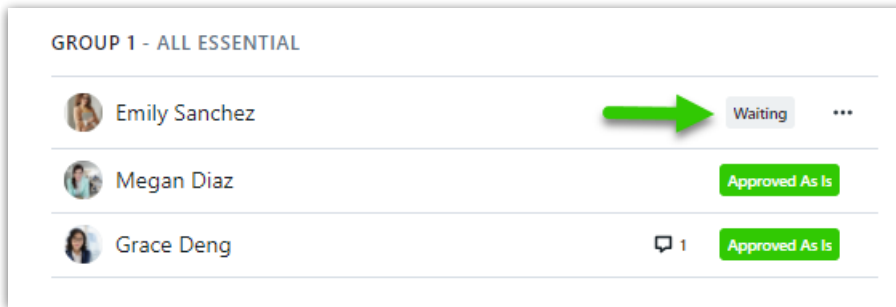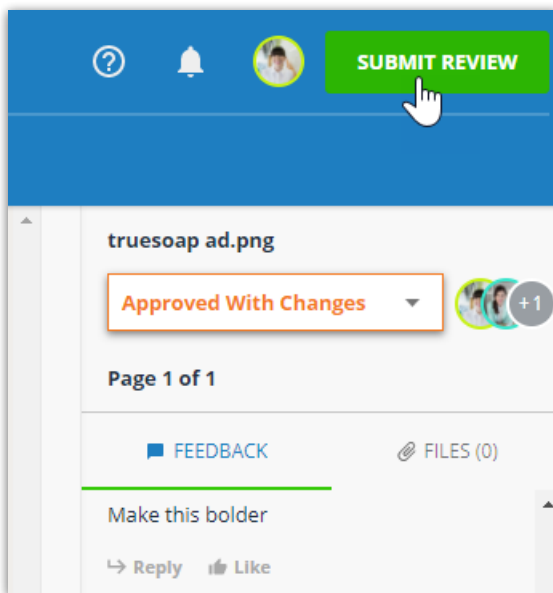# Why is a review not showing it has been submitted?

Published on 01/27/2022
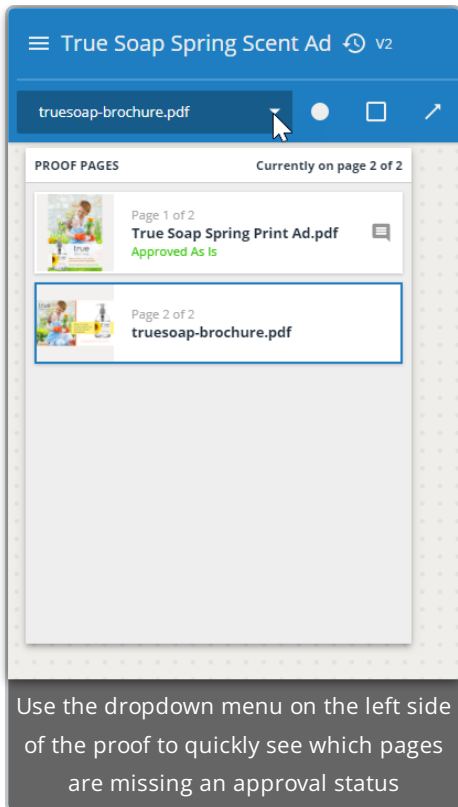
If a reviewer believes they have summited their review, but the review status has not updated, this is often because they have not fully submitted their review. This will be indicated in the proof with a **Waiting** badge next to the reviewers name. The proof will also still be in the reviewers TO DO list of their reviews.

Reviewers must select **SUBMIT REVIEW** to complete their review.

If the option to submit review is not showing, ensure that each page of a proof has an approval status set. Once the approval status is set for each page, a button will appear in the top right of the blue tool bar to **SUBMIT REVIEW**. If an approval status has not been set for each page, the button will read **Save & Exit**.

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PROOF PAGES   Currently on page 2 of 2

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Page 2 of 2
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Use the dropdown menu on the left side of the proof to quickly see which pages are missing an approval status