knowledge**well**

Knowledgebase > Campaign Managment (CM) > CM - Campaign creation

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

AT A GLANCE:

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01. Select campaigns

02. Select add campaign

03. Select client

04. Select job group and sub group

05. Enter campaign name

06. Select save

07. Enter campaign details

08. Select save

01.SELECT CAMPAIGNS

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

02.SELECT ADD CAMPAIGN

Select Add Campaign from the base of the screen.

Alternatively: you can select new from the top menu panel and new campaign from the drop down list.

03.SELECT CLIENT

Select the required client from the drop down list.

04.SELECT JOB GROUP AND SUB GROUP

If required select the job group (division) and sub-group from the drop down list

05.ENTER CAMPAIGN NAME

Enter the campaign name.

Select the department if required.

06.SELECT SAVE

Select save from the bottom right of the screen.

07.ENTER CAMPAIGN DETAILS

If required, select from the drop down lists: client contact, account manager, sales rep, country and language.

Add additional information if provided: client reference, client order number, client job number and any notes

08.SELECT SAVE

Select save from the bottom right of the screen.

Note: You can now add jobs to your campaign

SEE ATTACHMENT BELOW:

Attachments

- 02_WL015_A_CampaignCreation_QRG_1.0.pdf (24.85 KB)