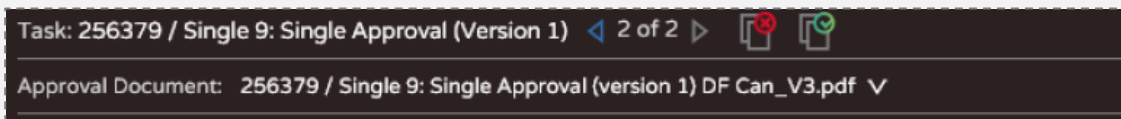


1 – Multi Task Approval

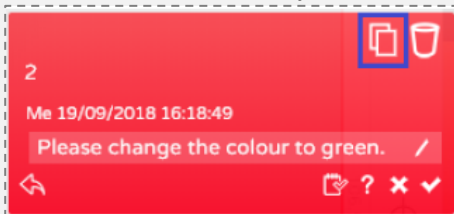
Greenlight has the capability of approving or rejecting multiple tasks at the same time.

When the viewer is opened for multiple reviews at the same time, you will see several additional options which are not available in single review mode:

- Navigate between the different reviews – An extra menu bar will appear at the top of the window to allow you to navigate between the tasks within the batch. Using the [Previous](#) and [Next](#) icons next to the [Task Name](#) in this area.



- Copy a [Global](#) annotation type to all documents within the batch – once a global annotation is saved, an extra option is shown to copy it across all documents in the batch. Use this feature when you have an overall comment to apply across several artworks at once.



Once selected, the [Copy Annotation](#) feature is disabled for the remainder of your approval session to prevent accidental duplication of the annotation.

- Approve / Reject Individual reviews – selecting the [Approve](#), [Approve with Changes](#) (if enabled) or [Reject](#) options as per the standard view. Once your decision is confirmed, you will be automatically moved to the next item in the batch.
- [Approve All](#) or [Reject All](#) files as a batch – these buttons allow you to action the same decision across all tasks in the batch



Choosing to [Reject All](#) will validate that all tasks within the approval have at least one comment left against them. If at least one document within each task does not contain an annotation, then the process will halt and a warning will be displayed.

Note: it is possible to mix and match the two approval approaches. For example, approve one or two files singly and then use the batch reject for the remainder.

2 – Approving Multiple Files

When more than one file exists within a single review, forward and backward arrows display next the [Approval Document](#) and [Compare Document](#) select lists.

Approval Document: 256432 / Beer Labels: Review Photography (version 1) rectangles 2.jpg ▾ ◀ 3 of 4 ▶

Comments can be added to the documents individually.

Running the proof report will create a summary of the annotations and approval status information against all the documents in the task.

The decision left against a multi-file review will apply to all documents (as opposed to being against each document). Therefore, when an [Approval](#) or [Rejection](#) is confirmed, Greenlight will consider all documents within the task to have the same decision.

At least one document must have an annotation added before the review can be rejected.