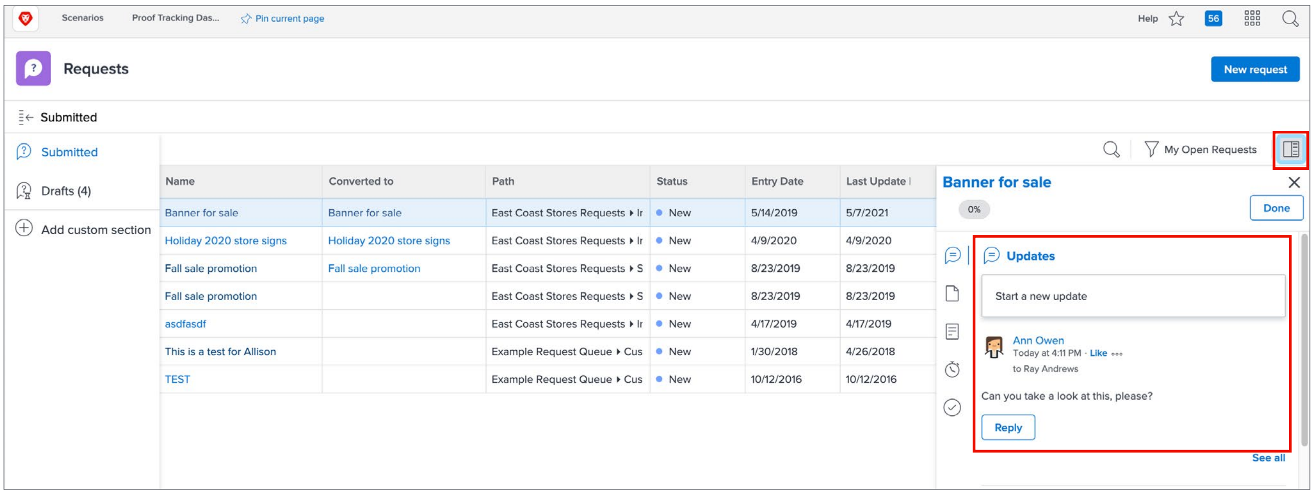
Adobe Workfront

Adobe

THE NEW WORKFRONT EXPERIENCE

Update a work request

Make sure request information is accurate and up-to-date.



1. Select Requests from the Main Menu.

2. Click Submitted in the left panel on the Requests page.

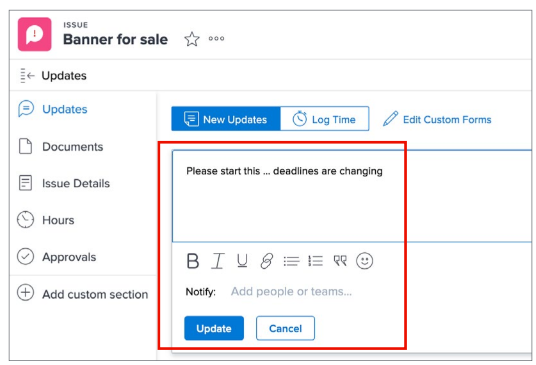
3. Click the Filter icon and select an option for the list of requests you want: My Open Requests, My Requests, Open, or All.

4. Single-click into the row of the request you want and click the Open Summary icon.

5. Use the Summary panel to post an update by typing your note in the field and clicking the blue Update button.

   - Use the @username to tag people who should receive a notification about the update.

6. Scroll through the Summary panel to view basic request details, log hours, or attached documents.



Open the request page

To see additional information or upload documents, click the request name (either in the Submitted list or the Summary panel) to open it.

- Click Updates in the left panel to make an update or view the update history.
- Click Documents in the left panel to review files uploaded with the request or to upload more files.
- Click Issue Details in the left panel to view and edit the information entered when the request was made. Be sure to save your changes.