

CM - Campaign and job search

KL Support - 2017-03-14 - Campaign Management (CM)

AT A GLANCE:

CAMPAIGNS

01. Select the campaigns tab
02. Select client
03. Enter search terms
04. Select search

JOBS

01. Select the jobs tab
 02. Select client
 03. Enter search terms
 04. Select search
-

CAMPAIGNS

1. SELECT CAMPAIGNS

Select campaigns at the top of the screen. The campaign search screen panel will be displayed. Below this is the list of all current active campaigns.

2. SELECT CLIENT

From the campaign search area at the top, select the required client from the drop down list.

3. ENTER SEARCH TERMS

In the search area, enter search terms. Select information from any of the additional drop downs, this includes the status and how you would like your results ordered.

Note: the more options area on the right hand side will allow you to search across closed jobs and select a country.

4. SELECT SEARCH

Select search from the right of the screen. Your results will be displayed.

Note: Search results can be exported to excel by selecting the export button found at the base of the screen.

JOBS

1.SELECT JOBS

Select jobs at the top of the screen. The job search screen panel will be displayed. Below this is the list of all current active jobs.

2.SELECT CLIENT

From the job search area at the top, select the required client from the drop down list.

3. ENTER SEARCH TERMS

In the search area/s, enter search terms.

Select information from any of the additional drop downs if required (Eg: job type, job status, assigned to etc).

Note: the more options area on the right hand side will allow you to select additional options, search across dates, people and country, this also includes how you would like your results ordered.

4.SELECT SEARCH

Select search from the right of the screen. Your results will be displayed.

Note: Search results can be exported to excel by selecting the export button found at the base of the screen.

SEE ATTACHMENT BELOW:

Attachments

- [01_WL014_A_Search_ORG_1.0.pdf \(25.13 KB\)](#)