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.

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.'**

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**

☑ Alex Williamson	☐ Doug Waters	☐ Michael Abbagnaro
☑ Amy Dazel	☑ Easy One	☐ Nathan Stith
☐ Austin Pratt	☐ Jill Jones	☑ Rachel Requester
☐ Blake Taylor	☐ Kristi Newport	☐ Stephanie King
☐ Carly Jeffers	☐ Mark Blackstone	