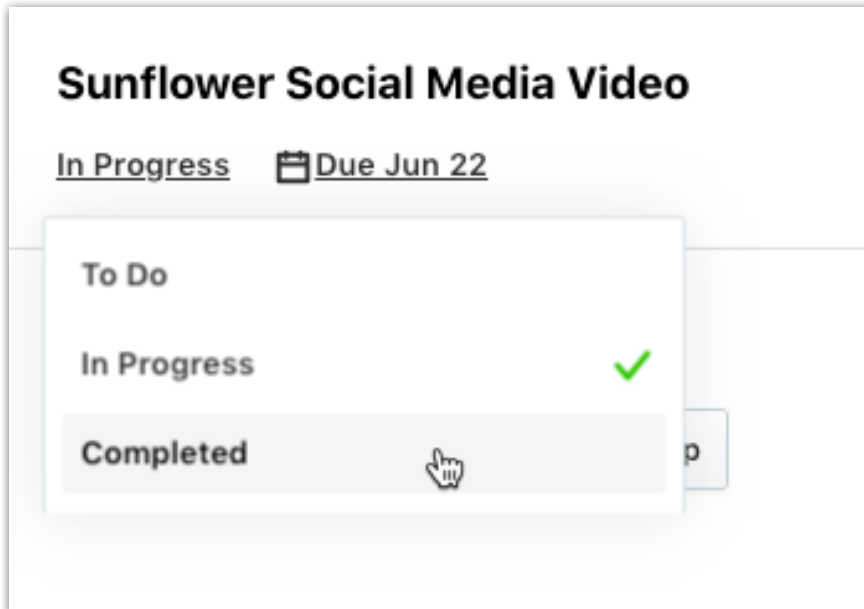


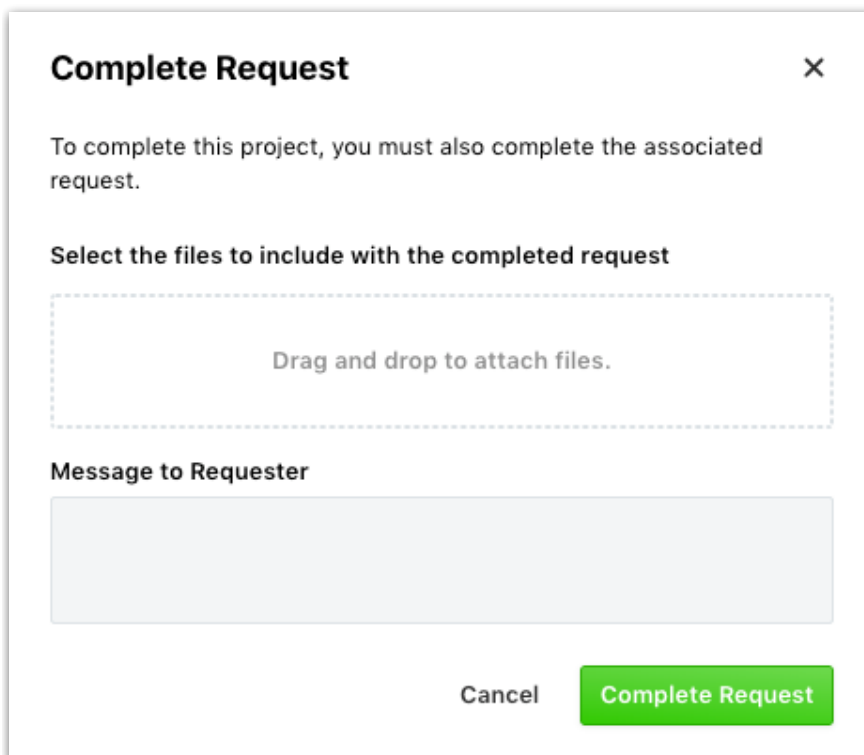
Final Asset Delivery

Published on 01/27/2022

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.



The screenshot shows a modal titled "Complete Request" with a close button (X) in the top right corner. The modal contains the following elements:

- A message: "To complete this project, you must also complete the associated request."
- A section titled "Select the files to include with the completed request" with a dashed box below it containing the text "Drag and drop to attach files."
- A section titled "Message to Requester" with a text input field below it.
- At the bottom, there are two buttons: "Cancel" and "Complete Request" (which is green).

If there were any uploaded task, proof, or project files, they will automatically appear in the modal. Any file that has been marked as a deliverable will be checked by default. *Note: This will not include proof assets.*

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

☒

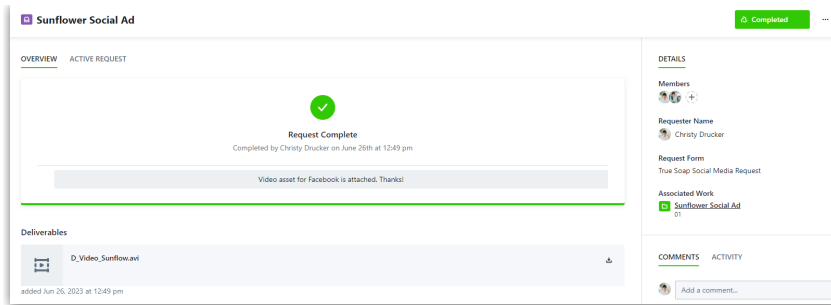
 truesoap-video.mp4

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.



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