

# Submitting a New Request

Published on 12/12/2016

## What is Job Launch?

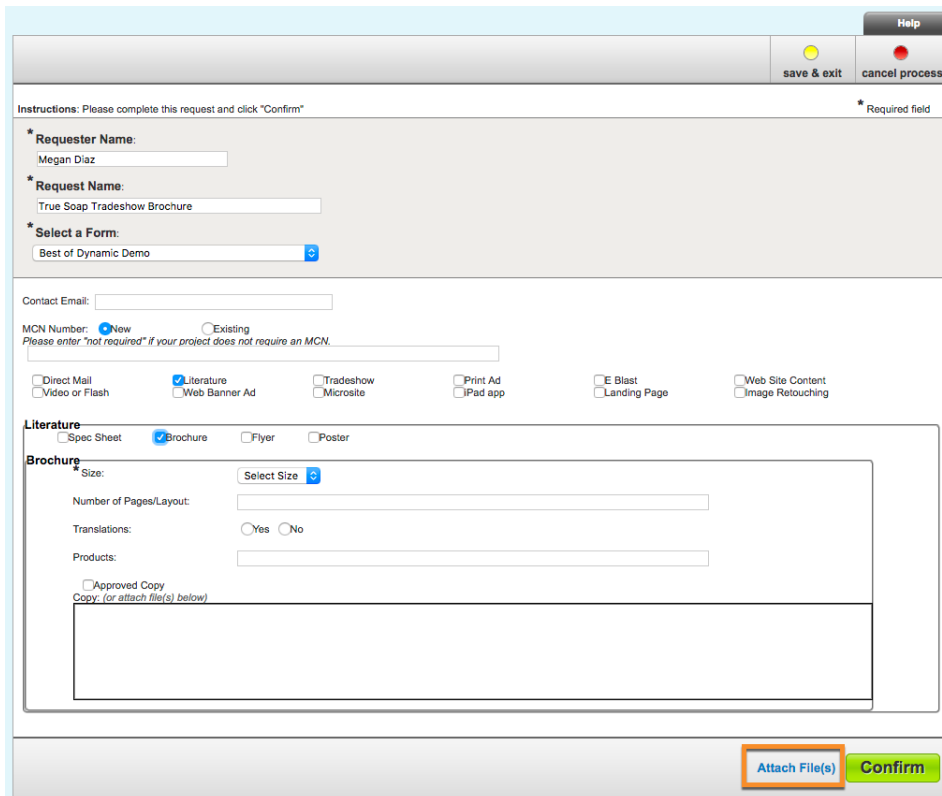
Job Launch is inMotion's project request interface. Job Launch allows you to make requests using online forms and view all your submitted requests and their status. Once you are logged in, navigate to the **'My Job Launches'** page to view your requests.



Your administration can customize the naming convention of 'Job Launch' to match your internal language. In this example, we see 'My Requests.'

## Starting a New Request

To create a new request, click the **'Start New'** button from the **'My Job Launches'** page and enter all project information. All required fields are marked with an asterisk.



The screenshot shows a web form for creating a new request. At the top right, there are buttons for 'save & exit' (yellow) and 'cancel process' (red), along with a 'Help' button. Below these is a 'Instructions' bar stating 'Please complete this request and click "Confirm"' and a legend for '\* Required field'. The form fields include:
 

- \* Requester Name:** Text input with 'Megan Diaz' entered.
- \* Request Name:** Text input with 'True Soap Tradeshow Brochure' entered.
- \* Select a Form:** Dropdown menu with 'Best of Dynamic Demo' selected.
- Contact Email:** Text input.
- MCN Number:** Radio buttons for 'New' (selected) and 'Existing'.
- Direct Mail:** Radio buttons for 'Direct Mail' and 'Video or Flash'.
- Literature:** Radio buttons for 'Literature' (selected), 'Web Banner Ad', 'Tradeshow', 'Microsite', 'Print Ad', 'iPad app', 'E Blast', 'Landing Page', 'Web Site Content', and 'Image Retouching'.
- Brochure:** Radio buttons for 'Spec Sheet', 'Brochure' (selected), 'Flyer', and 'Poster'.
- Size:** Dropdown menu with 'Select Size' selected.
- Number of Pages/Layout:** Text input.
- Translations:** Radio buttons for 'Yes' and 'No'.
- Products:** Text input.
- Approved Copy:** Radio button.
- Copy:** Text input with the instruction '(or attach file(s) below)'.

 At the bottom right, there are two buttons: 'Attach File(s)' (highlighted with an orange box) and 'Confirm' (green).

You can attach files to your request by clicking **'Attach Files'** at the bottom of the form, when enabled by your administrator.

By selecting **'Save and Exit,'** near the top right, you can finish your request at a later date.

## Submitting Your Request

1. When you have finished your request and are ready to submit it, select the **'Confirm'** button at the bottom right of the form. This will take you to a summary page where you can review the request information.
2. Once reviewed, click **'Submit'** in the bottom right. A dialog box will open telling you that you've reviewed and confirmed all pages.
3. Click **'Submit Review'** to finalize. The application will process your request and



return you to **'My Job Launches.'**

*Note: You must follow these three steps in order to send your request.*