

Assigning Submitters to Job Launch Forms

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Assigning a Contact to Job Launch Form

To assign a contact to job launch form(s), navigate to the **Contacts** tab and select the applicable contact. Check the box, '**Enable as Job Launch Submitter,**' and click '**View/Edit**' next to '**Form Access.**'

In the following window, check the box next to the forms you would like this contact to be able to access.



Assigning a User to Job Launch Form

To assign a user to job launch form(s), navigate to **Account > Account Settings > Users/Groups** and select the applicable user. In the '**Permissions**' section, check off the option, '**Job Launch Submitter**' and select the forms applicable to the user directly below this option.

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:
 Title:
 Email:
 User Name:
 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)
 Vendor
 Provides streamline upload access. (inVite feature)

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 Email

CONTACT FILTER GROUPS ACCESS Select: **all** / none

USER GROUPS
 • All Users • Digital

TAGS
 There are not any **Tag Lists & Tags** to be displayed.

Save Cancel

Bulk Assigning Job Launch Submitters

In addition to adding job launch forms to individual contact records, you can bulk assign requesters to a Job Launch form by navigating 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.'

FORM NAME	DESCRIPTION	DATE CREATED	OWNER NAME	# of PAGES	AVAILABLE ACTIONS
Advance Direct Mail	Advance Direct Mail	12/29/2014 10:00:31 AM	Easy One	1	Edit Delete
Email Campaign	Email Campaign	12/29/2014 10:00:31 AM	Easy One	1	Edit Delete
Facebook	Facebook	12/29/2014 10:00:31 AM	Easy One	1	Edit Delete

Then, select/deselect job launch submitters as needed or by selecting All or None.

Edit Job Launch Form

Form Details:

Form Name:

Advance Direct Mail

Description (optional):

Advance Direct Mail

Pre-assigned Project Template (optional):

- Display Due Date text field in the form header
- Allow a submitter to attach content
- Allow submitter to edit Job Launch Request after submission
- Allow Job Launch Managers and Project Users to edit Job Launch Requests after submission

Job Launch Managers assigned to this form:

Select: All , None

- Easy One
- Launch Manager

Job Launch Submitters assigned to this form:

Select: All , None

- Alex Williamson
- Doug Waters
- Michael Abbagnaro
- Amy Dazel
- Easy One
- Nathan Stith
- Austin Pratt
- Jill Jones
- Rachel Requester
- Blake Taylor
- Kristi Newport
- Stephanie King
- Carly Jeffers
- Mark Blackstone