

Ismarts-Newsletter Module

Browsing the members

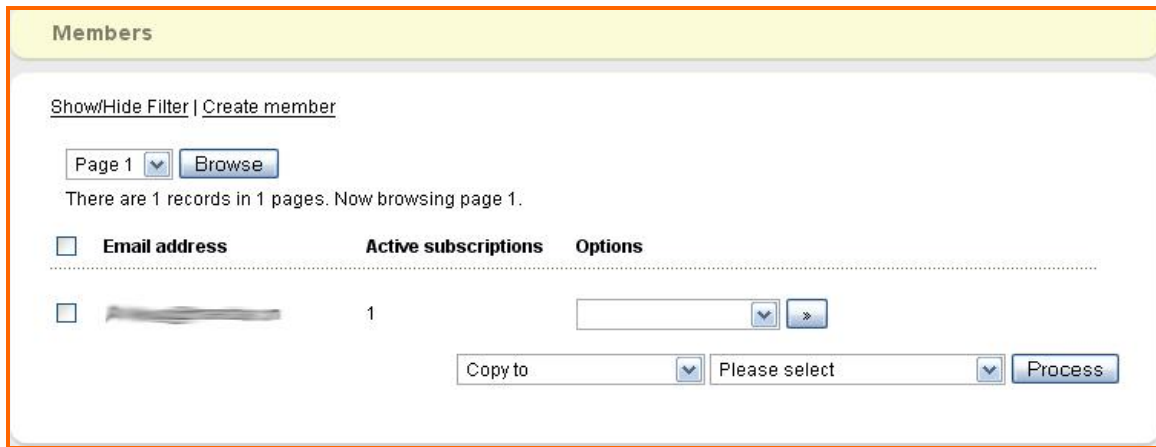
In order to browse the existing members subscribed to different lists or a particular list you will need to go to "**Members > Browse Members**", this will take you to the screen as shown in the below screenshot.

The screenshot shows a web interface titled "Members". At the top, there is a yellow header bar with the text "Members". Below this, a dashed box contains the instruction "Please define your search criteria to browse members". Underneath, there are two links: "Show/Hide Filter" and "Create member". The main content area is a light yellow box containing the following elements:

- A section titled "Display the following fields:" with a list box containing "Bounce type" and "Password".
- A search bar: "Search for [] keywords in [] field".
- A dropdown menu: "List records of any [] mail list".
- Ordering options: "List records order by email address [] in ascending [] order".
- Records per page: "List 20 records per page".
- Two checkboxes: "Browse non-grouped (hidden) members" and "Save filter options".
- An "Apply filter" button.

At the bottom of the form, there is a "Page 1" dropdown and a "Browse" button. Below the form, the text reads: "There are 0 records in 1 pages. Now browsing page 1."

The above screen will show you the form for search criteria if you have to browse and see a specific set of members. If you do not want to see a specific set of members and just browse all the available members then click on the "**Browse**" button - and you should see all the available members in the system as shown in the below screenshot.



This screen will list all the members within the *database* - under the option next to the member's email id you can choose to **Edit** the membership details, you can check the campaign activity for this particular member and you can also check the bounce activity.

Just below the list of the member records there are other functions available

- Copy to - this will allow you to copy selected members to a different list
- Ban Members - this will allow you to ban the selected members from a particular list
- Black list members - this will allow you to black list the members from the system
- Remove members from - this will allow you to remove members from the list.
- Delete members - this will delete all the selected members from the Ismarts-Newsletter Module database.

Searching members

Ismarts-Newsletter Module offers an advanced functionality to search members with various conditions and filters.

This makes your life easier in getting faster and accurate search results.

In order to search for a particular set of members go to

"Members > Browse Members" - this will show you the screen as shown in the below screenshot.

Members

Please define your search criteria to browse members

[Show/Hide Filter](#) | [Create member](#)

Display the following fields:

Bounce type
Password

Search for keywords in field

List records of any mail list

List records order by email address in ascending order

List 20 records per page

Browse non-grouped (hidden) members

Save filter options

Page 1

There are 0 records in 1 pages. Now browsing page 1.

In the above form you can set several options and conditions to search a particular member or set of members. Let us now understand all the related options we can select and its explanation.

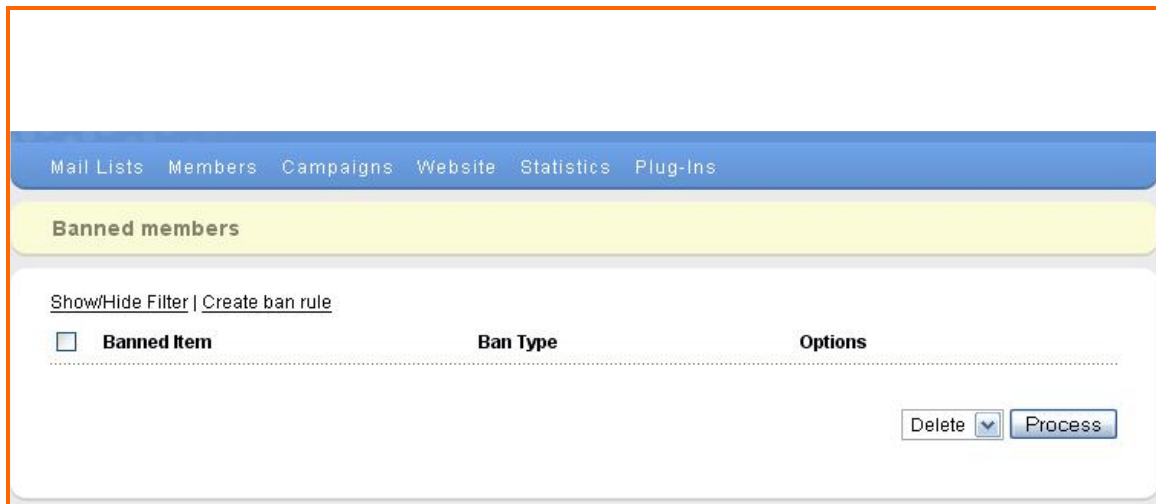
Display the following fields
This option allows you to select the custom fields to be displayed when you search the member records.
Search for
This field can be used to enter a keyword which can be included in the particular field.
Keywords in
This drop down menu will allow you to search the typed keyword in the previous field within the fields available under the drop down.
List records of
Select the mail list from the drop down menu.
List records order by
This allows you to list the records using the ascending or descending order and just under that you can define the number of records to be displayed in one page.
Browse non-grouped (hidden) members
If you tick this option you will be able to search for the members which are not in any of the mailing list
Save filter options
If you tick this option - the criteria you are using to search for a member can be saved as a filter - so that you can use it next time you wish to.

Use these options to make the specific and precise search.

Banned Members

As a part of making your mailing list system more comprehensive Ismarts-Newsletter Module provides banning of members from a particular list or globally across the system.

In order to ban a member go to "**Members > Banned Members**" - this will show you the screen as shown in the below screenshot.



The above screenshot will show the existing banned members - its type and related options. In order to create a ban rule - click on the **"Create ban rule"** link. You should see the screen as shown in the below screenshot.

Let us check what all fields we need to populate while adding a ban rule.

Mail List to ban from	
Here you can select a single list or multiple lists by holding the CTRL key and click on more than one list. You can also make your ban rule act as a Global ban rule by selecting Global option on the top of the list.	
Ban Type	
IP Address:	You can ban someone by entering the IP address of the mail server.
Domain Name:	You can use this to ban the domain name
Email Address:	You can use this to ban a particular email address
Banned Items	
You can enter only a part of the item such as @example.com will match all *@example.com addresses.	

After you select the necessary options click on the **"Add"** button to add the ban rule.

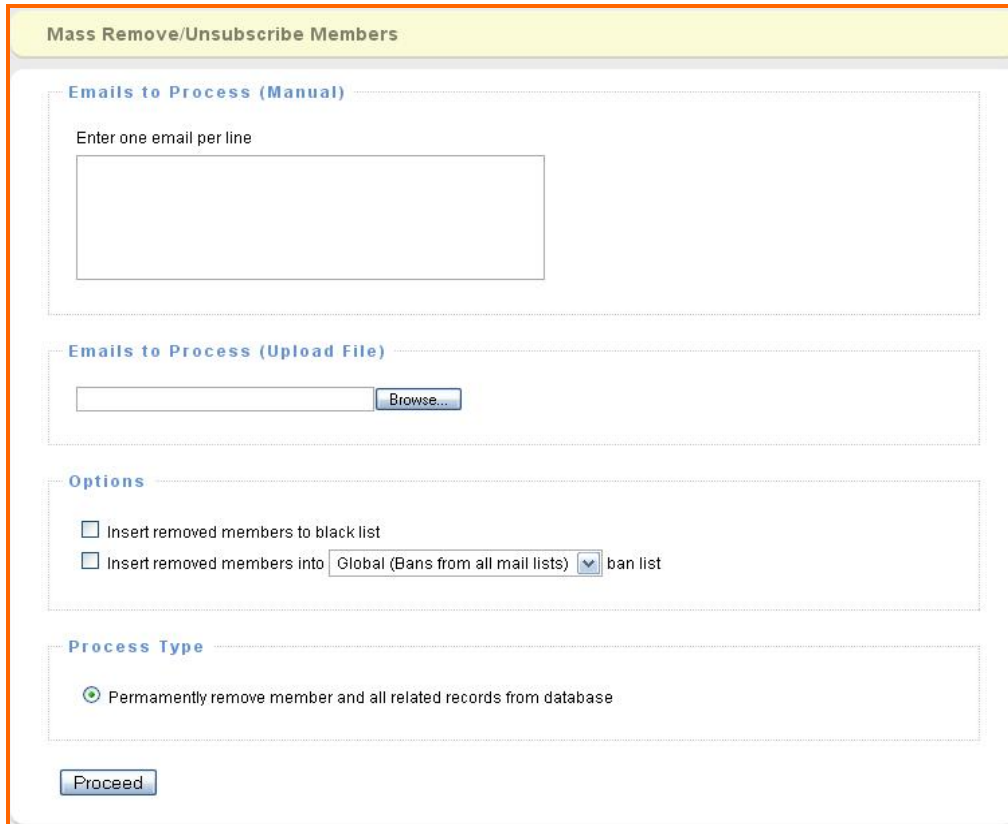
Black listed members

You can not create any black listed member. *A member can be black listed by unsubscribing from a mail list* (if the feature is enabled for that mail list). Black listed member will not receive any future campaigns. Or black listed member will not be able to re-subscribe to mail lists.

When you go to **"Members > Black listed members"** this screen will show you the existing black listed members within your Ismarts-Newsletter Module database.

Mass remove members

Ismarts-Newsletter Module allows you to remove number of members at one go. In order to mass remove your members go to **"Members > Mass Remove"** - you should see the screen as shown in the below screenshot.



The screenshot shows a web form titled "Mass Remove/Unsubscribe Members". It is divided into several sections:

- Emails to Process (Manual):** A section with the instruction "Enter one email per line" and a large empty text area for pasting email addresses.
- Emails to Process (Upload File):** A section with a file input field and a "Browse..." button.
- Options:** A section containing two checkboxes:
 - Insert removed members to black list
 - Insert removed members into Global (Bans from all mail lists) ▼ ban list
- Process Type:** A section with a radio button selected for "Permanently remove member and all related records from database".

At the bottom of the form is a "Proceed" button.

There are two ways you can mass remove members - either pasting the email addresses one per line or uploading a txt file which has email id's one per line. Let us now understand what all fields we need to select and populate in order to perform the mass remove action on the members database.

Emails to Process (Manual)	
You can enter the email addresses one per line in this box.	
Emails to Process (Upload file)	
You can upload a file which has email addresses one per line.	
Ban Type	
Here you can upload a txt file having email addresses one per line and remove the members.	
Options	
Insert removed members to black list:	If selected the members which are removed will be added to the black list
Insert removed members into:	If selected you can choose the mail list to move these removed members or else add them to the Global bans.
Process Type	
Permanently remove member and all related records from database will make sure that your mail lists does not have any traces for the removed members.	

Have all the options filled with proper values and click on the **"Proceed"** button. This will process all the members pasted in the box or using the uploaded file.

Purge Members

This utility is used to purge the members who are not opted in or out in a specific time frame [can be selected by you].

To do this go to **"Members > Purge Members"** - and you should see the screen as shown in the below screenshot.

You can to select the method for purging the members. Once you select your method and purge the members they will be removed from the Ismarts-Newsletter Module database completely.