

About setting task status

You can set the task status for an element to show whether the element is okay or requires changes. When you set the final status, other users cannot change it, even if they have not set the status for the task.

You can set the status of tasks in the **Tasks** view or Smart Review. You can set the status of action tasks in the **Tasks** view only.

For the tasks for element review or approval, you can set the task status only for the current revision of an element. After you set the status for a task that is assigned to you, you cannot change it or revert to a earlier status, unless a user with task administration rights resets your task status or a new revision of the element is uploaded.

When you remove an element from a task or delete the element, its task status information is removed. If you later replace the element in the task, its task status is **not started**. If you delete a user from the task, all the task status information for that user is removed, for all of the associated elements. The task status information for the user is still available for earlier revisions of the elements.

For the action tasks, you can set the task status **Completed** or **Not Completed**. After you set the status for a task that is assigned to you, you cannot change it or revert to a earlier status, unless a user with task administration rights resets your task status.

Setting the final status

Set the final status for a task when you want to prevent further changes to the task's status—for example, because you have a high-priority job and you want to limit the review process.

To set the final status, you must have a project role that includes the Admin Tasks user right.

After you set the final task status, in the **Tasks** view, the status changes to **changes - Final by Your Name**. Other users who are assigned the task see the status as **finalized**, even if they have already set the status. They cannot make additional changes to the task status.

For the tasks for element review or approval, you can still upload a new revision of an element after you have set the final status for the task associated with the element. When a new revision is uploaded, the element's task status is cleared, and users assigned the task can reset the task status.

Note: When a user approves the task with changes and sets the status to **finalized**, the task status is not cleared when a new revision is uploaded. The user's task status for the new revision is **changes-previous**.

About the status of earlier revisions

For the tasks for element review or approval, when a new revision of an element is uploaded, the status of the task is automatically reset to **not started**, and you can set the task status for the new revision. If the final status was set for the task, the task statuses for all users assigned the task are reset to **status not set** and each user can set the task status for the new revision.

Important: If you approved the previous task with changes and then a new revision of an element was uploaded, the task status becomes **changes-previous**, and you cannot reset your task status for the new revision.

You can see the statuses of the earlier revisions, but you cannot change them. For users who did not set the status (or vote) before the new revision was uploaded, the status of the older revision becomes **status not set**.

If you generate a proof report, the report includes the user statuses, approval comments, and annotations for the selected revision.

If you delete an element revision, its task status information is removed. The task status information for other revisions is kept, including the current revision.

About the sequence and the task status

For the tasks for element review or approval, you can create a task with assigning a sequence number for users. Once the user or users in the current sequence assigned as Approver sets status, the task moves to the next sequence.

Note that users assigned as Reviewer do not contribute when the sequence is considered. Once all the Approvers in a sequence set the status or when there is no Approver in the sequence, the task moves to the next sequence even if there is other Reviewer in the sequence who has not set the status.