

Create color approval tasks

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

Requirements: Before the user is asked to approve color, a color target must be assigned to the task and your project role must include the Create Tasks right.

1. Select element(s) that you want to add to a color approval task.
2. From the **Task** menu, select **Create Task**.

Create Task

Description | Elements | Users | User Groups | Tasks Reference

Name: Fall Color Coverpages

Due Date: 2018-06-30 yyyy-mm-dd

Description:

Color Approval:

☒ Require Matchprint Virtual

Color Target: GRACol C1

All elements are supported by Matchprint Virtual

All elements are RGB viewable

Task Options:

☐ Require password authentication for approvers

☐ Allow 'Approve With Changes' status for approvers

☐ Only allow 'OK' status for reviewers

☐ Exclude task from automatic reminders

Owner: Tech Writer

Create Cancel

3. On the **Description** tab, in the Create Task dialog box that appears, specify a task name, select the **Require Matchprint Virtual** check box, and choose the **Color Target** and other optional settings.
Note: The light source correction is applied only for task elements with CMYK/spot colors. It is not applied to task elements with RGB color.
4. On the **Users** tab and the **Users Groups** tab (if any user group is available for the project), select users with the Use Matchprint Virtual right to add to the task. Optionally, you can assign the Sequence numbers and individual Due Date.

Create Task

Description | Elements | **Users** | User Groups | Tasks Reference

Filter: Show Users of Category CI_Level1 ▾

Users: ☐ Approvers ☐ Reviewers ☐ Content Proofs ☒ Color Approvers

	Name	Sequence	Due Date
✓	 CI Color	1	 2018-06-25

Create Cancel

5. If additional tabs are displayed, specify any further requirements for the task.
6. Click **Create**.