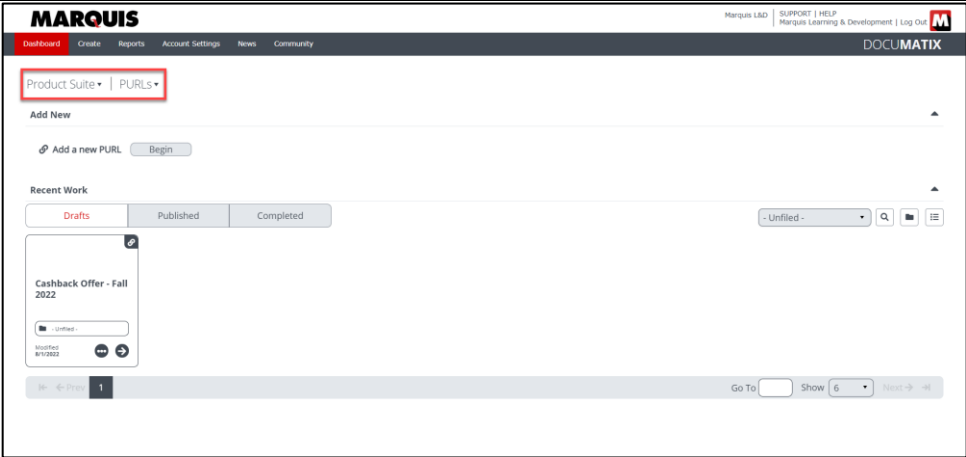

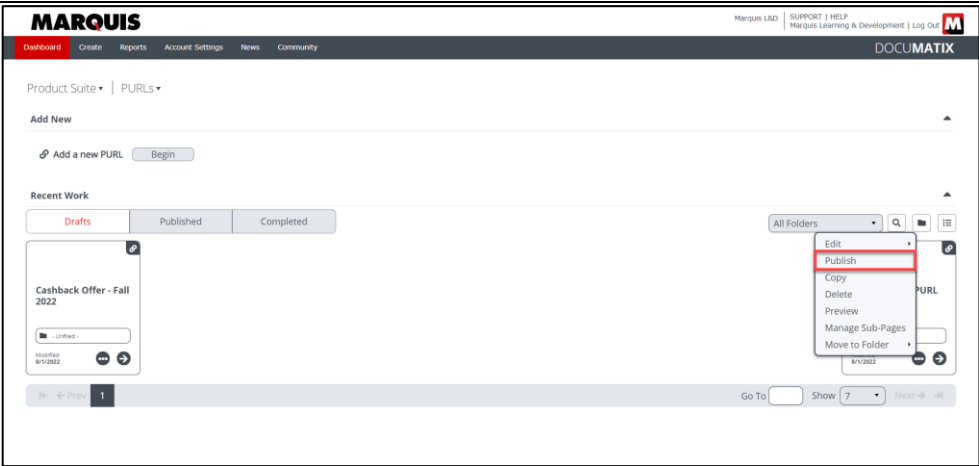
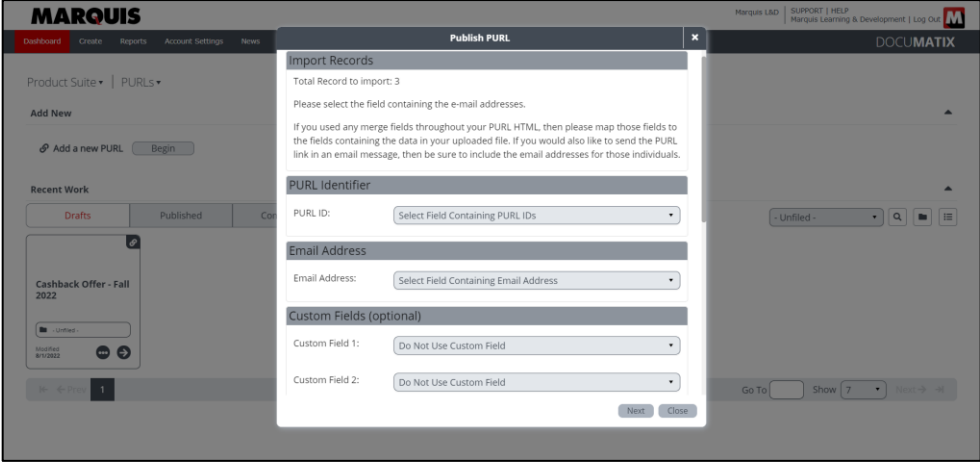


MARQUIS

DMX341	Publish a PURL
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 PURLs
	
Step 4	To publish the PURL, click the Options icon  on the PURL within the list
4.1	Click Publish
	
Step 5	Drag and drop the CSV data file into the box OR click the box to browse out and select the file
Step 6	Click Next
Step 7	Complete the Publish PURL pop-up:
7.1	Use the drop-down arrow to select the PURL ID field in the csv file
7.2	Use the drop-down arrow to select the Email Address in the csv file
7.3	Use the drop-down arrow to select any Custom Fields in the csv file, if desired
7.4	Use the drop-down arrow to select any fields for Merge Fields in the csv file
7.5	Enter an email address for the Notification Email Address field

MARQUIS

	
Step 8	Click Next
	A Summary page will appear with the Imported records, Duplicate record totals and Corrupt records.
Step 9	Click Close to get back to the PURLs dashboard