

Reviewing pages

When you are asked to review pages in a job, you receive an e-mail notification listing the pages to review.

After you have reviewed the pages in Smart Review, you can set the review status of the pages in Smart Review or in Prepress Portal.

1. Locate the job, and click the job name.
The job's pages are displayed.
2. Review the pages in Smart Review. (In the **Pages** list, click a page or click **Smart Review** .)
3. After you have reviewed the pages in Smart Review, in Prepress Portal, set the review status using the toolbar buttons in the **Pages** area:

If the page is	Do this
OK	a. Select the pages that you want to approve. b. Click Approve. c. In the Approve dialog box, select Review - OK. d.(Optional) In the Reviewed - OK dialog box, type a comment. f. Click Apply. A Reviewed - OK status icon  appears in the page row, under Review.
Not OK	a. Select one or more pages you want to reject. b. Click Reject. c. In the Approve dialog box, select Review - Not OK. d. (Optional) In the Reviewed - Not OK dialog box, type a comment. f. Click Apply. On the Pages tab, a Reviewed - Not OK status icon  appears in the page row, under Review.

Note: The settings for the review-and-approval workflow on the Customer Administration page, the page status, and the user's rights determine whether the user can approve or review the pages.

For more information, see the topic about customer information on the Customer Administration page.

Note: After you complete your review, an e-mail message is automatically sent to the person who requested the review informing them that you are finished.

4. (If requested) Approve the page color.