

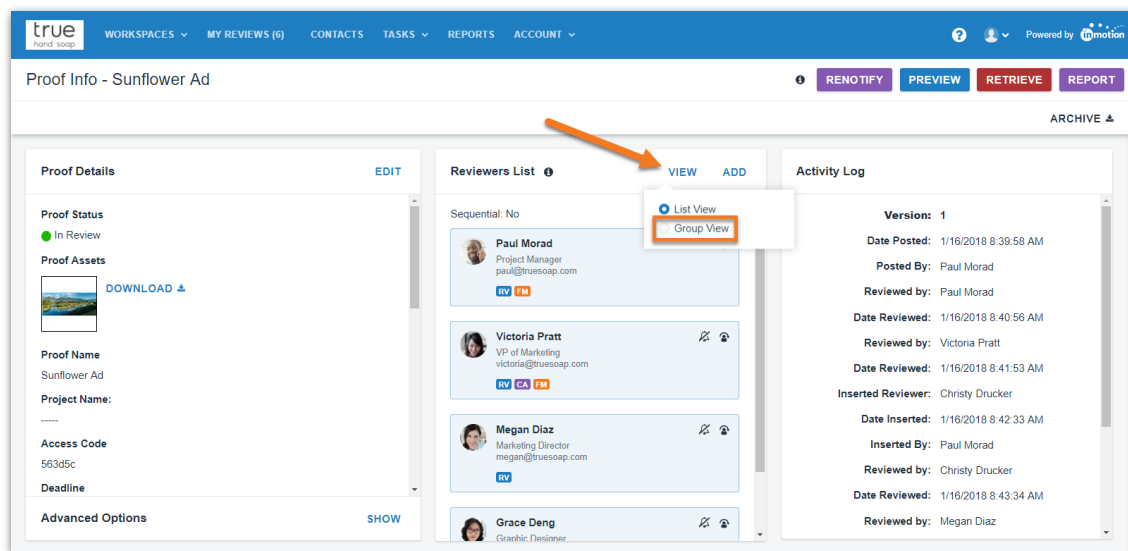
Bulk Notify Reviewers

Published on 01/13/2019

Proof Owners and Admin Users can perform several bulk actions on proofs that are out for review.

Changing 'Reviewers List' View

From the Proofs Workspace, clicking the **INFO** button will take you to the '**Proof Info**' page. From there, you will see the **VIEW** button at the top of the '**Reviewers List**' and change the view to **Group View**.



Proofs that are routed using tiered workflows do not have the ability to display in group view, therefore the **VIEW** button will not display

Bulk Actions in Group View

Once in Group View, you will see a drop down with four actions:

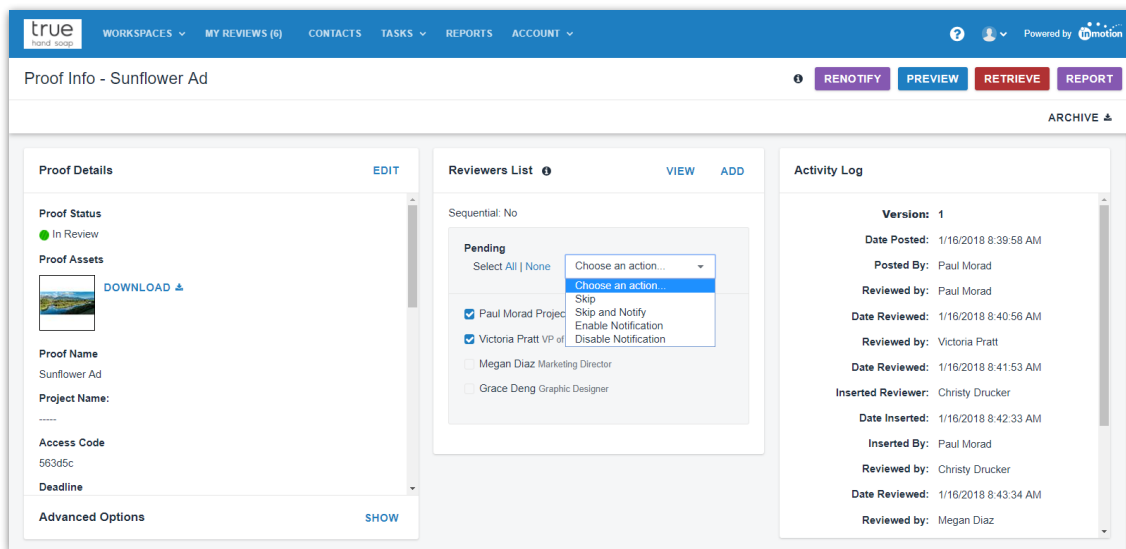
- Skip – Skip the selected reviewers without notifying them
- Skip and Notify – Skip the selected reviewers notify them
- Enable Notification – Notify me when each the selected reviewers complete their review

- Disable Notification – Do not notify me regarding the selected reviewers



The Enable/Disable Notification is referring to the function of clicking the bell icon next to each reviewer in **'List View.'**

Before selecting an action, you must select the checkboxes next to the reviewers you would like to apply the action to. After selecting an action from the drop down, a modal will popup asking for confirmation. Once you click **OK**, the action is complete.



The screenshot shows the True Hand Soap interface for a 'Sunflower Ad' proof. The 'Reviewers List' modal is open, displaying a list of reviewers with checkboxes and a dropdown menu for actions. The dropdown menu options are: 'Choose an action...', 'Skip', 'Skip and Notify', 'Enable Notification', and 'Disable Notification'. The 'Enable Notification' and 'Disable Notification' options are highlighted.

Reviewer	Selected	Action
Paul Morad Project	<input checked="" type="checkbox"/>	Enable Notification
Victoria Pratt VP of	<input checked="" type="checkbox"/>	Disable Notification
Megan Diaz Marketing Director	<input type="checkbox"/>	
Grace Deng Graphic Designer	<input type="checkbox"/>	