USER MANUAL

HARMONY LABEL MANAGEMENT 4.1

Copyrights

Document History

Project Name		Harmony Label Management
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Explanation of naming convention: **GFS-HLM-4.1-UM-00**

GFS	Greatfour Systems Inc.
UM	User Manual
HLM	Harmony Label Management
4.1	Application Version number
0.0	Document Version number

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1. Preface

1.1 Introduction

The Artwork department of a pharmaceutical company is primarily involved in designing labels for the manufactured drugs, incorporating the inputs given by relevant departments and making necessary changes in the design, depending on the product.

Multiple departments are involved at different stages and in different capacities in the label management process from its inception to finish.

1.2 Objectives

After going through this document, the user will be able to:

- Log in to the application
- Initiate a label
- Authorize users for label approval
- Upload documents for approval
- Generate checklist
- Approve an Artwork
- Rework on label files and checklist
- Complete a label process

2. Log in to the application

When the login screen appears:

- Enter the **User Name** & **Password** in the given fields
- Click the ⬛ SIGN IN button.

Figure 1 – The Login Screen

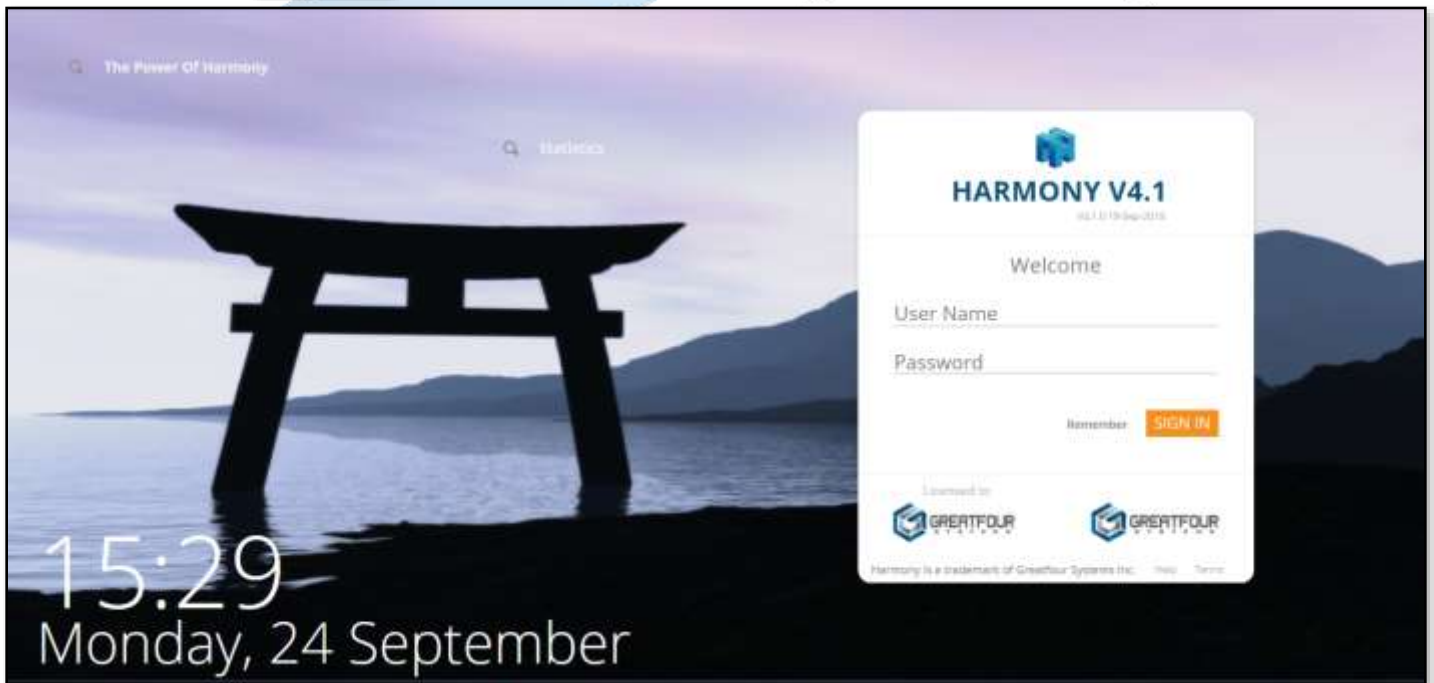- On the Harmony platform dashboard, by clicking on the **Greatfour** logo, users can view the different modules, then select Label Management module (if the user has more than one module access).
- If the user has only one module access i.e., Label Management, system will directly navigate to Label Management dashboard screen.

Figure 2 - Harmony platform
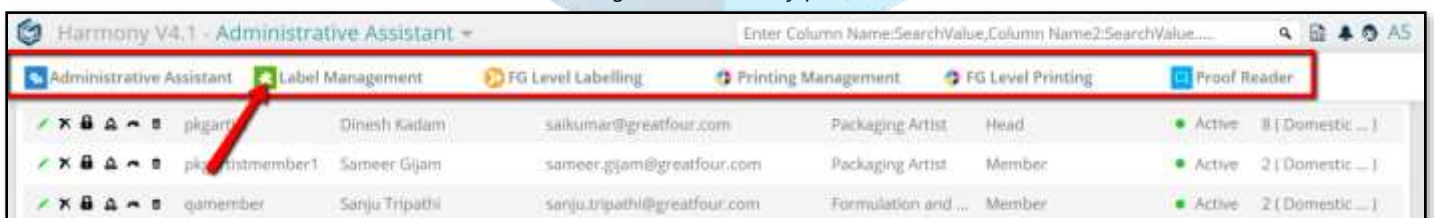
Figure 3 Select from dropdown

Label Management Screen displays the Harmony Label Management Module Dashboard which has the Initiate, Export, Filter buttons and Reports, Help Desk, Notifications, User details dropdown. It also the record count on the screen.

Figure 4 - Select from list screen

2.1 Initiating a Label

- The initiator of a label can initiate a new one from the homepage after logging into the platform.

- To 'INITIATE' a new artwork request, click on [INITIATE] button.
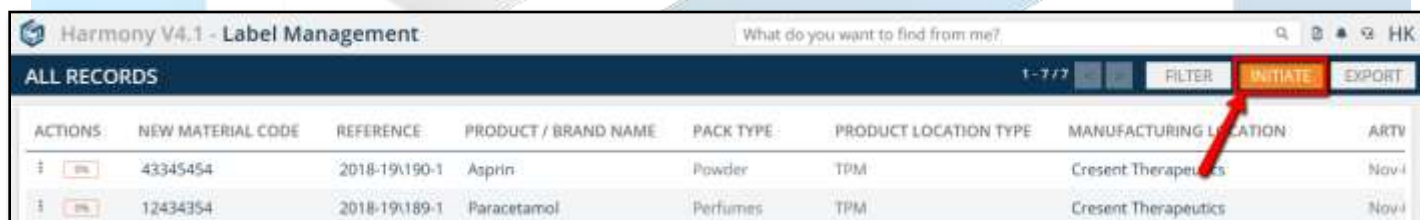
Figure 5 Select initiate button screen

Figure 6 Label Initiation screen

- Before clicking the initiate button, the initiator has to fill the **Product Information** form.

- User has to fill all the mandatory fields in different groups.

- The mandatory fields were marked as red mark (*)

To minimize the group, click on up arrow shown in below image.

Figure 7 - Label Compress icon

Clicking the **Initiate** button will display a confirmation message with the total number of labels requested. Click **"Yes"**.
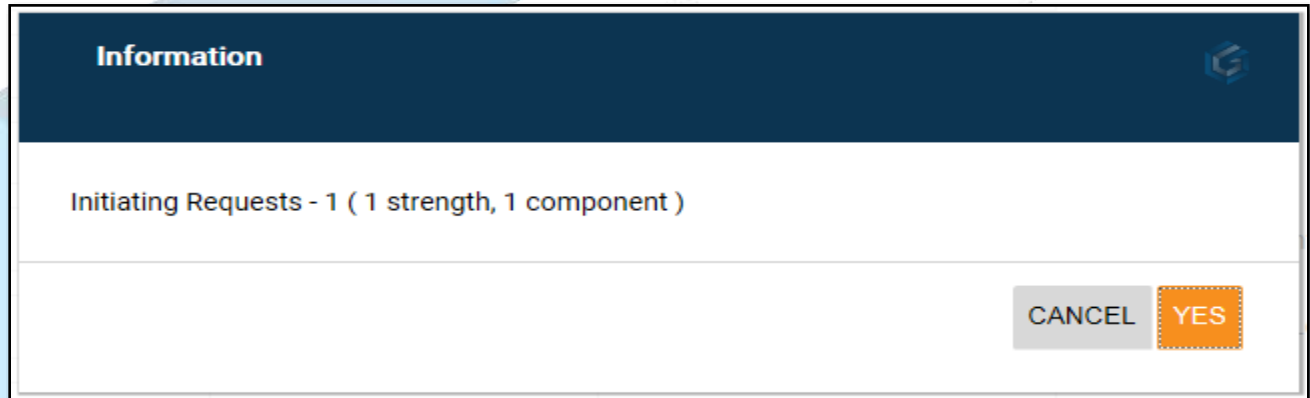
Figure 8 - Initiation confirmation window

Clicking **yes** will display the message "**Initiated successfully**". **Click 'Ok'**
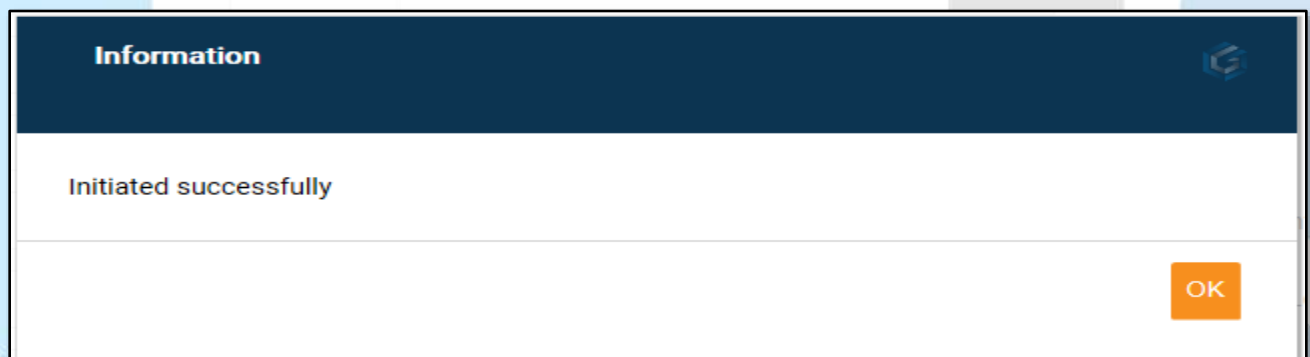
Figure 9 - Initiation confirmation window

NOTE: User can initiate multiple artwork request by adding multiple strength and components separated by comma.
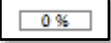
After artwork is initiated, the initiated artwork is seen on the dashboard screen with unique reference number.

Figure 10 - Initiated Request

2.2 User Authorization

Initiator must authorize users to access and perform operations. To do so:

- Click on the [0 %] workflow status icon. Or

- Click on Reference number and click on Submit icon where system will navigate to workflow screen by clicking on Yes.

Figure 11 - Select Work Flow

NOTE: The initiated artworks, pending for authorization will be highlighted with red color.

Allocate the users for product checklist approval/rejection and click on AUTHORIZE button.
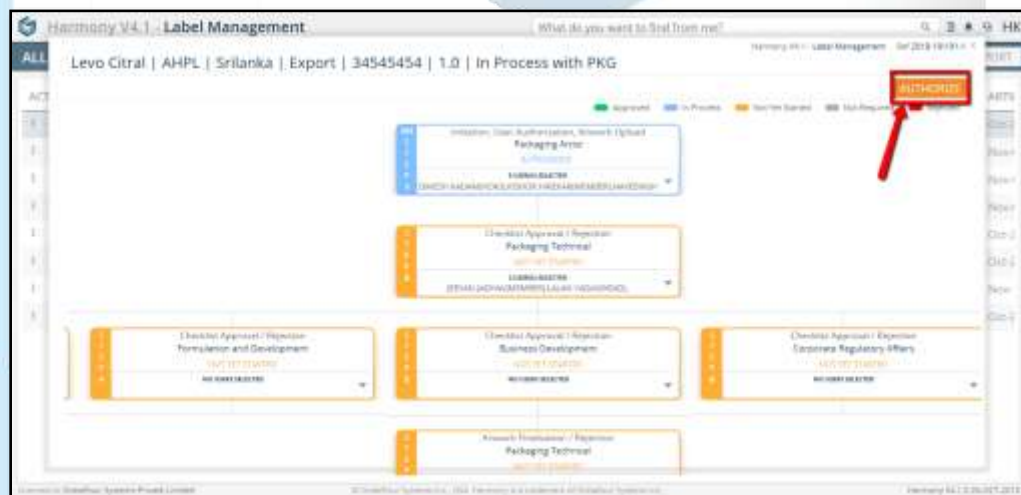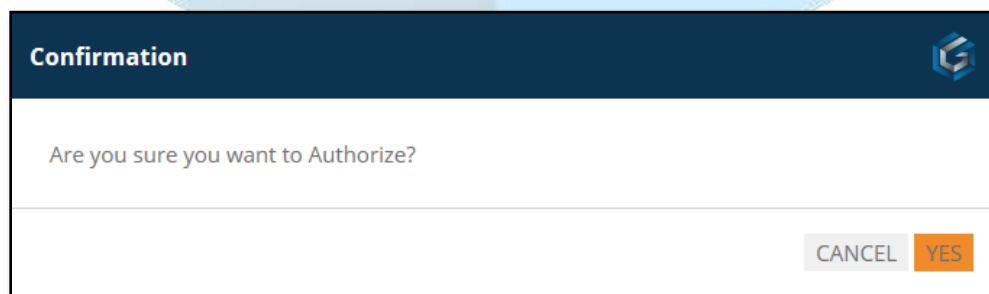
Figure 12 – User Authorization

Clicking Authorize will display a confirmation message, "**Are you sure you want to Authorize**". With Cancel and Yes button.

Figure 13 - Authorize Confirmation

Click on yes and a message pop-up's "**User authentication successfully**", Click "OK".
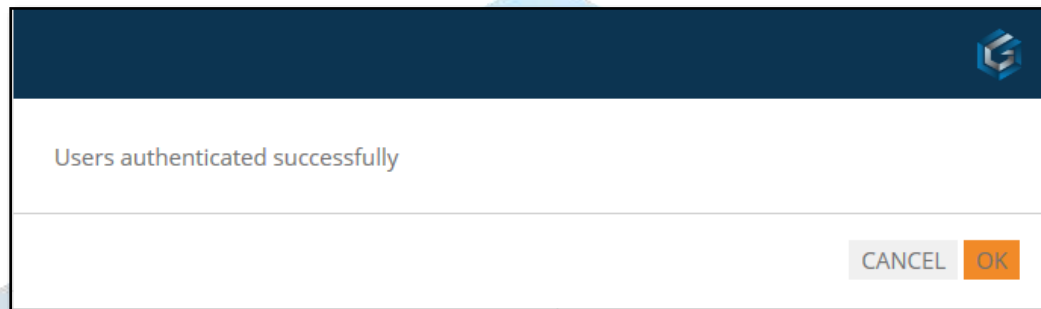
Figure 14 - Authorize Confirmation

> 📓 **The status color changes depending on the progress of the work. For example; Completed/ Approved- Green, in process- Blue, Not Required- Grey, Not Yet Started-Mustard Yellow, and Rejected-Brick red**

Users can be assigned to workflows depending upon their statistics and current workload which can be inferred from parameters like; total completed approvals, pending activities, average time to give approval, and the percentage of rejections.
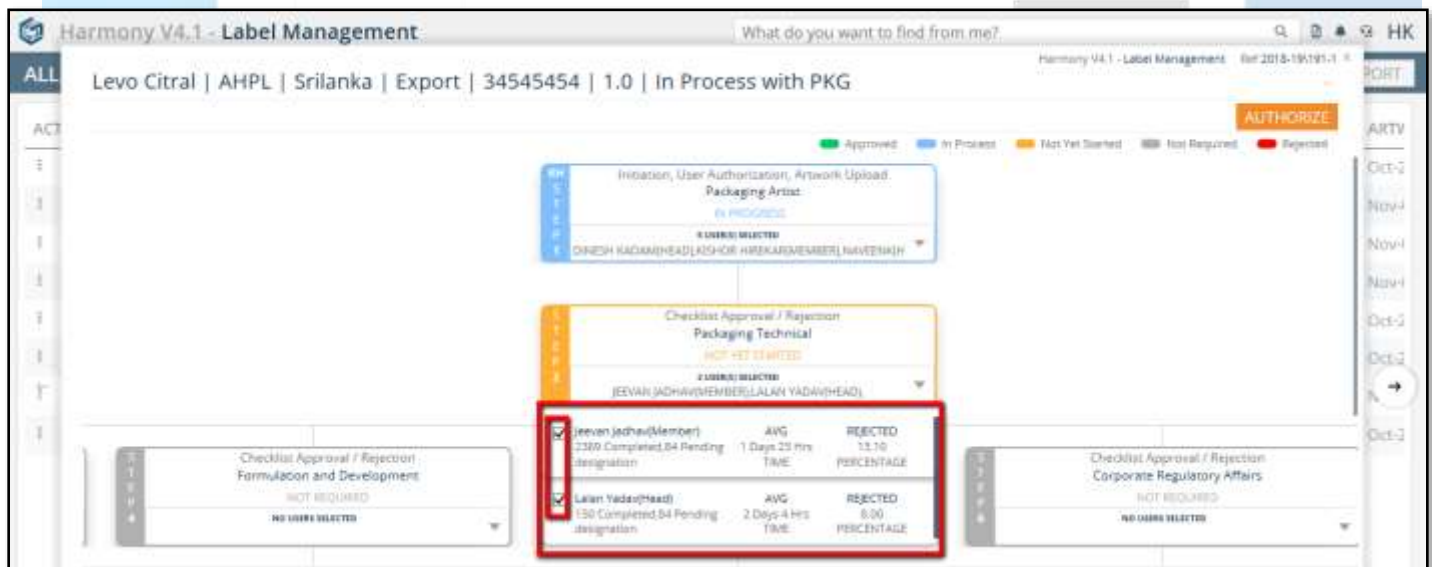
Figure 15 - User selection screen

> 📓 **Multiple users from the same department can be assigned for the approval process based on the requirement. (Multiple users from the same department can also be selected for the same product)**

Click on the ⬇ icon to check number of versions of a product. (For change requests, product versions will be 1.0, 2.0...etc.; versions for rejected products will be 1. 1, 1.2…. etc.)
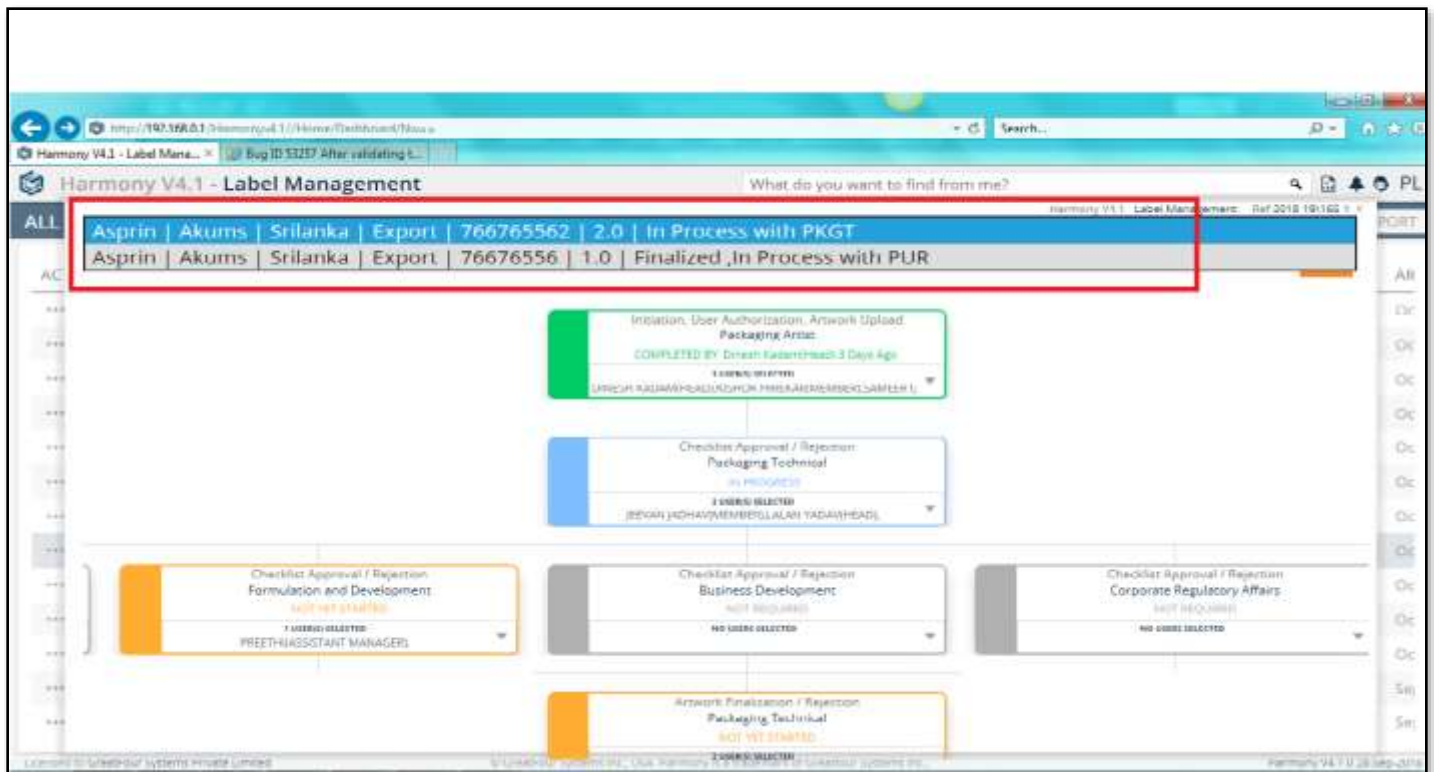
Figure 16 - Version displaying screen

1. **System will trigger a notification to the users in the flow for the Approval or Rejection of the Label.** **Automatic mail alert to the next department in the flow will be triggered to perform his activity. Based on the SLA escalation mails will go to "reporting to" of the respective users.**
2. **System will be configured with the outlook mail service for Notifications to all the users by giving basic details of notification as a task/alert.**
3. **Notification will contain: <Activity Name>, <Product Name> ... and <Send by>.**

3. Uploading Label Documents

Click the Documents icon under the actions column (left side of the screen).
Or Click on the Submit button in request form and it will navigate to documents screen.

The Document icon is highlighted by the color for quick indication of pending work.

Figure 17 - Upload documents screen

> Users can also view the new products assigned to them in the *pending* list which indicates these items with the help of the flash *new* icon.

- Browse the mandatory documents
- Mandatory documents were marked as red mark (*)
- Click on **UPLOAD ALL** icon to upload all the above documents.
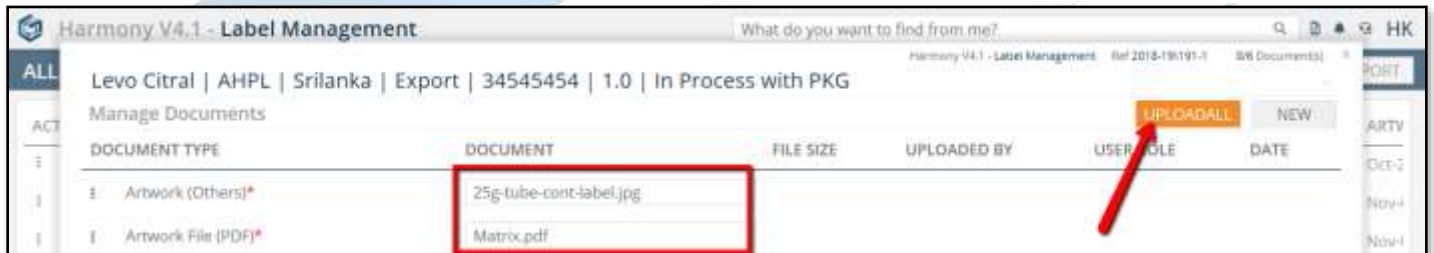
Figure 18 - Document Upload

- After uploading, a pop-up screen will display the message '**Document uploaded',** click **ok.**
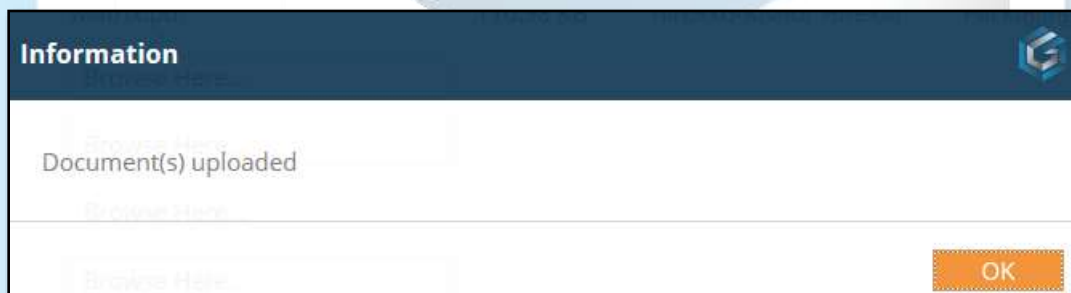
Figure 19 - Document Upload Confirmation

> **1. Previous version of the files can be viewed from the documents upload screen**
> **2. Users can upload the files based on the file size restrictions provided by the application admin in the eSettings module.**
> **3. All the previous versions of a document can be retained in the system. Users can also copy the previous versions to the current version. This is limited to record level.**

3.1 View Documents

After document is uploaded, click on the 👁 icon to view the uploaded documents, present in **Actions** column.

Figure 20 - View documents screen

This will navigate the control to an annotation screen. Click the back button to navigate to the documents upload page.

Figure 21 - Opened Document

Only authorized users can upload, view, and download the required files to computer

3.2 Delete Documents

Click on the Delete icon present in **Actions** column to delete the documents uploaded incorrectly.

- A pop-up window will prompt, **"Are you sure you want to Delete?"** click **"Yes"**
- Another pop-up screen will display the message **"Document Deleted."**
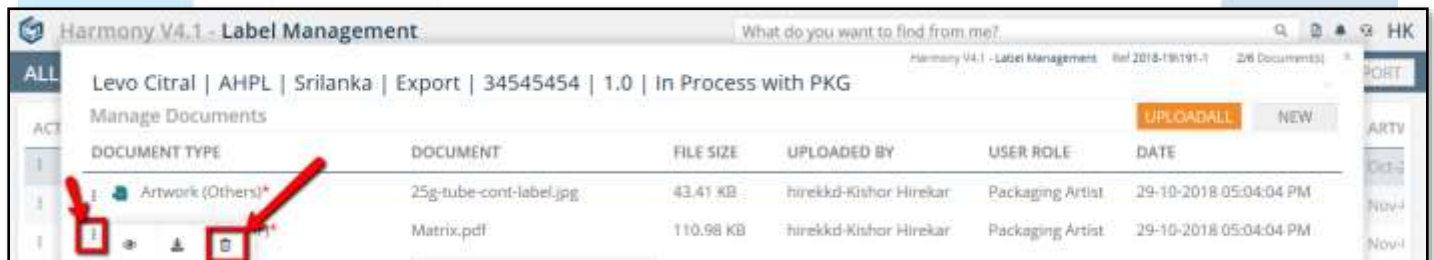
Figure 22 - Delete uploaded document

Only the user who has uploaded the document will get the option to delete the uploaded document before product submission.

3.3 Upload Supporting Documents

Click on NEW to upload the documents which were not listed.
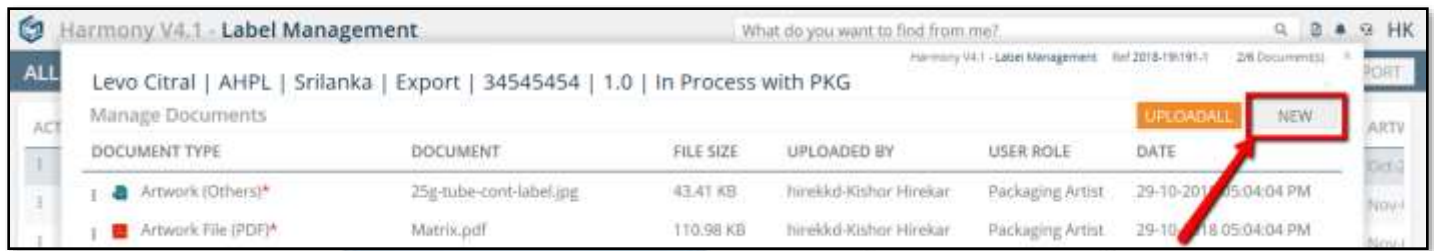
Figure 23 - Upload Supporting Documents

Give description and browse the file and click on "**Upload**" and the document will be uploaded as Supporting document.
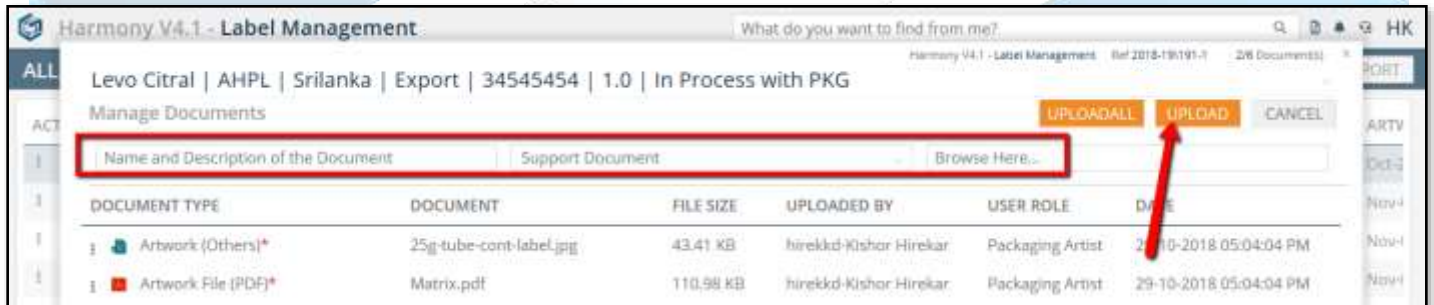
Figure 24 - Upload supporting documents screen

📓 **Supporting documents (Any file format) can be Optional and can be uploaded by any department in the flow)**

3.4 Download

Click on ⬇ icon to download the corresponding uploaded label files.

Figure 25 - Download Document

A pop-up message open and users will have the option to either save/ open/ cancel the downloaded document.

Do you want to open or save **test.ps** (11.3 KB) from **192.168.0.1**?   Open   Save ▾   Cancel   ✕
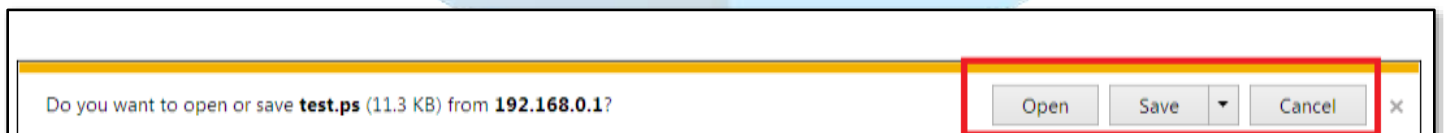
Figure 26 - Document Download Popup

4. Inactive and Active

Click on the ✕ icon to deactivate a label record.

Figure 27 - Select Inactive

- A confirmation screen will prompt, **"Are you sure you want to inactive?"** Click '**OK'**
- Clicking '**OK'** will trigger a new pop-up screen with the message **"Inactivated successfully"**. Click **OK**
- This will deactivate the product and the action icon of the user will change from ☒ to ☑
- Click on ☑ icon to activate a specification

Figure 28 - Select Active

A confirmation screen will prompt, **"Are you sure you want to Active?"** Click '**Ok'.** A new pop-up screen will display the message **"Activated successfully"** click '**Ok'**

> **A label can be activated or deactivated only till the initiator does not submit the label. Once submitted, these actions are disabled.**
> *** Inactive and activate actions are same in any screens.**

5. Submit, Replicate and Reassign User

5.1 Submit

To open the product initiation form, click on the hyperlink provided (reference number/ product name).. Click on any of the hyperlink provided to submit the product.

Figure 29 - Select required Label

Screen will navigate to product initiation form with Submit icon.

Click on the **SUBMIT** button to move the product to next step. Clicking on the submit button will trigger a pop-up prompting, **"Are you sure you want to submit?"** and a comment box, write appropriate comments and click '**Yes**'. A pop-up screen will display the message "**Submitted successfully.**"

After submitting mail will be sent to the next step users for their actions and the workflow status will change.

5.2 Replicate

Click on **REPLICATE** button to initiate a product with same field data but different material group. Clicking on replicate icon will trigger a pop-up window with the message "**Are you sure you want to replicate this request?**" Click '**Yes**', You will be directed to a new product information screen with existing product details. Edit the required details and click on the **INITIATE** button.

Figure 30 - Replicate Label

New product will be initiated, and user has the provision to give the reference number sequence of new or in continuation of old one. Enter the required sequence reference number of initiated request and click on Yes. If the user want to initiate a request without any sequence, click on Yes and a new reference number is generated.

5.3. Reassign Users

Click on User Details

Figure 31 - Select User Details from Dashboard

Click on Reassign button to reassign work of one user to another user within the same department.

Figure 32 - Select Reassign

Select current user (whose projects needs to be reassigned), a list of all pending projects will be displayed and check the projects which you want to reassign to other users and select the new user name and click on Reassign icon.

Figure 33 - Reassign Screen

A pop-up message will display the message **"Reassigned successfully"** and the reassigned artworks will be in pending with the new user.

6. Time to Time Product Search and Managing Dashboard

Users can manage filters/ sort the records and manage dashboard columns.
Click on FILTER button present in the screen.

Figure 34 - Select Filter

To search for label records between a certain interval of time, give the start and end date as search parameters.
Select "from" and "to" and choose the filter which has weekly, monthly and yearly. Based on the selected date the list of products initiated in that date, will be shown on the dashboard.
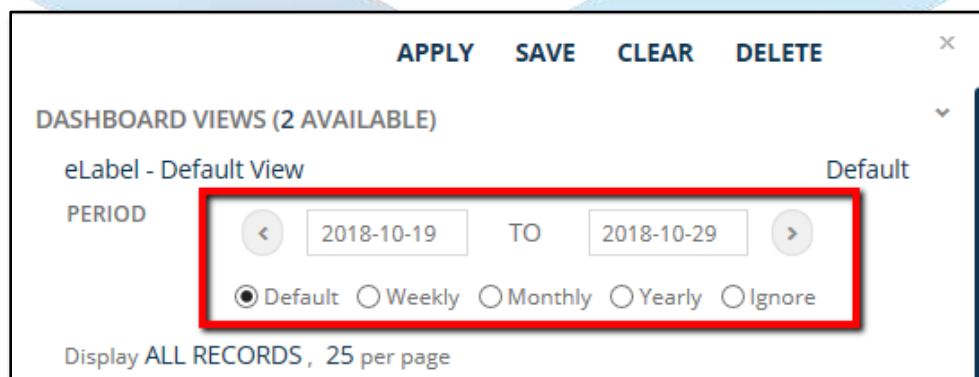

Figure 35 - Select Date Filter

If required one can choose, any filters like weekly/monthly/ yearly. Based on the selection of the filter the records will be displayed in the dashboard.

One can sort the records based on the status of the project. To do so, click on "All Records" and then Sort the records based on selection of filter, after selecting click on Apply button.
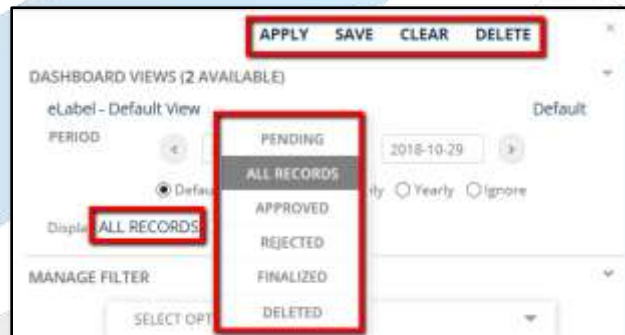

Figure 36 - Select Filter

User also has an option to filter the columns to reflect in the dashboard. Choose the required columns, check on "Show Selected Columns Only" and click on "Apply". The selected options will be shown in the user dashboard screen.
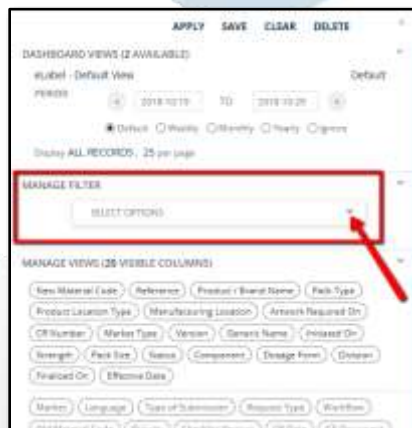

Figure 37 - Select Date Filter

Select the required field names which you want to see in dashboard and click on "Save As"

In the "**Manage View**" section, user can drag and arrange the order of the columns.

7. Export Option

Click on the [EXPORT] icon.

Figure 38 - Select Export to excel screen

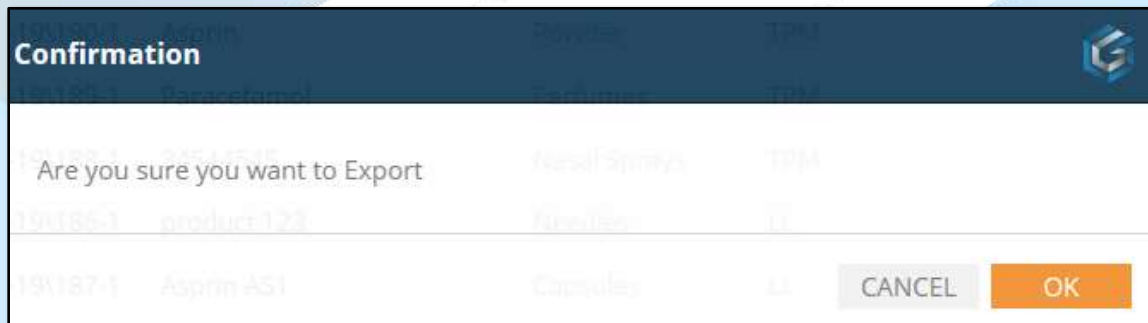A pop-up screen will prompt, '**Are you sure you want to Export?**' Click '**Ok**'.

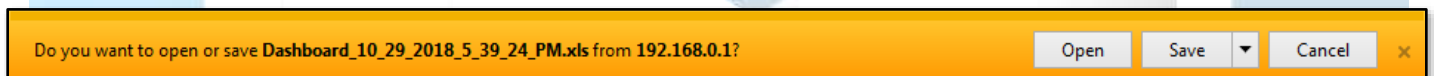*Figure 39 - Export Confirmation*

Figure 40 - Export Popup

Click on save button to save the Report to the system. After saving, a pop-up screen will display the message "**Report Saved Successfully**". Click '**Ok**'

8. WORKFLOW

After the product is initiated, and users are authorized for each step in the workflow by Initiator.

- Each Authorized user must login with the valid user Id and Password to complete the Work assigned to them.
- The user can perform their work only after the completion of Preceding step in the Workflow.
- Status of the work is reflected in Specific Colors in the work flow after every action.
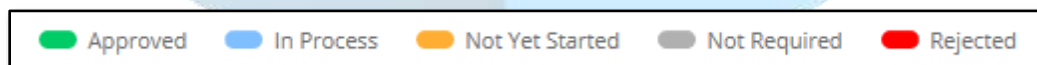

Figure 41 - Workflow Color Indication

8.1 Annotation

Authorized user must Login into the Harmony Application Using valid user name and password. Select Label Management Module if their landing page is another module.
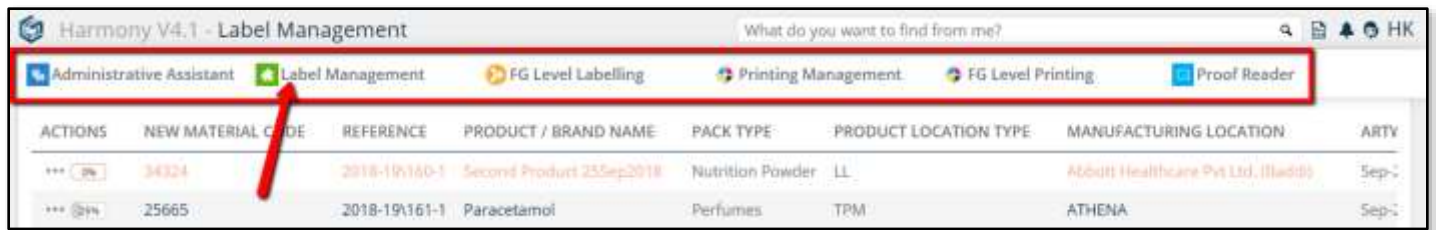
Figure 42 - Select Label Management module

Select "**Pending**" Records from FILTER, for easy access.

Figure 43 - Select Filter
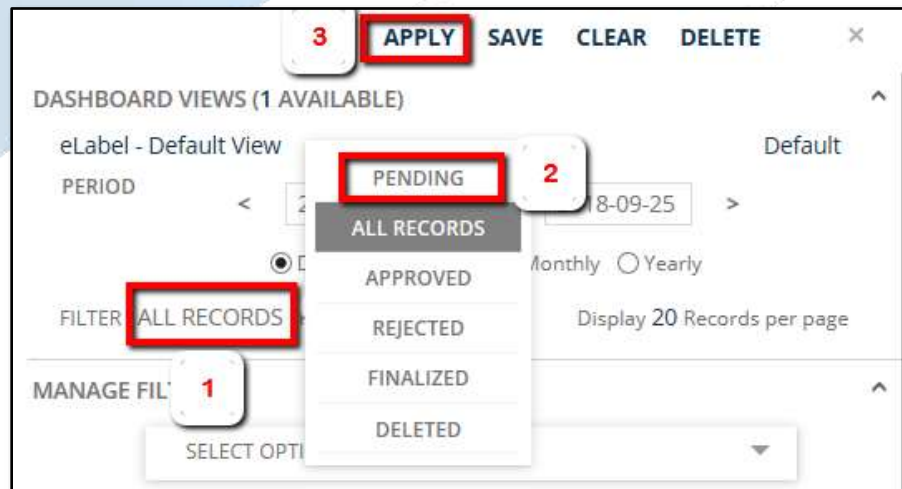
In the pending list, click on actions column, and the user can see that, annotation icon is highlighted.

Figure 44 - Select Annotation Icon

After selecting the annotation icon, the screen with Artwork File is opened where the user can review the artwork and approve or reject based on the review by adding comments accordingly by using different tools.
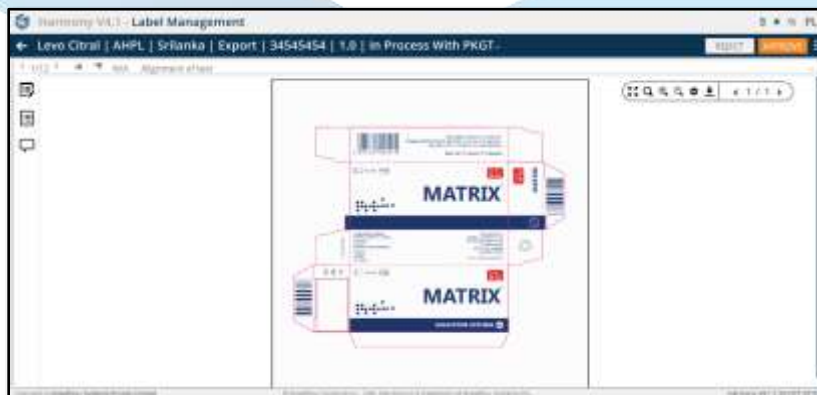

Figure 45 - Annotation Page

8.1.1 Draw/ Edit Annotations

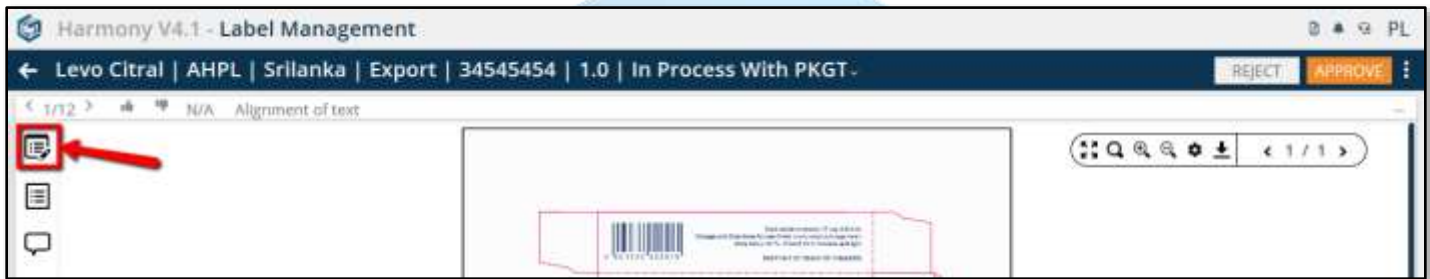Open the annotation page and click on Draw/ Edit annotations icon as shown in below screen shot.

Figure 46 - Select Draw/ Edit annotations

It opens all the annotations

Figure 47 - Artwork File Screen

The use and description of each tool in Annotations are:

⌖	To select any specific area in the artwork.
☐	To highlight specific area in the artwork with rectangle. It allows the user to add comments for corrections in selected area
◯	To highlight specific area in the artwork with circle. It allows the user to add comments for corrections in selected area
╱	To draw a line in specific area of the artwork and which upon drawing allows the user to add comments for corrections in selected area

	To measure the length of the selected area in the artwork. It has options to measure in millimeter, Centimeter and Inch
	To indicate any area/ part in the artwork.
	To add comment in the artwork. Each department will be indicated with different colors of annotation.
	To change the color of the Rectangle, Circle, Line and Arrow selected
	To select the stroke width of the Shapes selected.
	To erase the selected annotation
	To delete all the Annotations in file
	To save the Annotation
	To undo the Previous Action Performed
	To Re-Do the Previous Action
	To modify the stoke width units and line/scale/ arrow type

For Tools like Rectangle, circle, line, Arrow, Scale there is an option of writing comments in a comments window which pop-up immediately after selection. Give the comments if required and click OK.

Figure 48 - Annotation Comment Pop-up Screen

Fig. 41 - Annotation Comment Writing Pop-up Screen

User can use different options in annotations like:

- Fit Image
- Magnifier
- Zoom in
- Zoom Out

- Settings
- Download and
- View pages

Figure 49 - Annotation Image Options

8.1.2 Open Available Checklist

Open the annotation page and click on **Open Available Checklist** icon as shown in below screen shot.
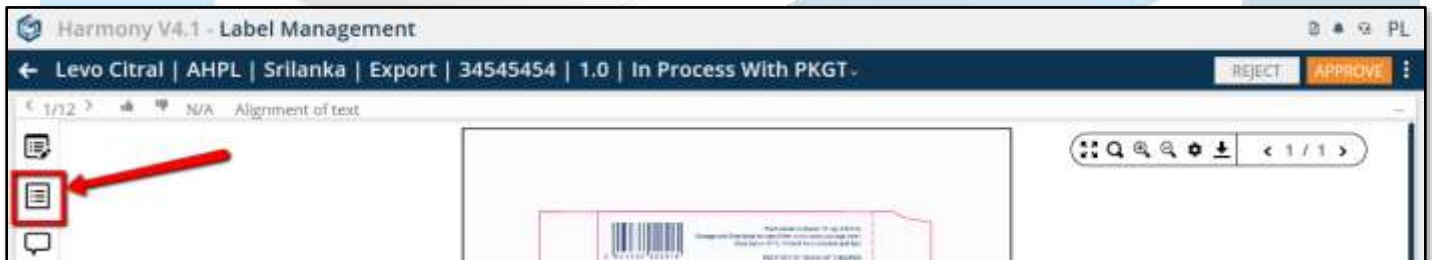

Figure 50 - Select Open Available Checklist

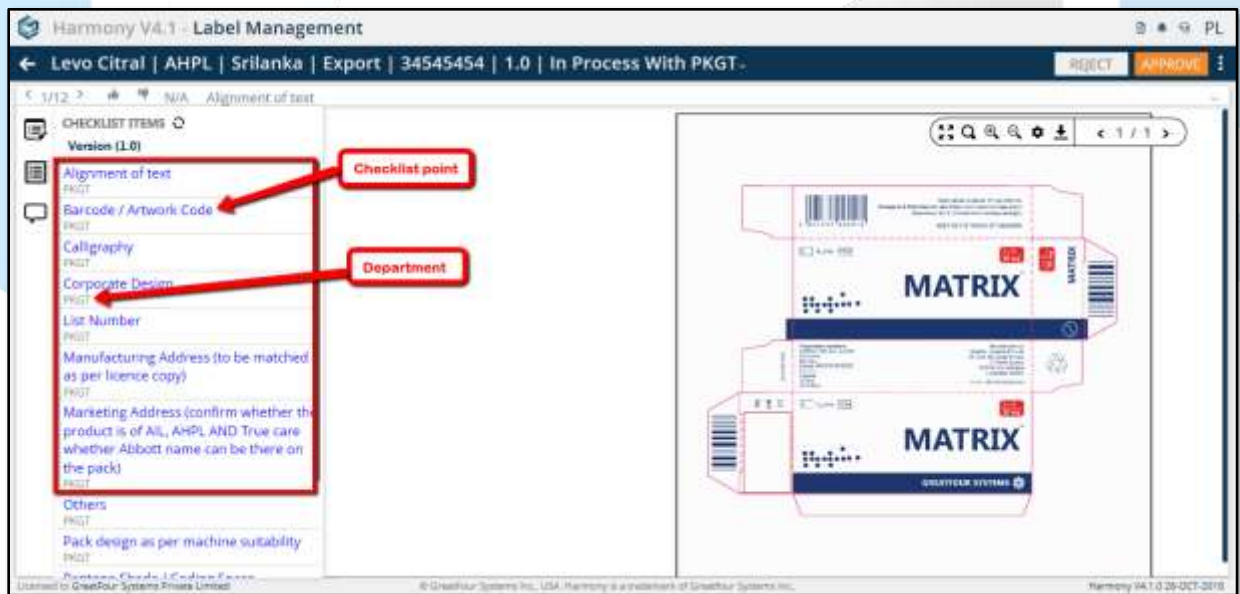It shows all the checklist points along with the departments

Figure 51 - View Department wise Checklist

Based on approval of the checklist point the department icon color varies as follows:

- Green – Approved
- Red – Rejected and

- Grey – Not yet started.
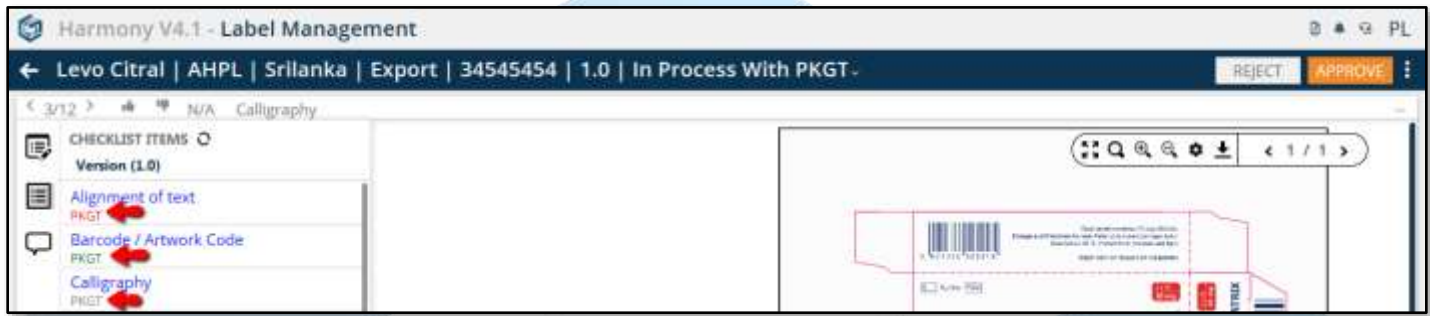
Figure 52 - Checklist Point Status

User can refresh the checklist items after response using Refresh Checklist icon.
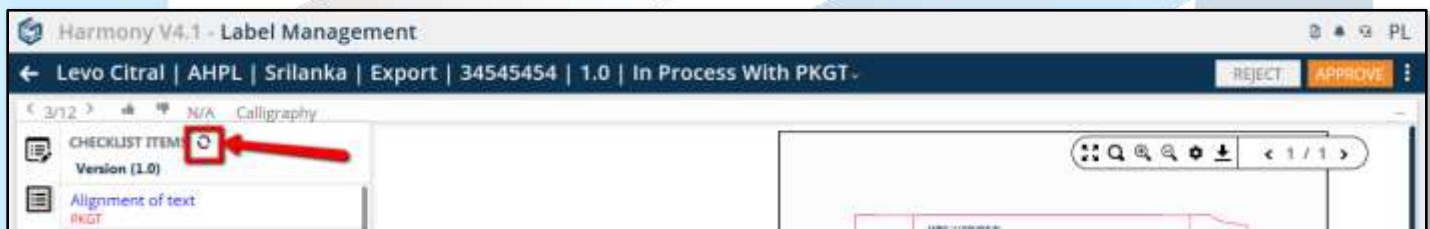
Figure 53 - Select Reset

8.1.3 Open Comments, Documents and View Checklist Percentage

Open the annotation page and click on **Open Comments, Documents and View Checklist** icon as shown in below screen shot.
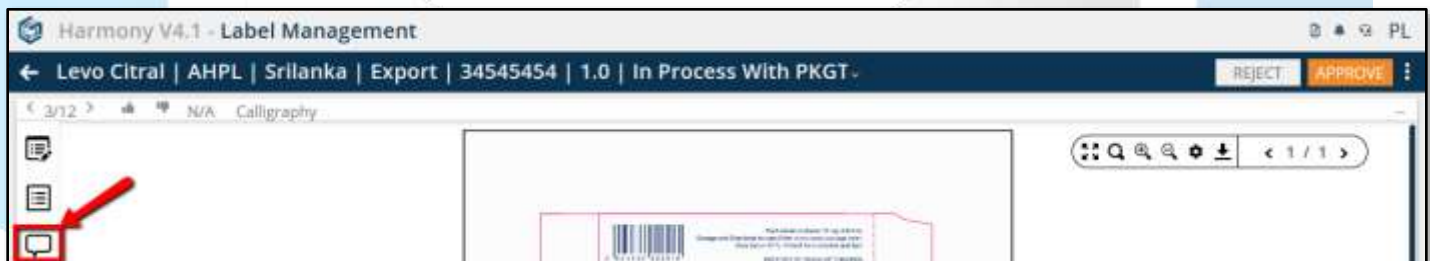
Figure 54 - Select Open Comments, Documents and View Checklist

By click on this icon, the user can view different options like:

- Compare with request – User need to give the reference number and can compare this artwork with the given reference number artwork
- Checklist Summary – User can view the percentage of work completion. It indicates my checklist and overall checklist percentage.
- Documents – All the uploaded documents will be seen here, user can open any of the document by clicking on it.
- Annotation Comments – The comments given by the user will be seen here along with the department.
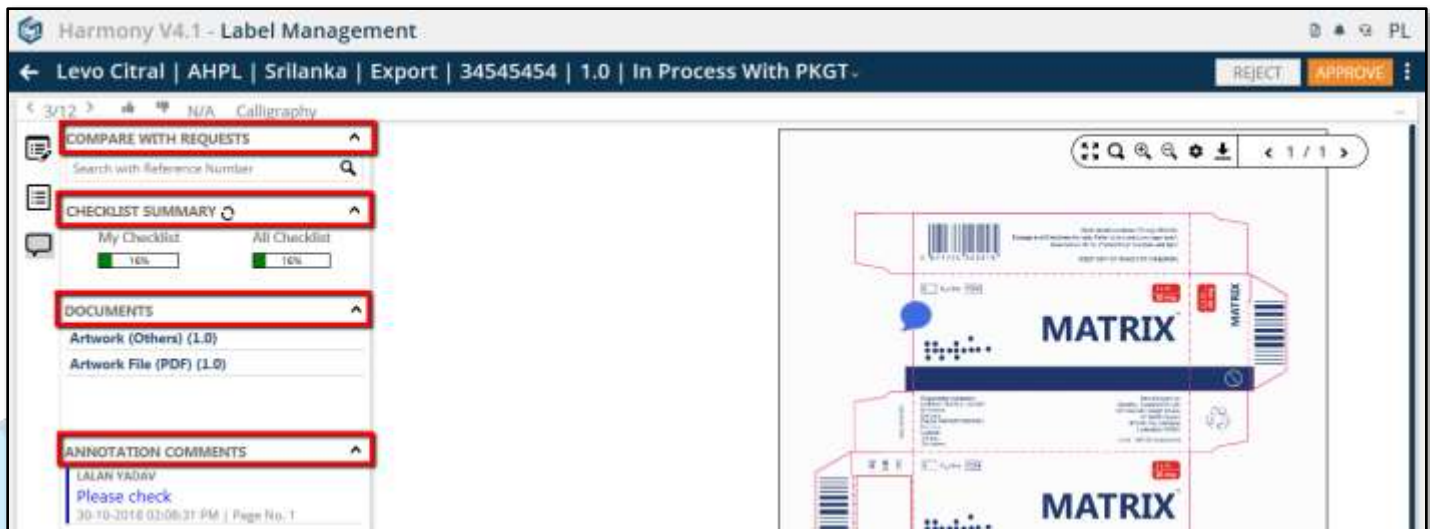
Figure 55 - View Open Comments, Documents and View Checklist

8.1.4 PDF View

User has a varied option for artwork review like:

- View the artwork layers – review all the layers of the artwork
- Font used – Can check all the font types and font size used in artwork
- Colors – Colors used in artwork preparation.

Click on Options in the annotation's pages
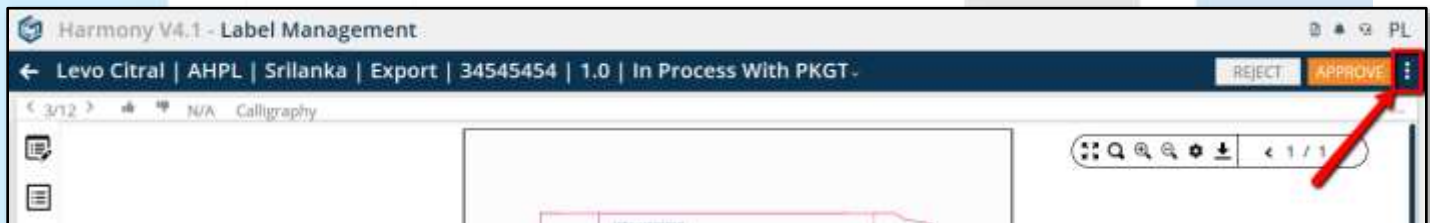
Figure 56 - Select Option

Then select PDF

Figure 57 - Select PDF Option

PDF Layer is a feature which allows some content to be made visible or invisible in the **PDF**. Layers separate different elements of a PDF page.

To view the Layers, present in the Artwork PDF file click on **Toggle Sidebar** icon.

Figure 58 - Select Toggle Sidebar

This Toggle side bar displays other functions, which includes:

- Show thumbnails
- Toggle Layers
- Toggle Fonts
- Toggle Colors
- Toggle Barcode Data
- Toggle Checklist
- Toggle Comments and Documents
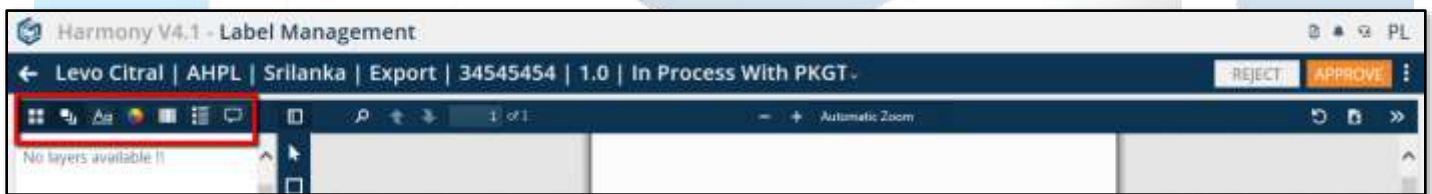
Figure 59 - Toggle Options

The Description of Icons present in Toggle are:

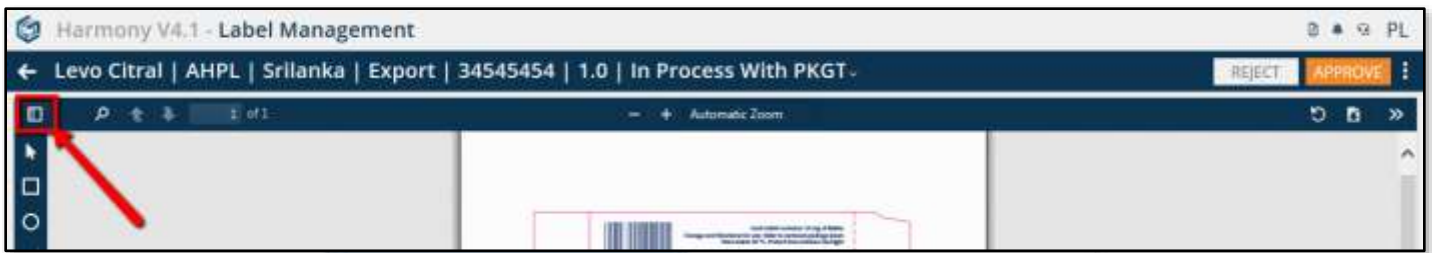| IMAGE	TOGGLE NAME	USE
	Show thumbnails	It will show all the pages of the uploaded document.
	Layers	This shows all the layers present in the uploaded file. User can review each layer present in the file. User can select the required layer for review.
	Fonts	This shows Available Font Styles and Font Sizes present in the Artwork PDF with Checkboxes. Upon selecting specific Font style or Font Size, the area in the PDF with that Font Style or Font Size is Highlighted.
	Colors	This Shows the Available Pantone Colors in Artwork PDF.
	Barcode Data	By clicking on this, system will decode the barcode present in the file.
	Checklist	This shows all the checklist points with departments
	Comments and Documents	This shows all the comments given in the annotation and the documents uploaded for particular project. User have the option to

		compare the present artwork with another by giving reference number in the search bar.

8.1.5. PDF Options

There are many other options presents in the PDF view, which includes:

a. Search in Document

Click on the [🔍] icon, to find any word in the document.

Figure 60 - Find in document

Type the required word in the search

Figure 61 - Search option

The word will be searched in the document and it shows the match case, if user want to indicate the word, check in "**Highlight All**".

Figure 62 - Find Required Word

b. Reset

To reset the setting selected or any annotations, click on Reset to clear the settings.

Figure 63 - Select Reset

c. Download the Artwork with annotations

To download the Artwork file with annotations, click on the annotations in the actions column and then select PDF and click on Download icon.
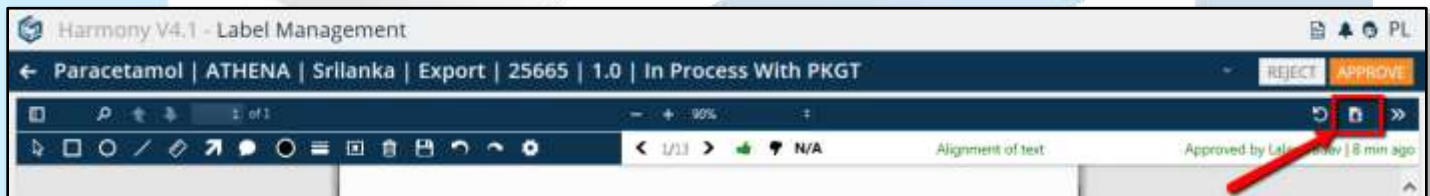
Figure 64 - Artwork Download

A pop-up message is opened with different options like:

- All Pages – To download all the pages of artwork.
- Current Page – To download only the displayed page of artwork.
- Multiple pages – To download more than one page, user can select the required pages.

Figure 65 - Document download page selection

Select the required option and click on Download button.

d. Tools

To view the tools, click on the annotations in the actions column and then select PDF and click on tools icon.

Figure 66 - Select Tools

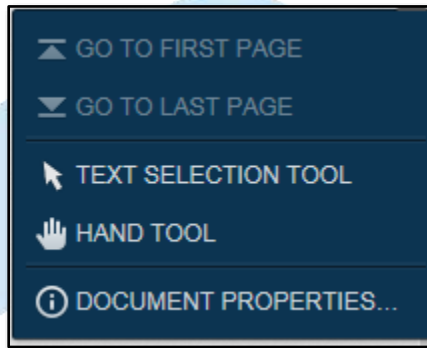Select required options

Figure 67 - Tools Option

e. **Navigate to Image form**

Select the options in the PDF annotations page and then select PDF.

Figure 68 - Select Image

NOTE: After approval of all the checklist click on Approve button.

8.1.6 Checklist Approve or Reject

The Authorized user can Approve or Reject the Artwork Checklist. The user have an option to review and approve or reject the checklist based on review.

Figure 69 - Checklist Approve or Reject Screen

Checklist with Approve/Reject/Not Applicable buttons are seen at top of checklist Items. The user can approve by clicking on [👍] icon, same way user can Reject the checklist item by clicking on [👎] icon.
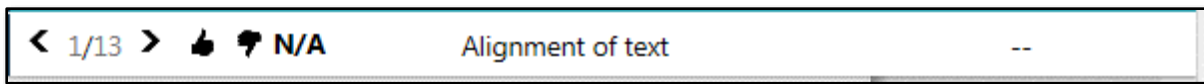
Figure 70 - Checklist Approve or Reject Option

The user can also select N/A button if the checklist item is not applicable.

Users can view previous version annotations if the label has multiple versions.

a. Approve:

If all the checklist items are Approved the user can click on **APPROVE** tton.

Figure 71 - Select Approve

A confirmation screen will prompt, **"Are you sure you want to Approve?"** with **Yes/No** buttons and a text box. Enter appropriate comments and click '**Yes'**.

A pop-up screen with Transaction Password as login password will be displayed, enter secondary authentication password and then click on login. After login. A pop-up screen will display the message, **"Approved successfully."** Click '**Ok'**.

b. Reject

If one or more checklist items are rejected the user cannot Approve the Artwork, So Click on REJECT button.

After Rejecting the Artwork, the workflow cannot go forward and reverted to the Rework step assigned. The Version number is changed for the record e.g. If version 1 is Rejected, it is Changed to version 1.1.

NOTE: If the user approves the label, the artwork goes in pending with the next step user and if it is rejected, the step will move back to the document upload.

8.2. Label Finalization

Log in with a valid user ID and password to finalize a project. Open the Annotation Screen to Review the approved checklist.

If the approved checklist is ok, then Click on **APPROVE** button to Finalize the Artwork.
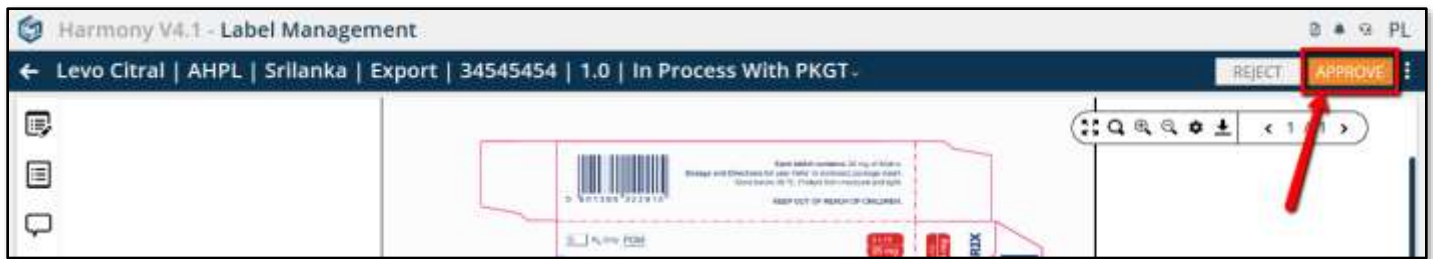
Figure 72 - Label Finalization Approve

A confirmation screen will prompt, **"Are you sure you want to Approve?"** with **Yes/No** buttons and a text box. Enter appropriate comments and click '**Yes'**.

Figure 73 - Select Effective Date and Confirmation Popup

A pop-up screen with Transaction Password as login password will be displayed, enter secondary authentication password and then click on login. After login. A pop-up screen will display the message, **"Product Finalized."** Click '**Ok'**.

> **A department must select the effective date before finalizing a label.**

As soon as a label gets finalized, it generates a label finalized report. Users will have the option to either save or open it or cancel the action altogether.
A pop-up opens to open/ save/ cancel.

Figure 74 - Report popup

> **Report contains the Label file which is reviewed, followed by label initiation information, authorized users flow with user name, department, action performed by the user with date & time stamp.**

If the approved checklist has corrections Click on REJECT button to Reject the Artwork which is then reverted to rework step and the artwork version will be a change.

Label finalization also updates the workflow to 100% completed. Since the record is now finalized, it is moved from the pending to the approved and Finalized list.

Figure 75 - Select approved label list screen

Click on the 100% icon to check the status of the workflow.
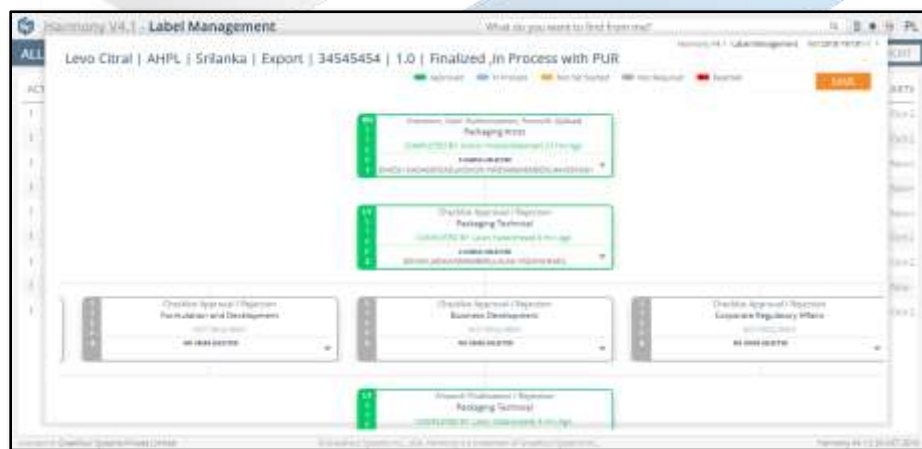
Figure 76 - View Workflow status screen

To make any changes to an existing product click on the ⇆ icon.

Figure 77 - Select Raise CR

A confirmation pop-up window will display the message **"Please choose the workflow for revised version of Reference:** respective product information will have displayed." Select the workflow and click **Raise CR**
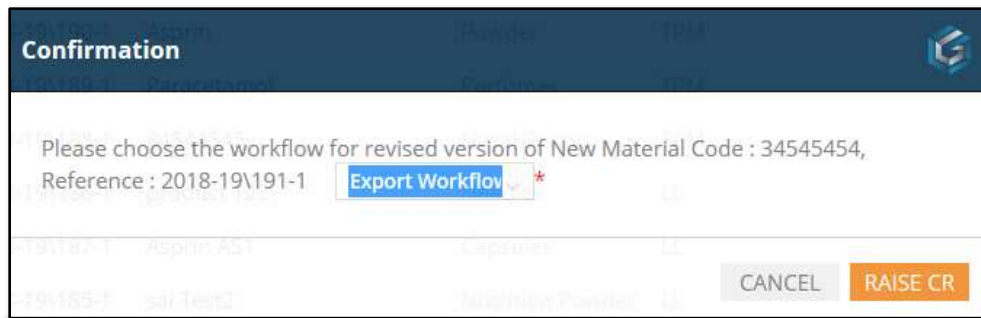
Figure 78 - Raise CR Confirmation Screen

- It will display the Change Request Form screen. This Raise CR Option will be available only for the finalized products.
- User need to provide the CR details and upload CR Documents for change request.
- The product version number changes in an increasing order such as 1.0, 2.0 and so on, i.e: from 1.0 to 2.0.
- After this initiation the flow continues same as shown in previous steps.

System allows CRs to be raised for finished artworks any time by Initiator in the application.

9. Release Label to Vendor & Vendor Print Proof

Log in with a valid user ID and password to release a label to the vendor.

- Select the Label Management module by clicking on the Greatfour logo present on top left corner of the homepage. Users can also view all records as well as the pending ones in their names here.
- Click on the [icon] icon to initiate a vendor print proof. This will navigate the control to the print proof screen.

Figure 79 - Child flow initiation Screen
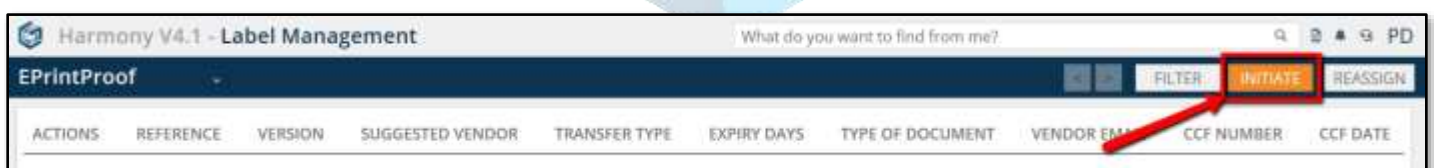
Click on **INITIATE** button.

Figure 80 - Select Initiate

Enter all the mandatory fields and click on initiate icon.

Figure 81 - Vendor Print Proof Initiation Form

- Users must select the 'Transfer type' as SMTP or FTP from the drop down. If FTP is selected, then 'Expiry Days' must also be selected from the drop down.
- File to be sent is automatically selected.
- Click on **INITIATE** button, it displays a message as pop-up **Initiate Requests-1(1 vendor),** Click on **Yes.**

Figure 82 - Initiation Confirmation

A Pop-up displays a message '**Initiated Successfully".** The initiate request is shown in the Vendor Print Proof Dashboard screen.

Figure 83 - Initiated request

1. System allows users to send the finalized Label file to Vendor by using FTP or SMTP. Manual option can be selected to track it in the application. Maximum file size allowed through SMTP will depend on the organization's policy. System allows users to inactivate the record of files already sent to vendor. This can be done by only child flow initiator.
2. System allows users to upload the Label Print proof copy which is received from the vendor for approval. Users will receive the print proof copy from vendor offline

Click on the **CANCEL** button to navigate to homepage.

Click on the 0% icon to authorize users for print proof approval.

Figure 84 - Print Proof User Authorization Screen

Assign users to review vendor print proof by clicking on **AUTHORIZE** button. A pop-up screen will display the message "**Users authenticated successfully.**" Click '**Ok**'.

> **System allows authorized users to approve or reject the print proof copy. If rejected, the fresh print proof copy from the vendor is uploaded again and sent for review.**

Click on documents icon from print proof dashboard and upload print proof document received from vendor.
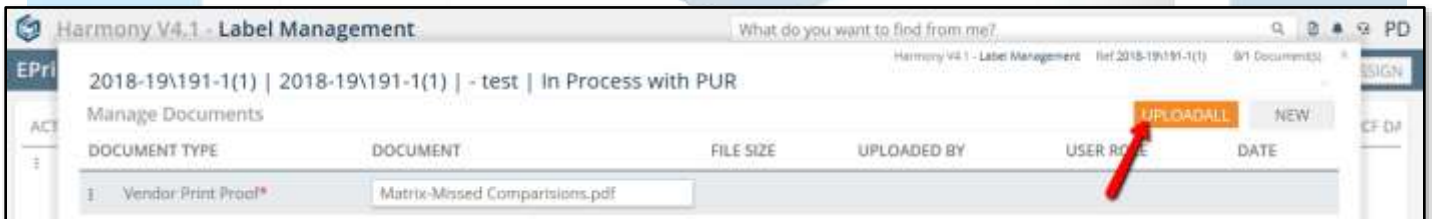

Figure 85 - Upload Print proof Document

Click the UPLOADALL button to upload print proof documents. A pop-up screen will display the message "**Documents Uploaded.**" Click '**Ok**'.

9.1. Submit Vendor print proof

Click on the reference number to view a product's details. Click on the **SUBMIT** button to submit the corresponding label documents.
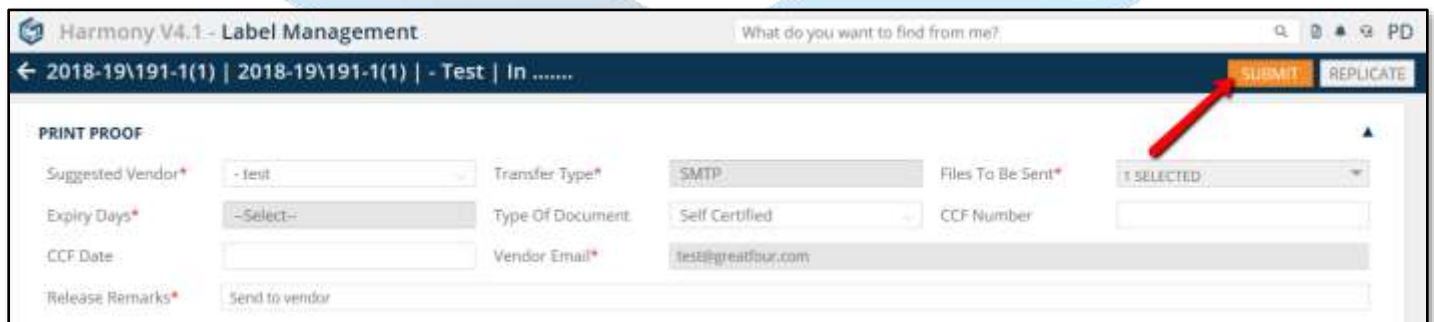

Figure 86 - Submit Print Proof

A pop-up screen prompts, "**Are you sure you want to submit?**" The pop up also has a text box for user comments. Enter appropriate comments and click the **Yes** button.
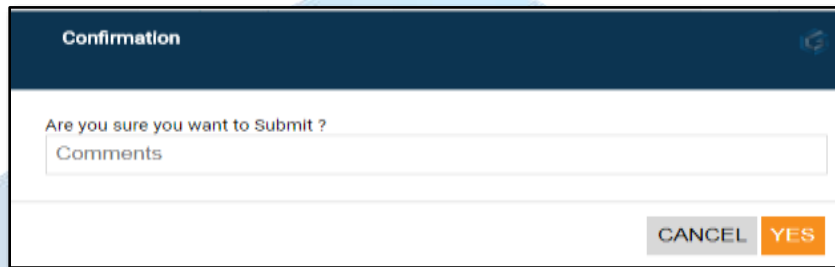

Figure 87 - Submit Comments

Figure 88 - Submit Confirmation

9.2. Approve Print Proof

- Log in with a valid user ID and password to approve print proof. Select the Label Management module by clicking on the Greatfour logo present on top left corner of the homepage to approve checklist.

- Select pending list from Filter to view list of products pending by this user.

- Users can approve or reject a print proof copy. They can also add comments on a rejected label file for the authorized department to view.

- Click on the [⊗] button to approve a print proof document.

- Click on the [✎] icon to approve the print proof.

- After clicking the annotation icon, a new annotation screen will open with **Approve & Reject** buttons.

- Give the annotation comments and click on the **Approve** button after reviewing. A confirmation screen will prompt, "**Are You sure you want to Approve?**" with **Yes/No** buttons and a text box.

- Enter appropriate comments and click '**Yes**'. A pop-up screen will display the message, "**Product is finalized**" Click '**Ok**'.

- Click on [100%] icon to check the workflow status.

- Status of workflow color will have changed from Blue to Green, i.e. in process to complete.

Figure 89 - Print proof Workflow Status Screen

10. Pixel to Pixel Proof Comparison

Log in with valid user ID and password for pixel to pixel proof comparison. User can compare the documents in case of:

- If the product has multiple versions (rejections or raise change request) and
- If the vendor print proof is initiated

Select Label Management module by clicking on the Greatfour logo present on top left corner of the homepage to approve checklist. Select pending list to view list of products pending by this user.

- Click on the $\boxed{Q}$ icon to open Proofreader.
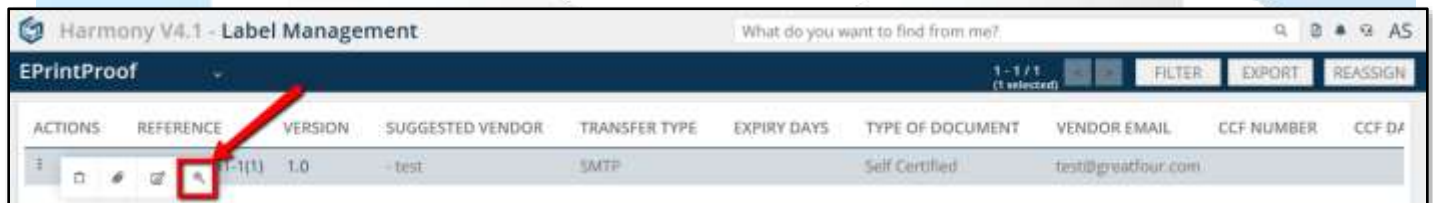
Figure 90 - Proof Comparison Selection

By default, the system will display flash mode comparison.

Fig. 64 – Flash mode comparison screen

Click on ⚡ icon to save the flash differences.

Figure 91- Select Flash with Box

The differences from the both the source and destination files will be highlighted with a box around the difference.
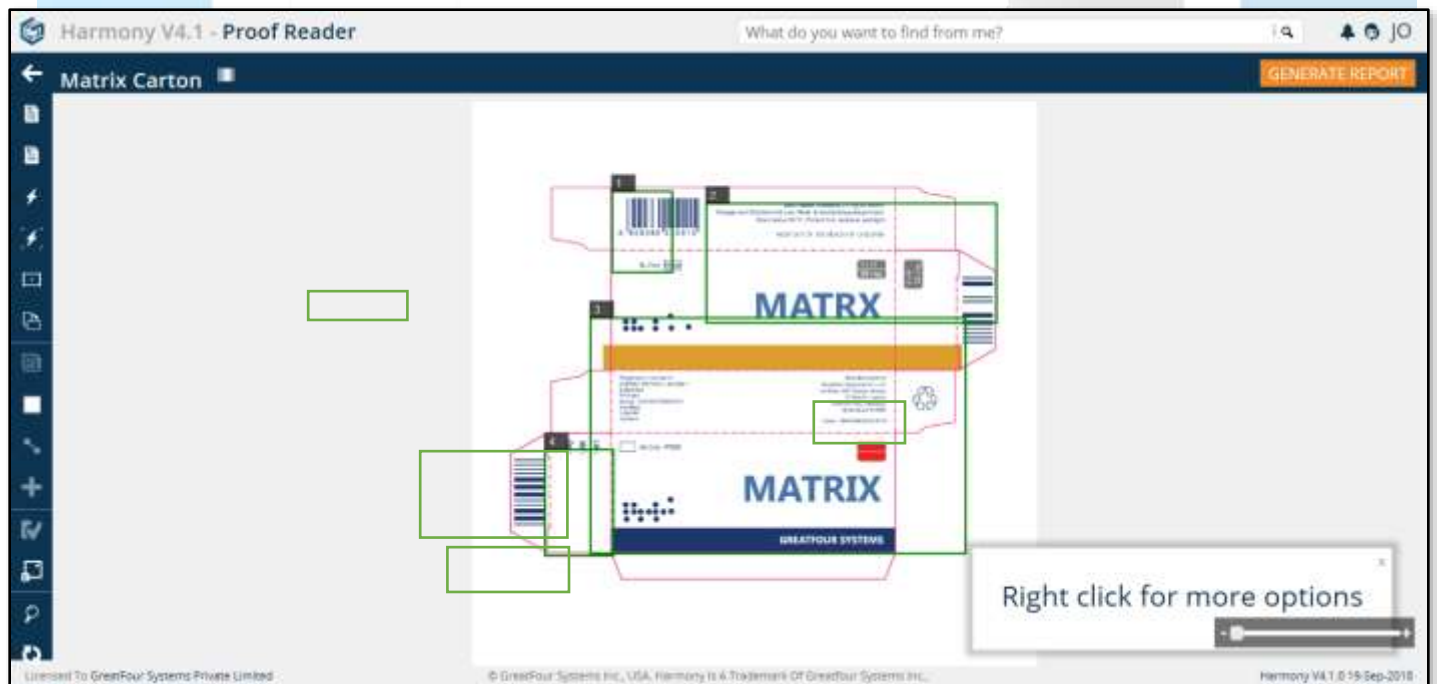

Figure 92 - Flash with box screen

10.1. Source file

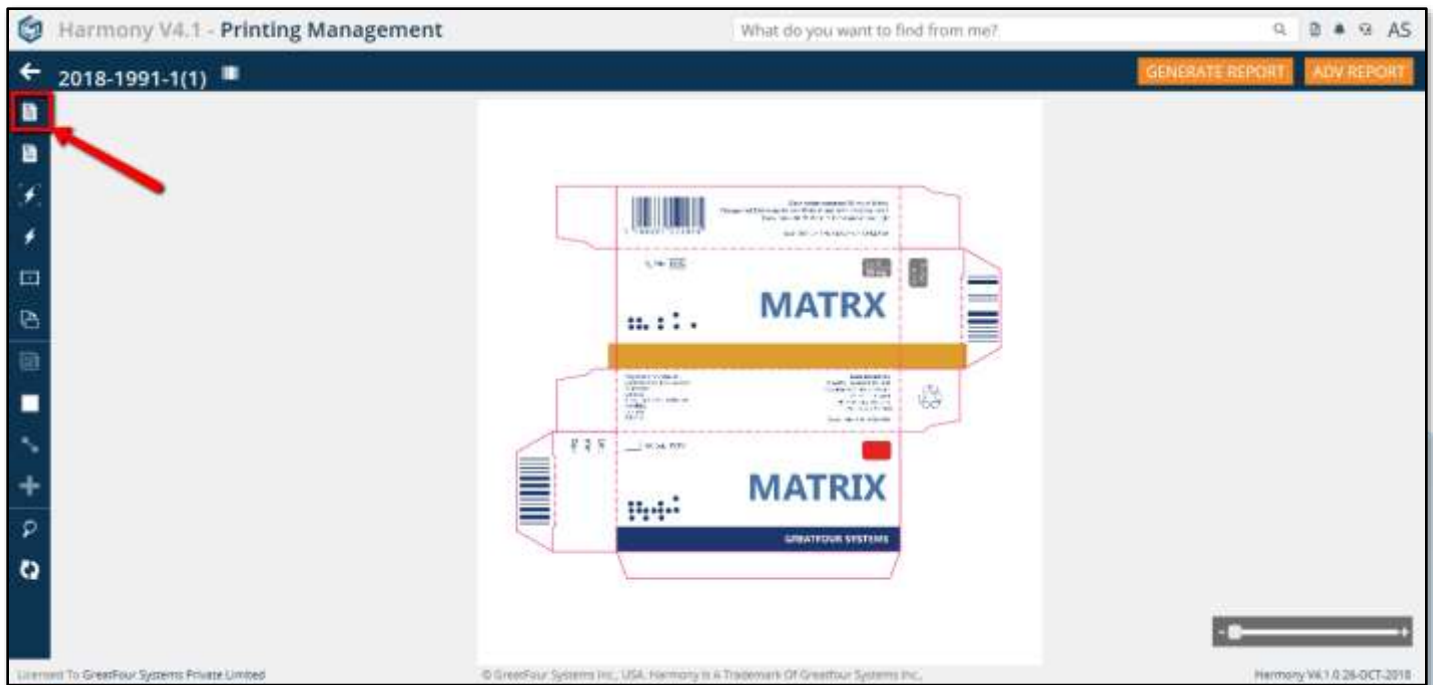Click on the button to view **Source** file.

Figure 93 - Select Source File

10.2. Destination file

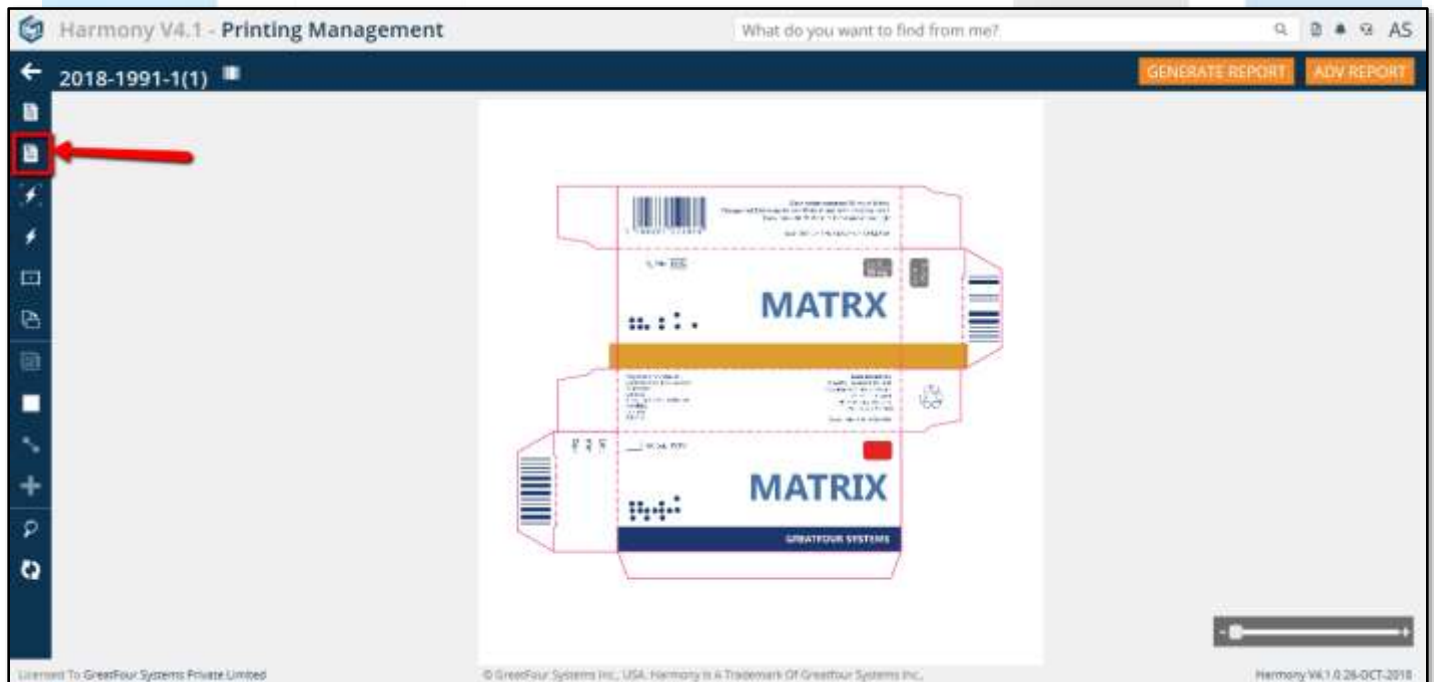Click on the button to view the **Destination** file.

Figure 94 - Select Destination File

10.3. View Source, Destination and Flash Simultaneously

To view **Source**, **Destination**, and **Flash mode** in one screen, multi select those options as shown in the following images
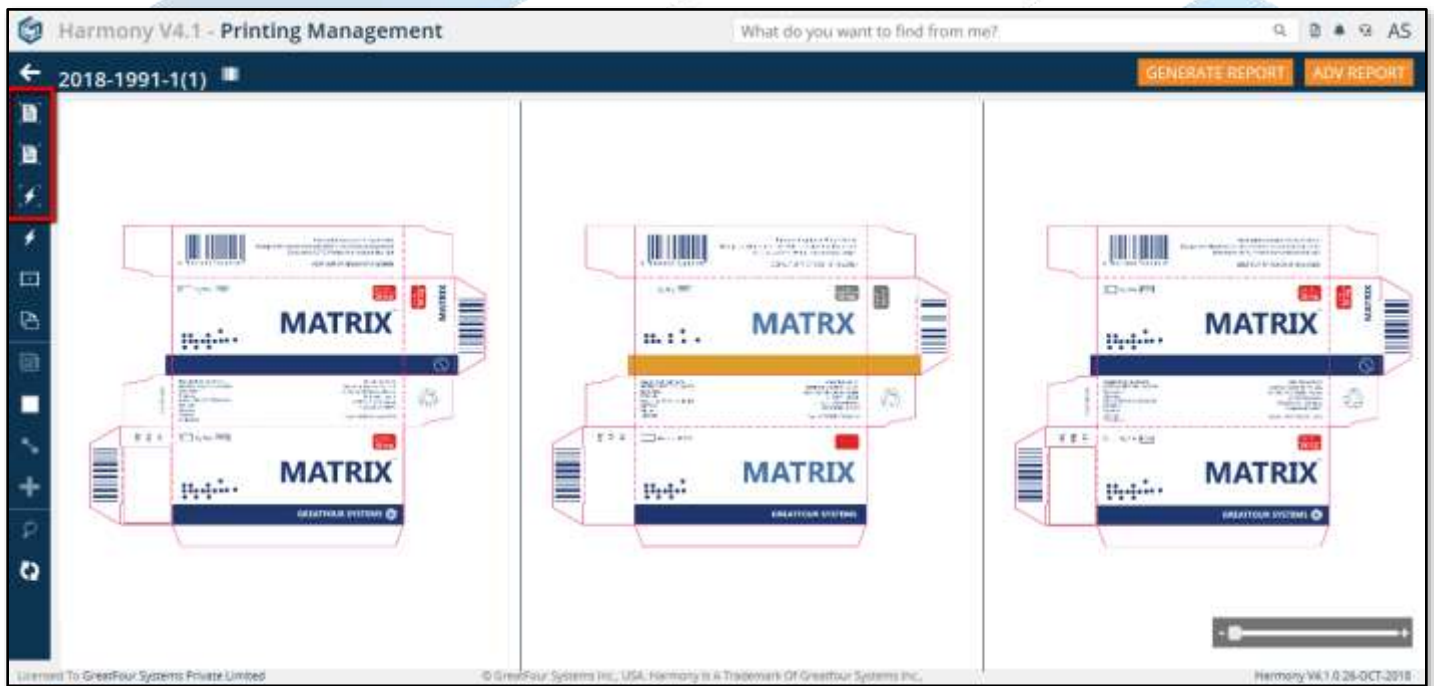

Figure 95 - Source, destination and flash mode files side by side

10.3 Crop

To compare a **Particular/Selected** part in both the files (Source and Destination), click on the icon.

Figure 96 - Select Crop mode

After clicking crop icon, system will navigate the control to the below screen. Crop the required portions in source and destination files and click on the same icon again to **Save** the cropped portion.

Figure 97 - Crop save

After clicking '**Crop Save**', system will navigate the control to the below screen. System will display the selected portions difference in flash mode.
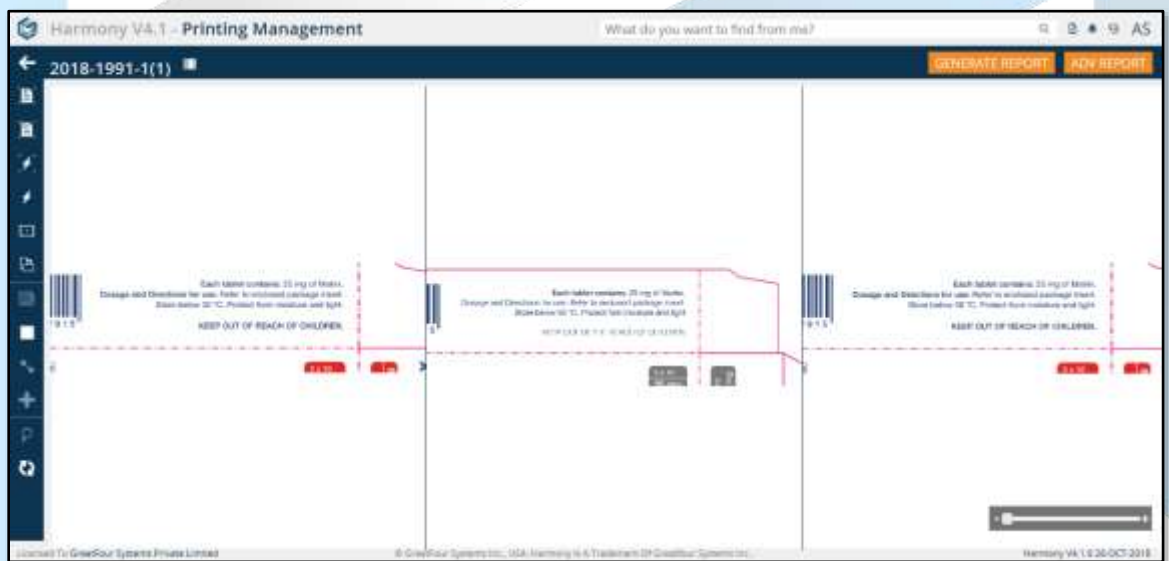

Figure 98 - Crop comparison screen

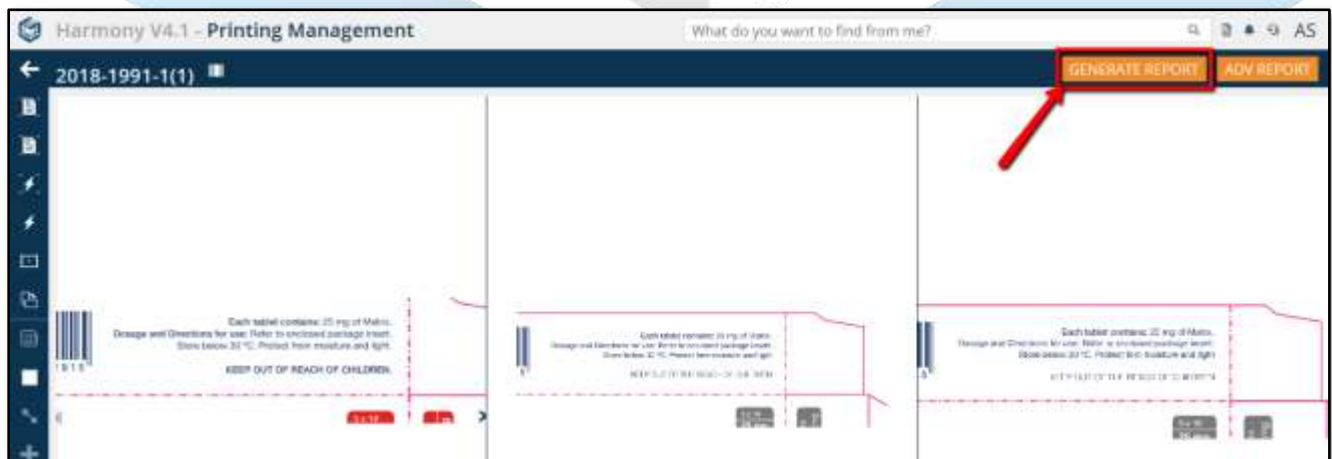To generate a report, click on **GENERATE REPORT** button.

Figure 99 - Crop comparison report screen

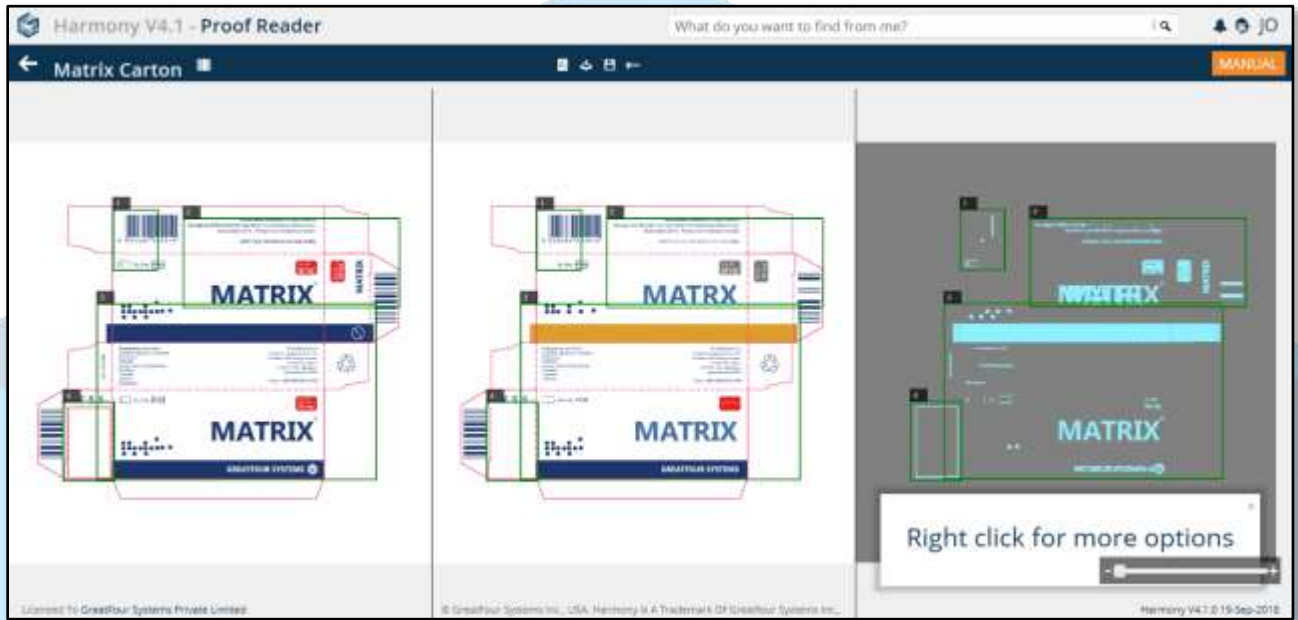This will navigate the control to the below screen.

Figure 100 - Crop comparison screen

User can use zoom options, generate a report/ download or save report and set threshold value.

- Threshold is intensity of viewing the grey report. It can adjust within the range of 0 to 255.
- To set the threshold value for report, click on [icon], set the required threshold value and click on Report.

Figure 101 - Crop comparison report screen – Setting threshold value

Click on the **MANUAL** button to display **Original** page, when finished reviewing the report.
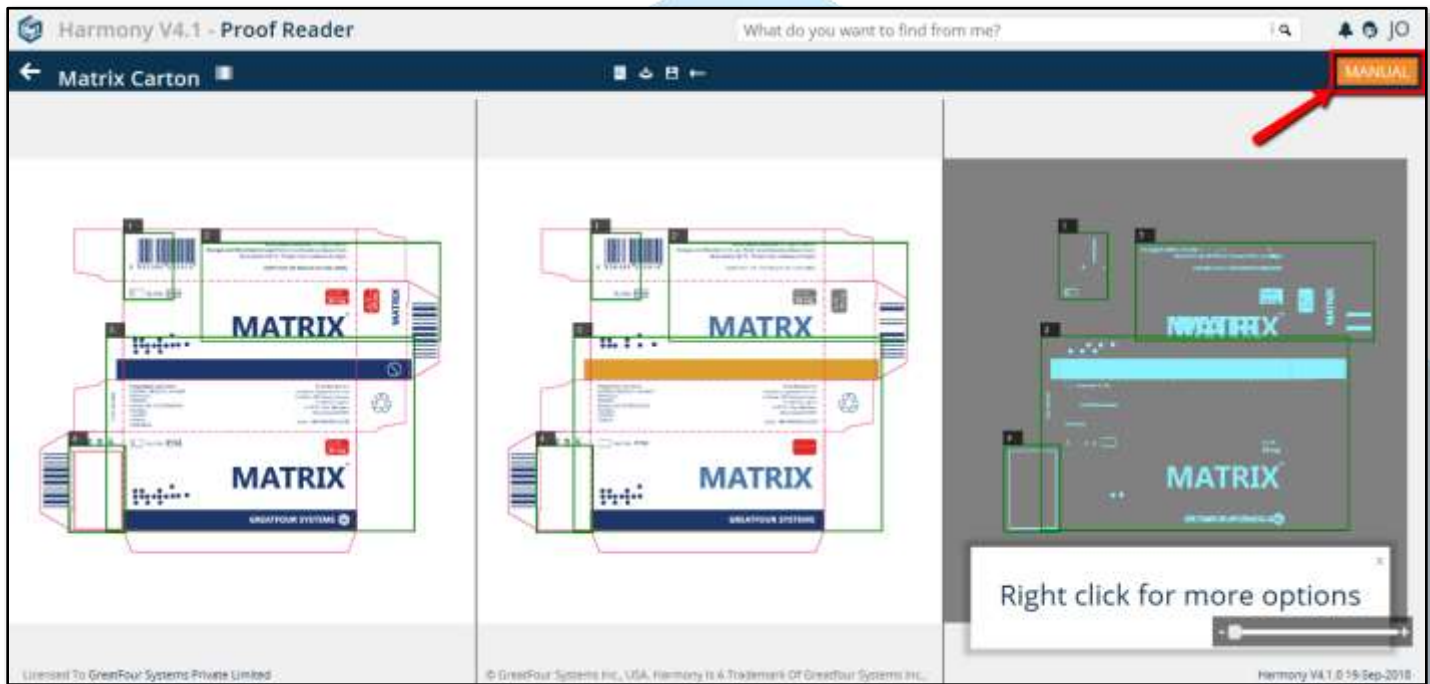

Figure 102 - Crop comparison report screen

After clicking '**manual**', system will navigate the control to the below screen.

Figure 103 - Graphic Comparison Screen

10.4. Rotate

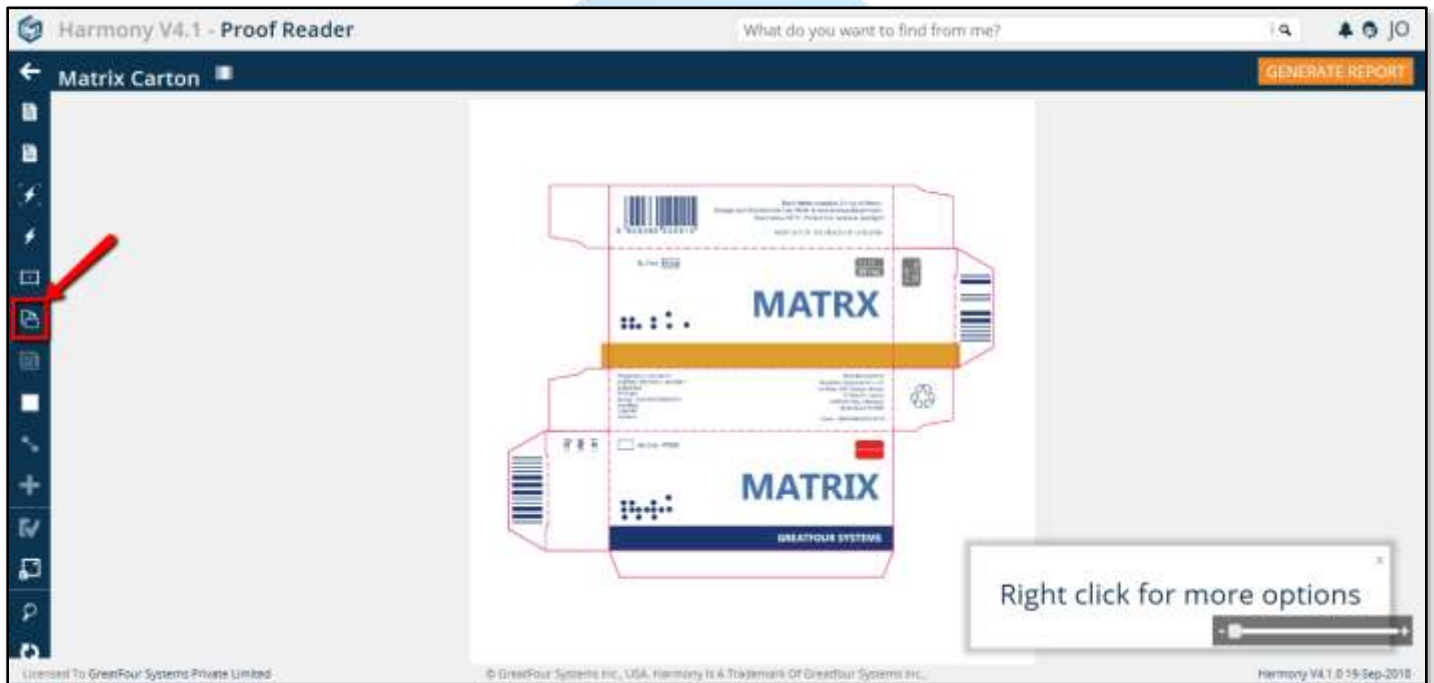Click on [icon] icon and select the desired angle to rotate.

Figure 104 - File rotate screen

10.5. Overlay comparison

Click on [icon] icon for overlay comparison

Figure 105 - Select overlay comparison screen

After clicking "Overlay Mode" icon, system will navigate control to the below screen.
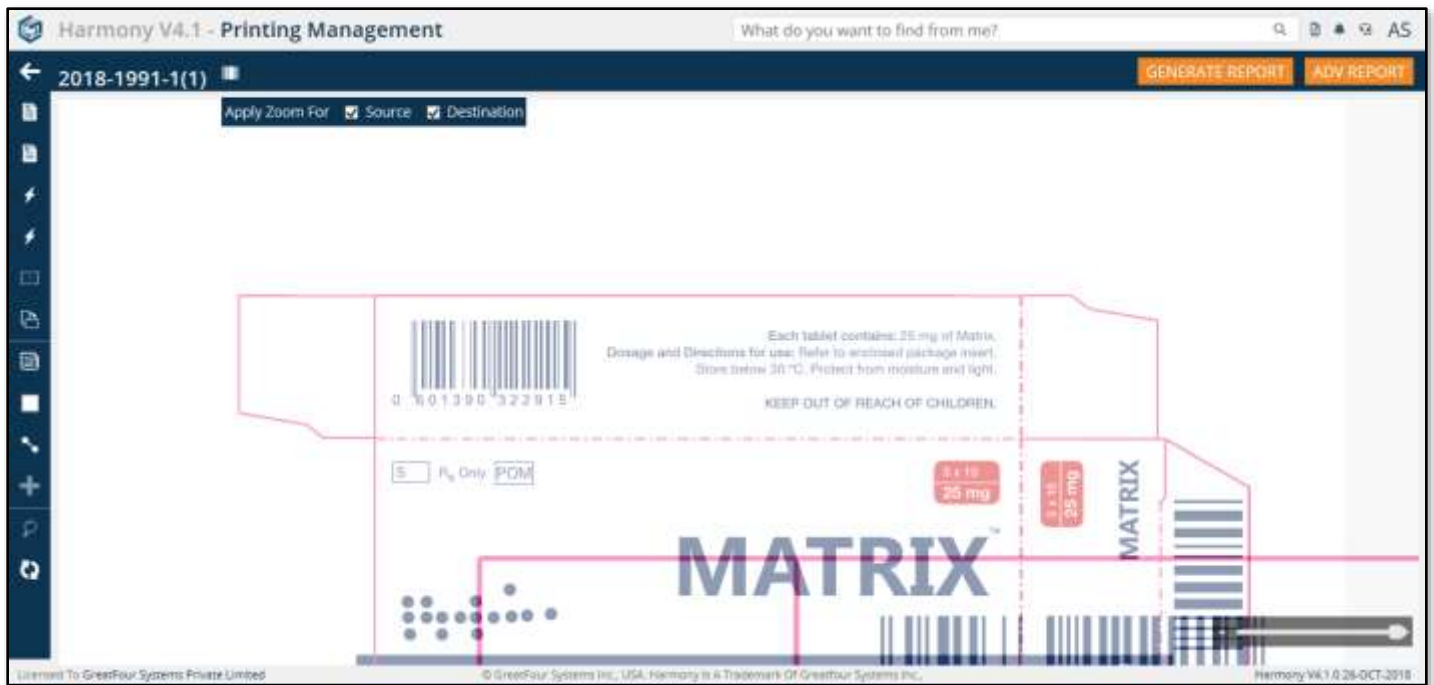
Figure 106 - Overlay comparison screen

Use [icon] icon, to set alignments of file properly for over lay comparison.
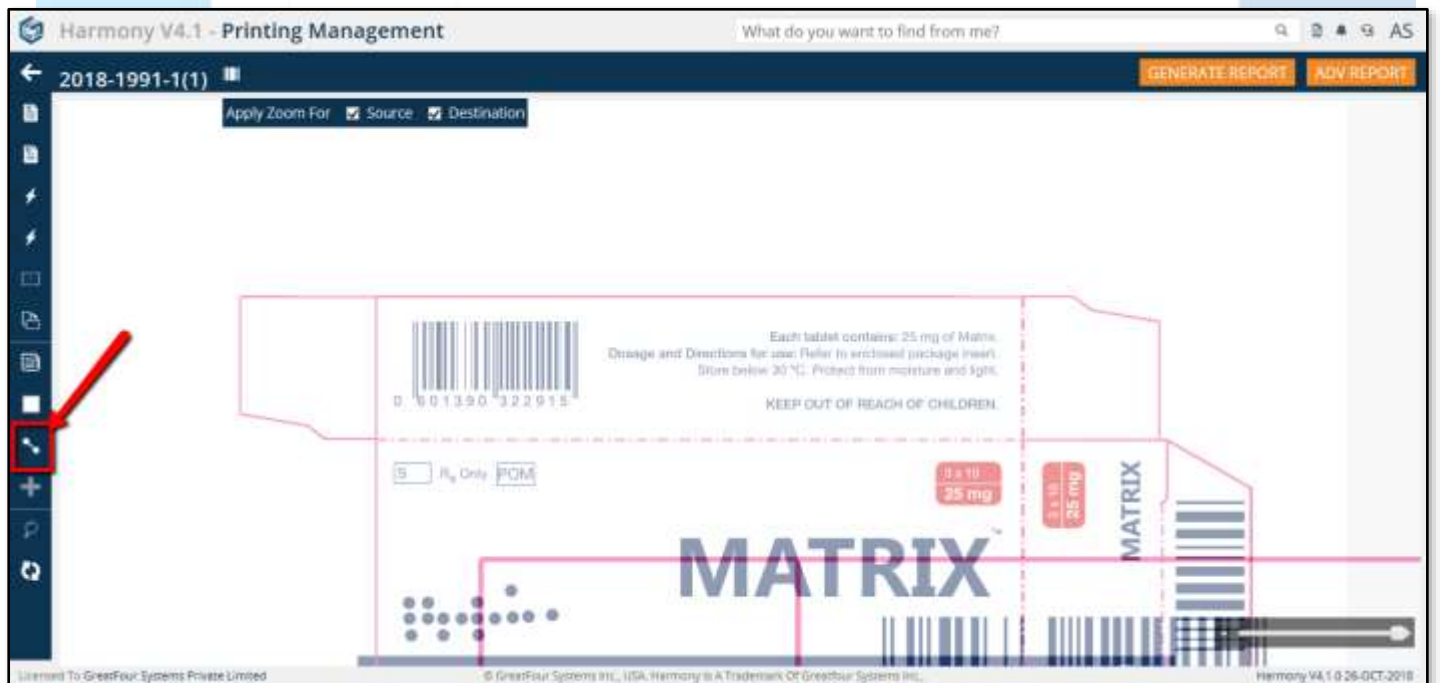

Figure 107 - Overlay comparison screen – Selecting points

After selecting portion on source or destination file (depends on user selection), system will generate one alert message **"Select the point on other image for reference"** click '**ok**'

Figure 108 - Select point

After clicking ok, system will navigate to the control below screen.

Figure 109 - Overlay comparison screen

Select required area on another file, depending on user selection point, user can view alignment changes on both files (source and destination files). To compare a particular portion on overlay mode, click the 🗒 (select area) icon, select required area on file.

Figure 110 - Overlay comparison screen – Selecting areas

Use ➕ icon to select one more/ multiple difference in overlay mode manually.

Figure 111 - Overlay comparison screen – Adding more areas

After selecting differences manually in overlay mode, click on '**Generate Report**' button.

Figure 112 - Overlay comparison screen – Selecting generate report

Clicking on generate report will navigate the control to the below screen. (Manually selected differences will be highlighted in report and select required difference by clicking on pages provided as 1,2 etc.,)
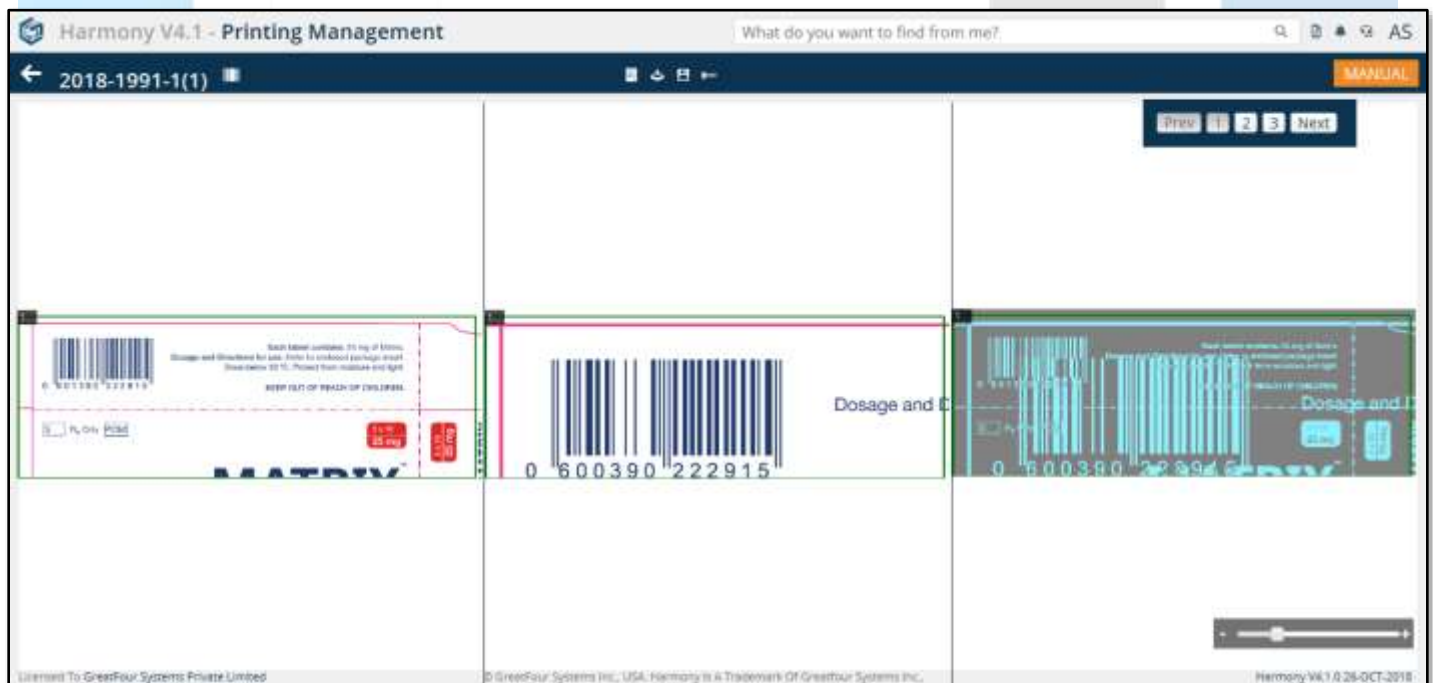

Figure 113 - Overlay comparison report screen

To go back to the original page, click the **MANUAL** button.

Figure 114 - Overlay comparison report screen

After clicking '**Manual**' icon, system will navigate the control to the below screen.

Figure 115 - Overlay comparison report screen

10.6. Magnifier

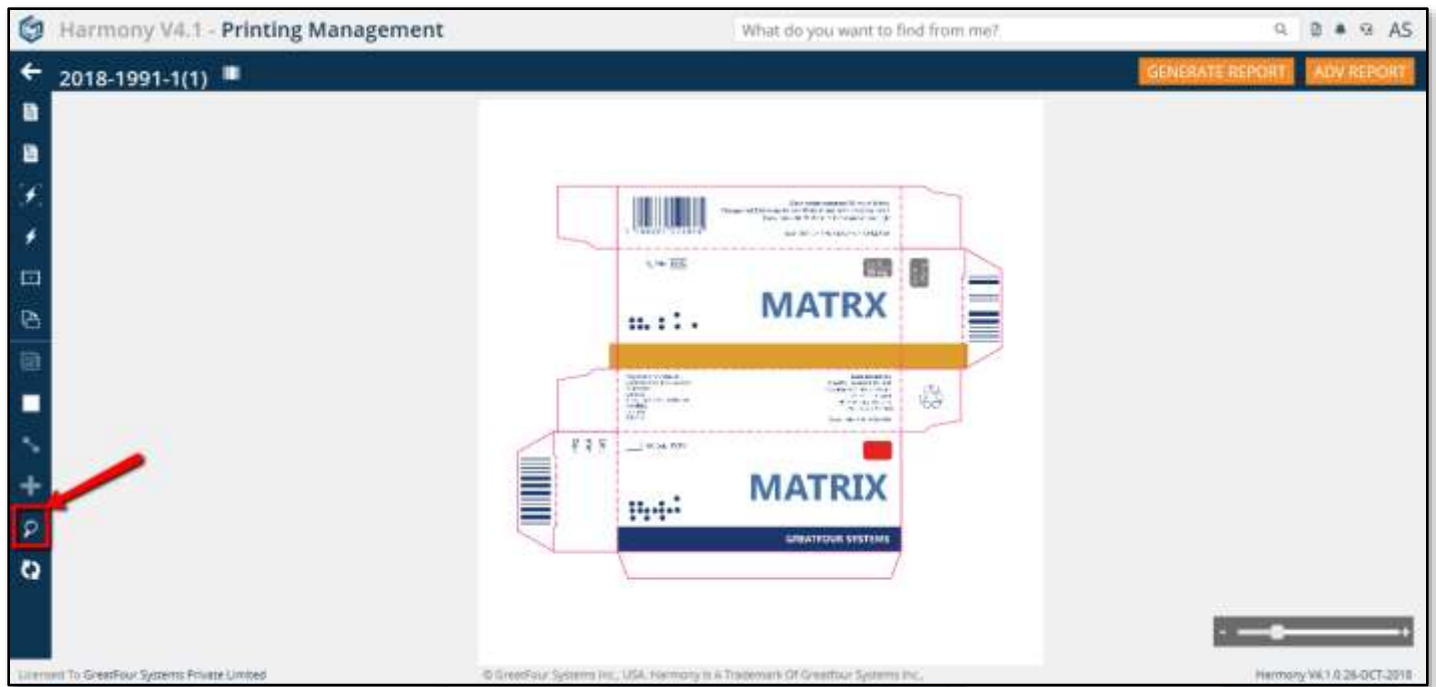Click on the 🔍 icon to magnify the file.

Figure 116 - Pixel to pixel proof comparison screen – Selecting magnifier

To zoom in and zoom out the comparison files, drag here.

Figure 117 - Pixel to pixel proof comparison screen - zoom in/out

10.7. Highlight Report by Giving Priorities

In the Reports, to view the detailed report, click on **shift L**. The Comments with priorities window opens, give appropriate comments, set priorities and save.
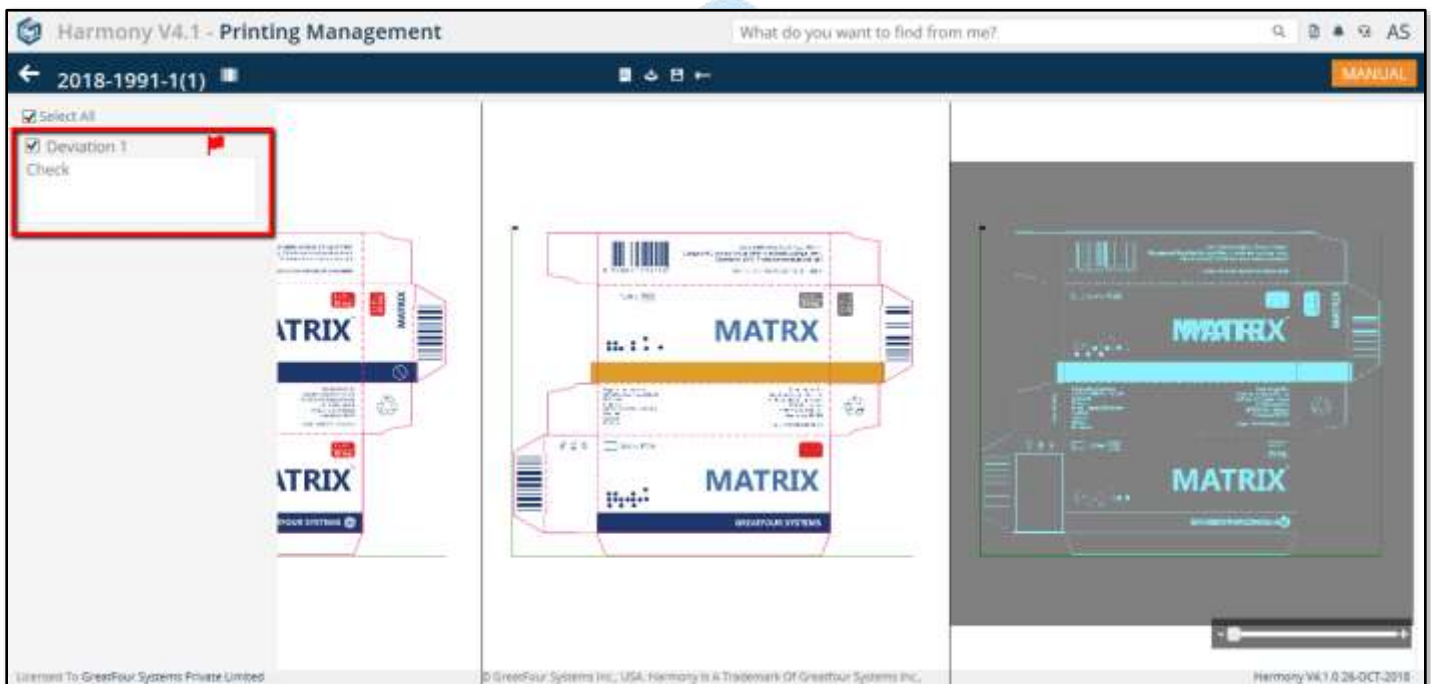
Figure 118 - Select priority report screen

Users can assign priorities by denoting them with colors (High - Red, Medium - Orange, Low – Yellow, Default - Green and Blue - Ignore) and add comments.

- Click on ▤ icon to **Generate Report** after assigning priorities and one can view the report with color differences
- A double click on the Report screen (Grey scale image) will launch a new pop-up screen with the full image of the report.

Figure 119 - Select priority report screen

Users can **Ignore** invalid differences by unselecting/ remove the check mark ☑ those specific differences are differentiated by Blue Color and add comments if required.

10.8. Download Report

- To Download Graphical comparison mode report, click on ⬇ icon.

Before downloading the report, the user can select the Download in A4 size or Download in custom size from download options.

Figure 120 - Download report screen

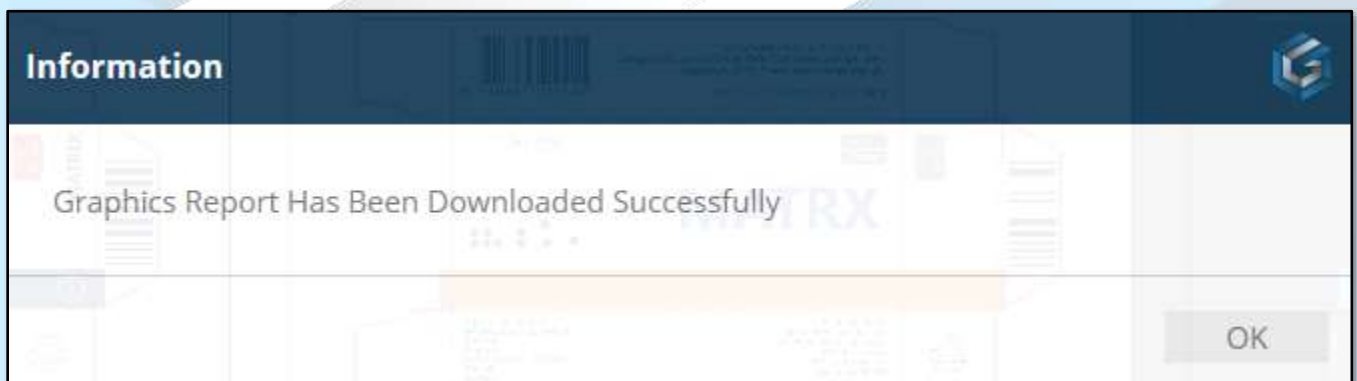Select desired download options from application and click on ok to proceed.

Figure 121 - Report Download Confirmation

- Users can view source, destination, and the grey scale report in side by side view.
- The last page of this report shows user comments with user defined priorities in a table known as Deviation Report. All deviations linked to the specific page are tabulated in this page. Users can navigate to a particular deviation page by clicking on the deviation in the table.
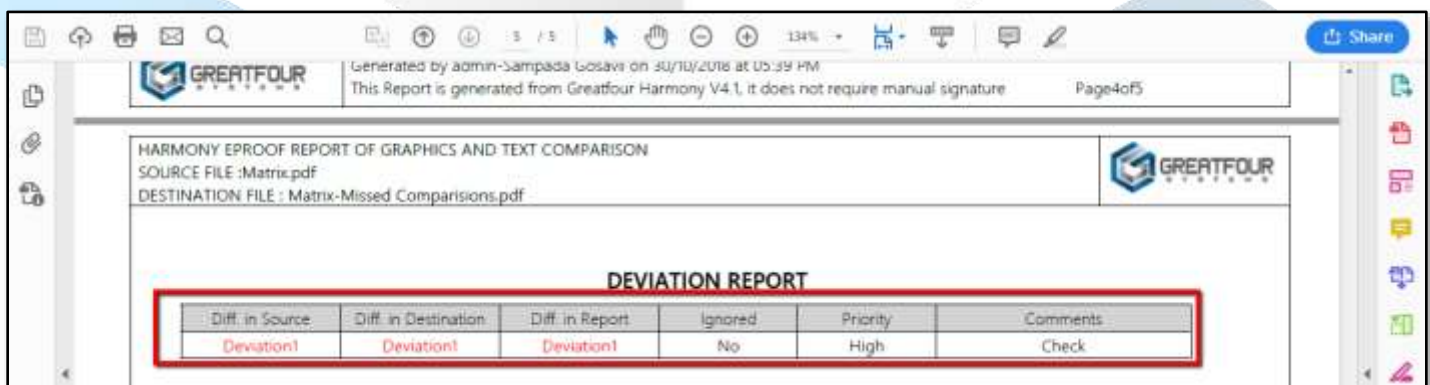
Figure 122 - Deviation report screen

10.9. Save Report

To Save the generated report in the system click on Save icon.

Figure 123 - Save Report

10.10. Set Threshold Value

To set the threshold value click on Set Threshold Level icon.

Figure 124 - Set Threshold Value

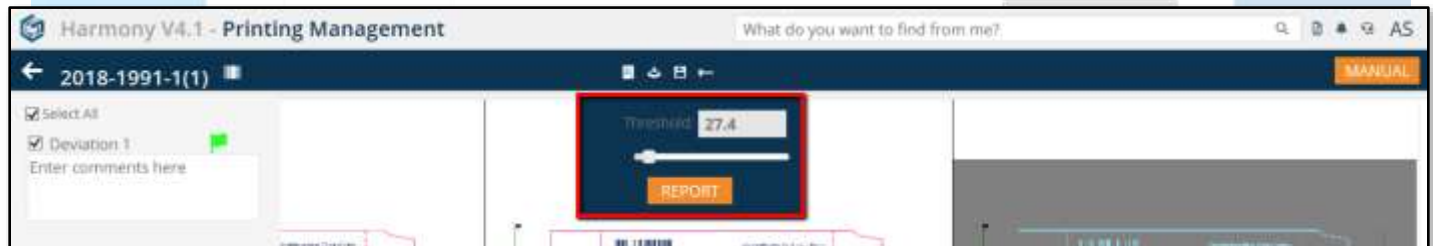One can set the threshold level from 0 to 250.

Figure 125 - threshold Value

11. REPORTS

Users can view all the reports by clicking on icon in the top right corner of dashboard.

Figure 126 - Report screen

Select the type of report along with the dates and template. Select Type of report and click on SUBMIT button.

Figure 127- Report Submit

The System will generate report according to the above given parameters.

Figure 128 - Generated Report

Click on the Export icon to export the report data to user computer.

A pop-up screen will prompt, '**Are you sure you want to Export?**' Click '**OK**'.

Figure 129 - Report Confirmation

- Select the desired folder on desktop and click **'Save'**.

Figure 130 - Export Reports screen

System is configured with the following reports:

All Records- Report gets generated based on selected calendar & department,

Approved Records- Report gets generated based on selected calendar & department (Label Management, Print proof)

Pending Records - Report gets generated based on selected calendar & department (Label Management, Printing Management)

Turn Around Time (TAT) Report - Report gets generated based on selected calendar & workflow
Rejected Records- Report gets generated based on selected calendar & department (Label Management, Printing Management)

12.Support, FAQ, Help

12.1. Support

Click on [icon] icon from the dashboard screen to view the support screen

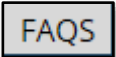*Figure 131 - Select Support*

It opens a support screen

Figure 132 - Support screen

Select 'To' address and write the subject line. Write the detailed query in the body of the message and hit
SEND icon. If needed user can attach documents.

12.2. FAQ

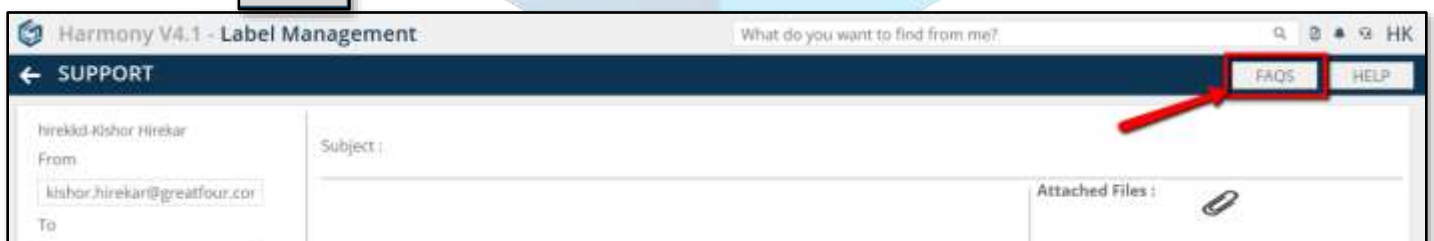Click on the **FAQS** icon to view frequently asked questions about the Harmony platform.

Figure 133 - FAQs screen

Select a module form the FAQs screen to view the questions about that module.

Figure 134 - FAQs module selection

To view any FAQ, click on FAQ and it will expand.

12.3. Help

Click on the HELP icon to get user manuals for Harmony.

Figure 135 - Select Help

13. Notifications

Click on the 🔔 icon to view all alerts.

Figure 136 - Select Notifications

The "Notifications" tab displays the "List of all alerts". This list has the different categories of alerts under it.

The categories are All alerts, Current week alerts, Read, Sent, and Unread.

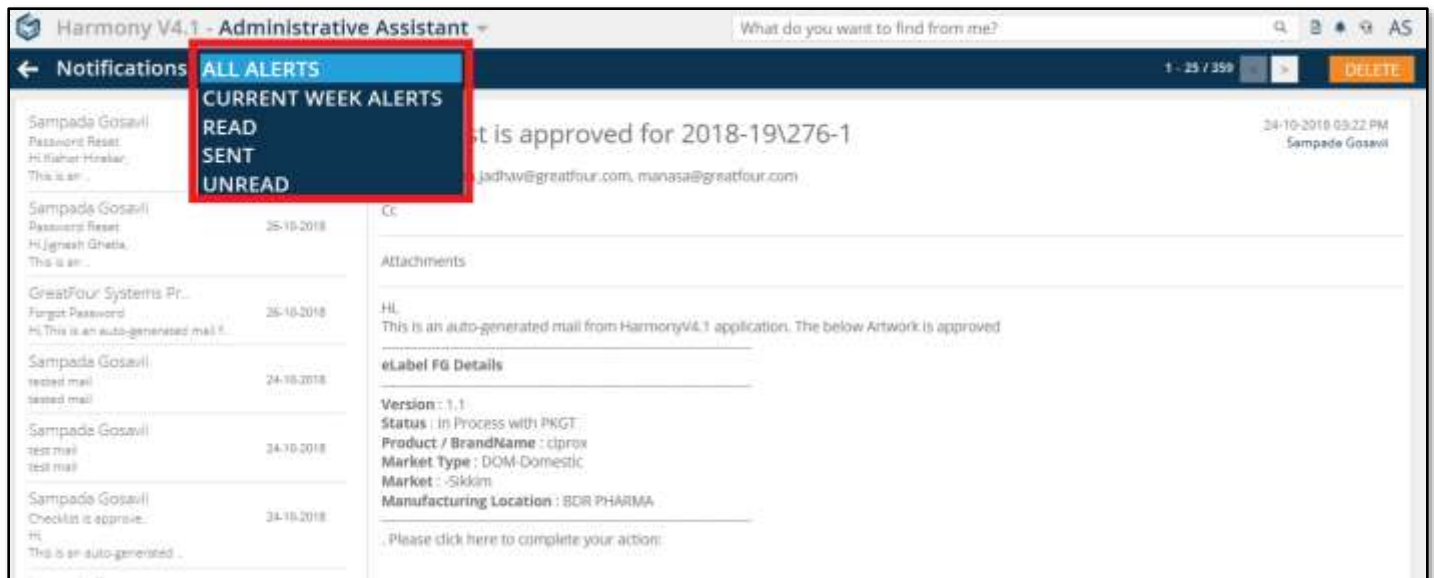Click on the DELETE button to delete the selected alerts.

Figure 137 - Filter Alerts

14. Logout

Click on user details button on top left of the page.

Figure 138 - Logout

User Can logout by clicking on SIGN OUT button. A popup message opens and click on SIGN OUT.
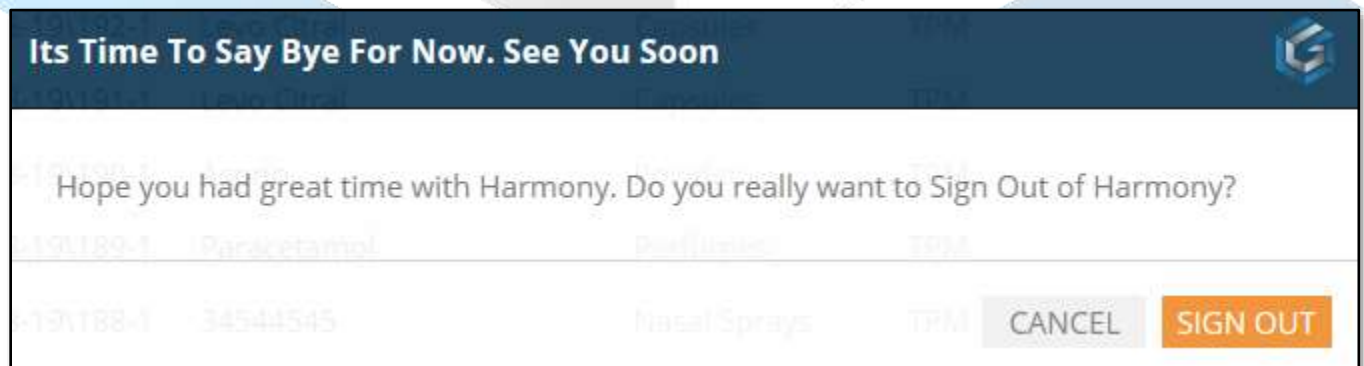

Figure 139 - Logout Confirmation

Click on Cancel to close the popup.