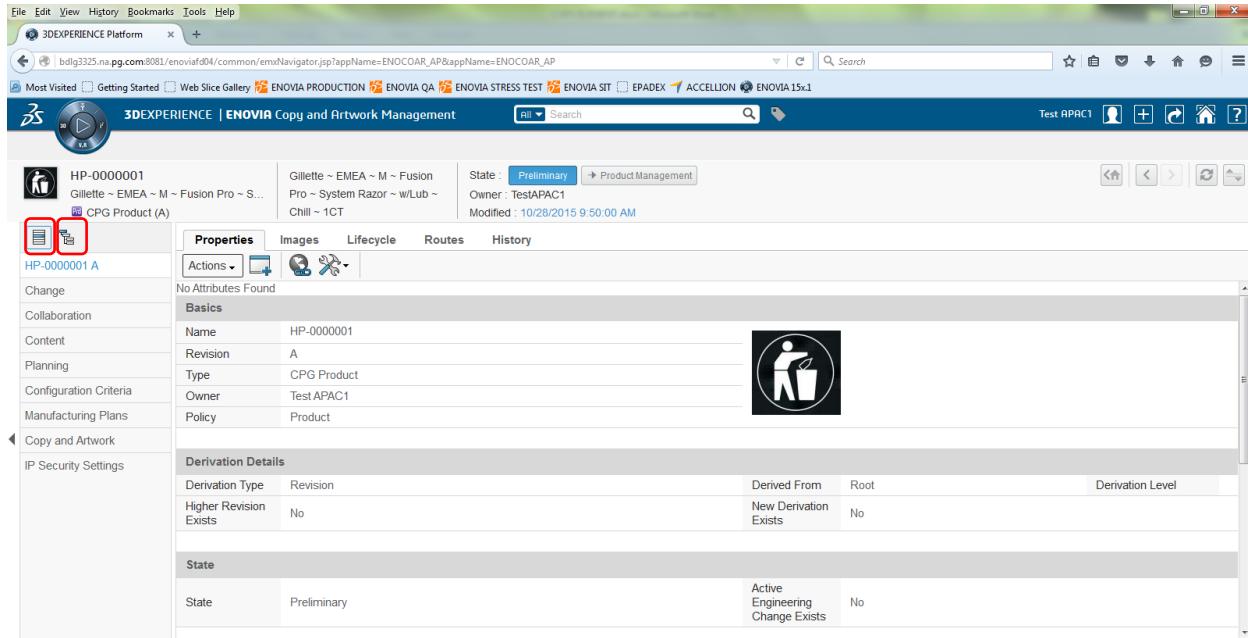
Type	Language	Display Name	State	Master Copy Text	Local Copy Text	Translate	Inline Translation	Local	Place Of Origin
CPG Product		Gillette ~ EMEA ...	Preliminary						
Icon With Variable Text		Test image 4	Pr...						Multiple
Hazard Icon With Variable Text Master Graphic		Hazard Symbol ...	Pr...						Multiple
Copy List	Hindi, Japanese	Copy List - HP...	Pr...						Gillette ~ E
Copy List	English, French...	Copy List - HP...	Ob...						Gillette ~ E
Copy List	Chinese, Engl...	Copy List - HP...	Pr...						Gillette ~ E
Copy List	English, French...	Copy List - HP...	Pr...						Gillette ~ E
Copy List	English, French...	Test - Sarah	Pr...						Chill

10. ENTER THE DETAILS FOR EACH FIELD ON THE "**CREATE MASTER COPY ELEMENT**" WINDOW USING THE MASTER DATA FILE. THEN CLICK "**DONE**" BUTTON TO **SAVE AND EXIT** THE WINDOW, **BUT** IF YOU'RE GOING TO CREATE A FEW CE'S IN THE SAME LEVEL YOU MAY CLICK THE "**APPLY**" BUTTON INSTEAD OF "**DONE**" SO THAT YOU WILL NOT EXIT IN THE CREATE MASTER COPY ELEMENT WINDOW.



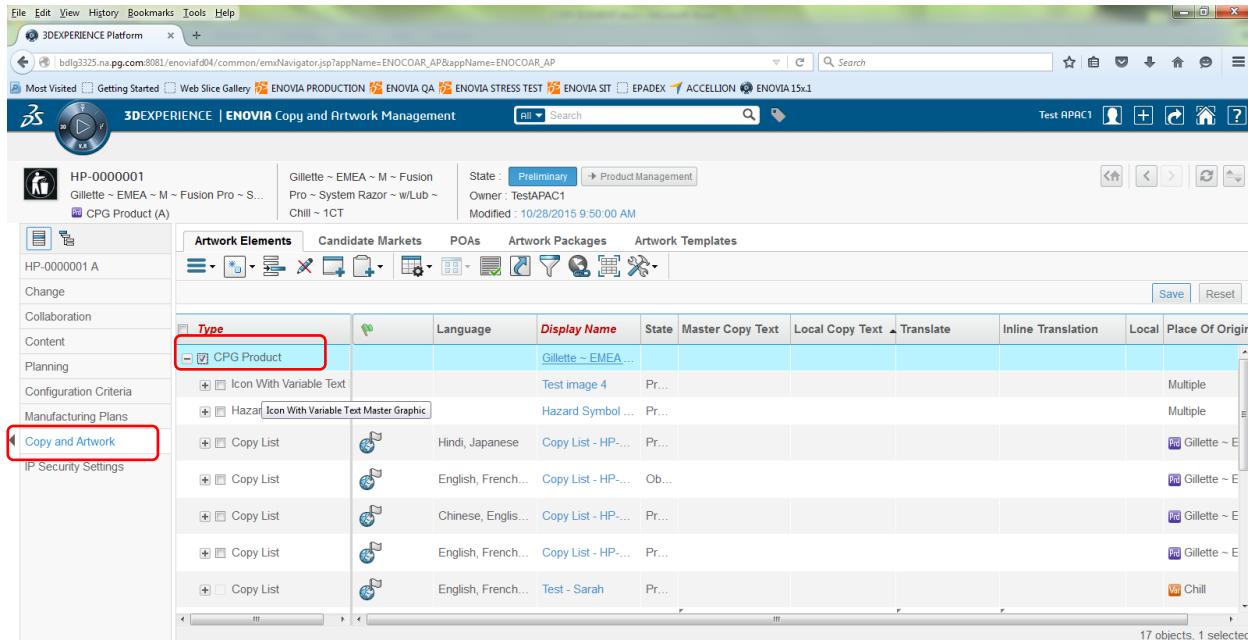
## RE-USE (CAN'T TEST IT DUE THE ERROR PROMPT APPEARING)

11. IN THE "**STRUCTURE VIEW**"  BUTTON, GO TO THE LEVEL WHEREIN YOU WILL GOING TO RE-USE THE MASTER COPY ELEMENT (EX. PRODUCT MASTER LEVEL), EXPAND THE HIERARCHY TO GO TO THE LOWEST LEVEL OF THE HIERARCHY WHICH IS THE CPG LEVEL, CLICK THE **CPG NAME LINK**, THEN CLICK "**CATEGORIES**" .



The screenshot shows the 3DEXPERIENCE Platform interface for ENOVIA Copy and Artwork Management. A CPG Product named 'HP-0000001' is selected. The 'Properties' tab is active. In the left sidebar, 'Copy and Artwork' is highlighted. The main content area displays basic product information and derivation details. A red box highlights the 'Actions' dropdown menu icon and the 'CPG Product (A)' link under the product name.

12. THEN, CLICK "**COPY AND ARTWORK**", IN THE ARTWORK ELEMENTS TAB, TICK THE "**OBJECT**".



The screenshot shows the 3DEXPERIENCE Platform interface for ENOVIA Copy and Artwork Management. The 'Artwork Elements' tab is selected. In the left sidebar, 'Copy and Artwork' is highlighted. The main content area displays a list of artwork elements, including 'CPG Product', 'Icon With Variable Text', 'Hazard Icon With Variable Text Master Graphic', and several 'Copy List' entries. A red box highlights the 'Type' column header and the 'CPG Product' entry in the list.

**13. THEN, CLICK "ACTIONS", CHOOSE "ADD EXISTING COPY ELEMENT"**

The screenshot shows the 3DEXPERIENCE Platform interface for ENOVIA Copy and Artwork Management. The main window displays product information for 'HP-0000001' (Gillette ~ EMEA ~ M ~ Fusion Pro ~ S...). The 'Artwork Elements' tab is active. On the left, a sidebar lists various options like Change, Collaboration, Content, Planning, Configuration Criteria, Manufacturing Plans, Copy and Artwork (which is selected), and IP Security Settings. A red box highlights the 'Actions' dropdown menu, and another red box highlights the 'Add Existing Copy Element' option under the 'Copy and Artwork' section. The right side of the screen shows a table of artwork elements, including columns for Language, Display Name, State, Master Copy Text, Local Copy Text, Translate, Inline Translation, Local, and Place Of Origin. A blue sidebar on the right shows user status: 'Carolina, JanMichael is now available'.

**14. A NEW WINDOW APPEARS. (BUT IT'S AN ERROR PROMPT)**

The screenshot shows a Mozilla Firefox browser window with the title 'HP-0000001|Search - Mozilla Firefox'. The address bar shows the URL 'bdlg325.na.pg.com:8081/enoviafd04/common/emxFullSearch.jsp?objectId=54848.20672.23040.26792&suiteKey=AWL&txtType=CPG+Product&field=TYPE%3DMaster+Copy+Element'. The main content area is a search refinement form with fields for General Search (Case Sensitive checked, Limit to 100 results), Type (Master Copy Element selected), Name/Number, State (Obsolete selected), Description, and Originated. A large error dialog box is overlaid on the page, containing the following text:

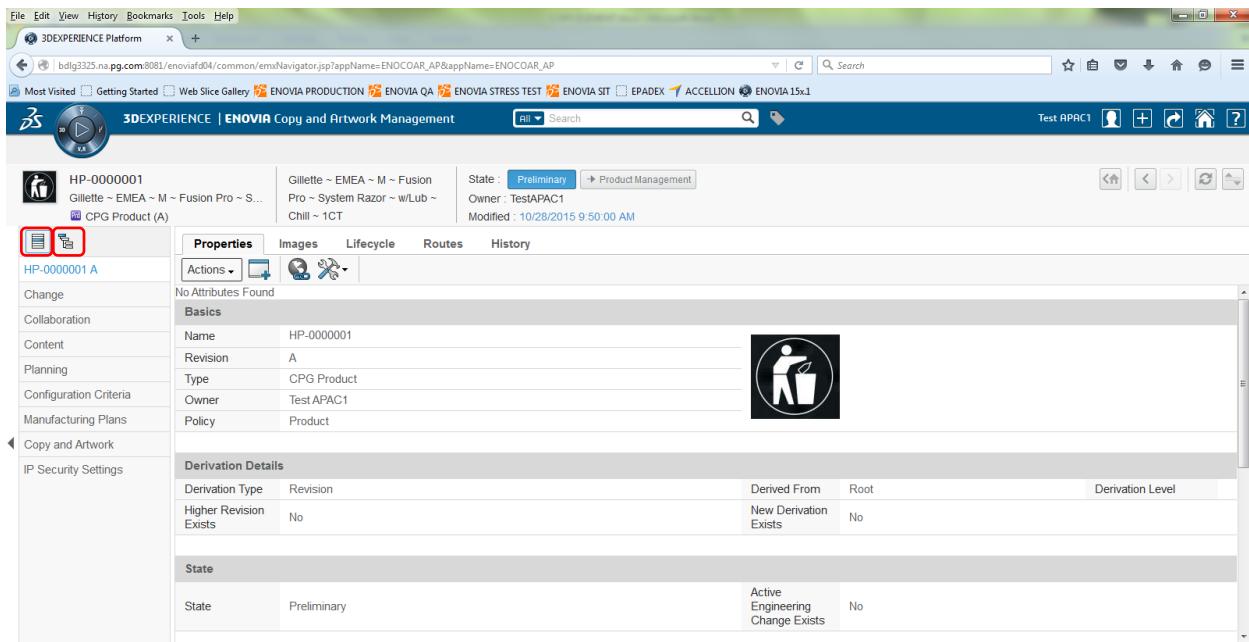
```
init: FROM SERVER: Error: #1500175: Expression is invalid at line '1', character '406', near
'type.kindof[eService Number Generator,eService Object Generator,eService Trigger Program
Parameters,Issue Category,Issue Classification,type_FeatureList,Substitute,Supplier Line
Item,ADHOC CATEGORY,Personal Folder,Project Folder,Public Folder,type_GBO,Requirement
Baseline,Source Directory,Project Snapshot]==FALSE AND (vault SMATCHLIST const 'eService
Production,vplm') AND (revision == last SMATCH const 'TRUE' AND majorid SMATCH
'majorid.lastmajorid') AND type kindof[Master List Item]==FALSE AND ( NOT current SMATCH const
'Obsolete')Error: #1500175: Expression is invalid at line '1', character '406', near
'type.kindof[eService Number Generator,eService Object Generator,eService Trigger Program
Parameters,Issue Category,Issue Classification,type_FeatureList,Substitute,Supplier Line
Item,ADHOC CATEGORY,Personal Folder,Project Folder,Public Folder,type_GBO,Requirement
Baseline,Source Directory,Project Snapshot]==FALSE AND (vault SMATCHLIST const 'eService
Production,vplm') AND (revision == last SMATCH const 'TRUE' AND majorid SMATCH
'majorid.lastmajorid') AND type kindof[Master List Item]==FALSE AND ( NOT current SMATCH const
```

The 'OK' button is visible at the bottom right of the dialog box.

## EDITING MASTER COPY ELEMENT

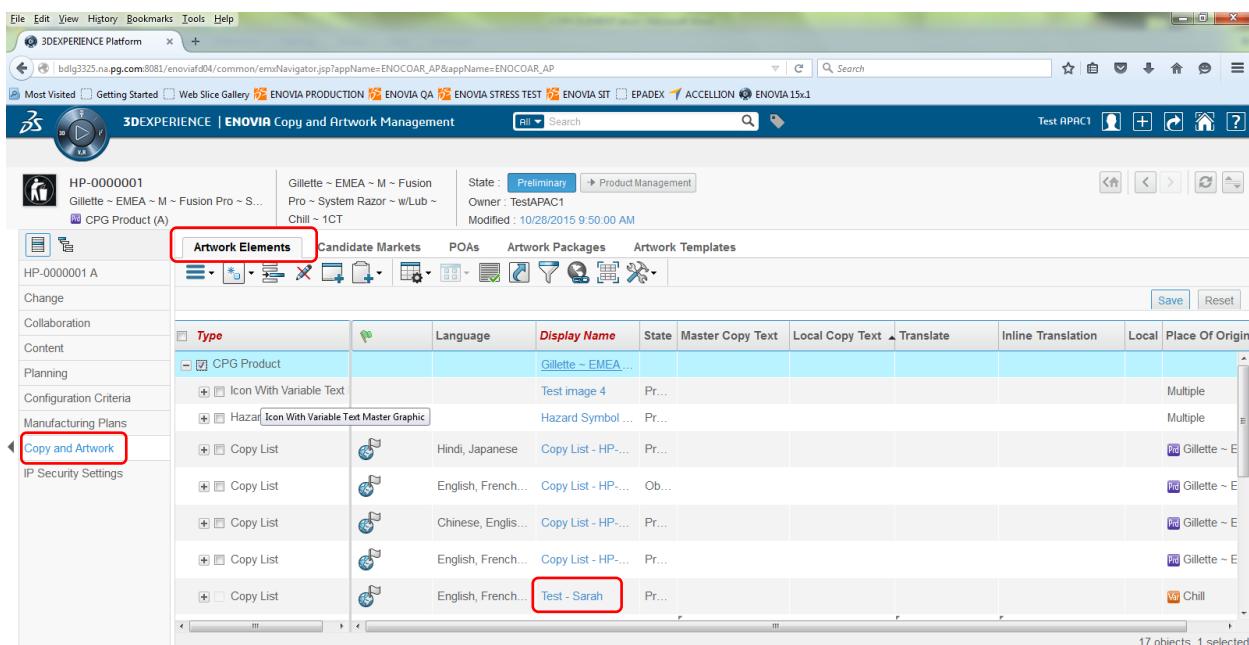
### EX. #1: MARKETING/DISPLAY NAME

15. IN THE "**STRUCTURE VIEW**"  BUTTON, GO TO THE LEVEL WHEREIN YOU WILL GOING TO EDIT THE MARKETING NAME OF A COPY ELEMENT (EX. PRODUCT MASTER LEVEL), EXPAND THE HIERARCHY TO GO TO THE LOWEST LEVEL OF THE HIERARCHY WHICH IS THE CPG LEVEL, CLICK THE **CPG NAME LINK**, THEN CLICK "**CATEGORIES**" .



The screenshot shows the 3DEXPERIENCE Platform interface for ENOVIA Copy and Artwork Management. The main window displays a product record for 'HP-0000001'. The 'Properties' tab is selected, showing basic information like Name (HP-0000001), Revision (A), Type (CPG Product), and Owner (TestAPAC1). The 'Basics' section includes a placeholder image of a person at a desk. The 'Derivation Details' section shows that the derivation type is 'Revision' and there is no higher revision. The 'State' section indicates the state is 'Preliminary'. On the left sidebar, the 'Copy and Artwork' section is expanded, showing options like 'Artwork Elements', 'Candidate Markets', 'POAs', 'Artwork Packages', and 'Artwork Templates'. The 'Artwork Elements' tab is active, displaying a table of objects. One row in the table has its 'Display Name' field highlighted with a red box, showing the value 'Gillette ~ EMEA ...'. Another row's 'Display Name' field is also highlighted with a red box, showing the value 'Test - Sarah'.

16. THEN, CLICK "**COPY AND ARTWORK**".



The screenshot shows the same 3DEXPERIENCE Platform interface, but now the 'Copy and Artwork' section is selected on the left sidebar. The 'Artwork Elements' tab is active in the main content area, showing a table of objects. The 'Display Name' column for several rows is highlighted with red boxes, indicating they are being edited. The table includes columns for Type, Language, Display Name, State, Master Copy Text, Local Copy Text, Translate, Inline Translation, Local, and Place Of Origin. The 'Display Name' column for the last row is explicitly labeled 'Test - Sarah'.

17. IN THE ARTWORK ELEMENTS TAB, CLICK THE **MARKETING/DISPLAY NAME LINK** OF THE COPY ELEMENT YOU WANT TO EDIT, A NEW WINDOW WILL APPEAR.

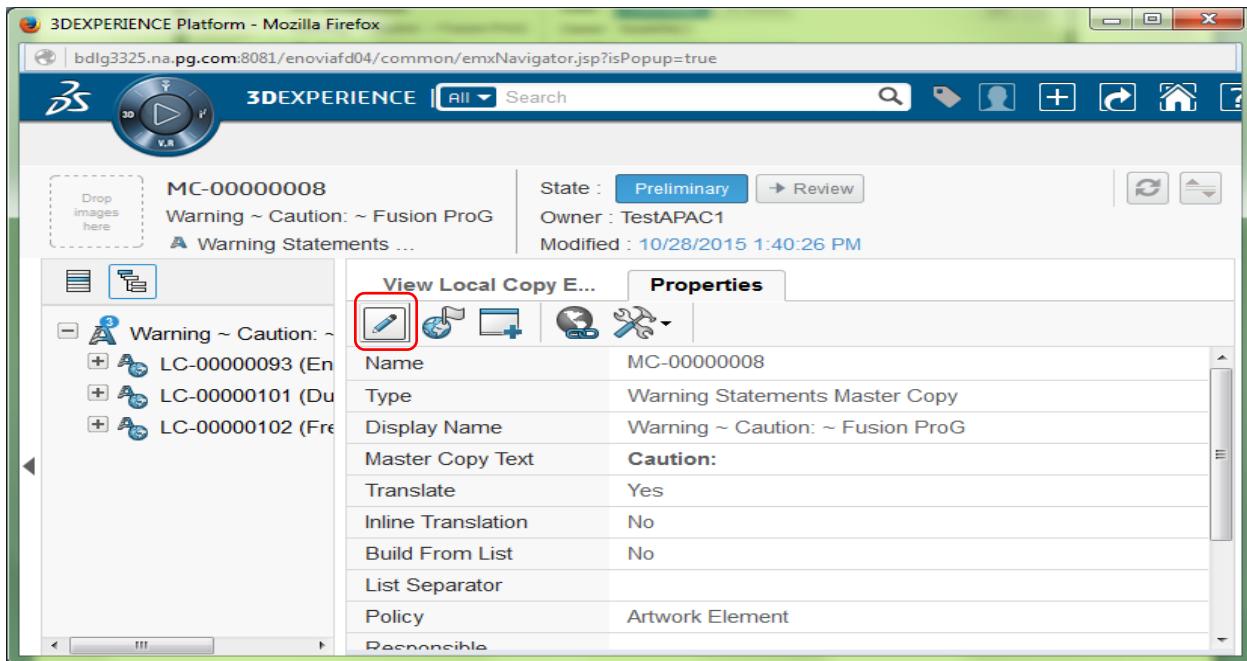
The screenshot shows a browser window for the 3DEXPERIENCE Platform. The URL is [bdlg3325.na.pg.com:8081/enoviafd04/common/emxNavigator.jsp?isPopup=true](http://bdlg3325.na.pg.com:8081/enoviafd04/common/emxNavigator.jsp?isPopup=true). The main content area displays a document titled "MC-00000008" with a state of "Preliminary". On the left, there's a tree view under "Drop images here" containing three items: "Warning ~ Caution: ~ Fusion ProG", "LC-00000093 (En)", and "LC-00000101 (Du)". On the right, there's a "Properties" tab selected, showing a table with columns: Name, Type, Copy Text, Is Master Copy, Revision, and Status. The table contains three rows: "LC-00000093" (Type: War..., Caution: Yes), "LC-00000101" (Type: War..., Caution: No), and "LC-00000102" (Type: War..., Caution: No). The status bar at the bottom right indicates "3 objects".

18. CLICK THE "**PROPERTIES**" TAB

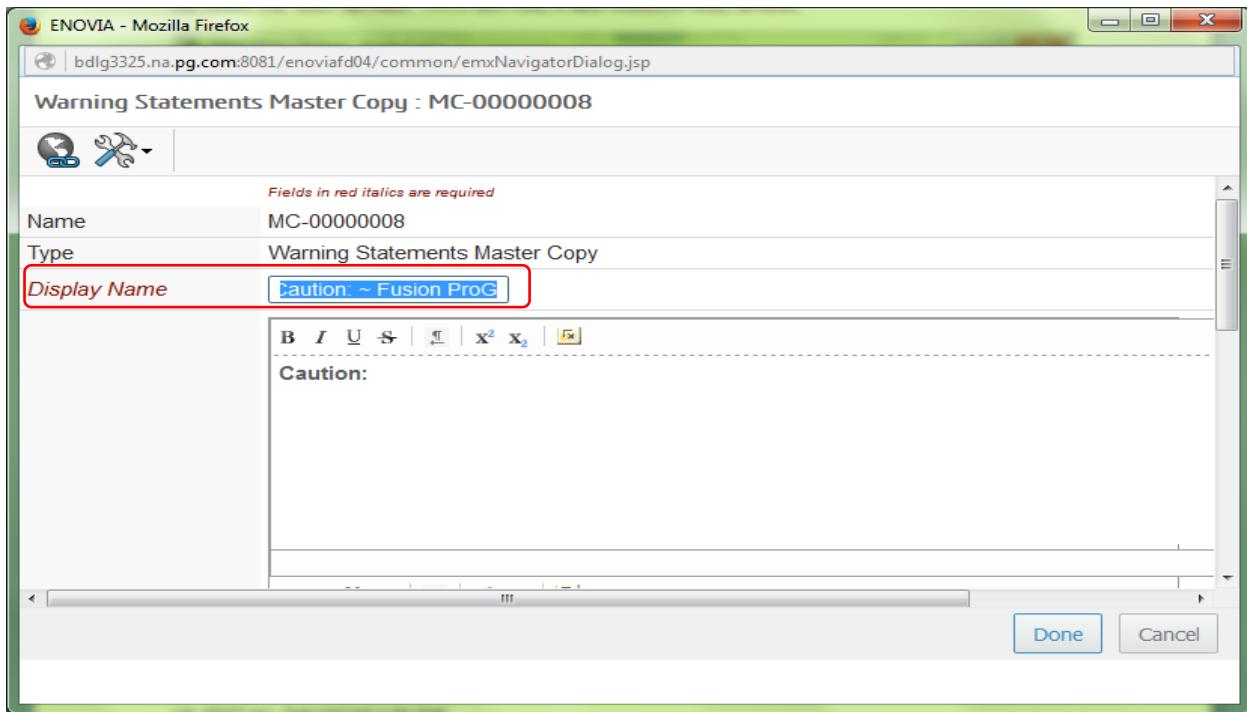
The screenshot shows the same browser window as the previous one, but the "Properties" tab is now highlighted with a red box. The properties listed are:

Name	MC-00000008
Type	Warning Statements Master Copy
Display Name	Warning ~ Caution: ~ Fusion ProG
Master Copy Text	<b>Caution:</b>
Translate	Yes
Inline Translation	No
Build From List	No
List Separator	
Policy	Artwork Element
Responsible	

19. CLICK THE "**EDIT DETAILS**"  BUTTON, A NEW WINDOW WILL APPEAR.



20. EDIT ALL THE DETAILS IN THE **DISPLAY NAME** FIELD, THEN CLICK "**DONE**" BUTTON TO SAVE.



**NOTE:**

IF YOU EDIT THE MARKETING NAMES OF THE MASTER COPY, IT WILL ALSO AUTOMATICALLY UPDATE THE MARKETING NAMES OF ALL THE LOCAL COPIES ASSOCIATED IN THAT MASTER COPY ELEMENT.

## **EX. #2: COPY TEXT**

21. IN THE "**STRUCTURE VIEW**"  BUTTON, GO TO THE LEVEL WHEREIN YOU WILL GOING TO EDIT THE COPY TEXT OF A COPY ELEMENT (EX. PRODUCT MASTER), EXPAND THE HIERARCHY TO GO TO THE LOWEST LEVEL OF THE HIERARCHY WHICH IS THE CPG LEVEL. CLICK THE CPG LINK. THEN CLICK "**CATEGORIES**".

22. THEN, CLICK "***COPY AND ARTWORK***".

The screenshot shows the 3DEXPERIENCE Platform interface for the ENOVIA Copy and Artwork Management module. The top navigation bar includes links for File, Edit, View, History, Bookmarks, Tools, and Help. The address bar shows the URL: bdlg325.na.pg.com:8081/enuviafd04/common/emuNavigator.jsp?appName=ENOVAIR\_AP&appName=ENOVAIR\_AP. The main header features the 3DEXPERIENCE logo and the title "3DEXPERIENCE | ENOVIA Copy and Artwork Management". A search bar is located at the top right.

The left sidebar contains navigation links: HP-00000001, Gillette ~ EMEA ~ M ~ Fusion Pro ~ S..., CPG Product (A), Change, Collaboration, Content, Planning, Configuration Criteria, Manufacturing Plans, **Copy and Artwork** (which is highlighted with a red box), and IP Security Settings.

The main content area displays a product record for "HP-00000001". The product details are as follows:

- HP-00000001
- Gillette ~ EMEA ~ M ~ Fusion Pro ~ S...
- CPG Product (A)
- State: Preliminary
- Owner: TestAPAC1
- Modified: 10/28/2015 9:50:00 AM

The "Artwork Elements" tab is selected and highlighted with a red box. Below it is a toolbar with various icons for managing artwork elements. The table below lists the artwork elements:

Type	Language	Display Name	State	Master Copy Text	Local Copy Text	Translate	Inline Translation	Local	Place Of Origin
CPG Product		Gillette ~ EMEA ...							
Icon With Variable Text		Test image 4	Pr...						Multiple
Hazard Symbol		Icon With Variable Text Master Graphic	Hazard Symbol ...	Pr...					Multiple
Copy List	Hindi, Japanese	Copy List - HP...	Pr...						Gillette ~ E...
Copy List	English, French...	Copy List - HP...	Ob...						Gillette ~ E...
Copy List	Chinese, Engl...	Copy List - HP...	Pr...						Gillette ~ E...
Copy List	English, French...	Copy List - HP...	Pr...						Gillette ~ E...
Copy List	English, French...	Test - Sarah	Pr...						Va Chill

At the bottom, there are buttons for Save and Reset, and a status bar indicating "17 objects, 1 selected".

23. IN THE ARTWORK ELEMENTS TAB, CLICK THE **MARKETING/DISPLAY NAME LINK** OF THE COPY ELEMENT YOU WANT TO EDIT, A NEW WINDOW WILL APPEAR.

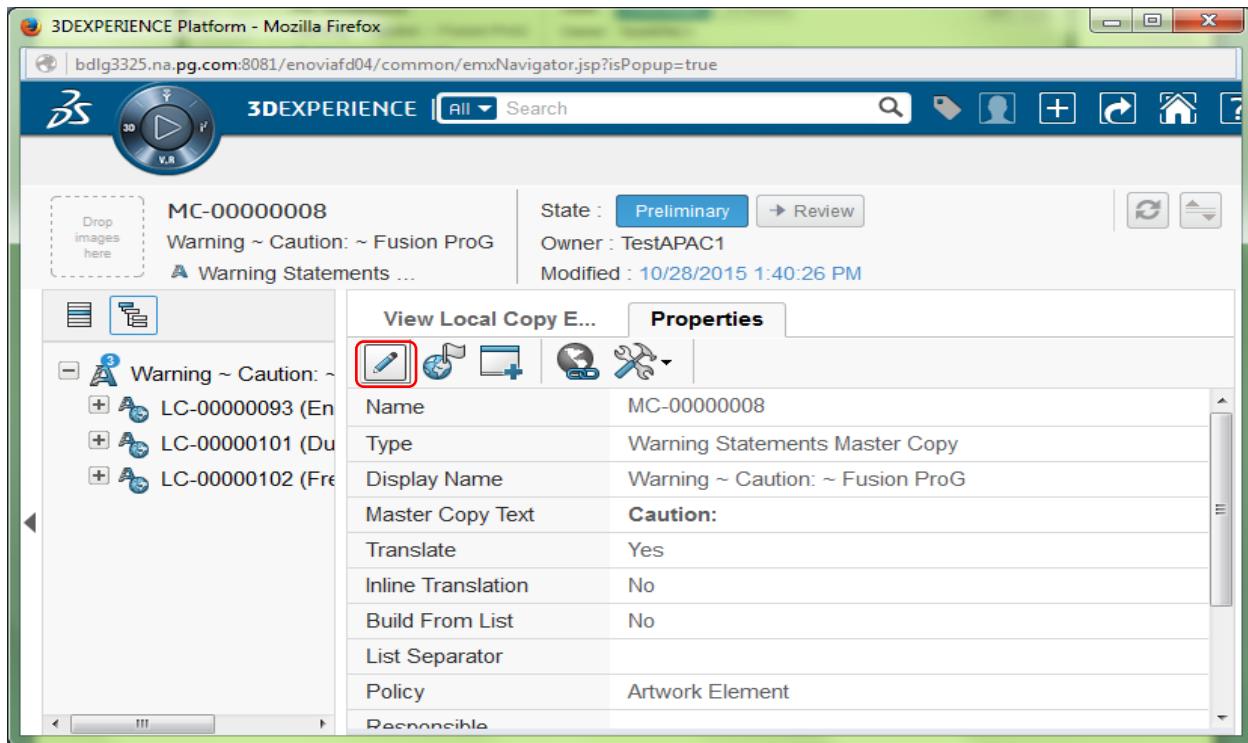
The screenshot shows a browser window for the 3DEXPERIENCE Platform. The URL is [bdlg3325.na.pg.com:8081/enoviafd04/common/emxNavigator.jsp?isPopup=true](http://bdlg3325.na.pg.com:8081/enoviafd04/common/emxNavigator.jsp?isPopup=true). The main content area displays a document titled "MC-00000008" with a state of "Preliminary". On the left, there's a tree view under "Drop images here" containing three items: "Warning ~ Caution: ~ Fusion ProG", "LC-00000093 (En)", and "LC-00000101 (Du)". On the right, there's a "Properties" tab selected, showing a table with columns: Name, Type, Copy Text, Is Master Copy, Revision, and Status. The table contains three rows: "LC-00000093" (Type: War..., Caution: Yes), "LC-00000101" (Type: War..., Caution: No), and "LC-00000102" (Type: War..., Caution: No). The status bar at the bottom right indicates "3 objects".

24. CLICK THE "**PROPERTIES**" TAB

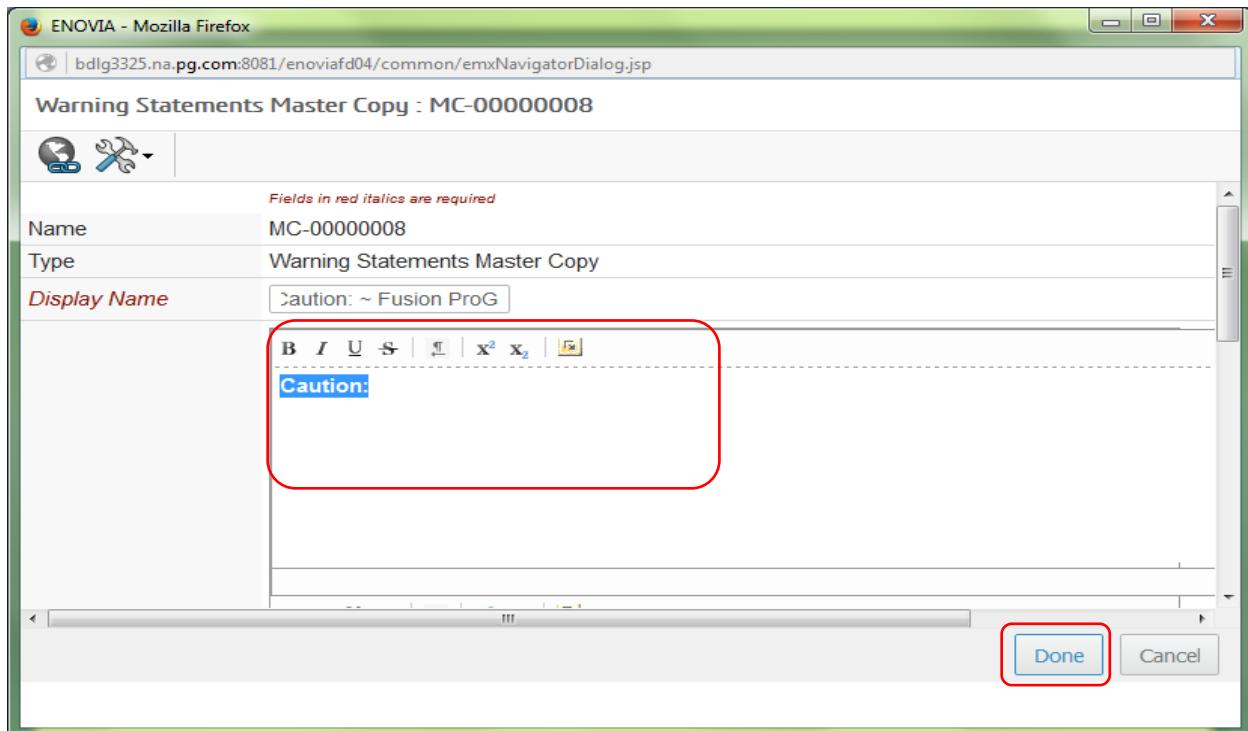
The screenshot shows the same browser window as the previous one, but with the "Properties" tab highlighted in red. The properties table now includes additional fields: Display Name, Master Copy Text, Translate, Inline Translation, Build From List, List Separator, Policy, and Responsible. The "Display Name" field is populated with "Warning ~ Caution: ~ Fusion ProG".

Name	Value
Type	Warning Statements Master Copy
Display Name	Warning ~ Caution: ~ Fusion ProG
Master Copy Text	Caution:
Translate	Yes
Inline Translation	No
Build From List	No
List Separator	
Policy	Artwork Element
Responsible	

25. CLICK THE "**EDIT DETAILS**"  BUTTON, A NEW WINDOW WILL APPEAR.



26. CHANGE THE "**COPY TEXT**" OF THE COPY ELEMENT USING THE "**MASTER COPY TEXT**" FIELD IN THE WINDOW. ONCE FINISHED, CLICK THE "**DONE**" BUTTON TO SAVE ALL THE CHANGES MADE.

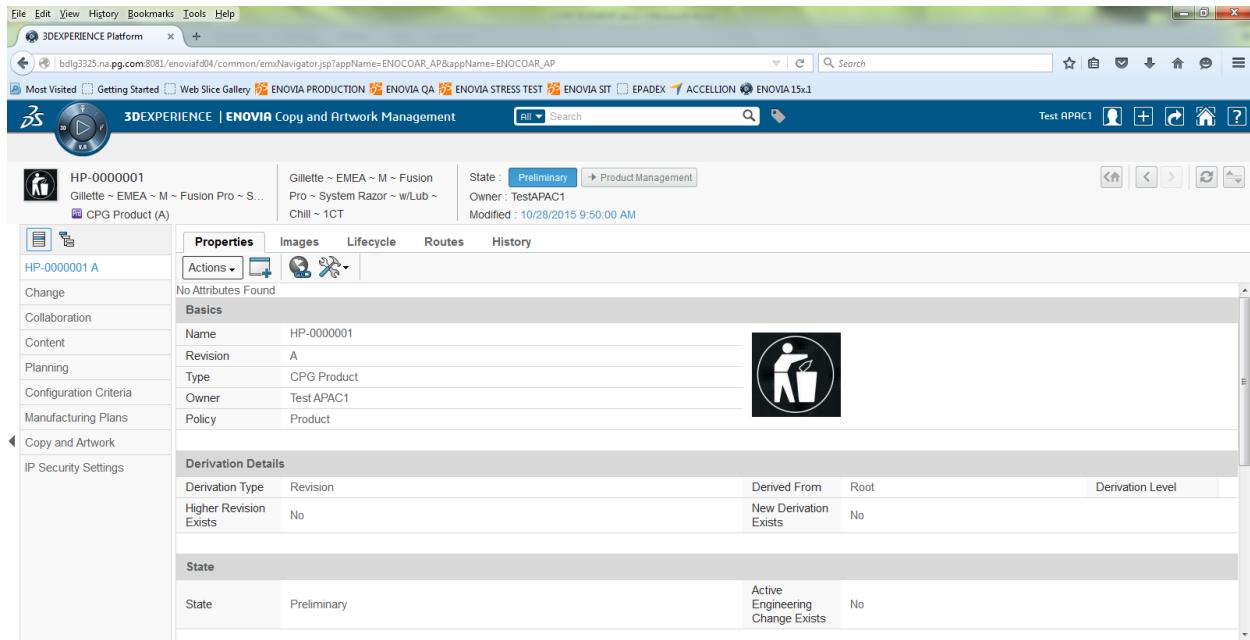


**NOTE:**

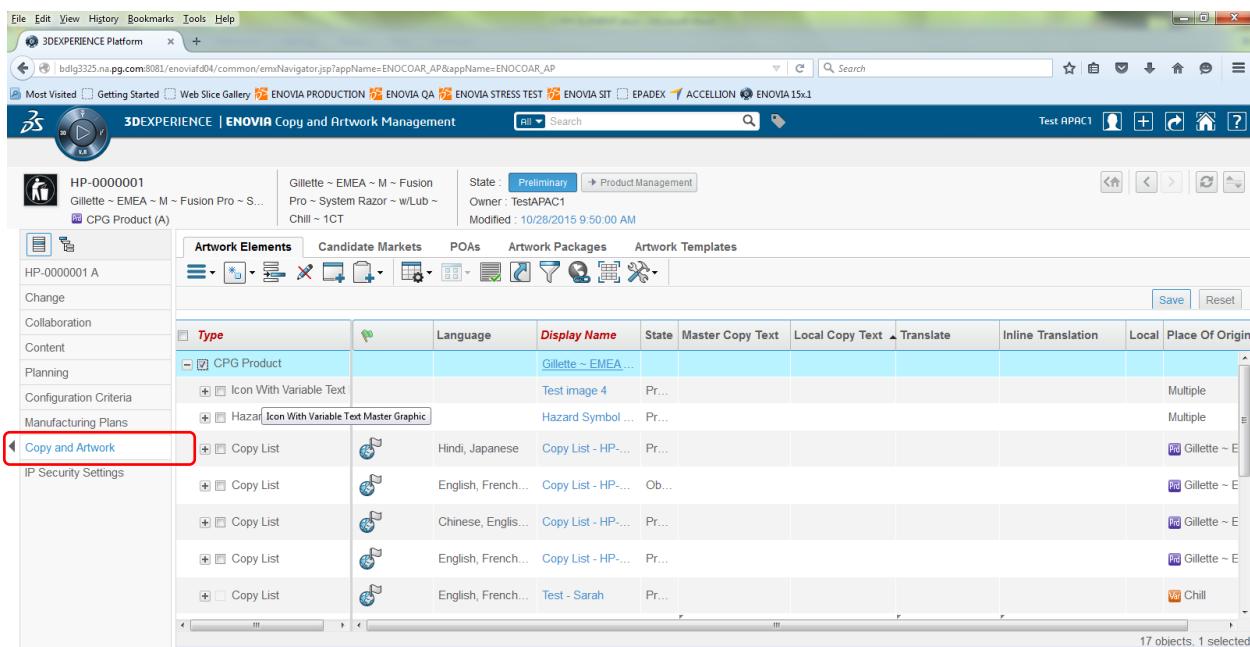
CHANGES IN THE COPY ELEMENTS MASTER COPY TEXT WILL ALSO BE APPLIED TO THE ENGLISH\_US LOCAL COPY TEXT.

### EX. #3: TRANSLATION

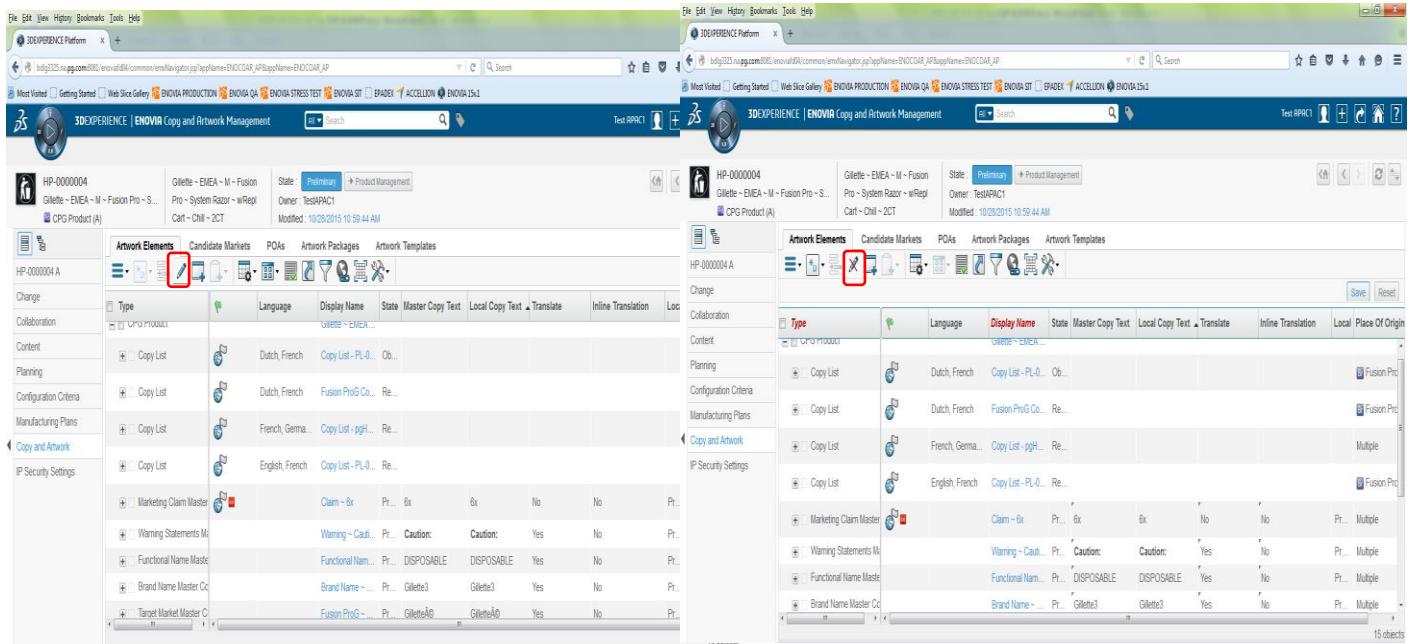
27. IN THE "STRUCTURE VIEW"  BUTTON, GO TO THE LEVEL WHEREIN YOU WILL GOING TO EDIT THE TRANSLATION OF A COPY ELEMENT (EX. PRODUCT MASTER), EXPAND THE HIERARCHY TO GO TO THE LOWEST LEVEL OF THE HIERARCHY WHICH IS THE CPG LEVEL, CLICK THE CPG LINK, THEN CLICK "CATEGORIES". 



28. THEN, CLICK "**COPY AND ARTWORK**".

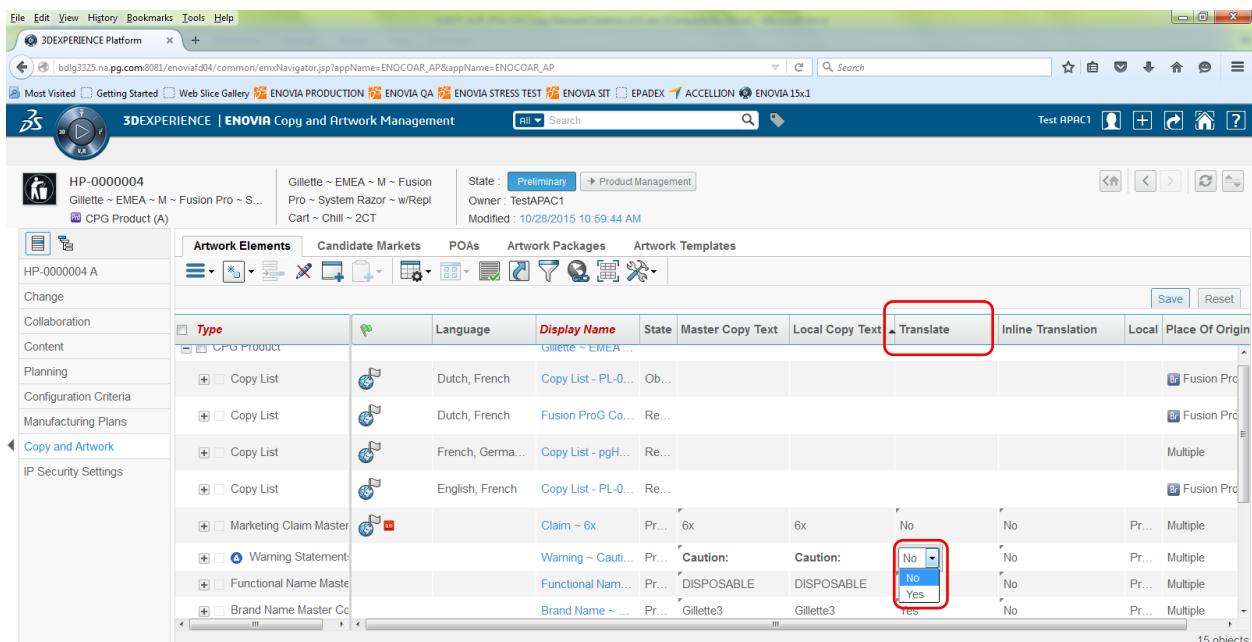


29. IN THE "ARTWORK ELEMENTS" TAB, CLICK THE "ENABLE EDIT"  BUTTON. (NOTE. MAKE SURE IT WILL CHANGE FROM "ENABLE EDIT" TO "DISABLE EDIT").



Type	Language	Display Name	State	Master Copy Text	Local Copy Text	Translate	Inline Translation	Local Place Of Origin
CPO Product		Gillette ~ EMEA ...	Preliminary					
Copy List	Dutch, French	Copy List - PL-0... Ob...						
Copy List	Dutch, French	Fusion ProG Co... Re...						
Copy List	French, German...	Copy List - pgH... Re...						
Copy List	English, French	Copy List - PL-0... Re...						
Marketing Claim Master		Claim ~ 6x	Pr... 6x	6x	No	No	Pr...	Multiple
Warning Statements M...		Warning ~ Cauti...	Pr... Caution:	Caution:	Yes	No	Pr...	Multiple
Functional Name Mast...		Functional Nam...	Pr... DISPOSABLE	DISPOSABLE	Yes	No	Pr...	Multiple
Brand Name Master Co...		Brand Name ~ ...	Pr... Gillette3	Gillette3	Yes	No	Pr...	Multiple
Target Market Master C...		Fusion ProG...	Pr... Gillette40	Gillette40	Yes	No	Pr...	Multiple

30. GO TO THE "TRANSLATE" COLUMN, CHOOSE THE CORRECT "TRANSLATION" IF IT IS A (YES or NO).



Type	Language	Display Name	State	Master Copy Text	Local Copy Text	Translate	Inline Translation	Local Place Of Origin
CPO PRODUCT		Gillette ~ EMEA ...	Preliminary					
Copy List	Dutch, French	Copy List - PL-0... Ob...						
Copy List	Dutch, French	Fusion ProG Co... Re...						
Copy List	French, German...	Copy List - pgH... Re...						
Copy List	English, French	Copy List - PL-0... Re...						
Marketing Claim Master		Claim ~ 6x	Pr... 6x	6x	No	No	Pr...	Multiple
Warning Statements M...		Warning ~ Cauti...	Pr... Caution:	Caution:	Yes	No	Pr...	Multiple
Functional Name Mast...		Functional Nam...	Pr... DISPOSABLE	DISPOSABLE	Yes	No	Pr...	Multiple
Brand Name Master Co...		Brand Name ~ ...	Pr... Gillette3	Gillette3	Yes	No	Pr...	Multiple
Target Market Master C...		Fusion ProG...	Pr... Gillette40	Gillette40	No	Yes	Pr...	Multiple

31. CLICK "**SAVE**" BUTTON TO APPLY THE CHANGES MADE.

The screenshot shows the 3DEXPERIENCE Platform interface with the ENOVIA Copy and Artwork Management application open. The left sidebar contains navigation links like Change, Collaboration, Content, Planning, Configuration Criteria, Manufacturing Plans, Copy and Artwork, and IP Security Settings. The main area displays artwork elements for a product named HP-0000004. The 'Artwork Elements' tab is selected. A table lists various elements such as Copy List, Marketing Claim Master, Warning Statement, Functional Name Master, and Brand Name Master. The 'Save' button in the top right corner of the table area is highlighted with a red box.

#### **EX. #4: INLINE TRANSLATION**

32. IN THE "**STRUCTURE VIEW**" BUTTON, GO TO THE LEVEL WHEREIN YOU WILL GOING TO EDIT THE TRANSLATION OF A COPY ELEMENT (EX. PRODUCT MASTER LEVEL), EXPAND THE HIERARCHY TO GO TO THE LOWEST LEVEL OF THE HIERARCHY WHICH IS THE CPG LEVEL, CLICK THE **CPG NAME LINK**, THEN CLICK "**CATEGORIES**" .

The screenshot shows the 3DEXPERIENCE Platform interface with the ENOVIA Copy and Artwork Management application open. The left sidebar contains navigation links like Change, Collaboration, Content, Planning, Configuration Criteria, Manufacturing Plans, Copy and Artwork, and IP Security Settings. The main area displays properties for a product named HP-0000001. The 'Properties' tab is selected. Under the 'Actions' section, two icons are highlighted with red boxes: one for creating a new item and another for opening an existing item. The 'Basics' section shows details like Name (HP-0000001), Revision (A), Type (CPG Product), Owner (Test APAC1), and Policy (Product). The 'Derivation Details' section shows Derivation Type (Revision) and Higher Revision Exists (No). The 'State' section shows State (Preliminary) and Active Engineering Change Exists (No).

**33. THEN, CLICK "*COPY AND ARTWORK*".**

The screenshot shows the 3DEXPERIENCE Platform interface for 'ENOVIA Copy and Artwork Management'. On the left, there's a sidebar with various links like Change, Collaboration, Content, Planning, Configuration Criteria, Manufacturing Plans, and 'Copy and Artwork' (which is highlighted with a red box). The main area displays product details for 'HP-0000001' (Gillette ~ EMEA ~ M ~ Fusion Pro ~ S...). Below this, there's a table titled 'Artwork Elements' showing several rows of artwork items. At the bottom right of the main area, there are 'Save' and 'Reset' buttons.

**34. IN THE "ARTWORK ELEMENTS" TAB, CLICK THE "*ENABLE EDIT*" BUTTON. (NOTE. MAKE SURE IT WILL CHANGE FROM "*ENABLE EDIT*" TO "*DISABLE EDIT*").**

This screenshot shows the same interface as the previous one, but with two separate 'Artwork Elements' tables side-by-side. Each table has a toolbar at the top. In both toolbars, the first button (a pencil icon) is highlighted with a red box. This indicates that both rows in the tables have their 'Edit' status changed from 'Enable Edit' to 'Disable Edit'.

35. GO TO THE "**INLINE TRANSLATION**" COLUMN, CHOOSE THE CORRECT "**INLINE TRANSLATION**" IF IT IS A (**YES or NO**).

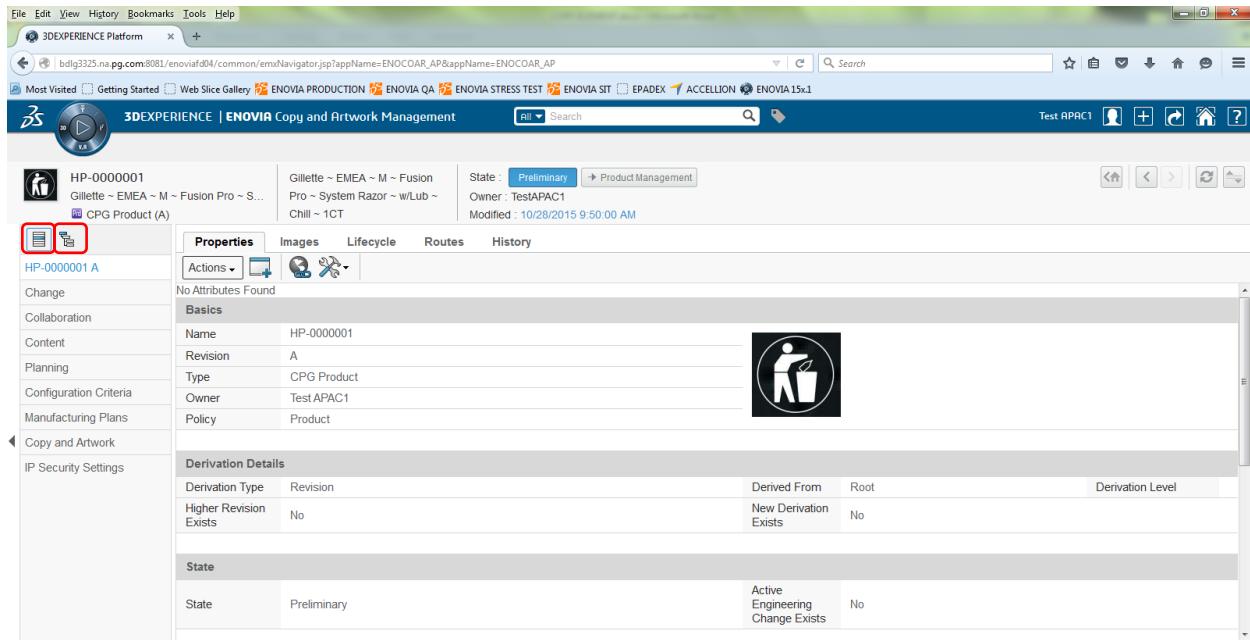
Type	Language	Display Name	State	Master Copy Text	Local Copy Text	Translate	Inline Translation	Local	Place Of Origin
Copy List	Dutch, French	Copy List - PL-0...	Ob...			No	No	Fusion Pro	
Copy List	Dutch, French	Fusion ProG Co...	Re...			No	No	Fusion Pro	
Copy List	French, German	Copy List - pgH...	Re...			No	No	Multiple	
Copy List	English, French	Copy List - PL-0...	Re...			No	No	Fusion Pro	
Marketing Claim Master		Claim ~ 6x	Pr...	6x	6x	No	No	Pr... Multiple	
Warning Statements Ma...		Warning ~ Cauti...	Pr...	Caution:	Caution:	No	No	Pr... Multiple	
Functional Name Master		Functional Nam...	Pr...	DISPOSABLE	DISPOSABLE	Yes	Yes	Pr... Multiple	
Brand Name Master Co...		Brand Name - ...	Pr...	Gillette3	Gillette3	Yes	No	Pr... Multiple	

36. CLICK "**SAVE**" BUTTON TO APPLY THE CHANGES MADE.

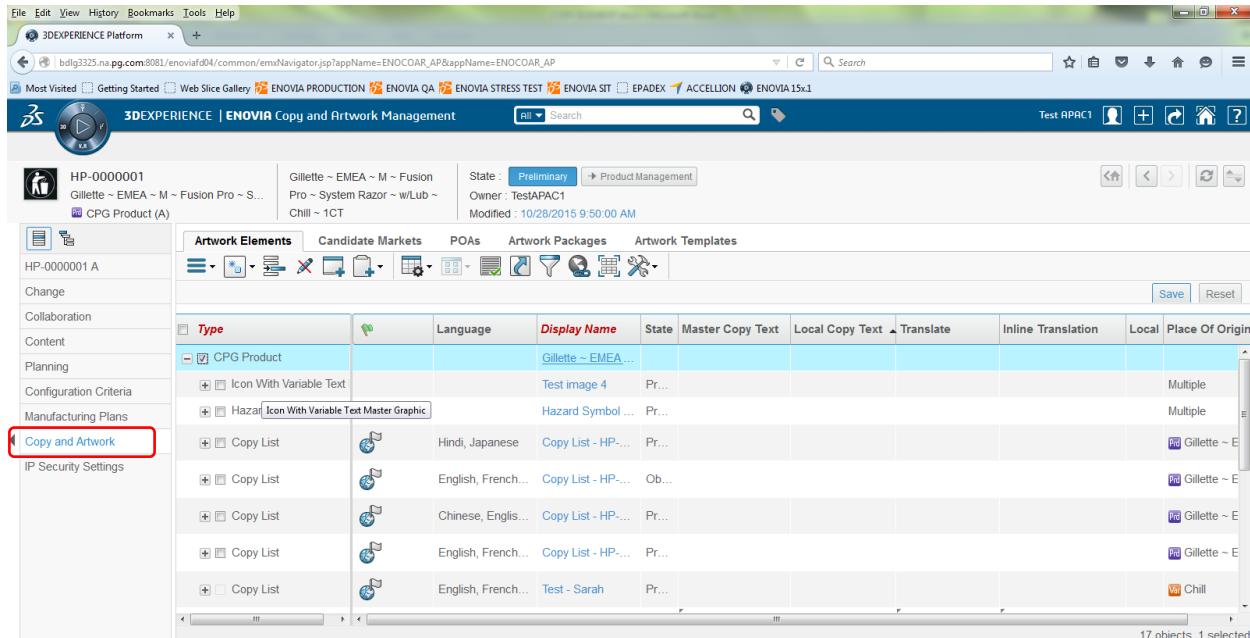
The screenshot shows the same interface as the previous one, but the 'Save' button at the top right of the table has been clicked, indicated by a red box around it. The dropdown menu in the 'Inline Translation' column is still visible, showing 'No' and 'Yes' options.

## REMOVING MASTER COPY ELEMENT

37. IN THE "**STRUCTURE VIEW**"  BUTTON, GO TO THE LEVEL WHEREIN YOU WILL GOING TO REMOVE A SPECIFIC COPY ELEMENT (EX. PRODUCT MASTER LEVEL), EXPAND THE HIERARCHY TO GO TO THE LOWEST LEVEL OF THE HIERARCHY WHICH IS THE CPG LEVEL, CLICK THE **CPG NAME LINK**, THEN CLICK "**CATEGORIES**" .



38. THEN, CLICK "**COPY AND ARTWORK**".



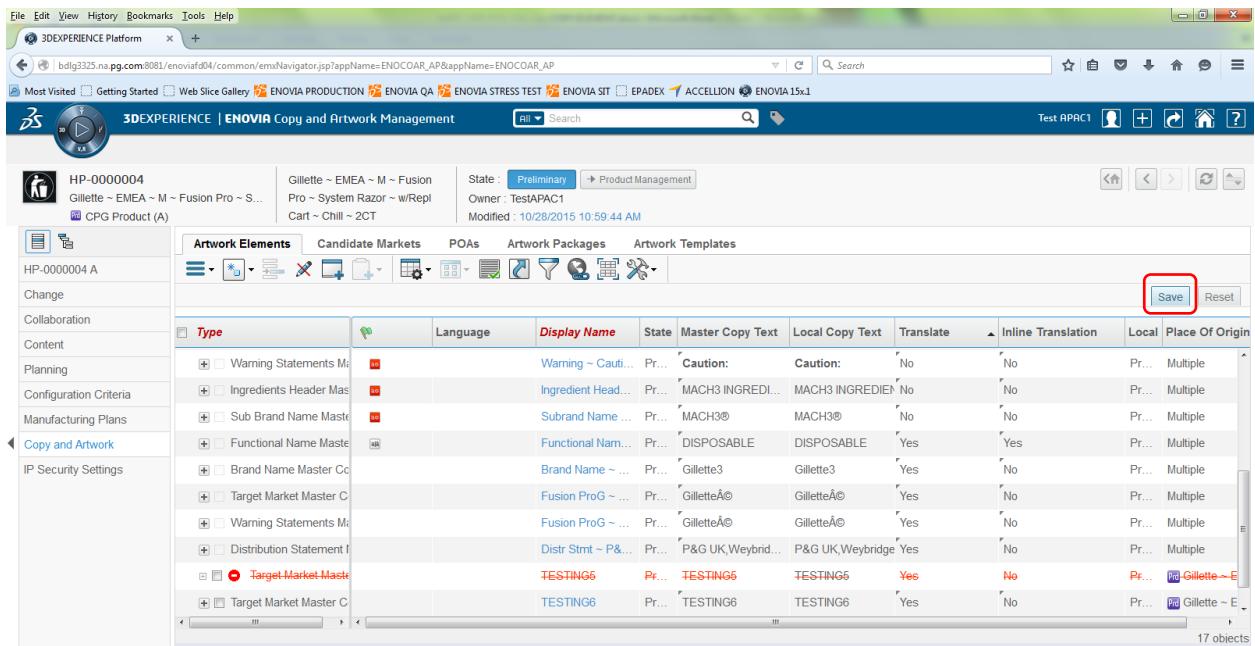
**39. IN THE "ARTWORK ELEMENTS" TAB, TICK THE COPY ELEMENT YOU WANT TO REMOVE. (MAKE SURE THAT YOU SELECTED ONLY 1 OBJECT BEFORE PROCEEDING IN REMOVING THE CE).**

Type	Language	Display Name	State	Master Copy Text	Local Copy Text	Translate	Inline Translation	Local	Place Of Origin
Functional Name Master		Functional Name ...	Pr...	DISPOSABLE	DISPOSABLE	Yes	Yes	Pr...	Multiple
Brand Name Master Co		Brand Name ~ ...	Pr...	Gillette3	Gillette3	Yes	No	Pr...	Multiple
Target Market Master C		Fusion ProG ~ ...	Pr...	Gillette®	Gillette®	Yes	No	Pr...	Multiple
Warming Statements Ma		Fusion ProG ~ ...	Pr...	Gillette®	Gillette®	Yes	No	Pr...	Multiple
Ingredients Header Ma		Ingredient Head... [red]	Pr...	MACH3 INGREDI...	MACH3 INGREDIE...	No	No	Pr...	Multiple
Sub Brand Name Master		Sub Brand Name ... [red]	Pr...	MACH3®	MACH3®	No	No	Pr...	Multiple
Distribution Statement I		Distr Stmt ~ P&...	Pr...	P&G UK,Weybrid...	P&G UK,Weybridge	Yes	No	Pr...	Multiple
+ Target Market Master C	TESTING5	Pr...	TESTING5	TESTING5	TESTING5	Yes	No	Pr...	Multiple
Target Market Master C	TESTING6	Pr...	TESTING6	TESTING6	TESTING6	Yes	No	Pr...	Multiple
Copyright Trademark S	Copyright ~ Å... [red]	Pr...	©2014 P&G	©2014 P&G	©2014 P&G	Yes	No	Pr...	Multiple

**40. CLICK "ACTIONS" BUTTON. SELECT THE "REMOVE ARTWORK MASTER" IN THE OPTION LIST**

- Create Master Copy...
- Create Graphic Element...
- Add Existing Copy Element
- Add Existing Graphic Element
- Remove Artwork Master**
- Manage Country Assignments
- Subscribe...
- \* Create Copy List...
- + Add Existing Copy List...
- >Edit Copy Lists

41. A WARNING PROMPT WILL APPEAR STATING THAT ONCE A CE IS REMOVED IT IS STILL IN THE SYSTEM DATABASE AND CAN BE RE-USE AGAIN, CLICK "**OK**", TO REMOVE THE COPY ELEMENT, THEN CLICK "**SAVE**" TO APPLY THE CHANGES.

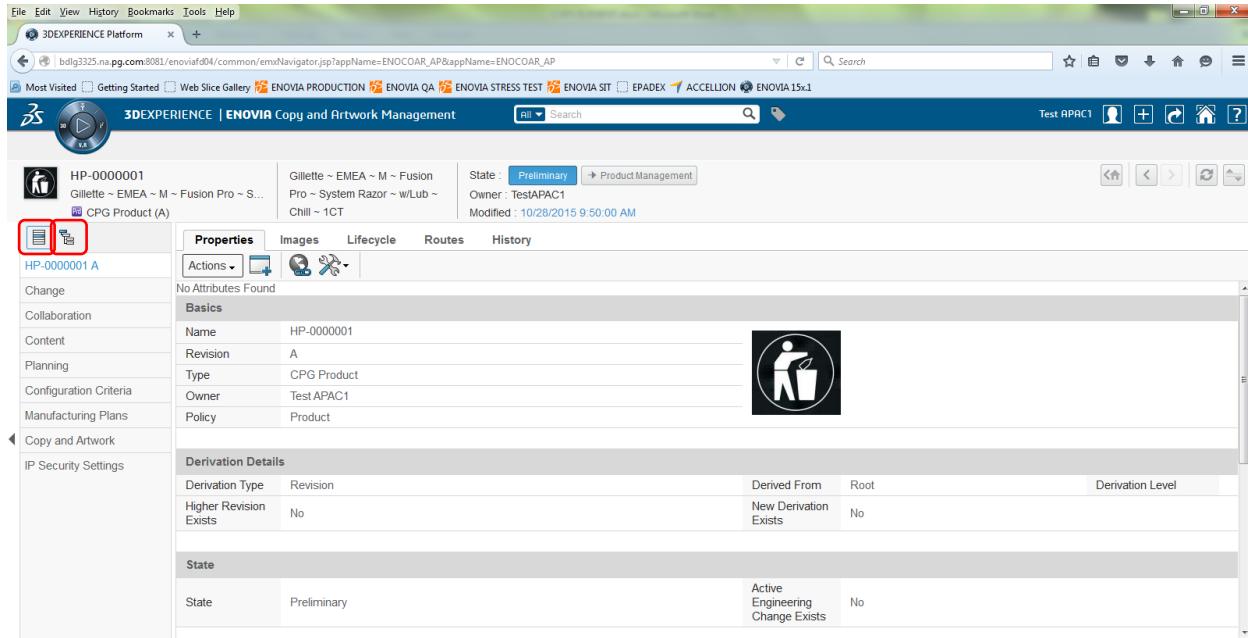


The screenshot shows the 3DEXPERIENCE Platform interface for ENOVIA Copy and Artwork Management. The main title bar reads "3DEXPERIENCE Platform" and "ENOVIA Copy and Artwork Management". The URL in the address bar is "http://b0lg3325.na.pg.com:8081/enoviafd04/common/enmNavigator.jsp?appName=ENOCAOR\_AP&appName=ENOCAOR\_AP". The page displays a list of artwork elements for product HP-0000004A, specifically Gillette products. The "Artwork Elements" tab is selected. The table has columns for Type, Language, Display Name, State, Master Copy Text, Local Copy Text, Translate, Inline Translation, Local, and Place Of Origin. One row in the table is highlighted with a red box around the "Type" column, which contains "Target Market Master C". The "Save" button in the top right corner of the table area is also highlighted with a red box. The status bar at the bottom right shows "17 objects".

Type	Language	Display Name	State	Master Copy Text	Local Copy Text	Translate	Inline Translation	Local	Place Of Origin
Warning Statements Ma...	Warning ~ Cauti...	Warning ~ Caution	Preliminary	Caution:	Caution:	No	No	Pr...	Multiple
Ingredients Header Ma...	Ingredient Head...	Ingredient Head...	Preliminary	MACH3 INGREDIE...	MACH3 INGREDIE...	No	No	Pr...	Multiple
Sub Brand Name Master...	Sub Brand Name ...	Subbrand Name ...	Preliminary	MACH3®	MACH3®	No	No	Pr...	Multiple
Functional Name Master...	Functional Nam...	Functional Nam...	Preliminary	DISPOSABLE	DISPOSABLE	Yes	Yes	Pr...	Multiple
Brand Name Master Co...	Brand Name ~ ...	Gillette3	Preliminary	Gillette3	Gillette3	Yes	No	Pr...	Multiple
Target Market Master C...	Fusion ProG ~ ...	Fusion ProG ~ ...	Preliminary	Gillette®	Gillette®	Yes	No	Pr...	Multiple
Warning Statements Ma...	Fusion ProG ~ ...	Fusion ProG ~ ...	Preliminary	Gillette®	Gillette®	Yes	No	Pr...	Multiple
Distribution Statement...	Distr Stmt ~ P&...	P&G UK,Weybrid...	Preliminary	P&G UK,Weybridge	P&G UK,Weybridge	Yes	No	Pr...	Multiple
Target Market Master C...	TESTING6	TESTING6	Preliminary	TESTING6	TESTING6	Yes	No	Pr...	Gillette ~ E...
Target Market Master C...	TESTING6	TESTING6	Preliminary	TESTING6	TESTING6	Yes	No	Pr...	Gillette ~ E...

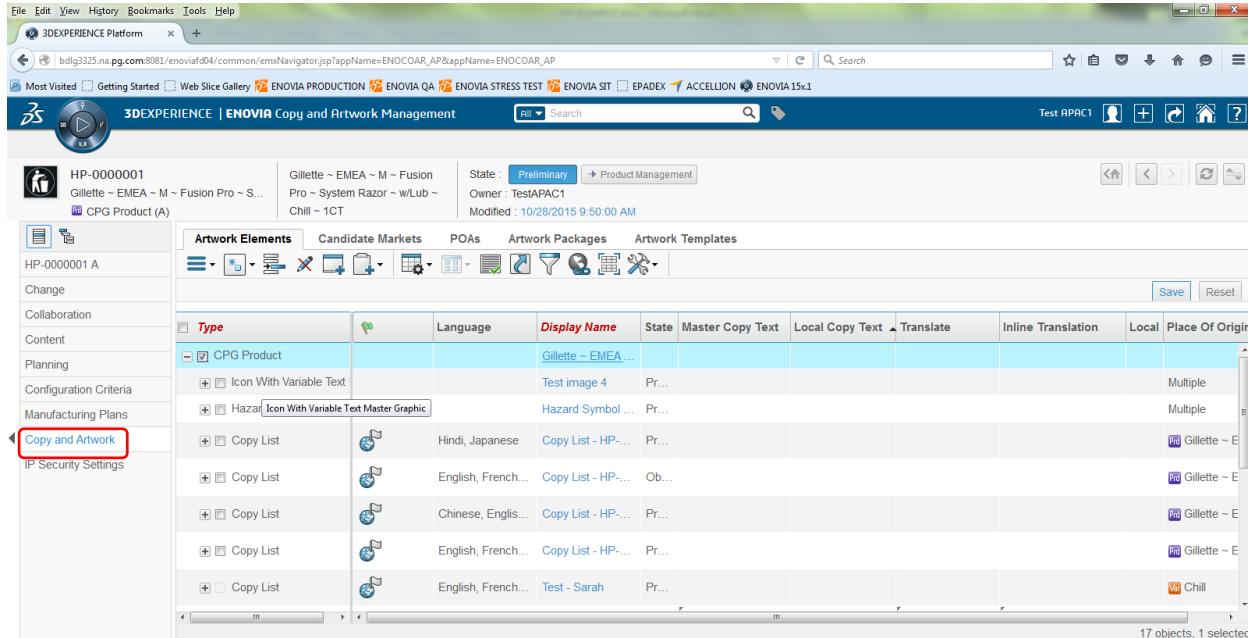
## DELETING MASTER COPY ELEMENT

42. IN THE "**STRUCTURE VIEW**"  BUTTON, GO TO THE LEVEL WHEREIN YOU WILL GOING TO DELETE A SPECIFIC COPY ELEMENT (EX. PRODUCT MASTER LEVEL), EXPAND THE HIERARCHY TO GO TO THE LOWEST LEVEL OF THE HIERARCHY WHICH IS THE CPG LEVEL, CLICK THE **CPG NAME LINK**, THEN CLICK "**CATEGORIES**" .



File Edit View History Bookmarks Tools Help  
3DEXPERIENCE Platform  
bldg3225.na.pg.com:3081/enoviafd04/common/emsNavigator.jsp?appname=ENOCOAR\_AP&appName=ENOCOAR\_AP  
Most Visited Getting Started Web Slice Gallery ENOVIA PRODUCTION ENOVIA QA ENOVIA STRESS TEST ENOVIA SIT EPADEX ACCELLION ENOVIA 15x1  
3DEXPERIENCE | ENOVIA Copy and Artwork Management Search Test APRC1  
HP-0000001 Gillette ~ EMEA ~ M ~ Fusion Pro ~ S... State Preliminary → Product Management  
CPG Product (A) Owner : TestAPAC1 Modified : 10/28/2015 9:50:00 AM  
Properties Images Lifecycle Routes History  
Actions Copy and Artwork  
No Attributes Found  
**Basics**  
Name HP-0000001  
Revision A  
Type CPG Product  
Owner TestAPAC1  
Policy Product  
**Derivation Details**  
Derivation Type Revision Derived From Root Derivation Level  
Higher Revision Exists No New Derivation Exists No  
**State**  
State Preliminary Active Engineering Change Exists No

43. THEN, CLICK "**COPY AND ARTWORK**".



File Edit View History Bookmarks Tools Help  
3DEXPERIENCE Platform  
bldg3225.na.pg.com:3081/enoviafd04/common/emsNavigator.jsp?appname=ENOCOAR\_AP&appName=ENOCOAR\_AP  
Most Visited Getting Started Web Slice Gallery ENOVIA PRODUCTION ENOVIA QA ENOVIA STRESS TEST ENOVIA SIT EPADEX ACCELLION ENOVIA 15x1  
3DEXPERIENCE | ENOVIA Copy and Artwork Management Search Test APRC1  
HP-0000001 Gillette ~ EMEA ~ M ~ Fusion Pro ~ S... State Preliminary → Product Management  
CPG Product (A)  
Artwork Elements Candidate Markets POAs Artwork Packages Artwork Templates  
Save Reset  

Type	Language	Display Name	State	Master Copy Text	Local Copy Text	Translate	Inline Translation	Local	Place Of Origin
CPG Product		Gillette ~ EMEA...							
Icon With Variable Text		Test image 4	Pr...						Multiple
Hazard Icon With Variable Text Master Graphic		Hazard Symbol ...	Pr...						Multiple
Copy List	Hindi, Japanese	Copy List - HP...	Pr...						Gillette ~ E
Copy List	English, French...	Copy List - HP...	Ob...						Gillette ~ E
Copy List	Chinese, English...	Copy List - HP...	Pr...						Gillette ~ E
Copy List	English, French...	Copy List - HP...	Pr...						Gillette ~ E
Copy List	English, French...	Test - Sarah	Pr...						Chill

17 objects, 1 selected

**44. IN THE "ARTWORK ELEMENTS" TAB, TICK THE COPY ELEMENT YOU WANT TO DELETE. (MAKE SURE THAT YOU SELECTED ONLY 1 OBJECT BEFORE PROCEEDING IN REMOVING THE CE).**

Type	Language	Display Name	State	Master Copy Text	Local Copy Text	Translate	Inline Translation	Local	Place Of Origin
Functional Name Master		Functional Name ...	Pr...	DISPOSABLE	DISPOSABLE	Yes	Yes	Pr...	Multiple
Brand Name Master C...		Brand Name ~ ...	Pr...	Gillette3	Gillette3	Yes	No	Pr...	Multiple
Target Market Master C...		Fusion ProG ~ ...	Pr...	Gillette®	Gillette®	Yes	No	Pr...	Multiple
Warning Statements Ma...		Fusion ProG ~ ...	Pr...	Gillette®	Gillette®	Yes	No	Pr...	Multiple
Ingredients Header Ma...		Ingredient Head... [red]	Pr...	MACH3 INGREDIE...	MACH3 INGREDIE...	No	No	Pr...	Multiple
Sub Brand Name Master...		Sub Brand Name ... [red]	Pr...	MACH3®	MACH3®	No	No	Pr...	Multiple
Distr Stmt ~ P...		Distr Stmt ~ P...	Pr...	P&G UK Weybrid...	P&G UK Weybridge	Yes	No	Pr...	Multiple
Target Market Master C...		TESTING5	Pr...	TESTING5	TESTING5	Yes	No	Pr...	Gillette ~ E...
Copyright Trademark S...		Copyright ~ A...	Pr...	©2014 P&G	©2014 P&G	Yes	No	Pr...	Multiple

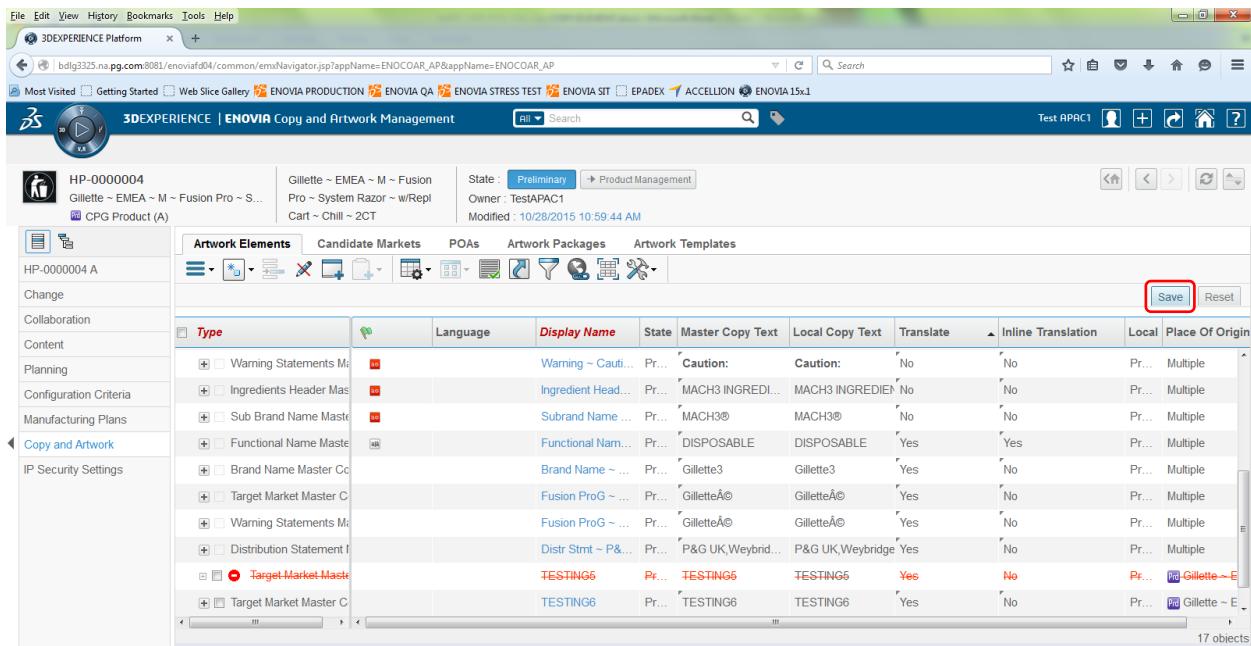
17 objects, 1 selected

**45. CLICK "ACTIONS" BUTTON. SELECT THE "DELETE" IN THE OPTION LIST**

Language	Display Name	State	Master Copy Text	Local Copy Text	Translate	Inline Translation	Local	Place Of Origin
	Claim ~ 6x	Pr...	6x	6x	No	No	Pr...	Multiple
	Ingredient Head... [red]	Pr...	MACH3 INGREDIE...	MACH3 INGREDIE...	No	No	Pr...	Multiple
	Sub Brand Name ... [red]	Pr...	MACH3®	MACH3®	No	No	Pr...	Multiple
	TESTING6	Pr...	TESTING6	TESTING6	Yes	No	Pr...	Gillette ~ E...
	Fusion ProG ~ ...	Pr...	Gillette®	Gillette®	Yes	No	Pr...	Multiple
	Fusion ProG ~ ...	Pr...	Gillette®	Gillette®	Yes	No	Pr...	Multiple
	Brand Name ~ ...	Pr...	Gillette3	Gillette3	Yes	No	Pr...	Multiple
	Copyright ~ A...	Pr...	©2014 P&G	©2014 P&G	Yes	No	Pr...	Multiple
	Distr Stmt ~ P...	Pr...	P&G UK,Weybrid...	P&G UK,Weybridge	Yes	No	Pr...	Multiple
	Functional Nam...	Pr...	DISPOSABLE	DISPOSABLE	Yes	Yes	Pr...	Multiple

16 objects, 1 selected

46. A WARNING PROMPT WILL APPEAR STATING THAT YOU WILL DELETE A CE IN THE DATABASE AND ONCE DELETED IT WILL NO LONGER BE AVAILABLE IN THE SYSTEM, CLICK "**OK**", TO DELETE THE COPY ELEMENT, THEN CLICK "**SAVE**" TO APPLY THE CHANGES.



The screenshot shows the 3DEXPERIENCE Platform interface for ENOVIA Copy and Artwork Management. The product details are as follows:

- Product ID:** HP-0000004 A
- Brand:** Gillette ~ EMEA ~ M ~ Fusion Pro ~ S...
- Category:** CPG Product (A)
- State:** Preliminary
- Owner:** TestAPAC1
- Modified:** 10/28/2015 10:59:44 AM

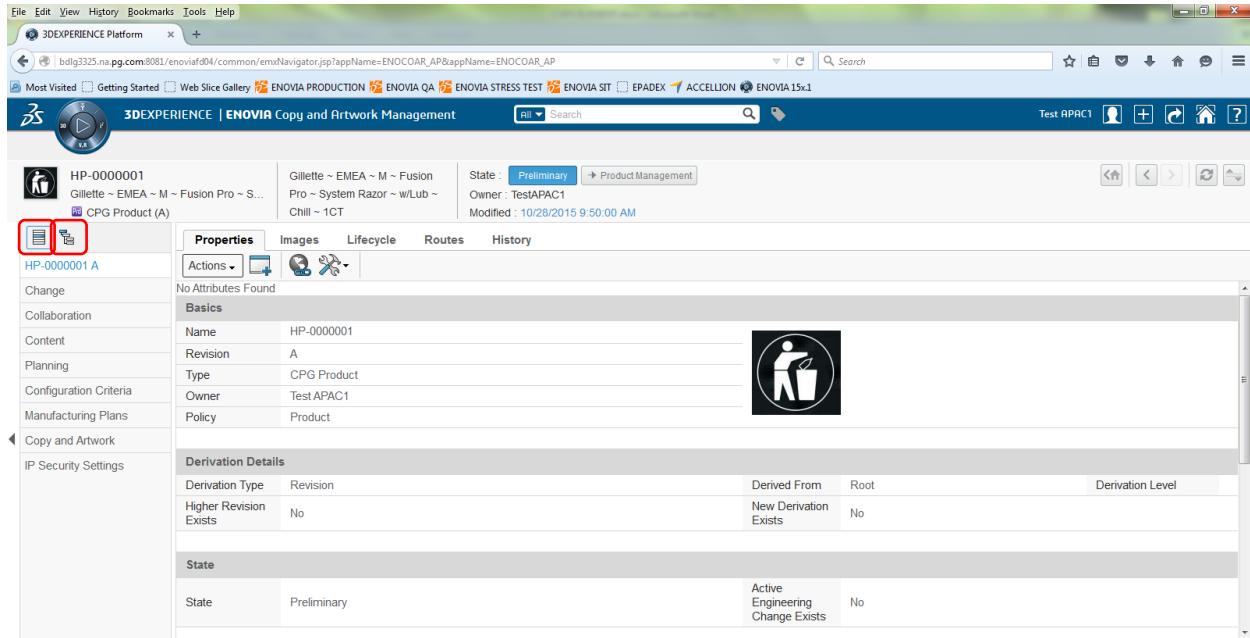
The Artwork Elements screen displays a table of 17 objects. The 'Save' button at the top right of the table area is highlighted with a red box.

Type	Language	Display Name	State	Master Copy Text	Local Copy Text	Translate	Inline Translation	Local	Place Of Origin
Warning Statements Master	English	Warning ~ Cautio...	Preliminary	Caution:	Caution:	No	No	Pr...	Multiple
Ingredients Header Master	English	Ingredient Head...	Preliminary	MACH3 INGREDIE...	MACH3 INGREDIE...	No	No	Pr...	Multiple
Sub Brand Name Master	English	Subbrand Name ...	Preliminary	MACH3®	MACH3®	No	No	Pr...	Multiple
Functional Name Master	English	Functional Nam...	Preliminary	DISPOSABLE	DISPOSABLE	Yes	Yes	Pr...	Multiple
Brand Name Master Configuration	English	Brand Name ~ ...	Preliminary	Gillette3	Gillette3	Yes	No	Pr...	Multiple
Target Market Master Configuration	English	Fusion PROG ~ ...	Preliminary	Gillette®	Gillette®	Yes	No	Pr...	Multiple
Warning Statements Master	English	Fusion PROG ~ ...	Preliminary	Gillette®	Gillette®	Yes	No	Pr...	Multiple
Distribution Statement Master	English	Distr Stmt ~ P&...	Preliminary	P&G UK,Weybrid...	P&G UK,Weybridge	Yes	No	Pr...	Multiple
Target Market Master Configuration	English	TESTING6	Preliminary	TESTING6	TESTING6	Yes	No	Pr...	Gillette ~ E...
Target Market Master Configuration	English	TESTING6	Preliminary	TESTING6	TESTING6	Yes	No	Pr...	Gillette ~ E...

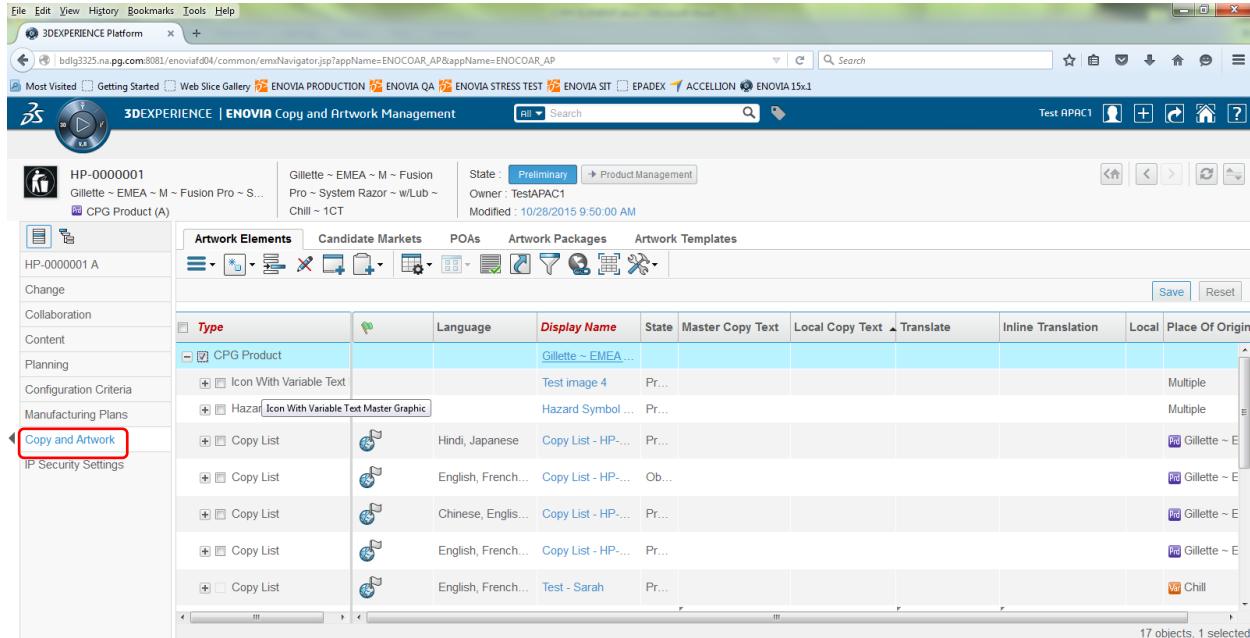
17 objects

## REVISING MASTER COPY ELEMENT

47. IN THE "**STRUCTURE VIEW**"  BUTTON, GO TO THE LEVEL WHEREIN YOU WILL GOING TO DELETE A SPECIFIC COPY ELEMENT (EX. PRODUCT MASTER LEVEL), EXPAND THE HIERARCHY TO GO TO THE LOWEST LEVEL OF THE HIERARCHY WHICH IS THE CPG LEVEL, CLICK THE **CPG NAME LINK**, THEN CLICK "**CATEGORIES**" .



48. THEN, CLICK "**COPY AND ARTWORK**".



49. IN THE "ARTWORK ELEMENTS" TAB, CLICK THE "DISPLAY/MARKETING NAME" OF THE COPY ELEMENT TO BE REVISE.

The screenshot shows the 3DEXPERIENCE Copy and Artwork Management interface. In the top navigation bar, the title is "3DEXPERIENCE | ENOVIA Copy and Artwork Management". The main area displays a product card for "pgHP-0000006" with the description "8 Cnt - Gillette Mach 3 Power Cartridge". The "Artwork Elements" tab is selected. A table lists various artwork elements, including "Copy List" and "Marketing Claim Master" entries. One specific row, "Claim ~ Fits All", is highlighted with a red border. The table includes columns for Type, Language, Display Name, State, Master Copy Text, Local Copy Text, Translate, and Inline Translation.

50. A NEW WINDOW WILL APPEAR.

A new window titled "View Local Copy Element Properties" is displayed. It shows a tree view on the left with items like "Claim ~ PACK LASTS U P TO 24 WE..." and "Marketing Claim Mast...". The main panel displays a table with columns: Name, Type, Copy Text, Is Master Copy, Revision, and Status. The table contains several rows, with the last row, "pgLC-00000013", being edited. The "Copy Text" field for this row contains the value "PACK L...".

51. GO TO THE "**CATEGORIES**" THEN CLICK "**REVISIONS**".

The screenshot shows a web browser window for the 3DEXPERIENCE Platform. The URL is [bdlg3325.na.pg.com:8081/enoviafd04/common/emxNavigator.jsp?isPopup=true](http://bdlg3325.na.pg.com:8081/enoviafd04/common/emxNavigator.jsp?isPopup=true). The main content area displays a document named "pgMC-00000013" with the following details:

- State : Release
- Owner : PM
- Modified : 10/27/2015 12:18:18 PM

A sidebar on the left lists categories: Reference Documents, Lifecycle and Approvals, Artwork Management, History, and Revisions. The "Revisions" link is highlighted with a red box. The main panel shows a table titled "View Local Copy E..." with the following data:

Name	Type	Copy Text	Is Master Copy	Revision	Status
LC-00000003	Mark...	No	1		
LC-00000004	Mark...	No	1		
LC-00000077	Mark...	No	1		
LC-00000089	Mark...	No	1		
pgLC-00000013	Mark...	PACK L...	Yes	1	

7 objects

52. A "**REVISIONS**" WINDOW BESIDE WILL APPEAR.

The screenshot shows a web browser window for the 3DEXPERIENCE Platform. The URL is [bdlg3325.na.pg.com:8081/enoviafd04/common/emxNavigator.jsp?isPopup=true](http://bdlg3325.na.pg.com:8081/enoviafd04/common/emxNavigator.jsp?isPopup=true). The main content area displays a document named "pgMC-00000013" with the following details:

- State : Release
- Owner : PM
- Modified : 10/27/2015 12:18:18 PM

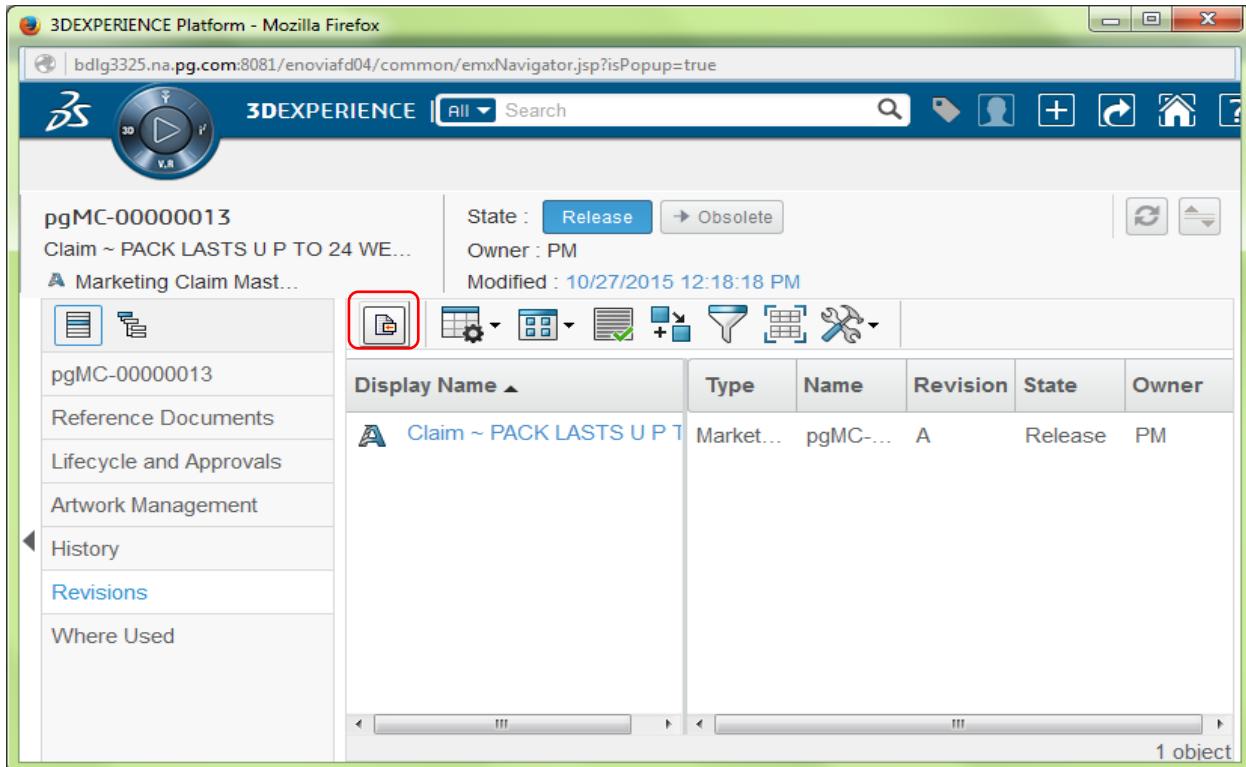
A sidebar on the left lists categories: Reference Documents, Lifecycle and Approvals, Artwork Management, History, Revisions, and Where Used. The "Revisions" link is highlighted with a red box. The main panel shows a table titled "Display Name" with the following data:

Display Name	Type	Name	Revision	State	Owner
Claim ~ PACK LASTS U P T	Market...	pgMC-...	A	Release	PM

1 object

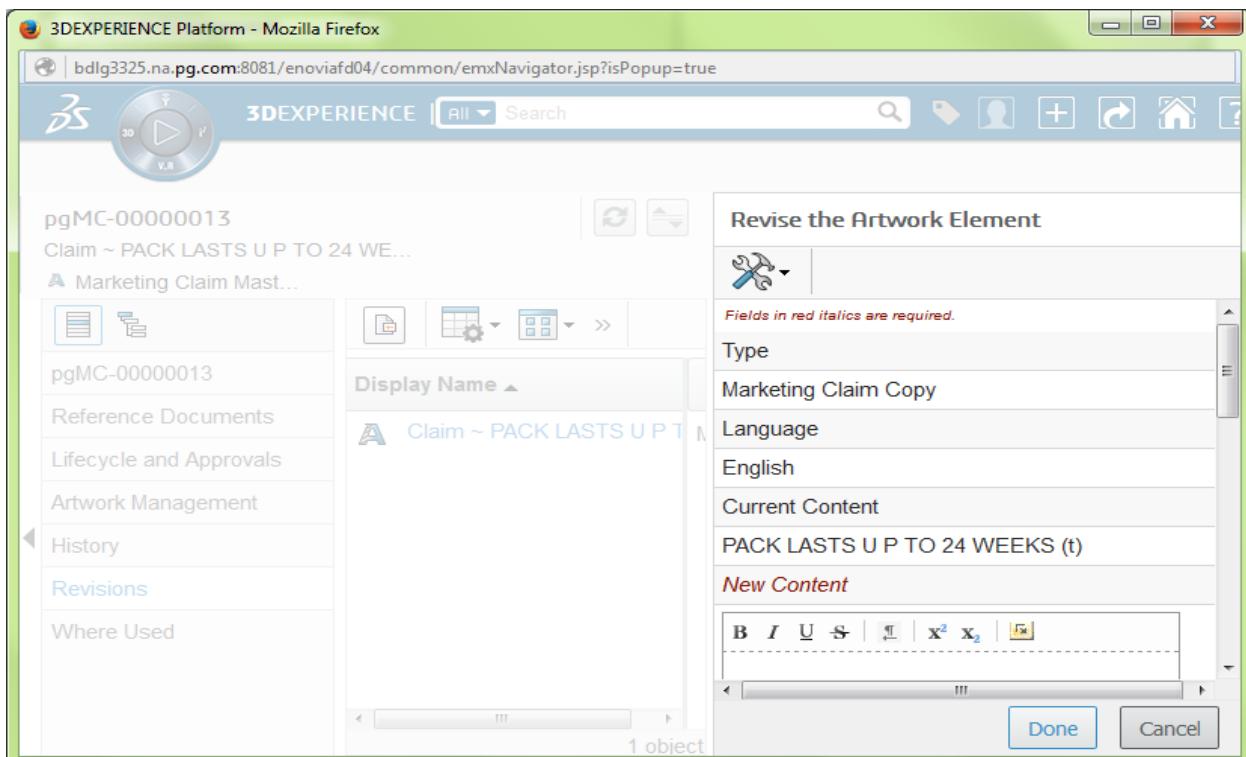
**NOTE:** You can only revise the content or marketing of a Copy Element when it is in the “**Release**” State, and its Artwork Package (AP) is in the “**Work In Process**” state.

53. CLICK THE “**REVISE**” BUTTON.



The screenshot shows the 3DEXPERIENCE Platform interface. The left sidebar contains links for pgMC-00000013, Reference Documents, Lifecycle and Approvals, Artwork Management, History, Revisions (which is selected), and Where Used. The main area displays a table of Marketing Claims. One row is selected, showing details: Display Name: Claim ~ PACK LASTS U P TO 24 WE..., Type: Market..., Name: pgMC..., Revision: A, State: Release, Owner: PM. The toolbar above the table includes a 'Revise' button, which is highlighted with a red box. The status bar at the bottom right indicates "1 object".

54. A “**REVISION**” WINDOW WILL APPEAR.



The screenshot shows the 'Revise the Artwork Element' dialog box. On the left, the Marketing Claim Master list view is visible. The dialog box has a toolbar with a 'Revise' button, followed by sections for 'Type' (Marketing Claim Copy), 'Language' (English), and 'Current Content' (PACK LASTS U P TO 24 WEEKS (t)). Below that is a 'New Content' section with a rich text editor containing the text "PACK LASTS U P TO 24 WEEKS (t)". At the bottom are 'Done' and 'Cancel' buttons.

55. ENTER IN THE "**NEW CONTENT**" FIELD THE UPDATED CONTENT OF THE COPY ELEMENT, THEN CLICK "**DONE**" TO SAVE.

