

Client User Manual for the OPM

OPM stands for the Bravado “**Online Product Manager**”, which functions as an approval tool via weblink between clients and Bravado users, as well as serving all Bravado offices as a central location for storage of visuals, approvals and high resolution artwork. It is accessible at all times from any online device to expedite the approval and production process worldwide.

We consider this to be an ongoing, constantly improving tool, so if you come across functions that you would like to be changed or added in order to improve its effectiveness, please feel free to bring your request to the attention of Ute Linhart (Ute.Linhart@bravado.com).

BASIC INFO about OPM

The OPM can be accessed at <http://opm.bravadousa.com/>

Clients logged into the OPM will be able to use the site for viewing purposes, approvals, comments, and uploading of hi-res artwork. The client (“contact”) is only associated with products from within their properties, to see what their product line(s) consist of, approve designs (if approval is required for the specific person), and post requests for revisions or add a comment if needed. They can also create and download grab sheets or presentations.

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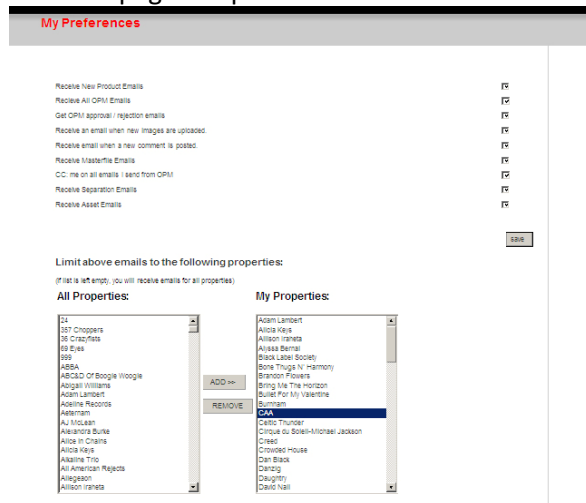
How to Set Preferences on OPM

Log on to OPM 2.0 using your email address as your username, and the password you were given (Please note that both login and password are case sensitive)
Once you've logged in to OPM, the Welcome Screen will appear.

First, you will want to set your preferences. To do this, click "My Preferences" at the top right-hand corner of the page.



The next page to open will look like the below



First, check off the boxes that you would like applied to your account. They are as follows:

Receive New Product Emails: If you check this box, you will receive an email from OPM when new products are posted.

Receive all OPM Emails: If you check this box, you will receive all of the emails that are listed in the preferences section- new product emails, approval/rejection emails, emails when new images are uploaded, emails when new comments are posted, masterfile emails, emails you send from the OPM, screen separation emails, and asset emails.

Get OPM Approval/Rejection Emails: You will be notified by email when an item is approved or rejected by another user.

Receive an Email When New Images are Uploaded: You will be notified by email whenever an image visual is posted

Receive an Email When a New Comment is Posted: You will be notified by email whenever another user posts a comment to the "comments" section of a particular product

Receive Masterfile Emails: You will be notified whenever a hi-res file is uploaded for a particular product

CC: Me On All Emails I Send from OPM: If you write any comments on a product page, or complete any action on OPM that would cause a notification email to be sent to others, you will be copied on that email.

Receive Separation Emails: Whenever new screen separations are uploaded for printing or sent to the printer, you will receive a notification.

Receive Asset Emails: You will receive a notification when any new assets are uploaded to a product page.

My Preferences

Receive New Product Emails	<input checked="" type="checkbox"/>
Receive All OPM Emails	<input type="checkbox"/>
Get OPM approval / rejection emails	<input checked="" type="checkbox"/>
Receive an email when new images are uploaded.	<input type="checkbox"/>
Receive email when a new comment is posted.	<input checked="" type="checkbox"/>
Receive Masterfile Emails	<input type="checkbox"/>
CC: me on all emails I send from OPM	<input checked="" type="checkbox"/>
Receive Separation Emails	<input type="checkbox"/>
Receive Asset Emails	<input type="checkbox"/>

save

In the bottom half of the Preferences section is a list of all of the properties that you have viewing rights for. The boxes marked above will only apply to those properties that you move into the “My Properties” column.

Limit above emails to the following properties:

(If list is left empty, you will receive emails for all properties)

All Properties:

24
357 Choppers
36 Crazylists
69 Eyes
999
ABBA
ABC&D Of Boogie Woogie
Abigail Williams
Adam Lambert
Adeline Records
Aeternam
A.J. McLean
Alexandra Burke
Alice In Chains
Allie Keys
Alkaline Trio
All American Rejects
Allegation
Allison Irabeta

ADD >>

REMOVE

My Properties:

Adam Lambert
Allie Keys
Allison Irabeta
Alyssa Bernal
Black Label Society
Bone Thugs N' Harmony
Brandon Flowers
Bring Me The Horizon
Bullet For My Valentine
Burnham
CAA
Celtic Thunder
Cirque du Soleil-Michael Jackson
Creed
Crowded House
Dan Black
Danzig
Daughtry
David Nail

To move a product into the “My Properties” column, select the property from the “All Properties” column, and click “Add”. To remove a property from the list, select that property and click “Remove”.

Then click “Save”

How to Search for Products on the OPM

Click “Products” in the main menu

Bravado OPM 2.0

Welcome
log out | my preferences

PRODUCTS PRODUCTION

Quick Product Search

Search Products

Search Products

Property: SHOW ALL Product Line: SHOW ALL
Category: SHOW ALL Approval Status: SHOW ALL
Product Name:
Product Code:
Products Per Page: 25

SEARCH

Showing Products 1 - 25 of 125 1 2 3 > Last

Sorting: Product ID

Adam Lambert - Album Photos - Assets - Archive Photos
New Art 2010 # Created: 01/11/10 # Last Activity: 08/25/10 # Status: Pending Approval

Adam Lambert - Glam Nation Bandana - Bandanas
New Art 2010 # Created: 01/11/10 # Last Activity: 05/08/10 # Status: Rejected

You will be brought to a page where you can enter your search criteria

1. Enter the property that you are searching for (band name or artist)
2. You may also select the Category (what kind of item are you searching for?)
3. You may enter the name of the product you are searching for into the “Product Name” field
4. You may enter the product code into the “Product Code” field if applicable
5. You may choose how many products you would like displayed per page
6. You may choose to enter the Product Line (ie Tour 2010, Retail, Hot Topic, etc...)
7. You may select the approval status of the product (ie Approved, Rejected, Pending)

You may choose to enter only one of the above criteria for a wider search, or multiple for a narrower search

Then click “Search”

Bravado OPM 2.0

Welcome
log out | my preferences

PRODUCTS PRODUCTION

Quick Product Search

Search Products

Search Products

Property: SHOW ALL Product Line: SHOW ALL
Category: SHOW ALL Approval Status: SHOW ALL
Product Name:
Product Code:
Products Per Page: 25

SEARCH

Showing Products 1 - 25 of 125 1 2 3 > Last

Sorting: Product ID

Adam Lambert - Album Photos - Assets - Archive Photos
New Art 2010 # Created: 01/11/10 # Last Activity: 08/25/10 # Status: Pending Approval

Adam Lambert - Glam Nation Bandana - Bandanas
New Art 2010 # Created: 01/11/10 # Last Activity: 05/08/10 # Status: Rejected

You will be presented with all items that match your search criteria. You can navigate through the pages using the page numbers at the top center. You can also sort the products by using the “Sorting” pull-down menu

Search Products

Search Products

Property:
Category:
Product Name:
Product Code:
Products Per Page:


Product Line:
Approval Status:

search


Showing Products 1 - 25 of 121

1 2 3 > Last >


Sorting:



Bring Me The Horizon - Black Sails - T-Shirts
Warped Tour 2010, New Art // Created: 03/15/10 // Last Activity: 07/13/10 // Status: Pending Approval



Bring Me The Horizon - HT - Repeat - T-Shirts - 118842000
New Art // Created: 03/15/10 // Last Activity: 07/13/10 // Status: Pending Approval



Bring Me The Horizon - alsation - T-Shirts - DM11019 (canada)
Warped Tour 2010, New Art // Created: 03/15/10 // Last Activity: 09/21/10 // Status: Pending Approval

Each item has useful information listed next to its picture.


In bold, there is the band name, product name, and category. There may also be a product code listed.

Listed underneath the bolded items is the product line (there may be multiple product lines listed), the creation date, the date of last activity for this item, and the approval status of the item


Showing Products 1 - 25 of 121

1 2 3 > Last >

Sorting:



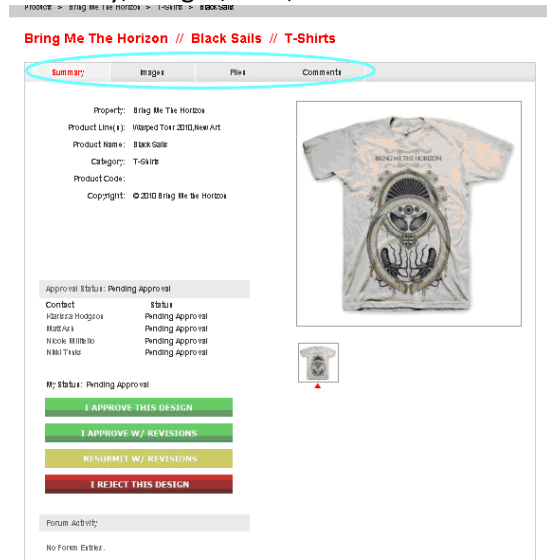
Bring Me The Horizon - Black Sails - T-Shirts
Warped Tour 2010, New Art // Created: 03/15/10 // Last Activity: 07/13/10 // Status: Pending Approval



4

Navigating a Product Page on the OPM

When you click on a product in OPM, you will find an array of information about that product. The four sections that contain this information can be found at the top of the product page. Summary, Images, Files, and Comments.



Under the “Summary” Tab the following are listed

Property: Name of the Band or Artist

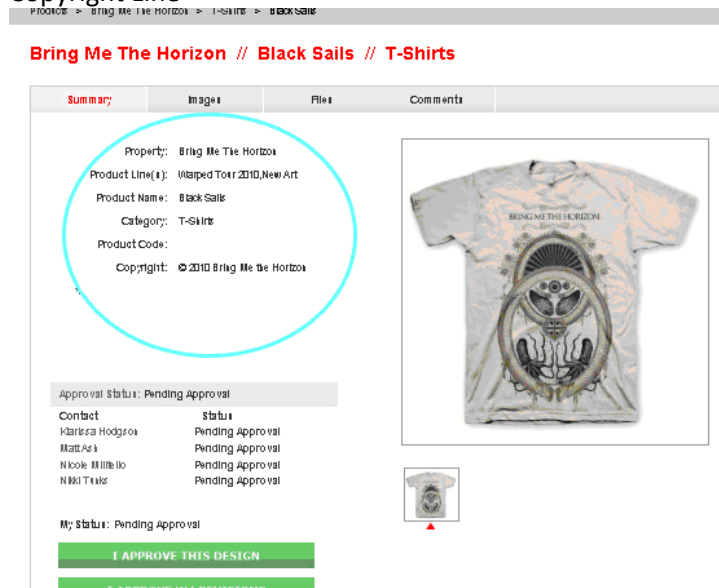
Product Lines: Which tours or retail lines this product was a part of

Product Name

Category: Which category does this belong under (ie t-shirts, sweatshirts, accessories...)

Product Code


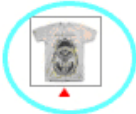
Copyright Line



Under the product visual (which you can click on to enlarge), are thumbnails of all images that exist for this particular product. You can click on these thumbnails to show that image in the larger image view

Product > Bring Me The Horizon > T-Shirt > Black Sails

Bring Me The Horizon // Black Sails // T-Shirts

Summary	Images	Files	Comments										
<p>Property: Bring Me The Horizon</p> <p>Product Line(s): Warped Tour 2010, New Art</p> <p>Product Name: Black Sails</p> <p>Category: T-Shirts</p> <p>Product Code:</p> <p>Copyright: © 2010 Bring Me The Horizon</p>													
<p>Approval Status: Pending Approval</p> <table border="1"> <thead> <tr> <th>Contact</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Karissa Hodgson</td> <td>Pending Approval</td> </tr> <tr> <td>Matt Asch</td> <td>Pending Approval</td> </tr> <tr> <td>Nicole Millicello</td> <td>Pending Approval</td> </tr> <tr> <td>Nikki Teal</td> <td>Pending Approval</td> </tr> </tbody> </table> <p>My Status: Pending Approval</p> <p>I APPROVE THIS DESIGN</p> <p>I APPROVE W/ REVISIONS</p>	Contact	Status	Karissa Hodgson	Pending Approval	Matt Asch	Pending Approval	Nicole Millicello	Pending Approval	Nikki Teal	Pending Approval			
Contact	Status												
Karissa Hodgson	Pending Approval												
Matt Asch	Pending Approval												
Nicole Millicello	Pending Approval												
Nikki Teal	Pending Approval												

If you click on the larger image view, you will be taken to an even larger visual, which has three options for further enlargement: 500, 800, and 1100 pixels.

The Horizon // Black Sails // T-Shirts

View Size: 500 | 800 | 1100



Close



[I APPROVE THIS DESIGN](#)

[I APPROVE W/ REVISIONS](#)


The contacts for each product are listed under the “Contacts” section. These are the people that have approval rights to this product. Next to each name is their personal approval status.

PRODUCT > Bring Me The Horizon > T-Shirts > Black Sails

Bring Me The Horizon // Black Sails // T-Shirts

Summary	Image	File	Comments										
<p>Property: Bring Me The Horizon</p> <p>Product Line(s): Warped Tour 2010, New Art</p> <p>Product Name: Black Sails</p> <p>Category: T-Shirt</p> <p>Product Code:</p> <p>Copyright: © 2010 Bring Me the Horizon</p> <p>Approval Status: Pending Approval</p> <table border="1"> <thead> <tr> <th>Contact</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Karissa Hodgson</td> <td>Pending Approval</td> </tr> <tr> <td>Matt Aski</td> <td>Pending Approval</td> </tr> <tr> <td>Nicole Millitello</td> <td>Pending Approval</td> </tr> <tr> <td>Nikki Travis</td> <td>Pending Approval</td> </tr> </tbody> </table> <p>My Status: Pending Approval</p> <p>I APPROVE THIS DESIGN</p> <p>I APPROVE W/ REVISIONS</p>	Contact	Status	Karissa Hodgson	Pending Approval	Matt Aski	Pending Approval	Nicole Millitello	Pending Approval	Nikki Travis	Pending Approval	 		
Contact	Status												
Karissa Hodgson	Pending Approval												
Matt Aski	Pending Approval												
Nicole Millitello	Pending Approval												
Nikki Travis	Pending Approval												



In the “My Status” section (which will only appear if you have approval rights to a product as stated above) you can approve a design, approve with revisions (in which case it will take you to a section where you can add a comment), resubmit with revisions (meaning that you do not approve the design yet and will be taken to a page where you can submit a comment), or reject the design. A notification email will be sent to the product manager.

<p>Approval Status: Pending Approval</p> <table border="1"> <thead> <tr> <th>Contact</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Karissa Hodgson</td> <td>Pending Approval</td> </tr> <tr> <td>Matt Aski</td> <td>Pending Approval</td> </tr> <tr> <td>Nicole Millitello</td> <td>Pending Approval</td> </tr> <tr> <td>Nikki Travis</td> <td>Pending Approval</td> </tr> </tbody> </table> <p>My Status: Pending Approval</p> <p>I APPROVE THIS DESIGN</p> <p>I APPROVE W/ REVISIONS</p> <p>RESUBMIT W/ REVISIONS</p> <p>I REJECT THIS DESIGN</p> <p>Forum Activity:</p> <p>No Forum Entries.</p>	Contact	Status	Karissa Hodgson	Pending Approval	Matt Aski	Pending Approval	Nicole Millitello	Pending Approval	Nikki Travis	Pending Approval	
Contact	Status										
Karissa Hodgson	Pending Approval										
Matt Aski	Pending Approval										
Nicole Millitello	Pending Approval										
Nikki Travis	Pending Approval										

The “Sample Approval” section contains the approval status of the physical sample stage of the product.

PROPERTY: BRING ME THE HORIZON // T-SHIRT // BLACK SAILS

Bring Me The Horizon // Black Sails // T-Shirts


Summary	Images	Files	Comments										
<p>Property: Bring Me The Horizon</p> <p>Product Line(s): Unleashed Tour 2010, New Art</p> <p>Product Name: Black Sails</p> <p>Category: T-Shirts</p> <p>Product Code:</p> <p>Copyright: © 2010 Bring Me The Horizon</p> <p>Approval Status: Pending Approval</p> <table border="1"> <thead> <tr> <th>Contact</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Karenza Hodgson</td> <td>Pending Approval</td> </tr> <tr> <td>Matthias</td> <td>Pending Approval</td> </tr> <tr> <td>Nicole Mithello</td> <td>Pending Approval</td> </tr> <tr> <td>Nick Travis</td> <td>Pending Approval</td> </tr> </tbody> </table> <p>My Status: Pending Approval</p> <p>I APPROVE THIS DESIGN</p> <p>I APPROVE W/ REVISIONS</p>	Contact	Status	Karenza Hodgson	Pending Approval	Matthias	Pending Approval	Nicole Mithello	Pending Approval	Nick Travis	Pending Approval	 		
Contact	Status												
Karenza Hodgson	Pending Approval												
Matthias	Pending Approval												
Nicole Mithello	Pending Approval												
Nick Travis	Pending Approval												

In the “Images” tab, you can view and upload any jpegs to the product page. In order to upload an image, it has to be sized at 1100x1100 pixels, as a jpeg saved for “web and devices”.

Bring Me The Horizon // Black Sails // T-Shirts


Summary	Images	Files	Comments
	<p>Upload New Image</p> <div>  <p>Filename: 55676.jpg DEFAULT</p> <p>Download Image</p> </div> <p>Label:</p>		

In order to upload an image, click “Upload New Image”

Summary	Images	Files	Comments
	<p>Upload New Image</p> <div>  <p>Filename: 55676.jpg DEFAULT</p> <p>Download Image Delete Image</p> </div> <p>Label:</p>		

A field will appear where you can type a “Label” text for the visual (this is a name that will appear next to the visual in the “images” section). If you do not enter a Label, a default name will be given. Click Browse to find the file you would like to upload (remember that it must be sized at 1100x1100 pixels, as a jpeg saved for “web and devices”) and then click “upload”.


Bring Me The Horizon // Black Sails // T-Shirts

Summary	Images	Files	Comments
	<p>Upload New Image</p> <div>  <p>Filename: 55676.jpg DEFAULT</p> <p>Download Image</p> </div> <p>Label:</p>		

Summary	Images	Files	Comments
---------	---------------	-------	----------

[Upload New Image](#)

Label



Filename: 55676.jpg **DEFAULT**

Label:

[Download Image](#) | [Delete Image](#)

In the “Comments” section, you can add any comments you may have for that product by clicking “Add Comment.” This is useful for communicating revisions or any other information you may want to add.

Bring Me The Horizon // Black Sails // T-Shirts

Summary	Images	Files	Comments
---------	--------	-------	-----------------

[Add Comment](#)

No Form Entries.

Once you click “Add comment”, a box will appear where you can enter the title of your post and any comments you may have for that item. These posts will be organized by date. When you are finished, click “Save post.” A notification about your comment will be sent to the Product Managers.

[Add Comment](#)

Title

Post

No Form Entries.

How to Download a High Resolution Asset File from OPM 2.0

Select whichever product you want to download a file from by clicking on its thumbnail image.

Search Products

Property:

Product Line:

Category:

Approval Status:

Product Name:


Products Per Page:

search


Showing Products 1 - 25 of 121

1 2 3 > Last >


Sorting:



Bring Me The Horizon - Black Sails - T-Shirts
Warped Tour 2010, New Art // Created: 03/15/10 // Last Activity: 07/13/10 // Status: Pending Approval



Bring Me The Horizon - HT - Repent - T-Shirts - BMH2000
New Art // Created: 03/15/10 // Last Activity: 07/13/10 // Status: Pending Approval



Bring Me The Horizon - HT - Repent - T-Shirts - BMH2000
New Art // Created: 03/15/10 // Last Activity: 07/13/10 // Status: Pending Approval

Then the product's page will open and it will look like the one below. Next click on the "Files" Tab from the grey menu bar.

Bring Me The Horizon // Black Sails // T-Shirts

Summary

Images

Files

Comments

Property: Bring Me The Horizon

Product Line(s): Warped Tour 2010, New Art

Product Name: Black Sails

Category: T-Shirts

Product Code:

Copyright: © 2010 Bring Me The Horizon

Print - Garment Info: 30/1

Approval Status: Pending Approval

Contact

Status

Karlisa Hodgson

Pending Approval

Matt Asch


Pending Approval


Nicole Millille

Pending Approval

Nikki Truitt

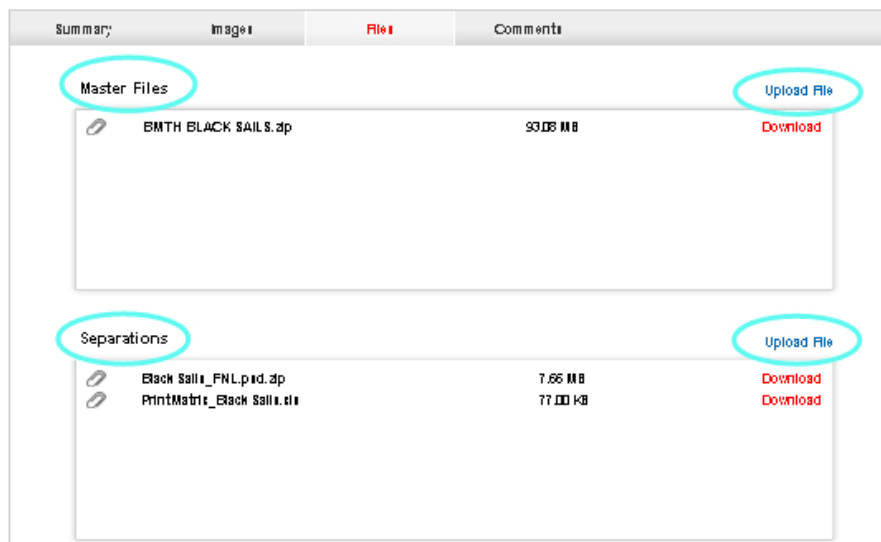
Pending Approval



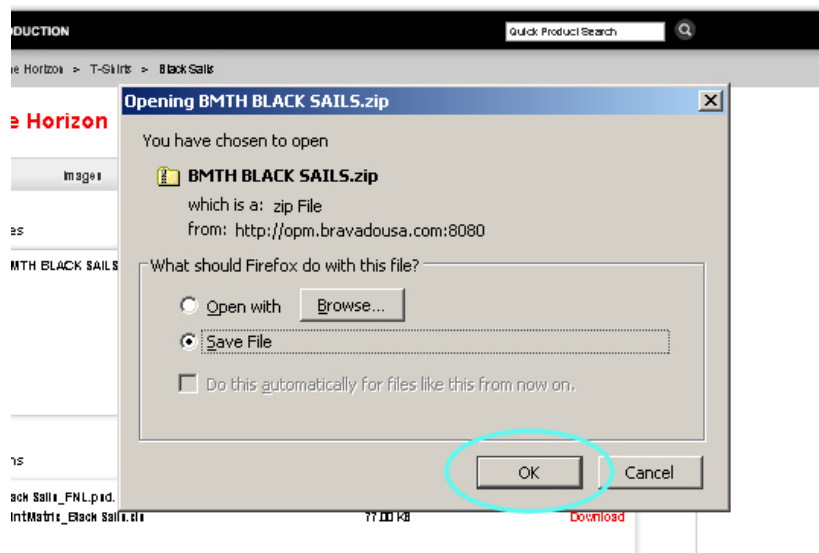


From here you can click on “Download”, but depending on whether or not you’re downloading a Master File or a Separation you can click on the respective download link.

Bring Me The Horizon // Black Sails // T-Shirts



Once you click on “Download” a screen will pop up where you can choose to save the file or open with a specific program. Click “Ok” to download the file.






How to Upload a High Resolution Asset File to OPM 2.0

Select whichever product you want to upload a file to by clicking on its thumbnail image.



Search Products

Property:	<input type="text" value="Bring Me The Horizon"/>	Product Line:	<input type="text" value="SHOW ALL"/>
Category:	<input type="text" value="SHOW ALL"/>	Approval Status:	<input type="text" value="SHOW ALL"/>
Product Name:	<input type="text"/>		
Products Per Page:	<input type="text" value="25"/>		
<input type="button" value="search"/>			

Showing Products 1 - 25 of 121		1 2 3 > Last >	Sorting: ProductID
	Bring Me The Horizon - Black Sails - T-Shirts Warped Tour 2010, New Art // Created: 03/15/10 // Last Activity: 07/13/10 // Status: Pending Approval		
	Bring Me The Horizon - HT - Repent - T-Shirts - BMH2000 New Art // Created: 03/15/10 // Last Activity: 07/13/10 // Status: Pending Approval		
	Bring Me The Horizon - HT - Repent - T-Shirts - BMH2000 New Art // Created: 03/15/10 // Last Activity: 07/13/10 // Status: Pending Approval		

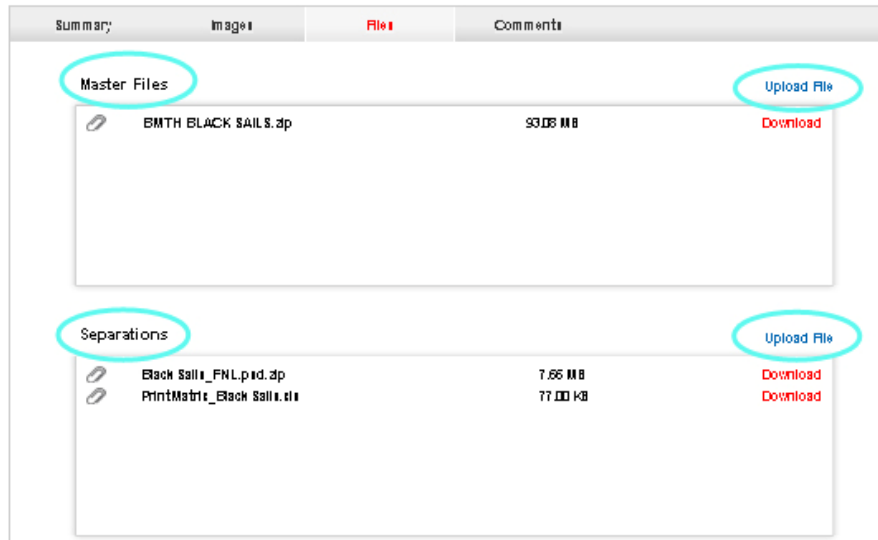
Then the product's page will open and it will look like the one below. Next click on the "Files" Tab from the grey menu bar.

Bring Me The Horizon // Black Sails // T-Shirts

Summary	Images	Files	Comments										
<p>Property: Bring Me The Horizon Product Line(s): Warped Tour 2010, New Art Product Name: Black Sails Category: T-Shirts Product Code: Copyright: © 2010 Bring Me The Horizon Print - Garment Info: 30/1</p>													
<p>Approval Status: Pending Approval</p> <table><tr><td>Contact</td><td>Status</td></tr><tr><td>Karlisa Hodgson</td><td>Pending Approval</td></tr><tr><td>Matt Asch</td><td>Pending Approval</td></tr><tr><td>Nicole Mittlelo</td><td>Pending Approval</td></tr><tr><td>Nikki Truitt</td><td>Pending Approval</td></tr></table>		Contact	Status	Karlisa Hodgson	Pending Approval	Matt Asch	Pending Approval	Nicole Mittlelo	Pending Approval	Nikki Truitt	Pending Approval		
Contact	Status												
Karlisa Hodgson	Pending Approval												
Matt Asch	Pending Approval												
Nicole Mittlelo	Pending Approval												
Nikki Truitt	Pending Approval												

From here you can click on “Upload File”, but depending on whether or not you’re uploading a Master File or a Separation you can click on the respective Upload link.

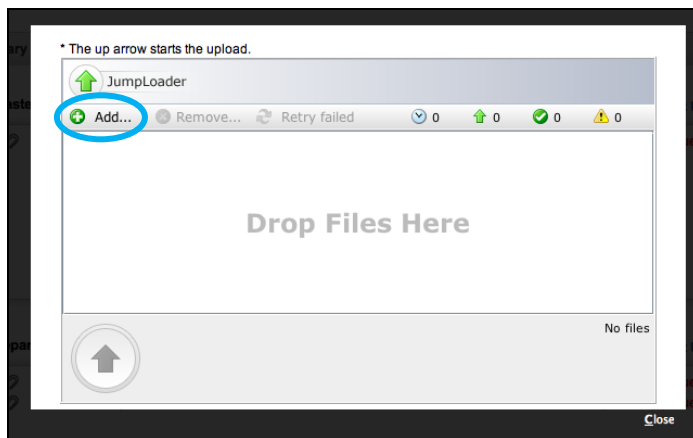
Bring Me The Horizon // Black Sails // T-Shirts



Once you click on “Upload File” a screen will pop up on your screen.

From here you are able to upload your files.

To do this you click on “Add”, from there you will select the file from your computer you wish to upload.



And once the file(s) is selected the arrow circled above in red will turn green. At which point you click the green arrow button, and the files will upload to the product’s page on OPM.

How to Create a Grabsheet

A Grabsheet is a pdf file of all items in a specific product line.

To create a grabsheet, click “Production” in the main menu. It will bring you to a page that says “Search Grabsheets.” Click “Add”

Search Grabsheets

Search Grabsheets

Group : [Create New Group](#)

Includes Property :

ADD

Showing Products 1 - 20 of 4166 1 2 3 > Last >

Default // Standard Grabsheet [\(FILE\)](#) [View](#) | [Download Hi-Res](#) | [Download Lo-Res](#) | [Copy](#)

Default // Standard Grabsheet [View](#) | [Download Hi-Res](#) | [Download Lo-Res](#) | [Edit](#)

Now the OPM will have to search for the products you want to add to the grabsheet.

1. Choose the property (band or artist) from the “Property” pull-down menu
2. Choose the product line within that property from the “Product Line” pull-down menu or click ALL. This will allow you to search within all product lines for this property.
3. You can search within those products for a specific keyword. This is helpful if the product line you are searching within has many products.
4. You can narrow your search further by choosing the “App Status” from the pull-down menu. This refers to the item’s approval status (ie approved, rejected, pending approval).

Then click “Search”

PRODUCTS PROPERTIES PRODUCTION ADMINISTRATION

Create Grabsheet

Create Grabsheet

Property : Group :

Product Line : Title :

Search Text : Template :

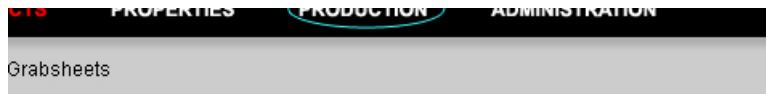
App. Status : Property Image (optional) :

☐ Save permanently as file

Drop Items Here

Then you will need to enter the information for the grabsheet you are creating.

1. Select a group from the “Group” pull-down menu. All grabsheets exist as apart of a category such as “Retail 2010” or “Tour 2010” (you can add a group by clicking “Create New Group” under the “Production” tab (see below photo)).

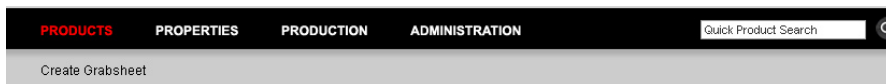


Each Grabsheets

Group :

Includes Property :

2. Select a Title for this grabsheet. For example: “Adam Lambert US Tour 2010”
3. Select which type of template you would like to use. “Standard” shows 8 items per page for a less detailed view, but allowing the user to see all items in the line at once. “Retail Presentation” shows one item per page. This is useful when you need the viewer to be able to see the detail of each item.
4. You may also select a property image for this item (optional)



Create Grabsheet

Property : Group :

Product Line : Title :

Search Text : Template :

App. Status : Property Image (optional) :

☐ Save permanently as file

Drop Items Here

Now you are ready to add the items you have searched for to the grabsheet you are creating. Simply drag the items over from the left column and drop them in the right. They will appear on the grabsheet in the order that you place them.

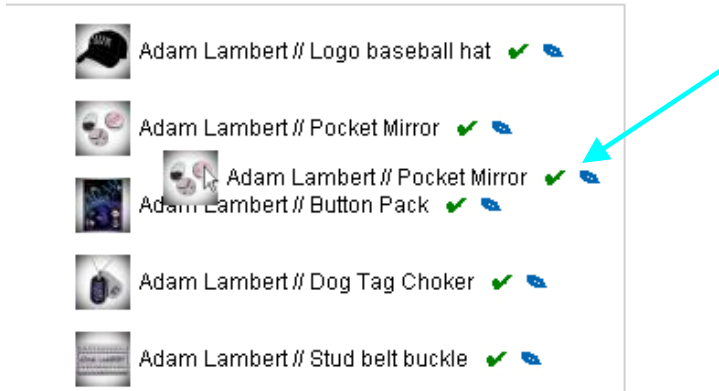
The check mark next to each item means that that item is approved. An X means that the item was rejected, and if blank, it means the item is pending approval.

The small blue pencil mark next to each item is for adding comments that will appear under that item on the grabsheet. Simply click on the mark to add comments.

bert US tour 2010

A small box will appear where you can enter any comment you would like to appear on the grabsheet under that particular item. When you are done, click "Save and Close."

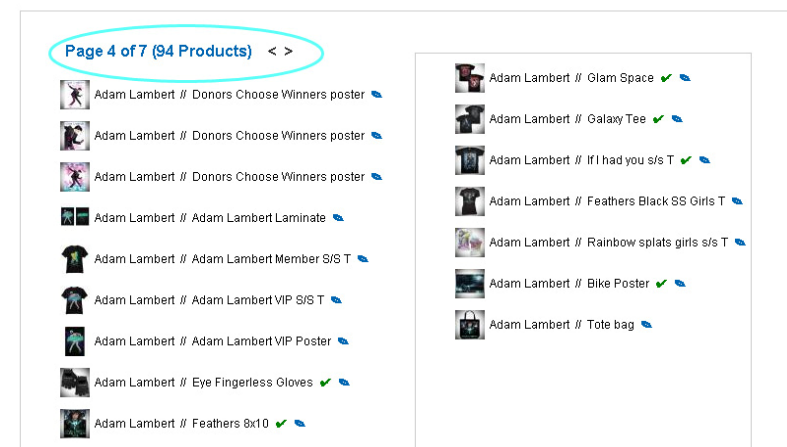
You can use the mouse to hover over any item and OPM will show you a larger visual. You can re-arrange the order of appearance for the items in your grabsheet, by dragging and dropping.



You can use the arrows at the top of the search results to navigate through multiple pages of results (outlined below in turquoise). You can also choose to add your property image to the grabsheets/presentations if you have an image saved.

When you have finished, click “Save Grabsheet” (outlined below in orange)



Property :	Adam Lambert	Group :	Tour 2010
Product Line :	US Tour Summer 2010	Title :	Adam Lambert US Tour 2010
Search Text :		Template :	Standard Grabsheet
App. Status :	ALL	Property Image (optional) :	Select Property
<input type="button" value="Search"/>		<input type="checkbox"/> Save permanently as file <input type="button" value="Save Grabsheet"/>	



There is a check-box next to the “Save Grabsheet” button that gives you the option to “Save Permanently as File.” If checked, you will not be able to go back and edit the grabsheet later. The advantage of this is that it cannot be altered by other users.

Product Line :	US Tour Summer 2010 ▾	Title :	Adam Lambert US Tour 2010
Search Text :		Template :	Standard Grabsheet ▾
App. Status :	ALL ▾	Property Image (optional) :	Select Property ▾
<input type="button" value="Search"/>		<input type="checkbox"/> Save permanently as file <input type="button" value="Save Grabsheet"/>	

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Once you have clicked “save”, you will be brought back to the main production page, where you can search for your grabsheet.

How to Search for Grabsheets

From the “Production” tab on the main menu, you will be brought to the “Search Grabsheets” page.

You can either enter the group that the grabsheet is filed under, the property that it is filed under, or both.

Then click “Search”

Once you enter your search criteria, OPM will bring up all grabsheets that match your search. You can navigate through the pages by using the numbers on the top right.

Once you have located your grabsheet, there is a series of available options. You can either...

1. View the grabsheet: this will bring up an image of the sheet in the web browser
2. Download Hi-Res: This will download a hi-resolution PDF file of the grabsheet
3. Download Low-Res: This will download a low-resolution PDF file of the grabsheet
4. Edit: This will bring you to a page where you can edit the grabsheet

The grabsheet will look something like this...

ADAM LAMBERT US TOUR 2010



Glam Space
ADM2000 / ADM1005/ADM1008 (Juniors)



Galaxy Tee
ADM2003



Don't Trip T
ADM1011 (p/T - Juniors)



If I had you s/s T
ADM1001(juniors)



Checkered Out s/s T
ADM1003



Horus Eye s/s T
ADM2002



Lipstick Gun



Neon s/s T
ADM2001

It will include the name of the grabsheet, the name of each item, and any notes you have included for each item.