

Generating a Proof Report

For any task and element that is associated with a task, you can generate a Proof Report that summarizes the task information, task status, annotations, and chat.

Requirements: You must be assigned a project role that includes the View Correction Reports user right. If you want the report to include annotations added by other users, you must also be assigned the View All Annotations & Status user right.

You can generate a Proof Report in the **Tasks** view or in Smart Review. For a user with Admin Tasks user right, if the **Enable 'Manage Tasks' view** option is selected for the customer, you can generate a Proof Report from the **Report** menu in the Manage Tasks view.

You can generate a Proof Report for multiple elements contained within a task, or for a single element across multiple tasks.

Note: If the element has multiple revisions, the report is generated on the latest revision.

You can generate a Proof Report when an element under a task is selected, a task is selected, multiple elements under a task are selected, or an element in Element view is selected.

Task view

1. In the **Tasks** view, select the task or the task element(s) for which you want to generate a Proof Report.
2. Select **Task > Proof Report**.
3. In the Proof Report dialog box that appears, select the element, content items that you want to appear in your report, resolution, and format. Also select the output destination and the format of the report.
4. Click **Create**.

Element view

1. Under a project, select a specific element that has been added as a task element.
2. From the **Task** menu, select **Proof Report**.
3. In the Proof Report dialog box that appears, select the task, content items that you want to appear in your report, resolution, and format. Also select the output destination and the format of the report.
4. Click **Create**.