DAM - Archive / Retire jobs

Shaun Gray - 2016-06-28 - Digital Asset Management (DAM)

AT A GLANCE:

01. Log in to Canopy

02. Select campaign

03. Locate required job

04. Select the job

05. Retire the job

06. Return to campaign view

01.Log in to canopy

Log in to Canopy using your username and password.

02.Select campaigns

From the top menu panel, select campaigns.

03.Locate required Job

Using the categories search area, locate the required campaign or job.

04.Select the job

Select the required job to view.

05.Retire the job

From the top right to the screen select the tasks button and select retire from the drop down menu.

06.Return to campaign view

Once the job has been retired, you will be returned to the campaign view. Retired jobs can be viewed using the Active/Retired filter in the left hand panel in the job view screen.

Alternatively, in the campaign job view, select the retire icon on the right of the screen (eye). Select OK to confirm the job is to be retired.

SEE ATTACHMENT BELOW:

Attachments

- 05_WL005_C_P_RetiringJobs_QRG_1.0.pdf (25.24 KB)