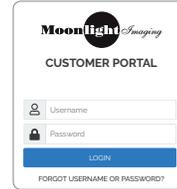


Moonlight *Imaging*

PORTAL USER GUIDE

TABLE OF CONTENTS

LOGIN



PAGE
2

DOWNLOAD

Click and download selected files for review and for local translations



FILE MANAGER

	FILENAME	SIZE	TYPE
<input type="checkbox"/>	ABC.zip	25.0 MB	ZIP
<input checked="" type="checkbox"/>	DEF.pdf	12.5 MB	PDF

Download Selected | CHECK ALL | UNCHECK ALL

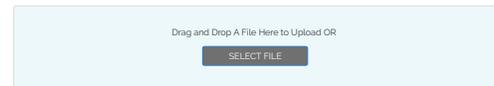
4

UPLOAD FILES

Upload files in English and/or local language for layout. Name your file following the naming conventions*



FILE MANAGER



Please name your file following the naming conventions*

5

SELECT STUDY

Select from your list of studies



3

REVIEW EDITED FILES

PROJECTS/STUDIES

Once Moonlight Imaging has formatted your files in local language, you will be able to review the files and add comments if the document needs changes. To submit changes and corrections click to open the file in Adobe Acrobat (PDF), make comments, save and upload. Or simply review the file and add comments in the comments area in portal.

Please name your file following the naming conventions* and add **"_comments"** at the end of file string
After Edit should be posted as: MK0000-000_AFR_Zulu_Description_v1.2_Site 0000_comments.pdf

6

APPROVE FILES

PROJECTS/STUDIES

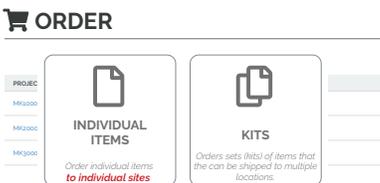
All files must be "Approved" prior to placing an order

Select New Status

Approved

7

ORDER MATERIALS



8 & 9

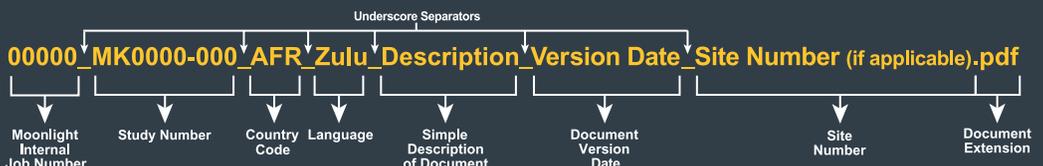
TRACK your shipments

PROJECTS/STUDIES

TRACKING NUMBER 100000000000

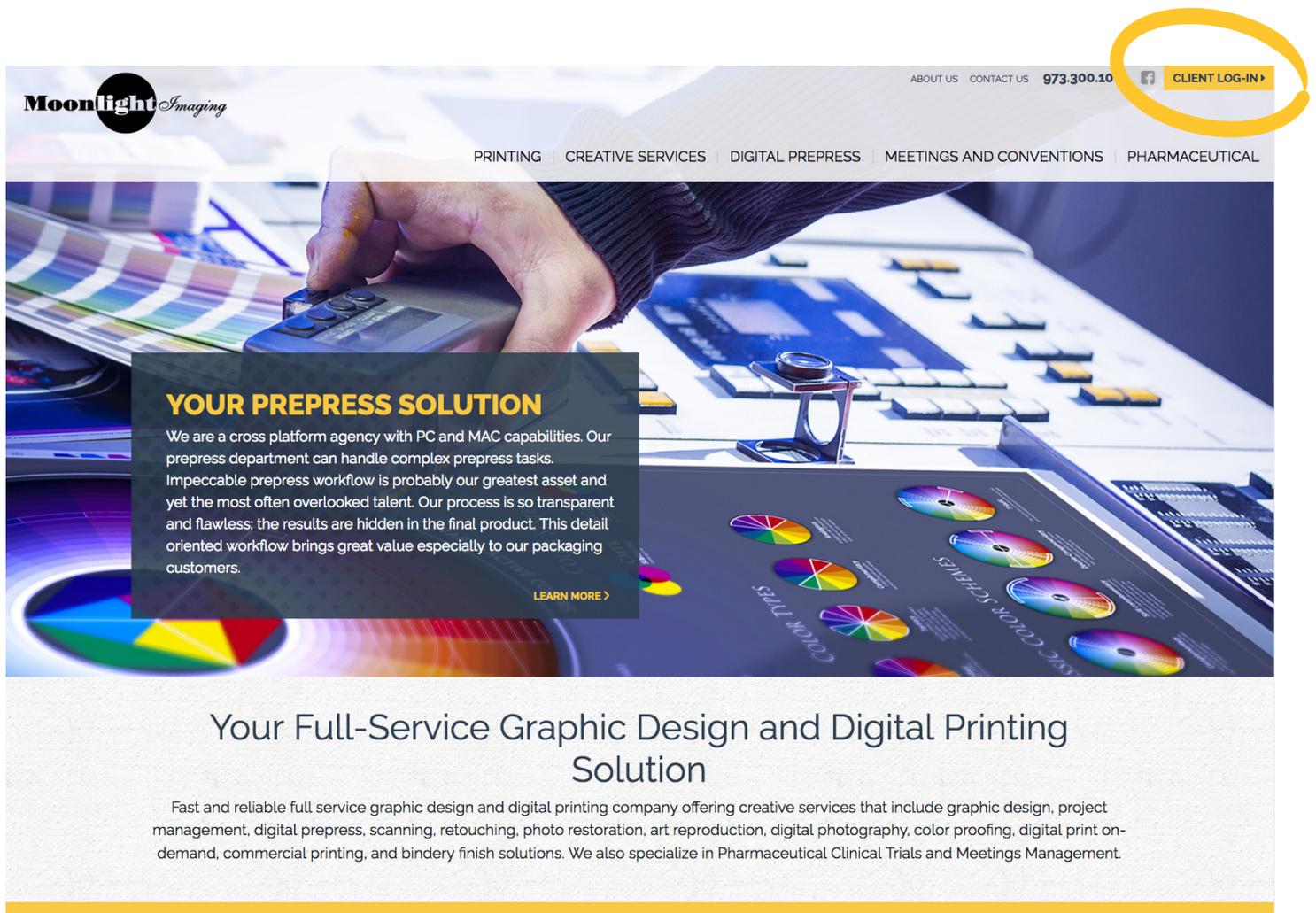
10

* NAMING CONVENTION



GETTING STARTED

- When a study is initiated - GTOs will provide the Moonlight Imaging Web Administrator (portal@moonlightimaging.com) a list of names and emails for the study team.
- Moonlight will issue **User Names** and **Passwords** which will be sent to their individual email address.



Moonlight Imaging ABOUT US CONTACT US 973.300.10 [CLIENT LOG-IN](#)

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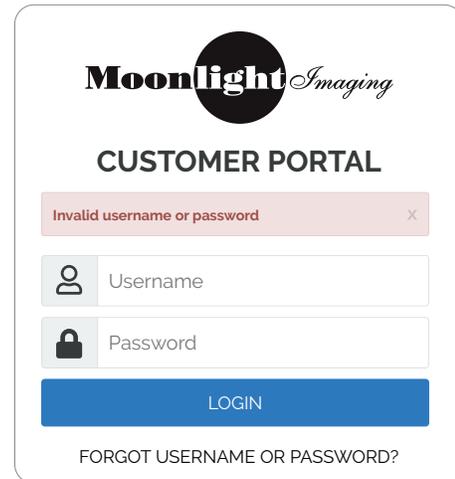
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LOG IN

Login requires a username and password. These are assigned by Moonlight Imaging Portal Administrator.

- Users can use the “Forgot Username Or Password” to have the system email their username and a link to reset their password. The reset password links are only valid for one hour after being issued.
- If user enters invalid passwords more than three times this will trigger a risk and will lock the account for 5 minutes. User will be able to retry to input the password after that 5 minutes has elapsed.
- When a user signs in for the first time, they will be presented with the portal's Terms of Use and be required to accept before entering. They will not see the message again.
- **Agree** will close the terms window, record the user has accepted the terms and show the home screen.

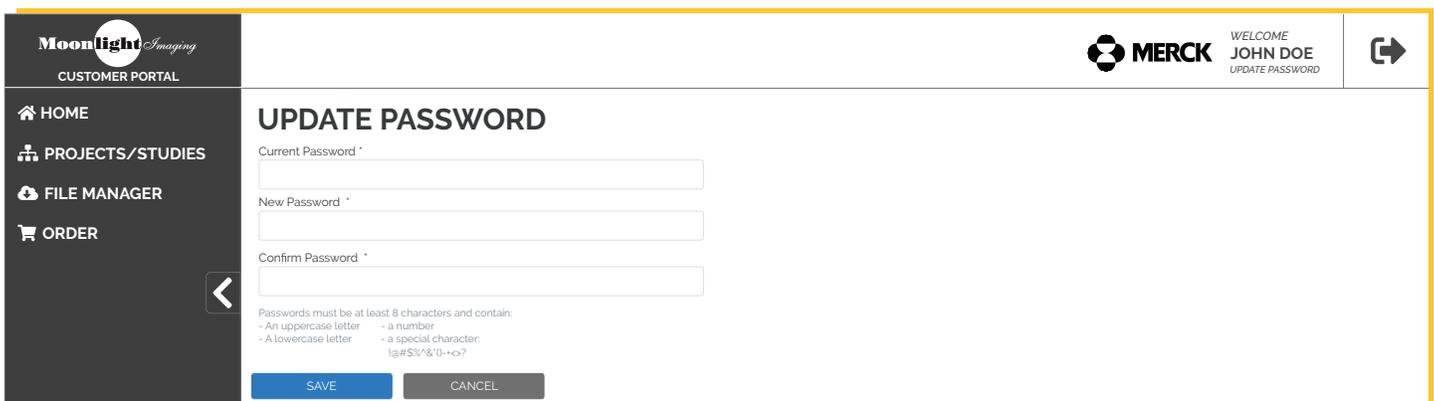
- **Disagree** and logout will log the user out and return them to the login screen.



Update Password

The user can update their password.

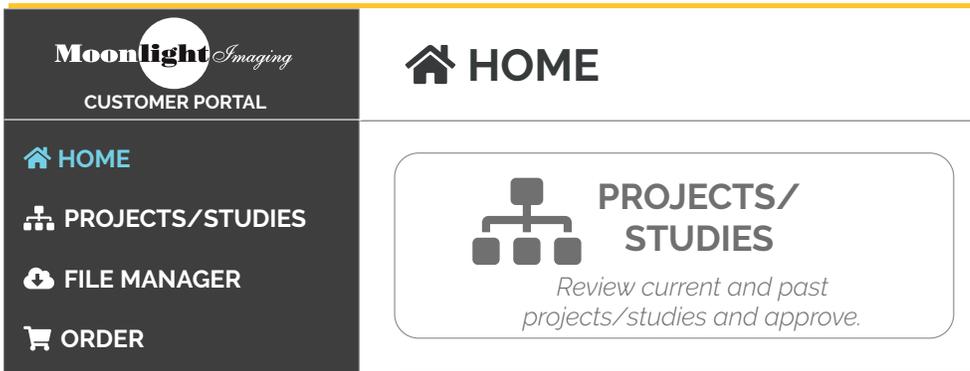
- You are not able to update your name or email address, only Portal Admin can modify this information.
- Passwords must be at least 8 characters long and contain: a lowercase letter, an uppercase letter, a number and a special character: !@#\$%^&*()-+<>?



SELECT STUDY

Home page includes icons and a brief description of each customer portal area the user has access to:

Projects/Studies

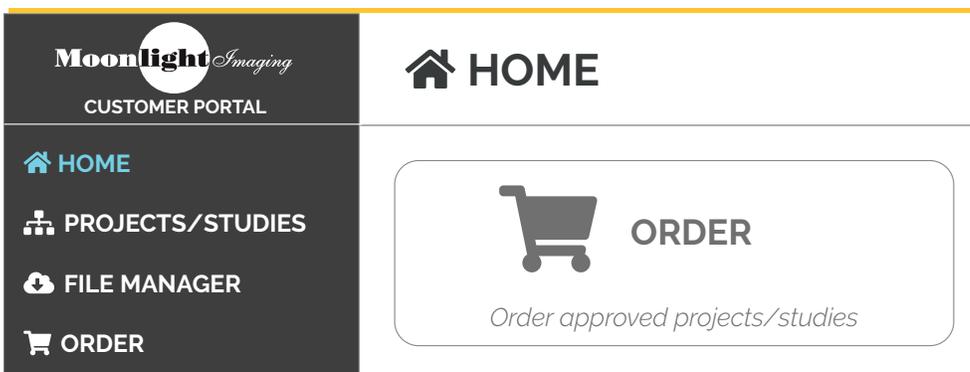


- To select a study go to **Projects/Studies**. Here you will see a list of the studies that you are associated with and this is where you can review and download study documents.

File Manager - Upload and Download Files



Order



DOWNLOAD FILES – STEP 1

Download documents FOR REVIEW

GTO goes into the **Project/Studies** to pull down the ENG documents to review

- Click the checkboxes next to items and download a zipped file of all selected files.
- All assigned users can download documents for review.
- The default status of the document for review is **Waiting for Approval**. The status of each item includes a unique color for each status.
- The GTO should approve the document so it can be used by the COM to move on with the translation phase.



PROJECTS/ STUDIES

Review current and past projects/studies and approve.

PROJECTS/STUDIES	
ITEM/PIECE	STATUS
<input type="checkbox"/>  Postcard	 Corrections and New Proof
<input type="checkbox"/>  Poster	 Waiting For Approval
<input checked="" type="checkbox"/>  Handout	 Approved
<input checked="" type="checkbox"/>  Information Card	 Approved

Download Selected CHECK ALL | UNCHECK ALL

OR

Download documents FOR TRANSLATIONS

Once the ENG version of the document is **available** the EXUS COMs associated with the study will receive an email auto notification that Word files are ready to download for translation.

COM then goes into the **File Manager** to pull down the ENG **Approved** Word documents to translate.



FILE MANAGER

↑	FILENAME	↓
<input type="checkbox"/>	 DRAFT PN 68g Clinical Trial Brochure_DEMO.docx	  
<input type="checkbox"/>	 DRAFT PN 68g physician referral flyer_DEMO.docx	  
<input checked="" type="checkbox"/>	 DRAFT PN 68g poster_DEMO.docx	  

- Approved** – Document is Final Approved
- Approved with Corrections** – Document needs minor edit but is Approved
- Corrections and New Proof** – Corrections Needed a New Proof is generated for Review
- Hold** – Document currently placed on Hold
- Cancel** – Document no longer needed
- Waiting for Approval** – Document pending review and approval

UPLOAD FILES – STEP 2

Upload locally translated documents

When in-country translations are completed the COM uploads the file in **File Manager** area so that Moonlight Imaging can create the language document layouts.

- To upload files go into **File Manager** to either drag and drop your files into the blue section or click on **Select Files** to browse and select individual files

- For support after translation and before EC submission if applicable.
- After EC approval before distribution to sites.
- When you upload your files please follow the standard naming convention* followed below
- You will only see projects/studies you are assigned to.

*** NAMING CONVENTION**

Underscore Separators

00000_MK0000-000_AFR_Zulu_Description_Version Date_Site Number (if applicable).pdf

↓	↓	↓	↓	↓	↓	↓	↓
Moonlight Internal Job Number	Study Number	Country Code	Language	Simple Description of Document	Document Version Date	Site Number	Document Extension

REVIEW EDITED FILES – STEP 3

Once the translated document layouts are complete they will be posted in **Projects/Studies** and an email notification will be sent to the COM. A thumbnail of the current file is displayed on the **Projects/Studies** section.

- Click on the file name to view the formatted document in local language for **review**.

The screenshot shows the Moonlight Imaging Customer Portal interface. The main content area displays the 'PROJECTS/STUDIES' section for 'MK1000_001', described as 'REALLY IMPORTANT TRIAL STUDY'. A table lists three files with their status, current file names, and language/date information. A callout bubble points to the first file name with the text 'Click here to review/update your file'.

ITEM/PIECE	STATUS	CURRENT FILE	FILE	LANGUAGE	DATE/TIME	Actions
11061_MK3475-689_AppointmentCalendar_French_FRA_vo_o_24Aug2017_v1_DEMO	Approved	11061_mk3475-689_appointmentcalendar_french_fra_vo.pdf		FRA-French	03-09-2021 19:02 pm EST	Approve/Update History
11061_MK3475-689_AppointmentCalendar_Spanish_ESP_vo_o_24Aug2017_ADJUSTED_DEMO	Approved	11061_mk3475-689_appointmentcalendar_spanish_esp_vo.pdf		ESP-Spanish	03-09-2021 19:25 pm EST	Approve/Update History
11061_MK3475-689_ClinicalTrialBrochure_French_FRA_v3_o_24Aug2017_DEMO	Approved	11061_mk3475-689_clinicaltrialbrochure_french_fra_v3.pdf		FRA-French	03-09-2021 19:03 pm EST	Approve/Update History

- Once the document is reviewed, select **Approved** or **ask for changes** by changing the document status to either **Approved with Corrections** or **Corrections and New Proof** (see different status descriptions on page 4 above).

The screenshot shows the 'FILE PROOF FOR POSTCARD' page. It includes a download link for '1000_postcard_v1.pdf', instructions for submitting changes, a 'Select New Status' dropdown menu (set to 'Corrections and New Proof'), a 'Comments' text area, and an 'Upload Revised Proof' section with a 'SELECT FILE' button. A callout bubble points to the 'Upload Revised Proof' section with the text 'Upload edited files here'. Another callout bubble points to the 'Comments' text area with the text 'Add Comments here'.

File Name Tip: Remember when uploading edits – to name your edited file following the naming conventions* and add “_comments” at the end of file string.

APPROVAL FILES – STEP 4

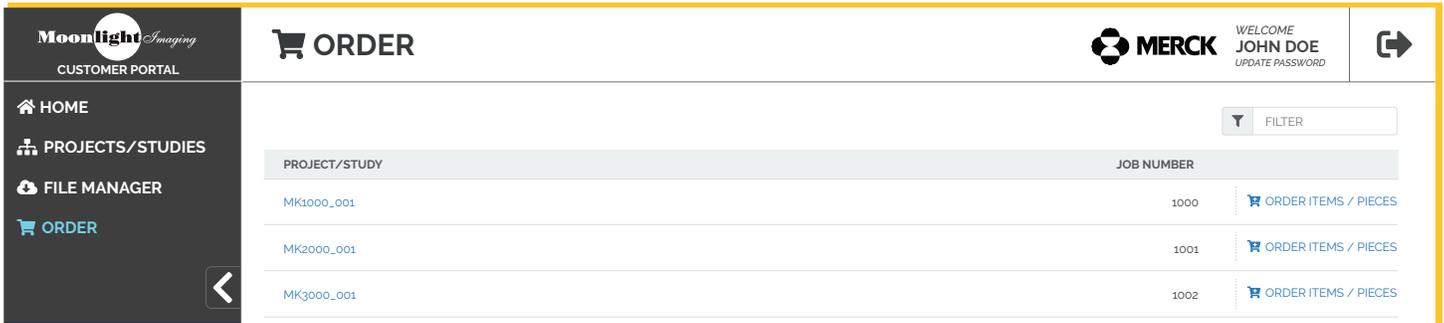
All US and EXUS document files must be **Approved** before placing an order.

- Once the document is ready for approval, select the file, change to “**Approved**” on the “**Select New Status**” pick-list and click Save.
- Only the COM assigned as the approval person can “**Select New Status**” for their study documents.
- The updated document will save to the item History.

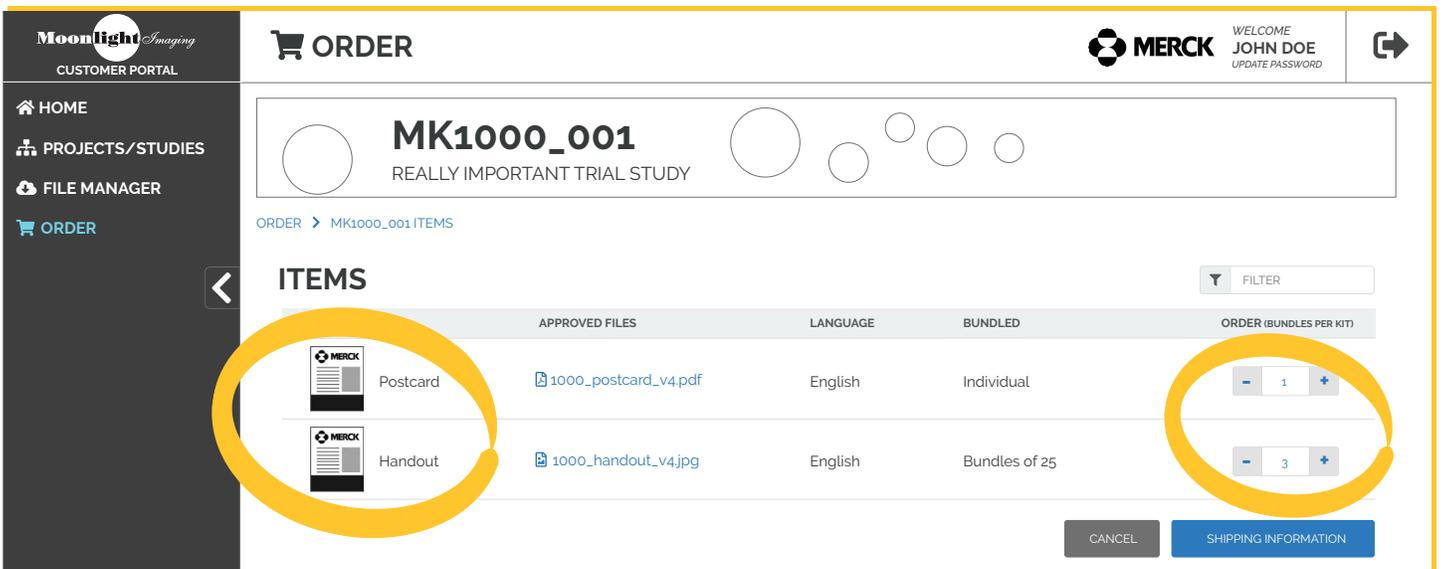
The screenshot shows the Moonlight Imaging Customer Portal interface. The top navigation bar includes the Moonlight Imaging logo, 'PROJECTS/STUDIES', the Merck logo, and a user profile for 'JOHN DOE'. The left sidebar contains navigation links for HOME, PROJECTS/STUDIES, FILE MANAGER, and ORDER. The main content area displays the project 'MK1000_001' and a 'FILE PROOF FOR POSTCARD' section. A yellow circle highlights the 'Select New Status' dropdown menu, which has 'Approved' selected. Below this are fields for 'Comments' and 'Upload Revised Proof'. The 'Comments' field has 'SAVE' and 'CANCEL' buttons. The 'Upload Revised Proof' section includes a 'SELECT FILE' button and instructions on naming files.

ORDER MATERIALS

- To place an order, the COM goes to the Home Page of the study and clicks on the Order icon or can access ordering on the menu bar.
- Select the appropriate study. Click on Order Items to proceed.

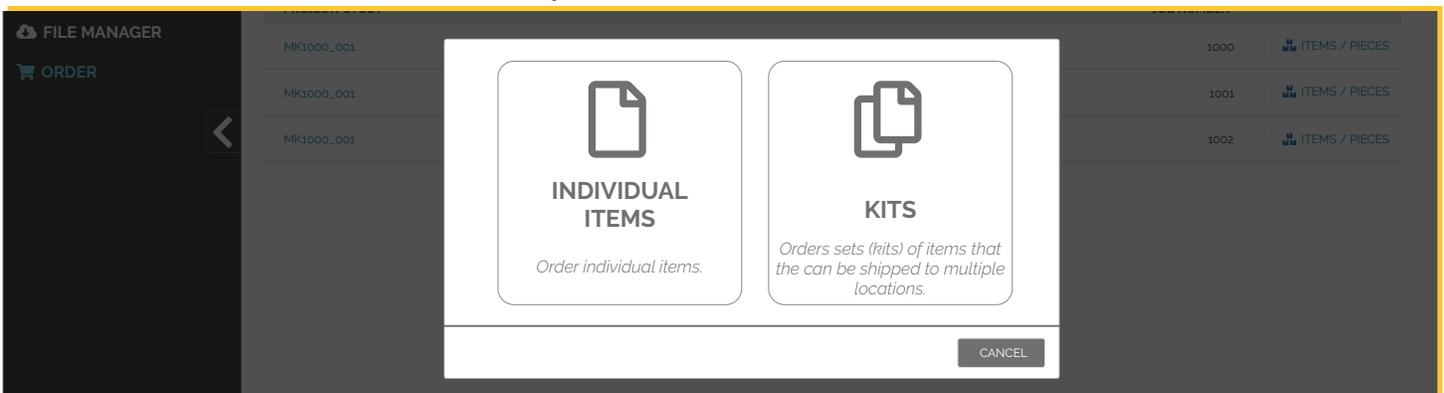


- Select items for the order and quantities and click shipping information. Then proceed to shipping by clicking on shipping button.



Ordering Icon

The icon allows users to select if they want to order individual items or kits.



SHIPPING

- You have the option to:
 - Input shipping information manually
 - Upload your own Address Excel File
 - Update the Address Excel File provided by GTOS
- If you wish to ship only to a few sites, please **Download** the original Address Excel for the study, **Edit** the original Address Excel file to remove the sites that you do not want to receive materials and **Upload** your edited Excel file back into the Portal.

Upload Address Excel File

ORDER MK1000_001 ITEMS IN KIT NUMBER OF KITS SHIPPING AND CONFIRMATION

SHIPPING AND CONFIRMATION

Refer to: Canada

Select Address Option* Upload Excel File

UPLOAD ADDRESS EXCEL FILE [ML IMPORT FIELD REQUIREMENTS.XLS](#)

Drag and Drop A File Here to Upload Or

Proforma Required* No FSR Date* mm / dd / yyyy

ITEMS

ITEM/PIECE	LANGUAGE	BUNDLED	QUANTITY (BUNDLES)
11061_MK3475_889_4x6_Physician Pocket Cards_v6_DEMO	English		5
11061_MK3475_889_5.5x8.5_Clinical Trial Brochure_DEMO	English		5

Upload Manual Address Entry

ORDER MK1000_001 ITEMS IN KIT NUMBER OF KITS SHIPPING AND CONFIRMATION

SHIPPING AND CONFIRMATION

Company* Merck Sharp & Dohme Corp. Street* 2000 Galloping Hill Road

Attention* Street 2

Notes or Instructions City* Kenilworth

State* New Jersey Zip/Postal Code* 07033

Country* USA Proforma Required* No

FSR Date* mm / dd / yyyy

ITEMS

ITEM/PIECE	LANGUAGE	BUNDLED	QUANTITY (BUNDLES)
11061_MK3475_889_11x17 Poster_US_DEMO	English		5

TRACK YOUR SHIPMENTS

- A shipping receipt will show after the user has placed an order.

The screenshot shows the Moonlight Imaging Customer Portal interface. The top navigation bar includes the Moonlight Imaging logo, the text 'CUSTOMER PORTAL', a shopping cart icon labeled 'ORDER', the Merck logo, and a user profile for 'JOHN DOE' with a 'WELCOME' message and an 'UPDATE PASSWORD' link. A left sidebar contains navigation options: HOME, PROJECTS/STUDIES, FILE MANAGER, and ORDER (highlighted). The main content area displays the order ID 'MK1000_001' and the title 'REALLY IMPORTANT TRIAL STUDY'. Below this, a breadcrumb trail reads 'ORDER > MK1000_001 ITEMS > SHIPPING AND CONFIRMATION', followed by a 'PRINT' button. The 'RECEIPT' section lists order details: 'ORDERED BY LOCATION 1', 'DATE/TIME NC', 'ORDER ID US', and 'ADDRESS FILE names.xmlx'. An 'ITEMS' table is shown below:

ITEM/PIECE	LANGUAGE	BUNDLED	ORDER (BUNDLES)
Postcard	English	Individual	1
Handout	English	Bundles of 25	3

- This shipping receipt can be printed and includes the track number for the shipment.

The screenshot shows the Moonlight Imaging Customer Portal interface for shipping details. The top navigation bar is similar to the previous screenshot. The left sidebar shows 'ORDER' highlighted. The main content area displays the title 'SHIPPING FOR PROJECT/STUDY: MK1000_100' and a breadcrumb trail 'MERCK PROJECTS/STUDIES > MK1000_001 > SHIPPING > LOCATION 1', followed by a 'PRINT' button. Shipping details are listed in two columns: 'LOCATION 1' (STATE/PROVINCE NC, COUNTRY US, TRACKING NUMBER 100000000000, SHIP DATE 01-01-2019, SHIPMENT ID 1234) and 'JOB/STUDY INFORMATION' (123_MK1000_001, MK1000_001, LOCATION 1). The 'RECIPIENT ADDRESS' is John Doe, Merck, 100 East Main Street, Greensboro, NC 27401. A table below lists the items:

ITEM	QUANTITY	NOTES
POSTER	1	
CARDS	10	
HANDOUTS	25	

For any questions related to the use of Moonlight Portal, please contact the Moonlight Imaging Portal Administrator at **portal@moonlightimaging.com**

Only the assigned COM per country will be able to access the study documents. Please remember that if there is any change on the team (i.e. COM changes), portal@moonlightimaging.com should be notified.

Full name and email address of the new team member should be provided so he/she can gain access to work with the study documents.



www.moonlightimaging.com
Phone: 973.300.1001