

**QUICK START GUIDE** 

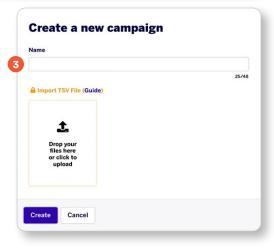
## **Rockbot Audio Messaging**

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".

R	Demo Group Master > MZL Rockbot Dem > Market Max Boston, MA, US	Dance for You     Empress Of	Rockbot Display 7 active campaign	is 🗖 🕻
F3	Audio Messaging			0
₹	Campaigns Asset Library Settings			
9	Campaigns			O Add Campeign
•	In Flight (9)			^
	Black Friday	• Market Max	🗎 Starts 11/17/2023 🔇 All day	-
	Seasonal Promotions	Market Max	● 🛗 09/30/2023 - 12/26/2023 ③ 9:00am - 5:00pm	-
	Weekend Promotions	• Market Max	<ul> <li></li></ul>	-
	Audio Asset Volume Test	Rockbot Staff	🔒 📋 Every day 💿 All day	Edit at group level
	Now Hiring Announcement	🚓 Rockbot Staff	🔒 🛅 Every day 🕜 All day	Edit at group level
	Company Announcements	Rockbot Staff	🔒 🛱 Every day 🕚 All day	Edit at group level
	Holiday Promos	🚓 Demo Group Master	🔒 📋 Every day 🕚 All day	Edit at group level
	Storm Preparation Messages	• Market Max	🗎 Every day 🕚 Ali day	
ନ	WMR Radio Test	A Rockbot Staff	🔒 📋 Every day 🕚 All day	Edit at group level
≗ _	A Build (0)			^

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







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 Campai
Schedule (voort run until published) Every day O All day		
Ac	No Assets in Campaign d 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.

Dates to run				Times to run									
Select Dates			• 0	Sele	ect Rar	nge							~
elect start day	to	Select end day	10	~	00	~	AM 🗸	to	10	~ (	• 00	AM 🗸	

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 C & Owned by Loretta Calhoun - Full Suite IND. Last edited 04/12/2024.	6 Publish Campaign • Add Assets •••
Schedule (wort run until published)     Set Asset Order             Every day          O          All day          Off, Randomized	
Audio Asset Queue (1)	
Loyalty Programs	
Tip: Most Campaigns run every day, or between specifi	- stant and so d shakes