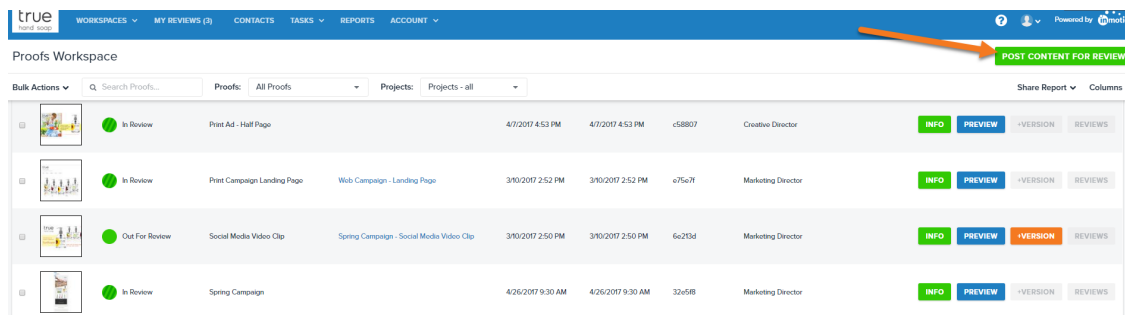


# Posting a New Proof

Published on 09/28/2016

## Adding Content

To post a new proof for review, navigate to your **Proofs Workspace**. Click, **POST CONTENT FOR REVIEW**.



1. In Step 1, select your file(s) using one of the available selections. Your file will begin the upload progress in the right hand column. If you have a multiple page document, you will see each page load as a separate asset. You can name each asset/page accordingly. **+Note** will allow you to provide asset related notes to your reviewers.
2. In Step 2, enter a name for your proof and assign your proof to a project when applicable.
3. In Step 3, you can attach proof reference files like Adobe CC files, logo images, etc. These are not converted by the system.
4. When you're ready to proceed, select the routing method you want to use in the bottom right of the page.

Add Content
CANCEL

**1**

**Add Assets**

Drag files to upload, or [browse](#)

[View Supported Files](#)

**Capture**

[FROM URL](#)

**2**

**Name Your Proof**


True Soap Campaign

☐ Place Proof on hold

**3**

**Attach Reference Files**

Drag files to upload, or [browse](#)




**Asset Name:** ✕

Part 2

truesoap-ad-horizontal.pdf

+ NOTE




**Asset Name:** ✕

Part 2

truesoap-ad.pdf

+ NOTE



**Asset Name:** ✕

Part 3

truesoap-label.pdf

+ NOTE

Send Proof:

CONTACTS
WORKFLOW
ROUTING MANAGER

## Release Options

Once you've chosen your reviewers, you will land on the **Release Options** page.

### Review Interface Options

- **Approval Statuses** - Customize the available statuses shown to reviewers
- **Place Proof 'On Hold'** - Allow another user to route a proof
- **Proof Options** - Allow proof forwarding (which also enables @mentioning), proof download and/or proof printing
- **Assign User Group** - Manages proof visibility in the Proofs Workspace
- **Proof Deadline** - Set a deadline for reviewers
- **Subscriber List** - Setup email subscriptions for updates related to this proof
- **Web Page URL Reference** - Add a URL in reference to this proof
- **Message to Reviewer** - Add customizable instructions on how to complete the review

### Email Options



- **'Do NOT Send an email notification'** - Disable email invitation related to this review
- **'Include reviewer's list in the email'** - Let your reviewers know who else is invited to the review
- **Email Body** - Add additional messaging to the email invitation to the proof

Release Options

CANCEL

Review Interface Options

Approval Options

☐ Approved

☒ Approved as is

☒ Approved with changes

Change & Resubmit

☒ Change and resubmit

☒ Contact me

☒ Not relevant

Other Options

☐ Place proof "On Hold"

☐ Allow forwarding

☐ Allow proof download

☒ Allow proof printing

☐ Require submission password

Deadline

Proof Name

True Soap Campaign

Subscriber List

[Edit Subscriber Alert Settings](#)

Web Page URL Reference

None

Message To Reviewer

B

I

12pt

X

How to review content:

Step 1 - Navigate to each page to view

Step 2 - Make mark-ups using annotation tools (optional)

Step 3 - Set an approval status for every page (required)

Step 4 - Submit your review (required)

Email Options

☐ Do NOT send an email notification

☒ christy@truesoap.com; megan@truesoap.com

☐ Include reviewer's list in the email.

☐ Include subscriber's list in the email.

Subject

Proof Available for Review - "True Soap Campaign"

Email Body

Christy Drucker,

Optional: Type additional information here. This will appear with information below to the reviewer.

Proof "True Soap Campaign" is pending your review

[Review this Proof](#) (additional details below)

Access Code: 068db6

Thank You,

Paul Morad

paul@truesoap.com

Additional Proof Details:

Proof ID: True Soap Campaign

Access Code: 068db6

Version #: 1

Number of pages to review: 3

Review Type: Approval

Full Review Link (copy/paste into browser URL bar if Link above does not work)

[https://inmotionnow.com/reviewaccess.aspx?auto\\_login=true&data=OoA%2A7J5%25RbFjLH5FvOT%25H7yT5jW5DFYAc%25YopkzofrmrCQ%25R%25Luiq](https://inmotionnow.com/reviewaccess.aspx?auto_login=true&data=OoA%2A7J5%25RbFjLH5FvOT%25H7yT5jW5DFYAc%25YopkzofrmrCQ%25R%25Luiq)

CONTINUE



When you're finished setting the Release Options, click **Continue** and you'll be taken to the Release Summary. Here, you will see an overview of the content you uploaded, the reviewers you selected, and the release options that you set. If you need to go back and change anything, click the **Edit** button below the section you need to change and click **Save**. Click **Finalize** to release your proof.


Release Summary

CANCEL


Please review the content, reviewers and release options before selecting the Finalize button below.

Uploaded Content


EDIT



Asset Name:  
Part 2  
truesoap-ad-horizontal.pdf



Asset Name:  
Part 2  
truesoap-ad.pdf




Asset Name:  
Part 3  
truesoap-label.pdf


Assigned Project: None

Reviewers

EDIT



Christy Drucker  
christy@truesoap.com  
RV



Megan Diaz  
megan@truesoap.com  
RV

Release Options

EDIT

Proof Name: True Soap Campaign

Proof Type: Approval

Access Code: 068db6

Previous Reviewers settings: Show all reviewers' markups

Instructions to Reviewer: [Show](#)

Deadline:

Subscriber List:

Email Notification: On [Preview Email](#)

Landing Page: None

Assigned to User Group: -----

Web Page URL Reference: None

Other Options:

☐ Place proof "On Hold"

☐ Allow forwarding

☐ Allow Proof Download

☒ Allow Proof Printing

☐ Live asset links

Want to save this proof as a quick release template in the future? Give the template a name and click the save button.

FINALIZE



On the Release Summary page, you can also save these proof reviewers and release options as a Proof Template, if these are commonly used settings.