

project requests

how to submit a project request

Beginning Thursday, July 19, all projects should be initiated using **Myorderdesk.com**, a web-based program that allows our clients to submit projects and instantly track the status online, 24 hours a day/7days a week. The convenient, intuitive interface also has comprehensive help menus, wherein, you can look up FAQs, submit questions or chat live with a support representative. The following pages walk you through how to initiate a project with the department. If you have any questions about the system, please contact Stephanie Spencer.

1 Log-on to the system by going to: myorderdesk.com/CTCreativeMarketing



1 Enter your e-mail address and “tribune” as the password. Most of our clients’ information has been added to the system, however, if you’re a new user and the “tribune” password doesn’t work, you may also create a new log-in by selecting **New to Our Site, Start Here**. After logging in, you have the option of changing your password under **My Account**.

project requests

2 Choose “Project Request” from the menu options

You'll have (4) options to choose from:

- **Change Request** - Copy changes, quick edits, things that do not require design time
- **Creative Brief** - More illustrative, multi-element projects with longer turn-around times
- **Project Request** - Turn-key projects with quicker turn-around times
- **Send a File** - Submit attachments only



The screenshot shows the Chicago Tribune Company website interface. At the top, the Chicago Tribune logo is displayed in a blue box, followed by the text "Chicago Tribune Company". Below this is a navigation bar with the following options: Home, Send Files & Orders, My Jobs, My Account, and Logout. The "Send Files & Orders" option is currently selected. In the main content area, there is a section titled "Next Step: Select a form for this job." which lists four options: Change Request, Creative Brief, Project Request, and Send a File. The "Project Request" option is highlighted with a red circle. Below this section is a "Software Utilities" section with a link to "Software Downloads & Utilities" and a "Get Help or Contact Support" link. At the bottom, there is a "TOP" link and links for "Privacy and Refund Policies" and "Terms of Service".

project requests (cont.)

3 Complete the project request form

Chicago Tribune
Chicago Tribune Company

Welcome Steph Test Test
Home Send Files & Orders My Jobs My Account Logout

Form Selected: Project Request

Chicago Tribune CREATIVE MARKETING project request

* Required information.

Job Specifications

Project Name *
Initial Proof *
Final Draft *
Project Lead *
**This person serves as the liaison between the designer and primary stakeholders and provides final approval on all proofs and revisions.*
Primary Stakeholder #1 *
Primary Stakeholder #2 *
**These people communicate project direction and revisions to the Project Lead (see above.)*

Estimated Revenue & Cost Center Acct. Information

Estimated Revenue *
Business Unit# *
Budget Ledger# *
Department # *

Creative Specs

Creative Elements *
Color *
How is artwork sent? *
Proof *
Quantity *
Printed Sides *
Paper Size *

Job Specifications

Job Notes *

To expedite projects, please limit changes to a maximum of three rounds. Projects with more than three rounds will be subject to an hourly fee.

Last Step: Attach & Send Your Files or Information

Attach Files
 Send - No Files to attach

Send Click to send.

[Get Help or Contact Support](#)

4 You can switch between forms if you'd like, using this drop down menu.

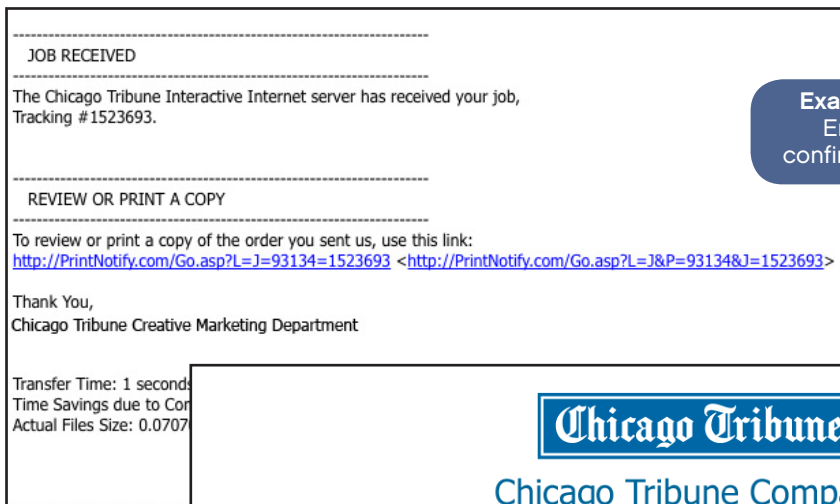
5 Fill in the fields as you would normally.

6 Attach any necessary fonts, graphics, documents, etc. pertinent to the job here, by selecting **Attach Files**. If there are no attachments needed, select **Send - No Files to attach**, and hit the green **Send** button to submit the job.

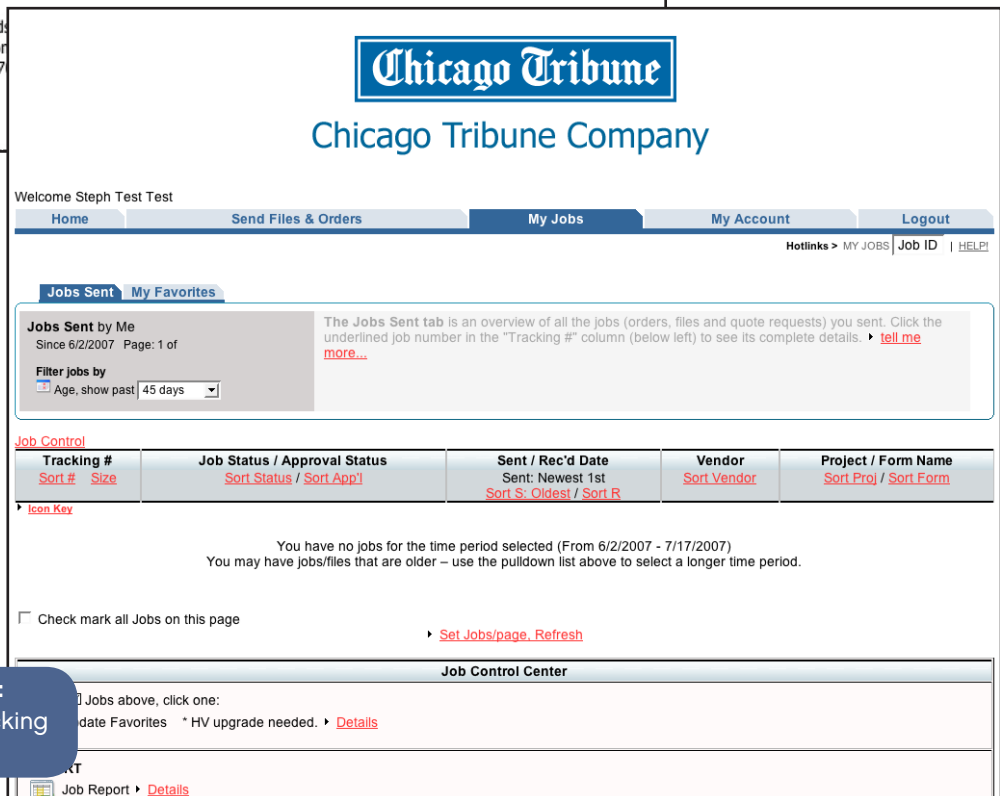
project requests (cont.)

7 Email confirmation

After submitting the job, you'll receive an instant email alert, letting you know that the job has been received on the Creative Marketing internet server, along with a job tracking number. With that tracking number, you can select, **My Jobs** in the interface and follow the status.



Example:
 Email
 confirmation



Example:
 My Jobs tracking
 interface

project requests (cont.)

what happens next? (the internal process)

- Once we've received your project request, we will assign one of the categories below to the job as it moves through the production process, via a status update email.
- The designated categories are:
 - Closed
 - Designer & Job# Assigned
 - In Progress
 - On Hold
 - Proof Sent to Client
 - Revision Alert - more info. to come
 - Unable to Process Job
 - Unspecified - misc. notes
- Afterwards, the Designer logs in, downloads the artwork and job ticket. The Designer and the Client are then free to discuss the job.
- To receive email alerts and status updates from us, **please add autonotify@PrintNotify.com** to your address book.