

## Approving a Portable Media Campaign and Going Live

<https://campus.barracuda.com/doc/78152146/>

This article is a continuation of the process started in [Creating and Generating a Portable Media Campaign](#). Complete the steps in that article before continuing here.

Try to obtain approval in a timely manner. If a campaign is not approved within 30 days, you might need to return to Stage 1 and regenerate.

### Approve the Campaign


1. Scroll through the page and review the contents. The following information can be edited or changed.
  - **General Settings: Plan**
  - **General Settings: Campaign Intent**
  - **Schedule: Media Reporting Date**
  - **Schedule: Cutoff Date**
  - **Targets: Media Content**
  - **Advanced Settings: Hide Campaign Results**
  - **Advanced Settings: Browse to select image**

*Steps 2 and 3 are optional if approval is not required.*

2. In the approval section, select the appropriate status: **Pending**, **Approved**, or **Rejected**.
3. Add comments about your action, then click **Save**. The page refreshes.
  - If the campaign is *approved*, continue with the **Go Live** section below.
  - If the campaign is *not approved*, additional changes must be made by you or the campaign creator.

Note that if approval is not required, it is possible to go live with a **Pending** or **Rejected** campaign.

*Steps 4-6 are needed only if an error was found or to fix an issue that caused the campaign to be rejected.*

4. Under **General Settings**, in the **Stage** area, click **Design**  .
5. Make changes to the campaign, following any comments made during the Approval process, according to the processes described in [Creating and Generating an Email Campaign](#).
6. Repeat this revision and review cycle as needed.


### Adding Content to Portable Media Devices

1. In the **Content** section, locate the ZIP file. Download the ZIP file locally.
2. Extract the files and copy onto the root of one or more portable media devices.

If you want to test files or devices, do so now, before you distribute the materials and the campaign goes live.

## Go Live!

When the campaign is ready, it is time for it to Go Live!

1. Under **General Settings**, in the **Stage** area, click **Go Live!**  Click **Yes** when prompted.
2. Distribute the devices, as described in [Required Components for a Portable Media Campaign](#).

## Figures

1. 1.design.png
2. 4.golive.png

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