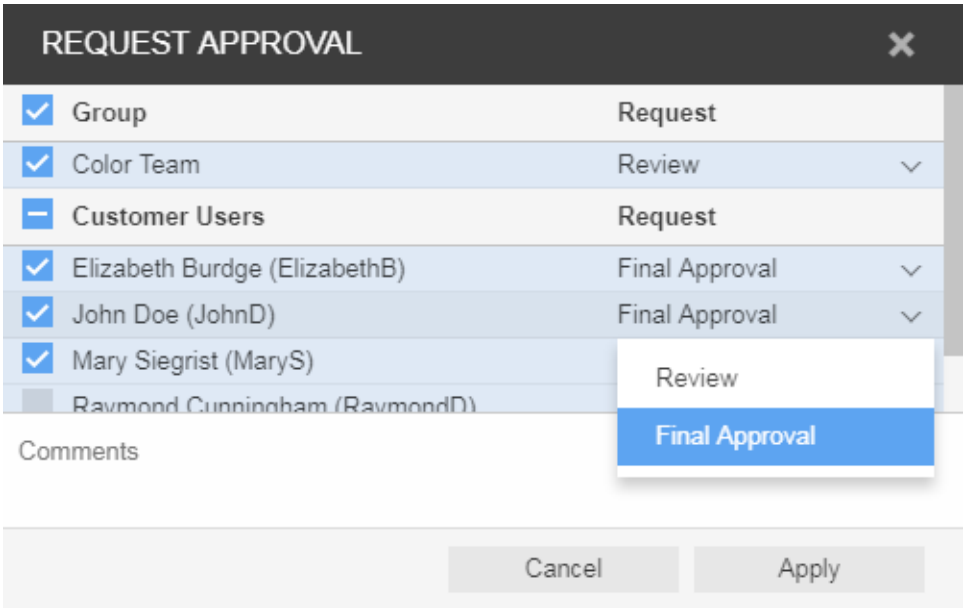
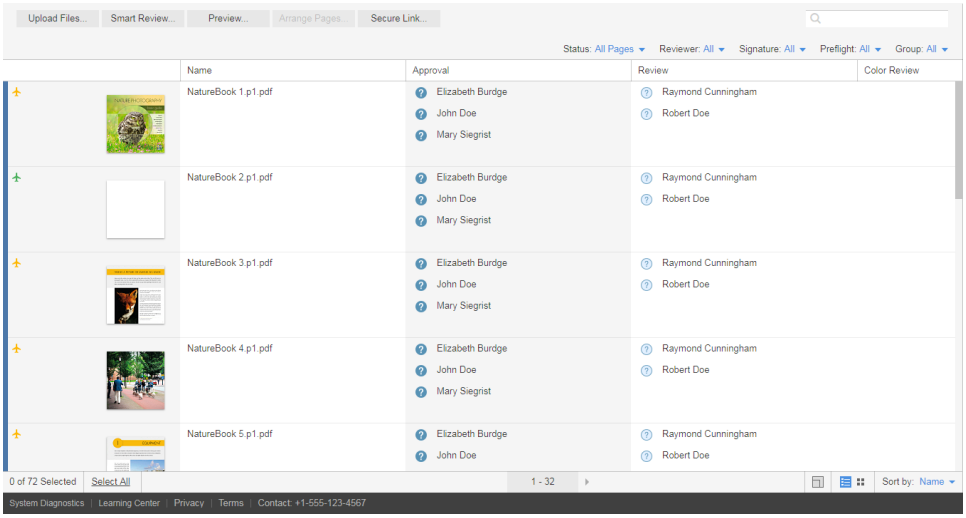
Asking users to review or approve pages

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**.



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



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