

## CM - Job completion

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

### **AT A GLANCE:**

1. Locate job in Axiom
  2. Update job status and information
  3. Change status to closed
  4. Save
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### **1. SELECT JOBS**

Search and locate your job in Axiom

### **2. UPDATE JOB STATUS INFORMATION**

Select the check box along side the job and the Update jobs window will appear.

Update any of the required job information

### **3. CHANGE STATUS TO CLOSED**

Change the new status field to closed

### **4. SAVE JOB**

Select save from the base of the screen.

SEE ATTACHMENT BELOW:

### **Attachments**

- [05\\_WL018\\_A\\_JobCompletion\\_QRG\\_1.0.pdf \(22.62 KB\)](#)