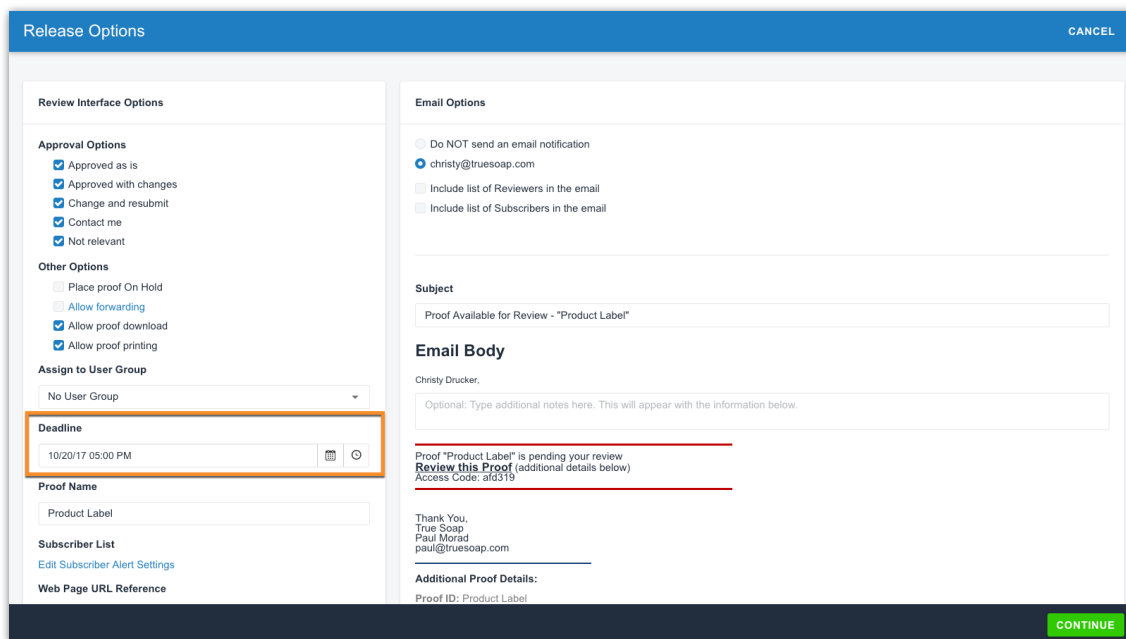


Proof Deadlines

Published on 10/13/2017

Proof Deadlines

When [uploading a new proof for review](http://guide.inmotionnow.com/help/posting-a-new-proof) (<http://guide.inmotionnow.com/help/posting-a-new-proof>), you can apply a Proof Deadline on the Release Options page. Proof Deadlines act as a due date for review completion by all invited reviewers. By enforcing a deadline, reviewers will not be allowed to perform a review once the deadline has passed. If they attempt to access the review, the URL will display a proof expired warning.



The screenshot shows the 'Release Options' form. The 'Deadline' field is highlighted with an orange box. The form is divided into two main sections: 'Review Interface Options' and 'Email Options'.

Review Interface Options:

- Approval Options:**
 - ☒ Approved as is
 - ☒ Approved with changes
 - ☒ Change and resubmit
 - ☒ Contact me
 - ☒ Not relevant
- Other Options:**
 - ☐ Place proof On Hold
 - ☐ Allow forwarding
 - ☒ Allow proof download
 - ☒ Allow proof printing
- Assign to User Group:**
 - No User Group
- Deadline:**
 - 10/20/17 05:00 PM
- Proof Name:**
 - Product Label
- Subscriber List:**
 - [Edit Subscriber Alert Settings](#)
- Web Page URL Reference:**

Email Options:

- ☐ Do NOT send an email notification
- ☒ christy@truesoap.com
- ☐ Include list of Reviewers in the email
- ☐ Include list of Subscribers in the email
- Subject:**
 - Proof Available for Review - "Product Label"
- Email Body:**
 - Christy Drucker,
 - Optional: Type additional notes here. This will appear with the information below.
- Additional Proof Details:**
 - Proof ID: Product Label

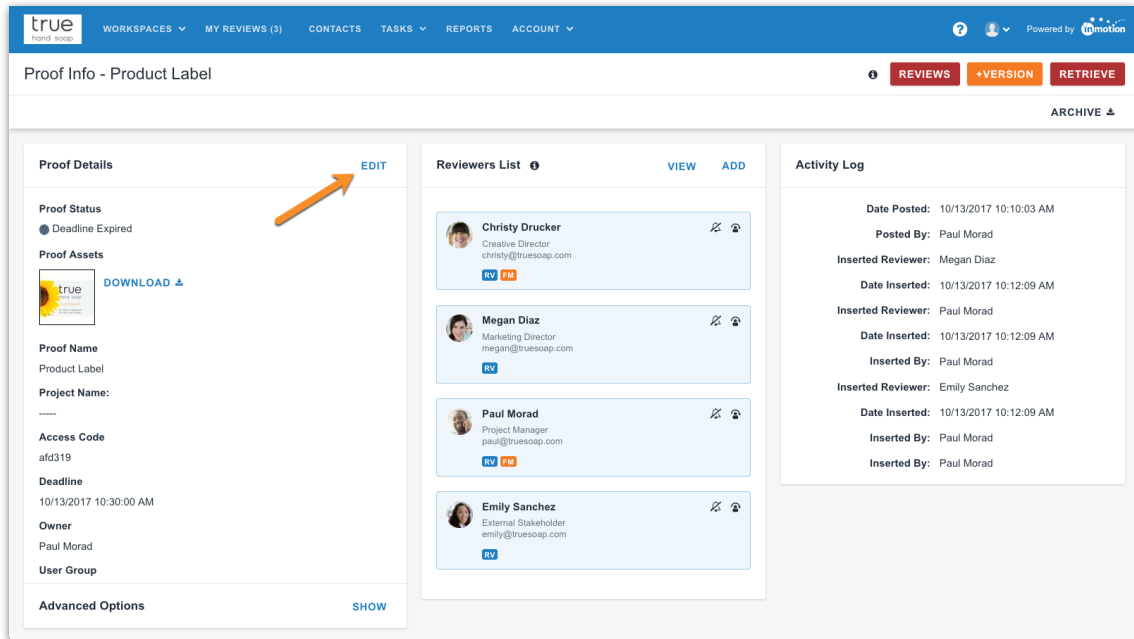
The 'Deadline' field is highlighted with an orange box. The 'Email Options' section shows a selected email address and a subject line. The 'Email Body' section has a placeholder for additional notes. The 'Additional Proof Details' section shows the proof ID.

Deadline Expired Status

If the Proof Deadline expires before all reviews have been completed, the proof will show a status of **Deadline Expired**. This does not return the review to the designer, but simply prevents further reviewers from submitting any feedback. At this point in time you can move forward in one of two ways:

Edit the Proof Deadline


1. From the Proof Info page, you can edit the proof deadline to extend the time allowed to complete reviews. Click **EDIT** in the Proof Details section, update the deadline and click **SAVE**.



Proof Info - Product Label

Proof Details [EDIT](#)

Proof Status
● Deadline Expired

Proof Assets
 [DOWNLOAD](#)

Proof Name
Product Label

Project Name:

Access Code
afd319

Deadline
10/13/2017 10:30:00 AM

Owner
Paul Morad

User Group
User Group

Advanced Options [SHOW](#)

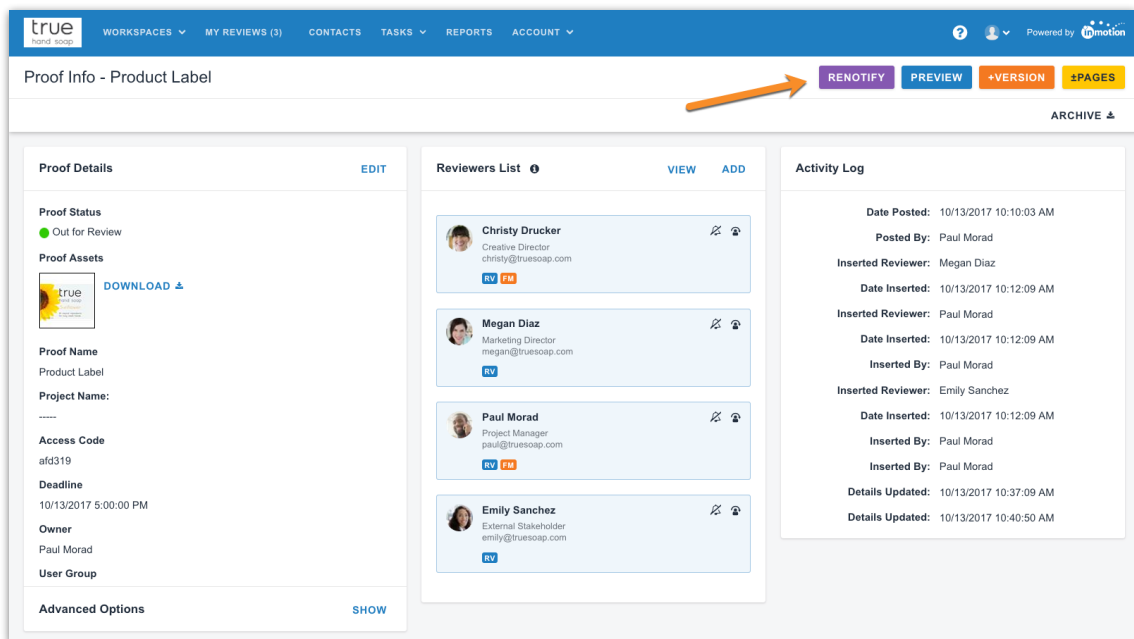
Reviewers List [VIEW](#) [ADD](#)

- Christy Drucker**
Creative Director
christy@truesoap.com
[RV](#) [PM](#)
- Megan Diaz**
Marketing Director
megan@truesoap.com
[RV](#)
- Paul Morad**
Project Manager
paul@truesoap.com
[RV](#) [PM](#)
- Emily Sanchez**
External Stakeholder
emily@truesoap.com
[RV](#)

Activity Log

Date Posted: 10/13/2017 10:10:03 AM
Posted By: Paul Morad
Inserted Reviewer: Megan Diaz
Date Inserted: 10/13/2017 10:12:09 AM
Inserted Reviewer: Paul Morad
Date Inserted: 10/13/2017 10:12:09 AM
Inserted By: Paul Morad
Inserted Reviewer: Emily Sanchez
Date Inserted: 10/13/2017 10:12:09 AM
Inserted By: Paul Morad
Inserted By: Paul Morad


2. Once you've extended the proof deadline, you can also select **RENOTIFY** in the top right of the Proof Info page to remind reviewers of the proof available for review.



Proof Info - Product Label

Proof Details [EDIT](#)

Proof Status
● Out for Review

Proof Assets
 [DOWNLOAD](#)

Proof Name
Product Label

Project Name:

Access Code
afd319

Deadline
10/13/2017 5:00:00 PM

Owner
Paul Morad

User Group
User Group

Advanced Options [SHOW](#)

Reviewers List [VIEW](#) [ADD](#)

- Christy Drucker**
Creative Director
christy@truesoap.com
[RV](#) [PM](#)
- Megan Diaz**
Marketing Director
megan@truesoap.com
[RV](#)
- Paul Morad**
Project Manager
paul@truesoap.com
[RV](#) [PM](#)
- Emily Sanchez**
External Stakeholder
emily@truesoap.com
[RV](#)

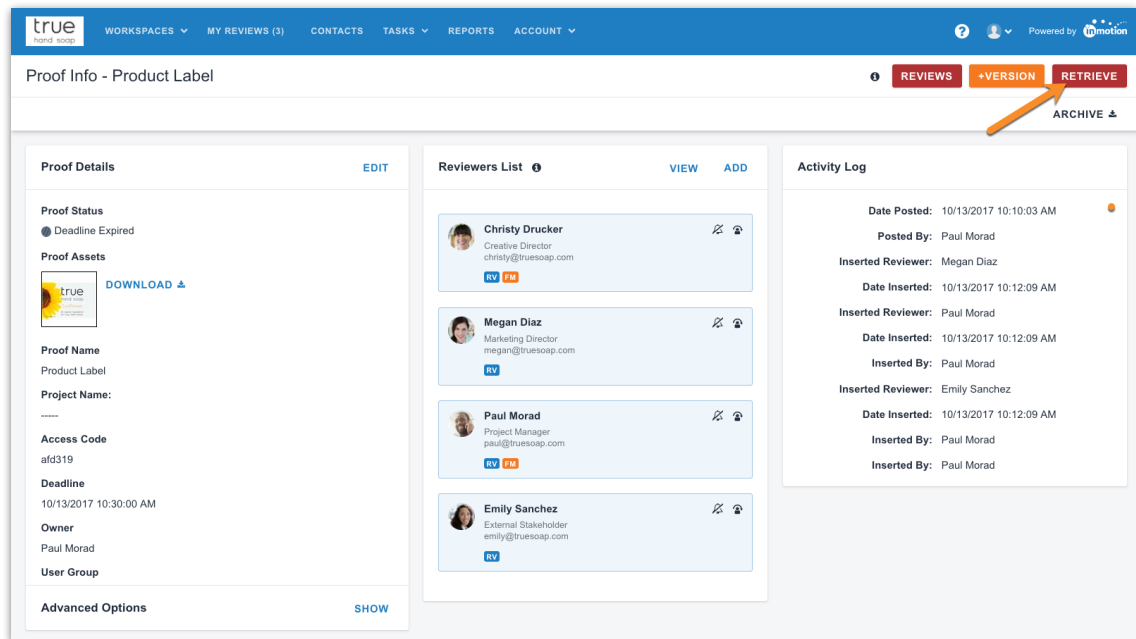
Activity Log

Date Posted: 10/13/2017 10:10:03 AM
Posted By: Paul Morad
Inserted Reviewer: Megan Diaz
Date Inserted: 10/13/2017 10:12:09 AM
Inserted Reviewer: Paul Morad
Date Inserted: 10/13/2017 10:12:09 AM
Inserted By: Paul Morad
Inserted Reviewer: Emily Sanchez
Date Inserted: 10/13/2017 10:12:09 AM
Inserted By: Paul Morad
Inserted By: Paul Morad
Details Updated: 10/13/2017 10:37:09 AM
Details Updated: 10/13/2017 10:40:50 AM

Retrieve the Proof

1. From the Proof Info page, select **RETRIEVE** from the upper right to return the proof to the designer so that they can incorporate the feedback provided before

the expiry.



Notifications

From Account Settings, you can also enable an email notification that will notify the Proof Uploader once a proof deadline has expired.

1. Navigate to **Account > Account Settings > Customize > Notification**.
2. Select the option '**Notify uploader whenever a proof's deadline expires.**'
3. Click **Save**.

Account Settings

Overview

Company Info

Users/Groups

Customize

DAM Access

GENERAL

Your Logo

Date / Time Zone

Notification

Tags

User Options

Security Options

PROJECTS

Custom Fields

Project Options

Project Statuses

Project Priorities

Project Filter Groups

Job Launch

PROOFING

Upload Preferences

Proof Access

Capture Email

Custom Disclaimer

Reviewer Security

Approval Statuses

dropOFFER™

Project Organizer Notification:

☒ When a task's deadline expires - notify task assignee

☐ When a task gets completed or reopened - notify all project members

Proof Notification:

☐ Check this box to disable the copy of all outgoing proof notifications to the uploader. All other notifications will be delivered as expected.

☐ Default initial reviewer proof notifications to off

☐ Default Reviewer Notification to include list of all Reviewers

☐ Default Reviewer Notification to include list of all Subscribers

☐ Default Subscriber alert to include list of Reviewers

☐ Default Subscriber alert to include list of Subscribers

☒ Notify user filter group members whenever a proof is posted on hold.

☒ Notify uploader whenever a proof's deadline expires

Edit the proof notification e-mail below to meet your needs. Click reset to return to the default e-mail. Click preview to view the entire e-mail including automatically generated info.

Salutation:

Editable body:

(All of the body is not editable, click preview to see entire e-mail.)

Closing:

Thank You

Signature:

☒ use Company Name (from Company Info)

☐ other

☐ Include disclaimer at the end of the notification e-mail.

Save & Preview

Reset Default

Save

Cancel

Ignore Proof Deadline

If you would like the Proof Deadline to act as a *soft* reminder to reviewers, instead of preventing reviewers from submitting feedback, Customer Success can enable this as an account-wide setting. With this setting enabled, reviewers can still submit their review once the deadline has passed. *Note: If the deadline is passed, but all reviews are eventually submitted, the system will retrieve the proof normally.*

If this is your preference, please [Contact Support](https://guide.inmotionnow.com/help/contact-feedback) to request that we enable 'Ignore Deadline' on your account.