DAM - Create campaign / promotion

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

AT A GLANCE:

01. Select Promotions

02. Create new Campaign

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01. SELECT PROMOTIONS TAB

Select the Promotions tab at the top of the screen to access all campaigns and jobs.

02. CREATE NEW CAMPAIGN

All jobs must be stored within a Campaign. If a specific Campaign does not exist it will need to be created first.

Select the Create New Campaign button.

Enter a name for the Campaign. This name should meet the naming convention requirements of your business.

If specific Campaigns are not utilised within your business, a month based Campaign can be created to store all jobs created within the month. Eg. January 2017.

Enter the start and end dates for the campaign.

Add tags that are relevant for all jobs within the campaign.

Note: all jobs created within the campaign will inherit the campaign tags. Additional job tags can be added or tags removed at any stage.

Enter any further detailed information if required.

Select the Types tab to review the available jobs types for the Campaign. Deselect any unnecessary job types.

Select Save.

Campaign setup is now complete and Jobs can now be created within it.

SEE ATTACHMENT BELOW:

- Tags
- Campaign
- Promotion

Attachments

- GEN_Promotions_Campaign_Create.pdf (27.90 KB)