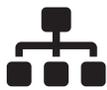


# DOWNLOAD FILES – STEP 1

## 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

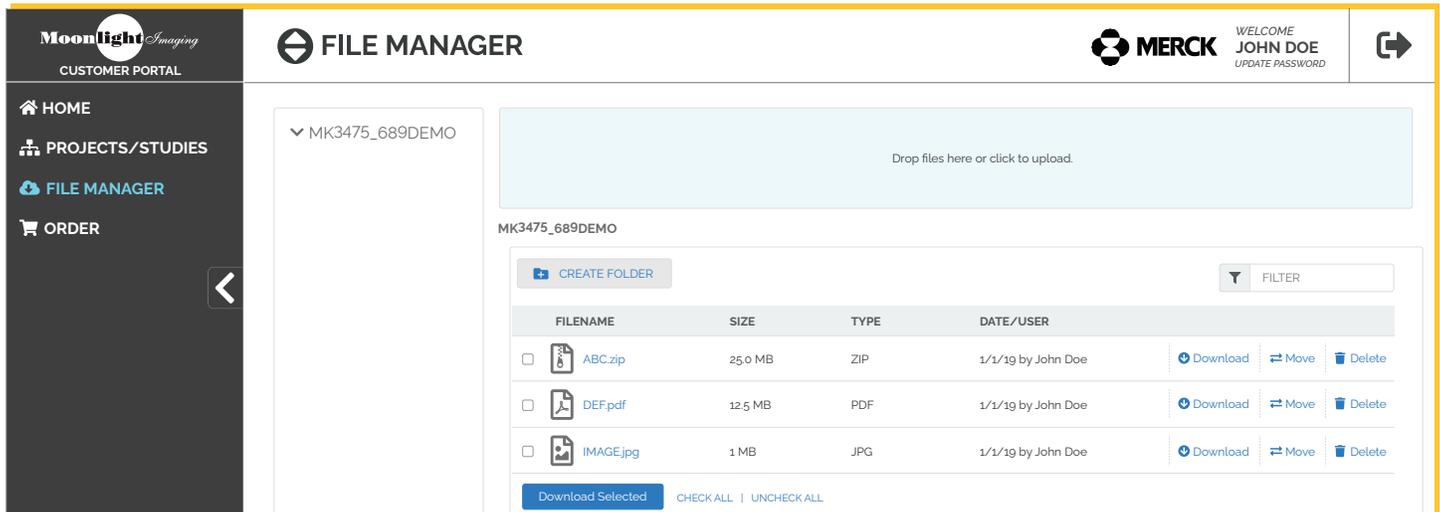
# UPLOAD FILES – STEP 2

## 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

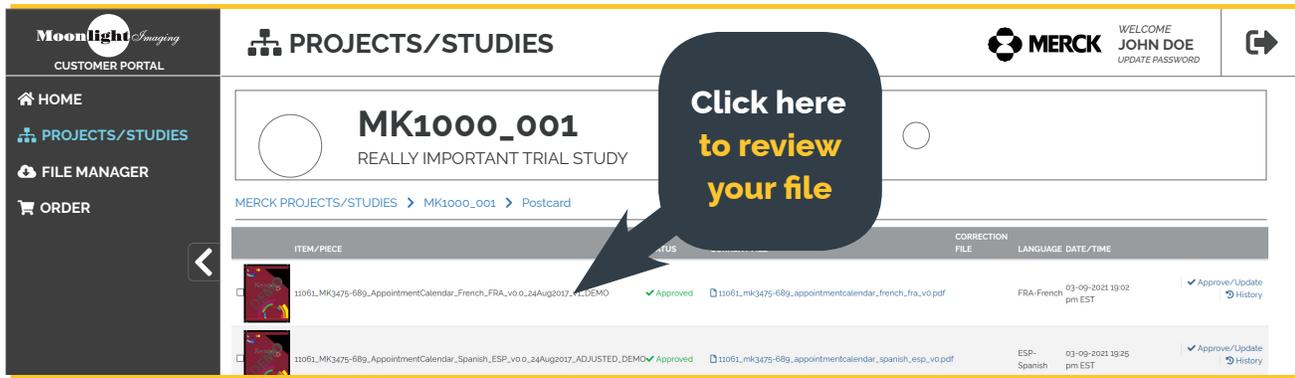
**00000\_MK0000-000\_AFR\_Zulu\_Description\_Version Date\_Site (if applicable)\_comments.pdf**

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

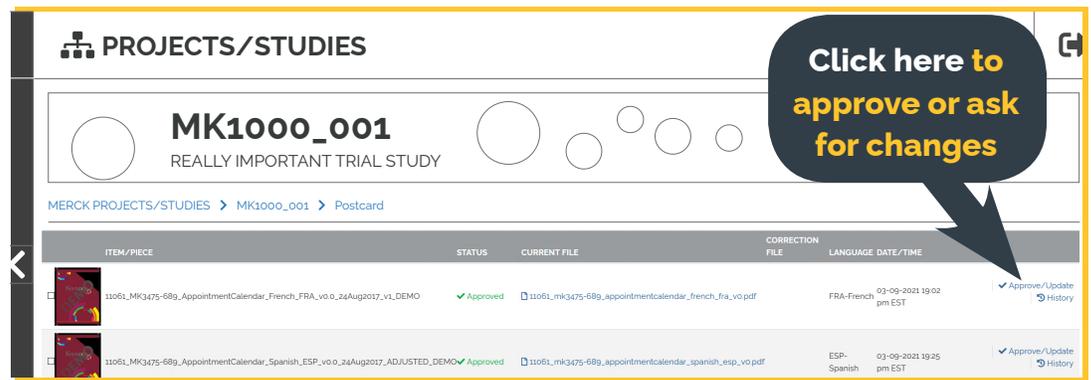
# REVIEW EDITED FILES – STEP 3

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.

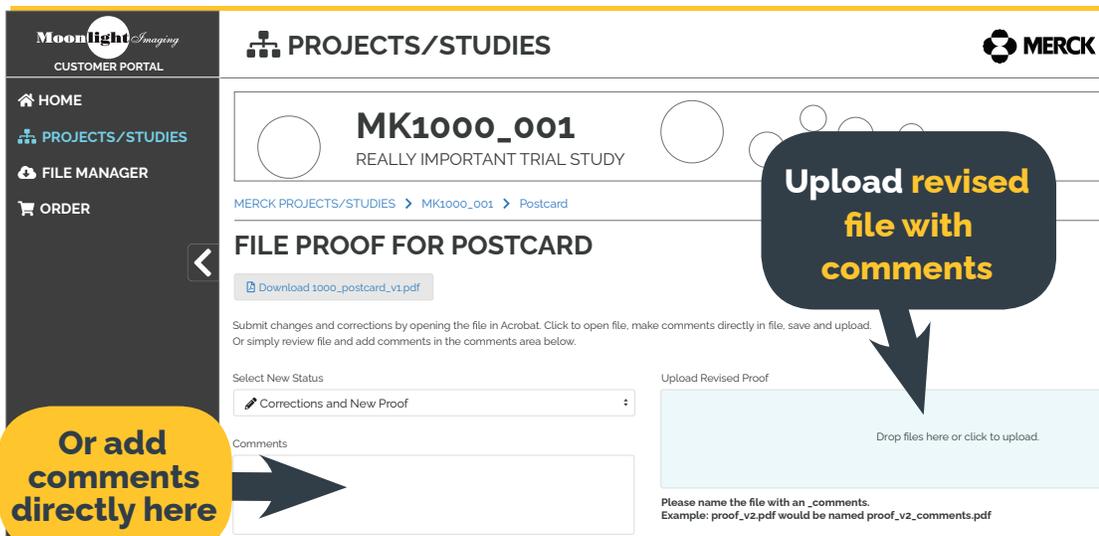
- Go to **Projects/Studies** and select the study for which you would like to review the documents.
- Click on the file name to view the formatted document in local language.



- 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.

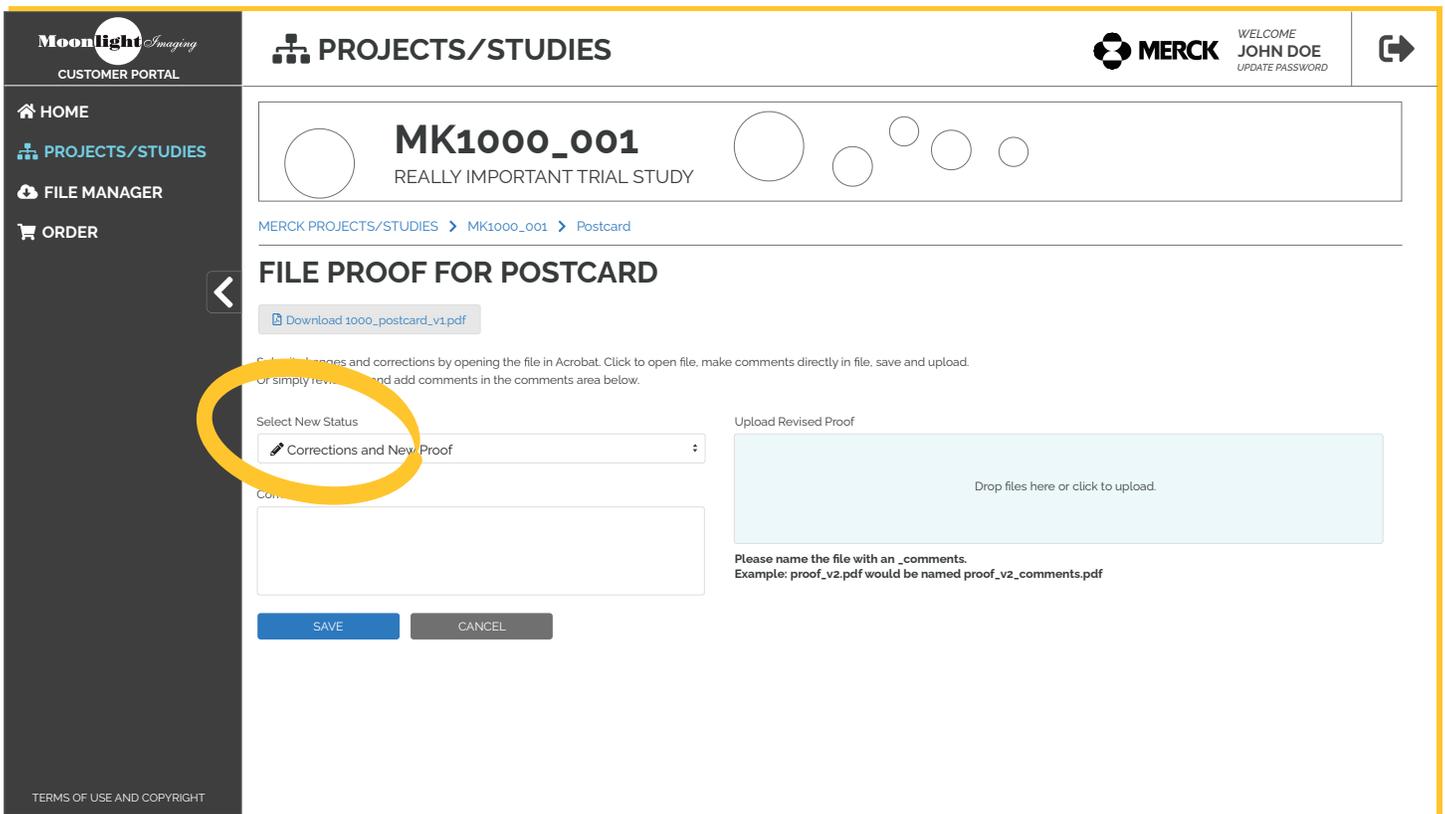


**File Name Tip:** Remember when uploading edits – to name your edited file following the naming conventions\* and add “\_comments” at the end of file string.

# 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 main content area is titled 'PROJECTS/STUDIES' and displays a study named 'MK1000\_001' with the subtitle 'REALLY IMPORTANT TRIAL STUDY'. Below this, there is a breadcrumb trail: 'MERCK PROJECTS/STUDIES > MK1000\_001 > Postcard'. The main heading is 'FILE PROOF FOR POSTCARD'. A 'Download 1000\_postcard\_v1.pdf' button is visible. Below the download button, there is a section for 'Select New Status' with a dropdown menu. The dropdown menu is highlighted with a yellow circle and shows 'Corrections and New Proof' as the selected option. To the right of the dropdown menu is an 'Upload Revised Proof' section with a large light blue box containing the text 'Drop files here or click to upload.' Below this box, there is a note: 'Please name the file with an \_comments. Example: proof\_v2.pdf would be named proof\_v2\_comments.pdf'. At the bottom of the page, there are 'SAVE' and 'CANCEL' buttons. The left sidebar contains navigation links: HOME, PROJECTS/STUDIES, FILE MANAGER, and ORDER. The top right corner shows the MERCK logo, a welcome message for 'JOHN DOE', and a 'UPDATE PASSWORD' link. The bottom left corner contains the text 'TERMS OF USE AND COPYRIGHT'.

**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