DAM - Campaign job creation and file upload

KL Support - 2017-03-14 - Digital Asset Management (DAM)

Edit

AT A GLANCE:

01. Select the required Campaign

02. Create new Job

03. Update Job details

04. Upload files

05. Set a Job preview file

06. Set a Campaign preview file

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01. SELECT THE REQUIRED CAMPAIGN

From the top of the screen, select Promotions, then from within the Campaign search window locate and select the required campaign.

02. CREATE NEW JOB

Ensure you are within the Campaign relevant to your job. Select the job tab that represents the required job type. Select the Create New button.

Ensure the correct job type is listed, select the Add button, then select Create.

Your Job will now be listed within the relevant job tab.

03. UPDATE JOB DETAILS

Select the job link to view the job details screen.

Select the Tasks button to edit the job and update/add relevant job details including:

-Job Name
-Description
-Start & end dates
-Authoriser
-Account Manager
-Project Manager
-Add or Remove tags as required. Select Save.

Notify the relevant Job stakeholders by selecting the Notify option within the Tasks menu.

04. UPLOAD FILES

Create a zip file containing all relevant job files.

Within the Job screen make-up files tab select the ‘add files’ located to the left of the screen.

Drag the zip file into the designated area on the upload window. Once uploading is complete the name of your zip will appear in the label field. Check the name of your zip file, rename if required and select save.

Your files will be processed and will appear as a file set to the left of the window.

Note: Each job should be uploaded as a separate zip to ensure that when files are downloaded only the required job will download.

05. SET A JOB PREVIEW FILE

Once files have been uploaded a master preview file for the job will need to be set.

Select the make-up file button, from within the uploaded file set the check box next to your PDF file and select the star icon to mark it as the final file.

Ensure the job details are correct and select Confirm. The file will now be the preview image against the job.

06. SET A CAMPAIGN PREVIEW FILE

By default the first Job with a promoted preview file will be displayed as the preview for the Campaign.

Campaign previews can be changed by uploading GEN_Promotions_Job_Create&Upload in a PNG of the required preview file within the Campaign edit screen.

SEE ATTACHMENT BELOW:

- Tags
- Campaign
- Upload

Attachments

- GEN_Promotions_Job_Create&Upload.pdf (30.96 KB)