PageProof guide for reviewers

YOUR ROLE ON THE PROOF

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. You will also see your role on the email invitation.

Users that are new to our proofing system will be prompted to create a log in through PageProof before reviewing proofs. This simply lets us know who approved a proof.

There are many roles in PageProof, however we only use the following roles.

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.

GOING BACK TO A PROOF

- Click **VIEW PROOF** in the proof invitation email
- Use the global search by typing /
- Click the notifications 🔔 icon on the dashboard to see recent activity.

HOW TO INVITE SOMEONE TO THE PROOF

Share for review

Click the share ◁ icon* to share the proof.

Invite into the workflow

Displayed next to each reviewer in the workflow is the invite ➕ icon. If the icon is green you are able to invite another reviewer into the workflow by entering their email address. Adding a reviewer into the workflow will ensure they are included in the next proof version.

* Available if the proof owner has turned on the share link.

NOTE: Forwarded email invitations or URL links will not work for anyone who is not officially added to the proof (unless the proof owner has turned on the share link).