knowledge well

CM - Job completion

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

AT A GLANCE:

1.Locate job in Axiom

2.Update job status and information

3.Change status to closed

4.Save

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)