Welcome to FunctionFox! Questions or comments? Contact us at 1.866.369.8463 or email staycreative@functionfox.com. We are here to help!

FunctionFox Project Request Form

The Project Request Form (FunctionFox In-House only) allows non-FunctionFox users to request new jobs into FunctionFox. By going to Projects > Request Forms in the left menu, you can set up multiple forms for different outside Clients/Departments, as needed.

On the Request Forms setup page, simply check off the fields you would like to show on the form, and indicate whether or not that field is required before the form can be submitted. Any text in the Email Message field will be sent to the requestor upon submission of the form—this is a good place to input timelines and additional information. You may also rename fields on the form only, by filling in the Alternate Name field. You may also set default fields on the form—instead of allowing the requestor to choose a Client/Department, for example, you can specify which department all requested projects will default into.

Many companies choose to have a Client/Department set up in FunctionFox strictly for projects that come in through the Request Form. Once reviewed by the Form Owner or project manager, these projects can then be moved to their appropriate Clients/Departments.

The Buttons drop-down menu gives you three options: Only Send, Only Upload, or both. Only Send allows a requestor to request a project without uploading any associated documents. Only Upload takes the requestor to a File Upload page after submitting the project request, and Both Send and Upload gives the requestor a choice whether or not they want to include any files or documents with the project request.*

Once the Request Form is set up to your liking, click Save New. The form will appear in the table at the bottom of the page.

*Flink, our document sharing and exchange feature, is included in the In-House platform. Flink can be added to Classic or Premier for $10 USD/month per 10GB.
From here, you can make changes to your Request Forms by clicking the pencil icon under Edit. Clicking the paperclip symbol under Email will insert the link to the request form into a new email, ready to be sent out, and clicking on the Request Form name will open a copy of the form in a new browser window. For example:

How you choose to make the Request Form link available to non-FunctionFox users is up to you! Some companies choose to include it in their email signatures, or to email it out directly, while others imbed it into their website, or create a separate webpage where people can go to make project requests.

When a project request is pushed through into FunctionFox, the request form owner will receive an email with the details. They can then go to either Projects > Manage or Projects > Project Status to review the project and then move it from Request Form Status (default for all projects created via the Request Form) into an appropriate work-related Status (e.g. Open, In Production, Under Review, etc.).

Note: If you no longer wish to use a particular Request Form, you can archive the form on the Request Form setup page by editing it, and checking the Archive box below the Request Form Name field. Click Save Edit. While archived, this form can no longer be used to request Projects, but all Projects previously requested through it will remain unaffected.