Brady Proof Approval Tool
Tutorial

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1.1 Access Proof and Sign in

Click proof link, within your quote.

>> View Proof: https://www.bradyproofs.com/proof/hkJUxMmQ2Y2MxODVlMmVkNDJiNjA5OWIxMWI1
1.2 Access Proof and Sign in

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.
Click "Add comment" to request changes to proof.
2.2 Request Changes to Proof

Describe requested proof changes.

This is supposed to say COMPLICATE.
2.3 Request Changes to Proof

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

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

Click “Compare” icon to review proof changes side by side.
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.
4.3 Noteworthy features

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

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

Copy URL to add proof link to other documents.

View Activity to see proof progress.
4.4 Noteworthy features

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