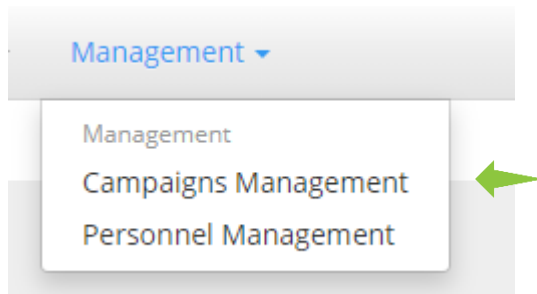


## How to Assign a User to a Campaign

Once you have logged in, go to **Management -> Campaigns Management**



From the available list under selected status **RUN** select the Campaign you would like to assign the user to.

You can select the campaign by clicking any of the following info: **ID**, **Description** or **Overview**.

Selected Status: RUN								
ID	Description	Company	Product	Revision	Status			
2	<a href="#">Insurance   Client Care   AQA</a>	Insurance	QuantumAQA	168	RUN	<a href="#">Overview</a>	<a href="#">Reporting</a>	<a href="#">Dashboard</a>
12	<a href="#">Insurance   Collections   AQA</a>	Insurance	QuantumAQA	133	RUN	<a href="#">Overview</a>	<a href="#">Reporting</a>	<a href="#">Dashboard</a>
13	<a href="#">Insurance   Retentions   AQA</a>	Insurance	QuantumAQA	142	RUN	<a href="#">Overview</a>	<a href="#">Reporting</a>	<a href="#">Dashboard</a>
3	<a href="#">Insurance   Sales   AQA</a>	Insurance	QuantumAQA	43	RUN	<a href="#">Overview</a>	<a href="#">Reporting</a>	<a href="#">Dashboard</a>

This will take you to the Overview of Campaign page

On the **Overview** Page, select the **Assign Users** button

### Overview of Campaign

Campaign: Insurance | Client Care | AQA

**Details of Campaign**
[Overview](#) | [Reporting](#) | [Dashboard](#) | [Coaching Feedback](#) | [Export](#) | [List Campaigns](#)

CampaignID: 2

Description: Insurance | Client Care | AQA

Campaign Status: RUN

Configuration: QuantumAQA

Remarks:

Captured Calls: Total Count: 1551

Daily Captured: Calls by lynn@geniianalytics.com captured: 0

Available Sample's: None!

Randomizer: [Next](#)

Hour: 16 | Row: 914 | Val: 9 | Time: 15:03:51

Edit Campaign

Reset Sample Allocation

Capture Assessment

Campaign Form Wizard

Campaign Question Wizard

Assign Users

Weekly Agent Assessment Tabulated Report

Filter

Start Call Date : 01-Jan-2020 | End Call Date : 31-Jul-2020

### Additional Information

Assessments	Audits
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List of Assessments done in the selected time period.

Call Date	ConnectionID	Agent Name	Service Line	Assessed By	Captured Date	Captured
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You will be taken to the page below, which is a list of users who have access to the app and which campaigns they have access to.

Assign Analysts's to Insurance | Client Care | AQA

List of Analysts Access to Campaigns and Customers				<a href="#">Assign Analyst to a Campaign</a>
User Logon	Assigned Campaign	Assigned Customer	Status	
Choene@geniianalytics.com	Insurance   Client Care   AQA		Allowed	<a href="#">Remove</a>
natalie@geniianalytics.com	Insurance   Client Care   AQA		Allowed	<a href="#">Remove</a>
Vivian.Masuku@Insurance.com	Insurance   Client Care   AQA		Allowed	<a href="#">Remove</a>
annemarie.plenaar@Insurance.com	Insurance   Client Care   AQA		Allowed	<a href="#">Remove</a>

On this page select **Assign Analyst to a Campaign**.

## Assign a Analyst to a Campaign only

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➡ **UserID** admin@geniianalytics.com ▼

➡ **CampaignID** Insurance | Client Care | AQA ▼

➡ **Status** Allowed ▼

**Create**

The UserID and CampaignID lists are in alphabetical order.

You will search for and select the user on the **UserID** dropdown.

You will search and select the campaign he/she will be assigned to on the **CampaignID** dropdown.

The **Status** should stay on Allowed

Once your selections are made select **Create**, and the person will be assigned to the new campaign.

Note: if you can't find the user in UserID, please send a mail with the person's details, Email and Full Name, to [appsupport@geniianalytics.com](mailto:appsupport@geniianalytics.com) so that we can create the person.