



Uploading Project Files

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If you don't have a Digital Asset Management system integrated with your inMotion account, you can upload shared working project files through inMotion Storage. To upload a file, go to the Project Dashboard and click **'Files'** near the top of the page.

The screenshot shows the inMotion Project Dashboard for a project named "LiveWell - Half Page Ad". The dashboard is divided into several sections:

- Overview:** Contains project details such as Project Name, Started date, Due date, Created date, Project Group, Requester Insights, and Budget.
- Requests Details:** Shows the request initiated by Megan Diaz, the request date, and the files uploaded (1. LiveWell - Half Page Ad.pdf).
- Schedule:** A list of tasks with checkboxes, due dates, and time spent. Tasks include "Create V1 and post for review", "Provide feedback on V1", "Create V2 and post for review", "Approve V2", "Finalize print file to Marketing", and "Finalize print file to Marketing".
- Team Members:** Lists the Owner (Paul Morad) and Other Team Members (Megan Diaz, Grace Deng, Christy Drucker, Paul Morad).
- Comments:** A section for team communication with a text input field, a "POST" button, and a list of comments.
- Proofs:** A section for project proofs, currently showing "1. Print Ad - Full Page: Version #1".

The "Files" tab is highlighted in the top navigation bar, indicating the current view.

Once in the inMotion storage page, click the green **'Upload'** button. Choose the file(s) you'd like to upload and click **'Open.'** Once the files are uploaded, you can click the **'Project Dashboard'** button to go back. Now, all team members can access the project files in one centralized location.



WORKSPACES

MY REVIEWS (2)


CONTACTS


TASKS

REPORTS

ACCOUNT

?



Powered by 

LiveWell - Half Page Ad

Overview

Schedule

Files (1)

UPLOAD

EMAIL TEAM

File Activity

Type a note to team members.


POST


Uploaded file: "truesoap-logo-01.png"

Paul Morad, Thu 05/11/17 9:04 AM

Edit Comment

Download / Upload Project Files



Title	File Name	Date Uploaded	Uploaded By	Size
truesoap-logo-01.png	 truesoap-logo-01.png	5/11/2017 9:04 AM	Paul Morad	22 KB

These project files are also available on the Proof Upload screen when you select the inMotion logo in Step 1.

The screenshot displays the inMotion DAM File Picker interface. The main window is titled "inMotion DAM File Picker" and shows a table of project files. The table has the following columns: Title, File Name, Date Uploaded, Uploaded By, and Size. A single file is listed: "truesoap-logo-01.png". The interface includes a "Project Files" header, a "Secure" URL bar, and a "Cancel" button. An inset window shows the "Add Assets" section with a "FROM URL" button highlighted by an orange box and an arrow pointing to the "FROM EMAIL" button.

Title	File Name	Date Uploaded	Uploaded By	Size
truesoap-logo-01.png	truesoap-logo-01.png	5/11/2017 9:04 AM	Paul Morad	22 KB