

Reviews Report

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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?*

ß	Reports	Reviews Overview								
م ج	My Reports Shared With Me Shared With Others	Description Add description Report Type Reviews								
1 3 3	All Reports Archived	Add a filter								
9 2		1-20 of 64 PROOF NAMEA	REVEW NAME	SEVENER NAME	REVEWVERSON	REVEWER APPROVAL STATUS	REVIEWER INVITED DATE	REVEWER OPENED DATE	REVIEWER SLEWITTED DATE	00 Columns ~
∎ L		Create approval	Create approval	Emily Sanchez Christy Drucker	1	Approved With Changes	01/28/2021	01/28/2021	01/28/2021	
1		Create approval	Create approval	Emily Sanchez Christy Drucker	2	Approved As Is Not Needed	01/28/2021 01/28/2021	01/28/2021	01/28/2021	
		Create approval Create approval	Create approval	Grace Deng Megan Diaz	3	Approved As Is Approved As Is	02/24/2021 02/24/2021	02/24/2021 02/24/2021	02/24/2021 02/24/2021	
1		Create approval	Create approval	Emily Sanchez Christy Drucker	3	Skipped	02/24/2021	06/22/2023	02/14/2022	
)		Display Ads	Display Ads	Christy Drucker	1		03/23/2020	09/01/2020		
		Rover Octions	Flower Options	Christy Drucker	1	Approved With Changes	03/23/2020	03/23/2020	03/23/2020	

Available Columns & Filters

	Available Columns	Available Filters
# of Reviewer Comments	✓	
Archived Status	1	1
Campaign ID	✓	
Campaign Name	✓	
Overall Version Status	✓	✓
Project ID	✓	
Project Custom Fields	✓	✓
Project Name	✓	
Project Status	✓	✓
Proof Completed Date	✓	
Proof Due Date	v	
Proof Name	✓ (Selected By Default)	



	Available Columns	Available Filters
Proof Sent Date		✓
Proof Start Date	✓	
Proof Status	<i>✓</i>	\$
Review Deadline	✓	✓
Review Name	✓ (Selected By Default)	
Review Version	✓ (Selected By Default)	
Reviewer Approval Status	✓ (Selected By Default)	
Reviewer Duration*	✓	✓
Reviewer Invited Date	<i>✓</i>	\$
Reviewer Name	✓ (Selected By Default)	
Reviewer Opened Date	✓	✓
Reviewer Submitted Date	<u>ل</u>	5
Reviewer Type	✓	✓
Review Deadline	<i>✓</i>	v
Route Tier #	✓	
Route Tier Deadline	<u>ل</u>	
Task ID	<u>ل</u>	
Total # of Assets	✓	
Total # of Pages	<u>ل</u>	
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."

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