# Feature Guide: Briefs

With **DISCO Briefs**, you can send briefs to your DISCO Contacts and Mailing Lists of any size.

## At a glance

This feature is in the alpha stage and is only available for select Supervisor accounts.



## Creating and sending Briefs

### To create a new brief

1. On the left sidebar of your DISCO, under **Tools**, select **Briefs**.

2. In the upper-right corner of the Briefs page, click the New brief button.

3. Follow the step-by-step guide in the next section of this article to build and send your brief.
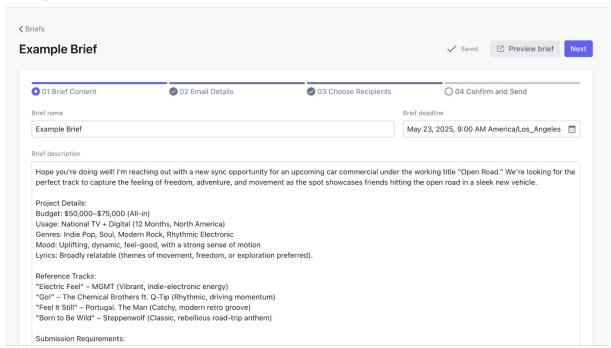
## Step-by-step:

### Step 01: Brief Content

1. Enter a brief name.

2. Enter a brief deadline.

3. Enter a brief description.

> **Tip:** In the brief description: Include key details like usage type, media, term, mood, lyrical themes, reference tracks, and any creative or licensing restrictions.
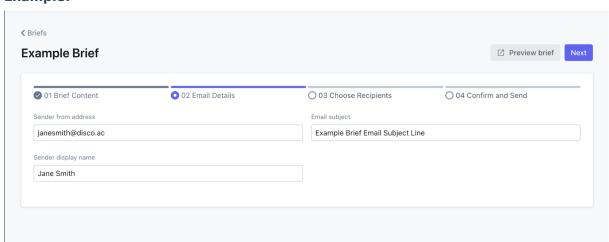
4. Click the **Next** button.

**Example:**



## Step 02: Email Details

1. Fill in the fields:
   - **Email subject** - the subject line that your contacts will see.
   - **Sender from address\*** - the email address that any replies will be sent to.
     *\*Emails will show as partly from the email address you input in this field, but the domain will be @disco-mailer.net.*
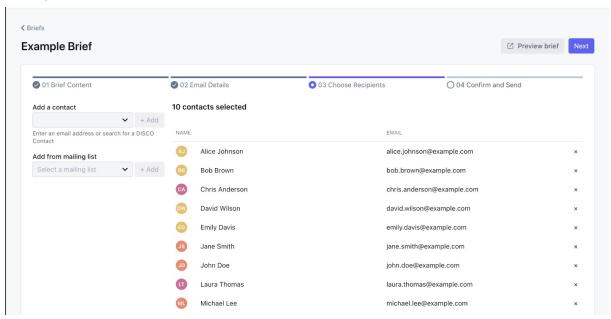
**Example:**



## Step 03: Choose Recipients

> **Tip:** To go back to a previous step, click on the name of the step.

1. Enter an email address, search for a DISCO contact, or select a mailing list.

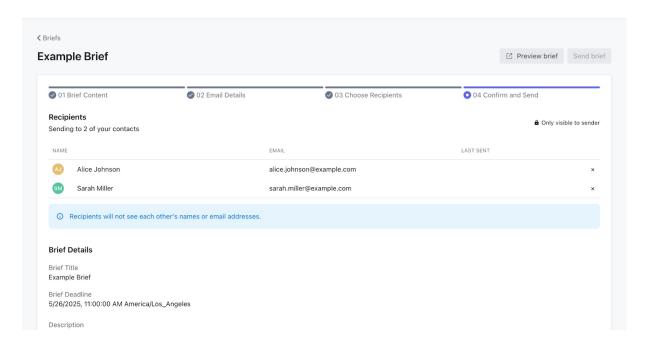2. Recipients added to the brief can also be removed.
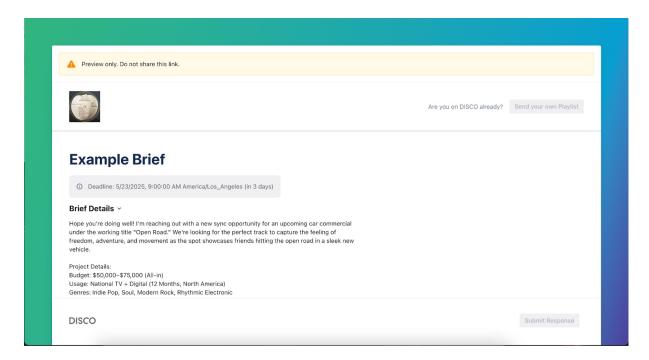
**Example:**



## Step 04: Confirm and Send

> **Tip:** *Before sending, you can preview the brief.*

1. Verify that all information is correct, and the brief looks the way you want.
2. To send the email right away, click the **Send brief** button. You can edit the brief once it's sent.
3. You're done! 
4. Recipients will receive an email that will allow them to view the brief in DISCO.
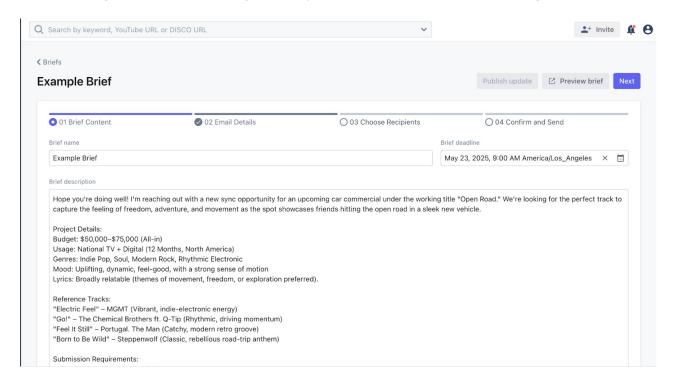
**Example:**

**Brief Preview:**



# Editing a Brief

To edit a brief navigate to the pencil (edit) icon. Once inside the brief editor, you can make any desired changes. To save the changes and update the brief, click the **Publish Update** button.



# FAQs:

**FAQ's**
- **Will recipients be able to see who else the brief was shared with?**
- **Can I edit my brief after I have shared it?**

- **Can I add/remove recipients once a brief has been sent?**

**Will recipients be able to see who else the brief was shared with?**

No, only the creator of the brief can see the full list of recipients.

**Can I edit my brief after I have shared it?**

Yes. You can make edits to your brief at any time, just be sure to publish your changes. Once published, recipients will see the updated version.

**Can I add/remove recipients once a brief has been sent?**

Yes, you can add recipients by updating the recipients list and sharing the brief.