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Viewing autoresponder statistics

The statistics function will give you a detailed listing of the number of active, finished, unsubscribed and failed subscribers found in your database.

A few additional features found on the statistics page are:

- **Ability to re-activate subscribers who have finished their autoresponder sequence.**

This is a useful feature if you have added new messages to your autoresponder account and want subscribers who have already received all previous messages, and already marked as "finished", to start receiving the new messages. To use this feature, just click on the number of subscribers that are marked as "Finished". It will be hyperlinked for your convenience. Once you click on that link, you will be redirected to a new page that will ask you the message number at which you want the subscribers to be re-activated. If you just want them to start receiving only the new messages that you have added to that autoresponder account, leave the field blank and click on the "Re-Activate Subscribers" button. The software will then set all the subscribers who are currently marked as finished to "Active". They will start receiving the actual messages at the next cron run.

- **Ability to view subscribers who have unsubscribed from your autoresponders.**

Click on the number of unsubscribed subscribers and you will get a list of all emails that are no longer active in your list.

- **Purging your database**

This feature will allow you to clean your database by removing all those subscribers who are marked as failed, those who haven't confirmed their subscriptions (for autoresponders that are set to double opt-in) and those who have unsubscribed from your lists. Purging your database is recommended to be done to keep your database clean and make the autoresponder system work faster (by removing unnecessary data).

View all autoresponders

When you click on the "View all autoresponders" link from the navigation menu, you will get a page that will show you all the autoresponder accounts that you have created through the system. And next to each autoresponder account you will find the following links/features:

- **View messages**

This link will allow you to view all the messages that you have entered for a particular autoresponder account. It will allow you to add new messages and delete/edit existing ones as well as change the sequence of the messages by moving them up and down using the graphical arrows that you will find on that page.

Adding a new message - Once you are on the "View messages" page you will find a link titled [Add New message](#). Click on that link to start adding messages that you want subscribers signing up for your autoresponder to receive. The messages will be added one by one and below are the instructions to follow to add the messages correctly:

On the add new message page you will notice these options that you will have to fill with the appropriate information:

- **Ar id/Identifier:** - This is just the name of the autoresponder that you created previously using the [Add new autoresponder](#) feature.
- **Delay this message by:** - Enter the number of days the system has to wait before sending the message. If the message you are entering is the first in your autoresponder sequence, you will have to set it to **0** so that when the subscriber signs up, they will receive it immediately. If it is not the first message, then you can set the interval to whatever days you want the system to wait before sending it.
- **Message Format:** - The format in which you want the message to be delivered. The default selected option is "Text". You may also select "Html" if you want to send an Html formatted message or "Multipart" if you want to send a message containing both a text and html copy of your message (depending on the subscriber's email client, they will be able to read the one appropriate for them).
- **Include custom header & Footer:** - If you want the message to contain a custom header and footer that you have added while [creating the autoresponder account](#) or by [editing the properties](#) of the autoresponder. This is useful if you want to include your contact information or any other information that you would otherwise have to repeatedly enter every time you add a new message into the autoresponder sequence.
- **Subject Line:** - Enter the subject line of your message in this field. You may also personalize the subject line using the following two personalization tags: %%FNAMEFriend%% and %%LNAME%%. The first one will automatically replace the subscriber's first name and the second one with the subscriber's last name. For the first name, there's an extra feature that allows you to use a default word just in case the subscriber does not provide his/her first name. Example, if you use %%FNAMEFriend%%, the subject line will automatically contain the subscriber's first name but if no first name is detected, the word "Friend" will be used instead. Other first name tags that you could use are: %%FNAMEInternet Marketer%% or %%FNAMEParnter%% etc.
- **Message:** - In this box you should enter the actual message that you want your subscribers to receive when they subscribe to your autoresponder. You can type your message directly into the text box or simply paste it from another text file. The message can be personalized with much more customization tags than the subject line. Below is a list of the personalization tags that you can use throughout the message:

%%FNAMEFriend%% for subscriber's first name

%%LNAME%% for last name

%%EMAIL%% for email address

%%ADDRESS%% for mailing address

%%CITY%% for city

%%STATE%% for state

%%ZIP%% for zip

%%COUNTRY%% for country

%%IP%% for the ip address of the subscriber
%%TELEPHONE%% for the telephone number of the subscriber
%%REGDATE%% for the date at which the subscriber joined your list
%%REMOVELINK%% if you want to place the unsubscribe link that your subscriber can click on so as to remove his/her email address from your list.
%%FROM%% to enter the name of your publication.
%%FROMEMAIL%% to enter the email address that is used as the from address for the current autoresponder.
%%EXTRA1%% - %%EXTRA10%% to enter any additional extra information that you might have collected from the subscriber (or through hidden fields).
%%OWNERFNAME%% for your first name
%%OWNERLNAME%% for your last name
%%OWNERADDRESS%% for your address
%%OWNERCITY%% for your city
%%OWNERSTATE%% for your state
%%OWNERZIP%% for your city
%%OWNERCOUNTRY%% for your country
%%NEXT%% tag can be used so as to create a clickable link that your subscribers can use to receive the next message in the follow-up sequence without having to wait for it to arrive in their mail box.

- **Text to Html formatter:** - If you want to send a "Multipart" message or format your text message into Html codes, this tool will come in handy. Enter your message in the text box and click on the button titled "Get HTML version of the above text message". A window will then pop-up containing the html formatted version of your message. You may simply copy that message and paste it into the appropriate message box.

Once you have composed your message, click on the "Save message" button and the system will store the message into your autoresponder account.

If you want to edit any message, just go back to the "View messages" page and click on the "Edit" link for the message you want to modify. The interface for the "Editing" is similar to that of "Adding a new message" so you can follow the above instructions to get around.

- **Edit properties**

If for any reason you would like to change the settings for a particular autoresponder found in your database, click on the "Edit properties" link from the main "Autoresponders" page.

On the Edit properties page you will notice these options that you will have to fill with the appropriate information:

- **Account Identifier:** - This is the name of your autoresponder so that you can identify each one of them.
- **From Name:** - The name that the system will use when sending out the message for that particular autoresponder to your subscribers.
- **From email:** - The email address that the system will use when sending your follow-up messages. This should be a valid email address so that if the subscriber decides to contact you by replying to any of your autoresponder message, he/she can easily reach you.
- **Confirmation Thank you page:** - If your autoresponder account is set to double opt-in, you can

include a url address in this field where you would like the subscriber to be redirected to after they have confirmed their subscription.

- **Optin mode for this autoresponder:** - Select single for a single opt-in mode autoresponder or Double opt-in if you want your subscribers to confirm their email address before they can start receiving the actual messages.

- **Subject line of confirmation email:** - Enter the subject line of the confirmation message that will be send to the subscriber when he/she signs up for this autoresponder. You can personalize this subject line using the following tags: %%FNAMEFriend%% and %%LNAME%%.

- **Confirmation email to send to subscribers:** - Enter your actual confirmation message in this box. Do not enter any promotional materials or ads in your confirmation message. People and isp frown upon this. A confirmation message should contain only a message that tells the subscriber to click on a link if they want to receive your real autoresponder messages. Here are the personalization tags that you can use in the confirmation message:

%%FNAMEFriend%% - for the subscriber's first name.

%%LNAME%% - for the subscriber's last name.

%%EMAIL%% - for the subscriber's email address.

%%REFERRER%% - will be automatically replaced by the website address from which the subscription was activated.

%%VERIFYLINK%% - IMPORTANT link that the subscriber will be able to click on so as to confirm their subscription.

%%FROM%% - The from name that you have set for this autoresponder.

%%FROMEMAIL%% - the from email address that you have set for this autoresponder

- **Custom header & footer** - In these boxes you can enter any message that you want to include in all message for which you have the "Include header" & "Include footer" options checked. You can enter your contact details for example or a disclaimer and other similar information.

Once you have edited the properties of your autoresponder, click on the "Edit properties" button to save the new changes.

- **Delete Account**

If you no longer wish to use an autoresponder found in your database and would like to delete it, including all the subscribers and messages contained in that account, click on the "Delete Account" link and confirm your choice.

- **Form Codes**

To allow people visiting your website to subscribe to any of your autoresponder, simply click on the "Form Codes" link found next to the account you want to collect subscribers for. This will activate the form wizard, which is a simply step-by-step set of instructions that will eventually create the html codes

required for you to post on your website so that your website visitors can easily subscribe to your autoresponder.

- **Message broadcast**

The "Broadcast" feature will allow you to send an instant message to all the subscribers currently in a particular autoresponder account.

On the "Broadcast a message" page you will notice these options that you will have to fill with the appropriate information:

- **Subscriber status:** - The system can target the subscribers whom you want to send your message to. The following options will allow you to contact the appropriate batch of subscribers:

Active - to contact every subscriber who are still receiving your follow-up messages.

Finished - to contact subscribers who have already completed your message sequence (ie received all the message that you had setup in the autoresponder)

All - to contact all subscribers no matter what their status.

- **Message Format:** - The format in which you want the message to be delivered. The default selected option is "Text". You may also select "Html" if you want to send an Html formatted message or "Multipart" if you want to send a message containing both a text and html copy of your message (depending on the subscriber's email client, they will be able to read the one appropriate for them).

- **Include custom header & Footer:** - If you want the message to contain a custom header and footer that you have added while [creating the autoresponder account](#) or by [editing the properties](#) of the autoresponder. This is useful if you want to include your contact information or any other information that you would otherwise have to repeatedly enter every time you add a new message into the autoresponder sequence.

- **Subject Line:** - Enter the subject line of your message in this field. You may also personalize the subject line using the following two personalization tags: %%FNAMEFriend%% and %%LNAME%%. The first one will automatically replace the subscriber's first name and the second one with the subscriber's last name. For the first name, there's an extra feature that allows you to use a default word just in case the subscriber does not provide his/her first name. Example, if you use %%FNAMEFriend%%, the subject line will automatically contain the subscriber's first name but if no first name is detected, the word "Friend" will be used instead. Other first name tags that you could use are: %%FNAMEInternet Marketer%% or %%FNAMEParnter%% etc.

- **Message:** - In this box you should enter the actual message that you want your subscribers to receive. You can type your message directly into the text box or simply paste it from another text file. The message can be personalized with much more customization tags than the subject line. Below is a list of the personalization tags that you can use throughout the message:

%%FNAMEFriend%% for subscriber's first name

%%LNAME%% for last name

%%EMAIL%% for email address

%%ADDRESS%% for mailing address

%%CITY%% for city

%%STATE%% for state

%%ZIP%% for zip

%%COUNTRY%% for country

%%IP%% for the ip address of the subscriber
%%TELEPHONE%% for the telephone number of the subscriber
%%REGDATE%% for the date at which the subscriber joined your list
%%REMOVELINK%% if you want to place the unsubscribe link that your subscriber can click on so as to remove his/her email address from your list.
%%FROM%% to enter the name of your publication.
%%FROMEMAIL%% to enter the email address that is used as the from address for the current autoresponder.
%%EXTRA1%% - %%EXTRA10%% to enter any additional extra information that you might have collected from the subscriber (or through hidden fields).
%%OWNERFNAME%% for your first name
%%OWNERLNAME%% for your last name
%%OWNERADDRESS%% for your address
%%OWNERCITY%% for your city
%%OWNERSTATE%% for your state
%%OWNERZIP%% for your city
%%OWNERCOUNTRY%% for your country

- **Text to Html formatter:** - If you want to send a "Multipart" message or format your text message into Html codes, this tool will come in handy. Enter your message in the text box and click on the button titled "Get HTML version of the above text message". A window will then pop-up containing the html formatted version of your message. You may simply copy that message and paste it into the appropriate message box.

- **Save this message in the archives for later use.** - If you want to store the message that you're about to broadcast to your subscribers for future use or to be accessed by your website visitors, check this box and the software will save the message in the "Archives" database.

Once you have composed your message, click on the "Start Mailing" button and the system will start sending your message to your subscribers. If you want to see how the message will look before you start sending the actual message, click on the "Test Message" button to have the system automatically send a copy of the message to your own email address so that you can see how the message is formatted in your email client.

- **Test**

If you want to see how your follow-up messages look in the mailbox of a subscriber, click on the "Test" link to have the software automatically send your follow-up messages to one of your own email address. On the "test message" page you will be able to tell the system which message to send and personalize the messages with any personalization tags that you might have used in the follow-up messages.

You can test all the messages at once by selecting the appropriate option from the "Message(s) to test:" selection or test a particular message simply by selecting its subject line from the drop down menu.

Next, enter the email address where you want the test messages to be sent (one of your own email address) and set any personalization tags that you might want to use for the message - like your first name, last name, address etc. Once done, click on the "Start Test" button and check your mailbox for the messages.

- **Delete leads**

If for any reason you wish to delete the subscribers who are in your database, click on the "Delete leads" link and choose the status of the subscribers you want to delete - "Active" to delete all those who are still receiving your follow-up message. "Finished" to delete those who have already received all your follow-up sequence and "All" to completely delete all subscribers found in the database for that particular autoresponder account.

Add a new autoresponder account

This feature allows you to create the actual autoresponder account in which you will be able to store your subscriber's data and follow-up messages. This is the **first step to take when you start using the autoresponder system**. Without any active autoresponder account, the system is useless. Below are the settings that you have to take into consideration when adding a new autoresponder account into the system:

- **Account Identifier:** - This is the name of your autoresponder so that you can identify each one of them. This should be made up of alphabetic characters and numbers only. Any special character used in creating the identifier name will result in an error. Blank spaces too are not allowed. This identifier will also act as the email autoresponder address on the system. So use an identifier name that corresponds to the theme for which you want to use this new autoresponder for. Example: newsletter or ecourse etc...
- **From Name:** - The name that the system will use when sending out the message for that particular autoresponder to your subscribers.
- **From email:** - The email address that the system will use when sending your follow-up messages. This should be a valid email address so that if the subscriber decides to contact you by replying to any of your autoresponder message, he/she can easily reach you.
- **Copy follow-up letters from another autoresponder account:** - If you wish to copy the autoresponder messages found in another autoresponder account on the system, simply check the box and enter the autoresponder address of the autoresponder account from which you want to copy the follow-up messages.
- **Confirmation Thank you page:** - If your autoresponder account is set to double opt-in, you can include a url address in this field where you would like the subscriber to be redirected to after they have confirmed their subscription.
- **Optin mode for this autoresponder:** - Select single for a single opt-in mode autoresponder or Double opt-in if you want your subscribers to confirm their email address before they can start receiving the actual messages.
- **Subject line of confirmation email:** - Enter the subject line of the confirmation message that will be send to the subscriber when he/she signs up for this autoresponder. You can personalize this subject line using the following tags: %%FNAMEFriend%% and %%LNAME%%.

- **Confirmation email to send to subscribers:** - Enter your actual confirmation message in this box. Do not enter any promotional materials or ads in your confirmation message. People and isp frown upon this. A confirmation message should contain only a message that tells the subscriber to click on a link if they want to receive your real autoresponder messages. Here are the personalization tags that you can use in the confirmation message:

%%FNAMEFriend%% - for the subscriber's first name.

%%LNAME%% - for the subscriber's last name.

%%EMAIL%% - for the subscriber's email address.

%%REFERRER%% - will be automatically replaced by the website address from which the subscription was activated.

%%VERIFYLINK%% - IMPORTANT link that the subscriber will be able to click on so as to confirm their subscription.

%%FROM%% - The from name that you have set for this autoresponder.

%%FROMEMAIL%% - the from email address that you have set for this autoresponder

- **Custom header & footer** - In these boxes you can enter any message that you want to include in all message for which you have the "Include header" & "Include footer" options checked. You can enter your contact details for example or a disclaimer and other similar information.

Once you have entered the properties of your new autoresponder, click on the "Add new account" button to create the new autoresponder account.

Now to start adding the actual follow-up messages (if you have not copied it from another autoresponder), go back to the main "Autoresponders" page and click on the "[View messages](#)" link.

Message Scheduler

One of the unique features of our autoresponder system is the "Message Scheduler" that allows you to set a message to be automatically sent to your subscribers on a pre-set date. For example, if you want to send your newsletter on a date and you know that you will not be physically available at your PC on that particular date (maybe on vacation or something), you can tell the software to send that message on that date without any intervention on your part.

Now to add a message to be scheduled for broadcast on a pre-set date, following the instructions below:

From the "MESSAGE SCHEDULER" main page, click on the "Schedule a new message" link and set the following options:

- **Message Format:** - The format in which you want the message to be delivered. The default selected option is "Text". You may also select "Html" if you want to send an Html formatted message or "Multipart" if you want to send a message containing both a text and html copy of your message (depending on the subscriber's email client, they will be able to read the one appropriate for them).

- **Subscriber status:** - The system can target the subscribers whom you want to send your message to. The following options will allow you to contact the appropriate batch of subscribers:

Active - to contact every subscriber who are still receiving your follow-up messages.

Finished - to contact subscribers who have already completed your message sequence (ie received all

the message that you had setup in the autoresponder)

All - to contact all subscribers no matter what their status.

- **List to send message to:** - Select the autoresponder account to which you want this message to be sent to.
- **Date to send message:** - Select the date on which you want to software to send this message.
- **Include custom header & Footer:** - If you want the message to contain a custom header and footer that you have added while [creating the autoresponder account](#) or by [editing the properties](#) of the autoresponder. This is useful if you want to include your contact information or any other information that you would otherwise have to repeatedly enter every time you add a new message into the autoresponder sequence.
- **Subject Line:** - Enter the subject line of your message in this field. You may also personalize the subject line using the following two personalization tags: %%FNAMEFriend%% and %%LNAME%%. The first one will automatically replace the subscriber's first name and the second one with the subscriber's last name. For the first name, there's an extra feature that allows you to use a default word just in case the subscriber does not provide his/her first name. Example, if you use %%FNAMEFriend%%, the subject line will automatically contain the subscriber's first name but if no first name is detected, the word "Friend" will be used instead. Other first name tags that you could use are: %%FNAMEInternet Marketer%% or %%FNAMEParnter%% etc.
- **Message:** - In this box you should enter the actual message that you want your subscribers to receive. You can type your message directly into the text box or simply paste it from another text file. The message can be personalized with much more customization tags than the subject line. Below is a list of the personalization tags that you can use throughout the message:

%%FNAMEFriend%% for subscriber's first name

%%LNAME%% for last name

%%EMAIL%% for email address

%%ADDRESS%% for mailing address

%%CITY%% for city

%%STATE%% for state

%%ZIP%% for zip

%%COUNTRY%% for country

%%IP%% for the ip address of the subscriber

%%TELEPHONE%% for the telephone number of the subscriber

%%REGDATE%% for the date at which the subscriber joined your list

%%REMOVELINK%% if you want to place the unsubscribe link that your subscriber can click on so as to remove his/her email address from your list.

%%FROM%% to enter the name of your publication.

%%FROMEMAIL%% to enter the email address that is used as the from address for the current autoresponder.

%%EXTRA1%% - %%EXTRA10%% to enter any additional extra information that you might have collected from the subscriber (or through hidden fields).

%%OWNERFNAME%% for your first name

%%OWNERLNAME%% for your last name

%%OWNERADDRESS%% for your address

%%OWNERCITY%% for your city

%%OWNERSTATE%% for your state

%%OWNERZIP%% for your city

%%OWNERCOUNTRY%% for your country

- **Text to Html formatter:** - If you want to send a "Multipart" message or format your text message into Html codes, this tool will come in handy. Enter your message in the text box and click on the button titled "Get HTML version of the above text message". A window will then pop-up containing the html formatted version of your message. You may simply copy that message and paste it into the appropriate message

box.

Once you have composed your message, click on the "Scheduled Mailing" button and the system will start sending your message to your subscribers when it reached the date you have set. If you want to see how the message will look before you schedule the actual message, click on the "Test Message" button to have the system automatically send a copy of the message to your own email address so that you can see how the message is formatted in your email client.

If you want to "Edit" or "Delete" a particular message that you have scheduled, go to the main MESSAGE SCHEDULER page and click on the appropriate link found next to the subject line of the message you have scheduled.

Archives

In this section of the software you will have access to all the messages that you have saved when broadcasting a message to your list. You will also find a link that you can post on your website, making these archives publicly available to all your visitors. This is a search engine friendly url so posting it on your website is recommended since it contains lots of content that search engines love.

Through the archives section you will also be able to edit and delete any message that you no longer want to keep in the database. And if you want to re-send a message found in the archives, simply select the message and the autoresponder to which you want to send to and click on the "Go" button. Then follow the instructions of how to compose a message for [broadcasting](#).

One additional use of the "Archives" feature is the ability to syndicate your messages through RSS. Just copy the link that points to the RSS feeds and post it on your website so that people who like have RSS readers installed on their PC can book mark your RSS feeds as well.

Global Message Broadcaster

The "Global Message Broadcaster" is a combination of both the message scheduler and message broadcaster with the unique ability to filter your database so that only one message is sent to the subscriber, no matter how many autoresponders a particular person is subscribed to. This avoids annoying your subscribers by sending duplicate messages to them.

Follow the simple process below to make use of the "Global Message Broadcaster":

Setting the filter:

- **Select the lists to which you want to send your message:** - Using your mouse and the **Ctrl** key on your keyboard, you can select and unselect the autoresponders to which you want to send your message to.
- **Subscriber status:** - The system can target the subscribers whom you want to send your message to.

The following options will allow you to contact the appropriate batch of subscribers:

Active - to contact every subscriber who are still receiving your follow-up messages.

Finished - to contact subscribers who have already completed your message sequence (ie received all the message that you had setup in the autoresponder)

All - to contact all subscribers no matter what their status.

- **Include custom header & Footer:** - If you want the message to contain a custom header and footer that you have added while [creating the autoresponder account](#) or by [editing the properties](#) of the autoresponder. This is useful if you want to include your contact information or any other information that you would otherwise have to repeatedly enter every time you add a new message into the autoresponder sequence. You can also specify which autoresponder's header and footer to use using the **Autoresponder account to get header & footer from:** option. Just select the autoresponder identifier from the drop down menu and that autoresponder's header & footer will be used during the message mailing process.

- **Re-send an archived message?** - If you wish to send a message that's saved in your archives database, simply select the subject line of that message and the software will get that message for you when you go to step 2 of the "Global Message Broadcaster" function.

- **When to send message?** - You can specify the software when you want the message to be sent. If you select "Immediately" the message will be processed immediately and if you select "Later", it will be put into the scheduler to be processed later.

Once you've made your choice, click on the **Set filter** button to proceed to step 2:

If you have opted for the message to be sent immediately, follow the instructions for the "Broadcast" feature - [here](#). Otherwise, follow the instructions on how to schedule the message to be sent on a pre-set date - [here](#)

Copy Existing Messages

If you wish to copy the autoresponder messages found in another autoresponder account on the system, simply select the autoresponder address to which you want to copy the messages to and enter the autoresponder address of the autoresponder account from which you want to copy the follow-up messages. Click on "Copy Messages" and the system will get the messages from that autoresponder and copy them into the autoresponder you specified.

- **Form Generator**

To allow people visiting your website to subscribe to any of your autoresponder, simply click on the "Form Generator" link from the "Autoresponder menu. This will activate the form wizard, which is a simply step-by-step set of instructions that will eventually create the html codes required for you to post on your

website so that your website visitors can easily subscribe to your autoresponder. You can either generate form codes to subscribe people to a single autoresponder account or generate a form to subscribe people to several of your autoresponders simultaneously (a unique feature not available in many autoresponder software)

View Subscribers

The view subscribers feature allows you to see the list of subscribers found in each of your autoresponder's database. First of all, you will have to select the status of the subscribers you want to see:

Active - to view every subscriber who are still receiving your follow-up messages.

Finished - to view subscribers who have already completed your message sequence (ie received all the message that you had setup in the autoresponder)

All - to view all subscribers no matter what their status.

Next, select the autoresponder account from the drop down list.

Find a subscriber

If you have just a little information concerning a subscriber (example - just the first name or email address) and would like to either edit the subscriber's information or delete him/her from your database, the "Find a subscriber" will help you locate that subscriber. Just enter any information you have about the subscriber and click on the "Search" button.

Add a subscriber

The "Add a subscriber" feature allows you to manually add a subscriber to any of your autoresponder. Follow the steps below to manually add a subscriber to your database:

- **Autoresponder to add subscriber to** - From the drop down list, select the autoresponder account to which you would like to add the new subscriber to.
- **Subscriber status** - Choose the status to which you want the subscriber to be set. If you select

"Active", the subscriber will be placed in your follow-up sequence. If you select "Finished", the subscriber will only be added to your database without getting any follow-up message. Note that if the autoresponder account to which you have selected to add this subscriber to is set to double opt-in, he/she will receive a confirmation message whether you select Active or Finished as the status.

- **Start with message number:** - If you selected "Active" for the subscriber status, you can also specify at which message the subscriber will start receiving the follow-up messages. If you leave it to 1, the subscriber will start receiving the follow-up messages starting with message 1.
- Next, enter the email address and the other information concerning the subscriber in the remaining fields and click on the "Add Subscriber" button.

Export Subscribers

If you want to export your subscriber list as a backup copy to be stored on your pc or to move your list somewhere else, the "Export Subscribers" status will help you achieve that.

From the two drop down lists, first of all select the status of the subscribers you want to export. These are "Active", "Finished" and "All". From the second drop down list, select the autoresponder account you want to retrieve the subscriber list from. If you want to have the extra fields that you collected (extra1 extra10) exported too, check the box that says: *Include extra fields*. Next, click on the "Export Subscribers" button and when prompted for, provide the filename under which you would like to have your exported list to be saved as on your hard disk.

Import Subscribers

To import subscribers into your autoresponder account, follow the instructions below:

- Select the autoresponder account to which you want the subscribers to be imported to, from the drop down list.
- **Subscriber status** - Choose the status to which you want the imported subscribers to be set. If you select "Active", the subscribers will be placed in your follow-up sequence. If you select "Finished", the subscribers will only be added to your database without getting any follow-up message. Note that if the autoresponder account to which you have selected to add the subscribers to is set to double opt-in, they will receive a confirmation message whether you select Active or Finished as the status.
- **Start with message number:** - If you selected "Active" for the subscriber status, you can also specify at which message the subscribers will start receiving the follow-up messages. If you leave it to 1, the subscribers will start receiving the follow-up messages starting with message 1.
- Next, set the **data import field order** your list is currently formatted to. Your list should be in a CSV (comma separated values) format to avoid any problems when importing your list. For example if your list is formatted in the current order: email@address.com,First Name,Last Name,Ip address,Date subscribed select the following field order on the import page: Field 1 - email address | Field 2 - First name | Field 3 - Last Name | Field 4 - Ip address | Field 5 - Date subscribed

You should make sure that you do not select two identical fields in the field order.

Once you have set the field order, either copy and paste your email list into the text box or click on the "Browse" button found at the bottom of the text box. If you import your list from file, it will override any data you paste into the import box.

Finally, click on the "Import Subscribers" button and let the system start importing your subscribers. If you have a very large list, it is recommended to import it in small chunks so as to avoid any browser time outs.

Filter/Ban Subscribers

If you want to ban certain email addresses or domains from subscribing to your autoresponders, the filter/ban feature will allow you to add or remove any such information any time. Either enter an email address or complete domains. Whenever an email address containing the keywords you store in the filter/ban database is detected, the autoresponder system will not add the subscriber and show an error instead.

Block/Unblock a subscriber

Similar to the Filter/Ban subscriber feature, but this feature will allow you to delete any existing email that's already in your database and also mark that email address so that it cannot be added back to your database without your permission. These are useful features that can be used to ban people who abuse your system.

Link Trackers - View All Trackers

The Link tracker feature allows you to track the number of hits a particular ad has generated or you can use it to track the number of times an ebook or software has been downloaded from your website.

When you click on the "View All Trackers" link from the "Link Trackers" menu, you will get a list of all trackers that you have added to your database. It will also allow you to edit, delete and reset any tracker at the click of a mouse on the appropriate link that will appear next to each tracer.

To get the link that you should use to track your ads or file downloads, click on the "**Get link**" link that you will find on the main trackers page.

Link Trackers - Add New Tracker

To add a new tracker in your link tracking database, first of all enter the title of the tracker that you are going to add. This is for your own use only so that you can identify the purpose of each tracker. Next, enter the "Main URL to track". The main url is required so that the system can redirect the visitor to that website after the hit is logged in your database. If you wish to send people to different web sites through that single tracker, you can enter up to 2 additional urls where the software will automatically redirect people to. Each url will be used by the system in the order they have been added - ie. the main url first, then url number 2 and then url number 3 and then back to number 1 etc...

Link Trackers - Search/Edit/Delete A Tracker

If you have setup many trackers on the system and wish to quickly found one, just enter the title, tracker number or url that is being tracked and the system will search the record for you.

Autoresponder Settings

This should be one of the first thing to do when you log into your administration control panel for the first time.

From the [Settings](#) menu, click on the [Autoresponder Settings](#) link to go to setting modification page.

On that page you can modify the following settings:

Your website's name/title: You can enter your business name or the title of your website.

Your website's main url: The main website where you will be using the Parabots Autoresponder system.

- Custom headers and footers - if you want each outgoing message of this autoresponder account to contain a standard header and footer message (like your contact information or disclaimer), then you can include them here so as to avoid actually typing them every time in your messages. You can use the same personalization tags in the header & footer that you use in the follow-up messages.

Get notification emails when new subscribers sign up: - Get notified each time a new subscriber opts-in to any of your autoresponder account. You can turn this off by selecting NO.

Duplicate subscription: This option tells the system how to handle duplicate subscriptions. If you select YES, it will first of all delete the existing subscriber's information from your database and then re-subscribe him/her as a new affiliate. If you select NO, the system will give the subscriber an error message.

- If your autoresponder account is set on double opt-in, next enter the subject line of the confirmation email that will be sent by the script whenever someone subscribes to this autoresponder. You can personalize the subject line using these two personalization tags: %%FNAMEfriend%% and %%LNAME%%. These will be automatically replaced with the subscriber's first name and last name.
- Next, enter the actual confirmation email that will be sent to the new subscriber. Keep it short and avoid promoting anything in this email.
- You can also modify the **Custom unsubscription text**: - this is the actual one line text that's included by the software in all outgoing messages.

Personal Settings

The personal setting contains your personal information like your name and address. You can also change your account's password through that link

Website Integration

The autoresponder system has various features that you can use to enhance your website. These are:

- **Website personalizer** will allow you to personalize your web pages with the name of your subscribers. You can simply copy and paste the snippet of codes found on the integration page on your web pages and anytime someone subscribes through your sign-up form, they'll have their name automatically included on your web pages.
- **RSS Syndicator** - if you want your website visitors to get access to past issues of your newsletter, just copy the code that's found on the website integration page and paste it anywhere on your website so that people can access your archives through an RSS reader.
- **Javascript optin pop-up window generator**: - this will create a keyboard-free system through which your subscribers can subscribe to your autoresponder. Just enter the text you want to be shown on your website, the autoresponder to which you want the subscriber to be added to and the length of the cookie. Click on the "Generate Code" button and copy the html codes on your website to have the javascript pop-up window show-up to your visitors.

