

Reviewing and approving pages



You can review, approve, or reject files in Smart Review or on the web UI.

Requirements:

- To set the status of tasks as a reviewer, your project role must include the View Tasks user right.
- To set the status of tasks as a approver, your project role must include the Approve Tasks user right.


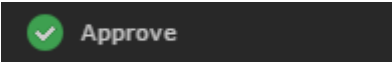
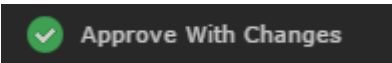

Smart Review

- Reviewing

Review - OK	Review - Not OK
<p>a. Click Review - OK.</p>  <p>b. (Optional) Type a comment in the Comment box.</p> <p>c. Click Apply.</p>	<p>The Review – Not OK status is available only if it is selected by the task creator.</p> <p>a. Click Review - Not OK.</p>  <p>b. (Optional) Type a comment in the Comment box.</p> <p>c. Click Apply.</p>

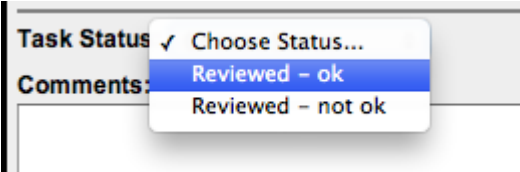
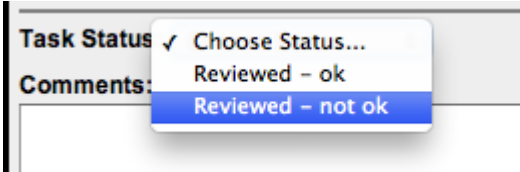
- Approving

Approve	Reject
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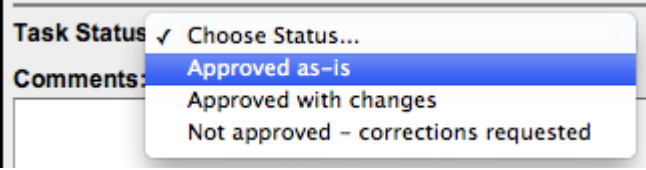
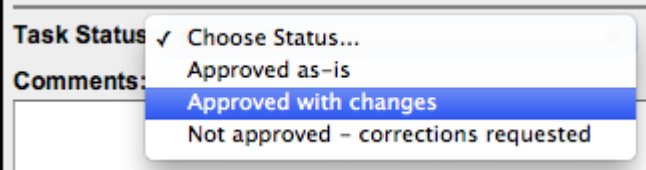

<p>a. Click Approve.</p>  <p>b. Select Approve or Approve With Changes.</p> <p>Note: The Approved With Changes status is available only if it is selected by the task creator.</p>   <p>c. (Optional) Type a comment in the Comment box.</p> <p>d. Click Apply.</p> <p>Note: If the voting restriction option is selected for the customer, you cannot set the status to Approve if you have added an annotation.</p>	<p>a. Click Reject.</p>  <p>b. (Optional) Type a comment in the Comment box.</p> <p>c. Click Apply.</p> <p>Note: If the voting restriction option is selected for the customer, you have to add at least one annotation to set the status to Reject.</p>
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Web UI

- Reviewing

Review - OK	Review - Not OK
<p>a. Click Review - OK.</p>  <p>b. (Optional) Type a comment in the Comment box.</p> <p>c. Click Apply.</p>	<p>The Review – not OK status is available only if it is selected by the task creator.</p> <p>a. Click Review - not OK.</p>  <p>b. (Optional) Type a comment in the Comment box.</p> <p>c. Click Apply.</p>

- Approving

Approve	Reject
<p>a. Select Approve as-is or Approved with changes.</p> <p>Note: The Approved with changes status is available only if it is selected by the task creator.</p>   <p>b. (Optional) Type a comment in the Comment box.</p> <p>c. Click Apply.</p> <p>Note: If the voting restriction option is selected for the customer, you cannot set the status to Approve as-is if you have added an annotation. Also, you cannot add comments when you set the status to Approve as-is.</p>	<p>a. Select Not approve – correction requested.</p>  <p>b. (Optional) Type a comment in the Comment box.</p> <p>c. Click Apply.</p> <p>Note: If the voting restriction option is selected for the customer, you have to add at least one annotation to set the status to Not approved - correction requested.</p> <p>.</p>