

Giving final approval of pages in Prepress Portal

Give final approval in the Prepress Portal software.

Requirements: You must have a job role that includes the Annotate right and the Give Final Approval right.

When you are asked to give final approval of pages in a job, you receive an e-mail notification that lists the pages that require approval. Typically, you would give final approval to pages that have been marked as **Reviewed OK**.

1. Locate the job, and click the job name.
The job's' pages appear.
2. Perform the following steps, as required by your workflow:
 - If the pages were reviewed by other people ensure that the page reviews are set to **Reviewed OK**.
 - You can view the pages in Smart Review. (On the **Pages** tab, click a page or click **Smart Review**.)
3. In Prepress Portal, in the **Pages** area, set the approval status:

If the Pages Are	In the Pages area, Do This	In the Pages Tab, in List View, You See
Ready for proof or plate	a. Select the pages for which you want to give final approval. b. Click Approve. c. In the Approve dialog box, click Final Approval. d. (Optional) In the box, type a comment. f. Click Apply.	The page status for each page:  • An approved icon, , appears in the details panel. • An Approved status icon  appears in page's row under the the Approval column. • The page status changes to Approved. (You can get the same information in the Gallery view by clicking the thumbnail.)

Not ready for proof or plate	a. Select the pages that cannot be fixed. b. Click Reject. c. In the Reject dialog box, click Final Reject. d. (Optional) In the box, type a comment that indicates why the page was rejected. f. Click Apply.	The page status for each page: • A rejected icon,  , appears in the details panel. • A Rejected status icon  appears in page's row under the the Approval column. • The page status changes to Rejected. (You can get the same information in the Gallery view by clicking the thumbnail.)
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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.

4. (If requested) Approve the page color.