Summa Brand Central (SBC)

This is where you can order a variety of print collateral and other creative work. You will need to establish an account to use the system, it is quick and easy to do. Summa Brand Central is a web-based site that runs on the inMotion software platform. We chose this system because of the easy to use interface, better client communication and improved proofing review. Since this is an internet-based make sure you are using the latest version of Internet Explorer or Chrome. The best browser to use is Google Chrome, please contact IT&S for installation.

Once your request is submitted it will be reviewed. Upon submission approval the following steps occur:

**Request Process:**

1. Job submitted to designer
2. Designer creates new art or revises prior art
3. Designer sends proof to client for review
4. Client reviews proof and either approves or sends revisions back to designer
5. Designer makes further changes until final art is approved
6. Art is sent for production
7. Completed work is sent via courier or picked up by client.

For more information on how to use the system, call Steve Getch at 330.375.4916 or e-mail getchs@summahealth.org
**Summa Brand Central (SBC)**

**Creating an account and placing a request**

Log in at Summa@Work/Applications/Summa Brand Central or https://summahealth.inmotionnow.com/JobLaunchLogin.aspx

You will see this screen, if you don’t already have an account click “New User Registration” at the bottom.

Enter your information and password in the screen and click “Register.”

Once you have your logon information you will be presented with this screen, My SBC order submissions:

In the future this is where your active requests will be. On your first logon nothing will be listed. Click the green “Start New” button to begin a new request.

Enter the job title of your request under Request Name (not your own name which is above). Click the Due Date field and select a date on the pop-up calendar, then click and choose the “Summa Request Form” from the “select a form” dropdown choices and fill out the specified information. Files can be attached to the request using the “Attach Files” button. After completing the form make sure you click the green “Confirm” button in the lower right-hand corner, and then the “Submit” button to send in your order. You can save a partially entered order and come back later if you’d like. Your order will be reviewed and then placed into the workstream.