



iBoomerang - Email Template Tool

User Guide

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1. Templates

iBoomerang provides different customizable templates to help you create the right look for your email marketing. You can create your own template to add your banners, logo and pick different styles and fonts. So, you can create a reusable template for your future email campaigns.

There are three categories in templates:

1. Standard Templates: These templates are created by iBoomerang team which can be used directly by their customers
2. My Templates: These are user created templates with their own customization.
3. Company Templates: These templates are created by Company admin which can be used by the users assigned to them by the company admin only.

Create your Template

To create a template, follow these steps.

1. Navigate to the [Templates](#) page from Top menu
2. Click **Create Template** button

Templates

A screenshot of the 'Templates' page in the iBoomerang interface. At the top right, there is a blue button labeled 'Create Template' which is circled with an orange oval. Below this, there is a horizontal bar with two tabs: 'Standard' and 'My Templates'. The 'My Templates' tab is currently selected and highlighted with a blue underline.

3. Enter **Template name** and **Subject** and click **Save new template**

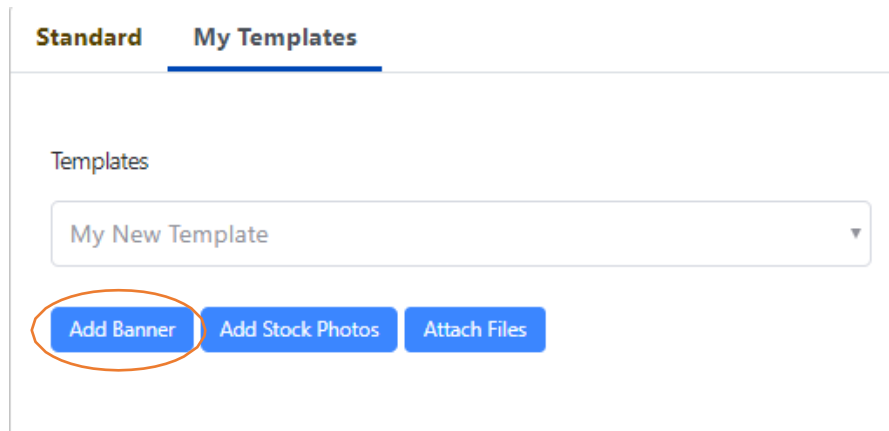
4. Templates page gets displayed with given template name.

5. Company Templates displayed by Group and Templates.

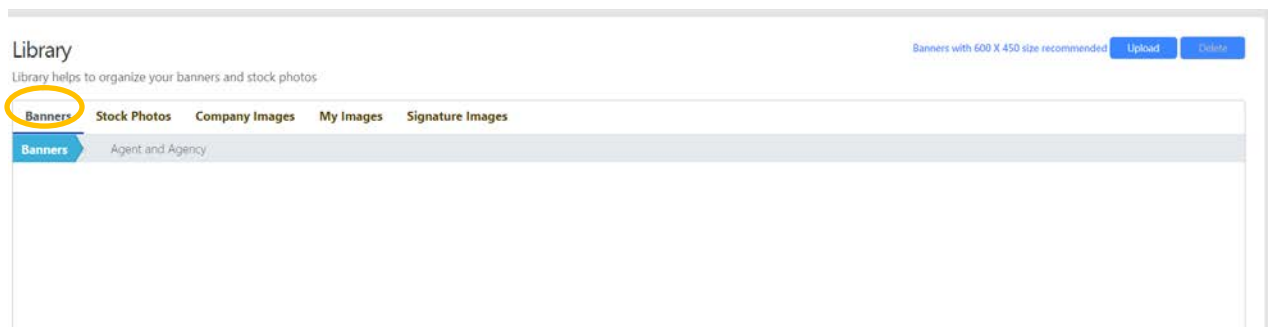
Page 3 of 42

Add Banners

Customize your template by adding banners to it.



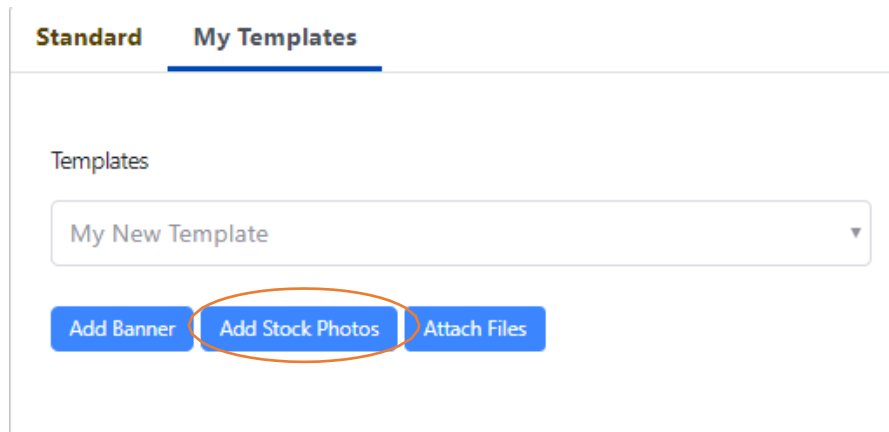
1. Click on **Add Banner** button from templates page
2. Can upload images 600 X 450 size images only.



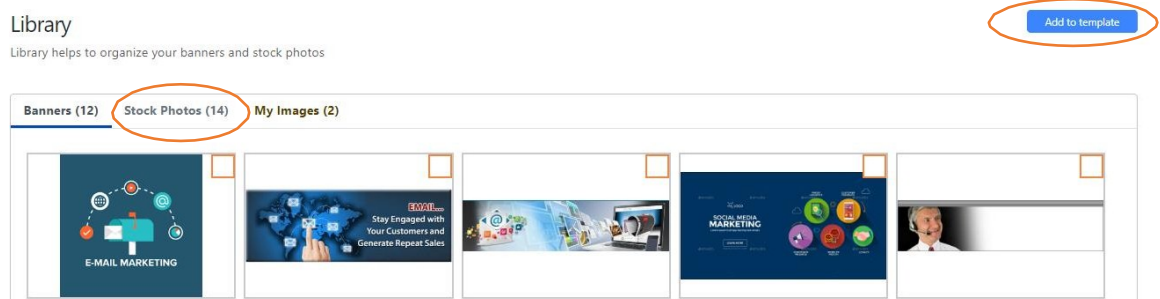
Add Stock photos

Customize your template by adding stock photos to it

1. Click on **Add Stock photos** button from templates page



2. **Library** page opened for you to select Stock photos

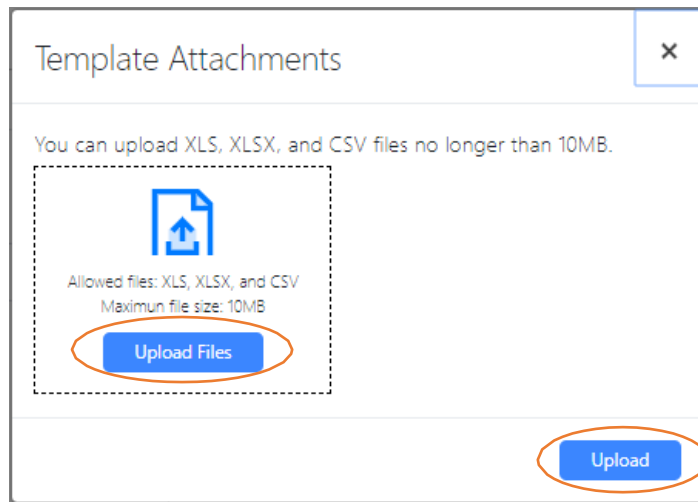


3. Select one or more stock photos and click on **Add to template** button
4. **Stock photos** added successfully within the template

Attach files

Customize your template with attachments.

1. Click on **Attach files** button from templates page
2. A popup opened to **upload** files from your desktop



3. Click on **Upload** to add the files to template

5. Now add your content to the in the template editor
6. **Check Spam score** button, helps you to verify the Spam score of newly created template and provides score range and gives you the tips to reduce the score
7. Click on **Save template**

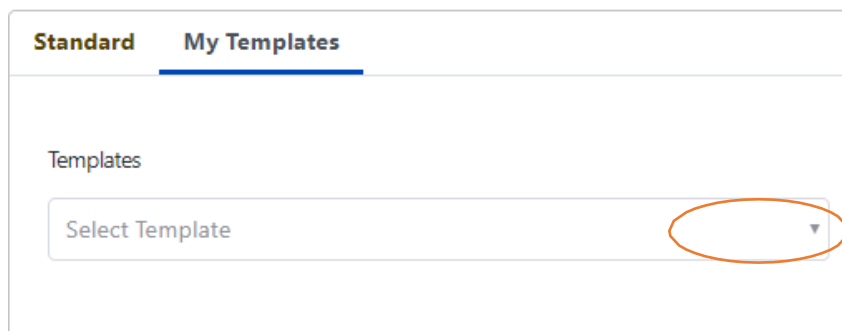
Your new template will be available for you to use under Templates page>> My Templates>> Templates dropdown

Edit your Template

To edit your template, follow these steps.

1. Navigate to the [Templates](#) page from Top menu
2. Select the template from **Templates** dropdown

Templates



Standard **My Templates**

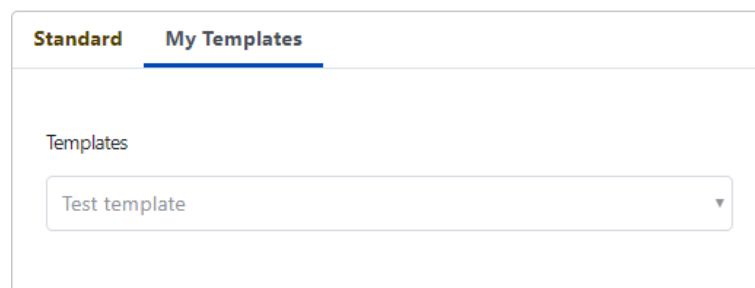
Templates

Select Template

3. Your template content and attachments displayed on the templates page in disable mode
4. Edit your template and subject by clicking on below link,

Test template - Test

[Edit your Template name](#)



Standard **My Templates**

Templates

Test template

5. Click **Edit Template** button to edit the content of the template

Delete Template **Edit Template**

6. Now edit you content by adding or modifying data, with banners,stock photos and attachments
7. Click **Save Template** to save your changes to the template

[Check Spam Score](#) [Save Template](#)

Delete your Template

To delete your template, follow these steps.

1. Navigate to the [Templates](#) page from Top menu
2. Select the template from **Templates** dropdown

Templates

Standard **My Templates**

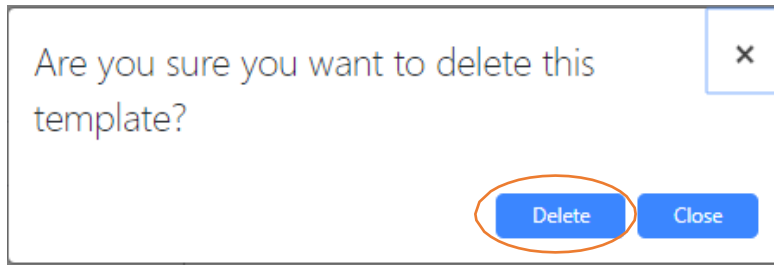
Templates

Select Template

3. Click on **Delete template** button, you can see an alert popup

[Delete Template](#) [Edit Template](#)

4. Click on **Delete** button from the popup, then selected template gets deleted from the templates list



Note: Templates created by you shall be displayed under “**My templates**” tab and the templates created by iBoomerang team shall be displayed under “**Standard**” tab

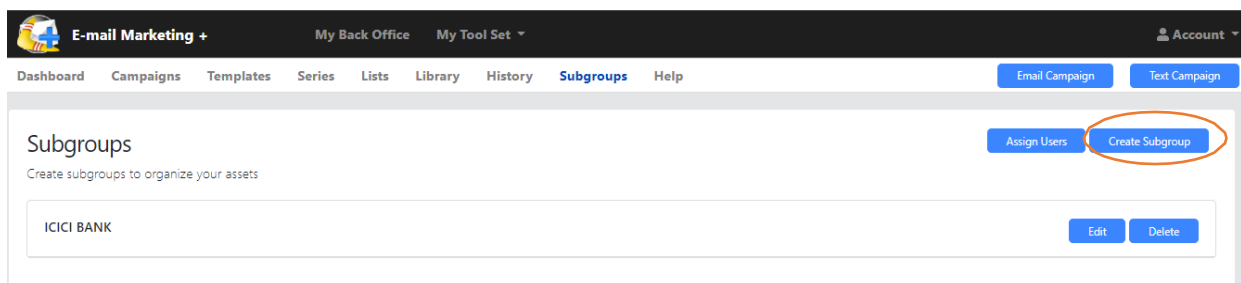
2. Subgroups

“**Subgroups**” is a new tab, visible for **iBoomerang admin role** and **Company admin role** users to create groups and assign users to groups to access the templates

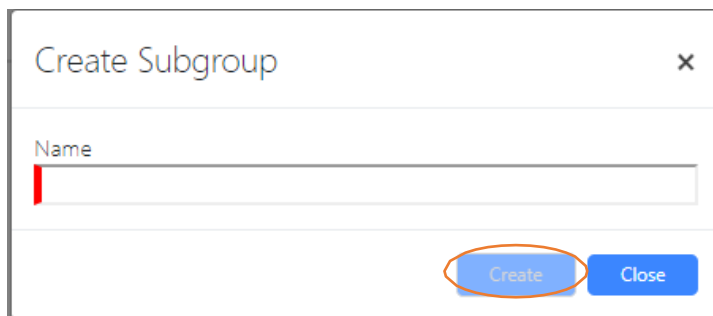
Create Subgroup

To create a subgroup, follow these steps.

1. Navigate to the [Subgroups](#) page from Top menu
2. Click **Create Subgroup** button



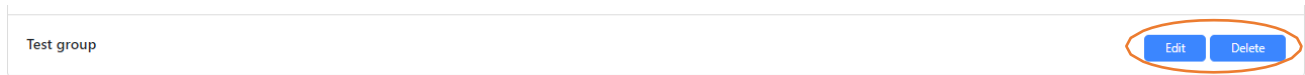
3. Enter a **group name** and click on **create** button,



4. Now group added successfully and each group contains two actions again,

Note:

1. When “Company admin role user” creates a subgroup a relevant folder gets automatically created under “Library tab” to upload image files
2. When “iBoomerang admin role user” creates a subgroup, respective folder wont created in Library tab under banners and stock photos

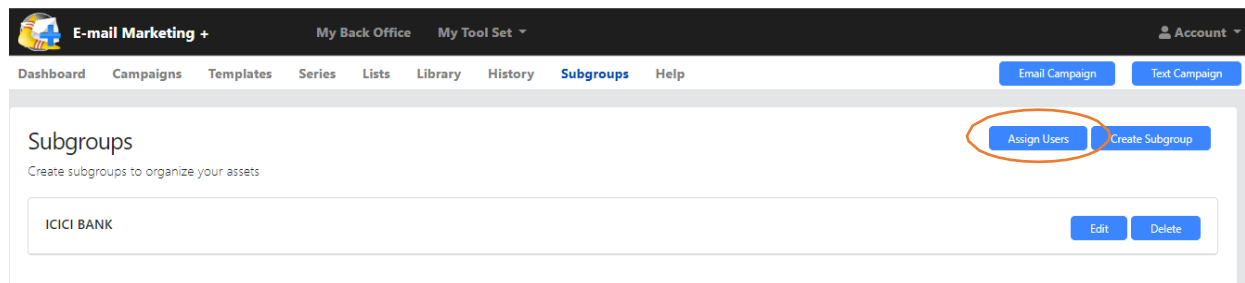


5. **Edit** is to update the group name
6. **Delete** is to remove the entire group

Assign users to access templates

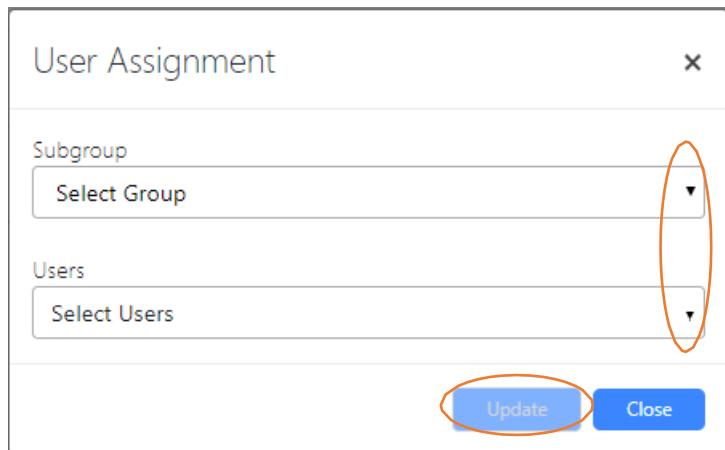
To create a subgroup, follow these steps.

1. Navigate to the [Subgroups](#) page from Top menu
2. Click **Assign users** button



3. popup gets displayed for user to select the group from dropdown and users from the dropdown

Note: Users gets automatically filtered based on the company and displayed in the dropdown



The 'User Assignment' dialog box contains two dropdown menus. The first is labeled 'Subgroup' with the placeholder text 'Select Group'. The second is labeled 'Users' with the placeholder text 'Select Users'. Both dropdown menus have a downward arrow icon on the right side. At the bottom of the dialog, there are two buttons: 'Update' and 'Close'. The 'Update' button is highlighted with an orange oval.

4. click on **“update”** to save the changes and the selected users can be able to access the templates from **Templates** page

3. Series

iBoomerang provides a feature that customers can be able to add schedule to each template and group one or more templates to form a series

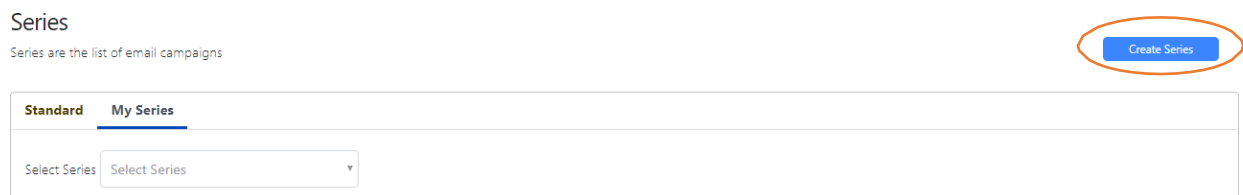
There are two categories in Series,

1. **Standard Series:** These series are created by iBoomerang team which can be used directly by their customers
2. **My Series:** These are user created series with scheduled templates

Create Series

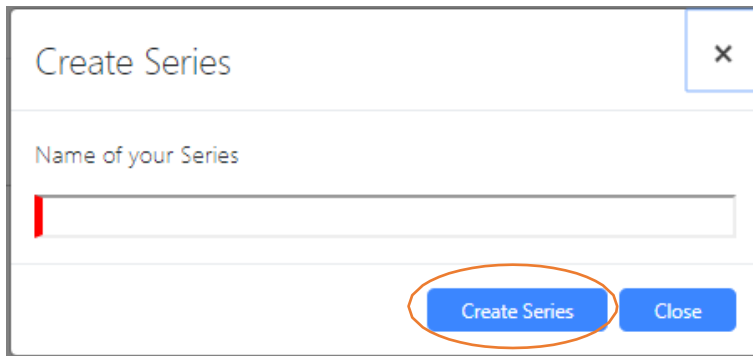
To create your series, follow these steps.

7. Navigate to the [Series](#) page from Top menu
8. Click **Create Series**



The 'Series' page has a header with the title 'Series' and a subtitle 'Series are the list of email campaigns'. In the top right corner, there is a blue button labeled 'Create Series', which is highlighted with an orange oval. Below the header, there are two tabs: 'Standard' and 'My Series'. The 'My Series' tab is currently selected. Under the 'My Series' tab, there is a dropdown menu labeled 'Select Series' with a downward arrow icon.

9. Enter **Name of your Series** and click on **Create Series** button



10. Now you have created a **New Series** and its time add **templates** to the series and below are the steps to be followed,

- a) Select **Template** from the template dropdown
- b) Schedule the template either on **weekdays** (Sun, Mon, Tue.....and sat) or days in a **Month** (1st, 2nd, 3rd..... 30th, 31st)
- c) Now select the **Month** (Jan, Feband Dec)
- d) Select year from the dropdown (Current year is automatically selected)
- e) Add **time** to the template schedule (24 hours format)
- f) Now check the given schedule in written format then click **Add template** button

11. Now template gets added to the series along with scheduler
12. Likewise, add as many templates as required with schedule to the series
13. On **Series** page, you can see your own series and the respective templates added to it
14. With **Add Template button**, user can add more templates to the series

| | |
|--|--|
| | |
| | |

15. On series page, for each template you can perform below actions,
 1. Edit Template: click on this button, you will redirect to **Templates** page, now edit the template and save it
 2. Edit schedule: click this button to edit the scheduler of the template
 3. Preview: click this button to view the template content

4. Delete: click this button to delete the template from the series

Evokee
[Edit your series name](#) **Delete** Add template Create Series

Standard **My Series**

Select Series: Evokee

Send at 19:30 on day of month 1 and 2
 Of january and february for current year

Edit Template Edit Schedule Preview Delete

Anushanewwww
 Send at 18:11 on sunday , tuesday and monday
 Of january and february for current year

Edit Template Edit Schedule Preview Delete

Edit your series name

To edit your series, follow these steps.

1. Navigate to the [Series](#) page from Top menu
2. Select any **Series** from select series dropdown
3. Then along with series name there is link titled with **Edit your series name**

createseries
[Edit your series name](#) **Delete**

Standard **My Series**

Select Series: createseries

4. Click on **Edit your series name**,



5. Edit the name of the series and click on **Update series name** button from the popup

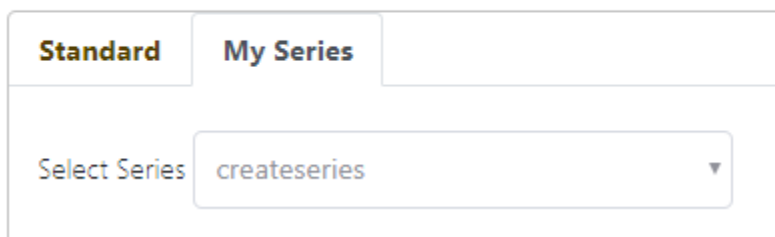
Delete your series

To edit your series, follow these steps.

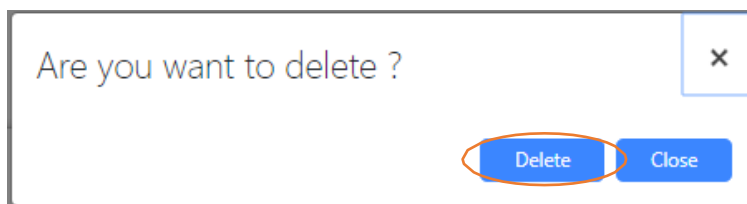
1. Navigate to the [Series](#) page from Top menu
2. Select any **Series** from select series dropdown and click on **Delete**

createseries

[Edit your series name](#) **Delete**



3. Now click on **delete** button from the popup,



4. Series will be deleted successfully

Note: Series created by you shall be displayed under “**My templates**” tab and series created by iBoomerang team shall be displayed under “**Standard**” tab

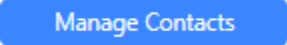
4. List

iBoomerang provides a feature create contacts or Import of an XL and .csv format to get started with Email and Text campaigns. Also, with the individual contacts user shall create list and perform edit/delete/view actions to it.


Add new contact

To add new contact, follow these steps

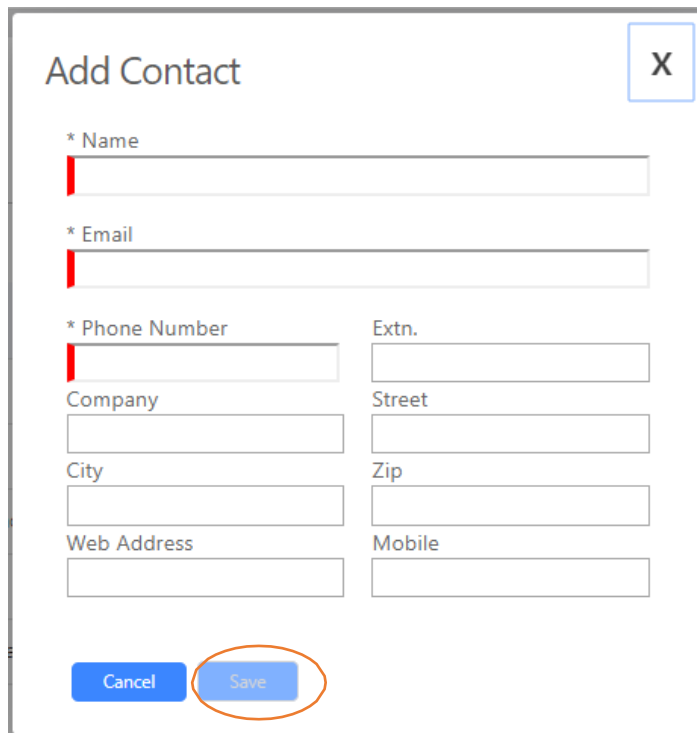
1. Navigate to [List](#) page from top menu
2. Click on **Manage contacts** button from List page

A blue rectangular button with the text "Manage Contacts" in white.

3. Click on **Add contact** button from Manage contacts page

A blue rectangular button with the text "Add Contact" in white.

4. Enter Contact name, email and phone number as a mandatory field, remaining filed inputs are optional, then click on **Save** button

A screenshot of the "Add Contact" form. The form has a title "Add Contact" and a close button "X" in the top right corner. It contains several input fields: "* Name", "* Email", "* Phone Number", "Extn.", "Company", "Street", "City", "Zip", "Web Address", and "Mobile". The "Save" button at the bottom right is circled in orange.

5. Your new contact gets added to the contacts page successfully

Edit your contact

To edit your contact, follow these steps

1. Navigate to [List](#) page from top menu

- Click on **Manage contacts** button from List page

Manage Contacts

- Click on **Edit link** under actions column

Action

Edit | Delete

- Selected contact details open up in a popup,

Update Contact

X

* Name

* Email

* Phone Number

Extn.

Company

Street

City

Zip

Web Address

Mobile

Cancel

Save

- Update the details from popup then click on **save** the changes. Phone number will be save in (123-234-0901) format.

Delete Contact

To delete your list, follow these steps

- Navigate to [List](#) page from top
- For each contact, you can see **"Delete"** under actions column
- Click on **Delete** link to delete the contacts

| List Name ↑ | Created Date | Last Modified Date | Actions |
|-------------|--------------|--------------------|---|
| Test | 5 Apr, 2019 | | Edit Delete View Export |

- Click on **"Yes"**, to delete contact

Are you sure you want to delete AAAAA?

Yes

No

5. Also to delete multiple contacts at a time, select one or more contacts



6. Click on “Delete” button to delete the selected contacts

Delete

Create and Save as List

To create and save your list, follow these steps




6. Navigate to [List](#) page from top menu
7. Click on **Manage contacts** button from List page

Manage Contacts

8. Select **one or more contacts** from the list of contacts,

[List](#) >> [Contact](#)

Manage Contacts

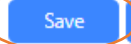
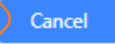
|  | Name ↑ |
|---|--------|
|  | Anoop |
|  | Anoop |

9. Now click on **Save as List** button

[Save as List](#)

10. Enter a name and then save the list by clicking on **Save** button

Save as List

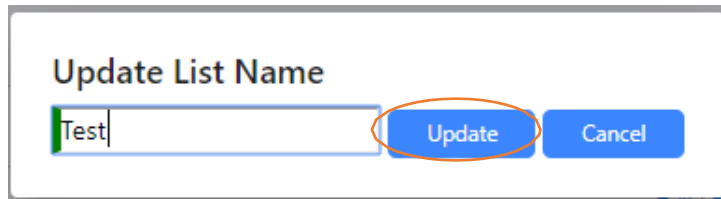
Edit List

To edit your list, follow these steps

1. Navigate to [List](#) page from top
2. For each list, you can see **"Edit"** under actions column

| List Name ↑ | Created Date | Last Modified Date | Actions |
|-------------|--------------|--------------------|---|
| Test | 5 Apr, 2019 | | Edit Delete View Export |

3. Click on "Edit link"



A dialog box titled "Update List Name" with a text input field containing "Test" and two buttons: "Update" and "Cancel". The "Update" button is circled in orange.

4. Edit the existing list name and click on **"Update"** button
5. List name updated successfully

View List

To edit your list, follow these steps

1. Navigate to [List](#) page from top
2. For each list, you can see **"View"** under actions column

| List Name ↑ | Created Date | Last Modified Date | Actions |
|-------------|--------------|--------------------|---|
| Test | 5 Apr, 2019 | | Edit Delete View Export |

3. Click on **View** link to view the contacts from the selected list
4. Contacts displayed in **"View list"** page

[List](#) >> [View List](#)

Delete List

To delete your list, follow these steps

7. Navigate to [List](#) page from top
8. For each list, you can see **"Delete"** under actions column
9. Click on **Delete** link to delete the contacts list from

| List Name ↑ | Created Date | Last Modified Date | Actions |
|-------------|--------------|--------------------|---|
| Test | 5 Apr, 2019 | | Edit Delete View Export |

10. Click on **"Yes"**, to delete contact list.

Are you sure you want to delete Test?



Two buttons: "Yes" and "No". The "Yes" button is circled in orange.

Export List

To Export your contact list, follow these steps

1. Navigate to [List](#) page from top
2. For each list, you can see “**Export**” under actions column

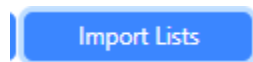
| List Name ↑ | Created Date | Last Modified Date | Actions |
|-------------|--------------|--------------------|---|
| Test | 5 Apr, 2019 | | Edit Delete View Export |

3. Click on **Export** link, you will get a CSV format file with selected list contacts gets downloaded to your desktop

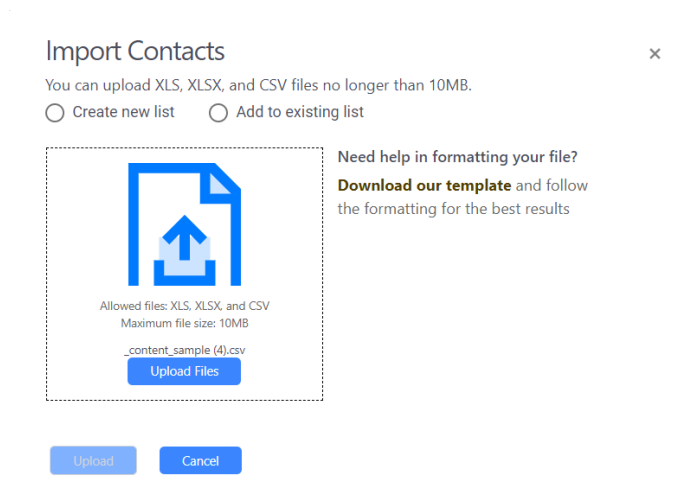
Import List

To Import your contact list, follow these steps

1. Navigate to [List](#) page from top
2. Click on “Import List” button



3. Import Contacts popup is displayed.



4. User can select “Create a new List or Add to existing list radio button based upon the selection.
5. Click on “**Upload files**” and add a file which is in excel format (Click on Download to refer the format)
6. Then click on “**Upload**” button, A new contact list gets saved successfully

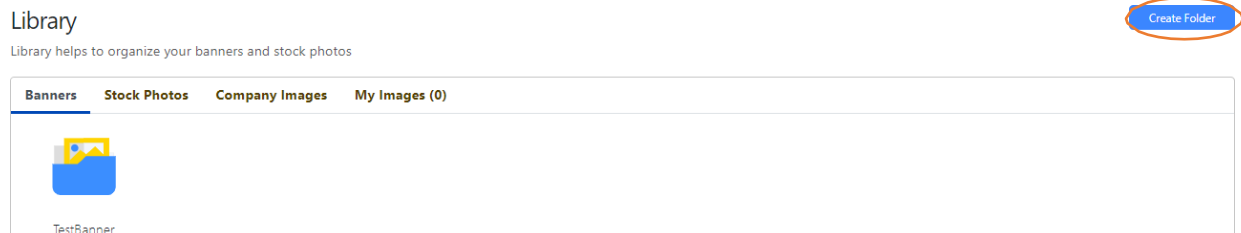
5. Library

iBoomerang provides you the banners and stock photos to use them while creating your templates.

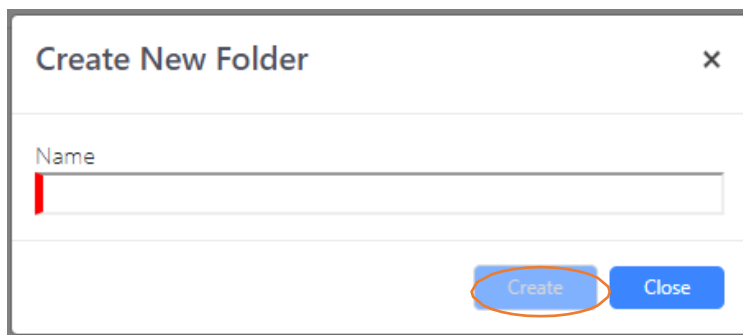
You can also add your own images to into the application, which will be further used for templates.

Create Folder in Library

1. iBoomerang admin role users only can create folders with a **“Create Folder”** button



2. Enter title to your folder and click on **“Create”** button,



3. Folder gets created successfully
4. iBoomerang admin can manage the folders by uploading images company logos to it

Note: **“Company Admin role user”** don’t have a **“create folder”** button, because a folder gets automatically created when a subgroup got added

Any user role can add images into the banners and use it but they can’t remove the images from the banners.

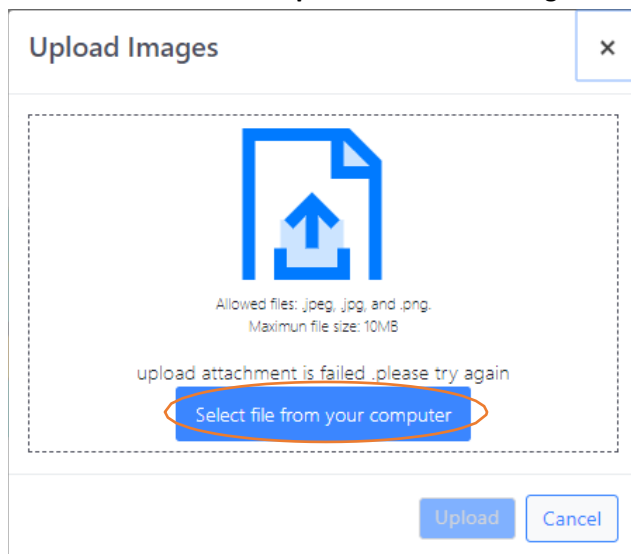
Add Your Images to Library

To add your images to the library, follow these steps

1. Navigate to **Library** page from top menu
2. Under **My Images** tab



3. Click on **Upload** button
4. Select the **file from computer** which is in image format



5. Click on **Upload** button to add the file to **My images** tab

Signature Images

This feature is applicable for any role to add signature images and use these images to add them into their signatures while running the campaign.



6. View History

Your email and text campaigns which are delivered to the recipient's inbox, are detailed in history page along with views and clicks counts

1. To check **History** of the campaigns
2. Navigate to [History](#) page from top menu and view the details by selecting the email and text campaign radio buttons

History

☒ Email Campaign☐ Text Campaign

| Sent | | Scheduled | | | | |
|-------------------|-------------|-----------|--------------|-------|--------|---------------|
| Campaign Name | Date ↓ | Delivered | Unsubscribed | Views | Clicks | Reported Spam |
| Sunday is Holiday | 7 Apr, 2019 | 0 | 0 | 0 | 0 | 0 |
| Sundaywork | 7 Apr, 2019 | 0 | 0 | 0 | 0 | 0 |
| TestOnSaturday | 6 Apr, 2019 | 1 | 0 | 1 | 0 | 0 |
| SaturdayoneSeries | 6 Apr, 2019 | 0 | 0 | 0 | 0 | 0 |
| NewTest | 6 Apr, 2019 | 1 | 0 | 9 | 0 | 0 |
| SaturdayDude | 6 Apr, 2019 | 0 | 0 | 0 | 0 | 0 |
| TestCam | 5 Apr, 2019 | 1 | 0 | 0 | 0 | 0 |

7. Text Campaign

If you want to get started with “Text campaign”, you should have an Opted-In or subscribed contacts list with you to do the text campaigning with your users

How to send an Opt-In Request

To send an Opt-In request to your contacts, follow these steps

1. Navigate to [List](#) page from top menu
2. Click on **Manage contacts** button
3. Select one or more contacts from the table

[List](#) >> [Contact](#)

Manage Contacts

| Name ↑ | |
|-------------------------------------|-------|
| <input checked="" type="checkbox"/> | Anoop |
| <input checked="" type="checkbox"/> | Anoop |

4. Click on **Send Opt-In Request** button

Send Opt-In Request

5. Now request sent successfully to the selected contacts

How to resend Opt-In Request

To view an Opt-In request or to resend the request your contacts, follow these steps

1. Navigate to [List](#) page from top menu
2. Click on **Manage contacts** button
3. Click on **View pending Opt-Ins** button

[View Pending Opt-Ins](#)

- You can view a popup with pending requests,

View Pending Opt-In

Your Pending Opt-In Contacts

| Name | Phone Number | Request-1 | Request-2 | Request-3 | Action |
|--------------|--------------|-----------|-----------|-----------|---------------------------------|
| string | +16104211390 | 25-3-2019 | 4-4-2019 | n/a | Resend Delete |
| Veera Gaddam | +16104211390 | 26-3-2019 | n/a | n/a | Resend Delete |
| Ashish | +16104211390 | 26-3-2019 | n/a | n/a | Resend Delete |
| Veera Gaddam | +16104211390 | 26-3-2019 | n/a | n/a | Resend Delete |

- Now click on **Resend** link to resend the Opt-In request (Each contact can be requested for maximum of three times)

Start Text campaign

Text campaigns can be either scheduled to your contacts later or sent to your contacts, please follow below steps to create a new text campaign

- Click on **"Text Campaign"** button

[Text Campaign](#)

- Enter text campaign name and click on **Start**

Send Texts

Reach out to your subscribers via text messaging to promote your products and increase customer loyalty

Text Campaign Name

[Start](#)
[Cancel](#)

- Select the contacts to send the text from the **"My Opted-In Contacts"** list

Test

[Edit Your Campaign Name](#)

| My Opted-In Contacts | | | Search |
|--------------------------|---------------|------------|--------|
| <input type="checkbox"/> | Name | Phone | |
| <input type="checkbox"/> | TestBandwidth | 6104211390 | |

Items per page: 6 1 - 1 of 1

4. Either you can type your message in **Compose** area, shown below

Compose Your Message

5. Or click on “**Add Canned responses**” button

Add Canned Response

6. Select pre-saved messages from the list and click on “**Add to Message**” button

Your Canned Response

| <input type="checkbox"/> | Message | Actions |
|--------------------------|--------------------|---|
| <input type="checkbox"/> | asasadad | Edit Delete |
| <input type="checkbox"/> | AnushaTestsssss | Edit Delete |
| <input type="checkbox"/> | Hello test updated | Edit Delete |

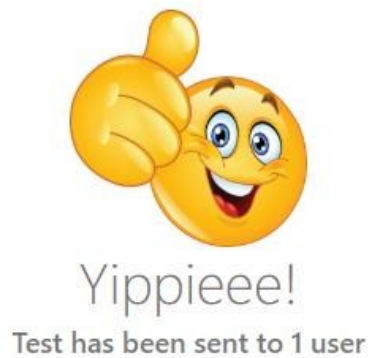
Create new Canned Response

Add to Message

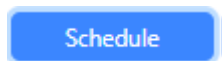
Save Canned Response

Cancel

7. Now click on **Send** button to send the text campaign



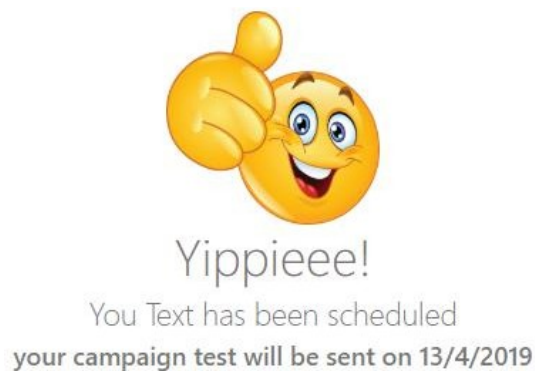
8. Else schedule the campaign for later, by clicking on “**Schedule**” button



9. Enter the **Date and time** and click on **schedule** button

A 'Schedule Campaign' dialog box with a title bar and a close button (X) in the top right corner. Inside the dialog, there is a date input field containing 'yyyy-mm-dd' with a calendar icon to its right. To the right of the date field is a time selection interface with two boxes containing '13' and '30', separated by a colon, and up/down arrows above and below each box. At the bottom of the dialog are two buttons: 'Schedule' and 'Cancel'.

10. Now your text campaign scheduled successfully



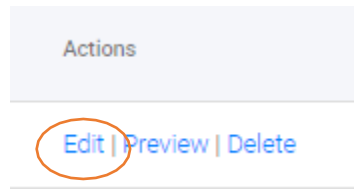
Edit scheduled text campaign

To edit the scheduled text campaign, follow these steps

1. Navigate to [Campaign](#) page from top menu
2. Select “**Text Campaign**” tab

| Campaigns | | | | | Search Campaigns |
|-----------------|-----------------------|--------------|--------------------|---|------------------|
| Email Campaigns | Text Campaigns | | | | |
| Campaign Name | Campaign Status | Created Date | Last Modified Date | Actions | |
| sss | DRAFT | 8 Apr, 2019 | 8 Apr, 2019 | Edit Preview Delete | |

3. All your text campaigns which are in draft and scheduled status campaigns are viewed in this page
4. Click on **Edit** link, under actions menu



5. Your selected campaign gets opened with the content, now select the to whom you want to share the campaign and modify the campaign content, then either save it or schedule it for later

Note: **Send** and **Schedule** buttons enabled, only when you select the Opt-In contacts

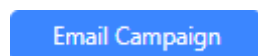
8. Email Campaign

You can design your email content and choose whether to send immediately or schedule your campaign for later.

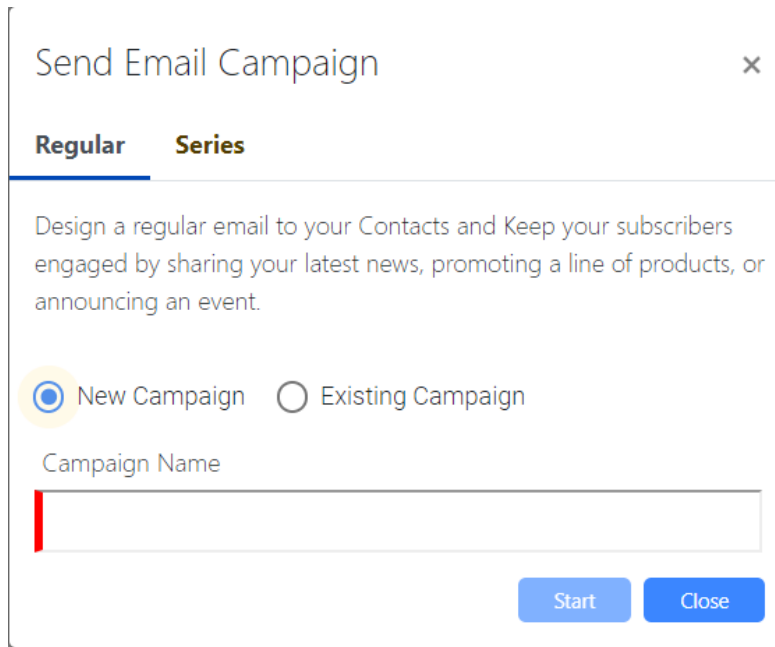
Start Regular Email Campaign

To start a regular email campaign, follow these steps

1. Click on Text **campaign** button from top menu



2. Enter **Campaign Name** and click on **Start** button



Send Email Campaign [X]

Regular **Series**

Design a regular email to your Contacts and Keep your subscribers engaged by sharing your latest news, promoting a line of products, or announcing an event.

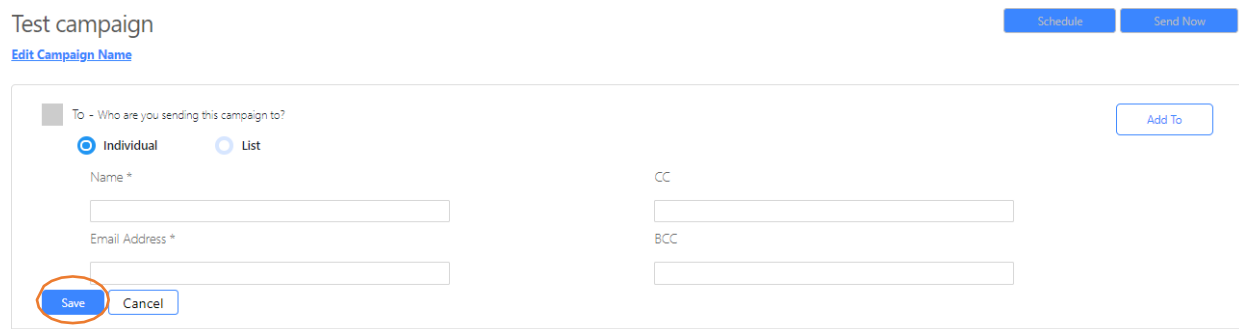
☒ New Campaign ☐ Existing Campaign

Campaign Name

[Redacted text box]

[Start] [Close]

3. Enter the **Campaign** name and click on **Start button**
4. Select **Existing Campaign** and select from the list.
5. In the email campaign page, enter the **To list** details such as name, email, CC and BCC and click on **Save**, Also if you want share this campaign with list of people, select the **List radio button** and select the existing **List Name**



Test campaign [Schedule] [Send Now]

[Edit Campaign Name](#)

To - Who are you sending this campaign to? [Add To]

☒ Individual ☐ List

Name *

[Redacted text box]

Email Address *

[Redacted text box]

[Save] [Cancel]

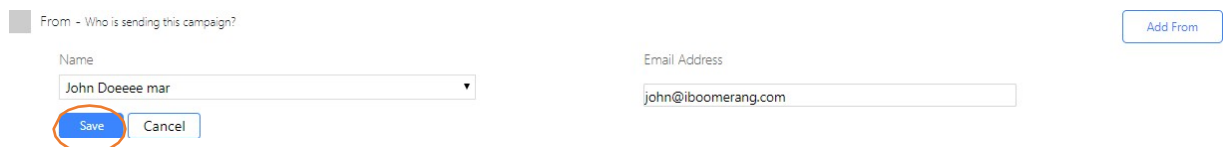
CC

[Redacted text box]

BCC

[Redacted text box]

6. **From** section details are automatically displayed as logged in user then click on **save**



From - Who is sending this campaign? [Add From]

Name

John Doeeee mar

Email Address

john@iboomerang.com

[Save] [Cancel]

7. Enter **subject line** to the campaign and click on **save** button




ETT User Guide

Subject - What's the subject line for this campaign?

Add Subject

Subject

 Tips to write a good subject line

Save Cancel

8. In **Content** section, click on “Select Template” button

9. Select the template from either **Standard** or **My templates** section,

Templates

10. Click on “**Edit template**”

Edit Template

11. You can **Attach files** and then click on “**Save template**”

12. Then if you want to attach files, click on **Upload files** button

Upload Files

13. click on “Attach files” to add them to the campaign

14. Click on send now button

Send Now

15. Your email campaign sent successfully



Yippieeee!

Your campaign has been successfully sent and will be read by user shortly
Test campaign has been sent to one user

Start Series Email Campaign

To start a series email campaign, follow these steps

1. Click on **Email Campaign** button from top menu

Email Campaign

2. Select **Series** tab, and series from the **Series dropdown** then click on **Start**

Send Email Campaign

Regular

Series

Design a drip campaign to nurture your leads or send scheduled emails to engage your subscribers by sharing your latest news or promoting your new products.

Select Series

Start

Close

3. In the email campaign page, enter the **To list** details such as name, email, CC and BCC and click on **Save**, Also if you want share this campaign with list of people, select the **List radio button** and select the existing **List Name**

Series testdemo

Send Now

☐ To - Who are you sending this campaign to?

☒ Individual ☐ List

Name *

Email Address *

CC

BCC

Save Cancel

Add To

4. **From** section details are automatically displayed as logged in user then click on **save**

☐ From - Who is sending this campaign?

Name

Email Address

John Doejee mar

john@iboomerang.com

Save Cancel

Add From

5. In **Content** section, click on “**Add Template**” button to add templates to yourseries campaign

☒ Content - Design the content for your email.

Attach Files Add Template

Template Attachments

Testdemotemplate

Send at 8 : 19 on day of month 8

Of April for Current Year

Edit Schedule Delete

Upload Files

6. Select the **Template** from the dropdown and add schedule to the template as explained in series (section 2) and click on **Add Template** button

7. Selected template added to the **series campaign** page
8. Also, you can **edit schedule** of the template

9. If you don't require the template to send along with the series, then click on **Delete** button

10. If you want to attach files, click on **Upload files** button

Upload Files

11. click on "Attach files" to add them to the campaign

12. Click on send now button

Send Now

13. Your email campaign sent successfully



Yippieeee!

Your series has been successfully sent and will be read by user shortly

Series testdemo has been sent to one user

Edit Scheduled Email Campaign

To edit the scheduled email campaign, follow these steps

1. Navigate to [Campaign](#) page from top menu
2. Select “**Email Campaign**” tab

Campaigns

Search Campaigns

Email Campaigns

Text Campaigns

| Campaign Name | Campaign Status | Created Date | Last Modified Date | Actions |
|---------------|-----------------|--------------|--------------------|---|
| sss | DRAFT | 8 Apr, 2019 | 8 Apr, 2019 | Edit Preview Delete |

3. All your email campaigns which are in draft and scheduled status campaigns are viewed in this page
4. Click on **Edit** link, under actions menu

Actions

[Edit](#) | [Preview](#) | [Delete](#)

5. Your selected campaign gets opened with the **content**
6. As per your need, edit To List, From and Subject

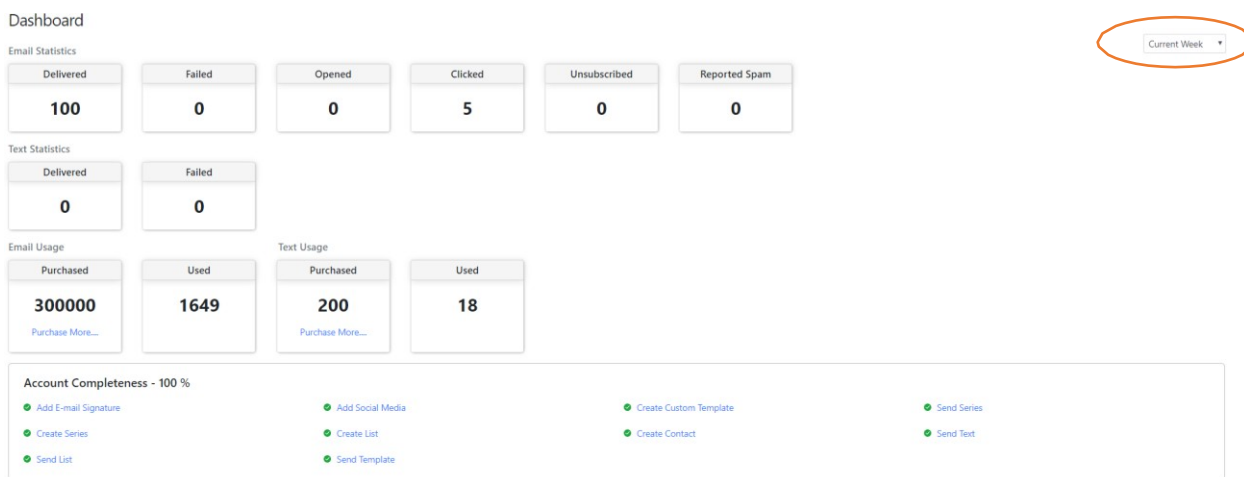
| | |
|--|--|
| <input checked="" type="checkbox"/> To - Who are you sending this campaign to? | Edit To |
| <input checked="" type="checkbox"/> From - Who is sending this campaign? | Edit From |
| <input checked="" type="checkbox"/> Subject - What's the subject line for this campaign? | Edit Subject |
| <input checked="" type="checkbox"/> Content - Design the content for your email. | Attach Files Select Template |
| Template Attachments | |

- Now edit your template and attachments
- Then click on **Send** to share the email campaign, else click on **Schedule** to schedule it for later.

9. View Dashboard

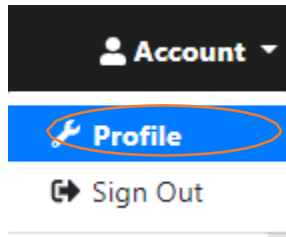
Your email and text campaigns delivery statistics and your quota (Purchase and used counts) of emails displayed here along with a plan upgrade link. Also, you can view your account completeness status with percentage

- To check **Statistics** of the campaigns
- Navigate to [Dashboard](#) page from top menu and view the details
- Also you can filter the data by selecting the period(Current week, month, year and previous week, month year) from the dropdown as shown below
- For **Email Usage/Text Usage**, if Purchased=Used, User cannot send Email or Text Campaign to List of Users but can run individual Campaigns. A notification alert message would be displayed beside All List radio button and All List radio button would be disabled for selection.



10. View Your Profile

1. Your profile can be viewed from “**Account**” menu
2. Navigate to **Account** menu and click on [profile](#)



3. You can view your profile data displayed in this page,

My Profile

John Doe

John Doe mar

Email: john@iboomerang.com Phone: 08962223604

John Doe mar - john@iboomerang.com

Add Extra Sender

Edit Save

Personal Info

Email Signature

Social Media

Name:

John Doe mar

Title:

Manager

Company:

iboomerang.com, Inc.

Email:

john@iboomerang.com

Phone:

08962223604

Mobile:

9999999999

Tollfree:

Fax:

Website:

https://iboomerang.com

URL:

https://google.com

Address 1:

504 vijetha midas touch ashok

Address 2:

whitefields kondapur

City:

hyderabad

State:

Andhra Pradesh

Zip:

500081

Access Level:

4. You can **Edit** and **Save** your personal details



5. you can **update** and **save** your signature

Personal Info










Company Info










































Email Signature

Social Media







Signature logos should not exceed 120 X 80 size.

Source





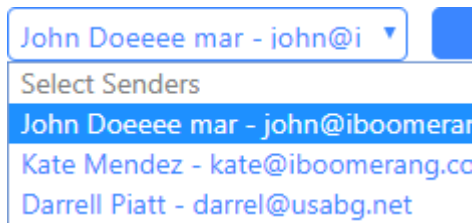
6. Also add your social media links and save the changes.

| Personal Info | Email Signature | Social Media |
|---------------|-----------------|--|
| | |  <input type="text" value="www.facebook.com/ashika"/> |
| | |  <input type="text" value="www.linkedin.com"/> |
| | |  <input type="text" value="www.twitter.com"/> |
| | |  <input type="text" value="www.mailgoogle.com"/> |
| | |  <input type="text" value="www.flickr.com"/> |
| | |  <input type="text" value="www.rssfeed.com"/> |
| | |  <input type="text" value="www.skype.com"/> |

7. If you would like to invite more senders click on **Add Extra Senders**

Add Extra Sender

8. You can also switch your profile from profile dropdown,



9. Selected account details will be shown in this page.

11. Role based permissions

iBoomerang application has below roles and permissions to work with ETT tool

as an **iBoomerang Admin role**,

- ✓ Can be able to view dashboard statistics
- ✓ Can be able to create email campaign and text campaigns
- ✓ Can be able to view Campaigns page and perform edit operation on scheduled campaigns
- ✓ Can be able to create standard templates under the groups created in “subgroups” page
- ✓ Can be able to create series under “standard series”
- ✓ Can be able to create, edit, delete, import and exporting the contacts
- ✓ Can be able to upload and delete banners and stock photos under library tab
- ✓ Can be able to view history page with email and text campaigns delivered statistics.
- ✓ Can be able to view Company Templates and Edit the templates and Delete the templates

As a **Company Admin role**,

- ✓ Can be able to view dashboard statistics
- ✓ Can be able to create email campaign and text campaigns
- ✓ Can be able to view Campaigns page and perform edit operation on scheduled campaigns
- ✓ Can be able to create standard templates under the groups created in “subgroups” page
- ✓ Can be able to assign users to groups to give permissions to access templates under “subgroups” page
- ✓ Can be able to create series under “standard series”
- ✓ Can be able to create, edit, delete, import and exporting the contacts
- ✓ Can be able to upload and delete “company images” under library tab
- ✓ Can be able to view history page with email and text campaigns delivered statistics

As a **Normal User role**,

- ✓ Can be able to view dashboard statistics
- ✓ Can be able to create email campaign and text campaigns
- ✓ Can be able to view Campaigns page and perform edit operation on scheduled campaigns
- ✓ Can be able to create templates under “My templates” and be able to use any template from created by iBoomerang admin and company admin
- ✓ Can be able to create series under “My series” and be able to use any series created by iBoomerang admin
- ✓ Can be able to create, edit, delete, import and exporting the contacts

- ✓ Can be able to upload and delete “My Images” under library tab
- ✓ Can be able to view history page with email and text campaigns delivered statistics.
- ✓ Can be able to upload images into Banners of Library Tab but cannot delete the images.
- ✓ Can able to save the templates from Standard and Company Templates into his respective templates.