

# The Approvals Room process

▼ Lola Young

Awaiting approval

Performance File

File Status

Notes



Awaiting approval

Once a file has been uploaded for approval, its status will automatically change to 'Awaiting approval'. The file can now be played by clicking on the ► button (which is gray, not blue, sorry!).

If the artist's management team approves the video, click on 'Awaiting approval' and change the status to 'Approved'.

If the artist's management team requests tweaks before they will approve the video, click on 'Awaiting approval' and change the status to 'Audio requires tweaks' or 'Video requires tweaks' as appropriate, then click in the 'Notes' field and write a quick description of what needs to be tweaked.

When tweaks have been completed, a new version of the file will be uploaded with the status 'Awaiting approval', and the process above repeats.

The screenshot shows a user interface for managing file approvals. At the top, there are columns for 'Performance File', 'File Status', and 'Notes'. The 'File Status' column shows a dropdown menu with 'Awaiting approval' selected. Below this, a list of files is visible, each with a 'Status' column. A dropdown menu is open over the 'Status' column, showing a search bar 'Find an option' and several options: 'Clear selection', 'Send links for approval', 'Awaiting approval' (which is selected and has a checkmark), 'Audio requires tweaks', 'Video requires tweaks', and 'Approved'.

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