

Duplicating Job Launch Requests

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Enabling Job Launch Request Duplication

Navigate to Account > Account Settings > Customize > User Options and select the option to **'Allow requesters to duplicate requests.'**

Once this setting is enabled, requesters will see a green'**Duplicate'** button in their '**My Job Launches'** workspace next to each request.

ccount Settin	ngs
Overview	Company Info Users/Groups Customize DAM Access
OBENERAL Your Logo Date / Time Zone Notification Tags User Options PROJECTS Custom Fields Project Options Project Statuses	User Permissions Set account -wide defaults for your staff users and requesters. Staff Allow staff users to see: Only their archived projects (recommended) Oli archived projects (regardless of project membership) All archived projects Output Identified projects Identified projects
Project Priorities Project Filter Group: Job Launch	Allow requesters to see:
PROOFING Upload Preferences Proof Access Custom Disclaimer	Only requests they submitted (recommended) All requests
Reviewer Security Approval Statuses Streamline Upload	
dropOFFER TM	Save

Duplicating Job Launch Requests

From the **'My Job Launches'** workspace, find the request you would like to copy. Click **'Duplicate,'** name the new request, make the necessary edits, and click **'Submit.'**

My Job Launches				Workspace My Reviews(1) Contacts Tasks Reports Account Help			
motion		Start New	Sear	ch	Go	View Settings: <u>Columns</u>	
NAME	STATUS	DATE SUBMITTED -	DESIRED DUE DATE	SUBMITTED BY	FORM NAME	AVAILABLE ACTIONS	
True Soap Tradeshow Brochure	Being Reviewed	3/16/2017 10:01:38 AM	Not Set	Megan Diaz	Best of Dynamic Demo	receipt review duplicate	
			Page: 1 of 1 G0 Page siz	e: 1 Change		Item 1 to 1 of 1	

