

Launching a Campaign

Follow the proceeding steps once a Campaign and Survey have been created. If you have not done so, refer to [Creating Surveys](#) or [Creating Campaigns](#) for a step by step process.

1. Click [Control Panel > Work Order > Surveys > Campaigns](#)
2. Select the **Survey** from the drop-down menu for which you would like to launch a Campaign.
3. Locate and click on the desired **Campaign** title.

Survey: Tenant Satisfaction Survey

CAMPAIGNS						Add Campaign
Name ^	Status	Launch Date	End Date	Surveys Sent	Responses	
<u>July Satisfaction Survey</u>	Launched	7/17/09	10/1/09	52	2	
<u>July Tenant Satisfaction</u>	Created		5/31/11	0	0	
<u>March Mayhem</u>	Created		4/30/11	0	0	
<u>New Tenants</u>	Launched	3/29/11	3/31/11	0	0	
<u>Tenant Satisfaction Survey</u>	Launched	7/17/09	9/30/09	51	0	

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4. Ensure all previously entered information is correct.
5. Click **Preview Survey** to ensure its accuracy.
6. Click the **Launch** button.

CAMPAIGN DETAILS

General Information

Survey: Tenant Satisfaction Survey

Title: March Mayhem

Description: Survey of first quarter's tenant satisfaction.

Until when should survey responses be accepted? 4/30/2011

How should surveys of this campaign be distributed? ☐ Every ☐ Completed Work Orders [Help](#) ☒ Upon Launch

Properties

Available >>> <<< Assigned One Corporate Tower

SAVE CAMPAIGN PREVIEW SURVEY LAUNCH BACK TO LIST

Important Notes:

- Launching a campaign will make it "live" and will begin generation of surveys based on your settings. Before launch, a message will pop up if a Survey format has not been changed from the default format to reflect customized Company information.
- Once launched, questions and choices **cannot** be modified to preserve survey integrity. Only the wording

can be changed if errors have been made or needs to be re-worded as long as meaning is not changed.

- Surveys must be customized before they are launched. Survey customization is part of the AXIS™ implementation process. If your survey is not customized, contact your Implementation Manager.
- If you attempt to launch a survey that is not customized you will encounter an error message. Do not proceed with launching your survey until it is customized.