

Reviewing and approving pages in Smart Review and the Pages tab

You can review, approve, or reject pages in Smart Review or in the job's pages area. In Smart Review, you can also request corrections for pages. In Smart Review, you can review OK or approve only one page at a time. In the job's pages area, you can review OK or approve multiple pages at once.

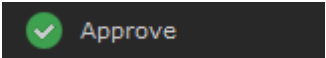
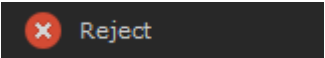
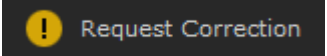
Requirements: Your job role must include the Give Final Approval right for approving or rejecting pages.

Smart Review

- Reviewing

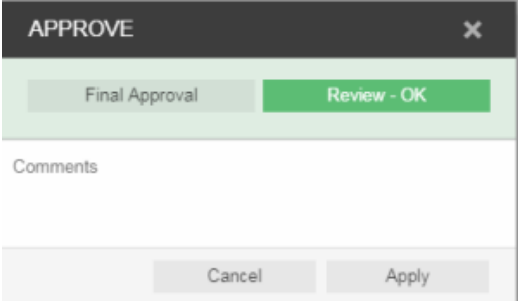
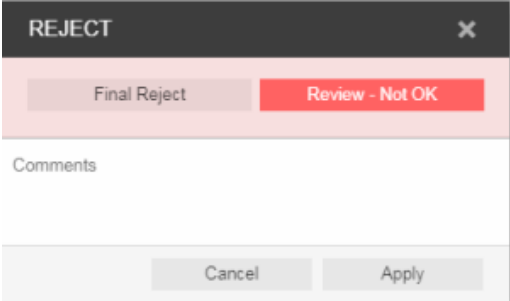
Review - OK	Review - Not OK
1. Click Approve.  2. (Optional) Type a comment in the Comment box. 3. Click Apply.	1. Click Reject.  2. (Optional) Type a comment in the Comment box. 3. Click Apply.

- Approving

Set Final Approval	Reject	Request Correction
1. Click Approve.  2. Select Approve.  3. (Optional) Type a comment in the Comment box. 4. Click Apply.	1. Click Reject.  2. Select Reject.  3. (Optional) Type a comment in the Comment box. 4. Click Apply.	1. Click Reject.  2. Select Request Correction.  3. (Optional) Type a comment in the Comment box. 4. Click Apply.

Pages list

- Reviewing

Review - OK	Review - Not OK
1. Click a page row. 2. In the details panel, click Approve.  3. In the Approve dialog box that appears, select Review - OK.  4. (Optional) Type a comment in the Comment box. 5. Click Apply.	1. Click a page row. 2. In the details panel, click Reject.  3. In the Reject dialog box that appears, select Review - Not OK.  4. (Optional) Type a comment in the Comment box. 5. Click Apply.

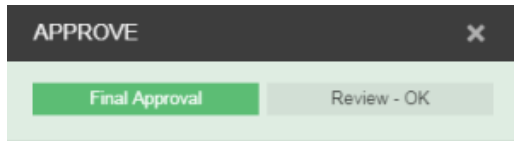
- Approving

Set Final Approval	Reject
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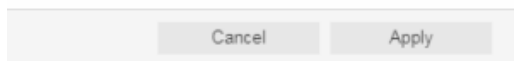
1. Click a page row.
2. In the **details panel**, click **Approve**.



3. In the Approve dialog box that appears, select **Final Approval**.



Comments

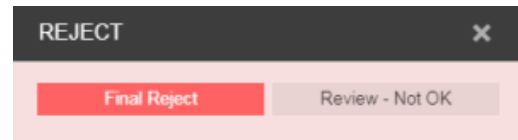


4. (Optional) Type a comment in the **Comment** box.
5. Click **Apply**.

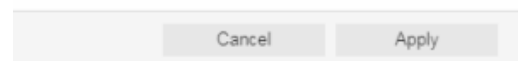
1. Click a page row.
2. In the **details panel**, click **Reject**.



3. In the Reject dialog box that appears, select **Final Reject**.



Comments



4. (Optional) Type a comment in the **Comment** box.
5. Click **Apply**.

Important: In addition to approving or rejecting a single page, you can select multiple page rows by clicking **Select All** or by selecting each row. To skip consecutive pages or deselect pages, use the Command key on the Mac and the Ctrl key on Windows-based computer.

Pro Tip: If your site or a Customer is using the **Allow only upon request** Approval Workflow for Page approvals, then to **Select All** pages, first set the amount of viewable pages to **All** in the page range at the bottom of the screen, then click **Select All**.

