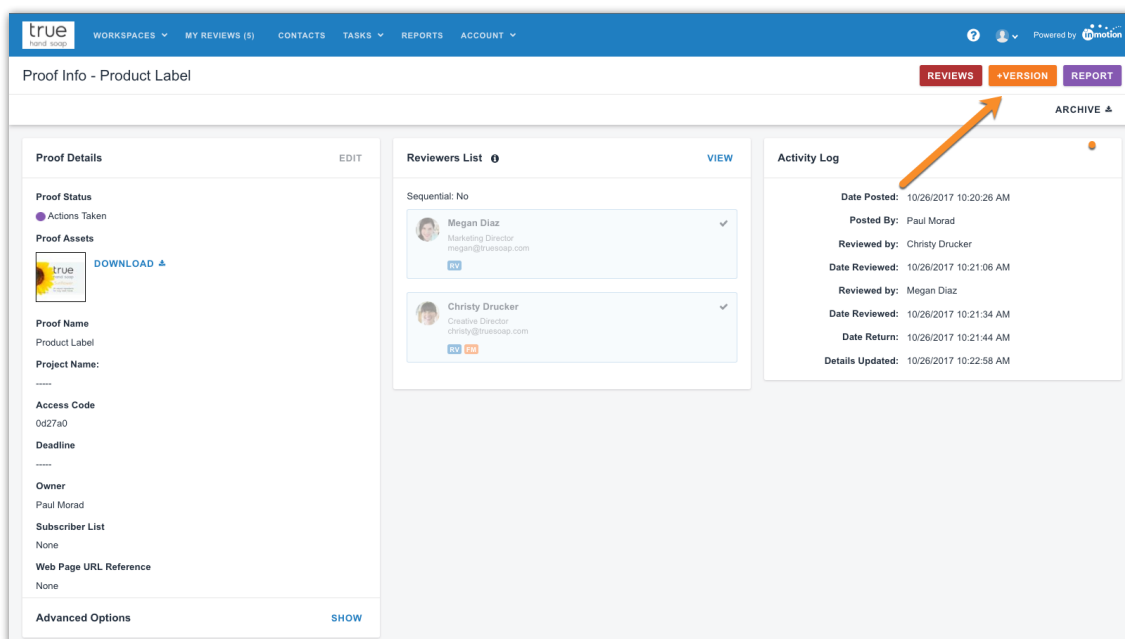


Posting a +Version of a Proof

Published on 12/30/2014

When you've received feedback on a proof and implemented changes that you would like to route back out to your reviewers, it's important to continue the feedback gathering process as part of the same proof. Use, **+Versioning** to associate your updated changes as multiple versions of the same proof ID.

To post a new version of a proof, navigate to the Proof Info page for the related proof. Click **+VERSION** in the top right of the page.



From the **Add Content** page, the process is very similar to that of uploading a new proof. Select the updated version of the file(s) that you would like to upload and the system will keep track of which version you are posting. If you do not need to apply changes to the reviewers or release options, click **RELEASE NOW** in the bottom right to release the new version of the proof.

Add Content
CANCEL

Add Assets

Google Drive
inmotion

1

Drag files to upload, or [browse](#)

[View Supported File Types](#)

Capture

FROM URL
FROM EMAIL

2

Name Your Proof

Product Label

Assign to a Project

☐ Place Proof on Hold

3

Attach Reference Files

Drag files to upload, or [browse](#)

true
hand soap
Sunflower
At natural ingredients for long, moist hands

Asset Name:

truesoap-labelv2
truesoap-label.jpg

+ NOTE

REMOVE ALL

Send Proof:

RELEASE NOW
or
VIEW / EDIT / RELEASE

If you do need to make changes to the review process, click **VIEW/EDIT/RELEASE**. This will take you to the **Release Summary** page, where you can edit the sections as necessary. When you're done making any edits, click **FINALIZE**. An email notice will be sent to your reviewers and you will be taken back to Proofs Workspace.

Release Summary
CANCEL

Please review the content, reviewers and release options before selecting the Finalize button below.

Updated Content
EDIT

true
hand soap
Sunflower
At natural ingredients for long, moist hands

Asset Name:

truesoap-labelv2
truesoap-label.jpg

Assigned Project: Sunflower Product Label

Reviewers List
EDIT

Christy Drucker
christy.drucker@inmotionnow.com

Wagen Diet
wagen.diet@inmotionnow.com

Release Options
EDIT

Proof Name: Product Label
Proof Type: Approval
Access Code: 445678

Instructions to Reviewer: Show

Deadline:

Submission Link:

Email Notification: On Previous Email

Landing Page: None

Assigned to User Group: None

Web Page URL Reference: None

Other Options:

☒ Place proof "On Hold"
☒ Allow Download
☒ Allow Proof Printing

Want to save this proof as a quick-release template in the future? Give the template a name and click the save button.

Save

Finalize

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