

Running a *review*

From the first upload to a Certificate of Approval, in six steps. Keep this open for your first few projects.

Who does what

DESIGNER

- Creates the project and uploads each version.
- Replies to comments and resolves threads.
- Shares the certificate once the design is approved.

CLIENT

- Final approver: comments, and approves or requests changes.
- Reviewers: comment only, they can't approve.
- Nobody on the client side needs an account.

The six steps

- ☐ **1 New project.** Pick the type (e.g. Packaging), the client, and a project name. The name is what the client sees in their inbox. Upload the design: PNG, JPG or WebP up to 20 MB, or PDF up to 50 MB.
- ☐ **2 Add the Final approver and reviewers.** Only the Final approver can approve or deny. Add a **hard deadline** if feedback must stop at a set date and time.
- ☐ **3 Create project.** Everyone gets their own private review link by email. Need the link elsewhere? "Share review link" copies it.
- ☐ **4 Work through the feedback.** Each pin on the design is a thread. Reply, then mark it resolved when it's done. Filter by Open and Resolved to see what's left.
- ☐ **5 Upload the next version with "Replace design".** The client always reviews the latest one. Repeat steps 4 and 5 until it's right.
- ☐ **6 Approval and certificate.** When the Final approver approves, you're notified and the **Certificate of Approval** is issued for that exact version. Anyone can check it at znaak.app/verify.

MESSAGE TO THE CLIENT · COPY AND PASTE

Hi [Name], the artwork for [project] is ready for your review. You'll get a private link from Znaak: double-click anywhere on the design to comment, and click "Approve" when you're happy. No account needed, and it works on your phone. Please check your spam folder if you don't see it.

DO

- ✓ Make sure the Final approver is the person who really signs off.
- ✓ Resolve threads as you fix them, so nothing slips.
- ✓ Try "Invite yourself as a reviewer" once to see what the client sees.

AVOID

- ✗ Setting yourself as the Final approver. The certificate should carry the client's name.
- ✗ Collecting feedback in chat or email instead of on the design.
- ✗ Sending files for print before the approval is in.

Quick fixes

The client didn't get the email.

Check the address and ask them to look in spam. You can also copy the link with "Share review link".

The client wants changes.

They click "Request changes". Fix it, then upload the new version with "Replace design".

Only invited people should see it.

In "Share review link", set access to **Restricted**: invited reviewers only.

Someone else must sign off too.

Use "Add final approver" on the project page.