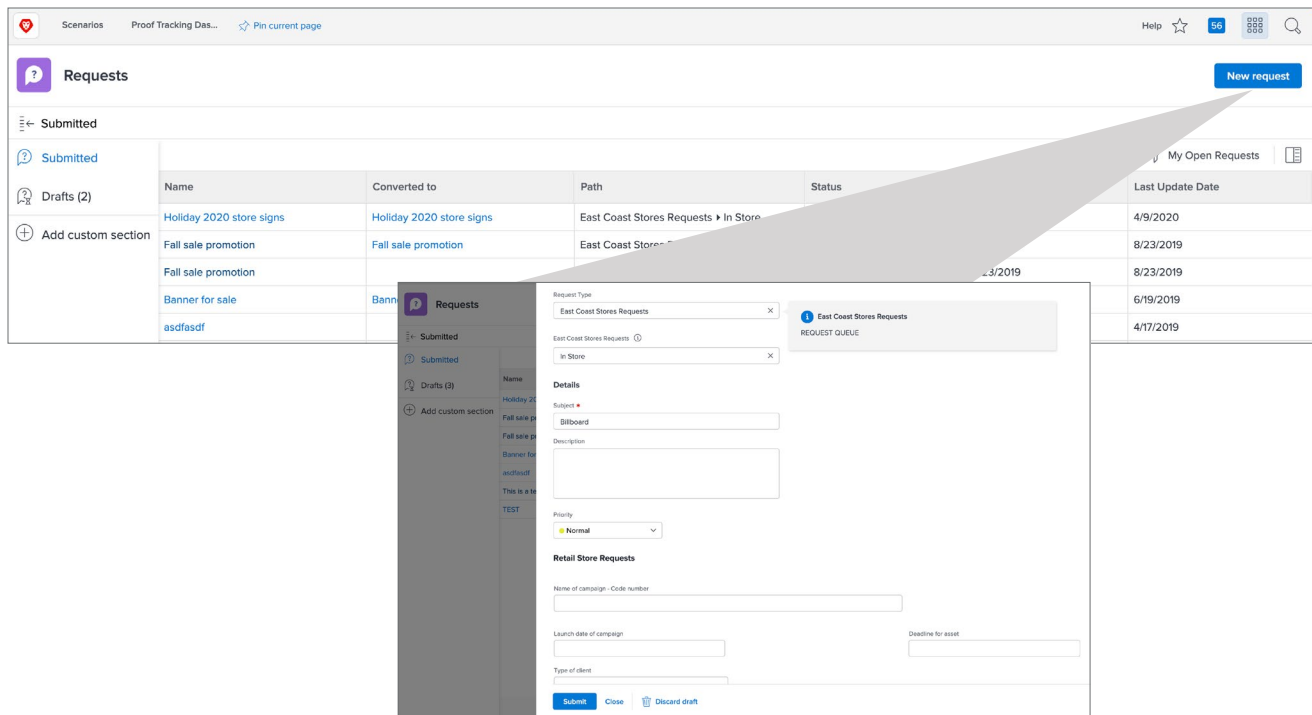




THE NEW ADOBE WORKFRONT EXPERIENCE

# Make a work request



1. Click Requests in the Main Menu.
2. Click the New Request button at the top right. The request form pops out from the right side of the browser window.
3. Select the kind of request from the Request Type menu.
  - This may trigger additional menus so you can make a specific type of request.
4. Fill out the Subject line, which becomes the name of the request.
  - As you type in the Subject field, Adobe Workfront automatically saves a draft of your request. You can see the "Draft saved" indicator at the top-right of the window.
5. Add a description, providing details about the request as required by your organization.
6. Attach related files in the Documents area, as required by your organization.
7. Fill in the custom form fields. These fields collect information that is specific to your organization and the type of request being made.
  - Fields with bold names are required.
8. Click Submit to finish. Requests are routed to the appropriate people, team, or project.

**Note:** Click Drafts in the left menu of the Requests page to open a draft request when you're ready to finish filling it out and submit it.