rockbot ®
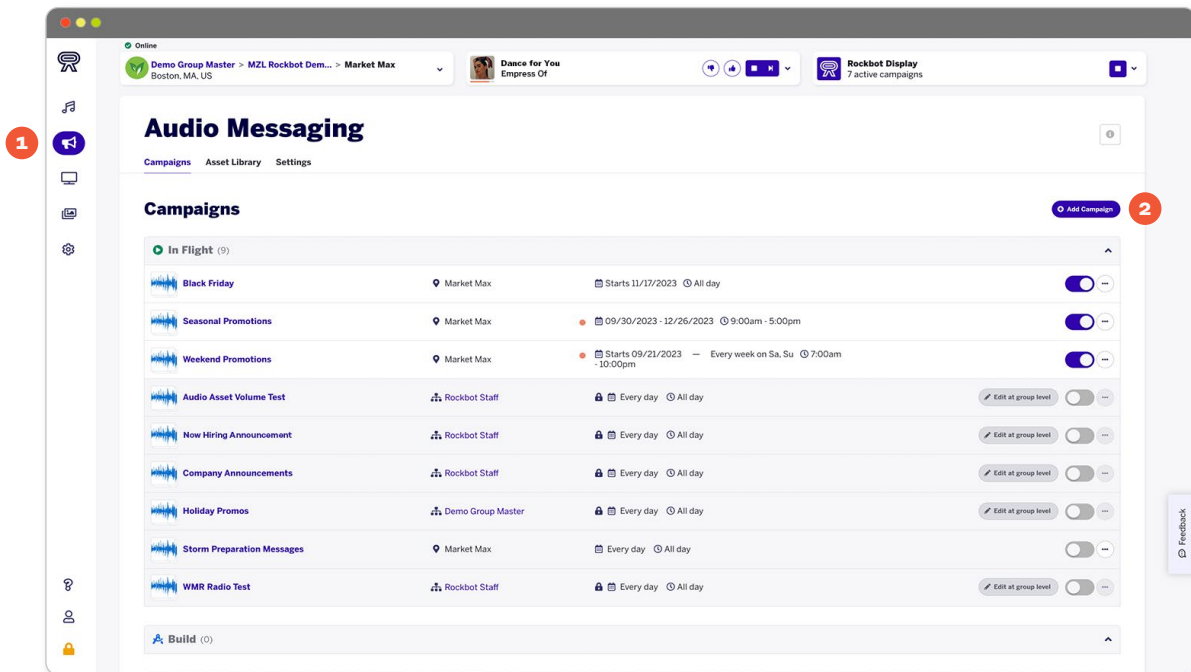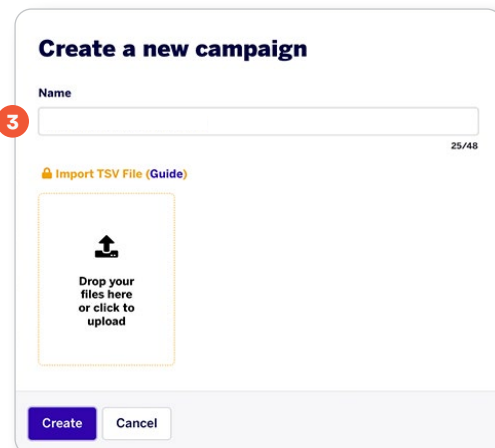
QUICK START GUIDE

Rockbot Audio Messaging

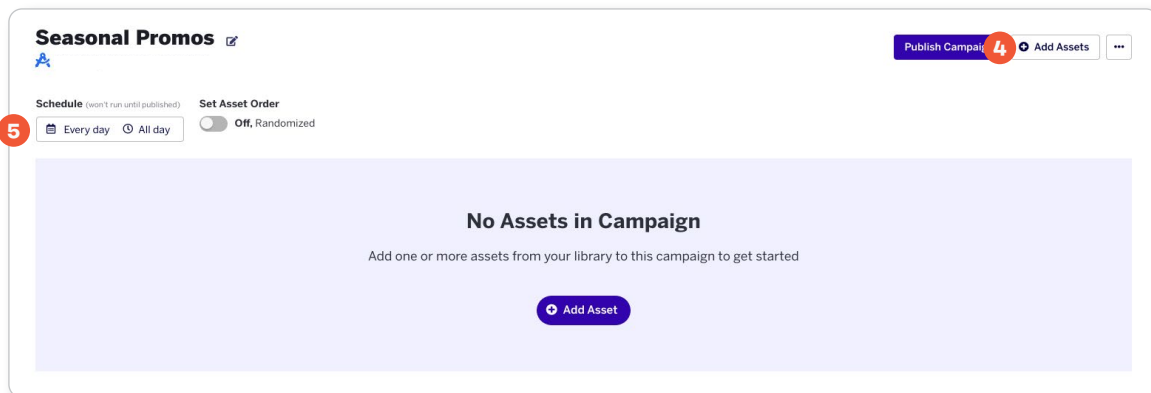Adding and scheduling audio messaging

1. Click the Audio Messaging tab on the left-hand side of the Dashboard to browse, build, and manage your audio campaigns.

2. On the Campaign tab select "Add Campaign".

3. Give the new Campaign an easily identifiable name, upload your files, and click "Create" at the bottom of the window.
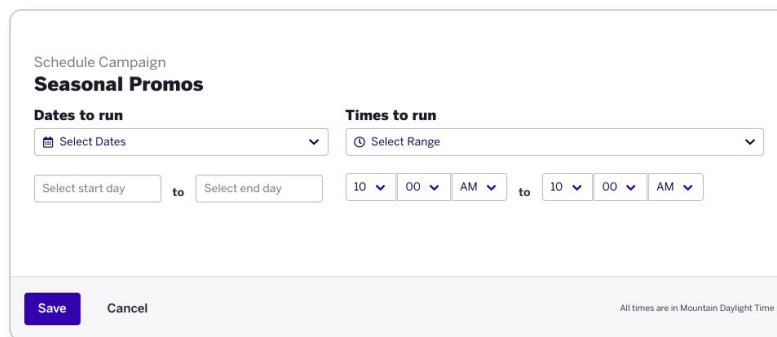
rockbot ®

4. Select "Add New Assets" or select previously uploaded assets to add to your Audio Campaign. Click the "Add Asset to Campaign" button to upload.

Seasonal Promos

Publish Campaign **4** ⊕ Add Assets

5 Schedule (won't run until published)   Set Asset Order
📅 Every day   🕐 All day   ⬤ Off, Randomized

No Assets in Campaign

Add one or more assets from your library to this campaign to get started
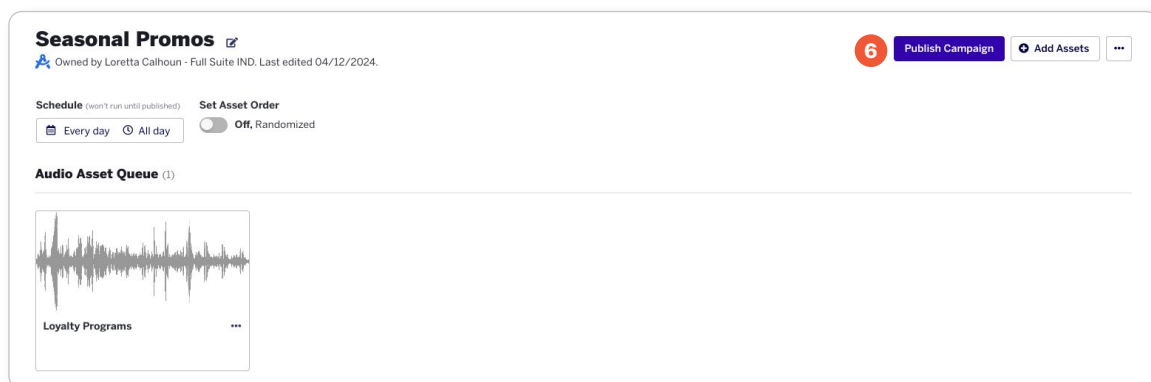
⊕ Add Asset

💡 **Tip:** Rockbot accepts the following file formats: .mp3, .m4a, .wav.

5. Adjust the Schedule by clicking the "Every Day/All Day" button from your new campaign page. Select your Dates and Times to run from the pop-up window and click Save.

Schedule Campaign
Seasonal Promos

Dates to run   **Times to run**

📅 Select Dates ⌄   🕐 Select Range ⌄

Select start day   to   Select end day   10 ⌄ 00 ⌄ AM ⌄   to   10 ⌄ 00 ⌄ AM ⌄

Save   Cancel   All times are in Mountain Daylight Time

6. Once all assets are added and the campaign is scheduled, click "Publish Campaign" to set it live. Your assets will begin playing according to the Campaign schedule.

Seasonal Promos
Owned by Loretta Calhoun - Full Suite IND. Last edited 04/12/2024.

6 Publish Campaign   ⊕ Add Assets

Schedule (won't run until published)   Set Asset Order
📅 Every day   🕐 All day   ⬤ Off, Randomized

Audio Asset Queue (1)

Loyalty Programs   •••

💡 **Tip:** Most Campaigns run every day, or between specific start and end dates.