Graphic Proofing and Approval Process

INSTRUCTIONS:

You will receive an email notification when you have a new proof or new version to review/approve

Action 1: Click the **"Go to Proof"** button to begin your review/approval

Action 2: View two buttons at the top: Add Comment & Decisions. If changes are required, click "Add Comment" and indicate changes in the comment box. You will have arrows and more to help indicate what to change.

If additional information is required, such as sign copy/graphics are needed for the change, use the Attachments paper clip in the upper right corner of the comment box or drag and drop files into the comment box.

Ensure to click "Post" button to save any comments.

Action 3: After you have added any necessary comments to the proof click "Make Decision" and the proof Decision window will pop up.

If you have added any comments requesting changes, click "Changes Required" and click "Make Decision" to confirm your choice. When a proof needs changes you will receive a new version after the changes are made and repeat the review and approval process until the proof is marked as Approved.
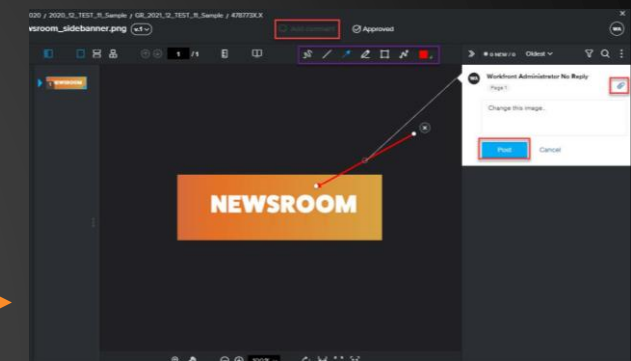
If the proof is ready to be Approved,
click "Approved" and click
"Make Decision to confirm your choice.

Action 1. Example Email Notification
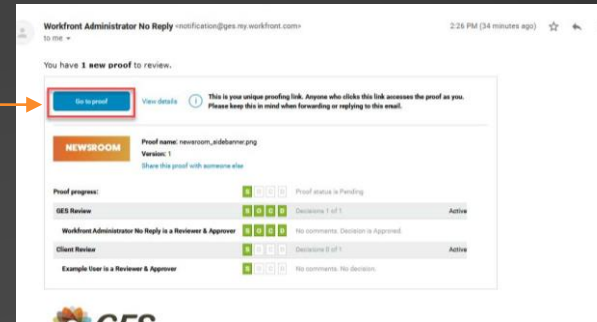
Action 2. Proof Review Window

Action 3. Making A Decision

Graphic Proof