



IPC INMOTION

PARTNERS USER GUIDE

APRIL 2020

1 PURPOSE

inMotion is the name of IPC's first ever brand approval system. It was created as IPC's management solution towards the growing number of brand-related inquiries. Its main purpose is to facilitate the approval processes between the IPC's internal stakeholders (IPC departments) and external stakeholders (partners, sponsors, LOCs, OCOGs and RHBs, among others), by making them more efficient and collaborative than ever before.

Ultimately, inMotion will help the IPC to achieve a more consistent usage of the Paralympic brand, which is of major importance to build brand recognition.

2 GETTING STARTED

2.1 ACCESS

The application is available online on

<https://db.ipc-services.org/inMotion>

A user ID and password will be needed to access inMotion. If you do not have a user ID, you may request one as per chapter 2.2.

2.2 EXTERNAL STAKEHOLDERS

As representative of an IPC's external stakeholder:

1. Please click on the 'register' in the navigation bar or 'Register New Account' at the bottom of the login page.
2. Fill out the form and ensure to select the IPC partner you represent. To prevent robots to submit the form, you need to repeat a verification code that is printed as image. Click the image to generate a new verification code if the current one is not identifiable.
3. When submitted, you receive an email to confirm the registration. At the same moment, your IPC liaison will also be notified automatically.
4. Once the IPC liaison person has approved your request, you will receive another email with login information and instructions (also see 2.3).

2.3 ACCOUNT ACTIVATION

Passwords are never sent via email. If you receive a new account, you will only be informed about your username. To activate your account and register your own secret password:

1. Click on 'activate user' in the navigation bar.
2. Enter your new username and your email address and submit.
3. You immediately receive an email with a link to inMotion. Follow this link.
4. Another inMotion page opens that allows you to enter your own secret password, respecting the outlined password requirements, and confirm it.
5. You can now use your credentials to access inMotion.

2.4 FORGOTTEN CREDENTIALS

If you forgot your username, please contact your IPC liaison who will check and inform you on your personal username for inMotion.

If you forgot your password:

1. Click on 'key rest' in the navigation bar or 'password forgotten' at the bottom of the login page.
2. Follow steps 2-5 of chapter 2.4).

2.5 TWO-FACTOR AUTHENTICATION

It is recommended to activate two-factor authentication (2FA) to increase the level of protection of your and IPC data. This requires a modern mobile phone to download a free authenticator app and register a secret that generates a short-time valid six-digit code that you need to enter once a day.

After login, go to 'myAccount' that can be found in the header bar (top-right). By default, the tab to change your password opens. On the tab 'Two-Factor Authentication', click the button to activate 2FA for your account. Logout and login again, and follow the instructions provided for Android and iOS devices.

If you can't further generate the required token, contact sdmsadmin@paralympic.org.

3 NAVIGATION

3.1 CLIENT DASHBOARD


After login, you will be redirected to the client dashboard.

[Home](#) » [Sponsors & Partners](#) » [Toyota](#) » [Dashboard](#)

Dashboard

The screenshot shows the Toyota client dashboard. At the top left is the Toyota logo. Below it, the text reads 'Toyota', 'Vehicles, Mobility services and solutions', and 'Partnership since 2015'. There are two buttons: 'to IPC' and 'to Toyota'. To the right, there are two buttons: 'Create New Asset' (green) and 'Show All Assets' (blue). Below these is a section titled 'Recent 50 File Uploads' with a table showing a file upload: 'Toyota > Corporate > Business Cards' with a date of '2020-04-01 09:49:32' and a status of 'pending'. Below this is an 'Asset Statistics' section with a list: '1 Total', '1 pending', '0 approved', '0 not approved', '0 cancelled', '0 obsolete', and '0 client review'. At the bottom is a 'Representatives' section with one entry: 'Toyota User toyota' with an email icon.

Following elements are available (from top-left to bottom-right):

- Core information about the client and buttons to send an email to the responsible IPC and partner's registered liaison persons.
- Statistics on registered assets (total and by approval status).
- List of users with name, inMotion username, and icon to send an email to this specific person. A red icon  appears if the account is set to 'inactive' by IPC staff.
- Buttons to register a new asset with file (see 4.1) or to open the assets directory (see 3.3).
- List of fifty (50) most recent file uploads with directory path, asset name, file upload date and current approval status. Clicking on any link will directly open the folder, project or asset.

3.2 PERSONAL DASHBOARD

When clicking on 'my board' in the navigation bar, your personal dashboard opens.

[Home](#) » [Sponsors & Partners](#) » [Toyota User \(Toyota\)](#) » [Dashboard](#)

My Dashboard

Following elements are available (from top-left to bottom-right):


































- Core information about the client and buttons to send an email to the responsible IPC staff and partner's registered liaison persons.
- List of approval groups you belong to (only if you may approve specific assets).
- Links to change your password or activate two-factor authentication (see chapter 2.6).
- Your current settings when to receive automatically generated email notifications. You can change these settings anytime to receive more, less or no notifications by email. Following settings are available
 - Get email notification when a new file is uploaded.
 - Get email notification when the overall approval status of an asset has changed.
 - Get email notification when someone submitted a new comment.
 - Get email notification when a user registered online to get access to inMotion (IPC staff only).
- List of all assets that require your review and approval (only if you may to approve specific assets).

3.3 ASSETS DIRECTORY

The assets directory is structured like any file system with folders (categories and projects) and files (assets and associated uploads). The directory can be opened from the client's or personal dashboard page.

[Home](#) » [Sponsors & Partners](#) » [Toyota Dashboard](#) » [Assets Storage](#)

[Toyota](#) > TMC

Folder	Content	Assets	Actions
 ..			
 Advertising/ Promotional Activities	projects* (0)	0 Σ 0  0  0 	
 Business Cards	assets	0 Σ 0  0  0 	
 Corporate Digital & Social Media	folders (0)	0 Σ 0  0  0 	
 Corporate Events	projects* (0)	0 Σ 0  0  0 	
 Corporate Items	projects* (0)	0 Σ 0  0  0 	
 Exhibitions/ Expositions	projects* (0)	0 Σ 0  0  0 	
 Logos/ Composites	assets	0 Σ 0  0  0 	
 Manuals/ Guidelines	assets	0 Σ 0  0  0 	

* allows new project on file submission

You can click on any link to open the next or previous directory level. The path above the table (e.g. Toyota > TMC) reflects the current location. The '.' folder opens the parent folder. Each line in the table contains:

- An icon representing the folder content.
- The name of the folder, acting as link. Clicking it opens the folder.
- The type of content; for folders and projects, the number in brackets counts the number of folders and projects inside this folder.
- Statistics of all assets in this folder in the following order and colour:
 - Blue: total number of assets
 - Yellow: assets with pending status
 - Green: assets with approved status
 - Red: assets with rejected status



The sum of pending, approved and rejected status might be lower than the total number of assets as additional statuses exist (see 4.2).
- Buttons to edit folder name and type or to delete a folder (for IPC staff only).

When you navigate to the top level of the directory (the 'root'), you will find a static folder called **IPC File Hub**. This folder contains several files that the IPC shares with you for your information and guidance such as brand guidelines and brand assets in various formats

When you open a folder designated for assets, you will find a list of all assets inside this folder.

[Home](#) » [Sponsors & Partners](#) » [Toyota Dashboard](#) » [Assets Storage](#)

[Toyota](#) > [Corporate](#) > [Business Cards](#)

Asset	Status	Last Modify	File ID	Actions
..				
 Test File	pending	31 Mar 2020	3110	

[Create New Asset](#)

Each line in the table contains:

- An icon representing the file type (e.g. PDF, image, audio).
- Name of the asset. Clicking it opens the approval page.
- Status of the asset, coloured.
- Date of last modification.
- File ID for unique reference across inMotion.
- Buttons to open the approval page (for all) and edit the asset itself (for IPC staff only).

Additionally, file uploads are possible from any such folder with help of the button "Create New Asset" underneath the table. See chapter 4.

3.4 SEARCH

The third icon in the navigation bar opens the search page. This tool quickly finds any item in inMotion based on one or more key words (the "search string"). Each word must be separated by a space.

Enter your search in the text field and specify how you which to apply to input:

- "full string" searches for the exact term. An input of "test file" will find any occurrences of "test file" but not of "file test" or "test of file".
- "all words" searches for items that have all words in it. "test file" will find the file by name "Test File.pdf", an asset "File Test" or the comment "I am testing the file upload". But it will not find "Test.pdf" or "this is just a file".
- "any word" searches for items that have at least one of the words. "test file" will find "Test File.pdf", "test.mov" or "file.mov".

Further down, you may limit or extend which types of items shall match.

When 'Start Search' is clicked, all matching items will appear with type of item (e.g. whether it is an asset, folder or comment), it's location and additional information. You may click any available link to jump to the location or asset. For your

convenience, the item is opened in a new browser tab so that the search results remain in the original tab to open a second asset or re-run the search.

4 UPLOADS AND APPROVALS

4.1 UPLOAD

There are two main ways to upload an asset:

1. From the client's dashboard, click the button "Create New Asset".
2. From the assets directory, open the folder where you wish to upload the asset to and click the button "Create New Asset".



Following window will appear:

Details

Please select a file from your local desktop computer representing the asset for approval of the responsible parties. Under 'Page Reference', you may specify the location of the asset inside the document. For audio and video files, you may instead enter the time reference. Under description, a specification of the file content and purpose of the asset is optional but highly recommended.

File Requirements - The file must not exceed 128MB. Following file types are allowed:

- Photoshop, InDesign, Illustrator (.ai, .eps)
- Images (.jpg, .png, .gif, .tiff)
- PDF, Excel, Powerpoint, Word
- Movie files (.mov, .mp4)
- Audio files (.mp3)
- ZIP files (.zip, .7z), if original file size exceeds server limits.

Folder *

- select destination of upload -

Select the location to store the file in. If the folder contains projects, a project selector will appear.

Asset Name *

Enter a short, descriptive name of the asset that requires approval by the IPC.

File **Page Reference**

no file Browse

Check the file requirements before uploading the file. Please specify the position (page, timestamp) of the asset requiring approval if not obvious.

Description

Enter any useful information about the asset and the uploaded file to speed up the approval process.

↑ Register Asset
× Abort

1. Select the destination folder where you wish to create the asset in. You can only select folders that are prepared for assets or projects (see 3.3).

- a. If you select a folder that contains projects, an additional field appears with existing projects. Select the correct project.
 - b. If the folder allows users to create a new project 'on-the-fly', an additional option reads '- new project'.
 - c. If you select '- new project -', a second field appears requesting for a new project name. Please note that project names must be unique inside the same folder, otherwise an error message will occur on submission.
2. Enter a short, descriptive name of the asset (e.g. "Media handbook for local broadcasters").
 3. Click the 'Browse' button and select the actual file for upload. File requirements related to file size and type are listed at the top of the page.
 4. The page reference is optional and could be helpful for reviewers when trying to identify specific spot(s) on a large document.
 5. The description box is optional and could be useful to provide background information or directives.

When a file submitted, an email is automatically sent to all users that wish to receive automatic email notifications on file submissions (see 3.2).

Project naming: When defining a "new" project, please create one that is descriptive while at the same time generic enough to hold as many assets as possible that can be associated to it.

For example, "XYZ advertising campaign." Under this project name, individual assets which are relevant to the campaign can be fitted in e.g. flyer, poster, videos, story boards, clothing items.

File naming: To better classify and identify the files to be reviewed, certain naming directives apply.

This is particularly important to distinguish a number of similar assets that could exist under a specific project. Please be as specific as possible e.g. flyer 10x20 b&w. Avoid names such as: Scan_976873.

Note:

For Rights Holding Broadcasters (RHBs) which hold other broadcasters within the group, please make sure that the "Project name" and "file name" always includes the name of the broadcaster and/or territory when the asset will be activated. E.g. ARD Germany TV Sets or RTVS Slovakia - Super General.

4.2 APPROVAL PROCESS

Once a new asset has been submitted for review, the following window appears:

[Home](#) » [Sponsors & Partners](#) » [Toyota Dashboard](#) » [Assets Storage](#) » [Test File](#)

[Toyota](#) » [Corporate](#) » [Business Cards](#) » [Test File](#)

File Information

Original File Name
ipc-emblem-centre.jpg
Download / Open

File Size
71 kB

File Version
1

Page Reference
[Empty field]

Description
[Empty field]

Approval Status

The current status of this asset is:

IPC to complete review process

Your approval on behalf of Toyota Approval Team:

Approve Reject

Approval Groups

Following groups are involved:

- Sports IT
- Toyota Approval Team

Comments

[Empty comment box]

Send

[IPC] IPC Staff Member 2020-03-30 23:07:57

some comments from my group

This is the review, approval and discussion page for the asset. From left to right:




- Some core information on the submitted file appear in the left panel, such as original file name, file size, file version, page reference and description from the submission. Click 'Download / Open' to review the submitted document.
- In the central panel, the overall approval status reflects the current approval situation and combines the approval status of the individual approval groups that are listed underneath:
 - : Asset approval is still pending
 - : Asset is approved (requires all groups to approve)
 - : Asset is rejected (as soon as one group rejects it)

If you are registered as approver for this asset, buttons appear to approve or reject the asset on behalf of your team or organisation. The decision can be changed anytime later that will impact the overall approval status.






- In the right panel, any user with access to this asset can submit a comment. Within fifteen (15) minutes, the latest comment can be removed () by that user who submitted it to re-submit a corrected version if needed.

When the overall approval status changes or a comment is submitted, an email is automatically sent to all users that wish to receive automatic email notifications on approval status changes or comment submissions (see 3.2).

IPC staff has four additional options to maintain approval status:




- Approval groups can be added or removed after file submission. Click the  icon to open a dialog and add new approval groups or even remove some. Clicking the  icon next to a specific approval group will remove it. After amending the approval groups, the overall approval status of the asset will be recalculated as per the rules above.
- An asset can be locked (and later unlocked). If locked, a small lock icon  will appear. All functionalities except submitting comments (for all) and unlocking (for IPC staff) are disabled.
- An approved asset can be archived. It then becomes the 'obsolete' status. It enables the submission of a new version. This ensures that the approval of the old version is still recorded for historical review but enables to submit a new version for the same asset (instead of creating a new asset). IPC staff still has the option to re-activate an archived asset before a new file version is submitted.
- An asset with pending status can be set to 'for client review' by IPC staff after notification by the submitter. This means that the client indicated that they desire to review their own submission and wishes to freeze the IPC approval process. IPC staff can re-activate the approval process or let the client upload a new revised version for IPC approval.

Approval Groups

Following groups are involved:		
	Sports IT	
	Toyota Approval Team	

4.3 ASSET RE-SUBMISSION

In following situations, you may upload a new file for an existing asset:

- The current file version is rejected .
- The current file version was approved  but indicated as obsolete.
- The approval was still pending  but then indicated as requiring client's review.

In any of these scenarios, a button labelled 'Upload New File' appears.

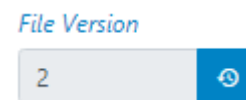
You will need to complete the steps outlined in chapter 4.1.

Like before, an email is automatically sent to all users that wish to receive automatic email notifications on file submissions (see 3.2).

4.4 VERSION HISTORY

Each time a new file is submitted for the same asset, the 'File Version' as shown in chapter 4.2 increases by one.

If the version number is larger than 1, a new icon appears next to it. Clicking it will open the file history page for that asset listing all previous file versions, their approval status and comments submitted before a new version was uploaded.



The button 'return to current version' shows the most recent version and its approval process.

4.5 REMOVING/ MODIFYING ASSET

Any user who has submitted an asset for approval will be able to update or delete it. This is mostly useful if you noticed after your submission that the wrong file was selected, or the page reference/ description is wrong.

If the overall asset status is pending (👉👉) and none of the associated approval groups have approved or rejected, you will find options to 'Save' and 'Delete' the file information as in the screenshot below.

Toyota » Corporate » Business Cards » Test File

The screenshot displays the asset management interface for a file named 'ipc-emblem-centre.jpg'. It is divided into three main sections:

- File Information:** Shows the original file name, a 'Download / Open' button, file size (71 kB), file version (1), a 'Page Reference' field containing 'Wrong page', and a 'Description' field with the text 'Some description that must be edited.' At the bottom of this section are 'Save', 'Refresh', and 'Delete' buttons.
- Approval Status:** Indicates the current status is 'IPC to complete review process' with a pending icon (👉👉). It shows the user's approval on behalf of the 'Toyota Approval Team' with 'Approve' and 'Reject' buttons.
- Approval Groups:** Lists the groups involved in the approval process: 'Sports IT' and 'Toyota Approval Team'.
- Comments:** A text input field and a 'Send' button, with a note that there are no comments yet.

To edit the submitted information, change the values of 'Page Reference' or 'Description' and click 'Save'.

To delete the file, click 'Delete' and confirm the appearing confirmation dialog. If it was the first file of that asset, the entire asset will be deleted! Otherwise, the previous file version including all previous comments and approval status information are restored. In both cases, you can submit (see chapter 4.2) or re-submit (see 4.3) a new file for approval.

4.6 IPC'S RESPONSE

Please consider that a response from the IPC can take up ten (10) business days.

5 SUPPORT

If you have any questions regarding the usage of inMotion and the associated IPC brand approval processes, please do not hesitate to contact inMotion's business owner at

marie.avalos@paralympic.org

If you are experiencing any technical issues, please notify the IPC Sports IT department at

sdmsadmin@paralympic.org
