

Creative SOP: File Stage Organization

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Who is this for: Creative Team



Objective: Internal Review System

Article information and steps.:

Log into Filestage

on the lefthand side you will see a projects list. In bold you will see "Brands" this section toggles to reveal a list of all brands. To add a brand you will hover over the word "brands" to reveal a plus sign (+) click that. A pop up will appear that says "Create a new project" make sure you are adding it to the folder "brands" and choose Internal Only Review for the template.

under this project you will find sections. Here projects can be separated by listing images, A+, Brand Story, Storefront, or anything more specific based on the project.

To upload images for review under the section they belong in you will hit "upload file" you can either browse or drag and drop your project images here.

Once images are uploaded you can click on them to open them, there you can leave comments by clicking anywhere on the image or over on the righthand side there is a menu. If edits are asked for you can upload a second version of the image. At the top of the page by the title of the image you will see a "v1" click on that and then "upload new version"
