

CAPTURE[®]

A Guide for 3rd Party Stakeholders

You have been invited to provide packaging content for an upcoming artwork project.

Please use this guide to complete the setup of your account, then familiarize yourself with Capture's basic layout and purpose.

Additional information can be found on our website here:

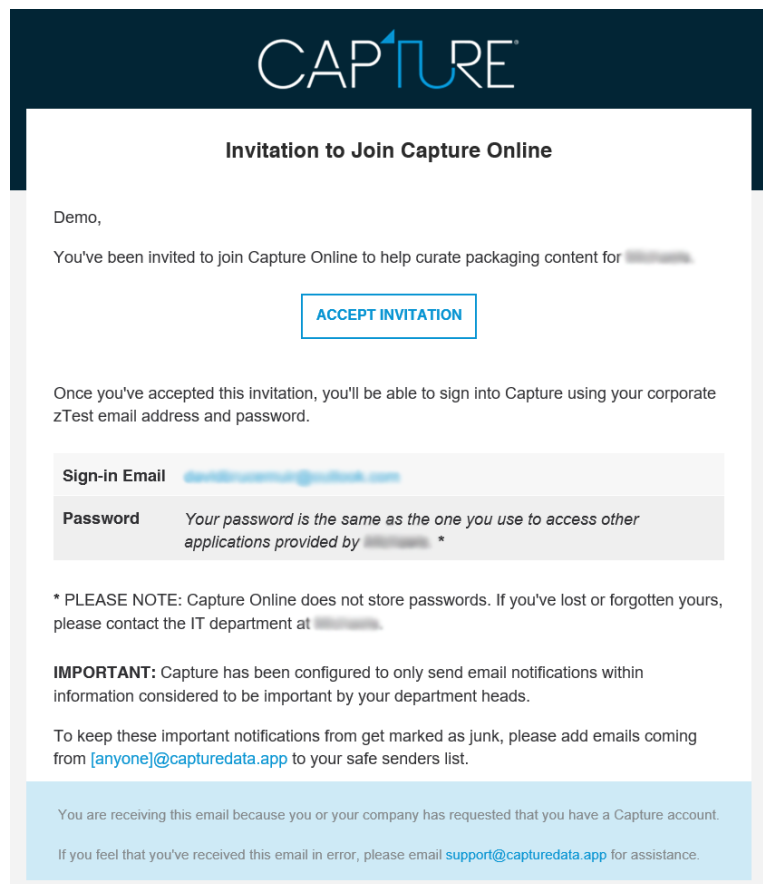
<https://www.capturedata.app/help>

Step 1 - Check your inbox for a 'invitation email.'

REQUIRED ACTION: For security reasons, before you can sign into Capture, we need to you to please verify yourself as the account owner by clicking the 'Accept Invitation' link found in the sent when your account was created.

Here's an example of the Invitation Email:

Please check your spam folder if it's not in your inbox.

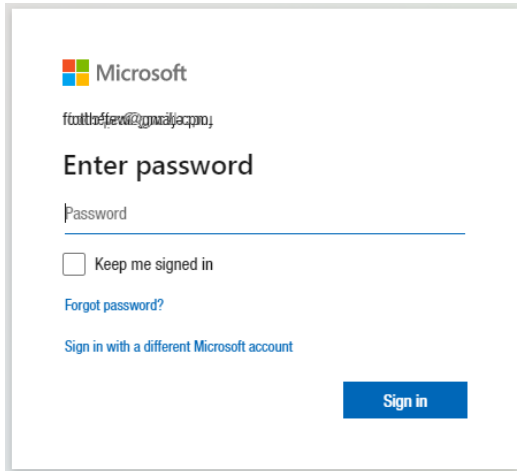


The screenshot shows an email titled "Invitation to Join Capture Online" with the CAPTURE logo at the top. The email content includes a greeting "Demo," followed by an invitation to join Capture Online to help curate packaging content. A prominent blue button labeled "ACCEPT INVITATION" is centered. Below this, it states that after accepting, the user can sign in using their corporate zTest email address and password. There are two input fields: "Sign-in Email" with a pre-filled address and "Password" with a note that the password is the same as for other applications. A "PLEASE NOTE" section follows, advising that passwords are not stored and to contact IT if forgotten. An "IMPORTANT" section notes that only important notifications will be sent. A footer section explains the email's purpose and provides a support email address: support@capturedata.app.

Depending on how your email service is configured, you will see either 2a or 2b.

Please proceed with the option you see.

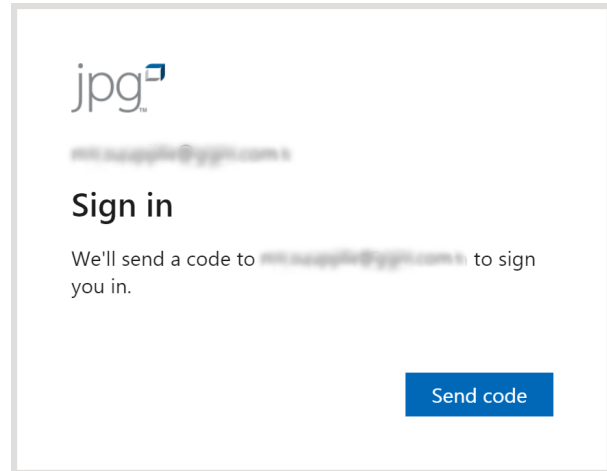
Step 2a - Enter Password



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the email address 'f00thefew@jpg.com' is displayed. The main heading is 'Enter password'. There is a password input field with a blue underline. Below the field is a checkbox labeled 'Keep me signed in'. To the left of the checkbox are two links: 'Forgot password?' and 'Sign in with a different Microsoft account'. At the bottom right is a blue 'Sign in' button.

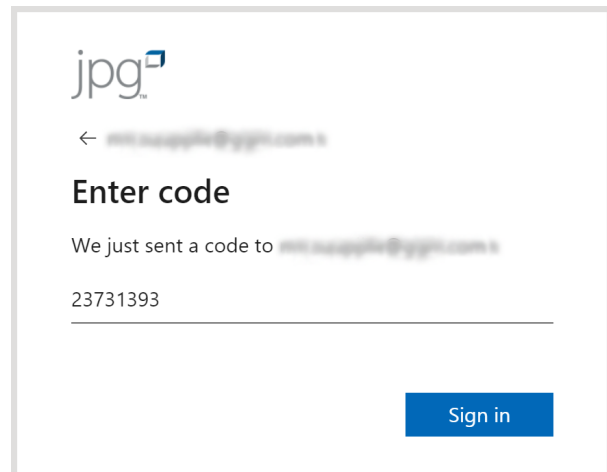
This is the password you created when using this account to authenticate to some other Microsoft-related (eg: Office 365 or a computer running any Microsoft operating system).

Step 2b - Send a Code



The screenshot shows the jpg sign-in interface. At the top left is the jpg logo. Below it, the email address 'm@m.com' is displayed. The main heading is 'Sign in'. Below the heading is a message: 'We'll send a code to m@m.com to sign you in.' At the bottom right is a blue 'Send code' button.

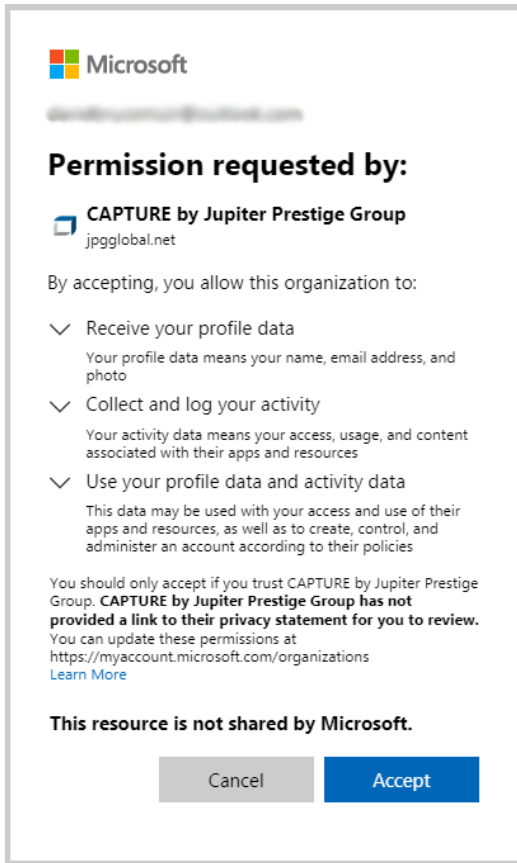
Click to receive a code in your inbox.



The screenshot shows the jpg sign-in interface. At the top left is the jpg logo. Below it, the email address 'm@m.com' is displayed with a back arrow to its left. The main heading is 'Enter code'. Below the heading is a message: 'We just sent a code to m@m.com'. Below the message is a text input field containing the code '23731393'. At the bottom right is a blue 'Sign in' button.

Enter that code here, then click 'Sign In' to continue.

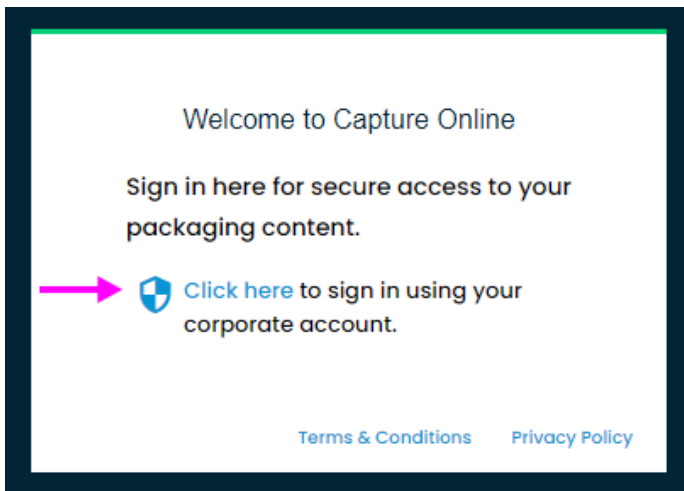
Step 3 - Review & Accept Permissions



Please review then accept permissions by clicking the blue 'Accept' button.

Our privacy policy can be found here:
<https://www.capturedata.app/privacy-policy/>

Step 4 - Sign In



Or click here:
<https://live.capturedata.app/>

Step 5 - Familiarize Yourself with Capture

At this point, you may or may not have an active task. So please take a moment to familiarize yourself with Capture's interface.

The **Home page** provides a summarized view of your tasks and projects.

The screenshot shows the CAPTURE | jpg CLIENT interface. The top navigation bar includes a search icon, a help icon, and the user's email (my.supplier@gmx.com) and profile icon. The left sidebar contains navigation links for Home, Tasks, and Projects. The main content area is divided into three sections: My Projects, My Tasks, and Timelines of Active Tasks. The My Projects section features a donut chart showing 1 project in the 'Content Collection' stage. The My Tasks section shows 0 tasks across categories like Owner, Author, Edit, and Decision. The Timelines of Active Tasks section shows 0 tasks, with sub-categories for On Time and Late. A user profile card on the right includes a 'My Profile' link and a 'Sign Out' button. Annotations with arrows point to these elements, explaining their functions.

The main pages are always accessible here.

Click here to view your tasks.

Click here to view your projects.

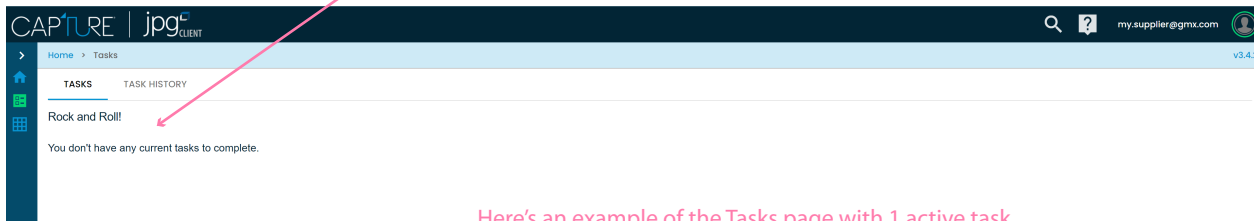
Click here to manage various preferences and options.

This chart summarizes all projects where you've been assigned a task.

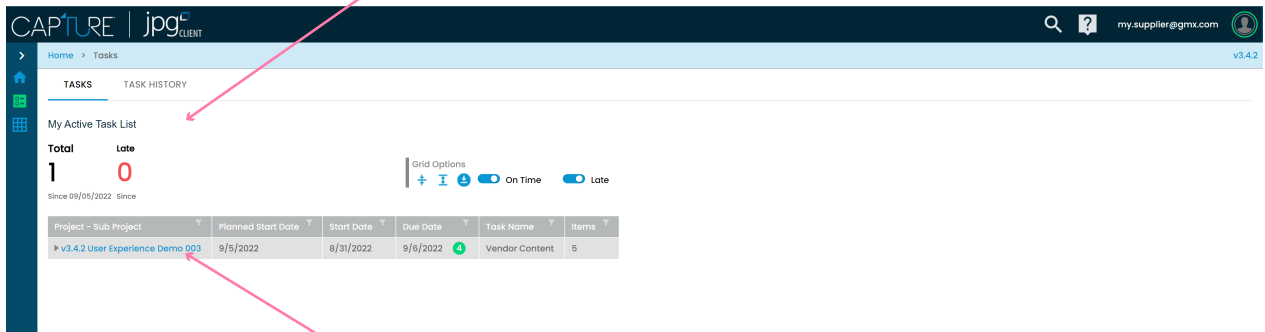
These charts summarize your active tasks.

The **Tasks page** will refresh automatically with new task information once it's time to start work. At the same time, you'll also receive an email notification.

Here's an example of the Tasks page when there are no active tasks.

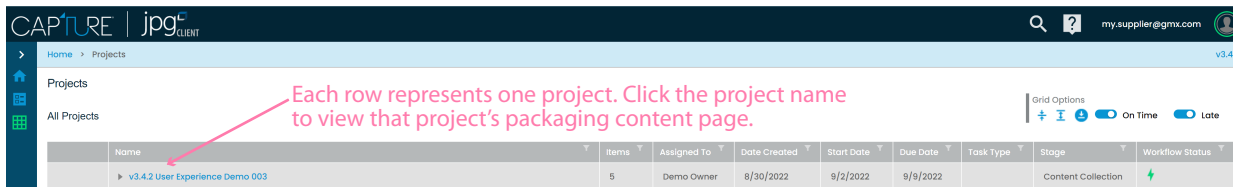


Here's an example of the Tasks page with 1 active task.

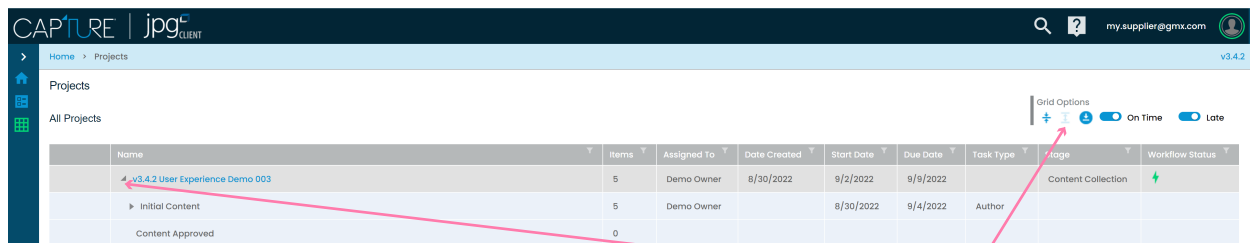


Click here to begin work on this task.

The **Projects page** shows all projects you have rights to view.



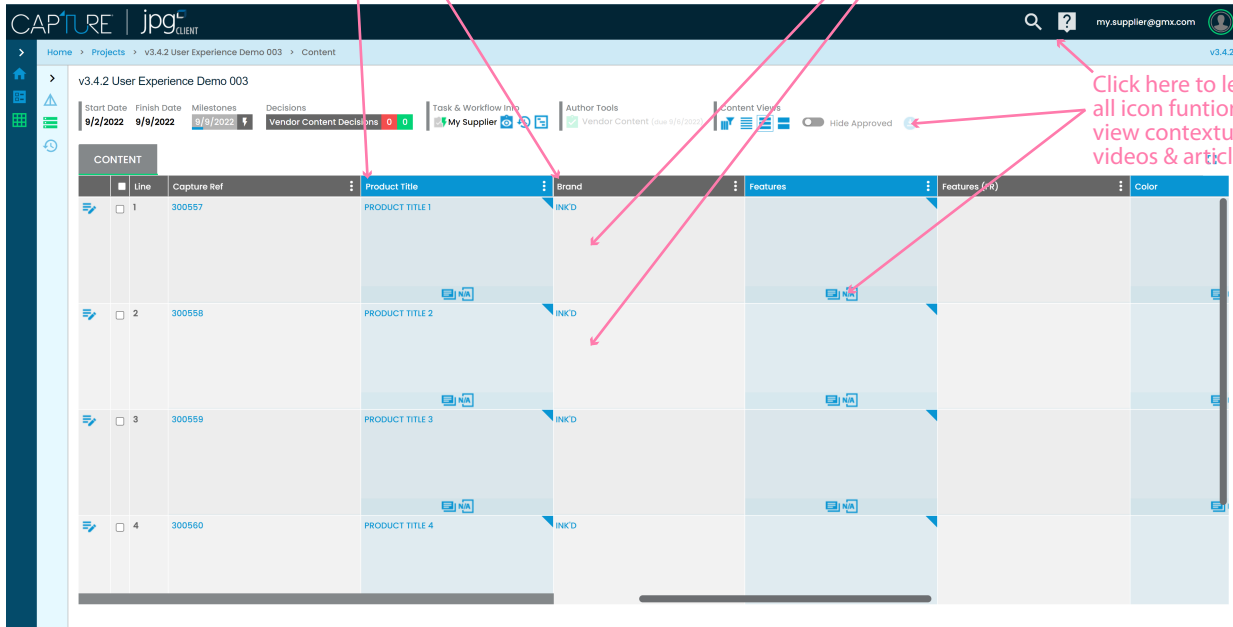
Each row represents one project. Click the project name to view that project's packaging content page.



Expand the project row to view active task info.

Clicking a project name on the Tasks or Projects page takes you directly to its **Content page**.

You can think of the **Content page** like an online spreadsheet (or content grid), where users are tasked to author, review or amend packing content all in one place. **Each row of the grid represents 1 SKU (or item) and the name of each column describes its content.**



The screenshot shows the CAPTURE | jpg CLIENT interface. The top navigation bar includes a search icon, a help icon, and the user email 'my.supplier@gmx.com'. Below the navigation bar, there are several tabs: 'Start Date', 'Finish Date', 'Milestones', 'Decisions', 'Task & Workflow Info', 'Author Tools', and 'Content Views'. The 'Content Views' tab is active, showing a 'CONTENT' grid. The grid has the following columns: 'Line', 'Capture Ref', 'Product Title', 'Brand', 'Features', 'Features (P)', and 'Color'. There are four rows of data, each representing a product line item. A callout box points to the help icon in the top right corner with the text: 'Click here to learn about all icon functions and view contextual help videos & articles.'

Line	Capture Ref	Product Title	Brand	Features	Features (P)	Color
1	300557	PRODUCT TITLE 1	INKD			
2	300558	PRODUCT TITLE 2	INKD			
3	300559	PRODUCT TITLE 3	INKD			
4	300560	PRODUCT TITLE 4	INKD			

Once you've received your task notification...

Step 1 - Click to Start Work

Your task is active once you receive the **email notification** or see it visible on the **Tasks page**.

The image shows two screenshots from the CAPTURE application. The top screenshot is an email notification titled "New Author Task". It contains the following information:

- Project: v3.4.2 User Experience Demo 003
- Task: Vendor Content
- Assigned To: My Supplier
- Due Date: 9/6/2022
- Start Date: 9/2/2022

Below this information is a blue button labeled "START HERE".

The bottom screenshot is the CAPTURE application's "Tasks" page. It shows a sidebar with navigation icons and a main content area. The main content area has a header "Home > Tasks" and two tabs: "TASKS" (selected) and "TASK HISTORY". Below the tabs is a section titled "My Active Task List" with a summary: "Total 1" and "Late 0". Below this is a table of tasks:

Project - Sub Project	Planned Start Date	Start Date	Due Date	Task Name	Items
v3.4.2 User Experience Demo 003	9/5/2022	8/31/2022	9/6/2022	Vendor Content	5

Red arrows point from the text in the first block to the "START HERE" button in the email notification and to the "v3.4.2 User Experience Demo 003" link in the task list table. A second red arrow points from the text in the first block to the "Tasks page" text. A third red arrow points from the text in the second block to the "START HERE" button.

Click either link to start work.

Step 2 - Author Content into Assigned Columns

Home > Projects > v3.4.2 User Experience Demo 003 > Content

v3.4.2 User Experience Demo 003

Start Date: 9/2/2022, Finish Date: 9/9/2022, Milestones: 9/9/2022, Decisions: Vendor Content Decisions 0 0, Task & Workflow Info: My Supplier, Author Tools: Vendor Content (due 9/9/2022), Content Views: Hide Approved

Line	Capture Ref	Product Title	Features	Features (FR)	Color	Quantity
1	300557	PRODUCT TITLE 1	Simply click a cell then begin typing...			
2	300558	PRODUCT TITLE 2				
3	300559	PRODUCT TITLE 3				
4	300560	PRODUCT TITLE 4				

Scroll to view all columns and rows.

Blue cells and columns are assigned to you.

Author content into each cell assigned to you.

Home > Projects > v3.4.2 User Experience Demo 003 > Content

v3.4.2 User Experience Demo 003

Start Date: 9/2/2022, Finish Date: 9/9/2022, Milestones: 9/9/2022, Decisions: Vendor Content Decisions 0 0, Task & Workflow Info: My Supplier, Author Tools: Vendor Content (due 9/9/2022), Content Views: Hide Approved

Line	Capture Ref	Product Title	Quantity	Made in	Copyright
Select All	300557	PRODUCT TITLE 1	1 Item	China	2022 All Rights Reserved.
2	300558	PRODUCT TITLE 2	1 Item	China	2022 All Rights Reserved.
3	300559	PRODUCT TITLE 3	1 Item	China	2022 All Rights Reserved.
4	300560	PRODUCT TITLE 4	1 Item	China	2022 All Rights Reserved.

Click here if you need help.

Step 3 - Submit Your Work

Once all required content has been entered into the project's content page, [click here](#) to submit your work and finish your task.

The screenshot displays the CAPTURE Client interface for a project titled 'v3.4.2 User Experience Demo 003'. The main area is a 'CONTENT' grid with columns for Line, Capture Ref, Product Title, Quantity, Made In, and Copyright. The grid contains four rows of product data. Above the grid, there are navigation and tool options, including 'Vendor Content Decisions' (0/0), 'My Supplier', and 'Author Tools' which includes a 'Vendor Content' button with a checkmark and a due date of 9/9/2022. A red arrow points from the text 'click here' in the preceding paragraph to this 'Vendor Content' button.

Line	Capture Ref	Product Title	Quantity	Made In	Copyright
1	300557	PRODUCT TITLE 1	1 Item	China	2022 All Rights Reserved.
2	300558	PRODUCT TITLE 2	1 Item	China	2022 All Rights Reserved.
3	300559	PRODUCT TITLE 3	1 Item	China	2022 All Rights Reserved.
4	300560	PRODUCT TITLE 4	1 Item	China	2022 All Rights Reserved.

Additional Assistance

Here are some additional references to help you along:

- [Navigate the Packaging Content Grid Using a Keyboard, Mouse, Trackpad or Touchscreen](#)
- [What do the various colors indicate within the pack content grid?](#)
- [Maximize your view of the pack content grid](#)
- [Time-saving tips to make authoring packaging content easier](#)
 - [Copy content from Excel then paste into Capture](#)
 - [Copy content within Capture to your clipboard to paste elsewhere](#)
 - [Manually type text into the content grid using your keyboard](#)
 - [Author content in-line or in table-style format](#)
 - [Replicate content within a column](#)