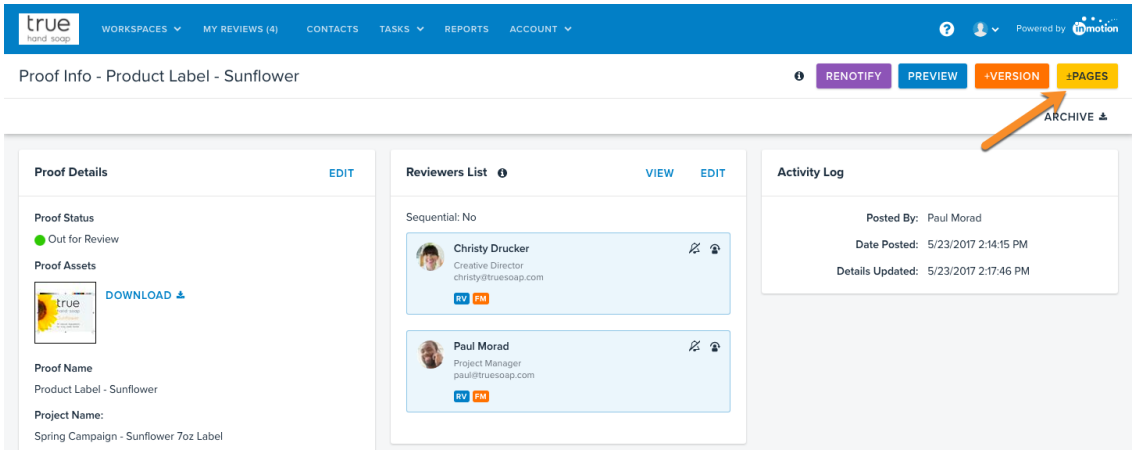
Recalling a Proof

Published on 01/22/2016

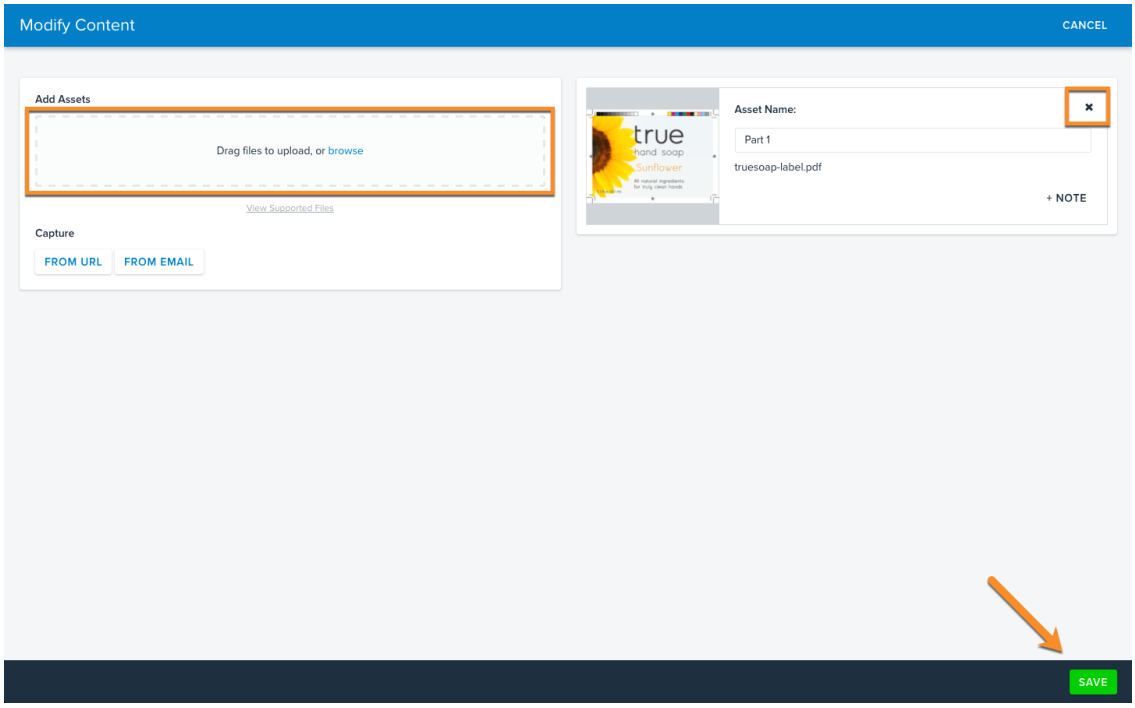
Removing a Proof Before it has been Viewed

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.



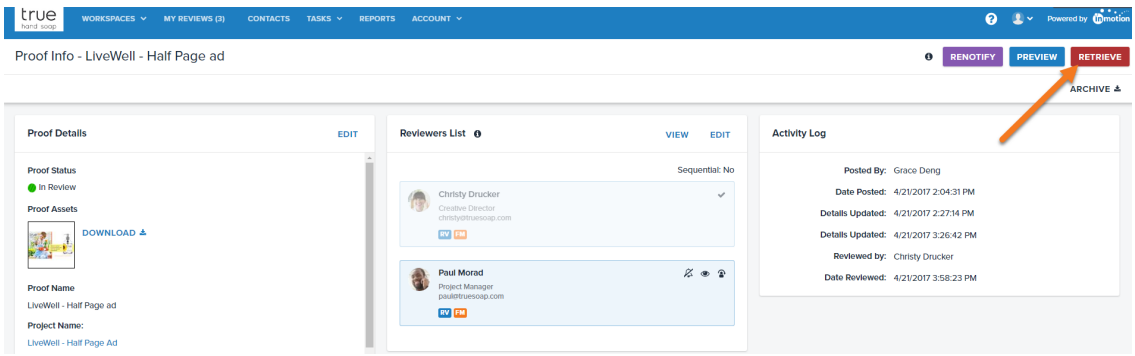
4. This will allow you to remove assets and add additional assets to the proof.
5. Click **Save** once you have uploaded the correct files.

© 2017 inMotionNow, Inc. - All Rights Reserved



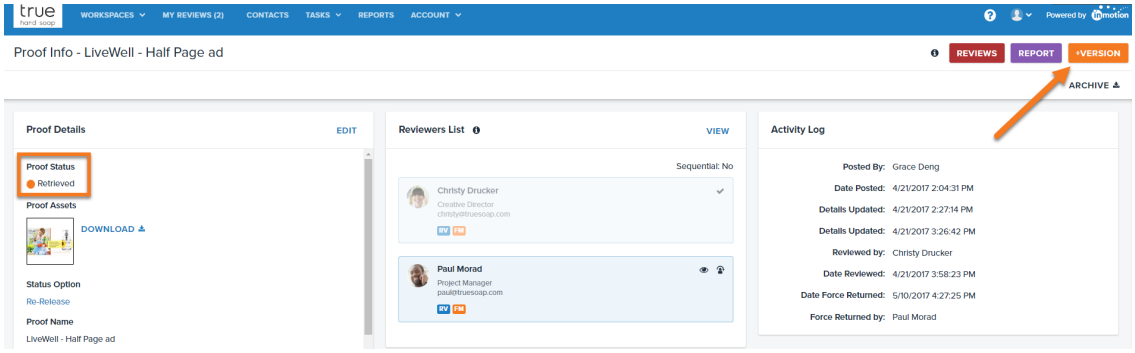
Removing a Proof After it Has Been Viewed

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.

© 2017 inMotionNow, Inc. - All Rights Reserved

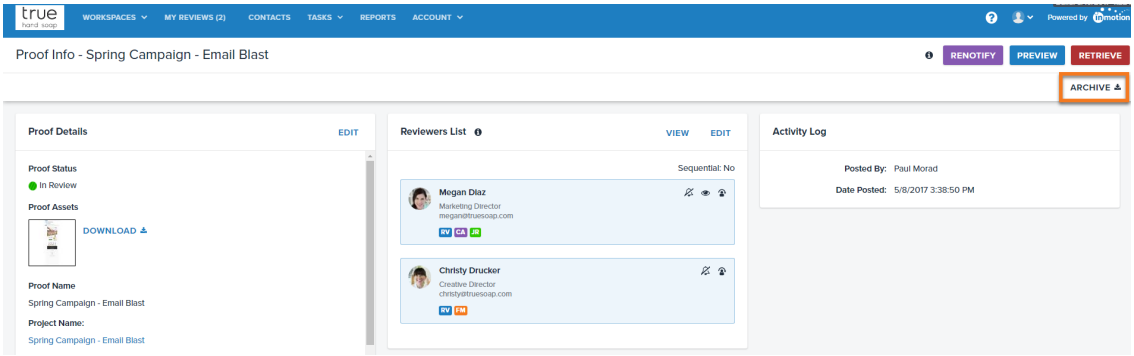


Note: With this method, the mistaken version of the proof will still show as a part of the version history in the review environment.

Archive and Delete a Proof

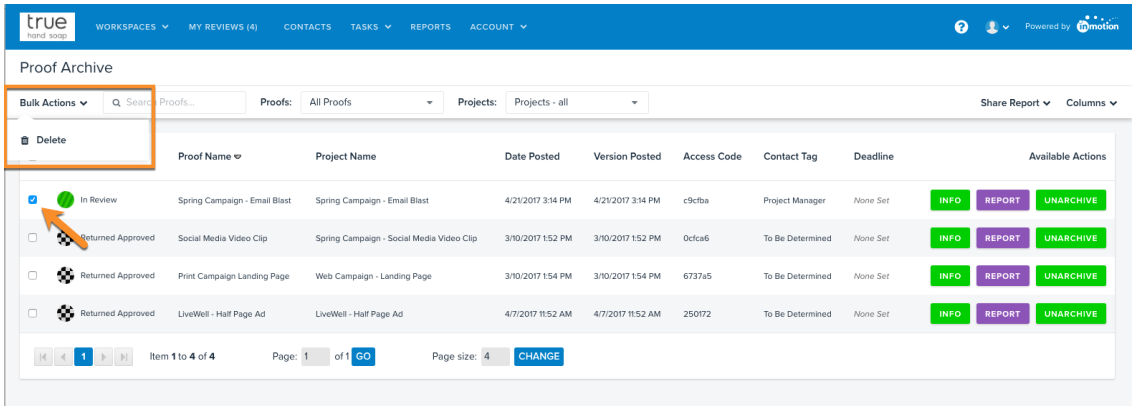
You can also archive and/or delete the proof rather than retrieving and adding a new version.

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**.

© 2017 inMotionNow, Inc. - All Rights Reserved



© 2017 inMotionNow, Inc. - All Rights Reserved