

WORKFRONT STEP BY STEP GUIDE

Submitting jobs and Proofing process

SUBMITTING A JOB

STEP 1: Select Workfront in Portal

The screenshot displays the 'inside' portal interface. At the top left is the 'inside' logo. A navigation menu on the left includes 'HR Benefits' (with a sub-tab for 'Benefits Enrollment'), 'Campus Calendars', and 'Trading Post' (with a sub-tab for 'Trading Post Guidelines'). The main content area is divided into three columns. The middle column, under the 'Colleague' header, lists various services, with 'Workfront-Marketing' circled in red. The right column features a calendar for 'All Day' events, 'COD Links' (College of DuPage Links), and 'Tech Links'. The Windows taskbar at the bottom shows the date as 5/21/2019 and the time as 9:12 AM.

HR Benefits | Benefits Enrollment

- Claim and Prescription Mail Order Forms
- Employee Discounts
- Guidebooks and Contracts
- Health Care Benefits
- Information and Procedures
- Legally Required Notices
- Retirement Planning
- Summary of Benefits
- Voluntary Benefits
- Wellness

Campus Calendars

- [Academic Calendar\(s\)](#)
- [Accounts Payable Disbursement Schedule FY 2019](#)
- [Events Calendar](#)
- [Final Exam Schedule](#)
- [FY19 Holiday Calendar](#)
- [FY20 Holiday Calendar](#)
- [FY19 Holiday Calendar - Local 399 and FOP](#)
- [FY20 Holiday Calendar - Local 399 and FOP](#)
- [Payroll Calendar FY2019](#)
- [Registration Calendar - FY19](#)
- [Registration Calendar - FY20](#)

Trading Post | Trading Post Guidelines

TITLE	DESCRIPTION	CONTACT NAME
Snails for Aquarium	Apple/Mystery Snails for Freshwater Aquarium	Mike Losacco

Colleague

- Concur Single Sign-on
- ContentWeb
- Cornerstone
- Curricunet
- Emergency Alerts / COD Alerts
- Hire Touch – Hiring Managers
- Hyperion
- Remote Network (VPN) Access
- SARS Anywhere
- Staff Directory
- Website Support Request
- Workfront-Marketing**

Counseling & Advising | Tools & Resources

- [College Websites and Transfer Information](#)
- [Transferology](#)
- [COD Resources and Support](#)
- [Health Sciences Advising Sessions](#)

COD Events

- COD Fashion Students Earn Honors During Annual Fashion Show
- College of DuPage Robotics Team One of Only Two Community Colleges at NASA Robotic Mining Competition
- College of DuPage Celebrates Tradition of Excellence at 52nd Commencement
- COD's Photography Program Celebrates Student Work at 'Exposed' Showcase

All Day

- discussion / review move to new building
Marketing conference room (1D02)
10:00 AM - 11:00 AM
- pubs meeting
Marketing conference room (1D02)
2:00 PM - 2:30 PM

COD Links | Tech Links

COLLEGE OF DUPAGE LINKS

- Blackboard Central
- COD Supplemental 403(b)/457 Retirement Plans (Formerly called Retirement Manager)
- Colleague TEST
- Courier Student Newspaper
- Course Catalog
- Employee Discount Program
- Environmental, Health & Safety Department
- Faculty and Staff Directory
- Green Sheet
- Human Resources Website
- Internal Job Opportunities
- IT Help Desk
- Library
- Maps and Directions
- Research and Planning
- SmartPrint
- Staff Services/Print Center
- Teaching and Learning Center

MY LINKS

There are no links to display yet.

Manage Bookmarks

STEP 2: Choose Request and Project Type

Requests

+ New Request Requests I've Submitted All Requests

Select a Request Type

Marketing Project Request

Welcome to the Project Request Queue!

Note: Subject Field is the TITLE of your REQUEST. Example: Email Invitation to Customer Webinar. Description Field is the SUMMARY of your REQUEST.

Marketing Project Request ?

-- Select --

Print

Web

(this is your only option)

choose one option – if your project involves both you will submit each component separately.

If your job is a form, promotional item, printed publication, digital ad, large-format poster, or banner, choose Print.

STEP 3: Complete Request Form

Marketing Project Request ?

Print

Subject
STEM at COD handcard

Primary Contact
Sara Spaniol

Documents

Content for STEM...docx

Add Documents

Marketing Request Form

First Name
Sara

Last Name
Spaniol

Phone Number
[REDACTED]

Email Address
[REDACTED]

Office Number/Location
BIC 2H09A

To whom will the final product be delivered to
Sara Spaniol

Delivery Location
Marketing Office BIC 1D02

Job Description
update STEM at COD [handcard](#) for 2019-2020. See attached for details.

Department/Business Unit
-- Select --

Attach any documents with specific content or notes.

New written content should be submitted with a Word file.

Photos or images should be submitted with a PDF.

Job description should be reserved for a concise description, not for detailed notes (put those in your attachment instead).

STEP 3: Complete Request Form (Cont'd)

To whom will the final product be delivered to

Sara Spaniol

Delivery Location

Marketing Office BIC 1D02

Job Description

update STEM at COD [handcard](#) for 2019-2020. See attached for details.

Department/Business Unit

-- Select --

- Field Studies/Study Abroad/Global Educaiton
- Finance Office
- Foundation
- General Counsel
- Honors Program
- Human Resources
- Information Technology
- Inn at Water's Edge
- Institutional Advancement
- International Student Services
- Latino Outreach Center
- Learning Commons
- Learning Technologies
- Liberal Arts
- Library
- Marketing & Creative Services**
- McAninch Arts Center
- Multimedia Services
- News Bureau
- Nursing and Health Sciences

Will this project be mailed?

YES NO



Select department from drop down list

STEP 3: Complete Request Form (Cont'd)

Sara Spaniol

Delivery Location
Marketing Office BIC 1D02

Job Description
update STEM at COD [handcard](#) for 2019-2020. See attached for details.

Department/Business Unit
Marketing & Creative Services

Division ?

Budget Account Number ?
[Redacted]

Budget GL Code
-- Select --
-- Select --
External Printing
Staff Services Copy Center/Signage
Staff Services Color Copies
Staff Services Printing (business card/letterhead)
Advertising
No budget costs will be incurred

Project Request
-- Select --

I would like a PDF copy of the final artwork
 YES NO

Printing Information
Quantity ?
[Empty field]

Input Budget Account Number

(MUST HAVE BEFORE SUBMITTING JOB)

Select Budget GL Code

STEP 3: Complete Request Form (Cont'd)

Phone Number [REDACTED] Email Address [REDACTED] Office Number/Location BIC 2H09A

To whom will the final product be delivered to
Sara Spaniol

Delivery Location
Academic Plan/Pathway
Academic Program Guide
Banner Stand
Banner Vinyl Hanging
Booklet (Viewbook)
Brochure
Certificate
Digital Campaign
Door Hanger
Email Messaging
Envelope
Event Program
Facilities Project
Flyer
Folder
Form
Gallery Catalog
Handcard/Bookmark
InfoGraphic
Invitation
-- Select --

2020. See

Budget GL Code
[REDACTED] Staff Services Color Copies

Project Type -- Select -- Will this project be mailed?
 YES NO

I would like a PDF copy of the final artwork
 YES NO

Printing Information
Quantity ?
[REDACTED]

Choose category of project request. If unsure, contact Jim Vosicky at x2715



STEP 3: Complete Request Form (Cont'd)

The screenshot shows a web form for submitting a project request. At the top, there are two dropdown menus: 'Project Request' set to 'Handcard/Bookmark' and 'Project Type' set to 'Reprint'. To the right, there are radio buttons for 'Will this project be mailed?' with 'YES' selected. Below these are radio buttons for 'I would like a PDF copy of the final artwork' with 'YES' selected. A text box for 'What is Reason for PDF Request?' contains the text 'For reference for next year and to email when requested'. A section titled 'Reprint Information' includes a note to attach a PDF of current artwork. Under 'Target Audience', several checkboxes are present, with 'Community' and 'Other' checked. A 'Target Audience Other' text box contains 'K-12 teachers'. The 'Original Project Number' field is circled in red and contains 'MCS-18-27810(8/18)1M'. Below this is a 'Printing Information' section with a 'Quantity' field set to '1000'. At the bottom are 'Submit Request' and 'Cancel' buttons.

If project is a reprint, complete additional information

This information can be found on previous print job

If project will be mailed, you will need to have the mailing list before submitting the job.

Select your project type.

Reprints are jobs that require NO changes.

If you change any text or want to change a color or photo, then select Revision.

If the project has not been done before or involves major changes, select New.

STEP 4: Submit Request Form

The screenshot shows a web application interface for 'Requests'. At the top, there is a navigation bar with a logo and the word 'Requests'. Below this, there are three tabs: '+ New Request', 'Requests I've Submitted', and 'All Requests'. The 'Requests I've Submitted' tab is selected and circled in red. Below the tabs, there is a section titled 'Recently Completed' with a light blue background. Underneath, there are three rows of request cards. The first row is for 'STEMCON sticker reprint' with a status of 'Complete', a planned completion date of 'May 20, 2019', and assigned to 'James Vosicky, Request Traffic Team, and 1 others'. The second row is for 'STEM at COD handcard' with a status of 'New', a planned completion date of 'Jun 25, 2019', and assigned to 'Request Traffic Team'. The third row is for 'LEGO booth signage' with a status of 'Current', a planned completion date of 'Jun 3, 2019', and assigned to 'James Vosicky, Request Traffic Team, and 1 others'. A red arrow points from the 'STEM at COD handcard' row to the text below. Another red arrow points from the 'STEMCON sticker reprint' row to the text below.

Request Title	Status	Planned Completion	Assigned To
STEMCON sticker reprint <small>Originally submitted as STEMCON sticker reprint</small>	Complete	May 20, 2019	James Vosicky Request Traffic Team ...and 1 others
STEM at COD handcard <small>Marketing Project Request</small>	New	Jun 25, 2019	Request Traffic Team
LEGO booth signage <small>Originally submitted as LEGO booth signage</small>	Current	Jun 3, 2019	James Vosicky Request Traffic Team ...and 1 others

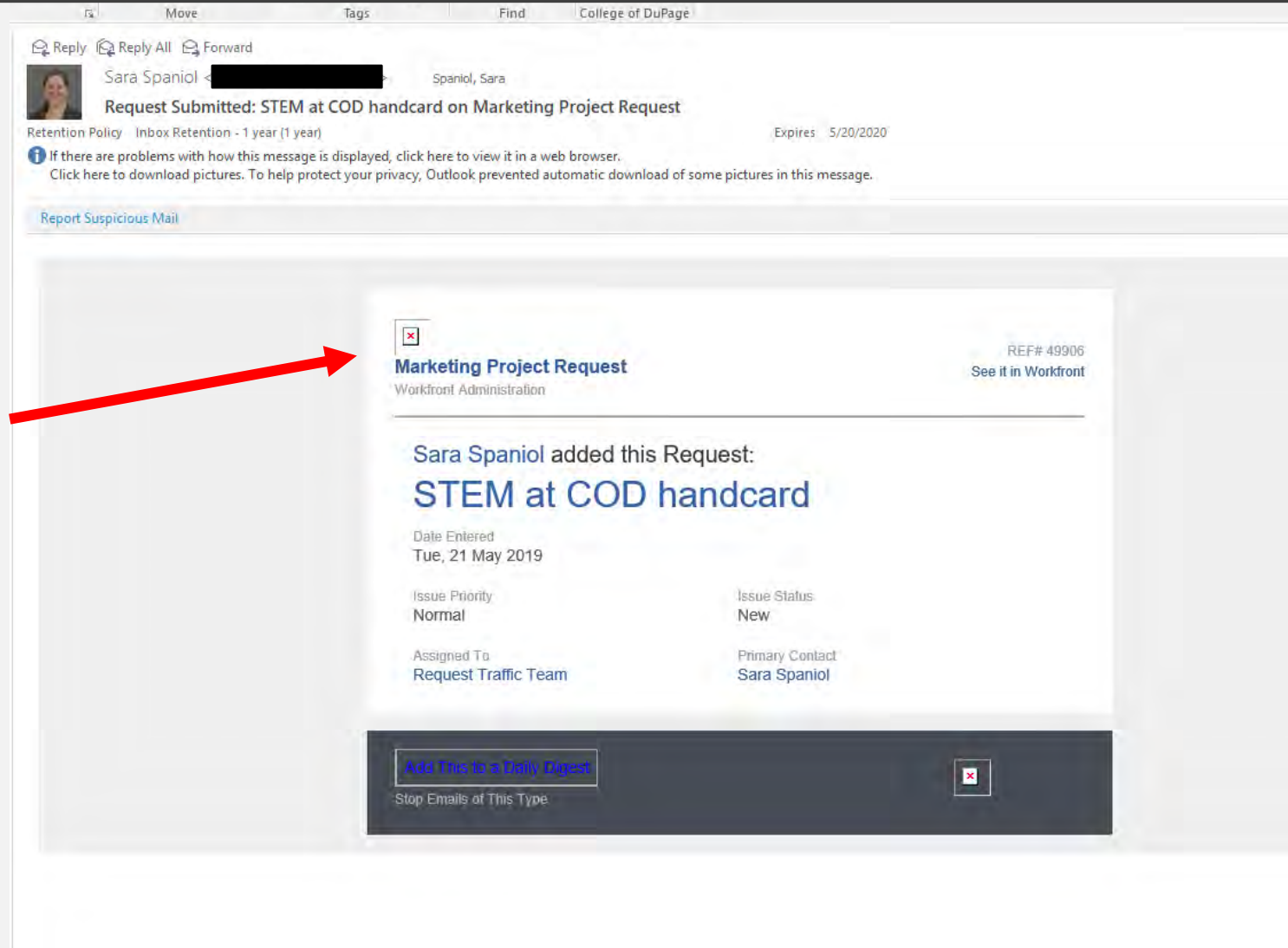
Once you hit "Submit Request," project will appear under "Requests I've Submitted."

ALL PROJECTS when initially submitted will have a planned completion date of 3 weeks after submission.

This will be updated once the project is assigned to someone ***and*** all components (*i.e. Word file, PDF, budget account number, etc.*) have been received.

STEP 4: Submit Request Form (Cont'd)

Once you Submit your project, you will receive an email confirmation that you added a request.



The screenshot shows an Outlook email interface. At the top, there are navigation buttons: Move, Tags, Find, and College of DuPage. Below these are email actions: Reply, Reply All, and Forward. The sender is Sara Spaniol, with a redacted email address and the name 'Spaniol, Sara'. The subject line is 'Request Submitted: STEM at COD handcard on Marketing Project Request'. Below the subject line, there is a 'Retention Policy' section indicating 'Inbox Retention - 1 year (1 year)' and an 'Expires' date of '5/20/2020'. A blue information icon is followed by a message: 'If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.' Below this is a 'Report Suspicious Mail' link. The main content of the email is a white box with a red 'x' icon in the top left corner. The title is 'Marketing Project Request' in blue, with 'Workfront Administration' below it. To the right, it says 'REF# 49906' and 'See it in Workfront'. The main text reads: 'Sara Spaniol added this Request: STEM at COD handcard'. Below this, there are two columns of details: 'Date Entered: Tue, 21 May 2019', 'Issue Priority: Normal', 'Assigned To: Request Traffic Team', 'Issue Status: New', and 'Primary Contact: Sara Spaniol'. At the bottom of the white box, there is a dark grey bar with a button that says 'Add This to a Daily Digest' and a small red 'x' icon. Below the bar, it says 'Stop Emails of This Type'.

PROOFING PROCESS

STEP 5: Receiving a Proof

Tue 9:07


 **New proof: MCS-19-50307 STEM at COD handcard EP.pdf**
Retention Policy | Inbox Retention - 1 year (1 year) Expires 6/3/2020
 If there are problems with how this message is displayed, click here to view it in a web browser.

[Report Suspicious Mail](#)

You have **1 new proof** to review.

[Go to proof](#)

[View details](#)

 This is your unique proofing link. Anyone who clicks this link accesses the proof as you. Please keep this in mind when forwarding or replying to this email.



Proof name: MCS-19-50307 STEM at COD handcard EP.pdf

Version: 1

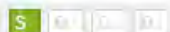
[Share this proof with someone else](#)

Proof progress:



Proof status is Pending

Stage 1



Decisions 0 of 2

Mark Brady is a Reviewer



No comments

Jim Vosicky is a Reviewer & Approver



No comments, No decision

Sara Spaniol is a Reviewer & Approver



No comments, No decision





When a proof is ready, you will receive an email. Click on “Go to Proof” to begin proofing process.

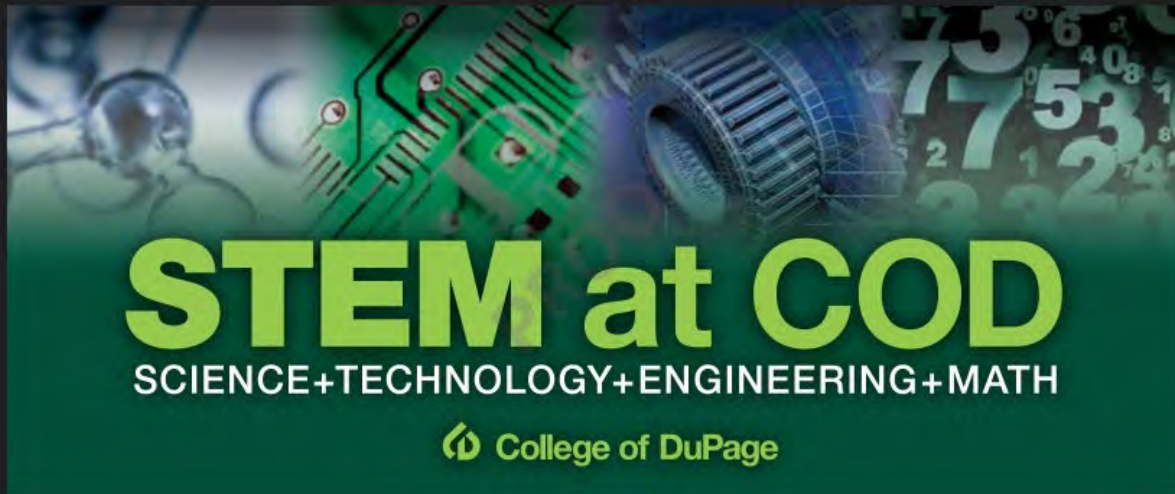
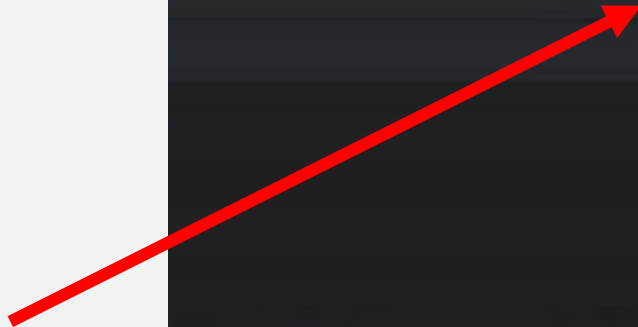
STEP 6: View Proof



If proof is more than one page, these will show up on the left side. Just click on the page you want to view.

STEP 7: Add Comments









 Add comment  Make decision



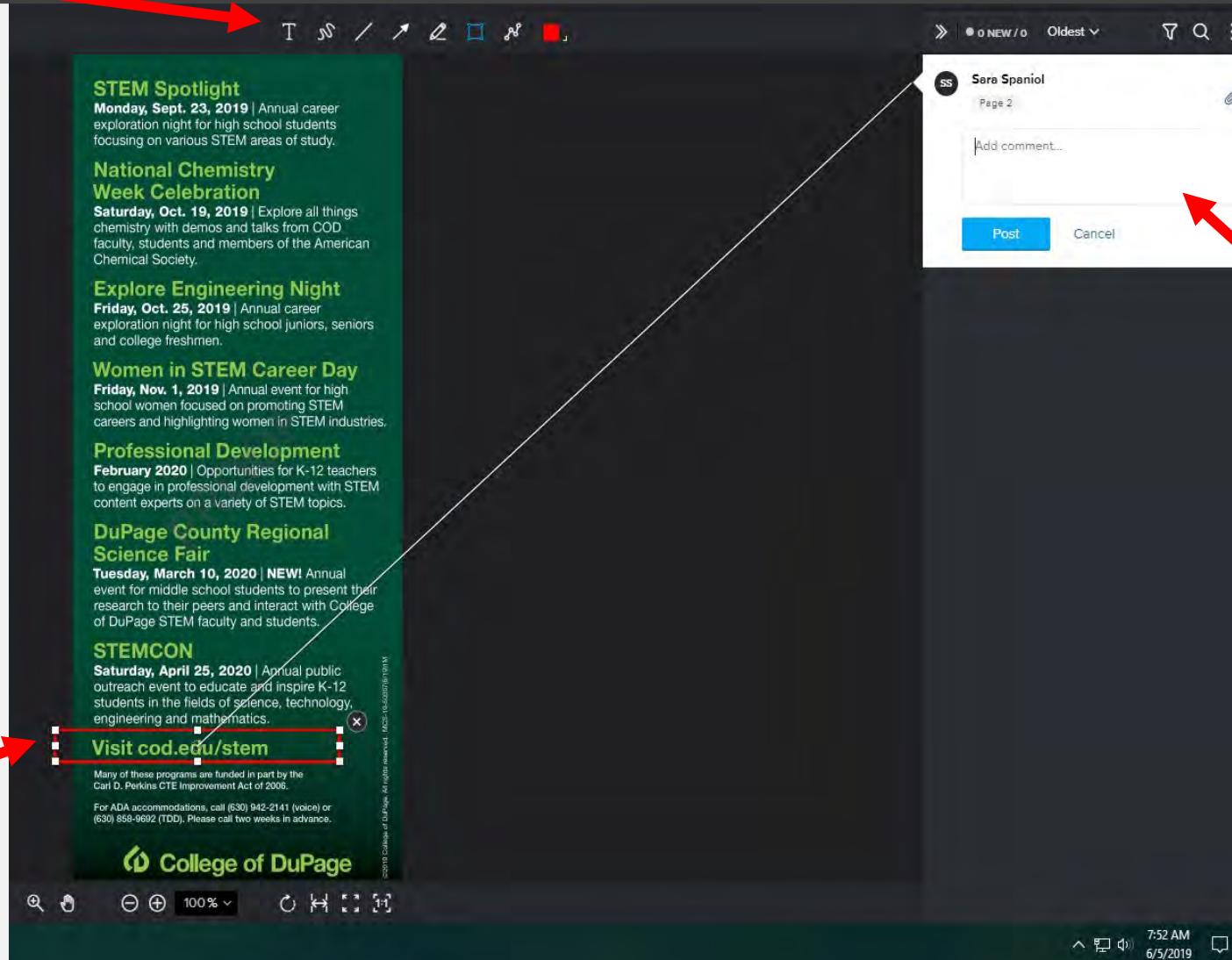
To edit document and add comments, select the “Add Comment” button at the top of the page.

STEP 7: Add Comments (Cont'd)

EDITING KEY:

-  Highlights text
-  Draw freehand line
-  Draw a line
-  Points to a direct spot in text
-  Highlight area with color
-  Selects an area with a box in the document
-  Polyline
-  Change the color of the highlight area

Highlight area you want changed.

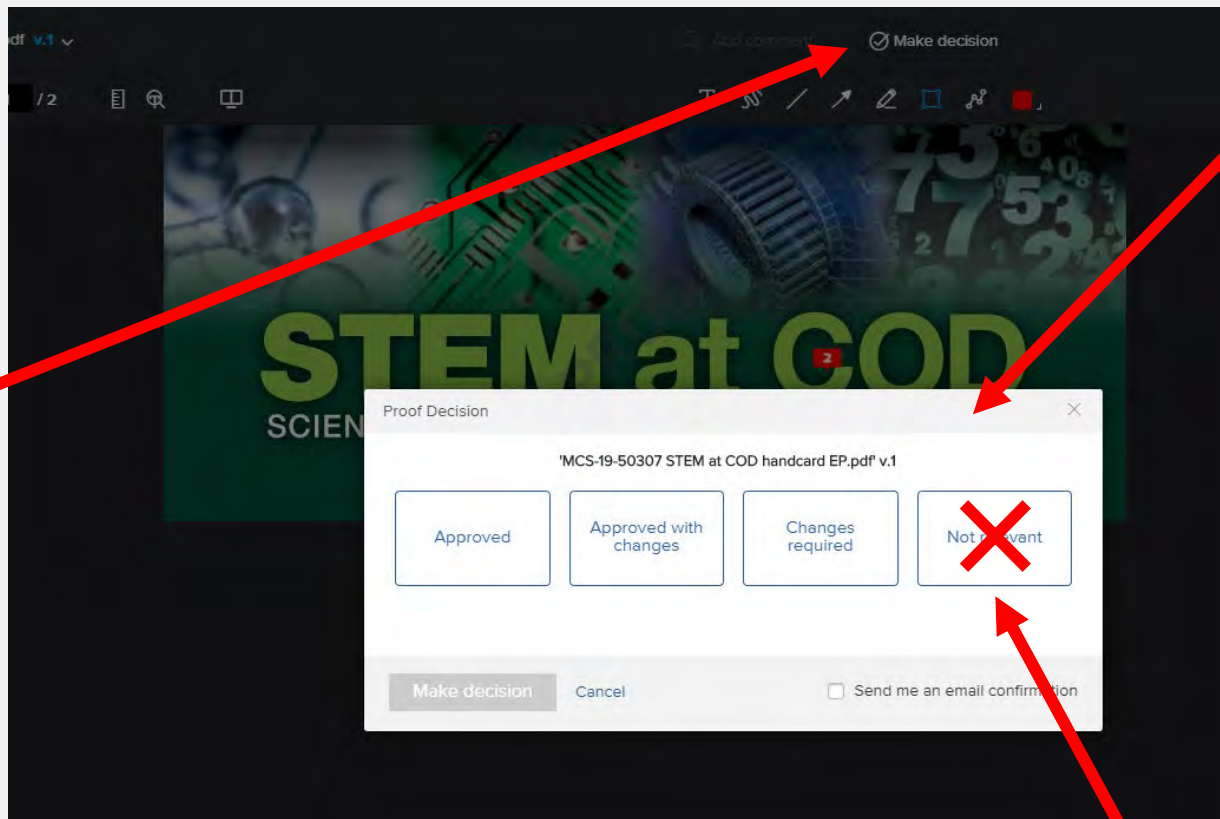


The screenshot shows a PDF document with a list of STEM events. A red box highlights the text "Visit cod.edu/stem". A comment box is open over this text, showing the name "Sara Spaniol" and a text input field with the placeholder "Add comment...". The comment box also has "Post" and "Cancel" buttons. A red arrow points from the "EDITING KEY" section to the top toolbar of the PDF viewer, and another red arrow points from the "Add your comment" text to the comment box.

Add your comment in the box that appears. When finished, click Post.

Continue this process for any additional changes.

STEP 8: Make Decision



When finished with edits and comments, click on “Make Decision.”

Select one of the following options, then click “Make Decision.”

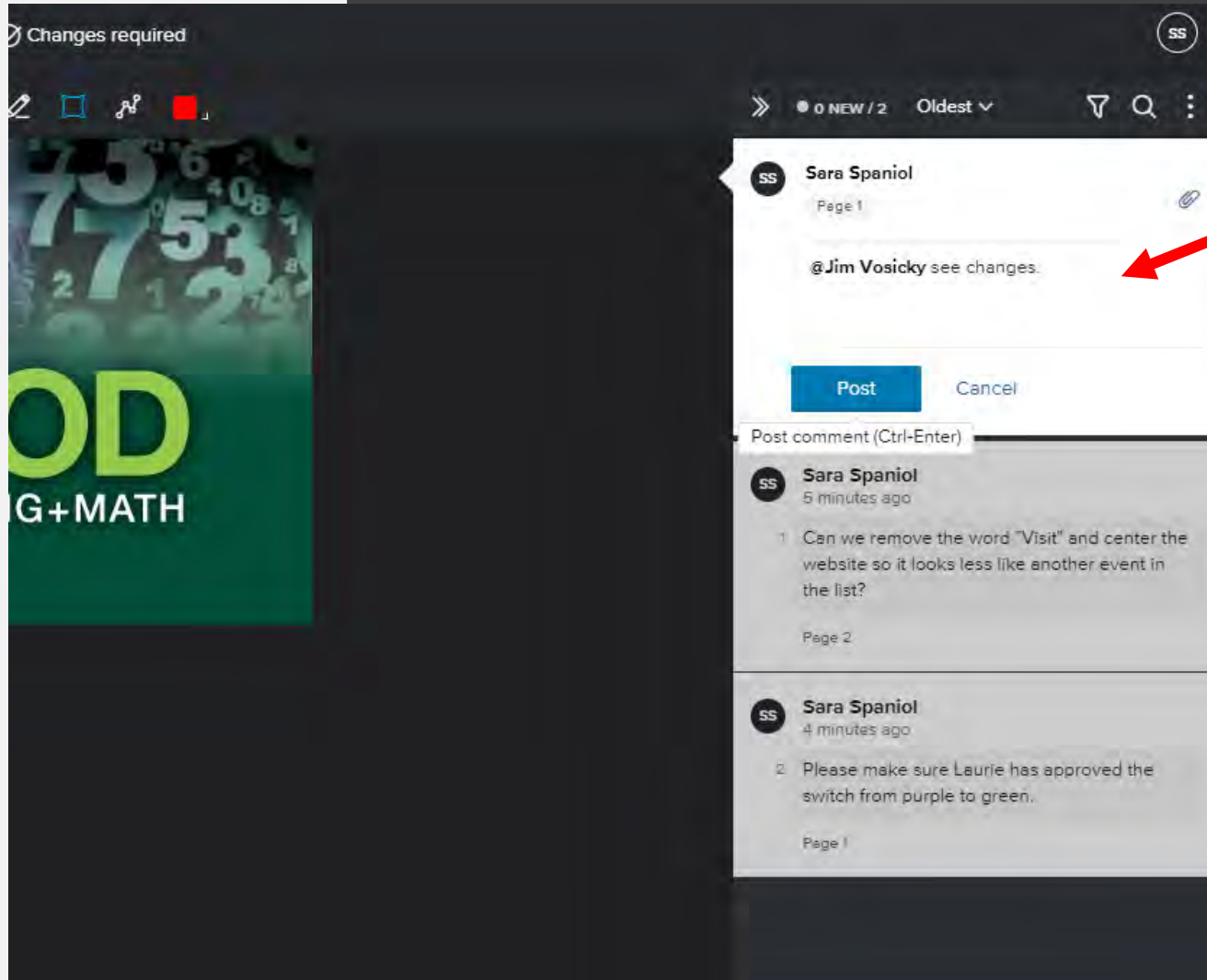
Approved: this item is ready to go to print

Approved with changes: you have minor changes and do NOT need to see the proof again. After edits are completed, the job will go to print.

Changes Required: you have major changes and would like to see another proof

Never select “Not Relevant”

STEP 9: Finish Proofing



After clicking “Make Decision,” **ADD** one final comment to let the editor know you have finished proofing.

Use the following format:

@(name of editor): Approved

-or-

@(name of editor): See changes