McWANE MEDIA LIBRARY USER GUIDE

Approving a File

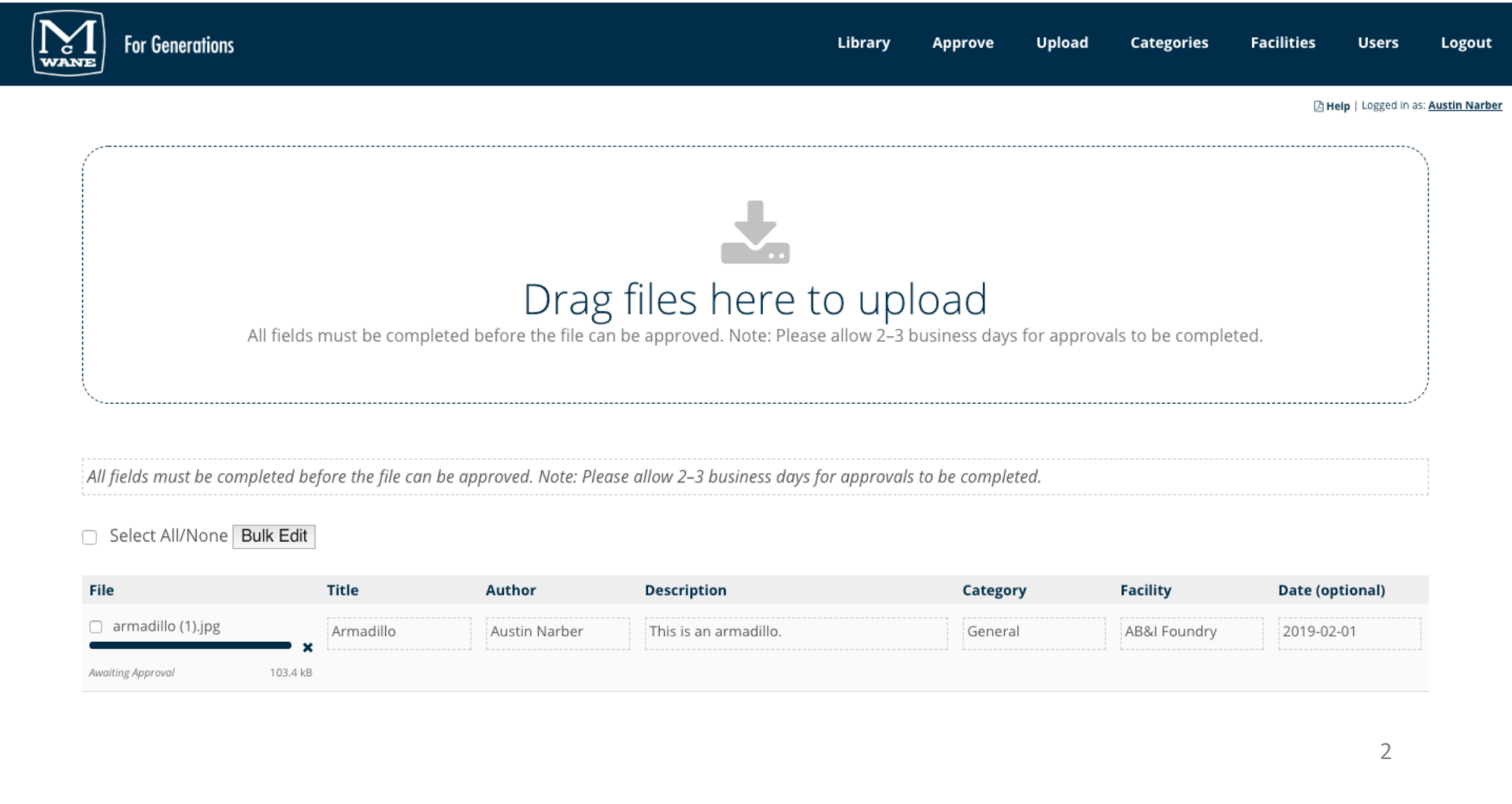
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For Generations

APPROVING A FILE

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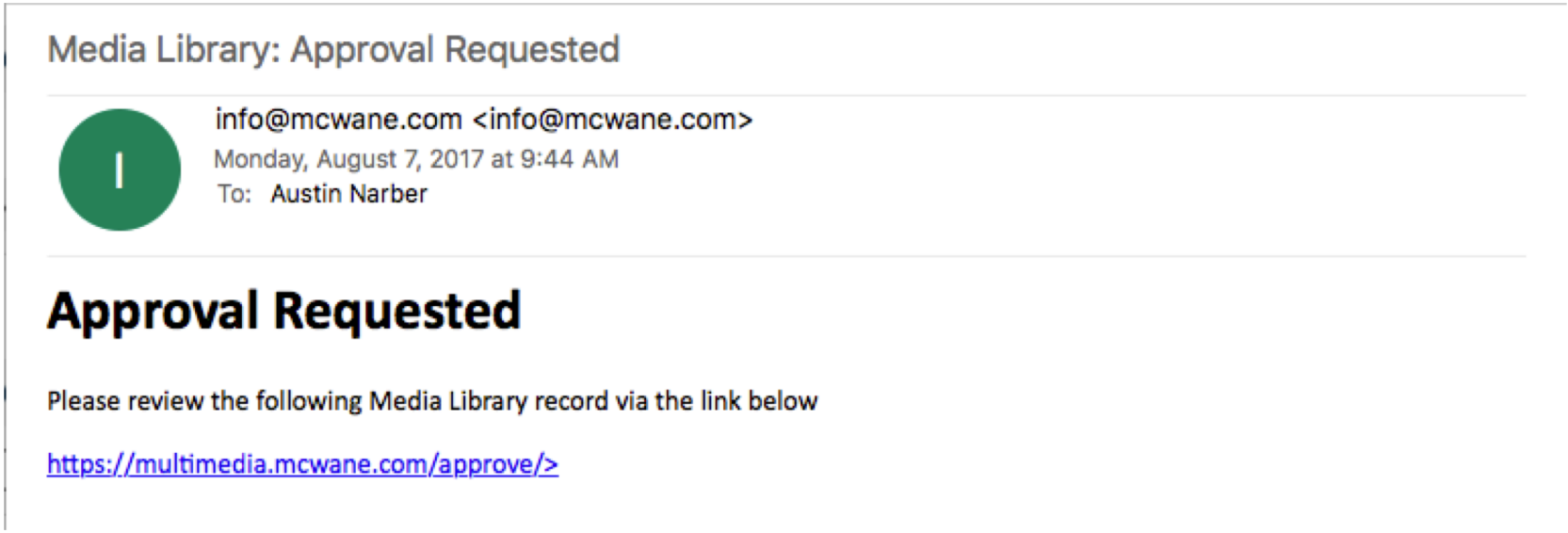
After a user uploads a file and enters the necessary data, the file will be waiting on an approver to approve it. Note the “Awaiting Approval” message below the status bar.



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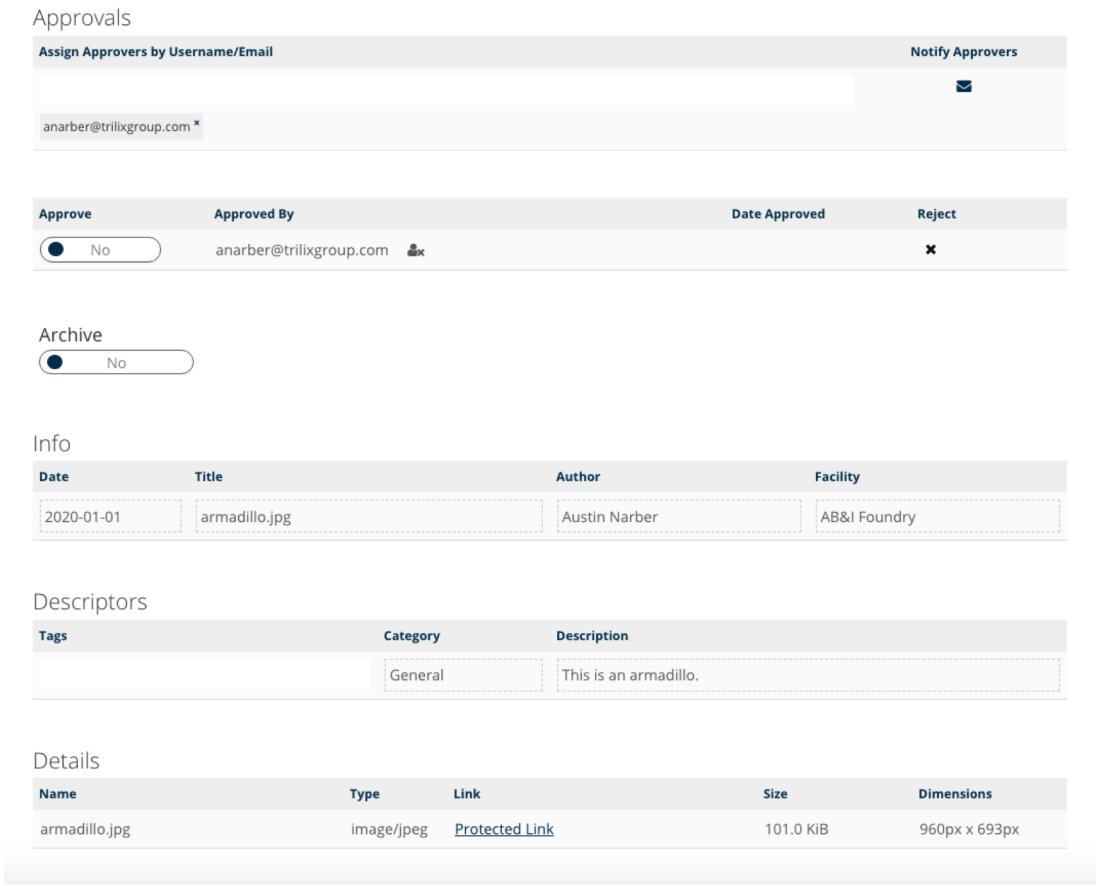
Admin users will receive periodic emails letting them know that there are files awaiting approval. They will review the file(s) and assign the necessary approvers to do the same. Assigned approvers will then receive a notification email, where they will click a link to begin the approval process. These approvers will also receive a reminder email three days after approval is requested, followed by each day after that until the file is approved.



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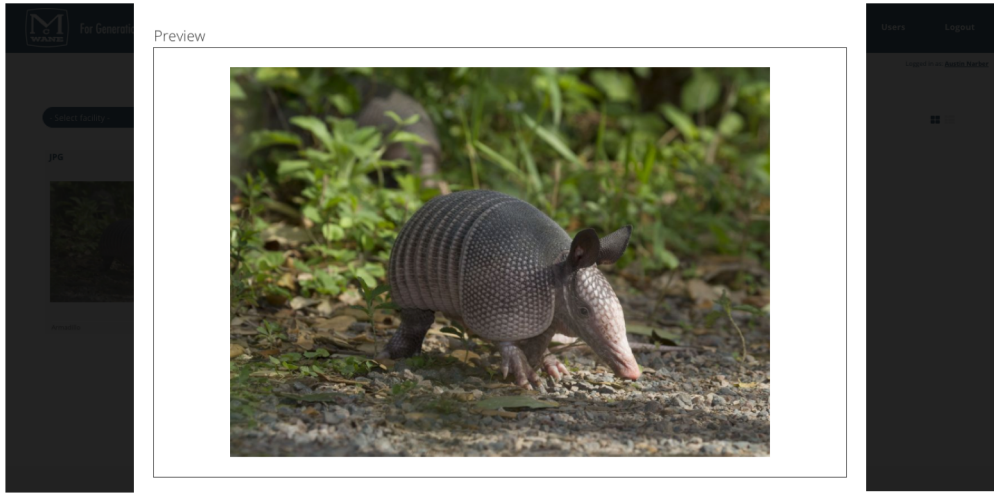
The link in the email will take assigned approvers to the file in question where they can open the detail view of the file. All pertinent information is located here. This is continued on the next two slides.



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Below the info, descriptors and details for the file is a high-resolution preview and a log of the updates made to the file.



History

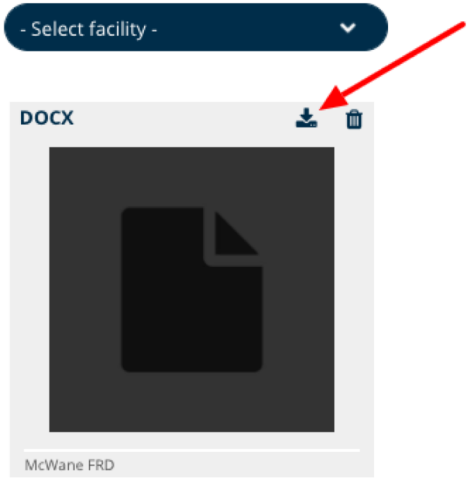
Date	Action
08/07/2017 05:33 PM	anarber@trilixgroup.com *Updated file: 'armadillo (1).jpg'*
08/07/2017 05:33 PM	anarber@trilixgroup.com *Updated file: 'armadillo (1).jpg'*
08/07/2017 05:33 PM	anarber@trilixgroup.com *Updated file: 'armadillo (1).jpg'*
08/07/2017 05:33 PM	anarber@trilixgroup.com *Updated file: 'armadillo (1).jpg'*
08/07/2017 05:33 PM	anarber@trilixgroup.com *Updated file: 'armadillo (1).jpg'*
08/07/2017 05:33 PM	anarber@trilixgroup.com *Updated file: 'armadillo (1).jpg'*

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If the file being reviewed is a video or document of some kind, you will need to open the file from the approval page by clicking the download button. There is no “preview” on the detail view of a video or document.





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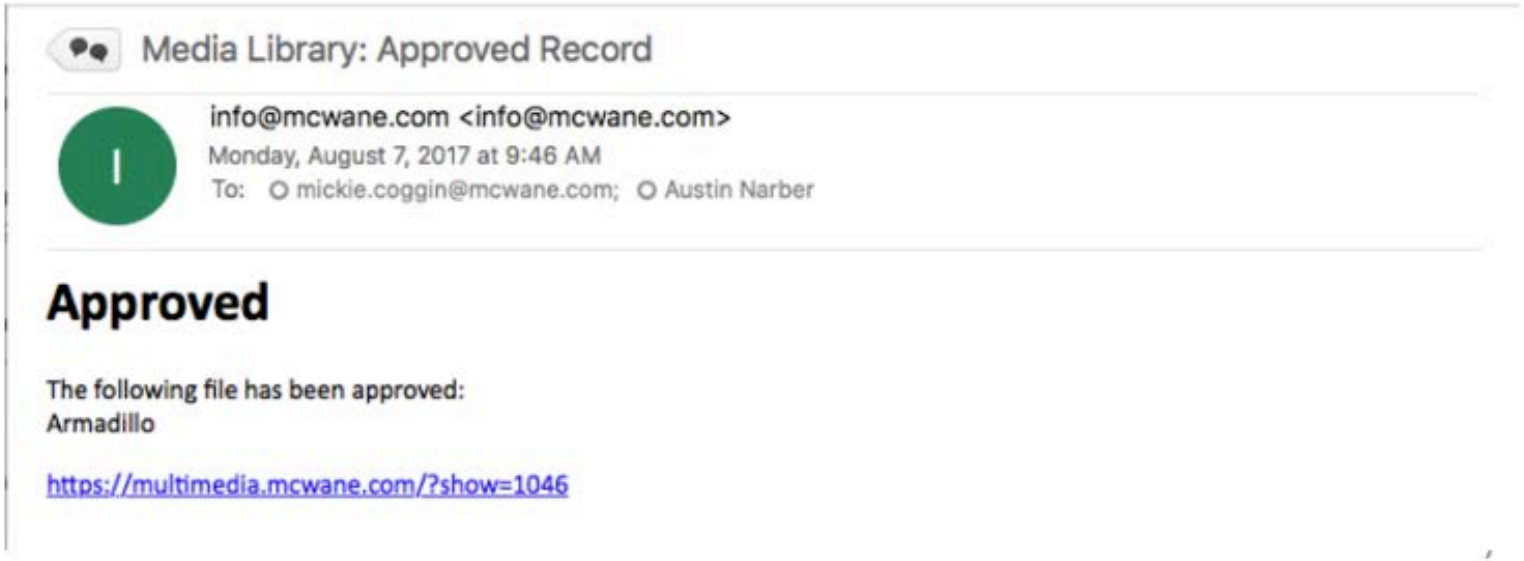
For Generations

Upon initial review, if the file is up to company standards, approvers should toggle the approve switch to “Yes.” Doing so will trigger a date and time stamp for record-keeping. It will also send a notification email to the user and admins stating that the file has been approved.

This is the “approve” toggle within the detail page of the file, when clicked on in the Library

Approve	Approved By	Date Approved	Reject
Yes	anarber@trilixgroup.com	2017-08-07 09:46:15	✖

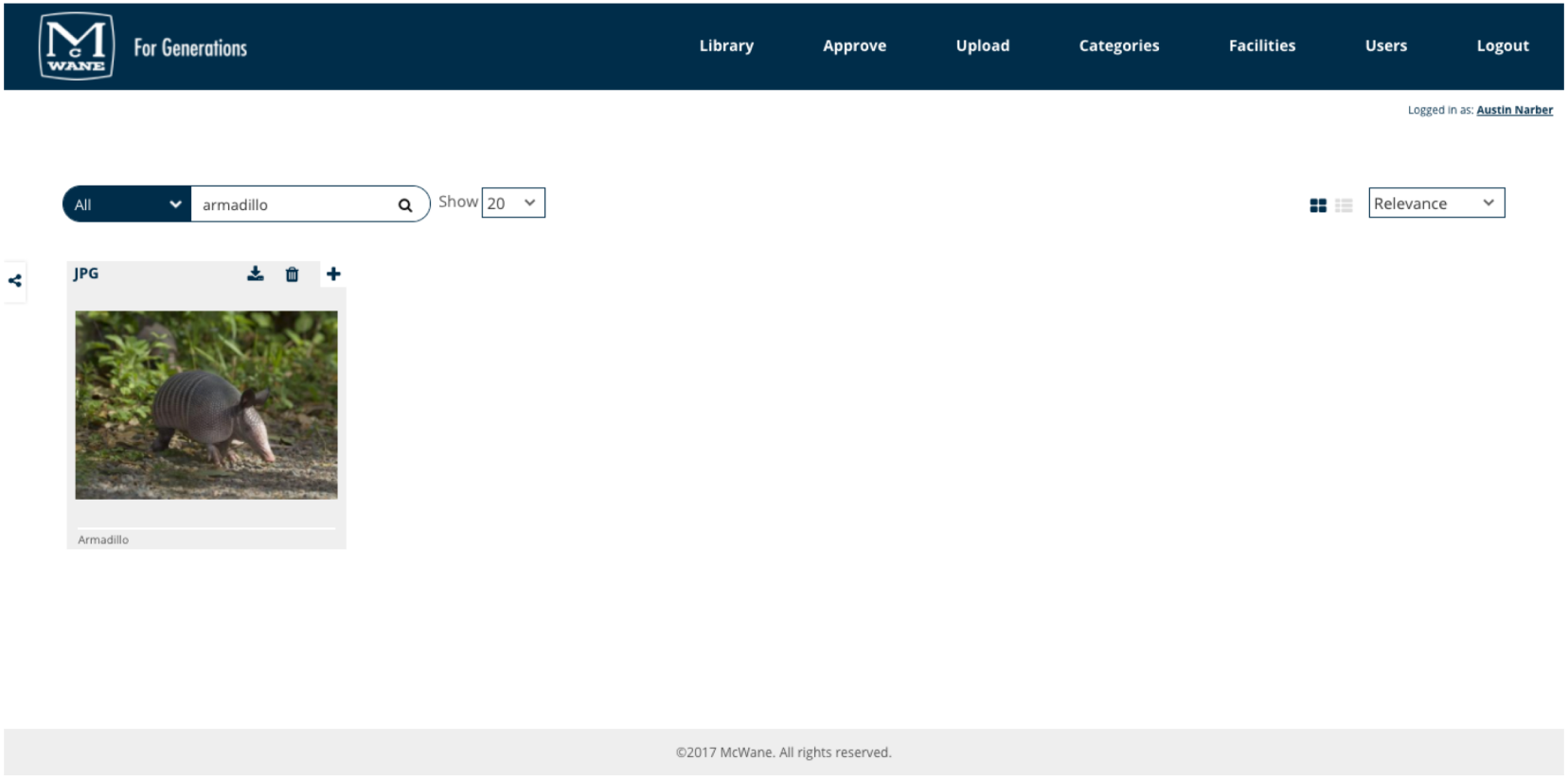
This is an example of the approval email sent to the user who uploaded the file



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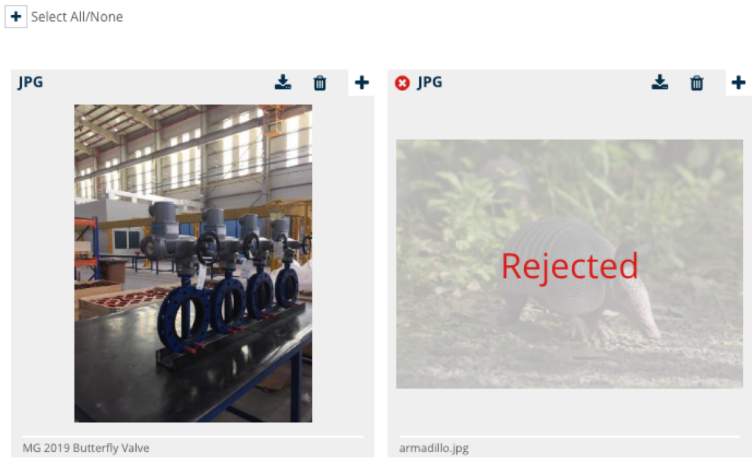
Approximately 15 minutes after approval, the file(s) will be searchable in the Library.

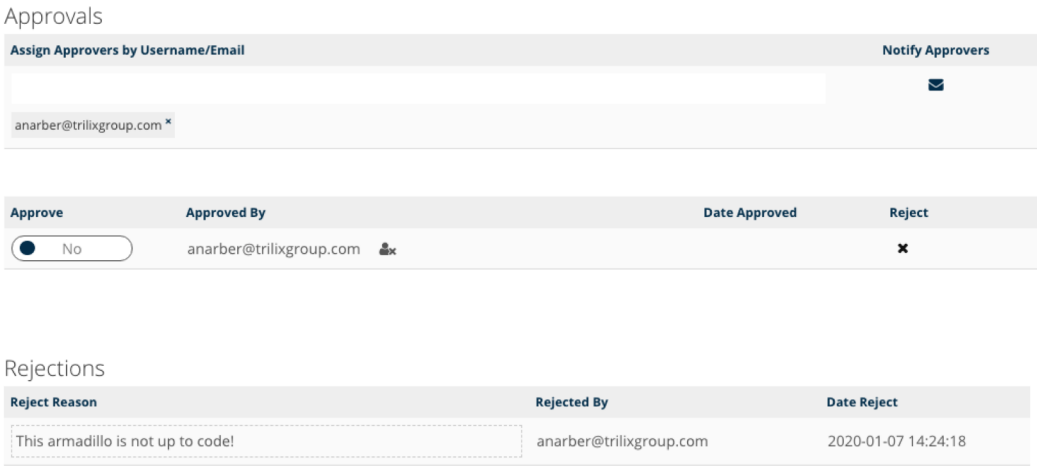


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In the event that a file is not suitable for use, you will click the “x” to reject it. Once the file is rejected, you will be prompted to leave a note stating the reason for the rejection. After that, the rejected file and the note will remain on the Approve page. Team Members will be notified about this via email and can then view the info on the Upload page for a three-day period, after which the note and the file with both by eliminated from the multimedia library.





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This is an example of the rejection email sent to the user who uploaded the file.



Multimedia Library: Rejected Record

info@mcwane.com <info@mcwane.com>

mickie.coggin@mcwane.com; Austin Narber

Thursday, January 2, 2020 at 9:33 AM

Show Details

armadillo (1).jpg

Thank you for submitting a file for approval through the McWane Multimedia Library. Unfortunately, your file titled "armadillo (1).jpg" has been rejected. Please do not use this file and remove any records of this file from your computer. You can view this file on the Upload page for the next three days to understand why the file was not approved. After this period, the file will be removed from the Multimedia Library. If you have further questions, please contact Mickie Coggin or Sarah Cain.

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Once in the library, approvers can also rotate images by using the arrows located below it. This may be necessary for images that are auto-rotated upon upload or simply weren't rotated to the appropriate orientation to begin with.



