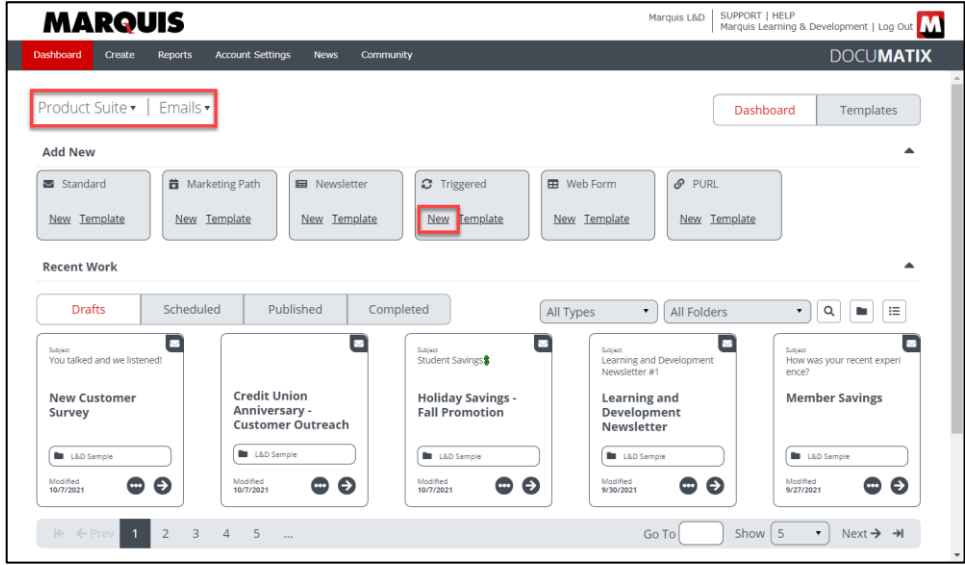
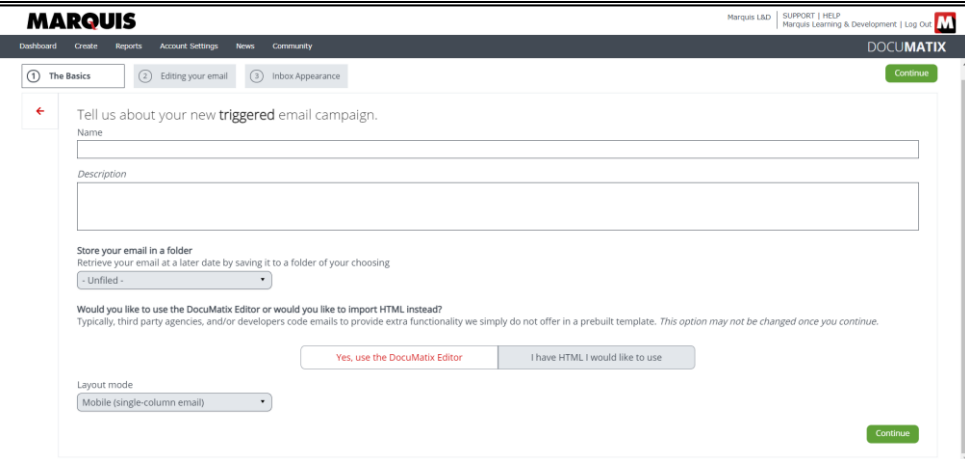
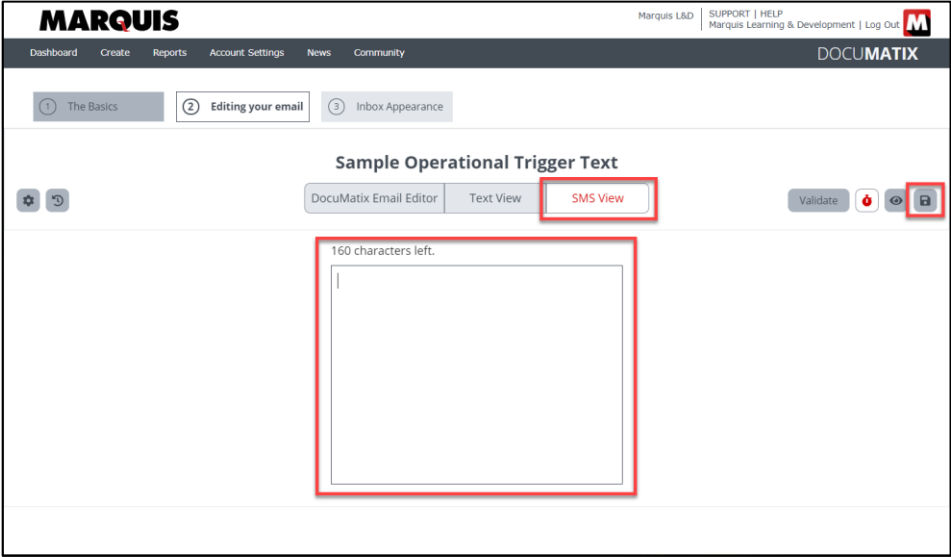
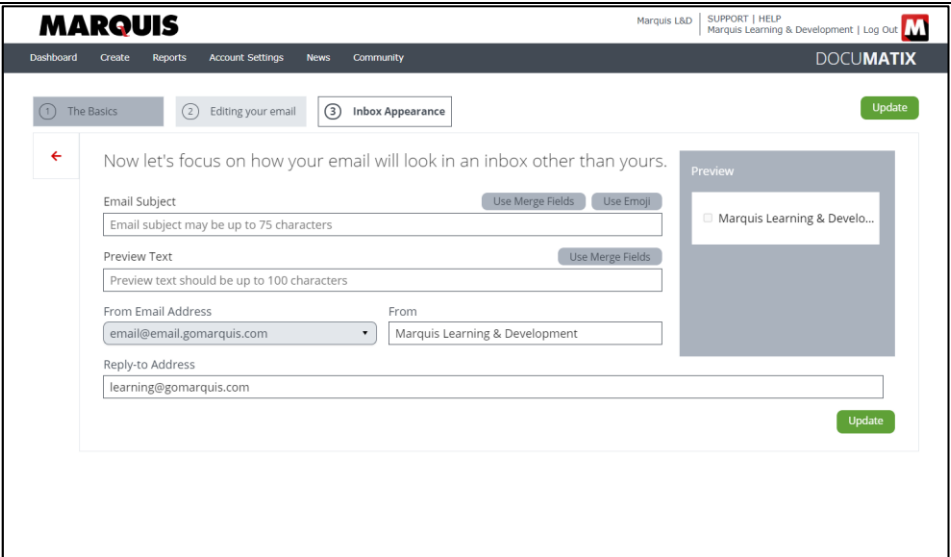


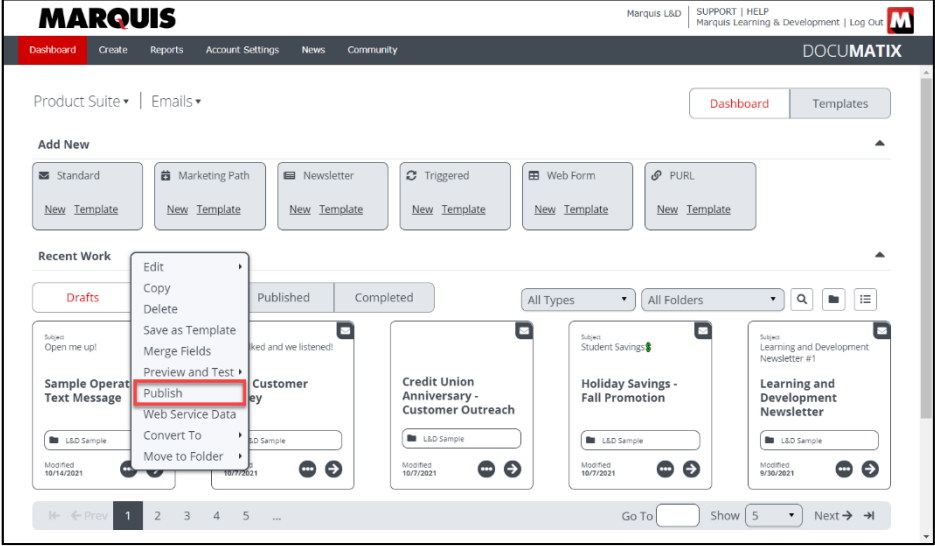
MARQUIS

DMX	DOD Triggered Operational Texts
Order of Steps	Tasks
Step 1	Log into DocuMatix
Step 2	Use the product drop-down arrow to select Product Suite
Step 3	Use the module drop-down arrow to select Emails
Step 4	Click New within the Trigger card under the Add New bar
	 <p>The screenshot shows the Marquis DocuMatix dashboard. At the top, there are navigation links for 'Dashboard', 'Create', 'Reports', 'Account Settings', 'News', and 'Community'. Below this, there are two dropdown menus: 'Product Suite' and 'Emails', both highlighted with red boxes. Underneath, there is an 'Add New' section with several cards: 'Standard', 'Marketing Path', 'Newsletter', 'Triggered', 'Web Form', and 'PURL'. The 'Triggered' card has a 'New' button highlighted with a red box. Below the 'Add New' section is a 'Recent Work' section with tabs for 'Drafts', 'Scheduled', 'Published', and 'Completed'. It displays several email campaign cards, including 'New Customer Survey', 'Credit Union Anniversary - Customer Outreach', 'Holiday Savings - Fall Promotion', 'Learning and Development Newsletter', and 'Member Savings'.</p>
Step 5	Complete the selections for the Basics tab
<p>Note: Anything in italics is an optional field as noted below. Some of the fields will auto populate from Account Settings.</p>	
5.1	Enter a name for the campaign
5.2	Enter a description (optional)
5.3	Use the drop-down to select a folder to save the trigger into
5.4	Use the drop-down arrow to select Mobile as the layout mode
5.5	Click Continue
	 <p>The screenshot shows the 'The Basics' configuration screen for a triggered email campaign. It includes fields for 'Name' and 'Description'. Below these is a section for 'Store your email in a folder' with a dropdown menu set to '- Unfiled -'. There is a question: 'Would you like to use the DocuMatix Editor or would you like to import HTML, instead?' with two radio button options: 'Yes, use the DocuMatix Editor' (selected) and 'I have HTML I would like to use'. At the bottom, there is a 'Layout mode' dropdown menu set to 'Mobile (single-column email)'. A green 'Continue' button is located at the bottom right.</p>
Step 6	Click the SMS View tab

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Step 7	Type the message within the white text box
Step 8	The system autosaves every minute but it's recommended to click the Save button
	
Step 9	Click the Inbox Appearance tab
Step 10	Complete the selections for the Inbox Appearance tab
10.1	Enter an Email Subject line
10.2	Enter in Preview Text to entice readers to view the text
10.3	Update the From name, if desired
10.4	Update the Reply-To Address, if desired
10.5	Click Save
	
Step 11	Click Dashboard within the main menu
Step 12	Click the Options icon ☰ on the trigger text within Drafts
Step 13	Click Publish
Step 14	The Validation process will check for any errors
14.1	Click Next
Step 15	Confirm and/or update the Notification email address

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Step 16	Click Publish
Step 17	Click Yes to the confirmation message
	 The screenshot shows the Marquis DocuMatix interface. At the top, there's a navigation bar with 'Dashboard', 'Create', 'Reports', 'Account Settings', 'News', and 'Community'. Below this, there's a 'Product Suite' dropdown and 'Emails' section. A 'Dashboard' button is highlighted. Under 'Add New', there are buttons for 'Standard', 'Marketing Path', 'Newsletter', 'Triggered', 'Web Form', and 'PURL', each with a 'New Template' link. The 'Recent Work' section shows a list of email templates. A context menu is open over the first item, 'Sample Operator Text Message', with the 'Publish' option highlighted in red. Other items in the list include 'Customer Key', 'Credit Union Anniversary - Customer Outreach', 'Holiday Savings - Fall Promotion', and 'Learning and Development Newsletter'. The bottom of the interface shows a pagination bar with 'Go To' and 'Show 5' options.
<p>To automate the Trigger text, 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>	