



Quick Start Guide to:

## Importing Survey Responses to the List Manager

This Quick Start Guide details the steps to importing the results of a List Builder or List Updater Survey to the Swiftpage List Manager.

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

**Swiftpage Connect**

**Template Editor** **Send Email**

**Reports** **List Manager**

**Call List** **Surveys**

**Drip Marketing** **Social Sharing**

**Leads**

**Resource center**

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- ▶ Swiftpage Support
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email templates - postcards  
landing pages - microsites  
logos - and more

**My Swiftpage**

Account Name  
rs\_121211\_spe  
UserID  
rs\_121211\_spe  
Service Level  
Team  
Drip Marketing Service Level  
Free  
Send Limit  
100

**Account Management**

**Edit User Profile**

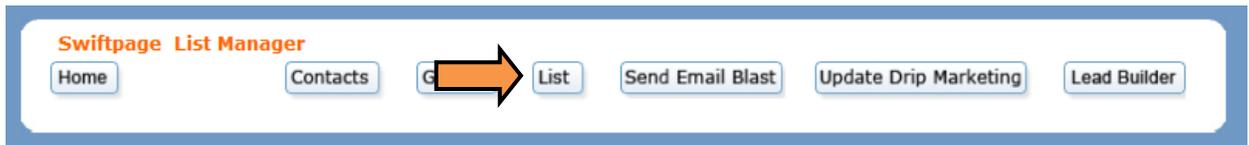
**Manage Account**

**Upgrade Account**

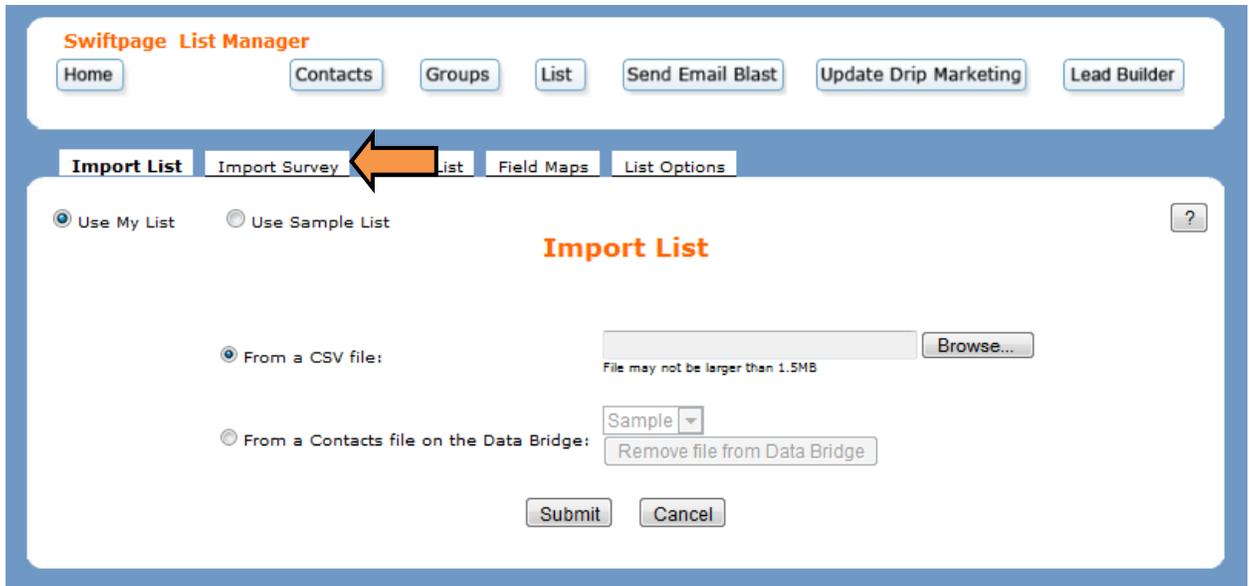
**Support Information**

Monday-Friday, 5:00am - 8:00pm EST  
Phone: 1 (877) 228-8377  
For international customers +1-303-978-1000  
Email: support@swiftpage.com

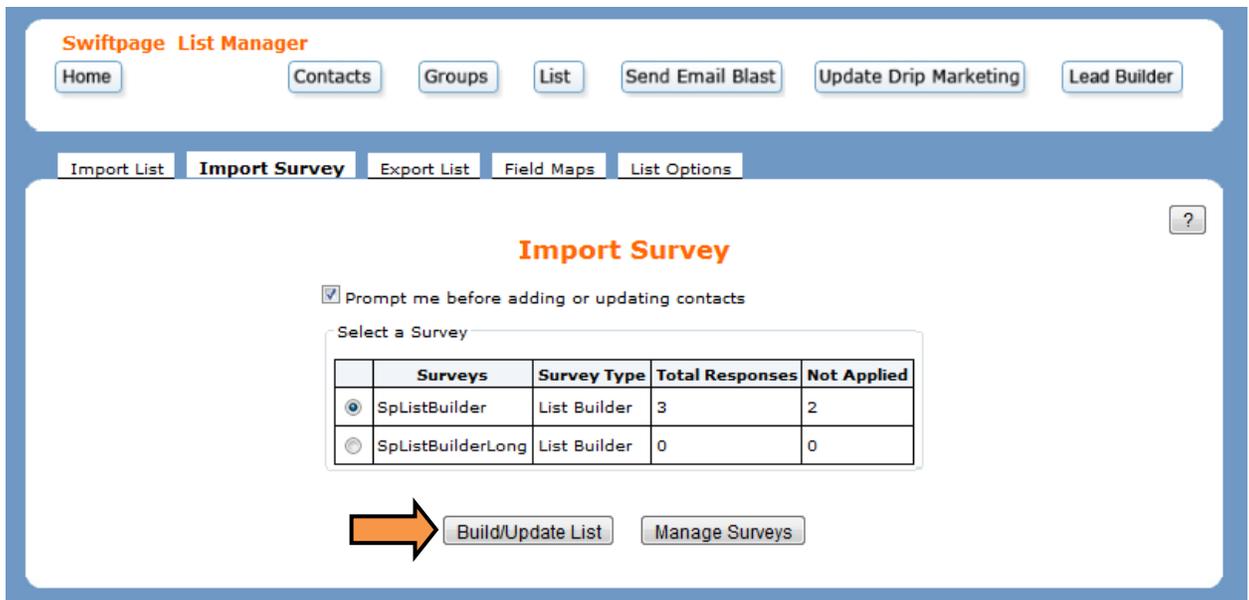
4. Click List.



5. Click the Import Survey tab.



6. Select a Survey whose results have not yet been applied and click Build/Update List.



7. Review the Survey data. Click Add New Contact to add this contact and proceed to the next new contact entry. Click Add this contact and all others to add any new contacts without reviewing their entries. Select Ignore Contact to skip the contact and not import it to your database. Choose Ignore this contact and all others to skip the current contact as well as any other new contacts.

**Swiftpage List Manager**

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

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

### Add Contact

Do you want to add this contact to your list?

Retain Contact(s) as Not Applied

Add New Contact Add this contact and all others Ignore Contact Ignore this contact and all others

Field Name	Value
First Name	Technical
Last Name	Support
Email Address	support@swiftpage.com
Company Name	
Phone Number	

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

**Swiftpage List Manager**

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

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:

- 2 Records downloaded
- 2 New records added
- 0 records updated

OK