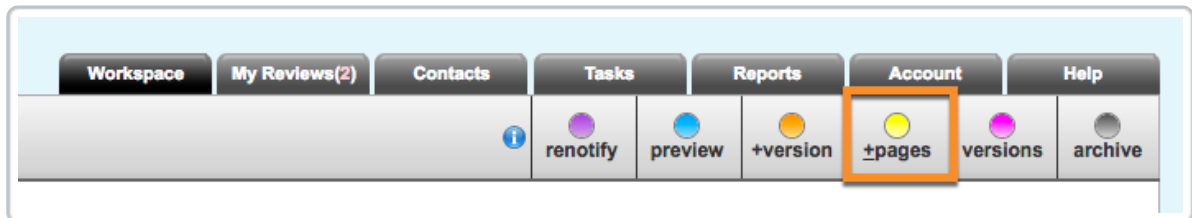


Recalling a Proof

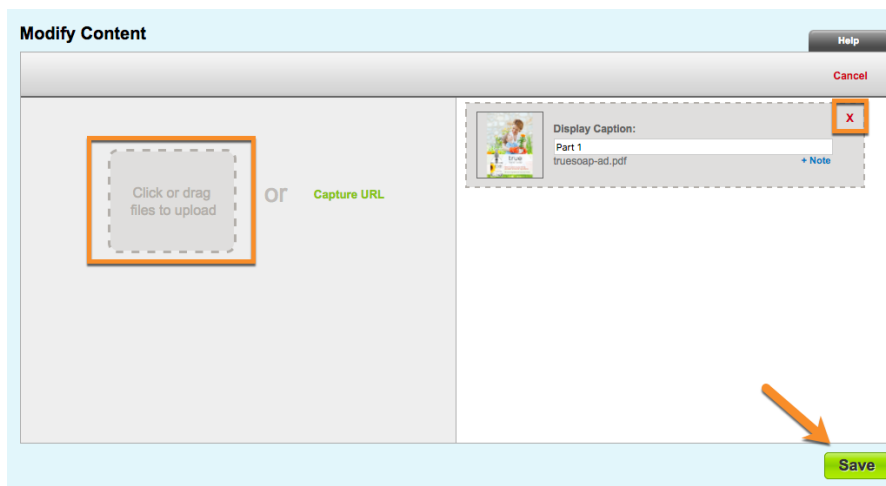
Published on 01/22/2016

Removing a Proof Before it has been Viewed

1. If you've uploaded your proof and no one has opened the proof, it will reflect the status, **'Out For Review.'**
2. From the **Available Actions** column on the right of the **Proof Workspace**, click **Info** for the applicable proof.
3. At the top right of the Proof Info page, click the yellow **+/-Pages** button.



4. This will allow you to remove assets and add additional assets to the proof.
5. Click **Save** once you have uploaded the correct files.



Removing a Proof After it has been Viewed

1. If you've uploaded your proof and a reviewer has already opened the proof, it will reflect the status, **'In Review.'**
2. From the **Available Actions** column on the right of the **Proof Workspace**, click

Info for the applicable proof.

- At the top right of the **Proof Info** page, click **Retrieve**. This will call back the proof to you.



- Once retrieved, Click **+Version** to upload the correct version of the proof.

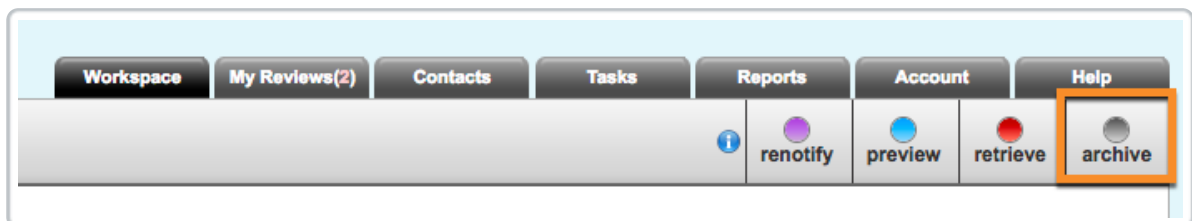


Note: With this method, the mistaken version of the proof will still show as a part of the version history in the review environment.

Archive and Delete a Proof

You can also archive and/or delete the proof rather than retrieving and adding a new version.

- From the **Proofs Workspace**, locate the applicable proof and click **Info** from the **Available Actions** column.
- At the top right of the Proof Info page, click **Archive**.



- If you would like to delete the proof, navigate to **Account > Proof Archive**.
- Check the box in the **Delete** column for the proof you would like to remove.
- Click **Delete** in the bottom right of the Proof Archive page.

Proof Archive

Workspace My Reviews(2) Contacts Tasks Reports Account Help

Search ... All Proofs Project: True Soap Cam 1 proof has been deleted Share Report All

PROOF ID	ACCESS CODE	DATE POSTED	DEADLINE	STATUS	AVAILABLE ACTIONS	DELETE
True Soap Web Campaign	214dee	3/28/2017 1:50:14 PM	None Set	In Review	info report unarchive	<input checked="" type="checkbox"/>
True Soap Campaign	b4612d	3/10/2017 1:25:01 PM	3/17/2017 5:00:00 PM	Retrieved	info report unarchive	<input type="checkbox"/>

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Select: All