



1→2→ALL

E-mail Marketing Software

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Software License Agreement

BY ORDERING ACTIVECAMPAIGN SOFTWARE AND BY USING ACTIVECAMPAIGN SOFTWARE YOU ACCEPT, AGREE TO AND AGREE TO BE BOUND BY THIS LICENSE AGREEMENT.

1 - SOFTWARE INFORMATION

ActiveCampaign is the sole owner of all logos, help docs, code, and other related materials. This is a non-transferable ownership. Obtaining a license does not provide legal ownership over any of the above.

2 - COPIES OF SOFTWARE

ActiveCampaign allows you to you have one (1) unused copy of your software. The copy must be a backup copy and must not be used in any way. Your backup copy must be kept in your possession. Installed copies of the software may not exceed the number of licenses purchased.

3 - LICENSING DETAILS

For each license purchased you may use that software in one (1) location / domain. The number of active copies of software must match or be below the number of licenses that you have purchased. We reserve the right to void your technical support & upgrades and/or pursue legal action if this is violated.

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With the purchase of a license you may not do the following:

- > Exceed the number of licenses purchased by using multiple copies.
- > Copy the software, help docs, code, or graphics.
- > Remove comments that exist within the code. Note: These comments are not visible to users.
Only in the source code.
- > Make attempts to discover the source and or algorithms involved
- > Disclose or release any code, documentation, proprietary know-how, or content.
- > Reverse engineer or use any code / algorithms involved in any other way than direct use with the software.
- > Resell the software directly without an initial agreement with ActiveCampaign
- > Sub-License or rent any area of the software, script, or any part of the software package.
5 Users Allowed By Default With a Single License
- > Transfer ownership of the software.
- > Claim ownership and/or creation of the software.

5 - WHAT WE MAY DO

ActiveCampaign reserves the right to monitor your license usage. This includes the monitoring of your license and we will never collect any information beyond license information such as serial #'s and locations of usage. ActiveCampaign also reserves the right to void your technical support/upgrades and/or pursue legal action if any part of this license agreement has been violated.

6 - LICENSE TERMS

This license agreement is automatically activated upon payment and upon receiving the ActiveCampaign software. You may terminate this agreement by erasing all copies of the software. This includes all source files, documentation, and database structures.

7 - LIABILITY

In no event shall ActiveCampaign be liable for any damages and/or losses including security issues, data, bugs, losses, or any other damages.

If you have a situation in which you feel you may be conflicting with the license agreement, please contact licenses@activecampaign.com with the software title and any applicable information. Each situation is met on a case-by-case basis.

Introduction

1-2-All E-mail marketing combines feature rich, professional mailing list management with supreme ease of use. Effectively manage your lists utilizing all the essential features you would expect from a front of the line email marketing solution. Save time and money while enhancing the quality of your marketing. Advanced features and statistical tracking abilities allow you to gauge the effectiveness of your marketing campaigns. A user friendly interface, including multiple viewing options, make features accessible to an even wider audience. Email marketing can help you realize your growth potential.

System Requirements

PHP

(4.1 or above preferred.)

Ability to use PHP mail() function.
(Available by default)

set_time_limit() function
(Available by default)

safe_mode turned off
(Available by default)

MySql

(3.23 or above preferred.)

Ability to set a cronjob is required for the schedule sending features.

Internet Explorer 5+ with Windows Operating System required to use optional WYSIWYG text editor.

*List Size / Sending Speed

Sending times depend on many factors including server resources, list size, available bandwidth, server configuration, php/mysql configuration and more.

Unix/Linux Setup:

Unzip the 12all.zip file.

Upload the main directory "12all" to your web server.

UPLOAD ALL FILES IN BINARY MODE ONLY.

You may change the directory name "12all" to what you choose.

*CHMOD engine.inc.php located in the main 12all/admin directory to 777.

*CHMOD the folder images located in the main 12all/admin directory to 777.

*CHMOD the folder backups located in the main 12all/admin directory to 777.

*CHMOD the folder attach located in the main 12all/admin directory to 777.

*CHMOD the folder gtmp located in the main 12all/admin directory to 777.

*CHMOD the folder tmp_imp located in the main 12all/admin directory to 777.

Run / open the **install.php** file located in /12all/admin/install.php via your web browser.
Complete on-screen instructions.

Your basic setup is complete.

To login to your admin control panel point your browser to your 1-2-All directory.

> NOTICE <

For additional setup to utilize features such as Schedule Sending, Auto-Responders, Sending Monitoring, and automated bounced email checking, please view cron_setup.txt

*CHMOD = To Change permissions.

Windows Setup:

Unzip the 12all.zip file.

Upload the main directory "12all" to your web server.

UPLOAD ALL FILES IN BINARY MODE ONLY.

You may change the directory name "12all" to what you choose.

Run / open the install.php file located in /12all/admin/install.php via your web browser.
Complete on-screen instructions.

Your basic setup is now complete

To login to your admin control panel point your browser to your 12all directory.

> NOTICE <

For additional setup to utilize features such as Schedule Sending, Auto-Responders, Sending Monitoring, and automated bounced email checking, please view cron_setup.txt

| General Settings

Central Language File

1-2-All is not limited to English. With the central language file, all text is located in a single source page that you may easily adjust to your language as needed. Or use our pre-existing language files for the following languages: English, Chinese, Dutch, French, German, and Spanish.

To change the preset language file

After logging on, using your administrative username and password, click on “Script Settings” under “Admin Settings” on the menu to the left. Use one of the pre-existing language files from the drop down menu below “Language.” Or scroll down to “Custom” if you are using another language.

Software URL / Web Location

Must include http:// beginning and should NOT have a trailing slash.
EX: http://domain.com/12all

Language

English ▼
English
Chinese
Dutch
French
German
Spanish
Custom

What to use for sending mail

Mail() **Default Sending Method.**

Will use the default MTA on your system. Such as sendmail, qmail, etc..

To translate the software into your language

Open the lang folder and click on custom.php in your 12all folder. Edit the file to customize it to your own language. Save and close the custom.php file. After selecting the language that’s right for you, click on “Save Changes.”

```
" -----
# If the quotes or anything is removed it will produce
# errors when this language file is used.
# Simply just translate what is in the quotes.
#
# The default language in this file is English.
#
#####
```

```
// Charset for language (Default = iso-8859-1)
$lang_char = "iso-8859-1";
```

Branding 1-2-All

You can change the logo, rename the software, and further brand the script to your company by opening the brand.inc file. Instructions are commented (// followed by text) and easy to follow.

```
22 // Logo
23 // Should be the full location to your logo
24 // Size is 165x50 pixels
25 // Good example:
26 //      $brand_logo = "http://www.mysite.com/logo.gif";
27
28 $brand_logo = "media/h_1.gif";
29
30 // -----
31 // Copyright
32 // License agreement does not allow you to set your own copyright,
```

Open up your 12all folder and click on /admin/brand.inc.php. Detailed instructions guide you through every step of the branding process. Set the name or title of the mailing list administration area. By default, it is 1-2-All Broadcast E-mail Software. Substitute the default brand logo with your own logo. Additional fields allow you to add your brand copyright, brand links, and brand more.

Setting up Cronjobs

You are able to set a cronjob for the following files/tasks:

cron.php	- Required for scheduled sending and will also eliminate server timeouts while sending mailings.
cron_bounce.php	- Automatically runs bounced email checker.
cron_responder.php	- Required for auto-responders. (Not required for instant auto-responders)
cron_pop.php	- For subscribe/unsubscribe by email

Setup:

- 1) Set permissions of the cron file to be usable via cron.
Chmod cron file to 755
- 2) Ensure that the first line of the cron file is the location of php on the server.
Default first line entry on this file is:
#!/usr/local/bin/php -q
The /usr/local/bin/php should be the location of php

3) Add a cron job to run the cron file as often as you require.

Suggested times for running cron:

cron.php every 15 minutes

cron_bounce.php every 12 hrs

cron_responder.php every 60 minutes

If you are unsure how to set the cronjob to run, it is suggested to contact your web host or system administrator.

You should not set your cron job to run under 5 minutes

Need additional help with setting up a cron job?

We suggest to contact your web host/system admin or view some of the resources below:

<http://david.dpitts.com/archives/000011.html>

<http://www.linux-tutorial.info/cgi-bin/display.pl?78&0&67&0&3>

<http://www.linuxjournal.com/article.php?sid=3290>

<http://www.4webhelp.net/tutorials/misc/cron.php>

<http://www.phpfreaks.com/tutorials/28/0.php>

Files That Can Be Modified

For greater customization, including better web site integration, the following is a list of files that can be modified.

Public

- + index.php (main public index page / layout)
- + archive.php (public archive)
- + box_preset.php (default subscription form layout)
- + p_f.php (forward to friend)
- + p_m.php (update subscription details)
- + p_v.php (web viewable copy of message)
- + template/subscribe_confirm.php (default confirmation page)
- + template/default.css (general CSS settings)

Admin

- + admin/template/top.php (top header of admin interface)
- + admin/template/bot.php (bottom footer of admin interface)

| List Settings

General

To control your general list settings choose “General” under “List Settings” on the menu at the top. You can name the newsletter and set the sender’s email address. You can choose between the following language options: English, Chinese, Dutch, French, German, Spanish, and Custom. For more

on customized language settings see “Central Language File.”

Name and Sender

Name of Newsletter

Senders E-mail Address

Language

Administrator List Settings

Max Image Upload Size

bytes

You can set maximum image upload, attachment size, and members allowed. You can determine acceptable file formats, number of e-mails permitted to send, list expiration date, sending formats allowed, whether to keep default status of automatic unsubscription link check box, and number of attachments allowed per mailing. You can specify an address to send copies of mailings. You can also have email alerts sent to you when a new user subscribes.

Ability schedule mailings?

Yes No

Sending Formats Allowed

MIME HTML TEXT

Keep Private?

List will not be listed on default subscription page.

Yes No

Default status of automatic unsubscription link check box

Checked Unchecked

Allow duplicates

Yes No

You can set permissions for the ability to upload images and attachments; generate HTML Form Code; use templates, link tracking, and open/read tracking; personalize mailings, block subscribers; change double opt-in/out, re queue mailings, schedule mailings, hide list from default subscription page; and allow duplicates. When you have completed setting your general list settings click on “Save Changes.”

Opt In/Out

Opt-In/Out settings allow you to confirm that the email address attempting to subscribe actually is the owner of the address. When turned on a message (that you specify) will be sent to the potential

subscriber's email address. This email contains a link that the subscriber must click on for the email address to be subscribed. If the link is not clicked on the email will not be part of the list. You are able to enter the email address it is from, subject, and customize the entire message the user receives for both the opt-in and opt-out messages. Additionally, you can turn either on/off as you like. IE: Opt-In On and Opt-out Off.

Subject

Opt-In Message Personalize Message:

Thank you for subscribing to our mailing list, ads.

To verify your subscription, please visit:
%CONFIRMLINK%

Any questions may be sent to our mailing list admin at

To turn this on/off click on "Opt-In/Out Settings" under "List Setting" on the administrative main page. To turn them on select "Yes" or turn them off selecting "No." The WYSIWG text editor on the page allows you to customize your Opt-In/Opt-Off message. Click on "Personalize" to easily enter tags to a number of fields: "Subscriber's Name", "Subscriber's Email", "Subscriber's IP", "Update Profile Link", and "Unsubscribe Link. When your messages are specified to your liking, click on "Save Change" to update your mailing list.

Opt-Out Confirmations

Yes No **Confirm Opt-Out?**

Subject

Opt-Out Message Personalize Message:

Your unsubscription to our mailing list, ads has been initiated.

To verify your unsubscription, please visit:

Subscriber Fields

You can get additional subscriber information from your subscription forms by adding additional subscriber fields. These subscriber fields are used to gather additional information beyond name and email. You can gather subscriber information using radio buttons, check boxes, text fields, text

boxes, and drop downs. You can specify a default value and choose whether or not to require your subscribers to enter in the additional information. You can even apply these subscribers to other lists that you have set up. Select all the lists you want to apply subscriber fields to by holding down on the “Ctrl” button. You can add any number of these optional fields.

<p>Name*</p> <input type="text" value="Country"/>	<p>Default Value (OPTIONAL)</p> <input type="text"/>
<p>Required</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Allow other lists to use this field (press the ctrl key to select multiple lists)</p> <div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #333; color: white; padding: 2px;">ads</div> <div style="background-color: #333; color: white; padding: 2px;">test</div> </div>
<input type="button" value="Add"/>	

Click on “Subscriber Fields” under “List Settings on the menu at the top. Use the drop down menu under “Add a new field” to add subscriber fields that include text box fields, text fields, check box fields, radio button fields, and drop down fields.

Type	Name
<input checked="" type="radio"/> Text Field	Country (%PERS_1%)
<input checked="" type="radio"/> Text Box	Description (%PERS_2%)
<input checked="" type="radio"/> Checkbox	Employed (%PERS_3%)
<input checked="" type="radio"/> Radio Button(s)	Sex (%PERS_4%)
<input checked="" type="radio"/> Dropdown	State (%PERS_5%)

Blocking Addresses

Block any address from subscribing to your list. Click on “Blocked Addresses” to view a list of any blocked addresses. Add to this list by typing new addresses into the text field and clicking on “Save Changes.” Addresses should be separated with a return / new line. This feature is useful for keeping out unwanted subscribers.

Blocked Addresses

Email Address To Be Blocked

```
john@smith.com, joe@morris.com, ned@lewis.com
```

Remove List

To remove a list go inside that list and click on “Remove List” under “List Settings.” You will be asked to confirm whether you want to remove this list. Once removed, the list can not be brought back.

Delete List

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 message

This can not be undone.

Would you still like to remove this list?

Yes - Remove Now

No - Cancel

Email Headers

You can add specified information to custom email headers that are added within each of your mailings. You can update the name of the mailing, header information and the date that the mailing was created. You can also create new custom email headers with name and header information.

Custom Email Headers

Add Custom Header

Name:

Header Information:

Save

Saved Custom Headers

Subscribe/Unsubscribe by Email

You can set up any number of POP accounts for subscribing and unsubscribing to emails. This way your subscribers can send their form information directly to a specified email address.

Add POP Account

Email Address

Port (Default: 110)

POP Server (IE: pop.server.com)

Pass

User

Action

 ▼

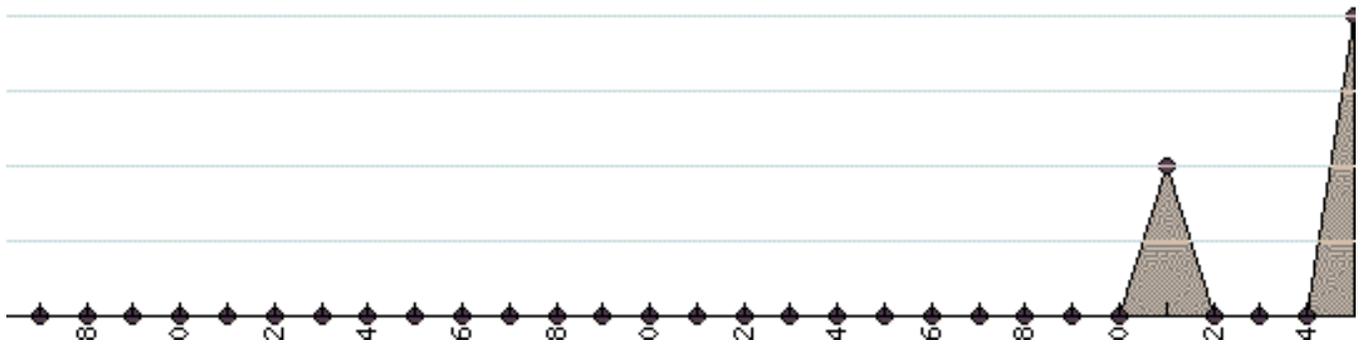
Click on “POP Accounts” under “List Settings” on the menu at the top. Type in the required text fields: Email Address, POP Server, User, Port, and Pass. Use the drop down to specify whether this POP account is to be used for subscribers or unsubscribers.

General Reports

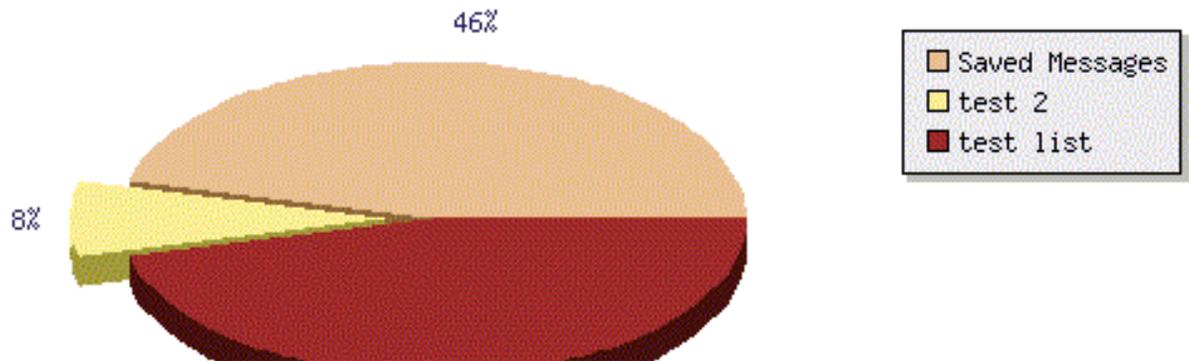
One way to gauge the effectiveness of your marketing campaign is through a series of general reports. These reports feature detailed graphs for the following: 30 Day Subscription Trend, 30 Day Mailings Trend, List Comparisons – Subscribers, and List Comparisons- Messages Sent. To view these graphs click on “General Reports” under “List Settings on the menu at the top. Find the report that you are looking for and then click on “Next.”

30 Day Subscription Trend

Subscription Trend

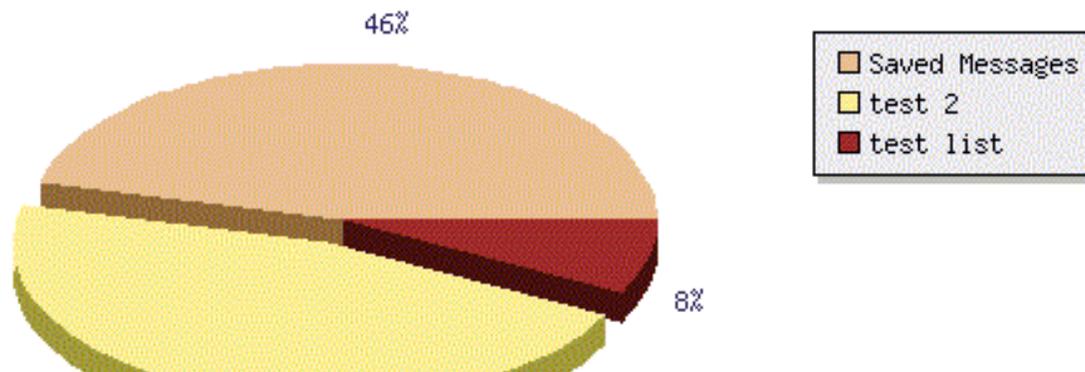


List Comparisons - Subscribers



List Comparisons- Messages Sent

List Comparisons - Messages Sent



| Subscribers

Using the Add Form

Click on “Add” under “Subscribers” on the menu at the top of the control panel. You can type in the email address and name of the subscriber. Any subscriber fields that you have already setup will appear here as well. Fill in the required/optional fields for subscribers accordingly.

E-mail

Name

Country

Description

Employed

Finding Subscribers

Select “View / Modify” under “Subscribers” on the menu at the top to view your subscribers in list format. Search through the list to find the subscribers you are looking for. You can arrange your list of subscribers in order by email, name, or date. To delete a subscriber check the box by their email and click “delete checked.” There is also an “Edit” option and if you click any field around the subscriber line you can view detailed information. This information includes: Date of Signup, Computer Details (including OS and browser), IP Address, and Status.

You currently have 2 member(s) on your mailing list.

<input type="checkbox"/>	E-mail ▲ ▼	Name ▲ ▼	Date ▲ ▼
<input type="checkbox"/>	Edit email@thisemailaddress.com	This Person	2005-01-04
<input type="checkbox"/>	Edit myemail@myemailaddress.com	My Name	2005-01-04

email@thisemailaddress.com

Subscriber Information	
E-mail	email@thisemailaddress.com
Name	This Person

Date of Signup	2005-01-04
Computer Details	
IP Address	
Status	Active

Search

Select "Search" under "Subscribers" on the menu at the top to begin searching for subscribers. You can search through your list of subscribers by name, email, and optional fields. Enter in your search term and then use the dropdown to search by name and email.

The screenshot shows a search interface with a text input field for "Search Terms" and a "Search" button. A dropdown menu is open, showing options: "Email Addresses", "Names", "[Field] Country", "[Field] Description", "[Field] Employed", and "[Field] Sex". A "Submit" button is visible below the search form. At the bottom of the page, there is a copyright notice "© 2004 ActiveCampaign. All rights reserved.", a version number "ETA 1", and links for "Logout" and "Select L".

Importing

Easily import your subscriber's data such as email, name, and optional fields using a simple copy/paste method or via a file from your computer. Select from a list of importing options. If you are only importing email addresses you will be taken to a basic importing page. On this page you can cut and paste from a list of files or import a list from a file. Follow the formatting options on the screen. You can customize the format as you see fit. If you are importing a list which has a varying format you can set the preferences in accord with what you have. You can choose whether to send confirmation mailing(Opt-In) to subscribers that you are importing into your list or to not to import data from subscribers who have unsubscribed in the past. You can also choose whether you want the data that you are importing to go to your subscribed list or your unsubscribed list.

[Import using copy/paste](#)

[Import From File](#)

To import your data it MUST follow the import guidelines.

Your data must be such as:

E-mail;Name
Or simply a new email address on each line

Subscribers to import

For all other selections you will be taken to an advanced importing page. You can choose whether to send confirmation mailings (Opt-In) to subscribers that you are importing into your list or to not to import data from subscribers who have unsubscribed in the past. You can also choose whether you want the data that you are importing to go to your subscribed list or your unsubscribed list.

OPTIONAL - Importing Options

Require Opt-In

By checking this box, users will be required to confirm their subscription by clicking on a link that will be e-mailed to them. If you check this box, ensure that you have your confirmation mailings turned on and set to what you prefer. Also verify that opt-in / out settings are turned on and set to what you prefer.

Do not import addresses which have been unsubscribed in the past

In Advanced Importing mode, as in basic, check “Require-Opt In” if you want your users to be required to confirm their subscription by clicking on a link to be emailed to them. If you check this box, ensure that you have your confirmation mailings turned on and set to your preferences. Also verify your opt-in / out settings are set likewise.

By checking “Do not import addresses which have been unsubscribed in the past” all email addresses previously unsubscribed in the past will not be imported. This only includes email addresses that were unsubscribed by the user. Email addresses that were unsubscribed by the admin are still imported.

past

By checking this box, all e-mail addresses that have previously been unsubscribed in the past will not be imported. This only includes e-mail addresses that were unsubscribed by the user. E-mail addresses that are removed by the admin will still be imported.

- Import subscribers into mailing list.
- Import data into unsubscribed list (will import your data into the list of past unsubscribed e-mails)

Browse to find import list. Importing from a .CSV file is a simple matter of aligning the first row and columns of your file with your subscriber fields using a simple drop down method. You do not have to specify an identifier line Data can take all forms. There is no specific requirement.

For example all of the following would work:

something;field something;another
"email","second","third"
email,"a name",last field
and more...

You do not have to enter the delimitator or the enclosure character. It auto-detects both. If one row is invalid the process will not stop entirely.

You can choose whether to send confirmation mailings (Opt-In) to subscribers that you are importing into your list or to not to import data from subscribers who have unsubscribed in the past. You can also choose whether you want the data that you are importing to go to your subscribed list or your unsubscribed list.

name	Name
Column sample data.	What does this column represent
email	Email
Column sample data.	What does this column represent
country	Country
Column sample data.	Name Email Country

Import (Advanced)

4 row(s) imported successfully.

0 row(s) unsuccessful.

[Click Here To Continue](#)

Exporting

The exporting feature allows you to easily export your subscribers into a .CSV file. Click on “Export” under “Subscribers” on the menu to the left. Copy and Paste into a text box or export into a .CSV file by clicking on “Export to .CSV file”. The subscription date is included in the .CSV file

Export Subscribers

[Export using copy/paste](#)

[Export to .CSV File](#)

```
don@don.com;Don
email;name
joe@joe.com;joe
john@john.com;john
lisa@lisa.com;Lisa
me@thisaddress.com;me
```

| Messages

Sending a Message

Once you have setup your list, obtained or inserted a subscriber base, you are ready for broadcast mailing. For information on how to do this see adding e-mail addresses. Larger lists may require additional cron job setup to ease message sending.

To send a message for your selected list, click on “Create New Message” under “Messages” on the menu at the top. You have the choice of three formats from which to send your mailing. It is recommended that you send using the HTML and Text combination. Most clients support this option.

Please select a format in which you would like to send your message.

Type of Mailing		
<input checked="" type="radio"/> HTML and TEXT Recommended	<input type="radio"/> HTML ONLY	<input type="radio"/> TEXT ONLY

Submit / Next

Multi-Format (MIME), HTML and Text

This format allows you to send the message in 2 different formats. One format is HTML capable and the other is text-only. Both versions are embedded in a single e-mail and the user’s e-mail client decides which version 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 user’s e-mail client does not support MIME e-mails it will display both versions.

HTML Only

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

Text Only

Allows you to send text only e-mail. This option does not support HTML tags or the visual text editor.

Mailing Lists (Groups) To Include in Mailing

ads test

Templates & Filters

HTML Template

TEXT Template

Body Tag Templates

Sending Filters

When available you can select a template to use with the creation of a message. Begin by Clicking on "Submit." Enter the "Subject", "From" and body content in the next screen. You have the option at the bottom to enter body tags to alter the background color / image and options designated to change the feel of your message. Do NOT add head tags or HTML open / close tags. Certain mail servers will not read e-mail with those tags. Click on "Preview Message" to view how your message should look. If you are ready to send click on "Send Now".

Attachments

Optional Attachment 1

Schedule Options

Schedule For Sending?

Yes No

A small popup window may open. If so, close this window as stated in the window. Your message is now queued and sending has begun. Click on "Message Queue" to see the message's sending status. There is no need to keep your browser open or your computers on to have the sending continue.

Please wait while your message is being prepared for sending.

1) Saving Message Information

Complete

2) Preparing Subscriber Info

Complete

3) Optimizing & Preparing To Send

Complete

Sending Initiated.

[Main Page](#) | [Message Queue](#) | [Message Archive](#)

Real-Time Message Queue

Watch as your mailings are sent. The visual message queue allows you to view your message sending status and re-queue your message as needed.

You can view the number and percent of emails complete along with the number left to go. If sending stalls over 5 minutes you can click on the Re-Queue Message link to re-start your sending. Do NOT click on this message unless it stops sending for 5 minutes.

Easily pause, stop, or resume your mailings in progress. Anytime you have a message queued click on "Message Queue" to view your message in progress. A bar graph displays the progress of your mailings

The screenshot displays a message queue interface. On the left, a progress bar shows 16.67% completion, with the text "16.67% Complete" and "1 messages out of 6 messages sent." below it. On the right, there are three control buttons: "Pause" (represented by a double vertical bar icon), "Stop" (represented by a red 'X' icon), and "Re-Queue" (represented by a red 'R' icon). Below these buttons, the "Date Sending Started" is listed as "2004-06-01" and the "Time Sending Started" is "05:33:25".

Re-Queue Message If you message appears to stop sending or stalls.

Personalized Mailings

Click on “Personalize” on the WYSIWG text editor page in “Creating New Message, to easily apply tags to a number of fields: “Subscriber’s Name”, “Subscriber’s Email”, “Subscriber’s IP”, “Update Profile Link”, “Unsubscribe Link”, “Web Copy Link”, and “Sent to a Friend Link.” Or enter them manually:

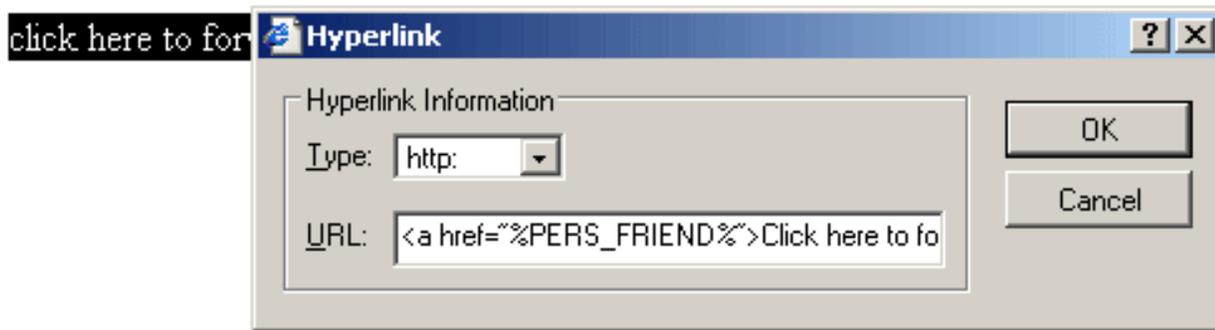
- %PERS_UNSUB% - unsubscribe
- %PEFS_WCOPY% - web copy of mailing
- %PERS_XXXXXXX% - optional fields.
X should be replaced with the optional field id.
- %PERS_NAME% - subscribers name
- %PERS_IP% - subscribers ip address
- %PERS_UP% - update profile/subscription info
- %PERS_FRIEND% - forward to a friend



Forward to Friend Feature

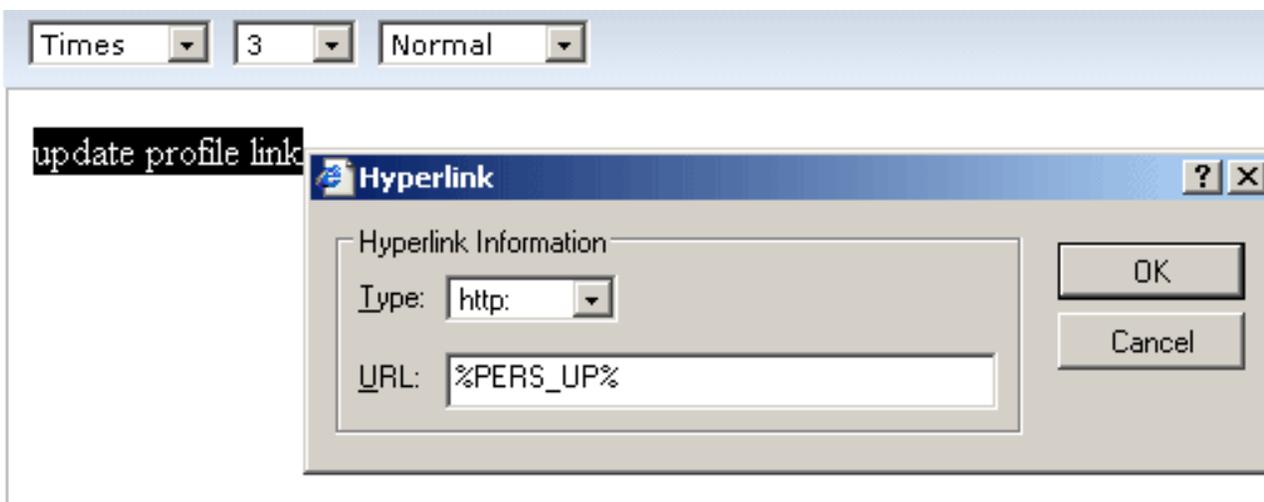
To create a link that allows to you to forward to a friend use the tag %PERS_FRIEND%. This directs you to a page that asks your name, friend’s email, friend’s name, and a personalized message. After filling out the form the friend receives a “thought you may be interested in this mailing” letter with a link on the bottom. To create a clickable link that will forward the mailing to a friend you can use the format

`Click here to forward to a friend`



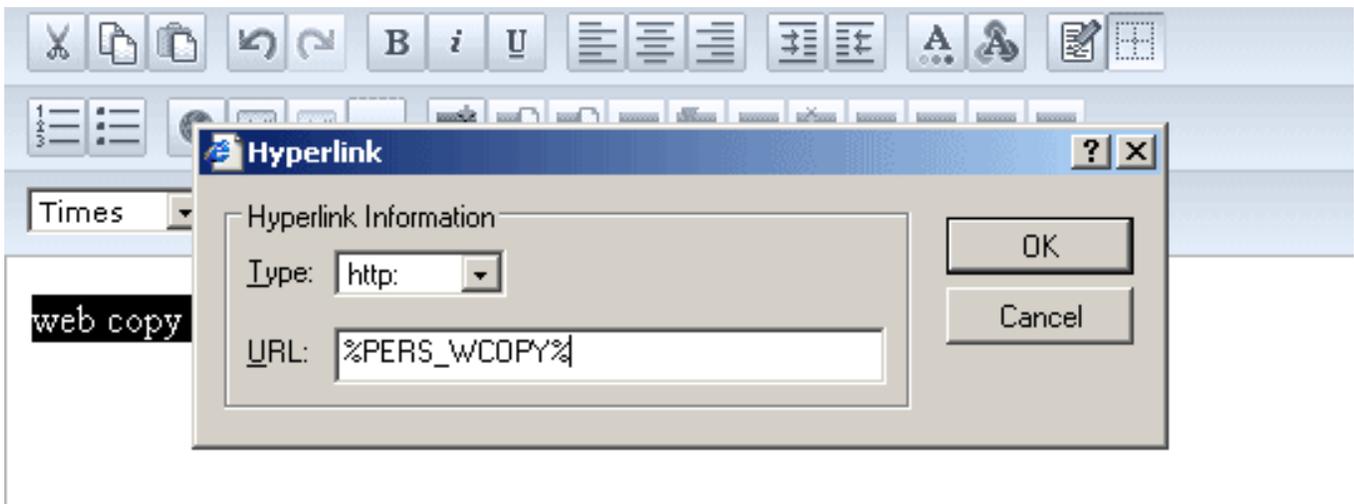
Update Profile Tag

The update profile tag %PERS_UP% creates a link that allows subscribers to update their name and optional fields on a “Modify Subscriber Details” page with the click of a button.



Web Copy Link

When you insert a web copy link %PEFS_WCOPY% you create a link to a web version of the mailing. Useful to include if, for example, subscriber’s email client does not support full HTML. Link tracking and read/open tracking still works with the web version.



Subscriber Fields in Mailings

Enhance the look and feel of your mailings by using optional fields. These fields add a personal appeal to your mailings. You can create radio buttons, check boxes, text fields, text boxes, and drop downs using your existing subscriber fields.



To include an optional field in your mailing click on the “Personalize” button on the message composition page and select the field to insert. In addition, you can create a sending filter. Filter your sending to a certain group of subscribers (IE: subscribers with the name bob and an optional field being Illinois)

Scheduled Sending

When you create a new message you have the option to schedule sending. You set your mail to be sent after clicking on “Preview Message.” Schedule your mail to arrived at a specified date and time. Select “Yes” under “Schedule For Sending” and type in the date (ie:use the scroll down menus

to specify the year, month, day, hour and minute your message is to be sent. Click on “Send Now” and a confirmation screen tells you that your message is now in the scheduled to queue. To view your scheduled mailing, go to “Scheduled Mailings.” Your queued message appears on the screen. You have the option to send your mailing immediately by clicking on “Force Send Now” or to remove it by clicking “Delete.”

Schedule Options

Schedule For Sending? Hour Minute

Yes No 10/26/2004 Date 01 00

You have selected 1 lists for this mailing.
This mailing is set to send to 6 subscribers.

Using Already Sent Messages as a Template

Click on “Archive/Stats” under “Messages” to bring up a list of your previously sent messages. You can also click on the “Message Archive” shortcut on the list startup page. To create a template using one of those sent messages click on the “T” to the right of the message. Select any additional mailing lists to include in the mailings. Click on “Submit/Next.” Your message appears as a template which can be modified using the WYSIWG editor. When your template is to your liking click on “Preview Message” Your sent message is now a template which you can include in a future mailing. Send it as you would any other message.

Date	Time	Subject	
2004-10-26	17:07:07	Message to be used as a template	  

KEY		
		
More Info	Use As Template	Delete From Archive

Previewing Messages

When you preview a message you can view an HTML and a separate Text message version. You can send at a specific date and time. You have the freedom to add attachments to your message, save your messages for later if they are not complete, go back and edit if your message needs revision, and send a test email. When you are finished and your message is complete, click on “Send Now.”

Check to make sure this is how you want your message to appear.

NOTE: The preview will NOT show / display any body tags that you have included. Example: Backgr This information will be included in your mailing however will not show up in the preview.

From: email@thisemailaddress.com

Subject: previewing my newsletter

HTML VERSION OF MESSAGE

I am creating this newsletter just so that I can preview it.

Test Sending

Before sending a message you can run a test using an email address you have access to. View your message through the eyes of the subscriber before deciding to send it. Before sending a message you will be brought to a previewing message screen. At the bottom to the far right of the screen type in the email address you want to use and click on “Send Test Email.” A popup tells you that “A test email has been sent.” Such areas as bounced management, attachments, and other features may not be included in the test mailing; whereas it will be included in the final mailing.

THIS MAILING IS SET TO SEND TO 10 SUBSCRIBERS.

Save For Later

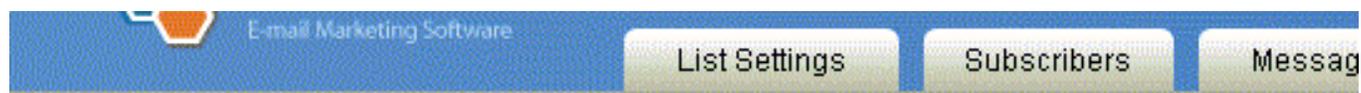
Send Test Email

Send test email to:

email@thisemailaddress

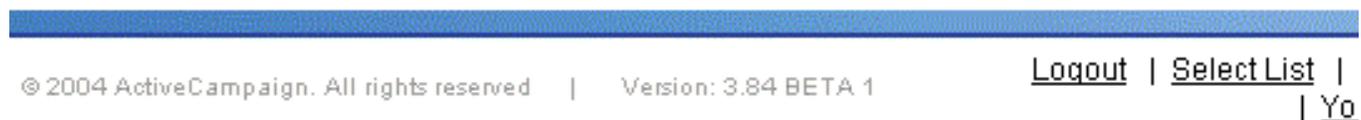
After the Sending

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



Message is now in the queue.

Click on "Message Queue" to view the status as it is sent.



Refresh this page for latest message information / status.



If you have enabled your link tracking you can check your link stats at any time. Go to your message archive. Click on "i" beside a message to view its statistics. Click on "view" beside Link Stats to view link stats and the number/percent to view Read/Open stats.

Archives (Public and Admin)

Click on "Message Archive" to view a list of sent messages. Once there click on "i" to view a host of details including: who it was sent to; how many times it bounced; percentage of successful transmissions; who read it, clicked on links, and how many times; current status; date and time; who it was from and what the subject was; along with an html and a text version of the message. Click on "T" to take an old message and use it as a template (see using a message as a template for additional details). Click on "X" to delete the message from the archives.

Archive

Date	Time	Subject	
2004-10-26	17:22:51	newsletter	i T x
2004-10-26	17:17:59	previewing my newsletter	i T x
2004-10-26	17:07:07	Message to be used as a template	i T x

An automatic public archive is created by default. To access this archive, point your browser to domain.com/12all. Click on "Archive" on the top at the far right. From there you can select a list and then a specific mailing to view. To make your list private and prevent it from appearing in the archives go to "General Settings" and Click "Yes" where it asks "Keep private."

ARCHIVE

General Stats				Generate Reports	
Sent:	6	Reads	<u>0 (0 %)</u>	Successful vs Un Bounced Address Read/Open - Pie	
Bounces:	<u>0 (0 %)</u>	Link Stats	<u>View</u>		
Successful	6 (100 %)	Status	Completed		

General Message Information

Date:	2004-10-26	From :	email@thisemailaddress.com
-------	------------	--------	----------------------------

Messages can be viewed in the public archives if you link up so that your subscribers have access. Lists are given by name along with the number of messages. Users can view messages by clicking on the list and then the message itself. A subscribe link at the bottom allows users to sign up for single or multiple group of lists. You can use the same page to unsubscribe from single or multiple groups of lists.

Archive

Select A Message

Date	Time	Subject
2004-10-26	17:22:51	<u>newsletter</u>
2004-10-26	17:17:59	<u>previewing my newsletter</u>
2004-10-26	17:07:07	<u>Message to be used as a template</u>

Save Messages For Later

If your message is not ready to be sent you can save it for later and modify it at your convenience. On the previewing message screen click on “Save For Later” at the bottom of the page. To retrieve your saved message, click on “Saved Messages” for a list of your saved messages. Click “Use Saved Message” next to the message you are working on. You can modify your message using the same options you had when creating a new message. After completing your message you can “Send Now” or set a schedule for sending. If you are still not finished “Save For Later.”

Saved

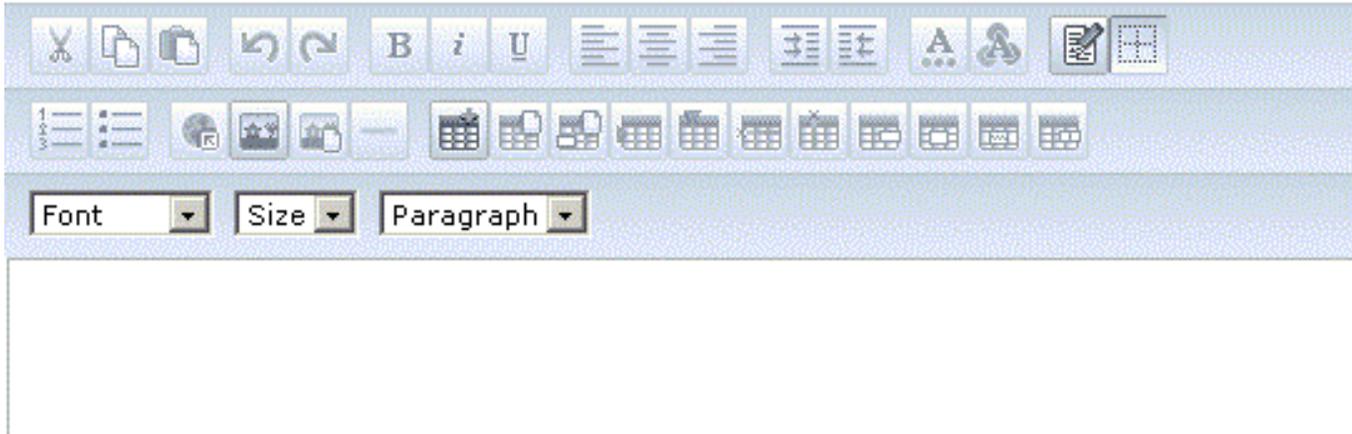
Date	Time	Subject	
2004-10-27	11:23:45	I am saving this message for later	<u>Use Saved Message</u> 

KEY

 = Delete From Archive

The Editor for Composing Letters

1-2-All includes a powerful text editor for composing HTML rich messages. There’s no need to know HTML code. Using our easy to understand MS Word style editor anyone can compose a compelling HTML messages complete with images, tables, text formatting and more at the click of a button. If you do not see the editor it means your browser or computer does not meet minimum requirements for the editor. The editor requires IE 5.5+ on a windows platform. Click on “Personalize” on the WYSIWG text editor to easily enter a number tags. For more details see Personalized Mailings.



Link Tracking

Link tracking tells you who your subscribers are and what percent of them click on your link after you send a mailing. You get a list with email addresses along with the date, time, and number of times that they clicked on your link.

You are not required to specify what links are to be tracked. Any link with the format href="LinkHere" is automatically tracked by 1-2-All as long as you check "include link tracking" when sending a mailing.

To view link tracking, click on "Message Archive" or "Archive/Stats" on the menu at the top. Click on "i" beside a message to read its statistics. Click on "View" right beside "Link Stats." A bar graph tells you how many viewers clicked on your link. Click on the link above to continue viewing statistics. Here you can create a new list featuring responsive subscribers who clicked on the link. You can also export this list to a .CSV file and work on it using Excel. You can create a pie graph display your "15 Most Popular" links in the report generator to the right.

link has been clicked on 1 unique times. 1 total non-unique times . (50 %)



Addresses	Date	Time	Times Clicked
@activecampaign.com	2004-05-26	00:05:52	1

Read/Open Tracking

When this feature is turned on during a mailing you build statistics each time a user opens and reads your HTML or multi-format mailings. To view this feature, click on “Message Archive” or “Archive/ Stats” on the menu at the top. Click on “i” beside a message to read its statistics. Your Read/ Open statistics are beside “Reads” at the top of the screen. Each time a user opens an email it’s counted as a read. Click on the number of reads for greater detail. Here you can view statistics detailing which users open and read your mailing, when, and how many times. As with link tracking you can then create a list based on those statistics and export the list to a .CSV file for further work on programs like Excel.

message has been read 1 unique times. 1 total non-unique times . (50 %)



Addresses	Date	Time	Times Opened
@activecampaign.com	2004-05-28	02:54:23	1

Page 1

[Add A List Containing These Users](#)

[> Export to .CSV File](#)

Unsubscribe Link

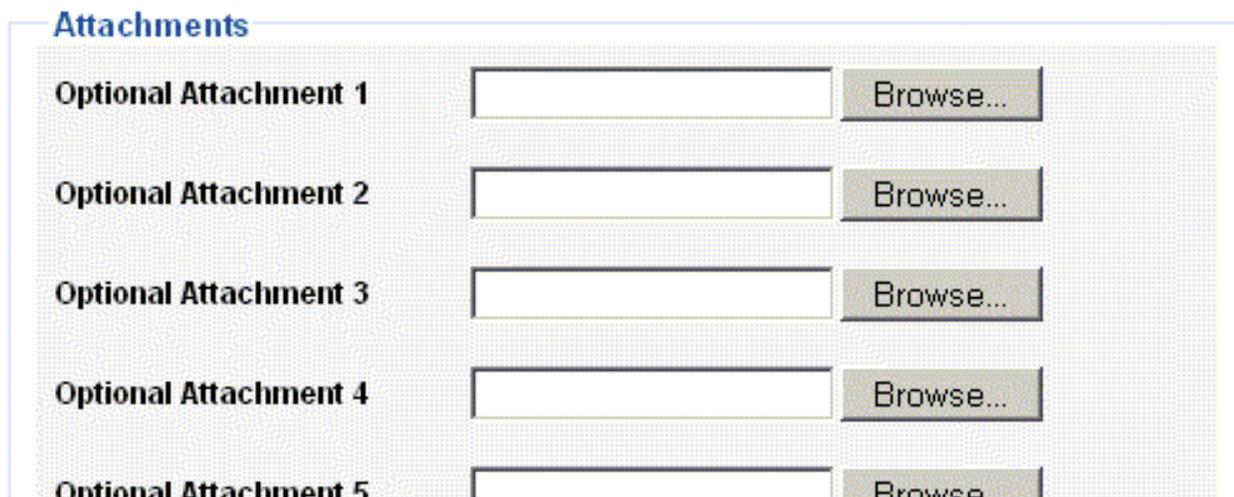
When you create a new message an automatic unsubscribe link is checked “Yes” by default. This creates a link allowing users to easily unsubscribe to a mailing. To customize your unsubscribe link, type in the message you want to use for your unsubscribe link and highlight it. Click on the hyperlink button on the top of the WYSIWG editor (hyperlink is shown when your mouse scrolls over the right button) and enter “%PERS_UNSUB% and click “OK”. You have just created an unsubscribe link that should now be highlighted.

HTML VERSION OF MESSAGE

The screenshot shows a WYSIWG editor interface. The toolbar includes icons for Cut, Copy, Paste, Undo, Redo, Bold, Italic, Bulleted List, Numbered List, Link, Unlink, Table, and a grid icon. Below the toolbar, there are dropdown menus for 'Times' (set to 3) and 'Normal'. A 'Hyperlink' dialog box is open, with 'Type' set to 'http:' and 'URL' set to '%PERS_UNSUB%'. The dialog has 'OK' and 'Cancel' buttons. Below the dialog, the text 'I no longer wish to subscribe!' is highlighted in black.

Including Attachments

Add a file or several files to your mailings such as a PDF or picture for distribution on your list. You can add any number of attachments to your message. Begin by clicking on “General” under “List Settings” on the menu at the top. Here you can set your max attachment size, acceptable file formats, and number of attachments allowed per mailing. Create your message and click on “Preview Message.” Click on “Browse” beside the Optional Attachment field to attach your file. Once your file is attached proceed as you would for any new message.



Attachments

Optional Attachment 1	<input type="text"/>	<input type="button" value="Browse..."/>
Optional Attachment 2	<input type="text"/>	<input type="button" value="Browse..."/>
Optional Attachment 3	<input type="text"/>	<input type="button" value="Browse..."/>
Optional Attachment 4	<input type="text"/>	<input type="button" value="Browse..."/>
Optional Attachment 5	<input type="text"/>	<input type="button" value="Browse..."/>

| Presets

Auto Responders

Easily add any number of time-sensitive auto responders to any of your lists. For instance, you can have an instant auto responder that welcomes a new subscriber, have a message automatically sent 24 hrs after their subscription, and have another mailing sent a week later. Add html or text auto responders to any of your lists with ease.

To add a responder, click on “Auto Responders” under “Presets” on the menu at the top. Choose the type of Auto Responder: HTML or Text. Set the Timing: Number of hours after this responder is set to send (0 sends this responder instantly). Click on “Submit/Next.”

Auto Responders (Add)

Type HTML
 TEXT

Timing Number of hours after subscription this responder is set to send at (0 will send this responder instantly)

A WYSIWYG text editor on the page allows you to customize your “Auto Responders” message. Click on “Personalize” to easily enter tags for a number of fields: “Subscriber’s Name”, “Subscriber’s Email”, “Subscriber’s IP”, “Update Profile Link”, and “Unsubscribe Link.” For more details see Personalized Mailings under Messages. After completing your message click on “Submit/Next” to add your auto responder.

Timing Number of hours after subscription this responder is set to send will send this responder instantly)

HTML VERSION OF MESSAGE



Font Size Paragraph

Templates

A message template is convenient in cases where you send a similar mailing more than once. You can create either text or HTML templates. First, click on “Templates” under “Presets” on the menu to the left. A list of templates and filters that you can delete or modify appear on the same page. Determine which type of template you wish to use: HTML or Text. Type your code or message into the template content. To use the template you simply select the template name from the drop down menu on the first page of the “Create New Message” screen. This will insert your template into the message body and you can simply edit and then send.

Date	Time	Subject	
2004-10-26	17:07:07	Message to be used as a template	  

KEY		
		
More Info	Use As Template	Delete From Archive

Headers/Footers

Headers/Footers are another form of presets beyond templates. Unlike the templates feature, the headers/footers may not be modified during the sending process. The header and footer are ideal for standard information at the beginning or end of your mailing, such as your standard unsubscribe link. Select “Headers/Footers” on the menu at the top to add a new header or footer. Type in a name and select “Header” or “Footer.” Type or paste the header or footer content in the text field provided. You can use HTML tags; include images, etc. if you plan on using this header or footer in an HTML mailing. Click on “Submit” when you are done. The next time you click on “Headers/Footers” your header or footer appears in a list. Easily delete (x) or modify (e) items in this list by clicking on the appropriate icons to the left of them.

Name
Brief Description for you to recognize. Does NOT affect your actual template.

Header or Footer? Header Footer

Header or Footer Content
You may use HTML Tags, and include images, etc.. if you plan on using this Header or Footer in an HTML mailing.

Please note: Headers/footers are currently added to both html and text versions.

Including custom header or footer in mailings

Options for including saved headers or footers are included in the form of a scroll down menu when you see the WYSIWG text editor during “Create New Message.”

Sending Filters

If you only want to send up to 30 specific e-mails in your list you can create a sending filter. Check the e-mails you wish to send to and when composing a mailing you would select that sending filter.

Also, you can create sending filters based on name, email, subscription date, and any optional fields you may have. For instance, you can create a sending filter that only includes subscribers who have signed up after a particular date or a filter that includes everyone with bob in their name or .com in their e-mail address.

To begin adding sending filters select “Sending Filters.” To add a new filter, click on the “Add a new custom filter” link at the bottom of the page. Set parameters for the sending filter based on name, email, and signup date. You have the option to make it a universal template (user admin only or all users) - used by all current and future lists. Click “Submit” to add your filter to the list. Once you have created sending filters you can click on “View matching email addresses” below one of your filter for a list of email addresses matching the parameters specified by that filter. Easily delete any filter by clicking the red circle with the “x.” When you click on “Create New Message” there is a “Sending Filters” drop down menu so that you can begin applying that filter to the message.

Delete

box test

WHERE ListMembers.name != 'bob' And ListMembers.email != 'aol.com' And 12all_FieldsD.nl = '1
12all_FieldsD.fid = '6' AND 12all_FieldsD.val LIKE '%box%'

[View matching e-mail addresses](#)

Add a new custom filter

[Add a new filter based on e-mail addresses](#)

Body Tag Templates

To add this template, click on “Body Tag Template” on the menu at the top. During message composition the body tag area is entered in a different box than the actual message. If you wish to use a certain cstyle or particular body tag format you may create a body tag template.

Name

Brief Description for you to recognize. Does NOT affect your actual template.

Body Tag Template Content

To use a body tag template you simply select the template name from the dropdown on the first screen of the “create a new message” page.

| Utilities

Batch Removal

Batch Removal allows you to clear all addresses from the list you are currently working on. All list

settings will be retained even as you remove all addresses that are subscribed to the list. Click on “Batch Removal” under “Utilities” on the menu at the top. You can remove specific email addresses using the batch removal page. Paste the email addresses to be removed into the text box and click on “Submit”. To remove all addresses click on “delete all addresses in this list.”

Batch Removals

[Delete all addresses in this list](#)

Remove a list of addresses

```
email@thisemailaddress.com  
email@thisemailaddress.com  
email@thisemailaddress.com  
email@thisemailaddress.com  
emali@thisemailaddress.com  
email@thisemailaddress.com  
.....
```

Warning: once you remove all addresses using “delete all addresses in this list” it can not be undone.

Cloning

The Clone list feature allows you to easily copy either the list settings or the list subscribers to a new list. Or copy both the list settings and the list subscribers to a new list. Click on “Clone” to shortcut to clone under general settings.

Clone

Name of List[?]

Senders E-mail Address

Clone Users

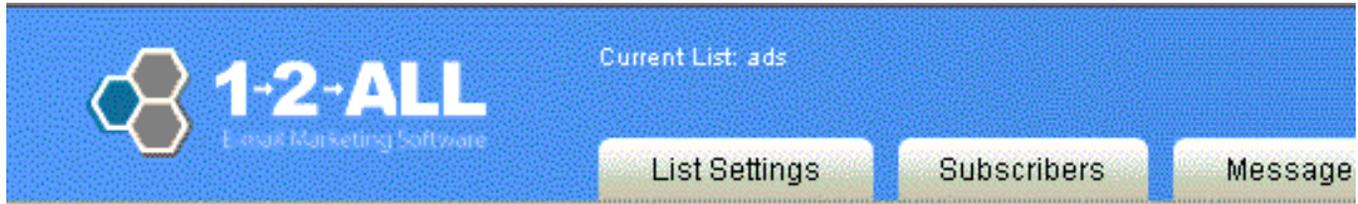
Clone List Settings

Submit

Remove Duplicates

Click on “Remove Duplicates” to have the system check your list for duplicates. Any duplicates will be removed when you run this page and the results will be shown on screen.

Please note: At time of sending the system automatically checks for duplicates. This function is for cleaning up the list, but is not required to be run.



Remove Duplicates

Number of duplicates: 1
Duplicates have been removed.

Purge Non-Confirmed

In order to maintain a clean database, we suggest that once you accumulate many non confirmed members you purge them. Select “Non- Confirmed Emails” to begin purging your non-confirmed emails. There is a dropdown menu for setting up a purging cut off date to remove all non confirmed members from the database.

To verify your subscription, please visit:
%CONFIRMLINK%

To purge not confirmed members from this list, complete the following:

Cut-Off Date for Purging

Month	Day	Year
01	01	2003

All subscribers who submitted their e-mail address before this date but did not confirm their subscription will be removed from the not-confirmed list.

You can even send an email reminder to your non confirmed members reminding them that their subscription needs to be confirmed.

Subject

From Email

Type

From Name (Optional)

Message:

To clean up your database, we suggest that once you accumulate many Not Confirmed members that you purge them.

Currently you have 0 not confirmed members.

There is no need to purge at this time.

Unsubscribed List

For each list, all users who have unsubscribed are added to an unsubscribed list. This works in connection with the import feature if you wish to only import users who have not unsubscribed in the past. Select “Unsubscribed List” on the menu at the top to view your unsubscribed list. A text field showing subscribers who have unsubscribed now appears.

Subscribers who have unsubscribed

[Hide Da](#)

email@thisemailaddress.com		October 27, 2004, 12:00
email@thisemailaddress.com		October 27, 2004, 12:00
email@thisemailaddress.com		October 27, 2004, 12:00
email@thisemailaddress.com		October 27, 2004, 12:00
email@thisemailaddress.com		October 27, 2004, 12:00
email@thisemailaddress.com		October 27, 2004, 12:00
email@thisemailaddress.com		October 27, 2004, 12:00
email@thisemailaddress.com		October 27, 2004, 12:00
email@thisemailaddress.com		October 27, 2004, 12:00
email@thisemailaddress.com		October 27, 2004, 12:00

Importing subscribers into the unsubscribed list, works in much the same way, as adding new subscribers. Click on “Import” and then one of the importing options. Type in the subscriber’s information the same way you would if you were adding them to the list. At the bottom check the box that reads “Import data into unsubscribed list.”

were unsubscribed by the user.
E-mail addresses that are removed by the admin will still be imported.

- Import subscribers into mailing list.
- Import data into unsubscribed list (will import your data into the list of past unsubscribed e-mails)

Using the Subscription Form

To setup a subscription form you must generate the needed HTML code and / or link. Click on "Subscription Forms" for a variety of options allowing users to subscribe and unsubscribe.

```
ads  
test  
thislist
```

NAME
 Country Description Employed Sex

Options

- Force user to subscribe to or unsubscribe from all lists selected above. (User will not have options for lists and will not see lists they are subscribing to)
- Allow user to select lists they wish to subscribe to or unsubscribe from.

Subscription Forms

Generate Custom Form Code or Use System Generated Code. You can have a generated form embedded into any page on your web site and set the URL's for redirection. This includes: success URL, error URL, awaiting opt-in URL, and more. Thus the user never leaves your design and you have total control!

Optional Redirection Pages

If left blank the system generated message will be displayed on a blank screen.

Successful Completed Subscription URL

Pre-Confirmed Subscription URL

Successful Confirmed Subscription

Subscription Error URL

Successful Completed UnSubscription URL

Pre-Confirmed UnSubscription URL

Successful Confirmed UnSubscription

UnSubscription Error URL

To generate a custom html form, select “Subscription Forms” and then “Create New Form.” Select which lists to include on the form, additional fields to request, decide whether or not to allow the user to select lists they wish to subscribe or unsubscribe to, and optional redirection pages.

Optional redirection pages are pages that the user is forwarded when they submit the initial subscription form. If their request is successful the system sends them to your successful redirection URL. If unsuccessful it sends them to the non-successful URL. Enter your URLs in full (IE: <http://www.site.com/thanks.php>) and not with ? or & symbols(<http://www.site.com/thanks.php?pg=new>).

If you change the redirection URLs you must update your form code as well as the changes to take place. If you enter one redirection URL enter a URL for all redirection options.

Click “Generate” and then copy and paste the resulting code anywhere into your website. Every time you regenerate or change your form code using the 1-2-All administrative main page, you must replace your old code by copying and pasting the newly generated code into your web site. If you don’t then the old code will keep using the old settings.

To use the default subscription page, type <http://domain.com/12all/> on the address bar of your browser or read the options on the bottom of the generate html form code page

| Admin Settings

Creating a New User

Click on “Admin Users” under “Admin Setting” on the menu at the top if you have just logged on. Or, select “Admin Settings” from the options at the bottom and then “Admin Users. Create a username and password and enter it along with a name and email address. Set user privileges and click on “Submit” to add the new user.

Add A New User

Username

Password

Name

E-mail

Options/Permissions

- General
- Opt-In/Out
- Subscriber Field
- Blocked Address
- Remove List

Total # of lists allowed (0 is unlimited.)

Privileges

You can set specific user privileges by clicking on “Admin Users.” You can add multiple admin users with unique permissions. You can also modify existing users. You can set number of list they are allowed, number of emails allowed to send, and which lists are available to them. To select multiple lists hold down the Ctrl button.

1e

ail

Options/Permissions

- General
- Opt-In/Out
- Subscriber Fields
- Blocked Addresses
- Remove List
- Email Headers
- POP Accounts
- General Reports

Options/Permissions

- Auto-Responders
- Templates
- Headers / Footers
- Sending Filters
- Body Tag Templates
- Batch Removals
- Clone

Set permissions for the following: general, opt-in/out, subscriber field, blocked address, remove list, email header, POP account, and general report list settings; add, view/ modify, search, import, and export subscribers; compose, save, queue, schedule, archive, and statistically track messages; auto-responder, template, header/footer, sending filter, and body tag template presets; batch removal, clone, check for bounces, remove duplicates, non-confirmed emails, unsubscribed list, and subscription form utilities; create lists; type of user- regular or reports only; and simple or advanced startup mode. Reports only mode is ideal for marketing. You can create users under reports only mode that that only have access to statistical functionality of 1-2-All. Simple startup mode enlarges icons for your basic functions for greater ease of use. When you have set permissions click on “Submit.”

Reports Only Mode

General Stats

Sent:	7	Reads	0 (0 %)
Bounces:	0 (0 %)	Link Stats	View
Successful	7 (100 %)	Status	Completed

Generate Reports

[Successful vs Unsuccessful](#)
[Bounced Address](#)
[Read/Open - Pie Chart](#)

General Message Information

Date:	2004-10-27	From :	
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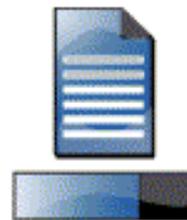
Simple Startup Mode



[Import Subscribers](#)



[Create Message](#)



[Message Queue](#)



[Reports](#)

Advanced Startup Mode

Popular Tasks



[Import Subscribers](#)



[Create Message](#)



[Message Archive](#)



[View Subscribers](#)



[Message Queue](#)



[Subscription Forms](#)



[List Settings](#)



[Scheduled Mailings](#)

| Script Settings

You can enter in your script settings by selecting “Script Settings” under “Admin Settings.” Set your software URL/Web Location, language preference, sending method, disable the public section, force graph detection, and disable passing variables during subscriptions.

Script Settings

Software URL / Web Location

Must include http:// beginning and should NOT have a trailing slash.EX: http://domain.com/12all

Language

 ▼

What to use for sending mail

What to use for sending mail

Using the Default mail() setting

By default, sending is all done using the php mail() fuction. This will typically utilize the sendmail or gmail on your server. If running windows you will have to set a SMTP server in your php.ini file. If running linux/unix you will have to ensure the sendmail path is correct in your php.ini file. At the bottom there is an area that includes your PHP include path.

Using the optional SMPT setting

Enter in your information after checking the “SMTP” option. If your SMTP server requires authentication, enter the username and password. If your SMTP server does not require authentication leave the user and password fields blank

<input checked="" type="radio"/> Mail()	Default Sending Method.
Will use the default MTA on your system. Such as sendmail, gmail, etc..	
<input type="radio"/> Force Sendmail - Do not check unless sending does not work with mail() setting above.	
<input type="radio"/> SMTP	Specify a SMTP server
SMTP Server	Port
<input type="text"/>	<input type="text" value="25"/>
User	Password
<input type="text"/>	<input type="text"/>

How to send mail

You can set pauses after a number of seconds for every number of messages (3 seconds and 40 messages by default). Slowing messages sending eases traffic on your server. You can set pauses after a number of seconds for every number of messages (3 seconds and 40 messages by default). Slowing message sending eases traffic on your server. The Window option is ideal for smaller sized list and for when cron jobs are unavailable on the server.

<input checked="" type="radio"/> Default	Default & Recommended Method.
	Does not require any browser window to remain open.
	Pause <input type="text" value="3"/> seconds every <input type="text" value="40"/> messages.
<input type="radio"/> Window	Use a Popup Window That Must Remain Open During Sending
	Requires a browser window to remain open during sending process.
	Suggested for smaller sized lists or when cronjobs are unavailable on the server.

| Default Redirections

Select “Default Redirections” under “Admin Settings.” These settings will only be used if you link to the generic subscription form and do not have users subscribe via generated form code. Successful Completed Subscription URL for after the form has been successfully completed. Pre-confirmed subscription URL takes you to a page that lets you confirm that your form is accurate before submitting. Successful Confirmed Subscription takes you to a page that lets you know that you have successfully confirmed your subscription. Subscription Error URL takes you to a page that lets you know that there is an error in the form that you are trying to submit. The unsubscription redirection URLs are also as follows. Click “Update” when you are finished.

Default Redirections

Successful Completed Subscription URL	<input type="text"/>	NOTE: These are used if you link to a generic subscription form code. If you use generated form code you redirect URLs generating the URLs are unsubscriptions. All URLs must be valid.
Pre-Confirmed Subscription URL	<input type="text"/>	
Successful Confirmed Subscription URL	<input type="text"/>	

| Bounced Management

Select “Bounced Settings” under “Admin Settings” to set up bounced management. By setting up the bounced e-mail management feature with 1-2-All you can detect, and delete all bounces that occur after your mailing. The system will then flag bounced addresses. After X times bouncing (will only flag an address once per 24 hours), the address will be removed from your list, keeping your list clean of bad addresses. To take advantage of this necessary feature, click on “Bounced Settings.” You may use any POP account. The POP account does not even have to be on the server that you are sending from.

POP E-mail Address	Number of times an address may bounce before being removed
<input type="text"/>	<input type="text" value="0"/>
POP Host (IE: pop.domain.com)	POP Port (Default is 110)
<input type="text"/>	<input type="text" value="110"/>
POP Username	POP Password
<input type="text"/>	<input type="text"/>

NOTE: These settings will only be used if you link to the generic subscription form and do not use the generate form code. If you use the generate form code you must enter the redirect URLs while you are generating the form code. The URLs are universal to all of your lists. All URLs must be the FULL URL. EX: <http://www.yoursite.com/thank>

Click on “Check for Bounces” under “Utilities” on the menu to the left to check your POP account for the bounced addresses. For automated bounce checking refer to `cron_setup.txt`. Bounced emails do not stay on the POP server after checking bounced mail. If the bounced email is detected, the system will flag that email address and delete that message. This process does not affect any other mail in your POP account. Only mail that is bounced from your mailing system will be processed / scanned.

Bounce Management Options

- Process bounced addresses without review.
- Require review of addresses before processing bounced addresses. (Will display addresses and options)

Delete all emails that have been checked for bounces whether they match the bounce pattern or not.

- Yes
- No

“No bounce management”, selected by default, is recommended for novice users. Bounced emails are sent to the sender of the mailing. No configuration is necessary.

Please note: When checking for bounced messages through the control panel, the system will only check around 100 messages per time the page is executed. The script will automatically refresh every 30 seconds.

| Database Utilities

All information including list settings, statistics, and subscriber lists are stored in your MySQL database. If your database falters in any way it can result in the loss of important information. It is suggested that you backup your database regularly. 1-2-All has tools for backing up, optimizing, and repairing your database. To take advantage of these features you must have your MySQL information ready: host, database username, database password, and database name. Select “Database Utilities” under “Admin Settings.” You can backup, optimize, and repair your database by selecting those options after entering in your MySQL information.

Database Backup	Other Options
Database Username <input type="text"/>	<input type="button" value="Optimize Database"/> <input type="button" value="Repair"/>
Database Password <input type="text"/>	
Database Name <input type="text"/>	
Host <input type="text"/>	
<input type="button" value="Submit"/>	

| User License Management

A single license for 1-2-All arrives with 5 sub-licenses. A sub-license is in essence a user-license or user slot. By default you can create 5 users per copy of 1-2-All. Adding sub-licenses is easy. Contact licenses@activecampaign.com or login to the support center at <http://www.activecampaign.com/support>. After purchasing a sub-license, click on “check for updated license information” on the administrative page of your 1-2-All. This takes you to a page that displays the number of sub licenses available and allows you to select how many you want to activate to that current install. Click next and your new additional user slots are available.

- `cron_bounce.php` - Automatically runs bounced email checker.
- `cron_responder.php` - Required for auto-responders.
(Not required for instant auto-responders)

Setup:

| General Information

How to provide feedback

We'd like to hear what you think. Feedback can be given through accessing our support center at <http://www.activecampaign.com/support>

Provide your name, email address, URL, company, along with your comment or suggestion.

Where to Go For Support Questions

All existing ActiveCampaign customers have access to our online support center at

<http://www.activecampaign.com/support>

Once there login to the support center using your serial number and password. There you can view the knowledge base, view our forum, download product updates, and submit a support request. To receive priority product support in the most timely and efficient manner, please submit a support request. Our trouble ticketing system provides the most efficacious means of delivering product support. If you experience any technical difficulties, our support team will work with you until your problem is resolved.

For all non-urgent matters you can access our support forum. Support enquires in this forum should be kept to non-urgent matters.

About ActiveCampaign, Inc.

Focused marketing and solution packages demand results. ActiveCampaign compliments a powerful suite of software tools with high end service options. Our client oriented culture is committed to providing stable software that is agile yet powerful. Clients are impressed not only by the quality of our solutions but by the overall value. Our clientele ranges from Fortune 500 companies to small businesses worldwide.

Let our resourceful technology invest your day with more productivity and efficiency:

SupportTrio

<http://www.activecampaign.com/supporttrio>

KnowledgeBuilder

<http://www.activecampaign.com/kb>

visualEdit

<http://www.activecampaign.com/visualedit>

By now you are aware of how 1-2-All can make your marketing campaign more efficient. 1-2-All has developed a reputation for providing a multitude of robust features at unparalleled value. To ensure that you get the most out of your product our support remains responsive to serving all your needs. Thank you for relying on ActiveCampaign to service your marketing and productivity needs.