



Create new Campaign

TASK: Create a new campaign entry

Step 1. Click NEW CAMPAIGN.

The screenshot shows the APMIS Campaign Directory interface. On the left is a sidebar with navigation links: Dashboard, Campaigns, Users, Configuration, About, Settings, and Logout (ad min). The main content area is titled 'Campaign Directory' and has two tabs: 'CAMPAIGN DATA' and 'CAMPAIGNS'. The 'CAMPAIGNS' tab is active, showing a table with columns: EDIT, OPEN, NAME, START DATE, and END DATE. There are two rows of campaign data. In the top right corner, there are two buttons: 'VALIDATE FORMS' and 'NEW CAMPAIGN'. A red arrow points to the 'NEW CAMPAIGN' button. Below the buttons is a dropdown menu labeled 'Active campaigns'.

Step 2. Fill out the “create new campaign” window, including at least the start date, the end date and the campaign name.

The screenshot shows the 'Create new campaign' window in the APMIS Campaign Directory. The window has a title bar 'Create new campaign' and a close button. It contains several sections: 'Campaign basics' with fields for 'START DATE*' (14/12/2020) and 'END DATE*' (14/12/2020); 'NAME*' (December 2020 Training); and 'DESCRIPTION' (a large text area). Below these is a note: 'You can edit the campaign data and dashboard definitions by clicking inside one of the cells in the grid, and you can reorder the dashboard elements by dragging and dropping the grid rows'. There are two sections: 'Campaign data' with a 'CAMPAIGN DATA FORM' and a 'REMOVE' button; and 'Campaign dashboard' with a table of dashboard elements. The table has columns: CAMPAIGN DATA CHART, TAB NAME, SUB-TAB NAME, WIDTH IN %, HEIGHT IN %, ORDER, and REMOVE. The first row is 'CAMPAIGN DATA CHART'. At the bottom of the window are buttons: 'Archive', 'DELETE', 'DISCARD', and 'SAVE'. Red arrows point to the 'START DATE*' field, the 'NAME*' field, and the 'END DATE*' field.



Create new Campaign

Step 3. Click SAVE.

Create new campaign

Campaign basics

START DATE* 14/12/2020 END DATE* 14/12/2020

NAME* December 2020 Training

DESCRIPTION

You can edit the campaign data and dashboard definitions by clicking inside one of the cells in the grid, and you can reorder the dashboard elements by dragging and dropping the grid rows

Campaign data

CAMPAIGN DATA FORM REMOVE

Add form

Campaign dashboard

CAMPAIGN DATA CHART	TAB NAME	SUB-TAB NAME	WIDTH IN %	HEIGHT IN %	ORDER	REMOVE
---------------------	----------	--------------	------------	-------------	-------	--------

Archive DELETE DISCARD SAVE

Step 4. Your new campaign has now been created.

APMIS Campaign Directory

CAMPAIGNS

SEARCH CAMPAIGN ID, name Active campaigns

EDIT	OPEN	NAME	START DATE	END DATE
		December 2020 Training	14/12/2020	14/12/2020
		December 2020	30/11/2020	04/12/2020
		November 2020	12/08/2020	25/08/2020

New campaign created