



# Product Approval User Interface "What's New"

★ CONFIDENTIAL ★



# New Version: Overview

## Why a new version?

We understand that people do not like change, but we listened to the vast major of our Mediabox users that wanted/demanded an upgraded version of the Product Approvals system. So Mediabox has:

- ➡ Improved performance and response times when loading screens and taking an action.
- ➡ Provided new features and new functionality and developed a way to provide future enhancements in a quicker timeframe.
- ➡ Reduced the number of clicks it takes to complete a task.
- ➡ Improved the visual “look and feel”, replacing text with icons. More options will be coming soon in 2024 as well.
- ➡ Enhanced capabilities with Language Localization.

**This is just the beginning... If you have any suggestions or ideas that you would like to discuss with the team, please send an email to [support@mymediabox.com](mailto:support@mymediabox.com) or click on the Help button in the User Interface and create a support ticket.**



# “What’s New”: Start Project Wizard

**Project Wizard**

Contact Info > Rights Management > **Approval Form** > Attachments

\* = Indicates a Required Field

### Approval Form

Property:*	Arctic's Edge	Submission Notes:	
Product Type:*	Apparel		
Approval Stage:*	-- Select --	Retailer:	
Product Name:*		Languages:	--Select--
Product Number:*			
Target Ship Date:*			
On Sale Date:*			
Currency:	--Select--	Size Range:	--Select--
Wholesale Price:*			
Retail Price:*			
Agent Name:		Target Gender:	--Select--

The new Start Project “Wizard” reduces the number of clicks to create a project.

We provide an easier to read interface with larger field entry points and clearly indicates the required fields.

Also, if there is only one value from a selectable list, it will automatically be selected for you.



# “What’s New”: Multiple Workflows

Project Wizard

New Project Details

**Project Type**

Product

Product

Publishing


+

If you need multiple workflows or multiple approval forms, please get in touch with us about this new functionality.



# "What's New": Project List

To improve response loading times in displaying data, the system will no longer display Project Details automatically. The system will display the list of projects and allow the user to determine which project to load first.



English | User Icons | Notifications | David Plouf

25 Items per page | Page 1 of 1 | Displaying rows 1 to 15 of 15 projects

	Updated On	Created By	Created For	Property	Name		Product Type	Project#	Contract Number
<input type="checkbox"/>	Aug 18, 2023	Mediabox	Cool Clothing Company	Arctic's Edge	T-shirt Hangtag		Packaging	ARTICSED-COOLCLOT-000504	SLA-EMF-COOLCLOT-0
<input type="checkbox"/>	Aug 14, 2023	Mediabox	Cool Clothing Company	Arctic's Edge	Best T-shirt Ever!		Packaging	ARTICSED-COOLCLOT-000016	SLA-JBR-COOLCLOT-06
<input type="checkbox"/>	Aug 14, 2023	Mediabox	Cool Clothing Company	Arctic's Edge	T-Shirt		Apparel	ARTICSED-COOLCLOT-000001	SLA-TRN-COOLCLOT-0
<input type="checkbox"/>	Jun 29, 2023	.	Cool Clothing Company	Arctic's Edge	商品名		Accessories	ARTICSED-COOLCLOT-000481	SLA-TRN-COOLCLOT-0
<input type="checkbox"/>	Jun 29, 2023	Mediabox	Cool Clothing Company	Arctic's Edge	T-Shirt		Apparel	ARTICSED-COOLCLOT-000480	SLA-JBR-COOLCLOT-06
<input type="checkbox"/>	Jun 27, 2023	Cool Clothing	Cool Clothing Company	Arctic's Edge	Farm Life- Promotional T		Marketing	ARTICSED-COOLCLOT-000479	SLA-BCJ-COOLCLOT-04
<input type="checkbox"/>	Jun 20, 2023	Cool Clothing Company	Cool Clothing Company	Champions League	BB Test product 1		Packaging	CHAMPION-COOLCLOT-000014	SLA-TRN-COOLCLOT-0
<input type="checkbox"/>	Jun 1, 2023	Mediabox	Cool Clothing Company	Arctic's Edge	T-shirt		Accessories	ARTICSED-COOLCLOT-000469	SLA-RFP-COOLCLOT-01
<input type="checkbox"/>	Apr 24, 2023	Majestic	Cool Clothing Company	Arctic's Edge	Book		Packaging	ARTICSED-COOLCLOT-000450	SLA-BCJ-COOLCLOT-04
<input type="checkbox"/>	Apr 18, 2023	Mediabox	Cool Clothing Company	Arctic's Edge	Burberry Packaging		Packaging	ARTICSED-COOLCLOT-000447	SLA-BCJ-COOLCLOT-04
<input type="checkbox"/>	Apr 5, 2023	Mediabox	Cool Clothing Company	Arctic's Edge	テスト 1 Tokyo		Marketing	ARTICSED-COOLCLOT-000440	SLA-BCJ-COOLCLOT-04
<input type="checkbox"/>	Jan 27, 2023	Mediabox	Cool Clothing Company	Arctic's Edge	Shirt		Accessories	ARTICSED-COOLCLOT-000425	SLA-TRN-COOLCLOT-0
<input type="checkbox"/>	Oct 12, 2022	Majestic	Cool Clothing Company	Arctic's Edge	Back to School - Backpack		Bags	ARTICSED-COOLCLOT-000413	SLA-TRN-COOLCLOT-0
<input type="checkbox"/>	Sep 29, 2022		Cool Clothing Company	Arctic's Edge			Accessories	ARTICSED-COOLCLOT-000411	SLA-RFP-COOLCLOT-01
<input type="checkbox"/>	Sep 12, 2022	Majestic	Majestic	Champions League	Journal		Stationery	CHAMPION-MAJESTIC-000023	

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# “What’s New”: Flyout

**Approval Form** [X]

**Project Started:**  
Aug 22, 2022

**Current Location:**  
New Projects

**Project Owner:**  
eric@mymediabox.com

**Company Assignment:**  
Cool Clothing Company

**Property:\***

	Updated	Created By
<input type="checkbox"/>	Aug 14, 2023	Mediabox
<input type="checkbox"/>	Jun 29, 2023	.
<input type="checkbox"/>	Jun 29, 2023	Mediabox
<input type="checkbox"/>	Jun 27, 2023	Cool Clothing
<input type="checkbox"/>	Jun 20, 2023	Cool Clothing Com
<input type="checkbox"/>	Jun 1, 2023	Mediabox
<input type="checkbox"/>	Apr 24, 2023	Majestic
<input type="checkbox"/>	Apr 18, 2023	Mediabox
<input type="checkbox"/>	Apr 5, 2023	Mediabox
<input type="checkbox"/>	Jan 27, 2023	Mediabox
<input type="checkbox"/>	Oct 12, 2022	Majestic
<input type="checkbox"/>	Sep 29, 2022	

The “fly-out” button will provide a quick display of the Project Details – Approval form fields in a read-only format without having to load all of the project details tabs.

NOTE: The same flyout functionality can be used to display the attachments as well.

By double-clicking on a project in the Project List, the system will load the Project Details screen.



# “What’s New”: Filter on Comment Status

The screenshot shows the Mediabox interface with a sidebar on the left and a main content area. The sidebar includes links for 'New Projects', 'Submissions for Licensor' (highlighted), 'Comments for Licensee', 'Projects On Hold', and 'Completed Projects'. The main content area displays a table of project submissions. A dropdown menu is open over the table, showing three filter options: 'Commented', 'Not Commented', and 'Draft Comments'. The table has columns for 'Search Days', 'Search Update', and 'Updated On'. The table data is as follows:

Search Days	Search Update	Updated On
0 / 12		Aug 30, 2023
0 / 15		Aug 15, 2023
1 / 13		Aug 15, 2023
1 / 15		Aug 14, 2023
2 / 14		Aug 11, 2023
1 / 13		Aug 11, 2023
0 / 15		Aug 11, 2023

Activating the Project List filters, Reviewers are now able to quickly find the projects that they have NOT commented on.



# “What’s New”: Project List Columns

					Days Left	Update
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 / 12	×	30	Aug 30
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 / 15	×	15	Aug 15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 / 13	×	15	Aug 15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 / 15	×	14	Aug 14
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 / 14	✓	11	Aug 11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 / 13	!	11	Aug 11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 / 15	×	11	Aug 11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 / 15	×	11	Aug 11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 / 14	×	-7	Jul 24,

Per agreement between Licensor and the Licensee, feedback must be provided to the project owner in x number of days. We have replaced the Warning/Alarm indicators with actual calendar day calculations.

The Comment Status Project List column will be displayed if the person logged in, has:

- Submitted their comment (white circle with checkmark)
- Has created a draft comment (gold circle with exclamation point)
- Has not commented yet (blue circle with x).





# “What’s New”: Project List Rollovers

The screenshot shows the MyMediabox interface. On the left is a sidebar with navigation links: New Projects, Submissions for Licensor (highlighted), Comments for Licensee, Projects On Hold, Completed Projects, and Cancelled Projects. The main area displays a Project List table with columns for toggle, status, reviewer count, days left, and update date. A Rollover Status window is open, showing a table of reviewer comments.

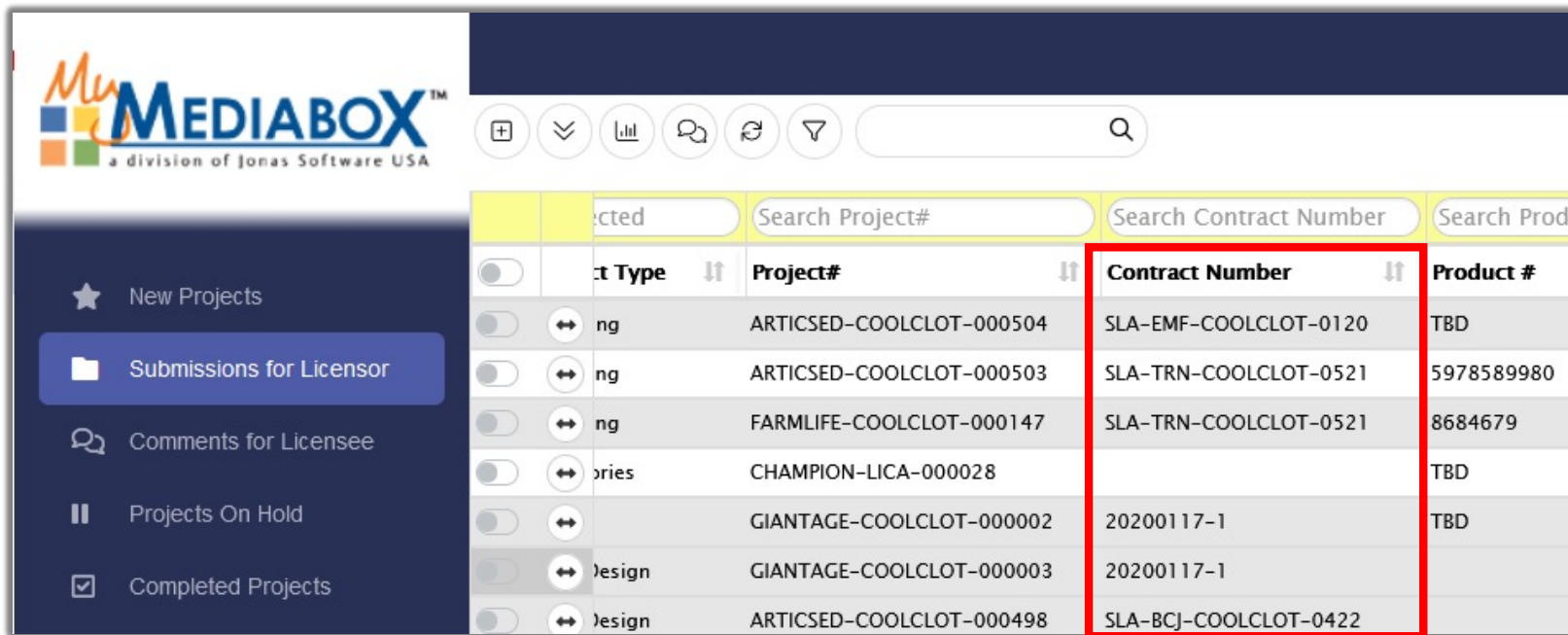
Name	Comments	Status	Date
emilee@mymediabox.com	Comments Completed	Approved	Apr 05, 2023
eric@mymediabox.com	Comments Completed	No Status	Sep 13, 2022
G	No Comments	No Status	
kamata.t@mymediabox.com	No Comments	No Status	
Katy			
kristjan@brainbase.com			
leadreviewer@mymediabox.com			

The Reviewer Status Project List column can display the number of Reviewers (Lead Reviewers, Site Admin) that CAN make a comment on each project as well as the number who HAVE made a comment.

The Rollover Status window can provide a quick glance on WHO has made a comment and/or provide a Submission Approval Status.



# “What’s New”: Contract Column



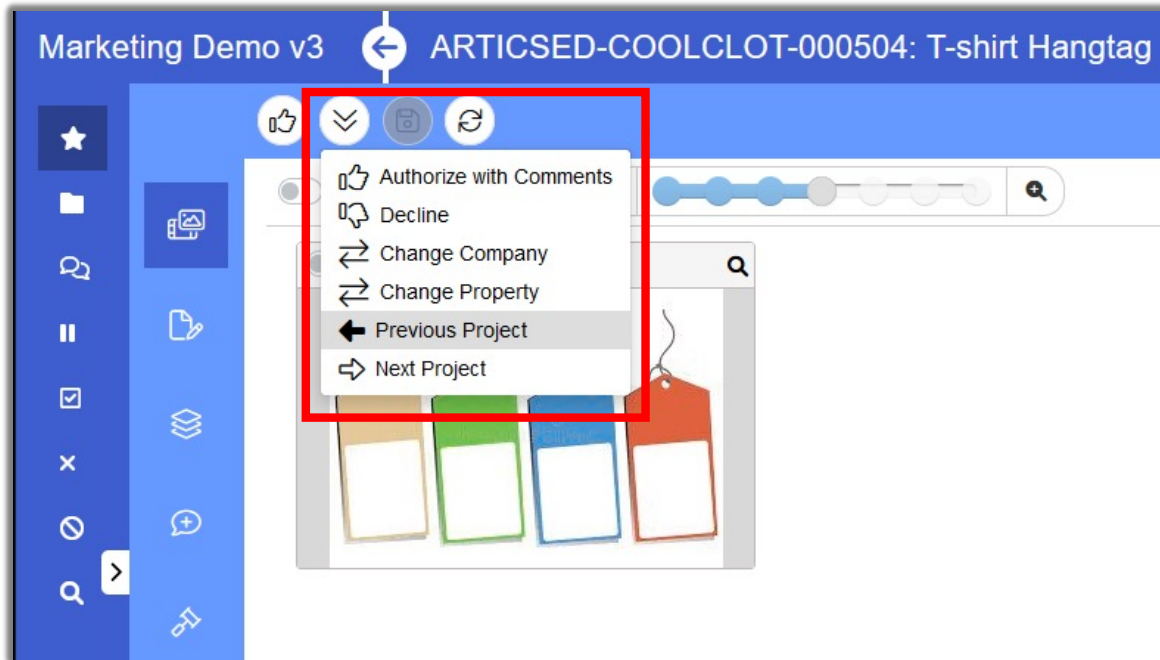
The image shows the Mediabox software interface. On the left is a sidebar with navigation options: New Projects, Submissions for Licensor (highlighted), Comments for Licensee, Projects On Hold, and Completed Projects. The main area displays a table of project data. The table has columns for Project Type, Project#, Contract Number, and Product #. The 'Contract Number' column is highlighted with a red border. The table also includes search filters for Project# and Contract Number.

Project Type	Project#	Contract Number	Product #
ng	ARTICSED-COOLCLOT-000504	SLA-EMF-COOLCLOT-0120	TBD
ng	ARTICSED-COOLCLOT-000503	SLA-TRN-COOLCLOT-0521	5978589980
ng	FARMLIFE-COOLCLOT-000147	SLA-TRN-COOLCLOT-0521	8684679
ories	CHAMPION-LICA-000028		TBD
	GIANTAGE-COOLCLOT-000002	20200117-1	TBD
Design	GIANTAGE-COOLCLOT-000003	20200117-1	
Design	ARTICSED-COOLCLOT-000498	SLA-BCJ-COOLCLOT-0422	

For PA sites connected to RM, we can configure the system to display (and filter) contractual information.



# “What’s New”: Project Navigation



Once the user is in the Project Details screen, they do not need to go back to the Project List to go to a different project.

Simply click on the “Actions” menu and use the “Previous Project” or “Next Project” options to navigate from one project to another.



# “What’s New”: Messaging

The new Messaging user interface provides more formatting tools and an easier to read list of users.

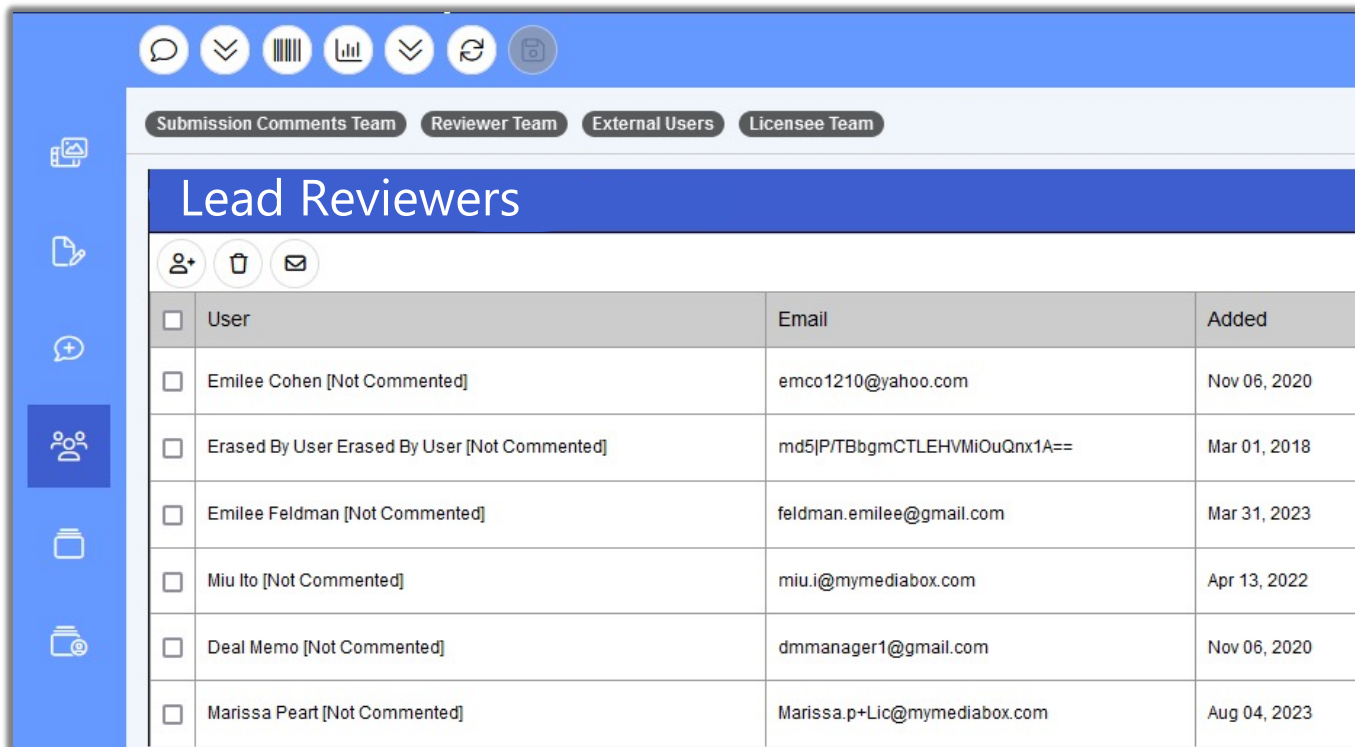
It is also available within the Markup screen.

The screenshot displays the 'New Message' interface. On the left, there's a 'Subject' field with the text 'Feedback on Project'. Below it is a rich text editor with various formatting options (Font, Size, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Source, ABC, and a link icon). The message body starts with 'Siret,' followed by 'We need your input for the following items:' and a bulleted list containing 'Trademark'. On the right, the 'Conversation Participants' panel shows a search bar and a table of users.

	Name	Nickname
<input type="checkbox"/>	Maria Valles	vallesmaria@hotmail
<input type="checkbox"/>	valdar kallasmaa	valdar@brainbase.co
<input type="checkbox"/>	Tiina Kutter	tiina@brainbase.com
<input type="checkbox"/>	test freshdesk	testuser@freshdesk.
<input checked="" type="checkbox"/>	Siret Sarv	Siret



# “What’s New”: Lead Reviewers



<input type="checkbox"/>	User	Email	Added
<input type="checkbox"/>	Emilee Cohen [Not Commented]	emco1210@yahoo.com	Nov 06, 2020
<input type="checkbox"/>	Erased By User Erased By User [Not Commented]	md5 P/TBbgmCTLEHVMiOuQnx1A==	Mar 01, 2018
<input type="checkbox"/>	Emilee Feldman [Not Commented]	feldman.emilee@gmail.com	Mar 31, 2023
<input type="checkbox"/>	Miu Ito [Not Commented]	miu.i@mymediabox.com	Apr 13, 2022
<input type="checkbox"/>	Deal Memo [Not Commented]	dmmanager1@gmail.com	Nov 06, 2020
<input type="checkbox"/>	Marissa Peart [Not Commented]	Marissa.p+Lic@mymediabox.com	Aug 04, 2023

Members of the Lead Reviewer groups will be displayed under the Project Details – Teams tab.









# “What’s New”: Group Projects

If a Licensee does not use the “Sub-Project” option when creating a new project when it should have been associated with another project, the new “Group Project” function will allow a Lead Reviewer this capability.

## STEPS:

- Go into the Project Details – Actions menu – Group Projects option.
- Click on the toggle button to select one or more projects to group together.
- Click on the “Save” button.

Group Projects			
INVESTIG-COOLCLOT-000037: Hang Tag			
 			
▼ Additions: 2, Removals: 0, Total Changes: 2, Existing Members: 0			
Adding the following to the grouping (2):			
• AIRWALK-ACTIVISI-000001			
• AIRWALK-POTTERMO-000020			
 Current Group	 Project Number	 Project Title	 Product Type
<input type="checkbox"/> Current Group	<input type="text" value="Project Number"/>	<input type="text" value="Project Title"/>	<input type="text" value="Product Type"/>
<input type="checkbox"/>	AIRWALK-000022	ICE	Presentation
<input type="checkbox"/>	AIRWALK-13490-000024	Sweatshirt	Stationery
<input checked="" type="checkbox"/>	AIRWALK-ACTIVISI-000001	Note Pad	Stationery
<input type="checkbox"/>	AIRWALK-MEDIA-000012	madonna calendar	Apparel
<input type="checkbox"/>	AIRWALK-MEDIA-000042	Tshirt	Apparel
<input checked="" type="checkbox"/>	AIRWALK-POTTERMO-000020	Images	Accessories
<input type="checkbox"/>	ANGEL-000002	T-Shirt - under the sea	Apparel



# “What’s New”: Select Fields to Update

Send Comments

Submission

Approval Form

Project Started:

Aug 18, 2023

Current Location:

Submissions for Licensor

Project Owner:

ginatestmbx+lic@gmail.com

Company Assignment:

Cool Clothing Company

Property:\*

Arctic's Edge

Priority:

Normal

Product Number:\*

TBD

RM SKU Manager:

Update Product

Product Name:

T-shirt Hangtag

Product Number\*

TBD

Submission Notes:

Licensee Email Notes:

On Hold Notes:

Lead:

Agent Name:

Cool Clothing Company

Retailer:

Color:

Target Ship Date:\*

Aug 23, 2023

On Sale Date:\*

Jul 31, 2023

Size Range:

If the Lead Reviewer needs the Project Owner to provide new or updated information on the Approval Form, they no longer need to send them an email or ask for the information in the Summary Notes field. They can now highlight fields and make them a required input on the next submission.

**STEPS:**

- Go to the Close Submission screen.
- Click on the “Approval Form” tab.
- Click on one or more fields that need to be updated.
- The fields will be highlighted in red.
- Go back to the “Submission” tab and close as normal.



# “What’s New”: Update Approval Form Fields

Add Submission

Approval Form

Submission Details

Project Started:

Apr 13, 2021

Current Location:

Comments for Licensee

Project Owner:

isabelle.m@mymediabox.com

Company Assignment:

Mediabox

Property:\*

Mediabox Property

Group Tag:

Priority:

Normal

Product Number:\*

LS Expo Test 3

Submission Notes:

Licensee Email Notes:

On Hold Notes:

Lead Reviewer:

Agent Name:

Retailer:

Color:

--Select--

When the Lead Reviewer closes the submission with fields that need to be updated by the Project Owner, when the user clicks on the Add Submission button, the user will automatically be prompted to fill out those fields.

The required fields will be highlighted in red.





# “What’s New”: Admin Managed List

**Managed Lists**

**Age - List Items** ← ↺ Active ⌵ ⏸ + ✓

Show 10 ⌵ entries Search:

	NAME	ORDER
<input type="checkbox"/>	0-6 Months	<span>⬆</span> <span>⬇</span> <span>⬇</span> <span>⬆</span>
<input type="checkbox"/>	7-12 Months	<span>⬆</span> <span>⬇</span> <span>⬇</span> <span>⬆</span>
<input type="checkbox"/>	1-3 Years	<span>⬆</span> <span>⬇</span> <span>⬇</span> <span>⬆</span>
<input type="checkbox"/>	3-9 Years	<span>⬆</span> <span>⬇</span> <span>⬇</span> <span>⬆</span>
<input type="checkbox"/>	10-16 Years	<span>⬆</span> <span>⬇</span> <span>⬇</span> <span>⬆</span>
<input type="checkbox"/>	17-21 Years	<span>⬆</span> <span>⬇</span> <span>⬇</span> <span>⬆</span>

The Admin User Interface for Managed List values has been updated. It is now very easy to update list item order by dragging the line item using the up/down arrow.



## New Version: Additional Details

The previous slides covered the new Product Approval enhancements. If you are an experienced PA user, this may be all that you need.

But if you are new to PA, or even want a quick refresher, then the following slides cover existing features and functionality carried over into the new version. For the most part the workflow remains the same so there is not a large learning curve, but some things have been moved or re-organized. For your reference, we have covered the new layout in detail.

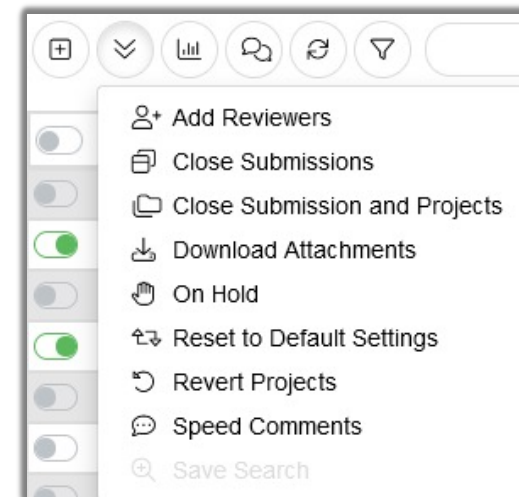


# Project List: Toggle Switch and Menus

First, the Toggle Switch has replaced the checkboxes that is used to select a project from the Project List.

When one or more projects are selected, then menu items will become active or deactivated based on the Toggle Switch selection.






<input type="checkbox"/>					Days Left	Updated On	
<input type="checkbox"/>	↔	⋮	1 / 10	×	26	Oct 16, 2023	
<input checked="" type="checkbox"/>	↔	⋮	1 / 10	×	26	Oct 16, 2023	
<input type="checkbox"/>	↔	⋮	5 / 15	×	26	Oct 16, 2023	
<input checked="" type="checkbox"/>	↔	⋮	1 / 10	×	21	Oct 11, 2023	





# Thumbnail Rollover

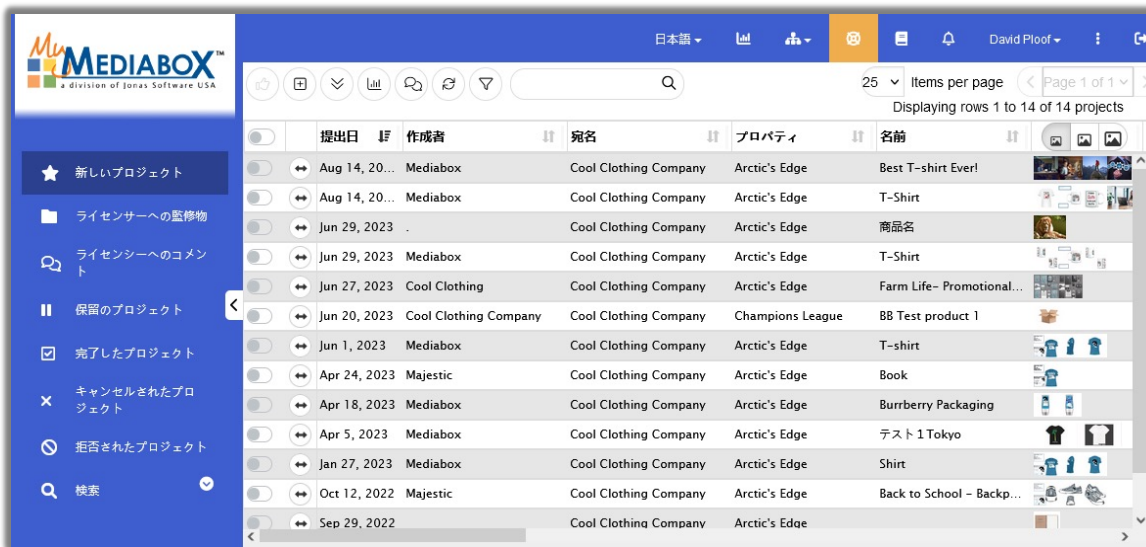
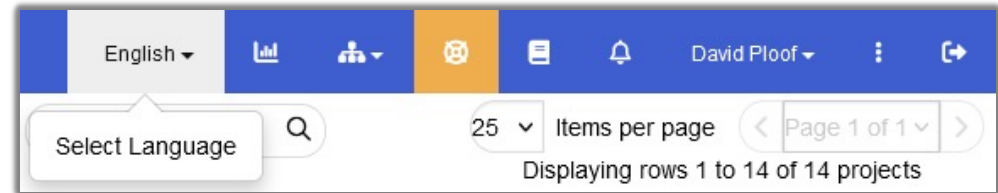
The rollover image is 30% larger to display more initial detail without having to open the Project Detail screen.

Property	Name		Project#
Arctic's Edge	Tiina Draft Project Test		ARTICSED-COOLCLOT-000503
Arctic's Edge	Best T-shirt Ever!		ARTICSED-COOLCLOT-000016
Arctic's Edge	T-Shirt		ARTICSED-COOLCLOT-000001
Arctic's Edge	商品名		ARTICSED-COOLCLOT-000481
Arctic's Edge	T-Shirt		ARTICSED-COOLCLOT-000480
Arctic's Edge	Farm Life- Promotional...		ARTICSED-COOLCLOT-000479
Champions League	BB Test product 1		CHAMPION-COOLCLOT-000014



# Top Navigation Bar: Language Localization

If Language Localization is enabled on the site, it will allow each user to display all the menus, field names, buttons, folders, tabs, etc., in a language of their preference.



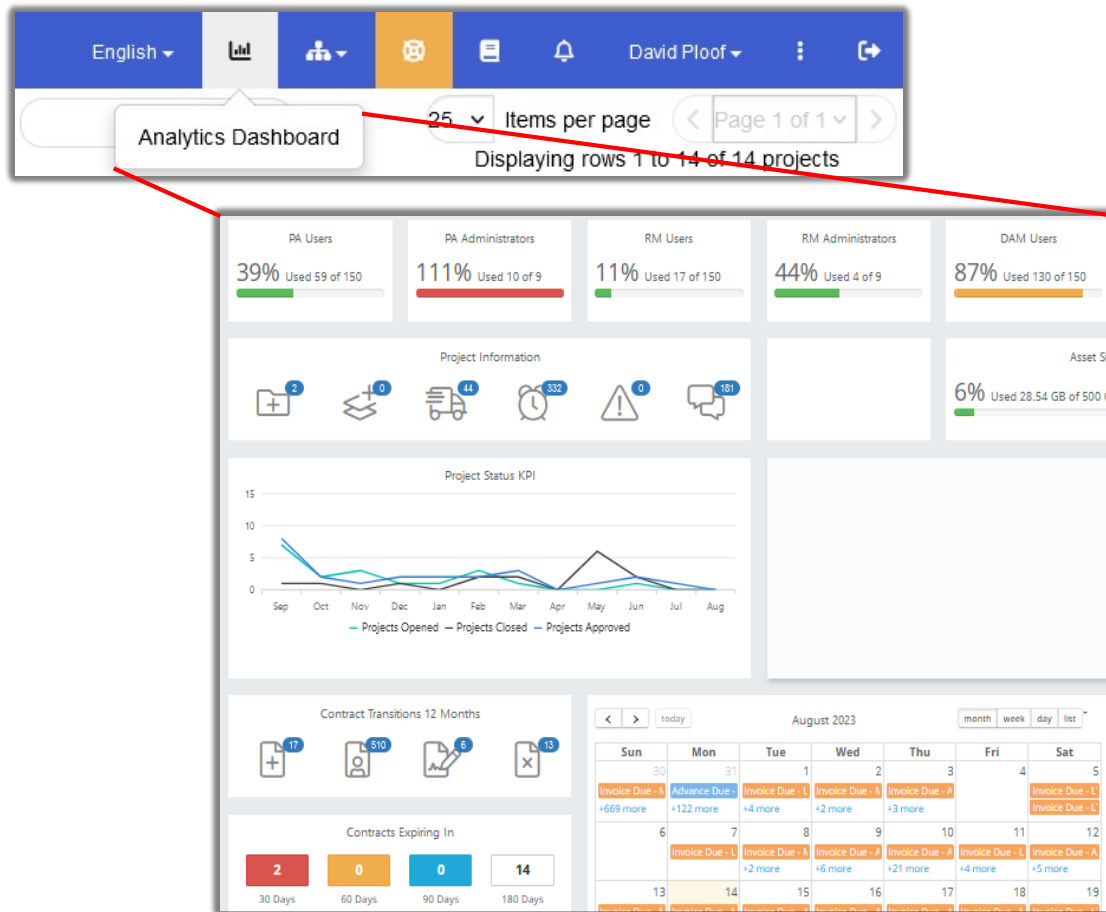
The following languages are supported:

- Chinese
- English
- French
- Japanese
- Korean
- Portuguese (Brazil)
- Russian
- Spanish

NOTE: The VALUES in the fields will NOT be translated. The value that is entered / selected by the user and the comments and feedback created by the Reviewers, Lead Reviewers will remain as they are entered.



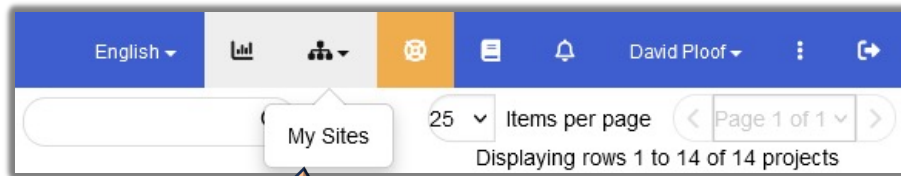
# Top Navigation Bar: Analytics Dashboard



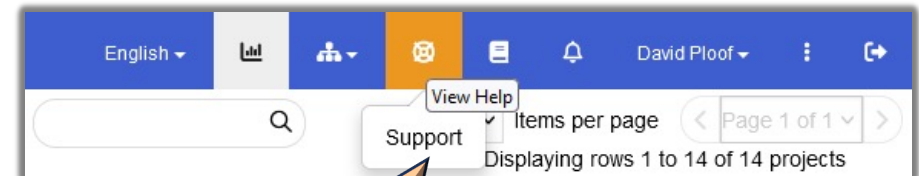
Provides access to the Analytics Dashboard, which displays recent activity and “to do” action items related to the person that is logged in for the sites in which they have access to.



# Top Navigation Bar: “Other Sites”, Support



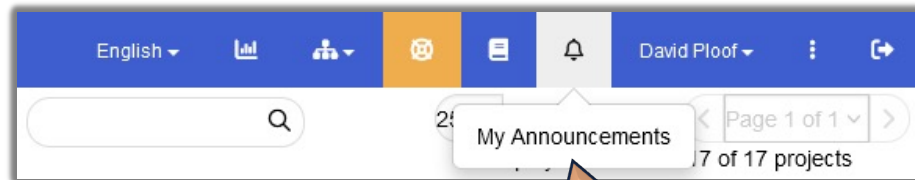
If the user has access to other sites, such as Digital Assets and/or Royalty Management, and the sites are associated with the same Licensor company, the user can use this “quick-link” menu to access the sites without having to go through the same login process.



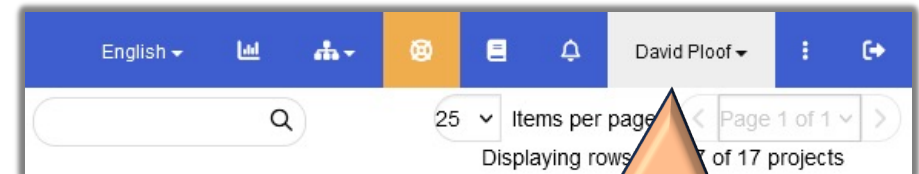
Provides the ability for ANY user to request a response from the MyMediabox support team. This could be an issue in which they are experiencing, a question on how to take an action or even suggest an improvement or new functionality.



# Top Navigation Bar: Announcements, Account



Central user interface for all announcements related to the site in which they are logged into.

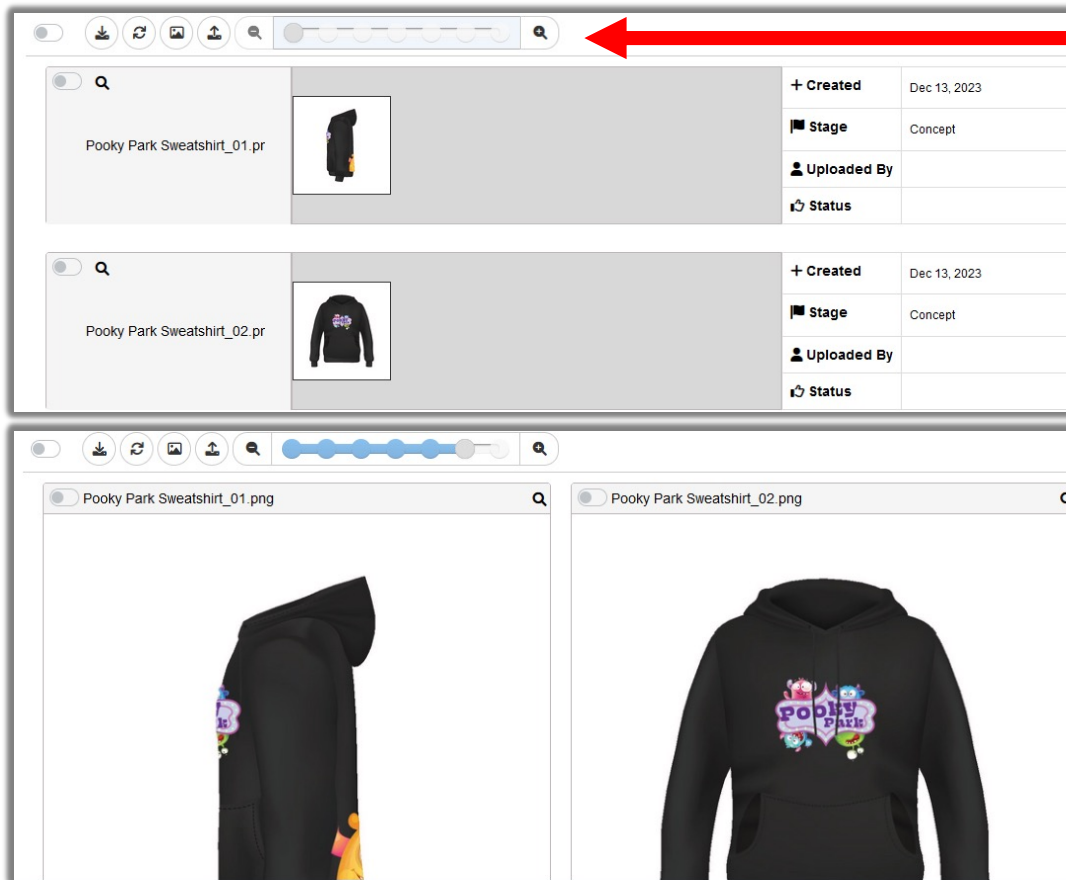


User interface for each user to update their account information, password, preferences, etc.





# Attachment Size

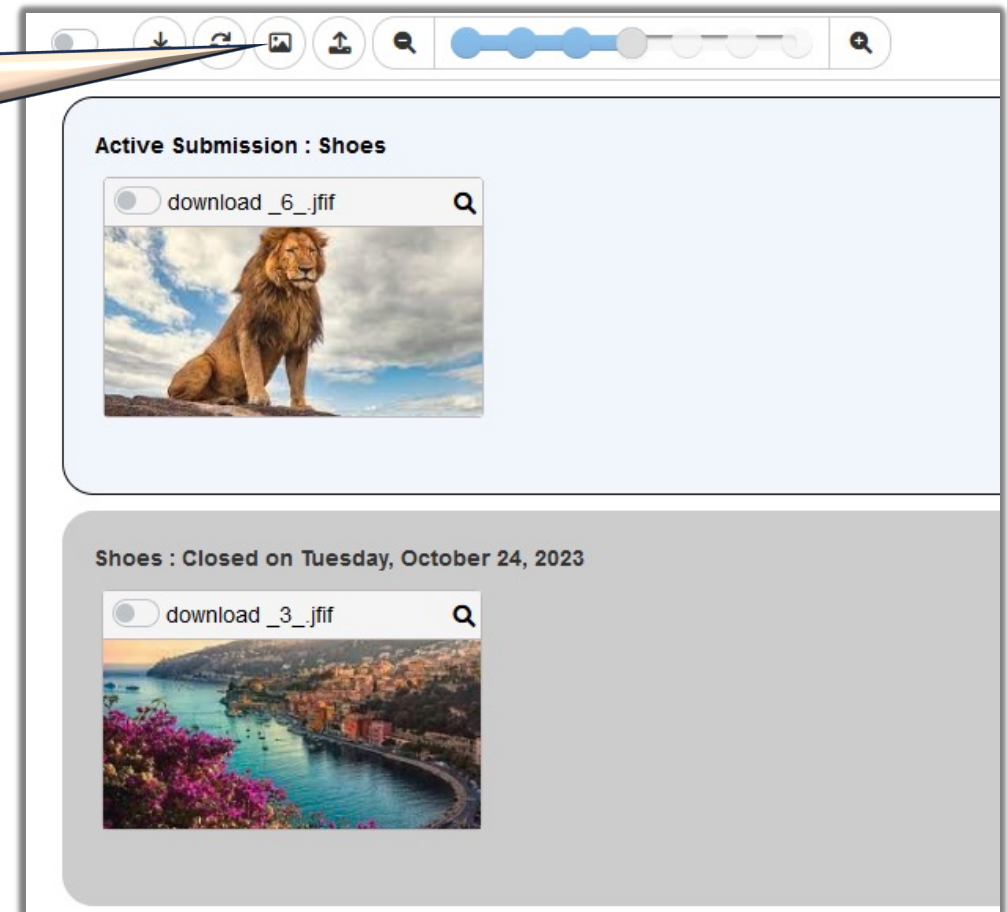


By default, the system will display a medium sized image for each attachment, but each user can change the size using the slider tool from a detail list view to a very large image.



# Show All Attachments

When there are previously closed submissions, the “Show All Attachments” button will display all of attachments within each of those closed submissions, along with the active submission at the top.





# Update Product

**Product Code Entry**

Save

Cancel

**Project Information**

**Licensee**

Cool Clothing Company

**Property**

Arctic's Edge

**Category**

Apparel > Apparel > Daywear

**Product Description**

**Characters**

Eric Eagle (EAG)

**Attachments**

Primary

**Product SKU's**

Actions	Item Type *	Item Code*	Item Description *	Primary
<div><div></div><div></div></div>	SKU	1312122312	Shoes	Primary

Show

10

entries

Previous

1

Next

If the PA site is associated with a Royalty Management site, the Licensee and/or the Lead Reviewer can have the access to send product information (SKU, UPC, ISBN, etc) to the RM site.

This information can be used to report sales by the users at a later point in time.



# SKU Requirements and Flag Settings

**Product Type Details**  
**Title:**  
Apparel  
**Code:**  
APPAREL  
**Order:**  
100  
**Description:**  
  
**Client Key:**  
6b4692a4-a630-4e0b-b528-0d3666e3432e

**Stages**

EDIT	STAGE NAME	FLAG
	Concept	
	Final Art	
	Strike Off	

**Set Flags**

- ☒ Samples Required
- ☐ Factory Tab Required
- ☒ Set 'Product Code is Required' checkbox to checked
- ☐ Enforce 'Requested Product Code Types'
- ☐ Talent required
- ☐ Sound required
- ☐ Real Contract Required

When closing a submission, the Lead Reviewer has the option to require the SKU information to be provided on the next submission (if attached to an RM site).

Using the Admin configuration for Product Types, the site can be configured to automatically prompt the user for a SKU at a specific Stage.

This is not limited to just SKUs and product information but can also be used to collect Sample and Tracking information; Factory and Manufacturing information, Talent and other options.

Please contact us if you want more information about these options.



# Submission History

## History

STAGE	NEW STATUS/STAGE	THUMBNAILS 	TITLE	UPDATED	CLOSED BY	ACTIONS 
Concept	Approved with Changes		Artic's Edge T-shirt - Japan - Concept	Dec 14, 2023 09:50 AM	Emilee	
Concept	Resubmit		Artic's Edge T-shirt - Japan	Dec 12, 2023 02:45 PM	Emilee	

For every closed submission, a record entry is created in the Submission History tab.

This tab contains all historical information for future reference.

The Licensees also use this tab to access all of the feedback provided to them by the Reviewer team.



# Audit History

<input type="checkbox"/> Show "Viewed" Entries			
<input type="text" value="Search Nickname"/>	<input type="text" value="Search Date Logged"/>	<input type="text" value="Search Audit Type"/>	<input type="text" value="Search Audit Details for"/>
NICKNAME / EMAIL	DATE LOGGED	AUDIT TYPE	AUDIT DETAILS FOR
Emilee	Dec 14 2023 9:46AM	Submission Comments	Comment added
Emilee	Dec 14 2023 9:45AM	Submission Comments	Comment added
Emilee	Dec 14 2023 9:45AM	Submission Comments	Comment added
lead.y.b@mymediabox.com	Dec 12 2023 4:42PM	Submission Comments	Comment added
lead.y.b@mymediabox.com	Dec 12 2023 4:27PM	Submission Comments	Comment added
lead.y.b@mymediabox.com	Dec 12 2023 4:26PM	Submission Comments	Comment added
lead.y.b@mymediabox.com	Dec 12 2023 4:26PM	Submission Comments	Comment added
Emilee	Dec 12 2023 2:46PM	Project Details Changed	Changed Project Title from "Artic's Edge T-shirt - Japan" to "Artic's Edge T-shirt - Japan" Changed Product Type from "" to "Apparel" Changed Lead Reviewer from "" to "Emilee" Changed Priority from "0" to "5"
Emilee	Dec 12 2023 2:46PM	Project Email	New Submission Email sent to: emco1210@gmail.com; marissa.p+rev@mymediabox.com;
Emilee	Dec 12 2023 2:46PM	Project Attachments	Uploaded file Pooky Park Sweatshirt_03.png




The Audit History tab is different from the Submission History tab because it is only available to Lead Reviewers and Site Admin.

This tab contains all of the actions that has taken place for the life of the project, such as when it was created, what was entered into each field, who closed a submission, made comments, uploaded files, change field values, which users were sent emails, etc.



# External Reviewer

### External Users



<input type="checkbox"/>	User
No data available in table	

### Licensee Team

<input type="checkbox"/>	User
<input type="checkbox"/>	Emilee Feldman

### Add New External Users Member

x

+

**Name\*:**

DavePloof

**Email\*:**

dave.p@mymediabox.com

**Reason:**

Please review the following submission and provide your feedback.

When a submission requires feedback on a single, active submission from a user (such as a Legal Rep or IP Owner) that does not have an account on the system, the Lead Reviewer can invite them as an External Reviewer.

This allows the user to provide their input on the files **ONLY** for the active submission. They do not see other Reviewer comments, nor do they have access to any submission history.



# Markup Screen – Approval Form Fields

Project Detail	
Property:*	Pooky Monsters
Product Type:*	Accessories
Approval Stage:*	Pre-Production
Product Name:*	Sweatshirt
Project Number:*	POOKYMON-SPECIALT-000004
Submission Notes:	Submit test
File Name:	dummy_image_large.jpeg
^ Hide Additional Information ^	
Agent Name:	MyMediabox Worldwide Agency
On Sale Date:	
Currency:	
Wholesale Price:	
Retail Price:	55
Color:	
Retailer:	Approvals R Us

We have always been able to configure which approval forms need to always be displayed to the Reviewers within the Markup screen.

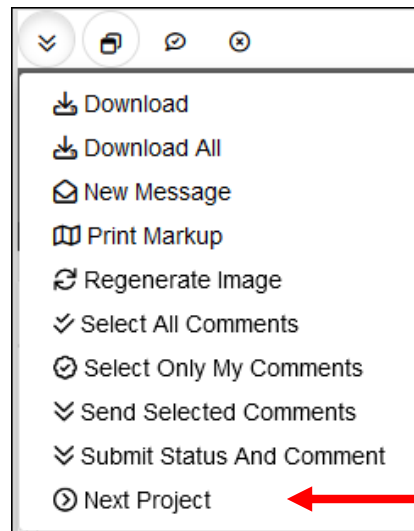
But we now have the ability to display additional (secondary) fields to the Reviewers in a separate section so that no one has to close the Markup screen to go back to the Approval Form.







# Markup Screen – Actions Menu



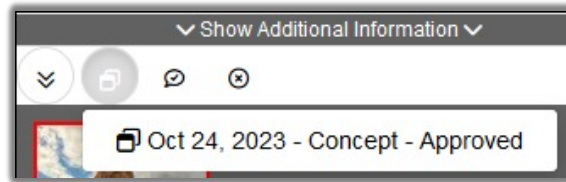
The Markup Screen's Actions menu contains most, if not all, of the tasks that can be taken within a submission configured for each role.

It is simply an organization of the tasks within a single menu.

In addition, the user no longer needs to go back to the Project List or Project Details to work within the next project. There is now a menu item to go directly to the Markup screen for the next project in the list or in the filtered list., thereby eliminating wasted time reloading screens.



# Markup Screen – Compare Menu



The Compare functionality provides Lead Reviewers and Reviewers the ability to view feedback provided to the Licensee in previous submissions.



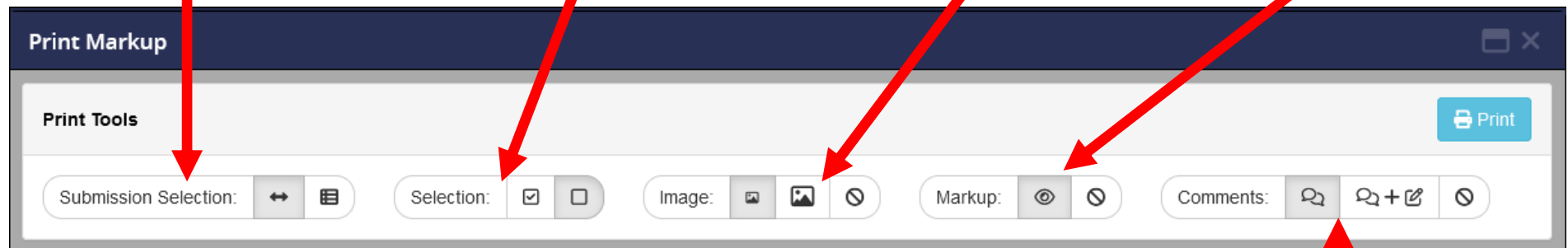
# Markup Screen – Print Markup

Allows user to focus on the Active/Latest submission or all submissions.

Selects all or de-selects all assets to be in the exported printed file.

Controls the size of the images in the printed file or not to display any image in the exported printed file.

Controls if markups are displayed in the exported printed file.



Controls if just comments or comments AND markups or if JUST images are displayed in the exported printed file.



# Markup Screen – Messaging

**New Message**

**Subject**

**Scope**

Font  Size  **A** **A** **B** *I* U ~~S~~

This is a test message with various text formats

Different fonts and sizes and colors.

**Bold**, *Italicized*, Underline

1. Numbered

- Bullet point

**MEDIABOX**<sup>TM</sup>  
a Pyxis Licensing Group company

**Conversation Participants**

Search

<input type="checkbox"/>	Name
<input type="checkbox"/>	Maria Valles
<input type="checkbox"/>	valdar kallasmaa
<input type="checkbox"/>	Tiina Kutter
<input type="checkbox"/>	test freshdesk
<input type="checkbox"/>	Siret Sarv
<input type="checkbox"/>	null null
<input type="checkbox"/>	Sam Benson
<input type="checkbox"/>	Gina Stoudenmire
<input type="checkbox"/>	Maria Valles
<input type="checkbox"/>	Megan M

Provides an updated version of the existing Messaging tool including the ability to create a new message from within the Markup screen.



# Markup Screen – Submission Approval Status

**Submission Approval Status**

Select an approval status for this submission. Comments are optional

Status:

- Approved
- Approved with Changes
- Resubmit
- Draft Comments

If enabled, the Reviewer would no longer need to make a comment for an attachment such as “Everything looks good.” if the entire submissions passes their requirements.

The Submission Approval Status allows the Reviewer simply to select “Approved” if everything passes. If they provide feedback, then they can select “Approved with Changes” or if even “Resubmit” if it does not pass.

The Lead Reviewer will have access to these SAS values and quickly determine if the project can be moved forward or not when closing the submission.



# Close Submission – Close and Next

Send Comments

Submission

Approval Form

Current Submission Status:	Approved	New Status:*	--Select--
Current Approval Stage:	Pre-Production	Next Stage:*	--Select--
Submission Number:	2	Require SKU on Next Submission:	<input type="checkbox"/>
Category:	Accessories	Summary Notes:	<div>+ <div></div></div>
Project Number:	POOKYMON-SPECIALT-000004		
Submission Received:	Dec 19, 2023	Close Action:*	--Select--
Created For:	Majestic		

--Select--

--Select--

Close Submission

Close Submission and Project

Return To Markup

Close Submission And Go To Next Markup

Another time saving feature for the Lead Reviewer is the “Close Submission and Go to Next Markup” option when closing the submission.

This allows the LR to close the active submission and quickly go to the next project in the list without having to go to the Project List nor the Project Details screen.



## Requests, Suggestions, Questions

If you have any questions, suggestions, ideas, issues, etc., for future updates, please contact [support@mymediabox.com](mailto:support@mymediabox.com) or click on the Support button within the application. Either action will create a support ticket and our support team will follow up with you and take the appropriate next step/action required to fulfill your feedback.