

# Uview Reviewers Guide

The Uview reviewers guide is a basic explanation of the approval process and work flow of the Uview Production Board reviewing platform.

The work flow consists of a designer, approver, and reviewers. Below is an explanation of each of these roles and where they fit in the approval process.

A **designer** starts the job on Uview by adding the reviewers, and approver, and uploading a file.

**Reviewers** are notified via email to review the proof and mark up any changes. In their email is a secure link to the reviewing platform.

When the **reviewers** have finished, the **approver** is then notified.

The **approver** is notified via email to review the proof, and mark up any changes. When logging in, the **approver** can lock the proof so no more alterations can be marked up by the **reviewers**. The **approver** can then check over the comments made, and send the TO-DO list back to the **designer**. This process is repeated until the proof is approved.

What's the difference between the designer, reviewer and approver?



- The **designer** starts the job, and uploads new versions to the file after others have reviewed.
- The **reviewer** marks up any changes on the proof and sends their alterations to the approver.
- The **approver** marks up changes, and sends all the reviewers changes back to the designer as 'to-do's'.  
The only person who can give final approval on a proof is the **approver**.

## Receiving a proof

When you receive a proof invitation email, click [View Proof](#).

The system will automatically create your account and keep you logged in. If you change your browser, or device, that you originally used to view the proof, you will be asked to log in – but don't worry, click forgot password on the login screen to set a password for yourself that you will remember.


## Adding a comment (reviewers and approver)


To add a comment, select the red pen  tool on the left and highlight where you want the change. Type in a message on the card, and send using the green dart icon .

If you are wanting to raise a question with another reviewer, approver, or the designer, simply type the "@" symbol in the message. A drop down list of everyone involved in the job will be displayed, and you can select the person, or persons you want included in the message.

When you are finished, click the green [Finished](#) button.

## Returning a TO-DO list (approver)

When reviewers are finished reviewing the proof, and comments have been added, it is time for the approver to return a list of comments to the designer as marked red to-dos. .

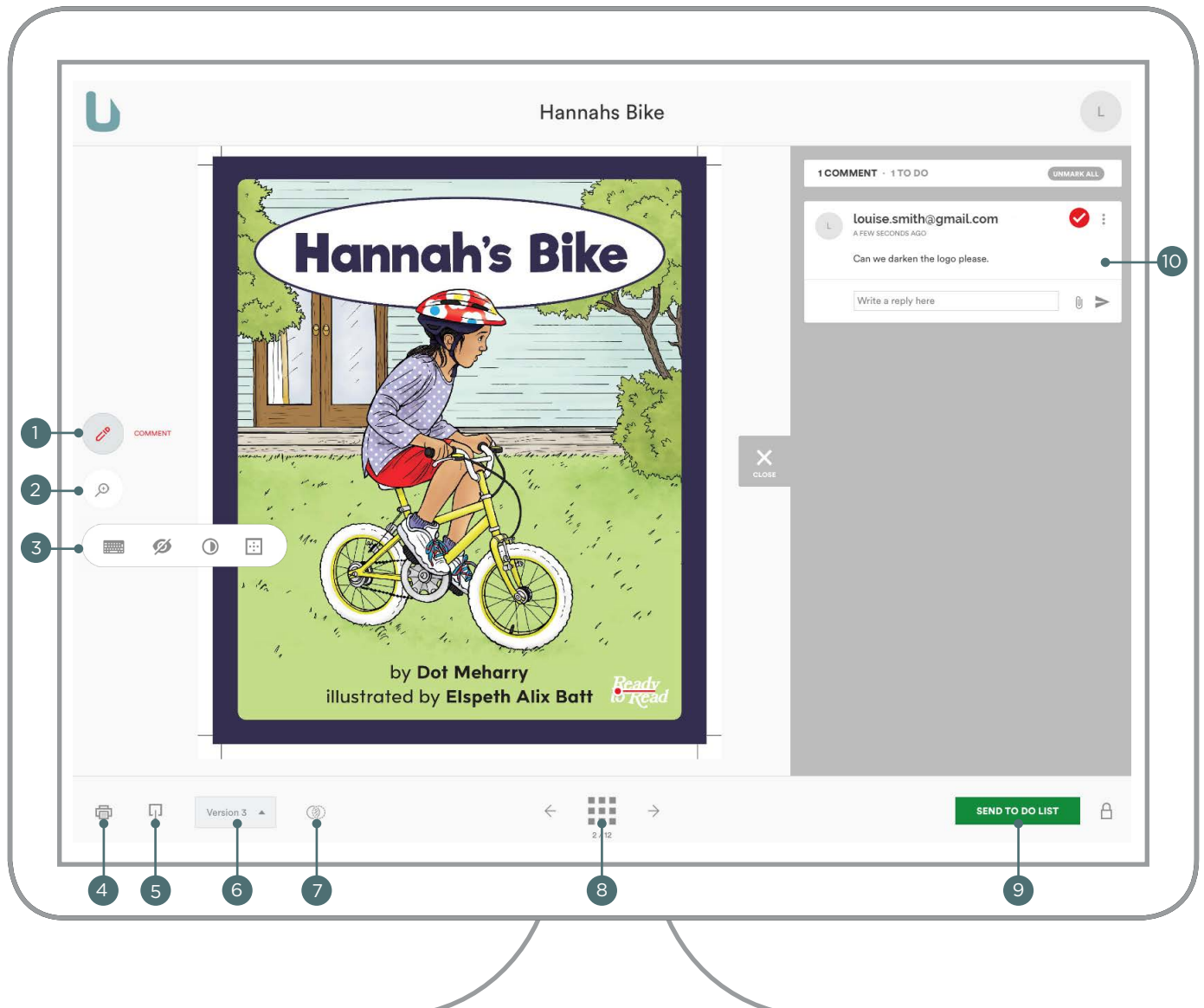
Open the proof and select lock for review - this takes the red pen  away from other reviewers so they can not add further comments.

**NB:** Mark each comment is a red to-do . Comments you don't want actioned leave gray .

When you have finished reviewing, and checked other comments, click the green [Send To-Do List](#) button.

If there are no To-Dos, and you want to approve, click the green [Approved](#) button. That's it! your all done.

# Reviewing platform



- 1 **Comment Tool** - to add a comment, select the red pen tool, click on the proof and write your comment. Use the @ symbol in your comment to mention another reviewer.
- 2 **Zoom Tool** - click the zoom icon to view the proof in more detail, or rotate the proof.
- 3 **Magic Tools** - click here to view tools to enhance your user experience.
- 4 **Print comments** - click here to print out comments made for that version.
- 5 **Download file** - click here to download the current file.
- 6 **Version number** - here you can view the current or previous versions with all the previous comments.
- 7 **Compare** - here you can compare the different versions of the document, and using Smart compare you can overlay the versions to highlight where the changes were made.
- 8 **File pages** - click here to view all the pages in the document, or use the left and right arrow keys to scroll through page by page.
- 9 **Action button** - if you are a reviewer a **FINISHED** button will be displayed. If you are an approver a **SEND TO DO LIST** or **APPROVED** button will be displayed depending if there are changes to be made.
- 10 **Comments** - all comments are displayed down the right hand side. Clicking on the comment card will take you to where the comment was made. You also have the option of uploading attachments to the comment, for example a new link.