

# Submitting a New Request

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## What is Job Launch?

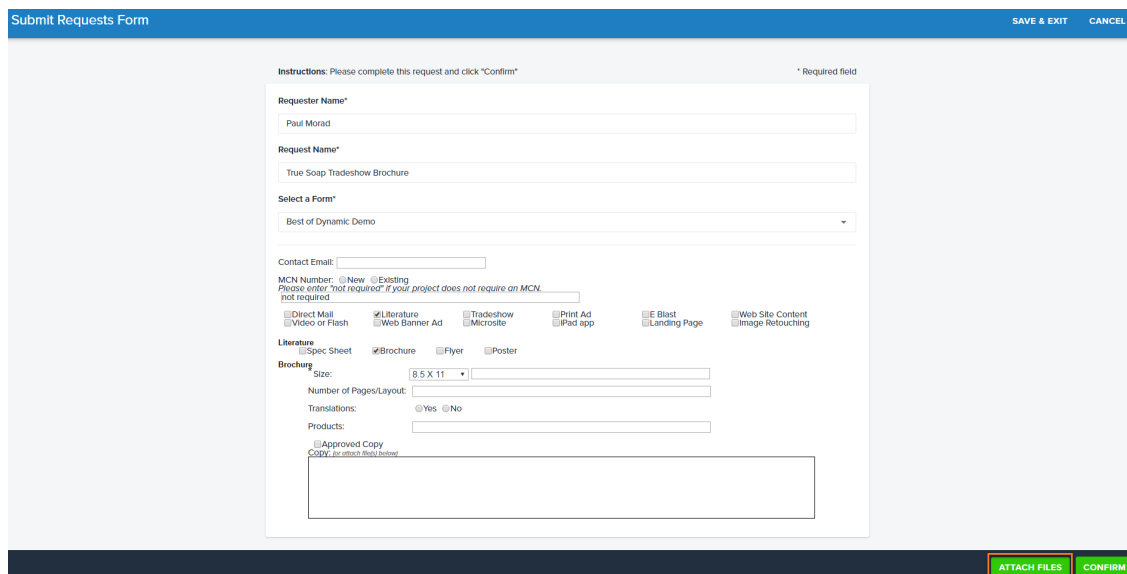
Job Launch is inMotion's project request interface. Job Launch allows you to make requests using online forms and view all your submitted requests and their status. Once you are logged in, navigate to the **'My Job Launches'** page to view your requests.



Your administration can customize the naming convention of 'Job Launch' to match your internal language. In this example, we see 'My Requests.'

## Starting a New Request

To create a new request, click the **'Start New'** button from the **'My Job Launches'** page and enter all project information. All required fields are marked with an asterisk.



The screenshot shows the 'Submit Requests Form' interface. At the top, there's a blue header with 'Submit Requests Form' on the left and 'SAVE & EXIT' and 'CANCEL' on the right. Below the header, the form area has a light gray background. At the top of the form, there's a note: 'Instructions: Please complete this request and click "Confirm"'. To the right of this note is a small asterisk and the text '\* Required field'. The form contains several sections: 'Requester Name\*' with a text input field containing 'Paul Morad'; 'Request Name\*' with a text input field containing 'True Soap Tradeshow Brochure'; 'Select a Form\*' with a dropdown menu showing 'Best of Dynamic Demo'; 'Contact Email:' with a text input field; 'MCN Number:' with radio buttons for 'New' (selected) and 'Existing', and a note 'Please enter "not required" if your project does not require an MCN.'; a grid of checkboxes for various request types: 'Direct Mail', 'Video or Flash', 'Literature' (checked), 'Web Banner Ad', 'Tradeshow', 'Microsite', 'Print Ad', 'iPad app', 'E Blast', 'Landing Page', 'Web Site Content', and 'Image Retouching'; 'Literature' section with checkboxes for 'Spec Sheet', 'Brochure' (checked), 'Flyer', and 'Poster'; 'Brochure' section with a 'Size:' dropdown set to '8.5 X 11', a 'Number of Pages/Layout:' text input, 'Translations:' with radio buttons for 'Yes' (selected) and 'No', and 'Products:' with a text input; and an 'Approved Copy' section with a checkbox and a note 'Copy: per attach files below' followed by a large text area. At the bottom right of the form, there are two buttons: 'ATTACH FILES' (highlighted with a red border) and 'CONFIRM'.



You can attach files to your request by clicking **Attach Files** at the bottom of the form, when enabled by your administrator.

By selecting '**Save and Exit**,' near the top right, you can finish your request at a later date.

## Submitting Your Request

1. When you have finished your request and are ready to submit it, select the '**Confirm**' button at the bottom right of the form. This will take you to a summary page where you can review the request information.
2. Once reviewed, click '**Submit**' in the bottom right. A dialog box will open telling you that you've reviewed and confirmed all pages.
3. Click '**Submit Review**' to finalize. The application will process your request and return you to '**My Job Launches**.'

*Note: You must follow these three steps in order to send your request.*