

After clicking the button from your email it will open your browser and bring you to view the file.
(Desktop, tablet and smartphone compatible)

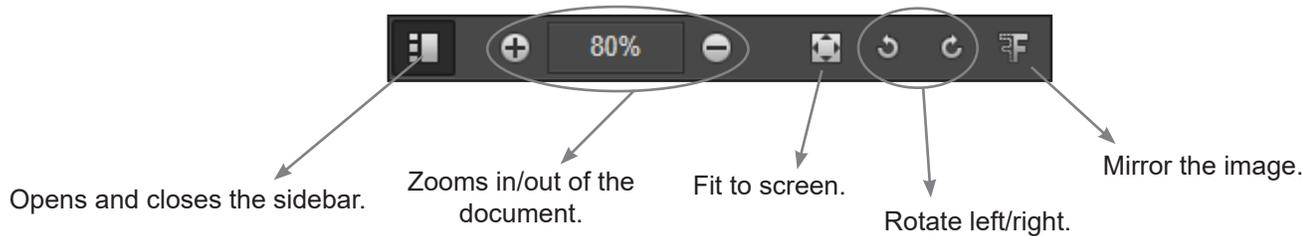
Buttons and Toolsets

Information

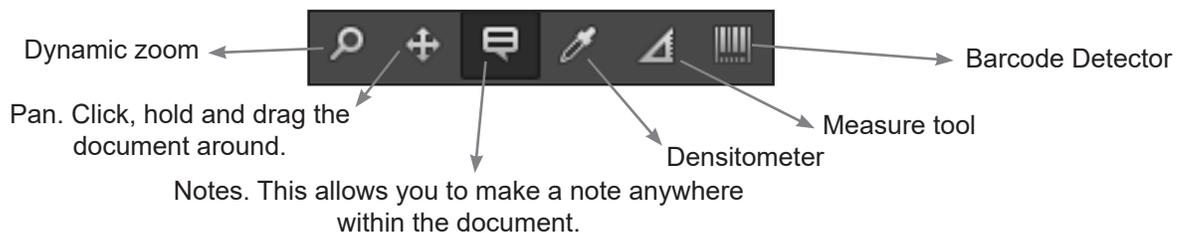


Comments section. This area shows you to see everyone's comments and where the comment is placed within the file.

File View



Editing Toolset



Note Section:

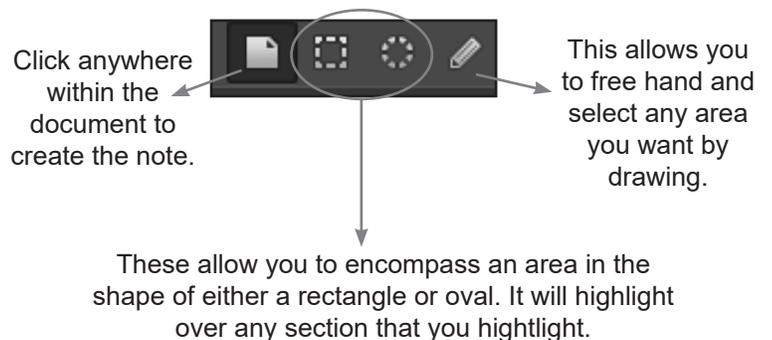
Making a Note:
Write your comment and then click 'save note.' Your note then becomes a chat that anyone with access to the proof can see and respond to.

Note

B I U

Please ensure this is colour accurate when printing.

Remove Note Save Note



Approval, Rejection and Delegate Section

This is the final stage of the proofing process. At this stage you have 3 options to choose from.



1. APPROVE

Once you approve the document, it will then go to our prepress team to be finalized for print.



2. REJECT

Rejecting the document means you have found issues with the content and are suggesting further review.

**With either of these processes above, you are able to write a comment that will be posted for our team to see.*



3. DELEGATE

Delegating the proof means you are transferring the approval process to another colleague.