How to enter a project

Enter the below URL in your web browser:
http://creative.belmont.edu/projects/requests

- You will be prompted to enter your Active Collab username and password
- If you do not have an account or if you forgot your password, please email the Marketing Coordinator at marketing@belmont.edu
How to enter a project

Click New Project Request

- Both buttons will take you to the same place
- A new screen will pop up that requests various information about the project.
How to enter a project

Fill out the project request form.

– Please name your project and provide a brief description.
– Answer all questions on the right
– Upload copy and photos

Once you have filled out the project request form, click the green “Create Project Request” button.

– This will submit the project to UMPR. The Marketing Coordinator will then create a timeline and assign to a graphic designer.
Tracking your project

- Once you complete your project request, your project will become live (visible in AC) within 2-4 business days.
- You can view the timeline of the project by clicking on the Project button and your project name.
- Milestones will be listed at the top of your project’s homepage.
Viewing Milestones
Creating a new discussion

Once you are in your project, click the Discussion tab at the top of the screen.

Then, click “New Discussion”
Creating a new discussion

• A new screen will pop up.
• Please name your discussion, type a message and notify your desired recipients (by checking off the names on the right-hand column).
  – If you do not notify recipients, they will not receive the message.
• If you have any files to upload, you can attach by clicking the Attach Files button.
• When you have completed your post, click the green “Add Discussion” button.
Viewing a proof

• You will receive an email from Active Collab alerting you that a proof has been posted.

• Click the “Open this discussion in your web browser” button.

• This will open your web browser and allow you to download the proof and respond to the discussion board with feedback.
Approvals

• There are two different approvals needed before a project can be sent to print:
  – Quote Approval
  – Final Client Approval
• Both are found under the task tab.
• Click the approval task and it will bring you to a box to check.
Quote Approval

#9: Quote approval

- Created: Mar 4, 2016 by Molly Jarabica
- Category: FIRST PROOF
- Milestone: FIRST PROOF
- Due On: Not Scheduled
- Related Tasks: No related tasks

Molly Jarabica

- Molly J. Budget allocation specified to budget manager

New Subtask Reorder
Client Project Checklist

1. Submit a project

2. Review proof and comment on work

3. Click final client approval button