

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 Lytho Workflow platform. We chose this system because of the easy to use interface, extensive client communication and simple proofing review.

Since this program is internet-based make sure you are using a modern browser such as Edge, Chrome or Safari. Please contact IT&S for installation. Internet Explorer is not supported.

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



Request Process:

1. Job submitted to designer
Note: Our standard turnaround time is two weeks.
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.

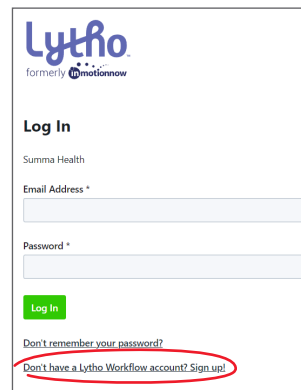
For more information on how to use the system, call Steve Getch at 330.375.4916 or email getchs@summahealth.org

Summa Brand Central

Signing up and placing a request

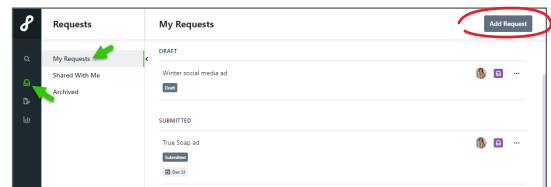
Log in at Summa@Work/Applications/Summa Brand Central or <https://summahealth.ignite.inmotionnow.com>
Please bookmark this link.

You will see this screen, if you don't already have an account click **"Sign up"** at the bottom.



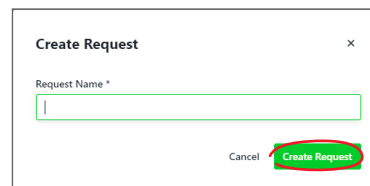
The image shows the Lytho login page. At the top, it says "Lytho formerly inmotionnow". Below that is a "Log In" section with fields for "Email Address" and "Password". A green "Log in" button is at the bottom. Two links are circled in red: "Don't remember your password?" and "Don't have a Lytho Workflow account? Sign up!"

After you are signed up and logged in you will see this screen. Under the **My Requests** area click the **Add Request** button in the upper right-hand corner of the screen to start your request.



The image shows the "My Requests" dashboard. It has a sidebar with "My Requests" and "Archived" sections. The main area shows a list of requests with columns for "DRAFT", "SUBMITTED", and "DRAFT". An "Add Request" button is circled in red in the top right corner.

In the window that appears enter the name of the project you want to start, such as "Patient Brochure." Then click **Create Request**.



The image shows a "Create Request" dialog box. It has a text input field for "Request Name" and two buttons: "Cancel" and "Create Request". The "Create Request" button is circled in red.

On the next screen choose your department, if not listed choose Miscellaneous/Other. Then select your location.

Click the **Set Due Date** button and select a date on the pop-up calendar, then click Save. Enter your Company Code and Cost Center information, note that at this time we do not bill for work unless an outside vendor is required.

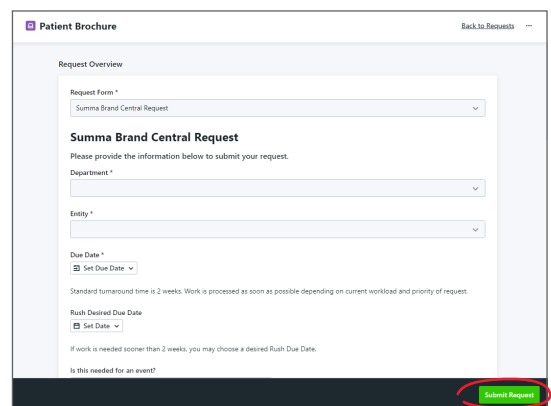
Add a **Project Description** so we know what work needs to be done. Let us know if it's a direct reprint, or an update to prior work. Provide the job number which can be found in the lower right-hand corner and will resemble this: SUM-22-67890.

Choose the **Job Type** from the categories provided, then pick a sub type revealed below.

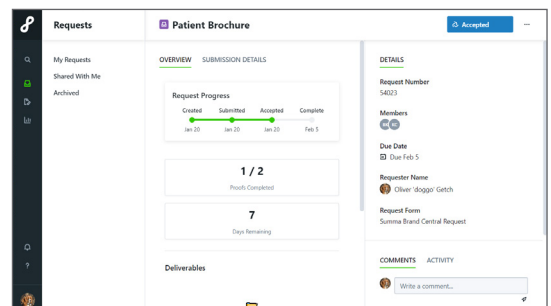
Then provide print quantities and delivery information if needed for your request.

Lastly, files can be attached to the request using the **"Add Files"** button. After completing the form make sure you click the green **Submit Request** button in the lower right-hand corner. Your order will be reviewed and accepted then placed into the workstream.

Tip: You can save a draft order and come back later if you'd like by clicking the **Back to Requests** link in the upper right-hand corner.



The image shows the "Request Overview" form for a "Patient Brochure". It includes fields for "Request Form", "Department", "Entity", "Due Date", and "Rush Desired Due Date". A "Submit Request" button is circled in red at the bottom right.



The image shows the "Request Progress" dashboard for a "Patient Brochure". It displays a progress bar with stages: Created, Submitted, Accepted, and Complete. It also shows "1 / 2 Proof Completed" and "7 Days Remaining". A "Submit Request" button is circled in red at the bottom right.

