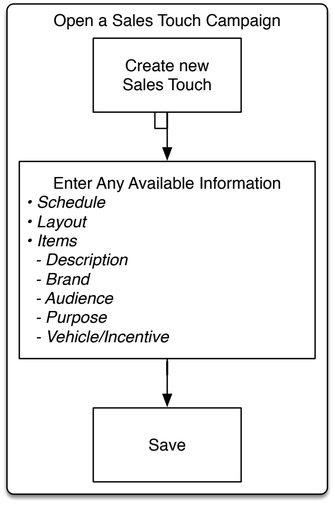
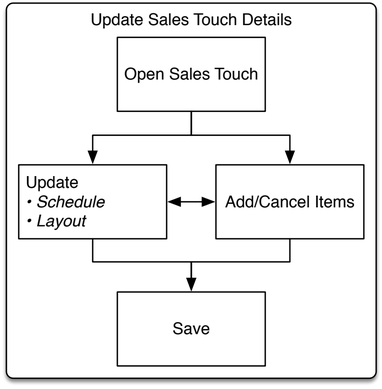
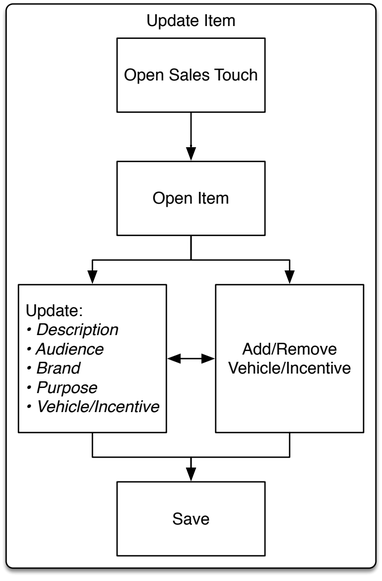
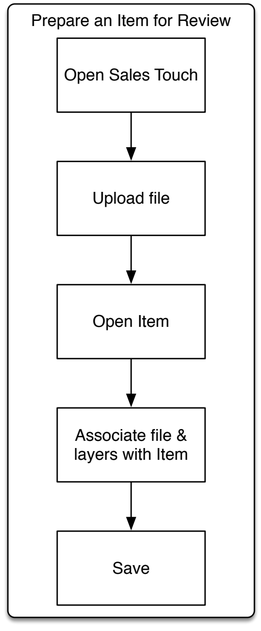
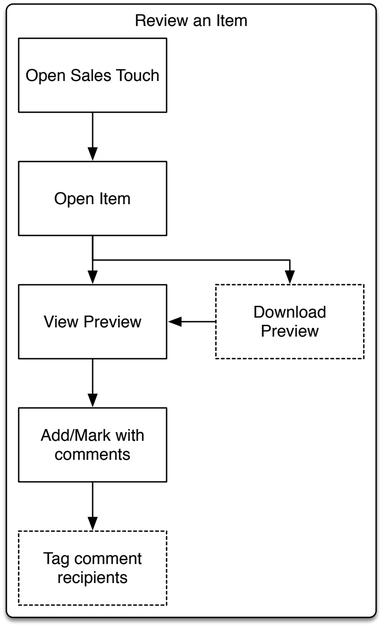
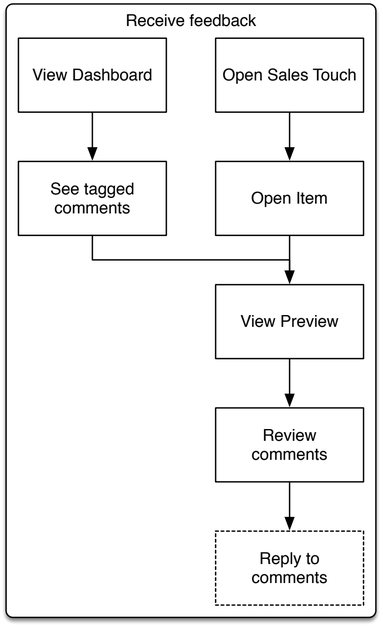

Open a Sales Touch Campaign
Create new Sales Touch
Enter Any Available Information
• Schedule
• Layout
• Items
- Description
- Brand
- Audience
- Purpose
- Vehicle/Incentive
Save

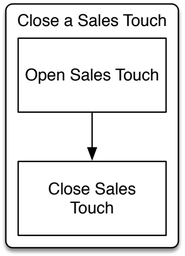

Update Sales Touch Details
Open Sales Touch
Update
• Schedule
• Layout
Add/Cancel Items
Save


Update Item
Open Sales Touch
Open Item
Update:
• Description
• Audience
• Brand
• Purpose
• Vehicle/Incentive
Add/Remove Vehicle/Incentive
Save


Prepare an Item for Review
Open Sales Touch
Upload file
Open Item
Associate file & layers with Item
Save


Review an Item
Open Sales Touch
Open Item
View Preview
Download Preview
Add/Mark with comments
Tag comment recipients


Receive feedback
View Dashboard
Open Sales Touch
See tagged comments
Open Item
View Preview
Review comments
Reply to comments


Close a Sales Touch
Open Sales Touch
Close Sales Touch