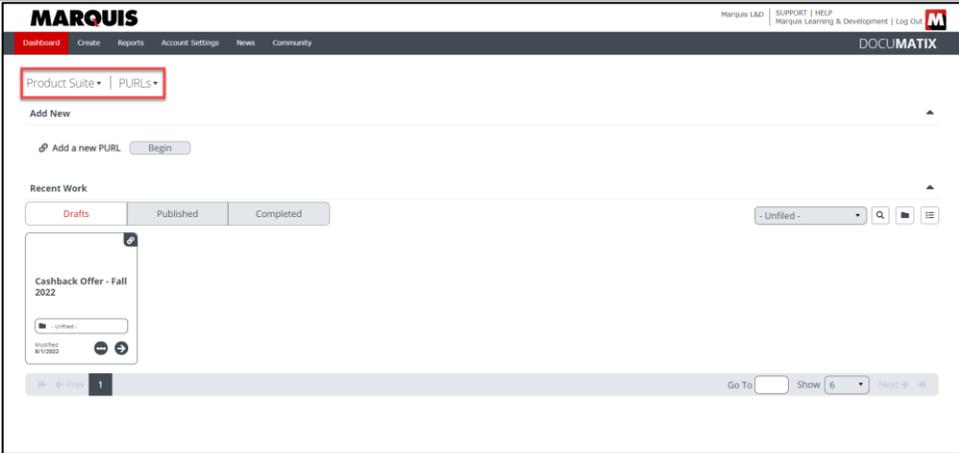


MARQUIS

DMX 340	Add a PURL
Order of Steps	Tasks
Step 1	Log into DocuMatix
Step 2	Use the product drop-down arrow to select Product Suite
Step 3	Use the module drop-down arrow to select PURLs
	
Step 4	Click Begin to add a new PURL
Step 5	Complete the selections for the Details tab:
Note: Anything in italics is an optional field as noted below. Some of the fields will auto populate from Account Settings.	
5.1	Enter a Name for the PURL
5.2	Enter a Description , if desired
5.3	Use the drop-down arrow to place the PURL into a folder , if desired
5.4	Enter the Sub-domain
5.5	Use the checkbox to enable the default DocuMatix domain , if desired
5.6	Enter the PURL campaign name
5.7	The PURL example will display based on the Sub-domain and campaign name
5.8	Enter an email address into the Expire notification email box
5.9	Click in the Expire date box and select a date within the calendar pop-up
5.10	Click the radio dial next to the desired action for the Expiration message
5.11	Enter the Redirect URL or Expire message based on the Expiration Message selection

MARQUIS

Step 6 Click **Continue**

Step 7 Complete the **Merge Fields** tab:

7.1 Enter a field name into an available **Merge field**, if desired

7.2 Repeat for each merge field that will be populated in the PURL

Step 8 Click **Continue**

Step 10 Enter a message in the **Landing Page** text box

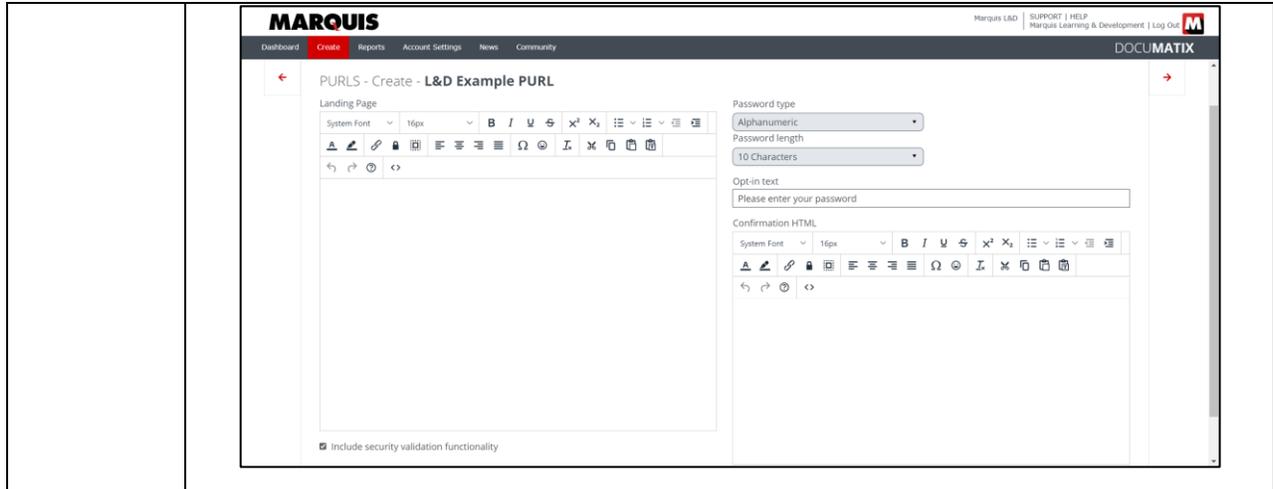
Step 11 Use the checkbox to enable **Include security validation functionality**, if desired

11.1 If selected, additional security options will display:

- Use the drop-down to select a **Password type**: Alphanumeric or Alpha Only
- Use the drop-down to select the **Password length**
- Edit the **Opt-in text**, if desired
- Enter a **Confirmation HTML**, if desired

The Confirmation HTML can be left blank, if desired.

MARQUIS



Step 12 Click **Continue**

Step 13 Add Sub-Pages, if desired on the **Sub-Pages** tab

13.1 Click **Add New**

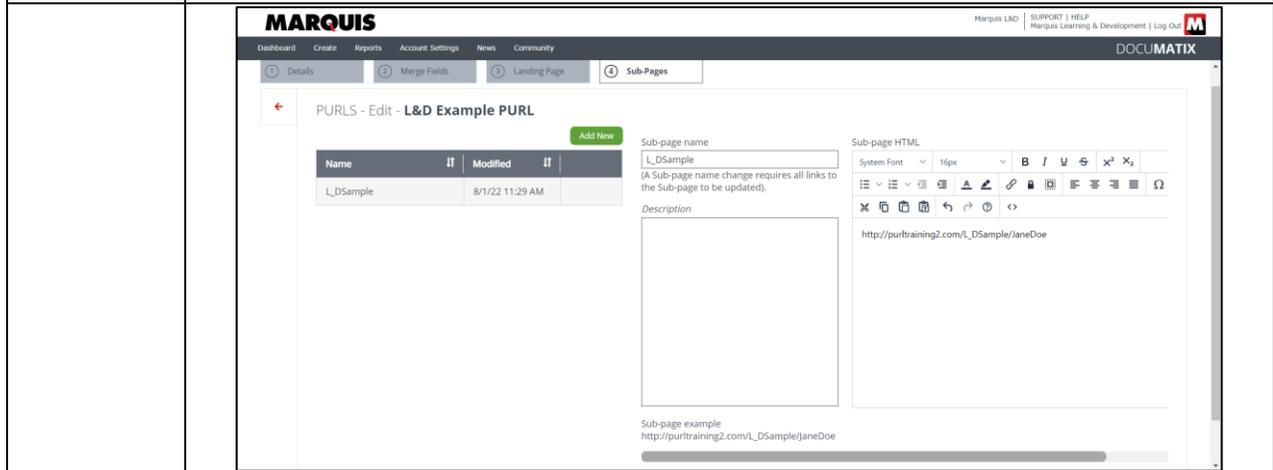
13.2 Enter a **Sub-page name**

13.3 Enter a **Description**, if desired

13.4 Enter the **Sub-page HTML** into the text box

13.5 Click **Create** to complete the sub-page

13.6 Repeat for each Sub-page as needed

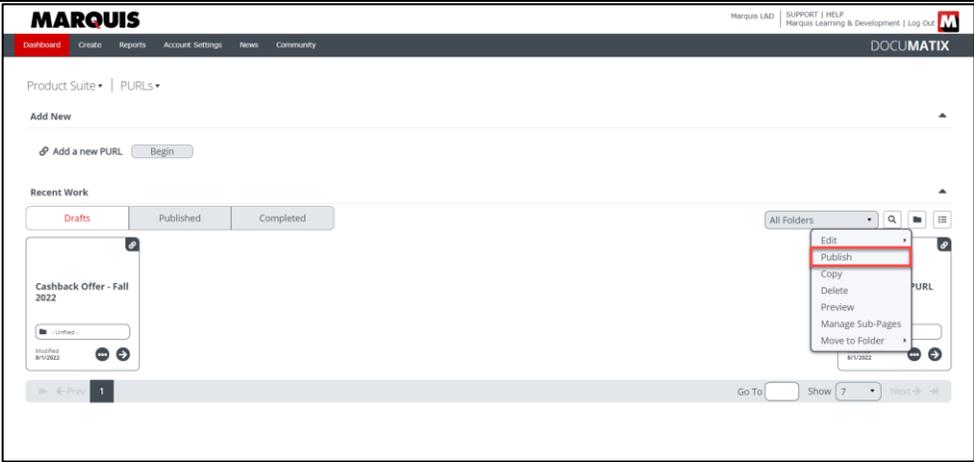


Step 14 Once all tabs have the appropriate selections, click **Finish PURL**

Step 15 To publish the PURL, click the **Options icon**  on the PURL within the list

15.1 Click **Publish**

MARQUIS

	
<p>Step 16</p>	<p>Drag and drop the CSV data file into the box OR click the box to browse out and select the file</p>
<p>Step 17</p>	<p>Click Next</p>
<p>Step 18</p>	<p>Complete the Publish PURL pop-up:</p>
<p>18.1</p>	<p>Use the drop-down arrow to select the PURL ID field in the csv file</p>
<p>18.2</p>	<p>Use the drop-down arrow to select the Email Address in the csv file</p>
<p>18.3</p>	<p>Use the drop-down arrow to select any Custom Fields in the csv file, if desired</p>
<p>18.4</p>	<p>Use the drop-down arrow to select any fields for Merge Fields in the csv file</p>
<p>18.5</p>	<p>Enter an email address for the Notification Email Address field</p>
	
<p>Step 19</p>	<p>Click Next</p>
<p></p>	<p>A Summary page will appear with the Imported records, Duplicate record totals and Corrupt records.</p>
<p>Step 20</p>	<p>Click Close to get back to the PURLs dashboard</p>