

Job Layout Summary

This report provides either summary or detailed information about the layout for a particular job. If you choose to see a detailed summary, the report includes the approval status of each page in the job.

The generated report contains the following types of information:

- Date created
- Job name, number of layouts, run list length
- Signature summary: total number of signatures, number of signatures in various states, such as with all content and missing content
- Page summary: total number of pages, number of pages in various states, such as unassigned page positions, approved, rejected, not requiring approvals, and so on
- Per signature summaries: signature number, work style, sheet number, surface, number of run-list pages, and page placement, file name, and state of each page

To generate the report:

1. Select a job.
To search on a partial job name, click **Search** and type part of a job name followed by an asterisk (*).
2. To see the summary followed by detailed information, select **yes**.
To see only the summary, select **no**.
3. Click **pdf** or **html**.