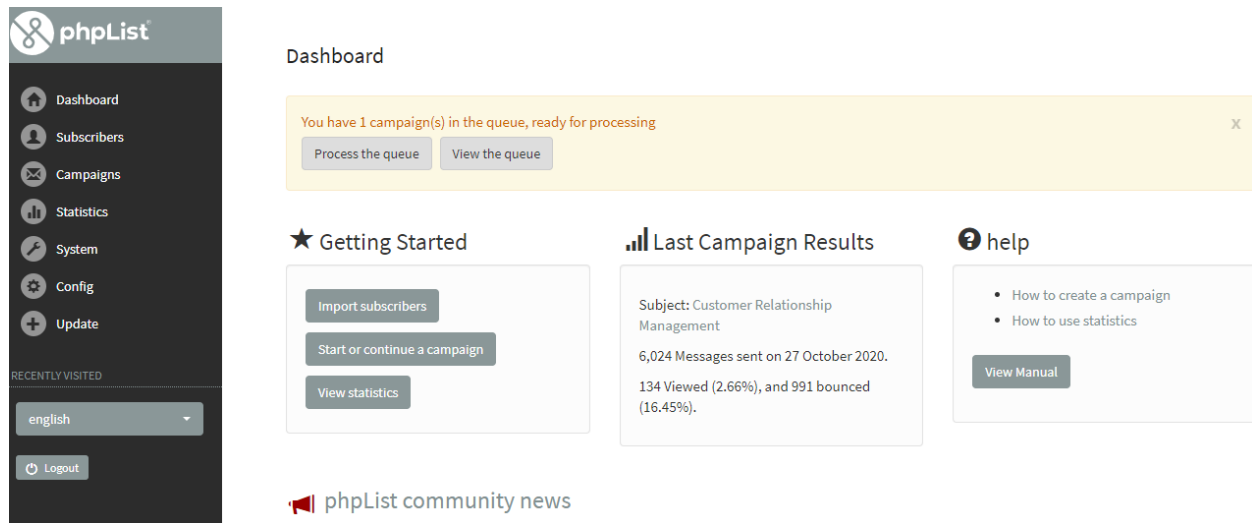


Run Mailer (phpList)

Login to the site using provided credentials.



To send mailer:

Click on Campaigns>List of campaigns

Copy any sent mailer to the draft

Now go to draft and edit the copied mailer.

Step 1. Content

Change the mailer subject and mailer URL.

You can also send test mailer to any email id to see the mailer preview.

Step 2. Format

Leave as it is.

Step 3. Scheduling

Leave as it is.

Step 4. Lists

Select the list on which the mailer needs to be ran.

We currently run the mailer on below listed four lists. This is critical and needs to be checked twice.

1. Sales-Babar-30th June 2020
2. MM-List-13thApril-2020
3. Sales-consolidated-10-04-2020
4. Sales-Depesh-List-12thMay-2020

Step 5. Finish

Click on Place campaign in Queue for Sending

Now click on Process queue.

The mailer ran successfully and you can see the running mailer in “Active” section.

Mailer Views Report

We need to send mailer views report once the campaign completes, click on “Sent” section, now find completed mailer and click on “Unique Views”.

Now click on “Download as CSV file”

An excel file will be downloaded, now open the file and copy and paste the data into a new excel file.

Now match the views data form “Combined mail id's Babar & Deepesh.xlsx” spreadsheet and separate the data of Babar and Deepesh on two different sheets and share with them so that they can contact the viewer for sales perspective.

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Mailing list editing (adding or removing email ids for mailer list)

Click on Subscribers lists

Find the list you want to edit

Click on view members of the list icon

Now you can Download subscribers, import subscribers to the list and also edit the list by clicking on “Edit list details” Icon”.
