Using Smart Review Mobile Viewer

When you use a mobile or tablet device and browse InSite Creative Workflow on a Web browser and open a file, the file is opened in the Smart Review Mobile Viewer. The viewer has limited functionalities but still allows you to view (zoom and rotate) files, add annotations and set status.

Viewing files

- Click the **Files list** button, , to show the list of elements in the same location or the task elements in the task. To open a file, from the list that appears, select a file.

Rotating and zooming in and out on files

- Click the **Rotate** button, , to rotate a file 90° clockwise each time.
- Pinch the canvas area with two fingers to zoom in and out on a file.

Adding annotations

1. Click the **Annotations** button, , to display the annotation tools.
2. Select one of the annotation tools and click the canvas area to add an annotation.
3. (Optional) In the **Annotation** box that appears, add a comment.
4. Click **Create** to add the annotation.
   The total number of annotations appear on the **Annotations** button.

Changing annotation color

1. Click the Annotations button, , to display the annotation tools.
2. Select the **Color** tool. The color of all the annotations on canvas changes each time you click the **Color** tool.

Deleting annotations

1. Click the **Annotations** button, , to display the annotation tools.
2. Select the **Selection** tool and click the annotation that you want to delete.
3. In the **Annotation** box that appears, click **Delete** to delete the annotation.

Setting the task element status

1. Click the **Status** button, , to display the **Approve** and **Reject** buttons.
2. Click one of the buttons to set the status of the task element.
3. (Optional) In the **Approve** or **Reject** box that appears, add a comment.
4. Click **Apply** to set the status.
   The **Status** button changes to indicate the status of the task element.