

# Assigning Submitters to Job Launch Forms

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## Assigning a Contact to Job Launch Form

To assign a contact to job launch form(s), navigate to the **Contacts** tab and select the applicable contact. Check the box, '**Enable as Job Launch Submitter,**' and click '**View/Edit**' next to '**Form Access.**'

In the following window, check the box next to the forms you would like this contact to be able to access.



## Assigning a User to Job Launch Form

To assign a user to job launch form(s), navigate to **Account > Account Settings > Users/Groups** and select the applicable user. In the '**Permissions**' section, check off the option, '**Job Launch Submitter**' and select the forms applicable to the user directly below this option.

## My Account

[Close](#)

Overview
Company Info
Users/Groups
Customize
DAM Access

Edit Existing User
Resend Credentials
Delete User

Edit user information in the fields below then select save.

Name:   
Title:   
Email:   
User Name:   
Additional Return Notification Recipients:   
These emails will receive notifications when your Reviews are completed. Separate email addresses with a comma (email@home.com,email2@home2.com)

**RESET PASSWORD**  
Password:   
( Password criteria: should be at least 5 characters )  
Re-type:   
Password:

**USER TYPE**  
☐ Admin  
Full access to all features of the application including global administrator features. (Admin access should be limited to only key personnel)  
☒ Staff  
Provides access to upload, sort, search and edit proof details as well as manage contacts and view reports. (Most common User Type)  
☐ CSR  
Similar access as the Staff User Type but upload capabilities have been removed. (Recommended for sales and customer service users)  
☐ Vendor  
Provides streamline upload access. (inVite feature)

**PERMISSIONS**  
☒ **Reviewer Permissions**  
Allow this user to access and review pending proofs they have been invited to participate on as a reviewer from their workspace.  
☐ **Public Contact Access**  
Allow access to public contacts  
If unchecked, this user will only be able to view contacts, review teams and workflow teams that they have created or have access through as a contact filter group (restriction does not apply to administrators).  
☐ **Job Launch Manager**  
Allow this user to access, manage and review pending Job Launch. Includes the ability to migrate Job Launch into Project.  
☐ Allow this user to use an enhanced Job Launch workspace.  
☒ **Job Launch Submitter**  
Allow this user to submit Job Launch.  
Select accessible form(s) for this user:  
☒ Best of Dynamic Demo ☒ Best of Email

**CONTACT FILTER GROUPS ACCESS** Select: **all** / none

**USER GROUPS**  
☒ All Users ☐ Digital

**TAGS**  
There are not any **Tag Lists & Tags** to be displayed.

Save Cancel

## Bulk Assigning Job Launch Submitters

In addition to adding job launch forms to individual contact records, you can bulk assign requesters to a Job Launch form by navigating to **Accounts > Job Launch Forms**. Find the form you want to customize and click the blue 'Edit' button to the right. On the '**Edit Job Launch Form**' page, select the team member you want to assign to the form by clicking on the check box to the left of their name. When finished, click '**Save Form**.'

FORM NAME	DESCRIPTION	DATE CREATED	OWNER NAME	# of PAGES	AVAILABLE ACTIONS
Advance Direct Mail	Advance Direct Mail	12/29/2014 10:00:31 AM	Easy One	1	<a href="#">Edit</a> <a href="#">Delete</a>
Email Campaign	Email Campaign	12/29/2014 10:00:31 AM	Easy One	1	<a href="#">Edit</a> <a href="#">Delete</a>
Facebook	Facebook	12/29/2014 10:00:31 AM	Easy One	1	<a href="#">Edit</a> <a href="#">Delete</a>

Then, select/deselect job launch submitters as needed or by selecting All or None.

## Edit Job Launch Form

### Form Details:

**Form Name:**

Advance Direct Mail

**Description (optional):**

Advance Direct Mail

**Pre-assigned Project Template (optional):**

- ☒ Display Due Date text field in the form header
- ☒ Allow a submitter to attach content
- ☐ Allow submitter to edit Job Launch Request after submission
- ☒ Allow Job Launch Managers and Project Users to edit Job Launch Requests after submission

Job Launch Managers assigned to this form:

Select: All , None

- ☐ Easy One ☐ Launch Manager

Job Launch Submitters assigned to this form:

Select: All , None

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Alex Williamson | <input type="checkbox"/> Doug Waters         | <input type="checkbox"/> Michael Abbagnaro           |
| <input checked="" type="checkbox"/> Amy Dazel       | <input checked="" type="checkbox"/> Easy One | <input type="checkbox"/> Nathan Stith                |
| <input type="checkbox"/> Austin Pratt               | <input type="checkbox"/> Jill Jones          | <input checked="" type="checkbox"/> Rachel Requester |
| <input type="checkbox"/> Blake Taylor               | <input type="checkbox"/> Kristi Newport      | <input type="checkbox"/> Stephanie King              |
| <input type="checkbox"/> Carly Jeffers              | <input type="checkbox"/> Mark Blackstone     |  |