

# Quick Start Guide: Submitting a Review

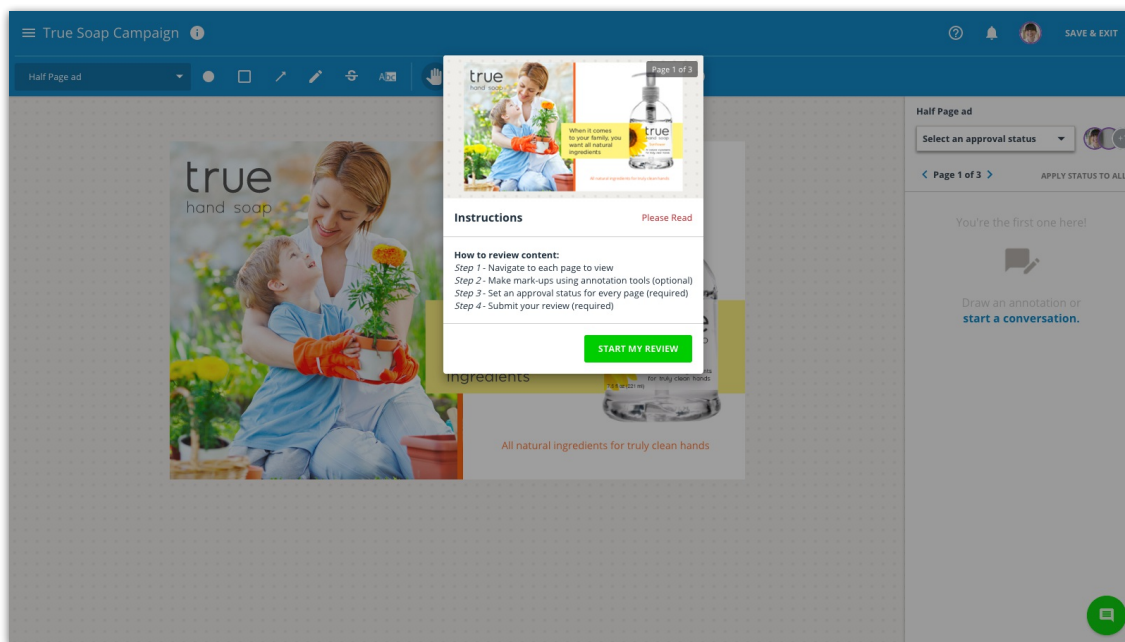
Published on 08/07/2017

## Accessing the Proof

When your feedback is requested on a proof, you will receive an email notification containing a link that takes you directly to the review environment in your web browser.

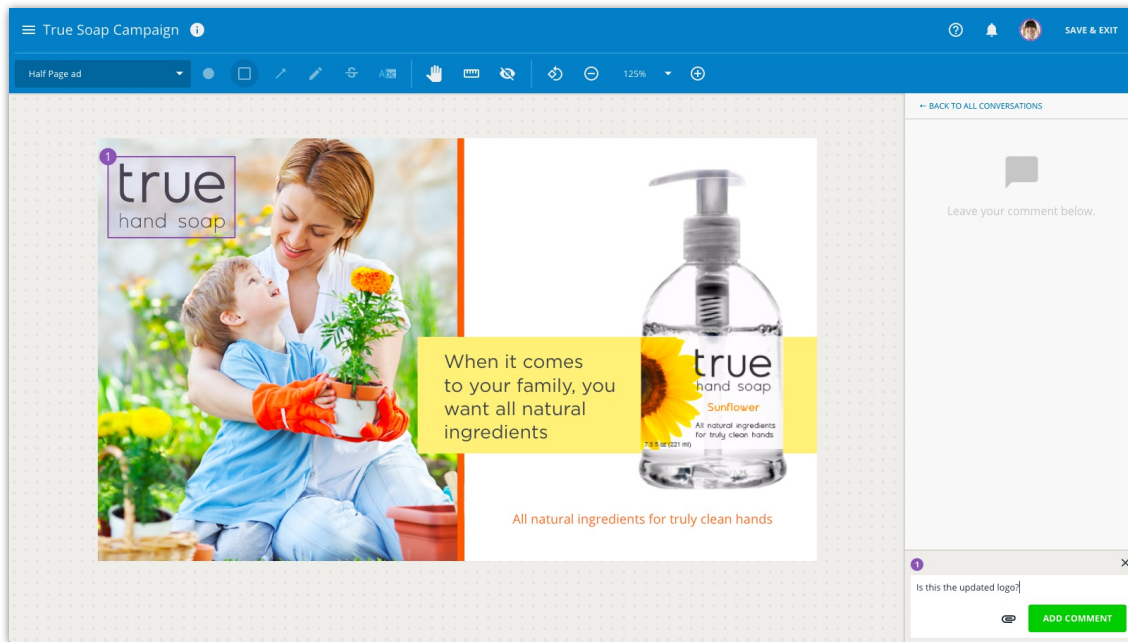
Proof "True Soap Ad" is pending your review  
[Review this Proof](#) (additional details below)  
Access Code: e15609

Once you enter the review environment, click **START MY REVIEW** to begin.



## Providing Feedback

When reviewing an asset, easily provide feedback by marking up the assets using the intuitive annotation tools in the toolbar. Each annotation will automatically be associated with a comment. Click **ADD COMMENT** to save your markup.

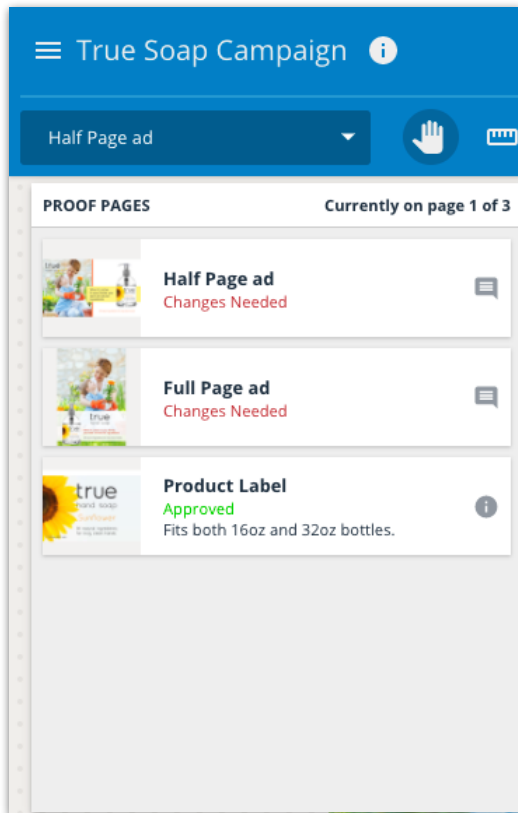


1 Every annotation and its related comment will be **numbered**.

 You can also **attach** files related to your comment.

## Page Navigation

The **Page Navigator** shows all creative assets in the proof and allows you to navigate to other pages by clicking on the corresponding thumbnail. This is also a great place for an at-a-glance view of each page's status based on the stage of the review.



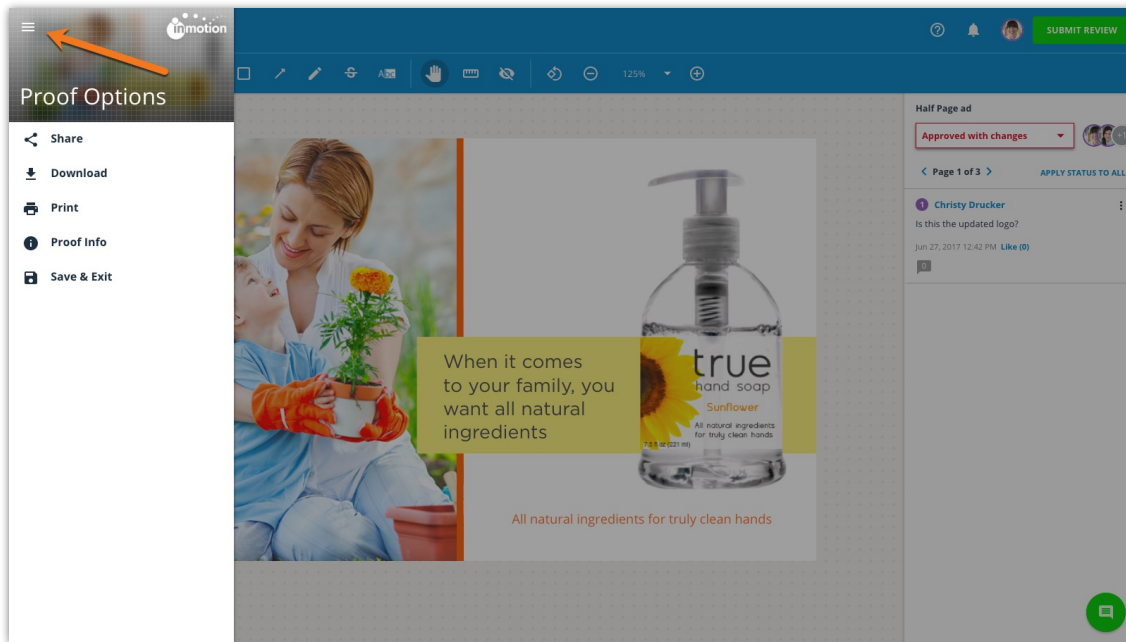
The **comment icon** indicates if reviewers have made comments regarding an asset.



The **info icon** allows you to view any notes entered by the uploader for that asset.

## Proof Options

Select the menu icon in the top left corner of the review environment to view available proof options.



The Share, Download and Print menu options are only visible when enabled by the proof uploader.

**Share** allows you to invite additional people to review a proof. You have the option to include a custom message in the email invitation to additional reviewers. Here you will also see a list of the current reviewers.

**Download** gives you the option to select the original asset file(s) you wish to download. If multiple files are selected, they will be bundled into a single zip file.

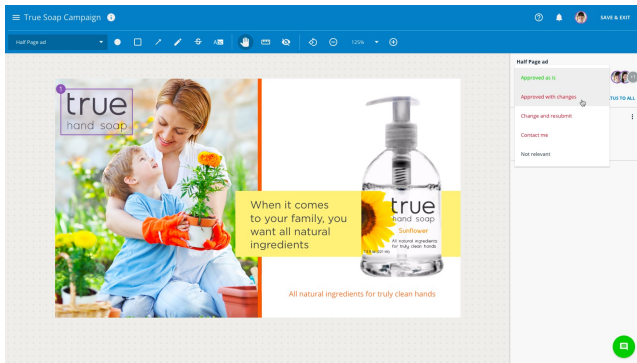
**Print** allows you to print the proof to PDF. Banners will appear at the bottom of the review environment indicating PDF preparation and readiness. The generated PDF file will include a cover page including grouped approval statuses, images of the assets with annotations alongside reviewer collaboration.

**Proof Info** allows you to review the customized instructions from the uploader to be considered while reviewing the proof.

**Save & Exit** will save your review and allow you to return at a later time to complete it. The system also periodically auto-saves your review.

## Approval Statuses

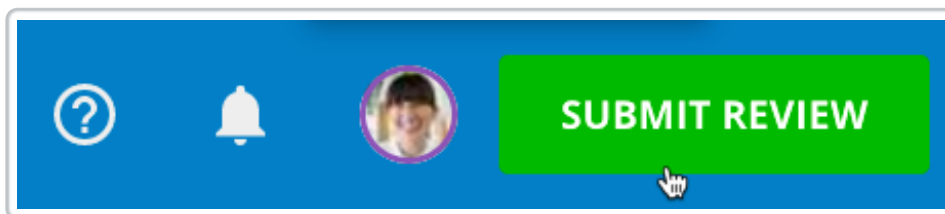
Before you can submit your review and complete the review process, **an approval status is required for each page**, such as *'Approved as is'* or *'Change and resubmit.'* You can set the approval status by selecting the drop down menu on the left hand side of the screen, above the collaboration panel. Available status options are chosen by the proof uploader.



Click the page navigation arrows to review the next page in the proof.

## Submitting Reviews

After applying an approval status to all assets in the proof, the 'Save & Exit' button will update so that you can **submit your review**. To proceed, click **SUBMIT REVIEW** at the top right of the page.



You will then be asked to *'Confirm Your Review Submission.'* If enabled by your account administrator, you will see a disclaimer. Check the box to acknowledge the disclaimer and enter your digital signature.

By clicking *'See my approval statuses'*, you are also able to confirm that your approval statuses have been set correctly.

Confirm Your Review Submission

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Once you submit your review, your approval statuses are locked and the proof may progress to the next review tier.


☒

 I accept the [disclaimer](#) for submitting my review.

christy@truesoap.com


[Hide my approval statuses](#)

SUBMIT MY REVIEW




Half Page ad

Page 1 Approved with changes



Full Page ad

Page 2 Approved with changes



Product Label

Page 3 Approved as is

Click **SUBMIT MY REVIEW** to finalize your review.

The user who originally uploaded the proof for review will be notified via email when all invited reviewers have submitted their reviews.

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