

JangoMail Tutorial

Working with Lists: Adding and Importing Email Addresses

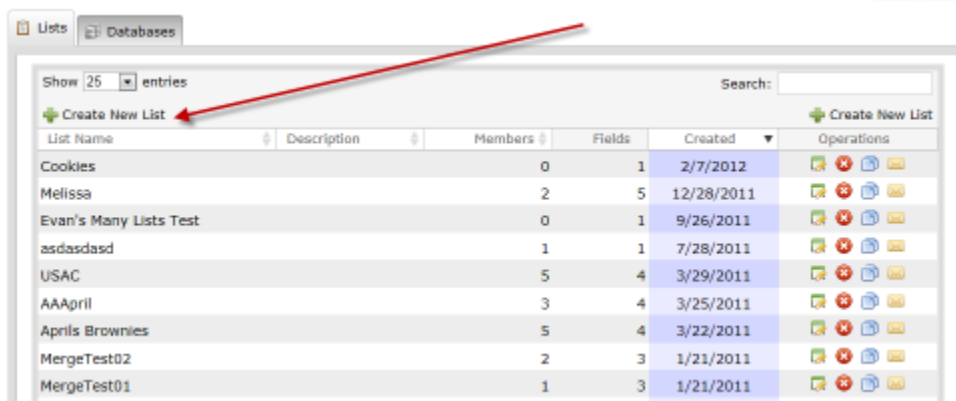
Overview:

You store your email lists in JangoMail's database using the **Lists** tab. Here, you create your own Lists, each with its own customizable fields, and import your email addresses and other data.

- [Creating a New JangoMail List](#)
- [Manually Adding New Members to your List](#)
- [Importing Members into your List](#)
 - [Email Addresses Only](#)
 - [Copy and Paste](#)
 - [Upload Text File](#)
 - [Email Addresses and Other Fields](#)
 - [Copy and Paste](#)
 - [Upload Text File](#)

◆ Creating a new JangoMail List

- Select the **Create New List** link.



- Type in a List Name for your list and click **Save**. The List Name may include spaces.
- Click on the **Fields** tab and add in any related fields of information you will want to import. Click **Add New Item** to add fields and click the Edit Icon to edit each new field. By default, JangoMail creates an EmailAddress, Submission_Date, and Modified field. Field Names may not include spaces or punctuation characters, as this can cause errors in the database. First Name and Last Name are very common pieces of data to collect. Field Names are like the column headings of a spreadsheet. They label the data you will be storing there.

List Details > Cookie Customers

Seq	Field Name	Display Name	Show?	Required?	Type	Properties	Operations
01	EmailAddress	Email Address	No	No	Other		
02	Submission_Date	Submission Date	No	No	TextBox		
03	Modified	Modified	No	No	TextBox		

Seq	Field Name	Display Name	Show?	Required?	Type	Properties	Operations
01	EmailAddress	Email Address	No	No	Other		
02	NewField1		Yes	No	TextBox		
03	Submission_Date	Submission Date	No	No	TextBox		
04	Modified	Modified	No	No	TextBox		

Lists

Field Name:

Friendly Name:

Type:

Choices:

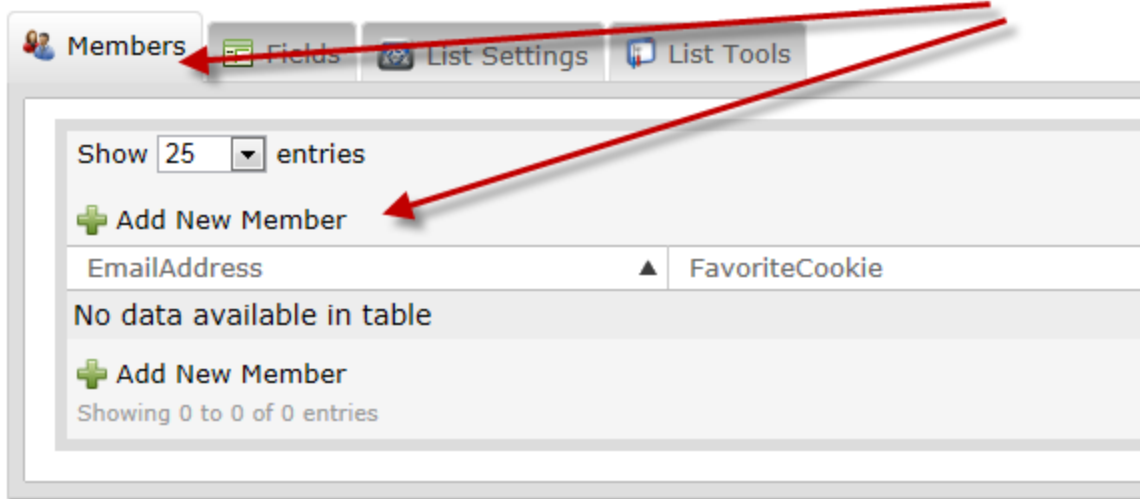
Options: Show to member Required

[Cancel](#)

- Now, you're ready to move on to adding data to this List.

◆ Manually Adding Members to a JangoMail List

- Click on the **Members** tab and then click **Add New Member**.

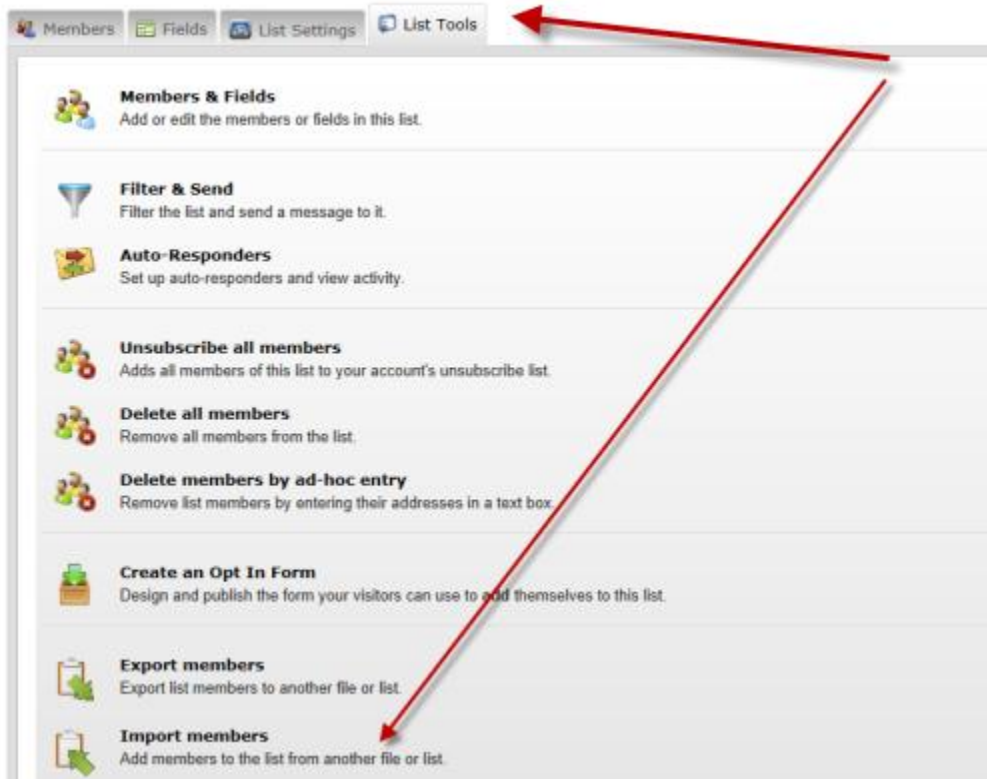


- Type that Member's data into the fields as appropriate. Click the **Save** button at the bottom of the pop-up screen. The member will be added into your List and will be displayed alphabetically, by email address.

EmailAddress	FavoriteCookie	Submission_Date	Modified	Operations
fred@browniefriend.com	Oatmeal Raisin	2/10/2012 11:46:35 AM	2/10/2012 11:47:00 AM	[Add] [Edit] [Delete]
melissa@cookiecustomer.com	Chocolate Chip	2/10/2012 11:44:00 AM	2/10/2012 11:44:00 AM	[Add] [Edit] [Delete]

◆ Importing Members to a JangoMail List – Just Email Addresses

- Navigate to the **List Tools** tab and click **Import members**.



- You may either use "copy and paste" or select a text file (usually a .csv or tab-delimited file) as your source for data upload.

How will you import the member data?



by Copy & Paste



by Uploading a File

- Select **by Copy & Paste** (If you have a text file, skip to the [next step](#)).

What data do you want to import?



Just Email Addresses



Multiple Fields

- Select **Just Email Addresses**. The screen will give you an input area into which you can paste your source data. Paste your data in, and click the **Import** button below the paste box to begin the import. You will receive an email confirmation when the import is complete.

Cookie Customers ▶ Import Members

Selected fields: **Email Address**

Paste data:

Only update existing records, but add new ones

[Back to List](#)

- If you selected **by Uploading a File** in [this step](#), proceed to the next step by clicking **Just Email Addresses**. You will be prompted to **Browse** to select your file (from a text only format like .csv or tab-delimited). Once selected, click the **Import** button beneath the Browse box to begin the import. You will receive an email confirmation when the import is complete.

Cookie Customers ▶ Import Members

Selected fields: **Email Address**

Select file:

Only update existing records, but add new ones

[Back to List](#)

◆ Importing Members to a JangoMail List – Email Addresses and Other Fields

- Select your List from **Lists** section by clicking the Edit Icon.

List Name	Description	Members	Fields	Created	Operations
Cookie Customers		2	2	2/10/2012	[Icons]
Cookies		0	1	2/7/2012	[Icons]
Melissa		2	5	12/28/2011	[Icons]
Evan's Many Lists Test		0	1	9/26/2011	[Icons]
asdasdasd		1	1	7/28/2011	[Icons]
USAC		5	4	3/29/2011	[Icons]

- Navigate to the **List Tools** tab and click **Import members**.

Members & Fields
Add or edit the members or fields in this list.

Filter & Send
Filter the list and send a message to it.

Auto-Responders
Set up auto-responders and view activity.

Unsubscribe all members
Adds all members of this list to your account's unsubscribe list.

Delete all members
Remove all members from the list.

Delete members by ad-hoc entry
Remove list members by entering their addresses in a text box.

Create an Opt In Form
Design and publish the form your visitors can use to add themselves to this list.

Export members
Export list members to another file or list.

Import members
Add members to the list from another file or list.

- You may either use "copy and paste" or select a text file (usually a .csv or tab-delimited file) as your source for data upload.

How will you import the member data?



by Copy & Paste



by Uploading a File

- **Option 1:** Select **by Copy & Paste** (If you have a text file as your data source, skip to the [next item](#).).
 - Select **Multiple Fields**.

What data do you want to import?



Just Email Addresses



Multiple Fields

- Select which fields you would like to import and drag them over to the **Selected Fields** box. Alternatively, you may click the **Add All** link to

import all available fields. Click **Next Step** when you are finished.

What fields do you want to import?

The screenshot shows a user interface for selecting fields to import. On the left, under 'Available Fields', there is a box containing 'Favorite Cookie Flavor' and a blue 'Add All' button. On the right, under 'Selected Fields', there is a box containing 'Email Address' and a blue 'Remove All' button. A red arrow points from the 'Favorite Cookie Flavor' box to the 'Email Address' box. Below these panels are two buttons: 'Next Step' and 'Back to List'.

- The screen will give you an input area into which you can paste your source data. Paste your data in, set the field delimiter, record delimiter, and text qualifiers to match your data content (see Note below), and click the **Import** button to begin the import. You will receive an email confirmation when the import is complete.

Cookie Customers > Import Members

The screenshot shows the 'Import Members' interface. At the top, it says 'Selected fields: Email Address, Favorite Cookie Flavor'. Below this is a large text area labeled 'Paste data:'. Underneath the text area are three dropdown menus: 'Select a field delimiter:' (set to 'Comma'), 'Select a record delimiter:' (set to 'Line Break'), and 'Select a text qualifier:' (set to 'Double Quotes (")'). At the bottom, there is a checkbox labeled 'Only update existing records, but add new ones' and two buttons: 'Import' and 'Back to List'.

Note: A "field delimiter" is a character placed within a text file to denote where one column ends and the next begins. The most common delimiters are the comma (a CSV file) and the tab (a tab-delimited TXT file). A "record delimiter" indicates when a new record of data begins. This is almost always Line Break – meaning that each line is a separate record of

data. A "text qualifier" is how programs denote text field types from numeric ones. If you are unsure of either the record delimiter or text qualifier, leave the defaults unchanged.

- **Option 2:** Select **by Uploading a File.**
 - Select **Multiple Fields.**

What data do you want to import?



Just Email Addresses



Multiple Fields

- You will select the fields so that they match the original order of your data. Think of this as if your data were displaying in a spreadsheet and you are identifying each column, A, B, C, etc. To select a field move it over to the column on the right. When you are done, the column on the right should match the order of your source file's data. You may also click the **Add All** link to add all available fields.

What fields do you want to import?

The screenshot shows a field selection interface. On the left, there is a box labeled "Available Fields" which is currently empty. To its right is a box labeled "Selected Fields" which contains two items: "Email Address" and "Favorite Cookie Flavor". A red arrow points from the "Add All" link in the "Available Fields" box to the "Add All" link in the "Selected Fields" box. Below the boxes are two buttons: "Next Step" and "Back to List".

Important: The importer cannot skip columns from your source file. You will need to identify each column. If you have additional data in your source file that you do not wish to import, then delete it first.

- Click **Next Step.**
- You will be prompted to **Browse** to select your file (from a text only format like .csv or tab-delimited). Once selected, set the field delimiter, record delimiter, and text qualifiers to match your data content (see Note below), and click the **Import** button in the bar to

begin the import. You will receive an email confirmation when the import is complete.

Cookie Customers ▶ Import Members

Selected fields: **Email Address, Favorite Cookie Flavor**

Select file: ⓘ

Select a **field** delimiter: ▼

Select a **record** delimiter: ▼

Select a **text qualifier**: ▼

Only update existing records, but add new ones ⓘ

[Back to List](#)

Note: A "field delimiter" is a character placed within a text file to denote where one column ends and the next begins. The most common delimiters are the comma (a CSV file) and the tab (a tab-delimited TXT file). A "record delimiter" indicates when a new record of data begins. This is almost always Line Break – meaning that each line is a separate record of data. A "text qualifier" is how programs denote text field types from numeric ones. If you are unsure of either the record delimiter or text qualifier, leave the defaults unchanged.