



rumple



SETUP GUIDE

STEP 1: Fill Out Initial Setup Form

Click on the following link to begin the initial setup process:

<https://rumple.wufoo.com/forms/q16eowpc046dc1g/>

This step will allow rumple to gather setup information for each of your sales people and managers. Please include the name, email, and cell phone number for each user and identify their level of access as a sales person, manager or corporate user.

STEP 2: Upload Advertiser Lists for Each Sales Person

First start by creating a list of current advertisers for each sales person. The most common way to create this list is to download it directly from your traffic system.

If you are downloading the list out of your traffic system or creating it from an excel spreadsheet, it's important that each piece of data is separated into its own column. For example, an advertiser's address needs to have 4 columns, one for the Street Address, City, State and Zip.

An example template has been created which can be accessed here: <http://goo.gl/6KCNtM> The template may help you in this process. You can create separate lists for each salesperson or a single spreadsheet for all salespeople.

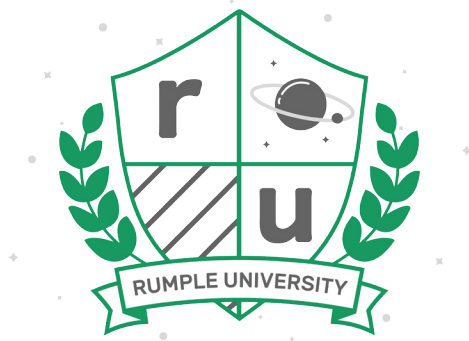
Once the lists have been created, please go here to upload your list: <https://rumple.wufoo.com/forms/pxd8c0q070ljx3/>

STEP 3: Traffic Integration

This step will begin the integration between your traffic system and rumple.

The traffic integration process has a couple of steps, but starts by filling out the following form: <https://rumple.wufoo.com/forms/m17d846a1rq8xb5/>

The remaining steps will be completed with the person identified on the Traffic Integration setup form directly.



STEP 4: Rumple U

Once the above steps are completed, sales managers and sales people will be given access to rumple so they can complete the rumple 101 training in Rumple U.

This is only the initial introduction of rumple. In Step 5 & Step 6 you will schedule a live online training directly with the rumple team.

STEP 5: Managers Training

Once all managers have completed the Rumple U training, please click on the following link to schedule a 30 minute training for all managers and corporate users here: <https://www.rumple.com/training.php>

STEP 6: Sales Training

Once all sales people have completed the Rumple U training, please click on the following link to schedule a 30 minute training for all sales people here: <https://www.rumple.com/training.php>

STEP 7: Initial Follow Up Training

We have found it extremely helpful to have a follow up training for both sales people and managers about a month after the initial training.

Please click on the following link to schedule both trainings: <https://www.rumple.com/training.php>

SUCCESS

