Reviewing and approving pages in Smart Review and in the pages list

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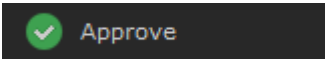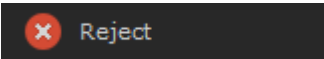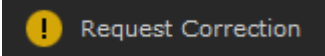
Requirements: Your job role must include the Give Final Approval right for approving or rejecting pages.
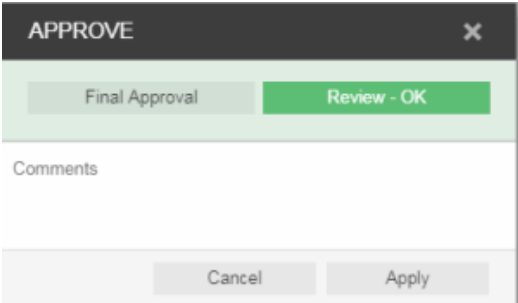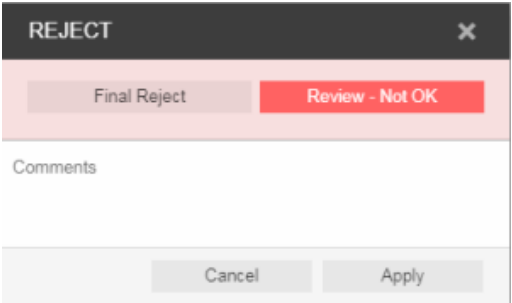
Smart Review

- 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

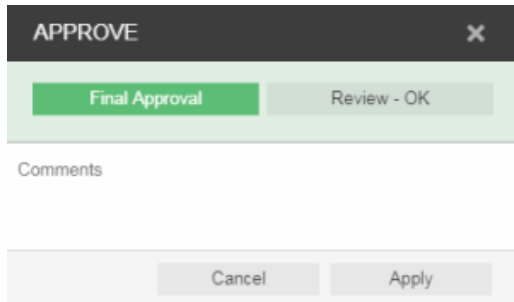| Review - OK	Review - Not OK
1. Click a page row. 2. In the **details panel**, click **Approve**. 3. In the Approve dialog box that appears, select **Review - OK**. 4. (Optional) Type a comment in the **Comment** box. 5. Click **Apply**.	1. Click a page row. 2. In the **details panel**, click **Reject**.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

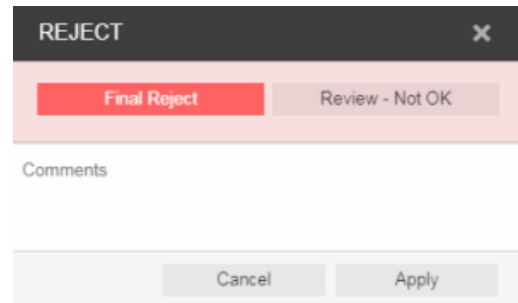|	
1. Click a page row. 2. In the **details panel**, click **Approve**. 3. In the Approve dialog box that appears, select **Final Approval**. APPROVE ✕ Final Approval Review - OK Comments Cancel Apply 4. (Optional) Type a comment in the **Comment** box. 5. Click **Apply**.	1. Click a page row. 2. In the **details panel**, click **Reject**. 3. In the Reject dialog box that appears, select **Final Reject**. REJECT ✕ Final Reject Review - Not OK Comments Cancel Apply 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.