

# 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.

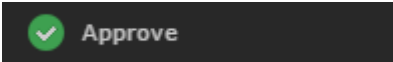
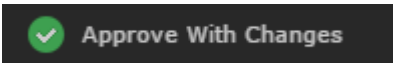
## Smart Review

- Reviewing

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

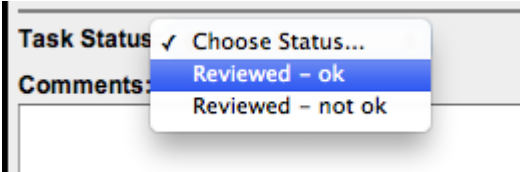
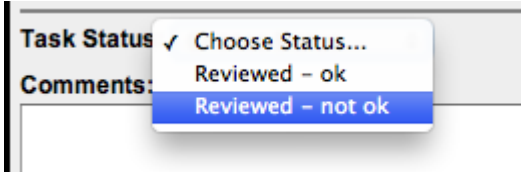
- Approving

| Approve | Reject |
|---------|--------|
|---------|--------|

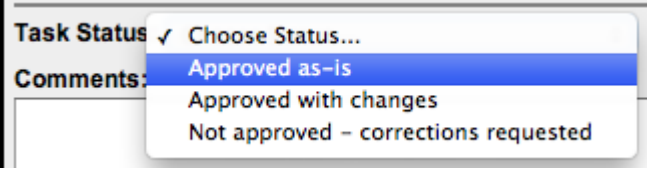
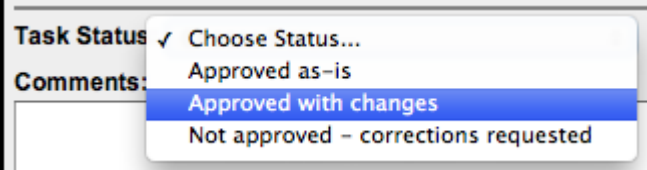
|                                                                                                                                                                                                                                                                                                           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

- Reviewing

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

- Approving

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