

Enabling Job Launch File Attachment

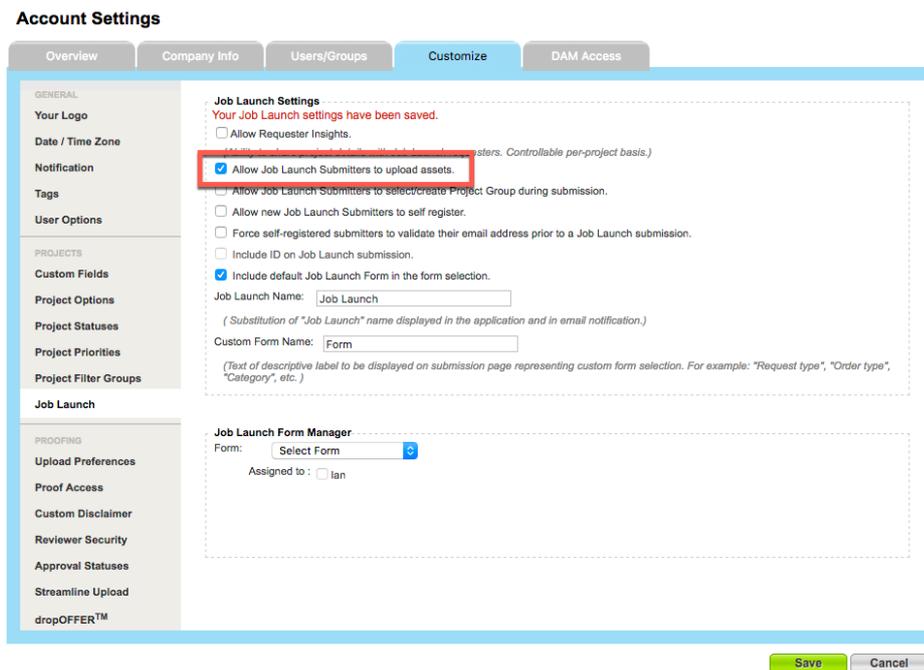
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Enabling Job Launch Attachments per Account

Attaching files to a new job launch request is a great way for requesters to quickly share reference documents with the creative team.

The first step in attaching files is for the account administrators to ensure that their account settings allow for file attachment in the Job Launch area. Admins can quickly determine whether or not this feature is enabled by navigating to **Account > Account Settings > Customize > Job Launch**.

Once in the Job Launch area, select the option to '**Allow Job Launch submitters to upload assets**' and click '**Save.**'

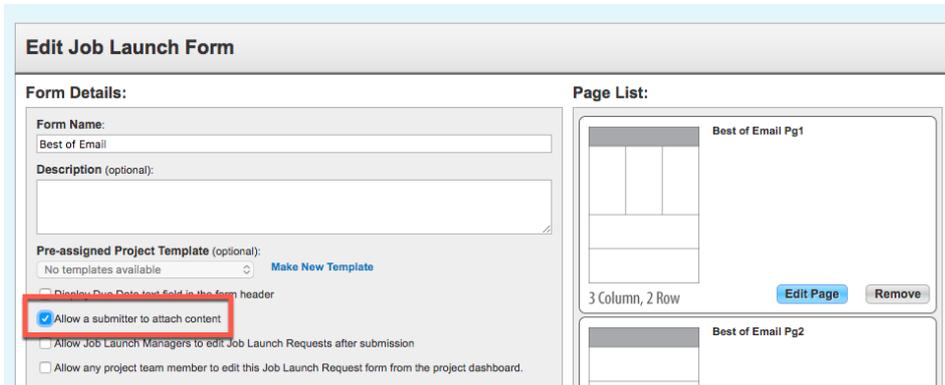


The screenshot shows the 'Account Settings' interface with the 'Customize' tab selected. The 'Job Launch Settings' section is visible, and the checkbox 'Allow Job Launch Submitters to upload assets.' is checked and highlighted with a red box. Other settings include 'Allow Requester Insights', 'Allow Job Launch Submitters to select/create Project Group during submission', 'Allow new Job Launch Submitters to self register', 'Force self-registered submitters to validate their email address prior to a Job Launch submission', 'Include ID on Job Launch submission', and 'Include default Job Launch Form in the form selection'. Below these are fields for 'Job Launch Name' (set to 'Job Launch') and 'Custom Form Name' (set to 'Form'). The 'Job Launch Form Manager' section shows a dropdown for 'Form' set to 'Select Form' and 'Assigned to' set to 'Ian'. A 'Save' button is highlighted in green at the bottom right.

Enabling Job Launch Attachments per Form

Next, you will need to enable attachments on any applicable Job Launch form. Navigate to **Account > Job Launch Forms** and click '**Edit**' next to the form you would like to customize.

Check the box, '**Allow a submitter to attach content**' and click '**Save Form**' in the bottom left.



After this feature has been enabled, submitters will see the green '**Attach Files**' button in the bottom left of the form.

To upload files, they can click this button and select the file they'd like to include then submit their request.

