Summary
Upon logging in, your home screen lists all of the jobs currently in process for your organization. Clicking on a job title will open the Summary Page showing the total number of pages requiring your approval, uploaded files, and an area where you can communicate with production or the CSR.

Look under the heading, Approval Summary, and click the number next to the word Total or click on the Pages tab above to go to the Pages section.

Note: You can click the Smart Review button at anytime to launch Smart Review.

Pages
Here you will see thumbnails of each page with their approval and preflight status. You can upload files, review pages, and approve or reject pages. The Preflight Status is indicted by a small blue, yellow, or red hurricane icon on the bottom right of each thumbnail.

Power User Tip: You can click on the thumbnail to open the page in Smart Review.

Blue: Information only, No Preflight issues.

Yellow: Cautions, if they appear okay in Smart Review it will print fine.

Red: Issues that will affect print quality: missing fonts, low resolution images, lines and fonts that may be too small to print visibly. Please go back and review!

Note: Prepress will no longer question low resolution alerts you have approved in Smart Review.