



User Manual for the **OPM: For Administrators**

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/>

Only Bravado Administrators will be able to add users and usergroups to the OPM.

Clients logged into the OPM are not able to make any changes to artwork; it is strictly for viewing purposes, approvals, and comments. 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 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

A screenshot of the 'My Preferences' settings page. At the top, there is a 'My Preferences' link. Below it is a list of preference options with checkboxes. Some checkboxes are checked, while others are empty. On the right side, there is a 'Save' button. Further down, there is a section titled 'Limit above emails to the following properties:' with a note '(If this is left empty, you will receive emails for all properties)'. It shows two lists: 'All Properties:' and 'My Properties:', each containing a scrollable list of names. A 'SELECT' button is between the two lists.

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"/>

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
- AJ McLean
- Alexandra Burke
- Alice In Chains
- Alicia Keys
- Alkaline Trio
- All American Rejects
- Allegaeon
- Allison Iraheta

My Properties:

- Adam Lambert
- Alicia Keys
- Allison Iraheta
- 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”.

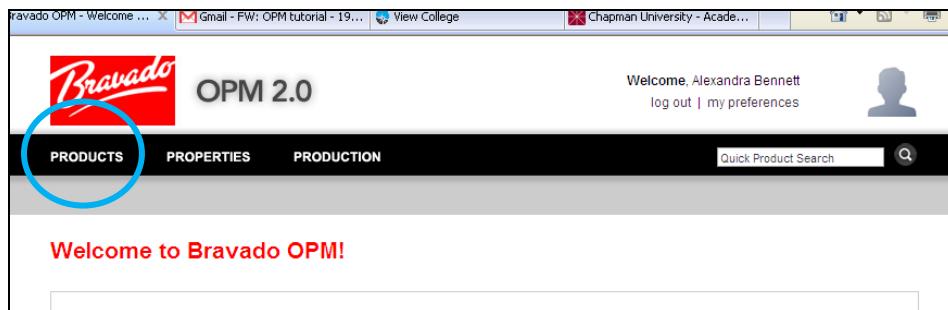
Then click “Save”

How to Create a New Product on OPM 2.0

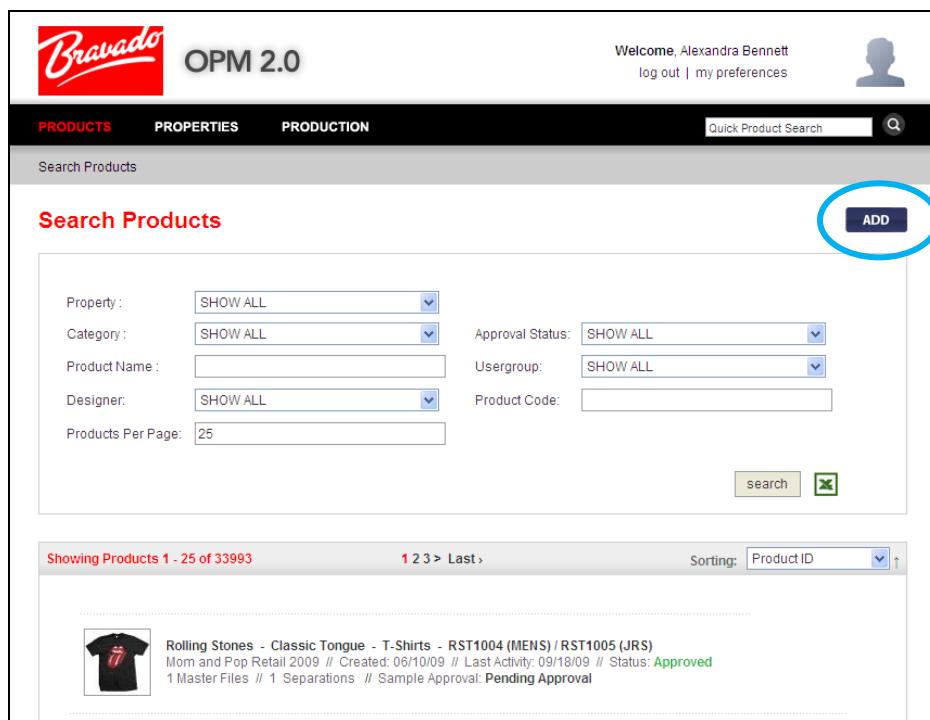
Log on to OPM 2.0 using your email address as your username, and the password you were given.

Once you've logged in to OPM, the Welcome Screen will appear.

Select the tab labeled "Products" from the black menu bar near the top of the screen.



Then click the "Add" button.



Then the screen below will appear.

From here you can create your new product.

- 1) Select the Property (the client you wish to create the product for)
- 2) Name the Product
- 3) Select the category you want to file your product under.

- 4) Also you must select a Product Line
- 5) And fill in any other of the option below if you wish.
- 6) Then click on Save.

Property: Running Stones

Product Name:

Product Code:

Category: Please Select...

Film Number:

Print + Garment Info:

Copyright Addendums:

Product Lines:

- Unprinted
- Approved Samples
- Artoff Assets
- Bloomingdales Exile 2010
- O'Rourke
- Evolve on Main St
- Forever 21
- H&M
- Hot Topic 2009
- Hot Topic 2010
- Hot Topic Baby Wear 2009
- JCPenney 2009
- Mom and Pop Retail 2009
- New Art
- New Art 2010
- New Art 2010
- Old Navy 2010
- REJECTED ART
- Restoration Hardware 2010
- Retail 2009

Designer:

- Tim Lefebvre
- I3
- Adam Neumark
- Adam Rose
- Adam Strelakoff
- AJ D'Amato
- Alexander Pottaviny
- Alexander Pottaviny - deactivated
do not use
- Alex Chaitin
- Max Norman

Due Date: 0

Save

From here you can edit the Product's information by clicking the "Edit" button. (Circled in Orange below)

Celine Dion // TEST PRODUCT // T-Shirts

Summary	Involvement	Images	Files	Comments	History
Property: Celine Dion Product Line(s): Taking Chances Tour 2008 Product Name: TEST PRODUCT Category: T-Shirts Product Code: Designer: Separator(s): Screen Printer(s): Copyright: © Five Star Feeling Inc.					
<input style="border: 2px solid orange; border-radius: 50%; width: 20px; height: 20px; margin-left: auto; margin-right: 0;" type="button" value="EDIT"/>					
Email Notifications: Sample Approval: Pending Approval Approval Status: Pending Approval Contact: Status Forum Activity: No Forum Entries.					

You can also add an Image to your product. (However, the image you want to upload must be a resolution of 1100x1100pixels)

To add an Image to the product you must select “Images” from the grey menu bar.

The screenshot shows a product detail page for "Celine Dion // TEST PRODUCT // T-Shirts". The top navigation bar includes tabs for Summary, Involvement, Images (which is highlighted with a blue circle), Files, Comments, and History. The main content area displays product details: Property: Celine Dion, Product Line(s): Taking Chances Tour 2008, Product Name: TEST PRODUCT, Category: T-Shirts, Product Code:, Designer:, Separator(s):, Screen Printer(s):, Copyright: © Five Star Feeling Inc. Below these details is an "EDIT" button. To the right is a large empty box labeled "NO IMAGE". Further down the page are sections for Email Notifications, Sample Approval (Pending Approval), Approval Status (Pending Approval), Contact, Status, and Forum Activity (No Forum Entries).

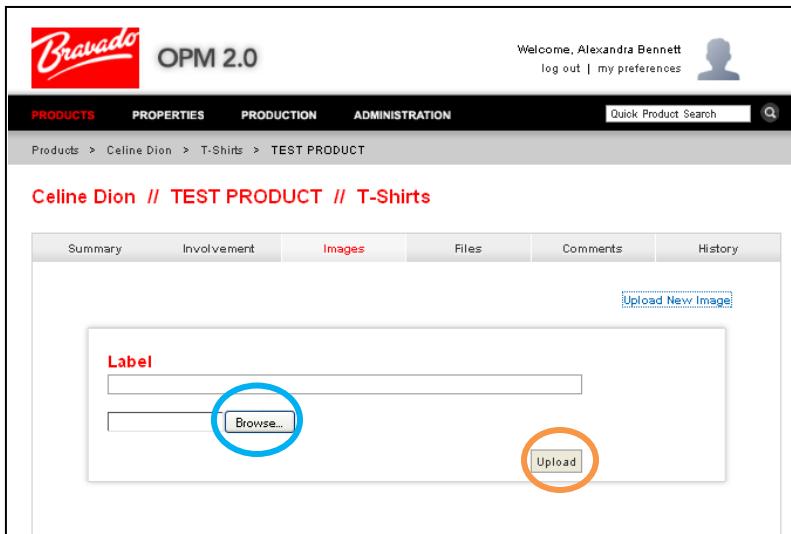
Next you click on “Upload New Image” on the upper right hand of your window.

This screenshot shows the same product detail page as the previous one, but with a different focus. The "Upload New Image" button, located in the bottom right corner of the main content area, is highlighted with a blue circle. The rest of the interface is identical to the first screenshot, including the top navigation bar with the "Images" tab selected.

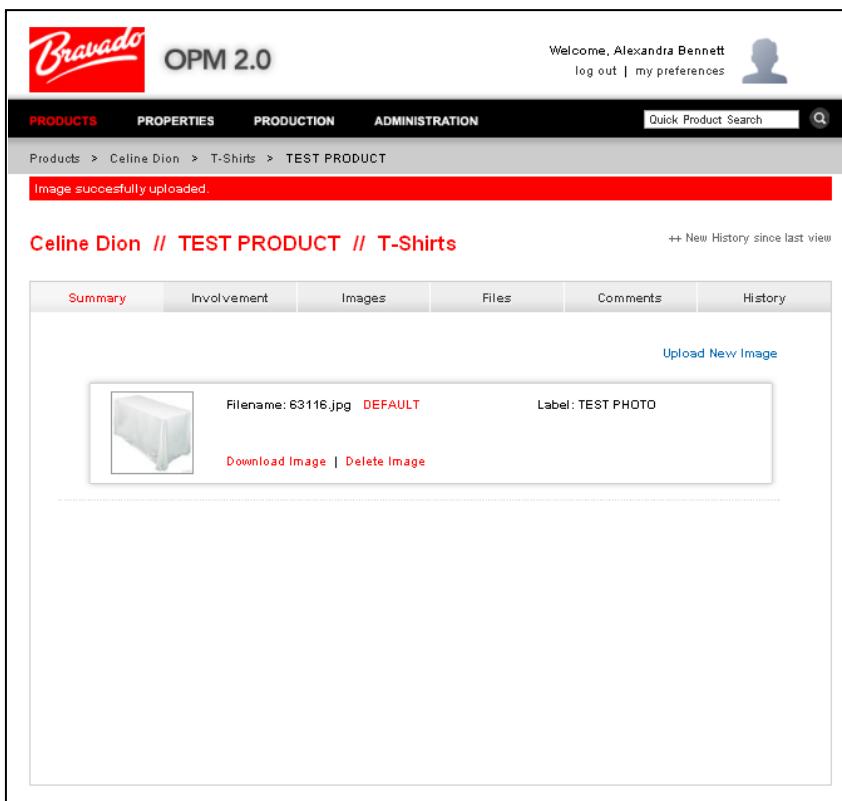
After you clicked on “Upload New Image” the window below will appear allowing you to label and select which file from your computer you want to upload.

To select an image from your computer, click “Browse”(circled in blue) and select the file from the window.

And after you have named and selected the image you want to upload, click “Upload”. (Circled in Orange)



Below is what the screen will look like once you have successfully uploaded an image to a Product page.



How to Search for Products on the OPM

Once you are signed in using your name and password, click “Products” in the main menu

The screenshot shows the OPM 2.0 interface. At the top, there is a logo for 'Bravado' and 'OPM 2.0'. To the right of the logo are links for 'Welcome', 'log out', and 'my preferences'. Below the header, there are two tabs: 'PRODUCTS' (which is highlighted with a red oval) and 'PRODUCTION'. A search bar labeled 'Quick Product Search' is positioned above a grid of product results. The grid displays two items:

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: 05/06/10 // 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”

The screenshot shows the 'Search Products' page. The search criteria fields are highlighted with blue circles:

- A large blue circle highlights the 'Property' dropdown menu.
- A smaller blue circle highlights the 'Product Line' dropdown menu.
- A third blue circle highlights the 'Approval Status' dropdown menu.

The search form includes fields for Property, Category, Product Name, Product Code, Products Per Page, and a 'search' button.

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

The screenshot shows a search interface with the following elements:

- Search Products** button.
- Search Products** heading.
- Filtering dropdowns: Property (Bring Me The Horizon), Category (SHOW ALL), Product Line (SHOW ALL), Approval Status (SHOW ALL).
- Text input fields: Product Name, Product Code.
- Number input field: Products Per Page (25).
- Buttons: search, clear.
- Page navigation: Showing Products 1 - 25 of 121, 1 2 3 > Last, Sorting: Product ID.
- Product list:
 - 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 - alsation - T-Shirts - BMH1019 (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

The screenshot shows a product detail view with the following elements:

- Showing Products 1 - 25 of 121, 1 2 3 > Last, Sorting: Product ID.
- Product image: Bring Me The Horizon - Black Sails - T-Shirts.
- Product details: **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.
- Other product images: Bring Me The Horizon - HT - Repent - T-Shirts - BMH2000 and Bring Me The Horizon - alsation - T-Shirts - BMH1019 (canada).

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.

OPM > Bring Me The Horizon > T-Shirts > BLACKSAIL

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

Summary	Image	File	Comments
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Property: Bring Me The Horizon
Product Line(s): Warped Tour 2010, New Art
Product Name: Black Sails
Category: T-Shirt
Product Code:
Copyright: © 2010 Bring Me the Horizon

Approval Status: Pending Approval

Contact	Status
Katerina Hodgson	Pending approval
Matt Asz	Pending approval
Nicole Milleo	Pending approval
Niki Trusk	Pending approval

My Status: Pending Approval

I APPROVE THIS DESIGN

I APPROVE W/ REVISIONS

RESUBMIT W/ REVISIONS

I REJECT THIS DESIGN

Forum Activity:

No Forum Entries.

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

OPM > Bring Me The Horizon > T-Shirts > BLACKSAIL

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

Summary	Image	File	Comments
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Property: Bring Me The Horizon
Product Line(s): Warped Tour 2010, New Art
Product Name: Black Sails
Category: T-Shirt
Product Code:
Copyright: © 2010 Bring Me the Horizon

Approval Status: Pending Approval

Contact	Status
Katerina Hodgson	Pending Approval
Matt Asz	Pending Approval
Nicole Milleo	Pending Approval
Niki Trusk	Pending Approval

My Status: Pending Approval

I APPROVE THIS DESIGN

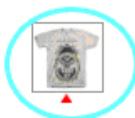
I APPROVE W/ REVISIONS

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

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

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

Summary	Images	File	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</p> <p>Approval Status: Pending Approval</p> <table><thead><tr><th>Contact</th><th>Status</th></tr></thead><tbody><tr><td>Karissa Hodgson</td><td>Pending Approval</td></tr><tr><td>Matt Agi</td><td>Pending Approval</td></tr><tr><td>Nicole Milleo</td><td>Pending Approval</td></tr><tr><td>Nikki Tanks</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 Agi	Pending Approval	Nicole Milleo	Pending Approval	Nikki Tanks	Pending Approval	
Contact	Status										
Karissa Hodgson	Pending Approval										
Matt Agi	Pending Approval										
Nicole Milleo	Pending Approval										
Nikki Tanks	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 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.

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

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	 		
Approval Status: Pending Approval Contact Status Karissa Hodgson Pending Approval Matt Asl Pending Approval Nicole Millelio Pending Approval Nikki Trunks Pending Approval My Status: Pending Approval			
<input type="button" value="I APPROVE THIS DESIGN"/> <input type="button" value="I APPROVE W/ REVISIONS"/>			

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.

Approval Status: Pending Approval Contact Status Karissa Hodgson Pending Approval Matt Asl Pending Approval Nicole Millelio Pending Approval Nikki Trunks Pending Approval My Status: Pending Approval <input type="button" value="I APPROVE THIS DESIGN"/> <input type="button" value="I APPROVE W/ REVISIONS"/> <input type="button" value="RESUBMIT W/ REVISIONS"/> <input <="" td="" type="button" value="I REJECT THIS DESIGN"/> <td>  </td>	
Forum Activity No Forum Entries.	

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

This screenshot shows the product page for "Bring Me The Horizon // Black Sails // T-Shirts". The "Summary" tab is selected. In the "Properties" section, the "Approval Status" is listed as "Pending Approval". Below this, there is a table showing the status of five reviewers: Katerina Hodges (Pending Approval), Matt Aska (Pending Approval), Nicole Mihalio (Pending Approval), and Niki Trask (Pending Approval). At the bottom of the page, there are two buttons: "I APPROVE THIS DESIGN" and "I APPROVE W/ REVISIONS". A blue oval highlights the "Approval Status" row.

In the “Images” tab, you can view and upload any jpgs 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”.

This screenshot shows the product page with the "Images" tab selected. The "Upload New Image" button is highlighted with a blue oval. Below it, there is a preview of an uploaded image (filename: 55676.jpg) with a "Label" field next to it. A red link "Download Image" is also visible.

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

This screenshot shows the product page with the "Images" tab selected. An uploaded image (filename: 55676.jpg) is displayed with its "Label" field empty. The "Upload New Image" button is highlighted with a blue oval. Red links "Download Image" and "Delete Image" are also present.

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”.

This screenshot shows the product page with the "Images" tab selected. An uploaded image (filename: 55676.jpg) is displayed with its "Label" field empty. The "Upload New Image" button is highlighted with a blue oval. Red links "Download Image" and "Delete Image" are also present.

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** File **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 Add a New User Group to the OPM (i.e. Separators, Screenprinters, Licensees)

Click “Administration” in the main menu. Then click “Manage User Groups”

The screenshot shows a search interface for managing user groups. At the top, there are tabs for PRODUCTS, PROPERTIES, PRODUCTION, and ADMINISTRATION, with ADMINISTRATION selected. Below the tabs is a navigation bar with links for Manage Users and Manage Usergroups, where 'Manage Usergroups' is circled in red. The main area is titled 'Search Users' and contains fields for 'Usergroups' (set to SHOW ALL), 'Approval Contact For' (set to SHOW ALL), and 'Username'. A 'search' button is located below these fields. The results section is titled 'Showing Users 1 - 20 of 1220' and lists three users: Tim Edgar, Eric Liu, and Afonso Filho, each with a small profile picture.

You can click any of the plus signs to view all of the users in any of the Usergroups

The screenshot shows a list of user groups. The 'Bravado Internal' group is circled in red. Other listed groups include Designers, External Viewing, Licensees, Property Contacts, Screenprinters, and Separator. An 'ADD' button is located at the top right of the list area.

To add a user to any of these usergroups, click “add” in the top right-hand corner

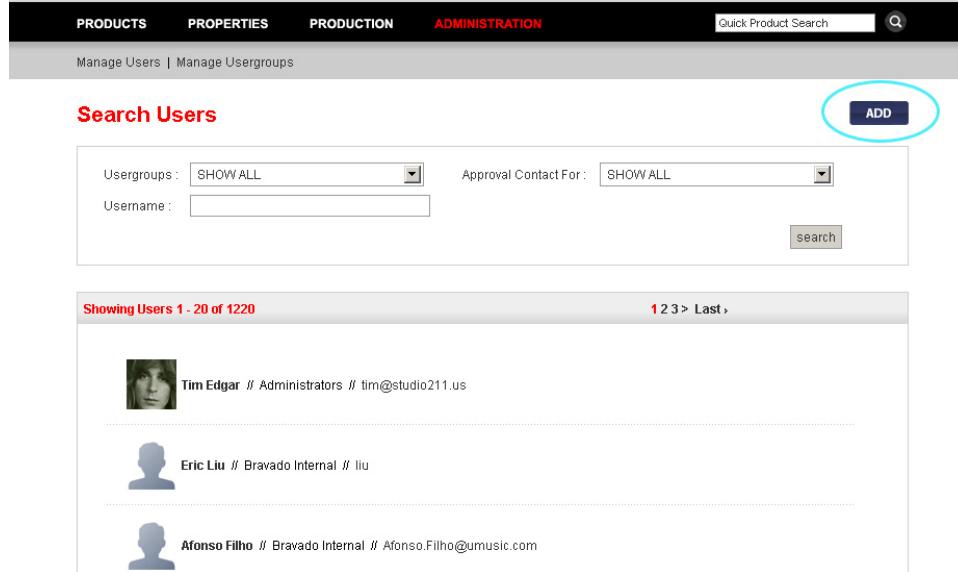
This screenshot is identical to the previous one, showing the list of user groups. However, the 'ADD' button at the top right is now circled in red, indicating where the user should click to add a new user to one of the listed groups.

Adding a User to the OPM

Note: Only users with administrative rights will be able to add users.

Go to “Administration” in the main menu. This will show you a list of all OPM users.

Click “Add”



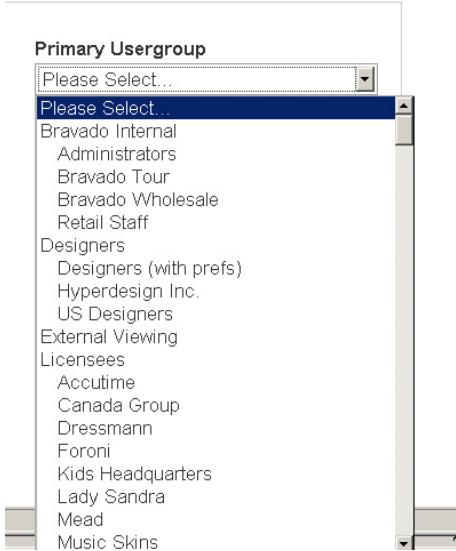
The screenshot shows the OPM Administration interface. At the top, there is a navigation bar with tabs: PRODUCTS, PROPERTIES, PRODUCTION, and ADMINISTRATION (which is highlighted in red). To the right of the tabs is a "Quick Product Search" input field with a magnifying glass icon. Below the navigation bar, the page title is "Manage Users | Manage Usergroups". The main content area has a header "Search Users". It contains two dropdown menus: "Usergroups" set to "SHOW ALL" and "Approval Contact For" also set to "SHOW ALL". There is a "Username" input field and a "search" button. A blue circle highlights the "ADD" button in the top right corner of the search form. Below the search form, a table lists users. The first user listed is Tim Edgar, with a small profile picture, the text "Tim Edgar // Administrators // tim@studio211.us", and a "Last" link. The second user listed is Eric Liu, with a small profile picture, the text "Eric Liu // Bravado Internal // liu", and a "Last" link. The third user listed is Afonso Filho, with a small profile picture, the text "Afonso Filho // Bravado Internal // Afonso.Filho@umusic.com", and a "Last" link. At the bottom of the table, there are navigation links: "1 2 3 > Last >".

Then enter the following:

1. Username: The first and last name of the user
2. Email Address
3. Address (optional)
4. Check the “User is Active” box if this person will presently be using the system (Un-checking this box deactivates a user and they will no longer have access to the OPM).

Then choose a Usergroup for this member.

Each usergroup grants specific permissions to that member. “Bravado Internal” allows that person to have unlimited access to the OPM, “Designers” gives access only to a designer whom you have granted permission on specific products, “Property Contacts” (not shown in the below visual) gives access to band managers and members outside the company who are in charge of approvals only for specific bands/properties.



You can assign two usergroups to one user. For example, this is useful if you are adding a designer who also needs complete access to the OPM. In this specific case, you would use the “Bravado Internal” usergroup and the “Designers” usergroup.

Add User

The screenshot shows the 'Add User' form. On the left, there are fields for 'Username' (John Doe), 'Email Address' (JohnDoe@gmail.com), 'Address / Info' (empty), and 'User Is Active' (checked). On the right, there are dropdown menus for 'Primary Usergroup' (Bravado Internal) and 'Addl Usergroup' (Designers). Below these are fields for 'Avatar (48x48 pixels)' with a 'Browse...' button and a 'Save' button at the bottom.

If you do not assign the “Bravado Internal” usergroup, the user will only have access to those properties and products to which you grant them permission. You grant permission by either listing the designer when creating a product (see “Adding a new Product” section) or by giving a user approval rights to specific properties (see section “Adding a Client Approval Contact”).

You can also add an avatar (image) for that user.

Then Click “Add User”

Once you have clicked “Add User”, the OPM will automatically generate a password for this person and send them a notification email with their username and password.

Gabriela Schwartz (Property Contacts)

The screenshot shows the 'Edit User' form for Gabriela Schwartz. It includes tabs for 'Basic Info' and 'Approval Properties'. The 'Basic Info' tab is active. Fields include 'Username' (Gabriela Schwartz), 'Email Address' (Gabriela.Schwartz@umusic.com), 'Password' (sx5vay6), 'Confirm Password' (sx5vay6), 'Address / Info' (empty), and 'User Is Active' (checked). On the right, there are dropdown menus for 'Primary Usergroup' (Property Contacts) and 'Addl Usergroup' (Please Select...). There is also an 'Avatar (48x48 pixels)' field with a placeholder image and a 'Browse...' button. A 'Save' button is at the bottom.

You can now search for this user by going to the Administration tab and entering the search criteria, or just simply by browsing through the users

Search Users

ADD

Usergroups: SHOW ALL Approval Contact For: SHOW ALL

Username: Email:

Show Deactivated:

Showing Users 1 - 20 of 8791 2 3 > Last

		Eric Liu // Bravado Internal // liu	
		Afonso Filho // Bravado Internal // Afonso.Filho@umusic.com	
		Stuart Carr // Bravado Internal // Stuart.Carr@umusic.com	

How to Send a Project Notification to a Designer

You must send a designer an OPM link for him/her to be able to post any new art

Make a new product for any new designs that are to be posted (see "How to Add a Product" section). In order for the designer to have access to that link, you must check off a designer name in the "Designer" section.

Then click save.

Add New Product

Property Bring Me The Horizon	Product Lines Artwork EMP 2010 Music Skins New Art Retail 2010 UK Autumn 2010 US Fall Tour 2010 US Winter Tour 2010 Warped Tour 2010
Product Name Bring Me The Horizon Men's SS Band	
Product Code 	
Category T-Shirts	
Film Number 	
Print + Garment Info 	
Copyright Addendums 	
Artwork Charges 	
Presentation Styles 	
	Designer: <input type="checkbox"/> Tim LeNoir <input type="checkbox"/> 13 <input type="checkbox"/> Adam Neumark <input type="checkbox"/> Adam Rose <input type="checkbox"/> Adam Sblendorio <input type="checkbox"/> AJ Dirmarucot <input type="checkbox"/> Aleksandr Poltavskiy <input type="checkbox"/> Aleksandr Poltavskiy - deactivated -do not use <input type="checkbox"/> Alex Chastain <input type="checkbox"/> Alex Norman
	Due Date 0
	<input type="button" value="Save"/>
	<input type="button" value="Save and Add Another"/>

You can also access the same above screen by clicking "Edit" under the info for any existing product.

Products > Bring Me The Horizon > T-Shirts > Bring Me The Horizon Men's SS Band T

Product has been saved!

Bring Me The Horizon // Bring Me The Horizon Mens SS Band T // T-Shirts

** New file key since last view

Summary	Involvement	Image	File	Comments	History
Property: Bring Me The Horizon Product Line(s): US Winter Tour 2010 Product Name: Bring Me The Horizon Men's SS Band T Category: T-Shirts Product Code: Designer: Screen Printer(s): Copyright: © 2010 Bring Me The Horizon	<input type="button" value="EDIT"/>				

Click the “Involvement” tab, and click “Send New Design Project Email. This will generate an email to that designer with a link to that product.

The screenshot shows the "Involvement" tab selected in a software interface. The tab bar includes Summary, Involvement (highlighted with a red oval), Images, Files, Comments, and History.

Product Viewable By:

- + Bravado Internal
- + Designers
- + External Viewing
- + Licensees
- + Property Contacts
- + Screenprinters
- + Separator

Territories:

- United States
- Europe
- Worldwide
- Asia

Notify Screenprinters / Separators / Designers:

-
-
-
-
-

How to Send Artwork to a Separator

Click the “Involvement” tab from the product page, then expand the list of separators by clicking on “Separator” in the “Product Viewable By” section

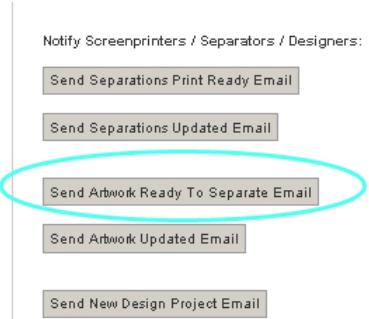
The screenshot shows the 'Involvement' tab selected in the top navigation bar. Under 'Product Viewable By', the 'Separator' item is expanded, revealing a list of service providers: Import Images, Absolute Pewter, Absolute Screenprint, Advanced Graphics, Advartex, and Ampro. Each item has a checkbox next to it. To the right, there is a 'Territories' section with checkboxes for United States, Europe, Worldwide, and Asia.

Then check off any separator you wish to give permission to have access to artwork of a particular product

**Bring Me The Horizon // Bring Me The H
Band T // T-Shirts**

The screenshot shows the 'Involvement' tab selected for the 'Bring Me The Horizon // Bring Me The H Band T // T-Shirts' product. The 'Separator' item is expanded, and checkboxes are checked for Import Images, Absolute Pewter, Absolute Screenprint, Advanced Graphics, Advartex, and Ampro.

Once this has been done, click “Send Artwork Ready to Separate.”



A window will appear where you can choose any of the separators that you checked off under “Involvement.” Check off the ones you wish to send a notification about new artwork to, and click “Send Email”

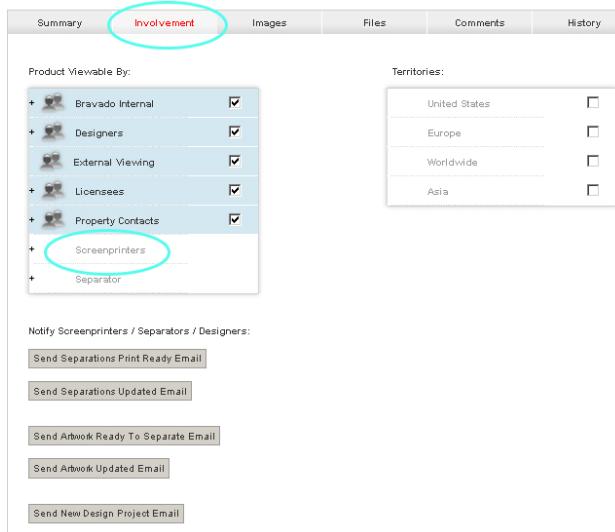


Both the Master Files and the Separations sections under “Files” will be visible to this person

The screenshot shows the "Files" tab of a software interface. It displays two main sections: "Master Files" and "Separations".
The "Master Files" section contains one item: "BMTH BLACK SAILS.dp" (9.08 MB).
The "Separations" section contains two items: "Black Sails_FNL.psd.dp" (7.66 MB) and "PrintMstrt_Blk Sails.cdr" (77.00 KB).
Both sections have "Upload File | Setup Guest Upload" buttons at the top right. Each item in the lists has "Download | Delete | Guest" links.

How to Send Separations to a Printer

From the “Involvement” tab, click “Screenprinters” under “Product Viewable By” to expand the list of Screenprinters



The screenshot shows the 'Involvement' tab selected in a software interface. Under 'Product Viewable By', there is a list of categories with checkboxes. The 'Screenprinters' category is highlighted with a red circle. To the right, there is a 'Territories' section with checkboxes for United States, Europe, Worldwide, and Asia.

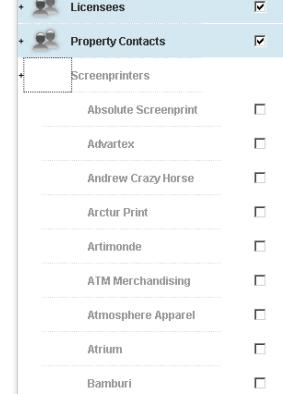
Product Viewable By:	
Bravado Internal	<input checked="" type="checkbox"/>
Designers	<input checked="" type="checkbox"/>
External Viewing	<input checked="" type="checkbox"/>
Licenses	<input checked="" type="checkbox"/>
Property Contacts	<input checked="" type="checkbox"/>
Screnprinters	<input checked="" type="checkbox"/>
Separator	

Territories:	
United States	<input type="checkbox"/>
Europe	<input type="checkbox"/>
Worldwide	<input type="checkbox"/>
Asia	<input type="checkbox"/>

Notify Screenprinters / Separators / Designers:

-
-
-
-
-

Check the box next to the Screenprinters you wish to add



The screenshot shows the expanded 'Screenprinters' list under 'Product Viewable By'. It includes checkboxes for various companies. The 'Absolute Screenprint' checkbox is highlighted with a red circle.

Screenprinters	
Absolute Screenprint	<input type="checkbox"/>
Advartex	<input type="checkbox"/>
Andrew Crazy Horse	<input type="checkbox"/>
Arctur Print	<input type="checkbox"/>
Artimonde	<input type="checkbox"/>
ATM Merchandising	<input type="checkbox"/>
Atmosphere Apparel	<input type="checkbox"/>
Atrium	<input type="checkbox"/>
Bamburi	<input type="checkbox"/>

Then click “Send Separations Print Ready Email” to send an email with a link to the printer



The screenshot shows the 'Notify Screenprinters / Separators / Designers:' section. The 'Send Separations Print Ready Email' button is highlighted with a red circle.

Notify Screenprinters / Separators / Designers:

-
-
-
-
-

The printer will only be able to view the “Separations” section under the “Files” tab

A screenshot of a software application interface. At the top, there is a horizontal navigation bar with six tabs: "Summary", "Involvement", "Images", "Files", "Comments", and "History". The "Files" tab is highlighted with a red oval. Below the navigation bar, the word "Separations" is written in bold black text, also enclosed in a red oval. To the right of "Separations", there are two links: "Upload File" and "Setup Guest Upload". Below these links, there is a file listing. The first item in the list is a file icon followed by the name "BMH04639_Alsatian_Dog_F.zip" and its size "21.01 MB". To the right of the file details, there are three red links: "Download", "Delete", and "Guest". The entire "Separations" section is enclosed in a large gray rectangular box.

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: Bring Me The Horizon

Category: SHOW ALL

Product Name:

Products Per Page: 25

Product Line: SHOW ALL

Approval Status: SHOW ALL

search

Showing Products 1-25 of 121 1 2 3 > Last Sorting: Product ID

Bring Me The Horizon - Black Sails - T-Shirts
WarpedTour2010, New Art // Created:03/15/10 // LastActivity:07/13/10 // Status: Pending Approval

Bring Me The Horizon - HT - Repent - T-Shirts - BMH2000
New Art // Created:03/15/10 // LastActivity: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 **Image** **Files** Comments

Property: Bring Me The Horizon

Product Line(s): WarpedTour2010, New Art

Product Name: Black Sails

Category: T-Shirts

Product Code:

Copyright: © 2010 Bring Me the Horizon

Print+ Garment Info: 301

Approval Status: Pending Approval

Contact	Status
Karissa Hodgson	Pending Approval
Matt Asl	Pending Approval
Nicole Millelio	Pending Approval
Niki Trusk	Pending Approval

Approval Status: Pending Approval

Contact	Status
Karissa Hodgson	Pending Approval
Matt Asl	Pending Approval
Nicole Millelio	Pending Approval
Niki Trusk	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

The screenshot shows a software interface for managing files. At the top, there are tabs: 'Summary', 'Image', 'File', and 'Comments'. Below these are two main sections: 'Master Files' and 'Separations'. The 'Master Files' section contains one item: 'BMTH BLACK SAILS.zip' (93.08 MB), with a 'Download' button. The 'Separations' section contains two items: 'Black Sails_FNL.psd.zip' (7.66 MB) and 'PrintMatrix_Blk Sails.tif' (77.00 KB), each with a 'Download' button. There are 'Upload File' buttons at the top right of each section. The entire interface is highlighted with a light gray background.

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.

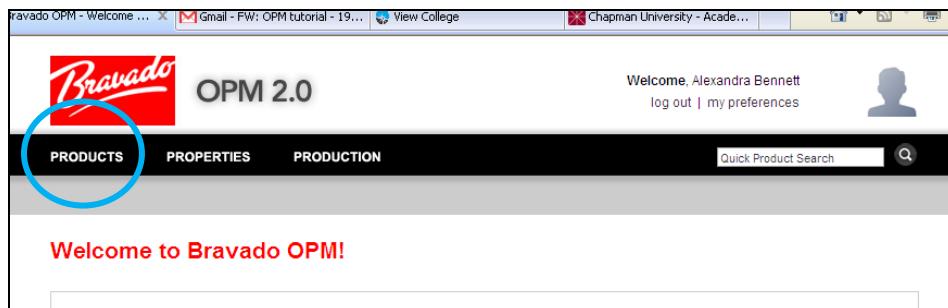


How to Upload a High Resolution Asset File to OPM 2.0

Log on to OPM 2.0 using your email address as your username, and the password you were given.

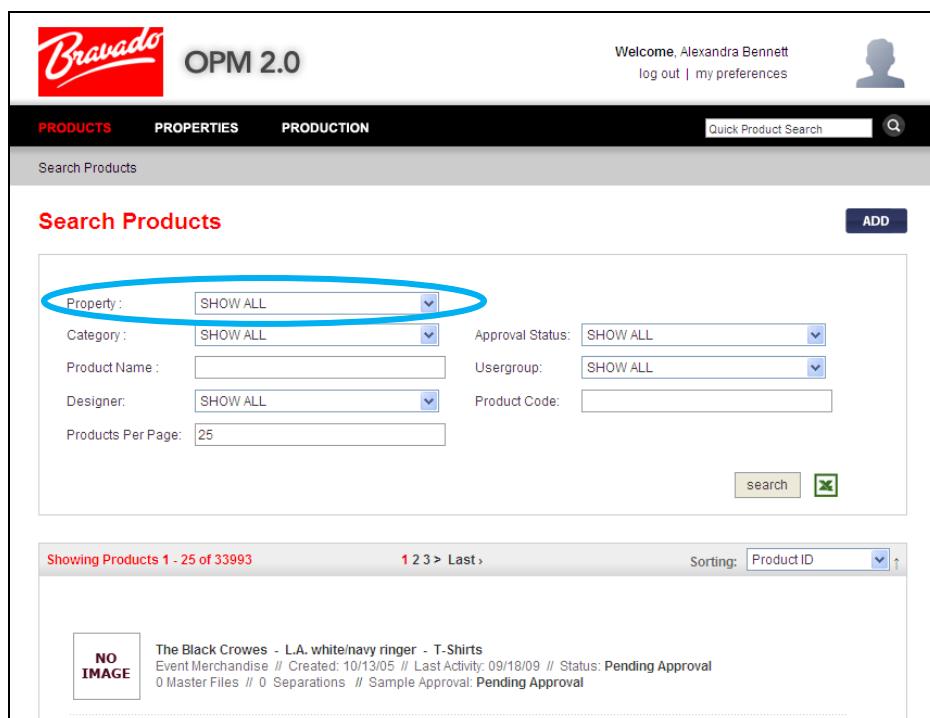
Once you've logged in to OPM, the Welcome Screen will appear.

Select the tab labeled "Products" from the black menu bar near the top of the screen.



To find specific products, go to the "Property" drop down menu and select the client's products you want to see.

Then click the "Search" button.



Then your search results will appear underneath the search box.

From here you can select whichever product you want to upload a file to by clicking on its thumbnail photo.

Bravado OPM 2.0

Welcome, Alexandra Bennett
log out | my preferences

PRODUCTS PROPERTIES PRODUCTION

Search Products

Search Products

ADD

Property :	Justin Bieber	Product Line :	SHOW ALL
Category :	SHOW ALL	Approval Status:	SHOW ALL
Product Name :		Usergroup:	SHOW ALL
Designer:	SHOW ALL	Product Code:	
Products Per Page:	25		

search **X**

Showing Products 1 - 25 of 578 1 2 3 > Last Sorting: Product ID

- Justin Bieber - Chainlink 8x10 Photo - 8x10 Photo**
New Art 2009 // Created: 07/29/09 // Last Activity: 09/18/09 // Status: Approved
1 Master Files // 0 Separations // Sample Approval: Pending Approval
- Justin Bieber - Logo Photo Keychain - Keychain - JUS100K**
New Art 2009 // Created: 07/29/09 // Last Activity: 09/25/09 // Status: Approved
1 Master Files // 0 Separations // Sample Approval: Pending Approval
- Justin Bieber - Silhouette Mens T - T-Shirts - JUS1000 (18/1)**
New Art 2009 // Created: 07/29/09 // Last Activity: 09/18/09 // Status: Approved
1 Master Files // 2 Separations // Sample Approval: 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.

Bravado OPM 2.0

Welcome, Alexandra Bennett
log out | my preferences

PRODUCTS PROPERTIES PRODUCTION

Products > Justin Bieber > T-Shirts > Silhouette Mens T

Justin Bieber // Silhouette Mens T // T-Shirts

Summary Involvement Images Files Comments History

Property: Justin Bieber
Product Line(s): New Art 2009
Product Name: Silhouette Mens T
Category: T-Shirts
Product Code: JUS1000 (18/1)
Designer: Justin
Separator(s): Danny Garcia, Innovations in Print
Screen Printer(s):
Copyright: ©2010 Bieber Time Touring, LLC. Under license to Bravado Merchandising. All rights reserved.

EDIT

Email Notifications

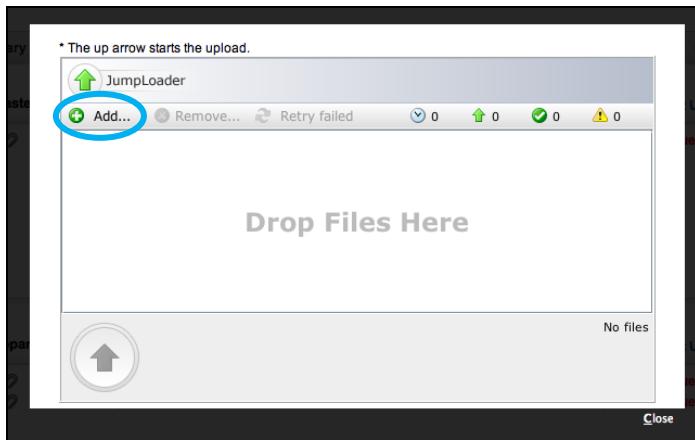
From here you can click on “Upload File”, but depending on whether or not you’re uploading a Master File or a Separation you can click on the respective Upload link.

The screenshot shows the OPM 2.0 interface with the 'Files' tab selected. The 'Master Files' section contains one file: 'JBR_SilhouetteTee_MSTR.eps' (5.97 MB). The 'Separations' section contains two files: 'JBR-SILHOUETTE T MEIS_FNL.psd.zip' (612.01 KB) and 'PrintMatrixSILHOUETTEMEIS.xls' (43.50 KB). Each section has a 'Upload File' button and a 'Setup Guest Upload' button, both of which are circled in red.

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 Setup a Guest Download from the OPM

A guest download is useful when someone who is not signed up for use on the OPM needs hi-resolution files or color separations. Rather than signing this person up for one-time use, we should give them permission for a guest download.

From the “Files” tab in the main product page, click “Guest” next to your desired file. It will be under either “Master Files” or “Separations”, depending on which you wish to have the guest download.

Justin Bieber // Silhouette Mens T // T-Shirts ++ New History since last view

Summary	Involvement	Images	Files	Comments	History
Master Files					
Upload File Setup Guest Upload					
 JBR_SilhouetteTee_MSTR.eps 5.97 MB Download Delete Guest					
Separations					
Upload File Setup Guest Upload					
 JBR-SILHOUETTE T MENS_FNL.psd.zip 612.01 KB Download Delete Guest					
 PrintMatrixSILHOUETTEMENS.xls 43.50 KB Download Delete Guest					

A window will pop up asking for the “Recipient Name” and “Recipient Email.” Enter this information and click “Send Invite”

Involvement	Images	Files	Comments
Files			
Upload File Setup Guest Upload			
Recipient Name: <input type="text"/>			
Recipient Email: <input type="text"/>			
<input type="button" value="Send Invite"/>			
Close			
Upload File Setup Guest Upload			
Separations			
 JBR-SILHOUETTE T MENS_FNL.psd.zip 612.01 KB Download Delete Guest			
 PrintMatrixSILHOUETTEMENS.xls 43.50 KB Download Delete Guest			

An email will automatically be sent to the specified person with a link to download the file. However, the link is good for one download only. If you have multiple recipients, you will need to repeat this process for each user.

How to Setup a Guest Upload to the OPM

A guest upload is useful when someone who is not signed up for use on the OPM needs to provide hi-resolution files or color separations. Rather than signing this person up for one-time use, we should give them permission for a guest upload.

From the “Files” tab in the main product page, click “Setup Guest Upload” next to either “Master Files” or “Separations”, depending on what kind of file the user will be uploading.

Justin Bieber // Silhouette Mens T // T-Shirts ++ New History since last

Summary Involvement Images **Files** Comments History

Master Files **Upload File | Setup Guest Upload**

JBR_SilhouetteTee_MSTR.eps	5.97 MB	Download Delete Guest
----------------------------	---------	---

Separations **Upload File | Setup Guest Upload**

JBR-SILHOUETTE T MENS_FNL.psd.zip	612.01 KB	Download Delete Guest
PrintMatrixSILHOUETTEMENS.xls	43.50 KB	Download Delete Guest

A window will pop up asking for the “Recipient Name” and “Recipient Email.” Enter this information and click “Send Invite”

Involvement Images **Files** Comments

Files **Upload File | Setup Guest**

Recipient Name:

Recipient Email:

Comments **Upload File | Setup Guest**

JBR_SilhouetteTee_MSTR.eps	5.97 MB	Download Delete Guest
JBR-SILHOUETTE T MENS_FNL.psd.zip	612.01 KB	Download Delete Guest
PrintMatrixSILHOUETTEMENS.xls	43.50 KB	Download Delete Guest

An email will automatically be sent to the specified person with a link to upload the file(s). The upload invite limit is good to upload multiple files at once, up to a total file size of 2GB.

How to Create a New Property and Edit Property Information

Click “Properties” in the main menu and then Click “Add”

The screenshot shows a navigation bar with 'PRODUCTS', 'PROPERTIES' (highlighted with a red circle), 'PRODUCTION', and a search bar. Below the bar is a 'Search Properties' section with a search input field and a 'search' button. A message 'Showing 745 Properties' is displayed above a list of items. The items listed are: '24 // Number Of Products: 2', '357 Choppers // Number Of Products: 21', '36 Crazyfists // Number Of Products: 39', '50 Cent // Number Of Products: 0', and '69 Eves // Number Of Products: 28'. An 'ADD' button is located at the top right of the list area, highlighted with a blue circle.

Enter the following information:

1. Name of the Property: name of the band or client,
2. Single Contact Approval Required or All Contacts Approval required: Later you will be shown how to add a contact for a property. This is the person (band manager or creative director) who is in charge of approving the items for that property on OPM.
3. Copyright line for the property.
4. You can also add an image for that property (i.e. a logo if you would like to embellish grabsheets and presentations).

Then click save (outlined in orange).

The screenshot shows a navigation bar with 'PRODUCTS', 'PROPERTIES' (highlighted with a red circle), 'PRODUCTION', 'ADMINISTRATION', and a search bar. Below the bar is a 'Add New Property' section. The form has fields for 'Property' (containing 'Bring Me The Horizon'), 'Approval Method' (a dropdown menu showing 'Single Contact Approval Req'), 'Copyright Line' (containing '© 2010 Bring Me the Horizon'), and a 'Property Image (300x100 px)' input field with a 'Browse...' button. A large orange circle highlights the 'Save' button at the bottom right of the form.

You are now taken back to the main property page, where you can either search for your property, or browse alphabetically

The screenshot shows a navigation bar with tabs for PRODUCTS, PROPERTIES (highlighted in red), PRODUCTION, and ADMINISTRATION. A search bar labeled "Quick Product Search" is on the right. Below the bar, a "Search Properties" input field and a "search" button are circled in blue. A banner below the search bar says "Showing 39 Properties" and includes a navigation menu with links 2, 3, 5, 6, 9 = A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, Y, Z. The main content area lists four properties: "Backstreet Boys" (Number Of Products: 129), "Barney" (Number Of Products: 14), "beats by dr. dre" (Number Of Products: 8), and "Bedlight for Blue Eyes" (Number Of Products: 1). Each entry includes a link to "View All Files".

If you click on your property, you can edit its information

From here you can add a Product Line (Which Tour or Retailer is the product for?) to the property by clicking on that tab

The screenshot shows a breadcrumb trail "Properties > Bring Me The Horizon". The main title is "Bring Me The Horizon". Below it is a tab navigation bar with "Basic Info" (selected), "Product Lines" (circled in blue), and "Assets". The "Basic Info" section contains fields for "Property" (value: "Bring Me The Horizon") and "Approval Method" (value: "Single Contact Approval Req"). The "Product Lines" section has a "Property Image (300x100 px)" placeholder and a "Browse..." button. The "Assets" section contains a "Copyright Line" field with the value "© 2010 Bring Me the Horizon". At the bottom right are "Save" and "Cancel" buttons.

To add a Product Line, click the tab and then enter the name of the Product Line. For example "US Winter Tour 2010" and click "Add."

The product line will show up in the Product Line list. Then you can mark “Active” if it is currently in use. Then click “Save”

Bring Me The Horizon

Basic Info	Product Lines	Assets
Product Line		Is Active ?
Artwork	<input checked="" type="checkbox"/>	
EMP 2010	<input checked="" type="checkbox"/>	
Music Skins	<input checked="" type="checkbox"/>	
New Art	<input checked="" type="checkbox"/>	
Retail 2010	<input checked="" type="checkbox"/>	
UK Autumn 2010	<input checked="" type="checkbox"/>	
US Fall Tour 2010	<input checked="" type="checkbox"/>	
US Winter Tour 2010	<input checked="" type="checkbox"/>	
Warped Tour 2010	<input checked="" type="checkbox"/>	
<input type="button" value="Save"/> 		

Add Product Line:



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”

The screenshot shows a search interface for 'Grabsheets'. At the top, there's a search bar labeled 'Search Grabsheets'. Below it, two dropdown menus are visible: 'Group:' set to 'SHOW ALL' and 'Includes Property:' also set to 'SHOW ALL'. To the right of these is a blue 'ADD' button, which is circled in red. Below the search area, a message reads 'Showing Products 1 - 20 of 4166' with navigation links '1 2 3 > Last >'. Underneath, there are two entries, each with a link 'Default // Standard Grabsheet [FILE]' and options 'View | Download Hi-Res | Download Lo-Res | Copy'. The first entry has a 'View' link, while the second has '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”

The screenshot shows the 'Create Grabsheet' form. At the top, there's a navigation bar with tabs: PRODUCTS, PROPERTIES, PRODUCTION, ADMINISTRATION, and a search bar 'Quick Product Search' with a magnifying glass icon. Below the navigation is a 'Create Grabsheet' section. It contains several input fields: 'Property' (with a dropdown menu), 'Group' (dropdown), 'Title' (text input), 'Template' (dropdown), 'Search Text' (text input), 'Template' (dropdown), 'Property Image (optional)' (checkbox), 'Select Property' (dropdown), and 'App. Status' (dropdown). A 'Search' button is located at the bottom left of this section. To the right, there's a large empty box with the placeholder 'Drop Items Here'. At the bottom right of the search section, there are two buttons: 'Save permanently as file' (checkbox) and 'Save Grabsheet'.

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)).



Create Grabsheets

A screenshot of a search interface titled 'Search Grabsheets'. It includes two dropdown menus: 'Group' set to 'SHOW ALL' and 'Includes Property' also set to 'SHOW ALL'. A blue oval highlights the 'Create New Group' button in the top right corner of the search bar.

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

A screenshot of a configuration interface titled 'Create Grabsheet'. It contains various input fields and dropdown menus: 'Property' (Select Property), 'Group' (Select Group), 'Product Line' (---), 'Title' (empty), 'Search Text' (empty), 'Template' (Select Template...), 'App. Status' (ALL), 'Property Image (optional)' (Select Property), and a 'Save' button. A large blue oval highlights the 'Group' dropdown menu. Below the form is a large empty box with the placeholder text '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.

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

Page 1 of 7 (94 Products) < >

Adam Lambert // Glam Space ✓	
Adam Lambert // Glam Space ✓	
Adam Lambert // Button Pack ✓	
Adam Lambert // Glam Space ✓	
Adam Lambert // Glam Space ✓	
Adam Lambert // Glam Space ✓	
Adam Lambert // Rainbow splats girls s/s T	
Adam Lambert // Rainbow splats girls s/s T	
Adam Lambert // Rainbow splats girls s/s T	

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.

Start US tour 2010

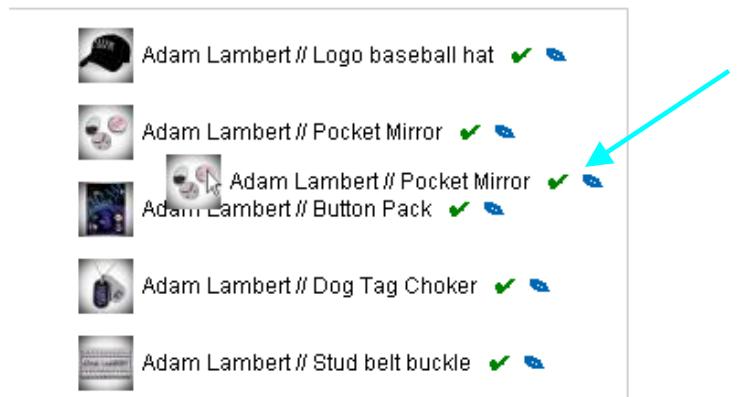
Group : Tour 2010
Title : Adam Lambert US tour 2010
Template : Standard Grabsheet
Property Image (optional) Select Property

Adam Lambert // Glam Space ✓
Adam Lambert // Galaxy Tee ✓
Adam Lambert // Don't Trip T ✓
Adam Lambert // If I had you s/s T ✓
Adam Lambert // Checkered Out s/s T ✓
Adam Lambert // Horus Eye s/s T ✓
Adam Lambert // Lipstick Gun ✓

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"/>	

Page 4 of 7 (94 Products) < >

Adam Lambert // Donors Choose Winners poster ✓	Adam Lambert // Glam Space ✓
Adam Lambert // Donors Choose Winners poster ✓	Adam Lambert // Galaxy Tee ✓
Adam Lambert // Donors Choose Winners poster ✓	Adam Lambert // If I had you s/s T ✓
Adam Lambert // Adam Lambert Laminate ✓	Adam Lambert // Feathers Black SS Girls T ✓
Adam Lambert // Adam Lambert Member S/S T ✓	Adam Lambert // Rainbow splats girls s/s T ✓
Adam Lambert // Adam Lambert VIP S/S T ✓	Adam Lambert // Bike Poster ✓
Adam Lambert // Adam Lambert VIP Poster ✓	Adam Lambert // Tote bag ✓
Adam Lambert // Eye Fingerless Gloves ✓	
Adam Lambert // Feathers 8x10 ✓	

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

Save permanently as file

Page 4 of 7 (94 Products) < >

 Adam Lambert // Glam Space ✓

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”

The screenshot shows the 'Search Grabsheets' interface. At the top, there are four tabs: PRODUCTS (highlighted in red), PROPERTIES, PRODUCTION, and ADMINISTRATION. A 'Quick Product Search' bar with a magnifying glass icon is to the right. Below the tabs, a search bar contains the text 'Search Grabsheets'. Underneath the search bar are two dropdown menus: 'Group:' (set to 'SHOW ALL') and 'Includes Property:' (set to 'SHOW ALL'). To the right of these dropdowns is a 'Create New Group' button. On the far right is a blue 'ADD' button. Below the search controls, a message says 'Showing Products 1 - 20 of 4166'. The main area displays a list of items, each with a 'Download Hi-Res | Download Lo-Res | Copy' link. The first item in the list is 'Default // Standard Grabsheet Adam Lambert'. The list also includes 'Default // Standard Grabsheet Abigail Williams', 'Default // Standard Grabsheet AJ McLean', 'Default // Standard Grabsheet Alicia Keys', 'Default // Standard Grabsheet Alkaline Trio', 'Default // Standard Grabsheet Allegaeon', and 'Default // Standard Grabsheet Allison Iraheta'. At the bottom of the list, there is a 'View | Download Hi-Res | Download Lo-Res | Edit' link. Navigation arrows at the bottom right indicate '1 2 3 > Last >'.

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

This screenshot shows the same 'Search Grabsheets' interface as the previous one, but with different search parameters. The 'Group:' dropdown is set to 'SHOW ALL' and the 'Includes Property:' dropdown is set to 'Adam Lambert'. The search results are identical to the previous screenshot, showing a list of items for 'Adam Lambert' with their respective links. The 'Showing Products 1 - 20 of 27' message is visible at the top of the list, and the navigation arrows '1 2 >' are at the bottom right.

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 (HT - Juniors)



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



Cheekered Out s/s T
ADM1003



Horus Eye s/s T
ADM2002



Lipstick Gun



Neon s/s T
ADM2001

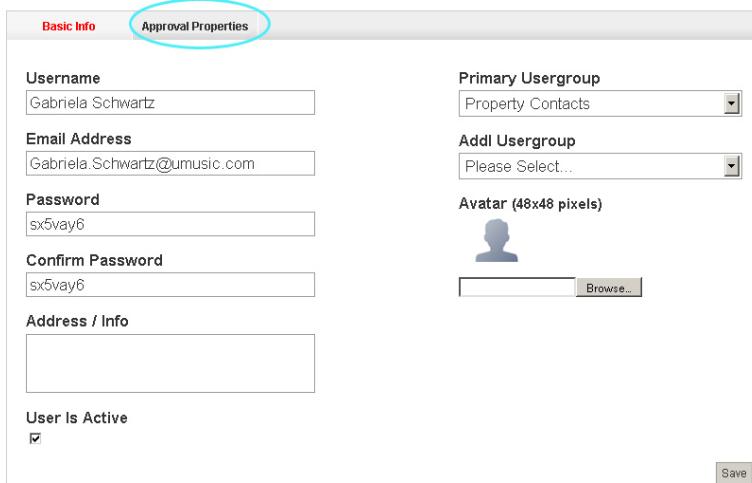
It will include the name of the grabsheet, the name of each item, and any notes you have included for each item.

How to Add Approval Properties to a User

Adding Approval Properties will allow the user to Approve, Reject, or comment on any properties that you want to associate them with.

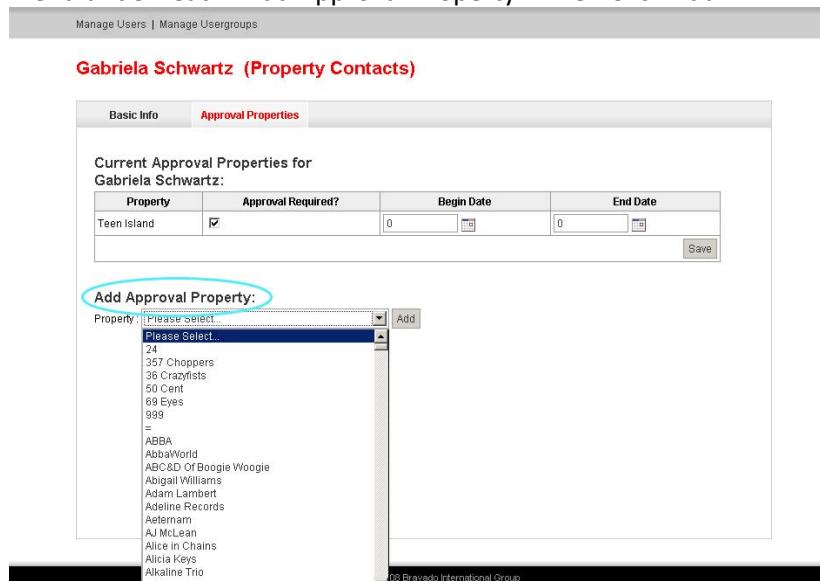
Once you find the user you are searching for, click on their name and you will be brought back to the below screen. Then, click Approval Properties.

Gabriela Schwartz (Property Contacts)



The screenshot shows a user profile for Gabriela Schwartz. The 'Basic Info' tab is selected. The 'Approval Properties' tab is visible above it and has a blue oval drawn around it. The profile includes fields for Username (Gabriela Schwartz), Email Address (Gabriela.Schwartz@umusic.com), Password (sx5vay6), Confirm Password (sx5vay6), Address / Info (empty), Primary Usergroup (Property Contacts), Addl Usergroup (Please Select...), and an Avatar upload field. A 'User Is Active' checkbox is checked. A 'Save' button is at the bottom right.

Select the property you want your user to be able to approve or reject from the drop-down menu underneath "Add Approval Property." Then Click Add.



The screenshot shows the 'Approval Properties' tab for Gabriela Schwartz. It displays a table of current approval properties for 'Teen Island' with 'Approval Required?' checked. Below this is a section titled 'Add Approval Property:' with a dropdown menu showing various properties like 'Please Select...', '24', '357 Choppers', etc. A blue oval highlights the dropdown menu. A 'Save' button is at the bottom right. The footer of the page includes links for 'Manage Users' and 'Manage Usergroups'.

The property will appear in the list above the drop-down menu.

Manage Users | Manage Usergroups

Gabriela Schwartz (Property Contacts)

Basic Info Approval Properties

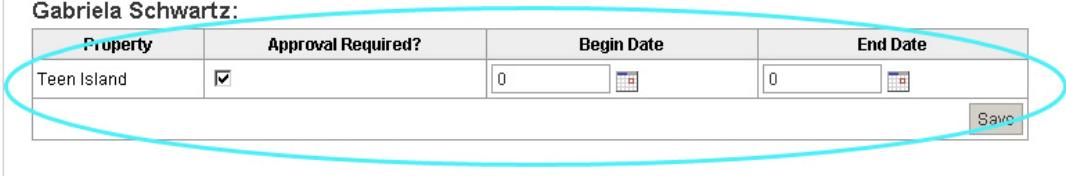
Current Approval Properties for Gabriela Schwartz:

Property	Approval Required?	Begin Date	End Date
Teen Island	<input checked="" type="checkbox"/>	0 	0 

Save

Add Approval Property:

Property: Please Select...  Add



If you would like approval to be required for the property, check the “approval required box”

You can also enter a start and end date for the property if the user will only be the contact for a limited amount of time. Once the end date is reached, the user will no longer be able to approve or reject products for that property. This name will also only show up under the approval contacts for products created within that limited time frame.

Then click “save.”

How to Add a Licensee to the OPM and Assign Properties

Click “Administration” in the main menu. Then click “Manage User Groups”

The screenshot shows the 'Manage Usergroups' section of the administration interface. At the top, there are dropdown menus for 'Usergroups' and 'Approval Contact For', both set to 'SHOW ALL'. Below these are fields for 'Username' and a 'search' button. A large list area displays user profiles with their names, roles, and email addresses. The first three users listed are Tim Edgar (Administrators), Eric Liu (Bravado Internal), and Afonso Filho (Bravado Internal). The 'ADD' button is located at the top right of the search form.

To add a user to Licensees click “add” in the top right-hand corner

This screenshot shows the 'Manage Usergroups' page again, but the 'ADD' button is now highlighted with a red circle. On the left, a sidebar lists various user groups: Bravado Internal, Designers, External Viewing, Licensees, Property Contacts, Screenprinters, and Separator. The 'Licensees' option is part of the list.

Select “Licensees” from the Parent Usergroup drop-down menu

The screenshot shows the 'Add Usergroup' form. The 'Parent Usergroup' dropdown menu is open, showing a list of options. The 'Licensees' option is selected and highlighted with a blue background. Other visible options include 'Please Select...', 'Bravado Internal', 'Administrators', 'Bravado Tour', 'Bravado Wholesale', 'Retail Staff', 'Designers', 'Designers (with prefs)', 'Hyperdesign Inc.', 'US Designers', 'External Viewing', and another 'Licensees' entry. A 'save' button is located at the bottom right of the form.

Enter the name of the Licensee you wish to add and click “Save”

PRODUCTS PROPERTIES PRODUCTION ADMINISTRATION Quick Product Search Q

Add Usergroup

Add Usergroup

Parent Usergroup:

Please Select...

Usergroup Name:

save

You will be taken back to the “Manage Usergroups” page. Click the plus next to Licensees to expand the list. You will now see the licensee you added in this list.

Manage Usergroups ADD

- ⊕ Bravado Internal
- ⊕ Designers
- External Viewing
- ⊖ Licensees
 - Accessory Innovation
 - Accutime
 - Ashbel Studios Inc
 - Canada Group
 - Dressmann
 - FAF
 - Forever Collectibles

How to Assign a Property to a Licensee

To assign properties to this licensee, click “Assign Properties”.

The screenshot shows a web-based application interface titled "Manage Usergroups". At the top, there is a navigation bar with links: "Manage Users", "Manage Usergroups", and "Assign Properties". The "Assign Properties" link is circled in red. Below the navigation bar, the main content area has a title "Manage Usergroups" and a button labeled "ADD". To the right of the "ADD" button is a vertical list of user group categories, each preceded by a small square icon:

- Bravado Internal
- Designers
- External Viewing
- Licenses
- Property Contacts
- Screenprinters
- Separator

You will be taken to a page with a pull-down menu. Please select the licensee you wish to add properties to

The screenshot shows a dropdown menu with the title "Accessory Innovation". The menu lists several options, with "Accessory Innovation" being the selected item, indicated by a blue background and white text. Other options listed include "Please Select...", "Bravado Internal", "Administrators", "Bravado Tour", "Bravado Wholesale", "Retail Staff", "Designers", "Designers (with prefs)", "Hyperdesign Inc.", "US Designers", "External Viewing", "Licensees", and "Accutime".

Once you select the licensee, a list of all properties will appear. Please check off all products that are relevant to this licensee. Then click “Save”.

The screenshot shows a properties selection screen. At the top, a dropdown menu displays "Accessory Innovation". Below this, a section titled "Properties:" contains a list of names, each preceded by a checkbox. The checkboxes for "Alicia Keys" and "Allison Iraheta" are checked and highlighted with a blue background. Other names listed include "Aeternam", "AJ McLean", "Alexandra Burke", "Alice in Chains", "Alkaline Trio", "All American Rejects", "Allegeao", "Alyssa Bernal", and "American Idol". At the bottom right of the screen, there is a "Save" button, which is also circled in blue.