Swiftpage E

Quick Start Guide to:

Creating and Using List Updater Surveys

A List Updater survey is used to update the contact information in your List Manager database. This Quick Start Guide details how to create and implement a List Updater survey.

1. Go to www.Swiftpage.com.
2. Enter your account details at the top of the screen and click Submit.
3. Once you are on the Swiftpage Connect Portal, click Surveys.

4. Create a survey that asks for basic contact information and any other data that you would like to gather (**note:** List Updater surveys must include an email address field). Swiftpage provides two surveys (SpListBuilder and SpListBuilderLong) that you might consider using as a foundation and then catering to meet your needs.

5. Click Survey Result Options.
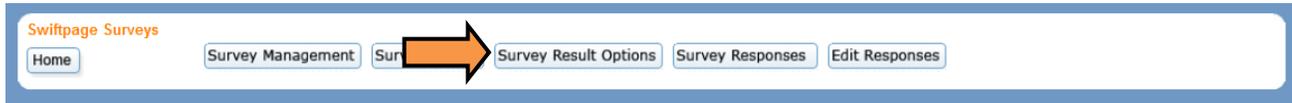
6. Check the Database Update checkbox. Click the List Updater radio button, select SpeHosted from the drop down menu, and then click Submit.
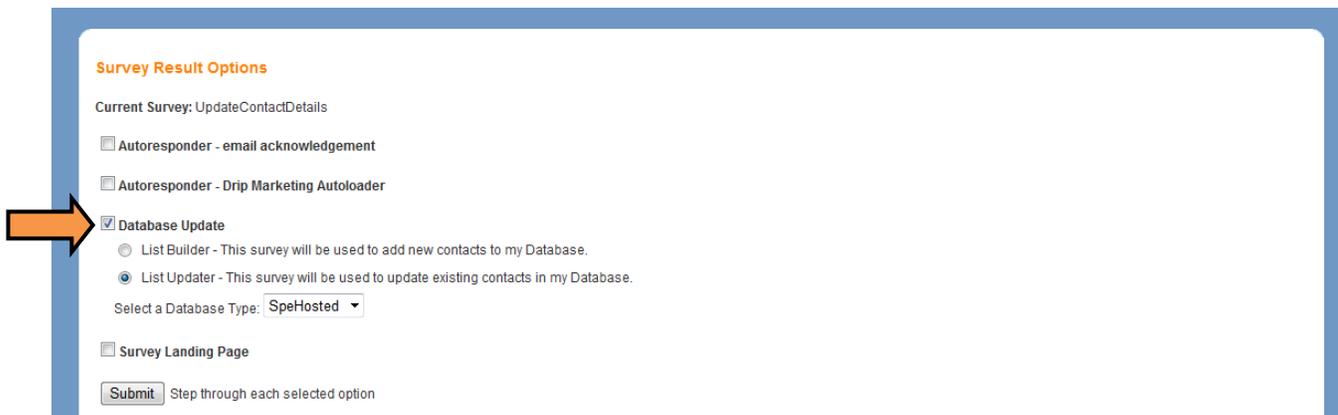
7. Map each survey question to the desired database field by selecting the field from the drop down. Click Submit.

8. Create a template which contains a link to your survey and then send the email to your contacts.

9. Once you have some results, return to the Swiftpage Connect Portal and click List Manager.

10. Click List.
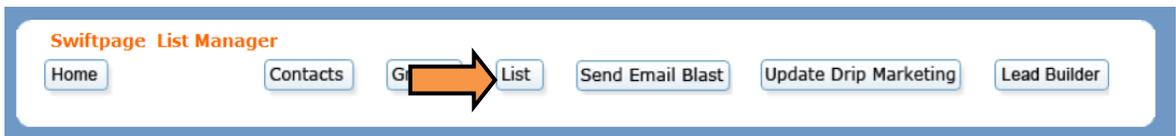
11. Click Import Survey.
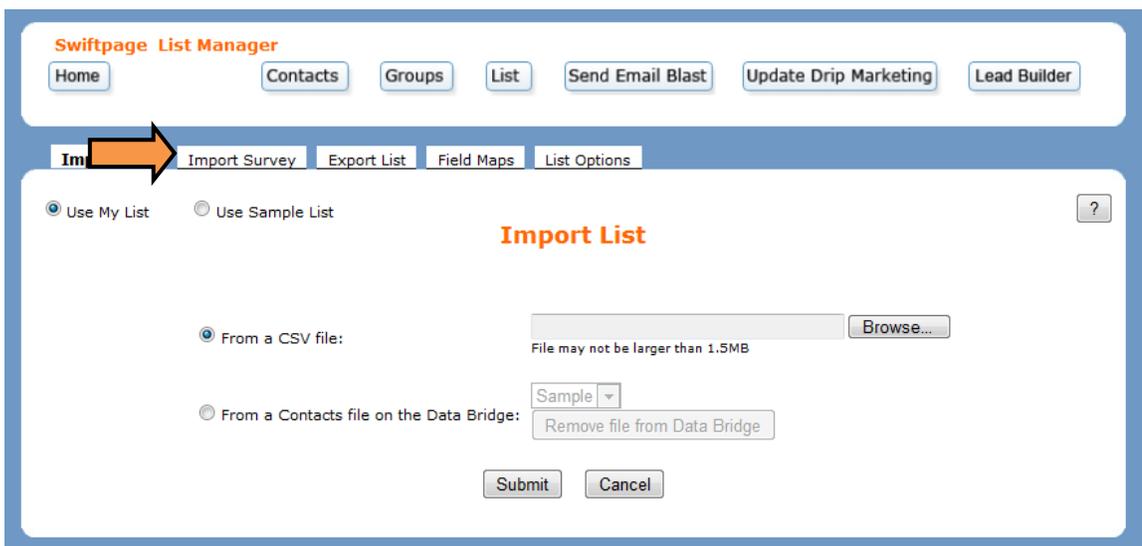
12. Select the survey and click Build/Update List.

13. Review the survey data. Click Update All Fields to overwrite all of the preexisting data or select which fields to update and then click Update Selected Fields Only. Click Ignore Contact to skip the contact and not overwrite any of the data. Choose Ignore this contact and all others to skip the current contact and any remaining contacts.

14. Review the results. Click OK to return to the initial Import Survey page.

| Import List | **Import Survey** | Export List | Field Maps | List Options |

Survey Import Results

The survey data was successfully retrieved and processed with the following results:

1 Record downloaded
0 New records added
1 record updated

[OK]