

ARIAN CENTRAL DATA SERVICE - USER GUIDE

What is the ARIAN Central Data Service?

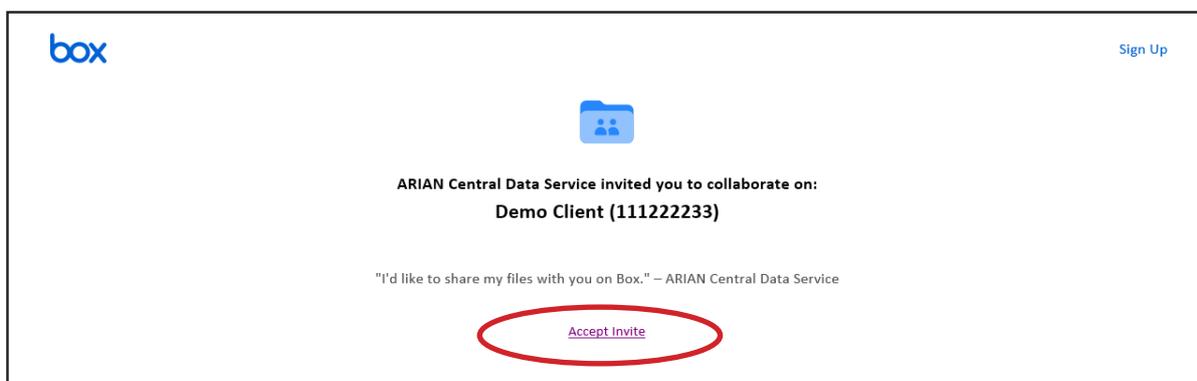
The ARIAN Central Data Service, or ACDS for short, offers our customers a platform on which to upload and manage any files related to their order that need to be shared with ARIAN, such as artwork files, confirmation of proof approvals, etc.

With this new offering, we are streamlining our processes, making it easier and safer for you to send and receive files from ARIAN. You will be able to share and store files easily, securely and from anywhere you want. ACDS is based on Box, a well-known, cloud-based content management, collaboration, and file sharing tools for businesses.

ACDS can also be accessed directly through <https://data.arian.com>.

How does it work?

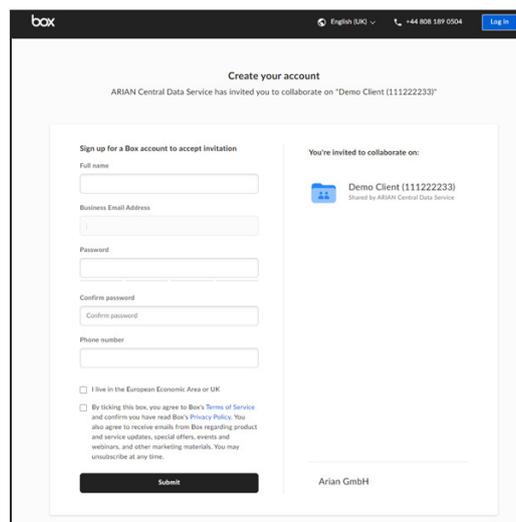
1. Any time an order is placed on our system, a folder will automatically be created in ACDS and associated to your company and the order's A-Number (our internal order number). The new folder will have the A-Number and the Order Description as a name.
2. An automated email will then be sent to you or the relevant contact with an invitation link to this folder. Please click on the link in the email to access the folder.



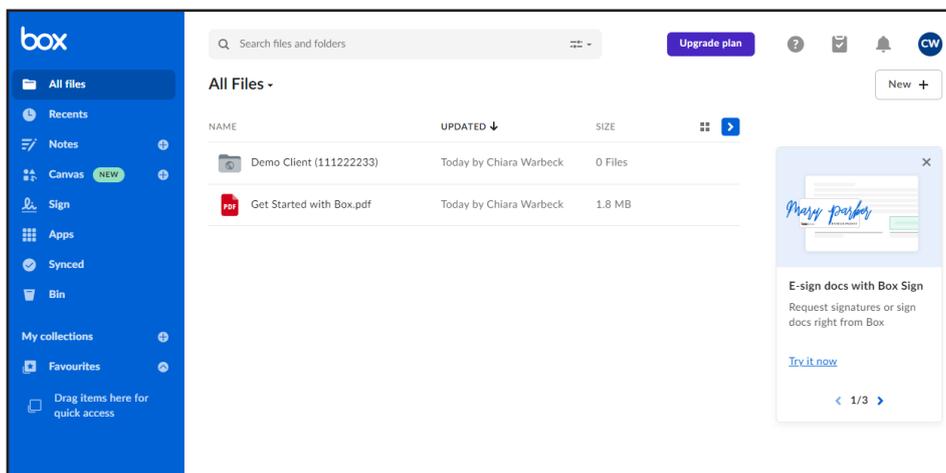
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Creating an account

1. The first time you receive one of these emails, the system will ask you to create an account and walk you through the necessary steps. Please make sure you remember your password, as you will be able to use this account for this and all future orders.



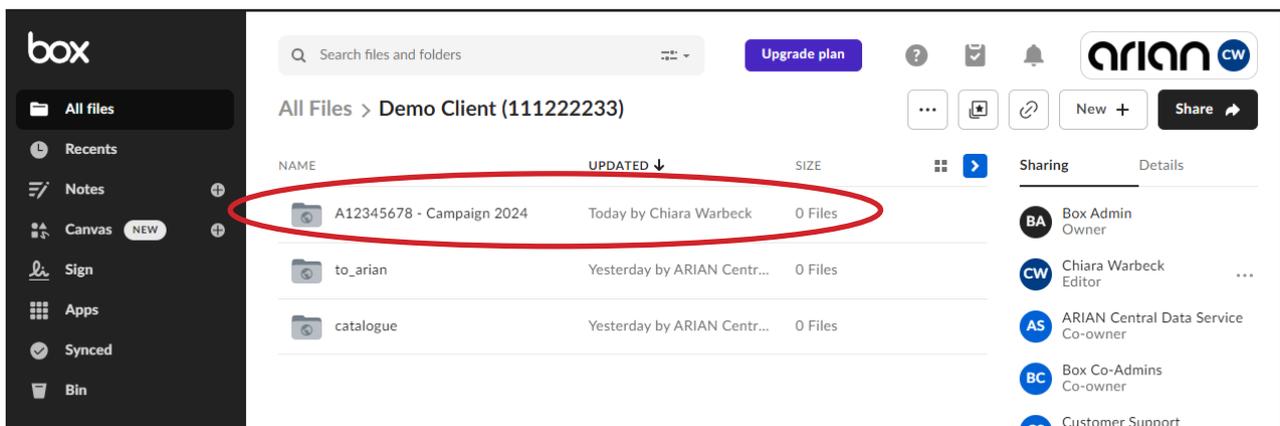
2. The system will send you an email to confirm your email address, and afterwards you will be directed to your account:



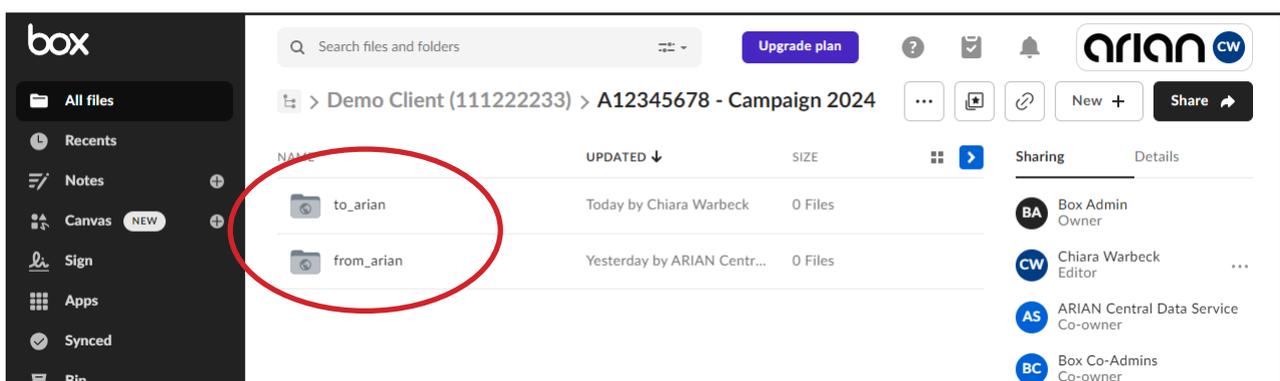
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Accessing folders, uploading and downloading files

1. Once you have created an account and/or logged in, you will either be directed to your overview page, or, if you have accessed ACDS through an invitation link sent to you in an email notification, directed directly to the respective folder. Either way, you will always be able to find the needed folder by searching for the A-number and order description for your current campaign. It will look like this:

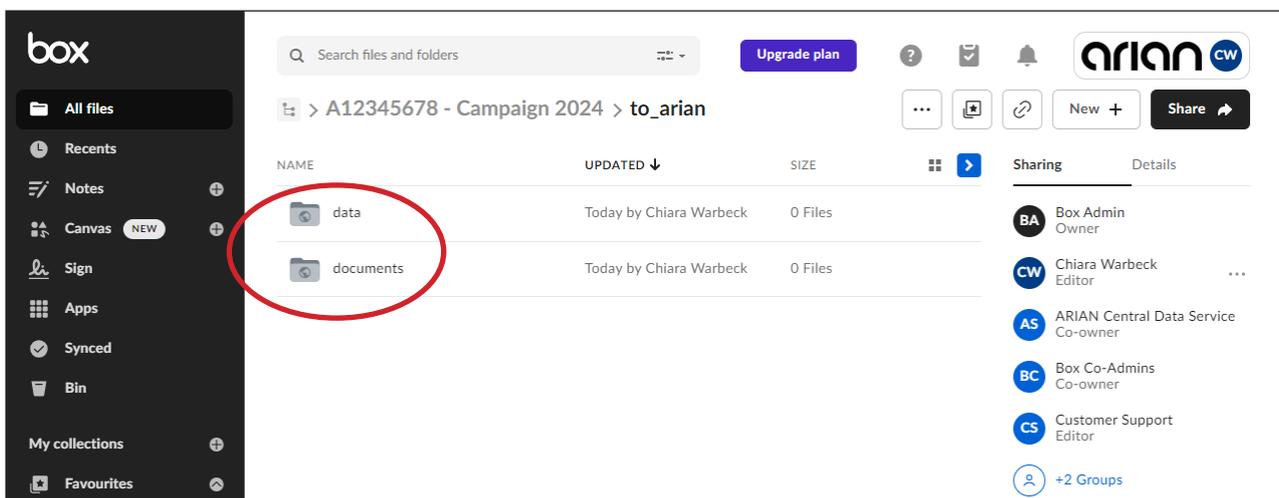


2. It will contain two sub-folders, with the structure looking as follows:
 - **To-ARIAN folder:** please use this folder to upload any files you want to send to ARIAN.
 - **From-ARIAN folder:** this folder will contain any files that ARIAN sends you, such as PDF approvals. You will receive a notification any time a new file is uploaded here (if set up accordingly in your Box settings - see "Change account settings" on page 6).

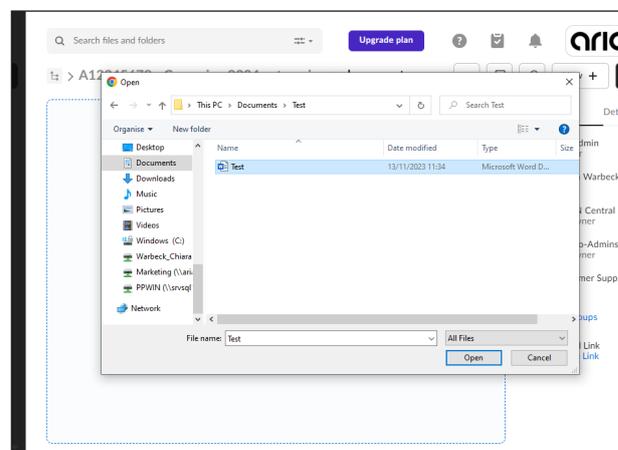
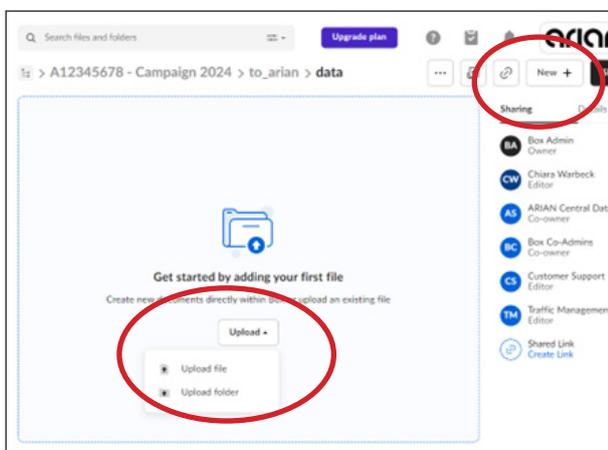


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- To upload a file, simply navigate to the correct **To-ARIAN** folder and select whether it is data you want to upload (such as artwork files) or documents

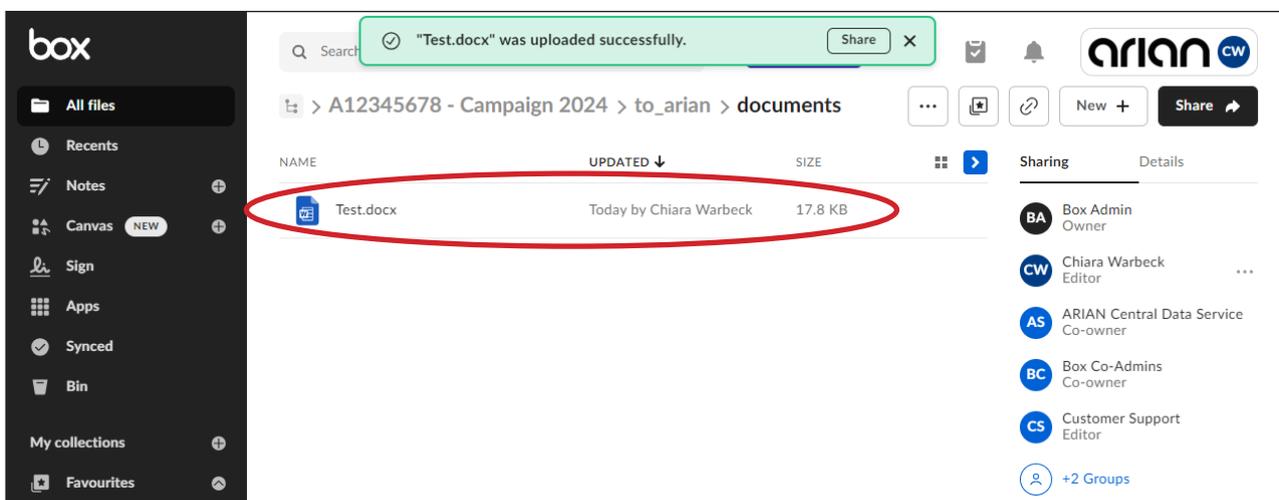


- Upload your file either by drag & drop, or by uploading through the "NEW" button at the top right, then navigating to where your file/folder is stored and selecting it.

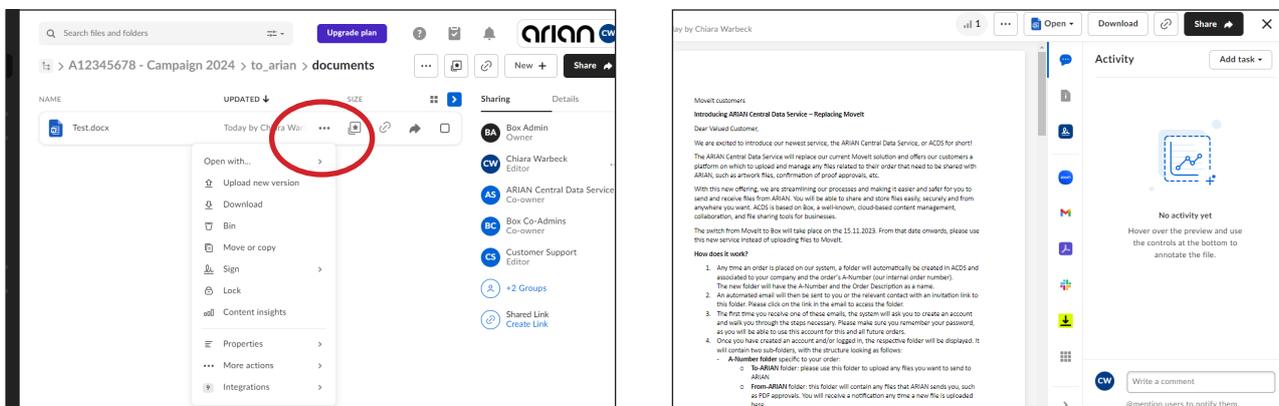


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5. Your file/folder will upload and show in the folder:



6. You can view the file, share it with other people in your company, edit it, add comments and many more actions by either clicking on the "... " next to the file's name, or just clicking on the file:

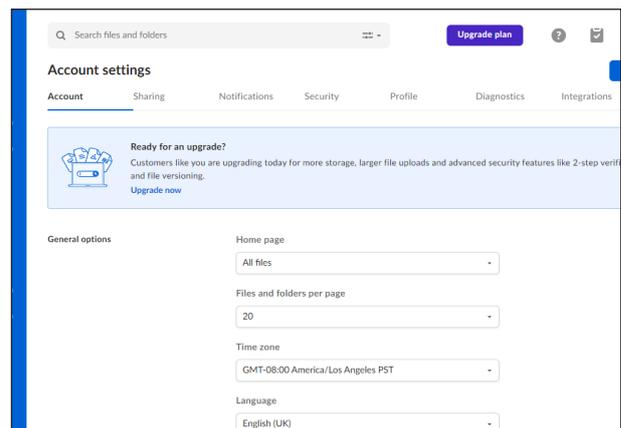
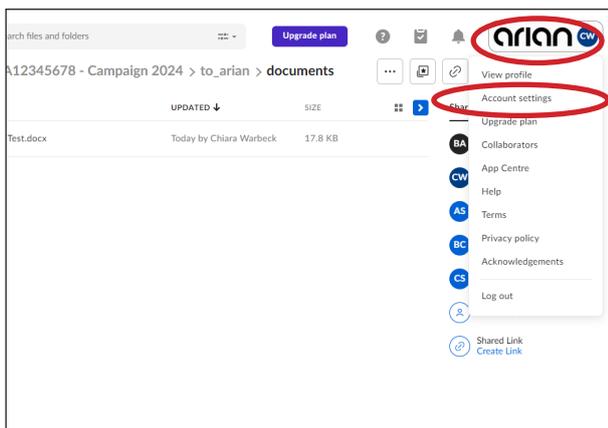


7. **Any approval documents** will be uploaded by ARIAN into the **From-ARIAN** folder for you to review. Final approval will need to be sent by email to your ARIAN representative.

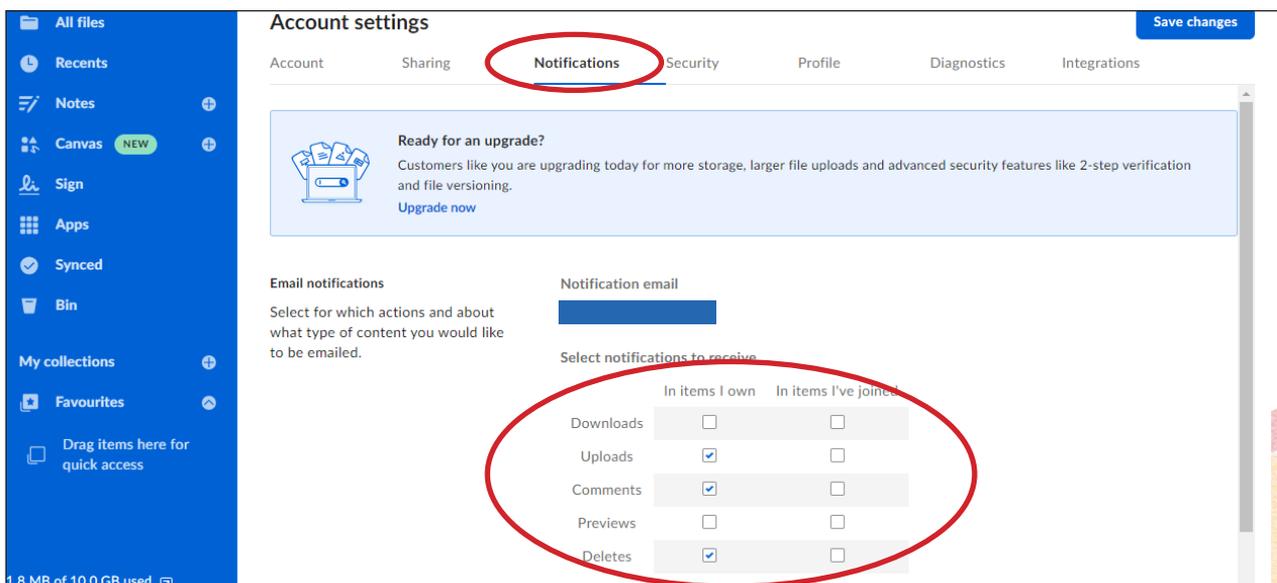
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Changing your account settings

1. You can change any settings in your profile section. Access it by clicking on your profile button on the top right of the page:



2. Here you can also update for which actions you will receive email notifications:



If you have any questions or concerns, please do not hesitate to reach out directly to your ARIAN representative.