

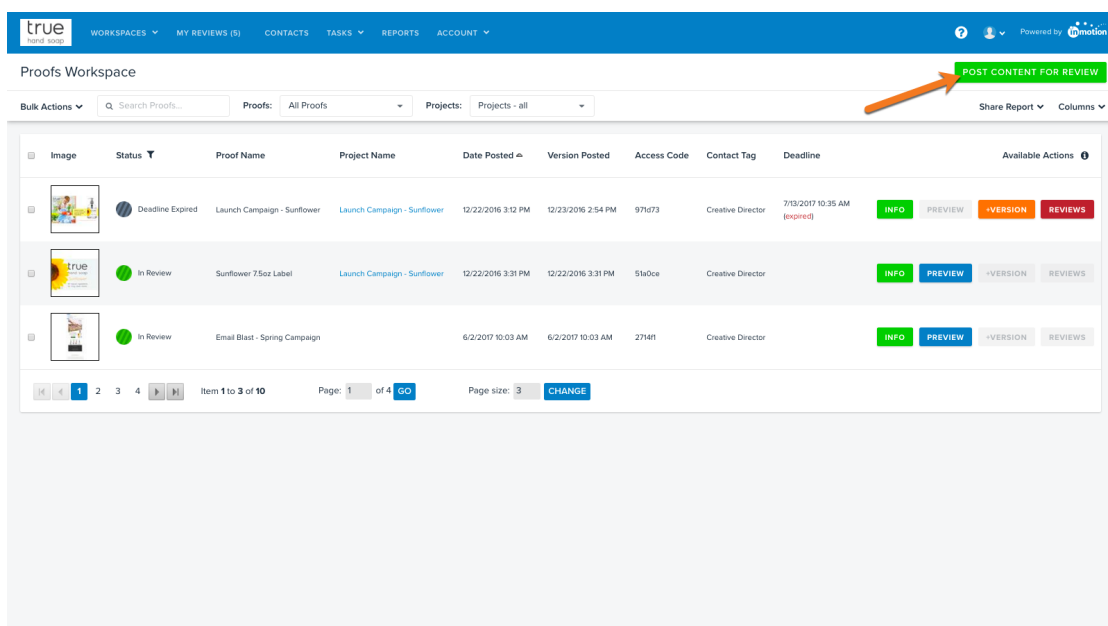
Self-Paced Guide: Feature Overview

Published on 07/20/2017

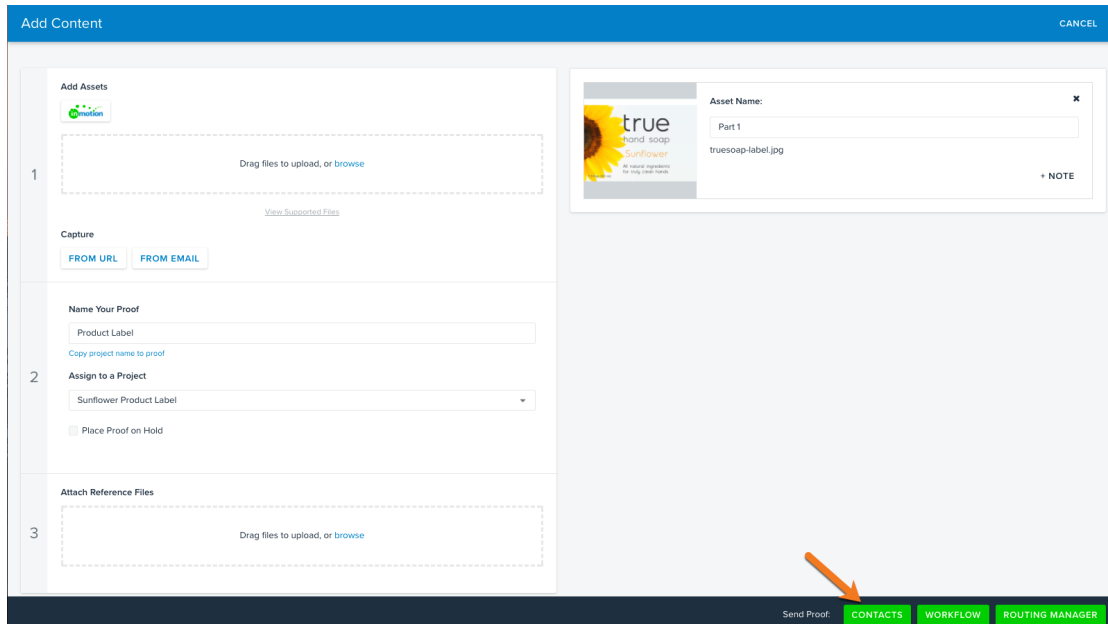
Complete the following tasks to experience the basic features of the three major aspects of inMotion.

Post a New Proof

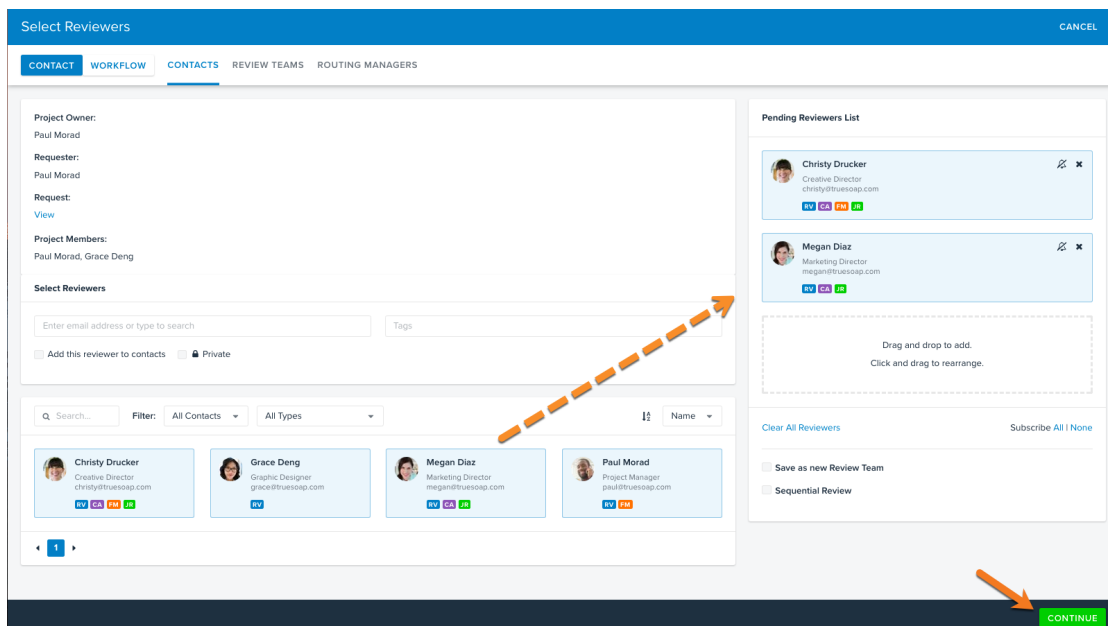
1. From the Proofs Workspace, click **POST CONTENT FOR REVIEW** to add assets for review to your project.



2. In Step 1 of the **Add Content** page, 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.
3. In Step 2, enter a name for your proof.
4. When you're ready to proceed, select **CONTACTS** in the bottom right of the page.



5. Drag and drop the applicable reviewer contact cards to the **Pending Reviewers List** on the right. This will notify the chosen contacts of a proof available for review. Be sure to include yourself! Click **CONTINUE** in the bottom right to proceed.



6. On the [Release Options](http://guide.inmotionnow.com/help/post-a-proof#release-options) (<http://guide.inmotionnow.com/help/post-a-proof#release-options>) page, be sure to select '**Allow Forwarding**' and '**Allow Proof Download**' if you would like to test these features in the review environment. Click **CONTINUE** to proceed.

Release Options CANCEL

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
- ☐ All Contacts
- ☒ All Authorized Contacts
- ☒ Allow proof download
- ☒ Allow proof printing
- ☐ Require submission password

Deadline

Proof Name

Product Label

Subscriber List

[Edit Subscriber Alert Settings](#)

Web Page URL Reference

None

Message To Reviewer

Email Options

- ☐ Do NOT send an email notification
- ☒ christy@truesoap.com; megan@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.

Proof "Product Label" is pending your review
Review this Proof (additional details below)
Access Code: a43efe

Thank You,
True Soap
Paul Morad
paul@truesoap.com

Additional Proof Details:

Proof ID: Product Label
Access Code: a43efe
Version #: 1
Number of pages to review: 1
Review Type: Approval

Full Review Link: (copy/paste into browser URL bar (if Link above does not work))
https://inmotionnow.com/review/proof/a43efe?proof_id=Product%20Label&access_code=a43efe&version=1&pages=1&review_type=Approval


CONTINUE

7. On the **Release Summary** page, click **FINALIZE** to post the proof.

Release Summary CANCEL

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

Uploaded Content EDIT



Asset Name:

Part 1

7oz Label - Sunflower.jpg

Assigned Project: Sunflower Product Label

Reviewers List EDIT

- Christy Drucker
Creative Director
christy@truesoap.com
- Megan Diaz
Marketing Director
megan@truesoap.com

Release Options EDIT

Proof Name: Product Label

Proof Type: Approval

Access Code: a43efe

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

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

SAVE

FINALIZE

Review a Proof

- To access the posted proof as a reviewer, you can either:
 - Use the link in the **'Proof Available for Review'** email notification you received.
 - Navigate to **My Reviews** and click on the **REVIEW** button to the right of your listed proof.

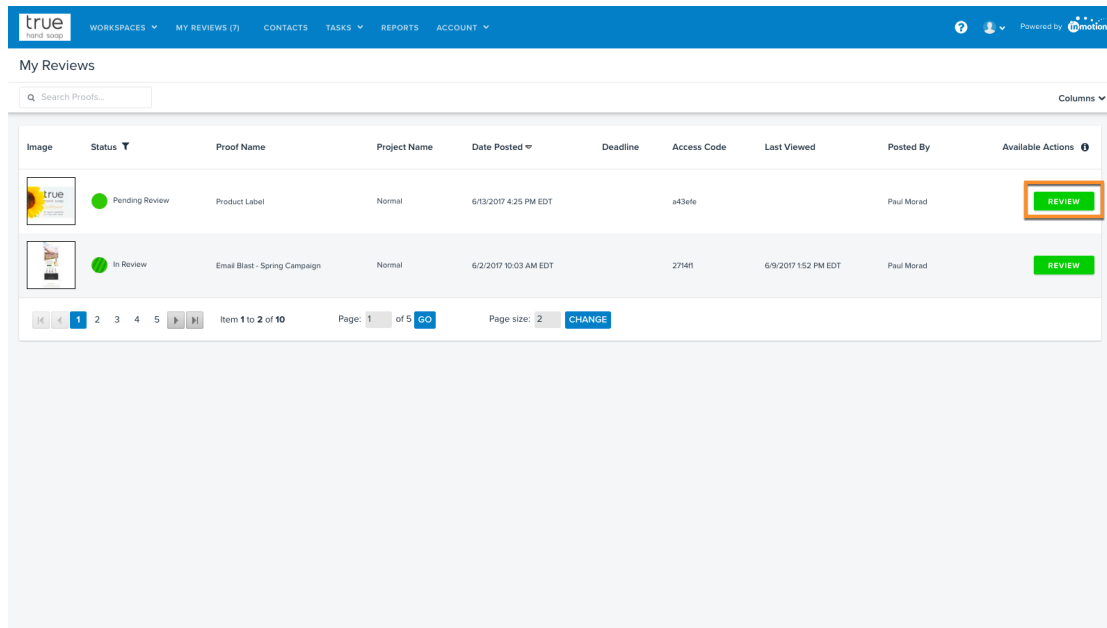




Image	Status	Proof Name	Project Name	Date Posted	Deadline	Access Code	Last Viewed	Posted By	Available Actions
	Pending Review	Product Label	Normal	6/13/2017 4:25 PM EDT		a43efe		Paul Morad	REVIEW
	In Review	Email Blast - Spring Campaign	Normal	6/2/2017 10:03 AM EDT		274d1	6/9/2017 1:52 PM EDT	Paul Morad	REVIEW

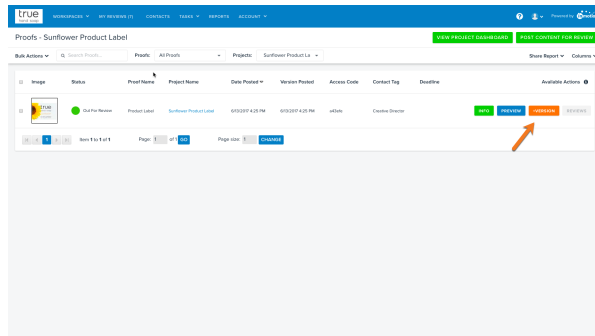
2. Leave comments and/or annotations, and select an approval status for each page of the review. Refer to our [Introduction to Review + Approval](http://guide.inmotionnow.com/help/reviewing-an-asset) (<http://guide.inmotionnow.com/help/reviewing-an-asset>) to learn more about features of our review environment.
3. Confirm and submit your review to finish.

Review the Feedback

1. Hover over **Workspaces** and click **Proofs Workspace**. Locate the proof you submitted for review.
Note: You can see either the Proof ID or Access Code located in the email.
2. Click the **REVIEWS** button to the right of the proof.
3. This will enter you into a **read-only** (<http://guide.inmotionnow.com/help/read-only>) mode of the review where you can view the submitted feedback.

Post New Version for Review

1. From the **Proofs Workspace**, click the **+VERSION** button to the right of the proof and **add your updated content**. (<http://guide.inmotionnow.com/help/post-new-version>)



2. Click **RELEASE NOW** in the bottom right to send the new version to the same reviewers.

3. Navigate to **My Reviews** to access the review for version 2.

Note: Once you enter the review environment, you'll see a [Previous Version](http://guide.inmotionnow.com/help/versioning) (<http://guide.inmotionnow.com/help/versioning>) button located on the top left hand side of the review environment. Click the button, and the previous version will open in a new tab of your browser.

4. Confirm and submit your review to finish.

Repeat all steps as many times as necessary to gain familiarity with the basics of inMotion! Keep a consolidated document with all questions to review with your Customer Success representative.

Next Steps!

Email your Customer Success representative to schedule the Feature Review Call. When you schedule check-in calls with us, we commit to having enough time available to serve you. That affects how many other customers we can serve that day. For that reason, if you need to adjust the time or reschedule the call, please let us know 24 hours in advance.