

Requesting page reviews and approvals

Requirements:

- You must be assigned a job role that includes the Annotate right.
- To request approval of Work In Progress (WIP) pages, you must have the Request Approval of Work In Progress Pages right.

1. Locate the job, and click the job name.
2. The job's pages are displayed.
3. Select the pages you want reviewed.

Tip: To request a review or approval of all pages click **Select All**.

4. Click **Request Approval**.
5. In the Request Approval dialog box, perform the following steps:
 - a. (Optional) In the **Comment** box, type a comment that you want all reviewers and approvers to see.
 - b. Select the check boxes beside each user or group that you want to review or approve pages.
 - c. Beside each user or group name, in the **Request** column, ensure that the task label is correct:

Task label	Description
Review	Users receive e-mail notifications requesting <i>review</i> of the pages.
Final Approval	Users receive e-mail notifications requesting <i>approval</i> of the pages.
Approve Color	Users receive e-mail notifications requesting <i>approval</i> of the page color.

If the task label is incorrect, click the label, and select the correct label.

6. Click **Apply**.
7. (Optional) If you want to request both an approval of the pages and an approval of the page color to the same user or the same user group, repeat steps 2-6 twice to apply a request with the **Final Approval** task label and another request with the **Approve Color** task label.