

Asking users to review or approve pages

You can ask users to review pages or to give final approval for printing.

- 1. In the **Jobs** area, click the name of the job.
- 2. In the **Pages** list, click the pages that you want reviewed or approved, or click **Select All**.
- 3. Click **Request Approval**.
- 4. Select the people or groups who you want to review or approve the pages. Next to each name, select **Final Approval** or **Review**.

REQUEST APPROVAL

Group

Request

Color Team

Review

Customer Users

Request

Elizabeth Burdge (ElizabethB)

Final Approval

John Doe (JohnD)

Final Approval

Mary Siegrist (MaryS)

Raymond Cunningham (RaymondD)

Review

Final Approval

Comments

Cancel

Apply

- 5. Click **Apply**.
In the **Pages** list, you can now view the users who have been asked to review or approve each page.

Upload FilesSmart ReviewPreviewArrange PagesSecure Link

Status: All PagesReviewer: AllSignature: AllPreflight: AllGroup: All

	Name	Approval	Review	Color Review
	NatureBook 1 p1.pdf	Elizabeth Burdge John Doe Mary Siegrist	Raymond Cunningham Robert Doe	
	NatureBook 2 p1.pdf	Elizabeth Burdge John Doe Mary Siegrist	Raymond Cunningham Robert Doe	
	NatureBook 3 p1.pdf	Elizabeth Burdge John Doe Mary Siegrist	Raymond Cunningham Robert Doe	
	NatureBook 4 p1.pdf	Elizabeth Burdge John Doe Mary Siegrist	Raymond Cunningham Robert Doe	
	NatureBook 5 p1.pdf	Elizabeth Burdge John Doe	Raymond Cunningham Robert Doe	

0 of 72 Selected

Select All

1 - 32

Sort by: Name

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Note: The details of the requested approvals are displayed only in List View. The Gallery View does not display them.

