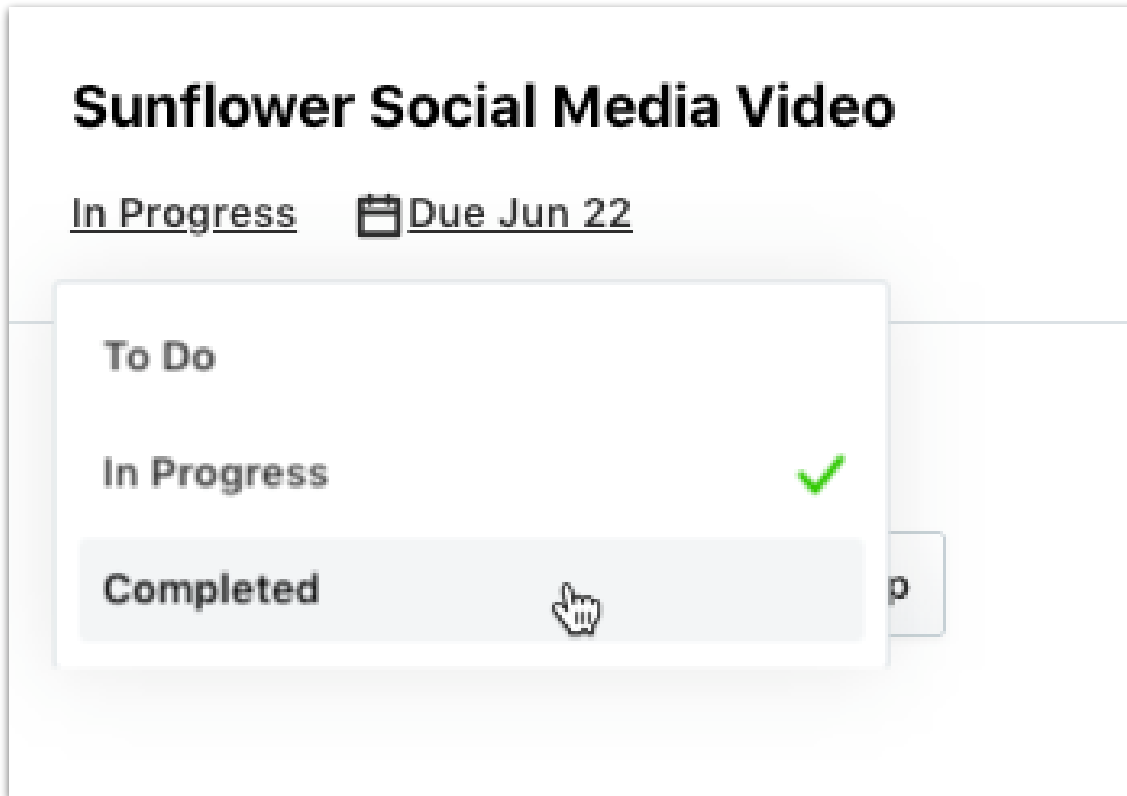


# Final Asset Delivery

Published on 05/29/2018

To deliver the final files for a request, navigate to the associated work item and click on the status link to change it to **Completed**.



When the work item is tied to a request, a modal will appear allowing you to upload final assets and provide a message to the requester.

## Complete Request ×

To complete this project, you must also complete the associated request.

**Select the files to include with the completed request**

Drag and drop to attach files.

**Message to Requester**

Cancel Complete Request

If there were any uploaded task, proof, or project files, they will automatically appear in the modal. *Note: This will not include proof assets.*

Simply check the box to the left of the file(s) you would like to include. If your final asset has not yet been attached, drag and drop the necessary file(s) into the available field. If you would like to browse your computer file menu instead, start by clicking on the drag and drop field.

Enter a **Message to Requester** and click **Complete Request** to finalize completion and notify the requester of the delivered materials.

## Complete Request ×

To complete this project, you must also complete the associated request.

Select the files to include with the completed request

Drag and drop to attach files.



TrueSoap\_SunflowerStockFootage.mp4



sunflower\_vfinal.jpeg



truesoap-video.mp4

### Message to Requester

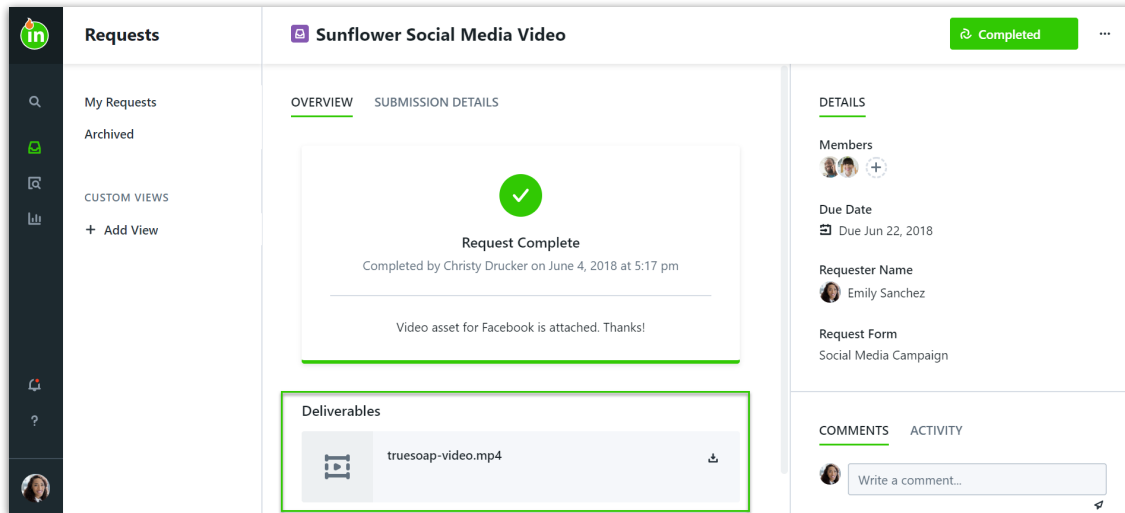
Video asset for Facebook is attached. Thanks!

Cancel

Complete Request



Once the work item has been completed, the requester will see an updated view of the request details including the customized message and link(s) to download the final assets. The requester can continue to collaborate with the team as needed after the request is deleted.



The screenshot displays the inMotion web application interface. On the left is a dark sidebar with navigation icons. The main content area is titled 'Requests' and shows a list of request categories: 'My Requests', 'Archived', and 'CUSTOM VIEWS' with an 'Add View' button. The selected request is 'Sunflower Social Media Video', which is marked as 'Completed' with a green checkmark icon. The 'OVERVIEW' tab is active, showing a large green checkmark and the text 'Request Complete', 'Completed by Christy Drucker on June 4, 2018 at 5:17 pm', and 'Video asset for Facebook is attached. Thanks!'. Below this, a 'Deliverables' section shows a video file named 'truesoap-video.mp4' with a download icon. The right sidebar contains 'DETAILS' (Members, Due Date: Jun 22, 2018, Requester Name: Emily Sanchez, Request Form: Social Media Campaign) and 'COMMENTS' (a text input field for writing a comment).