

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."

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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.



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Password				
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Romombor mo	LOGIN			
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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.



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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.

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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

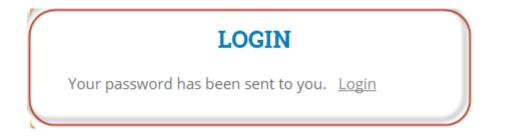
•

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										
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		Last nar	ne:* qa					Ema	il : * 1pointqa@priy	/anet.com	
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		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.

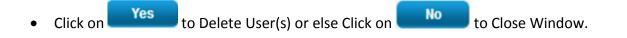
1 POINTI	MAIL						Welcome : psplqa48 Switch to : psplqa48 Manage Account	qout
HOME LIS	TS CAMPAIGNS	ADVANCED ACTIVITY	CAMPAIGN REPORTS					
Dashboard U	ser Account Settings	Invoices					USERS	
Manage Users								
Search User Name Created Date	logotesting	Email Address	Search Clear					
쓫 Create 📗	Delete		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
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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.



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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		
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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		
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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		
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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)	

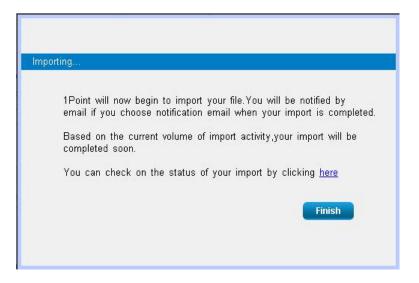
- Enter the Email Address on which you want the Notification.
- You can enter multiple Email Address separating with Commas (,).

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				_				
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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
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-	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
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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	
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Click on

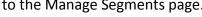
•

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
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egment	Segment fistcust Cr	eated Successfully.		
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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
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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					
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- 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.





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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
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	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
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51	135	undeliv		rikingutei@mailsend.com	True	Active
-	134	UnderiverableD		patri@naihend.com	True	Active
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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
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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	
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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	
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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			
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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			
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	8	a and a second s	en construction.	100,000	5/9/2014 (t-01-52 AM
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	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
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•	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.

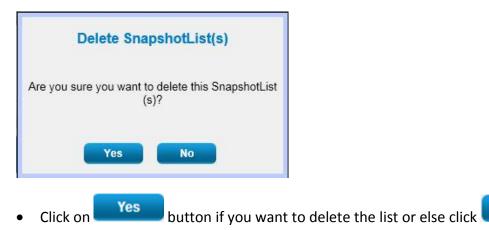
Note: Please Refer Page 39 "View List" for further steps.

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

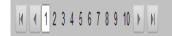


This is a module from where you can Create Mailing using existing template or prepare your own. There are many more useful options in Content editor to build campaign. You can save Mailing as **"Draft"**. Also you can Edit, Delete, Preview and you can also View Reports of Sent Mailings. Also you can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

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🔅 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
	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
		ss test new	8/31/2016 12:58:25 AM	8/31/2016 12:58:29 AM	Editing	UnAssigned
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• It will open the "New Mailing" window.



HOME LISTS CAMPAI	GNS ADVANC	ED SUPPRESSION ACTIVITY CAMP	PAIGN REPORTS			
Mailings Campaigns Templ	ates Archived Mai	lings AutoScrape Mailings A/B Test Mailings	Triggered Mailings SMS Campaigns Landin	g Pages		MAILINGS
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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					
illings Campaigns Templates Archived Mailings AutoScrape Mailings AIB Test Mailings Triggered Mailings SMS Campaigns Landing Pages MAILINGS							
lev Mailing							
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Mailing Deta	ails Content Editor	Tracking Editor	Preview & TestMail	Delivery Options	Confirmation		
Mailing Name*			Enable Google Analy	rtics Tracking	Next>>		
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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.

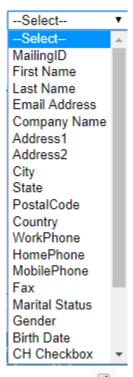
Create Campaign	
Campaign Name*	
Campaign Description	
Save Cancel	

- 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.

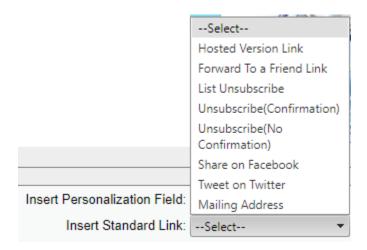
Insert Personalisation Field:	Select •	
Insert	Cancel	

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

HOME LISTS CAMPAIGNS ADVANCED SUP	PRESSION ACTIVITY CAMPAIGN REPORTS				
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New Mailing					
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Mailing Details	Content Editor	Tracking Editor	Preview & TestMail	Delivery Options	Confirmation
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- 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.



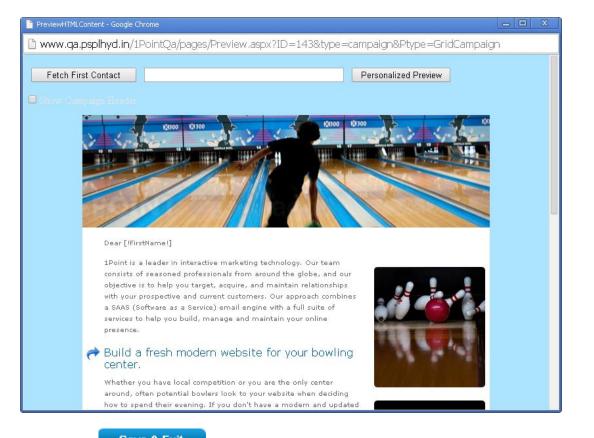
Select SeedL	ists		
List Name SortBy	A to Z	Search Clear	
SDL_2017.1	1.27 04:43:18(2)	© SDL_2017.11.27 04:44:10(2)	seed list 1st dec(3)

- 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

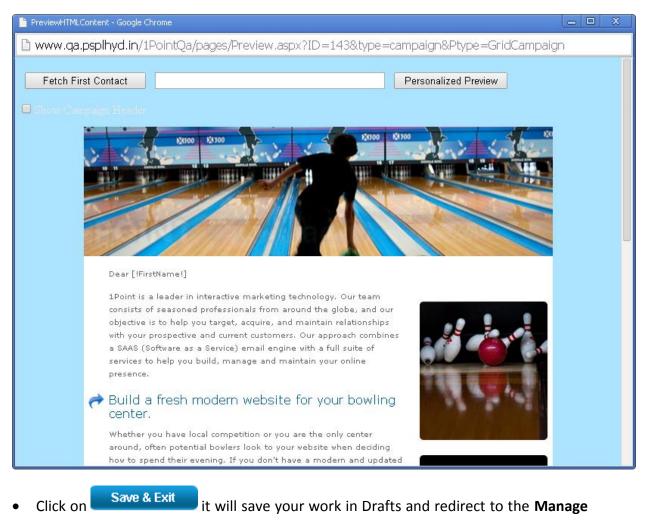
This is the Final Step of Mailing. You can verify at the final step. If there is any

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

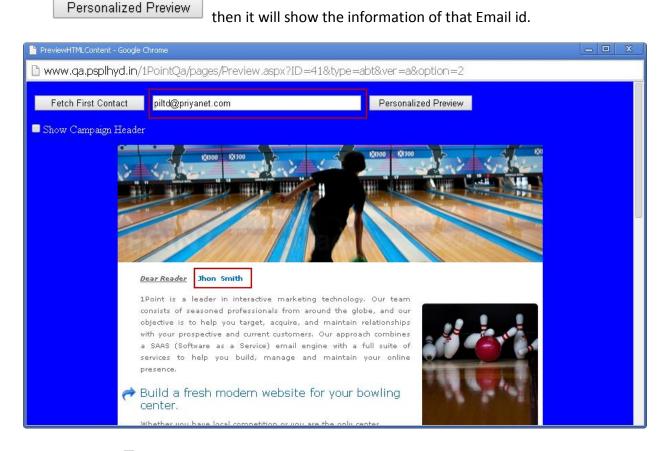
- You can see preview of your HTML, Text mail mailer which you selected in Manage Mailings → Draft Tab window.
- Select the particular mail check box and click on
 Preview
 button.

						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.

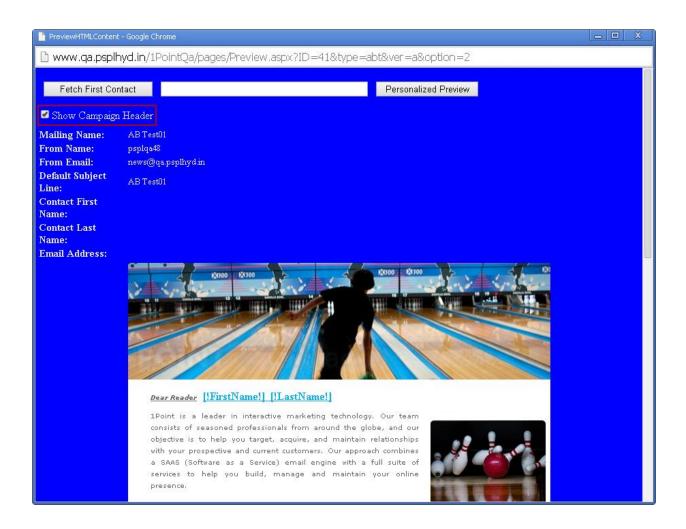


- If you click on Fetch First Contact you can get the Email Id of your first contact present in your Target list.
- Personalized filed(s) like First Name, Last Name etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!]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

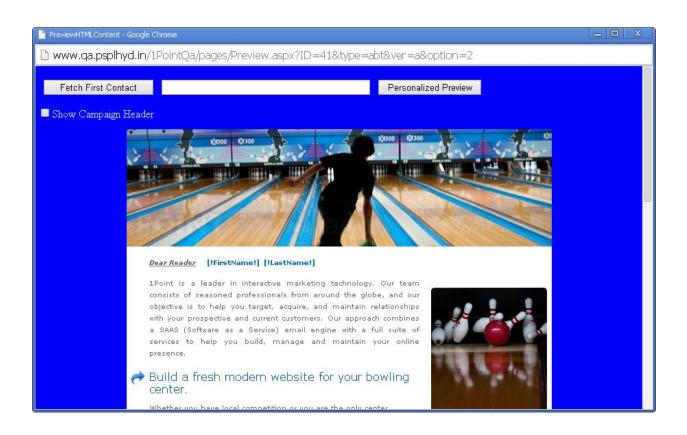
age Mailings							
Draft Sen	nt 💦						
Mailings that are	e over 90 days old are located in the Archived Mailings section						
earch Iailing ID	Mailing Name	Search	Clear	Refresh	Filter by CampaignSele	ct	
-			Circus	renesi	The by comparing the		
🔅 Create 🕺 🔟 Di	Delete 🚯 View Repo 🚺 Preview 💦 Clone 💱 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.



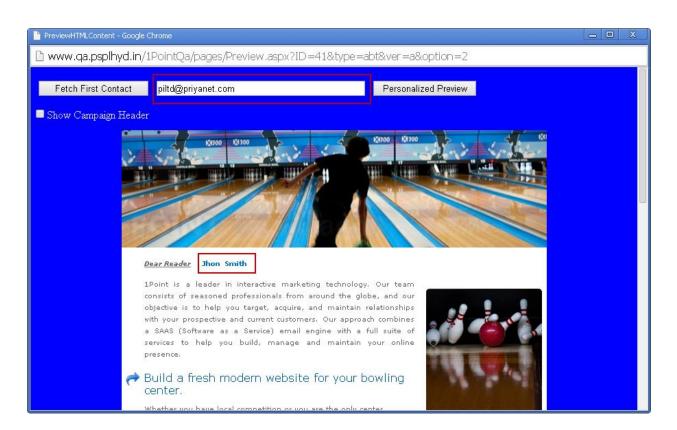


- If you click on Fetch First Contact you can get the Email Id of your first contact present in your Target list.
- Personalized filed(s) like First Name, Last Name etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!]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

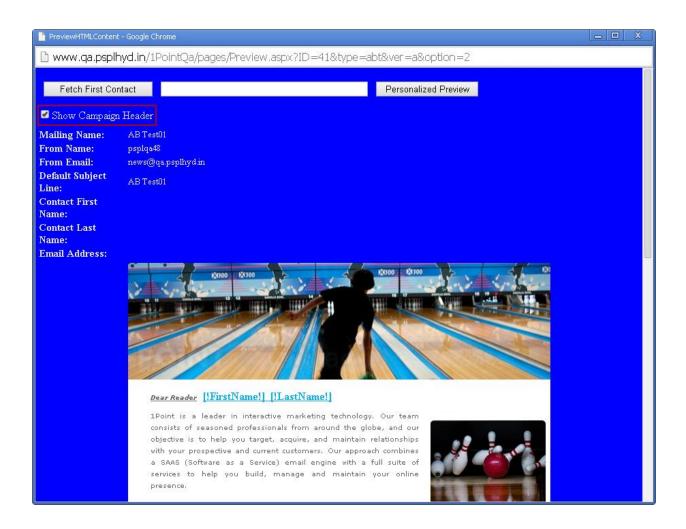
then it will show the information of that Email id.





• 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.



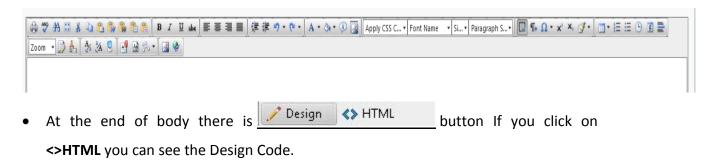
HOME			MPAIGN REPORTS					
	Campaigns Tem	slates Archived Mailings AutoScrape Mailings A/B Test Mailings						
								TEMPLATES
Manager	Templates							
6	M038000001							
Searc								
Temp	ilate ID	Template Name	Description		Search			
Crea	ted Date	Modified Date			Clear			
Templa	tes				1			
The 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.		
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		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	• •	
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	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.

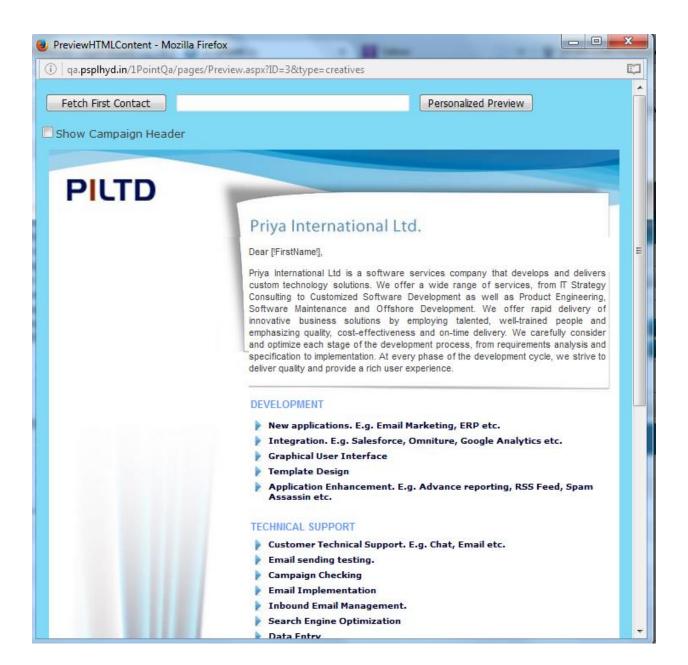
Preview Template

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

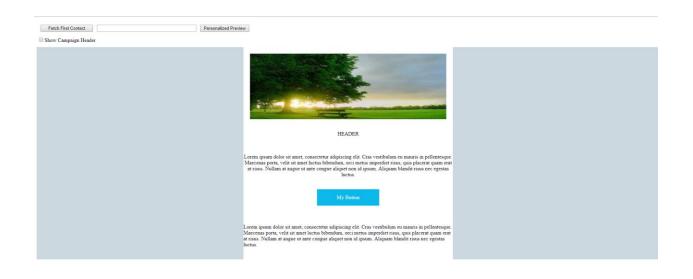
ge T	emplates						
arc							
Impl	late ID	Templa	ite Name De	escription	Search		
reat	ed Date	Modifie	ed Date		Clear		
plat	tes						
	_						
Cre	ate 🔟 Delete 🔟	Preview					
	Template ID	Name	Description	Private?	Created Date	Modified Date	
	25	test one		False	5/22/2018 2:46:36 AM		
	24	SpecialTesting ~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

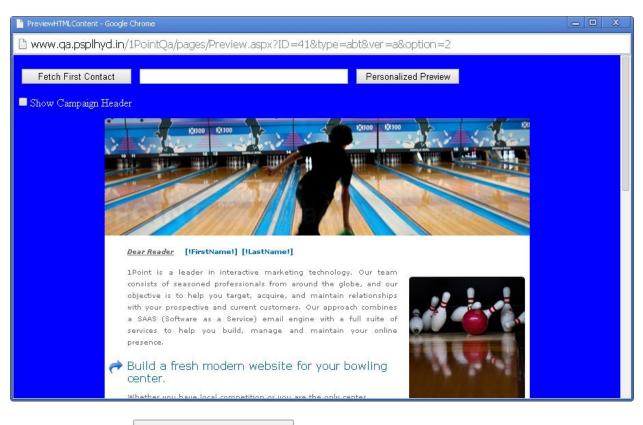
• You can see preview of your HTML, Text mail mailer which you selected in **Manage Archived Mailings** window.

_		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.

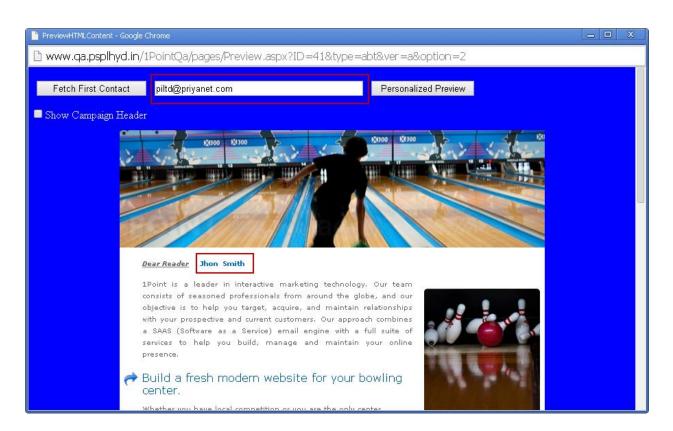




- If you click on <u>Fetch First Contact</u> you can get the Email Id of your first contact present in your Target list.
- Personalized filed(s) like **First Name**, **Last Name** etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it 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

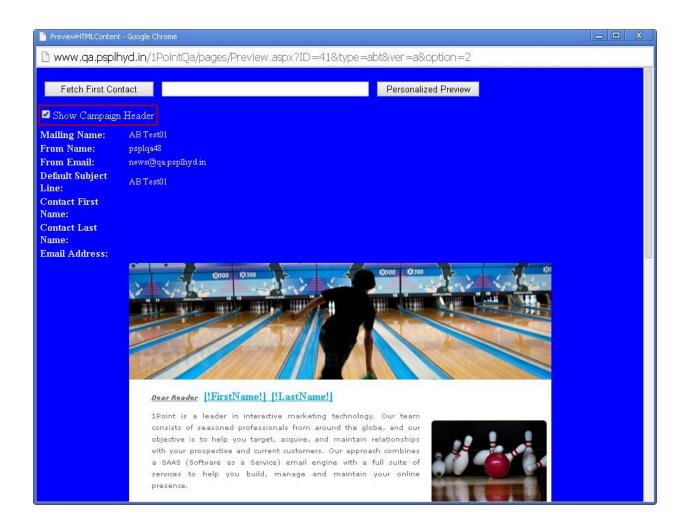
Personalized Preview then it will show the information of that Email id.





• 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.



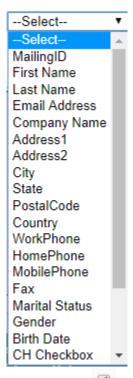
Create Campaign	
Campaign Name*	
Campaign Description Save Cancel	

- 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.



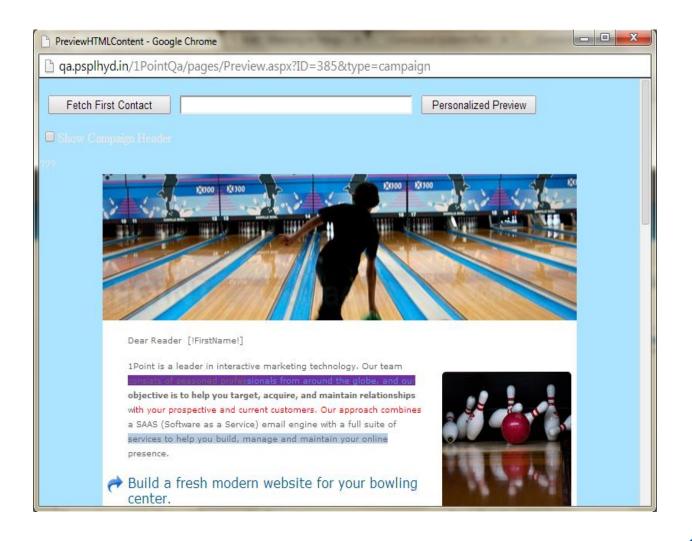
Select Lists			
List Name SortBy	A to Z	Search Clear	
IPoint Seed Contacts(1232)	List - 1275	BM with all suppression 28th dec(61)	gk list(1)
API 29(8)		Changed(21)	gk mailing supp list(6)
API list clien	t(10)	Changed_Sample_1(47)	gk snapshot list(121)
api test for opt in(1)		Changed_Sample_2(39)	GK TRIGGER 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. 		

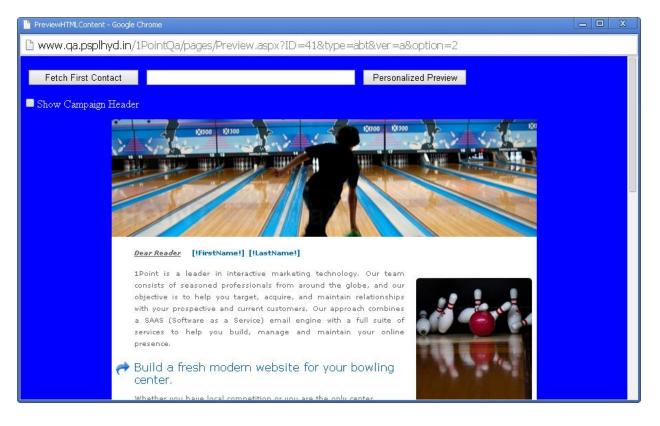
Preview

 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

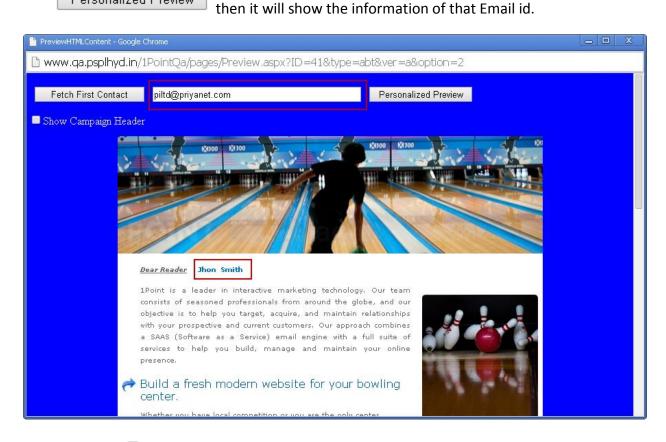
- Select a particular Mail Check box and click on
- Preview button.
- > It will open preview in Preview HTML Content Window.





 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.

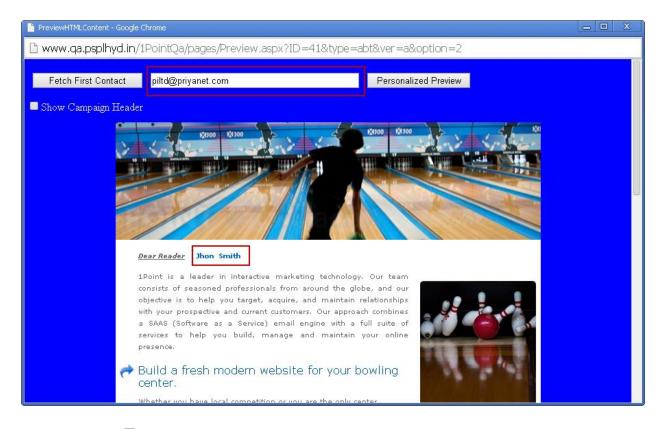


1Point

208

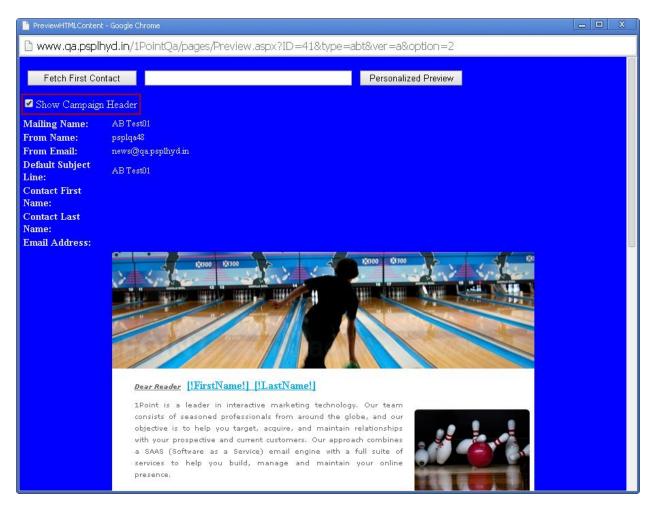
- It will display the Email id in the Text box with the required Informations below in personalized fields.
- If you enter any Email Id in the Text box that is present in your database and click on

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

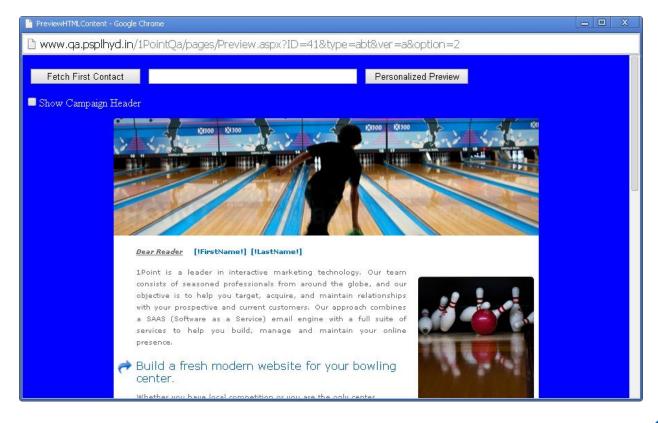
 You can see preview of your HTML, Text mail mailer which you selected in Manage AutoScrape Mailings → Sent Tab window.

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.

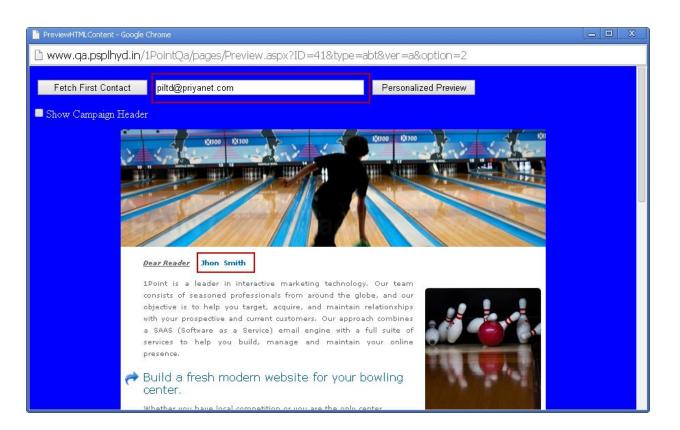
• It will open preview in **Preview HTML Content** Window.





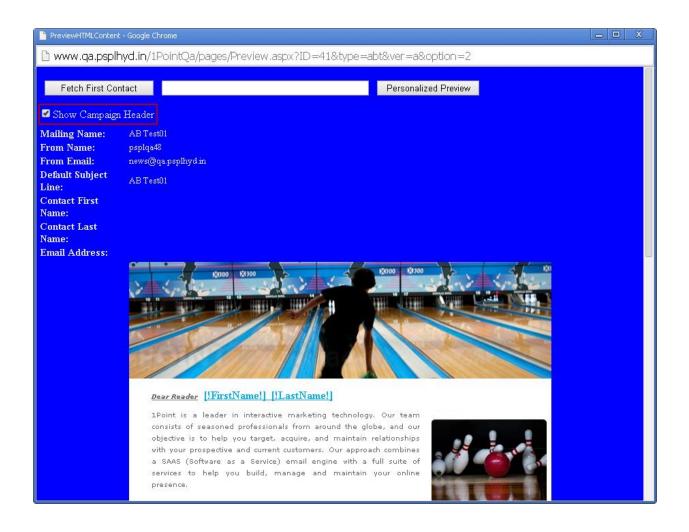
- If you click on Fetch First Contact you can get the Email Id of your first contact present in your Target list.
- Personalized filed(s) like **First Name, Last Name** etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace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

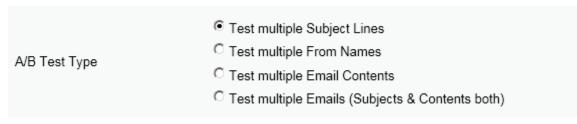
- User has to select from the drop down list for Assigned Campaign, From Address and Reply-to Email.
 - Click on Add New Campaign

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 • 🕑 📩 🎄 🔅	📑 🖼 🎋 • 🛃 😻
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 🖻 % • 📓 🕸
						1
		DUTD				
		PILTD	and the second s			
			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 ×
📑 🗄 🗄 🕒 🖪 🚍 🛛 Zoom 🔹 🕽 🛔	j 🧍 🏄 🧏 🔡 🏭 🎋 🕶 📓 🗞			
. 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.

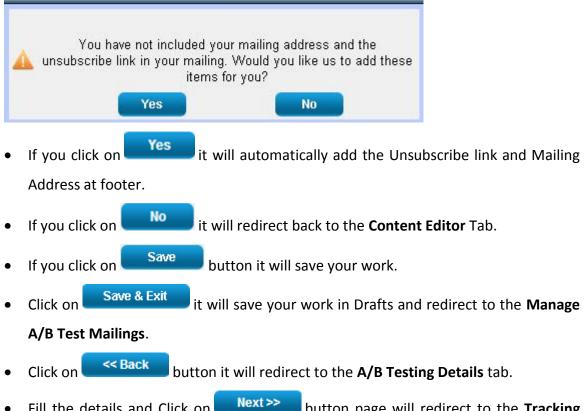
SpamCheck	Close				
Score : 0.7					
pts rule	description				
0.0 HTML_MESS 0.0 URIBL_BLO 0.1 URIBL_SBL	CKED ADMINISTRATOR NOTICE: The query to URIBL was blocked. See http://wiki.apache.org/spamassassin/DnsBlocklists… #dnsbl-block for more information. [URIs: calfinderaffiliates.com]				
	results above 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	

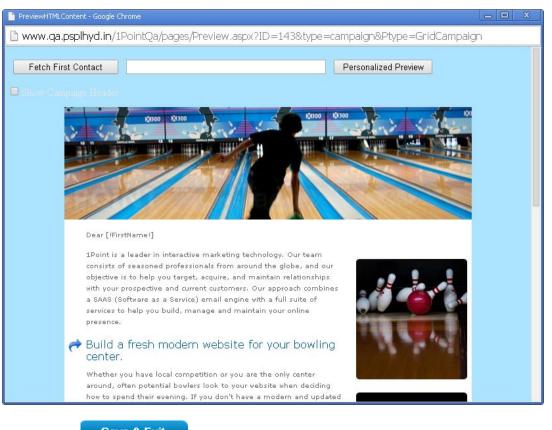
• It will open a **Select SeedLists** Window.

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.

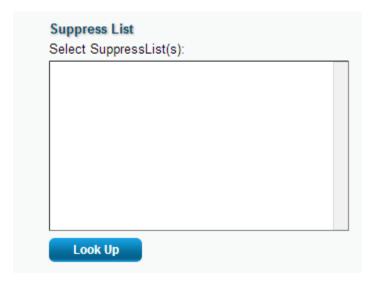
Select Domains f	or Suppression		
Domain Name	Searc	ch Clear	
Col.ca	🗖 hotmCil.ca	🗖 test1pocat.ca	
🔲 gmail.ca	new.ca	🔲 yChoo.ca	
🔲 gmCil.ca	🔲 priyCnet.ca		
Select All	Suppress	Cancel	
record deta	omain name click on iils. :heck box button anc	Suppros	n it will display the particula

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.

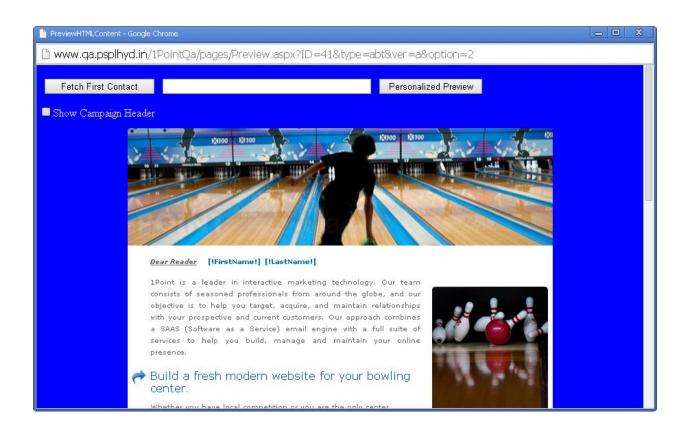
		ns Templates Archived Mailings AutoScrape Mail					A/B Test Mailing
nage	A/B Test Ma	ilings					
	A/B Test	Schedule Sent A/B Test Reports					
earch		A/D Task Malling Name	Sea	rah Claar I	tefresh		
VB Tes		A/B Test Mailing Name			terresn		
🔅 Cre	ate 🛛 🔟 Dele	te Preview - Version A Preview - Version B 🐺 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

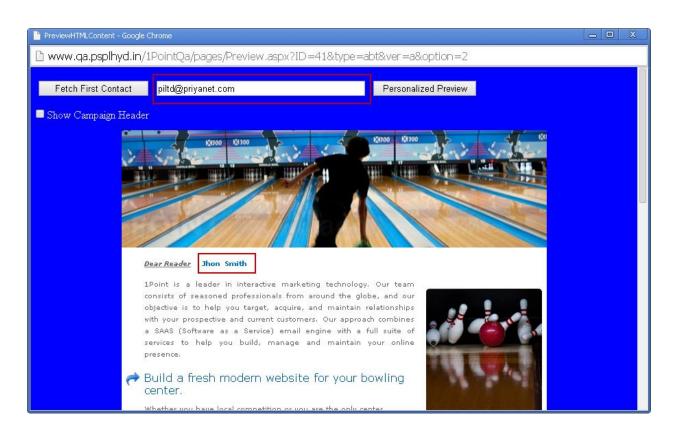
present in your Target list.

- 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

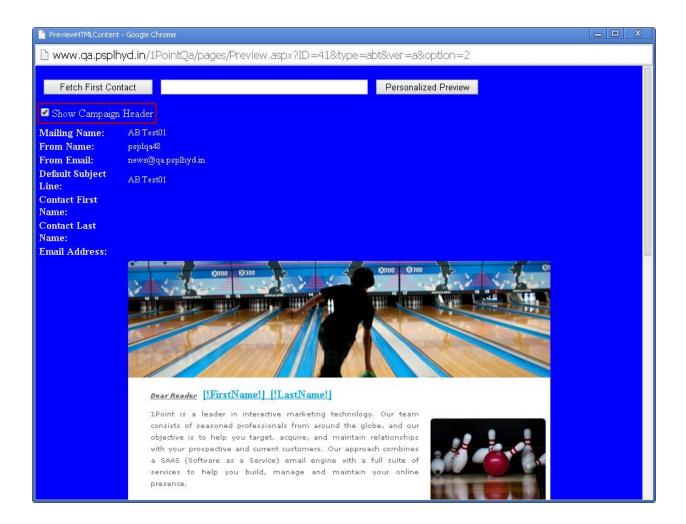
then it will show the information of that Email id.





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





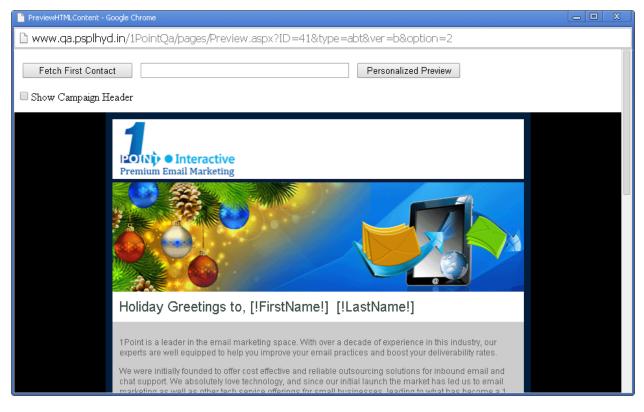
Preview - Version B

• 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

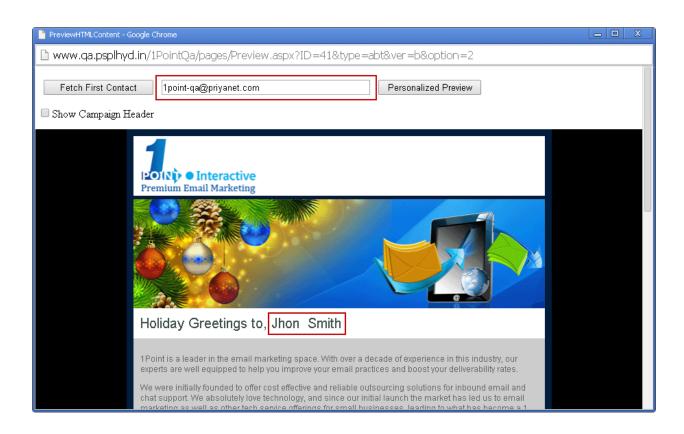
present in your Target list.

- 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

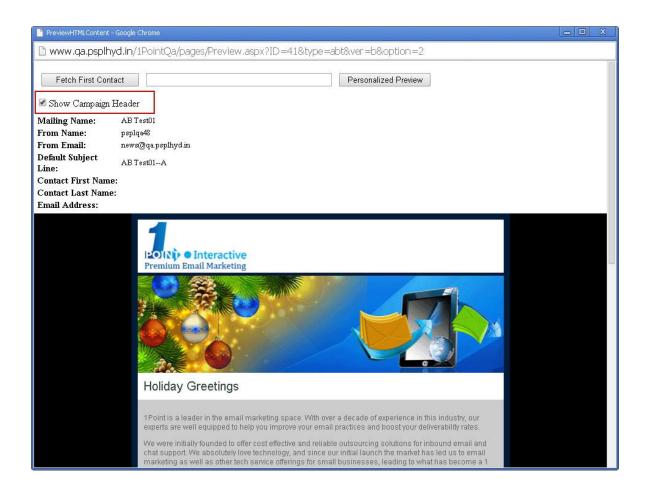
then it will show the information of that Email id.





 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

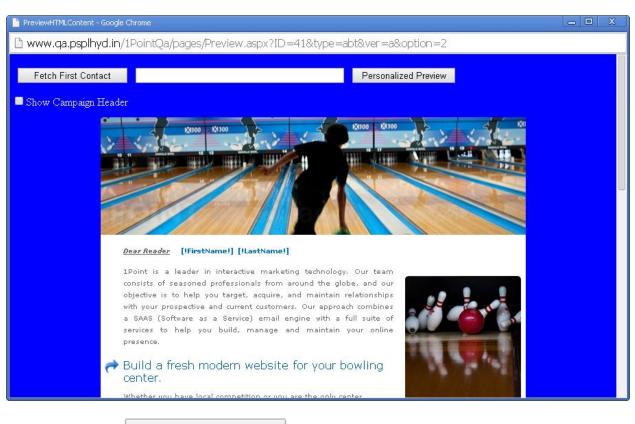
 You can see preview of your HTML, Text mail mailer which you selected in Manage A/B Test Mailings → Sent Tab window.



25

	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

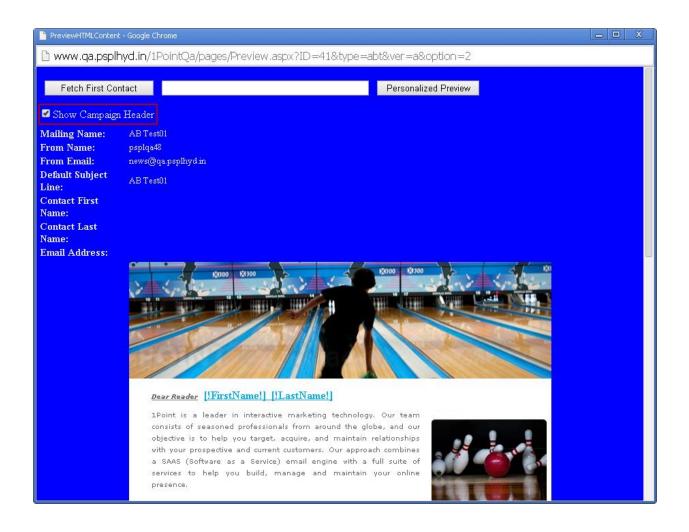
then it will show the information of that Email id.

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

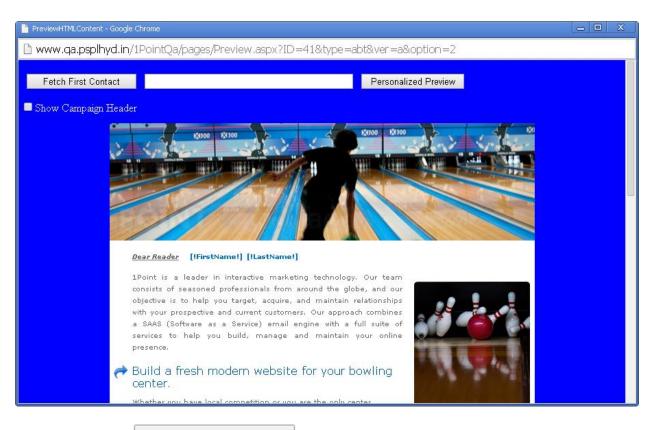
• You can see preview of your HTML, Text mail mailer which you selected in Manage A/B Test Mailings → Sent Tab window.

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.



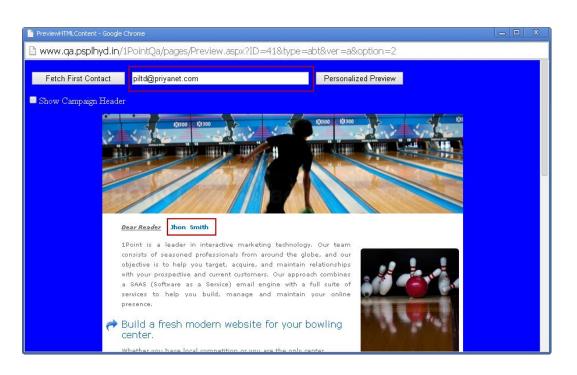


- If you click on Fetch First Contact you can get the Email Id of your first contact present in your Target list.
- Personalized filed(s) like First Name, Last Name etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!]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

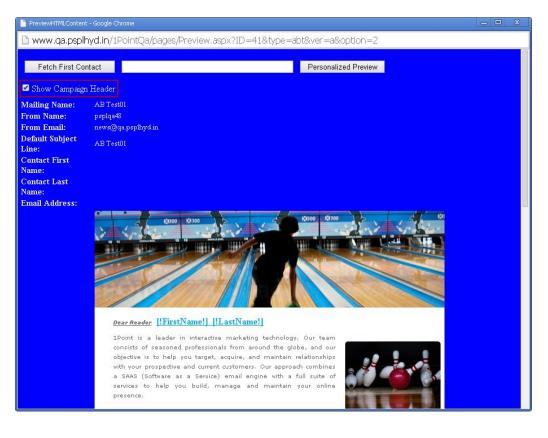
Personalized Preview

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				

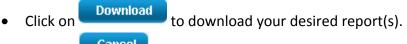
To download a report click on

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)



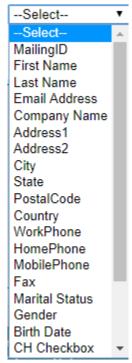
ings Campaigns Temp	ates Archived Mailings A	utoScrape Mailin	gs A/B Test Mailings Triggered Maili	ngs SMS Campaigns Landing Pages	
					TRIGGERED
w Triggered Mailing					
S-Mailing-Demo01					Save & Exi
Trigger Rule	Mailing	Details	Content Editor	Preview & TestMail	Confirmation
					<pre><< Back Next >></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.

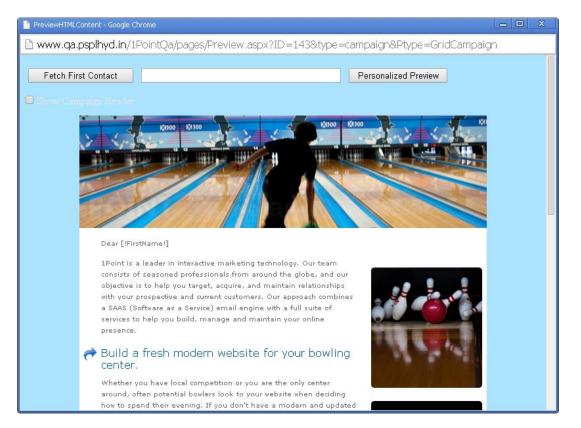
The page at www.qa.psplhyd.in says:	
Seed List Test Emails have been sent successfully	
	ОК

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



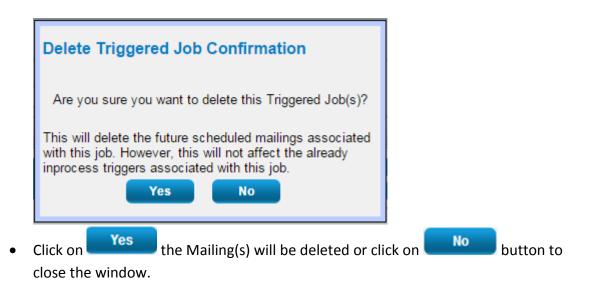
• It will open the "Edit Triggered Mailing" Window.

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.



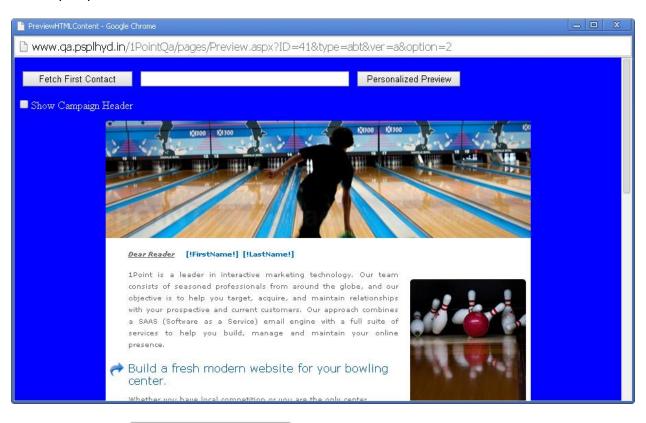
Preview

- 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.

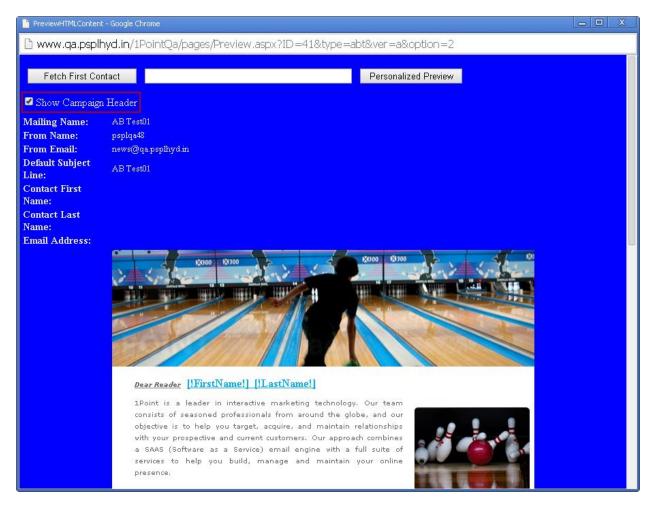
- Personalized filed(s) like **First Name**, **Last Name** etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!] [!LastName!] with the contact details that is been saved in your database.
- It will display the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



1Point

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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

300

	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.

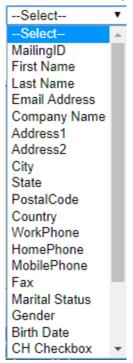
Automated Workflow					
test workflow for user guide Ca					Cancel
•	Mailing Details		Content Editor	Preview & TestMail	
					Next >>
From Address*	1pointqa@priyanet.com		Enable Google Analytics Tracki	ng 🔲 Enable Omniture Tracking	
From Name*	psplqa532		о ,	о О	
Reply-to Email	1pointqa@priyanet.com				
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.



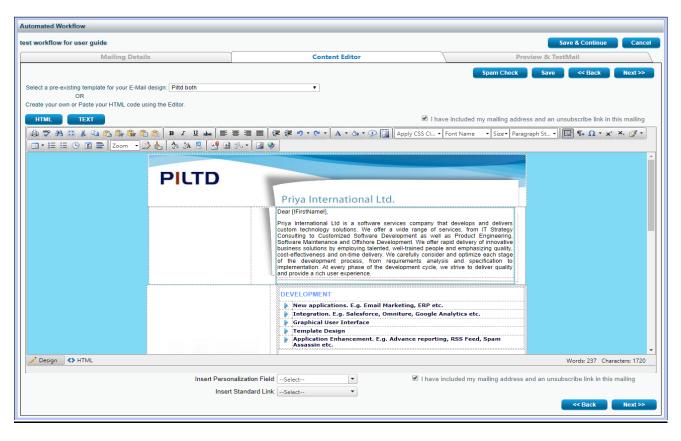
Automated Workflow				
test workflow for user guide		Save & Continue Cancel		
Mailing Details	Content Editor	Preview & TestMail		
		Spam Check Save << Back Next >>		
Select a pre-existing template for your E-Mail design: Piltd both	¥			
OR Create your own or Paste your HTML code using the Editor.				
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 📓 🧐			

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

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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.



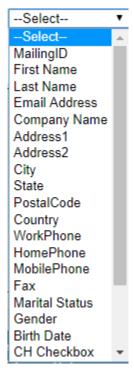
Automated Workflow			
test workflow for user guid	le - say happy birthday		Save & Continue Cancel
	Mailing Details	Content Editor	Preview & TestMail
			Next >>
From Address*	news@qa.psplhyd.com	Enable Google Analytics Tracking	Enable Omniture Tracking
From Name*	psplqa560		
Reply-to Email	news@qa.psplhyd.com		
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.



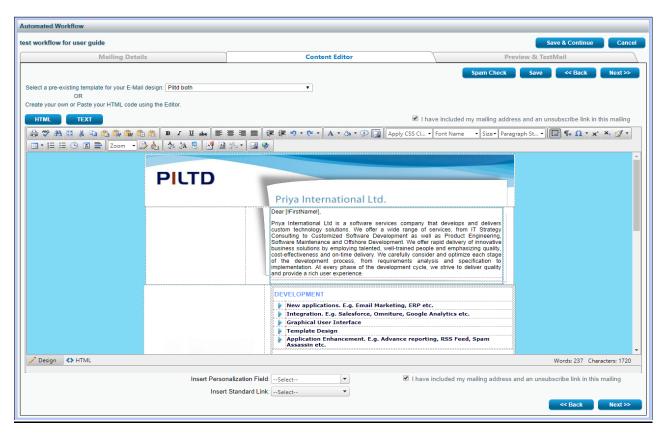
Automated Workflow			
test workflow for user guide - say happy birthday		Save & Continue Cancel	
Mailing Details	Content Editor	Preview & TestMail	
		Spam Check Save << Back Next >>	
Select a pre-existing template for your E-Mail design: Both	τ		
OR Create your own or Paste your HTML code using the Editor.			
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		

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:

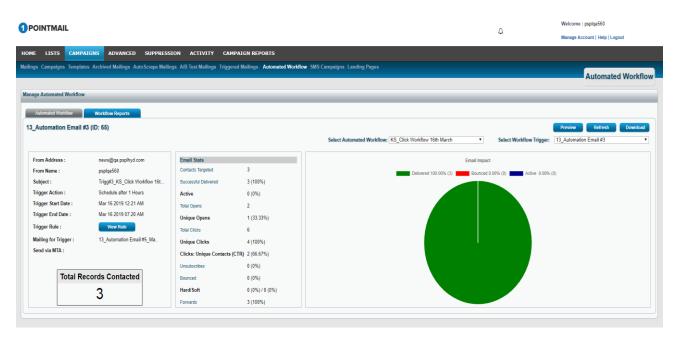
- 1. Select Automated Workflow
- 2. Select Workflow Trigger

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
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 34 33 25 24 23 22 	Test2312312 Testesadsaddfsda Landing Page - i Fram Test LandOptin asdfasdf CS_03-May-14_2		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	hicLandingPage.aspx?LPageID=C hicLandingPage.aspx?LPageID=k hicLandingPage.aspx?LPageID=k hicLandingPage.aspx?LPageID=u hicLandingPage.aspx?LPageID=u hicLandingPage.aspx?LPageID=k	GyUa1uJBfbg Cbg2yCEDX9g GxorSiCbMM 2KiruxzHKc 4R+w9Zo4lk	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
 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:				

- 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	

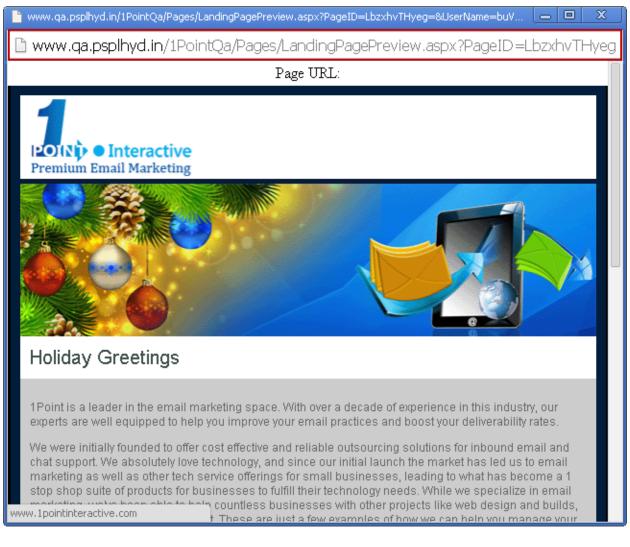
Name It Build It	Publish
Build Landing Page	<< Back Preview Next >>
유 🍄 🏦 🗓 🖇 🔃 🐁 🎒 🏶 隆 🖪 🖌 및 교육 📑 등 등 등 등 등 등 이 · (이 · 지 · O · 기) 🔯 Apply CSS CL • Font Name	• Size▼ Paragraph St ▼ □ ¶+ Ω ▼ x ² × ₂
💷 • j= 1= 🕒 🖪 🚍 Zoom 🔹 📴 🗞 24 🤨 🖉 🔛 🖧 • 🖉 🔐 🛞 •	
Pesign + HTML	Words: 0 Characters:

• 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.



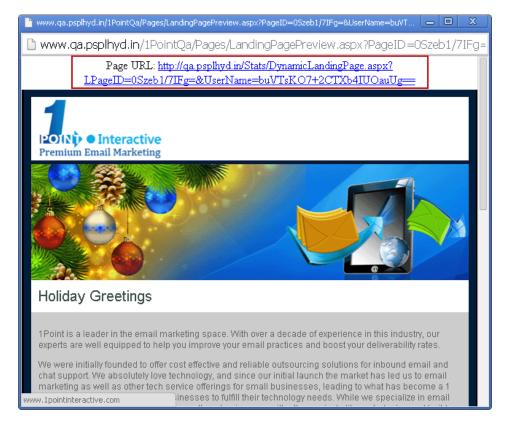


- You can see the preview and also at the top of the page a link has been created.
- If you copy that link and paste in any browser you can see the HTML Preview.
- Click on << Back</pre> button to redirect to Name It Tab.
- Click on Next >> button to redirect to Publish Tab.



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==	

- 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.

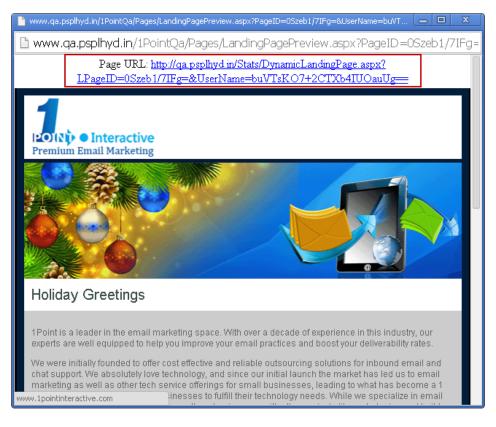


		19 70	Landing Pages
it Landing Page			
st03			
	Name It	Build It	Publish
			Next >>
age Name:*	Test03		
escription:	Test03		
		16	

<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)

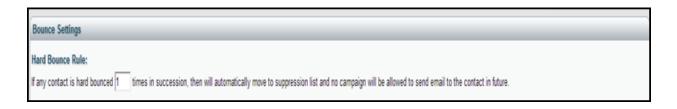
ном	E LISTS	CAMPAIGNS	ADVANCED	SUPPRESSION	ΑCTIVITY	CAMPAIGN REPORTS
Boun	ce Settings	AnalyticsTags Sett	ings Settings F	orced H/F Settings	Auto Seed Email	Web Hooks
Boun	ce Settings					
Hard	Bounce Rule	:				
lf any	contact is har	d bounced 1 time	es, then will automa	tically move to suppres	ssion 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.



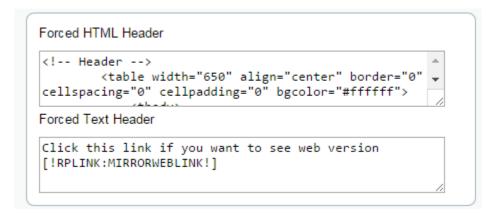
Forced H/F Settings

• 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				

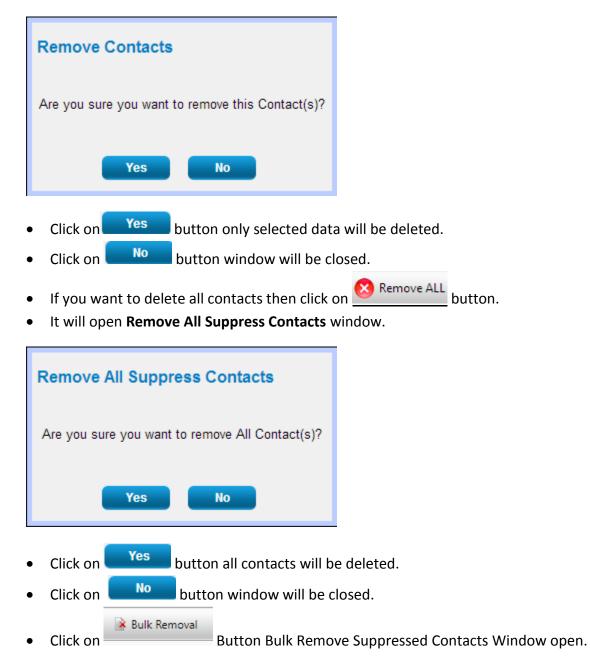
- User can Search the Suppressed Emails by entering Email Id or by Page navigation.
- Enter Email Id and click on 🌋 button.

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.



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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	

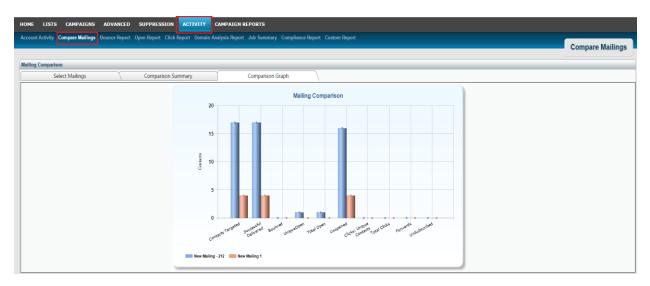
- Click on Compare button.
- It will redirect to **Comparison Summary** Tab.

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



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- 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

•

- 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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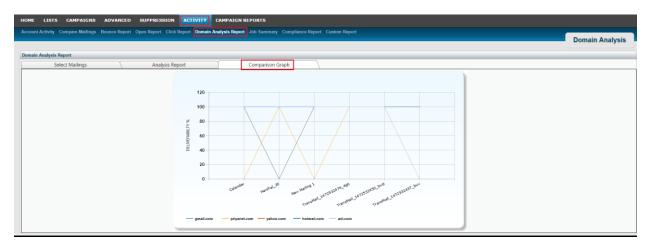
HOME LISTS C	AMPAIGNS ADVANCED SU	PPRESSION ACTIVI	CAMPAIGN REPORT	s			
Account Activity Com	pare Mailings Bounce Report Open	Report Click Report Do	main Analysis Report Job St	ummary Compliance Report	Custom Report		Domain Analysis
Domain Analysis Repo	t						
Select	Mailings	Analysis Report	Comp	arison 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
htp://ww.pild.com?pspl160-lest&uh_source-pspl160&uh_medum=Emai&uh_ma_source-pspl160&uh_medum=Emai&uh_ma_source-pspl160&uh_medu
htp://ww.phid.com/papt/sol-setskum_source-spp1160kum_medum=Email.kum_medum=Ema
http://www.pild.com/handmance.htm?psp1160-lest&uhm_jource-psp1160&uhm_medum=Email&uhm_jum=lest. 3 http://www.pild.com/bandTestogServices.htm?psp1160-lest&uhm_jource-psp1160&uhm_medum=Email&uhm 3 http://www.pild.com/bandTestogServices.htm?psp1160&uhm_medum=Email&uhm 3 http://www.pild.com/bandTestogServices.htm?psp1160&uhm_medum=Email&uhm 3 http://www.pild.com/bandTestogServices.htm?psp1160&uhm_medum=Email&uhm 3 http://www.pild.com/bandTestogServices.htm?psp1160&uhm_medum=Email&uhm 3 http://www.pild.com/bandTestogServices.htm?psp1160&uhm 3 http://www.pild.com/bandTestogServices.htm?psp1160&uhm 3 http://www.pild.com/bandTestogServices.htm?psp1160&uhm 3 http://www.pild.com/bandTestogServices.htm?psp1160&uhm 3 http://www.pild.com/bandTestogServices.htm?psp1160&uhm 3 http://www.pild.com/bandTestogServices.htm?p
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

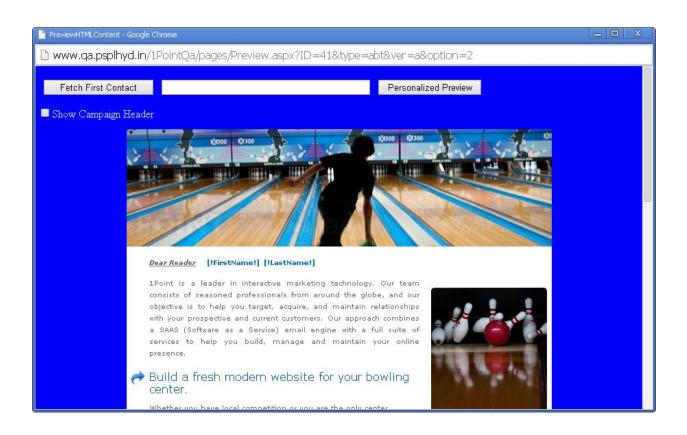
Dashboard

• 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.



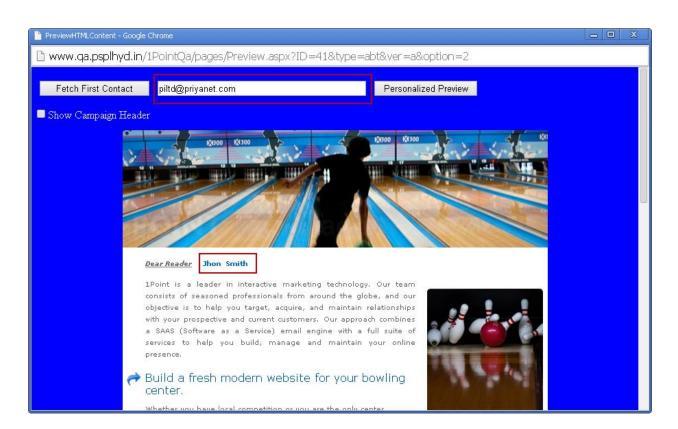


- If you click on Fetch First Contact you can get the Email Id of your first contact present in your Target list.
- Personalized filed(s) like First Name, Last Name etc should be placed in your HTML content then only you can see the information.
- When you click Fetch First Contact it will replace [!FirstName!]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

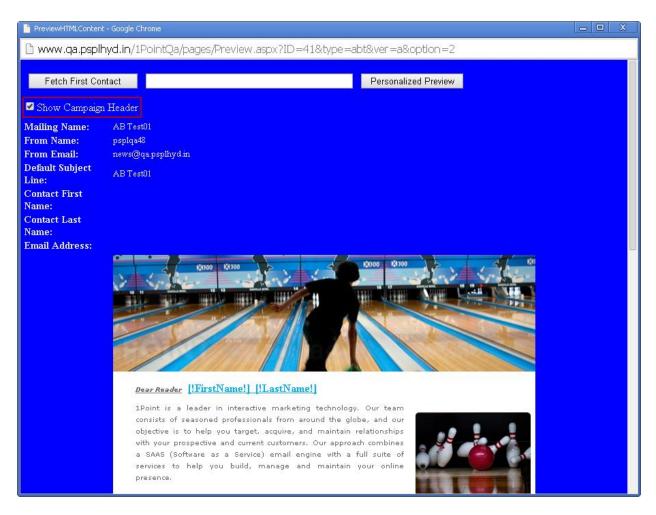




• If you click ^{I Show Campaign Header} check box you can see the Mailing Details of the HTML Content.



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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



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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									
														J				
							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)		
L											1		
								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.





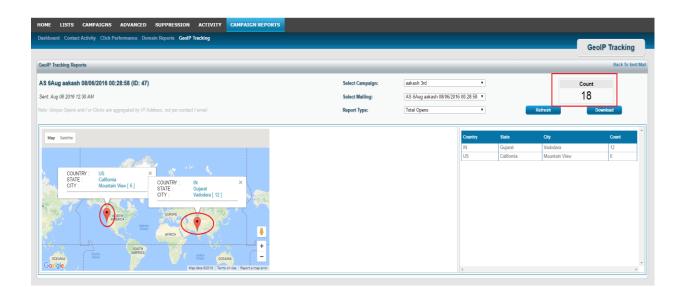
GeoIP Tracking

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.

