

# How to use Email Campaign Application

## Page Location

Home>Application> Email Campaign Management.

## Manage Email Campaign

Campaign Name	Mode	Status	Start Date	Start Time	End Time	Last Run	Channel	Auto Run	Total Contact
Kha Check	TEST	Not Start	04/04/2022	17:40				No	2
Vuong Test	TEST	Not Start	04/04/2022	17:40				No	0
Check check	TEST	Not Start	04/04/2022	17:40				No	2
Vuong Final	TEST	Not Start	04/04/2022	17:40				No	1
Kha Dang Final	LIVE	Not Start	04/04/2022	17:40		04/06/2022 17:42:55		No	1
Campaign Template	TEST	Not Start	04/04/2022	17:40				No	0

Configure (UI is generally applied to Add/Edit/Duplicate cases)

### General

#	Name	Description
(1)	Campaign Name	Required
(2)	Category	Support to filter
(3)	Contact Groups	
(4)	Work Flow	

(5)	Campaign Description	
(6)	Contact config	use to send out email campaign
(7)	Test Email	the email address used to send out in test mode
(8)	Scheduler	

**Scheduler:**

Start Date, Start Time: Minimum conditions for the campaign to run. If the config time is less than the current time, the campaign's status will be Start Pending

End Time: Timeline to stop the campaign if the value is empty or null the campaign will run until all emails in the configurable group list are sent

Manual: The campaign only trigger start by click to the button

Auto: The campaign will be started automatically based on the schedule type

- One Time,
- Daily
- Weekly
- Monthly

**Email Template**

Title: Email Subject send to user

Integration: The system will call API after send out email campaign

Emails Per Minute

Body: configure the email body that you want sent to user

**Action**

**Start Campaign Manual:** The campaign status will change to start pending if the Start Date and Start time are valid the status will change to Running

Mode	Status	Start Date	Start Time	End Time	Last Run	Channel	Auto Run	Total Contact	Action
TEST	Not Start	04/04/2022	17:40				No	2	

**Force Start Campaign:** The campaign status will change to running do not check the time condition

Mode	Status	Start Date	Start Time	End Time	Last Run	Channel	Auto Run	Total Contact	Action
TEST	Not Start	04/04/2022	17:40				No	2	 <span>Force Start</span>

*Right click to the Start button*

When the campaign is running then the user can stop or pause this campaign



**Manage contacts and group contacts**

Group

Contact

Report