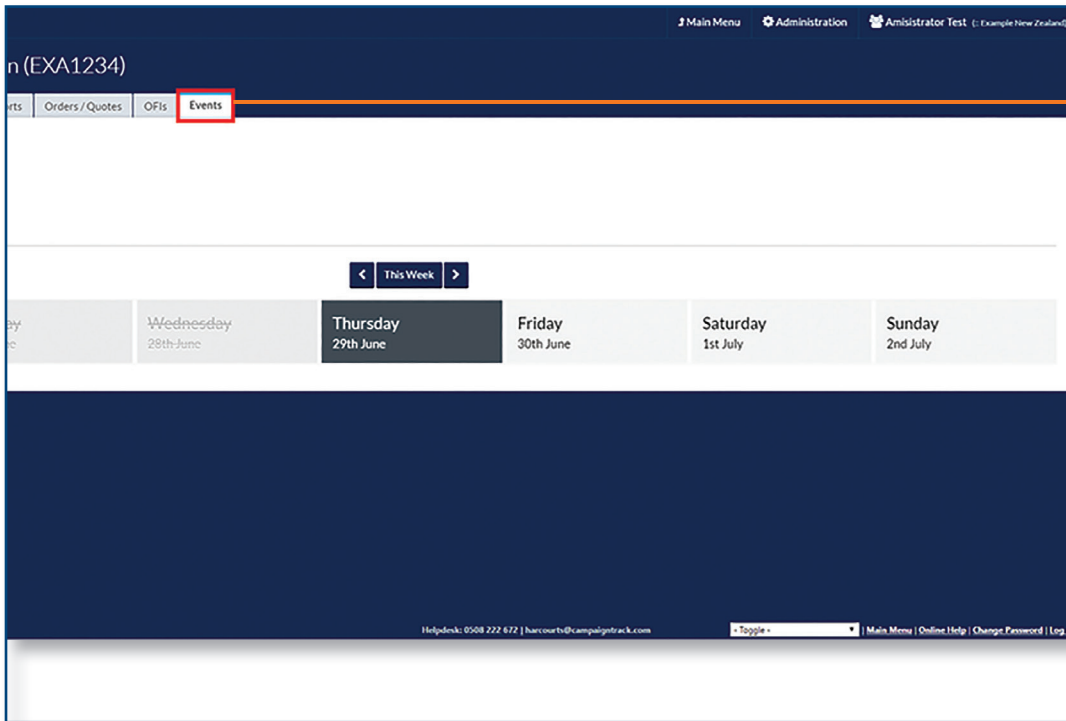
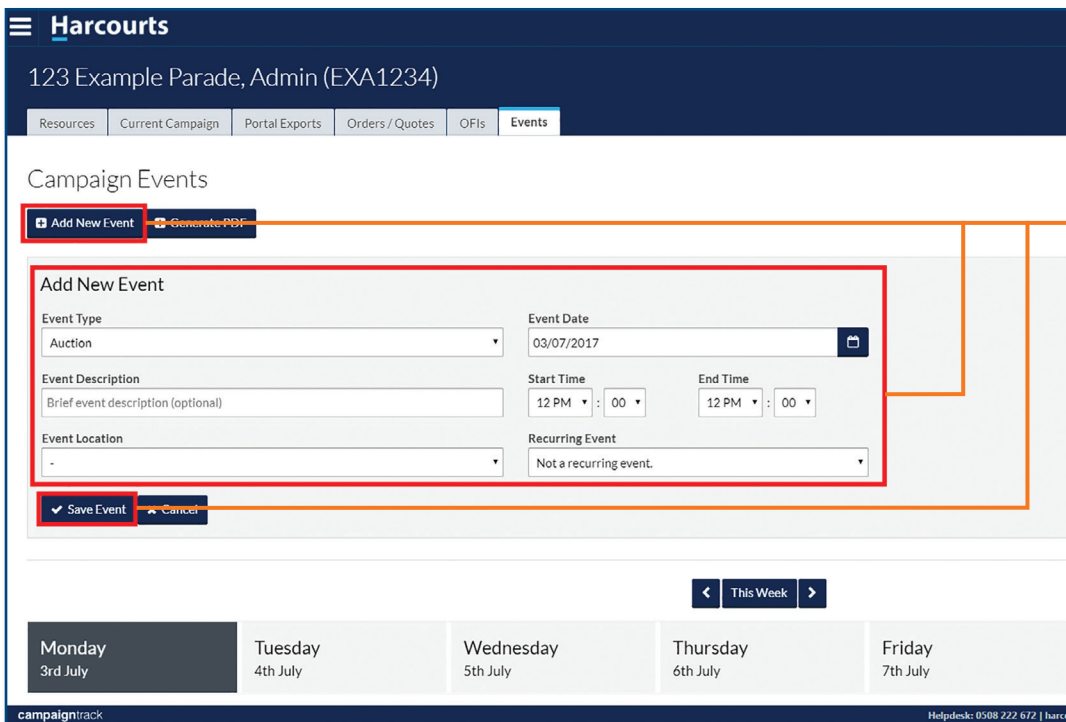


## EVENTS TAB USERS GUIDE



Select Events tab.



Click on the Add New Event. Fill the necessary details then click Save Event.

## EVENTS TAB USERS GUIDE

The screenshot shows the 'Campaign Events' interface. At the top, there are navigation tabs: Resources, Current Campaign, Portal Exports, Orders / Quotes, OFIs, and Events. Below the tabs, there are buttons for 'Add New Event' and 'Generate PDF'. A calendar view is displayed for the week of July 3rd to 8th. The 'Monday 3rd July' cell is highlighted with a red box, and an event is listed below it: 'Auction' at '12:00pm - 2:00pm' with the description 'Example Description'. A callout box with an orange border and arrow points to the event, containing the text: 'Event has been added accordingly.'

The screenshot shows the 'Update Event' form. It includes fields for 'Event Type' (set to 'Auction'), 'Event Date' (03/07/2017), 'Event Description' (Example Description), 'Event Location', 'Start Time' (12 PM : 00), 'End Time' (2 PM : 00), and 'Recurring Event' (Not a recurring event). At the bottom of the form, there are three buttons: 'Save Event', 'Remove Event', and 'Cancel'. The 'Remove Event' button is highlighted with a red box. A callout box with an orange border and arrow points to this button, containing the text: 'Click the pen on the event to Edit or Remove.'

## EVENTS TAB USERS GUIDE

123 Example Parade, Admin (EXA1234)

Resources | Current Campaign | Portal Exports | Orders / Quotes | OFIs | **Events**

Campaign Events

+ Add New Event + **Generate PDF**

Generate PDF

Start Date: 01/07/2017 End Date: 31/07/2017

Do not include Booking and Material Deadlines

**Generate** ~~Cancel~~

< This Week >

Monday 3rd July | Tuesday 4th July | Wednesday 5th July | Thursday 6th July | Friday 7th July

SCHEDULED EVENTS

Auction  
12:00pm - 2:00pm  
Example Description

campaigntrack Helpdesk: 0508 222 672 |

Click on Generate PDF. Select the dates to generate then click Generate.

OUR PROMISE

Marketing Calendar

Agency Details: :: Example New Zealand  
Agency Address: 9 Alpers Ave, Auckland  
Agency Phone: (09)9935 9411

Property Address: 123 Example Parade  
Sale Type: Other  
Agent: Amisrator Test (0211 111 444)

Page: 1 of 1  
Schedule Printed: 03.07.2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
03 Jul	04 Jul	05 Jul	06 Jul	07 Jul	08 Jul	09 Jul
Auction 12:00pm - 2:00pm Example Description						

Example New Zealand | 9 Alpers Ave, Auckland | Ph: (09)9935 9411

Harcourts

Example generated calendar.