



Cheat Sheet Topic: Document Approval in WebCenter

Purpose: To outline the steps necessary to approve a document in WebCenter.

Applications Needed: Internet Browser *[with Java]*

1. There are two ways to access documents awaiting your approval.
 - a. If you receive an email notification, the email message will contain a link to the document. Simply click the link, and log in to WebCenter.
 - b. At any time, you may also go to the **My Work** tab in WebCenter, where all documents awaiting your approval are listed. Click the **name** of the document you want to review.

Log In

Username

Password

Log In

Name	Version	Version Author	Due Date	Project
FireWorx WC.pdf	2	Fox, Justin		TEST_001_work

2. You will be directed to the **Document Details** page. From here you can open the document in the **WebCenter Viewer** in order to review it. Do one of the following to open the Viewer:
 - a. Click the **thumbnail** of the document.
 - b. Click the **name** of the document.
 - c. Click **View and Annotate** from the Document Actions list.

Document - FireWorx WC.pdf

Document: FireWorx WC.pdf

Version: 2

Description:

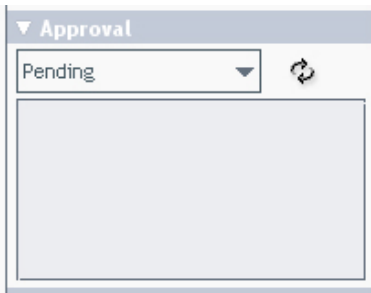
Project: TEST_001_work

Approval: Cycle Started - Status Pending [Stop Cycle](#)

Document Actions

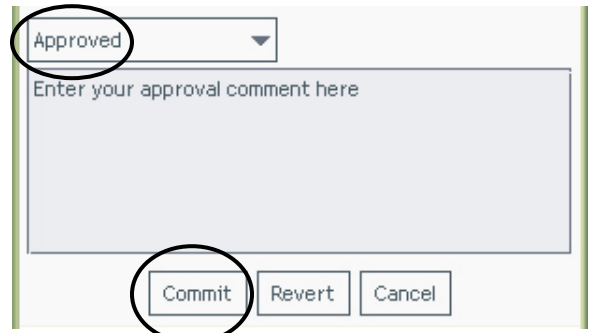
- Open in Acrobat
- View and Annotate
- Mail link to...
- Add to Cart
- Download
- Upload New Version
- Lock


3. Review the artwork in the viewer. (*Refer to corresponding cheat sheet on using the Viewer.*) Use the annotation tools to make comments on the document, or to indicate necessary changes.



4. Indicate your approval status from the **Approval** tab on the right-hand side of the Viewer. You can choose **Pending**, **Approved**, or **Rejected**.

5. When you select your status, you will also have the opportunity to type an **Approval Comment**. This comment will appear in the document history next to your approval status.
6. Click the **Commit** button to save your approval status and comment. (*Note: This step cannot be undone.*)



7. Close the viewer with the **Exit** button  in the upper right corner.