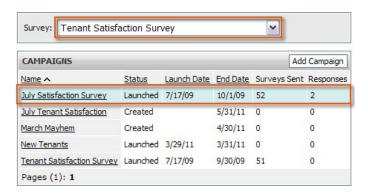
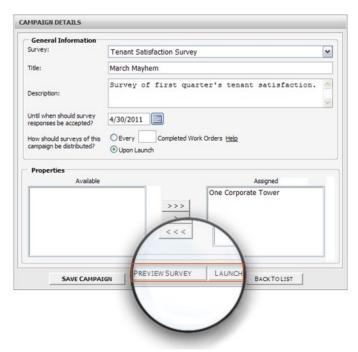
Launching a Campaign

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.



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



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.