



Brady Proof Approval Tool Tutorial

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1.1 Access Proof and Sign in

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Click proof link, within your quote.

>> View Proof: <https://www.bradyproofs.com/proof/hkNjUxMmQ2Y2MxODVIMmVkNDJiNjA5OWlxMWI1>

1.2 Access Proof and Sign in

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Artwork Proof

This Artwork Proof shows a mock-up of your product. Please advise us of your approval or changes after checking the details and receiving our approval. Prompt response is appreciated so that we can expedite your quote / order. Please sign-in by clicking on the "Sign In" button. From there you will be able to make changes or approve your proof. Please click on "Finish Review".

1. Click "Sign in" to review and approve proof.

2. Enter your email address, then click "Next."

3. Enter your first and last name; Click "Sign In"

Sign in is required to make proof decisions.

2.2 Request Changes to Proof

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The screenshot displays a software interface for reviewing a proof. At the top, the file name "23679813-10.pdf v. 2" is visible, along with a toolbar and a green "Finish review" button. The main area shows a proof of a red sign with the text "DO NOT OPERATE" in white and yellow. The sign is 8 inches wide and 8 inches high. A yellow speech bubble points to the sign with the text "Describe requested proof changes." To the right, an "Add comment" dialog box is open, containing the text "This is supposed to say COMPLICATE" and buttons for "Save" and "Cancel". A mouse cursor is hovering over the "Save" button.

2.3 Request Changes to Proof

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v. 2

23679813-10.pdf v. 2

Add comment Finish review

ARTWORK PROOF

This Artwork Proof shows a mock-up of your product. Please advise us of your approval or changes after checking the details. Please provide your approval. Prompt response is appreciated so that we can expedite your quote / order.

Ready to submit decision?

Approved Changes required

Send me an email confirmation of my decision.

Save Cancel

After adding comments, click "Finish review."

Click "Changes required," then click "Save" to submit change request to Brady.

After submitting decision, the proof is still available in a "View Only" format.

3.1 Approve Proof

The screenshot shows a web browser window displaying an 'ARTWORK PROOF' for a PDF file named '23679813-10.pdf v. 2'. The interface includes a top navigation bar with 'Add comment' and 'Finish review' buttons. A central modal window titled 'Ready to submit decision?' contains two buttons: 'Approved' and 'Changes required'. Below these buttons is a checkbox labeled 'Send me an email confirmation of my decision.' At the bottom of the modal are 'Save' and 'Cancel' buttons. Three yellow callout boxes provide instructions: the first points to the 'Finish review' button, the second points to the 'Approved' button, and the third points to the 'Save' button.

First, click "Finish review" to approve proof.

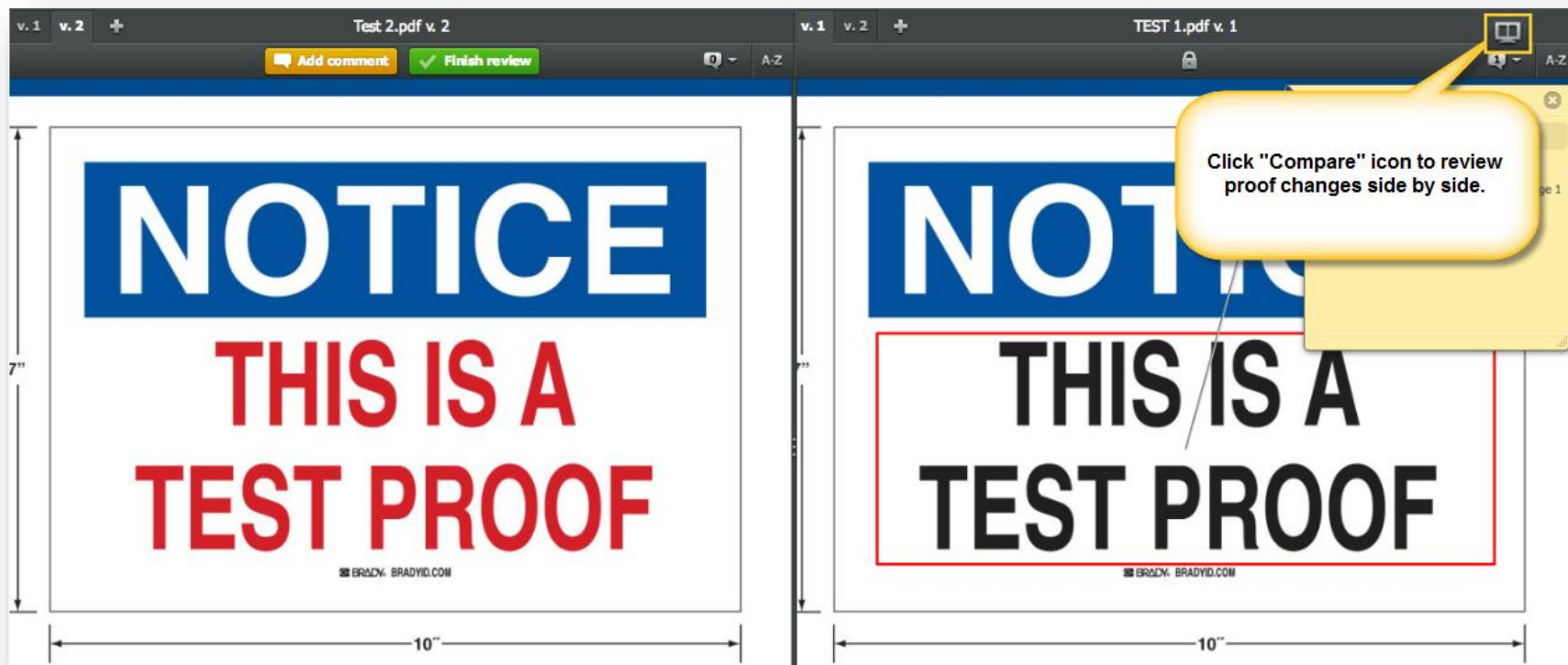
Then, click "Approved."

Finally click "Save" to submit approval to Brady.

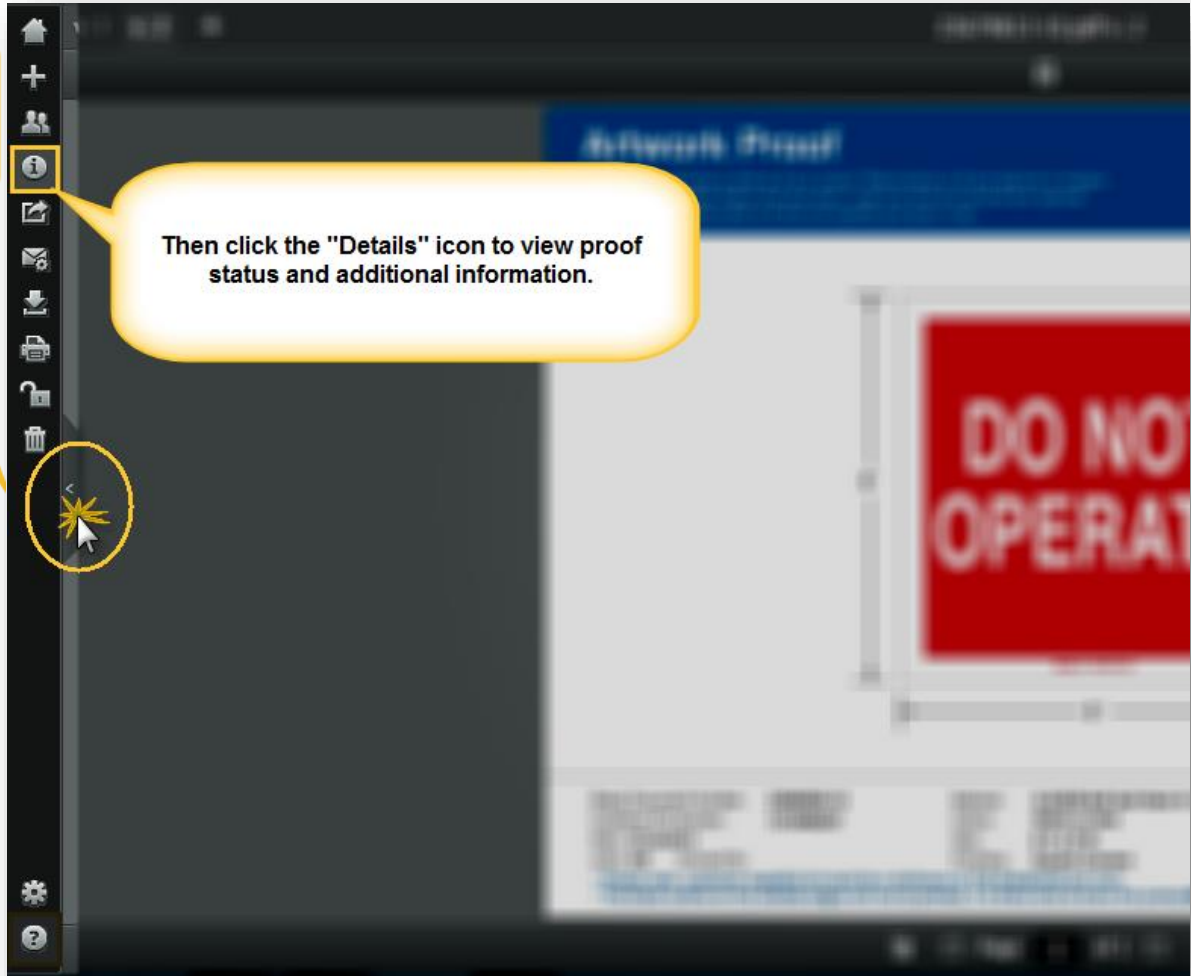
After submitting decision, the proof is still available in a "View Only" format.

4.1 Noteworthy features

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First, click on the ">" symbol located on the far left/center of the screen in order to expand panel.



Then click the "Details" icon to view proof status and additional information.

Details

23679813-10.pdf

v. 1 v. 2

Artwork Proof

Go to proof

Folder: -
Filename: 23679813-10.pdf
Owner: Arnold Bordaes
Created: 25 Jul 2014 11:23

State: Locked
Workflow: **S O C D**
Status: Approved
Proof id: 6011413

More sharing options

Proof URL: Enabled
<https://www.bradyproofs.com/proof/FNzU1MWM2ZWVhOGUwNTQzYmQzMzcXNjM1M2Ey> **Copy**

Embed code: Enabled
<iframe src="https://www.bradyproofs.com/proof/FNzU1MWM2ZWVhOGUwNTQzYmQzMzcXNjM1M2Ey" data-bbox="315 665 585 725"></iframe>

Activity

Date	Action	Details
29 Jul 2014 11:32	Decision has been changed	Arnold Bordaes
29 Jul 2014 11:31	Proof unlocked	Arnold Bordaes
29 Jul 2014 11:31	Proof unlocked	Arnold Bordaes

Help ?

View current status of proof at any time. Hover over Workflow icons for descriptions.

Copy URL to add proof link to other documents.

View Activity to see proof progress.

Click the 'Help' icon to access resources like the Brady Proof Approval Tool Tour

4.4 Noteworthy features

Email notifications can be sent to provide updates. These are informational only.

