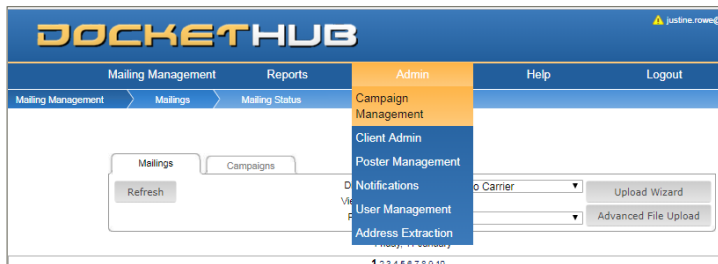


In order to populate the campaign name field in you eManifest the following steps must be followed –

1. Select the Admin screen on your main SMDH page and click on Campaign Management -



2. The following screen will open :

Create New Campaign

Existing Campaigns

Client

Please Select

Campaign Reference

Campaign Name

Start Date

Finish Date

Create Campaign

3. You need to select the correct sub-client in the drop down list then add the Campaign Name and select a date range for the campaign to run. Finally click Create Campaign:

Create New Campaign

Existing Campaigns

Client

Campaign Reference

An Example

Campaign Name

An Example

Start Date

11/01/2019

Finish Date

19/03/2019

Create Campaign

4. You can check existing campaigns and the dates these campaigns are running for on the Existing Campaign tab:

Create New Campaign		Existing Campaigns			
		Client			
Campaign Reference	Campaign Name	Client Name	Start Date	Finish Date	
An Example	An Example		11/01/2019	19/03/2019	Edit

N.B. If you are sending a Magazine Subscription mailing, this campaign name must be the Magazine Title Name.

For users of external software please contact your provider to confirm what steps need to be taken to populate the Campaign Field within the eManifest.

If you have any issues completing these steps or need the option adding to your login then please do not hesitate to contact us on the following email – [ucid@thedeliverygroup.co.uk](mailto:ucid@thedeliverygroup.co.uk)