

Marketing Project Center 101

*Powered by InMotion NOW**

**InMotionNow is the trademarked name of the project management software.*

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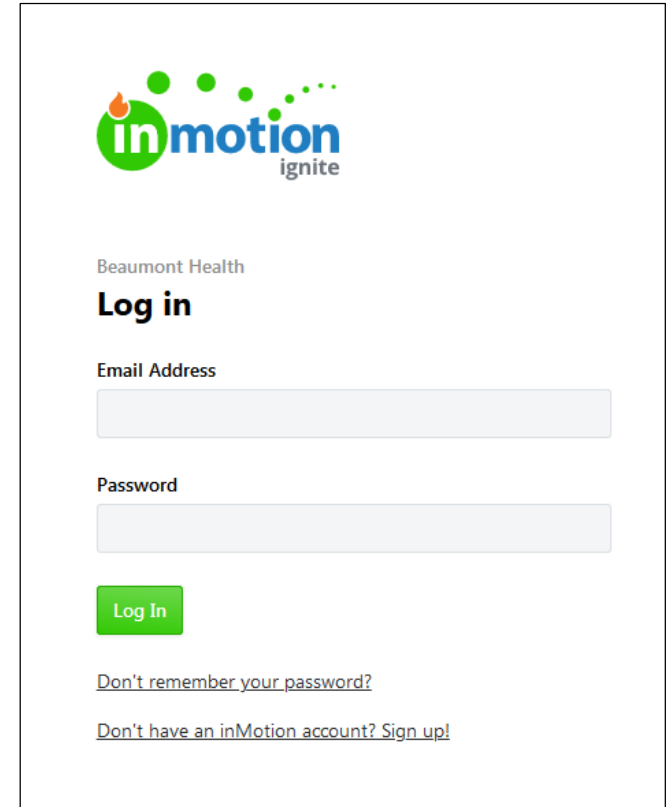
How to register and login: Slide 3

Creating new requests: Slides 4-5

Managing reviews: Slides 6-13

Register or login

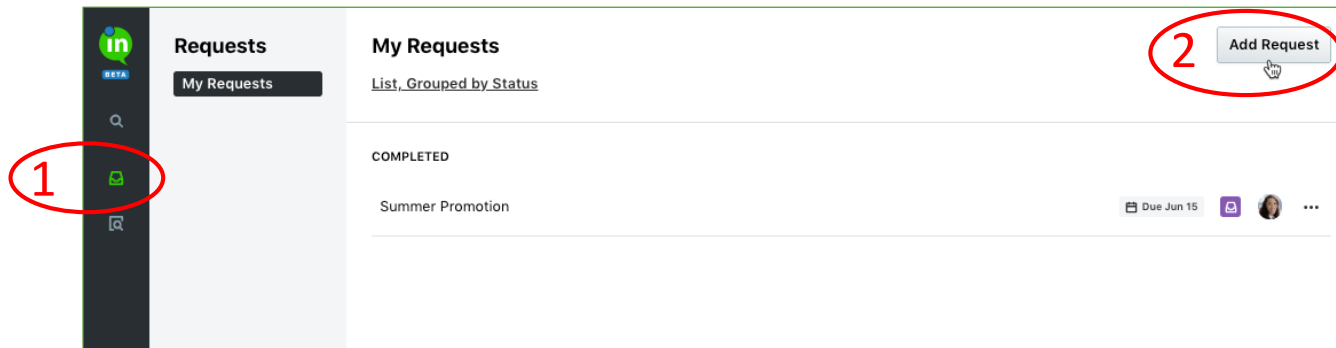
- Two way to access
 - Brand Central
 - <https://beaumont.ignite.inmotionnow.com>
- Create an account
 - Click ‘Don’t have an inMotion account? Sign Up!’
 - User Name = Beaumont email address
 - You’ll receive an email to finish creating your account
 - Once you’ve created an account, use login screen on future visits



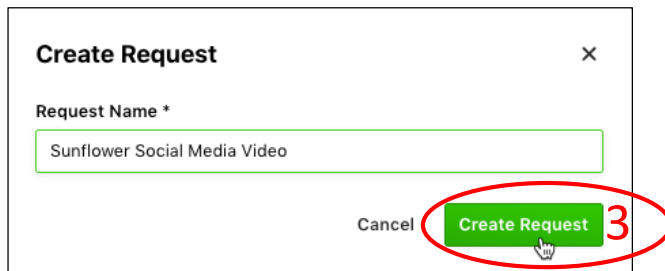
The screenshot shows the login interface for Beaumont Health's inMotion ignite system. At the top left is the logo, which consists of the word "inmotion" in blue lowercase letters with a green circle around the "i", and "ignite" in smaller blue lowercase letters below it. To the right of the logo is a series of green dots of varying sizes. Below the logo, the text "Beaumont Health" is displayed in a small, grey font. Underneath that, the words "Log in" are written in a bold, black font. There are two input fields: the first is labeled "Email Address" and the second is labeled "Password". Below the password field is a green rectangular button with the text "Log In" in white. At the bottom of the form, there are two links: "Don't remember your password?" and "Don't have an inMotion account? Sign up!".

Creating a new request

1. Select the 'Requests' icons from the global navigation menu.
2. Click the 'Add Request' button in the top right-hand corner.

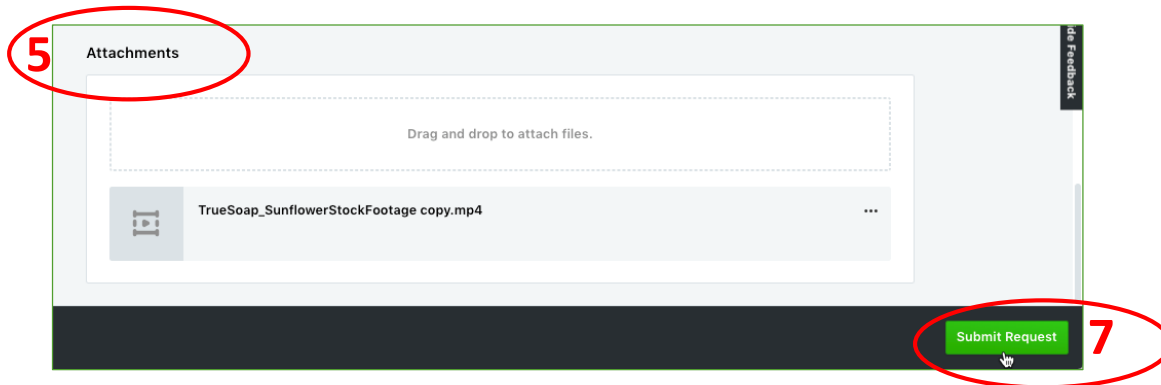


3. Enter a name for your request and select 'Create Request'.



Creating a new request (cont.)

4. Complete the request form with your project information.
5. At the bottom of the form, you can add any attachments. Either drag and drop the files or click on the drag and drop field.
6. Closing your request without deleting will save the form as a draft. If you save as a draft, you'll be able to retrieve the request in your requests tab to complete later (Marketing will NOT have a record of your draft submission).
7. Select **SUBMIT REQUEST** at the bottom right to finalize your submission.



Review: Accessing your proof

- When your feedback is requested on a proof, you will receive an email notification containing a link that takes you directly to the review environment in your web browser.
- You can also access proofs from the **REVIEWS** tab of your account.
- When you first enter the review environment, you may see customizable instructions from the uploader. These instructions may include links, files or reference documents pertaining to the proof's review.
- Click **START MY REVIEW** to begin.



Kristen Vande Laare with Beaumont Health has invited you to review a proof:

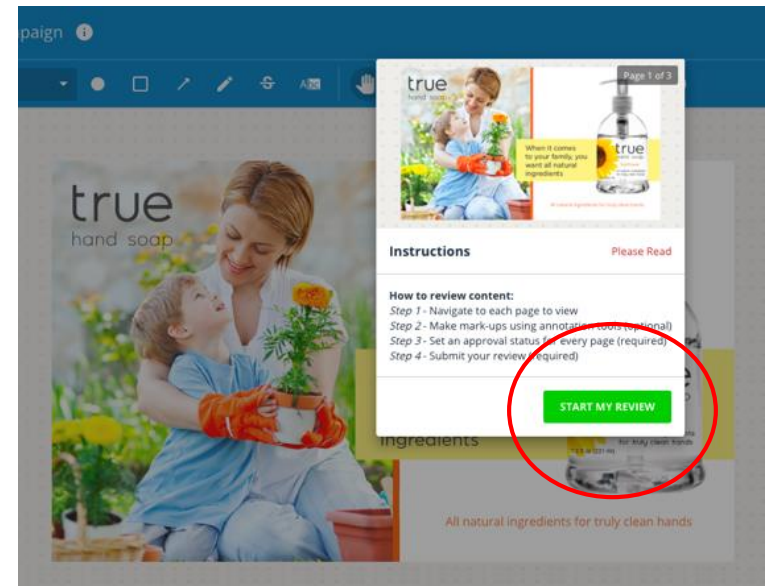
Draft Test

Start Your Review

Proof Details:

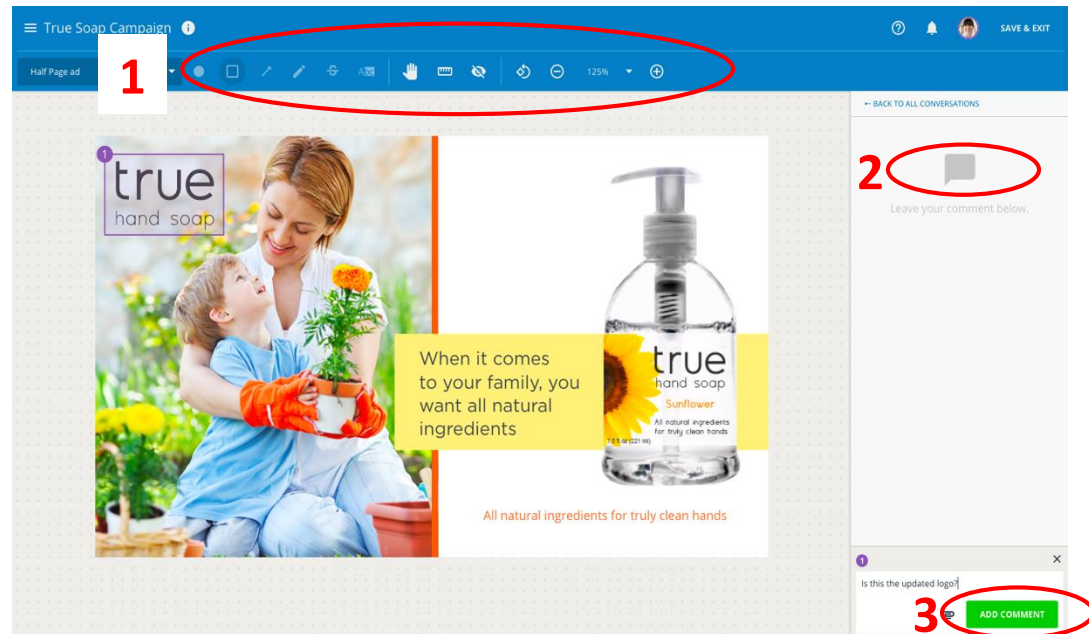
Number of Pages for Review: 1

Project Name: Monday Test with Kristen



Review: Providing feedback

1. Easily provide feedback using the intuitive annotation tools in the toolbar (see slides 8-9 for more detail). Each annotation will automatically be associated with a comment.
2. After using on of the annotation tools, a comment box will automatically appear in the collaboration panel on the far right of the screen, allowing you to enter a comment. Annotations and comments will appear for all reviewers in real time.
3. Click **ADD COMMENT** to save your markup.
4. Every annotation and its related comment will be **numbered**.
5. You can also **attach** files related to your comment.



Review: Annotation tools

DRAWING TOOLS



The **Dot Tool** identifies a specific point on the asset.



The **Rectangle Tool** draws a transparent rectangle to highlight an area of the asset.



The **Arrow Tool** draws an arrow pointing to a particular area of the asset.



The **Freehand Tool** allows freehand drawing on the asset.

TEXT TOOLS



The **Strikethrough Tool** adds a strikethrough line over the text in the asset and populates that text in quotation marks into the comment field. This allows you to ask the content producer to remove the text.



The **Highlight Tool** highlights the text in the asset and populates that text in quotation marks into the comment field. You can edit or provide feedback on the text for the content producer as necessary.

Review: Annotation tools (cont.)

CANVAS TOOLS



The **Pan Tool** allows you to grab the asset and move it around on the review canvas.



The **Measure Tool** allows you to measure asset components in pixels, inches, and centimeters.

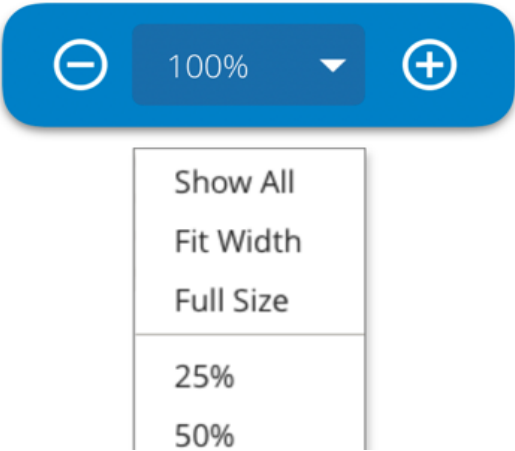


The **Hide Annotation Tool** allows you to temporarily hide all markups from the asset.



The **Rotation Tool** allow you to rotate the asset 90° counter clockwise.

ZOOM

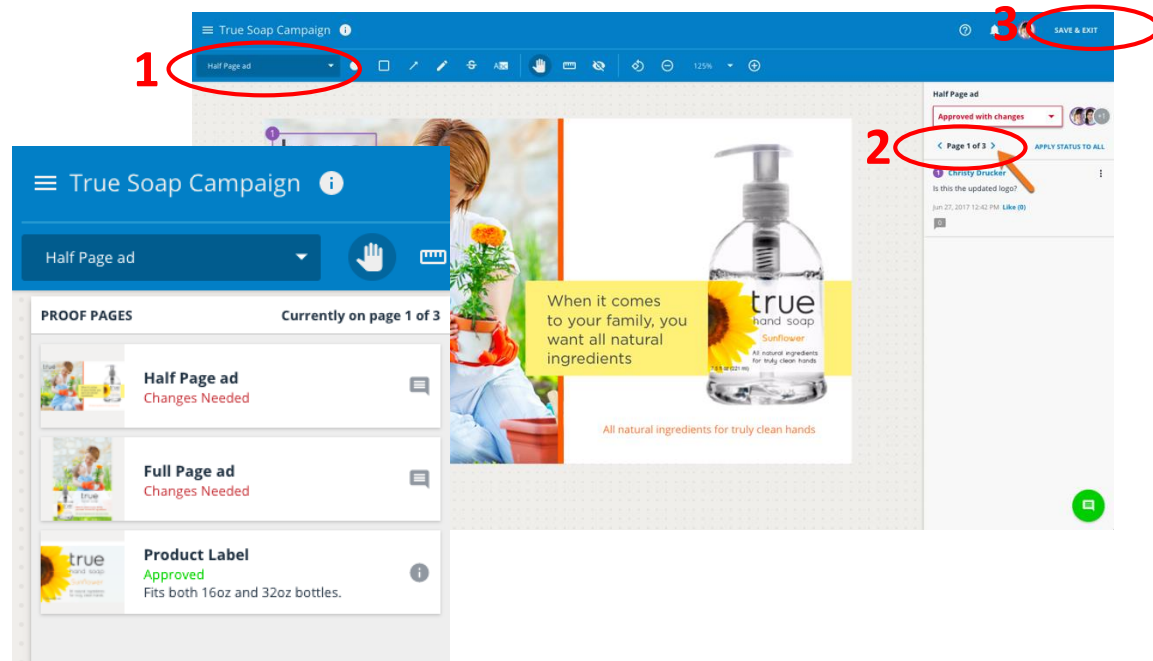


The **Zoom Tool** allows you to zoom in and out on the asset. You also have 'Show All,' 'Fit Width,' 'Full Size,' and various zoom percentages for viewing the asset. The maximum zoom percentage level is based on your choice of browser.

Assets default to "Show All," which allows the reviewer to see the full length and width of the asset they've been asked to review.

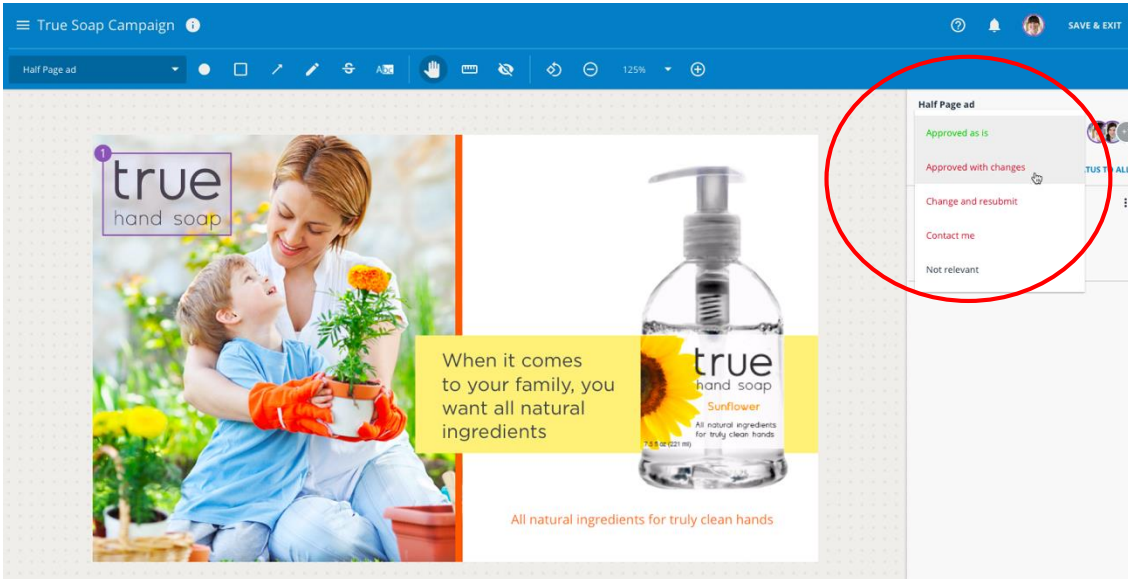
Review: Page navigation

1. The PAGE NAVIGATOR in the top left shows all assets in the proof. Navigate to other pages by clicking on the corresponding thumbnail. Assets also show an at-a-glance view of status. Before you submit your own approval statuses, it will show your selected page status. After your review has been submitted, it will show the aggregate status of each page.
2. Navigate through the proof by selecting the left or right page navigation arrows at the top of the collaboration panel.
3. **SAVE & EXIT** will save your review for your return later. The system also periodically auto-saves.



Review: Approval statuses

- Before you can submit and complete the review process, **an approval status is required for each page**, such as *Approved as is* or *Change and resubmit*.
- Set the approval status by selecting the drop down menu on the right side above the collaboration panel.
- After selecting a status, you can **APPLY STATUS TO ALL PAGES** in the proof.
- Click the page navigation arrows to review the next page in the proof.



Review: Submitting

1. **Saving:** At any time during your review, click **SAVE & EXIT** to save your work and complete your review later.
2. **Submitting review:** After applying an approval status to all assets in the proof, the **SAVE & EXIT** button will update to **SUBMIT REVIEW**.

The image displays a screenshot of the True Soap Campaign review interface. The top navigation bar is blue and contains a menu icon, the text 'True Soap Campaign', a refresh icon, a notification bell, a user profile icon, and a 'SAVE & EXIT' button. A red circle and the number '1' highlight the 'SAVE & EXIT' button. Below the navigation bar is a toolbar with various editing tools. The main content area shows a proof for a 'Half Page ad' featuring a woman and child with a potted plant, and a bottle of 'true hand soap Sunflower'. A yellow text box reads: 'When it comes to your family, you want all natural ingredients'. Below the soap bottle, it says 'All natural ingredients for truly clean hands'. On the right side, there is a 'Half Page ad' panel with a dropdown menu showing options: 'Approved as is', 'Approved with changes', 'Change and resubmit', 'Contact me', and 'Not relevant'. A red circle and the number '2' highlight the 'SUBMIT REVIEW' button in the bottom right corner of the interface.

Review: Confirming review

- You will be asked to *Confirm Your Review Submission*.
1. Check the box to acknowledge the disclaimer and enter your digital signature. By clicking *See my approval statuses*, you are also able to confirm that your approval statuses have been set correctly.
 2. Click **SUBMIT MY REVIEW** to finalize your review.




Confirm Your Review Submission ✕

Once you submit your review, your approval statuses are locked and the proof may progress to the next review tier.

1 I accept the **disclaimer** for submitting my review.

christy@truesoap.com

[Hide my approval statuses](#) 2 **SUBMIT MY REVIEW**

	Half Page ad Page 1 Approved with changes
	Full Page ad Page 2 Approved with changes
	Product Label Page 3 Approved as is