imagen

REVIEW & APPROVAL

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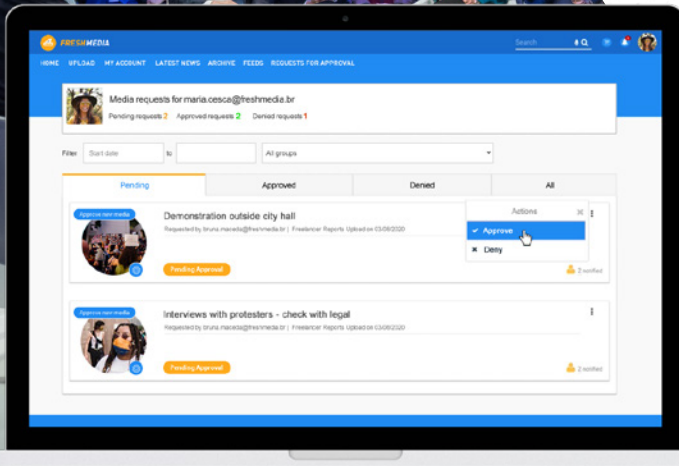**Coordinate production workflows and manage sign-off for publishing and distribution with Imagen's comprehensive review and approval controls**

DELEGATE APPROVAL
Control flow of new content to multiple reviewers via customisable approval workflows.

EXTERNAL SUBMISSIONS
Enable contributions from outside your organisation with secure ingest from any browser.

NOTIFICATIONS
Keep up to date on review tasks with built-in notifications, emails and job queues.

TIME TO TAKE CONTROL

Keeping track of incoming content from a range of departments can be a real challenge for media managers – particularly when it's arriving from outside the organisation. That's why we've added a streamlined review and approval process for busy administrators.

Introduce quality control to your media ingest workflows. Bring valuable, time-sensitive content to market more quickly by delegating crucial review and approval tasks to mutliple teams or individuals.

Enjoy greater peace of mind and editorial control published or distributed through your Imagen platform and beyond.

Imagen's ingest workflows can quarantine content before it's made available to end-users. Nominated *Approvers* are notified when new content arrives; they are then able to quickly review the media and approve or deny the addition of the new file.

Signed-off content can be automatically assigned a set of custom access controls, so it's immediately made available for specific groups, individuals or for the general public.

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1. SET UP YOUR REQUESTERS AND APPROVERS

Assign the *Requester* role to individuals or groups within or outside your organisation to enable them to upload content for review. The *Approver* role entitles trusted colleagues to review content that has been uploaded by the *Requester*. Contributions from specific *Requesters* can be directed at specific *Approvers* who have the expertise to make decisions based on criteria such as territory or subject matter.

2. REQUESTERS UPLOAD CONTENT

Requesters inside or outside your organisation can access the upload interface via any browser. Drag and drop new content for review onto the browser window and Imagen will automatically take care of ingest. Supporting information can also be added to a custom (cut-down) set of *metadata fields*.

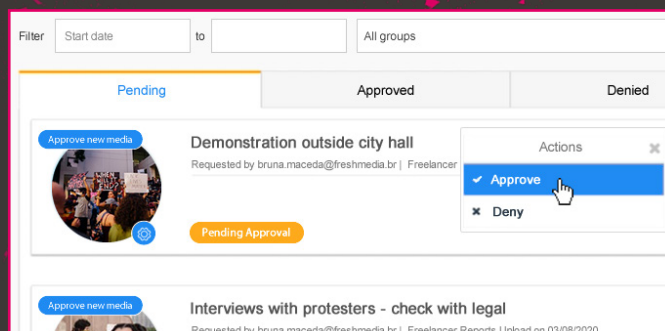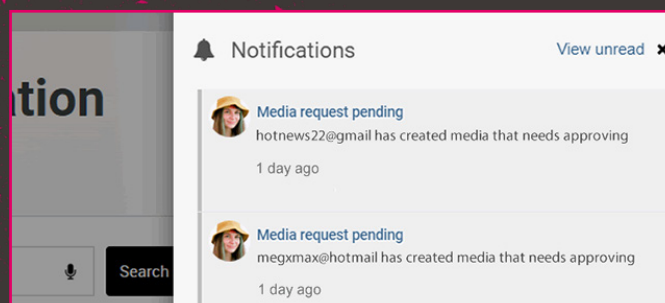# 3. APPROVERS RECEIVE NOTIFICATIONS

Staff who have been allocated the *Approver* role receive notification emails and alerts within the Imagen platform when new content is ready for review.

4. REVIEW AND APPROVE

Imagen's handy review page shows which content is ready for review (pending), what has been previously approved or denied. When approval has been declined, a short messages can be added for the *Requester* to explain the reason. Custom access control settings can be set up for approved content, so that it can be made immediately available to specific groups or individuals.