

Garuda



User Guide

Powerd By



AlphaInfolab

High End IT Solutions

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Introduction

Garuda, The Intelligent Mailer is a web based complete email marketing solution software. Garuda allows the user to not only access to their email database and campaigns but also the complete email marketing platform, which means that you can create, deploy and monitor your campaigns even when you are away.

01. Multiple Tracking Domain (Domain alias for tracking link): -

- a. Set up proper SPF and DKIM authentication along with a custom tracking domain, your emails can be completely white labelled and be entirely your brand with no digital Email footprints.
- b. Its use against Spam has made white labelling almost essential for sending email that lands in the in-box where it should.
- c. To setup your own sending reputation.
- d. More secured and confident when they are clicking on links in your email and viewing the results.

02. Multiple MTA (SMTP): -

- a. Support any number of MTA.
- b. Option to force ("force from"): name and email address (To preserve DKIM & other domain related stuffs).
- c. Set up Email frequency (emails per minute or emails per day).
- d. Option to block domain/email address as per individual MTA account.
- e. Set up the BOUNCE and FBL process as per individual MTA account.

03. Link Manager: -

- a. Manage the link with ease of naming.
- b. Used in email campaign to insert these link.
- c. Build your site's traffic (Click rate).

04. Form: -

- a. Ability to provide the type of form: 'Subscribe', 'Unsubscribe' and 'Send to friend' form to your website.

- b. Set up the double opt-in, captcha functionality with thank-you email to subscriber.
- c. Set up the contact list with custom fields: - first name, last name, birthday etc.
- d. Ability to give URL of your customize page to move subscribe on your page.
- e. Providing the mailing option: - from name, from email, reply email and subject line.
- f. Generate automatic form according to type.

05. **Templates:** -

- a. Customize the email templates with editor (HTML) and text content.
- b. Large variety of pre-defined templates to be used.
- c. To use these templates in email campaign or autoresponder.

06. **Autoresponder:** -

- a. Ability to make autoresponder as per the contact list (As contact join).
- b. Set up the auto-responder option: - From name, from email, reply path.
- c. Ability to provide the option of sending auto-responder to existing contact list's contacts.
- d. Providing the sending option (As soon as join or later).
- e. Customize many options: - subject line, content (HTML, TEXT), attachment etc.
- f. To check the spamming content.
- g. Option to use custom fields and dynamic content in campaign.
- h. Customize content as per requirement (from editor, browse from computer and import from website).

07. **Email Campaign:** -

- a. Ability to give campaign option: - name, format (HTML, TEXT or BOTH), use per-defined templates.
- b. Option of single subject or rotation of subjects.
- c. Customize other options: - Attachments, preview of campaign in your email

address, check spamming content.

d. Option to use custom fields and dynamic content in campaign.

e. Customize content as per requirement (from editor, browse from computer and import from web site).

08. **Custom Field: -**

a. Option to choose the type of custom field like text, text area, radio button etc with proper validations.

b. Ability to give name, required validate, use globally.

c. Ability to give these fields into the contact list.

09. **Contacts with Contact List: -**

a. Option to give the name, owner name and email.

b. Ability to providing the notification to owner for subscription and UN-subscription.

c. Option to choose the custom fields as per requirement.

d. Ability to import the large contacts file (CSV format).

e. Ability to export the contacts with filtering.

f. Option to add or delete manually contact to list and search the contact.

10. **Segmentation: -**

a. By narrowing your focus and sending messages to targeted groups within your lists.

b. Recipients will find your campaigns more relevant—and relevant campaigns get better results.

c. Option to choose the action of segment rule - AND / OR conditions.

d. Ability to give filtration with respect to custom fields.

11. **Suppression: -**

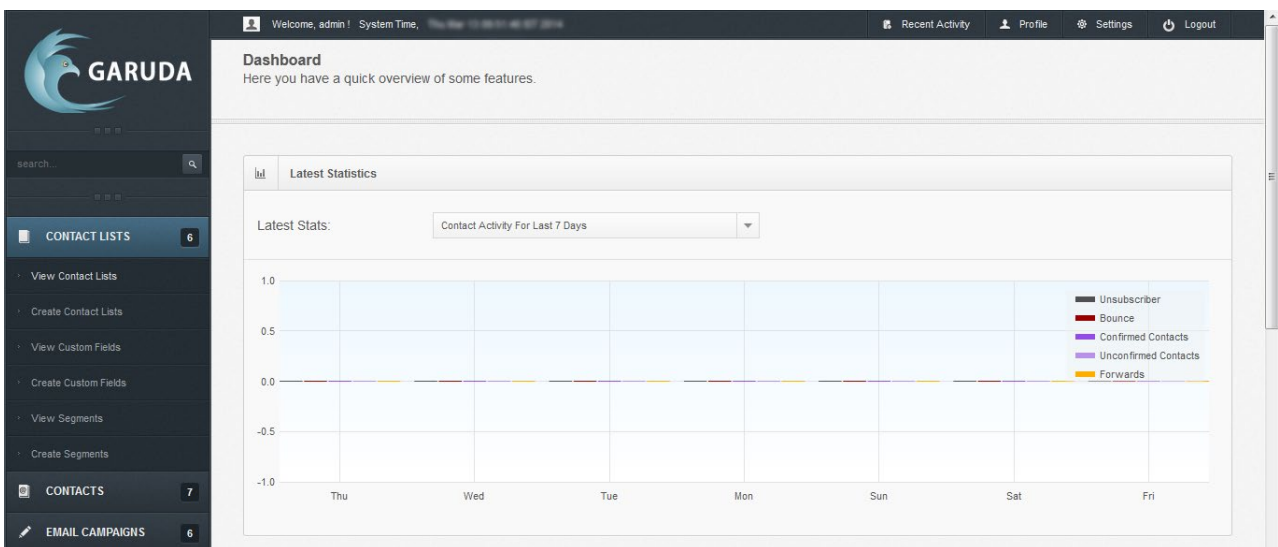
a. A suppression list is a list of emails on which you do not want to include in your mailing or do not want to send mails even they are in your mailing lists.

b. Ability to give email address or domain to suppress with as per list or globally.

Contact list

Contact list is simply way to organize your contact. You can have multiple contact lists in different ways to act differently.

Each contact belongs to contact list. You will need to create contact list before adding new contact. GOTO **Contact list** —> **Create Contact list**. Provide name, name and email of owner, select custom fields and other details and click on **SAVE**.



Garuda Contact List

View and Manage

To manage the contact lists you already created.

You can also view, search and **add contacts**, and **edit**, **copy** or **delete** a contact list.

Viewing Contact List

The screenshot shows the Garuda CRM interface. The main content area is titled "View Contact Lists" and includes a description: "Contact lists are used to store details about subscribers or leads, which include their email address and other details such as name, company, age, etc." Below this is a "Delete Selected List(s)" dropdown and a "GO" button. A "CREATE LIST" button is also visible. The table below has the following data:

<input type="checkbox"/>	Name	Created Date	Subscribers	Unsubscribers	Owner	Action
<input type="checkbox"/>	Mobile	13-03-2014	0	0	admin	[Edit] [Copy] [Delete] [Add] [View]
<input type="checkbox"/>	Apparel	13-03-2014	0	0	admin	[Edit] [Copy] [Delete] [Add] [View]
<input type="checkbox"/>	Electronics	13-03-2014	0	0	admin	[Edit] [Copy] [Delete] [Add] [View]
<input type="checkbox"/>	Young	13-03-2014	0	0	admin	[Edit] [Copy] [Delete] [Add] [View]

At the bottom of the table, there is a search bar and pagination controls showing "Showing 1 to 4 of 4 entries". The footer of the interface says "Powered By Alphainfolab".

Garuda View Contact List

01. **Select Action:** -

- a. **Delete selected list(s):** remove the list (or lists) from Garuda. Once the list is removed it cannot be retrieved.
- b. **Delete contacts in selected list(s):** remove all the contacts in the list (or lists). Once the contacts are removed, they cannot be retrieved. The list remains, but contains no contacts.
- c. **Update contacts to receive text campaigns:** change the status of all the contacts in the list (or lists) allowing them to receive emails in text format.
- d. **Update contacts to receive HTML campaigns:** change the status of all the contacts in the list (or lists) allowing them to receive emails in HTML format.
- e. **Update contacts status to confirm:** confirmed contacts are those who have replied to a confirmation request email. Use this to change all the contacts in the selected list (or lists) to confirmed contacts.
- f. **Update contacts status to unconfirmed:** unconfirmed contacts are those who have not yet replied to a confirmation request email. Use this to change all the contacts in the selected list (or lists) to unconfirmed contacts

02. **Create list:** - Use this button to create new contact list.

03. **Name:** - This is the name given by owner of contact list.
04. **Create Date:** - This is Create date on which you created contact list.
05. **Subscribers:** - This is the total number of subscribers (Active contacts) related to particular contact list.
06. **Unsubscribe:** - This is the total numbers of unsubscribed contacts related to particular contact list.
07. **Owner:** - This is name of contact list owner.
08. **Search:** - Search Contact list is a facility to filter contacts list from all the contact lists, it's an option which helps you search
09. **Action:** - Click on edit to update the information of contact list. It appears like create contact list.
 - a. Click on **copy** to copy the contact list with subscribers. The name of contact list will show "Copy of".
 - b. Click on **delete** to delete the contact list with all subscribers. This will not retrieve again.
 - c. Click on **add** to add more contacts to contact list.
 - d. Click on **view** to see all contacts related to contact list.

Create and Edit Contact List: -

You can create new contact list, GOTO **Contact List** —> **Create Contact List**.

To edit the existing contact list, GOTO **Contact list** —> **View Contact List**. Click on **edit** button.

Add information fields to manage contact list.

01. **List Details:** -

- a. **List Name:** - Provide the name of contact list, will appears on all other panel pages.
- b. **Owner Name:** - Provide the name of owner, will appears on emails to this contact list.
- c. **Owner email:** - Provide the email address of owner, will appears on email sent to contact list (default "from" address).
- d. **Notify List Owner:** - Notify about every subscriber add or unsubscribe from, contact list by sent mail to owner email.

02. **Custom Fields to the list:** -

- a. **Add Custom Fields:** - Select the custom fields you want to associate with this list.

03. **Addition Company Details:** -

- a. **Company Name:** - Provide the name of company. To use this company name in campaign use %%companyname%%.
- b. **Company Address:** - Provide the address of company. To use this company address in campaign use %%companyaddress%%.
- c. **Company Phone Number:** - Provide the phone number of company. To use this phone number in campaign use %%companyphone%%.

Create a Contact List

Name your list, add the custom fields and press "SAVE" button to create a contact list.

New List Details

List Name: *

Owner Name: *

Owner Email: *

Notify List Owner Yes, Send subscribe and unsubscribe notification emails to the list owner.

Add These Fields to the List

Filter: x

Filter: x

Showing 0 of 0

Showing 11 of 11

- Birth Date
- City
- Country
- Fax
- First Name
- Last Name
- Mobile
- Phone
- Postal/Zip Code
- State
- Title

Company Details

Company Name:

Company Address:

Company Phone Number:

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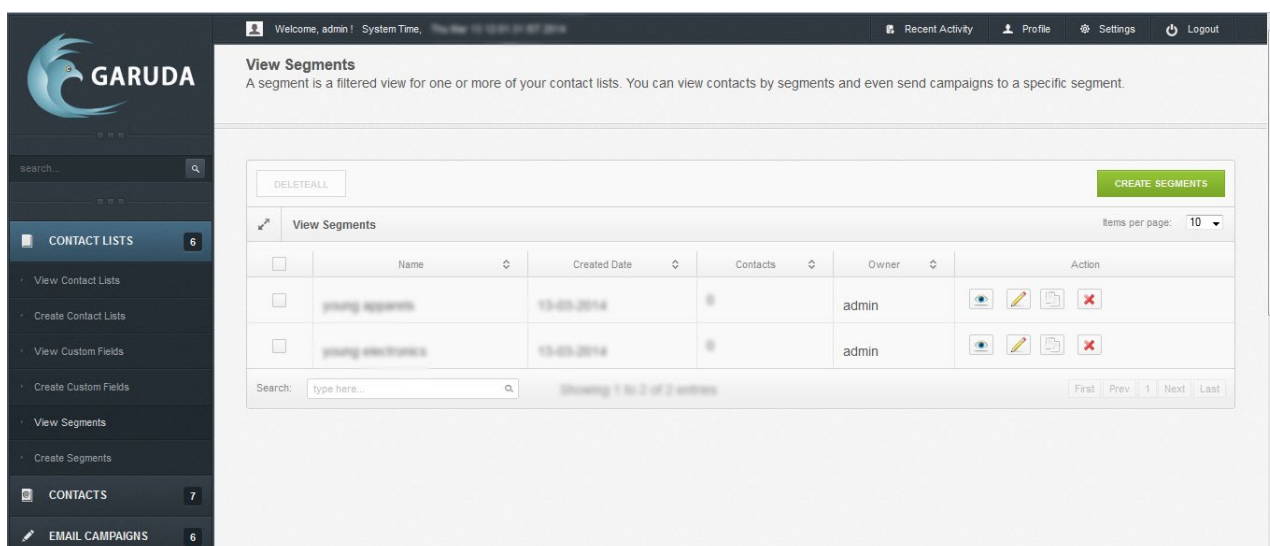
Garuda Create Contact List

Segments

Segment is a part of contact List. The segment provides a group for your contacts. A segment distinguishes those contacts which have a pattern in them. This allows you to focus on particular and precise contacts among all Audience. For example: Create a Segment of those contacts who might be living in India or having email conclude with “@gmail.com” & A segment can also be created with multiple criteria in it to separate those audience who fulfil all the criteria.

For managing Segments you must have contact list and contacts. GOTO **Contact Lists** —> **Create Segments** —> **View Segments**.

Viewing Segments



Garuda View Segments

01. **Create segments:** - Use CREATE SEGMENTS button to create new Segments (in View Segments).
02. **Delete All:** - Delete more than one segment by selecting the check-box in the list. The delete button only works after selecting at least one check-box.
03. **Name:** - The Name shows the title/name of the segment.
04. **Created Date:** - Created on specifies the date on which that segment was created.
05. **Contacts:** - Contacts are the total count of contacts that fulfil all the criteria to be in that segment.

06. **Owner:** - Owner specifies the name of the person who created the segment or who controls the segment.
07. **Search:** - Search Segment is a facility to filter segment from all the segments, it's an option which helps you search.
08. **Action:** -
 - a. **Delete:** - Delete Individual Segment by clicking the respective remove icon.
 - b. **Update:** - Update any Segment in order to add or remove information stored in that particular segment.
 - c. **Copy:** - Copy creates a Duplicate Entry or Xerox copy of particular segments with a "**Copy of**" that you want to be exactly same as the existing segment.
 - d. **View:** - To see complete information of a particular segment Click on View Contacts.


Create and Edit Segments:

Creating/Editing Segments you need to provide


01. **Segment Name:** - The name of the segment that you want to be, you can distinguish different segment by their name.
02. **Add lists:** - Add list provides multiple selections of contact lists that you can add in your segments.
03. **Segment Rules:** -
 - a. **Match Type:** - Match is a condition that you want in you segment, there are two conditions Match all Rule (AND condition) and the other is Match any rule (OR condition), AND specifies that the contacts in the segments should fulfil all the provided criteria whereas OR specifies that it could fulfil any criteria.
 - b. **Filter contact fields:** - The filter helps you select basic fields and custom fields and then using those fields you can provide the type of filter you want to create i.e. it could contain email ending with the '@gmail.com'.

Create Segments

A segment is a filtered view across one or more of your contact lists. For example you could create a segment to view contacts in New York across all of your lists.

 Create Segment

Segment Name:

 Add These Lists to the Segment

Filter: x


Filter: x

Apparels
Electronics
mobiles
Young

Showing 4 of 4

> >>
< <<

Showing 0 of 0

 Segment Rules

Action: + -

Match Type: Match all rules (AND condition)
 Match any rule (OR condition)

Filter Contacts With: ▼

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Garuda Create Segment

Custom Fields

Custom fields are those fields that specify a certain kind of information that you want for your contact it could be information similar to that user i.e. name, country and etc..

The custom fields are more sophisticated fields which have validation in them these fields are defined in such a way that if you create a custom field for contact number than the field will only expect numbers only.

For Creating/ managing and Viewing Custom Fields, GOTO **Contact Lists** —> **Create Custom Fields** —>**View Custom Fields**. View Custom Fields View Custom Fields

View Custom Fields

View Custom Fields
Custom fields allows you to collect and store more information than just a contact's email address, such as their name, country, etc.

DELETEDALL CREATE CUSTOM FIELD

View Custom Fields Items per page: 10

<input type="checkbox"/>	Custom Field	Created on	Type	Mandatory	Action
<input type="checkbox"/>			Text Field	No	
<input type="checkbox"/>			Text Field	No	
<input type="checkbox"/>			Text Field	No	
<input type="checkbox"/>			Text Field	No	
<input type="checkbox"/>			Text Field	No	
<input type="checkbox"/>			Text Field	No	
<input type="checkbox"/>			Text Field	No	
<input type="checkbox"/>			Text Field	No	
<input type="checkbox"/>			Select Box	No	
<input type="checkbox"/>			Text Field	No	

Search: Showing 1 to 10 of 11 entries First Prev 1 2 Next Last

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Garuda View Custom Fields

01. **Create Custom Fields:** - Use CREATE CUSTOM FIELDS button to create new custom Field (in View custom Field).
02. **Delete All** – Delete more than one Custom field by selecting the check-box in the list. The delete button only works after selecting at least one check-box.
03. **Custom fields:** - Custom field shows the title/name of the created custom field.
04. **Created on:** - Created on specifies the date on which that custom field was created.
05. **Type:** - It specifies the type of the input that you are using in that custom field.
06. **Mandatory:** - Mandatory specifies the compulsion and validation of the field, If set yes than the field cannot be left empty and if set no then the field has no compulsion.
07. **Action:** -
 - a. **Edit** – Edit action Helps you edit/update particular custom fields

- b. **Remove** – Remove action Deletes the custom field

Create and Edit Custom Field

01. **Custom Field Details**- These are the field that will specify what kind of input you want
 - a. **Text Field:** – It will accept input as text, number and alpha-number values.
 - b. **Text Area:** – Text area is used for larger information that could be in sentences.
 - c. **Number Only:** - Number only field creates a specification that, field will only accepts numbers.
 - d. **Select Box:** - It is used to create a drop-down list.
 - e. **Check-box:** - Check-box permits the user to make a binary choice.
 - f. **Radio Button:** - Select one - and just one - option from a set of alternatives.
 - g. **Date Field** – Used for specifying a proper date in a proper format i.e. (DD/MM/YYYY).
02. **Custom Field Name:** Title name of the custom field. It's a mandatory Field and cannot be left empty.
03. **Is this field required?** – Select Check-box to make compulsion, if yes than the field should be filled and if no then the field could leave empty.
04. **Note:** - Every Custom field Input that you Choose has its own configuration, which differ from input to input. Configure them accordingly.
05. **Add into Contact list:** - Contact list to the custom field that which contact list should be having the custom field in it & Use Save to save your preferences of custom field.

Create a Custom Field

To create a custom field, start by giving it a name and choosing the type of field you want to create below. Click Next to continue.

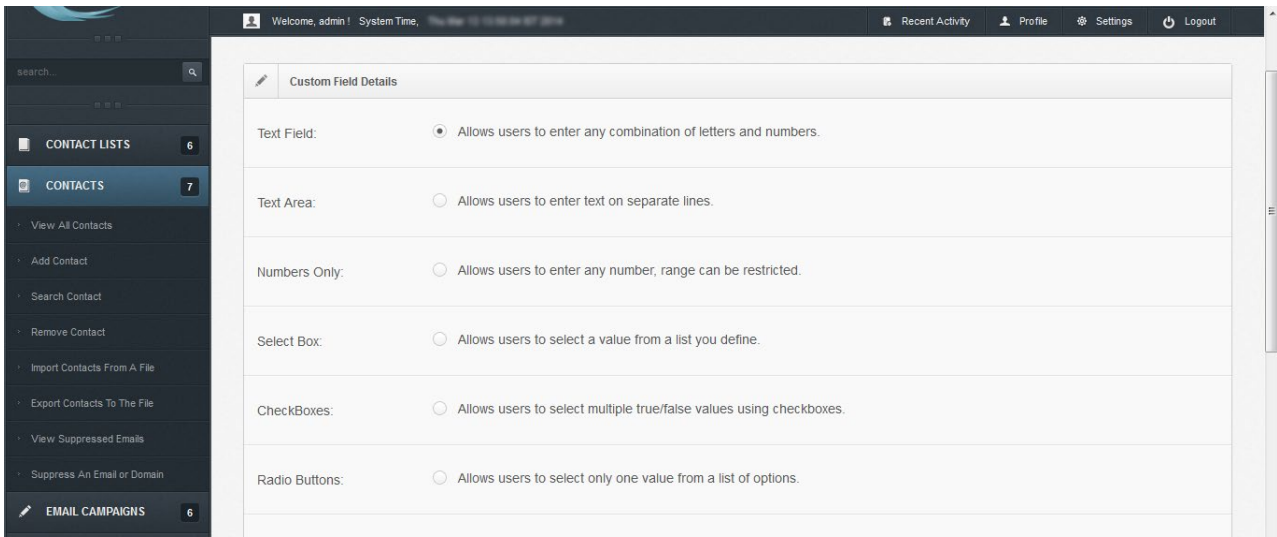
Custom Field Details	
Text Field:	<input checked="" type="radio"/> Allows users to enter any combination of letters and numbers.
Text Area:	<input type="radio"/> Allows users to enter text on separate lines.
Numbers Only:	<input type="radio"/> Allows users to enter any number, range can be restricted.
Select Box:	<input type="radio"/> Allows users to select a value from a list you define.
CheckBoxes:	<input type="radio"/> Allows users to select multiple true/false values using checkboxes.
Radio Buttons:	<input type="radio"/> Allows users to select only one value from a list of options.
Date Field:	<input type="radio"/> Allows users to pick a date, optionally within a certain range.
Custom Field Name: *	<input type="text"/>
Is This Field Required?	<input type="checkbox"/> Yes, contacts must fill in this field to be added to my list.
<div style="display: flex; justify-content: space-between;">CANCELNEXT</div>	

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Garuda Create Custom Field

Contacts

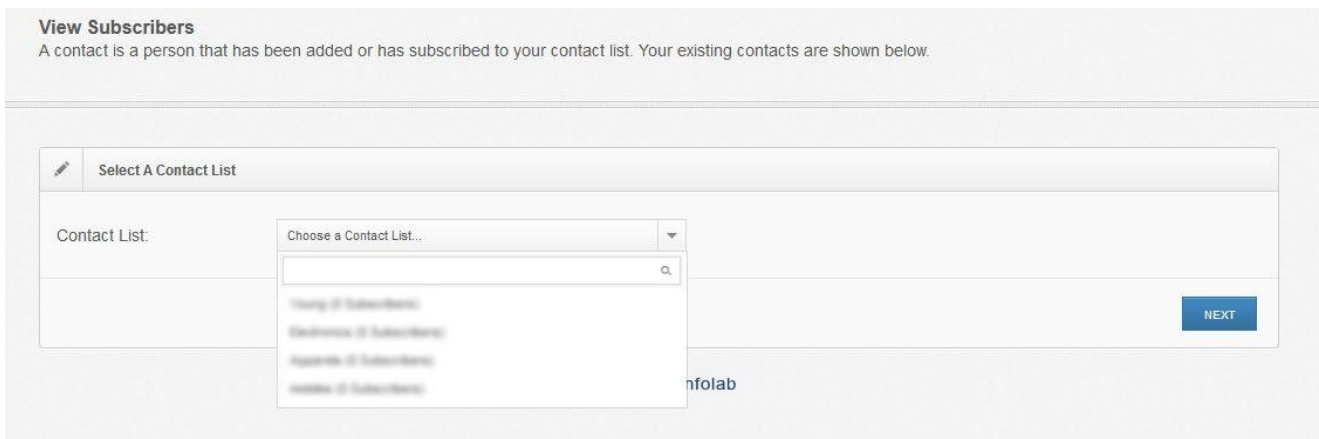
This is the sub-menu below contact list which is used to **add, view, remove, search** and **Import/Export** Contacts.



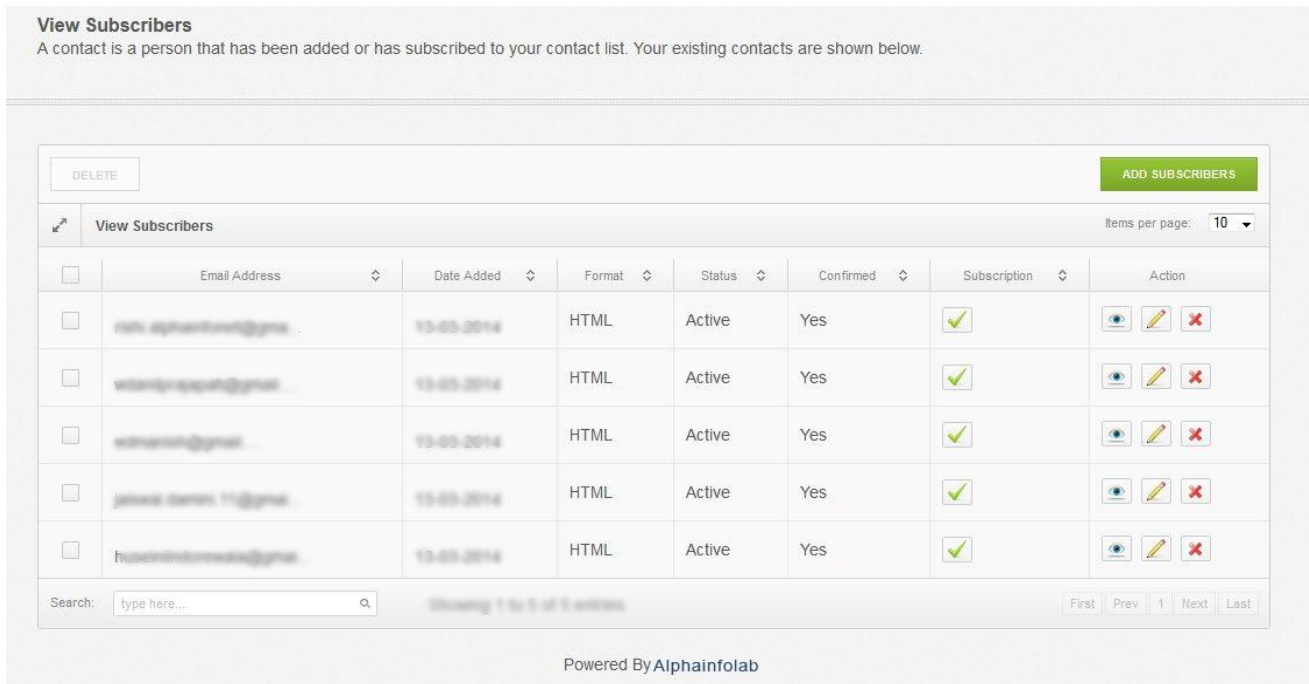
Garuda Contacts

View All Contacts

View/ see all the created/imported contacts in view all contacts. To do this GOTO **Contacts** —> **View all contacts**.



Garuda Select Contact List



Garuda View Contacts

Viewing Contacts

01. **Contact list:** - All the contact can be viewed according to the list in which they are saved in order to view any contacts first select a contact list then use Next to view the contacts in it.
02. **Add Subscriber:** - Add subscriber button can be used to add a particular contact.
03. **Delete:** - Delete more than one contact by selecting the check-box in the list. The delete button only works after selecting at least one check-box.

View Subscriber

01. **Email Address:** - Email address specifies the email of the contact you created.
02. **Date added:** - Date added is same as the created date.
03. **Format:** - Format specifies the Email Format (text/html).
04. **Status:** - Status is used to check the current status of the contact that can be active/ inactive
05. **Confirmed:** Confirmation status can be Yes/No. The confirmed status shows that

subscriber wants to be displayed in your contact or not if Unconfirmed then the subscriber doesn't want to be in your contact list.

06. **Subscription:** - Subscription shows whether the contact is subscribed / unsubscribed.

07. **Action**

- a. **View** - View help in viewing any particular contact
- b. **Edit** - Edit helps in edit/update the contact details
- c. **Delete** - It is used to remove the particular contact

Add Contact

Add contact can be used from View Subscriber, view contact and add contact from main menu . To add contact from main menu GOTO **Contact** —> **Add Contact**.

Notes: - In order to add contact, select a contact list, to specify that contact belongs to which list.

Add Subscribers
Add a subscriber

Add Subscribers To Young List Contact Details

Email Address:

Email Format:

Confirmation Status:

Subscription Status:

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Garuda Add Contact

While creating a contact these are few things that should be given to create a contact.

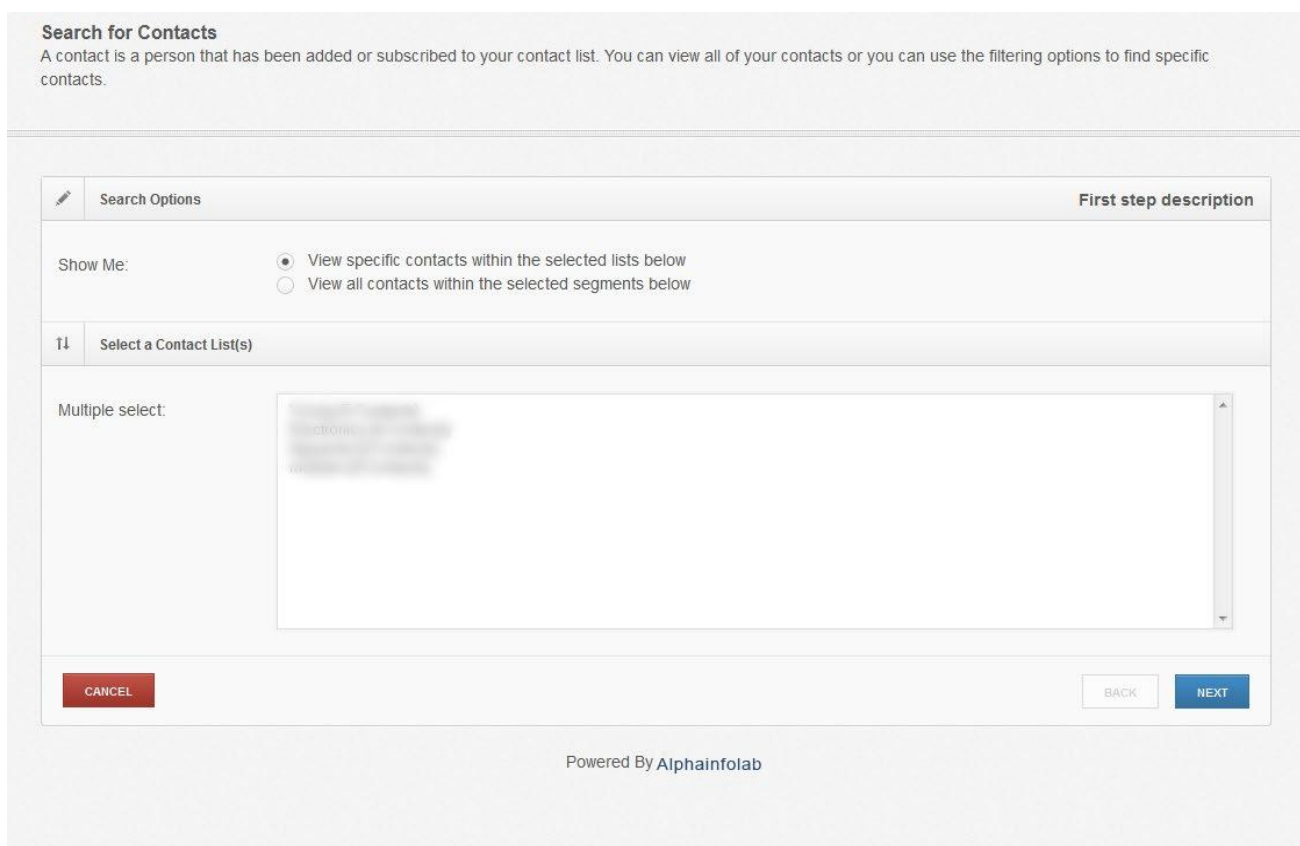
- 01. **Email Address:** - The email address of the subscriber goes here, it a required field and cannot be left empty.
- 02. **Email Format:** - Email format is the format in which the email goes to the subscrib-

er. Choose the email format from two options (Text/HTML). Text specifies the plain text formatted email and HTML specifies the HTML formatted emails

- 03. **Confirmation Status:** - (Confirmed/Unconfirmed). The confirmed status shows that subscriber wants to be displayed in your contact or not if Unconfirmed then the subscriber doesn't wants to be in your contact list.
- 04. **Subscription status:** - (Subscribe/ Unsubscribe). Subscription status shows that contact want to be used as subscriber or unsubscribe.
- 05. **Custom Field Details:** - This holds the information about the subscriber that you wanted apart from general information.

Search Contact

There is a long list of contact and a there are lots of contact list. Finding a contact can be hard. To overcome this issue use Search Contact, GOTO **Contacts** —> **Search Contact**.



Garuda Search Contact

- 01. **Show Me:** - Show me uses two radio buttons to choose options, These options specifies the kind of information you are searching for (First option can be used to view contact from single or multiple contact list , the other option is used to search result

of contact from particular or multiple segments).

02. **Multiple Select:** - The value of multiple select is dependent on the selection from show me, the first option from show me shows the entire list of contact list and the second options shows the entire list of segments.

This was the first step description to continue use next after using next button, there are other options for basic filtering.

Every Field that you specify work as a OR i.e. anything that matches your search filter will generate a positive result, below are the field that are used in filter.

03. **Email Address** - The email address of the subscriber goes here Email Format – Email format is the format in which the email goes to the subscriber. Choose the email format from two options (Text/HTML/ Either format). The either format will give results from both HTML and Text Result.
04. **Confirmation Status** - (Confirmed/Unconfirmed/ Both Confirmed and Unconfirmed)
05. **Activity Status** – specifies what kind of activity searching of a subscriber its value can vary between Any Status/Active/Bounced/Unsubscribed.
06. **Date Added** - if you want the result according to date then you can use this to exactly specify the date of result you are looking for i.e. if subscribers were created after a particular date then specify the date and after in drop down.
07. **Clicked on Link** – filter your results on the basis of click on link or not.
08. **Email Campaign** - If you want to search for contacts that have, or have not, opened a specific email then use this as a filter.

After filling out all the filters use submit to filter the result you want.

Remove Contact

To remove multiple contacts with similar pattern. To do so, Go to **Contacts** —> **Removed Contact**.

Remove Contacts
A contact is a person that has been added or has subscribed to your contact list. To remove existing contacts select a list and press next button.

Contacts To Removed

Remove Contact: I want to type the email addresses of contacts into a text box.

Garuda Select Contact List (To Remove Contact)

Before removing any contact you first need to select a contact list that specifies that the contact will be removed from that particular list.

After selecting a contact list use **Next** to move further.

Contacts to Remove

Remove Contacts
A contact is a person that has been added or has subscribed to your contact list. To remove existing contacts select a list and press next button.

Contacts To Removed

Remove Contact: I want to type the email addresses of contacts into a text box.

NOTE :- Enter Email Address Seperated By Comma (,).

I want to upload a file that contains the email addresses of contacts.

Contacts Operation:

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Garuda Remove Contact

There are two options in this section

01. **Remove Contacts:** - You can remove contacts either by uploading a list of contacts or

by typing the name of the contacts in the text box , if you use the option of text box then multiple emails can be entered in the list and can be separated by using (,).

If you choose **Upload** in Remove Contacts then –

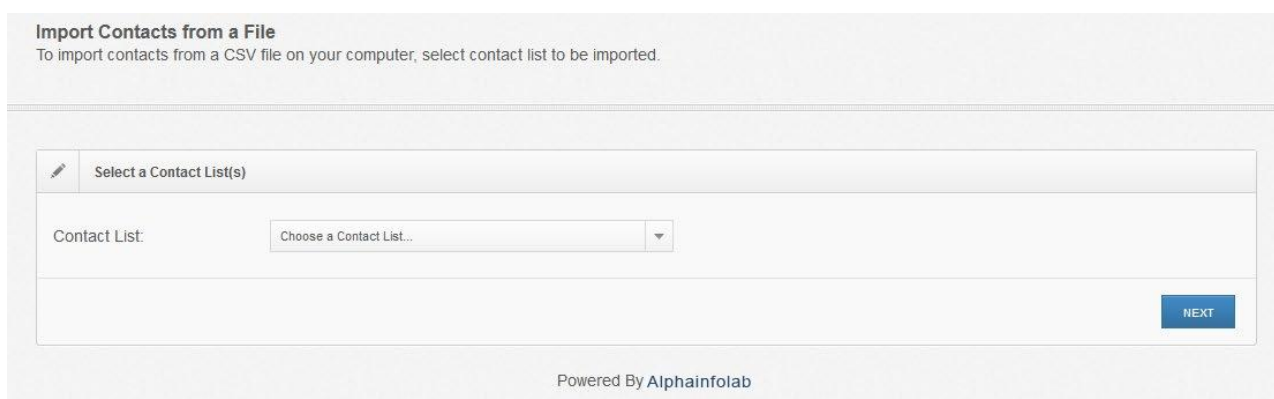
02. **Field Separator:** The field separator specifies that the contacts are separated by comma(,) or semi-colon (;)
03. **Choose Only CSV File:** The file uploaded which checks for the file whose format is CSV.
04. **Contacts operation** – This operation specifies that what action do you want to perform on the list of contact that you entered or uploaded, you can either remove the contact from the contact list or unsubscribe them, if you choose remove then the contacts will be removed and if you choose unsubscribe then the contacts will not be deleted but their status will changed to unsubscribe.

Use **Next** to perform the action.

Import Contacts From A File

Import contact is a facility to add hundreds of subscriber in your contact list. These contacts are imported from your computer drive. To Import Contacts, GOTO **Contacts** →

Import Contacts From A File.



Garuda Select List (Import Contacts)

Select a Contact List(s):- Before Importing Contacts to Garuda it is important for you to specify the contact list in which you want to import the contacts. Select a contact List and Use **Next**.

Import Contacts from a File
To import contacts from a CSV file on your computer, Upload a file.

Import Contacts from a File

Mark as: Confirmed

Format: HTML

File Details

Field Separator: Comma

Choose Only CSV File: No file selected


CANCEL NEXT

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Garuda Import Contacts step 1

- 01. Mark As:** - Mark As provides a drop down to choose from confirmed and unconfirmed. If you choose unconfirmed then a confirmation link is sent to the subscriber contact email that is present in your CSV file if not then at that time the subscribers are marked as confirmed.
- 02. Format:** - Format is also a drop down list to choose a option between HTML and Text (Plain text). When Format selected as Text then the email sent to the subscribers is in Plain text format and if HTML selected then the email sent are in HTML mark-up language.
- 03. Field Separator:** - File Separator is a distinguish-er that is present in the subscriber's emails. And what kind of separation you have. (,) or (;) can be defined in your CSV file.
- 04. Choose only CSV file:** - This is the file choose that lets you choose a file from your PC, The file should only be in CSV format no other extensions are expected. Then Use NEXT to continue.

Import Contacts from a File
Please select the fields to be mapped.

 **Mapping Details**

Send Auto responder to all imported contacts Yes, Send Auto responder to all imported contacts.

CANCEL **IMPORT**

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Garuda Import Contacts step 2

01. **Send Auto responder to all imported contacts:** - If auto responder is set to yes then an automated responder are created for that list if deselected this option the imported contact do not receive auto responder related to its contact list.
02. **Related Person, Form & No. of person:** - The related person can be mapped to the requested field i.e. email or any other field that has been created in custom field. Use **IMPORT** to import contacts.

Export Contacts to The File

Export is just the opposite of import, In Import We add the contact to our Garuda but in Export We transfer contact from Garuda to an CSV file that can be saved to our Computer/ PC . Its Copy is maintained over the server. To export contact GOTO **Contacts —> Export Contact To The File.**

Export Contacts to a File
 A copy of your contact list can be exported to a CSV file that you can download to your computer. Please choose which contact list you wish to export from.

Search Options

Contacts Filter Yes, I would like to filter the contacts from the selected list(s).

Export Option Export From All List.

Contact List

Filter: x

Apparels
 Electronics
 mobiles
 Young

Showing 4 of 4

Filter: x

Showing 0 of 0

Next

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Garuda Export Contacts Step 1

01. **Contacts Filter:** - If you select Yes, I would like to filter the contacts from the selected list(s). Then you can specify a amount of contact that you want to import.
02. Filter contact has its own conditions that are needed to be specified by you to create a criteria for export many things are similar to the other options but there is an additional option i.e.
03. **Date:** - Where you can select a drop down specifying (**after, before & exactly**) date. If selected **after** then specify the date, and those contacts will be exported that are added after that date. If **before** selected then the contact before that date will be exported and exactly allows strict date that contact exported should be on that date **exactly**.
04. **Export Option:** - If you select **export from all list**. Then there is no requirement to select other option for filtering, all the contacts in your contact list will be imported.
05. **Contact List:** - Contact list is dependent on the export option if the export option is deselected then you need to specify which contact list you want to export.

Then use **Next** to continue.

The screenshot shows the Garuda web application interface. The top navigation bar includes 'Welcome, admin!', 'System Time, Fri Mar 14 10:48:18 IST 2014', 'Recent Activity', 'Profile', 'Settings', and 'Logout'. The sidebar on the left contains a search bar and a list of menu items: CONTACT LISTS (6), CONTACTS (7), View All Contacts, Add Contact, Search Contact, Remove Contact, Import Contacts From A File, Export Contacts To The File, View Suppressed Emails, Suppress An Email or Domain, EMAIL CAMPAIGNS (6), AUTORESPONDERS (5), TEMPLATES (3), FORMS (2), USERS (4), LINK MANAGERS (2), MTA(S) (5), SETTINGS (5), STATISTICS (6), and TOOLS (3). The main content area is titled 'Export Contacts to a File' and contains a form with the following sections:

- Export Contacts to a File** (Filter by Basic Details)
- File Format :** CSV File
- Export Options**
- Include Field Header**: YES
- Field Separator**: Comma
- Fields to Include**
- Field 1**: Email Address
- Field 2**: Email Format
- Field 3**: Confirmed
- Field 4**: Subscribe Date

At the bottom of the form are 'CANCEL', 'BACK', and 'SUBMIT' buttons. The footer of the page says 'Powered By Alphainfolab'.

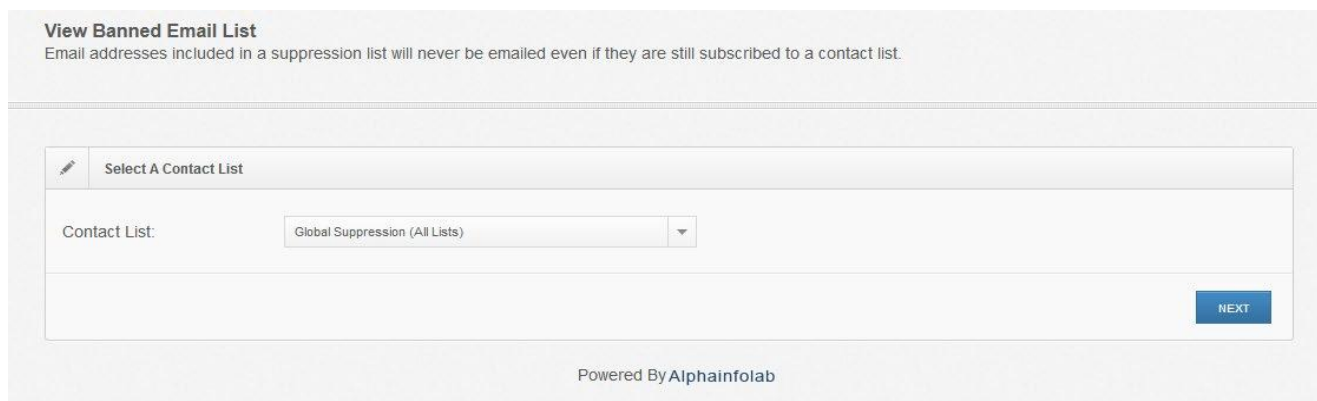
Garuda Export Contacts step 2

01. **File Format:** - File format specifies the file extension that will be generated after the export process i.e. you get a CSV file in the end of the process. This is a by Default Function and cannot be changed.
02. **Include Field header:** - This is a drop down menu with a yes and no that specifies that whether you want to include a header or not in you exported CSV file. If yes then there are very good chances of recognizing the data of CSV file.
03. **Field Separator:** - This option is similar to the option that was in Import contact, it is the separation between two different files. In Field Separator you can choose (,) OR (;).
04. **Field to include:** - Field to include is an optional option to add any other specific field to your export CSV. Here you can choose your custom fields and general Fields.

After completing all the procedures use **SUBMIT** to continue.

View Suppressed Emails

View Suppressed Emails are banned emails, these subscribers will always be in your contact list but they will not be emailed. To Check the suppressed Email list GOTO **Contact** —> **View Suppressed Emails**.



Garuda Select List (View Suppressed Emails)


01. **Contact List:** - Choose a contact list whose suppressed email you want to see, by default this option is set to Global Suppression i.e. suppressed emails from all list. If you want the suppressed emails from a specific list then go to contact list drop down and choose which list you want. After selecting a Contact list Choose Next.
02. **View banned Email:** - After choosing next the complete list of banned email are shown.
03. **Banned Emails:** - Email Address or domain that you marked banned.
04. **Date Suppressed:** - It is the date on which these emails were added to the suppressed email list.
05. **Actions:** -
 - a. **Edit :** - Update the details for the banned email and its contact list
 - b. **Delete:** - Delete removes the suppressed emails from the list.

Suppress An Email or Domain

When you want to suppress a subscriber email or a domain then you need to do it from this option. To do so GOTO **Contact** —> **Suppress An Email or Domain**

Add Emails/Domains to Suppression List

Email addresses included in a suppression list will never be emailed even if they are still subscribed to a contact list.

 Suppression Email/Domain Details

Contact List:

Emails or Domains to Suppress:

Type the email addresses/domains to banned.

Upload a file that contains the email addresses/domains to banned.

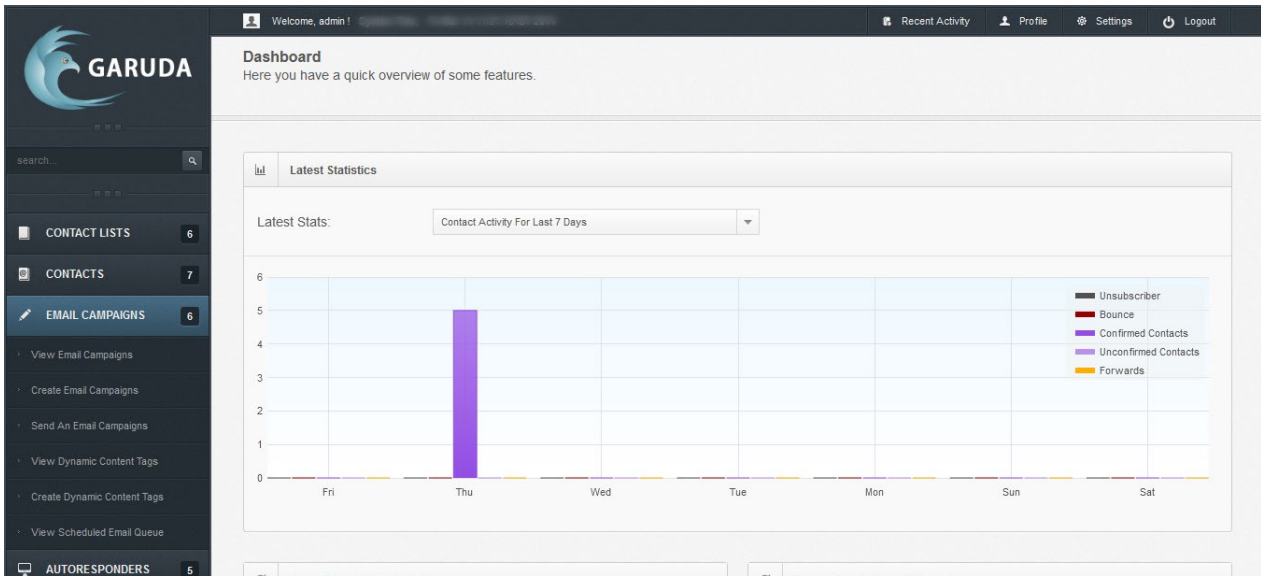
NOTE :- The Email Addresses & Domain should be seperated by comma (,). The domain should be started by '@'.

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Garuda Suppress An Email

01. **Contact list:** - Choose a contact list from the drop down option in order to choose from list where you want to add the contact list. By default the option is set to global and can be changed to other.
02. **Email or domain to suppress:** - In this you will find two option 1. **Type the email addresses/domains to banned** and 2. **Upload a file that contains the email addresses/domains to banned**, if the **first** option selected then type the email or domain you want to suppress in the text box, if the **second** option is selected then choose a file from your PC (CSV file) and file separator as (,) OR (;). Then after completing the process choose **Next** to submit the banned list.

Email Campaigns



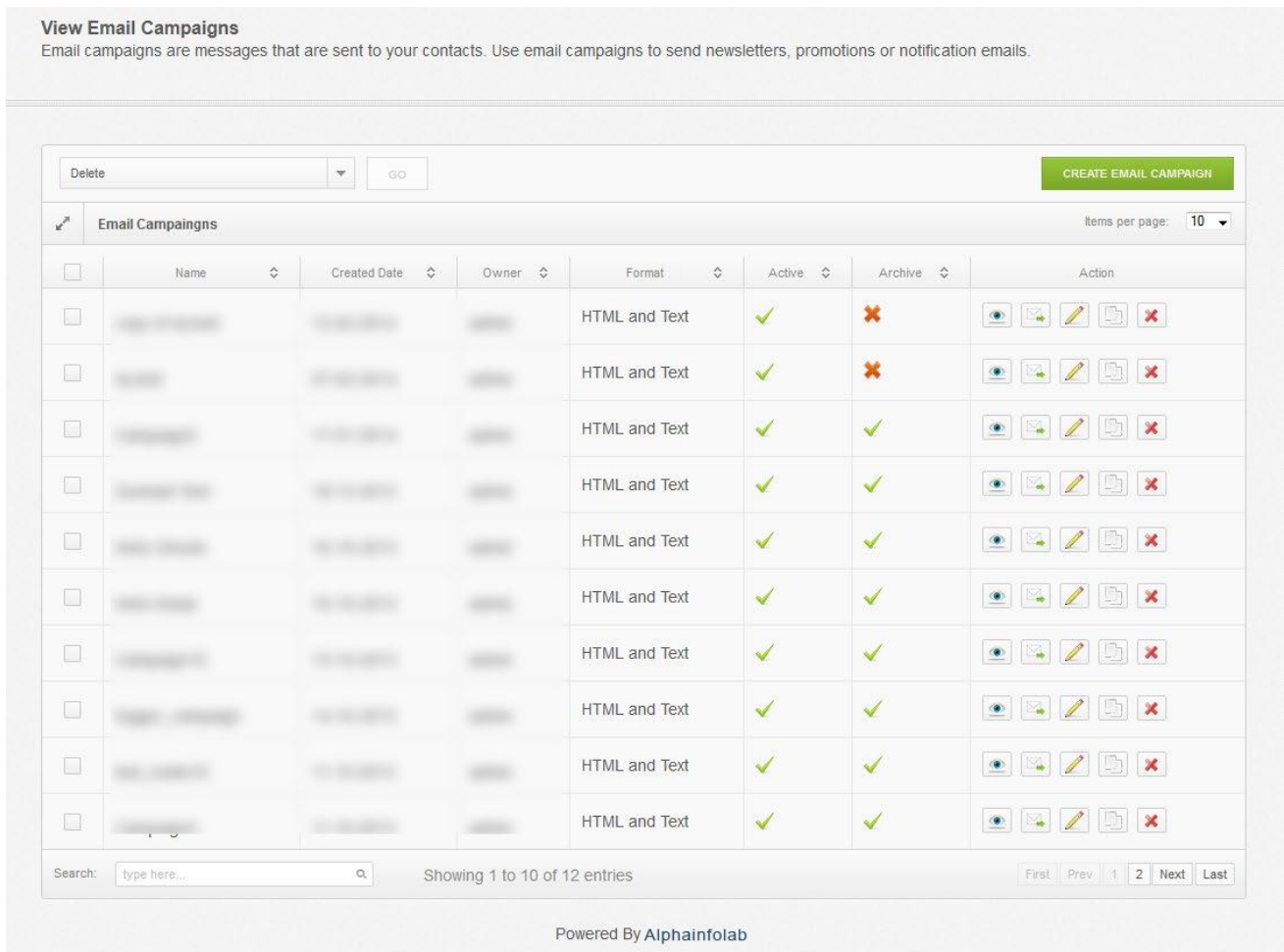
Garuda Email Campaigns

Email Campaigning are those emails that you have sent. Every time you plan and send emails they become a part of email Campaign. Email campaigns are the grouping of hundreds of email that are sent to a particular group of subscribers at a particular interval of time.

GOTO **Email Campaigns**, use main menu, navigate yourself to Email Campaign.

View Email Campaigns

This is the place where all your planned and saved email campaigns are viewed to view email campaigning GOTO **Email Campaigns** → **View Email Campaigns**



Garuda View Email Campaigns

01. **Go:** – This option is associated with the drop down menu to its left , The drop down menu has multiple option.
 - a. **Delete:** - Delete helps you delete the selected email campaigns that are selected use this option to delete single or multiple email template.
 - b. **Activate :** - you can change individual or multiple status to activate with this option
 - c. **Deactivate:** - you can change individual or multiple status to deactivate with this option
02. **Create Email Campaign:** - This option to the right that helps you plans a new email campaign.
03. **Name:** - Name is the title that is given to the email campaign; this is used to identify the email campaign.
04. **Create Date:** - This is the date at which the email campaign was created

05. **Owner:** - The name of the added/Creator of the email campaign
06. **Format:** - Format specify which format was used in this email campaign, the format can be HTML/TEXT/both, (both here is HTML and Text).
07. **Active:** - This shows the status of the email campaign whether the status is set or not.
08. **Actions :** -
 - a. **View:** - View show what formatted email was sent in that particular email campaign it gives the complete preview.
 - b. **Send Email Campaign:** - This action is used for sending the same email campaign to the contacts with the same preferences.
 - c. **Edit Email Campaign:** - Edit or update individual email campaign with this option
 - d. **Copy Email Campaign:** - If you want all the details to be same in an email campaign and want only a few changes , so copy that email campaign instead on creating a new one and after copy edit the copied email campaign.
 - e. **Delete:** - Delete/ Removes that email campaign.

Create a Email Campaign

To start a new email campaign there are two option either you can start it from the view email campaign or from the main menu directly. Go to **Email Campaigns —> Create Email Campaigns.**

01. **Email Campaigning Name :** - This the title name of the email campaign that you want.
02. **Email Campaign Format :** - Specify the kind of email campaign you are planning, the drop down lets you choose from **HTML and text, HTML , text** , if you choose **HTML** the email will be sent in HTML mark up format , similarly text chosen applies for plain text and **both** is a option which combines all the above option by default it is been set to default.
03. **Email Templates:** - These are templates that are stored in **Garuda** which you can use for sending email, there is a huge category of email template. (Email template is a demonstration design of the email how the content will be shown in the email), Email Template you choose shows their own preview next the list .

After choosing a email template click **Next** to continue

Create An Email Campaign
Use the form below to Create your email campaign. You can also check your email for spam keywords and see how it looks in different email clients.

Advanced Settings

Email Subject:

Subject rotation?

HTML Content:
 Create content using the WYSIWYG editor below
 Upload a file from my computer
 Import a file from a web site

WYSIWYG Editor:
EDIT - FORMAT - INSERT - TABLE - VIEW - TOOLS
Problem viewing this email? View it in your browser
Company Name
Home Features Contact us
GARUDA

Select Dynamic Content...

Text Content:
 Type text into the text box below
 Upload a file from my computer
 Import a file from a web site

Your email client cannot read this email.

Select Dynamic Content...

Activate Email Campaign Yes, this email campaign is active

Archive Email Campaign Yes, archive this email campaign

Attachments [ATTACHMENT](#)

Send Preview from this Email

Send Preview to this Email [PREVIEW YOUR EMAIL CAMPAIGN](#)

Email Spam Checker: [CHECK YOUR EMAIL CAMPAIGN FOR SPAM KEYWORDS](#)

[CANCEL](#) [SAVE](#)

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Garuda Create Email Campaigns step 2

01. **Email Subject:** - Email subject is a kind of tag line for the email or it can be a short description about the email.
02. **Subject Rotation :** - If you select/use subject rotation then there is no need to specify the **Email subject** of the email , The subject rotation helps you select multiple and dif-

ferent subjects.

03. **HTML Content:** - There are three options in this 1. **Create content using the WYSIWYG editor below**, 2. **Upload a file from my computer**, 3. **Import a file from a web site**.

If you use first option then you can use the editor (WYSIWYG) to edit the html template and modify its content, using **second** option will help you upload a file from your system that you want to send as a email template in your campaign. The **third** options helps you import a site from a website that is you have to provide the complete link from where the template should be imported.

04. **Text Content:** - Similarly it also has three options in it , 1. **Type text into the text box below** , 2. **Upload a file from my computer** and 3. **Import a file from a web site**, if you use the first option then the text box below can be used for writing the content that you want. Second option allows you to upload the content from the computer and third option helps you import the content from a website, and as above you need to give the complete link whose content you want.

05. **Activate Email Campaign:** - Specify if the email campaign is active or not by default it active.

06. **Archive Email Campaign:** - Specify if the email campaign is archive or not by default it archive.

07. **Attachment:** - If you want email template and campaign to have attachments (files, music, library and etc.) then it could be added with the help of this.

08. **Send preview email from this email:** - This is an option that is given to you to check how will your template look to the recipient of the campaign, by specifying a email id

09. **Send preview to this email :** - This is the email id where you will receive the email campaign preview mail. From the above specified email.

10. **Email Spam checker:** - This is a tool that checks for spamming and stops spamming.

Then click **SAVE** to save the created email campaign . This campaign can be seen in view page.

Send an Email Campaigns

This is a direct option for sending an email campaign the other option is from the view email Campaign to use this option GOTO **Email Campaigns** —> **Send an Email Campaigns**.

Send Email Campaign
Before you can send an email campaign, please select which contact list(s) you want to send to.

Who Do You Want to Send to?

I Want to:

Send an email to all contacts in the selected list(s) below.

Send an email to all contacts in the selected segment(s) below.

Send an email to contacts who match my search criteria in the selected list(s) below.

Select a Contact List(s)

Multiple select:

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Garuda Send An Email Campaigns Step 1

01. **I want to :** - There are three options in the section 1. **Send an email to all contacts in the selected list(s) below** 2. **Send an email to all contacts in the selected segment(s) below** & 3 **Send an email to contacts who match my search criteria in the selected list(s) below** . If you choose **first** option then you send an email campaign to all the contacts in a contact list. **Second** option is used to send an email campaign to single/ multiple segments and **third** option provides a filter for your email campaign i.e. only those people get the mail who fulfill the criteria .
02. **Multiple Select :** - helps you select a list on the basis of the selection above, this is dependent on "I want to".

Complete the steps and choose the **NEXT** to continue.

Send Email Campaign

Before you can send an email campaign, please select which contact list(s) you want to send to.

Email Campaign Settings	
Send This Email Campaign:	<input type="text" value="Choose an emailcampaign..."/>
Send From This Name:	<input type="text"/>
Send From This Email Address:	<input type="text"/>
Reply To Email Address:	<input type="text"/>
Email Scheduling Settings	
Send Your Email Campaign Now?	<input checked="" type="checkbox"/> Yes, send my email campaign now (untick to schedule).
Notify Owner About Sending?	<input type="checkbox"/> Yes, notify the owner of the list(s) when sending starts and ends.
Advanced Settings (Optional)	
Send Your Email as Multipart?	<input checked="" type="checkbox"/> Yes, send the email as multipart.
Track Open Rates for HTML Emails?	<input checked="" type="checkbox"/> Yes, track opening of HTML emails.
Track Links Clicked in this Email?	<input checked="" type="checkbox"/> Yes, track all links in this email Campaign.
Embed Images as Attachments?	<input checked="" type="checkbox"/> Yes, embed images in the content.
<input type="button" value="CANCEL"/> <input type="button" value="BACK"/> <input type="button" value="NEXT"/>	

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Garuda Send An Email Campaigns Step 2

01. **Send This Email Campaign:-** This option helps you choose from multiple saved campaigns that you want to send to the selected group of contacts.
02. **Send From This Name: -** This is the sender Name which is by default set to the same name as admin or the name that you have saved in your profile information; You can change it to any name that you want for that particular campaign.

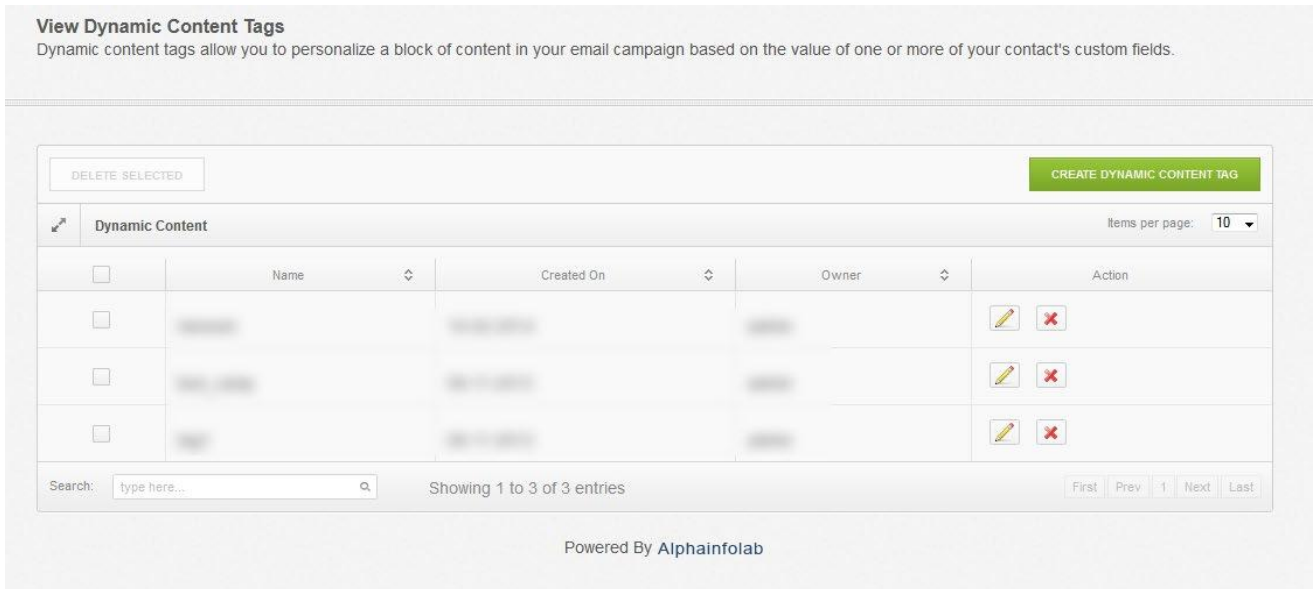
03. **Send From This Email Address:** - Send From the email address shows the email address by which the email will be sent to the recipients.
04. **Reply to Email Address :** - Reply Email is the email on which the recipients can reply when they receive this email.
05. **Send Email Campaign Now :** - Send this email campaign now ,this options sends the email campaign exactly after creating it and if you don't select this option then the email campaign will be transferred automatically to the scheduled task and will execute on the specified date and time that you want.
06. **Notify Owner About Sending:** - If you want a record of the campaign at the owner side then use this option and select it else leave it empty i.e. the starting and finishing of email campaign.
07. **Send Your Email as Multi-Part:** - This is a very useful option to track whether the emails were even opened or not.
08. **Track links clicked in email:** - This option works as same as the above option but it tracks the link inside the email not the email Note if the email is opened and none link is opened then it won't be tracked.
09. **Embed images as Attachment:** - Select this to embed the images you send in HTML emails, rather than linking to them. This allows recipients to view the email campaign off line, but can increase the email size significantly.

After choosing next details about the email campaigns are clarified and you can use submit to execute or schedule execute your email campaigns. Then use **NEXT** to continue and send the email campaign and Finally **SUBMIT** the email campaign.

[View Dynamic Content Tags](#)

View Dynamic Content Tag Is a prominent feature for Garuda that creates a dynamic contents for your email campaigns, When you want a list of contacts (hundreds of contacts) to receive something unusual apart from the template, then you need to recreate the template and add your contents or you can use this dynamic tag to do that for you.

To view you created dynamic tag GOTO **Email Campaigns** —> **View Dynamic Content Tags**



Garuda View Dynamic Content Tags

01. **Deleted Selected:** - To delete single or multiple created tags use this option , This option can only work when at least one check-box is selected.
02. **Create Dynamic Content Tag:** - This navigates to the location where you can create a new dynamic content tag.
03. **Name :** - This is the name/ title of the dynamic tag.
04. **Created On:** - This specifies the exact date on which you created the dynamic tag.
05. **Owner:** - The owner name that you specified and can be changed.
06. **Action :** -
 - a. **Edit:** - This options help you update/edit you dynamic content data.
 - b. **Delete:** - Remove/deletes the dynamic created tag.

Create Dynamic Content Tags

To create a dynamic content tag you can use two options either from the view page or from the main menu. If you want to create **GOTO Email Campaigns —> Create Dynamic Content Tags**.

Garuda Create Dynamic Content Tags

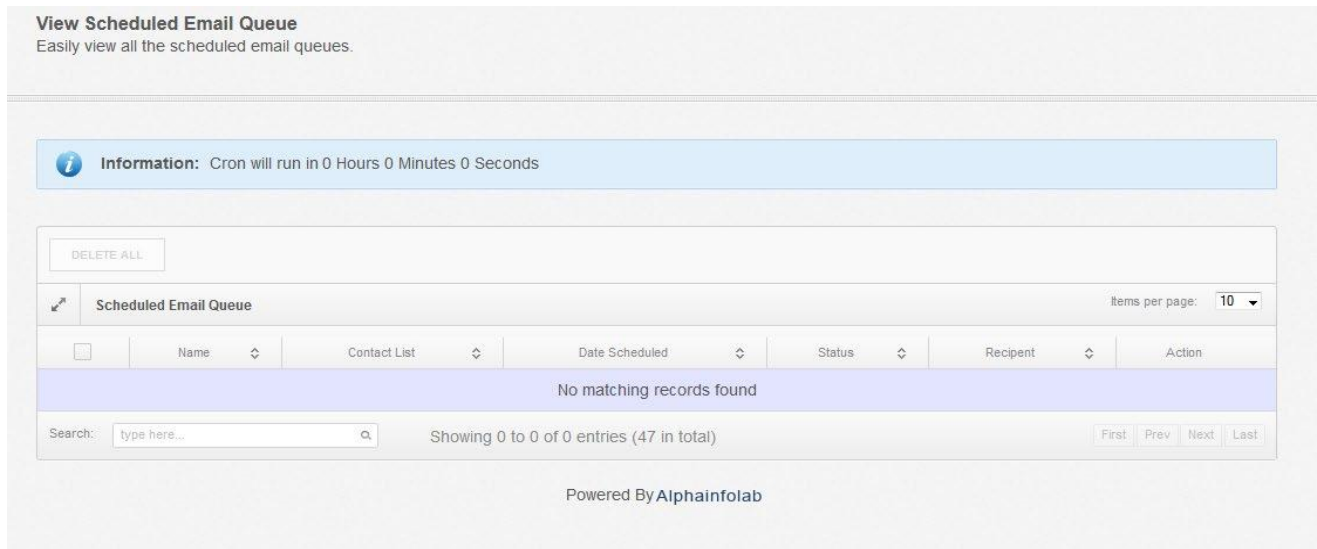
01. **Tag Name** :- Specify the Name or the title of the dynamic content tag.
02. **List** :- Specify the list of contacts that can receive email campaign with this dynamic contents.
03. **Content box** :- The content box helps you create /save the content that are important part of the dynamic tag.
 - a. **Content Block Name** :- The name of the block that specify the kind of content present in the block.
 - b. **Match Type** :- Match type is the filtration same as segment. You can specify the filter with any of the two options (AND/OR).
 - c. **Action** :- Actions helps you add or remove multiple “filter contacts where ”
 - d. **Filter Contacts Where** :- Helps you create filter on basic/ custom fields that matches the criteria specified in “match type”.
 - e. **Content** :- Type your content that you want in this text area .

Use **Save** to save your preferences of the dynamic tag and then SAVE the created tag.

[View Scheduled Email Queue](#)

When you create a email campaign and save It to be sent in future and if you want to make any changes to the future email campaigns then you need to access this option to do so.

GOTO **Email Campaigns** —> **View Schedule Email Queues**



Garuda View Scheduled Email Queues

01. **Delete all** : - Remove one or multiple scheduled email queue using this option and activate the option after selecting at least one check box.
02. **Name** : - The name or title of the scheduled email queue.
03. **Contact List** : - The list of contacts or segments that are the part of email campaigns i.e. the list on which the emails will be sent.
04. **Scheduled Date** : - The date on which the scheduler was created.
05. **Status** : - If the status shows “in progress” then that means that the email campaigns is currently executed. When its finishes it is removed from this list.
06. **Recipients** : - This shows the total number of receivers that are the part of email campaigns, it also shows. The count of email campaign completed.
07. **Action** : -
 - a. **View** : - View the email campaigns.
 - b. **Refresh** : - Refreshes the counter of the email campaigns.
 - c. **Pause** : - Pause option helps you pause the execution of the email campaign. **Note it only pauses the execution, if the execution is going on if not, then you cannot pause an email campaign.**
 - d. **Remove** : - Delete/remove that email campaign.

Autoresponder and Triggers

Auto responders and triggers are the automated features of Garuda, Auto responder can be configured to send an automatic emails from garuda on a particular task completion i.e. when a subscriber is added to the software or any action taken by the subscriber. **Trigger** the trigger is another kind of responder that can be configured to work on a suitable occasion i.e. if you want to send email to those that have their birthday or send an email a week before any festival.

To view auto-responders GOTO **AutoResponders** —> **View Autoresponders**.

Autoresponder
Autoresponders are emails that you can set up to be sent automatically to contacts at different intervals after they subscribe.

[NEXT](#)

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Garuda View Autoresponders

Before you view any auto responders select a contact list. And click **NEXT** to continue

Autoresponder
Autoresponders are emails that you can set up to be sent automatically to contacts at different intervals after they subscribe.

[DELETE SELECTED](#) [CREATE AUTORESPONDER](#)

View Autoresponder Items per page: 10

<input type="checkbox"/>	Name	Created Date	Owner	Active	Action
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	✓	[Icons]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	✓	[Icons]

Search: Showing 1 to 2 of 2 entries (5 in total) First Prev 1 Next Last

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Garuda View Autoresponders

01. **Delete** : - If you want to delete single or multiple auto-responder on the view page then use the delete option , this only works when at least one check-box is selected.

02. **Create Auto-Responder:** - To create a new auto-responder use this option.
03. **Name:** - Auto responders name/ title can be specified by this.
04. **Date Created:** - This specifies the exact date on which the auto-responder was created.
05. **Owner :** - The name of the person who created that particular auto-responder.
06. **Active :** - It shows the status of auto responders whether its active or not . If not active it will not work.
07. **Action :** -
 - a. **Pause:** - Pause creates a temporary stops on the auto responder that is if you pause the auto-responder it will stop working temporarily.
 - b. **View:** - View shows the complete details of the auto-responder.
 - c. **Edit:** - To edit and update the details of the auto-responder use this action.
 - d. **Copy:** - If you want another auto-responder similar to the previous one but with a slight changes then use copy instead of new to create a duplicate entry of the existing auto responder and then edit that copy if you want to make any changes.
 - e. **Delete:** - To remove or delete any particular auto-responder then use delete.

Create Auto-responder

If you want to create a new Autoresponder then use this option there are two ways to use this option one is from the view page and the other is direct from the main menu. To do so.

GOTO Autoresponders —> Create Autoresponders

Autoresponder
Autoresponders are emails that you can set up to be sent automatically to contacts at different intervals after they subscribe.

Contact List:

[NEXT](#)

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Garuda Select Contact List (Create Autotresponders)

To create a auto-responder you first need to specify on which contact list you want to create a auto-responder, then the auto-responder works only for that particular contact list. Once

a contact list selected use **NEXT** to continue.

Create Autoresponder
Create an autoresponder is a multi-step process. Start by entering a name and choosing who should receive it and then click the Next button.

Autoresponder Details

Autoresponder Name: *

Search Options

This Autoresponder Should Go to: All contacts in my list with a status of "confirmed" Only contacts who match my search criteria (below)

Filter by Basic Details

Match Email Address:

Match Format:

Match Confirmed Status:

Clicked On Link: Yes, filter by link

Email Campaign: Yes, filter by opened email campaign

Filter by Custom fields

Country:

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Garuda Create An Autoresponder

01. **Autoresponder Name** :- This is the title name of the auto-responder, that you will see on the view page as name.
02. **This autoresponder should GOTO**: - There are two options in this list the first is **All contacts in my list with a status of "confirmed"** and the second is **Only contacts who match my search criteria (below)**. If you use the first option then directly use next and the auto-responder will be created for all those contacts that are marked as confirmed by you. But if you use second.

Then mention all the filtration below :

03. **Match Email Address** :- Provide the specification about the email address that you

want to create auto-responder for, it's not mandatory to fill this field, hence can be left empty. (for ex create auto-responder for email with ".com")

04. **Match Format** : - Provide the kind of match do you want for the email format i.e. **HTML** , **TEXT** and **BOTH** .
05. **Match Confirm Status** : - It provides the match for the status of the subscribers , choose from , **confirmed** , **Unconfirmed** and **Both Confirmed and Unconfirmed**.
06. **Clicked on Link** : - If you check this option then match the subscribers if they have clicked on otherwise no don't check that option.
07. **Email Campaign** : - If you choose the option in the email campaigns then you need to specify two more option about the sent email campaign i.e. that has or hasn't opened any email campaigns or any other option.

After completing all the option choose next to move on to the **NEXT** step.

Create Autoresponder

Create an autoresponder is a multi-step process. Start by entering a name and choosing who should receive it and then click the Next button.

✎ Autoresponder Details

Send From This Name:

Send From This Email Address:

Send Reply Emails to:

Email Format:

Send to Existing Contacts?: Yes, send this autoresponder to existing contacts

✎ Sending Options

Send this Autoresponder: As soon as the contact joins my list
 After the contact has been on my list for:

✎ Advanced Options

Send Your Email as Multipart? Yes, send the email as multipart

Track Open Rates for HTML Emails? Yes, track opening of HTML emails

Track Links Clicked in this Email? Yes, track all links in this email campaign

Embed Images as Attachments? Yes, embed images in the content

✎ Autoresponder Content

I Want: Create the content of my autoresponder from scratch
 Use a template as the basis of my autoresponder

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Garuda Create An Autoresponder step 2

01. **Send From This Name** : - The recipients will be get the email by this name.
02. **Send From This Email Address**: - The recipients will get the email from this email address.
03. **Send Reply Email to**: - If the recipients want to reply and you want them to reply then

- specify a email in this option.
04. **Email Format :** - The format of email similar to those that you specified in the email campaign option.
 05. **Send to existing contact:** - If you choose this option then the auto-responder will send the emails to the existing contacts. Created before the auto-responders.
 06. **Send This Auto-Responders:** - Here you can choose from two option 1 As soon as the contact joins my list and 2 After the contact has been on my list for, if you choose the first option then any contact added in Garuda will receive auto-responders. And if you choose second then specify the contacts that are present for duration of time in the system.
 07. **Send your email as multi-part:** - Similar to the options that are been specified in email campaigns , if you want to know more about it then check the email campaigns above.
 08. **Track open rates for HTML emails:** - If you set this to checked and by default it is checked then it will check for those email templates that are been opened but only those that are formatted in HTML mark up format.
 09. **Track links clicked in the email:** - This is similar to the option above only it checks for the clicked links in the email.
 10. **Embedded images as attachment:** - Similar to the options that are been specified in email campaigns , if you want to know more about it then check the email campaigns above.
 11. **I want to :** - There are two options in this option 1 **Create the content of my auto responder from scratch** and 2 **Use a template as the basis of my auto responder** if you choose first option then you need to specify a few more details about the content that goes to the recipients on execution of auto-responders and if you choose second option then the auto responders will use the predefined template from Garuda. By completing and specifying all the details use **NEXT** to continue .
 12. **Email Subject :** Email subject is a kind of tag line for the email or it can be a short description about the email.
 13. **HTML content :** - In this choose from 1 **Create content using the WYSIWYG editor below** 2 **Upload a file from my computer** and 3 **Import a file from a web site**. If you choose the first option then the text-box below contains your template and edit that template , if you choose second option then upload a HTML template from your com-

puter/PC and if you choose third option then copy/paste the web URL from where you want your template.

Note :Below the text-box there is a drop down with 4 option to change and add content to template in the text-box. Use them accordingly.

14. **Text Content** : - In this option choose among three option that are 1. **Type text into the text box below** 2.**Upload a file from my computer** 3. **Import a file from a web site**, if you choose the first option then type your complete content in the text-box below and similar to the above option you can use the drop-down below to add content. If you choose second option then upload the content from computer and if you want to Import your content from any website then copy paste the URL of the website here.
15. **Activate Auto-Responder** : - To active the auto-responder use this option and select the check-box by default it is unselected and hence It will save the auto-responders as draft and inactive.
16. **Attachment** : If you want any attachment to your template then use this option and upload contents from your computer.
17. **Email Spam Checker**: Use this option for Spam content, if your template contents spam then it will be treated as a Spam by the mail server. After this use **Save** to complete and continue. Now if you want to view your created Autoresponder than use view from menu.

View Scheduled Autoresponder







This is a place where you can view your created/ planned / scheduled auto-responder. To view your auto-responders GOTO **Autoresponders** —> **View Scheduled Autoresponders**.

View Scheduled Autoresponder
Easily view all the scheduled autoresponder queues.

Information: Cron will run in 0 Hours 1 Minute 0 Seconds

DELETE ALL

Scheduled Autoresponder Queue Items per page: 10

<input type="checkbox"/>	Name	Contact List	Date Scheduled	Status	Recipient	Action
<input type="checkbox"/>				In Process	1	  
<input type="checkbox"/>				In Process	10	  

Search: Showing 1 to 2 of 2 entries (47 in total) First Prev 1 Next Last

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Garuda View Scheduled Autoresponder

18. **Delete All** – To remove one or more than one auto-responder use this option.
19. **Name** :- This is the name of the auto-responder that was specified by you and can not be changed.
20. **Contact list** :- This specifies the contact list that for which auto-responder was created.
21. **Date Scheduled** :- This specifies the date on which the auto-responder will work.
22. **Status** :- Status of the auto-responder i.e. “in progress” which shows that the auto-responder is in its working condition and is getting executed.
23. **Recipients** :- Number of recipients that full fill the criteria and will be the one’s who receives the auto-responders.
24. **Action** :-
 - a. **View** :- This options lets you view the complete details and description of the auto-responders.
 - b. **Refresh** :- Refresh work for refreshing any auto-responders.

c. **Remove:** - Remove actions deletes the auto-responder.

d. **Resend:** - This is a option which can be used after an auto responder has finished execution and once it is finished you can re execute any auto-responder with this option.

View Triggers

Here you can view your created triggers if you want to know more about trigger than view the introduction of auto-responders. To view all your created trigger GOTO **Autoresponders**

—> **View Triggers**

Triggers
A trigger activates an action when a specific event occurs, such as sending a birthday email on a contacts birthday or adding a contact to a new list when they click a link.

Delete [v] GO [button] CREATE TRIGGER [button]

View Trigger [icon] Items per page: 10 [dropdown]

<input type="checkbox"/>	Name	Created	Triggered By	When	Active	Action
<input type="checkbox"/>			Email Campaign Opened	0 N/A	✓	[edit] [copy] [delete]
<input type="checkbox"/>			Email Campaign Opened	0 N/A	✓	[edit] [copy] [delete]
<input type="checkbox"/>			Email Campaign Opened	0 N/A	✓	[edit] [copy] [delete]
<input type="checkbox"/>			Email Campaign Opened	0 N/A	✓	[edit] [copy] [delete]
<input type="checkbox"/>			Email Campaign Opened	0 N/A	✓	[edit] [copy] [delete]

Search: type here... [input] Showing 1 to 5 of 5 entries [text] First Prev 1 Next Last [buttons]

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Garuda View Triggers

On the left you will find that there is drop-down with 3 options (**delete** , **mark as active** and **mark as deactivate**) note that these option will work after selecting at least one check-box below . On the right you will find the create trigger option to create a **new trigger**.

01. **Name** :- The title name of the trigger that is given by you. And can be changed.

02. **Created**:- The date on which the trigger was created.

03. **Triggered By**:- This is a action that should be performed to activate the trigger , For example the trigger will be activated after Email Campaign is opened.

04. **Active** :- The status of the trigger that can vary between active and inactive.

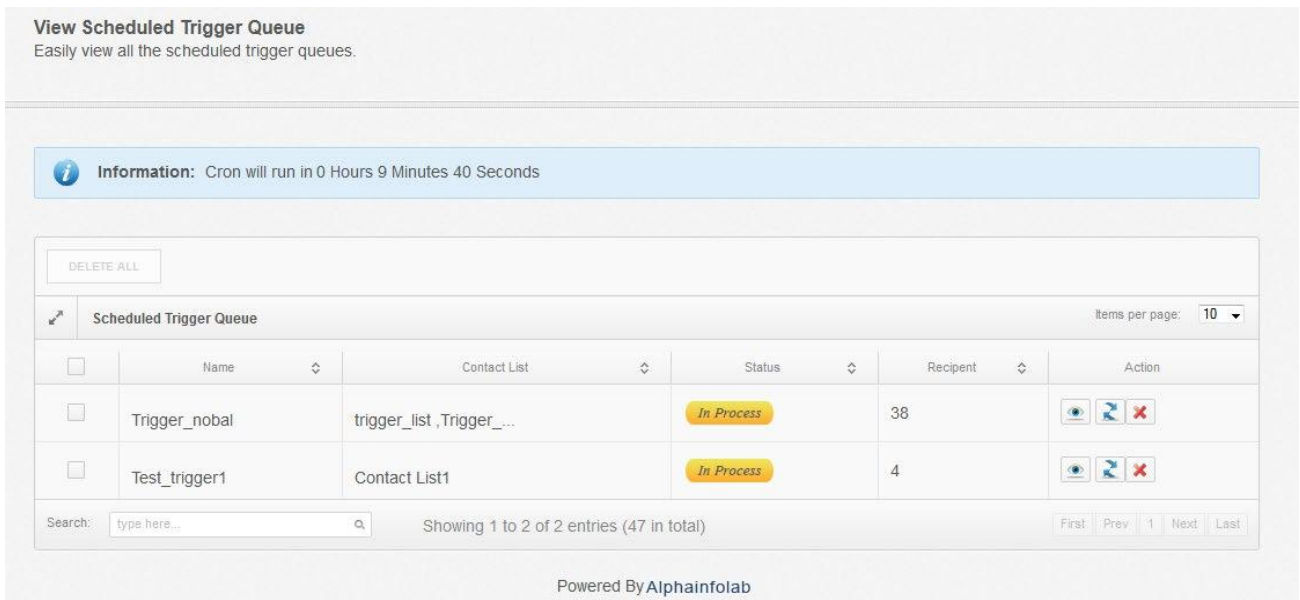
05. **Action** :-

- a. **Edit**: - Edit or update trigger accordingly.
- b. **Copy**: - This is similar to the copy that we have seen before if you want to know more about copy read more and refer in email campaigns.
- c. **Remove** : - Remove / Delete any trigger using remove action.

View Scheduled Triggers

There is a difference between view trigger and view scheduled trigger , view trigger are simple created triggers but the scheduled triggers are planned triggers that will be executed after a duration of time or on a duration of time.

To view scheduled trigger, GOTO **Autoresponders** —> **View Scheduled Triggers**.



Garuda View Scheduled Trigger

- 01. **Delete all** :- To delete one or more than one scheduled trigger use this option.
- 02. **Name** :- The title name of the trigger.
- 03. **Contact list** :- The contact list name for which the trigger will work the contact list can be one or many.
- 04. **Status**: - Status of the auto-responder i.e. “in progress” which shows that the auto-responder is in its working condition and is getting executed.
- 05. **Recipients**: - The number of participants or the receivers of the trigger.
- 06. **Action**: -

- a. **View:** - This options lets you view the complete details and description of the triggers.
- b. **Refreshing :** - Refresh work for refreshing any triggers.
- c. **Remove:** - Remove / Delete any trigger using remove action.

Create a Trigger

To create a new trigger you need this option and to do so GOTO **Autoresponders** —> **View Triggers** —> **Create a Trigger**

Create a Trigger
 A trigger activates an action when a specific event occurs, such as sending a birthday email on a contacts birthday or adding a contact to a new list when they click a link.

General Settings

Name Your Trigger: *

Activate Trigger:

- Based on a contact's date field
- Based on a specific date
- Based on a link being clicked
- Based on a email campaign being opened

Please select any one list

Actions On Trigger:

When Triggered: Send an email campaign

Add to list: Add the contact to an additional contact list

Remove the contact from the

Is Trigger Active? Yes, this trigger is active

Note : As soon as the conditions of add contact and remove contact are fulfilled the actions are performed accordingly.

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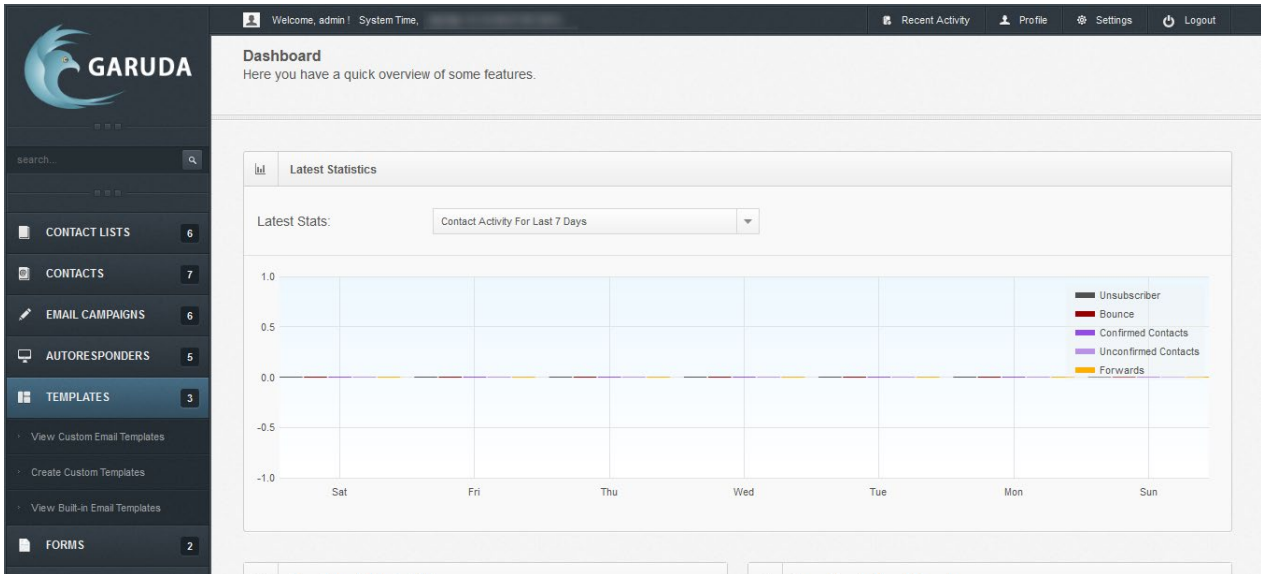
Garuda Create Trigger

01. **Name Your Trigger:** - Title name you want for your trigger , note that this field is required and hence cannot be left empty.
02. **Activate Trigger:** - There are four options to activate a trigger i.e. 1. **Based on a contact's date field** , 2. **Based on a specific date** 3.**Based on a link being clicked** and 4 **Based on a email campaign being opened**. If you choose **first** option then just specify any contact list in the drop down below activate trigger , if you choose option **second** option then you could specify multiple contact list and date, time . If you choose **third** option then specify one campaign and a link corresponding to that campaign. And if you choose **fourth** option then specify at least one email campaign that has been opened .
03. **Actions On Trigger:** - The action on trigger specifies that when to perform the action after trigger getting activated, in this there is 3 options **Before** , **On** , **After** , if you choose before or after you need to specify the number of days and before or after respectively.
04. **When Triggered:** - This is an option that specifies the action corresponding to the trigger if this option is selected then when trigger conditions are meet an email campaign will be executed. By default its not selected.
05. **Add to list:** - If you select this option you need to specify the contact list in which you want to add the contacts additionally.
06. **Is Trigger Active? :** - To activate the trigger immediately use this option by default not selected. Then use **Create trigger** to add the trigger to you trigger list and continue.

Templates

This template is designed to indicate that a user can be contacted through email template. The email template that you use in email campaigns for sending multiple emails can be created, managed and removed from here .

To view email template, GOTO **Templates** —> **View Custom Email Templates**.



Garuda Templates

View Custom Email Templates

View custom email templates : - To view created/custom email template you can GOTO this option by **template** —> **View custom email templates**

View Custom Email Templates
 Custom email templates can be used as the basis of any new email template you create. Learn more about them by reading this article.

DELETE SELECTED CREATE TEMPLATE

Custom Templates Items per page: 10

<input type="checkbox"/>	Name	Created Date	Format	Active	Global	Action
<input type="checkbox"/>	[Blurred]	[Blurred]	HTML and Text	✓	✓	
<input type="checkbox"/>	[Blurred]	[Blurred]	Html	✗	✗	
<input type="checkbox"/>	[Blurred]	[Blurred]	Html	✗	✗	
<input type="checkbox"/>	[Blurred]	[Blurred]	HTML and Text	✓	✓	
<input type="checkbox"/>	[Blurred]	[Blurred]	HTML and Text	✓	✓	

Search: Showing 1 to 5 of 5 entries First Prev 1 Next Last

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Garuda View Custom Email Templates

01. **Delete selected** : - For deleting single or multiple custom template use this option.
02. **Create template** : - For creating new email use this option.

03. **Name :** - The title name of the templates that is given by you. And can be changed.
04. **Created date :** - The date on which the template was created.
05. **Format :** - Specifies the format of the template among (HTML, Text and HTML and Text).
06. **Active :** - The status of the template that can vary between active and inactive.
07. **Global:** - You can set your template use as global or not and its status can be seen here.
08. **Action:** -
 - a. **View :** - This options lets you view the complete details and description of the email template.
 - b. **Edit:** - Edit or update template accordingly.
 - c. **Copy:** - This is similar to the copy that we have seen before if you want to know more about copy read more and refer in email campaigns.
 - d. **Remove :** - Remove / Delete any custom email template using remove action.

Create Custom Templates

You can use the per-stored templates in garuda or you can create your own custom template using this option to do so GOTO **templates** —> **Create Custom Templates**.

Create Custom Templates
Custom email templates can be used as the basis of any new email template you create.

Add Custom Template

Template Name: *

Template Format: * HTML AND Text ▼

Email Templates: *

- Blog_1
- Blog_10
- Blog_11
- Blog_2
- Blog_3
- Blog_4
- Blog_5
- Blog_6
- Blog_7
- Blog_8
- Blog_9

Select Template
to see Preview

CANCEL **NEXT**

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Garuda Create Custom Template step1

01. **Template Name:** - Description of the name of the template can be given here.
02. **Template Format:** - Describe the template format (HTML, TEXT and HTML and TEXT)
03. **Email Template:** - Here you can choose the design for your email template from the list and the preview towards the left helps you check the template.

NOTE: - that the field is compulsory and cannot be left empty.

Once all the options are selected then click **NEXT** and continue


Templates

Create a User, set different permissions by filling a form below.



Templates

HTML Content: Create content using the WYSIWYG editor below
 Upload a file from my computer
 Import a file from a web site

EDIT ▾ FORMAT ▾ INSERT ▾ TABLE ▾ VIEW ▾ TOOLS ▾



Trouble Viewing? [View online](#)

  Home All Titles Electronics Health

GARUDA


p

Text Content: Type text into the text box below
 Upload a file from my computer
 Import a file from a web site



Your email client cannot read this email.

Activate Template: Yes, this template is active

Global Template: Yes, this template is global

Template Thumbnail: No file selected 

Description:

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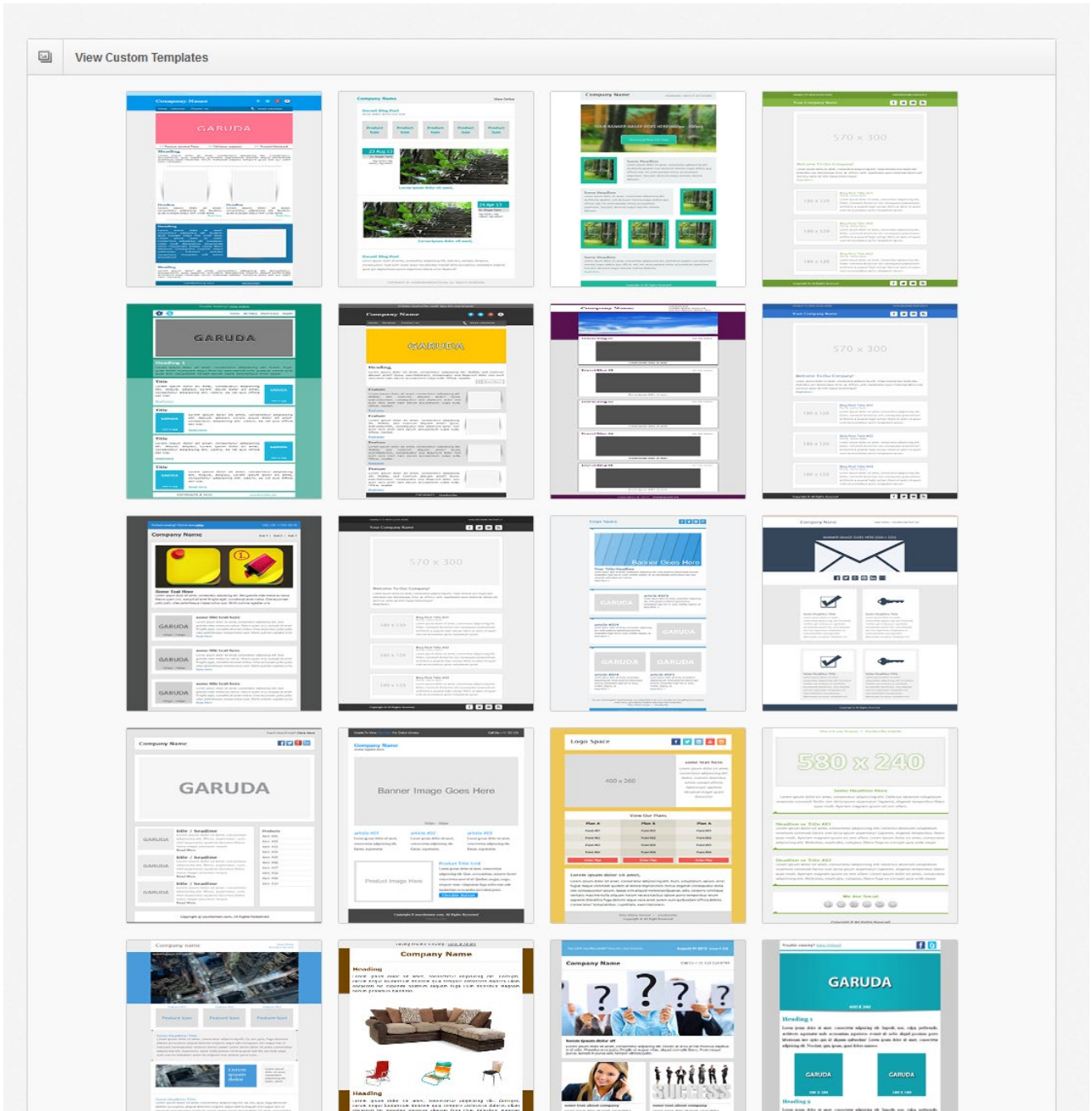
Garuda Create Custom Template step2

01. **HTML Content:** - In this choose from 1. **Create content using the WYSIWYG editor**

- below 2. Upload a file from my computer** and **3. Import a file from a web site**. If you choose the first option then the text-box below contains your template and edit that template , if you choose second option then upload a HTML template from your computer/PC and if you choose third option then copy/paste the web URL from where you want your template.
02. **Text Content:** - In this option choose among three option that are 1. **Type text into the text box below** 2.**Upload a file from my computer** 3. **Import a file from a web site**, if you choose the first option then type your complete content in the text-box below and similar to the above option you can use the drop down below to add content. If you choose second option then upload the content from computer and if you want to Import your content from any website then copy paste the URL of the website here.
 03. **Activate Template:** - If you choose this option i.e. you will activate that template and can be used in campaigns if no the template is saved as inactive.
 04. **Global Template:** - The scope of the template can be decided from here that it can be global or local.
 05. **Template Thumbnail:** - The preview image of the template can be uploaded from your computer here.
 06. **Description:** - Description provides a summary of the template in a few words. And after completing the process choose **SAVE**. And view them in view custom templates.

[View Built-In Email Template](#)

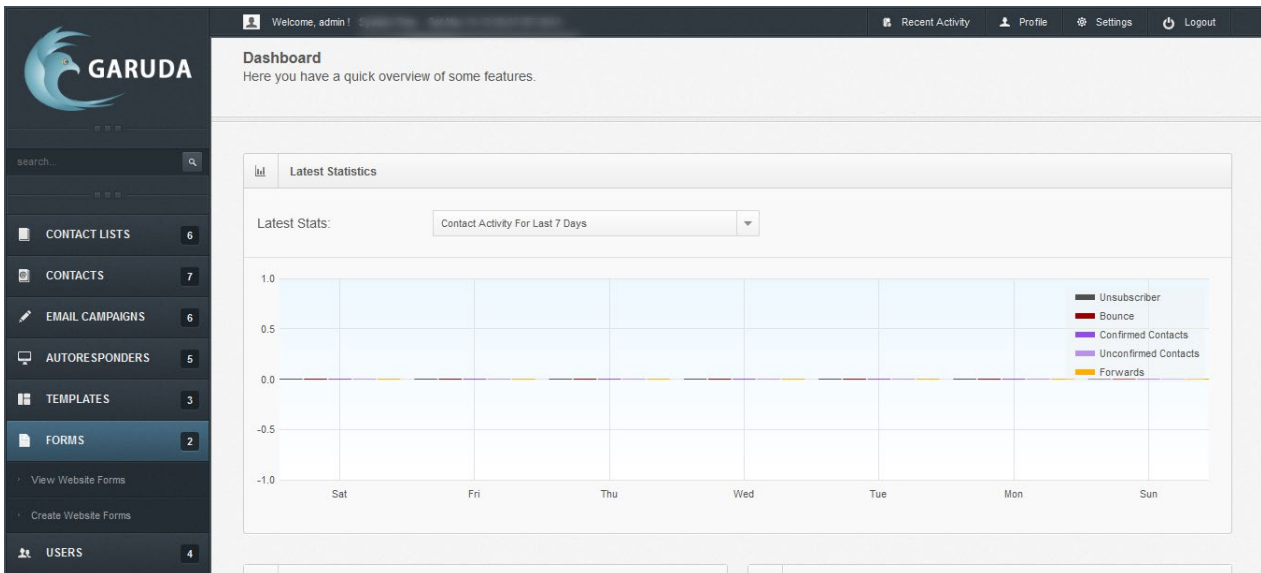
This is a option where you can view all the build-in template that are present in Garuda, to view all the built in template Go to **Templates** —> **view built-in email template**.



Garuda View Built in Email Templates

Forms

The form is a group of multiple inputs that are required to gather or collect information about the user of it. You can find forms below templates in main menu.



Garuda Forms

View Website Forms

Website forms can be placed on your website to collect new contacts, let existing contacts modify their details, or even unsubscribed from your list. To view website forms Go to **forms** —> **view website forms**

View Website Forms
Website forms can be placed on your website to collect new contacts, let existing contacts modify their details, or even unsubscribe from your list.

DELETE CREATE FORM

View Forms Items per page: 10

<input type="checkbox"/>	Name	Created Date	Form Type	Owner	Action
<input type="checkbox"/>	[blurred]	[blurred]	Subscriber	admin	
<input type="checkbox"/>	[blurred]	[blurred]	Subscriber	admin	

Search: type here... Showing 1 to 2 of 2 entries First Prev 1 Next Last

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Garuda View Website Forms

01. **Delete** :- Delete one or more forms once using this options.
02. **Create Form**:- Create a new Form using this option.
03. **Name** :- The title name of the Form that is given by you & can be changed.
04. **Created Date**:- The date on which the Forms was created.

05. **Form Type** : - There are different kinds of forms here you can see which one was chosen by you.
06. **Owner** : - The name of the owner of the form or the creator of the form.
07. **Action**:-
- a. **View** : - This options lets you view the complete details and description of the Form.
 - b. **Edit**: - Edit or update Web Form according to you need.
 - c. **Copy**: - This is similar to the copy that we have seen before if you want to know more about copy read more and refer in email campaigns.
 - d. **Remove** : - Remove / Delete any custom Web Forms using remove action.

Create Website Form

You can create a new website form to gather subscribers data and to do so GOTO **forms** —> **create a website forms**

Create A Website Form
Fill out the form below to create a subscribe, unsubscribe or send to friend form which you can place on your website.

✎ Create website Form

Choose Form Type: * Subscriber Form

Name This Form: *

Use Double Opt-In Confirmation? Yes, use double opt-in email confirmation

Send a "Thank You" Email? Yes, send the contact a thank you email

Choose a Form Design: Classic White (Default)

Email Campaign Format: Allow Contact to Choose

Use CAPTCHA Form Security? Yes, use CAPTCHA form security (recommended)

Contact List

Contact List
 Unsubscribe
 Send to Friend
 Test Form
 Welcome Test Form
 d

Email Address (Required)

Email Format

CANCEL
NEXT

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Garuda Create Website Form step 1

01. **Choose Form Type:** There are three form types **Subscribe** ,**Unsubscribe** and **Send to a Friend form**.
- a. **Subscribers form** – Let new person subscribe in your system.
 - b. **Unsubscribing Form:** - If you want the users of Garuda to unsubscribe then you can use this option.
 - c. **Send to a friend form:** - This is the form that can be sent by the contacts to other persons.

NOTE: - That the subscribers and UN-subscribed form contains same preferences.

02. **Name This Form :** - Name this form is a custom name for your form this is a mandatory field and cannot be left empty.
03. **Use Double Opt-In Confirmation? :** - Select this option if you want to send a email to the subscriber with a confirmation link to confirm their subscription. By default it's not selected and if you don't want the subscribers to do the above task then don't select this option.
04. **Send a "Thank You" Email? :** - By selecting this the user will get a **Thank-You** email.
05. **Choose a Form Design:** The form design is the look and feel of the form i.e. how it will be presented to the new subscribers, there are lot of options in this field to choose from but by default it is been set to **Classic White (default)** , if no form design selected then this will be applied.
06. **Email Campaign Format:** - In this If you choose **allow contact to choose** , then they must specify the format of email campaign during their subscription. If you choose text or HTML then that format is selected by default at the time of subscription.
07. **Use CAPTCHA Form Security? :** - CAPTCHA is a form security that distinguish between human and machine. This is recommended that you should use this form security.
08. **Contact List :** - Here you need to specify the contact form fields and also that which one are mandatory. The box below shows you your selections.

Then Use **NEXT** to continue.

NOTE: - if you choose send to a friend form then there is no need to specify all the details.

Design a **Thank You** page and a **Error Page**

Create A Website Form
Fill out the form below to create a subscribe, unsubscribe, modify details or send to friend form which you can place on your website.

Create Form
Form Options

Display Options: *

Let me customize what the page looks like
 Take the subscriber to an existing web site address

Confirmation Page: *

EDIT
FORMAT
INSERT
TABLE
VIEW
TOOLS

A
FONT FAMILY
FONT SIZES

Your email subscription is almost complete...

An email has been sent to the email address you entered. In this email is a confirmation link. Please click on this link to confirm your subscription.

Once you have done this your subscription will be complete.

div

INSERT CUSTOM FIELDS
UNSUBSCRIBER LINK

CANCEL
BACK
NEXT

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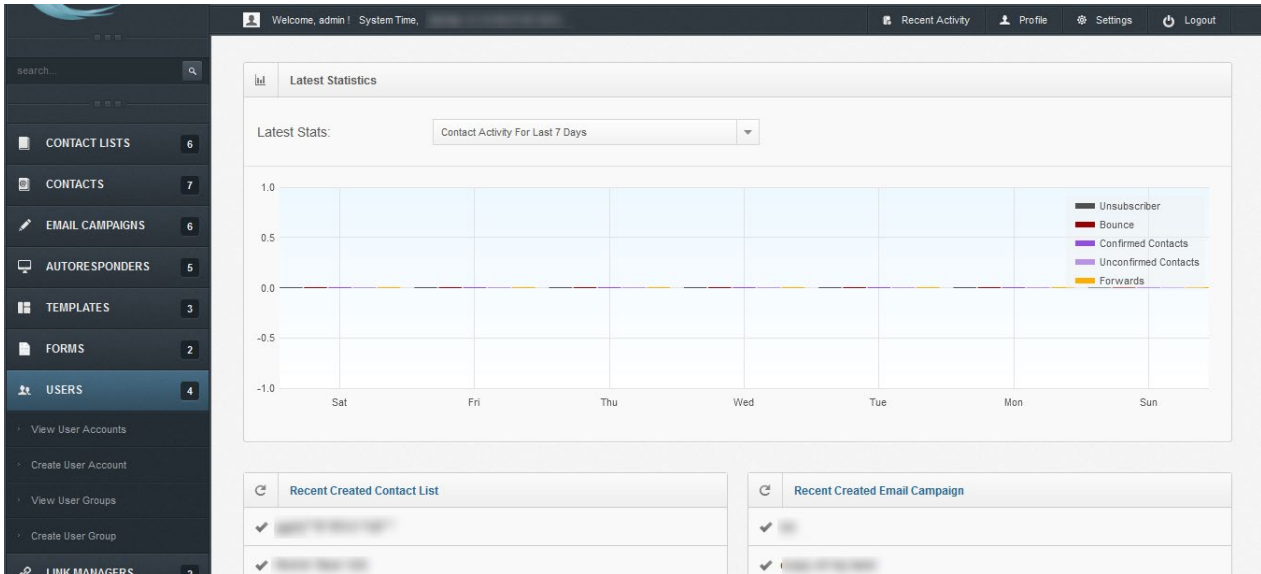
Garuda Create Website Form step 2

01. **Display Options:** - There are two option on this page 1 **Let me customize what the page looks like** and 2 **Take the subscriber to an existing web site address**. If you choose first option then the subscriber will be sent to the confirmation page on the site. And if you use second option then provide a URL where you want the subscriber to be redirected
02. **Confirmation Page:** - This is the page where the user is sent after his/her subscription is complete. This option depends on the display option.

NOTE: - Below the text box there are two option one is insert custom field and other is unsubscribed link. IF you want any other field to be filled by the subscribers then use custom link and insert that field on confirmation page and if you want user to UN-subscribe then add unsubscrber link.

03. **Send From This Name:** - This is the user name from which the confirmation link will be sent.
04. **Send From This Email Address:** - This is the Email address from which the confirmation link will be sent to the subscriber.
05. **Send Reply Emails to:** - This is the email on which the subscriber can reply.
06. **Email Subject:** - Enter the subject line for the confirmation link.
07. **Confirmation Email (HTML):** - This is the content of the confirmation email.

NOTE : - In user use bottom up approach i.e. do the last thing first (create a group then create users corresponding to the group and its permission).






Garuda Users

Create User Group

To Create a user you need to specify a group to which that user will belong by default the user will be given same authority as admin and that is not recommended. To create a user group GOTO **user** —> **create user group**

Create User Groups

A user group is a way to define a set of access permissions which can then be inherited by users. To create a new group, fill in the form below and click the save button.

 Create User Groups	
Group Name: *	<input type="text"/>
Group Permission:	<input type="checkbox"/> Yes. Check to have full system administrator permissions.
 Permissions	
Autoresponder Permissions:	<input type="text" value="None"/>
Website Form Permissions:	<input type="text" value="None"/>
Banned Email Permissions:	<input type="text" value="None"/>
Dynamic Contant Permissions:	<input type="text" value="None"/>
Email Campaign Permissions:	<input type="text" value="None"/>
Template Permissions:	<input type="text" value="None"/>
Contacts Permissions:	<input type="text" value="None"/>
Custom Field Permissions:	<input type="text" value="None"/>
Statistics Permissions:	<input type="text" value="None"/>
User Related Permissions:	<input type="text" value="No"/>
User Group Related Permissions:	<input type="text" value="No"/>
MTA Related Permissions:	<input type="text" value="No"/>
Setting Related Permissions:	<input type="text" value="No"/>
Send Email Campaign Permissions:	<input type="text" value="No"/>
Segment Permissions:	<input type="text" value="None"/>
Triggers Permissions:	<input type="text" value="None"/>
List Permissions:	<input type="text" value="None"/>
Link Permissions:	<input type="text" value="None"/>
 Groups Restrictions	
Force Double Opt-in?:	<input type="checkbox"/> Yes, force all subscription forms to be double opt-in.
Force Spam Check?:	<input type="checkbox"/> Yes, force all campaigns and autoresponders to be spam checked before they can be sent.
<input type="button" value="CANCEL"/>	<input type="button" value="CREATE GROUP"/>

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Garuda Create User Group

01. **Group Name :** - Specify the name of the group , this will work as a category for users.
02. **Group Permission:** - If this is selected then the custom created group has all the permissions and if no then you may specify the permissions as you want some of the permission are described below the rest are same as them.

Permission: -

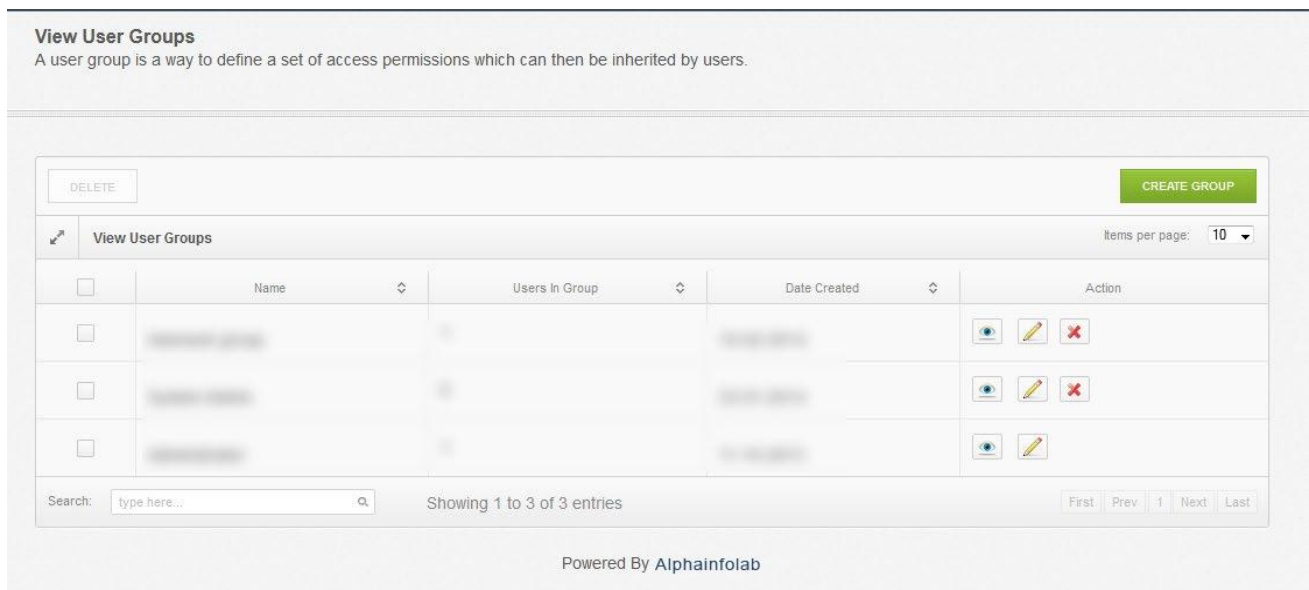
03. **Autoresponder Permissions:** - There are three option in this section (none, self admin , system admin) .if you choose none then the user has no permission to access , view , edit or delete any auto-responder permissions. But if you choose self admin then he/she can create auto-responded but cannot view auto-responders created by other members and if choose SYSTEM ADMIN then the user is given the complete authority.
04. **Website Form Permissions:** - Same as Auto-responders permissions.
05. **Banned Email Permissions:** - Same as Auto-responders permissions.
06. **Dynamic Content Permissions:** - Same as Auto-responders permissions.
07. **Email Campaign Permissions:** - Same as Auto-responders permissions.
08. **Template Permissions:** - Same as Auto-responders permissions.
09. **Contacts Permissions:** - Same as Auto-responders permissions.
10. **Custom Field Permissions:** - Same as Auto-responders permissions.
11. **Statistics Permissions:** - Same as Auto-responders permissions.
12. **User Related Permissions:** - There are two options in user related permissions i.e. yes/no if you choose no then the user cannot create, view or edit existing users.
13. **User Group Related Permissions:** - Same as user related permissions.
14. **MTA Related Permissions:** - Same as user related permissions.
15. **Setting Related Permissions:** - Same as user related permissions.
16. **Send Email Campaign Permissions:** - Same as user related permissions.
17. **Segment Permissions:** - Same as Auto-responders permissions.
18. **Triggers Permissions:** - Same as Auto-responders permissions.
19. **List Permissions:** - Same as Auto-responders permissions.
20. **Link Permissions:** - Same as Auto-responders permissions.
21. **Force Double Opt-in?:** - This options gives an mandatory conditions on all the sub-

scription to confirm registration that are added by the user.

22. **Force Spam Check:** - This options gives an mandatory conditions on all the email campaign created by the user to check for Spam before they are sent. Use create group to continue.

View User Group

When you create a group it can be viewed in view user group to do so. GOTO **users** —> **view user group**.



Garuda View User Group

01. **Delete:** - To delete one or more than one group use delete , it works only when at least one check box is checked.
02. **Create Group:** - To create a new group use this option or use the option in the main menu.
03. **Name :** - Name/ Title of the group
04. **User In Group:** - this shows the total Number of users that are present in the group
05. **Date Created:-** the date on which the user group was created.
06. **Action:-**
 - a. **View :** - This options lets you view the complete details and description of the User Group including its permission .
 - b. **Edit:** - Edit or update user group and its permission accordingly.

c. **Remove** : - Remove / Delete any custom user group using remove action.

Create User

To create users for Garuda you need to use this option, go to **users** —> **Create user account**.

Create User
Create a User, set different permissions by filling a form below.

Add User **User Settings**

Username: *

Password: *

Confirm Password: *

User Group: *

Full Name: *

Email Address: *

MTA Group: *

Time Zone: *

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Garuda Create User Account step 1

01. **User-name**: - Specify the name of the user , that can be changed by the user.
02. **Password**: - This is the password with which he or she will be able to log in the Garuda.
03. **Confirm Password**: - This is the confirm password field, this is created in order to check whether the password you entered was error free. (The password and confirm password should have same password and they are mandatory fields).
04. **User Group**: - In this section you have to define the user group that you created by following the above steps.
05. **Full Name**: - Here you can specify the full name of the user.
06. **Email Address**: - The email address of the user goes here.
07. **MTA Group**: - Specify the MTA (mail transfer agent) group , i.e. using this user is allowed to send emails, if you don't configure a MTA then your mails won't be trans-

ferred. To manage MTA and Groups use **MTA(s)** below links in main menu.

08. **Time Zone:** - Specify the time zone that which time zone will be used by the user while he uses the Garuda.

After filling in the form use **NEXT** to continue.

Create User
Create a User, set different permissions by filling a form below.

Add User **Advance User Settings**

Active:

Edit Own Settings:

Recent Activity Log:

CANCEL **BACK** **NEXT**

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Garuda Create User Account step 2

01. **Active:** - If you want this user to be active then select the check box and if you want him/her to be inactive user then De-select the check box.

02. **Edit Own Settings:** - This option is a facility that we want to give to that user that he/she can change or edit his/her personal settings.

03. **Recent Activity Log:** IF you want to track the user than select recent activity log if not then De-select the check box.

After Changing Any Preferences, use **NEXT** to continue to Admin Notification.

On Admin Notification Page you can set a criteria and limitation for your users.

Create User
Create a User, set different permissions by filling a form below.

✎ Add User
Admin Notification

Email Address:

Notify of Large Send:

Notify of Large import:

Number Of Contact List: Unlimited contact lists

Email Per Month: Unlimited Email Per Month

Total Number Of Emails: Unlimited emails

CANCEL
BACK
SUBMIT

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Garuda create user account step 3.

01. **Email Address:** - Enter email address here to whom you want to notify, Enter more than one email here if you want multiple people to get notification, separate these email using ENTER.
02. **Notify of Large Send:** - This option is not set by default, if you want user to get a notification and a message about larger emails then choose this option, once you choose this option you need to specify size in KB and Message Text.
03. **Size in KB:** - This option works when the notify of large email is send, here You need to specify the size of the email in KB i.e. 1024 KB = 1 MB.
04. **Enter Message Text:** - If the size of email exceeds the size that you specified then the message you enter here will be sent to the specified users email.
05. **Notify of Large import:** - If you choose this option then the specified email can be notified about importing larger amount of contacts. Here you need to specify the count/ reckoning of contacts. If this count is exceeded then the specified user will be notified with the Text message specified below this.
06. **Number of Contact List:** - If you choose this option the user will be allowed to import

- unlimited amount of contacts. If not then specify (Maximum Number of Contact List).
07. **Maximum Number of Contact List:** - Specify the count/ reckoning of contact lists.
 08. **Email per Month:** - If you want the user to send as much email as he wants then choose this option. If you want to put a limit on user then uncheck this option and specify the count. This option works as a email credit for users.
 09. **Maximum Number of Email per Month:** - Specify the email credits of a user i.e. if you specify 1000 emails here then after the limit is finished user won't be able to send more emails.
 10. **Total Number Of Emails:** - Above you specified the limit on the basis of month, if you want the user to send a specific amount of emails around the clock then uncheck this option and specify the limit , for ex – if you specify limit as “30,000” then the user may use the limit in a month or in a year.
 11. **Total Maximum Number of Emails:** - If you uncheck above option then specify the count/ amount here.

Once you are done specifying all the details. Choose **SUBMIT** to save your preferences.

NOTE – if you don't want any kind of notifications, Leave email address field empty.

View Users

All the user that you create can be viewed here. To view the created users GOTO **users** —> **view user accounts**.

View Users
Each user account has their own contact lists, contacts and email campaigns which are separate from the other users.

DELETE
CREATE USERS

	Name	Full Name	User Group	Created Date	Last Login	Status	Action
<input type="checkbox"/>	✓	✎ ✕
<input type="checkbox"/>	✓	✎

Search: Showing 1 to 2 of 2 entries

First Prev 1 Next Last

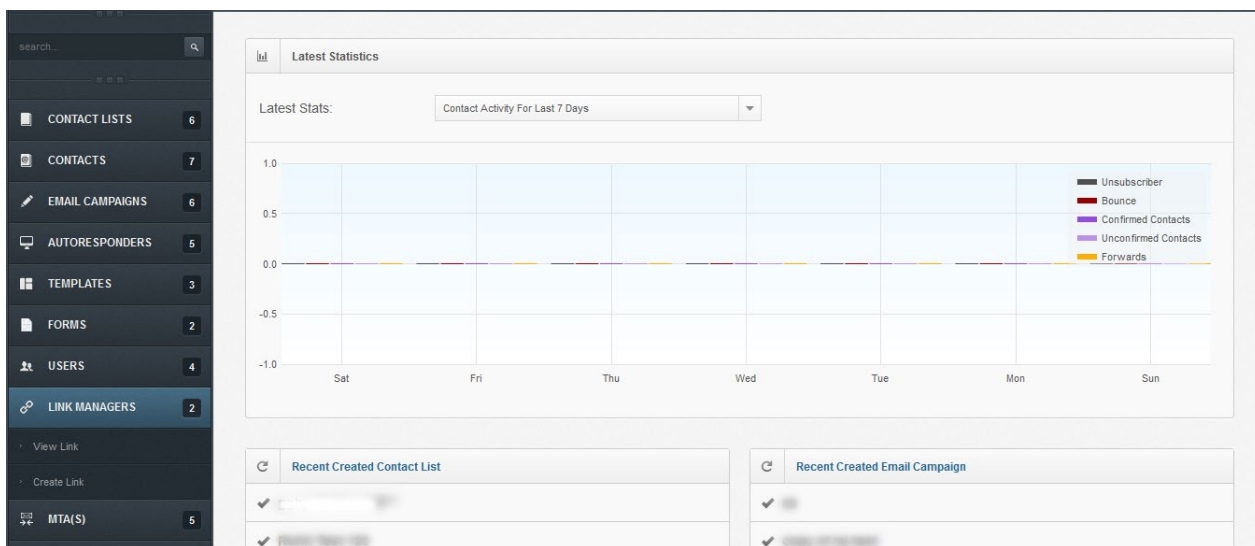
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Garuda View User Accounts

01. **Delete** :- To delete one or multiple user at a time use this option.
02. **Create User** :- To create a new user use the option from main menu or use this option.
03. **Name** :- This is the user name of the user by which he or she will be able to login in the system.
04. **Full name** :- This is the full name of the user.
05. **User Group** :- This the name of the group to which this user belongs.
06. **Created Date** :- The date on which the user were created.
07. **Last Login** :- When did the user last logged-in the system.
08. **Status** :- Active and inactive status of the user can be seen here. If the user is set to inactive he or she wont be able to login.
09. **Action** :-
 - a. **Edit**:- edit and update the details of the user.

Link manager

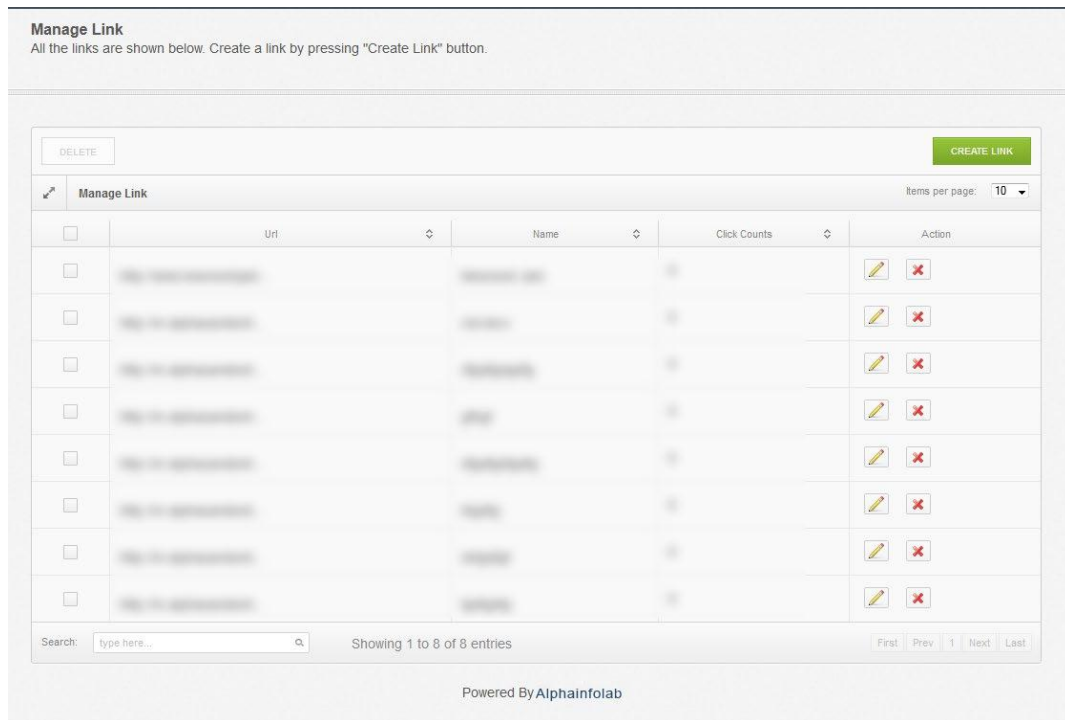
When you modify any email template for an email campaign then while modifying you can add custom links to your template and those links can be managed from this option and if you want to do so GOTO link manager in main menu.



Garuda Link Manager

View Links

To view all the links created by you can be seen on this page and to view your custom links GOTO **Link Manager** —> **View Links**



Garuda View Links

01. **Delete** : To delete one or more than one link use delete , it works only when at least one check box is checked.
02. **Create Link** :- To create custom new links you can use this option.
03. **URL** :- This specifies the complete URL note that , the URL should be in such format (http://www.example.com) in this you need to specify (http:// , www , com).
04. **Name** : - When a user will view the mail he or she will see this as the name on the link instead of link.
05. **Click Count** : - This is the total count that is returned on the click of the link , if the link is not clicked even once then it will return 0.
06. **Action**:-
 - a. **Edit** : - Edit or update links and their name accordingly.
 - b. **Remove** : - Remove / Delete any links and their name using remove action.

Create Links

To create new custom links you can use this option and to do so GOTO **link manager** —> **create links**

Manage Link
Links are Created by a particular user. Create link by pressing Save button.

Create Link

Uri *

Name *

CANCEL SAVE

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Garuda Create Link

01. **URL** :- Specify the URL here, the URL should be in such format (http://www.example.com) in this you need to specify (HTTP:// , WWW , com).
02. **Name** :- Specify the name of the URL ,when a user will view the mail he or she will see this as the name on the link instead of link. For example (you will see a link on you email as “click here” which will redirect you to “**www.example.com**” so here the name of the link will be click here and URL will be **http://www.example.com**).

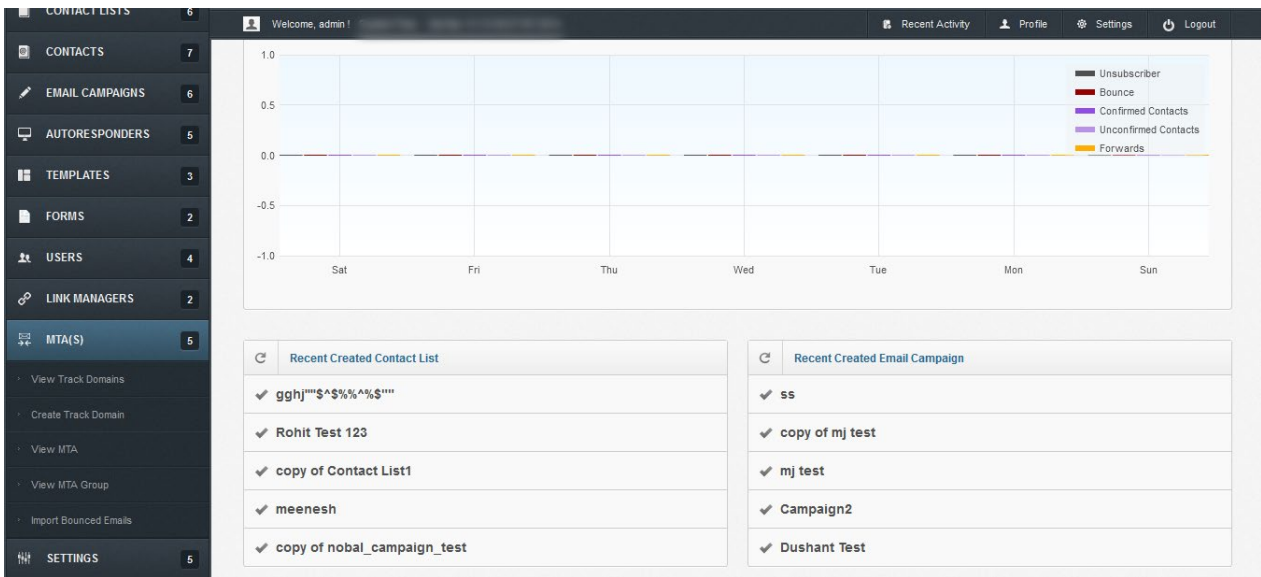
MTA(S)

The screenshot displays the Garuda MTA(S) interface. On the left is a sidebar menu with options like CONTACTS, EMAIL CAMPAIGNS, AUTORESPONDERS, TEMPLATES, FORMS, USERS, LINK MANAGERS, and MTA(S). The main area features a line chart showing metrics for Unsubscriber, Bounce, Confirmed Contacts, Unconfirmed Contacts, and Forwards over a week. Below the chart are two panels: 'Recent Created Contact List' and 'Recent Created Email Campaign'. The contact list includes entries like 'ggghj''''\$^\$%^%\$''''', 'Rohit Test 123', 'copy of Contact List1', 'meenesh', and 'copy of nobal_campaign_test'. The campaign list includes 'ss', 'copy of mj test', 'mj test', 'Campaign2', and 'Dushant Test'.

Garuda MTA(S)

Tracking Domain

Any Email when sent uses tracking domain to monitor general sending, the tracking domain consist of feature such as open tracking , click tracking . Tracking domain is very important because you can track your email within your domain but how will you track your emails activity outside your domain, so to overcome any kind of problem use tracking domain to track things for us. You can create your track domain and view track domain in main menu **MTA(s)** —> **view track domains**.



Garuda MTA(s)

View Track Domains

Manage Domains
All the domain are shown below. Create a domain by pressing "Create domain" button.

<input type="checkbox"/>	Domain Name	Status	Action
<input type="checkbox"/>	[REDACTED]	✓	

Search: Showing 1 to 1 of 1 entries

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Garuda View Track Domain

01. **Delete:** - To delete one or more than one link use delete , it works only when at least one check box is checked.
02. **Create domain :** - To create custom new links you can use this option.
03. **Domain Name:** - Here you can specify the name of the domain or the alias of you domain.
04. **Status:** - This is a check that automatically checks the domain for its alias (familiar domain under any domain or a part of domain) . If it finds domain specified by you as a part of domain on which Garuda is hosted then it show yes and if not then shows no.
05. **Action:** -
 - a. **Edit:** - Edit or update links and their name accordingly.
 - b. **Remove :** - Remove / Delete any links and their name using remove action.

Create Track Domain

To create a new tracking domain use this option to do so GOTO **MTA(s)** → **create track domain.**

Create Domain
Domain are Created by a particular user. Create domain by pressing Save button.

Create Domain For Tracking

Name *

CANCEL SAVE

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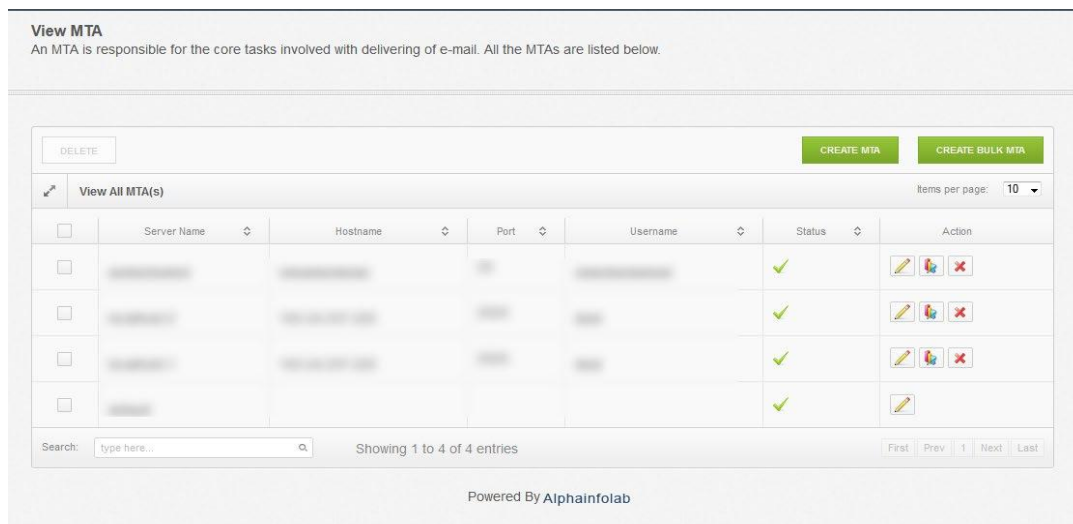
Garuda Create Track Domain

01. **Name :** - Specify the name of tracking domain including its domain (for example : “example.com” where “example” is the name of the tracking domain and “.com” is its domain) which could be any. After Entering the name use SAVE to save your tracking domain, When you use save the tracking domain is saved and activated.
02. **MTA(S) :** - MTA stands for Mail transfer agent , the MTA is also known as mail relay. When Ever you send email or bulk email this is the software that transfers email (elec-

tronic mail messages) for you. It uses SMTP setting for both recipients and sender. The MTA(s) can be accessed from main **menu** → **MTA(S)**.

View MTA

To view the MTA(s) created by you just GOTO **MTA(s)** → **View MTA(s)**.



Garuda View MTA(s)

01. **Delete** :- To delete one or more than one MTA use delete , it works only when at least one check box is checked.
02. **Create MTA** :- To create a single MTA use this option. Note that this option cannot be used to create multiple MTA(s).
03. **Create bulk MTA** :- To create a multiple MTA use this option. Note that this option can be used to create multiple MTA(s) .if you use this option then specify that how many MTA(s) you want to create in bulk (for ex : you specified 10 then you can create 10 MTA once).Then use submit to create multiple MTA(s).

Then specify all the server SMTP details that are required to bring MTA in working and all the details are important and required , You can specify all the details individually or you can specify the first detail and the rest will configure them-self with the values specified by you in the first field.

04. **Server Name** :- Specify the name of the server here.

05. **Host-Name:** - Name of your SMTP host.
06. **Port:** - The port specifies that which SMTP port it uses to communicate to the server.
07. **User Name:** - Your user name of that SMTP host.
08. **Status:** - It show that the MTA(s) is active or not.
09. **Action:** -
 - a. **Edit:** - Edit or update links and their name accordingly.
 - b. **Remove:** - Remove / Delete any links and their name using remove action.
 - c. **Test :** - This is an option to quickly check whether the mta is working or not. In the test process it will send a test mail to the email that you will provide.

Create MTA

To create a new MTA GOTO **MTA(s)** → **view MTA** → **create MTA** or **create multiple MTA (in the right)**.

Garuda Create MTA

01. **Server Name** : - This is the name of the server that we can give and can be anything its not a compulsory to use the same name as server name but use same name is recommended.
02. **For Custom Transport**: - If you choose this option then you need to specify “**custom transport**”. If no then you need to specify all the SMTP details below
03. **SMTP Host name**: - The host name is important and should be exactly the same as it is if you do any mistake in host name then the mail won't be sent and the tracker won't work so to avoid any kind of problem use right host name.
04. **SMTP User name**: - Here you need to specify the user name of that user who has the access over the SMTP host.
05. **SMTP Password**: - Your SMTP host password which is important for connecting with the SMTP server if you don't specify this detail(correctly) then you wont be able to configure your SMTP,
06. **SMTP Port**: - The port that is been used by the SMTP, (this port is associated with your host, as well as the type of protocol used for communication which in this case is SMTP).
07. **Email Per Min**: - This specification deals with the number of email that are sent within a minute , if you want to send a limited number of email rather than unlimited emails then De-select this option and specify the number of email to be sent.
08. **Email Per Day**: - Similarly above option which was for a minute you can specify how many email should sent in a day , if you want to send a limited number of email rather than unlimited emails then De-select this option and specify the number of email to be sent.
09. **Force From**: - If you select this option then specify the name and email below this field , this option overrides your name and email when you run any email campaign with different name and email.
10. **From Name**: - The name of the email sender or in short senders Name.
11. **From Email**: - This is the Senders Email, i.e. when you specify this email then the recipients/ receivers will be getting email from this email Addresses instead of any other email address.
12. **Blocked Domains**: - If you want to block any domain that you don't want to send any email then you can specify it here and if you want to block more than one domain then

you can specify multiple domain name here using (,) separator.

13. **Track Domain:** - This fields shows all the track domains created and are present in Garuda.
14. **Active:** - Active the status of the new created MTA if not then the status will be saved as inactive (by default it's inactive).
15. **Test MTA settings:** - When you are done with all the specification then you can check whether you entered all the details correct or not , to check your settings use this option which sends a test mail to the specified email address.
16. **Process Bounce:** - Whenever you send email (bulk , single and etc.) , there are many mails that are not transferred/ send (failed). So if you want to process any of the bounce emails then you this option by default it will not process any bounce emails but if you select it then you need to specify a few details mentioned below.
17. For processing the bounced email you need to specify all these fields.
18. **Bounce Host-name :** - Here specify the host name of the server with which you want to process the bounced emails.
19. **Bounce User:** - Now specify the user name of the host server that you specified in bounce Host name .
20. **Bounce Password:** - Specify the password of the user on the specified server
21. **Bounce port:** - The ports that are used by the server these are the ports that are similar to the one discussed in SMTP ports.
22. **Bounce Email:** - Specify the email that were treated as bounced email(soft bounce).
23. **Account Type:** - Choose your account type from this option i.e. POP3 account and IMAP account. (These are the two way to access your mail , POP3 - Post Office Protocol 3 and IMAP - Interactive Mail Access Protocol) .
24. **Advanced Setting:** -
 - a. **Auto detect advanced settings (recommended):** - This is a recommended option which will detect the settings for Secure Socket Layer , transport layer security and any other settings that are not generally know . If you don't choose this then specify the details below.
 - b. **Validate certificate:** - If you choose this option then the processing of bounced emails will also validate server for all certificate.
 - c. **Use TLS:** - If you choose this option then the processing of bounced emails will

only validate server for TLS.

d. **Use SSL:** - If you choose this option then the processing of bounced emails will only validate server for SSL.

e. **Others:** - If you want to validate anything apart from the certificates , SSL and TLS then choose this option and specify your need in the text box below.

25. **Empty Bounce When Done:** - If you choose this option then the bounced email will be deleted after they are finished processing.

26. **Test process bounce:** - To test bounce process then use this option.

27. **Process FBL:** - The process FBL stands for Feedback Loop that is also know as complaint feedback loop it is a faculty given to the recipients of the email that they can report spam to the email they receive and you choose this option you need to specify the FBL details similar to bounce mail.

28. **FBL Host-name :** - Here specify the host name of the server with which you want to process the FBL emails.

29. **FBL User:** - Now specify the user name of the host server that you specified in FBL Host-name.

30. **FBL Password:** - Specify the password of the user on the specified server.

31. **FBL port:** - The ports that are used by the server these are the ports that are similar to the one discussed in SMTP ports.

32. **FBL Email:** - Specify the email that were treated as bounced email(soft bounce).

33. **Account Type:** - Choose your account type from this option i.e. POP3 account and IMAP account. (These are the two way to access your mail , POP3 - Post Office Protocol 3 and IMAP - Interactive Mail Access Protocol).

34. **Advanced Setting :** -

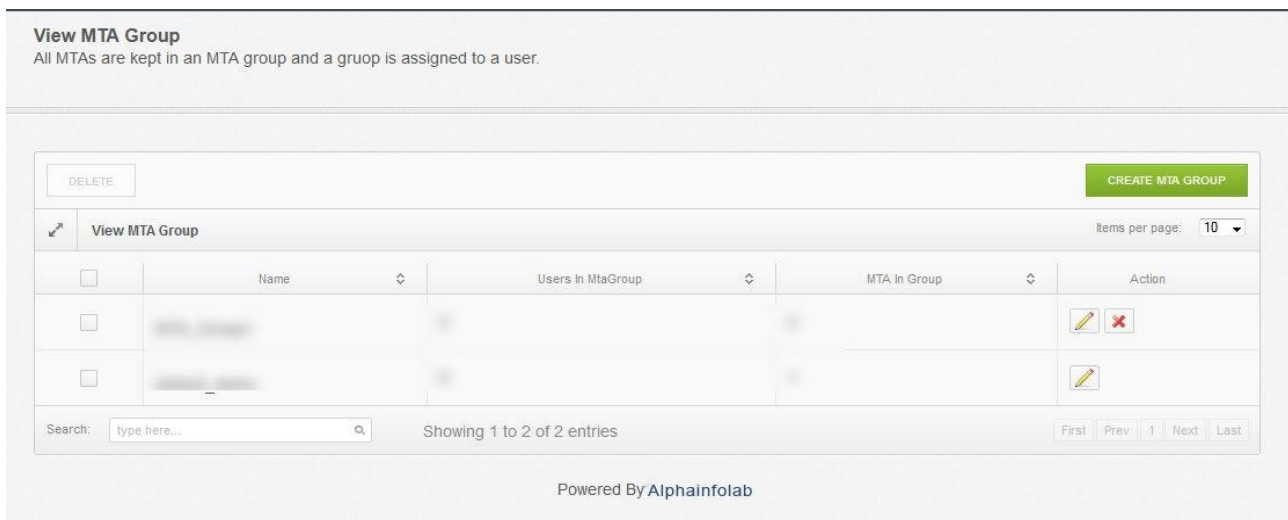
- **Auto detect advanced settings (recommended):** - This is a recommended option which will detect the settings for Secure Socket Layer , transport layer security and any other settings that are not generally know . If you don't choose this then specify the details below.
- **Validate certificate:** - If you choose this option then the processing of bounced emails will also validate server for all certificate.
- **Use TLS:** - If you choose this option then the processing of bounced emails will only

validate server for TLS.

- **Use SSL:** - If you choose this option then the processing of bounced emails will only validate server for SSL.
- **Others:** - If you want to validate anything apart from the certificates , SSL and TLS then choose this option and specify your need in the text box below.
- **Empty Feedback Loop When Done:** - If you choose this option then all the Feed back loops emails will be deleted from the server.
- **Test process FBL :** - To test FBL process then use this option.

View MTA GROUP

To view the MTA(s) created by you just GOTO **MTA(s)** —> **View MTA Groups**.



Garuda View MTA Group

01. **Delete:** - To delete one or more than one MTA use delete , it works only when at least one check box is checked.
02. **CREATE MTA GROUP :** - To create a single MTA group use this option.
03. **Name :** - Name of the MTA group.
04. **User in MTA group:** - This shows the total number of users who uses that group.
05. **MTA in group:** - This shows the number of MTA inside a group.
06. **Action:** -
 - a. **Edit:** - Edit or update links and their name accordingly.

b. **Remove** : - Remove / Delete any links and their name using remove action.

CREATE MTA GROUP

You can create new MTA group any time you want . To create one GOTO **MTA(s)** → **view MTA group** → **create MTA group**.

Add MTA Groups
MTA Group is group of MTA(s). To Add MTA Group by pressing a Add MTA Group button.

Add MTA Groups

Name:

Description:

MTA: localhost-1
 localhost-2
 asdasdsadsd

CANCEL **ADD MTA GROUP**

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Garuda Create MTA Group

01. **Name** : This is the title name of the group.
02. **Description**: Short description of group can be given here.
03. **MTA** : Whenever you create a new MTA that MTA are added to this list and you can select one or more then one MTA in this option to use those MTA'S. After specifying all the details use ADD MTA GROUP to continue.

Import Bounced Emails

You can use this option to process your bounced emails , i.e. those emails that are incorrect, improper if you process those mails that are bounced then it reduces the chance of your mail server of getting blacklisted. To use this option GOTO **MTA(s)** → **import bounced email**.

Import Bounced Emails
Processing bounced emails will clear your list of bad email addresses and reduce the chance of your mail server being blacklisted.

Import Bounced Emails

Bounce Type:

Emails Address: Type the email addresses to processed.

Upload a file that contains the email addresses to processed.

NOTE :- The Email Addresses should be seperated by **Enter** (\n).

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Garuda Import Bounce Email

01. **Bounce Type:** - Here you can choose two option from drop down (hard bounce : these are those mails which are not sent due to permanent reason like recipients email doesn't exists & domain name doesn't exist , whereas Soft bounce : these are those mails that are not sent because of some problems which are temporary delivery issues like mail box is full , recipients email server is down).
02. **Emails Address:** There are two options here
 - a. **Type the email addresses to processed** – If you choose this option you can type the bounced email address in text box below this option.
 - b. **Upload a file that contains the email addresses to processed** : If you choose this option then you need to specify the “ field separator” and “Choose only CSV file ” Which works same as discussed in email campaigns.

Once it is done use **NEXT** to continue and process these bounces.

These are the configurations of Garuda which can be modified according to your suitable use. To view/ edit your settings GOTO settings using main menu.

Application Settings

This is the complete set of settings of Garuda, with these settings you can also manage all the other settings like email , SMTP and etc.. To access your application settings GOTO **settings** —> **application settings**.

Settings
These are the settings that control the top level of the application. From here you can set global application settings, view your system set up and set up global email controls...


Application Setting | Email Setting | SMTP Setting | Email Credit Setting | Cron Setting


System URL *

Contact Email Address

Application Name: *

Application Footer:

Application Logo Image: + 

Favicon Image: + 

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Garuda Application Settings

01. **System URL** : - Here you can view your system URL , that shows the exact URL on which Garuda is working.
02. **Contact Email Address**: - Here you can specify the email that you want people to contact to you.
03. **Application Name**: - This is the application name which you can see as the title in your tab other configuration.

04. **Application Footer:** - The text that you want to specify in the footer any thing you will write will be shown in the footer of every page.
05. **Application Logo Image:** - You can change Garuda application logo using this.
06. **Favicon Image:** - You can change Garuda icon image using this option. Then use **SAVE** to save all the changes.

In application settings you can see other settings in the tabs near the application settings. Or you can use individual options to do so , In this guide I am going to explain things individually one by one.

Email settings

Here you can change settings for any email sent by the system, to check these settings GOTO **settings** —> **email settings**.

Settings

These are the settings that control the top level of the application. From here you can set global application settings, view your system set up and set up global email controls...

Application Setting	Email Setting	SMTP Setting	Email Credit Setting	Cron Setting
Email Size Warning: (in KB)	<input type="text" value="500"/>			
Maximum Email Size: (in KB)	<input type="text" value="8000"/>			
Maximum Resend Attempts:	<input type="text" value="3"/>			
Maximum Resend Attempts (Soft Bounce):	<input type="text" value="3"/>			
Maximum Image Width:	<input type="text" value="700"/>			
Maximum Image Height:	<input type="text" value="400"/>			
Global HTML Footer:	<pre><p align="right">You can also Unsubscribe from this list</p></pre>			
Global Text Footer:	<input type="text"/>			
Force Unsubscribe Link:	<input checked="" type="checkbox"/> Yes, force an unsubscribe link			
Allow Attachments:	<input checked="" type="checkbox"/> Yes, Allow Attachments			
Maximum Attachment Size: (in KB)	<input type="text" value="2048"/>			
Allow Embedded Images:	<input type="checkbox"/> Yes, allow embedded images.			
	<input checked="" type="checkbox"/> Yes, embedded images are enabled by default			
<input type="button" value="SAVE"/>				

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Garuda Email Settings

01. **Email Size Warning:** - This is the size that should be allowed for any email(Campaign,auto-responder) , if the size exceeds the size mentioned here then it will give a warning just to inform you that email is getting larger.
02. **Email Size Maximum:** - Here you can mention the maximum size of email allowed by the system if the size exceed it will generate an error.
03. **Maximum Resend Attempts:** - Here you can set the number of attempts to send an email again if it fails, for example if you set this to 3 it will try to send a mail 3 times on every failure.
04. **Maximum Resend Attempts (Soft Bounce):** - This will work similar to the above option but it will work only when there is a soft bounce , After attempting all the attempts to resend an email this will automatically change a soft bounce in hard bounce (this is **recommended** that you use **3** as **limit to resend attempts**).
05. **Maximum Image Width:** - Describe the width of the images inside any email, (ex. the maximum **width** allowed for images is **700**).
06. **Maximum Image Height:** - Describe the height of the images inside any email, (ex. the **maximum height** allowed for images is **400**).
07. **Global HTML Footer:** - This will set the footer details that will be used as a global footer details for every mail.
08. **Global Text Footer:** - It is similar to the above option and this will set the footer details that will be used as a global footer details for every mail.
09. **Force Unsubscribe Link:** - If you want the recipients to get a unsubscribe link then select this option.
10. **Allow Attachments:** - If you want to add attachments to mail that are sent to the recipients then select this option.
11. **Maximum Attachment Size:** - This will set the maximum size of the attachments in **KB** (it is **recommended** to use **2048 KB** as a **maximum** size).
12. **Allow Embedded Images:** - This is a option that are by default set to yes for the user to send embedded images and to know about embedded images refer above documentation. If you make any changes then Use **SAVE** to save the settings.

You can set a default SMTP settings. To view and change these settings GOTO **settings** —>

SMTP settings

Settings
These are the settings that control the top level of the application. From here you can set global application settings, view your system set up and set up global email controls..

Application Setting | Email Setting | **SMTP Setting** | Email Credit Setting | Cron Setting

✎ Mail Server Details

Application Default Mail Settings:

Use PHP mail

Let me specify my own Mail server

SMTP Host Name:

SMTP User Name:

SMTP Password:

SMTP Port:

Send a test email to:

TEST SMTP SETTING

SAVE

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Garuda SMTP Settings

01. **Use PHP Mail:** - If you choose this option then you can directly specify the send mail path in **send mail Path**.
02. **Let me Specify my own Mail Server :** - If you choose this option then you need to specify all the SMTP details below.
03. **SMTP Host-name:** - Name of your SMTP host.
04. **SMTP User-name:** - Your user name of that SMTP Host.
05. **SMTP Password:** - Your SMTP Host password.
06. **SMTP Port:** - The port that is been used by the SMTP.
07. **Send a Test Email to:** - Here you can specify the test send mail details , with which you can check whether the mail server is working or not, to check it use **test SMTP settings**. If you don't want to check your server then leave it and use **save** button to continue .

Email Credit Settings

Here you can change your global email credit settings to view and update these settings
GOTO settings —> Email Credit Settings.

Settings
These are the settings that control the top level of the application. From here you can set global application settings, view your system set up and set up global email controls.

Welcome, admin | System Time: Sat Mar 15 15:55:20 IST 2014 | Recent Activity | Profile | Settings | Logout

Application Setting | **Email Setting** | **SMTP Setting** | **Email Credit Setting** | **Cron Setting**

User Credit Settings

Autoreponders Deduct Credits Yes, deduct email credits for autoreponders ?

Triggers Deduct Credits Yes, deduct email credits for trigger emails

Low Credit Email Settings

Low Credit Reminder Emails Yes, send reminder email when a user's credit balance is close to being used up

Send a reminder email when the user has only of their credits remaining

Send a reminder email when the user has only of their credits remaining

Send a reminder email when the user has only of their credits remaining

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Garuda Email Credit Settings

01. **Autoresponders Deduct Credits** : If you choose this option then when an auto-responder works and sends email then the email will be counted and will be deducted from the credits that user has.
02. **Triggers Deduct Credits**: - This is a option similar to the option above , this works when triggers work and sends email then the email will be counted and will be deducted from the credits that user has.
03. **Low Credit Reminder Emails**: - This will send the user for an reminder email when their credits are low and are going to finish. This helps them as a reminder about the email they are left with.

Then use **SAVE** to save these settings and continue.

Cron Settings

Cron settings are those settings which works in background for a user , these settings are created in such a way that they perform actions when user isn't available. The tasks such as email campaigns, auto-responders and triggers are dependent on cron settings. To view/edit these settings GOTO **settings** —> **Cron Settings**.

Settings
These are the settings that control the top level of the application. From here you can set global application settings, view your system set up and set up global email controls.

Welcome, admin! System Time, Sat Mar 15 15:55:20 IST 2014

Recent Activity Profile Settings Logout

Application Setting Email Setting SMTP Setting Email Credit Setting Cron Setting


Do You Want to Enable Cron Support? Yes, I want to enable cron support

Cron Command to run: `/usr/bin/php -f /var/www/app/garuda/admin/cron/cron.php`

Please set the above cron command in server, if you do not, unable to sent mails.

Cron Run Time: Cron run in 1 min

Time Zone: Asia/Kolkata

Execute Cron from browser: <http://deal247.org/garuda/admin/cron/cron.php> 

Job Type	Last Run	Next Run	Run Every
Scheduled Sending			1 Minute
Autoresponders			10 Minutes
Triggers Sending			10 Minutes
Bounce Processing			1 Hour
FBL Processing			1 Hour

SAVE

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Garuda Cron Settings

- Do You Want to Enable Cron Support?:** - By selecting this you enable the cron settings for garuda if you disable these then no scheduled task will be performed
 - Cron Command to Run:** However the cron works in background but to start cron working you need to set this command at your server.
 - Cron Run Time:** Here you can see the cron run time recursively.
 - Time Zone:** Set the time zone for application.
 - Execute Cron From Browser:** One way to execute cron is from terminal and the other is from browser using this option "Execute Now",
- Then use **save** and exit.

Statistics

This is the complete analysis and explanations of individual activities which take place in the Garuda. To view statistics go to statistics in main menu.

Email Campaign Statistics

To check the email campaign statistics i.e. bounce rate , unsubscribed rate and clicks , etc. use this option and GOTO **statistics** —> **email campaign statistics**.

<input type="checkbox"/>	Name	List Name	Start Time	Finish Time	Recipients	Unsubscribes	Bounce	Action
<input type="checkbox"/>	Campaign	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Campaign	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Campaign	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Campaign	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Campaign	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Campaign	---	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Campaign	---	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Campaign	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Garuda Email Campaign Statistics

01. **Delete selected:** - To delete one or more than one statistics use delete , it works only when at least one check box is checked.
02. **Name :** - Name of the email campaign that was given by you before email campaign was executed.
03. **List Name :** - This is the contact list which were the part of the email campaigns.
04. **Start Time:** - When this email campaign was started.
05. **Finish Time :** - When this email campaign was stopped.

06. **Recipients:** - It Shows the total Number of member that were sent email during this campaigns
07. **Subscribes:** - Total number of number of persons that unsubscribed from email campaigning during that campaigns.
08. **Bounces:** - Total number of bounces occurred during that campaigns, The bounces that are shown here has no specification about the type of bounces i.e. the bounces can be soft or hard.
09. **Action:** -
 - a. **View:** - This options lets you view the complete details and description of the Email Campaigns.
 - b. **Export:** - Export a copy of email campaign statistics as a file in computer.
 - c. **Print statistics :** - if you directly want to print your campaign statistics then use this option.
 - d. **Remove:** - Remove / Delete any Campaign statistics using remove action.

Choose **view** in actions to view more details: -

01. **Statistics Snapshot:** - Use this tab to check the information about the email campaigns, as well as the mail sent to users , opened mails , bounced mails ,click count, open rate etc..
02. **Open Statistics:** - Use this tab to check the charts of the email that were opened , you can also check the date on which the email was opened and what was the format of email.
03. **Link Statistics:** - This tab has similar data as open statistics there you check whether the email was opened or not. But here you can check whether the links inside a email were clicked or not.
04. **Bounce Statistics:** - This tab has the information about the bounce details you can separately check whether the bounce was hard or soft.
05. **Unsubscribed Statistics:** - This tab holds the information about the total unsubscribed email in the this campaigns and the date on which they unsubscribed.
06. **Forwarding Statistics:** - This tab has the information about the email campaigns that were forwarded by the subscribed emails to their friends.

07. **Domain State:** - This tab contains the statistics corresponding to the domain server , you can view bounces and clicks according to the domain server present in the list here.

Autoresponders Statistics

Use this statistics to check which auto-responders are working and how many recipients have reacted to the auto-responders.

To view these statistics GOTO **statistics** —> **Autoresponders statistics** .

Autoresponder Statistics
Use autoresponder statistics to see which autoresponders are being sent, how many people are opening them and trends of those receiving them.

Autoresponder Statistics								Items per page: 10
<input type="checkbox"/>	Name	List Name	Sent	Recipients	Unsubscribes	Bounce	Action	
<input type="checkbox"/>	...	---	...	0	0	0		
<input type="checkbox"/>	0	0	0		
<input type="checkbox"/>	0	0	0		
<input type="checkbox"/>	0	0	0		

Search: Showing 1 to 4 of 4 entries (64 in total) First Prev 1 Next Last

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Garuda Autoresponder Statistics

01. **Delete Selected:** - To delete one or more than one statistics use delete , it works only when at least one check box is checked.
02. **Name:** - Name of the auto-responders that was given by you before auto-responders was created.
03. **List Name:** - This is the contact list which were the part of the auto-responders.
04. **Sent:** - This is the action which activated the auto-responders.
05. **Recipients:** - Number of member that were sent email with this auto-responders.
06. **Unsubscribes:** - Number of persons that unsubscribed after getting mail with auto-responders.
07. **Bounces:** - Number of bounces occurred during that auto-responders.

08. **Action:** -

- a. **View:** - This options lets you view the complete details and description of the Email Campaigns
- b. **Print statistics:** - If you directly want to print your campaign statistics then use this option.
- c. **Remove:** - Remove / Delete any Campaign statistics using remove action.

Choose **view** in actions to view more details: -

01. **Statistics Snapshot** – Use this tab to check the information about the Auto Responders, as well as the mail sent to users , opened mails , bounced mails ,click count, open rate.
02. **Open Statistics** : use this tab to check the charts of the email that were opened , you can also check the date on which the email was opened and what was the format of email.
03. **Link Statistics** : This tab has similar data as open statistics there you check whether the email was opened or not. But here you can check whether the links inside a email were clicked or not.
04. **Bounce Statistics:** - This tab has the information about the bounce details you can separately check whether the bounce was hard or soft.
05. **Unsubscribed Statistics:** - This tab holds the information about the total unsubscribed email in the this auto-responders and the date on which they unsubscribed.
06. **Forwarding Statistics:** - This tab has the information about the auto-responders that were forwarded by the subscribed emails to their friends.
07. **Domain State:** - This tab contains the statistics corresponding to the domain server , you can view bounces and clicks according to the domain server present in the list here.

Trigger Statistics

Check the statistics of the trigger , you can view trigger statistics for two things that is contact list and email campaigns. To check trigger statistics GOTO **statistics** -> **trigger statistics**.

Triggers Statistics
See statistics for date and link based triggers that you have setup.

Select Triggers For:

DELETE SELECTED

View Trigger Statistics Items per page: 10

<input type="checkbox"/>	Name	Triggered By	When	Action
<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Search: Showing 1 to 4 of 4 entries (5 in total) First Prev 1 Next Last

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Garuda Triggers Statistics

01. **Select Trigger For** :- You can select trigger data for two options from the drop down i.e. contact list and email campaigns , if you select the contact list then data is shown for contact list and if you choose email campaign then data is shown for email campaigns.
02. **Delete Selected** :- To delete one or more than one statistics use delete , it works only when at least one check box is checked.
03. **Name** :- Name of the trigger which was given by you.
04. **Trigger by** :- How this trigger was invoked to perform action.
05. **When** :- When did the trigger performed the action.
06. **Action** :-
 - a. **View** :- This options lets you view the complete details and description of the triggers
 - b. **Print statistics** :- if you directly want to print your triggers statistics then use this option.
 - c. **Remove** :- Remove / Delete any triggers statistics using remove action.































Choose **view** in actions to view more details: -

01. **Statistics snapshot** – Use this tab to check the information about the Trigger, as well as the opened mails , unique opened ,click count, open rate.
02. **Open Statistics** : Use this tab to check the charts of the email that were opened and the email that were uniquely opened , you can also check the date on which the email was opened.
03. **Link Statistics** : This tab has similar data as open statistics there you check whether the email was opened or not. But here you can check whether the links inside a email were opened or not and the details about opening the link.
04. **Bounce Statistics**: - This tab has the information about the bounce details you can separately check whether the bounce was hard bounce or soft bounce.
05. **Unsubscribed Statistics** : This tab holds the information about the total unsubscribed email in the this trigger and the date on which they unsubscribed.
06. **Forwarding Statistics**: - This tab has the information about the Trigger that were forwarded by the subscribed emails to their friends.
07. **Domain State**: - This tab contains the statistics corresponding to the domain server , you can view bounces and clicks according to the domain server present in the list here.
08. **Contact Information** :- This tab specifies the information about the contacts to which this trigger was sent and when was it sent.
09. **Failed send** : - This tab contacts the details about those trigger that weren't sent (failed to sent).

Contact list Statistics

Here you can check that how many persons in your contact list, emails have subscribed , unsubscribed to check these statistics

Contact List Statistics
Statistics for your contact lists will show you how many people have subscribed, unsubscribed, bounced and how active the list is at what times.

S. No.	Contact List	Created	Contacts	Unsubscribers	Action
1					  
2					  
3					  
4					  
5					  
6					  
7					  
8					  
9					  
10					  

Search: Showing 1 to 10 of 25 entries (30 in total) First Prev 1 2 3 Next Last

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Garuda Contact List Statistics

01. **S. No** :- The serial number of the statistics list.
02. **Contact list** :- Name of the contact list.
03. **Created** :- When that contact list was created.
04. **Contacts** :- Total number of contacts.
05. **Unsubscribed** :- Total number of contacts that have unsubscribed.
06. **Action** :-
 - a. **View** :- This options lets you view the complete details and description of the contact list.
 - b. **Print statistics** :- If you directly want to print your contact list statistics then use this option.
 - c. **Edit** :- Update any contact list contact list using this action.

Choose **view** in actions to view more details: -

01. **Statistics Snapshot** :- Use this tab to check the information about the contacts, as well as the total confirmed contacts, total unconfirmed contacts, total unsubscribed. And you can export contacts from here also.

02. **Domain State:** - This tab contains the statistics corresponding to the domain server , you can view confirmed contacts, unconfirmed contacts , subscribed and bounce according to the server present in the list here.
03. **Open Statistics:** - Use this tab to check the charts of the email that were opened and the email that were uniquely opened , you can also check the date on which the email was opened.
04. **Link Statistics :** This tab has similar data as open statistics there you check whether the email was opened or not. But here you can check whether the links inside a email were opened or not and the details about opening the link.
05. **Bounce Statistics:** - This tab has the information about the bounce details you can separately check whether the bounce was hard bounce or soft bounce.
06. **Unsubscribed statistics:** - This tab holds the information about the total unsubscribed email and date on which they unsubscribed.
07. **Forwarding statistics:** - This tab has the information about the that were forwarded by the subscribed emails to their friends.

User Account Statistics

This statistics shows you how many users are currently active in garuda. To view these statistics GOTO **statistics** —> **user account statistics**.

User Account Statistics
Click the View link next to a user account below to see detailed statistics including number of emails sent for a particular time period.

User Accounts Items per page: 10					
S. No.	User Name	Full Name	User Type	Activity Status	Action
1	[REDACTED]	[REDACTED]	[REDACTED]	✔	
2	[REDACTED]	[REDACTED]	[REDACTED]	✔	

Search: Showing 1 to 2 of 2 entries First Prev 1 Next Last

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Garuda User Account Statistics

01. **S.No. :-** The serial number of the statistics list.

- 02. **User Name** : - The user name is the name with which the user will login in garuda.
- 03. **Full Name** : - The complete name of the user.
- 04. **User Type** : - User type is the user group that to which group this user belongs.
- 05. **Activity Status**: - This shows the status of user activities are there or not.

Choose **view** in actions to view more details: -

- 01. **User Account Statistics**: - In this tab you can see the information about the particular user activity , i.e. when user was created, last login, last email campaign sent and the details about the email that weren't sent to user were opened or not.
- 02. **Emails Sent**: - Here you can see the detailed information about the emails that were sent to that particular user.

User Credit Statistics

Credit Statistics are those statistics that provides details about the email left for a user to send in a day and in a month for example: - if a user can send 10,000 emails in one day then it will show how many email were sent and how many more can be sent, To view these statistics GOTO **statistics** —> **user credit statistics**.

User Credit Statistics
To see detailed statistics including number of email campaign for a particular time period.

User Credits Items per page: 10					
S. No.	User Name	Transaction Type	Transaction Time	Credit	Action
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Search: Showing 1 to 10 of 37 entries (54 in total) First Prev 1 2 3 4 Next Last

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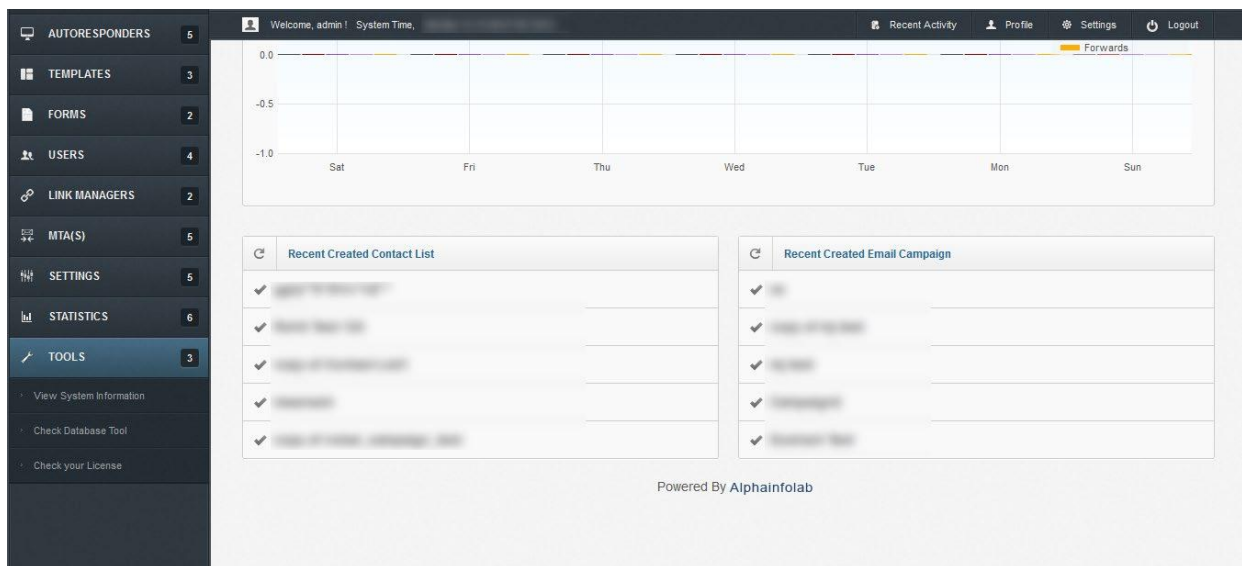
Garuda User Credit Statistics

01. **S.No. :-** The serial number of the statistics list.
02. **User name :-** The user name is the name with which the user will login in garuda.
03. **Transaction type :** The transaction action that took place. For example -email campaigning could be called transaction.
04. **Transaction time :-** On what date and time did the transaction took place.
05. **Credit :-** This shows the total number of count of email that were sent and you can calculate the number of email left.
06. **Action: -**
 - a. **View: -** This options lets you view the complete details and description of the User account.

Here you can view all the statistics related to the email campaigning. And To know more about these statistics refer trigger statistics.

Tools

These are the additional information of garuda application. To view these, GOTO **TOOLS** in main menu.



Garuda Tools

View System Information

These are system information which gives the description about the Garuda server i.e. on which server is it working right now. To view all these details GOTO **TOOLS** —> **View System Information**.

System Information
An overview of the configuration of your server can be seen below.

View System Information		View Full System Information
Server Timezone:	UTC	
Server IP Address:	192.168.1.1	
Server Port:	8080	
Current Server Time:	2023-10-27 10:10:10	
PHP Version:	8.1.12	
Safe Mode Enabled:	Off	
Server Software:	Apache/2.4.18 (Ubuntu)	
Database Version:	MySQL 5.7.33	
Database Name:	garuda	
Operating System:	Ubuntu 20.04	
Host Name:	192.168.1.1	
Release Name:	Ubuntu 20.04.1 LTS	
Version Information:	Ubuntu 20.04.1 LTS (Focal Fossa)	
Machine Type:	x86_64	
Curl Support Found:	Yes	
Memory Usage:	100MB	
Memory Limits:	1GB	
Maximum Upload Limits:	10MB	


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Garuda View System Information

Check Database Tool

This tool helps you check your database and your connections for any errors. To check your database, GOTO **TOOLS** —> **Check Database Tool**.

Check Database Integrity
Click the button below to check your database for errors.

 Check Database

Check Your Database:

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Garuda Check Database Tool

Check your License

This is the license tool of the garuda. You can upgrade your application by entering upgrading license key to use full features of Garuda. To check your license, GOTO **TOOLS** —> **Check your License.**

License
Check your License

 Check Your Key

License :

Powered By Alphainfolab

Garuda Check Your License

Thank you



Support

Thank you for Purchasing and Installing “Garuda – The Intelligent Mailer”.

For further support Contact us on: - support@garudaim.com

Powerd By  **AlphaInfolab**
High End IT Solutions

Office Address:-

7-8,New Agrawal Nagar,Sajjan House

Opp- Lotus, Indore,M.P(452001)

Phone No:- 0731-4081111