RELEASE MANAGER QUICK START GUIDE

General Workflow Overview

Brand Partner

1. Create
New Project = Main Job

**Brand Partner**

4. **Forward** Main Job (once all subjobs confirmed)

GIP

5. Approve Main Job

Brand Partner

2. Complete and Forward Subjobs (created automatically by the system)

GIP

3. Confirm Subjobs

Optional: 3a
„Pass back" for rework

Brand Partner

6. Deliver Samples

Remark: All green marked terms in this manual are terms which appear exactly like this in the Release Manager.

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1. Login

1.1. Visit our homepage gip-development.com, scroll down to the bottom and click on "Brand Partner Login".
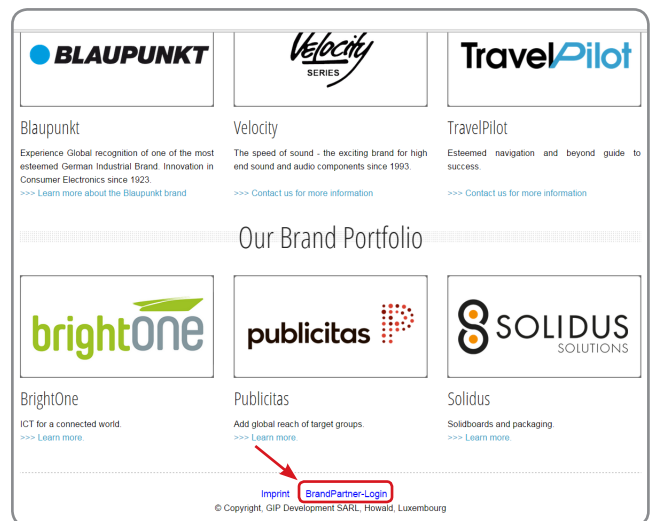
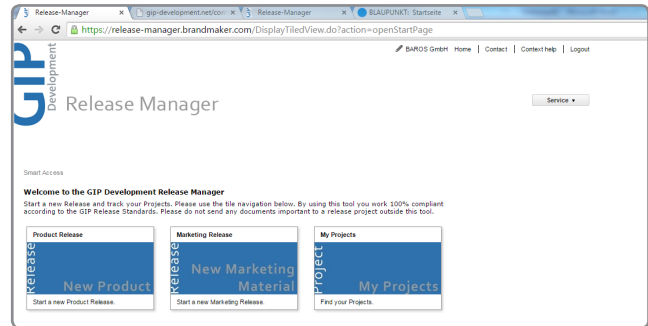
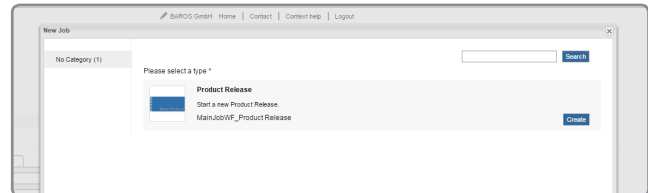1.2. Login with your access data provided by GIP-Development
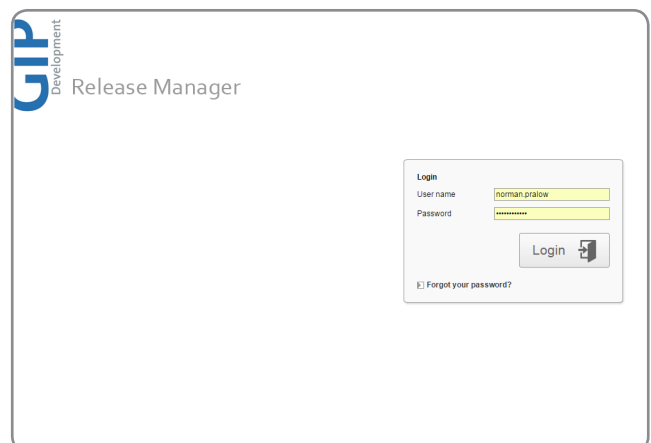
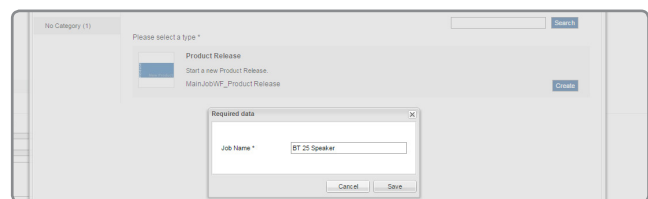2.1.   For a new product release please click on "New Product".

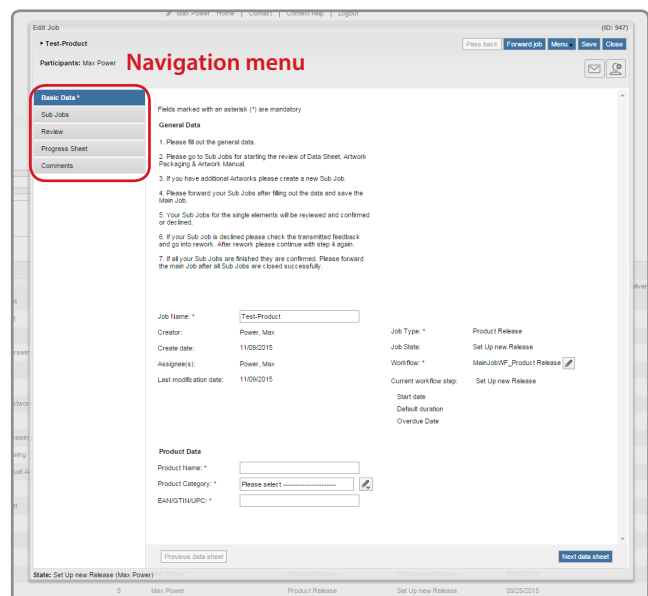2.2.   You´ll now come to the point where you are starting the new "product release project".

2.3.   Please enter the name of the new product release project with the name as stated on the product type label or packaging.

You´ll now see the overview of the entire project.

2.4.   Please complete this form. All fields marked with "*" mandatory.

Good to know

Every product release project consists of minimum 4 sub jobs. These sub jobs will be created automatically by the release management system

Sample Product – Main Job
        a. Packaging Artwork
        b. User Manual Artwork
        c. Product Drawing
        d. List of technical details

If necessary you can additional sub jobs (e.g. for stickers, separate packaging artworks for accessories etc.). You can submit sub jobs either all at the same time or independently. Once the subjobs are confirmed by us you can be sure that they are in line with all our guidelines. Attention: A confirmation of a sub job does not mean that the product itself is approved.

3.1. By clicking on the tab "Sub Jobs" in the navigation bar you´ll be directed to the overview of the related subjobs.
Good to know: The standard sub jobs as seen above will be created automatically. If you need to add an additional sub jobs you can do so by clicking on the button "Create new sub job" on the bottom left.

By clicking on the edit button you can start to work on the particular sub jobs.
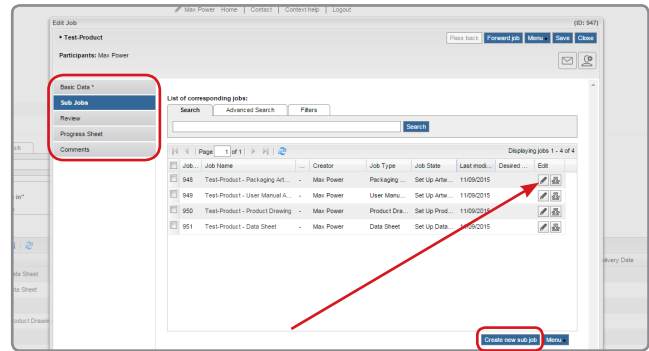
3.2.   By clicking "Artwork Packaging Attachments" you´ll be directed on the upload section for the artworks.
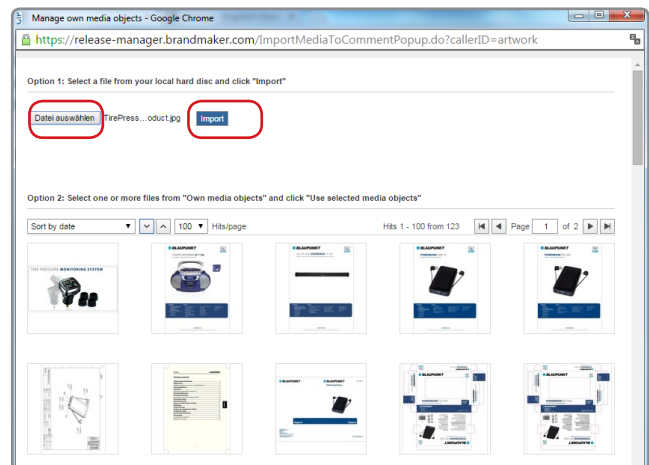
For uploading a file please click on "Upload new media". The 2nd option "Select from Media Pool" is currently not available.
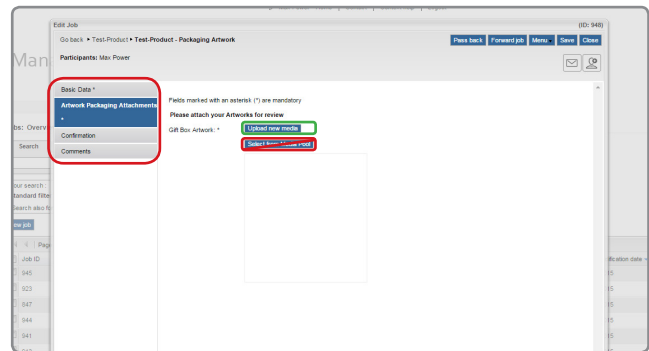
3.2.1. Click on "Datei auswählen" (will be translated soon).
3.2.2. Select the particular file from your personal drive.
3.2.3. By clicking on "Import" this file will be assigned to your sub job.

3.3. Once you have upload all necessary files and if applicable ad a comment, you need to "FORWARD" the job job by clicking on the button "FORWARD JOB" on the top right navigation bar of the window.
In case you are not ready to provide the job yet for confirmation you can also save and close it and continue working on working on it later on. Click on "Save" and "Close" on the top right navigation bar.
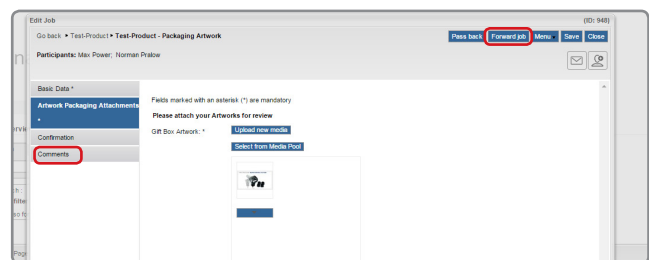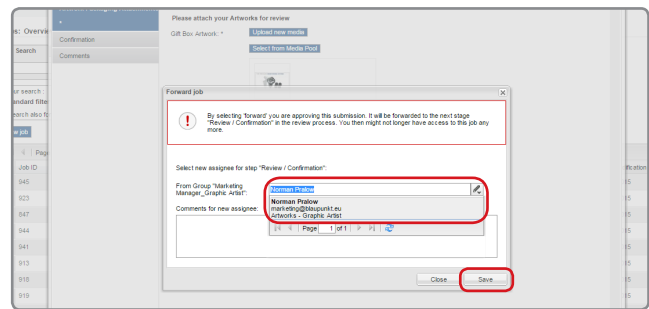
Good to know

1. You can also upload more than 1 file per job.
2. You can also add a comment for this sub job by clicking on the tab "Comments".

3.4. Please select the particular contact person at GIP for confirmation. Usually the correct person is already pre-selected or there´s even only one possibility to select.
If you want to you can also add a comment. This comment will be add directly in the notification mail which will be send automatically by the system once you confirmed this request.

Please confirm by clicking on save.

The particular GIP person will be informed by the system that there´s a new request which has to be confirmed.

Good to know

What information/data to provide

Packaging Artwork: editable PDF file, .indd, .ai of the final artwork - Will be checked if in line with our Design Guidelines.

Data Sheet: Please complete the form or attach a data sheet. However please complete all fields marked with "*". Will be checked if in line with your license contract.

Manual/QSG Artwork: editable PDF file, .indd, .ai of the final artwork of the user manual which will be put in the box. Will be checked if in line with our Design.

Product Drawing: image / drawing of all item which will carry the Blaupunkt logo (including accessories if available). The drawing should clearly show the size, colour and position of the logo. (If already available images if packaging can be used as well if above mentioned apply.

4. Confirmation

Once you have **forward**ed a subjob it will be reviewed by the particular GIP team member.
The result of this Review could be:

1. The provided information / data are correct -> the job will be "**confirmed**" and forwarded. The job will then change into the status "**finished job**"
2. There´s a need of rework or change request by the GIP team member. In this case the subjob will be "Passed back" and change the status back to "**Set up …**". You can now start to upload the reworked files and "**Forward**" again for Review.

Once all sub jobs are finished please forward the particular main job. On this way you let us know that you have no more items which will be delivered.
GIP will then approve then this main job.

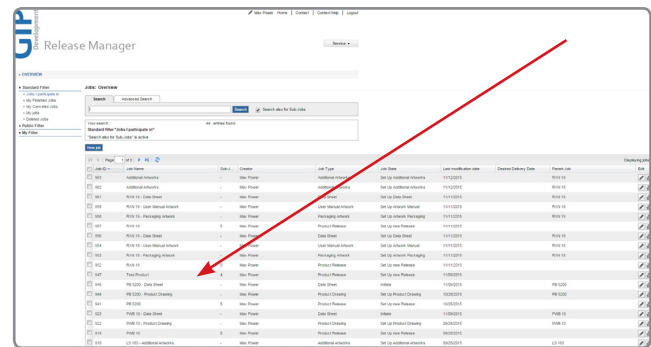**From that moment the product is officially approved and you can start production.**

Login to your Release Manager and select "My Projects"
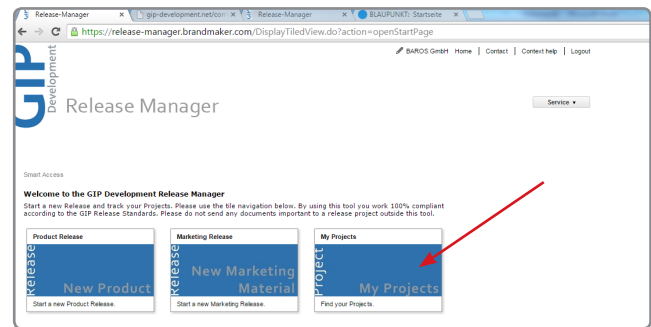
You will then see all your project you are "**participating in**".

Select your particular job. When all sub jobs are finished you´ll only find the main job in this overview.

Select the job by clicking anywhere in the line.

Finally you can double check the entire projects including the subjobs by using the tabbed navigation on the top left.
Once you are sure that everything is completed you can "**FORWARD**" the main job.
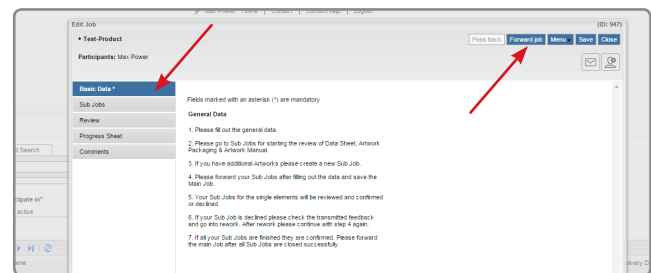
6. Sample delivery

Once the main job became approved the status of the main job will change to "Sample Delivery".
Please send the samples to GIP.
When we received and tested them the job will be "**finished**".