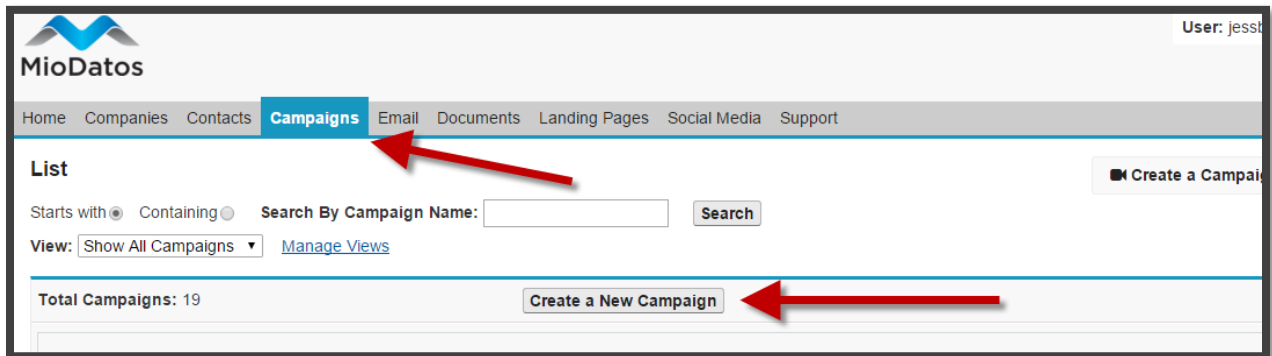
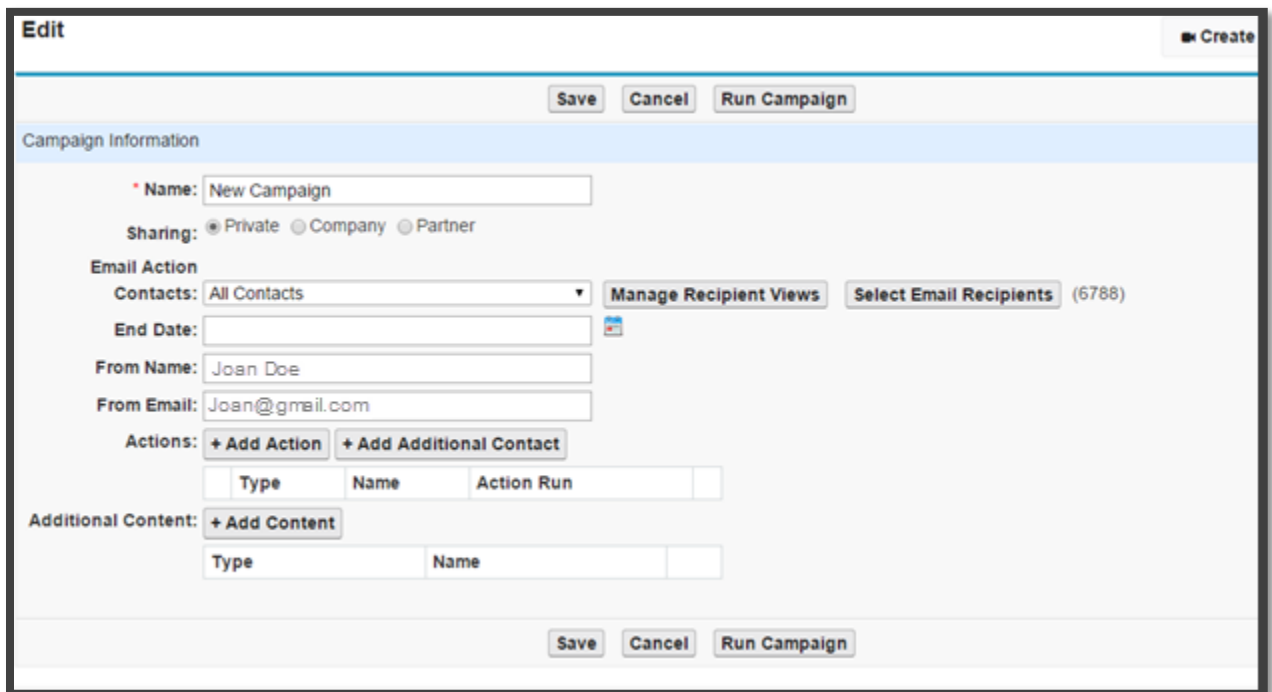


How To Create A New Campaign

1) Click Campaigns on the menu bar. Then click Create a New Campaign.

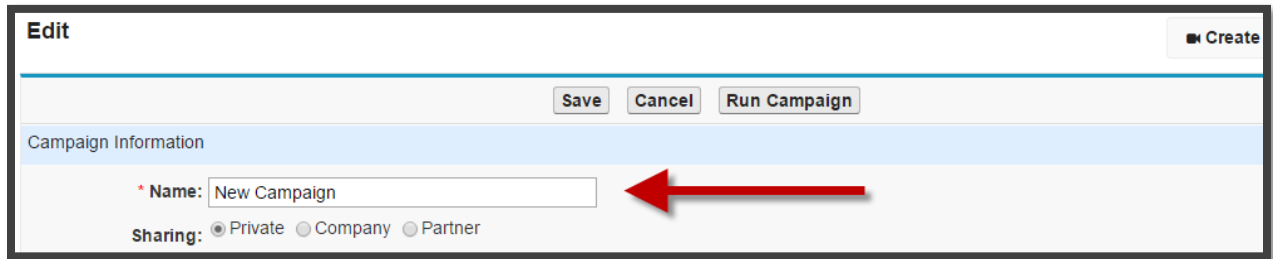


The screenshot shows the MioDatos interface. At the top left is the MioDatos logo. The top right corner shows 'User: jesst'. Below the logo is a navigation menu with items: Home, Companies, Contacts, Campaigns, Email, Documents, Landing Pages, Social Media, and Support. The 'Campaigns' item is highlighted with a blue background and a red arrow points to it. Below the menu is a 'List' section. It contains a search bar with 'Search By Campaign Name:' and a 'Search' button. There are radio buttons for 'Starts with' and 'Containing'. Below the search bar is a 'View:' dropdown set to 'Show All Campaigns' and a 'Manage Views' link. At the bottom of the list section, it says 'Total Campaigns: 19' and a 'Create a New Campaign' button with a red arrow pointing to it.



The screenshot shows the 'Edit' page for creating a new campaign. At the top right is a 'Create' button. Below the header are 'Save', 'Cancel', and 'Run Campaign' buttons. The main section is titled 'Campaign Information' and contains several form fields: 'Name' (with the value 'New Campaign'), 'Sharing' (with radio buttons for 'Private', 'Company', and 'Partner'), 'Email Action' (with a dropdown for 'All Contacts', 'Manage Recipient Views' button, and 'Select Email Recipients' button with '(6788)' next to it), 'End Date' (with a calendar icon), 'From Name' (with the value 'Joan Doe'), and 'From Email' (with the value 'Joan@gmail.com'). Below these are 'Actions' with '+ Add Action' and '+ Add Additional Contact' buttons. There is a table with columns 'Type', 'Name', and 'Action Run'. Below the table is 'Additional Content' with '+ Add Content' button and another table with columns 'Type' and 'Name'. At the bottom are 'Save', 'Cancel', and 'Run Campaign' buttons.

2) Enter the name of your campaign.



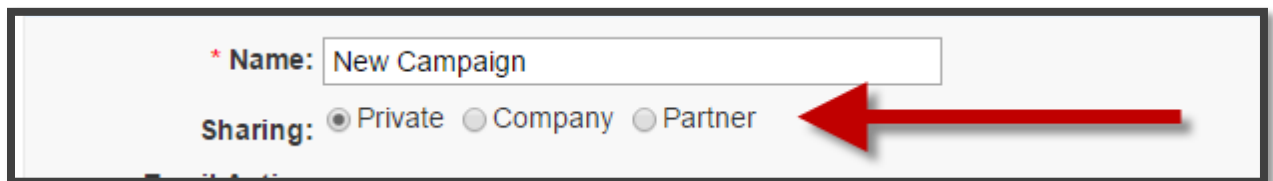
The screenshot shows the 'Edit' form for a campaign. At the top right is a 'Create' button. Below it are 'Save', 'Cancel', and 'Run Campaign' buttons. The 'Campaign Information' section contains a text input field for the name, currently set to 'New Campaign', and a 'Sharing' section with three radio button options: 'Private', 'Company', and 'Partner'. A red arrow points to the name input field.

3) Choose the sharing setting.

Private – Only you can run this campaign

Company – Only users under your company can run this campaign

Partner – Anyone you provide a partner share link can run this campaign



This is a close-up of the 'Sharing' section of the form. It shows the 'Name' field with 'New Campaign' and the 'Sharing' radio buttons: 'Private' (selected), 'Company', and 'Partner'. A red arrow points to the 'Company' radio button.



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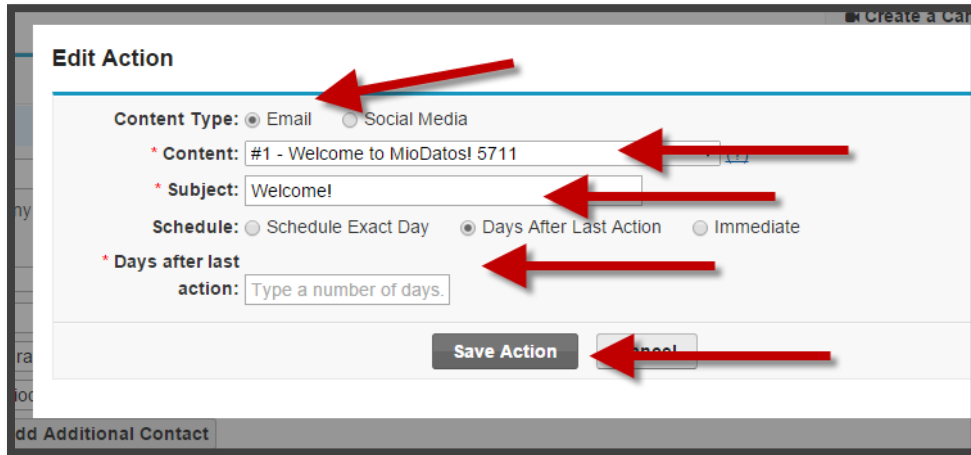
4) Add your actions.

Note: Campaigns can be comprised of strictly emails, social media posts, or a combination of the two. It is not necessary to create a separate campaign for each type of post.

The screenshot shows a web form for configuring a campaign. It includes the following elements:

- End Date:** A date selection field.
- From Name:** A text input field containing "Joan Doe".
- From Email:** A text input field containing "Joan@gmail.com".
- Actions:** A section containing a "+ Add Action" button and a red arrow pointing to a link labeled "Add Additional Content".
- Table:** A table with three columns: "Type", "Name", and "Action Run".
- Additional Content:** A section containing a "+ Add Content" button.

- 5) How to add an Email Action: Select Email as your Content Type. Then, choose a previously created email template from the drop down menu. Enter the email Subject, and choose a Schedule. You can schedule the email sent out immediately, a certain number of days after the last action, or on an exact day. Then press save.



Edit Action

Content Type: Email Social Media

* Content: #1 - Welcome to MioDatos! 5711

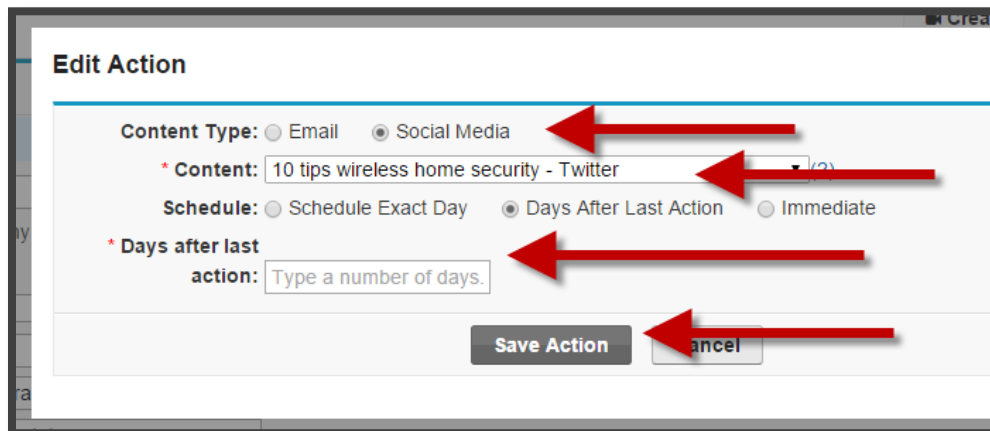
* Subject: Welcome!

Schedule: Schedule Exact Day Days After Last Action Immediate

* Days after last action: Type a number of days.

Save Action Cancel

If actions are social media posts: Select social media and content (Post title of the social media post you created previously). Choose the schedule and click save.



Edit Action

Content Type: Email Social Media

* Content: 10 tips wireless home security - Twitter

Schedule: Schedule Exact Day Days After Last Action Immediate

* Days after last action: Type a number of days.

Save Action Cancel

Actions: + Add Action + Add Additional Contact

Type	Name	Action Run	
↑	Email Welcome!	Immediate	👁️ ✎️ 🗑️ ✉️
↑	Email 24 Hours Left!	2 days after last action	👁️ ✎️ 🗑️ ✉️
↑	SocialMedia Advanced Technology - LinkedIn	1 days after last action	👁️ ✎️ 🗑️ 🌐
↑	Email One more day!	1 days after last action	👁️ ✎️ 🗑️ ✉️
↑	SocialMedia Backing up data on your MAC - Twitter	3 days after last action	👁️ ✎️ 🗑️ 🐦
↑	Email Way to go!	3 days after last action	👁️ ✎️ 🗑️ ✉️
↑	SocialMedia Computer Security Best Practices - Facebook, Faceb	5 days after last action	👁️ ✎️ 🗑️ 📘

Content: + Add Content



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- 6) Once you have finished adding all of your actions to your campaign, you are able to edit the action schedule, preview the action, edit the content (email only), or delete the action. You can also move the actions by dragging the arrow on the left-hand side.

	Type	Name	Action Run	
↓	Email	Welcome!	Immediate	👁️ ✎️ ✉️ 🗑️
↓	Email	24 Hours Left!	2 days after last action	👁️ ✎️ ✉️ 🗑️
↓	SocialMedia	Advanced Technology - LinkedIn	1 days after last action	👁️ ✎️ 🗑️ in
↓	Email	One more day!	1 days after last action	👁️ ✎️ ✉️ 🗑️
↓	SocialMedia	Backing up data on your MAC - Twitter	3 days after last action	👁️ ✎️ 🗑️ t
↓	Email	Way to go!	3 days after last action	👁️ ✎️ ✉️ 🗑️
↓	SocialMedia	Computer Security Best Practices - Facebook, Faceb	5 days after last action	👁️ ✎️ 🗑️ f

Final Content: [+ Add Content](#)



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- 7) If any of your actions have content attached, such as a landing page or a document, you can choose that content to your campaign. This is not necessary for the campaign to work; it simply provides an easy way to reference all extra documents that may be included within this campaign.

Additional Content: 

Type	Name
------	------

as@miodatos.com

Edit Content

Content Type: Document LandingPage


* Content: ▼

- 8) If there are emails in this campaign, you will need to choose a specific view that this campaign will get sent to. To adjust the contacts within this specific view, click **Select Email Recipients**.

Note: You need to set up your views prior to creating your campaign. If you need help setting up views, visit our [Support Page](#).

Sharing: Private Company Partner

Email Action

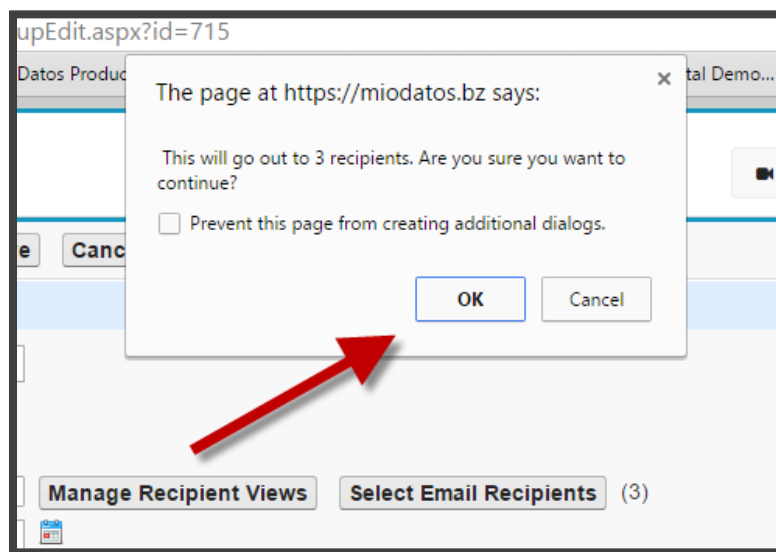
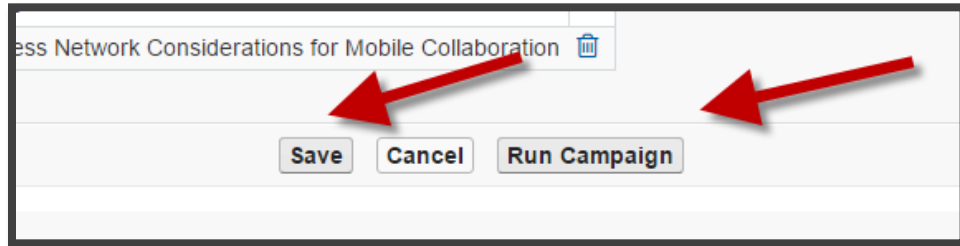
Contacts: ▼ (1) 

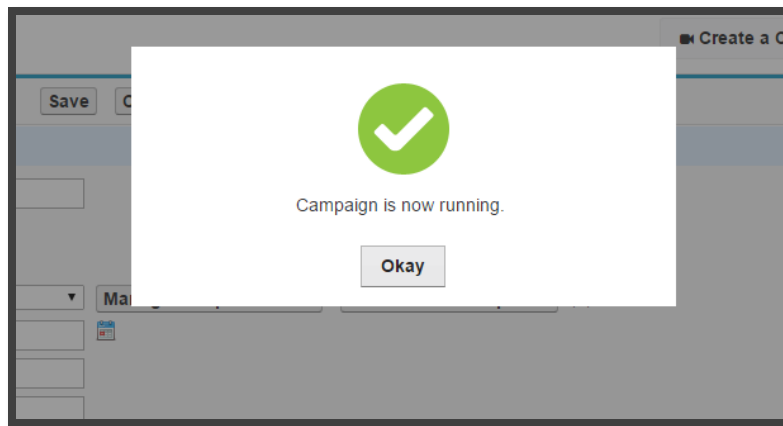
End Date:



MioDatos

- 9) Choose to either save the campaign to run at a later date, or to run now. If you select Run Campaign, you will receive a confirmation that this campaign will be sent to X number of email recipients. Select ok, and wait to receive confirmation.





Disclaimer: Once you have clicked Run Campaign, the campaign actions and content can no longer be edited. Make sure there are no typos, broken links or changes that need to be made prior to running your campaign.