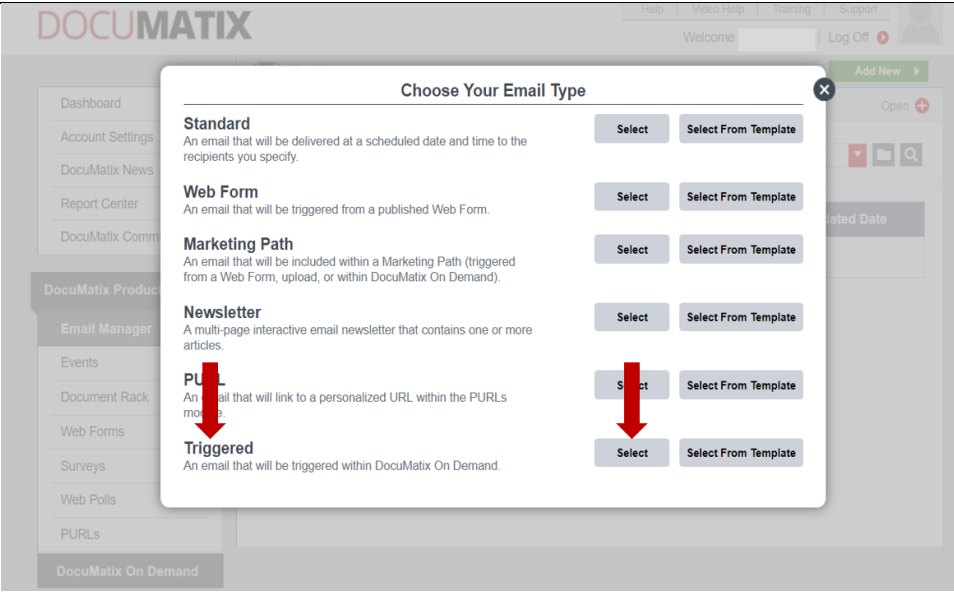


# MARQUIS

| DMX            | DOD Triggered Operational Texts  |
|----------------|--|
| Order of Steps | Tasks  |
| Step 1         | Log into <b>DocuMatix</b>  |
| Step 2         | Click on <b>“Email Manager”</b> on left side of the menu   |
| Step 3         | Click on the green <b>“Add New”</b> button in the top right of the page  |
| Step 4         | Under Triggered click on <b>“Select”</b>   |
|                |   |
| Step 5         | Complete or make modifications to the <b>“Detail”</b> page   |
|                | <b>Note:</b> Anything in italics is an optional field as noted below. Some of the fields will auto populate from Account Settings.   |
|                | <ul style="list-style-type: none"> <li>• Campaign name</li> <li>• Email type</li> <li>• Description (optional)</li> <li>• Reply email address</li> <li>• Subject, if needed <b>“Insert Merge Fields”</b> and <b>“Insert Emoji”</b></li> <li>• Email snippet (optional), if desired <b>“Insert Merge Fields”</b></li> <li>• Use responsive design</li> <li>• From</li> <li>• Place in folder</li> </ul> |
| 5.1            | Click on <b>“Next”</b>   |

# MARQUIS

In the upper left-hand side, click on **SMS TEXT**

Type in the **message** within the white text box

**Step 14** The system autosaves every minute but we recommend clicking on “**Save**” on the right side of the menu bar

**Step 15** Click the green button “**Return to Emails**” to right corner of the page

**Step 16** Within **Email Manager**, click on the specific Trigger Email

**Step 17** Select **Publish** from the menu

To automate the Trigger Email, 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.