

# PROJECT REVIEW

# USER GUIDE

[projectreview.toyota.com](http://projectreview.toyota.com)

## Instructions for

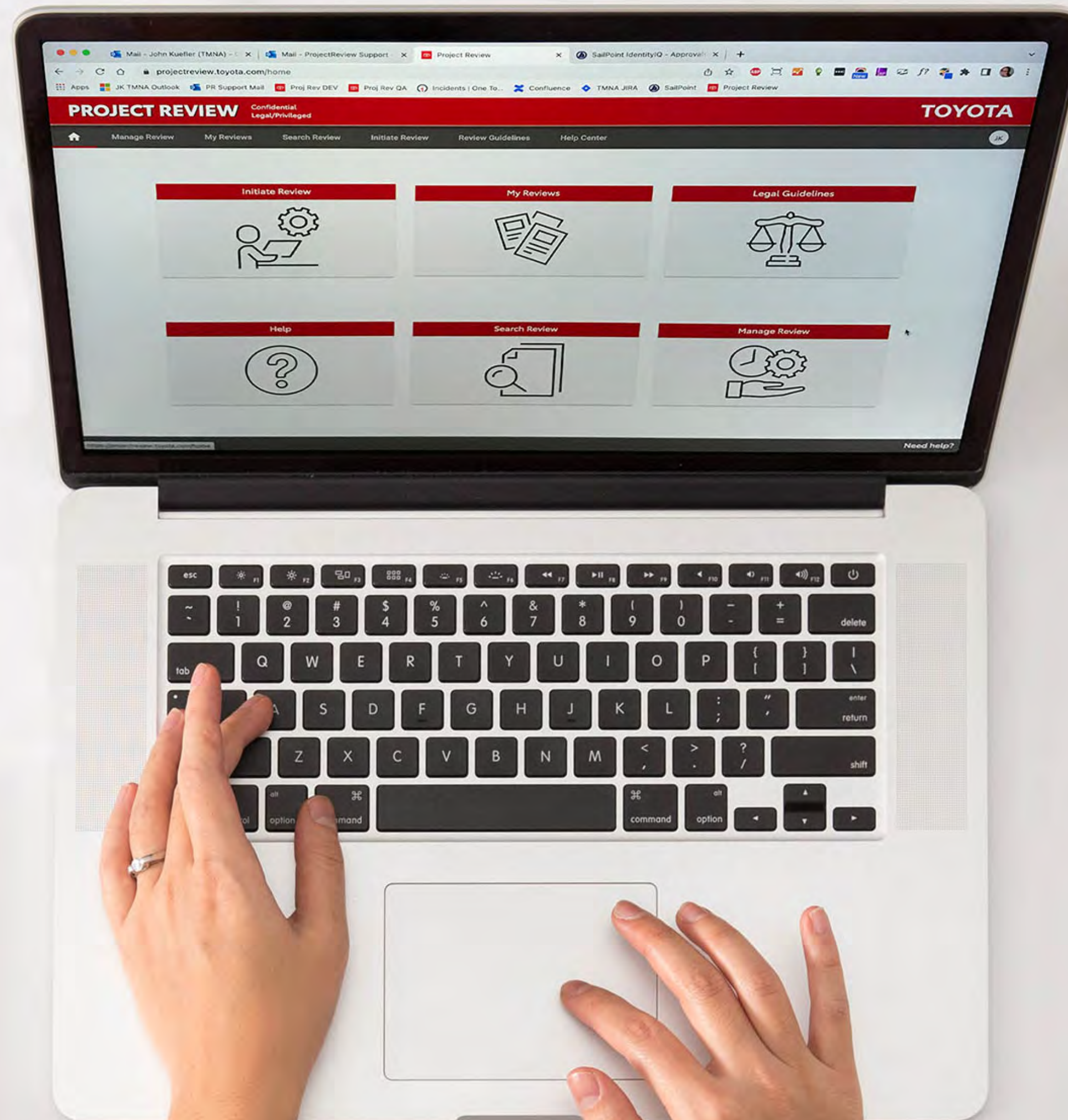
- Review Leaders
- Reviewers
- Agencies

For help contact

[projectreview.support@toyota.com](mailto:projectreview.support@toyota.com)



Last updated 4.20.22<sup>6</sup>





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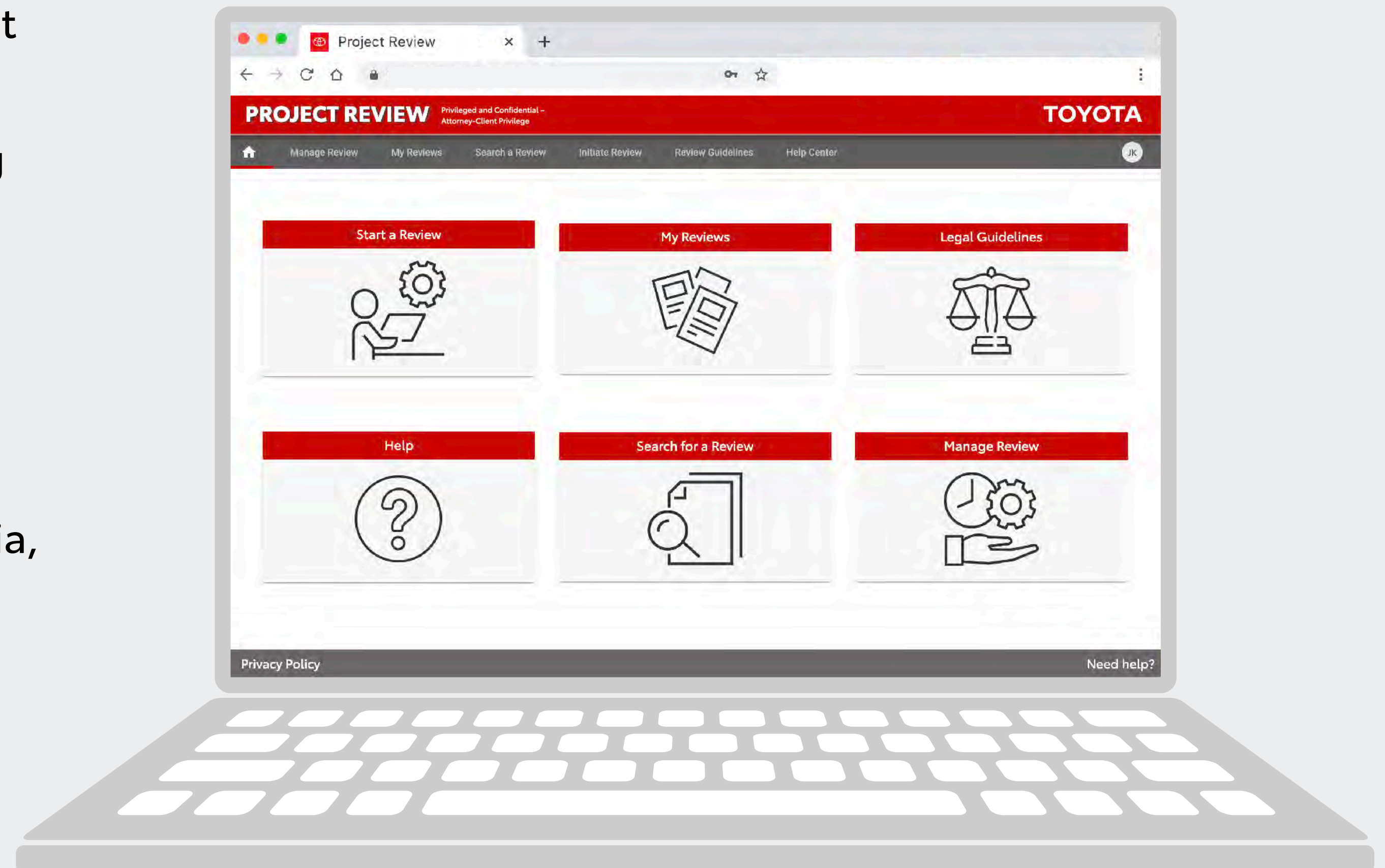
# Overview: Introduction

The Project Review system is the official place to submit Toyota and Lexus materials to TL1 for legal review.

Use the Project Review system to submit all advertising and marketing communications materials or any other consumer-facing copy, press releases or similar documents for legal review. This includes:

- Materials created at headquarters, in the field, or by Toyota or Lexus advertising agencies
- TV, radio, print, brochures, internet copy, social media, websites, emails, etc.
- Sales training materials used by dealers

See more details in the Review Guidelines section of the Project Review site.



# Overview: User Types and Roles

It's important for each user type to understand their unique role. Each has different access privileges in the system.

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## REVIEW LEADERS

*Toyota or Lexus associates  
who manage reviews*

Review Leaders initiate new reviews and subsequent review rounds, upload documents to be reviewed, close reviews after deadlines pass, gather and consolidate feedback (and send feedback to agencies if applicable).

---

## REVIEWERS

*Typically the legal staff  
(but can also be any  
corporate associate)*

Attorneys (or Corporate Reviewers) download documents being reviewed (and optional reference documents) and after review, they provide feedback by uploading annotated documents and/or entering their feedback in a comment box.

---

## AGENCIES

*Authorized external partners*

Agency users can initiate (but not publish) reviews. Or, Review Leaders can initiate a review and invite an agency user to upload the content. Agencies cannot receive feedback directly — a corporate Review Leader must close the review, consolidate legal feedback and send it to the agency.

# Overview: How Reviews Work





# Important Terms to Understand: Completing vs. Closing

## **“COMPLETING” A REVIEW**

*Reviewers:*

*See page 25 for details about “Completing” a review.*

When individual reviewers finish providing feedback, they click the “Finished Reviewing This Round” button. Once they have completed the round, reviewers can no longer edit their comments. (This ensures that other reviewers and Review Leaders know there will be no more comments from users who have completed reviews.) Once reviewers click “Review Complete” their comments can be viewed by other users assigned to that review.

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## **“CLOSING” A REVIEW**

*Review Leaders:*

*See pages 15–18 for details about “Closing” a review.*

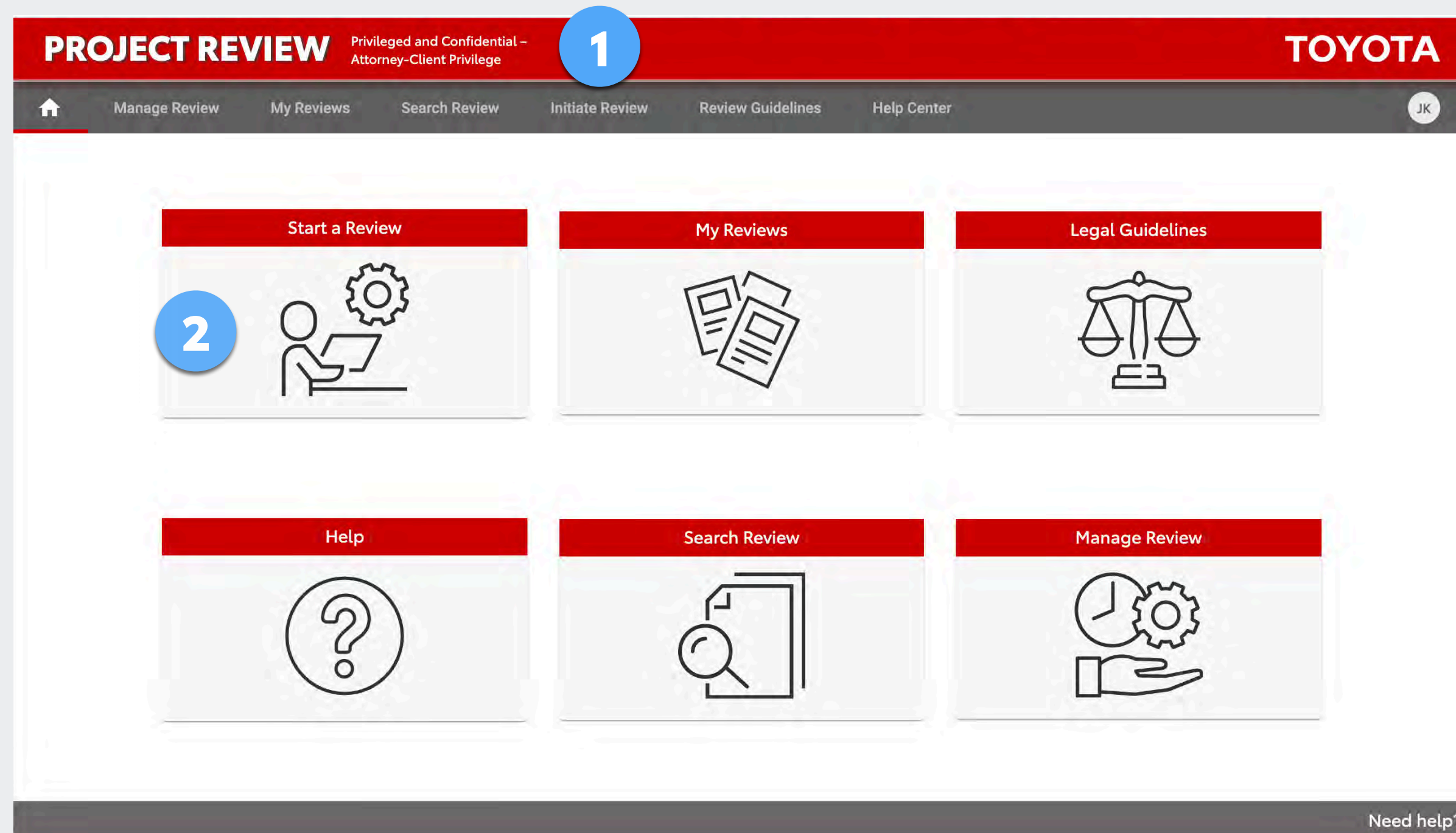
It is the Review Leader’s job to “Close” a review when reviewers have completed it and/or when the deadline passes. (A review can be closed at any time even if all reviewers have not completed it.) Only a Toyota corporate employee can act as a Review Leader — agency users cannot close reviews (nor can agencies publish reviews or gather reviewer feedback as explained on page 4).

Closing reviews is a manual task and there is no notification email reminding Review Leaders to do it. Agencies are often anxiously awaiting feedback. If agency users have not received feedback when expected, they should contact the Review Leader and ask them to close the round and send them the feedback.

## REVIEW LEADERS

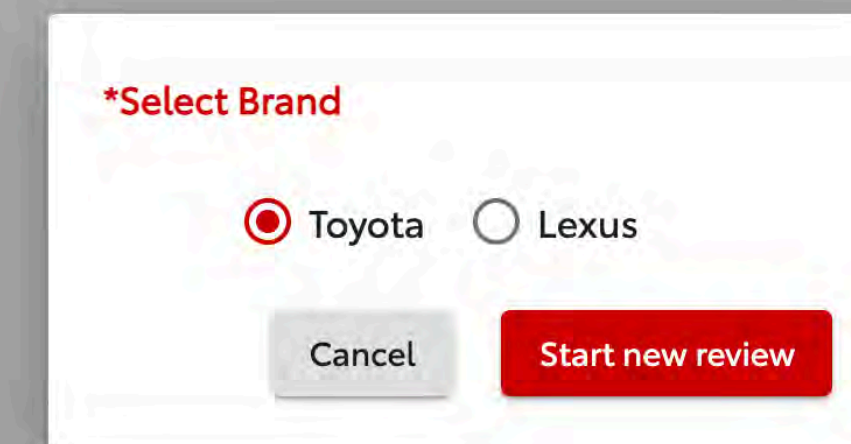
- 8 Initiating a Review
- 14 Managing a Review
- 15 Closing a Review
- 16 Gathering Reviewers' Feedback
- 17 Sending Feedback to Agency
- 18 Starting a New Round
- 19 Archiving Reviews
- 20 Reactivating Archived Reviews

# REVIEW LEADER: INITIATING A REVIEW



1 To initiate a new review, use the *Initiate Review* tab.

2 Or, use the *Start a Review* icon.




Your profile is assigned to the Toyota brand, the Lexus brand, or both. If you are assigned to both you will choose which brand to use for the review. If you need access to a brand to which you are not assigned, submit your request to Support by using the *Need help?* link in the footer.



# REVIEW LEADER: INITIATING A REVIEW STEP 1

## Step 1 – Provide Information and Select Reviewers

- 1 Enter the required information.
- 2 Give a detailed description of what you are submitting, how it will appear to a consumer and what you need the attorneys to review (highlighting new or changed copy can be very helpful). Attorneys need the full context to give proper legal advice. See the *Review Guidelines* tab for more instructions.
- 3 You will automatically be selected as the Review Leader. Select at least one additional Review Leader who can manage the review in your absence.
- 4 Select Legal Reviewers (click  for help selecting the correct attorneys) and/or Corporate Reviewers (if any\*).
- 5 Select Agency participants (so you can send them feedback through Project Review and/or have them upload the document to be reviewed).
- 6 Click *Continue to Step 2*.

PROJECT REVIEW

Privileged and Confidential – Attorney-Client Privilege

TOYOTA

Manage Review

My Reviews

Search Review

Initiate Review

Review Guidelines

Help Center

Initiate Review

Upload Content

Publish Review

Add Review: Step 1 Initiate Review

\*Indicates required field

1

Project name \*

Campaign

Reference Review number(s)

Media type \*

Model Year \*

Model \*

For Round 2 and subsequent Rounds, please reply to any questions posted by Reviewers in previous Round.

See the "Review Guidelines" tab for instruction on the Project description.

2

Project description \*

\*Select Review Participants

3

Review Leaders

☐ Adams, Sam

☐ Admin, ProjectReview

☐ Apparaj, Ramesh

☐ Chau, Alexandra

☐ Clock, Christy

☐ Golden, Alex

☐ Greenwich, Addy

☐ Heagy, Brad

☐ Janmohammad, Moe

☐ kona, Karunakar reddy


☐ Kona (Test), Karunakar Reddy

☐ Kuefler, John

☒ Kuefler, John

4

Legal Reviewers

Who to assign? Click 

☐ Alpine, Attwood

☐ Disclaim, Leanne

☐ M, Pranavathi

☐ Test, Reviewer

5

Corporate Reviewers

☐ Adams, Sam

☐ Admin, ProjectReview

☐ Apparaj, Ramesh

☐ Chau, Alexandra

☐ Clock, Christy

☐ Doe, John

☐ Golden, Alex

☐ Greenwich, Addy

☐ Groman, Ryan

☐ Heagy, Brad

☐ Janmohammad, Moe

☐ King, Frankie

☐ kona, Karunakar reddy

6

Agency Participants

☐ Age, Bill

☐ Anshutz, Jennifer

☐ Chandrasekaran, Saravanan

☐ Reddy, Karunakar

☐ test, Test gmail

☐ Test, ACGraphic

☐ Test, Agency

☐ Test, Agency Pranavathi

☐ Workman, Arty

Continue to step 2

9 \*Typically, Legal Reviewers are selected. However, Review Leaders may also select Corporate Reviewers if their feedback is needed.

# REVIEW LEADER: INITIATING A REVIEW STEP 1

## Step 1 – Media Type, Model Year, Model

If you require a:

- 1 Media Type
- 2 Model Year
- 3 Model

And it is not available on the current menus, please contact support using the *Need help?* link at the bottom of the site or email the support team at [projectreview.support@toyota.com](mailto:projectreview.support@toyota.com).

Provide the details for what you need and support will add it to the menu(s).

PROJECT REVIEW

Privileged and Confidential – Attorney-Client Privilege

TOYOTA

Manage Review

My Reviews

Search Review

Initiate Review

Review Guidelines

Help Center

Initiate Review

Upload Content

Publish Review

Add Review: Step 1 Initiate Review

\*Indicates required field

Project name \*

Campaign

Reference Review Number(s)

Media type \*

Model Year \*

Model \*

For Round 2 and subsequent Rounds, please reply to any questions posted by Reviewers in previous Round.

See the "Review Guidelines" tab for instruction on the Project description.

Project description \*

\*Select Review Participants

Review Leaders

☐ Adams, Sam

☐ Admin, ProjectReview

☐ Apparaj, Ramesh

☐ Chau, Alexandra

☐ Clock, Christy

☐ Golden, Alex

☐ Greenwich, Addy

☐ Heagy, Brad

☐ Janmohammad, Moe

☐ kona, Karunakar reddy

☐ Kona (Test), Karunakar Reddy

☐ Kuefler, John

☒ Kuefler, John

Legal Reviewers

Who to assign? Click ?

☐ Alpine, Attwood

☐ Disclaim, Leanne

☐ M, Pranavathi

☐ Test, Reviewer

Corporate Reviewers

☐ Adams, Sam

☐ Admin, ProjectReview

☐ Apparaj, Ramesh

☐ Chau, Alexandra

☐ Clock, Christy

☐ Doe, John

☐ Golden, Alex

☐ Greenwich, Addy

☐ Groman, Ryan

☐ Heagy, Brad

☐ Janmohammad, Moe

☐ King, Frankie

☐ kona, Karunakar reddy

Agency Participants

☐ Age, Bill

☐ Anshutz, Jennifer

☐ Chandrasekaran, Saravanan

☐ Reddy, Karunakar

☐ test, Test gmail

☐ Test, ACGraphic

☐ Test, Agency

☐ Test, Agency Pranavathi

☐ Workman, Arty

Continue to step 2



# REVIEW LEADER: INITIATING A REVIEW STEP 2

## Step 2 – Upload Content

- 1 Upload the document to be reviewed (PDF, Word, Excel, PPT/PPTX, PNG and JPEG/JPG only), give it a title and add optional notes. (See *notes about video files on next page.*)
  - 2 Attach a reference document if desired (this is not the document to be reviewed). If you have multiple reference documents you can zip a folder containing them all.
  - 3 Click to upload; after confirmation go to Step 3.
- OR**
- 4 Select an agency user (assigned in Step 1) and invite them to upload the copy for you. Click *Preview* and you'll see the message the system will send them (which you can edit, if desired).
- If you choose this option, you'll get an email after the agency uploads the file. Then you'll proceed as described on page 13.*

The screenshot shows the 'PROJECT REVIEW' interface with a red header bar containing the Toyota logo and navigation links. The 'Initiate Review' tab is active. The 'Upload Content' sub-tab is selected. The form is titled 'Add Review: Step 2 Upload Document' and includes a note that asterisks indicate required fields. It contains several input fields: 'Review number' (pre-filled with 'T000515 | 1'), 'Project name' (pre-filled with 'Avalon E-Brochure'), 'Title \*' (required), and 'Notes'. There are two file upload sections, both with a '100MB maximum' limit. The first section, 'Upload document to be reviewed', includes a '1' in a blue circle and a 'Choose File' button. The second section, 'Locate reference file', includes a '2' in a blue circle and a 'Choose File' button. A '3' in a blue circle is next to a 'Click to upload' button. Below these is an 'OR' option to 'send request to agency to upload content', which includes a '4' in a blue circle, a 'Select agency contact person' dropdown, and a 'Preview' button.

# REVIEW LEADER: INITIATING A REVIEW STEP 2

## Step 2 – Upload Content: Videos (and Other File Formats)

Only PDF, Word, Excel, PowerPoint, PNG and JPEG files can be uploaded as documents for review. Native video files cannot be uploaded directly to the Project Review site. There are two ways to handle videos (or audio or other formats).

### Option 1

Place a link to the video in a Word document. Be sure the link won't expire so the video is available indefinitely. If a password is required to access the video, include that in the document along with the video link and any other notes for the reviewers.



**Put link in Word doc**

<https://www.video-link.com>

**Include notes or login information if required**

### Option 2

Place the video file in a PowerPoint document. Limit this to one video per PowerPoint. And, be aware that uploading very large files may take a considerable amount of time, depending on your connection speed.



**Place video in PPT**



**.mp4, .m4v, .mov,  
.mpg, .mpeg, .wmv**

Upload the Word document with the video link or the PowerPoint with the embedded video as described on the page 11.



# REVIEW LEADER: INITIATING A REVIEW STEP 3

## Step 3 – Publish

- 1 The deadline will default to 5 working days (the minimum required by Legal).

*If you need it faster, shortening the due date will require you to explain why an earlier deadline is necessary. Enter a brief explanation.*

You can set optional reminders for Reviewers.
- 2 All participants will receive an email notification by default. Deselect users here if you don't want them to receive the notification.
- 3 The system generates a standard message asking Reviewers to provide feedback. You can edit the standard text, if desired (but *don't remove the link* to the review).
- 4 When you click Publish Review Now, the notifications are sent and review goes live.

PROJECT REVIEW

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TOYOTA

Manage Review

My Reviews

Search Review

Initiate Review

Review Guidelines

Help Center

Initiate Review

Upload Content

Publish Review

Add Review: Step 3 Publish Review

\*Indicates required field

Review number

T000515 | Round 1

Project name

Avalon E-Brochure

Please note: Allow 5 working days if Legal review is required.

1

Set response deadline date \*

02/10/2021

Set response deadline time (Central Time) \*

12:00 AM

Send reminder email

No Reminder

Before publishing this Review, check the following and edit as needed:

3

Email Subject \*

Review Required [ProjectName], Round [Round], Due [DueDate]

Email Text \*

THIS IS AN AUTOMATED MESSAGE, PLEASE DO NOT REPLY.<br><br><br>Dear [ReviewerName],<br><br>The following Review project has been initiated and requires your feedback:<br><br>T000515 | Round 1<br><br>Avalon E-Brochure<br>Due: [DueDate],[DueTime]<br><br><br>Please use this link to access the Review:<br><br>https://qa.projectreview.toyota.com/Reviews/Initiate\_Review?ReviewID=832<br><br>If you have questions or need assistance, please contact me at the email address below.<br><br>

2

Email Notifications

Uncheck participants if you do not want them to receive email notifications. (To completely remove their access to this Review, return to the Step 1 page.)

☐ Deselect/Select all

☒ joshua.m.lake@gmail.com (Lester Eagle )

☒ jk4@johnkuefler.com (Alex Golden )

☒ john.kuefler@123.com (Addy Greenwich )

☒ john.kuefler@toyota.com (John Kuefler )

☒ jlake@callahancreek.com (Josh Lake )

4

Publish Review Now

13




# REVIEW LEADER: MANAGING A REVIEW

## Next...

The Reviewers will log in and leave their comments. They have the option to download the document, annotate it, and re-upload it to Project Review; **and/or**, they may read it and leave feedback in the comments box on the Project Review site.

- 1 Locate the review on your *My Reviews* tab. You can see each Reviewers' progress on the Overview page.
- 2 You can see *completed* Reviewers' overall comments here, but be aware that this is only *completed* Reviewers, so it will not include all the feedback until all Reviewers have marked the review complete.

 **IMPORTANT! When all Reviewers finish, the Review Leader must close the review (see next page).**

Review Overview

Review number	T000515   Round 1		
Project name	Avalon E-Brochure	RESPONSE DEADLINE	2/10/2021 00:02 AM
Campaign			
Date posted	2/3/2021	Brand	Toyota
Reference Review number(s)			
Model year/Model	2020 Avalon	Media type	Brochure
Overview	Sed ut perspiciatis, unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam eaque ipsa, quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt, explicabo. Nemo enim ipsam voluptatem, quia voluptas sit, aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos, qui ratione voluptatem sequi nesciunt, neque porro quisquam est, qui dolorem ipsum.		
Review Leader(s) *Primary	Addy Greenwich John Kuefler*	Not begun Not begun	1
Legal Reviewers	Lester Eagle	Not begun	
Corporate Reviewers	Alex Golden Josh Lake Karthikeyan Palanisamy Dharmaraj Ravi	Not begun Not begun Not begun Review completed	
Agency Participants	Ed Marker	Test Print Partner 2	

Instructions

Download Document for Review (and Reference Document if any)

Use "Track Changes" for Word or Excel or the "Comment" feature for PDFs before re-uploading the document to be reviewed.

Current Round

2020 Avalon E-Brochure

PDF

Document for Review

ZIP

Reference

Make Comments and/or Upload Edited Document

2


[View completed reviewers' comments.](#)

Finished Reviewing This Round



# REVIEW LEADER: CLOSING A REVIEW

It's **very important** to close a review when the Reviewers finish. Closing the review triggers the system to create a spreadsheet containing all Reviewers' comments and it prevents Reviewers from adding further comments.

- 1 Click the *Manage Review* tab.
- 2 Find the review you want to close and in the *Action* column, click the menu icon  and select *Close round*.


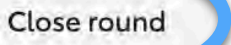
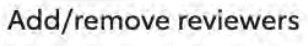
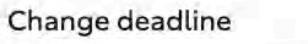


Manage ReviewMy ReviewsSearch ReviewInitiate ReviewReview GuidelinesHelp Center

1

Active Reviews

Start New Review


Click Review Number to view detail.

Review No.	Due Date	Project Name	Round	Status	2Action
<a href="#">T000515</a>	02/10/2021	Avalon E-Brochure	1	Published 02/03/2021	
<a href="#">T000514</a>	02/09/2021	Testing Legal guidelines	1	Published 02/01/2021	 <div>Close round</div>
<a href="#">T000513</a>	02/02/2021	TGPP Dev - Sample Project1	1	Published 02/01/2021	 <div>Add/remove reviewers</div>
<a href="#">T000512</a>	02/03/2021	Test Rush KP	1	Published 02/01/2021	 <div>Change deadline</div>
<a href="#">T000156</a>		Deadline Adjustment test review 2	2	Awaiting content	
<a href="#">T000511</a>	01/29/2021	NM TEST Review	1	Published 01/19/2021	



## Other Functions of the Action Menu

- 3 For a published (open) review, in addition to closing the round, you can also add/remove Reviewers and change the deadline.
- 4 For closed reviews, you can start a new round (see page 17), reopen a current round (you'll need to publish it again), and archive the review (to remove it from your active lists — see page 39).

Published 02/03/2021

Published 02/01/2021


Close round


Published 02/01/2021


Add/remove reviewers


Published 02/01/2021


Change deadline

Awaiting content

1Published 01/19/2021

1Awaiting content

Content upload

Round closed


Start new round


Round closed


Reopen round

Initiated and submitted by agency

Archive

2Published 12/30/2020

1Published 12/18/2020

1Published 12/18/2020



# REVIEW LEADER: GATHERING REVIEWERS' FEEDBACK

1

Review Overview

Review number

T000515 | Round 1

Project name

Avalon E-Brochure

Campaign

Date posted

2/3/2021

Reference Review number(s)

Model year/Model

2020 Avalon

Media type

Brochure

Overview

Sed ut perspiciatis, unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam eaque ipsa, quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt, explicabo. Nemo enim ipsam voluptatem, quia voluptas sit, aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos, qui ratione voluptatem sequi nesciunt, neque porro quisquam est, qui dolorem ipsum.

Review Leader(s)

Addy Greenwich

\*Primary

RESPONSE DEADLINE

2/10/2021 00:02 AM

Brand

Toyota

Review completed

Agency Participants

Ed Marker

Test Print Partner 2

Instructions

Round 1

Reviewer Feedback

2020 Avalon E-Brochure

Original Review Document

Reference

Upload Consolidated Document

Dharmaraj Ravi

Download edited document

Approval Status: Not approved, must review again

View comments

John Kuefler

(No Document)

Approval Status: Approved as is

View comments

John Kuefler

Download edited document

Approval Status: Approved as is

View comments

Download Excel of all reviewer comments

- 1
- After closing the review (see previous page), you'll go to the Overview page.
- You can locate this page any time with the *My Reviews* or *Manage Review* tabs, or via Search.

The bottom of the Overview page shows completed Reviewers' approval status, comments (if any) and annotated documents (if any).

You can:

- 2
- Download each Reviewer's annotated document (*No Document* indicates that Reviewer did not upload an annotated doc, but they may still have comments).
- 3
- Click *View comments* to see each individual Reviewer's comments in a popup.
- 4
- Download a spreadsheet of all Reviewers comments.

Scroll down to see previous rounds, if any.



# REVIEW LEADER: SENDING FEEDBACK TO AGENCY

Legal feedback is intended for Toyota employees only. Corporate employees must consolidate the feedback and send it to their agency partners — attorneys' comments should not be sent verbatim directly to agencies.

Therefore, the Review Leader must (1) manually consolidate feedback from Reviewers' comments and/or their annotated documents, and then (2) send it to the agency via the Project Review site (this keeps a record in the system).

- 1
- After feedback is consolidated, the Review Leader clicks the *Upload Consolidated Document* link on the Overview page.

<div><div>PDF</div><div>Original Review Document</div></div> <div><div>ZIP</div><div>Reference</div></div> <div><div>Upload Consolidated Document</div><div>1</div></div>	Dharmaraj Ravi	<div><div>PDF</div><div>Download edited document</div></div>	Approval Status: Not approved, must review again <a href="#">View comments</a>
	John Kuefler	<div><div>PDF</div><div>(No Document)</div></div>	Approval Status: Approved as is <a href="#">View comments</a>
	John Kuefler	<div><div>PDF</div><div>Download edited document</div></div>	Approval Status: Approved as is <a href="#">View comments</a>
	<a href="#">Download Excel of all reviewer comments</a>		

- 2
- Upload the consolidated document. (If you have an annotated document *and* supporting document(s) with comments or instructions, use a zipped folder.)
- 3
- Select users to receive an email notification (for example, you may choose only the agency users). The agency will log in and retrieve the consolidated feedback from Project Review.

Upload Consolidated Document

\*Indicates required field

Review NumberT000515 | Round 1

Project NameAvalon E-Brochure

Upload Consolidated Document

2

\*Locate document

(PDF, Word, Excel or Zip files only)

Choose File

No file choosen

Review List of Recipients

Uncheck recipients if you do not want them to receive e-mail notifications.

☒ joshua.m.lake@gmail.com(Eagle, Lester)

☒ karthikeyan.palanisamy@toyota.com(Palanisamy, Karthikeyan)

☒ dharmaraj.ravi@toyota.com(Ravi, Dharmaraj)

3

Cancel


Submit



# REVIEW LEADER: STARTING A NEW ROUND

To route the next version of a previously reviewed document, rather than starting a new review you should open a new round of the previous review. This keeps all the feedback in one place.

To open a new round:

- 1 Go to the *Manage Review* page.
- 2 Locate the desired review and make sure the previous round is closed.
- 3 In the *Action* column, click the menu icon  and select *Start new round*.

Initiate the new round as described starting on page 9.

PROJECT REVIEWPrivileged and Confidential – Attorney-Client PrivilegeTOYOTA

Manage ReviewMy ReviewsSearch ReviewInitiate ReviewReview GuidelinesHelp Center

JK

Active ReviewsStart New Review

Click Review Number to view detail.

Review No.	Due Date	Project Name	Round	Status	Action
<input type="checkbox"/> <a href="#">T000518</a>	02/11/2021	2021 Camry Brochure	2	Round closed	⋮
<a href="#">T000516</a>	02/11/2021	Upload Zip files	1	Published 02/04/2021	Start new round
<a href="#">T000515</a>	02/10/2021	Avalon E-Brochure	2	Published 02/03/2021	Reopen round
<input type="checkbox"/> <a href="#">T000514</a>	02/09/2021	Testing Legal guidelines	1	Round closed	Archive
<a href="#">T000513</a>	02/02/2021	TGPP Dev – Sample Project1	1	Published 02/01/2021	⋮
<a href="#">T000512</a>	02/03/2021	Test Rush KP	1	Published 02/01/2021	⋮
<a href="#">T000156</a>		Deadline Adjustment test review 2	2	Awaiting content	⋮
<a href="#">T000511</a>	01/29/2021	NM TEST Review	1	Published 01/20/2021	⋮
<a href="#">T000510</a>		Testing File Types for Uploads	1	Awaiting content	⋮
<a href="#">T000509</a>	01/20/2021	Testing Explanation of Rush Deadline	1	Published 01/19/2021	⋮
<a href="#">T000508</a>	01/20/2021	Checking Reminder Emails	1	Published 01/19/2021	⋮
<a href="#">T000507</a>	01/28/2021	malicious file test	1	Published 01/19/2021	⋮
<a href="#">T000506</a>	01/14/2021	Testing Batch job	1	Published 01/14/2021	⋮
<a href="#">T000150</a>	01/27/2021	Training webinar 11.28.2012 for Jan 2021 QA	3	Published 01/18/2021	⋮
<a href="#">T000505</a>	01/22/2021	Demo for Legal Team 1.13.21	1	Published 01/13/2021	⋮
<a href="#">T000504</a>	01/22/2021	<script>alert("test_name")</script>	1	Published 01/13/2021	⋮





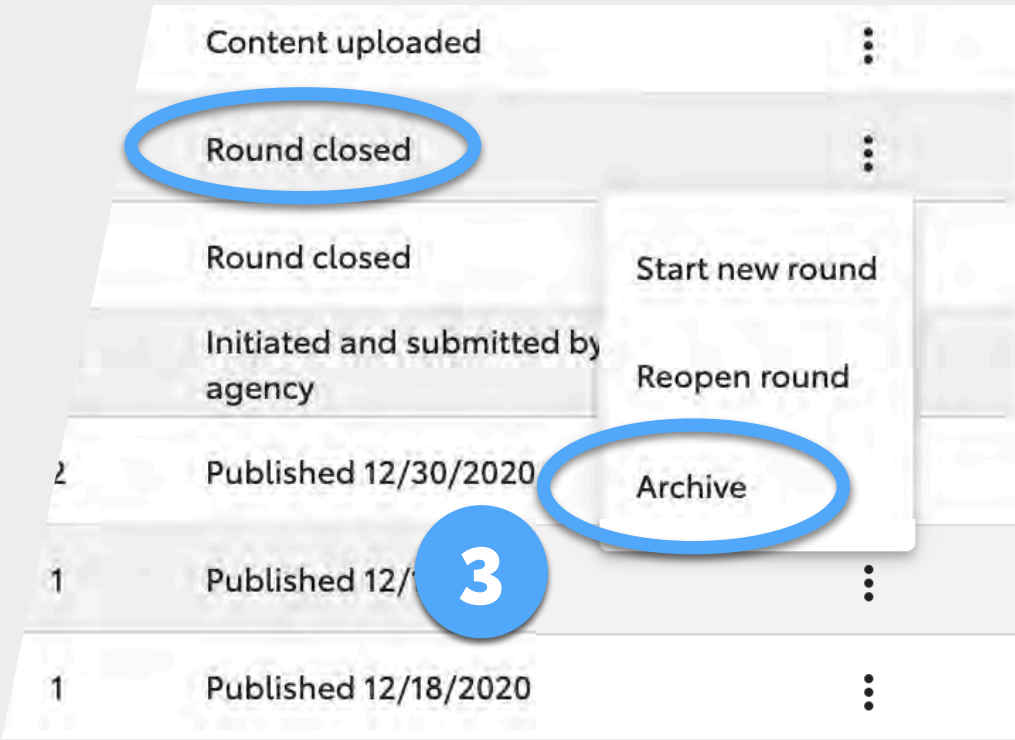
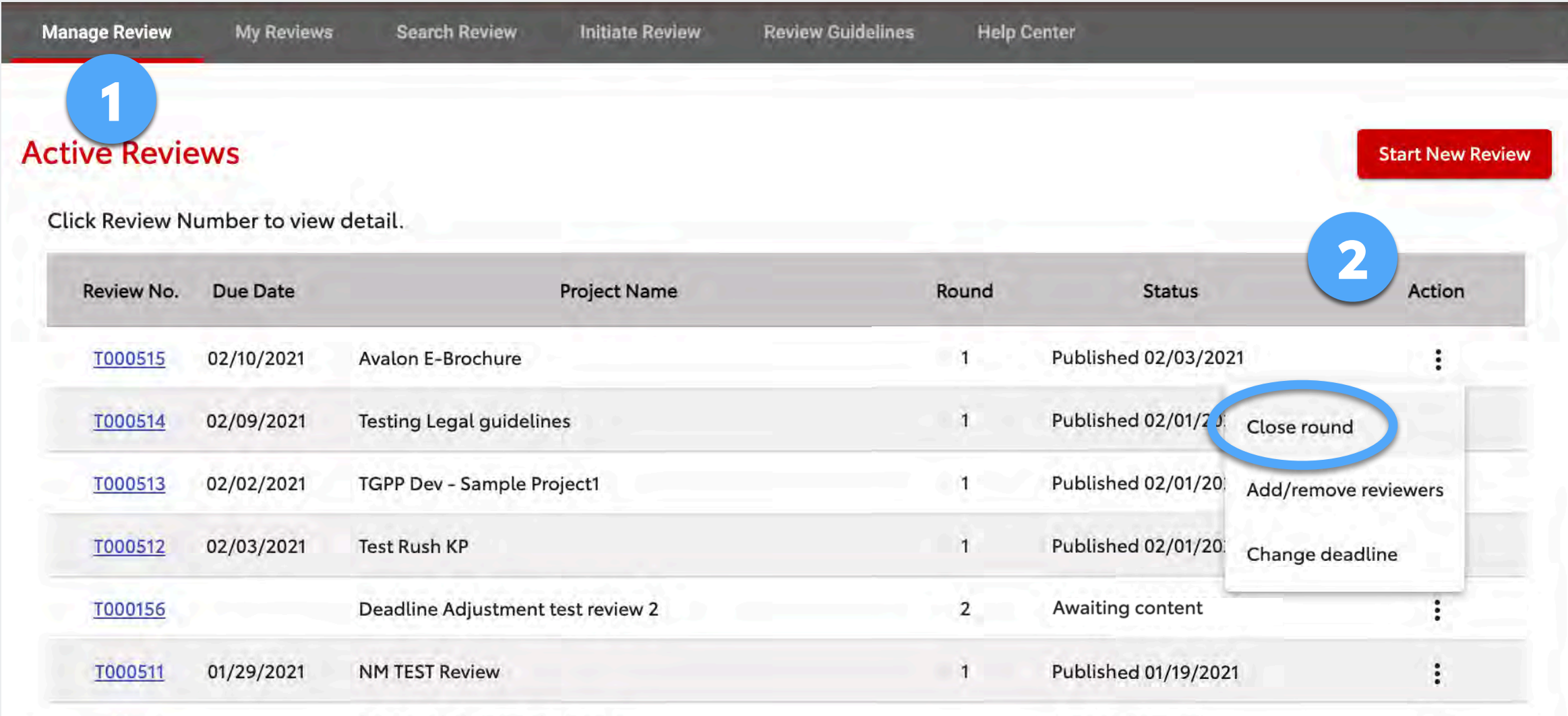
# REVIEW LEADER: ARCHIVING REVIEWS

Once all the rounds of a given review are complete and participants have received the review feedback, the Review Leader should archive the review. This is a periodic housekeeping task what will keep users' lists limited to active reviews.

Archived reviews are not deleted, they can be located via search and reactivated at any time (see next page).


To archive a review:

- 1 Click the *Manage Review* tab.
- 2 Find the review you want to archive and be sure that the *Status* column says *Round closed*. (If it's not closed, in the *Action* column, click the menu icon  and select *Close round*.)
- 3 For closed reviews, click the menu icon  and select *Archive*.



# REVIEW LEADER: REACTIVATING ARCHIVED REVIEWS

To reactivate an archived review:

- 1 Locate the review via the search feature (see page 40).
- 2 Expand the search results information by clicking anywhere on the row other than on the Review Number link.
- 3 Click the menu icon  and select *Reactivate Review*.

Once reactivated, you can locate it on your Manage Review page, start a new round or manage it as with any other active review.

PROJECT REVIEW

Confidential  
Legal/Privileged

TOYOTA

Manage Review

My Reviews

Search Review

Initiate Review

Review Guidelines

Help Center

JK

Search Review

Select any combination of criteria and click "Search".

Review Number

T000150

Include: ☒ All Reviews ☐ Active Reviews ☐ Archived Reviews

Advanced Search

Search

Search Results

Click Review Number to go to Overview page. Click anywhere else on row to expand detail.

Review Number	Published Date	Project Name	Status
<u>T000150</u>	07/20/2009	Total Quality Award license agreement review	Round closed
<div><div><div></div></div></div>	<div>LDSR Number :</div> <div>Media Type : Miscellaneous Other</div> <div>Brand : Toyota</div>	<div>Model :</div> <div>Review Leader :</div> <div>Agency User :</div> <div>Round : Round 1</div>	<div><div></div></div> <div>Reactivate Review</div>

Items per page: 50 1 - 50 of 51



## REVIEWERS

22 Providing Feedback

26 Adding or Removing Legal Reviewers

*Note: Typically, a “Reviewer” is a member of the legal team. However, when initiating reviews, Review Leaders may also select Corporate Reviewers if their feedback is needed.*

# REVIEWER: PROVIDING FEEDBACK

When a Review Leader publishes a review to which you are assigned, you'll receive an email with a link to the review. Click the link, log in, and you will go directly to the Overview page.

You can also find it under *My Reviews: Pending Review*.

On the Overview page you'll see:

- 1 The deadline and general information
- 2 The people assigned and their progress
- 3 The document to be reviewed (and an optional reference document)
- 4 A link to see completed Reviewers' comments (if any)
- 5 The results from previous rounds (if any)

Manage ReviewMy ReviewsSearch ReviewInitiate ReviewReview GuidelinesHelp CenterJK

Review Overview

Review numberT000515 | Round 2

Project nameAvalon E-Brochure

Campaign

Date posted2/3/2021

Reference Review number(s)

Model year/Model2020 Avalon

Overview

RESPONSE DEADLINE2/10/2021 00:02 AM

BrandToyota

Media typeBrochure

Sed ut perspiciatis, unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam eaque ipsa, quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt, explicabo. Nemo enim ipsam voluptatem, quia voluptas sit, aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos, qui ratione voluptatem sequi nesciunt, neque porro quisquam est, qui dolorem ipsum.

Review Leader(s)  
\*PrimaryAddy Greenwich  
John Kuefler\*

Legal ReviewersLester Eagle  
Savana Smith

Corporate ReviewersAlex Golden  
Virginia Johnson

Agency ParticipantsEd Marker

Not begun  
Review completed

Not begun  
Review in progress

Not begun  
Not begun

Acme Agency

Instructions

Download Document for Review (and Reference Document if any)

Use "Track Changes" for Word or Excel or the "Comment" feature for PDFs before re-uploading the document to be reviewed.

Current Round

2020 Avalon Brochure Revised Proof

View completed reviewers' comments.

Document for Review

Reference

Make Comments and/or Upload Edited Document

Finished Reviewing This Round

Round 1

2020 Avalon E-Brochure

Original Review Document

Reference

Upload Consolidated Document

Dharmaraj Ravi

Download edited document

Approval Status: Not approved, must review again

View comments

John Kuefler

(No Document)

Approval Status: Approved as is



# REVIEWER: PROVIDING FEEDBACK

## Providing Feedback, Step 1

Reviewers have the option to (A) download the document to be reviewed, annotate it, and re-upload it to the system; **and/or** (B) enter feedback in a comment box (see next page).

- 1
- Click the *Document for Review* link to download it (and the *Reference* file link, if any).
- Open it in Word, Excel or a PDF reader (such as Acrobat). If you want to annotate it, turn on Track Changes in Word or Excel. Use annotation tools to add markup or comments to PDFs using Acrobat or other PDF readers. Save your changes.
- 2
- When you finish reviewing (and optionally annotating) the document, click the *Make Comments and/or Upload Edited Document* button.

PROJECT REVIEW

Privileged and Confidential – Attorney-Client Privilege

TOYOTA

Manage Review

My Reviews

Search Review

Initiate Review

Review Guidelines

Help Center

Review Overview

Review number

T000515 | Round 2

Project name

Avalon E-Brochure

Campaign

Date posted

2/3/2021

Reference Review number(s)

Model year/Model

2020 Avalon

Overview

Sed ut perspiciatis, unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam eaque ipsa, quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt, reprehenderit autem velut idem voluptas sit accusantium dolorum doloremque. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui de ea molestiae id est est iure qui ea? Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui de ea molestiae id est est iure qui ea?

RESPONSE DEADLINE

2/10/2021 00:02 AM

Brand

Toyota

Media type

Brochure

Use "Track Changes" for Word or Excel or the "Comment" feature for PDFs before re-uploading the document to be reviewed.

Current Round

2020 Avalon Brochure Revised Proof

PDF

Document for Review

PPT

Reference

Make Comments and/or Upload Edited Document

Finished Reviewing This Round

Round 1

2020 Avalon E-Brochure

PDF

Original Review Document

ZIP

Reference

Upload Consolidated Document

Reviewer Feedback

Dharmaraj Ravi

PDF

Download edited document

Approval Status:

Not approved, must review again

View comments

John Kuefler

No Doc

(No Document)

Approval Status:

Approved as is

View comments

23

# REVIEWER: PROVIDING FEEDBACK

## Providing Feedback, Step 2

- 1 If you have an annotated document to upload, click the *Choose File* button and locate it on your computer.
- 2 And/or, enter feedback in the *Comments* box.
- 3 Select an approval option:
  - ☐ Approved as is
  - ☐ Approved with comments as indicated
  - ☐ Not approved, must review again
  - ☐ Legal advice given
- 4 Click Save.

The screenshot displays the 'PROJECT REVIEW' interface for Toyota. The header includes the title 'PROJECT REVIEW', a confidentiality notice 'Privileged and Confidential – Attorney-Client Privilege', and the Toyota logo. A navigation bar contains links: Home, Manage Review, My Reviews, Search Review, Initiate Review, Review Guidelines, and Help Center. The main content area is titled 'Make Comments and/or Upload Edited Document'. It shows the current review details: Review Number T000515 | Round 2 and Project Name Avalon E-Brochure. An 'Important' section contains two bullet points: 'You may edit and upload ONLY the document to be reviewed – do not upload reference document.' and 'Use "Track Changes" for Word or Excel or the "Comment" feature for PDFs, then save your edits or comments before you upload your document.' The 'Locate File' section shows 'Round 2' and a 'Choose File' button (labeled 1) next to the text 'No file chosen'. The 'Comments' section has a text area (labeled 2). The 'Approval Status' section (labeled 3) contains four radio button options: 'Approved as is', 'Approved with comments as indicated', 'Not approved, must review again', and 'Legal advice given'. A fourth label (4) points to the 'Save' button at the bottom right, next to a 'Cancel' button.



# REVIEWER: PROVIDING FEEDBACK

## Providing Feedback, Step 3

You'll be returned to the Overview page and you'll see your uploaded document (if any), your comments (if any) and the approval status you marked.

- 1 You can replace your uploaded document using the *Replace* button.
- 2 You can change the approval status with the *Change* link.
- 3 You can edit your comments with the *Edit* link.
- 4 When you have completed reviewing the material and providing feedback, click the *Finished Reviewing This Round* button to submit your feedback.

You will see a popup asking you to confirm that you have completed reviewing the material. Once you complete it, you may no longer edit your feedback on this round.

The image shows two screenshots from a review system. The top screenshot is the 'Review Overview' page, which displays review details in a table format. The bottom screenshot is a confirmation popup titled 'Current Round' for the '2020 Avalon Brochure Revised Proof'.

**Review Overview**

Review number	T000515   Round 2		
Project name	Avalon E-Brochure	RESPONSE DEADLINE	2/10/2021 00:02 AM
Campaign			
Date posted	2/3/2021	Brand	Toyota
Reference Review number(s)			
Model year/Model	2020 Avalon	Media type	Brochure
Overview	Sed ut perspiciatis, unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam eaque ipsa, quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt, explicabo. Nemo enim ipsam voluptatem, quia voluptas sit, aspernatur aut odit aut fugit, sed quia consequuntur ratione voluptatem accusantium doloremque laudantium, totam rem aperiam eaque ipsa, quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt, explicabo.		

Use "Track Changes" for Word or Excel or the "Comment" feature for PDFs before re-uploading the document to be reviewed.

**Current Round**

2020 Avalon Brochure Revised Proof

Document for Review (PDF icon) | Reference (PPT icon)

- 1 Document with comments:  
Uploaded ✓  
(Replace)
- 2 Approval status:  
Approved with comments as indicated  
(Change)
- 3 Comments:  
Lorem ipsum, quia dolor sit amet consectetur adipisci velit, sed quia non numquam eius modi tempora incidunt, ut labore et dolore magnam aliquam quaerat voluptatem.  
(Edit)
- 4 Finished Reviewing This Round

# REVIEWER: ADDING OR REMOVING LEGAL REVIEWERS

Legal Reviewers have a feature that is unique to their user role. They can add or remove attorneys assigned to a review.

- 1 Click *Edit Legal Review Assignment*.
- 2 In the popup window, check or uncheck legal reviewers to add or delete them from this review round.
- 3 Click save.

Manage Review

My Reviews

Search Review

Initiate Review

Review Guidelines

Help Center

JK

Review Overview

Review number

T000515 | Round 2

Project name

Avalon E-Brochure

Campaign

Date posted

2/3/2021

Reference Review number(s)

Model year/Model

2020 Avalon

Overview

Sed ut perspiciatis, unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam eaque ipsa, quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt, explicabo. Nemo enim ipsam voluptatem, quia voluptas sit, aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos, qui ratione voluptatem sequi nesciunt, neque porro quisquam est, qui dolorem ipsum.

Review Leader(s)  
\*Primary

Addy Greenwich  
John Kuefler\*

Not begun  
Review completed

Legal Reviewers

Lester Eagle  
Savana Smith

Not begun  
Review in progress

Corporate Reviewers

Alex Golden  
Virginia Johnson

Not begun  
Not begun

Agency Participants

Ed Marker

Acme Agency

RESPONSE DEADLINE

2/10/2021 00:02 AM

Brand

Toyota

Media type

Brochure

1

Edit Legal Review Assignment

Who to assign? Click ?

T018592 | Round 1

Test

2/8

umber(s)

1

Legal Review Assignment

Check or uncheck legal reviewers to add or delete them from this review round.

☐ Christine, Barnett

☐ Olesja, Cormney

☐ Todd, Croftchik

☐ John, Gersch

☐ Claudette, Gordon

☐ Diane, Johnsson

☐ Lesley, Lurie

☐ Meyling, Ortiz

☐ Wildy, Perryman

☐ Allison, Shue

☐ Jim, Simatacolos

Close

Save

3

John Kuefler

Not begun

Edit Legal Review Assignment

Who to assign? Click ?



## AGENCIES


- 28 Agency Basics
- 29 Initiating a Review
- 35 Receiving Feedback
- 36 Starting a New Round

# AGENCY BASICS

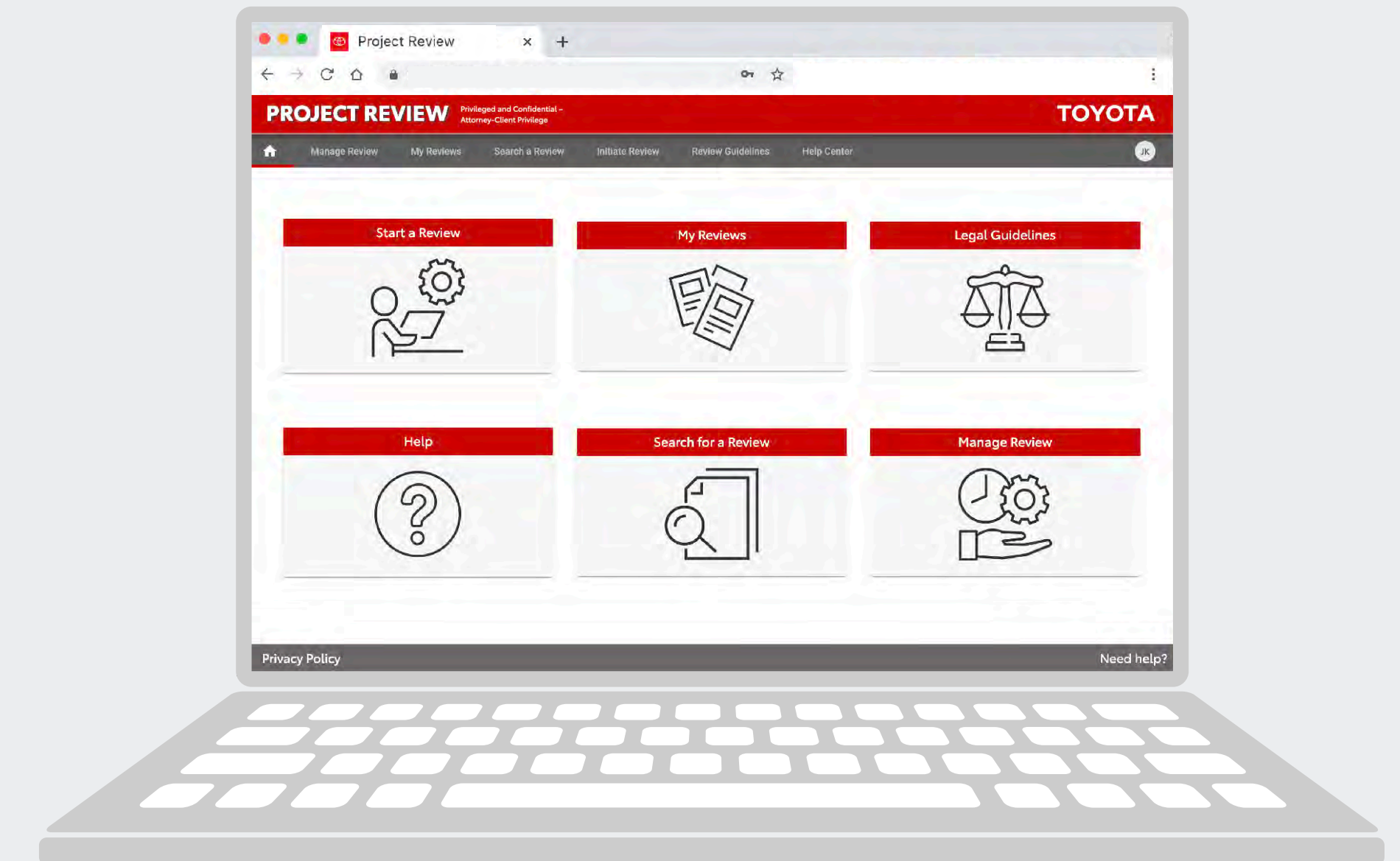
Project Review includes features specifically for agencies.

Agency users can:

- Initiate reviews for their Toyota or Lexus clients (page 29)
- Receive feedback through Project Review (page 35)
- Start a new review round (page 36)
- View legal guidelines, disclaimers and photo/video guidelines (page 39)

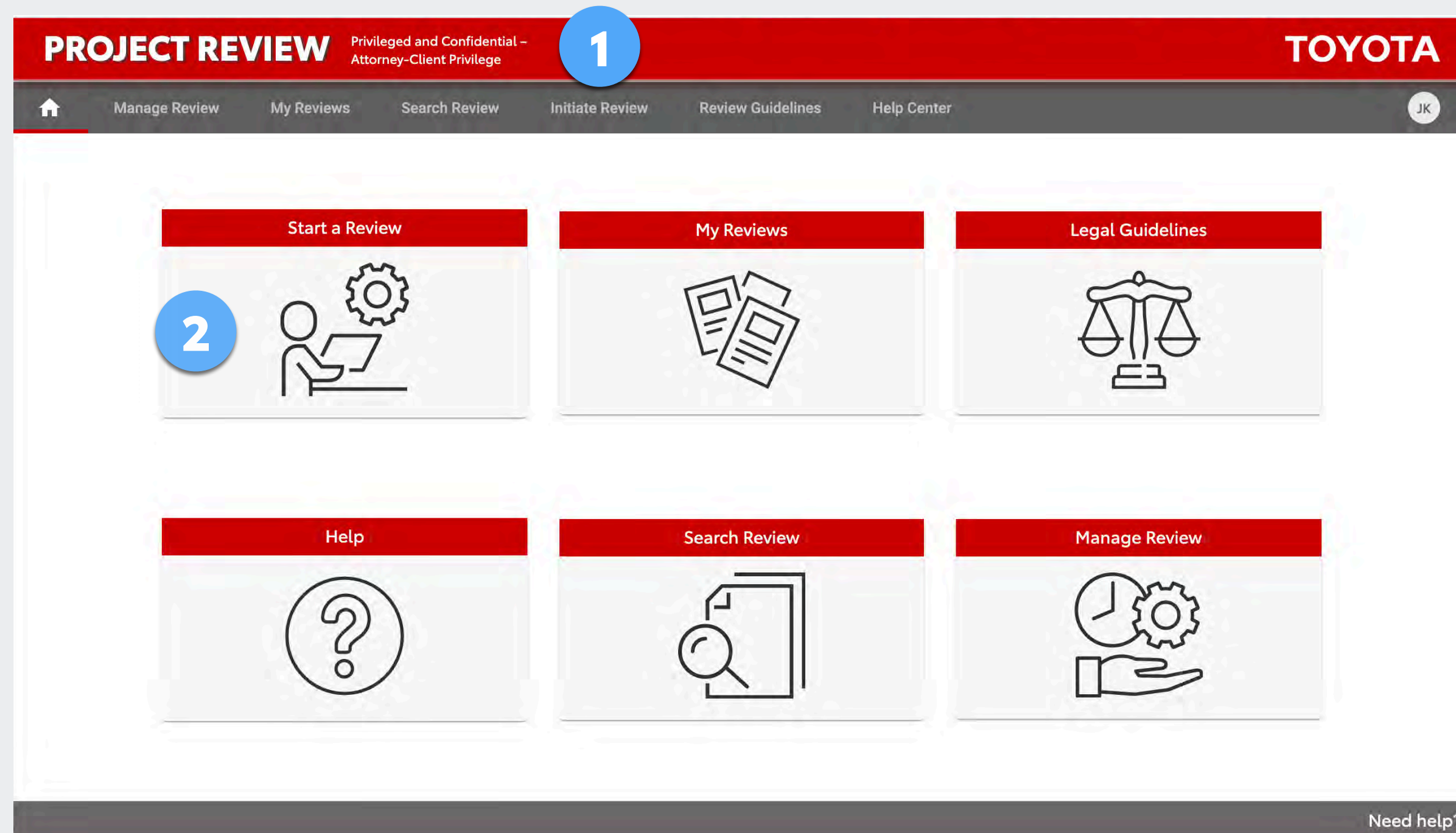
 Note: It's important to understand that an agency user must work together with a Toyota or Lexus corporate Review Leader (typically your client). Only a Review Leader can (A) publish the materials for legal review, (B) close the review when the deadline passes, and (C) gather reviewers' feedback and send it to the agency.

Due to Toyota legal policy, agencies cannot receive feedback directly from the Project Review system without corporate employee involvement. Therefore, it's very important for agencies and their clients to understand their respective roles and perform their tasks accordingly.



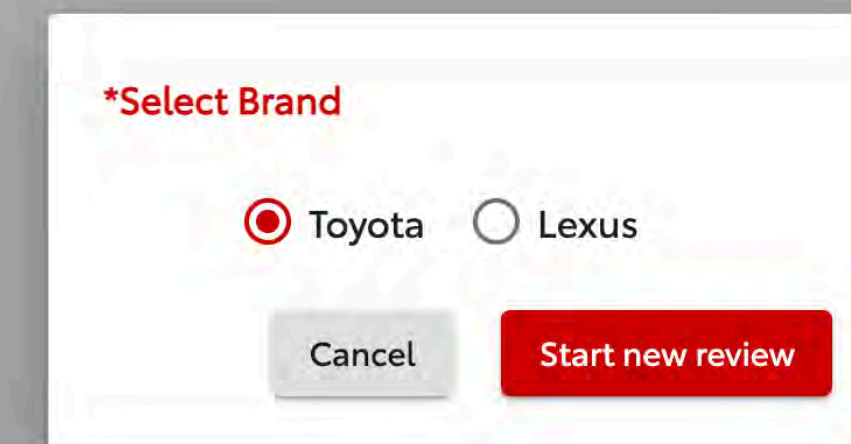


# AGENCY: INITIATING A REVIEW



1 To initiate a new review, use the *Initiate Review* tab.


2 Or, use the *Start a Review* icon.

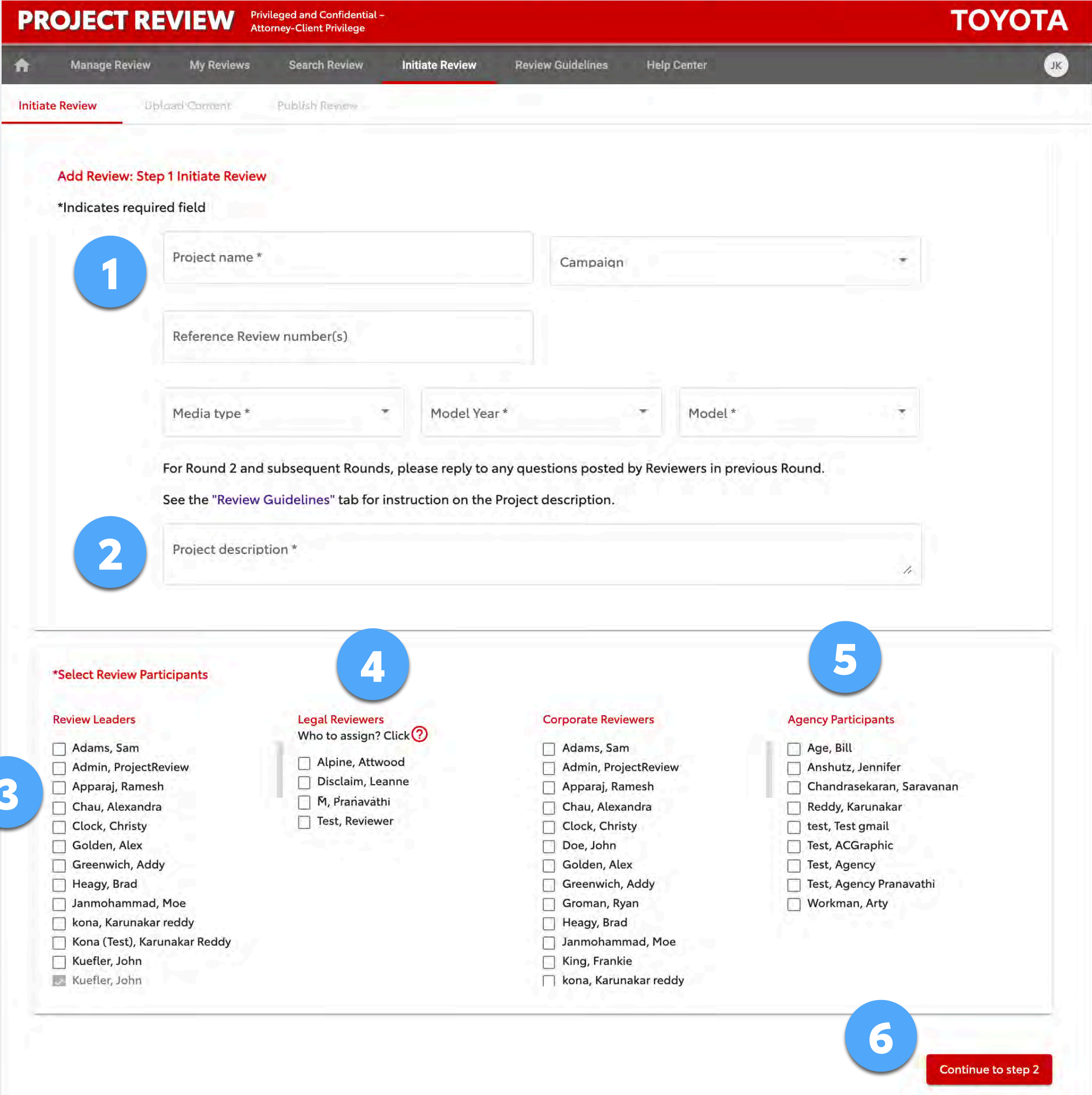


Your profile is assigned to the Toyota brand, the Lexus brand, or both. If you are assigned to both you will choose which brand to use for the review. If you need access to a brand to which you are not assigned, submit your request to Support by using the *Need help?* link in the footer.

# AGENCY: INITIATING A REVIEW STEP 1

## Step 1 – Provide Information and Select Reviewers

- 1 Enter the required information.
- 2 Give a detailed description of what you are submitting, how it will appear to a consumer and what you need the attorneys to review (highlighting new or changed copy can be very helpful). Attorneys need the full context to give proper legal advice. See the *Review Guidelines* tab for more instructions.
- 3 You will automatically be selected as an Agency Participant. Select at least two Review Leaders who can manage the review (publish it and gather reviewers' feedback to send to the agency).
- 4 Select Legal Reviewers (click  for help selecting the correct attorneys) and/or Corporate Reviewers (if any\*).
- 5 Select Agency participants. (Your name should already be selected. Add others if desired.)
- 6 Click *Continue to Step 2*.



**PROJECT REVIEW** Privileged and Confidential – Attorney-Client Privilege **TOYOTA**

Manage Review My Reviews Search Review **Initiate Review** Review Guidelines Help Center

Initiate Review Upload Content Publish Review

**Add Review: Step 1 Initiate Review**

\*Indicates required field

1 Project name \* Campaign

Reference Review number(s)

Media type \* Model Year \* Model \*

For Round 2 and subsequent Rounds, please reply to any questions posted by Reviewers in previous Round.


See the "Review Guidelines" tab for instruction on the Project description.

2 Project description \*

**\*Select Review Participants**

**Review Leaders**

- ☐ Adams, Sam
- ☐ Admin, ProjectReview
- ☐ Apparaj, Ramesh
- ☐ Chau, Alexandra
- ☐ Clock, Christy
- ☐ Golden, Alex
- ☐ Greenwich, Addy
- ☐ Heagy, Brad
- ☐ Janmohammad, Moe
- ☐ kona, Karunakar reddy
- ☐ Kona (Test), Karunakar Reddy
- ☐ Kuefler, John
- ☒ Kuefler, John

**Legal Reviewers**  
Who to assign? Click 

- ☐ Alpine, Attwood
- ☐ Disclaim, Leanne
- ☐ M, Pranavathi
- ☐ Test, Reviewer

**Corporate Reviewers**

- ☐ Adams, Sam
- ☐ Admin, ProjectReview
- ☐ Apparaj, Ramesh
- ☐ Chau, Alexandra
- ☐ Clock, Christy
- ☐ Doe, John
- ☐ Golden, Alex
- ☐ Greenwich, Addy
- ☐ Groman, Ryan
- ☐ Heagy, Brad
- ☐ Janmohammad, Moe
- ☐ King, Frankie
- ☐ kona, Karunakar reddy

**Agency Participants**

- ☐ Age, Bill
- ☐ Anshutz, Jennifer
- ☐ Chandrasekaran, Saravanan
- ☐ Reddy, Karunakar
- ☐ test, Test gmail
- ☐ Test, ACGraphic
- ☐ Test, Agency
- ☐ Test, Agency Pranavathi
- ☐ Workman, Arty

Continue to step 2



# AGENCY: INITIATING A REVIEW STEP 1

## Step 1 – Media Type, Model Year, Model

If you require a:

- 1 Media Type
- 2 Model Year
- 3 Model

And it is not available on the current menus, please contact support using the *Need help?* link at the bottom of the site or email the support team at [projectreview.support@toyota.com](mailto:projectreview.support@toyota.com).

Provide the details for what you need and support will add it to the menu(s).

**PROJECT REVIEW** Privileged and Confidential – Attorney-Client Privilege **TOYOTA**

Manage Review My Reviews Search Review **Initiate Review** Review Guidelines Help Center

Initiate Review Upload Content Publish Review

**Add Review: Step 1 Initiate Review**

\*Indicates required field

Project name \* Campaign

Reference Reviewer(s)

Media type \* Model Year \* Model \*

For Round 2 and subsequent Rounds, please reply to any questions posted by Reviewers in previous Round.

See the "Review Guidelines" tab for instruction on the Project description.

Project description \*

**\*Select Review Participants**

**Review Leaders**

- ☐ Adams, Sam
- ☐ Admin, ProjectReview
- ☐ Apparaj, Ramesh
- ☐ Chau, Alexandra
- ☐ Clock, Christy
- ☐ Golden, Alex
- ☐ Greenwich, Addy
- ☐ Heagy, Brad
- ☐ Janmohammad, Moe
- ☐ kona, Karunakar reddy
- ☐ Kona (Test), Karunakar Reddy
- ☐ Kuefler, John
- ☒ Kuefler, John

**Legal Reviewers**  
Who to assign? Click ?

- ☐ Alpine, Attwood
- ☐ Disclaim, Leanne
- ☐ M, Pranavathi
- ☐ Test, Reviewer

**Corporate Reviewers**

- ☐ Adams, Sam
- ☐ Admin, ProjectReview
- ☐ Apparaj, Ramesh
- ☐ Chau, Alexandra
- ☐ Clock, Christy
- ☐ Doe, John
- ☐ Golden, Alex
- ☐ Greenwich, Addy
- ☐ Groman, Ryan
- ☐ Heagy, Brad
- ☐ Janmohammad, Moe
- ☐ King, Frankie
- ☐ kona, Karunakar reddy

**Agency Participants**

- ☐ Age, Bill
- ☐ Anshutz, Jennifer
- ☐ Chandrasekaran, Saravanan
- ☐ Reddy, Karunakar
- ☐ test, Test gmail
- ☐ Test, ACGraphic
- ☐ Test, Agency
- ☐ Test, Agency Pranavathi
- ☐ Workman, Arty

**Continue to step 2**

# AGENCY: INITIATING A REVIEW STEP 2

## Step 2 – Upload Content

- 1 Upload the document to be reviewed (PDF, Word, Excel, PPT/PPTX, PNG and JPEG/JPG only), give it a title and add optional notes.
- 2 Attach a reference document if desired (this is not the document to be reviewed). If you have multiple reference documents you can zip a folder containing them all.
- 3 Click to upload. You will see a confirmation, then continue as described on page 34.

**NOTE:** A Toyota or Lexus corporate Review Leader has the option to initiate a review and invite an agency user to upload the document to be reviewed. In that case, the designated agency user will receive an email directing them to a page like this to upload the file.

**PROJECT REVIEW** Privileged and Confidential – Attorney-Client Privilege **TOYOTA**

Home Manage Review My Reviews Search Review **Initiate Review** Review Guidelines Help Center JK

Initiate Review **Upload Content** Publish Review

**Add Review: Step 2 Upload Document**

\*Indicates required field

Review number: T000515 | 1 Project name: Avalon E-Brochure

**Upload document to be reviewed**

- A single document to be reviewed can be uploaded in each review.
- Optional reference file can be uploaded but the reviewer will not be able to edit or re-upload reference file.

**1** \*Locate document to be reviewed (PDF, Word, Excel, PPT/PPTX, PNG and JPEG/JPG only) 100MB maximum

Choose File No file chosen

Title \* Notes

**2** Locate reference file PDF, Word, Excel, PPT, JPEG or ZIP (optional) 100MB maximum

Choose File No file chosen

**3** Click to upload



# AGENCY: INITIATING A REVIEW STEP 2

## Step 2 – Upload Content: Video and Other File Formats

- 1 Only PDF, Word, Excel, PowerPoint, PNG and JPEG files can be uploaded as documents for review.

Videos (or any other content that's not a PDF, Word, Excel, PPT, PNG and JPEG file), must be hosted somewhere accessible with a link. Be sure the link won't expire so the video or other content is available indefinitely.

In Project Review, place a link to the video in a Word document and upload it on the Step 2 page. If a password is required for access, include that in the Word document along with the link and any other relevant notes.

The screenshot shows the 'PROJECT REVIEW' interface for Toyota. The top navigation bar includes 'Manage Review', 'My Reviews', 'Search Review', 'Initiate Review' (selected), 'Review Guidelines', and 'Help Center'. The main content area is titled 'Add Review: Step 2 Upload Document'. It contains several form fields and instructions:

- Review number:** T000515 | 1
- Project name:** Avalon E-Brochure
- Upload document to be reviewed:**
  - A single document to be reviewed can be uploaded in each review.
  - Optional reference file can be uploaded but the reviewer will not be able to edit or re-upload reference file.
- \*Locate document to be reviewed (PDF, Word, Excel, PPT/PPTX, PNG and JPEG/JPG only):**
  - 100MB maximum
  - Choose File (button) No file choosen
  - Notes (text area)
- Locate reference file PDF, Word, Excel, PPT, JPEG or ZIP (optional):**
  - 100MB maximum
  - Choose File (button) No file choosen
- Click to upload** (button)

# AGENCY: INITIATING A REVIEW STEP 3

## Step 3 – Notify Review Leader

Select the Review Leader(s) you want to notify. Click *Preview* to see the system email they will receive, which you can edit, if desired. It is important that the Review Leader is available and understands their role, because the review will not be sent to Legal until the Review Leader checks it over and publishes it.

**NOTE:** *When the Review Leader publishes it, assigned agency users will receive an email informing them that the Review is published.*

The screenshot displays the 'PROJECT REVIEW' web application interface. The top navigation bar is red with the text 'PROJECT REVIEW' and 'Privileged and Confidential - Attorney-Client Privilege'. The Toyota logo is in the top right corner. Below the navigation bar, there are tabs for 'Initiate Review' and 'Upload Content'. The 'Initiate Review' tab is active. The main content area is titled 'Add Review: Notify Review Leader'. It contains two input fields: 'Review number' with the value 'T000515 | 1' and 'Project name' with the value 'Avalon E-Brochure'. Below these fields, there is a message: 'Only TMS Review Leaders can publish Reviews for distribution to Reviewers (including Legal) and set response deadlines. When you click "Preview" you can provide any desired information to the Leader about deadlines or other matters.' Underneath this message, there is a section titled 'Select TMS Review Leader(s) to be notified' with the text 'Send notification email to:'. There are two checkboxes, both of which are checked: 'John Kuefler' and 'Josh Lake'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Preview'.



# AGENCY: RECEIVING FEEDBACK ON A REVIEW

The Review Leader must **close** the Review before all Reviewer's feedback can be gathered and sent to the agency. If you are waiting for feedback, please check with your client and ask if the Review Leader has closed the review and uploaded a consolidated document (with all Reviewers' feedback).

When the Review Leader uploads the consolidated document, the agency participant(s) will receive an email with a link to the overview page shown here.

- 1 Download the consolidated document with this link.

PROJECT REVIEW

Privileged and Confidential – Attorney-Client Privilege

TOYOTA

Manage Review

My Reviews

Search Review

Initiate Review

Review Guidelines

Help Center

DR

Review Overview

Review number

T000518 | Round 2

Project name

2021 Camry Brochure

RESPONSE DEADLINE

2/11/2021 00:02 AM

Campaign

Date posted

2/4/2021

Brand

Toyota

Reference Review number(s)

Model year/Model

2021 Camry

Media type

Brochure

Overview

Submitted by agency. Lorem ipsum, quia dolor sit amet consectetur adipisci velit, sed quia non numquam eius modi tempora incidunt, ut labore et dolore magnam aliquam quaerat voluptatem.

Review Leader(s)

John Kuefler\*

Review completed

\*Primary

John Kuefler

Not begun

Josh Lake

Not begun

Lester Eagle

Instructions

Round 1

New Camry Brochure Proof

PDF

Original Review Document

PDF

Consolidated Document

1

[Back to top](#)

# AGENCY: STARTING A NEW ROUND

To route the next version of a previously reviewed document, rather than starting a new review you should open a new round of the previous review. This keeps all the feedback in one place.

To open a new round:

- 1 Go to the *Manage Review* page.
- 2 Locate the closed review for which you want to open a new round.
- 3 In the *Action* column, click *Start new round*.

Initiate the new round as described on page 30.

PROJECT REVIEW

Privileged and Confidential – Attorney-Client Privilege

TOYOTA

Manage Review

My Reviews

Search Review

Initiate Review

Review Guidelines

Help Center

1

Active Reviews

Start New Review

Click Review Number to view detail.

Review No.	Due Date	Project Name	Round	Status	Action
2 T000518	02/11/2021	2021 Camry Brochure	2	Round closed	Start new round
T000516	02/11/2021	Upload Zip files	1	Published 02/04/2021	
T000515	02/10/2021	Avalon E-Brochure	2	Published 02/03/2021	
<input type="checkbox"/> T000514	02/09/2021	Testing Legal guidelines	1	Round closed	Start new round
T000513	02/02/2021	TGPP Dev – Sample Project1	1	Published 02/01/2021	
T000512	02/03/2021	Test Rush KP	1	Published 02/01/2021	
T000156		Deadline Adjustment test review 2	2	Awaiting content	
T000511	01/29/2021	NM TEST Review	1	Published 01/20/2021	
T000510		Testing File Types for Uploads	1	Awaiting content	
T000509	01/20/2021	Testing Explanation of Rush Deadline	1	Published 01/19/2021	
T000508	01/20/2021	Checking Reminder Emails	1	Published 01/19/2021	
T000507	01/28/2021	malicious file test	1	Published 01/19/2021	
T000506	01/14/2021	Testing Batch job	1	Published 01/14/2021	
T000150	01/27/2021	Training webinar 11.28.2012 for Jan 2021 QA	3	Published 01/18/2021	
T000505	01/22/2021	Demo for Legal Team 1.13.21	1	Published 01/13/2021	



## HELPFUL FEATURES

- 38 Navigation
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# HELPFUL FEATURES: NAVIGATION

PROJECT REVIEW

Privileged and Confidential – Attorney-Client Privilege

TOYOTA

Home

Manage Review

My Reviews

Search Review

Initiate Review

Review Guidelines

Help Center

JK

Pending Review

Completed Active Review

Closed Review

My Pending Reviews

Click Review Number to View details

Review Number	Deadline	Project Name	Round	Status
<a href="#">T000509</a>	1/19/2021	Testing Explanation of Rush Deadline	1	Not begun
<a href="#">T000508</a>	1/20/2021	Checking Reminder Emails	1	Not begun
<a href="#">T000503</a>	1/13/2021	Testing Reminder emails	1	Not begun
<a href="#">T000496</a>	1/17/2021	Test My Review	1	Not begun

Items per page: 20 1 – 4 of 4

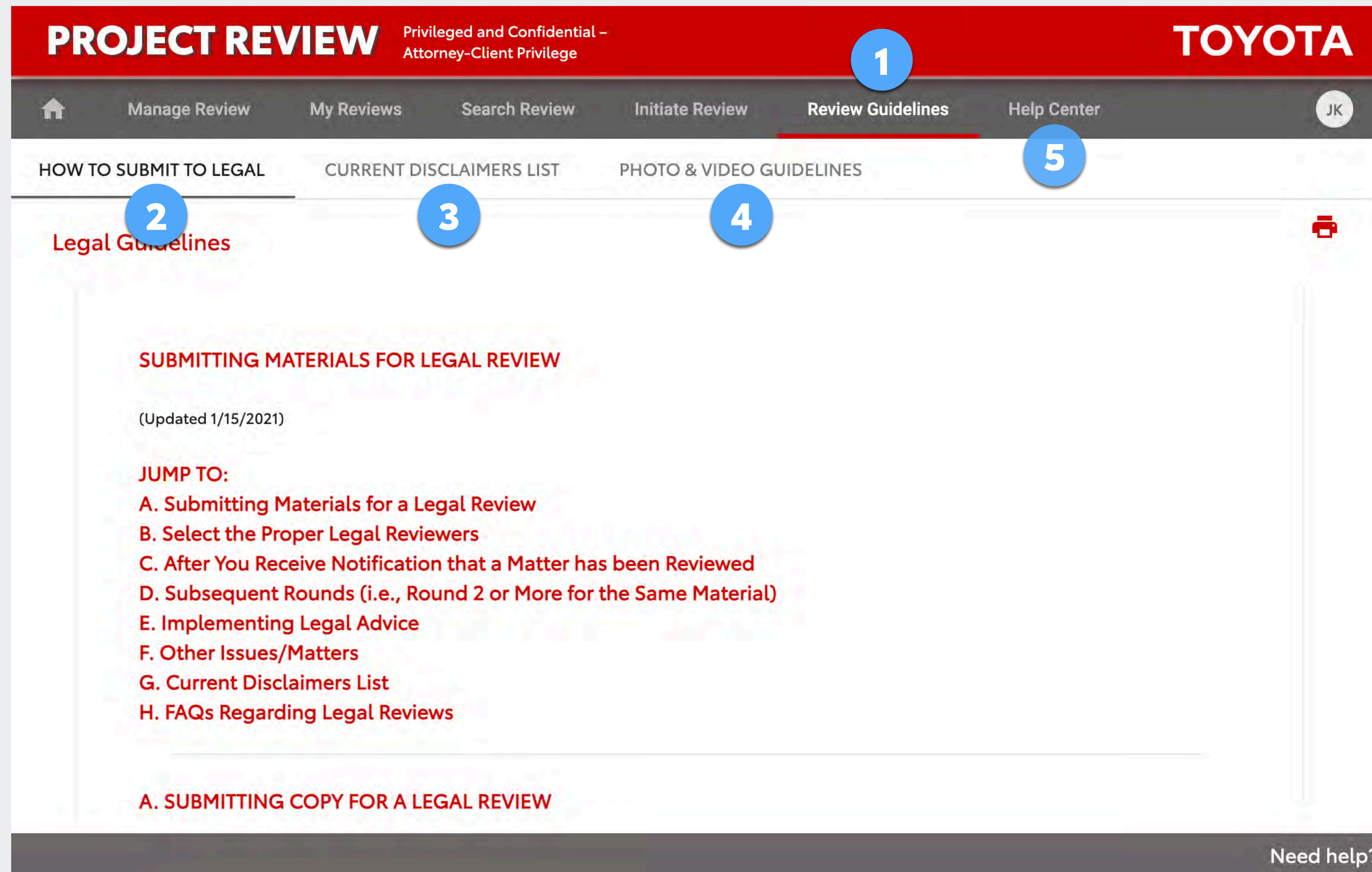
Need help?

The *My Reviews* section includes tabs for these sub-pages:

- 1 Pending Reviews
- 2 Completed Active Reviews
- 3 Closed Reviews

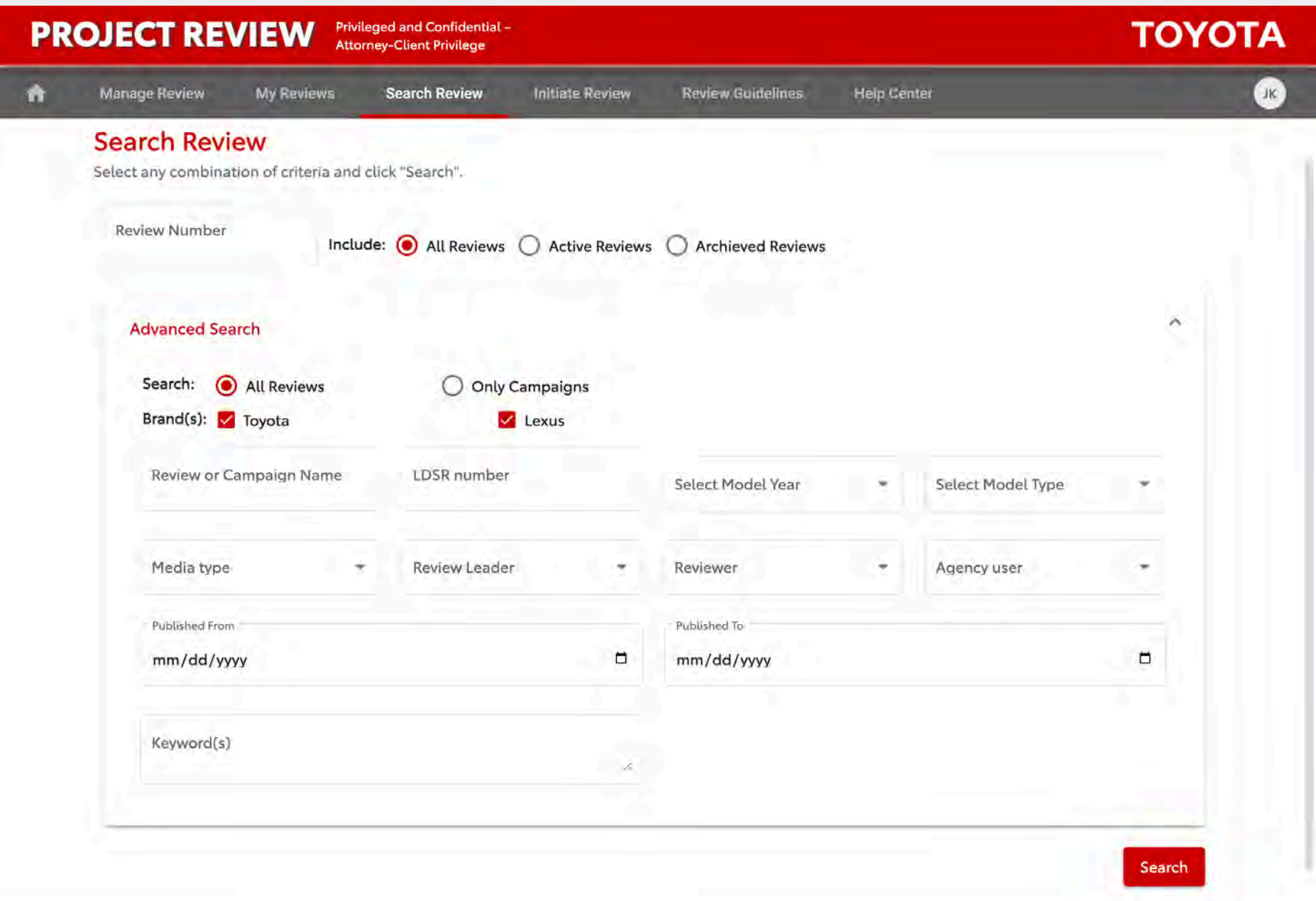
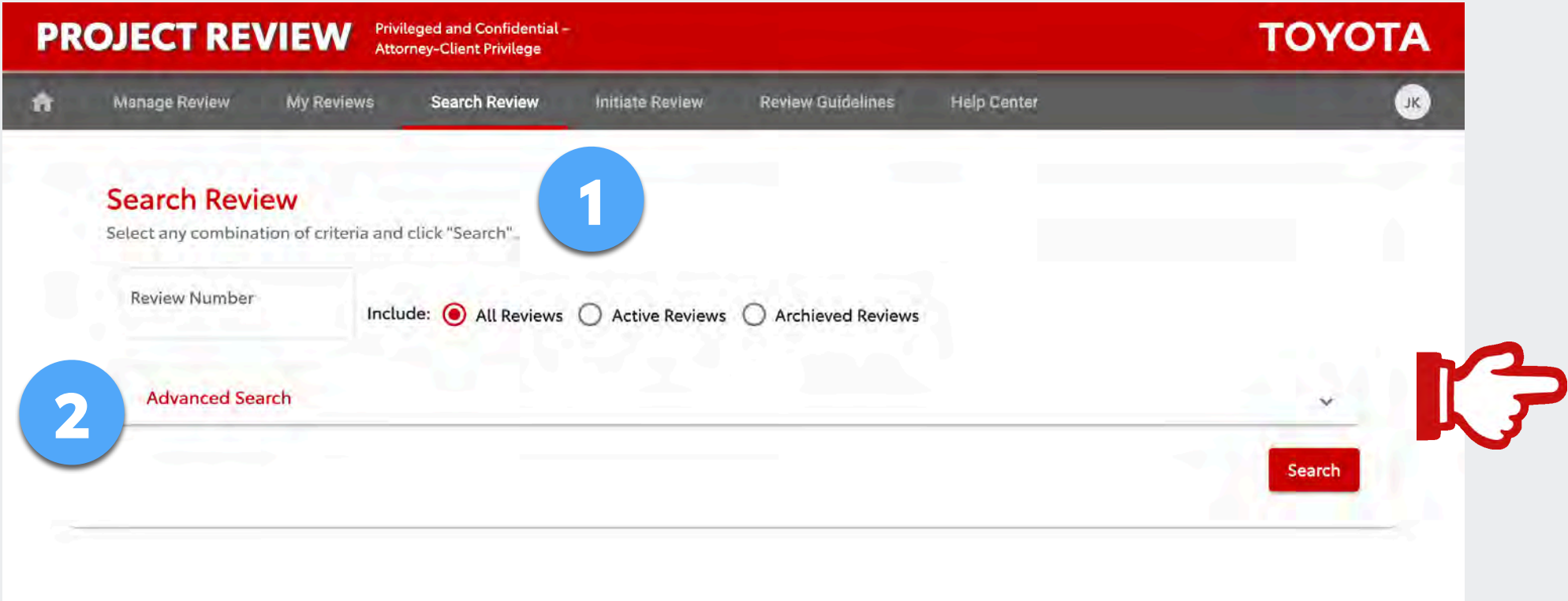


# HELPFUL FEATURES: LEGAL GUIDELINES



- 1 The *Review Guidelines* section includes tabs for these sub-pages:
- 2 Legal guidelines/instructions for submitting materials for review
- 3 Current legal disclaimers list (updated regularly)
- 4 Legal guidelines for shooting photos and videos that appear in Toyota/Lexus materials
- 5 The *Help Center* includes a User Guide and FAQs

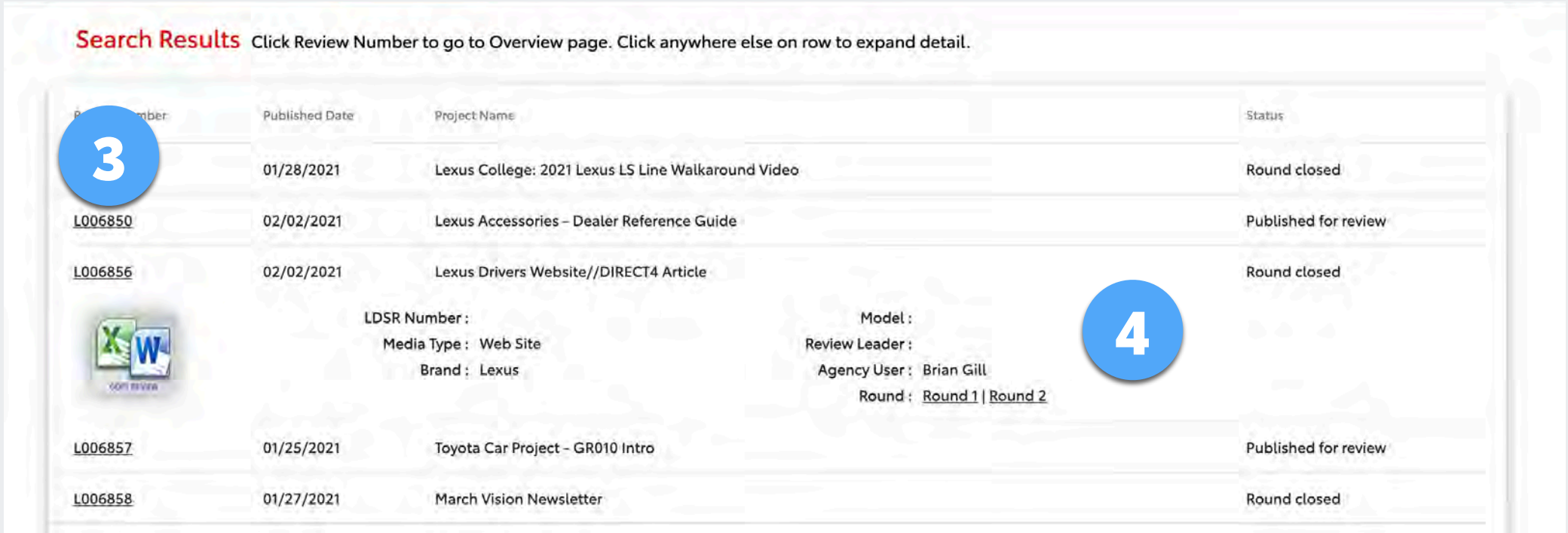
# HELPFUL FEATURES: SEARCH



- 1 On the Search page you can do a simple search by review number.
- 2 Or, you can click Advanced Search to expand options to use additional search criteria.

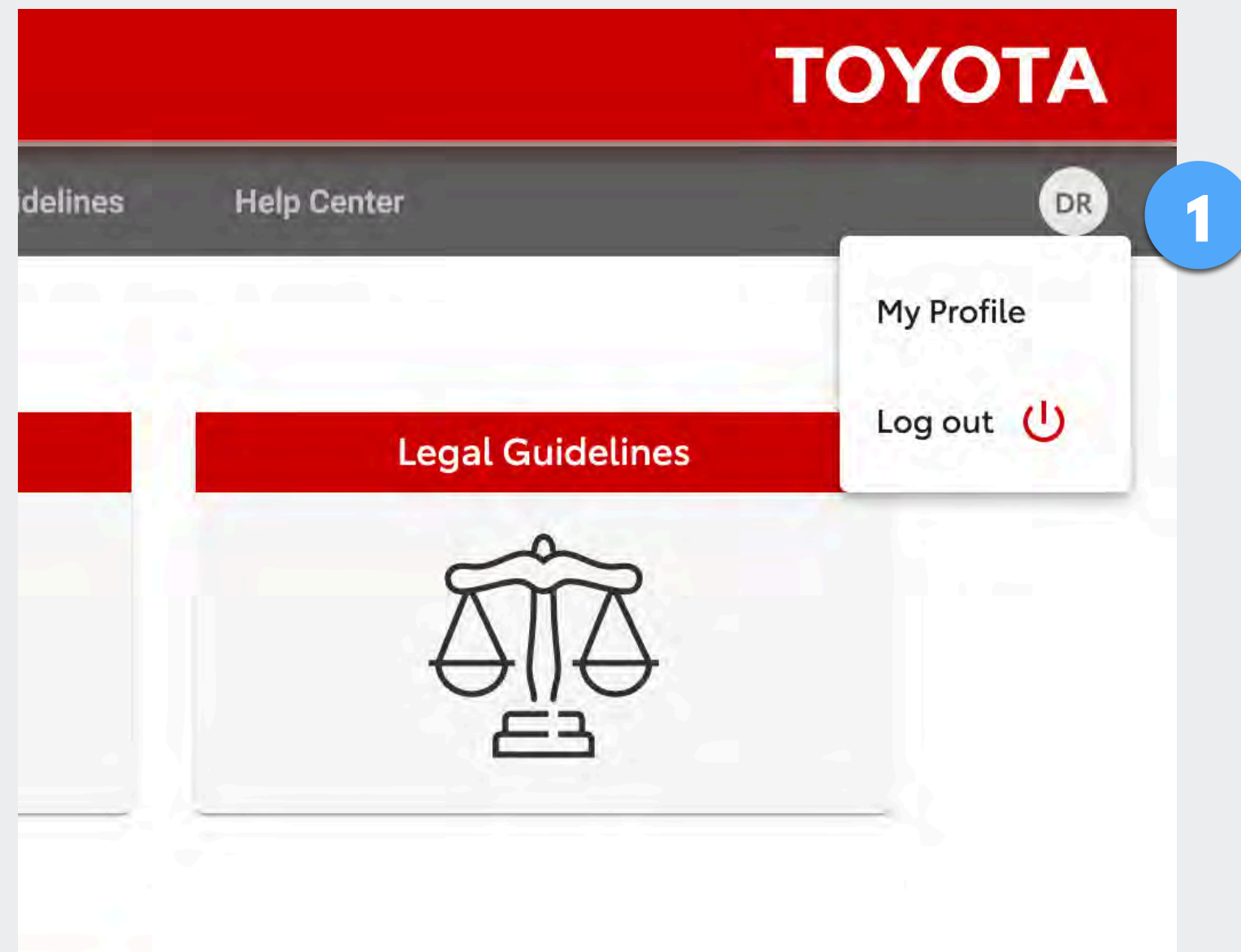
On the Search Results page:

- 3 Click a Review Number to go to the Overview page.
- 4 Click anywhere else on a row to expand detail.



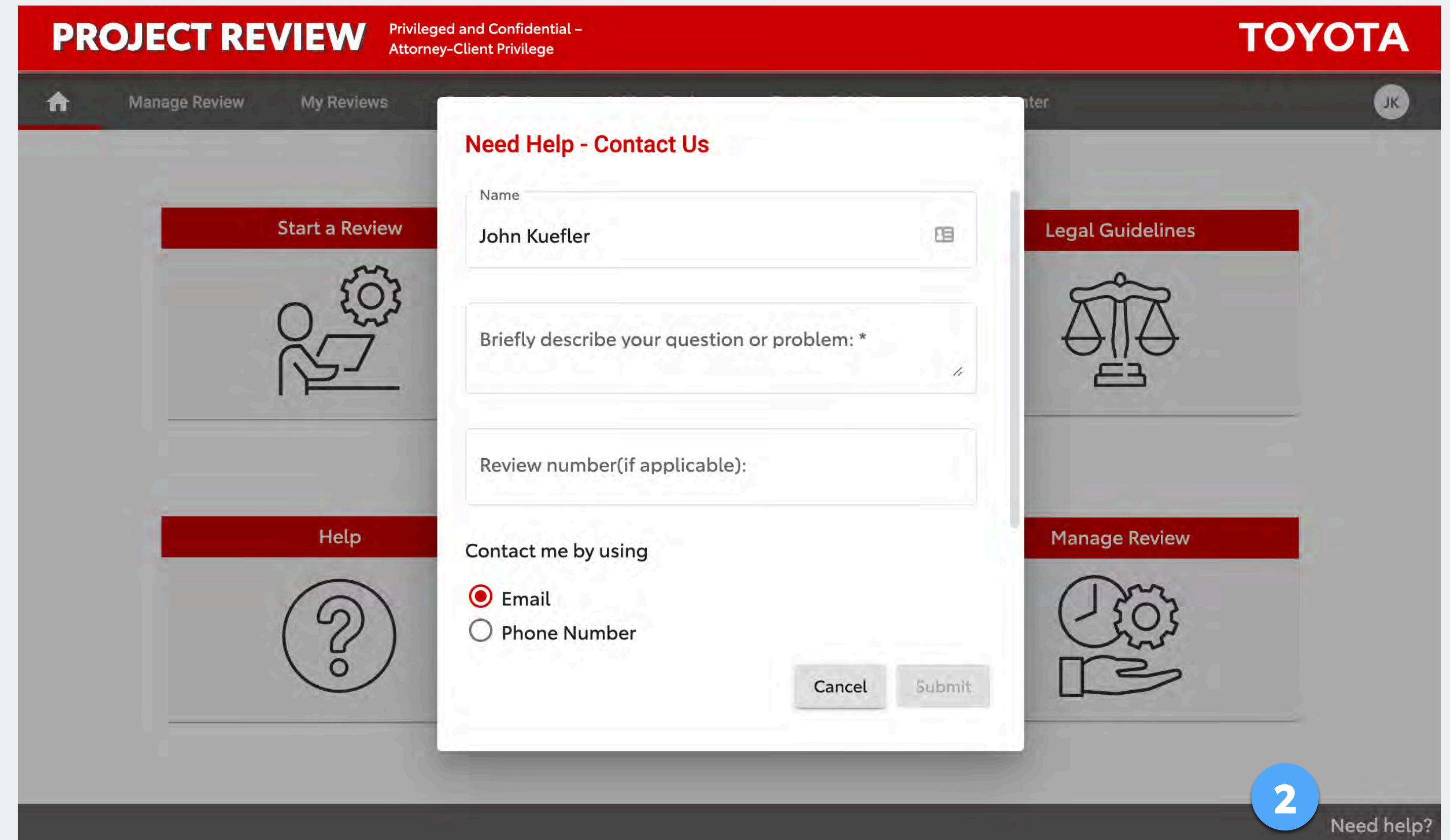


# HELPFUL FEATURES: YOUR PROFILE & HELP REQUESTS



**1** Click the circle with your initials to access your profile page or to log out.

*(Note that some fields on your profile can only be edited by a system admin.)*



**2**

Use the *Need help?* link to submit a help request or email the support team at [projectreview.support@toyota.com](mailto:projectreview.support@toyota.com).