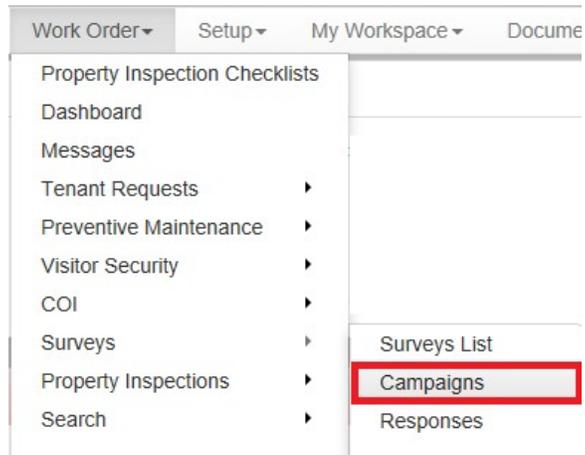


Creating Campaigns

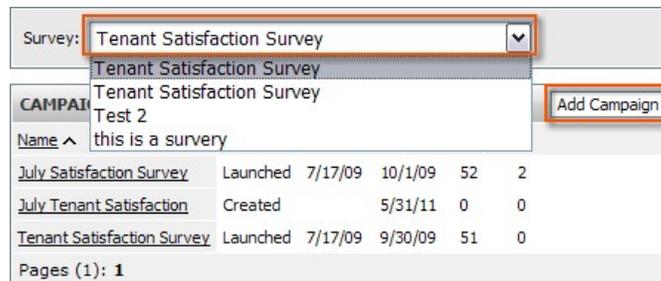
Note:

- A Survey must first be created before a Campaign can be created to distribute the Survey to Tenants.

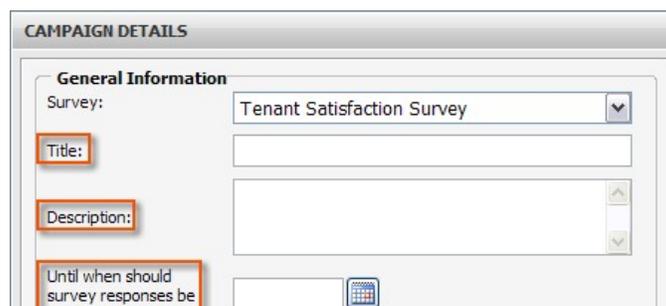
1. Click [Control Panel > Work Order > Surveys > Campaigns](#)



2. Select the survey you would like to create a campaign for from the Survey drop-down menu.
3. Click **Add Campaign**.



4. Fill the **Title** and **Description** and **End Date**.
5. Select a **Distribution option**. There are two ways to distribute a campaign:
 - I. One survey invitation is sent to a single service requestor for every user defined number of work orders completed.
 - II. Upon launching the campaign a survey invitation e-mail will be sent to all active tenants in the Assigned Properties list.



accepteur

How should surveys of this campaign be distributed?

Every Completed Work Orders [Help](#)

Upon Launch

- Assign properties by moving **Available** properties to the **Assigned Properties** list using the arrow buttons.
- Click **Save Campaign** to launch the campaign at a later date, or proceed to step #8.

Note:

- After a campaign is launched, it cannot be changed from one Survey to another.

Properties

Available

Assigned

One Corporate Tower

>>>

>

<

<<<

SAVE CAMPAIGN

PREVIEW SURVEY

LAUNCH

BACK TO LIST

- If both campaign and survey are ready for distribution, click the **Launch** button. Refer to [Launching a Campaign](#) for more information.