

1PointEmail

Direct Email Marketing Solutions for your business & development

The 1PointEmail marketing platform supports the entire marketing process, incorporating campaign management, lists/contacts management, personalization, delivery, response management & campaign analytics reporting.

Request a Demo

HOME

LISTS

CAMPAIGNS

ADVANCED

SUPPRESSION

ACTIVITY

CAMPAIGN REPORTS

🐝 1PointEmail Features

List/Contact Management

- O Campaign Management
- O Analytics Reports
- O User Account Management
- Ownload/Export Contacts
- Auto Mapping for Import List

Custom Reporting and Analytics

"What good is your email data if it's not presented in a way that makes sense for your business? Where other ESPs will give you a generic reporting package, we will additionally give you the option of creating one hundred percent custom reports that will work harder for your business."

| springe Substances | | | | | | | | | | | | | |
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News & Events

August 2016

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1Point announces it will be providing email service to karmaloop inc, bamboocricket & Net Atlantic Inc.

September 2012

1Point Interactive is proud to announce partnerships with two new clients, 4Virtu and AMM! 4Virtu is a family social networking site dedicated to making the busy

222 Merchandise Mart plaza suite 1212 Chicago, IL 60654

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Introduction:

About this Guide

- Appearance: Since your company can customize 1PointEmail by changing the screen appearance, words, and phrases used in the application, some images used in this guide may not be exactly matching those that appear on your screens.
- Conventions: The 1PointEmail you use will often be referred to as the web application, or application, within this guide.
- System Administrator: This is the person at your company who manages your 1PointEmail web application. The term System Administrator is used in this guide.
- Application Modules: The 1PointEmail web application is divided into groups of user functions. For example, customer functions such as Adding or Viewing or Listing or Mailing particular Campaign. To access a particular Module, click on appropriate button on the Main Menu bar.

Center Menu Modules

HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN REPORTS

System Requirements

The EMAIL MARKETING System can be used with the Microsoft Windows XP, Vista and Windows7 operating systems, using Chrome and Safari.



Getting Started

Welcome to EMAIL MARKETING Management. This Guide will explain how to set up your windows web application.

The following assumptions apply to the use of this guide:

- > You should have a valid URL, User ID and Password for your EMAIL MARKETING.
- > Your computer must have an Internet access.
- You should have a basic understanding of how to operate a supported version of Microsoft Windows, including how to use Internet Explorer or any Internet browser.
- The best way to use this guide is to step through each section of EMAIL MARKETING configuration in the order to which it is presented in the guide.

EMAIL MARKETING FEATURES:

1PointEmail, you can take your marketing dollars further by sharing your ideas, strengthening your customer relationships, and increasing your brand awareness through Email. Our easy-touse tools to move you seamlessly from building Lists and designing Emails, to sending messages, tracking opens and clicks. Our Application is very user friendly. Anyone can use it easily without a User Guide. We have designed a simple GUI look and feel of application. Check out key features of our EMAIL MARKETING solutions.

FEATURES LIST

Email marketing is everywhere. It's a key part of any marketing strategy and if you're not using the proper tools and engaging in proper email behavior, you will get blacklisted by ISP's and ultimately your deliverability rates will plummet. It's important to make sure you partner with someone who is knowledgeable in the behaviors and technology required to maintain a good reputation and maximize deliverability. Our team is dedicated to helping you.

With 1PointEmail, you can take your marketing dollars further by sharing your ideas, strengthening your customer relationships, and increasing your brand awareness through email. Our easy-to-use tools move you seamlessly from building lists and designing emails, to sending messages and tracking opens and clicks. Our Application is very user friendly. We designed a simple GUI look and feel for our application that our customers absolutely love.

Check out key features of our email marketing solution.



VARIOUS IMPORT OPTIONS

We have introduced numerous options for importing subscribers/recipients to your database:

Add & Update – Add new recipients and update existing members

Add Only - Add new recipients without updating existing members

Update Only - Update existing recipients, but do not add new members

CAMPAIGN MANAGEMENT

Our user friendly UI and step by step campaign manager makes creating your mailings super simple. Create templates, simple text emails, or you can create campaigns with various types of creative including HTML.

ANALYTICS REPORTS

We have an extremely effective reporting system for all sent campaigns. We provide Targeted, Delivered, Bounced, Opened, Unopened, Clicks, Forwards, Unsubscribe, Tracking Links, and Advanced Reports by domains. You also have the ability to download all reports in various formats like Excel, CSV, and Text & PDF formats. Reporting is key for measuring your email ROI and improving your email marketing experience.

USER ACCOUNT MANAGEMENT

This feature will allow you to create client sub user accounts under each main user account and customize that user with a company Logo (white labeling). It also covers permissions level settings at client/user level. Have someone on staff dedicated solely to reviewing reports? Create a sub user account giving them access to only the reporting section of the application.

DOWNLOAD/EXPORT CONTACTS

Our product is designed to give you complete control over your information. You can export your full lists or entire contact database into csv or .xls format.

AUTO MAPPING FOR IMPORT LIST

We will make your import experience seamless with auto mapping. Simply assign your column headings to match one of the default or 50 custom fields and our system will automatically assign your column header field to the best matching available system field. This will reduce



time in mapping each field individually. Also you can add your desired custom field from the same screen at the time of mapping your fields.

IMPORT NOTIFICATION VIA EMAIL

We understand. You're busy and don't have time to sit and wait for your data to import. We will send you an email when your imports are complete so you can come back on your own time. It will contain an import status summary with the number of contacts imported successfully, and the number of rejected contacts due to invalid Email address.

SEGMENTATION

Segmentation is absolutely key to the success of any marketing campaign. We didn't take this feature lightly. We allow list segmentation based off any query, as well as past campaign stats. For example, if you want to send a follow up message to those who didn't open your last mailing, or didn't click your Facebook link, you can create a fresh mailing with ease.

CUSTOMER FIELDS CREATION

Custom fields are important for running queries, segmentation, and making sure you can readily track what's important to you. Our application comes with many standard fields already in place, and allows you to create up to 50 additional custom fields unique to your data.

MERGE LISTS

You can merge one or more of any list's contacts to any existing List or a newly created list. Our list merge feature is easy to use and takes just seconds.

BOUNCE RULES

Bounce rules are important for list maintenance keeping a good online presence. You can set Hard bounce & Soft bounce rules according to your send volume, usability and understanding of emails.

EMAIL SUPPRESSION

Having a problem with a particular ISP? This feature allows users to suppress unwanted domains by campaign or unwanted email addresses globally (from the entire database) or locally (by list). You can suppress contacts manually or by import of Excel, CSV or Text file for bulk suppression.



DOMAIN SUPPRESSION

This feature allows users to suppress domains that may be temporarily throttled, reducing the reputation impact of trying to deliver to a domain that may be blocking you.

TEMPLATE

Templates are fantastic for newsletters or repeat emails or just maintaining a particular design. Our design team can help you create a template that fits your campaign strategy. Create your own HTML/Text template using our extensive editor, or import previously designed html template.

SUBJECT & EMAIL PERSONALIZATION

Personalization is critical to establishing a personal relationship with your customers. This feature will allow you to personalize the subject line and content of your message to tailor to each targeted contact.

SPAM CHECKING

Our spam check tool allows you to check the spam scores of any campaign directly from the editor. It makes sure that your content adheres to the spam rules, ensuring successful delivery to the inbox.

TEST MAIL

Need to get your campaign approved before launch? We have a test mail feature that allows you to manually enter contacts or target a seed list for a test campaign.

ACCOUNT ACTIVITY MONITOR

We understand the big picture as well as budgeting is important. Our account activity report allows you to view the total number of emails sent within a specified time frame. It breaks down total targets, total delivers, total bounces and much more.

CAMPAIGN COMPARISON

Some strategies work better than others, and that's why we created this tool. Comparison breaks down the differences between your sends. It's very helpful for making the minor tweaks



necessary to take deliverability to the next level and ultimately make your email marketing experience more rewarding.

GOOGLE/OMNITURE ANALYTICS & TRACKING

Our system comes with out of the box Google analytics and Omniture analytics. Users can easily define global parameters for tracking their campaigns in either environment.

Webhook Calls

A webhook in web development is a method of augmenting or altering the behavior of a web page, or web application, with custom callbacks. These callbacks may be maintained, modified, and managed by third-party users and developers who may not necessarily be affiliated with the originating website or application.

AUTOSCRAPE JOBS

AutoScrape allows for the pulling of content from a webpage, chosen by the user at predefined intervals. Many senders use this feature to "scrape" a weekly blog post, or webpage updates into an email campaign, and send it to their subscribers. The entire process is automated and makes pushing your content very simple.

Social Sharing

The Social Share content block integrates with your social media channels, like Facebook and Twitter, allowing subscribers to share your campaign or an article right from the campaign.

1POINT API

Our platform supports a robust API that let's you use all the essential features without needing to access the application. List management, campaign management, and reporting are all available through the 1Point API.



Logging into window:

Once you receive your login information you are ready to begin configuration of your EMAIL MARKETING. To obtain login credentials to your EMAIL MARKETING web application visit the URL:

http://mta1.1pointinteractive.com/1point/pages/Login.aspx

Note: You have to login with the given credentials and proceed further. You can create different roles by adding up new campaign which is explained later in this user guide.

To login into the system

- Enter **URL** in any browser. Use Chrome or Safari for the best use.
- Enter valid User Name and Password.



| 1 POINTMAIL | | | | |
|---|---------------------------|--|--|--|
| User Name | | | | |
| Usomama_ | | | | |
| Password | | | | |
| | | | | |
| Romombor mo | 2 | | | |
| Romombor mo | LOGIN | | | |
| Romombor mo | | | | |
| Romombor mo | LOGIN | | | |
| Romomber me | LOGIN Forgot Password? | | | |
| Romomber me | LOGIN Forgot Password? | | | |
| Common and the second | LOGIN Forgot Password? | | | |

- Click on Login Button.
- Dashboard will be open with **User Name** on top right corner.



| POINTMAIL | | | | Welcome : Manage Ac | psplqa222 count Help Logout | |
|--|------------------------------------|---------------|------------------------|--|------------------------------------|----|
| ME LISTS CAMPA | GNS ADVANCED SUPPR | ESSION ACTIVI | TY CAMPAIGN REPORTS | 5 | | |
| hboard User Account Se | ttings | | | | DASHBOAR | RD |
| 30 - 10 - 10 - 20 - 20 - 20 - 20 - 15 - 10 - 5 - 0 - 20 - 20 - 20 - 20 - 20 - 20 - 20 | hardhall Frontacts - Version A - W | | t Five Mailings Sent | harshall? - Venton A - Yonner harshall? - Venton A | | |
| Recent Mailings Mailing Name | Sent/Scheduled | Status Se | ent Count Bounce Count | Recent Lists | Active Inactive Tota | 1 |
| harshal19contacts | 9/1/2016 1:00:44 AM | Sent 8 | | Trial AB aakash Hars | 0 0 0 | |
| harshal19contacts -V | 9/1/2016 12:57:48 AM | Sent 6 | 0 | harshal21 | 19 0 19 | |

To logout from the system

• Click on logout ______ link, then page will be redirected to the Login page.

| POINTMAIL | | | | | | come : psplqa22 age Account He | |) |
|--|-----------------------------------|--------------------|-------------------|------------------------------|---|-------------------------------------|----------|-------|
| IE LISTS CAMPA | IGNS ADVANCED SUPPI | RESSION A | CTIVITY CA | MPAIGN REPORTS | | | | |
| nboard User Account S | ettings | | | | | | DASHBO | DARD |
| | | | Last Five Ma | ilings Sent | | | | |
| 30 - | | | Lastrive ina | inigs sent | | | | |
| 25 - Ĕ | | | | | | | | |
| 20 - 20 - 00 - 20 - 00 - 20 - 00 - 15 - 10 - 10 - 10 - 10 - 10 - 1 | | | | | | | | |
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| | | | | | | | | |
| 5 - 0 - | | | | | | _ | | |
| 0 - | harshal19contacts - Version A - W | /inner harshal19co | ntsots -Version A | harshal19contects -Version B | harshal77 - Version A - Winner harshal77 - Version A | | | |
| SentCount | OpenCount | | | | | | | |
| Recent Mailings | | | | | Recent Lists | | | _ |
| Mailing Name | Sent/Scheduled | Status | Sent Count | Bounce Count | List Name | Active | Inactive | Total |
| harshal19contacts | 9/1/2016 1:00:44 AM | Sent | 8 | 0 | Trial AB aakash Hars | 0 | 0 | 0 |
| | | | | | | | | |



Forgot Password

- Click on Forgot Password? link.
- It will open "Forgot Password" Window.
- Enter the "User Name".

Click on

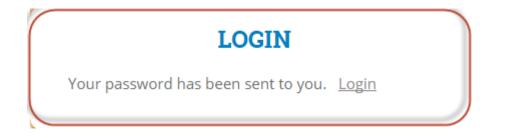
•

Submit button.

- You will receive password to your registered Email Address.
- If you click on <u>Exit Wizard</u> link you will be redirected to Login Page.

| | Forgot Password |
|----------------|---|
| Enter Userr | your Username to receive your password. name |
| | SUBMIT |
| | Back to Log In |

- You will get a Message "Your Password has been sent to you".
- If you click **Login** link, you will redirect back to **Login** Page.





MANAGE ACCOUNT:

Mange Account shows all the profile information of a particular account. With the help of Manage account you can update/edit your account profile information.

- To go to Manage Account just click on ______link.
- "Manage Account" page will be open.

| 1 POI | INTMAI | L | | | | | | Welcome : psplqa48 Switch to : psplqa48 Manage Account Logout |
|--------|---------|-----------|---------------|------------------------------------|--------------------------------------|-----------------------------------|--|--|
| HOME | LISTS | CAMPAIGNS | ADVANCED | ΑCTIVITY | CAMPAIGN R | EPORTS | | |
| | | | | | | | | Manage Account |
| Manage | Account | | | | | | | |
| | | | User Informat | tion | | | | Edit |
| | | | First n | | 8 Ia@priyanet.com | | Password : Change Password Last name : QA | |
| | | | | lress : news@i Email : 1point-c | qa.psplhyd.in,QA@ ja@priyanet.com | ğqa.psplhyd.in,info@qa.psplhyd.in | | |
| | | | Street Add | dress : 501, Sid | Icup Tower |] | | |
| | | | | City : Vadoda untry : India | ra | | State : Gujarat Postal Code : 390007 | |
| | | | Contact Infor | | | | - 0041 0006 - 39000r | |
| | | | | hone : (454)654 hone : (646)54(| | | Fax : Home Phone : (654)654-6544 | |

- Here you can see different types of information as User Information, Mailing information, Address Information and Contact Information.
- You can change your account Password by clicking on <u>Change Password</u> link.
- It will open "Password Change" window.



| Old F | Password : |
|-----------|--|
| | |
| New F | Password : (Empty spaces will be trimme |
| Confirm F | Password : |
| | |

- Here you have to enter your **Old Password** and then enter your desired **New Password** and **Confirm Password**. (Password must be at least 4)
- The New Password and Confirm Password should be same otherwise your password will not be changed.
- Click on Save button to save your changes or else click on Cancel button to close the window.
- To edit your Account Information you have to click on

| HOME LISTS CAMPAIGN | IS ADVANCED ACTIVITY CAMPAIGN REPORTS | | |
|---------------------|---|----------------------------|----------------|
| | | | |
| | | | Manage Account |
| Manage Account | | | |
| | | | |
| | | | Edit |
| | User Information | | |
| | | | |
| | User name : qatest | Password : Change Password | |
| | First name: QA Email: 1point-ga@priyanet.com | Last name : Test | |
| | Mailing Information | | |
| | | | |
| | From Address : info@1pointemail.net,news@1pointemail.net, | | |
| | Reply-to Email : 1point-qa@priyanet.com | | |
| | Address Information | | |
| | Street Address : | | |
| | | | |
| | City : Vadodara | State : Guj | |
| | Country : India | Postal Code : 39001 | |
| | Contact Information | | |
| | | | |
| | Mobile Phone : (123)454-3234 | Fax: (345)643-4566 | |
| | Work Phone : (234)545-6543 | Home Phone : (345)676-5433 | |

Edit

button.

• Now you can edit all the information. Only **User Name** cannot be changed.



• Click on Update button to save the changes or click on Cancel button no changes will be made.

| HOME LISTS CAMPAIGNS ADVANCED ACTIVITY CAMPAIGN REPORTS | |
|--|----------------|
| | |
| | Manage Account |
| Manage Account | |
| | |
| | Cancel Update |
| User Information | |
| User name : qatest First name : * QA | |
| User name : "qatest First name : " QA Last name : " Test Email : " 1point-ga@priyanet.c | |
| | |
| Mailing Information | |
| From Address : * info@1pointemail.net.news@1pointemail.net.chintan-suthar@priyanet.com | |
| Reply-to Email : 1point-qa@priyanet.com | |
| Address Information | |
| | |
| Street Address : * | |
| City:* Vadodara State:* Guj | |
| Country : * India Postal Code : * 39001 | |
| Contact Information | |
| | |
| Mobile Phone : (123)454-3234 (ex.(123)456-7890) Fax : (345)643-4566 | |
| Work Phone : (234)545-5543 (ex:(123)456-7890) Home Phone : (345)676-5433 | |

<u>Help:</u>

- To go to Help just click on Help link.
- New page will be open in new tab with link which added in Super Admin Help Url from client information.

| PO | INTMAIL | | | | | | | | | Thursday, January 18 Welcome : pspladmin | , 2018 |
|--------|------------------|------------------|--------------------------|----------|------------|------------|----------|------------------|----------------------|---|--------|
| | | | | | | | | | | Manage Account | Logou |
| OME | ACTIVITY | BILLING | | | | | | | | | |
| lients | Account Settings | Impersonate User | Manage SuperAdminAccount | Agencies | VMTA Group | VMTA Names | Managers | PMTA Servers X | Header Names | | |
| | | | | | | | | | | CLIEN | TS |
| lanage | Client | | | | | | | | | | |
| Cl | ient Informatior | ı | | | | | | | | | |
| _ | | User Nar | ne : * psplqa438 | | | | | First name | e : * 1point | | |
| | | Last nar | ne:* qa | | | | | Ema | il : * 1pointqa@priy | /anet.com | |
| | | Acct. N | lgr.:select | • | | | | Sales Re | p.:select | ٣ | |
| | | No | otes: | | | | | | | | |
| | | Client Prio | rity : Low | ۲ | | | | Passwor | d : psplqa438pspl | qa438 | |
| | | Generate API k | Key: 🕑 | | | | | API Key : RarxM2 | RoKYkZFtOQcIEv | XVSx1ngiqzqmiP | |
| | | Help | Url: www.YAHOO.Com | | | | | Policy L | Jrl : www.GOOGLE | E.Com | |
| Ac | ddress Informat | ion | | | | | | | | | |



HOME:

Home tab contains following Sub-module links:

- Dashboard
- > User
- > Account settings
- Invoices

Dashboard

This is the **Dashboard** of the application. The Dashboard contains a "*Last Five Mailings*" *Sent graph*", "Recent *Mailings*" and "*Recent Lists*" With "*More*" link. By clicking on the "More" links, you will be redirect to particular module page.

| hboard User Account Se | | | | | | D | ASHBO | ARD |
|--|--|--|----------------------|--|---|--|----------|------------|
| | | | Last Five Mail | ings Sent | | | | |
| 10 | | | | | | | | |
| 2 0 SentCount O | C5-AutoSomper-Agency Switching 05/06/7 peerCount | A/B Test-CS-Agency Switz 014 06:53:50 | | est-CS-Agency Switching -Veniton A | | nny Switzhing 05/05/2014 06:53:50 | | |
| 2 — 0 — | | | | est-CS-Agency Switching -Version A | | Rety Switching 05/05/2014 66:53:50 | | |
| 2 0 SentCount O | | | | est-C5-Agency Switching -Version A Bounce Count | A CS-AutoScrape-Age | ency Switching 03:03:2014 06:53:50 Active | Inactive | Total |
| 2 0 SentCount 0 Recent Mailings | penCount | 1014 06:53:50 | AST | | A CS-AutoSomperAge | | Inactive | Total 1 |
| 2 0 SentCount 0 Recent Mailings Mailing Name A/B Test-CS-Agency S | Sent/Scheduled | Status | Ars T Sent Count | Bounce Count | A CS-AutoSomperAge Recent Lists List Name | Active | 1000 | |
| 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | Sent/Scheduled 5/5/2014 8:32:12 AM | Status Sent | Sent Count | Bounce Count 0 | A CS-AutoSomper-Age Recent Lists List Name Test123456789 | Active 1 | 0 | 1 |
| 2 0 SentCount 0 Recent Mailings Mailing Name A/B Test-CS-Agency S A/B Test-CS-Agency S | Sent/Scheduled 5/5/2014 8:32:12 AM 5/5/2014 7:31:08 AM | Status Sent Sent | Sent Count 9 1 | Bounce Count 0 | A CS-AutoSomper Age Recent Lists List Name Test123456789 nn | Active 1 0 | 0 | 1 0 |

General Functions:

There are a couple of features common to most grids: Page Controls.

Page Controls:

Data grid also has navigation buttons.



K K I 2 3 4 5 ▶ M

First, Previous, Next and Last to check records, and also has facility to specify number of records display per page by applying Page Size.

These allow you to move from one page of items to another easily. The Page size option allows you to specify the number of records you want to see per view.

User

In this section we can create Users of particular Client. User section contains following functions.

- This page allows you to Create, Edit or Delete Users under Client account.
- You can also manage all your Users and Password.
- You can also search and view all created Users on this page.
- You can give particular module access permission to user.
- If API Key enable, then user used this key in API 2.0.

| | V | s Involces :: | | | | USERS |
|-----------------------------|---------------------------|---------------------------------|---------------------------------------|------------------|------------------|----------------------------------|
| anage | Users | | | | | |
| Gearch Iser Na Veated | me | | earch Dear | | | |
| 1.00 | ete Colore | | | | | |
| Cre | nte 📄 Delete User Name | Enal | Created Date | Status | Locked | Reset Password |
| | | Email testdoc f@priyanel.com | Orested Date 12/27/2013 7:44 32 AM | Status Active | Locked Normal | Reset Password Reset Password |
| | User Name | 印度國際 | 9901112233 | West and | 6.0330.00 | |
| • | User Name Test | testdoc-1@priyanet.com | 12/27/2013 7:44:32 AM | Active | Normal | Reset Password |



Create a New User

•

Click on create icon.

• "Create User" window will be open.

| OME LISTS CAMPAIGNS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN REPORTS ashboard Invoices User Account Settings anage Users User Name E-mail * Jaer Name Email Add Created Date Street Address * Work Phone Cell Phone City * State * | USERS |
|--|----------------|
| Ianage Users Create User Search User Name * Jser Name E-mail * Create date Street Address * Work Phone Cell Phone | USERS |
| Image Users User Name E-mail * Search E-mail * | USERS |
| iearch Ser Name Email Add First Name User Name User Name User Name User Name User Name User Name User Name User Name User Name User Name User Name User Name User Name User Name | |
| earch Ser Name Email Add First Name * Street Address * Work Phone Cell Phone | |
| ser Name Email Add reated Date Street Address * Street A | |
| Cell Phone Cell Phone | |
| Create The Delete | |
| City * State * | |
| User Name Fr Country * Postal Code * Locked | |
| IsActive 🖉 | Reset Password |
| harsh ha Generate API Constant Normal | Reset Password |
| harshal222 ha Nerral Normal | Reset Password |
| aakash222 aa Create Cancel Normal | Reset Password |
| samir222 s- Normal | Reset Password |

- Enter all the required fields. (The red asterisk indicates that fields are required)
- **IsActive** check box must be selected.
- Click on Create to create the User or else Click on Cancel to exit without create a new User.



| | and User Account Sottings | 1012/00/0 | | | | USERS |
|------------------------------|--------------------------------|-------------------------------|---|----------------|--------|----------------------------------|
| anage | Users | | | | | |
| Search User Na Created | me | | earch Char | | | |
| | ete 🖉 Delete | | ount: Test created successfully | | | |
| 100000 T | | | | Status | Locked | Reset Password |
| 🍲 Cre | ate 🖉 Delete - | User Acc | ount: Test created successfully | Ratus Actua | Locked | Reset Password Reset Password |
| 🍲 Cre | ete 📄 Dolosi User Name | Emai | ount: Test created successfully | | | |
| 🍲 Cre | te Dolete User Name Test | Email Test1doc@pryanit.com | Created successfully Created Data 1/7/2514 7:50 25 AM | Active | Normal | Reset Password |

Edit User

- Click on the User Name Hyperlink.
- "Edit User" window will be open.
- You cannot Change the **Username** and **Password**, remaining fields can be changed. (The **red asterisk** indicates that fields are required)
- Click on Update to save changes or else Click on Cancel to close the window.

| 1 POINTMAIL | | | | | Welcome : p | osplqa222 |
|--|----------------------------|---------------------|----------------|----------------------|-------------|----------------------|
| • | | | | | Manage Acco | ount Help Logout |
| HOME LISTS CAMPAIGNS ADVANCED | SUPPRESSIO | N ACTIVITY CA | MPAIGN REP | DRTS | | |
| Dashboard Invoices User Account Settings | Edit User | | | | | |
| | Luit Osti | | | | | USERS |
| Manage Users | Username * | samir222 | Email * | s-patel@priyanet.com | | |
| Search | First Name * | samir | Last Name * | patel | | |
| User Name Email Ad | d Street Address | * sid tower |] | | | |
| Created Date | Work Phone | | Cell Phone | | | |
| Create | City * | baroda | State * | gujarat | | |
| | Country * | india | Postal Code | 11111 | | |
| User Name E | r IsActive Generate API | I. | Password | samir222 | Locked | Reset Password |
| harsh I | a Key | | | | Normal | Reset Password |
| harshal222 | API Key | 9uilrQ09rcD1QiQ4KKZ | BjF7VlcZ4usJlb | т | Normal | Reset Password |
| aakash222 | la la | Update | Cancel | | Normal | Reset Password |
| samir222 | - | | | | Normal | Reset Password |
| | _ | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | A | nti-Spam Polic | | | |



Reset Password

- If you want to reset your Password, just click Reset Password the link of Reset Password.
- You will get a message and your new password will be mailed to your registered Email Address.
- Once you get the default Password you can login into the account and change to your

desired password by clicking on Link.

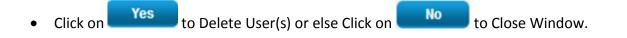
| 1 POINTI | MAIL | | | | | | Welcome : psplqa48 Switch to : psplqa48 Manage Account | qout |
|-------------------------------------|----------------------|-------------------|----------------------------|----------------------------------|--------|--------|--|------|
| HOME LIS | TS CAMPAIGNS | ADVANCED ACTIVITY | CAMPAIGN REPORTS | | | | | |
| Dashboard U | ser Account Settings | Invoices | | | | | USERS | |
| Manage Users | | | | | | | | |
| Search User Name Created Date | logotesting | Email Address | Search Clear | | | | | |
| 쓫 Create 📗 | Delete | | Your new password has been | emailed to 1point-qa@priyanet.co | m | | | |
| 0 | ser Name | Email | | Created Date | Status | Locked | Reset Password | |
| | gotesting | 1point-qa@pri | vanet.com | 4/30/2014 7:27:47 AM | Active | Normal | Reset Password | |
| | | | | | | | | |

Delete User

- Select the Check box of any User(s),
- Click on Delete icon to Delete User(s).
- "Delete User" window will be open.

| Delete User(s) |
|---|
| Are you sure you want to delete this User(s)? |
| Yes No |
| |







Search User

- Search panel is used to search Users on particular criteria.
- Enter criteria such as User Name or Email Address or Created Date.
- Click on Search button it will display all Users based on the given criteria for

search or else Click on Clear button it will clear all given search criteria and will again display all records.

| | | ices | | | | USERS |
|-----------|------------------------|---------------------------------------|------------------|------------------|--------|----------------------------------|
| lanage | Users | | | | | |
| Search | | | | | | |
| User Nar | ne rikin35 | Email Address nkin-patel@priyanet.com | sarch | | | |
| Created I | Date 12/20/2013 | | Rear : | | | |
| | | | | | | |
| | | (| Records Found: 3 | | | |
| 🔆 Crea | te 😨 Delate | (| | | | |
| 🔆 Crea | te Delete User Name | Emai | | Salus | Locked | Reset Password |
| | | Email nön-patel@priyanet.com | Records Found: 3 | Status Active | Locked | Reset Password Reset Password |
| | User Name | | Records Found: 3 | 111 | 1000 | |



Account Settings

• The account settings page allows you to manage your account functionality. From here you can give different levels of access (Permissions) to each of your Users. You can also brand your account by adding a personalized Logo image.

| hboard User Account Settings Invoices | Accourt | nt Settings |
|--|---------------------------|-------------|
| ount Settings | | |
| fine Sub Module level permissions for client account | ssfully Applied Settings! | |
| ect User testuser48 | | |
| , | Save Settings | |
| V Lists | Upload User Logo Browse | |
| Lists | | |
| Contacts | CRŠ × | |
| Import | | |
| Segments | | |
| Snapshot | | |
| Manage Fields | | |
| Merge Lists | | |
| Download Contacts | | |
| Opt-in Form | | |
| Campaigns | | |
| Mailings | | |
| Campaigns | | |
| Templates | | |
| Archived Mailings | | |
| I AutoScrape Mailings | | |
| Analytics Tags | | |

- If User does not like the Preview of Logo after Uploading then user can delete it by clicking on <u>×</u> button and then can add their desired Logo.
- Click on Save Settings button it will save your settings and display success message.

Invoice

An invoice is a bill sent by a provider of a product or service to the purchaser. The invoice establishes an obligation on the part of the purchaser to pay, creating an account receivable. An invoice will usually include the quantity of purchase, price of goods and/or services, date, parties involved, unique invoice number, and tax information. If goods or services were purchased on credit, the invoice will usually



button, it will display

specify the terms of the deal, and provide information on the available methods of payment.

| | And the local sector | Account Settings | | | | | | | Manage Invoices |
|-----|--------------------------|--|--|---|--|--|--|-------------------------------------|---|
| ina | ge Invoices | | | | | | | | |
| | | | Month January tart Date 01-01-2014 | | | | | | |
| | Invoice No | Sear Billing Period | | | Total Amount | Invoice Date | Payment Date | Satu | Pay via Paypal View Details |
| | Invoice No 134 | Sear | ch Doar | | Total Amount \$28,927.50 | Invoice Date | Payment Date 01/30/2014 | Satu Pad | |
| | Contraction of the | Sear Billing Period | ch Dear ClientName | Email Address | | Wittens 112 | Contraction of the | | Wew Details |
| | 134 | Eiling Period 12/01/2013 - 01/31/2014 | ch Dear CientName pspiga11 | Email Address Ipoint-ga@priyanet.com | \$28,927.50 | 01/22/2014 | 01/30/2014 | Paid | Vew Details |
| 1 | 134 133 | Sear Billing Period 12/01/2013 - 01/31/2014 01/01/2014 - 02/28/2014 | ch Dear ChertPlane psplqa11 psplqa11 | Email Address Ipoint-qa@priyanet.com Ipoint-qa@priyanet.com | \$28,927.50 \$1,253.52 | 01/22/2014 01/22/2014 01/22/2014 | 01/30/2014 | Paid Paid | View Details <u>View</u> <u>View</u> |
| 1 | 134 133 132 | Eliting Period 12/01/2013 - 01/31/2014 01/01/2014 - 02/28/2014 01/01/2014 - 01/31/2014 | ch Dear ClientName pspiga11 pspiga11 pspiga11 | Email Address Tpoint-qa@priyanet.com Tpoint-qa@priyanet.com Tpoint-qa@priyanet.com | \$28,927,50 \$1,253,52 \$96,42 | 01/22/2014 01/22/2014 01/22/2014 | 01/30/2014 | Paid Paid Paid | Wew Delaits View View View |
| | 134 133 132 130 | Eliling Period 12/01/2013 - 01/31/2014 01/01/2014 - 02/28/2014 01/01/2014 - 01/31/2014 01/01/2014 - 01/31/2014 | ch Cherritiane pspiga11 pspiga11 pspiga11 pspiga11 | Email Address Ipoint-qa@priyanet.com Ipoint-qa@priyanet.com Ipoint-qa@priyanet.com Ipoint-qa@priyanet.com | \$28,927,50 \$1,253,52 \$96,42 \$296,949,512,112,43 | 01/22/2014 01/22/2014 01/22/2014 01/22/2014 | 01/30/2014 01/30/2014 01/30/2014 | Paid Paid Paid Outstanding | View Debits View View View View |

- Select your desired **Time Period** and click on **Search** the search result according to selected Time Period.
- Click on
 Clear
 button for clear search result(s).

| | | | ces | | | | | _ | Manage Invoices |
|------|-------------------|----------------|-----------------------|---------------|-------------------------|----------------------------|----------------------------|----------------|--------------------------------|
| lana | ge Involces | | | | | | | | |
| elec | t Time peric | d: | | | | | | | |
| | | | Month January | • | | | | | |
| | | s | kart Date 01-01-201 | 4 | | | | | |
| | | 2 | End Date 01-31-201 | 4 | | | | | |
| | | | | 112.00 | | | | | |
| | | Sea | | | | | | | Pay via Paypal |
| | Invoice No | | | Email Address | Total Amount | Invoice Date | Payment Date | Salas | Pay via Paypal View Details |
| _ | Invoice No 132 | Sea | ich Co | | Total Amount \$96.42 | Invoice Date 01/22/2014 | Payment Date 01/30/2014 | Status Paid | |
| • | | Billing Period | rch Clea ClentNuma | Email Address | (104-0-14) | 01/22/2014 | | | View Details |

• Select on <u>View</u> link it will display the preview of particular invoice.



| | | | | | Print | Send Em | ail Download |
|--|--------------|--------|-----|-----------------|-------------|-------------|-------------------------|
| 1Point Interactive 2703 sleepy Hollow Dr | | | | | | | INVOIC |
| Lafayette,IN 47904 D:(617)-800-9290 | | | | | Invoice # | | Invoice Date |
| C:(765)-586-2352 Logan@1pointinteractive.com | | | | | 130 | | 1/22/2014 |
| Customer Details | | | | | Status | | Due Date |
| PSPL QA 501, Sidcup Tower Gujarat India-390007 1point-qa@priyanet.com (098)765-4321 | | | | | Outstanding | | |
| Invoice Details | | | | | | | |
| Description | No. of Email | s Sent | Pr | rice Rate | Am | ount | |
| Pay as per Usage | 259 | | \$1 | ,234,567,890.00 | \$31 | 9,753,083,5 | 510.00 |
| qaqaqa | | | | | \$11 | ,111,111.00 |) |
| qaqaqa1 | | | | | \$22 | ,222,222.00 |) |
| qawe | | | | | \$33 | ,333,333.00 |) |
| qwer | | | | | \$44 | ,444,444.00 |) |
| dfgh | | | | | \$55 | ,555,555.00 |) |
| Notes : | | | | | · · · | Sub To | otal :\$319,919,750,175 |
| | | | | | Di | scount(9.0 | 0%): \$28,792,777,515 |
| | | | | | | Tax(2.0 | 0%): \$5,822,539,453 |
| | | | | | | т. | otal :\$296,949,512,112 |

- Click on
 Print
 button if you want to print out for this invoice.
- Click on Send Email button then invoice will be emailed to your registered Email Address.
- Click on Download button it will download invoice in PDF format.



Make a Payment

 Select any outstanding Invoice and Click on your invoice Amount should be correct)

Pay via Paypal

button. (Verify

| HONE | LISTS | CAMPAIGNS | ADVANCED | ACTIVITY | CAMPAIGN RE | PORTS | | | | |
|----------|--------|------------------|----------|--------------------|-------------------|-----------------|---------------------------------|--------------------|------------|----|
| Dashboan | d User | Account Settings | Invoices | | | | | | | Pa |
| | | | ì | You are about to c | omplete the check | out process. No | w to proceed, click on the "Che | ckOut" button on t | he screen. | |
| | | | | | Payment items | | | | | |
| | | | | | Invoice No | Clientid | Total Amount | | | |
| | | | | | 1000 | | | | | |
| | | | | | 530 | psplqa11 | \$296,549,512,11243 | | | |

- Click on CheckOut button and Page will be redirected to PayPal's payment gateway. (You can make a payment by PayPal)
- Click on Back button page will be redirected to the Manage Invoices page.



LISTS:

Click on the **Lists** tab, it should display following links Lists contains following different links:

- > Lists
- Contacts
- Import
- Segments
- Snapshots
- Manage Fields
- Merge Lists
- Download Contacts
- > Opt-in Form
- Welcome/Unsubscribe

The "Lists" module provides many useful options.

From the "Lists" Page you can:

- Create a new list.
- Edit and Delete Lists.
- > Add New or Existing contacts to the list.
- Search your list.
- Import a contact file to the list.
- Add Contact (Including Custom Fields).
- Edit and Delete Contacts.
- Download Active, Unsubscribed, Undeliverable, Suppressed and other contacts from List(s) or all contacts (Global Data based).
- Create Segments from List(s) or Mailing(s).
- Create Snapshots of large list.
- Merge List(s).
- Set up Welcome/Unsubscribe customized mails.

From "Manage Fields" Page you can:

- Create custom Fields (used for contact account). There are certain type of custom fields (Text Box, Check Box, Dropdown list, Radio button, Date field).
- Edit and Delete Fields.



Lists

This is the **"Lists"** Module where you can Create, Edit, Delete List(s). List is necessary for sending. Without List you can't send mails from system.

| | | | nnage Fields Merge Lists Download Con | | | | LISTS |
|-------------|--|--|---------------------------------------|---|---------------------------|---------------------------|--|
| Sea List | | List Nam | | escription | Search Clear | 1 | |
| ist | | · · | , , , , , , , , , , , , , , , , , , , | | | 1 | |
| ÷ | Create | View Delete Mass Desc. Update | Add Existing Contacts 🙎 Add Contacts | 🤋 Import 🛛 🧔 Refresh | | | |
| | ListID | Name | Description | Creation Owner | All Members | Active Members | Created Date |
| | 229 | Test123456789 | | psplqa48 | 1 | 1 | 5/12/2014 5:03:00 AM |
| | 223 | 1651123430103 | | popidato | | | |
| | 229 | <u>nn</u> | | psplqa48 | 0 | 0 | 5/12/2014 1:26:00 AM |
| | | (Annual Control of Con | | | 0 159 | 0 | 5/12/2014 1:26:00 AM 5/12/2014 1:06:00 AM |
| | 228 | nn | | psplqa48 | | | |
| | 228 227 | nn | rikin | psplqa48 psplqa48 | 159 | 158 | 5/12/2014 1:06:00 AM |
| | 228 227 223 | nn nnn suppression check | rikin | psplqa48 psplqa48 rikin48 | 159 10 | 158 10 | 5/12/2014 1:06:00 AM 5/9/2014 6:17:00 AM |
| | 228 227 223 222 | nn suppression check Option2 withActive | rikin | psplqa48 psplqa48 rikin48 rikin48 | 159 10 10 | 158 10 10 | 5/12/2014 1:06:00 AM 5/9/2014 6:17:00 AM 5/9/2014 6:13:00 AM |
| | 228 227 223 222 222 221 | nn suppression check Option2 withActive Option1 without Active | rikin | psplqa48 psplqa48 rikin48 rikin48 rikin48 | 159 10 10 2 | 158 10 10 2 | 5/12/2014 1:06:00 AM 5/9/2014 6:17:00 AM 5/9/2014 6:13:00 AM 5/9/2014 6:12:00 AM |
| | 228 227 223 222 221 220 | nn nn suppression check Option2 withActive Option1 without Active rikinadd contacts-chrmcode | rikin | psplqa48 psplqa48 rikin48 rikin48 rikin48 psplqa48 | 159 10 10 2 5 | 158 10 10 2 5 | 5/12/2014 1:06:00 AM 5/9/2014 6:17:00 AM 5/9/2014 6:13:00 AM 5/9/2014 6:12:00 AM 5/9/2014 6:12:00 AM |

Page Controls:

• Data grid also has navigation buttons.

| | | | | 2 3 4 5 6 7 8 9 10 ... ▶ | |

• First, Previous, Next and Last to check records.

Search

- Here User can search the particular records based on searched criteria.
- Enter the List ID or List Name or List Description or Creation Owner or Created Date.



| nage Liste | | Aanage Fields Merge Lists Download Co | | | | LISTS |
|--|--|---------------------------------------|--|--------------------|---------------------------|---|
| earch ist ID reation Own | List Na | ame test List i | Description | Search Clear | | |
| ist | • | • | Records Fou | nd 13 | 1 | |
| | | | | | | |
| 🔅 Create | | | 🔄 Import 🛛 🛱 Refresh | | | |
| 🔅 Create 🛛 | Name | Add Existing Contacts Add Contacts | E Import 🕸 Refresh | All Members | Active Members | Created Date |
| ** 1 | | | | All Members | Active Members | Created Date 5/12/2014 5:03:00 AM |
| ListID | Name | | Creation Owner | | Active Members 1 9. | an manager an anna |
| ListID | Name Test123456789 | Description | Creation Owner psplqa48 | 1 | .1 | 5/12/2014 5:03:00 AM |
| ListID 229 214 | Name Test123456789 Test Text- import xls | Description | Creation Owner psplqa48 rikin48 | 1 9 | 1 9 | 5/12/2014 5:03:00 AM 5/7/2014 6:20:00 AM |
| ListiD 229 214 213 | Name Test123456789 Test Text- import xls Test Text | Description | Creation Owner psplqa48 rikin48 rikin48 | 1 9 15 | 1 9 15 | 5/12/2014 5:03:00 AM 5/7/2014 6:20:00 AM 5/7/2014 6:02:00 AM |
| ListID 229 214 213 212 | Name Test123456789 Test Text- import xls Test Text Xsl Bday Test | Description test test | Creation Owner psplqa48 rikin48 rikin48 psplqa48 | 1 9 15 10 | 1 9 15 10 | 5/12/2014 5:03:00 AM 5/7/2014 6:20:00 AM 5/7/2014 6:02:00 AM 5/7/2014 5:23:00 AM |

• Click on Search button and it will display the total records that are found in particular search value or else Click on Clear button to clear search results.

Create List

- Click on the Create list Create button.
- It will open the "Create List" Window.

| Create List | |
|---------------------------|----------|
| List Name* | |
| List Description | |
| Creation Owner | |
| Check if Suppression List | |
| Check if SeedList | |
| Sa | weCancel |



- Enter details for the Create List. (The red asterisks indicate fields that are required)
- Click on Save button your list will be Created Successfully or else Click on Cancel button to close the window.

| lanage Lists | | | | | | LISTS |
|---|--|-------------------------------------|--|----------------------------------|--------------------------|---|
| | | | | | | |
| Search List ID | List Name | Lis | t Description | Search | | |
| Creation Own | er Created Da | | 1000 | Clear | | |
| ist | | 6 | List test 456 doc Created Success | hulle | | |
| | | | can lead 450 000 theaten States | inny. | | |
| 🔆 Create 👔 | 🗄 Yew 📋 Delete 👔 Mass Desc. Sjødate 🕷 | | | | | |
| a dan waa ji k | 2 Yow 🝸 Delete 🕅 Mass Desc. Update 🕷 | | | Al Members | Adve Members | Created Date |
| ListD | | Add Eviding Contacts 🤹 Add Contacts | i a interit i Quinen | - | Active Members | Created Date 2/3/2014 9:17:00 AM |
| ListD 1315 | Name | Add Eviding Contacts 💃 Add Contacts | Creation Owner | Al Members | Active Members 0 0 | |
| Create ListD 1315 1314 1313 | Name text 455 doc | Add Eviding Contacts 💃 Add Contacts | Creation Owner psplips | Al Members 0 | 0 | 2/3/2014 9 17 00 AM |
| ListD 1315 1314 1313 | Name test 456 doc azz 122 doc | Add Eviding Contacts 💃 Add Contacts | Creation Owner popilga popilga | Al Members 0 0 | 0 | 2/3/2014 9 17:00 AM 2/3/2014 9 16:00 AM |
| ListD 1315 1314 1313 1362 | Name test 456 doc azz 127 doc azzs333 | Add Eviding Contacts 💃 Add Contacts | Dan Institt of Karleon Creation Owner popiga popiga popiga | Al Members 0 0 0 | 0 0 0 | 2/3/2014 9:17:00 AM 2/3/2014 9:16:00 AM 2/3/2014 8:50:00 AM |
| UstD 1315 1314 | Name test 456.doc azz 123.doc accu333 QA List 22.Jan14_100Contecta | Add Eviding Contacts 💃 Add Contacts | Creation Owner popliga popliga popliga | Al Members 0 0 0 100 | 0 0 0 89 | 2/3/2014 9 17 00 AM 2/3/2014 9 16 00 AM 2/3/2014 8 50 00 AM 1/22/2014 1 29 00 AM |



Edit List

- Click on the **List Name** Hyperlink.
- It will open an **"Edit List"** window.

| Edit List | |
|---------------------------|------------|
| List Name* | |
| List Description | |
| Creation Owner | |
| Check if Suppression List | |
| Check if SeedList | |
| Sa | ave Cancel |

- You can change the required fields. (The **red asterisks** indicate fields that are required)
- Click on Save to save changes or else Click on Cancel to exit without saving.



Delete List

- Select the particular List(s) check box_____.
- Click on Delete 🛄 button.
- It will open "Delete List(s)" window.

| Delete List(s) |
|--|
| Are you sure you want to delete this List(s)? |
| Delete selected List(s) but keep list members in the global database. Delete selected List(s) and remove list members from global database. |

- There are two options when window will be opened:
 - 1. Delete selected List(s) but keep list members in the global database.
 - In this option the selected list will be deleted but the contacts remain as it is in the global database.
 - 2. Delete selected List(s) and remove list members from global database.
 - In this option the selected list and its contacts both will be deleted from the global database.
- Click on Yes to delete or else Click on No to exit without deleting.



View List

- Select the list for which you want to view the details.
- Click on View button.

| | TS CAMPAIGNS ADVANCED | ACTIVITY CAMPAIGN REPORTS | | | | |
|--|--|--|--------------------|--------------------|--------------------|--|
| ists Contact | is Import Segments Snapshots Mar | nage Fields Merge Lists Download Co | ntacts Opt-in Form | | | |
| | | | | | | LISTS |
| Manage Lists | | | | | | |
| Search | | | | | | |
| List ID | List Nam | ne List f | Description | Search | | |
| Creation Owne | r Created | Date | | Clear | | |
| List | ~ | | | | | |
| 🔅 Create 👔 | 🛛 View) 📅 Delete 🛛 🚔 Mass Desc. Update 🖇 | 鸄 Add Existing Contacts 🙎 Add Contacts 🕴 | Import 🛛 🤹 Refresh | | | |
| ListiD | Name | Description | Creation Owner | All Members | Active Members | Created Date |
| 51 | <u>QA List rikinTest</u> | | mohit62 | 8 | 8 | 6/9/2014 5:47:00 AM |
| 49 | 1@&()=+1./? Contacts added | RikinPatel | rikin62 | 9 | 9 | 6/2/2014 6:27:00 AM |
| 23 | Rikin Add List | | rikin62 | 10 | 10 | 6/2/2014 5:48:00 AM |
| 22 | 1@&()=+1./? Import | RikinPatel | rikin62 | 34 | 34 | 6/2/2014 5:45:00 AM |
| | Optin rikintest123 | | rikin62 | 1 | 1 | 6/2/2014 5:39:00 AM |
| 21 | <u>optin minteorreo</u> | | | | | |
| 2120 | Optin rikintest | | rikin62 | 1 | 1 | 6/2/2014 5:34:00 AM |
| | | | rikin62 rikin62 | 1 | 1 | 6/2/2014 5:34:00 AM 6/2/2014 5:31:00 AM |
| 20 | Optin rikintest | | | 1 100,002 34 | 1 100,000 34 | |
| 2018 | Optin rikintest I@&()=+1./? Merge | | rikin62 | | | 6/2/2014 5:31:00 AM |
| 201819 | Optin rikintest @&(=+1./? Merge Merge normal | | rikin62 rikin62 | 34 | 34 | 6/2/2014 5:31:00 AM 6/2/2014 5:31:00 AM |

• It will open the "List Details" window.



| | 99 99 0 0 | | | |
|----------------|--------------------|-------------------------------|--|--|
| | 99 0 | | | |
| | 0 | | | |
| | 0 | | | |
| | | | | |
| | 0 | | | |
| | | | | |
| earch criteria | Search | Clear Export Remove Add Exist | ing Contacts Add Contacts | Refresh |
| | Jeuren | | | |
| | | | Note: 1 op 5,000 records from | filtered results are shown in previo |
| D First Name | Last Name | Email | is Active | Status |
| | | shaharvind944@gmail.com | True | Active |
| | | shahjacky02@gmail.com | True | Active |
| | | shahjam14@gmail.com | True | Active |
| | | shahniki0101@gmail.com | True | Active |
| | | shahniki4140@gmail.com | True | Active |
| | | shaileshvyash123@gmail.com | True | Active |
| | | sharonbarrett945@gmail.com | True | Active |
| | | shettys886@gmail.com | True | Active |
| | | ShinuKills007@gmail.com | True | Active |
| | | Shinukiisuur @gmail.com | 1100 | |
| | earch criteria | | D First Name Last Name Email shaharvind944@gmail.com shahjacky02@gmail.com shahjan14@gmail.com shahmik0101@gmail.com shahmik0140@gmail.com shahmik1410@gmail.com shaileshvyash123@gmail.com | D First Name Last Name Email Is Active shaharvind944@gmail.com True shahjacky02@gmail.com True shahjacky02@gmail.com True shahjacky02@gmail.com True shahjacky02@gmail.com True shahjacky02@gmail.com True shahjacky02@gmail.com True shahjacky011@gmail.com True shahjacky12@gmail.com True shanorbarrett945@gmail.com True |

- Here you will find all the details of the particular List which you selected.
- In List Details you can find six buttons Search, Clear, Export, Remove, Add Existing Contacts, Add Contacts and Refresh.
- If you click on Search button, you can search the contacts present in the selected list by its **Contact Id** or **First Name** or **Last Name** or **Email**.
- If you click on Clear button, it will clear the **"Enter search criteria"** and will display all the contacts.
- Select your desired fields then click on Export button it will open the **"Column Selection"** Window.



| 2 1Point | Mail - Agile Board | × 1 :::: 1 Point :::: | × + | | | | | | |
|------------|--------------------------------|-------------------------------|--------------------------|-------------------|---------------------|-----------------------------------|------------------------|-----------------------|---------------------|
|) (i) qa | . psplhyd.in /1PointQa/ | pages/ListDetails.aspx?id=117 | | | | C ^e Q. Search | | ☆ 自 👎 | ^ 9 V |
| -Jira 🕤 | 1P-QA 🜖 1P-MTA1 | 1P-Web1 1P-Prod01 | 📕 1P-Bamboo 🛞 Outlo | ook Mail 🛞 API1.0 | -Prod 🛞 API1.0-KL 🛞 | API1.0-QA 🜖 API2.0-QA 🜖 API2.0-Pr | od 🜖 AP12.0-KL 📃 AP12. | 0-Baboo | |
| | | | nage Fields Merge I | Lists Download | Contacts Opt-in For | m Welcome/Unsubscribe | | | |
| | | | | | | | | List | Details |
| st Deta | ils | | Column Selection | on | | | | | |
| | ial AB aakash H | arshal77 | (All fields will be expo | | | | | | Back |
| ist Sta | | | ContactId | Country | EmailContentType | | | | |
| | al Contacts | | | WorkPhone | PostalCode | casl_signup_method | | | |
| Act | ive | | FirstName | MobilePhone | | casl_signup_url | | | |
| | opressed leliverable | | LastName | HomePhone | IsVerified | CustomField1 | | | |
| | subscribed | | CompanyName | | CreatedDate | CustomField2 | | | |
| Oth | ers | | Address1 | Gender | ModifiedDate | CustomField4 | | | |
| | | | City | BirthDate | casl ipaddress | CustomField5 | | | |
| conta | cts Enter search cr | iteria | State | | , | | Add Contacts | | Refresh |
| | | | | _ | | | op 5,000 records fro | om filtered results a | re shown in previev |
| | Contact ID | First Name | | | | | Is Active | Status | |
| | 218 | 10jackcornerdiscover | | | | | True | Active | |
| | 229 | 10sametom585discove | | | | | True | Active | |
| | 307 | 10urrantassadiscover | | | | | True | Active | |
| | 230 | 11pacesimon73discove | 3 | | | | True | Active | |
| | 232 | 11peckfrank18discover | | | | | True | Active | |
| | 226 | 11shanecina22discove | | | snanecinazz@yan | 10 (2010) | True | Active | |



| Column Selection | on | | |
|--------------------------|------------------------|------------------|--------------------|
| (All fields will be expo | orted by default, if i | not selected) | |
| ContactId | Country | EmailContentType | casl_signupdate |
| EmailAddress | WorkPhone | PostalCode | casl_signup_method |
| 🗖 FirstName | C MobilePhone | IsActive | casl_signup_url |
| 🗖 LastName | HomePhone | IsVerified | CustomField1 |
| CompanyName | 🗖 Fax | IsDeleted | CustomField2 |
| Address1 | 🗖 MaritalStatus | CreatedDate | CustomField3 |
| Address2 | Cender 📃 | ModifiedDate | CustomField4 |
| City | 🔲 BirthDate | casl_ipaddress | CustomField5 |
| State | | | |
| Ok No | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |



44

| Column Selectio | n | | |
|--------------------------|------------------------|------------------|--------------------|
| (All fields will be expo | orted by default, if i | not selected) | |
| ContactId | Country | EmailContentType | Casl_signupdate |
| EmailAddress | WorkPhone | PostalCode | casl_signup_method |
| FirstName | MobilePhone | IsActive | casl_signup_url |
| 🗖 LastName | HomePhone | IsVerified | CustomField1 |
| CompanyName | 🗖 Fax | IsDeleted | CustomField2 |
| Address1 | 🗖 MaritalStatus | CreatedDate | CustomField3 |
| Address2 | Gender | ModifiedDate | CustomField4 |
| City | BirthDate | casl_ipaddress | CustomField5 |
| State | | | |
| Ok No | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

- If you not select any field then all the fields will be exported by default.
- Click on Ok button Contact(s) will be downloaded or else click on button the window will be closed.
- Select one or more contacts and click on **Remove** button then **"Remove Contacts"** window will be opened.





No

- Click on Yes button if you wish to remove or else click on button to close the window.
- If you click yes then selected contacts will be removed from the particular List.
- If you wish to add existing contacts in the selected list then just click on

```
Add Existing Contacts button.
```

• It will open "Add Contact" window.

| ormed on Email,First | Last Name | Email Address piltdga04@in.com | Is Active |
|----------------------|-----------|-----------------------------------|---|
| | | piltdga04@in.com | |
| | | 1 1 0 | True |
| | | universal2@aol.com | True |
| | | universal2@gmail.com | True |
| | | universal2@yahoo.com | True |
| | | universal2@hotmail.com | True |
| | | jinesh-kumar123@priyanet.com | True |
| | | 0@psplhydtest0.com | True |
| | | a@b.com | True |
| | | 11@psplhydtest0.com | True |
| | | rikin_@1224gmail.com | True |
| | | | universaD@hotmail.com jinesh-kumar123@priyanet.com D@psplhydtest0.com a@b.com 11@psplhydtest0.com |

- You can add multiple contacts by selecting the desired contacts check box_
- Or you can add desired contact(s) by entering into Search Criteria with Email or First

Name or Last Name by clicking on Search

- Click on
 Clear
 to clear the Search Criteria.
- Also you can select your contacts with the help of page navigation.
- Then click on Add button.
- After clicking on Add button selected contact(s) will be added to the List.
- Click on Cancel button once your contact(s) are added.
- If you wish to add contacts in the selected list then just click on Add Contacts button.
- It will open the "Add Contacts" Window.



| Add Contact | | |
|-----------------|-------------|--------|
| First Name | | |
| Last Name | | |
| Email Address* | | |
| Save & Add More | Save & Exit | Cancel |

- Enter First Name (Optional), Last Name (Optional) and Email Address*. (The red asterisks indicate fields that are required)
- Click on Save & Add More button data will be saved and User can add more details in the selected list.
- Click on Save & Exit button data will be saved and User can exit the window.
- Click on Cancel button window will be closed.

Mass Desc. Update

If you select more than one list then <a>Mass Desc. Update button will be activated.

| anage Lists | | | | | | |
|---|--|---------------------------------------|--|-------------------------------------|-------------------------|---|
| Search | | | | | 1 | |
| Uist ID | List No | ene Lin | rt Description | Search | | |
| Creation Owner | Creater | d Date | | Clear | | |
| ist | | | | | 0.0 | |
| Create 1 | Vine 1 Delete Ra Man Desc. Update | ar Ant Louise Contacts 6 Ant Contacts | Childrent of Balants | | | |
| | Consider the neuroscie of the series | | a bubour of contract | | | |
| | | - Instance | | and the second | 110409 Literate | |
| Linto | Name | Description | Creatin Dense | All Members | Arbie Members | Created Date |
| | | - Instance | | Al Mendors 3 | Active Members | Created Date 5/5/2014 5:55:00 AM |
| Listo | Narra | - Instance | Creation Owner | At Members 3 3 | Arbie Members 3 3 | |
| LinkD 220 | Plane skinedi contecta chimotole | - Instance | Creation Conner projectili | At Members 3 3 4 | 3 | 5/5/2014 5:55:00 AM |
| Lodo 220 219 | Parrie skinadi contacto chrrocode skinadi contacto chrro | - Instance | Contraction Contract professed professed | Al Members 3 3 4 1 | 3 | 545/2014 5 55 00 AM 545/2014 5 35:00 AM |
| Lotto 220 218 | Name sknadt sestasta shmoode sknadt sestaste shm sknadt sestaste shm | - Instance | Constant Owner profise48 profise48 profise48 | Al Members 3 3 4 1 0 | 3 3 4 | 5450014 515 00 AM 5450014 535 00 AM 5450014 442 00 AM |
| Loto 220 219 216 217 | Name sknadt contacts chronode sknadt contacts chrono sknadt contacts chrono sknadt contacts chrono sknadt contacts chrono | - Instance | Creation Owner projopali projopali projopali projopali | 3 3 4 1 | 3 3 4 1 | 56/2014 5 55 00 AM 56/2014 5 35 00 AM 56/2014 4 42 00 AM 56/2014 4 25 00 AM |
| Luto 225 219 218 218 217 218 218 | Name skinadi sostasta shmooda skinadi sostasta shmo skinadi sostasta sulari skinadi sostasta shome Zilivia nastališti | Desception | Creation Conver papingwith propingwith papingwith papingwith papingwith | 3 3 4 1 0 | 5 3 4 1 | 5/5/2014 5 55 00 AM 5/5/2014 5 35 00 AM 5/5/2014 4 43 00 AM 5/5/2014 4 43 00 AM 5/5/2014 4 35 00 AM |

Click on Mass Desc. Update button.



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• It will open" Mass Desc Update" window.

| Mass Desc Update | 0 | |
|---------------------|---|--|
| List Description | | |
| Are you sure | you want to Edit Selected List(s) Description? | |
| | Yes No | |

- Add the text you want to add in the List Description.
- Click on Yes button then there will be effect in the entire selected List or else if you click on No the window will be closed.

Note: Details of "Import History" Section is given at Page 66.

Add Contacts

Select the list in which User want to add contacts then click on <u>Add Contacts</u>

| anage Lists | | | | | | LISTS |
|---|---|---------------------------|---|--|--|---|
| Search ist ID Creation Own st Create E | · · · | | Description | Search Clear | | |
| | | | | | | |
| ListID | Name | Description | Creation Owner | All Members | Active Members | Created Date |
| | Name <u>QA List rikinTest</u> | Description | Creation Owner mohit62 | All Members 8 | Active Members | Created Date 6/9/2014 5:47:00 AM |
| 51 | | Description RikinPatel | | | | |
| 51 49 | <u>QA List rikinTest</u> | | mohit62 | 8 | 8 | 6/9/2014 5:47:00 AM |
| 51 49 23 | <u>QA List rikinTest</u> I@&()=+1./? Contacts added | | mohit62 rikin62 | 8 | 8 | 6/9/2014 5:47:00 AM 6/2/2014 6:27:00 AM |
| 51 49 23 22 | QA List rikinTest I@&0- =+1./? Contacts added Rikin Add List | RikinPatel | mohit62 rikin62 rikin62 | 8 9 10 | 8 9 10 | 6/9/2014 5:47:00 AM 6/2/2014 6:27:00 AM 6/2/2014 5:48:00 AM |
| 51 49 23 22 21 | OA List rikinTest 岐윤&D=+1/? Contacts added Rikin Add List 岐윤&D=+1/? Import | RikinPatel | mohit62 rikin62 rikin62 rikin62 | 8 9 10 34 | 8 9 10 | 6/9/2014 5:47:00 AM 6/2/2014 6:27:00 AM 6/2/2014 5:48:00 AM 6/2/2014 5:45:00 AM |
| 51 49 23 22 21 20 | OA List rikinTest @&&=+1/? Contacts added Rikin Add List @&&=+1/? Import Optin rikintest123 | RikinPatel | mohil62 rikin62 rikin62 rikin62 rikin62 | 8 9 10 34 1 | 8 9 10 | 6/9/2014 5:47:00 AM 6/2/2014 6:27:00 AM 6/2/2014 5:48:00 AM 6/2/2014 5:45:00 AM 6/2/2014 5:39:00 AM |
| 51 49 23 22 21 20 18 | QA List rikinTest W2&0=+1/? Contacts added Rikin Add List W2&0=+1/? Import Optin rikintest123 Optin rikintest | RikinPatel | mohil62 rikin62 rikin62 rikin62 rikin62 rikin62 | 8 9 10 34 1 1 | 8 9 10 34 1 1 | 6/9/2014 5:47:00 AM 6/2/2014 6:27:00 AM 6/2/2014 5:48:00 AM 6/2/2014 5:45:00 AM 6/2/2014 5:39:00 AM 6/2/2014 5:39:00 AM |
| ListD 51 49 23 21 20 18 19 17 | QA List rikinTest W2&0=+1/? Contacts added Rikin Add List W2&0=+1/? Import Optin rikintest123 Optin rikintest W2&0=+1/? Marge | RikinPatel | mohil62 rikin62 rikin62 rikin62 rikin62 rikin62 rikin62 | 8 9 10 34 1 1 1 100,002 | 8 9 10 34 1 1 1 100,000 | 6/9/2014 5:47:00 AM 6/2/2014 6:27:00 AM 6/2/2014 5:48:00 AM 6/2/2014 5:45:00 AM 6/2/2014 5:39:00 AM 6/2/2014 5:39:00 AM 6/2/2014 5:31:00 AM |

• It will open "Add Contact" window.



| Add Contact | | |
|-----------------|-------------|--------|
| First Name | | |
| Last Name | | |
| Email Address* | | |
| Save & Add More | Save & Exit | Cancel |

- Enter First Name (Optional), Last Name (Optional) and Email Address*. (The red asterisks indicate fields that are required)
- Click on Save & Add More button data will be saved and User can add more details in the selected list.
- Click on Save & Exit button data will be saved and User can exit the window.
- Click on Cancel button window will be closed.

Add Existing Contacts

 Select the particular list in which you want to add existing contact(s) select list then click on Add Existing Contacts.

| in Contacts Import Segment Seapchon Manage Fields Merge Lins Download Contacts | | | | | | |
|--|--|-------------|--|---------------------------------|---------------------------------|---|
| inage Lim | 3 | | | | | |
| Search List Name List Description Search Created Date List Name List Description Created Date List Created Date Created Da | | | | | | |
| | | | | | | |
| Line) | Name | Description | Creation Dense | Al Nettlers | Active Members | Created Date |
| 3 | Name GA-List 17Jan14 | Description | Creation Owner proton11 | Ad Nettdora | Active Members | Cristed Date 1/17/2014 4 10:00 AM |
| 10 304 | All as | Enscription | BUCCORE. | | | 1052045 |
| E 304 | GAList 17Jan14 | Description | pipipitt | 55 | 10 | 1/17/2014 4 18:00 AM |
| 0 304 0 303 0 302 | QA List 173an 14 1996 Impod Tent | Description | Profess Traject Traject | 53 500,000 | 10 100,000 | 1/17/2014 4 10:00 AM |
| 304 303 302 301 | GA List 17Jan 14 1806 Anasol Test Gmail 18Contacta | Checogetan | Proton 11 proton 11 repton | 55 550,000 55 | 10 100,000 | 1/17/2014 4 18:00 AM 1/17/2014 1:04:00 AM 1/16/2014 6:10:00 AM |
| Luss 304 303 301 301 301 301 301 301 301 | GAList 17.ist.14 1098.imped Test Grad INCortacta Cli March | Checogetan | Traises Traises Traises Traises | 14 108.000 54 18 | 10 100.000 10 3 | 1/17/2014 4 18:00 AM 1/17/2014 1:04:00 AM 1/16/2014 6:10:00 AM 1/16/2014 6:10:00 AM |
| 304 303 302 301 301 211 | QA-Lost 172an14 100K-integet Test Graaf INContacta CB-150an14 CS-923an14 | Chaorphan | Tables Tables Tables Tables Tables Tables | 54 500,000 50 18 15 | 10 100,000 50 30 10 | 1/17/2014 4 18:00 AM 1/17/2014 5 66 AM 1/16/2014 6 10:00 AM 1/16/2014 6 02:00 AM 1/26/2014 3 05:00 AM |

• "Add Contacts" window will be opened.



| | search criteria | 1 | | Search Clear | | | |
|--|-----------------|------------|--------------|-----------------------|-----------|--|--|
| earch will be performed on Email,First Name and Last Name fields) Successfully added contact(s): 80, 22 | | | | | | | |
| | Contact Id | First Name | Last Name | Email Address | Is Active | | |
| | 2 | CRS | BRD | crs.brd02@gmail.com | True | | |
| | 3 | CRS | BRD | crs.brd02@yahoo.com | True | | |
| | 4 | CRS | BRD | crs.brd02@hotmail.com | True | | |
| | 5 | CRS | BRD | crs.brd02@aol.com | True | | |
| | 6 | PILTD | QA | piltdqa@gmail.com | True | | |
| | 7 | PILTD | QA | piltdqa@yahoo.com | True | | |
| | 8 | PILTD | QA | piltdqa@hotmail.com | True | | |
| | 9 | PILTD | QA | piltdqa@aol.com | True | | |
| | 10 | PILTD | QA | 1point@test1point.com | True | | |
| | 12 | | | chintan1@priyanet.com | True | | |
| M | < 1 2 3 4 | 5678910 |) F F | | | | |

- You can add multiple contacts by selecting the desired contacts check box_
- Or you can add desired contact(s) by entering into Search Criteria with Email or First

Search

Name or Last Name by clicking on

- Click on Clear the Search Criteria.
- Also you can select your contacts with the help of page navigation.
- Then click on Add button.
- After clicking on Add button selected contact(s) will be added to the List.
- Click on Cancel button once your contact(s) are added.

Import

• Click on <u>option</u> option after selecting list, then page will be redirected to the Import module with the selected list and will open "Manage Imports" Page.



| | IMPORT |
|--|---|
| lanage Imports | |
| Select List & File | |
| Select List(s) | Look Up Add New List |
| File Path | Choose File To Se chosen |
| | Note File size should not be more than 30 MB for import process. |
| Choose a file type | -Select- |
| First Row contains Column Names? | |
| | Get Field Map |
| Import Options | |
| * Add & Update - Ar Add Only - Add ne | d new recipients and update existing members « recipients without updating existing members ate existing recipients, but do not add new members |
| * Add & Update - Ar O Add Only - Add ne O Update Only - Upd Notification | e recipierts without updating existing members ate existing recipients, but do not add new members |
| * Add & Update - Ar Add Only - Add ne Update Only - Upd Notification Send Notification E | e recipients without updating existing members |
| Add Only - Add ne Update Only - Upd Update Only - Upd Notification Send Notification E Enter Email Address | e recipierts without updating existing members ate existing recipients, but do not add new members nail After Importing contacts to List |
| * Add & Update - Ad Add Cinly - Add ne Update Only - Upd Update Only - Upd Notification Enter Email Address | e recipierts without updating existing members ate existing recipierts, but do not add new members nail After Importing contacts to List Enter multiple small, separate with communit |
| Add & Update - Ar Add Only - Add ne Update Only - Upt Update Only - Upt Notification Send Natification El Enter Email Address Ust Opt in Permission Before you import you | e recipierts without updating existing members ate existing recipierts, but do not add new members nail After Importing contacts to List Enter multiple small, separate with communit |
| Add & Update - Ar Add Only - Add ne Update Only - Update Update Only - Update Update Only - Upd Notification Enter Email Address Ust Opt in Permission Before you import you These email addresse | e recipierts without updating existing members ate existing recipierts, but do not add new members nail After Importing contacts to List Enter mather small, topener with common email list to TPort Email, you must verify that the list you are importing only contains email addresses from individuals that you have express permission to email. |

Note: Go to Page No. 59 for next steps of Import.



Contacts

This is the contact page under the "*Lists*" which allows you to search your contact using the search panel, Add new contacts, Edit, Delete or Export contacts to the List. Contact management is critical to any Email Marketing solution and we aim to make this task as easy as possible. You can import many types of file including .xls, .csv, and .txt. Once your Lists are in our system, they would manage themselves with simple Bounce rules.

| | Contacts Import Segments Snaps | nota manaye i letus n | icige Lists - Download Con | | | | CONTACTS |
|-----------------|---|--------------------------|---|------------------------|-----------|----------------------|----------|
| anage | Contacts | | | | | | |
| iearch Enter | search criteria | on Contactid Email First | Search Clear Name and Last Name fields.) | Filter by StatusSelect | | | |
| ontact | ts | | | | | | |
| 🔅 Cre | ate 🗍 Delete 🐅 Export Contacts 👶 | Contact Report | | | | | |
| | Email Address | Contact Id | First Name | Last Name | Is Active | Created Date | status |
| | rikin45@testing.com | 700981 | test | rikin | True | 5/12/2014 5:03:55 AM | Active |
| | nigamTest@piltd.com | 700980 | Nigam | Patta | True | 5/9/2014 2:31:41 AM | Active |
| | eee@testmail.com | 700979 | Nlgam1 | Patta2 | True | 5/8/2014 10:16:09 AM | Active |
| - | ddd@testmail.com | 700978 | Chintan | Test Even | True | 5/8/2014 10:14:18 AM | Active |
| | ccc@testmail.com | 700977 | NigABC | Test XYZ | True | 5/8/2014 9:39:05 AM | Active |
| | | 700976 | rikin | patel | True | 5/8/2014 9:04:00 AM | Active |
| | rrikinwpatell7@gmail.com | | | | True | 5/8/2014 8:30:33 AM | Active |
| | rrikinwpatell7@gmail.com nweirk@sadfasdf.com | 700975 | | | True | 5/8/2014 8:26:50 AM | Active |
| | | 700975 700974 | rikin | patel | True | | |
| | rweirk@sadfasdf.com | | rikin rikin | patel | True | 5/8/2014 8:02:32 AM | Active |

Search Contacts

• Here user can search the particular records.

| sts Contacts Import Segments | Snapshots Manage Fields Merge I | ists Download Contacts Opt-in Form | | CONTACTS |
|------------------------------|---|------------------------------------|------|----------|
| anage Contacts | | | | |
| Search | | | | |
| Enter search criteria | Search | Clear Filter by StatusSelect- | | |
| (Search will be per | ormed on ContactId, Email, First Name a | and Last Name fields.) | 1224 | |
| ontacts | | | | |
| | ts 🎣 Contact Report | | | |

• For Searching contacts there are two modes.

- 1. Enter Search Criteria
 - Search will be performed on Contact Id or Email Address or First Name or Last Name fields.



- 2. Filter by Status
 - Select one of the options from Drop down list. It will search on the basis of its status.
 - ✓ Active
 - ✓ Unsubscribed
 - ✓ Undeliverable
 - ✓ Suppressed
 - ✓ Others
- Click on <u>Search</u> button it will display total information how many records are found from the particular Search Criteria or else Click on <u>Clear</u> button to clear search result(s).

| Manag | anage Contacts | | | | | | | |
|--------|--|----------------------------|--------------------------|-------------------------|----------------------|--|--------------------------------------|--|
| Searc | h search criteria 1 | - | Search Clear | Filter by Status Active | | | | |
| Collie | and the second sec | n Contactid, Ernal, Fre | Name and Last Name Selds | 1 | | | | |
| Contac | | | | Records Found: 307746 | 2 | | | |
| C. Cr | ente 👘 Delete R. Esport Contacts 🚯 | Contact Report | | | | | | |
| | Email Address | Contact Id | FirstName | LastName | la Achin | Created Date | status | |
| - | | | Chirtan | Suthan | True | 5/28/2013 1/28 33 AM | Active | |
| 61 | chintan suftra Opriyanet com | 1.1 | Constant Constant | | | | | |
| 8 | chintan sutha Optivated.com cm.brdf2@gmail.com | 2 | CRS | BRD | True | 5/28/2013 1 28:33 AM | Active | |
| 8 | And a start has been all the second | 2 | | BRD BRD | True | 5/28/2013 1.28:33 AM | | |
| | cm.ted%2@gmail.com | 2 3 4 | CRS | | | | Active | |
| 8 | cra.brd52@gmail.com cra.brd52@yahoo.com | 1 2 3 4 5 | CRS CRS | BRD | True | 5/28/2013 1 28:33 AM | Active Active | |
| 8 | on belfälligenel com on belfälligenes com on belfälligenes com | 1 2 3 4 5 8 | ORS ORS ORS | BRD | True True | 5/28/2013 1 28:33 AM 5/26/2013 1 28:33 AM | Active Active Active | |
| 8 | en betälligenet som en betälligenet som en betällighetmet som en betällighet som | 2 3 4 5 6 7 | CRS CRS CRS CRS | BRD BRD BRD | True True True | 5/28/2013 1 28 33 AM 5/28/2013 1 28 33 AM 5/28/2013 1 28 33 AM | Active Active Active Active | |

Create Contact

- Click on create button.
- "Add Contact" window will be opened.



54

| Ekill p Arch vite poyers Regments Emepshots Manage Fields | rge Lisis Download Contaols Opfan Form Welcome/Unsubsoribe | | CONTACTS |
|---|--|---|----------------------------------|
| Tel Contrato | | | |
| Edit Contacts | | | |
| Contaol Defails | | | Ver byggenet Sive Sive Rec Canal |
| | Fist Name Sast Name Sanal Address* Covernative@@letoc.com Address1 City City Sast Covernative Covern | Wook Proces ex. +112.466 Home Proces ex. +112.466 Home Proces ex. +112.466 Fax ex. +112.466 Marias Banka Secen Gender Secen Banka Banka Banka | 190 195 196 |
| Subsoription Defails | | | |
| | Signus Des | Signa UR. PAGess | |
| Custom Fields | | | |
| CatonField CatonField CatonField CatonField CatonField | | CustonFee2 CustonFee3 test | |
| | | | Sere Sere & New Cancel |

- Enter the details for the Create Contact First Name, Last Name, Email Address*, Address1, Address2, City, State, Postal Code, Country, Company Name, Work Phone, Home Phone, Mobile Phone, Fax. Select the Marital Status, Gender, BirthDate,Email Content Type,Is Active ,Is Verified ,Select List(s) in Contact Details.Signup Date,Signup Method,Signup URL,IP Address in Subscription Details and your desired custom fields. (The red asterisk indicates that fields are required).
- Select the List(s) Look Up button it will open up the "Select Lists" window.
- You can assign one or more list from Look Up to Particular contact.



| Select Lists | | Add List |
|-----------------------------|-------------------------------|-----------------------------------|
| List Name | Search | Clear |
| 🔲 QA List 17Jan14(10) | Prag-Target List(2) | CS-Delete-UpdateOnly(0) |
| 100K-Import Test(100000) | CS-100-Seed Contacts(93) | CS-Delete-AddOnly(1) |
| Gmail 50Contacts(50) | CS-30Dec13(12) | Test-prag-Import(0) |
| CS-16jan14(9) | TL_2013.12.26 01:09:29(8) | CS-18Dec13-1(3) |
| CS-02Jan14(18) | SDL_2013.12.26 01:09:30(0) | Large_Import_500K_18Dec13(699989) |
| KAR107 List(27) | QA List 24Dec13(8) | CS-Delete-reimport(4) |
| Chintan Seed(7) | CS-Delete-AddUpdate(0) | CS-Delete-Merge(2) |
| Select All | Ok Cancel | <u>Next</u> <u>Last</u> |

- You can see the recent created list in Select Lists window.
- You can search your desired list by search panel or by clicking on <u>Next Last</u> Page Navigation Link.
 - Click on Search

•

button, it will fetch the list based on your search criteria.



| | | | Add List |
|------------|-----------------|--------------------------------------|--|
| QA List123 | Search | Clear | |
| | Records Found 1 | | |
| 3(4) | | | |
| | | | |
| | Ok Cancel | | |
| | | | |
| | QA List123 | QA List123 Search Records Found 1 | QA List123 Search Clear Records Found 1 |

Select your desired list(s) and click Ok button. Then selected List(s) will be displayed in the Select List(s) box or else Click on Cancel button window will be closed.

Add List

Click on Add List icon.

| Add List | |
|---------------------------|-----------|
| List Name* | |
| List Description | |
| Creation Owner | |
| Check if Suppression List | |
| Check if SeedList | |
| Sav | ve Cancel |

- "Add List" window will be opened.
- Enter the details for the Add List, *List Name** (The red asterisks indicate fields that are required)



- Enter the List Description, Creation Owner.
- Select the Check if Suppression List, Check if SeedList.
- Click Save button to create list or else Click Cancel button and Add List window will be closed.

Note: Details of Suppression List and Seed List are given on the page 61.

Custom Fields:

- Here you can enter the custom fields details.
- You can add the custom fields for your particular contact.
- Click on Save & New button data's will be saved with a successful message and Add Contacts page will be displayed again.

| Contact Defails | | | Contact "sp2@test.com" (| tas been added successfu | | | | | Bave Bave & New Can |
|---|---|----------|--------------------------|------------------------------|-----------|---|-------------------------------------|---|-----------------------|
| L 2 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 | First Name First Name Address Address Address Address 2 Address 2 Dity State Potest Code Code Code Code Code Code Code Code | н. н. | | | | Viort Prone Home Prone Antolie Phone Par Martal Status Gender Email Content Type Is Active Is Verified Select Lat(s) | -Selet v -Selet v Fani v V | er. + 11234567890 er. + 11234567890 er. + 11234567890 er. + 11234567890 er. + 11234567890 | |
| | Signup Date | | | | | Signup URL IP Address | | | |
| Custom Fields | | | | | | | | | |
| CustomField | | | | CustomFleid2 CustomFleid4 | test test | | | | |
| Sav | | | | | | | ncel | | Bave Bave & New Canoo |

• Click Save button to create contact or else Click Cancel button and Add Contact window will be closed.



| | ontacts Import Segments Snaph | | | | | | CONTACTS |
|----------|-------------------------------|---------------------|--|-------------------------------|----------------|----------------------|----------|
| nago | Contacts | | | | _ | | |
| earch | | | 147 - 14 | | | | |
| infer s | earch criteria | | | Filter by Status -Select- | 2 | | |
| intact | | | | ct "sa@ss.com" has been added | I successfully | ` | |
| Cr. | te These at the total | | | | | | |
| | | and a second second | 2000 C C C C C C C C C C C C C C C C C C | 1 (NAME AND) | | | |
| | Email Address | Contact ld | Fest Name | Last North | b Alber | Created Date | - |
| 0 | ss@sa.com | 700962 | + C | | True | 5/13/2014 4:22:00 AM | Active |
| Ċ. | thin45@testing.com | 700981 | test. | rikes | Trust | 5/12/2014 5:03:55 AM | Active |
| <u>1</u> | nigamText@pilld.com | 700980 | Ngam | Patta | True | 5/9/2014 2:31:41 AM | Active |
| | ere (Destruit com | 700979 | Ngard | Putta2 | True | 578/2014 10:16:09 AM | Active |
| 0 | ddd@testmail.com | 700976 | Chintan | Test Even | True | 5/0/2014 10:14:18 AM | Active |
| Ċ | ecc@testmal.com | 7009/77 | NgABC | Test KYZ | True | 5/6/2014 9:39:05 AM | Active |
| Ċ | minissiel7@gmail.com | 700976 | nkie | patol | True | 5/8/2014 5:04:00 AM | Active |
| - | rent-Qualing con | 700975 | | | Tour | 5/8/2014 8 30.33 AM | Active |
| — | rkintest@terth.com | 700974 | rikati | putul | True | 5/6/2014 8 26:50 AM | Active |
| 5 | | | | patel | Trust | 5/6/2014 8 (02.32 AM | Active |

Edit Contact

• If you want to edit any contact details then click on the Hyperlink of contact.

| Manage Contacts | | | | | | |
|---|--------------------------|--------------|------------------|-------|----------------------|--------|
| Search Enter search ortena pitdqa@gmail | d as Carac III Carac For | Search Clear | Filter by Status | • | | |
| Centacts | | | Records Found 1 | | | |
| Create Delete #. Export Contacts | 🚯 Contact Report | | | | | |
| Email Address | Contected | FirstName | LastName | - | Created Date | status |
| and and an a state of | 140 | salad | safatQ | Titue | 4/19/2014 4:30.27 AM | Active |

- The "Edit Contact" page will be opened.
- Here you can edit your desired fields.
- Click Save button to save changes or else Click Cancel button and window will be closed.
- Click on Save & New button datas will be saved and Add Contacts page will be displayed again.



• If you click on View Engagement button then you will be redirected to the Report for Contact Page.

<u>Note:</u> Detail summary of View Engagement is given in Contact Reports Section on page 56.

| Edit Contacts | | | | | | | | | | | |
|----------------------|--------------------------------|---|---|------------------------------|------------------------------|--------------------------|---|--|------|------------|--------|
| Contact Details | | | | | | | | View Engagement | 8ave | Bave & New | Cancel |
| | | First Name Last Name Enail Address Address1 Cdy State Postal Code Country Compry Name | seme pidel sp2@text.com vadodara i vadodars g4jend. 380005 india ppp | | | BirthDate | 4365465 4566 243 Single ↓ Female ↓ 9/6/2016 Html ↓ V | et +1123457780 et +1123457780 et +1123457780 et +1123457780 et +1123457780 | | | |
| Subscription Details | | Signup Date Signup Method | 105/2016 | | | Signup URL IP Address | | | | | |
| Custom Fields | | | | | | | | | | | |
| CustomField1 | 5555 Select ↓ 09-07-2016 | | | CustomField2 CustomField4 | ♥ ● test ● test ● test | | | | | | |
| | | | | | | | | | ŝave | Bave & New | Canoel |



Delete Contacts

- Select the particular contact(s) check box.
- Click on Delete 🛄 icon for the contact(s) you want to delete.
- It will open "Delete Contact(s)" Window.

| Delete Contact(s) | |
|--------------------------|-------------------------|
| Are you sure you want to | delete this Contact(s)? |
| Yes | No |

Click on Yes button contact(s) will be deleted or else click on No window will be closed.



Export Contacts

• Click on Export Contacts it will display the "Column Selection" window.

| 🖲 CSV 🔘 Exce | el 🔍 Tab | | |
|-------------------------|---------------------------|----------------|--------------|
| Column Select | ion | | |
| (All fields will be exp | ported by default, if not | selected) | |
| 🔲 ContactId | MobilePhone | IsDeleted | CS Radio |
| 🔲 EmailAddress | 🔲 HomePhone | CreatedDate | CS Text |
| 🔲 FirstName | 🔲 Fax | 🔲 ModifiedDate | CS_Text |
| 🔲 LastName | 🔲 MaritalStatus | 🗖 Age | RSP Check |
| Address1 | Gender | 🔲 Birth Date | RSP Date |
| Address2 | 🔲 EmailContentType | CS Check | RSP Drp |
| City | PostalCode | CS Date | RSP IsNumber |
| 🔲 State | IsActive | CS Dropdown | RSP radio |
| Country | Is∨erified | CS Number | RSP Text |
| WorkPhone | | | |
| Ok | ło | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

- Here you can select <u></u> the format in which you want to export the contacts like CSV, Excel or Tab.
- You can also select _____ the fields that you desire.
- If you don't select any fields then all fields will be exported by default.
- Click on ^{Ok} button to export contacts or else click on ^{No} button the window will be closed.



Contact Report

•

• Select particular Email Address check box.

Click on 👶 Contact Report

| anage | Contacts | | | | | |
|------------------|--|---|---------------------------|-----------|--------------|--------|
| earch Erter s | earch criteria pitidga@gmail | Search Oear | Filter by Status -Select- | | | |
| | the property of the property o | | | | | |
| onlach Crea | | Filane and LAU None failt First Name | LastHarre | is Active | Created Date | status |

• It will open "Report for Contact" window.

| | | | | | Dow | mload Close |
|--|---|----------------------|-----------|-------------|--------------|-------------|
| Contact Details | | | | | | |
| Email : First Name : Last Name : | piltdqa@gmail.com safari1 safari2 | | | | | |
| Mailing ID | Mailing Name | Sent Date | Status | Total Opens | Total Clicks | Unsubscribe |
| 151 | A/B Test-CS-Agency Switching | 5/5/2014 8:33:11 AM | Delivered | 0 | 0 | 0 |
| 148 | CS-AutoScrape-Agency Switching | 5/6/2014 7:00:28 AM | Delivered | 0 | 0 | 0 |
| 147 | CS-AutoScrape-Agency Switching | 5/5/2014 7:00:36 AM | Delivered | 0 | 0 | Ö |
| 146 | CS-Agency Switch_4 | 5/5/2014 6:32:20 AM | Delivered | 0 | 0 | 0 |
| 144 | CS-Agency Switch_2 | 5/5/2014 5:04:20 AM | Delivered | 0 | 0 | 0 |
| 142 | QA-30Apri14-rikin48-Diff-locat | 4/30/2014 9:03:36 AM | Delivered | 3 | 16 | 0 |
| 140 | A/B Test CS-30Apr14 -Version B | 4/30/2014 6:30:54 AM | Delivered | 0 | 0 | 0 |
| 138 | Test_Regression | 4/29/2014 6:52:59 AM | Delivered | 0 | 0 | 0 |
| 137 | rahul3232 | 4/28/2014 6:58:14 AM | Delivered | 1 | 0 | Ö |
| 127 | AutoScrape CS 25Apr14 1 | 4/25/2014 6:25:04 AM | Delivered | 0 | 0 | 0 |

- Here you can see all the Mailing information of the particular contact that you selected.
- You can also use Page Navigation to see the information.



If you click on Download
 button it will open a Download Report window or else if you click on Close
 button it will close the window.

| Download R | leport | | |
|------------|---------------|--------|--|
| | File type: CS | V · V | |
| | Download | Cancel | |
| | | | |

- Here you can select the desired type of file format that you want to download.
- There are three formats CSV, Excel and Text.
- If you click on Download button it will download report or else if you click on
 Cancel button it will close the window.



Import

This is the import page under **"Lists"** which allows you to import Excel, CSV, or Text type contact file of the List. You can see mapping when you click on **"Get Filed Map"** as well as send import notifications to your Email Address. We understand you're busy and don't have time to sit and wait for your data to import. We will send you an Email which you gave at time of importing and when your imports are complete then you can come back on your own time. It will contain an import status summary with the number of contacts imported successfully and the number of rejected contacts due to invalid Email address.

| Seiect List(s) Seiect Seie Seies Seiect Seies seie Seies Seiect Seies seie Seies Seiect Seies Se | ila, Contacta lingo | Segmente Snapshots Manage Fields Marge Linis Download Contacts Opt in Form IMPORT |
|--|----------------------------|---|
| Seied Lis(s) Seied Lis(s) Fe Park Fe Park Fe Park Fe Park Fe Seise should not be more than 20 MB for import process. Does a file type Select- For File size should not be more than 20 MB for import process. Does a file type Select- For File size should not be more than 20 MB for import process. Does a file type Select- For File size should not be more than 20 MB for import process. Does a file type Select- For File size should not be more than 20 MB for import process. Does a file type Select- For File size should not be more than 20 MB for import process. Does a file type Select- For File size should not be more than 20 MB for import process. Select- Selec | lanaga Importa | |
| Fie Part: Fie Part: Fie Part: Fies Fie size should not be more than 20 MB for import process. Fies Fie size should not be more than 20 MB for import process. Fies Fie size should not be more than 20 MB for import process. Fies Fie size should not be more than 20 MB for import process. Fies Fie size should not be more than 20 MB for import process. Fies Fie size should not be more than 20 MB for import process. Fies Fie size should not be more than 20 MB for import process. Fies Fie size should not be more than 20 MB for import process. Fies Field Subdet: Field Subdet: Field Subdet: Field Subdet: Field Subdet: Field Subdet: Field Subdet: Field Field Subdet | Select List & File | |
| Note: Fie size should not be more than 20 MB for imper process. Choose a file type First Row contains Column Names? | Select List(s) | Look top Add New List |
| Choses a file type First Row contains Column filemes? | File Path | Choose File No file chosen |
| First Rev contains Cott First Map Cott First Map Cott First Map Import Options Add Only - Add new recipients and update existing members Qupdate Only - Update existing recipients, but do not add new members Qupdate Only - Update existing recipients, but do not add new members Seed Notification Email After Importing contacts to Ust Enter Email Address Contracts to Ust Enter Email Address Contracts to Ust Enter Email Address Enter mating recipients in proting contacts to Ust Enter Email Address Enter mating recipients in proting contacts to Ust Enter mating recipients Enter mating recipients Enter Section of the se | | Note . File size should not be more than 30 MB for import process. |
| Column Hames? Cit Timos Hap. Cit Timos Hap. Mont Options * Add & Update - Add new recipients without updating existing members Add Only - Add new recipients without updating existing members Add Only - Add new recipients, but do not add new members Update Only - Update existing recipients, but do not add new members Social Social Notification Email After Importing contacts to List Enter Email Address Enter Email Address Enter Immal ist to Tipoit Email, you must write that the list you are importing only contains email addresses from individuals that you have express permission to email These email addresses must "opt-in" to your list. Sending email to purchased lists or harvested lists is against our Email Sending Policy. By selecting the "LAgee" checkbox below you are writing that the email list you are uploading contains "opt-in" email addresses only. | Choose a file type | -Select- |
| Import Cyrlions Add & Update - Add new recipients and update existing members Add Only - Add new recipients without updating existing members Dupdate Only - Update existing recipients, but do not add new members Update Only - Update existing recipients, but do not add new members Storification Send Notification Email After Importing contacts to List Enter Email After Import your email into 1Pport Email, you must wrifty that the list you are importing only contains email addresses from individuals that you have express permission to email Before your import your email list to 1Pport Email, you must wrifty that the list you are importing only contains email addresses from individuals that you have express permission to email Before your import your email list to 1Pport Email, you must wrifty that the list you are importing only contains email addresses from individuals that you have express permission to email Before your import your email list to 1Pport Email, you must wrifty that the list you are uploading contains "opt-in" email addresses only By selecting the "Agree" checkbox below you are wrifting that the email list you are uploading contains "opt-in" email addresses only | | |
| Add & Update - Add new recipients and update existing members Add Only - Update existing recipients, but do not add new members Update Only - Update existing recipients, but do not add new members Notification Send Notification Email After Importing contacts to List Enter Email Address Enter Email Inter to TPoint Email, you mest werfly that the list you are importing only contains email addresses from individuals that you have express permission to email Behow you import your email ins to TPoint Email, you must werfly that the list you are importing only contains email addresses from individuals that you have express permission to email Behow you import your email inst to TPoint Email, you are wrify that the list you are importing only contains email addresses from individuals that you have express permission to email Behow you import your email into to TPoint Email, you are uploading contains "opt-in" email addresses only | | Get Field Map |
| Add Only - Add new recipients without updating existing members Update Only - Update existing recipients, but do not add new members Set Update Only - Update existing recipients, but do not add new members Interfaction Set Notification Email After importing contacts to List Enter Email Address Enter Email Address Enter email addresses from individuals that you have express permission to email Before you email list to TPoint Email, you must writh that the list you are importing only contains email addresses from individuals that you have express permission to email Before you email list to TPoint Email, you must writh that the list you are importing only contains email addresses from individuals that you have express permission to email These email addresses must 'opt in' to your list. Sending email to purchased lists or harvested lists is against our Email Sending Polcy By selecting the "LAgee" checkbox below you are writing that the email list you are uploading contains 'opt-in' email addresses only | Import Options | |
| Update Only - Update existing recipients, but do not add new members Notification Send Notification Email After Importing contacts to List Enter Email Address Enter multiple emails reporter with control Enter Opt in Permission Before your email list to "Priort Email, you must verify that the list you are importing only contains email addresses from individuals that you have express permission to email Before your email list to "Priort Email, you must verify that the list you are importing only contains email addresses from individuals that you have express permission to email Before your email list to "Priort Email, you must verify that the list you are importing only contains email addresses from individuals that you have express permission to email Before your email list to "Priort Email, you can verifying that the email list you are uploading contains "sptiin" email addresses only | | |
| Notification Seed Notification Email After Importing contacts to List Enter Email Address Enter multiple emails reporter with commail Enter Central Sector Sect | 1-2010 C 10 C 10 C 10 C 10 | |
| Send Notification Email After importing contacts to List Enter Email Address Enter multiple emails reporter with commit Enter Permission Enter Opt-in Permission Enter Opt-in Permission Enter Permission to email Enter email addresses from individuals that you have express permission to email These email addresses must "opt-in" to your first. Sending email to purchased lists or harvested lists is against our Email Sending Policy By selecting the "LAgee" checkbox below you are verifying that the email list you are uploading contains "opt-in" email addresses only | | |
| Enter Email Address Enter Email Address Enter permission Before you import your email isit to "Point Email, you must verify that the list you are importing only contains email addresses from individuals that you have express permission to email These email addresses must "opt-in" to your list. Sending email to purchased lists or harvested lists is against our Email Sending Policy By selecting the "LAgree" checkbox below you are verifying that the email list you are uploading contains "opt-in" email addresses only | | mail After Importing contacts to List |
| List Opt-in Permission Before you import your email list to 1Point Email, you must verify that the list you are importing only contains email addresses from individuals that you have express permission to email These email addresses must "opt-in" to your list. Sending email to purchased lists or harvested lists is against our Email Sending Policy By selecting the "LAgree" checkbox below you are verifying that the email list you are uploading contains "opt-in" email addresses only | | |
| Below you import your email list to 'Point Email, you must verify that the list you are importing only contains email addresses from individuals that you have express permission to email These email addresses must 'opt-in' to your list. Sending email to purchased lists or harvested lists is against our Email Sending Policy. By selecting the "LAgree" checkbox below you are verifying that the email list you are uploading contains "opt-in" email addresses only. | | Enter militate emaile segurate with community |
| These email addresses must "opt-in" to your list. Sending email to purchased lists or harvested lists is against our Email Sending Policy. By selecting the "LAgree" checkbox below you are verifying that the email list you are uploading contains "opt-in" email addresses only. | List Opt in Permission | |
| | | |
| D Agree | By selecting the "I Age | ree" checkbox below you are verifying that the email list you are uploading contains "opt-in" email addresses only. |
| | 1 Agree | |

Select List(s)

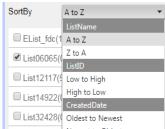
Look Up button.

• It will open "Select List" Window.



| Select Lists | | | |
|----------------------------|--------------|-------------|---------|
| List Name SortBy A to Z | Search | Clear | |
| EList_fdc(11) | List86942(0) | Listritl(0) | |
| ✓ List06065(0) | List87680(0) | Listrljl(0) | |
| List12117(5) | List92004(0) | Listspsh(0) | |
| List14922(0) | List97905(2) | Listttih(1) | |
| List32428(0) | Listdcgk(1) | Listudyb(0) | |
| List48614(2) | Listqbvz(1) | Listxbjk(0) | |
| List85098(1) | Listqdm(0) | Listywuj(0) | |
| Select All | Ok Cancel | Ne | kt Last |

- You can see the recent created list in Select Lists window.
- You can search your desired list by search panel or by clicking on Next Last Page Navigation Link.



Click on List48614(2, Newest to Oldest
 List48614(2, Newest to Oldest
 List48614(2, Newest to Oldest

Search

- Click on button, it will fetch the list based on your search criteria.
 - Select your desired List(s) and click

selected List(s) will be displayed in the Select List(s) box or else click on Cancel button to close the window.



•

Select your desired list(s) and click Ok button. Then selected List(s) will be displayed in the Select List(s) box or else Click on Cancel button window will be closed.

Add List

| Click on Add New List | button. |
|---------------------------|-----------|
| Add List | |
| List Name* | |
| List Description | |
| Creation Owner | |
| Check if Suppression List | |
| Check if SeedList | |
| Sa | ve Cancel |

- Enter the details for the Add List, *List Name** (The **red asterisks** indicate the fields that are required)
- Enter the List Description, Creation Owner.
- Select the Check if Suppression List, Check if SeedList.
- Click Save button to create list or else Click Cancel button and Add List window will be closed.

Suppression List:

This list is of suppression category and would be used to block the recipients containing in this list by selecting it on the mailing options. This is not global level suppression. This is one off suppression that can be used dynamically for specific campaigns only.



Import List:

In our system seed list used to send test mails to the contacts which are available in seed list. So that sender can send test mail to that contacts and verify how the final email will look. However user can select seed list as target list also.

| nin Contacta Impo | et Segmente Snagehote Manage Fielde Merge Liste Download Contacts Opt in Form | IMPORT |
|-------------------------------------|---|--------|
| lanage Imports | | |
| Select List & File | List06065(0) + | |
| File Path | Choose File No file chosen | |
| | Note File size should not be more than 30 MB for import process | |
| Choose a file type | -Select- • | |
| concernent a conception. | | |
| First Row contains Column Names? | 0 | |

- You have to Choose File Path from browsing your computer.
- You have to choose a file type as given below.

| | Select | • | | | |
|------------------|---|---------------|---------------------------------|----------------|------------------|
| | Select | | | | |
| | Comma delimited text file Semicolon delimited text file Plus delimited text file Tab delimited text file Excel(.xls, .xlsx) CSV (.csv) Text file with single column | | | | |
| | n select First Row contains Column Names? k on Get Field Map butt | ton it will g | _ check box. generate the Ma | apping fields. | |
| Field map | Mapping fields rea | dy | | | Add Custom Field |
| (Only five Email | addresses will be displayed here.) | | | | |
| Column1 | | | | Column2 | |
| email | | | | Is Active | |
| crs.brd02@gma | il.com | | | 1 | |
| crs.brd02@yah | | | | 1 | |
| crs.brd02@hotr | | | | 1 | |
| crs.brd02@aol. | com | | | 1 | |
| | OINTMAIL | | | | |



68

- At the right hand side top of the Filed Map it will show an Add Custom Field button.
- If you click on Add Custom Field
 it will open a Create Field window.

| Create Field | |
|-----------------------|----------|
| Field Name* | |
| Field Type | Text box |
| Default Value | |
| Required Field | |
| Personalized Field | |
| IsNumber | |
| Max Length | |
| Save | Cancel |

• Here you can add a custom field **Text Box**.

File header Fields:

- Select any one File Header Field.
- There are many Fields like Email, First Name, Last Name, Add1, Add2 etc. but Email is the mandatory Filed.
- If you select

Remove Mapping then that filed will be not added in you contact.

| File Header Fields | Available Fields | Remove Mapping |
|--------------------|------------------|----------------|
| Email | Email Address 🔻 | Remove Mapping |
| First name | First Name | Remove Mapping |
| Last name | Last Name 🔻 | Remove Mapping |
| Add1 | Address1 v | Remove Mapping |
| Add2 | Address2 • | Remove Mapping |
| оц.,. | [A1] | |

Import options

• Select any one <u>option</u> from below:



- Add & Update Add new recipients and update existing members.
- > Add Only Add new recipients without updating existing members.
- Update Only Update existing recipients but do not add new members.

Import Options

Add & Update - Add new recipients and update existing members

Add Only - Add new recipients without updating existing members

Update Only - Update existing recipients, but do not add new members

Notification

Select _____Send Notification Email after Importing Contact List.

| Notification | | |
|----------------------|---|--|
| Send Notification Em | ail After Importing contacts to List | |
| Enter Email Address | 1point-qa@priyanet.com | |
| c | (Enter multiple emails separate with comma) | |

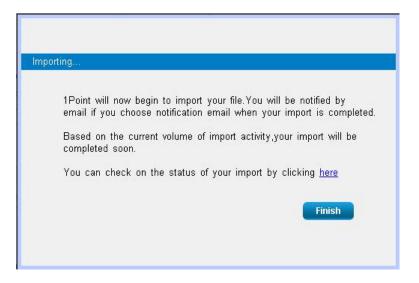
- Enter the Email Address on which you want the Notification.
- You can enter multiple Email Address separating with Commas (,).

List Opt-in Permission

- Before you import your email list to 1Point Email, you must verify that the list you
 are importing only contains email addresses from individuals that you have express
 permission to email. These email addresses must "opt-in" to your list. Sending email
 to purchased lists or harvested lists is against our Email Sending Policy.
- By selecting the "I Agree" _____ checkbox below you are verifying that the email list you are uploading contains "opt-in" email addresses only.

| List Opt-in Permission |
|--|
| Before you import your email list to 1Point Email, you must verify that the list you are importing only contains email addresses from individuals that you have express permission to email. These email addresses must "opt-in" to your list. Sending email to purchased lists or harvested lists is against our Email Sending Policy. |
| By selecting the "I Agree" checkbox below you are verifying that the email list you are uploading contains "opt-in" email addresses only. |
| C I Agree |
| Import |
| Click on Import button your contacts will be imported and Importing window |
| will be opened. |
| 1 POINTMAIL |

- Click this hyperlink here page will redirect to the selected List details page or click
 - on **Finish** button you will be redirected to **Manage List** Page.



Import History

• When after clicking <u>here</u> you will be redirected to List Details Page, at the bottom you can see your Import History.



| | | | | | | | | List Details |
|---|---|------------------------------|-----------|----------|-----------------------|---------------------|-----------------------------------|-------------------------------------|
| of Details | | | | _ | | | | |
| st : Moh | it | | | | | | | |
| Int Statist Total C Active Suppre Undel/ Unsub Others | contacts resed verable scribed | 54 60 0 0 0 0 | | | | | | |
| ontacts | Enter se | earch criteria | Storch | Caar | Expert | emove Add Contacts | Note: Top 5,000 records from Site | Roler red results are shown in p |
| • | Contact M | First Name | Last Name | | Envel | | Is Alber | 5644 |
| C. | 600732 | 1Point | QA. | (| Birthday22sd@priyaoa | ik.com | True | Active |
| - | 600734 | 5Ppert | QA | | Bathday 22(Boriyaret) | ions. | Titue | Active |
| 10 | 600736 | 1Point | QA | | Birthday22x@priyanet | com | True | Active |
| - | 700875 | 1Polst | QA. | | Bethday22sd@private | d.hs | Ine | Active |
| 1 | 700879 | 1Potet | QA | | Birthday22s@priyariet | 10 | True | Active |
| 2 | 700096 | 1Potst . | QA | | Birthday22@priyanet. | a | True | Active |
| | 700877 | 5Potet | QA | | Birthday22@priyanit1 | | True | Active |
| 1 | 709901 | 1Potet | QA | | Bethday22s@priyaret | 68 | True | Active |
| - | 700906 | 1Potst | QA | | Bithday22sd@priyare | et ca | True | Active |
| 63 - L | 600731 | Chirdun | Sutor | | Bithday12sd@piyare | it.com | True | Active |
| H (4) | 1 2 3 4 5 6 | <u>x</u> <u>x</u> | | | | | | Refre |
| File Name | | Updated | transfed. | Reported | (111) | Started | Completed | (Inasternation |
| 008_Test | (_X0.S.xb) | 0 | 10 | . 9 | Success | 5/9/2014 6 10:22 AM | 5/9/2014 6:10:22 AM | Download |
| OB_Test | Kinx alua | 0 | 15 | 0 | Buccess | 5/5/2014 6:09:00 AM | 5/5/2014 8 09:01 AM | Download |
| mport Ein | thday - API.cav | 0 | 15 | 0 | Success | 5/9/2014 6:03:57 AM | 5/9/2014 6 03 58 AM | (Duwnload) |
| DOB Test | t Maximum | 0 | 15 | 0 | Success | 545/2014 1 40 16 AM | 5/6/2014 1:40:10 AM | Download |

Status

• Under it displays the status of the contacts whether it is **Success**, **Pending** or In Process.

Invalid emails there is a link of <u><u>Download</u> if you click it, it will download an</u> • Under excel file containing the history of Rejected Emails that you import with specific reason.



Segments

This is the "Segments" page under "Lists" which allows you to make a Segment list with different filter types. We allow list Segmentation based off any query, as well as past campaign stats. For example, if you want to send a follow up message to those who didn't open your last mailing, or didn't click your Facebook link, you can create a fresh mailing with ease.

| uts Contacts Import Segments Snapshots Ma | mage Fields Morge Lists Download Contacts | | | SEGMENTATION |
|--|--|---|---------------------|--|
| Aanage Segments | | | | |
| Search Segment Name Created Date | Search Cear | | | |
| Segment | | | | |
| 🔅 Create 🗐 View 👘 Oxiste 🤹 Refresh | | | | |
| Name | Description | Segment Status | Members | CreatedDate |
| | | | | |
| E CS-Static List-Sep 13Jan 14 | | Success | 4 | 1/13/2014 8:27:28 AM |
| CS-Static List Sep 13/an14 CS-Stratic List Sep 13/an14 | | Success Success | 4 | 1/13/2014 8.27.28 AM 1/13/2014 8.24.21 AM |
| | | | 4 6 4 | |
| CS-Dynamic-List-Sep-13Jan14 | | Success | 4 6 4 04 | 1/13/2014 B 24/21 AM |
| CS-Danamic List Sep 134m14 Sep Mainplaser1135_3 | | Success Success | 4 | 1/13/2014 8:24:21 AM 1/13/2014 6:16:32 AM |
| CS-Opmanics.int.Sep.134an14 Sep.Mainplasue1130_3 Sep.Mainplasue1130_3 | | Success Success Success | 4 04 | 1/13/2014 8/24/21 AM 1/13/2014 6/16/32 AM 1/13/2014 6/09/19 AM |
| GS-Dammerkint.Sep.13Jan14 SepMainphase1130_3 SepMainphase1130_2 SepMainphase1130_2 | Testing | Success Success Success Success | 4 84 91 | 1/13/2014 8 24 21 AM 1/13/2014 5 16 32 AM 1/13/2014 5 09 19 AM 1/13/2014 1 57 40 AM |
| CS-Dynamic Latt, Sep 13/an 14 Sep Mainpinue 1130_1 Sep Mainpinue 1130_2 Sep Mainpinue 1130_1 Sep Mainpinue 1130_1 Sep Mainpinue 1130 | Testing Gender Equal Court should be 10 | Success Success Success Success Success | 4 84 91 91 | 1/13/2014 8:24 21 AM 1/13/2014 5:16 32 AM 1/13/2014 5:09 19 AM 1/13/2014 1:57 85 AM 1/13/2014 1:57 85 AM |

Search

• Here you can search the particular segments records.

| anage Segments | | | | SEGMENTATION |
|---|------------------|-------------------------------|----------------|--|
| Search Segment Name <mark>GEOIGCONTECTIONS</mark> Create egment | d Date 1/13/2014 | Clear Records Found 6 | | |
| Create and View 2 Datate & Rafresh | | | | |
| Coule 21 Your Donte 12 Refresh | Description | Degreent Dates | Wenders | Created Date |
| | Desculut | Degreet Date Success | Merrders 91 | Overland Date 1/13/2014 1.51 D0 AM |
| States | Description | | | |
| Name SepMainplaned123 | Descapeon | Success | 91 | U13/2014 1.51 09 AM |
| SegMeinglasus1120 SegMeinglasus1120 SegMeinglasus1120_1 | Descapeon | Success Success | 91 95 | 1/13/2014 1.51 DX AM |
| SegMalogiaue1130 SegMalogiaue1130 SegMalogiaue1130_3 SegMalogiaue1130_2 | Descapelor | Success Success Success | 91 95 | 1013/2014 1.51 D9 AM 1013/2014 1.57 40 AM 1013/2014 1.57 40 AM |

• Enter the Segment Name, Create Date.



Click on <u>Search</u> button it will display all the records according to Searched
 Criteria or else click on <u>Clear</u> button it will clear the Search criteria and will display all Segments.

Create Segment



- It will open "Create Segment" Window.
- In Create Segment there are three Tabs Name It, Build It and Preview Results.
- Under "Name It" tab user can create the new segment by various Segment Options and Segment Types as below:
- Segment Options:
 - Segment List Members Only
 - Segment Mailing Recipients Only
 - Segments based on GeoIP Data
 - Segment List Based on Subtraction
 - Segment List based on Zipcode/Radius

• Segment Type:

- Static Segment
- Dynamic Segment

| HOME LISTS CAMPAIG | GNS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN REPORTS | |
|----------------------------|--|----------------|
| Lists Contacts Import Segm | nents Snapshots Manage Fields Merge Lists Download Contacts Opt-in Form Welcome/Unsubscribe | H A A |
| | | Manage Segment |
| Create Segment | | |
| | | |
| (Name It) | Build It Preview Results | |
| | | Next |
| Segment Name* | | |
| | | |
| Description | | |
| Segment Options | Segment List Members Only Create a new mailing list by targeting members of one or more lists. | |
| | Segment Mailing Recipients Only | |
| | Create a new mailing list by targeting recipients of one or more mailings. | |
| | Segment based on GeoIP Data Create a new mailing list by targeting recipients of one or more mailings and GeoIP Data. | |
| | Segment List based on Subtraction | |
| | Create a new mailing list by subtracting recipients on List A which are NOT in List B. | |
| | Segment List based on Zipcode/Radius Create a new Mailing list by targeting members that are within the given miles of Zipcode. | |
| Segment Type | Static Segment | |
| | Create a segment that fetches the members based on the selected criteria at the time of creation only. | |
| | Opnamic Segment Create a segment that automatically updates the members based on the selected criteria daily. | |
| | | |



- Enter Segment Name in field. (The red asterisks indicate fields that are required)
- Enter the Description.
- Select the <u>Segment Options</u>, <u>Segment Types</u>.
- Click on Next button.
- It will open the "Build It Tab".
- Here user can select one or more list(s) by selecting the Check box
- If user select Master List check box then he can segment against all the contacts in the system.

| | satacts "Import Segments Snapsbots | | reductive and "to Entropy and" | | Manage Segme |
|-------|--|--|---|----------------|--|
| te S | ogment | | | | |
| | Name It | Build It | Proview Result | .) | |
| CE 00 | e or more lists, then click "Done" | | | | |
| | e or more lists, then click "Done" ter List (select this to segment against all the Name | contacts in the system) Description | Cristian Owner | Active Members | Drivited Date |
| | ter List (select this to segment against all the | | Ortalion Dever | Active Members | Devalued Date 5552014 6-17 00 AM |
| | ter List (select this to segment against all the | | (Although and a second s | | Distances . |
| | ter List (select this to segment against all the None suppression check | Description | rikin-03 | 10 | 5/9/2014 6-17-00 AM |
| | ter List (select this to segment against all the Name suppression check Option2 with/crive | Description | dun48 riun48 | 10 | 59/2014 6 17:00 AM 5/9/2014 6 13:00 AM |
| | ter List (select this to segment against all the Note suppression check Option2 withActive Option1 without Active | Description | ciko-48 riko-48 ciko-48 | 10 | 590014 6 17 00 AM 590014 6 13 00 AM 590014 6 13 00 AM |
| | ter List (select this to segment against all the Note suppression check Option2 withActive Option1 without Active rikiewald contactiv chemicode | Description | ekin48 rikin48 rikin48 piptiga48 | 10 | 5592014 6 17 00 AM 5692014 6 13 00 AM 5992014 6 12 00 AM 5892014 6 12 00 AM |

Then Click Done

| | | | Manage Segment |
|---|----------|-----------------|----------------|
| de Segment | | | |
| ust | | | |
| Name It | Build It | Preview Results | |
| ment List Members Only the provided fiters to define your segmentation | criteria | | Get Result |
| "Get Result" to find matching records aber of CS-16jan14 | | | |



- Here user can add the filters.
- You can also give your desire conditions. •
- Get Result Click on to display the result. •

| | | | Manage Seg | ment | |
|---|---|--------------------------------------|---|-------------|--|
| Create Segment | | | | | |
| stcust | | - | | | |
| Name | t Build It | Preview Results | | | |
| | t members matching the following rule(s) | | Note: Top 100 contacts from Filtered results are show | in preve | |
| lembers of C5-16jan14 of | Interfors maccing the biological () bern ISMULL(EmailMiddress,") like "SigN" Email Address | Find Name | Note: Top 100 contacts from Fillened results are show | in in privi | |
| lembers of C5-16jan14 w | bere (SNULL(EmailAddress,") like "S&V" | FastName Ovelan | | in in paire | |
| Rembers of C5-16jan14 w ContactIO 1 | bern ISMULL(EmailAddrens,") like "N@N" Email Address | | LastNave | in n pain | |
| Jembers of C5-16jan M w Contact ID 1 2 | bere ISMULL(EmailAddress,") like "N@N" Criss Assess Chirlan-sultar(Qoryansi Lorr | Ovetan | Latitions Subar | va n privi | |
| Jembers of C5-16jan14 of Contact ID 1 2 3 | bern ISMULL(EmailMddrenn,") like "N@" Crisal Address chirtan-suftar@priyanel.com cis.brW0@prial.com | Overtain ORS | Latitude Subar BRD | vo in preve | |
| Vembers of C5-16jan14 of Contact ID 1 2 3 4 5 | bern ISMULL(EmailMödrens,") like "SigN" Charl Address charlan suthar@physinel.com cris.br00@grad.com cris.br00@grad.com | Overan ORS ORS | Latiture Suftar BRD BRD | in n preve | |
| Nembers of C5-15jan14 of Contact IO 1 2 3 4 | bern ISHULL (EmailAddrens, ") Hite "Sig"s" Charl Astrona charlan sulhar (goryanat com cris brittiggrad com cris brittiggrad com cris brittiggrad com cris brittiggrad com | Overtain CRS CRS CRS CRS | Latiture Sultar BRD BRD BRD BRD | in o preve | |

Click on

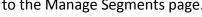
•

Edit Segment

button to edit conditions or change List selection.

| Select Lists | <u>.</u> <u>Add Fill</u> | er |
|--------------|-----------------------------------|----|
| Remove | EmailAddress V Contains V @ and V | |
| | | |

Save Segment button Segment is created and user will be redirected Click on to the Manage Segments page.





| lata Contacta Import Segmenta Ssapubota Ma | nage i note ange cate dominate contacte. | | | SEGMENTATION |
|---|--|--|-------------------------------|---|
| lanage Segments | | | | |
| Search Segment Name Created Date | Search Dear | | | |
| egment | Segment fistcust Cr | eated Successfully. | | |
| 🖕 Create 🔤 View 📋 Delete 🖉 Refresh | | | | |
| | | | | |
| E Planet | Descrution | Segment Roles | Members | Created Date |
| | Descrution | Segment Ratus Success | Members 10 | Created Date 214/2014 4 16 12 AM |
| | Oescripton | States and States | 12110212 | And the second se |
| (i) lativat | Description | Success | 12110212 | 2/4/2014 A 16 12 AM |
| C Latical C CS-Static Lat.Sep 133an14 | Description | Success Success | 12110212 | 2/4/2014 & 16 12 AM V13/2014 8:27 28 AM |
| Instant CS-States Last See 133an 14 CS-Strates Last See 133an 14 CS-Strates Last See 133an 14 | Description | Success Success Success | 12110212 | 2042014 4 16 12 AM 9/130914 8 27 28 AM 1/13/2014 8 24 27 AM |
| Instant CS-State: Lat. Sep 13Jan 14 CS-State: Lat. Sep 13Jan 14 SS Sep Malerplane 1136_3 | Description | Success Success Success Success | 10 4 6 4 | 2/42014 4 16 12 AM 0/13/0514 8:27:28 AM 0/13/0514 8:24:27 AM 1/13/0514 6:16:32 AM |
| Estat Estate Lat-Sep 13an14 ES-Dater Lat-Sep 13an14 SepMaling-Issue133.2 SepMaling-Issue133.2 | Description | Success Success Success Success Success | 10 4 6 4 84 | 2/42014 4 16 12 AM //13/2014 8:27:28 AM //13/2014 8:24:27 AM 1/13/2014 8:16:32 AM 1/13/2014 5:09 19 AM |
| Extent Extent Lan Sep 113an14 CS State Lan Sep 113an14 Sep Mainghave 1130_3 Sep Mainghave 1130_2 Sep Mainghave 1130_2 | Description | Success Buccess Success Success Success Success | 10 4 6 4 84 91 | 2/42014 4 16 12 AM U13/2014 8 27 28 AM U13/2014 8 24 27 AM 1/13/2014 8 24 27 AM 1/13/2014 5 46 32 AM U13/2014 5 09 19 AM U13/2014 5 7 40 AM |

Edit Segment

• User can edit a Segment by Clicking the Hyper link of a Segment.

| is connects amont segments soup | shots. Manage Fields Marge Lists Download Contacts | AL MARINA SHARE | | SEGMENTATIO | ON |
|---|--|--|-------------------------|--|----|
| anage Segments | | | | | |
| Search Segment Name | reated Date | 5ar *** | | | |
| egment | | | | | |
| Courte Retresh | | | | | |
| | | | | | |
| Netwood State | Description | Regreent Status | Mandara | Created Cate | |
| | Desception | Regnert State Socies | Monthers 10 | Crosse Can - 5/9/2014 7:18:02 AM | |
| and the second se | Desception | | 100,000 | Contract of Contra | |
| F # | | Success | 10 | 5/9/2014 7:18:02 AM | |
| F 15 Seg Sender EXCErtion between | rikingalisi | Socialia Socialia | 10 | 5/9/2014 7 18:02 AM 5/7/2014 1:07:14 AM | |
| T DEScharter | nkingated Rikon | Success Success Success | 10 2 4 | 5/8/2014 7 18:02 AM 5/7/2014 1:07:14 AM 5/6/2014 9:01:13 AM | |
| F B Seg Bitclam F DOB-rike-between F DOB-rike-Abler F DOB-rike-Abler | nkinganal Rikun RikunPatel | Socrana Sucrana Socrana Socrana | 10 2 4 | 5/9/2014 7 18:02 AM 5/7/2014 1:07:14 AM 5/6/2014 0:01:13 AM 5/6/2014 0:36:22 AM | |
| C Dog Sithann | nkinganal Rikus RikusPatal RikusPatal | Socena Sucena Sucena Sucena Sucena | 10 2 4 11 4 | 5/9/2014 7 18:02 AM 5/7/2014 1:07:14 AM 5/6/2014 9:01:13 AM 5/6/2014 0:36:22 AM 5/6/2014 0:36:22 AM | |

- It will open the Edit Segment Window.
- User can change the Segment Name, Description, Segment Options or Segment Type.
- Then Click on Save & Exit to save the changes and redirect Manage Segments page or else click to Next button.
- Here User have to follow the same steps that is done while creating Segment.



| its Contacts Import | Sognants Seapshots Manage Fields Marge Lists Download Centacts Opt in Form | Manage Segmen |
|---------------------|---|---------------|
| | | |
| in Segment | | |
| | | |
| Name | h Build It Preview Results | |
| reame | R Bolid R | Save & Fel No |
| egment Name* | | |
| gment Name | pa . | |
| escription | 2 | |
| gment Options | Segment List Members Only | |
| dueur chrone - | Gegment List Members Only Create a new making list by targeting members of one or more lists. | |
| | Segment Mailing Recipients Only Create a new mailing list by targeting recipients of one or more mailings. | |
| | Segment based on GeoIP Data Create a new mailing list by targeting recipients of one or more mailings and GeoIP Data. | |
| | G Segment List based on Subtraction Create a new mailing list by subtracting recipients on List A which are NOT in List 8. | |
| gment Type | Static Segment Create a segment that fetches the members based on the selected criteria at the time of creation only. | |
| | C Dynamic Segment | |

Note: Please Refer Page 71 "Create Segment" for further steps.

View Segment

- Select the check box click view list.
- It displays the particular List details.
- Here you can manage your contacts in the particular list.

Note: Please Refer Page 39 "View List" for further steps.





| t : ssss | | | | | | |
|---|--|-----------------------------------|-----------|-------------------------------|--------------------------------|---|
| | | | | | | |
| | | | | | | |
| Total Co Active Suppress Undelive Unsubsc Others | ntacts sed rable | 10 10 0 0 0 0 2 | | | | |
| ontacts | Enter se | earch criteria | Search | Clow Export Nersone Add Conto | Note: Top 5,000 records from f | Refere Refered results are shown in pr |
| | Contact No. | First Name | Last Name | EN4 | Is Active | 5644 |
| 1 | 700689 | 20310 | | tent@tentmailt23.com | True | Active |
| | 51 | ActiveD | testing26 | boadabyr@hotmail.com | True | Active |
| 1 | 100582 | Other | papi | viestpsph@gmail.com | True | Active |
| ÷ | 100593 | OtherD | popl | vhwtpspi@outlook.com | True | Active |
| <u> </u> | 100677 | Suppressed | | vikinmwidcard234gptest.com | True : | Active |
| - | 100625 | SuppresselD | | nikarwpatel05@gmail.cl | True | Active |
| 51 | 135 | undeliv | | rikingutei@mailsend.com | True | Active |
| - | 134 | UnderiverableD | | patri@naihend.com | True | Active |
| 1 | 396 | unsub | Marathe | sahul marathe2kggmail.com | True | Active |
| 1 | 96 | Odumu | inda | testing547 test@prood.com | True | Active |
| port Histo | en e | | | | | lizities |



Delete Segment

Select the Segment Name check box click Delete button.
 "Delete Segment(s)" window will be opened.

| | | | SEGMENTATION |
|---|--|---------|-----------------------|
| mage Segments | | | |
| learch | Delete Segment(s) | | |
| ognaat © Coate Viva Frink @ Rahash | Are you sure you want to delete this Segment(s)? | | |
| E Nation | Drictplan Nes No. Refe | Netters | Created Cale |
| * lottest | BURGHT | 10 | 242014 4 33 32 AM |
| CS. State: Lat. Sep 13Jan H | | 1.1 | |
| GS Cyname Lat Bep (Star14 | Success | 4. | 1/13/2014 8:24:21 AM |
| C Sep Malepinsat120_3 | Butters | 4 | 1/13/2014 6:16:32 AM |
| U SepMalophone1138_2 | Becent | 64 | 1/13/2014 5-69 19 A02 |
| G SepMainplane1330_1 | Secon | 51. | U130214 1 57.40 AM |
| UP Sep Malog issuet130 | Success | 81. | 1/13/2014 1.51 09 AM |

close the window.



Snapshots

This is Snapshot module under "Lists". From here you can make a Snapshot list. Functionality includes: You can make up to 10 parts from 1 Large List. (So you can create 10 Snapshots based on "%" and Count Methods.

Search Snapshots

• Here user can search Snapshot by entering **Snapshot Name**.

| A LOCAL DISCOUNTS OF THE OWNER | | | | | |
|--|--|--|-----------------|-----------------|---------------------|
| ts Contacts Import | Segments Snapshots | Manage Fields Merge Lists Download Co | sedacts | | SNAPSHOTS |
| anage Snapshots | | | | | |
| Search Snapshot Name (CST2 | Searc | 8 Citer | | | |
| napshots | | | | Records Found 1 | |
| Create 11 View 1 | Deleta | | | | |
| Snapshot ID | Snapshot Name | | No of Samples | Al Members | Created Date |
| 8 2 | CSTZ | | 2 | 100,000 | 2/1/2014 6 18:05 AM |
| Click on name. | Search | button it will di | | ots records | with particular |
| | Search Clear | button it will di | | ots records | s with particular |
| name. Click on | | button to clear se | arch result(s). | ots records | s with particular |
| Name. Click on OME LISTS CA | Clear mpaigns advanced | button to clear se | arch result(s). | ots records | s with particular |
| name. Click on | Clear mpaigns advanced | button to clear sea | arch result(s). | ots records | |
| Name. Click on OME LISTS CA | Clear mpaigns advanced | button to clear ser ACTIVITY CAMPAIGN REPORTS Manager Fields Morge Lists Download Co | arch result(s). | ots records | |
| name. Click on ome LISTS CA ets Contacts Import lanage Snapshots. Search inapshot Name (CST2 napshots | Clear MPAIGNS ADVANCET Segmeets Snapsbots Searc | button to clear ser activity campaign reports Manage Fields Morge Lists Download Co | arch result(s). | ots records | |
| name. Click on one Lists CA obs Contacts Import lanage Snapshots Search inapshot Name (CST2 | Clear MPAIGNS ADVANCET Segmeets Snapsbots Searc | button to clear ser activity campaign reports Manage Fields Morge Lists Download Co | arch result(s). | | |
| name. Click on ome LISTS CA ets Contacts Import lanage Snapshots. Search inapshot Name (CST2 napshots | Clear MPAIGNS ADVANCET Segmeets Snapsbots Searc | button to clear ser activity campaign reports Manage Fields Morge Lists Download Co | arch result(s). | | |



Create Snapshots

- Click on create Snapshots _____ button.
- It will open New Snapshot Window.

| shot | | | |
|----------|---|-------------------|----------|
| | | | |
| | | | Ser Caso |
| | | | |
| Snapshot | 01 10 H | | |
| Based on | 1 sector | - | |
| Randomiz | · E | | |
| 1.22 | t the List with no of contacts greater than | 100 for Snapshot) | |

- Enter the Snapshot Name and select a list from dropdown of Select Based on List (The **red asterisks** indicate fields that are required).
- The list you select must be at least 100 or greater than 100.
- If you want your contacts in your list in random order then select the Randomize

| Check box. | | |
|--|---|---------------|
| HOME USTS CAMPAIGNS ADVANCED ACT | VITY CAMPAIGN REPORTS | |
| Lists Contacts Import Segments Snapsbots ManageFit | ds Marge Lists Download Contacts Opt is Form | SNAPSHOTS |
| New Snapshot | | |
| | | Save Cancel |
| | Snapshot Name" | |
| | Based on List* [Larage_Notiosend_0 | . 800 |
| | Randomize E No. of Contacts 100002 | |
| | (Select the List with no of contacts greater than 100 f | for Snapshot) |
| | Sample Name 💿 Percentage 🔹 Count | |
| | acs_Samplo_1 10 • 10000 | |
| | aca_Sample_2 90 (0002) Cick here to add a sample | |
| | Total 100% 100002 | 1 of 100002 |



- There are two radio buttons Percentage and Count.
- Select any one according to your need.
- You can make up to 10 parts of your main list by clicking on Click here to add a sample link.

Cancel to close Save button to create a Snapshot or else click on Click on • the window.

| | anaca: unpor | Segments Snapshots Manage Fields Merge Lists Download Contacts | | | SNAPSHOTS |
|-------------------|--------------|--|-------------------------|------------------------|-------------------------------------|
| danage | Snapshots | | | | |
| Search Snapshi | | Search Clear | | | |
| an advantage | in comment | - And Color | | | |
| | | | | | |
| Snapsho | | | | | |
| Snapsho | ds | | No of Samples | AS Members | Created Date |
| Snapsho Crea | te gii Vaw 🛛 | Deleter | No of Samples 2 | All Members 100,000 | Created Date 2/4/2014 4:33 45 AM |
| Snapsho Crea | te gii Vaw 🛛 | Delete Brupphol Name | No of Samples 2 2 | 2.200.020000 | UNECTORATION . |

Edit Snapshots

• Click on the Hyperlink of the Snapshot Name that you want to edit.

| | | Segments Snapshots Monoge Fields Morge Lists De | adaxandiraasiin adaala | | SNAPSHOTS |
|-------|-------------|--|------------------------|---------------------------|--|
| rarch | ot Name | Search Clear | | | |
| 0.04 | 8 T 4 | | | | |
| _ | | | | | |
| | Snapshot ED | Engenhol Name | No of Samples | All Monthern | Created Date |
| | Shipshit ID | Braperiot Name | No of Samples 2 | 100,000 | Greated Date 5/9/2014 (k01:52 AM |
| | 8 | - CONTRACTOR - CONTRACT | en construction. | | |
| | 8 | a and a second s | en construction. | 100,000 | 5/9/2014 (t-01-52 AM |
| | 8 7 | | en construction. | 100.000 175 | 5/9/2014 (k01 52 AM 4/24/2014 5 13 56 AM |
| | 8 7 4 | Marchanol Marchanol Marchanol Marchanol Seguritain random | 2 2 2 3 | 100,000 179 100,000 | 6792014 (k01 52 AM 42942014 5 13 56 AM 41592014 8 27 07 AM |

"Edit Snapshot" window will be opened. •



| in Contacta Import Segmentin Snapshots Mana | at Fields Mergs Lists Download Contacts Opt-la Form | SNAPSHOTS |
|---|---|-----------|
| dit Snapshot | | |
| | | Save Card |
| | | |
| | Snapshot Name" ss | |
| | Based on List "List 100k-Large List-Not to Randomize | |
| | Randomize C No of Contacts 100000 | |
| | | |
| | (Select the List with no of contacts greater than 100 for Snapshol) | |
| | Sample Name Precontage Count | |
| | sa_Sample_1 {50 | |
| | ss_Sample_2 50 | |
| | Click here to add a sample Total 100% 100000 of 100000 | |

- You can edit your Snapshot Name or you can select another list. ٠
- The remaining process is same as creating a Snapshot. •

| • | | Click | on 📃 | Save | button to save changes to a Snapshot or |
|---|---------------|-----------|---------|----------|---|
| | else click on | Cancel to | o close | the wind | ow. |

View Snapshots

• Select the Snapshot check box and click View button.

It will open the "Snapshot Detail" Windows. •

| eta C | ontacts Impo | et Sognoets Snapshots Manage Fields Morge Lists Down | Ioail Contacts | | SNAPSHOTS |
|-------|--------------|--|-----------------------|---------------------|--|
| napsb | ot Details | | | | |
| naps | hot Name : t | est document 7865 | | | Rac |
| napsb | ot Sample(s) | | | | 8 |
| | | | | | |
| il in | | | | | |
| | LIND | Samplet, ist Name | Active Meinters | Al Members | Created Date |
| • | | Stanglet Litt Norme S Snap2_tastungs123 | Adav Members 10005 | Al Members 10005 | Circulad Date 525/2013 5-15 47 AM |
| • | Lintib | | | | |
| • | ListiD 41 | Snap2_testanap123 | 10005 | 10005 | 5/28/2913 5:15 47 AM |
| 8 | 41 42 | Snap2_textsnap123 Snap2_textsnap1234 | 10005 80540 | 10005 80540 | 5/25/2013 5 15 47 AM 5/25/2013 5 15 47 AM |

- Here select any one List ID check box. •
- Again click on View button.



- You will be redirected to List Details Page.
- Here you can manage your contacts in the particular list.

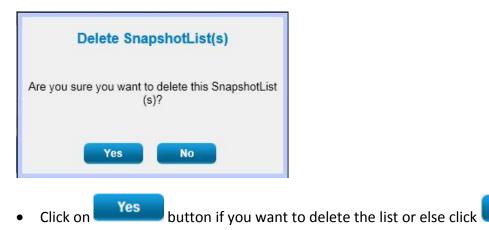
Note: Please Refer Page 39 "View List" for further steps.

Delete Snapshots

- Select the Snapshot ID check box that you desire to delete.
- Click this <u> Delete</u> icon.

button to close the window.

• "Delete Snapshot List(s)" window will be opened.



No



Manage Fields

This manages fields which allow you to "Create" a custom field for contact profile information. You can create such as Text box, Number, Check box, Dropdown list, Radio button & Date fields. You can also Edit and Delete custom fields.

| | | Manage Fields Merge Lists Download Contacts | | Manage Fields |
|-------------------|------------|---|----------------|---------------|
| Aanage | e Fields | | | |
| Search Field N | | Char | | |
| ields | | | | |
| Cre | ate Delete | | | |
| | Field Name | Field Type | Required Field | |
| 0 | new number | Text Box | False | |
| 8 | Rest.won | Text Box | False | |
| £3. | CS Date | Date | True | |
| | CS Check | Check Box | True | |
| | CS Text | Text Bax | True | |
| G) | numos | Text Box | False | |
| 8 | Age | Text Box | False | |
| | Age2 | Text Box | False | |
| 14 | | | | |
| 0 | Number | Text Box | True | |

Search Manage Fields

 Here user can search the particular records by entering its Field name or by help of Navigation Page.

| ists Contacts Import Segments Snapshots Manage | Fields Merge Lists Download Contacts | |
|--|--------------------------------------|---------------|
| | | Manage Fields |
| Aanage Fields | | |
| and a second | | |
| 2 W | | |
| Search | | |
| Search Field Name Age Search Cle | ur l | |

Click on Search button it will display the records of the Fields or else Click on Clear button to clear search result(s).



| IOME | LISTS CAMPAIGNS ADVA | ICED ACTIVITY CAMPAIGN REPORTS | | |
|--------------------|---------------------------------|--|----------------|---------------|
| Lista C | ontacts Import Segments Snapsho | ts Manage Fields Morge Lists Download Contacts | | Manage Fields |
| Manage | Fields | | | |
| Search Field Na | sme /Age Searc | A Gear | | |
| Fields | 2 | | ecords Found 2 | |
| Cre | ite 🔯 Defete | | | |
| • | Field Name | Field Type | Required Field | |
| Ð | Age | Text Box | Faise | |
| 0 | Age2 | Text Box | False | |

Create Custom Fields

- Click on Click on
- Create Field will be opened.

| Create Field | |
|--|----------|
| Field Name* Field Type Default Value | Text box |
| Required Field | |
| Personalized Field IsNumber | |
| Max Length | |
| Save | Cancel |

- Enter Name in the fields **Field Name*** (The **red asterisks** indicate fields that are required)
- Select the Field Type like Textbox, Checkbox, Dropdown List, Radio Button List and Date.
- Select the <u>Required Field</u>, Personalized Field and IsNumber if you want.



- **Required Field**: It is used for making a mandatory Field.
- > Personalized Field: It is used for making a personalized Field.
- IsNumber: It is used to make a Numeric Field (0-9) no alphabets or symbols can be added.
- Enter the **Max Length** (to give Maximum Length of Field) if you want.
- If you select **Dropdown List** it will open a Section.

| Create Field | | | | |
|--------------------|------------------|--------|------|--------|
| Field Name* | | Select | Text | Value |
| Field Type | Dropdown List | | abc | abc |
| Default Value | | | хуz | Худ |
| Required Field | | | 123 | 123 |
| Personalized Field | | | | |
| IsNumber | | | | |
| Max Length | | | Add | Remove |
| Save | Cancel | | | |
| Click on | Add to add list. | | | |

- Both **Text** and **Value** must be same.
- If you want to remove any list then click on the _____ and then click on Remove to remove the desired list.
- If you select **Radiobutton List** it will open a Section.



| remove the desired list. | Create Field | | | | |
|--|--------------------|-----------------------------|-------------|------------------------|---------------------|
| Default Value Personalized Field IsNumber Max Length Save Click on Add To add list. Both Text and Value must be same. If you want to remove any list then click on the and then click on tremove the desired list. | Field Name* | | Select | Text | Value |
| Required Field Personalized Field IsNumber Max Length Save Click on Add to add list. Click on emove any list then click on the emove the desired list. Save Cancel Click on | Field Type | Radiobutton List | | 123 | 123 |
| Personalized Field IsNumber Max Length Save Cancel Click on Add to add list. Both Text and Value must be same. If you want to remove any list then click on the and then click on Remove to remove the desired list. | Default Value | | | 456 | 456 |
| IsNumber Max Length Save Cancel Click on Add to add list. Both Text and Value must be same. If you want to remove any list then click on the and then click on Remove to remove the desired list. | Required Field | | | 789 | 789 |
| Max Length Save Cancel Click on Add to add list. Both Text and Value must be same. If you want to remove any list then click on the and then click on Remove t remove the desired list. Cancel Cancel Click on Cancel Click on Cancel Click on Cancel Click on Click | Personalized Field | | | | |
| Save Cancel Click on Add to add list. Both Text and Value must be same. If you want to remove any list then click on the and then click on Remove the desired list. | IsNumber | • | | | |
| Click on Add to add list. Both Text and Value must be same. If you want to remove any list then click on the and then click on Remove the desired list. | Max Length | | | Add | Remove |
| Click on to add list. Both Text and Value must be same. If you want to remove any list then click on the and then click on Remove tremove the desired list. | Save | Cancel | | | |
| If you want to remove any list then click on the and then click on Remove tremove the desired list. | Click on | Add to add list. | | | |
| If you want to remove any list then click on the and then click on t remove the desired list. | Both Text a | nd Value must be sam | ne. | | |
| Sava | - | - | en click on | the and then | click on Remove to |
| Click on button to save the details or else click on cancel button to | Click on | Save button to s | ave the de | etails or else click o | on Cancel button to |
| close the window. | | | | | |

Edit Fields

- Click on Hyperlink of Filed Name that you want to edit.
- It will open "Edit Field" window.
- Edit the field that you desire.
- You cannot edit Field Type.
- Click on Save button to save the changes or else click on Cancel button to close the window.



| Edit Field | |
|-------------------|------------|
| Field Name* | Birth Date |
| Field Type | Text box |
| Default Value | |
| Required Field | Г |
| PersonalizedField | |
| IsNumber | E |
| Max Length | |
| Save | Cancel |

Delete Fields

- Select the Field Name check box that you desire to delete.
- Click on Delete button.
- It will open "Delete Field(s)" window.

| | Delete Field(s) |
|---|--|
| | Are you sure you want to delete this Field(s)? |
| | Yes No |
| • | Click on Yes button to delete the Fi |



Merge Lists

This is the "**Merge Lists**" page which allows you to merge one or more Lists contacts into a particular List. You can also "**Add New List**" from here to merge. You can merge one or more Lists contacts to any existing List or a newly created list. Our List Merge feature is easy to use and takes just seconds.

| | | lds Merge Lists Download Cont | icis Opt-in Form | | Merge Lists |
|----------------------------|---|---------------------------------------|----------------------------|--|-------------|
| Merge Lists | 3 | | | | |
| | | | | | Merge Lists |
| | the 'From List(s)' and 'To List' and hit 'Merge Lists' option | from top left to complete the action. | | | _ |
| Search List Name | Search Clear | | Search List Name | Search Clear | |
| | | _ | | | |
| From List(s Note:Origin |) : al List(s) remain after merging action completed) | | To List : (Note: List s | election will not be maintained while paging in To List) | |
| Select | Name | Members | Select | Name | Members |
| | 2May14 | 10 | с | Test123456789 | 1 |
| | 30April14-Optin | 2 | С | nn | 0 |
| | 3May14_Duplicate_Invalid_Blank | 12 | С | nnn | 159 |
| | 3May14_Duplicate_Invalid_XLS | 26 | с | suppression check | 10 |
| | | 1 | С | Option2 withActive | 10 |
| | 3May14_InValid | | | Option1 without Active | 2 |
| | 3May14_InValid 3May14_Option1 | 36 | С | opion minour cure | |
| | | 36 24 | <u>с</u> | rikinadd contacts-chrmcode | 5 |
| | 3May14_Option1 | | | | 5 |
| | 3May14_Option1 3May14_Option2 | 24 | с | rikinadd contacts-chrmcode | |
| C C C | 3May14_Option1 3May14_Option2 3May14_Option3 | 24 24 | с с | rikinadd contacts-chrmcode rikinadd contacts-chrm | 3 |

Search Merge Lists

- Here user can search the particular List records.
- There are two search bars one above "From List(s)" and second above "To List" Tabs.
- In both the Search Bars User can enter the list name if he knows or else User can use the navigation page to search the list.
- Click on Search button it will display the particular List records or else Click on Clear button it will clear the search criteria and will show all the lists.



| | | Manage Fields Merge Lists Download Con | | ()) | Merge Lists |
|---------------------|--|--|-----------------------------|--|-------------|
| Merge List | | C | Records Found 2 |) | |
| | | | | | Merge Linz |
| | f the 'From List(a)' and 'To List' and hit Morg | e Lists' option from top left to complete the action | | | |
| Search List Name | 5terch | Char | Search List Name | Search Clear | |
| | | | | < The second second | |
| Netw Origin | 4) 1 rol Livi(x) remain after morging action complexity | eloc <u>i</u> | To List : (Note: List se | election will not be maintained while paging in To List) | |
| Select | Name | Minders | Select | Nate | Members |
| E. | 000 | 159 | с | 710 | 0 |
| E | 101 | 0 | с | nen | 150 |
| | | | c | suppression check | 10 |
| | | | с | Option2 withActive | 10 |
| | | | c | Option1 without Active | 2 |
| | | | с | rikinadd contacte chimcode | 5 |
| | | | c | rikinadd contacts-chrm | 3 |
| | | | e | rikinadit contects- sufari | 4 |
| | | | c | rikinadil contacts-chrome | 1.1 |
| | | | c | 785minpatel456 | 0 |
| | | | | | |

Add New List

- Click on Add New List icon.
- It will open "Add List" window.

| Add List | |
|---------------------------|----------|
| List Name* | |
| List Description | |
| Creation Owner | psplqa35 |
| Check if Suppression List | |
| Check if SeedList | |
| Sav | e Cancel |



- Enter field List Name*. (The red asterisks indicate the fields that are required)
- Enter the List Description, Creation Owner.
- Select the check boxes Check if Suppression List, Check if Seed List.
- Click on **Save** button list will be saved or else Click on **Cancel** button window will be closed.

| | | | | | Merge Lists |
|------------------------|---|---------------------------------------|----------------------|--|-------------|
| | | List: m | n Created Successifi | | |
| Merge Lists | | | | | |
| | | | | | Morge Lists |
| Note: Balact Search | the Trom List(s)' and 'To List' and hit Merge Lists' option | from top left to complete the action. | Search | | |
| List Name | hearth One | | List Name | Search Clear | |
| From List(s | 43.7 | | To List : | | |
| Note Origen | al List(s) remain after merging action completed) | | | electors will not be maintained while paging in To Lint) | |
| Select | - Name | Members | Select | Kater | Members |
| C | 2May14 | 10 | C | PR | 0 |
| 17 | 30April14-Optin | 2 | c | inni. | 158 |
| — | 3May14_Daple:ate_Invalid_Etank | 12 | с | suppression check | 10 |
| | 3May14_Deplicate_Invalid_XLS | 26 | с | Option2 withActive | 10 |
| C | 3May14 InVolid | | c | Option1 without Active | 2 |
| E | Contrady in the second s | 26 | с | vikinadd contacts-chrmcode | 5 |
| | 3May14_Option1 | | | | 3 |
| - | | 24 | ¢ | rikinadd contacts-chim | |
| г г | 3May14_Option1 | | c c | rkinadd contacts-chim rkinadd contacts-safari | 4 |
| с с | 3May14_Option1 3May14_Option2 | 24 | | | |
| | 3May14_Option1 3May14_Option2 3May14_Option3 | 24 24 | c | okinadd contactu-safari | 4 |

Merge List

• User can select One or more check boxes _____ from **"From List(s)"** Tab and only one

radio button error **"To List"** Tab.

- The list(s) from **"From List(s)"** Tab will remain the same only the contacts will be transferred to the selected list from **"To List"**.
- Click on
 Merge Lists
 button to merge the list(s) successfully.
- Successfully done List Merging.



| | ach Import Segments Seagnbols Narage F | | sfully done List men | | Merge Lists |
|------------------------|--|---------------------------------------|--------------------------|--|----------------------------|
| Nerge Lists | | - ALCON | and over the mary | | |
| FT Manual D | nti 🔊 View Lists | | | | |
| the plants | Send the List(s) you would like to merge. When you | have made your selection, Select To I | List and | | |
| dick Merge I | | | | | |
| Search List Name | Search Close | | List Name | Search 0 | |
| | | | Con charge | Contraction of the local division of the loc | |
| | the second s | | | | |
| | : (Mote Original Lint(s) remain after merge) | - 125 | Ta List : (No | e: List selection will not be maintained while pag | ng in Ta List) |
| | (Note Organit List(s) remain after merge) | Nenders | To List : (For Select | s: Lot selection will not be maintained while pag Name | ng in Ta List) Monstern |
| rom List(s) | | Members 502.665 | | | |
| foom List(s) Select | Name | 10000000 | Select | Hane | Henters |
| foom List(s) Select | Native 1000K Import Test_25Jul13 | \$82,565 | Select | Name testine 07123 | Henters |
| form List(s) Select | Noter 1000K Import Test_25Jul13 1000K_byA | 582.565 400.000 | Select 0 0 | Name teatine 97123 fastines 761009 | Henters |



Download Contacts

This is the "Download Contacts" page under "Lists" which allows you to download Contacts. User Have to select which type of Contact he wants to download. Here there are two options for download:

- All Contacts (Global Database): In which user can download all the contacts present in the database.
- List(s) Contacts: In which user can select the Particular List(s) contacts which he desires to download.

There are also some options that Includes in Download they are:

- > All Records
- > Active
- Unsubscribe
- Undelivered
- Suppressed
- Others
- If User select the option All Contacts (Global Database). Then User can select any one from four Options in Include in Download they are Unsubscribe, Undelivered, Suppressed and Others.
- If you select All Contacts (Global Database) then **All Records** and **Active** will be disabled.



| | | Download Contacts |
|------------------------|---|-------------------|
| Download Contacts | | |
| Select contacts of whi | th list(s) you want to download | |
| Select type which you | want to download 🌾 All Contacts(Global Database) ດ List(s) Contacts | |
| Include in Download | Al Records Action Action Visubscribe Cubeliverable C Suppressed Cohers Commission | |



• It will open "Column Selection" Window.

| Column Selecti | 643X | | |
|----------------|--------------------------|---------------|--------------|
| | orted by default, if not | | |
| ContactId | WorkPhone | Is∀erified | CS Radio |
| 🔲 EmailAddress | MobilePhone | IsDeleted | CS Text |
| 🔲 FirstName | HomePhone | 🔲 CreatedDate | CS_Text |
| 🔲 LastName | 🔲 Fax | ModifiedDate | RSP Check |
| Address1 | 🔲 MaritalStatus | 🔲 Age | RSP Date |
| Address2 | 🔲 Gender | CS Check | RSP Drp |
| City | EmailContentType | 🔲 CS Date | RSP IsNumber |
| 🔲 State | PostalCode | CS Dropdown | RSP radio |
| Country | IsActive | 🔲 CS Number | RSP Text |
| Ok | lo | | |

• User can select the desired fields check box(s).



- Click on ok button to download or else Click on button to close the window.
- If User select the option O List(s) Contacts.

| | | Download Contacts |
|-------------------------|---|-------------------|
| ownload Contacts | | |
| elect contacts of which | ch list(s) you want to download | |
| elect type which you | want to download 🛛 🕘 All Contacts(Global Database) 🇯 List(s) Contacts | |
| ist(s) | Look Up | |
| | | |
| clude in Download. | All Records | |
| | Active Unsubscribe | |
| | © Undeliverable | |
| | © Suppressed | |
| | © Others | |
| | Download | |

- Click on
 Look Up
 button.
- It will open the "Select Lists" Window.



| Select Lists | | | |
|--------------------------|---------------------------------|--------------------------|--|
| List Name | Search C | lear | |
| 匚 nn(0) | C Option1 without Active(2) | Test Text- import xls(9) | |
| 🗆 nnn(158) | □ rikinadd contacts-chrmcode(5) | Test Text(15) | |
| □ ss_Sample_1(50000) | □ rikinadd contacts-chrm(3) | Xsl Bday Test(10) | |
| □ ss_Sample_2(50000) | 🗖 rikinadd contacts- safari(4) | Import_wtBirtDate_xls(9) | |
| □ ssss(10) | rikinadd contacts-chrome(1) | Па(0) | |
| Suppression check(10) | 789rikinpatel456(0) | □ rikin-Bday-code(28) | |
| C Option2 withActive(10) | 🗖 txt36541(15) | □ Seg-Bithdate(2) | |
| C Select All | Ok Cancel | <u>Next</u> <u>Last</u> | |

- You can see the recent created list in Select Lists window.
- You can search your desired list by search panel or by clicking on <u>Next Last</u> Page Navigation Link.
- Click on
 Search
 button, it will fetch the list based on your search criteria.
- Select your desired list(s) and click Ok button. Then selected List(s) will be displayed in the List(s) box or else Click on Cancel button window will be closed.
- Now User has to select any one options from Include in Download they are All records, Active, Unsubscribe, Undelivered, Suppressed and Others.
- Click on Download button.
- It will open "Column Selection" Window.



| | ported by default, if not | | - |
|--------------|---------------------------|----------------|--------------|
| ContactId | WorkPhone WorkPhone | IsVerified | CS Radio |
| EmailAddress | MobilePhone | IsDeleted | CS Text |
| 🔲 FirstName | HomePhone | 🔲 CreatedDate | CS_Text |
| 🔲 LastName | 🔲 Fax | 🔲 ModifiedDate | RSP Check |
| Address1 | 🔲 MaritalStatus | 🔲 Age | RSP Date |
| Address2 | Gender 🗌 | CS Check | RSP Drp |
| City | EmailContentType | 🔲 CS Date | RSP IsNumber |
| 🔲 State | PostalCode | CS Dropdown | RSP radio |
| Country | IsActive | 🔲 CS Number | RSP Text |
| Ok | | | |

- User can select the desired fields check box(s).
- Click on Ok button to download or else Click on button to close the window.

One zip/rar files Downloaded.



| AllRecordspsplqa35 | 5_HZVKJN.zip - WinRAI | R | - | - | - | | |
|--------------------|-----------------------|-------------------------|--------------------|-------------|--------------------|------|--|
| | ools Favorites Opti | | | | | | |
| Add Extract To | Test View | Delete Find | Vizard Info | VirusScan C | omment SF | | |
| 🗈 🗎 AllRecor | dspsplqa35_HZVKJN.zi | p - ZIP archive, unpack | ed size 397 bytes | | | | |
| Name 🛧 | Size F | Packed Type | Modified | CF | C32 | | |
| . | | Folder | | | | | |
| 🐴 AllRecordspsplq | 397 | 184 Microsoft Off | ice E 1/4/2014 1:0 | 04 7AB88 | 37DE | | |
| | | | | | | | |
| D m C | | | | То | tal 397 bytes in 3 | file | |

Double click on this or extract zip file.



Opt-In Form

The Opt-in Form Module allows you to build signup forms for a website or blog so that visitors may join your mailing list. Here user can make their desired type of Sign Up forms with the help of different tools given. Simply select your email solution, pick a form design and customize its appearance. After creating the form user can get a preview before sending a mail.

Search Opt-in Forms

- To search Opt-in Form there are various Methods.
- User can Search with the help of FormID, Form Description, Form Name, Created Date.
- User can use anyone of this method.

| • | Click on | Search | button to complete the search criteria or else Click on |
|---|----------|--------------|---|
| | Clear | to clear the | search criteria and show all the Forms. |

| anage Optå | s Form | | | | Opt-in Form |
|---------------------------------|-------------------------------|------------|--------|-----------------------------|---|
| earch orm ID orm Descript | E Form Na | | Search | | |
| pt in Form | | | | | |
| Create | 2 Pender - 🖉 Dalete | | | | |
| FomD | Form Name | Desiration | LHD | ListName | Cristalité Data |
| 10 32. | bits | | 192 | Mohit | \$/12/2014 5 21:12 AM |
| G 31 | skie7788 | rikiepatal | 225 | Test123456789 | 5/12/2014 5/01 42 AM |
| (E 30 | audata | datasat | | | 5/12/2014 4:54:59 AM |
| | And | | 192 | Mone | 5/12/2014 4 50 51 AM |
| 13 29 | | and # | | | 5/6/2014 8-41-05 AM |
| | here | 99002 | | | |
| B 27 | and test-projos#8-testcode | nim | | | 5/8/2014 7 46:55 AM |
| 0 29 0 27 0 26 0 26 | | | 220 | rikinadil contacts-chimcode | 56/2014 7:46/66 AM 5/6/2014 4:29:29 AM |

Create Opt-in Form

- Click on Click on Create button to create a new Opt-in Form.
- The following are the different type of Tab included under Create Opt-In Form.
 - Name It
 - Build It
 - Assign List
 - Publish



<u>Name It:</u>

| New Opt-in Form | | | |
|-----------------|----------|-------------|---------|
| | | | |
| Name It | Build It | Assign List | Publish |
| | | | Next >> |
| Form Name:* | | | |
| Description: | | | |

- Enter the "Form Name"* and Description. (The red asterisks indicate the fields that are required)
- Fill all the columns then click on Next >> button it will go to the **"Build It"** tabs.
- Build It:
- Build It tab will be displayed with following options.

| New Opt-in Form - 001 | | | | | | |
|---|---|-------------------------------------|---------------------|---|--------|-------------------------|
| | Name It | Buil | d It | Assign List | | Publish |
| Build Form | | | | | | << Back Preview Next >> |
| Subtitle Text: Submit Button Text:* Upload your Logo : Note: To display clear is | Sign Up Here please entre details below to signup for our mailing Submit Choose file. No file chosen Sumage on top, make sure to upload the image has are system will sutomatically resize it for better visible | ing resolution not more than 270X80 | Or you can upload a | Change Color Border Color: Background Color: Text Color: Submit Button Color: Submit Button Text Color: Title Text Color: | | |
| Field | | Required | Form Label | | Action | |
| EmailAddress • | | 2 | EmailAddress | | î | |
| EmailContentType • | | | EmailContentType | | 11 | |
| | | | | | 2 | |

- Enter the **Title Text** Name, **Submit Button Text** name. (The **red asterisks** indicate the fields that are required)
- Click on Choose File button to select your desired Logo.
- If User wants to delete the logo then click on \mathbf{X} .
- Here Under **Change Color** Panel User can select the Border Color, Background Color and Text Color.
- Click on ^{to} to Open the Color picker.



• Click on desired color.



- It will show the color code of the selected color in box.
 Change Color
 Border Color:
 Background Color:
 #339900
 Text Color:
 #CC0066
- Select your desired fields under the dropdown list as Email Address, First Name, Last Name, Company Name, Address1, Address2, City, State etc. (Email Address is Mandatory Field)
- Select the **Required** ____ Check Box if you want.
- Give a Suitable Form Name in Form Label.
- Click on _____ pop up will be displayed on user screen.

| | The page at www.qa.psplhyd.in says: |
|---|--|
| | Are you sure you want to delete this Row? |
| | OK Cancel |
| • | Click on button to delete or else click on Cancel to close the window. |
| • | Click on <u>button</u> to add new Fields if you want to add more fields. |
| • | You can see your Preview of Form by clicking on Preview button. |



| Form URL: | _ |
|---|------|
| Sign Up Here | |
| Please enter details below to sign up for our mailing I | ist. |
| EmailAddress * | |
| | |
| Password | |
| | |
| | |
| Submit | |
| | _ |

Click on Next >> button to redirect to Assign List Tab or else click on
 << Back to redirect to "Name It" Tab.

- Assign List:
- Click on Assign list.
- It will open "Assign List" Tab.
- There are two Options.
- New List
- Existing List



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| Opt in Form | | 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - | Opt-in Form |
|--|--|---|-------------|
| open rom | | | |
| Name It | Build It | Assign List | Publish |
| and a second | form recipients. You may create a new list or choose to have | sign-ups populate an existing list within your account | |
| | n form recipients. You may create a new list or choose to have | sign-ups populate an existing list within your account. | |
| hoose Your List: elect a mailing list option to handle your opt-ir | © New List | sign-ups populate an existing list within your account. | |

- Selected Existing List(s) Option by default.
- You can also select New List option and give your desired ListName.
- Fill all the details then click on Next >> button.
- <u>Publish:</u>
- In Publish Tab there are two Publishing Options and three Submit actions.
- Below are the publishing Options.
 - From Link: It will generate Opt-in form Link
 - From Code: It will generate Opt-in form code.

Choose one of the publishing options below to add the opt-in form to your website or blog. Publishing Options:

Form Link
Form Code

- Below are the Submit actions.
 - Display 'thankyou' message: After Submit it will display given thank you message.
 - Redirect to a custom URL: After Submit it will redirect to given URL.
 - Redirect to a landing page in 1Point: After Submit it will redirect to selected Landing page.

 What would you like to happen when some one submits the form?

 Display 'thankyou' message
 Your email have been successfully added to our list!
 Redirect to a custom URL
 Redirect to a landing page in 1Point -Select-



• Copy link and paste in any browser, your created form will be generated.

| Ţ | | age Fields Merge Lists Downloa | | | | Opt-in Form |
|---|---|--|-----|---------------|---------|-----------------|
| it Opt-in Form | | | | | | |
| w Opt-in Form_Code_603 | | | | | | |
| Name It | Y | Build It | Y | Assign List | | Publish |
| hoose one of the publishing optio | ns below to add t | ne opt-in form to your website or bl | og. | Pangir Lax | < Back | Preview Publish |
| Publishing Options: Form Link | Form Code | | | rongi kar | << Back | |
| Publishing Options: Form Link | Form Code | te opt-in form to your website or bl ∵7∨rOyWMxE4=&UserName=37grqC | | risingir kisi | < Back | |
| Publishing Options: Form Link ttp://qa.psplhyd.in/Stats/DynamicOpt | Form Code IN.aspx?FormID= n some one subn | te opt-in form to your website or bl ∵7∨rOyWMxE4=&UserName=37grqC | | | << Back | |
| Publishing Options: Form Link Ttp://qa.psplhyd.in/Stats/DynamicOpt What would you like to happen whe | Form Code IN.aspx?FormID= n some one subn | ne opt-in form to your website or bl 27VrOyWMxE4=&UserName=37grqC uits the form? | |] | << Back | |

- Select Form Code radio button.
- It will open "Form Code".
- Copy Code use for your customized content.

| Opt-in Form | | | | | | | |
|--|--|--|---|-------------|--------|-----------|---------|
| v Opt-in Form_Code_603 | | | | | | | |
| Name It | T T | Build It | 7 | Assign List | | Publi | sh |
| | | | 1 | | << Bac | k Preview | Publish |
| Publishing Options: Form Link Form Link for a script coding in here < <script ajaxc.googleag="" http:="" src="http://qa.psplhyd.in <<script src=" type="text/javascript" vscript=""></th><th>ad tag of your html pag n/Stats/js/optin.js" ty pis.com/ajax/libs/jquer</th><th>pe="text/javascript"></scr</th><th></th><th>'></script> | | | | | | | |
| <pre><script type="text/javascript'"> //add the Below function is subm: function FormSubmit() { var potData = \$("#signupform"). var EnkilAddress = \$("#signupform"). var EnkryptID = 'formID=CVPrOyMW var ThankyouURL = '0 Your email optInEmbed(postData, EncryptID, } </script></pre> | it button Click e.g: on find(":input:not(:hidde al(); kE4=&UserName=37grqOGbn have been successfully | n)").serialize(); W7LqJrGpc8egg=='; added to our list!'; | | | | | |
| <pre>//add the Below function in subm: function FormSubmit() { var postData = \$("#signupform"). var ENailAddress = \$("#Email").vi var EncryptID = 'formJDeC7VP0yBWU var ThankyouURL = '0 Your email OptInEmbed(postData, EncryptID, }</pre> | it button Click e.g: on find(":input:not(:hidde al(); k&f=&UserName=37grqOGbn have been succesfully EMailAddress, ThankyouU | n)").serialize(); VTLqJrGpc8egg=='; added to our list!'; RL); | | | | <i>a</i> | |
| <pre>//add the Below function in submit function Foresubmit() { var postData = \$("#signupform").v var EncryptID = FormID=CVPCybW var EnchyptID = FormID=CVPCybW ************************************</pre> | it button Click e.g: on find(":input:not(:hidde al(); k&f=&UserName=37grqOGbn have been succesfully EMailAddress, ThankyouU | n)").serialize(); VTLqJr6pc8egg=='; added to our list!'; RL); | |] | | | |
| <pre>//add the Below function in subm function Forsubmit() { var postData = \$("#signupform"). var Efright D = FornID=C7VrOyWH var EncryptID = FornID=C7VrOyWH var ThankyouURL = '0 Your email I OptInEmbed(postData, EncryptID, I } {/script> What would you like to happen when a context of the submerse of the submerse of the submerse what would you like to happen when a context of the submerse of the submerse of the submerse context of the submerse of the submerse of the submerse context of the submerse of the submerse of the submerse whether would you like to happen when a context of the submerse of the s</pre> | <pre>it button Click e.g: on find(" input:not(:hidde al(); kd=a&luserName=37grqOGbn have been successfully EMailAddress, ThankyouU some one submits the form</pre> | n)").serialize(); VTLqJr6pc8egg=='; added to our list!'; RL); | | | | æ | |

- Click on Publish button, you will redirect to the "Manage Opt-in" Form page and
 - your form is published.



| | TS CAMPAIGNS | ADVANCED SUPPRESSION ACTIVITY | CAMPAIGN REPORTS | | | |
|--|-------------------|---|--------------------------|-----------------|---------------------|-------------|
| ists Contacts | s Import Segments | Snapshots Manage Fields Merge Lists Download Co | ntacts Opt-in Form Welco | ome/Unsubscribe | | Opt-in Form |
| lanage Opt-in | Form | | | | | |
| Search Form ID Form Description | | | arch ear | | | |
| pt-in Form 🔅 Create 📑 | Preview 🛅 Delete | | | | | |
| Form ID | Form Name | Description | List ID | List Name | Created Date | View URL |
| 2 | ss_Sep 2 | | 125 | ss_sept 2 | 9/2/2016 1:19:17 AM | View URL |
| 1 | harshal_opt | harshal_opt | 121 | opt_inHarshal | 9/1/2016 5:02:20 AM | View URL |
| | | | | | | |
| | | | | | | |

- Preview:
- Select the **FormID** check box click on Ereview button.
- Form URL also displayed with Preview.
- You can also copy URL from Preview.

| a.psplhyd.in/1PointQa/pages/DynamicOptIN.aspx?FormID=t49XuLG0FQs=&UserName= | tvVy |
|--|----------------|
| da.psplhyd.in/1PointQa/pages/DynamicOptIN.aspx?FormID=t49XuL | G0FQs=&UserNam |
| Form URL: <u>https://qa.psplhyd.in/Stats/DynamicOptIN.aspx</u> FormID=t49XuLG0FQs=&UserName=tvVyghX45hs0YN+febv | |
| Sign Up Here | |
| | |
| Please enter details below to sign up for our mailing list. | |
| EmailAddress * | |
| | |
| Country | |
| | |
| | |
| Submit | |
| | |

Edit Opt-in Form

- Click on the Hyperlink of Form Name.
- It will open the "Edit Opt-in Form" Window.
- You can Change the Form Name and Description.
- Click on Next >> to redirect to "Build It" page.

Note: Remaining is the Same Process as Create "Opt-In Form" from Page 96.



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Delete Opt-in Forms

- Select any Form and click on <u>Delete</u> Button.
- It will open "Delete Form(s)" Window.

| Delete Form(s) Are you sure you want to delete this Opt-in Form(s)? | |
|--|------|
| Yes No | |
| Click on Yes button the selected forms will be deleted | l or |

Page Controls:

• Data grid also has navigation buttons.

₩ ◀ 1 2 3 4 5 6 7 8 9 10 ... ▶ ₩

• First, Previous, Next and Last to check records.





Welcome/Unsubscribe

The Welcome/Unsubscribe Module allows you to build customized mails while subscriber added into the system/List/db or Leave/Unsubscribe.

Welcome Mail: When people subscribe to your list, send them an email welcoming them to your List.

Unsubscribe Mail: Send subscribers a final 'Goodbye' email to let them know they have unsubscribed.

Search Welcome/Unsubscribe Mail

Clear

- User can Search with the help of **ID** and **Name**.
- Click on Search button to complete the search criteria or else Click on

to clear the search criteria.

| Co | ontacts Import | Segments Snapshots Manage Fields Me | erge Lists Download Contacts Opt-in | Form weicome/Un | subscribe | | |
|-------------|--|--|-------------------------------------|------------------|----------------------|---------------------------|----------------------|
| | | | | | | | Welcome/Unsub |
| age V | Welcome/Unsubs | cribe Activity | | | | | |
| uge i | increasing and a second and a second a | cribe Acurry | | | | | |
| | | | | | | | |
| | elcome/Unsubscrib | e Mail Welcome/Unsubscribe Reports | | | | | |
| earch | | | | | | | |
| _ | | | | | | | |
| 5 [| Name | Search | Clear | | | | |
| | | | Clear | | | | |
| elcom | ne/Unsubscribe A | ctivity | Clear | | | | |
| D leicom | ne/Unsubscribe A | | Clear | | | | |
| elcom | ne/Unsubscribe A | ctivity | Clear Created Date | Status | Trigger Type | Event Type | Action |
| elcom | ne/Unsubscribe A | Ctivity | | Status Active | Trigger Type LIST | Event Type Unsubscribe | Action Deactivate |
| elcom | ne/Unsubscribe A | ctivity View Action Preview Name | Created Date | | | | |
| elcom | ne/Unsubscribe A nate Delete U ID 243 | ctivity View Action Preview Name Unsubscribe List 010 | Created Date 1/3/2015 6:50:25 AM | Active | LIST | Unsubscribe | Deactivate |

Create Welcome/Unsubscribe Mail

- Click on <u>Create</u> button to create a new Welcome/Unsubscribe Mail.
 - 1. Enter Mailing Name
 - 2. Enter From Address, From Name, Reply-to Email
 - 3. Enter Subject
 - 4. Select Template from Dropdown.
 - 5. Select Global/List Level condition.
 - 6. After Select Condition Click on Active then you're Welcome/Unsubscribe Mail will be activated.



Note: Set up information will be same for Welcome and Unsubscribe both type of email.

| | | Welcome/Unsu |
|--|----------------------------------|--------------|
| Icome/Unsubscribe Mail | | |
| Welcome Mail 🔍 Unsubscri | be Mail | |
| | Set up Welcome Mail | |
| ailing Name* | | |
| rom Address* | news@qa.psplhyd.in | |
| om Name* | psplqa80 | |
| eply-to Email | 1pointqa@priyanet.com | |
| ubject* | S | |
| elect a pre-existing template* | -Select Preview | |
| | | |
| Which Action do vou want to Global Level ◯ List Level | send Welcome Message ? | |
| | nually / by opt-in form / by API | |

The following are the different Condition of Welcome mail
 Global Level

List Level

| On Which Action | do you want to send Welcome Message ? | | _ | |
|-------------------|---|-----------------------|--------------|--|
| Global Level | List Level | | | |
| | · | | | |
| Select List(s) | | Look Up | | |
| | · · · · · · · · · · · · · · · · · · · | | | |
| * Do not select m | ultiple List(s) for welcome mail as common contacts | will receive email on | ly one time. | You can create separate trigger for each list. |
| | | | | Activate |



- The following are the different Condition of Unsubscribe mail
 - Global Level



List Level

| On Which Action do you want to send L Global Level List Level | nsubscribe Message ? |
|---|--|
| When Unsubscribe to List(s) | |
| * Do not select multiple List(s) for unsub | scribe mail as common contacts will receive email only one time. You can create separate trigger for each list. Activate |

Note: Global Level mailings are created only one time. Multiple Global Level is not allowed for Welcome/Unsubscribe, While you can create multiple Mailings for List Level.

Edit Welcome/Unsubscribe Mail

- Click on the Hyperlink of **Welcome/Unsubscribe Name**. (When Welcome/Unsubscribe Mail on **Active** Status)
- It won't allow to edit and shows validation message "Active Status Welcome/Unsubscribe Mail cannot be edited. Deactivate first if you want to edit."
- Click on the Hyperlink of **Welcome/Unsubscribe Name**. (When Welcome/Unsubscribe Mail on **Inactive** Status)
- It will allow to edit Welcome/Unsubscribe mail and open with exiting selected values/template.
- Make your desired changes and Click on
 Activate
 button.

Delete Welcome/Unsubscribe Mail

Select any Welcome/Unsubscribe Mail and click on

Delete Button.



• It will open "Delete Welcome/Unsubscribe Mails" Window.



Click on Yes button the selected mails will be deleted successfully or else Click on button delete window will be closed.

View Action of Welcome/Unsubscribe Mail

- Select any Welcome/Unsubscribe Mail and click on View Action Button.
- It will display "Selected Action for Welcome/Unsubscribe Mail" Window.

| Selected Action for Welcome/Unsubscribe Mail: Global Level When Contact added manually/ by opt-in form/ by API When Contact added by import |
|--|
| |
| Selected Action for Welcome/Unsubscribe Mail: List Level Selected List(s): CS List-03Jan14 Close |
| Close |
| |
| Click on Close button to close window. |





Preview of Welcome/Unsubscribe Mail

- Select any Welcome/Unsubscribe Mail and click on Preview Button.
- It will display "Preview" Window.

Page Controls:

• Data grid also has navigation buttons when more than 10 Mails are available.

| ◀ 1 2 3 4 5 6 7 8 9 10 ... ▶ ▶

• First, Previous, Next and Last to check records.

Welcome/Unsubscribe Reports

This is the Welcome/Unsubscribe Reports module. Here you can view reporting of your sent mailings. There are several option on this sections like Preview, Refresh, Download, View Action.

| Welcome/Unsubscribe Mail | Welcome/Unsubscribe Re | eports | | |
|--------------------------|------------------------|-------------------------------|-----------------|--|
| subscribe_List_010(| ID: 243) | | Select V | Velcome/Unsubscribe Mail: Unsubscribe_List_010 |
| rom Address : | news@qa.psplhyd.in | Email Stats | | Email Impact |
| From Name : | psplqa80 | Contacts Targeted | 2 | |
| Subject : | Unsubscribe_List_010 | Successful Delivered | 2 (100%) | |
| Status : | Active | Active | 0 (0%) | |
| Effective Start Date : | Jan 03 2015 06:57 AM | Total Opens | 7 | |
| Action : | View Action | Unique Opens | 2 (100%) | |
| Type : | List | Total Clicks | 12 | |
| | | Unique Clicks | 10 (100%) | |
| Total Re | cords Contacted | Clicks: Unique Contacts (CTR) | 2 (100%) | |
| | 2 | Unsubscribes | 0 (0%) | Delivered 100.00% (2) Active 0.00% (0) |
| | 2 | Bounced | 0 (0%) | |
| | | Hard/Soft | 0 (0%) / 0 (0%) | |
| | | Forwards | 0 (0%) | |



Let's get idea for each option:

• Select Welcome/Unsubscribe Mail (Dropdown): From here you can select the mails whish has sent and reports generated. Deleted mailings will not be displayed in dropdown.

| | | Preview | Refresh | Download |
|---------------|----------------------|------------------------|---------|----------|
| Select Welcor | ne/Unsubscribe Mail: | Unsubscribe_L | ist_010 | • |
| | | Select | | |
| | | Unsubscribe_L | ist_010 | |
| | | Welcome_List | | |
| | Email Impact | Unsubscribe_Global_01 | | |
| | | Welcome_Global_01-edit | | |
| | | | | |

- **Preview:** on clicking on **Preview** it will display Preview of selected mail.
- **Refresh:** on clicking on Refresh it will refresh the page and data will be refreshed.
- **Download:** on clicking download it will open "Download report" pop up.

| Download Report | |
|-----------------|---------------|
| File type: | CSV |
| Download | PDF Cancel |

• From here you can download CSV or PDF file.

• View Action: For detail steps of View Action go to page no 105.

 If you click on hyperlink of Email Stats report it will allow downloading particular report.



| Email Stats | |
|-------------------------------|-----------------|
| Contacts Targeted | 2 |
| Successful Delivered | 2 (100%) |
| Active | 0 (0%) |
| Total Opens | 7 |
| Unique Opens | 2 (100%) |
| Total Clicks | 12 |
| Unique Clicks | 10 (100%) |
| Clicks: Unique Contacts (CTR) | 2 (100%) |
| <u>Unsubscribes</u> | 0 (0%) |
| Bounced | 0 (0%) |
| Hard/Soft | 0 (0%) / 0 (0%) |
| Forwards | 0 (0%) |

• On clicking hyperlink of label it will open "Download Report" pop up.

| Download Report |
|---|
| ● Standard Fields ⊂ Custom Fields ⊂ ALL |
| Download Cancel |



CAMPAIGNS:

Campaigns Module provides options for easy Campaign process. From campaigns module you can

- Create Templates, Campaigns, Mailings, AutoScrape, Landing Pages, A/B Test Mailings, Triggers, SMS Campaigns.
- Preview for Templates, Mailings, AutoScrape, Landing Pages, A/B Test Mailings, Trigger, SMS Campaigns.
- Edit and Delete Templates, Campaigns, Mailings, AutoScrape, Landing Pages, A/B Test Mailings, Triggers, SMS Campaigns.
- Search Templates, Campaigns, Mailings, AutoScrape, Landing Pages, A/B Test Mailings, Triggers, SMS Campaigns from search panel entering search result.
- Save as "Draft" Mailings.
- "Clone" of Sent Mailing.
- View reports for Sent Mailings.
- Sent Immediately or Schedule Mailing.
- Domain Suppression.

<u>Note:</u> Option named Archived Mailings contains 90 days old Mailings and manual Archived mailings to prevent performance issues. And it allows to View Reports, Preview and Clone.

- The following are the different type of modules included in CAMPAIGNS Module are:
 - > Mailings
 - > Campaigns
 - > Templates
 - Archived Mailings
 - AutoScrape Mailings
 - > A/B Test Mailings
 - Trigger mailings
 - SMS Campaigns
 - Landing Pages

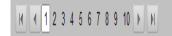


This is a module from where you can Create Mailing using existing template or prepare your own. There are many more useful options in Content editor to build campaign. You can save Mailing as **"Draft"**. Also you can Edit, Delete, Preview and you can also View Reports of Sent Mailings. Also you can search desired Mailing and assigned Campaigns as well.

| plates Archived Mailings AutoSorape Mailing Mailing Name Preview © Cone ~ Recipients Summary Mailing Name Clone Of Basio mail-20th_9/2/2 New Mailing | ps ArB Test Mailings Triggered Mailings | | Filter by Campal Scheduled Date 9/2/2016 4:39:15 AM 9/2/2016 4:32:39 AM | Status Editing | MAILINGS |
|---|---|---|--|--|--|
| Preview Recipients Summary Mailing Name Clone Of Basic mail-20th_9/2/2 New Mailing | Sear | Created Date 9/2/2016 4:38:08 AM | Scheduled Date 9/2/2016 4:39:15 AM | Status Editing | ▼] Assigned Campaign |
| Preview Recipients Summary Mailing Name Clone Of Basic mail-20th_9/2/2 New Mailing | Seat | Created Date 9/2/2016 4:38:08 AM | Scheduled Date 9/2/2016 4:39:15 AM | Status Editing | Assigned Campaign |
| Preview Recipients Summary Mailing Name Clone Of Basic mail-20th_9/2/2 New Mailing | Seat | Created Date 9/2/2016 4:38:08 AM | Scheduled Date 9/2/2016 4:39:15 AM | Status Editing | Assigned Campaign |
| Preview Recipients Summary Mailing Name Clone Of Basic mail-20th_9/2/2 New Mailing | Sea | Created Date 9/2/2016 4:38:08 AM | Scheduled Date 9/2/2016 4:39:15 AM | Status Editing | Assigned Campaign |
| Preview Recipients Summary Mailing Name Clone Of Basic mail-20th_9/2/2 New Mailing | Sear | Created Date 9/2/2016 4:38:08 AM | Scheduled Date 9/2/2016 4:39:15 AM | Status Editing | Assigned Campaign |
| Mailing Name Clone Of Basio mail-20th_9/2/2 New Mailing | | 9/2/2016 4:38:08 AM | 9/2/2016 4:39:15 AM | Editing | |
| Clone Of Basic mail-26th_9/2/2 New Mailing | | 9/2/2016 4:38:08 AM | 9/2/2016 4:39:15 AM | Editing | |
| Clone Of Basic mail-26th_9/2/2 New Mailing | | 9/2/2016 4:38:08 AM | 9/2/2016 4:39:15 AM | Editing | |
| New Mailing | | | | - | UNASsigned |
| - | | 9/2/2018 1:51:45 AM | | | |
| | | | | Editing | UnAssigned |
| 1001 1 | | 9/1/2018 5:14:01 AM | 9/1/2016 5:22:51 AM | Editing | UnAssigned |
| template test | | 8/31/2016 1:39:04 AM | 8/31/2016 1:39:09 AM | Editing | UnAssigned |
| ss_test | | 8/31/2016 12:56:14 AM | 8/31/2016 12:56:18 AM | Editing | UnAssigned |
| Clone Of harshal_29Aug_8/31/20 | | 8/31/2016 1:04:21 AM | 8/31/2016 1:04:25 AM | Editing | UnAssigned |
| ss_test new | | 8/31/2016 12:58:25 AM | 8/31/2016 12:58:29 AM | Editing | UnAssigned |
| Clone Of Create mailing API_8/ | | 8/30/2016 1:45:22 AM | 8/30/2016 1:50:09 AM | Editing | UnAssigned |
| Clone Of harshal_29Aug_8/29/20 | | 8/29/2016 4:24:22 AM | 8/29/2016 4:25:25 AM | Editing | UnAssigned |
| Class Of TransationalEmail 20 | | | 8/27/2016 6:08:46 AM | Editing | UnAssigned |
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Page Controls:

• Data grid also has navigation buttons.



• First, Previous, Next and Last to check records.

Search

- Here user can search the particular records.
- Under Manage Mailings there are Two Tabs.
 - Draft
 - Sent

| HOME | LISTS | CAMPAIGNS | ADVANCED | SUPPRESSION | ΑCTIVITY | AMPAIGN REPORTS | | |
|-----------|------------|--------------|-------------------|---------------------|-------------------|----------------------------------|--------------------------|----------|
| Mailings | Campaigns | Templates | Archived Mailings | AutoScrape Mailings | A/B Test Mailings | Triggered Mailings SMS Campaigns | Landing Pages | |
| | | | | | | | | MAILINGS |
| Manage I | Mailings | _ | _ | | _ | | | |
| Draft | Sent | | | | | | | |
| Search | - | | | | | | | |
| Mailing I | | | Mailing Name | | | Search Clear Refr | Filter by CampaignSelect | |
| 🔅 Crea | ate 📋 Dele | te 🔝 Preview | 🄊 Clone 📉 Rec | ipients Summary | | | | |



- Under both Tabs Search Panel a User can search by Mailing ID, Mailing Name or select the Filter by Campaign.
- Under Filter by Campaign Dropdown list user can select the Campaign and on that basis user can search Mailings in Particular Campaign.

| | K K I 2 3 4 F H |
|---|---|
| • | User can also search by Page Navigation |
| • | Click on Search button it will display the search result or else Click on |
| | Clear button for clear the search criteria. |
| • | If User click on Draft button. |
| • | The Draft Tab $ ightarrow$ Manage Mailings Page will be opened where user can see the |
| | Mailing Lists Created Date and also Scheduled Date on which mail would be send. |
| • | Status of Campaign user can see the status of Mailings whether it is in |
| | Editing, Pending, In Process or Error. |
| • | Under Assigned Campaign user can see the List of Mailings assigned to any Campaign |

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| ME | | CAMPAIGNS ADVANCED SUPPRESSION ACTIVITY | CAMPAIGN REPORTS | | | | | | |
|------------|-----------------|---|--|-----|--|--|--|--|--|
| ailings | Campaigns | Templates Archived Mailings AutoScrape Mailings A/B Test Ma | | | | | | | |
| | | | MAILIN | IGS | | | | | |
| lanage M | Tanage Mailings | | | | | | | | |
| Draft | Sent | | | | | | | | |
| Search | Sent | | | | | | | | |
| Mailing IC | | Mailing Name | Search Clear Refresh Filter by CampaignSelect | • | | | | | |
| 🔅 Creat | e 📋 Delete | 🛅 Preview 🏾 🐺 Clone 🛛 📉 Recipients Summary | | | | | | | |
| | Mailing ID | Mailing Name | Created Date Scheduled Date Status Assigned Campaign | | | | | | |
| | 111 | Clone Of Basic mail-26th_9/2/2 | 9/2/2016 4:38:08 AM 9/2/2016 4:39:15 AM Editing UnAssigned | | | | | | |
| | 108 | New Mailing | 9/2/2016 1:51:45 AM 9/2/2016 4:32:39 AM Editing UnAssigned | | | | | | |
| | 94 | test 1 | 9/1/2016 5:14:01 AM 9/1/2016 5:22:51 AM Editing UnAssigned | | | | | | |
| | 82 | template test | 8/31/2016 1:39:04 AM 8/31/2016 1:39:09 AM Editing UnAssigned | | | | | | |
| | 79 | ss_test | 8/31/2016 12:56:14 AM 8/31/2016 12:56:18 AM Editing UnAssigned | | | | | | |
| | 81 | Clone Of harshal_29Aug_8/31/20 | 8/31/2016 1:04:21 AM 8/31/2016 1:04:25 AM Editing UnAssigned | | | | | | |
| | 80 | ss_test new | 8/31/2016 12:58:25 AM 8/31/2016 12:58:29 AM Editing UnAssigned | | | | | | |
| | 78 | Clone Of Create mailing API_8/ | 8/30/2016 1:45:22 AM 8/30/2016 1:50:09 AM Editing UnAssigned | | | | | | |
| | | | 8/29/2016 4:24:22 AM 8/29/2016 4:25:25 AM Editing UnAssigned | | | | | | |
| | 77 | Clone Of harshal_29Aug_8/29/20 | erentere interest and a state of the state o | | | | | | |

- If User click on Sent button.
- Sent Tab → Manage Mailings page will be opened where user can see the Sent/Scheduled where it will show the Mailing Sent Details or the Mailing Scheduled

Details.

Under Status it will Show the Sent Status.



| 011 | der | it will show | the | total n | o of Ta | rgetea | Mails, | |
|---|--|--|--|---|--|--|---|---------|
| Su | uccessfully Deliveredwil | I show successfu | l deliver | ed mails, | Bounced | will sh | ow total | |
| nur | mber of Bounced mails | 5. | | | | | | |
| Un | der Assigned Campaign | user can see the | List of N | Mailings a | assigned to | any C | ampaign | |
| if n | ot assigned it will disp | UnAssigned | | | | | | |
| | ns Templates Archived Mailings AutoScrape Mailings A/B Test M | , | ng Pages | | | | | |
| | | | | | | | MA | AILINGS |
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| anage Mailings | _ | | | | | _ | | _ |
| | | | _ | | | _ | | |
| Draft Sent | ver 90 days old are located in the <u>Archived Malings</u> section | | | | | | | |
| Draft Sent Mailings that are o earch | over 90 days old are located in the <u>Archived Mailings</u> section | | | | | | | |
| Draft Sent Mailings that are o earch Iailing ID | wer 50 days old are located in the <u>Accivityd Mailings</u> section Mailing Name | Search . | Citear | Refresh | Filter by Campaign –Sek | ct | • | |
| Draft Sent Mailings that are o arch ailing ID | over 90 days old are located in the <u>Archived Mailings</u> section | | Ciear | Refresh | Filter by Campaign -Self | ct | • | |
| Drait Sent lailings that are o arch illing ID ; Create 1 Del | ver 50 days old are located in the <u>Anthread Mailings</u> section Mailing Name Meeting View Reports Preview Conv Assign Campaign Anthread An | | Clear | Refresh Contacts Targeted | Filter by Campaign -Seid | ct Bounced | Assigned Campaign | |
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Create Mailing

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| Draft | Sent | | | | | |
| earch Aailing ID | | Mailing Name Search | Clear | Filter by Campaign | Select | • |
| 🔅 Create | Delete 📧 | Preview 🔊 Clone 🔀 Recipients Summary | | | | |
| | Mailing ID | Mailing Name | Created Date | Scheduled Date | Status | Assigned Campaign |
| | 111 | Clone Of Basic mail-26th_9/2/2 | 9/2/2016 4:38:08 AM | 9/2/2018 4:39:15 AM | Editing | UnAssigned |
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| | 82 | template test | 8/31/2016 1:39:04 AM | 8/31/2016 1:39:09 AM | Editing | UnAssigned |
| | 79 | ss_test | 8/31/2016 12:56:14 AM | 8/31/2016 12:56:18 AM | Editing | UnAssigned |
| | 81 | Clone Of harshal_29Aug_8/31/20 | 8/31/2016 1:04:21 AM | 8/31/2016 1:04:25 AM | Editing | UnAssigned |
| | | ss test new | 8/31/2016 12:58:25 AM | 8/31/2016 12:58:29 AM | Editing | UnAssigned |
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| | | - | 8/30/2016 1:45:22 AM 8/29/2016 4:24:22 AM | 8/30/2016 1:50:09 AM 8/29/2016 4:25:25 AM | Editing | UnAssigned UnAssigned |

• It will open the "New Mailing" window.



| HOME LISTS CAMPAI | GNS ADVANC | ED SUPPRESSION ACTIVITY CAMP | PAIGN REPORTS | | | |
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| Mailings Campaigns Templ | ates Archived Mai | lings AutoScrape Mailings A/B Test Mailings | Triggered Mailings SMS Campaigns Landin | g Pages | | MAILINGS |
| | | | | | | MAILINGS |
| New Mailing | | | | | | |
| | | | | | | Save & Exit |
| Mailing Deta | ils | Content Editor | Tracking Editor | Preview & TestMail | Delivery Options | Confirmation |
| Mailing Name* | | | | Enable Google Analy | tics Tracking | le Omniture Tracking |
| Mailing Description (Max 100 Characters) | | | | | | |
| Assigned Campaign | -Select- | Add New Campal | gn | | | |
| From Address* | news@qa.psplhyd. | in 👻 | | | | |
| From Name* | psplqa222 | | | | | |
| Reply-to Email | 1pointqa@priyanet | .com 🚽 | | | | |
| Subject* | | 5 | | | | |
| Track Links | V | | | | | |
| Unsubscribe Info (Max 512 Characters) | click on the follow Unsubscribe | ish to receive these emails, simply ing link: | | | | |
| | Change | | | | | |

- There are six major Tabs in **New Mailing** window they are **Mailing Details**, **Content Editor**, **Tracking Editor**, **Preview & TestMail**, **Delivery Options** and **Confirmation**.
- After click <u>**Create</u>** Mailing Details Tab will be opened.</u>

| HOME LISTS CAMPAI | IGNS ADVANCED SUPPRESSION ACTIVITY | CAMPAIGN REPORTS | | | | | |
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| Mailing Deta | ails Content Editor | Tracking Editor | Preview & TestMail | Delivery Options | Confirmation | | |
| Mailing Name* | | | Enable Google Analy | rtics Tracking | Next>> | | |
| Mailing Description (Max 100 Characters) | | | | | | | |
| Assigned Campaign | -Select- | tampalgn | | | | | |
| From Address* | news@qa.psplhyd.in | | | | | | |
| From Name* | psplqa222 | | | | | | |
| Reply-to Email | 1pointqa@priyanet.com | | | | | | |
| Subject* | 5 | | | | | | |
| Track Links | V | | | | | | |
| Unsubscribe Info (Max 512 Characters) | If you no longer wish to receive these emails, simply click on the following link: | | | | | | |
| | Unsubscribe Charge | | | | | | |
| | | | | | | | |

1. Mailing Details

- Here user can create a New Mailing.
- User has to enter Mailing Details like **Mailing Name**, **Mailing Description**, **From Name** and **Subject**. (The **red asterisks** indicate fields that are required)



- User has to select from the drop down list for Assigned Campaign, From Address, Reply- to Email.
- Click on Add New Campaign
 it will open Create Campaign Window.

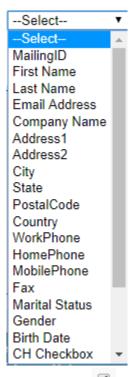
| Create Campaign | |
|----------------------|--|
| Campaign Name* | |
| Campaign Description | |
| Save Cancel | |

- Fill the Details **Campaign Name** and **Campaign Description**. (The **red asterisks** indicate fields that are required)
- Click on Save it will create the Campaign or else click on Cancel to close the window.
- Select From Address and Reply-to Email from Dropdown list that has been created by User while creating of the Account or else User can add Email(s) in Manage Account → Mailing Informations.
- Beside **Subject** Text Box there is a small Icon of **Insert Personalization Fields**. If User clicks on this button it will open an **Insert Personalization Fields** window.

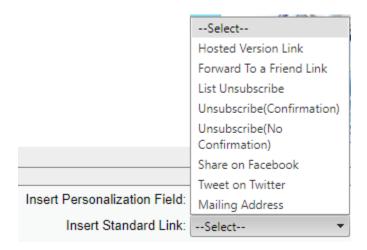
| Insert Personalisation Field: | Select • | |
|-------------------------------|----------|--|
| Insert | Cancel | |

• User Has to Select the Desired Field from the Drop Down for personalization.





- By default the Track Links Checkbox is ticked <u></u>. It is used for tracking the Mail.
- At the bottom you can find Unsubscribe Info from where you can give your desired text and Link label by clicking <u>Change</u> Link.
- We are providing following Link Labels.



Third Party Tracking (Google Analytics / Omniture Tracking)

• At the Right hand upper top Corner of the Window there are two Check boxes of **Enable Google Analytics Tracking** and **Enable Omniture Tracking**.



 12^{1}

 Google Analytics / Omniture Tracking: Google Analytics / Omniture lets you measure your advertising ROI as well as track your Flash, video, and social networking sites and applications.

> Enable Google Analytics Tracking:

• If you click on Enable Google Analytics Tracking it will open a Section where you can enter your desired Tracking Parameters.

| Campaign Source * |
|---|
| Test48 |
| (referrer: google, citysearch, newsletter4) |
| Campaign Medium * |
| Email |
| (marketing medium: cpc, banner, email) |
| Campaign Term |
| |
| (identify the paid keywords) |
| Campaign Content |
| |
| (use to differentiate ads) |
| Campaign Name * |
| Default Mailing Name 💌 |
| (product, promo code, or slogan) |
| |

- User has to fill the fields as Campaign Source, Campaign Medium, Campaign Term, Campaign Content and Campaign Name. (The red asterisks indicate fields that are required)
 - Enable Omniture Tracking:

Enable Omniture Tracking

• If you click on ______ it will open a Section where you can enter your desired Tracking Parameters.



| Omniture Tracking Custom Name * |
|------------------------------------|
| 1point |
| (Custom Variable Name) |
| Custom Value* |
| 1point |
| (Default Custom Value for above Na |
| |

- User has to fill the fields like **Custom Name** and **Custom Value**. (The **red asterisks** indicate fields that are required)
- Click on Save & Exit it will save your work in Drafts and redirect to the Manage

Mailings → Draft Tab.

Click on Next >> button it will open the Content Editor Tab.

2. Content Editor

After entering Campaign Details you have to Insert Template or you can create your own template with the help of Editor. There are two types of templates HTML and Text. You can insert personalize field and Standard links. Also you can do **"Spam Check"** to get the rating of your content before sending.

| it Mailing | | |
|--|---------------------------------|---|
| w Mailing | | Save & Exit |
| | | |
| Mailing Details Content Editor Tracking Editor Preview & TestMail | Delivery Options | Confirmation |
| | Spam Check | Save << Back Next>> |
| elect a pre-existing template for your E-Mail design:Select- | | |
| OR | | |
| reate jour own or Paste jour HTML code using the Editor. | | |
| HTML TEXT | I have included my mailing addr | ess and an unsubscribe link in this mailing |
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| Insert Personalization Field:Select- | | |
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| uthers exemption must set | | |



• Select a pre-existing template for your E-Mail design: Select from dropdown any design.

| MAILINGS we Mailing we mailing text Mailing Deales Content Editor Tracking Editor Preview & TextMail Delivery Options Confirmation GN Confirmation | OME LISTS CAMPAIGNS ADVAN | CED SUPPRESSION ACTIVITY CA | MPAIGN REPORTS | | | | | |
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| Mailing Details Content Editor Tracking Editor Preview & TestMail Delivery Options Confirmation How pre-instry lampate for pur E-Mail onespine - Select | | | | | | MAILINGS | | |
| Mailing Details Content Editor Tracking Editor Preview & TestMail Delivery Options Confirmation | ew Mailing | | | | | | | |
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• It will show the preview of design in the body part.

| HOME LISTS CAMPAIGNS ADVANCED SUP | PRESSION ACTIVITY CAMPAIGN REPORTS | | | | |
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| Mailings Campaigns Templates Archived Mailings AutoBor | rape Mallings A/B Test Mallings Triggered Mallings 8M 8 Cam | palgns Landing Pages | | | MAILINGS |
| | | | | | MAILINGS |
| New Mailing | | | | | |
| new mailing test | | | | | Save & Ext |
| Mailing Details | Content Editor | Tracking Editor | Preview & TestMail | Delivery Options | Confirmation |
| Select a pre-existing template for your E-Mail design. HTML + OR Create your own or Paste your HTML code using the Editor. | TEXT | | | 8pam Chook | 8ave ≪ Baok Next≫ |
| HTML TEXT | | | Ω·** × ∮· □·Ⅲ Ⅲ ④ ⑧ ➡ Zoom • 3 ♣, ☆ | | iss and an unsubscribe link in this mailing |
| | | PILTD Priya Inte Priya Inte | rnational Ltd. L U III a software services concerning that develops and defense threads a development as well a Protoc Bergereney and and the concernent is well as a software be- to assort the concernent is and an and a software the start thread of the software be- to assort the software be- to assort the software be- to protocol and an and examples of the software of the software be- to protocol and a software be- set of the software be- set of the software be- to assort the software be- set of the software be- to assort the software be- software be- to assort the software be- to assort the | | |
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| TABLE > TECOY > TR > TO > A > ING > Removement | et Personalization Flaid:Salech- • Insert Standard Link:Salech- • | I have included my mailing address and an unsite I have included my mailing address and an unsite | ascribe link in this mailing | | ** Baok Next >> |

• In HTML mode you can edit with the help of this tool bar.

| () 🏞 🗛 🗉 🖇 🖪 🕄 🎲 🕄 🔒 | * I 単 🛻 副 言 言 目 淳 淳 🧐 - 🔍 - 🖪 + 💩 - ④ 🛐 Apply CSS Cl Times New 3 - Normal 🔃 👫 Ω - x² × ダ・ |
|----------------------------|---|
| 🔲 • 🗄 🗄 🕑 🖪 🚍 🛛 Zoom • 🗊 🛔 | ※ 34 9 回 品 先・ |

- At the end of body there is <a href="https://www.es.gov/pesign-specific-body-there-bod
- If you click on TEXT button you can add your text version along with your
 HTML Design or you can convert your HTML to text.
- Under **TEXT** if you click on Insert Link button.
- It will open the Insert Link window.



| 🗐 Insert Link | × |
|---------------|---|
| Link Name : | |
| URL: | |
| OK Cancel | |
| | |
| | |

- Here you can insert the desired URL Link into text version.
- Click on OK button to save the URL or else click on Cancel button to close the window.
- At the bottom of the window you will find two drop down list.

| • |
|---|
| |

• Here you can **Insert Personalization Field** and place in any location of the design where you desire.



| | First Name |
|-------------------------------|----------------|
| | MailingID |
| | Last Name |
| | Email Address |
| | Company Name |
| | Address1 |
| | Address2 |
| | City |
| | State |
| | Postal Code |
| | Country |
| | WorkPhone |
| | HomePhone |
| | MobilePhone |
| | Fax |
| | Marital Status |
| | Gender |
| | Birth Date |
| | CH Checkbox |
| | CH date |
| | CH textbox |
| | V Date |
| | VC Check |
| | VC Text |
| Insert Personalization Field: | -Select |
| Insert Personalization Field: | Select |

• Here you can **Insert Standard Link** and place in any location of the design where you desire.

| | Select |
|-------------------------------|---------------------------------|
| | Hosted Version Link |
| | Forward To a Friend Link |
| | List Unsubscribe |
| | Unsubscribe(Confirmation) |
| | Unsubscribe(No Confirmation) |
| | Share on Facebook |
| | Tweet on Twitter |
| Insert Personalization Field: | Mailing Address |
| Insert Standard Link: | Select |



- Before sending your mail click on Spam Check to check the Spam Score.
- Spam score will let you know whether the template will be worth to send or not.
- If your score is high then there are more possibilities that mail(s) you send to your customers will reach their Spam box.

| | | Score : 2.2 |
|-------------------------|---|---|
| ts rule nam | e | description |
| .0 HTML_MES | SAGE B LE_SUBJ_DIFF H | BODY: HTML has a low ratio of text to image area BODY: HTML included in message HTML_TITLE_SUBJ_DIFF Informational: message has unparseable relay lines |
| | | |
| | | indicate a score of 0.0. However, even for a low total score, if there are five or more items be rejected as spam. |
| Ū | Range | Comment |
| | Less than 4. | Clean content, no action required. |
| | 4 to 4.9 | Content may be rejected by very strict filters. |
| | | |
| | 5 to 6.3 | Content may be rejected by strict filters. |
| | 6.4 or higher atory to check | Content may be rejected by strict filters. Content will likely be rejected by most filters. this check box before sending ny mailing address and an unsubscribe link in this mailing |
| Mail. | 6.4 or higher atory to check | Content will likely be rejected by most filters. this check box before sending ny mailing address and an unsubscribe link in this mailing |
| Mail. 🔲 I If you wor | 6.4 or higher atory to check have included m n't check and w ribe link in your r | Content will likely be rejected by most filters. this check box before sending ny mailing address and an unsubscribe link in this mailing |
| Mail. 🔲 I If you wor | 6.4 or higher atory to check have included m n't check and w nu have not includ ribe link in your r Yes | Content will likely be rejected by most filters. this check box before sending my mailing address and an unsubscribe link in this mailing will click on Next >> then it will show an Error message. ded your mailing address and the mailing. Would you like us to add these items for you? |
| Mail. | 6.4 or higher atory to check have included m n't check and w nu have not includ ribe link in your r Yes k on Yes | Content will likely be rejected by most filters. this check box before sending by mailing address and an unsubscribe link in this mailing vill click on Next >> then it will show an Error message. ded your mailing address and the mailing. Would you like us to add these items for you? No |
| Mail. If you wor | 6.4 or higher atory to check have included m n't check and w nu have not includ ribe link in your r Yes k on Yes | Content will likely be rejected by most filters. this check box before sending by mailing address and an unsubscribe link in this mailing vill click on Next >> then it will show an Error message. ded your mailing address and the mailing. Would you like us to add these items for you? No |

- If you click on it will redirect back to the **Content Editor** Tab.
- Click on Save & Exit it will save your work in Drafts and redirect to the Manage Mailings → Draft Tab.
- Click on <a>< Back
 button it will redirect to the Mailing Details tab.
- Fill the details and Click on Next>>> button page will redirect to the Tracking Editor tab.

3. Tracking Editor

Tracking Editor is used for editing the URLs that are present in the Template and also you can **Label** the URL.

- In **Tracking Editor** User can change URL under **Edit URL** and under **Reporting Label** can give a Label Name to URL.
- Validated column displayed with Cross and Tick mark sign. If your link is not valid then displayed Red cross sign beside link and if Link is valid then displayed Green tick beside link.

(**Note** : Validated column displayed in mailing tracking editor if it is enable under Advance module)

| | : Archived Mailings AutoScrape Mailings A/B Test Mailings Triggered Mailings S | | MAILINGS |
|---------------------|--|--|--------------|
| Mailing | | | |
| ling-qa test | | | Save & |
| Mailing Details | Content Editor Tracking | Editor Preview & TestMail Delivery Options | Confirmation |
| iling Tracking URLs | | | Sack Next = |
| porting Label | Current URL | Edit URL | Validated |
| | http://www.google.com/ | http://www.google.com/ | |
| | http://eoaclk.com/B1frlhOXvH/ | http://eoaclk.com/B1frihOXvH/ | A |
| | http://eoaclik.com/LrFKad9UHZ/?utm_source=ckadverti | http://eoaclk.com/LrFKad9UHZ/?utm_source=ckadvertising&utm_medium=email&utm_campaign=december_ | A |
| | http://eoaclk.com/dh7cLvJ5J6/?utm_source=ckadverti | http://eoaclk.com/dh7cLvJ5J6i?utm_source=ckadvertising&utm_medium=email&utm_campaign=december_ | A |
| | http://eoadlk.com/w6IUEpx6gc/?utm_source=ckadverti | http://eoaclk.com/w6IUEpx6gc/?utm_source=ckadvertising&utm_medium=email&utm_campaign=december_ | A |
| | http://eoaclik.com/GEVAD79k4l/?utm_source=ckadverti | http://eoaclk.com/GEVAD79k4I/?utm_source=ckadvertising&utm_medium=email&utm_campaign=december_ | A |
| | http://eoaclk.com/SR6YeHxMFL/?utm_source=ckadverti | http://eoaclk.com/SR6YeHxMFL/?utm_source=ckadvertising&utm_medium=email&utm_campaign=decembe | ✓ |

Click on
 Update URLs

one pop up will be display on user screen.



| The page at qa | a.psplhyd.in says: | × | : |
|-------------------------------------|--------------------|----|---|
| URLs Changed Su Labels have been | | | |
| | | ОК | |

- Click on ______ to close the Pop up Window. It will save the URL and Reporting
 Label section will be reset.
- Click on Save & Exit it will save your work in Drafts and redirect to the Manage Mailings → Draft Tab.
- Click on
 Click on
- Fill the details and Click on Next>> button Preview & TestMail will be opened.

4. Preview & TestMail

Here User can Preview the Created Mail and can Send Test Mail to ensure that Campaign Mail is designed perfectly or not.

| IOME LISTS CAMPAIGNS ADVAI | NCED SUPPRESSION ACTIVITY C | CAMPAIGN REPORTS | | | |
|--|---|--|--------------------|------------------|--------------|
| ailings Campaigns Templates Archived M | Mailings AutoScrape Mailings A/B Test Mailings | 5 Triggered Mailings SMS Campaigns Landi | ng Pages | | MAILINGS |
| Edit Mailing | | | | | |
| est gui | | | | | Save & Exi |
| Mailing Details | Content Editor | Tracking Editor | Preview & TestMail | Delivery Options | Confirmation |
| Send a pre-launch test email to yoursaif or a coworker Which type would you like to use? Type your E Email Address Separate multiple addresses with a comma ',' if you w Personalize email for(Optional) Personalize email for(Optional) Send From Mailer Account Mailer | Email address manually Select your Seed List want to send more than one test at a time. Fetch First Co | ontact | | | ≪Back Next≫ |

- To verifying the Mailing before Final launch there are two Options
 - 1. Type your Email Address manually
 - 2. Select your Seed list



Type your Email address manually:

- Select the radio button _____ Type your Email address manually
- Enter email id in the Email Address.
- You can add multiple Emails separating by comas (,).
- Personalize email for sending test mail (Optional).
- Click on Fetch First Contact it will fetch the Email of First contact and will display details like First Name, last Name etc while you send the mail.
- Click on Send Test
 button and Success message Pop up will be displayed.

| The page at www.qa.psplhyd.in says: | | × |
|--|----|---|
| Test Emails have been sent successfully. | | |
| | OK | |

• Click on _____ to close the Pop up Window.

Select your Seed List:

- Select the seed list radio button Select your Seed List
- Click on Look Up button.

| HOME LISTS CAMPAIGNS ADVA | NCED SUPPRESSION ACTIVITY | CAMPAIGN REPORTS | | | |
|--|---|---|--------------------|------------------|-----------------|
| Mailings Campaigns Templates Archived I | lailings AutoScrape Mailings A/B Test Mailing | s Triggered Mailings SMS Campaigns Landir | ng Pages | | MAILINGS |
| Edit Mailing | | | | | |
| test gui | | | | | Save & Exit |
| Mailing Details | Content Editor | Tracking Editor | Preview & TestMail | Delivery Options | Confirmation |
| Send a pre-launch lest email to yourself or a consolie Which type would you like to use? Type your Select SeedList(s) Personalize email fer(Optional) The data of the adve like used to hothe persons and From Mailer Account Mailer Account Mailer | Email address manually Select your Seed List | ontact | | | ee Back Near Se |

• It will open a **Select SeedLists** Window.



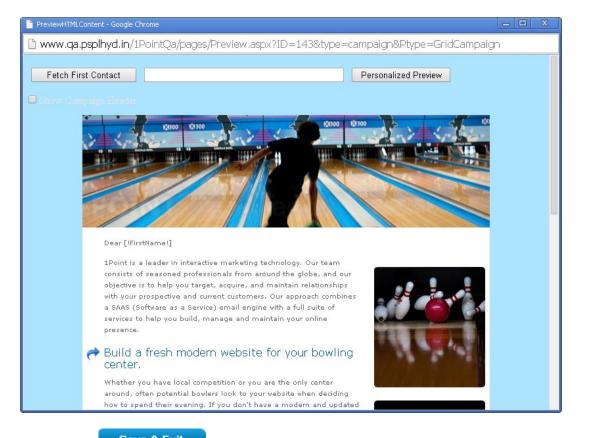
| Select SeedL | ists | | |
|---------------------|------------------|------------------------------|----------------------|
| List Name SortBy | A to Z | Search Clear | |
| SDL_2017.1 | 1.27 04:43:18(2) | © SDL_2017.11.27 04:44:10(2) | seed list 1st dec(3) |

- Here user can search the particular records.
- Enter the List Name.
- Click on Search button it will display the respective result.
- To select the Seed List, select the check box and click on button.
- Click on Cancel button window will close and Page will redirect to the Preview & TestMail page.
- Click on Send Test button and Success message Pop up will be displayed.

| The page at www.qa.psplhyd.in says: | × |
|--|----|
| Seed List Test Emails have been sent successfully. | |
| | ОК |
| | |



- Click on to close the Pop up Window.
- Click on Preview button it will open the Preview of Template content in a new Preview HTML Content Window.



Click on Save & Exit it will save your work in Drafts and redirect to the Manage

Mailings → Draft Tab.

- Click on << Back</pre> button it will redirect to Tracking Editor Tab.
- Fill all the details & Click on Next>> button Page will redirect to Delivery
 Options page.

5. Delivery Options

This is **"Delivery Options"** from here you can select the Target List on which you want to send Mailings. You can **Suppress Domain(s)**, **Domain Suppress List(s)**, **Suppress List(s)** and **MD5 Suppress List(s)** which you do not want to send. There are two options of Delivery i.e. **"Immediate"** and **"Scheduled".** You can send campaign immediately or you



can Scheduled date and

time

| dit Mailing | | | | | MAILINGS |
|---|---|--|--------------------|------------------------------------|----------------|
| ilt Mailing ailing-qa test | | | | | Save & Ex |
| Mailing Details | Content Editor | Tracking Editor | Preview & TestMail | Delivery Options | Confirmation |
| | | | | | < Back Next >> |
| Argent mediatus/Topapolatus/* aldi contact-15th dec(10) <u>Snapshot</u> <u>Lock By</u> point- Non you b for demined chapador <u>Lock By</u> | Suppress Domain(s) Select Domain(s) Look Up der fo Jarget Soch Skutski | Domain Suppression Set Domain Suppression | | MDD Suppress Select MDDSuppress | |
| aunch Date Immediate (The email will be send when you o Schedule (The email will be sent on the date a EDT/EST | lick Send Mailing button) Select Tri | (rigger(s) geris): | × | | |



- The following are the different type Delivery Options.
 - ➤ Target
 - Suppress Domain(s)
 - Domain Suppress List(s)
 - Suppress List(s)
 - MD5 Suppression List(s)

Target:

• It displays the target list details.

| Target Select L | ist(s)/Snapshot(s):* | | |
|--------------------|----------------------|---------|---|
| | | | * |
| | | | |
| | | | |
| | | | |
| | | | - |
| | Snapshot | Look Up | |
| | OINTM/ | | |

- Click on Snapshot button.
- It will open Select Snapshot Lists window.

| pshots: | | Show Sn | aps | | |
|---|--------------|------------|-----|--------|----|
| Select All | | | | | |
| | ок | Cancel | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| elect the sn | apshot and d | click on | ОК | buttor | ٦. |
| | - | | | butto | ٦. |
| | - | click on | | | ۱. |
| Click Cano | - | | | | ۱. |
| Click Canc | button | | | | ٦. |
| Click Canc | button | | | | ٦. |
| Click Canc | button | and windov | | | ٦. |
| Click Canc | button | and windov | | | ٦. |
| Click Canc | button | and windov | | | ٦. |
| Click Canc | button | and windov | | | ٦. |
| Select the sn Click Cano Target Select List(s)/Sna | button | and windov | | | ٦. |

Now Click on Look Up button and Select Lists window will be opened.



| Select Lists | | |
|---|---|-----------------------------|
| List Name SortBy A to Z | Search Clear | |
| IPoint Seed List - 1275 Contacts(1232) | BM with all suppression 28th dec(61) | gk list(1) |
| API 29(8) | Changed(21) | gk mailing supp list(6) |
| API list client(10) | Changed_Sample_1(47) | gk snapshot list(121) |
| api test for opt in(1) | Changed_Sample_2(39) | GK TRIGGER LIST(8) |
| Basic Mailing 23rd list(44) | Dynamic Segment - 27(40) | HM Sup List(3) |
| Basic Mailing 4th Dec(39) | gk ALL SUPP list(55) | HM with all suppression(45) |
| Basic mailing-1st dec(55) | gk api2 list 15th december(2) | list 1 for Api(3) |
| Select All | OK Cancel | Next Last |

- Enter the **List Name** and click on **Search** button it will display the particular list details.
- Select the check box and click on OK button the list will be selected.
- SortBy drop down displayed for list sorting.
 - ListName(A to Z) & (Z to A).
 - ListID(Low to High) & (High to Low).
 - CreatedDate(Oldest to Newest) & (Newest to Oldest).

Suppress Domain(s):

- It displays the suppressed domain details.
- Here you can suppress a particular domain on which you don't want to send the mail.



| Suppress Domain(s) Select Domain(s): | |
|---|---|
| | * |
| | |
| | |
| | |
| | |
| | - |
| Look Up | |
| | |

Click on Suppress Domain of Suppress Domain(s) button it will open Select

Domains for Suppression window.

| Select Domains fo | or Suppression | |
|------------------------------|--------------------|---------------------------------------|
| Domain Name | Sea | rch Clear |
| Col.ca | 🗖 hotmCil.ca | 🗖 test1pocat.ca |
| 🔲 gmail.ca | 🗖 new.ca | 🗖 yChoo.ca |
| gmCil.ca | 🗖 priyCnet.ca | |
| Select All | Suppress | Cancel |
| record deta | heck box button an | Summross |
| | Suppress Domain | |
| Click on | Suppress Domain | button it will suppress the Selected. |
| | FMAIL | |

Domain Suppression List(s) :

- It will display the Domain Suppress Lists details.
- Here you can suppress the whole Domain List.

| Domain Suppression List(s) Select DomainSuppressionList(s): | |
|--|---|
| | * |
| | |
| | |
| | |
| | - |
| Look Up | |

• Click on Look Up button it will open the Select Domain Suppress List(s) window.

| Select Domain Suppress List | ts |
|-----------------------------|--|
| List Name | Search Clear |
| 🔲 trial2 (2) | HArshal_domain (4) |
| 🔲 Domain list aakash (1) | 🔲 kn-dl (0) |
| Select All | Ok Cancel |
| Enter the list name click o | Search button it will display the partic |

Enter the list name click on button it will display the particular record details.



- Select the check box click OK button it will display the data.
- Click on Cancel button to close the window.

Suppress List(s) :

- It will display the Suppress List details.
- Here you can suppress the whole List.

| Suppress List(s) Select SuppressList(s): | |
|---|---|
| | * |
| | |
| | |
| | - |
| Look Up | |

• Click on Look Up button it will open the Select Suppress List window.



| elect Suppress List | S | |
|-----------------------------------|--|--|
| .ist Name | Search | Clear |
| | | |
| testlines 761089(9) | CS-Dynamic-List-Seg-13Jan14(6) | CS-Dynamic-CustomDropdown- Seg(12) |
| listcust(9) | Seg-Mailing-Issue1130_3(4) | CS-Dynamic-Number-Seg- Between(4) |
| 🔲 QA List 17Jan14(10) | Seg-Mailing-Issue1130_2(79) | CS-Dynamic-Number-Seg- GreaterThan(3) |
| 100K-Import Test(100000) | Seg-Mailing-Issue1130_1(85) | CS-Dynamic-Number-Seg- LessThan(10) |
| Gmail 50Contacts(50) | Seg-Mailing-Issue1130(85) | CS-Dynamic-Number-Seg- DoesNotEqual(26) |
| CS-16jan14(9) | CS-Dynamic-Gender-Seg- DoesNotEqual(11) | CS-Dynamic-Number-Seg- Equal(27) |
| CS-Static-List-Seg- 13Jan14(4) | CS-Dynamic-Gender-Seg-Equal(7) | CS-Dynamic-List-Seg-IsEmpty(4) |
| | | <u>Next</u> Las |
| Select All | | |
| | OK Cancel | |

- Enter the list name click on Search button it will display the particular record details.
- Select the check box click OK button it will display the data.
- Click on Cancel button to close the window.

MD5 Suppress List(s) :

- It will display the Suppress List details.
- Here you can suppress the whole List.



| | ~ | |
|---------|-------|--|
| | | |
| | | |
| | | |
| | | |
| | - | |
| Look Up | | |

Click on **Look Up** button it will open the Select Suppress List window.

| | Select MD5 Suppression Lists | |
|---|------------------------------|----|
| 9 | List Name Search Cle | ar |
| | Select All Ok Cancel | |
| | | |
| | | |

• Enter the list name click on Search button it will display the particular record details.



•

- Select the check box click OK button it will display the data.
- Click on Cancel button to close the window.
- At the Bottom of window there is a small Section of Launch Date.
- Here user can select the mode of sending.
- If you select Immediate then the Email will be send immediately.
- But if you select **Scheduled** then you can send the mail on the desired date and time.

| Launch Date | | |
|-------------|-------------------|--|
| Immediate | e (The email will | be send when you click Send Mailing button) |
| Schedule | (The email will l | be sent on the date and time specified below) |
| | | EDT/EST |
| | | |
| - Click on | Save & Exit | it will save your work in Drafts and redirect to the |

• Click on the Manage it will save your work in Drafts and redirect to the Manage

Mailings → Draft Tab.

- If you click on button it will redirect to **Preview & TestMail**.
- Fill the details and after clicking on Next>> button page will be redirected to the Confirmation tab.

6. Confirmation

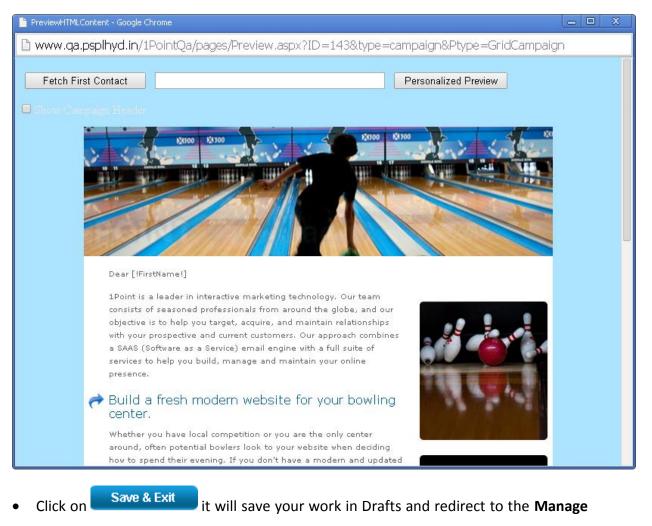
This is the Final Step of Mailing. You can verify at the final step. If there is any

mistake/pending in process it will indicate \bigotimes sign or if all process has done properly it will indicate \bigotimes sign.

| Mailing Details | Content Editor | Tracking Editor | Preview & TestMail | Delivery Options | Confirmation |
|------------------|-----------------------|-----------------|--------------------|------------------|-------------------|
| | · · · · | | • | << Back | Send Test Preview |
| aunch Check List | | | | | |
| ROM NAME | pspl241 | | HTML CONTENT | | e |
| ROM ADDRESS | 1pointqa@priyanet.com | | HTML UN SUBSCRIBE | LINK | C |
| UBJECT LINE | test mail | | e | | |
| ARGETED LISTS | rs trigger(0) | | e | | |
| ELIVERY DATE | Immediately | | o | | |
| eply-to-Email | 1pointqa@priyanet.com | | v | | |
| ocial Sharing | | | | | |
| Post to Facebook | | | Tweet as Twitter | | |
| | | Send Mail | ng Cancel | | |
| | | | | | |



- If you click on **Preview** it will show the preview of mail before finalize sending.
- Social Share on confirmation page allow you to share your email content over social media.
- Advance module > social share enable > Social share enable/disable option will display on confirmation tab.
- Advance module > Social share disable > Social share option will not display on confirmation tab.



Mailings → Draft Tab.

Send Mailing

If you click on

Source and the second secon

then your finalize Mail will be send to your

• If you click on List(s).

• If you click on Cancel it will close the window and redirect to Manage Mailings page.

Edit Mailing

• Just click on the **Mailing Name** Hyperlink.

| IOME | LISTS CA | MPAIGNS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN R | EPORTS | | | |
|------------|------------|---|-----------------------------------|-----------------------|----------|-------------------|
| lailings | Campaigns | Templates Archived Mailings AutoScrape Mailings A/B Test Mailings Trigger | ed Mailings SMS Campaigns Landing |) Pages | | MAILINGS |
| | | | | | | MALENOO |
| Aanage M | ailings | | | _ | _ | |
| Draft | Sent | | | | | |
| Search | | | | | | |
| Mailing IC | 1 | Mailing Name Sea | irch Clear Refresh | Filter by Campai | gnSelect | • |
| 🔅 Create | Delete | 🛾 Preview 📕 Clone 📉 Recipients Summary | | | | |
| | Mailing ID | Mailing Name | Created Date | Scheduled Date | Status | Assigned Campaign |
| | 114 | new mailing test | 9/2/2016 5:24:09 AM | 9/2/2016 5:24:15 AM | Editing | UnAssigned |
| | 111 | Clone Of Basic mail-28th_9/2/2 | 9/2/2016 4:38:08 AM | 9/2/2016 4:39:15 AM | Editing | UnAssigned |
| | 108 | New Mailing | 9/2/2016 1:51:45 AM | 9/2/2016 4:32:39 AM | Editing | UnAssigned |
| | 94 | test 1 | 9/1/2016 5:14:01 AM | 9/1/2016 5:22:51 AM | Editing | UnAssigned |
| | 82 | template test | 8/31/2016 1:39:04 AM | 8/31/2016 1:39:09 AM | Editing | UnAssigned |
| | 79 | ss_test | 8/31/2016 12:56:14 AM | 8/31/2016 12:56:18 AM | Editing | UnAssigned |
| | 81 | Clone Of harshal_29Aug_8/31/20 | 8/31/2016 1:04:21 AM | 8/31/2016 1:04:25 AM | Editing | UnAssigned |
| | 80 | ss_test new | 8/31/2016 12:58:25 AM | 8/31/2016 12:58:29 AM | Editing | UnAssigned |
| | 78 | Clone Of Create mailing API_8/ | 8/30/2016 1:45:22 AM | 8/30/2016 1:50:09 AM | Editing | UnAssigned |
| | 77 | Clone Of harshall 29Aun 8/29/20 | R/29/2016 4·24·22 ΔM | 8/29/2016 4·25·25 AM | Friting | IInAssinned |



It will open the "Edit Mailing" Window.

| OME LISTS CAMP | AIGNS ADVANCED SUPPRESSION | ACTIVITY CAMPAIGN REPORTS | | | |
|---|---|---|-----------------------|-------------------|------------------------|
| l lings Campaigns Temp | olates Archived Mailings AutoScrape Mailings | A/B Test Mailings Triggered Mailings SMS Ca | mpaigns Landing Pages | | MAILINGS |
| dit Mailing | | | | | |
| ew mailing test | | | | | Save & E |
| Mailing Detail | s Content Editor | Tracking Editor | Preview & TestMail | Delivery Options | Confirmation |
| | | | | | Next |
| Mailing Name* | new mailing test | | Enable Google A | nalytics Tracking | able Omniture Tracking |
| Mailing Description (Max 100 Characters) | | | | | |
| ssigned Campaign | | Add New Campaign | | | |
| From Address* | news@qa.psplhyd.in 👻 | | | | |
| From Name* | psplqa222 | | | | |
| Reply-to Email | 1pointqa@priyanet.com | | | | |
| Subject* | new mailing test | 8 | | | |
| Track Links | v | | | | |
| Unsubscribe Info (Max 512 Characters) | If you no longer wish to receive these emails, si click on the following link: | mply | | | |
| | Unsubscribe Change | | | | |
| | Unange | | | | |

Note: Remaining process in Edit Mailing will be same as "Create Mailing". Refer from Page 114.

Delete Mailing

- Here user can delete the Mailings.
- Select the Mailing check box clicks this 🚺 Delete button. •
- It will open the **Delete Mailing** Window.



• close the window.



Preview

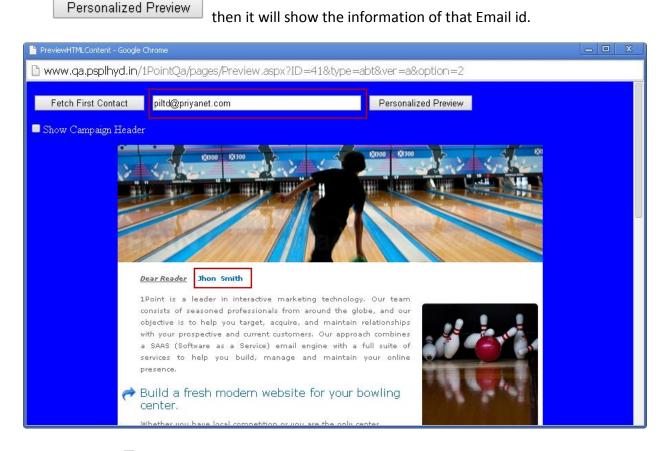
- You can see preview of your HTML, Text mail mailer which you selected in Manage Mailings → Draft Tab window.
- Select the particular mail check box and click on
 Preview
 button.

| | | | | | | MAILINGS |
|----------------------|------------|---|---|-----------------------|----------|-------------------|
| nage Ma | ailings | | | | | |
| Draft | Sent | | | | | |
| iearch Aailing ID | | Mailing Name | Search Clear Refresh | Filter by Campai | gnSelect | - |
| 🔅 Create | 📋 Delete 🛅 | Preview 🔿 Clone 🛛 🔀 Recipients Summary | | | | |
| | Mailing ID | Mailing Name | Created Date | Scheduled Date | Status | Assigned Campaign |
| V | 114 | new mailing test | 9/2/2016 5:24:09 AM | 9/2/2016 5:24:15 AM | Editing | UnAssigned |
| | 111 | Clone Of Basic mail-26th_9/2/2 | 9/2/2016 4:38:08 AM | 9/2/2016 4:39:15 AM | Editing | UnAssigned |
| | 108 | New Mailing | 9/2/2016 1:51:45 AM | 9/2/2016 4:32:39 AM | Editing | UnAssigned |
| | 94 | test 1 | 9/1/2016 5:14:01 AM | 9/1/2016 5:22:51 AM | Editing | UnAssigned |
| | 82 | template test | 8/31/2016 1:39:04 AM | 8/31/2016 1:39:09 AM | Editing | UnAssigned |
| | 79 | ss_test | 8/31/2016 12:56:14 AM | 8/31/2016 12:56:18 AM | Editing | UnAssigned |
| | 81 | Clone Of harshal_29Aug_8/31/20 | 8/31/2016 1:04:21 AM | 8/31/2016 1:04:25 AM | Editing | UnAssigned |
| | 81 | | | 8/31/2016 12:58:29 AM | Editing | UnAssigned |
| | 80 | ss_test new | 8/31/2016 12:58:25 AM | | | |
| | | ss_test new Clone Of Create mailing API_S/ | 8/30/2016 12:58:25 AM 8/30/2016 1:45:22 AM | 8/30/2016 1:50:09 AM | Editing | UnAssigned |

- 🗆 🗙 🛅 PreviewHTMLContent - Google Chrome www.qa.psplhyd.in/1PointQa/pages/Preview.aspx?ID=41&type=abt&ver=a&option=2 Fetch First Contact Personalized Preview Show Campaign Header ----Dear Reader [!FirstName!] [!LastName!] 1Point is a leader in interactive marketing technology. Our team consists of seasoned professionals from around the globe, and our objective is to help you target, acquire, and maintain relationships with your prospective and current customers. Our approach combines a SAAS (Software as a Service) email engine with a full suite of services to help you build, manage and maintain your online presence. Build a fresh modern website for your bowling center.
- It will open preview in Preview HTML Content Window.

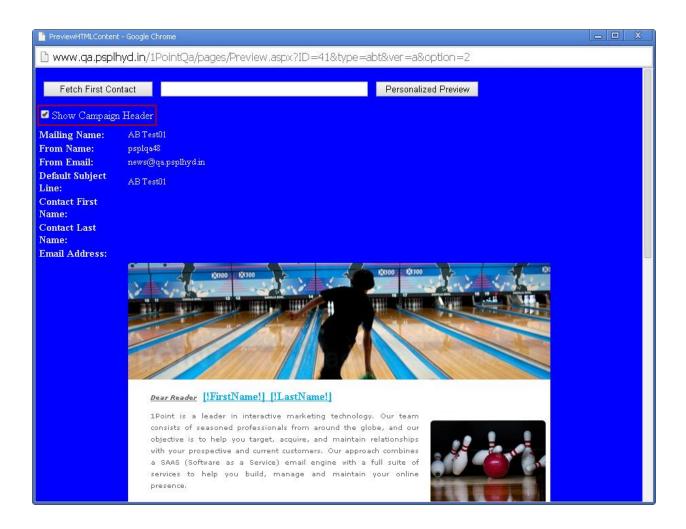


- If you click on Fetch First Contact you can get the Email Id of your first contact present in your Target list.
- Personalized filed(s) like First Name, Last Name etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!] [!LastName!] with the contact details that is been saved in your database.
- It will display the Email id in the Text box with the required Informations below in personalized fields.
- If you enter any Email Id in the Text box that is present in your database and click on



 If you click ^I Show Campaign Header</sup> check box you can see the Mailing Details of the HTML Content.





Clone

Clone means it will copy same mailing and create new mailing. When you **Clone** any mailing it will copy the entire data of HTML and Text Mail and create a replica of it.

- Select a particular Mailing Name check box click on Select a particular Mailing Name check box click on
- It will open the Edit Mailing Window.

<u>Note:</u> Follow the Same process which you done while "Create Mailing". Refer page 115.



| | Jaco Fridinived i | nannigo natoorape | i mannigs 700 ic | st Mailings Triggered Mailings SMS C. | inpugna cunung rugea | | MAILINGS |
|--|---|--|------------------|---------------------------------------|----------------------|------------------|--------------|
| it Mailing | | | | | | | |
| ew mailing test | | | | | | | Save & Ex |
| Mailing Detai | ls | Content Ec | ditor | Tracking Editor | Preview & TestMail | Delivery Options | Confirmation |
| Mailing Name* Mailing Description (Max 100 Characters) Assigned Campaign From Address* From Name* | Clone Of new m Select news@qa.psplh psplqa222 | nailing test_9/2/2016 6:0 | н. | idd New Campaign | Enable Google A | nelytics Trading | Next > |
| Reply-to Email Subject* | 1pointqa@priya | | | | | | |
| Tradk Links | V | | | | | | |
| Unsubscribe Info (Max 512 Characters) | If you no longe click on the fol <u>Unsubscribe</u> | er wish to receive these lowing link: | e emails, simply | | | | |
| | Change | | | | | | |

Recipients summary

It will show how many valid contacts will be going to receive mails as there is suppression selected in mailing, so those contacts will exclude from targeted.

- Select the check box and click on <u>Recipients Summary</u>
- It will open the **Contacts targeted Summary** Window.

| iiling ID: 111 iiling Name: Clone Of Basic mail-26th_9/2/2016 4:38:08 AM hedule/Sent Date: 9/2/2016 4:39:15 AM | | |
|--|-------------------|---------------------------|
| Details | Filtered Contacts | Contacts Targeted Summary |
| Active Contacts in Targeted Lists: | 43 | |
| Filtered Contacts from Mailing Suppressed Lists: | 3 | |
| Filtered Contacts from Mailing Suppressed Domains: | 3 | |
| Filtered Contacts from Domain Suppression List: | 1 | |
| Filtered Contacts from Global Wildcard Suppression: | 3 | |
| Filtered Contacts from Universal Suppression: | 8 | |
| Filtered Contacts from Global Domain Suppression: | 3 | |
| Filtered Contacts from MD5 Suppression: | 3 | |
| iltered Contacts from MD5 Suppression List: | 0 | |
| ffective Contacts Targeted would be: | 19 | |

• It will show a Tabular and a graphical information.



• Click on Close button it will close the window.

SENT TAB

Create Mailing

| | | | | | | | MAILINGS |
|---------------------------------|---|---|--------------------------------------|----------------------------------|--|------------------------|--|
| nage Mailings | | | | | | | |
| Draft Sent | | | | | | | |
| Mailings that are o | ver 90 days old are located in the <u>Archived Mailings</u> section | | | | | | |
| iearch | | | | | | | |
| tailing ID | Mailing Name | Search | Clear | Refresh | Filter by CampaignSele | ct | • |
| Mailing ID | ete 🚯 View Reports 🔝 Preview 💸 Clone 🧏 Assign Campaign 🔒 Mailing Name | Sent/Scheduled | Status | Contacts Targeted | Successfully Delivered | Bounced | Assigned Campaign |
| | | | | | | | |
| 342 | basic 6th june 18 | 6/6/2018 12:34:15 AM | Sent | 31 | 25 | 3 | Rs Basic |
| | basic 6th june 18 AutoMail5207034913 | 6/6/2018 12:34:15 AM 6/4/2018 11:00:00 PM | Sent Sent | 31 68 | 25 66 | 3 | Rs Basic Campagzx |
| 317 | | | | | | | |
| 317 304 | AutoMail5207034913 | 6/4/2018 11:00:00 PM | Sent | 68 | 66 | 1 | Campagzx |
| 317 304 300 | AutoMall5207034913 New Mailing - 4th June 2018 | 6/4/2018 11:00:00 PM 6/4/2018 2:58:44 AM | Sent Sent | 68 25 | 66 23 | 1 | Campagzx UnAssigned |
| 317 304 300 297 | AutoMail5207034913 New Mailing - 4th June 2018 basic 2nd june 18 | 6/4/2018 11:00:00 PM 6/4/2018 2:58:44 AM 6/2/2018 12:32:34 AM | Sent Sent Sent | 68 25 30 | 66 23 24 | 1 | Campagzx UnAssigned Rs Basic |
| 317 304 300 297 296 | AutoMali5207034913 New Mailing - 4th June 2018 basic 2nd june 18 Clone Of basic 31st may 18_5/3 | 6/4/2018 11.00-00 PM 6/4/2018 2.58.44 AM 6/2/2018 12.32.34 AM 5/31/2018 1.14.13 AM | Sent Sent Sent Sent | 68 25 30 24 | 66 23 24 19 | 1 1 6 3 | Campagzx UnAssigned Rs Basic Rs Basic |
| 317 304 297 296 295 | AutoMaitS207034913 New Mailing - 4th June 2018 baak: Zhd Jane 18 Cleve Of Dania 31st may 18_53 baak: 31st may 18 | 6/42018 11:00:00 PM 6/42018 2:58:44 AM 6/22018 12:32:34 AM 5/31/2018 11:41 33 AM 5/31/2018 11:41 33 AM | Sent Sent Sent Sent Sent | 68 25 30 24 42 | 66 23 24 19 24 | 1 1 6 3 18 | Campagzx UnAssigned Rs Basic Rs Basic Rs Basic |
| 317 304 297 296 295 | AutoMaitS207034913 New Mailing - 4th June 2018 basic 2nd june 18 Clone Of basic 31st may 18_573 basic 31st may 18 Clone Of basic 22nd may 18_573 | 6/4/2018 11:00:00 PM 6/4/2018 2:56:44 AM 6/2018 12:23:24 AM 5/31/2018 1:14:13 AM 5/31/2018 1:14:13 AM 5/31/2018 1:22:733 AM 5/30/2018 12:30:14 AM | Sent Sent Sent Sent Sent | 68 25 30 24 42 30 | 66 23 24 19 24 24 24 | 1 1 6 3 18 | Campagzx UnAssigned Rs Basic Rs Basic Rs Basic Rs Basic |

• It will open the "New Mailing" window.

<u>Note:</u> Follow the Same process which you done while "Create Mailing" in DRAFT TAB. Refer page 115.

Delete Mailing

- Here user can delete the Mailings.
- Select the check box clicks this <u>Delete</u> button.
- It will open the **Delete Mailing** Window.





• Click on Yes the Mailing(s) will be deleted or click on button to close the window.

View Report

• View Report Comes Under Manage Mailings → Sent.

| Draft Sent | | | | | | | |
|----------------|--|---------------------------|--------|-------------------|------------------------|---------|-------------------|
| \sim | er 90 days old are located in the <u>Archived Mailings</u> section | | | | | | |
| arch | | | | | | | |
| ailing ID | Mailing Name | Search | Clear | Refresh | Filter by CampaignSele | ct | • |
| Create 👖 Delei | te 💓 View Reports) 🔲 Preview 🌷 Clone 🛛 Assign Campaign 🔒 A | rchive Recipients Summary | | | | | |
| | | | | | | _ | |
| Mailing ID | Mailing Name | Sent/Scheduled | Status | Contacts Targeted | Successfully Delivered | Bounced | Assigned Campaign |
| 342 | basic 6th june 18 | 6/6/2018 12:34:15 AM | Sent | 31 | 25 | 3 | Rs Basic |
| 317 | AutoMail5207034913 | 6/4/2018 11:00:00 PM | Sent | 68 | 66 | 1 | Campagzx |
| 304 | New Mailing - 4th June 2018 | 6/4/2018 2:58:44 AM | Sent | 25 | 23 | 1 | UnAssigned |
| 300 | basic 2nd june 18 | 6/2/2018 12:32:34 AM | Sent | 30 | 24 | 6 | Rs Basic |
| 297 | Clone Of basic 31st may 18_5/3 | 5/31/2018 1:14:13 AM | Sent | 24 | 19 | 3 | Rs Basic |
| 296 | basic 31st may 18 | 5/31/2018 12:27:33 AM | Sent | 42 | 24 | 18 | Rs Basic |
| 295 | Clone Of basic 22nd may 18_5/3 | 5/30/2018 12:30:14 AM | Sent | 30 | 24 | 6 | Rs Basic |
| 277 | basic 22nd may 18 | 5/22/2018 12:33:45 AM | Sent | 27 | 23 | 4 | Rs Basic |
| 211 | Clone Of ss_5/15/2018 9:46:51 | 5/15/2018 9:49:42 AM | Sent | 6 | 6 | 0 | UnAssigned |
| 259 | | | | | | 0 | UnAssigned |

- Click on a Particular Mailing Check box then click on
- It will redirect to CAMPAIGN REPORTS → Dashboard.

| Dashboard | | | | | | | Back To Sent M |
|----------------------------|------------------------|------------------------------|-------------------------|----------|--|---------------------------|----------------|
| New Mailing - 27 August | 2016 (ID: 72) | | | | | Preview Refresh | Download |
| Sent: Aug 27 2016 06:39 AM | | Sele | ct Campaign:Select(UnAs | ssigned) | Select Mailing: | New Mailing - 27 August 2 | 2016 • |
| Results as of : | Sep 02 2016 04:46 AM | Email Stats | | Em | nail Impact | | |
| Send Start Date : | Aug 27 2016 06:39 AM | Contacts Targeted | 24 | | | | |
| Send Completion Date : | Aug 27 2016 06:39 AM | Successful Delivered | 19 (79.17%) | | | | |
| Targeted List(s) : | Samir Target List | Active | 0 (0%) | | | | |
| Suppression List(s): | NA | Total Opens | 5 | | | | |
| Suppress Domain(s) : | NA | Unique Opens | 5 (26.32%) | | | | |
| Subject : | New Mailing - 27 Augus | st 2 Total Clicks | 0 | | | | |
| Total Seed Count : | 0 | Unique Clicks | 0 (0%) | | | | |
| Send via MTA : | | Clicks: Unique Contacts (CTR | () 0 (0%) | | | | |
| | | Unsubscribes | 6 (31.58%) | | Delivered 79.17% (19) Active 0 Bounced 20.83% (5) | 00% (0) | |
| Total Rec | ords Contacted | Bounced | 5 (20.83%) | | | | |
| | 0.4 | Hard/Soft | 0 (0%) / 5 (100%) | | | | |
| | 24 | Forwards | 0 (0%) | | | | |

- From Select Campaign: drop down list if you select Campaign then it will show the detail summary of whole Campaign.
- If you select <u>Select Campaign</u>: along with <u>Select Mailing</u>: then it will show details of that particular mail that you selected for the Campaign.



- Click on button it will open the Preview of that particular Mailing in Separate Window.
- Click on Refresh to refresh the page.
- Click on Download button it will open an Download Report window

| Download Report |
|------------------|
| File type: PDF ▼ |
| Download Cancel |

- You can download report either in **PDF** or **CSV** format.
- Click on Download button it will download the report.
- Click on Cancel button to close the window.
- If you click on <u>Back To Sent Mail</u> you will be redirected to CAMPAIGNS → Mailings
 → Manage Mailings Page.

Preview

 You can see preview of your HTML, Text mail mailer which you selected in Manage Mailings → Sent Tab window.

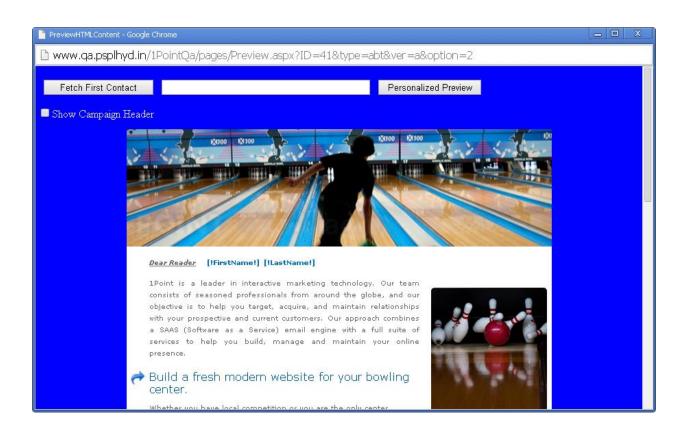
| age Mailings | | | | | | | |
|---------------------|---|------------------------------|--------------|-------------------|------------------------|---------|-------------------|
| Draft Sen | nt 💦 | | | | | | |
| Mailings that are | e over 90 days old are located in the Archived Mailings section | | | | | | |
| | | | | | | | |
| earch Iailing ID | Mailing Name | Search | Clear | Refresh | Filter by CampaignSele | ct | |
| - | | | Circus | renesi | The by comparing the | | |
| 🔅 Create 🕺 🔟 Di | Delete 🚯 View Repo 🚺 Preview 💦 Clone 💱 Assign Campaign 🔒 A | krchive 📉 Recipients Summary | | | | | |
| Mailing I | ID Mailing Name | Sent/Scheduled | Status | Contacts Targeted | Successfully Delivered | Bounced | Assigned Campaign |
| 342 | basic 6th june 18 | 6/6/2018 12:34:15 AM | Sent | 31 | 25 | 3 | Rs Basic |
| 317 | AutoMall5207034913 | 6/4/2018 11:00:00 PM | Sent | 68 | 66 | 1 | Campagzx |
| 304 | New Mailing - 4th June 2018 | 6/4/2018 2:58:44 AM | Sent | 25 | 23 | 1 | UnAssigned |
| 300 | basic 2nd june 18 | 6/2/2018 12:32:34 AM | Sent | 30 | 24 | 6 | Rs Basic |
| | Clone Of basic 31st may 18_5/3 | 5/31/2018 1:14:13 AM | Sent | 24 | 19 | 3 | Rs Basic |
| 297 | basic 31st may 18 | 5/31/2018 12:27:33 AM | Sent | 42 | 24 | 18 | Rs Basic |
| | | 5/30/2018 12:30:14 AM | Sent | 30 | 24 | 6 | Rs Basic |
| 296 | Clone Of basic 22nd may 18_5/3 | | | 27 | 23 | 4 | Rs Basic |
| 296 | Clone Of basic 22nd may 18_5/3 basic 22nd may 18 | 5/22/2018 12:33:45 AM | Sent | 1. T | | | |
| 296 | | | Sent Sent | 6 | 6 | 0 | UnAssigned |

Select a particular Mail Check box and click on

Preview button.

• It will open preview in Preview HTML Content Window.



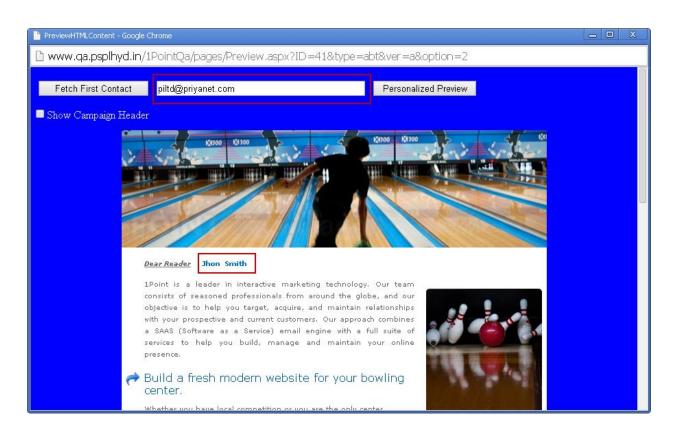


- If you click on Fetch First Contact you can get the Email Id of your first contact present in your Target list.
- Personalized filed(s) like First Name, Last Name etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!] [!LastName!] with the contact details that is been saved in your database.
- It will display the Email id in the Text box with the required Informations below in personalized fields.
- If you enter any Email Id in the Text box that is present in your database and click on

Personalized Preview

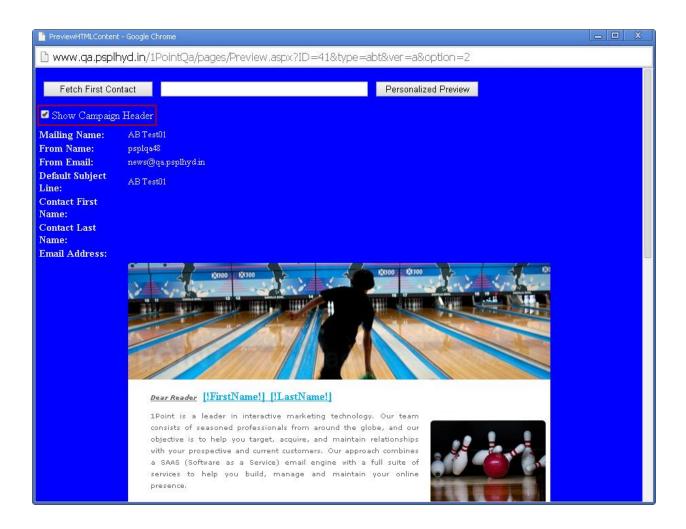
then it will show the information of that Email id.





• If you click ^{I Show Campaign Header} check box you can see the Mailing Details of the HTML Content.





Clone

Clone means it will copy same mailing and create new mailing. When you **Clone** any mailing it will copy the entire data of HTML and Text Mail and create a replica of it.

- Select a particular Mailing Name check box click on Select a particular Mailing Name check box click on
- It will open the "Edit Mailing" Window.

<u>Note:</u> Follow the Same process which you done while "Create Mailing". Refer page 115.



| | | | IVITY CAMPAIGN REPORTS | | | |
|--|--|-----------------------------|---|-----------------------|--------------------|--------------------------|
| ilings Campaigns Tem | olates Archived Mailings | AutoScrape Mailings A/B | Test Mailings Triggered Mailings SMS Ca | mpaigns Landing Pages | | MAILINGS |
| it Mailing | | | | | | |
| w mailing test | | | | | | Save & Exi |
| Mailing Deta | ls | Content Editor | Tracking Editor | Preview & TestMail | Delivery Options | Confirmation |
| | | | | | | Next >> |
| failing Name* | Clone Of new mailing test | 9/2/2016 6:00:06 AM | | Enable Google | Analytics Tracking | Enable Omniture Tracking |
| failing Description | | | | | | |
| Max 100 Characters) | | | | | | |
| usigned Campaign | Select | | Add New Campaign | | | |
| rom Address* | news@qa.psplhyd.in | | | | | |
| rom Name* | psplqa222 | | | | | |
| Reply-to Email | 1pointqa@priyanet.com | - | | | | |
| Subject* | new mailing test | | | | | |
| rack Links | V | | | | | |
| Unsubscribe Info (Max 512 Characters) | If you no longer wish to r click on the following lin | eceive these emails, simply | | | | |
| | Unsubscribe | | | | | |
| | Change | | | | | |

Assign Campaign

Select a particular Check box and click on

| | | Mailings Triggered Mailings SMS Campaigns Land | | | | | MAILIN |
|--|--|--|--|--|--|------------------------|--|
| nage Mailing: | s | | | | | | |
| | | | | | | | |
| Draft CS | ient | | | | | | |
| Mailings that a | re over 90 days old are located in the Archived Mailings section | | | | | | |
| earch | | | | | | | |
| failing ID | Mailing Name | Search | Clear | Refresh | Filter by CampaignSele | ict | ۲ |
| 🔅 Create 📋 | Delete 🚯 View Reports 📳 Preview 🍠 Clone 🛛 🖓 Assign Campaign 👔 | Archive 😪 Recipients Summary | | | | | |
| Mailir | ng ID Mailing Name | Sent/Scheduled | Status | Contacts Targeted | Successfully Delivered | Bounced | Assigned Campaign |
| | | | | | | | |
| 342 | basic 6th june 18 | 6/6/2018 12:34:15 AM | Sent | 31 | 25 | 3 | Rs Basic |
| 342 | basic 6th june 18 AutoMali5207034913 | 6/6/2018 12:34:15 AM 6/4/2018 11:00:00 PM | | | | 3 1 | |
| 317 | - | | Sent | 31 | 25 | 3 1 1 | Rs Basic |
| 317 304 | AutoMail5207034913 | 6/4/2018 11:00:00 PM | Sent Sent | 31 68 | 25 66 | 3 1 1 6 | Rs Basic Campagzx |
| 317 304 300 | AutoMali5207034913 New Mailing - 4th June 2018 | 6/4/2018 11:00:00 PM 6/4/2018 2:58:44 AM | Sent Sent Sent | 31 68 25 | 25 66 23 | 1 | Rs Basic Campagzx UnAssigned |
| 317 304 300 297 | AutoMall5207034913 New Mailing - 4th June 2018 basic 2nd june 18 | 6/4/2018 11:00:00 PM 6/4/2018 2:58:44 AM 6/2/2018 12:32:34 AM | Sent Sent Sent Sent | 31 68 25 30 | 25 66 23 24 | 1 | Rs Basic Campagzx UnAssigned Rs Basic |
| 317 304 300 297 296 | AutoMali5207034913 New Mailing - 4th June 2018 basic 2nd june 18 Clone Of basic 31st may 18_5/3 | 6/4/2018 11:00:00 PM 6/4/2018 2:58:44 AM 6/2/2018 12:32:34 AM 5/31/2018 11:14:13 AM | Sent Sent Sent Sent Sent | 31 68 25 30 24 | 25 66 23 24 19 | 1 1 6 3 | Rs Basic Campagzx UnAssigned Rs Basic Rs Basic |
| 317 304 300 297 296 295 | AutoMailS207034913 New Malling - 4h, June 2018 basic 2nd June 18 Clone of Dake 13th may 18_5/3 basic 31st may 18 | 6/4/2018 11:00:00 PM 6/4/2018 2:58:44 AM 6/2/2018 12:32:34 AM 5/31/2018 11:41:33 AM 5/31/2018 12:27:33 AM | Sent Sent Sent Sent Sent | 31 68 25 30 24 42 | 25 66 23 24 19 24 | 1 1 6 3 18 | Rs Basic Campagox UnAssigned Rs Basic Rs Basic Rs Basic |
| 317 304 300 297 296 295 | AutoMailS207034913 New Maling - 4th June 2018 basic 2nd jane 16 Clone Of basic 31st may 18_5/3 basic 31st may 18 Clone Of basic 32nd may 18_5/3 | 6442018 11:00:00 PM 6442018 2:58:44 AM 6622018 12:32:34 AM 50310218 11:41 AA 50310218 11:41 AA 50310218 12:22:33 AM 50302018 12:30:14 AM | Sent Sent Sent Sent Sent Sent | 31 68 25 30 24 42 30 | 25 66 23 24 19 24 24 24 | 1 1 6 3 18 | Rs Basic Campagzx UnAssigned Rs Basic Rs Basic Rs Basic Rs Basic |

• It will open the Assign Campaign Window.

| Select | • | Add New Campaign |
|--------|------|------------------|
| | Save | Cancel |



- You can select the Campaign from the drop down list for the Particular selected Mailing.
- If you click on Add New Campaign button.
- It will open the **Create Campaign** window.

| Create Campaign | |
|----------------------|--|
| Campaign Name* | |
| Campaign Description | |
| Save Cancel | |

- You can create a new Campaign by giving **Campaign Name** and **Campaign Description**. (The **red asterisks** indicate the fields that are required)
- Click on Save to save the Campaign or else click on Cancel to close the window.
- You will get a Success message.

| Assign Campaign | | | |
|-----------------|-----------|------------------|--|
| test 21 | • | Add New Campaign | |
| Campaign test | 21 Create | ed Successfully. | |
| | Save | Cancel | |
| | | | |

- You can now select the Created campaign from the drop down list assign.
- Click on Save to assign the Campaign or else click on Cancel to close the window.

Campaigns



This is Campaigns section under **"CAMPAIGNS"** module. Basically **Campaigns** is a group of certain mailings. User can assign mailings to desired **Campaign** by creating new Campaign or in existing Campaign.

Search Campaigns

• Here user can search all the created campaigns by particular fields.

| HOME | LISTS CAMPA | IGNS ADVANCED SUPPRESSION | ACTIVITY CAMPAIGN REPORTS | | | |
|--|-----------------|--|--|----------------------|-------------------|-----------|
| lailings | Campaigns Templ | ates Archived Mailings AutoScrape Mailings | A/B Test Mailings Triggered Mailings SMS Campaigns Lar | nding Pages | | CAMPAIGNS |
| lanage (| Campaigns | | | | | |
| Search Campaig Created I Campaigr | Date | Campaign Description | Search Clear | | | |
| 🛊 Creat | | e 🚯 View Reports 🗟 Mass Desc. Update | | | | |
| | Campaign ID | Campaign Name | Description | Created Date | Assigned Mailings | Active |
| | 4 | harshal_012 | mass | 8/27/2016 5:26:05 AM | 0 | True |
| | 3 | ss_Aug 27 | mass | 8/27/2016 2:03:55 AM | 1 | True |
| | 2 | kn-27th | kinjal | 8/27/2016 1:44:38 AM | 8 | True |
| | 1 | aakash222 | | 8/27/2016 1:09:43 AM | 18 | True |

- Enter Campaign Name or Campaign Description or Created Date.
- Click on Search button it will display all campaigns based on search criteria or else Click on Clear button it will clear the search criteria and again display all campaigns.

Create Campaign

- Click on 🔽 Create button.
- It will open the Create Campaign window.



| Create Campaign | | |
|----------------------|-------------|--|
| Campaign Name* | | |
| Campaign Description | | |
| | Save Cancel | |

- Enter **Campaign Name** and **Campaign Description**. (The **red asterisks** indicate the fields that are required)
- Click on Save to create the campaign or else click on Cancel button to close the window.

Edit Campaign

- Select a Particular Campaign Name and click on the Hyperlink.
- It will open the Edit Campaign window.

| | | | | | | | | CAMPAIGNS |
|---------------------|-------------------|--------------------------------------|----------------------|-------------|------|-----------------|----|-----------|
| je C | ampaigns | | | | | | | |
| ch paig ted (| n Name | Campsign Description | Search | | | 1 | | |
| ign | 5 | | Edit Campaign | | | | | |
| reate | e 📑 View 🧻 Delete | 🚯 View Reports 🛛 🗎 Mass Desc. Update | Campaign Name* | ss_Aug 27 | | | | |
| | | | | QA | | d Date | | |
| | 4 | harshal_012 | Campaign Description | | | 016 5:26:05 AM | 0 | True |
| | 3 | ss_Aug 27 | | | | 016 2:03:55 AM | 1 | True |
| | 2 | kn-27th | | Save Cancel | | 016 1:44:36 AM | 6 | True |
| | 1 | aakash222 | | | 8/27 | 2016 1:09:43 AM | 18 | True |

Click on Save to create the campaign or else click on Cancel button to close the window.



| ome i | LISTS CAMPA | GNS ADVANCED SUPPRESSION | ACTIVITY CAMPAIGN REPORTS | | | |
|---|------------------|---|---|------------------------------------|-------------------|-----------|
| lailings (| Campaigns Templa | ites Archived Mailings AutoScrape Mailing | ys A/B Test Mailings Triggered Mailings SMS Campaigns | s Landing Pages | | CAMPAIGNS |
| lanage Ca | ampaigns | | | | | |
| Search Campaign Created Do Campaigns | late | Campsign Description | Search Clear | n: ss Aug 27 Updated Successfully, | | |
| Create | | 🚯 View Reports 🛯 🗟 Mass Desc. Update | Campag | n. ss_nug zr opualeu successiuny. | | |
| | Campaign ID | Campaign Name | Description | Created Date | Assigned Mailings | Active |
| | 4 | harshal_012 | mass | 8/27/2016 5:26:05 AM | 0 | True |
| | 3 | ss_Aug 27 | QA | 8/27/2016 2:03:55 AM | 1 | True |
| | | | | | | |

View Campaign

• Select a Particular Campaign Name check box from Campaigns list.

| IOME | LISTS CAMPAIG | S ADVANCED SUPPRESSION ACT | IVITY CAMPAIGN REPORTS | | | |
|------------------|--------------------|---|---|----------------------|-------------------|-----------|
| ailings | Campaigns Template | s Archived Mailings AutoScrape Mailings A/B | Test Mailings Triggered Mailings SMS Campaigns Land | ing Pages | | CAMPAIGNS |
| anage (| ampaigns | | | | | |
| Created I | | Campaign Description | Search Clear | | | |
| impaigr Creat | | View Reports 🗟 Mass Desc. Update | | | | |
| | Campaign ID | Campaign Name | Description | Created Date | Assigned Mailings | Active |
| | 4 | harshal_012 | mass | 8/27/2016 5:26:05 AM | 0 | True |
| V | 3 | ss_Aug 27 | QA | 8/27/2016 2:03:55 AM | 1 | True |
| | 2 | kn-27th | kinjal | 8/27/2016 1:44:36 AM | 6 | True |
| | | | | | | |

- Click on ^{III} view</sup> button.
- It will open the **Manage Mailings** window in which it display all the Mailings List assigned to that particular campaign.



| minys | Campaigns | Femplates Archived Mailings AutoScrape Mailings | Arb lest mainings inggereu wannigs awa campa | igns Landing Pag | 5 | | | MAILING |
|-------------------|-----------------------------|--|--|------------------------|-----------------------------|----------------------------------|-------------------|---|
| anage | Mailings | | | | | | | |
| Draf | t Sent | | Reco | rds Found 5 | | | | |
| Search Mailing | _ | Mailing Name | Search | Clear | Refresh | Filter by Campaign kn-27t | h | |
| | | | | | | , , , , | | |
| 🔅 Cre | aate 📄 Deleti Mailing ID | e 👶 View Reports 💽 Preview 💭 Clone 💱 Assign Campaign Mailing Name | | Status | Contacts Targeted | Successfully Delivered | Bounced | Assigned Campaign |
| 🔅 Cre | | | Archive | | | | | |
| | Mailing ID | Mailing Name | Archive Sent/Scheduled | Status | Contacts Targeted | Successfully Delivered | Bounced | Assigned Campaign |
| | Mailing ID 58 | Mailing Name mailing-text | Archine Sent/Scheduled 8/27/2016 4-46:18 AM | Status Sent | Contacts Targeted | Successfully Delivered | Bounced 0 | Assigned Campaign kn-27th |
| | Mailing ID 58 57 | Malling Name mailing-text mailing-text | Archive Sent/Scheduled 8/27/2018 4:46:18 AM 8/27/2018 4:46:38 AM | Status Sent Sent | Contacts Targeted 4 9 | Successfully Delivered 4 9 | Bounced 0 0 | Assigned Campaign kn-27th kn-27th |

- If user has multiple Mailings in a particular Campaign then user can Search by Search criteria like **Mailing ID** and **Mailing Name**.
- Click on Search button it will display all campaigns based on search criteria or else Click on Clear button it will clear the search criteria and again display all campaigns.
- Click on Refresh to refresh the Page.

Delete Campaign

- Select the Campaign Name by selecting check box.
- Clicks on <u>Delete</u> button.
- It will open the Delete Campaign(s) window.



• There are two options.



- Delete selected Campaign(s) but keep associated mailings: It will delete only campaign and not the assigned mailings.
- Delete selected campaign(s) and remove associated mailings: It will delete campaign as well as assigned mailings to this campaign.
- Click on Yes button to delete selected campaigns or else click on No button to close the window.

View reports

- Select the check box of a particular campaign click on View Reports
- It will redirect to **"Dashboard"** section of the **"CAMPAIGN REPORTS"** module with selection of that campaign and show report of that particular Campaign.

| ashboard Contact Activity | Click Performance Domain Repo | rts GeolP Tracking | | | | | | | |
|----------------------------|-------------------------------|------------------------------|-------------------------|----------------------------|---|-----------------|---------------|--------------|----------------|
| | | ···· · | | | | | | DASHE | BOARD |
| Dashboard | | | | | | | | | Back To Sent N |
| nailing-w/o standard link | (ID: 51) | | | | | | Preview | Refresh | Download |
| Sent: Aug 27 2016 02:01 AM | | | | Select Campaign:Select(Un/ | Assigned) 🗸 | Select Mailing: | mailing-w/o s | tandard link | • |
| Results as of : | Sep 02 2016 06:21 AM | Email Stats | | | Email Impact | | | | |
| Send Start Date : | Aug 27 2016 02:02 AM | Contacts Targeted | 7 | | | | | | |
| Send Completion Date : | Aug 27 2016 02:01 AM | Successful Delivered | 4 (57.14%) | | | | | | |
| Targeted List(s) : | kn-new list | Active | 0 (0%) | | | | | | |
| Suppression List(s) : | NA | Total Opens | 2 | | | | | | |
| Suppress Domain(s) : | NA | Unique Opens | 2 (50%) | | | | | | |
| Subject : | mailing-w/o standard link | Total Clicks | 5 | | | | | | |
| Total Seed Count : | 0 | Unique Clicks | 5 (100%) | | | | | | |
| Send via MTA : | | Clicks: Unique Contacts (CTF | R) 1 (25%) | | | | | | |
| | | Unsubscribes | 1 (25%) | | Delivered 57.14% (4) Active Bounced 42.85% (3) | 0.00% (0) | | | |
| Total Red | cords Contacted | Bounced | 3 (42.86%) | | | | | | |
| | 7 | Hard/Soft | 1 (33.33%) / 2 (66.67%) | | | | | | |
| | 1 | Forwards | 0 (0%) | | | | | | |

- From <u>Select Campaign</u>: drop down list if you select Campaign then it will show the detail summary of whole Campaign.
- If you select <u>Select Campaign</u>: along with <u>Select Mailing</u>: then it will show details of that particular mail that you selected for the Campaign.
- Click on button it will open the Preview of that particular Mailing in Separate Window.
- Click on Refresh to refresh the page.



Click on Download button it will open an Download Report window

| Download Report |
|------------------|
| File type: PDF ▼ |
| Download Cancel |

- You can download report either in **PDF** or **CSV** format.
- Click on Download button it will download the report.
- Click on Cancel button to close the window.
- If you click on <u>Back To Sent Mail</u> you will be redirected to CAMPAIGNS → Mailings
 → Manage Mailings Page.

Mass Desc. Update

- User can give same description to multiple Campaigns at a same time.
- Select multiple campaigns check box then this <u>Mass Desc. Update</u> button will be activated.
- Click on <u>Mass Desc. Update</u> Button.
- It will open a Mass Desc Update Campaigns window.

| Mass Desc Update Campaigns | |
|-------------------------------|------------------------------|
| Campaign Description | |
| Are you sure you want t | o Edit selected Campaign(s)? |
| Yes | No |

• Enter text in **Campaign Description** fields.



- Click on Yes button to update description of all selected campaigns.
- Click on button to close the window.

Templates

This is **Templates** section here you can create new Templates. Also you can upload premade HTML template. You can also create your own desired designed templates with the given tools.

Search Templates

- Here user can search all the created templates by various fields.
- If **Private?** Field is **True** then that template only show to that owner only.(Created by client then only that client can show other user of that client not able to see).
- If **Private?** Field is **False** then its visible to all user of that client.

| arch mplate ID eated Date | Template Name Modified Date | Description | | Search Clear | |
|---------------------------------|---|--|----------|----------------------|---------------------|
| Create T Delete | Drawinur | | | | |
| Template ID | Name | Description | Private? | Created Date | Modified Date |
| 25 | test one | | False | 5/22/2018 2:46:36 AM | |
| 24 | SpecialTesting ~!@#\$%^&*()_]}{:?,.;=-`[]" t- | | False | 5/4/2018 5:45:31 AM | |
| 23 | S1 | | False | 5/2/2018 5:29:13 AM | |
| 22 | DD2 | | False | 5/2/2018 5:28:10 AM | |
| 21 | DD1 | | False | 5/2/2018 5:27:30 AM | |
| 20 | Name 1 | | False | 5/2/2018 5:24:28 AM | |
| 19 | Siva Sir | | False | 5/2/2018 5:17:17 AM | 5/2/2018 5:18:51 AM |
| 18 | 888 | | False | 5/2/2018 4:28:10 AM | |
| 16 | SS WSL | | False | 4/2/2018 7:57:11 AM | |
| 14 | SBTemplate4/2/2018 7:02:58 AM | | False | 4/2/2018 7:02:58 AM | |
| k to enable Template thu | mbnalis: | | | | |
| Blank HTML | | Distance of the second | | | |
| - | 600 x 200 | and the second s | | | |

- You can Search by **Template ID** or **Template Name** or **Description** or **Created Date** or **Modified Date** fields.
- Click on Search button, it will display all templates based on search criteria with all details.



- Click on Clear button, it will clear the search criteria and again display all templates.
- Check to enable Template thumbnails Option > If enable, all template displayed with preview.
- Check to enable Template thumbnails Option > If disable, Template preview not display.

| | late ID ed Date | Template Name Modified Date | D | escription | Search Clear | | |
|-----|--------------------|--|-------------|------------|----------------------|----------------------|---|
| pla | les | | | | | | |
| Cre | ate 🔟 Delete 💽 | Preview | | | | | |
| | Template ID | Name | Description | Privato? | Created Date | Modified Date | |
| | 229 | aswdf | | False | 6/8/2018 6:42:15 AM | | |
| | 228 | 21 new temp | 21 new temp | False | 5/21/2018 6:15:42 AM | 5/21/2018 6:15:51 AM | |
| | 227 | sdfhgh | | False | 5/21/2018 2:04:46 AM | | |
| | 226 | created by save&new button from api temp | | False | 5/19/2018 4:54:35 AM | | |
| | 225 | created by api 19th may | | False | 5/19/2018 4:53:33 AM | 5/19/2018 4:54:12 AM | |
| | 224 | client level-scenario-4 | | False | 5/19/2018 2:35:34 AM | 5/19/2018 2:36:17 AM | |
| | 223 | client level-scenario-3 | | True | 5/19/2018 2:34:24 AM | | |
| | 222 | client level-scenario-2 | | True | 5/19/2018 2:31:59 AM | | |
| | 221 | client level-scenario-1 | | False | 5/19/2018 2:30:48 AM | | |
| | 220 | user level-scenario-4 | | False | 5/19/2018 2:08:14 AM | | |
| H I | 123456 | 78910 F H | | | | | |
| | | | | | | | _ |

Create Template

- Click on 🔽 Create button.
- It will open **Build Template** Page.
- While click on create button it display two editor choice 1. Advance responsive Editor & 2. WYSIWYG editor.
- Advance Responsive Editor redirect to Responsive editor and WYSIWYG will redirect to Rad editor.



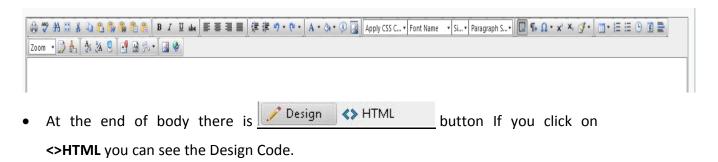
| HOME | | | MPAIGN REPORTS | | | | | |
|----------|---------------------|--|---|-----------------|---------------------|------|---------------------|-----------|
| | Campaigns Tem | slates Archived Mailings AutoScrape Mailings A/B Test Mailings | | | | | | |
| | | | | | | | | TEMPLATES |
| Manager | Templates | | | | | | | |
| 6 | M038000001 | | | | | | | |
| Searc | | | | | | | | |
| Temp | ilate ID | Template Name | Description | | Search | | | |
| Crea | ted Date | Modified Date | | | Clear | | | |
| | | | | | | | | |
| Templa | tes | | | | 1 | | | |
| The Cri | nate B.Deletz | | Select Editor to Create Template | | | | | |
| | | | Advance Responsive Editor | WYSIV | YG Editor | | | |
| | | | Create a template by using Advance Drag & | Create a templa | te by using WYSIWYG | | | |
| | 25 | test one | Drop Editor | | Editor | AM | | |
| | 24 | SpecialTesting -4@#\$%%%*0_UK?,=*U*t- | | | 1 | MM. | | |
| | | S1 | Can | set | 1 | SM. | | |
| | | D02 | | 1.0.05 | 221201022010) | | | |
| | | 001 | | Falso | 5/2/2018 5:27:30 / | MI. | | |
| | 20 | Name 1 | | False | 5/2/2018 5:24:28 / | UM . | | |
| | 19 | Siva Sir | | Falso | 5/2/2018 5:17:17 / | M. | 5/2/2018 5:18:51 AM | |
| | 18 | 808 | | False | 5/2/2018 4 28 10 4 | M. | | |
| | 16 | SS WSL | | False | 4/2/2018 7:57:11 A | M | | |
| | 14 | S8Template4/2/2018 7:02:58 AM | | False | 4/2/2018 7:02:58 A | W. | | |
| R | 1 2 3 F H | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Check to | enable Template thu | mbnails: | | | | | | |
| | | | | | | | | |

WYSIWYG Editor

| POINTMAIL | Welcome : pspl241 Manage Account Help Logout |
|---|---|
| HOME LISTS CAMPAIGHS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN REPORTS | |
| Mailings Campaigns Templates Archived Mailings AutoScrape Mailings A/B Test Mailings Triggered Mailings SMS Campaigns Landing Pages | TEMPLATES |
| Build Template | |
| Template Details Name* Description Make Private | Save & Close Save & New Close |
| Choose Custom template Choose Bile Abosen Upload | Switch to Advance Editor: |
| Content HTML TXT 「合であこよ <u>」の</u> 合金合同 P Z U 本 美美美美 使使ウ・ウ・ A・3・0 国 Apply CS ・ Fort Name ・ ・ Parapath - | |
| | |

- Enter Name and Description fields. (The **red asterisks** indicate the fields that are required)
- You can choose any custom template by clicking on Choose File
- After choosing the HTML file click on Upload to upload.
- In HTML mode you can edit with the help of this tool bar.





- If you click on TEXT button you can add your text version along with your
 HTML Design or you can convert your HTML to text.
- Under **TEXT** if you click on Insert Link button.
- It will open the Insert Link window.

| × |
|---|
| |
| |
| |
| |
| |
| |

- Here you can insert the desired URL Link into text version.
- Click on OK button to save the URL or else click on Cancel button to close the window.
- At the bottom of the window you will find two drop down list.

| Select | • |
|--------|---|
| Select | • |
| | |

 Here you can Insert Personalization Field and place in any location of the design where you desire.





• Here you can **Insert Standard Link** and place in any location of the design where you desire.

| | Select |
|-------------------------------|---------------------------------|
| | Hosted Version Link |
| | Forward To a Friend Link |
| | List Unsubscribe |
| | Unsubscribe(Confirmation) |
| | Unsubscribe(No Confirmation) |
| | Share on Facebook |
| | Tweet on Twitter |
| Insert Personalization Field: | Mailing Address |
| Insert Standard Link: | Select 🔻 |

• Switch to Advance Editor > will allow you to switch from Rad editor to Responsive editor



Responsive Editor

| | | | | | CAMPAIGN REPORTS Imps Triggered Malings SMS Campaigns Landing Pages | |
|----------------|--------------|---------------|---------------|-----------------------|---|-------------------------|
| inings campaig | ns remplates | Parchived man | nings Kulosen | ipe manings - Aib res | nns inggeeu wanngs awastangangins tanong rages | TEMP |
| aild Template | - | _ | _ | | | |
| mplate Details | | | | | | Save & Close Save & New |
| escription | | | | | | |
| ake Private | | 8 | | li | | |
| | | | | | | Switch to Advance E |
| | | DRAG & DR | OP EDITOR | | Background 🖲 🔹 🗍 🖓 | DESIGN HTTM. |
| Modules | | | | | | |
| pre | | | | | | |
| header | header | + | menu | - | | |
| | | | | | | |
| - | a= | | | | | |
| | Т | == | | | | |
| | 1 | | | | | |
| 44 | | 00 | footer | | | |
| | | • | | | | |
| Options | | | | | | |
| View Code | | | | | | |
| | | | | | | |
| | | | | | | |

• You can create Responsive template by drag and drop left module.

| ilings Campaigr | ns Templates | Archived Mail | lings AutoScrape I | Rings A/B Test Mailings Triggered Mailings SMS Campaigns Landing Pages | TEMPLATES |
|--------------------------------------|---------------------|---------------|------------------------------|--|--------------------------|
| ild Template | _ | _ | | | |
| mplate Details ame* escription | | | | Save & Close | Save & New Close |
| ake Private | | | | S | witch to Advance Editor: |
| | DRAG & | DROP EDIT | DR | Background 💿 🗨 🛄 🔤 | IGN HTML CLEAR |
| Modules | | | | Link One Link Two Link Three | |
| pre header | header | + | menu | • • | |
| - | | L. | | 640 x 300 | |
| | | | Т | | |
| == | === | | | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras vestibulum eu mauris in | |
| | 00 | footer | | pelientesque. Maecenas porta, velf sit amet luctus bibendum, orci metus imperdiet ri sus, quis placerat quam erat art fruss. Nullam at augue ut ante congue aliquet non id i psum. Aliquam blandit risus nec egestas luctus. | |
| Clic | nage k on | Tem S | ave & (plates ave & N | button template created and page redirected to the button template will be created and new window will be | 2 |
| ope | ned | wher | e user | can again create new template. | |
| ope | | | 0 0001 | | |



• Click on Cancel button page redirected to the Manage Templates page without creating template.

Edit Template

• Click on the Name Hyper link.

| nage | Templates | | | | | |
|--------|----------------------|--|--------------------|--|---|--|
| Searc | h | | | | | |
| Templa | ate ID | Template Name | Description Search | | | |
| Create | d Date | Modified Date | Clear | | | |
| emplat | | | | | | |
| Cre | | Developer | | | | |
| 📯 Cre | ate 🔲 Delete () | a preview | | | | |
| • | Template ID | Name | Description | Private? | Created Date | Modified Date |
| | 19 | Template 1 | | False | 11/27/2017 7:21:57 AM | |
| | | | | | 11/27/2017 4:44:10 AM | |
| 0 | 14 | SBTemplate11/27/2017 4:44:10 AM | | False | 11/2//2017 4:44:10 AM | |
| | 14 13 | SBTemplate11/27/2017 4:44:10 AM SBTemplate11/27/2017 4:43:17 AM | | False | 11/27/2017 4:44:10 AM | |
| | | | Testing 1 | | | 11/27/2017 4:40:06 AM |
| | 13 | SBTemplate11/27/2017 4:43:17 AM | Testing 1 Samir | False | 11/27/2017 4:43:17 AM | 11/27/2017 4:40:06 AM 11/27/2017 4:40:25 AM |
| 0 | 13 12 | SBTemplate11/27/2017 4:43:17 AM Both | - | False True | 11/27/2017 4:43:17 AM 11/27/2017 4:37:21 AM | |
| | 13 12 11 | SBTemplate11/27/2017 4:43:17 AM Both Text | - | False True False | 11/27/2017 4:43:17 AM 11/27/2017 4:37:21 AM 11/27/2017 4:36:44 AM | |
| | 13 12 11 10 | SBTemplate11/27/2017 4.43.17 AM Both Text HTML | - | False True False False | 11/27/2017 4:43:17 AM 11/27/2017 4:37:21 AM 11/27/2017 4:36:44 AM 11/27/2017 4:36:33 AM | |
| | 13 12 11 10 | SBTemplate11/27/2017 4.43 17 AM Boh Text HTML ss both | - | False True False False False | 11/27/2017 4-43-17 AM 11/27/2017 4-37-21 AM 11/27/2017 4-36-44 AM 11/27/2017 4-36-33 AM 11/27/2017 4-36-33 AM | |

• It will open the **Edit Template** window.

| Mailings Campaigns Tem | Rates Archived Mailings AutoScrape Mailings A/B Test Mailings Triggered N | ailings SMS Campaigns Landing Pages | | | TEMPLATES |
|--|---|-------------------------------------|---|------------------------------------|------------------|
| Edit Template | | | | | |
| | | | | Save & Close | Save & New Close |
| Template Details | | | | | |
| Name* | client level-scenario-3 | | | | |
| Description | | | | | |
| Make Private | 8 | | | | |
| Choose Custom template Choose file No file chosen | Upload | | | | |
| Content | | | | | |
| HTML TEXT | | | Lamon I | | |
| | ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● | Apply CSS • Font Name • • Paragra | ph• [[2]] ¶+ Ω + x' × ∮ • □ • 1≣ 1≣ 0 |) 10 🚍 Zoom • 💭 🖧 🕅 🛠 34 8 🛛 🕂 🖼 🕫 | - 14 9 |
| | ame!] WELCOME TO PSPL | | | | |
| HOW CAN I HELP YOU | 7 | | | | |
| mailte | MAILTO | Mailla | TEL: | TEL | |



| Mailings Campaig | gns Templat | s Archived Mai | lings Auto Scrape | Mailings A/B Test Mailings Triggered Mailings S | SMS Campaigns Landing Pages | TEMPLATES |
|--|-------------|----------------|-------------------|---|---|-------------------------------|
| Edit Template | | _ | _ | | | |
| Template Details Name" Description Make Private | Ec | it D & D | | | | Save & Close Save & New Close |
| | | & DROP EDIT | OR | Background 💽 | 0 💽 🖗 | DESIGN HTML CLEAR |
| Modules pre header | header | - | menu | | + S | |
| - | | | | | | |
| | | | Т | | HEADER Lorem (psum dolor at anet, consecteur adiptione and Crass vestbukm eu mauris in pellentesgue. Mascenas porta, velit sit amet loctus bibendum, ori metas insprederi frius, quis piscenat quae reat at risus. Nufam at aug ue ut ante congue aliquet non id (psum. Aliquam blandt risus nec egestas luctus. | |
| == | === | | | | My button Lorem (psum dolor sit amet, consectetur adpicing sitt. Cras vestbulum eu mauris in pellentesque. Maccenas oota vell sit amet Locus bibendum ciri metais inserdiet risus uiu a laccenat ouan erat at risus. Nullem at aug | |

<u>Note:</u> Follow the Same process which you done while "Creating a Template". Refer page 160.

Delete Templates

Select Templates Check box and Click on

• It will open the Delete Template(s) window.

| Delete Template(s) | |
|---|------------------------------------|
| Are you sure you want to delete this Template(s)? | |
| Yes No | |
| | |
| Click on Yes button to delete selected | templates. |
| Click this No button. Selected templat | tes are not deleted and pop up are |





button.

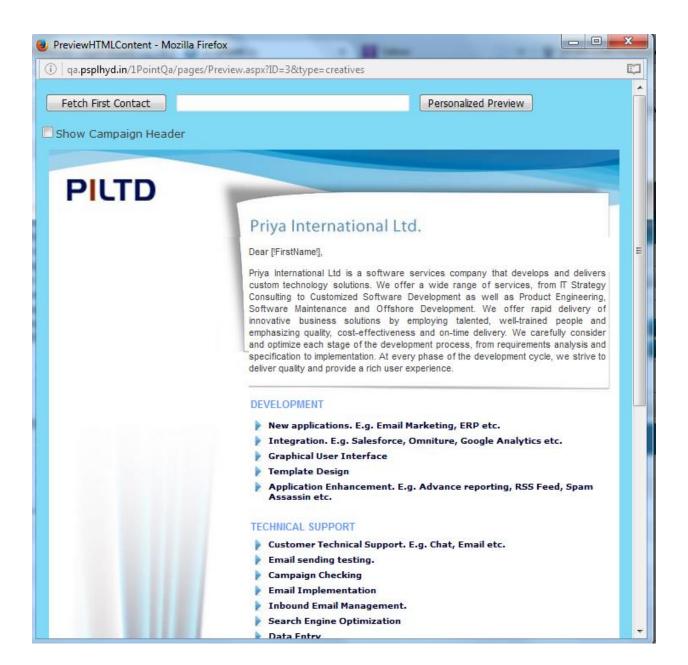
Preview Template

• You can see preview of your HTML, Text mail mailer which you selected in **Manage Templates** window.

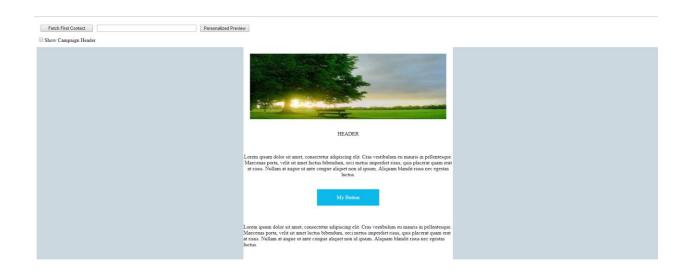
| ge T | emplates | | | | | | |
|------|----------------|-------------------------------------|-------------|------------|----------------------|---------------------|--|
| arc | | | | | | | |
| Impl | late ID | Templa | ite Name De | escription | Search | | |
| reat | ed Date | Modifie | ed Date | | Clear | | |
| | | | | | | | |
| plat | tes | | | | | | |
| | _ | | | | | | |
| Cre | ate 🔟 Delete 🔟 | Preview | | | | | |
| | Template ID | Name | Description | Private? | Created Date | Modified Date | |
| | 25 | test one | | False | 5/22/2018 2:46:36 AM | | |
| | 24 | SpecialTesting ~1@#\$%^&*())};?,.;= | -10°6- | Falso | 5/4/2018 5:45:31 AM | | |
| | 23 | S1 | | False | 5/2/2018 5:29:13 AM | | |
| | 22 | DD2 | | False | 5/2/2018 5:28:10 AM | | |
| | 21 | DD1 | | False | 5/2/2018 5:27:30 AM | | |
| | 20 | Name 1 | | False | 5/2/2018 5:24:28 AM | | |
| | 19 | Siva Sir | | False | 5/2/2018 5:17:17 AM | 5/2/2018 5:18:51 AM | |
| | 18 | aaa | | False | 5/2/2018 4:28:10 AM | | |
| | 16 | SS WSL | | False | 4/2/2018 7:57:11 AM | | |
| | 14 | SBTemplate4/2/2018 7:02:58 AM | | False | 4/2/2018 7:02:58 AM | | |
| 1 | (123) H | | | | | | |
| | | | | | | | |

- Select a particular Mail Check box and click on
 Preview button.
- It will open preview in Preview HTML Content Window.









- If you click on Fetch First Contact you can get the Email Id of your first contact present in your Target list.
- Personalized filed(s) like First Name, Last Name etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!] [!LastName!] with the contact details that is been saved in your database.
- It will display the Email id in the Text box with the required Informations below in personalized fields.
- If you enter any Email Id in the Text box that is present in your database and click on

Personalized Preview then it will show the information of that Email id.





• If you click Show Campaign Header check box you can see the Mailing Details of the HTML Content.



| PreviewHTMLContent - Mozi | illa Firefox | |
|---|--|---|
| i qa. psplhyd.in /1PointQa/pa | ages/Preview.aspx?ID=3&type=creatives | 1 |
| Fetch First Contact | s-patel@priyanet.com Personalized Preview | |
| ✓ Show Campaign Heade Mailing Name: From Name: From Email: Default Subject Line: Contact First Name: Contact Last Nume: Mendhirat | | Ш |
| Name: Email Address: s-patel@p | oriyanet.com | |
| PILTD | Priya International Ltd is a software services company that develops and delivers custom technology solutions. We offer a wide range of services, from IT Strategy Consulting to Customized Software Development as well as Product Engineering, Software Maintenance and Offshore Development. We offer rapid delivery of innovative business solutions by employing talented, well-trained people and emphasizing quality, cost-effectiveness and on-time delivery. We carefully consider and optimize each stage of the development process, from requirements analysis and specification to implementation. At every phase of the development cycle, we strive to deliver quality and provide a rich user experience. | |
| | New applications. E.g. Email Marketing, ERP etc. Integration, E.g. Salesforce, Omniture, Google Analytics etc. | Ţ |



| PreviewHTMLContent - Mozil | lla Firefox | x |
|--|---|----|
| i qa. psplhyd.in /1PointQa/pa | ages/Preview.aspx?ID=3&type=creatives | E) |
| Fetch First Contact | s-patel@priyanet.com Personalized Preview | |
| Show Campaign Header Mailing Name: From Name: From Email: | | |
| Default Subject Line: | | Ε |
| Contact First Name: | | |
| Contact Last Name: Email Address: s-patel@pt | | |
| | | |
| PILTD | | |
| | Priya International Ltd. | |
| | Dear Nirav, | |
| | Priya International Ltd is a software services company that develops and delivers custom technology solutions. We offer a wide range of services, from IT Strategy Consulting to Customized Software Development as well as Product Engineering, Software Maintenance and Offshore Development. We offer rapid delivery of innovative business solutions by employing talented, well-trained people and emphasizing quality, cost-effectiveness and on-time delivery. We carefully consider and optimize | |
| | each stage of the development process, from requirements analysis and specification to implementation. At every phase of the development cycle, we strive to deliver quality and provide a rich user experience. | |
| | DEVELOPMENT | |
| 1 | New applications. E.g. Email Marketing, ERP etc. Integration, E.g. Salesforce, Omniture, Google Analytics etc. | |



Archived Mailings

Option named **"Archived Mailings"** contains 90 days old Mailings to prevent performance issues. And it allows to View Reports, Preview and Clone. Archived Mailing act as a Storage of Old Mailings.

Search Archived Mailings

• Here user can search the Mailings with the Help of **Mailing Name**.

| anan | e Archived Ma | illinge | | | | | | Archived Mailings |
|-------------------|---------------|--|-----------------------|--------|-------------------|------------------------|---------|-------------------|
| Search Mailing | | Search | Clear | | | | | |
| | d Mailings | | | | | | | |
| M Alex | | view 媷 Clone | | | | | | |
| | Mailing ID | Mailing Name | Scheduled Date | Status | Contacts Targeted | Successfully Delivered | Bounced | Assigned Campaign |
| | 203 | qaserv-qau35-17Feb14 | 2/17/2014 12:28:43 AM | Sent | 10 | 8 | 2 | jinesh35 |
| | 201 | QA-psplqa35-15Feb14-Edit2 | 2/15/2014 9:15:46 AM | Sent | 14 | 14 | 0 | Un Assigned |
| | 199 | qaserv-qau35-15Feb14_E | 2/15/2014 8:55:12 AM | Sent | 14 | 12 | 2 | jinesh35 |
| | 198 | qaserv-qau35-15Feb14_Snap | 2/15/2014 8:05:24 AM | Sent | 16 | 12 | 4 | jinesh35 |
| | 79 | M_2jan14_1 | 2/15/2014 4:25:44 AM | Sent | 3 | 0 | 0 | Un Assigned |
| | 196 | qau35-AutoScrape-15Feb14 02/15/2014 03:56:25 | 2/15/2014 4:00:00 AM | Sent | 8 | 0 | 0 | jinesh35 |
| | 197 | qau35-AutoScrape-15Feb14 02/16/2014 03:56:25 | 2/16/2014 4:00:00 AM | Sent | O | 0 | 0 | jinesh35 |
| | 193 | qau35-ABTest-15Feb14_1 -Version A | 2/15/2014 4:00:00 AM | Sent | 14 | 0 | 0 | User AB Test |
| | 194 | qau35-ABTest-15Feb14 1 -Version B | 2/15/2014 4:00:00 AM | Sent | 14 | 0 | 0 | User AB Test |
| | 104 | | | | | | | |

- User can also use Page Navigation to search the Mails.
- Click on Search button it will display the Mailings according to search criteria.
- Click on Clear to clear the screen and all Mailings will be seen again.

View Reports

- Select the check box of a particular Mail click on Select the check box of a particular Mail click on
- It will redirect to **"Dashboard"** section of the **"CAMPAIGN REPORTS"** module with selection of that campaign and show report of that particular Campaign.



| | Click Performance Domain Report | | | | | | DASHBOARD |
|--------------------------------|---------------------------------|----------------------------|-------------------------|---|--|-------------------|----------------------|
| shboard | | | | | | | Back To Sen |
| ailing-CS-19Apr14_All | Suppression (ID: 1) | | | | | Preview | Refresh Downloa |
| ent: Apr 19 2014 04:38 AM | | Select Campaign:Sel | ect(UnAssigned) | • | Select Mailing: | Mailing-CS-19A | pr14_All Suppression |
| Results as of : | May 27 2014 07:05 AM | Email Stats | | | Email Impact | | |
| Send Start Date : | Apr 19 2014 04:38 AM | Contacts Targeted | 9 | | mail impact | | |
| Send Completion Date : | Apr 19 2014 04:38 AM | Successful Delivered | 6 (66.67%) | | | | |
| Targeted List(s) : | Chintan Target, Chintan S | Active | 1 (11.11%) | | | | |
| Suppression List(s) : | Chintan Suppress | Total Opens | 9 | | | | |
| Suppress Domain(s) : | in.com,india.com | Unique Opens | 3 (50%) | | | | |
| Subject : | Mailing-CS-19Apr14_All Su | Total Clicks | 8 | | | | |
| Total Seed Count : | 2 | Unique Clicks | 7 (100%) | | | | |
| | | Clicks: Unique Contacts (C | . , | | | ~ | |
| Total Records Contacted | | Unsubscribes | 0 (0%) | | Delivered 66.67% (6) Bounced 22.22% (2) | Active 11.11% (1) | |
| | 9 | Bounced | 2 (22.22%) | _ | | | |
| | 0 | Hard/Soft | 1 (11.11%) / 1 (11.11%) | | | | |
| | | Forwards | 4 (66.67%) | | | | |

- From Select Campaign: drop down list if you select Campaign then it will show the detail summary of whole Campaign.
- If you select <u>Select Campaign</u>: along with <u>Select Mailing</u>: then it will show details of that particular mail that you selected for the Campaign.
- Click on button it will open the Preview of that particular Mailing in Separate Window.
- Click on Refresh to refresh the page.
- Click on Download button it will open an Download Report window

| Download Report | | | | |
|------------------|--|--|--|--|
| File type: PDF ▼ | | | | |
| Download Cancel | | | | |

- You can download report either in **PDF** or **CSV** format.
- Click on Download button it will download the report.
- Click on Cancel button to close the window.



Select a

It will open

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If you click on <u>Back To Sent Mail</u> you will be redirected to CAMPAIGNS → Mailings
 → Manage Mailings Page.

Preview

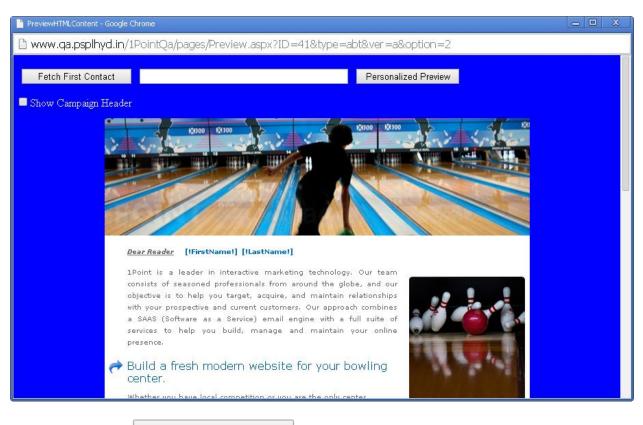
• You can see preview of your HTML, Text mail mailer which you selected in **Manage Archived Mailings** window.

| _ | | s Templates Archived Mailings AutoScrape Mailing | | | | | | Archived Mailing |
|-------------------|-------------------------------------|---|----------------------|--------|-------------------|------------------------|---------|-------------------|
| Search Aailing | Name | Search | Clear | | | | | |
| 🔥 Vie | d Mailings w Reports Prev | | | | | | | |
| - | Mailing ID | Mailing Name | Scheduled Date | Status | Contacts Targeted | Successfully Delivered | Bounced | Assigned Campaign |
| | 219 | qa35-ABTest-20Feb14_F1300_GA -Version A | 2/20/2014 8:52:00 AM | Sent | 15 | 15 | 0 | AB Test |
| | 220 | qa35-ABTest-20Feb14_F1300_GA -Version B | 2/20/2014 8:52:00 AM | Sent | 15 | 15 | 0 | AB Test |
| | 221 | qa35-ABTest-20Feb14_F1300_GA - Version B - Winner | 2/20/2014 8:53:52 AM | Sent | 120 | 120 | 0 | AB Test |
| | 202 | qaserv-qa35-20Feb14_API_1 | 2/20/2014 4:40:00 AM | Sent | 7 | 6 | 0 | jinesh35 |
| | 218 | qaserv-qa35-20Feb14_API | 2/20/2014 4:28:00 AM | Sent | 7 | 6 | 0 | Un Assigned |
| | 217 | qaserv-qau35-19Feb14_E | 2/19/2014 8:04:58 AM | Sent | 10 | 8 | 2 | User AB Test |
| | 214 | qau35-ABTest-19Feb14 -Version A | 2/19/2014 5:43:29 AM | Sent | 23 | 23 | 0 | User AB Test |
| | | gau35-ABTest-19Feb14 -Version B | 2/19/2014 5:43:29 AM | Sent | 23 | 23 | 0 | User AB Test |
| | 215 | | | | 104 | 104 | 0 | User AB Test |
| | 215 216 | qau35-ABTest-19Feb14 - Version B - Winner | 2/19/2014 6:44:37 AM | Sent | 104 | 104 | 0 | 00017601000 |

| particular Mail Check box and click on Preview button. | rticular Mail Check box and click on Preview button. | |
|--|--|--|
|--|--|--|

preview in **Preview HTML Content** Window.

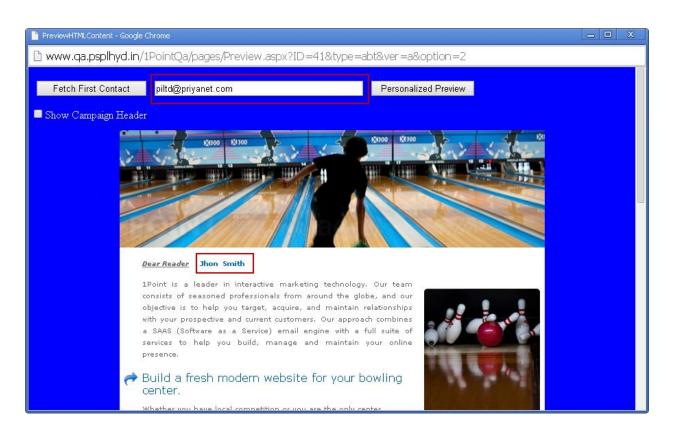




- If you click on <u>Fetch First Contact</u> you can get the Email Id of your first contact present in your Target list.
- Personalized filed(s) like **First Name**, **Last Name** etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!] [!LastName!]
 with the contact details that is been saved in your database.
- It will display the Email id in the Text box with the required Informations below in personalized fields.
- If you enter any Email Id in the Text box that is present in your database and click on

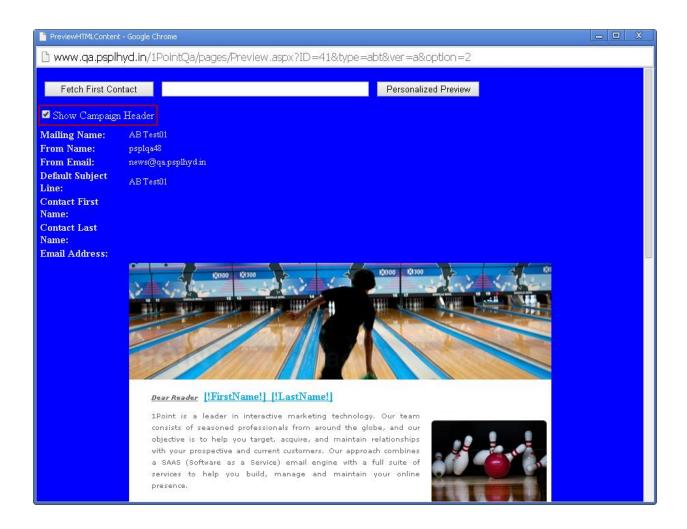
Personalized Preview then it will show the information of that Email id.





• If you click Show Campaign Header check box you can see the Mailing Details of the HTML Content.





Clone Archived Mailings

Clone means it will copy same mailing and create new mailing. When you **Clone** any mailing it will copy the entire data HTML and Text Mail and create a replica of it.

- Select a particular Mailing Name check box click on Select a particular Mailing Name check box click on
- It will open the Edit Mailing Window.

<u>Note:</u> Follow the Same process which you done while "Create Mailing". Refer page 105.



| | | | | | MAILINGS |
|--|--|------------------------|--------------------|--------------------------|--------------------------|
| lit Mailing | | | | | |
| est16 | | | | | Save & E |
| Mailing Details | Content Editor | Tracking Editor | Preview & TestMail | Delivery Option | s Confirmation |
| Mailing Name* Mailing Description (Max 100 Characters) Assigned Campaign From Address* From Name* | Clone Of test16_5/17/2014 6:16:54 A test Select news@qa.psplhyd.in psplqa48 | M Add New Com | | oogle Analytics Tracking | Enable Omniture Tracking |
| Reply-to Email Subject* Track Links | 1point-qa@priyanet.com • test16[IFirstNameI] | 2 | | | |
| Unsubscribe Info (Max 512 Characters) | If you no longer wish to receive these on the following link: <u>Unsubscribe</u> <u>Change</u> | e emails, simply click | | | |



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Auto Scrape Mailings

User can send AutoScrape Mailings based on day time period as per given. Like if you created AutoScrape for one week then 7 mailings will be created in scheduled tab with pending status and it will send automatically daily basis on the time which you selected while creating.

| | | | | | | AutoScrape |
|-----------------------------------|-------------|--------------------------------|-----------------------|-----------------------|-----------------------|------------|
| anage Au | itoScrape N | Tailings | | _ | | _ |
| | Scrape | Schedule Sent | | | | |
| i <mark>earch</mark> Scrape ID | | Mailing Name | Search Clear | | | |
| 101 | ar 22 | | Search | | | |
| 🔅 Create | Delete | Preview | | | | |
| | Scrape ID | Mailing Name | Created Date | Schedule Start Date | Schedule End Date | Status |
| | 14 | qau35-AutoScrape-15Feb14 | 2/15/2014 3:57:52 AM | 2/15/2014 4:00:00 AM | 2/16/2014 4:00:00 AM | Active |
| | 13 | QA-psplqa35-30Dec13_MDrp-3.2_A | 12/30/2013 5:24:54 AM | 12/30/2013 5:30:00 AM | 12/30/2013 6:00:00 AM | Active |
| | 12 | QA-psplqa35-30Dec13_MDrp-3.1_A | 12/30/2013 5:21:33 AM | 12/30/2013 5:30:00 AM | 12/31/2013 6:00:00 AM | Active |
| | 11 | QA-psplqa35-30Dec13_MDrp-3.1_A | 12/30/2013 5:11:44 AM | 12/30/2013 5:30:00 AM | 12/30/2013 6:00:00 AM | Active |
| | 10 | QA-psplqa35-30Dec13_MDrp-5.5_A | 12/30/2013 5:09:30 AM | 12/30/2013 5:30:00 AM | 12/30/2013 6:00:00 AM | Active |
| | 9 | QA-psplqa35-30Dec13_MDrp-2.0_A | 12/30/2013 5:05:55 AM | 12/30/2013 5:30:00 AM | 12/30/2013 6:00:00 AM | Active |
| | 8 | AutoScrape-CS-20Dec13_Snapshot | 12/20/2013 7:53:37 AM | 12/20/2013 8:00:00 AM | 12/23/2013 8:00:00 AM | Active |
| | 6 | AutoScrape-CS-Omni Only | 12/20/2013 6:42:21 AM | 12/20/2013 7:00:00 AM | 12/23/2013 6:30:00 AM | Active |
| | 5 | AutoScrape-CS-GA Only | 12/20/2013 6:28:27 AM | 12/20/2013 6:30:00 AM | 12/23/2013 6:30:00 AM | Active |
| | 4 | AutoScrape-CS-Without-GA/Omni | 12/20/2013 6:20:51 AM | 12/20/2013 6:30:00 AM | 12/23/2013 6:30:00 AM | Active |

Search AutoScrape Mailings

- Here user can search all the created AutoScrape Mailings by particular fields.
- There are mainly three Tabs in Manage AutoScrape Mailings AutoScrape, Schedule and Sent.

AutoScrape Tab

- Click on AutoScrape Tab.
- Enter Scrape ID or Mailing Name fields.
- Click on Search button it will display all Auto Scrape Mailings based on search criteria.



| OME | LISTS | CAMPAIGNS ADVANCED ACTIVITY CAMPAIG | N REPORTS | | | |
|---------|--------------|--|----------------------|----------------------|-----------------------|------------|
| ailings | Campaigns | Templates Archived Mailings AutoScrape Mailings At | 3 Test Mailings | | | AutoSarana |
| | | | | | | AutoScrape |
| anage | AutoScrape N | failings | | | | |
| Au | oScrape | Schedule Sent | Records four | nd : 2 | | |
| earch | | | | | | |
| Scape I | 0 14 | Mailing Name Test | Search Clear | | | |
| 🔅 Crea | te 📋 Delete | T Preview | | | | |
| | Scrape ID | Mailing Name | Created Date | Schedule Start Date | Schedule End Dale | Status |
| | | | | | | |
| 0 | 15 | Scrape-Testing | 1/20/2014 4:40:45 AM | 1/20/2014 5:00:00 AM | 1/26/2014 12:00:00 AM | Active |

• Click on Clear button it will clear the search criteria and again display all Auto Scrape Mailings.

Create AutoScrape Mailing

• Click on click on button, page redirected to the "New Auto Scrape Mailing page.

| OME LISTS CAMPA | IGNS ADVANCED ACTIVITY C | AMPAIGN REPORTS | | |
|--|---|-------------------------|----------------------------------|----------------------------|
| ilings Campaigns Temp | lates Archived Mailings AutoScrape Mai | ilings AB Test Mailings | | AutoScrape |
| w AutoScrape Mailing | | | | |
| | | | | Save & Ex |
| Mailing Details | Scrape Html | Preview & Testmail | Delivery Options | Confirmation |
| Mailing Name* Mailing Description (Max 100 Characters) | | | Enable Google Analytics Tracking | ■ Enable Omniture Tracking |
| ssigned Campaign | Select | Add New Campaign | | |
| rom Address* | news@qa.psplhyd.in | | | |
| From Name* | psplqa11 | | | |
| Reply-to Email | news@qa.psplhyd.in | | | |
| Default Subject Line* | | 2 | | |
| Unsubscribe Info (Max 100 Characters) | If you no longer wish to receive these email on the following link: <u>Unsubscribe</u> <u>Change</u> | ls, simply click | | |

- In "New Auto Scrape Mailing" page, there are five tabs as
 - 1. Mailing Details
 - 2. Scrape Html



- 3. Preview & Testmail
- 4. Delivery Options and
- 5. Confirmation.

1. Mailing Details

- By default it will open Mailing Details Window.
- Here user can create a New Mailing.

| 5 1 5 1 | lates Archived Mailings AutoScrape Mailings | Ab reachannings Eunanny rages | | AutoScrape |
|-----------------------|--|--------------------------------------|----------------------------------|--------------------------|
| ew AutoScrape Mailing | | | | |
| | | | | Save & Exit |
| Mailing Details | Scrape Html | Preview & Testmail | Delivery Options | Confirmation |
| | | | | Next >> |
| Mailing Name* | Test AutoScrape | | Enable Google Analytics Tracking | Enable Omniture Tracking |
| Mailing Description | | | | |
| (Max 100 Characters) | | 1 | | |
| Assigned Campaign | Select | Add New Campaign | | |
| From Address* | news@qa.psplhyd.in | | | |
| From Name* | psplqa48 | | | |
| Reply-to Email | 1point-qa@priyanet.com | | | |
| Default Subject Line* | Test AutoScrape | 5 | | |
| Unsubscribe Info | If you no longer wish to receive these emails, sim | ply click | | |
| (Max 100 Characters) | on the following link: Unsubscribe | | | |
| | Change | | | |

- User has to enter Mailing Details like Mailing Name, Mailing Description, From Name and Subject. (The red asterisks indicate fields that are required)
- User has to select from the drop down list for Assigned Campaign, From Address, Reply- to Email.
- Click on

Add New Campaign

it will open Create Campaign Window.



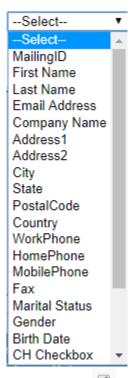
| Create Campaign | |
|----------------------------------|--|
| Campaign Name* | |
| Campaign Description Save Cancel | |

- Fill the Details **Campaign Name** and **Campaign Description**. (The **red asterisks** indicate fields that are required)
- Click on Save it will create the Campaign or else click on Cancel to close the window.
- Select Form Address and Reply-to Email from Dropdown list that has been created by User while creating of the Account or else User can add Email(s) in Manage Account → Mailing Informations.
- Beside **Subject** Text Box there is a small Icon for **Insert Personalization Fields**. If User clicks on this button it will open an **Insert Personalization Fields** window.

| Insert Personalisation Field: | Select | • |
|-------------------------------|--------|---|
| Insert | Cancel | |

• User Has to Select the Desired Field from the Drop Down for personalization.





- By default the Track Links Checkbox is ticked <u></u>. It is used for tracking the Mail.
- At the bottom you can find Unsubscribe Info from where you can give your desired text and Link label by clicking <u>Change</u> Link.
- We are providing following Link Labels.

| Unsubscribe | |
|-----------------------|---|
| Click here | |
| Leave this list | |
| No More Email | |
| Remove Me | |
| Remove | |
| Opt-Out | |
| Take me off this list | |
| Stop receiving mail | |
| Unsubscribe | T |

• User can select any one of them.

Third Party Tracking Google Analytics / Omniture Tracking

- At the Right hand upper top Corner of the Window there are two Check boxes of Enable Google Analytics Tracking and Enable Omniture Tracking.
- Google Analytics / Omniture Tracking: Google Analytics / Omniture lets you measure your advertising ROI as well as track your Flash, video, and social networking sites and applications.



> Enable Google Analytics Tracking:

If you click on Enable Google Analytics Tracking it will open a window. •

| Campaign Source * | |
|--|--------|
| Test48 | |
| (referrer: google, citysearch, newslet | tter4) |
| Campaign Medium * | |
| Email | |
| (marketing medium: cpc, banner, en | nail) |
| Campaign Term | |
| | |
| (identify the paid keywords) | |
| Campaign Content | |
| | |
| (use to differentiate ads) | |
| Campaign Name * | |
| Default Mailing Name | |
| (product, promo code, or slogan) | |
| | |

- User has to fill the fields as Campaign Source, Campaign Medium, Campaign Term, Campaign Content and Campaign Name. (The red asterisks indicate fields that are required)
 - > Enable Omniture Tracking:
- •

If you click on ______ Enable Omniture Tracking ______ it will open a window.

| Omniture Tracking Custom Name * | |
|------------------------------------|------|
| 1point |] |
| (Custom Variable Name) | al |
| Custom Value* | |
| 1point |] |
| (Default Custom Value for above Na | ame) |



- User has to fill the fields like Custom Name and Custom Value. (The red asterisks indicate fields that are required)
- Click on Save & Exit it will save your work in Drafts and redirect to the Manage AutoScrape Mailings (AutoScrape Tab.
- Click on Next >> button you will be redirected to Scrape Html Tab.

2. Scrape Html

• Here User inserts the URL in the URL to Scrape box.

| HOME LISTS CAM | PAIGNS ADVANCED S | SUPPRESSION ACTIVITY CAMPAIGN REPORTS | | | |
|-----------------------------------|--------------------------------|--|----------------------------|----------------------|-----------------|
| Mailings Campaigns Terr | plates Archived Mailings Au | ntoScrape Mailings A/B Test Mailings Triggered Mailings SM | tS Campaigns Landing Pages | | |
| | | | | | AutoScrape |
| New Auto Scrape Mailing | | | | | |
| Qa test 1 | | | | | Save & Exit |
| Maili | ng Details | Scrape Html | Preview & Testmail | Delivery Options | Confirmation |
| | | | | | << Back Next >> |
| URL To Scrape" | http://app.psplhyd.com/All_Lin | kTemplate.html View HTML | | View AutoScrape HTML | |
| Schedule Start Date* | 01-20-2018 9:00 AM | EDT/EST | | | |
| Schedule End Date* | 01-20-2018 12:00 PM | EDT/EST | | | |
| Recurrence* | SUN MON TUE | WED 🗉 THU 🖻 FRI 🖻 SAT | | | |
| Default Subject Line | Qa test 1 | | | | |
| Add Date Based Subject Lines ? | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | < Back Next >> |
| | | | | | |

- Click on View HTML it will display the HTML code in the View AutoScrape HTML box.
- There is an Option with **Scheduled Start Date** and **Time**. Scheduled End Date and **Time**.
- Here you can give your desired Date and Time from when to start, till when to stop sending the mails.
- There is an option of recurrence.

SUN MON TUE WED THU FRI SAT Recurrence

- You can select the check boxes on the day(s) that you desire to keep the recurrence of mail.
- If you select the check box of Add Date Based Subject Lines?
- One window will be opened.



| Add Date Based Subject Lines ? | |
|-----------------------------------|--|
| Subject for Sunday | |
| Subject for Monday | |
| Subject for Tuesday | |
| Subject for Wednesday | |
| Subject for Thursday | |
| Subject for Friday | |
| Subject for Saturday | |

- Here you can give your desired subjects for your desired days.
- Click on Save & Exit it will save your work in Drafts and redirect to the Manage AutoScrape Mailings (AutoScrape Tab.
- Click on <a>< Back button it will redirect to Mailing Details Tab.
- Click on Next >> button you will be redirected to Preview & Testmail Tab.

3. Preview & TestMail

Here User can Preview the Created Mailing and can Send Test Mail to ensure that campaign is designed perfectly or not.

| ailings Campaigns Templates Archived Mailings | AutoScrape Mailings A/B Test Mailings Triggered Mailing | s SMS Campaigns Landing Pages | | AutoScrape |
|--|---|-------------------------------|------------------|-----------------|
| dit AutoScrape Mailing | | | | |
| ew tet | | | | Save & Exit |
| Mailing Details | Scrape Html | Preview & Testmail | Delivery Options | Confirmation |
| | | | | << Back Next >> |
| end a pre-launch test email to yourself or a coworker to verify th | e Mailing before final launch. | | | |
| Which type would you like to use? Type your Email add | ress manually O Select your Seed List | | | |
| mail Address | | | | |
| Separate multiple addresses with a comma ',' if you want to sen | I more than one test at a time. | | | |
| Personalize email for(Optional) | Fetch First Contact | | | |
| he data of this address will be used to show personalization va | ues in test mail (i.e, First Name) | | | |
| Send From Mailer Account Mailer | • | | | |
| | | Send Test Preview | | |

- To verifying the Mailing before Final launch there are two Options
 - 3. Type your Email Address manually
 - 4. Select your Seed list



Type your Email address manually:

- Select the radio button
- Enter email id in the Email Address.
- You can add multiple Emails separating by comas (,).
- Personalize email for sending test mail (Optional).
- Click on Fetch First Contact it will fetch the Email of First contact and will display details like First Name, last Name etc while you send the mail.
- Click on Send Test button and Success message Pop up will be displayed.

| The page at www.qa.psplhyd.in says: | | × |
|--|----|---|
| Test Emails have been sent successfully. | | |
| | OK | |
| | | |

• Click on to close the Pop up Window.

Select your Seed List:

- Select the seed list radio button Select your Seed List
- Click on Look Up button.

| | | | | AutoScrape |
|---|-------------|--------------------|------------------|--------------|
| dit AutoScrape Mailing | | | | |
| ew tet | | | | Save & Ex |
| Mailing Details | Scrape Html | Preview & Testmail | Delivery Options | Confirmation |
| Tend a pre-launch test email to yoursef or a coworker to verify the M Which type would you like to use? Type your Email address Select SeedList(s) | | | | |

• It will open a **Select SeedLists** Window.



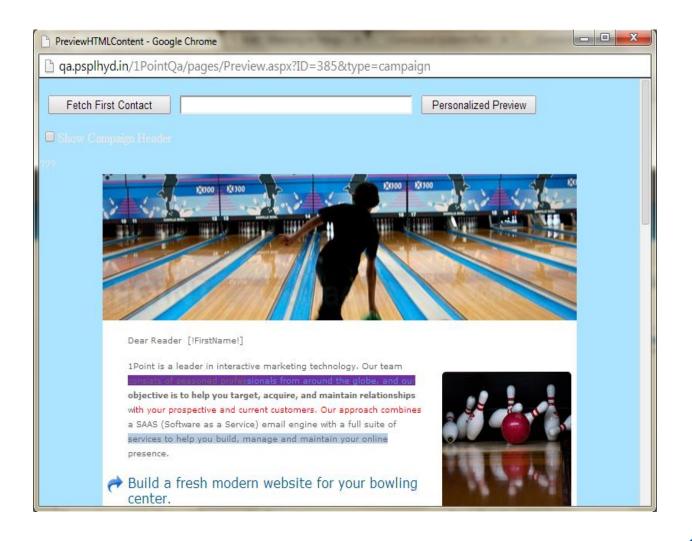
| Select Lists | | | |
|-------------------------------|-----------------|---|-----------------------------|
| List Name SortBy | A to Z | Search Clear | |
| IPoint Seed Contacts(1232) | List - 1275 | BM with all suppression 28th dec(61) | gk list(1) |
| API 29(8) | | Changed(21) | gk mailing supp list(6) |
| API list clien | t(10) | Changed_Sample_1(47) | gk snapshot list(121) |
| api test for opt in(1) | | Changed_Sample_2(39) | GK TRIGGER LIST(8) |
| Basic Mailin | g 23rd list(44) | Dynamic Segment - 27(40) | HM Sup List(3) |
| Basic Mailin | g 4th Dec(39) | gk ALL SUPP list(55) | HM with all suppression(45) |
| Basic mailin | g-1st dec(55) | gk api2 list 15th december(2) | list 1 for Api(3) |
| Select All | | OK Cancel | Next Last |

- Here user can search the particular records.
- SortBy drop down displayed for list sorting.
 - ListName(A to Z) & (Z to A).
 - ListID(Low to High) & (High to Low).
 - CreatedDate(Oldest to Newest) & (Newest to Oldest).
- Enter the List Name.
- Click on Search button it will display the respective result.
- To select the Seed List, select the check box and click on button.
- Click on Cancel button window will close and Page will redirect to the Preview & TestMail page.
- Click on Send Test button and Success message Pop up will be displayed.



| The page at www.qa.psplhyd.in says: | | × |
|---|----|---|
| Seed List Test Emails have been sent successfully | у. | |
| | ОК | |

- Click on to close the Pop up Window.
- Click on Preview button (Preview means you can see preview of your HTML mailer which you selected in Content editor) one pop up of Preview will be display on the user screen.





• Click on Save & Exit it will save your work in Drafts and redirect to the Manage

Mailings → Draft Tab.

- Click on <a>
 Back
 button it will redirect to Tracking Editor Tab.
- Fill all the details & Click on Next>> button Page will redirect to Delivery
 Options page.

4. Delivery Options

This is "Delivery Options". From here you can select the List on which you want to send Mailings. You can suppress domain and List which you do not want to send. There are two options of Delivery i.e. "Immediate" and "Scheduled". You can send campaign immediately or you can Scheduled date and time for Campaign.

| HOME LISTS CAMPAIGNS ADVANCED | SUPPRESSION ACTIVITY CAN | IPAIGN REPORTS | | |
|---|---|--|------------------|---|
| Mailings Campaigns Templates Archived Mailings | AutoScrape Mailings A/B Test Mailings | Triggered Mailings SMS Campaigns Landing Pages | | AutoScrape |
| | | | | Autoscrape |
| Edit AutoScrape Mailing | | | | |
| AutoScrape test | | | | Save & |
| Mailing Details | Scrape Html | Preview & Testmail | Delivery Options | Confirmation |
| | | | | << Back Next >> |
| | Suppress Domain(s) Select Domain(s): | | | Suppress List(s) MD5SuppressList(s): |
| * | • | ~ | - | * |
| Snapshot Look Up Note: You have to first select anapshot & then lists in or If you want to remove selected anapshot, then you have | | Look Up | Look Up Loo | ok Up |
| Assign Trigger(s) Select Trigger(s): | • | | | |

- The following are the different type Delivery Options.
 - > Target
 - Suppress Domain
 - Suppress List(s)
 - Domain Suppression List(s)
 - MD5 Suppress List(s)

Target:

It displays the target list details.



| Target Select List(s):* | | |
|-----------------------------------|----------|---------|
| mo12(6) | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | Snapshot | Look Up |
| | | |

Click on

Snapshot button.

• It will open Select Snapshot Lists window.

| Select Snapshot Lists | | | |
|-----------------------|----|--------|--|
| Snapshots:Select |] | | |
| Select All | | | |
| | ок | Cancel | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

- Select the snapshot and click on OK button.
- Click Cancel button and window will be closed.



| Target Select List(s): | * | | |
|---------------------------|---------|--------|------------------|
| mo12(6) | | | |
| | | | |
| | | | |
| | | | |
| | Current | - | |
| | Snaps | snot | Look Up |
| Click on | Look Up | hutton | and Coloct Lists |

• Click on

button and Select Lists window will be opened.

| Select Lists | | |
|-----------------------------------|--|--|
| List Name | Search | Clear |
| testlines 761089(9) | CS-Dynamic-List-Seg-13Jan14(6) | CS-Dynamic-CustomDropdown- Seg(12) |
| listcust(9) | Seg-Mailing-Issue1130_3(4) | CS-Dynamic-Number-Seg- Between(4) |
| QA List 17Jan14(10) | Seg-Mailing-Issue1130_2(79) | CS-Dynamic-Number-Seg- GreaterThan(3) |
| 100K-Import Test(100000) | Seg-Mailing-Issue1130_1(85) | CS-Dynamic-Number-Seg- LessThan(10) |
| Gmail 50Contacts(50) | Seg-Mailing-Issue1130(85) | CS-Dynamic-Number-Seg- DoesNotEqual(26) |
| CS-16jan14(9) | CS-Dynamic-Gender-Seg- DoesNotEqual(11) | CS-Dynamic-Number-Seg-Equal(27) |
| CS-Static-List-Seg- 13Jan14(4) | CS-Dynamic-Gender-Seg-Equal(7) | CS-Dynamic-List-Seg-IsEmpty(4) |
| Select All | | <u>Next</u> <u>Last</u> |
| | | |
| | OK Cancel | |

Search Enter the **List Name** and click on button it will display the particular list ulletdetails.



• Select the check box and click on OK button the list will be selected.

Suppressed Domain:

- It displays the suppressed domain details.
- Here you can suppress a particular domain on which you don't want to send the mail.

| Suppressed Domain Select Domain(s): | |
|--|--|
| moi.com | |
| xes.com | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Suppress Domain | |
| | |

Click on Suppress Domain button it will open Select Domains for Suppression

window.

| Select Domains f | or Suppression | | |
|------------------|----------------|---------------|--|
| Domain Name | Sear | ch Clear | |
| Col.ca | 🗖 hotmCil.ca | test1pocat.ca | |
| 🔲 gmail.ca | new.ca | 🗖 yChoo.ca | |
| 🗖 gmCil.ca | 🗖 priyCnet.ca | | |
| | Suppress | Cancel | |



- Enter the domain name click on Search button it will display the particular record details.
- Select the check box button and click on Suppress button it will display the data.
- Click on Cancel button window will be closed.
- Click on Suppress Domain button it will suppress the Selected.

Suppress List Target:

- It will display the Suppress List details.
- Here, you can suppress the whole List.

| Look U | p | | | |
|--------|---|--|--|--|
| | | | | |



| Select Suppress Lists | 8 | |
|----------------------------------|--|--|
| List Name | Search | Clear |
| | | |
| testlines 761089(9) | CS-Dynamic-List-Seg-13Jan14(6) | CS-Dynamic-CustomDropdown- Seg(12) |
| listcust(9) | Seg-Mailing-Issue1130_3(4) | CS-Dynamic-Number-Seg- Between(4) |
| 🔲 QA List 17Jan14(10) | Seg-Mailing-Issue1130_2(79) | CS-Dynamic-Number-Seg- GreaterThan(3) |
| 100K-Import Test(100000) | Seg-Mailing-Issue1130_1(85) | CS-Dynamic-Number-Seg- LessThan(10) |
| Gmail 50Contacts(50) | Seg-Mailing-Issue1130(85) | CS-Dynamic-Number-Seg- DoesNotEqual(26) |
| CS-16jan14(9) | CS-Dynamic-Gender-Seg- DoesNotEqual(11) | CS-Dynamic-Number-Seg- Equal(27) |
| CS-Static-List-Seg- 3Jan14(4) | CS-Dynamic-Gender-Seg-Equal(7) | CS-Dynamic-List-Seg-IsEmpty(4) |
| | | <u>Next</u> Last |
| Select All | | |
| | OK Cancel | |
| | | |
| Enter the list na | me click on Search bu | utton it will display the partic |
| details. | | |

- Select the check box click OK button it will display the data.
- Click on Cancel button to close the window.
- Click on Save & Exit it will save your work in Drafts and redirect to the Manage AutoScrape Mailings → AutoScrape Tab.
- If you click on button it will redirect to **Preview & TestMail.**
- Fill the details and after clicking on Next>> button page will be redirected to the Confirmation Tab.

5. Confirmation

This is the Final Step of AutoScrape Mailing. You can verify at the final step. If there is any mistake/pending in process it will indicate $\textcircled{0}{8}$ sign or if all process has done properly it will indicate $\vcenter{0}{9}$ sign.



| nings Campaigns rempiates | Archived Mailings AutoScrape Mailings A/B Te | st Mailings Landing Pages | | AutoSc | rape |
|---------------------------|--|---------------------------|------------------|----------------------|-------------|
| w AutoScrape Mailing | | | | | |
| est AutoScrape | | | | | Save & Exit |
| Mailing Details | Scrape Html | Preview & Testmail | Delivery Options | Confirmat | tion |
| | | | << Bac | k Send Test I | Preview |
| Launch Check List | | | | | |
| FROM NAME | pspiqa48 | 🥪 SUPPRES | SED DOMAINS | | 6 |
| FROM ADDRESS | news@qa.psplhyd.in | 🥪 SUPPRES | SED LISTS | | |
| DEFAULT SUBJECT LINE | Test AutoScrape | 🥪 HTML UNS | SUBSCRIBE LINK | | |
| TARGETED LISTS | | 😣 SCHEDUL | E START DATE | 5/21/2014 2:30:00 AM | |
| | http://app.psplhyd.in/SpecialChars.html | 🥪 SCHEDUL | E END DATE | 5/31/2014 8:30:00 AM | |
| SCRAPE URL | | | | MON TUE WED | |

If you click on

Send Test

it will send a test mail before finalize sending.

• If you click on **Preview** it will show the preview of mail before finalize sending.

| PreviewHTMLContent - Google Chrome | |
|---|--------------------------------|
| 🗈 www.qa.psplhyd.in/1PointQa/pages/Preview.aspx?ID=143&typ | be=campaign&Ptype=GridCampaign |
| Fetch First Contact | Personalized Preview |
| Chow Campaign Header | |
| Dear [IFirstName!] 1Point is a leader in interactive marketing technology. Our tea consists of seasoned professionals from around the globe, an objective is to help you target, acquire, and maintain relations with your prospective and current customers. Our approach cor a SAAS (Software as a Service) email engine with a full suite o services to help you build, manage and maintain your online presence. Build a fresh modern website for your bow center. | d our hips hbines f |
| Whether you have local competition or you are the only center around, often potential bowlers look to your website when deci how to spend their evening. If you don't have a modern and u | ding |



- Click on Save & Exit it will save your work in Drafts and redirect to the Manage AutoScrape Mailings → AutoScrape Tab.
- If you click on << Back you will be redirected to Deliver Options Tab.</pre>
- If you click on Schedule Job then your finalize Mail will be send to your List(s) as per desired Start Date and End Date.
- If you click on Cancel it will close the window and redirect to Manage AutoScrape Mailings page.

Delete AutoScrape Mailing

- Select one or multiple AutoScrape Mailing Check box.
- Click on Delete button.
- It will open **Delete AutoScrape Job Confirmation** window.

| | Delete AutoScrape Job Confirmation | | |
|---|--|---------|--|
| Are you sure you want to delete this AutoScrape Job(s)? | | | |
| | This will delete the future scheduled mailings associated with this job. However, this will not affect the already sent mailings associated with this job. | | |
| | Yes No | | |
| • | Click on Yes button to delete selected Auto S | Scrape. | |
| • | Click on No button to close the window. | | |

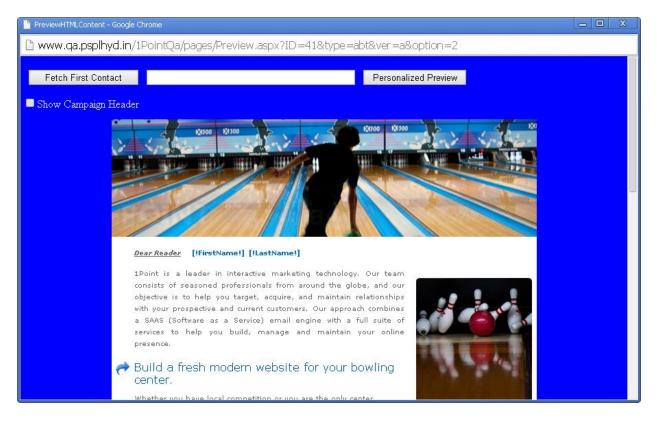
Preview

 You can see preview of your HTML, Text mail mailer which you selected in Manage AutoScrape Mailings → AutoScrape Tab window.



| | Campaigns | Templates Archived Mailings AutoScrape Mailings A/ | o rest manings - Landing Pages | | | AutoScrape |
|-----------|---------------|--|---|---|--|------------------|
| anage A | utoScrape N | failings | | | | |
| Auto | Scrape | Schedule Sent | | | | |
| Search | | | | | | |
| Scrape II | | Mailing Name | Search Clear | | | |
| 🔅 Creat | e 📋 Delete | Preview | | | | |
| | Careero ID | Mailing Name | Created Date | Schedule Start Date | Schedule End Date | Status |
| | | | | | | |
| v | 16 | test17 | 5/22/2014 8:28:06 AM | 5/19/2014 7:00:00 AM | 5/31/2014 8:00:00 AM | Editing |
| | 14 | qau35-AutoScrape-15Feb14 | 2/15/2014 3:57:52 AM | 2/15/2014 4:00:00 AM | 2/16/2014 4:00:00 AM | Active |
| | 13 | QA-psplqa35-30Dec13_MDrp-3.2_A | 12/30/2013 5:24:54 AM | 12/30/2013 5:30:00 AM | 12/30/2013 6:00:00 AM | Active |
| | | QA-psplga35-30Dec13_MDrp-3.1_A | 12/30/2013 5:21:33 AM | 12/30/2013 5:30:00 AM | 12/31/2013 6:00:00 AM | Active |
| | 12 | awpspidacocopecito_worpc.r_A | 12/30/2013 3.21.33 MM | | | |
| - | 12 11 | QA-psplqa35-30Dec13_MDrp-3.1_A | 12/30/2013 5:11:44 AM | 12/30/2013 5:30:00 AM | 12/30/2013 6:00:00 AM | Active |
| | | | | | 12/30/2013 6:00:00 AM | Active Active |
| | 11 | QA-psplqa35-30Dec13_MDrp-3.1_A | 12/30/2013 5:11:44 AM | 12/30/2013 5:30:00 AM | | |
| | 11 10 | QA-psplqa35-30Dec13_MDrp-3.1_A QA-psplqa35-30Dec13_MDrp-5.5_A | 12/30/2013 5:11:44 AM 12/30/2013 5:09:30 AM | 12/30/2013 5:30:00 AM 12/30/2013 5:30:00 AM | 12/30/2013 6:00:00 AM | Active |
| | 11 10 9 | QA-psplqa35-30Dec13_MDrp-3.1_A QA-psplqa35-30Dec13_MDrp-5.5_A QA-psplqa35-30Dec13_MDrp-2.0_A | 12/30/2013 5:11:44 AM 12/30/2013 5:09:30 AM 12/30/2013 5:05:55 AM | 12/30/2013 5:30:00 AM 12/30/2013 5:30:00 AM 12/30/2013 5:30:00 AM | 12/30/2013 6:00:00 AM 12/30/2013 6:00:00 AM | Active Active |

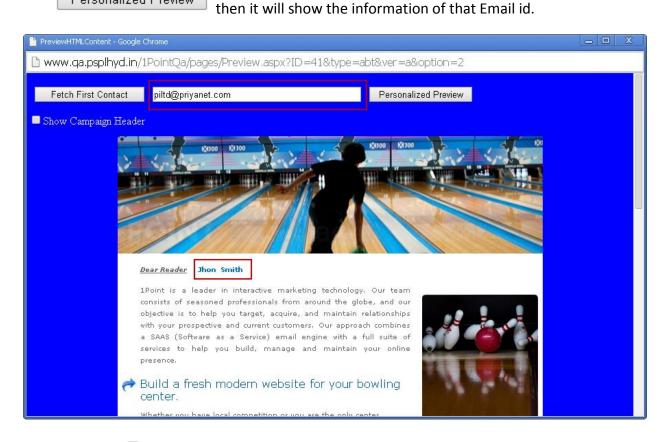
- Select a particular Mail Check box and click on
- Preview button.
- > It will open preview in Preview HTML Content Window.





 20^{2}

- If you click on Fetch First Contact you can get the Email Id of your first contact present in your Target list.
- Personalized filed(s) like First Name, Last Name etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!] [!LastName!] with the contact details that is been saved in your database.
- It will display the Email id in the Text box with the required Informations below in personalized fields.
- > If you enter any Email Id in the Text box that is present in your database and click on



➢ If you click Show Campaign Header check box you can see the Mailing Details of the HTML Content.



Personalized Preview

| 📔 PreviewHTMLConten | t - Google Chrome | | |
|---------------------------|--------------------------------|---|---|
| 🗈 www.qa.pspll | hyd.in/1PointQa/pages/F | eview.aspx?ID=16&type=Automa | ation |
| Fetch First Co | ntact | Pers | sonalized Preview |
| 🕑 Show Campaig | n Header | | |
| Mailing Name: | test17 | Scrape URL: | http://app.psplhyd.in/1point-new.html |
| From Name: From Email: | psplqa35 news@qa.psplhyd.in | Schedule Start Date: | 5/19/2014 7:00:00 AM |
| Default Subject Line: | test16 | Schedule End Date: | 5/31/2014 8:00:00 AM |
| Contact First Name: | | Recurrence: | MON TUE SAT |
| Contact Last | | | |
| Name: Email Address: | | | |
| | | | |
| DI | LTD | | |
| | CID | | |
| | | Priya International Lto | I |
| | | Dear [!FirstName!], | |
| www.piltd.com | | custom technology solutions. We offe Consulting to Customized Software D Software Maintenance and Offshore De business solutions by employing talk quality, cost-effectiveness and on-time each stage of the development process | ervices company that develops and delivers ' a wide range of services, from IT Strategy evelopment as well as Product Engineering, velopment. We offer rapid delivery of innovative ented, well-trained people and emphasizing delivery. We carefully consider and optimize from requirements analysis and specification o development cycle, we strive to deliver quality |

Schedule Tab

- Here User can see the list of mails that have been scheduled but not yet sent.
- Click on Schedule Tab.
- In Search Panels User can search by Mailing ID, Mailing Name or select the Filter by Campaign.
- Under Filter by Campaign Dropdown list user can select the Campaign and on that basis user can search Mailings in Particular Campaign.

- User can also search by Page Navigation
- Click on Search button it will display the search result or else Click on
 Clear button for clear the search criteria.
 - Click on Refresh the Page.



| OME LISTS | CAMPAIGNS ADVANCED ACTIVITY CAMPAIGN REPORT | °S | | | |
|----------------------|---|---------------------|--------------------|--------|-------------------|
| lailings Campaig | ns Templates Archived Mailings AutoScrape Mailings A/B Test Mai | lings Landing Pages | | | AutoScrape |
| | | | | | Autoocrape |
| fanage AutoScrap | Mailings | | | _ | |
| AutoScrape | Schedule Sent | | | | |
| Search Mailing ID | Mailing Name Sea | rch Clear Refresh | Filter by Campaign | Select | • |
| 🛅 Delete Preview | | | | | |
| | D Mailing Name | Created Date | Scheduled Date | Status | Assigned Campaign |
| 📃 Mailing | | | | | |

Delete AutoScrape Scheduled Mailing

- Select one or multiple Scheduled Mails Check box.
- Click on Delete button.
- It will open **Delete Mailing** window.

| | Delete Mailing | |
|---|--|------------------|
| | Are you sure you want to delete this Mailing(s)? | |
| | Yes No | |
| • | Click on Yes button to delete selected | Scheduled Mails. |

• Click on button to close the window.

Preview

• You can see preview of your HTML, Text mail mailer which you selected in Manage AutoScrape Mailings → Schedule Tab window.



| ME | | | IVITY CAMPAIGN REPORTS | | | | |
|-------------|--------------|----------------------------------|-----------------------------------|---------------|--------------------|--------|-------------------|
| ailings | Campaigns | Templates Archived Mailings Auto | Scrape Mailings A/B Test Mailings | Landing Pages | | | AutoScrape |
| | | | | | | | Autoscrape |
| lanage | AutoScrape N | failings | | | | | |
| A Search | utoScrape | Schedule Sent | | | | | |
| Mailin | | Mailing Name | Search | Clear Refresh | Filter by Campaigr | Select | • |
| 🛅 De | lete Preview | | | | | | |
| | Mailing ID | Mailing Name | | Created Date | Scheduled Date | Status | Assigned Campaign |
| | | | | | | | |

Select a particular Mail Check box and click on
 Preview button.



- If you click on Fetch First Contact you can get the Email Id of your first contact present in your Target list.
- Personalized filed(s) like **First Name, Last Name** etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!] [!LastName!] with the contact details that is been saved in your database.

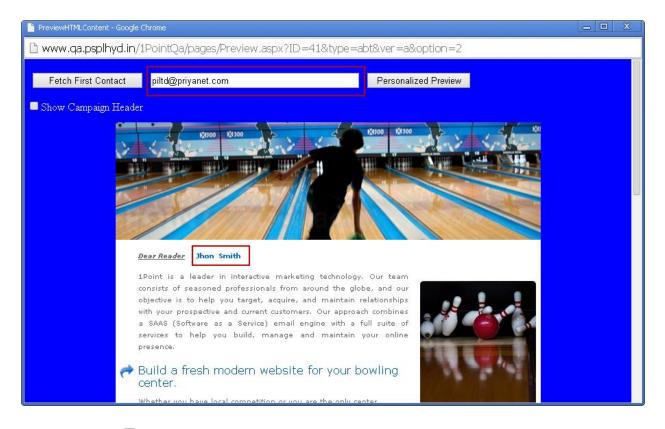


1Point

208

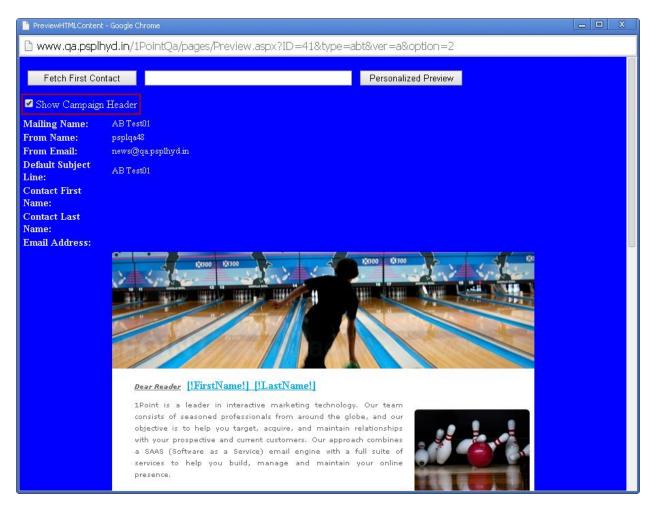
- It will display the Email id in the Text box with the required Informations below in personalized fields.
- If you enter any Email Id in the Text box that is present in your database and click on

Personalized Preview then it will show the information of that Email id.



• If you click ^{I Show Campaign Header} check box you can see the Mailing Details of the HTML Content.





Sent Tab

- Click on Sent Tab.
- In Search Panels User can search by Mailing ID, Mailing Name or select the Filter by Campaign.
- Under Filter by Campaign Dropdown list user can select the Campaign and on that basis user can search Mailings in Particular Campaign.
- User can also search by Page Navigation
- Click on Search button it will display the search result or else Click on
 Clear button for clear the search criteria.
- Click on Refresh the Page.



| | | | | | | | AutoScrape |
|-------------------|--------------|-----------------------------------|----------------|-----------------------|----------------------------|---------|-------------------|
| anage / | AutoScrape I | Aailings | | | | _ | |
| | oScrape | Schedule Sent | | | | | |
| Search Mailing | D | Mailing Name | Search Cle | ar Refresh | Filter by CampaignSe | elect | ¥ |
| See Date | to 🥠 Minus P | eports Preview 🖏 Assign Campaign | | | | | |
| Dele | | eporo Preview Lor Assign Campaign | | | | | |
| | | Mailing Name | Sent/Scheduled | Status Contacts Targe | ted Successfully Delivered | Bounced | Assigned Campaign |

Delete Mailing

- Here user can delete the AutoScrape Mailings.
- Select the AutoScrape Mails check box clicks this 🛅 Delete button.
- It will open the **Delete Mailing** Window.

| Delete Mailing | |
|---|-----------------------------|
| Are you sure you want to delete this Mailing(s)? | |
| Yes No | |
| Click on Yes the Mailing(s) will be delet close the window. | ed or click on No button to |



View Report

| | | | Mailings A/B Test Mailings Landin | ig i uges | | | | AutoScrape |
|-------|---------------------------------|--|--|--------------------------------------|----------------------------|------------------------|---------|--|
| age | AutoScrape | Mailings | | | | | | |
| Au | oScrape | Schedule Sent | | | | | | |
| rch | ID | Mailing Name | Search Cle | | Refresh | Filter by CampaignSe | la at | T |
| iling | _ | | Search | | Renesh | Filter by CampaignSe | Iect | • |
| Del | te 🥴 View F | Reports Preview 💱 Assign Campaign | | | | | | |
| | Mailing ID | Mailing Name | Sent/Scheduled | Status | Contacts Targeted | Successfully Delivered | Bounced | Assigned Campaign |
| | 147 | CS-AutoScrape-Agency Switching | 5/5/2014 7:00:00 AM | Sent | 13 | 11 | 1 | UnAssigned |
| | | CC AutoCourse Assess Cuitabian | 5/6/2014 7:00:00 AM | Sent | 12 | 11 | 0 | UnAssigned |
| | 148 | CS-AutoScrape-Agency Switching | 0101201111.00.001111 | | | | | |
| | 148 | AutoScrape_CS_24Apr14 04/24/20 | 4/24/2014 6:00:00 AM | Sent | 12 | 11 | 0 | UnAssigned |
| | | | | | 12 12 | 11 11 | 0 | UnAssigned UnAssigned |
| | 103 | AutoScrape_CS_24Apr14 04/24/20 | 4/24/2014 6:00:00 AM | Sent | | | - | Ű |
| | 103 106 | AutoScrape_CS_24Apr14 04/24/20 AutoScrape_CS_24Apr14 04/24/20 | 4/24/2014 6:00:00 AM 4/24/2014 6:30:00 AM | Sent Sent | 12 | 11 | 0 | UnAssigned |
| _ | 103 106 107 | AutoScrape_CS_24Apr14 04/24/20 AutoScrape_CS_24Apr14 04/24/20 AutoScrape_CS_24Apr14 04/25/20 | 4/24/2014 6:00:00 AM 4/24/2014 6:30:00 AM 4/24/2014 6:17:58 AM | Sent Sent Sent | 12 12 | 11 | 0 | UnAssigned UnAssigned |
| | 103 106 107 108 | AutoScrape_CS_24Apr14_04/24/20 AutoScrape_CS_24Apr14_04/24/20 AutoScrape_CS_24Apr14_04/25/20 AutoScrape_CS_25Apr14_04/25/20 | 4/24/2014 6:00:00 AM 4/24/2014 6:30:00 AM 4/24/2014 6:17:58 AM 4/25/2014 6:04:06 AM | Sent Sent Sent Sent | 12 12 12 | 11 11 11 | 0 | UnAssigned UnAssigned UnAssigned |
| | 103 106 107 108 109 | AutoScrape_CS_24Apr14_04/24/20 AutoScrape_CS_24Apr14_04/24/20 AutoScrape_CS_24Apr14_04/25/20 AutoScrape_CS_24Apr14_04/25/20 AutoScrape_CS_25Apr14_ AutoScrape_CS_24Apr14_04/27/20 | 4/24/2014 6:00:00 AM 4/24/2014 6:30:00 AM 4/24/2014 6:17:58 AM 4/25/2014 6:04:06 AM 4/25/2014 6:09:51 AM | Sent Sent Sent Sent Sent | 12 12 12 12 12 | 11 11 11 11 | 0 | UnAssigned UnAssigned UnAssigned UnAssigned |

• View Report Comes Under Manage AutoScrape Mailings → Sent.

Click on a Particular Mailing Check box then click on View Reports



• It will redirect to **CAMPAIGN REPORTS** → **Dashboard**.

| Ashbard Select Campaign: Select-(UnAssigned) Results as of: May 27 2014 07:05 AM Send Start Date: Apr 19 2014 04:38 AM Send Start Date: Apr 19 2014 04:38 AM Send Completion Date: Apr 19 2014 04:38 AM Sageres Domain(s): Chintan Target, Chintan S Suppress Domain(s): incom, india com Subject: Mailing-CS-19Apr14_All Su Total Seed Count: 2 Total Records Contacted 9 Unique Opens 3 (50%) Total Clicks 8 Unique Clicks 7 (100%) Clicks: Unique Contacts (CTR) 1 (16.67%) Unique Contacts (CTR) 1 (11.11%) Total Seet Contact (STR) 1 (11.11%) | | Click Performance Domain Report | | | DASHBOAF | ۲D |
|--|--------------------------|---------------------------------|------------------------|-------------------------|--|------|
| Int: Apr 19 2014 04:38 AM Select Campaign: -Select-(UnAssigned) Select Mailing: Mailing-CS-19Apr14_All Suppression Results as of : May 27 2014 07:05 AM Select Mailing: CS-19Apr14_All Suppression Send Start Date : Apr 19 2014 04:38 AM Select Campaign: -Select-(UnAssigned) Select Mailing: Mailing-CS-19Apr14_All Suppression Send Completion Date : Apr 19 2014 04:38 AM Successful Delivered 6 (66.67%) Suppress Domain(s) : in.com,india.com Successful Delivered 6 (50%) Suppress Domain(s) : in.com,india.com 9 Unique Opens 3 (50%) Total Seed Count : 2 1011 Clicks 8 Unique Clicks 7 (100%) Clicks: Unique Contacts (CTR) 1 (16.67%) Unsubscribes 0 (0%) Bounced 2 (22.22%) | shboard | | | | Back To | Sen |
| Results as of : May 27 2014 07:05 AM Send Start Date : Apr 19 2014 04:38 AM Send Completion Date : Apr 19 2014 04:38 AM Targeted List(s) : Chintan Target, Chintan S Suppression List(s) : Chintan Target, Chintan S Suppress Domain(s) : in.com,india.com Subject : Mailing-CS-19Apr14_All Su Total Seed Count : 2 Total Records Contacted 9 Successful Delivered 6 666.67%) Active 1 (11.11%) Total Opens 9 Unique Opens 3 (50%) Total Clicks 8 Unique Contacts (CTR) 1 (16.67%) Unsubscribes 0 (0%) Bounced 2 (22.22%) | iling-CS-19Apr14_All | Suppression (ID: 1) | | | Preview Refresh Do | wnio |
| Send Start Date : Apr 19 2014 04:38 AM Send Completion Date : Apr 19 2014 04:38 AM Targeted List(s) : Chintan Target, Chintan S Suppression List(s) : Chintan Target, Chintan S Suppress Domain(s) : in.com,india.com Subject : Mailing-CS-19Apr14_All Su Total Seed Count : 2 Total Records Contacted 9 Successful Delivered 6 (66.67%) Active 1 (11.11%) Total Opens 3 (50%) Total Clicks 8 Unique Opens 3 (50%) Clicks: Unique Contacts (CTR) 1 (16.67%) Unsubscribes 0 (0%) Bounced 2 (22.22%) | nt: Apr 19 2014 04:38 AM | | Select Campaign:Select | ect(UnAssigned) | Select Mailing: Mailing-CS-19Apr14_All Suppression | |
| Send Start Date : Apr 19 2014 04:38 AM Contacts Targeted 9 Send Completion Date : Apr 19 2014 04:38 AM Successful Delivered 6 (66.67%) Targeted List(s) : Chintan Target, Chintan S Active 1 (11.11%) Suppression List(s) : Chintan Suppress Total Opens 9 Suppress Domain(s) : in.com,india.com Unique Opens 3 (50%) Subject : Mailing-CS-19Apr14_All Su Total Clicks 8 Total Seed Count : 2 Clicks: Unique Contacts (CTR) 1 (16.67%) Unsubscribes 0 (0%) Bounced 2 (22.22%) | Results as of : | May 27 2014 07:05 AM | Email Stats | | Email Impact | |
| Targeted List(s): Chintan Target, Chintan S Suppression List(s): Chintan Suppress Suppress Domain(s): in com, india.com Subject: Mailing-CS-19Apr14_All Su Total Seed Count: 2 Total Records Contacted 9 Unique Opens 3 (50%) Total Clicks 8 Unique Contacts (CTR) 1 (16.67%) Unsubscribes 0 (0%) Bounced 2 (22.22%) | Send Start Date : | Apr 19 2014 04:38 AM | Contacts Targeted | 9 | | L |
| Suppression List(s) : Chintan Suppress Suppress Domain(s) : in.com,india.com Subject : Mailing-CS-19Apr14_All Su Total Seed Count : 2 Total Records Contacted 9 Unique Opens 3 (50%) Total Clicks 8 Unique Clicks 7 (100%) Clicks: Unique Contacts (CTR) 1 (16 67%) Unsubscribes 0 (0%) Bounced 2 (22.22%) | Send Completion Date : | Apr 19 2014 04:38 AM | Successful Delivered | 6 (66.67%) | | L |
| Suppress Domain(s): in.com.india.com Subject: Mailing-CS-19Apr14_All Su Total Seed Count: 2 Total Records Contacted 9 Bounced 22.22%) | Targeted List(s) : | Chintan Target, Chintan S | Active | 1 (11.11%) | | L |
| Subject: Mailing-CS-19Apr14_All Su Total Seed Count: 2 Total Records Contacted 0(%) Bounced 2(22.22%) | Suppression List(s) : | Chintan Suppress | Total Opens | 9 | | L |
| Subject: Mailing-CS-19Apr14_All Su. Total Seed Count: 2 Total Records Contacted Unique Clicks 9 Bounced 2 (22.22%) | Suppress Domain(s) : | in.com,india.com | Unique Opens | 3 (50%) | | L |
| Total Seed Count : 2 Unique Clicks 7 (100%) Clicks: Unique Contacts (CTR) 1 (16.67%) Unsubscribes 0 (0%) Bounced 2 (22.22%) | Subject : | Mailing-CS-19Apr14_All Su | | | | L |
| Total Records Contacted Clicks: Unique Contacts (CTR) 1 (16.67%) Unsubscribes 0 (0%) Bounced 2 (22.22%) | Total Seed Count : | 2 | | | | L |
| Total Records Contacted Unsubscribes 0 (0%) 9 Bounced 2 (22 22%) | | | | | | L |
| 9 Bounced 2 (22.22%) | Total Rec | ords Contacted | | | | |
| - | Total Nec | orus contacteu | Unsubscribes | 0 (0%) | Bounced 22.22% (2) | |
| Hard/Soft 1 (11.11%) / (11.11%) | | 9 | Bounced | 2 (22.22%) | | |
| | | | Hard/Soft | 1 (11.11%) / 1 (11.11%) | | |



- From Select Campaign: drop down list if you select Campaign then it will show the detail summary of whole Campaign.
- If you select <u>Select Campaign</u>: along with <u>Select Mailing</u>: then it will show details of that particular mail that you selected for the Campaign.
- Click on button it will open the Preview of that particular Mailing in Separate Window.
- Click on Refresh to refresh the page.
- Click on Download button it will open an Download Report window.

| Download Report |
|------------------|
| File type: PDF ▼ |
| Download Cancel |

- You can download report either in **PDF** or **CSV** format.
- Click on Download button it will download the report.
- Click on Cancel button to close the window.
- If you click on <u>Back To Sent Mail</u> you will be redirected to CAMPAIGNS → Mailings
 → Manage Mailings Page.



Preview

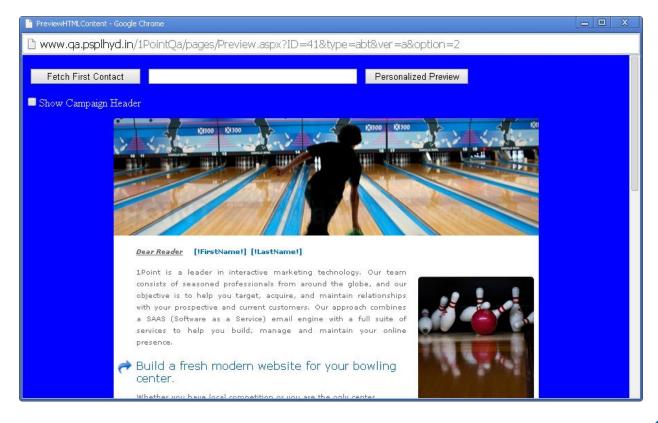
 You can see preview of your HTML, Text mail mailer which you selected in Manage AutoScrape Mailings → Sent Tab window.

| ngs (| Campaigns | Templates Archived Mailings AutoScrape | Mailings A/B Test Mailings Landing | l Pages | | | | AutoScrape |
|---------|---------------------------------|--|---------------------------------------|--------------------|----------------------|--|---------|---------------------------------------|
| ige Ai | utoScrape I | Mailings | | | | | | |
| Autos | Scrape | Schedule Sent | | | | | | |
| rch | | | | | | | | |
| | | | | | | | | |
| ling ID | D | Mailing Name | Search Cle | ar Refre | sh | Filter by CampaignSe | lect | T |
| - | e 🔥 View R | Mailing Name | Search Cle Sent/Scheduled | | sh tacts Targeted | Filter by CampaignSe Successfully Delivered | Bounced | Assigned Campaign |
| - | e 🔥 View R | eports Preview 💱 Assign Campaign | | | | | | |
| - | e 🔥 View R Mailing ID | eports Preview V Assign Campaign Malling Name | Sent/Scheduled | Status Com | tacts Targeted | Successfully Delivered | Bounced | Assigned Campaign |
| - | e 🔥 View R Mailing ID 429 | eports Preview & Assign Campaign Mailing Name CS-AutoScrape-Agency Switching | Sent/Scheduled 5/6/2014 7:00:00 AM | Status Com Sent | tacts Targeted | Successfully Delivered | Bounced | Assigned Campaign UnAssigned |

Select a particular Mail Check box and click on

Preview button.

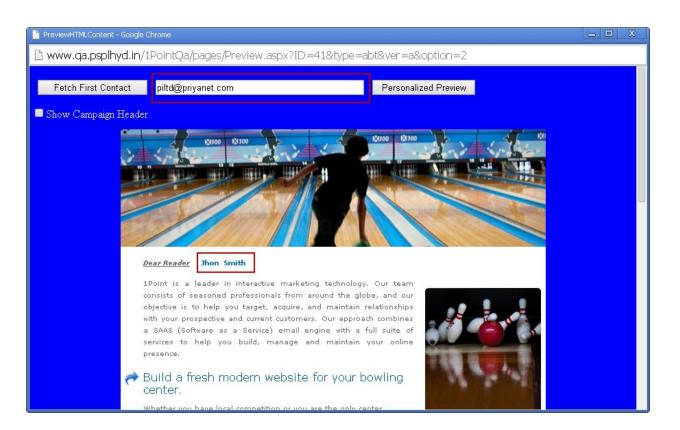
• It will open preview in **Preview HTML Content** Window.





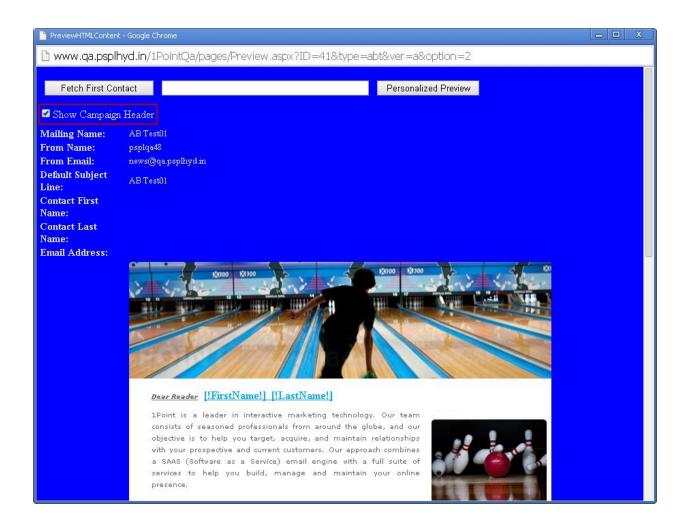
- If you click on Fetch First Contact you can get the Email Id of your first contact present in your Target list.
- Personalized filed(s) like **First Name, Last Name** etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!] [!LastName!] with the contact details that is been saved in your database.
- It will display the Email id in the Text box with the required Informations below in personalized fields.
- If you enter any Email Id in the Text box that is present in your database and click on

Personalized Preview then it will show the information of that Email id.



 If you click Show Campaign Header check box you can see the Mailing Details of the HTML Content.







Assign Campaign

• Select a particular Check box and click on

| | Comporgna | Templates Archived Mailings AutoScrape N | nanings Arb res t mailings Landi | ng rages | | | | AutoScrape |
|---|--------------------------|---|--|------------------------------|-------------------|------------------------|-------------|--|
| nage | AutoScrape | Mailings | | | | | | |
| A | toScrape | Schedule Sent | | | | | | |
| Search | | | | | | | | |
| Mailing | ID | Mailing Name | Search Cl | ear Re | afresh | Filter by CampaignSe | lect | ۲ |
| 📋 De | ete 🛛 😆 View F | leports Preview 💱 Assign Campaign | | | | | | |
| • | Mailing ID | Mailing Name | Sent/Scheduled | Status C | Contacts Targeted | Successfully Delivered | Bounced | Assigned Campaign |
| | 147 | CS-AutoScrape-Agency Switching | 5/5/2014 7:00:00 AM | Sent | 13 | 11 | 1 | UnAssigned |
| | 148 | CS-AutoScrape-Agency Switching | 5/6/2014 7:00:00 AM | Sent | 12 | 11 | 0 | UnAssigned |
| _ | | | 4/24/2014 6:00:00 AM | Sent | 12 | 11 | 0 | UnAssigned |
| Image: Construction | 103 | AutoScrape_CS_24Apr14 04/24/20 | 4/24/2014 6.00.00 AM | Sent | | | | |
| | 103 106 | AutoScrape_CS_24Apr14 04/24/20 AutoScrape_CS_24Apr14 04/24/20 | 4/24/2014 6:30:00 AM | Sent | 12 | 11 | 0 | UnAssigned |
| | | | | | 12 | | 0 | - |
| | 106 | AutoScrape_CS_24Apr14 04/24/20 | 4/24/2014 6:30:00 AM | Sent | | 11 | | UnAssigned |
| | 106 107 | AutoScrape_CS_24Apr14 04/24/20 AutoScrape_CS_24Apr14 04/25/20 | 4/24/2014 6:30:00 AM 4/24/2014 6:17:58 AM | Sent Sent | 12 | 11 | 0 | UnAssigned UnAssigned |
| | 106 107 108 | AutoScrape_CS_24Apr14 04/24/20 AutoScrape_CS_24Apr14 04/25/20 AutoScrape_CS_25Apr14 | 4/24/2014 6:30:00 AM 4/24/2014 6:17:58 AM 4/25/2014 6:04:06 AM | Sent Sent Sent | 12 12 | 11 11 11 | 0 | UnAssigned UnAssigned UnAssigned |
| | 106 107 108 109 | AutoScrape_CS_24Apr14 04/24/20 AutoScrape_CS_24Apr14 04/25/20 AutoScrape_CS_25Apr14 AutoScrape_CS_25Apr14 04/27/20 | 4/24/2014 6:30:00 AM 4/24/2014 6:17:58 AM 4/25/2014 6:04:06 AM 4/24/2014 6:09:51 AM | Sent Sent Sent Sent | 12 12 12 | 11 11 11 11 | 0 0 0 | UnAssigned UnAssigned UnAssigned UnAssigned |

😡 Assign Campaign

• It will open the Assign Campaign Window.

| Select | • | Add New Campaign |
|--------|------|------------------|
| | Save | Cancel |

- You can select the Campaign from the drop down list for the Particular selected Mailing.
- If you click on Add New Campaign button.
- It will open the **Create Campaign** window.



| Create Campaign | |
|----------------------|--|
| Campaign Name* | |
| Campaign Description | |
| Save Cancel | |

- You can create a new Campaign by giving **Campaign Name** and **Campaign Description**. (The **red asterisks** indicate the fields that are required)
- Click on Save to save the Campaign or else click on Cancel to close the window.
- You will get a Success message.

| Assign Campaign | | |
|-----------------|----------------|------------------|
| test 21 | • | Add New Campaign |
| Campaign f | test 21 Create | ed Successfully. |
| | Save | Cancel |
| | | |

- You can now select the Created campaign from the drop down list.
- Click on Save to assign the Campaign or else click on Cancel to close the window.



A/B Test Mailings

A/B is testing, also known as split testing, is a way of working out which of two campaign options is the most effective in terms of encouraging opens or clicks. In an A/B test you set up two variations of the one campaign and send them to a small percentage of your total recipients. Half of test group is sent Version A and the other half gets Version B. The result, measured by the most opens or clicks, determines the winning campaign and that version are sent to the remaining subscribers.

| | is Campany | ns Templates Archived Mailings AutoScrape Mailin | gs A/B Test Mailings Landin | g Pages | | | A/B Test Mailing |
|----|----------------------|---|--|--|------------------------------|---|----------------------------|
| ag | e A/B Test M | ailings | | | | | |
| | A/B Test | Schedule Sent AB Test Reports | | | | | |
| лс | Second Contractor | Striedule Sent AD rest reports | | | | | |
| | est ID | A/B Test Mailing Name | Sea | rch Clear R | efresh | | |
| - | | ete Preview - Version A Preview - Version B 🎥 Edit Winner C | | | | | |
| C | reate 🛛 🛅 Del | ete - Preview - Version A - Preview - Version B 🔉 Edit Winner C | riteria 🛛 🕷 Declare Winner Manual | lγ | | | |
| | A/B Test ID | Mailing Name | | | A/B Test Type | | Status |
| | 34 | ZXCVZXCV | 5/5/2014 7:41:06 AM | 5/5/2014 7:41:06 AM | Emails | Manually | Editing |
| | 33 | test48 | 5/5/2014 7:38:47 AM | 5/5/2014 7:38:47 AM | Emails | Manually | Editing |
| | | | | 5/5/2014 7:35:36 AM | Emails | Manually | Editing |
| | 32 | Test multiple email address | 5/5/2014 7:35:36 AM | 5/5/2014 7.35.30 AN | | | |
| | 32 31 | Test multiple email address A/B Test-CS-Agency Switching | 5/5/2014 7:35:36 AM 5/5/2014 7:18:13 AM | 5/5/2014 7:31:08 AM | Content | Auto. after 1 Hour(s) | Sent |
| | | | | | Content Emails | Auto. after 1 Hour(s) Manually | Sent Editing |
| | 31 | A/B Test-CS-Agency Switching | 5/5/2014 7:18:13 AM | 5/5/2014 7:31:08 AM | | | |
| | 31 30 | A/B Test-CS-Agency Switching testeerre | 5/5/2014 7:18:13 AM 5/5/2014 5:10:54 AM | 5/5/2014 7:31:08 AM 5/5/2014 5:10:54 AM | Emails | Manually | Editing |
| | 31 30 29 | AVB Test-CS-Agency Switching testeerre AB Test Mailing - rikin48 | 5/5/2014 7:18:13 AM 5/5/2014 5:10:54 AM 4/30/2014 6:11:24 AM | 5/5/2014 7:31:08 AM 5/5/2014 5:10:54 AM 4/30/2014 6:11:24 AM | Emails Subject | Manually Manually | Editing Editing |
| | 31 30 29 28 | A/B Test-CS-Agency Switching testeerre AB Test Mailing - rikin48 A/B Test CS-30Apr14 | 5/5/2014 7:18:13 AM 5/5/2014 5:10:54 AM 4/30/2014 6:11:24 AM 4/30/2014 4:29:10 AM | 5/5/2014 7:31:08 AM 5/5/2014 5:10:54 AM 4/30/2014 6:11:24 AM 4/30/2014 6:30:00 AM | Emails Subject Subject | Manually Manually Auto. after 1 Hour(s) | Editing Editing Sent |

- The following are the different type of tab included in A/B Test:
 - > A/B Test
 - > Schedule
 - > Sent
 - > A/B Test Reports

A/B Test Tab

A/B testing is a simple way to test your page against the current design and determine which once produce positive results. It is a method to validate that any new design or change to an element on your web pages are improving your conversion rate before you make that change to your site code.



| | | ns Templates Archived Mailings AutoScrape I | Hannigs AvD Test Mannigs Landin | y 1 ayes | | | A/B Test Mailing |
|-----|-----------------|---|---|---|------------------------------|-----------------------------------|--------------------|
| a | je A/B Test M | ailings | | | | | |
| - | A/B Test | Schedule Sent A/B Test Reports | 1 | | | | |
| art | SAMPLE CONTRACT | Selie dale Selie Ad reserverorite | 2. | | | | |
| вт | est ID | A/B Test Mailing Name | Sea | rch Clear R | tefresh | | |
| | Create 🏦 Dele | ete Preview - Version A Preview - Version B 🎥 Edit W | Guaran Calendar - Robert Marcard | | | | |
| - | reate III Den | ce Preview - version A Preview - version B 🧊 cort w | inner criteria 🤉 Deciare winner Manual | lγ | | | |
| 1 | A/8 Test ID | Mailing Name | | | A/B Test Type | | Status |
| 0 | 34 | ZXCVZXCV | 5/5/2014 7:41:06 AM | 5/5/2014 7:41:06 AM | Emails | Manually | Editing |
| D | 33 | test48 | 5/5/2014 7:38:47 AM | 5/5/2014 7:38:47 AM | Emails | Manually | Editing |
| | 32 | Test multiple email address | 5/5/2014 7:35:36 AM | 5/5/2014 7:35:36 AM | Emails | Manually | Editing |
| | | | 575004 (7.40.40.4) | 5/5/2014 7:31:08 AM | Content | Auto: after 1 Hour(s) | Sent |
| | 31 | A/B Test-CS-Agency Switching | 5/5/2014 7:18:13 AM | 0/0/2014 7.01.00 MM | | | |
| | 31 30 | A/B Test-CS-Agency Switching testeerre | 5/5/2014 7:18:13 AM | 5/5/2014 5:10:54 AM | Emails | Manually | Editing |
| | | | | | | Manually Manually | Editing Editing |
| | 30 | testeerre | 5/5/2014 5:10:54 AM | 5/5/2014 5:10:54 AM | Emails | | |
| | 30 29 | testeerre AB Test Mailing - rikin48 | 5/5/2014 5:10:54 AM 4/30/2014 6:11:24 AM | 5/5/2014 5:10:54 AM 4/30/2014 6:11:24 AM | Emails Subject | Manually | Editing |
| | 30 29 28 | testeerre AB Test Mailing - rikin48 A/B Test CS-30Apr14 | 5/5/2014 5:10:54 AM 4/30/2014 6:11:24 AM 4/30/2014 4:29:10 AM | 5/5/2014 5:10:54 AM 4/30/2014 6:11:24 AM 4/30/2014 6:30:00 AM | Emails Subject Subject | Manually Auto. after 1 Hour(s) | Editing Sent |

Search A/B Test

- For Search criteria in A/B testing there are two ways by A/B Test ID or A/B Test Mailing Name.
- User can also use Page navigation.
- Click on Search button it will display the particular search details.

| ailings Campaig | ins Templates Archived Mailings AutoScrape | Mailings A/B Test Mailings | | | | A/B Test Mailing |
|------------------|---|--|---------------|----------------|----------------|------------------|
| | | | | | | A/D rest maining |
| anage A/B Test N | failings | | | | | |
| | | Records for | ind : 1 | | | |
| All Test | Schedule Sent AB Test Reports | | | | | |
| earch | | - | | | | |
| B Test ID 7 | A/B Test Mailing Name A/B Test | _QA_Epedite_Test | rch Clear R | efresh | | |
| | | | | | | |
| | | | | | | |
| | lete 🛐 Preview - Version A 🛐 Preview - Version B | 🕼 Edit Winner Criteria 🛛 🔊 Declare Winner N | Asnually | | | |
| 🔅 Create 📋 De | Inter The Preview - Version A The Preview - Version B | Edit Winner Criteria Declare Winner M Created Date | Schedule Date | Afti Test Type | Declare Winner | Status |

- Click on Clear button to clear the search results and all mailings will be seen again.
- Click on Refresh button and page will be refreshed.



Create A/B Test Mail

- Click on Create button and page will redirect to the new A/B test page.
- The following are the different type of tab included in A/B Test.
 - A/B Testing Details
 - Content Editor
 - Tracking Editor
 - Preview & Test mail
 - > Delivery Options
 - Winner Criteria
 - Confirmation

1. A/B Testing Details

• User has to enter Mailing Details like Mailing Name, Mailing Description, From Name, Subject A, Subject B. (The red asterisks indicate fields that are required)

| | | | | | A/B Test Mailing |
|---|--|--------------------|----------------------------------|-----------------|------------------|
| w A/B Test | | | | | |
| | | | | | Save & Ex |
| A/B Testing De | etails Content Editor Tracking Editor | Preview & TestMail | Delivery Options | Winner Criteria | Confirmation |
| | | | | | Next >> |
| Mailing Name* | | | Enable Google Analytics Tracking | Enable Omni | iture Tracking |
| Mailing Description (Max 100 Characters) | | | | | |
| Assigned Campaign | Select • Add New Campaign | | | | |
| A/B Test Type | Test multiple Subject Lines Test multiple From Names Test multiple Email Contents Test multiple Emails (Subjects & Contents both) | | | | |
| From Address* | news@qa psplhyd.in | | | | |
| From Name* | pspl160 | | | | |
| Reply-to Email | 1pointqa@priyanet.com • | | | | |
| Subject A* | 5 | | | | |
| Subject B* | S - | | | | |
| Track Links | 8 | | | | |
| Unsubscribe Info (Max 512 Characters) | If you no longer wish to receive these emails, simply click on the following link: <u>Unsubscribe</u> | | | | |
| | Change | | | | |

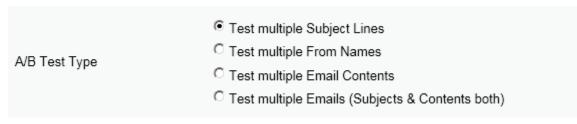
- User has to select from the drop down list for Assigned Campaign, From Address and Reply-to Email.
 - Click on Add New Campaign

it will open Create Campaign Window.



| Create Campaign | |
|---|---------------------------|
| Campaign Name* | |
| Campaign Description | |
| Save Cancel | |
| Fill the Details Campaign Name and Campaign Description. indicate fields that are required) | (The red asterisks |

- Click on Save it will create the Campaign or else click on Cancel to close the window.
- Select one Option from A/B Type. By default first option Test Multiple Subject Lines.



 Here if you select First option → Test multiple Subject Lines then it will display two Subjects below i.e. Subject A, Subject B.

| From Address* | news@qa.psplhyd.in 🔹 | |
|----------------|--------------------------|----------|
| From Name* | psplqa48 | |
| Reply-to Email | 1point-qa@priyanet.com 🔹 | |
| Subject A* | | 5 |
| Subject B* | | S |

• If you select Second option \rightarrow Test multiple from Names.



| From Address A* | news@qa.psplhyd.in |
|-----------------|--------------------------|
| From Name A* | psplqa48 |
| From Address B* | news@qa.psplhyd.in |
| From Name B* | psplqa48 |
| Reply-to Email | 1point-qa@priyanet.com 🔹 |
| Subject* | |

- Two new columns will be opened they are **From Name A** and **From Name B** and there will be only one **Subject.**
- If you select Third option → Test multiple Email Contents then it will take effect in Content Editor Tab.

| Edit A/B Test | | | | | |
|--|--|--|---|---|---------------------------------------|
| AB Mailing test | | | | | Save & Exit |
| A/B Testing Details Content Editor | Tracking Editor | Preview & TestMail | Delivery Options | Winner Criteria | Confirmation |
| See realing becaus | meeting conor | Preview of Harman | Delivery options | | |
| | | | | Save Spam Check | << Back Next >> |
| Select a pre-existing template for your E-Mail design: New Test Template | • | | | | |
| Create your own or Paste your HTML code using the Editor | | | | | |
| HTML TEXT | | | | I have included my mailing address an | d an unsubscribe link in this mailing |
| | 9 . C A . O Acoly CSS Cl | Font Name • Size • Paragraph St., • | ¶+Ω·x'× | 🕒 🖬 🚍 Zoom 🔹 🖏 📩 🍂 🎘 | A 🗟 🛠 • 🖪 🕸 |
| | | | | | |
| | | | | | |
| | PILTD | | | | |
| | | | | | |
| | Priya | a International Ltd. | | | |
| | Dear (Fin | stNamel] | | | |
| | custom b Consultin Software business cost-effec of the d implement | emational. Ltd is a software services company echology solutions. We offer a vide range of the clustomized Software Development as in Maintenance and Ofthytore Development. We off solutions by employing talented, weil-trained pe- tiveness and on-time delivery. We carefully con- development process, from requirements an tation. At every phase of the development cycl de a rich user experience. | f services, from IT Strategy rell as Product Engineering, er rapid delivery of innovative ople and emphasizing quality, ider and optimize each stage alysis and specification to | | |
| | DEVEL | OPMENT | | | |
| | S | w applications. E.g. Email Marketing, ERP | etc. | | |
| | 🕨 Int | egration. E.g. Salesforce, Omniture, Googl | | | |
| | | aphical User Interface mplate Design | | | |
| | Ap; | plication Enhancement. E.g. Advance repor | ting, RSS Feed, Spam | | |
| | Ass | sassin etc. | | | |
| | TECHN | BCAL SUPPORT | | | + |
| Design 🚯 HTML | | | | | Words: 237 Characters: 1720 |
| | | | | | |
| | Insert Personalization Field:Select | 112 | I have included my mailing address | and an unsubscribe link in this mailing | |
| | Insert Standard Link:Select- | | | | |

- You can see there are now two different Tabs Content: Version A and Content: Version B.
- Here both A and B can Add and Edit Templates simultaneously.
- If you select fourth option → Test multiple Emails (Subjects & Contents both) then you can see both Subject A and Subject B in A/B Testing Details Tab and Content: Version A and Content: Version B in Content Editor Tab.
- Select From Address and Reply-to Email from Dropdown list that has been created by User while creating of the Account or else User can add Email(s) in Manage Account → Mailing Information.



• Beside **Subject** Text Box there is a small Icon of **Insert Personalization Fields**. If User clicks on this button it will open an **Insert Personalization Fields** window.

| Insert Personalis | | ion Field: [| Select Cancel | • |
|--------------------------|---|--------------|------------------|---|
| | | | | |
| Select | • | | | |
| Select | * | | | |
| MailingID | | | | |
| First Name | | | | |
| Last Name | | | | |
| Email Address | | | | |
| Company Name Address1 | | | | |
| Address1 Address2 | | | | |
| City | | | | |
| State | | | | |
| PostalCode | | | | |
| Country | | | | |
| WorkPhone | | | | |
| HomePhone | | | | |
| MobilePhone | | | | |
| Fax | | | | |
| Marital Status | | | | |
| Gender | | | | |
| Birth Date | | | | |
| CH Checkbox | • | | | |

- User Has to Select the Desired Field from the Drop Down.
- By default the Track Links Checkbox is ticked <a>
 It is used for tracking the Mail.
- At the end there is a <u>Change</u> Link if clicked user can change the Default **Unsubscribe** Info and also can change the Link text.
- The Provided Link Texts are as below.



| | Select |
|-------------------------------|---------------------------|
| | Hosted Version Link |
| | Forward To a Friend Link |
| | List Unsubscribe |
| | Unsubscribe(Confirmation) |
| | Unsubscribe(No |
| | Confirmation) |
| | Share on Facebook |
| | Tweet on Twitter |
| Insert Personalization Field: | Mailing Address |
| Insert Standard Link: | Select |

• User can select any one of them.

Third Party Tracking Google Analytics / Omniture Tracking

- At the Right hand upper top Corner of the Window there are two Check boxes of **Enable Google Analytics Tracking** and **Enable Omniture Tracking**.
- Google Analytics / Omniture Tracking: Google Analytics / Omniture lets you measure your advertising ROI as well as track your Flash, video, and social networking sites and applications.
 - > Enable Google Analytics Tracking:
- If you click on Enable Google Analytics Tracking it will open a window.

| Campaign Source * Test48 | |
|------------------------------------|------------|
| (referrer: google, citysearch, nev | /sletter4) |
| Campaign Medium * | |
| Email | |
| (marketing medium: cpc, banne | , email) |
| Campaign Term | |
| | |
| (identify the paid keywords) | |
| Campaign Content | |
| (| |
| (use to differentiate ads) | |
| Campaign Name * | |
| Default Mailing Name 🔻 | |
| (product, promo code, or slogan | |



- User has to fill the fields as Campaign Source, Campaign Medium, Campaign Term, Campaign Content and Campaign Name. (The red asterisks indicate fields that are required)
 - > Enable Omniture Tracking:
 - Enable Omniture Tracking
- If you click on

it will open a window.

| Omniture Tracking Custom Name * | |
|------------------------------------|-----|
| 1point | |
| (Custom Variable Name) | |
| Custom Value* | |
| 1point | |
| (Default Custom Value for above N | lam |

- User has to fill the fields like **Custom Name** and **Custom Value**. (The **red asterisks** indicate fields that are required)
- Click on Save & Exit it will save your work in Drafts and redirect to the Manage A/B Test Mailings.
- Click on Next >> button it will open the Content Editor Tab.



2. Content Editor

After entering A/B Testing Details you have to Insert Template or you can create your own template with the help of Editor. You can insert templates HTML. You can insert personalize field and Standard links. Also you can do **"Spam Check"** to get the rating of your content before sending.

| campaigns Templates Archived Mailings AutoScrape Mailings A/B Test | Mailings Triggered Mailings SMS Campaigns Landing Pages | | A/B Test Mailin |
|--|--|--|------------------------------------|
| 3 Test | | | |
| ling test | | | Save & |
| A/B Testing Details Content Editor | Tracking Editor Preview & TestMail | Delivery Options Winner Criteria | Confirmation |
| | | Save Sparn Check | <back next="">></back> |
| a pre-existing template for your E-Mail design:Select | v | | |
| OR your own or Paste your HTML code using the Editor. | | | |
| (TML TEXT | | I have included my mailing address | and an unsubscribe link in this ma |
| ♡ 約 33 & 43 63 69 69 69 68 8 7 2 44 美国王王 (法法 | ッ・ペ・ A・ ふ・ ① 词 Apply CSS Cl・ Font Name ・ Size・ Paragraph St・ | 🔟 👫 🗛 • 💉 🍕 • 🛄 • 🖂 🗄 🕑 🗃 🗮 Zoom • 🕑 📩 🎄 🔅 | 📑 🖼 🎋 • 🛃 😻 |
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| | | | |
| Design 🔇 HTML | | | Words: 0 Characters: I |
| | | | |
| | Insert Personalization Field:Select | I have included my mailing address and an unsubscribe link in this mailing | |
| | Insert Standard Link:Select * | | |

- Select a pre-existing template for your E-Mail design: Select from the dropdown the design templates.
- Or you can create your own or paste HTML code using the editor.



| Mailings Campaigns Templates Archived Mailings AutoScrape Mailings AtB Test Mailings Triggered Mailings SMS Campaigns Landing Pages | A/B Test Mailing |
|---|----------------------------------|
| | |
| Edit A/B Test | |
| AB Mailing test | Save & Exit |
| A/B Testing Details Content Editor Tracking Editor Preview & TestMail Delivery Options Winner Criteria | Confirmation |
| Select a pre-existing temptate for your E-Mail design -Select- OR Create your own or Patie your HTML code using the Editor. | << Back Next >> |
| ITTHE, TEXT | unsubscribe link in this mailing |
| 🕼 🌣 勃 益 💈 🖄 🐔 🎭 🏶 🏝 🖿 # I 里 🛶 夢 華 著 書 課 課 ヴ・や・ A + 3/+ 9 👍 [Jacopy CS CL - Fort Hame - State Paragraph SL + 図 多 (A - x) * A - 3/+] - 日 日 5 (Jacopy CS CL - Fort Hame - State Paragraph SL + 図 合 (- x) * A - 3/+] - 日 日 5 (Jacopy CS CL - + - + - + - + - + - + - + - + - + - | 🗟 🇞 • 🛛 🌌 🔮 |
| | |
| Ceign O Init. | Words: 0 Characters: 0 |
| Insert Personalization FaildSelect- I have included my mailing address and an unsubscribe link in this mailing Insert Standard Link (-Select- | |

• It will show the preview of design in the body part.

| dit A/B Test | | | | | | |
|--|--------------------|------------------------------|--|--|--|-------------------------------------|
| B Mailing test | | | | | | Save & Exit |
| A/B Testing Details | Content Editor | Tracking Editor | Proview & TestMail | Delivery Options | Winner Criteria | Confirmation |
| | | | | | Save Spam Check | << Back Next >> |
| Select a pre-existing template for your E-Mail design: | New Test Template | | | | | |
| OR | | | | | | |
| Create your own or Paste your HTML code using the E | Editor | | | | | |
| HTML TEXT | | | | | I have included my mailing address and | an unsubscribe link in this mailing |
| | B / ∐ de ≣ ≣ ≣ ≣ ₫ | : 連 9 · @ · A · & · ① [] / | Apply CSS Cl • Font Name • Size • Paragraph St • | ¶ ¶+Ω • × × ♂ • □ • i≡ i≡ ⊙ II | 🖹 Zoom 🔹 🐊 🏄 🏂 🖉 | 9 🖻 % • 📓 🕸 |
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| | | | Priva International Ltd. | | | |
| | | | Dear (FristName) | | | |
| | | | Priya International Ltd is a software services compa | my that develops and delivers | | |
| | | | custom technology solutions. We offer a wide range Consulting to Customized Software Development as | of services, from IT Strategy | | |
| | | | Software Maintenance and Offshore Development. We business solutions by employing talented, well-trained | offer rapid delivery of innovative | | |
| | | | cost-effectiveness and on-time delivery. We carefully co of the development process, from requirements | insider and optimize each stage | | |
| | | | implementation. At every phase of the development of and provide a rich user experience. | | | |
| | | | alle provide a rich des experience. | | | |
| | | | DEVELOPMENT | | | |
| | | | New applications. E.g. Email Marketing, ER | | | |
| | | | Integration. E.g. Salesforce, Omniture, Goo Graphical User Interface | gle Analytics etc. | | |
| | | | Fremplate Design | | | |
| | | | Application Enhancement. E.g. Advance rep Assassin etc. | oorting, RSS Feed, Spam | | |
| | | | | | | |
| Design O HTML | | | TECHNICAL SUPPORT | 3 | | * |
| Uesign S HIML | | | | | | Words: 237 Characters: 1720 |
| | | Insert Personalization | Field:Select | I have included my mailing address and an un | subscribe link in this mailing | |
| | | Insert Standar | d Link:Select + | | | |

• In HTML mode you can edit with the help of this tool bar.

| | B I ∐ abe ■ = = = # # " · (* · | 🖌 🔹 🚯 🔹 🖓 🚺 Apply CS | S Cl • Times New • 3 • Normal | Π• Ω • x² × |
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| . At the and of he | du thoro is 🧪 Design | <> HTML | hutton If you did | l. on |

- At the end of body there is button If you click on **<>HTML** you can see the Design Code.
- At the bottom of the window you will find two drop down list.



| Insert Personalisation Field: | Select | - |
|-------------------------------|--------|---|
| Insert Standard Link: | Select | • |

- Here you can **Insert Personalization Field** and place in any location of the design where you desire.
- Here you can **Insert Standard Link** and place in any location of the design where you desire.

| | First Name |
|-------------------------------|----------------|
| | MailingID |
| | Last Name |
| | Email Address |
| | Company Name |
| | Address1 |
| | Address2 |
| | City |
| | State |
| | Postal Code |
| | Country |
| | WorkPhone |
| | HomePhone |
| | MobilePhone |
| | Fax |
| | Marital Status |
| | Gender |
| | Birth Date |
| | CH Checkbox |
| | CH date |
| | CH textbox |
| | V Date |
| | VC Check |
| | VC Text |
| Insert Personalization Field: | Select |
| | |



| | Select |
|-------------------------------|---------------------------------|
| | Hosted Version Link |
| | Forward To a Friend Link |
| | List Unsubscribe |
| | Unsubscribe(Confirmation) |
| | Unsubscribe(No Confirmation) |
| | Share on Facebook |
| | Tweet on Twitter |
| Insert Personalization Field: | Mailing Address |
| Insert Standard Link: | Select 🔻 |

Before sending your mail click on
 Spam Check

to check the Spam Score.

- Spam score will let you know whether the template will be worth to send or not.
- If your score is high then there are more possibilities that mail(s) you send to your customers will reach their Spam box.

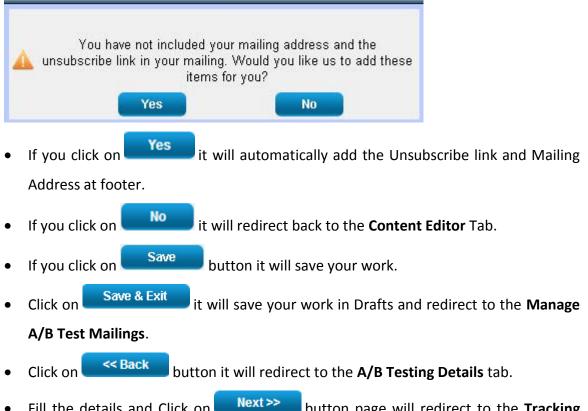
| SpamCheck | Close | | | | |
|---|--|--|--|--|--|
| Score : 0.7 | | | | | |
| pts rule | description | | | | |
| 0.0 HTML_MESS 0.0 URIBL_BLO 0.1 URIBL_SBL | CKED ADMINISTRATOR NOTICE: The query to URIBL was blocked. See http://wiki.apache.org/spamassassin/DnsBlocklists… #dnsbl-block for more information. [URIs: calfinderaffiliates.com] | | | | |
| | results above may indicate a score of 0.0. However, even for a low total score, if there are five or more items listed ge may still be rejected as spam. | | | | |
| Range | Comment | | | | |
| Less than 4. | Clean content, no action required. | | | | |
| 4 to 4.9 | Content may be rejected by very strict filters. | | | | |
| 5 to 6.3 | Content may be rejected by strict filters. | | | | |
| | Content will likely be rejected by most filters. | | | | |

• It is Mandatory to check this check box before sending

I have included my mailing address and an unsubscribe link in this mailing Mail.



• If you won't check and will click on next then it will show an Error message.



Fill the details and Click on Next>> button page will redirect to the Tracking
 Editor tab.

3. Tracking Editor

• In Tracking Editor User can see the URLs present in the Templates.

| DME LISTS CAMPAIGNS ADVANCED ACTIVITY CAMPAIGN REPORTS | |
|---|--------------------|
| ilings Campaigns Templates Archived Mailings AutoScrape Mailings A/B Test Mailings Landing Pages | A/B Test Mailing |
| w A/B Test | |
| st01 | Save & Exit |
| A/B Testing Details Content Editor Tracking Editor Preview & TestMail Delivery Options Winner Cri ailing Tracking URLs | teria Confirmation |
| http://1pointinteractive.com/contacts.aspx | |
| http://www.1pointinteractive.com/ | |
| | |
| | |
| POINTMAIL | |

Click on Save & Exit it will save your work in Drafts and redirect to the Manage
 A /B Tast Mailings

A/B Test Mailings.

- Click on << Back</pre> button it will redirect to the Content Editor tab.
- Fill the details and Click on Next >> button Preview & TestMail will be opened.



4. Preview & TestMail

Here User can Preview the Created A/B Test Mail and can Send Test Mail to ensure that Campaign Mail is designed perfectly or not.

| Mailings Campaigns Templates Archived Mailings AutoScrape Mailings A/B Test Mailings Triggered Mailings SMS Campaigns Landing Pages | A/B Test Mailing |
|---|------------------|
| | A/D lest maining |
| Edit A/B Test | |
| Pad mini check ui | Save & Exit |
| A/B Testing Details Content Editor Tracking Editor Preview & TestMail Delivery Options Winner Criteria | Confirmation |
| | Sack Next >> |
| Send a pre-launch test email to yourself or a convorker to verify the Mailing before final launch. | |
| Which type would you like to use? 🛞 Type your Email address manually 🔍 Select your Seed List | |
| Email Address | |
| Separate multiple addresses with a comma '; if you want to send more than one test at a time. | |
| Personalize email for(Optional) Fetch First Contact | |
| The data of this address will be used to show personalization values in test mail (i.e. First Name) | |
| Send From Mailer Account Mailer | |
| Send Test - Version A Send Test - Version B Preview - Version B Preview - Version B | |
| | |

- To verifying the Mailing before Final launch there are two Options
 - 1. Type your Email Address manually
 - 2. Select your Seed list

Type your Email address manually:

- Select the radio button
 Type your Email address manually
- Enter email id in the Email Address.
- You can add multiple Emails separating by comas (,).
- Personalize email for sending test mail (Optional).
- Click on Fetch First Contact it will fetch the Email of First contact and will display details like First Name, last Name etc while you send the mail.
- Click on Send Test Version A button it will send the Test Mail of Version A.
- Click on Send Test Version B button it will send the Test Mail of Version B.

| The page at qa.psplhyd.in says: Test Emails for Version A has been sent successfully | |
|---|--|
| ок | |
| | |

• Click on to close the Pop up Window.

Select your Seed List:

- Select the seed list radio button Select your Seed List
- Click on Look Up button.

| IONE LISTS CAMPATCHE ADVANCED SUPPRESSION ACTIVITY CAMPAICN REPORTS | |
|--|------------------------------|
| allings Campaigns Templates Archived Mailings AutoScrape Mailings AVB Test Mailings Triggered Mailings SMS Campaigns Landing Pages | A/B Test Mailing |
| dit A/B Test | |
| ład mini check uj | Save & Exi |
| A/8 Testing Details Content Editor Tracking Editor Preview & TestMail Delivery Options W | Vinner Criteria Confirmation |
| Which type would you like to use? Type your Email address manually Select your Seed List | |
| Personalize email for(Optional) Fetch First Contact | |
| he data of this address will be used to show personalization values in test mal (i.e., First Name) | |
| end From Mailer | |
| | |

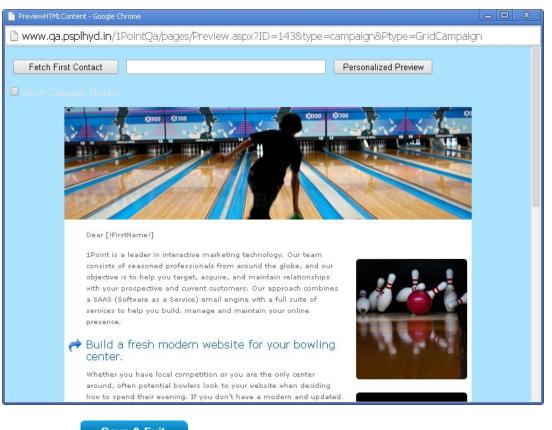
• It will open a **Select SeedLists** Window.

| Select SeedLists | | | |
|---------------------|------------------|----------------------------|----------------------|
| List Name SortBy | A to Z | Search Clear | |
| SDL_2017.1 | 1.27 04:43:18(2) | SDL_2017.11.27 04:44:10(2) | seed list 1st dec(3) |
| | - | OK Cancel | |
| | | | |
| | | | |
| | | | |
| | ΜΔΙΙ | | |

- Here user can search the particular records.
- Enter the List Name.
- Click on Search button it will display the respective result.
- To select the Seed List, select the check box and click on button.
- Click on Cancel button window will close and Page will redirect to the Preview & TestMail page.
- Click on
 Send Test Version A
 button it will send the Test Mail of Version A.
- Click on
 Send Test Version B
 button it will send the Test Mail of Version B.

| The page at www.qa.psplhyd.in says: | × |
|--|--|
| Seed List Test Emails have been sent successfu | Աջ. |
| | ОК |
| Click on OK to close the Po | op up Window. |
| Click on Preview - Version A | outton it will give preview of HTML of Version A |
| | |





Click on Save & Exit it will save your work in Drafts and redirect to the Manage

A/B Test Mailings.

- Click on
 Click on
 Click on
 Click on
- Fill all the details & Click on Next>> button Page will redirect to Delivery
 Options page.

5. Delivery Options

This is "Delivery Options" from here you can select the Target List on which you want to send Mailings. You can Suppress Domain(s) and Suppress List(s) which you do not want to send. There are two options of Delivery i.e. "Immediate" and "Scheduled". You can send campaign immediately or you can Scheduled date and time for Campaign.



| HOME LISTS CAMPAIGNS ADVANCE | ED SUPPRESSION ACTIVIT | Y CAMPAIGN REPORTS | | | | |
|--|---|-------------------------------------|--|---|---|------------------|
| Mailings Campaigns Templates Archived Mailin | ngs AutoScrape Mailings A/B Test I | dailings Triggered Mailings SMS Cam | npaigns Landing Pages | | | |
| | | | | | | A/B Test Mailing |
| Edit A/B Test | | | | | | |
| AB Mailing test | | | | | | Save & Exit |
| A/B Testing Details | Content Editor | Tracking Editor | Preview & TestMail | Delivery Options | Winner Criteria | Confirmation |
| | | | | | | << Back Next >> |
| Target Select List(s)/Snapshot(s)." | Suppress Domain(s) Select Domain(s): | | Domain Suppression List(s) Select DomainSuppressionList(s): | Suppress List(s) Select SuppressList(s): | MD5 Suppress List(s Select MD5SuppressList(s | |
| | | * * | * | | × | A V |
| Snapshot Look Up Look Up Look Up Look Up Note: You have b first assect snapshot & Break and Am obselect the snapshots. Look Up Look Up Look Up | | | | | | |
| Launch Date Sement (The email will be sent when you click Send Making buttor) Schedda (The email will be sent on the date and time specified below) v EDTEST | | | | | | |

- The following are the different type Delivery Options.
 - ➤ Target
 - Suppress Domain
 - Suppress List
 - Domain Suppression List(s)
 - MD5 Suppress List(s)

Target:

• It displays the target list details.

| Ţ | arget | | | |
|---|----------------|----------|---------|---------|
| S | elect List(s): | * | | |
| n | no12(6) | | | |
| | | Snaps | hot | Look Up |
| • | Click on | Snapshot | button. | |

• It will open Select Snapshot Lists window.



| Select Seed | Lists | | |
|-----------------------------------|---|--|----------------------|
| List Name SortBy | A to Z | Search Clear | |
| SDL_2017 | .11.27 04:43:18(2) | SDL_2017.11.27 04:44:10(2) | seed list 1st dec(3) |
| Select All | | OK Cancel | |
| | snapshot and click on the second s | on OK button. window will be closed. | |
| Target Select Listi mo12(6) | (s):* Snapshot | Look Up | |
| Now Click | on Look Up b | utton and Select Lists window wil | l be opened. |
| POIN | TMAIL | | |

| Select Lists | | |
|-----------------------------------|--|--|
| List Name | Search | Clear |
| testlines 761089(9) | CS-Dynamic-List-Seg-13Jan14(6) | CS-Dynamic-CustomDropdown- Seg(12) |
| □ listcust(9) | Seg-Mailing-Issue1130_3(4) | CS-Dynamic-Number-Seg- Between(4) |
| 🔲 QA List 17Jan14(10) | Seg-Mailing-Issue1130_2(79) | CS-Dynamic-Number-Seg- GreaterThan(3) |
| 100K-Import Test(100000) | Seg-Mailing-Issue1130_1(85) | CS-Dynamic-Number-Seg- LessThan(10) |
| Gmail 50Contacts(50) | Seg-Mailing-Issue1130(85) | CS-Dynamic-Number-Seg- DoesNotEqual(26) |
| CS-16jan14(9) | CS-Dynamic-Gender-Seg- DoesNotEqual(11) | CS-Dynamic-Number-Seg-Equal(27) |
| CS-Static-List-Seg- 13Jan14(4) | CS-Dynamic-Gender-Seg-Equal(7) | CS-Dynamic-List-Seg-IsEmpty(4) |
| Select All | | <u>Next</u> Last |
| | OK Cancel | |
| | | |

- Enter the List Name and click on Search button it will display the particular list details.
- Select the check box and click on OK button the list will be selected.

Suppressed Domain:

- It displays the suppressed domain details.
- Here you can suppress a particular domain on which you don't want to send the mail.



| Suppressed Domain Select Domain(s): | | |
|--|--|---|
| moi.com | |] |
| xes.com | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Suppress Domain | | |

Click on Suppress Domain button it will open Select Domains for Suppression

window.

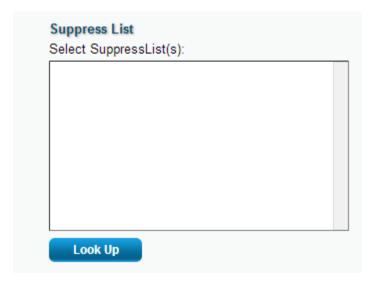
| Select Domains f | or Suppression | | |
|------------------|--|-----------------|---------------------------------|
| Domain Name | Searc | ch Clear | |
| Col.ca | 🗖 hotmCil.ca | 🗖 test1pocat.ca | |
| 🔲 gmail.ca | new.ca | 🔲 yChoo.ca | |
| 🔲 gmCil.ca | 🔲 priyCnet.ca | | |
| Select All | Suppress | Cancel | |
| record deta | omain name click on iils. :heck box button anc | Suppros | n it will display the particula |

Click on Cancel button window will be closed.

Click on
 Suppress Domain
 button it will suppress the Selected.

Suppress List Target:

- It will display the Suppress List details.
- Here you can suppress the whole List.



Click on

Look Up

button it will open the **Select Suppress List** window.

| elect Suppress Lists | s | |
|-----------------------------------|--|--|
| ist Name | Search | Clear |
| | | |
| testlines 761089(9) | CS-Dynamic-List-Seg-13Jan14(6) | CS-Dynamic-CustomDropdown- Seg(12) |
| listcust(9) | Seg-Mailing-Issue1130_3(4) | CS-Dynamic-Number-Seg- Between(4) |
| QA List 17Jan14(10) | Seg-Mailing-Issue1130_2(79) | CS-Dynamic-Number-Seg- GreaterThan(3) |
| 100K-Import Test(100000) | Seg-Mailing-Issue1130_1(85) | CS-Dynamic-Number-Seg- LessThan(10) |
| Gmail 50Contacts(50) | Seg-Mailing-Issue1130(85) | CS-Dynamic-Number-Seg- DoesNotEqual(26) |
| CS-16jan14(9) | CS-Dynamic-Gender-Seg- DoesNotEqual(11) | CS-Dynamic-Number-Seg- Equal(27) |
| CS-Static-List-Seg- 13Jan14(4) | CS-Dynamic-Gender-Seg-Equal(7) | CS-Dynamic-List-Seg-IsEmpty(4) |
| | | <u>Next</u> Last |
| Select All | | |
| | OK Cancel | |
| | | _ |

Search

Enter the list name click on details.

button it will display the particular record



- Select the check box click OK button it will display the data.
- Click on Cancel button to close the window.
- At the Bottom of window there is a small panel of Launch Date.
- Here user can select the mode of sending.
- If you select Immediate then the Email will be send immediately.
- But if you select **Scheduled** then you can send the mail on the desired date and time.

| Launch Date | |
|----------------------------------|--|
| Immediate (The email will be see | nd when you click Send Mailing button) |
| Schedule (The email will be sen | t on the date and time specified below) |
| | EDT/EST |
| • Click on Save & Exit it w | ll save your work in Drafts and redirect to the Manage |
| A/B Test Mailings. | |

- If you click on ______ button it will redirect to **Preview & TestMail.**
- Fill the details and after clicking on Next>> button page will be redirected to the Winner Criteria tab.

6. Winner Criteria

In this page, User can declare the winner criteria for A/B Test Mailing, based on recipient's activities. User can give the size of Recipients Group in Percentage wise. The remaining will be send to the Winner Criteria.



| HOME LISTS CAMPAIGNS AD | OVANCED ACTIVITY CAMPAIGN REP | ORTS | | | |
|---|--|------------------------|------------------|---------------------|-------------|
| Mailings Campaigns Templates Archiv | ived Mailings AutoScrape Mailings A/B Test | Mailings Landing Pages | | | |
| | | | | A/B Test | Mailing |
| New A/B Test | | | | | |
| AB Test01 | | | | | Save & Exit |
| A/B Testing Details Co | ontent Editor Tracking Editor | Preview & TestMail | Delivery Options | Winner Criteria Cor | nfirmation |
| | | | | << Back | Next >> |
| Select the size of Recipients Group | | | | | |
| | Winning Version 80% | | | | |
| Select the criteria for the winning campa • Highest Unique Opens | ngn | | | | |
| Highest Unique Opens Highest Unique Clicks | | | | | |
| Highest Unique Opens & Clicks | | | | | |
| Declare Winner | | | | | |
| Automatically in | Hour(s) 🔻 after sending A/B test mailings | | | | |
| Later Manually (In this option, on | nly A/B Test Mailings will be sent and Winner will b | e selected by user) | | | |
| Notify the Winning details to email | | | | | |
| Separate multiple address with a comma '.' if vo | ou want to send notification to multiple email address | es at a time. | | | |

- Select the size of Recipient Group.
- Divide your Targeted Contacts Percentage to **A**, **B** and **Winning Version**.

| Select the size of Recip | ients Group |
|--------------------------|-------------|
| A B | 80% |
| | |

• Select the criteria for the winning campaign.



• User can select any radio button.

Highest Unique Opens: It will judge according to the highest unique opens by the user.

Highest Unique Clicks: It will judge according to the highest unique clicks by a user.



Highest Unique Opens & Clicks: it will judge on both Opens and Clicks by the user.

 Here two options are available for declaring the winner i.e. Automatically in some hours after sending A/B Test mailings & Later Manually.

| Declare Winner | |
|--|---|
| Automatically in | Hour(s) ▼ after sending A/B test mailings |
| Later Manually (International Content of | n this option, only A/B Test Mailings will be sent and Winner will be selected by user) |

- In 1st option, Winner campaign will trigger to remaining subscribers. In 2nd option,
 Winner will declare manually by user whenever users want.
- System will send the winner details to users registered email address if user has added the email address in "Notify the Winning details to email" field.

| Notify the Winning details to email | |
|--|------------|
| Separate multiple address with a comma ',' if you want to send notification to multiple email addresses | at a time. |
| User can add multiple email address by (,) commas. | |
| Click on Save & Exit it will save your work in Drafts and redirect to the Mana | ge |
| A/B Test Mailings. | |
| If you click on Sector Sector S | |
| Click on Next >> button page it will redirect to the Confirmation tab. | |
| 7. Confirmation | |
| • Confirmation tab will display the A/B Test Mailings details. Here User can send the | าย |
| final version of the Mail. | |
| Click on Send Test - Version A button it will send the Test Mail of Version A. | |
| Click on Send Test - Version B button it will send the Test Mail of Version B. | |
| Click on Preview - Version A button it will give preview of HTML of Version A. | |

button it will give preview of HTML of Version B.

Preview - Version B

Click on

POINTMAIL

| HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN REPORTS | | |
|--|---|---|
| Mailings Campaigns Templates Archived Mailings AutoScrape Mailings A/B Test Mailings Triggered Mailings SMS (| Campaigns Landing Pages | |
| | | A/B Test Mailing |
| Edit A/B Test | | |
| test mail 15th may 18 | | Save & Exit |
| A/B Testing Details Content Editor Tracking Editor | Preview & TestMail Delivery Options Winner | Criteria Confirmation |
| | < Back Send Test - Version A Send Test - Version B | Preview - Version A Preview - Version B |
| Launch Check List AB Best Type Test multiple Email Contents Targeted List Becipients - Version A 10% Recipients - Version B 10% Remainder / Winner 00% Social Sharing Choose version to share: @ Version A © Version B | Winner Criteria Declare Winner After AB Text Scheduled Date Winner Email Scheduled Date | Highest Unique Opens 😂 Later Manually 😂 Immediately 😂 Later Manually 😂 |
| Post to Facebook | Tweet as Twitter | |
| | Send A/B Test Mailing Cancel | |
| | | |
| | Version 1.1.2.4 Anti-Spam Policy | |

- Social share allow you to Share your mailing content socially on facebook and Twitter.
- Social Share on confirmation page allow you to share your email content over social media.
- Advance module > social share enable > Social share enable/disable option will display on confirmation tab.
- In Advance module > Social share disable > Social share option will not display on confirmation tab.
- If you click on solution it will redirect to **Winner Criteria** Tab.
- Click on

Send A/B Test Mailing

button it will send the A/B Test Mail.



| | e A'B Test M | ns Templates Archived Mailings AutoScraps allings | r Maxings - Arth Text Mailings | | | | A/B Test Mailing |
|-----|---|--|--|--|---|---|---|
| úſ | A8 Test has | been submitted. Based on the number of lists se | | | art the test. Once th | e test has completed loa | ding you will see the sta |
| _ | | | from 'A/B Test in Process' | 'to 'Result Awaiting' | | | |
| | All Test | Schedule Sert All Test Reports | | | | | |
| HC. | | | | | - | | |
| 1 | est ID | A/B Test Mailing Name | | erch Clear I | Refresh | | |
| | | | | | | | |
| 0 | reate Deb | da Previne - Vettian A. Previne - Vettian B | S Edit Womer Critaria - 🔊 Declare Woman | Manually | | | |
| 0 | AOTestio | de President Patrian & President Patrian & J | 😨 Edit Women Column 🦄 Declane Women Created Date | Menually Schedule Date | AB Test Type | Dedars Winner | Status |
| - | | | 1907/00/00/00 | | AB Test Type Subject | Declare Winner Auto: after 1 Hour(s) | State Atti Test Pending |
| 0 | A0 Test ID | Mailing Name | Created Date | Schedule Date | | | |
| | AMD Test ID | Musing Name A_ABM_122M6_A | Created Date 3/13/2014 2:37 29 AM | Schedure Date 3/13/2014 2:42:17 AM | Subject | Auto, after 1 Hour(s) | ArtS Test Pending |
| | A0 Test ID 17 16 | Maining Name A_ABM_12346_A AABH6408_A | Created Date 3/13/2014 2:37 29 AM 3/13/2014 2:33 41 AM | 50%60/6 046 3/13/2014 2 42 17 AM 3/13/2014 2 33 41 AM | Subject Subject | Auto: after 1 Hour(s) Manually | Att Test Pending Editing |
| | 40 Test ID 17 16 15 | Maining Name A_ABM_12246_A AABM-000_A ABTest_12Mar14 | Created Date 3/13/2014 2: 37:29 AM 3/13/2014 2:33:41 AM 3/12/2014 5:08:44 AM | Schedule Date 3/13/2014 2 42 17 AM 3/13/2014 2 33 41 AM 3/13/2014 5 08 44 AM | Subject Subject Subject | Auto: after 1 Hour(s) Manually Manually | Arth Test Pending Edding Edding |
| | M0 Test ID 17 16 15 14 | Matering Name A_ADM_12346_A A-ABH-908_A ABTeat_12Mar14 mm000 | Created Date 3/13/2014 2: 37: 29: AM 3/13/2014 2: 33: 41: AM 3/12/2014 5: 08: 44: AM 3/12/2014 4: 50: 67: AM | 50%4546 Oak 3/13/2014 2.42 17 AM 3/13/2014 2.33.41 AM 3/12/2014 5.08 44 AM 3/12/2014 4.50 87 AM | Subject Subject Subject Subject | Auto, after 1 Hour(s) Manually Manually Manually | Arth Test Pending Edding Edding Edding |
| | A40 Test 10 17 16 15 14 13 | Maining Name A_ADM_12346_A AABH-906_A ABTeat_12Mar14 mm036 arb teat | Created Date 3/13/2014 (2:37:29:44) 3/13/2014 (2:33:41:44) 3/12/2014 (3:08:42:44) 3/12/2014 (4:56:07:44) 3/12/2014 (4:31:34:44) | 5054544 044 313/2014 2 42 17 AM 313/2014 2 43 41 AM 312/2014 5 08 44 AM 312/2014 4 50 07 AM 312/2014 4 31 34 AM | Subject Subject Subject Subject Subject | Auto: after 1 Hour(s) Manually Manually Manually Manually | Atti Test Pending Editing Editing Editing Editing |

Click on

button page will redirect to the Manage A/B Test Mailings

page.

| ME | LISTS | CAMPAIGNS ADVANCED ACTIVITY | CAMPAIGN REPORTS | | | | |
|--------|-------------------------------------|---|---|--|------------------------------------|----------------------------|--------------------|
| ailing | s Campaig | ns Templates Archived Mailings AutoScrape | Mailings A/B Test Mailings Landin | ng Pages | | | A/B Test Mailing |
| anag | e A/B Test M | ailings | | | | | |
| | | | A/B Test Mailing crea | ted successfully! | | | |
| | A/B Test | Schedule Sent A/B Test Reports | | | | | |
| Search | n | | | | | | |
| A/B Te | est ID | A/B Test Mailing Name | Sea | arch Clear F | Refresh | | |
| | | A/B Test Mailing Name te Preview - Version A Preview - Version B 🐺 Edit | Sea Winner Criteria 🛛 🐺 Declare Winner Manual | | Refresh | | |
| | | | | | A/B Test Type | Declare Winner | Status |
| 🔅 Cr | reate 🛛 🛅 Dele | ete Preview - Version A Preview - Version B 🐺 Edit | Winner Criteria 🛛 🍣 Declare Winner Manual | lly | | Declare Winner Manually | Status Editing |
| • | reate 📅 Dele A/B Test ID | ete Preview - Version A Preview - Version B 💭 Edit Mailing Name | Winner Criteria 💨 Declare Winner Manua Created Date | lly Schedule Date | A/B Test Type | | |
| Cr | reate 🏦 Dele A/B Test ID 41 | tte Preview - Version A Preview - Version B 🐺 Edit Mailling Name AB TestD1 | Winner Criteria 💎 Declare Winner Manua Created Date 5/21/2014 6:21:51 AM | lly Schedule Date 5/21/2014 6:21:51 AM | A/B Test Type Content | Manually | Editing |
| Cr | A/B Test ID 41 34 | tte Preview - Version A Preview - Version B 🐺 Edit Mailing Name AB Test01 ZXCVZXCV | Winner Criteria 💎 Declare Winner Manua Created Date 5/21/2014 6:21:51 AM 5/5/2014 7:41:06 AM | Schedule Date 5/21/2014 6:21:51 AM 5/5/2014 7:41:06 AM | A/B Test Type Content Emails | Manually Manually | Editing Editing |

Edit A/B Test Mail

• To Edit click on the **Mailing Name** Hyper Link.

Save & Exit

• If the Status is in "Editing" mode then only it is possible to Edit A/B Test Mail.



| | LISTS | CAMPAIGNS ADVANCED ACTIVITY | CAMPAIGN REPORTS | | | | |
|-----------|--|--|--|--|---|---|---|
| ilin | gs Campaigi | ns Templates Archived Mailings AutoScrape | Mailings A/B Test Mailings Landin | g Pages | | _ | A/B Test Mailing |
| ina | ge A/B Test Ma | ailings | | | | | |
| | | | | | | | |
| eard | A/B Test :h | Schedule Sent A/B Test Reports | | | | | |
| √В Т | fest ID | A/B Test Mailing Name | Sea | arch Clear F | Refresh | | |
| \$ | Create 🗍 🛅 Dele | .te Preview - Version A Preview - Version B 졿 Edit | t Winner Criteria 🛛 飂 Declare Winner Manu | ally | | | |
| | | | | | | | |
| _ | | | | | | | |
| | A/B Test ID | Mailing Name | Created Date | Schedule Date | A/B Test Type | Declare Winner | Status |
| | A/B Test ID 94 | Mailing Name A/B Test CS-21Apr14 | Created Date 4/21/2014 7:09:40 AM | Schedule Date 4/21/2014 7:09:40 AM | A/B Test Type Emails | Declare Winner Manually | Status Editing |
| | | | | | | | |
| | 94 | A/B Test CS-21Apr14 | 4/21/2014 7:09:40 AM | 4/21/2014 7:09:40 AM | Emails | Manually | Editing |
| | 94 91 | A/B Test CS-21Apr14 KL-21April14-kluser16-FromName | 4/21/2014 7:09:40 AM 4/21/2014 6:55:46 AM | 4/21/2014 7:09:40 AM 4/21/2014 7:13:45 AM | Emails From Address | Manually Manually | Editing Sent |
| | 94 91 90 | AVB Test CS-21Apr14 KL-21April14-kluser16-FromName KL_21April_From Email &Subject | 4/21/2014 7:09:40 AM 4/21/2014 6:55:46 AM 4/21/2014 6:54:35 AM | 4/21/2014 7:09:40 AM 4/21/2014 7:13:45 AM 4/21/2014 7:13:52 AM | Emails From Address Emails | Manually Manually Manually | Editing Sent Sent Sent |
| | 94 91 90 88 | AVB Test CS-21Apr14 KL-21April14-kluser16-FromName KL_21April_From Email &Subject KL-21April14-kluser16-FromName | 4/21/2014 7:09:40 AM 4/21/2014 6:55:46 AM 4/21/2014 6:54:35 AM 4/21/2014 6:01:34 AM | 4/21/2014 7:09:40 AM 4/21/2014 7:13:45 AM 4/21/2014 7:13:52 AM 4/21/2014 6:30:00 AM | Emails From Address Emails From Address | Manually Manually Manually Manually | Editing Sent Sent Sent Sent Sent |
| | 94 91 90 88 87 | AVB Test CS-21Apr14 KL-21April14-kluser16-FromName KL_21April_From Email &Subject KL-21April14-kluser16-FromName KL-21April14-kluser16-SCO- | 4/21/2014 7:09:40 AM 4/21/2014 6:56:46 AM 4/21/2014 6:54:35 AM 4/21/2014 6:01:34 AM 4/21/2014 5:52:53 AM | 4/21/2014 7:09:40 AM 4/21/2014 7:13:45 AM 4/21/2014 7:13:52 AM 4/21/2014 6:30:00 AM 4/21/2014 6:00:00 AM | Emails From Address Emails From Address Subject | Manually Manually Manually Manually Auto, after 1 Hour(s) | Editing Sent Sent Sent Sent Sent Sent |
| | 94 91 90 88 87 86 | AVB Test CS-21Apr14 KL-21April14-kluser16-FromName KL_21April14-kluser16-FromName KL-21April14-kluser16-FromName KL-21April14-kluser16-SCO- KL_rahul47_21April14_1 Multipl | 4/21/2014 7:09:40 AM 4/21/2014 6:56:46 AM 4/21/2014 6:54:35 AM 4/21/2014 6:01:34 AM 4/21/2014 6:52:53 AM 4/21/2014 5:51:53 AM | 4/21/2014 7:09:40 AM 4/21/2014 7:13:45 AM 4/21/2014 7:13:52 AM 4/21/2014 6:30:00 AM 4/21/2014 6:00:00 AM 4/21/2014 6:30:00 AM | Emails From Address Emails From Address Subject Content | Manually Manually Manually Manually Auto, after 1 Hour(s) Auto, after 1 Hour(s) | Editing Sent Sent Sent Sent Sent Sent Sent |
| | 94 91 90 88 87 86 85 | AVB Test CS-21Apr14 KL-21April14-kluser16-FromName KL_21April14-kluser16-FromName KL-21April14-kluser16-SCO- KL_rahul47_21April14_1 Multipl KL-21April14-kluser16-SC | 4/21/2014 7:09:40 AM 4/21/2014 6:56:46 AM 4/21/2014 6:54:35 AM 4/21/2014 6:01:34 AM 4/21/2014 5:52:53 AM 4/21/2014 5:51:53 AM 4/21/2014 5:51:53 AM | 4/21/2014 7:09:40 AM 4/21/2014 7:13:45 AM 4/21/2014 7:13:52 AM 4/21/2014 6:30:00 AM 4/21/2014 6:00:00 AM 4/21/2014 6:30:00 AM 4/21/2014 5:46:48 AM | Emails From Address Emails From Address Subject Content Subject | Manually Manually Manually Manually Auto. after 1 Hour(s) Auto. after 1 Hour(s) Auto. after 1 Hour(s) | Editing Sent Sent Sent Sent Sent Sent Sent Sent |

• It will open Edit A/B Test window.

| illings Campaigns Templa | tes Archived Mailings AutoScrape Mailings A/B Test Mailings Landing Pages | | A/B Test Mailing |
|---|--|----------------------------------|--------------------------|
| lit A/B Test | | | |
| 3 Test01 | | | Save & E |
| A/B Testing Details | Content Editor Tracking Editor Preview & TestMail | Delivery Options Winn | er Criteria Confirmation |
| | | | Next > |
| failing Name* | AB Test01 | Enable Google Analytics Tracking | Enable Omniture Tracking |
| Mailing Description (Max 100 Characters) | <u>×</u> V | | |
| ssigned Campaign | Select Add New Campaign | | |
| VB Test Type | C Test multiple Subject Lines C Test multiple From Names F Test multiple Email Contents C Test multiple Emails (Subjects & Contents both) | | |
| rom Address* | news@qa.psplhyd.in | | |
| rom Name* | psplqa48 | | |
| Reply-to Email | 1point-qa@priyanet.com | | |
| ubject* | AB Test01A | | |
| rack Links | | | |
| Jnsubscribe Info Max 512 Characters) | If you no longer wish to receive these emails, simply click on the following link: <u>Unsubscribe</u> Change | | |

Note: Follow the Same process while "Creating A/B Test Mail" Refer page 213.

Delete A/B Test

- To delete click the check box against Mailing Name.
- It will open a Delete A/B Test Confirmation Window



| Delete A/B Test Confirmation | |
|--|----------------------------------|
| Are you sure you want to delete this A/B Test Job(s)? | |
| This will delete the future scheduled mailings associated with this job. | |
| | |
| Click on Yes button to delete or else click o | on No button to close the |

window.

Preview - Version A

• In this tab you can see your Information or HTML Contents that you added in Mail A.

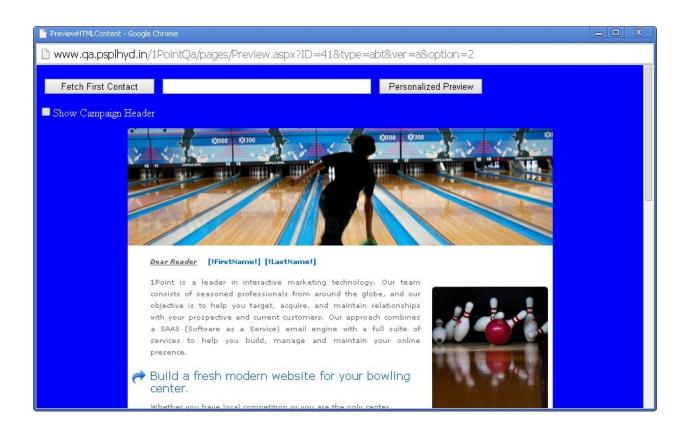
| | | ns Templates Archived Mailings AutoScrape Mail | | | | | A/B Test Mailing |
|--------|--------------|---|--------------------------------------|----------------------|---------------|-----------------------|------------------|
| nage | A/B Test Ma | ilings | | | | | |
| | A/B Test | Schedule Sent A/B Test Reports | | | | | |
| earch | | A/D Task Malling Name | Sea | rah Claar I | tefresh | | |
| VB Tes | | A/B Test Mailing Name | | | terresn | | |
| 🔅 Cre | ate 🛛 🔟 Dele | te Preview - Version A Preview - Version B 🐺 Edit Winne | r Criteria 🛛 🕷 Declare Winner Manual | ly . | | | |
| • | A/B Test ID | Mailing Name | Created Date | Schedule Date | A/B Test Type | Declare Winner | Status |
| | 41 | AB Test01 | 5/21/2014 6:21:51 AM | 5/21/2014 6:21:51 AM | Content | Manually | Editing |
| | 34 | ZXCVZXCV | 5/5/2014 7:41:06 AM | 5/5/2014 7:41:06 AM | Emails | Manually | Editing |
| | 33 | test48 | 5/5/2014 7:38:47 AM | 5/5/2014 7:38:47 AM | Emails | Manually | Editing |
| | 32 | Test multiple email address | 5/5/2014 7:35:36 AM | 5/5/2014 7:35:36 AM | Emails | Manually | Editing |
| 1 | 31 | A/B Test-CS-Agency Switching | 5/5/2014 7:18:13 AM | 5/5/2014 7:31:08 AM | Content | Auto. after 1 Hour(s) | Sent |
| | 30 | testeerre | 5/5/2014 5:10:54 AM | 5/5/2014 5:10:54 AM | Emails | Manually | Editing |
| | 29 | AB Test Mailing - rikin48 | 4/30/2014 6:11:24 AM | 4/30/2014 6:11:24 AM | Subject | Manually | Editing |
| | 28 | A/B Test CS-30Apr14 | 4/30/2014 4:29:10 AM | 4/30/2014 6:30:00 AM | Subject | Auto. after 1 Hour(s) | Sent |
| | 27 | A/B Test_VishalManually | 4/25/2014 4:37:05 AM | 4/25/2014 4:38:42 AM | Subject | Manually | Sent |
| | 21 | | | 4/25/2014 4:35:06 AM | Emails | | |

• Select a particular Mail Check box and click on

Preview - Version A button.

• It will open preview in Preview HTML Content Window.





If you click on

Fetch First Contact

you can get the Email Id of your first contact

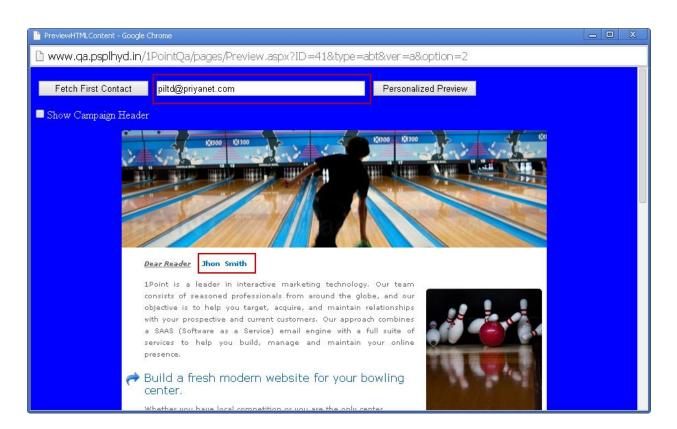
present in your Target list.

- Personalized filed(s) like First Name, Last Name etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!] [!LastName!] with the contact details that is been saved in your database.
- It will display the Email id in the Text box with the required Informations below in personalized fields.
- If you enter any Email Id in the Text box that is present in your database and click on

Personalized Preview then it will show t

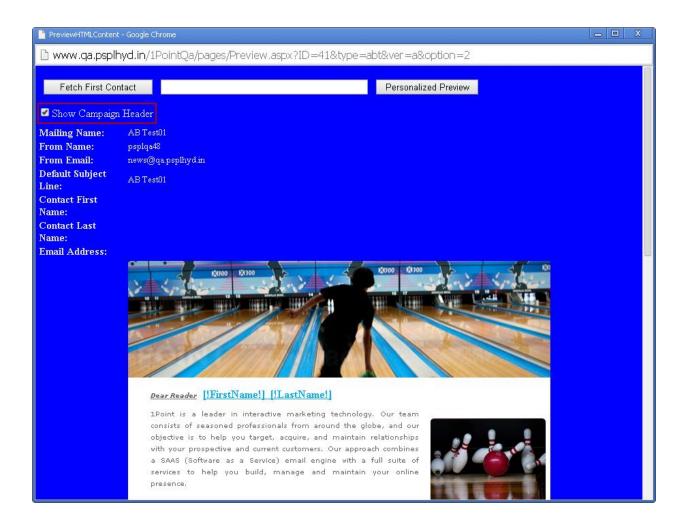
then it will show the information of that Email id.





• If you click ^{I Show Campaign Header} check box you can see the Mailing Details of the HTML Content.





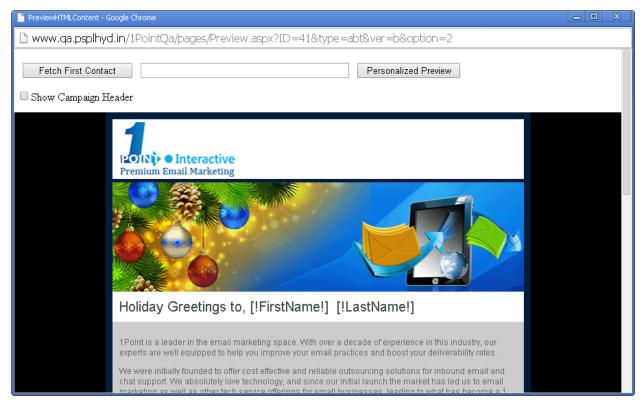
Preview - Version B

• In this tab you can see your Information or HTML Contents that you added in Mail B.

| OME | LISTS | CAMPAIGNS ADVANCED ACTIVITY | CAMPAIGN REPORTS | | | | |
|--|--|---|---|--|--|---|---|
| ailings | Campaigr | ns Templates Archived Mailings AutoScrape | Mailings <mark>A/B Test Mailings</mark> Landin | g Pages | | | A/B Test Mailing |
| lanage A | VB Test Ma | silings | | | | | |
| Ал | B Test | Schedule Sent A/B Test Reports | | | | | |
| Search | | | | | | | |
| A/B Test | | A/B Test Mailing Name | Sea | | Refresh | | |
| 📩 Create | | te 🛛 Preview - Version A 🖉 Preview - Version B 🛛 🚿 Edit W | / inner Criteria 🛛 🔊 Declare Winner Manual | | | | |
| | e 🔲 Dele | te Preview - Version A Preview - Version B | Vinner Criteria 🤉 Declare Winner Manual | iy | | | |
| ~ | | Mailing Name | Created Date | Schedule Date | A/B Test Type | Declare Winner | Status |
| ~ | /B Test ID | 0* | | , | A/B Test Type Content | Declare Winner Manually | Status Editing |
| ■ AV | /® Test ID 1 | Mailing Name | Created Date | Schedule Date | <u> </u> | | |
| A/ ✓ ✓ ✓ ✓ ✓ | /B Test ID 1 4 | Mailing Name AB TestD1 | Created Date 5/21/2014 6:21:51 AM | Schedule Date 5/21/2014 6:21:51 AM | Content | Manually | Editing |
| Av Av 41 32 | JB Test ID 1 4 3 | Mailing Name AB Test01 zxcvzxcy | Created Date 5/21/2014 6:21:51 AM 5/5/2014 7:41:06 AM | Schedule Date 5/21/2014 6:21:51 AM 5/5/2014 7:41:06 AM | Content Emails | Manually Manually | Editing Editing |
| AV 41 34 33 | 78 Test ID 1 4 3 2 | Mailing Name AB Test01 zxcvzxcv test48 | Created Date 5/21/2014 6:21:51 AM 5/5/2014 7:41:06 AM 5/5/2014 7:38:47 AM | Schedule Date 5/21/2014 6:21:51 AM 5/5/2014 7:41:06 AM 5/5/2014 7:38:47 AM | Content Emails Emails | Manually Manually Manually | Editing Editing Editing |
| A/ ✓ ✓ | /B Test ID 1 4 3 2 1 | Mailing Name AB Test01 zxcvzxcv test48 Test multiple email address | Created Date 5/21/2014 6.21:51 AM 5/5/2014 7.41:06 AM 5/5/2014 7.38:47 AM 5/5/2014 7.36:36 AM | Schedule Date 5/21/2014 6:21:51 AM 5/5/2014 7:41:06 AM 5/5/2014 7:38:47 AM 5/5/2014 7:36:36 AM | Content Emails Emails Emails | Manually Manually Manually Manually | Editing Editing Editing Editing |
| AV 41 34 33 32 31 | 78 Test ID 1 4 3 2 1 0 | Mailing Name AB TestD1 2xcvzxcv test48 Test multiple email address A/B Test-CS-Agency Switching | Created Date 5/21/2014 6.21:51 AM 5/5/2014 7:41:06 AM 5/5/2014 7:38:47 AM 5/5/2014 7:35:36 AM 5/5/2014 7:18:13 AM | Schedule Date 5/21/2014 6.21:51 AM 5/5/2014 7:41:06 AM 5/5/2014 7:38:47 AM 5/5/2014 7:36:36 AM 5/5/2014 7:31:08 AM | Content Emails Emails Emails Content | Manually Manually Manually Manually Auto. after 1 Hour(s) | Editing Editing Editing Editing Sent |
| Av 41 34 33 32 31 32 31 | /B Test ID 1 4 3 2 1 0 9 | Mailing Name AB TestD1 Zxcvzxcv test48 Test multiple email address A/B Test-CS-Agency Switching testeerre | Created Date 5/21/2014 6:21:51 AM 5/5/2014 7:41:06 AM 5/5/2014 7:38:47 AM 5/5/2014 7:36:36 AM 5/5/2014 7:18:13 AM 5/5/2014 5:10:54 AM | Schedule Date 5/21/2014 6.21:51 AM 5/5/2014 7:41:06 AM 5/5/2014 7:38:47 AM 5/5/2014 7:36:36 AM 5/5/2014 7:36:36 AM 5/5/2014 7:31:08 AM 5/5/2014 5:10:54 AM | Content Emails Emails Emails Content Emails | Manually Manually Manually Manually Auto. after 1 Hour(s) Manually | Editing Editing Editing Editing Sent Editing |



- Select a particular Mail Check box and click on Preview Version B button.
- It will open preview in Preview HTML Content Window.



If you click on
 Fetch First Contact

you can get the Email Id of your first contact

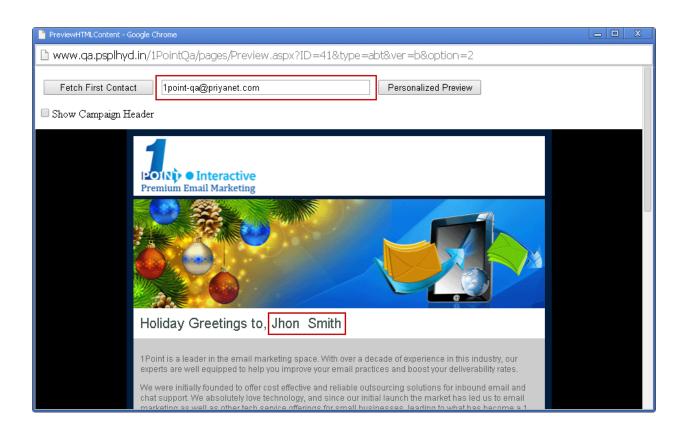
present in your Target list.

- Personalized filed(s) like First Name, Last Name etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!] [!LastName!] with the contact details that is been saved in your database.
- It will display the Email id in the Text box with the required Informations below in personalized fields.
- If you enter any Email Id in the Text box that is present in your database and click on

Personalized Preview

then it will show the information of that Email id.





 If you click ^I Show Campaign Header</sup> check box you can see the Mailing Details of the HTML Content.





Edit Winner Criteria

•

Here user can edit the winning Criteria if he desires. •

Click on a particular Mail checkbox and click on Bedit Winner Criteria It will open Edit A/B Test Winner Criteria window. •



| Edit A/B Test Winner Criteria |
|--|
| A/B Test ID: 41 A/B Test Mailing Name: AB Test01 Targeted List(s): mo12 |
| Select the size of Recipients Group |
| A B Winning Version 10% 80% |
| |
| Select the criteria for the winning campaign |
| Highest Unique Opens |
| Highest Unique Clicks |
| Highest Unique Opens & Clicks |
| Declare Winner |
| ○ Automatically in Hour(s) ▼ after sending A/B test mailings |
| Later Manually (In this option, only A/B Test Mailings will be sent and Winner will be selected by user) |
| Notify the Winning details to email |
| Separate multiple address with a comma ',' if you want to send notification to multiple email addresses at a time. |
| Save Cancel |

- Select the Size of Recipients Group.
- Divide your Targeted Contacts Percentage to **A**, **B** and **Winning Version**.

Select the size of Recipients Group

| A B | Winning Version |
|---------|-----------------|
| 10% 10% | 80% |
| | |



• Select the criteria for the winning campaign.

Select the criteria for the winning campaign

- e Highest Unique Opens
- Highest Unique Clicks
- Highest Unique Opens & Clicks
- User can select any radio button.

Highest Unique Opens: It will judge according to the highest unique opens by the user.

Highest Unique Clicks: It will judge according to the highest unique clicks by a user.

Highest Unique Opens & Clicks: it will judge on both Opens and Clicks by the user.

Here two options are available for declaring the winner i.e. **Automatically in** some hours after sending A/B Test mailings & **Later Manually**.

| Declare | Minnor |
|---------|----------|
| Decidie | AALLING! |

Automatically in Hour(s) T after sending A/B test mailings

Later Manually (In this option, only A/B Test Mailings will be sent and Winner will be selected by user).

- In 1st option, Winner campaign will trigger to remaining subscribers. In 2nd option, Winner will declare manually by user whenever users want.
- System will send the winner details to users registered email address if user has added the email address in "Notify the Winning details to email" field.



• User can add multiple email address by (,) commas.



Declare Winner Manually

- This function is used if User desires to declare the Winner Manually.
- There are three modes under <u>Status</u> they are **Editing**, **Result Awaiting** and **Sent**.
 The <u>Declare Winner Manually</u> will be only activated when <u>Status</u> would be in
 - Result Awaiting Mode.
- Select the particular mail and click on Select the particular mail and click on
- It will open the **Declare Winner manually** Window.

| Declare Winner Manually |
|--|
| Select Winnig Version A ▼ |
| Winning Version Schedule Date |
| Immediate (The email will be send immediately) Schedule (The email will be send on the date and time specified below) |
| 4/19/2014 IIII 6:39 AM ▼ |
| Send/Schedule Winning Version Cancel |

- Select the Winning version from the Dropdown list it must be either A or B.
- Here there are two options under Winning Version Schedule Date.
 - Immediate : The Email will be send immediately
 - Schedule: The Email will be send on the specified Date and Time.
 - Click on Send/Schedule Winning Version
 - button it will send the result.
- Click on Cancel button to close the window.



Schedule Tab

• It will display scheduled mailings of Version A, Version B and Winning version mailing which are scheduled for future sending.

button.

To see the Schedule Tab click on
 Schedule

| | | Templates Archived Mailings AutoScrape Mailings AvB Te | - canang Pages | | | A/B Test Mailing |
|-------------------|---------------------------------|--|--|--|--|--|
| anage | A/B Test Mail | ings | | | _ | |
| F | vB Test | Schedule Sent A/B Test Reports | | | | |
| iearch Mailing | Ŧ | | | | | |
| 📋 Del | ete Preview | | | | | |
| • | Mailing ID | Mailing Name | Created Date | Scheduled Date | Status | Assigned Campaign |
| | 462 | AB-QA List 27march14-CITY -Winning Version | 3/27/2014 9:45:29 AM | 3/27/2014 9:46:52 AM | Editing | rikin'ts |
| | 458 | AB-QA-psplqa-27march14-test -Winning Version | 3/27/2014 9:24:53 AM | 3/27/2014 9:25:39 AM | Editing | UnAssigned |
| | 400 | | | | | |
| | 368 | qa39-ABTest-20Mar14_SC_UCOM2 -Winning Version | 3/20/2014 7:35:06 AM | 3/20/2014 7:35:27 AM | Editing | UnAssigned |
| | | qa39-ABTest-20Mar14_SC_UCOM2 -Winning Version qa39-ABTest-20Mar14_SC_UOM2 -Winning Version | 3/20/2014 7:35:06 AM 3/20/2014 7:29:48 AM | 3/20/2014 7:35:27 AM 3/20/2014 7:30:12 AM | Editing Editing | UnAssigned UnAssigned |
| | 368 | | | | | , , , , , , , , , , , , , , , , , , , |
| | 368 365 | qa39-ABTest-20Mar14_SC_UOM2 -Winning Version | 3/20/2014 7:29:48 AM | 3/20/2014 7:30:12 AM | Editing | UnAssigned |
| | 368 365 356 | qa39-ABTest-20Mar14_SC_UOM2 -Winning Version qa39-ABTest-20Mar14_SC_UCM2 -Winning Version | 3/20/2014 7:29:48 AM 3/20/2014 7:10:01 AM | 3/20/2014 7:30:12 AM 3/20/2014 7:11:07 AM | Editing Editing | UnAssigned UnAssigned |
| | 368 365 356 353 | qa39-ABTest-20Mar14_SC_UOM2-Winning Version qa39-ABTest-20Mar14_SC_UCM2-Winning Version qa39-ABTest-20Mar14_SC_UOM-Winning Version | 3/20/2014 7:29:48 AM 3/20/2014 7:10:01 AM 3/20/2014 7:05:28 AM | 3/20/2014 7:30:12 AM 3/20/2014 7:11:07 AM 3/20/2014 7:05:51 AM | Editing Editing Editing | UnAssigned UnAssigned UnAssigned |
| | 368 365 356 353 347 | qa39-ABTest-20Mar14_SC_UOM2-Winning Version qa39-ABTest-20Mar14_SC_UCM2 -Winning Version qa39-ABTest-20Mar14_SC_UOM -Winning Version qa39-ABTest-20Mar14_SC_UCM -Winning Version | 3/20/2014 7:29:48 AM 3/20/2014 7:10:01 AM 3/20/2014 7:05:28 AM 3/20/2014 7:00:43 AM | 3/20/2014 7:30:12 AM 3/20/2014 7:11:07 AM 3/20/2014 7:05:51 AM 3/20/2014 7:01:37 AM | Editing Editing Editing Editing | UnAssigned UnAssigned UnAssigned UnAssigned |

Search A/B Test Mailings

• Under Search Panels User can search by Mailing ID, Mailing Name or select the Filter by Campaign.

| | A/B Test Mail | Templates Archived Mailings AutoScrape Mailings A/B Te | st mannings - Lanuning Pages | | | A/B Test Mailing |
|-----------------|---------------------------------|--|--|--|---|--|
| earch ailing | /8 Test ID te Preview | Schedule Sent A/B Test Reports | Search Clear Refresh | Filter by Campaig | nSelect | |
| • | Mailing ID | Mailing Name | Created Date | Scheduled Date | Status | Assigned Campaign |
| | 462 | AB-QA List 27march14-CITY -Winning Version | 3/27/2014 9:45:29 AM | 3/27/2014 9:46:52 AM | Editing | rikin'ts |
| | | AR OA seales 27-result & test Minutes Marsing | 3/27/2014 9:24:53 AM | 3/27/2014 9:25:39 AM | Editing | UnAssigned |
| | 458 | AB-QA-psplqa-27march14-test -Winning Version | 3/2/72014 9:24:53 AM | 3/2/12014 9.25.39 AM | Louing | onmasigneu |
| | 368 | qa39-ABTest-20Mar14_SC_UCOM2 -Winning Version | 3/20/2014 9:24:55 AM | 3/20/2014 7:35:27 AM | Editing | UnAssigned |
| | | | | | · | ů. |
| | 368 | qa39-ABTest-20Mar14_SC_UCOM2 -Winning Version | 3/20/2014 7:35:06 AM | 3/20/2014 7:35:27 AM | Editing | UnAssigned |
| | 368 365 | qa39-ABTest-20Mar14_SC_UCOM2 -Winning Version qa39-ABTest-20Mar14_SC_UOM2 -Winning Version | 3/20/2014 7:35:06 AM 3/20/2014 7:29:48 AM | 3/20/2014 7:35:27 AM 3/20/2014 7:30:12 AM | Editing Editing | UnAssigned UnAssigned |
| | 368 365 356 | qa39-ABTest-20Mar14_SC_UCOM2 -Winning Version qa39-ABTest-20Mar14_SC_UOM2 -Winning Version qa39-ABTest-20Mar14_SC_UCM2 -Winning Version | 3/20/2014 7:35:06 AM 3/20/2014 7:29:48 AM 3/20/2014 7:10:01 AM | 3/20/2014 7:35:27 AM 3/20/2014 7:30:12 AM 3/20/2014 7:11:07 AM | Editing Editing Editing | UnAssigned UnAssigned UnAssigned |
| | 368 365 356 353 | qa39-ABTest-20Mar14_SC_UCOM2 -Winning Version qa39-ABTest-20Mar14_SC_UOM2 -Winning Version qa39-ABTest-20Mar14_SC_UCM2 -Winning Version qa39-ABTest-20Mar14_SC_UOM -Winning Version | 3/20/2014 7:35:06 AM 3/20/2014 7:29:48 AM 3/20/2014 7:10:01 AM 3/20/2014 7:05:28 AM | 3/20/2014 7:35:27 AM 3/20/2014 7:30:12 AM 3/20/2014 7:11:07 AM 3/20/2014 7:05:51 AM | Editing Editing Editing Editing | UnAssigned UnAssigned UnAssigned UnAssigned |
| | 368 365 356 353 347 | qa39-ABTest-20Marl 4_SC_UCOM2 -Winning Version qa39-ABTest-20Marl 4_SC_UOM2 -Winning Version qa39-ABTest-20Marl 4_SC_UCM2 -Winning Version qa39-ABTest-20Marl 4_SC_UOM -Winning Version qa39-ABTest-20Marl 4_SC_UCM -Winning Version | 3/20/2014 7:35:06 AM 3/20/2014 7:29:48 AM 3/20/2014 7:10:01 AM 3/20/2014 7:05:28 AM 3/20/2014 7:00:43 AM | 3/20/2014 7:35:27 AM 3/20/2014 7:30:12 AM 3/20/2014 7:11:07 AM 3/20/2014 7:05:51 AM 3/20/2014 7:01:37 AM | Editing Editing Editing Editing Editing | UnAssigned UnAssigned UnAssigned UnAssigned UnAssigned |



• Under Filter by Campaign Dropdown list user can select the Campaign and on that basis user can search Mailings in Particular Campaign.

- User can also search by Page Navigation
- Click on Search button it will display the search result or else Click on
 Clear button for clear the search criteria.

| OME | | CAMPAIGNS ADVANCED ACTIVITY CAMPAIGN F | REPORTS | | | |
|------------------|--------------|---|----------------------------|-------------------|------------|-------------------|
| ailings | Campaigns | Templates Archived Mailings AutoScrape Mailings A/B T | est Mailings Landing Pages | | | A/B Test Mailing |
| inage / | VB Test Mail | ings | | | _ | |
| A | 19 Test | Schedule Sent A/B Test Reports | Records Found 1 | | | |
| earch Iailing | ID | Mailing Name | Search Clear Refresh | Filter by Campaig | n rikin'ts | × |
| Dele | te Preview | | | | | |
| | | | | | | |
| | Mailing ID | Mailing Name | Created Date | Scheduled Date | Status | Assigned Campaign |

Delete A/B Test Mailings

Select the Mailing check box and click on button.
It will open Delete Mailing window.

Delete Mailing

Are you sure you want to delete this Mailing(s)?
Yes No

Olick on Yes button it will delete the Mail(s) or else Click on No button

window will be closed.

Preview A/B Test Mailing

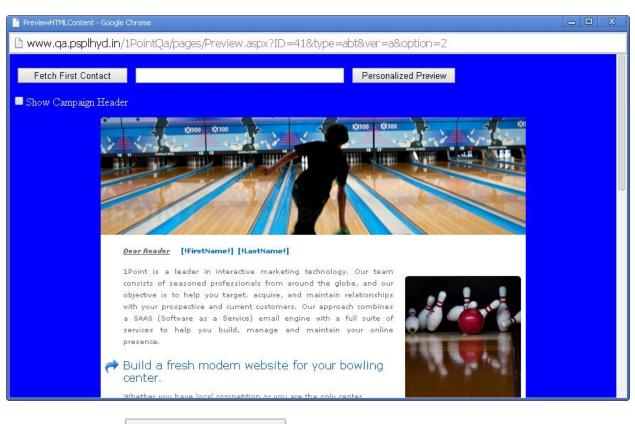
 You can see preview of your HTML, Text mail mailer which you selected in Manage A/B Test Mailings → Sent Tab window.



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| | Campaigns | Templates Archived Mailings AutoScrape Maili | ngs A/B Test Mailings Landing Pages | | | A/B Test Mailing |
|---------|-------------------|---|---|--|-------------------------------|--|
| age | A/B Test Mail | ngs | | | | |
| - | /B Test | Schedule Sent A/B Test Reports | | | | |
| earch | | | | | | |
| lailing | ID | Mailing Name | Search Clear Refresh | Filter by Campaig | ISelect | T |
| 💼 Del | te Preview | | | | | |
| | | | | | | |
| • | Mailing ID | Mailing Name | Created Date | Scheduled Date | Status | Assigned Campaign |
| T | Mailing ID 280 | Mailing Name AB Test CS 6 -Winning Version | Created Date 2/17/2014 8:41:34 AM | Scheduled Date 2/17/2014 10:43:27 AM | Status Editing | Assigned Campaign UnAssigned |
| | | | | | | |
| | 280 | AB Test CS 6 -Winning Version | 2/17/2014 8:41:34 AM | 2/17/2014 10:43:27 AM | Editing | UnAssigned |
| | 280 283 | AB Test CS 6 -Winning Version A &_+:/Winning Version | 2/17/2014 8:41:34 AM 2/17/2014 8:47:55 AM | 2/17/2014 10:43:27 AM 2/17/2014 8:49:44 AM | Editing Editing | UnAssigned UnAssigned |
| | 280 283 237 | AB Test CS 6 -Winning Version A &_+/.,Winning Version AB Test CS 7 -Winning Version | 2/17/2014 8:41:34 AM 2/17/2014 8:47:55 AM 2/14/2014 12:44:11 AM | 2/17/2014 10:43:27 AM 2/17/2014 8:49:44 AM 2/14/2014 12:45:16 AM | Editing Editing Editing | UnAssigned UnAssigned UnAssigned |

Select a particular Mail Check box and click on
 Preview



It will open preview in Preview HTML Content Window.

If you click on

Fetch First Contact

you can get the Email Id of your first contact

button.

present in your Target list.



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- Personalized filed(s) like First Name, Last Name etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!] [!LastName!] with the contact details that is been saved in your database.
- It will display the Email id in the Text box with the required Informations below in personalized fields.
- If you enter any Email Id in the Text box that is present in your database and click on

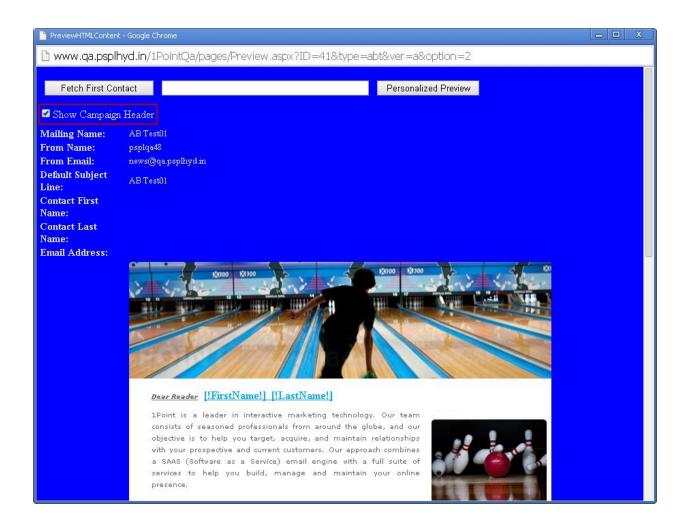
then it will show the information of that Email id.

| PreviewHTMLContent - Google | | | |
|-----------------------------|--|--|----------------------|
| 🗋 www.qa.psplhyd.in/ | /1PointQa/pages/Preview.aspx?ID= | =41&type=abt&ver=a&option=2 | |
| Fetch First Contact | piltd@priyanet.com | Personalized Preview | |
| | 1 <u></u> | | |
| Show Campaign Heade | er | | |
| • | 12000 12100 | 100 1X100 | * |
| 2 | Solden - Store | | |
| | | | |
| | | | |
| | | | and sense |
| | | | |
| | | | |
| | <u>Dear Reader</u> Jhon Smith | | |
| | 1Point is a leader in interactive marketi | | |
| | consists of seasoned professionals from a objective is to help you target, acquire, a | | 0 |
| | with your prospective and current customer | | THE REAL PROPERTY OF |
| | a SAAS (Software as a Service) email e services to help you build, manage a | | |
| | presence. | 10 million (100 mi | |
| 2 | Build a fresh modern website | for your bowling | Acres 1 |
| | center. | roi your bowning | |
| | Whether you have local competition or you. | are the only center | |

• If you click ^{I Show Campaign Header} check box you can see the Mailing Details of the HTML Content.



Personalized Preview





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SENT TAB

Search

 Under Search Panels User can search by Mailing ID, Mailing Name or select the Filter by Campaign.

| | Campaigns | Templates Archived Mailings AutoScrape Maili | ngs Ab rest manings Lanun | ig rages | | | | A/B Test Mailing |
|---------|--------------|---|---------------------------|----------|-------------------|------------------------|---------|-------------------|
| nage A | √B Test Mail | ings | | | | | | |
| A | B Test | Schedule Sent A/B Test Reports | | | | | | |
| earch | | | | | Defeast | | | |
| Mailing | U | Mailing Name | Search Cle | ear | Refresh | Filter by CampaignSe | ect | • |
| 🛅 Dele | ce 🔥 View R | eports Preview 💱 Assign Campaign | | | | | | |
| • | Mailing ID | Mailing Name | Sent/Scheduled | Status | Contacts Targeted | Successfully Delivered | Bounced | Assigned Campaign |
| | 467 | AB-rikin-psplqa-universal-Suppression - Versi | 3/28/2014 4:10:01 AM | Sent | 13 | 9 | 4 | UnAssigned |
| | 465 | AB-rikin-psplqa-universal-Suppression -Versio | 3/28/2014 2:58:09 AM | Sent | 2 | 1 | 1 | UnAssigned |
| | 466 | AB-rikin-psplqa-universal-Suppression -Versio | 3/28/2014 2:58:09 AM | Sent | 2 | 2 | 0 | UnAssigned |
| | 460 | AB-QA List 27march14-CITY -Version A | 3/27/2014 9:45:29 AM | Sent | 1 | 1 | 0 | rikin'ts |
| | 461 | AB-QA List 27march14-CITY -Version B | 3/27/2014 9:45:29 AM | Sent | 1 | 1 | 0 | rikin'ts |
| | 456 | AB-QA-psplqa-27march14-test -Version A | 3/27/2014 9:24:53 AM | Sent | 1 | 1 | 0 | UnAssigned |
| | 457 | AB-QA-psplqa-27march14-test -Version B | 3/27/2014 9:24:53 AM | Sent | 1 | 1 | 0 | UnAssigned |
| | 421 | qasen-qa39-25Mar14_2 - Version A - Winner | 3/25/2014 10:19:34 AM | Sent | 75 | 75 | 0 | UnAssigned |
| | 419 | qasen-qa39-25Mar14_2 -Version A | 3/25/2014 9:18:32 AM | Sent | 10 | 10 | 0 | UnAssigned |
| | 415 | | | | | | | |

• Under Filter by Campaign Dropdown list user can select the Campaign and on that basis user can search Mailings in Particular Campaign.



- User can also search by Page Navigation
- Click on Search button it will display the search result or else Click on
 Clear button for clear the search criteria.

Delete Mailing

- Here user can delete the Mailings.
- Select the check box clicks this <u>Delete</u> button.
- It will open the **Delete Mailing** Window.



| Delete Mailing | |
|--|----------------------------|
| Are you sure you want to delete this Mailing(s)? | |
| Yes No | |
| Click on Yes the Mailing(s) will be delete close the window. | d or click on No button to |

View Report

•

• View Report Comes Under Manage A/B Test Mailing→ Sent Tab.

| age / | VB Test Mail | Templates Archived Mailings AutoScrape Mailing | | iy rayes | | | | A/B Test Mailing |
|---|--------------|--|------------------------|----------|-------------------|------------------------|---------|-------------------|
| A/B Test Schedule Sent A/B Test Reports Search Mailing ID Mailing Name Search Clear Refresh Filter by CampaignSelect- | | | | | | | | |
| | <u> </u> | Mailing Name | Sent/Scheduled | Status | Contacts Targeted | Successfully Delivered | Bounced | Assigned Campaign |
| | 467 | AB-rikin-psplqa-universal-Suppression - Versi | 3/28/2014 4:10:01 AM | Sent | 13 | 9 | 4 | UnAssigned |
| | 465 | AB-rikin-psplqa-universal-Suppression -Versio | 3/28/2014 2:58:09 AM | Sent | 2 | 1 | 1 | UnAssigned |
| Image: A start of the start of | 466 | AB-rikin-psplqa-universal-Suppression -Versio | 3/28/2014 2:58:09 AM | Sent | 2 | 2 | 0 | UnAssigned |
| | 460 | AB-QA List 27march14-CITY -Version A | 3/27/2014 9:45:29 AM | Sent | 1 | 1 | 0 | rikin'ts |
| | 461 | AB-QA List 27march14-CITY -Version B | 3/27/2014 9:45:29 AM | Sent | 1 | 1 | 0 | rikin'ts |
| | 456 | AB-QA-psplqa-27march14-test -Version A | 3/27/2014 9:24:53 AM | Sent | 1 | 1 | 0 | UnAssigned |
| - | 457 | AB-QA-psplqa-27march14-test -Version B | 3/27/2014 9:24:53 AM | Sent | 1 | 1 | 0 | UnAssigned |
| | 421 | qaserv-qa39-25Mar14_2 - Version A - Winner | 3/25/2014 10:19:34 AM | Sent | 75 | 75 | 0 | UnAssigned |
| | -12-1 | | 3/25/2014 9:18:32 AM | Sent | 10 | 10 | 0 | UnAssigned |
| | 419 | qaserv-qa39-25Mar14_2 -Version A | 5/25/2014 5.10.52 / IM | | | | | |

- Click on a Particular Mailing Check box then click on ^{Uiew Reports}
- It will redirect to CAMPAIGN REPORTS → Dashboard.



| | | | | | DASHBOARD |
|---------------------------|---------------------------|----------------------------|-------------------------|--|--------------------------|
| shboard | | | | | Back To Ser |
| lailing-CS-19Apr14_All | Suppression (ID: 1) | | | Preview | Refresh Downlo |
| ent: Apr 19 2014 04:38 AM | | Select Campaign:Sel | lect(UnAssigned) | Select Mailing: Mailing-CS | -19Apr14_All Suppression |
| Results as of : | May 27 2014 07:05 AM | Email Stats | | Email Impact | |
| Send Start Date : | Apr 19 2014 04:38 AM | Contacts Targeted | 9 | Email impact | |
| Send Completion Date : | Apr 19 2014 04:38 AM | Successful Delivered | 6 (66.67%) | | |
| Targeted List(s) : | Chintan Target, Chintan S | Active | 1 (11.11%) | | |
| Suppression List(s) : | Chintan Suppress | Total Opens | 9 | | |
| Suppress Domain(s) : | in.com,india.com | Unique Opens | 3 (50%) | | |
| Subject : | Mailing-CS-19Apr14_All Su | Total Clicks | 8 | | |
| Total Seed Count : | 2 | Unique Clicks | 7 (100%) | | |
| | | Clicks: Unique Contacts (0 | . , | | |
| Total Rec | ords Contacted | Unsubscribes | 0 (0%) | Delivered 66.67% (6) Active 11.1 Bounced 22.22% (2) | 196 (1) |
| | 9 | Bounced | 2 (22.22%) | | |
| | U | Hard/Soft | 1 (11.11%) / 1 (11.11%) | | |
| | | Forwards | 4 (66.67%) | | |

- From Select Campaign: drop down list if you select Campaign then it will show the detail summary of whole Campaign.
- If you select **Select Campaign:** along with **Select Mailing:** then it will show details of that particular mail that you selected for the Campaign.
- Click on button it will open the Preview of that particular Mailing in Separate Window.
- Click on Refresh to refresh the page.
- Click on Download button it will open an Download Report window

| Download Report |
|------------------|
| File type: PDF ▼ |
| Download Cancel |

- You can download report either in **PDF** or **CSV** format.
- Click on
 Download
 button it will download the report.
- Click on Cancel button to close the window.



• If you click on <u>Back To Sent Mail</u> you will be redirected to CAMPAIGNS → Mailings → Manage Mailings Page.

Preview

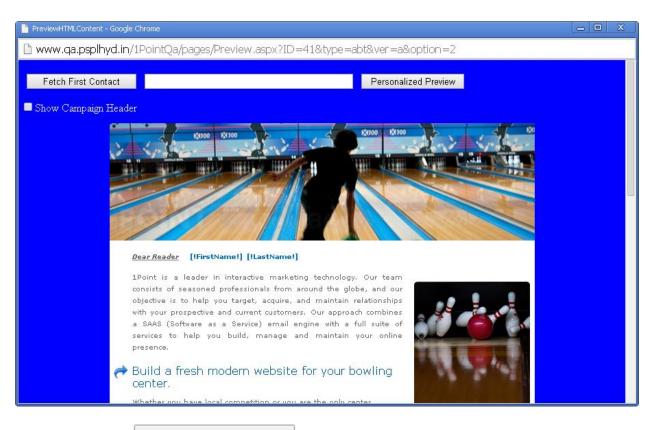
• You can see preview of your HTML, Text mail mailer which you selected in Manage A/B Test Mailings → Sent Tab window.

| anage A/I | 3 Test Maili | Templates Archived Mailings AutoScrape Mailing | | ig i a yes | | | | A/B Test Mailing |
|-----------|--------------|--|--|-----------------------|----------------------------|------------------------|---------|--------------------------|
| | Test | Schedule Sent AB Test Reports | Search Cli | ear F | Refresh | Filter by CampaignSe | lect | • |
| T Delete | 🔥 View Ri | eports Preview 💱 Assign Campaign | | | | | | |
| - | Mailing ID | Mailing Name | Sent/Scheduled | Status | Contacts Targeted | Successfully Delivered | Bounced | Assigned Campaign |
| | 151 | A/B Test-CS-Agency Switching - Version B - Wi | 5/5/2014 8:32:12 AM | Sent | 10 | 9 | 0 | UnAssigned |
| | 149 | A/B Test-CS-Agency Switching -Version A | 5/5/2014 7:31:08 AM | Sent | 1 | 1 | 0 | UnAssigned |
| | 150 | A/B Test-CS-Agency Switching -Version B | 5/5/2014 7:31:08 AM | Sent | 1 | 1 | 0 | UnAssigned |
| | 141 | A/B Test CS-30Apr14 - Version A - Winner | 4/30/2014 7:30:54 AM | Sent | 10 | 9 | 0 | UnAssigned |
| | | | | | 6 | 6 | 0 | UnAssigned |
| | 121 | A/B Test_VishalManually - Version B - Winner | 4/30/2014 7:24:33 AM | Sent | ь | 6 | | |
| | 121 139 | A/B Test_VishalManually - Version B - Winner A/B Test CS-30Apr14 -Version A | 4/30/2014 7:24:33 AM 4/30/2014 6:30:00 AM | Sent Sent | 1 | 1 | 0 | UnAssigned |
| | | | | | ь 1 1 | 1 | | UnAssigned UnAssigned |
| | 139 | A/B Test CS-30Apr14 -Version A | 4/30/2014 6:30:00 AM | Sent | 6 1 1 1 | 1 1 1 | 0 | |
| | 139 140 | A/B Test CS-30Apr14 -Version A A/B Test CS-30Apr14 -Version B | 4/30/2014 6:30:00 AM 4/30/2014 6:30:00 AM | Sent Sent | 6 1 1 1 1 1 | 1 1 1 1 1 | 0 | UnAssigned |

Select a particular Mail Check box and click on
 Preview button.

It will open preview in **Preview HTML Content** Window.



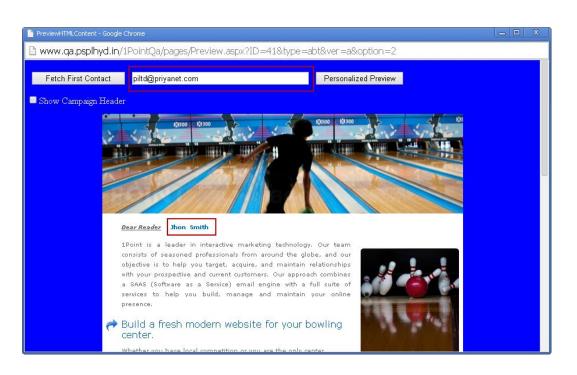


- If you click on Fetch First Contact you can get the Email Id of your first contact present in your Target list.
- Personalized filed(s) like First Name, Last Name etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!] [!LastName!] with the contact details that is been saved in your database.
- It will display the Email id in the Text box with the required Informations below in personalized fields.
- If you enter any Email Id in the Text box that is present in your database and click on

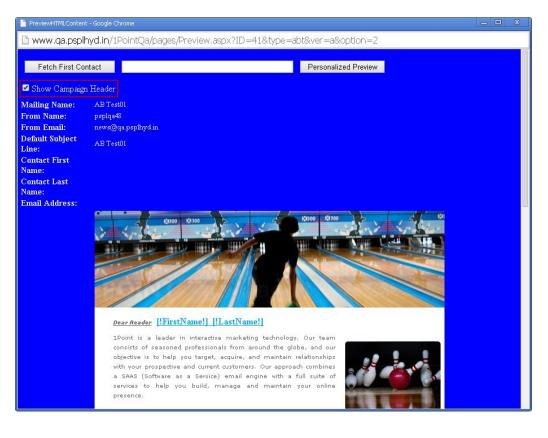
Personalized Preview

then it will show the information of that Email id.





• If you click ^{I Show Campaign Header} check box you can see the Mailing Details of the HTML Content.





Assign Campaign

• Select a particular Check box and click on

| mga | Campaigns | Templates Archived Mailings AutoScrape Mailing | js A/B Test Mailings Landir | ng Pages | | | | A/B Test Mailing |
|---------|--|--|--|--|---------------------------------|---------------------------------|------------------|--|
| inage . | \$∕B Test Mail | ings | | | | | | |
| A | /B Test | Schedule Sent A/B Test Reports | | | | | | |
| earch | | | | | | | | |
| dailing | ID | Mailing Name | Search Cle | ar | Refresh | Filter by CampaignSe | lect | • |
| 🛅 Dele | te 🔥 View R | eports Preview 💱 Assign Campaign | | | | | | |
| • | Mailing ID | Mailing Name | Sent/Scheduled | Status | Contacts Targeted | Successfully Delivered | Bounced | Assigned Campaign |
| _ | 467 | AB-rikin-psplga-universal-Suppression - Versi | 3/28/2014 4:10:01 AM | Sent | 13 | 9 | 4 | UnAssigned |
| | 407 | AD-fikin-pspiga-universal-ouppression - versi | 3/20/2014 4.10.01 AM | oom | 10 | ~ | | onnioonghod |
| | 465 | AB-rikin-psplqa-universal-Suppression - Versio | 3/28/2014 2:58:09 AM | Sent | 2 | 1 | 1 | UnAssigned |
| _ | | | | | | 1 2 | | ÷ |
| | 465 | AB-rikin-psplqa-universal-Suppression -Versio | 3/28/2014 2:58:09 AM | Sent | 2 | 1 | 1 | UnAssigned |
| - - | 465 466 | AB-rikin-psplqa-universal-Suppression -Versio AB-rikin-psplqa-universal-Suppression -Versio | 3/28/2014 2:58:09 AM 3/28/2014 2:58:09 AM | Sent Sent | 2 | 1 | 1 | UnAssigned UnAssigned |
| | 465 466 460 | AB-rikin-psplqa-universal-Suppression -Versio AB-rikin-psplqa-universal-Suppression -Versio AB-QA List 27march14-CITY -Version A | 3/28/2014 2:58:09 AM 3/28/2014 2:58:09 AM 3/27/2014 9:45:29 AM | Sent Sent Sent | 2 | 1 | 1 | UnAssigned UnAssigned rikin'ts |
| | 465 466 460 461 | AB-rikin-psplqa-universal-Suppression -Versio AB-rikin-psplqa-universal-Suppression -Versio AB-QA List 27march14-CITY -Version A AB-QA List 27march14-CITY -Version B | 3/28/2014 2:58:09 AM 3/28/2014 2:58:09 AM 3/27/2014 9:45:29 AM 3/27/2014 9:45:29 AM | Sent Sent Sent Sent | 2 2 1 1 | 1 2 1 1 | 1 0 0 | UnAssigned UnAssigned rikin'ts rikin'ts |
| | 465 466 460 461 456 | AB-rikin-psplqa-universal-Suppression -Versio AB-rikin-psplqa-universal-Suppression -Versio AB-QA List 27march14-CITY -Version A AB-QA List 27march14-CITY -Version B AB-QA-psplqa-27march14-test -Version A | 3/28/2014 2:58:09 AM 3/28/2014 2:58:09 AM 3/27/2014 9:45:29 AM 3/27/2014 9:45:29 AM 3/27/2014 9:45:29 AM | Sent Sent Sent Sent Sent | 2 2 1 1 | 1 2 1 1 | 1 0 0 | UnAssigned UnAssigned rikin'ts rikin'ts UnAssigned |
| | 465 466 460 461 456 457 | AB-rikin-peplqa-universal-Suppression -Versio AB-rikin-peplqa-universal-Suppression -Versio AB-QA List 27march14-CITY -Version A AB-QA List 27march14-test -Version A AB-QA-peplqa-27march14-test -Version B | 3/28/2014 2:58:09 AM 3/28/2014 2:58:09 AM 3/27/2014 9:45:29 AM 3/27/2014 9:45:29 AM 3/27/2014 9:45:29 AM 3/27/2014 9:24:53 AM 3/27/2014 9:24:53 AM | Sent Sent Sent Sent Sent Sent | 2 2 1 1 1 1 1 | 1 2 1 1 1 1 1 | 1 0 0 0 | UnAssigned UnAssigned rikin'ts rikin'ts UnAssigned UnAssigned |

💖 Assign Campaign

• It will open the Assign Campaign Window.



- You can select the Campaign from the drop down list for the Particular selected Mailing.
- If you click on Add New Campaign button.
- It will open the Create Campaign window.



| Create Campaign | |
|----------------------|--|
| Campaign Name* | |
| Campaign Description | |
| Save Cancel | |

- You can create a new Campaign by giving **Campaign Name** and **Campaign Description**. (The **red asterisks** indicate the fields that are required)
- Click on Save to save the Campaign or else click on Cancel to close the window.
- You will get a Success message.

| Assign Campaign | | |
|-----------------|----------------|------------------|
| test 21 | • | Add New Campaign |
| Campaign f | test 21 Create | ed Successfully. |
| | Save | Cancel |
| | | |

- You can now select the Created campaign from the drop down list assign.
- Click on Save to assign the Campaign or else click on Cancel to close the window.



A/B Test Reports Tab

- Click on A/B Test Reports
- It will open **A/B Test Reports** Window.

Tab.

| HOME LISTS CAMPAIGNS ADVANCED ACTIVITY CAMPAIGN RE | PORTS | |
|---|--------------------------------|------------------|
| Mailings Campaigns Templates Archived Mailings AutoScrape Mailings A/B Test M | ailings Landing Pages | |
| | | A/B Test Mailing |
| Manage A/B Test Mailings | | |
| A/B Test Schedule Sent A/B Test Reports | | |
| A/B Test Schedule Sent A/B Test Reports | | |
| | | |
| | | Refresh Download |
| | Select A/B Test Mailing:Select | |
| A/B Test Type : | | |
| From Address : | | |
| From Name : | | |
| Subject A : | | |
| Subject B : | | |
| Winner Criteria : | | |
| Declare Winner after : | | |
| A/B Test Start Date : | | |
| A/B Test Completion Date : | | |
| Winning Version : Remainder Scheduled Date : | | |
| Remainder Start Date : | | |
| Remainder Completion Date : | | |
| | | |
| | | |
| | | |
| | | |
| | | |

• Now select from

| Select A/B Test Mailing: | Select | • dr | opdown list. |
|--------------------------|--------|------|--------------|
|--------------------------|--------|------|--------------|

- Select your desired mail from the list.
- It will display all the details with a graphical statistics.



| lings Campaigns Templ | ates Archived Mailings AutoScrape Mailings A/I | B Test Mailings Landing Pages | | | |
|---------------------------|--|-------------------------------|-----------------------|----------------------|------------------|
| | | | | | A/B Test Mailing |
| | | | | | |
| age A/B Test Mailings | | | | | |
| A/B Test Schedule | Sent A/B Test Reports | | | | |
| est Reports | | | | | |
| sa nopona | | | | | |
| -ABT-20Mar-F_UOUC | (ID: 133) | | | | Refresh Download |
| _ | | | Select A/B Test Maili | ng: qa39-ABT-20Mar-F | - UOUC T |
| | | | Select No Test main | Ig. quoo ribi zomari | |
| B Test Type : | Test multiple From Names | | | | |
| om Address A : | qateam@priyanet.com | 12 | A/B Test State | 5 | |
| om Name A : | pspiqa39 A | | | 10 | |
| om Address B : | news@qa.psplhyd.in | 10 در | | | |
| om Name B : | psplqa39_B | 8 Jud Clocks | 7 | | |
| bject : | ga39-ABT-20Mar-F UOUC | ۶ 6 ۵ | | - | |
| nner Criteria : | . – | s 4 | _ | - | |
| | Highest Unique Opens And Clicks | 2 | _ | _ | |
| clare Winner after : | 1 Hour(s) | 0 | | | |
| 3 Test Start Date : | Mar 20 2014 08:53 AM | | Verston A | Version B | |
| 3 Test Completion Date : | Mar 20 2014 08:54 AM | Stats Overview | Version A | Version B | Remainder |
| nning Version : | Version B | Mailing ID | 384 | 385 | 386 |
| mainder Scheduled Date | Mar 20 2014 09:54 AM | Unique Opens | 2 | 2 | 0 |
| mainder Start Date : | Mar 20 2014 09:55 AM | Unique Clicks | 5 | 8 | 0 |
| mainder Completion Date | : Mar 20 2014 09:55 AM | Successful Delivered | 10 | 10 | 80 |
| | | Unsubscribes | 0 | 0 | 0 |
| temainder Completion Date | : Mar 20 2014 09:55 AM | | | | |
| | | | | | |

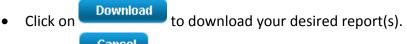
To download a report click on

Download button.

• It will open a **Download Report** window.

| Download Report |
|------------------|
| File type: CSV ▼ |
| Download Cancel |

- Select the file type from dropdown list.
- There are two file types CSV or PDF.



- Click on Cancel to close the window.
- Click on Refresh the page.



Triggered Mailings

A Trigger based emails are a branch of email marketing that can make a big difference in your email marketing results. Triggered messages are sent out automatically based on important or momentous events that are related to your subscriber's actions. Trigger based messages can make subscribers feel valued - whether in the form of a welcome email, a reminder to repurchase a needed product, a message to let the subscriber know you miss their business, or even a celebratory birthday email, among others.

| | | | s A/B Test Mailings Triggered Mailings | | | TRIGGERED |
|--------------|------------------|--------------------------------|--|----------------|----------------|------------|
| ige T | riggered Mailing | S | | | | |
| | gger Rules | Trigger Reports | | | | |
| rch Igere | d ID | Mailing Name | Search | Clear | | |
| Crea | | review 🈽 View Trigger Rule | | | | |
| Clea | | | | | | |
| | Triggered ID | Trigger Name | Created Date | Trigger Action | Trigger Status | Action |
| | 18 | New Triggered Mailing 33 | 1/17/2015 6:40:00 AM | IMMEDIATE | Editing | Deactivate |
| | 17 | New Triggered Mailing - Click | 12/26/2014 8:25:34 AM | IMMEDIATE | Inactive | Activate |
| | 16 | New Triggered Mailing | 12/26/2014 8:20:50 AM | IMMEDIATE | Inactive | Activate |
| | 15 | Log Test Trigger | 12/18/2014 6:57:42 AM | IMMEDIATE | Editing | Deactivate |
| | 14 | Mohit global Level-11th Decemb | 12/11/2014 5:00:35 AM | IMMEDIATE | Inactive | Activate |
| | 13 | Mohit-02 | 12/11/2014 1:04:57 AM | IMMEDIATE | Inactive | Activate |
| | 12 | Mohit-01 | 12/11/2014 1:03:31 AM | IMMEDIATE | Editing | Deactivate |
| | 11 | Test-001 | 12/11/2014 12:57:36 AM | IMMEDIATE | Editing | Deactivate |
| | 9 | Prexa_And | 12/5/2014 7:45:00 AM | IMMEDIATE | Inactive | Activate |
| | 8 | Prexa_Bdy_Isafter | 12/5/2014 7:35:29 AM | IMMEDIATE | Inactive | Activate |

Search Trigger Mail

- For Search criteria there are two ways by Triggered ID or Mailing Name.
- Click on
 Search

button it will display the particular search details.



| | Campaigns | Templates Archived Maili | ings AutoScrape Ma | ailings A/B lest Mailings | Triggered Mailings | SMS Campaigns Landir | g Pages | TRIGGERED |
|--------------|-----------------------|---------------------------|--------------------|---------------------------|--------------------|----------------------|----------------------------|--------------------|
| ige 1 | Friggered Maili | ngs | | | | | | |
| Tri | gger Rules | Trigger Reports | | | F | Records found : 3 | | |
| ch | | 55 | | | | | | |
| | | | | | | | | |
| gere | ed ID | Mailing Name | mohit | | Search | Clear | | |
| gere Crea | | Preview 🐺 View Trigger Ru | L | | Search | Clear | | |
| - | | Preview 🐺 View Trigger Ru | L | Create | | Clear Trigger Action | Trigger Status | Action |
| - | ite <u> </u> Delete | Preview 🐺 View Trigger Ru | ule | | | | Trigger Status Inactive | Action Activate |
| - | te <u> iii</u> Delete | Preview 🐺 View Trigger Ru | ule | 12/11 | rd Date | Trigger Action | | |

• Click on Clear button to clear the search results and all mailings will be seen again.

Create Trigger

- Click on the new Trigger Mailing.
- The following are the different type of tab included in **Trigger Mailing.**
 - Trigger Rule Tab
 - Mailing Details
 - Content Editor
 - Preview & Test mail
 - Confirmation

1. Trigger Rule Tab

• You have to Enter Trigger Name, Select any Trigger Option, Select Trigger Rule, Select Trigger Launch Action.

| igs campaigns remplates Archived Mahli | ings AutoScrape Mailings A/B Test Mailings | Triggered Mailings SMS Campaigns Lar | | | | |
|--|---|---|------------------|--------------------|--------------|-----------|
| | | | | | TR | IGGERED |
| Triggered Mailing | | | | | | _ |
| | | | | | | Save & Ex |
| Trigger Rule | Mailing Details | Content E | ditor | Preview & TestMail | Confirmation | |
| | | | | | | Next >> |
| ger Name* Trigger mailing level | | | | | | |
| | | | | | | |
| Mailing Level O Global Contact Level O | List Contact Level | | | | | |
| Select Mailing | | | | | | |
| | | | | | | |
| igger Rules | | | | | | |
| Add Rule | | | C | | | |
| Author | | Opens/Clicked O UnOpen/DidNot | Click | | | |
| | ng rules as you will not receive expected results. If y | and the set of the second s | de delener e de | | | |
| | ng rules as you will not receive expected results. Ir y | ou require both and 7 or please create a separa | te trigger rule. | | | |
| ger Mailing Launch Action | | | | | | |
| | | | | | | |
| Immediately | | | | | | |

• There are two types for Trigger.



- Mailing Level
- Global Contact Level
- List Contact Level
- **Mailing Level:** For Mailing Level you have to select your desired Mailing from "Select Mailing" section. And then select your desired Trigger Rule.
- Opens/Clicked Radio button
 You can select Unique Opens, Clicked-Any Link and Clicked-Any Specific Link option from drop down.
- UnOpen/DidNotClick Radio Button
 You can select UnOpen and Did Not Click option from drop down.

| | SUPPRESSION ACTIVITY CAMPAIGN REI | | | |
|--|--|--|--------------------|--------------|
| ailings Campaigns Templates Archived Mailin | igs AutoScrape Mailings A/B Test Mailings Inggere | d Mailings SMS Campaigns Landing Pages | | TRIGGERED |
| ew Triggered Mailing | | | | |
| | | | | Save & Exi |
| Trigger Rule | Mailing Details | Content Editor | Preview & TestMail | Confirmation |
| | | | | Next>> |
| Trigger Name* Trigger mailing level | | | | |
| Mailing Level Global Contact Level | List Contact Level | | | |
| Select Mailing | | | | |
| Trigger Rules | | | | |
| Add Rule | ۲ | Opens/Clicked O UnOpen/DidNotClick | | |
| * Do not combine both 'and' / 'or' filters when creating | g rules as you will not receive expected results. If you require | both 'and' / 'or' please create a separate trigger rule. | | |
| Trigger Mailing Launch Action | | | | |
| Immediately | | | | |
| ○ Schedule Hour(s) ✓ after trigg | jer match. | | | |
| | | | | |

• **Global Contact Level:** For Global Contact Level you have to select your desired Contact Attribute from "Add Rule" section.

| lew Triggered Mailing | | | | | | |
|---|--|---|--------------------|--------------|--|--|
| | | | | Save & Exit | | |
| Trigger Rule | Mailing Details | Content Editor | Preview & TestMail | Confirmation | | |
| Trigger Name" | | | | Next>> | | |
| Mailing Level Global Contact Level | Clist Contact Level | | | | | |
| Trigger Rules | | | | | | |
| Remove Contact attribute • BirthDate • Select | Select V and V | | | | | |
| | ating rules as you will not receive expected results. If you | require both 'and' / 'or' please create a separate trigger ru | ie. | | | |
| Trigger Mailing Launch Action City State | | | | | | |
| Immediately Country | | | | | | |
| O Schedule Hour(s) ▼ after tr | igger match. | | | | | |

• List Contact Level: For List Contact Level you have to select desired list from "Select list" section.



| New Trigger | red Mailing | | | | | | |
|-------------|---|--------------------|--------------------|----------------|--------------------|--------------|--|
| | | | | | | Save & Exit | |
| | Trigger Rule | 7 | Mailing Details | Content Editor | Preview & TestMail | Confirmation | |
| | | , | | \$ | | Next >> | |
| Trigger N | ame* | | | | | | |
| 🔍 Mai | ling Level 🔍 Global | I Contact Level | List Contact Level | | | | |
| | lect Lists | | | | | | |
| <u> </u> | | | | | | | |
| • | List ID | List Name | | | | Î. | |
| | 263 | list1 | | | | | |
| | 259 | AB list typ | e2 | | | | |
| | 255 | AB list aal | kash 5SEP | | | | |
| | 254 | AS list 2S | ep | | | * | |
| Trigger | Rules | | | | | | |
| • C | ontact is added to Sele | ected List | | | | | |
| * Do not | * Do not select multiple List(s) for List Level as common contacts will receive email only one time. You can create separate trigger for individual list. | | | | | | |
| Trigger M | rigger Mailing Launch Action | | | | | | |
| • Imm | ediately | | | | | | |
| Sch | edule He | our(s) 🔹 after tri | gger match. | | | | |

- Select "Trigger Mailing Launch Action"
 - > Immediate
 - > Schedule

| Т | rigger Mailing Launc | h Action | |
|---|----------------------|-------------------------------|--|
| | Immediately | | |
| | O Schedule | Hour(s) After trigger match. | |
| | | Day(s) | |

2. Mailing Details

• User has to enter Mailing Details like **From Name, Reply-to Email** and **Subject**. (The red asterisks indicate fields that are required)



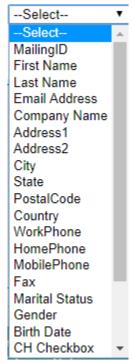
| ings Campaigns Temp | ates Archived Mailings A | utoScrape Mailin | gs A/B Test Mailings Triggered Maili | ngs SMS Campaigns Landing Pages | |
|--|--|--------------------|--------------------------------------|----------------------------------|--|
| | | | | | TRIGGERED |
| w Triggered Mailing | | | | | |
| S-Mailing-Demo01 | | | | | Save & Exi |
| Trigger Rule | Mailing | Details | Content Editor | Preview & TestMail | Confirmation |
| | | | | | <pre><< Back Next >></pre> |
| From Address* | news@qa.psplhyd.in | T | | Enable Google Analytics Tracking | Enable Omniture Tracking |
| From Name* | psplqa80 | | | | |
| Reply-to Email | 1pointqa@priyanet.con | 1 v | | | |
| Subject* | CS-Mailing-Demo01 | | S | | |
| Unsubscribe Info (Max 512 Characters) | If you no longer wish to on the following link: <u>Unsubscribe</u> | o receive these em | ails, simply click | | |
| | Change | | | | |

- Select From Address and Reply-to Email from Dropdown list that has been created by User while creating of the Account or else User can add Email(s) in Manage Account → Mailing Information.
- Beside **Subject** Text Box there is a small Icon of **Insert Personalization Fields**. If User clicks on this button it will open an **Insert Personalization Fields** window.

| Insert Personalisation Field: | Select | • | |
|-------------------------------|--------|---|--|
| Insert | Cancel | | |

• User Has to Select the Desired Field from the Drop Down for personalization.





• At the bottom you can find Unsubscribe Info from where you can give your desired

text and Link label by clicking Change Link.

• We are providing following Link Labels.

| Unsubscribe | |
|-----------------------|---|
| Click here | |
| Leave this list | |
| No More Email | |
| Remove Me | |
| Remove | |
| Opt-Out | |
| Take me off this list | |
| Stop receiving mail | |
| Unsubscribe | ۲ |

Third Party Tracking (Google Analytics / Omniture Tracking)

- At the Right hand upper top Corner of the Window there are two Check boxes of **Enable Google Analytics Tracking** and **Enable Omniture Tracking**.
- **Google Analytics / Omniture Tracking:** Google Analytics / Omniture lets you measure your advertising ROI as well as track your Flash, video, and social networking sites and applications.
 - > Enable Google Analytics Tracking:



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• If you click on Enable Google Analytics Tracking it will open a Section where you can enter your desired Tracking Parameters.

| Campaign Source * |
|---|
| Test48 |
| (referrer: google, citysearch, newsletter4) |
| Campaign Medium * |
| Email |
| (marketing medium: cpc, banner, email) |
| Campaign Term |
| |
| (identify the paid keywords) |
| Campaign Content |
| |
| (use to differentiate ads) |
| Campaign Name * |
| Default Mailing Name 💌 |
| (product, promo code, or slogan) |
| |

- User has to fill the fields as Campaign Source, Campaign Medium, Campaign Term, Campaign Content and Campaign Name. (The red asterisks indicate fields that are required)
 - > Enable Omniture Tracking:
- If you click on enter your desired Tracking Parameters.
 Enable Omniture Tracking it will open a Section where you can



| Omniture Tracking Custom Name * |
|------------------------------------|
| 1point |
| (Custom Variable Name) |
| Custom Value* |
| 1point |
| (Default Custom Value for above Na |
| |

- User has to fill the fields like **Custom Name** and **Custom Value**. (The **red asterisks** indicate fields that are required)
- Click on Save & Exit it will save your work in Drafts and redirect to the Manage

Mailings → Draft Tab.

Click on Next >> button it will open the Content Editor Tab.

3. Content Editor

After entering Details you have to Insert Template or you can create your own template with the help of Editor. There are two types of templates HTML and Text. You can insert personalize field and Standard links. Also you can do **"Spam Check"** to get the rating of your content before sending and "**Save**" content.



| | mannings Autoscrape mannings | A/D Test mainings Triggel | red Mailings SMS Campai | gns Landing Pages | TRIGGERED |
|---|--------------------------------|------------------------------------|-------------------------|------------------------------|---|
| Triggered Mailing | | | | | |
| lailing-Demo01 | | | | | Save & E |
| Trigger Rule | Mailing Details | Content Editor | • | Preview & TestMail | Confirmation |
| | | | | Spam Check | Save << Back Next >> |
| ect a pre-existing template for your E-Mail desig OR | gn: 1Point | ▼ | | | |
| ate your own or Paste your HTML code using th | ne Editor. | | | | |
| HTML TEXT | | | | I have included my mailing a | address and an unsubscribe link in this mailing |
| - 🎔 AA 🗉 🔏 📭 😩 🕼 🕼 🛍 🙈 | B I ∐ abe ≡ ≡ ≡ | 律 律 ♥・♥・ A・ ⟨ | 🔊 🔹 🕩 🔯 🛛 Apply CSS Cl | Font Name | graph St • 🔲 📭 Ω • 🗙 ×: 📝 • |
| •)= := 🕒 🖪 🚍 Zoom 🔹 🐊 📥 | 🎄 🔉 🔋 📑 🔝 🎭 • 📓 | · • | ^ | | |
| | features on their site. | | An | giës list. | |
| | A Online cosmic t | icket sales. | | | |
| | | quick easy way for customers to pu | | /iew more | |
| | | e to manage, we can help. | incluse cosmic | | |
| | | | | | |
| | 77 | | | | |
| | Request a Free Ou | uote by visiting our site | | | |
| | www.1pointintera | ctive.com | | est Demo | |
| | Ph. : 617-800-9290 | ırg Pkwy, Indianapolis, IN 4625 | 1 | | |
| | Email : <u>support@1pointi</u> | nteractive.com | POIN | Interactive: | |
| | | | | thi. | |
| Design <> HTML | | | | | Words: 227 Characters: 14 |
| | | | - | | |
| | Insert Personalization F | ield:Select | • | I have included my mailing | address and an unsubscribe link in this mailing |

• Select a pre-existing template for your E-Mail design: Select from dropdown any design.

| Trigger Rule | Mailing Details | Content Editor | | | |
|---|-----------------|----------------|--|--|--|
| | | | | | |
| Select a pre-existing template for your E-Mail design: 1Point | | | | | |
| OR Create your own or Paste your HTML code using the Editor. | | | | | |
| HTML TEXT | | | | | |

- It will show the preview of design in the body part.
- In HTML mode you can edit with the help of this tool bar.

| 🌲 🎔 A 💷 🕹 🖻 😩 🗳 🖏 🖏 🕄 🔒 | B / 旦 💩 副言言言 律 律 🤊 ・ 🔍 ・ 🗛 ・ 🐼 ፣ ① 🔯 Apply CSS Cl ・ 「Times New・ 3 ・ Normal ・ 🔃 🖡 Ω ・ x* 🗴 ダ・ |
|-------------------------|--|
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| | |

At the end of body there is
 >HTML button If you click on
 <>HTML you can see the Design Code.



1Point

| | | eft" <u>valion</u> ="top" style= ttp://i848.photobucket. | | agnesh-patel/Misc/1Point/ | gray_strib_bottom.ip | g" width="620' |
|----------|-------------------|---|--------|---------------------------|----------------------|----------------|
| | | | | | | |
| 🦯 Design | ≪> HTML | 1 | | | | |
| | | | Insert | Personalization Field: | Select | • |
| | | | | Insert Standard Link: | Select | • |
| | | | | | | |

If you click on TEXT button you can add your text version along with your

HTML Design.

• You can **convert HTML to text.**

| Convert HTML to TEXT Insert Link |
|---|
| http://www.piltd.com Dear [!FirstName!], |
| Priya International Ltd is a software services company that develops and delivers custom technology solutions. We offer |
| Software Development as well as Product Engineering, Software Maintenance and Offshore Development. We offer rap trained people and emphasizing quality, cost-effectiveness and on-time delivery. We carefully consider and optimize eac |
| specification to implementation. At every phase of the development cycle, we strive to deliver quality and provide a rick http://www.piltd.com/services.html |
| DEVELOPMENT : (http://www.piltd.com/software-development.html) |
| New applications. E.g. Email Marketing, ERP etc. |

- Under **TEXT** if you click on Insert Link button.
- It will open the Insert Link window.

| 🗐 Insert Link | × |
|---------------|---|
| Link Name : | |
| URL: | |
| OK Cancel | |
| | |
| | |

• Here you can insert the desired URL Link into text version.



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- Click on OK button to save the URL or else click on Cancel button to close the window.
- At the bottom of the window you will find two drop down list.

| Insert Personalisation Field: | Select | - |
|-------------------------------|--------|---|
| Insert Standard Link: | Select | • |

• Here you can **Insert Personalization Field** and place in any location of the design where you desire.

| | First Name |
|-------------------------------|----------------|
| | MailingID |
| | Last Name |
| | Email Address |
| | Company Name |
| | Address1 |
| | Address2 |
| | City |
| | State |
| | Postal Code |
| | Country |
| | WorkPhone |
| | HomePhone |
| | MobilePhone |
| | Fax |
| | Marital Status |
| | Gender |
| | Birth Date |
| | CH Checkbox |
| | CH date |
| | CH textbox |
| | V Date |
| | VC Check |
| | VC Text |
| Insert Personalization Field: | Select |
| | |



• Here you can **Insert Standard Link** and place in any location of the design where you desire.

| | Select |
|-------------------------------|---------------------------------|
| | Hosted Version Link |
| | Forward To a Friend Link |
| | List Unsubscribe |
| | Unsubscribe(Confirmation) |
| | Unsubscribe(No Confirmation) |
| | Share on Facebook |
| | Tweet on Twitter |
| Insert Personalization Field: | Mailing Address |
| Insert Standard Link: | Select 🔻 |
| | Curry Charle |

- Before sending your mail click on Spam Check to check the Spam Score.
- Spam score will let you know whether the template will be worth to send or not.
- If your score is high then there are more possibilities that mail(s) you send to your

customers will reach their Spam box.

| pamCheck | Close |
|---|---|
| | Score : 0.7 |
| pts rule | description |
| 0.0 HTML_MESSA 0.0 URIBL_BLOC 0.1 URIBL_SBL_ 0.6 URIBL_SBL | <pre>KED ADMINISTRATOR NOTICE: The query to URIBL was blocked. See http://wiki.apache.org/spamassassin/DnsBlocklists #dnsbl-block for more information. [URIs: calfinderaffiliates.com]</pre> |
| | esults above may indicate a score of 0.0. However, even for a low total score, if there are five or more items listed ge may still be rejected as spam. |
| Less than 4. | Clean content, no action required. |
| 4 to 4.9 | Content may be rejected by very strict filters. |
| 5 to 6.3 | Content may be rejected by strict filters. |
| | |

• It is Mandatory to check this check box before sending

Mail.



Next >> If you won't check and will click on then it will show an Error message. You have not included your mailing address and the unsubscribe link in your mailing. Would you like us to add these items for you? Yes No Yes If you click on it will automatically add the Unsubscribe link and Mailing Address at footer. No If you click on it will redirect back to the Content Editor Tab. Save & Exit Click on it will save your work in Drafts and redirect to the Manage Trigger Mailings. << Back Click on button it will redirect to the Mailing Details tab. Next >>

Fill the details and Click on **Next** button page will redirect to the **Preview & Testmail** tab.

4. Preview & TestMail

Here User can Preview the Created Mail and can Send Test Mail to ensure that Campaign Mail is designed perfectly or not.

| lailings Campaigns Templates Archived Mailings | AutoScrape Mailings A/B Test Mailings Triggere | ed Mailings SMS Campaigns Landing P | nges | | TRIGGERED | |
|---|--|-------------------------------------|---------|--------------------|-----------------|--|
| dit Triggered Mailing | | | | | | |
| oin 1652-check | | | | | Save & Exit | |
| Trigger Rule | Mailing Details | Content Edit | or | Preview & TestMail | Confirmation | |
| | | | | , | << Back Next >> | |
| Send a pre-launch test email to yourself or a covortier to verify the Mailing before final launch. | | | | | | |
| Which type would you like to use? Type your Email ad | Iress manually Select your Seed List | | | | | |
| Email Address | | | | | | |
| Separate multiple addresses with a comma ', if you want to send more than one text at a time. | | | | | | |
| Personalize email for(Optional) Fetch First Contact | | | | | | |
| The data of this address will be used to show personalization values in test mail (i.e. First Name) | | | | | | |
| Send From Mailer Account Mailer | • | | | | | |
| | | Send Test | Preview | | | |

- To verifying the Mailing before Final launch there are two Options
 - Type your Email Address manually
 - Select your Seed list

Type your Email address manually:



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- Select the radio button
- Type your Email address manually
- Enter email id in the Email Address.
- You can add multiple Emails separating by comas (,).
- Personalize email for sending test mail (Optional).
- Click on Fetch First Contact it will fetch the Email of First contact and will display details like First Name, last Name etc while you send the mail.
- Click on Send Test button and Success message Pop up will be displayed.

| The page at www.qa.psplhyd.in says: | | × |
|--|----|---|
| Test Emails have been sent successfully. | | |
| | OK | |

• Click on to close the Pop up Window.

Select your Seed List:

- Select the seed list radio button Select your Seed List
- Click on Look Up button.

| Mailings Campaigns Templates Archived Mailin | gs AutoScrape Mailings A/B Test Mailings Triggered M | tailings SMS Campaigns Landing Pages | | TRIGGERED | | |
|--|---|--------------------------------------|--------------------|--------------|--|--|
| | | | | HIGGENED | | |
| Edit Triggered Mailing | | | | | | |
| poin 1652-check | | | | Save & Exit | | |
| Trigger Rule | Mailing Details | Content Editor | Preview & TestMail | Confirmation | | |
| Trigger Rule Mailing Details Content Editor Preview & TestMail Confirmation Send a pre-isunch tet email to yoursef or a counter to verify the Maing before fruit launch. Image: Content Editor Image: Content Editor Which type would you like to use? Type your Email address manually @ Select your Seed List Image: Content Editor Image: Content Editor Select SeedLat(s) Image: Content Editor Image: Content Editor Image: Content Editor Personalize amail for(Optional) Image: Content Editor Image: Content Editor Send From Mailer Send list Preview | | | | | | |

• It will open a Select Seed Lists Window.



| Select SeedLists | | | | | | | |
|---------------------|------------------|--------------------------------|----------------------|--|--|--|--|
| List Name SortBy | A to Z | Search Clear | | | | | |
| | 1.27 04:43:18(2) | SDL_2017.11.27 04:44:10(2) | seed list 1st dec(3) | | | | |
| Select All | | | | | | | |
| | | OK Cancel | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

- Here user can search the particular records.
- Enter the List Name.
- Search button it will display the respective result. Click on •
- Ok To select the Seed List, select the check box and click on button. •
- Cancel Click on button window will close and Page will redirect to the • Confirmation tab.
- Send Test Click on button and Success message Pop up will be displayed.

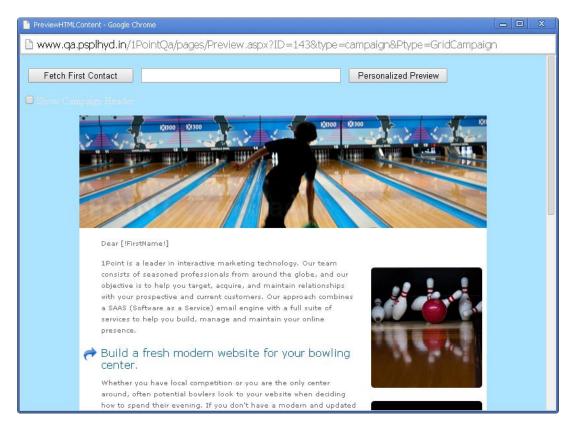
| The page at www.qa.psplhyd.in says: | |
|---|----|
| Seed List Test Emails have been sent successfully | |
| | ОК |

ОК to close the Pop up Window. Click on 1



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Click on Preview button it will open the Preview of Template content in a new Preview HTML Content Window.



Click on Save & Exit it will save your work in Drafts and redirect to the Manage

Trigger Mailings.

• Click on << Back</pre> button it will redirect to Content Editor Tab.

Fill all the details & Click on **Next** >> button Page will redirect to **Confirmation tab**.

5. Confirmation

This is the Final Step of Trigger Mailing. You can verify at the final step. If there is any mistake/pending in process it will indicate \bigotimes sign or if all process has done properly it will indicate \bigotimes sign.



| ailings Campaigns Templates | Archived Mailings AutoScrape Mailings | SMS Campaigns Landing Pages | | |
|-----------------------------|---------------------------------------|-----------------------------|--------------------|--------------|
| | J | | | TRIGGERED |
| w Triggered Mailing | | | | |
| v mggered wannig | | | | |
| -Mailing-Demo01 | | | | Save & Exit |
| Trigger Rule | Mailing Details | Content Editor | Preview & TestMail | Confirmation |
| | | | | << Back |
| Launch Check List | | | | |
| FROM NAME | psplqa80 | | Trigger Action | Immediate 🤤 |
| FROM ADDRESS | news@qa.psplhyd.i | n | Solution | |
| SUBJECT LINE | CS-Mailing-Demo01 | | | |
| | | | | |
| | | Activate Irigger Cancel | | |
| | | Activate Trigger Cancel | | |

- Click on Save & Exit it will save your work in Drafts and redirect to the Manage Trigger Mailings.
- If you click on
 If you click on
 Activate Trigger then your finalize Trigger Mail will be Activated.
 If you click on
 Cancel it will close the window and redirect to Manage Trigger Mailings page.

Edit Trigger Mailing

• Just click on the Mailing Name Hyperlink.

| | mpaigns Tem ered Mailings | plates Archived Mailings AutoScrape M | ailings A/B Test Mailings | Triggered Mailings | SMS Campaigns | Landing Pages | TRIGGERED |
|---------------------------------|------------------------------|---|---------------------------|--------------------|----------------|----------------|------------|
| Trigger I arch iggered ID | | Trigger Reports Mailing Name www.www.www.www.www.www.www.www.www.ww | | Search C | lear | | |
| | Friggered ID | Trigger Name | Created | Date | Trigger Action | Trigger Status | Action |
| 1 | 18 | New Triggered Mailing 33 | 1/17/20 | 15 6:40:00 AM | IMMEDIATE | Editing | Deactivate |
| 1 | 17 | New Triggered Mailing - Click | 12/26/20 | 014 8:25:34 AM | IMMEDIATE | Inactive | Activate |
| 1 | 16 | New Triggered Mailing | 12/26/20 | 014 8:20:50 AM | IMMEDIATE | Inactive | Activate |
| 1 | 15 | Log Test Trigger | 12/18/20 | 014 6:57:42 AM | IMMEDIATE | Editing | Deactivate |
| 1 | 14 | Mohit global Level-11th Decemb | 12/11/20 | 014 5:00:35 AM | IMMEDIATE | Inactive | Activate |
| 1 | 13 | Mohit-02 | 12/11/20 | 014 1:04:57 AM | IMMEDIATE | Inactive | Activate |
| 1 | 12 | Mohit-01 | 12/11/20 | 014 1:03:31 AM | IMMEDIATE | Editing | Deactivate |
| 1 | 11 | Test-001 | 12/11/20 | 014 12:57:36 AM | IMMEDIATE | Editing | Deactivate |
| | 9 | Prexa_And | 12/5/20 | 14 7:45:00 AM | IMMEDIATE | Inactive | Activate |
| | | | | | | | |



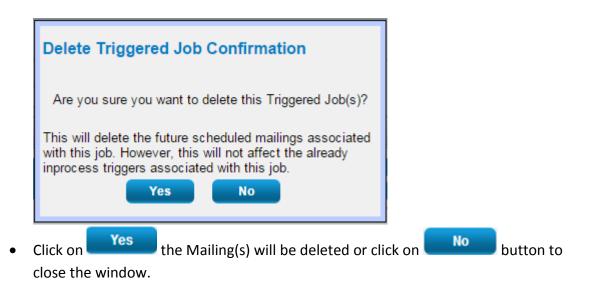
• It will open the "Edit Triggered Mailing" Window.

| HOME LISTS CAMPAIGNS ADVANCED | SUPPRESSION ACTIVITY CAMP | PAIGN REPORTS | | |
|--|--|--|--------------------|--------------|
| Mailings Campaigns Templates Archived Mailin | gs AutoScrape Mailings A/B Test Mailings | Triggered Mailings SMS Campaigns Landing Pages | | |
| | | | | TRIGGERED |
| Edit Triggered Mailing | | | | |
| test mail test | | | | Save & Exit |
| Trigger Rule | Mailing Details | Content Editor | Preview & TestMail | Confirmation |
| Trigger Name* [test mail test | | | | Next>> |
| Mailing Level O Global Contact Level O | List Contact Level | | | |
| Select Mailing Recipients Of FF browser text only 3 | | | | |
| Trigger Rules Add Rule | | Opens/Clicked O UnOpen/DidNotClick | | |
| Remove Clicked ~ Any link ~ | and ~ | | | |
| * Do not combine both 'and' / 'or' filters when creating | rules as you will not receive expected results. If | you require both 'and' / 'or' please create a separate trigger rule. | | |
| Trigger Mailing Launch Action | | | | |
| Immediately | | | | |
| O Schedule Hour(s) v after trigg | er match. | | | |

<u>Note:</u> Remaining process in Edit Mailing will be same as "Create Trigger Mailing". Refer from Page 259.

Delete Trigger Mailing

- Select the Mailing check box clicks this <u>Delete</u> button.
- It will open the **Delete Triggered Job Confirmation** Window.



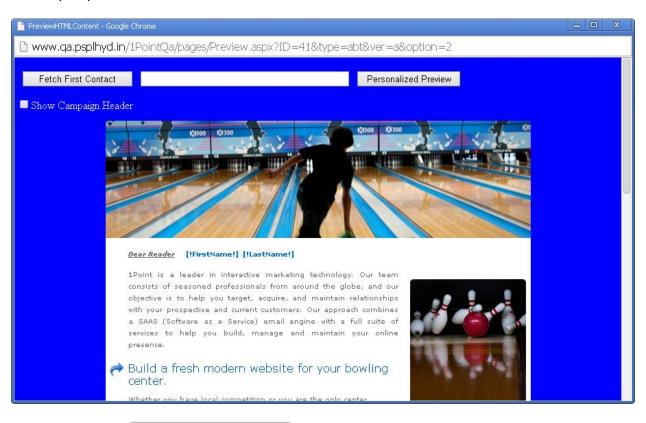
Preview

- You can see preview of your HTML, Text mail which you selected in Manage Trigger Mailings.
- Select the particular mail check box and click on Preview button.



| Trigger Rules Trigger Reports Search | | | | | | | |
|--------------------------------------|--------------------|-----------------------------------|--------------------------------------|----------------|---------------------------|----------------------|--|
| Friggere | ed ID | Mailing Name | Search | Clear | | | |
| 🔅 Crea | te 前 Delete P | review 😽 View Trigger Rule | | | | | |
| | | | | | | | |
| _ | Trianand ID | T-lana Mara | | Telesco Askes | T-lana Olaha | 1-1 ² | |
| | Triggered ID | Trigger Name | Created Date | Trigger Action | Trigger Status | Action | |
| | Triggered ID 19 | Trigger Name CS-Mailing-Demo01 | Created Date 1/20/2015 7:15:03 AM | Trigger Action | Trigger Status Editing | Action Deactivate | |
| | | | | | | | |

It will open preview in Preview HTML Content Window.



If you click on Fetch First Contact

you can get the Email Id of your first contact

present in your Target list.

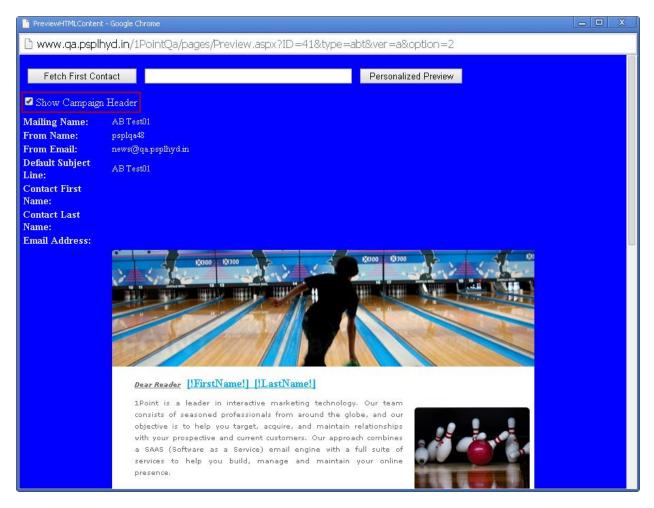
- Personalized filed(s) like **First Name**, **Last Name** etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!] [!LastName!] with the contact details that is been saved in your database.
- It will display the Email id in the Text box with the required Information below in personalized fields.



• If you enter any Email Id in the Text box that is present in your database and click on

Personalized Preview then it will show the information of that Email id.

 If you click Show Campaign Header check box you can see the Mailing Details of the HTML Content.



View Trigger Rule

- You can see Trigger rule which has been set up for selected trigger.
- On clicking "View Trigger Rule" pop up window will be open.



| rigger Rule | | | | | | |
|--------------------------|---------------|---------------------------------------|-----------------|-------------------------------|-------|--|
| rigger Name : | CS-ML-Trigge | er-05Dec14_Google ANE |) 1Point AN | D Piltd | | |
| | Clicked | ▼ Any specific link ▼ | Equals • | http://www.google.com/ | and 🔻 | |
| When a Contact : | Clicked | Any specific link | Equals • | http://www.1pointinteractive. | and 🔻 | |
| | Clicked | Any specific link | Equals • | http://www.piltd.com | and 🔻 | |
| n Mailing(s) : | CS-Mailing fo | or Trig_001 | | | | |
| A Trigger will be sent : | IMMEDIATE | | | | | |

Trigger Reports Tab

This is the Trigger Reports Tab. Here you can view reporting of your sent trigger mailings. There are several option on this sections like Preview, Refresh, Download, View Action.

| | | | | | TRIGGERED |
|------------------------|-----------------------------|-------------------------------|-----------------|--|------------------|
| age Triggered Mailings | | | | | |
| Trigger Rules | gger Reports | | | | |
| -ML-Trigger-05Dec14 | Google AND 1Point AND Piltd | (ID: 3) | | Preview Select Trigger: CS-ML-Trigger | Refresh Download |
| From Address : | news@qa.psplhyd.in | Email Stats | | Email Impact | |
| From Name : | chintan80 | Contacts Targeted | 2 | Email impact | |
| Subject : | CS-ML-Trigger-05Dec 14_Goo | Successful Delivered | 2 (100%) | | |
| Trigger Action : | IMMEDIATE | Active | 0 (0%) | | |
| Trigger Start Date : | Dec 05 2014 05:25 AM | Total Opens | 3 | | |
| Trigger End Date : | Dec 05 2014 05:55 AM | Unique Opens | 2 (100%) | | |
| Trigger Rule : | View Rule | Total Clicks | 2 | | |
| Mailing for Trigger : | CS-Mailing for Trig_001 | Unique Clicks | 2 (100%) | | |
| | | Clicks: Unique Contacts (CTR) | 2 (100%) | | |
| Total Re | cords Contacted | Unsubscribes | 0 (0%) | Delivered 100.00% (2) Active 0.00 Bounced 0.00% (0) | % (0) |
| | 2 | Bounced | 0 (0%) | | |
| | 2 | Hard/Soft | 0 (0%) / 0 (0%) | | |
| | | Forwards | 0 (0%) | | |

Let's get idea for each option:

• Select Trigger Mail (Dropdown): From here you can select the mails whish has sent and reports generated. Deleted mailings will not be displayed in dropdown.



| | Preview Refresh Download |
|-----------------|---|
| Select Trigger: | CS-ML-Trigger-05Dec14 Google AND 1Poi 🔻 |
| | Select |
| | Mohit global Level-11th December |
| | Prexa_And |
| Email Impact | Prexa_Bdy_Isafter |
| | Prexa_Bdy_Isbefore |
| | Prexa_Bdy_Istoday |
| | CS-ML-Trigger-05Dec14_Google OR 1Point OR Piltd |
| | CS-ML-Trigger-05Dec14_Google AND 1Point AND Pil |
| | CS-ML-Trigger-05Dec14 AnyLink HTML |
| | CS-ML-Trigger-05Dec14 UO& :/.,- |

- Preview: on clicking on Preview it will display Preview of selected mail.
- **Refresh**: on clicking on **Refresh** it will refresh the page and data will be refreshed.
- **Download**: on clicking **download** it will open "Download Report" pop up.

| Download Report | |
|-----------------|---------------|
| File type: | CSV V |
| | CSV |
| Download | PDF Cancel |
| | |

- From here you can download CSV or PDF file.
- View Rule: For detail steps of View Action go to page no 275.
- If you click on hyperlink of Email Stats report it will allow downloading particular report.

| Email Stats | |
|-------------------------------|-----------------|
| Contacts Targeted | 2 |
| Successful Delivered | 2 (100%) |
| Active | 0 (0%) |
| Total Opens | 7 |
| Unique Opens | 2 (100%) |
| Total Clicks | 12 |
| Unique Clicks | 10 (100%) |
| Clicks: Unique Contacts (CTR) | 2 (100%) |
| <u>Unsubscribes</u> | 0 (0%) |
| Bounced | 0 (0%) |
| Hard/Soft | 0 (0%) / 0 (0%) |
| Forwards | 0 (0%) |
| | |



• On clicking hyperlink of label it will open "Download Report" pop up.

| Download Report | | | | |
|---|--|--|--|--|
| ● Standard Fields Custom Fields ALL | | | | |
| Download Cancel | | | | |



Automated Workflow

Mainly used for creating more than one triggered mailing which is connected with the previous one.

Here, steps for how to be done in 1Point are as following.

| POINT | MAIL | | | | ۵ | Welcome : psplqa532 Manage Account Help Logout |
|--------------|---------------------|--|---|----------|-----------------------|---|
| HOME L | ISTS CAMPAIGN | IS ADVANCED SUPPRESSION ACTIVITY CAMP | AIGN REPORTS | | | |
| Mailings Can | npaigns Templates A | rrchived Mailings AutoScrape Mailings A/B Test Mailings Triggere | d Mailings Automated Workflow SMS Campaigns Landing | Pages | | Automated Workflow |
| Manage Auto | omated Workflow | | | | | |
| Automa | ted Workflow | Workflow Reports | | | | |
| Workflow I | | Workflow Name | Search Clear | | | |
| 🔅 Create | 📋 Delete | | | | | |
| • | Workflow ID | Workflow Name | Workflow Type | Status | Created Date | |
| | 122 | YP Automated workflow - CLICK | SentMailing | Active | 1/11/2019 4:24:46 AM | |
| | 121 | Click Workflow Design email se | SentMailing | Active | 1/11/2019 4:18:53 AM | |
| | 120 | click workflow for text contac | SentMailing | Inactive | 1/11/2019 3:54:58 AM | |
| | 119 | Workflow for Click Text Contac | SentMailing | Inactive | 1/11/2019 1:24:42 AM | |
| | 118 | check text contact workflow | SentMailing | Inactive | 1/11/2019 1:10:26 AM | |
| | 117 | Check Click Workflow 11th Jan | SentMailing | Inactive | 1/11/2019 12:31:38 AM | |
| | 116 | click | SentMailing | Inactive | 1/10/2019 1:34:16 AM | |
| | 115 | Rs click test | SentMailing | Inactive | 1/10/2019 1:05:20 AM | |
| | 114 | RS click & open workflow 10th | SentMailing | Inactive | 1/9/2019 11:57:56 PM | |
| | 113 | Recheck 1745 User | SentMailing | Inactive | 1/9/2019 11:57:53 PM | |
| R 4 1 | 23456789 | F H | | | | |
| | | | | | | |

Click on **Create** button > Automated Workflow window open with "**Select Workflow** type".

There are three types for the workflow type:

- 1) Based on sent/draft mailing
- 2) Say 'happy birthday'

| Based on sent/draft mailing | 1 | Say "Happy Birthday" |
|--|--------|---|
| Do the follow up actions on already sent/ draft mailin | g. | Send out an email based on the birthdate filed in your list |
| | | |
| | Cancel | |
| | Cancer | |

Here you can select any one option else click on **concern** button to close the window.



1) Based on sent/draft mailing

If user choose **'Based on sent/draft mailing**' workflow type then below screen will be displayed. Here user have to give workflow name and choose mailing.

| IE LISTS | CAMPAIGNS | | POINTMAIL | | | | | | | |
|--------------|---|--|---|---------|--|--------------------|--|--|--|--|
| | | ADVANCED SUPPRESSION ACTIVITY CAMPAIGN REPORTS | | | | | | | | |
| gs campaigns | s Templates Archi | ved Mailings AutoScrape Mailings A/B Test Mailings Triggered Mailings Automate | ed Workflow SMS Campaigns Landing Pages | | | Automated Workflow | | | | |
| | d on sent/draft up with series of autor flow Name * | t mailing mated trigger for already sent campaigns or create an automated series in advance for futur | e campeign. | | | | | | | |
| N | Mailing ID | Mailing Name | Sent / Scheduled | Status | | | | | | |
| 5 | 513 | Clone Of New Mailing test_1/16/2019 3:22:45 AM | 1/16/2019 3:23:49 AM | Editing | | A | | | | |
| 5 | 512 | New Mailing test | 1/16/2019 3:10:26 AM | Editing | | | | | | |
| | 510 | triggercampmail | 1/16/2019 2:15:11 AM | Sent | | | | | | |
| S | | | | | | | | | | |

Then click on Create button. You can see that trigger is created else click on

button to close the window.

Now here you can edit that trigger & design template (by design email).

| | | | ۵ | Welcome : psplqa532 Manage Account Help Logout |
|-----------------------|-----------------------------|--|-----------------------|---|
| | | SUPPRESSION ACTIVITY CAMPAIGN REPORTS utoScrape Mailings AB Tost Mailings Triggered Mailings Automated Workflow SMS Campaigns Landing Pages | | |
| | | | | Automated Workflow |
| Workflow Type | low : test workflow for use | | Disable Workflow Save | a Activate Workflow Save & Exit |
| | sent/draft mailing KS_f | BM 10(th Jan bers Previous email not opened Edit Trigger Delete | | Inactive |
| — | Blank HTML | Automation Email #1 Subject : | | Design Email |
| | | | | Activate |
| | | Add Mailing | | |
| | | | | |

Here , you can also edit the automated workflow name by click on the automated workflow name.



| Edit Workflow | Name |
|----------------|------------------------------|
| Workflow Name* | test workflow for user guide |
| | Save Cancel |

Then click on **Create** button. You can see that workflow name is updated else click on **Cancel** button to close the window.

- 1. Edit Trigger
- 2. Design Email
- 3. Delete

1) Edit Trigger

Below screen will be open while click on "Edit Trigger" button.

- Mailing for Final launch action there are two Options
 - 1.Immediately
 - 2.Schedule

For Schedule you can select by Hour(s) and Day(s).

| | Edit Trigger | Can | cel Update Trigge |
|--|---|-----|-------------------|
| Previous email r A subscriber does <u>Change trigger</u> | ot opened not open the previous Automation email in your series. | | |
| Launch Action Immediately Schedule | 1 Day(s) • after trigger match | | |

For Change trigger link



| | Edit Trigger | Cancel U | Updat |
|---|---|--|-------|
| Previous email not opened | | | |
| A subscriber does not open the previous Automati | ion email in your series. | | |
| <u>Cancel new trigger</u> | | | |
| | | | |
| Select a new trigger | | | |
| | | | |
| | | | |
| Workflow activity | | | |
| Workflow activity | | | _ |
| | | | - |
| Workflow activity Previous email sent | Previous email opened | Previous email not opened | _ |
| Previous email sent A subscriber is sent the previous Automation Email | A subscriber opens the previous Automation email in | A subscriber does not open the previous Automation | _ |
| Previous email sent | | | _ |
| Previous email sent A subscriber is sent the previous Automation Email | A subscriber opens the previous Automation email in | A subscriber does not open the previous Automation | _ |
| Previous email sent A subscriber is sent the previous Automation Email | A subscriber opens the previous Automation email in | A subscriber does not open the previous Automation | |
| Previous email sent A subscriber is sent the previous Automation Email | A subscriber opens the previous Automation email in | A subscriber does not open the previous Automation | |

Here you can see that there are Workflow activity modules for Change trigger.

1. Workflow activity

- Previous email sent
- Previous email opened
- Previous email not opened
- Previous email clicked
- Previous email not clicked
- Specific link in previous email clicked



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| Previous email sent | Previous email opened | Previous email not opened |
|--|--|---|
| A subscriber is sent the previous Automation Email in your series. | A subscriber opens the previous Automation email in your series. | A subscriber does not open the previous Automation email in your series. |
| | | |
| Previous email clicked A subscriber clicks any link in the previous Automation email in your series. | Previous email not clicked A subscriber does not click any link in the previous Automation email in your series. | Specific link in previous email clicked A subscriber clicks on a specific link in the previous Automation email in your series. |

If user click on "**Cancel new trigger**" link then page should be redirect on Edit Triggered page.

| Edit | Trigger | Cancel | Update Trigger |
|--|---------|--------|----------------|
| Previous email not opened A subscriber does not open the previous Automation email in your series. <u>Change trigger</u> | | | |
| Launch Action Immediately Schedule 1 Day(s) Tafter trigger match | | | |

Here,

If user choose "**Previous email sent**", below screen will be displayed.



1Point

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| | Edit Trigger | Cancel | Update Trigger |
|---|--------------|--------|----------------|
| Previous email sent A subscriber is sent the previous Automation Email in your series. <u>Change trigger</u> | | | |
| Launch Action Immediately Schedule 1 Day(s) * after trigger match | | | |

If user choose "**Previous email opened**", below screen will be displayed.

| | | Edit Trigger | Cancel Update Trig |
|-----------------|---|--------------|--------------------|
| | | | |
| Previous emai | opened | | |
| A subscriber op | ns the previous Automation email in you | ır series. | |
| Change trigger | | | |
| | | | |
| | | | |
| Launch Action | | | |
| Immediately | | | |
| - | | | |
| Schedule | 1 Day(s) ▼ after trigger m | natch | |
| | | | |

If user choose "**Previous email not opened**", below screen will be displayed.

| | Edit Trigger | Cancel Update Trigge |
|---|---------------------------------|----------------------|
| Previous email not opened | | |
| A subscriber does not open the previous A | utomation email in your series. | |
| Change trigger | | |
| | | |
| Launch Action | | |
| O Immediately | | |
| Schedule Day(s) | ▼ after trigger match | |
| | - alter uigger match | |



If user choose "**Previous email clicked**", below screen will be displayed.

| | Edit Trigger | Cancel Update T |
|---|---------------------------------|-----------------|
| | | |
| Previous email clicked | | |
| A subscriber clicks any link in the previous Au | utomation email in your series. | |
| Change trigger | | |
| | | |
| | | |
| Launch Action | | |
| Launch Action | | |
| Immediately | | |
| | | |
| Schedule 1 Day(s) | after trigger match | |
| | | |
| | | |

If user choose "**Previous email not clicked**", below screen will be displayed.

If user choose "**Specific link in previous email clicked**", below screen will be displayed.



1Point

| | Edit Trigger | Cancel Upda |
|--|---------------------------------|-------------|
| Specific link in previous email clicked | | |
| A subscriber clicks on a specific link in the previous A | utomation email in your series. | |
| Change trigger | - | |
| | | |
| | | |
| | | |
| Launch Action | Specific link: * | |
| | Specific link: * | |
| Immediately | Specific link: * | |
| | | |

Here user can select any one option for the trigger.

| Then Click on | for updating trigger else click on | Cancel | button for |
|-------------------|------------------------------------|--------|------------|
| close the window. | | | |

2) Edit "Design Email"

Here we must put some mailing information and choose the template.

Step:1 Give information about From Address, From Name, Subject, Unsubscribe Info, Google Analytics & Omniture Tracking.

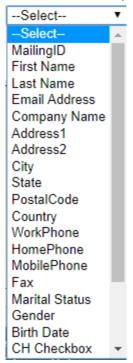
| Automated Workflow | | | | | |
|--|---|--------------------|--------------------------------|-------------------------------|---------|
| test workflow for user guide Ca | | | | | Cancel |
| • | Mailing Details | | Content Editor | Preview & TestMail | |
| | | | | | Next >> |
| From Address* | 1pointqa@priyanet.com | | Enable Google Analytics Tracki | ng 🔲 Enable Omniture Tracking | |
| From Name* | psplqa532 | | о , | о О | |
| Reply-to Email | 1pointqa@priyanet.com | | | | |
| Subject* | test workflow for user guide - trigger 1 | 5 | | | |
| Unsubscribe Info (Max 512 Characters) | If you no longer wish to receive these em on the following link: <u>Unsubscribe</u> | ails, simply click | | | |
| | Change | | | | |



- User has to enter Mailing Details like **From Name** and **Subject**. (The **red asterisks** indicate fields that are required)
- User has to select from the drop down list for From Address, Reply- to Email.
- Select From Address and Reply-to Email from Dropdown list that has been created by User while creating of the Account or else User can add Email(s) in Manage Account → Mailing Informations.
- Beside **Subject** Text Box there is a small Icon for **Insert Personalization Fields**. If User clicks on this button it will open an **Insert Personalization Fields** window.

| Select 🔹 | |
|----------|--------|
| 5 | |
| | |
| Cancel | |
| | Select |

• User Has to Select the Desired Field from the Drop Down for personalization.



- At the bottom you can find **Unsubscribe Info** from where you can give your desired text and Link label by clicking <u>Change</u> Link.
- We are providing following Link Labels.



| Link Text | Unsubscribe • |
|---------------------|-----------------------|
| Done | Unsubscribe |
| | Click here |
| | Leave this list |
| | No More Email |
| | Remove Me |
| | Remove |
| | Opt-Out |
| | Take me off this list |
| Stop receiving mail | |

Third Party Tracking (Google Analytics / Omniture Tracking)

- At the Right hand upper top Corner of the Window there are two Check boxes of **Enable Google Analytics Tracking** and **Enable Omniture Tracking**.
- **Google Analytics / Omniture Tracking:** Google Analytics / Omniture lets you measure your advertising ROI as well as track your Flash, video, and social networking sites and applications.

> Enable Google Analytics Tracking:

• If you click on Enable Google Analytics Tracking it will open a Section where you can enter your desired Tracking Parameters.

| Campaign Source * |
|---|
| Test48 |
| (referrer: google, citysearch, newsletter4) |
| Campaign Medium * |
| Email |
| (marketing medium: cpc, banner, email) |
| Campaign Term |
| |
| (identify the paid keywords) |
| Campaign Content |
| |
| (use to differentiate ads) |
| Campaign Name * |
| Default Mailing Name |
| (product, promo code, or slogan) |
| |



- User has to fill the fields as Campaign Source, Campaign Medium, Campaign Term, Campaign Content and Campaign Name. (The red asterisks indicate fields that are required)
 - Enable Omniture Tracking:
- If you click on _______ it will open a Section where you can enter your desired Tracking Parameters.

| Omniture Tracking Custom Name * |
|------------------------------------|
| 1point |
| (Custom Variable Name) |
| Custom Value* |
| 1point |
| (Default Custom Value for above Na |
| |

- User has to fill the fields like **Custom Name** and **Custom Value**. (The **red asterisks** indicate fields that are required)
- Click on Save & Continue it will save your details and redirect to the workflow

page.

Click on Next >> button it will open the Content Editor Tab.

Step:2 Choose previously created template from dropdown or create new template with HTML/Text code.

After entering Campaign Details you have to Insert Template or you can create your own template with the help of Editor. There are two types of templates HTML and Text. You can insert personalize field and Standard links. Also you can do **"Spam Check"** to get the rating of your content before sending.



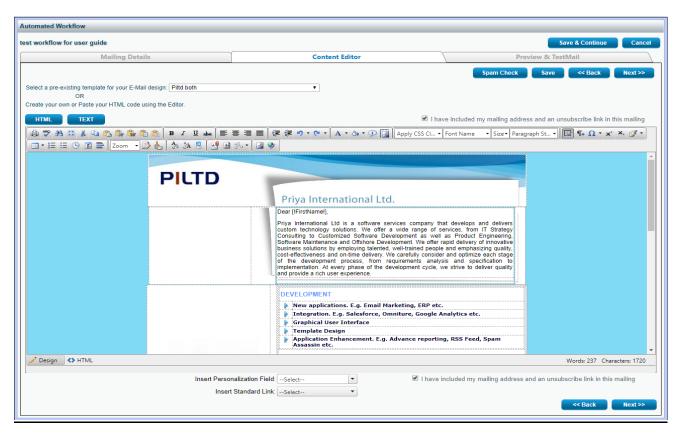
| Automated Workflow | | | | |
|--|--|---|--|--|
| test workflow for user guide | | Save & Continue Cancel | | |
| Mailing Details | Content Editor | Preview & TestMail | | |
| | | Spam Check Save << Back Next >> | | |
| Select a pre-existing template for your E-Mail design: Piltd both | ¥ | | | |
| OR Create your own or Paste your HTML code using the Editor. | | | | |
| HTML TEXT | ✓ I has | ve included my mailing address and an unsubscribe link in this mailing | | |
| | 吾 君 国 淳 淳 ヴ・ 🍽 - 🛛 A - 🏷 - 沙 🔯 Apply CSS Cl | | | |
| □ • ﷺ ⓑ ﷺ ∰ Zoom • ﴾ ♣ أي | | | | |
| PILTD | Priya International Ltd. Dear ([FirstName]]. Priya International Ltd is a software services company th custom technology solutions. We offer a wide range of s Consulting to Customized Software Development as well Software Maintenance and Offshore Development as well software Maintenance and Offshore Development. We offer r business solutions by employing talender well-trained people cost-effectiveness and on-time delivery. We carefully conside of the development process, from requirements analyzi implementation. At every phase of the development cycle, v and provide a rich user experience. DEVELOPMENT New applications. E.g. Email Marketing, ERP etc. Integration. E.g. Salesforce, Omniture, Google A Graphical User Interface Template Design Application Enhancement. E.g. Advance reportin Assassin etc. | ervices, from IT Strategy as Product Engineering, apid delivery of innovative and emphasizing quality, r and optimize each stage is and specification to ve strive to deliver quality analytics etc. | | |
| ✓ Design ♦ HTML Words: 237 Characters: 1720 Insert Personalization Field: -Select ▼ ✓ I have included my mailing address and an unsubscribe link in this mailing | | | | |
| Insert Standard Link:Select | | | | |
| | | << Back Next >> | | |

• Select a pre-existing template for your E-Mail design: Select from dropdown any design.



| | Automated Workflow | | | | |
|---|---|--|--|--|--|
| 1 | test workflow for user guide | | Save & Continue Cancel | | |
| | Mailing Details | Content Editor | Preview & TestMail | | |
| | | | Spam Check Save << Back Next >> | | |
| | Select a pre-existing template for your E-Mail design:Select | T | | | |
| | OR Create your own or Paste your HTML code using the Editor. | | | | |
| | HTML TEXT | | ve included my mailing address and an unsubscribe link in this mailing | | |
| | | | | | |
| | | ■ ■ [津 埠 ヴ • (• •) A • (• •) [] (Apply CSS Cl | Font Name Size Paragraph St 🖾 ¶+ Ω • ײ ×₂ 📝 • | | |
| | 🔲 * 🗄 🗄 🗄 🗮 Zoom 🕞 📩 🗛 🖄 🛃 | 35 T 📓 🧐 | | | |
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| | | | | | |

It will show the preview of design in the body part.



• In HTML mode you can edit with the help of this tool bar.



| | B I U abe 国言言言 律 学 ペ · C · A · S · O I |
|--------------------------|---|
| | f body there is <u>Pesign</u> <> HTML button If you click on In see the Design Code. |
| • Under TEXT if y | TEXT button you can add your text version along with your r you can convert your HTML to text. rou click on Insert Link button. Insert Link window. |
| 📄 Insert Link | |
| Link Name : URL : OK C | Cancel |

- Here you can insert the desired URL Link into text version.
- Click on OK button to save the URL or else click on Cancel button to close the window.
- At the bottom of the window you will find two drop down list.



• Here you can **Insert Personalization Field** and place in any location of the design where you desire.



| | First Name |
|-------------------------------|----------------|
| | MailingID |
| | Last Name |
| | Email Address |
| | Company Name |
| | Address1 |
| | Address2 |
| | City |
| | State |
| | Postal Code |
| | Country |
| | WorkPhone |
| | HomePhone |
| | MobilePhone |
| | Fax |
| | Marital Status |
| | Gender |
| | Birth Date |
| | CH Checkbox |
| | CH date |
| | CH textbox |
| | V Date |
| | VC Check |
| | VC Text |
| Insert Personalization Field: | -Select |
| Insert Personalization Field: | Select |

• Here you can **Insert Standard Link** and place in any location of the design where you desire.

| | Select |
|-------------------------------|---------------------------------|
| | Hosted Version Link |
| | Forward To a Friend Link |
| | List Unsubscribe |
| | Unsubscribe(Confirmation) |
| | Unsubscribe(No Confirmation) |
| | Share on Facebook |
| | Tweet on Twitter |
| Insert Personalization Field: | Mailing Address |
| Insert Standard Link: | Select 🔻 |



- Before sending your mail click on Spam Check to check the Spam Score.
- Spam score will let you know whether the template will be worth to send or not.
- If your score is high then there are more possibilities that mail(s) you send to your customers will reach their Spam box.

| | | Score : 2.2 | |
|---|---|---|---------------|
| | | | |
| pts rule name | | description | |
| 0.0 HTML_IMAG 0.0 HTML MESS | | BODY: HTML has a low ratio of text to image area | |
| 2.2 HTML_HESS | | BODY: HTML included in message HTML_TITLE_SUBJ_DIFF | |
| 0.0 UNPARSEAB | E_RELAY | Informational: message has unparseable relay lines | |
| | | | |
| | | | |
| | | III | 4 |
| | | ay indicate a score of 0.0. However, even for a low total score, if there are five till be rejected as spam. | or more items |
| Scoring | lessage may su | | |
| 5 | Range | Comment | |
| | Less than 4. | Clean content, no action required. | |
| | 4 to 4.9 | Content may be rejected by very strict filters. | |
| | 5 to 6.3 | Content may be rejected by strict filters. | |
| | 6.4 or higher | Content will likely be rejected by most filters. | |
| Mail. | | my mailing address and an unsubscribe link in this mailing | _ |
| | t check and | will click on Next >> then it will show an Error me | ssage. |
| If you won' | | | 0 |
| If you won' | | | |
| If you won' | | | |
| | have not inclu | luded your mailing address and the | |
| You | | luded your mailing address and the r mailing. Would you like us to add these | |
| You | | | |
| You | e link in your | r mailing. Would you like us to add these items for you? | |
| You | | r mailing. Would you like us to add these | |
| You 🛕 unsubscril | e link in your Yes Ves | r mailing. Would you like us to add these items for you? | |
| You | e link in your Yes Ves | r mailing. Would you like us to add these items for you? | Mailing |
| You unsubscril | oe link in your Yes on <mark>Yes</mark> | r mailing. Would you like us to add these items for you? No | Mailing |
| You 🛕 unsubscril | oe link in your Yes on <mark>Yes</mark> | r mailing. Would you like us to add these items for you? No | Mailing |
| You unsubscril If you click | oe link in your Yes on <mark>Yes</mark> | r mailing. Would you like us to add these items for you? No | Mailing |
| You unsubscril If you click Address at | oe link in your Yes on Yes footer. | r mailing. Would you like us to add these items for you? No | Mailing |
| You unsubscril If you click Address at | oe link in your Yes on <mark>Yes</mark> | r mailing. Would you like us to add these items for you? No | Mailing |

- If you click on it will redirect back to the **Content Editor** Tab.
- Click on Save & Exit it will save your work in Drafts and redirect to the Manage

Mailings → Draft Tab.

• Click on << Back</pre> button it will redirect to the Mailing Details tab.

Fill the details and Click on Next>> button page will redirect to the Preview & TestMail tab.

Step:3 After click on next button "**Preview & TestMail**" window open. Here user verified template preview and test email with manually email address and seed list.

Here User can Preview the Created Mailing and can Send Test Mail to ensure that campaign is designed perfectly or not.

| Automated Workflow | | | | | |
|---|-----------------------|--------------------|--|--|--|
| test workflow for user guide Cancel | | | | | |
| Mailing Details | Content Editor | Preview & TestMail | | | |
| | | << Back | | | |
| Send a pre-launch test email to yourself or a coworker to verify the Mailing bef | fore final launch. | | | | |
| Which type would you like to use? Type Your Email Address Manually | Select Your Seed List | | | | |
| Email Address | | | | | |
| Separate multiple addresses with a comma '; if you want to send more than one test at a time. | | | | | |
| Personalize email for(Optional) Fetch First Contact | | | | | |
| The data of this address will be used to show personalization values in test mail (i.e, First Name) | | | | | |
| Send From Mailer Account Mailer | | | | | |
| Send Test Preview | | | | | |

- To verifying the Mailing before Final launch there are two Options
 - 5. Type your Email Address manually
 - 6. Select your Seed list

Type your Email address manually:

- Select the radio button
- Enter email id in the Email Address.
- You can add multiple Emails separating by comas (,).
- Personalize email for sending test mail (Optional).



- Click on Fetch First Contact it will fetch the Email of First contact and will display details like First Name, last Name etc while you send the mail.
- Click on Send Test button and Success message Pop up will be displayed.

| The page at www.qa.psplhyd.in says: | | × |
|--|----|---|
| Test Emails have been sent successfully. | | |
| | ОК | |

• Click on to close the Pop up Window.

Select your Seed List:

- Select the seed list radio button
- Click on Look Up button.

| Automated Workflow | | | | | | |
|--|---|--|--|--|--|--|
| test workflow for user guide Cancel | | | | | | |
| Mailing Details | Content Editor Preview & TestMail | | | | | |
| Send a pre-launch test email to yourself or a coworker to verify the Mailing bef | Send a pre-launch test email to yourself or a coworker to verify the Mailing before final launch. | | | | | |
| Which type would you like to use? Type Your Email Address Manually | Select Your Seed List | | | | | |
| Select SeedList(s) | | | | | | |
| Personalize email for(Optional) | Fetch First Contact | | | | | |
| The data of this address will be used to show personalization values in test ma | The data of this address will be used to show personalization values in test mail (i.e, First Name) | | | | | |
| Send From Mailer Account Mailer | | | | | | |
| | Send Test Preview | | | | | |

• It will open a **Select SeedLists** Window.



| Select Lists | | | | |
|-------------------------------|-----------------|---|-----------------------------|--|
| List Name SortBy | A to Z | Search Clear | | |
| IPoint Seed Contacts(1232) | List - 1275 | BM with all suppression 28th dec(61) | gk list(1) | |
| API 29(8) | | Changed(21) | gk mailing supp list(6) | |
| API list client(10) | | Changed_Sample_1(47) | gk snapshot list(121) | |
| api test for opt in(1) | | Changed_Sample_2(39) | GK TRIGGER LIST(8) | |
| Basic Mailin | g 23rd list(44) | Dynamic Segment - 27(40) | HM Sup List(3) | |
| Basic Mailing 4th Dec(39) | | gk ALL SUPP list(55) | HM with all suppression(45) | |
| Basic mailing | g-1st dec(55) | gk api2 list 15th december(2) | list 1 for Api(3) | |
| Select All | | OK Cancel | Next Last | |

- Here user can search the particular records.
- SortBy drop down displayed for list sorting.
 - ListName(A to Z) & (Z to A).
 - ListID(Low to High) & (High to Low).
 - CreatedDate(Oldest to Newest) & (Newest to Oldest).
- Enter the List Name.
- Click on Search button it will display the respective result.
- To select the Seed List, select the check box and click on button.
- Click on Cancel button window will close and Page will redirect to the Preview & TestMail page.
- Click on Send Test button and Success message Pop up will be displayed.



| The page at www.qa.psplhyd.in says: | × |
|--|----|
| Seed List Test Emails have been sent successfully. | |
| Ĩ | ок |

- Click on to close the Pop up Window.
- Click on Preview button (Preview means you can see preview of your HTML mailer which you selected in Content editor) one pop up of Preview will be display on the user screen.

| PreviewHTMLContent - Google Chrome - | | |
|--|---|---|
| Not secure qa.psplhyd.com/1Point | Qa/pages/Preview.aspx?ID=292&type=triggered&IsForcedSettings=True | |
| Fetch First Contact | Personalized Preview | Â |
| Show Campaign Header | | |
| | | |
| PILTD | | |
| | Priya International Ltd. | |
| | Dear [IFirstName!], | |
| | Priya International Ltd is a software services company that develops and delivers custom technology solutions. We offer a wide range of services, from IT Strategy Consulting to Customized Software Development as well as Product Engineering, Software Maintenance and Offshore Development. We offer rapid delivery of innovative business solutions by employing talented, well-trained people and emphasizing quality, cost-effectiveness and on-time delivery. We carefully consider and optimize each stage of the development process, from requirements analysis and specification to implementation. At every phase of the development cycle, we strive to deliver quality and provide a rich user experience. | |
| | DEVELOPMENT | |
| | New applications. E.g. Email Marketing, ERP etc. | |
| | Integration. E.g. Salesforce, Omniture, Google Analytics etc. Graphical User Interface | |
| | Template Design | - |



- Click on Save & Continue it will save your work in Drafts and redirect to the workflow Tab.
- Click on << Back</pre> button it will redirect to Content Editor Tab.

User click on "Add Mailing" button

Below screen open while user click on "**Add Mailing**" button with mailing name Automation Email#2.

| | Ą | Welcome : psplqa532 |
|--|------------------|--------------------------------------|
| | | Manage Account Help Logout |
| HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN REPORTS | | |
| Mailings Campaigns Templates Archived Mailings AutoScrape Mailings A/B Test Mailings Triggered Mailings Automated Workflow SMS Campaigns Landing Pages | | |
| | | Automated Workflow |
| Manage Automated Workflow | | |
| Automated Workflow : test workflow for user guide | Disable Workflow | Save & Activate Workflow Save & Exit |
| Workflow Type | | |
| E Based on sent/draft mailing KS_BM 10th Jan | | |
| | | |
| Trigger : Immediate after subscribers Previous email not opened Edit Trigger Delete | | Inactive |
| | | |
| Automation Email #1 | | Design Email |
| Subject: test workflow for user guide - trigger 1 | | |
| Subject: test workflow for user guide - Ingger 1 | | Activate |
| | | |
| Trigger :1 Day(s) after subscribers Previous email not opened Edit Trigger Delete | | Inactive |
| | | Durley Court |
| Automation Email #2 | | Design Email |
| Bark HTML Subject : | | Pause |
| | | r suse |
| | | |
| | | |
| | | |
| Add Mailing Add Mailing | | |

Below screen displayed after completed Edit Trigger, Schedule & Design.



1Point

316

| OPOINTMAIL | Δ | Welcome : pspiqa532 Manage Account Help Logout |
|--|------------------|---|
| HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN REPORTS | | |
| Mailings Campaigns Templates Archived Mailings AutoScrape Mailings A/B Test Mailings Triggered Mailings Automated Workflow SMS Campaigns Landing Pages | | Automated Workflow |
| Manage Automated Workflow | | |
| Automated Workflow : test workflow for user guide | Disable Workflow | Save & Activate Workflow Save & Exit |
| Workflow Type | | |
| I Based on sent/draft mailing KS_BM 10th Jan | | |
| Trigger : Immediate after subscribers Previous email not opened Edit Trigger Delete | | Inactive |
| Automation Email #1 Subject: test workflow for user guide - trigger 1 | | Design Email |
| Trigger : 1 Day(s) after subscribers Previous email not opened Edit Trigger Delete | | Inactive |
| Automation Email #2 Subject: test workflow for user guide - trigger 2 | | Design Email |
| Add Mailing | | |
| Save & Activate Workflow Save & Exit | | |

If user click on Save & Activate Workflow or Save & Exit then page redirect on automated workflow home page.

3) **"Delete"**

If user click on Delete button then one pop-up window will be open.

| | Delete Workflow Activity | | |
|---|---|--|--|
| | Are you sure you want to delete this Workflow Activity? | | |
| | Yes No | | |
| • | If you click on Yes it will delete the particul | | |
| • | If you click on No it will not delete the | | |
| | page. | | |



If user Click on Disable workflow all the created trigger's status changed to

inactive and Activate will be displayed. First one pop-up box will open as below.

Note: If triggered status is active then "Pause" button displayed in red color. And If triggered status is Inactive then "Activate" button displayed in red color.

If user again want to activate the workflow then click on Save & Activate Workflow button.

| qa.pspll | hyd.com sa | ays | | | |
|-----------------|--|---|--------------------------------------|------------------|--|
| Successfi | ully disabled | WorkFlow | | | |
| | | | ОК | | |
| OINTMAIL | | | | ۵ | Welcome : pspiqa532 Manage Account Help Logout |
| | plates Archived Mailings Auto | SUPPRESSION ACTIVITY CAMPALGN REPORTS Scrape Mailings A/B Test Mailings Triggered Mailings Automated | Workflow SMS Campaigns Landing Pages | | Automated Workf |
| tomated Workflo | ow : test workflow for user g | uide | | Disable Workflow | Save & Activate Workflow Save & Exit |
| | ent/draft mailing KS_BM | 10th Jan | | | |
| Based on se | ent/draft mailing <i>KS_BM</i> Trigger : Immediate after subscrib | | | | inactive |
| Based on se | | | | | |
| Based on se | Trigger : Immediate after subscrib | ers Previous email not opened Edit Trigger Delete | | | Inactive |
| Based on se | Trigger : Immediate after subscrib | ers Previous email not opened Edit Trigger Delete Automation Email #1 Subject : test workflow for user guide - trigger 1 | | | Inactive Design Email |
| Based on se | Trigger : Immediate after subscrib | ers Previous email not opened Edit Trigger Delete Automation Email #1 Subject : test workflow for user guide - trigger 1 | | | Inactive Design Email Activate |
| | Trigger : Immediate after subscrib | ers Previous email not opened Edit Trigger Delete Automation Email #1 Subject : test workflow for user guide - trigger 1 s Previous email not opened Edit Trigger Delete | | | Inactive Design Email Activate Inactive |
| Based on se | Trigger : Immediate after subscribe | ers Previous email not opened Edit Trigger Delete Automation Email #1 Subject :: test workflow for user guide - trigger 1 s Previous email not opened Edit Trigger Delete Automation Email #2 | | | Inactive Design Email Activate Design Email Design Email |

Note: Now email sent successfully while match automated triggered condition.



| 1 POIN | TMAIL | | | | ۵ | Welcome : psplqa532 Manage Account Help Logout |
|--------------------------------|---------------------|--|--|-----------|-----------------------|---|
| HOME L | ISTS CAMPAIGN | IS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN I | REPORTS | | | |
| Mailings Ca | mpaigns Templates A | trchived Mailings AutoScrape Mailings A/B Test Mailings Triggered Mailin | gs Automated Workflow SMS Campaigns Land | ing Pages | | Automated Workflow |
| Manage Aut | tomated Workflow | | | | | |
| Automa Search Workflow I | | Workflow Reports Workflow Name | Search Clear | | | |
| 💠 Create | î Delete | | | | | |
| | Workflow ID | Workflow Name | Workflow Type | Status | Created Date | |
| | 122 | YP Automated workflow - CLICK | SentMailing | Active | 1/11/2019 4:24:46 AM | |
| | 121 | Click Workflow Design email se | SentMailing | Active | 1/11/2019 4:18:53 AM | |
| | 120 | click workflow for text contac | SentMailing | Inactive | 1/11/2019 3:54:58 AM | |
| | 119 | Workflow for Click Text Contac | SentMailing | Inactive | 1/11/2019 1:24:42 AM | |
| | 118 | check text contact workflow | SentMailing | Inactive | 1/11/2019 1:10:26 AM | |
| | 117 | Check Click Workflow 11th Jan | SentMailing | Inactive | 1/11/2019 12:31:38 AM | |
| | 116 | click | SentMailing | Inactive | 1/10/2019 1:34:16 AM | |
| | 115 | Rs click test | SentMailing | Inactive | 1/10/2019 1:05:20 AM | |
| | 114 | RS click & open workflow 10th | SentMailing | Inactive | 1/9/2019 11:57:56 PM | |
| | 113 | Recheck 1745 User | SentMailing | Inactive | 1/9/2019 11:57:53 PM | |
| 8 | | Recheck 1745 User | | | | |



2) Say 'happy birthday'

Here, steps for how to be done in 1Point are as following.

| POINT | MAIL | | | | ¢ | Welcome : psplqa532 Manage Account Help Logout |
|--------------------|--------------------|---|---|----------|-----------------------|---|
| OME LIS | STS CAMPAIGN | IS ADVANCED SUPPRESSION ACTIVITY CAMPA | IGN REPORTS | | | |
| ilings Camp | paigns Templates A | urchived Mailings AutoScrape Mailings A/B Test Mailings Triggered | Mailings Automated Workflow SMS Campaigns Landi | ng Pages | | Automated Workflow |
| anage Autor | mated Workflow | | | | | |
| Automate Search | ed Workflow | Workflow Reports | | | | |
| Workflow ID | | Workflow Name | Search Clear | | | |
| 🔅 Create | î Delete | | | | | |
| • | Workflow ID | Workflow Name | Workflow Type | Status | Created Date | |
| | 122 | YP Automated workflow - CLICK | SentMailing | Active | 1/11/2019 4:24:46 AM | |
| | 121 | Click Workflow Design email se | SentMailing | Active | 1/11/2019 4:18:53 AM | |
| | 120 | click workflow for text contac | SentMailing | Inactive | 1/11/2019 3:54:58 AM | |
| | 119 | Workflow for Click Text Contac | SentMailing | Inactive | 1/11/2019 1:24:42 AM | |
| | 118 | check text contact workflow | SentMailing | Inactive | 1/11/2019 1:10:26 AM | |
| | 117 | Check Click Workflow 11th Jan | SentMailing | Inactive | 1/11/2019 12:31:38 AM | |
| | 116 | click | SentMailing | Inactive | 1/10/2019 1:34:16 AM | |
| | 115 | Rs dick test | SentMailing | Inactive | 1/10/2019 1:05:20 AM | |
| | | RS click & open workflow 10th | SentMailing | Inactive | 1/9/2019 11:57:56 PM | |
| | 114 | No cick a open worknow roll | | | | |

Click on **Create** button > Automated Workflow window open with "**Select Workflow type**".

There are three types for the workflow type:

- 3) Based on sent/draft mailing
- 4) Say 'happy birthday'

| te An Automated Workflow workflow type | | |
|---|--------|--|
| Based on sent/draft mailing Do the follow up actions on already sent/ draft mailing. | | Say "Happy Birthday" Send out an email based on the birthdate filed in your list. |
| | Cancel | |

If user choose **Say 'happy birthday'** workflow type then below screen will be displayed. Here user have to give workflow name and Select List.



| 1 PO | 1 POINTMAIL | | | | | | | ۵ | ۵ | | Welcome : psplqa560 Manage Account Help Logout | | | | | | |
|----------|-------------|-----------------|--------------------------------------|--------------------|--------------------|----------------|-------------------------|--------------|---------------|---------------|---|--|--|--|---|------------|----------|
| HOME | LISTS | CAMPAIGNS | ADVANCED S | UPPRESSION | ACTIVITY | CAMPAIG | N REPORTS | | | | | | | | | | |
| Mailings | Campaigns | Templates Archi | ived Mailings AutoSc | rape Mailings A/ | B Test Mailings | Triggered Ma | llings Automated | Workflow SMS | 6 Campaigns L | Landing Pages | | | | | | | |
| | | | | | | | | | | | | | | | A | utomated V | Vorkflow |
| Manage | Automated V | Workflow | | | | | | | | | | | | | | | |
| | - | | y' elebratory message or p | oromo code to each | n of your subscrib | ed contacts on | their birthday or in ar | idvance. | | | | | | | | | |
| | U | ist ID | List Name | | | | | | | | | | | | | | <u>^</u> |
| | 60 | | template check | | | | | | | | | | | | | | |
| | 60 | | Seed_List98624 | | | | | | | | | | | | | | |
| | 60 | | Seed_List64839 | | | | | | | | | | | | | | |
| | 60 | 02 | Listbgor | | | | | • | Create | Cancel | | | | | | | v |

Then click on **'Create**' button. You can see that trigger is created. Now here you can edit that trigger, design template (by design email) and edit the schedule time.

| | | | | | Ą | Welcome : psplqa560 Manage Account Help Logout |
|-----------------------|------------------------------------|-------------------------------------|---|------|-----------------------|---|
| HOME LISTS C | CAMPAIGNS ADVANCED | SUPPRESSION ACTIVITY | CAMPAIGN REPORTS | | | |
| Mailings Campaigns Te | emplates Archived Mailings Autos | Scrape Mailings A/B Test Mailings T | iggered Mailings Automated Workflow SMS Campaigns Landing P | ages | | Automated Workflow |
| Manage Automated Wor | skflour | | | | | Automated Worknow |
| Manage Automated Wor | rkilow | | | | | |
| Automated Work | kflow : test workflow for user g | guide - say happy birthday | | | Disable Workflow Save | & Activate Workflow Save & Exit |
| Workflow Type | | | | | | |
| I Say 'happ | py birthday' List Names : list | t for trigger | | | | |
| • | Trigger : 1 Day(s) before Birthday | Edit Trigger Delete | | | | Inactive |
| — | | Automation Email #1 | | | | Design Email |
| | Blank HTML | Subject : | | | | Activate |
| | | | | | | |
| | | | Add Mailing | | | |

Here , you can also edit the automated workflow name by click on the automated workflow name.

| Edit Workflow | Name |
|----------------|------------------------------|
| Workflow Name* | test workflow for user guide |
| | Save Cancel |



- 4. Edit Trigger
- 5. Design email
- 6. Delete

1) Edit trigger

Below schedule screen open while click on "Edit Trigger" button.

There are two options :

- 1. On the day of Birthday
- 2. Wait for days before/after birthday

Here , if you select $1^{\rm st}$ option then only trigger will send immediately. Otherwise if you select $2^{\rm nd}$ option , then you have the functionality to schedule the workflow by days.

| | | | Edit Trigger | Cancel | Update Trigger |
|---|-------------------------|---------------------------------|--------------|--------|----------------|
| | | | | | |
| Birthday | | | | | |
| Sends to sub | scribers based on the b | irthday in list field, Birthday | | | |
| | | | | | |
| | | | | | |
| Launch Act | ion | | | | |
| On the day of the d | of Birthday | | | | |
| Wait | 1 days b | efore T Birthday | | | |
| | | | | | |
| | Schedule at: | EDT/EST | | | |
| | | | | | |

5) Design Email

Here user must put some mailing information and choose the template.

Step:1 Give information about From Address, From Name, Subject, Unsubscribe Info, Google analytics & Omniture tracking.



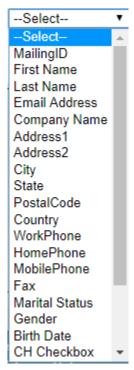
| Automated Workflow | | | |
|--|---|----------------------------------|--------------------------|
| test workflow for user guid | le - say happy birthday | | Save & Continue Cancel |
| | Mailing Details | Content Editor | Preview & TestMail |
| | | | Next >> |
| From Address* | news@qa.psplhyd.com | Enable Google Analytics Tracking | Enable Omniture Tracking |
| From Name* | psplqa560 | | |
| Reply-to Email | news@qa.psplhyd.com | | |
| Subject* | test workflow for user guide - say happy birthday | 5 | |
| Unsubscribe Info (Max 512 Characters) | If you no longer wish to receive these emails, simply on the following link: <u>Unsubscribe</u> | / click | |
| | Change | | |

- User has to enter Mailing Details like **From Name** and **Subject**. (The **red asterisks** indicate fields that are required)
- User has to select from the drop down list for From Address, Reply- to Email.
- Select From Address and Reply-to Email from Dropdown list that has been created by User while creating of the Account or else User can add Email(s) in Manage Account → Mailing Informations.
- Beside **Subject** Text Box there is a small Icon for **Insert Personalization Fields**. If User clicks on this button it will open an **Insert Personalization Fields** window.

| Insert Personalisation Field: | Select 🔻 | |
|-------------------------------|----------|--|
| Insert | Cancel | |

• User Has to Select the Desired Field from the Drop Down for personalization.





• At the bottom you can find **Unsubscribe Info** from where you can give your desired

text and Link label by clicking ______ Link.

• We are providing following Link Labels.

| | Select |
|-------------------------------|---------------------------------|
| | Hosted Version Link |
| | Forward To a Friend Link |
| | List Unsubscribe |
| | Unsubscribe(Confirmation) |
| | Unsubscribe(No Confirmation) |
| | Share on Facebook |
| | Tweet on Twitter |
| Insert Personalization Field: | Mailing Address |
| Insert Standard Link: | Select |

Third Party Tracking (Google Analytics / Omniture Tracking)

• At the Right hand upper top Corner of the Window there are two Check boxes of **Enable Google Analytics Tracking** and **Enable Omniture Tracking**.



 32^{2}

 Google Analytics / Omniture Tracking: Google Analytics / Omniture lets you measure your advertising ROI as well as track your Flash, video, and social networking sites and applications.

> Enable Google Analytics Tracking:

• If you click on Enable Google Analytics Tracking it will open a Section where you can enter your desired Tracking Parameters.

| Campaign Source * |
|---|
| Test48 |
| (referrer: google, citysearch, newsletter4) |
| Campaign Medium * |
| Email |
| (marketing medium: cpc, banner, email) |
| Campaign Term |
| |
| (identify the paid keywords) |
| Campaign Content |
| |
| (use to differentiate ads) |
| Campaign Name * |
| Default Mailing Name 💌 |
| (product, promo code, or slogan) |
| |

- User has to fill the fields as Campaign Source, Campaign Medium, Campaign Term, Campaign Content and Campaign Name. (The red asterisks indicate fields that are required)
 - Enable Omniture Tracking:

Enable Omniture Tracking

• If you click on ______ it will open a Section where you can enter your desired Tracking Parameters.



- User has to fill the fields like **Custom Name** and **Custom Value**. (The **red asterisks** indicate fields that are required)
- Click on Save & Continue
 it will save your details and redirect to the workflow page..

| Click on | Next >> | button it will open the Content Editor Tab. |
|----------|---------|--|

Step:2 Choose previously created template from dropdown or create new template with HTML/Text code.

After entering Campaign Details you have to Insert Template or you can create your own template with the help of Editor. There are two types of templates HTML and Text. You can insert personalize field and Standard links. Also you can do **"Spam Check"** to get the rating of your content before sending.



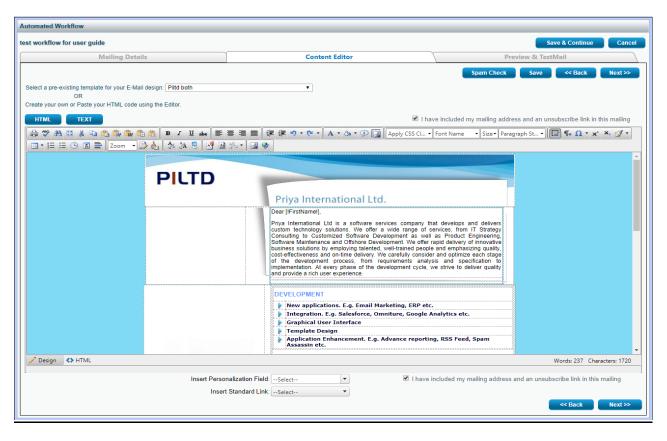
| Automated Workflow | | | |
|---|--|--|--|
| test workflow for user guide - say happy birthday | | Save & Continue Cancel | |
| Mailing Details | Content Editor | Preview & TestMail | |
| | | Spam Check Save << Back Next >> | |
| Select a pre-existing template for your E-Mail design: Both | τ | | |
| OR Create your own or Paste your HTML code using the Editor. | | | |
| HTML TEXT | | I have included my mailing address and an unsubscribe link in this mailing | |
| | ■ ■ 律 津 り・ 🖱 × 🗛 × 🕖 🔯 Apply | CSS Cl • Font Name • Size • Paragraph St • 🗔 ¶+ Ω • × * × 🚿 | |
| | | | |
| PILTD ① Share ② Tweet | Priya International Ltd. Dear [[FirstNamel]. Priya International Ltd is a software services or custom technology solutions. We offer a wide r Consulting to Customized Software Development business solutions by employing talented, well-trait cost-effectiveness and on-time delivery. We careful of the development process, from requirement and provide a rich user experience. (link) DEVELOPMENT New applications. E.g. Email Marketing Integration. E.g. Salesforce, Omniture, Graphical User Interface Template Design Applications Eng. Marketing | range of services, from IT Strategy In as well as Product Engineering, .We offer rapid delivery of innovative ined people and emphasizing quality, and/consider and optimize each stage ents analysis and specification to ent cycle, we strive to deliver quality p, ERP etc. . Google Analytics etc. | |
| | alization Field:Select | Words: 240 Characters: 1776 | |

• Select a pre-existing template for your E-Mail design: Select from dropdown any design.



| | Automated Workflow | | | | |
|--|---|---|--|--|--|
| test workflow for user guide Save & Continue | | | | | |
| | Mailing Details | Content Editor | Preview & TestMail | | |
| | | | Spam Check Save << Back Next >> | | |
| | Select a pre-existing template for your E-Mail design:Select | T | | | |
| | OR Create your own or Paste your HTML code using the Editor. | | | | |
| | HTML TEXT | 2 Lba | ve included my mailing address and an unsubscribe link in this mailing | | |
| | | | | | |
| | | 喜 書 ■ 【 律 詳 り ・ (2 ・) A ・ (3 ・ ①) [] [Apply CSS Cl | Font Name Size Paragraph St | | |
| | | | | | |
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| | | | | | |

It will show the preview of design in the body part.



• In HTML mode you can edit with the help of this tool bar.



| | B I U abs |
|------------------|--|
| | of body there is besign I HTML button If you click on a can see the Design Code. |
| If you click o | on TEXT button you can add your text version along with your |
| - | n or you can convert your HTML to text. if you click on Insert Link button. |
| • It will open t | he Insert Link window. |
| Link Name : | |
| URL : | Cancel |

- Here you can insert the desired URL Link into text version.
- Click on <u>OK</u> button to save the URL or else click on <u>Cancel</u> button to close the window.
- At the bottom of the window you will find two drop down list.



• Here you can **Insert Personalization Field** and place in any location of the design where you desire.



| | First Name |
|-------------------------------|----------------|
| | MailingID |
| | Last Name |
| | Email Address |
| | Company Name |
| | Address1 |
| | Address2 |
| | City |
| | State |
| | Postal Code |
| | Country |
| | WorkPhone |
| | HomePhone |
| | MobilePhone |
| | Fax |
| | Marital Status |
| | Gender |
| | Birth Date |
| | CH Checkbox |
| | CH date |
| | CH textbox |
| | V Date |
| | VC Check |
| | VC Text |
| Insert Personalization Field: | Select |

• Here you can **Insert Standard Link** and place in any location of the design where you desire.

| | Select |
|-------------------------------|---------------------------------|
| | Hosted Version Link |
| | Forward To a Friend Link |
| | List Unsubscribe |
| | Unsubscribe(Confirmation) |
| | Unsubscribe(No Confirmation) |
| | Share on Facebook |
| | Tweet on Twitter |
| Insert Personalization Field: | Mailing Address |
| Insert Standard Link: | Select 🔻 |



- Before sending your mail click on Spam Check to check the Spam Score.
- Spam score will let you know whether the template will be worth to send or not.
- If your score is high then there are more possibilities that mail(s) you send to your customers will reach their Spam box.

| | | Score : 2.2 |
|--|--|--|
| ts rule name | 1 | description |
| 0 HTML_IMAG 0 HTML_MESS 2 HTML_TITI 0 UNPARSEAE | AGE E E_SUBJ_DIFF F | BODY: HTML has a low ratio of text to image area BODY: HTML included in message HTML_TITLE_SUBJ_DIFF Informational: message has unparseable relay lines |
| | | |
| | | indicate a score of 0.0. However, even for a low total score, if there are five or more items be rejected as spam. |
| ooning | Range | Comment |
| | Less than 4. | Clean content, no action required. |
| | 4 to 4.9 | Content may be rejected by very strict filters. |
| | 5 to 6.3 | Content may be rejected by strict filters. |
| | 6.4 or higher | Content will likely be rejected by most filters. |
| | itory to check | this check box before sending ny mailing address and an unsubscribe link in this mailing |
| Mail. | itory to check | this check box before sending by mailing address and an unsubscribe link in this mailing |
| Mail. — I I If you won You | ntory to check have included m 't check and w u have not inclu- be link in your i | this check box before sending by mailing address and an unsubscribe link in this mailing |
| Mail. — I If you won You unsubscri | ntory to check have included m 't check and w u have not inclu- be link in your i Yes | this check box before sending my mailing address and an unsubscribe link in this mailing vill click on Next >> Then it will show an Error message. ded your mailing address and the mailing. Would you like us to add these items for you? |
| Mail. — I I If you won You | atory to check have included m I't check and w J have not inclu- be link in your in Yes | this check box before sending any mailing address and an unsubscribe link in this mailing will click on Next >> Then it will show an Error message. ded your mailing address and the mailing. Would you like us to add these items for you? |

- If you click on **No** it will redirect back to the **Content Editor** Tab.
- Click on Save & Exit it will save your work in Drafts and redirect to the Manage

Mailings → Draft Tab.

• Click on << Back</pre> button it will redirect to the Mailing Details tab.

Fill the details and Click on **Next>>** button page will redirect to the **Preview & TestMail** tab.

<u>Step:3</u> After click on next button "**preview & TestMail**" window open. Here user verified template preview and test email with manually email address and seed list.

| Automated Workflow | | | | |
|--|--|--------------------|--|--|
| test workflow for user guide - say happy birthday | Save & Continue Cancel | | | |
| Mailing Details Content Editor | | Preview & TestMail | | |
| Send a pre-launch test email to yourself or a coworker to verify the Mailing bef Which type would you like to use? Type Your Email Address Manually Email Address Separate multiple addresses with a comma*, if you want to send more than or Personalize email for(Optional) The data of this address will be used to show personalization values in test ma Send From Mailer Teccount Mailer | Select Your Seed List ne test at a time. Fetch First Contact | << Back | | |

- To verifying the Mailing before Final launch there are two Options
 - 7. Type your Email Address manually
 - 8. Select your Seed list

Type your Email address manually:

- Select the radio button
- Enter email id in the Email Address.
- You can add multiple Emails separating by comas (,).
- Personalize email for sending test mail (Optional).
- Click on Fetch First Contact it will fetch the Email of First contact and will display details like First Name, last Name etc while you send the mail.



• Click on Send Test button and Success message Pop up will be displayed.

| The page at www.qa.psplhyd.in says: | | х |
|--|----|---|
| Test Emails have been sent successfully. | | |
| | ОК |] |
| | | |

• Click on to close the Pop up Window.

Select your Seed List:

- Select the seed list radio button Select your Seed List
- Click on Look Up button.

| Automated Workflow | | | | |
|---|-----------------------|--------------------|--|--|
| test workflow for user guide Save & Continue Cancel | | | | |
| Mailing Details | Content Editor | Preview & TestMail | | |
| | | << Back | | |
| Send a pre-launch test email to yourself or a coworker to verify the Mailing bef | fore final launch. | | | |
| Which type would you like to use? OType Your Email Address Manually | Select Your Seed List | | | |
| Select SeedList(s) | | | | |
| Personalize email for(Optional) | Fetch First Contact | | | |
| The data of this address will be used to show personalization values in test mail (i.e, First Name) | | | | |
| Send From Mailer | | | | |
| | Send Test Preview | | | |

• It will open a **Select SeedLists** Window.



| Select Lists | | | |
|-------------------------------|-----------------|---|-----------------------------|
| List Name SortBy | A to Z | Search Clear | |
| IPoint Seed Contacts(1232) | | BM with all suppression 28th dec(61) | gk list(1) |
| API 29(8) | | Changed(21) | gk mailing supp list(6) |
| API list clien | t(10) | Changed_Sample_1(47) | gk snapshot list(121) |
| api test for o | pt in(1) | Changed_Sample_2(39) | GK TRIGGER LIST(8) |
| Basic Mailin | g 23rd list(44) | Dynamic Segment - 27(40) | HM Sup List(3) |
| Basic Mailin | g 4th Dec(39) | gk ALL SUPP list(55) | HM with all suppression(45) |
| Basic mailin | g-1st dec(55) | gk api2 list 15th december(2) | list 1 for Api(3) |
| Select All | | OK Cancel | Next Last |

- Here user can search the particular records.
- SortBy drop down displayed for list sorting.
 - ListName(A to Z) & (Z to A).
 - ListID(Low to High) & (High to Low).
 - CreatedDate(Oldest to Newest) & (Newest to Oldest).
- Enter the List Name.
- Click on Search button it will display the respective result.
- To select the Seed List, select the check box and click on button.
- Click on Cancel button window will close and Page will redirect to the **Preview & TestMail** page.
- Click on Send Test button and Success message Pop up will be displayed.



| The page at www.qa.psplhyd.in says: | | × |
|--|----|---|
| Seed List Test Emails have been sent successfully. | | |
| | OK |] |

- Click on to close the Pop up Window.
- Click on Preview button (Preview means you can see preview of your HTML mailer which you selected in Content editor) one pop up of Preview will be display on the user screen.

| | PreviewHTMLContent - Google Chrome – | × |
|-------------------------------------|---|---|
| O Not secure qa.psplhyd.com/1Poir | tQa/pages/Preview.aspx?ID=292&type=triggered&lsForcedSettings=True | |
| Fetch First Contact | Personalized Preview | |
| Show Campaign Header | | |
| PILTD | Priya International Ltd. Dear [IFirstName!], Priya International Ltd is a software services company that develops and delivers custom technology solutions. We offer a wide range of services, from IT Strategy Consulting to Customized Software Development as well as Product Engineering, Software Maintenance and Offshore Development. We offer rapid delivery of innovative business solutions by employing talented, well-trained people and emphasizing quality, cost-effectiveness and on-time delivery. We carefully consider and optimize each stage of the development process, from requirements analysis and specification to implementation. At every phase of the development cycle, we strive to deliver quality and provide a rich user experience. DEVELOPMENT New applications. E.g. Email Marketing, ERP etc. Integration. E.g. Salesforce, Omniture, Google Analytics etc. | |
| | Graphical User Interface Template Design | - |



- Click on Save & Continue it will save your work in Drafts and redirect to the workflow Tab.
- Click on << Back</pre> button it will redirect to Content Editor Tab.



After verified preview and test email process, click on **Save & continue** button. Page redirect on automated workflow page with template thumbnail.

<u>Step:3</u> Finally after editing the trigger, design email & edit schedule below screen will be displayed.

| | | | | Automated Worknow |
|--------------|---|---|---------------------------|-------------------------------|
| Manage Autor | mated Workflow | | | |
| Workflow | ed Workflow : test workflow for use Type ay 'happy birthday' List Names : | | Disable Workflow Save & / | Activate Workflow Save & Exit |
| | Trigger : On day of Birthday | Edit Trigger Delete | | Inactive |
| | | Automation Email #1 Subject : test workflow for user guide - say happy brithday | | Design Ernail Activate |
| | Trigger : 1 Day(s) before Birth | ay Edit Trigger Delete | | Inactive |
| ø | | Automation Email #2 - Subject: test workflow for user guide - say happy bithday | | Design Ernall Activate |
| | Trigger : 1 Day(s) after Birthda | Edit Trigger Delete | | Inactive |
| ø | | Automation Email #3 Subject: test workflow for user guide - say happy brithday | | Design Ernall Activate |

If user click on "Save & Activate Workflow" or "Save & Exit" then page redirect on automated workflow home page.

| If user click on | Save & Activate Workflow | or | Save & Exit | then page redirect on automated |
|------------------|--------------------------|----|-------------|---------------------------------|
| workflow home | | | | |

4) **"Delete"**

If user click on Delete button then one pop-up window will be open.



| Delete Workflow Activity | |
|---|----------|
| Are you sure you want to delete this Workflow Activity? | |
| Yes No | |
| If you click on Yes it will delete the particul | ar trigg |

• If you click on ______ it will not delete the trigger and redirect on workflow page.

If user Click on Disable workflow all the created trigger's status changed to

inactive and Activate will be displayed. First one pop-up box will open as below.

Note: If triggered status is active then "Pause" button displayed in red color. And If triggered status is Inactive then "Activate" button displayed in red color.

If user again want to activate the workflow then click on Save & Activate Workflow button.

| qa.psplhyd.com says | |
|--------------------------------|----|
| Successfully disabled WorkFlow | |
| | ОК |
| | |

Note: Now email sent successfully while match automated triggered condition.



| 1 POINT | MAIL | | | | Δ | Welcome : psplqa532 Manage Account Help Logout |
|-----------------------|----------------------|---|---|----------|-----------------------|---|
| HOME L | ISTS CAMPAIGNS | ADVANCED SUPPRESSION ACTIVITY CAMPAIGN | REPORTS | | | |
| Mailings Can | npaigns Templates Ar | chived Mailings AutoScrape Mailings A/B Test Mailings Triggered Maili | ags Automated Workflow SMS Campaigns Landin | ng Pages | | Automated Workflow |
| Manage Auto | omated Workflow | | | | | |
| | ted Workflow | Workflow Reports | | | | |
| Search Workflow IE | | Workflow Name | Search Clear | | | |
| 🔅 Create | Delete | | | | | |
| • | Workflow ID | Workflow Name | Workflow Type | Status | Created Date | |
| | 122 | YP Automated workflow - CLICK | SentMailing | Active | 1/11/2019 4:24:46 AM | |
| | 121 | Click Workflow Design email se | SentMailing | Active | 1/11/2019 4:18:53 AM | |
| | 120 | click workflow for text contac | SentMailing | Inactive | 1/11/2019 3:54:58 AM | |
| | 119 | Workflow for Click Text Contac | SentMailing | Inactive | 1/11/2019 1:24:42 AM | |
| | 118 | check text contact workflow | SentMailing | Inactive | 1/11/2019 1:10:26 AM | |
| | 117 | Check Click Workflow 11th Jan | SentMailing | Inactive | 1/11/2019 12:31:38 AM | |
| | 116 | click | SentMailing | Inactive | 1/10/2019 1:34:16 AM | |
| | 115 | Rs click test | SentMailing | Inactive | 1/10/2019 1:05:20 AM | |
| | 114 | RS click & open workflow 10th | SentMailing | Inactive | 1/9/2019 11:57:56 PM | |
| | 113 | Recheck 1745 User | SentMailing | Inactive | 1/9/2019 11:57:53 PM | |
| H 4 1 | 23456789 | F H | | | | |

If user select "**Disable Workflow**" – All triggered status is paused.

Note: If any triggered status is active then "Disable Workflow" button displayed in red color. If user again want to activate the workflow then click on Save & Activate Workflow button.

| | orkflow : test workflow for user g | de - say happy binnoay | Disable Workflow Save & Activate Workflow Save & Exit |
|-------------------|---|--|---|
| w Type Say 'ha | appy birthday' List Names : list | or trigger | |
| 1 | Trigger : On day of Birthday | ti Trigger Delete | Active |
| | PLID | Automation Email #1 | Design Err |
| | | Subject: test workflow for user guide - say hapay bittiday | Pase |
| | Trigger : 1 Day(s) before Birthday | Edit Trigger Delete | Active |
| | | Automation Email #2 | Design Err |
| | Image Image Image Mark Mark Mark Mark Mark Mark Mark Mark | Subject : test wonflow for user guide - say happy bithday | Pauto |
| | Trigger : 1 Day(s) after Birthday | Edit Trigger Delete | Active |
| | EXCESSION THE OWNER AND ADDRESS OF THE OWNER ADDRES | Automation Email #3 | Design Em |
| | | Subject: lest workflow for user guide - say happy bithday | Passe |
| | | | |



Workflow Report

While click on Workflow Report then below screen open in report section.

Here user select Workflow Name from dropdown for reporting. While select any workflow name from dropdown then connected Workflow Emails will be display in select workflow trigger.

Here two dropdown displayed as below:

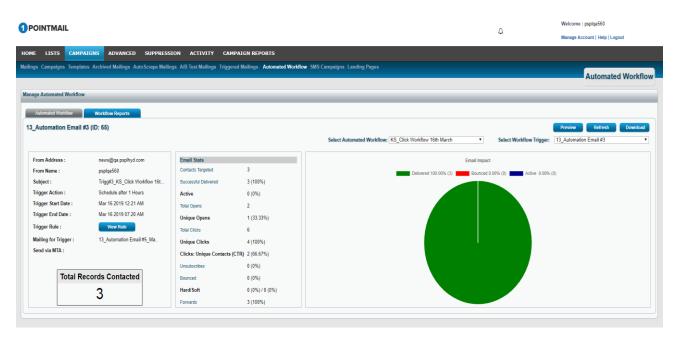
- 1. Select Automated Workflow
- 2. Select Workflow Trigger

| OPOINTMAIL | ۵ | Welcome : psplqa560 Manage Account Help Logout |
|--|--------------------------|---|
| HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN REPORTS | | |
| Mailings Campaigns Templates Archived Mailings AutoScrape Mailings A/B Test Mailings Triggered Mailings Automated Workflow SMS Campaigns Landing Pages | | Automated Workflow |
| Manage Automated Workflow | | |
| Automated Workflow Workflow Reports | | |
| | | Preview Refresh Download |
| Select Automated Workflow:Select | Select Workflow Trigger: | Select • |
| | | |
| | | |
| | | |
| | | |
| | | |

| POINTMAIL | | | | | | ۵ | Welcome : psplqa560 Manage Account Help Logout |
|---|--------------------------|----------------|--------------|-----------------|---|-------------------------------------|--|
| HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION A | CTIVITY CAMPAI | GN REPORTS | | | | | |
| lailings Campaigns Templates Archived Mailings AutoScrape Mailings A/B Te | est Mailings Triggered M | ailings Automa | ted Workflow | GMS Campaigns I | anding Pages | | Automated Workflow |
| Manage Automated Workflow | | | | | | | |
| Automated Workflow Workflow Reports | | | | | | | |
| KS_Click Workflow 16th March (ID: 13) | | | | | | | Preview Refresh Download |
| 5 Workflow Trigger(s) | | | | Select Au | omated Workflow: KS_Click Workflow 16th March | Select Workflow | Trigger:Select |
| Triggered Name | Targeted | Delivered | Active | Bounced | Opens | | 13_Automation Email #5 13_Automation Email #2 13_Automation Email #4 |
| I Hour(s) after subscriber Previous email clicked | 3 | 3 | 0 | 0 | 2 | | 13_Automation Email #1 |
| B 13_Automation Email #5 1 Hour(s) after subscriber Previous email clicked | 3 | 3 | 0 | 0 | 3 | | |
| B 13_Automation Email #2 1 Hour(s) after subscriber Previous email clicked | 3 | 3 | 0 | 0 | 3 | | |
| I3_Automation Email #4 1 Hour(s) after subscriber Previous email clicked | 4 | 4 | 0 | 0 | 4 | | |
| I3_Automation Email #1 Immediate after subscriber Previous email clicked | 4 | 4 | 0 | 0 | 7 | | |
| | | | | | | | |



Now click on **select workflow Trigger**. Below screen will be displayed.



SMS Campaigns

We are also providing SMS Campaigns facility for as another extra feature to you. With the help of this you can send SMS campaigns also along with Email Campaigns. We have configuration with one of top most SMS Campaign sending application and using their API for SMS sending, Reporting etc... To use this feature you must have SMS application account to be configured. Contact our support for that.



| DME | LISTS CA | MPAIGNS ADVANCED | ACTIVITY | CAMPAIGN REPORTS | 5 | | | |
|--------------------------|---------------------------------------|----------------------------|---------------|--------------------------|--------------------|-------------------------|-------------------|---------------|
| ilings | Campaigns To | emplates Archived Mailings | AutoScrape Ma | ilings A/B Test Mailings | Triggered Mailings | SMS Campaigns Landing P | Pages | SMS Campaigns |
| S Cam | paigns | | _ | | | | | |
| SMS | Campaigns | SMS Sent | SMS Reports | SMS Opt-Out Contacts | | | | |
| earch | | | | | | | | |
| SMS Ca | mpaign Name | | Created Date | | Search | Clear Refresh | | |
| SMS Ca | mpaign Name mpaigns ate Preview | | Created Date | | Search (| lear Refresh | | |
| SMS Ca MS Car Crea | mpaigns | SMS Campaign Name | Created Date | | Search (| Clear Refresh | Status | |
| SMS Ca | mpaigns ate Preview | | Created Date | | | Scheduled Date | Status Editing | |

Search SMS Campaign

- For Search criteria there are two ways by SMS Campaign Name or Created Date.
- Click on Search button it will display the particular search details.

| 1S Campaigns | | | | | |
|--------------------|-------------|-----------------|-----------------------|----------------|---------|
| SMS Campaigns | SMS Sent | SMS Reports SMS | Opt-Out Contacts | | |
| Search | | | | | |
| SMS Campaign Nam | e test | Created Date | Search C | lear Refresh | |
| MS Campaigns | - | | Records Fe | ound 1 | |
| 🔅 Create 🛛 Preview | | | | | |
| | | | | | |
| SMS ID | SMS Camp | aign Name | Created Date | Scheduled Date | Status |
| 3 | Log Test \$ | SMS | 12/18/2014 6:59:00 AN | | Editing |
| | | | | | |

Click on Clear button to clear the search results and all mailings will be display again.

Create SMS Campaign

- Click on <u>Create</u> button and page will redirect to the new SMS Campaign.
- The following are the different type of tab included in SMS Campaign.
 - SMS Campaign Details
 - > Delivery Options
 - Confirmation

1. SMS Campaign Details:

Here you have to select Subscription, Enter Campaign Name, Enter Message. Note: SMS character limit is 140 for one standard sms. If you enter more than 140 characters then it will split sms into multiple part after send.



| | Femplates Archived Mailings | AutoScrape Mailings | VB lest Mailings 1 | riggered Mailings SMS Campaigns | Landing Pages | SMS Campaigns |
|---------------|-----------------------------|---------------------|--------------------|---------------------------------|---------------|---------------|
| SMS Campaign | | | | | | |
| | SMS Campaign Details | | | Delivery Options | | Confirmation |
| | Swis campaign Details | | | Denvery Options | \ | Next>> |
| | | | | | | Next>> |
| bscription :* | Test-Account2-SMS V | | | | | |
| mpaign Name* | CS-SMS-21Jan15 | | | | | |
| | Hello | | | | | |
| lessage* | | | | | | |
| | This is Test SMS demo. | | | | | |
| | Thanks, 1Point | | | | | |
| | | | | | | |
| | | | | | | |
| | Left Characters: 95 | _ | | | | |

2. Delivery Options:

This is **"Delivery Options"** from here you can select the Target List on which you want to send SMS. You can **Suppress List(s)** which you do not want to send. There are two options of Delivery i.e. **"Immediate"** and **"Scheduled"**. You can send campaign immediately or you can Scheduled date and time for Campaign.

| HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION ACTIVITY | CAMPAIGN REPORTS | | | |
|--|---|--|----------------------|---------------|
| Mailings Campaigns Templates Archived Mailings AutoScrape Mailings A/B Test I | Mailings Triggered Mailings SMS Campaigns Lan | iding Pages | | SMS Campaigns |
| New SMS Campaign | | | | |
| qa test | | | | Save & Exit |
| SMS Campaign Details | Preview & Test SMS | | Delivery Options | Confirmation |
| Target Select List(s)* | | Suppress List Select SuppressList(s): | () () () () | <(Bak) Heat>> |
| Launch Date @Immodate (SMS will be and immediately) O Schedule (SMS will be achedule as per the date and time specified below as per ES ED/TEST | st Time Zone) | | | |

- The following are the different type Delivery Options.
 - > Target
 - Suppress List



Target:

• It displays the target list details.

| Target Select List(s):* | | |
|----------------------------|----------|---------|
| mo12(6) | | |
| | | |
| | | |
| | | |
| | | |
| | Snapshot | Look Up |
| | | |

- Click on Snapshot button.
- It will open Select Snapshot Lists window.

| Select Sna | apshots | |
|------------|-------------------|------------|
| Snapshots: | CS 🔻 | Show Snaps |
| Select A | Check All | |
| | ✓ CS | |
| | 📄 Nirav Snap edit | Cancel |
| | 🔲 Mohit | |
| | mew@'"/ | |
| | Mohit@"/ | |
| | @""/ | |
| | @'"/5 | |
| | q@",11 | |
| | qe@"12sss@" | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| POI | NTMAIL | |

- ОК • Select the snapshot and click on button.
- Cancel Click button and window will be closed.

| Target | | |
|------------------|----------|---------|
| Select List(s):* | | |
| mo12(6) | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | Snapshot | Look Up |
| | | |
| | Look Up | |

•

Now Click on button and **Select Lists** window will be opened.

| Select Lists | | | |
|---------------------------------|----------------------------|----------------------------|--|
| List Name SortBy A to Z | Search Clea | ar | |
| AB Test(72) | Comma file(10) | Dublicate check xls(10) | |
| CH All Domains(10) | □ csv file(10) | Dublicate check XIsx(10) | |
| CH NEW With All Suppression(55) | Dublicate check comma(10) | Dynamic Segment - 001(15) | |
| CH optin list 11th jan(5) | Dublicate check csv(10) | GK ALL SUPP LIST(57) | |
| CH SEED(2) | Dublicate check plus(10) | GK LIST 10th Jan(19) | |
| CH Seed List(1) | Dublicate check semi(10) | □gk supp list 4 mailing(6) | |
| CH Suppressed List(5) | Dublicate check single(10) | Global trigger(5) | |
| □ Select All | OK Cancel | Next Last | |
| | | | |



- Enter the List Name and click on Search button it will display the particular list details.
- Select the check box and click on OK button the list will be selected.

Suppress List Target:

- It will display the Suppress List details.
- Here you can suppress the whole List.

| Look | Up | | | |
|------|----|--|--|--|
| | | | | |



| Select Suppress Lists | 5 | |
|-----------------------------------|--|--|
| List Name | Search | Clear |
| | | |
| testlines 761089(9) | CS-Dynamic-List-Seg-13Jan14(6) | CS-Dynamic-CustomDropdown- Seg(12) |
| listcust(9) | Seg-Mailing-Issue1130_3(4) | CS-Dynamic-Number-Seg- Between(4) |
| QA List 17Jan14(10) | Seg-Mailing-Issue1130_2(79) | CS-Dynamic-Number-Seg- GreaterThan(3) |
| 100K-Import Test(100000) | Seg-Mailing-Issue1130_1(85) | CS-Dynamic-Number-Seg- LessThan(10) |
| Gmail 50Contacts(50) | Seg-Mailing-Issue1130(85) | CS-Dynamic-Number-Seg- DoesNotEqual(26) |
| CS-16jan14(9) | CS-Dynamic-Gender-Seg- DoesNotEqual(11) | CS-Dynamic-Number-Seg- Equal(27) |
| CS-Static-List-Seg- 13Jan14(4) | CS-Dynamic-Gender-Seg-Equal(7) | CS-Dynamic-List-Seg-IsEmpty(4) |
| Select All | | <u>Next</u> <u>Last</u> |
| | | |
| | OK Cancel | |

- Enter the list name click on Search button it will display the particular record details.
- Select the check box click OK button it will display the data.
- Click on Cancel button to close the window.
- At the Bottom of window there is a small Section of Launch Date.
- Here user can select the mode of sending.
- If you select Immediate then the Email will be send immediately.
- But if you select **Scheduled** then you can send the mail on the desired date and time.

Note: Only list contacts that have a mobile phone number will be selected for SMS Campaigns.
 Launch Date

 Immediate (SMS will be send immediately)
 Schedule (SMS will be schedule as per the date and time specified below as per EST Time Zone)
 EDT/EST

 If you click on
 Eack
 button it will redirect to SMS Campaign Details.



 Fill the details and after clicking on Next>> button page will be redirected to the Confirmation tab.

3. Delivery Options:

This is "Confirmation" tab. From here you can see the detailed entered in previous tabs.

It's one kind of Launch check list. You can also do **Preview** of SMS.

(Go to page No. 285 for detailed preview steps)

Note: SMS Campaign will be fire only to those which has valid US mobile numbers available in contact profile.

- On clicking Send SMS Campaign campaign will be Send immediately and you will redirect to "Manage SMS Campaign" Page. After some time SMS Will be displayed in "SMS Sent" tab.
- In case of schedule, Button name will be **Schedule SMS Campaign** and it will send sms on Scheduled time
- Click on Cancel button to close the window.

Preview SMS Campaign

- You can see preview of your SMS.
- Select the particular mail check box and click on Preview button.



| SMS Ca | impaigns | SMS Sent | SMS Reports | SMS Opt-Out Contacts | | |
|----------|------------|-------------------|--------------|----------------------|--------------------|----------------|
| Search | | | | | | |
| SMS Camp | paign Name | | Created Date | | Search Clear | Refresh |
| SMS Camp | aigns | | | | | |
| 🔅 Create | Preview | | | | | |
| • | SMS ID | SMS Campaign Name | e | Creat | ted Date | Scheduled Date |
| | 4 | CS-SMS-21Jan15 | | 1/21 | I/2015 3:37:13 AM | |
| | 3 | Log Test SMS | | 12/1 | 18/2014 6:59:00 AM | |
| | 2 | sdfsdfsdf | | 12/5 | 5/2014 8:28:41 AM | |

It will open preview in pop up.

| 1 P | OINTMAIL | | | | Welcome : p | | |
|------------|--------------------------------|------------------------------------|-------------------------------------|--------------------------|-------------|--------------------|--|
| | | | | | Manage Acco | <u>punt Logout</u> | |
| ном | LISTS CAN | IPAIGNS ADVANCED ACTIVITY CAMPAIGN | I REPORTS | | | | |
| | | | est | MS Campaigns Landing Pag | es | | |
| | | | | | | SMS Campaigns | |
| SMS | Campaigns | | Hello This is Test | | | | |
| | | | SMS demo. Thanks, 1Point | | | | |
| | SMS Campaigns | SMS Sent SMS Reports SMS Opt- | | | | | |
| | irch S Campaign Name | Created Date | | Refresh | | | |
| | S Campaign Name | Created Date | | Kenesn | | | |
| | Create Preview | | | | | | |
| | 01/01/0 | | | | 2 1 | | |
| | SMS ID | SMS Campaign Name | | Scheduled Date | Status | | |
| • | 4 | CS-SMS-21Jan15 | | | Editing | | |
| | 3 | Log Test SMS sdfsdfsdf | | | Editing | | |
| | 2 | sususu | Close | | Ealting | | |
| | | | | | | | |
| | | | | | | | |
| | | | Version 1.0.6.2 Anti-Spam Policy | | | | |
| | | | Anti-Spain Policy | | | | |

SMS Sent Tab

- On this page you can see all the Sent SMS Campaigns.
- You can also do Search, Create, Preview and View Import Log of Sent SMS Campaign from here.



| оме | | AIGNS ADVANCED | ΑCTIVITY | CAMPAIGN REPORTS | | | |
|-----------------|---------------|----------------------------|-----------------|------------------------|----------------------------------|-----------------|---------------|
| ailings | Campaigns Tem | plates Archived Mailings J | AutoScrape Mail | ings A/B Test Mailings | Triggered Mailings SMS Campaigns | Landing Pages | SMS Campaigns |
| MS Can | npaigns | | | | | | |
| SM | S Campaigns | SMS Sent | SMS Reports | SMS Opt-Out Contacts | | | |
| Search SMS C | ampaign Name | Cr | eated Date | | Search Clear | | |
| SMS Se | ent | | | | | | |
| 🔅 Cre | eate Preview | | | | | | |
| | SMS ID | SMS Campaign Name | | Status (| Created Date | Import Log | |
| | 1 | CS80-05Dec14_001 | | Sent | 12/5/2014 8:04:31 AM | View Import Log | |
| | | | | | | | |
| | | | | | | | |

SMS Reports

- On this page you can see overall account level aggregate reports and counts.
- These counts are fetch from your SMS configured account via API.

| s Campaigns Template <u>s Archi</u> | ved Mailings AutoScrape Mailings A/E | 3 Test Mailings Triggered Mailings SMS Ca | ampaigns Landing Pages | |
|-------------------------------------|--------------------------------------|---|------------------------|----------------|
| | | | | SMS Campaigns |
| ampaigns | | | | |
| MS Campaigns SMS Ser | t SMS Reports SMS (| Opt-Out Contacts | | |
| Activity Dashboard | | | | |
| Message Sent LifeTime | Message Sent QTD | Message Sent MTD | Total Opt Ins | Total Opt Outs |
| 126 | 33 | 33 | 4 | 4 |
| | | SMS Activity | | |
| т | otal Opt Outs 🗾 🕫 | | | |
| | Fotal Opt Ins | | | |
| Messa | ge Sent MTD | 33 | | |
| | ge Sent QTD | 33 | | |
| Message S | ent LifeTime | | 126 | |
| | | | | |

SMS Opt-Out Contacts

- On this page you can see Opted out contacts for SMS Campaign.
- You can also do **Search** from here.
- When you send SMS Campaign it will not send SMS to Opt-Out contacts event it's available in target list.



| ings Campaigns | Templates Archived Mailings Auto | Scrape Mailings A/B Test Mailings Triggered I | Aailings SMS Campaigns La | nding Pages | |
|-----------------------|--|---|--------------------------------------|---------------|---------------|
| | | | | | SMS Campaigns |
| S Campaigns | | | | | |
| | | | | | |
| SMS Campaigns | SMS Sent SMS F | Reports SMS Opt-Out Contacts | | | |
| Search | | | | Total OptOuts | |
| | | | | | |
| Enter search criteria | | Search Clear | | Λ | |
| Enter search criteria | (Search will be performed on Email fields | | | 4 | |
| | (Search will be performed on Email fields | and Phone Numbers.) | | 4 | |
| | | | Created Date | 4 | |
| Contact ID | (Search will be performed on Email fields | and Phone Numbers.) | Created Date 12/5/2014 8:06:54 AM | 4 | |
| Contact ID 1424052 | (Search will be performed on Email fields Phone Number | EmailAddress | | 4 | |
| | Search will be performed on Email fields Phone Number +16173837366 | EmailAddress reynold@1pointinteractive.com | 12/5/2014 8:06:54 AM | 4 | |

Landing Pages

- A landing page is any web page that a visitor can arrive at or "land" on.
- Landing Page will create a link on which if clicked then it will open the created page.

| OME LIS | TS CAMPAIGNS ADV | ANCED ACTIVITY | CAMPAIGN REPORTS | | | |
|--|---|-----------------------|--|---|--|---|
| lailings Can | npaigns Templates Archive | ed Mailings AutoScrap | ee Mailings – A/B Test Mailings | Landing Pages | | Landing Pages |
| fanage Land | ing Pages | | | | | |
| Search Page ID Created Date | | Page Name | Search Clear | | | |
| anding Page | | | | | | |
| | | | | | | |
| 💢 Create 📑 | Preview 👕 Delete | | | | | |
| 🐺 Create 📑 | Preview Delete | | URL | | Copy URL | Created Date |
| | | | | icLandingPage.aspx?LPageID=LI6RdV | | Created Date 5/17/2014 7:01:41 AM |
| PageID | Landing Page Name | | http://qa.psplhyd.in/Stats/Dynam | icLandingPage.aspx?LPageID=L6RdV icLandingPage.aspx?LPageID=GyUa1 | rzSc4 <u>CopyURL</u> | |
| PageID 34 33 | Landing Page Name Test2312312 | | http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam | | rzSc4 <u>CopyURL</u> uJBfbg <u>CopyURL</u> | 5/17/2014 7:01:41 AM |
| PagelD | Landing Page Name <u>Test2312312</u> Testesadsafdfsda | | http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam | icLandingPage.aspx?LPageID=GyUa1 | rzSc4 <u>CopyURL</u> uJBfbg <u>CopyURL</u> CEDX9g <u>CopyURL</u> | 5/17/2014 7:01:41 AM 5/17/2014 5:39:27 AM |
| PageID 34 33 25 | Landing Page Name <u>Test2312312</u> <u>Testesadsafúfsda</u> Landing Page - i Fram | | http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam | icLandingPage.aspx?LPageID=GyUa1 icLandingPage.aspx?LPageID=KDg2yI | rtzSc4 <u>CopyURL</u> wBftg <u>CopyURL</u> CEDX9g <u>CopyURL</u> iCbMM <u>CopyURL</u> | 5/17/2014 7:01:41 AM 5/17/2014 5:39:27 AM 5/8/2014 7:38:27 AM |
| PagelD 34 33 25 24 23 | Landing Page Name Test2312312 Testesadsaldfsda Landing Page - i Fram Test LandOptin | | http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam | icLandingPage.aspx?LPageID=GyUa1 icLandingPage.aspx?LPageID=KDg2yi icLandingPage.aspx?LPageID=X3xorS | rzSc4 CopyURL WBfbg CopyURL CEDX9g CopyURL iCbMM CopyURL rzHKc CopyURL | 5/17/2014 7:39:41 AM 5/17/2014 5:39:27 AM 5/8/2014 7:38:27 AM 5/5/2014 4:58:52 AM |
| PagelD 34 33 25 24 23 22 | Landing Page Name Test2312312 Testesadsaldfsda Landing Page - i Fram Test LandOptin asdfasdf | | http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam | icLandingPage.aspx?LPageID=GyUa1 icLandingPage.aspx?LPageID=KDg2y icLandingPage.aspx?LPageID=X3xorS icLandingPage.aspx?LPageID=U2Kiru> | rzSc4 CopyURL WBfbg CopyURL CEDV9g CopyURL iCbMM CopyURL rzHKc CopyURL 9Zo4lk CopyURL | 5/17/2014 7:01:41 AM 5/17/2014 5:39:27 AM 5/6/2014 7:38:27 AM 5/6/2014 4:58:52 AM 5/3/2014 8:32:02 AM |
| PagelD 34 33 25 24 23 22 21 | Landing Page Name Test2312312 Testesadsafdfsda Landing Page - i Fram Test LandOptin asdfasdf CS_03-May-14_2 | | http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam | icLandingPage.aspx?LPageID=GyUa1 icLandingPage.aspx?LPageID=KDg2yt icLandingPage.aspx?LPageID=X3xorS icLandingPage.aspx?LPageID=u2Kiru icLandingPage.aspx?LPageID=KR+w6 | rzSc4 CopyURL WBfbg CopyURL CEDV9g CopyURL iCbMM CopyURL rzHKc CopyURL 9Zo4lk CopyURL | 5/17/2014 7:01:41 AM 5/17/2014 5:39:27 AM 5/8/2014 7:38:27 AM 5/5/2014 4:58:52 AM 5/3/2014 8:32:02 AM 5/3/2014 8:29:15 AM |
| PagelD 34 33 25 24 | Landing Page Name Test2312312 Testesadsafdfsda Landing Page - i Fram Test LandOptin asdfasdf OS_03-May-14_2 QA-rikinTest-3May14 | | http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam | icLandingPage.aspx?LPageID=GyUa1 icLandingPage.aspx?LPageID=KDg2yt icLandingPage.aspx?LPageID=X3xorS icLandingPage.aspx?LPageID=u2Kiru icLandingPage.aspx?LPageID=KR+w6 | rzSc4 CopyURL WBłbg CopyURL CEDX9g CopyURL icbMM CopyURL icbMM CopyURL 9Zo4Ik CopyURL 9Zo4Ik CopyURL HIKCIs CopyURL | 5/17/2014 7:01:41 AM 5/17/2014 5:39:27 AM 5/8/2014 7:38:27 AM 5/5/2014 4:58:52 AM 5/3/2014 8:32:02 AM 5/3/2014 8:29:15 AM 5/3/2014 8:29:15 AM |

Search Landing Pages

- In Search Panel a user can search with **Page ID**, **Page Name** or **Created Date**.
- User can also use a Page Navigation for Search purpose.
- Enter the Search Criteria and click on Search button to get the Search results.



• Click on Clear button it will clear the search criteria and will display all the recent created Landing pages.





Create Landing Page

• To create a Landing Page click on

🔆 Create button.

| IOME LIS | TS CAMPAIGNS | ADVANCED | | | | | | |
|--|---|------------------|---|--|--|---|---|---|
| ailings Cai | npaigns Templates A | rchived Mailings | AutoScrape Maili | ngs A/B Test Mailings | Landing Pages | | | Landing Pages |
| | | | | | | | | |
| fanage Land | ing Pages | _ | | | | | _ | |
| Search | | _ | | | | | | |
| Page ID | | Page Name | | Search | | | | |
| Created Date | | | | Clear | | | | |
| anding Page | | | | | | | | |
| 🔅 Create 📋 | 🗏 Preview 👕 Delete | | | | | | | |
| | | | | | | | | |
| PagelD | Landing Page Name | | URL | | | | Copy URL | Created Date |
| PagelD34 | Landing Page Name <u>Test2312312</u> | | | qa.psplhyd.in/Stats/Dynam | icLandingPage.aspx?LPageID=L | £6RdVrzSc4 | Copy URL <u>CopyURL</u> | Created Date 5/17/2014 7:01:41 AM |
| | | | http:// | | hicLandingPage.aspx?LPageID=L hicLandingPage.aspx?LPageID=G | | | |
| 34 | Test2312312 | | http:// http:// | qa.psplhyd.in/Stats/Dynam | 0 0 1 0 | GyUa1uJBfbg | CopyURL | 5/17/2014 7:01:41 AM |
| 34 33 | <u>Test2312312</u> <u>Testesadsafdfsda</u> | | http:// http:// http:// | qa.psplhyd.in/Stats/Dynam qa.psplhyd.in/Stats/Dynam | nicLandingPage.aspx?LPageID=G | SyUa1uJBfbg KDg2yCEDX9g | CopyURL CopyURL | 5/17/2014 7:01:41 AM 5/17/2014 5:39:27 AM |
| 34 33 25 | <u>Test2312312</u> <u>Testesadsafdfsda</u> Landing Page - i Fram | | http:// http:// http:// http:// | qa.psplhyd.in/Stats/Dynam qa.psplhyd.in/Stats/Dynam qa.psplhyd.in/Stats/Dynam | nicLandingPage.aspx?LPageID=G | GyUa1uJBfbg KDg2yCEDX9g 3xorSiCbMM | CopyURL CopyURL CopyURL | 5/17/2014 7:01:41 AM 5/17/2014 5:39:27 AM 5/8/2014 7:38:27 AM |
| 34 33 25 24 | Test2312312 Testesadsafdfsda Landing Page - i Fram Test LandOptin | | http:// http:// http:// http:// | qa.psplhyd.in/Stats/Dynam qa.psplhyd.in/Stats/Dynam qa.psplhyd.in/Stats/Dynam qa.psplhyd.in/Stats/Dynam | nicLandingPage.aspx?LPageID=G nicLandingPage.aspx?LPageID=K nicLandingPage.aspx?LPageID=X | GyUa1uJBfbg KDg2yCEDX9g 3xorSiCbMM 2KiruxzHKc | CopyURL CopyURL CopyURL CopyURL | 5/17/2014 7:01:41 AM 5/17/2014 5:39:27 AM 5/8/2014 7:38:27 AM 5/5/2014 4:58:52 AM |
| 34 33 25 24 23 | Test2312312 Testesadsafdfsda Landing Page - i Fram Test LandOptin asdfasdf | | http:// http:// http:// http:// http:// | qa,pspihyd.in/Stats/Dynam qa,pspihyd.in/Stats/Dynam qa,pspihyd.in/Stats/Dynam qa,pspihyd.in/Stats/Dynam qa,pspihyd.in/Stats/Dynam | nicLandingPage.aspx?LPageID=G nicLandingPage.aspx?LPageID=K nicLandingPage.aspx?LPageID=X nicLandingPage.aspx?LPageID=u | GyUa1uJBfbg Cbg2yCEDX9g GxorSiCbMM 2KiruxzHKc 4R+w9Zo4lk | CopyURL CopyURL CopyURL CopyURL CopyURL | 5/17/2014 7:01:41 AM 5/17/2014 5:39:27 AM 5/8/2014 7:38:27 AM 5/5/2014 4:58:52 AM 5/3/2014 8:32:02 AM |
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| 34 33 25 24 23 22 21 | Test2312312 Testesadsaddfsda Landing Page - i Fram Test LandOptin asdfasdf CS_03-May-14_2 QA-rikinTest-3May14 | | http:// http:// http:// http:// http:// | qa, psplhyd. in/Stats/Dynam qa, psplhyd. in/Stats/Dynam qa, psplhyd. in/Stats/Dynam qa, psplhyd. in/Stats/Dynam qa, psplhyd. in/Stats/Dynam qa, psplhyd. in/Stats/Dynam | hicLandingPage.aspx?LPageID=C hicLandingPage.aspx?LPageID=k hicLandingPage.aspx?LPageID=k hicLandingPage.aspx?LPageID=u hicLandingPage.aspx?LPageID=u hicLandingPage.aspx?LPageID=k | SyUatuJBfbg (Dg2yCEDX9g 3xorSiCbMM 2KiruxzHKc (IR+w9Zo4Ik RvTy+HKCIs | CopyURL CopyURL CopyURL CopyURL CopyURL CopyURL CopyURL | 5/17/2014 7:01:41 AM 5/17/2014 5:39:27 AM 5/8/2014 7:38:27 AM 5/5/2014 4:58:52 AM 5/3/2014 8:32:02 AM 5/3/2014 8:29:15 AM 5/3/2014 8:29:15 AM |

• It will open the **New Landing Page** window.

| HOME LISTS CAMPAIGN | S ADVANCED ACTIVITY C | AMPAIGN REPORTS | | |
|-----------------------------|------------------------------------|---------------------------------------|-----|---------------|
| Mailings Campaigns Template | es Archived Mailings AutoScrape Ma | lings A/B Test Mailings Landing Pages | | Landing Pages |
| | | | | Lanuing Fages |
| New Landing Page | | | | |
| | Name It | Build It | Pub | lish |
| | | | | Next >> |
| Page Name:* | | | | |
| Description: | | | | |
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- There are three Tabs.
 - Name It
 - Build It
 - Publish
- In default Name It Page will be displayed.



- Enter **Page Name** and **Description**. (The **red asterisks** indicate fields that are required)
- Click on Next >> button it will redirect to Build It Tab.

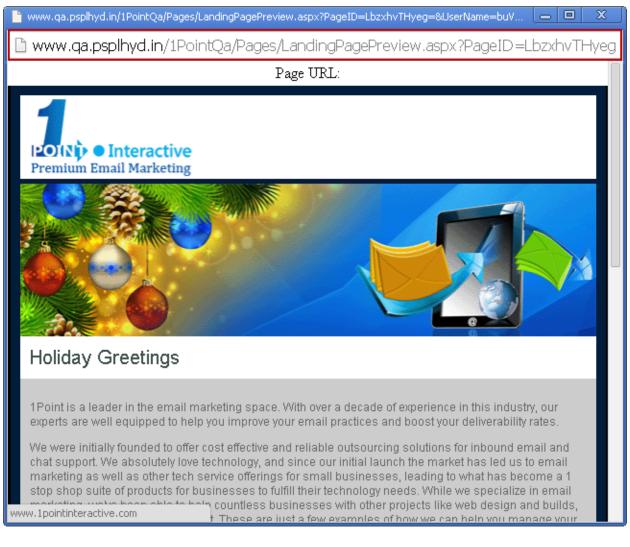
| ilings Campaigns Templates Archived Mailings AutoScrape Mailings A/B Test Mailings Landing Pages | Landing Pages |
|--|---|
| | Landing Fuges |
| w Landing Page | |
| ***** | |
| Name It Build It | Publish |
| Build Landing Page | << Back Preview Next >> |
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| Pesign + HTML | Words: 0 Characters: |

• You can make your own Design Templates with help of toolbar.

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- If you have your own HTML code then click on HTML
 button and paste the code.
 If you switch window by clicking Design
 then you can see the Design of that
- HTML Code.
- Click on Preview button it will open your preview of HTML in a separate window.





- You can see the preview and also at the top of the page a link has been created.
- If you copy that link and paste in any browser you can see the HTML Preview.
- Click on << Back</pre> button to redirect to Name It Tab.
- Click on Next >> button to redirect to Publish Tab.



| lings Campaigns Templates Archived Mailing | js AutoScrape Mailings A/B Test | Mailings Landing Pages | Landing Pages |
|--|---------------------------------|-------------------------|-------------------------|
| v Landing Page | | | |
| x0001 | | | |
| Name It | T | Build It | Publish |
| | | | << Back Preview Publish |
| Publishing Options: 🖲 Page Link | | | |
| tp://qa.psplhyd.in/Stats/DynamicLandingPage.aspx?L | PageID=LbzxhvTHyeg=&UserName=bi | JVTsKO7+2CTXb4IUOauUg== | |
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- In Publish Tab you can see you finalize Page link and can publish it.
- Click on Preview button it will open your final preview of HTML in a separate window.



- You can see the preview and also at the top of the page a link has been created.
- If you copy that link and paste in any browser you can see the HTML Preview.



- Click on Click on
- Click on Publish button to publish the link.

| HOME LIS | STS CAMPAIGNS | ADVANCED | ACTIVITY | CAMPAIGN REPORTS | | | | |
|-----------------------------------|---|-------------------|-------------|---|---------------------------------|----------------------|----------------------|--|
| failings Ca | mpaigns Templates <i>F</i> | Archived Mailings | AutoScrape | Mailings A/B Test Mailings | Landing Pages | | | Landing Pages |
| Manage Land | ling Pages | | | | | | | |
| Search Page ID Created Date | | Page Name | [| Search | | | | |
| Cleated Date | | | | | | | | |
| Landing Page | | | Landing Pa | age Updated Successfully | | | | |
| Landing Page | Preview <u> </u> Delete | | Landing Pa | | | | | |
| Landing Page | | | | | | | Copy URL | Created Date |
| Landing Page | Preview 前 Delete | | L | age Updated Successfully | nicLandingPage.aspx?LPageID=0Sz | eb1/71Fg | Copy URL Copy URL | Created Date 5/23/2014 2:02:10 AM |
| Landing Page | Preview 👚 Delete | | L L | age Updated Successfully IRL ittp://qa.psplhyd.in/Stats/Dynam | iicLandingPage.aspx?LPageID=0Sz | | | |
| Landing Page | Preview 👕 Delete Landing Page Name <u>Test001</u> | | L F | age Updated Successfully IRL http://qa.psplhyd.in/Stats/Dynam | | xhvTHyeg | CopyURL | 5/23/2014 2:02:10 AM |
| Landing Page | Preview 💼 Delete Landing Page Name <u>Test001</u> <u>Test0001</u> | | د ۲ ۲ | age Updated Successfully IRL http://qa.psplhyd.in/Stats/Dynam http://qa.psplhyd.in/Stats/Dynam | nicLandingPage.aspx?LPageID=Lbz | xhvTHyeg Rd∨rzSc4 | CopyURL CopyURL | 5/23/2014 2:02:10 AM 5/23/2014 1:56:09 AM |

Edit Landing Page

• Click on Landing Page Name Hyper Link.

| HOME LIS | TS CAMPAIGNS ADVANCED | ACTIVITY CAMPAIGN REPORTS | | |
|--|--|--|--|--|
| Mailings Can | npaigns Templates Archived Mailings | AutoScrape Mailings A/B Test Mailings Landing Pages | | Landing Pages |
| Manage Land | ing Pages | | | |
| Search Page ID Created Date | Page Name | Search Clear | | |
| Landing Page | | | | |
| | | | | |
| 🔅 Create 📑 | 🗏 Preview 🛛 🗑 Delete | | | |
| 🔅 Create 📑 | Preview 🗑 Delete | URL | Copy URL | Created Date |
| | | URL http://qa.psplhyd.in/Stats/DynamicLandingPage.aspx?LPageID=aS4TK9tNuD | Copy URL <u>CopyURL</u> | Created Date 5/23/2014 2:40:20 AM |
| PagelD | Landing Page Name | | | |
| PagelD | Landing Page Name | http://qa.psplhyd.in/Stats/DynamicLandingPage.aspx?LPageID=aS4TK9rNuID | CopyURL | 5/23/2014 2:40:20 AM |
| PageID 39 38 | Landing Page Name Test03 Test02 | http://qa.psplhyd.in/Stats/DynamicLandingPage.aspx?LPageID=aS4TK9rNuD http://qa.psplhyd.in/Stats/DynamicLandingPage.aspx?LPageID=IBAwPgWa/UM | CopyURL CopyURL | 5/23/2014 2:40:20 AM 5/23/2014 2:34:43 AM |
| PagelD 39 38 34 | Landing Page Name Test03 Test02 Test0212312 | http://qa.psplhyd.in/Stats/DynamicLandingPage.aspx?LPageID=aS4TK9tNuD http://qa.psplhyd.in/Stats/DynamicLandingPage.aspx?LPageID=BAwPgWa/UM http://qa.psplhyd.in/Stats/DynamicLandingPage.aspx?LPageID=L&RdVrzSc4 | CopyURL CopyURL CopyURL | 5/23/2014 2:40:20 AM 5/23/2014 2:34:43 AM 5/17/2014 7:01:41 AM |
| PageID 39 38 34 33 | Landing Page Name Test03 Test02 Test2312312 Testesadsafdfada | http://qa.psplhyd.in/Stats/DynamicLandingPage.aspx?LPageID=aS4TK9NuD http://qa.psplhyd.in/Stats/DynamicLandingPage.aspx?LPageID=BAwPgWa/UM http://qa.psplhyd.in/Stats/DynamicLandingPage.aspx?LPageID=L&RdVrzSc4 http://qa.psplhyd.in/Stats/DynamicLandingPage.aspx?LPageID=GyUa1uJBfbg | CopyURL CopyURL CopyURL CopyURL | 5/23/2014 2:40:20 AM 5/23/2014 2:34:43 AM 5/17/2014 7:01:41 AM 5/17/2014 5:39:27 AM |

• It will open "Edit Landing Page" window.

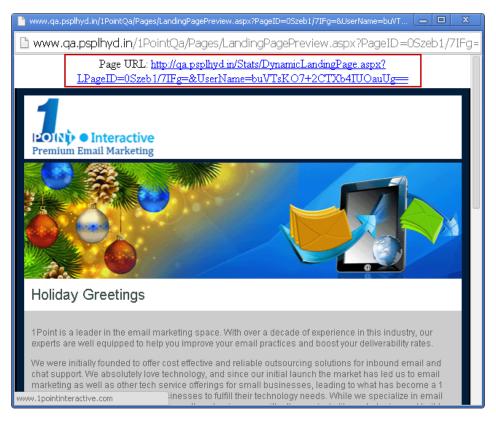


| | | 19 70 | Landing Pages |
|-----------------|---------|------------------|---------------|
| it Landing Page | | | |
| st03 | | | |
| | Name It | Build It | Publish |
| | | | Next >> |
| age Name:* | Test03 | | |
| escription: | Test03 | | |
| | | 16 | |

<u>Note:</u> Follow the Same process which you done while creating "Landing Pages". Refer page 297.

Preview Landing Page

- Select a particular Landing Page Mail check box and then click on Hereview button.
- It will open the preview in a Separate window.



• You can see the preview and also at the top of the page a link has been created.



• If you copy that link and paste in any browser you can see the HTML Preview.

Delete Landing Pages

• Select the check box and then click on Delete button.

• It will open **Delete Landing Page(s)** window.

| | Delete Landing F | 'age(s) |
|---|----------------------|-----------------------------------|
| | Are you sure you wan | t to delete this Landing Page(s)? |
| | | Yes No |
| • | Click on Yes | button to delete the Pages. |
| • | Click on | button to close the window. |



ADVANCED:

- Advanced Module contains some advanced features. Some of them are listed below.
 - Bounce Settings (Only for Client account)
 - Analytics Tags Settings
 - Editor Settings
 - Forced H/F Settings
 - Auto Seed Email
 - > WebHooks

Bounce Settings

- From "Bounce Settings" you can maintain your contacts through bounce setting rules. Mailing will not sent to those contacts which are bounce according to your rule and contacts goes to inactive after bounce. (Bounce Rule Settings available to Client accounts only).
- There are two rules:
- Hard Bounce Rule (By Default 1)
- Soft Bounce Rule (By Default 3)

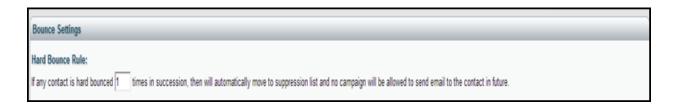
| ном | E LISTS | CAMPAIGNS | ADVANCED | SUPPRESSION | ΑCTIVITY | CAMPAIGN REPORTS |
|--------|----------------|--------------------|-----------------------|-------------------------|----------------------|---|
| Boun | ce Settings | AnalyticsTags Sett | ings Settings F | orced H/F Settings | Auto Seed Email | Web Hooks |
| | | | | | | |
| Boun | ce Settings | | | | | |
| Hard | Bounce Rule | : | | | | |
| lf any | contact is har | d bounced 1 time | es, then will automa | tically move to suppres | ssion list and no ca | ampaign will be allowed to send email to the contact in future. |
| Soft E | ounce Rule: | | | | | |
| If any | contact is sof | t bounced 3 time | s, then will automati | cally move to suppres | sion list and no can | mpaign will be allowed to send email to the contact in future. |
| | | | | | | Save |

Hard Bounce

A **Hard Bounce** is an email message that has been returned to the sender and is *permanently* undeliverable. Causes include invalid addresses (domain name doesn't exist, typos, changed address, etc.) or the email recipient's mail server has blocked your server. Servers can sometimes interpret bounces differently, meaning a soft bounce on one server may be classified as a hard bounce on another. Our email sending application



automatically moves subscribers that hard bounce into a "Bounced Subscribers" category, so they don't receive future campaigns.



Soft Bounce

A **Soft Bounce** is an email message that gets as far as the recipient's mail server (it recognizes the address) but is bounced back undelivered before it gets to the intended recipient. A soft bounce might occur because the recipient's mailbox is full, the server is down or swamped with messages, or the message is too large.

• If an email has soft bounced in the last 3 campaigns without any traceable activity like an open or a click (and if those 3 campaigns took place over more than 2 days) it will automatically be converted to a hard bounce and be removed from your list.

| Soft Bounce Rule: |
|---|
| If any contact is soft bounced 3 times in succession, then will automatically move to suppression list and no campaign will be allowed to send email to the contact in future. |
| |
| Save |
| Click on button to save your settings. |
| |
| Bounce Settings Your Bounce Settings updated successfully! |
| Hard Bounce Rule: |
| If any contact is hard bounced 1 firmes in succession, then will automatically move to suppression list and no campaign will be allowed to send email to the contact in future. |
| Soft Bounce Rule: |
| If any contact is soft bounced 3 times in succession, then will automatically move to suppression list and no campaign will be allowed to send email to the contact in future. |
| |
| Save |



Analytics Tags Settings

• **Google/Omniture Analytics:** Google/Omniture Analytics lets you measure your advertising ROI as well as track your Flash, video, and social networking sites and applications.

| но | ME LISTS CAMPAIGNS | ADVANCED SUPPRESSION ACTIVITY CAMPAI | GN REPORTS | |
|-----|----------------------------------|---|------------|---|
| Bou | Ince Settings AnalyticsTags Sett | ings Settings Forced H/F Settings Auto Seed Email Web Hool | | |
| | | | | |
| Go | ogle/Omniture | | | |
| | | Google Analytics | | Omniture Analytics |
| | | Campaign Source * psplqa438 (referrer: google, citysearch, newsletter4) | | Custom Name " psplqa438 (Custom Variable Name) |
| | | Campaign Medium * Email (marketing medium: cpc, banner, email) | | Custom Value (Default Custom Value for above Name) |
| | | Campaign Term (identify the paid keywords) | | |
| | | Campaign Content (use to differentiate ads) | | |
| | | Campaign Name * Default Mailing Name (product, promo code, or slogan) | | |
| | | | | |

Google Analytics

- User has to fill the fields as Campaign Source, Campaign Medium, Campaign Term, Campaign Content and Campaign Name. (The red asterisks indicate fields that are required)
- Click on Save button it will save all your settings.



| Campaign Source * | Save |
|---|------|
| Test48 | |
| (referrer: google, citysearch, newsletter4) | |
| Campaign Medium * | |
| Email | |
| (marketing medium: cpc, banner, email) | |
| Campaign Term | |
| (identify the paid keywords) | |
| Campaign Content | |
| (use to differentiate ads) | |
| Campaign Name * | |
| Default Mailing Name | |

Omniture Analytics

- User has to fill the fields as **Custom Name** and **Custom Value**. (The red asterisks indicate fields that are required)
- Click on Save button it will save all your settings.



| Omniture Analytic | s |
|---------------------------------------|------|
| Custom Name * | Save |
| 1 point | |
| (Custom Variable Name) | |
| Custom Value | |
| 1 point | |
| (Default Custom Value for above Name) | |

Settings

List View Settings

- When List View Settings is Enable then Count for "All Members" and "Active Members" Under "Lists" will not be shown. However, you can see the no. of contacts count by clicking the "Get Count" option.
- When List View Settings is **Disable** then Count for "All Members" and "Active Members" will be show Under "Lists".
- List View Setting not displayed at user level. You can only edit at client level under Advance Module.
- By default disable is selected.

WYSIWYG Content Editor Settings

- Editor Settings is a setting feature for Content Editor. By default it's Enable.
- When WYSIWYG Content Editor Settings Enabled it will make auto correction for invalid Html code.
- When WYSIWYG Content Editor Settings Disabled it will not make auto correction. Your Html code remains as it is.



| POINTMAIL | | | Welcome : psplqa477 Manage Account Help Logout |
|---|--|--------------------------|---|
| HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION ACTIVITY CA | MPAIGN REPORTS | | |
| Bounce Settings AnalyticsTags Settings Settings Forced H/F Settings Auto Seed Email Web Ho | oks | | Cattings |
| | | | Settings |
| List View Settings | | | |
| © Enable | | | |
| Under "Lists", Count for "All Members" and "Active Members" will not be shown. However, you can see | e the no . of contacts count by clicking the "Get Count" option. | | |
| Disable Under "Lists", Count for "All Members" and "Active Members" will be shown. | | | |
| | Save | | |
| | | | |
| Content Editor Settings | | | |
| | | | |
| WYSIWYG Content Editor Settings | Social Sharing Settings | Link Validation Settings | |
| Enable Olisable | Enable Disable | Enable | |
| | Save | | |
| | | | |
| Archive Mailing Settings | | | |
| Mailings that are older than selected no. of days will be moved to the Archived Mailings section. | | | |
| ◯ 30 Days ◯ 60 Days ● 90 Days ◯ 120 Days ◯ Custom Days | | | |
| | Save | | |
| | | | |
| | | | |

Social Sharing Settings

- When Social Settings is **Enable** then user able to post to social media(Facebook & twitter) at the time of send mailing".
- When Social Settings is **Disable** then user not able to post to social media(Facebook & twitter) at the time of send mailing. Its disable and not displayed at mailing > confirmation page".
- By default disable is selected.
- Social sharing work dependently at client and user level.

Link Validation Settings

- When Link validation Settings is **Enable** then Validated column displayed under Tracking Editor.
- When Link validation Settings is **Disable** then Validated column not display under Tracking Editor.
- By default disable is selected.
- Social sharing work dependently at client and user level.

Archive Mailing Settings

- Mailings that are older than selected no. of days will be moved to the Archived Mailings section.
- By default it is set as 90 Days.
- User can also create Custom Days.



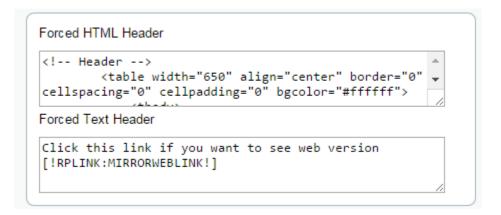
Forced H/F Settings

• Enabling the forced header and footer option will automatically insert the provided content into your email sends.

| HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN R | EPORTS |
|---|--|
| Bounce Settings AnalyticsTags Settings Settings Forced H/F Settings Auto Seed Email Web Hooks | |
| | |
| Forced Content Header/Footer | |
| Forced HTML Header | Enabling the forced header and footer option will automatically insert the |
| <pre></pre> <pre> <pre></pre> <pre><th>provided content into your email sends. The headers content will be inserted just below the "body" html tag in your HTML emails. For text emails it will be inserted at the top of your text email.</th></pre></pre> | provided content into your email sends. The headers content will be inserted just below the "body" html tag in your HTML emails. For text emails it will be inserted at the top of your text email. |
| Click this link if you want to see web version [BFLINK_IVIRAGENERLINK]] | The footer content will be inserted just above the "body" hinni tag in your HTML emails. For text emails it will be inserted at the bottom of your text email. |
| Forced HTML Footer | HTML Text |
| <pre></pre> | Forced Header © Enable ® Disable © Enable ® Disable |
| Forced Text Footer | Forced Footer Enable Enabl |
| This email was sent to [!EmailAddress!] | Save |

Forced HTML/Text Header

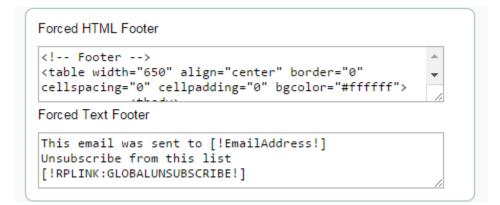
- The headers content will be inserted just below the "body" html tag in your HTML emails. For text emails it will be inserted at the top of your text email.
- Click on Save button it will save all your settings.





Forced HTML/Text Footer

- The footer content will be inserted just above the "/body" html tag in your HTML emails. For text emails it will be inserted at the bottom of your text email.
- Click on Save button it will save all your settings.



Auto Seed Email

- Any email listed in the Auto Seed Email table will receive a copy of every email campaign that is sent by the account regardless if they are selected as a list recipient at the time of mailing.
- Auto Seed Email will be added in Targeted Contacts count in Reporting also.

| ME L | LISTS CAMPAIGNS | ADVANCED SUPP | RESSION ACTIVITY | CAMPAIGN REPORTS | |
|------------|--------------------------------|--|----------------------------------|--|--|
| ince Sett | tings AnalyticsTags Sett | ings Settings Forced H/ | F Settings Auto Seed Email | Web Hooks | |
| | | | | | |
| o Seed I | Fmail List | | | | |
| Jeeur | Lindii List | | | | |
| | | | | | |
| ny email l | listed in the table below will | receive a copy of every email | campaign that is sent by this ad | count regardless if they are selected as a list recipient at the time of mailing. | |
| ny email I | listed in the table below will | receive a copy of every email | campaign that is sent by this a | count regardless if they are selected as a list recipient at the time of mailing. | |
| ny email I | listed in the table below will | receive a copy of every email | campaign that is sent by this a | ccount regardless if they are selected as a list recipient at the time of mailing. | |
| | | receive a copy of every email Id Contacts Remove | campaign that is sent by this ad | count regardless if they are selected as a list recipient at the time of mailing. | |
| | | | campaign that is sent by this ac | count regardless if they are selected as a list recipient at the time of mailing. | |
| | | | campaign that is sent by this ad | count regardless if they are selected as a list recipient at the time of mailing. | |
| | xisting Contacts Ad | Id Contacts Remove | | | |
| | xisting Contacts Ac | Id Contacts Remove | | | |

- Here you will find all the details of the Auto Seed Email.
- You can find three options here Add Existing Contacts, Add Contacts and Remove.



Add Existing Contacts

- Click on "Add Existing Contacts" button to add existing contacts.
- Add Contacts window will be open.

| | search criteria | 1 | t Name and Last Nam | Search Clear | | |
|--|-------------------------------|--------------|---------------------|-----------------------|-----------|--|
| Search will be performed on Email,First Name and Last Name fields) Successfully added contact(s): 80, 22 | | | | | | |
| • | Contact Id | First Name | Last Name | Email Address | Is Active | |
| | 2 | CRS | BRD | crs.brd02@gmail.com | True | |
| | 3 | CRS | BRD | crs.brd02@yahoo.com | True | |
| | 4 | CRS | BRD | crs.brd02@hotmail.com | True | |
| | 5 | CRS | BRD | crs.brd02@aol.com | True | |
| | 6 | PILTD | QA | piltdqa@gmail.com | True | |
| | 7 | PILTD | QA | piltdqa@yahoo.com | True | |
| | 8 | PILTD | QA | piltdqa@hotmail.com | True | |
| | 9 | PILTD | QA | piltdqa@aol.com | True | |
| | 10 | PILTD | QA | 1point@test1point.com | True | |
| | 12 | | | chintan1@priyanet.com | True | |
| M | ▲ 1 2 3 4 | 5 6 7 8 9 10 | | | | |

- You can add multiple contacts by selecting the desired contacts check box
- Or you can add desired contact(s) by entering into Search Criteria with Email or First

Name or Last Name by clicking on Search

- Click on Clear the Search Criteria.
- Also you can select your contacts with the help of page navigation.
- Then click on Add button.
- After clicking on Add button selected contact(s) will be added to the Auto Seed.
- Click on Cancel button once your contact(s) are added.

Add Contacts

- Click on "Add Contacts" button to add new contacts.
- It will open "Add Contact" window.



| Add Contact | | |
|-----------------|-------------|--------|
| First Name | | |
| Last Name | | |
| Email Address* | | |
| Save & Add More | Save & Exit | Cancel |
| | | |

- Enter First Name (Optional), Last Name (Optional) and Email Address*. (The red asterisks indicate fields that are required)
- Click on Save & Add More button data will be saved and User can add more details in the selected list.
- Click on Save & Exit button data will be saved and User can exit the window.

Click on Cancel button window will be closed.

Remove Contacts

• Select one or more contacts and click on **Remove** button then **"Remove Contacts"** window will be opened.

| Remove Contacts |
|---|
| Are you sure you want to remove selected Contact(s) from AutoSeed? |
| Yes No |

Click on Yes

button to close the window.

button if you wish to remove or else click on

No

• If you click yes then selected contacts will be removed from the Auto Seed.



•

Web Hooks

A webhook in web development is a method of augmenting or altering the behavior of a web page, or web application, with custom callbacks.

| DME LISTS CAMPAIGNS ADVANCED SUPPRE | SSION ACTIVITY CAMPAIGN REPORTS | | |
|---|-----------------------------------|--|-----------|
| ounce Settings AnalyticsTags Settings Settings Forced H/F Se | ettings Auto Seed Email Web Hooks | | |
| | | | Web Hooks |
| utbound Web Hooks | | | |
| configuration screen to allow an admin to create end points for web ho | pok calls. | | |
| Veb Hooks | | | Save |
| 🖉 Email Campaign Sent | JSON V | Clicked Url • | |
| JSON URL | | URL | |
| https://requestb.in/1037mgt1? | | https://requestb.in/1037mgt1?type=sent&id=[!campaignid!]&contactid=[!contactid!]&contactemail= [!contactemail!]&clickedURL=[!clickedurl!]&clickedDate=[!clickeddate!]&ipaddress=[!ipaddress=]&userAgent= | |
| ISON Payload | | [luseragent] | |
| { "id": "[!campaignid!]", "campaignoame": "[!campaignoame!]", "total: "[!totalrecip:]", "subject1", "[subject1]", "from": "[fromadfrees]", "status": "[!statusmessaee!]". | • • | | ß |
| Email Opened | JSON T | Email Hard Bounced Unt Unt Unt | |
| https://requestb.in/1037mat1? | | https://requestb.in/1037mgt1?type=sent&id=[!campaignid!]&contactid=[!contactid!]&contactEmail= [!contactemail!]&bounceTime=[!bouncetime!]&bounceCategory=[!bouncecategory!]&bounceReason=[!bouncereason! | |
| SON Payload | | Licencecements Imposinger the - Lipponice care Bandon cereaceBan 2- Lipponice cereBan 2- Lipponice reasons - Lipponice reasons | |
| "id": "[[campaignid]]", "contactid": "[[cantactid]]", "ppeneddate": "[lippeneddate]], "lippedderse": "[lippeneddate]], "useragert: "[lipseragert], "contactemail": "[contactemail]]",] | • | | ß |
| Contact Unsubscribed | JSON • | C Email Delivered Un • | |
| ISON URL | | URL | |
| https://requestb.in/1037mgt1? | | <pre>https://requestb.in/1037mgtl?type=delivered&campaignid=[!campaignid!]&contactid=[!contactid!] &contactemail=[!contactemail!]&deliveredtime=[!deliveredtime!]&deliveredaction=</pre> | |
| ISON Payload | | [!deliveredaction:]&deliveredstatus=[!deliveredstatus:] | |
| { "id": "[icampaignidi]", "contactid": "[icontactid]]" | | | |

• User can set different call value by using Json & Url format.



• Email Campaigns Sent:

Email Campaign Sent call shows value for mailing sent after setting up this webHooks call.

| 🗹 Email Campaign Sent | JSON V |
|------------------------------|---|
| JSON URL | |
| http://requestb.in/18e7zrt1? | |
| JSON Payload | |
| "total": "[! "subject": " | e": "[!c\$ampai*gnname!]", total^*recip!]", [!subject!]", romaddress!]", |



• Email Opend : Email Open call shows value for mailing open after setting up this webHooks call.

| Email Opened | | JSON V | |
|-----------------------|--|-----------|----|
| JSON URL | | | |
| http://requestb.in/18 | e7zrt1? | |] |
| JSON Payload | | | |
| { | | | |
| | "id": "[!campaignid!]", | | |
| | "contactid" : "[!contactid! | | |
| | "openeddate" : "[!o^&pene#d | | |
| | "ipaddress": "[!ip:address! | | |
| | "useragent": "[!useragent!] | | r |
| | <pre>"contactemail" :"[!contacte</pre> | email!l". | // |

• Email Clicked: Email Clicked call shows value for perform click event on Sent mailing after setting up WebHooks call.

| Email Clicked | Uri 🔻 |
|--|---|
| URL | |
| <pre>http://requestb.in/18e7zrt1?type=sent&id=[! [!contactid!]&contactemail=[!contactemail!] [!cl@ick^edd*ate!]&ipaddress=[!ipaddress!]&</pre> | &clickedURL=[!click@ed*url!]&clickedDate= |
| | |

• Email Hard Bounce: Email Hard Bounce call shows value for Email which are getting bounce(Undelivered) after setting up this WebHook call.



| Email Hard Bounced | Url 🔻 |
|---|-----------------|
| URL | |
| <pre>http://requestb.in/18e7zrt1?type=sent&id=[[!con^tactid!]&contactEmail=[!contact&email [!bounceti*me!]&boun!ceCategory=[!bounc~eca</pre> | l!]&bounceTime= |

• Contact Unsubscribe: Contact Unsubscribe call show values of which Contact email Address Unsubscribe by user after setting up this WebHook call.

| Contact Unsubscribed | JSON V |
|------------------------------|----------------------------|
| JSON URL | |
| http://requestb.in/18e7zrt1? | |
| JSON Payload | |
| { | email!]"]" as^on!]" |

SUPPRESSION:

SUPPRESSION Module contains all suppression features. Some of them are listed below.

- Global Email Suppression
- Global Domain Suppression
- Domain Suppression List
- Wildcard Suppression
- MD5 Email Suppression
- MD5 Suppression List

Global Email Suppression

When you suppress any Email(s) it will not allow sending any future mailings to that particular Email(s). There are two methods



- 1. Manual Email Suppression
- 2. Bulk Email Suppression

| Global Email Suppression Global Domain Suppression Domain Suppre | asion Lists Wildcard Suppression MD5 Email S | uppression MD5 Suppression List | | Email Suppression |
|---|--|---------------------------------|----------------------|-------------------|
| | | | | Email Suppression |
| Global Email Suppression | | | | |
| Manual Email Suppression Selected Type (*) Global Channel Type (E-mail •) Address | Local | | | |
| Sult Email Suppression | press | | | |
| Channel Type [=mail *] File Path [Choose file (Note File should have Email advess data major) Choose a File type [=Select- Incont | | | | |
| Enter Email Address 🛛 🔊 🗹 🛱 Remove Select | ed 🚫 Remove ALL 🍺 Bulk Removal | | | |
| Email Address | Suppressed Via | Suppressed By | Date Of Suppressed | Address Type |
| smoketesting07@qwerty.com | manual | psplqa446 | 6/6/2018 12:30:50 AM | E-mail |

- 1. Manual Email Suppression: There are two types in Manual Email Suppression.
 - Local: When you suppress any Email locally it will suppress that contact for particular list(s) only.
 - Global: When you suppress any Email globally it will effect globally and suppress from master database and all the list(s).

| Global Email Suppression | |
|--------------------------|-----------------|
| Manual Email Suppression | |
| Selected Type | ○ Global |
| Channel Type | E-mail v |
| Address | |
| List(s) | Look Up |
| | Suppress |

- Select **Local** option from the radio button.
- Write the Email address in the Address Textbox given.
- Click on Look Up button it will open up the "Select Lists" window.
- You can assign one or more list.



| Select Lists | | | |
|--------------|----------------------------|--------------------|-----------------|
| List Name | | Search Clear | |
| SortBy | A to Z | • | |
| | ListName | | |
| @test1!(0) | A to Z | heckss_Sample_3(0) | kbs(26) |
| 100 Conta | Z to A ListID | neckss_Sample_4(1) | klist_13(10) |
| 🗆 A(11) | Low to High | ontact List(3) | klist_18(44) |
| B(0) | High to Low CreatedDate | ake Contacts(99) | klist_20(13) |
| Basic List f | Oldest to Newest | ello(87) | klist16(12) |
| Checkss_S | Newest to Oldest | list@1 7(29) | KS(5) |
| Checkss_S | ample_2(0) | K_test(7) | ks dynamic S(9) |
| Select All | | Ok Cancel | Next Last |

- You can see the recent created list in **Select Lists** window.
- You can serch through SortBy option also.
- You can search your desired list by search panel or by clicking on <u>Next Last</u> Page Navigation Link.
- Click on Search button it will fetch the list based on your search criteria.
- Click on Clear button it will clear the List Name Textbox.



| Select Lists | 5 | | | | |
|--------------|--------|-----|---------------|-------|--|
| List Name | @Test | | Search | Clear | |
| SortBy | A to Z | • | | | |
| | | Red | cords Found 1 | | |
| @test1!(0 |) | | | | |
| Select All | | | | | |
| | | Ok | Cancel | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | Ok | | |

- Select your desired list(s) and click OK button. Then selected List(s) will be displayed in the List(s) box or else Click on Cancel button window will be closed.
- Click on Suppress button it will Suppress the Email from the selected list(s).
- It will clear the Address Textbox.

| Global Email Suppression | | |
|--------------------------|----------------|--------------------------------------|
| | | abc1@abc.com Suppressed successfully |
| Manual Email Suppression | | |
| Selected Type | Global I Local | |
| Channel Type | E-mail 🔻 | |
| Address | |] |
| | @test1!(0) | |
| List(s) | | Look Up |
| | · · | |
| | Suppress | |

• Select **Global** option from the radio button.

| Global Email Suppression | |
|--------------------------|---------------|
| Manual Email Suppression | |
| Selected Type | Iobal O Local |
| Channel Type | E-mail ▼ |
| Address | |
| | Suppress |

• Write the Email address in the **Address** textbox.



| Global Email Suppression | |
|--------------------------|--------------------------------|
| Manual Email Suppression | |
| | Selected Type 💿 Global 🔘 Local |
| | Channel Type E-mail |
| | Address abc1@abc.com |
| | Suppress |

- Click on Suppress button it will Suppress the Email Globally from the master database and all the list(s).
- It will clear the **Address** Textbox.
- The Suppressed Email will be seen in the below grid with status as Manual



| Global | Email Suppression | | | | | |
|---------|--|--------------------------------------|---------------------------------------|---------------------|--------------|--|
| Manua | I Email Suppression | | abc@gmail.com Suppressed successfully | | | |
| | | Selected Type Global Local | | | | |
| | | Channel Type E-mail • | | | | |
| | | Address | | | | |
| | | Suppress | | | | |
| Bulk E | mail Suppression | | | | | |
| | | Channel Type E-mail • | | | | |
| | | File Path Choose File No file chosen | | | | |
| | (Note File should have Email address data in single column without any column header.) | | | | | |
| | | Choose a File typeSelect • | | | | |
| | | Import | | | | |
| | | | | | | |
| Enter E | Email Address | 🔗 🗹 📋 Remove Selected 😢 Remove ALL | | | | |
| • | Email Address | Suppressed Via | Suppressed By | Date Of Suppressed | Address Type | |
| | abc@gmail.com | manual | pspl160 | 9/7/2016 4:36:18 AM | E-mail | |
| | regain@trial.com | manual | pspl160 | 9/7/2016 1:31:10 AM | E-mail | |
| | | | | | | |

2. Bulk Email Suppression:

| Bulk Email Suppression | |
|---|--|
| Channel Type E-mail 💌 | |
| File Path Choose File No file chosen | |
| (Please import single column file without delimit characters) | |
| Choose a file typeSelect | |
| Import | |
| Select File Path Click on Choose File button to choose the file. | |
| 1 POINTMAIL | |

| Bulk Email Suppression |
|---|
| Channel Type E-mail 🔻 |
| File Path Choose File Bulk Test.xIsx |
| (Please import single column file without delimit characters) |
| Choose a file typeSelect 🔻 |
| Import |

- Select the appropriate file type from **Choose a file type** dropdown list. •
- There are mainly two types 1) Text file (.txt, CSV) and 2) Excel (.xls, .xlsx) •
- Import Click on button. •

under

- Your Bulk Emails will be suppressed globally from the master database and all the • list(s).
- The Suppressed Email will be seen in the below grid with status as Import Suppressed Via

| Global Email Suppression | |
|--------------------------|---|
| | Successfully imported file: Bulk Test.xlsx |
| Manual Email Suppression | |
| Selected Type | 🖲 Local 🔍 Global |
| Channel Type | E-mail 🔻 |
| Address | |
| List(s) | Look Up |
| | Suppress |
| Bulk Email Suppression | |
| Channel Type | E-mail 🔻 |
| File Path | Choose File No file chosen |
| (Please in | port single column file without delimit characters) |
| Choose a file type | Select T |
| | Import |
| | |



| номе | LISTS CAMPAIGNS ADVANCE | ED SUPPRESSION ACTIVITY | CAMPAIGN REPORTS | | | | | |
|----------|---|--------------------------------------|--|----------------------|--|--|--|--|
| Global I | Email Suppression Global Domain Suppres | sion Domain Suppression Lists Wilde | card Suppression MD5 Email Suppression | MD5 Suppression List | | | | |
| | | | | | | | | |
| Global | Global Email Suppression | | | | | | | |
| Manua | Manual Email Suppression | | | | | | | |
| | | cted Type 💽 Global 🔍 Local | | | | | | |
| | | nnel Type E-mail T | | | | | | |
| | | Address | | | | | | |
| | | Suppress | | | | | | |
| | | Suppress | | | | | | |
| Bulk E | mail Suppression | | | | | | | |
| | Cha | nnel Type E-mail | | | | | | |
| | (Noto:File should have Email | File Path Choose File No file chosen | alumn hondor) | | | | | |
| | | a File typeSelect | Journin neader.) | | | | | |
| | | Import | | | | | | |
| | | import | | | | | | |
| E-t-c | | | | | | | | |
| EnterE | mail Address 🔗 | Market Remove Selected 😣 Remove AL | . 💌 Bulk Removal | | | | | |
| • | Email Address | Suppre | ssed Via Supp | ressed By | | | | |
| | smoketesting07@qwerty.com | manua | l pspl | qa426 | | | | |
| | sd7@test.com | import | pspl | qa426 | | | | |
| | sd6@test.com | import | pspl | qa426 | | | | |
| | sd5@test.com | import | pspl | qa426 | | | | |
| | sd4@test.com | import | pspl | qa426 | | | | |

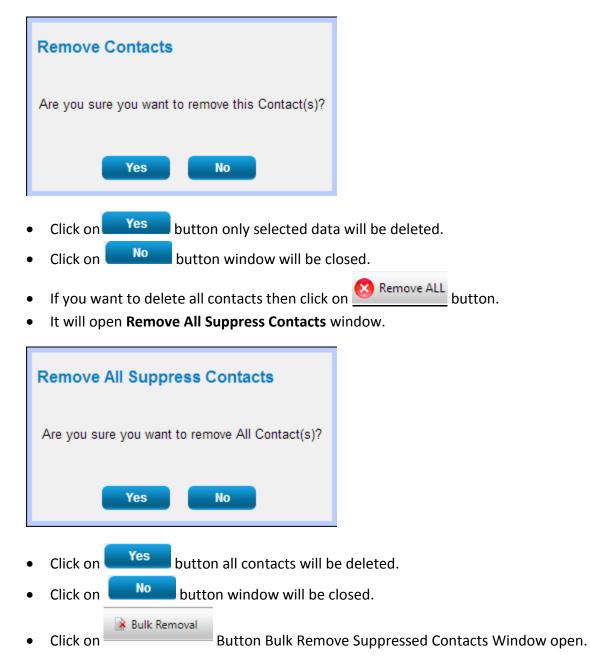
- User can Search the Suppressed Emails by entering Email Id or by Page navigation.
- Enter Email Id and click on 🌋 button.

| HOME LISTS CAMPAIGNS ADVANCED | JPPRESSION ACTIVITY CAMPAIGN REPORTS |
|--|---|
| Global Email Suppression Global Domain Suppression Do | omain Suppression Lists Wildcard Suppression MD5 Email Suppression MD5 Suppression List |
| | |
| Global Email Suppression | |
| Manual Email Suppression | |
| | 💽 Global 🔍 Local |
| Channel Type | E-mail v |
| Address | |
| | Suppress |
| Bulk Email Suppression | |
| Channel Type | E-mail V |
| | Choose File No file chosen |
| · · · · · · · · · · · · · · · · · · · | data in single column without any column header.) |
| Choose a File type | Select T |
| | Import |
| | |
| Enter Email Address State Stat | Remove Selected 🛛 😢 Remove ALL 🔒 Bulk Removal |

- It will display the searched results.
- Click on button to clear search results.
- Select the check box click on Remove Selected button.



• It will open **Remove Contacts** window.





| Bulk Remove Suppressed Contacts |
|---|
| Channel Type E-mail ▼ |
| File Path Choose File No file chosen |
| (Note:File should have Email address data in single column without any column header.) |
| Choose a File typeSelect |
| |
| Import Cancel |

- You Can Delete suppressed contact in bulk by import.
- Select **File Path** Click on Choose File button to choose the file.

| Bulk Remove Suppressed Contacts | | | |
|--|--|--|--|
| Channel Type E-mail ▼ File Path Choose File No file chosen (Note:File should have Email address data in single column without any column header.) | | | |
| Choose a File typeSelect | | | |

- Select the appropriate file type from **Choose a file type** dropdown list.
- There are mainly two types 1) Text file (.txt, CSV) and 2) Excel (.xls, .xlsx)
- Click on Import button.
- Your Bulk Remove Suppressed Contact will be Deleted from Global Email Suppression Grid.



Global Domain Suppression

- When you suppress any Domain(s) it will not allow sending any future mailings to that particular domain(s). There are two methods.
 - 1. Manual Domain Suppression
 - 2. Bulk Domain Suppression

| оме | LISTS CAMPAIGN | | | | |
|---------|-------------------------------|---|----------------------------------|---------------|---------------------|
| | | Domain Suppression Lists Wildcard Suppression | MD5 Email Suppression MD5 Suppre | ession List | Domain Suppress |
| | Domain Suppression | | | | |
| | (Note:File s Choose a File | Suppress Path Choose File No file chosen should have DomainName & Reason as column headers.) typeSelect- | | | |
| Enter (| Domain Name | 📯 📝 🛅 Remove Selected 🕺 Remove ALL | | | |
| • | Domain Name | Reason | Suppressed Via | Suppressed By | Date Suppressed |
| | jatin.com | Don't Touch | import | pspl160 | 9/7/2016 1:30:27 AM |
| | tushar.com | Don't Touch | import | pspl160 | 9/7/2016 1:30:27 AM |
| | mitesh.com | Don't Touch | import | pspl160 | 9/7/2016 1:30:27 AM |

1. Manual Domain Suppression:

Enter **Domain Name** and **Reason**. (The **red asterisks** indicate the fields that are required)

| | | Suppression Domain Suppression Lists Wildcard Suppres | | | Domain Suppres |
|-------------|---|--|--------------------------|-------------------------|--|
| | | | | | Domain Suppres |
| lobal D | Domain Suppression | | | | |
| anual (| Domain Suppression | | | | |
| | Domain Name* Trial.com | | | | |
| | Reason [*] trial | | | | |
| | | | | | |
| | | | | | |
| | | Suppress | | | |
| ik Dor | omain Suppression | | | | |
| ulk Dor | File Path Cho | oose File No file chosen | | | |
| ulk Dor | File Path Cho (Note:File should have | oose File No file chosen ve DomainName & Reason as column headers.) | | | |
| ulk Dor | File Path Cho | oose File No file chosen ve DomainName & Reason as column headers.) elect | | | |
| ulk Dor | File Path Cho (Note:File should have | oose File No file chosen ve DomainName & Reason as column headers.) | | | |
| | File Path Chu (Note:File should hav Choose a File type -Se | oose File No file chosen ve DomainName & Reason as column headers.) elect Import | | | |
| | File Path Cho (Note:File should have | oose File No file chosen ve DomainName & Reason as column headers.) elect | | | |
| iter Do | File Path Chu (Note:File should hav Choose a File type -Se | oose File No file chosen ve DomainName & Reason as column headers.) elect Import | Suppressed Via | Suppressed By | Date Suppressed |
| ter Do | File Path Chr. (Note File should ha Choose a File type -Se | oose File No file chosen ve DomainName & Reason as column headers) alect- Import Sy Import Sy Import Remove Selected Semove ALL | Suppressed Via import | Suppressed By psp160 | Date Suppressed 9/7/2016 1:30:27 AM |
| ier Do I | File Path Chr. (Note File should ha Choose a File type -Se omain Name Domain Name | oose File No file chosen ve DomainName & Reason as column headers.) alect | | | |

3. Click on Suppress button.



- 4. It will suppress the domain globally and will display a successful message.
- 5. The Suppressed Domains will be display in the below grid with status as **Manual** under Suppressed Via.

| Global Domain Suppression | | | | | | | | |
|--|--------------------------|---|---|--------------------------|--|--|--|--|
| Manual Domain Suppression | | | | | | | | |
| Domain Name* | | | | | | | | |
| Reason* | | | | | | | | |
| | | Suppress | | | | | | |
| ulk | Domain Suppression | | | | | | | |
| | File Path Choo | se File No file chosen | | | | | | |
| | | | | | | | | |
| (Note File should have DomainName & Reason as column headers.) | | | | | | | | |
| | Choose a File type -Sele | | | | | | | |
| | Choose a File typeSele | ct • | | | | | | |
| | Choose a File type -Sele | ct | | | | | | |
| | Choose a File typeSele | ct | rial.com Suppressed Successfully! | | | | | |
| Enter | Choose a File type -Sele | ct | rial.com Suppressed Successfully! | | | | | |
| | Domain Name | Ct- Import Domain 1 Strain & Remove Selected Remove ALL | | | | | | |
| | | ct- • Import | tial.com Suppressed Successfully! Suppressed Via | Suppressed By | Date Suppressed | | | |
| | Domain Name | Ct- Import Domain 1 Strain & Remove Selected Remove ALL | | Suppressed By pspi160 | Date Suppressed 9/7/2016 4:49-24 AM | | | |
| | Domain Name | Ct- Import Domain 1 Stresson Remove Selected Remove ALL Reason | Suppressed Via | | | | | |
| Enter | Domain Name Trial com | Ct- Import Domain Domain Domain Composed Remove Selected Reason trial | Suppressed Via manual | pspl160 | 9/7/2016 4:49:24 AM | | | |

2. Bulk Domain Suppression:

In Bulk domain suppression, you have to Import file with Domain names.

| Bulk Domain Suppression |
|---|
| File Path Choose File No file chosen |
| (Please import single column file without delimit characters) |
| Choose a file typeSelect |
| Import |
| • Select File Path Click on Choose File button to choose the file. |
| Bulk Domain Suppression |
| File Path Choose File Domain Import_excel.xlsx |
| (Please import single column file without delimit characters) |
| Choose a file typeSelect |
| Import |

- Select the appropriate (valid) file type from **Choose a file type** dropdown list.
- There are mainly two types 1) Text file (.txt, CSV) and 2) Excel (.xls, .xlsx)



| Bulk | Bulk Domain Suppression File Path Choose File Domain Import_excel.xlsx (Please import single column file without delimit characters) Choose a file typeSelect- Select- text file(.txt, CSV) Excel(.xls, .xlsx) Records found : 2 | | | | | | |
|-------|---|--------------------------------------|----------------|---------------|--|--|--|
| Enter | Domain Name chintan | 察 🗹 📋 Remove Selected 🛛 😣 Remove ALL | | | | | |
| • | Domain Name | Reason | Suppressed Via | Suppressed By | | | |
| | chintan.com | QA1 | import | chintan20 | | | |
| | chintan2.com | qa1 | manual | psplqa20 | | | |

- Click on Import button.
- Your Bulk Domains will be suppressed globally from the master database.
- The Suppressed Domains will be display in the below gird with status as Import

under Suppressed Via

6. The Suppressed Domains will be display in the below gird.

| Ente | er Domain Name | 🖇 🗹 📋 Remove Selected ጰ Remove ALL | | | |
|------|----------------|------------------------------------|----------------|---------------|----------------------|
| | Domain Name | Reason | Suppressed Via | Suppressed By | Date Suppressed |
| | chintan.com | QA1 | import | chintan20 | 1/21/2015 8:26:26 AM |
| | rediffmail.com | QA2 | import | chintan20 | 1/21/2015 8:26:26 AM |

- User can Search by **Domain Name** and Page Navigation.
- Enter Domain Name and click on <u>button</u>

| | Records found : 2 | | | | | | |
|-------|---------------------|-------------------------------------|----------------|---------------|-----------------------|--|--|
| Enter | Domain Name chintan | 🔊 🗹 î Remove Selected 🚫 Remove ALL | | | | | |
| | Domain Name | Reason | Suppressed Via | Suppressed By | Date Suppressed | | |
| | chintan.com | QA1 | import | chintan20 | 1/21/2015 8:26:26 AM | | |
| | chintan2.com | | manual | psplqa20 | 1/22/2015 12:29:59 AM | | |

- It will display the searched results.
- Click on <u>button</u> to clear search results.
- Select the check box & click on

m Remove Selected button.

• It will open the **Remove Domains** window.



| 1 | | |
|---|--|--------------------------------|
| | Remove Domains | |
| | Are you sure you want to remove this Domain(s)? | |
| | Yes No | |
| • | Click on Yes button domain(s) will be c | deleted. |
| • | Click on No button window will be clo | osed |
| • | If you want to delete all the domains then clip domains will delete. | ck on 🙁 Remove ALL button, all |

Domain Suppression List

Domain Suppression List is the feature from where you can create a list of certain domains to which you don't want to send mails and then you can use that suppression list against targeted list so that selected list's domains will receive mailings.

• This is the **"Domain Suppression Lists"** page which allows you to search your lists using the Search panel.

| OME LISTS C | AMPAIGNS ADVANCED | SUPPRESSION ACTIVITY | CAMPAIGN REPORTS | | | |
|------------------------|---------------------------------|----------------------------------|-------------------------------------|----------------------|--------------|--------------|
| ilobal Email Suppressi | on Global Domain Suppression | Domain Suppression Lists Wildcar | d Suppression MD5 Email Suppression | MD5 Suppression List | | Domain Lists |
| | | | | | | Domain Lists |
| Manage Domain Suppre | ession Lists | | | | | |
| Search | | | | | | |
| Domain List ID | List Name | Sea | rch | | | |
| List Description | Created Da | ate Cle | ar | | | |
| omain Lists | | | | | | |
| 🙀 Create 📑 View 👔 | 🖥 Delete 🛛 🍜 Import 🛛 🧔 Refresh | | | | | |
| Domain List ID | List Name | Desi | ription | Total Domains | Created Date | |
| | | | | | | |

Page Controls:

• Data grid also has navigation buttons.

 I
 I
 2
 3
 4
 5
 6
 7
 8
 9
 10
 ...
 ▶
 ▶



• First, Previous, Next and Last to check records.

Search

- Here User can search the particular records based on searched criteria.
- Enter the Domain List ID or List Name or List Description or Created Date.

| HOME | LISTS | CAMPAIGNS | ADVANCED | SUPPRESSION | ΑCTIVITY | CAMPAIGN I | REPORTS | | | |
|-----------|---------------|--------------------|-------------------|-------------------|----------------|----------------|-----------------------|----------------------|----------------------|--------------|
| Global Ei | mail Suppre | ssion Global Domai | n Suppression | Domain Suppressio | n Lists Wildca | rd Suppression | MD5 Email Suppression | MD5 Suppression List | | Demain Liste |
| | | | | | | | | | | Domain Lists |
| Manage | Domain Sup | pression Lists | _ | _ | _ | _ | _ | _ | | |
| Search | | | | | | | | | | |
| Domain | List ID | | List Name | | Se | arch | | | | |
| List Des | cription aa | | Created Dat | le | C | lear | | | | |
| Domain I | Lists | | | | | | | | Records Found 1 | |
| 🔅 Crea | te 📑 View | 👕 Delete 📑 Impo | rt \land Refresh | | | | | | | |
| Do | omain List ID | List Name | | | De | scription | | Total Domains | Created Date | |
| 8 | | domain supp | ression list 1sep | | aa | kash | | 1 | 9/1/2016 12:17:00 AM | |

• Click on <u>Search</u> button and it will display the total records that are found in particular search value or else Click on <u>Clear</u> button to clear search results.

Create List

- Click on the Create list treate button.
- It will open the "Create Domain Suppression List" Window.

| Create Domain Suppression List | | | | |
|--------------------------------|-------------|--|--|--|
| List Name* | | | | |
| List Description | | | | |
| | Save Cancel | | | |

• Enter details for the Create List. (The red asterisks indicate fields that are required)



Click on Save button your list will be Created Successfully or else Click on Cancel button to close the window.

Edit List

- Click on the List Name Hyperlink.
- It will open an "Edit List" window.

| Edit Domain Suppression List | | | | |
|------------------------------|-------------|--|--|--|
| List Name* | QA01 | | | |
| List Description | qa 🖉 | | | |
| | Save Cancel | | | |

- You can change the required fields. (The **red asterisks** indicate fields that are required)
- Click on Save to save changes or else Click on Cancel to exit without saving.



View List

- Select the list for which you want to view the details. •
 - Click on View button.

| OME LISTS CA | MPAIGNS ADVANCED | SUPPRESSION ACTIV | ITY CAMPAIGN | REPORTS | | | |
|-------------------------|------------------------------|--------------------------|----------------------|-----------------------|----------------------|----------------------|--------------|
| lobal Email Suppression | n Global Domain Suppression | Domain Suppression Lists | Wildcard Suppression | MD5 Email Suppression | MD5 Suppression List | | Domain Lists |
| | | | | | | | 2011011 |
| Aanage Domain Suppres | sion Lists | | | | | | |
| Search | | | | | | | |
| Domain List ID | List Name | | Search | | | | |
| List Description | Created Dat | e | Clear | | | | |
| omain Lists | | | | | | | |
| 🖕 Create 📓 View 📋 | Delete 📑 Import 💈 Refresh | | | | | | |
| Domain List ID | List Name | | Description | | Total Domains | Created Date | |
| | domain suppression list 1sep | | aakash | | 1 | 9/1/2016 12:17:00 AM | |
| | | | | | | | |

It will open the "Domain Suppression List Details" window. ٠

| HOME | LISTS CAM | PAIGNS ADVANCED | SUPPRESSION | ACTIVITY CAMPAIG | N REPORTS | | | | |
|----------|--------------------------------|---------------------------|-------------------|----------------------------|--------------------------|----------------------|--|-------------|--------|
| Global E | mail Suppression | Global Domain Suppression | Domain Suppressio | Lists Wildcard Suppression | on MD5 Email Suppression | MD5 Suppression List | | | |
| | | | | | | | | Domain Deta | ails |
| Domain | Suppress List Deta | ls | | | | | | | |
| Domair | main Suppress List : BM Aug 30 | | | | | | | | |
| | | | | Total Domains | | | | _ | |
| Enter se | earch criteria | Sear | ch Clear | 1 | | | | Re | efresh |
| _ | | | | | | | | | |
| • | Domain ID | Domain Name | | | | | | | |
| | 2 | priyanet.com | | | | | | | |
| | | | | | | | | | |
| Import | History | | | | | | | Re | efresh |
| File Na | me | Inserted | Statu | | | | | | |
| 04- Do | main Suppress List-I | Priya 1 | Suc | 955 | | | | | |

- Here you will find all the details of the particular List which you selected. •
- Total Domains box showing Total count of domains. •
- In List Details you can find **Search**, **Clear**, **Back** & **Refresh** options. •
- Search button, you can search the domains present in the • If you click on selected list.



- If you click on Clear button, it will clear the "Enter search criteria" and will display all the domains.
- If you click on **Refresh** button, it will refresh the page.
- If you click on Back button, it will take you to the main page.

Delete List

- Select the particular List(s) check box \square .
- Click on Delete 🟛 button.
- It will open "Delete Domain Suppression List(s)" window.

| Delete Domain Suppression List(s) | |
|---|----------------|
| On Deleting the selected list, the data residing in list will also be deleted. Are you sure you want to Delete this List(s)? | |
| Yes No | |
| Click on Yes to delete or else Click on No to exit with | nout deleting. |
| Import | |

• Click on potion after selecting list, then page will be redirected to the Import module with the selected list and will open "Manage Domain Suppress List Imports" Page.



| | Global Domain Suppression Domain Suppression Lists Wildcard Suppression MD5 Email Suppression MD5 Suppression List | IMPORT |
|-----------------------|--|--------|
| anage Domain Suppress | s List Imports | |
| elect Domain Suppress | : List & File | Back |
| elect List(s) | test 1 (0) | |
| ile Path: | Choose File No file chosen | |
| | (Note: File should have DomainName as column header and File size should not be more than 30 MB for import process.) | |
| hoose a File type | -Select v | |
| | (Note: Importing large files may take a moment, please be patient.) | |
| Notification | | |
| Send Notification Ema | ail After Importing Domains to Domain Suppression List | |
| Enter Email Address | | |
| | (Enter multiple emails separate with comma) | |

- Select your file and then select your file type.
 (You can also create new list by Add New List Option)
- Give Notification email. (Optional)

Note: File should have DomainName as column header and File size should not be more than 30 MB for import process.

- Click Import button once all done.
- Following pop up will be display.

| | n Global Domain Suppression Domain Suppression | Lists Wildcard Suppression MD5 Email Suppression MD5 Suppression List | | _ |
|------------------------|--|--|---|--------|
| | | | | IMPORT |
| Manage Domain Suppress | s List Imports | | 1 | |
| | Successfully | | | |
| Select Domain Suppress | s List & File | Importing | | Back |
| Select List(s) | test 1 (0) | 1Point will now begin to import your file.You will be notified by email if you choose notification email when your import is completed. | | |
| File Path: | 🖹 1.txt | emain in you chouse nouncation emain when your import is completed. | | |
| | (Note: File should have DomainName as column he | You can check on the status of your import by clicking here | | |
| Choose a File type | Text file with single column • | | | |
| | (Note: Importing large files may take a moment, ple | Finish | | |
| Notification | | | | |
| Send Notification Ema | ail After Importing Domains to Domain Suppression List | | | |
| Enter Email Address | | | | |
| | (Enter multiple emails separate with comma) | | | |
| | | | | |
| | | import | | |



1Point

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• If you click **here** link it will redirect in View List page and if you click **Finish** button, it will redirect to Manage Domain Suppression Lists Page.

Wildcard Suppression

This feature is used to suppress the wildcard characters. If you enter a word or a character in **Wildcard Name** Textbox. It will suppress the whole Email containing that word or character at the time of sending.

| HOME | LISTS CAMPAIGNS AD | VANCED SUPPRESSION ACTIVITY CAMP | AIGN REPORTS | |
|--------|-----------------------------------|--|--|----------------------|
| Global | Email Suppression Global Domain S | uppression Domain Suppression Lists Wildcard Suppr | MD5 Email Suppression MD5 Suppression List | Wildcard |
| Wildca | ard Suppression | | | |
| | Wildcard Name* | (Note: All Emails containin | ng the wildcard would be suppress at the time of sending the mailing |) |
| | Reason* | | | |
| | | Suppress | | |
| Enter | Wildcard Name | 👂 🗹 📋 Remove Selected 🛛 😣 Remove ALL | | |
| • | Wildcard Name | Reason | Suppressed By | Date Suppressed |
| | bogus | test | pspl162 | 8/30/2016 1:04:52 AM |
| | hotbuns | test | pspl162 | 8/30/2016 1:04:59 AM |
| 0 | wildcard | test | pspl162 | 8/30/2016 1:03:09 AM |

• Enter the Wildcard Name and Reason. (The red asterisks indicate the fields that are required)

| номе | LISTS CAMPAIG | IS ADVANCED SUPPRESSIO | N ACTIVITY CAMPAIGN | I REPORTS | | |
|---------|-------------------------|------------------------------------|----------------------------------|--|----------------------|----------|
| Global | Email Suppression Globa | I Domain Suppression Domain Suppre | ssion Lists Wildcard Suppression | n MD5 Email Suppression MD5 Suppression List | | Wildcard |
| Wildca | rd Suppression | | | | | |
| | Wildcard Name* v | | (Note: All Emails containing the | wildcard would be suppress at the time of sending the ma | iling.) | |
| | Reason* | akash trial 123454 | | | | |
| | | Suppress | | | | |
| Enter V | Wildcard Name | 👂 🗹 📋 Remove Selec | ed 🚫 Remove ALL | | | |
| • | Wildcard Name | Reaso | n | Suppressed By | Date Suppressed | |
| | bogus | test | | pspl162 | 8/30/2016 1:04:52 AM | |
| | hotbuns | test | | pspl162 | 8/30/2016 1:04:59 AM | |
| | wildcard | test | | pspl162 | 8/30/2016 1:03:09 AM | |

- Click on Suppress button.
- It will suppress the word and will display the Success Message.



| hal | | ADVANCED SUPPRESSION ACTIVITY CAMPAIGN Ri ain Suppression Domain Suppression Lists Wildcard Suppression | | |
|---------|------------------------------|--|---|--|
| opai | Email Suppression Global Dom | in Suppression Domain Suppression Lists Windcard Suppression | mud email suppression mud suppression List | Wildca |
| ildca | ard Suppression | | | |
| | Wildcard Name* | (Note: All Emails containing the wil | ldcard would be suppress at the time of sending the mailing |) |
| | Reason* | | | |
| | | Suppress | | |
| | | | rd1234 Suppressed Successfully! | |
| Enter 1 | Wildcard Name | 🖇 👿 📋 Remove Selected (Remove ALL | | |
| | Wildcard Name | Reason | Suppressed By | Date Suppressed |
| | | | | |
| | bogus | test | pspl162 | 8/30/2016 1:04:52 AM |
| | bogus hotbuns | test | pspl162 pspl162 | 8/30/2016 1:04:52 AM 8/30/2016 1:04:59 AM |
| | | | | |

- Enter the Enter Wildcard Name and click on $\frac{\$}{2}$ button.
- It will display the search result.
- You can also use the Page navigation. •

Click on <u>button</u> to clear the search result. •

- Remove Selected button. Select the check box click on •
- It will open Remove Wildcard window. ٠

| | | 1 |
|---|--|------------------------|
| | Remove Wildcards | |
| | Are you sure you want to remove this Wildcard(s)? | |
| | Yes No | |
| • | Click on Yes button selected inform | ation will be deleted. |
| • | Click on button window will be | closed. |
| • | If you want to delete all the Wildcards the | n click on 😣 Remove A |

• It will open Remove All Suppress Wildcard window.



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😣 Remove ALL button.

| Remove All Suppress Wildcard | | | | | | |
|--|--|--|--|--|--|--|
| Are you sure you want to remove All Wildcard(s)? | | | | | | |
| Yes No | | | | | | |

- Click on Yes button all information will be deleted.
- Click on button window will be closed.

MD5 Email Suppression

MD5 Email Suppression is very much similar to Global Email Suppression. But here email entered in MD5 hash decrypted form. There are two methods.

- 1. Manual MD5 Email Suppression
- 2. Bulk MD5 Email Suppression

| HOME | LISTS CAMPAIGNS ADVANCED SUPPRESSION | ACTIVITY C | AMPAIGN REPORTS | | |
|----------|---|---------------------|---------------------------------|-------------------------|-----------------|
| Global E | Email Suppression Global Domain Suppression Domain Suppressi | on Lists Wildcard S | Suppression MD5 Email Suppressi | on MD5 Suppression List | MD5 Suppression |
| MD5 En | nail Suppression | | | | |
| | I MD5 Email Suppression MD5 Email Hash* Suppress D5 Email Suppression | | | | |
| | File Path Choose File No file chosen (Note: File should have the MD5 Hashed Email address Choose a File type -Select- • (Note: Importing large files may take a moment, please b | | without any column header) | | |
| Enter H | lash 🔗 🗹 📋 Remove Selected | Remove ALL | | | |
| • | MD5 Email | Suppressed Via | Suppressed By | Date Suppressed | |
| ٥ | 416a0472a43664e01e4854cc6399cb47 | import | pspl162 | 8/30/2016 1:05:20 AM | |
| | 86516ebb0244dc8bedb0f0c16455236f | import | pspl162 | 8/30/2016 1:05:20 AM | |
| ٥ | 8ab9e2e8d27f94dd8cb285df170ca508 | manual | pspl162 | 8/30/2016 5:01:23 AM | |

1. Manual MD5 Email Suppression:



Enter **MD5 Decrypted Email address**. (The **red asterisks** indicate the fields that are required)

| HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION | ACTIVITY CAMPAIGN REPORTS | |
|--|--|-----------------|
| Global Email Suppression Global Domain Suppression Domain Suppress | on Lists Wildcard Suppression MD5 Email Suppression MD5 Suppression List | |
| | | MD5 Suppression |
| MD5 Email Suppression | | |
| Manual MD5 Email Suppression | | |
| MD5 Email Hast [*] [416a0472a43664e01e4854cc6399cb47] Suppress | | |
| Bulk MD5 Email Suppression | | |
| File Path Choose File No file chosen | | |
| (Note: File should have the MD5 Hashed Email address | data in single column without any column header.) | |
| Choose a File typeSelect | | |
| (Note: Importing large files may take a moment, please | e patient.) | |
| Enter Hash 🔊 🕅 🕆 Remove Selected | S Remove ALL | |
| MD5 Email | Suppressed Via Suppressed By Date Suppressed | |
| No records to display. | | |

- Click on Suppress button.
- It will suppress the email globally and will display a successful message.
- The Suppressed Email will be display in the below gird with status as Manual under Suppressed Via.

| HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION | ACTIVITY CAMPAIG | N REPORTS | | | | | | | |
|---|-----------------------------------|---------------------------------|---------------------|-----------------|--|--|--|--|--|
| Global Email Suppression Global Domain Suppression Domain Suppression | on Lists Wildcard Suppressio | on MD5 Email Suppression MD5 | Suppression List | | | | | | |
| | | | | MD5 Suppression | | | | | |
| MD5 Email Suppression | | | | | | | | | |
| Manual MD5 Email Suppression | | | | | | | | | |
| MD5 Email Hash* | | | | | | | | | |
| Suppress | | | | | | | | | |
| Bulk MD5 Email Suppression | | | | | | | | | |
| File Path Choose File No file chosen | | | | | | | | | |
| (Note: File should have the MD5 Hashed Email address | data in single column without any | / column header.) | | | | | | | |
| Choose a File typeSelect • | | | | | | | | | |
| (Note: Importing large files may take a moment, please b | e patient.) | | | | | | | | |
| Import | | | | | | | | | |
| | MD5 416a0472a436646 | 01e4854cc6399cb47 Suppressed \$ | Successfully! | | | | | | |
| Enter Hash 🖉 🗹 💼 Remove Selected | Remove ALL | | | | | | | | |
| | 0 | | | | | | | | |
| MD5 Email | Suppressed Via Su | ppressed By | Date Suppressed | | | | | | |
| 416a0472a43664e01e4854cc6399cb47 | manual ps | pl162 | 9/7/2016 5:54:40 AM | | | | | | |

2. Bulk MD5 Email Suppression:

In Bulk MD5 email suppression, you have to Import file with MD5 decrypted emails.



| Bulk MD5 Email Suppression |
|---|
| File Path Choose File No file chosen |
| (Note: File should have the MD5 Hashed Email address data in single column without any column header.) |
| Choose a File typeSelect |
| Import |
| Select File Path Click on <u>Choose File</u> button to choose the file. Select the appropriate (valid) file type from Choose a file type dropdown list. There are mainly two types 1) Text file(.txt), CSV(.csv) and 2) Excel (.xls, .xlsx) |
| Bulk MD5 Email Suppression |
| File Path Choose File Chintan MD5.xlsx |
| (Note: File should have the MD5 Hashed Email address data in single column without any column header.) |

| Choose a File type | -Select- text file(.txt) / CSV(.csv) Excel(.xls, .xlsx) | ID5 553fbb7d5188b7b77b02cdda7614322c Suppressed Successfully! |
|--------------------|---|---|
| Enter Hash | 🔗 🗹 🛅 Remove Se | ected 🕺 Remove ALL |

- Click on Import button.
- Your Bulk MD5 Emails will be suppressed globally from the master database.
- The Suppressed Emails will be display in the below grid with status as Import under Suppressed Via.
- The Suppressed Domains will be display in the below gird.

| Bulk MD5 Email Suppression File Path Choose File Chintan MD5.xlsx (Note: File should have the MD5 Hashed Email address data in single column without any column header.) Choose a File typeSelect- text file(txt) / CSV(.csv) Excel(xls, .xlsx) MD5 553fbb7d5188b7b77b02cdda7614322c Suppressed Successfully! | | | | | | | |
|---|--|------------------|---------------|----------------------|--|--|--|
| Enter | Hash 🕅 🕅 Remove | Selected 🚫 Remov | e ALL | | | | |
| | MD5 Email | Suppressed Via | Suppressed By | Date Suppressed | | | |
| | 38ce3585ab97eea2b43bee324c231e16 | import | psplqa20 | 3/24/2015 6:22:10 AM | | | |
| | 3c2b62b9bfb0520e594db63f5db3bf30 | import | psplqa20 | 3/24/2015 6:22:10 AM | | | |
| | 39fdfd2a150a7344f6fee968cb3c5202 | import | psplqa20 | 3/24/2015 6:22:10 AM | | | |
| | 3fce8fae1e051a1801836c754790e4a6 | import | psplqa20 | 3/24/2015 6:22:10 AM | | | |
| | 3ede11124bb37aa9c30564c4d0218d47 | import | psplqa20 | 3/24/2015 6:22:10 AM | | | |
| | 34f44637b9877a13674699cad4f2862a | import | psplqa20 | 3/24/2015 6:22:10 AM | | | |
| | | import | psplqa20 | 3/24/2015 6:22:10 AM | | | |
| | 4fb508a3b33c609bd64abd6180a6141b | | | | | | |
| | 4fb508a3b33c609bd64abd6180a6141b 50ba939381b98f66a92fa49a902fea33 | import | psplqa20 | 3/24/2015 6:22:10 AM | | | |



- User can Search by MD5 Email Name and Page Navigation.
- Enter MD5 Email Name and click on 🚩 button.

| MD5 Email Suppression | | | |
|---|----------------------------|------------------------|---------------------|
| Manual MD5 Email Suppression | | | |
| MD5 Email Hash* 416 | | | |
| Suppress | | | |
| Bulk MD5 Email Suppression | | | |
| File Path Choose File No file chosen | | | |
| (Note: File should have the MD5 Hashed Email address d | ata in single column witho | ut any column header.) | |
| Choose a File typeSelect • | | | |
| (Note: Importing large files may take a moment, please be | patient.) | | |
| Import | | | |
| | | Records found : 1 | |
| Enter Hash 416 😵 🗹 🖹 Remove Selected | 🗴 Remove ALL | | |
| | | | |
| MD5 Email | Suppressed Via | Suppressed By | Date Suppressed |
| 416a0472a43664e01e4854cc6399cb47 | manual | pspl162 | 9/7/2016 5:54:40 AM |

- It will display the searched results.
- Click on <u>vertice</u> button to clear search results.
- 🛅 Remove Selected Select the check box & click on button.
- It will open the Remove MD5 Email Suppression window.



Click on

button MD5 Email(s) will be deleted.

- No Click on button window will be closed.
- ጰ Remove ALL button, all If you want to delete all the MD5 Emails then click on MD5 emails will be deleted.

MD5 Suppression List:



MD5 Suppression List is work similarly to MD5 Email Suppression but here User able to create list & import, manage suppressed contact by listwise.

| HOME LISTS C | CAMPAIGNS ADVANCED | SUPPRESSION ACTIVITY | CAMPAIGN REPORTS | | | |
|------------------------|---------------------------------|--------------------------------|---------------------------------------|----------------------|----------------------|-----------|
| Global Email Suppressi | on Global Domain Suppression | Domain Suppression Lists Wildc | ard Suppression MD5 Email Suppression | MD5 Suppression List | | MD5 Lists |
| Manage MD5 Email Sup | ppression Lists | | | | | |
| Search | | | | | | |
| MD5 List ID | List Name | s | earch | | | |
| List Description | Created E | ate | Clear | | | |
| MD5 Lists | | | | | | |
| 🙀 Create 📑 View 🏾 | 👕 Delete 🛛 🚱 Import 🛛 🧔 Refresh | | | | | |
| MD5 List ID | List Name | D | escription | Total Hashes | Created Date | |
| 7 | SS | | | 0 | 8/30/2016 5:14:00 AM | |
| 5 | BM Aug 30 | | | 10 | 8/30/2016 1:05:00 AM | |
| 1 | MD5 | | | 10 | 8/29/2016 4:57:00 AM | |

Page Controls:

• Data grid also has navigation buttons.

|◀ ◀ 1 2 3 4 5 6 7 8 9 10 ... ▶ ▶

• First, Previous, Next and Last to check records.

Search

- Here User can search the particular records based on searched criteria.
- Enter the MD5 List ID or List Name or List Description or Created Date.

| номе | LISTS | CAMPAIGNS | ADVANCED | SUPPRESSION | ΑCTIVITY | CAMPAIGN | REPORTS | | | |
|-----------------------|-------------|-------------------|-------------------------|-------------------|----------------|----------------|-----------------------|----------------|----------------------|-----------|
| Global Er | mail Suppre | ssion Global Dor | main Suppression | Domain Suppressio | n Lists Wildca | rd Suppression | MD5 Email Suppression | MD5 Suppressio | n List | MD5 Lists |
| Manage I | MD5 Email | Suppression Lists | | | | | | | | |
| Search | | | | | | | | | | |
| MD5 List List Desc | | | List Name Created Da | te ss | | arch lear | | | | |
| MD5 List | s | | | | | | | | Records Found 1 | |
| 🔅 Creat | te 📑 View | 👕 Delete 📑 Im | nport 🤹 Refresh | | | | | | | |
| I MD | 05 List ID | List Name | e | | De | scription | | Total Hashes | Created Date | |
| 0 7 | | 55 | | | | | | 0 | 8/30/2016 5:14:00 AM | |



• Click on Search button and it will display the total records that are found in particular search value or else Click on Clear button to clear search results.

Create List

- Click on the Create list create button.
- It will open the "Create MD5 Suppression List" Window.

| Create MD5 Suppression List | | | | | | |
|-----------------------------|-------------|--|--|--|--|--|
| List Name* | | | | | | |
| List Description | | | | | | |
| | Save Cancel | | | | | |

- Enter details for the Create List. (The red asterisks indicate fields that are required)
- Click on Save button your list will be Created Successfully or else Click on Cancel button to close the window.

Edit List

- Click on the List Name Hyperlink.
- It will open an "Edit List" window.

| Edit MD5 Suppression List | | | | | | |
|---------------------------|-------------|--|--|--|--|--|
| List Name* | BM Aug 30 | | | | | |
| List Description | | | | | | |
| | Save Cancel | | | | | |
| 1 POINTMAIL | | | | | | |

- You can change the required fields. (The **red asterisks** indicate fields that are required)
- Click on Save to save changes or else Click on Cancel to exit without saving.

View List

- Select the list for which you want to view the details.
- Click on View button.

| IOME LISTS C | AMPAIGNS ADVANCED | SUPPRESSION ACTIVIT | Y CAMPAIGN REPO | RTS | | |
|------------------------|---------------------------------|------------------------------|-------------------------|-----------------------------------|----------------------|-----------|
| Global Email Suppressi | on Global Domain Suppressio | n Domain Suppression Lists W | ildcard Suppression MD5 | Email Suppression MD5 Suppression | on List | MD5 Lists |
| | | | | | | mbo Elata |
| Manage MD5 Email Sup | ppression Lists | | | | | |
| Search | | | | | | |
| MD5 List ID | List Nam | e | Search | | | |
| List Description | Created | Date | Clear | | | |
| MD5 Lists | | | | | | |
| 🔅 Create 📓 View | 🕆 Delete 🛛 🕞 Import 🛛 🕏 Refresh | | | | | |
| MD5 List ID | List Name | | Description | Total Hashes | Created Date | |
| 7 | SS | | | 0 | 8/30/2016 5:14:00 AM | |
| ✓ 5 | BM Aug 30 | | | 10 | 8/30/2016 1:05:00 AM | |
| | | | | | | |

• It will open the "MD5 Suppress List Details" window.

| J 5 Su | ppress List : BM A | ug 50 | | Total MD5 | B |
|---------------|---------------------|---------------------------|------------|-----------|--------|
| nter se | arch criteria | Search | Clear | 10 | Refre |
| | MD5 ID | MD5 Name | | | |
|] | 11 | 0543e741fe986f2bf05968fc9 | 7ec9de5 | | |
| 1 | 12 | 4d331cb7a6b555f0d4e81a2d | cd2a172ea | | |
| | 13 | 61767d72725a314c118da27 | 8b9b82171 | | |
| | 14 | 61889a08728532de4e83a4b | bdb5adff3 | | |
| | 15 | 8b48d4a9e12502c4ae4b75a | 3a65c0e69 | | |
| | 16 | 907cb981dd0135c9da02217 | 6a8952027 | | |
| | 17 | 93539653943de17dde9ff93f9 | 9c5a1ed3 | | |
| | 18 | 9aba8adef84d62ed8fe2294a | 26053aac | | |
| | 19 | aed145e1366705485ed2726 | i0bc0496a1 | | |
| | 20 | c3d339b0193140c9c3ebe71 | 615adaa8d | | |
| iport H | listory | | | | Refres |
| ile Nar | ne | Inserted | Status | | |
| 10.5.0 | uppression list.xls | 10 | Success | | |

- Here you will find all the details of the particular List which you selected.
- Total Domains box showing Total count of domains.
- In List Details you can find Search, Clear, Back & Refresh options.



- If you click on Search button, you can search the domains present in the selected list.
- If you click on Clear button, it will clear the "Enter search criteria" and will display all the domains.
- If you click on **Refresh** button, it will refresh the page.
- If you click on Back button, it will take you to the main page.

Delete List

- Select the particular List(s) check box \square .
- Click on Delete 🟛 button.
- It will open "Delete MD5 Suppression List(s)" window.

| Delete MD5 Suppression List(s) | |
|---|-------------------|
| On Deleting the selected list, the data residing in list will also be deleted. Are you sure you want to Delete this List(s)? | |
| Yes No | |
| Click on Yes to delete or else Click on No to exit | without deleting. |

Import

• Click on option after selecting list, then page will be redirected to the Import module with the selected list and will open "Manage MD5 Suppress List Imports" Page.



| HOME LISTS CAMPAIG | NS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN REPORTS | |
|---------------------------------|---|------------|
| Global Email Suppression Glob | al Domain Suppression Domain Suppression Lists Wildcard Suppression MD5 Email Suppression List | IMPORT MD5 |
| | | |
| Manage MD5 Suppress List Impo | rts | |
| Select MD5 Suppress List & File | | Back |
| Select List(s) | ss (0) - Look Up Add New List | |
| File Path: | Choose File No file chosen | |
| | (Note: File should have the MD5 Hashed Email address data in single column without any column header and File size should not be more than 30 MB for import process.) | |
| Choose a File type | -Select- • | |
| | (Note: Importing large files may take a moment, please be patient.) | |
| Notification | | |
| Send Notification Email After | Importing MD5 to MD5 Suppression List | |
| Enter Email Address | | |
| | (Enter multiple emails separate with comma) | |
| | (input) | |

- Select your file and then select your file type.
 (You can also create new list by Add New List Option)
- Give Notification email. (Optional)

Note: File should have the MD5 Hashed Email address data in single column without any column header and File size should not be more than 30 MB for import process.

- Click Import button once all done.
- Following pop up will be display.

| | | | IMPORT MD5 |
|------------------------------|---|---|------------|
| Manage MD5 Suppress List Imp | | | |
| | | ed file: MD5 suppress.txt | |
| Select MD5 Suppress List & F | | | Back |
| Select List(s) | ss (0) Look Up Add New List | | |
| File Path: | Choose File No file chosen | Incodes | |
| | (Note: File should have the MD5 Hashed Email address data in single colun | Importing cess.) | |
| Choose a File type | Select * | 1Point will new begin to import your file You will be patified by | |
| | (Note: Importing large files may take a moment, please be patient.) | 1Point will now begin to import your file. You will be notified by email if you choose notification email when your import is completed. | |
| Notification | | You can check on the status of your import by clicking here | |
| | ter Importing MD5 to MD5 Suppression List | You can check on the status of your import by clicking here | |
| Enter Email Address | | Finish | |
| | (Enter multiple emails separate with comma) | | |
| | | | |
| | | | |
| | | | |
| | | Version 10.9.5 Anti Spam Policy | |

• If you click **here** link it will redirect in View List page and if you click **Finish** button, it will redirect to Manage Domain Suppression Lists Page.

ACTIVITY:

We have some extra features in Activity tab the following are the different type of tab included in this activity:

Account Activity



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- Compare Mailings
- Bounce Report
- > Open Report
- Domain Analysis Report
- Job Summary
- Compliance Report
- Custom Report

Account Activity

- You can view all sent campaigns short summary by date filtering according to you from "Account activity" option.
- Select from "Select Time period", Start Date and End Date.
- By Default you can see the Current Date in the End Date.
- In Account Activity you can see several Information like:
 - 1. Mailing Sent
 - 2. Contacts Targeted
 - 3. Successful Delivered
 - 4. Bounced
 - 5. Unique Opens
 - 6. Total Opens
 - 7. Unique Clicks
 - 8. Total Clicks
 - 9. Unsubscribes
- In Transactional Activity without Tracking you can see several Information like:
 - 1. Mailings Sent
 - 2. Contacts Targetd



| HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN REPORTS | |
|---|--|
| Account Activity Compare Mailings Bounce Report Open Report Click Report Domain Analysis Report Job Summary Compliance Report | |
| | ACTIVITY |
| Account Activity Report | |
| | Download |
| Select Time period: | Lowinded |
| Start Date | |
| End Date 09-07-2016 | |
| Gene | rate Report |
| Account Activity | |
| Mailings Sent Contacts Targeted Successful Delivered Bounced 0 0 0 0 0 | Unique Opens Total Opens Unique Clicks Total Clicks Unsubscribes 0 0 0 0 0 0 0 |
| Transactional Activity without Tracking | |
| Mailings Sent Contacts Targeted | |
| | |
| Email Impact | Account Activity Summary |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Series1 | |
| | |

- Select the Start Date and End Date from Select Time Period.
- Click on Generate Report button.

| ount Activity Corr | mpare Mailings Bounce Report Open Report Click Report Do | main Analysis Report Job Summary Compliance Re | port Custom Report | | | | | | |
|--------------------|--|---|--|----------------------------|---|--|---|---|-----------------------|
| | | | | | | | | | ACTIVITY |
| ount Activity Repo | ort | | | | | | | | |
| | | | | | | | | | Dow |
| lect Time period: | Start Date 08-28-2018 | | | | | | | | |
| | End Date 09-07-2018 | | | | | | | | |
| | | | | Generate F | Report | | | | |
| count Activity | | | | | | | | | |
| | ngs Sent Contacts Targeted 102 878 | Successful Deliver 787 | ed . | Bounced 91 | Unique Opens 199 | Total Opens 231 | Unique Clicks 691 | Total Clicks 864 | Unsubscribes 108 |
| | ctivity without Tracking | | | | | | | | |
| Nailin | ngs Sent Contacts Targeted 2 0 | | | | | | | | |
| | | | | | | | | | |
| | | | | | Unsubscribes ⁷ 0e Total Clicks | | | 414 | |
| | Decered Biole, (2) Control (1) Shi (2) | | | | Uniger Clob Tack Spars Uniger Stern Baccard / Shows Cantach Trageter 0 | 227 199 200 400 | \$97 \$89 600 £20 | €⁄2 1000 | |
| ing (D | Aling the | GetSteaded | Szta | Contacts Targeted | Total Opers Uniger Opers Branced P7 Secretiful Reiners Contacts Tagetes | 199 | 267 | | Underhei |
| | | Eng Soulud Eng Soulud Eng 200 (J.M.) | Status Santa | Contacts Terpeted | Tatal Open Unique Open Runcou Saccantiv Linkness Cantach Trapited 0 | 200 400 | 787 600 E00 | 1000 | 0 |
| | Maling Name | | | | Tadi Qara Urigan Den Buccasi Saccentri Jahrens Cantach Trapita D Saccensful Delwend | Try 200 400 Bounsed | 200 600 £00 Lingue Opens | 1000 Liique Cleks | |
| | Maling Name Calendar | 8/31/2018 12:58:13 AM | Sent | 4 | Tel Open Diere Terry Bucces Diere Terry Bucces Diere Terry Diere Diere Terry Diere Diere Terry Diere Diere Terry Diere Terry Diere Diere Terry Diere Terry Die Diere Terry Diere Terry Die | Pre- 200 400 Bounced 0 | 285 600 800 Uhipa Cyers 1 | Linipe Ciels | 0 |
| | Maling Name Celendar Hashal _30 | 8/31/2016 12:56:13 AM 8/30/2016 9:22:00 AM | Sert Sert | 4 | Tel Gyon Dieler Davis Becard Jahren Cartan Tagdar O Saccasta Dieler 4 | 279 200 400 Bounced 0 1 | 400 8.00 Utique Opens 1 1 | 1000 Linipe Cicks | 0 |
| | Noting Name Calandar Hanhal_30 New Kaling 1 | 8/31/2016 12:56:13 AM 8/30/2016 9:22:00 AM 8/30/2016 9:15:06 AM | Sert Sert Sert | 4 4 4 | Trial Open Delign Derry Brande Cartes Tright 0 Scanssful Dilveret 4 3 4 | 7 y 400 200 400 200 1 0 | 80 80 Linea Cyms 1 1 0 | Lhipe Cicks 1 0 0 | 0 0 0 |
| | Noting Youns Celendar Hear Maling 1 Hear Maling 1 Higgered Int level rese, Mail | 8/31/2016 12:56:13 AM 8/30/2016 8:22:00 AM 8/30/2016 8:15:06 AM 8/30/2016 8:15:54 AM | Sert Sert Sert Sert | 4 4 4 2 | Tal Open Dialer News Broad Celas They Celas | 7 y 400 | 60 80 1 1 1 1 1 1 1 | 1000 0 4 | 0 0 1 |
| | Noting Yame Crientor Hexhell, 20 Here Kaller, 1 Heyperie Ed Verei, Mall Higgered Ed Verei, Mall | 8/31/2018 12:56 13 AM 8/30/2018 22:20 AM 8/30/2018 21:508 AM 8/30/2018 21:654 AM 8/30/2018 21:654 AM | Sert Sert Sert Sert Sert | 4 4 2 2 | Tal Open Diejer Davie Buccess | 7 y 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | 200 000 000 000 000 000 000 000 000 000 | 1000 0 4 6 | 0 0 1 4 |
| | Maling Name Clenter Henhal (JD New Maing 1 Migneted It will from Amalian Typesel It will for I mere (Malian Strapper Ist I will Maling (). Tureshal (M2020) 4 get | 8012716 12 56 13 AM 8002119 22 20 AM 8002119 22 50 AM 8002219 5 16 54 AM 8002219 5 16 54 AM 8002219 5 11 64 AM 8002219 5 11 4 44 53 AM | Sert Sert Sert Sert Sert Sert | 4 4 2 2 6 | Tal Gaye Delge form Bacad Bacad Delay Conte Herel Conte Herel Conte States Successful Delayer Conte Herel Conte He | 7 y 800000000000000000000000000000000000 | 20 80 Ukga Open 1 1 1 1 1 0 1 0 | 1 0 0 4 6 0 | 0 0 1 4 0 |
| | Maling have Crimolor Headed (20 New Maling 1 Hagewell for kind, Malin, Hagewell for kind, Malin, C.) Transhall, (#20204.§ph) Transhall, (#20204.§ph) | 8 51 2019 12 56 13 AM 8 50 2019 8 22 50 AM 8 50 2019 5 16 04 AM 8 50 2019 5 16 54 AM 8 50 2019 5 16 54 AM 8 50 2019 5 14 44 AM 8 50 2019 4 44 53 AM | Sert Sert Sert Sert Sert Sert Sert | 4 4 2 2 6 6 | Tal Gayn Diago Terr Broad Broad Contest Treater 0 Secondar Diago 2 2 2 6 6 6 | 7 m 200 400 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | 50 K0 50 K0 1 1 1 1 1 0 1 1 0 0 | 000 bigur Cicks 1 0 4 4 0 0 0 | 0 0 1 4 0 |

• You can see the **Pie Chart** under **Email Impact** and a **Bar Chart** under **Account Activity Summary**.



- At the bottom you can see the Grid Table containing information of all Sent mails from your desired **Start Date** and **End Date you** selected.
- The **Email Impact** Pie Chart displays the information of Delivered and Bounced Mails.
- The Account Activity Summary shows the graphical datas of Mailing Sent, Contacts Targeted, Successful Delivered, Bounced, Unique Opens, Total Opens, Unique Clicks, Total Clicks and Unsubscribe.
- The Account Activity Summary Graphical Datas will be same as the Account Activity Information.
- In the **Grid Table** you can use Page Navigation to see all the mails.
- If you want to download report then click on Download button.
- It will open **Download Report** window.

| Download Report | |
|-------------------|--|
| File type: Text 🔻 | |
| Download Cancel | |

- Select the file type.
- You can select either CSV or Excel or Text
- Click on Download button to download report.
- Click on Cancel button window will be closed.

Compare Mailings

- You can compare up to 5 mailings. With the help of comparison you can know the differences between your campaigns. There are mainly three Tabs:
 - Select Mailings
 - Comparison Summary
 - Comparison Graph

Select Mailings

- Select any two or maximum five check boxes of your desired mailings.
- You can scroll down to see all the mailings.



4(

| ount 4 | Compare manings Dourice Report Open Report Circk Report Domin | ain Analysis Report Job Summary Compliance Report Custom Repor | | | | Compare Ma |
|--------|---|---|------------------------------|---------------------------|--|------------|
| ing C | omparison | | | | | |
| | Select Mailings Comparison Summary | Comparison Graph | | | | |
| | ilings For Comparison Mailings: New Mailing 1, New Mailing - 212 | | | | | |
| | Mailing Name | Sent/Scheduled | Status | Sent Count | Bounce Count | |
| | Mailing Name Calendar | Sent/Scheduled 8/31/2016 12-56-13 AM | Status Sent | Sent Count | Bounce Count | |
| | | | | Sent Count 4 3 | Bounce Count 0 1 | |
| | Calendar | 8/31/2016 12:56:13 AM | Sent | Sent Count 4 3 4 | Bounce Count 0 1 0 | |
| | Calendar Harshal_30 | 8/31/2016 12:56:13 AM 8/30/2016 9:22:00 AM | Sent Sent | Sent Count 4 3 4 1 7 | Bounce Count 0 1 0 0 | |
| | Calendar Harshal_30 New Mailing 1 | 8/31/2016 12:56:13 AM 8/30/2016 9:22:00 AM 8/30/2016 9:15:08 AM | Sent Sent Sent | 4 3 4 | Bounce Count 0 1 0 0 0 | |
| | Calendar Hanhal_30 New Mailing 1 New Mailing - 212 | 8/31/2016 12:56 13 AM 8/30/2016 9:22 00 AM 8/30/2016 9:15 00 AM 8/30/2016 9:56 00 AM | Sent Sent Sent Sent | 4 3 4 17 | Bounce Count 0 1 0 0 0 0 0 0 | |

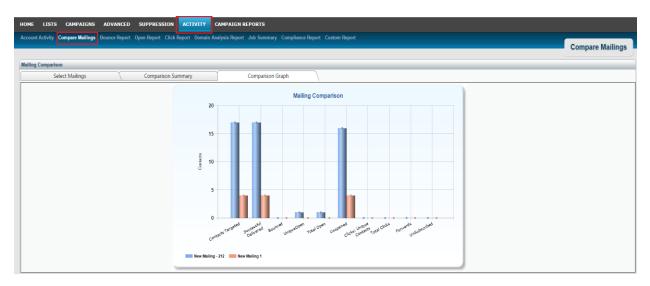
- Click on Compare button.
- It will redirect to **Comparison Summary** Tab.

| HOME LIST | S CAMPAIGNS | ADVANCED | SUPPRESSION | ACTIVITY | CAMPAIGN REPORTS | | |
|------------------|------------------|---------------|------------------|---------------|------------------------------|------------------------------------|------------------|
| Account Activity | Compare Mailings | Bounce Report | Open Report Clic | k Report Doma | in Analysis Report Job Summa | ry Compliance Report Custom Report | Compare Mailings |
| Mailing Compari | ison | | | | | | |
| | Select Mailings | | Comparison | Summary | Comparisor | Graph | Download |
| | | М | ailingSummary | | | New Mailing - 212 | New Mailing 1 |
| Contacts Targete | ed | | | | | 17 | 4 |
| Successful Deliv | vered | | | | | 17(100%) | 4(100%) |
| Bounced | | | | | | 0 | 0 |
| UniqueOpen | | | | | | 1(5.88%) | 0 |
| Total Open | | | | | | 1 | 0 |
| Unopened | | | | | | 16(94.12%) | 4(100%) |
| Clicks: Unique C | Contacts | | | | | 0 | 0 |
| Total Clicks | | | | | | 0 | 0 |
| Forwards | | | | | | 0 | 0 |
| UnSubscribed | | | | | | 0 | 0 |

- You can compare your mails with informations like **Contacts Targeted**, **Successful Delivered**, **Bounced**, **UniqueOpen**, **Total Open**, **Unopened**, **Clicks: Unique Contacts**, **Total Clicks**, **Forwards** and **Unsubscribed**.
- Click on Download button to download report.

| Select Mailings | | | | |
|---------------------------------|--------------------|------------------|-------------------|---------------|
| Select Mainings | Comparison Summary | Comparison Graph | | Download |
| | MailingSummary | | New Mailing - 212 | New Mailing 1 |
| Contacts Targeted | | | 17 | 4 |
| Successful Delivered Bounced | | | 17(100%) 0 | 4(100%) |
| lounced IniqueOpen | | | 0 1(5.88%) | 0 |
| otal Open | | | 1(5.6679) | 0 |
| nopened | | | 16(94.12%) | 4(100%) |
| Clicks: Unique Contacts | | | 0 | 0 |
| Fotal Clicks | | | 0 | 0 |
| Forwards | | | 0 | 0 |
| | | | | |
| UnSubscribed | | | 0 | 0 |
| UnStates crited | | | | 0 |
| UnSubscribed | | | Version 1 0 9 5 | 0 |
| InSubscribed | | | Version 1 0 9 5 | 0 |
| UnSubscribed | | | Version 1 0 9 5 | 0 |
| InSubscribed | | | Version 1 0 9 5 | 0 |
| InSubscribed | | | Version 1 0 9 5 | 0 |
| InSubactibed | | | Version 1 0 9 5 | 0 |
| UnSubscribed | | | Version 1 0 9 5 | 0 |
| UnSubscribed | | | Version 1 0 9 5 | 0 |
| InSubscribed | | | Version 1 0 9 5 | 0 |
| InSubscribed | | | Version 1 0 9 5 | 0 |

- It will download the Report in CSV format.
- Click on **Comparison Graph** Tab. It will show graphical presentation of Mailings comparison.



Bounce Report

This is the number of contacts to whom 1PointEmail tried but failed to deliver the message. An email can bounce for many non-recoverable reasons, such as "invalid user name" or "invalid address." When a contact has acquired Hard/Soft bounces as per bounce rule, 1PointEmail automatically opt-out that email address. The CSV link permits you to download a summary to your local computer. The file includes the Bounce Category and Bounce Message.

| HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN REPORTS | |
|---|---|
| Account Activity Compare Mailings Bounce Report Open Report Click Report Domain Analysis Report Job Summary Compliance Report Custom Report | |
| | Bounce Report |
| Bounce Report | |
| | Download |
| Select Time period: Select Predefined period: | |
| Start Date 99-07-2016 | |
| Generate Report | |
| Search No. of Records Fetched | |
| Enter search criteria Search Clear | |
| (Search will be performed on Email Address Field.) | |
| Note: Top 5,000 records from | m filtered results are shown in preview |

• Select from "Select Time period", Start Date and End Date.



- By Default you can see the Current Date in the End Date.
- If you wish you can directly Select Predefined Period.
- There are four types of Select Predefined Period:
 - 1. Last 30 Days
 - 2. Last 60 Days
 - 3. Last 90 Days
 - 4. Last 120 Days
- If you select **Last 30 Days** it will automatically retrieve the datas from last 30 days starting from Current Date. Likewise for Last 60, 90 and 120 Days.
- Click on Generate Report button.
- A grid table will be opened at the bottom with information stating Contact ID, Email Address, Bounce Type, Bounce Category, Total Bounces and DateTime.

| IOME LISTS C | CAMPAIGNS ADVANCED SUPPRESSION ACTIVITY C | AMPAIGN REPORTS | | | |
|-----------------------|--|---|-----------------|---------------|------------------------|
| count Activity Com | npare Mailings Bounce Report Open Report Click Report Domain And | Nysis Report <u>Job Summary</u> Compliance Report Cus | tom Report | | Bounce Report |
| ounce Report | | | | | |
| | | | | | Download |
| | ate 09-07-2016 | | Generate Report | | |
| Search | | | | | No. of Records Fetched |
| Enter search criteria | (Search will be performed on Email Address Field.) | | | | 28 |
| Contact ID | Email Address | Bounce Type | Bounce Category | Total Bounces | DateTime |
| 16 | litmustestprod01@gd-testing.com | SoftBounce | policy-related | 1 | 8/29/2016 4:28:08 AM |
| 4 | aakash@priyanet.com | HardBounce | bad-mailbox | 12 | 8/30/2016 1:15:40 AM |
| 15 | aakash@123.com | SoftBounce | no-answer-from | 12 | 9/4/2016 1:51:27 AM |
| 8 | 1pointq@test1point.com | HardBounce | bad-domain | 2 | 8/30/2016 1:13:33 AM |
| 2 | chintan@123.com | SoftBounce | no-answer-from | 4 | 9/4/2016 1:51:26 AM |
| 19 | samir@priyanet.com | HardBounce | bad-mailbox | 3 | 8/29/2016 6:21:53 AM |
| 20 | samir@123.com | SoftBounce | no-answer-from | 3 | 9/3/2016 6:49:32 AM |
| 22 | ss1@priyanet.com | HardBounce | bad-mailbox | 8 | 8/30/2016 1:59:57 AM |
| 23 | ss1@123.com | SottBounce | no-answer-from | 8 | 9/4/2016 2:51:34 AM |
| 131 | Samir1@priyane1.com | HardBounce | bad-mailbox | 8 | 8/30/2016 2:16:59 AM |
| K 4 1 2 3 F | H | | | | |

- You can select your desired Start Date and End Date.
- But if you select Last 60 Days from Select Predefined Period then it fetch data from Last 60 Days starting from the Current Date.
- If you want to download reports then click on **Download** button.
- It will open **Download Report** window.



| Download Report |
|------------------|
| File type: CSV ▼ |
| Download Cancel |

- Select the **File type** from the dropdown.
- There are three types of files to be downloaded they are CSV, Excel and Text.

<u>Note:</u> If downloaded bounced contacts are larger than 50,000 it will download a BCP Report in a RAR file.

- Click on Download to download the report.
- Click on Cancel button to close the window.

Search Bounced Contacts

- Enter the **Email Address** for Search.
- You can also use Page Navigation for Search.
- Click on Search button it will display the all information about the particular record.

| HOME LISTS CAMPAIGNS ADVANC | ED ACTIVITY CAN | MPAIGN REPORTS | | | |
|---|--------------------------|---------------------|-----------------|---------------|---|
| Account Activity Compare Mailings Bounce R | eport Open Report Dom | ain Analysis Report | Job Summary | | Bounce Report |
| | | | | | Bounce Report |
| Bounce Report | | | | _ | |
| | | | | | Download |
| Select Time period: | Select Predefined period | : | | | |
| Start Date 03-28-2014 | Last 60 Days 🔹 | | | | |
| End Date 05-27-2014 | | | | | |
| | | G | Generate Report | | |
| Search | Records Found 1 | | | | No. of Records Fetched |
| Enter search criteria 1point@test1point.com | Searc | ch Clear | | | 1 |
| (Search will be performed on | Email Address Field.) | | | | |
| | | | | Not | e: Top 5,000 records from filtered results are shown in preview |
| Contact ID Email Address | E | Bounce Type | Bounce Category | Total Bounces | DateTime |
| 153 1point@test1point.com | ŀ | HardBounce | bad-domain | 16 | 5/16/2014 5:52:08 AM |



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• Click on button to clear the Search Criteria and all the records will be seen in Grid.

Open Report

Open Report refers the number of mails that opened by recipients. This report also refers unique and total open counts. You can generate Open Reports by Date selection or by Select Predefined Period.

| HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN REPORTS | |
|--|--|
| Account Activity Compare Mailings Bounce Report Open Report Click Report Domain Analysis Report. Job Summary Compliance Report Custom Report | Open Report |
| | Open Report |
| Open Report | |
| | Download |
| Select Time period: Select Predefined period: | |
| End Date (9-47-2016 | |
| Generale Report | |
| Search No. of Re | ords Fetched |
| Enter search criteria Search Clear | |
| (Search will be performed on EmailAddress field.) | |
| | Note: Top 5,000 records from filtered results are shown in preview |

- Select from "Select Time period", Start Date and End Date.
- By Default you can see the Current Date in the End Date.
- If you wish you can directly **Select Predefined Period.**
- There are four types of **Select Predefined Period**:
 - 1. Last 30 Days
 - 2. Last 60 Days
 - 3. Last 90 Days

Click on

- 4. Last 120 Days
- If you select **Last 30 Days** it will automatically retrieve the datas from last 30 days starting from Current Date. Likewise for Last 60, 90 and 120 Days.

button.

- Generate Report
- A grid table will be opened at the bottom with information stating Contact ID, Email Address, Opens and Date/Time.



| | SUPPRESSION ACTIVITY CAMPAIGN REPORTS | | |
|---|---|---------------------------------|---|
| count Activity Compare Mailings Bounce Report | Open Report Click Report Domain Analysis Report Job Summary Compliance Report Custom Repo | rt | Open Report |
| en Report | | | |
| | | | Download |
| | ct Predefined period: 90 Days • | erate Report | |
| Search | lien | erate Keport | No. of Records Fetched |
| Enter search criteria | Search Clear | | 44 |
| (Search will be performed on Em | hailAddress field.) | | |
| | | | |
| ontact ID | Email Address | Opens | Note: Top 5,000 records from filtered results are shown in p |
| | | Opens 1 | |
| | Email Address 7660/d765440@emaillests.com testing139.test@gmail.com | · · · · · | Date/Time |
| 24 | 76b0d7e64d@emaillests.com | 1 | Date/Time 8/29/2016 4 28 94 AM |
| 24 27 14 | 76b0d7e64d@emailtests.com testing139.test@gmail.com | 1 7 | DateTime 8/29/2016 4/28 94 AM 8/29/2016 7/20 51 AM |
| 24 | 76506/16546@emailtests.com testing139.test@gmail.com prexe.path@gnya.et.com | 1 7 1 | Data-Time 8/29/2016 4/28/94 AM 8/29/2016 7/20/51 AM 8/29/2016 7/38/92 AM |
| 24 27 14 13 | 78b0d78644@@emailtests.com testing159.test@gmail.com prex.e-patel@priyanet.com raed_sellick@pat.com | 1 7 1 2 | DdwTme 8/29/2016 4/28 94 AM 8/29/2016 7/28 51 AM 8/29/2016 7/38 92 AM 8/29/2016 7/38 51 AM |
| 24 27 14 13 42 | 780/047644@gemailtests.com testing 159.test@gmail.com prexa-patel@gntyanet.com raad_sellick@gal.com teshia.uplon@hotmail.com | 1 7 1 2 3 | Dite:Time 8/29/2016 4/28/94 AM 8/29/2016 7/28/95 AM 8/29/2016 7/38/02 AM 8/29/2016 7/39/51 AM 8/29/2016 7/40/27 AM |
| 24 27 114 | 780/0476446gemailtests.com testing 159.test@gmail.com prexa-patel@gntyanet.com raed_sellick@gaol.com tashia.uplon@hotmail.com hazet_hailforan@hotmail.com | 1 7 1 2 3 3 | Dite:Time 8/29/2016 4/28 94 AM 8/29/2016 7/28 55 AM 8/29/2016 7/38 02 AM 8/29/2016 7/39 51 AM 8/29/2016 7/40/27 AM 8/29/2016 8/19/39 AM |
| 24 27 14 13 42 15 | 7800476446gemailtests.com Iesting 159 Iest@gmailt.com prexp.atale@ontya.et.com raed_sellick@eal.com Iestila.uplon@hotmail.com Ieszel_halloran@hotmail.com mrt.brd01@eal.com | 1 7 1 2 3 3 7 | Data-Time 8/29/2016 4/28 94 AM 8/29/2016 7/20/51 AM 8/29/2016 7/39/51 AM 8/29/2016 7/39/51 AM 8/29/2016 7/40/27 AM 8/29/2016 8/19/39 AM 8/29/2016 8/29 99 AM |

- You can select your desired Start Date and End Date.
- But if you select Last 60 Days from Select Predefined Period then it fetch data from Last 60 Days starting from the Current Date.
- If you want to download reports then click on **Download** button.
- It will open **Download Report** window.

| Download Report |
|------------------|
| File type: CSV ▼ |
| Download Cancel |

- Select the File type from the dropdown.
- There are three types of files to be downloaded they are CSV, Excel and Text.
- Click on Download to download the report.
- Click on Cancel button to close the window.

<u>Note:</u> If downloaded opened contacts are larger than 50,000 it will download a BCP Report in a RAR file.

Search Opened Contacts



4(

- Enter the **Email Address** for Search.
- You can also use Page Navigation for Search.
- Click on Search button it will display the all information about the particular record.

| HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION | TIVITY CAMPAIGN REPORTS | | |
|---|---|-------|--|
| Account Activity Compare Mailings Bounce Report Open Report Click Repo | rt Domain Analysis Report Job Summary Compliance Report Custom Report | | Open Report |
| Open Report | | | Open Report |
| | | | Download |
| Select Time period: Select Predefined period: Start Date 06-09-2016 International Content of Conten | | | |
| | Generate Report | | |
| Search Records Found 1 | | | No. of Records Fetched |
| Enter search criteria testing 139.test@gmail.com Search (Search will be performed on EmailAddress field.) | Clear | | 1 |
| | | | Note: Top 5,000 records from filtered results are shown in preview |
| Contact ID | Email Address | Opens | Date/Time |
| 124 | testing 139.test@gmail.com | 7 | 8/29/2016 7:20:51 AM |
| | | | |
| | | | |

• Click on button to clear the Search Criteria and all the records will be seen in Grid.

Click Report

Click Report refers the number of clicks perform on mail by recipients. This report also refers total clicks counts. You can generate Click Reports by Date selection or by Select Predefined Period.

| HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN REPORTS | |
|---|--|
| Account Activity Compare Mailings Bounce Report Open Report Denki Report Domain Analysis Report Job Summary Compliance Report Custom Report | Click Report |
| | Cilek Report |
| Click Report | |
| | Download |
| Select Time period: Select Predefined period: | |
| End Date (19-07-2016) | |
| Generale Report | |
| Search No. of R | ecords Fetched |
| Enter search offeria Search Clear | |
| (Search will be performed on Email Address field.) | Note: Top 5,000 records from filtered results are shown in preview |
| | note: rop 5,000 records notif illered results are shown in preven |

- Select from "Select Time period", Start Date and End Date.
- By Default you can see the Current Date in the End Date.
- If you wish you can directly **Select Predefined Period**.
- There are four types of Select Predefined Period:
 - 1. Last 30 Days
 - 2. Last 60 Days



- 3. Last 90 Days
- 4. Last 120 Days

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- If you **select Last 30 Days** it will automatically retrieve the datas from last 30 days starting from Current Date. Likewise for Last 60, 90 and 120 Days.
 - Click on Generate Report button.
- A grid table will be opened at the bottom with information stating Contact ID, Email Address, Clicks and Date/Time.

| HOME LISTS CAMPAIGNS ADVANCED | SUPPRESSION ACTIVITY CAMPAIGN REPORTS | | |
|---|---|---------------|--|
| Account Activity Compare Mailings Bounce Report | Open Report Click Report Domain Analysis Report Job Summary Compliance Report Custom Repo | | Click Report |
| | | | ener report |
| Click Report | | | |
| | | | Download |
| | t Predefined period: 50 Days | | |
| End Date 09-07-2016 | | | |
| | Gen | terate Report | |
| Search | | | No. of Records Fetched |
| Enter search criteria | Search Clear | | 51 |
| (Search will be performed on Email | IIAddress field.) | | |
| | | | Note: Top 5,000 records from filtered results are shown in preview |
| Contact ID | Email Address | Clicks | Date/Time |
| 21 | cami.bygby@hotmail.com | 27 | 8/30/2016 1:46:53 AM |
| 22 | bardene.bake@hotmail.com | 25 | 8/30/2016 1:51:41 AM 8/30/2016 1:58:17 AM |
| 23 24 | caralyn byro@hotmail.com candiss.byin@hotmail.com | 12 | 8/30/2016 1:58:17 AM 8/30/2016 2:02:09 AM |
| 25 | candiss.oyingmotmail.com aleda.aaronson12@hotmail.com | 23 | 8/30/2016 2:12:25 AM |
| 26 | alford.abendroth@hotmail.com | 23 | 8/30/2016 2:16:33 AM |
| 31 | test01pspl@gmail.com | 23 | 8/30/2016 2:41:00 AM |
| 32 | testev.test@gmail.com | 29 | 8/30/2016 2:29:42 AM |
| 36 | cadie.camella@aol.com | 19 | 8/30/2016 2:31:50 AM |
| 37 | draca.dalley@aol.com | 22 | 8/30/2016 2:49:54 AM |
| H 4 1 2 3 4 5 6 F FI | | | |
| | | | |

- You can select your desired **Start Date** and **End Date**.
- But if you select Last 60 Days from Select Predefined Period then it fetch data from Last 60 Days starting from the Current Date.
- If you want to download reports then click on **Download** button.
- It will open **Download Report** window.

| Download Report |
|------------------|
| File type: CSV 🔻 |
| Download Cancel |

- Select the **File type** from the dropdown.
- There are three types of files to be downloaded they are CSV, Excel and Text.
- Click on Download to download the report.
- Click on Cancel button to close the window.



<u>Note:</u> If downloaded opened contacts are larger than 50,000 it will download a BCP Report in a RAR file.

Search Opened Contacts

- Enter the Email Address for Search.
- You can also use Page Navigation for Search.
- Click on Search button it will display the all information about the particular record.

| HOME LISTS CAMPAIGNS ADVANCED | SUPPRESSION ACTIVITY | AMPAIGN REPORTS | | | | | |
|---|------------------------------------|--|-----------------|-------|----------------|------------------------------|---------------------------------------|
| Account Activity Compare Mailings Bounce Report | Open Report Click Report Domain Ar | alysis Report Job Summary Compliance Report Custor | m Report | | | | Click Report |
| Click Report | | | | | | | Download |
| | ct Predefined period: 60 Days • | | Generate Report | | | | |
| Search Re Enter search criteria aleda aaronson 12@hotmail.com (Search will be performed on Em | | | | | | No. of Records Fetched | filtered results are shown in preview |
| Contact ID | Email Addre | 8 | | Ciids | Date/Time | wile. Top 3,000 records from | mereu resuns are snown in preview |
| 25 | aleda.aaro | nson12@hotmail.com | | 23 | 8/30/2016 2:12 | 25 AM | |
| | | | | | | | |

• Click on button to clear the Search Criteria and all the records will be seen in Grid.

Domain Analysis Report

Here user can View top 20 domains in reports with % ratio. Also User can download Domain Analysis Report in CSV file. The following are the different type of tab included in this domain analysis report there are:

- Select Mailings
- Analysis Report
- Comparison Graph



| IOME | LISTS CAN | IPAIGNS ADVANCED SUPPRESSION ACTIVITY CA | MPAIGN REPORTS | | | | |
|----------|-----------------------------|--|---|------------------------------|--|--------------|-----------------|
| ccount # | Activity Compar | e Mailings Bounce Report Open Report Click Report | rsis Report Job Summary Compliance Report Custom Report | | | | Domain Analysis |
| omain A | nalysis Report Select Ma | ilings Analysis Report 🔨 | Comparison Graph | | | | Generate Report |
| - | | | | | | | |
| | Mailing ID | Mailing Name | Sent/Scheduled | Status | Sent Count | Bounce Count | |
| | Maiing ID 115 | Mailing Name Calendar | Sen/Scheduled 8(31/2016 12:56:13 AM | Status Sent | Sent Count | Bounce Count | |
| | | | | | Sent Count 4 3 | | |
| | 115 | Calendar | 8/31/2016 12:56:13 AM | Sent | Sent Count 4 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 | | |
| 0 | 115 111 | Calendar Harshal_30 | 8/31/2016 12 56 13 AM 8/30/2016 9/22:00 AM | Sent Sent | Sent Count 4 3 4 6 | | |
| 0 | 115 111 110 | Calendar Hamhal_30 New Mailing 1 | 8/31/2016 12:56 13 AM 8/30/2016 9:22:00 AM 8/30/2016 9:15:88 AM | Sent Sent Sent | Sent Count 4 3 4 6 6 | | |
| | 115 111 110 107 | Calendar Harshal, 30 New Malling 1 TransMall, 1472532474, 4gh | 80122016 1256 13 AM 80322016 922 20 AM 80302016 915 08 AM 80302016 915 08 AM | Sent Sent Sent Sent | Sent Count 4 3 4 6 5 | | |

1. Select Mailings

- By default **Select Mailings** Tab will be opened.
- Select any two or more check boxes. (You can select maximum 10 Mailings)

| | | and the second sec | open sector bonn | | Compliance Report Custom Report | | | | Domain Anal |
|--------|-------------------|--|------------------|------------|---|----------------------|----------------------|--|-------------|
| main / | Analysis Repo | t | | | | | | | |
| | Select | Mailings | Analysis Report | Comparison | Graph | | | | |
| | | | | | | | | | |
| - | Mailing ID | Mailing Name | | | SenVScheduled | Status | Sent Count | Bounce Count | |
| • | Mailing ID 115 | Mailing Name Calendar | | | Sen//Scheduled 8/31/2016 12:56:13 AM | Status Sent | Sent Count | Bounce Count | 1 |
| • | | | | | | | Sent Count 4 3 | Bounce Count 0 1 | 1 |
| | 115 | Calendar | | | 8/31/2016 12:56:13 AM | Sent | 4 | Bounce Count 0 1 0 | |
| 2 | 115 111 | Calendar Harshal_30 | | | 8/31/2016 12:56:13 AM 8/30/2016 9:22:00 AM | Sent Sent | 4 | Bounce Count 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | |
| 2 | 115 111 110 | Calendar Harshal_30 New Mailing 1 | | | 8/31/2016 12:56:13 AM 8/30/2016 9:22:00 AM 8/30/2016 9:15:08 AM | Sent Sent Sent | 4 | Bounce Count 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | |

- Click on Generate Report button.
- It will redirect to Analysis Report Tab.

2. Analysis report

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In this tab you can verify most frequent delivered domains on top by percentage.



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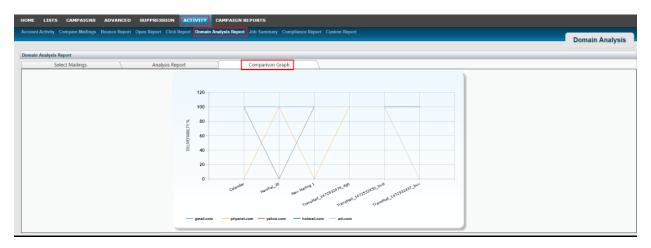
| HOME LISTS C | AMPAIGNS ADVANCED SU | PPRESSION ACTIVI | CAMPAIGN REPORT | s | | | |
|----------------------|----------------------------------|------------------------|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Account Activity Com | pare Mailings Bounce Report Open | Report Click Report Do | main Analysis Report Job St | ummary Compliance Report | Custom Report | | Domain Analysis |
| Domain Analysis Repo | t | | | | | | |
| Select | Mailings | Analysis Report | Comp | arison Graph | | | |
| | | | | | | | Download Report |
| MailingName | Calendar | Hars | hal_30 | New Mailing 1 | TransMail_1472532474_4gh | TransMail_1472532450_bw9 | TransMail_1472532437_buv |
| MailingId | 115 | 111 | 110 | | 107 | 106 | 105 |
| Targeted Count | 4 | 4 | 4 | | 6 | 6 | 5 |
| Date Time Sent | 8/31/2016 12:56:59 AM | 8/30/2016 9:22:23 / | AM 8/30/201 | 6 9:15:20 AM | 8/30/2016 4:50:07 AM | 8/30/2016 4:50:06 AM | 8/30/2016 4:50:08 AM |
| Domain | | | | | | | |
| gmail.com | 100% | 100% | 100% | | 100% | 100% | 100% |
| priyanet.com | 0% | 100% | 0% | | 100% | 100% | 100% |
| yahoo.com | 100% | 0% | 100% | | 100% | 100% | 100% |
| hotmail.com | 100% | 0% | 100% | | 100% | 100% | 100% |
| aol.com | 100% | 0% | 100% | | 100% | 100% | 0% |

- Under **Mailing Names you** can see the details like Mailingid, Targeted Count, Date Time Sent and Domain.
- Click on Download Report button.
- It will download the report in CSV Format.

3. Comparison Graph

In **Comparison Graph** tab it will show graphical presentation of Domain comparison.

- Click on **Comparison Graph** Tab.
- You can see the Graphical Representation.



Job Summary

In job summary you can monitor



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your mailing sending activity after sent mailing.

| count Activ | ty Compare Mailings Bounce Report Open Report Click | k Report Domain Analysis Report Job Sumn | ary Compliance Report Cus | tom Report | | | |
|--|--|---|------------------------------|----------------------------|------------------------------|-----------------------|------------------------------|
| | ry compare mannings counce report open report one | a neport Somain Panarysis Report Som Sami | | noni rieport | | | Job Summa |
| Summary | | | | | | | |
| Summary | | | | | | | |
| Enable Au | to Refresh | | | | | | Refr |
| Search | | | | | | | |
| Enter searc | h criteria Sea | rch Clear | | | | | |
| | (Search will be performed on Mailing ID, Mailing Name F | ields.) | | | | | |
| | | 1Point | | | | | MAILER |
| | | | | | | | |
| tailing ID | Mailing Name | Created Date | Contacts Targeted | Awaiting Build | Submitted | Awaiting Send | Successfully Sent |
| | Mailing Name Calendar | Created Date 8/31/2016 12:56:59 AM | Contacts Targeted | Awaiting Build | Submitted | Awaiting Send | Successfully Sent |
| 15 | | | | | | | |
| 15 11 | Calendar | 8/31/2016 12:56:59 AM | 4 | 0 | 4 | 0 | 4 |
| tailing ID 15 11 10 0 | Calendar Harshal_30 | 8/31/2016 12:56:59 AM 8/30/2016 9:22:23 AM | 4 4 | 0 | 4 | 0 0 | 4 4 |
| 15 11 10 | Calendar Harshal_30 New Mailing 1 | 8/31/2016 12:56:59 AM 8/30/2016 9:22:23 AM 8/30/2016 9:15:20 AM | 4 4 4 | 0 0 0 | 4 4 4 | 0 0 0 | 4 4 4 |
| 15 11 10 0 09 | Calendar Harshal_30 New Mailing 1 New Mailing - 212 | 8/31/2016 12:56:59 AM 8/30/2016 9:22:23 AM 8/30/2016 9:15:20 AM 8/30/2016 5:56:16 AM | 4 4 4 17 | 0 0 0 | 4 4 4 17 | 0 0 0 0 | 4 4 4 17 |
| 15 11 10 0 | Calendar Harnhall_30 New Mailing 1 New Mailing - 212 triggered list level new, Mailing_05:16.5 | 8/31/2016 12:56:59 AM 8/38/2016 9:22:23 AM 8/38/2016 9:15 20 AM 8/39/2016 5:56:16 AM 8/39/2016 5:56:16 AM | 4 4 4 17 2 | 0 0 0 0 | 4 4 4 17 2 | 0 0 0 0 | 4 4 4 17 2 |
| 15 11 10 0 09 08 | Calendar Harshal_30 New Mailing 1 New Mailing - 212 triggered list veval new, Mailing_05:16.5 triggered list leved, Mailing_05:11:40 | 8/31/2016 12:56:59 AM 8/39/2016 9:22:23 AM 8/39/2016 9:15:20 AM 8/39/2016 5:56:16 AM 8/39/2016 5:24:50 AM 8/39/2016 5:14:29 AM | 4 4 17 2 2 | 0 0 0 0 0 0 | 4 4 17 2 2 | | 4 4 17 2 2 |
| 15 11 10 0 09 08 1 | Calendar Hamhal_30 New Mailling 1 New Mailling - 212 Higgened list level new, Mailling_05 16 5 Higgened list level, Mailling_05 11 40 New Mailling - 211 | 8/31/2016 12:56:59 AM 8/36/2016 9:22:23 AM 8/36/2016 9:15:20 AM 8/36/2016:56:16 AM 8/36/2016:56:56 AM 8/36/2016:51:42 AM 8/36/2016:51:42 AM 8/36/2016:51:42 AM | 4 4 17 2 2 12 | 0 0 0 0 0 0 | 4 4 17 2 2 12 | 0 0 0 0 0 | 4 4 17 2 2 12 |

- In Job Summary there is a feature of Enable Auto Refresh.
- It is checked by default
 Enable Auto Refresh
- Here the page will be refreshed automatically in 1min with message 'Last Updated at Date-Time'.

| | ity Compare Mailings Bounce Report Open Report Clie | on and an analysis report | compnunce report cus | | | | Job Summar |
|--------------------------------|--|--|-----------------------------------|---------------------|-----------------------------------|----------------------------|------------------------------|
| b Summary | 1 | | | | | | |
| C Enable Au | to Refresh | | | Last Updated at 9/7 | /2016 8:52:33 AM | | Refres |
| Search | | | | | | | |
| Enter searc | h criteria Se | arch Clear | | | | | |
| | (Search will be performed on Mailing ID, Mailing Name | Fields.) | | | | | |
| | | 1Point | | | | | MAILER |
| Mailing ID | Mailing Name | Created Date | Contacts Targeted | Awaiting Build | Submitted | Awaiting Send | Successfully Sent |
| | | | | | | | |
| 115 | Calendar | 8/31/2016 12:56:59 AM | 4 | 0 | 4 | 0 | 4 |
| 115 | Calendar Harshal_30 | 8/31/2016 12:56:59 AM 8/30/2016 9:22:23 AM | 4 | 0 | 4 | 0 | 4 |
| | | | | | | | |
| 11 | Harshal_30 | 8/30/2016 9:22:23 AM | 4 | 0 | 4 | 0 | 4 |
| 11 | Harshal_30 New Mailing 1 | 8/30/2016 9:22:23 AM 8/30/2016 9:15:20 AM | 4 4 | 0 | 4 | 0 0 | 4 4 |
| 111 110 70 | Harshal_30 New Mailing 1 New Mailing - 212 | 8/30/2016 9:22:23 AM 8/30/2016 9:15:20 AM 8/30/2016 5:56:16 AM | 4 4 17 | 0 | 4 4 17 | 0 0 0 | 4 4 17 |
| 11 10 0 09 08 | Harshal, 30 New Mailing 1 New Mailing - 212 triggered list level new, Mailing_05 16.5 | 8/30/2016 9:22:23 AM 8/30/2016 9:15:20 AM 8/30/2016 5:56:16 AM 8/30/2016 5:24:50 AM | 4 4 17 2 | 0 0 0 0 | 4 4 17 2 | 0 0 0 | 4 4 17 2 |
| 11 10 0 09 | Hanshal, 30 New Mailing 1 New Mailing - 212 triggered list level new Mailing, 05 16 5 triggered list level, Mailing, 05 11:40 | 8/30/2016 9/22/23 AM 8/30/2016 9/15/20 AM 8/30/2016 5/56/16 AM 8/30/2016 5/24/50 AM 8/30/2016 5/14/29 AM | 4 4 17 2 2 | | 4 4 17 2 2 | 0 0 0 0 | 4 4 17 2 2 |
| 11 10 0 09 08 1 | Hanshal, 30 New Mailing 1 New Mailing - 212 triggered list level new Mailing, 05 16 5 triggered list level, Mailing, 05 11 40 New Mailing - 211 | 8/30/2016 9:22:23 AM 8/30/2016 9:15:20 AM 8/30/2016 5:56 16 AM 8/30/2016 5:24 50 AM 8/30/2016 5:14:29 AM 8/30/2016 5:14:29 AM | 4 4 17 2 2 2 12 | | 4 4 17 2 2 2 12 | 0 0 0 0 0 0 | 4 4 17 2 2 12 |

If you click on

Refresh it will refresh the grid.



| | | | | | | | Job Summar |
|--|--|--|------------------------------|---------------------|-------------------|------------------|-------------------------|
| Summar | 1 | | | | | | |
| Enable Ar | ito Refresh | | | Last Updated at 9/7 | 2016 8:54:34 AM | | Refres |
| Search | | | | | | | |
| Enter sear | ch criteria Sea | Irch | | | | | |
| | (Search will be performed on Mailing ID, Mailing Name I | Fields.) | | | | | |
| | | 1Point | | | | | MAILER |
| Aailing ID | Mailing Name | Created Date | Contacts Targeted | Awaiting Build | Submitted | Awaiting Send | Successfully Sent |
| | | 8/31/2016 12:56:59 AM | 4 | 0 | 4 | 0 | 4 |
| 15 | Calendar | 0/31/2016 12:56:59 AM | 4 | | | | |
| | Calendar Harshal_30 | 8/30/2016 9:22:23 AM | 4 | 0 | 4 | 0 | 4 |
| 11 | | | | 0 | 4 | 0 | 4 |
| 11 10 | Harshal_30 | 8/30/2016 9:22:23 AM | 4 | | 4 4 17 | | |
| 11 10 0 | Harshal_30 New Mailing 1 | 8/30/2016 9:22:23 AM 8/30/2016 9:15:20 AM | 4 | 0 | 4 4 17 2 | 0 | 4 |
| 11 10 0 09 | Harshal_30 New Mailing 1 New Mailing - 212 | 8/30/2016 9:22:23 AM 8/30/2016 9:15:20 AM 8/30/2016 5:56:16 AM | 4 4 17 | 0 | | 0 | 4 17 |
| 11 10 0 09 08 | Hanshal _30 New Mailing 1 New Mailing - 212 triggered list level new_Mailing_05:16.5 | 8/30/2016 9/22/23 AM 8/30/2016 9/15/20 AM 8/30/2016 5/56/16 AM 8/30/2016 5/24/50 AM | 4 4 17 2 | 0 0 0 | 2 | 0 0 0 | 4 17 2 |
| 11 10 0 9 9 9 8 1 | Hanshal _30 New Mailing 1 New Mailing - 212 triggered list level new_Mailing_05:16.5 triggered list level_Mailing_05:11:40 | 8/30/2016 9:22:23 AM 8/30/2016 9:15:20 AM 8/30/2016 5:56:16 AM 8/30/2016 5:24:50 AM 8/30/2016 5:24:50 AM | 4 4 17 2 2 | 0 0 0 | 2 2 | 0 0 0 | 4 17 2 2 |
| 15 11 10 09 08 08 1 1 05 07 | Hanshal_30 New Mailing 1 New Mailing - 212 triggered list level new_Mailing_05:16.5 triggered list level_Mailing_05:11:40 New Mailing - 211 | 8/30/2016 9:22:23 AM 8/30/2016 9:15:20 AM 8/30/2016 5:56:16 AM 8/30/2016 5:24:30 AM 8/30/2016 5:24:30 AM 8/30/2016 5:14:29 AM | 4 4 17 2 2 12 | 0 0 0 0 | 2 2 12 | 0 0 0 0 | 4 17 2 2 12 |

- Here in the grid view you can see details like Mailing ID, Mailing Name, Created Date, Contacts Targeted, Awaiting Build, Submitted PMTA, Awaiting Send and Successfully Sent.
- Here when mailing <u>Contacts Targeted</u> then it will be assigned to <u>AwaitingBuild</u> as this is completed, will move to <u>SubmittedPMTA</u>. Here the Mailings are been submitted to the Powerful MTA Server which will be in <u>AwaitingSend</u> process means still it is waiting to send but as soon as it is clear it will be then transferred to <u>SuccessfullySent</u> where finally your message is been delivered.

Search Job Summary

- Enter the search criteria by Mailing ID or Mailing Name.
- You can also use the Page Navigation for Search.
- Click on Search button to search according to criteria.
- Click on Clear button to clear the search.



| HOME LIS | STS CAMPAIGNS | ADVANCED SUPPR | RESSION ACTIVITY | CAMPAIGN REPORTS | | | | | | |
|---------------|--|---------------------------------------|----------------------------------|-----------------------------|----------------------|----------------|-----------|---------------|-------------------|---------|
| Account Activ | vity Compare Mailings | Bounce Report Open Rep | ort Click Report Domain | Analysis Report Job Summary | Compliance Report Cu | stom Report | | | Job | Summary |
| Job Summary | y | _ | _ | _ | _ | _ | _ | _ | | |
| Enable Au | uto Refresh | | | | | | | | | Refresh |
| Search | | Records Four | nd 1 | | | | | | | |
| Enter searc | ch criteria New Mailing - 2 (Search will be p | 12 performed on Mailing ID, Mailir | Search Clear ng Name Fields.) | | | | | | | |
| | | | | 1Point | | | | | MAILER | |
| Mailing ID | Mailing Name | | | Created Date | Contacts Targeted | Awaiting Build | Submitted | Awaiting Send | Successfully Sent | |
| 70 | New Mailing - 212 | | 8 | 3/30/2016 5:56:16 AM | 17 | 0 | 17 | 0 | 17 | |

Compliance Report

- You can view all sent campaigns short summary by date filtering according to you from "Account activity" option.
- Select from "Select Time period", Start Date and End Date.
- By Default you can see the Current Date in the End Date.
- In Account Activity you can see several Information like:
 - 1. Mailing Sent
 - 2. Contacts Targeted
 - 3. Successful Delivered
 - 4. Bounced
 - 5. Unique Opens
 - 6. Total Opens
 - 7. Unique Clicks
 - 8. Total Clicks
 - 9. Unsubscribes
- In Transactional Activity without Tracking you can see several Information like:
 - 1. Mailing Sent
 - 2. Contact targated

| HOME LISTS CAMPAIGNS | ADVANCED SUPPRESSION | ACTIVITY CAMPAIGN REPORTS | | | | | | |
|----------------------------------|-------------------------------------|---|---------------------|---------------|-------------|---------------|--------------|---------------------|
| Account Activity Compare Mailing | s Bounce Report Open Report Click R | eport Domain Analysis Report Job Summar | y Compliance Report | Custom Report | | | | |
| | | | | | | | | Compliance Activity |
| Compliance Activity Report | | | | | | | | |
| | | | | | | | | Download |
| Select Time period: | | | | | | | | |
| | Start Date | | | | | | | |
| | End Date 09-07-2016 | | | | | | | |
| | | | Genera | ite Report | | | | |
| Account Activity | | | | | | | | |
| Mailings Sent | Contacts Targeted | Successful Delivered | Bounced | Unique Opens | Total Opens | Unique Clicks | Total Clicks | Unsubscribes |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transactional Activity witho | ut Tracking | | | | | | | |
| Mailings Sent | Contacts Targeted | | | | | | | |
| 0 | 0 | | | | | | | |
| | | | | | | | | |



- Select the Start Date and End Date from Select Time Period.
- Click on Generate Report button.

| IOME LISTS CAMPAIGNS | ADVANCED SUPPRESSION | ACTIVITY CAMPAIGN REPORTS | | | | | | |
|--|---|--|---------------------------|---------------------|--------------------|----------------------|---------------------|---------------------|
| | | Report Domain Analysis Report Job Summ | ary Compliance Report Cus | tom Report | | | | Compliance Activity |
| Compliance Activity Report | | | | | | | | |
| Select Time period: | Start Date 07-31-2016 S End Date 09-07-2016 S | | Generate R | leport | | | | Download |
| Account Activity Mailings Sent 102 Transactional Activity withou Mailings Sent | Contacts Targeted 878 • Tracking Contacts Targeted | Successful Delivered 787 | Bounced 91 | Unique Opens 199 | Total Opens 231 | Unique Clicks 691 | Total Clicks 864 | Unsubscribes 108 |
| 2 Campaigns Summary | 6 | | | | | | | Deta |
| EmailCampaign #7: kn-30th EmailCampaign #6: Bm Aug 30 | | | | | | | | Det |
| EmailCampaign #6: Bin Aug 30 EmailCampaign #5: aakash 30Au | ig | | | | | | | Deta |
| > EmailCampaign #3: kn-29th | | | | | | | | Deta |
| > EmailCampaign #2: ss_Aug 29 | | | | | | | | Deta |
| > EmailCampaign #1: aakash 29Au | iğ | | | | | | | Deta |
| > EmailCampaign #0: UnAssigned | Campaigns | | | | | | | Deta |

- You can see the Account Activity summary from your desired Start Date & End Date you selected based on Campaigns.
- At the bottom you can see the Grid Table containing information of all sent Campaigns from your desired **Start Date** and **End Date you** selected.
- The Account Activity Summary shows the graphical datas of Mailing Sent, Contacts Targeted, Successful Delivered, Bounced, Unique Opens, Total Opens, Unique Clicks, Total Clicks and Unsubscribe.
- The **Campaigns Summary** Grid user is able to see mailing details which have be sent under selected Campaigns
- In the **Grid Table** you can use Page Navigation to see all the mails.
- User is able to see Details of campaigns by click on icon which is besides campaigns.



| | | | | | | | | | - | Downloa |
|------------------|--|-----------------------------|--------|-------------------|----------------------|---------|----------------------|---------------------|---------------|---------|
| t Time period: | | | | | | | | | | |
| | Start Date 08-30-2016 | | | | | | | | | |
| | End Date 09-09-2016 | 1 | | | | | | | | |
| | | | | Generate Report | | | | | | |
| ount Activit | | | | | | | | | | |
| Mailings S 25 | ent Contacts Targeted 212 | Successful Delivered 180 | | Bounced Uni 24 | que Opens T 72 | 75 | Unique Clicks 189 | Total Clicks 203 | Unsubsc 31 | ribes |
| nsactional A | Activity without Tracking | | | | | | | | | |
| Mailings S | | | | | | | | | | |
| 0 | 0 | | | | | | | | | |
| Campaigns Sur | | | | | | | | | | |
| sampaigns oun | initiaty | | | | | | | | | |
| EmailCampaig | gn #22: 7 Sep aakash | | | | | | | | | |
| Campaign To | otals | | | | | | | | | |
| Contacts Targel | fed Succe | sstul Delivered | | Bounced | Unique Opens | Ur | ique Clicks | Unsub | scribes | |
| 8 | 6 | | 2 | > | 7 | 15 | | 4 | | |
| | mail Send Details | | | | | | | | | |
| Mailing ID | Mailing Name | Sent/Scheduled | Status | Contacts Targeted | Successful Delivered | Bounced | Unique Opens | Unique Clicks | Unsubscribes | |
| 242 | AB Type4 aakash 8Sep - Version | 9/8/2016 12:54:16 AM | Sent | 4 | 3 | 0 | 1 | 4 | 1 | |
| 240 | AB Type4 aakash 8Sep -Version | 9/8/2016 12:21:23 AM | Sent | 8 | 7 | 1 | 2 | 2 | 0 | |
| 241 | AB Type4 aakash 8Sep -Version | 9/8/2016 12:21:23 AM | Sent | 8 | 8 | 0 | 0 | 0 | 0 | |
| 239 | BM with suppression | 9/7/2016 1:37:49 AM | Sent | 8 | 6 | 1 | 4 | 9 | 3 | |
| | | Total | | 28 | 24 | 2 | 7 | 15 | 4 | |
| | | | | | | | | | | |
| EmailCampaig | gn #9: aakash 19aug | | | | | | | | | |
| | gn #9: aakash 19aug gn #1: Aaaksh 12Aug | | | | | | | | | 0 |

• User is also able see details of Campaign Activity Details (Contacts) by click on Details Hyperlink under each Campaigns.

| Campaign Activit | y Details (Contacts) | | | | | | Back To Compliance Activity Repo |
|------------------|---------------------------|-----------------|----------------------|------------------|--------------------|----------------------|----------------------------------|
| 7Sep aakash | | | | | | | Download All Details |
| Contact Id | Email Address | Opens | OpenDate | Clicks | ClickedDate | SentDate | |
| 283 | sohampatel121@gmail.com | 1 | 9/7/2016 2:01:10 AM | 2 | Sep 7 2016 2:01AM | 9/7/2016 1:38:20 AM | |
| 277 | eadwiella.earwyna@aol.com | 1 | 9/9/2016 12:29:06 AM | 1 | Sep 9 2016 12:29AM | 9/8/2016 12:22:15 AM | |
| 195 | smarttony43@gmail.com | 1 | 9/7/2016 2:00:26 AM | 2 | Sep 7 2016 2:00AM | 9/7/2016 1:38:20 AM | |
| 194 | sikhapatel82@gmail.com | 1 | 9/7/2016 2:03:31 AM | 2 | Sep 7 2016 2:03AM | 9/7/2016 1:38:19 AM | |
| 89 | testev.test@gmail.com | 1 | 9/8/2016 6:14:14 AM | 1 | Sep 8 2016 6:14AM | 9/8/2016 12:22:15 AM | |
| 84 | sallietelfair@yahoo.com | 1 | 9/7/2016 1:58:31 AM | 3 | Sep 7 2016 1:58AM | 9/7/2016 1:38:27 AM | |
| 80 | caralyn.byro@hotmail.com | 1 | 9/8/2016 12:57:35 AM | 4 | Sep 8 2016 12:57AM | 9/8/2016 12:54:49 AM | |
| | Aggr | gate No Open | | | | Aggregate No Click | |
| | 1 | 17 DownLoad] | | | | 14 (DownLoad) | |
| | Total Emails Sent | | | Total Unique Cli | cks | Total Un | ique Opens |
| | 24 [DownLoad] | | | 15 [DownLoad] | | [Dot | 7 vnLead] |
| | | | | | - | | |

button.

- If you want to download report then click on
 Download
- It will open **Download Report** window.

| Download Report |
|-------------------|
| File type: Text ▼ |
| Download Cancel |

- Select the file type.
- You can select either CSV or Excel or Text
- Click on Download button to download report.
- Click on Cancel button window will be closed.



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Custom Report

- Custom Report generate Campaign based reports.
- To generate custom report user must have to select Campaign from **Select Campaign** Drop Down list which are located at upper-Right corner of the screen.

| stom Activity Report | | | | | | | | |
|--|---------------------------|-------------|-------------|--|--------------|------------------|------------------------|------------------------------|
| | | | | Select | t Campaign: | BM Aug 20 | • | Downlos |
| ame of Email Campaign : BM Aug 20 | | | | | | | | |
| nail | Subject Line | Oty Ordered | Total Opens | Open % | Total Clicks | Clicks % | | |
| VI A/B test type 2 Aug 20 - Version B | BM A/B test type 2 Aug 20 | 2 | 1 | 50% | 6 | 300% | 600% | |
| If A/B test type 2 Aug 20 -Version A | BM A/B test type 2 Aug 20 | 5 | 2 | 40% | 12 | 240% | 600% | |
| If A/B test type 2 Aug 20 -Version B | BM A/B test type 2 Aug 20 | 5 | 3 | 60% | 18 | 360% | 600% | |
| | Total | 12 | 6 | 50% | 36 | 300% | 600% | |
| Email | | | | | | | Open Rate % | |
| Click Through by URL - BM A/B test type 2 Aug 20 -Version B | | | | | | 60% | | IndustryStandard |
| Click Through by URL - BM A/B test type 2 Aug 20 -Version A | | | | | | 50% | | Campaign |
| Click Through by URL - BM A/B test type 2 Aug 20 - Version B - Win | nner | | | | | 30% | | |
| | | | | | | 20% | | |
| | | | | | | 10% | | |
| | | | | | | S S | | |
| | | | | | | | | |
| | | | | | | - | | |
| | | | | | | | | |
| | | | | | | 800% | Click Thru Rate % | |
| | | | | | | | | IndustryStandars Campaign |
| | | | | | | 600% | | |
| | | | | | | 400% | | |
| | | | | | | | | |
| | | | | | | 200% | | |
| | | | | | | N | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | Campaign Results | | |
| | | | | The Open Rate perfe The Click Thru Rate | | 900% | above industry standar | |

 In Custom Report Name of Email Campaign grid display mailing name which are sent under selected campaign with details like Email, Subject Line, Qty Ordered, Total Opens, Open%, Total Clicks, Clicks%, CTR%.

| ustom Activity Report | | | | | | | | |
|--|---------------------------|-------------|-------------|--|--------------|------------------|-------------------------|----------------------------|
| | | | | Select C | Campaign: | BM Aug 20 | • | Downlo |
| me of Email Campaign : BM Aug 20 | | | | | | | | |
| nail | Subject Line | Oty Ordered | Total Opens | Open % | Total Clicks | Clicks % | | |
| II A/B test type 2 Aug 20 - Version B | BM A/B test type 2 Aug 20 | 2 | 1 | 50% | 6 | 300% | 600% | |
| If A/B test type 2 Aug 20 -Version A | BM A/B test type 2 Aug 20 | 5 | 2 | 40% | 12 | 240% | 600% | |
| II A/B test type 2 Aug 20 -Version B | BM A/B test type 2 Aug 20 | 5 | 3 | 60% | 18 | 360% | 600% | |
| | Total | 12 | 6 | 50% | 36 | 300% | 600% | |
| Email | | | | | | | | |
| | | | | | | 60% | Open Rate % | |
| Click Through by URL - BM A/B test type 2 Aug 20 -Version B Click Through by URL - BM A/B test type 2 Aug 20 -Version A | | | | | | 50% | | IndustryStanda Campaign |
| Click Through by URL - BM A/B test type 2 Aug 20 -Version A Click Through by URL - BM A/B test type 2 Aug 20 - Version B - Winner | | | | | | 40% | | |
| Click Through by UKL - BM A/B test type 2 Aug 20 - Version B - Winner | | | | | | 30% | | |
| | | | | | | 20% | | |
| | | | | | | 10% | | |
| | | | | | | x | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | Click Thru Rate % | |
| | | | | | | 800% | | IndustryStanda |
| | | | | | | 600% | | Campaign |
| | | | | | | | | |
| | | | | | | 400% | | |
| | | | | | | 200% | | |
| | | | | | | | | |
| | | | | | | N | | |
| | | | | | | | | |
| | | | | | | Campaign Results | | |
| | | | | The Open Rate perform The Click Thru Rate per | med | 900% | above industry standard | |
| | | | | The Click Thru Rate pe | erformed | 9900% | above industry standard | |



• Custom Reports also shows How much total clicks perform by perticular URL link by specific Mailing with Total Counts

| ustom Activity Report | | | | | | | | |
|--|--|-------------|-------------|-----------------------|--------------|--------------------------|------------------------|------------------------------|
| me of Email Campaign : BM Aug 20 | | | | Select | Campaign: | BM Aug 20 | • | Downlo |
| nail | Subject Line | Oty Ordered | Total Opens | Open % | Total Clicks | Clicks % | CTR % | |
| II A/B test type 2 Aug 20 - Version B | BM A/B test type 2 Aug 20 | 2 | 1 | 50% | 6 | 300% | 600% | |
| II A/B test type 2 Aug 20 -Version A | BM A/B test type 2 Aug 20 | 5 | 2 | 40% | 12 | 240% | 600% | |
| M A/B test type 2 Aug 20 -Version B | BM A/B test type 2 Aug 20 | 5 | 3 | 60% | 18 | 360% | 600% | |
| | Total | 12 | 6 | 50% | 36 | 300% | 600% | |
| Email | | | | | | | Open Rate % | |
| Click Through by URL - BM A/B test type 2 Aug 20 -Versio | on B | | | | | 60% 50% | | IndustryStandard Campaign |
| URL | | | Clicks | | | 40% | | |
| http://www.piltd.com?pspl160=test&utm_source=pspl160 | 8utm_medium=Email&utm_term=test&utm_content=qa&u | | 6 | | | 30% | | |
| http://www.piltd.com/software-development.html?pspl160 | | | 3 | | | 20% | | |
| | | | | | 10% | | | |
| http://www.piltd.com/maintenance.html?pspi160=test&utm | n_source=pspl160&utm_medium=Email&utm_term=test | | 3 | | | 2 | | |
| http://www.piltd.com/QAandTestingServices.html?pspl160 | l=test&utm_source=pspl160&utm_medium=Email&utm | | 3 | | | | | |
| http://www.piltd.com/solution.html?pspl160=test&utm_sou | rce=pspl160&utm_medium=Email&utm_term=test&ut | | 3 | | | | Click Thru Rate % | |
| | Total | | 18 | | | 800% | Click Thru Rate % | Industry Standard |
| Click Through by URL - BM A/B test type 2 Aug 20 -Versio | n A | | | | | 600% | | Campaign |
| Click Through by URL - BM A/B test type 2 Aug 20 - Versi | on B - Winner | | | | | | | |
| | | | | - | | 400% | | |
| | | | | | | 200% | | |
| | | | | | | s | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | The Open Rate perfo | rmed | Campaign Results 900% | above industry standar | ď |
| | | | | The Click Thru Rate p | performed | 9900% | above industry standar | ď |

• Custom Report also display Open Rate%, Click Thru Rate% & Campaign Results for selected campaigns.

| State of Earling Cathrong Signing 1: Bit Aug 20 Optional State Cathrong Signing 1: Bit Aug 20 State Cathrong Signing 2: Aug 20 |
|--|
| Enal Sade Like Ory Obtend Taid Opens Data Calas Octos % Ottos % BM AB lest type 2 Aug 20 - Version B BM AB lest type 2 Aug 20 - Version A BM AB lest type 2 Aug 20 - Version B 6 300% 600% BM AB lest type 2 Aug 20 - Version B BM AB lest type 2 Aug 20 - Version B BM AB lest type 2 Aug 20 - Version B 6 300% 600% BM AB lest type 2 Aug 20 - Version B BM AB lest type 2 Aug 20 - Version B 12 6 50% 36 300% 600% Cala Total 12 6 50% 36 300% 600% Calas South Set type 2 Aug 20 - Version B Kent Calas South Set type 2 Aug 20 - Version B South Set type 2 Aug 20 - Version B South Set type 2 Aug 20 - Version B South Set type 2 Aug 20 - Version B South Set type 2 Aug 20 - Version B South Set type 2 Aug 20 - Version B South Set type 2 Aug 20 - Version B South Set type 2 Aug 20 - Version B South Set type 2 Aug 20 - Version B South Set type 2 Aug 20 - Version B South Set type 2 Aug 20 - Vers |
| BI AB list type 2 Aug 20 - Version B a BM AB list type 2 Aug 20 5 2 40% 12 240% 600% BI AB list type 2 Aug 20 - Version B BM AB list type 2 Aug 20 5 3 60% 18 300% 600% BI AB list type 2 Aug 20 - Version B BM AB list type 2 Aug 20 5 3 60% 18 300% 600% Total 12 6 50% 36 300% 600% Card Control Co |
| Bit AB bit type 2 Aug 20 Version A Bit AB bit type 2 Aug 20 5 2 40% 12 240% 600% Bit AB bit type 2 Aug 20 Version B Bit AB bit type 2 Aug 20 5 3 60% 18 30% 600% Total 12 6 50% 36 300% 600% Control Control Contro |
| Bit AB bit type 2 Aug 20 Version B Bit AB bit type 2 Aug 20 5 3 60% 18 30% 60% Total 12 6 50% 36 30% 60% Email Case 6 60% 60% Map / www pits com?opp160/estiskim_source-spp1608.dm_medum=Emaik.dm 6 6 htp://www pits com?opp160/estiskim_source-spp1608.dm_medum=Emaik.dm 3 6 htp://www pits com?opp160/estiskim_source-spp1608.dm_medum=Emaik.dm 3 6 htp://www pits com?opp160/estiskim_source-spp1608.dm_medum=Emaik.dm 3 6 Version Case Case Case Version Com/opp160/estiskim_source-spp1608.dm_medum=Emaik.dm 3 6 htp://www pits com?opp160/estiskim_source-spp1608.dm_medum=Emaik.dm 3 6 htp://www pits com?opp160/estiskim_source-spp1608.dm_medum=Emaik.dm 3 6 htp://www pits com?opp1606-testiskim_source-spp1608.dm_medum=Emaik.dm |
| Total 12 6 50% 36 30% 60% Exail Clack Through by URL - BM AB test type 2 Aug 20. Version B Clack Gene All Gene All ERE Class Intp://www.pitid.com/splot/66-testRubm_source-spot/1608.utm_medum=EmaiRubm_ismm-test. 6 http://www.pitid.com/splot/66-testRubm_source-spot/1608.utm_medum=EmaiRubm_ismm-test. 3 http://www.pitid.com/splot/166-testRubm_source-spot/1608.utm_medum=EmaiRubm_ismm-test. 3 http://www.pitid.com/splot/166-testRubm_source-spot/1608.utm_medum=EmaiRubm_ismm-test. 3 Ktp://www.pitid.com/splot/166-testRubm_source-spot/1608.utm_medum=EmaiRubm_ismm-test. 3 Ktp://www.pitid.com/splot/166-testRubm_source-spot/1608.utm_medum=EmaiRubm_ismm-test. 3 Ktp://www.pitid.com/splot/166-testRubm_source-spot/1608.utm_medum=EmaiRubm_ismm-test. 3 Ktp://www.pitid.com/splot/166-testRubm_source-spot/1608.utm_medum=EmaiRubm_ismm-test. 3 Ktp://www.pitid.com/splot/166-testRubm_source-spot/1608.utm_medum=EmaiRubm_ismm-test. 3 Ktp://www.pitid.com/splot/166-testRubm_source-spot/1608.utm_medum=EmaiRubm_ismm-test. 3 |
| Enal Citck Thrue gab ty LRL - BM AB test type 2 Aug 20 - Version B URL Caisa Indp://www.pild.com?pap1650-testSubm_source-spap1660Subm_medium=EmailSubmicm=testSubmsource-spap1660Subm_medium=EmailSubmicm=testSubmsource-spap1660Subm_medium=EmailSubmicm=test Indp://www.pild.com/Subard-Gevelopment.html?pap1160-testSubm_source-spap1660Subm_medium=EmailSubmicm=test 3 Indp://www.pild.com/Subard-Gevelopment.html?pap1160-testSubm_source-spap1660Subm_medium=EmailSubmicm=test 3 Indp://www.pild.com/Subard-Gevelopment.html?pap1160-testSubm_source-spap160Subm_medium=EmailSubmicm=test 3 Indp://www.pild.com/Subard-Gevelopment.html?pap1160-testSubm_source-spap160Subm_medium=EmailSubmicm=test 3 Citick Thrue Rate % Citick Thrue Rate % |
| Cirk/Through by URL - BM AB test type 2 Aug 20. Version B Gik/Through by URL - BM AB test type 2 Aug 20. Version B < |
| V Click Through by URL -BM AB test type 2 Aug 20. Version B UBL Coss Ntp://www.phit.com?pap160-testSubm_source-pap1608.utm_medume=Email&utm 6 htp://www.phit.com?pap160-testSubm_source-pap1608.utm_medume=Email&utm 3 htp://www.phit.com?pap160-testSubm_source-pap1608.utm_medume=Email&utm 3 htp://www.phit.com?pap160-testSubm_source-pap1608.utm_medume=Email&utm 3 htp://www.phit.com?pap160-testSubm_source-pap1608.utm_medume=Email&utm 3 htp://www.phit.com?pap160-testSubm_source-pap1608.utm_medume=Email&utm 3 htp://www.phit.com?pap160-testSubm_source-pap1608.utm_medume=Email&utm 3 htp://www.phit.com?pap160-testSubm_source-pap1608.utm_medum=Email&utm 3 Click Thru Rate % 6 |
| LRL Cxbs http://www.pild.com?pap1661-lest&uht_source-spp1668.uht_medium=Enai&uht_jterm-lest&uht_source-spp1668.uht_medium=Enai&uht_jterm-lest&uht_source-spp1668.uht_medium=Enai&uht_jterm-lest&uht_source-spp1668.uht_medium=Enai&uht_jterm-lest 40% http://www.pild.com/Subaite-development.htm?psp160-lest&uht_source-spp1668.uht_medium=Enai&uht_jterm-lest 3 http://www.pild.com/Subaite-development.htm?psp160-lest&uht_source-spp1668.uht_medium=Enai&uht_jterm-lest 3 http://www.pild.com/Subaite-development.htm?psp160-lest&uht_source-spp1608.uht_medium=Enai&uht_jterm-lest 3 http://www.pild.com/Subaite-development.htm?psp160-lest&uht_source-spp1608.uht_medium=Enai&uht_jterm-lest 3 http://www.pild.com/Subaite-development.htm?psp160-lest&uht_source-spp1608.uht_medium=Enai&uht_jterm:lest |
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| http://www.pitd.com/baintesance.htm?psp160-lest8utm_source-psp1608utm_medum=Email&utm_term=test8utm_source-psp1608utm_source-psp1608utm_term=test8utm_source-psp1608utm_source-psp1608utm_term=test8utm_source-psp1608utm_source-psp1608utm_term=test8utm_source-psp1608utm_source-psp1608utm_term=test8utm_source-psp1608utm_source-psp1608utm_source-psp1608utm_source-psp16 |
| http://www.plild.comboludion.htm?psp160=lest8utm_source=psp1608utm_medium=Emai8utm_sem=test8ut. 3 Click Thru Rate % |
| Cick Thru Rate % |
| Total 18 80% |
| industry statistical of the state of the sta |
| Click Through by URL - BM AB test type 2 Aug 20 -Version A |
| Click Through by URL - BM AS test type 2 Aug 20 - Version B - Winner |
| |
| 200 |
| |
| |
| |
| Campaign Results The Open Rate performed 90% above industry standard |
| The Click Thru Rate performed 9900% above industry standard |
| |



- If you want to download report then click on Download button.
- It will open **Download Report** window.

| Download Report |
|-------------------|
| File type: Text 🔻 |
| Download Cancel |

- Select the file type.
- You can select either CSV or Excel or Text
- Click on Download button to download report.
- Click on Cancel button window will be closed.



CAMPAIGN REPORTS:

CAMPAIGN REPORTS contains all the Important and useful reports of your 1Point Email System. Here you can view reports as per your requirements. There are six Modules:

- > Dashboard
- Contact Activity
- Click Performance
- > Domain Reports
- Google Analytics
- GeoIP Tracking

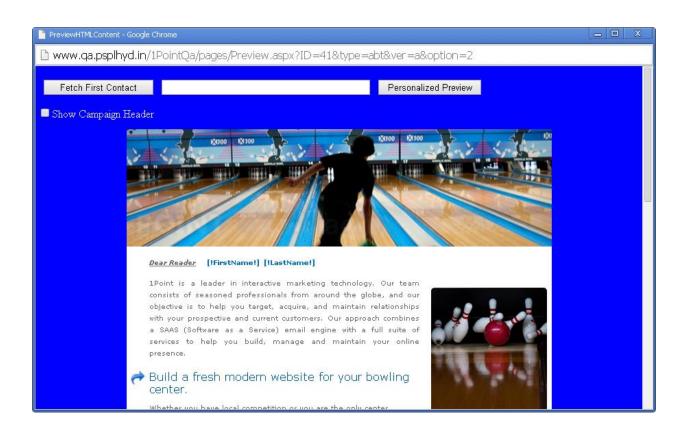
Dashboard

• This is the Tab where you can see the detailed reports of your Campaigns and their Mailings.

| | | rts GeolP Tracking | | | DASHBOAR |
|--|----------------------|--|---------------------------|---|-------------|
| hboard | | | | | Back To |
| w camp1 (ID: 30) at: Dec 06 2017 06:51 AM | | | | Select Campaign: [-Select-(UnAssigned) Select Mailing: [new camp1] | Refresh Dow |
| Results as of : Send Start Date : | Jan 24 2018 06:42 AM | Email Stats Contacts Targeted | 4 | Email Impact | |
| Send Completion Date : fargeted List(s) : | Dec 06 2017 06:51 AM | Successful Delivered | 4 (100%) | | |
| Suppression List(s) : | NA | Active Total Opens | 0 (0%) 2 | | |
| Suppress Domain(s) : NA Subject : new camp1 | | Unique Opens Total Clicks | 1 (25%) 0 | | |
| fotal Seed Count : Send via MTA : | 0 | Unique Clicks | 0 (0%) | | |
| Total Bac | ords Contacted | Clicks: Unique Contacts (C Unsubscribes | 0 (0%) | California di 00.0% (4) Active 0.0% (5) | |
| iotai Rec | 4 | Bounced Hard/Soft | 0 (0%) 0 (0%) / 0 (0%) | | |
| | - | Abuse Forwards | 0 (0%) 0 (0%) | | |

- From Select Campaign: drop down list if you select Campaign then it will show the detail summary of whole Campaign.
- If you select <u>Select Campaign</u>: along with <u>Select Mailing</u>: then it will show details of that particular mail that you selected for the Campaign.
- Click on button it will open the Preview of that Particular Mailing in Separate Window.



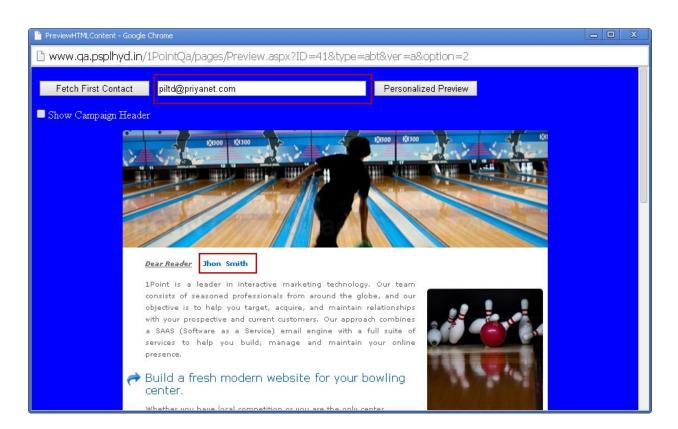


- If you click on Fetch First Contact you can get the Email Id of your first contact present in your Target list.
- Personalized filed(s) like First Name, Last Name etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!] [!LastName!] with the contact details that is been saved in your database.
- It will display the Email id in the Text box with the required Informations below in personalized fields.
- If you enter any Email Id in the Text box that is present in your database and click on

Personalized Preview

then it will show the information of that Email id.

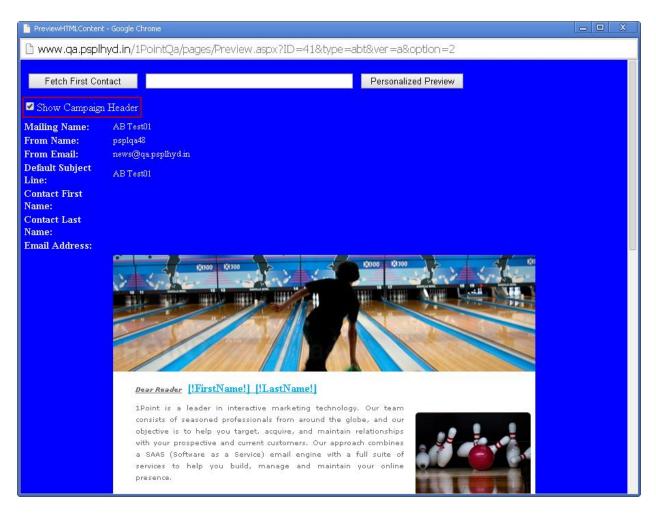




• If you click ^{I Show Campaign Header} check box you can see the Mailing Details of the HTML Content.



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• If you close the HTML Preview window then it will open the Preview of **Text Content** of that Particular Template in a new Window.



| PreviewTEXTContent - Google Chrome | - 0 X |
|--|--|
| 🗈 www.qa.psplhyd.in/1PointQa/pages/PreviewTextContent.aspx?ID=16&type=campaign&Ptype=G | iridCampaigr |
| Fetch First Contact Personalized Preview | |
| Dear [!FirstName!] 1Point is a leader in interactive marketing technology. Our team consists of seasoned professionals from around the and our objective is to help you target, acquire, and maintain relationships with your prospective and current customer approach combines a SAAS (Software as a Service) email engine with a full suite of services to help you build, manage maintain your online presence. Build a fresh modern website for your bowling center. Whether you have local competition or you are the only center around, often potential bowlers look to your websit deciding how to spend their evening. If you don't have a modern and updated look, you could be losing out customers the tougher summer seasons. We can help you get weekly league scores posted online. Your league bowlers are the most profitable, and you want to cater to their needs. Let us help you keep your lates stats updated online for their viewing purposes. Need Qubica integration? | rs. Our ge and te when s during |
| No problem. We've worked with centers who need to integrate Qubica features on their site. Online cosmic ticket sales. If you are looking for a quick easy way for customers to purchase cosmic tickets that's also simple to manage, we Our Clients Request a Free Quote by visiting our site | can help. |
| www.loointinteractive.com : (http://www.loointinteractive.com/) | |
| Click on Refresh to refresh the page. Click on Download button it will open an Download Report windownload | w |
| Download Report | |
| File type: PDF 🔻 | |

• You can download report either in PDF or CSV format.

Download

- Click on Download button it will download the report.
- Click on Cancel button to close the window.
- If you click on Back To Sent Mail you will be redirected to CAMPAIGNS → Mailings → Manage Mailings Page.

Cancel



42'

Contact Activity

In Contact Activity" module you can see the detailed information of the activities of your Campaigns and Mailings.

| ŀ | IOME LIST | S CAMPAIGN | S ADVANCED | SUPPRESSIO | N ACTIVITY | CAMPAIGN REPORTS | | | | | | | | | | | | |
|----|------------------|----------------------|----------------|------------------|-------------|------------------|-------------|---------------|-------|-----|----------|---|---------|---|----------|---------|--------------------|------|
| Į, | ashboard Cor | ntact Activity Click | Performance Do | main Reports Geo | IP Tracking | | | | | | | | | | | (| On the Charles its | |
| | | | | | | | | | | | | | | | | | Contact Activity | |
| 1 | Contact Activity | | | | | | | | | | | | | | | | Back To Sent | Mail |
| | | | | | | | | Select Camp | aion: | -Se | elect- | | | | | | | |
| | | | | | | | | Select Mailir | | | elect | | ٠ | | | Refresh | Download | |
| | Trends | | Contacts Targe | ted | Succe | essful Delivered | Bounced | Оре | ned | | Unopened | ſ | Clicked | T | Forwards | T | Unsubscribed | 7 |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | Contact Act | ivity Summa | iry | | | | | | | | | |
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| | | | | | | | Vortic | on 1.0.9.6 | | | | | | | | | | |
| | | | | | | | | am Policy | | | | | | | | | | |

- The following are the different types of Tab functionality included in this **Contact Activity.**
 - > Trends
 - Contacts Targeted
 - Successful Delivered
 - Bounced
 - > Opened
 - Unopened
 - Clicked
 - > Forwards
 - Unsubscribed

Trends

• In **Trends** Tab you can view Bar chart of **Contact Activity Summary** displaying information like **Unsubscribed**, **Forwards**, **Clicks: Unique Contacts**, **Unopened**, **Opened**, **Bounced**, **Successful Delivered** and **Contacts Targeted**.



| | | CAMPAIGNS | | | | CAMPAIGN REPORTS | | | | | | | |
|------|---------------|----------------------|-----------------|-----------------|--------------|------------------|-----------|-------------------------------|----------|---------|---------|---------|-------------------|
| Dash | iboard Conta | act Activity Click I | Performance Don | main Reports Ge | olP Tracking | | | | | | | | Contact Activity |
| Con | tact Activity | | | | | | | | | | | | Back To Sent Mail |
| | | | | | | | | \sim | | | | _ | |
| | | | | | | | | Select Campaign: | -Select- | • | | Defeat | Developed |
| | Trends | | Contacts Target | ted | Succe | ssful Delivered | Bounced | Select Mailing: Opened | Unopened | Clicked | Forward | Refresh | Download |
| | | | | | | | | | | , | | , | |
| | | | | | | | Contact A | ctivity Summary | | |) | | |
| | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | |
| | | | | | | | | rsion 1.0.9.6 -Spam Policy | | | | | |

- From <u>Select Campaign</u>: drop down list if you select Campaign then it will show the detail summary of whole Campaign.
- If you select <u>Select Campaign</u>: along with <u>Select Mailing</u>: then it will show details of that particular mail that you selected for the Campaign.

| HOME LISTS CAMPAIGNS ADVANCED | SUPPRESSION ACTIVITY CAMPAIGN REPO | RTS | | | | | |
|--|------------------------------------|---------|------------------|------------|---------|----------|------------------|
| Dashboard Contact Activity Click Performance Don | nain Reports GeolP Tracking | | | | | | Contact Activity |
| Contact Activity | | | | | | | Back To Sent |
| unaci Acavity | | _ | _ | _ | | | Duck to Juli |
| aakash 3rd (ID: 2) | | | Select Campaign: | aakash 3rd | • | | |
| \frown | | | Select Mailing: | -Select- | ۲ | Refresh | Download |
| Trends Contacts Target | ed Successful Delivered | Bounced | Opened | Unopened | Clicked | Forwards | Unsubscribed |
| \smile | | | | | | | |
| | | Contact | Activity Summary | | - 1 | | |
| | Unsubscribed | | | | | | |
| | Forwards f | | | | | | |
| | Unopened | | | 169 | | | |
| | Opened 9 | | | | | | |
| | Bounced 27 | | | | | | |
| | Successful Delivered | | | 178 | | | |
| | Contacts Targeted | | | | 205 | | |
| | | | | | | | |
| | 0 | 50 | 100 | 150 | 200 250 | | |

- Click on Refresh button it will refresh all the data of report for selected Campaign/Mailing.
- Click on Download button to download the report in PDF file.
- If you click on <u>Back To Sent Mail</u> page will be redirected to CAMPAIGNS → Mailings window.

<u>Note:</u> There is exception when select Campaign.while select on campiagn dropdown , Counts Of Contacts will not display unique count.

Contacts Targeted

It will display the list and total number of recipients who have been targeted to receive the mailing. (All active contacts of target list)

- Click on **Contacts Targeted** Tab.
- It will open the Contacts Targeted window.

| act Activity | | | | | | | | Contact Activity Back To Sen |
|---|------------------------------|----------------------|---------|-------------------------------------|----------------------|-------------------------------------|----------|---------------------------------|
| kash 3rd (ID: 2) | | | | Select Campaign: Select Mailing: | aakash 3rd Select | T | Refre | |
| Trends iearch Enter search criteria | Contacts Targeted | Successful Delivered | Bounced | Opened | Unopened | Clicked Contacts Targeted 205 | Forwards | Unsubscribed |
| ontact ID | Email Address | | | First Name | | Last Name | | |
| | cami.bygby@hotmail.com | | | CAMI | | testing108 | | |
| | bardene.bake@hotmail.com | | | BARDENE | | testing110 | | |
| | caralyn.byro@hotmail.com | | | CARALYN | | testing112 | | |
| | candiss.byin@hotmail.com | | | CANDISS | | testing114 | | |
| | aleda.aaronson12@hotmail.com | | | ALEDA | | testing116 | | |
| | alford.abendroth@hotmail.com | | | ALFORD | | testing118 | | |
| | sallietelfair@yahoo.com | | | SALLIE | | 13sallietelfairdiscover | | |
| | tauravale@yahoo.com | | | TAURA | | 9tauravalediscover | | |
| | vincewallop@yahoo.com | | | VINCE | | 11vincewallopdiscover | | |
|) | perrypamall@yahoo.com | | | PARNALL | | 12perryparnalldiscover | | |
| H + 1 2 3 P P | Page size: 10 💌 | | | | | | | |

Version 1.0.9.6 Anti-Spam Policy



Search:

- Enter the search criteria. You can search with help of **Email**, **First Name** and **Last Name**.
- Click on Search button it will display all contacts details based on the given criteria for search.

| HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN REPORTS | | | | | |
|--|-------------------------------------|----------------------|-------------------|----------|-------------------|
| Dashboard Contact Activity Click Performance Domain Reports GeoIP Tracking | | | | | Contact Activity |
| Contact Activity | | | | | Back To Sent Mail |
| aakash 3rd (ID: 2) | Select Campaign: Select Mailing: | aakash 3rd Select | • | Refresh | Download |
| Trends Contacts Targeted Successful Delivered Bounced | Opened | Unopened | Clicked | Forwards | Unsubscribed |
| Search Records Found 1 Enter search criteria sani bydby@hotmail.com Search Clear | | | Contacts Targeted | | |
| (Search will be performed on Email, First Name and Last Name fields.) | | | 205 | | |
| Contact ID Email Address | | First Name | La | st Name | |
| 1 cami bygby@hotmail.com K K I ▶ K Page size: 10 ▼ | | CAMI | te | sting108 | |
| | | | | | |
| Vesi | on 1.0.9.6 | | | | |
| Anti Sy | pam Policy | | | | |
| Click on Clear to clear the search crit Select Campaign/Mailing. It will display the information regarding tota Campaign/Mailing. Click on Refresh button it will refresh Campaign/Mailing. | l Contac | - | | | |
| Click on button one pop up | o will be | display on | the user | screen. | |
| Download Report | | | | | |
| Standard Fields Ocustom Fields O | ALL | | | | |
| Download Cancel | | | | | |



- Select any one option
 - Standard Fields: All Standard Fields will be downloaded.
 - > Custom Fields: All the Customized Fields will be downloaded.
 - > All: All Standard and Customized Fields together will be downloaded.
- Select a desired option and click on
 Download
- It will download a **BCP** Report in a **RAR** file.
- Click on Cancel button to close pop up window.
- If you click on <u>Back To Sent Mail</u> page will be redirected to CAMPAIGNS → Mailings window.

Successful Delivered

This is the number of contacts to whom 1PointEmail has successfully delivered the selected mailing.

- Click on Successful Delivered Tab.
- It will open the Successful Delivered Window.

| | | | | | Contact Activit |
|-----------------------|--|-----------------------------------|--------------------------|----------------------|------------------|
| ntact Activity | | | | | Back To S |
| aakash 3rd (ID: 2) | | Select Campaig Select Mailing: | n: aakash 3rd -Select | | Refresh Download |
| Trends | Contacts Targeted Successful Deli | ered Bounced Openec | I Unopened | Clicked Forwards | Unsubscribed |
| Search | | | | Successful Delivered | |
| Enter search criteria | Search will be performed on Email, First Name and Last Name fields.) | | | 178 | |
| ontact ID | Email Address | First Name | Last Name | Date/Time | |
| 164 | aakash-mehta@priyanet.com | aakash | mehta | 8/5/2016 7:59:08 AM | |
| 37 | sohampatel 121@gmail.com | | testing1234 | 8/4/2016 12:31:41 AM | |
| 12 | smarttony43@gmail.com | testing1234 | testing1234 | 8/4/2016 12:31:41 AM | |
| 71 | sikhapatel82@gmail.com | testing1234 | testing1234 | 8/4/2016 12:31:40 AM | |
| 20 | eardley.gardner@aol.com | Eardley | testing129 | 8/3/2016 6:19:46 AM | |
| 19 | fraine.ead@aol.com | FRAINE | testing127 | 8/3/2016 6:28:55 AM | |
| 18 | eaduiella earwyna@aol com | FADWIFLLA | testing1251 | 8/3/2016 6-28-56 AM | |
| 17 | draca.dalley@aol.com | DRACA | testing123 | 8/3/2016 6:19:47 AM | |
| 16 | cadie.camella@aol.com | CADIE123 | testing1211 | 8/3/2016 7:09:22 AM | |
| | testing011.test@gmail.com | Crs | brd | 8/6/2016 12:30:56 AM | |



Search:

- Enter the search criteria. You can search with help of **Email**, **First Name** and **Last Name**.
- Click on Search button it will display all contacts details based on the given criteria for search.

| HOME LISTS CAM | PAIGNS ADVANCED SUPPRESSION | I ACTIVITY CAMPAIGN REPORTS | | | | | | |
|---|--|-----------------------------|------------|------------------|------------|----------------------|----------|-------------------|
| Dashboard Contact Activity Click Performance Domain Reports GeolP Tracking | | | | | | | | Contact Activity |
| | | | | | | | | • |
| Contact Activity | | | | | | | | Back To Sent Mail |
| aakash 3rd (ID: 2) | | | | Select Campaign: | aakash 3rd | • | | |
| | | | | Select Mailing: | -Select | • | Refre | sh Download |
| Trends | Contacts Targeted | Successful Delivered | Bounced | Opened | Unopened | Clicked | Forwards | Unsubscribed |
| Search | Records Found 1 | • | | | | Successful Delivered | d | |
| Enter search criteria fraine ead@aul.com Search Clear (Search will be performed on Ernall, First Name and Last Name fields.) | | | | | | 178 | | |
| (Sea | rch will be performed on Ernall, First Name and La | st Name neios.) | | | | 110 | | |
| Contact ID | Email Address | | First Name | Last Name | | Date/Time | | |
| 19 | fraine.ead@aol.com | | FRAINE | testing127 | | 8/3/2016 6:28:55 AM | | |
| | ige size: <mark>10 ▼</mark> | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

- Click on Clear button it will clear the search criteria.
- Select Campaign/Mailing.

1 POINTMAIL

- It will display the information regarding **Successful Delivered** mails for selected Campaign/Mailing.
- Click on Refresh button it will refresh all the data of report for selected Campaign/Mailing.
- Click on
 Download
 button pop up will be display on the user screen.

| Download Report | | | | | | |
|-------------------------------------|--|--|--|--|--|--|
| Standard Fields Ocustom Fields OALL | | | | | | |
| Download Cancel | | | | | | |
| | | | | | | |



- Select any one option
 - Standard Fields: All Standard Fields will be downloaded.
 - Custom Fields: All the Customized Fields will be downloaded.
 - > All: All Standard and Customized Fields together will be downloaded.
- Select a desired option and click on
 Download
- It will download a **BCP** Report in a **RAR** file.
- Click on Cancel button to close pop up window.
- If you click on <u>Back To Sent Mail</u> page will be redirected to CAMPAIGNS → Mailings window.

Bounced

This is the number of contacts to whom 1PointEmail tried but failed to deliver the message. An email can bounce for many non-recoverable reasons, as Soft Bounce or hard bounce such as "Invalid User Name" or "Invalid Address".

- Click on **Bounced** Tab.
- It will open the Bounced Detail Report.

| | | | | | Contact Activi |
|---------------------------------------|---|-----------------------------|---|-------------------------|-----------------------------------|
| ntact Activity | | | | | Back To S |
| S 6Aug aakash ent: Aug 06 2016 12: | 08/06/2016 00:28:58 (ID: 47) 30 AM | | Select Campaign: aakash 3rd Select Mailing: AS 6Aug aakash 08/ | ▼ 06/2016 00:28:58 ▼ | Refresh Download |
| Trends | Contacts Targeted | Successful Delivered Bounce | Opened Unopened | Clicked | Forwards Unsubscribed |
| Search Enter search criteria | Se | arch Clear | Total Bounces | Soft Bounces | Hard Bounces |
| | (Search will be performed on Email, First Name and La | st Name fields.) | 2 | 1 | 1 |
| Filter by Bounce Ty | pe ni podices . | | | | |
| | Email Address | Bounce Reason | Bounce Catego | ry Bounce Type | Date/Time |
| Filter by Bounce Ty Contact ID | | Bounce Reason | Bounce Callego no-answer-fro | | Date/Time 8/6/2016 12:32:27 PM |

- Enter the search criteria. You can search with help of Email, First Name and Last Name.
- Click on Search button it will display all contacts details based on the given criteria for search



| HOME LISTS CAMPAIGNS ADVA | NCED ACTIVITY CAMPAIGN REPOR | тя | | | |
|--|---|-------------|---------------------------------|---------------------|---------------------|
| Dashboard Contact Activity Click Performance | e Domain Reports GeolP Tracking | | | | Contact Activity |
| Contact Activity | | | | | Back To Sent Mai |
| AutoScrape-CS-07Mar14_Personalisa Sent: Mar 07 2014 05:30 AM | tion 03/07/2014 05:08:25 (ID: 9) | | Chintan AutoScrape-CS-07Mar1 | ▼ 4_Personalisa | Refresh Download |
| Trends Contacts Targeted | Successful Delivered Bou | nced Opened | Unopened | Clicked Forv | wards Unsubscribed |
| Search | Records Found 1 | Total Bou | nces | Soft Bounces | Hard Bounces |
| Enter search criteria 1point@test1point.com (Search will be performed | Search Clear on Email, First Name and Last Name fields.) | 2 | | 1 | 1 |
| Contact ID Email Address | Bounce Reason | | Bounce Category | Bounce Type | Date/Time |
| 75 1point@test1point.com | | | bad-domain | HardBounce | 3/7/2014 5:30:58 AM |
| H I H Page size: 10 - | | | | | |

- Click on Clear button it will clear the search criteria.
- Select Campaign/Mailing.
- It will display the information regarding **Total Bounces**, **Soft Bounces** and **Hard Bounces** for selected Campaign/Mailing.
- Click on Refresh button, it will refresh all the data of report for selected Campaign/Mailing.
- Click on
 Download
 button pop up will be display on the user screen.

| Download Report |
|---|
| ● Standard Fields ⊂ Custom Fields ⊂ ALL |
| Download Cancel |

- Select any one option
 - Standard Fields: All Standard Fields will be downloaded.
 - > Custom Fields: All the Customized Fields will be downloaded.
 - > All: All Standard and Customized Fields together will be downloaded.

Download

• It will download a BCP Report in a RAR file.

• Select a desired option and click on

Click on Cancel button to close pop up window.



If you click on <u>Back To Sent Mail</u> page will be redirected to CAMPAIGNS → Mailings window.

Opened

In opened tab there are two types of Opened Mails:

- 1. **Total Opens:** Total number of times the mailing was opened by recipients with all pictures displayed. This count includes multiple opens from individual recipients. In order for the message to be detected as opened, the user must have "view images" enabled in the email program.
- 2. Unique Opens: The unique number of times your mailing was opened by recipients with all pictures displayed. This count not includes multiple opens from individual recipients. In order for the message to be detected as opened, the user must have "view images" enabled in the email program.
- Click on **Opened** Tab.
- It will open the Opened Tab window.

| | | | | | Con | tact Activ |
|---------------------|--|------------------------------|--|-------------------------------------|--|-------------|
| ct Activity | | | | | | Back IO |
| 6Aug aakash (| 08/06/2016 00:28:58 (ID: 47) | | Select Campaign: aa | akash 3rd 🔻 | | |
| t: Aug 06 2016 12:3 | IO AM | | Select Mailing: | S 6Aug aakash 08/06/2016 00:28:58 🔻 | Refresh Dow | wnioad |
| Trends | Contacts Targeted | Successful Delivered Bounced | Opened | Unopened Clicked | Forwards Ur | nsubscribed |
| arch | | | | Total Opens | Unique Opens | |
| ter search criteria | Search | Clear | | 0 | 0 | |
| | (Search will be performed on Email, First Name and Last Nam | ne fields.) | | 9 | 6 | |
| | | | | | | |
| | 5 AU | | | | | |
| lact ID | Email Address | First Name | Last Name | Opens | Date/Time | |
| lact ID | testev.test@gmail.com | First Name | testing1234 | Opens 2 | 8/6/2016 12:49:30 AM | |
| act ID | | First Name | | | | |
| act ID | testev.test@gmail.com | First Name TAURA | testing1234 | 2 | 8/6/2016 12:49:30 AM | |
| act ID | testev test@gmail.com test01pspl@gmail.com | | testing1234 testing1234 | 2 | 8/6/2016 12:49:30 AM 8/6/2016 12:37:21 AM | |
| act ID | testev:test@gmail.com test01pspl@gmail.com tauravale@yahoo.com | TAURA | testing1234 testing1234 9tauravalediscover | 2 1 1 | 8/6/2016 12:49:30 AM 8/6/2016 12:37:21 AM 8/6/2016 12:38:13 AM | |



- Enter the search criteria. You can search with help of **Email**, **First Name** and **Last Name**.
- Click on Search button it will display all contacts details based on the given criteria for search.

| HOME LISTS C | AMPAIGNS ADVANCED SUPPRESSIO | N ACTIVITY CAMPAIGN REPORTS | | | | | | | |
|------------------------|--|-----------------------------|-----------|------------------|----------------------|-----------------|----------------------|--------------|------------------|
| Dashboard Contact Ac | ctivity Click Performance Domain Reports Geo | IP Tracking | | | | | | | Contact Activity |
| | | | | | | | | | • |
| Contact Activity | | | | _ | | _ | | _ | Back To Sent Mai |
| AS 6Aug aakash (| 08/06/2016 00:28:58 (ID: 47) | | | Select Campaign: | aakash 3rd | • | | | |
| Sent: Aug 06 2016 12:3 | 30 AM | | | Select Mailing: | AS 6Aug aakash 08/06 | 2016 00:28:58 🔻 | | Refresh | Download |
| Trends | Contacts Targeted | Successful Delivered | Bounced | Opened | Unopened | Clicke | d Forward | s | Unsubscribed |
| Search | Records Found 1 | | | | Total Opens | | | Unique Opens | |
| Enter search criteria | tauravale@yahoo.com | learch Clear | | | 9 | | | 6 | |
| | (Search will be performed on Email, First Name and L | .ast Name fields.) | | | v | | | v | |
| Contact ID | Email Address | First Name | Last Narr | ne | | Opens | Date/Time | | |
| 8 | tauravale@yahoo.com | TAURA | 9tauravi | alediscover | | 1 | 8/6/2016 12:38:13 AM | | |
| H I H | Page size: 10 🔻 | | | | | | | | |
| | | | | | | | | | |

- Click on Clear button it will clear the search criteria.
- Select Campaign/Mailing.
- It will display the information regarding **Total Opens** and **Unique Opens** for selected Campaign/Mailing.
- Click on Refresh button it will refresh all the data of report for selected Campaign/Mailing.
- Click on
 Download
 button pop up will be display on the user screen.

| Download Report |
|-----------------------------------|
| Standard Fields Custom Fields ALL |
| Download Cancel |
| |



- Select any one option
 - Standard Fields: All Standard Fields will be downloaded.
 - > Custom Fields: All the Customized Fields will be downloaded.
 - > All: All Standard and Customized Fields together will be downloaded.
- Select a desired option and click on
 Download
- It will download a BCP Report in a RAR file.
- Click on Cancel button to close pop up window.
- If you click on <u>Back To Sent Mail</u> page will be redirected to CAMPAIGNS → Mailings window.

Unopened

- Those contacts that have not yet opened the sent mailing mail will be considered as Unopened.
- Click on Unopened Tab.
- It will open the **Unopened** window.

| | | | | | | | | Back To Sent | |
|---------------------------|--|----------------------|---------|-----------------------------|-----------------------|--|----------|-----------------|--|
| AS 6Aug aakash 08/06 | 6/2016 00:28:58 (ID: 47) | | | Select Campaign: | aakash 3rd | T | | | |
| ent: Aug 06 2016 12:30 AM | 1 | | | Select Mailing: | AS 6Aug aakash 08/06/ | 2016 00:28:58 🔻 | Refresh | efresh Download | |
| Trends | Contacts Targeted | Successful Delivered | Bounced | Opened | Unopened | Clicked | Forwards | Unsubscribed | |
| Search | | | | | \sim | Unopens | | | |
| Enter search criteria | | earch Clear | | | | 7 | | | |
| (Searc | ch will be performed on Ernail, First Name and La | ast Name fields.) | | | | 1 | | | |
| Contact ID | Email Address | | | First Name | | Last Name | | | |
| | Cillion Provincial | | | | | | | | |
| | testing011.test@gmail.com | | | Crs | | brd | | | |
| 3 | | | | Crs PARNALL | | brd 12perrypamalldiscover | | | |
| 13 | testing011.test@gmail.com | | | | | | | | |
| 13 | testing011.test@gmail.com perrypamall@yahoo.com | | | PARNALL | | 12perrypamalldiscover | | | |
| 13 10 4 3 | testing011.test@gmail.com pertypamail@yahoo.com vincewailop@yahoo.com | | | PARNALL | | 12perryparnalldiscover 11vincewallopdiscover | | | |
| 13 | testing011.test@gmail.com pertypamal@yahoo.com vincewallop@yahoo.com candiss.byin@hotmail.com | | | PARNALL VINCE CANDISS | | 12perrypamalldiscover 11vincewallopdiscover testing114 | | | |



- Enter the search criteria. You can search with help of **Email**, **First Name** and **Last Name**.
- Click on Search button it will display all contacts details based on the given criteria for search.

| HOME LISTS CAM | PAIGNS ADVANCED SUPPRESSIC | ON ACTIVITY CAMPAIGN REPORTS | | | | | | |
|---|--|-----------------------------------|---------|-------------------------------------|---|-----------------|------------|------------------|
| Dashboard Contact Activi | ty Click Performance Domain Reports Ge | olP Tracking | | | | | | Contact Activity |
| Contact Activity | | | _ | _ | | _ | _ | Back To Sent Ma |
| AS 6Aug aakash 08/ Sent: Aug 06 2016 12:30 A | 06/2016 00:28:58 (ID: 47) | | | Select Campaign: Select Mailing: | aakash 3rd AS 6Aug aakash 08/06/2016 | V 00:28:58 V | Refres | h Download |
| Trends | Contacts Targeted | Successful Delivered | Bounced | Opened | Unopened | Clicked | Forwards | Unsubscribed |
| Search Enter search criteria cara (Sea | Nyro@hotmail.com | earch Clear .ast Name fields.) | | | | Unopens 7 | | |
| Contact ID | Email Address | | | | First Name | | Last Name | |
| 3 | caralyn.byro@hotma | ail.com | | | CARALYN | | testing112 | |
| H (1) H P | age size: 10 💌 | | | | | | | |

- Click on Clear button it will clear the search criteria.
- Select Campaign/Mailing.
- It will display the information regarding **Unopens** for selected Campaign/Mailing.
- Click on Refresh button it will refresh all the data of report for selected Campaign/Mailing.
- Click on
 Download
 button pop up will be display on the user screen.

| Download Report | |
|-----------------------------------|--|
| Standard Fields Custom Fields ALL | |
| Download Cancel | |



- Select any one option
 - Standard Fields: All Standard Fields will be downloaded.
 - > Custom Fields: All the Customized Fields will be downloaded.
 - > All: All Standard and Customized Fields together will be downloaded.
- Select a desired option and click on
 Download
- It will download a **BCP** Report in a **RAR** file.
- Click on Cancel button to close pop up window.
- If you click on <u>Back To Sent Mail</u> page will be redirected to CAMPAIGNS → Mailings window.

Clicked

From **Clicked** Tab you can see the **Total Clicks** and **Unique Clicks** by contacts. Even there is a feature of **Clicks by Unique Contacts**.

| | | | | | | | Contact Activity |
|-----------------------------------|---|----------------------|--------------------|---|------------------------------|--|------------------|
| act Activity | | | | | | | Back To Ser |
| S 6Aug aakash | 08/06/2016 00:28:58 (ID: 47) | | | Select Campaign: aakash 3r | rd 🔻 | | |
| ent: Aug 06 2016 12. | | | | | aakash 08/06/2016 00:28:58 🔻 | | fresh Download |
| Trends | Contacts Targeted | Successful Delivered | Bounced | Opened Un | opened Clicked | Forwards | Unsubscribed |
| search | | | | | | | Clicks: Unique |
| earch | | | | Total Clicks | Uniqu | e Clicks | Contacts |
| Enter search criteria | | Search Clear | | | | | Contacts |
| inter search criteria | (Search will be performed on Email, First Name and | | | 27 | | 15 | 6 |
| inter search criteria | | | First Name | | | | |
| nter search criteria | (Search will be performed on Email, First Name and | | FirstName | 27 | 1 | 15 | |
| inter search criteria niact ID | (Search will be performed on Email, First Name and Email Address | | First Name | 27 Last Name | Clicks | 5 Date/Time | |
| inter search criteria niact ID | (Search will be performed on Email, First Name and Email Address testev.test@gmail.com | | FirstName TAURA | Last Name testing1234 | Circles 5 | Date/Time 8/6/2016 12:49:32 AM | |
| inter search criteria | (Search will be performed on Email, First Name and Email Address Testev.test@gmail.com test0*[pspi@gmail.com | | | Last Name Lesting 1234 Lesting 1234 | Cicks 5 4 | DateTime 8/6/2016 12:49:32 AM 8/6/2016 12:37:36 AM | |
| nter search criteria Nact ID | (Search will be performed on Email, First Name and Email Address testev:test@gmail.com test0*pspi@gmail.com tauravale@yahoo.com | | TAURA | Last Name testing 1234 testing 1234 9tauravalediscover | Clicks 5 4 6 | DatoTime 8/6/2016 12:49:32 AM 8/6/2016 12:37:36 AM 8/6/2016 12:37:36 AM | |

- Enter the search criteria. You can search with help of **Email**, **First Name** and **Last Name**.
- Click on Search button it will display all contacts details based on the given criteria for search.



| | | | | | | | | Contact Activit |
|--|---------------------------|-----------------------------------|------------|-------------------------------------|---|---------------|----------|----------------------------|
| tact Activity | | | | | | | | Back To S |
| S 6Aug aakash 08/ ent: Aug 06 2016 12:30 A | 06/2016 00:28:58 (ID: 47) | | | Select Campaign: Select Mailing: | aakash 3rd AS 6Aug aakash 08/06/2016 00: | 28.58 • | Refr | esh Download |
| Trends | Contacts Targeted | Successful Delivered | Bounced | Opened | Unopened | Clicked | Forwards | Unsubscribed |
| Search | Records Found 1 | > | | Total C | licks | Unique Clicks | | Clicks: Unique Contacts |
| | ord.abendroth@hotmail.com | Search Clear d Last Name fields.) | | 2 | 7 | 15 | | 6 |
| | | | First Name | Last Name | Clicks | Date/Time | | |
| Contact ID | Email Address | | | | | | | |

- Click on Clear button it will clear the search criteria.
- Select Campaign/Mailing.
- It will display the information regarding **Total Clicks**, **Unique Clicks** and **Clicks**: **Unique Contacts** of mails for selected Campaign/Mailing.
- Click on Refresh button it will refresh all the data of report for selected Campaign/Mailing.
- Click on
 Download
 button pop up will be display on the user screen.

| Download Report |
|-------------------------------------|
| Standard Fields Ocustom Fields OALL |
| Download Cancel |

- Select any one option
 - Standard Fields: All Standard Fields will be downloaded.
 - > Custom Fields: All the Customized Fields will be downloaded.
 - > All: All Standard and Customized Fields together will be downloaded.
- Select a desired option and click on
 Download
- It will download a BCP Report in a RAR file.
- Click on Cancel button to close pop up window.
- If you click on <u>Back To Sent Mail</u> page will be redirected to CAMPAIGNS → Mailings window.



Forwards

This is the number of contacts who forwarded emails to friends/relatives.

| | | | | | | | | Contact Activity |
|-----------------------|--|------------------------------|---------|------------------|--------------------|--------------------|----------------------|------------------|
| tact Activity | | | | | | | | Back To Sen |
| S 6Aug aakash | n 08/06/2016 00:28:58 (ID: 47) | | | Select Campaign: | aakash 3rd | • | | |
| ent: Aug 06 2016 11 | 2:30 AM | | | Select Mailing: | AS 6Aug aakash 08/ | 06/2016 00:28:58 🔻 | Refres | h Download |
| Trends | Contacts Targeted | Successful Delivered | Bounced | Opened | Unopened | Clicked | Forwards | Unsubscribed |
| iearch | | | | | | Forward | s | |
| inter search criteria | Search will be performed on Email, First Name and Last I | | | | | 2 | | |
| ntact ID | Email Address (From) | Email Address (Forwarded To) | | | First Name | Last Name | Date/Time | |
| 1 | test01pspl@gmail.com | aakash-mehta@priyanet.con | | | | | 8/6/2016 12:37:54 AM | |
| | test01pspl@gmail.com | s-patel@privanet.com | | | | | 8/6/2016 12:37:54 AM | |

- Enter the search criteria. You can search with help of **Email**, **First Name** and **Last Name**.
- Click on Search button it will display all contacts details based on the given criteria for search.

| | Activity Click Performance Domain Reports Geol | | | | | | | Contact Activity |
|---------------------|--|-----------------------------|---------|------------------|----------------------|-------------------|----------------------|------------------|
| ontact Activity | | | | | | | | Back To Sent |
| AS 6Aug aakas | h 08/06/2016 00:28:58 (ID: 47) | | | Select Campaign: | aakash 3rd | ۲ | | |
| Sent: Aug 06 2016 1 | 12:30 AM | | | Select Mailing: | AS 6Aug aakash 08/06 | 6/2016 00:28:58 🔻 | Refres | h Download |
| Trends | Contacts Targeted | Successful Delivered | Bounced | Opened | Unopened | Clicked | Forwards | Unsubscribed |
| Search | Records Found 2 | | | | | Forwards | | |
| Enter search criter | ria test01pspl@gmail.com Sea (Search will be performed on Ernail, First Name and La | st Name fields.) | | | | 2 | | |
| Contact ID | Email Address (From) | Email Address (Forwarded To |) | | First Name | Last Name | Date/Time | |
| 11 | test01pspl@gmail.com | aakash-mehta@priyanet.co | m | | | | 8/6/2016 12:37:54 AM | |
| | test01pspl@gmail.com | s-patel@priyanet.com | | | | | 8/6/2016 12:37:54 AM | |
| 11 | | | | | | | | |

- Click on
 Clear button it will clear the search criteria.
- Select Campaign/Mailing.
- It will display the information regarding **Forwards** mails for selected Campaign/Mailing.
- Click on Refresh button it will refresh all the data of report for selected Campaign/Mailing.
- Click on
 Download
 button pop up will be display on the user screen.





- Select any one option
 - > Standard Fields: All Standard Fields will be downloaded.
 - **Custom Fields**: All the Customized Fields will be downloaded.
 - > All: All Standard and Customized Fields together will be downloaded.
- Select a desired option and click on
 Download
- It will download a **BCP** Report in a **RAR** file.
- Click on Cancel button to close pop up window.
- If you click on <u>Back To Sent Mail</u> page will be redirected to CAMPAIGNS → Mailings window.

Unsubscribed

Unsubscribed when any recipient are not interested in our newsletter and click **Unsubscribe link** then they will be unsubscribed from database and no further mail received on his email id.

| | | | | | | | | Contact Activity |
|-----------------------|---|------------|-----------------|------------------|-----------------------------|----------------|----------------------|------------------|
| tact Activity | | | | _ | | _ | _ | Back To Se |
| - | 08/06/2016 00:28:58 (ID: 47) | | | Select Campaign: | aakash 3rd | T | | |
| ent: Aug 06 2016 12: | 30 AM | | | Select Mailing: | AS 6Aug aakash 08/06/2016 0 | 00:28:58 • | Refresh | Doministry |
| Trends | Contacts Targeted Successful De | livered | Bounced | Opened | Unopened | Clicked | Forwards | Unsubscribed |
| Search | | | | Summary | | | | \bigcirc |
| Enter search criteria | Search Clear | | | Never Opted | Too Frequent Emails | Not interested | Spam Complaints | Other |
| | (Search will be performed on Email, First Name and Last Name fields.) | | | 0 | 0 | 0 | 0 | 3 |
| ontact ID | Email Address | First Name | Last Name | | Reason | Description | Date/Time | |
| 2 | testev.test@gmail.com | | testing1234 | | Other | lst unsub | 8/6/2016 12:49:52 AM | |
| | sallietelfair@yahoo.com | SALLIE | 13sallietelfair | discover | Other | glb unsub | 8/6/2016 12:40:51 AM | |
| | aleda.aaronson12@hotmail.com | ALEDA | testing116 | | Other | glb unsub | 8/6/2016 12:54:44 AM | |



Search:

- Enter the search criteria. You can search with help of Email, First Name and Last Name.
- Search Click on button it will display all contacts details based on the given criteria for search.

| OME LISTS | | | RTS | | | | | |
|------------------|---|----------------------|------------|------------------|----------------|-----------------------|----------------------|------------------|
| shboard Conta | ct Activity Click Performance Domain Reports G | SeoIP Tracking | | | | | | Contact Activity |
| ontact Activity | | | | | | | | Back To Ser |
| AS 6Aug aak | ash 08/06/2016 00:28:58 (ID: 47) | | | Select Campaign: | aakash 3rd | • | | |
| Sent: Aug 06 201 | 6 12:30 AM | | | Select Mailing: | AS 6Aug aakash | 08/06/2016 00:28:58 🔻 | Refresh | Download |
| Trends | Contacts Targeted | Successful Delivered | Bounced | Opened | Unopened | Clicked | Forwards | Unsubscribed |
| Search | Records Found 1 | | | Summary | | | | |
| Enter search c | iteria aleda.aaronson12@hotmail.com | Search Clear | | Never Opted | Too Frequent | Emails Not interested | Spam Complaints | Other |
| | (Search will be performed on Email, First Name ar | d Last Name fields.) | | 0 | 0 | 0 | 0 | 1 |
| Contact ID | Email Address | | First Name | Last Name | Reason | Description | Date/Time | |
| 5 | aleda.aaronson12@hotmail.com | | ALEDA | testing116 | Other | glb unsub | 8/6/2016 12:54:44 AM | |
| H 4 1 F | N Page size: 10 - | | | | | | | |
| | | | | | | | | |

Clear Click on

button it will clear the search criteria.

- Select Campaign/Mailing.
- Under the Summary Section it will display the total counts for the reasons of unsubscribed mails for selected Campaign/Mailing.
- The following are the reasons:
 - > Never Opted
 - Too Frequent Emails
 - Not Interested
 - Spam Complaints
 - > Other
- Refresh Click on button it will refresh all the data of report for selected Campaign/Mailing.

 - Download Click on button pop up will be display on the user screen.



| Download Report |
|---|
| ${ullet}$ Standard Fields ${ullet}$ Custom Fields ${ullet}$ ALL |
| Download Cancel |

- Select any one option
 - Standard Fields: All Standard Fields will be downloaded.
 - > **Custom Fields**: All the Customized Fields will be downloaded.
 - > All: All Standard and Customized Fields together will be downloaded.
- Select a desired option and click on
 Download
- It will download a **BCP** Report in a **RAR** file.
- Click on Cancel button to close pop up window.
- If you click on <u>Back To Sent Mail</u> page will be redirected to CAMPAIGNS → Mailings window.

Page Controls:

• Data grid also has navigation buttons.

K < 1 2 ▶ № Page size: 10 -

- First, Previous, Next and Last to check records.
- It has a Page Size dropdown in which values are 5,10,20,50,100.
- If you select **5** then it will show 5 data in the Grid Section, if you select **10** then it will show 10 data in the Grid and so on.

Click Performance

This is **"Click Performance"** of CAMPAIGN REPORTS Module. From here you can select Campaign/Mailing from dropdown list. It will show the detailed information of the Clicks for the URLs used in the template for Mailing.

• Click on **Click Performance** Menu it will open the **Click Performance** Page.



| | ct Activity Click Performance Domain Reports GeolP Tracking | | | | | Click Performance |
|----------------------------------|---|--------------|---------------------------------|---------------|--|-------------------|
| ck Performance | | | | | | Back To Sent M |
| S 6Aug aakas ent: Aug 06 2016 | sh 08/06/2016 00:28:58 (ID: 47) 12:30 AM | | lect Campaign: lect Mailing: | | akash 3rd • S 6Aug aakash 08/06/2016 00:28:58 • | Refresh Download |
| Label | URL | Total Clicks | Total Click Rate U | Inique Clicks | Unique Click Rate | |
| | | | | | | |
| G | $htp://www.apptrino.com/contactmanagement.html?utm_source=psplqa2208utm_medium=Email&utm_campaign=AS$ | 1 | 3.7% | 1 | 6.67% | |
| _ | http://www.apptrins.com/contactmanagement.html?vtm_source=psplga220&utm_medium=Email&utm_campaign=AS | 1 | 3.7% 11.11% | 1 3 | 6.67% 20% | |
| G G G | | 1 3 3 | | 1 3 3 | | |
| G | http://www.apptrino.com/timesheet.html?utm_source=pspiga2208.utm_medium=Email&utm_campaign=AS 6Aug aa | | 11.11% | | 20% | |

- Select Campaign/Mailing from dropdown.
- It will display all the URLs of that particular Campaign/Mailing under URL
- You can also see total counts under <u>Total Clicks</u> with percentage ratio under Total Click rate
- Likewise you can also see total counts under Unique Clicks with percentage ratio
 Unique Click rate
 .
- If you have given any labels for the particular URL while creating a mail then it will show under Label
- If it shows G under Label it means you have used Google Analytics / Omniture Analytics in your mail.
- At the bottom there is <u>Total</u> it will display the Total of **Total Clicks** and **Unique Clicks** with total percentage of **Total Click rates** and **Unique Click rates**.
- Click on particular **URL** hyperlink.
- It will open the Click Activity (Contacts) page.



| Jashboard Contact | Activity Click Performance Domain Reports GeolP Tracking | | | | | Contacts |
|--------------------------------------|--|---------------------------|---|------------------------|-----------------------|-----------------------|
| lick Activity (Conta | cts) | | | | | Back To Click Perform |
| http://www.appti | rino.com/?utm_source=psplqa220&utm_medium=Email&utm_campa | aign=AS 6Aug aakash | | | | Download |
| | | | | | | |
| Contact Id | Email Address | First Name | Last Name | Is Active | Clicks | |
| Contact Id 5 | Email Address aleda.aaronson12@hotmail.com | First Name | Last Name testing116 | Is Active False | Clicks 4 | |
| Contact Id 5 6 | | | | | Clicks 4 3 | |
| Contact Id 5 6 7 | aleda.aaronson12@hotmail.com | ALEDA | testing116 | False | Clicks 4 3 2 | |
| Contact Id 5 6 7 8 | aleda.aaronson12@hotmail.com alford.abendroth@hotmail.com | ALEDA ALFORD | testing116 testing118 | False True | 4 3 | |
| Contact Id 5 6 7 8 11 | aleda.aaronson12@hotmail.com alford.abendroth@hotmail.com sallietalfai@yahoo.com | ALEDA ALFORD SALLIE | testing116 testing118 13sallietelfairdiscover | False True False | 4 3 | |

- Under Click Activity (Contacts) it will show an http:// link if you have used Google Analytics/Omniture Analytics in your mail.
- Here you can see the detailed information of that Particular URL with all the contact details that have clicked on that URL.
- If you click on **Download** it will download the report of that Particular URL in the **CSV** format.
- Click on Back To Click Performance it will redirect to Click Performance Page.
- Click on Refresh button to refresh the window.
- If you click on Download it will open a Download Report window.

| Download Report | |
|------------------|--|
| File type: CSV ▼ | |
| Download Cancel | |

- Select the desired file type as CSV or PDF.
- Click on **Download** button to download or else click on **Cancel** to close the window.
- If you click on <u>Back To Sent Mail</u> page will be redirected to CAMPAIGNS → Mailings window.

Domain Reports



In **Domain Reports** the reports will generate on basis of domains activities. It will show the information like **Targeted**, **Delivered**, **Bounces**, **Opens**, **Clicks** and **Unsubs** for all the Domains in graphical as well as Tabular form.

| HOME LISTS CAMPAIGNS ADVANCED | SUPPRESSION ACTIVITY | CAMPAIGN | REPORTS | | | | | | | |
|---|--|----------|-----------|------------------|------------|---------------------------------|--------------------------------|----------------------------|---------|-------------------|
| Dashboard Contact Activity Click Performance Dom | ain Reports GeolP Tracking | | | | | | | | _ | Domain Reports |
| | | | | | | | | | | Domain Reports |
| Domain Reports | | | | | | | | | | Back To Sent Mail |
| AS 6Aug aakash 08/06/2016 00:28:58 (ID: 47) Sent: Aug 06 2016 12:30 AM | | | | | | lect Campaign: lect Mailing: | aakash 3rd AS 6Aug aakash 0 | • 18/06/2016 00:28:58 • | Refresh | Download |
| | 10 5 0 Charls by Joman: Targeted Delivered Bounced Opens | | Ìć | gmail.com priyat | net.co 123 | 1 .com | | | | |
| | Domain | Targeted | Delivered | Bounces | Opens | Clicks | Unsubs | | | |
| | hotmail.com | 6 | 6 | 0 | 2 | 2 | 1 | | | |
| | yahoo.com | 4 | 4 | 0 | 2 | 2 | 1 | | | |
| | gmail.com | 3 | 3 | 0 | 2 | 2 | 1 | | | |
| | 123.com | 1 | 0 | 1 | 0 | 0 | 0 | | | |
| | priyanet.com | 1 | 0 | 1 | 0 | 0 | 0 | | | |

- Select the Campaign/Mailing from the dropdown.
- Domain Reports will show the Domains Targeted Graph by default.
- You can select <u>Targeted | Delivered | Bounced | Opens | Clicks | Unsubs</u> the desired link and click so it will show the graph accordingly.
- The data of the graph will be always showed in the ascending order means from big to small.
- Click on Refresh button it will refresh all the data of report for selected Campaign/Mailing.
- Click on Download button it will open Download Report window.

| Download Report | | | | | | |
|------------------|--|--|--|--|--|--|
| File type: CSV - | | | | | | |
| Download Cancel | | | | | | |

• Select the desired file type as CSV, Excel or Text.



- Click on **Download** button to download or else click on **Cancel** to close the window.
- If you click on <u>Back To Sent Mail</u> page will be redirected to CAMPAIGNS → Mailings window.





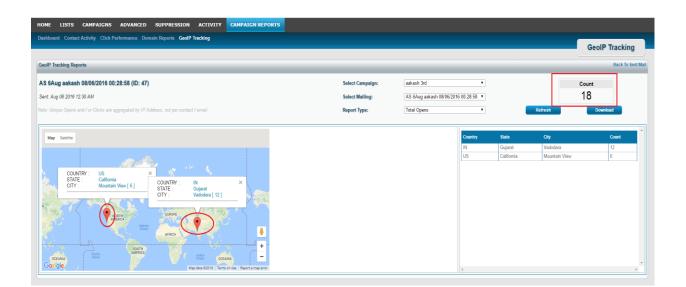
GeoIP Tracking

GeoIP Tracking means it will take reports based on IP Clicked/Opened from a location. It shows the details like **Country**, **State** and **City** with total counts of Open.

| HOME LISTS CAMPAIGNS ADVANCED SUPPRESSION ACTIVITY CAMPAIGN REPORTS | | | | | |
|---|------------------|-------------|---|---------|--------------------|
| Dashboard Contact Activity Click Performance Domain Reports GeoIP Tracking | | | | | GeolP Tracking |
| GeoIP Tracking Reports | | | | | Back To Sent Mail |
| Geole, Lucking Reports | | | | | Back to Selit Mali |
| | Select Campaign: | -Select | • | | Count |
| | Select Mailing: | -Select | • | | 0 |
| Note: Unique Opens and / or Oliciks are aggregated by IP Address, not per contact / email. | Report Type: | Total Opens | • | Refresh | Download |
| North Pacific Deese Coogle Mag Sandle Mag Sa | | 4 | | | * * |

- Select Campaign/Mailing from the dropdown.
- We are providing four types of Report Type:
 - 1. Total Opens
 - 2. Total Clicks
 - 3. Unique Opens
 - 4. Unique Clicks
- Select the desired **Report Type**.
- Click on the **Pin pointer** it will show a pop up with **Country**, **State** and **City** with total counts of Open.





- Click on Refresh button to refresh the window.
 Download
- Click on button it will open a **Download Report** Window.

| Download Report |
|--|
| Group By : City - File type : CSV - |
| Download Cancel |

- In Group By: you can select by City or State or Country.
- In File Type: you can select CSV or Text.
- Click on Download to download the report or else click on Cancel button to close the window.
- If you click on <u>Back To Sent Mail</u> page will be redirected to CAMPAIGNS → Mailings window.

