

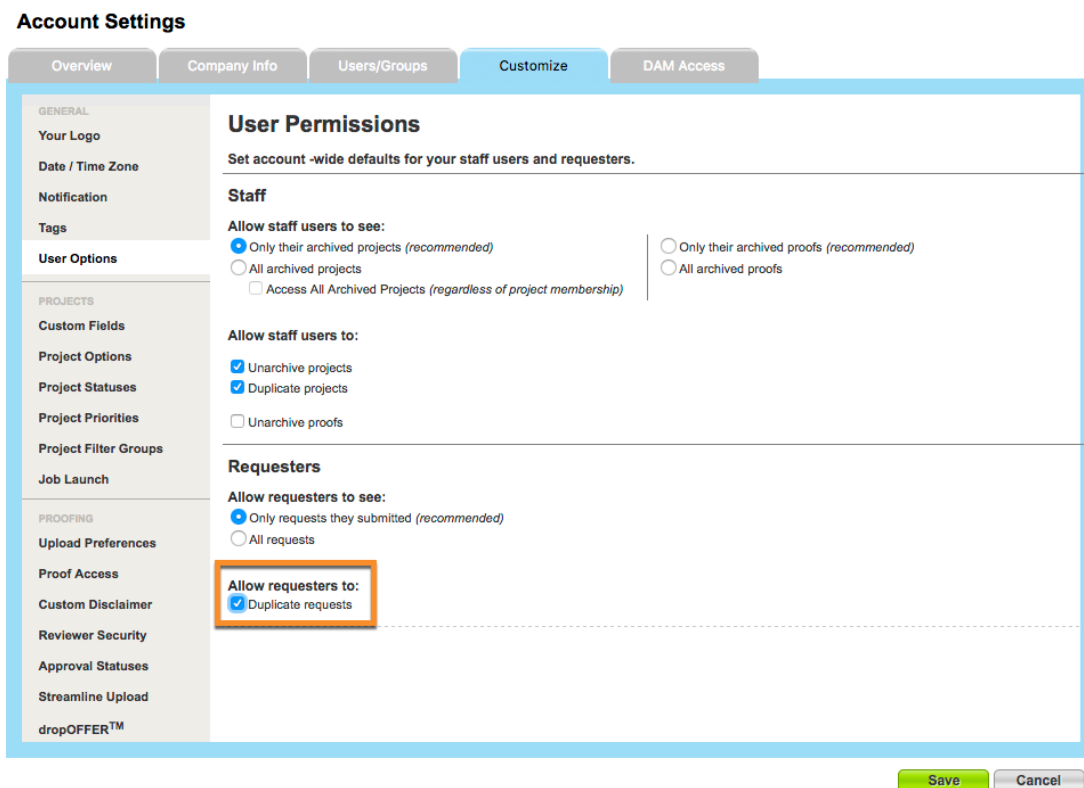
Duplicating Job Launch Requests

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Enabling Job Launch Request Duplication

Navigate to Account > Account Settings > Customize > User Options and select the option to **'Allow requesters to duplicate requests.'**

Once this setting is enabled, requesters will see a green **'Duplicate'** button in their **'My Job Launches'** workspace next to each request.



Duplicating Job Launch Requests



From the 'My Job Launches' workspace, find the request you would like to copy. Click '**Duplicate,**' name the new request, make the necessary edits, and click '**Submit.**'

Name	Status	Date Submitted	Submitted By	Form Name	Available Actions
Print Campaign Landing Page	Being Reviewed	4/19/2017 9:21 AM	Megan Diaz	Web Landing Page	RECEIPT DUPLICATE
Spring Campaign - Sunflower 7oz Label	Released To Project	4/19/2017 9:20 AM	Megan Diaz	Print Ad	RECEIPT DUPLICATE
Print Campaign: Half Page Ad	Rejected to me	4/19/2017 9:18 AM	Megan Diaz	Print Ad	SEE REASON DUPLICATE
LiveWell - Half Page Ad	Released To Project	4/7/2017 11:52 AM	Megan Diaz	Print	RECEIPT DUPLICATE
Spring Campaign - Product Giveaway	Being Reviewed	4/5/2017 11:11 AM	Megan Diaz	Default Form	RECEIPT DUPLICATE
Spring Campaign - Social Media Video Clip	Started	4/5/2017 10:18 AM	Megan Diaz	Video	RESUME DUPLICATE