



# OBDM FOR SUPPLIERS

Own Brand Design Manager.

**METRO GROUP**  
MADE TO TRADE.

## ACCESSING OBDM

**Link: <http://obdm.metro-link.com>**

When you click on the OBDM link in the email you will see the following login screen:

The screenshot shows the login interface for OBDM. It includes a 'Username' field with the placeholder 'Enter Username', a 'Password' field with the placeholder 'Enter Password', and a yellow 'Log In' button. Below the button are two links: 'Login for External Users' and 'Login for METRO Employees'. At the bottom, there is a 'Forgot Password?' link. Two yellow circles with numbers are used as annotations: circle '1' points to the 'Log In' button, and circle '2' points to the 'Forgot Password?' link.

Username
Enter Username
Password
Enter Password
<b>Log In</b>
Login for External Users
Login for METRO Employees
Forgot Password?

(1) Please enter your Login and Password and click on “Log in” (Yellow Plate). You can also use the button for 'Login for External Users'.

(2) If you need a new password please click on “Forgot Password” or write an email to [obdm@sourcingsupport.de](mailto:obdm@sourcingsupport.de) or call +49 (0) 211 969 4747.

# MY WORK



My Work Projects I am invited to My WebCenter v

1



Search Projects



My Work

2

## My Tasks



1 Tasks assigned to Me or Group I Am In ☐ Show Non-Started Tasks

Task	Assignee	Previous Assignee	Status	Due Date	Started	Project ↓
Upload Die Cut	SUPPLIER SUPPLIER_UAT (SUPPLIER_UAT)			Feb 21, 2017 at 4:24 PM	Feb 17, 2017 at 4:24 PM	10000531 - fin Whatever else - Chocolate biscuits 350g

3

## My Approvals



Approval by Me or Group I Am In

<input type="checkbox"/> Document 2	Version	Version Author	Due Date ↓	Project	Assigned to
Packaging Layout (Food).pdf	1	Agency1_uat (AGENCY1_UAT)	Feb 24, 2017 at 4:03 PM	10000530 - FL - čokoládový dort	SUPPLIER_UAT (SUPPLIER_UAT)

- (1) Links to change your settings as password, language, profile, general preferences and the “My Work” page.
- (2) Task List
- (3) List of artworks to review

# MY WEBCENTER

**My WebCenter** ▾

My Profile

My Password

My Preferences

## My Profile

1

User Details

Username \* SUPPLIER\_UAT

First Name

Last Name \* SUPPLIER\_UAT

E-Mail \* agnes.daviau@metrosystems.net

Phone Number

Mobile Number

Function

Company and Groups

Company/Location

Your Browser Timezone GMT+01:00

**Save**

- (1) My Profile: modifiable details of your account
- (2) My Password: change of password  
(attend to upper and lower case)
- (3) My Preferences: change of e.g. language

2

## My Password

Old Password \*

New Password \*

Confirm New Password \*

**Change**

3

## My Preferences

General

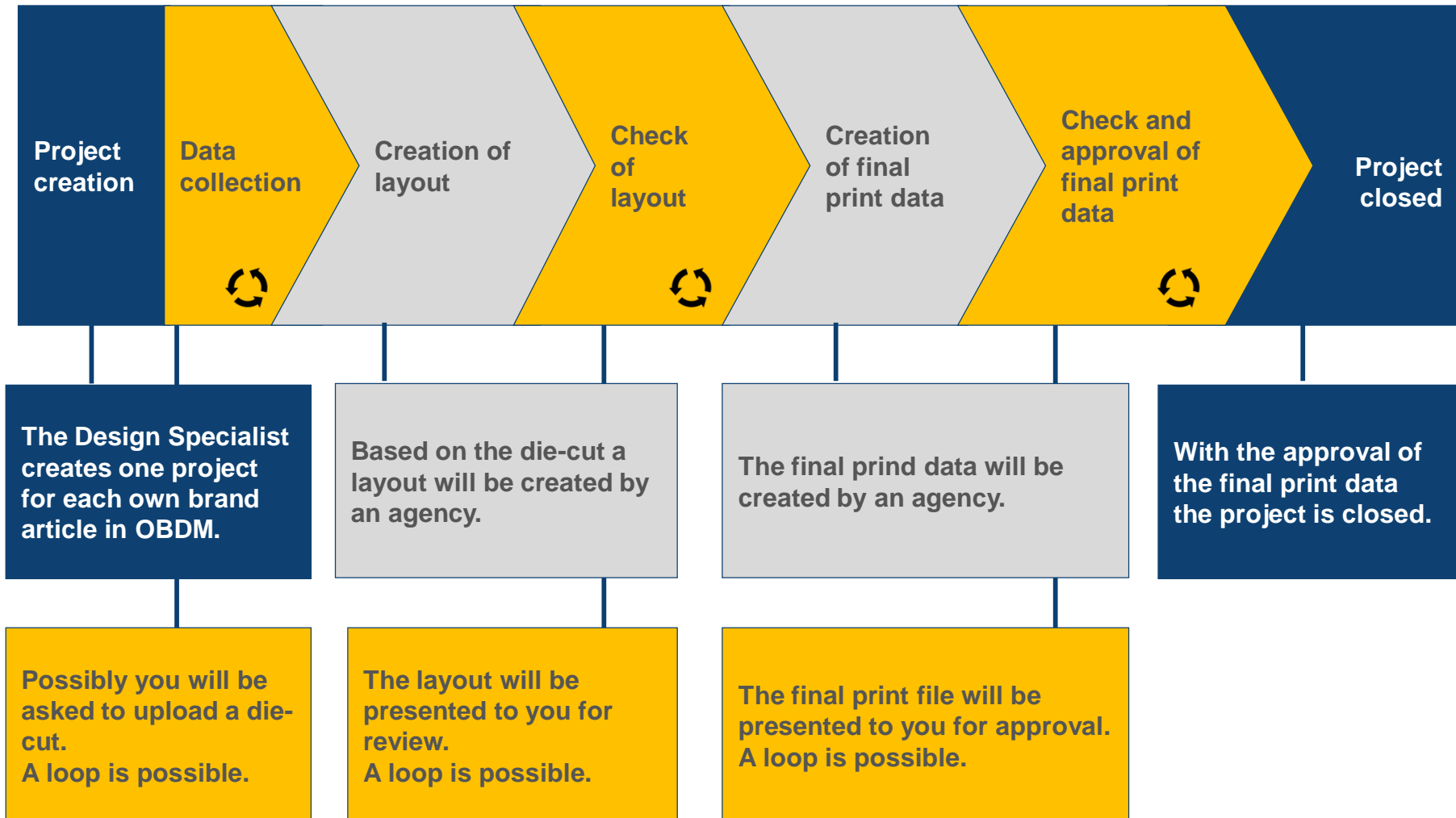
Language

Start Page

Units

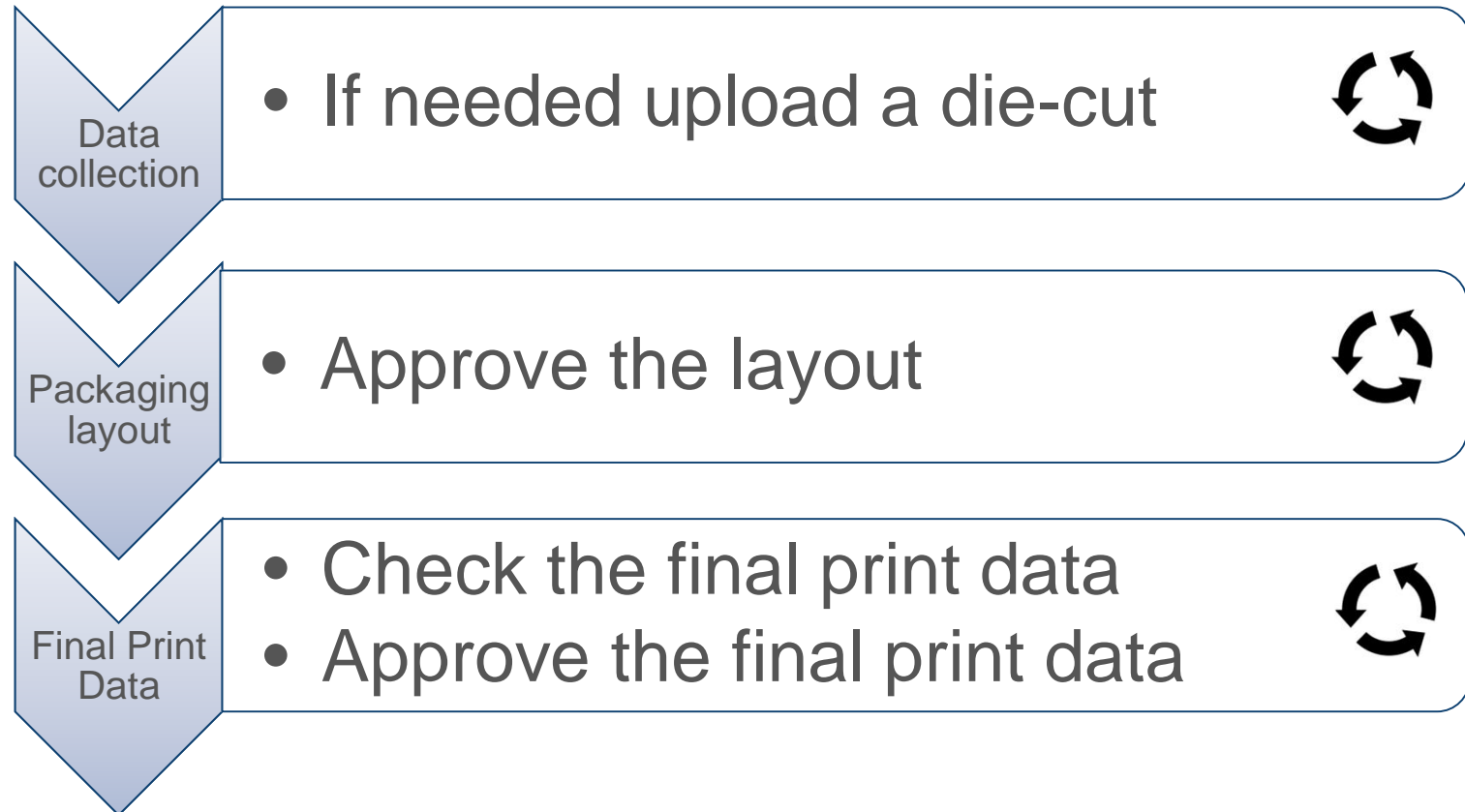
# WORKFLOW OF LAYOUT CREATION

WITHIN THE OWN BRAND DESIGN MANAGER OBDM



## WORKFLOW OF A LAYOUT CREATION

You will be involved in these steps.





# MY TASKS




Process when there is a to-do:

- You receive an email including a link to the „My Work“-page,
- You enter into the application
- You click on the task in the tasks list.

1

▼ My Tasks 


1 Tasks assigned to Me or Group I Am In  ☐ Show Non-Started Tasks

Task	Assignee 6	Previous Assignee	Status 2	Due Date 3	Start 4	Project ↓ 5
Upload Die Cut	 SUPPLIER  SUPPLIER_UAT (SUPPLIER_UAT)			Feb 21, 2017 at 4:24 PM	Feb 17, 2017 at 4:24 PM	10000531 - fin Whatever else - Chocolate biscuits 350g

- (1) My Tasks: Description of your tasks to do
- (2) Status: Task status (in progress, finished)
- (3) Due Date: This task has to be done until a certain date
- (4) Started: When was this task started
- (5) Project: Project description
- (6) Assignee: Supplier role

## TASK UPLOAD DIE CUT(OPTIONAL)

1

Task	Assignee
Upload Die Cut	 SUPPLIER  SUPPLIER_UAT (SUPPLIER_UAT)

- (1) Click on the task:  
„Upload Die Cut“

**Upload 'Die-Cut' to project.**

Comments from Design Specialist: please upload the die-cut document

Comments for Design Specialist:

Click 'Save' to save, 'Cancel' to exit, or 'Complete Task' to forward to Design Specialist.

- (2) Download documents





- (3) Upload Die Cut

- (4) Enter comment or  
possible missing  
Information

▼ Documents **Upload Multiple Documents**

**+ Upload Die-Cut** **Download**

**3**

Name	Version	Approval Status
 Pack Copy .pdf	  2	

**2**

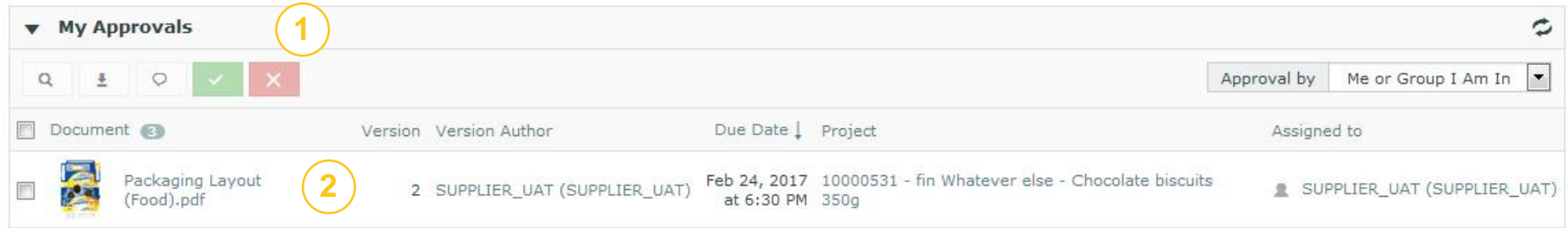
**Save** **Cancel** **Complete Task**

**5**

- (5) Click on "Complete  
task" to confirm.



# MY APPROVALS

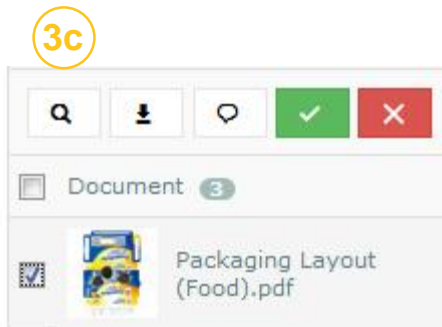
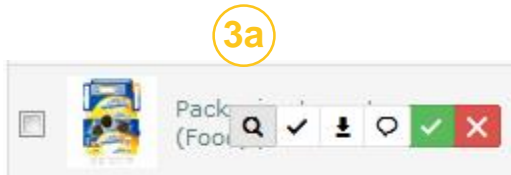


(1) Process when there is an approval to give:

- You receive an email including a link to „My Work“-page
- You enter into the application
- You click on the loupe symbol in the approvals list.

(2) Link to access the page about the document

(3) You can directly open the viewer to review and annotate the artwork by moving the cursor onto the document and (3a) clicking on the loupe symbol, or you can (3b) check the checkbox before a document and (3c) click on the loupe symbol



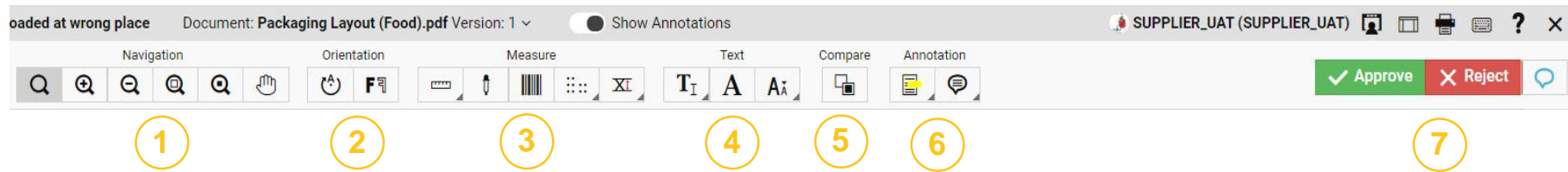
## REVIEW ARTWORK

You will get an email with a link to this page.  
Please login.



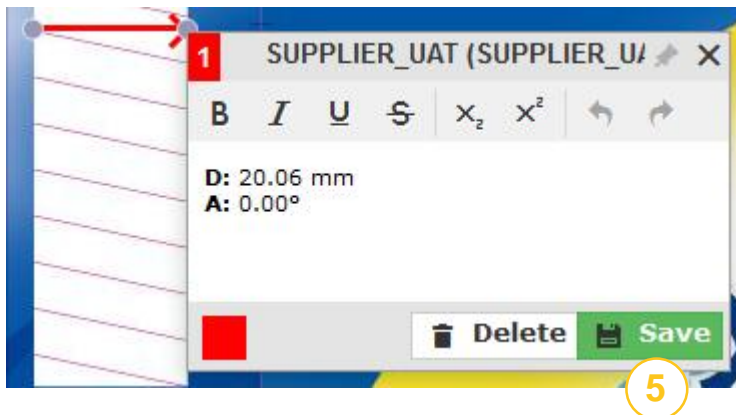
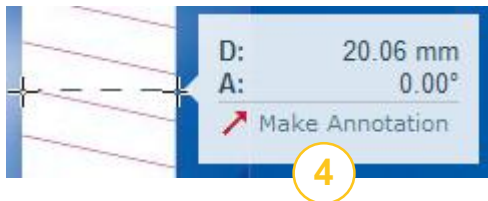
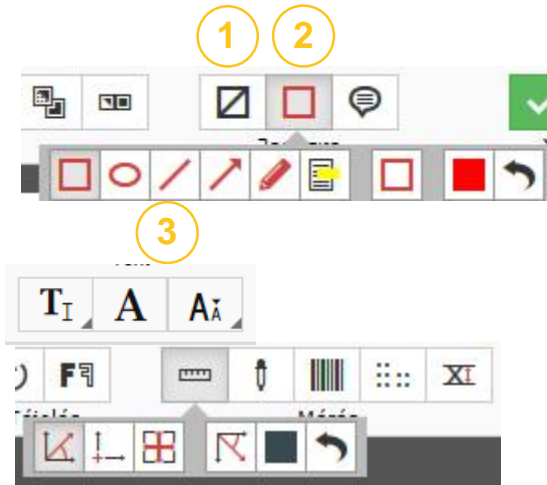
- (1) Click on “open in Acrobat” to open the artwork as a PDF data in Acrobat Reader
- (2) Click on “View and Annotate” or directly on the image to review the artwork and to make annotations with the help of the viewer
- (3) “Download” to download the artwork as a Pdf document without annotations

# REVIEWING THE ARTWORK IN HTML5-VIEWER

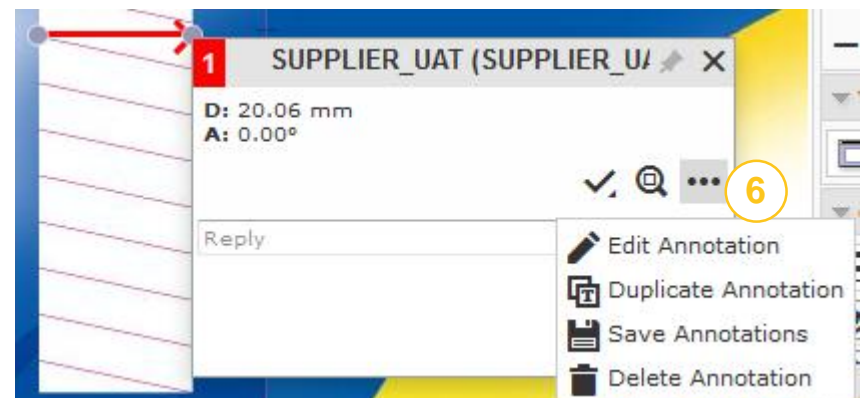


- (1) Navigation Tools (zoom in, zoom out, fit document, pan)
- (2) Orientation (Rotate +90 degrees, mirror view)
- (3) Measure tools (ruler, color percentages, barcode, braille, caliper)
- (4) Text tools (select text, detect font, check font sizes)
- (5) Comparison Tools
- (6) Annotation Tools
- (7) Approve or reject the artwork
- (8) Print Artwork with annotations

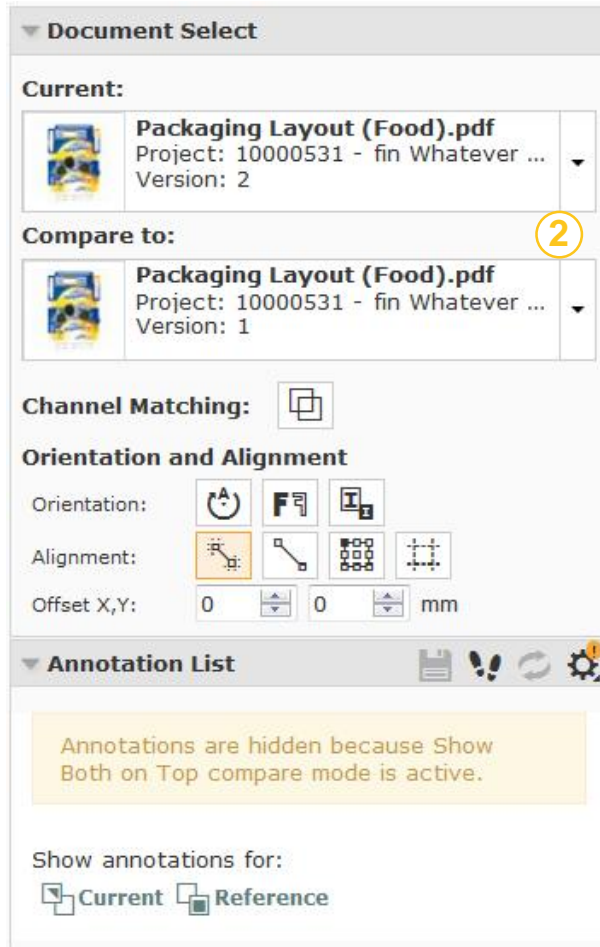
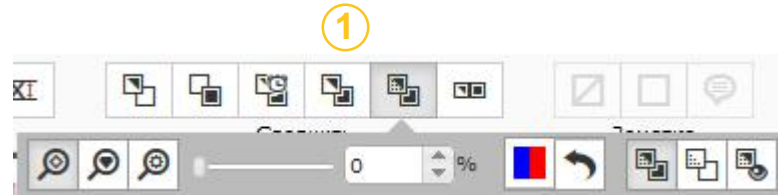
## USING ANNOTATION TOOLS IN HTML5-VIEWER









- (1) Click on “Show no annotations” to have a clear view on the artwork without any annotations
- (2) Click on this icon in order to receive more options for annotating
- (3) Click on the appropriate symbol to do an annotation
- (4) You can also use the measure and text tools and create an annotation with the measures
- (5) Click on green button Save to save your annotation
- (6) You can maintain or delete an existing annotation



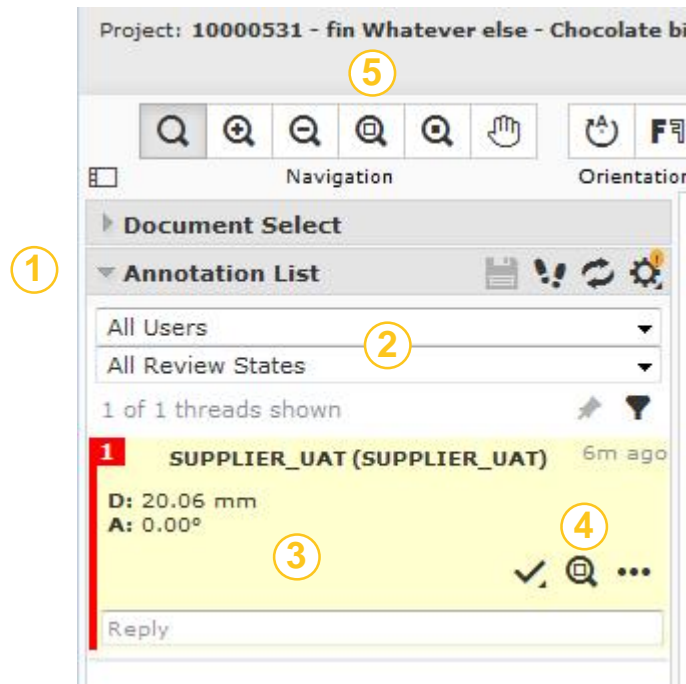
## COMPARING VERSIONS IN HTML5-VIEWER



- (1) Comparison tools:
-  view current version
  -  view reference version
  -  view both – blinking
  -  view with both overlapped
  -  view with highlighted differences
  -  view both side by side with highlighted differences

- (2) On the left of the page you can choose which versions you would like to compare
- (3) To compare the changes you can click on one of the buttons to display the annotation list

## DISPLAYING ANNOTATION LIST IN HTML5-VIEWER

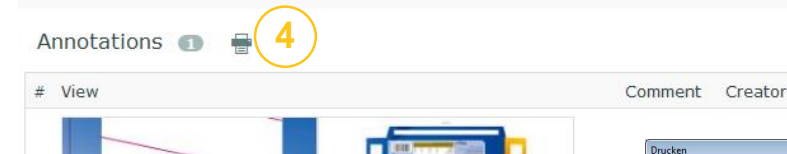
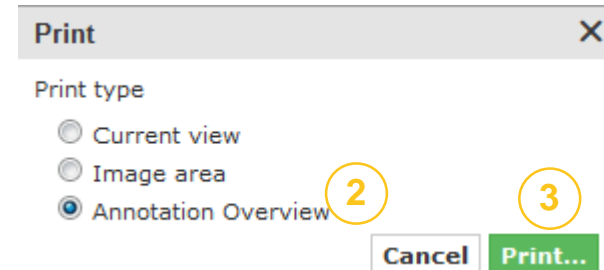
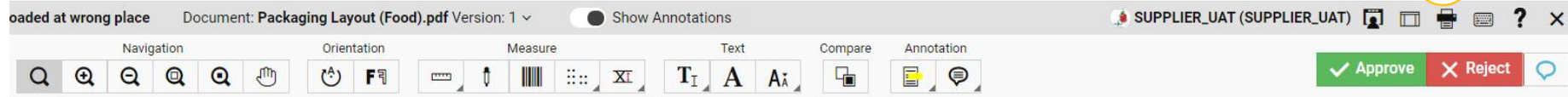


- (1) The annotation list can be found on the left side of the interface opened with
- (2) Filter options on specific persons or on specific review states
- (3) By clicking on the annotation the system will show and underline the specific area in the artwork
- (4) Button to zoom into the annotation
- (5) Button to zoom out to show the whole artwork

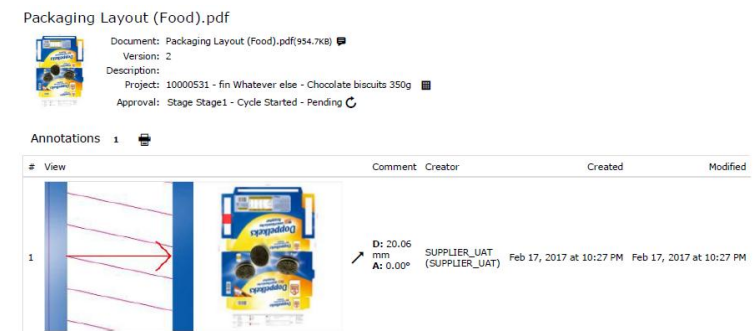




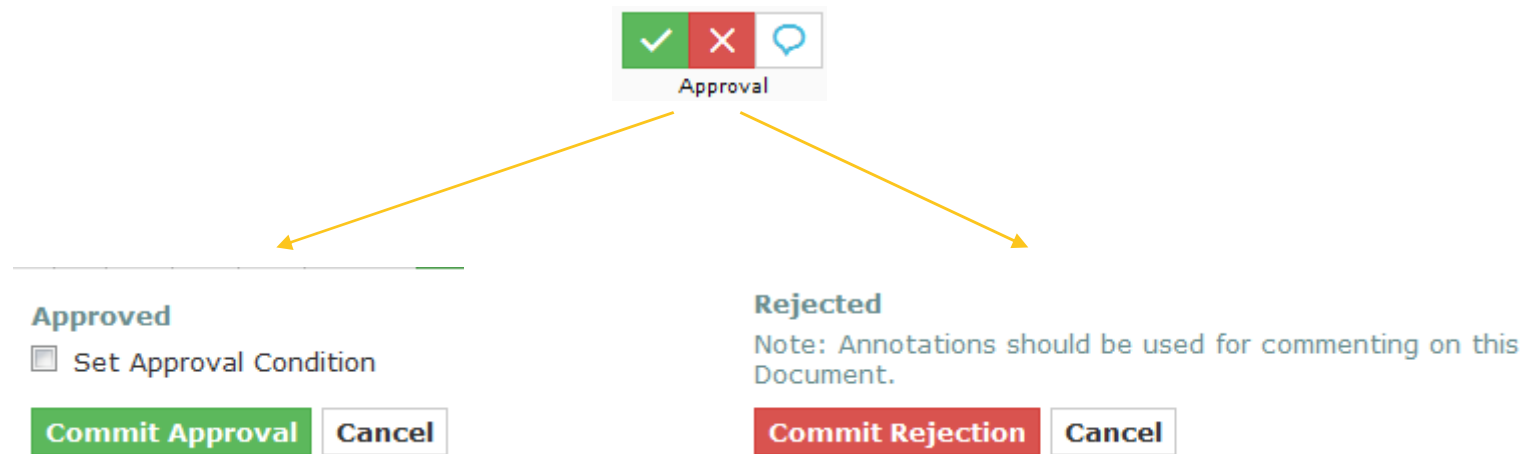
# PRINT ARTWORK WITH ANNOTATIONS IN HTML5-VIEWER





- (1) Click on the print-icon "Print..."
- (2) Select „Annotation overview“ if the annotation should be reported on the first page.
- (3) Click on "Print..."
- (4) A new Tab opens including the annotations; click on the "Printer" icon to print the artwork
- (5) Choose your printer options
- (6) Click "OK": The final artwork print version is created





## APPROVING OR REJECTING IN HTML5 VIEWER



- (1) To approve the artwork click on  and select “Set approval condition” in case of having conditions. After that click on “Commit Approval”.
- (2) To reject the artwork click on  and click on “Commit Rejection”. You can only reject if you have added at least one annotation.



# TASK VALIDATE AND DOWNLOAD FINAL PRINT DATA

Task	Assignee
Validate and download Final Print Data	 SUPPLIER
	 SUPPLIER_UAT (SUPPLIER_UAT)

1

1. Check final PDF against approved packaging layout.

2. Final Print Data approved? \*

---Please Select---







3

Comments from Agency:

Please check the final print file

## Task Documents

Download

	 Thumbnail	Name	Version	Approval Status
		Final Print Data.zip	  1 	

2

Save

Cancel

Complete Task

4

- (1) Link to open the task (you don't get this task if you created the artwork)
- (2) Download the final print data and let your print department check the final print data
- (3) Validate the artwork with "yes" or "no" (and add a comment in case of "no")
- (4) Complete your task

## OFFER SOLUTION SERVICES

If you have any questions regarding the use of the OBDM platform, please don't hesitate to contact us.

### Offer Solution Services

[obdm@sourcingsupport.de](mailto:obdm@sourcingsupport.de)

Hotline: +49 211 969 4747

Mo. – Thu.: 08:00 to 18:00 /

Fri.: 08:00 to 16:00



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