

Reviewing and approving pages

You can review, approve, or reject files in Smart Review or on the web UI.

Requirements:

- To set the status of tasks as a reviewer, your project role must include the View Tasks user right.
- To set the status of tasks as a approver, your project role must include the Approve Tasks user right.

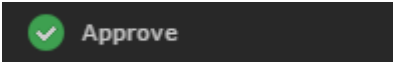
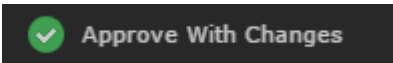
Smart Review

- Reviewing

Review - OK	Review - Not OK
a. Click Review - OK.  b. (Optional) Type a comment in the Comment box. c. Click Apply.	The Review – Not OK status is available only if it is selected by the task creator. a. Click Review - Not OK.  b. (Optional) Type a comment in the Comment box. c. Click Apply.

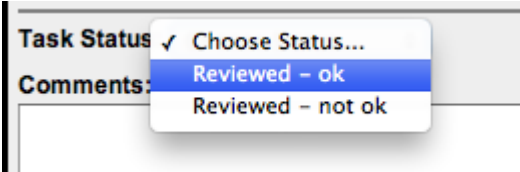
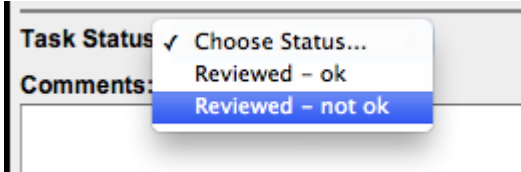
- Approving

Approve	Reject
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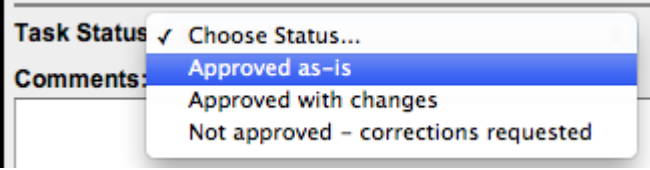
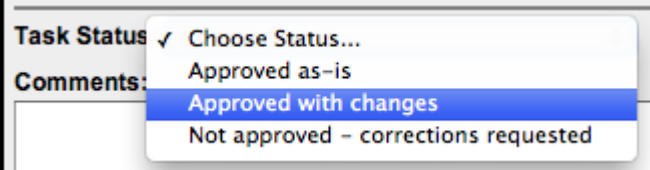
a. Click Approve.  b. Select Approve or Approve With Changes. Note: The Approved With Changes status is available only if it is selected by the task creator.   c. (Optional) Type a comment in the Comment box. d. Click Apply. Note: If the voting restriction option is selected for the customer, you cannot set the status to Approve if you have added an annotation.	a. Click Reject.  b. (Optional) Type a comment in the Comment box. c. Click Apply. Note: If the voting restriction option is selected for the customer, you have to add at least one annotation to set the status to Reject.
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Web UI

- Reviewing

Review - OK	Review - Not OK
a. Click Review - OK.  b. (Optional) Type a comment in the Comment box. c. Click Apply.	The Review – not OK status is available only if it is selected by the task creator. a. Click Review - not OK.  b. (Optional) Type a comment in the Comment box. c. Click Apply.

- Approving

Approve	Reject
a. Select Approve as-is or Approved with changes. Note: The Approved with changes status is available only if it is selected by the task creator.   b. (Optional) Type a comment in the Comment box. c. Click Apply. Note: If the voting restriction option is selected for the customer, you cannot set the status to Approve as-is if you have added an annotation. Also, you cannot add comments when you set the status to Approve as-is.	a. Select Not approve – correction requested.  b. (Optional) Type a comment in the Comment box. c. Click Apply. Note: If the voting restriction option is selected for the customer, you have to add at least one annotation to set the status to Not approved - correction requested. .