

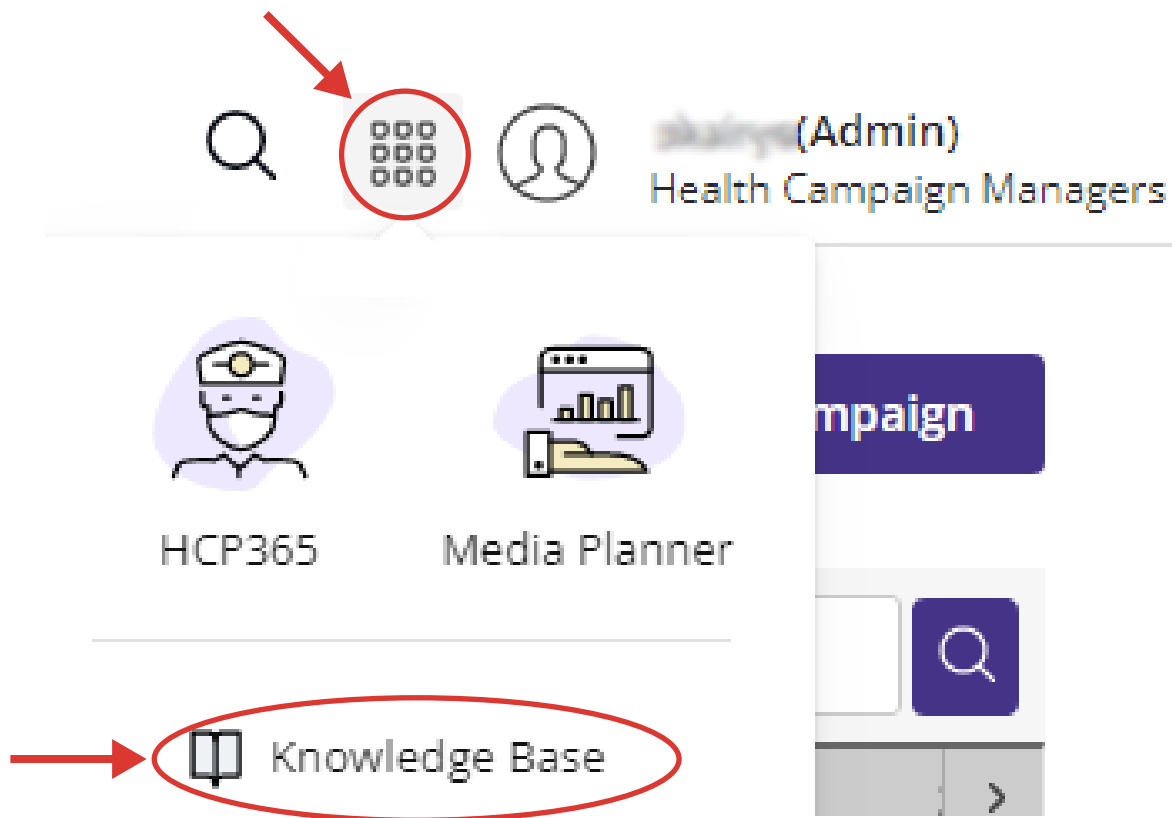
# KNOWLEDGE BASE ACCESS GUIDE

## USER GUIDE

The purpose of this guide is to provide a step by step documentation of where and how to register and access the Life Knowledge Base.

### ACCESS OPTIONS - URL or via Life Platform:

1. You can either access the Knowledge Base directly via [pulse-point.document360.io](https://pulse-point.document360.io) OR within the Life platform directly by clicking the “APP Picker” logo in the upper right corner seen below:



2. If accessing the Knowledge Base via the Life platform, you must then click “Knowledge Base” at the bottom of the drop-down menu seen above.

## CREATING YOUR LOGIN CREDENTIALS:

- When accessing the Knowledge Base for the first time, you will first be brought to the login screen seen below. Click the “Self Signup?” button to generate your new account name and password.

Please note this will be a separate login from your PulsePoint Life login

Please note, SSO is not currently available

**PULSEPOINT®**

Username

Password

Remember me [Forgot password?](#)

Login

or access quickly

~~SSO~~

[Self Signup?](#)

- After clicking “Self Signup?”, you will be prompted to enter your first name, last name, and email address. After doing so, click “Register”.

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Create a new account

First name last name

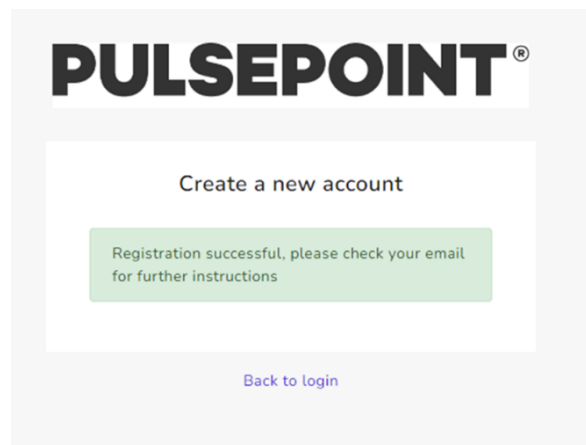
Email

Register

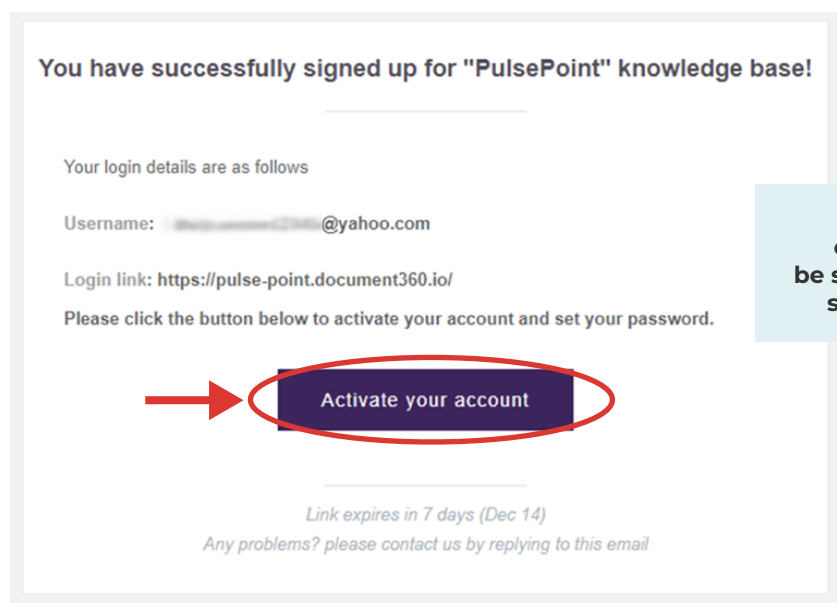
[Back to login](#)

## CREATING YOUR LOGIN CREDENTIALS:

- When your registration is successful, you will receive the below confirmation, and you will need to check your email to complete your registration.



- Check the inbox of the email address you chose to activate your Knowledge Base account with, for an email titled "You have signed up for "PulsePoint" Knowledge Base!" from 'Document360'. Within the body of the email, click the "Activate your account" button to set up your password.



If you don't see the email in your inbox, be sure to also check your spam and junk folder

## CREATING YOUR LOGIN CREDENTIALS:

7. Upon clicking the “Activate your account” button in your email, you will be brought back to the login screen where you will be prompted to set up your password. Please re-enter the same password in the “confirm password” section.

Ensure your chosen password meets these criterias.

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Set up your password

Password

.....

✓ 8 characters ✓ 1 number ✓ 1 special character

✓ 1 UPPERCASE letter ✓ 1 lowercase letter

Confirm password

.....

Set password

8. Upon successfully setting your password, you will be redirected to the Knowledge Base login screen. Enter your created credentials (your email address (Username) and Password) and click “Login”.

we highly suggest clicking the 'remember me' option when logging in.

**PULSEPOINT®**

Username

.....@yahoo.com

Password

.....

Remember me [Forgot password?](#)

Login

or access quickly

SSO

Self Signup?

SSO coming soon

Self Signup? is no longer needed after your account has been activated.

9. **Congratulations! You have successfully accessed PulsePoint's Knowledge Base homepage.**

## NAVIGATING THE HOMEPAGE:

10. You can access the Knowledge Base articles by clicking “EXPLORE ARTICLES”, or if you are looking for specific information, you can use the “Search” bar to reach a relevant article directly.

**PULSEPOINT®**

Activation Analyt

### Knowledge Base

Access tips and step-by-step guides to launch campaigns with ease

EXPLORE ARTICLES

Q Search

Q create campaign

#### How Do I Set Up a Campaign?

provide links to in-depth documentation. The steps are: [Create campaign](#) itself . Add line item to [campaign](#) . Add...  
Life Knowledge Base > Getting Started > how-do-i-set-up-a-campaign

#### Campaign Page

these instructions . [Create Campaign](#) To learn about creating a [campaign](#), see the article [Create](#) or Edit a [Campaign](#).  
Life Knowledge Base > Areas of the Application > campaign-page

#### Create or Edit a Campaign

info about the [Campaign](#) Page. Entering New [Campaign](#) The [Create](#) New [Campaign](#) process begins on the [Campai...](#)  
Life Knowledge Base > Common Workflows > creating-a-new-campaign

#### Helpful Hints

high-level entities. Main Menu The Main Menu supports: [Campaigns - Create](#) and modify [campaigns](#), which are co...  
Life Knowledge Base > Getting Started > helpful-hints

#### Campaign Home Screen

one or more creatives . (Not viewable on this list.) [Create](#) New [Campaign](#) (Q) Click to [create](#) a [campaign](#)...  
Life Knowledge Base > Areas of the Application > campaign-listing-default-view

[View All Results](#)

## NAVIGATING THE HOMEPAGE:

11. If you clicked “EXPLORE ARTICLES” rather than a specific article using the search bar, you will then be taken to this screen.

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Filter

- Life Knowledge Base
  - Getting Started
  - Common Workflows
  - Areas of the Application
  - Targeting Types
  - Bid Multipliers
  - Reporting
  - Additional Workflows

**Life Knowledge Base**

Welcome to the Knowledge Base for PulsePoint's Life platform. Please contact your Platform Solutions Manager at [lifesupport@pulsepoint.com](mailto:lifesupport@pulsepoint.com) if you have any questions/concerns.

**Getting Started**

How to get started creating your first campaign; info on navigating through the Life platform.  
2 Articles in this category

**Common Workflows**

Instructions regarding frequently-used workflows in the process of creating campaigns and their supporting elements.  
6 Articles in this category

we recommend bookmarking this page

12. Expand the menus on the left to quickly find the articles you need.

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Filter

- Life Knowledge Base
  - Getting started
    - How Do I Set Up a Campaign?
    - Helpful Hints
  - Common Workflows
  - Areas of the Application
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  - Additional Workflows

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2 Articles in this category

**Common Workflows**

Instructions regarding frequently-used workflows in the process of creating campaigns and their supporting elements.  
6 Articles in this category

**Areas of the Application**

Various screens that support creating and modifying campaigns and their supporting elements.  
14 Articles in this category

If the Knowledge Base is unable to answer your question, or if you would like to request an article, please contact your Platform Solutions Manager at [lifesupport@pulsepoint.com](mailto:lifesupport@pulsepoint.com)