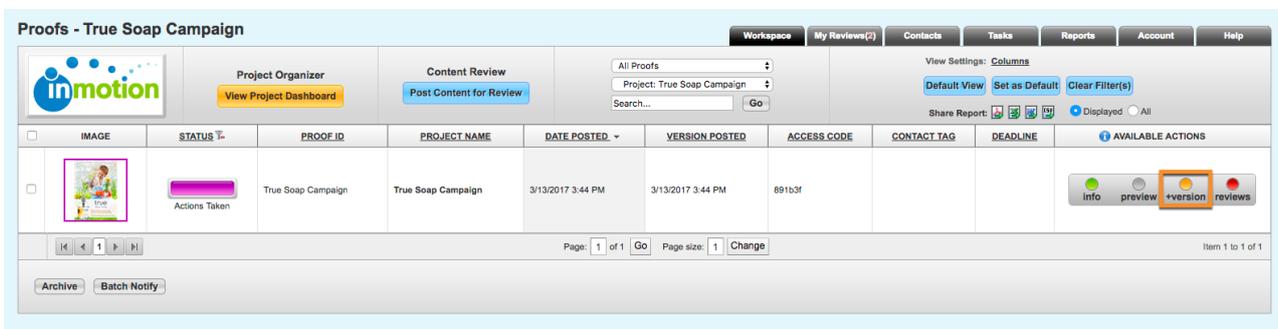


Posting a +Version of a Proof

Published on 12/30/2014

When you've received feedback on a proof and implemented changes that you would like to route back out to your reviewers, it's important to continue the feedback gathering process as part of the same proof. Use, +Versioning to associate your updated changes as multiple versions of the same proof ID.

To post a new version of a proof, start by locating the proof in your Proofs Workspace. Click **+Version**, under available actions.



The screenshot shows the 'Proofs - True Soap Campaign' interface. At the top, there are navigation tabs: 'Workspace', 'My Reviews(2)', 'Contacts', 'Tasks', 'Reports', 'Account', and 'Help'. Below these are sections for 'Project Organizer' (with a 'View Project Dashboard' button) and 'Content Review' (with a 'Post Content for Review' button). A search bar is present with 'All Proofs' and 'Project: True Soap Campaign' dropdowns, and a 'Go' button. View settings include 'Columns', 'Default View', 'Set as Default', and 'Clear Filter(s)'. A 'Share Report' section has icons for PDF, CSV, and XLS, and radio buttons for 'Displayed' (selected) and 'All'. The main table has columns: IMAGE, STATUS, PROOF ID, PROJECT NAME, DATE POSTED, VERSION POSTED, ACCESS CODE, CONTACT TAG, DEADLINE, and AVAILABLE ACTIONS. The table contains one row for 'True Soap Campaign' with a '3/13/2017 3:44 PM' version. The 'AVAILABLE ACTIONS' for this row are 'info', 'preview', '+version' (highlighted with an orange box), and 'reviews'. At the bottom, there are pagination controls: 'Page: 1 of 1 Go', 'Page size: 1 Change', and 'Item 1 to 1 of 1'. There are also 'Archive' and 'Batch Notify' buttons.

From the **Add Content** page, the process is very similar to that of uploading a new proof. Select the updated file that you would like to upload and the system will keep track of which version you are posting. If do you not need to apply changes to the reviewers and release options, click **Release Now** in Step 4 to release the new version.

Add Content Help

[Switch to Streamline Upload](#) | [Cancel](#)

1	<div style="border: 1px dashed gray; padding: 5px; display: inline-block;">Click or drag files to upload</div> OR  Capture URL
2	<p>Name Your Proof: True Soap Campaign Copy project name to proof</p> <p>Choose a Template (optional) <input type="text"/></p> <p>Assign to a project (optional) True Soap Campaign</p> <p><input type="checkbox"/> Place Proof On Hold</p>
3	<p>Attach Reference Files (optional):</p> <div style="border: 1px dashed gray; padding: 5px; display: inline-block;">Click or drag files to upload</div>
4	<div style="border: 2px solid orange; padding: 5px;"><p>Release using previous version review details. ⓘ</p><p style="text-align: center;">Release Now or View / Edit / Release</p></div>

If you do need to make changes, click **View/Edit/Release**. This will take you to the **Release Summary** page, where you can edit the sections as needed. When you're done making any edits, click **Finalize**. An email notice will be sent to your reviewers and you will be taken back to Proofs Workspace.