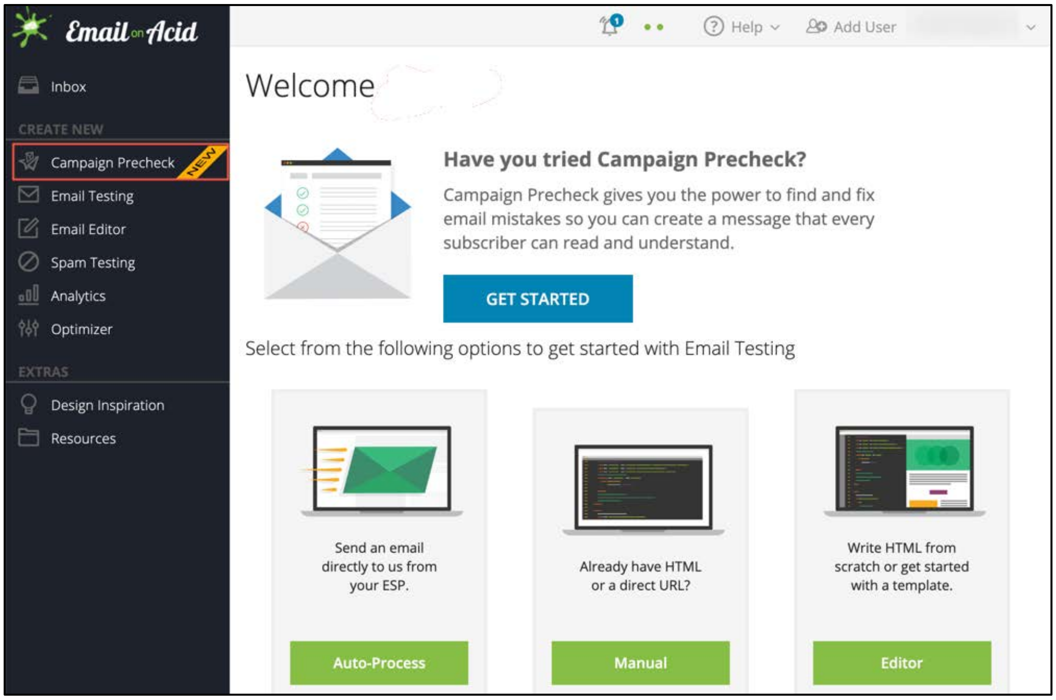
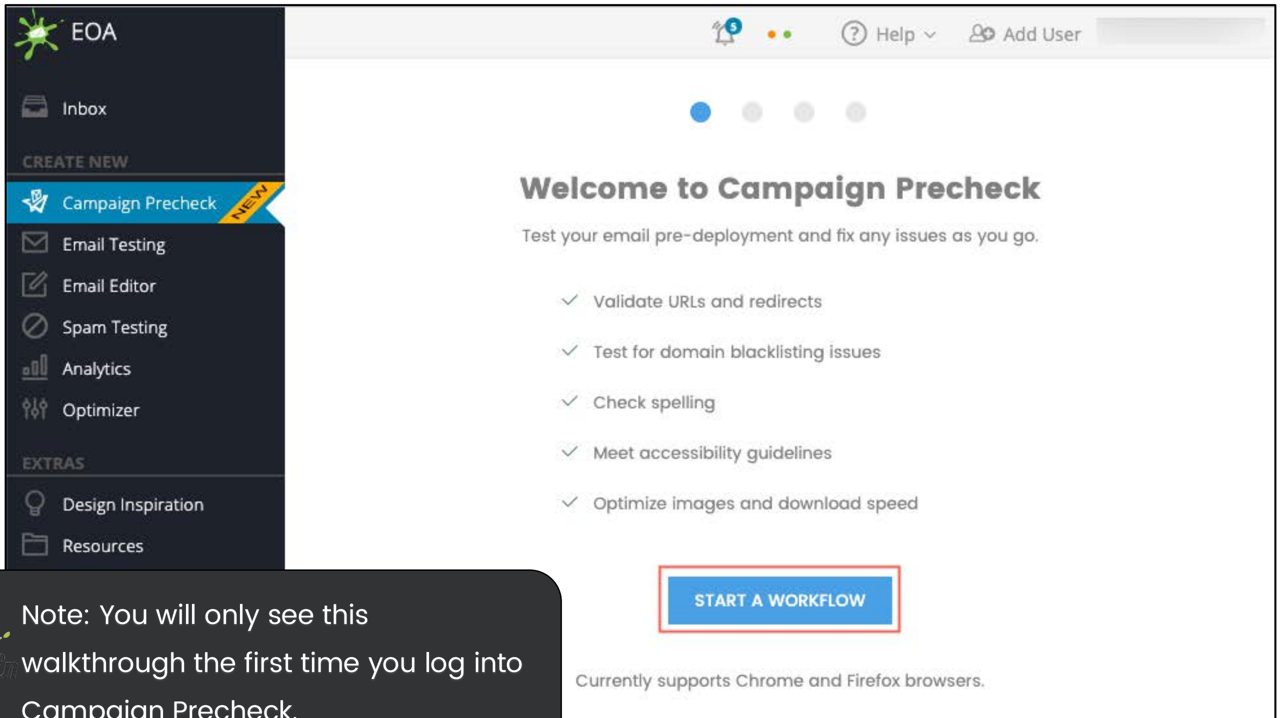
Campaign Precheck: Creating a Workflow

Let's get started! In this document you will learn how to create a custom workflow the first time you enter Campaign Precheck.

- Once you have logged into your Email on Acid account, navigate to the left side of the screen and click, **Campaign Precheck**.

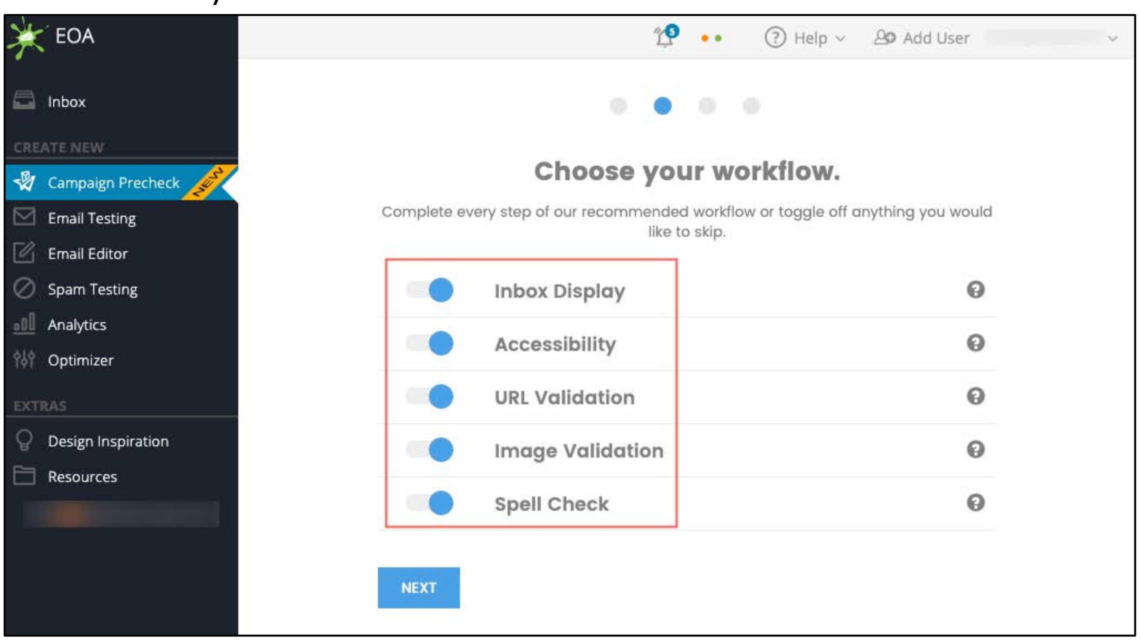


- The first time you click into Campaign Precheck, the system will walk you through how to create a custom workflow.
- To get started, click **Start a Workflow**.

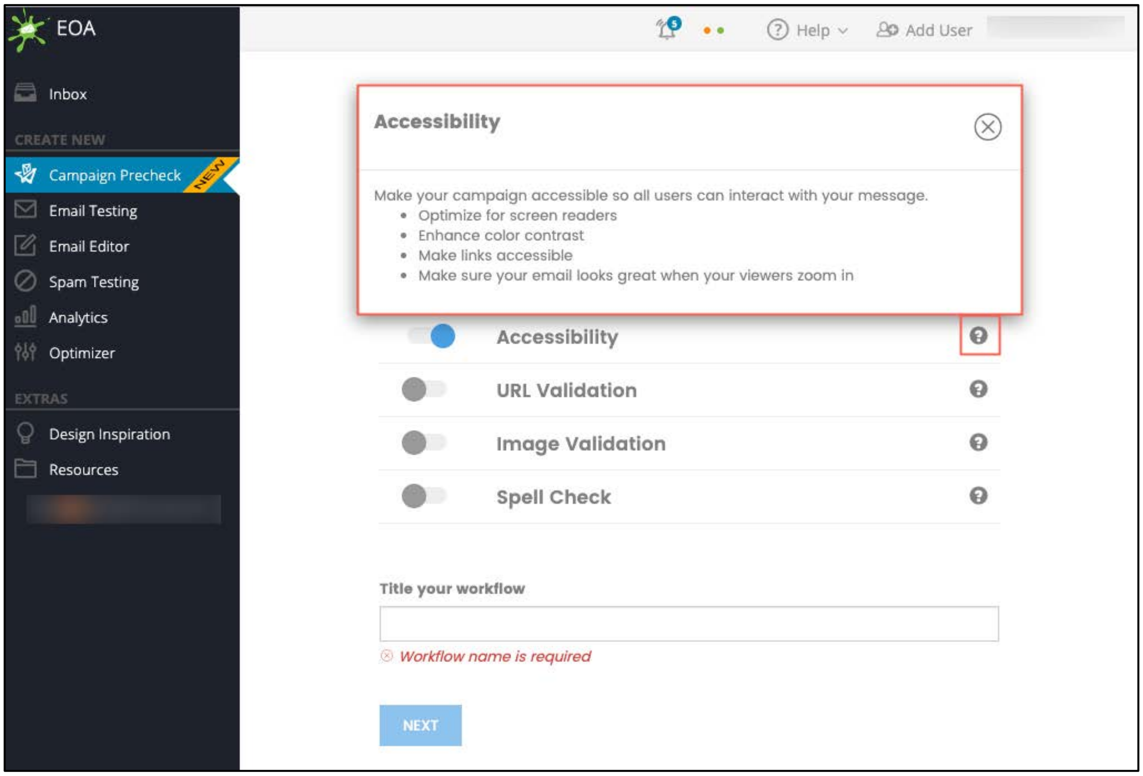


Note: You will only see this walkthrough the first time you log into Campaign Precheck.

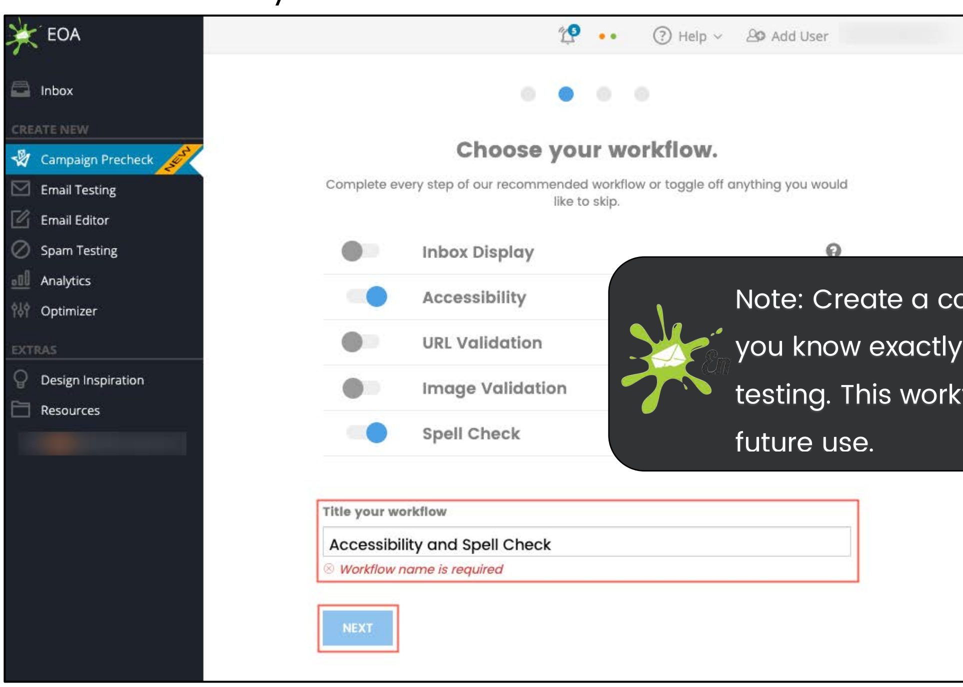
- There are five areas of Campaign Precheck, use the toggle buttons to select which you would like to use.



- If you have questions about any of the options, click on the '?' icon for more information.

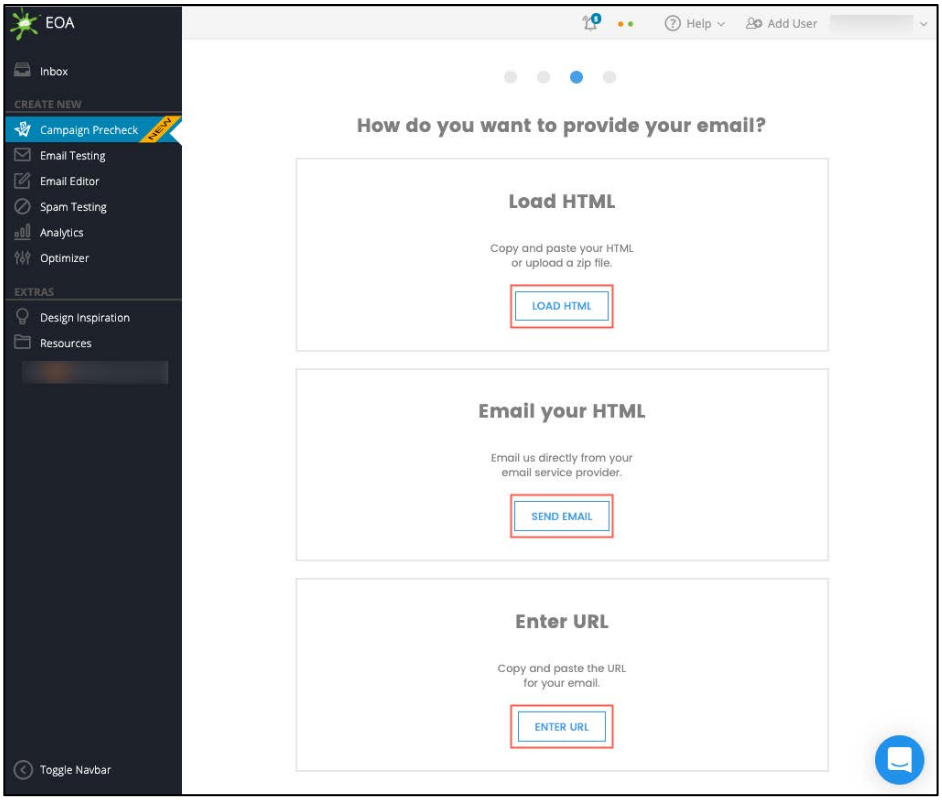


- Create a title for your workflow and then click **Next** to continue.

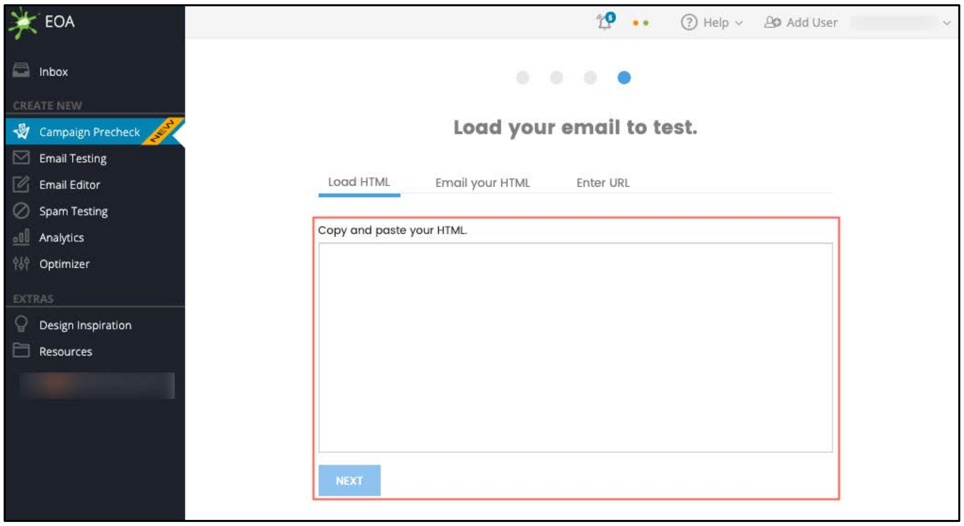


Note: Create a concise title that lets you know exactly what you'll be testing. This workflow will be saved for future use.

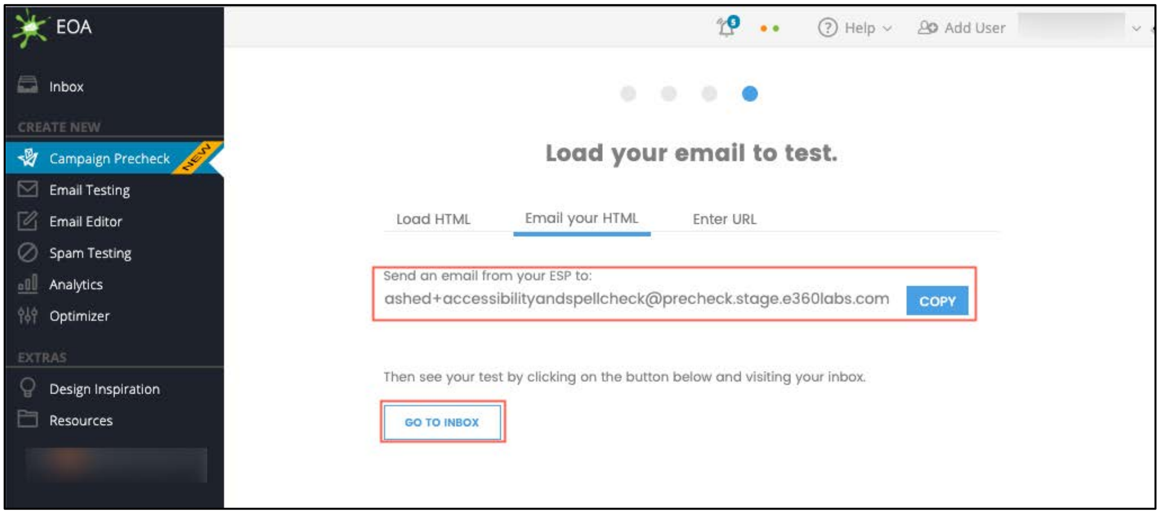
- Select the method which with you'd like to provide your email. Click on either, Load HTML, Send Email, or Enter URL.



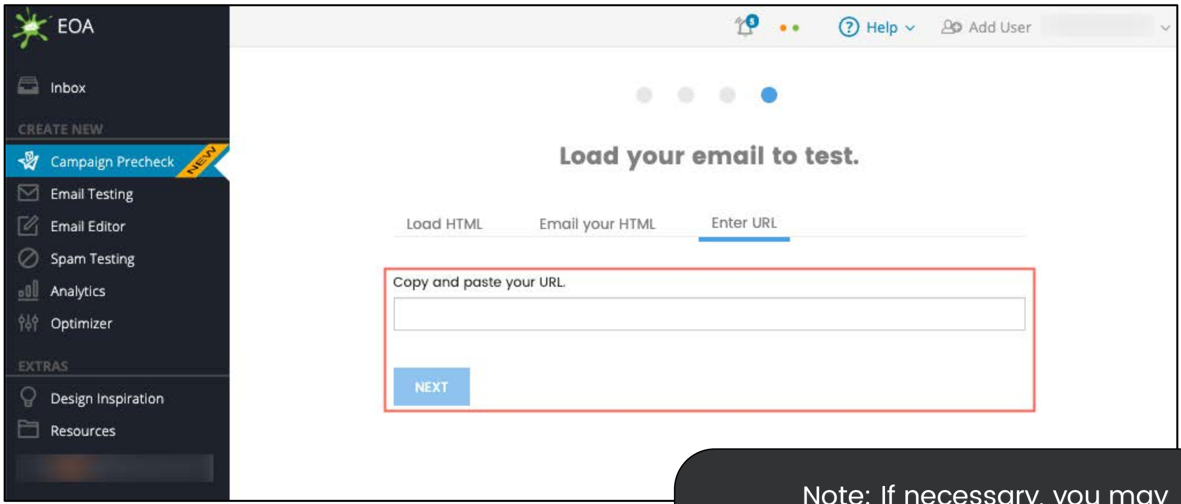
- If you selected **Load HTML**, you can cut and paste your HTML into the form provided then click **Next** to begin your workflow.



- If you selected **Email you HTML**, use your ESP to send your campaign to the email provided.



- If you selected **Enter URL,** copy and paste your URL into the space provided, then click **Next**.



Note: If necessary, you may toggle between each option at the top, clicking between the tabs.

Acid Test (or Tip): To learn how to create and edit your workflows once they are created, be sure to visit our help center!