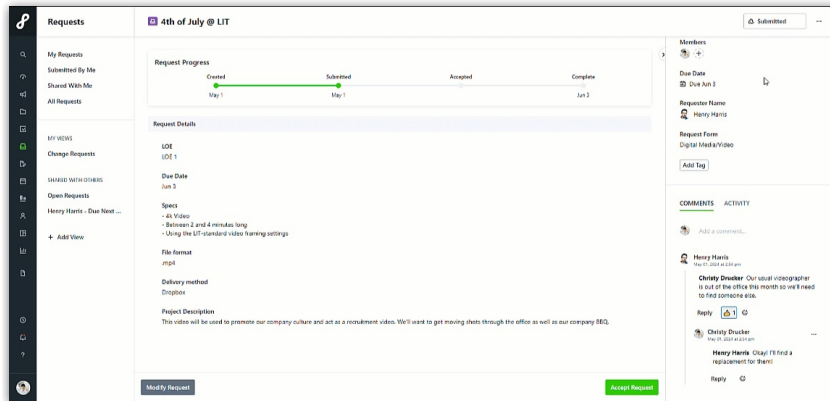


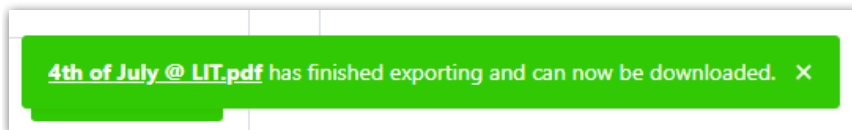
Request Exports

Published on 01/27/2022

Whether you need a PDF copy of Requests for your files or just prefer to work on paper, it's now possible to export your Request details! From the action menu of any submitted Request, select **Export**.



You will see a toast notification letting you know that your export is in progress. A new message will appear when the export is ready for download.




Select the link in the toast message to download the [exported PDF](#) 

(<https://dyyz9obi78pm5.cloudfront.net/app/image/id/6632a48b7a45ca75b17c7623/n/4th-of-july-lit.pdf>) of the Request. You can also navigate to your [notifications](https://guide.lytho.com/help/notifications#notifications-overview) (<https://guide.lytho.com/help/notifications#notifications-overview>) menu if you miss the notification. The export will include the following:

- Request Name
- Request Status
- Request Progress
- Request Details (including all completed fields)
- Request Attachments (including links to download attachments from Workflow)
- Request Deliverables (including links to download deliverables from Workflow)
- [Requester Insights](https://guide-ignite.inmotionnow.com/help/request-permissions#requester-insights) (<https://guide-ignite.inmotionnow.com/help/request-permissions#requester-insights>) (if enabled)
- Request Due Date
- Requester Name
- Request Form Chosen
- Request Members
- Date of the Export

5/1/2024

Lytho Workflow


4th of July @ LIT

Submitted

Request Progress

Created

Submitted

Accepted

Complete

May 1

May 1

Jun 3

Request Details

LOE

LOE 1

Due Date

Jun 3

Specs

- 4k Video
 - Between 2 and 4 minutes long
 - Using the LIT-standard video framing settings

File format

.mp4

Delivery method

Dropbox

Project Description

This video will be used to promote our company culture and act as a recruitment video. We'll want to get moving shots through the office as well as our company BBQ.

Deliverables

Any links embedded in the Request will take you right to that item for easy access and visibility!



You can also select Ctrl+P (Cmd+P on a Mac) for a printer friendly version of the Request details.

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