

## Approving Job Launch Requests

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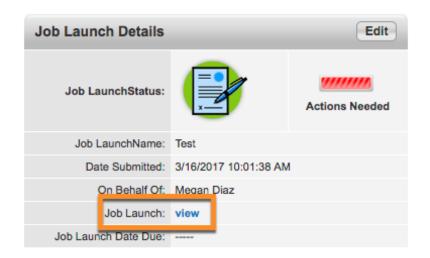
With Job Launch Manager permissions, you are able to approve incoming creative requests from the Job Launch Workspace. In the Job Launch Workspace, you'll see a queue of all incoming requests.

You can filter by **Submitted By**, **Assigned To** (choose your name to see only the requests that require your attention), and **Status** (choose **New** and/or **Actions Needed** to see only the requests that require attention).

ob L	aunch Workspa	ice				Workspace	ly Reviews(15) Con	tacts	Tasks	Reports	Account	
	motion						Search	6	Go			
1	STATUS %	JOB LAUNCH NAME	DATE SUBMITTED +	DUE DATE	١D	SUBMITTED BY	ASSIGNED TO	SCORE		()AVAILAB		IS
	Released to Project	test w/kevin and roger	11/24/2015 4:04:38 PM	Not Set	22	Dark Helmet	Dark Helmet	Not Set	details	preview release	o reject	view p
	Released to Project	Training request	11/11/2015 11:08:40 AM	11/26/2015 5:00:00 PM	18	Requester	Dark Helmet	Not Set	details	preview release	o reject	view p
	New	test	10/9/2015 10:28:35 AM	Not Set	16	Dark Heimet	Dark Helmet	Not Set	details	preview release	o reject	make
	New	Testing JL version limit - v3	9/14/2015 10:32:35 AM	10/9/2015 5:00:00 PM	0	Dark Helmet	Dark Helmet	Not Set	details	preview release	reject	make

## **Available Actions**

 Click the green **Details** action button to access the full creative brief. Select the 'View' link from the 'Job Launch Details' area to see the brief in its entirety in HTML, as well as gain access to any attachments the requestor might have provided with their request.



2. **Preview** the request in the review environment. No action can be taken here.



- 3. **Release** the brief, i.e. route a PDF of the brief out to the review environment to gain feedback prior to approving the request.
- 4. **Reject** the brief and allow the requestor to resubmit if they are missing some key information.
- 5. Make Project if you are ready to go and approve the request!
- 6. Once a Project has been started from a request, you can click **View Project'** to be taken to the relevant Project Dashboard.