

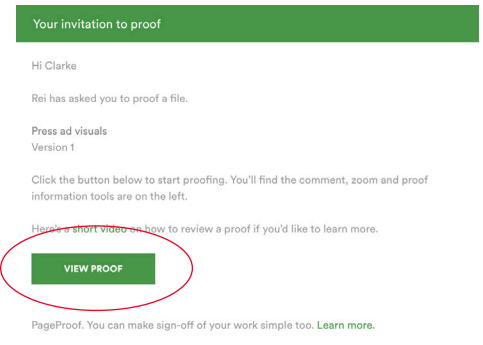


PageProof guide for reviewers

1. RECEIVING A PROOF

When you receive a proof invitation email, click [VIEW PROOF](#)

PageProof will automatically create your account and keep you logged in. If you change your browser or device you originally used to view the proof on, you will be asked to log in – don't worry, click [FORGOT PASSWORD?](#) on the login screen to set a password for yourself you will remember.



What is your role?

A proof can involve one or many reviewers. Everyone on the proof will get a red pen to add comments. PageProof will let you know if you have been given a special role when you open the proof.

Reviewer & mandatory reviewer

A reviewer is asked to view and comment on the proof but can not send a to-do list. **It is the responsibility of the gatekeeper or approver to review all the comments and send the to-do list.** The only difference between a reviewer and a mandatory reviewer is that the workflow step will wait for all mandatory reviewers to finish reviewing the proof before the proof moves on to the next workflow step.

Gatekeeper


A gatekeeper is asked to view and comment on the proof, but also decides whether the proof is approved on their behalf and continues on to the approver, or is returned with a to-do list. The gatekeeper reviews comments (including those of other reviewers) and sends the to-do list.

Approver

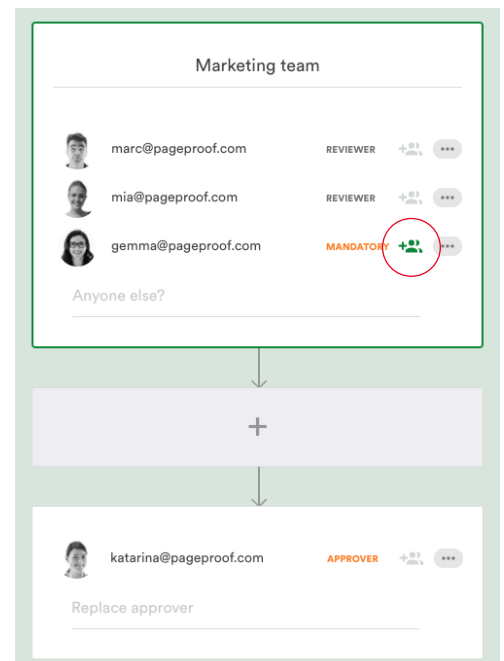
The difference between a gatekeeper and approver is that the approver has the ability to give **final approval** on the proof. They decide whether the proof is approved as is, or is returned to the designer with to-dos. The approver is last in the workflow.

To see your role and the roles of others, click the proof info  icon to see the workflow.

Want to invite someone to review the proof?

Displayed next to each reviewer in the workflow is the **inviter**  icon. If the icon is green you are able to share the proof with others. Add someone by simply entering their email address into the workflow. Rest-assured, only those in the workflow and the proof owners will be able to see and comment on the proof*.

**Forwarded email invitations or url links will not work for anyone who is not officially added to the proof.*







PageProof guide for reviewers


2. ADDING A COMMENT

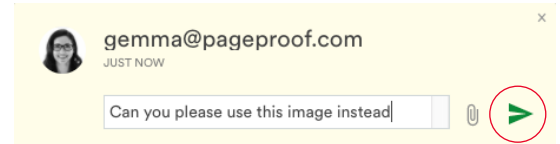
reviewer, mandatory reviewer, gatekeeper and approver

To add a comment, select the red pen  tool to the left of the proof, click on the proof and write your comment. Use the @ symbol in your comment to mention another reviewer.

Click the attachment  icon to add a file to your comment e.g a logo, image or revised copy.

Click the zoom  icon to view the proof in more detail and rotate.

Click the send  icon for each comment you make.



When you are finished, click the green **FINISHED** button.

Red pen tip: **Click** to add a pin. **Click + drag** to add a line. **Click + drag** diagonally to add a box.

3. RETURNING A TO-DO LIST

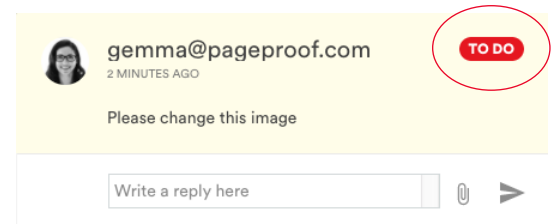
gatekeeper and approver

When reviewers are finished reviewing the proof and comments have been added, it is time for the gatekeeper or approver to return a list of comments marked as red to-dos.

Open the proof and select lock for review - this takes the red pen away from other reviewers so they can not add further comments. When the proof is locked, mark each comment as a red to-do **TO DO**. Comments you don't want actioned leave gray **TO DO**.

There is a mark all **MARK ALL** button for ease.

When you are finished, click the green **SEND TO-DO LIST** button.



4. APPROVING A PROOF

gatekeeper and approver

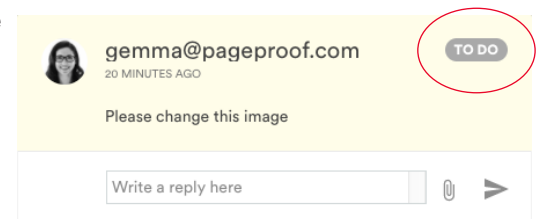
If you want to approve the proof, if there are comments, make sure none are marked as a red to-do **TO DO**.

Gatekeeper: When you are finished, click the green

APPROVE & UNLOCK button. The proof will move on in the workflow.

Approver: When you are finished, click the green **APPROVE** button.

When the proof has been given final approval by the approver, the proof owners will be notified and the proof is auto-archived into the approved area of the dashboard. To access your dashboard click the logo in the top left hand corner of the proof screen.



More help is available using the in-app chat with the PageProof team, or visiting <https://help.pageproof.com> or <https://pageproof.com/youtube>.