How can documents with Track Changes get routed for review?

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Track changes is not a feature that is compatible with the inMotion review environment. Although we recommend utilizing the collaborative tools in the review environment instead, you can use proof reference files for this purpose.

The following steps will prevent track changes from being lost:

1. Upload the document as a proof reference file. You will need to upload a "dummy" file as the actual proof.

2. The reviewer(s) then download the original file, make the changes in Word with track changes, and upload the file as an attachment to the review environment.

3. The designer will receive the attachment(s) back from the reviewer(s) and download the file with track changes to see the edits, make the necessary changes, and upload a new version to the reviewer, again as a proof reference file.