Placing Proofs on Hold

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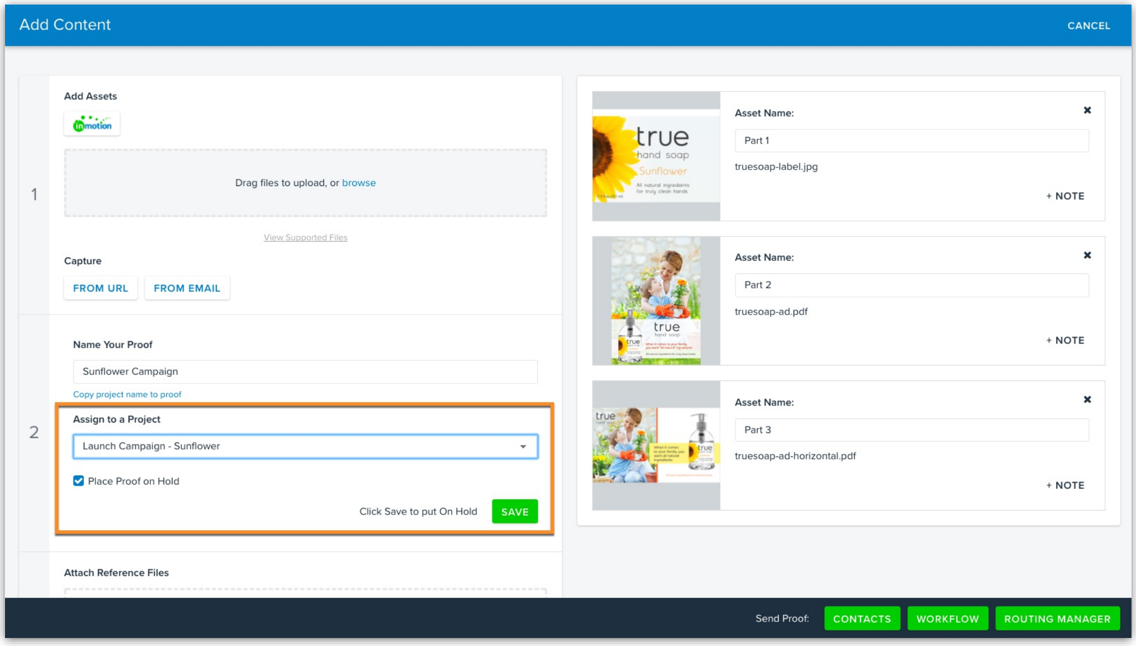
While uploading a proof, you can place the proof '**On Hold'** to allow for another user or team to route the proof, i.e. choose the reviewers or workflow for proof approval. This can be beneficial if the proof uploader or designer is not involved in the approval process.

On Hold to Project Owner

When a proof is part of a project, the Project Owner will automatically be notified of any new proof uploads. You can use **'On Hold'** in this scenario if the Project Owner is the appropriate user to select the proof reviewers.

1. Upload the content as you normally would and select the box,**'Place Proof On Hold.'**
2. Click **SAVE** to put **On Hold.**

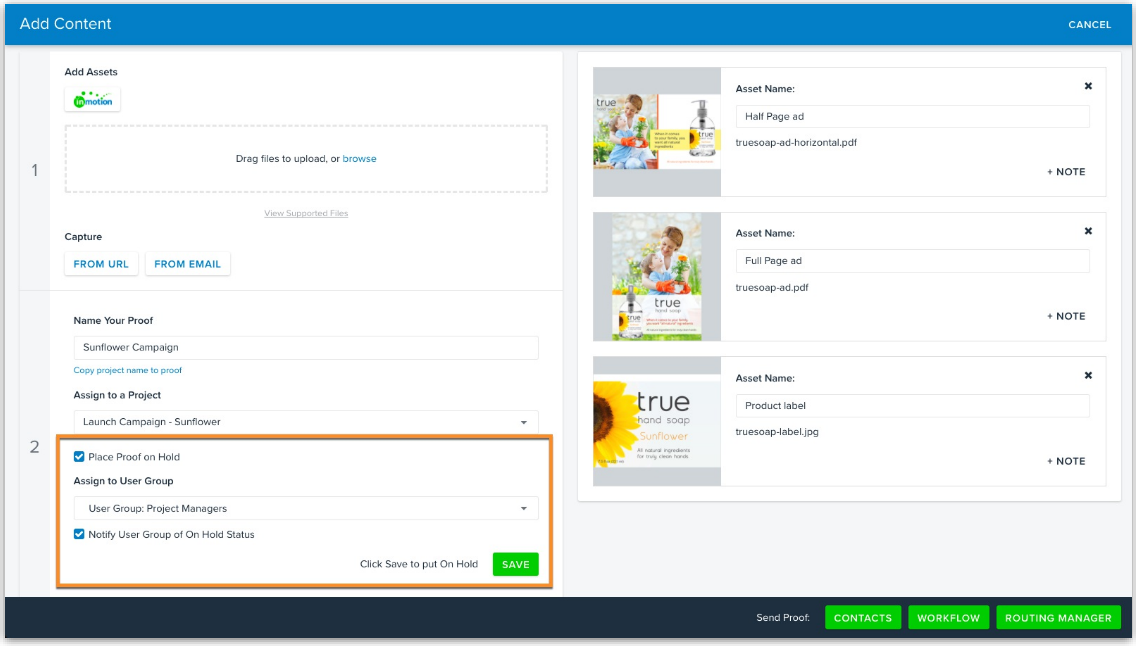


3. Once you click save, you will be placed back into the Proofs Workspace and the Project Owner will be notified that a new proof has been uploaded.

On Hold to User Group

When user groups are setup on your account, you can utilize them when placing a new proof on hold. If a group of people, i.e. Project Managers, are responsible for selecting the applicable reviewers on a proof, you can use **'On Hold'** in this scenario and notify the entire group that a new proof has been uploaded.

1. Upload the content as you normally would and select the box,**'Place Proof On Hold.'**
2. Choose the User Group you would like to assign the proof to and select,**'Notify User Group of On Hold Status.'**
3. Click **SAVE** to put **On Hold.**



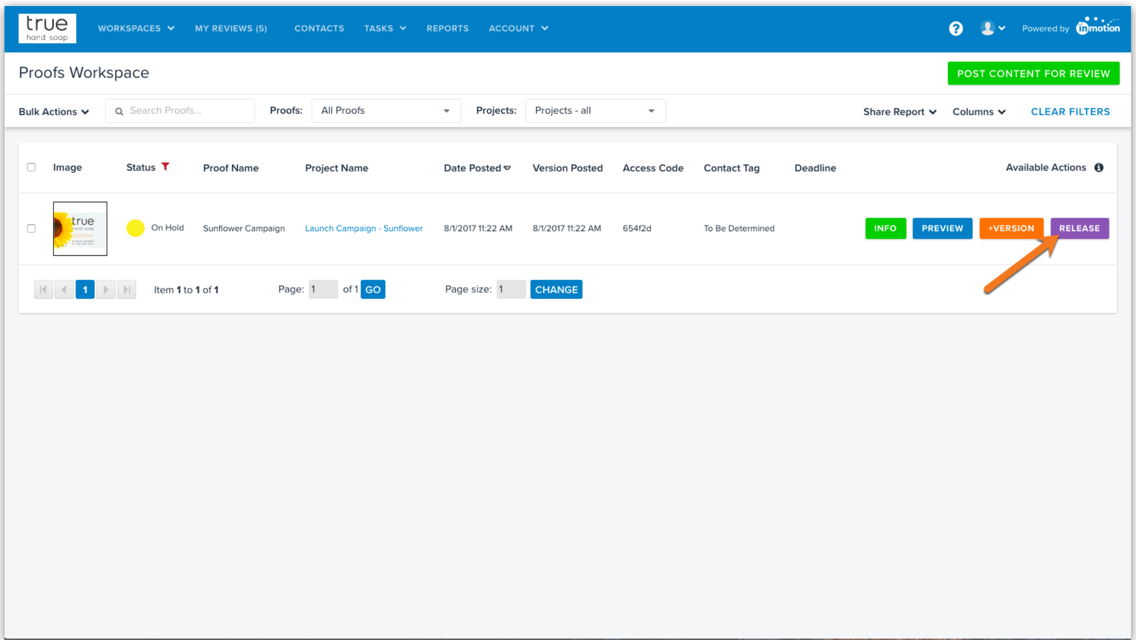
4. Once you click save, you will be placed back into the Proofs Workspace and each member of the User Group will be notified that a new proof has been uploaded.

> If a contact needs permission to route a proof, i.e. choose the reviewers or workflow for a proof, you can apply contact permissions that allow them to act as a Routing Manager. With Routing Manager permissions, the contact will receive unique login credentials and a Routing Manager workspace. When uploading proofs, you can choose to release the proof to a Routing Manager and they will receive an email notification to route the proof as necessary.This does not utilize the status of **'On Hold'** but has a similar use when the proof must be released by someone other than the designer that is not a user of inMotion. Learn More (http://guide.inmotionnow.com/help/routing-managers)

Releasing a Proof

As a Project Owner or member of a User Group, you can release a proof that has been placed **'On Hold'** from **Proofs Workspace.**

1. Navigate to the Proofs Workspace and locate the applicable proof.
2. Click **RELEASE** in the Available Actions column for the proof. This will place you on the Select Reviewers page.



3. Select the applicable contacts, review teams or workflow and click**CONTINUE**.
4. Customize your Proof Release Options (https://guide.inmotionnow.com/help/posting-a-new-proof#release-options) as necessary and click **CONTINUE**.

5. **FINALIZE** your proof.