

## **Final Asset Delivery**

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Whether the Request is still in progress or has just completed, files can be sent through Lytho to the requester at any time.

## While in Progress

To send a file while the request is still live, navigate to the Request's associated work and click or**Files** and add your file(s) (https://guide.lytho.com/help/managing-files#adding-files).

4th of July @ LIT	🔅 To Do 🗸 🚥
OVERVIEW REQUEST Add Trait Add Proof Add Group	DETAILS PLES (T) NORE
i≣ List ♥ ♥ Filters ♥ New Group	Drag and drop to attach files.
Storpboard Video	(+) 🖻 … 🖓 4th of July storyboard.docx …
Cart actors	(+) 🕑
Book verwei(z)	Add a comment
Ediff fromg     Ediff Footsge	······································
Son	÷ • -
Send Final Cut	÷ 🛛



Lytho ProTip: Seeing the "Request" tab is an indicator that you are in a Request's associated work item.

Click on the **Options (...)** button next to your file and toggle on the**Deliverable** setting. Files with this setting will be marked "Deliverable".

DETAILS FILES (1)	MORE
Add Files 🗸	
Drag and c	lrop to attach files.
4th of J	uly storyboard.docx
added May 02 2024 a	Add New Version
added May 02, 2024 a	Download File
	Delete This File
COMMENTS	Deliverable
🔊 Add a comme	Upload to DAM

Files marked as "Deliverable" in this way will automatically be communicated to the request.



Requests	4th of July @ LIT				d3 Accepted
My Requests	OVERVIEW ACTIVE REQUEST				DETAILS
Submitted By Me Shared With Me All Requests	Request Progress Created	Submitted	Accepted	Complete	Request Number 17 Members
	May 1	May 1	Ney 1	Jun 3	🕲 🛞
Change Requests	0 / 1 3 Proofs Completed Days Re	2 maining			Due Jun 3 Requester Name
SHARED WITH OTHERS Open Requests	Deliverables				Request Form Digital Media/Video
+ Add View	4th of July storyboard.docx			۵	Associated Work
	added May 02, 2024 at 11:16 am				
	4th of July @ LIT			047	Add a comment

To remove the provided deliverable(s) from the Request, disable the "Deliverable" setting from the associated work item's Files section.

## Completing the Request

Navigate to your Request's associated work item and change the status to a completed stage. A modal will appear asking if you want to provide deliverables.

4th of July @ LIT		🖏 To Do 👻 🚥
OVERVEW REQUEST Add Trait Add Proof Add Group III Llat v V Filters v	Þ	DETAILS FILES (1) MORE Project Number 047 Description
New Group Storyboard Holes		Add description Members
Contractory     Contractory     Source 20     Source 20	+ • • •	Priority P Add Priority  Start Date Due Date G Add Start Date J An 3
Regard Entring     Extended     identify     identify	÷ •	Add Tag Tracked Time Ø Oh
Execution  Average for the second sec	÷ • -	Add a comment.
Start Frankfurt	(+) @	

• Your may see different available statuses based on your custom status settings (https://guide.lytho.com/help/custom-work-statuses).

• If your work item is not directly associated with a Request, this modal will not appear.

Any uploaded files will appear as a list in the modal along with any files that were already added to the associated work item. Any item that you **checkmark** will be sent to the Request as a final deliverable. Any items left unchecked will still be accessible via the work item, but will not be sent to the Request. You can also send a message to the requester via the **Message to Requester** text box.



Complete Request		×
To complete this project, you must a request.	also complete	the associated
Select the files to include with the	completed re	quest.
Add Files		,
Drag and drop	o to attach file	es.
4th of July storyboard	l.docx	
4th of July at LIT.avi		
Message to Requester		
Here is your video!		
	Cancel	Complete Request



Proof assets will not be included in this list. Only files that were uploaded in the "Files" section will appear here.

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 or download the file(s) after the Request is completed.

Requests	☑ 4th of July @ LIT	R Completed
My Requests Submitted By Me Shared With Me All Requests MY VEWS Change Requests	ACTIVE REQUEST	DETAILS Request Number 17 Members (*) Due Dute 20 Due Jun 3
SHARED WITH OTHERS Open Requests Henry Harris - Due Next + Add View	Deliverables Teliverables       addard Mary ID: 2004 at 11:50 am	Requestor Name  Person  Request Form  Digital Media/Video  Associated Work  Media/LII  047
	Work Satus	Add a comment.

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