

# This is the home screen of the NEW Easy Projects guest portal.

The screenshot shows the Easy Projects guest portal interface. The browser address bar displays <https://messiahcollege.go.easyprojects.net/guestportal>. The page header includes "Guest Portal" and "Custom Forms". The user profile dropdown menu shows "Cindy Agonillo" and the Messiah College logo. The main content area is titled "Guest Portal" and contains a search bar and a list of tasks. The tasks are listed in chronological order of due dates, with their status and due dates shown.

Task Name	Status	Due Date
TEXT DUE	Open	Mar 23 — Mar 26
Design draft 1: creative	Open	Mar 27 — Mar 29
CLIENT REVIEW #1	Open	Mar 30 — Apr 2
Design draft 2: creative	Open	Apr 3 — Apr 4
Design draft 2: proofreading	Open	Apr 5 — Apr 6
CLIENT REVIEW #2	Open	Apr 9 — Apr 10
Design draft 3: creative	Open	Apr 11 — Apr 11
CLIENT REVIEW #3	Open	Apr 12 — Apr 12
DESIGN PHASE	Open	Mar 27 — Apr 13
FINAL PROOFREADING	Open	Apr 13 — Apr 13
PRINT PHASE	Open	Apr 13 — Apr 26
To press and off press dates	Open	Apr 13 — Apr 26

Click here to change your **profile picture** or **password**.

Your **open tasks** will appear in the main area of the screen.

# Using Custom Forms in the NEW Easy Projects guest portal

Guest Portal | Easy Projects

https://messiahcollege.go.easyprojects.net/guestportal

Guest Portal Custom Forms -

- Project Initiation Form Add
- Press Initiation Form Add
- Mail Initiation Form Add

Guest Portal

Search Active End Date

Later		
2 TEXT DUE TEST PROJECT	Mar 23 — Mar 26	
Open		
Design draft 1: creative TEST PROJECT	Mar 27 — Mar 29	
Open		
CLIENT REVIEW #1 TEST PROJECT	Mar 30 — Apr 2	
Open		
Design draft 2: creative TEST PROJECT	Apr 3 — Apr 4	
Open		
Design draft 2: proofreading TEST PROJECT	Apr 5 — Apr 6	
Open		
CLIENT REVIEW #2 TEST PROJECT	Apr 9 — Apr 10	
Open		
Design draft 3: creative TEST PROJECT	Apr 11 — Apr 11	
Open		
CLIENT REVIEW #3 TEST PROJECT	Apr 12 — Apr 12	
Open		
DESIGN PHASE TEST PROJECT	Mar 27 — Apr 13	
Open		
FINAL PROOFREADING TEST PROJECT	Apr 13 — Apr 13	
Open		
PRINT PHASE TEST PROJECT	Apr 13 — Apr 26	
Open		
To press and off press dates TEST PROJECT	Apr 13 — Apr 26	
Open		

javascript:return false;

Click **“Project Initiation Form”** to request a new project from the Office of Marketing and Communications (OMC).

Click **“Mail Initiation Form”** to submit a mailing list and other mailing information for your project.

**“Press Initiation Form”** is for OMC use only.

# Your assignments in the NEW Easy Projects guest portal

The screenshot shows a web browser window with the URL <https://messiahcollege.go.easyprojects.net/guestportal>. The page title is "Guest Portal" and it includes a search bar, filters for "Active" and "End Date", and a user profile for "Cindy Agonillo".

The main content area displays a list of tasks for a project. Each task row includes the task name, status, and a date range. The tasks are:

Task Name	Status	Start Date	End Date
TEXT DUE	Open	Mar 23	Mar 26
Design draft 1: creative	Open	Mar 27	Mar 29
CLIENT REVIEW #1	Open	Mar 30	Apr 2
Design draft 2: creative	Open	Apr 3	Apr 4
Design draft 2: proofreading	Open	Apr 5	Apr 6
CLIENT REVIEW #2	Open	Apr 9	Apr 10
Design draft 3: creative	Open	Apr 11	Apr 11
CLIENT REVIEW #3	Open	Apr 12	Apr 12
DESIGN PHASE	Open	Mar 27	Apr 13
FINAL PROOFREADING	Open	Apr 13	Apr 13
PRINT PHASE	Open	Apr 13	Apr 26
To press and off press dates	Open	Apr 13	Apr 26

Annotations on the screenshot:

- A red vertical line on the left side of the task list is accompanied by the text: "Each project is divided into tasks. This list shows you which tasks have been assigned to you." An arrow points from this text to the task list.
- A red box highlights the date ranges on the right side of the task list. An arrow points from the text: "Each task is given a **start date** (on left) and **end date** (on right). To keep your project on schedule, please complete your task before the end date." to this box.
- Below the date range box, text explains: "Some tasks cannot begin until the previous task is complete (e.g. the client review cannot begin until the first design draft is complete)."
- At the bottom right, text states: "For client review tasks, you can expect to receive a PDF proof by the task start date. Please submit your feedback or approval by the task end date."

# Filter and search options in the NEW Easy Projects guest portal

The screenshot shows the Easy Projects guest portal interface. At the top, there is a navigation bar with "Guest Portal" and "Custom Forms" on the left, and user information "Cindy Agonillo" and "MESSIAH COLLEGE" on the right. The main content area displays a list of project tasks. A search bar is located at the top left of the task list, and a status filter dropdown is located at the top right. A table of tasks is shown below, with columns for task name, status, and end date.

Use keywords to **search** for specific tasks or projects.

Click here to filter your list of tasks by **“Active”** or **“Completed”** status.

Task Name	Status	End Date
TEXT DUE	Active	Mar 23 — Mar 26
Design draft 1: creative	Active	Mar 27 — Mar 29
CLIENT REVIEW #1	Active	Mar 30 — Apr 2
Design draft 2: creative	Active	Apr 3 — Apr 4
Design draft 2: proofreading	Active	Apr 5 — Apr 6
CLIENT REVIEW #2	Active	Apr 9 — Apr 10
Design draft 3: creative	Active	Apr 11 — Apr 11
CLIENT REVIEW #3	Active	Apr 12 — Apr 12
DESIGN PHASE	Active	Mar 27 — Apr 13
FINAL PROOFREADING	Active	Apr 13 — Apr 13
PRINT PHASE	Active	Apr 13 — Apr 26
To press and off press dates	Active	Apr 13 — Apr 26

# Sorting options in the NEW Easy Projects guest portal.

The screenshot shows the Easy Projects guest portal interface. At the top, there is a navigation bar with "Guest Portal" and "Custom Forms" on the left, and user information "Cindy Agonillo" and the "MESSIAH COLLEGE" logo on the right. The main content area displays a list of tasks under the heading "Guest Portal". A search bar is located below the heading. The tasks are listed with their status (e.g., "Open") and due dates. A red box highlights a sorting dropdown menu in the top right corner of the task list. The dropdown menu is currently set to "End Date" and shows other options: "Start Date", "End Date", "Priority", "Project", and "Importance". A red arrow points from the text on the right to the "Start Date" option in the dropdown menu.

Task Name	Status	Due Date
TEXT DUE	Open	Mar 26
Design draft 1: creative	Open	Mar 29
CLIENT REVIEW #1	Open	Apr 2
Design draft 2: creative	Open	Apr 3 — Apr 4
Design draft 2: proofreading	Open	Apr 5 — Apr 6
CLIENT REVIEW #2	Open	Apr 9 — Apr 10
Design draft 3: creative	Open	Apr 11 — Apr 11
CLIENT REVIEW #3	Open	Apr 12 — Apr 12
DESIGN PHASE	Open	Mar 27 — Apr 13
FINAL PROOFREADING	Open	Apr 13 — Apr 13
PRINT PHASE	Open	Apr 13 — Apr 26
To press and off press dates	Open	Apr 13 — Apr 26

Click here to change the **sorting options** for your list of tasks.

Choose **“Start Date”** or **“End Date”** to sort your tasks chronologically by due date.

Choose **“Project”** to group together all tasks belonging to the same project.

# More information about your project

The screenshot shows a web browser window with the URL <https://messiahcollege.go.easyprojects.net/guestportal>. The page title is "Guest Portal | Easy Projects". The interface includes a search bar, a user profile for "Cindy Agonillo", and a "Help Guides" link. The main content area displays a list of project tasks under the heading "Guest Portal".

Task Name	Project	Start Date	End Date
TEXT DUE	TEST PROJECT	Mar 23	Mar 26
Design draft 1: creative	TEST PROJECT	Mar 27	Mar 29
CLIENT REVIEW #1	TEST PROJECT	Mar 30	Apr 2
Design draft 2: creative	TEST PROJECT	Apr 3	Apr 4
Design draft 2: proofreading	TEST PROJECT	Apr 5	Apr 6
CLIENT REVIEW #2	TEST PROJECT	Apr 9	Apr 10
Design draft 3: creative	TEST PROJECT	Apr 11	Apr 11
CLIENT REVIEW #3	TEST PROJECT	Apr 12	Apr 12
DESIGN PHASE	TEST PROJECT	Mar 27	Apr 13
FINAL PROOFREADING	TEST PROJECT	Apr 13	Apr 13
PRINT PHASE	TEST PROJECT	Apr 13	Apr 26
To press and off press dates	TEST PROJECT	Apr 13	Apr 26

Annotations on the screenshot:

- A red arrow points to a blue icon with the number "2" next to the "TEXT DUE" task, with the text: "The blue icon indicates an unread message."
- A red arrow points to the "TEST PROJECT" label in the "Design draft 2: creative" task, with the text: "Click here to view more information about your project."

# Project information page

The screenshot displays the 'Guest Portal' interface for 'Easy Projects'. The browser address bar shows the URL: <https://messiahcollege.go.easyprojects.net/guestportal/project/730>. The user is logged in as 'Cindy Agonillo'.

**Project List:**

Task Name	Status	Start Date	End Date
2 TEXT DUE	Open	Mar 23	Mar 26
Design draft 1: creative	Open	Mar 27	Mar 29
CLIENT REVIEW #1	Open	Mar 30	Apr 2
Design draft 2: creative	Open	Apr 3	Apr 4
Design draft 2: proofreading	Open	Apr 5	Apr 6
CLIENT REVIEW #2	Open	Apr 9	Apr 10
Design draft 3: creative	Open	Apr 11	Apr 11
CLIENT REVIEW #3	Open	Apr 12	Apr 12
DESIGN PHASE	Open	Mar 27	Apr 13
FINAL PROOFREADING	Open	Apr 13	Apr 13
PRINT PHASE	Open	Apr 13	Apr 26
To press and off press dates	Open	Apr 13	Apr 26

**Project Details (TEST PROJECT #730):**

- Status: Open
- Assigned to: Nancy Soulliard
- Due Date: Apr 26 (due in 25 days)
- Progress: 8% done
- Project Number: 180139
- Old job number: [Blank]
- Account Number: [Blank]

**Annotations:**

- A red box highlights the '2 TEXT DUE' task in the list, with an arrow pointing to the text: "Click here to view **more information** about a specific task."
- A red box highlights the 'x' icon in the top right corner of the project details panel, with an arrow pointing to it: "Click here to hide more information about your project."
- A red box highlights the 'Project Number: 180139' field, with an arrow pointing to it: "Each project is assigned a job number (2-digit year + 4-digit project ID)".

# Task information page

The screenshot displays a web application interface for a 'Guest Portal'. On the left, a list of tasks is shown, including 'TEXT DUE', 'Design draft 1: creative', 'CLIENT REVIEW #1', 'Design draft 2: creative', 'Design draft 2: proofreading', 'CLIENT REVIEW #2', 'Design draft 3: creative', 'CLIENT REVIEW #3', 'DESIGN PHASE', 'FINAL PROOFREADING', 'PRINT PHASE', and 'To press and off press dates'. The 'TEXT DUE' task is selected, and its details are shown on the right. The details include a status of 'Open', a due date of 'Mar 23 - Mar 26', and a progress bar at '99 % done'. A description field contains the text 'Information about this task would go here'. A messages section shows two messages from 'Cindy Agoncillo' dated February 22, 2014, with attachments 'MCLogo 295C.eps' and 'MCLogo Black.eps'. A red box highlights the attachment names, with an arrow pointing to the text 'Click the file name to download any attachments.'.

Guest Portal | Easy Projects

https://messiahcollege.go.easyprojects.net/guestportal/activity/9545

Guest Portal Custom Forms

Cindy Agoncillo

MESSIAH COLLEGE

Help Guides

Status: Open

TEST PROJECT

**TEXT DUE** ← Name of the task

TEST PROJECT

#9545 | February 22 by Nancy Soulliard

Mar 23 — Mar 26

Mar 23 Mar 26 due in 2 days

99 % done

I'm done

Task

Medium

Mar 23 - Mar 26 (2d)

Information about this task would go here

← Description of the task or additional information about the task

Messages 2 Files 2

← Previous messages and attachments appear here.

Cindy Agoncillo February 22, 1:04 PM

Messages about this task would go here.

Messages can also include attachments:

MCLogo 295C.eps

Cindy Agoncillo February 22, 4:02 PM

Type your message here.

MCLogo Black.eps

Click the file name to download any attachments.

Type message or drop files...

# Post messages and attachments related to a specific task

The screenshot displays the Easy Projects web application interface. On the left, a 'Guest Portal' sidebar lists various tasks for 'TEST PROJECT', including 'TEXT DUE', 'Design draft 1: creative', 'CLIENT REVIEW #1', 'Design draft 2: creative', 'Design draft 2: proofreading', 'CLIENT REVIEW #2', 'Design draft 3: creative', 'CLIENT REVIEW #3', 'DESIGN PHASE', 'FINAL PROOFREADING', 'PRINT PHASE', and 'To press and off press dates'. The main content area shows a detailed view of the 'TEXT DUE' task, which is currently 'Open' and has a status of 'Open'. The task details include a progress bar at 99% done and a due date of 'Mar 26' (due in 2 days). Below the task details, there is a 'Messages' section with two messages from 'Cindy Agoncillo' dated February 22, 1:04 PM and 4:02 PM. The messages are ordered chronologically, with the oldest at the top and the most recent at the bottom. The first message includes an attachment 'MCLogo 295C.eps'. At the bottom of the messages section, there is a text input field with a placeholder 'Type message or drop files...' and a paperclip icon for adding attachments. A red arrow points to the paperclip icon with the text 'Click here to add an attachment.' Another red arrow points to the text input field with the text 'Type here to add a message to a task.' A red box highlights the profile picture of Cindy Agoncillo in the message list. A red arrow points to the profile picture with the text 'Easy Projects uses profile pictures and user names to identify the different people within a conversation. It is helpful when users customize their profile pictures.'

Easy Projects uses **profile pictures** and user names to identify the different people within a conversation. It is helpful when users customize their profile pictures.

**NOTE:** Messages & Files are ordered chronologically, with **oldest at the top** and **most recent at the bottom**.

Type here to **add a message** to a task.

Click here to **add an attachment**.

# Post messages and attachments related to a specific task

The screenshot displays the 'Guest Portal' interface for 'Easy Projects'. On the left, a list of tasks is shown, including 'TEXT DUE', 'Design draft 1: creative', 'CLIENT REVIEW #1', 'Design draft 2: creative', 'Design draft 2: proofreading', 'CLIENT REVIEW #2', 'Design draft 3: creative', 'CLIENT REVIEW #3', 'DESIGN PHASE', 'FINAL PROOFREADING', 'PRINT PHASE', and 'To press and off press dates'. The main area shows a detailed view of the 'TEXT DUE' task, including a progress bar at 99% and a message composition area. A large blue circular overlay with the text 'Drop files here' is positioned over the message area, showing icons for files and attachments. A red arrow points from the text 'The NEW Easy Projects guest portal now includes a “drag and drop” feature for adding attachments!’ to the message composition area. Another red arrow points to the blue 'send' button at the bottom right of the message composition area.

The NEW Easy Projects guest portal now includes a “drag and drop” feature for adding attachments!

Drop files here

Click here to **save your message/attachments.**

**IMPORTANT:** Easy Projects does not save in-progress messages. Do not hit the back button on your web browser or leave this page before clicking the blue “**send**” button.

# Complete your assigned task

The screenshot displays the 'Guest Portal' interface for 'Easy Projects'. On the left, a list of tasks is shown with their names and dates. The main area shows a detailed view of a task titled 'TEXT DUE' with a progress bar at 99% and a due date of 'Mar 26'. A red box highlights the 'I'm done' button in the top right corner of the task view, with a red arrow pointing to it. Below the task view, there are messages from 'Cindy Agoncillo' and a file upload section.

Task Name	Due Date
TEXT DUE	Mar 23 — Mar 26
Design draft 1: creative	Mar 27 — Mar 29
CLIENT REVIEW #1	Mar 30 — Apr 2
Design draft 2: creative	Apr 3 — Apr 4
Design draft 2: proofreading	Apr 5 — Apr 6
CLIENT REVIEW #2	Apr 9 — Apr 10
Design draft 3: creative	Apr 11 — Apr 11
CLIENT REVIEW #3	Apr 12 — Apr 12
DESIGN PHASE	Mar 27 — Apr 13
FINAL PROOFREADING	Apr 13 — Apr 13
PRINT PHASE	Apr 13 — Apr 26
To press and off press dates	Apr 13 — Apr 26

**Task Details:**

- Status: Open
- Task Name: TEXT DUE
- Due Date: Mar 26
- Progress: 99% done
- Priority: Medium
- Duration: Mar 23 - Mar 26 (2d)

**Messages:**

- Cindy Agoncillo (February 22, 1:04 PM): Messages about this task would go here.
- Cindy Agoncillo (February 22, 4:02 PM): Type your message here.

**Files:**

- MCLogo 295C.eps
- MCLogo Black.eps

If you have no additional messages or files to upload, click the **“I’m Done”** button.

**NOTE:** Messages often include requests for information, feedback, or approval. Please make sure to respond before clicking the **“I’m Done”** button. Clicking the **“I’m Done”** button does not indicate approval.

# Complete your assigned task

The screenshot displays the 'Guest Portal' interface for a task titled 'TEXT DUE' under the 'TEST PROJECT'. The task is currently in 'Open' status. A notification box in the top right corner, highlighted with a red border, states: 'You have completed your assignment. Resume work'. A red arrow points from the 'Resume work' link to the 'Task' section of the task details. The task details show a progress bar at 99% and a due date of Mar 26. Below the task details, there are messages from Cindy Agoncillo dated February 22, 2022, including attachments 'MCLogo 295C.eps' and 'MCLogo Black.eps'. A text input field at the bottom is labeled 'Type message or drop files...'. The browser address bar shows the URL 'https://messiahcollege.go.easyprojects.net/guestportal/activity/9545'.

**NOTE:** Clicking the “I’m Done” button will move this task from “Active” to “Completed” status.

If you accidentally or prematurely click the “I’m Done” button, click “Resume work” to undo this action.

# An explanation of your assignments

**TEXT DUE:** Upload any text or images that the designer will need to complete your project. If you submitted all content with your project initiation form, post a message indicating so and click "I'm Done."

**CLIENT REVIEW #1:** The designer will upload a PDF proof of your project for you to download and review. Before the task end date, post a message with your feedback or upload a PDF marked with comments.

**CLIENT REVIEW #2:** If any changes are made to your design after Client Review #1 (e.g. changes to layout, new images, deleting text, etc.), the designer will upload a revised PDF to Client Review #2. If any additional revisions are requested, the designer will upload a new PDF to **CLIENT REVIEW #3.**

**ESTIMATED PRESS SPECS:** If printing specifications (press specs) have not been finalized (e.g. quantity, delivery date, account number, etc.), you will be added to the "Estimated Press Specs" task to confirm or provide this information.

**PROJECT COMPLETED AND SENT TO CLIENT:** If your project does not require printing (e.g. web banner, social media images, etc.), your final file will be uploaded to the "Project completed and sent to client" task for you to download.

Task Name	Start Date	End Date
TEXT DUE TEST PROJECT	Mar 23	Mar 26
Design draft 1: creative TEST PROJECT	Mar 27	Mar 29
CLIENT REVIEW #1 TEST PROJECT	Mar 30	Apr 2
Design draft 2: creative TEST PROJECT	Apr 3	Apr 4
Design draft 2: proofreading TEST PROJECT	Apr 5	Apr 6
CLIENT REVIEW #2 TEST PROJECT	Apr 9	Apr 10
Design draft 3: creative TEST PROJECT	Apr 11	Apr 11
CLIENT REVIEW #3 TEST PROJECT	Apr 12	Apr 12
DESIGN PHASE TEST PROJECT	Mar 27	Apr 13
FINAL PROOFREADING TEST PROJECT	Apr 13	Apr 13
PRINT PHASE TEST PROJECT	Apr 13	Apr 26
To press and off press dates TEST PROJECT	Apr 13	Apr 26