



# Proof Check

## Adding a user to an existing job

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# Adding A User To A Job

## Things To Know

If this is the first time you've used Proof Check, please see the How To document **Proof Check, Qualifying your system and other things to know**. All How To documents can be found at <http://www.rightfromthestart.com>.

## Managing Access To Jobs

The majority of Proof Check users are given specific access to the jobs they request to be associated with. Doing so reduces automated Emails as well as provides easier job management.

Users are typically given job access upon job creation. However, there may be times when you need to add someone to a job after it's been created. Any customer user can give access to other users associated with your specific customer account.

1. Locate your specific job and click on the name. (Figure 2a)

The screenshot shows a web interface titled "Jobs". Below the title, there is a sub-header "Upload print job files and collaboratively proof pages." and a status filter set to "All Active". A counter indicates "1 Job". A table lists the job details:

Name	Creation Date	Pages Requiring Approval
<a href="#">Framing - Volume 2 (112782_TID)</a> 8 pages ISBN: 978654321XXX2 Author: Wagner	6/11/2010 12:08:23 PM	8

A line labeled "1." points to the job name in the table.

Figure 2a

2. Click on **Manage Access**. (Figure 2b)

The screenshot shows the job details page for "Framing - Volume 2 (112782\_TID)". The page includes a "Summary" tab and buttons for "Upload Files...", "Smart Review", and "Preview". The job details are as follows:

ISBN: 978654321XXX2  
Author: Wagner  
Created: 6/11/2010 12:08:23 PM  
Status: Active  
Type: Pre-Production

Links: [Edit Properties](#), [Manage Access](#)

Approval Summary:

- Total: 8
- Requiring Approval: 8

Signatures:

There are no signatures for this job.

A line labeled "2." points to the "Manage Access" link.

Figure 2b

3. Locate the user you want to give access to the job and select their **Job Role** for that specific job. (Figure 3a)

**NOTE:** You will not be able to select a job role that is higher than the user's Default Job Role. However, you can select a job role that is lower than the specific user's Default Job Role.

This is useful if the a user has a Default Job Role of Final Approver, but isn't going to necessarily be the final approver on every job. There may be instances when that specific user will be a Final Approver for one title and simply a Reviewer on another.

User/Group Name	Job Role
<a href="#">Alex Smith (asmith)</a>	Level 2 - Reviewer
<a href="#">Bob Wright (bwright)</a>	None
<a href="#">Jessica Samson (jsamson)</a>	Level 2 - Reviewer
<a href="#">Sally Wilson (swilson)</a>	Level 1 - Uploader
<a href="#">Zach Jones (zjones)</a>	<div data-bbox="1161 724 1461 840"><ul style="list-style-type: none"><li>None</li><li>Level 1 - Uploader</li><li>Level 2 - Reviewer</li><li><input checked="" type="checkbox"/> Level 3 - Final Approver</li></ul></div>

3.

Figure 3a

4.

