

Approving a Proof

Your proof will include one or more files for your review

The screenshot displays a web interface for reviewing proof files. At the top left, there is a 'Versions' dropdown menu set to 'Version 1'. Below this, three file names are listed: 'JM Patton #10 Envelope', 'JM Patton Large Label 6up', and 'JM Patton Business Cards'. The first file name is underlined and circled in orange. To the right of these files is a red instruction: '<- Select and download each Proof for Review'. Below the file list is a large area with a PDF icon and the text 'JM Patton #10 Envelope'. A modal window is overlaid on the interface, showing the same file list with checkboxes next to each item, all of which are checked. Below the list is an 'Approved by' field containing the name 'Dave' and a green 'APPROVE' button circled in orange. To the right of the main interface, there is a sidebar with tabs for 'APPROVE', 'REJECT', and 'DELAY DECISION'. The 'APPROVE' tab is active. Below the tabs is a paragraph of instructions: 'Please click the images or files to download and view your proof(s). Review the proof(s) carefully for size, colors & spelling. We do not take responsibility for mistakes found on produced items after approval. Please either ACCEPT, REJECT or DELAY this proof at your earliest convenience. If you have revisions, please provide them with your rejection. YOUR APPROVAL IS REQUIRED FOR US TO PROCEED WITH YOUR ORDER. Please note that responses that exceed one business day may delay production of your order by a day or more.' Below this text is a 'Proof Files' section with three unchecked checkboxes for the same file names. At the bottom of the sidebar is an 'Approved by' field and a grey 'APPROVE' button.

You must approve all of the files and enter your name in order to enable the APPROVE button.

Need help? Call 717-839-6390 and press "0"

Rejecting a Proof

Your proof will include one or more files for your review

APPROVE **REJECT** DELAY DECISION

Write your change requests below. If you need to send us a file, use the Upload button.

Attachment

Upload Files
Upload Files Or drop files Upload
No File Selected..

Rejected by

REJECT

APPROVE **REJECT** DELAY DECISION

Write your change requests below. If you need to send us a file, use the Upload button.

Please fix the zip code on the return address to 17112

Attachment

Upload Files
Upload Files Or drop files Upload
No File Selected..

Rejected by
Dave

REJECT

To reject a proof and request changes, describe the changes that you need and enter your name.

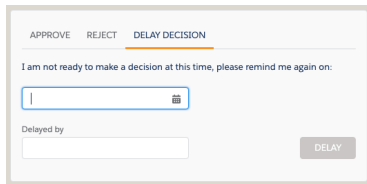
This will enable the REJECT button.

You can also upload files if necessary.

Need help? Call 717-839-6390 and press "0"

Delaying a Proof

You may need some time for others in your organization to review the proofs – if you give us a date, we won't ask for approval until then.

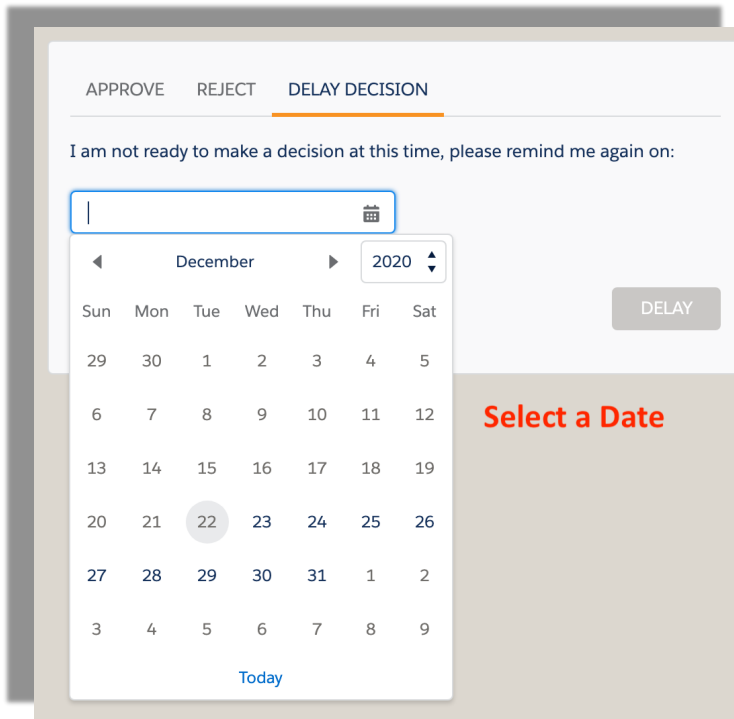


APPROVE REJECT **DELAY DECISION**

I am not ready to make a decision at this time, please remind me again on:

Delayed by

DELAY



APPROVE REJECT **DELAY DECISION**

I am not ready to make a decision at this time, please remind me again on:

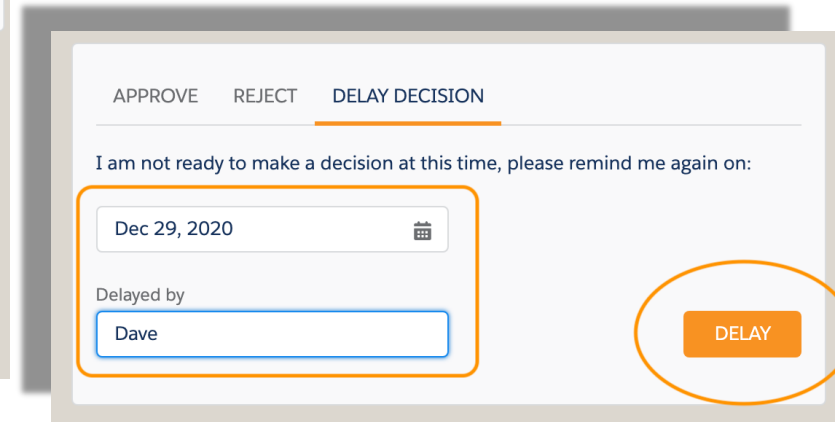
December							2020
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
29	30	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	

Today

Select a Date

DELAY

Enter the date and your name to enable the DELAY button.



APPROVE REJECT **DELAY DECISION**

I am not ready to make a decision at this time, please remind me again on:

Delayed by

DELAY

Need help? Call 717-839-6390 and press "0"