

Request Exports

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Whether you need a PDF copy of requests for your files or just prefer to work on paper, it's now possible to export your request details! From the action menu of any submitted request, select **Export**.

The screenshot displays the inMotion software interface for a request titled "Fall Scents Promotion". The request is in the "Submitted" state, as indicated by a button in the top right corner. The interface is divided into several sections:

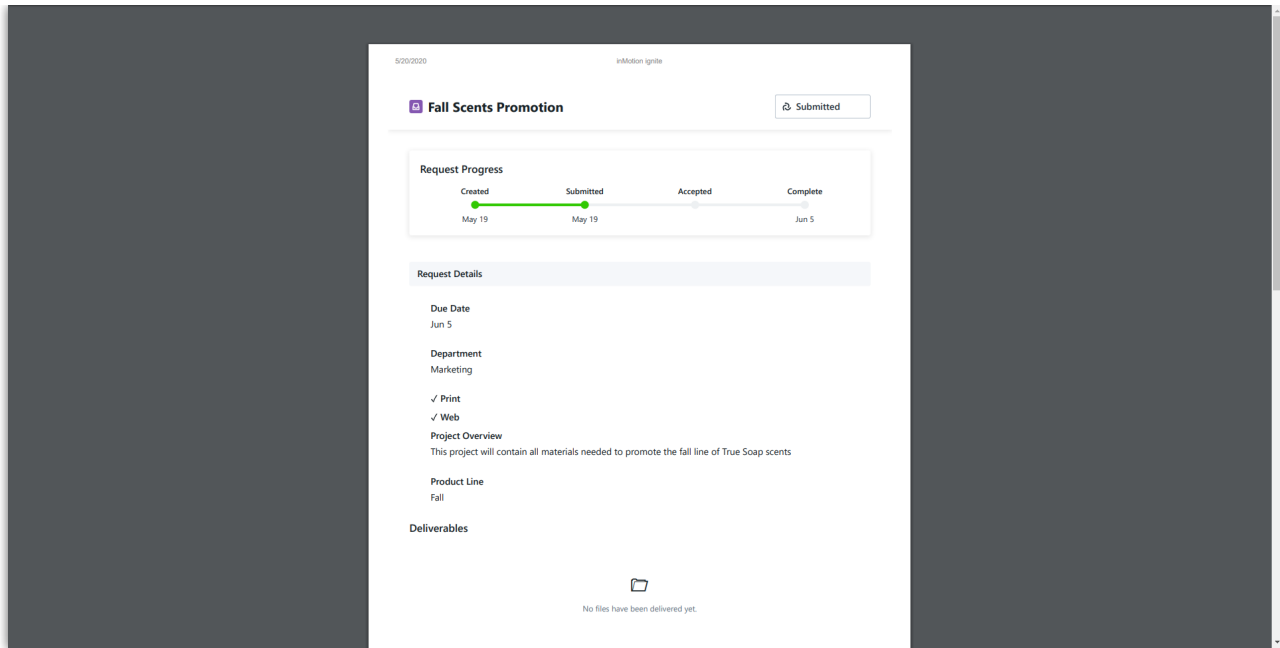
- Request Progress:** A horizontal timeline showing the stages: Created (May 19), Submitted (May 19), Accepted, and Complete (Jun 5). The "Submitted" stage is currently active.
- Request Details:** A section containing the following information:
 - Due Date: Jun 5
 - Department: Marketing
 - ✓ Print
 - ✓ Web
 - Project Overview: This project will contain all materials needed to promote the fall line of True Soap scents
 - Product Line: Fall
- Requester Information:** Located on the right side, it includes:
 - Requester Name: Paul Moran
 - Request Form: Project Request Form
 - Due Date: Due Jun 5
 - An "Add Tag" button.
- Comments and Activity:** A section at the bottom right with a "Write a comment..." input field.
- Actions:** At the bottom of the main content area, there are two buttons: "Modify Request" and "Accept Request".

You will see a toast message letting you know that your export is in progress. A new message will appear when the export is ready for download.

The screenshot displays the 'Requests' management interface. The main content area shows a request titled 'Fall Scents Promotion' with a progress bar indicating it is in the 'Submitted' stage (May 19). The 'Request Details' section includes: Due Date (Jun 5), Department (Marketing), and a 'Project Overview' stating it contains materials for True Soap scents. A green arrow points to a toast notification at the bottom right: 'Fall Scents Promotion.pdf has finished exporting and can now be downloaded.' The interface also features a sidebar with navigation options and a right-hand panel with details and comments.

Select the link in the toast message to download the exported PDF of the request. The export will include the following:

- Request Name
- Request Status
- Request Progress
- Request Details (including all completed fields)
- Request Attachments (including links to download attachments from ignite)
- Request Deliverables (including links to download deliverables from ignite)
- [Requester Insights](https://guide-ignite.inmotionnow.com/help/request-permissions#requester-insights) (if enabled)
- Request Due Date
- Requester Name
- Request Form Chosen
- Request Members
- Date of the Export



Any links embedded in the request will take you right to that item for easy access and visibility!



You can also select Ctrl+P (Cmd+P on a Mac) for a printer friendly version of the request details.