Keep track of your own feedback
And where you are in the process

The status symbol next to the image indicates the same status for all participants.
Below the image you will find your own status.

● Unviewed ⌄	● Unviewed ⌃	● My status ⌃	● Approved ⌃	**Your own status**

	● Approved	● Approved	● Approved ✓	Being able to see your own status is important in projects that are reviewed by multiple people.
	● Change	● Change	● Change	
		● Unviewed	↺ Reset status	See separate presentation.
			● Unviewed	

"Unviewed" indicates that you have not opened and reviewed this the file.

It appears only for yourself.

If you want to approve or request a change immediately.

The status selector is simplified and adapted to the situation.

When you open an image for review, your blue dot will disappear.

However, by clicking on the status selector, you can simply reset the blue dot. Doing this as a reminder to yourself that you have not yet finished the review.

This way, you will find it again when you need or have time.

If necessary, undo your status selection via "Reset status". This will reset your selection to "My status".

You can select "Unviewed" in this situation as well.

Mark files as information if they
are not meant to be reviewed

When files are uploaded by the agency, they are automatically marked with a yellow status (ready for review). However, when the files are uploaded by the client team, they are automatically marked with a blue status (i) as these files are usually instructions for the project team, such as brand guidelines or a brief etc.
If you need to change the mode of a file from "information" to "review" or vice versa, do the following:

1. Click on the status icon

0 reviews
This project is set to 1 reviews per file

Mark as info

2. Mark as info

Force change   Force approved   Ok

Information
Status changes are disabled when marked as info

Mark as info

3. Enable review

Force change   Force approved   Ok