



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](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 Surveys.

**Swiftpage Connect**

Template Editor | Reports | Call List | Drip Marketing | Leads

Send Email | List Manager | Surveys | Social Sharing

Resource center

- Live Demos
- Feature Tours
- Consultants
- Swiftpage Support
- Deliverability
- Education Center

**My Swiftpage**

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

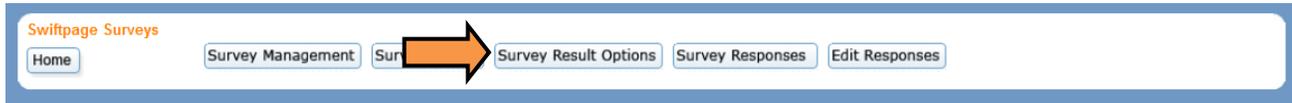
Account Management

- Edit User Profile
- Manage Account
- Upgrade Account

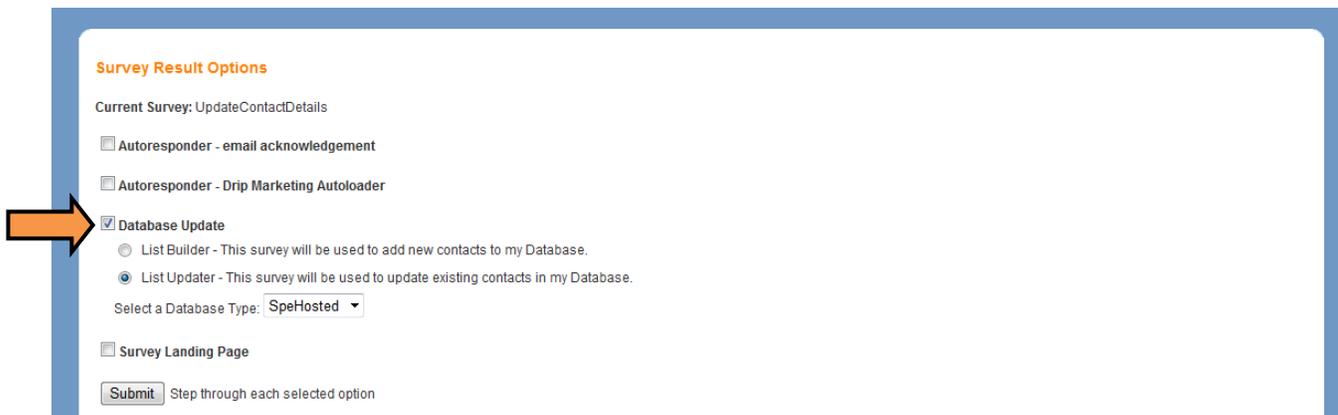
Support Information

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



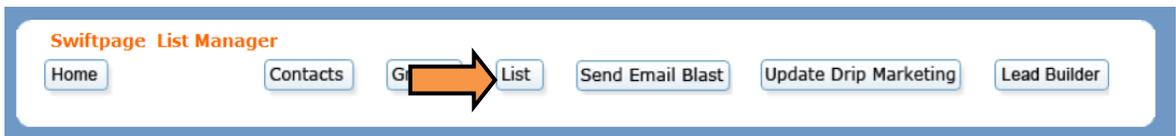
7. Map each survey question to the desired database field by selecting the field from the drop down. Click Submit.



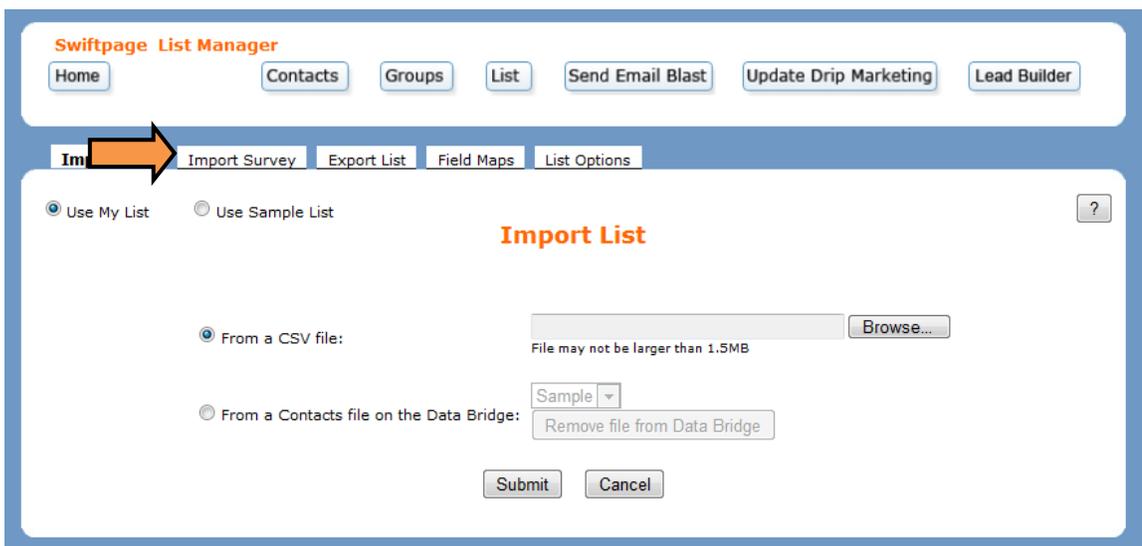
8. Create a template which contains a link to your survey and then send the email to your contacts.
9. Once you have some results, return to the Swiftpage Connect Portal and click List Manager.



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