

Creating and Managing Wrap Slides

This guide will take you through how to Manage Default and Custom Wrap Slides in your Brainshark Marketing Campaigns™. The document provides the instructions for uploading individual wraps and bulk creating wrap slides for campaign senders.

Manage Default Wraps™

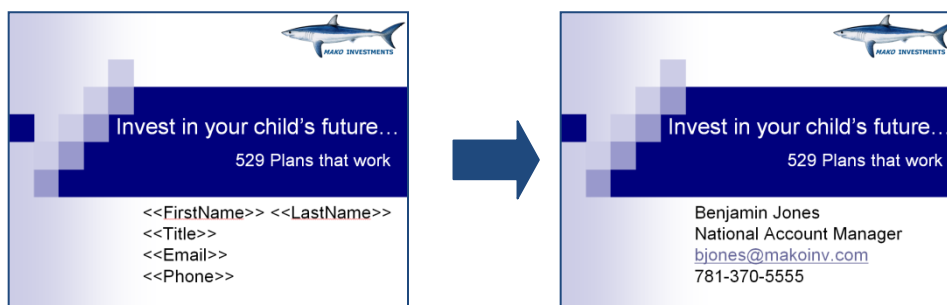
In **Manage Default Wraps**, you manage the pairs of Default Wrap slides for each Sender that can be used to customize each campaign.

A Wrap™ presentation contains a pair of slides that typically replace the first and/or last slide images of the Original Campaign Presentation and allow you to easily customize the presentation for that Sender. There is one Default Sender Wrap presentation per Sender. If you plan to re-use the Default Wraps for multiple campaigns, we recommend that you do not put any campaign-specific information on these slides. Also, only the slide images are used from the Wraps; no other presentation property is used. Therefore you must include the script that will be recorded by the sender in the Slide Notes of the Core Presentation.

Recommendation: It is common to have a general first slide with welcome and contact information and thank you or call to action information on the last slide. See [this presentation](#) for additional information.

Wrap Template Presentation Variables

You may use [these](#) variables in the Wrap Template Presentation. The variables will be substituted with the values from each Sender's user profile found via **Administration/Manage Users/Edit User/Set Profile**. Blank space will be inserted for any variable name when there is no data specified in the Sender's user profile. Below is a typical example of the Wrap Template and the resulting slide created via Brainshark's **Bulk Create** feature.



Create and Select the Group of Senders

Before you start uploading slides for the Campaign, begin by creating a Group (or modifying an existing Group) and select the Senders you want to include in this Campaign.

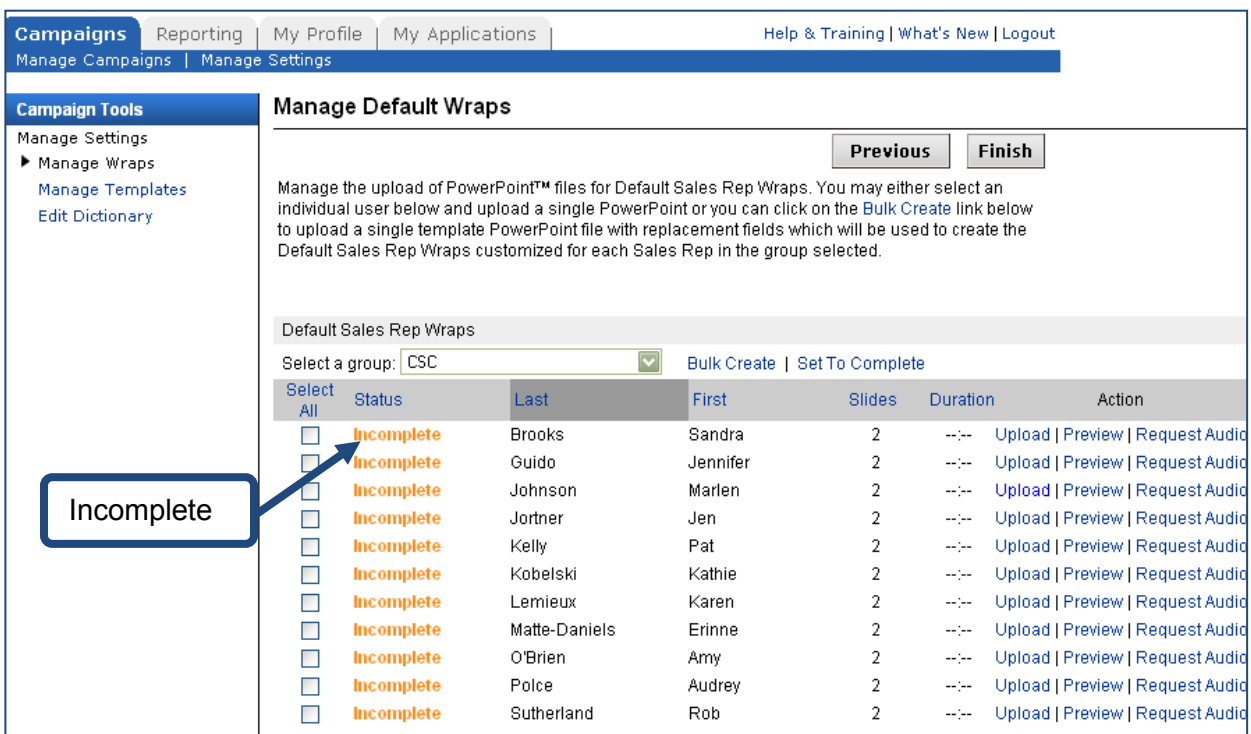
Then, navigate to the **Manage Default Wrap** page. First, click on the **My Applications** tab and select the **Campaigns** option. Then click on the **Manage Settings** link at the left (above the Campaign Tools menu) and finally **Manage Default Wraps**.

Using the "**Select a group**" drop down list, select the Group of users who's Wraps you would like to create. Any Group existing in the site will appear on this drop down list; in addition, the first two groups listed represent:

- <Users with Wraps>: the list of all users with Default Sender Wraps
- <Users without Wraps>: the list of all users without Default Sender Wraps

Status

Initially, the Status for each Sender will be "**To Upload**", indicating that there are no slides on file; once the wrap slides are uploaded, the Status changes to "**Incomplete**", denoting that slides exist but there is no recorded audio. The **Slides** column indicates the number of slides in the wrap presentation.



The screenshot shows the 'Manage Default Wraps' page. At the top, there are navigation tabs: Campaigns, Reporting, My Profile, and My Applications. Below these are links for Manage Campaigns and Manage Settings. The main content area has a 'Campaign Tools' sidebar with links for Manage Settings, Manage Wraps, Manage Templates, and Edit Dictionary. The main area contains a 'Manage Default Wraps' section with 'Previous' and 'Finish' buttons. Below this is a description of the tool and a table of 'Default Sales Rep Wraps'. The table has columns for Select, Status, Last, First, Slides, Duration, and Action. The 'Status' column for all rows is 'Incomplete'. A callout box with an arrow points to the 'Incomplete' status in the first row.

Select	Status	Last	First	Slides	Duration	Action
<input type="checkbox"/>	Incomplete	Brooks	Sandra	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Guido	Jennifer	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Johnson	Marlen	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Jortner	Jen	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Kelly	Pat	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Kobelski	Kathie	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Lemieux	Karen	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Matte-Daniels	Erinne	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	O'Brien	Amy	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Polce	Audrey	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Sutherland	Rob	2	--:--	Upload Preview Request Audio

Create Wrap Slides for One Sender

If you are customizing slide images or adding photos of Senders to the wrap slides, then you will want to create and upload Wrap slides for each Sender individually. Click the **Upload** link in the action column associated with each Sender. Then proceed to Audio.

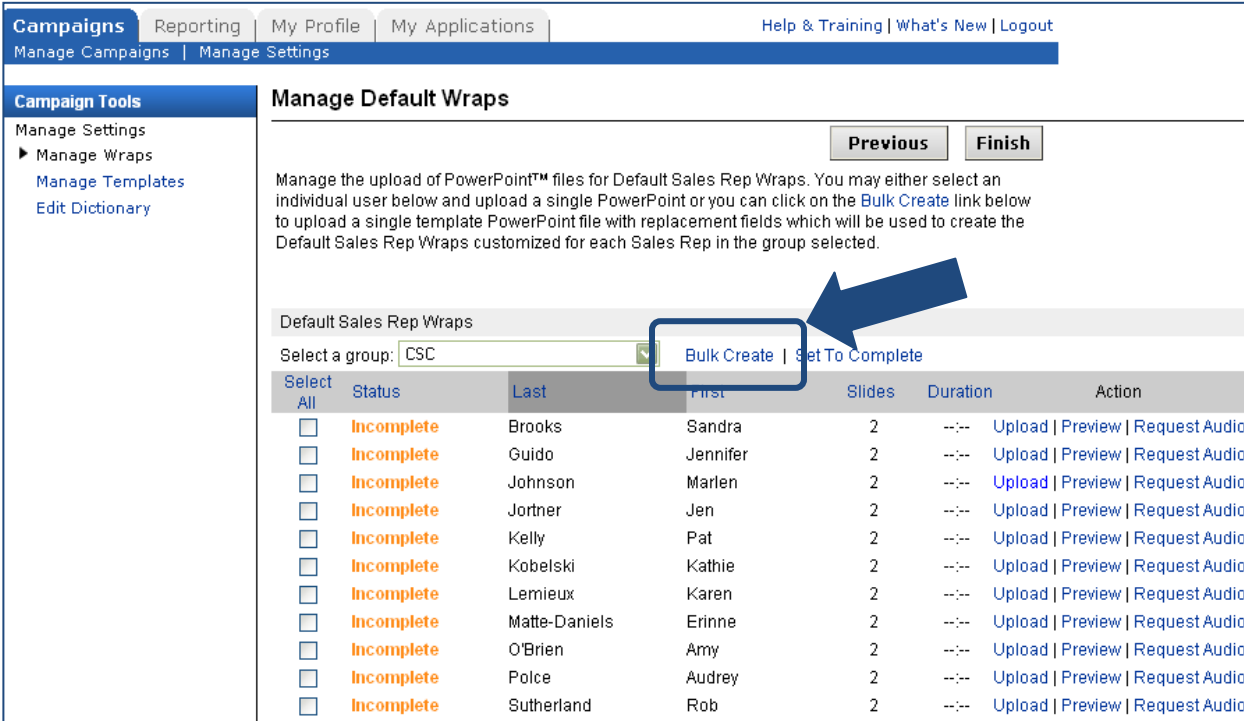
Bulk Create Default Sender Wraps

If you have created wrap slides which will be used for all Senders, and have used the [Wrap Template Variables](#) to customize the Sender information, then you can Bulk Create the wrap slides for this Group of Senders.

To create new Default Sender Wraps for a group of users:

- First select the group of users in the "**Select a group**" drop down list.
- Click on **Bulk Create** to upload the template presentation. If any members in the selected group have Default Sender Wraps on file, those Senders will be displayed next. If you choose Continue, you will replace the existing Default Sender Wraps with the bulk sender wraps you are about to create.
- Upload the Wrap Template Presentation.
- Click on Finish to create the Default Sender Wraps for this Group.

Then proceed to Audio.



Campaigns | Reporting | My Profile | My Applications | Help & Training | What's New | Logout
 Manage Campaigns | Manage Settings

Campaign Tools
 Manage Settings
 Manage Wraps
 Manage Templates
 Edit Dictionary

Manage Default Wraps Previous Finish

Manage the upload of PowerPoint™ files for Default Sales Rep Wraps. You may either select an individual user below and upload a single PowerPoint or you can click on the **Bulk Create** link below to upload a single template PowerPoint file with replacement fields which will be used to create the Default Sales Rep Wraps customized for each Sales Rep in the group selected.

Default Sales Rep Wraps

Select a group: CSC Bulk Create | Get To Complete

Select	Status	Last	First	Slides	Duration	Action
<input type="checkbox"/>	Incomplete	Brooks	Sandra	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Guido	Jennifer	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Johnson	Marlen	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Jortner	Jen	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Kelly	Pat	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Kobelski	Kathie	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Lemieux	Karen	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Matte-Daniels	Erinne	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	O'Brien	Amy	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Polce	Audrey	2	--:--	Upload Preview Request Audio
<input type="checkbox"/>	Incomplete	Sutherland	Rob	2	--:--	Upload Preview Request Audio

Audio

Use the **Request Audio** hyperlinks to the right of each Sender to request his/her audio for the Default Wrap Slides. When the audio has been recorded, the Status will change from Incomplete to Complete.

If you have existing audio files, you can upload those for each Sender by using the **Upload** option on the page.

Preview

Before moving on with your Campaign, we recommend that you Preview the wrap presentation. **Preview** displays the slide images and plays the audio for the slides associated with that Sender. If the variables and/or the audio do not meet your requirements, replace them now.

Note: Preview is grayed if the Sender's slides have not yet been uploaded.

Are you ready to build the Campaign?

View [this presentation](#) for the next steps.