

# Proof roles

Assigning the proper **proof roles** to proof recipients ensures the right people are able to review and approve the proof.

	READ ONLY	REVIEWER	APPROVER	REVIEWER & APPROVER	AUTHOR*	MODERATOR*
View a proof	X	X	X	X	X	X
Add markups		X		X	X	X
Add comments		X		X	X	X
Edit your own comments (if there are no replies)		X		X	X	X
Make a decision			X	X	X	X
Edit or delete comments (made by others)						X (Can delete but not edit)
Edit the proof					X	X
Submit new versions					X	X
Create a copy of a proof					X	
Share a proof with others					X	
Apply actions on comments					X	X
Resolve comments					X	X
Add new reviewers						X

\* Author and moderator proof roles can be assigned only to Workfront users, not guest reviewers.

## WHICH ROLE?

Don't know which proof role to assign? Workfront offers these general recommendations:

- **Reviewer & Approver**—These users can make comments and make a decision (such as approved or rejected) on a proof. Use this proof role for the key internal and external stakeholders in the review process. This is the most commonly used proof role.
- **Reviewer**—There may be people in your proof workflow who only need to make comments, so this role is ideal for them. Reviewer also can be assigned to Workfront users

who primarily upload proofs or serve as a proof owner but otherwise aren't part of the proofing process.

Workfront recommends that default proof roles are assigned to users and are included in workflow templates. This is done by your system administrator. Once your exact proofing workflow needs are established, modify the proof role assignment as needed.