



**For Approvers–
How to Approve or Reject Tasks
in Classic View**

****If you are opening a task from a Collage e-mail notification please skip to Step 5.***

1. Go to the Collage Classic View (If not in Classic view, click "Classic" in the top right corner.)

2. Click Home on the far left of the top grey header bar.

3. Below Current Tasks and Notifications, you should see the task and/or tasks awaiting approval.

4. Click on the task name which will open the task with the **Overview** tab on the left hand vertical toolbar.

5. Click Assets, which is located directly under the **Overview** tab on the left hand vertical toolbar.

6. The files included in the task will be listed under Assets. Check the box to the left of the filename and **click Preview** on the top toolbar to view the file.

(Repeat this process for each file in the task)

If the files included in the task are ready to publish:

- a. **Click Overview** on the left hand vertical toolbar.
- b. **Click Done** on the task toolbar across the top of the page.
- c. **Key in your comments** in the comment box and **click OK**.
- d. Collage should now indicate that the task has successfully been marked done. **Click the OK button.**

If the files need additional work and you want to send the task back to your contributor:

- a. **Click the Reject** button.
- b. Select either **All users in previous state** or select a **specific user**.
- c. **Key in your comments** in the comment box.
- d. **Click OK**.
- e. The task has now been returned to the Contributor for additional editing.