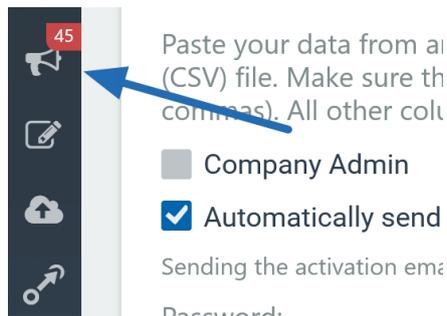


Managing Content Requests

Last Modified on 09/19/2022 11:37 am EDT

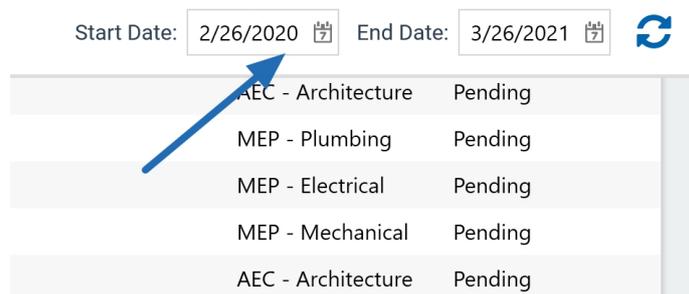
Managing content requests is easy in UNIFI. Once a user has submitted a content request, an admin will be able to view that request in the notifications section of the UNIFI app.



Requests — 10 Pending — 10 In Progress

Requested File...	Request #	Date Requested	Requested by	Library	Date Due	Status	
Basic Wall (P6)...	78	1/20/2021	sshiple@gmail.com	AEC - Architecture	1/27/2021 8:53 AM	In Progress	0
Semi Truck Turning...	76	12/21/2020	bsebertg@icio.us	GC - Construction	12/28/2020 11:26...	Pending	0
Sofa Corbu	74	12/1/2020	terminatee01@exam	AEC - Architecture	12/8/2020 9:28 AM	In Progress	0
Toilet Kohler 3943	73	12/1/2020	kmackiesonp@wired	MEP - Plumbing	12/8/2020 9:23 AM	In Progress	2

Notifications for both uploads and content requests will default to the last 30 days. You can adjust the date range by selecting the calendar icon in the top right of the screen.



Additionally, by default, only uploads or requests that are currently pending will show. If you'd like to see content that has been approved, completed, and/or rejected, you can select the filter icon in the Status column.

Library	Date Due	Status
AEC - Architecture	1/27/2021 8:53 AM	In Progress
GC - Construction	12/28/2020 11:26...	Pending
AEC - Architecture	12/8/2020 9:28 AM	In Progress

This way you can review all data at a moment's notice from any date range you require.

Fulfilling a Content Request

To fulfill content requests, you'll want to start from the notifications page. To review the details of the content request, double-click on the requested file name.

▲ Requests — 10 Pending — 10 In Progress

	Requested File...	Request #	Date Requested
●	Basic Wall (P6)...	78	1/20/2021
●	Semi Truck Turning...	76	12/21/2020
●	Sofa Corbu	74	12/1/2020
●	Toilet Kohler 3943	73	12/1/2020
●	AV Television LED	72	12/1/2020

Here, you can review each field and modify it if needed. You are also able to reject requests by selecting Reject Request in the upper right corner of the screen.

⊕ Update Request: 74 - Sofa Corbu

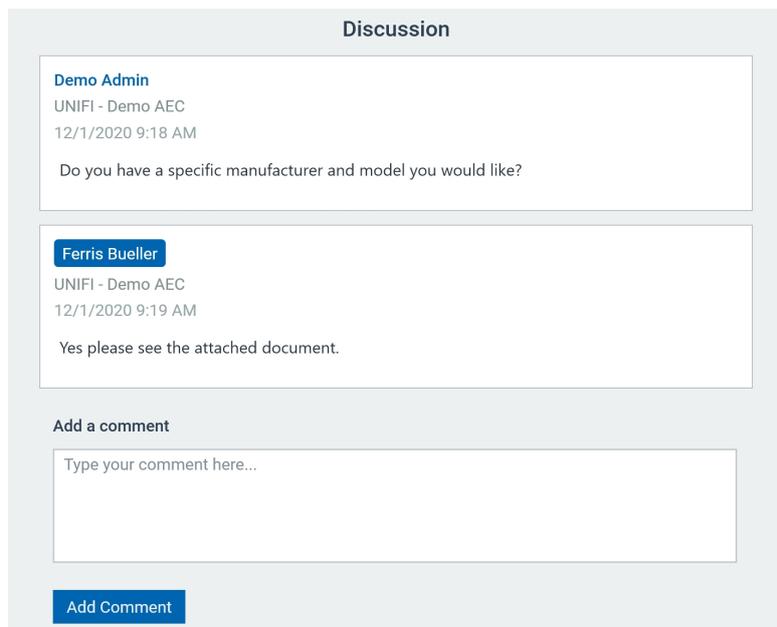
Current Status: In Progress

This is an update request for: [Sofa Corbu](#)

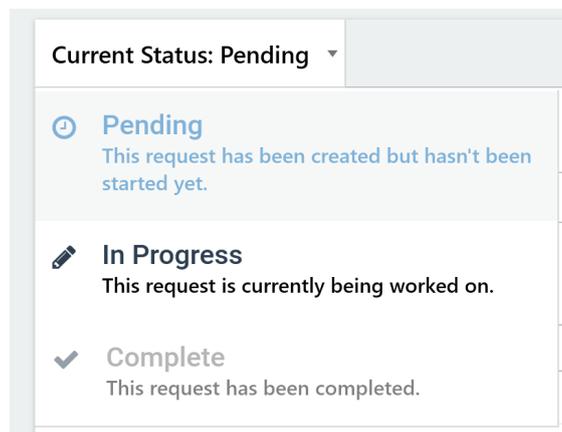
Reject Request

If a request is rejected, the user who submitted the request will receive an email notification.

Another feature of our Content Request platform is the Discussion Board. Should you need to request additional information or simply want to inform your team that the request is being worked on, you're able to add comments directly to the request. An email notification will be sent out when a new comment has been added to the request.



All content requests have a Current Status.



If you change the status from **Pending** to **In Progress**, it will do two things. The first is that it will signify to other content creators as well as the user who created the request that it is being worked on. The second is that once the request is changed to In Progress, the user who fulfills the content request can attach the completed file directly to the request. After the user attaches a file to the content request, the user can change the status to **Complete**. The request will throw back an error if a user tries to mark a content request as complete without a file being added to the request.

Content Request email notifications are sent from info@unifilabs.com to the Library Admins of the libraries selected in the content request.

Library administrators for selected libraries will always receive notifications of content requests. Should additional users need to receive a notification of the content request, you can create a user group within UNIFI to receive these notifications. **Company Admins can receive content requests when they are in one of these content request groups or when they are selected as Library Admins for the libraries.**

Here are a few examples of how you might utilize these content request notification groups:

- When creating an AutoCAD content request, you can specify your user group of AutoCAD power users to receive the content request.
- Perhaps you'd want to specify an internal team of non-admins to complete content requests so that the

admins are able to QA/QC content when complete.

As you can see, UNIFI's content request platform allows your company to easily view, manage and track all content requests and updates in one location.
