

# Posting a New Proof

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## Adding Content

To post a new proof for review, navigate to your**Proofs Workspace**. Click, '**Post Content for Review.'** 

Proofs Work	workspaces v My Review	VS (3) CONTACTS TASKS	✓ REPORTS ACCOUNT ✓							FOR REVIEW
Bulk Actions 🗸	Q. Search Proofs	Proofs: All Proofs	• Projects: Projects - all	*					Share Report	✓ Columns ✓
•	🕖 In Roview	Print Ad - Half Pago		4/7/2017 4:53 PM	4/7/2017 4:53 PM	c58807	Creative Director	INFO PREVIEW	+VERSION	REVIEWS
•  1111	🕐 In Review	Print Campaign Landing Page	Web Campaign - Landing Page	3/10/2017 2:52 PM	3/10/2017 2:52 PM	e75e7f	Marketing Director	INFO PREVIEW	+VERSION	REVIEWS
	Out For Review	Social Media Video Clip	Spring Campaign - Social Media Video Clip	3/10/2017 2:50 PM	3/10/2017 2:50 PM	6o213d	Marketing Director	INFO PREVIEW	+VERSION	REVIEWS
	🍈 In Review	Spring Campaign		4/26/2017 9:30 AM	4/26/2017 9:30 AM	32e5f8	Marketing Director	INFO PREVIEW	+VERSION	REVIEWS

- 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.
- 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 Step4.



Add	Content			CANCE
	Add Assets	true	Asset Name:	×
1	Drag files to upload, or browse		truesoap-ad-horizontal.pdf	+ NOTE
	View Supported Files Capture FROM URL	A.	Asset Name: Part 2 truesoap-ad.pdf	×
2	Name Your Proof True Soap Campaign	Crue View View Crue Vie Vie Vie Vie Vie Vie Vie Vie Vie Vi	uuesoup da.par	+ NOTE
-	Place Proof on hold	true band soap Sunflower	Asset Name: Part 3 truesoap-label.pdf	×
3	Attach Reference Files Drag files to upload, or browse	Al include ingendeers and the set of the set hands		+ NOTE
	·i	Send Proof:	CONTACTS WORKFLOW	ROUTING MANAGEF

## **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, 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	Email Options	
Approval Options Approved Approved as is Approved with changes Change & Resubmit Change and resubmit Contact me	Do NOT send an email notification  christyl@truesoap.com nclude reviewer's list in the email.  Include subscriber's list in the email.	
Vhot relevant	Subject	
Place proof "On Hold" Allow forwarding Allow proof download Allow proof printing Require submission password Deadline	Proof Available for Review - "True Soap Campaign" Email Body Christy Ducker, Optional: Type additional information here. This will appear with information below to the reviewer.	
Proof Name	Proof "True Soap Campaign" is pending your review <u>Review this Proof</u> (additional details below) Access Code: 068406	
True Soap Campaign Subscriber List Edit Subscriber Alert Settings Web Page URL Reference None Message To Reviewer	Thank You, Paul Morad paulitituesoap.com Additional Pos Saap Campalign Access Code: 0680b6 Version #1 Number of pages to review: 3 Review Type: Approval	
B I 12pt - I. How to review content: Site J - Navgate to each sige to view Site J - Set an approval status for every page (required) Site J - Set an approval status for every page (required) Site J - Submit your review (required)	Full Review Link: (copy/paste into brower URL bar /f Link above does not work) <u>Miles (alpha ensionee controlweeccest assr/two, ben-twe5date-00x52/3/35230.eft.utl5v(7h23H7)afTsiet0PYAw525yaAzd/mmCDO528Fs28.eeg</u>	
ach a - annur Ann Levier (Lednigg)		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.



elease Summary					CANCE
	Please revie	w the content, reviewers and release options be	fore selecting the Finalize bu	tton below.	
Uploaded Content	EDIT	Reviewers	EDIT	Release Options	EDIT
true	Asset Name:	Christy Drucker christy@truesoap.com		Proof Name: Proof Type:	True Soap Campaign Approval
	Part 2	RV		Access Code:	068db6
1961 - 63	truesoap-ad-horizontal.pdf			Previous Reviewers settings:	Show all reviewers' markups
		Megan Diaz megan@truesoap.com		Instructions to Reviewer:	Show
	1. 10	RV		Deadline:	
	Asset Name:			Subscriber List:	
	Part 2			Email Notification:	On Preview Email
true	truesoap-ad.pdf			Landing Page:	None
Maria dalam para fanja Interna				Assigned to User Group:	
• • • • •	Asset Name:			Web Page URL Reference:	
true				Other Options:	Place proof "On Hold" Allow forwarding
hand soap Sunflower	Part 3				Allow Proof Download
Al natural ingredients for truly clean hands	truesoap-label.pdf				Allow Proof Printing
					Live asset links
ssigned Project: None					
	Want to save this pro	of as a quick release template in the future? Giv	e the template a name and cl	ick the save button.	
					FINALIZ

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.