Mountville Go!
Mobile Design App
User Guide

Upload
Submit
Approve
Track
Introduction

The Mountville Go Mobile Design App provides an fast and easy way for users to request, review and approve artwork.

Each user is able to:

- Create their own proofs using the phone’s camera or by uploading from their phone’s library
- Search and review any existing proofs
- Filter search results by product category, size and mat orientation
- Export Proofsketches
- Access their own personal dashboard that saves all artwork submissions from their account
- Get instant artwork approval using the e-signature feature
- Track orders of designs that were created via the mobile app

Installation

Android Products

- Search “Mountville Mills” in the Google Play Store
- Install App

Apple Products

- Search “Mountville Mills” in the App Store
- Install App
New Account

- Click the ‘Profile Tab’
- Click the ‘Sign Up’ link
- Insert your name, email and password. The email and password will be used to log in to the app
- Your Password needs to consist of a minimum 8 letter and number combination with at least 1 uppercase letter.
- Insert your account number. You can request this from mats@mountville.eu if this is unknown to you.

Logging In

- Input username (email) and Password
- Click login
Home Screen

- From the ‘Home’ Screen you can choose to either create a new design using the camera or images on the device, or you can search through your existing designs and our US Database.

- You can scroll down to view your companies designs per product category.
Create Design

- Select the ‘Create a New Logo Mat’ option from the ‘Home’ Screen
- Select the ‘Upload Logo Option at the top of the screen. Choose to take a photo or upload from your device’s gallery.

- Once you have taken your image or selected your image from your device’s gallery, use the crop tool to crop unnecessary areas of the image in order to isolate the desired logo.
Create Design

- Select your mat details based on your preferences
- Include any special instructions within the ‘Additional Notes’ section to assist our team with the proof production process.

- Under the ‘designs’ tab you can view any submitted designs that you have made.
- Designs will have one of the three following statuses:
  - **Draft:**
    This is a design that you have started to create but have not submitted
  - **Creating Proof...**
    This is a design that has been submitted and is pending completion from our art team
  - **Proof Ready**
    The design proof is ready for your review
Review Designs

- Once a design is ready you can
  - Download a customized PDF to send to your customer
  - Have Customer Approve the design
  - Create a similar image

- The e-signature feature allows you to get an instant on-the-spot approval from your customer and email the signature and design to any email address.
Search Designs

- You can search the existing library of designs by inserting your desired search term.

- Thanks to the filter tool you can also sort through all the designs based on orientation, size and type.
Track Orders

- Any order created from a design submitted through the app will provide you with tracking information once shipped.

Support

Mountville Mills will be happy to help you resolve any questions, concerns or issues regarding the Mountville Go app. Clicking the “Help” button on the app will prompt the user to send an email to Mountville’s customer service department. Users may also contact our support team by phone or direct email:

- mats@mountville.eu
- +32 (0) 55 31 95 97