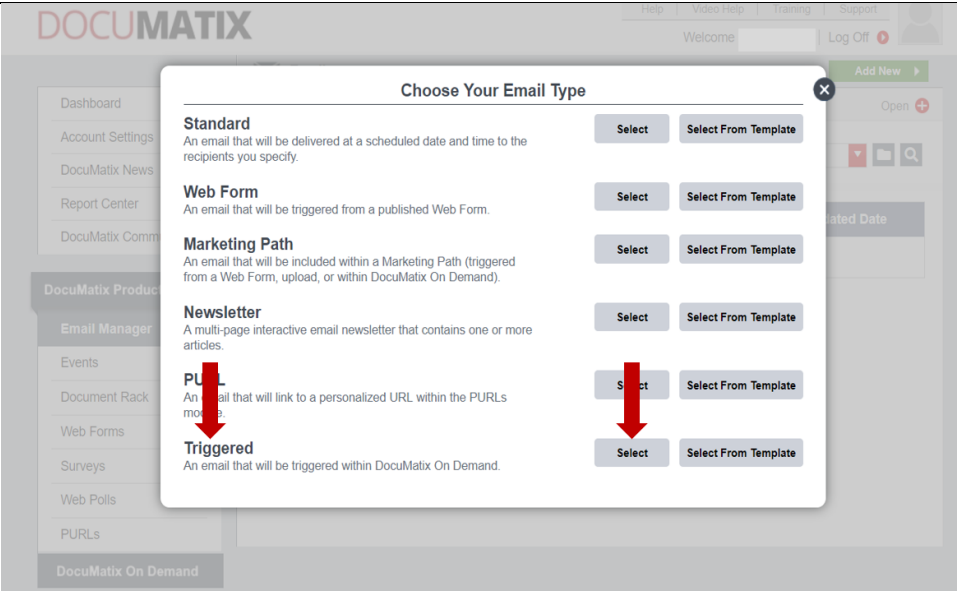
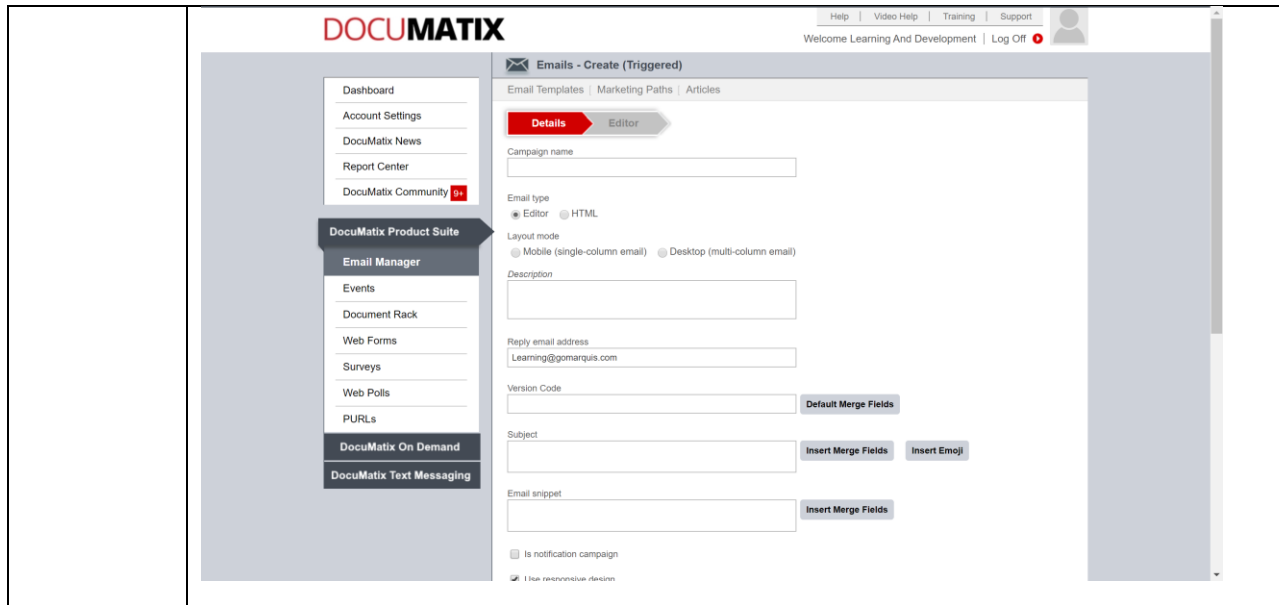

















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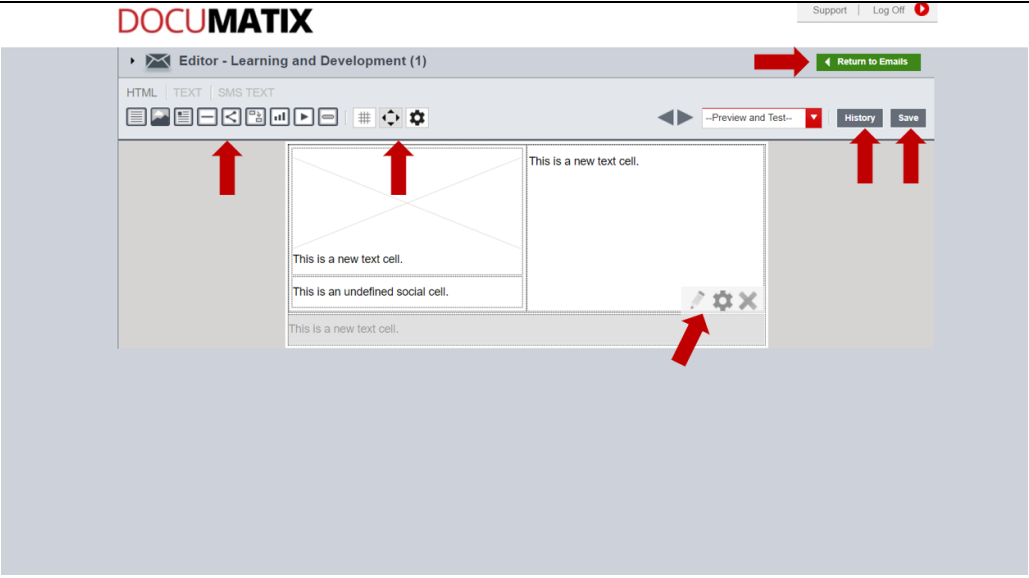
DMX331	<b>Building a Triggered Email from Scratch</b>
<b>Order of Steps</b>	<b>Tasks</b>
Step 1	Log into <b>DocuMatix</b>
Step 2	Click on <b>“Email Manager”</b> on left side of the menu
Step 3	Click on the green <b>“Add New”</b> button in the top right of the page
Step 4	Under Triggered click on <b>“Select”</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> </ul>
	<ul style="list-style-type: none"> <li>• Email type</li> </ul>
	<ul style="list-style-type: none"> <li>• Layout Mode</li> </ul>
<b>Note:</b> Mobile Layout Mode is for a single column email making it easier to view on a mobile device and Desktop Layout Mode allows for multi-column emails for viewing on a computer.	
	<ul style="list-style-type: none"> <li>• Description (optional)</li> </ul>
	<ul style="list-style-type: none"> <li>• Reply email address</li> </ul>
	<ul style="list-style-type: none"> <li>• Subject, if needed <b>“Insert Merge Fields”</b> and <b>“Insert Emoji”</b></li> </ul>
	<ul style="list-style-type: none"> <li>• Email snippet (optional), if desired <b>“Insert Merge Fields”</b></li> </ul>
	<ul style="list-style-type: none"> <li>• Use responsive design</li> </ul>
	<ul style="list-style-type: none"> <li>• From</li> </ul>
	<ul style="list-style-type: none"> <li>• Place in folder</li> </ul>
5.1	Click on <b>“Next”</b>

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<p><b>Step 6</b></p>	<p>Select an icon that corresponds to the function desired by “Click, Drag, and Drop” the icon into the body of the email being created</p>
	<ul style="list-style-type: none"> <li>•  Text</li> </ul>
	<ul style="list-style-type: none"> <li>•  Image</li> </ul>
	<ul style="list-style-type: none"> <li>•  Text and Image</li> </ul>
<p><b>Note:</b> When utilizing an IMAGE within the email, the <b>Alt Text</b> will need to contain text that describes what the image represents as it is used when emails are viewed through a viewing impaired app.</p>	
	<ul style="list-style-type: none"> <li>•  Divider</li> </ul>
	<ul style="list-style-type: none"> <li>•  Social</li> </ul>
	<ul style="list-style-type: none"> <li>•  Copy Cell From Other Email</li> </ul>
	<ul style="list-style-type: none"> <li>•  Web Polling</li> </ul>
	<ul style="list-style-type: none"> <li>•  Video</li> </ul>
	<ul style="list-style-type: none"> <li>•  Button</li> </ul>
<p>6.1</p>	<p>Click and adjust email parameters as needed</p>
	<ul style="list-style-type: none"> <li>•  Grid Lines</li> </ul>
	<ul style="list-style-type: none"> <li>•  Resized</li> </ul>
	<ul style="list-style-type: none"> <li>•  Settings</li> </ul>
<p><b>Step 7</b></p>	<p>Hover over each cell to <b>Edit</b>, change <b>Settings</b>, and <b>Delete</b></p>
	<ul style="list-style-type: none"> <li>•  Edit – This will allow the ability to add text to a text cell and add an image to an image cell.</li> </ul>
	<ul style="list-style-type: none"> <li>•  Settings</li> </ul>
	<ul style="list-style-type: none"> <li>•  Delete</li> </ul>
<p><b>Step 8</b></p>	<p>To select the preferred Preview and Test method, click the <b>drop-down arrow</b> for <b>Preview and Test</b></p>
<p><b>Step 9</b></p>	<p>Click on the preferred testing Method</p>
<p><b>Step 10</b></p>	<p>If a misstep was made and the changes need to be reset, click on the <b>History</b> button</p>
<p><b>Step 11</b></p>	<p>Click the <b>drop-down arrow</b> for <b>Select a Version</b></p>

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<b>Step 12</b>	Click on a version to verify the settings
<b>Step 13</b>	Once the desired version is found, click <b>Revert To This Version</b>
<b>Step 14</b>	The system autosaves every minute but we recommend clicking on <b>“Save”</b> on the right side of the menu bar
<b>Step 15</b>	Click the green button <b>“Return to Emails”</b> to right corner of the page
	
<b>Step 16</b>	Within <b>Email Manager</b> , click on the specific Trigger Email
A <b>Validate Email</b> box will pop up. If any critical errors are found, they must be corrected before you can proceed. The critical errors will be flagged in red with directions on where to update or verify the settings.	
<b>Step 17</b>	If no critical errors are found, click <b>Next</b>
<b>Step 18</b>	Type in a <b>Contact email address</b>
<b>Step 19</b>	Click <b>Submit</b>
<b>Step 20</b>	Click <b>Yes</b> to the confirmation message