

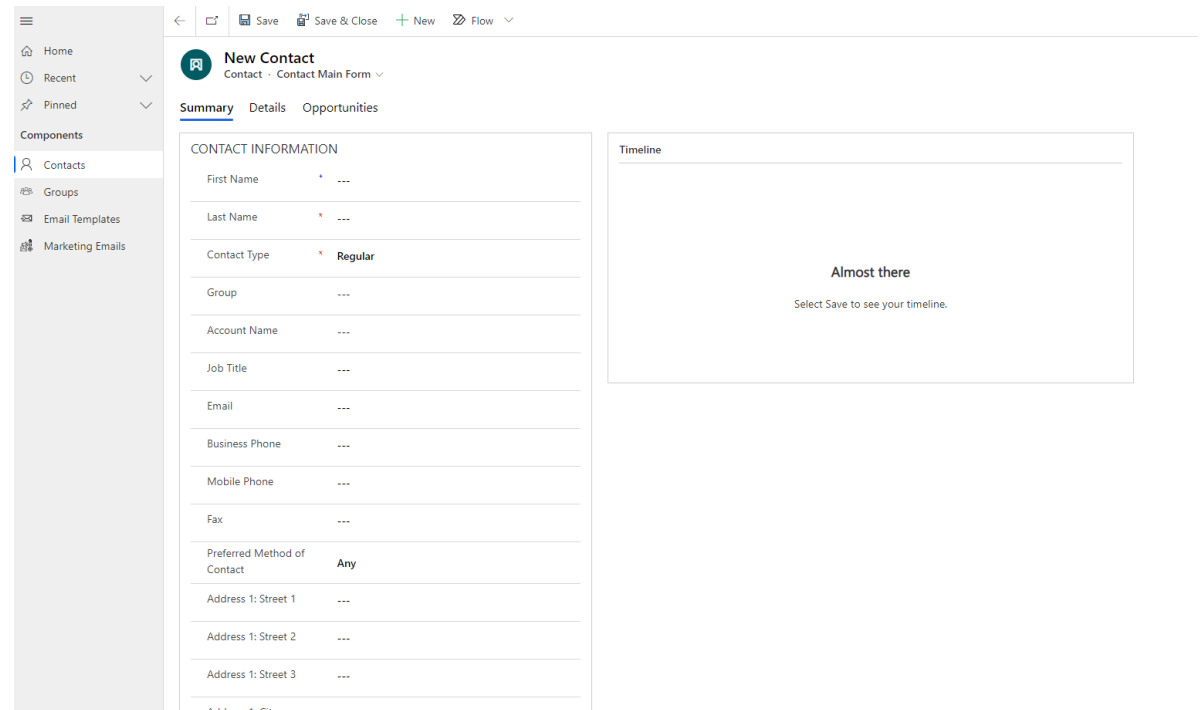
Email Marketing System

# USER MANUAL

# Contacts

# Create A Contact

1. Navigate to Contacts
2. Click New from the navigation pane
3. Select the Contact Type
4. Fill the required fields
5. Click Save on the command bar



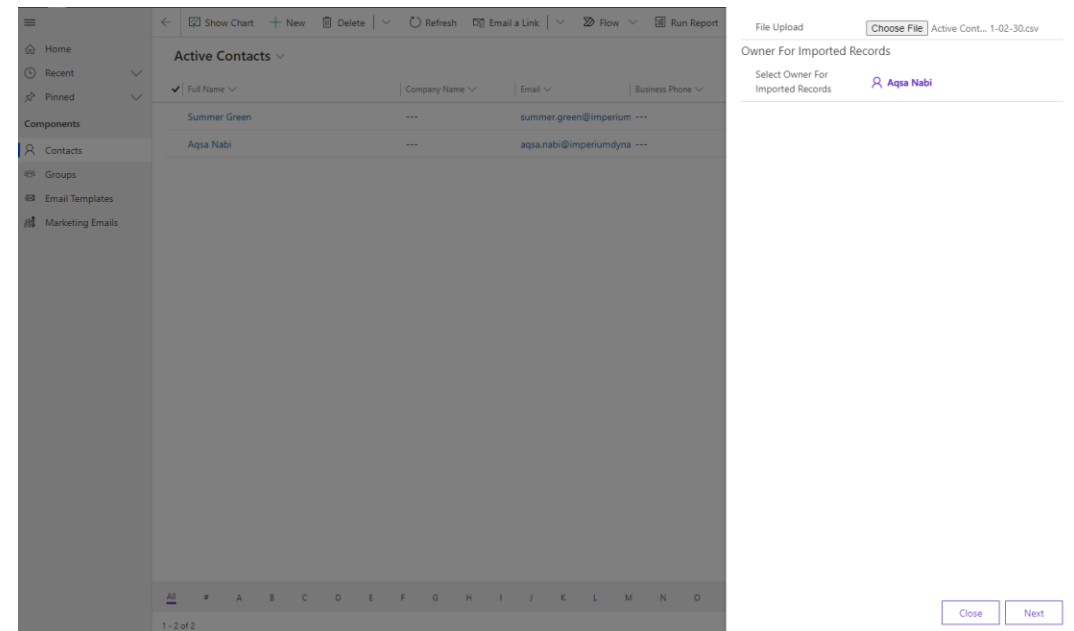
The screenshot displays the 'New Contact' form in a CRM application. The interface includes a navigation pane on the left with options like Home, Recent, Pinned, and Components. The main form area is titled 'New Contact' and has tabs for Summary, Details, and Opportunities. The 'CONTACT INFORMATION' section contains the following fields:

- First Name: ...
- Last Name: \*
- Contact Type: \* Regular
- Group: ...
- Account Name: ...
- Job Title: ...
- Email: ...
- Business Phone: ...
- Mobile Phone: ...
- Fax: ...
- Preferred Method of Contact: Any
- Address 1: Street 1: ...
- Address 1: Street 2: ...
- Address 1: Street 3: ...

On the right side, there is a 'Timeline' section with a message: 'Almost there. Select Save to see your timeline.'

# Import An Excel File

1. Navigate to Contacts
2. Click Export To Excel on the command bar to download the template
3. Click Enable Editing
4. Delete the existing contents
5. Update the downloaded file with Contacts – Provide the name of the target Group (the Group must exist in the system)
6. Save the file
7. Click Import from Excel in the command bar
8. Upload the file from the device
9. Click Done
10. Refresh page



# Groups

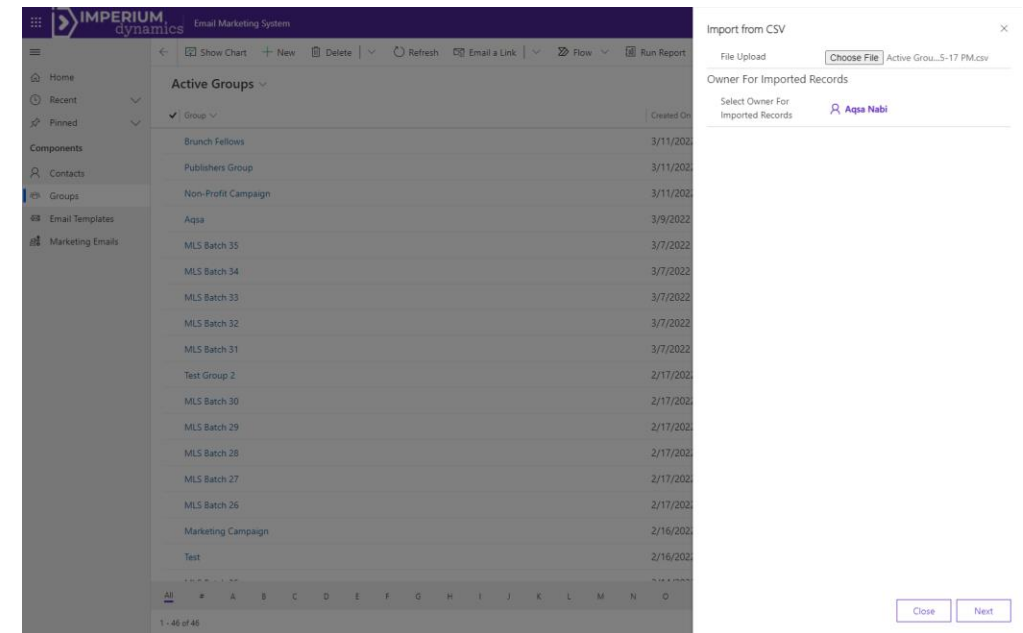
# Create A Group

1. Navigate to Groups
2. Click New from the navigation pane
3. Provide Group name
4. Click Save
5. Add Contacts in the table
6. Click Save on the command bar

The screenshot displays the Dynamics 365 interface for creating a new group. On the left, a navigation pane shows 'Groups' selected under the 'Components' section. The main area is titled 'Youth Club - Saved' and shows a 'Group' card with the name 'Youth Club'. Below the card is a table with columns for 'Full Name', 'Company Name', 'Email', 'Business Phone', 'Created On', and 'Created By'. The table is currently empty, displaying 'No data available.' and a pagination bar showing '0 - 0 of 0'.

# Import An Excel File

1. Navigate to Groups
2. Click Export To Excel on the command bar to download the template
3. Click Enable Editing
4. Delete the existing contents
5. Update the downloaded file with Group names
6. Save the file
7. Click Import from Excel in the command bar
8. Upload the file from the device
9. Click Done
10. Refresh page

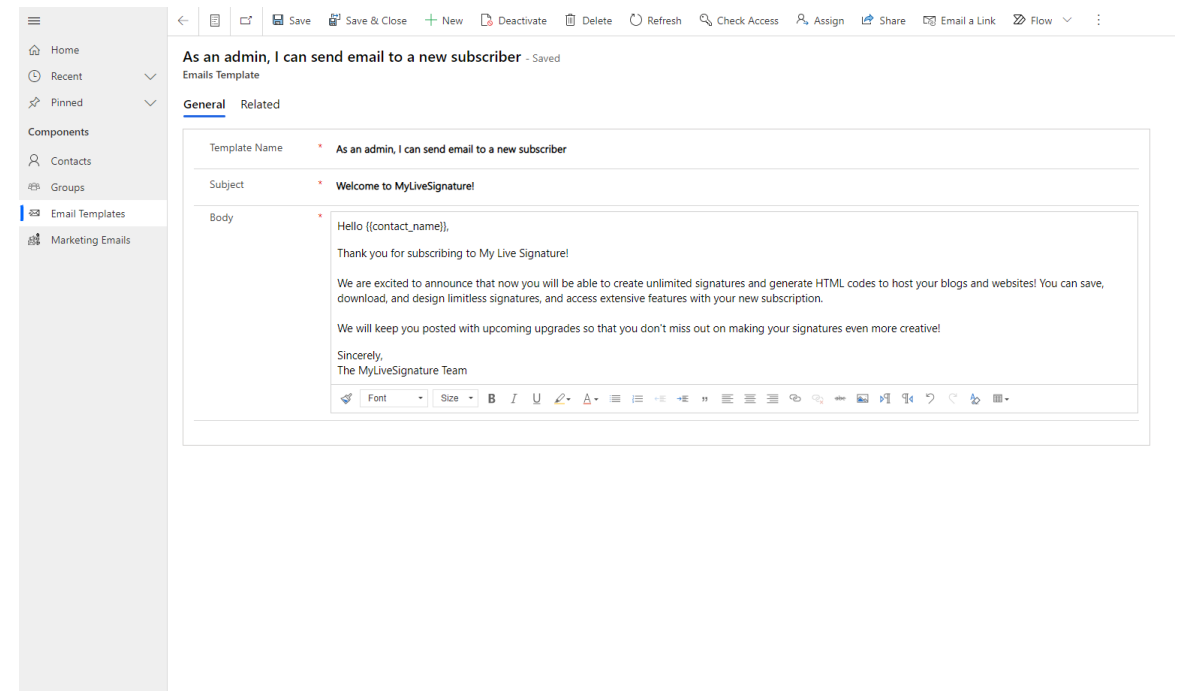


# Email Template



# Create an Email Template

1. Navigate to Email Templates
2. Click New on the command bar
3. Fill the required fields
  - Refer contact name in the emails with `{{contact_name}}`
4. Click Save & Close on the command bar



The screenshot displays the Dynamics 365 interface for creating an email template. The left sidebar shows the navigation menu with 'Email Templates' selected. The main area shows the 'New' button highlighted in the command bar. The 'Email Templates' form is open, showing the following fields:

- Template Name:** As an admin, I can send email to a new subscriber
- Subject:** Welcome to MyLiveSignature!
- Body:** Hello {{contact\_name}},  
Thank you for subscribing to My Live Signature!  
We are excited to announce that now you will be able to create unlimited signatures and generate HTML codes to host your blogs and websites! You can save, download, and design limitless signatures, and access extensive features with your new subscription.  
We will keep you posted with upcoming upgrades so that you don't miss out on making your signatures even more creative!  
Sincerely,  
The MyLiveSignature Team

The form also includes a rich text editor toolbar at the bottom.

Send Emails

# Create a Marketing Email

1. Navigate to Marketing Emails
2. Fill the required fields
3. Select a Group
4. Select the Email Template
5. Click Save on the command bar
6. Click Send on the command bar
7. Track the email

The screenshot shows the 'Marketing Email' configuration page in Imperium Dynamics. The left sidebar is expanded to 'Marketing Emails'. The main content area displays the configuration for a 'Single Send to MLS Batch LIMIT 107993-109992 (2000 users)'. The configuration is saved and shows the following details:

| General        |   | Related |  |
|----------------|---|---------|--|
| Name           | * Single Send to MLS Batch LIMIT 107993-109992 (2000 users) |         |  |
| Group          | * # MLS Batch 35  |         |  |
| Email Template | * # As an Admin, I can send an email to the existing users  |         |  |
| Status         | Completed   |         |  |

|               |          |                 |          |
|---------------|----------|-----------------|----------|
| Total Count   | 2,000.00 | Processed Count | 2,000.00 |
| Success Count | 0.00     | Failure Count   | 2,000.00 |

# Imperium Dynamics

Thank you for your time and we look forward to working with you!



Chicago, Siegen, Karachi