Document Approval Process

1. Notification that a Proof is Available to View

- Your Creative Project Manager will send an e-mail to notify your proof is available to view online.

- Click on the hyper-link in the e-mail to view your proof.

New Proof: Mtivity Press Ad
ClientOwner
To: Stakeholder1

Dear Stakeholder1,

You have a new proof to review.

Click on this link to access your proof:
https://www.mtivity.com/DcLogin.csp?pageParameters=tb44Cyf7ciKyIKSx

PROOF DETAILS:
Name: Mtivity Press Ad

Yours Sincerely,
Client Owner

2. Document Approval Page

Save
Print
Comment Log
Add Comment
Chat
Chat Type Box

Users logged into document approval page

Add Comment   View Comments   Viewing Size

Tools

Hand Tool
Selection Tool
Arrows & Shapes
Type
Eraser
Fit to Window
Normal View
Save
Print

Zoom Tool
Eyedropper
Ruler
Crop
Pencil
Line
100%
Full Screen View
Gallery View

3. Making Comments

Posting Text Comments
- Click on the "Type" ⊤ Icon or click "Add Comment" box to post a comment.
- Type comment in pop up box. Ⓐ
- Click "Submit" to post.
- Comment will post in Comment Log. Ⓑ
  Others will be able to read and reply with comments.Ⓒ

Comments log
- Comments are listed in the upper right of the proof window.
- Click on a comment to view or reply with comment.

Posting Shapes and Markups with Comments
- Comments can be added to all marks made with tools.

Arrow & Shape Tool
- Click on the shapes icon to add a shape.
  We chose an arrow. Ⓓ
- Use the shape options box to change color,
  object layering and opacity.
- Add a comment to the shape if desired
  and click submit.

Pencil Tool
- Can be use to draw Freehand
 shapes and mark-ups. Ⓔ

4. Chat/Messaging

Your Creative Project Manager can invite others to view a proof,
make comments, and chat online.
- Active users are listed in the lower left corner of the window.
- All active users are able to view comments in real-time. Ⓕ
- All active users can reply to other's comments.

Start Chat
- Click "Chat" in the lower right to start a chat.
- Type comments in white box. Ⓖ
- Press "Send" button to post comment.
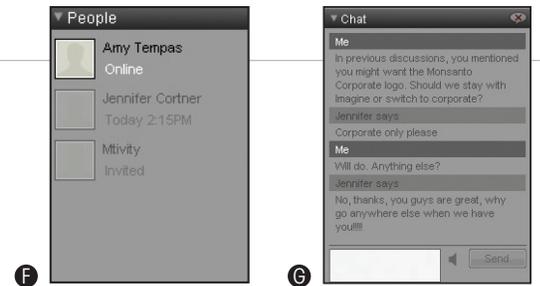
5. Printing Your Proof With Comments
- Click "Print" to print proof with comments. Ⓗ

6. Log Out/Next Steps
- Click "close" button in upper right corner to exit session.
- Your Creative Project Manager will receive comments and reply back as needed.
- This process will continue until you approve final proof.

7. Final Approval
- Post a comment with approval and close.