

## Quick Start Guide To:

### The Swiftpage for ACT! Snapshot Tool: The Swiftpage Email History Window

The Swiftpage Email History window in Snapshot gives you a complete breakdown, by contact, of each of your previous email blasts. (Information is available the next day after sending out an email blast.) To access the Swiftpage Email History window in ACT!, first click on the Snapshot tab in the Contacts view in ACT!. Then, click on the Swiftpage History tab, and the Swiftpage Email History features will be shown:



- The arrows at the top allow you to switch among various email blasts you have sent to this particular contact.
- The Reports button allows you to access your comprehensive email blast reports online.
- The Search button allows you to search the email blast shown (or all blasts) for factors such as Unopens, Bounces, Invalid addresses, Opt-Outs or Duplicates, and to create an ACT! Lookup of these contacts. Follow these instructions to use the Search function:
  - Click on the Search button.
  - Select your criteria: for example, "Search this Email Campaign for Unopened."
  - Click on Copy to Clipboard and click OK.
  - Open the Lookup dropdown menu in ACT! and click on Keyword Search.
  - In the "Search For" box, paste the search string by hitting Control+V.
  - Click on the Find Now button. Your contacts meeting the criteria selected will be shown.
  - Click on Create Lookup to create an ACT! Lookup based on this list of contacts.
- The Swiftpage Email History button shows details of each Email Blast sent to the selected contact: what time it was submitted, what the subject line was, which Swiftpage template was sent, how many times the contact opened it, clicked on a link in it and what the Result was.
- Click on the View link (or the template thumbnail) to launch your browser and see the email template that was sent.