

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 | |
| July Satisfaction Survey | Launched | 7/17/09 | 10/1/09 | 52 | 2 | |
| July Tenant Satisfaction | Created | | 5/31/11 | 0 | 0 | |
| March Mayhem | Created | | 4/30/11 | 0 | 0 | |
| New Tenants | Launched | 3/29/11 | 3/31/11 | 0 | 0 | |
| Tenant Satisfaction Survey | 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

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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.