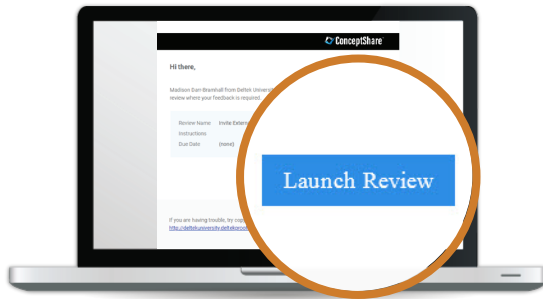


## Email Notification



If you're invited to participate in a review in ConceptShare, a ConceptShare email will arrive in your inbox.

Click on the **Launch Review** button to open the review in ConceptShare.



**Note:**

Depending on how you are added, you may or may not be required to setup an account.

## Navigating the Proofing Workspace - Feedback Tab

Open the feedback tab to view existing feedback and draft feedback of your own using the annotation tools.

### A. Annotation Tools:

#### Pencil



Used to draw around a specific area of the asset.

#### Copy Review



Used to highlight, insert, replace & delete copy on the asset.

**Note:**

The Copy Review tool is only exposed when you are working with a document.

#### Region

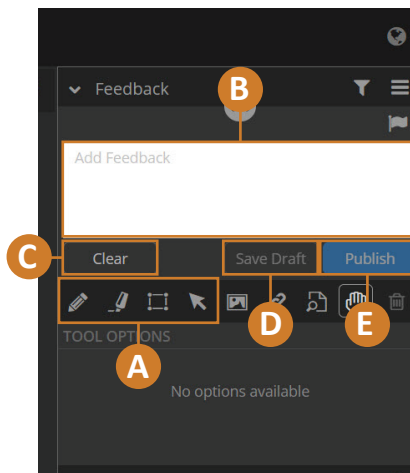


Used to highlight a specific area of the asset.

#### Callout



Used to point out a specific area of the asset.



### Adding Feedback:

#### B. Feedback Box

Enter your feedback here.

#### C. Clear

Removes your feedback.

#### D. Save Draft

Add a feedback to review later before publishing.

#### E. Publish

Finalizes feedback and makes it public.

## Navigating the Proofing Workspace - Viewing Feedback

### To view a feedback:

1. Click the **Feedback** tab.

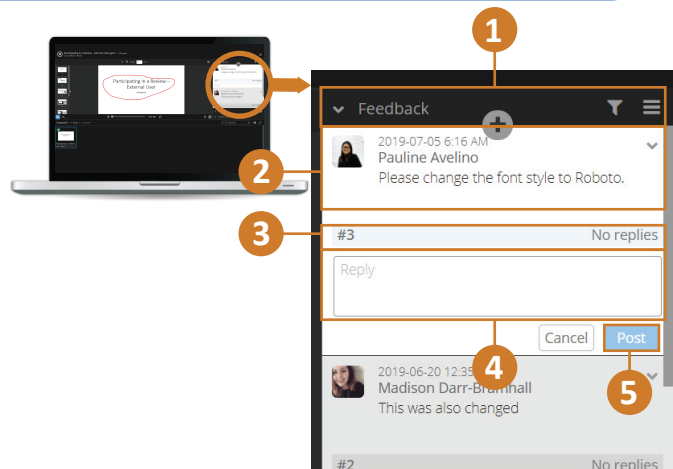
2. Select the feedback you want to view.

This will bring you to the part of the asset that the feedback is for, including anything that was done to the page.

### To add a comment to a feedback:

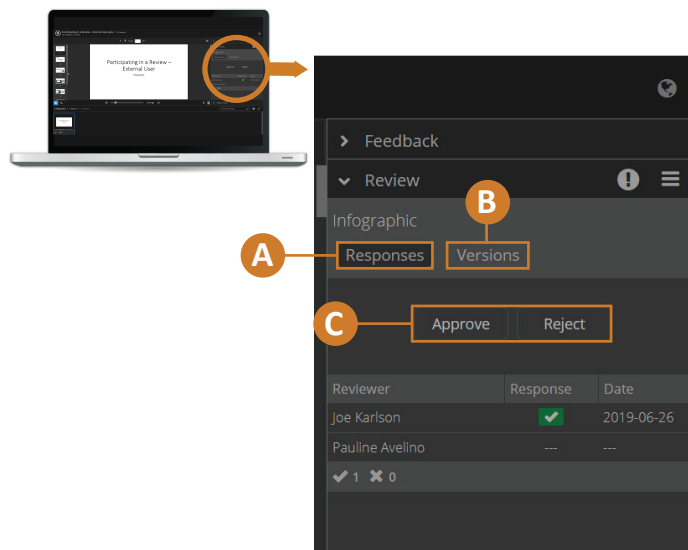
3. Click the blue bar under the feedback.

4. Add your comment in the Reply box.



## Navigating the Proofing Workspace - Review Tab

The Review tab is where you will Approve or Reject the asset once you are done with providing feedback.



### A. Responses

Everyone assigned to the review and their progress will be listed here.

### B. Versions

Provides a view to all previous versions of the asset and the response received on those versions.

### C. Review Approval

#### Approval Review: Approve or Reject

Alerts the creator that you have approved or rejected their asset.

#### Feedback Review: Complete your Feedback

Alerts the creator that you have completed adding feedback on their asset.

## Navigating the Proofing Workspace - Completing Feedback



When you are finished giving your feedback, click the **Approve** or **Reject** button or the **Complete Feedback** button. This will send an email notification to the creator of the review that you are done.

