

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**.



• 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.

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	Title your workflow © Workflow name is required NEXT	

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





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

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	Copy and paste the URL for your email.	
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• 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**.

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