



If you need an easily **customizable system** that is scalable to even the most complex processes, consider **Twona**.

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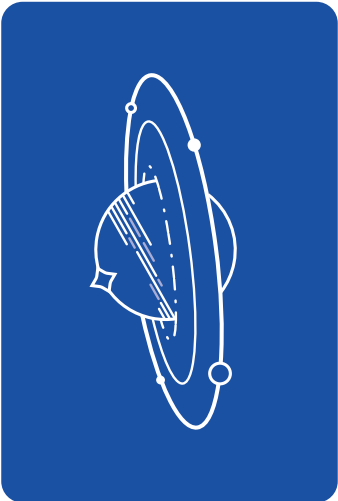
Recommended by .....



Information for the user

PACKAGE LEAFLET

One-stop-shop  
**Artwork  
Management  
System**



I can't say enough about how Twona has been so **essential** for our labeling team! Not only is their team immensely **helpful** but the system itself is so **easy to navigate**.

**Liz Bower**  
Regulatory Affairs  
Labeling Specialist  
**XGen Pharmaceuticals DJB**



One-stop-shop

# Artwork Management System

PACKAGE LEAFLET

INFORMATION FOR THE USER

Read all of this leaflet carefully before you start using this product:

- ◆ Keep this leaflet. You may need to read it again.
- ◆ If you have any further questions, ask us: <https://www.twonas.com/contact/>
- ◆ This product has been prescribed for you. However, please feel free to pass it onto others. It may enlighten them, especially if they have the same challenges as you.
- ◆ If you cannot stop thinking about Twona, and how it could improve your processes for artwork management, tell your colleagues and management immediately.

In this leaflet:

- 1 What Twona AMS is and what it is used for
- 2 Before you use Twona AMS
- 3 How to use Twona AMS
- 4 Possible side effects
- 5 How to store Twona AMS
- 6 Further information

## 1 WHAT TWONA AMS IS AND WHAT IT IS USED FOR

Twona AMS is the most intuitive Artwork Management Software specifically crafted for your one-of-a-kind workflow. Twona AMS will help you centralize processes, prevent errors, and automate to make your process foolproof.

Twona AMS gives you the information you need all in one place by transparently organizing relevant information for each artwork request, making it easy to access what you need.

Twona AMS highlights where a project is at any given point and allows you to manage deadlines and assign projects to a relevant team member.

Use Twona AMS to simplify the process of requesting and receiving approvals both within your team and with your external partners with Twona AMS' Approval System. Automate the review process and incorporate all relevant feedback from internal and external stakeholders in one single location, always available.

With Twona AMS all information on different versions is stored in one place. Need to update a prior version? Want to go back to a previously rejected design? No problem! Find what you need in the archive and re-submit a request based on earlier versions.

Are the auditors in? All corrections, versions, and attachments are readily available to retrieve, as nothing in the system is deleted and an audit trail is available whenever you need it.

Twona AMS takes the guesswork out of manual checks and gives you the power to spot even the smallest of differences along every step of your workflow. With Twona X-RAY, integrated in your AMS, you can graphically compare two versions of an artwork, compare a scanned document with a design or a mobile picture from your phone, and even compare the final design with the original word document.

## 2 BEFORE YOU USE TWONA AMS

Before starting to use Twona AMS we recommend that you take a look at your overall artwork management process and identify where bottlenecks are created, what areas need improvement, and that you prepare your team for more than just a change in tools. We have a lot of experience with this, so we are happy to help you in this exercise.

Do not use Twona AMS:



If you think that you have always done things this way and there is no need to change.

If you want to replicate your current set up in another tool without trying to improve it.

### Driving and using machines

Although Twona AMS is available on any device connected to the internet, with a preference for Google-based browsers, we do not recommend that you use it while driving or using heavy machinery.

## 3 HOW TO USE TWONA AMS

Using Twona AMS is quite simple.



From the system or externally through an integration, a project is created with a series of tags that create your internal taxonomy.



Assign the project, give it a deadline and start moving it through your workflow.



Add attachments, communicate with the team through messages, design and upload the first artwork version, and send it for approval (internally, or externally).



Start collecting all feedback and notes automatically, record your screen or annotate files directly, and approve/reject the version.



Manually / automatically mark versions as approved/rejected and change the project status accordingly.



When the artwork is approved, you can send it to the printer directly from Twona AMS.



Keep track of all that is happening to your project through the Logbook.

### When and how often should you use Twona AMS?

Usage will depend on your company's volume of product launches and changes. We recommend frequent use to get acquainted with the system and to improve continuously on your times to market and version iteration rate.

## 4 POSSIBLE SIDE EFFECTS

As with every Artwork Management System, side effects can become apparent.

Common side effects:

- ◆ Increased visibility over the complete artwork management process.
- ◆ Reduction of risks for non compliance with GMP regulations.
- ◆ Reduction in the number of iterations needed to achieve a final approved artwork version.
- ◆ Complete control over artwork versions at all moments.
- ◆ Simplified communication across multiple departments and stakeholders.
- ◆ Time savings related to quality processes and artwork review.
- ◆ Accelerated time to market, elimination of launch delays.
- ◆ Experience flexibility, safety, adaptability, clarity, enlightenment.

Adverse side effects:

- ◆ Start speaking weirdly: "I always feel in tune with Twona", "Easy, like Twona on toast".

## 5 HOW TO STORE TWONA AMS



Twona AMS is best stored in the cloud.

The infrastructure underneath is regularly reviewed, to make sure it is upgraded to the latest at any given time, and performance is improved constantly based on these.

In a worst case scenario, this structure allows us to implement recovery protocols whereby in a matter of hours, our setup can be replicated and our clients can function again.

## 6 FURTHER INFORMATION

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