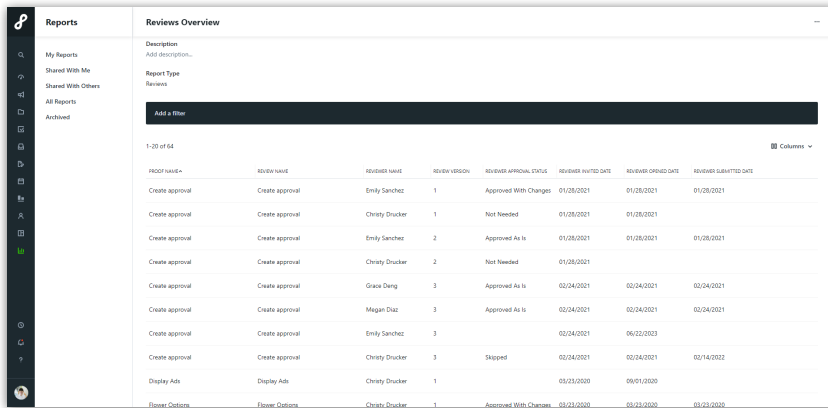


Reviews Report

Published on 01/27/2022

The review and approval stage is often the biggest bottleneck in a creative project. With the **Reviews Report** in Lytho Workflow, you can get detailed information about your reviews, allowing you to streamline your review and approval process by identifying the source of delays or bottlenecks. The report also provides data to confirm your team is meeting SLAs and has the necessary audit trail of approvals, answering the eternal question: *Who submitted which approval and when did they submit it?*



Available Columns & Filters

	Available Columns	Available Filters
# of Reviewer Comments	✓	
Archived Status	✓	✓
Campaign ID	✓	
Campaign Name	✓	
Overall Version Status	✓	✓
Project ID	✓	
Project Custom Fields	✓	✓
Project Name	✓	
Project Status	✓	✓
Proof Completed Date	✓	
Proof Due Date	✓	
Proof Name	✓ (Selected By Default)	

	Available Columns	Available Filters
Proof Sent Date		✓
Proof Start Date	✓	
Proof Status	✓	✓
Review Deadline	✓	✓
Review Name	✓ (Selected By Default)	
Review Version	✓ (Selected By Default)	
Reviewer Approval Status	✓ (Selected By Default)	
Reviewer Duration*	✓	✓
Reviewer Invited Date	✓	✓
Reviewer Name	✓ (Selected By Default)	
Reviewer Opened Date	✓	✓
Reviewer Submitted Date	✓	✓
Reviewer Type	✓	✓
Review Deadline	✓	✓
Route Tier #	✓	
Route Tier Deadline	✓	
Task ID	✓	
Total # of Assets	✓	
Total # of Pages	✓	
Version Sent Date	✓	✓

**The Review Duration column only reflects the duration of reviews created on or after March 1, 2020.*

Duration Definitions



Duration Metrics are calculated every day at 6am and 6pm EDT



Reviewer Duration: The total amount of time starting when a review is sent to the reviewer and ending when the reviewer submits their approval status. Any proofs currently in review are not included until they return. This is most helpful for closed projects/ work. The Reviewer Duration value is rounded to minutes or hours or days, depending on how much time was logged. For example, if a review lasted an hour and one minute, the duration will display "an hour."

© 2023 Lytho, Inc. All rights reserved. | [Privacy Policy](https://www.lytho.com/privacy-policy/) (https://www.lytho.com/privacy-policy/)

Have a friend who could benefit from Lytho? [Refer them and get a \\$200 gift card!](https://www.lytho.com/share-the-lytho-love/)

(<https://www.lytho.com/share-the-lytho-love/>)