

# Leanin' Tree Virtual Proofing System User Manual

Welcome to the Leanin' Tree Virtual Proofing System. This User Manual will assist you when accessing our Virtual Proofing System for the first time or for quick reference. Should you have any technical problems with the system while using it please contact customer support at [vpssupport@leanintree.com](mailto:vpssupport@leanintree.com) or click the help link.

Start by typing <http://vps.leanintree.com> in your browser. When the site appears, we suggest bookmarking this page for future use. Your view should look like Example 1 below.

## Step 1.

### Artist/Agent Login

Your Username is your email address.  
example: [mindy.eisenring@leanintree.com](mailto:mindy.eisenring@leanintree.com)

Your password has been assigned to you.  
If you have forgotten your password click on the **Forgot your password?** link. You will be prompted to enter your email address. Technical support will email you your password immediately.

1

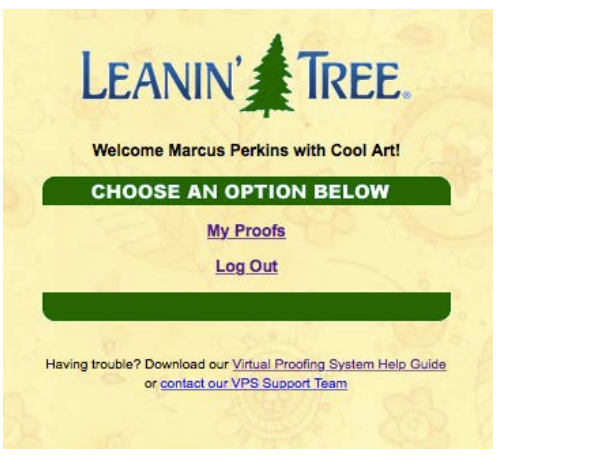


## Step 2.

### Review VPS Artwork

Choose the **My Proofs** link to enter the **Review Proofs** area.

2



## Step 3.

### My Proofs Area

Here you will see a Thumbnails of all the products that are waiting for your approval.  
Click on the Link or Thumbnail to select a product to proof.

3



## Step 4.

### Viewing Product Proof.

Once a product is selected you will see a window such as the one shown in Example 4. Click the Thumbnail to open up the file.

The file will open in a viewer where you can toggle back and forth from page one (front) to page 2 (inside). Note: Some products are blank and will not have a page 2.

When done viewing, close the file and click back on the VPS browser window.

## Step 5.

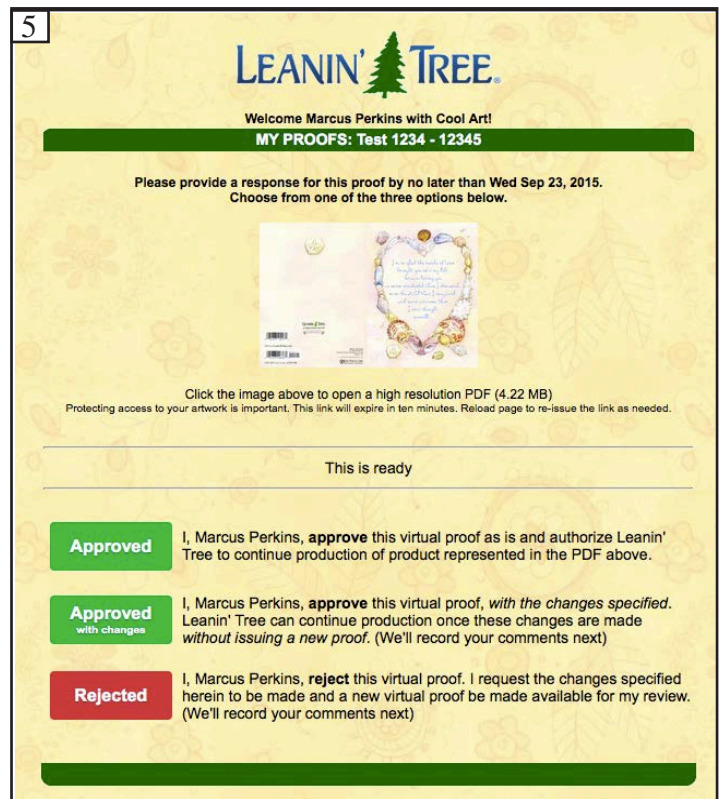
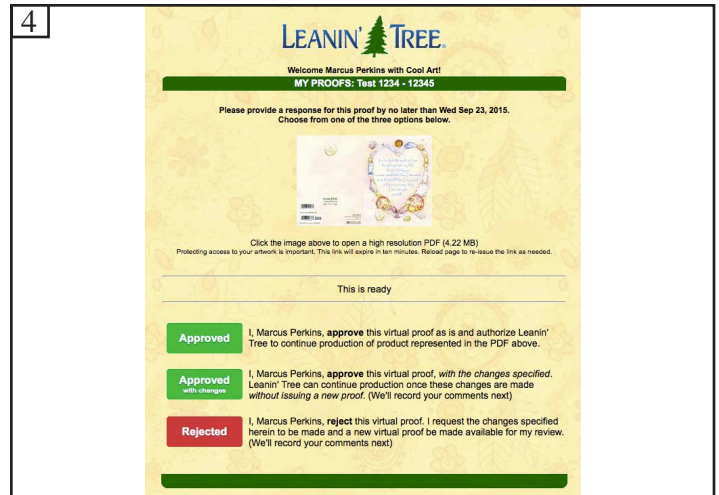
### Three Choices...

Click on the button to choose your response.

1) Approve the product “as is” No comments necessary the proof is immediately approved.

2) Approve the product with changes. A comment window will open and you will need to fill out the changes required, but you do not need another Virtual proof.

3) Rejected. A comment window will open and you will need to fill out the changes required, and are requesting another Virtual proof.



Thank you for using Leanin' Tree's Virtual Proofing System. Should you have any problems or questions at any time please contact one of the following:  
Problems with proofing system: [vpssupport@leanintree.com](mailto:vpssupport@leanintree.com)  
Credit or Contract concerns: [susan.january@leanintree.com](mailto:susan.january@leanintree.com)  
Designer: To contact a designer directly refer to your e-mail notification. This should tell you which designer is working on your product.