

Requesting page approvals

You can ask a user to review and approve pages for color accuracy.

Requirements: Before the user is asked to approve color, a color target must be assigned.

1. Log on to Prepress Portal, and open the job that contains the pages you want the user to review.
2. From the **Page** list, select the pages that you want reviewed.
3. Click **Request Approval**.
4. Select the user who you want to review the pages.
5. Next to the user's name, select **Approve Color**.

Group	Request
Color Team	Final Approval
Customer Users	Request
☒ Elizabeth Burdge (ElizabethB)	Approve Color
☐ John Doe (JohnD)	Review
☐ Mary Siegrist (MaryS)	Approve Color
☐ Raymond Cunningham (RaymondD)	Final Approval

Comments

Cancel Apply

6. Click **Apply**.
7. **Optional:** If you want to request an approval of the page content too to the same user, in order to make the **Approve Color + Content** button available in Smart Review, repeat steps 2-6, but select **Final Approval** at step 5.