WD Learning: Add Learner to Existing Campaign

Use this process if you used a saved search to build your audience and need to add new audience members to the campaign.

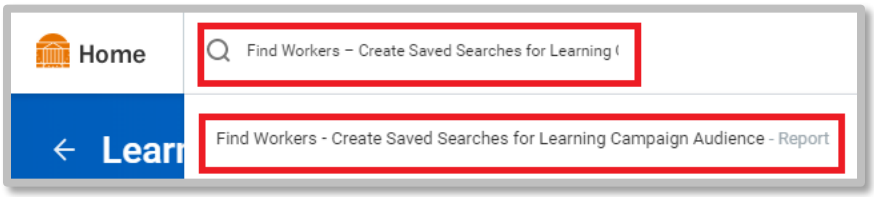
It is not possible to add to an audience member to an existing campaign. Learning Admins (LAs) can copy a campaign and create a new audience for that copy. This will create multiple campaigns for the same training.

- Create Saved Search
- Copy Campaign

Create Saved Search

1. Determine the name you will give to the Campaign. You will want to differentiate the name slightly from the original campaign name. Suggestions are to add the date of the copied campaign or the type of learner being added. This will make all versions easier to understand later.

2. From the Workday global search, enter **Find Workers – Create Saved Searches for Learning Campaign Audience.**



3. Type the name of the person in the **Worker's Name** filter. If there are multiple workers with the same name, select the correct individual.

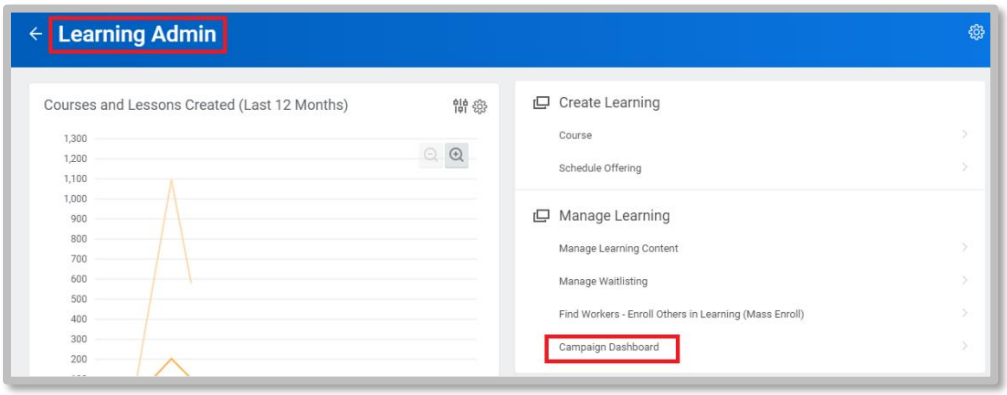
   Continue this process, finding individuals who will be added to the **Audience**. Other filters can be used to find workers, but this is typically what is done when copying a campaign.

4. Click **Save** (to the right of the **Current Search** header).

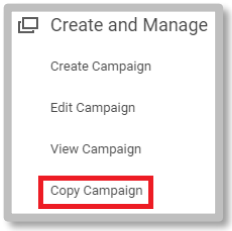
5. Title the saved search using the exact name you will give the copied campaign.

Copy Campaign

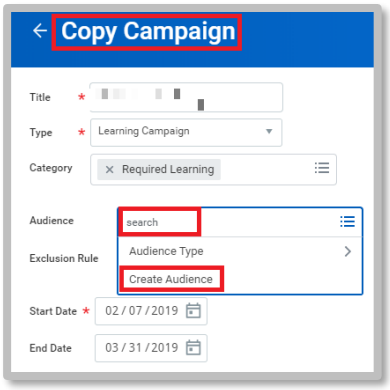
1. Go to the Learning Admin app and click on the Campaign Dashboard.



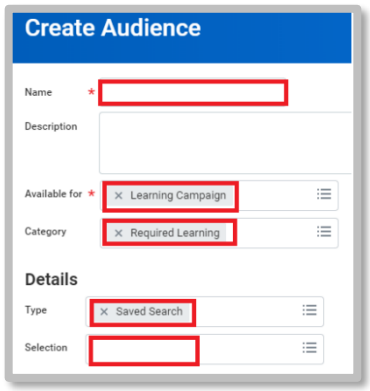
2. In the Create and Manage menu, click on Copy Campaign.

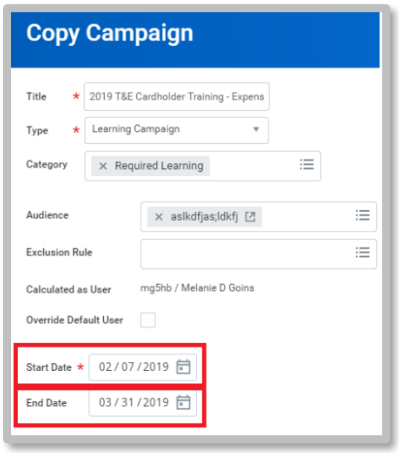


3. Search for and select the campaign title.
4. Click OK.
5. Delete the existing Audience since you will pull in the new audience.
6. In the Audience prompt, select Create Audience.

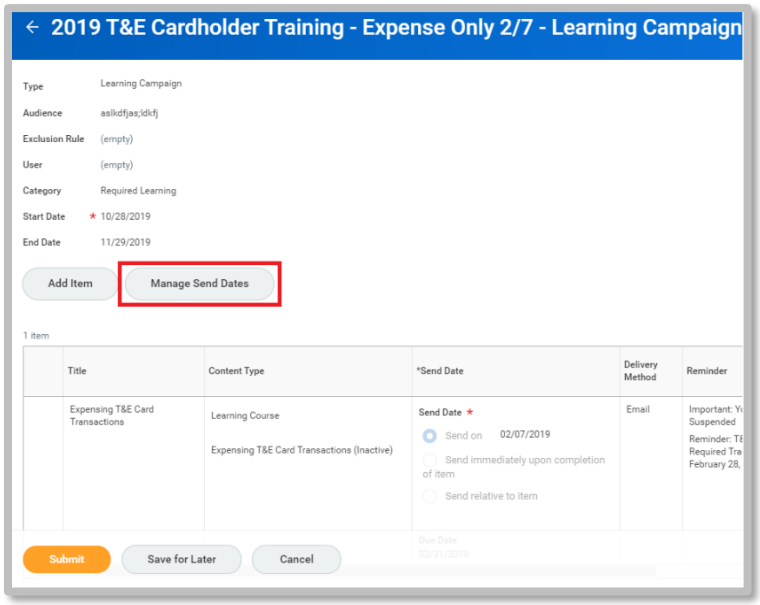


7. Enter the title given to the saved search in the Name field.
8. Available for field is prepopulated with Learning Campaign.
9. Category field is prepopulated with Required Learning.
10. Type field, select Saved Search.
11. In Selection field, type in the name of the saved search and select it.
12. Click OK.





13. **Override Default User**, leave unchecked
14. **Start Date** – Select today's date.
15. **End Date** – The day the campaign will be removed from the **Required for You** slider.
16. Click **OK**.
17. The **Campaign Launch** page displays. Update the details of the communication.



18. Click on the **Manage Send Dates** button to update the send date of the campaign communication. It will be set to the date of the launch of the original campaign. This will need to be done for each course if the campaign has multiple courses vs. a single program.
19. Click **OK**.
20. Click **Submit**.