COLOR COMMUNICATOR
Submit Module
# Table of Contents

## Submit Module

- Overview
- Overview…continued
- Menu Overview

## Creating A Submit

- Understanding The Submit Form
- Creating A Submit
Table of Contents

Creating A Submit….continued 12

Submit Functions 13

Viewing A Submit 14

Editing A Submit 15

Submit As New (Copy Submit) 16

Print A Submit Form 17

Email A Submit 18

Export A Standard and/or Batch 19

Search Submits 20

Search My Submits 21
# Table of Contents

Searching For Submits (Advanced Search)  
Searching For Submits (Advanced Search) ...continued  

Evaluate Submits  
Evaluate A Submit  
Evaluate Multiple Submits At One Time  

Contact Us  
Contact Info
Submit Module

Overview

Color Communicator’s administrator functionality is the core for every organization as it provides the dynamic flexibility to manage your catalogs, colors and users.

In addition, this is where you can build, expand and manage your network, allowing for unlimited growth and customization.

The following icons will be used throughout this guide to help identify items that may require additional attention.

**Important:** Items indicated with this symbol represent an action or information that is of high importance.

**Note:** Items indicated with this symbol are worth noting to build a well rounded knowledge of the systems functionality.

**Tip:** Items indicated with this symbol are suggested shortcuts that can be applied to save time and increase efficiency.
Submit Module

Overview

• The days of physical submits, time delays due to shipping and their associated costs are long gone. Color Communicator’s submit module allows for digital input, review, and automated notification, all while providing a secure and safe environment to store and manage your most valuable information.

• Add Color Communicator’s Online Spectrophotometer service and you can take digital submissions to the next level. Setup, calibrate and read samples directly into the digital submit form, allowing the receiving organization to digitally evaluate the physical dyeing without the wait and hassle of physical submissions.

• Submit & Online Spectrophotometer functionality is an easy to use plug in service that can be added to any organization.

• Order your submit and/or spectrophotometer service today!
Submit Module
Menu Overview

All submit related tasks will be found under the submit tab on the main menu bar. The submit tab includes but is not limited to:

- **Create a new Submit**: Creating a new submit from scratch.
- **Searching My Submits**: Allows a given user to search for submit they specifically created.
- **Search for Submits (advanced search)**: Provides ability to use selection criteria to search across all submits for your organization.
- **Evaluate Submits**: Provides a quick and easy way to find any submits that have not yet been evaluated and evaluate one or many submits at a given time.
- **Find a Submit by its Submit ID**: If you happen to know a specific submit ID you would to review, simply place the submit ID in this field and click the find button.
CREATING A SUBMIT
Submit Module
Understanding the Submit Form

The submit form is broken into 3 sections. Each section acts as an accordion, meaning once clicked, it will expand and display the items related to that section. The sections are broken down as follows:

1. **Submit Properties**: This is all submit form related fields that must be filled out during the submission process.

2. **Submit Evaluation**: This section is designed for the user/organization that will be performing the submit evaluation process and allows for canned responses, general comments and the selection of submit properties to be sent once the submit has been evaluated.

3. **Notifications**: This critical section allows anyone to add contacts, contact groups or individual email address to be selected so that when the submit evaluation takes place, they will be copied receive the same feedback the submitter would typically receive.

The last section displays general submit information that can be used to help evaluated and review a given submit.
After selecting the option to create new submit from the submit menu, you will be provided several options that must be completed before a submit can take place:

- **Organization**: Initially you must select the “Organization” or Company that you are submitting to.
- **Color Catalog**: Then you must choose the Color you want to submit against by selecting the Color Catalog that the desired color is associated with.
- **Import Sample** (Optional): Once the Organization, Catalog and Color has been selected, you are now ready to measure your sample or import a QTX.
- **Submit Properties**: Lastly, you are now ready to fill out the submit form. Simply fill the necessary fields (defined by the owning organization) and click the submit button.
- **Notification**: It is important that in this step that, anyone that needing to be notified when the submit is evaluated, must be selected or entered in the notification section of the submit form.

**Important Note:** All information within the submit form, including drop down values, how the submit form should be filled out, catalogs and colors that you may or may not have access to, are managed and maintained by the owning organization. For questions regarding this items, please contact the respective color office.
After completing a submit you will receive a confirmation that the submit was successful if all the information was filled out correctly. However, if there were any errors, you will receive a validation error and will be prompted to re-enter any information where an error was detected.

After a successfully submission, you have several quick access options that can be utilized to speed up submit related processes.
After a submit has been successfully submitted, you then have the option to go back and view that submit and perform any of the submit related actions.

Let's take a moment to review some of these actions:

- **Edit**: Provides the ability to edit a given submit.
- **Submit As New**: This feature allows the end user to take the previous submit and carry over the previously selected standard and any of submit form fields the owning organization has deemed as “carry over” fields.
  - *This is commonly used with there are multiple batches for a given standard, thus saving the submitter the time of creating a submit for each batch/sample.*

**Tip**

- **Migrate to Catalog**: All the batch of the selected submit to be migrated to a catalog of your choice.
- **Print**: The print feature provides a form like printout with the related submit information. This is typically used when the owning organization requires a physical swatch to be sent to their offices.
- **Email**: Distribution of submit information has never been easier, as this option provides you the ability to send the select submit and its properties to one or many contacts.
- **Export Standard and/or Batch**: This feature allows you to export the current submit standard and/or batch depending on the rights that have been given to you.
- **Start QC Session**: Start a new QC session, preselecting the standard from the selected submit. This is covered in more detail within the QC module of the user’s guide.
If any of the information within a submit needs to be edited for any reason, simply return to that submit and click the edit button. Once the submit is in edit mode, any of the desired fields can be modified. After all the necessary changes have been made, click the submit button to re-submit any changes.

Every time a submit is changed and then re-submitted, a log is updated with the date, time, user and action that was performed.
Submit Module
Submit as New (Copy Submit)

After selecting the submit as new function, a new submit will be created carrying over the pre-defined fields, including the previously selected catalog and standard. Change the desired information and complete the submission process.

This feature is designed to save the submitter time and effort it would normally take to enter multiple submission for a given standard.

This function doesn’t always have to be used for the same standard. Once the submit as new function is initiated, simply change the catalog, color and desired fields to create a completely new submit without the hassle of filling out the submit form.
The print function will allow you to print out a “hard copy” that details all of the selected submit information. You can then attach your physical sample for shipping (if required by the owning organization).
The email feature allows you to manually distribute a given submit and its related properties to any individual contact or contract group from your personal contacts, found in your preferences. You can also add one or many email address for anyone not in your personal contacts.

Click the submit button once completed and the submit and its properties will automatically be emailed to the selected contacts.
Depending on the rights you have been granted, you will have the ability to export the batch or the standard and batch from a given submit. Simply click the Export Standard and batch or Export Batch as Standard button and you will be prompted to save the QTX to the desired location.
SEARCH SUBMITS
Submit Module
Search My Submits

The search my submits function is a quick way to view any submission that has been created by you. With quick select options such as last 7 days, you can easily find the desired submit.

Once the submit has been selected, simply choose a desired action:

- View:
- Edit:
- Submit As New:
- Print:
The advanced submit search features allows for a more in depth selection criteria, allowing you to find exactly what you need. This area is based on the defined submit form. Each field can be utilized to narrow your search results to find the desired submit(s).

Two types of searches can be performed:

- **My Org Search**: Searches across any submits that was submitted to your organization from another organization.
- **My Network Search**: Searches across any submits submitted to your organization by users from within your own organization.

---

If no color catalog is selected, it will search across all catalogs.
Submit Module

Searching for Submits (Advanced Search)

Once you have found the desired submits, you can then perform any of the desired actions:

- **Compare Selected**: Select one or more submits by selecting the check box and clicking the compare selected button. This will be covered in more detail in the Evaluate Submits section of this user’s guide.

- **Export Selected to QTX**: Export the selected submits to a QTX format.

- **View Submit**: View the selected submit

- **Edit Submit**: Edit the selected submit

- **Submit As New**: Create a new submit from a previous submit

- **Migrate to Catalog**: Migrate the batch from the selected submit to a current catalog.

Lastly at the bottom of the search results page, you have the option to export the viewable search results to the following formats:

- PDF
- CSV
- XLS

**NOTE**: The check box next to each submit only needs to be selected if you are exporting a QTX or comparing submits. All other functions do not require this selection method.
EVALUATE SUBMITS
With the potential for a large number of submits coming in to your organization every day, it could quickly become a daunting task to find and evaluate these submits without an efficient method of organizing and reviewing pending submissions.

The evaluate submits section does just that, providing a quick search tool to sort through all unprocessed and pending submits by commonly sorted criteria:

- Status
- Status Type
- Period
- Color
- Vendor
The evaluate submits section also allows you to quickly compare and evaluate multiple submits at once. Similar to the submit section, you can compare:

- Swatches
- Reflectance Curve
- Colorimetric Calc.
- Lab Plot

You can evaluate up to 17 submits (for a given standard) at one time.
Contact Us

For more information, contact:
Archroma Global Services @

4000 Monroe Rd, Charlotte, NC 28205

- 1-888-705-6502 (USA)
- 1-704-353-4116

Archroma.Services@Archroma.com

- www.Archroma.com
- www.MyArchroma.com
- www.ColorCommunicator.com
- www.PaletteAdministrator.com