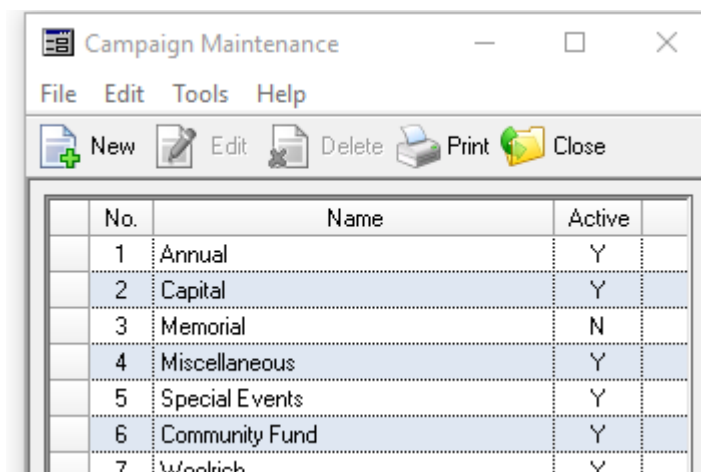


# How do I create a new campaign?

Go to Maintenance

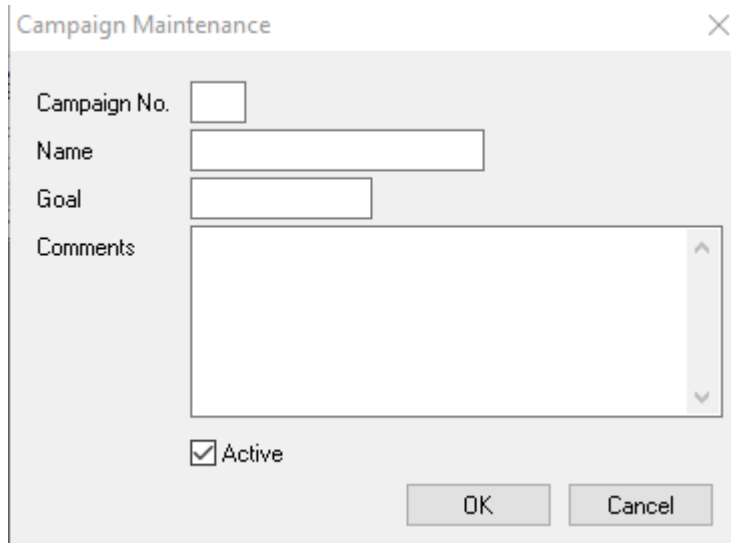
Click on Campaign. Campaign Maintenance will open.



The screenshot shows a window titled "Campaign Maintenance" with a menu bar (File, Edit, Tools, Help) and a toolbar (New, Edit, Delete, Print, Close). Below the toolbar is a table with the following data:

No.	Name	Active
1	Annual	Y
2	Capital	Y
3	Memorial	N
4	Miscellaneous	Y
5	Special Events	Y
6	Community Fund	Y
7	Woolrich	Y

At top left click New. Add the campaign number and name. Active is auto checked. FYI: unchecking active box will deactivate all funds associated with it.



The screenshot shows a dialog box titled "Campaign Maintenance" with the following fields and controls:

- Campaign No.
- Name
- Goal
- Comments
- Active
- OK
- Cancel