


























Approving Job Launch Requests

Published on 01/18/2016

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).



Job Launch Workspace									
		Search... <input type="button" value="Go"/>							
	STATUS	JOB LAUNCH NAME	DATE SUBMITTED	DUE DATE	ID	SUBMITTED BY	ASSIGNED TO	SCORE	AVAILABLE ACTIONS
<input type="checkbox"/>	 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  reject  view project
<input type="checkbox"/>	 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  reject  view project
<input type="checkbox"/>	 New	test	10/9/2015 10:28:35 AM	Not Set	16	Dark Helmet	Dark Helmet	Not Set	 details  preview  release  reject  make project
<input type="checkbox"/>	 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 project

Available Actions

1. 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.

Job Launch Details

Edit

Job LaunchStatus:		 Actions Needed
Job LaunchName:	Test	
Date Submitted:	3/16/2017 10:01:38 AM	
On Behalf Of:	Megan Diaz	
Job Launch:	view	
Job Launch Date Due:	----	

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.