Simple is

easier to understand.
harder to break.
accessible to everyone.
reliable.
better.

flier
styler™

Made to be simple

With Flier Styler Pro:

Creators will have individual, secure logins.

Creators will have access to all corporate logos.

Creators will have access to a shared library of images.

Your admin has uploaded new photos that celebrate diversity and inclusion.

Creators will have access to a variety of templates.

Branch Managers can assign a replacement for when they are out of office.

flier styler

Admin/Branch Managers

✓ Create fliers
✓ Print fliers
✓ **Approve fliers**
✓ **Upload images**
✓ **Upload logos**
✓ **Assign managers to logos**
X Assign Admin Roles
X Choose color, fonts,
and templates

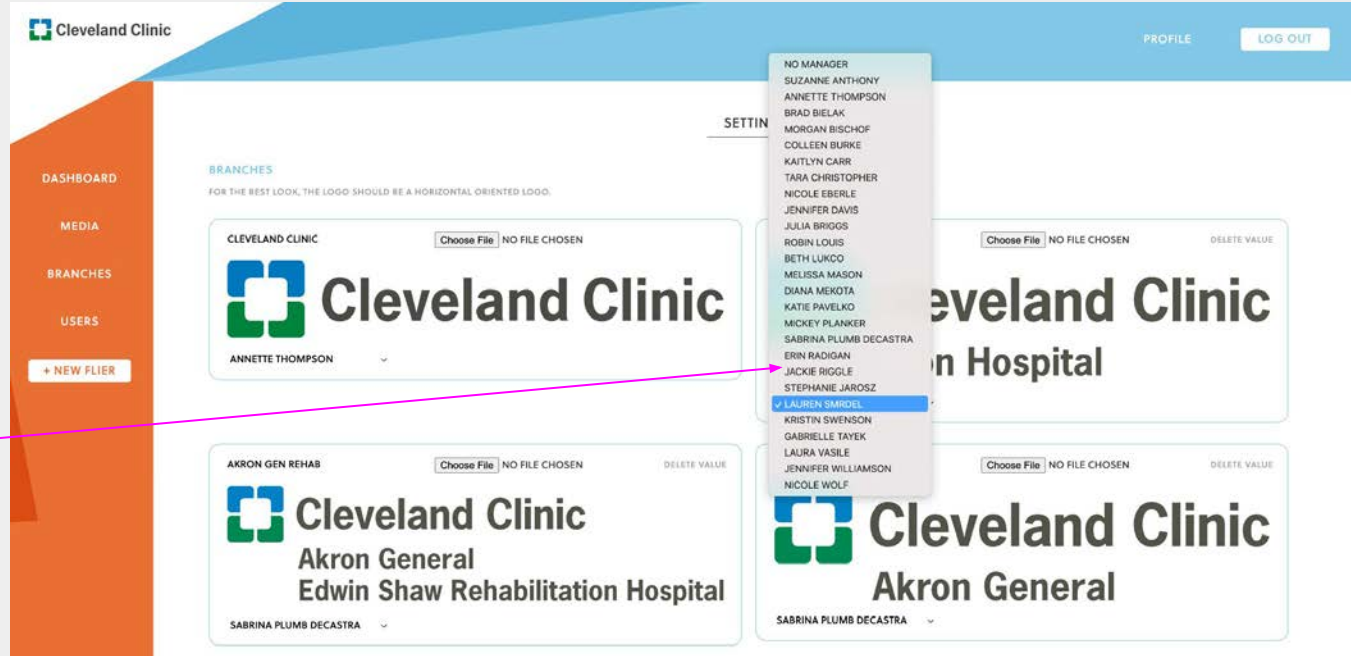# Table of Contents

Note

Flier Usage

Branches

Branches

Each logo in your Flier Styler is considered a Branch. Each Branch is assigned a Branch Manager.

The designated Branch Manager reviews, edits, and approves fliers with the corresponding logo.

Any Branch Manager has access to change the assigned Branch Manger. Select the dropdown and choose a replacement.

Contact Annette Thompson for new logo requests.

NOTE: If a new person needs assigned as a Branch Manager, contact Annette Thompson. Branch Manager must be a Marketing Account Services Personnel.
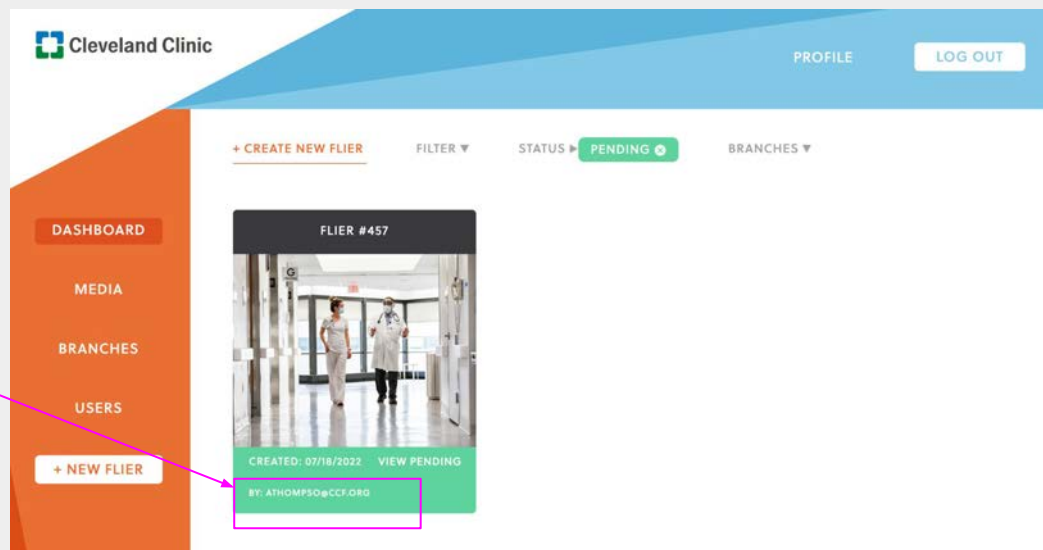
Dashboard

Branch Managers

Pending Fliers

When a flier is submitted, the assigned Branch Manager will receive an email notification.

The flier will also appear in the Branch Manager's Pending Status View.

The creator is listed under the image and will be listed above the flier when viewed.

Approving Fliers

Branch Managers can edit the logo, image, and text of the fliers they manage.

It is your responsibility as a Branch Manager to make sure content is appropriate and follows brand guidelines.

Note: If you edit the logo, the flier will be saved and filed as assigned to the manager of that branch.

To add an expiration date at the bottom line, hit return until you reach the bottom of the page, enter copy, change the font size to tiny, and select copy to flush right

Approve by clicking the Publish Button.
Once you Publish the flier, the creator will receive an email notification that the flier is approved.
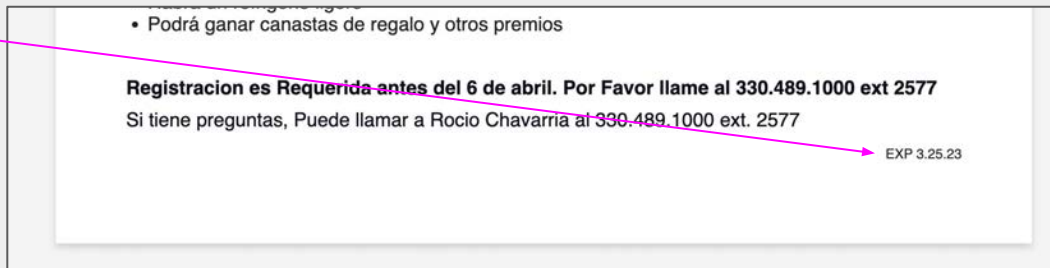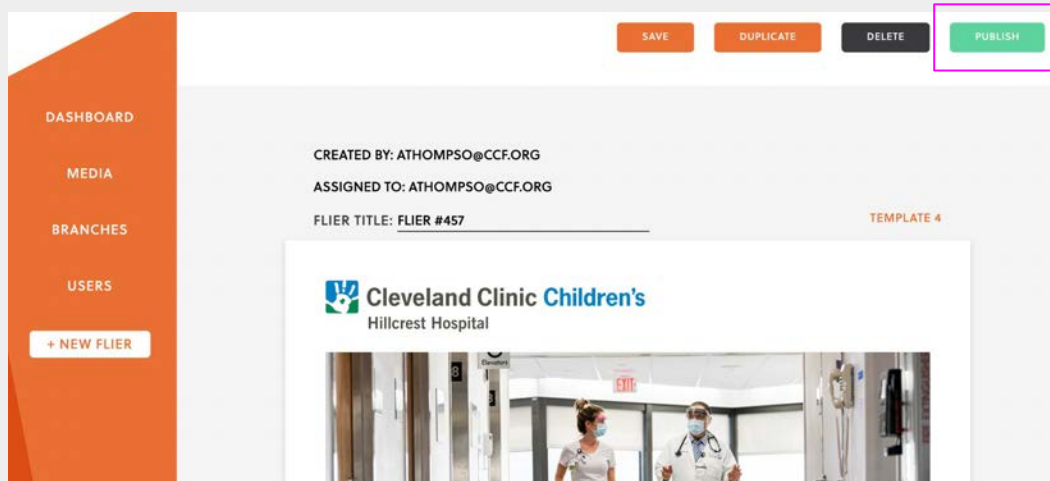
Branch Managers

Dashboard

A Branch Manager's dashboard will show ALL fliers created company-wide.

Filter:
- **My Fliers** = fliers created by you.
- **Team Fliers** = ALL fliers created company-wide.
- **Assigned Fliers** = Fliers that are assigned to you for approval.
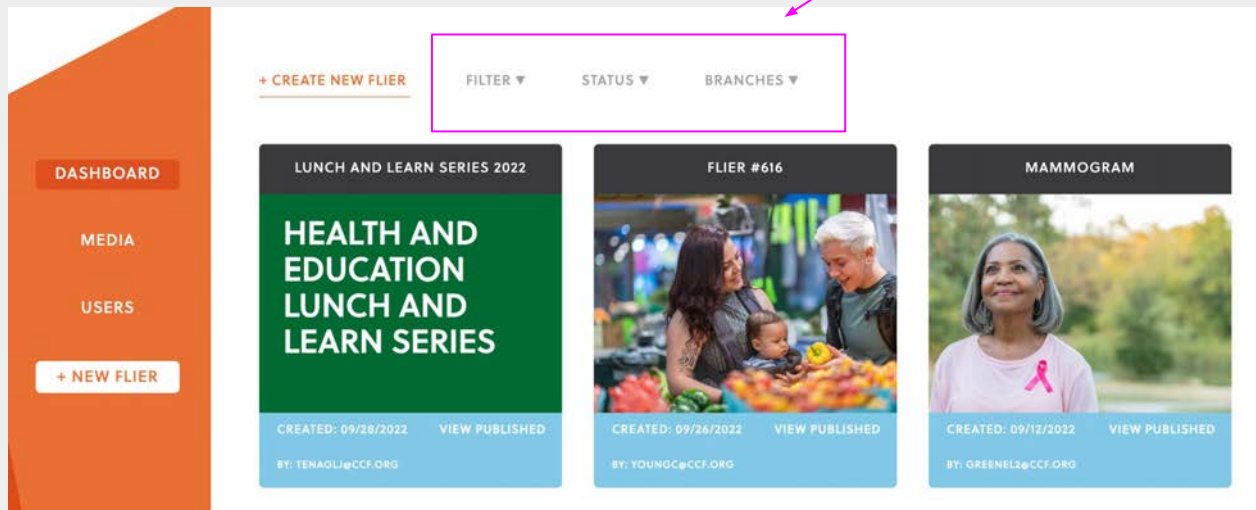
Filter by Status:
- Fliers in **Draft** (orange)
- Fliers **Published** (blue)
- Fliers **Pending** (green)

Filter by Branches:
- Fliers by **Logo**

To locate fliers that need approved, filter by Assigned and Pending.

Adding Media

Branch Managers

Adding Media

Any branch manager can add and manage media (header imagery).

1. In Media, select Add Media.
2. Select on Choose File and locate an image on your computer. *NOTE: The title of the image you upload will appear as the file name.*
3. Image must be a JPG or PNG
4. **Exact Image Size**
   2550 x 1361 pixels
   300 DPI
   Max file size: 10MB
5. Add a tag for image filter. You can add multiple tags.
6. Save.

Branch Managers

Managing Media

To delete an image or edit tags, select the image.

You can view photos in the Media Library, filtering by tags.

Name of your photo upload shows here. *NOTE: The title of the image you upload will appear as the file name.*

User Accounts

Branch Managers

User Management

You can view and delete users. To delete a user select the X symbol next to their registration information.

We recommend users sign up on their own to create / manage their own passwords.

Provide users with the link to the login page. If they have a ccf email address, they will be able to create their account.

Contact Annette Thompson with Branch Manager requests.

Branch Managers

Adding Users

We recommend that users register for their own account to create/manage their passwords.

Provide users with the link to the login page. If they have a ccf email address, they will be able to create their account.

If you need to create a user account:

- Select Add New User
- Enter first and last name
- Enter email address. It must be a ccf.org email address.
- Create a password and confirm the password.
- Provide the user with the password or ask them to perform a Forgot Password process.
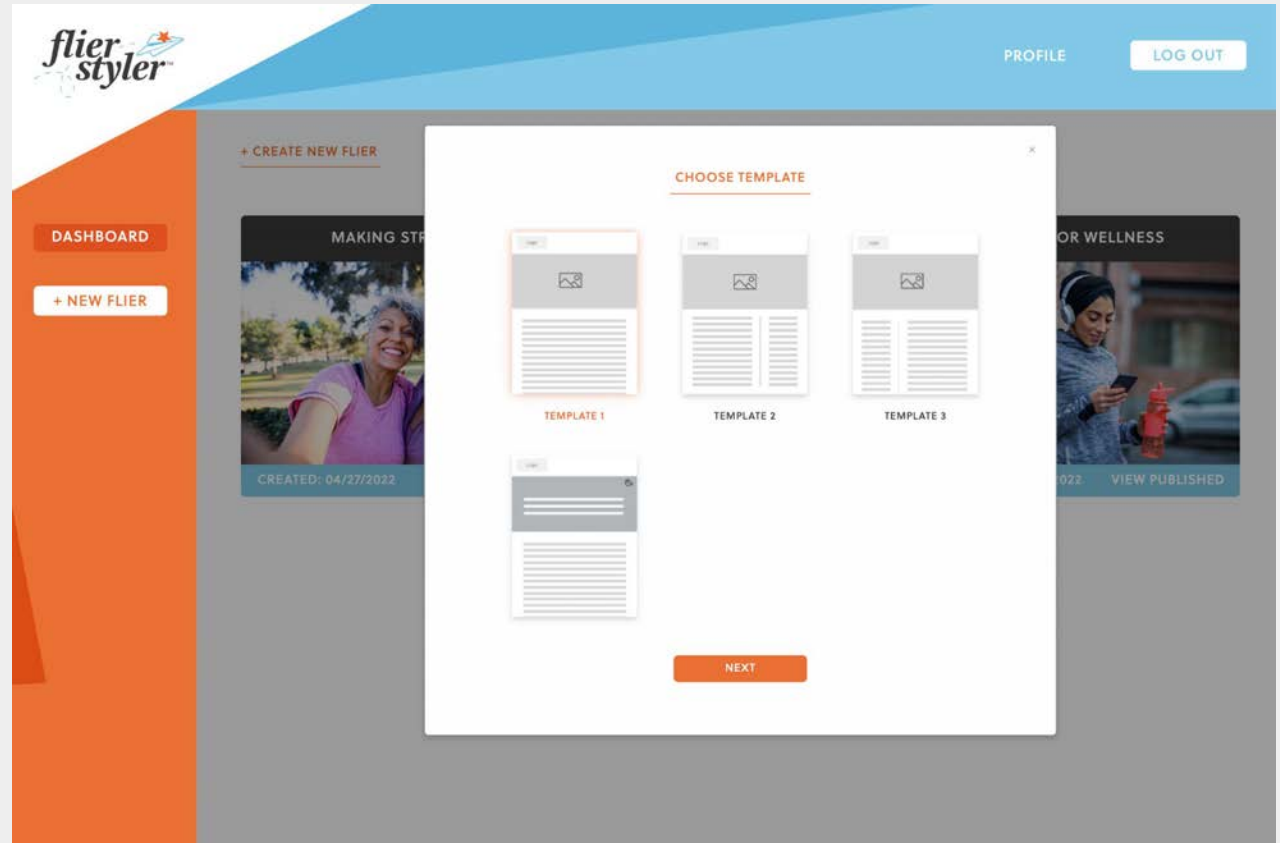- The user can change their password in their profile settings.

Creating a Flier

Branch Managers

Creating a Flier

Choose a template

Branch Managers

Creating a Flier

Title your flier

Click to choose a logo

Click to choose an image

SAVE   DELETE   SUBMIT

DASHBOARD

+ NEW FLIER

FLIER TITLE: FLIER #139   TEMPLATE 1

Cleveland Clinic

flier styler

This is a Heading

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Nisi lacus sed viverra tellus in hac habitasse. Faucibus interdum posuere lorem ipsum dolor. Sit amet volutpat consequat mauris nunc congue nisi vitae. Eget velit aliquet sagittis id consectetur. Scelerisque eu ultrices vitae auctor eu augue ut. Nibh mauris cursus mattis molestie a iaculis.

Branch Managers

Creating a Flier

Enter your text and start styling using the editing tools

Approved fonts and colors have been set by the Account Manager.

Submit for approval

Branch Managers

Creating a Flier

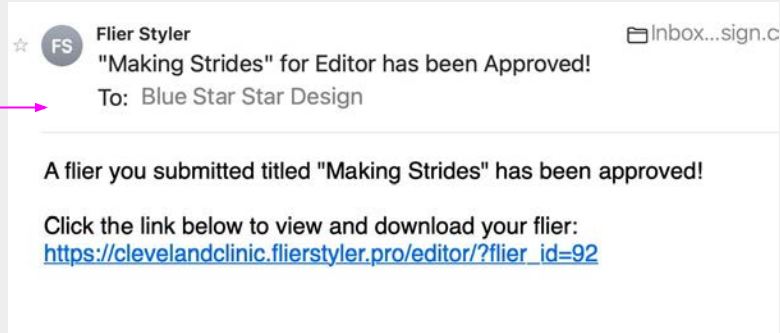Your flier has been submitted and is pending approval

Fliers that are approved are listed as Published and ready for download.

Branch Managers

flier styler

Email notifications

Once a flier has been approved the User/Creator will receive notification

> **FS** Flier Styler   📁 Inbox...sign.c
> "Making Strides" for Editor has been Approved!
> **To:** Blue Star Star Design
>
> A flier you submitted titled "Making Strides" has been approved!
>
> Click the link below to view and download your flier:
> https://clevelandclinic.flierstyler.pro/editor/?flier_id=92

If an Admin/Branch Manager decides to unpublish a flier, the User/Creator will receive notification.

> **FS** Flier Styler   📁 Inbox...sign.c
> "Making Strides" for Editor has been Unpublished
> **To:** Blue Star Star Design
>
> A flier you published titled "Making Strides" has been unpublished.
>
> Click the link below to review the flier:
> https://clevelandclinic.flierstyler.pro/editor/?flier_id=92
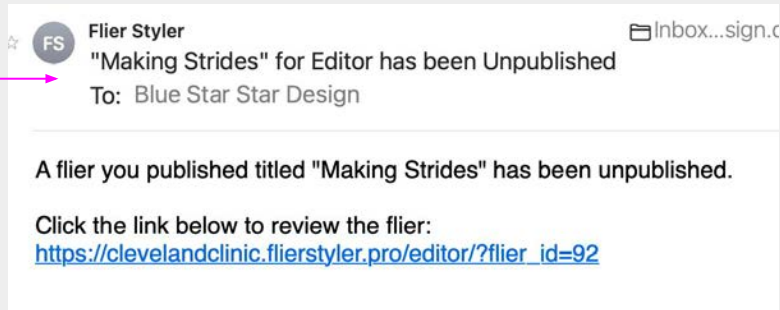
Branch Managers

Creating a Flier

Online

Print

NOTE: There might be slight discrepancies between the online view and the rendered PDF. This is due to how PDFs are rendered from browsers.

Resources

Branch Managers

Resources