Proof Status Glossary

Published on 09/03/2015

Proof Workspace Statuses

The following are the potential proof statuses found in the Proof Workspace.

Out For Review	The proof has been released and is available for review. Any applicable reviewers will be able to access the proof to perform a review.
In Review	This proof has been accessed by at least one reviewer. They may be in the process of providing feedback.
Returned Actions Needed	The proof has been reviewed and is waiting for the designer to take action on the returned annotations and approval statuses. At least one reviewer has applied a status of **'Approved with Changes'**, **'Change and Resubmit'** or **'Contact Me.'**
Deadline Expired	The proof has reached its deadline and some reviewers did not complete their review before the deadline occurred.
Returned Approved	All reviewers have returned the proof with the status of **'Approved as Is.'**
Returned	The proof is returned and at least one reviewer applied a status of **'Not Relevant'** to the review.
	The designer released a proof**'On Hold,'** usually to allow a routing manager or project owner to release to the appropriate reviewers. A proof can also be

⬤ On Hold	placed **'On Hold'** after release if it is still in the status of **'Out For Review'** and no reviewers have opened it.
⬤ Retrieved	The proof has been removed from the review environment, potentially to stop the review process or post a new version. It cannot be accessed by reviewers.
⬤ Actions Taken	Designer has taken action on the proof regarding the returned annotations and approval statuses.
⬤ Accessed by Routing Manager	Proof was released to a Routing Manager who has accessed the proof but has not routed it for review.

My Reviews Statuses

The following are the potential proof statuses found in the My Reviews page.

⬤ Pending Review	A proof is awaiting the current user and other reviews.
⬤ Pending my Review	A proof awaiting the current user's review has been opened and completed by at least one other reviewer.
⬤ Pending only my Review	A proof is awaiting *only* the current user's review.
⬤ In Review	The current user has opened the review but still needs to submit their feedback with approval statuses.
⬤ In Review by Others	The current user has submitted their review and is

⊘ Deadline Expired	awaiting other reviewers. The deadline by which the user can review this content has passed.
🔴 Returned Actions Needed to Grace Deng	Proof has been returned to the designer.
🔵 Returned to Greg Dixon	The proof has been returned to the designer with at least one applied status of **'Not Relevant'**
⊘ Returned	Actions have been taken by the designer.
♟ Returned Approved	All reviewers have returned the proof with the status of **'Approved as Is.'**