

An Introduction to Review + Approval

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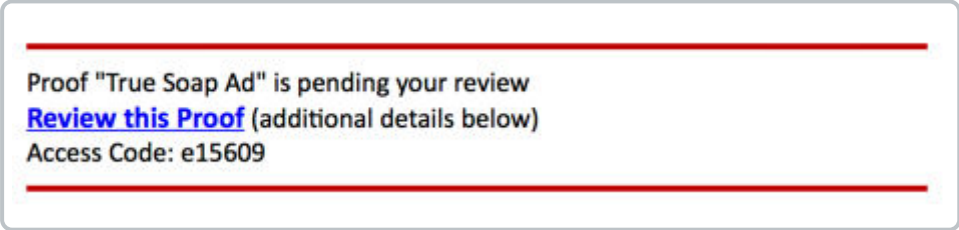


Review + Approval is fully browser-based and does not require plugins or extensions. It is supported on the latest versions of Chrome, Firefox, Safari, Internet Explorer, and Edge. Files are uploaded natively and do not require conversion.

Accessing the Proof

When your feedback is requested on a proof, you will receive an email notification containing a link that takes you directly to the review environment in your web browser. Note: The proof uploader can disable email notifications.

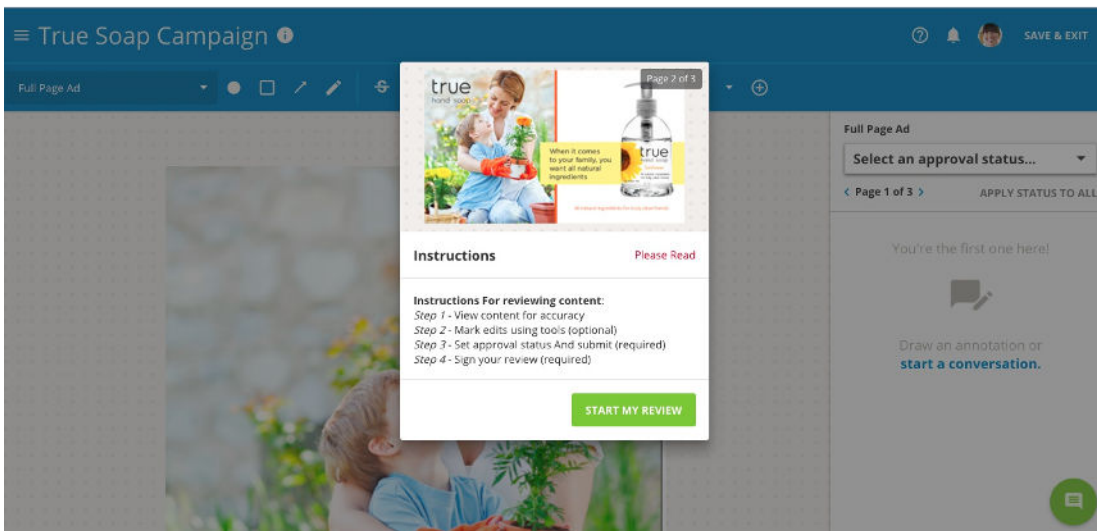
You can also access proofs needing your review from the **My Reviews** tab of your inMotion account, if enabled by your account administrator.

A screenshot of a notification box with a white background and a thin grey border. It contains three lines of text: "Proof 'True Soap Ad' is pending your review" in black, "[Review this Proof](#) (additional details below)" in blue with a red underline, and "Access Code: e15609" in black. Two horizontal red lines are positioned above and below the text.

Proof "True Soap Ad" is pending your review
[Review this Proof](#) (additional details below)
Access Code: e15609

When you first enter the review environment, you may see customizable instructions from the uploader. These instructions may include links, files or reference documents pertaining to the proof's review. Click **START MY REVIEW** to begin.

If the uploader has added additional notes related to the asset you are reviewing, they will appear after the instructions. After reading the asset notes, click **CLOSE** to begin your review.

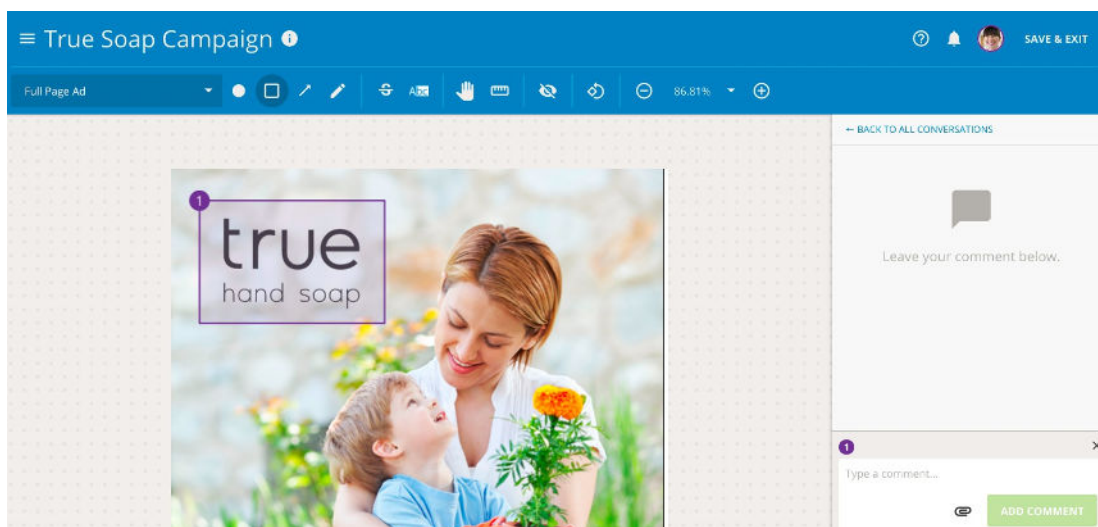


Providing Feedback

When reviewing an asset, easily provide feedback by marking up the assets using the intuitive annotation tools in the toolbar. Each annotation will automatically be associated with a comment.

After using one of the annotation tools to create a markup, a comment box will automatically appear in the collaboration panel on the far right of the screen, allowing you to enter a comment related to your annotation on the asset. Annotations and comments will appear for all reviewers in real time.

Click **ADD COMMENT** to save your markup.



1 Every annotation and its related comment will be **numbered**.

 You can also **attach** files related to your comment.



Your browser's built-in spell checker will automatically underline any misspelled words in your comments.

Annotation Tools

DRAWING TOOLS



The **Dot Tool** identifies a specific point on the asset.



The **Rectangle Tool** draws a transparent rectangle to highlight an area of the asset.



The **Arrow Tool** draws an arrow pointing to a particular area of the asset.



The **Freehand Tool** allows freehand drawing on the asset.

TEXT TOOLS



The **Strikethrough Tool** adds a strikethrough line over the text in the asset and populates that text in quotation marks into the comment field. This allows you to ask the content producer to remove the text.



The **Highlight Tool** highlights the text in the asset and populates that text in quotation marks into the comment field. You can edit or provide feedback on the text for the content producer as necessary.



Text Tools are only available if text can be identified in the asset. This includes common file formats like .pdf or .doc.



If the asset being reviewed includes text, use Ctrl+F to search for a word or phrase.

CANVAS TOOLS



The **Pan Tool** allows you to grab the asset and move it around on the review canvas.



The **Measure Tool** allows you to measure asset components in pixels, inches, and centimeters.

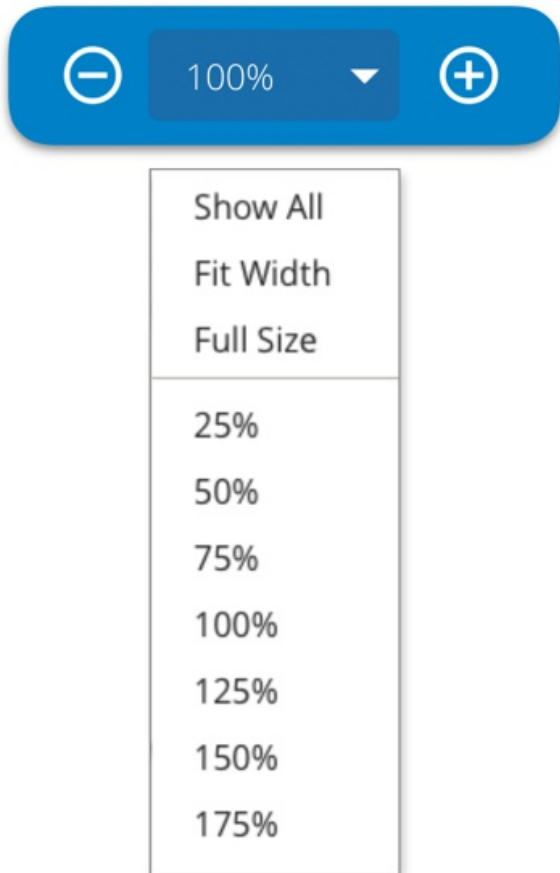


The **Hide Annotation Tool** allows you to temporarily hide all markups from the asset.



The **Rotation Tool** allow you to rotate the asset 90° counter clockwise.

ZOOM



The **Zoom Tool** allows you to zoom in and out on the asset. You also have 'Show All,' 'Fit Width,' 'Full Size,' and various zoom percentages for viewing the asset. The maximum zoom percentage level is based on your choice of browser.

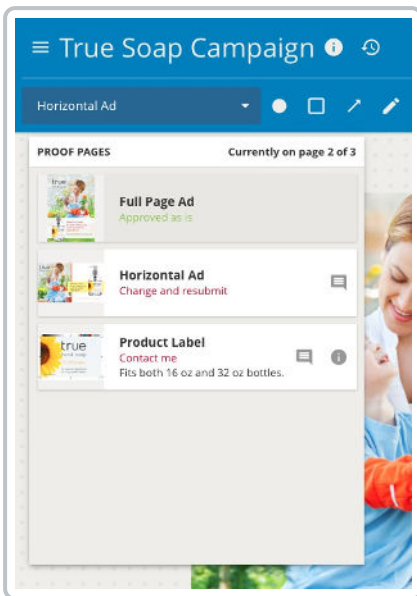
Assets default to "Show All," which allows the reviewer to see the full length and width of the asset they've been asked to review.



If you set a zoom level for an asset, the application will hold that zoom level for that asset when toggling between pages.

Page Navigation

The **Page Navigator** shows all creative assets in the proof and allows you to navigate to other pages by clicking on the corresponding thumbnail. This is also a great place for an at-a-glance view of each page's status based on the stage of the review. Before you submit your own approval statuses, it will show your selected page status. After your review has been submitted, it will show the aggregate status of each page.

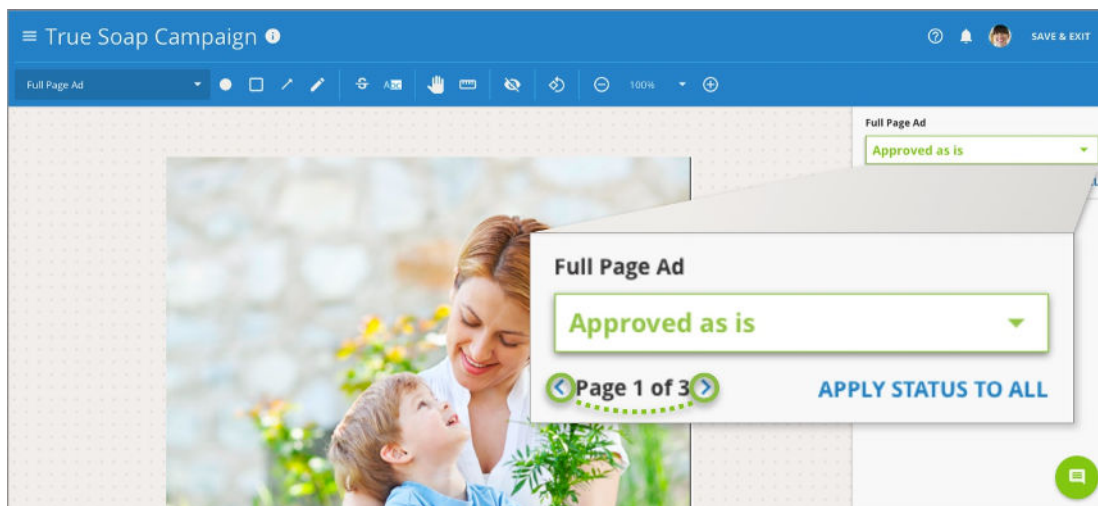


The **comment icon** indicates if reviewers have made comments regarding an asset.



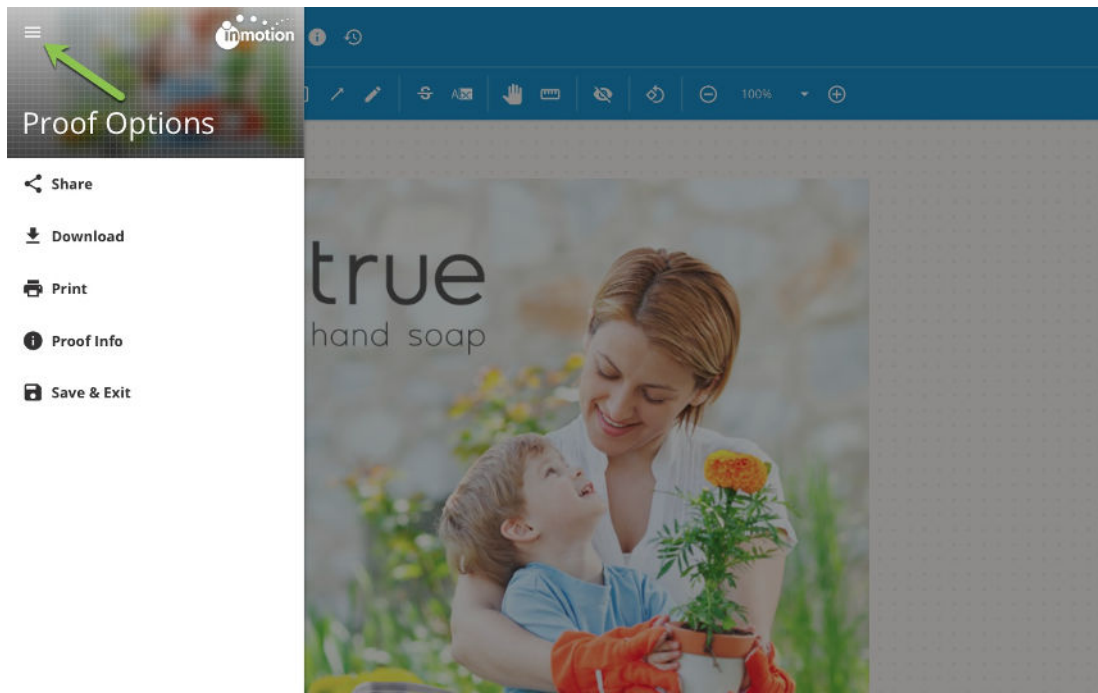
The **info icon** allows you to view any notes entered by the uploader for that asset.

You can also navigate through the proof by selecting the left or right page navigation arrows at the top of the collaboration panel.

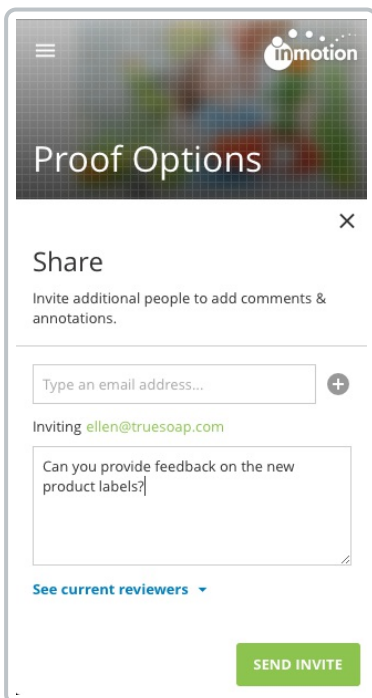


Proof Options

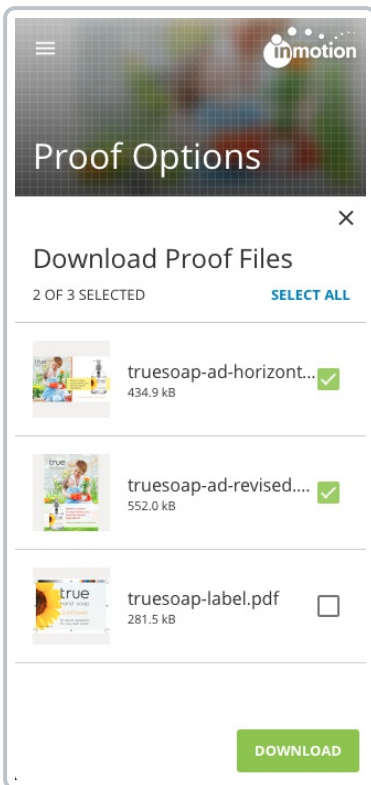
Select the menu icon in the top left corner of the review environment to view available proof options.



The Share, Download and Print menu options are only visible when enabled by the proof uploader.



Share allows you to invite additional people to review a proof. You have the option to include a custom message in the email invitation to additional reviewers. Here you will also see a list of the current reviewers.



Download gives you the option to select the original asset file(s) you wish to download. If multiple files are selected, they will be bundled into a single zip file.

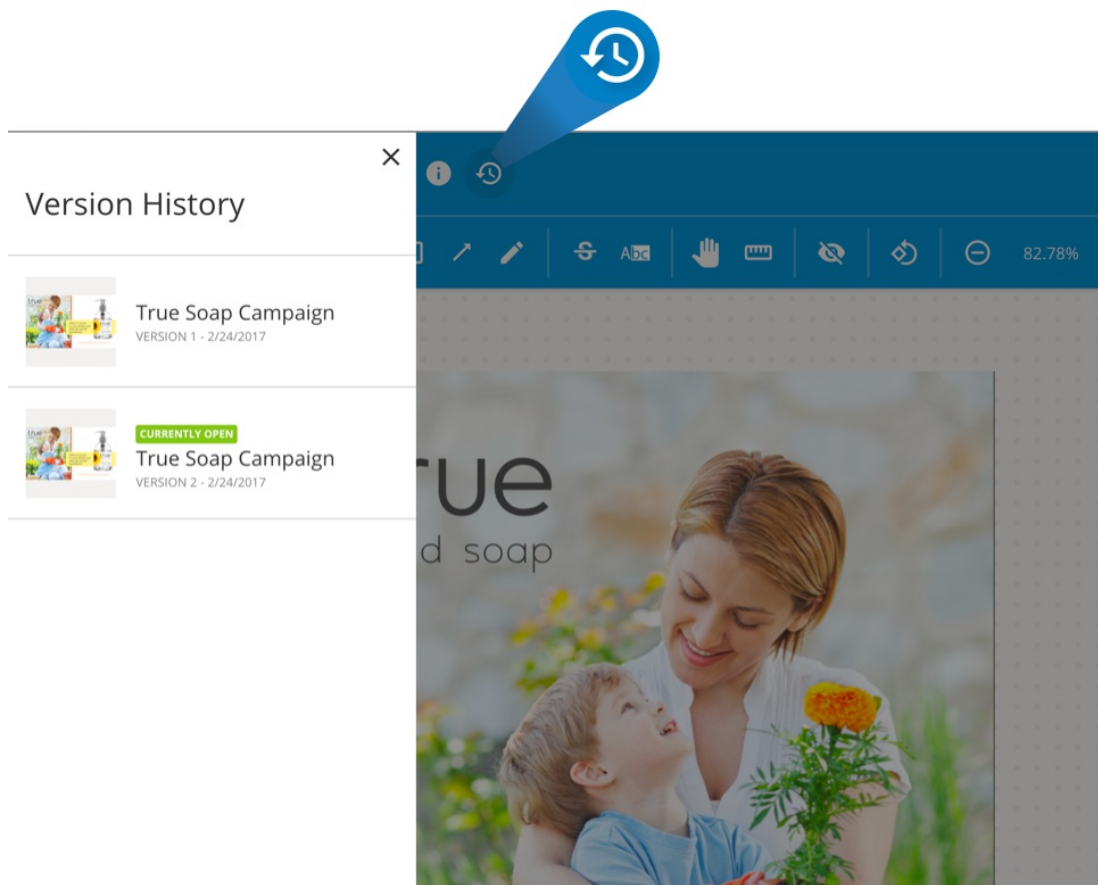
Print allows you to print the proof to PDF. Banners will appear at the bottom of the review environment indicating PDF preparation and readiness. The generated PDF file will include images of the assets, approval statuses grouped by approval type, and reviewer comments. Annotations are hidden from the assets.

Proof Info allows you to review the customized instructions from the uploader to be considered while reviewing the proof.

Save & Exit will save your review and allow you to return at a later time to complete it. The system also periodically auto-saves your review.

Proof Versioning

If the proof is versioned, you can access previous versions by selecting the **View Versions** icon located to the right of the proof name in the blue header. The proof's version history will open to the left. Select the version you'd like to reference to open it in a new tab of your browser.



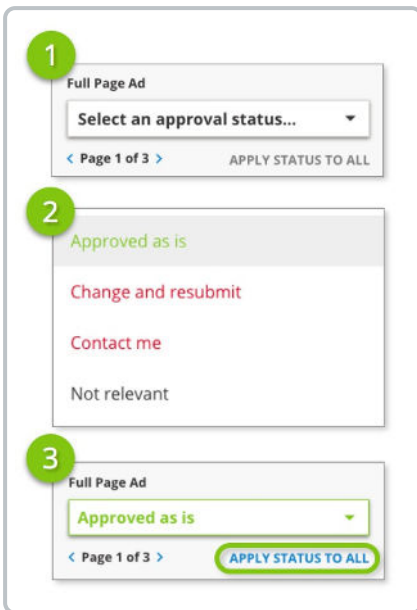
Approval Statuses

Before you can submit your review and complete the review process, **an approval status is required for each page**, such as *'Approved as is'* or *'Change and resubmit.'* You can set the approval status by selecting the drop down menu on the left hand side of the screen, above the collaboration panel. Available status options are chosen by the proof uploader.

After selecting a status, you have the option to apply the same status to all assets in the proof.



If you are approving a proof that includes a large number of assets, first apply a status to all pages and then edit the status of exceptions as needed.



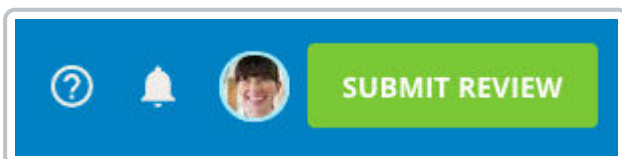
Click the page navigation arrows to review the next page in the proof.

Save & Exit

At any time during your review, you have the option to click **SAVE & EXIT** in the top right of the page. This will save your work so that you can complete your review at a later time.

Submitting Reviews

After applying an approval status to all assets in the proof, the 'Save & Exit' button will update so that you can **submit your review**. To proceed, click **SUBMIT REVIEW** at the top right of the page.



You will then be asked to *'Confirm Your Review Submission'*. If enabled by your account administrator, you will see a disclaimer. Check the box to acknowledge the disclaimer and enter your digital signature.




By clicking *'See my approval statuses'*, you are also able to confirm that your approval statuses have been set correctly.

Confirm Your Review Submission ✕

Once you submit your review, your approval statuses are locked and the proof may progress to the next review tier.

I accept the [disclaimer](#) for submitting my review.

[Hide my approval statuses](#) ▲ [SUBMIT MY REVIEW](#)

| | |
|---|---|
|  | Full Page Ad Page 1 Approved as is |
|  | Horizontal Ad Page 2 Approved as is |
|  | Product Label Page 3 Approved as is Fits both 16 oz and 32 oz bottles. |

Click **SUBMIT MY REVIEW** to finalize your review.

The user who originally uploaded the proof for review will be notified via email when all invited reviewers have submitted their reviews.