SAFETY SIGNS SERVICE
TRUSTED LOCAL SAFETY EXPERTS

PROOF HQ
USER GUIDE

1 Reviewing, and submitting your Proof

Customer receives an email (see Fig 1). From here, you can see a thumbnail view of the artwork and the proof name (which is the Sales order# and line).
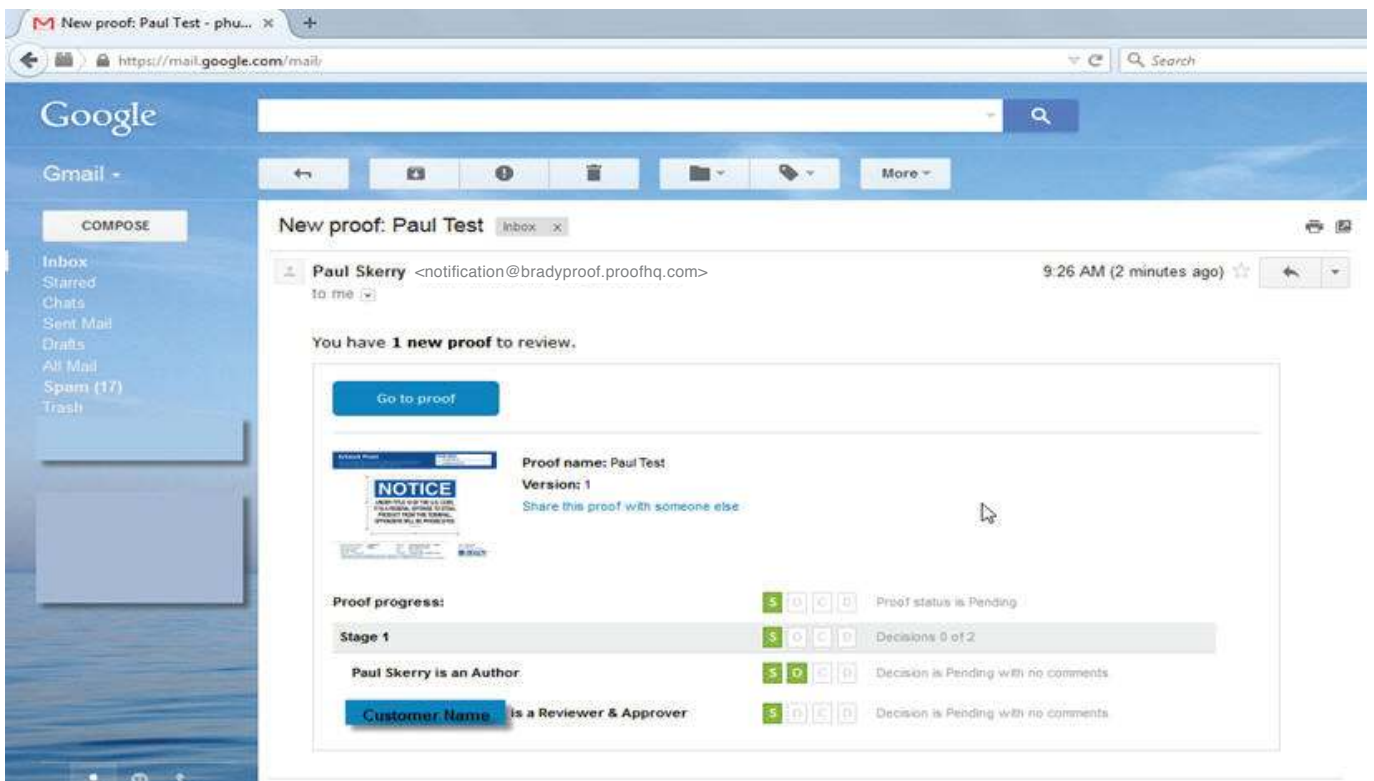

Fig 1: Request for Proof Approval

The S-O-C-D boxes indicate the progress that has been made in the approval process.

▶ **S =** Person has been <u>**sent**</u> the proof

▶ **O =** Person has <u>**opened**</u> the proof

▶ **C =** Person has <u>**commented**</u> on the proof

▶ **D =** Person has submitted a <u>**decision**</u> on the proof

These boxes will light up as the approver opens and comments on the proof, until they are all lit when the decision is submitted.

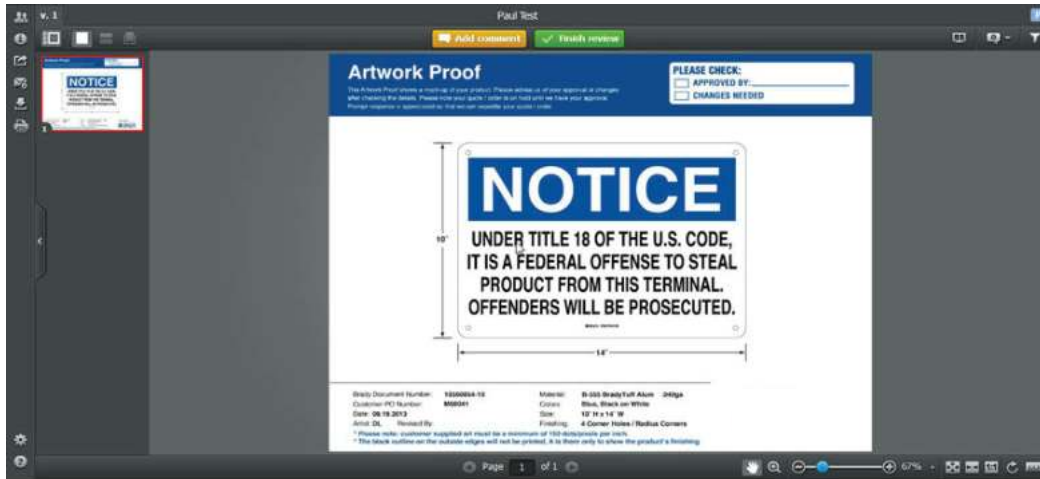Clicking on the **Go to Proof** button brings up the Proof Viewer.

Fig 2: Proof Viewer

From here, you can either add comments about the proof or you can submit your decision. If the decision is that changes are required, it is better if the approver explains what those changes are. They can do this by clicking on the orange Add Comment button near the top of the screen.
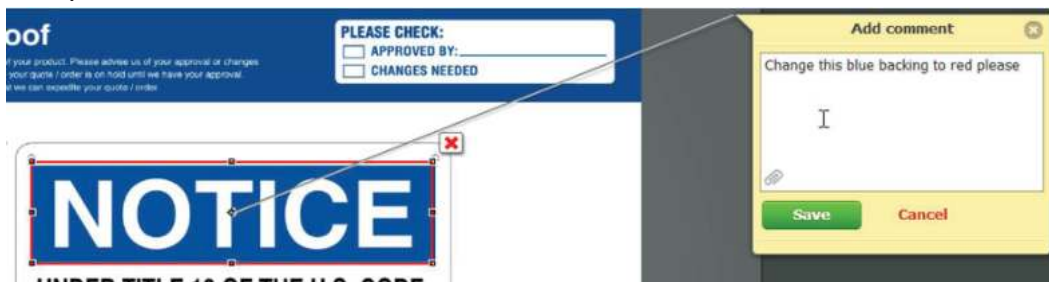

Fig 3: Proof Viewer

Clicking this button brings up a common box that you can type into. You can also mark up the proof itself by using the drawing tools to help illustrate the point you are trying to make. In the example in Fig 3 the approver is illustrating their desire for the background of the word NOTICE to be in red, not blue, by drawing a box around it.

Fig 4: Proofing Mark-Up Tools plus the Finish Review button

Regardless of the method used to finish the review, a screen will appear where the customer can submit their decision on the proof. There are 4 options available, and they are "Approved", "Approved with Changes required", "Changes required" or "Not Relevant"
The approver clicks on the option they want. They also have the option of receiving an email confirmation for their own records. In this example, changes are required.
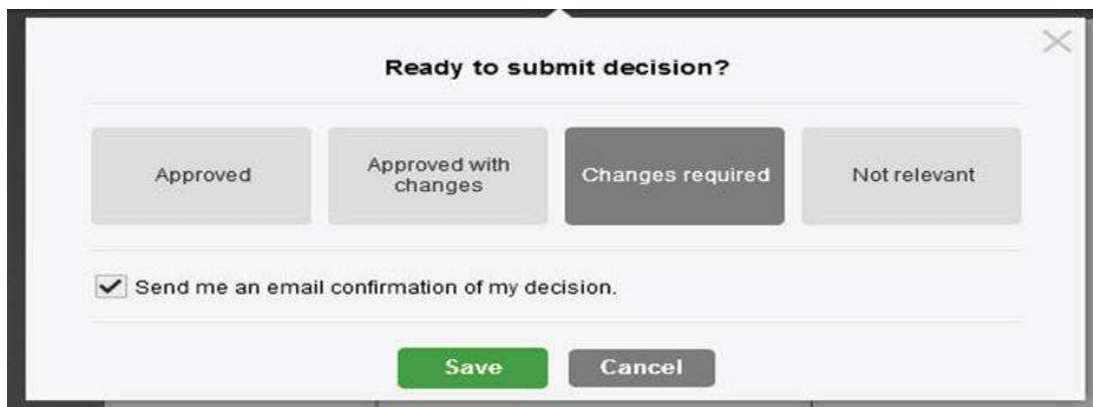

Fig 5: Finish Review screen with Changes required selected

The approver is asked to confirm their decision and advised how they can contact us if they have any questions.
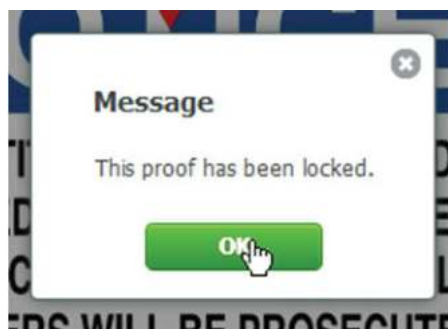

Fig 6: Proof Locked message

2 Reviewing the New Version of the Proof

When the new version of the file is ready, the approver is sent an automated email informing them. The email contains a link to take them to version 2 of the proof.
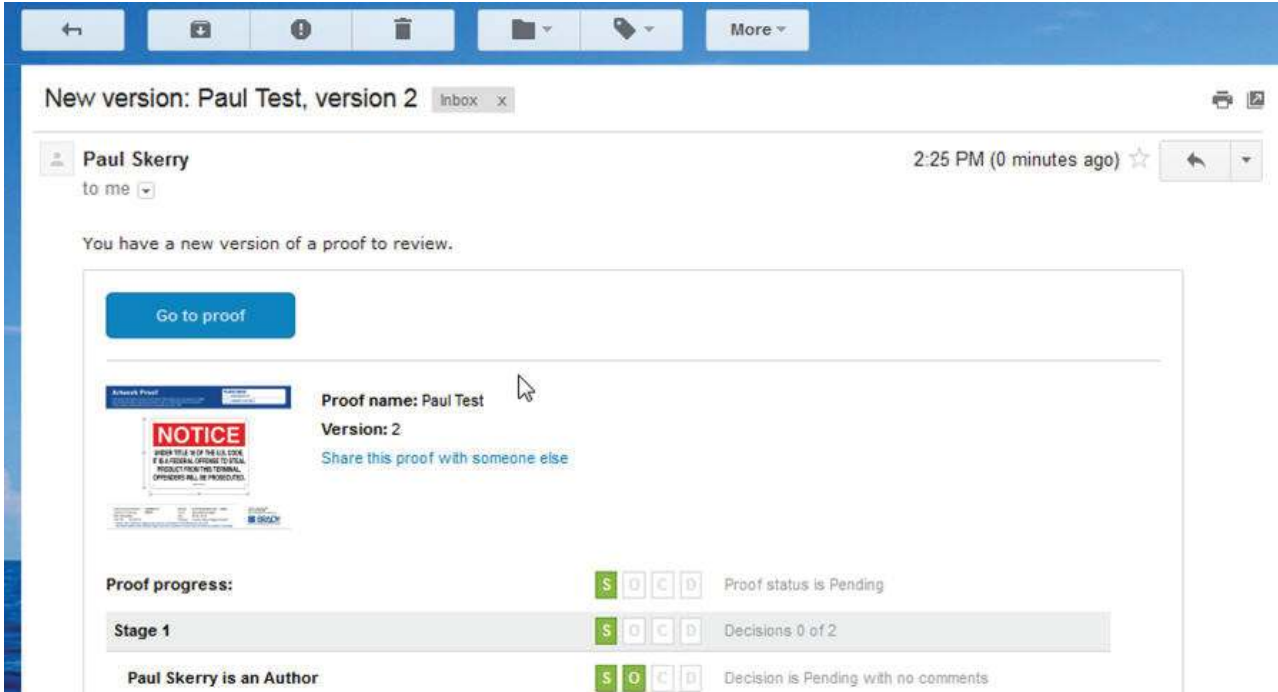

Fig 8:
Email informing the approver that a new version is available

As before, clicking on the **Go to proof** button in the email displays the version of the proof referred to in the email (version 2).
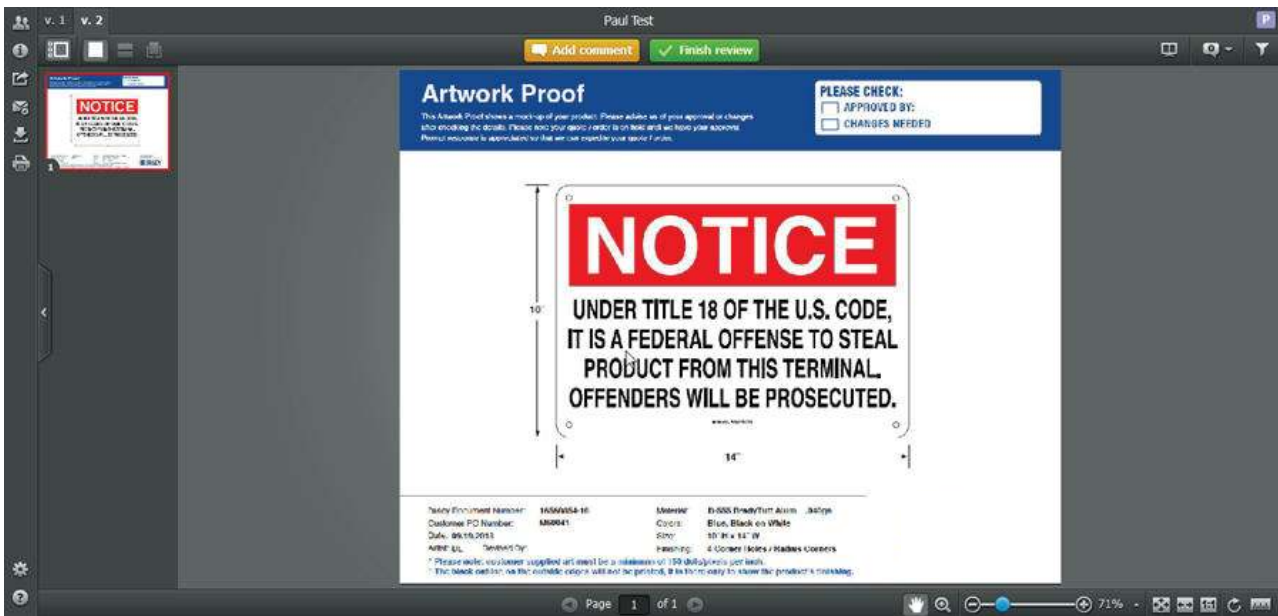

Fig 9:
Proof Viewer, showing version 2 of the proof

3 Comparing Versions

The approver can display different versions of the proof by clicking on the tabs on the top left corner of the screen.

Fig 10:
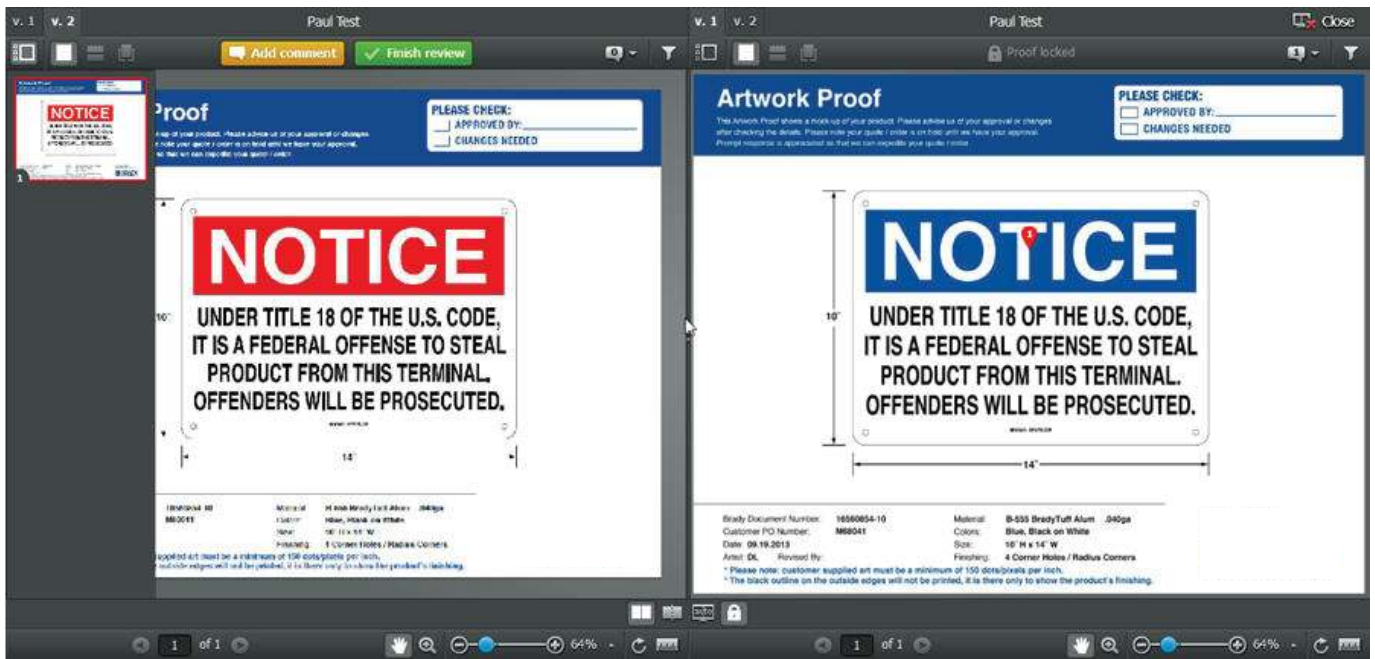Proof Viewer with version view buttons annotated

Fig 11 :
Proof Viewer in side-by-side mode, showing the previous version
(v.1) on the right, and current version (v.2) on the left