



## Quick Start Guide To:

### **Adding a Review Stage to Your Drip Marketing Campaign Sequence**

This quick start guide will explain how to create a Review Stage for your Drip Marketing Campaign Sequence.

**Please note: the Review Stage is only available with the Platinum Drip Marketing service level.**

1. In the Campaign Sequence Edit screen, click on the icon for Review.
2. Fill in the fields:
  - a. Name: give the Review Stage a name.
  - b. Comments: any comments you want to add would go here.
  - c. Alert on: choose the date you wish to receive the emailed alert.
  - d. Options:
    - i. Select "Sync contact data" if you would like the alert to remind you to sync your contact data.
    - ii. Select "Sync stage filter data, Database fields" if you would like to alert to remind you to sync filter information from a particular Stage with your database.
    - iii. Select "Suspend the sequence if Sync not completed" if you would like to put your entire Drip Marketing Campaign Sequence into Suspend status if the sync has not been done.
    - iv. Select "Send a reminder email 1 week prior to stage execution" to receive the alert both on the date you have specified above, and one week before as well.
    - v. Select "Suspend the sequence until it has been coordinated with business work flow" if you would like to put your entire Drip Marketing Campaign Sequence into Suspend status until you deem it appropriate, given your business plan, to move forward.
  - e. Review message info: enter the email address, subject line, and any additional message you would like included in the body of the email (beyond the Sequence name and Stage details, which will automatically be put into the body).
3. Now you are ready to add the Review Stage to your Campaign Sequence: Click the Add Stage button, and the Review Stage will be

added to your Drip Marketing Campaign Sequence. You're all done with that Stage!