Applying Tier Deadlines in Workflows

Workflow tiers can have specific deadlines set to move the proof forward after that date/time passes. This time constraint can be set at the time of proof routing.

1. After adding reviewers to your tier, click **Add Rule.**

2. Under **Approval Settings,** create the applicable status rule for this tier.

3. In the **Reviewer Requirements** section, ensure that all reviewers are set to **Optional**. In order to move the proof forward after the deadline passes, the reviewers *must* be optional.

4. Choose a minimum number of reviewers the tier requires, if necessary.
   Note: If you don't mark a minimum number of reviewers in your tier, the proof will stay in that tier until the deadline passes. If you do choose a minimum number of optional reviewers required to review this proof, the tier will move forward before the deadline passes once met. If the minimum number of reviewers is not met before the deadline passes, the tier rule will respect the deadline and move forward.

5. Under the Time Constraints section, choose either elapsed hours or a date and time that you would like to move the proof forward.
   Note: If choosing a deadline based time constraint for your tier, all subsequent tiers must use the same time constraint type. For example, one tier cannot have an hourly time constraint while another has a deadline time constraint.

6. After you've selected the date and time, click **Save**. Follow the same steps for all tiers in your workflow as needed.

Rule Settings

Approval Settings

Move forward if:
- ○ All
- ● Any

Status is set to:
- ☑ Approved as is
- ☑ Approved with changes
- ☐ Not Relevant
- ☐ Change and resubmit
- ☐ Contact me
- ☐ Skipped Reviewer

Move forward if any statuses include Approved as is, or Approved with changes

- ☐ Route to contacts in this tier sequentially
- ☐ Allow Reviewer Forwarding
  (only a valid selection when proof setting is selected)
- ☑ Send Email Notification to Reviewers

Reviewer Requirements

	Required	Optional
Megan	○	●
Grace	○	●

Minimum # of Reviewers:

Enter minimum number of optional reviewers required before moving to next tier.

AND / OR

Time Constraints

Enter a time constraint that will move project to next tier after the required and min. number of potential reviewers have been reached.

☐ hours OR [   ] 📅 🕐

Cancel   Save