

Quick Start Guide To:

Retrieving History Results in Swiftpage for ACT!

After you send out your email blast through Swiftpage for ACT!, you are able (beginning the next day and subsequent days) to retrieve results for your blast (i.e. open and click information) back into your ACT! history. Keeping your ACT! history up to date with the most recent Swiftpage results ensures that Swiftpage is most effectively integrated with your ACT! database. To retrieve results to write to history, follow these steps:

1. Click on the Swiftpage icon in ACT!, and then click on the Results tab. There, you will see listed any email blasts that have results to write back to your ACT! database:

Se	ect Email Blast Results (Results are updated every 24 hours):		
	Email time and Subject	Update	
	4/26/2010 4:26 PM, June newsletter, Sent To: iandoescher@gmail.com,idoescher@swiftpag		
	4/26/2010 4:25 PM, Try this out, Sent To: iandoescher@gmail.com	1	
	4/26/2010 4:24 PM, Test from Ian click on some links! Open some email! Woo hoo!	40	
	Toggle All Submit		
	Reports Review your online reports for your recent email blasts.		
		_	

2. Use the checkboxes next to each email blast to select which results to write, or use the Toggle All button to select all of them. When you are finished, click Submit.

3. You will be told how many updates are about to be made to your ACT! history, and asked if you want to continue. Click Yes.



4. Swiftpage then downloads results to your ACT! database. Note: depending on how many updates there are to be written to your ACT! history, this process can take a while. When it is finished, the following confirmation appears:

Swiftpage	for ACT!	
44 Score u	pdates successfully	retrieved.
	ОК	

5. You are finished! You will notice that history records have been updated, as has the Swiftpage Email History section of Snapshot.



Subject June newsletter Template

戻 Opens: 👆 Clicks:

Newsletter 2008-06-12

noResult: NoResult

Updated history note:

Swiftpage e-mail Score=050 Tag= Status=Opened Medium Clicks=01 Opens=01, IC100426172621; Subject: June newsletter;...

Search Reports Submitted Time: 4/26/2010 5:26 PM

	Subject	
	June newsletter	
	Template	
	Newsletter 2008-06-12	
	😥 Opens: 1	
Spanne Bit	👆 Clicks: 1	sparse like
View	Result: Opened Medium	View