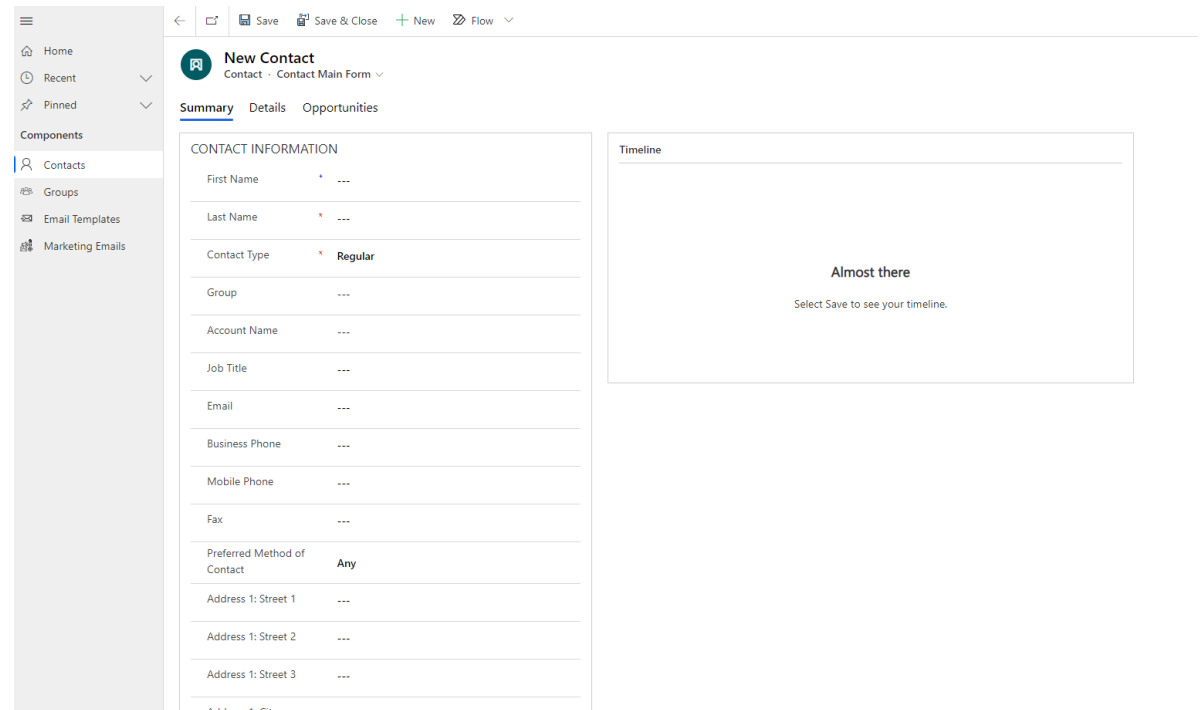# Email Marketing System

USER MANUAL

IMPERIUM, dynamics

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
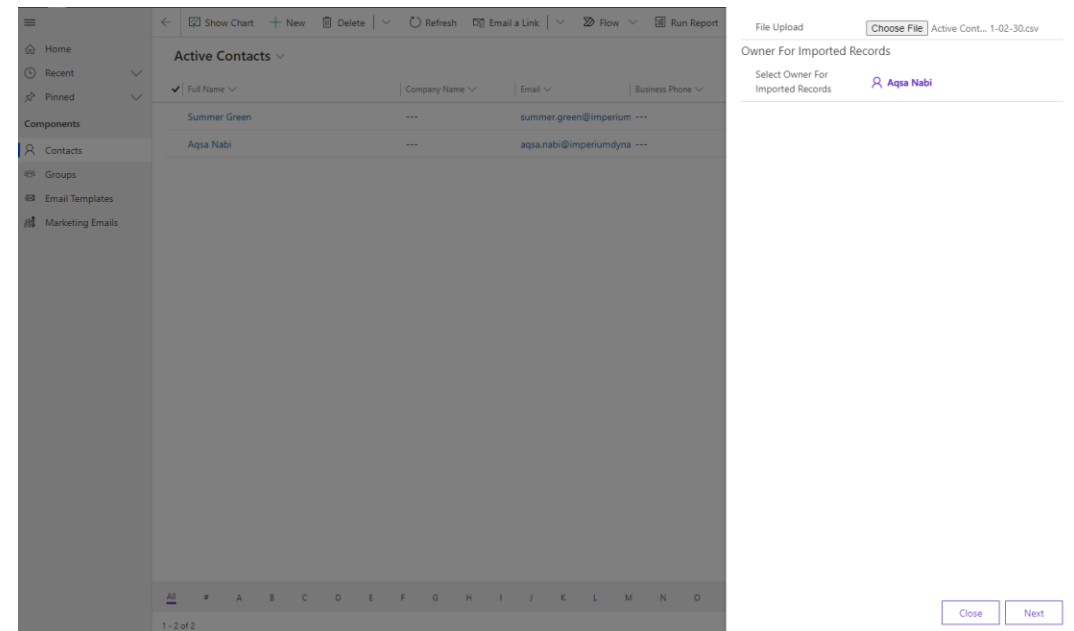5. Click Save on the command bar

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

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
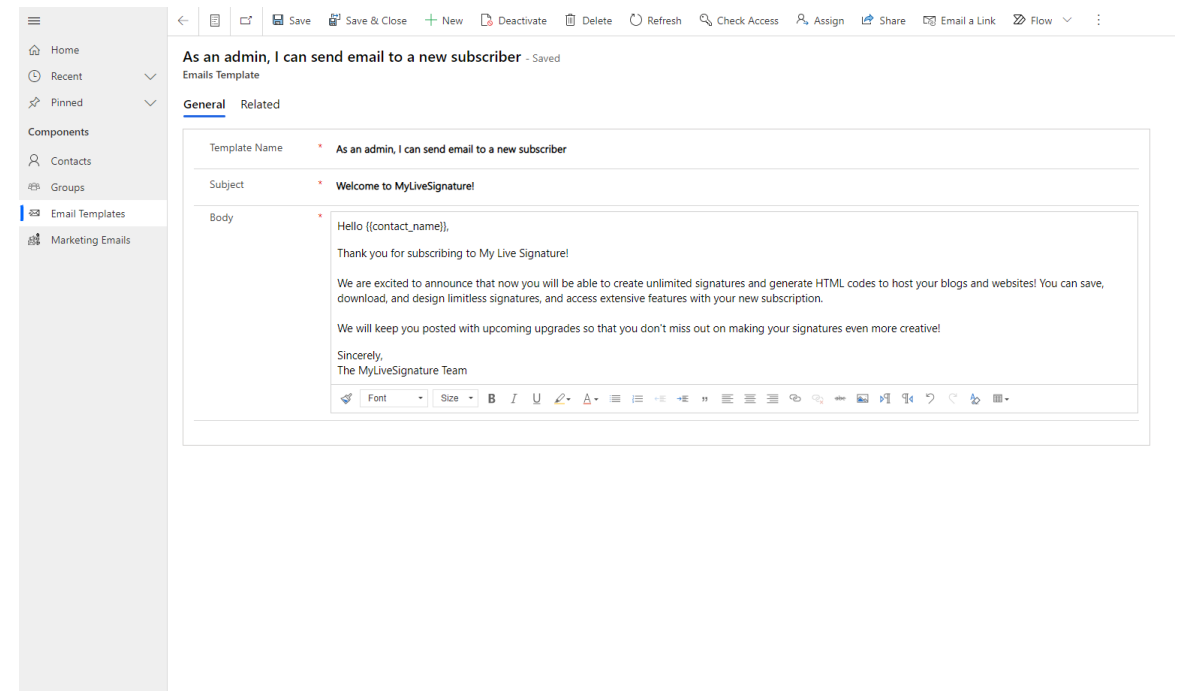9. Click Done
10. Refresh page
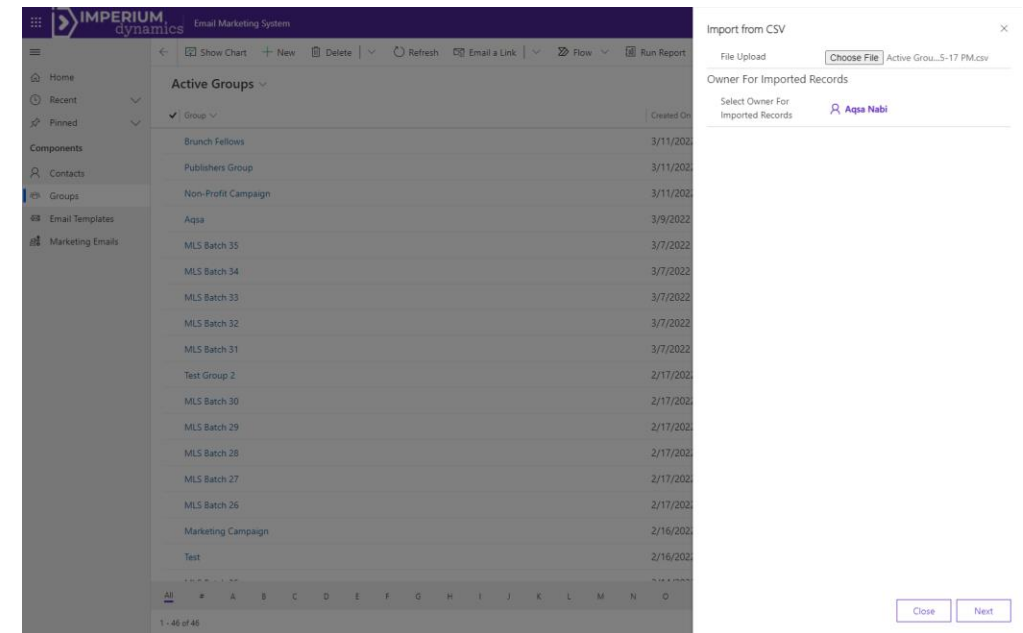
Email Template

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

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

Imperium Dynamics

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

Chicago, Siegen, Karachi