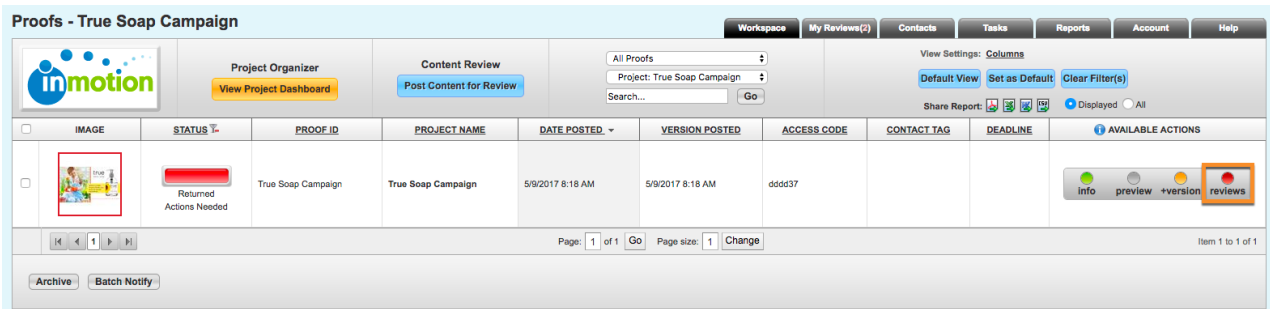



Viewing a Returned Proof

Published on 12/30/2014

Once you've received the email notification that your proof has been returned, navigate to your Proofs Workspace and locate the proof with the status 'Returned Actions Needed.' To view the reviewers' feedback, click the **Reviews** action button.



The screenshot shows the 'Proofs - True Soap Campaign' interface. At the top, there are tabs for 'Workspace', 'My Reviews(2)', 'Contacts', 'Tasks', 'Reports', 'Account', and 'Help'. Below the tabs, there's a 'Project Organizer' section with a 'View Project Dashboard' button and a 'Content Review' section with a 'Post Content for Review' button. A search bar is also present. The main area is a table with columns: IMAGE, STATUS, PROOF ID, PROJECT NAME, DATE POSTED, VERSION POSTED, ACCESS CODE, CONTACT TAG, DEADLINE, and AVAILABLE ACTIONS. The first row shows a proof with a status of 'Returned Actions Needed'. In the 'AVAILABLE ACTIONS' column, there are four buttons: 'info', 'preview', '+version', and 'reviews'. The 'reviews' button is highlighted with a red box.

IMAGE	STATUS	PROOF ID	PROJECT NAME	DATE POSTED	VERSION POSTED	ACCESS CODE	CONTACT TAG	DEADLINE	AVAILABLE ACTIONS
	Returned Actions Needed	True Soap Campaign	True Soap Campaign	5/9/2017 8:18 AM	5/9/2017 8:18 AM	dddd37			info preview +version reviews

This will bring up a read-only version of the proof where you can view the approval statuses along with any comments and annotations the reviewers have made.