

About reviewing and approving pages in Smart Review

You can use Smart Review to review pages for content and color accuracy and to set the review or approval status for those pages.

Whether you can set the review status or the approval status for a page depends on:

- The user rights that are included in your job role
- The settings in the Customer Administration **Page Review Workflow** and **Page Approval Workflow**. Define the required settings and determine if a user is required to be asked to review or approve pages.

You need to make sure that you have the appropriate job role to set the page status. When you view your files in Smart Review you can indicate if your review is OK or Not OK by clicking the

Review —OK  icon or the **Review —Not OK** icon  at the bottom of the Smart Review window.

If you have the appropriate review workflow settings and rights (not the Give Final Approval user right), you can set the review status of a page to **Reviewed —OK** or **Reviewed —Not OK**. When you set the review status of a page, the page's status does not change, and you can continue to annotate the page or to change the review status of the page again. You can view a page's review status on the **Pages** tab of a job, in the List View window and in the Status Info window on Smart Review.

If you have a job role that includes both the Annotate and Give Final Approval user rights and the appropriate approval workflow settings, you can annotate and set the approval status of a page to **Approved**, **Rejected**, or **Request Correction**.

Important: When you set the approval status of a page, the page's status changes in Smart Review and in the job, and you can no longer annotate the page. No other users can annotate the page either.

Tip: In Smart Review, you can set the review or approval status of one page at a time. If you want to set the status of multiple pages at once, go to the pages list, select all the required pages and in the **details panel**, use the **Approve** and **Reject** buttons. For more information about setting the status of pages, go to the **Jobs** area, and click the help button **?** on the toolbar.