



September 2017 Release Notes

Published on 09/11/2017

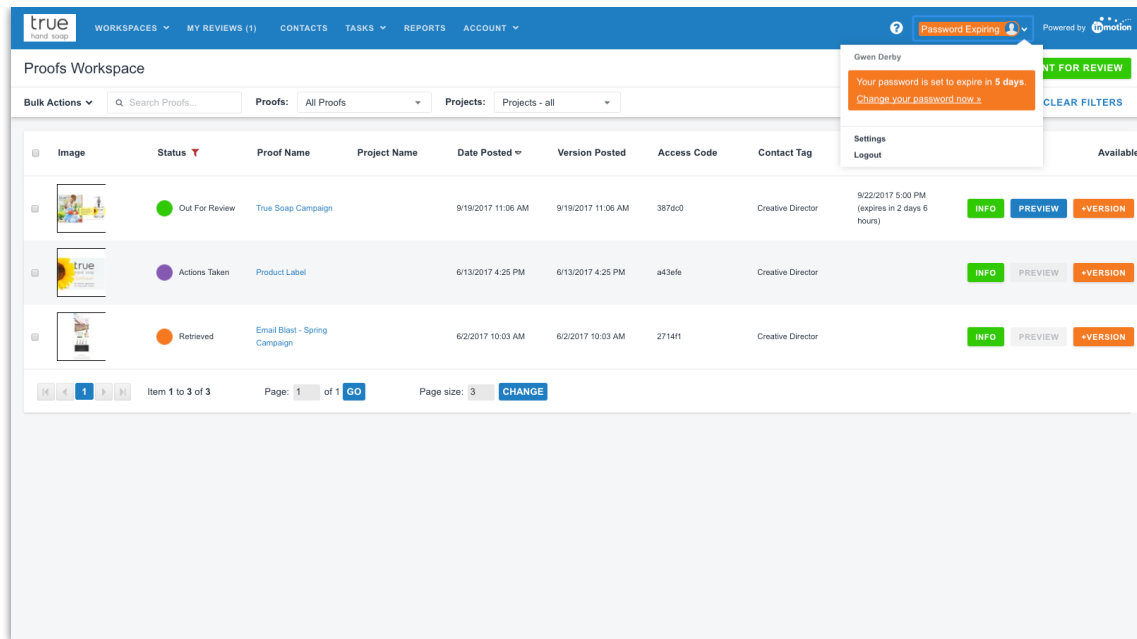
New Features

inMotion

- **Password Expiration** – Admins can now set passwords to expire for all users and contacts within Account Settings. [Learn more!](#)

(<http://guide.inmotionnow.com/help/password-management#password-security-options>)

The screenshot displays the 'Account Settings' interface with the 'Customize' tab selected. The left sidebar lists various settings categories: GENERAL (Your Logo, Date / Time Zone, Notification, Tags, User Options, Security Options), PROJECTS (Custom Fields, Project Options, Project Statuses, Project Priorities, Project Filter Groups, Job Launch), PROOFING (Upload Preferences, Proof Access, Capture Email, Custom Disclaimer, Reviewer Security, Approval Statuses), and dropOFFER™. The main content area is titled 'SECURITY OPTIONS' and includes 'Password Criteria' (Minimum length: 5, with checkboxes for UpperCase Required, Numeric Required, and Non alpha-numeric Required) and 'Password Expiration'. The 'Password Expiration' dropdown menu is open, showing options: Never (checked), 30 Days, 60 Days, 90 Days (highlighted), 180 Days, and 365 Days. Below the dropdown is a field for 'Attempts before locking a user:'. At the bottom right, there are 'Save' and 'Cancel' buttons.



- **Task Resource** – Admins can now set a unique [user permission](http://guide.inmotionnow.com/help/user-management#user-permissions) (<http://guide.inmotionnow.com/help/user-management#user-permissions>) to indicate whether the respective user can be assigned to tasks

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:

Grace Deng

Title:

Graphic Designer

Email:

grace@truesoap.com

User Name:

grace_deng

Billed Per Hour:

Paid Per Hour:

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)

TAGS

There are not any [Tag Lists & Tags](#) to be displayed.

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 Video
☐ Best of Email ☐ Best of Web
☐ Best of Print ☐ Best of Web Graphics

Task Resource

Allow this user to be assigned to tasks.

Project Schedule Manager

Allow this user to create/make changes to a project schedule.

CONTACT FILTER GROUPS ACCESS

Select: [all](#) / [none](#)

USER GROUPS

None

Save

Cancel

- Project Schedule Manager** – Admins can now set a unique [user permission](http://guide.inmotionnow.com/help/user-management#user-permissions) (<http://guide.inmotionnow.com/help/user-management#user-permissions>) to indicate whether the respective user can create/edit project schedules

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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: Pam Martel

Title: Project Manager

Email: pam@truesoap.com

User Name: pam_martel

Billed Per Hour: Paid Per Hour:

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

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Full access to all features of the application including global administrator features.
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Allow this user to submit Job Launch.
Select accessible form(s) for this user:

Best of Dynamic Demo

Best of Video

Best of Email

Best of Web

Best of Print

Best of Web Graphic

Task Resource

Allow this user to be assigned to tasks.

Project Schedule Manager

Allow this user to create/make changes to a project schedule.

CONTACT FILTER GROUPS ACCESS

Select: all / none

USER GROUPS

None

Save

Cancel

- **Brandfolder Integration** – accounts with [DAM integration options](#) (<http://guide.inmotionnow.com/help/dam>) can now utilize Brandfolder as a DAM vendor

Add Assets

Brandfolder

inmotion

1

Drag files to upload, or [browse](#)

[View Supported File Types](#)

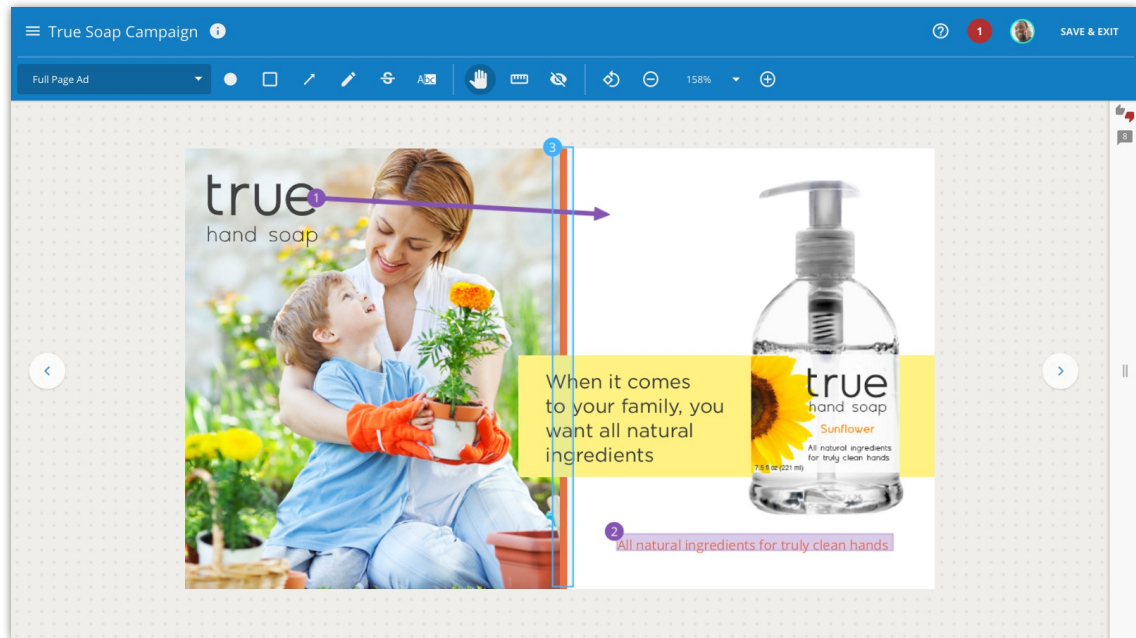
Capture

FROM URL

FROM EMAIL

Review + Approval

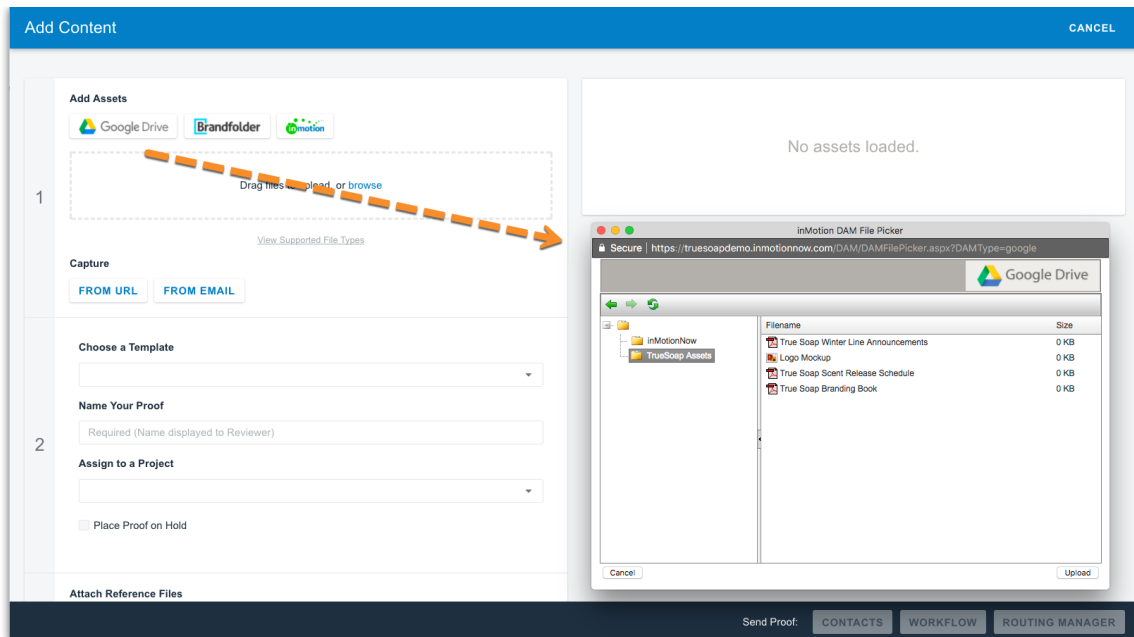
- **Collapsible Collaboration Panel** – Reviewers can now choose to hide or show the collaboration panel for a more focused view of proof assets or conversations.



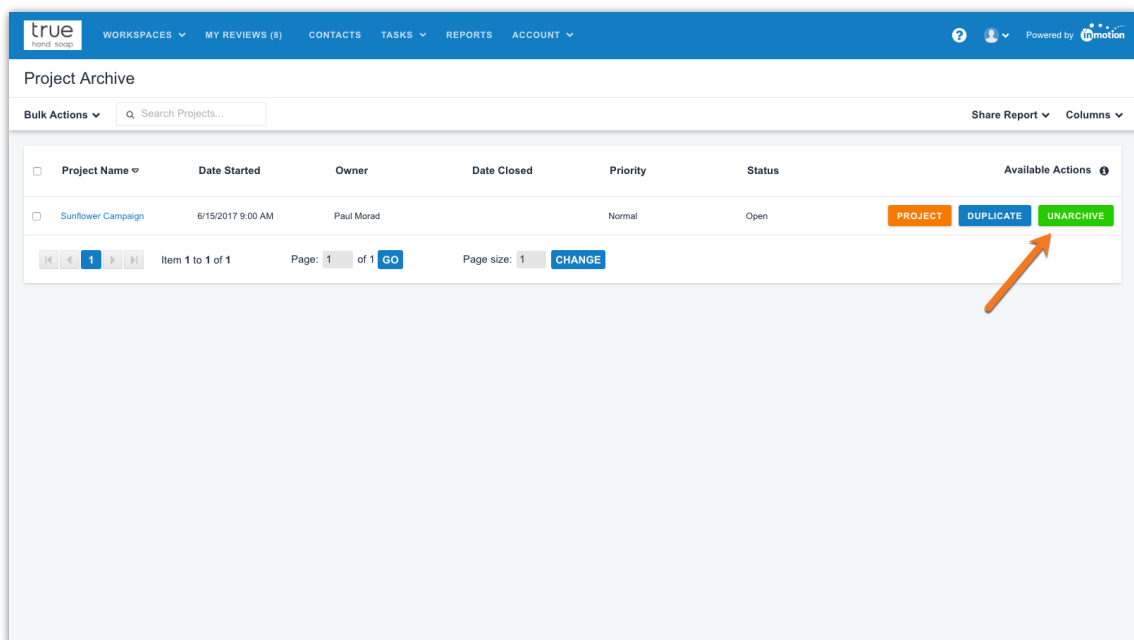
Improvements

inMotion

- **Google Drive** – Docs, Sheets, Slides, and Draw files can now be **directly uploaded as a proof asset** (<http://guide.inmotionnow.com/help/google-drive-docs>) from your account's Google Drive DAM integration. These Google documents can also be downloaded from **Project Files** as PDF and/or image files (Draw only).



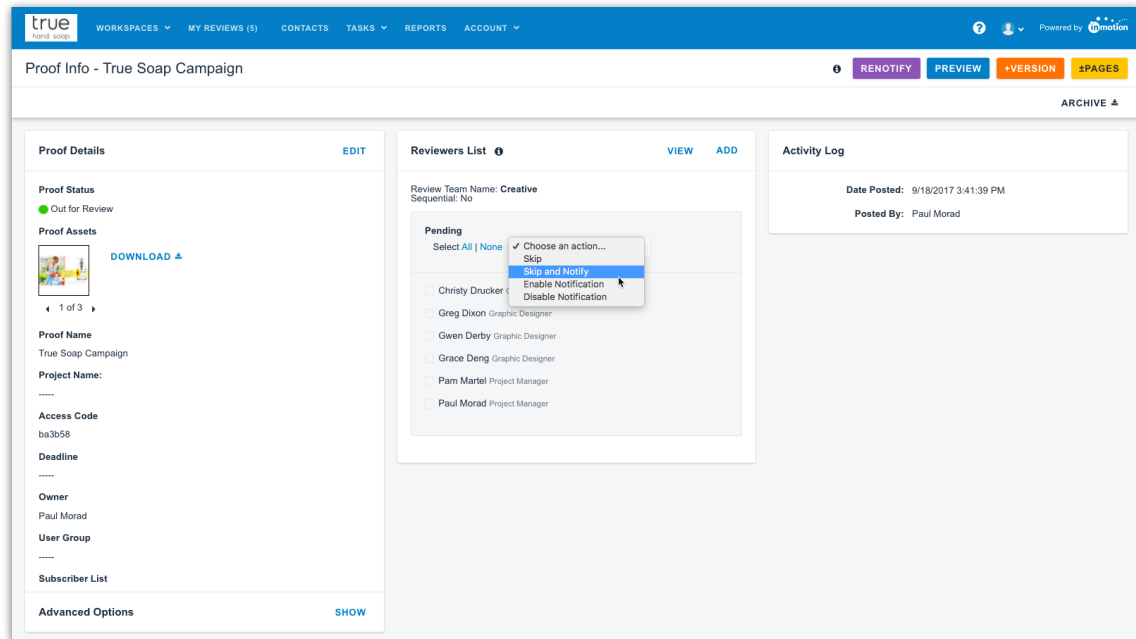
- **Unarchive Project Button** - Unarchive action now available on Project Dashboard for an archived project



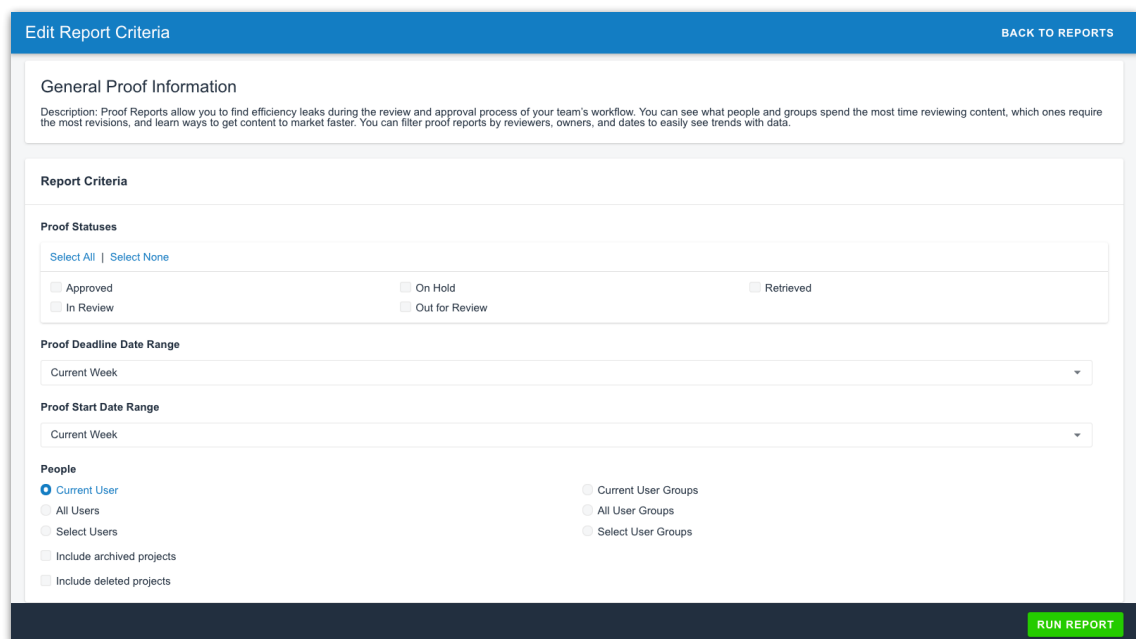
- **Job Launch File Attachments** - Additional files can now be added to a Job Launch request after it has been routed and returned from review
- **Proof Info** - Approval report option on the Proof Info page will now always be titled *Report*
- **Bulk Skip Notifications** - Users can now choose whether or not to notify



reviewers when skipping as a group



- **General Proof Information Report** - Added an Archived and Deleted option to the report criteria



- **Proof Status Report** - Added a Proof Deadline and Proof Posted date range to the report criteria

Edit Report CriteriaBACK TO REPORTS

Proof Status

Description: Active Proof Status Reports by Proof: view real-time approval status and version counts on active proofs. Quickly identify projects bottlenecked by incomplete reviews.

Report Criteria

☐ My Proofs

User Groups

Select All | Select None

☐ All Users
 ☐ Print
 ☐ Web
 ☐ Digital
 ☐ True Soap Team

Proof Statuses

Select All | Select None

☐ Approved
 ☐ On Hold
 ☐ Retrieved
 ☐ In Review
 ☐ Out for Review

Proof Posted Date

Current Week

Proof Deadline Date

Current Week

RUN REPORT

Review + Approval

- Page Navigation** - Navigation arrows have been placed directly in the review space to allow for easier navigation throughout the proof

True Soap Campaign

Full Page Ad

1

2

3

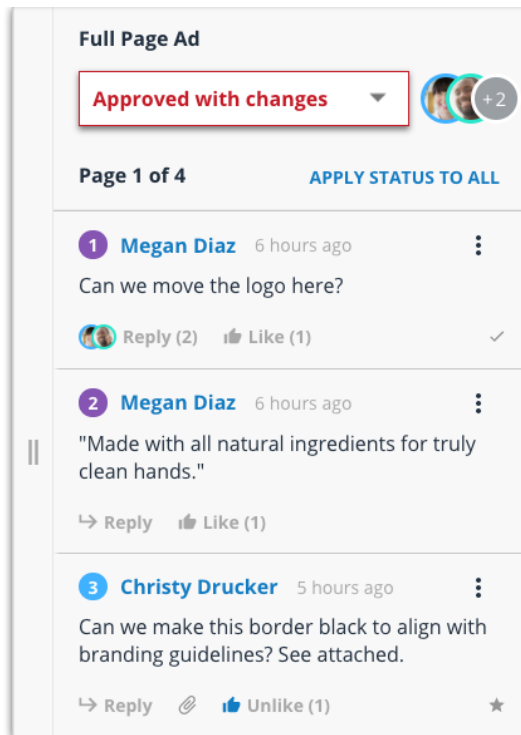
Can we move the logo here?

"Made with all natural ingredients for truly clean hands."

Can we make this border black to align with branding guidelines? See attached.

- Collaboration Panel** - An updated comment layout allows reviewers and designers to easily see which conversations have replies and like

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- **Comment Timestamps** - Timestamps are now displayed in relative time, up to a day after the comment was left
- **Annotation Tools** - Tools remain selected throughout proof navigation

Review + Approval Mobile

- **Media Asset Comment Improvements** - Comments on video and audio assets now clearly display the associated timestamp or timespan
- **Save & Exit** - Users can easily save and exit their reviews if they have not yet set all review statuses
- **Proof Options** - Proof and asset names are now ellipsed for better visibility of proof options