



Fast Path
Proof Check

Online Proofing

Proof Check

Reviewing and Approving Proofs

CONFIDENTIALITY NOTICE:

This technology information is being provided to you on a confidential basis for the sole purpose of processing files and orders with Courier. By your receipt hereof, you acknowledge and agree that the information contained herein is highly confidential and shall not be used for any other reason whatsoever without our express written permission. You acknowledge and agree that you are not permitted to publicize or share this information with any other person, including without limitation, any of our other customers, our competitors or our suppliers. You understand that any such disclosure would cause irreparable harm to us and that we will be entitled to seek an injunction from a court of law to block any disclosure in addition to monetary damages. If you do not agree to these terms, you must immediately inform us in writing and return or destroy all files or documents (including any electronic files) containing this information.

<http://proofcheck.courier.com>

| **Courier**

Reviewing vs. Approving

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** and **Proof Check, Interactive Preflight**. All How To documents can be found at <http://www.rightfromthestart.com>.

Reviewing vs. Approving

Proof Check is unique in that it can be used differently based upon your needs. You can use it to simply deliver files, jump right in and approve, or set up a hierarchy of Reviewers and a Final Approver. The latter is possibly the most popular.

Reviewers basically state that the pages look okay or don't look okay. The Final Approver gives final approval by setting the status of the pages to Approved. The Final Approver has the ability to actually Reject pages as well if needed. There can be only one Final Approver per job.

IMPORTANT: Once all pages within a given job are set to Approved the job is released to print.

Job Roles for Reviewing and Approving

Please see below for a brief description of what the approval capabilities are for Reviewers and Final Approvers.

Reviewer

A Reviewer can only set the status of a page to either **Review OK** or **Review Not OK**.

Final Approver







A Final Approver can set the status of a page to either **Approved** or **Rejected**.

If only one person is required to look at the proofs there is no need for a Reviewer, only a Final Approver.

If there is no Reviewer, please skip to page 6 after reviewing the Page Status icons below.

Approval Page Status Icons

As users are asked to see pages and later change page status to Reviewed OK, Approved, etc. various icons will appear next to their names. Please see below for details.

Final Approver	Reviewer
 Approval Requested	 Review Requested
 Approved	 Review OK
 Rejected	 Review Not OK

Reviewers

Review Efficiencies

When reviewing pages within Smart Review only set the page status to Review Not OK for those pages you do not like. Do not change the status of the pages that will ultimately be set to Review OK. The bulk Review OK step will be done all at one time after complete review has been done.

1. Click on the Request Review link within the automated Email that you should have received and log in. Please note that you will be automatically taken directly to the requested job to be proofed.

NOTE: If you plan to download proofs and review within Acrobat, please see the How To document **Proof Check, Offline Proofing**.

2. Click on any page to begin reviewing pages within **Smart Review**. Please be sure to investigate any preflight warnings or errors while reviewing. Only set the page status to Review Not OK on the pages you do not like. (Figure 3a)

NOTE: Please see How To document **Proof Check, Smart Review** for details on Smart Review tools, etc.



Figure 3a

3. Close **Smart Review** once all pages have been reviewed or looked at.

NOTE: Your workflow may dictate that all corrections are uploaded, processed and reviewed before the Final Approver looks at and approves proofs. In this scenario please see the How To document **Proof Check, Uploading files and Requesting Review** for details regarding uploading jobs in progress corrections.

Also, any correction files should begin with "CRX_" within the file name. In the event you are using a single-page workflow you may retain the same name and overwrite the Rejected page.

— continued on next page —

4. Select **Approval Requested** from the **Status** pull-down menu. (Figure 4a)
5. Select your (**username**) from the **Reviewer** pull-down menu. (Figure 4a)

The screenshot shows the 'Framing (112781_TID)' interface. On the left, there are filter controls for 'Status' (set to 'Approval Requested'), 'Reviewer' (set to 'Jessica Samson'), and 'Signature' (set to 'All'). Below these are 'Page Groups' with 'All' and 'Unfiled' options. The main area displays a list of 7 pages. The first three pages are 'Preflight Demo.p1.pdf', 'Preflight Demo.p2.pdf', and 'Preflight Demo.p4.pdf'. Each entry shows a thumbnail, a status icon (yellow warning or green check), and a 'select' link. The status for the first two is 'Approval Requested' and for the third is 'Preflight Complete'. To the right of each entry, the status and reviewer names (Jessica Samson and Zach Jones) are listed. At the top right, there are tabs for 'Summary', 'Pages', and 'Download', and a 'Select All' link.

Figure 4a

NOTE: Please note that the Review Not OK page(s) is not displayed within the list. This is because the status of that page has been changed and no longer requires any sort of review—Review Not OK or Review OK.

6. Click the **Select All** link found at the top right of the page. (Figure 4a)

7. Select the **Approve** icon from the right of the page. (Figure 5a)

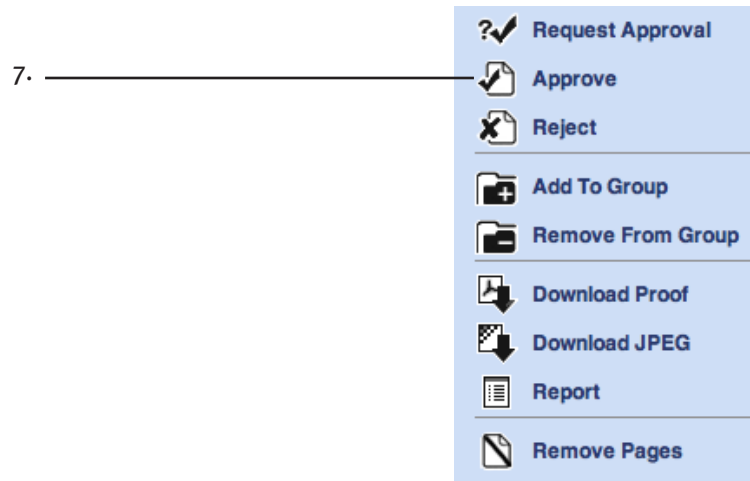


Figure 5a

8. Click **OK** while Set Pages To Reviewed - OK is selected. Notes can be inserted in the Comment field if needed. (Figure 5b)

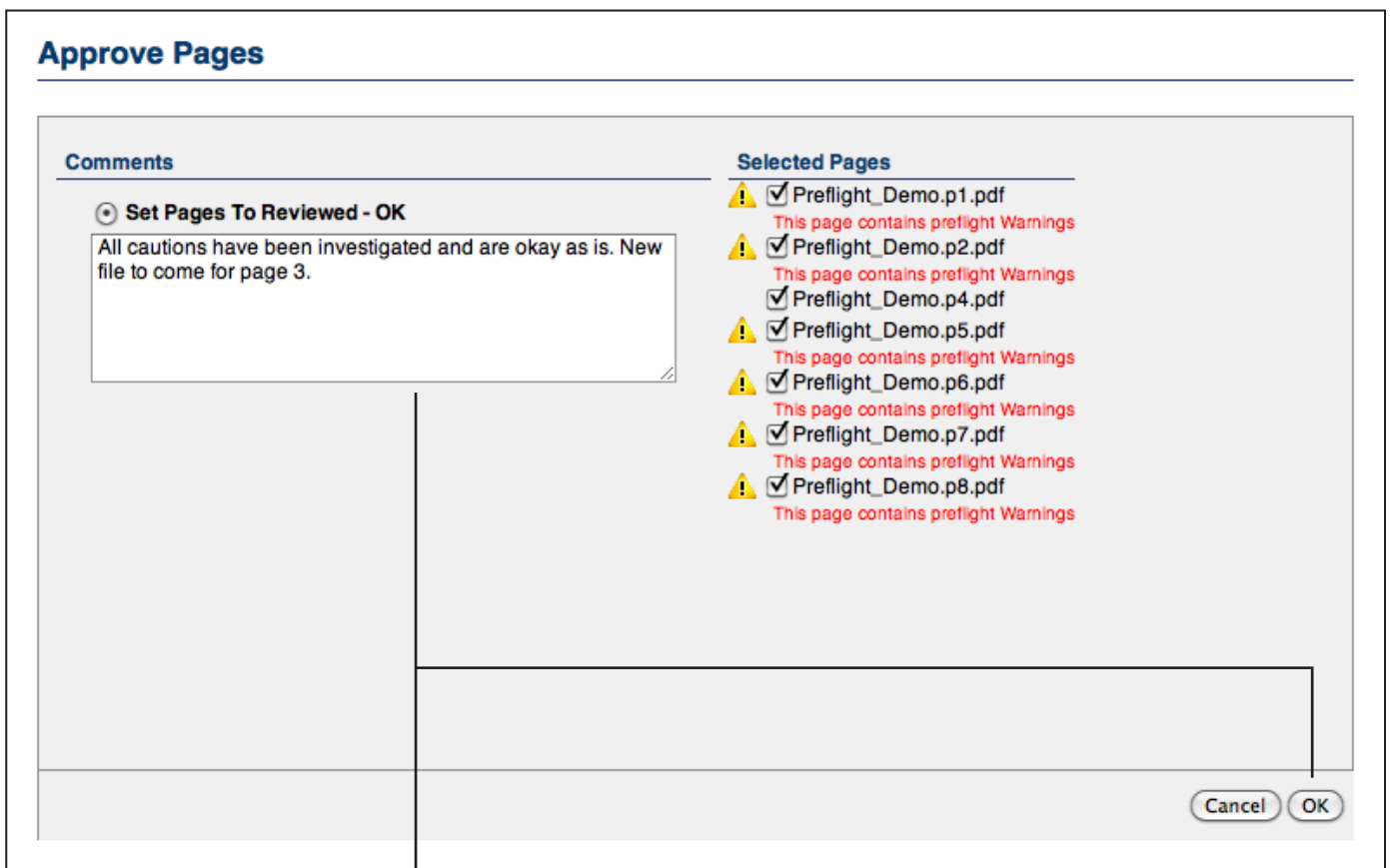


Figure 5b

8.

NOTE: Even though the window above reads Approve Pages, notice that the Reviewer can only set the pages to Reviewed - OK. Please note that an automated Email will be sent to the Final Approver informing them that your review is completed.

Final Approver

When Reviews are completed

All Reviewers are the first to review proofs. The Final Approver will receive an automated Email once the Reviewers have completely their review. That's the Final Approver's cue to begin proofing and approving. The Final Approver is required subscribe to the events **Page Review OK** and **Page Review Not OK** in advance.

If only one person is required to look at the proofs there is no need for a Reviewer, only a Final Approver. There would not be a need to wait for anyone to complete their reviews. You may begin proofing and approving upon receiving the automated Request Approval Email.

NOTE: Please see the How To document **Proof Check, Uploading files and Requesting Review** for details regarding how those specific Emails get triggered.

Corrections

Your workflow may dictate that all corrections are uploaded, processed and reviewed before you begin your proofing and give final approval. In that scenario it's important to compare the Review Not OK Emails with the new correction Review OK Emails before proceeding to proof and approve.

Reject and Approve Efficiencies

When reviewing pages within Smart Review only Reject the pages you do not like. Do not change the status of the pages that will be approved. The bulk approval step will be done all at one time after all pages have been viewed.

1. Click on the Request Approval link within the automated Email that you should have received and log in. Please note that you will be automatically taken directly to the requested job to be proofed.

NOTE: If you plan to download proofs and review within Acrobat, please see the How To document **Proof Check, Offline Proofing.**

NOTE: Please see How To document **Proof Check, Smart Review** for details on Smart Review tools, etc.

2. Click on any page to begin reviewing pages within **Smart Review**. Please be sure to investigate any preflight warnings or errors while reviewing. Only Reject the pages you do not like. Ensure that Reject Page (page name) is selected. (Figure 7a)

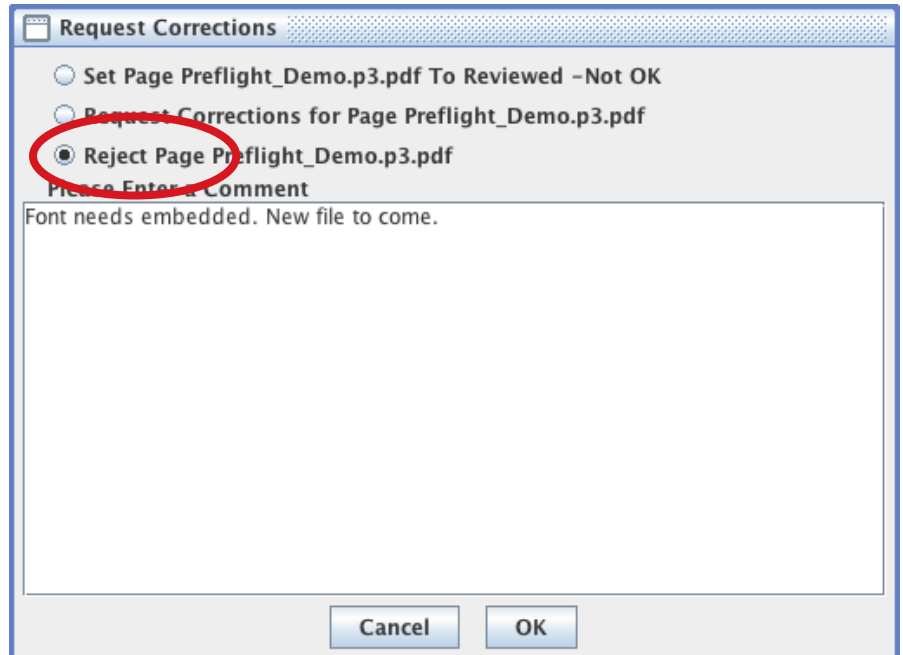


Figure 7a

NOTE: It is not uncommon that although multiple people have been asked to review the job, not all users listed may actually proof the specific job. Approvals and Rejections can be over-ridden if needed. (Figure 7b)

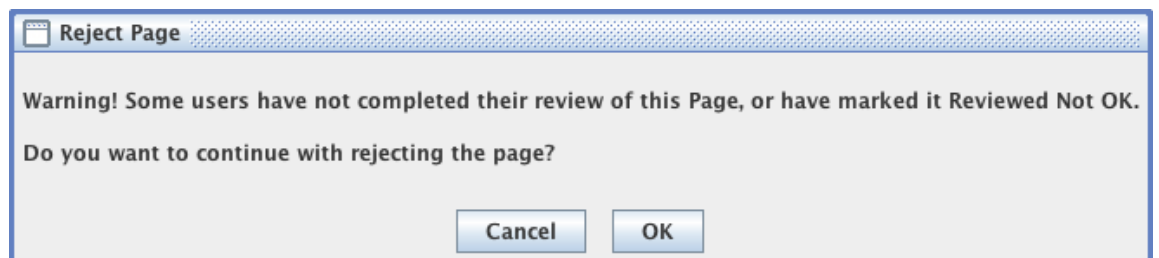


Figure 7b

3. Close **Smart Review** once all pages have been reviewed.

NOTE: Any correction files should begin with "CRX_" within the file name. In the event you are using a single-page workflow you may retain the same name and overwrite the Rejected page.

— continued on next page —

4. Select **Approval Requested** from the **Status** pull-down menu. (Figure 8a)
5. Select your (**username**) from the **Reviewer** pull-down menu. (Figure 8a)

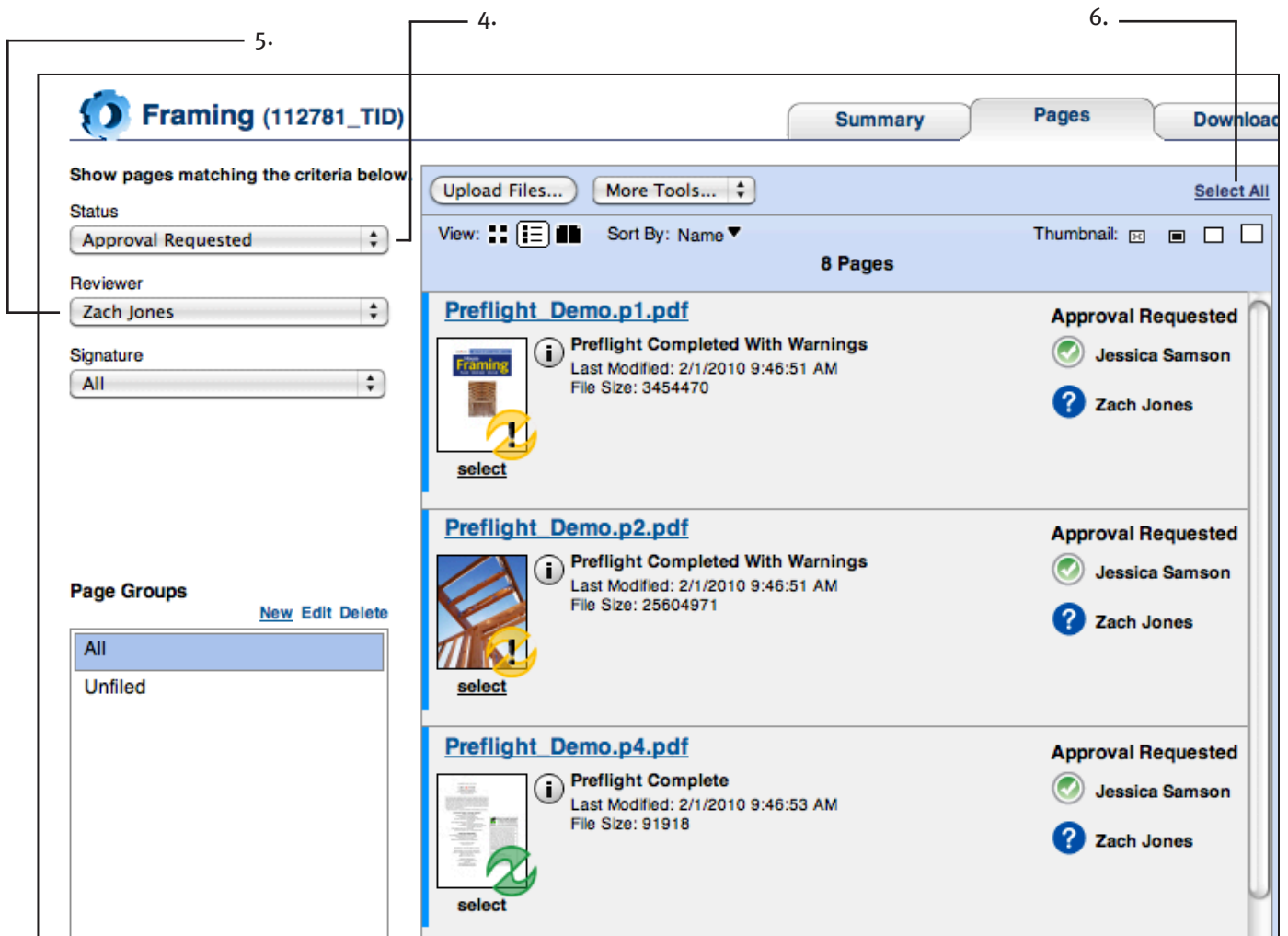
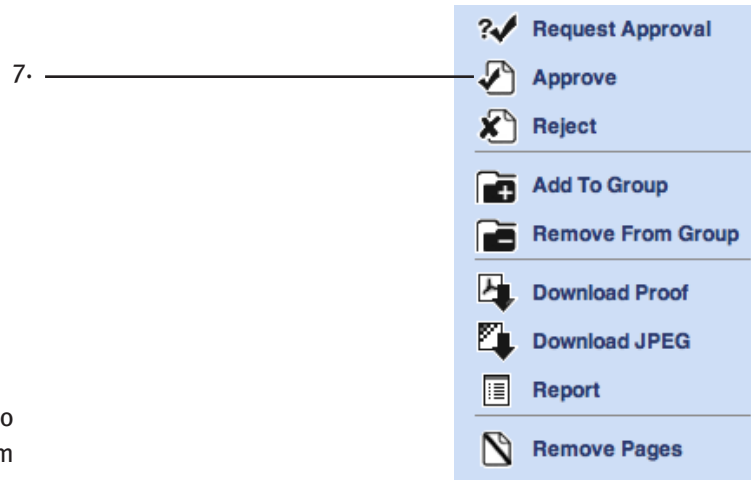


Figure 8a

NOTE: Please note that the Rejected page(s) is not displayed within the list. This is because the status of that page has been changed and no longer requires any sort of review—Rejection or Approval.

6. Click the **Select All** link found at the top right of the page. (Figure 8a)
7. Select the **Approve** icon from the right of the page. (Figure 9a)

8. Click **OK** while Give Final Approval For Pages is selected. Notes can be



NOTE: Please note that an automated Email will be sent to the Courier CSR informing them what pages are rejected and approved.

Figure 9a

inserted in the Comment field if needed. (Figure 9b)

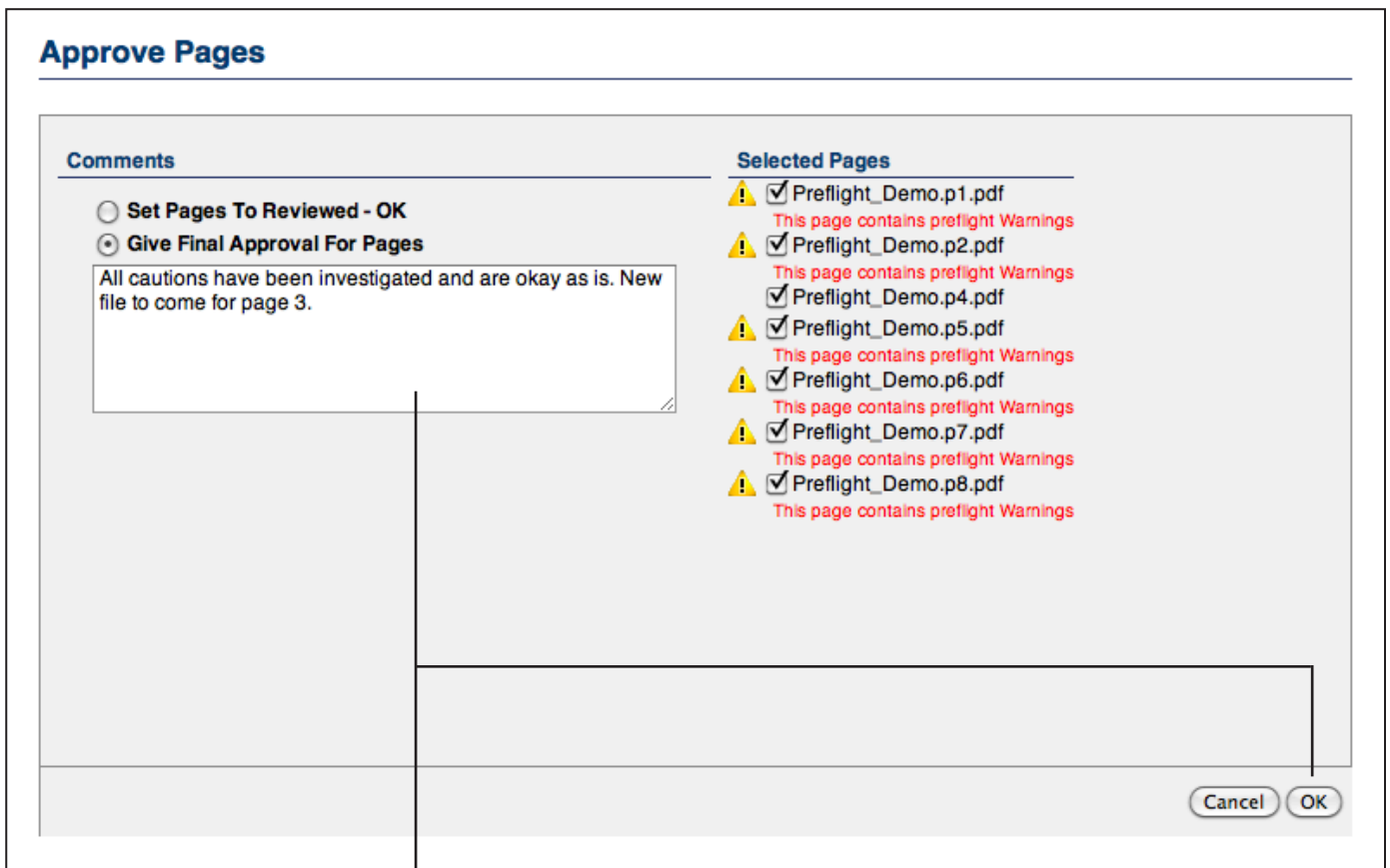


Figure 9b

NOTE: Compositors and the like can subscribe to the events Page Review Not OK and Page Rejected for automatic notification.

IMPORTANT: It should be mentioned that by clicking the **Approve** button, proofs are approved. Once all pages are approved, the job will proceed to Courier production for imposition, proof inspection and plate output.

