

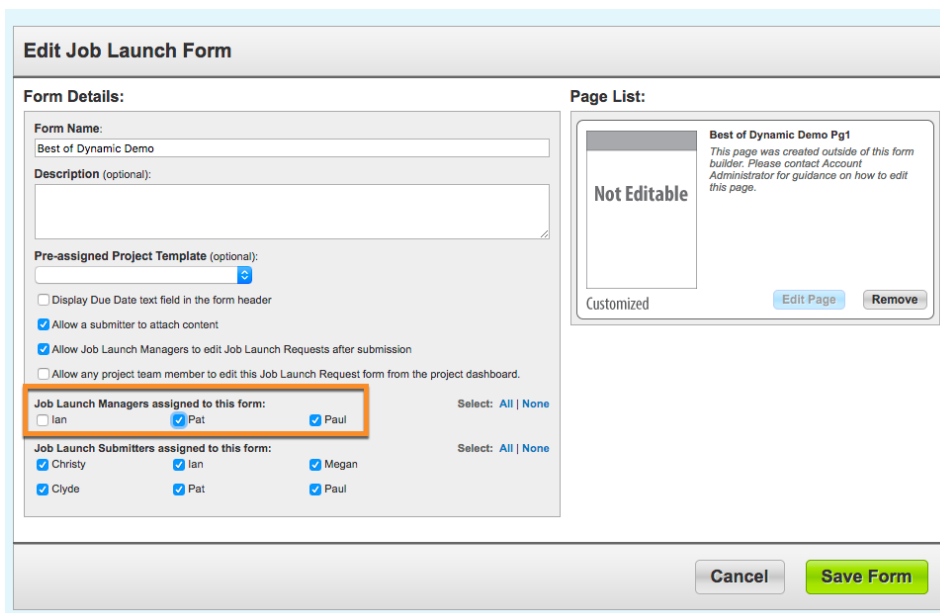
Assigning Job Launch Managers

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To assign a team member as Job Launch Manager to a job launch form, navigate to **Accounts > Job Launch Forms**. 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.'**



Only users with the Job Launch Manager permission will in this area on the 'Edit Job Launch Form' page.



Assigning a Job Launch Manager to a form will:

1. Generate email notifications to user whenever requests are received utilizing this form.
2. Allows for those with staff level permissions to view and manage these types of requests.