Communicator Component Documentation

Subscriber Management

In this area you see the list of all subscribers of your site. You can make each one confirmed or not to distinguish them inside the listing. Later on when sending the newsletter you will have to choose whether to send it to all subscribers or to the confirmed ones only, so it is a needed feature.

Add a subscriber
To add a subscriber you select from the menu New Subscriber. Then you just add the name (the name doesn't have to be only the first name, you can use the last name also by separating them with a space), the email and if you want him/her to be confirmed or not. When you are done filling the fields, you Save. If you don't want to Save the subscriber just press Cancel.

Edit Subscriber
To edit a subscriber's details, you just select him from the list and you press the Edit Subscriber button.

Delete Subscriber
To delete a subscriber you just select him/her from the list and press the Delete button.

Assigning a user to a subscriber
With this feature you can select a user and put him/her to the subscriber's list without having to add any more details.
To assign a user to a subscriber you press the Assign Users button and from the list you select one (with click) or multiple users (with Ctrl+Click) to put them to the subscriber's list. After selecting you press Save.

Import Subscribers
If you have a large number of subscribers you can import them instead of creating them one by one. For an import to occur you will have to have the subscribers details (name, email) to a .csv file or an .xml file (you can get the form of the xml file by doing an export first).

To begin the import you just press the Import Subscribers.

You go to CSV Import File and you browse through your computer to find the file. Then you have to put to the following fields the appropriate information

Name Column: Put the number of column you have the name of the subscribers inside the file
Email Column: Put the number of column you have the email of the subscribers inside the file
Start from line: Put the number of line that you have the first entry inside the file
CSV Delimiter: Put the delimiter symbol you have set to the file when saving it.

Click Save to proceed.

If you have a changed .xml from the export file you can put it to:
Your YaNC/Communicator XML Export File and Save.

Export Subscribers

If you want to export the list of subscribers to a file (the opposite procedure of import) you just select the Export Subscibers and automatically you are asked to download an xml file which contains all your subscribers.

Validate

With this feature you can check if an email through the subscriber's list is valid or not. You select one or more entries from the list and press the Validate button. The email addresses that are not valide there are not going to receive the newlsetter and there are not going to be imported from any file either, so don't be alarmed if when sending or importing you see a smaller number than that of the original list or file.

Newsletter Management

In this area you see the list of all newsletters you have sent or going to sent. You either edit an existing (if you don't want to keep an archive this is recommended) or you create a new one.

Creating a Newsletter

There are two kinds of newsletters you can create. The one is when you want to use an existing content item from the site as a newsletter and the other when you want a custom newsletter.

To create a newsletter that contains a content item from the site you press the Compose Newsletter button. You enter a subject for your newsletter, you select from the list on the right the item and if you want an attachment file, which you should have uploaded before entering the newsletter mechanism to the directory media which is located to the root of your site.

To create a custom newsletter you press the New button. You enter a subject for your newsletter and then you enter your text with any styling you want inside the first box which has the same editor options as your content items. You can also insert an image, links, and use it like you use it inside the content items. The second box is not necessary to fill. Its usability is for the recipients whose email software doesn't support HTML formatting to be able to view the newsletter as plain text. Be careful to check that the links or images used inside the newsletter have the full path location (http://www.bsoi.org/images/stories/test.jpg) and not a relative (../images/stories/test.jpg), because in that case the recipients won't see any of the images or links to their newsletter. After completing the newsletter and Save it you can send it whenever you want.

Sending a newsletter

To send the newsletter you just press the Send now button located to the same line as the newsletter you want to sent.

You have to select to which subscibers the newsletter will go. The options are the following:

- All Subscribers
- Registered
- Author
- Editor
- Publisher
- Manager
- Administrator
- Super Administrator

Then you will have to select whether or not the confirmed of the group you selected above to receive the newsletter.

You fill in the sender email that will show to the newsletter as well as the sender's name and the email address if someone replies.

It is recommended to leave checked the Timeout option and as a final thing you enter a number of emails (newsletters) to send per time, i.e. If you have 1500 subscribers you might want to send per 500, if you have 200 you will enter 200 and so on.
To start sending you will have to press the Publish button.
In every pace you will have a report that will say how many were delivered.