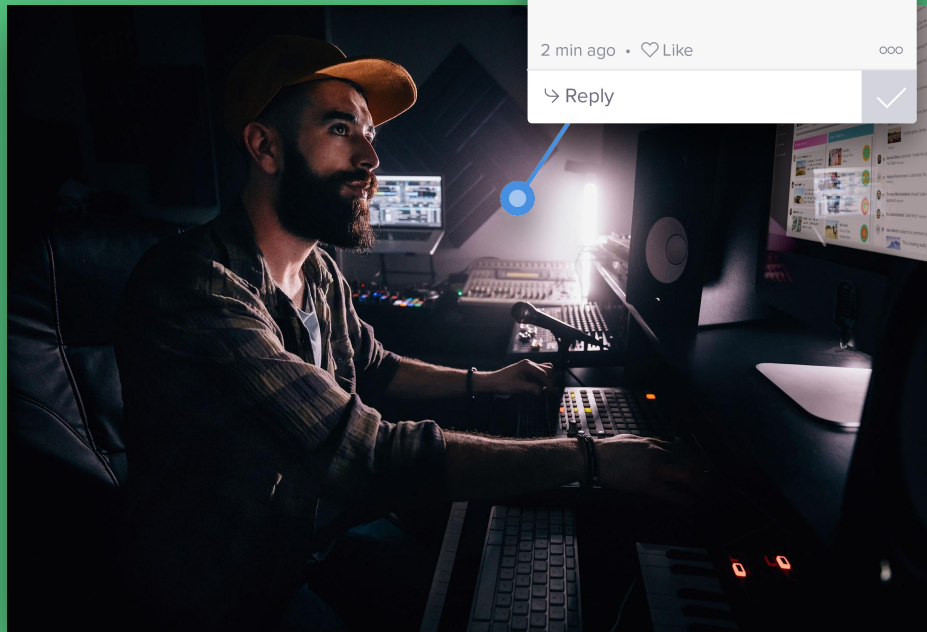




# Reviewer Guide



# Welcome to Wipster!

This guide will help prepare you with the information you need for the review and approval process as well as best practices, tips and tricks! If you have any additional questions that may not be covered in this guide, please feel free to email [support@wipster.io](mailto:support@wipster.io) or use our in-application chat feature.

## Useful & Important links

- [Help center](#)
- Ticketing: [support@wipster.io](mailto:support@wipster.io)
- [Commenting tips and tricks](#)

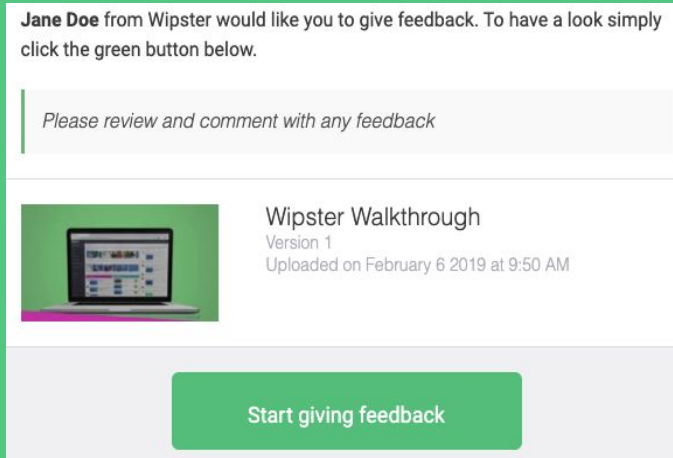
# Getting Started

To review and approve content, you will receive an email or a URL to review an asset. You do not need a Wipster account to review content.

## Shared via Email

**Jane Doe** from Wipster would like you to give feedback. To have a look simply click the green button below.

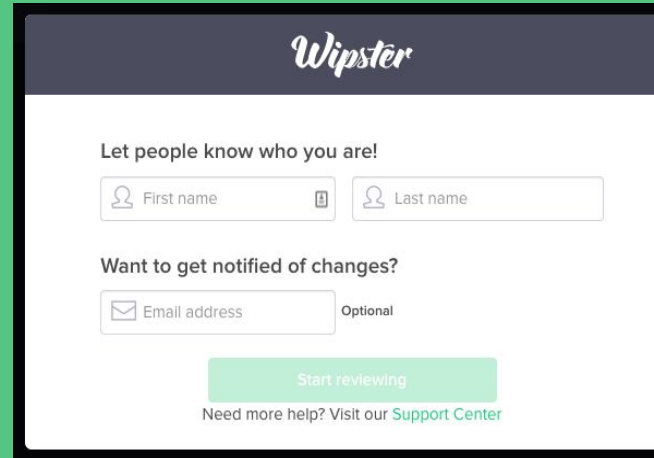
Please review and comment with any feedback



The screenshot shows an email notification. At the top, it says 'Jane Doe from Wipster would like you to give feedback. To have a look simply click the green button below.' Below this is a light gray box with the text 'Please review and comment with any feedback'. Underneath is a white box containing a small image of a laptop displaying a video player, the title 'Wipster Walkthrough', 'Version 1', and 'Uploaded on February 6 2019 at 9:50 AM'. At the bottom of the email is a large green button with the text 'Start giving feedback'.

Click the button to access and begin reviewing the video.

## Shared via URL



The screenshot shows the Wipster review form. At the top is the Wipster logo. Below it is the heading 'Let people know who you are!' followed by two input fields: 'First name' and 'Last name'. Below that is the heading 'Want to get notified of changes?' followed by an 'Email address' input field with the word 'Optional' next to it. At the bottom is a green 'Start reviewing' button and a link that says 'Need more help? Visit our Support Center'.

Click the shared link and enter your name. Enter email only if you want to receive updates

# How to Review and Comment

When you click on the shared content via email or link, you'll be taken to the Wipster to start reviewing. Hit play, if a video, then click on the frame to leave a comment. Here are two ways to comment:



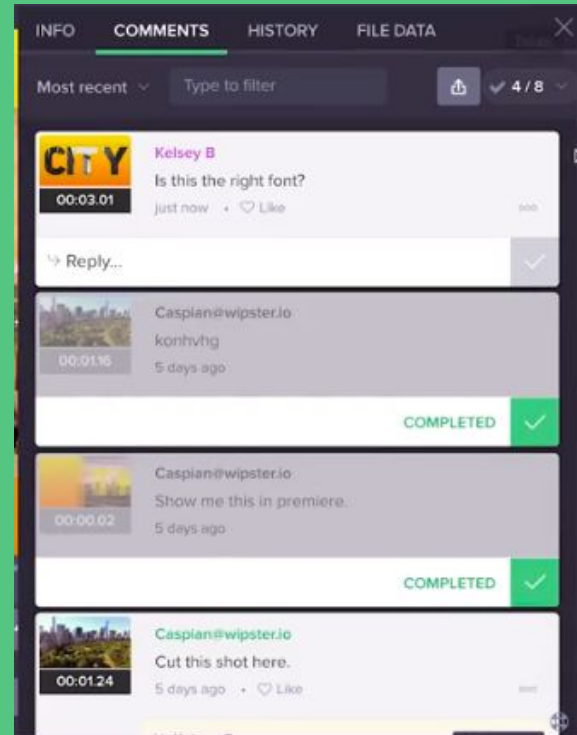
Click to leave a pin-pointed comment.



Click and drag to select area for a comment.

# Commenting Tips

- Increase interaction and clarify your comment by adding emojis, images and tags.
- A full list of keyboard shortcuts is listed in our help section>keyboard controls..
- See other comments as a list by clicking on 'comments' tab to the right of the video.

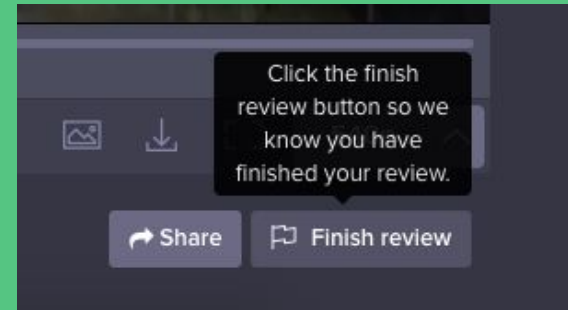


[Read all commenting tips here.](#)

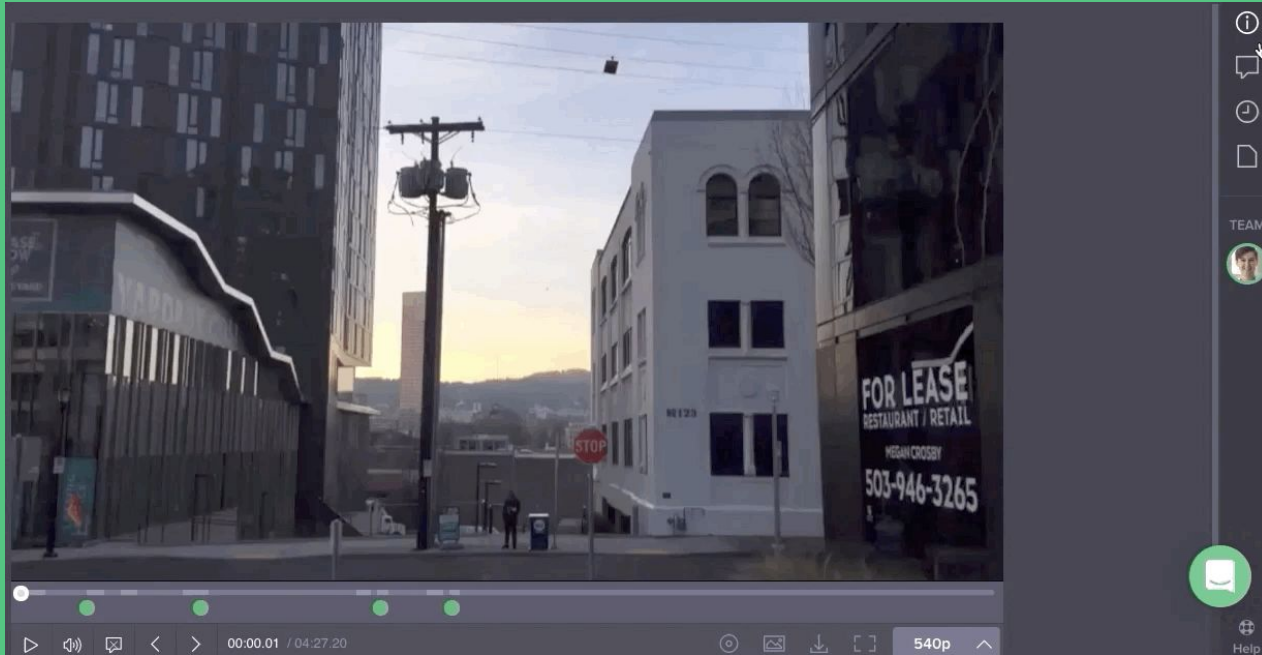
# Be sure to click “Finish Review”

When you finish commenting, be sure to click the ‘finish review’ button in lower right beneath the video.

This will alert your team that you’ve finished review so they can begin to make updates.



# Video Information



The bar on the right is expandable to see more information about the file. Here you will find: Info, Comments, History, and File Data.

# Video Information

The “Info” tab shows more information about the video such as a description, tags, and all team member activity on the video.

The “Comments” tab will keep track of all comments made on the video in one panel as an alternative to clicking on the video timeline. You reply to comments here or within the video player--your comment will display in both locations.

The “History” tab displays all activity to date within the project.

The “File Data” tab will show you the information about the file uploaded, including who uploaded it and when, as well as deeper information on the video and audio format statistics.

# Notifications

The team member who uploaded the project will get email notifications as you review and make comments.

The notifications you receive as the reviewer will depend on how the asset was shared with you. Shared email assets will notify you with hourly updates if there has been any new activity.

Shared links will only notify you if you entered your email address in order to receive updates.



# We're Here to Help

Should you have any further questions or needs, you can always email [support@wipster.io](mailto:support@wipster.io) or access our help center in the dropdown beneath your name.

Thank you for using Wipster!

