

Setting the task status of a task

After you work on an element, set the status of the task assigned to you.

This procedure describes how to set the task status in the **Tasks** view. For information on setting the task status in Smart Review, see the Smart Review Help.

Set the task status for a task

You can set the status only for tasks assigned to you and only for the current revision of an element.

1. In the **Tasks** view, select the elements whose task status you want to set.
2. Select **Task > Set My Status**.
3. Select the task status that you want to assign.
4. (Optional) Type a comment—for example, add information about the corrections that are required.
5. Click **Apply**.
6. If a **Password** box appears, type your system password.

Your task status is updated for the elements in the **Elements** and **Tasks** views.

Notes:

- If the **Enable task approver voting restrictions** option is selected for the customer, you cannot approve the task if you have an annotation on the task element, and you cannot reject the task if you do not have any annotation on the task element.

Set the task status for an action task

1. In the **Tasks** view, select the task whose task status you want to set.
2. Select **Task > Set My Status**.
3. In the **Task Status** list, select **Completed** or **Not Completed**.
4. (Optional) Type a comment—for example, add information about the corrections that are required.
5. Click **Apply**.