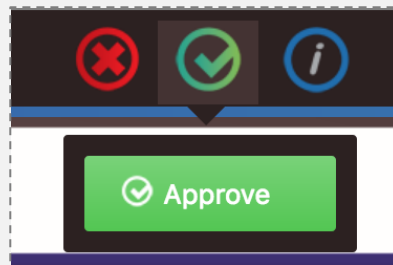## 1 – Greenlight Layout

Tools and document selection options are contained within the top bar of the viewer window.

Certain tools will display further options within a drop-down menu when clicked; this menu will remain visible until an option is selected, or until the toolbar button is pressed a second time.

An Approval Document select list is provided at the top of the viewer.

Where applicable, this allows a different document (e.g. a previous or reference document) to be selected (note that this will refresh the approval options; note that you will be unable to approve or reject until you return to the document currently under review).

1 – Greenlight Layout (continued)

Fly-out areas are also available to each side of the approval viewer window. These can be shown or hidden as required by selecting the triangle button located at the top of each side of the viewer window.

The open / close state of each fly-out is remembered as a preference for the next time that you open the viewer.

The left-hand fly-out contains a list of annotations made against the relevant document page.

The right-hand fly-out (2D documents only) contains the artwork navigator tool, plus colour and separation options, where applicable.
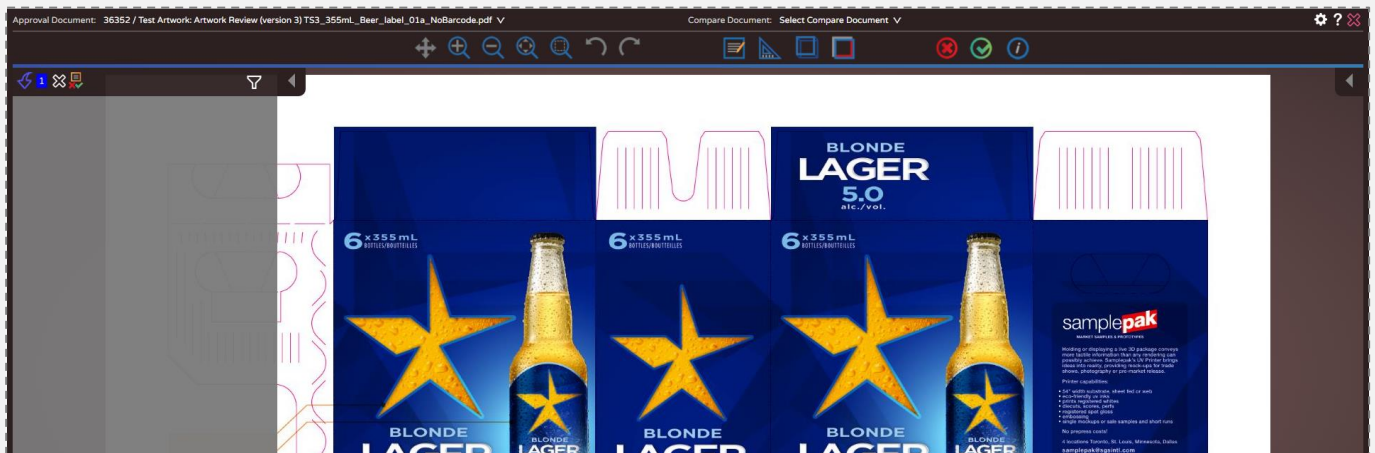
Each fly-out can be closed once again by selecting the triangle button which appears at the top of the fly-out.

The viewer settings menu can be accessed via the cog icon and the viewer help menu can be accessed via the question mark icon both located in the top right hand corner

The settings menu allows you to change preferences for:

The Interface: Theme colour (dark/light), date format and scroll preference

Annotations (see the Annotating Documents help guide for more information)

Technical Preferences (see the Measuring Documents / Managing Inks / Compare Documenst help guides for more information)

2 – Artwork Navigation

Options are available within the top menu bar to navigate around the artwork.

From left to right:

The Pan tool, when selected, allows the canvas to be dragged to reposition the artwork.

The Zoom In tool will increase magnification of the view to the current centre point

The Zoom Out tool will decrease magnification.

The Reset Zoom tool will reset the Zoom and Pan properties, restoring the viewer to the "full screen" view of the artwork.

The Marquee Zoom tool allows an area of the artwork to be selected on the canvas via dragging. The centre point of the dragged area will be panned to, and the viewer will zoom to the selected area.

The Rotate icons allow the artwork to be rotated clockwise or anti clockwise (depending on the option chosen).

When the document is zoomed, panned or rotated, the canvas will momentarily display a low-resolution preview of the selected area. This will be refreshed momentarily from the server to provide a high-resolution view.
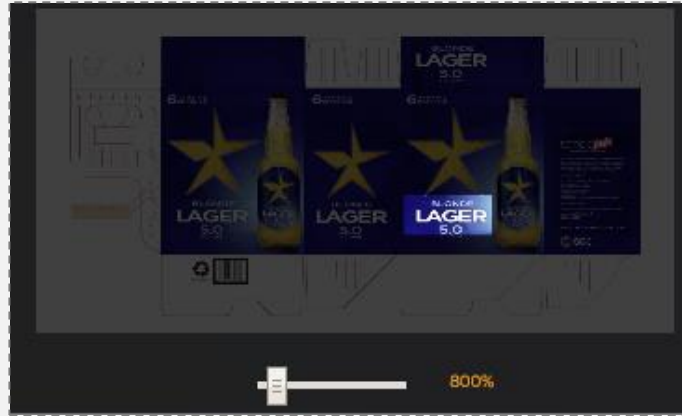
Shortcuts to zoom and pan:

- Pan: To temporarily enter pan, use the space bar
- Zoom In: Ctrl/cmd and +
- Zoom Out: Ctrl/cmd and -
- Fit to Screen: Ctrl/cmd and 0

2 – Artwork Navigation (continued)

The Artwork Navigator, located within the right hand fly-out, provides options to control the area of the artwork that is displayed when you are zoomed in.

The whole approval document is displayed, with the currently visible area highlighted.

The visible area (clear rectangle) may be clicked and dragged to reposition, this will refresh the view of the main artwork canvas.

A Zoom Slider is also provided to allow rapid zoom in / out.

The Zoom Slider which also displays the current zoom level in percentage points.

3 – Document Information, Approval & Rejection

Options are available within the top menu bar to view document approval information, and to leave the final approval / rejection decision against a document under review.

The Document Information option shows the name and role of each approver that has an active stage against the document, or has already left a decision.

The user's decision is shown in the right hand side via an icon, and their status (pending / approved / rejected / approved with a condition) is shown via the icon to the right of their name.

The approver who is the sheriff (controls the approval cycle) will be shown with a 'badge' next to their name.

Any problems? Contact the support team at dragonfly.support@sgsco.com / +44 (0)1482 385757

Greenlight – Navigation & Approval

greenlight

3 – Document Information, Approval & Rejection

Once you are ready to approve or reject the artwork, press the relevant icon.

A further drop down will be shown allowing you to confirm your decision.

Once you have left your decision, the approval viewer will complete your task in Dragonfly (where applicable) and the approval viewer will automatically close once this process is complete.