

Approving Job Launch Requests

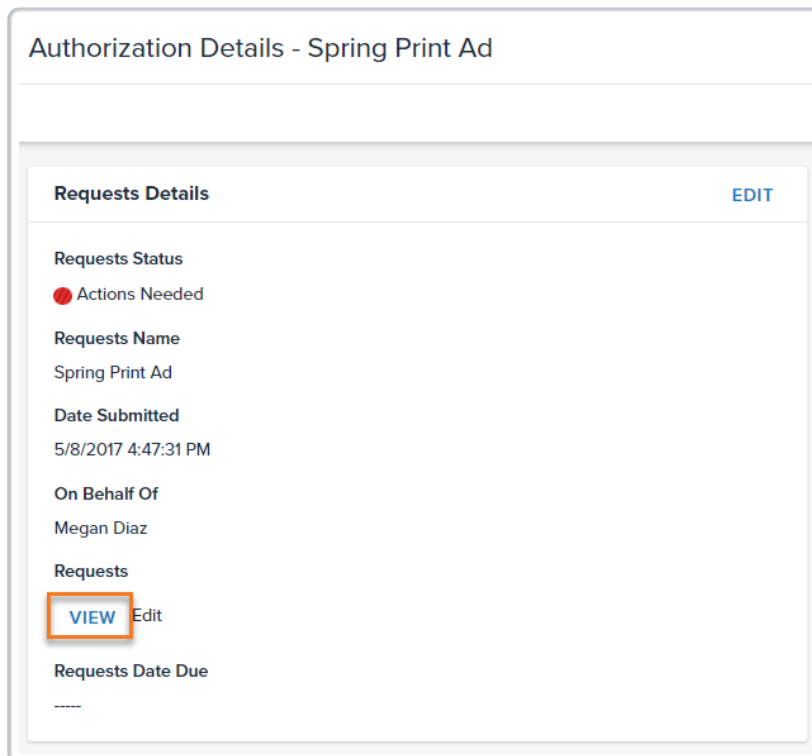
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With Job Launch Manager permissions, you are able to approve incoming creative requests from the Job Launch Workspace. In the Job Launch Workspace, you'll see a queue of all incoming requests.

You can filter by **Submitted By**, **Assigned To** (choose your name to see only the requests that require your attention), and **Status** (choose **New** and/or **Actions Needed** to see only the requests that require attention).

Available Actions

1. Click the green **Details** action button to access the full creative brief. Select the **'View'** link from the **'Job Launch Details'** area to see the brief in its entirety in HTML, as well as gain access to any attachments the requestor might have provided with their request.



Authorization Details - Spring Print Ad

Requests Details	EDIT
Requests Status ● Actions Needed	
Requests Name Spring Print Ad	
Date Submitted 5/8/2017 4:47:31 PM	
On Behalf Of Megan Diaz	
Requests VIEW Edit	
Requests Date Due -----	

2. **Preview** the request in the review environment. No action can be taken here.
3. **Release** the brief, i.e. route a PDF of the brief out to the review environment to gain feedback prior to approving the request.



4. **Reject** the brief and allow the requestor to resubmit if they are missing some key information.
5. **Make Project** if you are ready to go and approve the request!
6. Once a Project has been started from a request, you can click **View Project'** to be taken to the relevant Project Dashboard.