

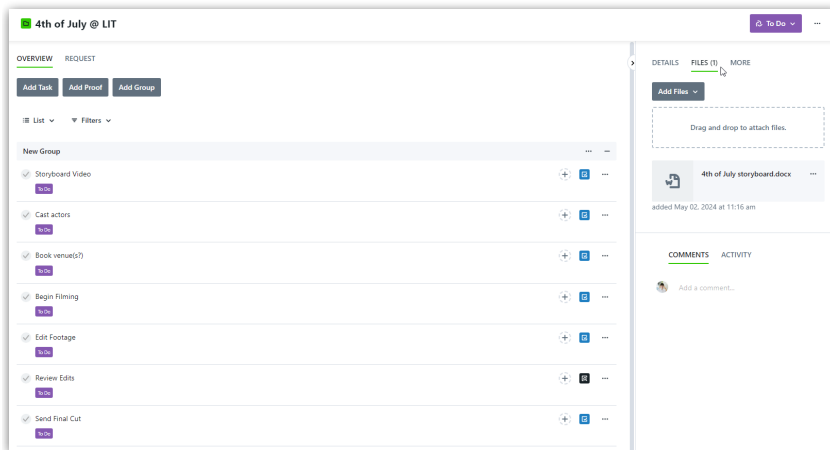
Final Asset Delivery

Published on 01/27/2022

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

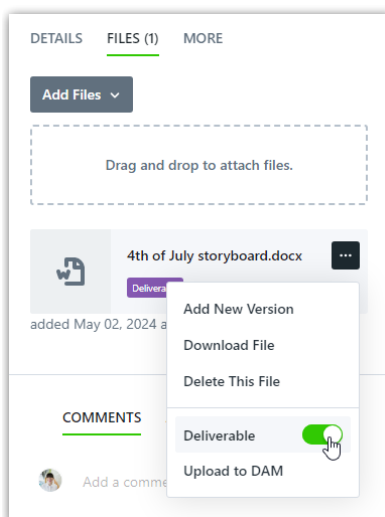
While in Progress

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

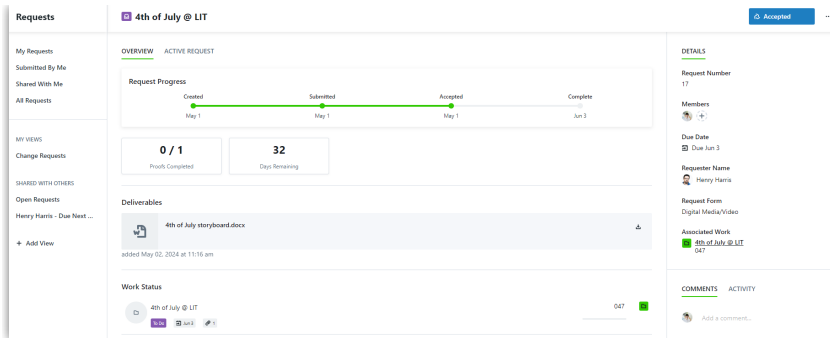


Lytho ProTip: Seeing the "Request" tab is an indicator that you are in a Request's associated work item.

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



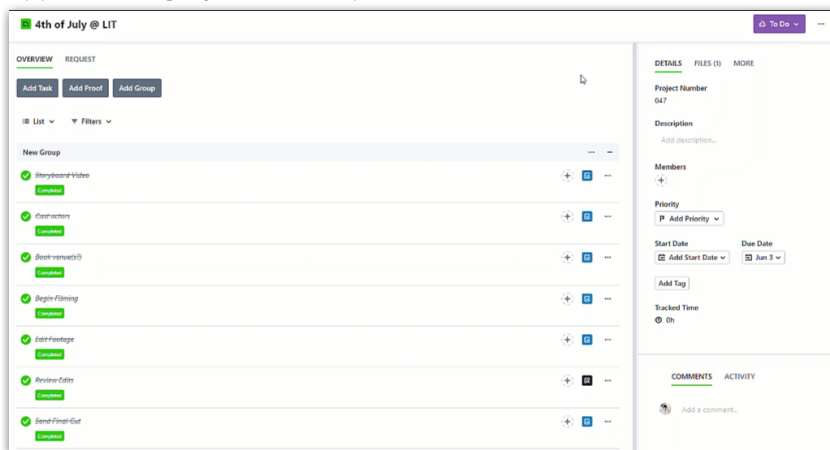
Files marked as "Deliverable" in this way will automatically be communicated to the request.



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.



- You may see different available statuses based on your [custom status settings](https://guide.lytho.com/help/custom-work-statuses) (<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 also complete the associated request.

Select the files to include with the completed request.

Add Files

Drag and drop to attach files.

☐

4th of July storyboard.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

Completed

My Requests

Submitted By Me

Shared With Me

All Requests

MY VIEWS

Change Requests

SHARED WITH OTHERS

Open Requests

Henry Harris - Due Next ...

+ Add View

OVERVIEW

ACTIVE REQUEST

Request Complete

Completed by Cheryl Ducker on May 2nd at 12:03 pm

Here is your video!

Deliverables

4th of July at LIT.avi

added May 02, 2024 at 11:50 am

Work Status

4th of July @ LIT

047

DETAILS

Request Number

17

Monitors

1

Due Date

Due Jun 3

Requester Name

Henry Harris

Request Form

Digital Media/Video

Associated Work

4th of July @ LIT 047

COMMENTS

ACTIVITY

Add a comment...

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