

Simple is

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



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.



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

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Note

Flier Usage

 **Cleveland Clinic**

CLEVELAND CLINIC NOTIFICATION:
BY USING THIS TOOL, YOU AGREE TO THE FOLLOWING: FLIERS MAY BE POSTED ONLY ON BULLETIN BOARDS,
DISPLAY CASES, OR OTHER APPROPRIATE APPROVED FORMS OF DISPLAY.
PAPER SIGNAGE WILL NOT BE TAPED OR AFFIXED TO WALLS OR DOORS.
ALL POSTED FLIERS MUST HAVE AN EXPIRATION DATE (IN THE LOWER RIGHT CORNER)
AND FLIERS MUST BE REMOVED IMMEDIATELY AFTER EXPIRATION.

LOG IN

[FORGOT PASSWORD?](#)

SIGN IN

[CREATE NEW ACCOUNT](#)

Branches

Branch Managers

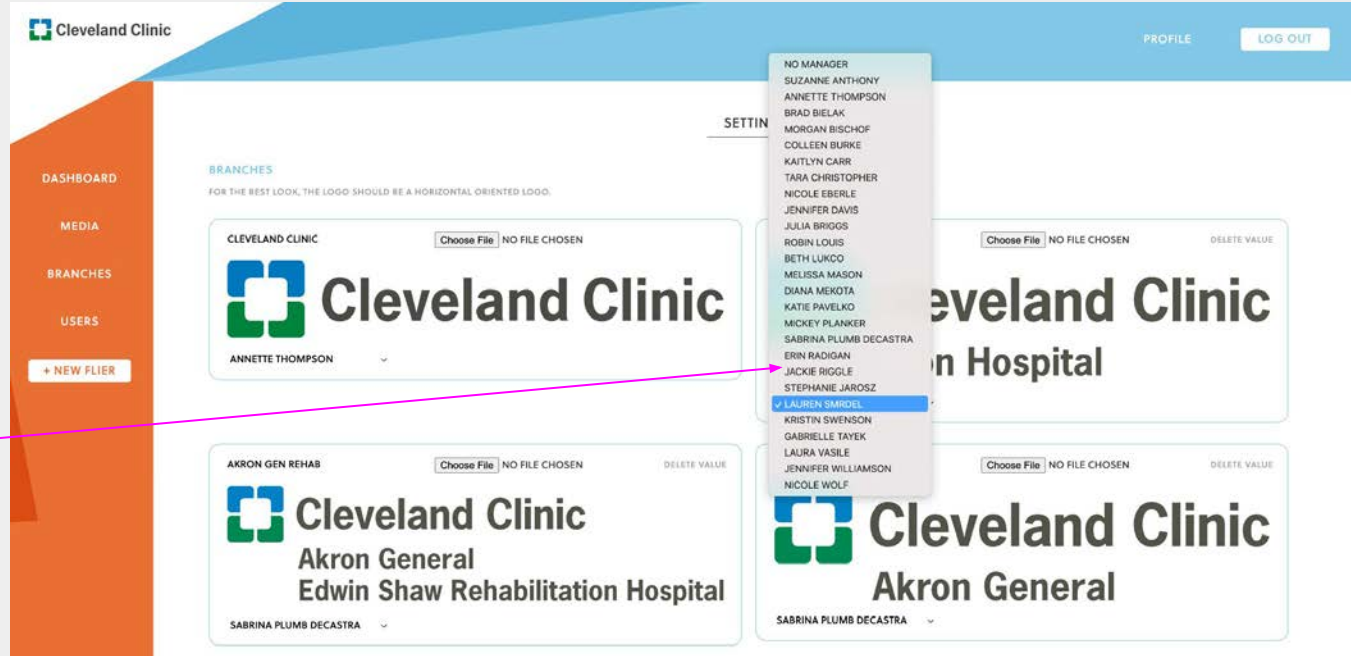


Branches

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 Manager. 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



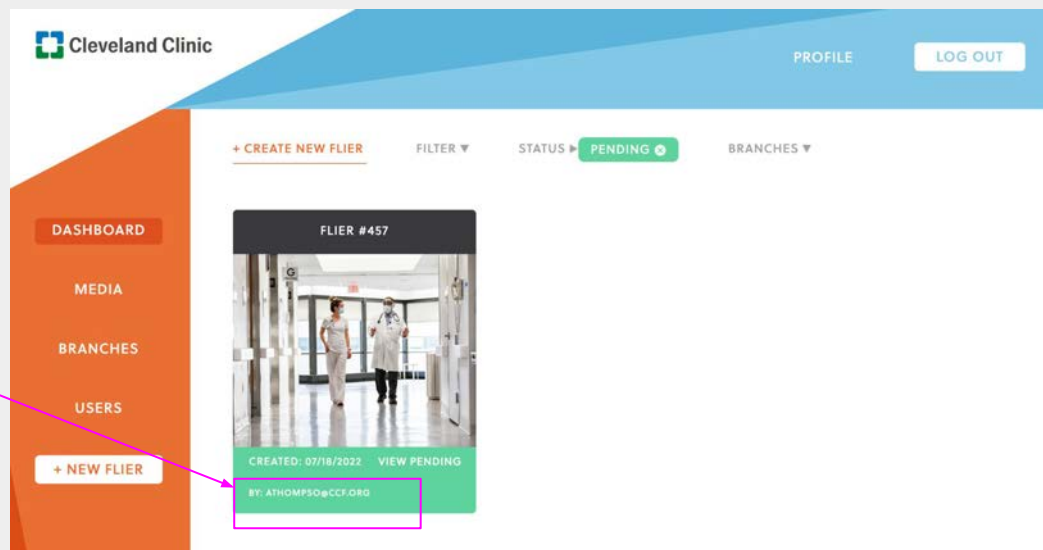
Pending Fliers

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.



Branch Managers



Approving Fliers

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

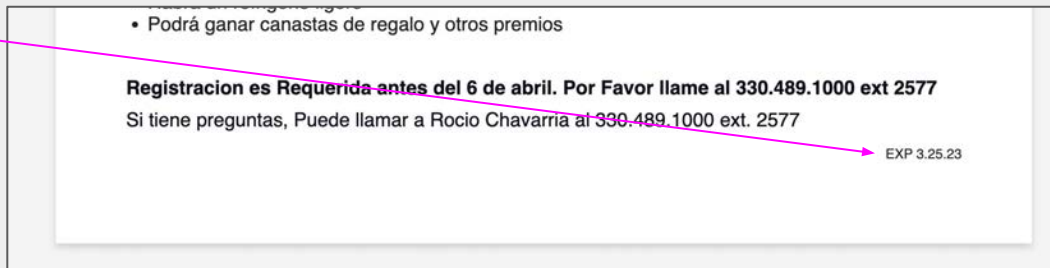
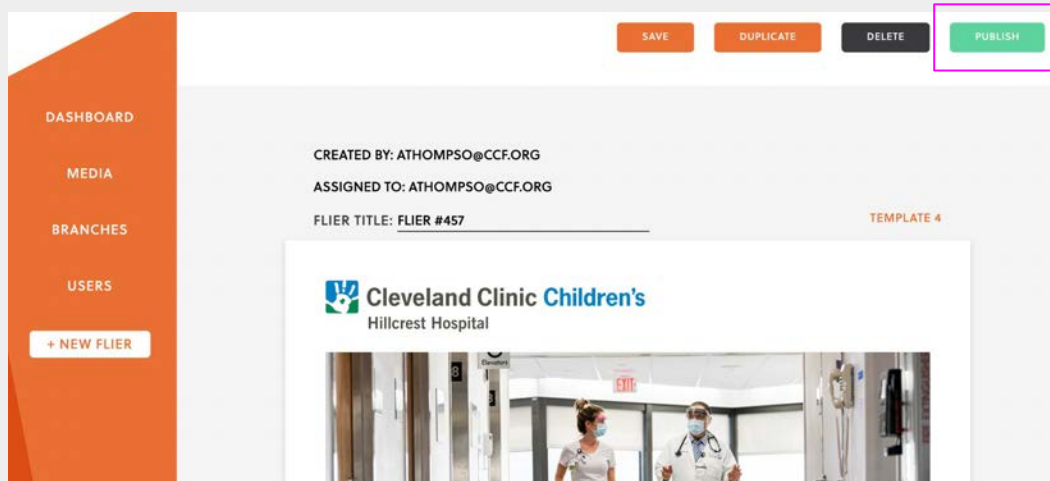
It is your responsibility as a Branch Manager to make sure content is appropriate and follows brand guidelines.

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.

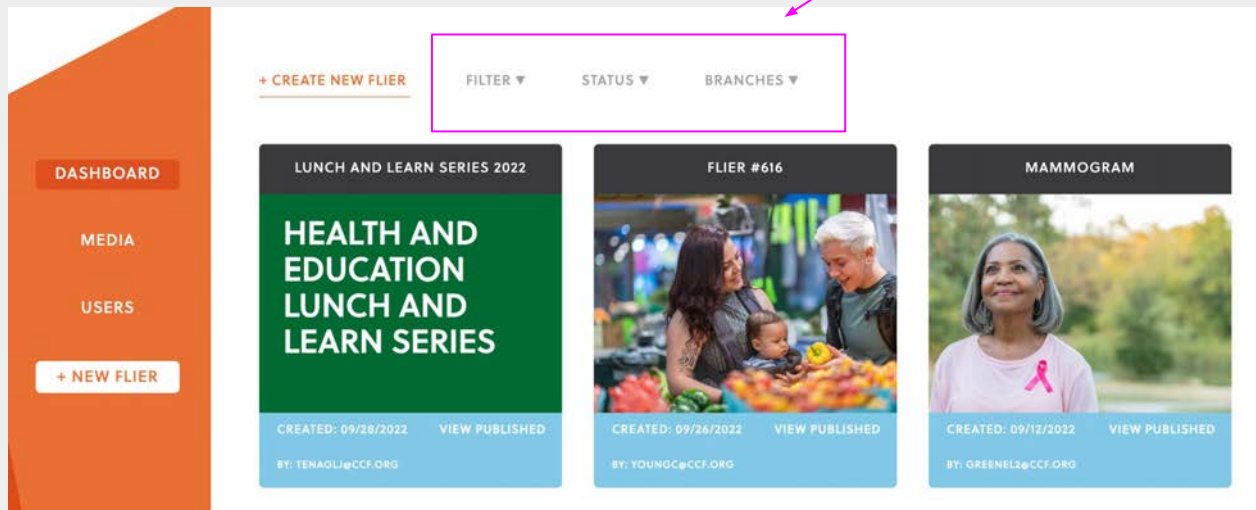
Filter by Status:

- 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.

The screenshot displays the 'EDIT MEDIA' interface within the Cleveland Clinic Flier Styler. The top navigation bar includes the Cleveland Clinic logo, 'PROFILE', and 'LOG OUT'. A sidebar on the left lists 'DASHBOARD', 'MEDIA', 'BRANCHES', 'USERS', and '+ NEW FLIER'. The main content area is titled 'EDIT MEDIA' and features an 'IMAGE FILE' section with a 'Choose File' button and 'NO FILE CHOSEN' text. Below this is a preview of an image of a crying baby. The 'TAGS' section has a text input field containing 'BABY' and a '+ ADD NEW TAG' button. At the bottom, there are 'DELETE' and 'SAVE' buttons.

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.*

The screenshot displays the Flier Styler media management interface. At the top left is the 'flier styler' logo. The top right contains 'PROFILE' and 'LOG OUT' buttons. A navigation sidebar on the left includes 'DASHBOARD', 'MEDIA', 'BRANCHES', 'USERS', and '+ NEW FLIER'. The main area features a '+ ADD NEW MEDIA' button and a 'FILTER' section with tags: AFRICAN AMERICAN, BABY, BIKE HELMET, BRANCH_MANAGER, CHILD, DISABILITY, FITNESS, FLAG, FRIENDS, HISPANIC, LGBTQ, LOGO, MASK, MATERNITY, MEN, NURSE, PARENTS, SPIRITUAL, and WOMAN. Below the filters is a grid of image thumbnails. The first row shows three images: a person with a bike helmet, a crying baby, and a pregnant woman. Below each image is an orange bar with a file name: 'CCF-BIKE-HELMET-2', 'CCF-BABY', and 'CCF-MATERNITY'. A pink arrow points from the 'MEDIA' button in the sidebar to the filter section. Another pink arrow points from the 'CCF-BIKE-HELMET-2' label to the first image thumbnail.

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.

ID	USERNAME	NAME	ROLE	REGISTERED	
12	ADMIN	ADMIN	BRANCH MANAGER	11/30/-0001	X
29	INFO@BLUESTAR-DESIGN.COM	USER ATBLUESTAR	CREATOR	03/24/2022	X
25	JULIA@BLUESTAR-DESIGN.COM	JULIA BRIGGS	BRANCH MANAGER	01/29/2022	X

LOG IN

EMAIL ADDRESS*

PASSWORD*

FORGOT PASSWORD?

SIGN IN

CREATE NEW ACCOUNT

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.

The screenshot shows the 'USERS' management page in the flier styler system. The page has a blue header with the logo and 'PROFILE' and 'LOG OUT' links. A sidebar on the left contains navigation options: DASHBOARD, MEDIA, BRANCHES, and USERS (highlighted). A '+ ADD NEW USER' button is visible. Below it is a table with the following data:

ID	USERNAME	NAME	ROLE	REGISTERED	
12	ADMIN	ADMIN	BRANCH MANAGER	11/30/-0001	✕
29	INFO@BLUESTAR-DESIGN.COM	USER ATBLUESTAR	CREATOR	03/24/2022	✕
25	JULIA@BLUESTAR-DESIGN.COM	JULIA BRIGGS	BRANCH MANAGER	01/29/2022	✕

The screenshot shows the 'ADD USER' form in the flier styler system. The page has a blue header with the logo and 'PROFILE' and 'LOG OUT' links. A sidebar on the left contains navigation options: DASHBOARD, MEDIA, BRANCHES, and USERS (highlighted). A '+ NEW FLIER' button is visible. The form is titled 'ADD USER' and has two sections: 'GENERAL INFORMATION' and 'ACCOUNT INFORMATION'. The 'GENERAL INFORMATION' section has two input fields: 'JANE' and 'DOE'. The 'ACCOUNT INFORMATION' section has a note 'EMAIL CAN NOT BE CHANGED' and four input fields: 'ROLE' (CREATOR), 'EMAIL/USERNAME' (JANE@CCF.ORG), 'PASSWORD' (masked with asterisks), and 'CONFIRM PASSWORD*' (CONFIRM PASSWORD*). A 'SAVE' button is at the bottom right.

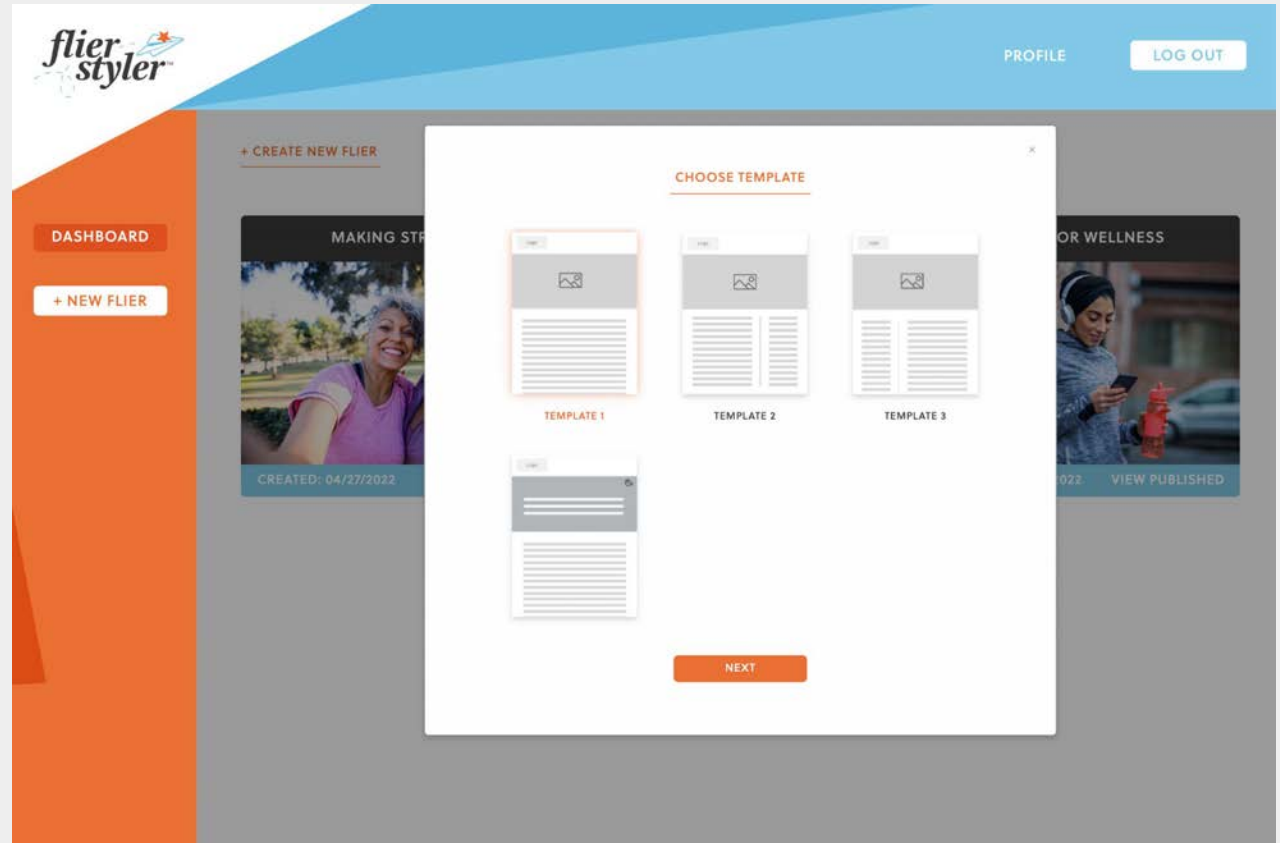
Creating a Flier

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

The screenshot shows a web interface for creating a flier. On the left is an orange sidebar with a 'DASHBOARD' label and a '+ NEW FLIER' button. On the right is the main workspace. At the top right of the workspace are three buttons: 'SAVE' (orange), 'DELETE' (black), and 'SUBMIT' (green). Below these, the workspace contains a form for a flier. The form has a header with 'FLIER TITLE: FLIER #139' and 'TEMPLATE 1'. The main content area of the flier features the Cleveland Clinic logo and a large grey placeholder for an image with the 'flier styler' logo overlaid. Below the image placeholder is a heading 'This is a Heading' followed by a paragraph of placeholder text: '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.

The screenshot shows the 'flier styler' dashboard. On the left is an orange sidebar with 'DASHBOARD' and a '+ NEW FLIER' button. The main area features a text editor with a toolbar containing options for font size (Heading 1, Tiny, Small, Default, Big, Huge), bold (B), italic (I), and alignment. A dropdown menu is open, highlighting the 'Huge' font size. Below the editor is a preview of a flier for 'Making Strides Against Breast Cancer' on October 9, 2021, at First Energy Stadium. The flier includes a photo of a woman and text about a 5K walk. On the right side of the dashboard, there are 'SAVE', 'DELETE', and 'SUBMIT' buttons. A 'PROFILE' link and 'LOG OUT' button are in the top right corner.

Submit for approval

Branch Managers



Creating a Flier

Your flier has been submitted and is pending approval

The screenshot shows the 'flier styler' dashboard. On the left is an orange sidebar with 'DASHBOARD' and '+ NEW FLIER' buttons. The main area has a '+ CREATE NEW FLIER' button and a 'STATUS' dropdown. Below are four flier cards:

- MAKING STRIDES 2**: Image of a woman with grey hair exercising. Status: VIEW PENDING. Created: 04/27/2022.
- MAKING STRIDES**: Image of two women smiling. Status: VIEW PUBLISHED. Created: 04/27/2022.
- BABY FLIER**: Image of a crying baby. Status: VIEW PUBLISHED. Created: 04/27/2022.
- WALK FOR WELLNESS**: Image of a woman wearing a headband and headphones. Status: Not visible. Created: Not visible.

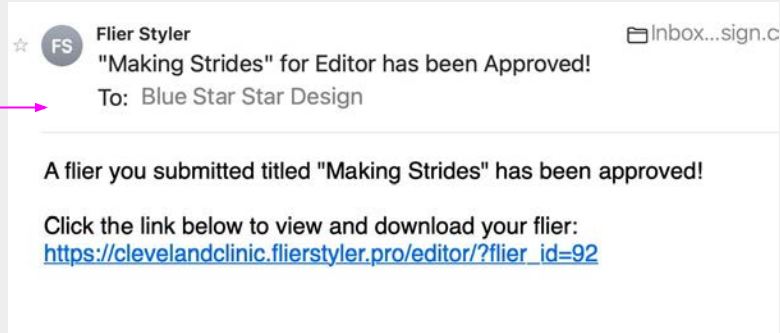
Fliers that are approved are listed as Published and ready for download.

Branch Managers

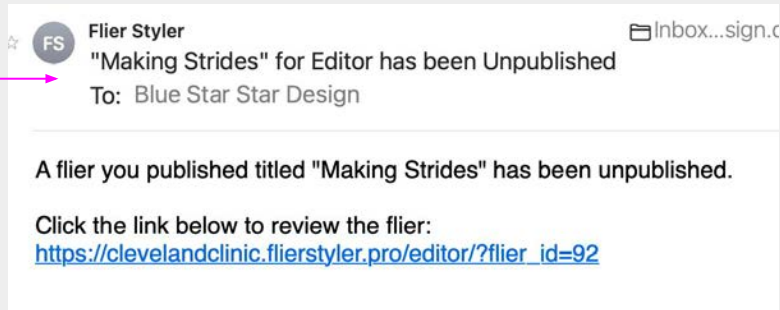


Email notifications

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



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



Branch Managers



Creating a Flier

Online

Print

FLIER TITLE: MAKING STRIDES TEMPLATE 4



**October 9, 2021
5-9pm**

**First Energy Stadium,
Home of the Cleveland
Browns**

**Making Strides
Against Breast
Cancer**

Join the **CLEVELAND CLINIC CANCER CHAMPIONS** team to support the American Cancer Society in their lifesaving work at Making Strides Against Breast Cancer on October 9th from 5-9 pm at First Energy Stadium, home of the Cleveland Browns, for a non-competitive 5K walk.

Registration is required. Please join our page to donate or register to walk with our team:
<http://main.acsevents.org/goto/clevelandcliniccancerchampions>

When it comes to our cancer patients, we all have a common interest. And when we unite to fight breast cancer, we can WIN!



**October 9, 2021
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When it comes to our cancer patients, we all have a common interest. And when we unite to fight breast cancer, we can WIN!

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