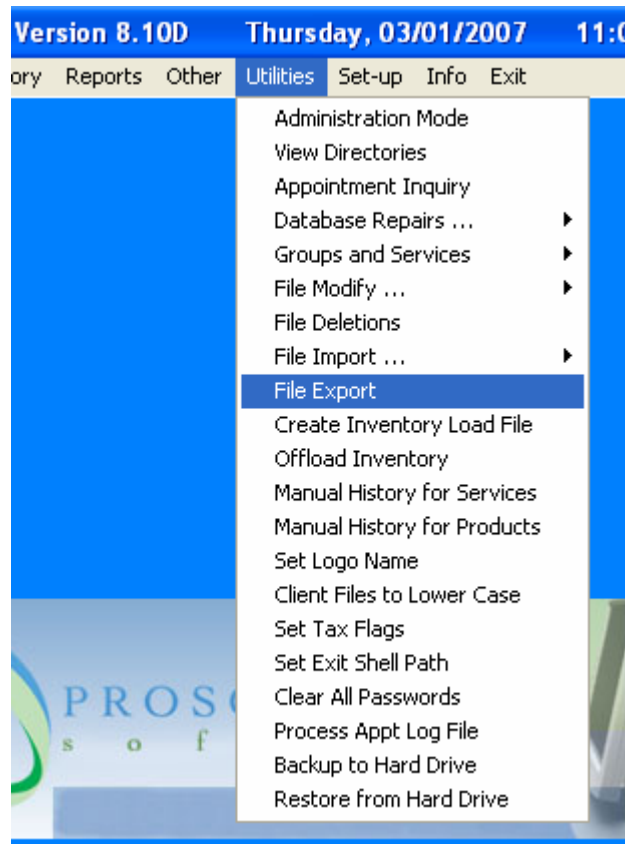
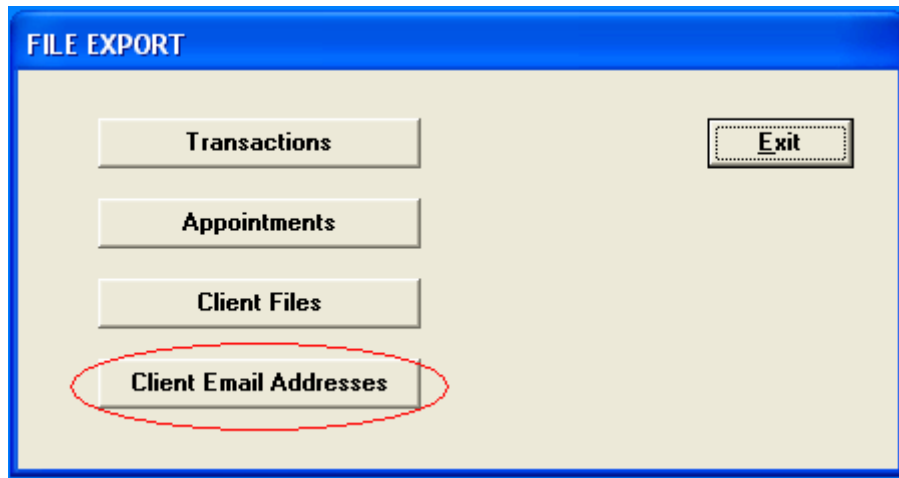


Exporting Client Emails

First you want to go to “utilities” then scroll down and click on “file export.”



Now click on “client email addresses.”



Now if you are using a marketing list then put a check in “create a list file for client.” Select your list that you created and type in the destination you would like your client email addresses to export to in the “export file path field.”

EXPORT EMAIL ADDRESSES

This routine will export email address for all clients. In addition, you may add a preamble and postamble with an option to include a blank character separating the 'ambles from the email address str

Export File Path: (example, "C:\EMAIL.TXT")

Preamble String:

Add Blank

Postamble String

Add Blank

Include Client Names

Use "Create a List" file for Client

Processing Options

- Create Export File Only
- Create File and Print Listing
- Print Listing Only
- Mass eMail List and Backup

Process

Cancel

New List

Now you have a couple of processing options to choose from. The first is, “create export file only.” This option will only create the export file to your hard drive and nothing else.

EXPORT EMAIL ADDRESSES

This routine will export email address for all clients. In addition, you may add a preamble and postamble with an option to include a blank character separating the 'ambles from the email address str

Process

Cancel

New List

Export File Path: (example, "C:\EMAIL.TXT")

Preamble String:

Add Blank

Postamble String

Add Blank

Include Client Names

Use "Create a List" file for Client

Processing Options

- Create Export File Only**
- Create File and Print Listing
- Print Listing Only
- Mass eMail List and Backup

The second option is, "create file and print listing." This will create the export file and print a listing of it.

EXPORT EMAIL ADDRESSES

This routine will export email address for all clients. In addition, you may add a preamble and postamble with an option to include a blank character separating the 'ambles from the email address str

Process

Cancel

New List

Export File Path: (example, "C:\EMAIL.TXT")

Preamble String:

Add Blank

Postamble String

Add Blank

Include Client Names

Use "Create a List" file for Client

Processing Options

Create Export File Only

Create File and Print Listing

Print Listing Only

Mass eMail List and Backup

The third option is, "print listing only." This will only print the list of the export file you created.

EXPORT EMAIL ADDRESSES

This routine will export email address for all clients. In addition, you may add a preamble and postamble with an option to include a blank character separating the 'ambles from the email address str

Process
Cancel
New List

Export File Path: (example, "C:\EMAIL.TXT")
[Text Box]

Preamble String:
[Text Box] **Add Blank**

Postamble String
[Text Box] **Add Blank**

Include Client Names

Use "Create a List" file for Client

Processing Options

- Create Export File Only
- Create File and Print Listing
- Print Listing Only**
- Mass eMail List and Backup

The last option is, “mass email list and backup.” This option will not only create a file on your hard drive but it will also give you an immediate list of everyone that qualified with an email address. You now have the ability to right click and copy all of the email addresses and click “start mass email.”

EXPORT EMAIL ADDRESSES

This routine will export email address for all clients. In addition, you may add a preamble and postamble with an option to include a blank character separating the 'ambles from the email address str

Process

Cancel

New List

eMail List Backup File Location:
c:\emailbackup.txt

Preamble String:
 Add Blank

Postamble String:
;
 Add Blank

Include Client Names

Use "Create a List" file for Client

Export File Created

Processing Options

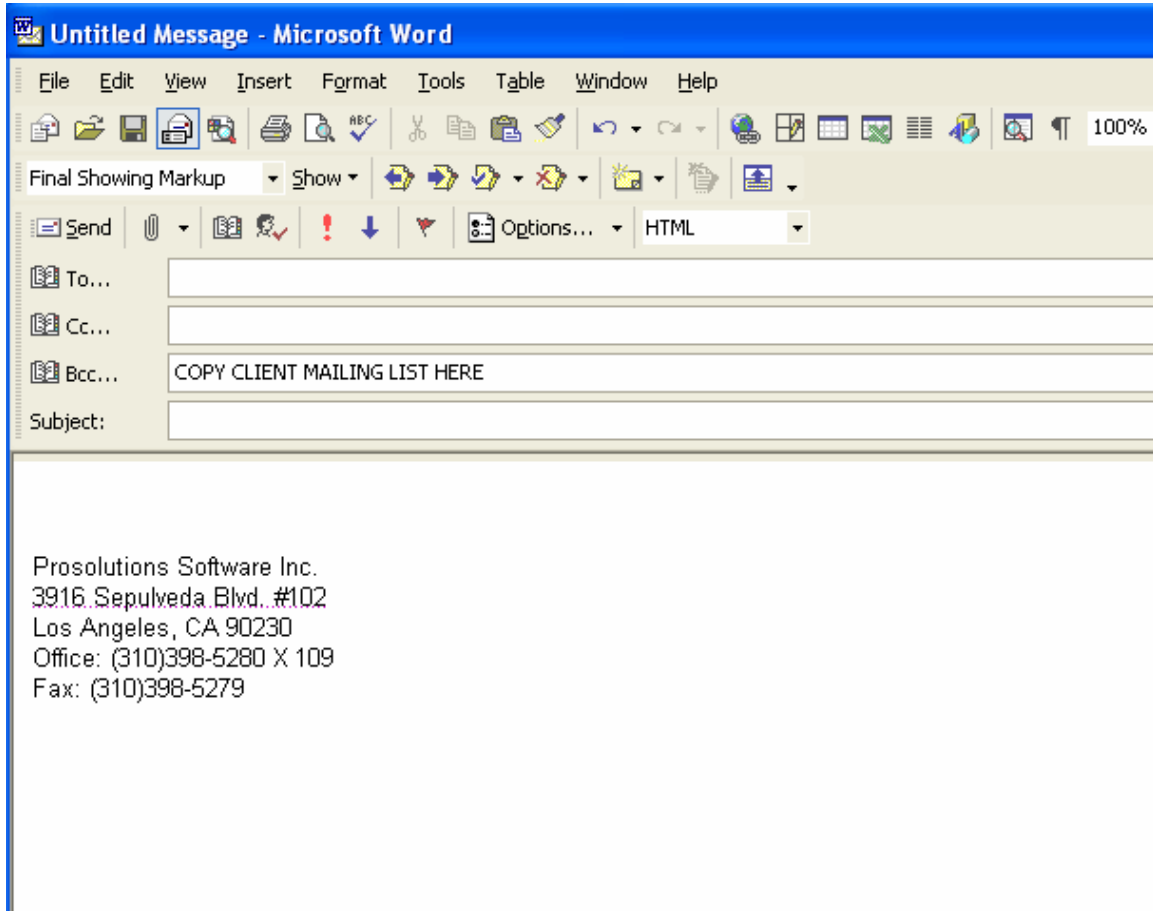
- Create Export File Only
- Create File and Print Listing
- Print Listing Only
- Mass eMail List and Backup

Please right click on the eMail list on the left. Select COPY. Click the button START MASS file EMAIL below. Paste the eMail list in the box indicated.

Start Mass eMail

RAY@PROS...
volleybally@...
doublejointe...
coffeejunkie@...
wimp@aol.co...
cooldude!@a...
coolclothes@...
maria_mouse...

Once the “start mass email” button has been pressed Prosolutions will automatically launch Microsoft Outlook and allow you to paste the copied email addresses into the BCC field so your clients cannot see each others email addresses for your marketing campaign.



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