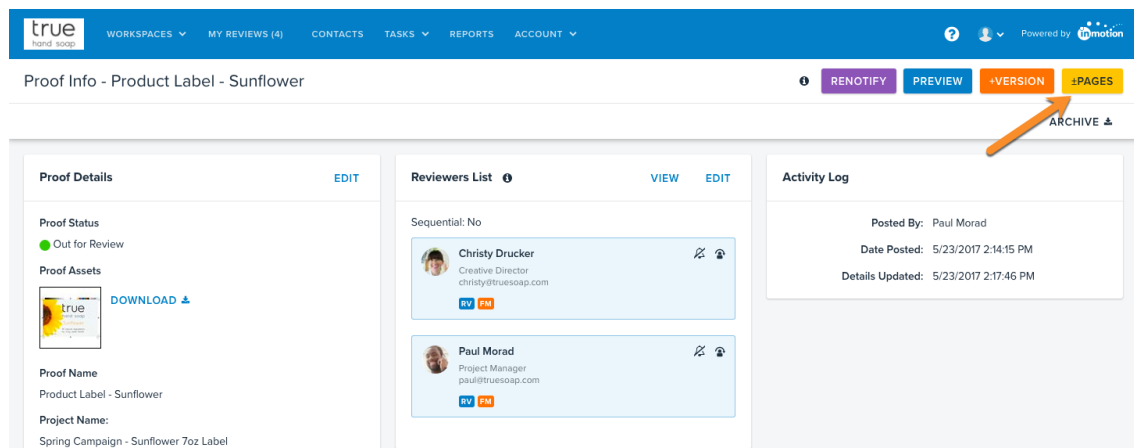


Recalling a Proof

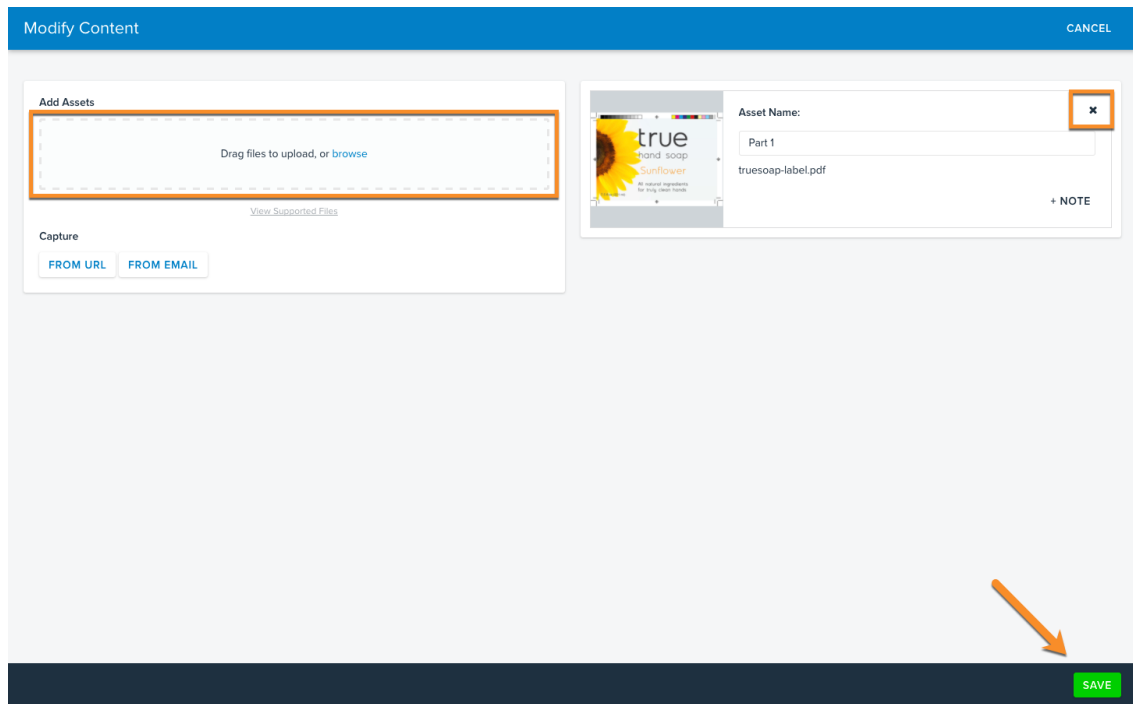
Published on 01/22/2016

Removing a Proof Before it has been Viewed

1. If you've uploaded your proof and no one has opened the proof, it will reflect the status, '**Out For Review.**'
2. From the **Available Actions** column on the right of the **Proof Workspace**, click **Info** for the applicable proof.
3. At the top right of the Proof Info page, click the yellow **+/-Pages** button.

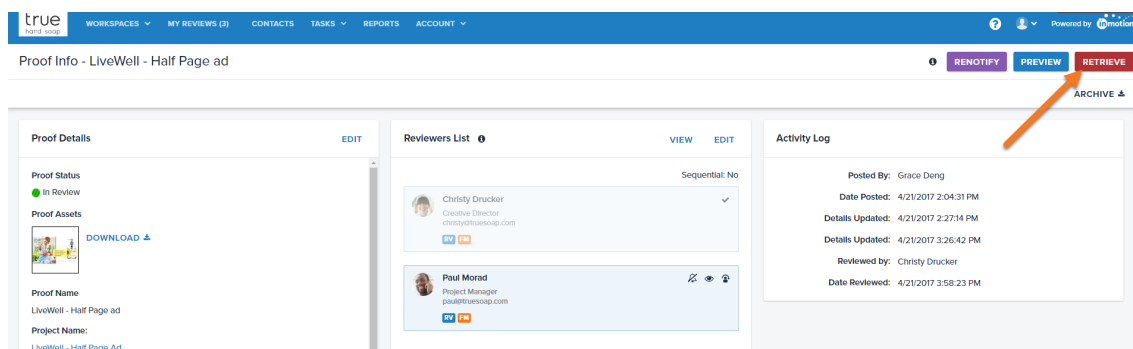


4. This will allow you to remove assets and add additional assets to the proof.
5. Click **Save** once you have uploaded the correct files.

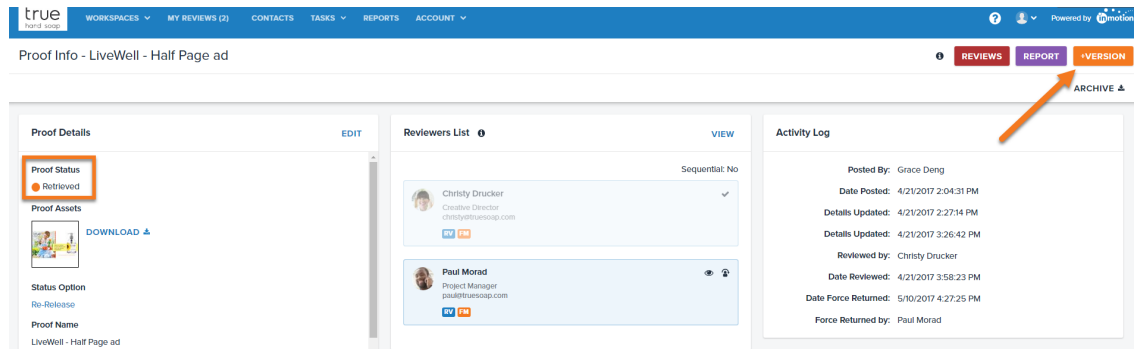


Removing a Proof After it Has Been Viewed

1. If you've uploaded your proof and a reviewer has already opened the proof, it will reflect the status, '**In Review.**'
2. From the **Available Actions** column on the right of the **Proof Workspace**, click **Info** for the applicable proof.
3. At the top right of the **Proof Info** page, click **Retrieve**. This will call back the proof to you.



4. Once retrieved, Click **+Version** to upload the correct version of the proof.

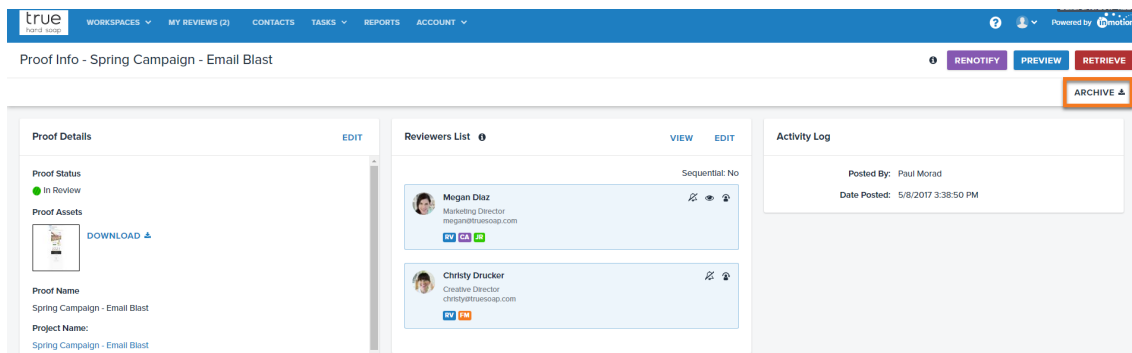


Note: With this method, the mistaken version of the proof will still show as a part of the version history in the review environment.

Archive and Delete a Proof

You can also archive and/or delete the proof rather than retrieving and adding a new version.

1. From the **Proofs Workspace**, locate the applicable proof and click **Info** from the **Available Actions** column.
2. At the top right of the Proof Info page, click **Archive**.



3. If you would like to delete the proof, navigate to **Account > Proof Archive**.
4. Check the box in the initial column for the proof you would like to remove.
5. Click **Bulk Actions** in the top left of the Proof Archive page and select **Delete**.



true
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WORKSPACES ▾ MY REVIEWS (4) CONTACTS TASKS ▾ REPORTS ACCOUNT ▾

?

Powered by

Proof Archive

Bulk Actions ▾

Q Search Proofs...

Proofs: All Proofs ▾

Projects: Projects - all ▾

Share Report ▾

Columns ▾

In Review

Returned Approved

Returned Approved

Returned Approved

Proof Name ▾	Project Name	Date Posted	Version Posted	Access Code	Contact Tag	Deadline	Available Actions
Spring Campaign - Email Blast	Spring Campaign - Email Blast	4/21/2017 3:14 PM	4/21/2017 3:14 PM	c9c6a	Project Manager	None Set	<div>INFO</div> <div>REPORT</div> <div>UNARCHIVE</div>
Social Media Video Clip	Spring Campaign - Social Media Video Clip	3/10/2017 1:52 PM	3/10/2017 1:52 PM	0cfa6	To Be Determined	None Set	<div>INFO</div> <div>REPORT</div> <div>UNARCHIVE</div>
Print Campaign Landing Page	Web Campaign - Landing Page	3/10/2017 1:54 PM	3/10/2017 1:54 PM	6737a5	To Be Determined	None Set	<div>INFO</div> <div>REPORT</div> <div>UNARCHIVE</div>
LiveWell - Half Page Ad	LiveWell - Half Page Ad	4/7/2017 11:52 AM	4/7/2017 11:52 AM	250172	To Be Determined	None Set	<div>INFO</div> <div>REPORT</div> <div>UNARCHIVE</div>

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Item 1 to 4 of 4

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