

Request Exports

Published on 01/27/2022

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 system interface for a request titled "Fall Scents Promotion". The request is in the "Submitted" state, as indicated by the "Submitted" button in the top right corner. The interface is divided into three main sections:

- Left Sidebar:** Contains navigation options such as "My Requests", "All Requests", "Shared With Me", "Archived", and "CUSTOM VIEWS" with an "Add View" button.
- Main Content Area:**
 - 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:
 - Due Date:** Jun 5
 - Department:** Marketing
 - Actions:** Checkmarks for "Print" and "Web".
 - Project Overview:** "This project will contain all materials needed to promote the fall line of True Soap scents"
 - Product Line:** Fall
- Right Panel:**
 - DETAILS:** Includes "Members" (Paul Moran), "Requester Name" (Paul Moran), and "Request Form" (Project Request Form) with an "Add Tag" button.
 - COMMENTS:** A section with a "Write a comment..." input field.

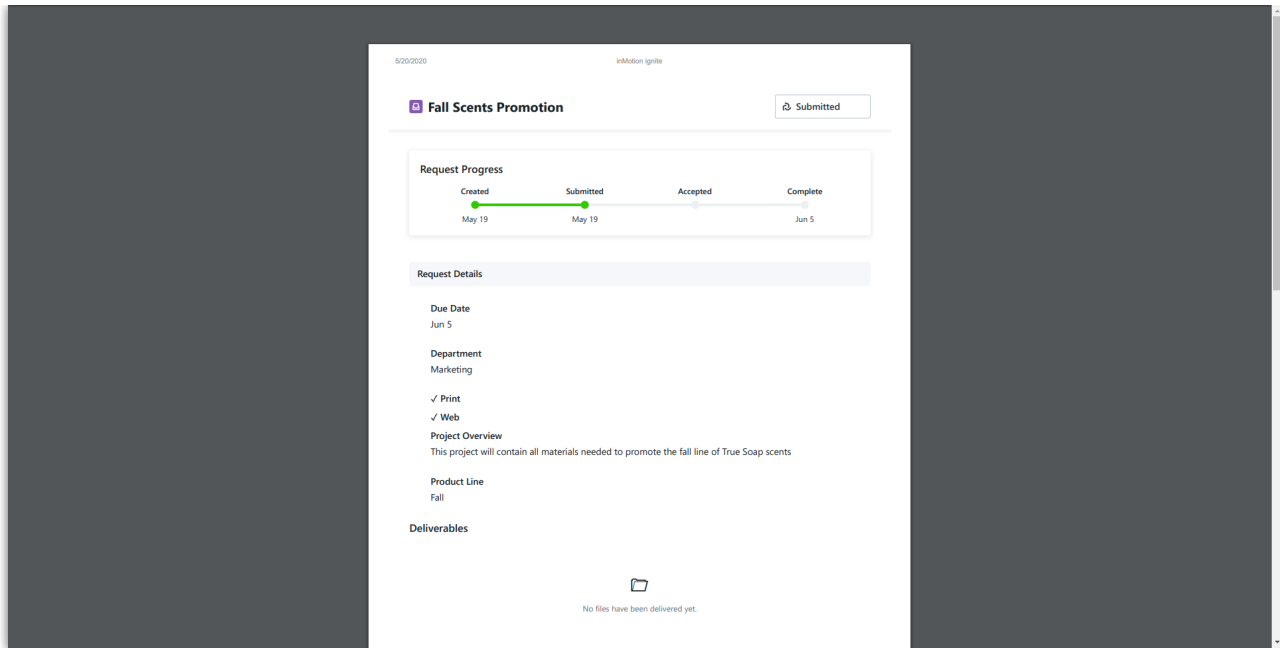
At the bottom of the main content area, there are two buttons: "Modify Request" and "Accept Request".

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' section for a 'Fall Scents Promotion'. The request is in the 'Submitted' status, with a progress bar showing 'Created' (May 19), 'Submitted' (May 19), 'Accepted', and 'Complete' (Jun 5). The 'Request Details' section includes: Due Date (Jun 5), Department (Marketing), checked options for Print and Web, Project Overview (This project will contain all materials needed to promote the fall line of True Soap scents), and Product Line (Fall). A green arrow points to a toast message at the bottom right: 'Fall Scents Promotion.pdf has finished exporting and can now be downloaded.' Below the toast are 'Modify Request' and 'Accept Request' buttons.

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 Workflow)
- Request Deliverables (including links to download deliverables from Workflow)
- [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.