

# **List Manager**

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# **User Manual**

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# Introduction

Welcome to List Manager!

List Manager was created as a companion program to both [Sentry](#) and MailWizz. Sentry and MailWizz are the two most popular DIY auto-responder applications on the market today.

As you well know, auto-responder services like AWeber, MailChimp, GetResponse, and others can get pretty expensive once you've gathered a few thousand subscribers. What's more is that these services DO NOT allow you to import leads from external sources. This is why people like you have sought to create their own auto-responder service. High expense and limited control.

Having your own auto-responder service gives you full control over every aspect of email marketing.

You can:

- Cut your auto-responder expenses drastically
- Have you own domain
- Control over any and all leads
- Import leads from any source
- Freedom to choose your own email delivery platform
- And much more...

There is, however, the chore of managing your own domain's reputation. Many people buy MailWizz or [Sentry](#) and set them up on their own mail server and domain, then start sending thousands of emails. What did they find out? Their domain reputation went to hell in a handbasket, right? And maybe even get banned from their email delivery platform.

Why, because even though it may not be, it looks like SPAM. Google and other email providers will label all your messages as spam, blacklist your domain and IP, and very few, if any of your emails will reach anyone.

## **That's where List Manager comes in**

List Manger gives you the ability to automatically "drip" leads to your Sentry and MailWizz auto-responders. All you have to do is set up your email list, import your users, and let the program do the work for you.

This way you can start dripping leads to your list at any amount and frequency you like. Send 10, 20, 50, 100, or more at any frequency you like. This makes your emails look much more natural. Start off sending 10 to 15 a day and slowly increase the number each week and allow your domain to build a positive reputation.

Keep in mind you must still adhere to GDPR and/or CCPA regulations, and be sure your imported leads have asked to receive your information. You don't want to accumulate spam complaints either.

### **How does this process fit together?**

First you must have a MailWizz or [Sentry](#) email server setup and operational. If you are in need of help getting this accomplished you can contact our support team at <mailto:support@bestbetmedia.com>

Setting up your own mail server includes:

1. Purchasing [Sentry](#) or MailWizz (a one-time purchase)
2. Purchase a domain or use an existing domain
3. Set up a hosting server (see email above for help on this)
4. Install Sentry or MailWizz

My personal suggestion for setting up your own mail server is to go with Amazon. You can use their EC2 hosting (one year free for first time users on eligible T2 servers), Route53 for your domain, and SES (Simple Email Service) for your email provider. Keeping things with Amazon you'll get your first 60k emails FREE each month. All of this will run less than \$25 a month after initial setup, even less if you're running on a free server tier, maybe \$10 a month for you first year.

Once you have done this you are ready to create your email lists in Sentry or MailWizz, along with your auto-responder emails.

List Manager needs to be installed on a Linux server. It doesn't have to be the same server as your mail server. You can even run it on shared hosting. See the next section "Requirements".

That's about it. Next we'll talk about requirements for List Manager.

### **What About The Future?**

We have big plans for feature updates to List Manager that will be coming in the near future, so hop on board while the getting is good. More features are coming soon and today's low price won't last forever, especially with some of the newer features being worked on right now.

# Requirements

List Manager requirements are pretty straight-forward.

You'll need the following which can be on shared hosting, virtual server, or run right from our mail server.

What you'll need:

- Linux server such Ubuntu or shared hosting (must be able to setup and run a Cron job)
- PHP 7.x
- MySQL/MariaDB. MariaDB is preferred.
- Admin access to MySQL/MariaDB in order to create a empty database and user.
- List Manager Application

# Installing List Manager

Please note that if these values are not correct the installation WILL FAIL. If you are unsure of any of them, contact your support for more information.

A link to these same instructions can be found on the List Manager installation page as well.

## Before You Begin

If you have already installed List Manager and have List Manager data on your server, DO NOT attempt to re-install the application. Doing so will DELETE ALL of your data.

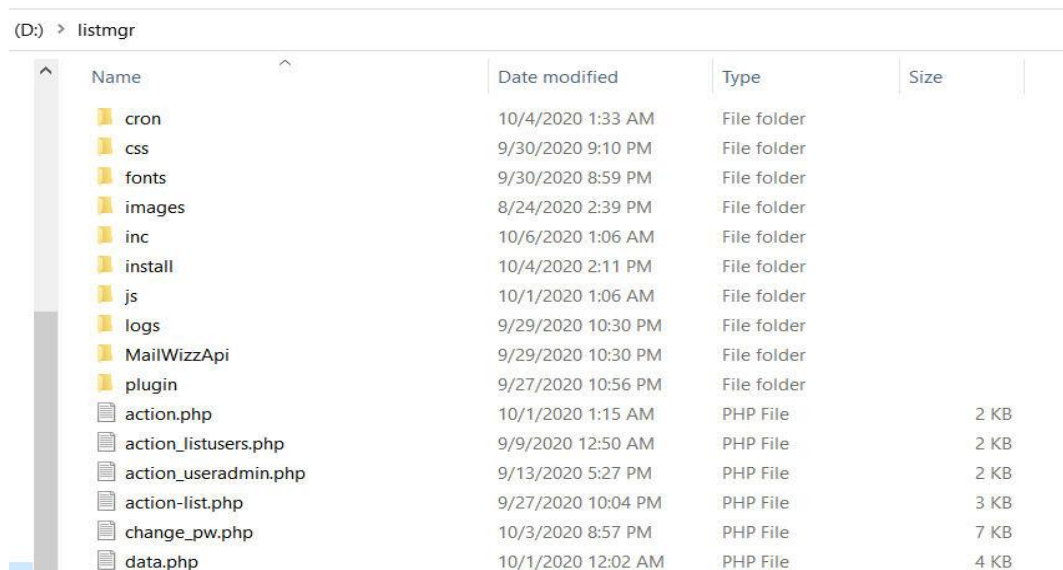
If you have an operational problem with the software, please contact support. You can also follow the instructions to BACKUP your database in the User Manual.

## Uploading List Manager To Your Server

You will have received a file called “listmgr.zip” when you purchased List Manager. Depending on your host provider you can install List Manager in one of two ways, FTP or using your server’s File Manager.

## Using FTP

1. On your computer, unzip listmgr.zip to a location such as temp. It can be anywhere really, just as long you know where it is for the next step. When you’re done it should look like the folder structure below. You should have a listmgr folder with contents like the below picture.



(D:) > listmgr				
Name	Date modified	Type	Size	
cron	10/4/2020 1:33 AM	File folder		
css	9/30/2020 9:10 PM	File folder		
fonts	9/30/2020 8:59 PM	File folder		
images	8/24/2020 2:39 PM	File folder		
inc	10/6/2020 1:06 AM	File folder		
install	10/4/2020 2:11 PM	File folder		
js	10/1/2020 1:06 AM	File folder		
logs	9/29/2020 10:30 PM	File folder		
MailWizzApi	9/29/2020 10:30 PM	File folder		
plugin	9/27/2020 10:56 PM	File folder		
action.php	10/1/2020 1:15 AM	PHP File	2 KB	
action_listusers.php	9/9/2020 12:50 AM	PHP File	2 KB	
action_useradmin.php	9/13/2020 5:27 PM	PHP File	2 KB	
action-list.php	9/27/2020 10:04 PM	PHP File	3 KB	
change_pw.php	10/3/2020 8:57 PM	PHP File	7 KB	
data.php	10/1/2020 12:02 AM	PHP File	4 KB	

2. Open your FTP application and connect to your server. Once connected, navigate to your websites document root folder (Ie. Public\_html or something similar).
3. Find the listmgr folder you unzipped in step 1 in your FTP's source file window.
4. Transfer the entire folder "listmgr" to your server's root folder.
5. When finished you should have a "listmgr" folder in your document root with all the contents like the image in step 1.

### **Using Your Server's File Manager**

If you would rather use your servers File Manager, such as the File Manager included in cPanel, do the following.

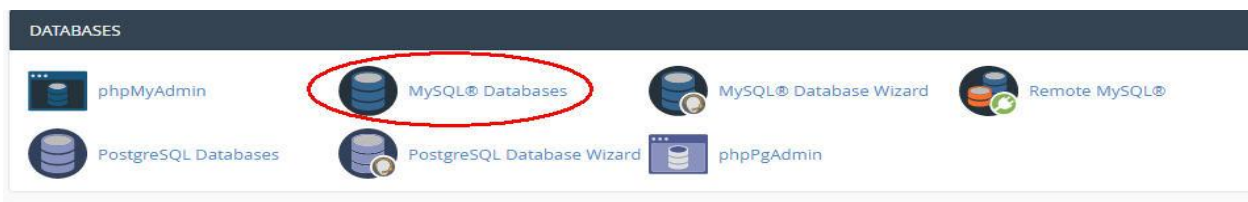
1. Log into cPanel or your servers equivalent.
2. Open File Manager and navigate to your servers document root directory (Ie. Public\_html or similar folder).
3. Upload "listmgr.zip" to the document root.
4. Using File Manager, unzip listmgr.zip into your document root.
5. When finished you should have a "listmgr" folder in your document root.
6. Delete listmgr.zip from your document root.

That's it. The application is now on your server. BUT, before we can run the setup program you'll need to follow the instructions below to setup an empty database and a user for that database.

### **Creating Your Database and Database User**

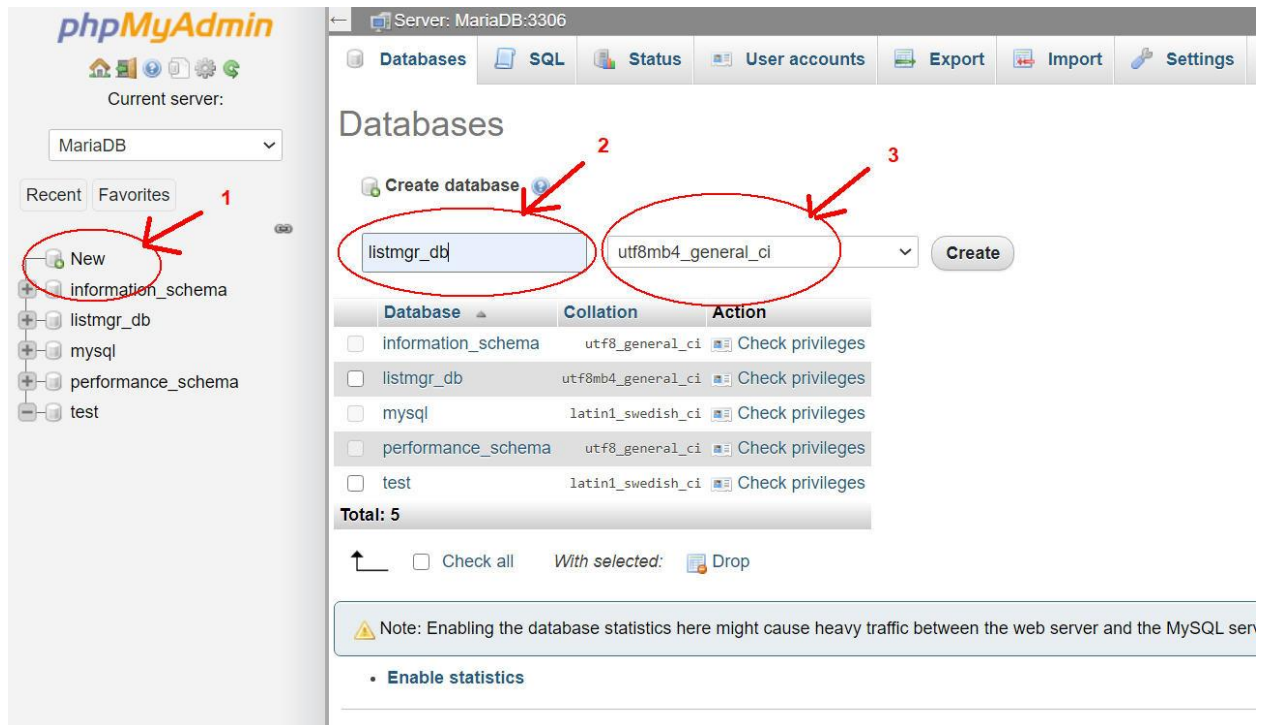
Before running setup you'll need to create an empty database named "listmgr\_db", a user on your server, and grant that user ALL privileges to the database. For most people this simply involves going to cPanel, then PHPMyAdmin in cPanel. Below are the two primary types of cPanel options. If you don't use cPanel or your cPanel options are different, refer to your hosting provider's documentation or contact your support.

If your cPanel – Database panel does not have an option called "MySQL Databases" (see below) in addition to "PHPMyAdmin", follow the instructions below under PHPMyAdmin Option. If it does have an option called "MySQL Databases", then skip to the second section, MySQL Databases Option.



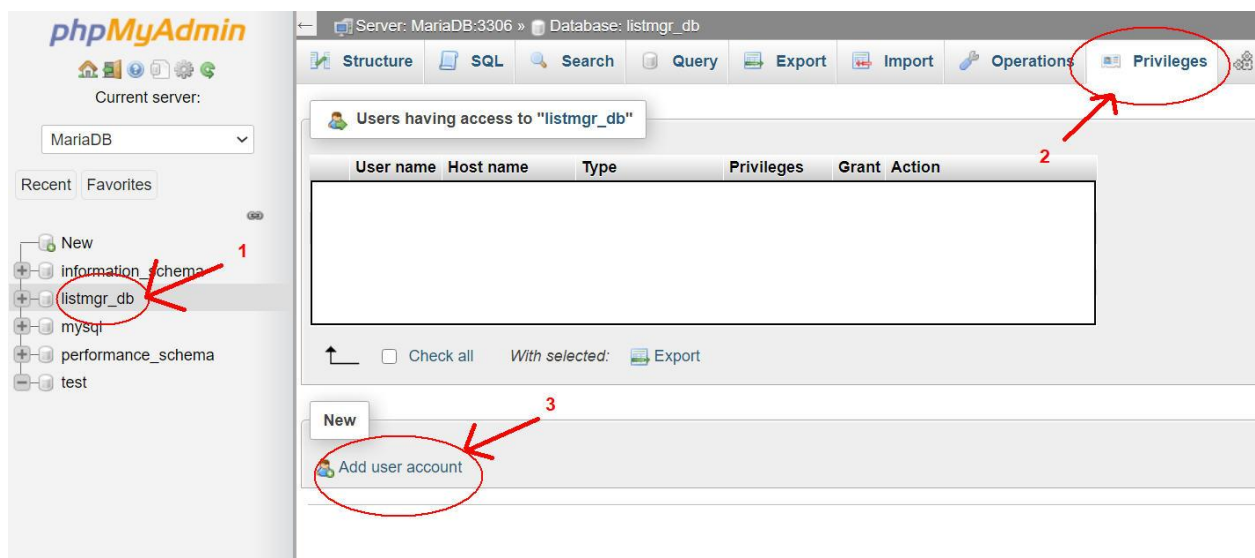
## PHPMyAdmin Option

First, open **PHPMyAdmin** and create your database as shown below. Click New in step #1 then enter the information as shown in steps #2 and #3, and click “Create”. Write down the database name as you will need it to run setup.



## Second, create your database user

First click on the Listmgr\_db you created in the first step, then click “Privileges”, then “Add user account”





Next, enter a new user name such as “listmgr\_user”, select “Localhost”, and enter a strong password. Be sure and write down your username and password as you will need these to run setup. Next, make sure “Grant all privileges to database” is checked. DO NOT grant global rights to this user.

**Important note:** If step 4 does not show the new listmgr database name as shown below, you need to back up one step and be sure to click the “Listmgr\_db” on the left first.

Lastly, scroll down and click “GO” in the lower right corner of the screen. YOU’RE DONE!

The screenshot shows the 'Add user account' form in phpMyAdmin. The form is divided into two sections: 'Login Information' and 'Database for user account'. The 'Login Information' section includes fields for 'User name', 'Host name', 'Password', and 'Re-type'. The 'Database for user account' section includes checkboxes for 'Create database with same name and grant all privileges.', 'Grant all privileges on wildcard name (username\_%)', and 'Grant all privileges on database listmgr\_db.'. Annotations with red arrows and numbers 1 through 4 point to specific fields and checkboxes. Annotation 1 points to the 'User name' field with the text 'Enter a user name such as listmgr\_user'. Annotation 2 points to the 'Host name' dropdown menu with the text 'Set this to "localhost"'. Annotation 3 points to the 'Password' field with the text 'Enter a strong password'. Annotation 4 points to the 'Grant all privileges on database listmgr\_db.' checkbox with the text 'Check Grant All Privileges To listmgr\_db'. A note at the bottom right says 'If this doesn't say listmgr\_db, you did not click on listmgr\_db in the previous step. Backup one step and click listmgr\_db first!'.

1 Enter a user name such as listmgr\_user

2 Set this to "localhost"

3 Enter a strong password

4 Check Grant All Privileges To listmgr\_db

If this doesn't say listmgr\_db, you did not click on listmgr\_db in the previous step. Backup one step and click listmgr\_db first!

## MySQL Databases Option

Open **MySQL Databases** and follow the steps shown below. This tool allows you to create your database and user all on the same page. Enter your database name in step #1. Take note if there is text shown in the gray section to the left as your database name will be prefixed by it. Be sure and write down the entire database name including the prefix if there is one, and click “Create”, then click “Go Back” at the next screen. You should see your new database under “Current Databases”.

Next, move to the **MySQL Users** section and enter a username such as “listmgr\_user” and a strong password. Again, note if there is a prefix to the left. Click “Create User”, then click “Go Back” at the next screen. Write down the name of the user and password as you will need it to run setup.



Lastly, move on to the “Add user to database” section and select your new database and your new username from the dropdowns and click “Add”. Select ALL PRIVILEGES as shown below, click “Make Changes”, then click “Go Back”. That’s it, YOUR DONE!

MySQL® Databases

### Manage User Privileges

User: **prosofts\_prosoftseo\_5459**  
Database: **prosofts\_db\_sendy**

**Check ALL Privileges for your new user! 1**

- ☒ ALL PRIVILEGES
- ☒ ALTER
- ☒ ALTER ROUTINE
- ☒ CREATE
- ☒ CREATE ROUTINE
- ☒ CREATE TEMPORARY TABLES
- ☒ CREATE VIEW
- ☒ DELETE
- ☒ DROP
- ☒ EVENT
- ☒ EXECUTE
- ☒ INDEX
- ☒ INSERT
- ☒ LOCK TABLES
- ☒ REFERENCES
- ☒ SELECT
- ☒ SHOW VIEW
- ☒ TRIGGER
- ☒ UPDATE

**Make Changes** Reset

**Click Make Changes 2**

**Click Go Back 3**

**Go Back**

## Running Setup

Now you are ready to run setup. Open your browser and navigate to:

**<http://yourserver.com/listmgr/install/setup.php>**

Be sure to replace yourserver.com with your actual server URL.

This should bring you to the List Manager Installation screen below where you will need to supply the database and user credentials you just created along with the licensed email address you provided when you purchased List Manager. Note that you **MUST** be installing List Manager on your licensed domain and with your licensed email or setup will not proceed.

**IMPORTANT NOTE:** DO NOT try to reinstall List Manager on your domain if you already have List Data. Your data will be destroyed. Reinstallation can only be done if you **BACKUP** your Database and **Uninstall** your List Manager License. Both covered later in this manual.

# List Manager Installation

Please Input Database Information

[READ >>> Installation Instructions](#)

**Enter Your Licensed Email Address**

**Database Server**

**Database Name**

**Database User Name**

**Database User Password**

**WARNING:** Do not re-run this installation program on a server that already has List Manager Data. Your Data will be DELETED!

If your MySQL/MariaDB Database server is running on the same server you are installing List Manager on, your database server name will be "localhost". This is typically the case. Otherwise, just enter your custom database server path.

Your database name will be the database you created above. Make sure you enter exactly as it was created including any prefix that may have been added.

In the Database User and Password fields just populate the user name you created above. Enter it exactly as it was created including any prefix that may have been added.

Next, just click INSTALL!

## Setting Up The Cron Job

Once setup has completed successfully, you'll need to setup a cron job. Cron is the means by which commands are executed automatically at a given interval. List Manager has one Cron job that needs to run **twice a day**, in order to drip leads to your lists.

If your server hosting is typical shared hosting, meaning you access your websites through cPanel or similar application, you can add your Cron job directly through your hosting management tools. If you have a dedicated or virtual server with root access, you can do this directly from the command line. Instructions for cPanel users and those with root access can be found below. If you are unsure how to do this please contact your hosting support.

First, get the file path for your Cron job by opening your browser and going to:

**<http://yourdomain.com/listmgr/cron/croninfo.php>** Just replace "yourdomain.com" with the domain you installed List Manager on (this assumes you installed list manager directly in your document root or public\_html folder). This will output something like:

Your Cron file is located at: **`/home/prosofts/public_html/listmgr/cron/senddata.php`**

If for some reason you don't get the file path from croninfo, go to your servers File Manager and determine the full file path, or optionally, contact your hosting support and tell them you need the full file path to **`public_html/listmgr/cron/senddata.php`** in order to setup a Cron job.

Next you'll need to create a cron job using cPanel, command line (if you have a dedicated or virtual server with root access), or whatever hosting control panel you use.

## Using cPanel

Open cPanel and find “Cron Jobs”. It’s usually located in the “Advanced” section of cPanel. Open “Cron Jobs” and you should see a screen similar to the below. Your command will be:

```
php /your/cron/path/listmgr/cron/senddata.php >/dev/null 2>&1
```

We want our Cron job to run twice every day, so your Cron should look like the below and read;

```
0 0,12 * * * php /your/cron/path/listmgr/cron/senddata.php >/dev/null 2>&1
```

Replace the section in red italics with the output from your croninfo command. Be sure to put a space between **senddata.php** and **>/dev/...**

Click Add New Cron Job, and you should your job appear in the Current Cron Jobs list. You’re Done!

The screenshot shows the cPanel Cron Jobs configuration page. A red box highlights the 'Common Settings' section, which includes dropdowns for frequency (set to 'Twice Per Day(0 0,12 \* \* \*)'), and input fields for Minute (0), Hour (0,12), Day (\*), Month (\*), and Weekday (\*). The Command field contains the path to the script. A red arrow points to the 'Add New Cron Job' button with the text 'Click Add New Cron Job when your settings are complete.' Another red arrow points to the frequency dropdown with the text 'Make your settings look like these. You want the command to run twice each day. Be and replace the command shown here with your command out put fromy your croninfo.php'.

PHP command examples:  
General example:  
`/usr/local/bin/php /home/prosofts/public_html/path/to/cron/script`  
Domain-specific example:  
`/usr/local/bin/php99 /home/prosofts/domain_path/path/to/cron/script`  
In the above example, replace "ea-php99" with the PHP version assigned to the domain you wish to use. Look in the [MultiPHP Manager](#) for the actual PHP version assigned to a domain.

**Common Settings**  
Twice Per Day(0 0,12 \* \* \*)  
Minute: 0 :00 (At the beginning of the hour.) (0)  
Hour: 0,12 Every Twelve Hours (0,12)  
Day: \* Every Day (\*)  
Month: \* Every Month (\*)  
Weekday: \* Every Day (\*)  
Command: /home/prosofts/public\_html/listmgr/cron/senddata.php /dev/null 2>&1

**Add New Cron Job** Click Add New Cron Job when your settings are complete.

**Current Cron Jobs**

Minute	Hour	Day	Month	Weekday	Command	Actions
0	*/12	*	*	*	php -q /home/prosofts/public_html/includes/execute/cron.php	<a href="#">Edit</a> <a href="#">Delete</a>

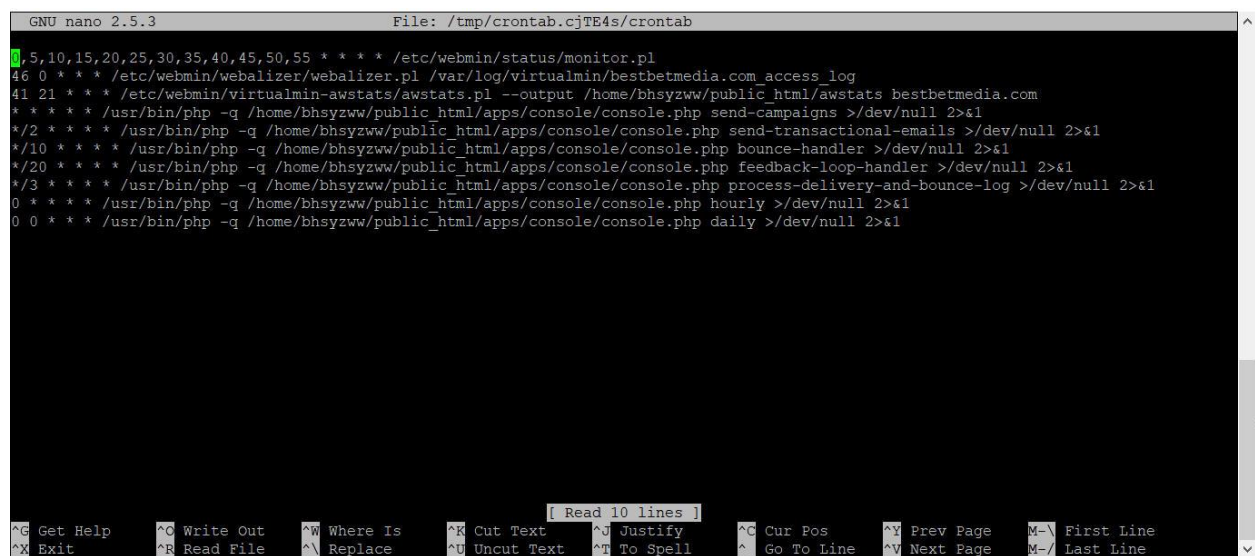
## Using The Command Line (for those with root access to their server)

**WARNING:** Editing crontab incorrectly can impact the functioning of your server! If you are not comfortable with linux/unix command line editing tools you should ask your server support to handle it for you. You have been warned!

If you have root access to your server you can add the Cron job from the command line by editing the crontab file.

First, backup your crontab file. You can easily do this by issuing the command **crontab -l > crontab.backup** and pressing Enter.

From the command prompt, enter: **sudo crontab -e** and press Enter. If you are prompted to select a command editor choose the editor of your choice. Nano is the easiest to navigate. You should see something like the below:



```
GNU nano 2.5.3 File: /tmp/crontab.cjTE4s/crontab
# 5,10,15,20,25,30,35,40,45,50,55 * * * * /etc/webmin/status/monitor.pl
46 0 * * * /etc/webmin/webalizer/webalizer.pl /var/log/virtualmin/bestbetmedia.com_access_log
41 21 * * * /etc/webmin/virtualmin-awstats/awstats.pl --output /home/bhsyzww/public_html/awstats/bestbetmedia.com
* * * * /usr/bin/php -q /home/bhsyzww/public_html/apps/console/console.php send-campaigns >/dev/null 2>&1
*/2 * * * /usr/bin/php -q /home/bhsyzww/public_html/apps/console/console.php send-transactional-emails >/dev/null 2>&1
*/10 * * * /usr/bin/php -q /home/bhsyzww/public_html/apps/console/console.php bounce-handler >/dev/null 2>&1
*/20 * * * /usr/bin/php -q /home/bhsyzww/public_html/apps/console/console.php feedback-loop-handler >/dev/null 2>&1
*/3 * * * /usr/bin/php -q /home/bhsyzww/public_html/apps/console/console.php process-delivery-and-bounce-log >/dev/null 2>&1
0 * * * /usr/bin/php -q /home/bhsyzww/public_html/apps/console/console.php hourly >/dev/null 2>&1
0 0 * * * /usr/bin/php -q /home/bhsyzww/public_html/apps/console/console.php daily >/dev/null 2>&1

[ Read 10 lines ]
^G Get Help  ^O Write Out  ^W Where Is   ^K Cut Text   ^J Justify    ^C Cur Pos    ^Y Prev Page  M-^ First Line
^X Exit      ^R Read File  ^_ Replace    ^U Uncut Text ^T To Spell   ^_ Go To Line  ^V Next Page  M-_ Last Line
```

Use your down arrow key to move the cursor to the next available line and type in the following command.

**0 0,12 \* \* \* /usr/bin/php */your/cron/path/listmgr/cron/senddata.php* >/dev/null 2>&1**

Replace the section in red italics with the output from your croninfo command. Be sure to put a space between **senddata.php** and **>/dev/...**

Also note the spaces between the **0 0,12 \* \* \*** /user/bin/php and the command.

When finished, press Ctrl-X to exit and press “Y” to save changes. To see your Cron job you can enter the command “**sudo crontab -l**” to list the contents of crontab. It should look the same except for your new Cron job added at the bottom.

Once you have done this you are ready to start using List Manager!

## Logging In To List Manager

To login to List Manager simply navigate to **<http://yourdomain.com/listmgr/>**

The default login is user name **sysadmin** with a password of **listmgr1**

You should change the default user password to something else upon your initial login. To do that click on “Administration” and click the “Lock” symbol next to the sysadmin user.



## How List Manager Is Organized

List Manager is organized into lists, list configurations, and leads.

Each list maps to either a Sendy or MailWizz list which can reside on any server on the internet. This accomplished through the “List Configuration” for each individual list. List Configuration is access by clicking the “Gear” symbol next to each list.

### List Manager









Version: 1.1



#### Add/Edit/Delete Lists

Add List

**Notice:** Deleting a list will unassociate all leads with the list, remove list configuration, but **WILL NOT** remove send history for associated leads.

ID	List Name	List Description	Created By	User Count	Target System	Drip Interval	Drip Number	Drip Control	Last Send Date	Start Date	End Date	
57	MailWizz Test	Mailwizz Test Group	Systems Administrator	799	MW	1	25	1	2020-10-06	2020-10-01	2020-10-06	<div><div></div><div></div><div></div><div></div></div>
58	Sendy Test	Sendy Test Group	Systems Administrator	982	SN	1	25	1	2020-10-07	2020-10-01	2020-11-01	<div><div></div><div></div><div></div><div></div></div>

Manage List Users

Configure List

This brings us to leads. Leads of course, are the email addresses and other information which are imported to each list. Leads cannot be imported until you create a list for them to belong to. Leads have a feature called “list lock” which can be true (“1”) or false (“0”). List lock tells List Manager whether a user is allowed to belong to more than one list, which would be indicated by a value of 1 or true. If a user can belong to more than one list, you’ll have the ability to add them to another list via List Manager’s “Manage Leads” feature which is accessed by clicking one on the “People” icon next to the list.

List Manager also has a Leads Page which allows you to edit and delete users. More on this later.

## Creating a List

The first thing you'll do when you begin in List Manager is to create a list. You add a list by clicking on the Add List Button in the upper left of the list view. You will see a screen that looks like the below image.

### List Manager

Version: 1.1

[Lead Manager](#) [Import Leads](#) [Administration](#) [Reports](#) [Logout](#)

#### Add/Edit/Delete Lists

[Add List](#) **Notice:** Deleting a list will unassociate all leads with the list, remove list configuration, but **WILL NOT** remove send history for associated leads.

#### Add New List

List Name

Enter List Name

List Description

Enter Description

Drip Interval

Drip interval (Days)

Drip Number

No. of Leads to send

Drip Control: NO

(Send leads regardless of the no. available)

Date To Start Sending









Enter date as yyyy-mm-dd

Date To Stop Sending

Enter yyyy-mm-dd OR Leave Blank for Never

Create List

Cancel

ID	List Name	List Description	Created By	User Count	Target System	Drip Interval	Drip Number	Drip Control	Last Send Date	Start Date	End Date	
57	MallWizz Test	Mallwizz Test Group	Systems Administrator	799	MW	1	25	1	2020-10-06	2020-10-01	2020-10-06	   
58	Sandy Test	Sandy Test Group	Systems Administrator	982	SN	1	25	1	2020-10-07	2020-10-01	2020-11-01	   

This is the heart of List Manager as Lists control all of the input and output of the application. When you create a list you'll input the following information:

- List Name – Name your list according to the target list it will map to.
- List Description – The long description of your list.
- Drip Interval – The number of days between lead sends. If you want to send leads every day, you would enter 1, every other day you would enter 2, and so on.
- Drip Number – The number of leads you want to send with each drip. For new lists it is recommended that you start off with low numbers, like 10 -15 each day. Then increase by a few every week until you reach a reasonable number of new leads each day.
- Drip Control – Yes means send leads even if there aren't enough leads to fulfill the drip number. So if your drip number was 20 and there were only 10 new leads to send, you could send just 10 if this setting is set to "Yes".
- Date to Start Sending – The date you want to start sending leads to the specified list.
- Date to Stop Sending – The date that sending will terminate or leave blank for never.

Note that dates must be entered as YYYY-MM-DD. October 7<sup>th</sup>, 2020 would be 2020-10-07. Once you've entered all information click "Create" and your list will appear below in the lists frame.

## List Configuration

Once you've created a list, the next step is to configure the list. In other words, tell List Manager where to send your leads and what fields you want to send.

Before you begin configuring your list there are key pieces of information you're going to need.

1. Your target list should already be created and auto-responder sequences built.
2. You'll need to know what pieces of information are configured in your target list. You can import the following information for each list.
  - a. Email – Required
  - b. First Name – Usually required
  - c. Last Name – Usually required
  - d. IP Address – Optional
  - e. City – Optional
  - f. State – Optional
  - g. Zip – Optional
  - h. Country – Optional (Must be 2 country code. See Country Code List [Here](#). )
  - i. Date Subscribed – Required (The date your leads subscribed to your list)
  - j. List Lock – Required
  - k. GDPR – Required (1 = Acquired by GDPR compliant means, 0 = Not)

You'll need to know the exact names of each custom field aside from the Email field that you want to send data to. Sendy is Case-Sensitive, so your names need to match exactly. MailWizz forces everything to uppercase letters, so whatever you enter will be forced to uppercase when output.

3. Both Sendy and MailWizz have specific API key values and list values that must be import for each. Each also requires that you have specific URL information. This information has to input exactly as it appears in your auto-responder. No extra spaces or tabs preceding or trailing each item.

- Note that Sendy has option for Quiet Mode, which will suppress Double Opt-In emails. For MailWizz, your MailWizz list needs to be set to “Single Opt-In” to if you don’t want Double Opt-In emails going to users when List Manager sends your leads.

Below is the List Manager – List Configuration Screen.

### Configure List

List: MailWizz Test

Target (MW=MailWizz, SN=Sendy): MW   
--- Fill out the appropriate section below ---

MailWizz API URL (Including /index.php) <input type="text" value="http://www.mailwizz.com/api/index.php"/>	MailWizz Public Key <input type="text"/>	MailWizz Private Key <input type="text"/>	MailWizz Unique List ID <input type="text" value="600070000000"/>
Sendy URL (No trailing slash) <input type="text" value="Enter URL as https://myserver.com/sendy"/>	Sendy API Key <input type="text" value="Enter Sendy API Key"/>	Sendy List ID <input type="text" value="Enter Sendy List ID"/>	Silent Mode (Suppresses Sendy email opt-in) <span>YES</span> <input type="button" value="v"/>

#### Output Field Mappings

These values correspond to your **Autoresponder Field Names** in either MailWizz or Sendy. Make sure these match **100%**. The [Name] field is automatically concatenated from First and Last Name and will be auto-populated when output. If a field is enabled, it **WILL** be output to your autoresponder as dictated below.  
Read this [important information](#) on setting field values before you proceed!

Enable: <input checked="" type="checkbox"/> Email: <input type="text" value="email"/>	Enable: <input checked="" type="checkbox"/> Name: <input type="text" value="name"/>	Enable: <input checked="" type="checkbox"/> First Name: <input type="text" value="fname"/>
Enable: <input checked="" type="checkbox"/> Last Name: <input type="text" value="lname"/>	Enable: <input checked="" type="checkbox"/> IP Address: <input type="text" value="ip"/>	Enable: <input checked="" type="checkbox"/> City: <input type="text" value="City"/>
Enable: <input type="checkbox"/> State: <input type="text" value="State"/>	Enable: <input checked="" type="checkbox"/> Zip Code: <input type="text" value="Zip"/>	Enable: <input checked="" type="checkbox"/> Country: <input type="text" value="US"/>
Enable: <input checked="" type="checkbox"/> Subscribe Date: <input type="text" value="MLGS_DATE"/>	Enable: <input checked="" type="checkbox"/> GDPR: <input type="text" value="gdpr"/>	

At the top, you’ll select whether your target list is MailWizz or Sendy. Depending on your selection, you’ll fill out the appropriate list information. Only fill out the needed section. Leave the other blank.

### Output Field Mappings

This section is **critical** that it be properly setup. Each of the field mappings directly correspond to a field in your target auto-responder list.

Each MailWizz and Sendy installation can be unique. Allowing you to map your MailWizz and Sendy custom fields gives you more flexibility with the data you send to your mail servers. You can select or deselect fields you want output as you see fit. Note that the EMAIL field will

always be selected and cannot be changed. Whatever you enter here will always revert back to “email” and enabled.

Some fields come with default values already populated. You can change them if you need to, but they must always match the custom fields in your MailWizz or Sendy installation.

Remember that Sendy is CASE SENSITIVE. If your custom field in Sendy is “City”, then you should input it here as “City”. If you misspell or change the case, the field will not be output.

All API keys and list id’s can be found within your MailWizz or Sendy application. They should be copied and pasted in the appropriate fields. Make sure there no extra spaces or tabs before or after each key and id.

### **Important Notes About MailWizz**

- The MailWizz [email] field cannot be changed. It will always be “email”. The same applies to Sendy.
- If you wish to output your leads original [IP Address], you should create a MailWizz custom field for it such as “IP” and map it here under List Configuration - IP Address.
- First Name and Last Name are created by default as [fname] and [lname] with every MailWizz list. No need to create a custom field for these.
- If you choose to use a “Name” field, create a custom field for it in MailWizz, map it here, and List Manager will populate it automatically (FirstName + LastName).
- If you want to track GDPR compliance, you’ll need to create a GDPR field in you MailWizz list and enable it here with right field name.
- If you plan to create a custom field for “Country” in MailWizz, it should be able to accept the 2 digit country codes.
- MailWizz field names are always UPPERCASE. Even if you enter them as lowercase here, they will be forced to uppercase when output.
- When you enter your MailWizz API URL you must include the /index.php. For example:  
**http://yourserver.com/api/index.php** or if MailWizz resides in a subfolder  
**http://yourserver.com/mailwizz/api/index.php**

### Important Notes About Sendy

- The Sendy [email] field cannot be changed. It will always be “email”. The same applies to MailWizz.
- Sendy field names are CASE SENSITIVE. Each field mapped here must be identical in case to the custom field you created in Sendy.
- If you wish to output your leads original [IP Address] simply enter “ipaddress” (case sensitive) here and enable it. Sendy already has an IP Address field and there is no need to create a custom field for it.
- Sendy has a built-in [GDPR] field associated to every user. To use it, enter “gdpr” (case sensitive) here, and enable it. Make sure you’ve imported your leads with the correct GDPR setting.
- Sendy has a built-in [name] field associated with every user. To use it enter “name” (case sensitive) here, and enable it. Sendy will populate it automatically (FirstName + LastName).
- Sendy also has a [country] field associated to every user. It accepts only 2 digit country identifiers (Ie. US, UK, etc.) as does List Manager. Simply enter “country” in the appropriate field here and enable it.
- When enter your Sendy server URL, DO NOT include the trailing “/”. For example:  
**`http://yourserver.com/sendy`**

Once you’ve entered and enabled or disabled all fields you want to output, simply click on “Save Config”. You can review your saved settings then click “Close” to return to the List Manager main screen.

# Importing Leads

Importing leads is how we bring leads into List Manager. You must have a list created before you can import your leads.

Your leads must be in a CSV (Comma Delimited File) file format and adhere to the format below. Note that both Microsoft Excel and Google Sheets both support exporting data in a CSV format.

## **Import File Format**

***Email, First Name, Last Name, IP Address, City, State, Zip, Country, Date Subscribed, List Lock, GDPR***

Quotes around text are not required.

The [country] field must be a valid 2 digit country code. Click [HERE](#) for a list of country codes.

**The following fields are required and MUST have a value:**

- [Email Address]
- [First Name]
- [Last Name]
- [Date Subscribed] (Important: Date format is YYYY-MM-DD)
- [List Lock] (This value should be a 1 for YES or 0 for NO. Yes means the lead can belong to one list only. No means the lead can belong to multiple lists.)
- [GDPR] (This value should be a 1 for YES or 0 for NO. Yes means the lead was acquired by GDPR compliant means (The European Union (EU) General Data Protection Regulation). No means mean they were not acquired by a compliant means.)

*It is advisable that any leads you import have been collected by [GDPR](#) and [CCPA](#) compliant methods. Visit the links to learn more about each.*

## Import Examples

A line containing all fields would look as follows:

myemail@myhost.com,John,Doe,192.1.2.3,My Town,NY,22345,United States,2012-12-21,0,1

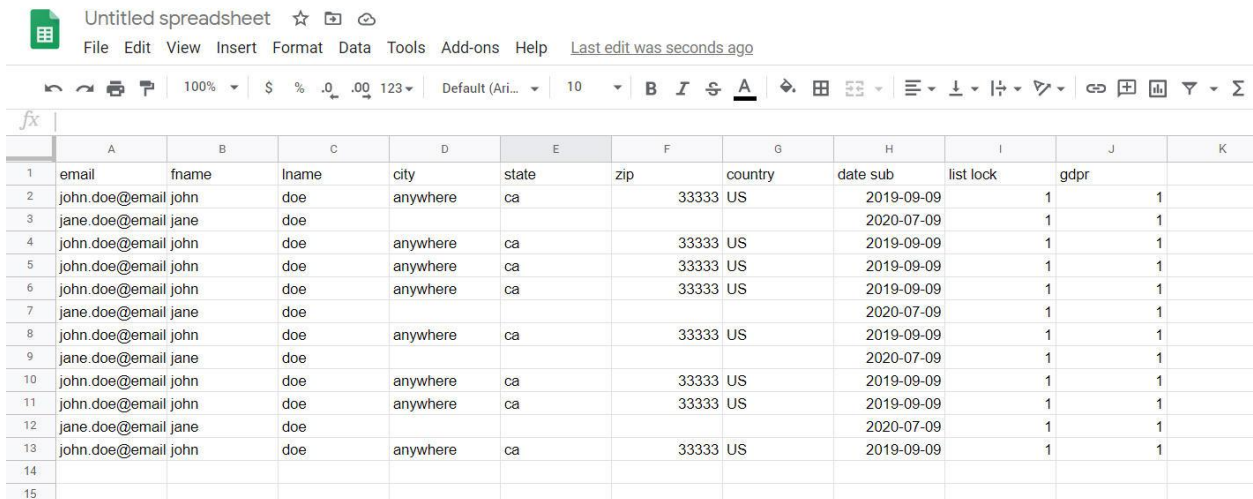
A line missing the fields City, State, and Zip, would look as follows:

myemail@myhost.com,John,Doe,192.1.2.3,,,United States,2012-12-21,0,1

Notice that commas denoting the fields are still present even though they lack data. This is VERY IMPORTANT.

The easiest way to create CSV files is to import your lists into Microsoft Excel or Google Sheets. Google Sheets is free to every Gmail user. If you're a MAC user you can Numbers to do the same thing. Cut and paste your data columns into the proper order.

Populate any mix of optional fields and import the data you need. See the Google Sheets example below.



The screenshot shows a Google Sheets interface with a spreadsheet titled "Untitled spreadsheet". The spreadsheet has columns labeled A through K. The data is organized into rows, with the first row (row 1) serving as a header. The data rows (rows 2-13) contain contact information. The columns are: A (email), B (fname), C (lname), D (city), E (state), F (zip), G (country), H (date sub), I (list lock), J (gdpr), and K (empty). The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K
1	email	fname	lname	city	state	zip	country	date sub	list lock	gdpr	
2	john.doe@email	john	doe	anywhere	ca	33333	US	2019-09-09	1	1	
3	jane.doe@email	jane	doe					2020-07-09	1	1	
4	john.doe@email	john	doe	anywhere	ca	33333	US	2019-09-09	1	1	
5	john.doe@email	john	doe	anywhere	ca	33333	US	2019-09-09	1	1	
6	john.doe@email	john	doe	anywhere	ca	33333	US	2019-09-09	1	1	
7	jane.doe@email	jane	doe					2020-07-09	1	1	
8	john.doe@email	john	doe	anywhere	ca	33333	US	2019-09-09	1	1	
9	jane.doe@email	jane	doe					2020-07-09	1	1	
10	john.doe@email	john	doe	anywhere	ca	33333	US	2019-09-09	1	1	
11	john.doe@email	john	doe	anywhere	ca	33333	US	2019-09-09	1	1	
12	jane.doe@email	jane	doe					2020-07-09	1	1	
13	john.doe@email	john	doe	anywhere	ca	33333	US	2019-09-09	1	1	
14											
15											



# Managing Leads

Managing Leads can be done two ways.

## #1 – List Manager Option









### List Manager

Version: 1.1

[Lead Manager](#) [Import Leads](#) [Administration](#) [Reports](#) [Logout](#)

#### Add/Edit/Delete Lists

[Add List](#) **Notice:** Deleting a list will unassociate all leads with the list, remove list configuration, but **WILL NOT** remove send history for associated leads.

ID	List Name	List Description	Created By	User Count	Target System	Drip Interval	Drip Number	Drip Control	Last Send Date	Start Date	End Date	
57	MailWizz Test	Mailwizz Test Group	Systems Administrator	799	MW	1	25	1	2020-10-06	2020-10-01	2020-10-06	   
58	Sendy Test	Sendy Test Group	Systems Administrator	982	SN	1	2	1	2020-10-12	2020-10-01	2020-11-01	   

You can access List Manager Leads by clicking the “people” icon as shown above. The List Manager Users screen will appear as shown below.

The primary function of this screen is to Add and Remove leads from a list. You can also access very limited Editing of each Lead as you can see in the fields circled in red below.

### Manage List Users

[List Manager](#) [Import Leads](#) [Logout](#)

Users Already Assigned To: **List Two**

Leads To Show: [All Leads](#)

ID	Email	First Name	Last Name	City	State	Zip	Country	Date Subscribed	List Lock	Last Send Date	Last Send List	GDPR Compliant	
1818	a_butterfly29@hotmail.com	Steven	Huggins	Greenwood Village	Colorado	80111	US	2020-04-11	0	0000-00-00		1	  <a href="#">Save</a>
1813	2005.vagas@gmail.com	Wagas	Awan	Stamford	Connecticut	6902	US	2020-04-12	0	0000-00-00		1	 
1814	3a.inforabrats@gmail.com	Candice	Berensen	Colorado Springs	Colorado	80901	US	2020-04-12	0	0000-00-00		1	 

Users You Can Add To List **List Two**

ID	Email	First Name	Last Name	City	State	Zip	Country	Date Subscribed	List Lock	Last Send Date	Last Send List	GDPR Compliant	
2294	ceauto@gmail.com	Vicki	Ahl	Windcrest	Texas	78218	US	2020-04-08	0	2020-10-04	MailWizz Test	1	
2349	chuckbull@tds.net	Charles	Bull	Virginia Beach	Virginia	23459	US	2020-04-08	0	2020-10-04	MailWizz Test	1	
1817	5meena@man.com	Rena	Nash	Reston	Virginia	20196	US	2020-04-12	0	0000-00-00		1	

Removing a leads from a list is very easy. Simply click the “trashcan” icon and the lead will be removed from the list and will be freed to add to another list.

Leads you can add to a list are shown below the existing leads list at the top. All leads that either belong to no list or can belong to multiple lists will be shown here. To add a lead to your list, simply click on the “+” symbol and the lead will be added.

## #2 - Lead Manager Option

Lead Manager is the place where can edit everything about a lead that isn’t managed by the application (last send date and last send list). As you can see below, you can edit every aspect of each lead. You can also permanently DELETE a lead from the database and lists.

Deleting a lead will remove all lead data as well as any lists the leads belonged to. This is permanent and cannot be reversed without restoring the database to earlier version. Removing a lead WILL NOT remove the transaction history. In other words, the lead will still appear in Lead history reports, but referenced by email address only.

### Lead Manager

Number Per Page:

ID	Email	First Name	Last Name	IP	City	State	Zip	Country	Subscribe Date	List Lock	Last Send Date	Last Send List	GDPR	
229	<input type="text" value="vicki.ahl@windcr.com"/>	Vicki	Ahl	65.61.19	Windcr	Texas	78218	US	2020-0	0	2020-10-04	MailWizz Test	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Save"/>
2349	<input type="text" value="charles.bull@virginia-beach.com"/>	Charles	Bull	138.162.0.44	Virginia Beach	Virginia	23459	US	2020-04-08	1	2020-10-04	MailWizz Test	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2339	<input type="text" value="christopher.chandler@new-york-city.com"/>	Christopher	Chandler	96.224.179.144	New York City	New York	10116	US	2020-04-08	1	2020-10-04	MailWizz Test	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2583	<input type="text" value="dee.driskell@lubbock.com"/>	Dee	Driskell	67.142.175.20	Lubbock	Texas	79401	US	2020-04-08	1	2020-10-04	MailWizz Test	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2149	<input type="text" value="bob.free@england.com"/>	Bob	Free	212.118.239.143	London	England	WC2N 5RJ	UK	2020-04-08	1	2020-10-04	MailWizz Test	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2181	<input type="text" value="brenda.jablonsky@ohio.com"/>	Brenda	Jablonsky	166.165.156.88	Mansfield	Ohio	44901	US	2020-04-08	1	2020-10-04	MailWizz Test	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2078	<input type="text" value="timothy.liebl@reston.com"/>	Timothy	Liebl	209.50.241.91	Reston	Virginia	20191	US	2020-04-08	1	2020-10-04	MailWizz Test	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2257	<input type="text" value="james.long@new-york-city.com"/>	James	Long	216.187.69.120	New York City	New York	10004	US	2020-04-08	1	2020-10-04	MailWizz Test	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

# Reports

Two reports are available in List Manager. The Lead History Report which shows all transactions or Lead sends to your lists. The second report is a List History Report which shows every attempt the application has made to send leads to a particular list.

## List Manager













Version: 1.1



### Add/Edit/Delete Lists

[Add List](#)

**Notice:** Deleting a list will unassociate all leads with the list, remove list configuration, but **WILL NOT** remove send history for associated leads.

ID	List Name	List Description	Created By	User Count	Target System	Drip Interval	Drip Number	Drip Control	Last Send Date	Start Date	End Date	
60	List Two	Sendy Two	Systems Administrator	3		1	25	1		2020-01-01	2021-01-01	   
57	MailWizz Test	Mailwizz Test Group	Systems Administrator	769	MW	1	25	1	2020-10-06	2020-10-01	2020-10-06	   
58	Sendy Test	Sendy Test Group	Systems Administrator	982	SN	1	2	1	2020-10-12	2020-10-01	2020-11-01	   

Click on either link to go to the appropriate report.

## Lead History Report

The Lead History Report is a record of all leads that have been successfully sent to a list. The send date, along with lead and list information is given.

You can choose the number of leads to display per page, as well as the report age. You can show anywhere from the last 10 days to the last 2 years worth of data.

You are also provided an option to export the displayed data to a CSV (Comma Delimited File) which can then import to a spreadsheet or other application.

## Lead History Report

[List Manager](#)[Logout](#)[Export Data](#)

Number Per Page: 10

Report Age: 10 Days

ID	Send Date	Email Address	First Name	Last Name	List Name	Target URL
124	2020-10-04 07:01:01		Nicole	Scarpace	MailWizz Test	http://bestbetmedia.com/api/index.php
125	2020-10-04 07:01:01		Alpa	Mahida	MailWizz Test	http://bestbetmedia.com/api/index.php
126	2020-10-04 07:01:01		James	Long	MailWizz Test	http://bestbetmedia.com/api/index.php
127	2020-10-04 07:01:02		Timothy	Liebl	MailWizz Test	http://bestbetmedia.com/api/index.php
128	2020-10-04 07:01:02		Kay	Weldon	MailWizz Test	http://bestbetmedia.com/api/index.php
129	2020-10-04 07:01:02		Rachel	Stanton	MailWizz Test	http://bestbetmedia.com/api/index.php
130	2020-10-04 07:01:02		Christopher	Chandler	MailWizz Test	http://bestbetmedia.com/api/index.php
131	2020-10-04 07:01:02		Dee	Driskell	MailWizz Test	http://bestbetmedia.com/api/index.php
132	2020-10-04 07:01:02		Brenda	Jablonsky	MailWizz Test	http://bestbetmedia.com/api/index.php
133	2020-10-04 07:01:03		Tara	Sampson	MailWizz Test	http://bestbetmedia.com/api/index.php

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22  
23 24 25 26 27 28 29 30 31

## List History Report

The List History Report is a record of each attempt the application has made to send leads. You will see the send date, list name, number of leads sent, and the target URL of the list.

Here too you can choose the number of records to display per page as well as the report age.

Keep in mind that only lists that meet the following criteria will show up in this report.

- They must have valid Sendy or MailWizz server data.
- Valid Start and End List send dates must be in range at the time of send.
- The list must not have any other errors that would prevent a send.

Also, your Cron job must be functioning in order for any send attempts to take place.

For a complete record of what happened with Send Data attempt you can check the Send Data Log and the Send Error Log which are described under the Administration section of this manual.

## List History Report

[List Manager](#)[Logout](#)[Export Data](#)Number Per Page:  Report Age: 

ID	Send Date	List Name	Sent	Target URL
47	2020-10-04 05:46:22	MailWizz Test	0	http://[REDACTED]/api/index.php
48	2020-10-04 05:57:48	MailWizz Test	0	http://[REDACTED]/api/index.php
49	2020-10-04 06:01:04	MailWizz Test	0	http://[REDACTED]/api/index.php
50	2020-10-04 06:04:54	MailWizz Test	0	http://[REDACTED]/api/index.php
51	2020-10-04 07:01:05	MailWizz Test	25	http://[REDACTED]/api/index.php
52	2020-10-04 07:01:08	Sendy Test	25	http://[REDACTED]/sendy
53	2020-10-05 07:00:08	MailWizz Test	25	http://[REDACTED]/api/index.php
54	2020-10-05 07:00:11	Sendy Test	25	http://[REDACTED]/sendy
55	2020-10-06 07:00:09	MailWizz Test	25	http://[REDACTED]/api/index.php
56	2020-10-06 07:00:12	Sendy Test	25	http://[REDACTED]/sendy
57	2020-10-07 03:00:08	Sendy Test	25	http://[REDACTED]/sendy
58	2020-10-08 03:00:08	Sendy Test	25	http://[REDACTED]/sendy
59	2020-10-09 03:00:08	Sendy Test	25	http://[REDACTED]/sendy
60	2020-10-10 03:00:07	Sendy Test	25	http://[REDACTED]/sendy
61	2020-10-11 03:00:08	Sendy Test	25	http://[REDACTED]/sendy

[1](#) [2](#)

# Administration

The Administration section of List Manager serves several purposes.

1. Add users (operators) to the system.
2. Reset Passwords
3. View and Export Logs
4. Backup or Restore the Database



## List Manager Administration

List Manager Log Files Backup / Restore DB Logout

### Add/Edit List Manager Users

Add User

**Note:** Click the **LOCK** icon to change a users password. Passwords are hashed for security. Also, users cannot be removed, only disabled by changing **ENABLED** to 0.

ID	Enabled	User Name	Password	First Name	Last Name	Email Address	Admin Rights	
2	1	sysadmin	\$2y\$10\$njQuTeLXA0f/aJ6PWED0x2hHX.76Y2Bb9T8pj4nHANKG9ve81YMa	Systems	Administrator	youremail@yourdomain.com	1	 

All of these options can be accessed from this single menu. The application comes with one default user called “Sysadmin” with a default password of “listmgr1”.

You can add other users to the system by clicking the “Add User” button.

## List Manager Administration

List Manager Log Files Backup / Restore DB Logout



### Add/Edit List Manager Users

Add User

**Note:** Click the **LOCK** icon to change a users password. Passwords are hashed for security. Also, users cannot be removed, only disabled by changing **ENABLED** to 0.

### Add New User

User Name	Password	First Name	Last Name	Email Address	Admin Rights
<input type="text" value="Enter User Name"/>	<input type="password" value="Enter Password - 8 char minim"/>	<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Enter Valid Email Address"/>	<input type="text" value="NO"/>
<input type="button" value="Add User"/>		<input type="button" value="Cancel"/>			

ID	Enabled	User Name	Password	First Name	Last Name	Email Address	Admin Rights	
2	1	sysadmin	\$2y\$10\$njQuTeLXA0f/aJ6PWED0x2hHX.76Y2Bb9T8pj4nHANKG9ve81YMa	Systems	Administrator	youremail@yourdomain.com	1	 

The Add New User popup displays right above the existing users. Enter the user's basic information and select whether the user will have "Admin Rights". Admin rights grants access to the Administration section of List Manager.

If a user does not have Admin Rights, he/she will only be able to reset their password when they click on the Administration button. See the below Image.

You DO NOT have Admin rights.

You can change your password [HERE](#).

Or

Click [HERE](#) to return to List Manager

Other than that, a regular user will have all other use of the application.

### **Log Files**

Log Files provide you with the following logs which we will cover in detail.

1. Error Log – These are application generated errors which usually force you to log back in.
2. Send Data Error Log – Any errors encountered during the automatic send process (Cron Job) will be post here.
3. Send Data Log – This is a log of everything that transpired during each Cron execution of the send data process.

You have the ability to Export each log file for your records or to further examine them. Also, if an application error were to occur, we may ask you to export the Error Log and send it to us.

Additionally, you can clear each log file. Just keep in mind that clearing a log is not reversible, it is permanent and cannot be recovered.

## Error Log

The error log is the first log in the dropdown menu. Below you are provided with some test information of what an error might look like. If an application error were to occur you should see it listed here as well as being notified on-screen.

If an application error were to occur, our support team would likely ask you to export it and send it to us.

## View Logs

[Administration](#)[Log File Help](#)[Logout](#)[Error Log](#) ▼[Export Data](#)[Clear Selected Log](#)

**Important Note:** Clearing a log file is permanent and CANNOT be undone.

Placeholder...

10/11/2020 00:30:00 - Error Description: [Object of class DateTime could not be converted to string] Error Number: [4096] File: [/home/prosofts/public\_html/listmgr/lead\_data.php] Line: [19]  
Exiting...

10/11/2020 00:39:40 - Error Description: [date() expects parameter 2 to be integer, object given] Error Number: [2] File: [/home/prosofts/public\_html/listmgr/lead\_data.php] Line: [19]  
Exiting...

10/11/2020 00:46:20 - Error Description: [date\_interval\_create\_from\_date\_string(): Unknown or bad format ('1 Day') at position 0 ('): Unexpected character] Error Number: [2] File: [/home/prosofts/public\_html/listmgr/lead\_data.php] Line: [18]  
Exiting...

10/11/2020 01:08:46 - Error Description: [Undefined index: test] Error Number: [8] File: [/home/prosofts/public\_html/listmgr/lead\_hist.php] Line: [29]  
Exiting...

10/11/2020 01:15:33 - Error Description: [Undefined variable: datestr] Error Number: [8] File: [/home/prosofts/public\_html/listmgr/lead\_data.php] Line: [22]  
Exiting...



## Send Error Log

The Send Error Log is a record of any errors that were encountered in the send process. These errors are typically generated by invalid data in the list configuration, network errors, or target server problems.

As you can see below, a placeholder line is all you want to see here... You will want to check this log after your initial installation of List Manager once the application is able to start sending data to your lists. You want to be sure there is nothing in your server setup that is affecting the ability of List Manager to send your leads.

## View Logs

[Administration](#)[Log File Help](#)[Logout](#)[Send Error Log ▼](#)[Export Data](#)[Clear Selected Log](#)

**Important Note:** Clearing a log file is permanent and CANNOT be undone.

Placeholder...

Read 2 lines...

## Send Data Log

Aside from verifying that you aren't getting any errors sending data, this log is the primary log you want to look at.

The Send Data Log keeps a record of everything that is happening in the send process. Here you will see the status being generated by each list, whether the application finds each list valid for sending or not, everything it attempts to do and the success or failure of each lead sent. Since the Cron runs twice a day you will likely see times each day when the application shows "Not time to send leads" (if you are sending daily to the list) since you can send leads to each list only once a day max.

Administration

Log File Help

Logout

Send Data Log ▾

Export Data

Clear Selected Log

**Important Note:** Clearing a log file is permanent and CANNOT be undone.

Placeholder...

10/08/2020 03:00:04 - /// Send Data Start ///

10/08/2020 03:00:04 - MailWizz Test: Start and End dates are not in range...

10/08/2020 03:00:04 - Sendy Test: is valid. Getting list of leads to send...

10/08/2020 03:00:04 - Sendy Test: - Attempting to send 25 leads...

10/08/2020 03:00:04 - Sendy Test - Sent Lead: c

10/08/2020 03:00:05 - Sendy Test - Sent Lead: r

10/08/2020 03:00:05 - Sendy Test - Sent Lead: r

10/08/2020 03:00:05 - Sendy Test - Sent Lead: r

10/08/2020 03:00:05 - Sendy Test - Sent Lead: v

10/08/2020 03:00:05 - Sendy Test - Sent Lead: c

10/08/2020 03:00:05 - Sendy Test - Sent Lead: s

10/08/2020 03:00:05 - Sendy Test - Sent Lead: s

10/08/2020 03:00:06 - Sendy Test - Sent Lead: r

10/08/2020 03:00:06 - Sendy Test - Sent Lead: s

10/08/2020 03:00:06 - Sendy Test - Sent Lead: t

10/08/2020 03:00:06 - Sendy Test - Sent Lead: r

10/08/2020 03:00:06 - Sendy Test - Sent Lead: s

10/08/2020 03:00:06 - Sendy Test - Sent Lead: y

10/08/2020 03:00:06 - Sendy Test - Sent Lead: i

10/08/2020 03:00:07 - Sendy Test - Sent Lead: v

10/08/2020 03:00:07 - Sendy Test - Sent Lead: i

10/08/2020 03:00:07 - Sendy Test - Sent Lead: r

10/08/2020 03:00:07 - Sendy Test - Sent Lead: p

10/08/2020 03:00:07 - Sendy Test - Sent Lead: j

10/08/2020 03:00:07 - Sendy Test - Sent Lead: c

10/08/2020 03:00:07 - Sendy Test - Sent Lead: s

10/08/2020 03:00:07 - Sendy Test - Sent Lead: s

10/08/2020 03:00:08 - Sendy Test - Sent Lead: r

10/08/2020 03:00:08 - Sendy Test - Sent Lead: r

10/08/2020 03:00:08 - Sendy Test - Sent 25 leads

10/08/2020 03:00:08 - /// Senddata End Run ///

Intentionally Blocked Out

com/sendy  
nail.com/sendy  
endy  
endy  
n/sendy  
/sendy  
'sendy  
nail.com/sendy  
.com/sendy  
n/sendy  
com/sendy  
com/sendy  
nail.com/sendy  
endy  
sendy  
m/sendy  
com/sendy  
'sendy  
m/sendy  
'sendy  
m/sendy  
n/sendy  
sendy  
n/sendy  
tmail.com/sendy

10/08/2020 15:00:05 - /// Send Data Start ///

10/08/2020 15:00:05 - MailWizz Test: Start and End dates are not in range...

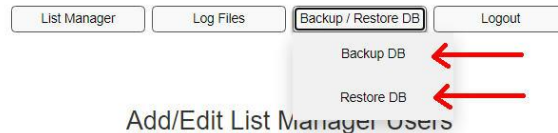
10/08/2020 15:00:05 - Sendy Test - Not time to send leads for this list.

10/08/2020 15:00:05 - /// Senddata End Run ///

# Backup / Restore Database

Sounds kinda scary, Backup/Restore Database. Actually this function provides a safeguard against accidental Database Deletion, Corruption, or other Database issue.

## List Manager Administration



**Add User** **Note:** Click the **LOCK** icon to change a users password. Passwords are hashed for security. Also, users cannot be removed, only disabled by changing **ENABLED** to 0.

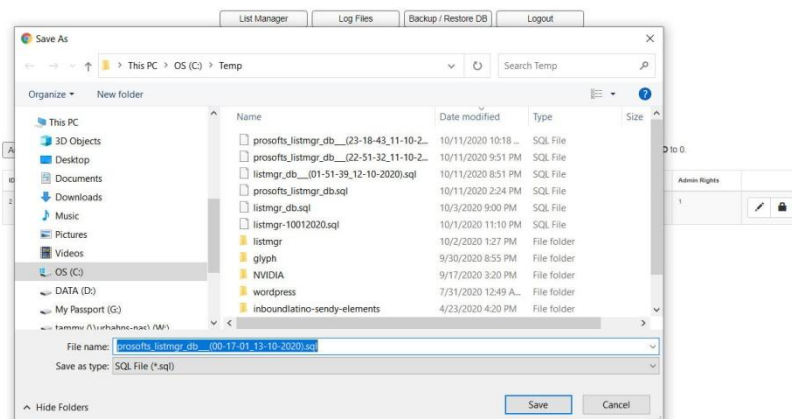
ID	Enabled	User Name	Password	First Name	Last Name	Email Address	Admin Rights	
2	1	sysadmin	\$2y\$10\$njQuTeLXA0fvaJ6PWE0Xu2hHX.79V2Bb8T8pJ4nHANkG9vc81YMa	Systems	Administrator	youremail@yourdomain.com	1	 

Although it's pretty unlikely that anything like this could happen, you don't want to get caught without a backup in your pocket. Also it's a great tool if you need to move your server from one domain to another or one server to another. Get in the habit of creating backups regularly.

## Backup DB

This is pretty straightforward. When you click "Backup DB" a File Window will open up for you to select a location to save your Database Backup. The file is already date/time stamped for you, so simply choose your file path and your set to go. The file will be saved as a .SQL file.

## List Manager Administration



## Restore Database

Clicking “Restore DB” will bring you to the screen below. As you can see, restoring the Database will OVERWRITE the ENTIRE Database except for the Database User/Administrators. The only other thing unaffected by the restore, are the Log Files.

Pretty much the only time you would want to Restore the entire Database would be if you move your List Manager installation to another server, database corruption, or some other MASSIVE issue with your data. Aside from that most everything can be corrected inside of the application.

## Restore Database

[Admin Menu](#)[Logout](#)

### Restore Database

**WARNING: ALL LIST DATA in the existing List Manager Database will be Overwritten!**

List Manager Administrators WILL NOT Be Overwritten...

SQL File:  No file chosen

Type **CONFIRM** To Restore DB:

To restore the Database you will choose a backup file that you generated at an earlier date, then type CONFIRM in the empty text box. Note that the file selection window will only display files with a .SQL extension.

## Restore Database

[Admin Menu](#)[Logout](#)

### Restore Database

**WARNING: ALL LIST DATA in the existing List Manager Database will be Overwritten!**

List Manager Administrators WILL NOT Be Overwritten...

SQL File:  prosofts\_list...10-2020).sql

Type **CONFIRM** To Restore DB:

**You Must Type  
CONFIRM**

Once you click "Submit", your Database will be restored to an earlier backed up version. All changes will be immediate. So when you return to the List Manager Menu things will be as they were at the time of your backup.

Depending on your server and the amount of data, this could take a minute a two. You will see a "Processing" notification followed by a Completion message when it's finished.

## License Management

As you know, List Manager is licensed software. As such, we've provided you with an easy means to uninstall and reinstall your license.

By default, your license is created when you install List Manager on your server. Backing up and restoring your Database does not affect this. However, if you need to move your List Manager application to a different server or you have an issue with your license, you'll need to uninstall your license.

If you are moving your application to a different domain you'll need to notify us at [support@bestbetmedia.com](mailto:support@bestbetmedia.com) or contact us through our website at <http://bestbetmedia.com>

To uninstall your license go to the following link:

**<http://yourdomain.com/listmgr/SCRIPT/luninstall.php>**

Be sure to replace youdomain.com with your hosting domain.

Clicking submit will uninstall your List Manager license. The software will no longer work!

Type **CONFIRM** in below and click Submit to uninstall your license.

Submit

Next, just type the word "CONFIRM" in all caps and click "Submit". Your license will be uninstalled and you can proceed to move your application or reinstall your license.

Note that if you are moving your application to another server you **MUST** Backup your database if you want to keep your existing data. Do this **BEFORE** you uninstall your license.

## To Reinstall Your License

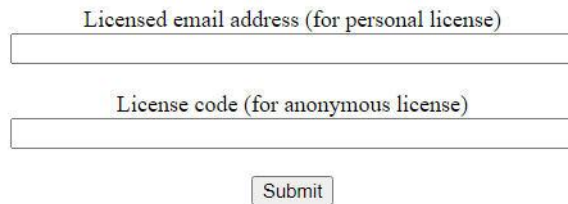
If you are moving your installation to another server there's nothing else to do. Just follow the steps to setup List Manager like it's the first time you've installed it. Just be sure that you've received word back from us that your domain has been changed if need be.

If you just need to reinstall your license on the same server and nothing else has changed (this might be the case with a corrupted license file). Do the following:

Go to: **<http://yourdomain.com/listmgr/SCRIPT/linstall.php>**

Be sure to replace yourdomain.com with your actual domain.

You'll be presented with the screen below.

A screenshot of a web form for license installation. It features two text input fields. The first field is labeled "Licensed email address (for personal license)" and the second is labeled "License code (for anonymous license)". Below these fields is a "Submit" button.

Licensed email address (for personal license)

License code (for anonymous license)

Submit

The tool will need your Licensed Email Address. No need to enter a License Code since List Manager license uses Email Address and Domain. Click "Submit" and your license will reinstall. The software should begin to work again.

# Troubleshooting

## Installation Problems

Problems with installation are usually due to one of the following.

- Invalid license – Be sure you’re using the right email address and installing on the correct domain.
- Can’t connect to Database – Double check your database name, server, user name, and password. If necessary, reset the user password. Also, remember to include any database and user prefixes if they are present (this is the case on many shared hosting services).
- Can’t access setup.php after copying installation files – Make sure you copied the List Manager folder in your public\_html folder (internet facing location). Some hosting services FTP upload folder is different from the public\_html.

## Leads Aren’t Being Sent

If your leads are not being sent you need to first check your **Send Data** and **Send Error** Log files.

- If it’s been over 24 hours since enabling your Cron job and setting up your list, and the log files are empty, your Cron job is either not setup or it’s setup incorrectly. The Cron job **MUST** be setup correctly. Make sure it matches what’s in this manual. Contact your hosting support for assistance in setting it up.
- Otherwise, the logs will tell you what’s going on. Make sure server names are in correct format and API and Key values are correct.

If you need assistance with what the logs are telling you, export them all, and send them to us with a description of your problem.

## Lead Import Errors

This is almost always a formatting issue. Follow the instructions in this manual or the Lead Import page.

Open you import file with a text editor like “Notepad” and make sure each line looks like the one of the following:



A line containing all fields would look as follows:

myemail@myhost.com,John,Doe,192.1.2.3,My Town,NY,22345,US,2012-12-21,0,1

A line missing the fields City, State, and Zip, would look as follows:

myemail@myhost.com,John,Doe,192.1.2.3,,,,US,2012-12-21,0,1

There must be commas separating each value EVEN if there is no data there!

### **Missing Fields In Your MailWizz or Sendy List**

For these you need to check the list configuration for the problem list.

Make sure the fields in question are enabled. Then make sure the field names are accurate and match those fields in your MailWizz or Sendy List.

Remember, Sendy is Case-Sensitive. Your custom fields **MUST** match, including upper and lower case letter. Aside from the email, Sendy's built in fields are: [name], [gdpr], and [ipaddress]. MailWizz built in fields are [FNAME] and [LNAME].

### **Other Issues**

If you can't figure out your problem please contact us through [support@bestbetmedia.com](mailto:support@bestbetmedia.com) or our website at <http://bestbetmedia.com>

### **Future Updates**

We have a lot of things on the drawing board for future updates.

- Automated Backups
- Customer Integration – For those who want to send leads to their customers
- Customer Billing – Goes with Customer Integration
- Feature Updates – As needed
- And more...