Manual, digital proofing

The proofing system is used to edit and approve your product information. It's also used to regulate who can access your products.

Massage about products needing to be controlled

When a new product has been created in the system, an E-mail will be sent to the one responsible for the product, telling him/her that you have one or several products that need to be checked, and perhaps edited.

When you get this mail, click on the link. You will then be taken to OPV Online, where you need to log in just as usual.

Hi !

One or more of your products in our database has had its' data changed. This data must be checked and approved by you before the change is made permanent
Go to this page to approve, or modify the information.
After logging in, you'll be transported to another page where you must type in your 12-digit key. After that, youll be transported to the page where you can check and edit the information.

This is an automatically generated message, which can not be answered. If you whish to contact us, do so by:
Phone: +46 480 49 61 00
Email: info@opv.se

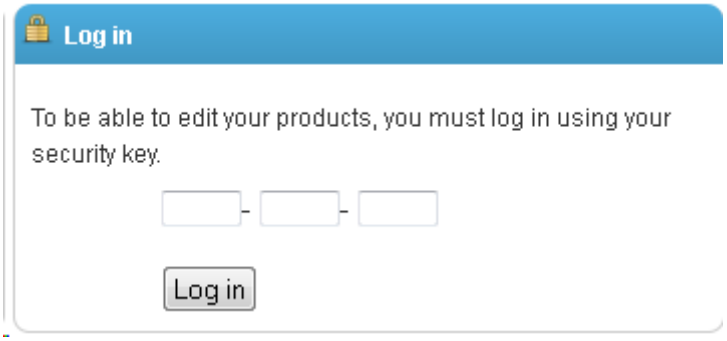
Regards
The staff at OPV In Store Promotion

After having logged in, you'll be taken to another login page.

Logging in to the proofing system

User accounts are often saved in the web browser, and it's therefore easy for someone with physical access to the computer to log in to your account. To ensure that unauthorized users can't change product information, the proofing system has an extra layer of security in the form of a code key.

You should already have received your 12 digit code-key. Input it in the fields shown below, no hyphens.



If you for example have the key: 1234-5678-9abc you should write 1234 in the first field, 5678 in the second, and 9abc in the third. After entering four characters into a field, it will automatically jump to the next field.

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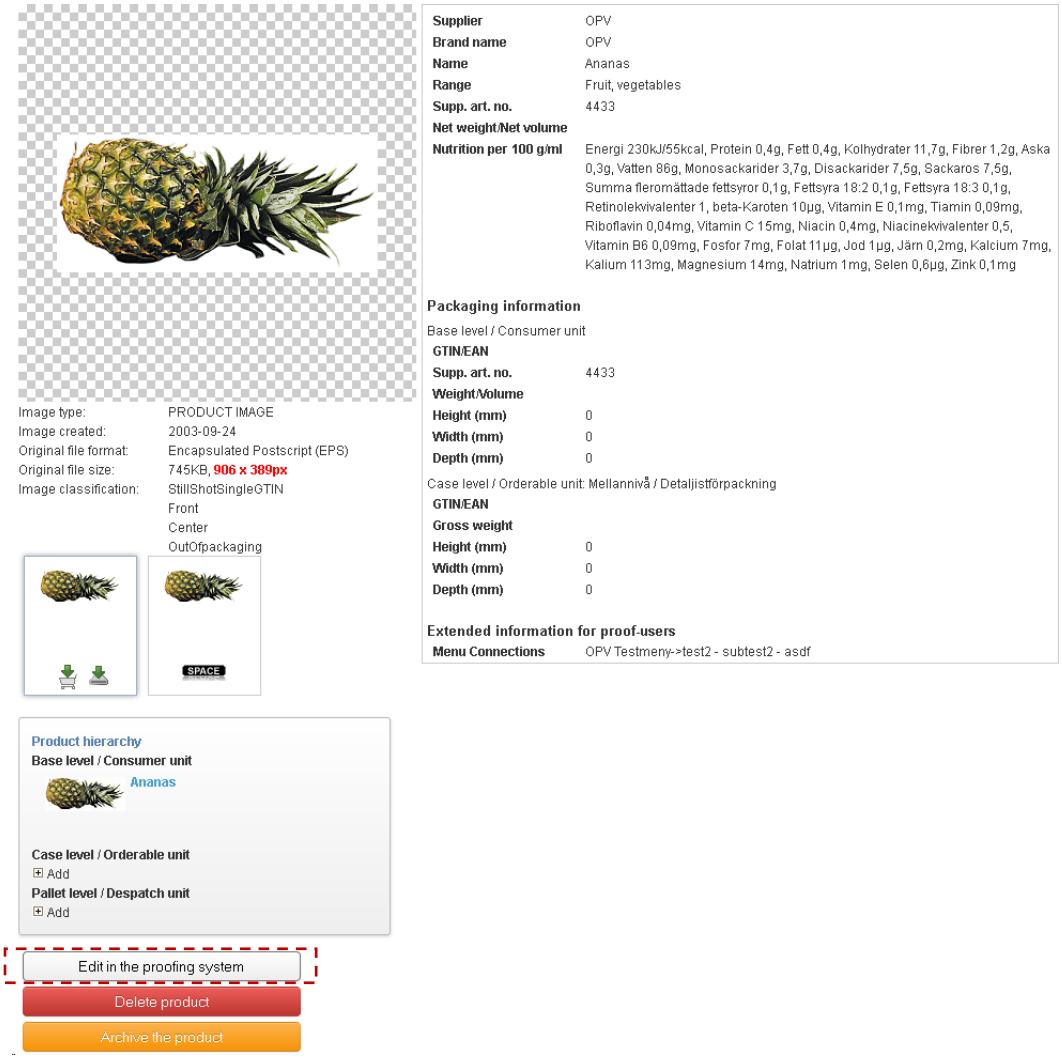
Adding a product to the proofing system

If you want to edit an existing product, you can do so by a simple click of a button, using the proofing system.

To edit a product, you need to go to its' detailed view in OPV Online. If you have access to the proofing system, and it's your own product, there will be a button at the bottom of the page where it says "Edit in the proofing system" (see image below)



When you press this button, the product will be added to the proofing system, and you'll be taken directly to it.

You'll also see a text in the upper left corner starting to flash, saying "You have x product(s) awaiting proofing"

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386 31 Färjestaden

PHONE
0480-49 61 00

FAX
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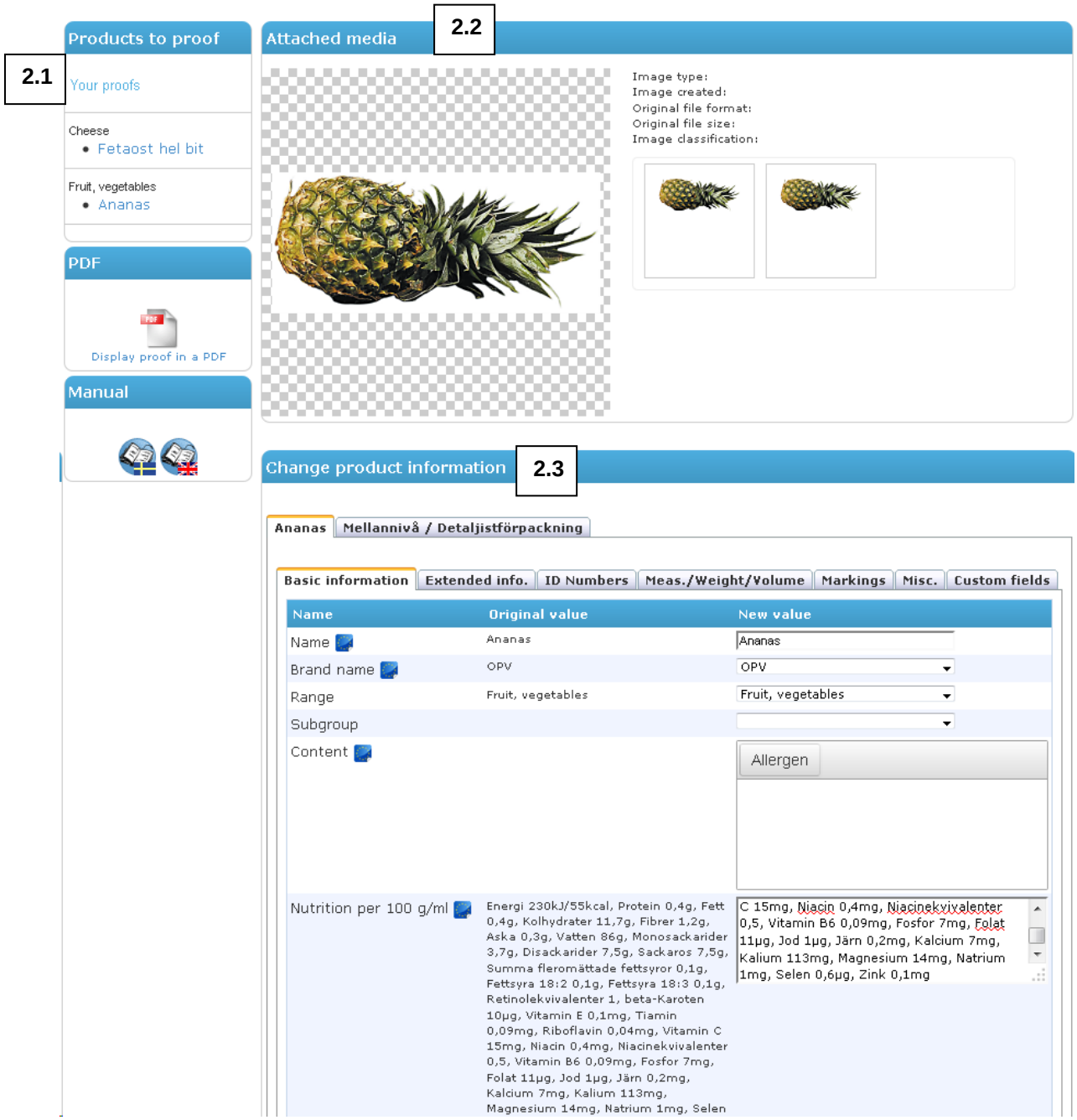
Proofing

After you've clicked on the log in button, you'll be transferred to the page for digital proofing, where all products in the proofing system will be visible in the top left menu (**2.1**).



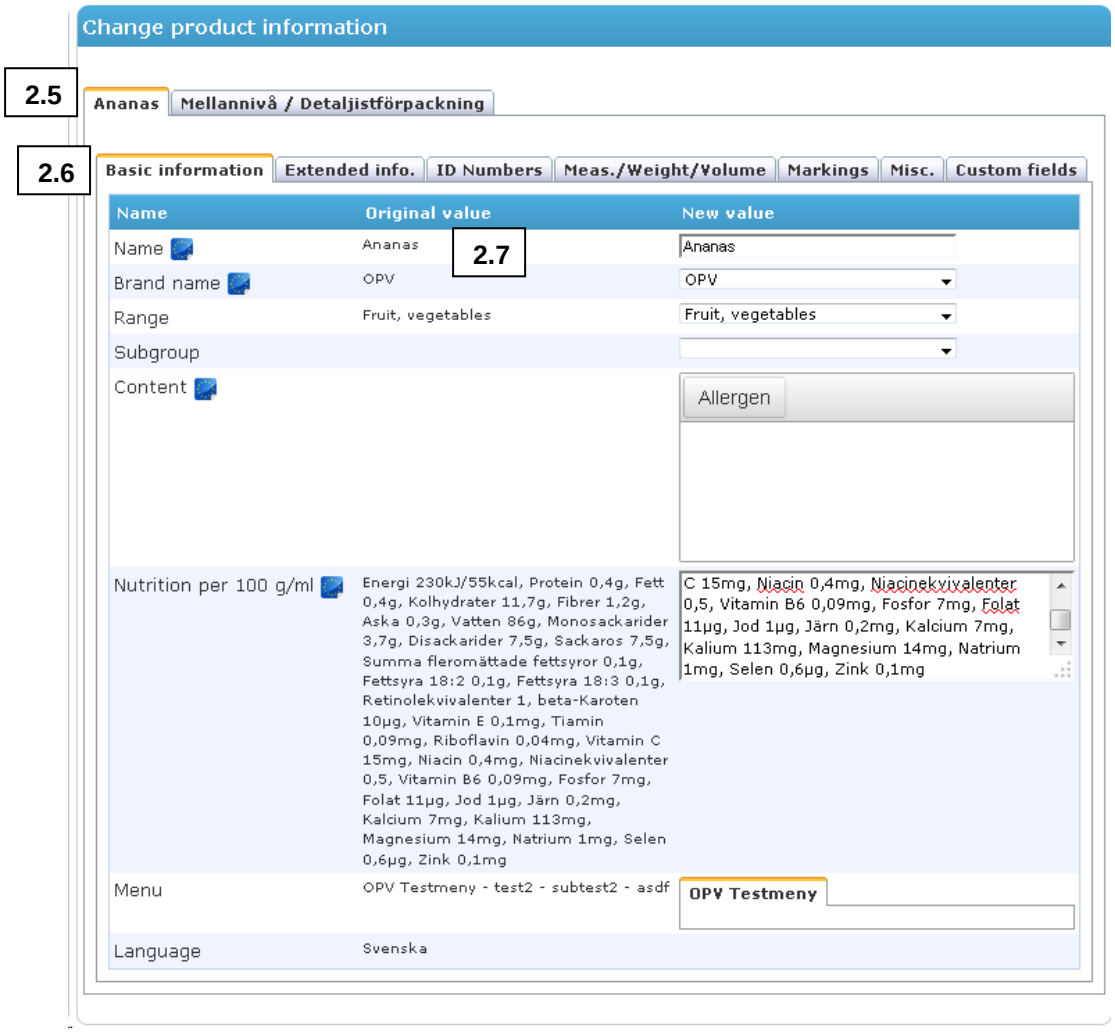
To the right you'll have a number of fields. The topmost (**2.2**) contains a summary of all the media attached to the product.

Below there's a area with a bunch of form fields where it's possible to change the product information (**2.3**).

Changing product information

In the field with the title ”Change product information”, you’ll find two rows of tabs.

The top row of tabs (**2.5**) is used to change between different items in the package hierarchy. Normally each product has two levels – base level which represents the product itself, and the case level which normally is the box that the product is delivered in.
It’s possible for you to add multiple case and pallet level items – but only outside the proofing system. While the product is in the proofing system, the hierarchy is locked.



The bottom row of tabs is used to group the different fields which can be edited (2.6).
In ”Basic information” are mainly fields which determine where in the menus/category trees the product should be located, and the fields for content and nutrition.

In “Extended info.” You’ll mostly find descriptive fields, like recycling instructions, product description, storage instructions, information about origin, volume percent of alcohol and much more.

In ”ID Numbers” you can change GTIN/EAN, your own article number, and the wholesalers’ article numbers.

In ”Meas./Weight/Volume” you can edit the product measurements, weight, volume and number of items in the package.

In ”Markings” you can assign official product markings (like Organic, Fairtrade, KRAV) to the product,

and fill in allergy information.

In ”Misc.” you can add additional information which might be interesting in certain cases – like potion size (for GDA), launch date and extra search words.

In “Custom fields” you’ll find any custom fields that has been created specifically for your company. This allows you to add information that is relevant for your own line of products, but isn’t available in the general set of information (contact us if you want to have a custom field created).
You who are a part of the LRF “Bonde på köpet”-app will find their custom fields here.

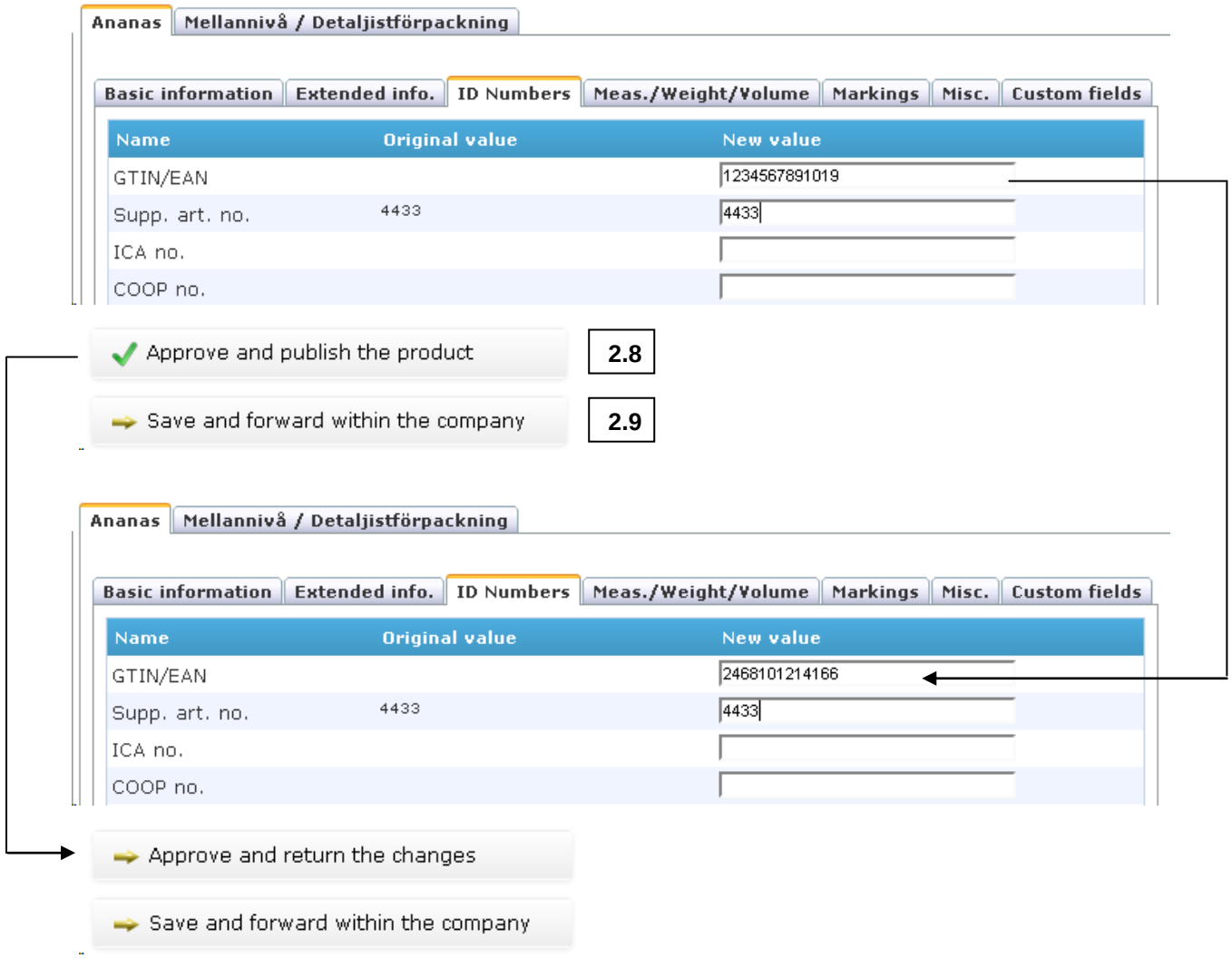
Below ”Original value” (2.7) are the values that the product had before being edited in the proofing system. To the right you have a column with form fields under the title “New value”. If you want to change anything, just fill in the new information in the corresponding field.

Changing product information, example

Let's say that the GTIN/EAN of the product is erroneous, and needs to be changed. To change it, we click on the tab called "ID Numbers" and enter the new GTIN/EAN.

As soon as any information is changed, the text on the "Approve"-button at the bottom of the page will change (**2.8**) from "Approve and publish the product" to "Approve and return the changes", and instead of publishing the product immediately, it will be sent to an administrator at OPV for confirmation. That way, a change always has to be approved by two people, which minimizes the risk of erroneous changes.

If you have multiple staff with different areas of responsibility, and the product has to be edited by more than one person, you can do the changes you want, and then pass it on to another person within the company by pressing "Save and forward within the company" (**2.9**).



If we had changed the EAN back to its' original value, the button would have reverted into "Approve and publish the product" once again. **(2.8)**.

If you change any product information it is not possible to approve and publish the new information immediately. Instead you return the proof with its' changes to the administrators at

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Södra Hamnplan 5E
386 31 Färjestaden

PHONE
0480-49 61 00

FAX
0480-49 61 01

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OPV, who will double check the changes before approving them, or sending the proof back to you with some kind of remark or change

If they think the alterations seem to be correct, the changes will be approved.
If they think anything needs to be changed, they'll perform the changes and then send it back to you for further modification or approval. The proof can travel back and forth in this way an unlimited number of times, until bort parties are satisfied the changes are correct.

As soon as a proof is approved or sent back to you, you'll get an E-mail telling you what's happened.

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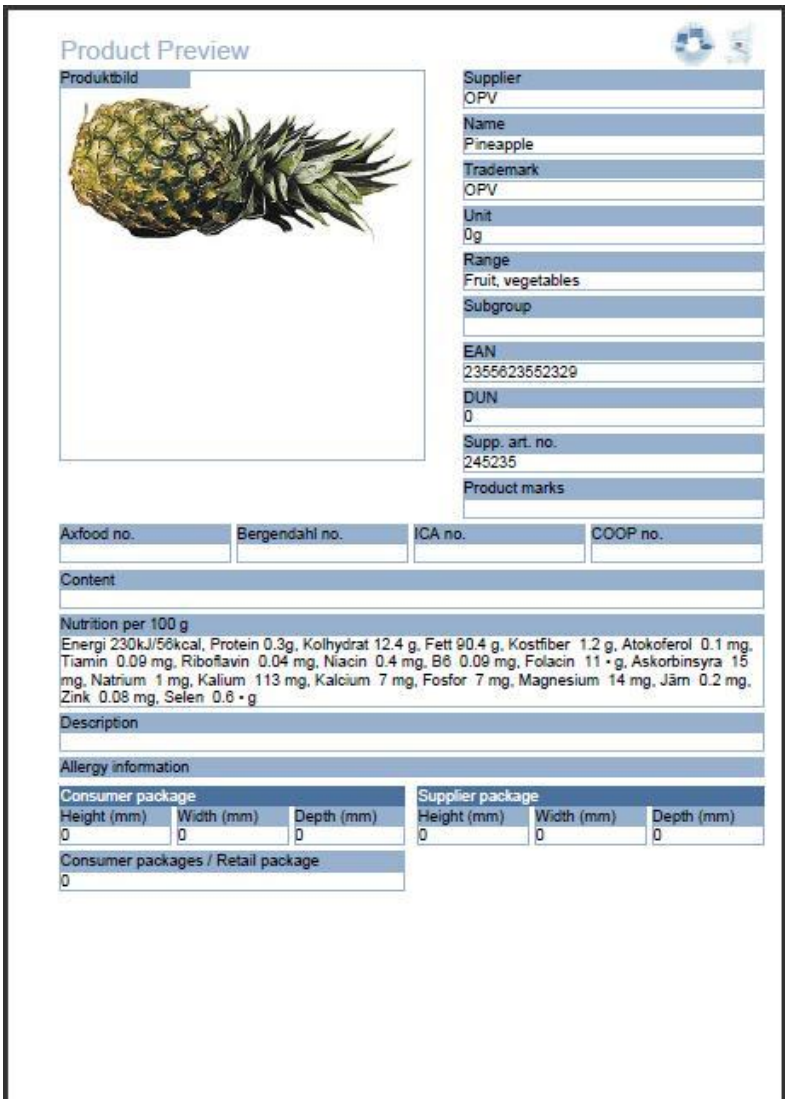
Manual proofing

If you want to have a traditional paper-based proof, all you need to do is to click on the PDF field just under the menu. A PDF document will then be created that lists the most important information. Just write down what you want to change and send it to us, and we'll do the changes.
This PDF will open in a new window.



Product Preview

Produktbild

Supplier: OPV
Name: Pineapple
Trademark: OPV
Unit: 0g
Range: Fruit, vegetables
Subgroup:
EAN: 2355623552329
DUN: 0
Supp. art. no.: 245235
Product marks:

Axfood no.	Bergendahl no.	ICA no.	COOP no.

Content:

Nutrition per 100 g:
Energi 230kJ/56kcal, Protein 0.3g, Kolhydrat 12.4 g, Fett 90.4 g, Kostfiber 1.2 g, Atokoferol 0.1 mg, Tiamin 0.09 mg, Riboflavin 0.04 mg, Niacin 0.4 mg, B6 0.09 mg, Folacin 11 • g, Askorbinsyra 15 mg, Natrium 1 mg, Kalium 113 mg, Kalcium 7 mg, Fosfor 7 mg, Magnesium 14 mg, Järn 0.2 mg, Zink 0.08 mg, Selen 0.6 • g

Description:

Allergy information:

Consumer package			Supplier package		
Height (mm)	Width (mm)	Depth (mm)	Height (mm)	Width (mm)	Depth (mm)
0	0	0	0	0	0

Consumer packages / Retail package: 0

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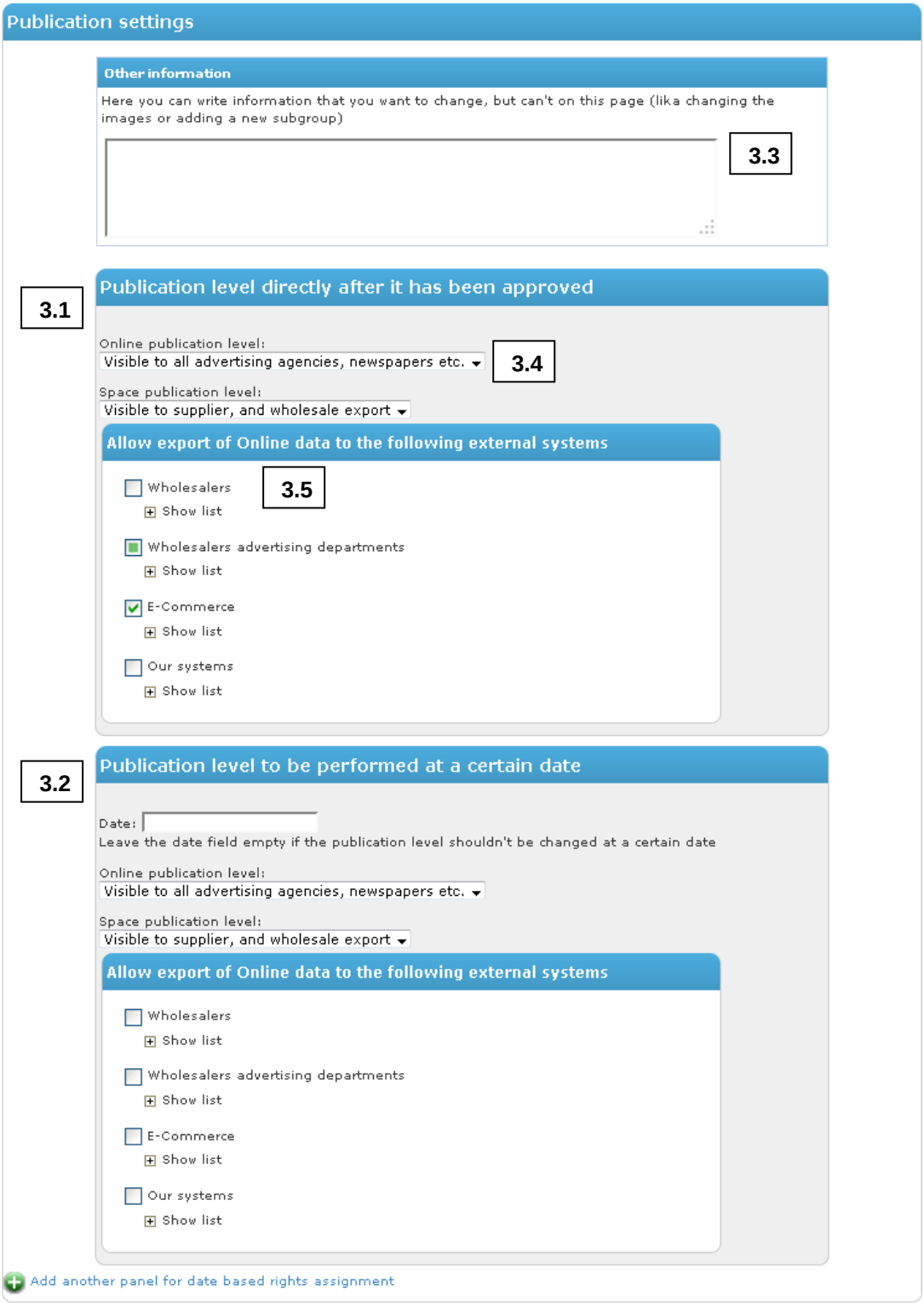
Publication settings

The publication settings you select in the topmost gray field (3.1) will be the ones that are activated as soon as the product has been approved

The field below (3.2) is used to schedule publication changes in the future



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These two panels can for instance be used to make the product visible to your own companys' users immediately, and set a date when it will be visible to advertising agencies, newspapers etc. Or perhaps the other way around – that the product should become invisible at a certain date.

The scheduled settings only affect the publication settings of the product. Changes to the products information are always performed as soon as the proof is approved. It is not possible to schedule changes to the product information.

I you want to schedule further rights changes, it's possible by clicking on the green plus sign where it says "Add another panel for date based rights assignment". Each time you click on it, another panel will show up, letting you schedule an unlimited number of rights changes.

The publication settings can be changed freely without involvement from the administrators at OPV, since it doesn't affect the product information.

In the "Other information"-field (**3.3**) you can send messages to us. It might for example be a comment about the images or that the product should be assigned to a new subgroup that doesn't exist yet.

Publication level in OPV Online

"Online publication level" (**3.4**) sets the basic publication level for the product in OPV Online. You have two options:

1. "Only visible to your company"
   Only gives your own companies' users access to the product (except for the users in your company set to only see public products (2))
2. "Visible to all advertising agencies, newspapers etc."
   Makes the product visible to all users in the system (except for other suppliers, who only can see their own products)

Publication level in Space

If the product should also be available in OPV Space, there is a second drop down list that regulates the products visibility in OPV Space:

1. "Visible to supplier, and wholesale export"
   Makes the product visible to your own company's users. The product information and images will also be exported to the wholesalers Space divisions.
2. "Visible to everyone"
   Gives all users in OPV Space access to the product. Even other suppliers.

Export to external systems

OPV Online exports your information to a large number of external systems. It might be everything from wholesalers own media banks to E-commerce, consumerism mobile apps, POS systems and much more.

All these external systems have a need for images and product information, and by allowing us to supply them, you only have to make sure your information is updated in OPV Online to ensure that it's updated in all the external systems. But we need express permissions from you for them to be able to access your product information.

If there isn't a checkmark next to the external company in the proofing system, it won't get access to the product information regardless of publication level at OPV Online

Under the headline "Allow export of Online data to the following external systems" (**3.5**) it's possible to set what external companies will be able to access the product you're currently proofing. The companies are grouped by "Wholesalers", "Wholesalers advertising departments", and "E-commerce". Under each group you have a number of companies. You can show the individual companies by clicking "Show list".

You can either control in detail what companies get access to the product data, by checking/unchecking the companies individually, or give/remove the access for an entire group of external companies by checking/unchecking the checkbox next to the name of the group.

To make your life a bit easier, the export is automatically checked/unchecked when selecting an OPV Online publication level. If you choose " Visible to all advertising agencies, newspapers etc."", all will automatically be checked (but you can still uncheck those you don't want accessing your data). If you select "Only visible to your company", all will be unchecked automatically (but you can still check those you want to give access to).

EU 1169 / 2011

At the end of 2014 Eu regulation 1169/2011 will take effect. This will cause some information to become mandatory when exported to for instance E-commerce retailers.

The fields that are regulated in EU 1169/2011, are marked with an EU-flag:

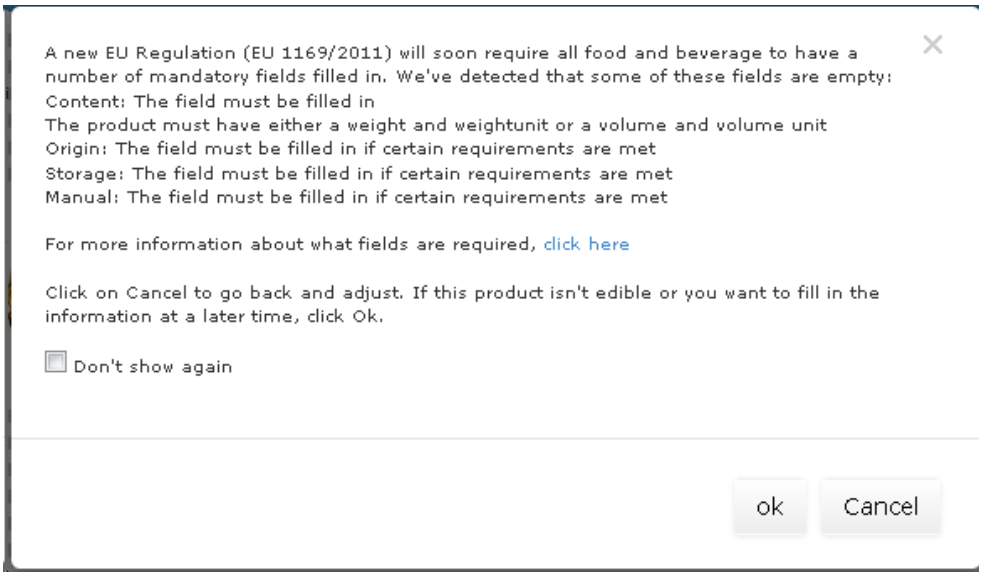
All fields marked with the EU-flag aren't mandatory for all products.

The regulated fields in EU 1169/2011 are:

- Name – Mandatory for all products
- Brand name – Mandatory for all products
- Content – Mandatory for all products. All allergenic substances are required to be marked as such (see "Allergy information" below)
- Nutrition – Mandatory for all products
- Net weight & weight unit or new volume and volume unit – Mandatory for all products. It's enough for it to have either a weight or a volume. Both are not required
- Origin – Mandatory for *some* products. See article 26 in EU 1169/2011
- Manual – Mandatory only for products that would be difficult to use without instructions
- Storage – Mandatory for product requiring special storage instructions
- Alcohol (%) – Mandatory for products containing alcohol

Warning

Since EU 1169/2011 doesn't take effect until the end of 2014, we haven't made the fields themselves mandatory. Instead you'll get a warning when you press the "Approve"-button, if there seems to be a risk of any of the fields lacking information. If you want to go back and adjust the information, press Cancel. Otherwise press Ok.



ADDRESS
Södra Hamnplan 5E
386 31 Färjestaden

PHONE
0480-49 61 00

FAX
0480-49 61 01

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Allergy information

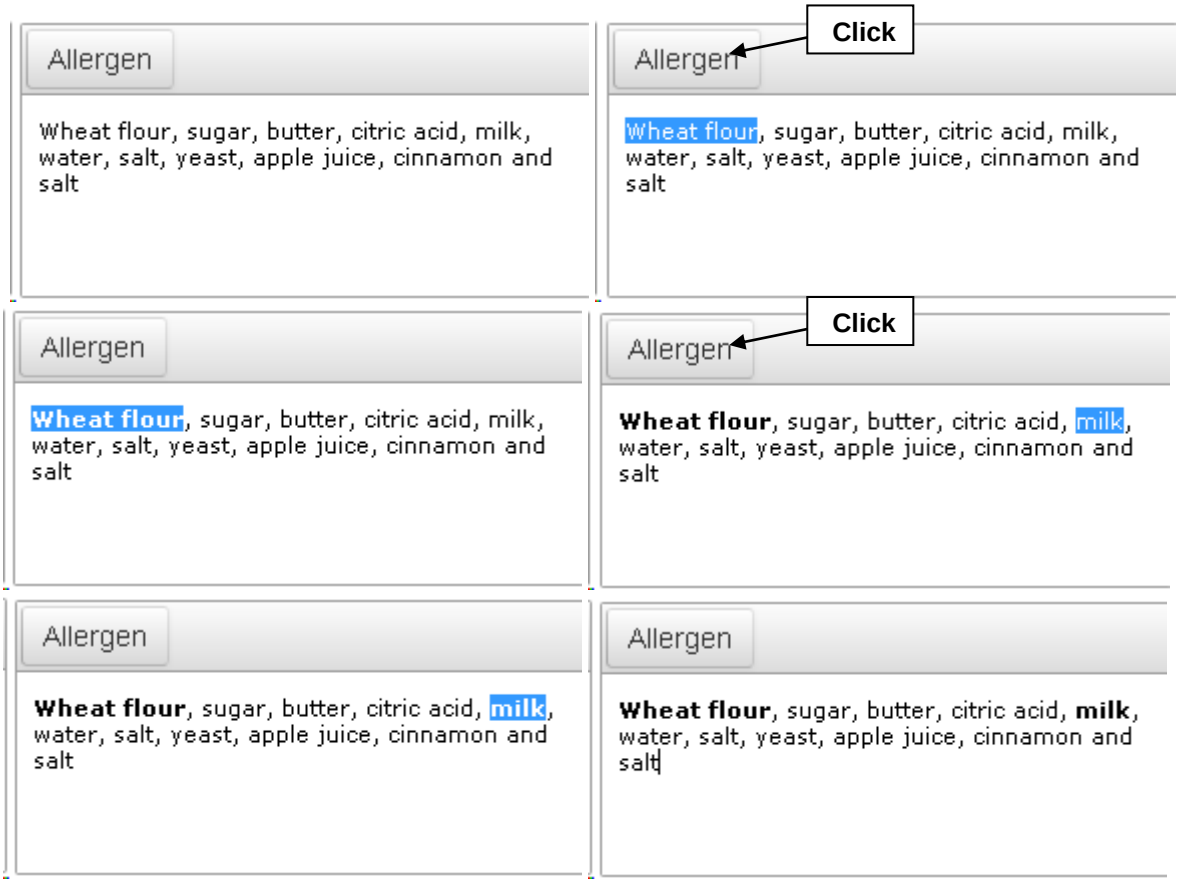
Allergy information is now located in two different locations. EU regulation 1169/2011 requires all allergens to be marked in the content declaration.

In the ”Markings” tab there’s also a table where you can enter which allergens are in your products, to make it searchable and give allergic users the option to have a quick overview of the allergy information without having to read through the entire content declaration.

Marking all allergens in the content declaration

After writing the content declaration, it’s time to mark the allergens. This is done by selecting an allergen, and then pressing the Allergen-button. The selected text will then get become bold. After that, you select the next allergen, press the allergen-button and so on until all allergens are in bold.

All ingredients with bold text, will be distributed to E-commerce and such with an allergen-flag enabling them to make sure the allergens are displayed in a clear way to the consumer.



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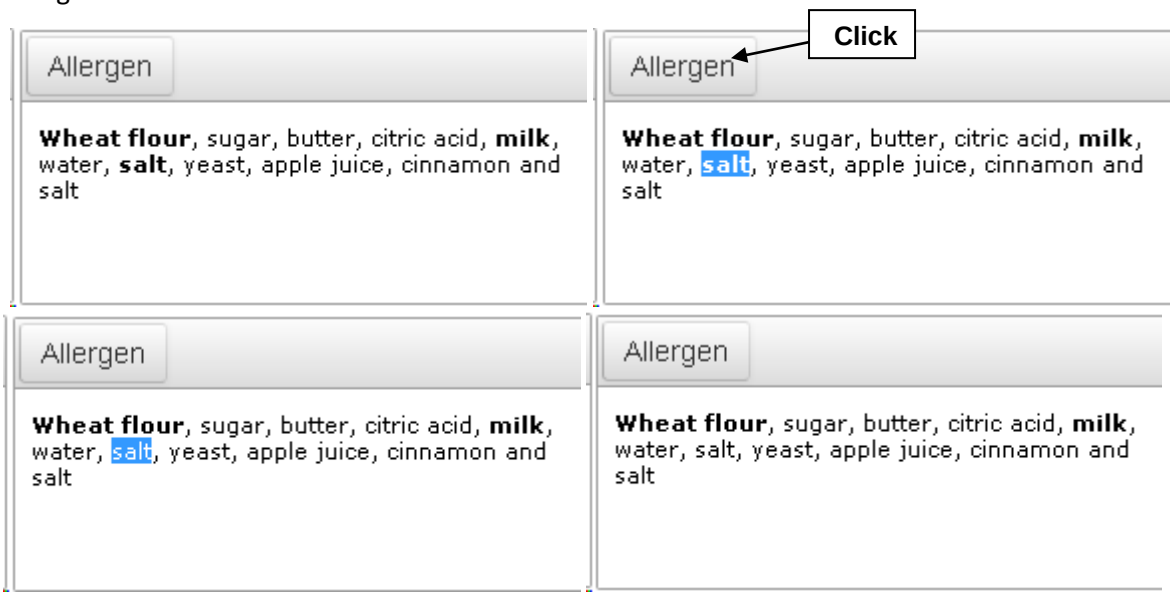
If you accidentaly marked an ingredient as an allergen, it's easy to fix. Just select the allergen you've marked incorrectly, and then press the allergen-button.. The ingredient will now be un-marked as an allergen.



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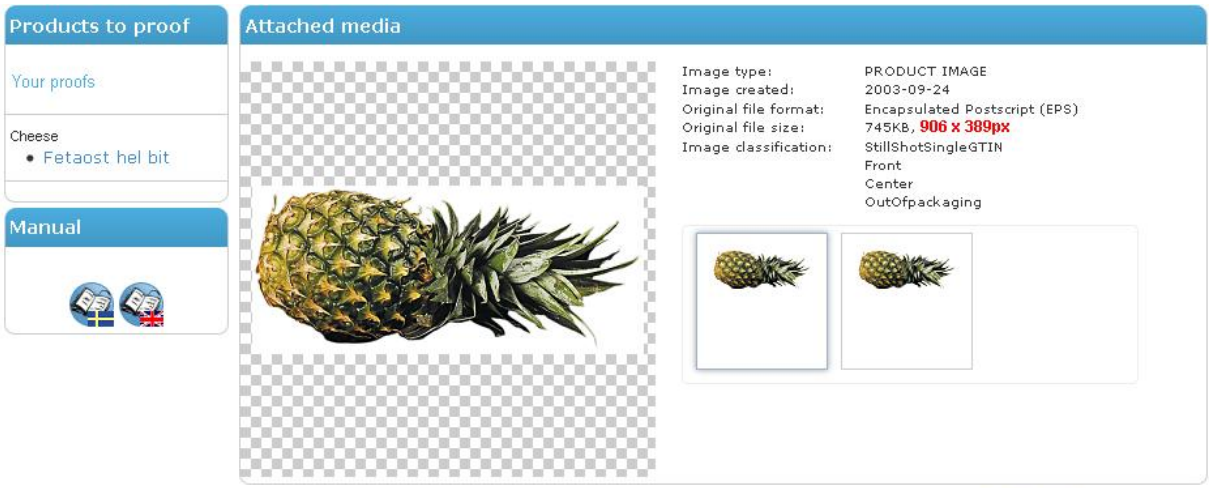
Approving

If you believe that the products' information is correct, and don't need to be altered, all you have to do is click on the Approve-button at the bottom. The page will then look like this:



If you've scheduled publication changes, it will still be visible in the menu under "Approved, rights changes left ". Otherwise it will disappear from the proofing system.

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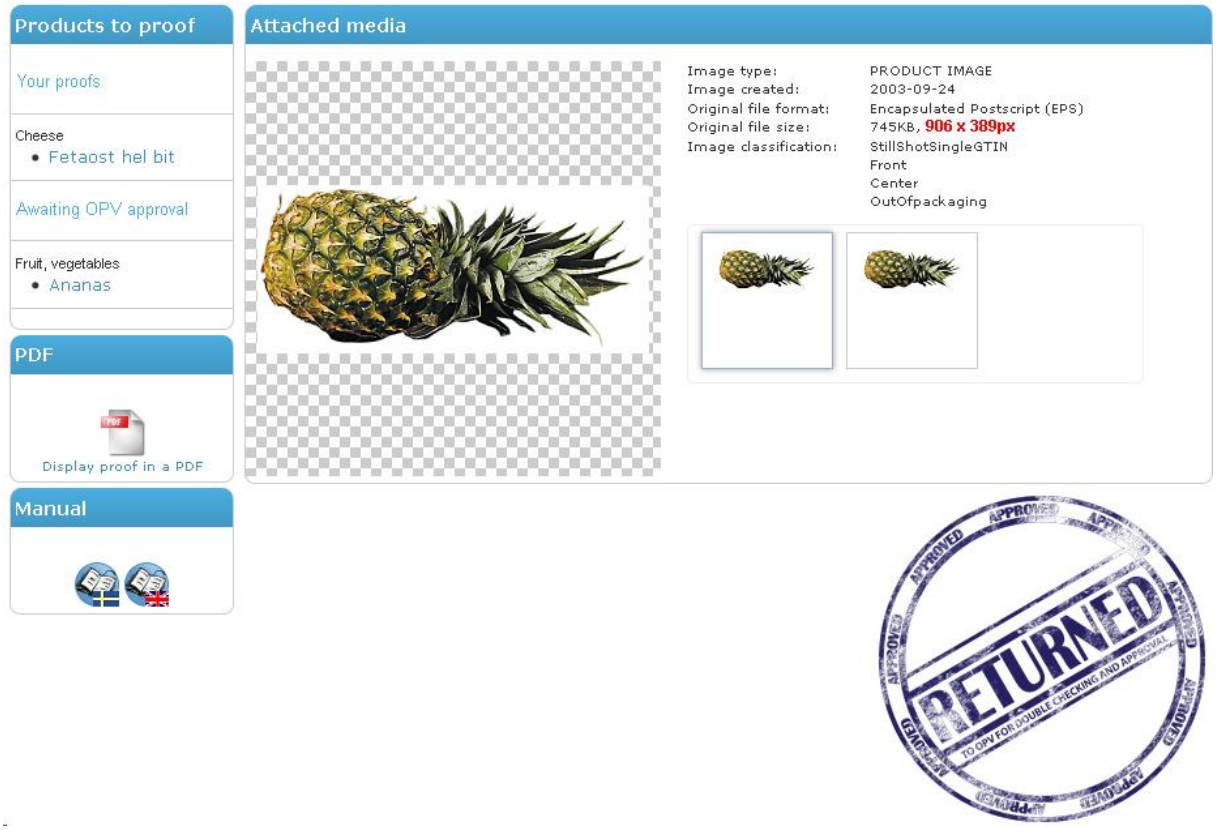
Return changes

When you've changed any information except for rights changes, they have to be double checked by the administrators at OPV. The page will then look like this:



The product will be visible in the menu, under "Awaiting OPV approval".

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Field list

General information

Name	The name of the product. As consumer friendly as possible.
Brand name	The trademark of the product. If the trademark isn't available, tell us, and we'll add it.
Range	OPV Online has its' own menu system which divides the products into several main groups, or ranges. For example "Bread, biscuit, pastry", "Fruit, vegetables", "Frozen food" and so on. This lets you select the correct range for the product
Subgroup	OPV Onlines' menus are built by: Range Trademark Subgroup Subgroup is used to divide a trademark into several groups, to make it easier to find the right products. Subgroups are quite rarely used, since most suppliers' product lines for each trademark simply isn't big enough for it to be needed. So if you want to divide your products using subgroups, tell us, and we'll create the ones you want.
Content	Content, just as written on the packaging of the product. Comma separated. Example: Wheat flour, water, butter, sugar, yeast, salt
Nutrition per 100 g/ml	The nutritional values of the product. Can be either comma separated or separated by new line. Example 1: Energy 1100kJ/260kcal, Protein 8g, Carbohydrate 49g of which sugar 2.6g, Fat 3.5g Example 2: Energy 1100kJ/260kcal Protein 8g Carbohydrate 49g of which sugar 2.6g Fat 3.5g
Menu	A lot of suppliers have special adaptations of some of our services, or get the information from OPV Online exported to their intranet or public web pages. Often the supplier wants to have their own category tree to divide up their products. If you have one or more category trees, this allows you to assign each product to one or more categories in each tree.

Extended info.

Recycling	How the product/boxes/pallets should be recycled . Can be entered for each product/package in the entire hierarchy.

Description	A consumer oriented description of the product
Durability	Information about the products durability
Origin	Where the raw product comes from, or where it has been manufactured.
Thawing	Instructions for thawing the product
Cooking	Instructions for cooking the product
Manual	Instructions of how to use the product
Storage	How the product/boxes/pallets should be stored. Can be entered for each product/package in the entire hierarchy.
Sale text	A consumer oriented sale text. Why should they buy this product? What makes it better than other products?
Alcohol (%)	Volume percent of alcohol in the product

ID-Number

GTIN/EAN	The GTIN/EAN of the product. Can be set for each product/package in the hierarchy. Only GTIN/EAN with 8, 13 or 14 digits are allowed. Normally 14 digit EAN codes are only used in case or pallet-level items, and 8 or 13 digits on the base level. We have code that will validate the check digit of the EAN code. So if you input the wrong EAN by mistake, it will warn you
Supp. art. no.	Your own article number
Other numbers	The wholesalers often have their own article numbers. This lets you add their numbers to your product, to make it easier for them to find your products

Measurements/Weight/Volume

It's vital that the measurements of the product is correct – at least if it's supposed to be in OPV Space. It's often hard to know which side is considered the "front" of the product. Generally the front, is the side where the largest product name / trademark name is located. If the product is supposed to be in OPV Space you can look at the photograph to see which one is considered "front", and then add the measurements according to that.
If the product has space images, the measurements will be validated against the proportions of the space image. If the proportions mismatch by more than 10%, the measurements is probably turned in the wrong way. In that case, the system will warn you.

Height (mm)	The height of the product, seen from the "front" of the product. Can be entered for each product/package in the entire hierarchy.
Width (mm)	The width of the product, seen from the "front" of the product. Can be entered for each product/package in the entire hierarchy.
Depth (mm)	The depth of the product, seen from the "front" of the product. Can be entered for each product/package in the entire hierarchy.
No. items in this	How many "next lower level item" there is in the package. Can be entered for

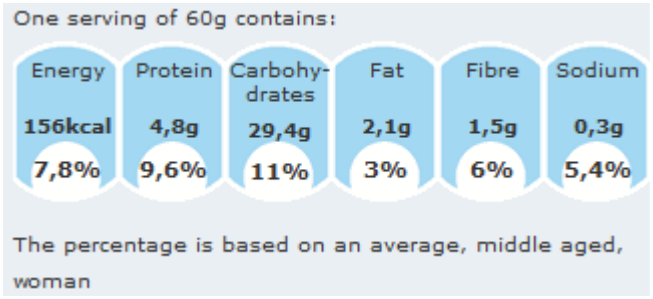
consumer unit or No. consumer units in this orderable unit or No. orderable units in this despach unit	each product/package in the entire hierarchy. Normally nothing is entered in this field on the base level, but it *is* possible to do so. Example: We have a candy bag containing 50 pieces of candy. The bag is the base level. This is sold in boxes of 30 bags, and pallets of 40 boxes. Then you could enter 50 on the base level, 30 om the middle level, and 40 on the top level
Weight	Base level: The *net* weight of the product. Case /pallet level: The *gross* weight of the package Just the numbers. The unit is entered below. Can be entered for each product/package in the entire hierarchy.
Weight unit	The weight unit that is used. For example g or kg
Volume	Base level: The *net* volume of the product. Case /pallet level: The *gross* volume of the package Just the numbers. The unit is entered below. Can be entered for each product/package in the entire hierarchy.
Volume unit	The volume unit that is used. For example ml, dl or l
Nesting height	The nesting height is the height of a single product when they're stacked. The following formula should be used when calculating the nesting height: N = (A – B) / Tc – 1 N = Nesting height in mm A = The total dimension B = The dimension of a single product Tc = The total number of stacked products
Nesting unit	Always mm
Stapling type	Determines if the product is stacked vertically or horizontally. Vertical – products that are stacked in top of each other. Horisontal – Almos only products hanging from "spears"
Nesting direction	Positive direction means that the bottom product is the only one with intact height, i.e. the only product in the stack where you can see the full height. Negative direction means that it's the top product that can be seen in its entirety.

Markings

Product marks	Do the product have any official markings, like Organic, KRAV or Fairtrade? In that case, click on "Show product marks" and tick the checkboxes beside the markings that the product has. Om If you're missing any markings, contact us, and we'll add it.

Allergy information	If your product contains allergens, it should always be visible in the declaration of content (in the general tab). But this lets you create an allergy table where the allergy information is both searchable and much more clear to the consumer. If you choose ”Trace amounts” or ”Yes”, you can add a comment for more in depth information. You never need to choose ”No” unless you really want to show that your product doesn’t contain it. For example, Lactose free milk might set ”No” to really show that the product doesn’t contain any trace of lactose. But they wouldn’t normally set “No” on Lupine or Mollusk, since that’s implicit.

Misc.

Portion size (for GDA)	If you want a GDA table (Global Daily Amounts) to be visible when someone looks at its’ detailed view in OPV Online, just write the portion size in g / ml. It will then extract the data from the entered nutrition, and give a preview of how the GDA table will look 
Launched	The date when the product was/will be launched
Extra search terms	Does your product, company name or trademark contain apostrophes or have a name that’s hard to spell? In that case you can add common misspellings in this field, ensuring that the product is found even if the user spells wrong. The words should be separated with space Example product: `L´Oréal Essie Fiji` L´Oréal is incredibly hard to spell for someone not from France, and a lot of people believe Fiji is spelled Fidji So in this case one might enter: `Loreal L’oreal Fidji`