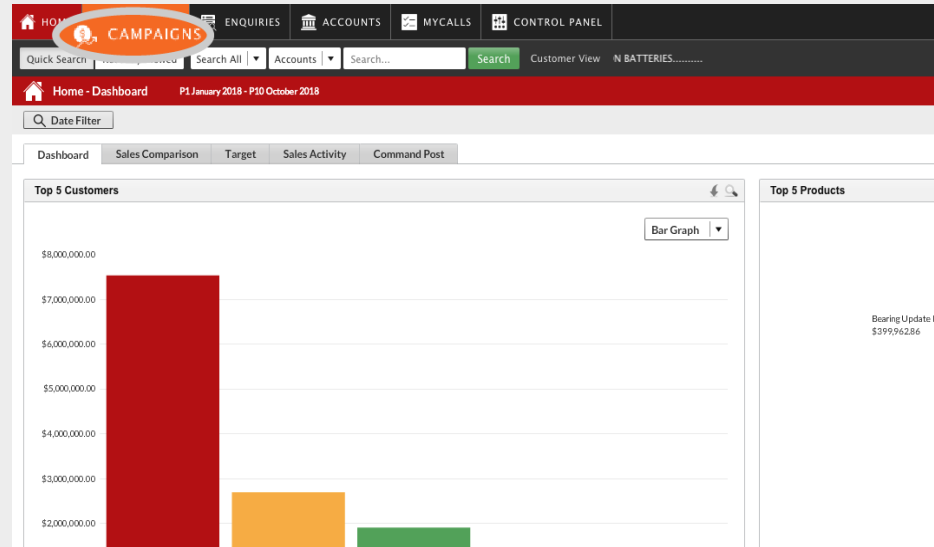


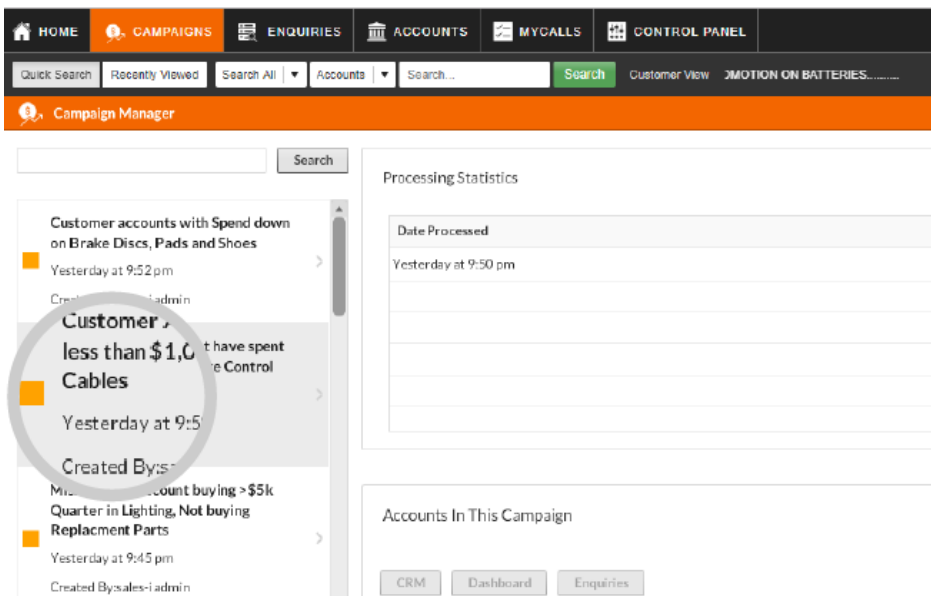
HOW TO ADD AND REMOVE USERS FROM A CAMPAIGN

This guide will show you how to add and remove a users access to a campaign's results so that they will see (or no longer see) and receive notifications for a campaign. This could be useful if you have been running a promotion but this promotion has now come to an end, so the campaign is no longer useful for that Rep..

01 From the Home screen, click the **CAMPAIGNS** tab.

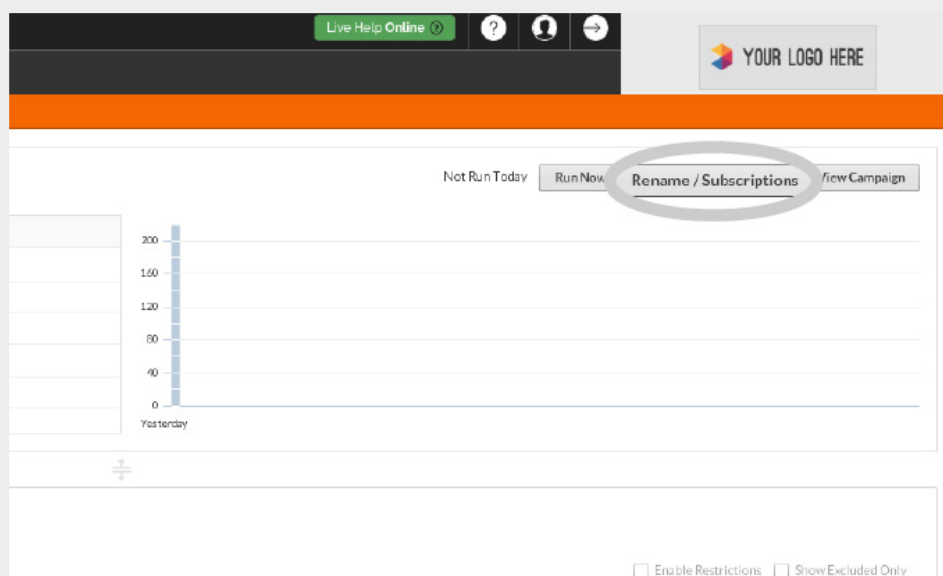


02 Now, click the campaign you would like to assign or remove a user from.



03 Next, click **Rename / Subscriptions** on the top right hand side.

Please Note: Only Power Users/ Team Leaders will have this function.



Customer Accounts that have spent less than \$1,000 on Brake Control Cables

Set the Campaign Priority

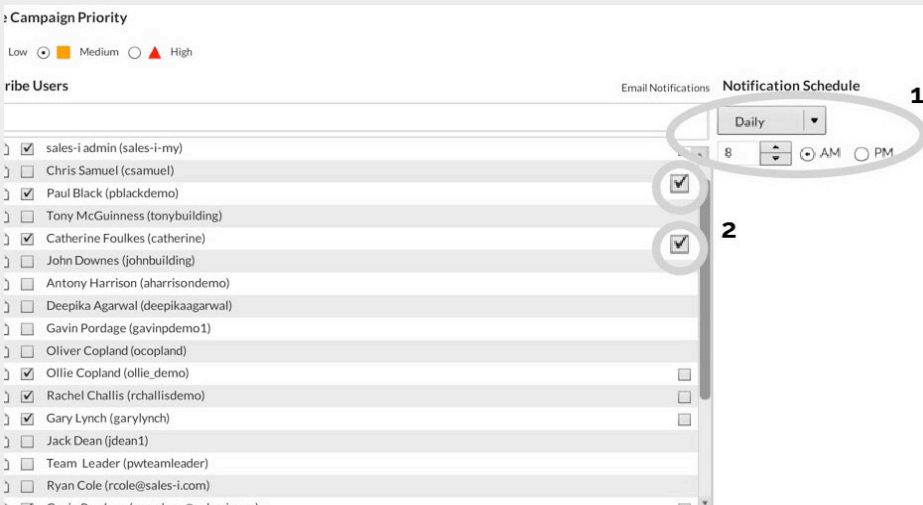
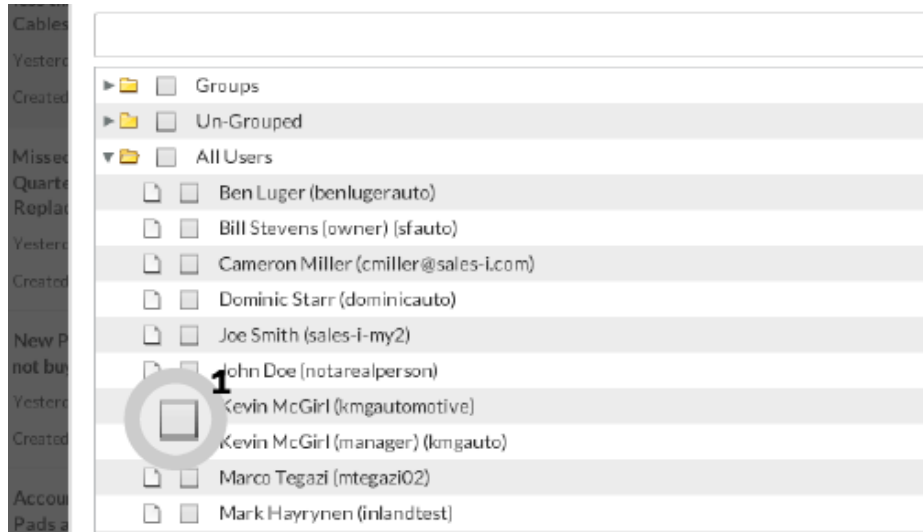
Low Medium High

Subscribe Users

- Groups
- Un-Grouped
- All Users

04 Next, click the grey arrow next to **All Users**, this will open up a list of all users you can add or remove.

05 Tick or untick a user to add or remove them from being able to see your selected Campaign.



06 Now, tick the **Email Notifications** box next to their name if you would like them to receive campaign notifications.

You can also choose when you want these email notifications to go out, by selecting from the **Notification Schedule** options.

07 Finally, to save your changes, click the green **Finished** button on the right hand side.

