

Approving or rejecting an annotation

After you or another user adds an annotation to an image, you can set the approval status for the annotation.

Requirements:

- You must have a project role that includes the Manage Tasks right to set the annotation status.
- You must have a project role that includes the Admin Tasks right to change the annotation status that is already set.

Set the approval status when you review all of the annotations added during a group review session and decide which of the requested changes will be made to the image.

You can set the approval status for text and shape annotations only. You cannot set the approval status for guides, measurements, or color density readings.

1. Approve or reject annotations by performing one of the following:
2. To approve or reject an annotation:
 - a. Click or roll over an annotation in the **Annotations** panel to display the annotation box.
 - b. Click anywhere in the annotation box to expand the annotation box.
 - c. Click one of the status buttons to set the annotation status:
 - **Approve:** You want the requested change to be made.
 - **Reject:** You do not want the requested change to be made.
 - **Hold:** You have looked at the annotation but have not yet decided whether to approve or reject it.
 - d. (Optional) Type a comment to associate with the annotation's status—for example, to explain why you selected a particular status.
 - e. (Optional) If annotation categories are defined for the customer, annotation category list(s) appears under the comment box. Click the annotation category list and check the category items.
 - f. Click **Done**.
 - g. The annotation's status appears in the **Annotations** panel. In the main Smart Review window, a status icon appears on the annotation.

In the main Smart Review window, a status icon , , or  appears on each annotation for which the **Approved** or **Rejected** or **Hold** status is set.