

Attaching Reference Files to a Job Launch Request

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Enable Job Launch File Attachment

Attaching files to a new Job Launch request is a great way for requesters to quickly share reference documents with the creative team.

First, Administrators must enable the feature to allow requesters to attach reference files to their requests.

1. Navigate to **Account > Account Settings > Customize > Job Launch**.
2. Check the box '**Allow Job Launch Submitters to upload assets**'.
3. Click '**Save**' in the bottom right.

Once this permission has been enabled, you can choose which Job Launch forms allow for file attachment.

1. Navigate to **Account > Job Launch Forms**.
2. Find the form you want to customize and click the blue '**Edit**' button to the right.
3. On the '**Edit Job Launch Form**' page, check the box, '**Allow a submitted to attach content.**'
4. Click '**Save Form.**'

Edit Job Launch Form

Form Details:

Form Name:
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Description (optional):

Pre-assigned Project Template (optional):
 Display Due Date text field in the form header
 Allow a submitter to attach content
 Allow Job Launch Managers to edit Job Launch Requests after submission
 Allow any project team member to edit this Job Launch Request form from the project dashboard.

Job Launch Managers assigned to this form: Select: All | None
 Ian Pat Paul

Job Launch Submitters assigned to this form: Select: All | None
 Christy Ian Megan
 Clyde Pat Paul

Page List:

Best of Dynamic Demo Pg1
This page was created outside of this form builder. Please contact Account Administrator for guidance on how to edit this page.

Not Editable

Customized

Attaching Files to Job Launch Requests

When filling out a new request, click '**Attach File**' in the bottom right.

Help

Instructions: Please complete this request and click "Confirm" * Required field

*** Requester Name:**
Megan Diaz

*** Request Name:**
True Soap Tradeshow Brochure

*** Select a Form:**
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Contact Email:

MCN Number: New Existing
Please enter "not required" if your project does not require an MCN.

Direct Mail Literature Tradeshow Print Ad E Blast Web Site Content
 Video or Flash Web Banner Ad Microsite iPad app Landing Page Image Retouching

Literature
 Spec Sheet Brochure Flyer Poster

Brochure

*** Size:**

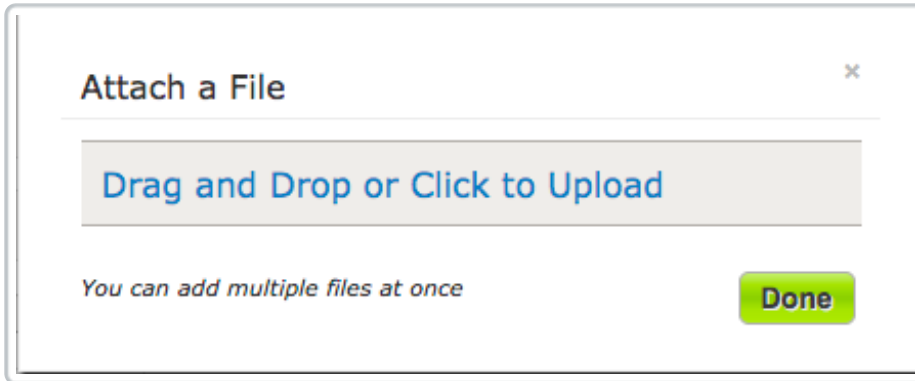
Number of Pages/Layout:

Translations: Yes No

Products:

Approved Copy
Copy: (or attach file(s) below)

From the following screen, you can drag and drop files to click to navigate your computer file system. When attaching files the file name will auto-populate. You can rename the file if necessary. Click '**Done,**' once you are finished.



Once a Job Launch request is made into a project, any attachments will automatically carry over into the project's files in the '**Project Request Details**' section of the **Project Dashboard**. These files are also stored in inMotion Storage, and can be accessed by clicking '**Files**' on the top right of the Project Dashboard. *Note: If a Job Launch request is duplicated, the reference files associated with it will not carry over.*