





## Ending a Campaign

Campaigns can end one of two ways:

- I. When the Campaign is created, an End Date can be entered by clicking on the calendar icon in the General information section and selecting a date. Survey Responses will be accepted until this date.
- II. At any point after a Campaign has been Launched, it can be ended by clicking the End Campaign button at the bottom of the Campaign Details page. Follow the proceeding steps:
  1. Click [Control Panel > Work Order > Surveys > Campaigns](#)
  2. Select the **Survey** from the drop-down menu that the Campaign falls under.
  3. Click on the **Campaign** you wish to end.

Survey: Tenant Satisfaction Survey ▼


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

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4. Click **End Campaign** at the bottom of the page.

PREVIEW SURVEY END CAMPAIGN BACK TO LIST

5. Click **Yes** to confirm.

 Please confirm that you wish to end this campaign.

Yes No