



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.

The screenshot shows the Swiftpage Connect dashboard. On the left, there are navigation buttons for Template Editor, Reports, Call List, Drip Marketing, Leads, Send Email, List Manager, Surveys, and Social Sharing. The 'Surveys' button is highlighted with an orange arrow. Below these is a 'Resource center' with buttons for Live Demos, Feature Tours, Consultants, Swiftpage Support, Deliverability, and Education Center. On the right, there is a 'My Swiftpage' section with account details for 'brightpeak' and account management options like Edit User Profile, Manage Account, and Upgrade Account. At the bottom right, there is 'Support Information' including contact details for Monday-Friday, 5:00am - 8:00pm EST.

Account Management

- Account Name: rs_121211_spe
- UserID: rs_121211_spe
- Service Level: Team
- Team: Team
- Drip Marketing Service Level: Free
- Send Limit: 100

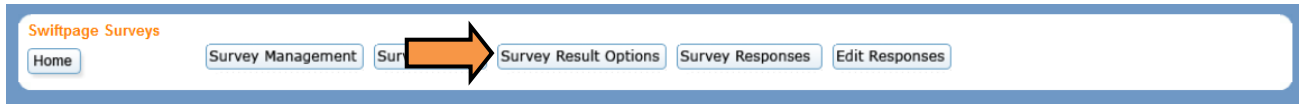
Account Management

- Edit User Profile
- Manage Account
- Upgrade Account

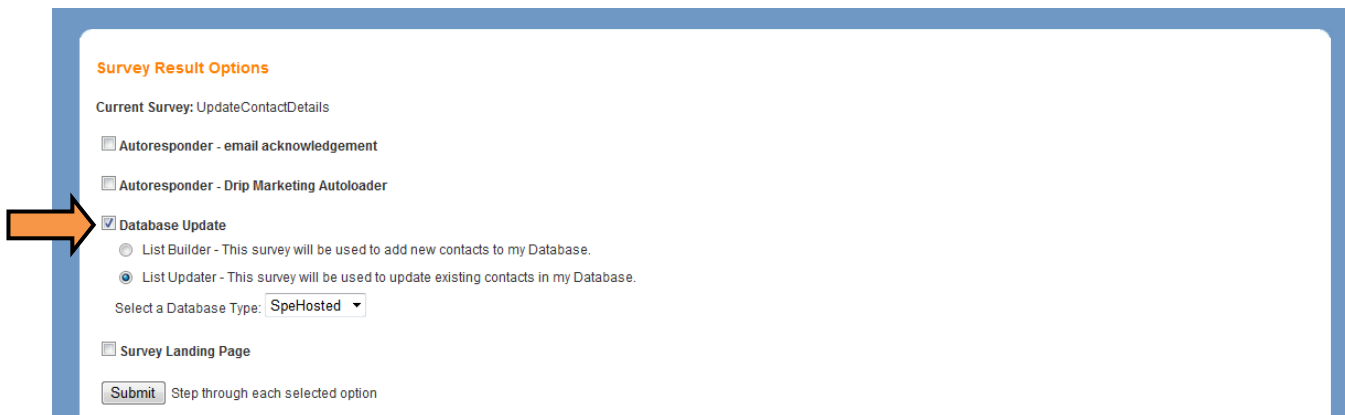
Support Information

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

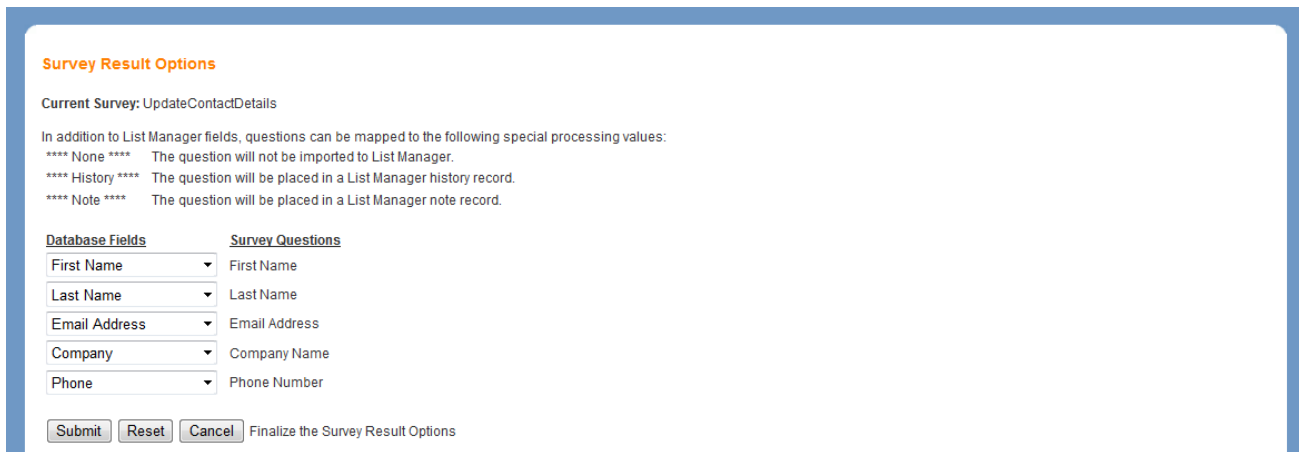
4. Create a survey that asks for basic contact information and any other data that you would like to gather (**note:** List Updater surveys must include an email address field). Swiftpage provides two surveys (SpListBuilder and SpListBuilderLong) that you might consider using as a foundation and then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



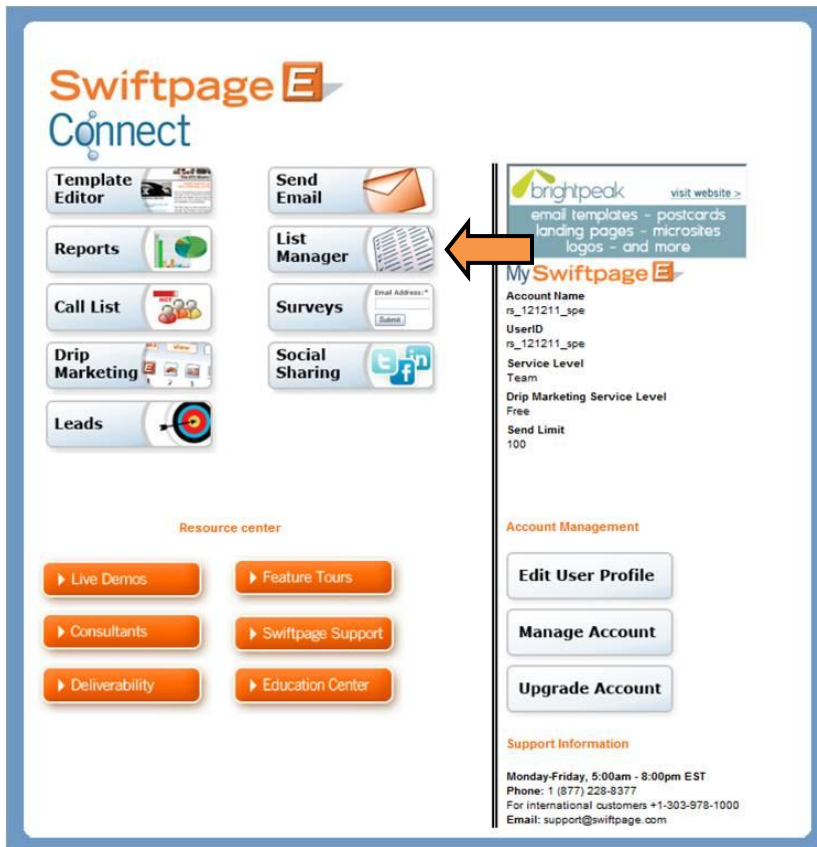
6. Check the Database Update checkbox. Click the List Updater radio button, select SpeHosted from the drop down menu, and then click Submit.



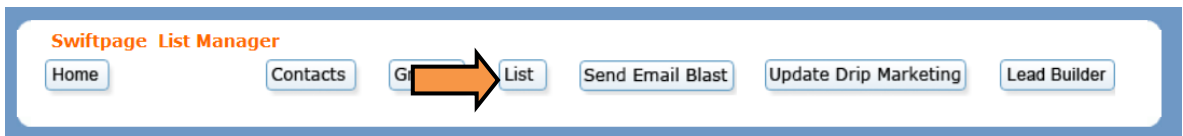
7. Map each survey question to the desired database field by selecting the field from the drop down. Click Submit.



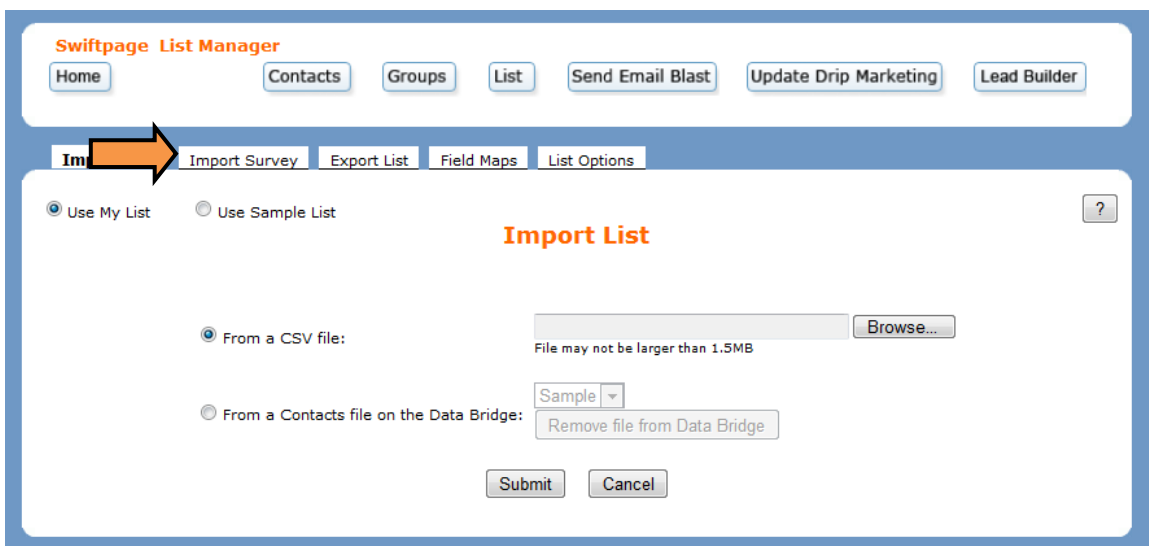
8. Create a template which contains a link to your survey and then send the email to your contacts.
9. Once you have some results, return to the Swiftpage Connect Portal and click List Manager.



10. Click List.



11. Click Import Survey.



12. Select the survey and click Build/Update List.

Import Survey

Prompt me before adding or updating contacts

Select a Survey

	Surveys	Survey Type	Total Responses	Not Applied
<input type="radio"/>	SpListBuilder	List Builder	1	0
<input type="radio"/>	SpListBuilderLong	List Builder	0	0
<input checked="" type="radio"/>	UpdateContactDetails	List Updater	4	1

Build/Update List **Manage Surveys**

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.

Update Contact

Select Fields to update for: Ryan Sullivan

Retain Contact(s) as Not Applied

Update All Fields **Update Selected Fields Only** **Ignore Contact** **Ignore this contact and all others**

	Field Name	New Value	Existing Value
<input checked="" type="checkbox"/>	First Name	New	Ryan
<input checked="" type="checkbox"/>	Last Name	Sample	Sullivan
<input checked="" type="checkbox"/>	Email Address	Sample@swiftpage.com	Sample@swiftpage.com
<input checked="" type="checkbox"/>	Company Name	Swiftpage	Swiftpage
<input checked="" type="checkbox"/>	Phone Number	3039781000	3039781000

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