



CAMPAIGN MANAGEMENT SKINS

Document Version 1.0
February 18, 2014



Table of Contents

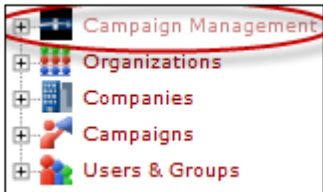
Basic Steps to Adding a New Skin.....	3
Add a New Skin.....	3
Add CSS File and Site Resources.....	5
Associate Organizations.....	6
Associate Users.....	7
Editing a Skin	8
Deleting a Skin.....	9



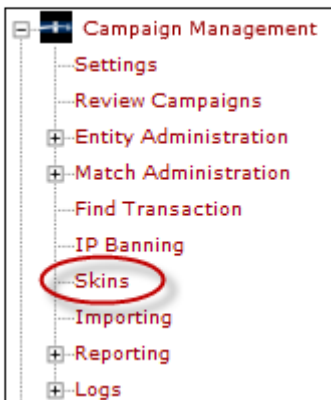
Basic Steps to Adding a New Skin

Add a New Skin

1. Log in to the Campaign Management system.
2. Click the plus sign (+) to expand the Campaign Management level.



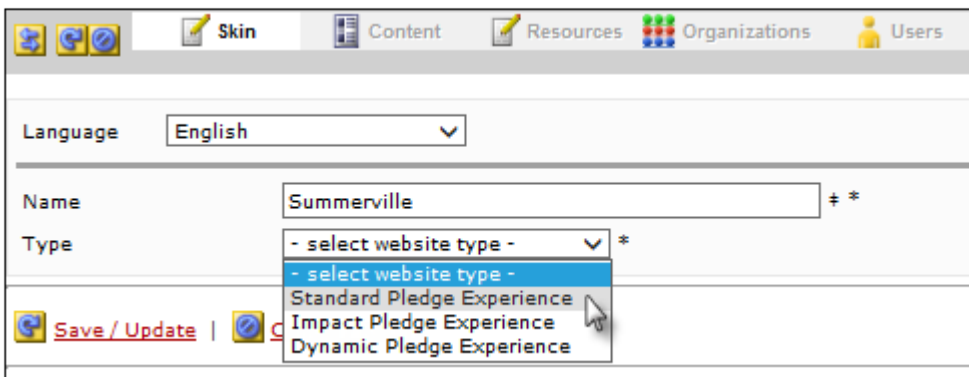
3. Select the "Skins" node from the list.



4. Click the "Add a new skin" link, located at the top of the page.



5. Give the skin a name and select the website type.





6. Click the "Save/Update" link.

Language: English

Name: Summerville

Type: Standard Pledge Experience

[Save / Update](#) | [Cancel / Return](#)

7. Copy the skin code from the source and paste it into the Template field. Then click the "Save/Update" link.

Language: English

Name: Summerville

Type: Standard Pledge Experience

Template: [Empty text area]

[Save / Update](#) | [Cancel / Return](#)

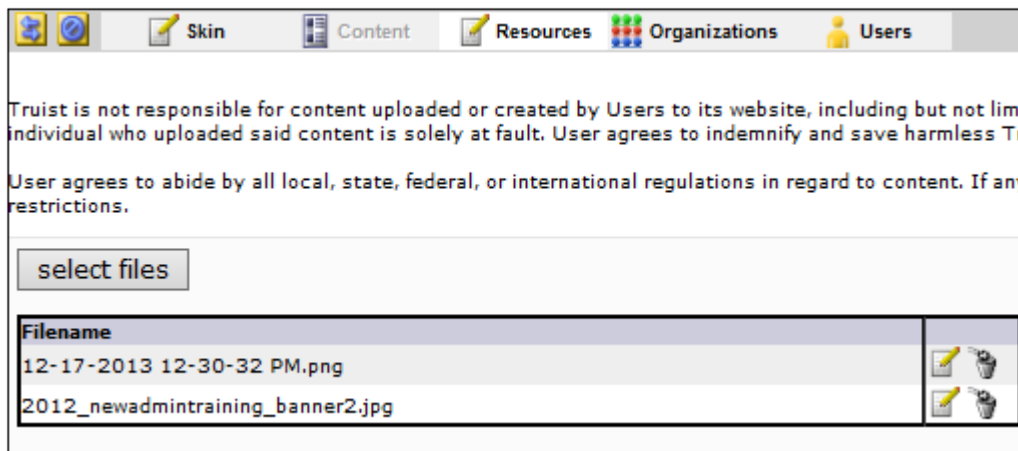


8. Four tabs will become available at the top of the page:

- **Skin** – This is where you just pasted your default template and where edits can be made to your skin.
- **Resources** – Upload items referenced in the skin, such as the Cascading Style Sheet (CSS file) and images.
- **Organizations** – Here you can give other organizations access to use the skin. You will need to give your own organization access in order to use the skin on a campaign website.
- **Users** – Assign users within your organization to access the skin to make changes.

Add CSS File and Site Resources

Click the Resources tab to upload the CSS file and images for the skin. Click the “Select Files” button and select the items you wish to upload, and then click “Open.” You can select multiple items at once by holding the CTRL button when selecting, or you can upload each item one at a time.





Associate Organizations

Click the Organizations tab. Select to allow all organizations to use the skin, or allow only specific organizations to use the skin. If you wish to only allow your organization to use the skin, select the second option, find your organization in the Available Organizations list, and move your organization over to the Associated Organizations list. When complete, click the “Save/Update” link.

Allow all Organizations to use this skin

Allow the the following Organizations to use this skin

Available Organizations	Associated Organizations
Truist	Truist
Truist - DDP	
Truist - TDS	
Truist Card Processing	
Truist Demo Organization	
Truist-Demo	

truist

[Save / Update](#) | [Cancel / Return](#)



Associate Users

Click the Users tab. Select users from your organization to permit access to the skin for editing purposes. Find the user(s) in the Available Users list and move him/her over to the Associated Users list. When complete, click the “Save/Update” link. Note that because you added the new skin, your username will already be associated to the skin.

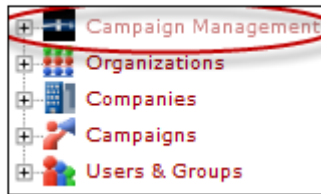
The screenshot shows a web interface with a navigation bar at the top containing icons for 'Skin', 'Content', 'Resources', 'Organizations', and 'Users'. The 'Users' tab is active. Below the navigation bar, there are two main panels: 'Available Users' on the left and 'Associated Users' on the right. The 'Available Users' panel contains a list of user IDs: 00004899, 00005706, 000983, 002077, 002463, 002676, 003224, 004173, 004701, 004960, 00507, 007584, 008216, 009035, 009631, 01134, 025133, 0402, 042136, and 044247. A small '1' is visible next to the '00507' user ID. The 'Associated Users' panel contains the email address 'kkirby@truist.com'. At the bottom of the interface, there are two buttons: 'Save / Update' and 'Cancel / Return'.



Editing a Skin

Any user associated to a skin may edit the skin’s HTML, Resources, Organizations, and Users. To edit a skin, take the following steps:

1. Log in to the Campaign Management system.
2. Click the plus sign (+) to expand the Campaign Management level.

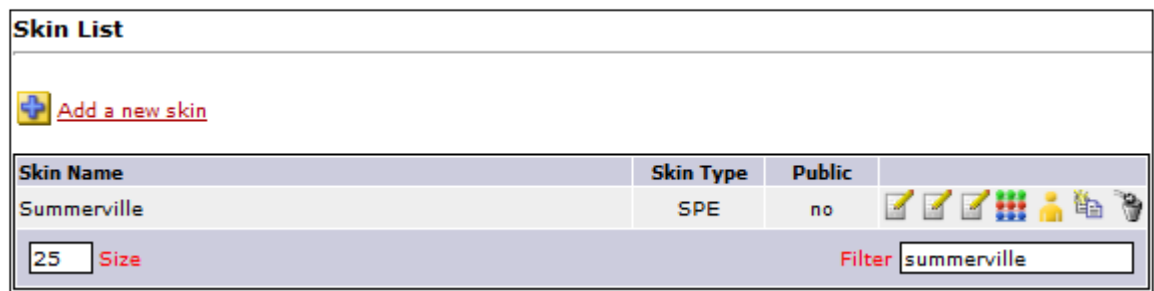


3. Select the “Skins” node from the list.



4. Search for the skin in the Skins list and click the first notepad icon (📝) on the right of the skin name.

Note: If a skin is not showing up for you, please contact your administrator to make sure you are associated to the skin.



5. Make desired changes and click the “Save/Update” link.



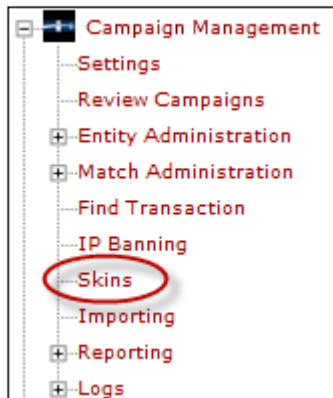
Deleting a Skin


Skins can be deleted if they are not associated to a campaign. Any user associated to a skin may delete the skin. To delete a skin, take the following steps:

1. Log in to the Campaign Management system.
2. Click the plus sign (+) to expand the Campaign Management level.




3. Select the “Skins” node from the list.









4. Search for the skin in the Skins list and click the trash can icon () on the right of the skin name.

Note: If a skin is not showing up for you, please contact your administrator to make sure you are associated to the skin.

Skin List

 [Add a new skin](#)

Skin Name	Skin Type	Public	
Summerville	SPE	no	     

Size
 Filter

5. Click “OK” to confirm.