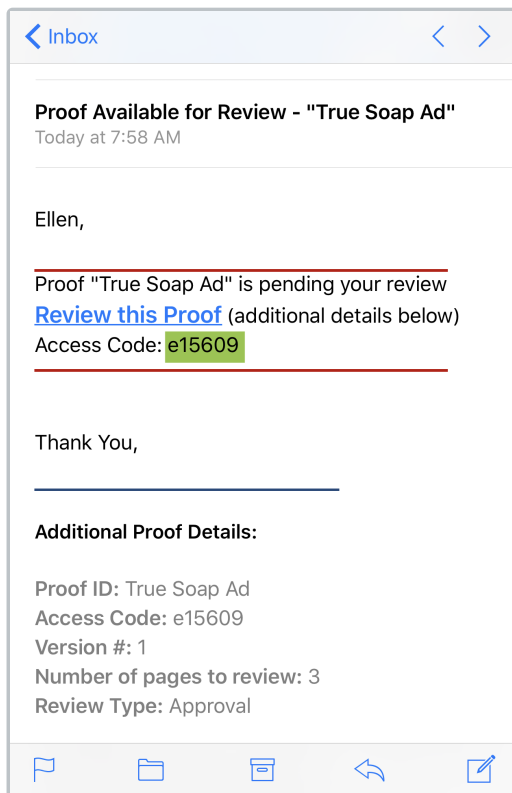# Reviewing a Proof with the Mobile App

Published on 03/29/2017

Have you downloaded inMotion's **Review + Approval** mobile app? If not, start here (http://%20http://goinmo.co/getmobile) !
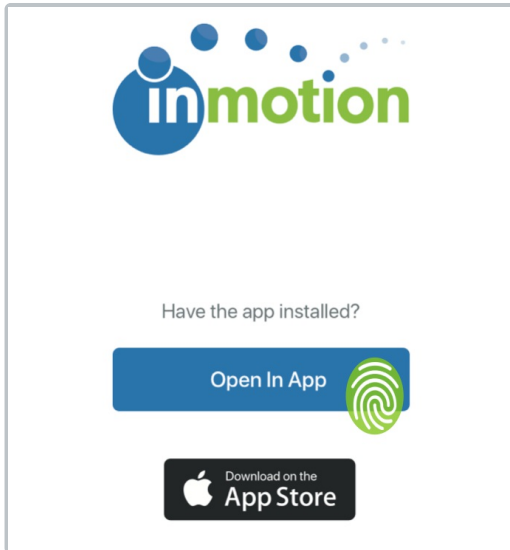
## Accessing the Proof

Once you have downloaded the mobile app, you can access proofs from your mobile device. If you have mobile access to your 'Proof Available for Review' email from inMotion, **tap the 'Review this Proof' link** from your email on your mobile device.
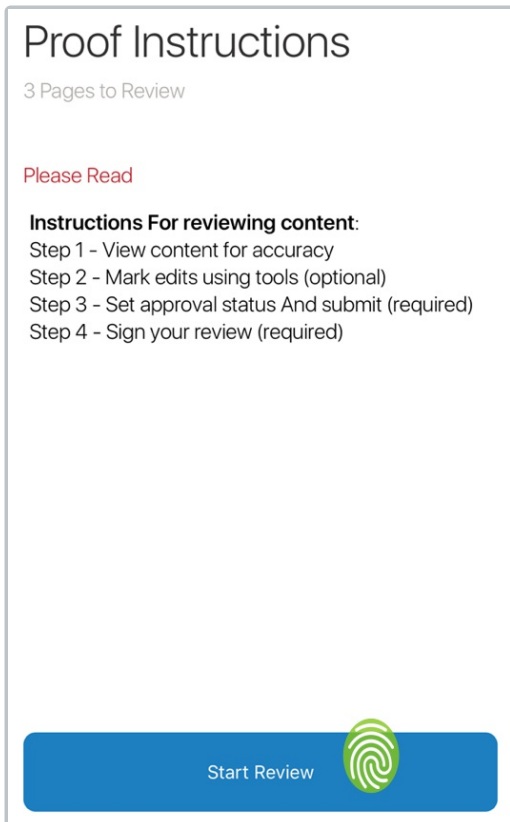


> ℹ️ If you don't have mobile access to your email, you can open the inMotion mobile app and enter your email address and proof access code to open the proof.

The link will launch a page in your mobile browser requesting to open the inMotion mobile app. **Tap the blue button** to open the proof with inMotion.



If the proof uploader added specific instructions for reviewing content, please read them and then **tap on 'Start Review'** to open the proof.
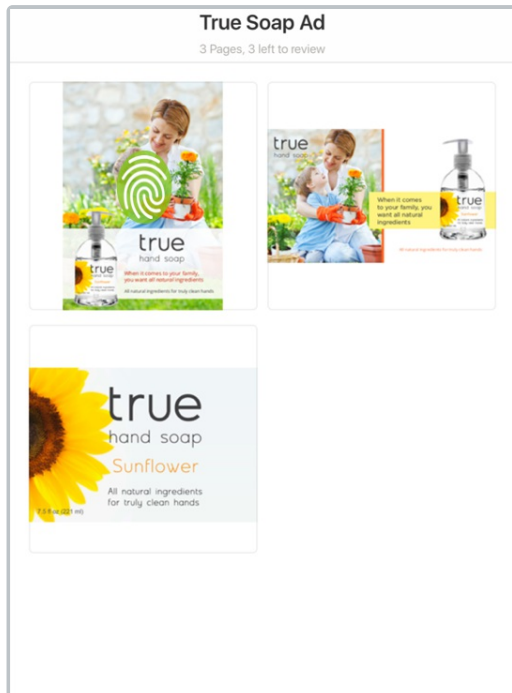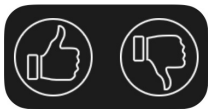
## Providing Feedback

Once the mobile app loads the proof, **tap on the asset** that you want to view.



While viewing the selected asset, you can **pinch to zoom** on your mobile device. Once you have reviewed the asset, you can provide either a *'thumbs up'* to approve, or a *'thumbs down'* to disapprove.

**Tap on the corresponding icon** to set your approval status. The app will automatically load the next asset in the proof.



**Tap on the info icon** to view the Proof Instructions or Asset Info.
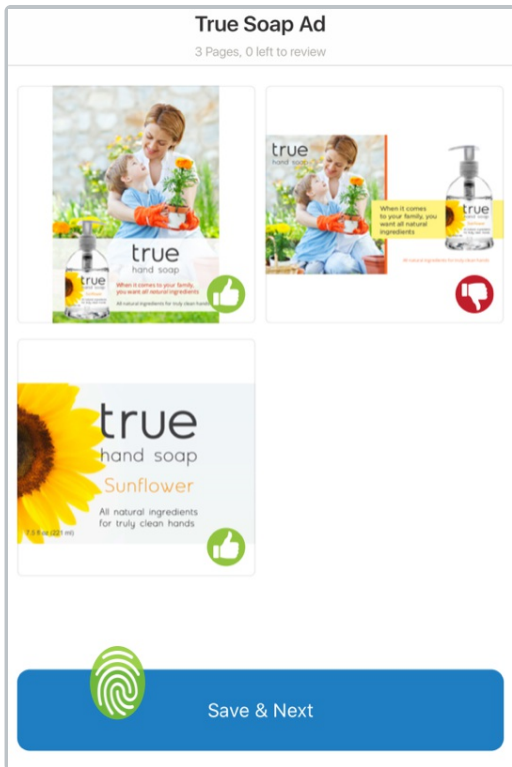


When applicable, you can **tap on the comment icon** to view the number of comments provided by other reviewers.

## Submitting Reviews

Once you have set a status for each asset, you will see a green or red thumb icon associated with each approval or disapproval.

If your review includes a disapproval, **tap the 'Save & Next' button** and the app will prompt you to complete your review from the desktop app.



If your review includes all approvals you can complete the review from the mobile app. **Tap the 'Submit Review' button** to confirm your submission.

**Tap the checkbox to accept the disclaimer** and if required, type your digital signature. Finally, **tap the 'Submit Review'** button to send your approvals.

# Confirm Your Submission

Once you submit your review, your approval statuses are locked and the next proof may progress to the next review tier.

☑ I accept the disclaimer for submitting my review.

View Disclaimer

ellen@truesoap.com

Submit Review

Now, close the app and begin your next review.



**Requires iOS 9.0 or later.**
**Compatible with iPhone 6 or later.**