

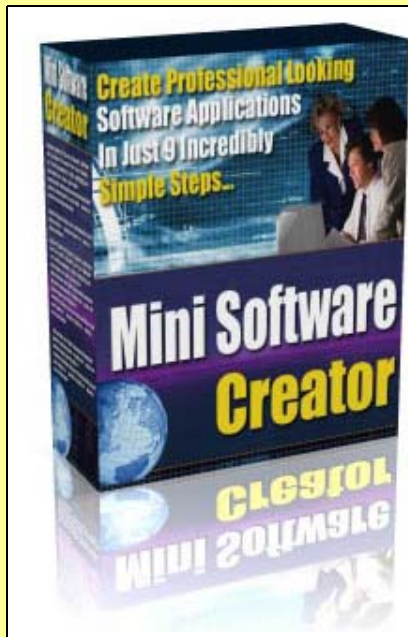
MAILING LIST MANAGER

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A Quick Look at Functions

- Adding Subscribers
- Sending A Message
- Message Queue
- After the sending
- Advanced Features

Adding Subscribers

- **Via Subscription Form**
 - To setup a subscription form you must generate the needed HTML code and / or link. To do this simply click on "Generate HTML Code." This screen will offer a variety of options in which you may allow users to subscribe and unsubscribe.
- **Via Admin add Form**
 - Simply click on "Add" under the heading "Subscribers"

Sending A Message

To send a message you must first setup a list and obtain or insert a subscriber base.

- Select your list you wish to send a message to and click on "Create New Message."
- Select the format in which you would like to send your mailing:

Differences between Multi-Format (mime), Html Only, and Text Only sending options

Multi-Format (MIME)

This format allows you to send the message in 2 different formats. One format being HTML capable, and another version that is text-only. Both versions are embedded in a single e-mail and the users e-mail client will decide which version that the user is capable of viewing. If the user has an html capable e-mail client it will display the html version. Otherwise it will display the text only. If the users e-mail client does not support MIME e-mails it will display both versions (Very few clients do not support MIME)

HTML Only

Allow you to send an HTML formatted e-mail using the Visual Text Editor or your own html code.

Text Only

Allow you to only send text e-mail. Does not support html tags or the visual text editor.

- To insert the subscribers name anywhere in your e-mail type
subscribername
To enter your optional fields, simply type

subscriberfield1

where you want that specific fields info inserted. If you wanted to insert optional field 8, you would type

subscriberfield8

(It is Case-Sensitive - you must type subscribername in all lowercase.)

- You may now select any templates to use with the creation of this message if any are available.
- Also you have the option to select multiple lists to send this message to.
- Click on Submit
- Enter the information, as needed such as Subject and From and body content.
- You have the option at the bottom to enter body tags to alter the background color / image and such. Do NOT add head tags or html open / close tags. Certain mail servers will not read e-mail with those.
- Click on "Preview Message"
- Check to see if this is how your message should look.
- If so, click on Send Now.
- A small popup window will open. Simply close this window as stated in the window.
- Your message is now queued and sending has begun. Click on Message queue to see the messages sending status.
- There is no need to keep your browser open or your computers even on to have the sending continue.

Queue

The visual message queue allows you to view your message's sending status and allows you to requeue the message if needed.

Information such as # of e-mails sent and # of total e-mails needed to be sent along with a percent complete and completion bar will be displayed. If your sending stalls for over 5 minutes you may click on the Re-Queue Message link. This will re-start your sending. Do NOT click on this message unless it stops sending for 5 minutes.

After the Sending

After your message is sent check the message queue to ensure that it completed without your server stalling the mailing.

You may now at any time check link stats if you enabled your link tracking. Simply click on "Link Tracking" to view all messages that have had link tracking enabled and all stats that corresponds with those messages.

Step By Step WalkThrough

To Login

Username : Enter your Login id

Password : Enter your password

Click on Login

The first screen you get is the home page. This contains an options bar on the left and the main page to the right.

The main page of MAILING LIST MANAGER displays the following:

1. A table shows the list member names. For each list the corresponding number of subscribers for the list and the number of messages sent is shown. Click on any one list member to view the list detail of the member.
2. To add a new member to the list
Enter the name of list
Enter the email address

Submit

OPTIONS

The options shown on left are discussed below. If you have not selected any list member yet, the options on the left hand side are only

1. The welcome message specifies the admin user's name.
Welcome, User Name
Logout (to exit from the application)
2. Current List:
No List Selected - this means no list member has been selected
Change - to change to any list member to view his details
3. Your Account
Modify Account Details
To change, Username admin, Password, Name, Password or E-mail type in the new values and then click on Update
4. Administration
Admin Users / Settings
A table shows a list of all the admin users and.
New users can be added here:

To add a new admin user you have to enter the Username, Name, Password and email.

The following check boxes are selected by default and can be de-selected

Add modify user
modify list properties
create/delete list, delete users
send messages

Select lists available for this admin user

Submit to save the information

5. Backup

Backup Database

This is to take a complete backup of your database. Enter details for the following fields

Database Username

Database Password

Database Name

6. Customer Care

Select any option from the list given in the Customer care page for more details.

OTHER OPTIONS

IF you select a particular list member using the change option, you will be taken to the member's main page. This page contains the list statistics.

Member Details

=====

Total Members

Total Confirmed Members

Total Not Confirmed Members

No. of Signups Today

Message Details

=====

Total Messages Sent

Messages Sent Today

Messages in Queue

List Details

=====

The List Creation Date

List Administrators

=====

The Username and Name

Last 5 messages

=====

Details of the last 5 Messages Sent, the Date, Time and Subject.

Also the number of messages that have been sent.

Last 5 Subscribers

=====

The list of subscribers to the current list including Date, Name, E-mail Info

The options column on the left side now has options for the list member as well.

They are

1. LIST SETTINGS

General Settings

Displays the Name, email ID and the messages sent and unsent

You can create a new message or add subscribers to this list by entering the E-mail and Name of the subscriber. Submit to save.

Confirmation Mailings

General List Settings

Select yes or no to Send Welcome / Goodbye Messages?

Welcome Message

The Subject for first time users

To enter the subscribers name, type: subscribername

To enter the subscribers e-mail address, type: subscriberemail

Goodbye Message

The Subject for users who have unsubscribed from this list.

save changes

Remove list

To delete a list just select the check box which is followed by this

Are you sure you want to remove the mailing list? By clicking on the "Remove Now" button, all settings, subscribers, e-mail's, and archived messages will be deleted.

This can not be undone.

2. Subscribers

Add

Add email address and name

View Modify

A table shows the name, email address and date of joining with options to Delete, Edit or view Information.

Search Subscribers

Search using keywords in terms. Can search via name or email id

3. Messages

Create New Message

Allows you to Set Message Preferences, Compose Messages, Preview Message and Send / Save. To send messages to subscribers, you have two formats.

Type of Mailing : HTML and TEXT (Recommended)
HTML ONLY
TEXT ONLY

If templates have been created then they have to be entered as HTML Template or TEXT Template accordingly. Also enter the Mailing Lists (Groups) To Include in Mailing and then Submit and Next

NEXT PAGE

Type in the subject of the mail
Type in email address
type in content html or text format
Header If any
Footer IF any

Preview to check the particulars and send. Send puts messages in Message queue.

Saved Messages

All saved messages are shown with the Date Time and Subject information for the current list

Message Queue

Refresh this page for latest message information / status.

Queue only contains if Message Sending is in Progress. Check Messages sent in Message Archive.

Message Archive

Again archive of messages are displayed with Date, Time and Subject format for the current list

4. Extra Settings

Templates - All the templates are listed here

Add Template

Enter the Name of the template and enter template according to html or text messages

Template Content

Content of the template .If you selected "For HTML Messages" above.you can use HTML Tags, and include images, etc. There is an option to make Template Universal ie all current and all future lists

Submit

Headers / Footers

Select a Header / Footer to modify or add a new header / footer.

Name

Add Header or Footer

Name

5. Utilities

Remove From List

To remove members form the list. Deletes all addresses in this list
[THIS CANNOT BE UNDONE]

Remove Duplicates

Remove Duplicates
Users Who Unsubscribed
Shows list of subscribers who unsubscribed.

Create HTML Form Code

This is to Generate Form Code for Taking Subscriptions.

If you need more professional Mailing list manager with :

- Unlimited PRO autoresponders and mailing list managers
- Unlimited follow-up messages
- Personalized messages and up to 10 additional custom fields
- Unlimited number of subscribers
- Automated Message Scheduler
- Global Message Broadcaster
- Unique RSS Syndicator
- Built-in Link Tracker
- And much more...

Then you might want to check our service at: www.Norabots.com



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