Wrike

MARKETING & WEB REQUEST SUBMISSION AND PROOFING GUIDE

MCCS MARKETING

SUBMITTING A **MARKETING REQUEST** OR **WEB TICKET**

- Go to **www.mccsYuma.com/marketing** to submit a Marketing Request or Web Ticket.

- Click on the Marketing Request button to produce digital, print, signage,
  or to create new website content.

- Click on the Web Ticket button if requesting changes or issues with existing website content.

- Answer the questions and provide as mush detail as possible. Include any attachments that will be
  helpful for the Marketing team. (Content, calendars, pictures, videos etc.)

  Tips and Tricks
  - Wrike links will not work using the Internet Explorer web browser.
    Please be sure to open the request form and proofing links using Safari, Chrome, or Edge.
    Wrike links can not be accessed from the .mil network.

  - If the request form will not submit or proceed to the next page, please be sure "required
    fields" are not missing information. These fields will be highlighted in **RED**. The forms will need
    the correct type of information to proceed.
    Example: Dates will need a date, not text.

- Marketing project and web ticket timelines are listed in the FAQs at
  www.mccsYuma.org/marketing

For assistance with project submission or status updates, please contact:

MARKETING DEPARTMENT
yumamarketing@usmc-mccs.org
928-269-3535 or 928-269-3102

SUBMITTING A **MARKETING REQUEST** OR **WEB TICKET**

www.mccsYuma.com**/marketing**

SUBMITTING A **MARKETING REQUEST**

POC Information of the person responsible for approving the design and launch of campaign.

Prioritization of the project. If you are unsure of the prioritization of your request, you may call the Marketing Department. Otherwise, marketing will review your request and assign it to the appropriate category.

SUBMITTING A **MARKETING REQUEST**

Select the primary objective of your marketing request.

Details, content, and creative direction of the promotion you are requesting.

SUBMITTING A **MARKETING REQUEST**
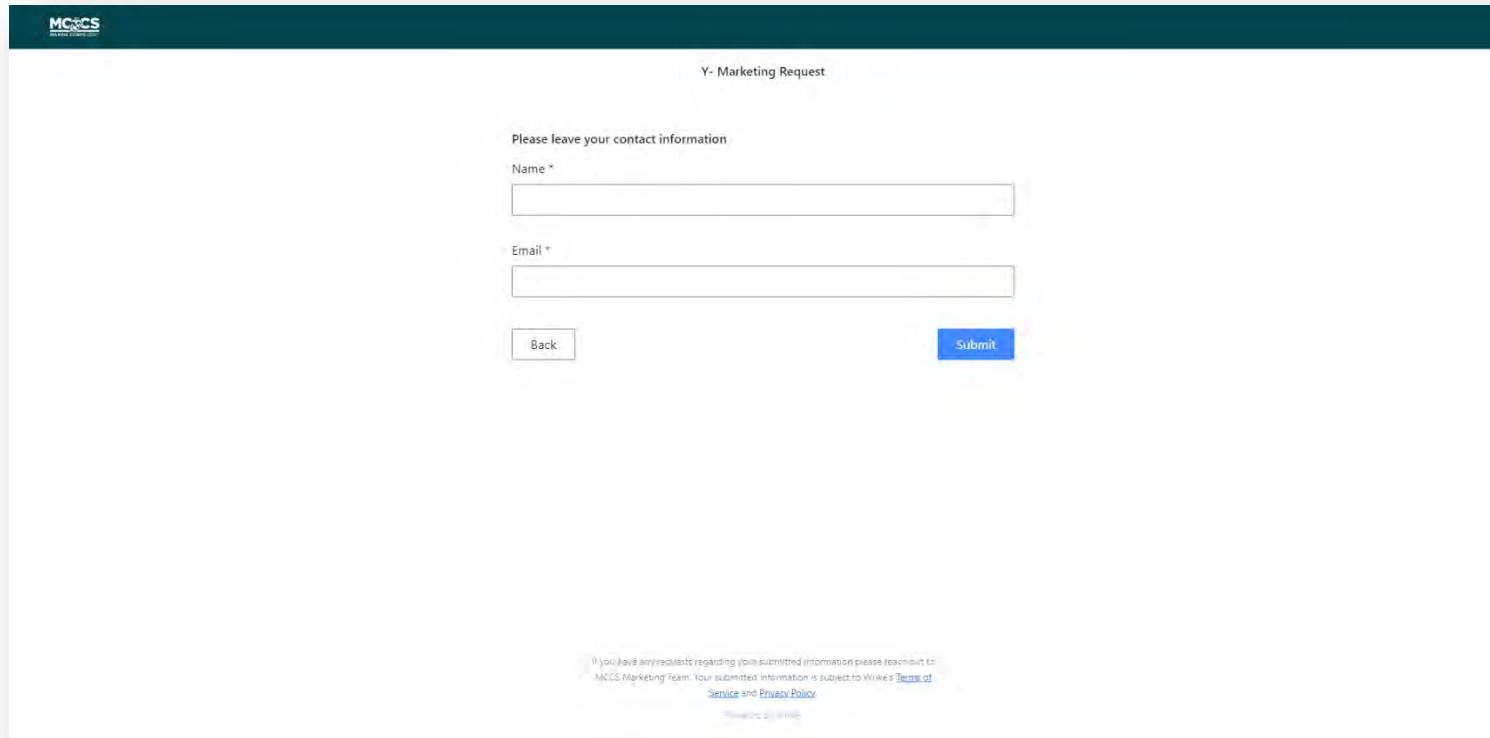
Select the division of your program.

Select your program name.

SUBMITTING A **MARKETING REQUEST**

Name and email of the person submitting the request. This person may differ from the person responsible for approving the design and launch of campaign.

SUBMITTING A **WEB TICKET**

For changes, additions, or removal of content, images, pages, on the www.mccsyuma.org website.

Normal priority is 1 week
High priority is 48 hours or 2 business days.

REVIEWING A **PROOF**

- An email will be sent from Wrike to the email provided within the request form submitted.

- This email will provide access to review files created by our designers.

- Click on the button "Proceed to Review" to view the proof and request changes or approve the proof.

- File link access will only be available until the expiration date. Access can be reset through a new invitation.
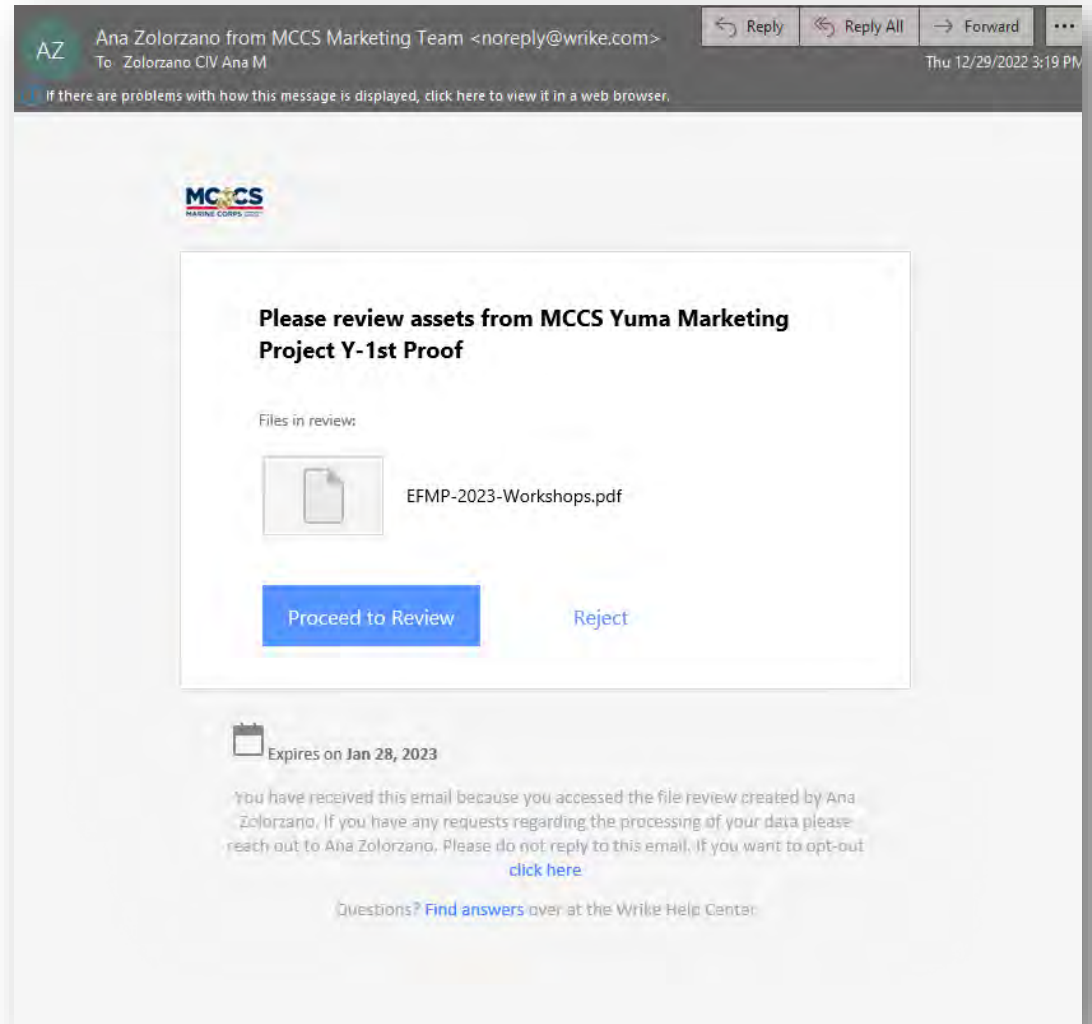
REVIEWING A **PROOF**

- Click "Got it!" to review the proof

- A short tutorial may begin to show the different editing options.

- To create a change, place a marker on the area in need of change, leave a comment, and click the send button.

REVIEWING A **PROOF**

| There are several options to leave comments and request changes.
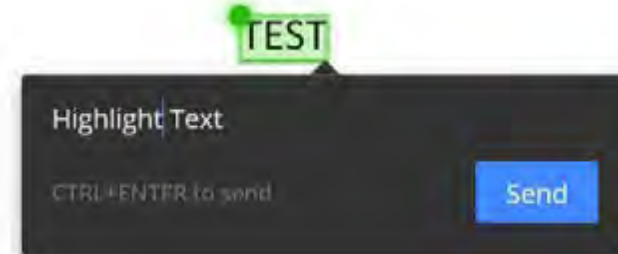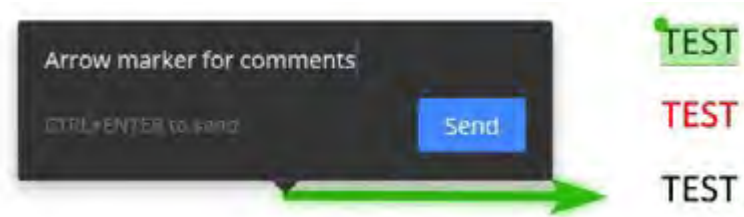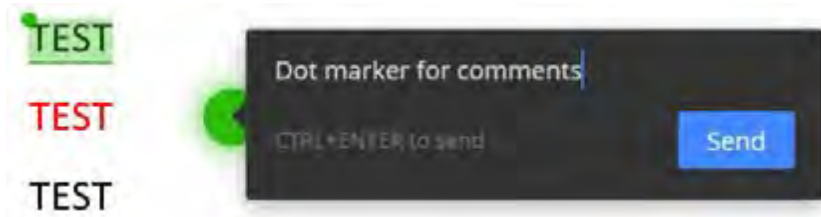
REVIEWING A **PROOF**

Other viewing options:

- **Comments preview:** View all comments provided by all guest reviewers
- **Compare:** Compare multiple versions
- **Download:** Download files to your computer.
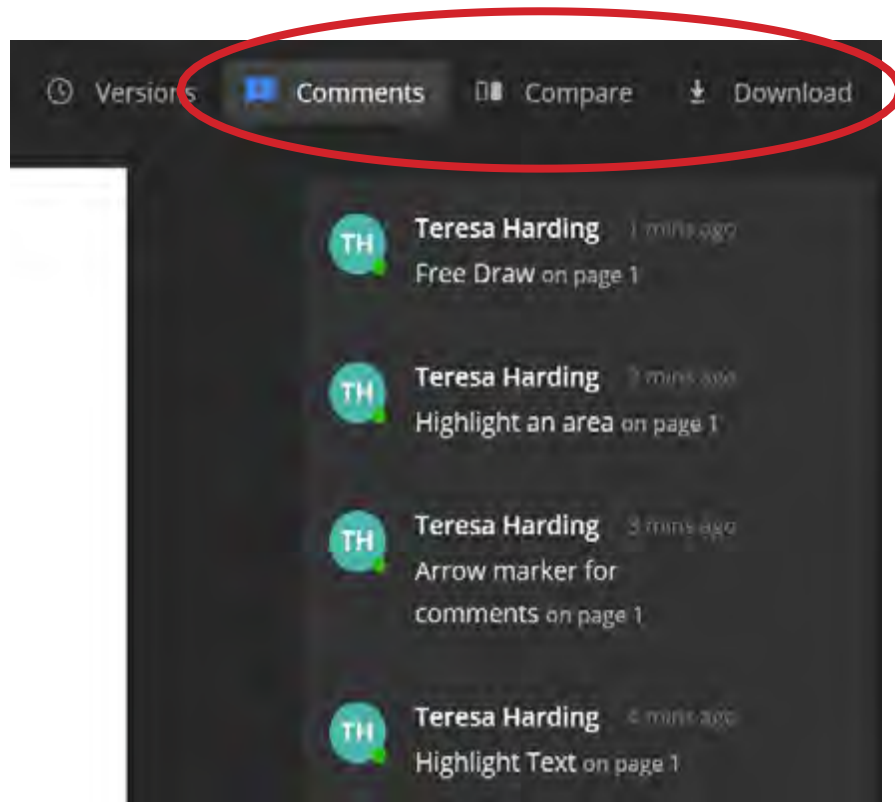
REVIEWING A **PROOF**

- Please choose the appropriate response:
  - Approve
  - Changes Required

- No other actions required once decision selected.
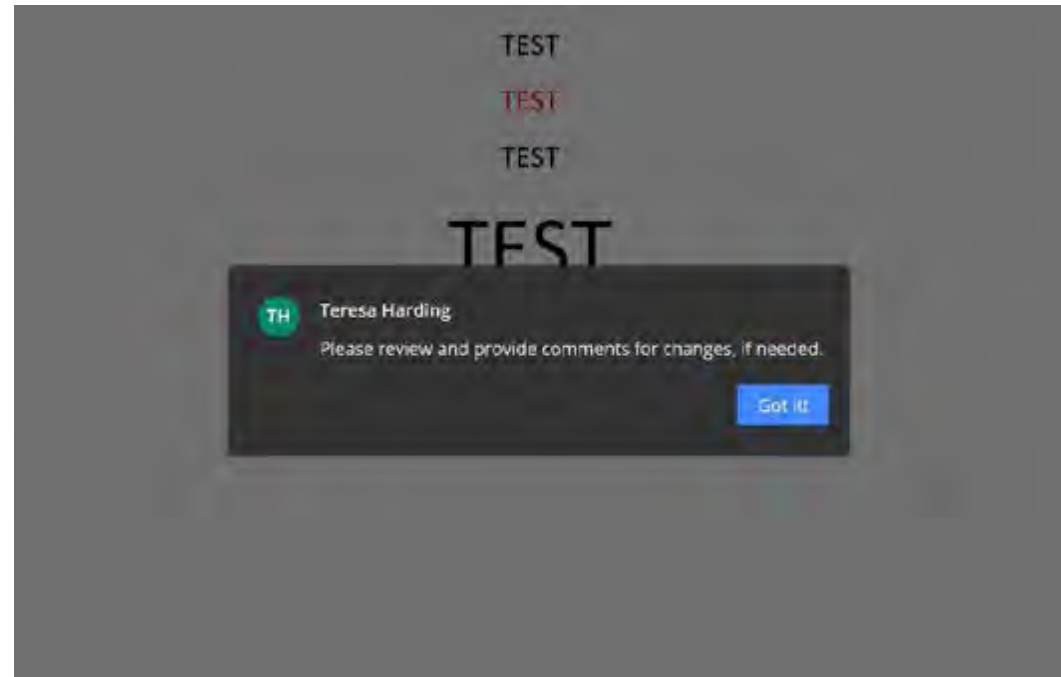- Decisions can be undone, if necessary, by selecting undo.

REVIEWING AN **HTML PROOF**

- An email will be sent from Wrike to the email provided in the web ticket submitted. This email will provide access to review the live webpage.

- Click on the button "Proceed to Review" to view the HTML proof and request changes or approve the proof.

- File link access will only be available until the expiration date. Access can be reset through a new invitation.
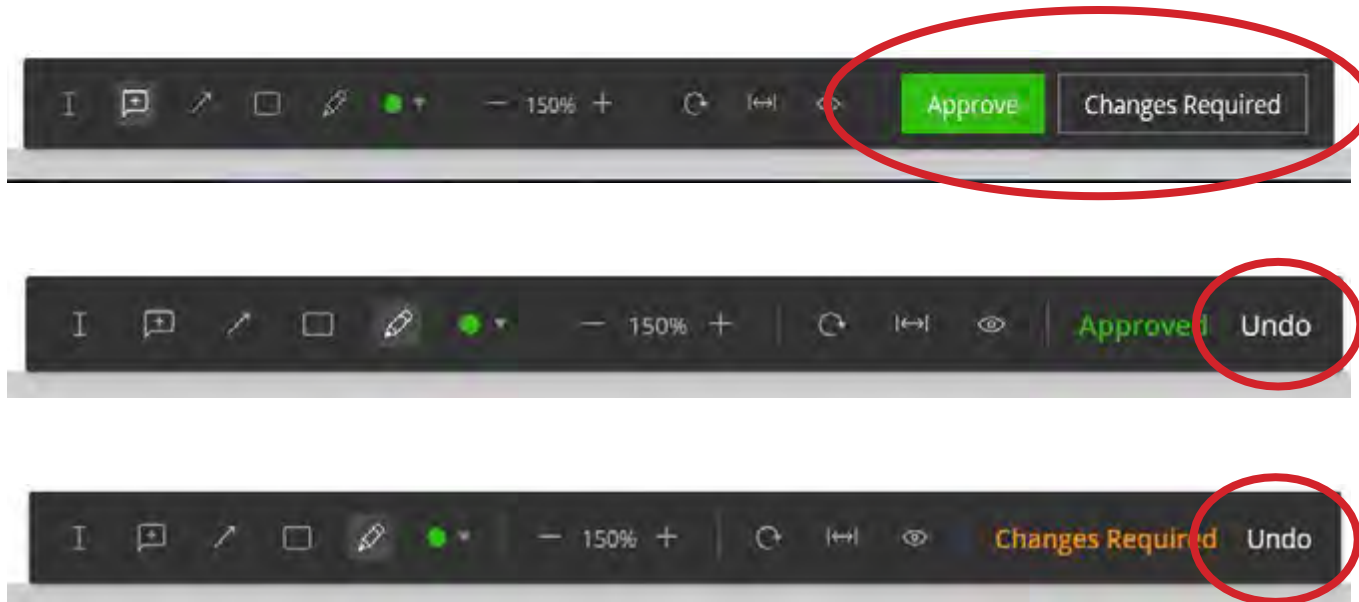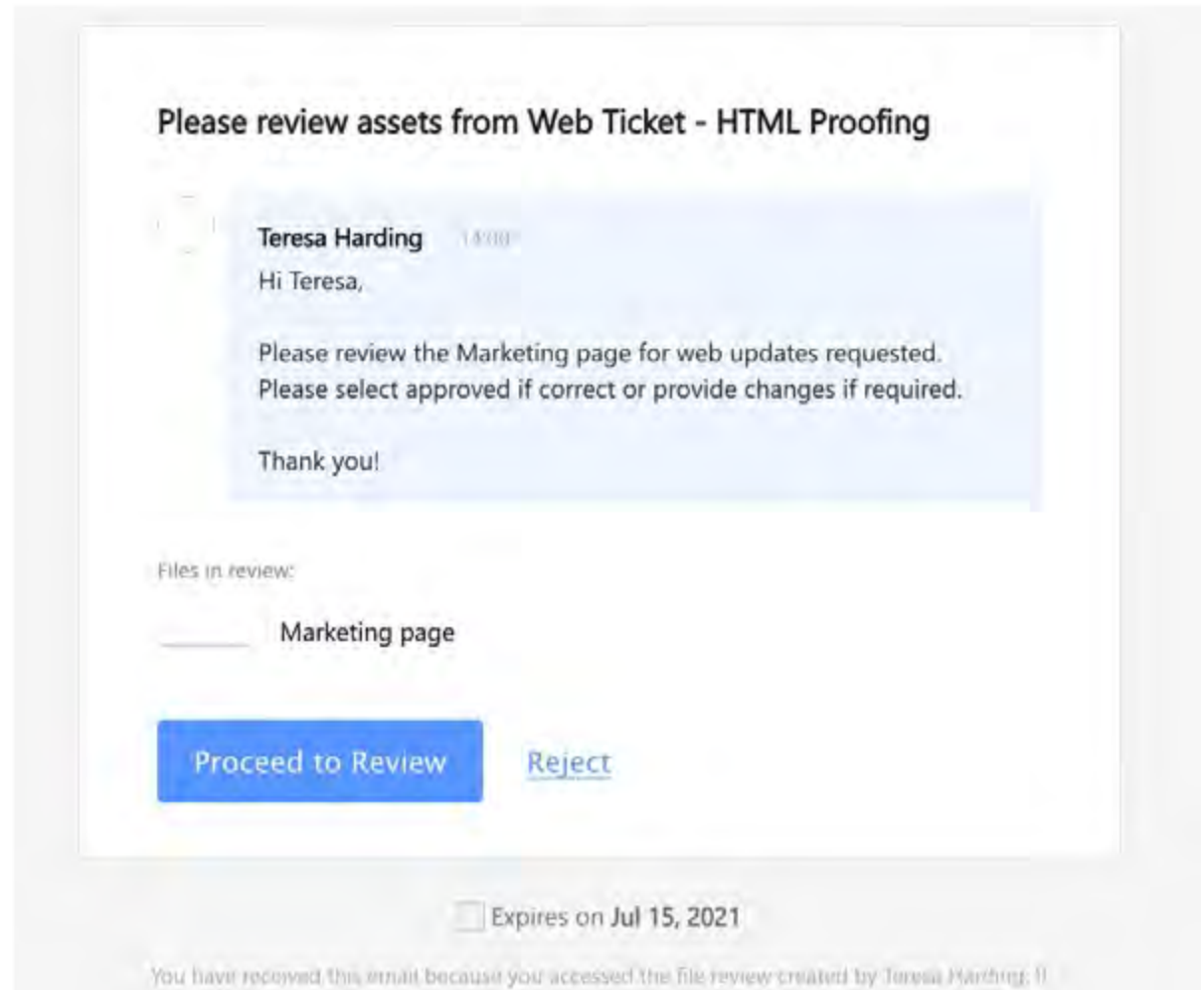
REVIEWING AN **HTML PROOF**

- Click "Got it!" to review the proof.

- A short tutorial may begin to show the different editing options.

- You may be asked to install a web browser extension to view the live website HTML proofs.

REVIEWING AN **HTML PROOF**

- The proofing steps are the same as file proofs. See Slides 6-14.

- Markers and comments can only be applied from the Live view and will automatically place the marker in the Snapshot view.

- To create a change, place a marker on the area in need of change, leave a comment, and click the send button.
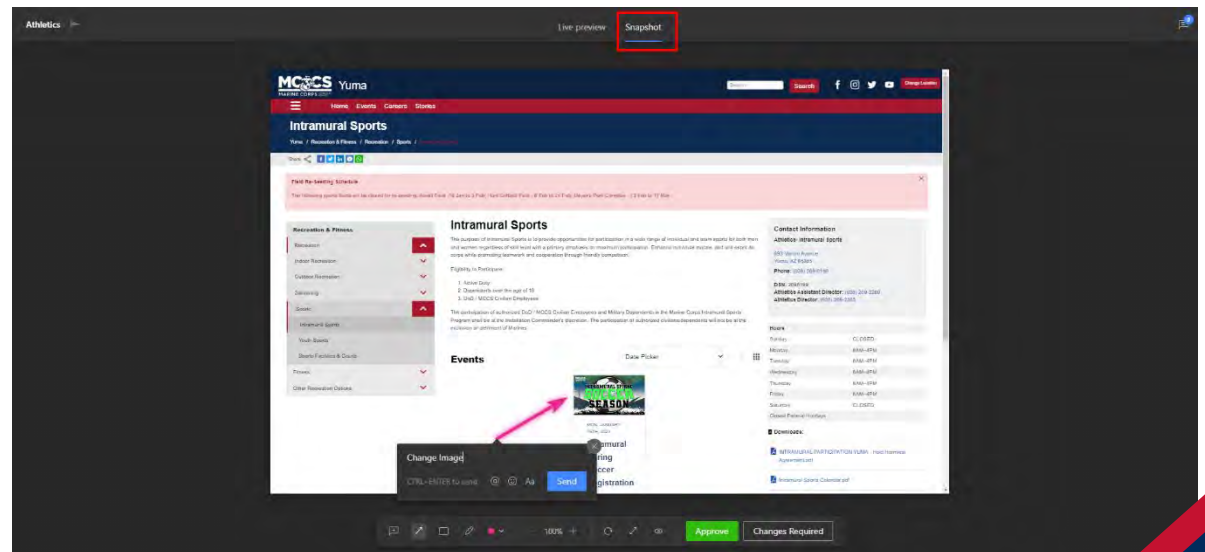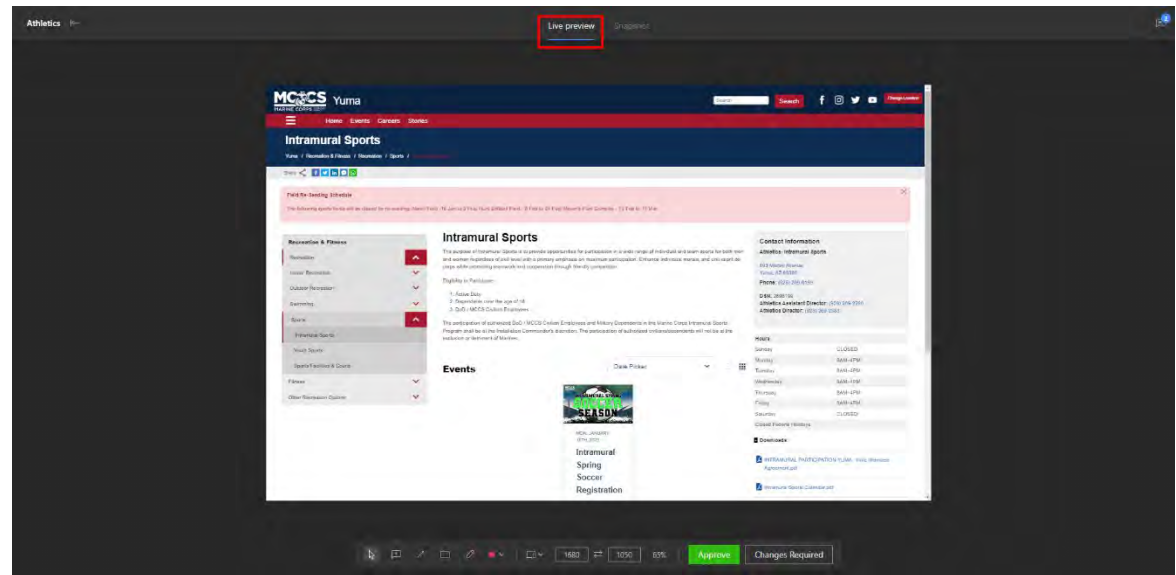
REVIEWING AN **HTML PROOF**

- View markers and change comments in the Comments Section of the Snapshot.

- HTML Proofing offers device viewing options. The web page can be viewed and proofed from various resolutions of Desktop, Smartphone, iPad/Tablet, Laptop/Ultrabook, and 4k viewing options.