Product Approval User Interface "What's New"

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 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

Product Type:* Apparel

Approval Stage:* -- Select --

Product Name:*

Product Number:*

Target Ship Date:*

On Sale Date:*

Currency: --Select--

Wholesale Price:*

Retail Price:*

Agent Name:

Submission Notes:

Retailer:

Languages: --Select--

Size Range: --Select--

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.

"What's New": Flyout

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

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

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 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

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

"What's New": Project Navigation
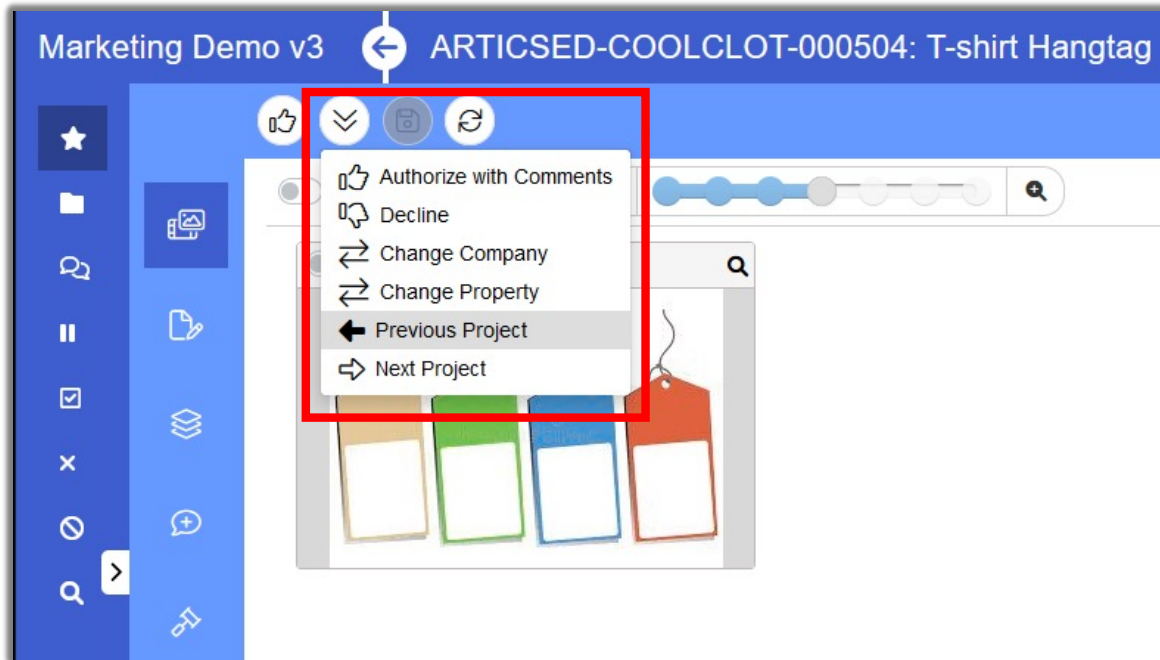
Once the user is in the Project Details screen, they do not need to go back to the Project List to go to a different project.

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.
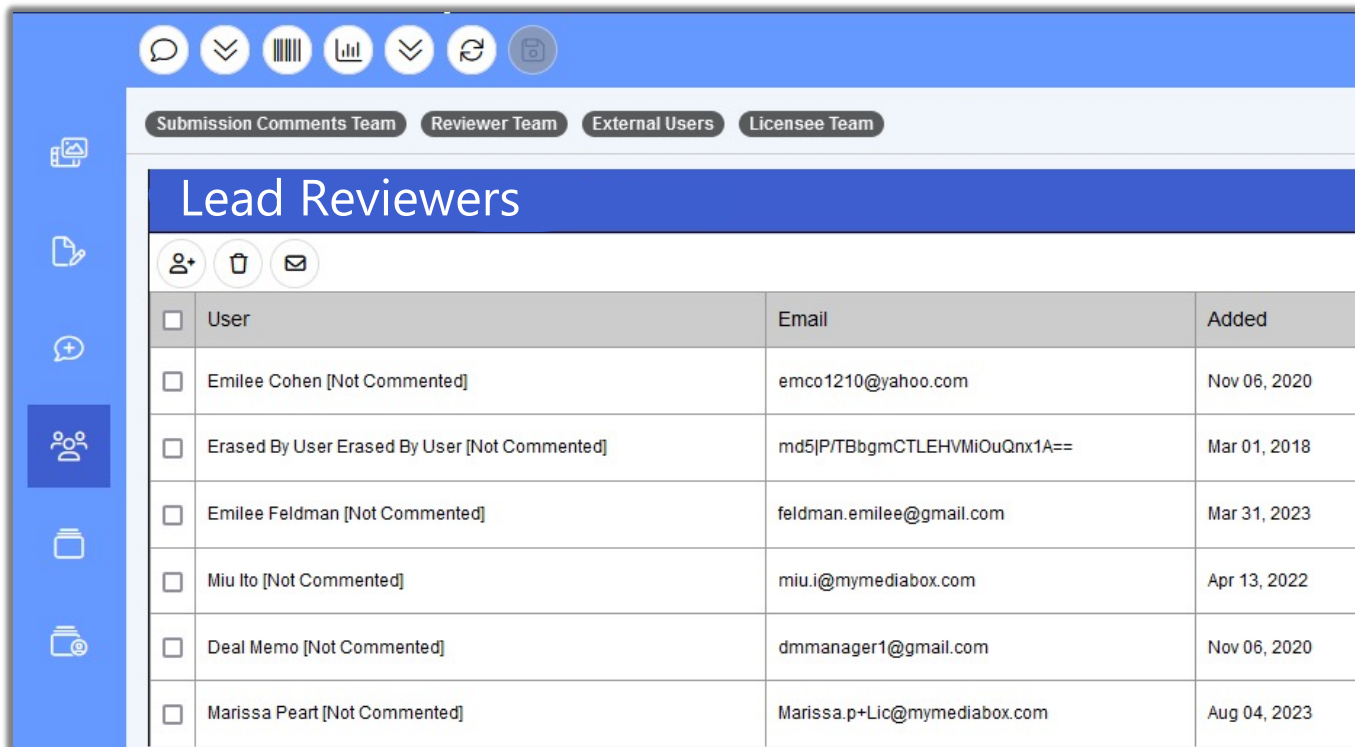
It is also available within the Markup screen.

"What's New": Lead Reviewers

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

Lead Reviewers

Submission Comments Team Reviewer Team External Users Licensee Team

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

"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
	Current Group	Project Number	Project Title	Product Type
		AIRWALK-000022	ICE	Presentation
	AIRWALK-13490-000024	AIRWALK-13490-000024	Sweatshirt	Stationery
●		AIRWALK-ACTIVISI-000001	Note Pad	Stationery
		AIRWALK-MEDIA-000012	madonna calendar	Apparel
		AIRWALK-MEDIA-000042	Tshirt	Apparel
●		AIRWALK-POTTERMO-000020	Images	Accessories
		ANGEL-000002	T-Shirt - under the sea	Apparel

"What's New": Select Fields to Update

Send Comments

Submission

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

Approval Form

Submission Notes:	
Licensee Email Notes:	
On Hold Notes:	
Lea...	
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

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
☐	0-6 Months	↕
☐	7-12 Months	↕
☐	1-3 Years	↕
☐	3-9 Years	↕
☐	10-16 Years	↕
☐	17-21 Years	↕

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.
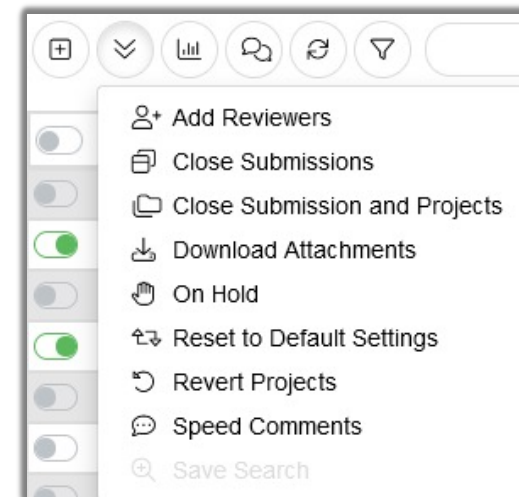
Thumbnail Rollover

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

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.
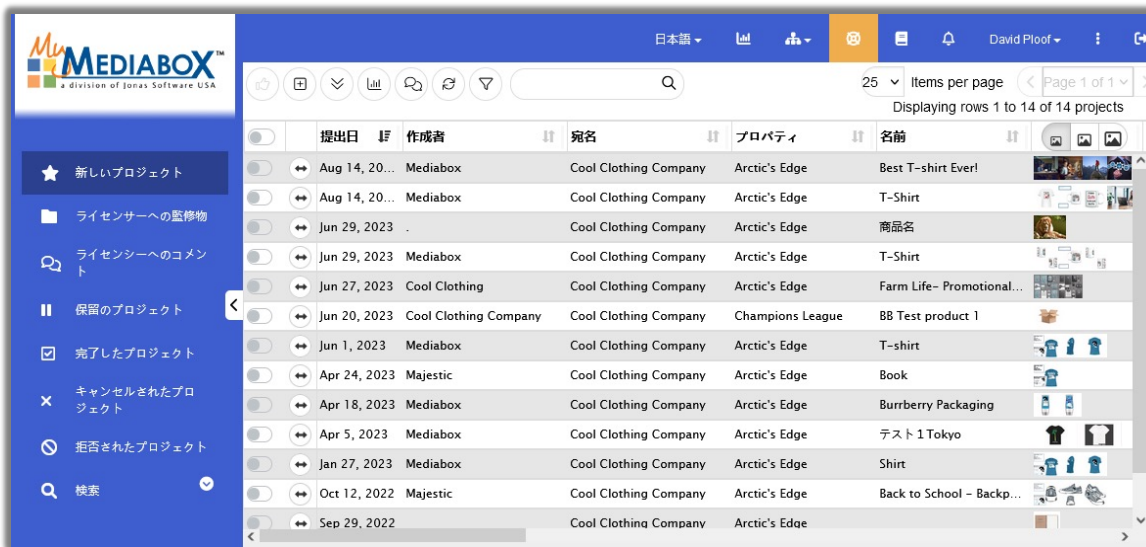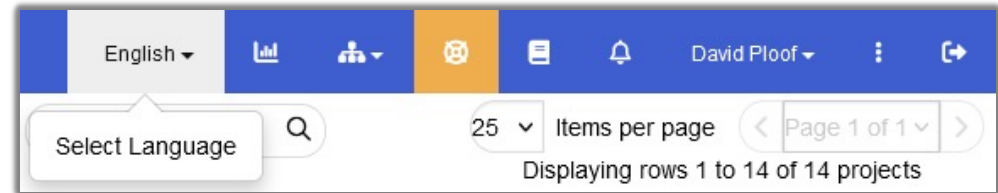
The following languages are supported:
- Chinese
- English
- French
- Japanese
- Korean
- Portuguese (Brazil)
- Russian
- Spanish

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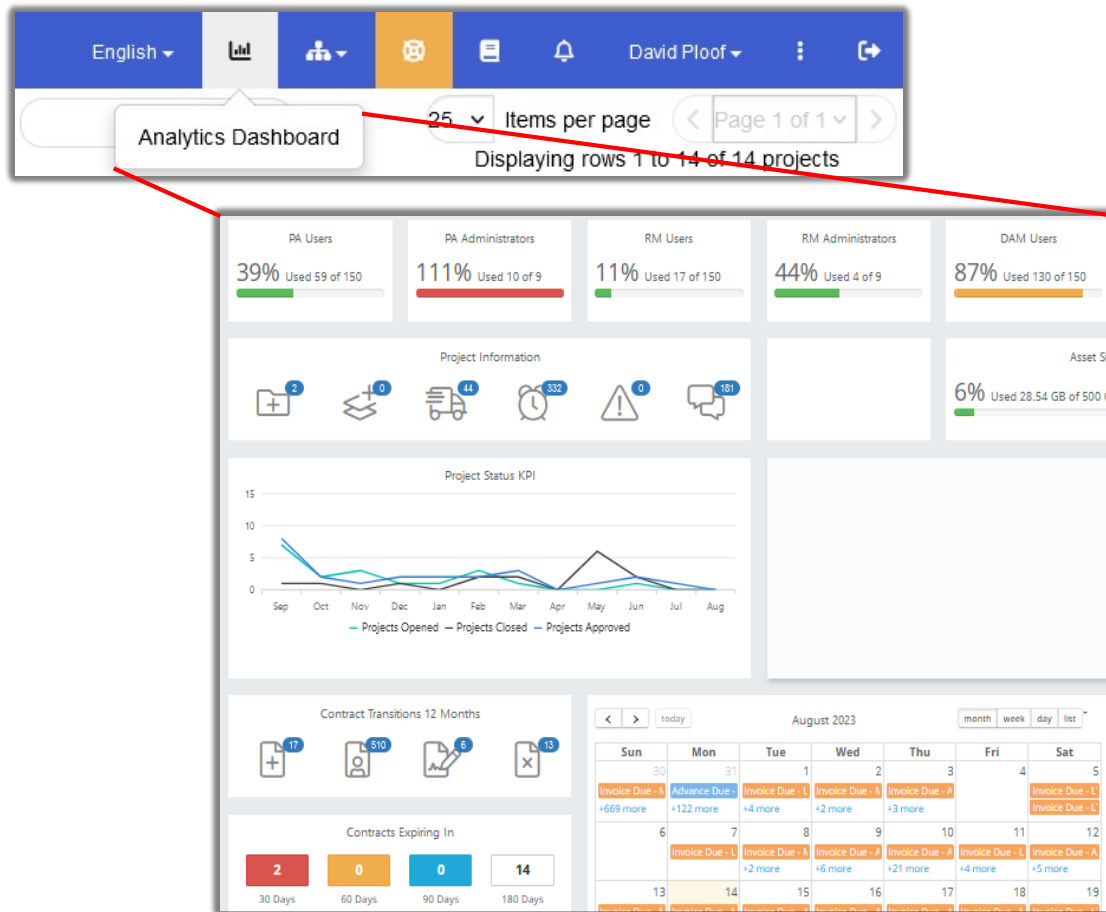
Provides access to the Analytics Dashboard, which displays recent activity and "to do" action items related to the person that is logged in for the sites in which they have access to.

Top Navigation Bar: "Other Sites", Support
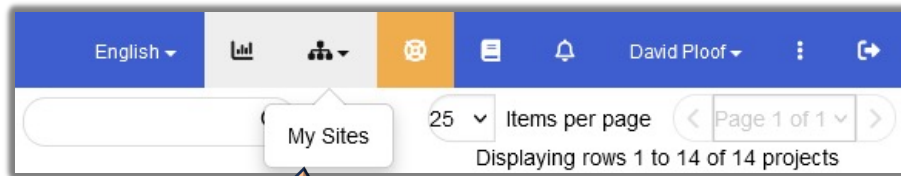
If the user has access to other sites, such as Digital Assets and/or Royalty Management, and the sites are associated with the same Licensor company, the user can use this "quick-link" menu to access the sites without having to go through the same login process.
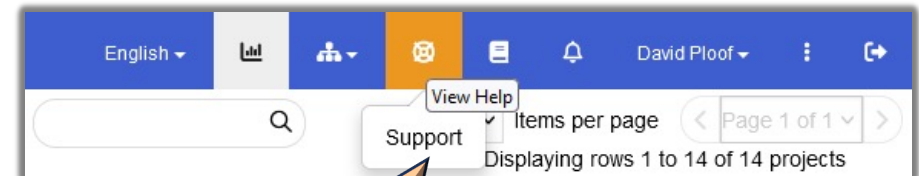
Provides the ability for ANY user to request a response from the MyMediabox support team. This could be an issue in which they are experiencing, a question on how to take an action or even suggest an improvement or new functionality.

Top Navigation Bar: Announcements, Account
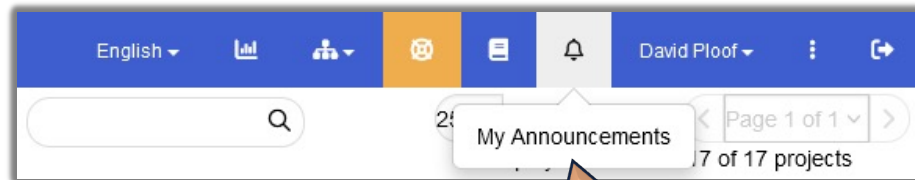
Central user interface for all announcements related to the site in which they are logged into.
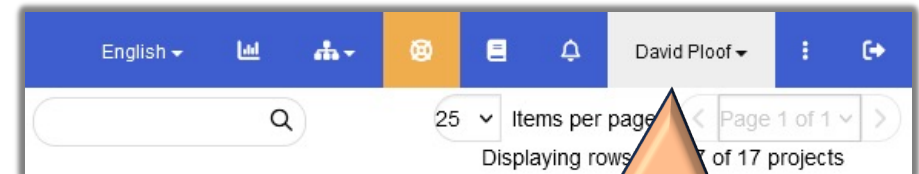
User interface for each user to update their account information, password, preferences, etc.

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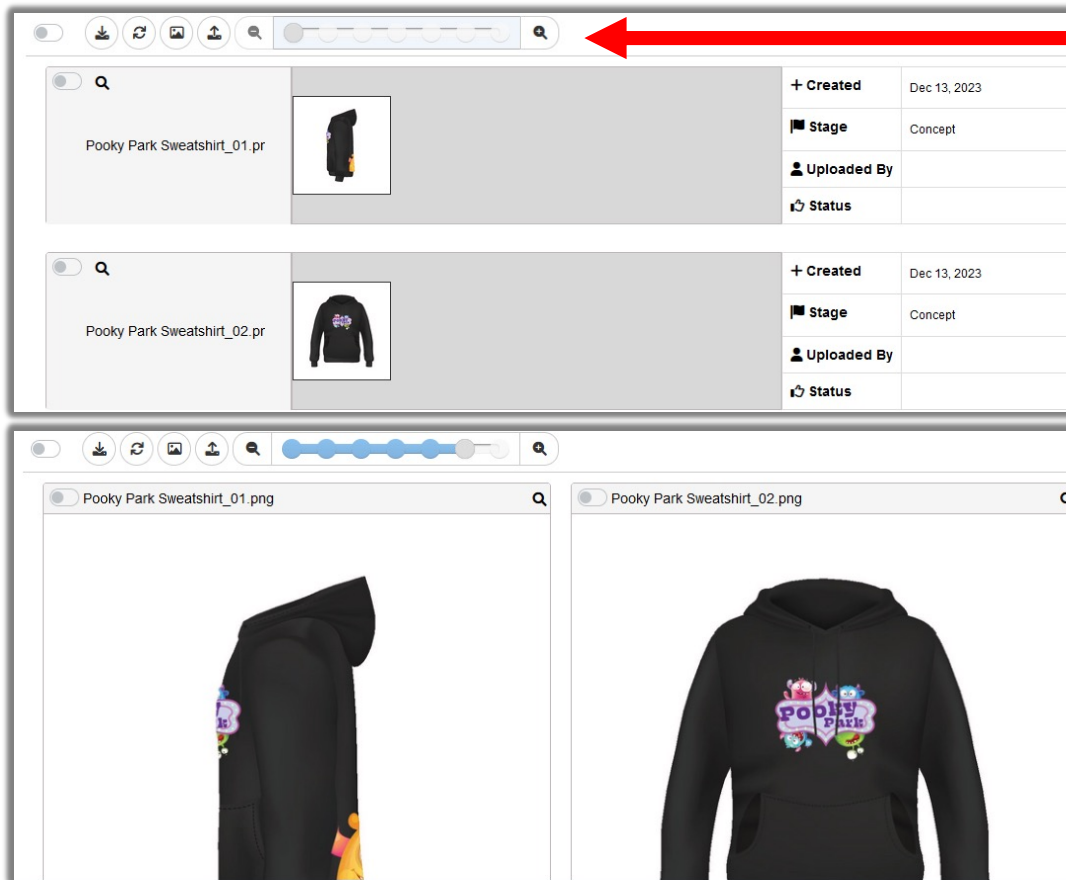
By default, the system will display a medium sized image for each attachment, but each user can change the size using the slider tool from a detail list view to a very large image.

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.

Active Submission : Shoes

download _6_.jfif

Shoes : Closed on Tuesday, October 24, 2023

download _3_.jfif
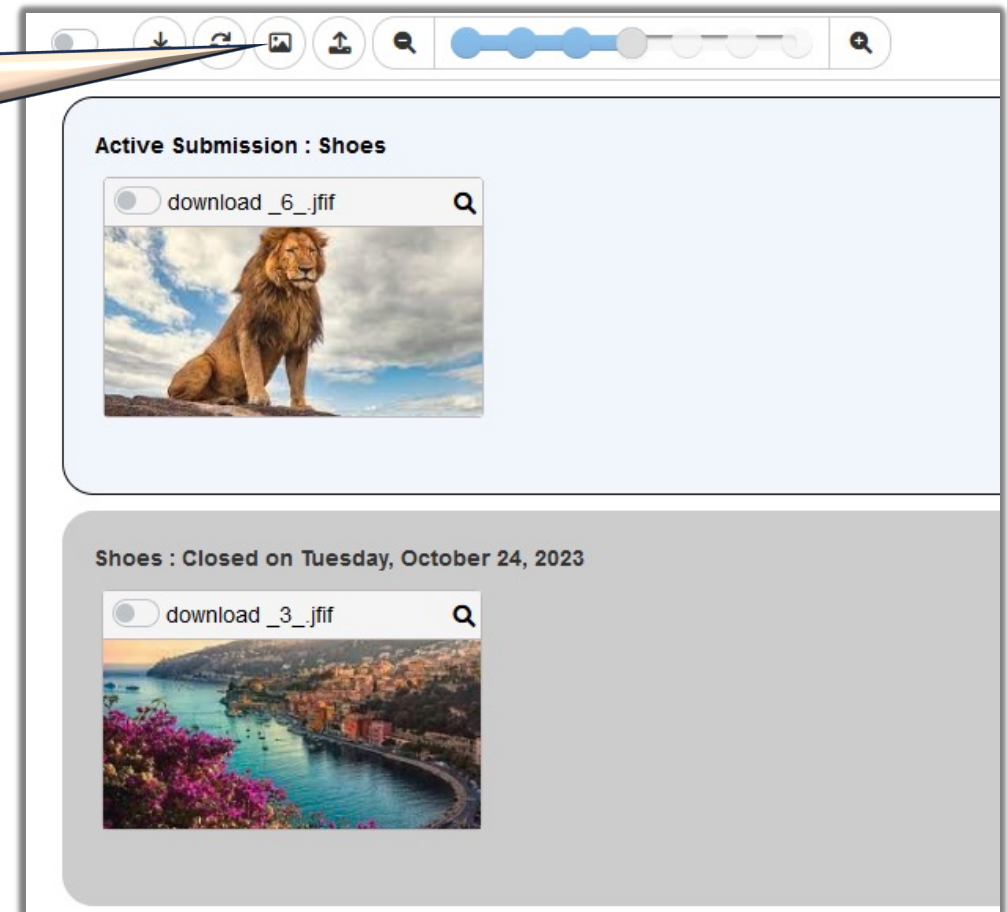
Update Product

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
✏ ⧉	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

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
leady.b@mymediabox.com	Dec 12 2023 4:42PM	Submission Comments	Comment added
leady.b@mymediabox.com	Dec 12 2023 4:27PM	Submission Comments	Comment added
leady.b@mymediabox.com	Dec 12 2023 4:26PM	Submission Comments	Comment added
leady.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

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

Download
Download All
New Message
Print Markup
Regenerate Image
Select All Comments
Select Only My Comments
Send Selected Comments
Submit Status And Comment
Next Project
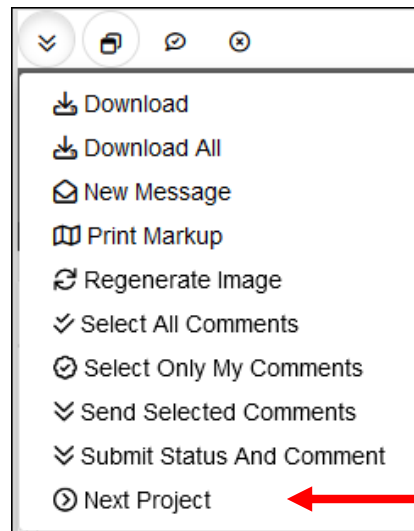
The Markup Screen's Actions menu contains most, if not all, of the tasks that can be taken within a submission configured for each role.

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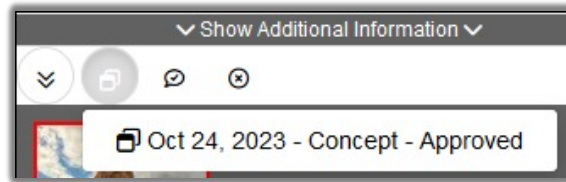
The Compare functionality provides Lead Reviewers and Reviewers the ability to view feedback provided to the Licensee in previous submissions.

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.

Print Markup

Print Tools

🖨 Print

Submission Selection: ↔ ▦

Selection: ☑ ☐

Image: 🖼 🏞 ⊘
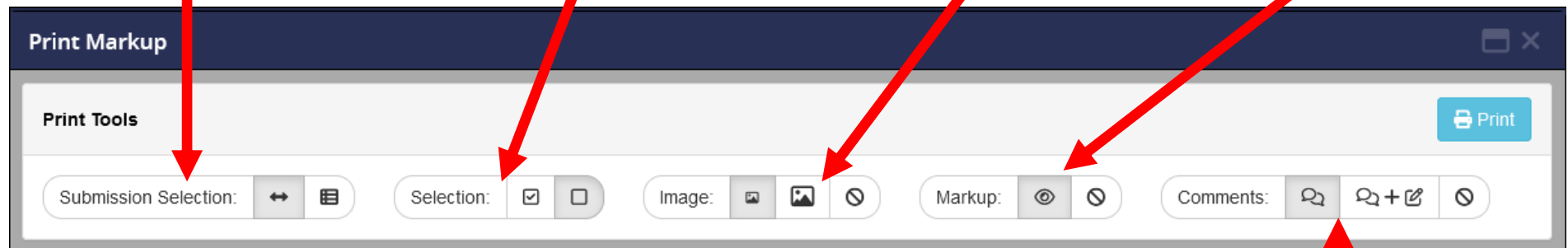
Markup: 👁 ⊘

Comments: 💬 💬+✎ ⊘

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: [Subject]   Scope

This is a test message with various text formats

Different fonts and sizes and colors.

Bold, *Italized,* <u>Underline</u>

1. Numbered

• Bullet point

My MEDIABOX™
a Pyxis Licensing Group company

Conversation Participan...

Name

- Maria Valles
- valdar kallasmaa
- Tiina Kutter
- test freshdesk
- Siret Sarv
- null null
- Sam Benson
- Gina Stoudenmire
- Maria Valles
- 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

[Submit] [Next Project] [Keep Commenting]

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

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 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.