

## DAM - Archive / Retire jobs

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### **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
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### **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\\_ORG\\_1.0.pdf \(25.24 KB\)](#)