

CREATING A NEW REVIEW

<https://advantuscorp.reviewstudio.com/>

FOR PACKAGING - PLEASE SEARCH ON REVIEWSTUDIO FOR ITEM NUMBER BEFORE MAKING A NEW REVIEW. UPDATED VERSIONS SHOULD USE THE OLD REVIEW WHEN POSSIBLE.

New Review (+)

CLICK NEW REVIEW

ITEM NUMBER(S) AND DESCRIPTIVE, SEARCHABLE NAME

MAKE SURE REVIEW MATCHES BRAND DO NOT ADD NEW BRANDS!!

DO NOT ADD A NEW PROJECT! CHOOSE IN PROGRESS OR COMPLETED

These are the current default settings. They can be adjusted as needed

IF YOU NEED TO EDIT ANY SETTINGS AFTER YOU CREATE, CLICK THE OPTIONS TAB AT THE TOP TO GO BACK

CLICK UPLOAD FILES (RGB WORK BEST)

CLICK 4 DOT SQUARE TO REVEAL MORE ACTIONS

UPLOAD NEW VERSION USE FOR ALL REVISIONS

RENAME UPLOADED FILE

LOCK COMMENTING/APPROVALS ON THIS FILE ONLY

HIDE ONLY THIS FILE FROM REVIEW

DELETE ONLY THIS UPLOADED FILE

Review Settings

Name: New Review

Brand: Advantus Corp

Project: Unspecified

Status: Active

Deadline Options

Set Review Deadline:

Send Deadline Reminder:

Deadline Date: 2023-10-17 10:00

After deadline set Review status to: Locked

Additional Settings

Allow Download of Original Files:

Activate Privacy Options:

Exclusive: Inclusive:

Enable Video Encoding:

Activate File Ratings:

Fit Image in Thumbnail:

Labels: Add Labels

Final approval requirement: Any Approver

Create

Files Options

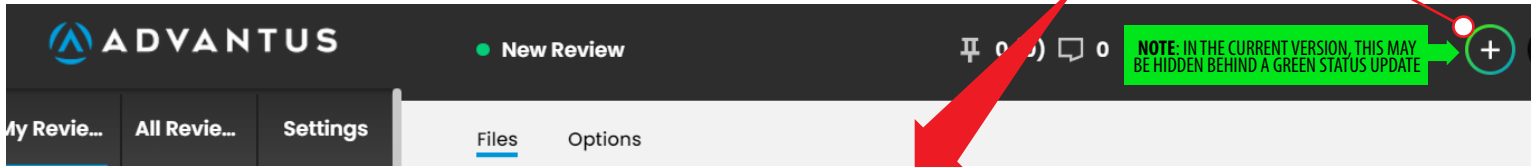
Upload Files

Batch Actions

	Owner	Version	Upload Date	Size	Actions
Advantus Icon-01.jpg	Chris McC...	1	10-Oct-2023	701 KB	ACTIONS Share File Upload New Version Rename Lock Hide Delete Set As Featured Image

SHARING REVIEW

CLICK (+) TO **SHARE REVIEW**

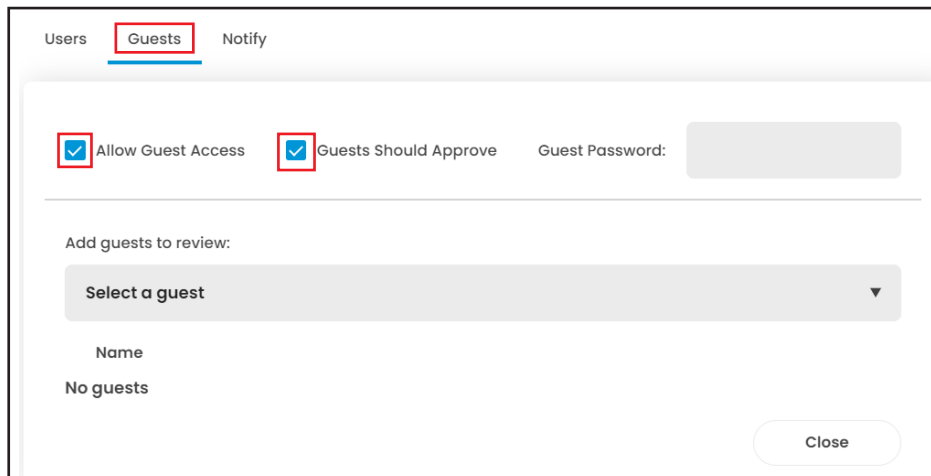


NOTE: IN THE CURRENT VERSION, THIS MAY BE HIDDEN BEHIND A GREEN STATUS UPDATE



HIT **COPY** LINK AT TOP
PASTE IN CLICKUP COMMENTS

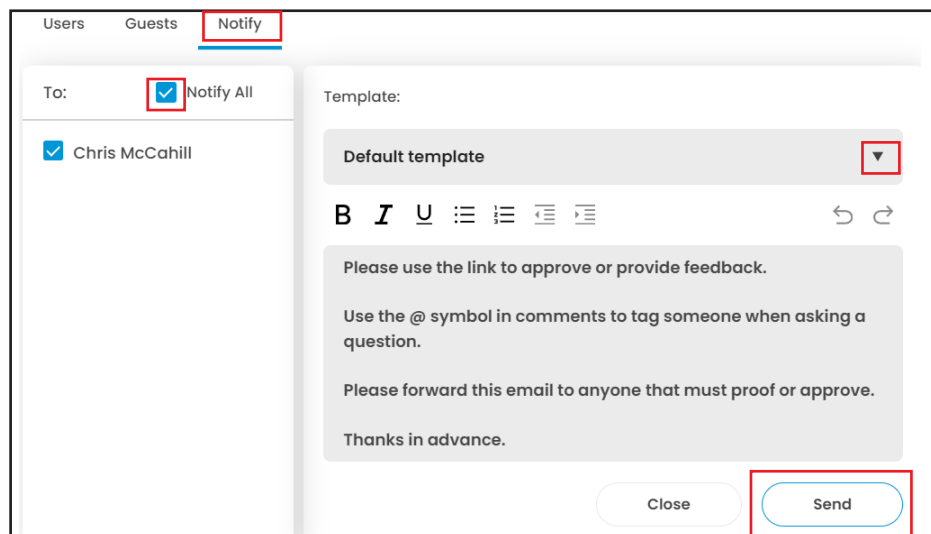
GRAPHICS TEAM / PAID USERS ONLY
(MOST APPROVALS WILL BE GUESTS)
MARK APPROVER IF NECESSARY



CLICK THE **GUEST** TAB
[X] ALLOW GUEST ACCESS
[X] GUESTS SHOULD APPROVE

ADD USERS NEEDED TO APPROVE
(VERIFY EMAILS ARE CORRECT)

ALWAYS INCLUDE ORIGINAL
PROJECT REQUESTER ON REVIEWS



CLICK THE **NOTIFY** TAB
CHECK ALL WHO SHOULD APPROVE

USE **TEMPLATES** OR WRITE
YOUR OWN MESSAGE

SEND MESSAGE WHEN READY

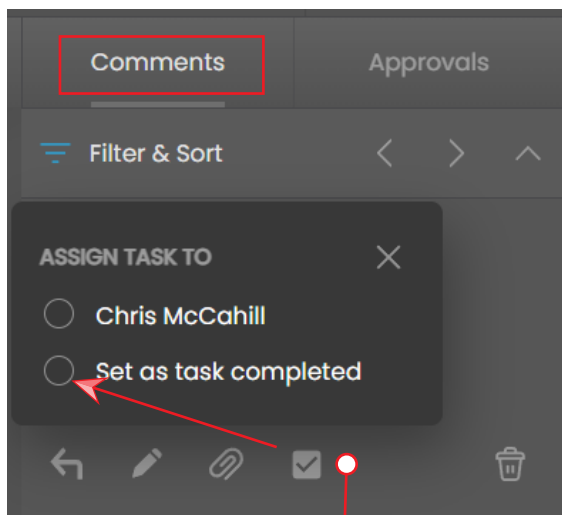
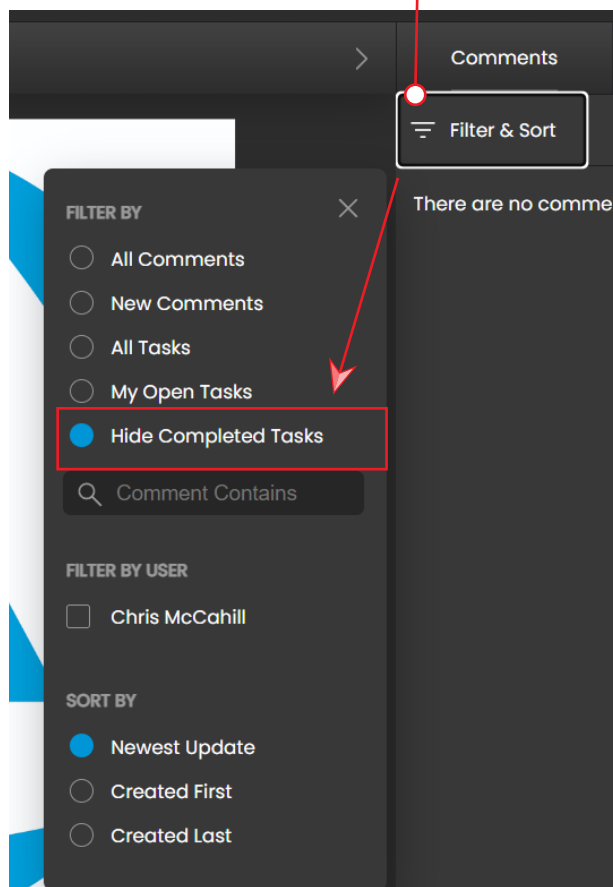
ADDING TASKS AND COMMENTS

ALL TASKS AND COMMENTS **MUST** BE RESOLVED **BEFORE** UPLOADING A NEW VERSION, OR MARKING A REVIEW AS COMPLETED.

DUE TO INDIVIDUAL EMAIL SETTINGS, ALL GUESTS MAY NOT BE AUTOMATICALLY NOTIFIED OF UPDATES, CHANGES, AND COMMENTS.

TO ENSURE VISIBILITY, SEND AGAIN THROUGH THE NOTIFY TAB.

USE THE FILTER & SORT DROPDOWN TO HIDE COMPLETED TASKS



ON THE COMMENTS TAB CLICK THE CHECKBOX AND ASSIGN ACTION ITEMS TO SPECIFIC PEOPLE OR MARK TASK AS COMPLETED

WHEN COMMENTING, USE THE @ SYMBOL IF YOU NEED A RESPONSE FROM A SPECIFIC PERSON



COMPLETING A REVIEW

ONCE ALL APPROVALS ARE MADE,
MOVE THE PROJECT FROM BRAND'S
IN PROGRESS TO COMPLETED.

Files Options

Review Settings

Name
TH94366 - Collage

Brand
Tim Holtz

Project
TH - Completed

Status
Locked

Deadline Options

Set Review Deadline

Send Deadline Reminders

Deadline Date
2023-09-25 15:00

After deadline set Review status to:
Locked

Additional Settings

Allow Download of Original Files

Activate Privacy Options

Exclusive Inclusive

Enable Video Encoding

Activate File Ratings

Fit Image in Thumbnail

Labels
COMPLETE x

Final approval requirement
Any Approver

CHANGE THE STATUS FROM
ACTIVE TO **LOCKED**.

THIS WILL STOP ANYONE
WITH THE LINK FROM MAKING
FURTHER EDITS OR COMMENTS

DO NOT USE INACTIVE,
IT MAKES THE PROJECT
INVISIBLE FROM SEARCH

ONCE FINAL FILE HAS BEEN SENT
TO REQUESTER (wetransfer, email etc)
ADD REVIEW LABEL **COMPLETE**