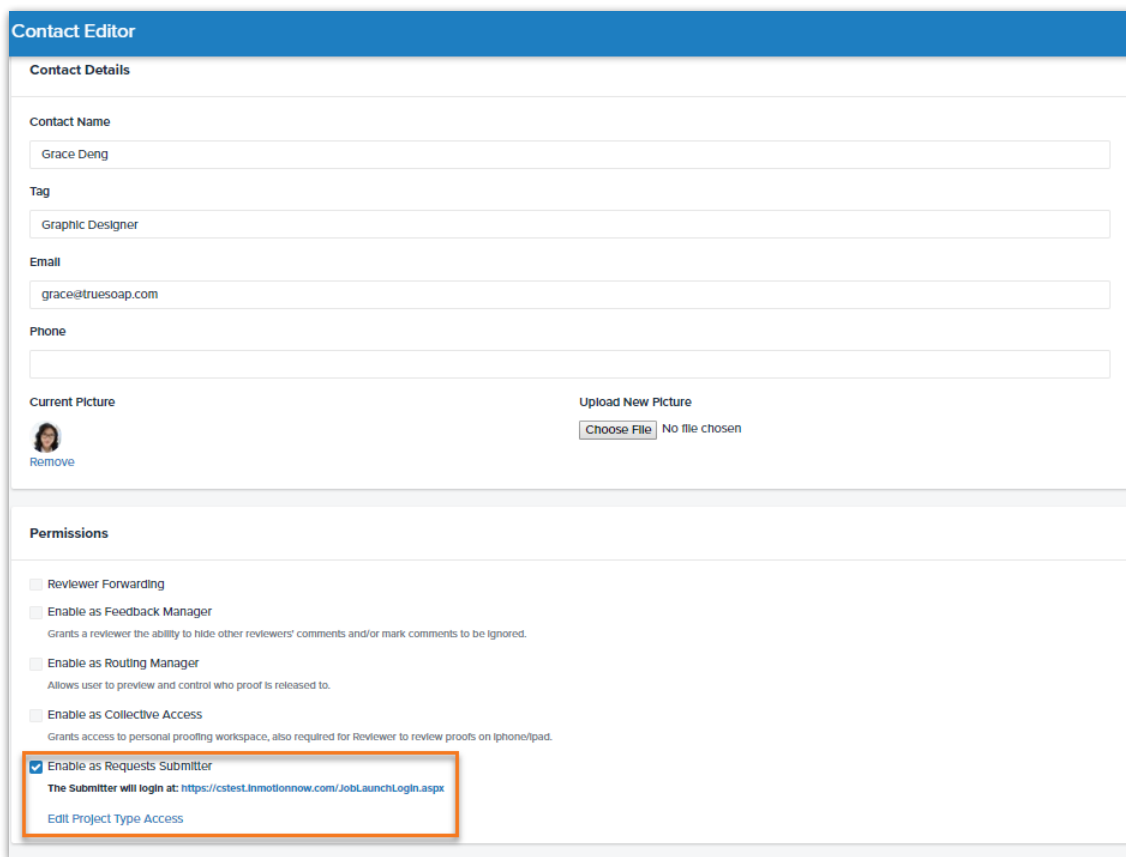


Assigning Submitters to Job Launch Forms

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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**.'



The screenshot shows the 'Contact Editor' interface. The top section is 'Contact Details' with fields for Contact Name (Grace Deng), Tag (Graphic Designer), Email (grace@truesoap.com), and Phone. Below these is the 'Current Picture' section with a profile picture and a 'Remove' link. To the right is the 'Upload New Picture' section with a 'Choose File' button and the text 'No file chosen'. The bottom section is 'Permissions' with several checkboxes: 'Reviewer Forwarding', 'Enable as Feedback Manager' (with a description: 'Grants a reviewer the ability to hide other reviewers' comments and/or mark comments to be ignored.'), 'Enable as Routing Manager' (with a description: 'Allows user to preview and control who proof is released to.'), 'Enable as Collective Access' (with a description: 'Grants access to personal proofing workspace, also required for Reviewer to review proofs on iPhone/iPad.'), and 'Enable as Requests Submitter' (which is checked and highlighted with an orange box). Below the checked box is the text 'The Submitter will login at: <https://ctest.inmotionnow.com/JobLaunchLogin.aspx>' and a link 'Edit Project Type 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 > Form Manager Workspace**. 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.