



SpeedProof™ Quick User's Guide

- You will receive an e-mail from SpeedProof@gruggen.com titled "Pending SpeedProof Review".
- Within the e-mail is a link that reads "Please [click here](#) to access your current review". Click the link and it will automatically bring you to your SpeedProof Review Session.

Note: You cannot have any other Explorer windows open while running SpeedProof.

- When the review window opens, click on the PDF(s) you need to review. The program will open the PDF for you and may take a minute depending on file size.
- After reviewing the PDF(s), click the button that says "Review" next to the PDF you need to approve/make changes. Each PDF must be reviewed individually.
- Clicking the "Review" button will open a window with a drop down menu and a text box.
- The drop down menu gives you the option to Approve, Approve with changes or Make changes and require seeing a new PDF.
- The text box allows you to detail your changes, make comments, ask questions, etc.
- After you have made your selection from the drop down menu and typed your comments in the text box, click "Submit". This will bring you back to the main review screen and the status of that particular PDF will change according to the key at the bottom of the review screen.
- Once you have reviewed and submitted your approval/changes on EACH PDF in the review session, click "Sign Review." This is your "electronic signature" for the review.
- The program will ask you one last time if you want to finish the review. Click "Finish Review". The review will then be submitted to the Review Manager.
- The program will bring you back to the main review screen. There will now be a link for you to "View Review Session Report". This will show you any approvals you made, any changes you made or any comments you entered.
- You will receive a confirmation e-mail stating that your review has been logged in.

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