

# Swiftpage

Quick Start Guide to:

## Creating a Static Group

This Quick Start Guide provides the steps for creating a Static Group in the Swiftpage List Manager.

1. Go to [www.swiftpageconnect.com](http://www.swiftpageconnect.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 List Manager.



4. Select which contacts you would like to include in the Group. To manually select the contacts, click on the checkbox next to each contact you would like to include. Once you have made all

of the selections on that page, click Keep Selected.

The screenshot shows the Swiftpage List Manager interface. At the top, there are navigation buttons: Home, Contacts, Groups, List, Send Email Blast, Update Drip Marketing, and Lead Builder. Below this is a sub-navigation bar with Manage Contacts, New Contact, Current Contact Details, Current Contact Notes & History, and Current Contact Group Info. The main content area has a 'Current Filter' section on the left showing 'Group Name: "All"', 'Rule: All Contacts', and 'Contacts: 54'. To the right is a 'Select a Filter' section with two radio buttons: 'Filter by Group: All' (selected) and 'Use All Contacts with a Field Value:'. Below the second radio button are dropdown menus for 'Email Address', 'Contains', and an input field. A 'Submit' button is at the bottom of this section. Below the filter section is a row of action buttons: 'Keep Selected' (highlighted with an orange arrow), 'Omit Selected', 'Save Group', 'Add to Group', 'Goto Page: [input]', 'Go', '<< Prev', and 'Next >>'. Below the buttons is a table with columns: First Name, Last Name, Email Address, Title, Company, and Date Added. The table contains 7 rows of contact data.

	First Name	Last Name	Email Address	Title	Company	Date Added
<input type="checkbox"/>						
<input checked="" type="checkbox"/>	1	two clubs	two.clubs@swiftpage.com			05/05/2010
<input type="checkbox"/>	2	two spades	two.spades@swiftpage.com			05/05/2010
<input checked="" type="checkbox"/>	3	two diamonds	two.diamonds@swiftpage.com			05/05/2010
<input type="checkbox"/>	4	two hearts	two.hearts@swiftpage.com			05/05/2010
<input checked="" type="checkbox"/>	5	three spades	three.spades@swiftpage.com			05/05/2010
<input type="checkbox"/>	6	three clubs	three.clubs@swiftpage.com			05/05/2010
<input type="checkbox"/>	7	three diamonds	three.diamonds@swiftpage.com			05/05/2010

Alternatively, you could create a new Group based on a specific filter. Select the Use All Contacts with a Field Value radio button, enter the criteria, and click Submit.

This screenshot is similar to the first one, but the 'Use All Contacts with a Field Value:' radio button is selected. The 'Email Address' dropdown is set to 'Contains' and the input field contains the text 'diamonds'. An orange arrow points to the selected radio button. The table below shows the same 7 rows of contact data as in the first screenshot.

	First Name	Last Name	Email Address	Title	Company	Date Added
<input type="checkbox"/>						
<input type="checkbox"/>	1	two clubs	two.clubs@swiftpage.com			05/05/2010
<input type="checkbox"/>	2	two spades	two.spades@swiftpage.com			05/05/2010
<input type="checkbox"/>	3	two diamonds	two.diamonds@swiftpage.com			05/05/2010
<input type="checkbox"/>	4	two hearts	two.hearts@swiftpage.com			05/05/2010
<input type="checkbox"/>	5	three spades	three.spades@swiftpage.com			05/05/2010
<input type="checkbox"/>	6	three clubs	three.clubs@swiftpage.com			05/05/2010
<input type="checkbox"/>	7	three diamonds	three.diamonds@swiftpage.com			05/05/2010

5. Click Save Group.

**Swiftpage List Manager**

Home Contacts Groups List Send Email Blast Update Drip Marketing Lead Builder

**Manage Contacts** New Contact Current Contact Details Current Contact Notes & History Current Contact Group Info

Current Filter:  
Group Name:  
Rule: The contacts that are in the group  
Contacts: 3  
[Advanced Filter Actions >>](#)

Select a Filter  
 Filter by Group: 5/5/2010 (Date Added Equal to "05/05/2010 13:12")  
 Use All Contacts with a Field Value:  
Email Address Contains

Submit

Keep Selected Omit **Save Group** Add to Group Goto Page: Go << Prev Next >>

	First Name	Last Name	Email Address	Title	Company	Date Added
<input type="checkbox"/>						
<input type="checkbox"/> <a href="#">Edit</a>	1 two	clubs	two.clubs@swiftpage.com			05/05/2010
<input type="checkbox"/> <a href="#">Edit</a>	3 two	diamonds	two.diamonds@swiftpage.com			05/05/2010
<input type="checkbox"/> <a href="#">Edit</a>	5 three	spades	three.spades@swiftpage.com			05/05/2010

Show:  Main Fields  All Fields (Page 1 of 1) Rows per page: 20 Set

6. Enter a Group Name and click Submit to finish creating the Group.

**Swiftpage List Manager**

Home Contacts Groups List Send Email Blast Update Drip Marketing Lead Builder

**New Group**

You are saving the Contact Filter: Email Address Contains "diamonds" (Contains: 13 Contacts)

Save the Filtered Contacts as a New Static Group  
Group Name: Sample One

Save the Filter Rule as a Dynamic Group (Contains: 13 Contacts)  
The members of this group type will automatically change as contacts are added and modified.  
Group Name:

Save as an existing Group:

Submit Cancel