How to Use Quick Launch

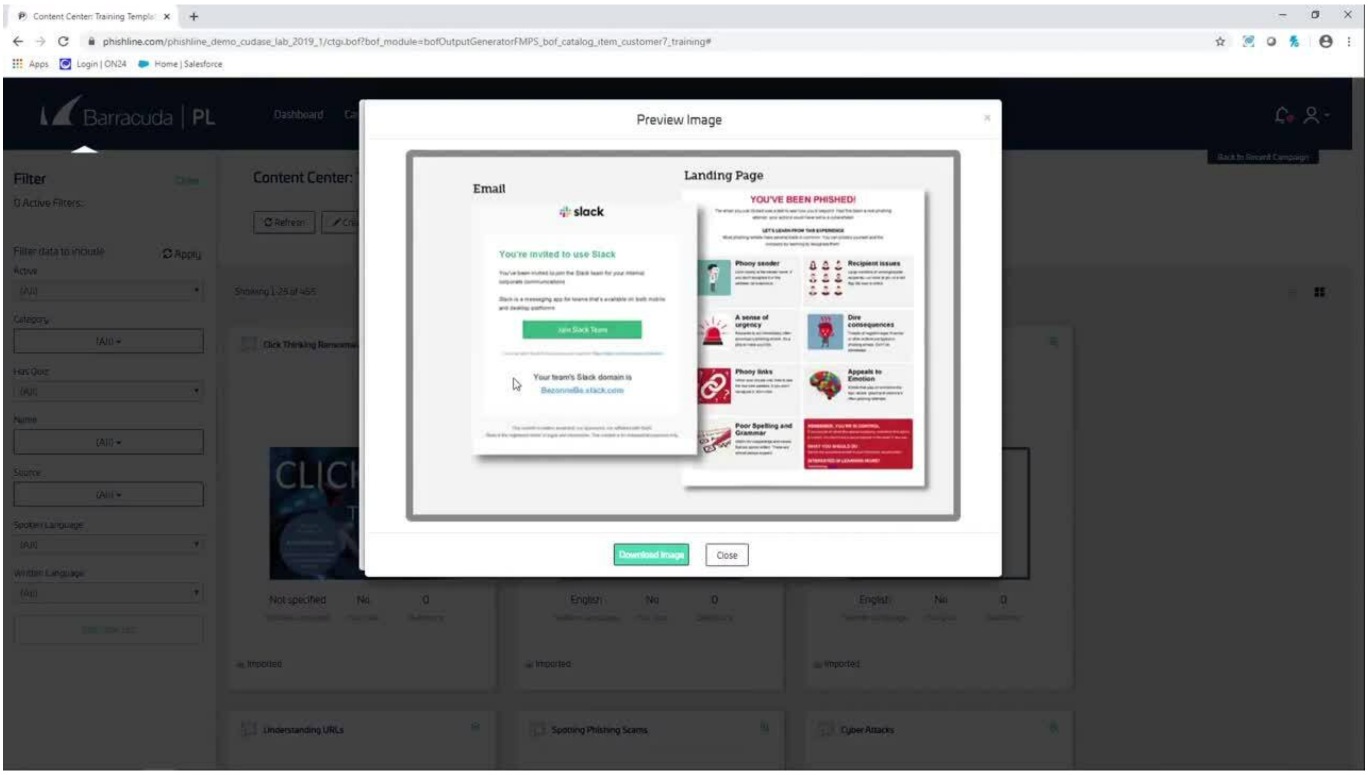
https://campus.barracuda.com/doc/14697/

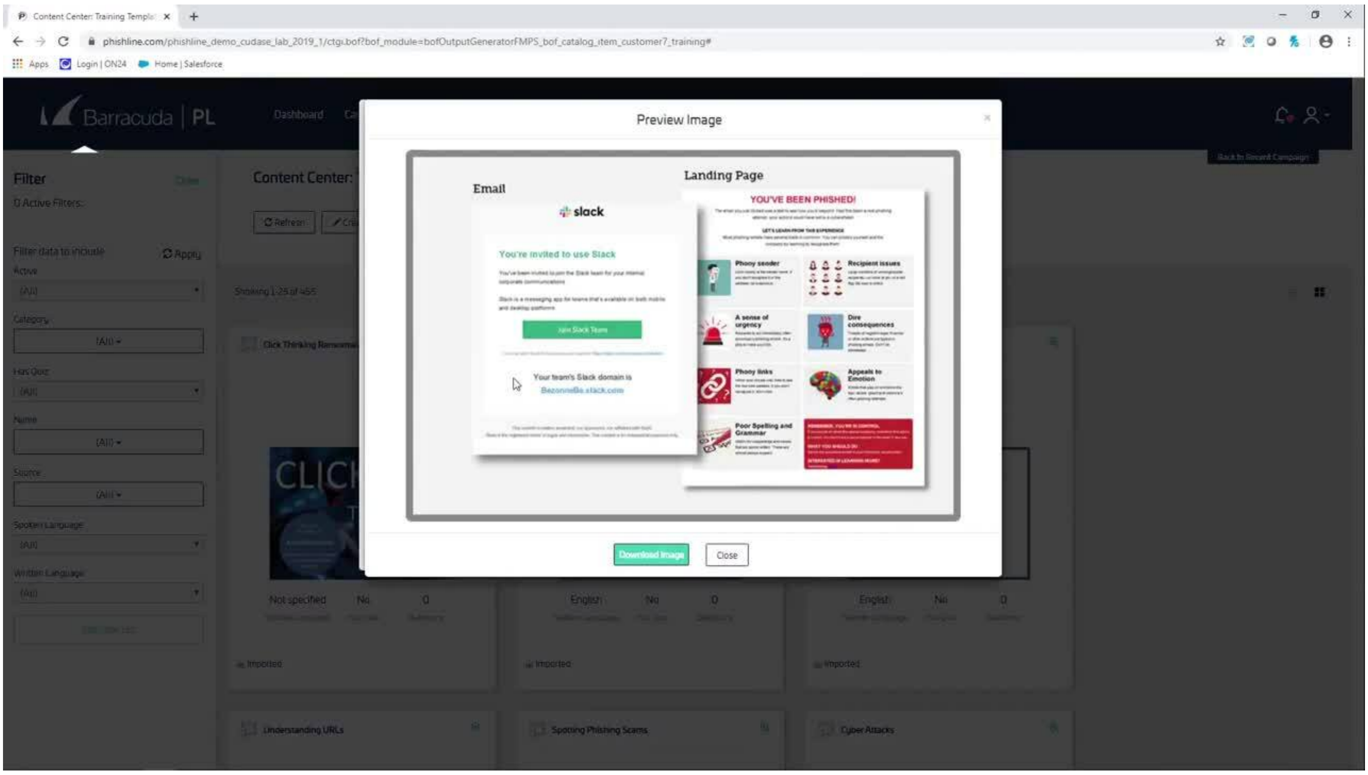
Quick Launch is a streamlined process for creating a campaign and going live. Campaigns created through Quick Launch are just like other campaigns, they are just faster to set up. Using the Quick Launch process is a helpful introduction to get you started working with campaigns. You can also choose to use Quick Launch every time you create a campaign.

Notes

- Quick Launch is currently available for email testing and training campaigns.
- You must create at least one Address Book to use for a Quick Launch. The Address Book must have Active recipients. See [Address Books](#) for more information.
- A subset of campaign content is available for use with Quick Launch. Additional content will become available over time.
- If you have specified that all of your campaigns must be approved, Campaigns created through Quick Launch are also subject to that restriction. See [Global Settings](#) for details on requiring approval.

This video shows how to use the Quick Launch process. The process is described below the video.





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Using Quick Launch

To create and launch a campaign through Quick Launch:

1. At the top of the Security Awareness Training Dashboard, click **Quick Launch**.


2. Select the type of campaign you want to run – **Testing** (running a simulation with your users) or **Training** (educating your users).
3. In the **Recipients** step, select the Address Book you want to use for this campaign. Then click **Next**.
If you have not already created an Address Book with active email addresses, create one now then restart the Quick Launch process. See Address Books for more information.
4. In the **Content** step, select the content you want to use for your campaign.
5. **Optional**. Send yourself a sample of a campaign email, so you can preview your campaign before going live. To skip the sample, click **Next** and proceed to step 5 below.
    1. On the **Content** screen, after you select which campaign to run, click the Sample icon.
    2. Confirm the campaign and specify one or more emails from one of your authorized

domains to receive the sample. Separate multiple emails with commas. Click **Send Sample**.
You can only send samples from domains you have proven you own. See Domain Authorization for instructions and details.
3. On the **Success** screen, click **Back** to return to creating the campaign. Check for the email and verify this is the campaign you want to send. Continue with Step 5.

> Note that sending a sample enables you to see the sample email as it would appear to a recipient.
> You must still verify that your mail filtering rules will allow your campaign emails to be delivered to users' inboxes. Refer to Email Allow List and Best Practices for details.

6. In the **Schedule** step, choose the date you want to start sending out emails. Click **Next** to continue.
When the campaign is launched, it will automatically start sending emails on the Start Date. Emails are sent to your recipients randomly, between the hours of 8:00 am and 4:00 pm in your local time zone. Campaigns created after 3:00 pm begin the next business day.
The following two dates are calculated by the system, based on your Start Date:
    - End Date – The last day emails for this campaign are sent. Calculated based on factors including the number of email recipients. Recipients can interact with the campaign past the End Date, until the Cutoff Date.
    - Cutoff Date – Seven (7) business days after the campaign End Date. After this time, data is no longer collected and recipients can no longer interact with campaign landing pages. Results are available after the Cutoff Date. (See more on Results below.)
7. In the **Finalize** step, review your campaign information. If you want to change anything, click the **Previous** button, make your changes, then click **Next** to return to this screen.
8. Click **Start Campaign**.
The **Success** screen appears, letting you know the campaign was successfully created.
9. Click **Close** to exit the wizard.
Or click **View Campaign** to see details about the campaign. (Required if your campaigns require approval before launch. See below.)
When you view the campaign, you will first see the system process the campaign, moving it from the design stage all the way through to the Go Live stage. This process will take a few moments, then you can see the campaign.

If You Require Approval Before Launch

If all of your campaigns must be approved before going live, the campaign will not go all the way to **Stage 4: Go Live** and will not launch. It will wait in the approval stage until an authorized user takes action.

To approve a Campaign Created through Quick Launch:

1. At the end of the wizard, click **View Campaign**.
2. The campaign opens to **Stage 3: Approve**.
3. An authorized user can now evaluate the campaign and, if appropriate, approve it and move it

through to **Stage 4: Go Live**.
For details, see [Approving an Email Campaign and Going Live].

Making Changes

If you choose, you can make changes to a campaign you create through Quick Launch. You must return to the **Design** stage to make changes. At this point, you are entering the main campaign design area of Security Awareness Training.

To make changes:

1. After you create the campaign through Quick Launch, as described above, click **View Campaign**.
2. The **Stage 4: Go Live** page displays. Click  to return to the **Design** stage. Confirm that you want to return to **Stage 1**.
3. Make any changes you want, like allowing domains that appear on a block list or specifying approval comments. For details on items you can specify:
    - In an email campaign, refer to Creating and Generating an Email Campaign.
    - In a training campaign, refer to Creating and Running a Training Campaign.
4. When you have finished, move through to Stage 4 and go live.

Reviewing Results

Results are available seven business days after the campaign Start Date.

To view a quick report, refer to Creating a Quick Report.

To view additional content for results:

1. When it is time, navigate to **Results > Outbound Analysis**.
2. Use the filters in the left panel to locate the desired campaign.
   In the **Campaign Name** field, specify the name of this campaign. Then click **Refresh**.
3. Click the **Campaign Stats** tab to see basic information for this campaign.
   For information on other data review on this page, see Outbound Analysis and Outbound Analysis Metrics.

Figures

3. quicklaunchButton.png
4. sampleEnv.png
5. design.png