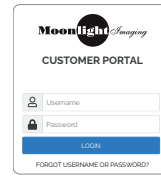
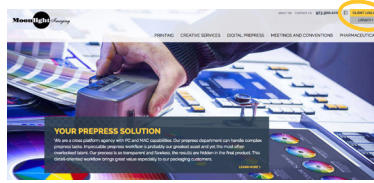


**Moonlight** *Imaging*

**PORTAL USER GUIDE**

# TABLE OF CONTENTS

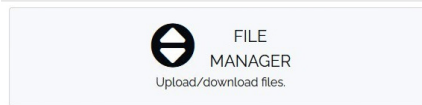
## LOGIN



PAGE  
2

## DOWNLOAD

Click and download selected files for review and for local translations



### FILE MANAGER

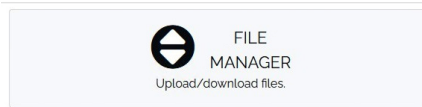
4

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

Download Selected | CHECK ALL | UNCHECK ALL

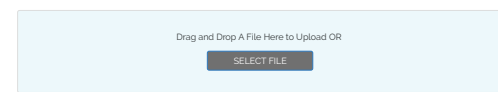
## UPLOAD FILES

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



### FILE MANAGER

5



## SELECT STUDY

Select from your list of studies



3

## REVIEW EDITED FILES

### PROJECTS/STUDIES

6

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 add your comments in the comments area in portal.

When you upload your edited file follow the naming conventions\*\* & add **"\_comments"** at the end of file string After Edit should be posted using this string:  
**Study Number\_Country Code\_Language\_Doc Description\_Version Date\_comments.pdf**

## APPROVE FILES

### PROJECTS/STUDIES

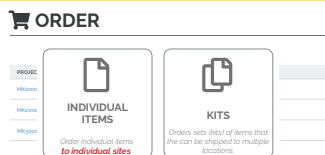
7

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

Select New Status

Approved

## ORDER MATERIALS



8 & 9

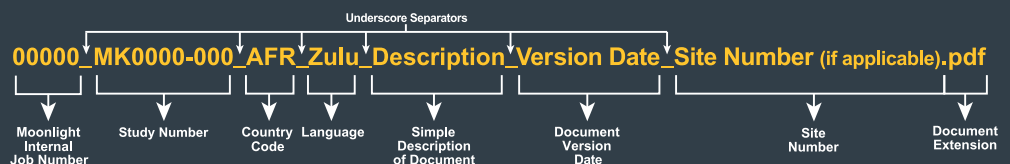
## TRACK your shipments

### PROJECTS/STUDIES

10

TRACKING NUMBER 100000000000

### \*NAMING CONVENTION for Portal Documents

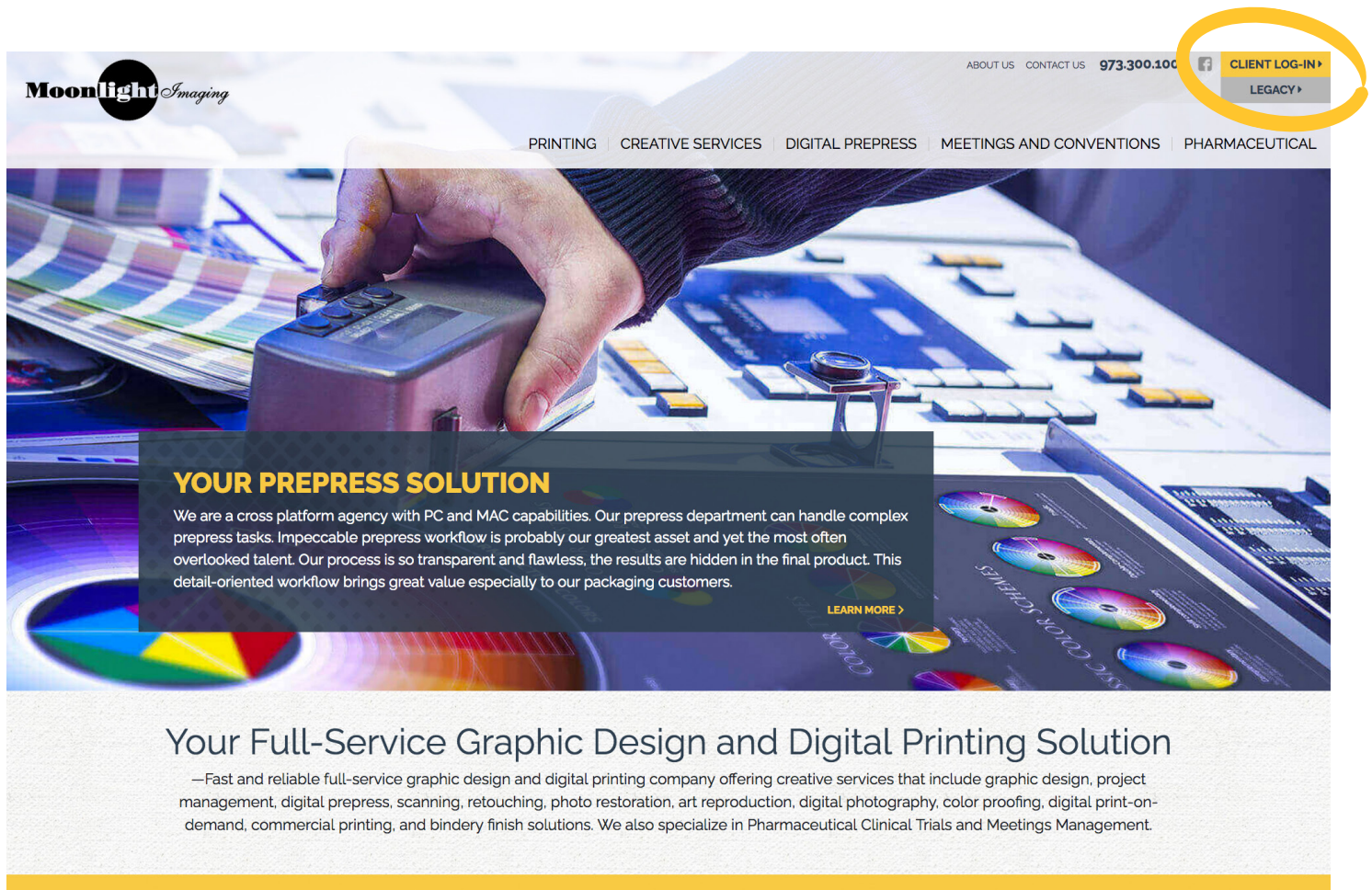


### \*\*NAMING CONVENTION for Translation Uploads



# 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.



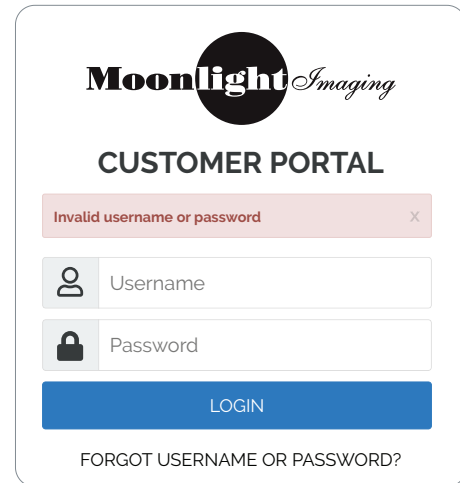
The screenshot shows the Moonlight Imaging website. At the top right, there is a navigation menu with links for 'ABOUT US', 'CONTACT US', '973.300.1000', and a 'CLIENT LOG-IN' button with a right-pointing arrow. Below this is a 'LEGACY' link. A yellow circle highlights the 'CLIENT LOG-IN' button. Below the navigation menu is a horizontal menu with links for 'PRINTING', 'CREATIVE SERVICES', 'DIGITAL PREPRESS', 'MEETINGS AND CONVENTIONS', and 'PHARMACEUTICAL'. The main content area features a background image of a hand operating a color calibration device. Overlaid on this image is a dark grey box with the heading 'YOUR PREPRESS SOLUTION' in yellow. Below the heading is a paragraph of text: 'We are a cross platform agency with PC and MAC capabilities. Our prepress department can handle complex prepress tasks. Impeccable prepress workflow is probably our greatest asset and yet the most often overlooked talent. Our process is so transparent and flawless, the results are hidden in the final product. This detail-oriented workflow brings great value especially to our packaging customers.' To the right of the text is a 'LEARN MORE >' link. Below the image is a white section with the heading 'Your Full-Service Graphic Design and Digital Printing Solution' and a paragraph: '—Fast and reliable full-service graphic design and digital printing company offering creative services that include graphic design, project management, digital prepress, scanning, retouching, photo restoration, art reproduction, digital photography, color proofing, digital print-on-demand, commercial printing, and bindery finish solutions. We also specialize in Pharmaceutical Clinical Trials and Meetings Management.'

# 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.

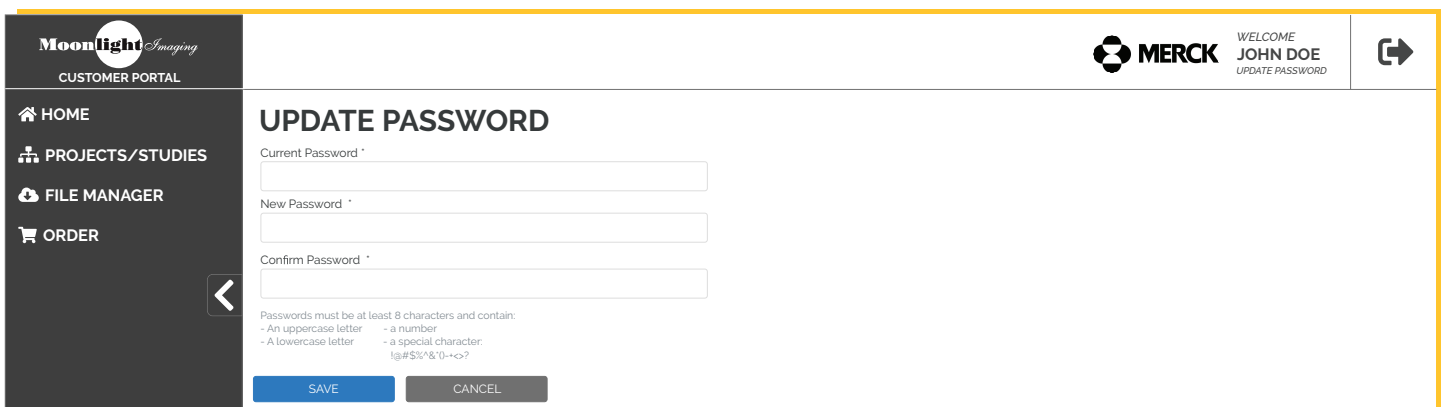
- **Disagree** and logout will log the user out and return them to the login screen.



## Update Password

The user can update their password.

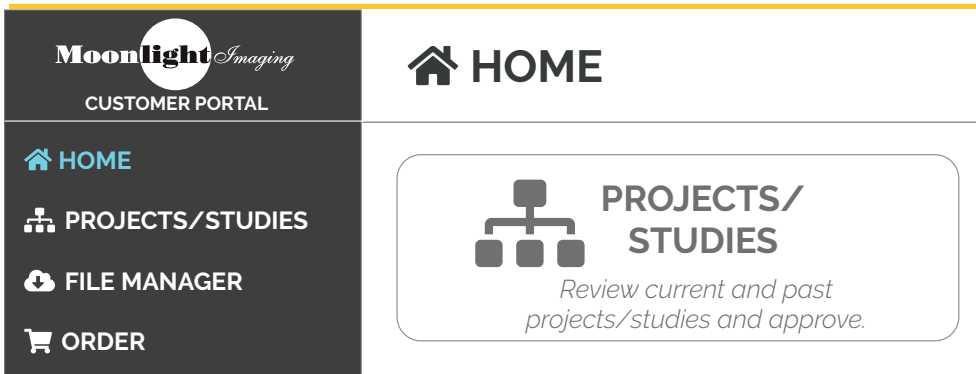
- You are not able to update your name or email address, only Portal Admin can modify this information.
- Passwords must be at least 8 characters long and contain: a lowercase letter, an uppercase letter, a number and a special character: !@#\$%^&\*()-+<>?



# SELECT STUDY

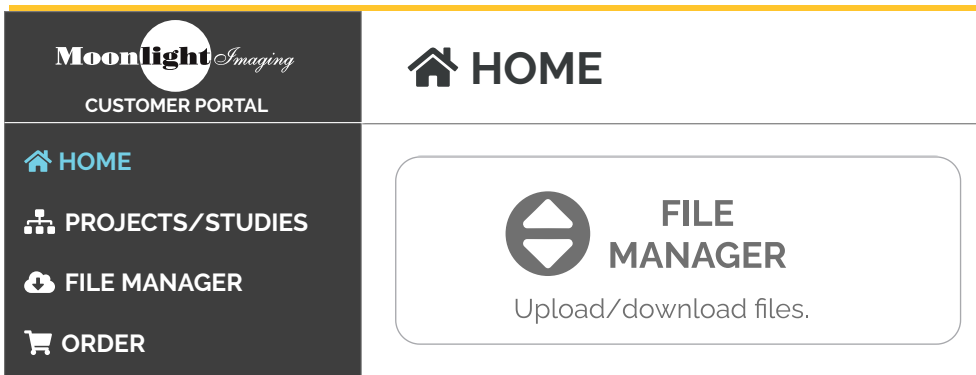
Home page includes icons and a brief description of each customer portal area the user has access to:

## 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

- 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. Please see page 5 for a detailed description.
- Click the checkboxes next to items and download a zipped file of all selected files.
- Once reviewed, the GTOS 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.

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.









- Select the study for which you would like to download the documents.
- The status of the documents will appear as **Approved**.
- Click the checkboxes next to items and download a zipped file of all selected files.



### FILE MANAGER










Upload/download files.

## 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

## FILE MANAGER

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

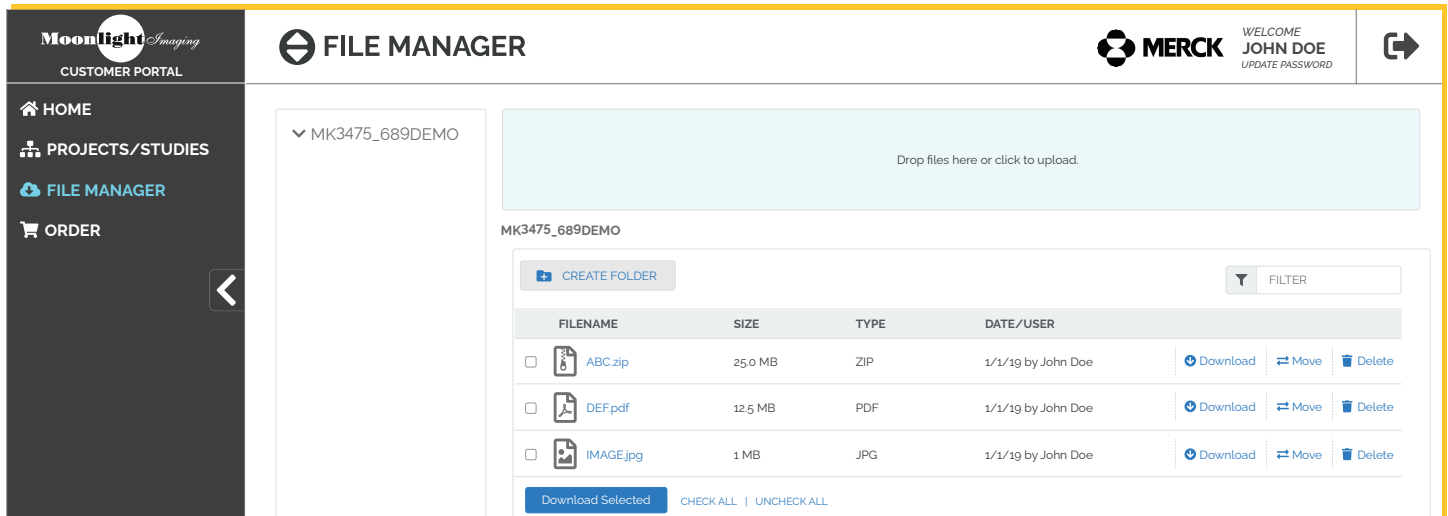
# UPLOAD FILES – STEP 2

## 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.

This can be done for support after translation and before EC submission (if needed) **or** after EC approval before distribution to sites.

- Go to **File Manager** and you will only see projects/studies you are assigned to.
- Select the study for which you would like to upload the documents.
- To upload the files, either drag and drop your files into the box or click to browse and select individual files.
- When you upload your files, please follow the standard naming convention\*\* followed below



**\* NAMING CONVENTION for Portal Documents**

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

**\*\* NAMING CONVENTION for Translation Uploads**

Underscore Separators

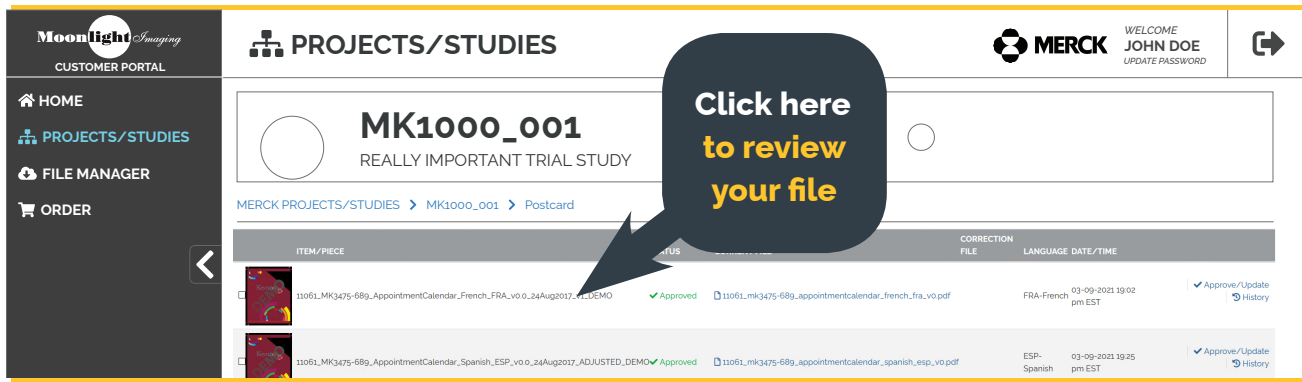
**00000\_MK0000-000\_AFR\_Zulu\_Description\_Version Date\_Site (if applicable)\_comments.pdf**

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

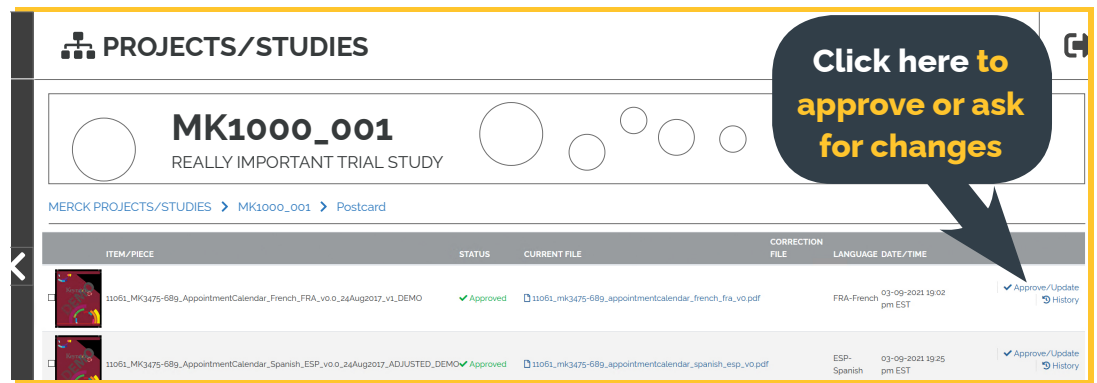
# REVIEW EDITED FILES – STEP 3

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.

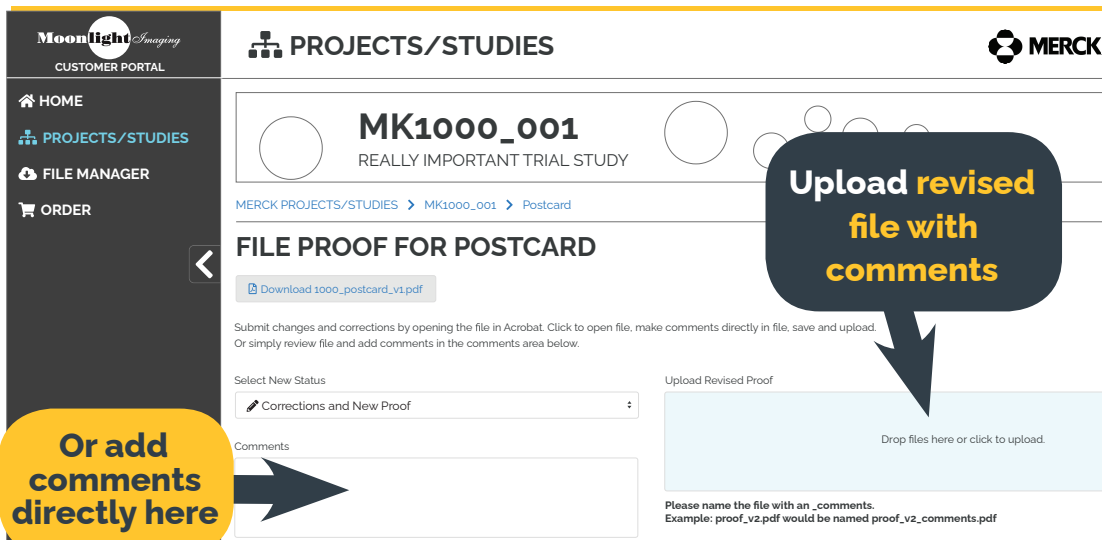
- Go to **Projects/Studies** and select the study for which you would like to review the documents.
- Click on the file name to view the formatted document in local language.



- 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 5).



- If changes are needed, you can either upload a revised file with comments describing the changes needed, or add the instructions directly on the Comments box.



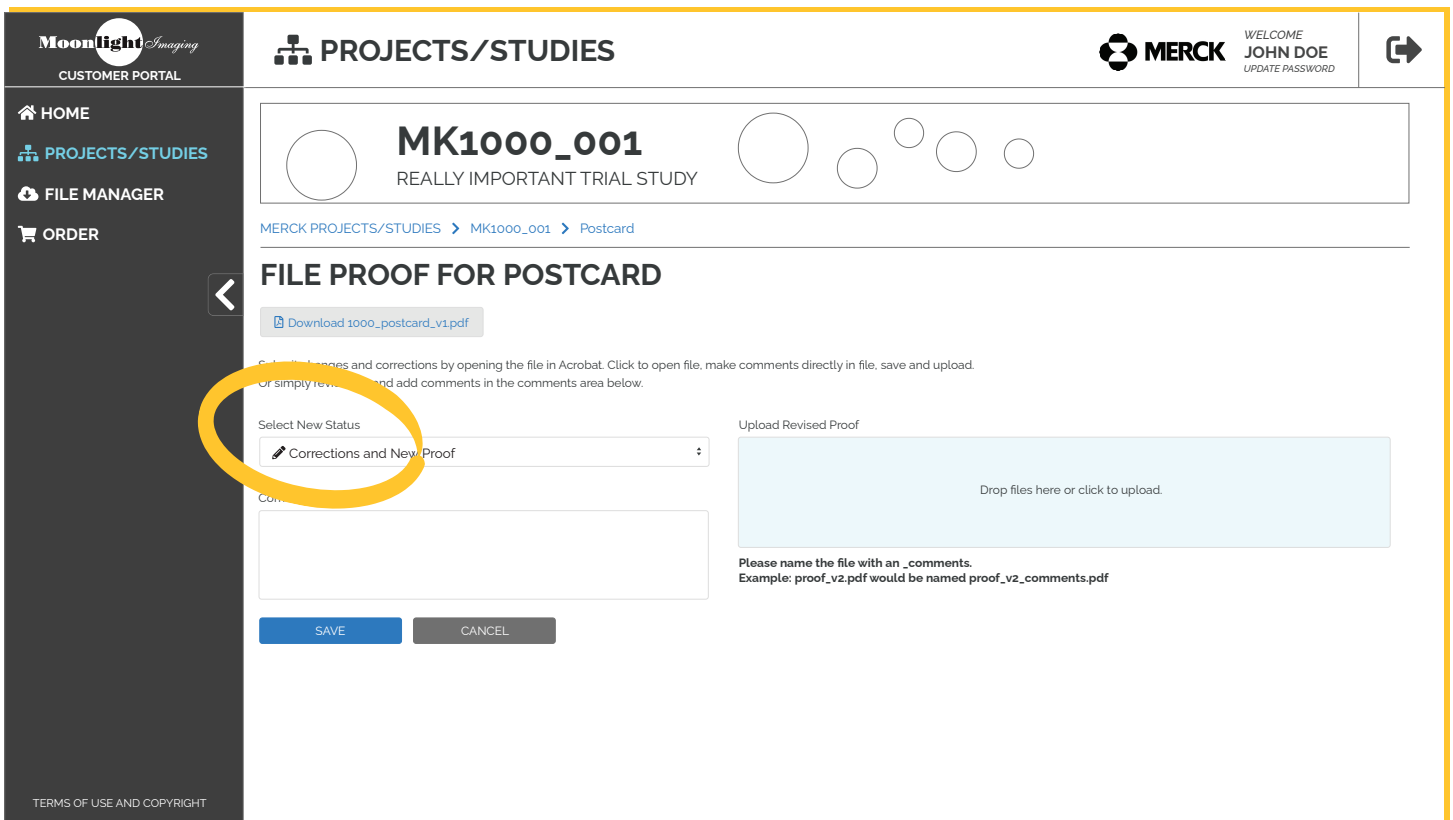
**File Name Tip:**  
Remember when uploading edits – to name your edited file following the naming conventions\* and add “\_comments” at the end of file string.



# APPROVAL FILES – STEP 4

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

- Once the document is ready for approval,, go to **Projects/Studies** and select the study for which you would like to approve.
- 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, 'CUSTOMER PORTAL', and 'PROJECTS/STUDIES'. The user is logged in as JOHN DOE. The main content area displays 'MK1000\_001 REALLY IMPORTANT TRIAL STUDY' and a breadcrumb trail: 'MERCK PROJECTS/STUDIES > MK1000\_001 > Postcard'. The page title is 'FILE PROOF FOR POSTCARD'. A 'Download 1000\_postcard\_v1.pdf' button is visible. Below this, instructions state: 'Select changes and corrections by opening the file in Acrobat. Click to open file, make comments directly in file, save and upload. Or simply review and add comments in the comments area below.' The 'Select New Status' dropdown menu is highlighted with a yellow circle and shows 'Corrections and New Proof' as the selected option. To the right is an 'Upload Revised Proof' area with a 'Drop files here or click to upload.' instruction. Below the dropdown is a 'Comments' text area and 'SAVE' and 'CANCEL' buttons. A note at the bottom states: 'Please name the file with an \_comments. Example: proof\_v2.pdf would be named proof\_v2\_comments.pdf'.

**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

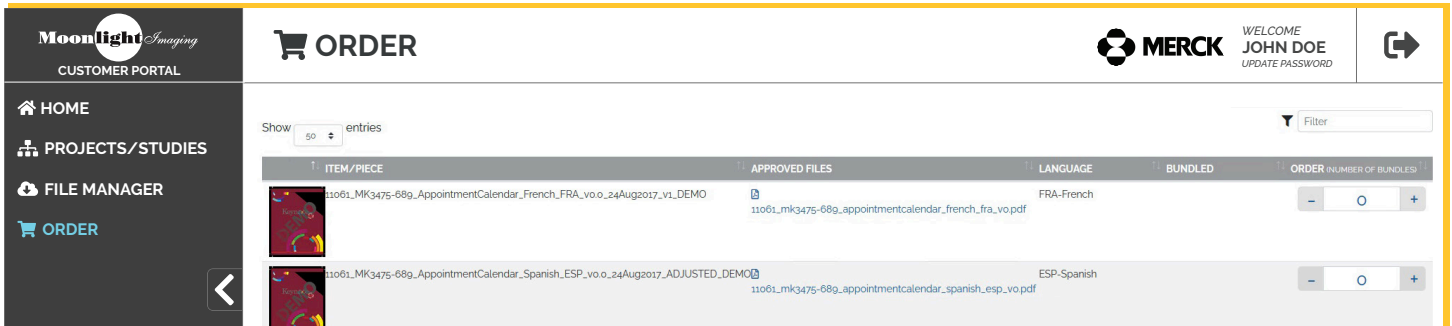
**Hold** – Document currently placed on Hold

**Cancel** – Document no longer needed

**Waiting for Approval** – Document pending review and approval

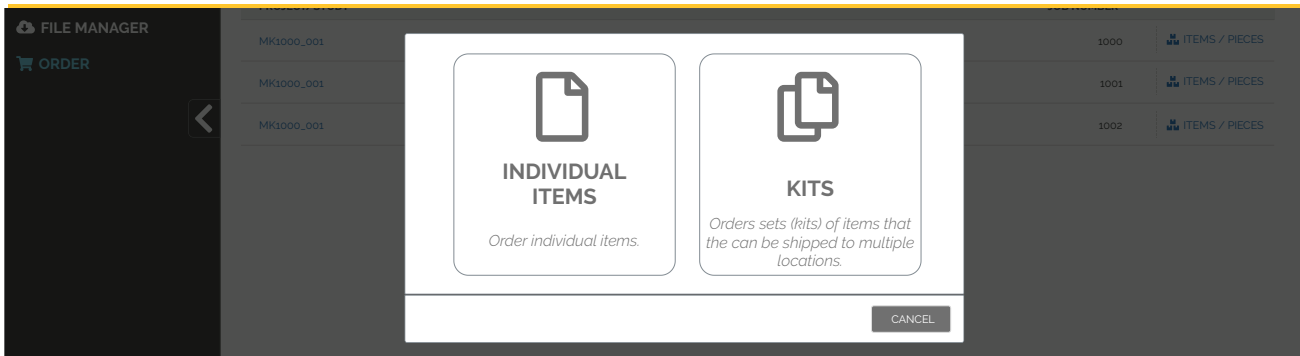
# ORDER MATERIALS

- 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.

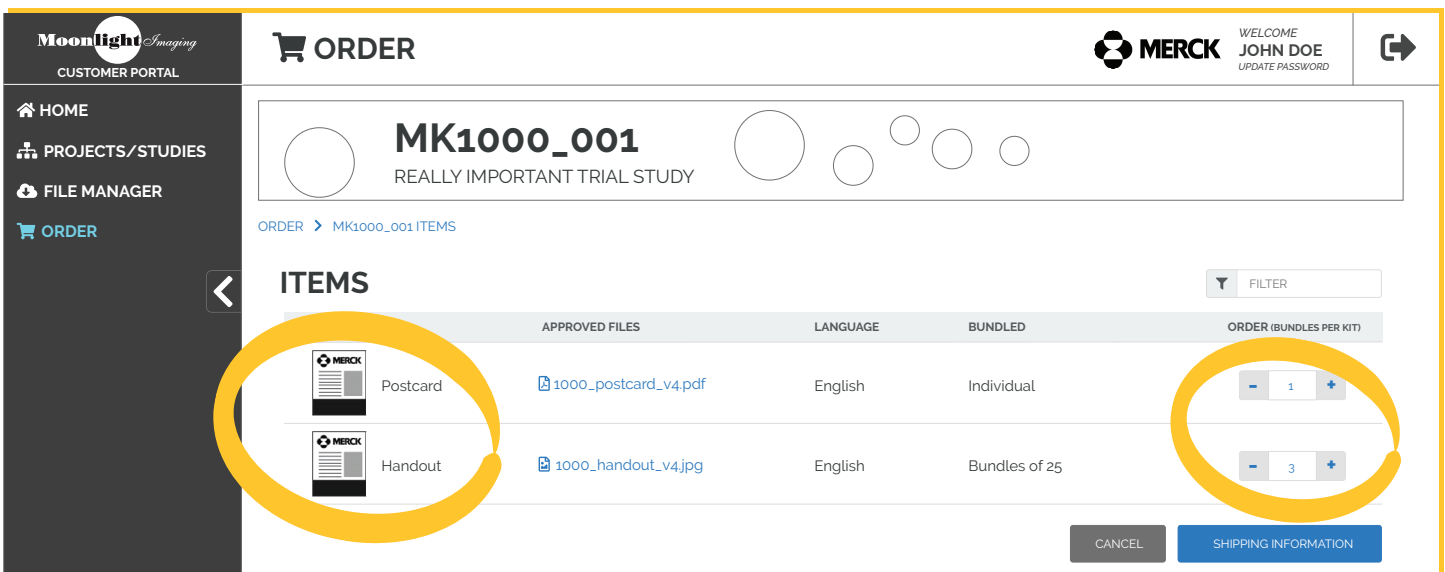


## Ordering Icon

The icon allows users to select if they want to order individual items (for one site) or kits (for several sites).



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



# SHIPPING

- When shipping **individual items** you will have to input shipping information manually.
  - Input shipping information manually
  - Complete if Proforma invoice is needed
  - Complete your Latest Estimate Country **First Site Ready Date**

## Upload Manual Address Entry

**SHIPPING AND CONFIRMATION**

Company\* Merck Sharp & Dohme Corp.

Street\* 2000 Galloping Hill Road

Street 2

City\* Kenilworth

State\* New Jersey

Country\* USA

Zip/Postal Code\* 07033

Proforma Required\* No

FSR Date\* mm / dd / yyyy

**If Proforma is needed select**

**Enter FSR Date**

- When shipping by **Kits**, you have the option to:
  - Input shipping information manually
  - Upload your own Address Excel File
  - Update the original Address Excel File for the study provided by GTOS, which will appear loaded in the portal
- Please **Download** the original Address Excel for the study, **Edit** the file to remove the sites that you do not want to receive materials and **Upload** the edited file back into the Portal.
  - Complete if Proforma invoice is needed
  - Complete your Latest Estimate Country **First Site Ready Date**

## Upload Address Excel File

**SHIPPING AND CONFIRMATION**

Reference\* Canada

Select Address Option\* Upload Excel File

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

Drop and Drag A File Here to Upload Or **SELECT FILE**

Proforma Required\* No

FSR Date\* mm / dd / yyyy

**If Proforma is needed select**

**Enter FSR date**

# 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, 'CUSTOMER PORTAL', a shopping cart icon labeled 'ORDER', the Merck logo, and a user greeting 'WELCOME JOHN DOE' with 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'. A 'PRINT' button is visible. The 'RECEIPT' section lists order details: 'ORDERED BY LOCATION 1', 'DATE/TIME NC', 'ORDER ID US', and 'ADDRESS FILE names.xmlx'. An 'ITEMS' table follows:

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

- The following day after our shipping export, shipping receipt can be printed – go to the **Project/Study Page** and click on **View Shipping Details** and the shipping information for that package will include the track number for the shipment.

The screenshot shows the Moonlight Imaging Customer Portal interface for shipping details. The top navigation bar is identical 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'. A 'PRINT' button is present. The shipping information is divided into two columns. The left column lists: 'STATE/PROVINCE NC', 'COUNTRY US', 'TRACKING NUMBER 100000000000' (circled in yellow), 'SHIP DATE 01-01-2019', and 'SHIPMENT ID 1234'. The right column lists: 'JOB/STUDY INFORMATION 123\_MK1000\_001 MK1000\_001 LOCATION 1' and 'RECIPIENT ADDRESS John Doe Merck 100 East Main Street Greensboro, NC 27401'. Below this is a table with columns 'ITEM', 'QUANTITY', and 'NOTES':

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](mailto: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](mailto: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](http://www.moonlightimaging.com)  
Phone: 973.300.1001