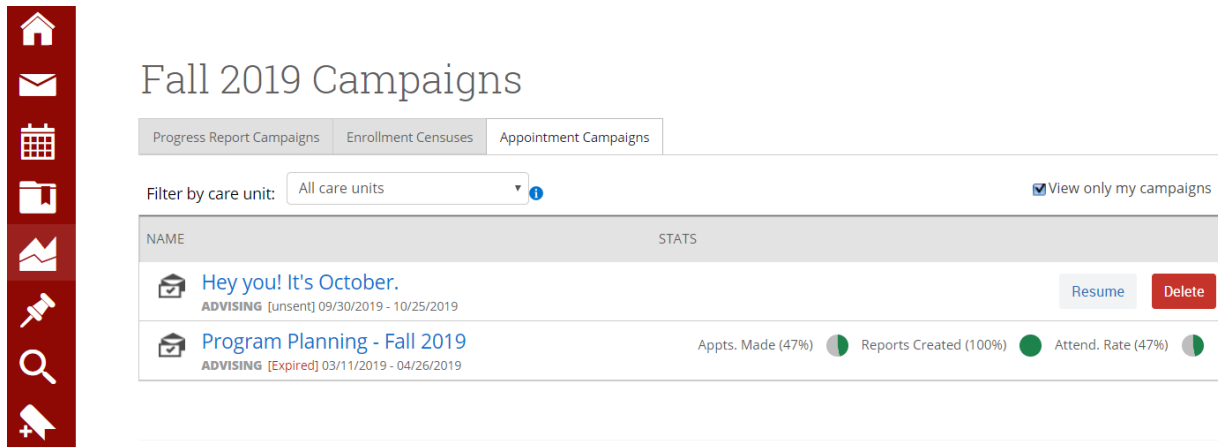







Managing Your Targeted Campaign

The platform gives you tools to manage your appointment campaign once it has been created and sent.



The screenshot shows a web interface for managing campaigns. On the left is a vertical red sidebar with white icons for home, mail, calendar, document, envelope, pushpin, magnifying glass, and a plus sign. The main content area is titled 'Fall 2019 Campaigns' and has three tabs: 'Progress Report Campaigns', 'Enrollment Censuses', and 'Appointment Campaigns'. Below the tabs is a filter dropdown set to 'All care units' and a checkbox for 'View only my campaigns'. A table lists two campaigns:

NAME	STATS
 Hey you! It's October. ADVISING [unsent] 09/30/2019 - 10/25/2019	Resume Delete
 Program Planning - Fall 2019 ADVISING [Expired] 03/11/2019 - 04/26/2019	Appts. Made (47%)  Reports Created (100%)  Attend. Rate (47%) 

On the Appointment Campaigns tab, you will see three at-a-glance statistics if the campaign is active: Appts. Made, Reports Created, and Attend. Rate.

Here are the definitions for these metrics:

- **Appts. Made:** the % of appointments scheduled by students on the outreach list
- **Reports Created:** of the appointments scheduled, % of summary reports filed for those appointments
- **Attend. Rate:** of the appointments scheduled and summary reports filed, % of students were marked as having attended the appointment

To see more details, select an Appointment Campaign name to drill into.

This page allows you to edit or delete the campaign. It also gives you crucial information about the campaign, broken down into four tabs of information, described below.



Appointments Made: This tab lets you see which students have made appointments. Not only can you view those students individually by selecting their name, but you can also Send a Message and/or Add Note for an individual student or for the group as a whole.

Appointments Made		Appointments Not Yet Made		Reports Created	Eligible Appointments	
Actions ▾						
<input type="checkbox"/>	INDEX	APPT DATE	APPT TIME	STUDENT	STUDENT ATTENDED?	APPT CREATED ON
<input type="checkbox"/>	1	03/11/2019	12:00p-12:30p	Jones, Carrie	Yes	03/11/2019 View Details
<input type="checkbox"/>	2	03/11/2019	12:30p-1:00p	Dechter, Maxwell	Yes	03/08/2019 View Details
<input type="checkbox"/>	3	03/12/2019	11:30a-12:00p	Yanez, Alejandro	Yes	03/11/2019 View Details
<input type="checkbox"/>	4	03/18/2019	3:00p-3:30p	Dipirro, Brian	Yes	03/18/2019 View Details
<input type="checkbox"/>	5	04/01/2019	12:00p-12:15p	Kaushal, Shakti	Yes	04/01/2019 View Details
<input type="checkbox"/>	6	04/01/2019	1:30p-2:00p	Evans, Skylar	Yes	04/01/2019 View Details
<input type="checkbox"/>	7	04/04/2019	8:30a-9:00a	Kitts, Jacob	Yes	04/17/2019 View Details
<input type="checkbox"/>	8	04/16/2019	12:00p-12:30p	Darby, David	Yes	04/10/2019 View Details

Appointments Not Yet Made: This tab will display those students who have not yet made their appointment(s). The Actions menu allows you to Send a Message, Add Notes, Resend the Campaign Email, or Add Tags for the students individually or as a whole.

Appointments Made		Appointments Not Yet Made		Reports Created	Eligible Appointments
Actions ▲					
<input type="checkbox"/>					EMAIL
<input type="checkbox"/>				s, Juan	jcampos1@gulls.salisbury.edu
<input type="checkbox"/>				pshua	jdean4@gulls.salisbury.edu
<input checked="" type="checkbox"/>	3			Ellis, Nicholas	nellis2@gulls.salisbury.edu
<input checked="" type="checkbox"/>	4			Evans, Brittany	bevans4@gulls.salisbury.edu
<input checked="" type="checkbox"/>	5			King, Danyelle	dking5@gulls.salisbury.edu
<input checked="" type="checkbox"/>	6			Mapuku, Ruphin	rmapuku1@gulls.salisbury.edu
<input checked="" type="checkbox"/>	7			Matherson, Jorry	jmatherson1@gulls.salisbury.edu
<input checked="" type="checkbox"/>	8			Smith, Kendall	ksmith35@gulls.salisbury.edu
<input checked="" type="checkbox"/>	9			Witzke, Rebecca	rwitzke1@gulls.salisbury.edu

Reports Created: This tab will list any summary reports made from the campaign. From this tab you can view the detailed report or delete the report.

Appointments Made Appointments Not Yet Made Reports Created Eligible Appointments						
Actions ▾						
<input type="checkbox"/>	INDEX	DATE	STUDENT NAME	COMMENT	FOLLOW-UP?	
<input type="checkbox"/>	3	03/18/2019		Brian will apply for readmission if he earns two Bs this term. He plans to register for the following for fall 2019: ART 201 ART 299 ART 215 or ART 271 ART 129 or ART 229 He took 3 years of the same foreign language in HS, so he will have an official transcript sent.	No	Details Delete
<input type="checkbox"/>	4	04/01/2019		Skylar understands that he will not reach a 2.0 by the end of this term. He will take two classes in the fall to raise his cumulative GPA. For the fall, he will choose from: PSYC 301 PSYC 401, 445, 446, or 450 (445 is best because it will replace the original F) One PSYC course (His 5th at SU) He also plans to take SPAN 102 at Wor-Wic to satisfy his foreign	No	Details Delete