MRM - Approvals

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Getting Started

To find your approvals, go to My Page → My Tasks on the top navigation. This will show you all approvals that are currently pending your review.

Once you open the task, click “View” and you will launch the approval window.

In the Approval Window

Use the annotation tool in the top left corner and click anywhere on the approval screen to create a sticky note. Use the Drawing tool to circle and mark-up.

Note that there may be multiple pages to view using the navigation on the left side of the approval window. All assets need to be reviewed but the contents of the task should be treated as ONE approval – if all but one of the assets are approved, please still REJECT the job so the necessary changes can be made. Do not Approve or Reject until you have viewed all of the layouts.

Please make all markups and comments as annotations over the document which is being reviewed. When you approve or reject, you will receive a pop-up window to confirm your decision that also has a text field. As all comments have already been added at this point, please leave this text box blank.

Please keep all comments as clear and precise as possible and avoid posing questions.