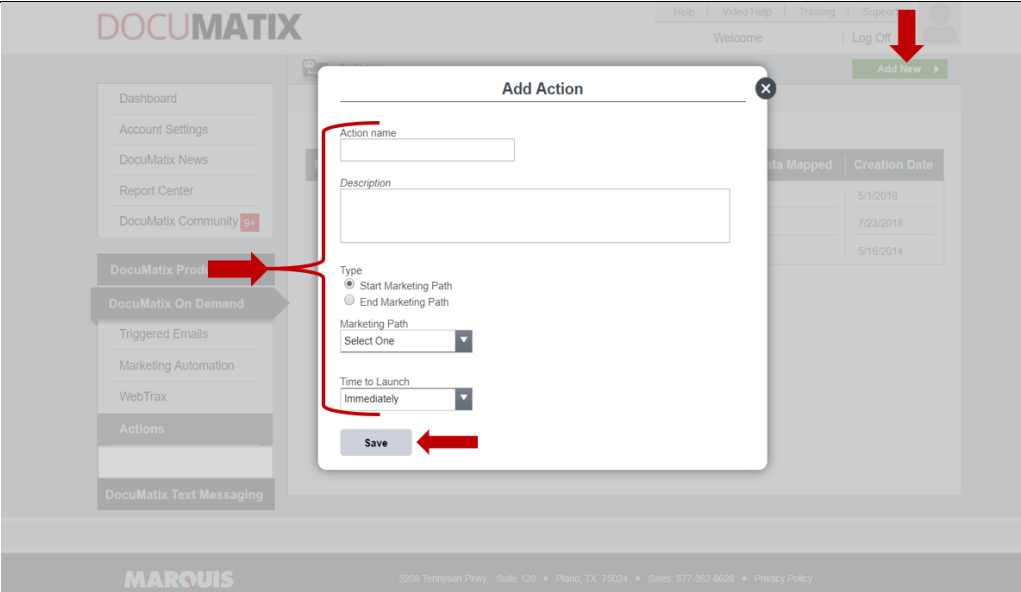


MARQUIS

DMX345	DocuMatix On Demand Actions
Order of Steps	Tasks
<p>An Action is the automation of a Marketing Path. The emails and Marketing Paths must be set up prior to adding an Action within DocuMatix On Demand. If the Marketing Path has not been setup, please refer to the DMX324 Building a Marketing Path document for step by step procedures.</p>	
Step 1	Log into DocuMatix
Step 2	Click on the "DocuMatix On Demand" ribbon located in the menu on the left-hand side of the page
Step 3	Click on "Action" located in the menu
Step 4	Click Add New
Step 5	Type in an Action Name
Step 6	Type in a Description (optional)
Step 7	Select a Type
Step 8	Click the drop-down arrow for Marketing Path
Step 9	Click on the desired path from within the list
Step 10	Click the drop-down arrow for Time to Launch
Step 11	Select the desired days or leave it defaulted to Immediately
Step 12	Click Save
Step 13	 <p>The screenshot shows the 'Add Action' modal form. The form fields include: Action name (text input), Description (text area), Type (radio buttons for 'Start Marketing Path' and 'End Marketing Path'), Marketing Path (dropdown menu), and Time to Launch (dropdown menu). A 'Save' button is located at the bottom of the form. Red arrows in the image highlight the 'Add New' button in the top right corner of the DocuMatix interface, the 'DocuMatix On Demand' menu item in the left sidebar, the 'Add Action' form fields, and the 'Save' button.</p>
<p>To automate the Action, you'll need to continue with the DocuMatix Configuration Tool. Please reference the Configuration Tool procedures for a step by step guide of the process.</p>	