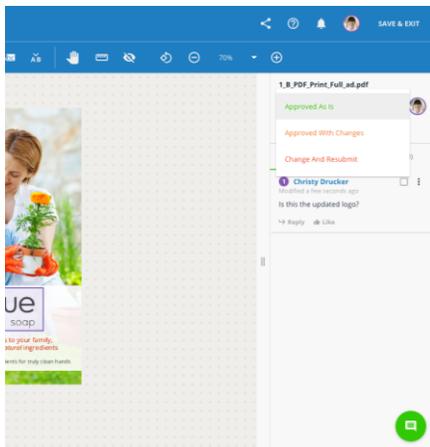# Approval Statuses

To ensure the fastest and smoothest review process, please read the following article on how to submit your reviews on Lytho. It is important to note that every page of a review must have an approval status submitted to move on to the next round of reviews/changes.

- Before you can submit your review and complete the review process, an approval status is required for **each page**, such as
- **"Approved As Is:"** no changes needed
- **"Approved with Changes:"** I have edits, but do not need to see another version
- **"Change and Resubmit."** Please make my edits and send a clean version for review
- You can set the approval status by selecting the drop-down menu on the right-hand side of the screen, above the collaboration panel.

- Click the page navigation arrows that appear on the canvas to review the next page in the proof.
- **Setting an approval status does not submit your review.** Once an approval status has been set for **each page** you will see the option to **SUBMIT REVIEW**.
- **PLEASE MAKE SURE YOU HAVE REVIEWED AND SET YOUR APPROVAL STAUS FOR EVERY PAGE IN THE REVIEW.**

Submitting Reviews

After applying an approval status to all assets in the proof, the 'Save & Exit' button will switch to a green SUBMIT REVIEW button**.** To proceed, click **SUBMIT REVIEW** at the top right of the page.
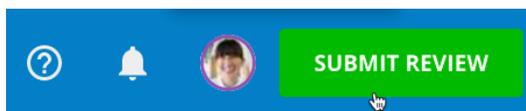
Members of the proof will be notified via email when all invited reviewers have submitted their reviews.