

# Share and Approve 2403

## Integration Guide

03 - 2024

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# 1. Copyright Notice

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## 2. Welcome to the Integration guide

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Welcome to the Share & Approve integration guide with ArtPro+ and DeskPack for pre-press editors.

This documentation contains 2 sections

- Part 1 is intended ArtPro+ and DeskPack prepress operators who want to upload documents to the Esko Cloud and share them with other users.

This provides a brief overview on the Share & Approve functionality offered in ArtPro+ and DeskPack.

Refer [Functionality in the Prepress Editor: Uploading, Sharing, Reviewing Annotations](#) on page 8

- Part 2 is intended for the account administrator. Refer [Administration](#) on page 31 for more details.

Using this Guide

- To navigate through this guide, use the # icons to expand the Table of Contents panel, and click the topic name to read that entry.
- To search across all topic for a text string, use the search field in the upper left corner.
- To download a PDF version of the complete guide, click the "PDF Version" link in the upper right corner of the page.
- To return to the list of all Share & Approve documentation, click "Other Share & Approve documentation" in the upper right corner of the page.

## 3. Added Functionality for ArtPro+ / DeskPack operators

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The integration of the prepress editors with Share & Approve allows prepress operators to

- Upload PDF files from within the editor to the Esko Cloud.
- Share the PDF files with other people, either working in the same company or not.
- Request users to review a document in the Esko Cloud Viewer, possibly in 3D.
- Request users to annotate and/or approve (or reject) the document.
- Review the Annotations in the prepress editor.
- Add Annotations on the document inside the prepress editor

The prepress editor offers a subset of the functionality available in the web application of Share & Approve. For the full documentation of Share & Approve refer to the Esko Support page: [Share & Approve](#).

## 4. Functionality in the Prepress Editor: Uploading, Sharing, Reviewing Annotations

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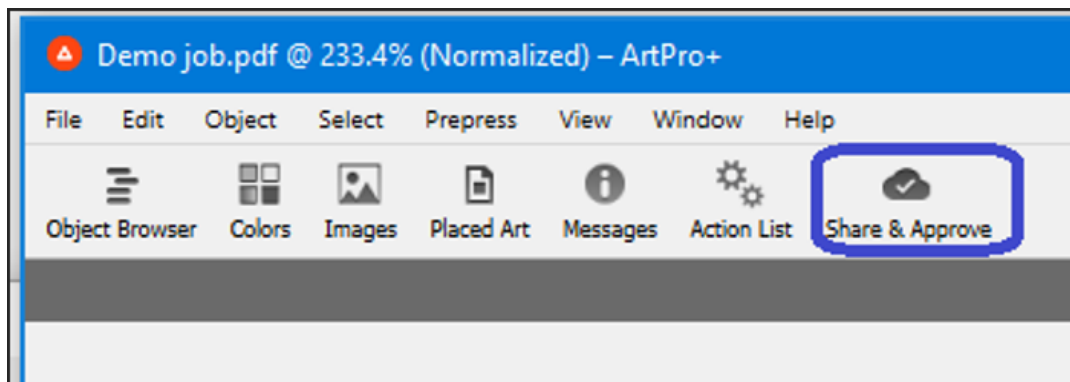
This section explains the user experience of the prepress operator.

The prepress operator should be registered as a user to the Esko Cloud Account. If not, kindly contact the Account administrator of Share & Approve in your company.

### 4.1. Connecting to Share & Approve

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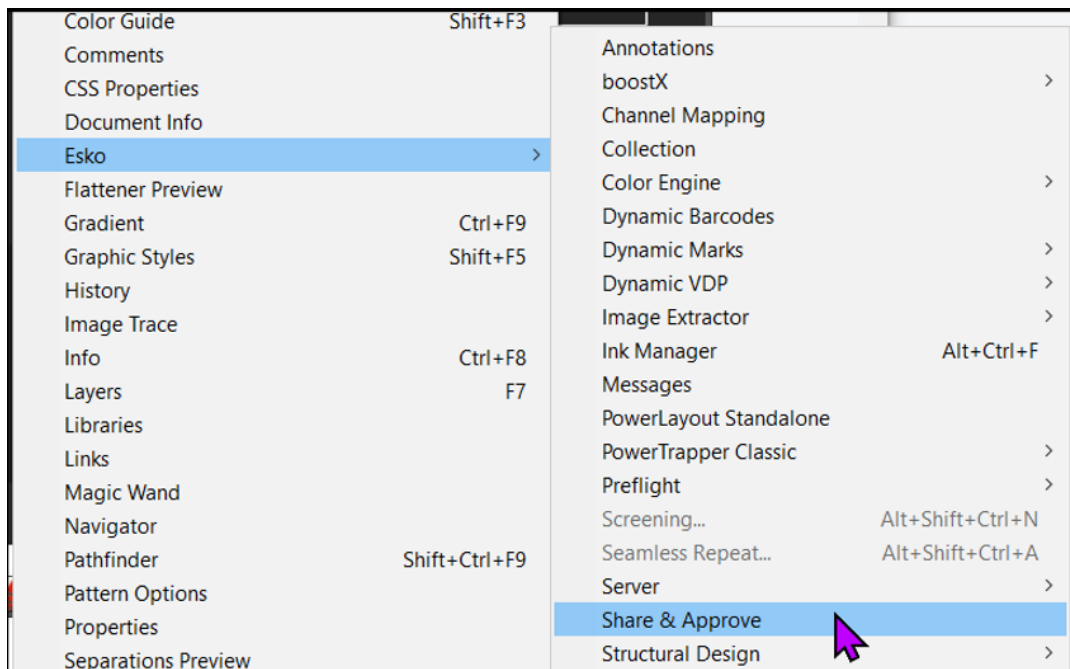
1. In ArtPro+ the menu bar offers an icon **Share & Approve**.



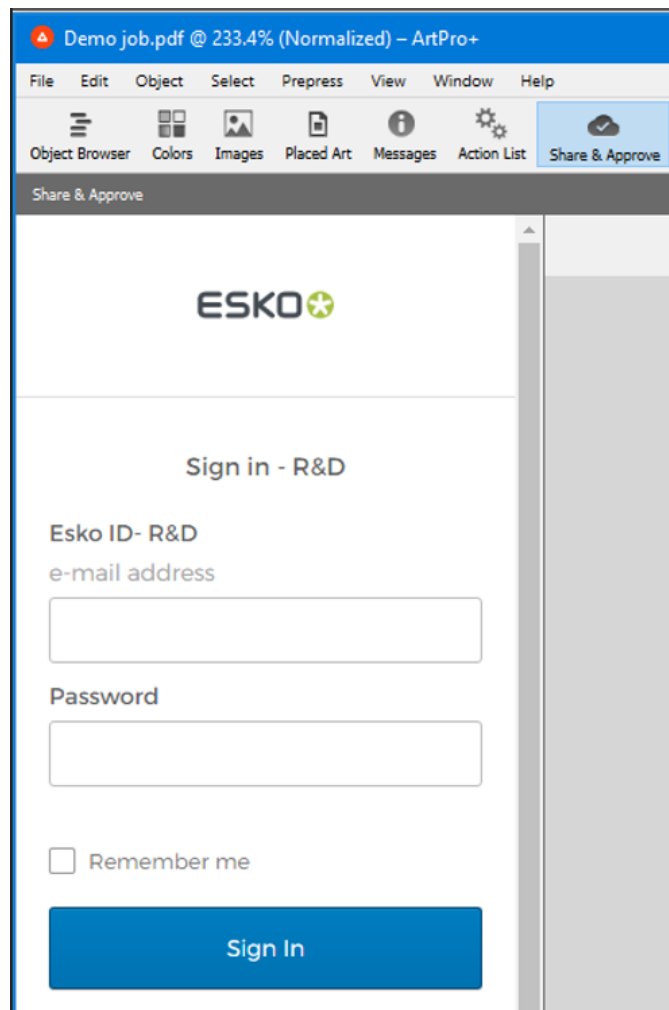
Click the icon to start Share & Approve.

2. In DeskPack start the Share & Approve plugin. On Windows this is done via the menu list **Window | Esko | Share & Approve**.





3. The login panel will be displayed.



4. Enter your Esko ID (i.e., your e-mail address), and password, and click on Sign In.
5. A panel is shown which offers the Share & Approve functionality. See the below sections for further information.

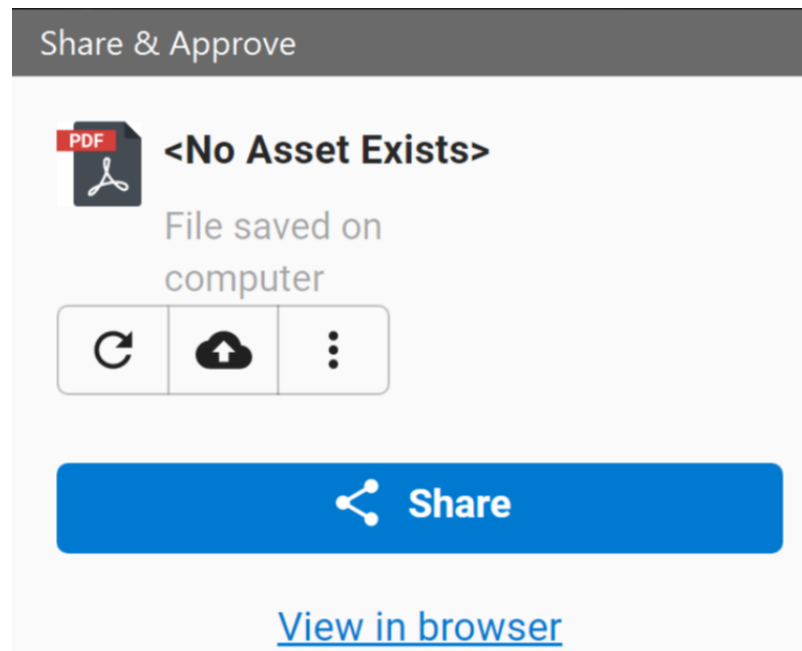



**Note:** In case you login the very first time to Share & Approve you first have to select an account. See the below sections for details.

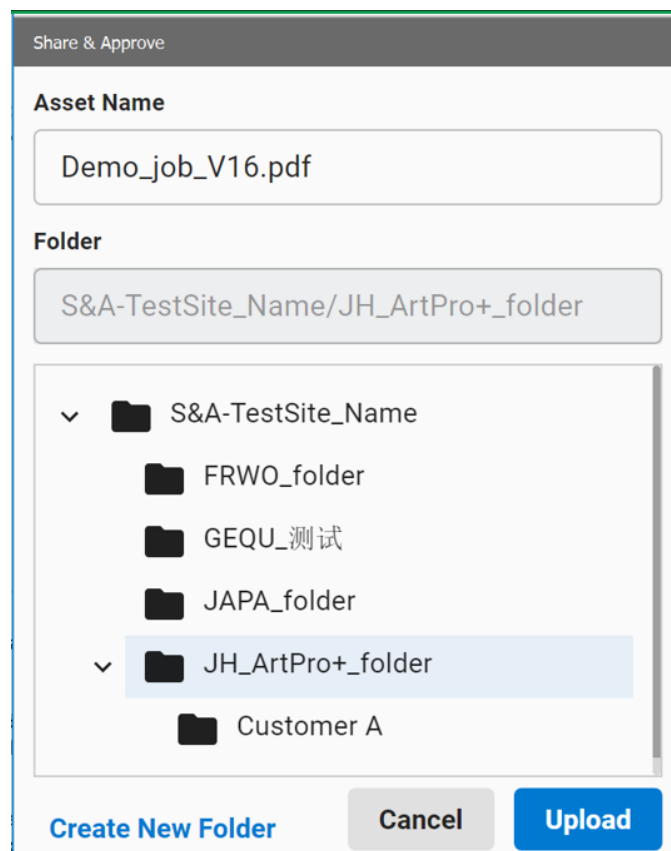
## 4.2. Uploading PDF to Share & Approve

---

If the active document is not yet uploaded to Esko Cloud, the following panel is displayed.



To upload click the cloud icon . The contents of the panel will be changed as following



- **Asset Name:** Enter a name for the Asset. By default, the name of the active file is displayed, but it can be edited.



**Note:** In case of an Illustrator document the file extension will be displayed as .ai, however the actual file uploaded will be a pdf. You can change the .ai to .pdf .

- **Folder:** Share & Approve stores its data in the Esko Cloud using a folder structure. Select a folder to which the file should be uploaded. Clicking on a folder opens its subfolders.
- You can create a new subfolder by clicking **Create New Folder**.
- Click the arrow on the left of a row to closes the subtree.
- Clicking Upload, performs the actual upload to the Esko Cloud. After uploading, a few extra functionality is offered in the pane, see the below section.
- Clicking the **Share** button if the document is not yet uploaded. This opens a similar dialog requesting to first upload the document before sharing.

### 4.2.1. Creating Assets without Upload

Users can upload a template of an asset without actually uploading the file. An empty PDF will be uploaded to the Asset with the size of 5cm x 5cm and shows the following message "Annotations only, awaiting PDF file". Note that it behaves as any Asset in Share and Approve that has a PDF.

This empty asset can be used to,

- **Create Annotations:** The editor can create Annotations for the active (open) document PDF. This is linked to the "empty" Asset in the Cloud. All the annotations will be added to version 0.
- **View Annotations:** The viewer can view the Annotations for this empty document.
- **Versioning:** The version displayed in the editor is "version 0" and the User Interface of Share and Approve displays the version 1.

Users can upload the real PDF by,

1. Click the Upload icon.
2. The following query is displayed **Do you want to upload a 1st version of the file?**
3. Click upload.

When you click upload, the version displayed in the editor becomes "1" and the original annotations of version 0 are kept for version 1.

## 4.3. Uploading Structural Files to Share and Approve

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Users can upload a linked Structural Design file (ARD or ZAE) along with the PDF. This helps the users to see the file in 3D in the Esko Cloud Viewer.

To upload a structural design file, follow the same steps as when uploading a PDF file.

If your PDF contains a Structural design file, select **Upload Structural Design** to upload the file along with the PDF. This will render the PDF document in 3D view.

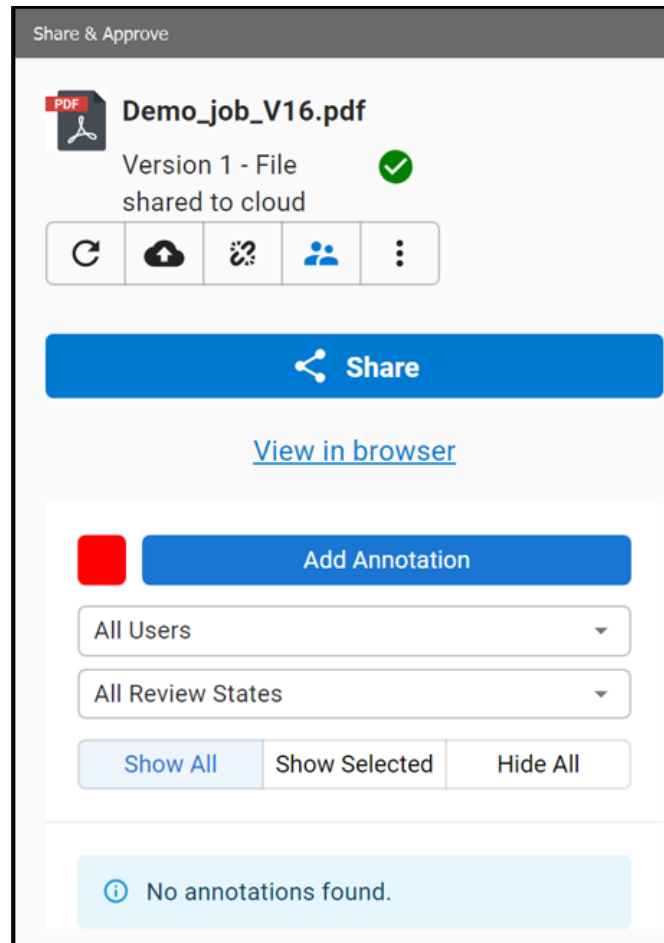
Both the PDF and the Structural design file are uploaded as separate assets to the Share & Approve.

Note that if you do not select Upload Structural Design, only a single asset for the PDF is created.

The Structural Design file is added to a subfolder (**\_3D\_StructuralDesign**) of the folder where the PDF file resides.

## 4.4. Uploading a new version

If the active document is already uploaded to Esko Cloud, the pane looks as follows,



- Click the cloud icon to upload a new version of the file.
- The green icon indicates that the file is already uploaded.
- Clicking allows to unlink the PDF from the Asset in the Cloud. This is interesting when you want to upload the PDF to another folder in the Cloud.



**Note:** When uploading a PDF to an Asset in the Esko Cloud, a reference to this Asset added in the PDF. Unlinking is removing this reference.

- Click **View in browser** to open the web UI of Share & Approve and to display the details of the Asset. For details see the [Share & Approve](#) documentation.
- Other functionalities will be explained on the below sections.


**Note:**

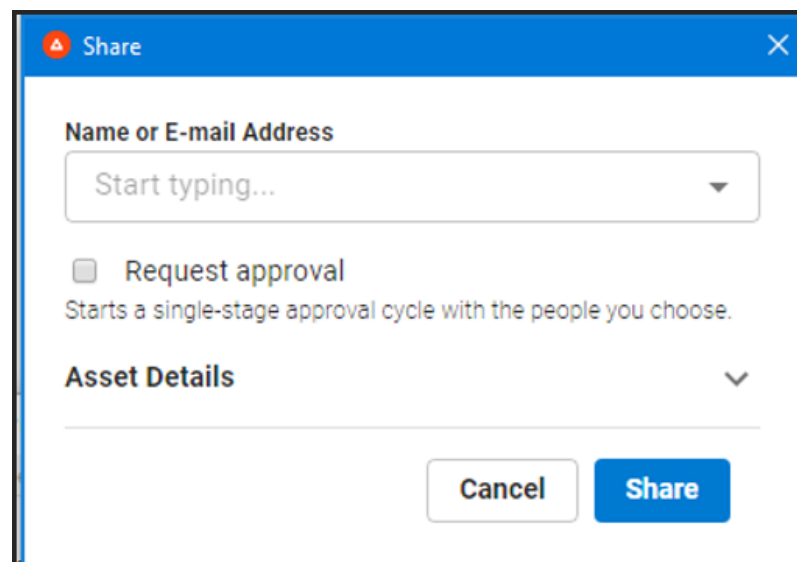
When users upload assets with same names to a folder, a new version is created rather than duplicating the assets.

The following message is displayed when a user tries to upload an asset with a name as an asset that is already existing:

**An Asset with this name already exists, a new version will be created.**

## 4.5. Sharing a Document

Clicking the **Share** button opens following dialog box,



- The drop down allows you
  - To select one or more users who are registered to the Account.
  - To select a group of users (a group is a set of users created on Share & Approve)
  - To enter manually the e-mail address of an unregistered user.
- Checking **Request approval** allows these users to approve or reject the document.
- For unregistered users an extra field is offered: **Expiration date for the link**.  
This indicates how long the link remains valid which the person will receive via e-mail. This field is not applicable for registered users.
- **Asset Details:** Expanding this section displays the name of the Asset and its folder location.
- Clicking the **Share** button results in a mail being sent to the mentioned users, after which the dialog is closed.



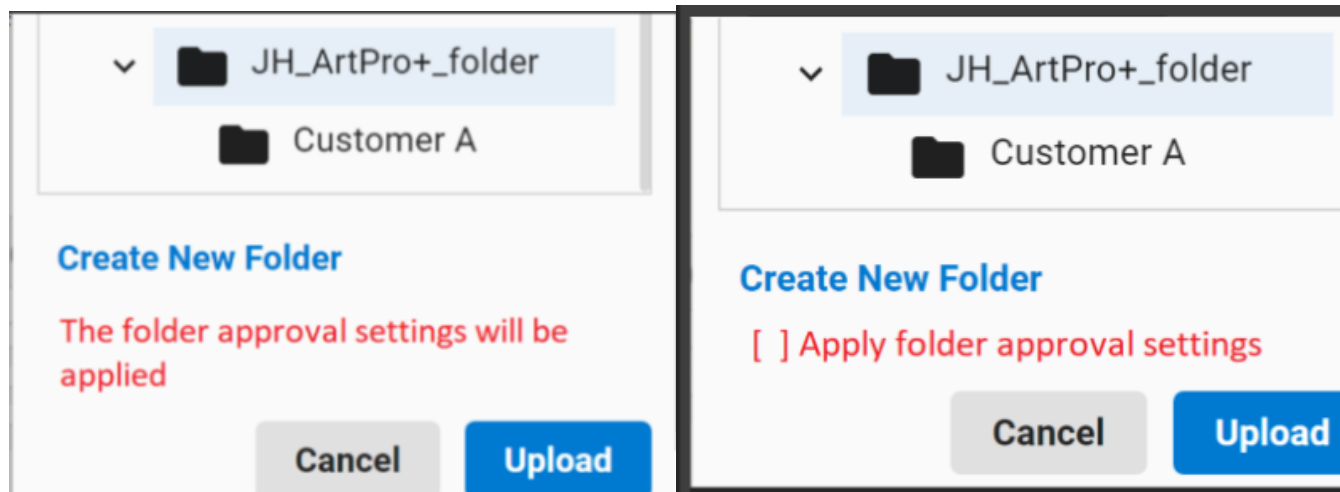
**Note:** In the following cases the Request approval checkbox is greyed out

- There is already an approval cycle running.

## 4.6. Approval Inheritance

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If a PDF file is uploaded to a folder having an approval set up, the uploaded document inherits the approval set up from the folder. Depending on the central configuration (see [Auto Start Approval Settings](#)), the folder approval set up is enforced on the document or the user gets the option to use the folder set up of the document or not.



## 4.7. Overview of Approval Statuses

---

- **Pending:** The approval cycle is running for the moment. In a running cycle, a new approval cycle cannot be started.
- **Approved:** The current version of the document is approved. When uploading a new version, the user can restart the approval cycle.
- **Approved with a Condition:** Same as Approved but one of the approvers entered a condition.
- **Force Approved:** The current version of the document is approved but this has been forced by a user with "force approval" rights on the document.
- **Force Approved with a Condition:** Same as Force Approved but the approver has entered a condition.
- **Rejected:** The document is rejected. When uploading a new version, the user can restart the approval cycle.
- **Force Rejected:** The current version of the document is rejected but this has been forced by a user with "force reject" rights on the document.
- **Stopped:** Users can restart an approval cycle when the approval status is Stopped.

To restart, click **Restart Cycle** next to the approval status **Stopped**.

In the following cases the approval status can be Stopped.

- When a document is rejected, and a new version document is uploaded.
- When a document is approved (with/without condition), and a new version document is uploaded.
- When (all two conditions must be fulfilled)
  - Setup > Approval Preferences has enabled "Do not start approval cycle after upload"

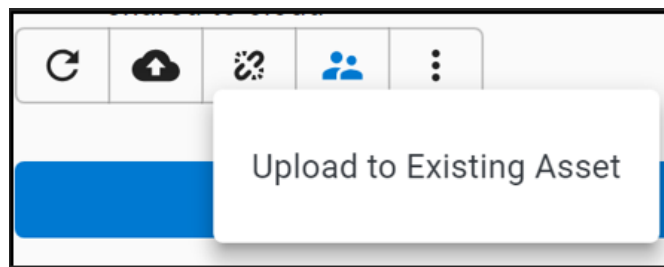
- and a pdf file is uploaded to a folder which has an approval setup.
- When (all three conditions must be fulfilled)
  - Setup > Approval Preferences has enabled "Ask to set approval cycle on file upload"
  - and the folder has an approval setup,
  - and when uploading a file to the folder the user selects "Do not start approval after upload".

For more details refer to [Overview of Approval Statuses](#).

## 4.8. Uploading to an Existing Asset

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Click on the vertical ellipsis (3 dots) in the main panel pops up an extra function: **Upload to existing Asset**.



This allows you to select an existing Asset in Share & Approve and upload the PDF to that specific Asset.

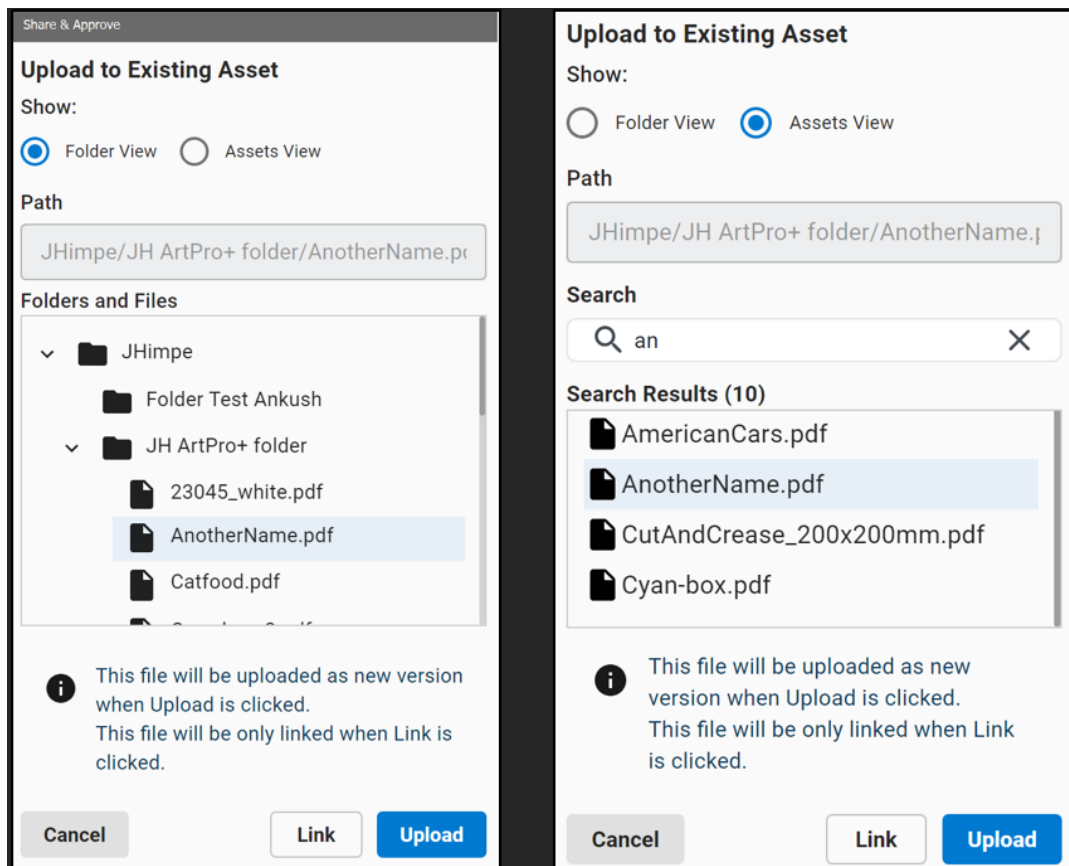
If the PDF was previously uploaded to another Asset, the link in the PDF is overwritten with a reference to the new Asset.

Click **Upload to Existing Asset** to open the page that allows to select an Asset.

This action offers 2 modes:

- **Folder View:** Allows to browse through the tree structure of folders and select an Asset in a folder.
- **Asset View:** Allows to search an Asset over all the folders to which you have access. Just enter a substring in the **Search** box and a list of all matching Assets will be shown.





#### Linking versus uploading

- To upload the PDF as a new version to the Asset, click **Upload** button.
- To link the file to the asset, click **Link**. This means that the reference to the Asset is written in the PDF, but the file itself is not uploaded. This can be useful when you receive a completely new PDF file which replaces the previous one. You can start by linking it, then do the necessary changes on the file and finally upload it.

## 4.9. E-mail Notification on Shared Document

When the prepress operator shares a document with a user, an e-mail notification is sent to the invitee. The e-mail contains a button/link to open the document in the viewer.


Clicking the link will

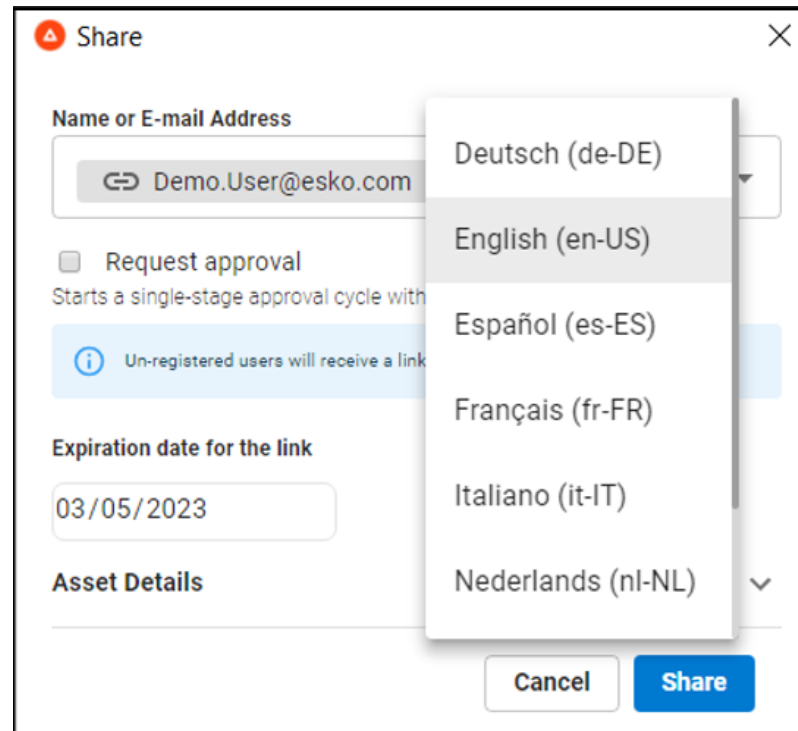
- Redirect an unregistered user to the Esko Cloud Viewer and opens the document.
- Request a registered user to login after which the document is opened in the Viewer.

## 4.10. Notification Language

The language of the e-mail sent to the user is configurable.

For a registered user this is the language which the user has set in their profile.

For unregistered users, the prepress operator can select the language when sharing the document. By default, English is selected. The language can be changed by clicking on the icon  present next to the e-mail address of the selected user.



## 4.11. Manage Permissions

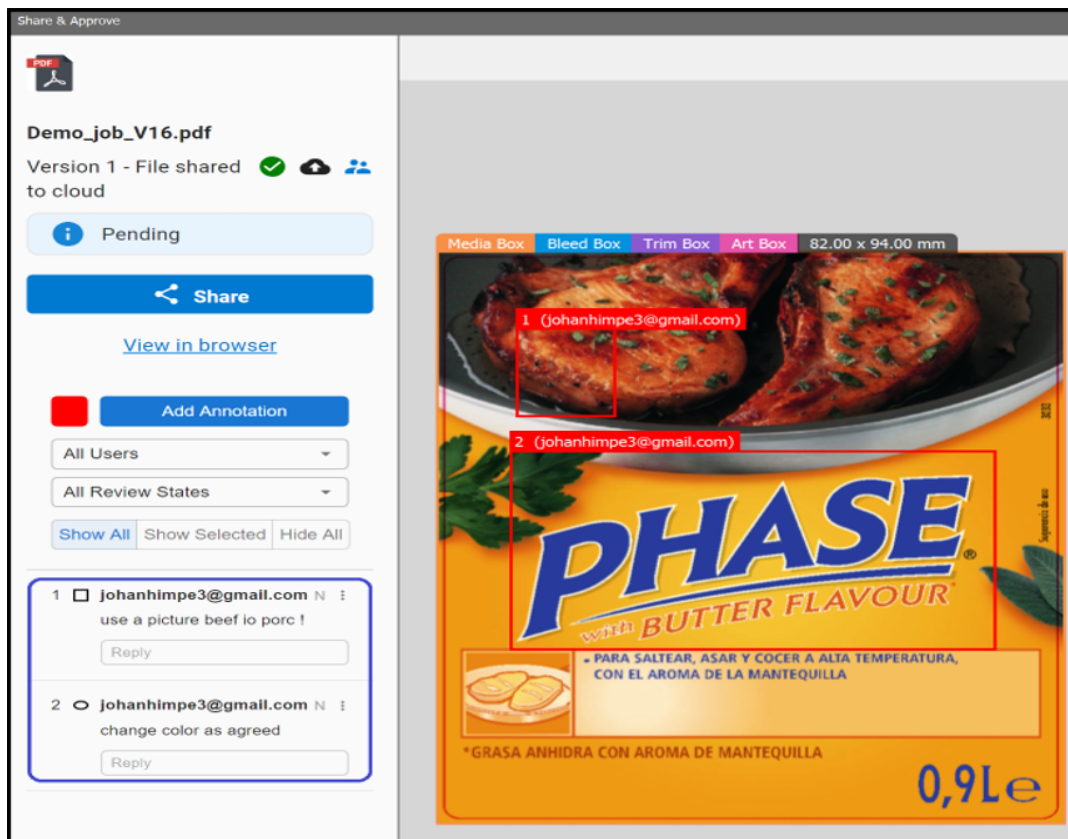
Once a file is uploaded to Esko Cloud, an icon appears next to file name. Click the icon to open Share & Approve web UI and display the **Manage Permissions** view of the active document in Share & Approve. The user can see all the roles and permissions assigned to all the users with whom the document is shared and can manage the listed users.

## 4.12. Reviewing Annotations

A user opening a document in the viewer can add comments to the document. These comments are called **Annotations**. For details see the Viewer section below.

These Annotations are also shown in prepress editor.

Following picture illustrates the annotations:



- The panel on the left provides a table of Annotations (see blue box). Each Annotation contains a comment written by its creator.
- The graphics pane on the right shows a rectangle corresponding to each Annotation. It indicates the area to which the Annotation applies.

In the picture these are shown as red rectangles.

- The left pane offers the options **Show All** / **Show Selected** / **Hide All**.

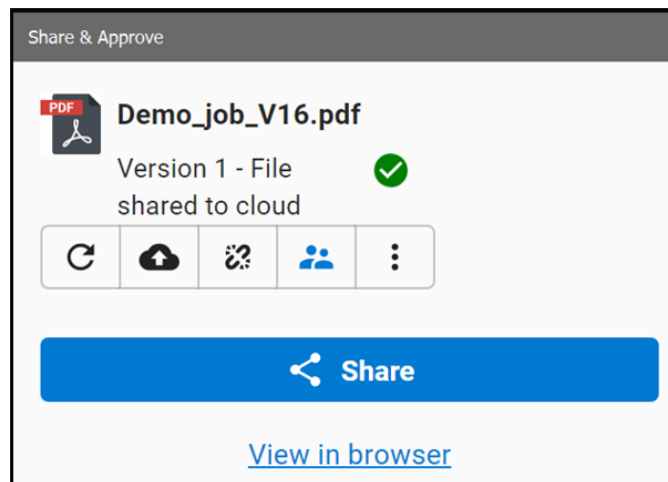
The selected options define which Annotations are displayed in the graphics pane:

- **Show All**: All annotations are displayed.
- **Show Selected**: Only the Annotation selected in the table is shown.
- **Hide All**: No Annotations are displayed.
- Annotations are non-printable objects. They will not be added to the printed output.

**Remark:**

- Annotations added in the Viewer are not immediately visible in prepress editor. Visualizing them

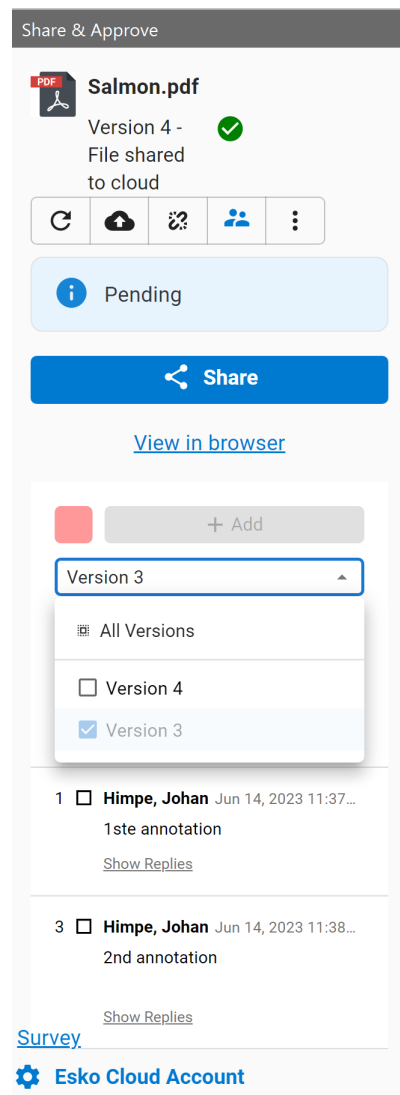
requires a "refresh" of the Share & Approve dialog in the editor. To refresh you click the  icon at the top.



- All shapes of Annotations created in the viewer can be displayed in the prepress editor: rectangular, oval, line, arrow, etc...
- Creating of Annotations in the editor is limited to rectangular shapes.

### Filtering Annotations

Filtering annotations allow the users to view annotations related to specific versions of an asset. By default, the PDF or Illustrator file opened in the prepress editor, displays the annotations from the latest version.

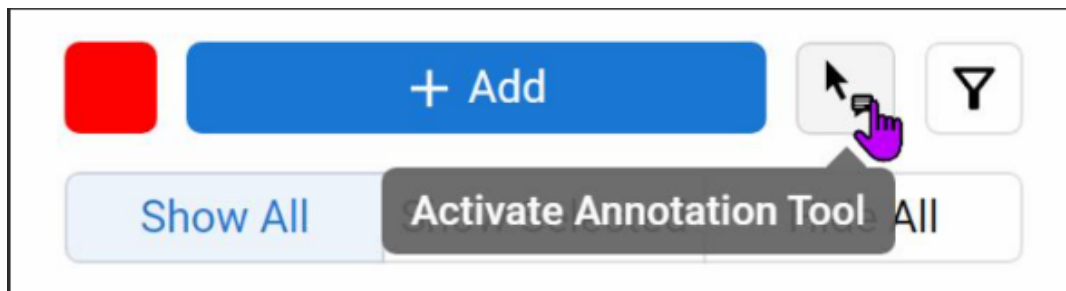


- To display all the annotations, select the option **All Versions**.
- To display the annotations made across two or multiple versions simultaneously, select the desired versions.

### Activating the Annotation Tool

The Annotation Tool in the prepress editor allows the users to get more information about the annotation.

To activate the Annotation Tool, click the "Activate Annotation" icon displayed in the main panel.



The name and email address of the user who created the annotation is displayed when you hover over the path of the annotation.

Clicking the path of the annotation in the graphics pane highlights the corresponding annotation in the left pane.

The tool can be deactivated by clicking,

- **ArtPro+:** When you click any tool from the tool wheel.
- **DeskPack:** When you click an illustrator tool in the left pane.

## 4.13. First Time Connection to Share & Approve

Scenarios can differ when a user logs in for the first time.

1. The user is registered to one account (this is the most common use case)

**Behavior:**

- The name of the account is displayed and a Proceed button
- Clicking on Proceed brings the user to the main panel.

2. The user is registered to multiple accounts in the same region (Europe or North America)

**Behavior**

- Similar to 1, But a drop down list is offered to select the account before clicking on Proceed

3. The user is registered to multiple accounts spread over the 2 regions (Europe and North America).

**Behavior**

- A radio button is displayed allowing to select one of the regions.
- After selecting a region all the accounts in that region are shown in a drop down list.
- From here the behavior is the same as in 1 or 2.

4. The user is not registered to any account, but if the company of the user does have an account.

**Behavior:** Depending on the configuration of the account.

- Either the user is automatically registered to the account, after which the main panel is displayed.
- Or a message is displayed requesting the user to contact the account administrator which will register the user manually.

5. The company of the user does not have an account.

In this case an account is created automatically and the user becomes the administrator of this account.

The user will be requested in which region the account must be created, i.e. in which region the data must be stored: Europe or North America.

## 4.14. Switching between Region, Account and Space

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Click the link **Esko Cloud Account** at the bottom of the left pane to open a dialog box that shows the currently selected Region, Esko Cloud Account and Space.

The user is allowed to modify the selection only if the current document is not uploaded to cloud. Once the document is uploaded to cloud, users see the selection in read-only mode.

### Esko Cloud Account Settings

**Region**

Europe

United States

**Esko Cloud Account**

Johan's Test Account on ci | EU ▼

**Space**

Name\_of\_JHs\_Site\_On\_ci ▼

[Logout](#)
Cancel
Save Changes

Esko Cloud Account

## 4.15. Internal and External Annotations in Editor

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**Attention:** The functionality is only available to the members of the following groups:

- Internal Annotations Users
- Internal Users

Internal Annotations can be activated centrally. Refer to the [Internal Annotations](#) section in the Share & Approve guide.

When a user opens a document in the prepress editor or in the viewer, they can:

- create a new annotation and indicate the annotation as internal.
- view all annotations, irrespective of whether they are internal or not.

The prepress editor and the viewer offer a drop-down menu with filtering options:

When selecting

- **Internal:** All the internal annotations are displayed.
- **External:** All the external annotations are displayed.
- **Both:** All the annotations are displayed (the default selection).



**Note:**

When selecting **External** the external annotations (at top level) are displayed, and all replies to them.

When selecting **Internal** the internal annotations are displayed, including all their replies that are all automatically internal.

When creating an annotation, a user can mark the annotation as internal by selecting the Internal Annotation checkbox.

- An annotation is marked as internal by a tag displayed above the annotation in the main panel. The display number of internal annotations is prefixed with an **i**.
- Users can mark a reply to an external annotation as internal.
- A reply to an internal annotation is always internal.
- Editing an annotation allows the user to change the annotation or a reply from internal to external or vice versa. However, if the parent of a reply is internal then the reply cannot be changed to external.



**Note:** Users who are not part of the above mentioned, can only see External annotations. While creating an annotation or replying to an annotation there is no checkbox visible that allows them to mark it as internal.

## 4.16. PDF Notes

---

A PDF file contains embedded annotations along the replies of it.

Behavior when uploading a PDF file with embedded annotations from within ArtPro+:



- PDF annotations are activated:
  - PDF file contains embedded annotations: A message is displayed "Annotations in the PDF file will be imported".
  - PDF file does not contain embedded annotations: No message is displayed.
- PDF annotations are not activated:
  - PDF file contains embedded annotations: A checkbox is displayed that allows you to select between importing the annotations or not.
  - PDF file does not contain embedded annotations: No message is displayed.

Behavior when uploading a PDF file that does not contain embedded annotations:

- No message is displayed.



**Important:** DeskPack does not support PDF annotations.

## 5. Functionality in Viewer: Reviewing, Annotations, Approving

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For more details on the functionality offered in the viewer:

- Learn more in the Viewer guide on the documentation page [Share & Approve](#).
- Video: Visit [eLearning](#) > Go to section **Email Approval** and start the video:

**Email Approval**

Email Approvers  
(unregistered & registered users)

AUDIENCE



**Video version**

Having received an email with a link, we will inspect and approve or reject an artwork document.  
(3 min)

## 6. Concepts

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### **Prepress editor**

In this document we refer to ArtPro+ and DeskPack as the “prepress editors”

### **Esko Cloud**

Esko Cloud is a cloud environment in which we deploy applications like Share & Approve. It is hosted on Amazon Web Services in different regions (currently Europe and North America).

### **Esko Cloud Account**

The Esko Cloud Account is used to keep different installations apart from each other. All data uploaded to Share & Approve belongs to 1 Esko Cloud Account.

The Esko Cloud Account is also called an organization.

### **Space (previously called site)**

A space is the data storage where the PDF files will be uploaded.

In theory an account can have multiple spaces, but this is not common.

### **Esko ID**

Esko ID is the authentication system used for Share & Approve.

In order to connect ArtPro+ or DeskPack to Share & Approve the ArtPro+ operator must have an Esko ID.

If the user does not have an Esko ID then the Share & Approve administrator can create one. The user will receive an e-mail with instructions to set the password.

### **Folder**

Each space has a root folder (which has no name). Under that folder, you can create any number of folders and subfolders like in a Windows file system.

### **Assets**

Assets are files uploaded to a folder. Each Asset is in exactly 1 folder. An Asset can have multiple versions. This means after a PDF file is uploaded you can upload a new version of the file to the same document.

### **Approval**

Approval is an operation done on a document. When sharing a PDF with another user you can request them to approve or reject the document.

### **Viewer**

While the prepress editor is the tool used by the prepress operator, the Viewer is the tool used by the users with whom a document is shared.

It allows to

- View the PDF

- Add annotations to the PDF.
- Approve or reject the PDF.

## 7. Known Limitations

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- Multipage PDF documents

ArtPro+ supports only annotations on the first page.

If a user adds an Annotation to page 2 or higher by means of the Esko Cloud viewer these annotations will be displayed on page 1 in ArtPro+

- When creating an annotation in the Editor, it is always a rectangular annotation.

## 8. Troubleshooting

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- **Problem:** The Annotations entered in the Viewer are not visible in prepress editor.
- **Proposal:** refresh the left pane in ArtPro+.  
To refresh you click the Refresh icon at the top.

## 9. Administration

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The person who creates a Share & Approve account is automatically designated as the administrator of the account.

### 9.1. Creation of a Share & Approve Account

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In case your company does not yet have an Esko Cloud Account for Share & Approve there are 2 ways available to creating one:

- From the esko web site navigate to <https://www.esko.com/en/downloads/trials/share-approve>.


Click on **GET STARTED FOR FREE** and follow the process.

If you do not yet have an Esko ID you are requested to create one.

- In ArtPro+ or DeskPack open the login page for Share & Approve.

Click on **Register**. This displays another page again with a **Register** link. Clicking on it brings you to the above page of [www.esko.com](http://www.esko.com)

Share & Approve



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Sign in with Esko ID

Email

Password

Remember me

Sign In

By clicking the Sign In button, you confirm that you have reviewed and agree with the [Esko General Terms and Conditions](#) and the [Esko Privacy Policy](#).

Connecting to Share & Approve for the first time, click "Register"

Register

[Forgot Password?](#)

[Help](#)

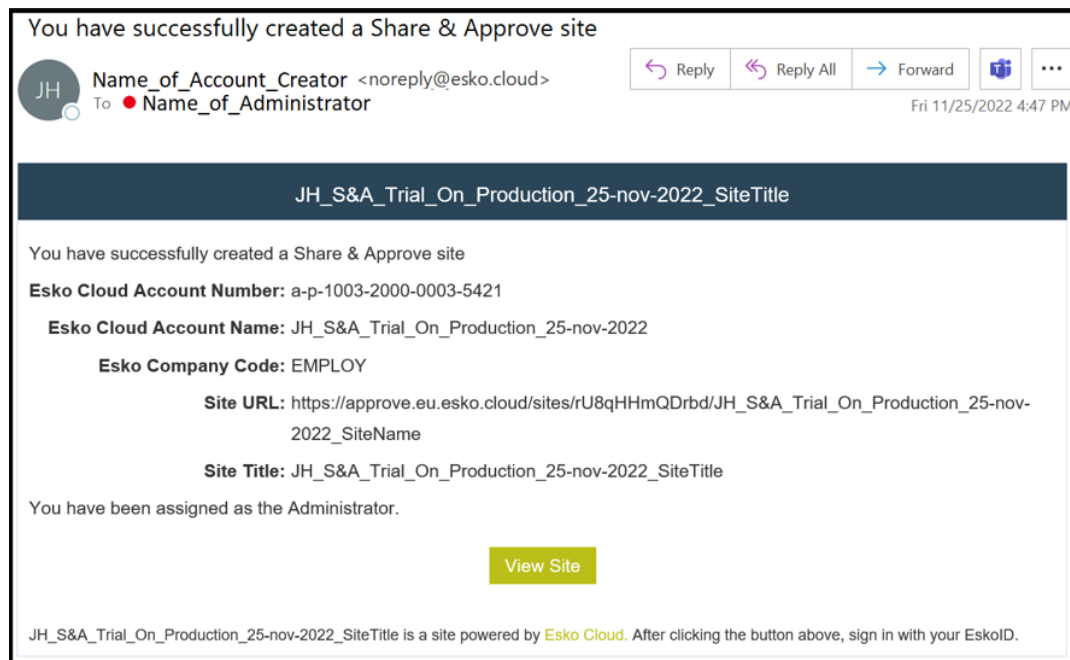
- If the user has an Esko ID
  1. The company of the user does not have a Share & Approve account: the account is created automatically and the user can start working immediately.
  2. The company of the user already has a Share & Approve account and the user is not yet registered to it: the user is registered automatically to the account and they can start using the account immediately. Else, a notification is displayed to contact the administrator.

## 9.2. E-mail Notification: Creation of the Esko Cloud Account

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After the creation of the Esko Cloud Account, the administrator receives an e-mail as follows:





## 9.3. Add users to Share & Approve

There are 2 ways of providing ArtPro+ and DeskPack operators access to Share & Approve:

### 9.3.1. Manually adding a user

The administrator can register prepress operators manually to the Account.

1. Click on **View Site** as per the e-mail notification.
2. Login with your Esko ID. This opens the web application of Share & Approve.
3. In the left pane click on **My Network**.
4. Click on Users. This displays an overview of all the registered users. Note that immediately after creation of the account only the administrator is registered.
5. Clicking **+ Add User** opens a dialog to add an ArtPro+ or DeskPack operator as a user to the system.
6. Choose Internal for people of your own company and External for users working for other companies.
7. Add the e-mail address of the person and enter their first and last name. Note that if the person already has an Esko ID, the name fields will be automatically filled in.
8. When choosing 'External' as the user type, there is also an option to set a partner. If the partner list is empty or the particular partner name is not appearing, you can create the partners through
  - a. My Network/Network > Partners (see next paragraph). Note that all the external users working to the same company must be assigned to the same partner.
9. If the ArtPro+ / DeskPack operator does not have an Esko ID yet, it is created automatically. They will receive an e-mail containing a link to confirm the Esko ID creation and to set a password.

10. The above process must be repeated for each ArtPro+ / DeskPack operator.

### 9.3.2. Automatically adding a user (without administrator intervention)

An ArtPro+ or DeskPack operator can also register them to the account straight from within the prepress editor.

This is done when the user logs in for the very first time to Share & Approve from within the prepress editor.

An administrator can enable whether or not a prepress operator can be registered automatically to the account.

1. Go to Setup/General Account Settings.
2. Enable **Automatic User Registration**

## 9.4. Partner Network and Partners

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If a user wants to share a PDF file with an External User, a person working for another company then this company should be defined as a Partner in Share & Approve.

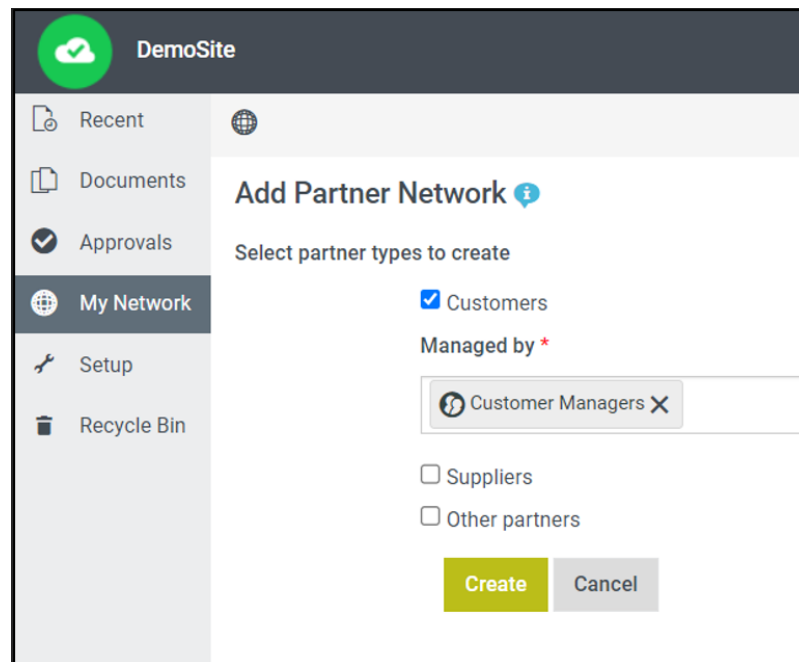
This can be done in 3 methods:

- Creating a Partner Network
- Create a Partner
- Create the User

### 9.4.1. Partner Network

A Partner Network can be used to manage the customers, suppliers, and other business partners, including managing the users who can access the space.

1. Click on **My Network** in the left pane.
2. Click on **+Add** top right.
3. Select **Add Partner Network** from the drop down list.
4. Select the partner network. Always select Customers.



5. Click Create, to create a new Partner Network.
6. Confirmation form appears. Go to partners network list.

## 9.4.2. Partners

Partner is a company with which you transact business. Partners can either be your customers or suppliers. You can assign users to the Partners, these are usually employees of that partner (or at least those you have contact with e.g. to approve PDF files). Only external users can be assigned to a partner.


1. Click on Add Partner.
2. Specify at least mandatory fields: Customer Code, Company Name and Type.
3. Click on Create.

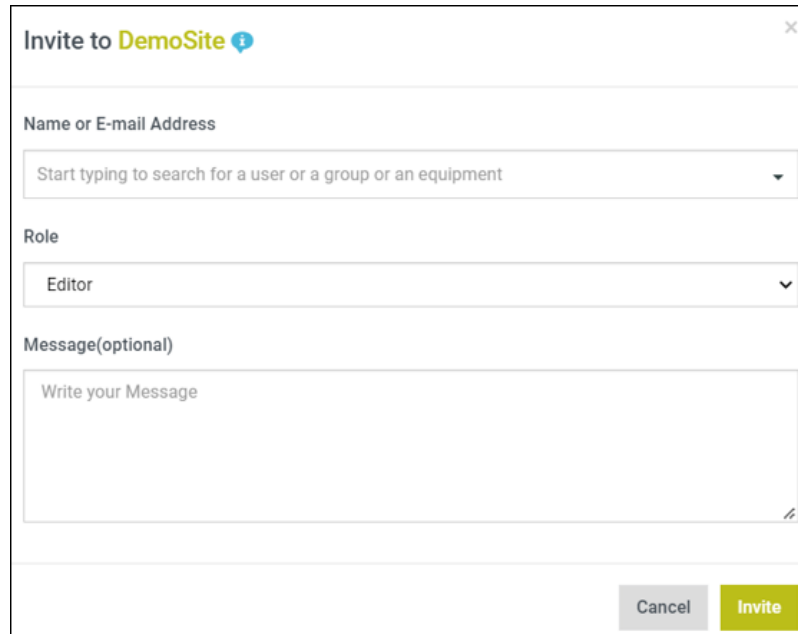
The Partner gets created and will be listed under **My Network > Partners** menu option.

## 9.5. Sharing a Folder

To allow an ArtPro+ / DeskPack operator to upload files to a space / site you must provide the user 'write' access to a folder.

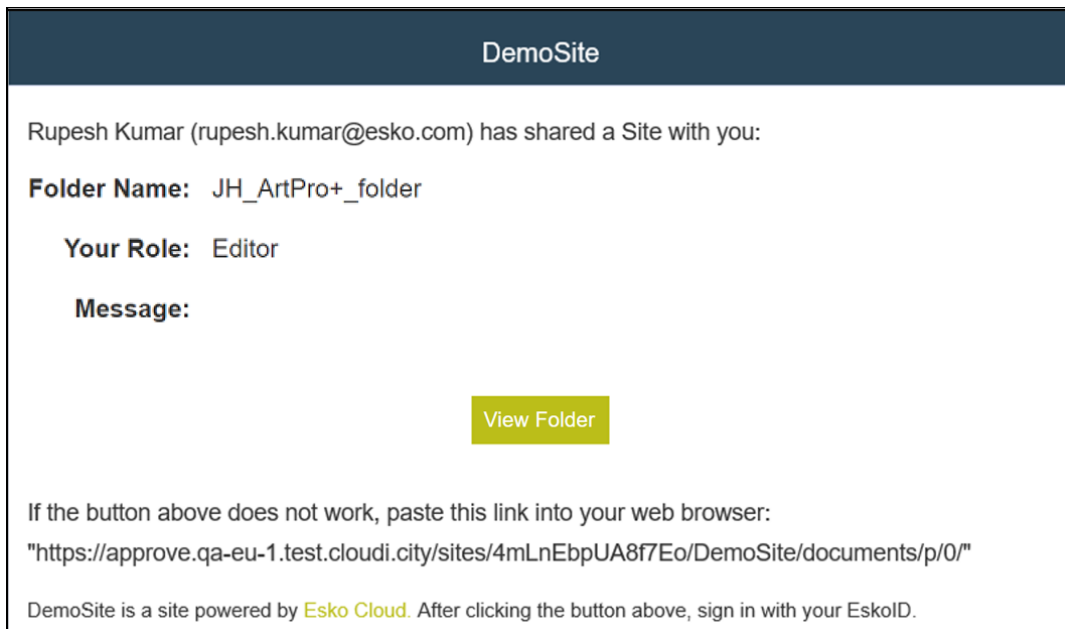
Steps to follow:

1. Navigate to Documents menu.
2. Browse to and open the folder which you want to share with the operator.
3. Click on **Share** icon  present on top right of page.
4. Click on Invite Users. The following dialog box appears:



5. Select name(s) of ArtPro+ / DeskPack operators from **Name or E-mail Address**.
6. Select the Role as Editor. This step is critical as it provides the user the relevant rights to upload a document to Share & Approve.
7. Click on Invite.

All the invited users will receive e-mail notification with link to access the folder, see screenshot below. The user can access Share & Approve folder via browser. The folder also becomes visible in the Upload dialog in the prepress editor.



### 9.5.1. Prepress Folder

Prepress operators can be registered automatically. After registering they still need to get write access to a folder in order to upload files.

In order to prevent the overhead of having to contact the administrator for this they automatically get write access to one specific folder under the root of the site. This folder is called **Prepress**.

## 9.6. Un-Invite Users from a Folder

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In order to terminate the access of a user to a folder you must un-invite the user,

1. Navigate to folder via the Documents menu.
2. Click on Share icon.
3. Click on Manage Permissions.
4. Select the users to be un-invited.
5. Click on **Un-Invite** button.

## 10. Viewer Preferences

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A Viewer Workspace has a set of tools and widgets available for a user in the viewer. By enabling in the root folder of the Share & Approve site the Viewer Workspaces functionality, an Administrator can modify the default settings based on the different roles and requirements.

For detailed information refer to Viewer Guide in [Share & Approve Documentation](#).

# 11. Tips

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## **User Specific Content**

- Create separate folders per customer in the Share & Approve space. This will allow easy split up of the data per customer.
- You can provide specific prepress operators access to specific folders.