

USER MANUAL

使用手冊

Reasonable Software House Limited

思齊軟件有限公司

Hong Kong | Shenzhen | Guangzhou | Beijing | Shanghai | Taipei | Singapore

香港 | 深圳 | 廣州 | 北京 | 上海 | 臺北 | 新加坡

Spread 7.0

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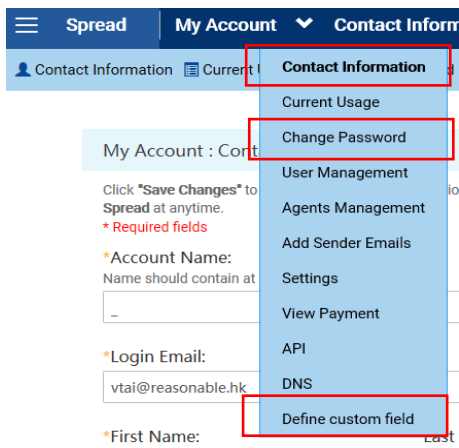
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A. General 總覽

- 1) Click "My Account" in Navigation Bar to manager user account
 點擊導覽列中的“我的帳戶”，進入使用者管理介面
- 2) Below are some commonly used tab
 以下是一些常用標籤
 - Contact Information 個人資料
 - Change Password 更改密碼
 - Define custom field 定義自定義字段

Spread	Spread推廣
Overview	概覽
Campaign	推廣活動
Contacts	事務性郵件
Event(Beta)	聯絡人
My Account	活動(Beta)
	我的帳戶



B. Grant right to another account and edit right 授權給其他帳戶並管理其權限

To add another existing account 新增已註冊帳戶

- 1) Click "User Management" 點擊 "用戶管理"
- 2) Type the Login Email Address of another existing account 輸入另一已註冊帳戶的登入電郵
- 3) Choose the role then click "Add" 選擇帳戶身份，點擊 "新增"

The image contains two screenshots of the Spread platform interface. The left screenshot shows the 'My Account' menu with 'User Management' highlighted. The right screenshot shows the 'User Management' dropdown menu. Below these are two forms for adding a user: 'Add User' and '新增用戶'.

Left Screenshot (English): The 'My Account' menu is open, and 'User Management' is highlighted. Below the menu, the 'Add User' form is visible, with the 'Email Address' field containing 'dogzh@yahoo.com.hk' and the 'Role' dropdown set to 'Basic User'. The 'Add' button is highlighted.

Right Screenshot (Chinese): The '我的賬號' menu is open, and '用戶管理' is highlighted. Below the menu, the '新增用戶' form is visible, with the '電郵地址' field empty and the '身份' dropdown set to '普通用戶'. The '新增' button is highlighted.

To add a account not yet registered 新增未註冊帳戶

- 1) Type a Login Email Address 輸入登入電郵
- 2) Choose the role then click "Add" 選擇帳戶身份，點擊 "新增"
- 3) Warning "Email not found" will be shown 顯示提示 "Email not found"
- 4) Set the "Password" for the account 設置該帳戶的密碼
- 5) Click "Add" again 點擊 "創建用戶"

Add User

Email Address:

Email not found

Password:

First Name:

Last Name:

Mobile:

Role:

新增用戶

電郵地址:

Email not found

密碼:

名:

姓:

手機:

身份:

Role 身份	Default right granted 默認授權
Basic User 普通用戶	View all email campaigns 查看所有推廣活動
Email Marketer 電郵營銷者	View all email campaigns, view email addresses, view usage report, upload emails, send campaign, download email address and export campaign report 查看所有推廣活動；查看電郵地址；查看發送報告；上傳電郵地址；發送推廣郵件；下載電郵地址；匯出發送報告
Administrators 管理員	View all email campaigns, view email addresses, view usage report and send campaign 查看所有推廣活動；查看電郵地址；查看發送報告；上傳電郵地址；發送推廣郵件

- 6) Edit the right of individual account by clicking “edit” 編輯單個帳號的權限，點擊“Edit”

Current Users

ID	Login Email	First Name	Last Name	Role	
63878	dtsang0926@gmail.com	rf	h	Basic User	<input type="button" value="Edit"/> Delete

現時用戶

ID	登入電郵	名字	姓氏	身份	
63878	dtsang0926@gmail.com	rf	h	Basic User	<input type="button" value="Edit"/> Delete

7) Tick to rights, and click “update” 勾選權限，點擊 “update”

Current Users					
ID	Login Email	First Name	Last Name	Role	
63878	dtsang0926@gmail.com	rf	h	Basic User ▾ <input type="checkbox"/> View All Campaigns <input type="checkbox"/> View Email addresses <input type="checkbox"/> View Usage Report <input type="checkbox"/> Upload Emails <input type="checkbox"/> Send Campaign <input type="checkbox"/> Quick Send <input type="checkbox"/> Approve Campaign <input type="checkbox"/> Download Email Addresses <input type="checkbox"/> Export Campaign Report	Update Cancel

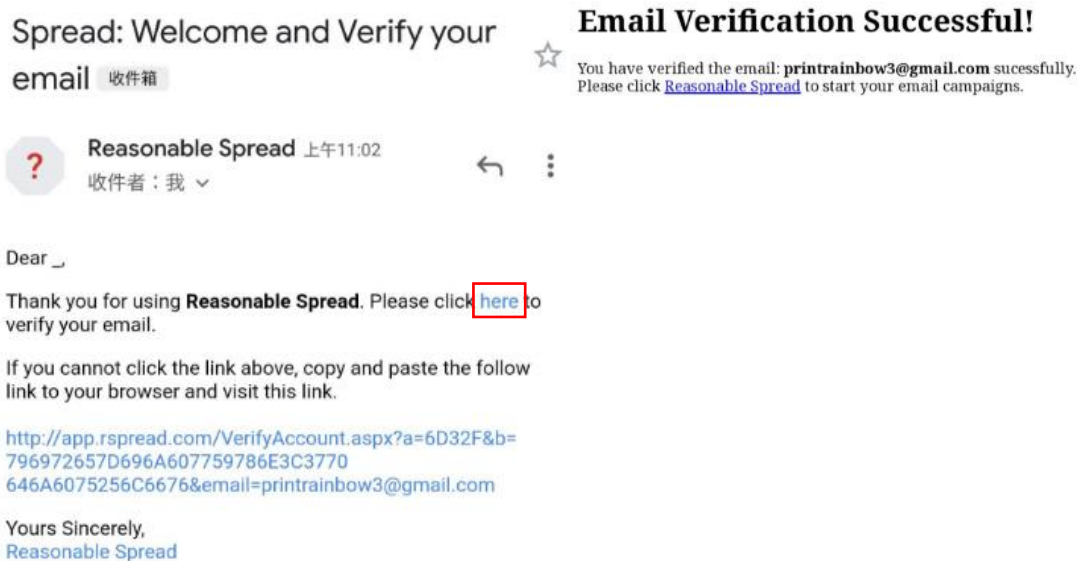
現時用戶					
ID	登入電郵	名字	姓氏	身份	
63878	dtsang0926@gmail.com	rf	h	Basic User ▾ <input type="checkbox"/> View All Campaigns <input type="checkbox"/> View Email addresses <input type="checkbox"/> View Usage Report <input type="checkbox"/> Upload Emails <input type="checkbox"/> Send Campaign <input type="checkbox"/> Quick Send <input type="checkbox"/> Approve Campaign <input type="checkbox"/> Download Email Addresses <input type="checkbox"/> Export Campaign Report	Update Cancel

Right 權限	Details 詳細說明
View All Campaigns 查看所有推廣活動	To view all campaigns 查看所有推廣電郵
View Email addresses 查看電郵地址	To view and export contact lists 查看與導出聯絡人名單
View Usage Report 查看發送報告	To read usage reports 查閱發送報告
Upload Emails 上傳電郵地址	To upload contact lists 上傳聯絡人名單
Send Campaign 發送推廣郵件	To send campaign 發送推廣郵件
Approve Campaign 批准推廣活動	To approve campaign 批准推廣郵件
Download Email Address	To download email address

下載電郵地址	下載電郵地址
Export Campaign Report 匯出發送報告	To export campaign report 導出發送報告

C. To activate the new account 啟動新帳戶

- 1) Once a new account is created, a verification email will be sent to the login email 創建新帳戶後，會發送驗證郵件到登入電郵
- 2) Go to your mail box and click the activation link 登入您的郵箱並點擊啟動連結
- 3) Successful message pop up 驗證成功彈出提示



- 4) If you cannot receive the verification email, please login with your email and password on Spread 如果您未能收到驗證郵件，請使用該郵箱和註冊密碼登錄 Spread
- 5) Click "Resend" and repeat step 1-3 點擊重發並重複步驟 1-3



Thank you for your registration!
Verification required.

A welcome email has been sent to your email address prinrainbow3@gmail.com, please check your mailbox for an welcome email and click on the link included in the email to verify your sending email address.

If you do not receive in a few minutes, please check in *Junk / Spam folder*. If so, please click the "Not Junk" / "Not Spam" button to ensure you can receive future mailing from us.

Verification of email address is required before creating and sending any email campaign.

To resend a verification email to you, please click [here](#). **Verification email sent successfully.**

If you have problem, please contact us at spread@reasonables.com



歡迎您使用Spread!
使用我們的服務前請先確認您的電郵地址。

我們發出了一封電郵到 632075654@qq.com, 請檢查您的電郵並點擊電郵內的連結來確認您的電郵。

如果您未能找到該郵件, 請檢查 *垃圾 / 濫發郵件* 夾。如該電郵被誤認為垃圾電郵, 請點擊 "非垃圾郵件" / "非濫發郵件" 以便日後收取我們發出的電郵。

閣下必須確認您的電郵才可以發送任何電郵。

如要重發一封確認信, 請點擊 [這裏](#)

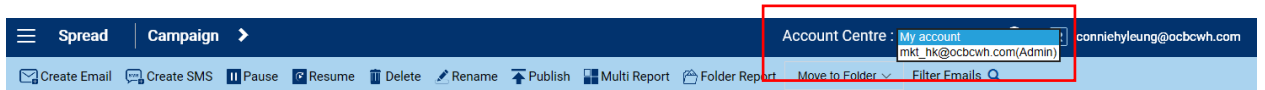
如您有任何問題或者意見, 可以發送電郵到 spread@reasonables.com

D. Go to master account 切換至管理帳號

To switch to a master accounts (where you act as Basic User, Email Marketer and Administrators)

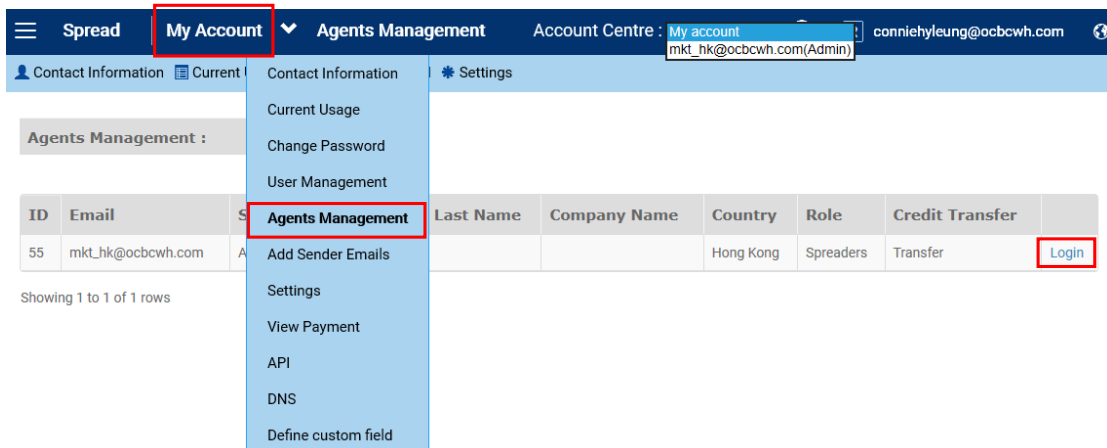
切換到管理帳號（您在管理帳號的用戶身份可能是普通用戶、電郵營銷者或管理員）

- 1) Click on the pull down menu in Navigation Bar 點擊導覽列中的下拉清單
- 2) Choose the account, then click “Go” 選擇對應帳號，點擊



OR: 或：

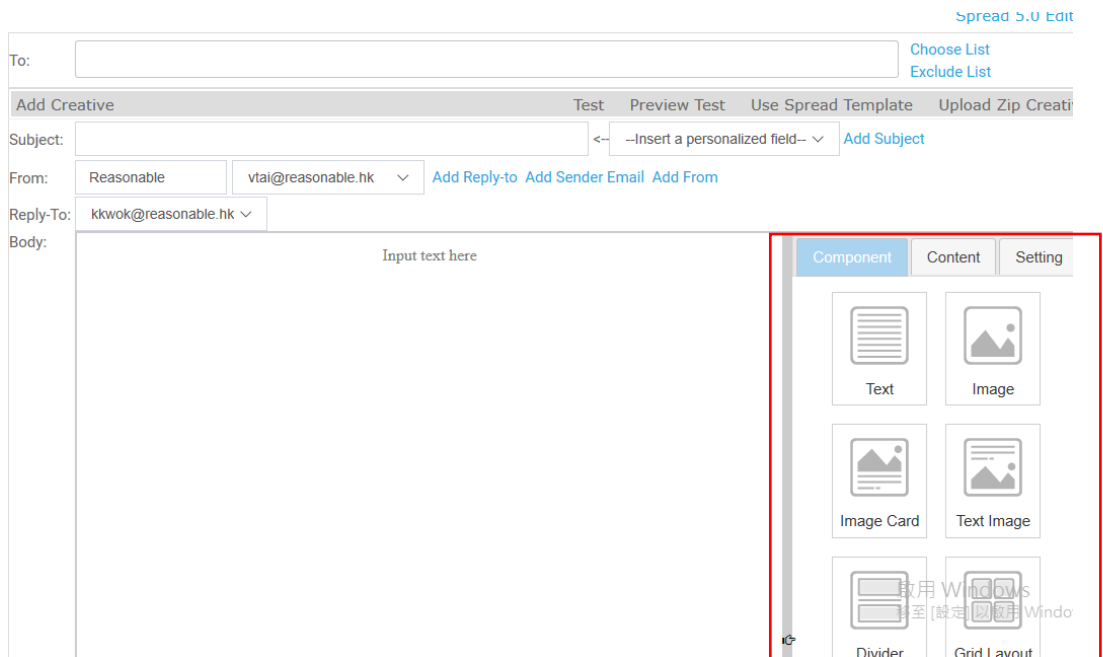
- 1) Click “My Account” in Navigation Bar 點擊導覽列中的“我的帳戶”
- 2) Click “Agent Management” to view all accounts you are managing 點擊“代理帳號管理”，查看所有可管理的帳戶
- 3) Click “Login” beside any of them 點擊帳號旁邊的“登入”



Create Campaign 創建推廣活動

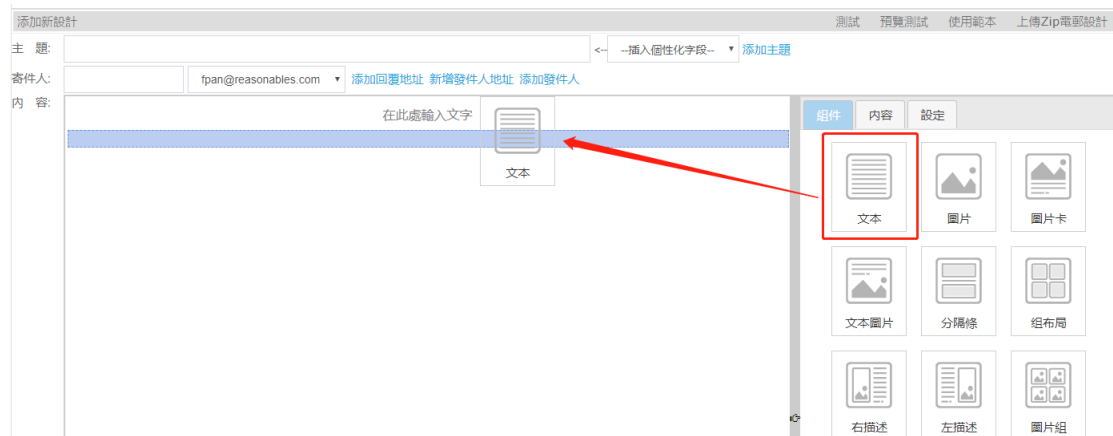
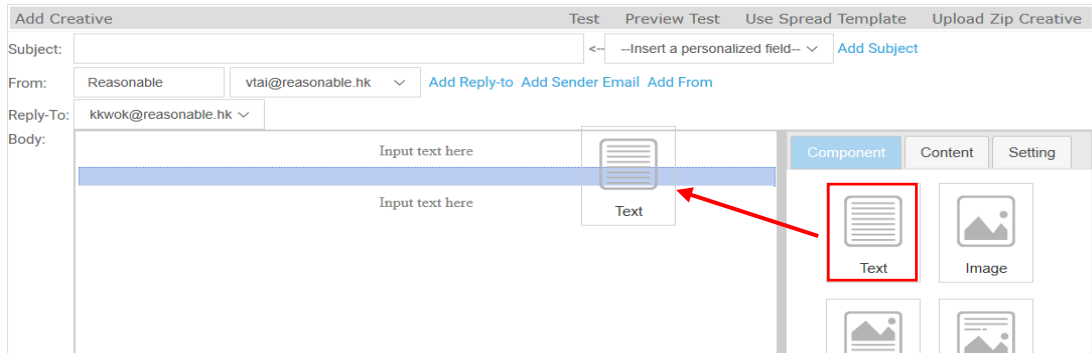
What You See Is What You Get Editor 所見即所得編輯器

- 1) Drag and drop any components you want to add 拖拽任何想添加的組件

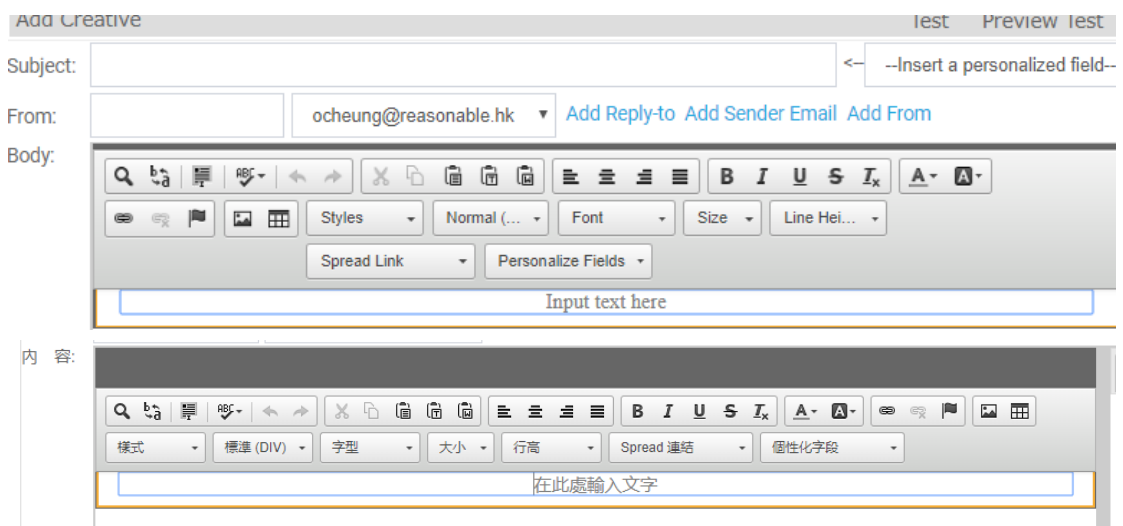


For example: 例如：

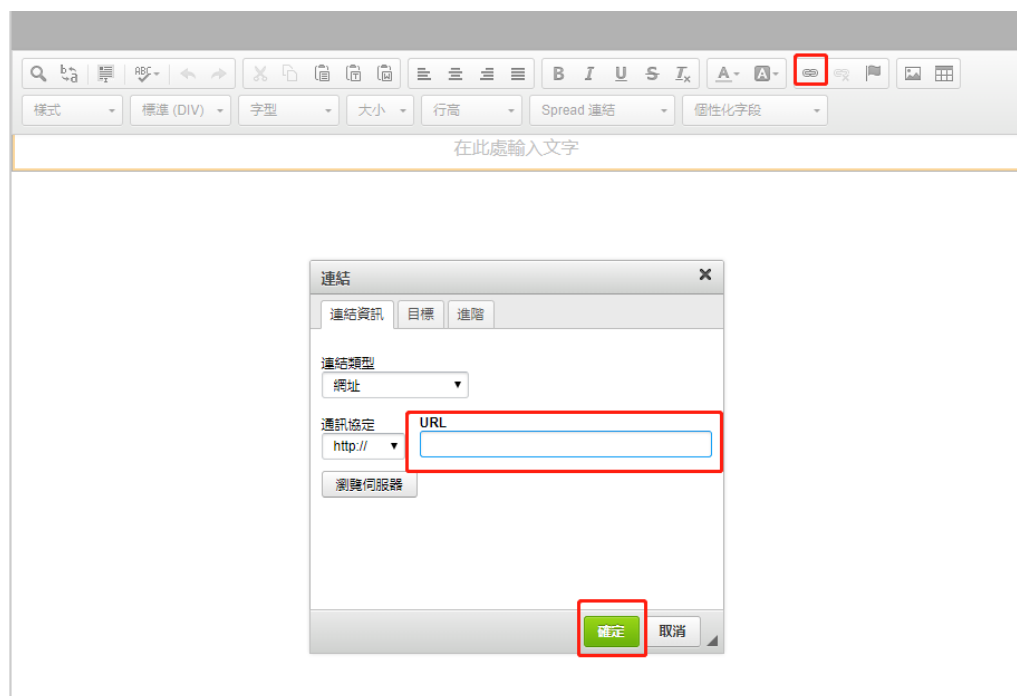
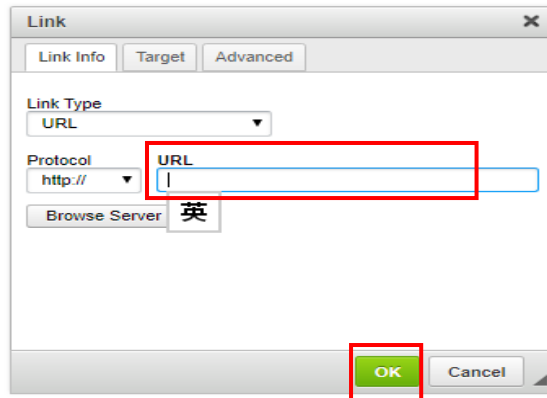
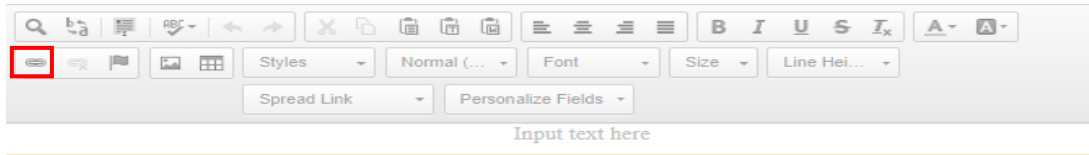
- 2) Drag the Text field and drop it when a blue bar appears 將文字方塊按住並拖拽到想要的地方，出現藍色條框後鬆開文字方塊



3) Input the content 輸入內容

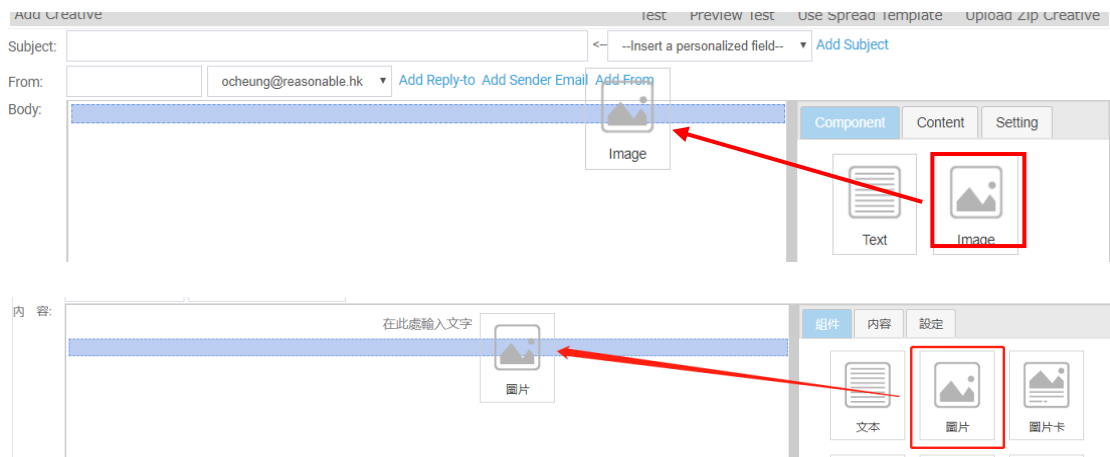


4) Change the text style and add URL in the Text Editor Bar 修改文字樣式，在編輯欄中添加 URL

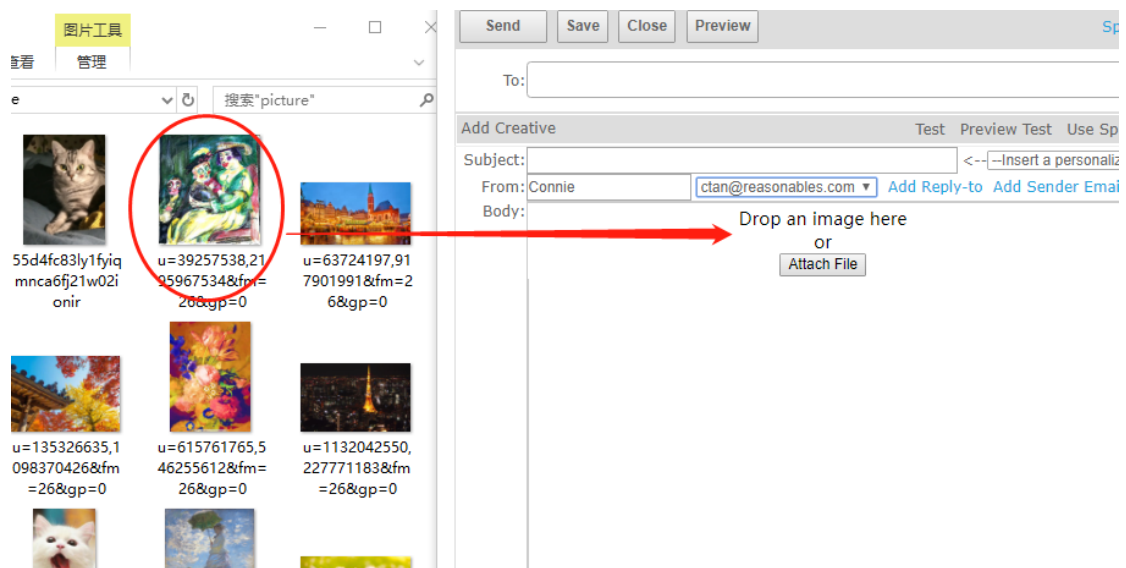


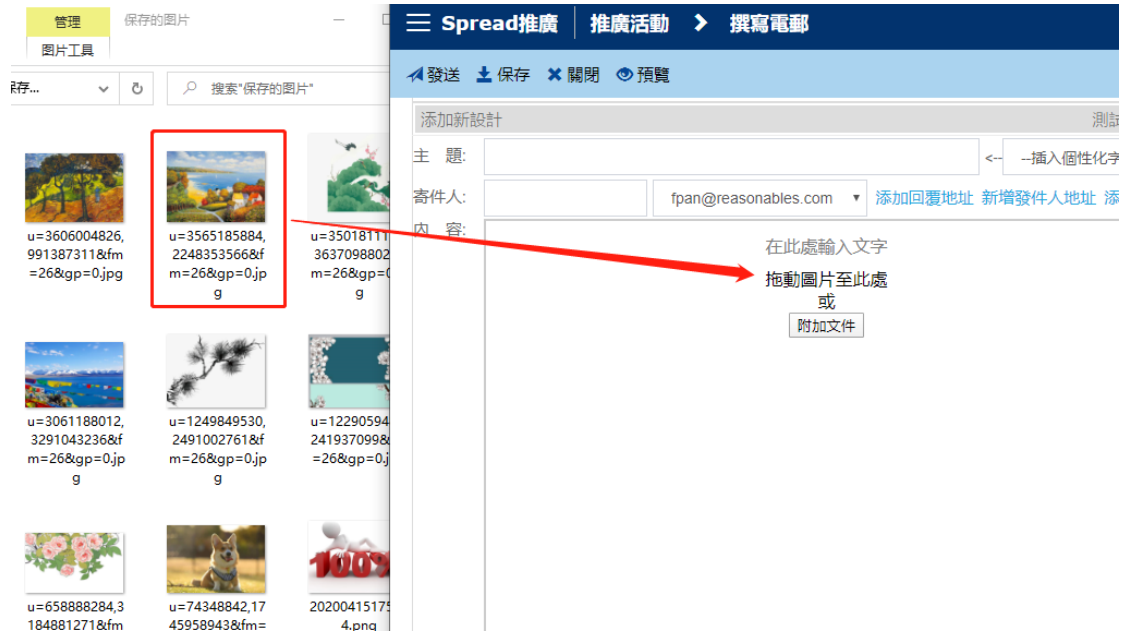
Add Pictures 添加圖片

- 1) Drag the “Picture” component to drop when blue bar appears 按住並拖拽“圖片”元件，顯示藍色條框後鬆開圖片框

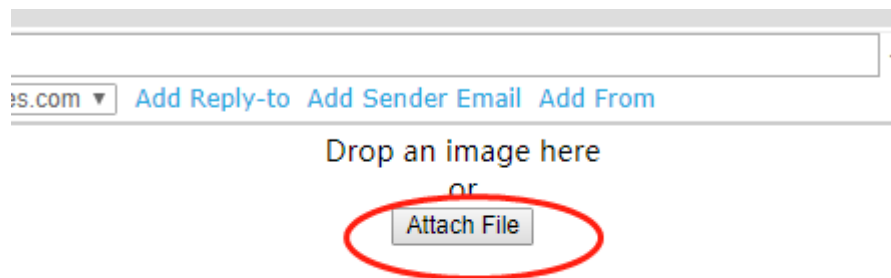


- A. Drag the picture to the content from PC directly 直接從電腦檔中拖放圖片

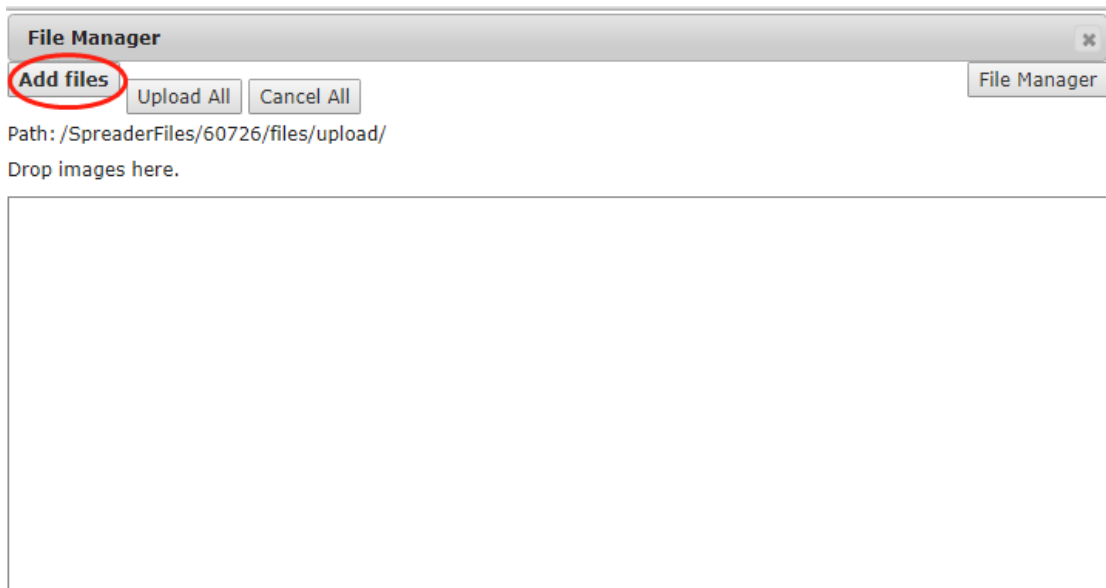




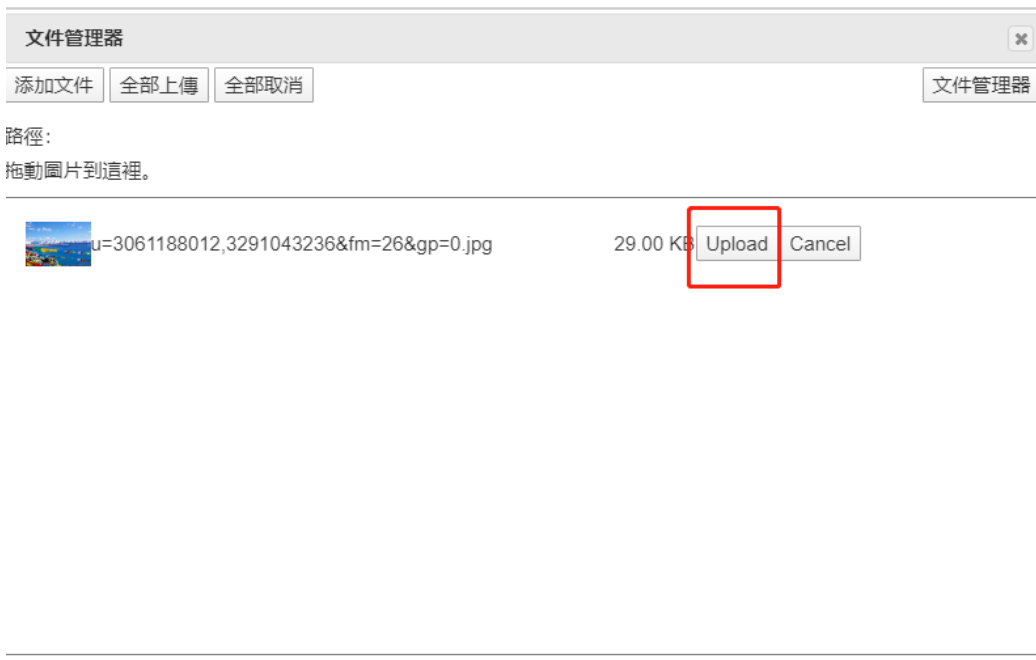
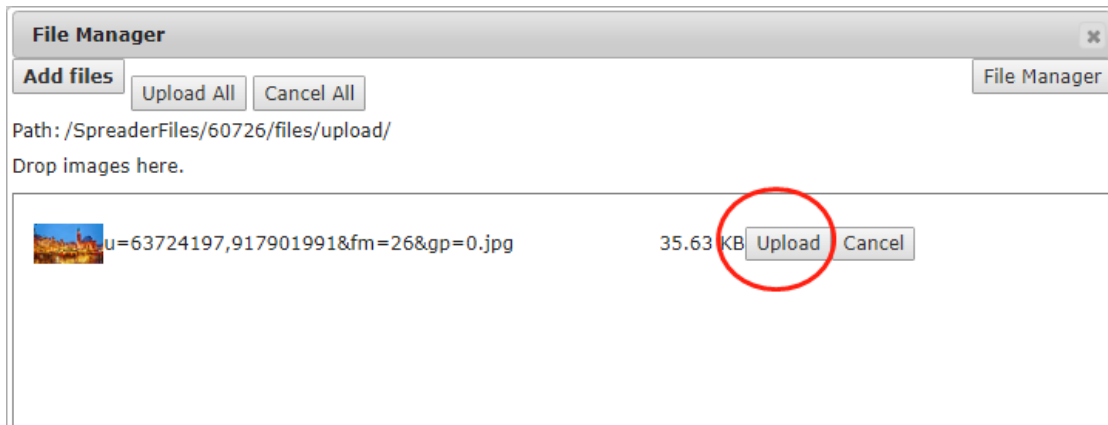
B. Click "Attach File" 點擊 "附加文件"



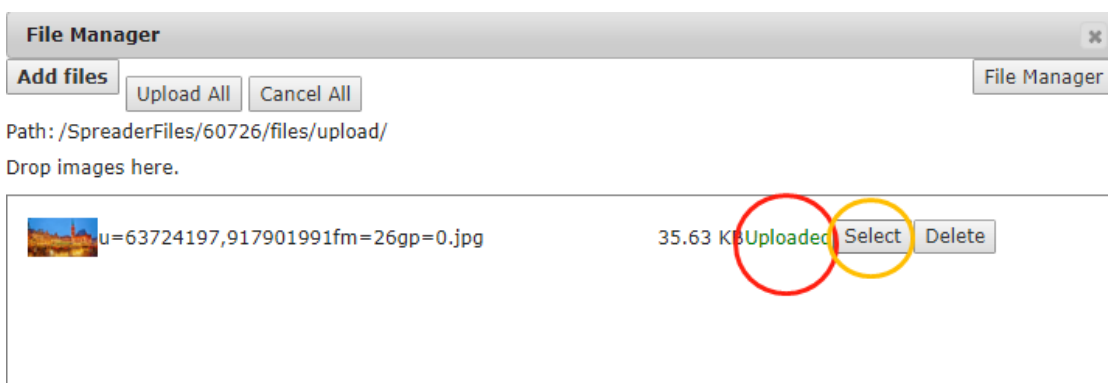
- 1) Click "Add Files" and choose the pictures from PC 點擊“添加文件”，從電腦中選擇圖片

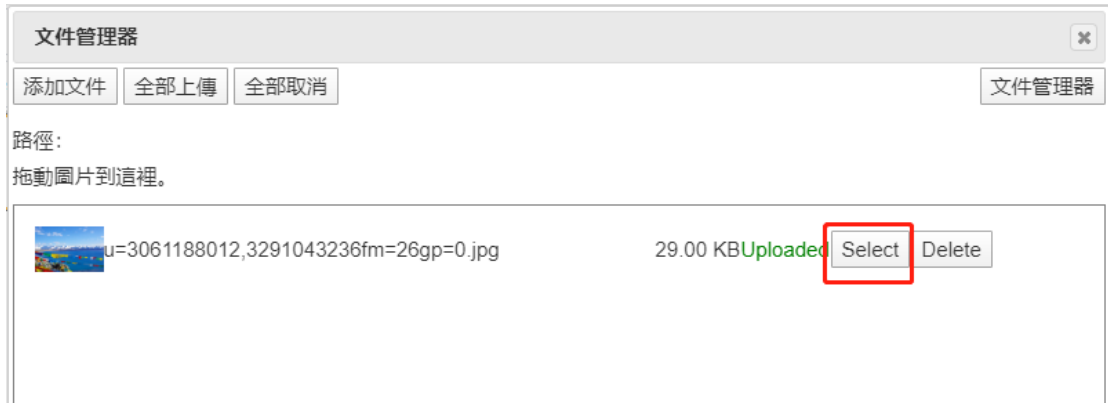


- 2) Click "Upload" 點擊 "Upload"

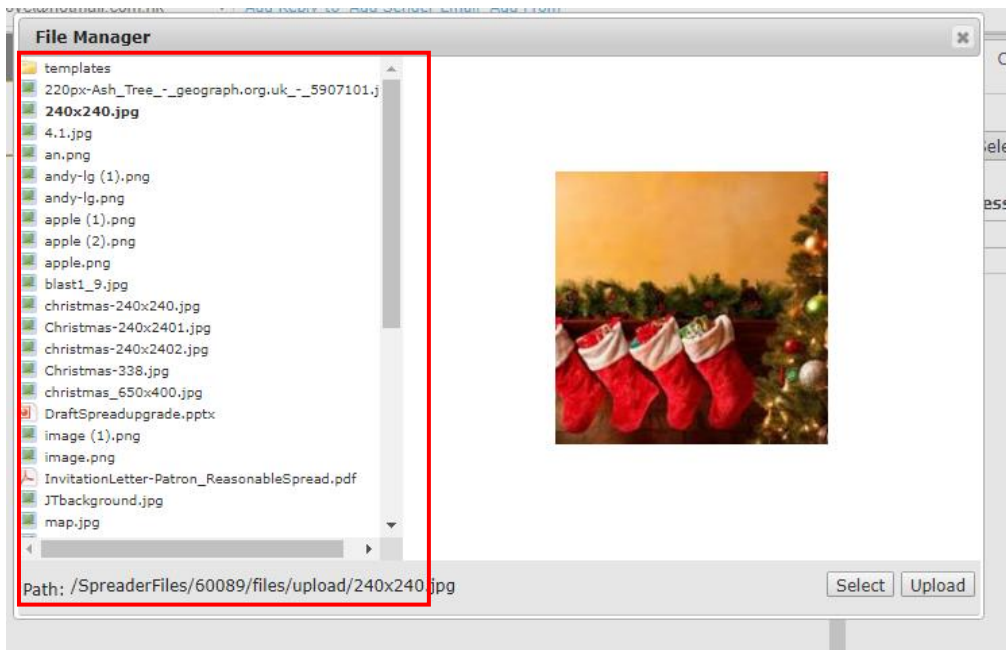


3) Click "Select" 點擊 "Select"





C. If you have already uploaded pictures to your file manager, you could just "Select" it 如果您已上傳圖片到文件管理器，可直接點擊“選擇”





✧ Picture size Limitation: 圖片大小限制：

Upload to File Management: 1M 上傳至文件管理器：1M

Drag and Drop: 4M 拖放圖片：4M

✧ The File Manager can storage total 450M file. 文件管理器最多可保存450M文件。

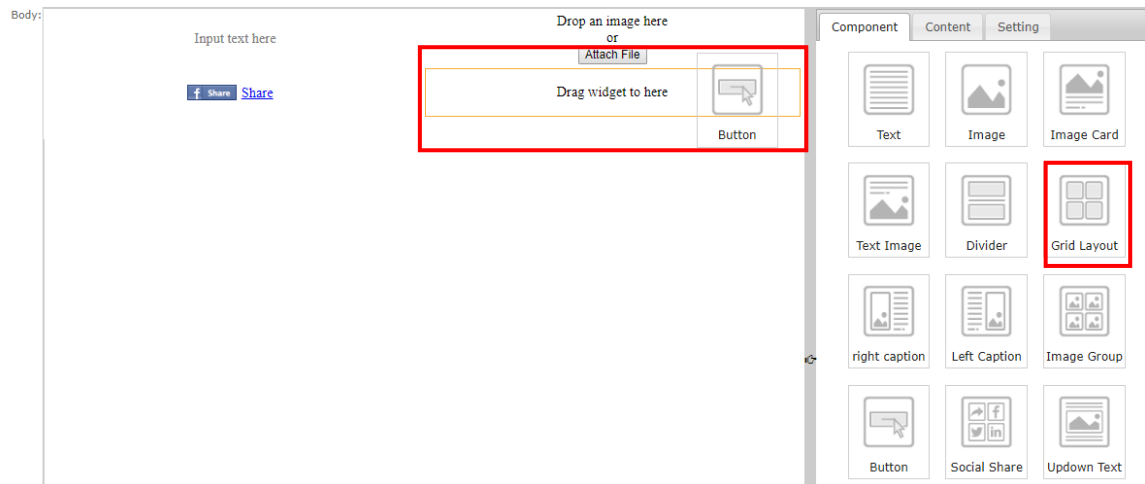
Even if the File Manager has no storage, user still can add new pictures to a Campaign by “drag” from computer 即使文件管理器無存儲空間，使用者仍可將新加入圖片用拖放式操作從電腦中插入郵件中

Grid Layout 組佈局

- 1) Drag and drop the component “Grid Layout” 拖放組件 “組佈局”
- 2) Set the Grid Layout Style 設置網格佈局樣式



- 3) Click “Component” and select components you would like to combine 點擊 “組件”，選擇需要組合的元素
- 4) Drop until a box with orange outline appears. 拖拽到需要的位置，橙色方框出現後即可鬆開

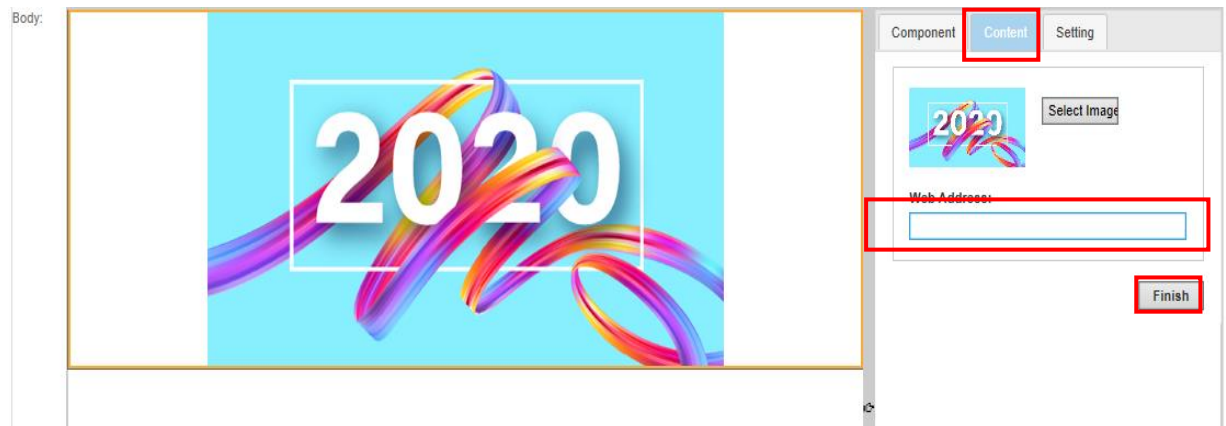


5) Edit the components. 編輯組件

6) Click "Finish". 點擊“完成”。

Add URL (Image and Button) 添加 URL (圖片及按鈕)

- 1) Click on the component 點擊需編輯的組件
- 2) Click "Content" 點擊內容
- 3) Enter the URL 輸入 URL
- 4) Click "Finish" 點擊 "完成"



Copy, Move and Delete Component 複製、移動和刪除組件

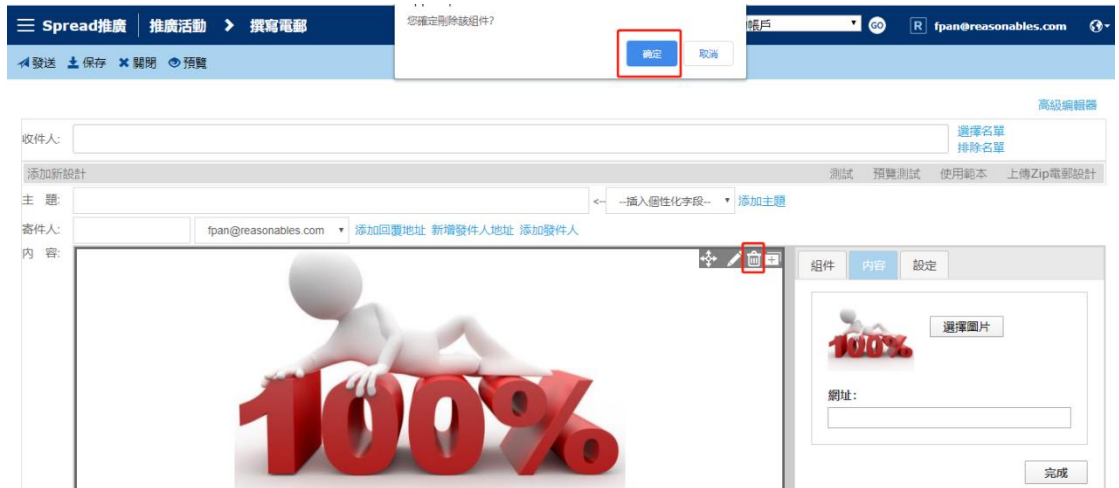
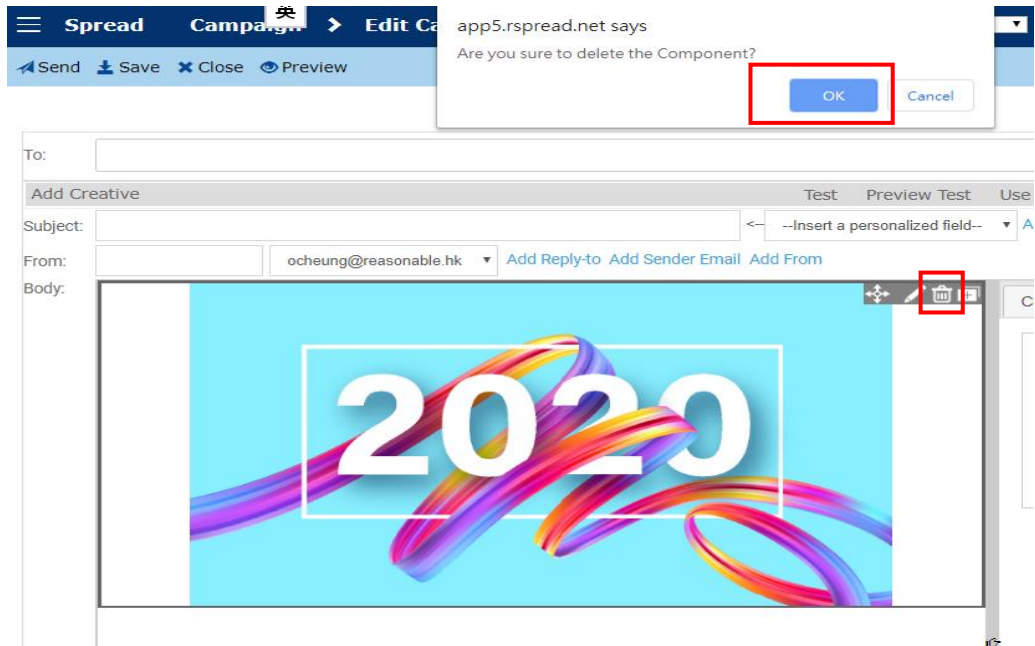
- 1) Copy, move and delete component using the button in the upper right side of each component 複製、移動和刪除組件，使用組件右上方的按鈕



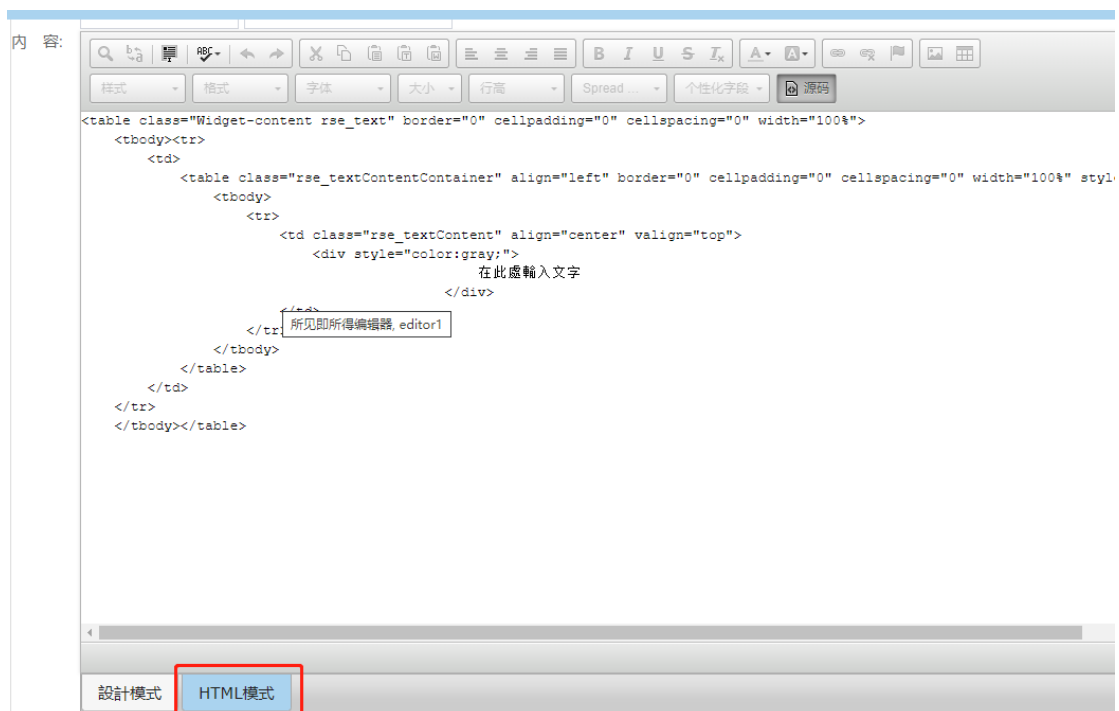
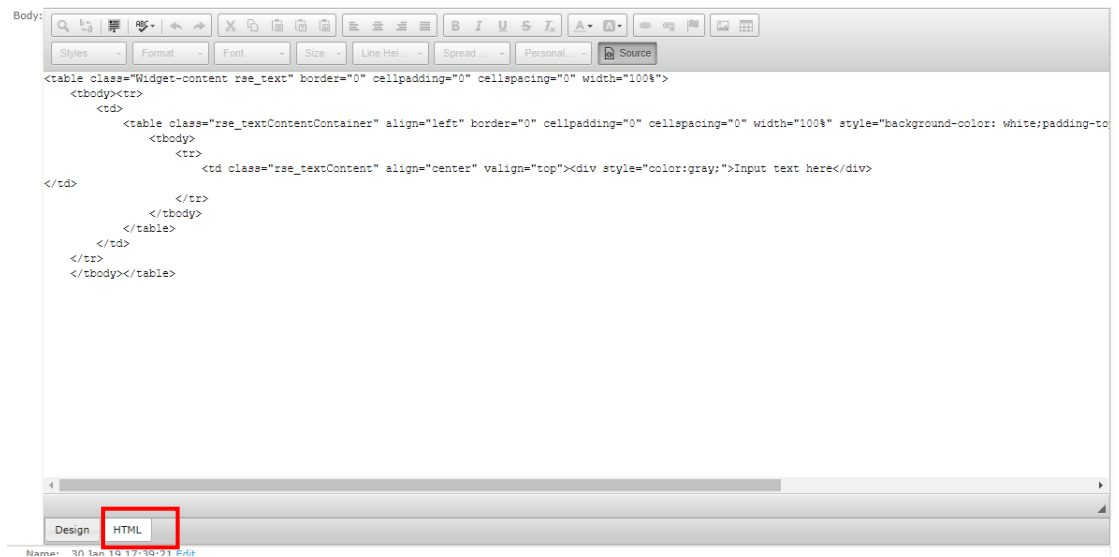
- 2) To move the component, click the button below and hold it until a grey bar appears 如需移動組件，點擊右上方按鈕並按住拖拽，出現灰色方框時為可移動



- 3) Drop it to the position you want until a blue bar appears 拖拽到想要的位置，出現藍色方框後可鬆開
- 4) To delete component, click the button for delete and click "OK" in the pop-up banner. 如需刪除組件，點擊刪除按鈕，並在彈窗中點擊“確定”



- 1) Click “HTML” in the bottom of the Smart Editor. 點擊智能編輯器下方的“HTML 模式”



- 2) Hold “Ctrl” and “A” to select all unwanted code. Press “Delete”. 按住“Ctrl”和“A”全選所有不需要的代碼，按刪除鍵。
- 3) Paste your HTML. 粘貼您的 HTML 代碼
- 4) Click “Design” to view the layout. 點擊“設計模式”查看設計效果。

Zip Creative Upload 上傳 Zip 郵件設計

- 1) Click “Upload Zip Creative” in the upper right-hand side of the Smart Editor. 點擊智能編輯器右上方的“上傳 Zip 電郵設計”



- 2) Click “Choose File” and select zip file from your computer. 點擊“選擇文件”，從電腦中選擇 Zip 文件



- 3) Click “Upload” to view the layout. 點擊“上傳”查看設計效果。
- ✧ Zip file should only include 1 HTML file and 1 image folder. Zip檔中只能包含1個HTML文件和1個圖片文件夾。
 - ✧ File size limitation: 4M 文件最大不能超過：4M

Set Sender Email 設置發件人

- 1) Click “Add Sender Email” 點擊 “新增發件人地址”
- 2) Insert the email address that you want to appear for recipients 輸入電郵地址，該電郵地址將在收信方顯示為寄件者
- 3) Click “Add Sender Email” 點擊 “新增發件人地址”

The screenshot shows the 'Add Creative' interface. The 'From' field is set to 'Reasonable' with email 'vtai@reasonable.hk'. The 'Reply-To' field is set to 'kkwok@reasonable.hk'. The 'Sender Email' field is empty and highlighted with a red box, with a red arrow pointing to the 'Add Sender Email' button. Below the interface, the Chinese version of the same form is shown, with the 'Sender Email' field also highlighted and a red arrow pointing to the '新增發件人地址' button.

- 4) A message will appear: “Verification email has sent, please check and confirm.” Please check the verification email in the mailbox of the email address that you insert. 系統會發送驗證郵件到輸入的郵箱中，請該郵箱中查看驗證郵件（如未收到，請檢查垃圾箱），並進行驗證。
- 5) You can choose this email as your sender email 添加成功後，可選擇此郵箱作為發件人

The screenshot shows the 'Add Creative' interface. The 'From' field is set to 'fpan@reasonables.com'. The 'Sender Email' field is set to 'abc@abc.com' and highlighted with a red box. A message is displayed below the 'Sender Email' field: 'Verification email has sent, please check and confirm. If it can not be found on inbox, please check JUNK mail as well.' Below the interface, the Chinese version of the same form is shown, with the 'Sender Email' field also highlighted and a message in Chinese: '已經發送驗證郵件到你的郵箱，請前去確認。若未收到，請檢查垃圾郵箱。'

- ✧ Support English characters and Chinese characters and any other languages 支援英文字母和中文文字及其他語言


Add Reply-to-email 添加回覆地址

- 1) Click “Add Reply-to” 點擊 “添加回覆地址”
- 2) Choose the “Reply-to” email from the drop-down list. 從下拉清單中選擇回覆地址

Add Creative

Subject:


From: Meiji Ng Add Reply-to Adc

Reply-To: 

添加新設計

主 題: <- --插入個

寄件人: 添加回覆地址 新增發件人地址 添加發件人

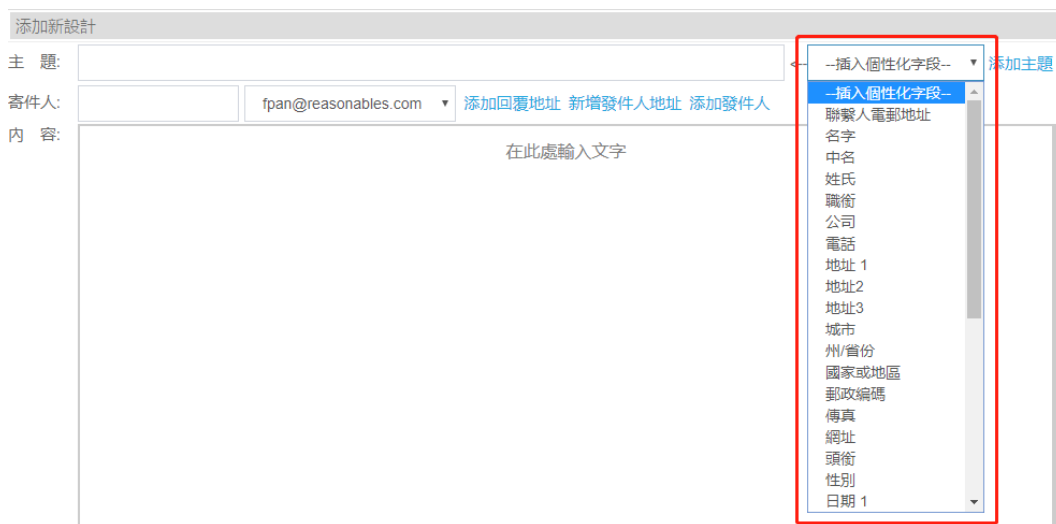
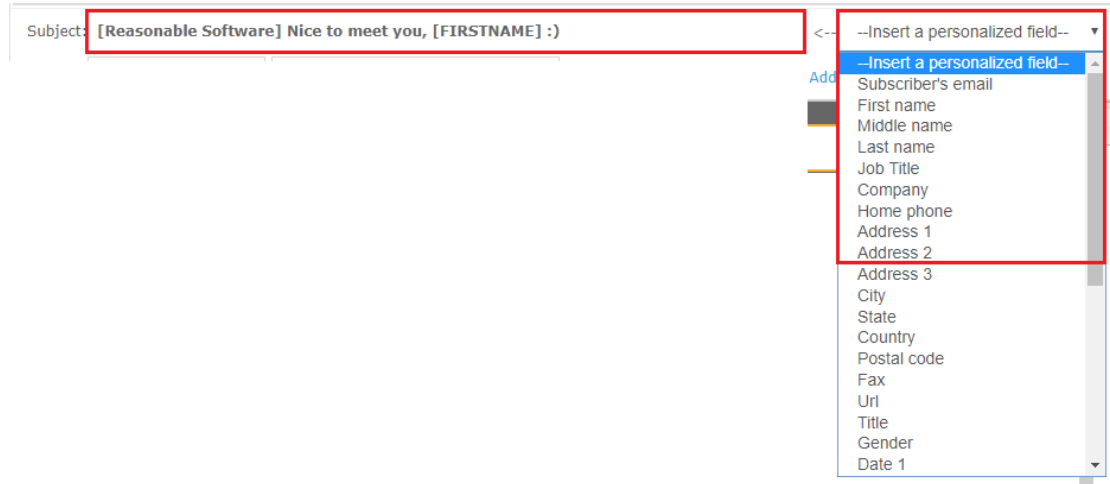
回復至: 

- ◇ Add a new “Reply-to” email: Repeat “Sender Setting” steps 1) – 5) 添加新的回覆地址，重複“設置發件人”步驟1) – 5)

Personalized Email Content 個性化郵件內容

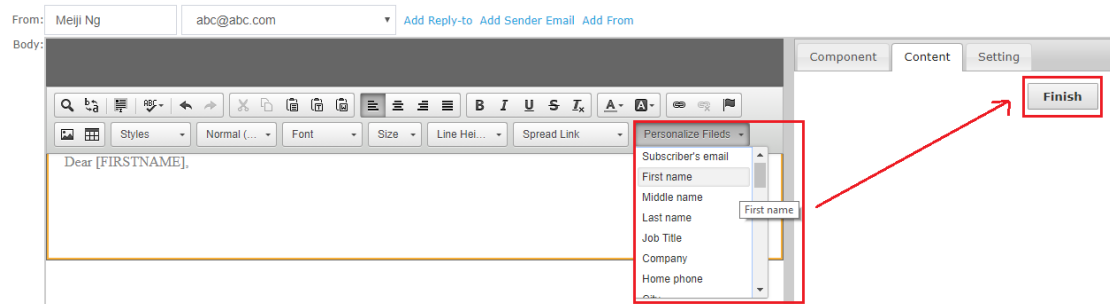
A. Subject Line 郵件主題

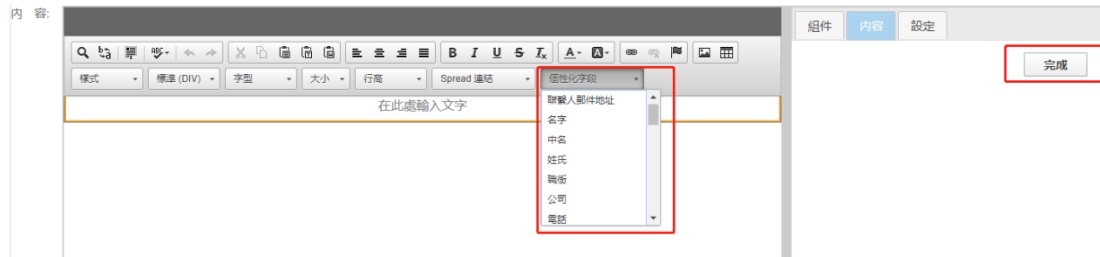
- 1) Click “Insert a personalized field” near the subject line 點擊主題旁邊的“插入個性化字段”



B. Email Body 郵件主體

- 1) Click “Personalized Fields” 點擊“個性化字段”
- 2) Insert, then click “Finish” 插入，然後點擊“完成”





Result: 效果：

Subject: [Reasonable Software] Nice to meet you, Alan :)

Dear Alan,

Nice to seeing you at 香港網商會周年晚宴 on last Monday. This is Meiji from Reasonable Software House Ltd. (RSH).

Reasonable Software House Ltd

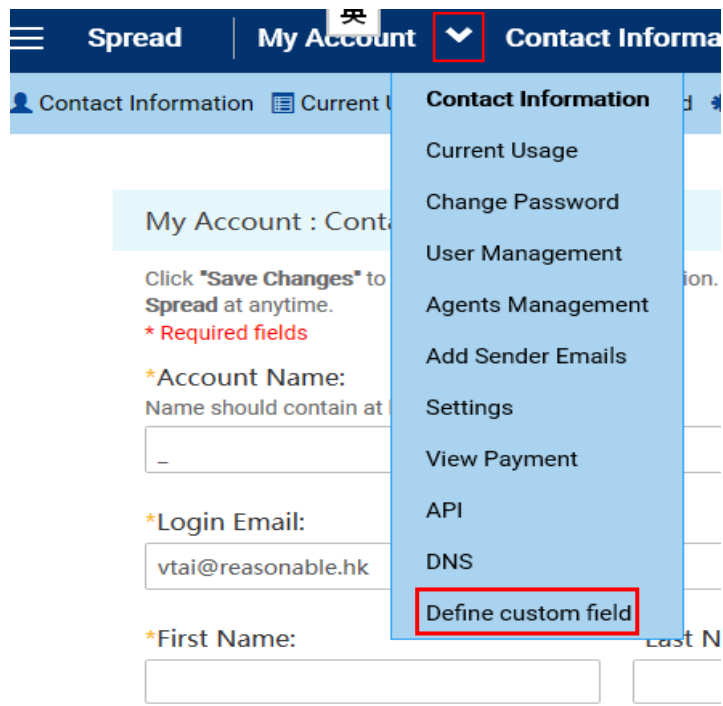
- 14+ years of experiences on email marketing software in China (established in 2004)

- ✧ Available personalized fields are the header of the template. Please refer to the section [“Upload Contacts”](#). Please refer to the table below: 可用的個性化欄位為範本的表頭。請參閱 [“上傳聯絡人”](#) 部分。請參考下表：
- ✧ Custom field 1-15 can be defined by user. Please refer to the section [“Define Custom Field \(Personalized Function\)”](#). 自訂欄位 1-15 可以由用戶自己定義。請參閱 [“編輯自定義字段（個性化功能）”](#)

Column 欄	Header 表頭	Column 欄	Header 表頭
A	email address 郵箱地址	M	Country 國家
B	first name 名	N	postal code 郵遞區號
C	middle name 中間名	O	sub postal code 郵遞區號
D	last name 姓	P	Fax 傳真
E	job title 職銜	Q	web URL 網頁 URL
F	company name 公司名	R	Title 頭銜
G	home phone 家庭電話	S	Gender 性別
H	address1 地址 1	T	date1 日期 1
I	address2 地址 2	U	date2 日期 2
J	address3 地址 3	V	Birthday 生日
K	City 城市	W-AK	custom field 1-15 自定義 字段 1-15
L	State 省份	AL	Status 狀態

Define Custom Field (Personalized Function) 編輯自定義字段（個性化功能）

- 1) Click “My Account” 點擊 “我的帳戶”
- 2) Click “Define custom field” 點擊 “定義自定義字段”



- 3) Select the field that you want to define/ rename, e.g. “Custom Field 1” 選擇想定義/重命名的欄位，如 “自訂欄位 1”

Custom Contact Field Management:

Custom Define Contact's fields

Existed Custom Field: Address 1 English Name Simplified Chinese Traditional Chinese English Default Simplified Chinese Traditional Chinese Modify [?](#)

- Address 1
- Address 2
- Address 3
- Date 1
- Date 2
- Custom Field 1**
- Custom Field 2
- Custom Field 3
- Custom Field 4
- Custom Field 5
- Custom Field 6
- Custom Field 7
- Custom Field 8
- Custom Field 9
- Custom Field 10
- Custom Field 11
- Custom Field 12
- Custom Field 13
- Custom Field 14
- Custom Field 15

自定義聯繫人欄位管理:

自訂聯繫人欄位

已有自定義欄位: 自訂欄位1 英文名 簡體中文名 繁體中文名 英文默認值 簡體中文默認值 繁體中文默認值 修改 [?](#)

- 地址1
- 地址2
- 地址3
- 日期1
- 日期2
- 自訂欄位1**
- 自訂欄位2
- 自訂欄位3
- 自訂欄位4
- 自訂欄位5
- 自訂欄位6
- 自訂欄位7
- 自訂欄位8
- 自訂欄位9
- 自訂欄位10
- 自訂欄位11
- 自訂欄位12
- 自訂欄位13
- 自訂欄位14
- 自訂欄位15

- 4) Fill in the first three blanks (for internal language display) 填寫前三個空格（用於系統內部語言顯示）
- 5) Click “Modify” 點擊 “修改”

Custom Contact Field Management:

Custom Define Contact's fields

Existed Custom Field: Custom Field 1

English Name	Simplified Chin	Traditional Chin	English Default	Simplified Chin	Traditional Chin	Modify
--------------	-----------------	------------------	-----------------	-----------------	------------------	--------

自定義聯繫人欄位管理:

自訂聯繫人欄位

已有自定義欄位: 自訂欄位1

英文名	簡體中文名	繁體中文名	英文默認值	簡體中文默認值	繁體中文默認值	修改
-----	-------	-------	-------	---------	---------	----

- 6) Defined fields will be shown in a table 已定義欄位會再表格中顯示

Custom Contact Field Management:

Custom Define Contact's fields

Field Name	English	Simplified Chinese	Traditional Chinese	English Default Value	Simplified Chinese Default Value	Traditional Chinese Default Value	Edit	Delete
Custom Field 1	Member	會員	會員	English Default Value	Simplified Chinese Default Value	Traditional Chinese Default Value		

Existed Custom Field: Custom Field 1

Member	會員	會員	English Default Value	Simplified Chinese Default Value	Traditional Chinese Default Value	Modify
--------	----	----	-----------------------	----------------------------------	-----------------------------------	--------

自定義聯繫人欄位管理:

自訂聯繫人欄位

欄位名	英文	簡體中文	繁體中文	英文默認值	簡體中文默認值	繁體中文默認值	編輯	刪除
自訂欄位1	Member	會員	會員	英文默認值	簡體中文默認值	繁體中文默認值		

已有自定義欄位: 自訂欄位1

Member	會員	會員	英文默認值	簡體中文默認值	繁體中文默認值	修改
--------	----	----	-------	---------	---------	----

- 7) Back to eDM platform, you will find the result of “Define custom field” when insert personalize fields 返回 eDM 編輯頁面，自訂欄位中會包含已編輯的個性化欄位

Add Creative

subject: --Insert a personalized field-- [Add Subject](#)

from: dtsang@reasonable.hk [Add Reply-to](#) [Add Sender Email](#) [Add From](#)

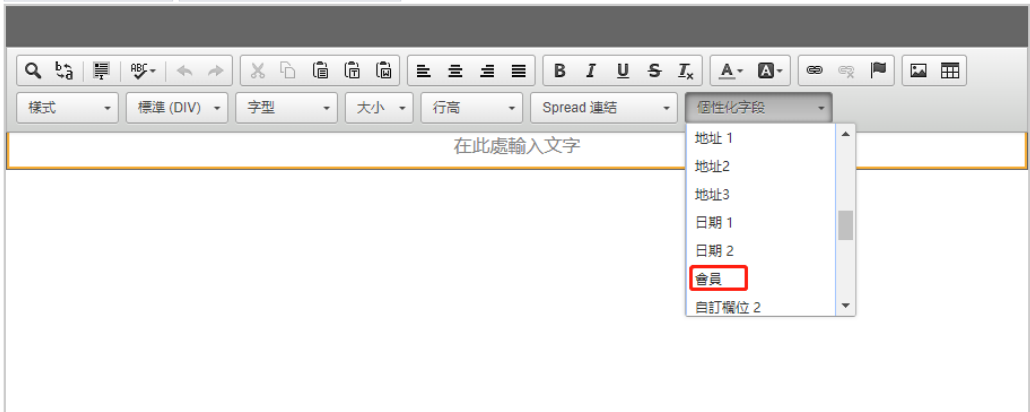
body:

Input text here

Personalize...

- Address 3
- Date 1
- Date 2
- Member
- Custom field 2
- Custom field 3

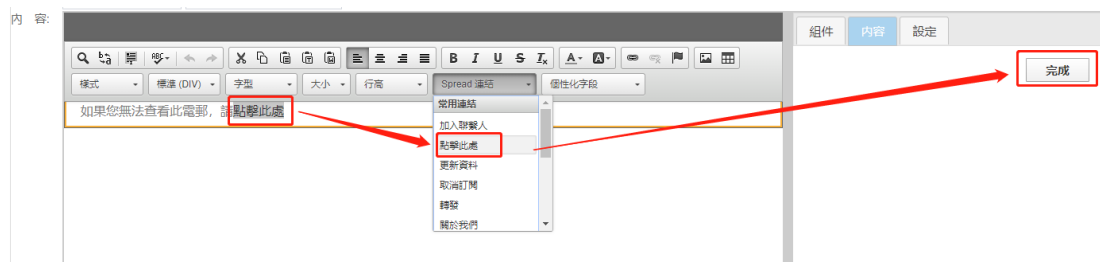
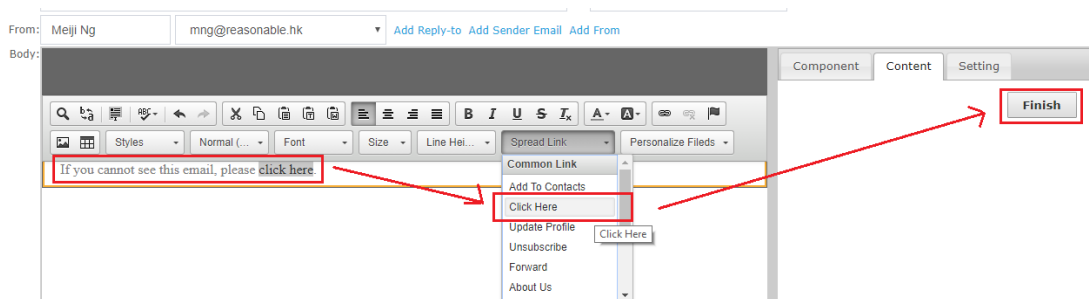
內容:



Spread Link Spread 連結

A. Click here/ Unsubscribe 點擊此處/取消訂閱

- 1) Input text 輸入文字
- 2) Highlight the words: click here/ unsubscribe 選中文字 “點擊此處/取消訂閱”
- 3) Click “Spread Link” 點擊 “Spread 連結”
- 4) Choose “Click here”/ “Unsubscribe” 選擇 “點擊此處/取消訂閱”
- 5) Click “Finish” 點擊 “完成”



Result: Click here

To MEIJI NG

If you cannot see this email, please [click here](#).

Works loved by U.S many artistic groups, especially Dalls's communities of ART.

效果：點擊此處

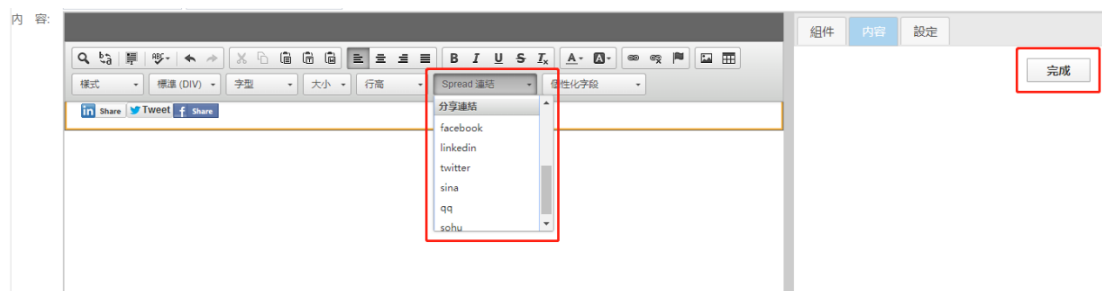
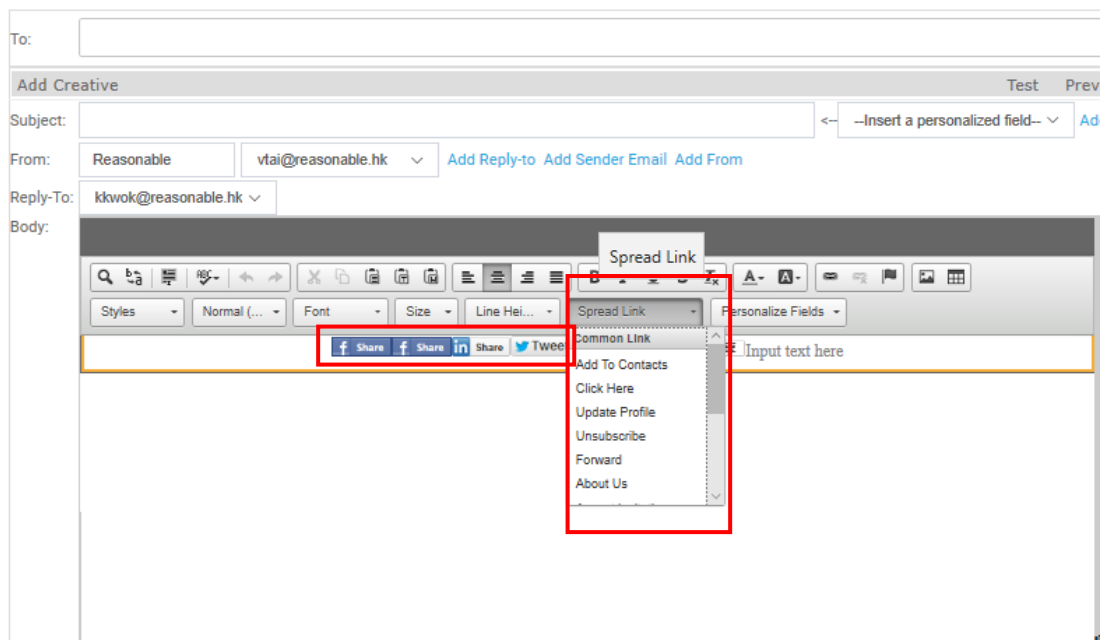
如果您無法看到此郵件,請[點擊此處](#)!

Result: Unsubscribe

效果：取消訂閱

Share to Social Media Button 分享至社交媒體按鈕

- 1) In text component, click the drop-down list “Spread Link” in Word Editor. 在文字組件中，點擊智能編輯器的“Spread 連結”下拉列表。
- 2) Scroll down and choose from it. 向下滾動並選擇按鈕。

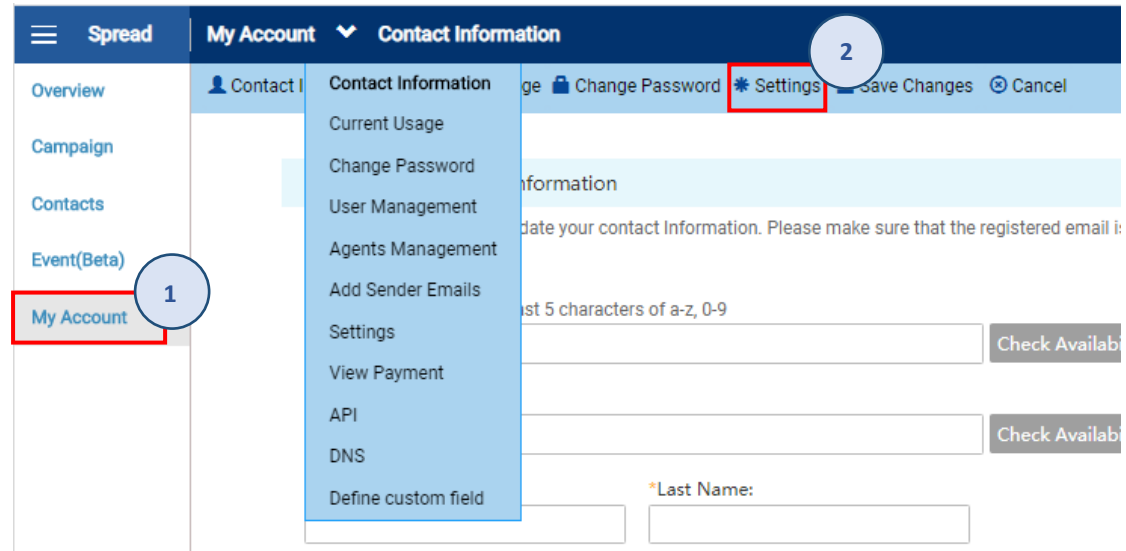


Add PDF Attachment 添加 PDF 附件

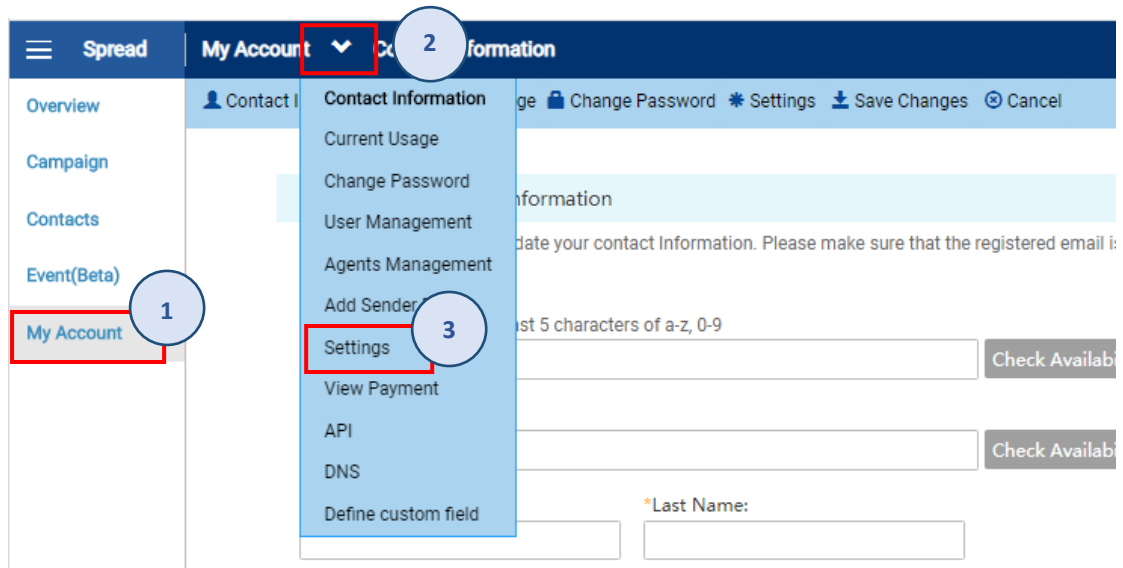
✧ File size smaller than 1M is supported. 支援小於 1M 的文件。

1) Click “My Account”, then click “Settings” 點擊“我的帳戶”，然後點擊“設定”

a. Method 1 方法 1



b. Method 2 方法 2



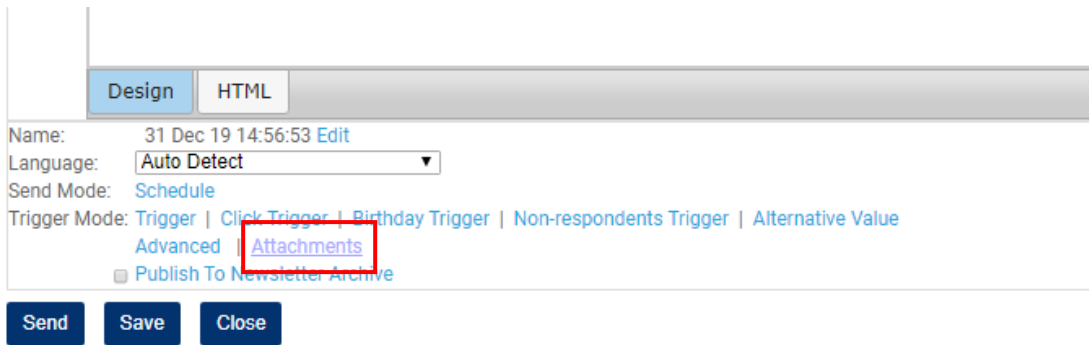
2) Tick the Enable Attachments & Save 勾選“啟用附件”，點擊儲存

The image shows two versions of the 'Settings' page. On the left (English), the 'Enable Attachments' checkbox is checked, and the 'Save' button is highlighted with a red box. On the right (Chinese), the '啟用附件' checkbox is checked, and the '儲存' button is highlighted with a red box.

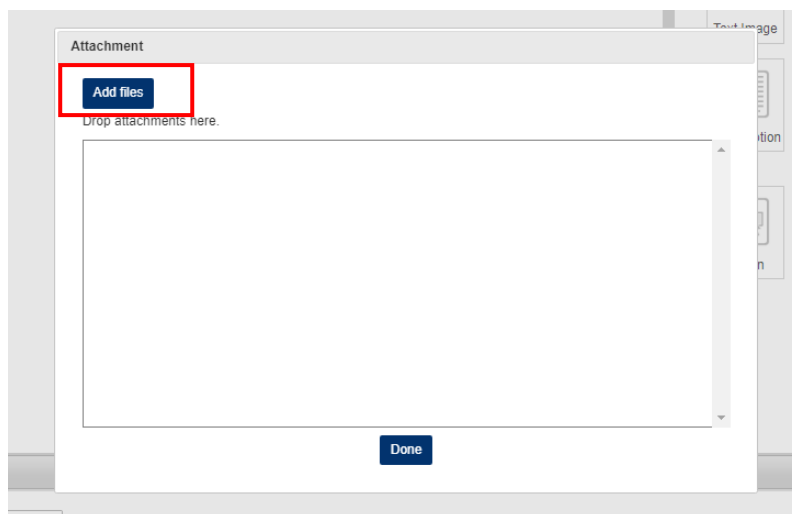
3) Back to create a new campaign and save first 返回創建新的郵件並先保存

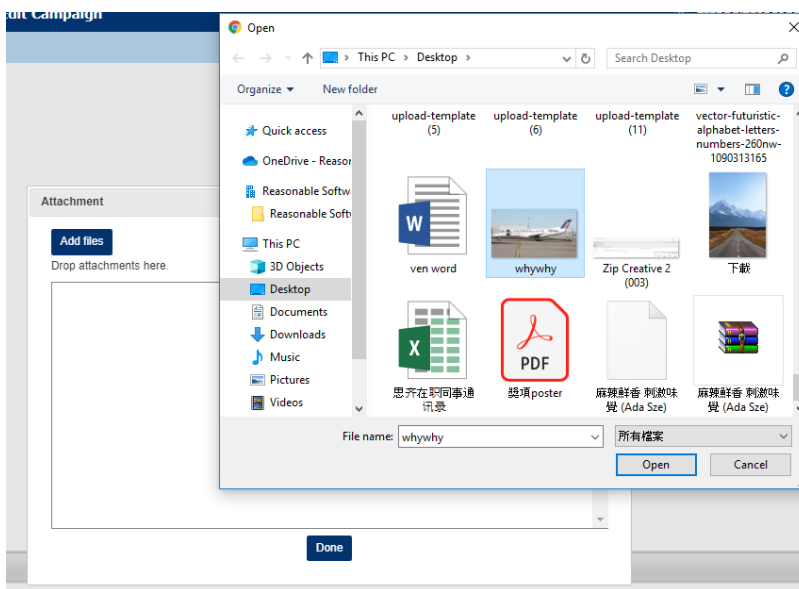
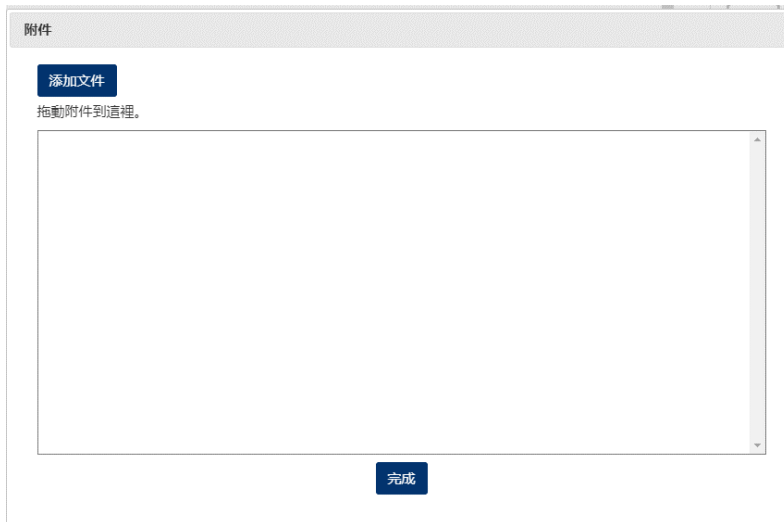
The image shows two versions of the 'Edit Campaign' interface. The top screenshot (English) shows the 'Save' button highlighted with a red box. The bottom screenshot (Chinese) shows the '保存' button highlighted with a red box. Below the second screenshot, the 'Attachment' button is highlighted with a red box.

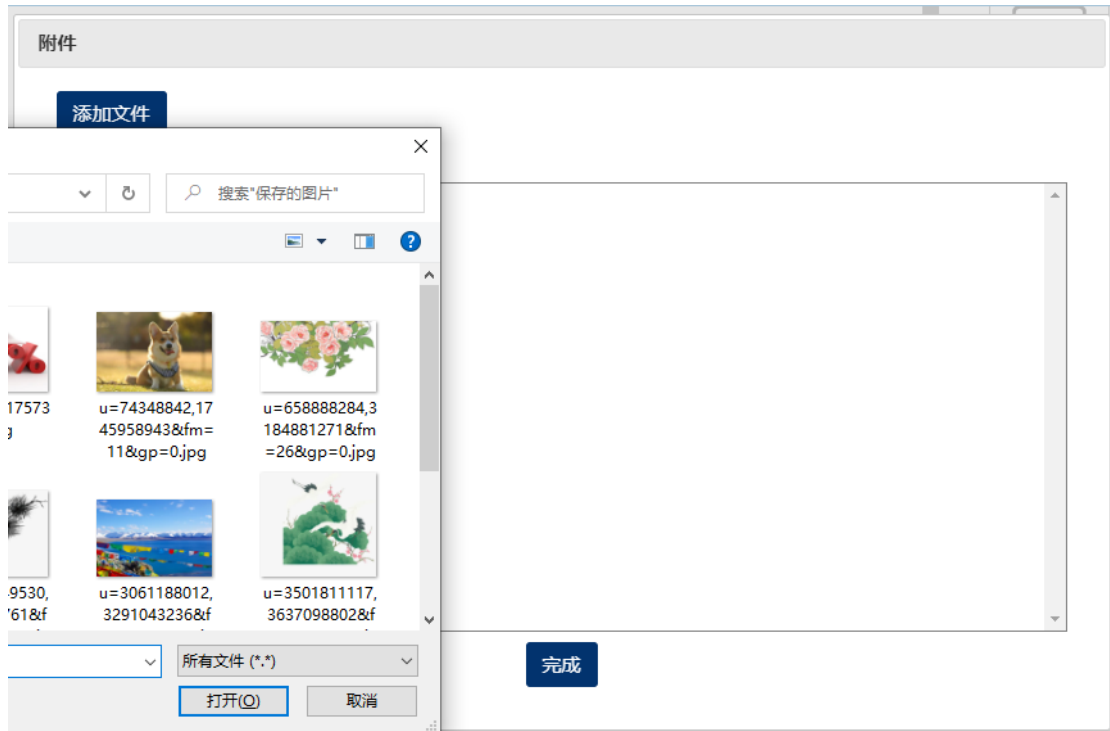
4) Find the “Attachment” button in the bottom of the Email Editing Interface. 點擊編輯器底部“附件”按鈕



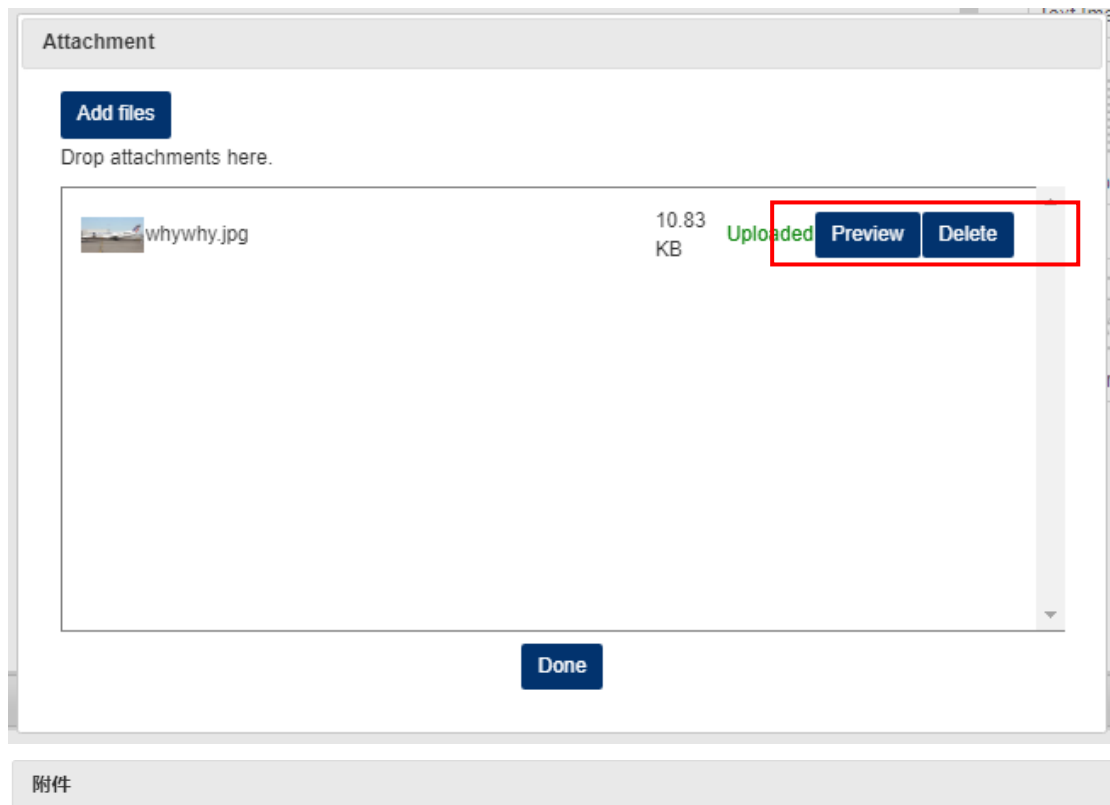
- 5) "Attachment" window will be popped up. Click "Add files" and choose the file from your PC. 彈出“附件”窗口，點擊“添加文件”，從電腦中選擇文件。



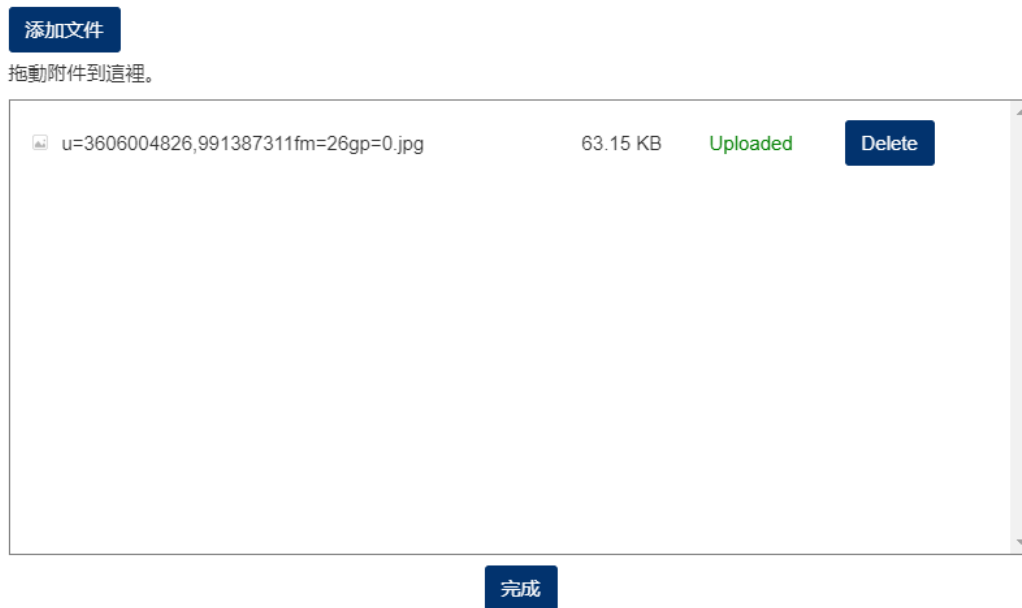




6) You can “Preview” or “Delete” the files you uploaded. 您可預覽或刪除您上傳的檔。



附件



7) You will find the (number) of Attachments uploaded. 您可以查看到已上傳的文件數。

Name: 31 Dec 19 14:56:53 Edit
 Language: Auto Detect
 Send Mode: Schedule
 Trigger Mode: Trigger | Click Trigger | Birthday Trigger | Non-respondents Trigger | Alternative Value
 Advanced | [1] Attachments
 Publish To Newsletter Archive

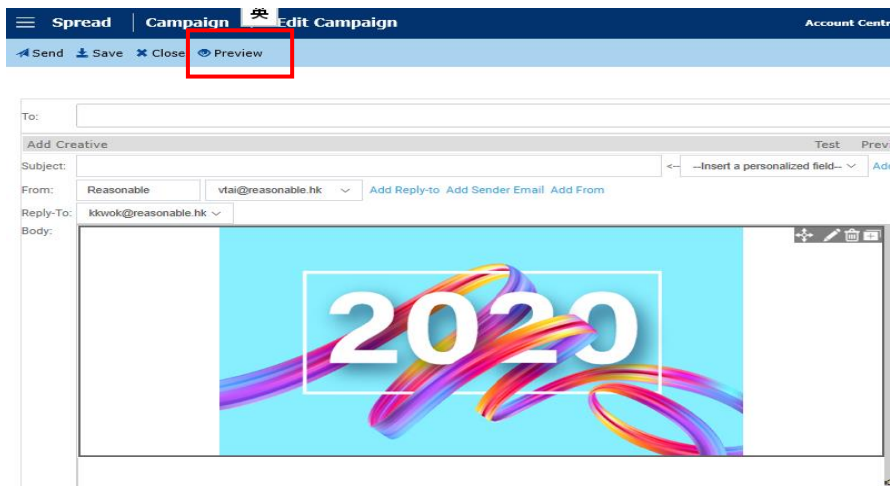
設計模式 HTML模式

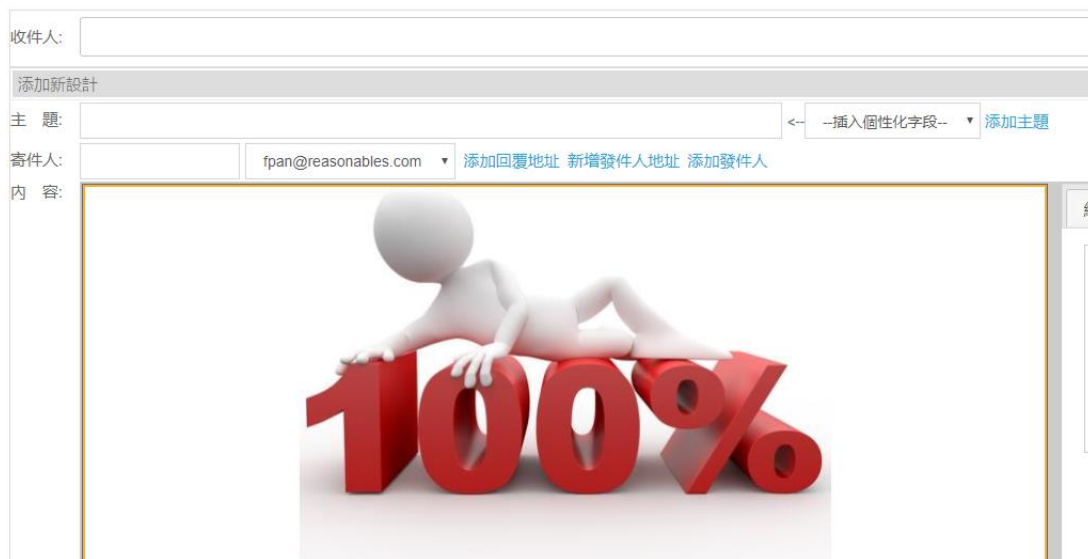
名稱: 22 Apr 20 18:13:48 編輯
 語言: 自動檢測語言
 發送方式: 定時發送
 觸發模式: 觸發式發送 | 點擊觸發 | 生日觸發 | 未響應觸發 | 替代值
 進階管理 | [1] 附件
 刊登在電郵檔案館

發送 保存 關閉

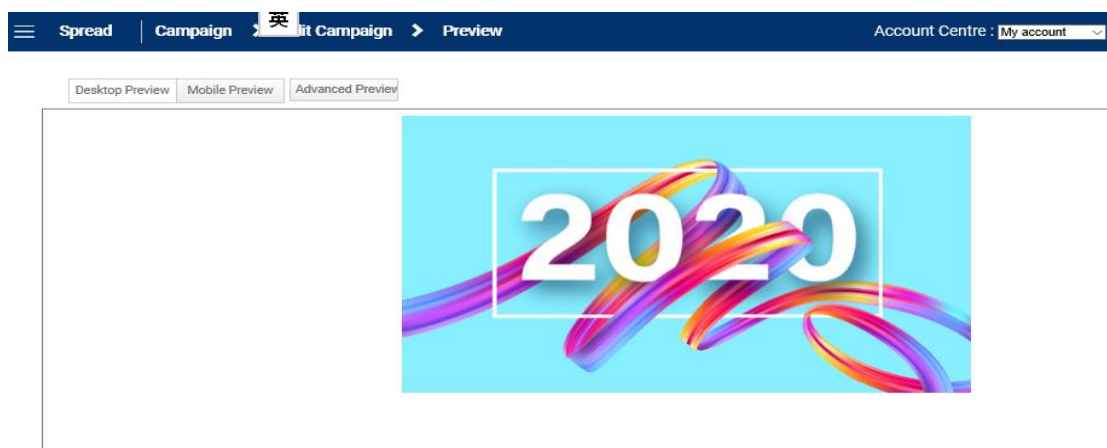
Preview 預覽

- 1) Click "Preview" on the right. 點擊右邊的“預覽”





- 2) Check on either “Desktop/Mobile Preview” to see different formats 點擊 “Desktop/Mobile Preview” ，查看電腦/手機顯示的不同格式



- 3) By clicking “Advanced Preview”, you can see the email preview in different devices and different mailbox service. 點擊 “Advanced Preview” ，可以查看郵件在不同設備和不同郵箱服務商中的不同顯示效果。



A/B Testing A/B 測試

- 1) In Smart Editor, click “Add Creative” on the left 在智能編輯器中，點擊左側的“添加新設計”

The screenshot shows the 'Spread 5.0 Editor' interface. At the top, there is a navigation bar with 'Spread', 'Campaign', and 'Edit Campaign' tabs. Below this, there are action buttons: 'Send', 'Save', 'Close', and 'Preview'. The main area contains a form for creating an email campaign. The 'To:' field is empty, with 'Choose List' and 'Exclude List' links. Below the 'To:' field, the 'Add Creative' button is highlighted with a red box. The 'Subject:' field is empty, with a dropdown menu for inserting personalized fields and an 'Add Subject' link. Below the 'Subject:' field, the '收件人:' field is empty, with the '添加新設計' button highlighted in red. The '主 題:' field is empty, with a dropdown menu for inserting personalized fields and an '添加主題' link. The '寄件人:' field is empty, with a dropdown menu for selecting a sender and links for '添加回覆地址', '新增發件人地址', and '添加發件人'.

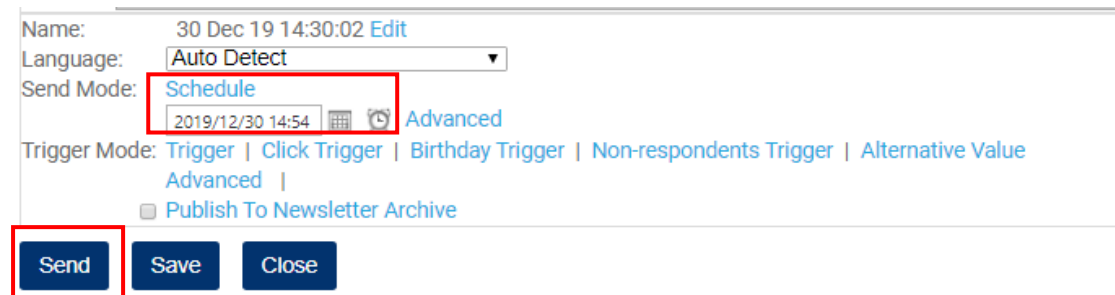
- 2) Change the subject, the sender name and/or email design in “Creative 1”. 修改“設計 1”中的郵件主題、寄件人名稱和/或電郵設計
- 3) Shift between creatives using the button on the left. 使用左側的按鈕來切換兩個設計。
- 4) The system will randomly send out one creative to contacts in a list. 系統會隨機選擇不同的電郵設計發給聯絡人。

The screenshot shows the 'Spread 5.0 Editor' interface. At the top, there is a navigation bar with 'Spread', 'Campaign', and 'Edit Campaign' tabs. Below this, there are action buttons: 'Send', 'Save', 'Close', and 'Preview'. The main area contains a form for creating an email campaign. The 'To:' field is empty, with 'Choose List' and 'Exclude List' links. Below the 'To:' field, the 'Creative0' and 'Creative1' buttons are highlighted with red boxes. The 'Target Device:' dropdown is set to 'Desktop', with 'Set As Default', 'Delete', 'Add Creative', 'Test', 'Preview Test', 'Use Spread Template', and 'Upload Zip Creative' links. The 'Subject:' field is empty, with a dropdown menu for inserting personalized fields and an 'Add Subject' link. The 'From:' field is set to 'Reasonable' with 'vtai@reasonable.hk' as the email address, with 'Add Reply-to', 'Add Sender Email', and 'Add From' links. The 'Reply-To:' field is set to 'kkwok@reasonable.hk'. Below the 'Reply-To:' field, the '收件人:' field is empty, with the 'Creative0' and 'Creative1' buttons highlighted in red. The '目標設備:' dropdown is set to '電腦', with '設定成默認', '刪除', and '添加新設計' links. The '主 題:' field is empty, with a dropdown menu for inserting personalized fields and an '添加主題' link.

Scheduling 定時發送

A. To send emails at one moment 定時發送郵件

- 1) In Smart Editor, click “Schedule” in the bottom and choose the time you would like to send. 點擊底部的“定時發送”，選擇需發送的時間。
- 2) Click “Send”. 點擊“發送”



Name: 30 Dec 19 14:30:02 Edit
Language: Auto Detect
Send Mode: Schedule
2019/12/30 14:54 Advanced
Trigger Mode: Trigger | Click Trigger | Birthday Trigger | Non-respondents Trigger | Alternative Value
Advanced |
 Publish To Newsletter Archive

Send Save Close



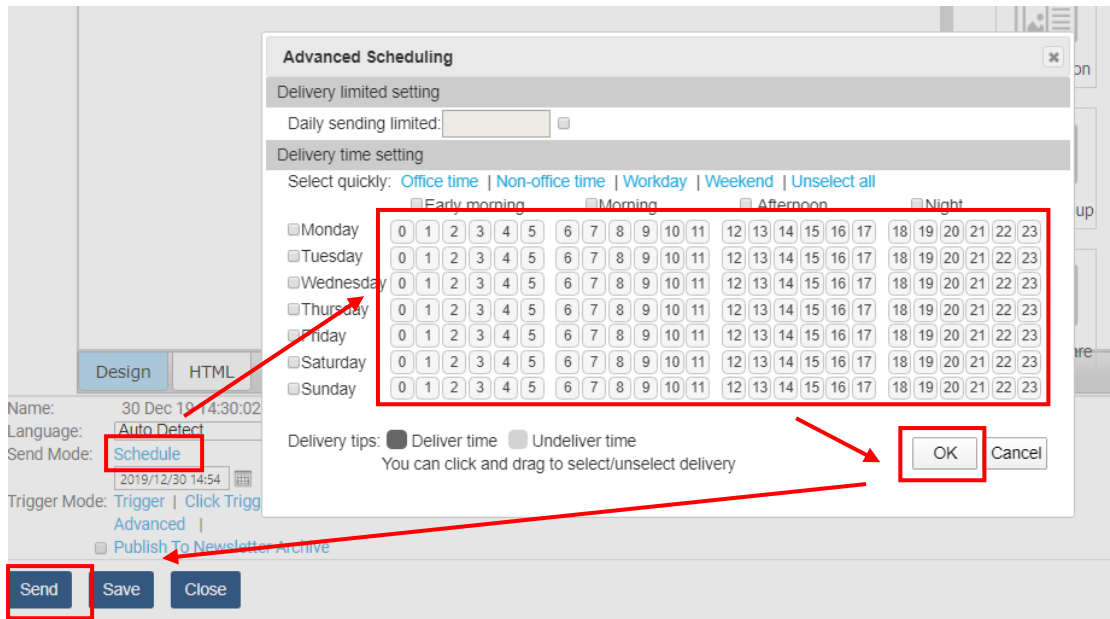
設計模式 HTML模式

名稱: test 2 編輯
語言: 自動檢測語言
發送方式: 定時發送
2020/04/27 15:10 高級
觸發模式: 觸發式發送 | 點擊觸發 | 生日觸發 | 未響應觸發 | 替代值
進階管理 | [1] 附件
 刊登在電郵檔案館

發送 保存 關閉

B. To send emails within a period 在指定時間段內發送郵件

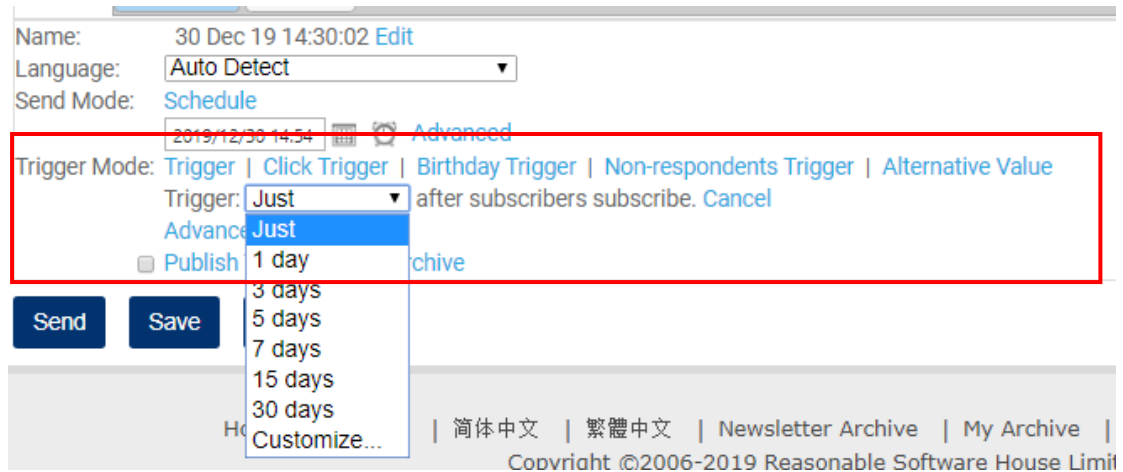
- 1) Click “advanced”. 點擊“高級”
- 2) A timetable pops up. Select the timeslot(s) you would like to send emails and decide whether a daily sending limit is set. 彈出時間表，選擇需發送的時間段，並確認是否需要設置每日發送量限制。
- 3) Click “OK” and “Send”. 點擊“確定”和“發送”。



Set Trigger 設置觸發模式

In the bottom of Smart Editor, click: 在智能編輯器底部，點擊：

- A. “Trigger”: trigger the email after subscribers sign up. “觸發式發送”：在聯絡人登記之後觸發發送



- 1) Decide when to trigger. 確定觸發時間。
- 2) Click “Send” to activate the campaign. 點擊發送，啟動郵件發送設定。

B. "Click trigger": a follow-up email will be triggered when the recipient clicks a link in the email.

“點擊觸發”：收件人點擊郵件中的連結時，自動發送郵件

1) Decide "Trigger Expiry Date". 確認觸發過期日期


Trigger Link Manage

Tip: if you enable "Trigger" and subscriber clicked the link ,system will send a pre-defined campaign as once.

Trigger Expiry Date: OK

No links available.

Jan 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



觸發連結管理

提示：如果啓用“點擊觸發”設定,當收件人點擊該連結時,系統將觸發對應郵件內容（郵件內容須自行編輯）。

觸發過期日期: 確定

沒有可用的連結

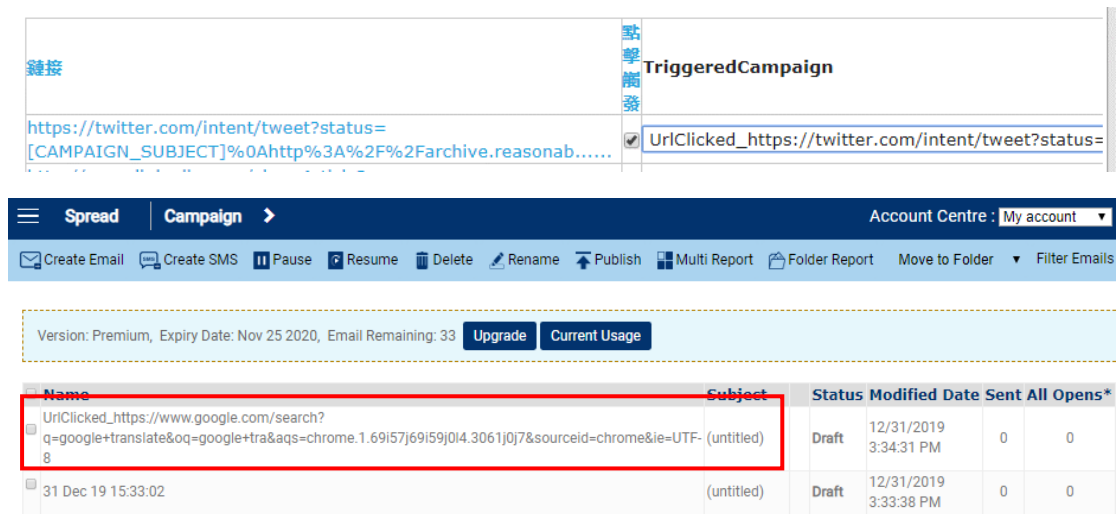
2020年 四月						
一	二	三	四	五	六	日
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

名稱: test 2 編輯
語言: 自動檢測語言
發送方式: 定時發送
觸發模式: 觸發式發送 | **點擊觸發** | 生日
觸發時間: 在聯絡人登記之後
進階管理 | [1] 附件
 刊登在電郵檔案館

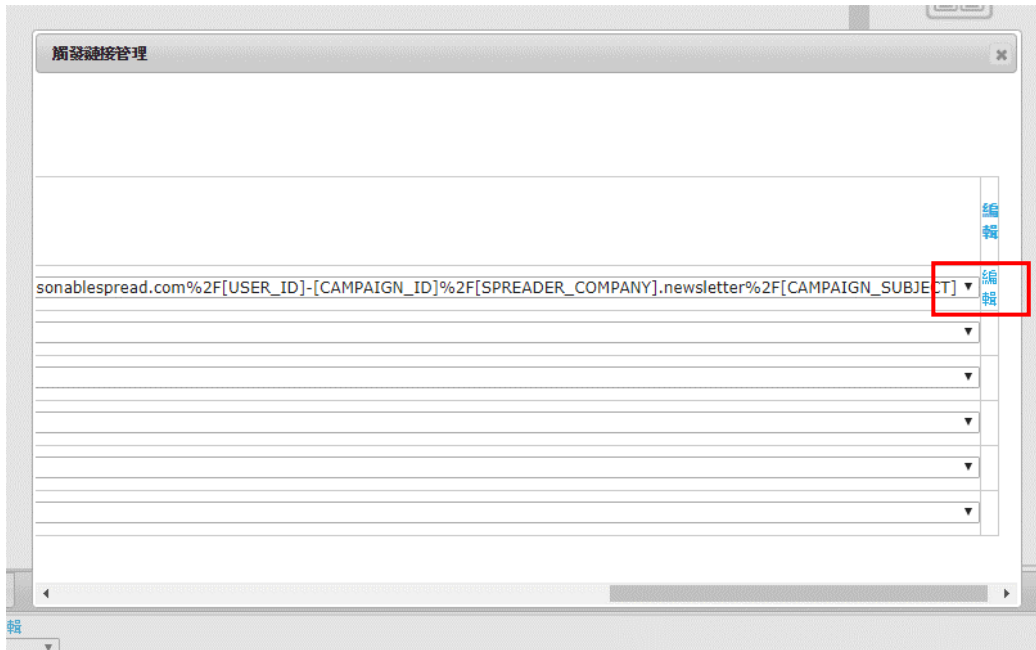
2) Tick the trigger box of the link and then confirm. 勾選觸發的連結並確定。



- 3) A triggered campaign named “UrlClicked_xxx” will automatically generated and shown in the home page with all campaigns. 一個名稱是 “UrlClicked_xxx” 的郵件會自動生成並與其他郵件一起顯示在主頁中。



- 4) Go to the triggered campaign and edit it. 點擊觸發郵件並進行編輯。

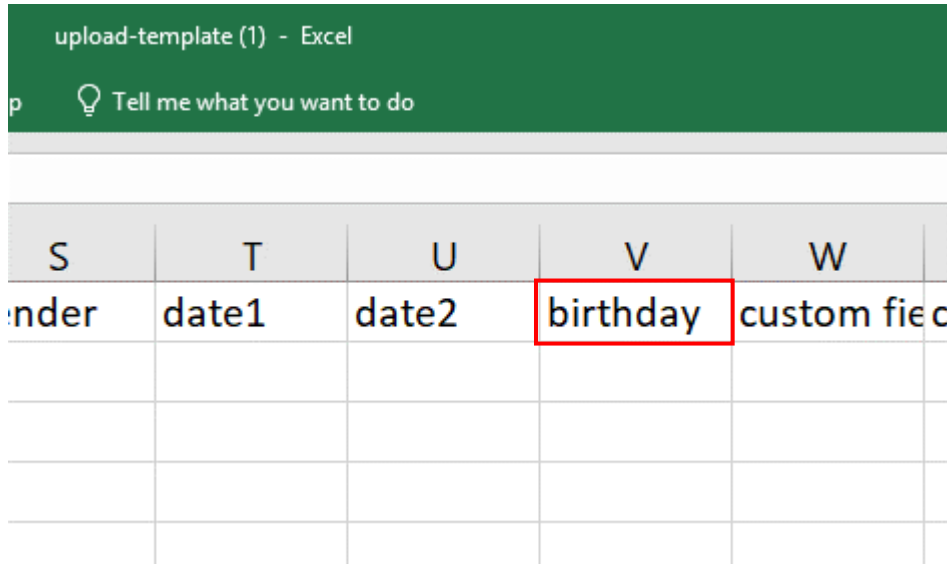


5) Click "Send" to activate the triggered campaign. 點擊“發送”啟動觸發郵件。

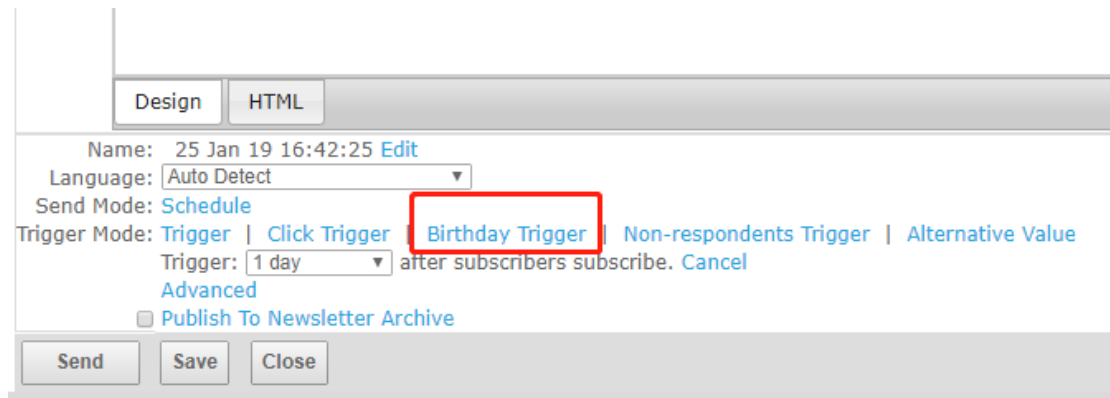
<input type="checkbox"/>	RTC_23 Dec 19 12:39:04##191504##	nonrespondent - donotamil	Triggering	12/23/2019 12:39:18 PM
--------------------------	----------------------------------	---------------------------	------------	------------------------

C. *Birthday Trigger* 生日觸發

- 1) Please refer to section “[Upload Contact](#)”, please enter the birthday date of contacts in MM/DD/YYYY format. 請參閱 “[上傳聯絡人](#)” 部分，在聯絡人表格中按照 MM/DD/YYYY 格式輸入生日日期。



- 2) Click “Birthday Trigger” and fill in the information accordingly. 點擊 “生日觸發”，並填寫相關信息。
- 3) Click “Send” to activate the campaign. 點擊 “發送”，啟動郵件。



設計模式 HTML模式

名稱: test 2 編輯

語言: 自動檢測語言 ▼

發送方式: 定時發送

觸發模式: 觸發式發送 | 點擊觸發 **生日觸發** | 未響應觸發 | 替代值

觸發時間: 在聯絡人生日前 天發送。

過期日期: 活動在聯絡人生日 月後過期。

截止到月末: 取消

[進階管理](#) | **[1]** 附件

刊登在電郵檔案館

發送 **保存** **關閉**

◇ Campaign will be sent at 00:00 on the day you set. 郵件會在設定的日期當天 00:00 發出。

Publish 刊登

- 1) Click “Publish” in the bottom of Smart Editor. 勾選下方的“刊登在電郵檔案館”

Name: 30 Dec 19 12:34:10 [Edit](#)
Language: Auto Detect
Send Mode: [Schedule](#)
2019/12/30 14:56 [Calendar](#) [Clock](#) [Advanced](#)
Trigger Mode: [Trigger](#) | [Click Trigger](#) | [Birthday Trigger](#) | [Non-respondents Trigger](#) | [Alternative Value](#)
Trigger: Just after subscribers subscribe. [Cancel](#)
[Advanced](#) | **Publish To Newsletter Archive**


[Send](#) [Save](#) [Close](#)

設計模式 HTML模式

名稱: test 2 編輯
語言: 自動檢測語言
發送方式: 定時發送
觸發模式: [觸發式發送](#) | [點擊觸發](#) | [生日觸發](#) | [未響應觸發](#) | [替代值](#)
[進階管理](#) | [\[1\] 附件](#)
 刊登在電郵檔案館

[發送](#) [保存](#) [關閉](#)

- 2) When it publishes successfully, a P symbol with blue color will be shown in the row of that campaign in home page. Click it to view the email in archive. 成功刊登後，一個藍色的“P”標誌會顯示在主頁的郵件行中，點擊可查看檔案館中的郵件。

31 Dec 19 11:14:07	attachedddq4	 Sent	12/31/2019 11:14:49 AM
--------------------	--------------	--	------------------------

- 3) click “Unpublish” on the right in the report page if the email is not needed to be searched by search engines. 如郵件內容不需在搜尋引擎中搜索到，可隨時點擊郵件詳情頁面中的“取消刊登”

Campaign: 31 Dec 19 11:14:07

Subject: **attacheddq4**
From: **Derek** <dtsang@reasonable.hk>

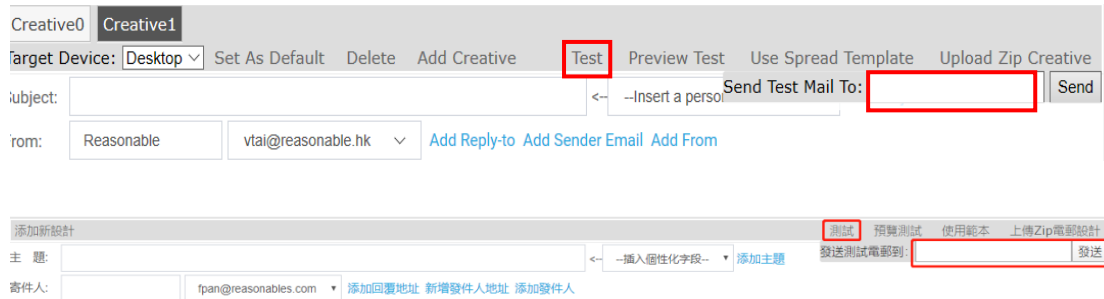
Design HTML

If you are unable to see the message below, [click here!](#)

- ✧ After “Unpublish” is clicked, your data will be kept online for 30 days according to Google’s policy. 點擊“取消刊登”後，根據 Google 的政策，您的數據會在網上保留 30 天。

Send Test Email 發送測試郵件

- 1) When you finish your design and would like to check the layout, links embedded, click “test” in right of the Smart editor. 郵件編輯完成後，如果您想檢查郵件設計、加入的連結，點擊右側的“測試”按鈕。



- 2) Type in the email address you would sent. 輸入要發送測試郵件的電郵地址。
- 3) Click “Send”. 點擊“發送”。

Use Free Template 使用免費範本

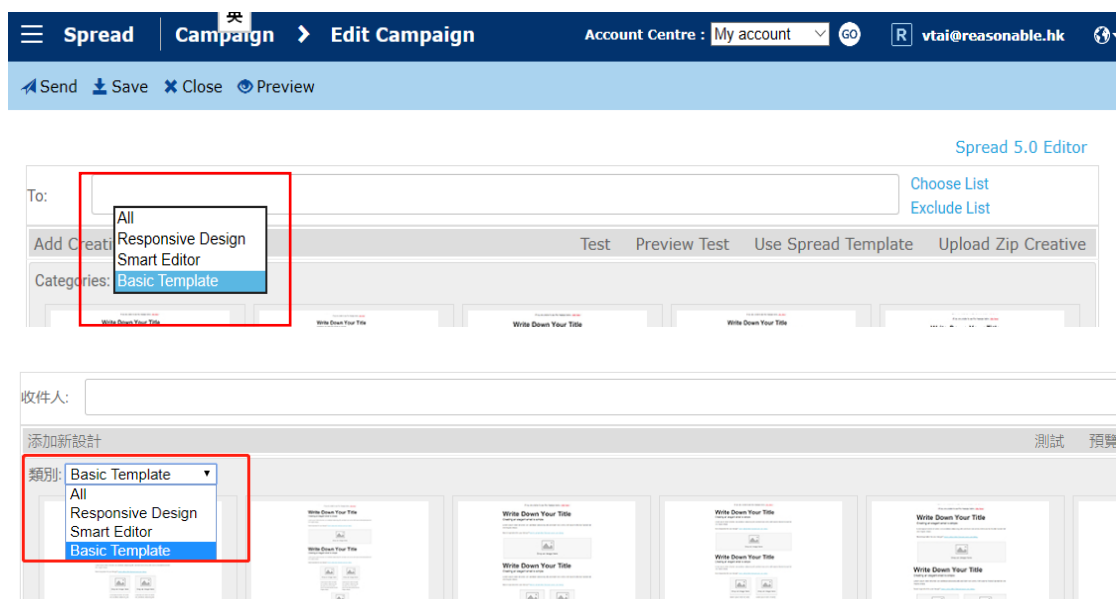
- 1) Click "Create Email". 點擊“新建電郵”



- 2) Enter the Smart Editor interface and then click "Use Spread Template" on the right. 進入智能編輯器頁面，點擊“使用範本”

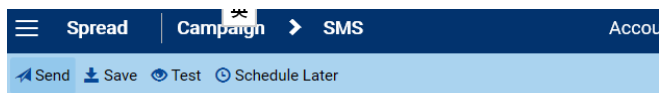
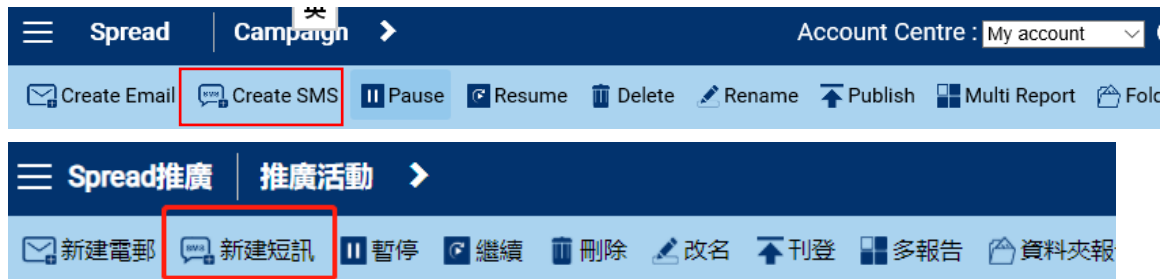


- 3) Choose the category of template on the left, click on the template you want and insert. 在左側選擇範本類別，點擊想要的範本可插入範本。



Create SMS 新建短訊

- 1) Click "Create SMS" 點擊 "新建短訊"



Message: Each SMS can be 160 Latin alphabet characters or 70 non-Latin characters (SMS for Mainland China will automatically add the account signature, if any). Messages over the limit will be charged as multiple SMS.

Message Length: 29, includes signature **【Enter name or phone number.】**
Number of SMS Required: 1

From: Enter name or phone number.

To: One number per line, or user comma(,), semicolon(;) as delimiter.

According to your current account area, the system will automatically add the country or region code before the number: 86

Send Mode: SMS MMS

Send Period: 10:00-22:00 [Edit](#)

Message is required.

[Send](#) [Save](#) [Test](#) [Schedule Later](#)

Current SMS Usage : 0/0

Please follow the instructions here. Please be aware that 70-character limit applies to message contains any Chinese symbols.

短訊內容: 每條短訊最多包含160個拉丁字母或70個非拉丁字符（如中日韓文字），大陸短訊會自動增加賬號簽名，超過部分將會作為多條短訊額外收費。

字數: 0

短訊: 1

接收人: 請逐行輸入號碼。或以半形逗號 (,)或分號 (;) 作為分隔符。

手機號碼不包含沒有地區碼，默認添加地區碼: 86

發送方式: 短訊 彩訊

發送時段: 10:00-22:00 編輯

請填寫短訊內容。

發送 保存 測試 稍後發送...

現時SMS用量: 18 / 200

請遵循方框中的說明。請注意，70 個字符的限制包含任何的中文符號。

SMS Link Tracking 短訊連結追蹤

*This function is available only when shorten link generated by the system is used 只有使用系統生成的短連結時才可使用此功能

- 1) Click the "All Click" number in the dashboard 點擊主頁中的“點擊次數”數字

Jul 9 2019 10:24AM	(SMS)testing link http://rsend1.com/PpHED	Sent	7/9/2019 10:24:04 AM	2	2 (100%)	2 (100%)
Jul 5			7/5/2019			

- 2) Click report is shown. 顯示點擊報告

- 3) Click the report type for details 點擊報告類型，查看詳細內容

ient | Opens | **Clicks** | Conversions | Bounces# | Spam Reports Unsubscribed

Emails/SMS > Jul 9 2019 10:24AM > Clicks > Summary | All Clicks | Unique Clicks | **Clicks by URL** | Click URL and Date | Clicks by Hour | Clicks by Domain | Clicks by Country

URL	All Clicks	Percentage	Unique Clicks	Percentage
http://www.artmap.xyz/tw/index.php	2	100.00%	2	100.00%
Total	2	100%	2	100%

Showing 1 to 1 of 1 rows

CSV ▾ Export

Manage Contact List 管理聯絡人名單

Upload Contact 上傳聯絡人

- 4) Import contact information by uploading excel 通過上傳 Excel 表格導入聯絡人信息
 - i. Click “Contacts” in Navigation Bar 點擊瀏覽列中的“聯絡人”
 - ii. Click “Add or import” 點擊“新增/匯入”
 - iii. Click “Download header template” 點擊“聯絡人規範下載”
 - iv. Fill in contact information accordingly 根據表格填寫聯絡人信息
 - v. Upload the excel file 上傳 Excel 文件

The screenshot shows the 'Add or Import' interface. At the top, the 'Contacts' menu is highlighted. Below it, the 'Add or import' dropdown menu is open, with 'Add or import' selected. The 'Upload' section is active, showing a list of email addresses and a 'Browse...' button. A 'Download header template' link is also visible. The 'Upload' button is at the bottom. Red boxes and arrows indicate the sequence of actions: clicking 'Contacts', then 'Add or import', then 'Browse...', then 'Download header template', and finally 'Upload'.

Spread **Contacts** Add or Import Account C

Upload
spread@reasonables.com
cs@reasonables.com

OR with additional information:
email address, first name
spread@reasonables.com, Spr
cs@reasonables.com, Reason

OR

Upload Excel (.xls or .xlsx), Comma separated value (.csv or .txt):

瀏覽...

* For non-English characters, please upload contact list in .xls or .xlsx format, .csv or .txt format may generate enc
*According to your current account area, the system will automatically add the country or region code befo
* Please following our header naming convention, read instructions [Download header template](#)

3. Existed subscribe's process type:

Update

*Update: Overwrite/Cover all the information.
*Merge: Update the added information.
*Skip: Only added the new contacts into the list.

Upload

三 Spread推廣 聯絡人 **新增/匯入**

概覽
推廣活動
事務性郵件
聯絡人
活動(Beta)
我的帳戶
技術管理

新增/匯入
登記表格
導出
不再發送名單
名單資料夾

1. 聯絡人
● 新增
● 已在

2. 數據源
● 在每一行輸入電郵地址和聯繫信息
--選擇字段--

spread@reasonables.com
cs@reasonables.com

OR with additional information specified by headers
email address, first name
spread@reasonables.com, Spread
cs@reasonables.com, Reasonable

OR
● 上傳Excel(.xls 或 .xlsx)文件, .csv或者.txt文件
選擇文件 未選擇任何文件

對非英文字符的聯絡人分組, 請用.xls或.xlsx格式上傳, 否則用.csv或者.txt格式上傳可能
手機號碼沒有包含地區碼, 默認添加地區碼:86
請按照我們的規範命名, 閱讀指示 [列名規範下載](#)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	email address	first name	middle name	last name	job title	company name	home phone	address1	address2	address3	city	state	country
2													
3													
4													
5													
6													
7													
8													
	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	postal code	sub postal code	fax	web url	title	gender	date1	date2	birthday	custom field1	custom field2	custom field3	custom field4
2													
3													
4													
5													
6													
7													
8													

- ✧ Please DO NOT change the header of those column (Row 1) 請勿修改表格的各項表頭（第一行）
- ✧ “Email address” is the primary key (Column A) “Email address 電郵地址” 是重要必填信息（A列）

- ✧ “Home phone” = mobile phone number (Column G) “Home phone 家庭電話”=移動電話號碼 (G 列)
- ✧ Please enter the “date1”, “date2” and “birthday” (Column S-V) in MM/DD/YYYY format 請按照 MM/DD/YYYY 格式輸入 “date1 日期 1” 、 “date2 日期 2”和“birthday 生日” (S-V 列)
- ✧ “Custom field” (1-15) can input any other information, e.g. Member ID, Invoice No., Age, Sex ... (Column W-AK), please refer to sections “[Personalized Email Content](#)” and “[Define Custom Field \(Personalized Function\)](#)” “自訂欄位” (1-15) 可輸入任何其他信息，如會員 ID、發票號碼、年齡、性別等 (W-AK 列)，請參閱 “[個性化郵件內容](#)” 和 “[編輯自訂欄位 \(個性化功能\)](#)” 。

Update Contacts' Information 更新聯絡人資料

A. By using excel 使用 Excel

- 1) "Email address" is the indicator for updating the contacts' information (primary key)
 "Email address 電郵地址" 是用於更新聯絡人資料的重要必填項
- 2) Fill in/ clear/ change the information of that contacts 填寫/刪除/修改聯絡人資料
- 3) Upload into Spread system 上傳至 Spread 系統
- 4) Refer to the section "[Upload Contact](#)" 請參閱 "[上傳聯絡人](#)"

	A	B	C	D	E	F	G	H	I
1	email address	first name	middle na	last name	job title	company	home phone	address1	address2
2	mng@reasonable.hk			Ng			51235647		
3									
4									

Three options for updating the contacts' information:

3. Existed subscriber's process type:

Update ▾

Update

Merge

Skip

Home | English | 繁體中文 | 簡體中文 | Newsletter Archive

更新聯絡人信息有三個選項：

3.重复订阅人的处理方式:

更新 ▾

更新 所有資料。

合并 舊的資料。

跳过 聯絡人的資料。

上傳

- i. "Update": Overwrite/ Cover all the information "更新" : 重寫/ 覆蓋原有信息

Email:	mng@reasonable.hk	Email:	mng@reasonable.hk
First Name:		First Name:	
Middle Name:		Middle Name:	
Last Name:		Last Name:	Ng
Title:		Title:	
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not specified	Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not specified
Birth day:	3 / 17 / 1995 (MM/DD/YYYY)	Birth day:	3 / 17 / 1995 (MM/DD/YYYY)
Date 1:		Date 1:	
Date 2:		Date 2:	
Additional Information		Additional Information	
Job Title:		Job Title:	
Company Name:		Company Name:	
Phone:	91283310	Phone:	
Fax:		Fax:	

- ii. "Merge": Update the added information "合併" : 更新添加的信息

Email:	mng@reasonable.hk		
First Name:			
Middle Name:			
Last Name:			
Title:			
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not specified		
Birthday:	3	17	1995 (MM/DD/YYYY)
Date 1:			(MM/DD/YYYY)
Date 2:			(MM/DD/YYYY)
Additional Information			
Job Title:			
Company Name:			
Phone:	91283310		
Fax:			

Email:	mng@reasonable.hk		
First Name:			
Middle Name:			
Last Name:	Ng		
Title:			
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not specified		
Birthday:	3	17	1995 (MM/DD/YYYY)
Date 1:			(MM/DD/YYYY)
Date 2:			(MM/DD/YYYY)
Additional Information			
Job Title:			
Company Name:			
Phone:	91283310		
Fax:			

iii. "Skip": do not change any information on the existing contacts' information, only added the new contacts into the list "跳過" : 不修改已存在的聯絡人資料，只添加新聯絡人

Email:	mng@reasonable.hk		
First Name:			
Middle Name:			
Last Name:	Ng		
Title:			
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not specified		
Birthday:	3	17	1995 (MM/DD/YYYY)
Date 1:			(MM/DD/YYYY)
Date 2:			(MM/DD/YYYY)
Additional Information			
Job Title:			
Company Name:			
Phone:	91283310		
Fax:			

Email:	mng@reasonable.hk		
First Name:			
Middle Name:			
Last Name:	Ng		
Title:			
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not specified		
Birthday:	3	17	1995 (MM/DD/YYYY)
Date 1:			(MM/DD/YYYY)
Date 2:			(MM/DD/YYYY)
Additional Information			
Job Title:			
Company Name:			
Phone:	91283310		
Fax:			

B. By using Spread contact management 使用 Spread 聯絡人管理

- 1) Click "Contacts" 點擊 "聯絡人"
- 2) Choose the contact list 選擇聯絡人列表
- 3) Choose the contact by clicking the "email address" 點擊 "電郵地址"，選擇指定聯絡人
- 4) Fill in/ remove/ change the information of that contact 填寫/移除/修改聯絡人資料
- 5) Click "Save changes" 點擊 "儲存變更"

The screenshot displays the Spread CRM interface for contact management. The 'Contacts' menu is highlighted in red. Below it, a table lists contact groups, with 'Campaign_103' selected and its details shown in a red box. The 'Subscribers' section shows a table with one record, where the email 'vtai@reasonable.hk' is highlighted in red. Below this, the 'General Information' and 'Contact Behaviors' sections are visible. The 'First Name' field is highlighted in red, and the 'Save Changes' button at the bottom is also highlighted in red.

Contacts List:

Name	Active/No. of Contacts/ Latest Update Time	Quality	Update Date(Include Contact Update)	Status
All contacts	4/4			
Ungrouped contacts	0			
<input type="checkbox"/> Campaign_103	1/1 12/29/2019 11:00:01 PM	☆☆☆☆		Active (internal use)
<input type="checkbox"/> Testing account	4/4 12/29/2019 11:00:01 PM	☆☆☆☆	12/26/2019 3:01:46 PM	Active (internal use)

Subscribers Table:

Subscribers' Email	Updated Date	First Name	Last Name	Job Title	Company	Country or Region	City	State	home_Phone	Stat
<input type="checkbox"/> vtai@reasonable.hk	12/26/2019 1:02:02 AM	Venice	Tai						55118850	Active

General Information:

Email: vtai@reasonable.hk

First Name: Venice

Middle Name:

Last Name: Tai

Title:

Gender: Male Female Not specified

Contact Behaviors:

Country or Region: US

City: Wilmington

Device: Mac

Browser:

Browser Language:

Previous **Save Changes**

三 Spread推廣 聯絡人 >

概覽 匯入 導出 登記表格 更名 徹底清除 清除 有效(內部使用)

推廣活動 檢視所有未被刪除的聯絡人名單

事務性郵件

聯絡人 搜尋

活動(Beta)

我的帳戶

名稱	有效數/總數
全部聯絡人	32/36
未分類的聯絡人	0
<input type="checkbox"/> _DoNotMail	0/1
<input type="checkbox"/> Campaign_1474164	1/1

三 Spread營銷 联系人 > 联系人详情 账号管理: 我

联系人 > Campaign_1496128 > 名称 | 收件人 | 简述

过滤器 | Add/Import | 提示 | 智能过滤(Beta)

过滤联络人

联络人状态: 所有

搜寻/过滤: 电邮 包含

更多过滤条件

搜寻 复制到名单 移动到名单 生成动态名单 按频率筛选

联络人

有效 移除 删除 永久删除 拒收讯息 复制 移动

联络人电邮地址	更新日期	名字	姓氏	职衔	公司/组织
<input type="checkbox"/> fpan@reasonables.com	7/9/2018 4:14:11 PM	Felicie	Pan		

1 Page(s) 1 Record(s)

聯絡人資料

電郵地址: fpan@reasonables.com

名字: Felicie

中名:

姓氏: Pan

頭銜:

性別: 男 女 尚未提供

聯絡人行為

國家或地區: CN

城市: Shenzhen

設備: Windows

瀏覽器: Outlook

瀏覽器語言:

上一步 儲存變更

Filter Active Contacts 過濾活躍聯絡人

- 1) Click "Contact". 點擊“聯絡人”
- 2) Click the contact list. 點擊聯絡人列表

Account Centre : My account vtai@reasonable.hk

Overview Campaign Contacts Event(Beta) My Account

View all but deleted contact list

Search

<input type="checkbox"/>	Name	Active/No. of Contacts/ Latest Update Time	Quality	Update Date(Include Contact Update)	Status
<input type="checkbox"/>	All contacts	4/4			
<input type="checkbox"/>	Ungrouped contacts	0			
<input type="checkbox"/>	Campaign_103	1/1	☆☆☆☆	12/29/2019 11:00:01 PM	Active (internal use)
<input type="checkbox"/>	Testing account	4/4	☆☆☆☆	12/26/2019 3:01:46 PM	Active (internal use)

1 Page(s) 2 Record(s)
Show: 10 Contact Lists

Spread推廣 聯絡人

匯入 導出 登記表格 更名 徹底清除 清除 有效(內部使用)

檢視所有未被刪除的聯絡人名單

搜尋

<input type="checkbox"/>	名稱	有效數/總數	
<input type="checkbox"/>	全部聯絡人	32/36	
<input type="checkbox"/>	未分類的聯絡人	0	
<input type="checkbox"/>	_DoNotMail	0/1	4,
<input type="checkbox"/>	Campaign_1474164	1/1	11/2

- 3) Choose "Active" in the email status. 聯絡人狀態中選擇“有效的”
- 4) Click "Search" to filter out all active contacts. 點擊“搜尋”
- 5) Click "Move to a list". 點擊“移動到名單”

Spread | Contacts | Contacts Detail | Account Centre | My account | vtai@reasonable.hk

Contacts > Campaign_103 > Name | Contacts | Description

Filter | Add/Import | Tips | Smart Filter(Beta)

Filter Subscribers

Email Status: Active

Filter Values: Email | Contain: |

Search | Copy to a list | **Move to a list** | Save as Dynamic List | Filter With Frequency

Subscribers

Activate | Remove | Deleted | Permanently Delete | Do Not Mail | Copy | Move

<input type="checkbox"/>	Subscribers' Email	Updated Date	First Name	Last Name	Job Title	Company	Country or Region	City	State	home_Phone	Status
<input type="checkbox"/>	vtai@reasonable.hk	12/26/2019 1:02:02 AM	Venice	Tai						55118850	Active

1 Page(s) 1 Record(s)

Previous | Next

Loading time: 0.00s

Spread推廣 | 聯絡人 | 聯絡人明細 | 帳

聯絡人 > Campaign_1474164 > 名稱 | 收件人 | 簡述

過濾器 | Add/Import | 提示 | 智能過濾(Beta)

過濾聯絡人

聯絡人狀態: 有效的

搜尋/過濾: 電郵 | 包含 |

更多過濾條件

搜尋 | 複製到名單 | **移動到名單** | 生成動態名單 | 按頻率篩選

- A form pops up and name the new list. 彈出提示框，命名新列表
- Click "Move" and a new list is created. 點擊“移動”，創建新列表成功。

Where should the email(s) move to?

Campaign_103

or move to a new list:

Move | Cancel



- 8) Choose this “active” list when creating a new campaign. 發送新的郵件時，選擇“有效的”聯絡人列表。

Do Not Mail List/Activate 不再發送名單/啟動

A. To put someone on “Do not mail list” 將人員添加到 “不再發送名單”

- 1) Click “Contact”. 點擊 “聯絡人”
- 2) Click “Do not mail list”. 點擊 “不再發送名單”
- 3) Click “Add”. 點擊 “加入”
- 4) Upload the email you do not want to send anymore by text or excel. 以文字輸入或 Excel 表格的形式，上傳拒收郵件的電郵地址
- 5) Click “upload”. 點擊 “上傳”

The screenshot shows the 'Do Not Mail/Call List' interface. The top navigation bar includes 'Spread', 'Contacts', and 'Do Not Mail/Call List'. A dropdown menu is open under 'Contacts', with 'Do not mail/call list' selected. Below the dropdown, there are instructions for adding contacts, including a 'Text box (enter email address)' and an 'Upload Excel' button. The 'Upload' button is located at the bottom of the form.

三 Spread推廣 | 聯絡人 ▾ 拒收信息名單

過濾 | 加入 | 提示

1. 聯系人分組; Do not mail list

2. 數據源

在每一行輸入電郵地址和聯

--選擇字段--

新增/匯入
登記表格
導出
不再發送名單
名單資料夾

spread@reasonables.com
cs@reasonables.com

OR with additional information specified by headers
email address, first name
spread@reasonables.com, Spread
cs@reasonable.com, Reasonable

OR

上傳Excel(.xls 或 .xlsx)文件, .csv或者.txt文件

選擇文件 | 未選擇任何文件

對非英文字符的聯系人分組, 請用.xls或.xlsx格式上傳, 否則用.csv或者.txt格式上傳可能產生編碼錯誤
手機號碼沒有包含地區碼, 默認添加地區碼:86
[請按照我們的規範命名](#), [閱讀指示](#) | [列名規範下載](#)

3. 重復訂閱人的處理方式:

更新 ▾

*更新: 更新/覆蓋所有資料。
*合併: 只更新新增的資料。
*跳過: 只新增新聯絡人的資料。

上傳

B. To activate email address which are on "Do not mail list" 設置 "不再發送名單" 中的電郵地址為有效

1) On the same page as shown above, search the email address you would like to activate. 在同一個

頁面, 搜索想要設置為有效的電郵地址。

2) Tick the address. 勾選地址。

3) Click "Activate". 點擊 "有效"

[Filter](#) | [Add](#) | [Tips](#)

Filter Contacts

Contacts' Email: All 1 Jan 2005 - 1 Jan 2005

Contacts

Activate

	Added Date	Status
<input checked="" type="checkbox"/> dtsang0926@gmail.com	12/19/2019 12:39:50 PM	Do Not Mail

1 Page(s) 1 Record(s)

[過濾](#) [加入](#) | [提示](#)

過濾聯絡人

聯絡人電郵地址: 全部 1 Jan 2005 - 1 Jan 2005

聯絡人

有效

	加入日期	狀態
<input checked="" type="checkbox"/> dtsang0926@gmail.com	4/17/2020 2:46:45 PM	Do Not Mail

1 Page(s) 1 Record(s)

0 個聯絡人已登記: 0 登記為拒收

Report 報告

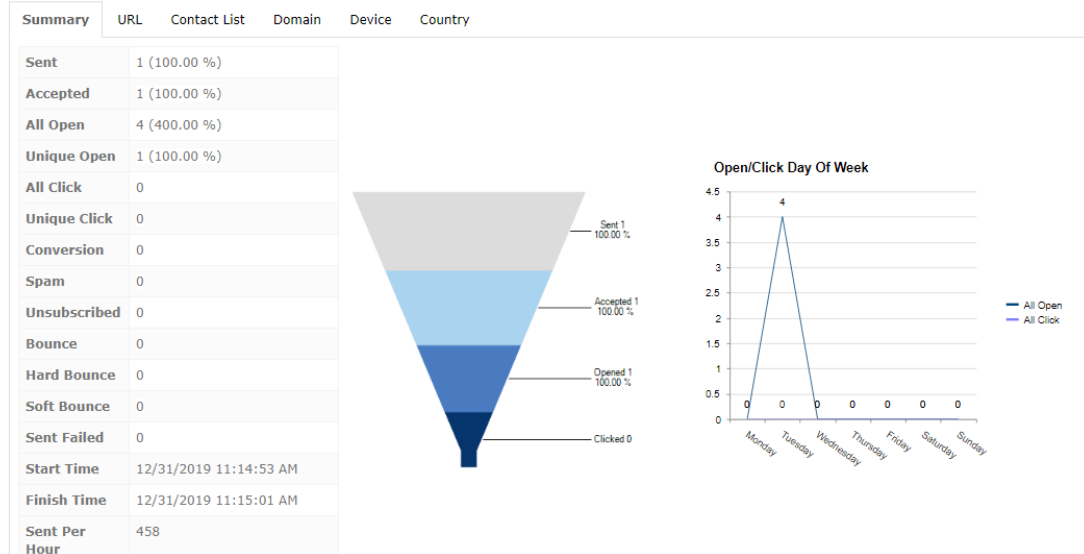
Report Dashboard 報告介面

- 1) Click on the subject or name of a sent campaign to get a detailed report 點擊郵件主題或名稱，打開詳細報告

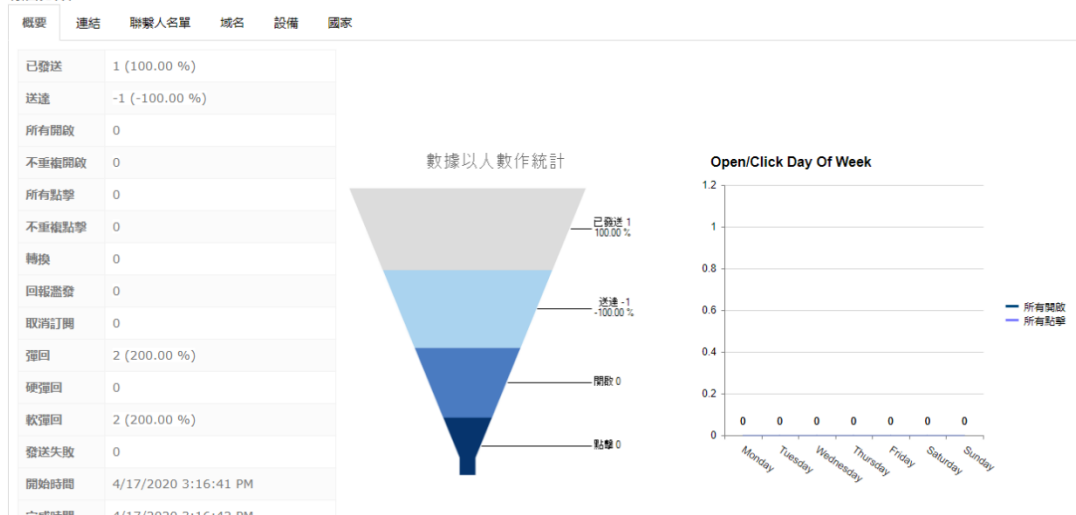
Name	Subject	Status	Modified	Date Sent	All Opens*
31 Dec 19 11:14:07	attacheddq4	Sent	12/31/2019 11:14:49 AM	1	4 (400%)

名稱	主題	狀態
思齐学堂 增长黑客 1	思齐学堂 增长黑客	已發

Report By



報告分類:



Column 欄目	Explanation 解釋說明
Name 名稱	eDM campaign name, only for your internal identification. eDM 郵件名稱，僅用於內部標識。
Subject 標題	The email subject which could be seen by your recipients. 收件人可見的郵件標題。
Sent 已發	The eDM campaign was sent to how many email addresses. 此 eDM 已發送的郵件數量。
Accepted 送達	How many emails are received 有多少封郵件送達到郵箱。
All Opens 開啟次數	How many times did people open your email with repeat counting. e.g. Bob opened your email 10 times, the no. of Unique Open is 1, the no. of All Opens is 10. If you click into the figure, you can see the detailed report. 收件人重複打開您的郵件的次數統計。例如，鮑勃打開了您的電子郵件 10 次，那麼開啟人數是 1，開啟次數是 10。點擊圖表可以查看詳細報告。
Unique Open 開啟人數	How many people opened the mail (counted in unique email address) 打開郵件的人數。
All Clicks 點擊次數	How many times did people click the hyperlink(s) in your email content with repeat counting. e.g. Bob clicked hyperlink 10 times, the no. of Unique Click is 1, the no. of All Clicks is 10. If you click into the figure, you can see the detailed report. 重複點擊郵件內容中超連結的次數統計，例如，鮑勃點擊了連結 10 次，那麼點擊人數是 1，點擊次數是 10。點擊圖表可查看詳細報告。

Columns 欄目	Explanation 解釋說明
Unique Click 點擊人數	How many people clicked the mail (counted in unique email address) 點擊郵件連結的人數。
Conversions 轉換	The function is to track no. of purchase/application from eDM. e.g. I have an online shop and I want to check how many successful transactions was made by sending eDM. 此功能用於追蹤從 eDM 中轉化的購買/申請，例如，我需要追蹤從發送 eDM 中轉化的成功訂單。
Bounces 彈回	Number of bounce back emails, including soft bounce and hard bounce. If you click the figure, you can see detailed report. Learn more about bounce: http://developer.rspread.com/BounceBack.aspx 彈回的郵件數量，包括軟彈回和硬彈回。點擊圖表可查看詳細報告。瞭解更多關於彈回的內容： http://developer.rspread.com/BounceBack.aspx
Soft bounce 軟彈回	Soft bounces indicate a temporary delivery issue that email cannot be delivered. Types: <ul style="list-style-type: none"> • Mailbox Full • Vacation/Auto Reply • Blocked • Content Denied • Frequency Limited • Unknown Subscriber • Other 軟彈回是由於暫時的傳送問題而導致郵件無法送達。 類型： <ul style="list-style-type: none"> • 郵箱已滿 • 假期/自動回復 • 被攔截 • 郵件內容被拒絕 • 頻率限制 • 未知訂閱者 • 其他
Hard bounce 硬彈回	A hard bounce indicates a permanent reason that email cannot be delivered. Types:

Columns 欄目	Explanation 解釋說明
	<ul style="list-style-type: none"> • <i>Non-Existent Address</i> • <i>Undeliverable</i> <p>硬彈回是由於永久性的問題而導致郵件無法傳達。</p> <p>類型：</p> <ul style="list-style-type: none"> • <i>不存在的電郵地址</i> • <i>無法送達</i>
Spam Reports 回報濫發	<p>How many people reported to email service provider (e.g. Yahoo, Gmail) that your email as a spam mail.</p> <p>向郵件服務商舉報垃圾郵件的人數（如 Yahoo，Gmail）。</p>
Unsubscribed 取消訂閱	<p>How many people clicked the unsubscribe link in your eDM to stop receiving emails from you.</p> <p>點擊郵件中的取消訂閱連結的人數。</p>
Date Sent 發送時間	<p>Date and time of sending eDM campaign.</p> <p>發送 eDM 的日期和時間。</p>

Get Multi-Report 獲取多報告

- 1) Select the campaigns you would like to review. 選擇（多選）想查看的郵件。
- 2) Click “Multi-report”. 點擊“多報告”。

Account Centre: My account | vtai@reasonable.hk

Create Email | Create SMS | Pause | Resume | Rename | Publish | **Multi Report** | Folder Report | Move to Folder | Filter Emails

Version: Trial, Expiry Date: Free trial ends in 55 days, Email Remaining: 996 | [Subscribe Now](#) | [Get Free Account](#) | [Current Usage](#)

<input type="checkbox"/>	Name	Subject	Status	Modified Date	Sent	All Opens*	All Clicks*	Conversions	Bounces#	Spam Reports	Unsubscribed	Date Sent
<input type="checkbox"/>	0 Dec 19 15:11:45	(untitled)	Draft	12/30/2019 1:12:44 AM	0	0	0	0	0	0	0	
<input checked="" type="checkbox"/>	0 Dec 19 12:06:22	(untitled)	Draft	12/29/2019 10:09:23 PM	0	0	0	0	0	0	0	
<input checked="" type="checkbox"/>	6 Dec 19 14:58:55	OCBC is good	Sent	12/26/2019 1:01:04 AM	1	6 (600%)	5 (500%)	0	0	0	0	12/26/2019 1:01:09 AM
<input type="checkbox"/>	6 Dec 19 14:54:34	hi hello	Draft	12/26/2019 1:10:25 AM	0	0	0	0	0	0	0	

1 Page(s) 4 Record(s)

Show: 10 campaigns

P: Published to newsletter archive

Spread推廣 | 推廣活動

新建電郵 | 新建短訊 | 暫停 | 繼續 | 刪除 | 改名 | 刊登 | **多報告** | 資料夾報告 | 移至

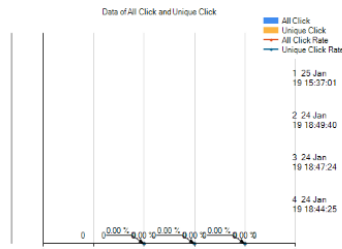
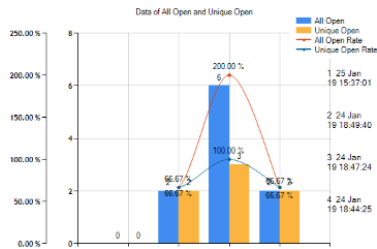
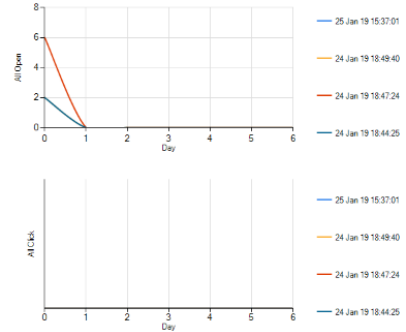
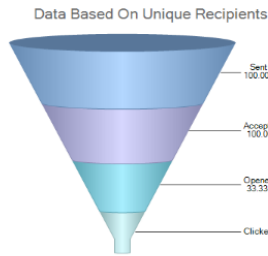
版本: 尊尚, 有效期至: Sep 07 2021, Email剩餘量: 98 | [升級](#) | [現時用量](#)

<input type="checkbox"/>	名稱	主題	狀態
<input type="checkbox"/>	添加訂閱欄	想客戶自動送上门?	草稿
<input checked="" type="checkbox"/>	service	(untitled)	草稿
<input checked="" type="checkbox"/>	思齊學堂 增长黑客	思齊學堂·增长黑客	P 已發

3) A multi-report is generated as shown below: 生成多報告如下方所示。

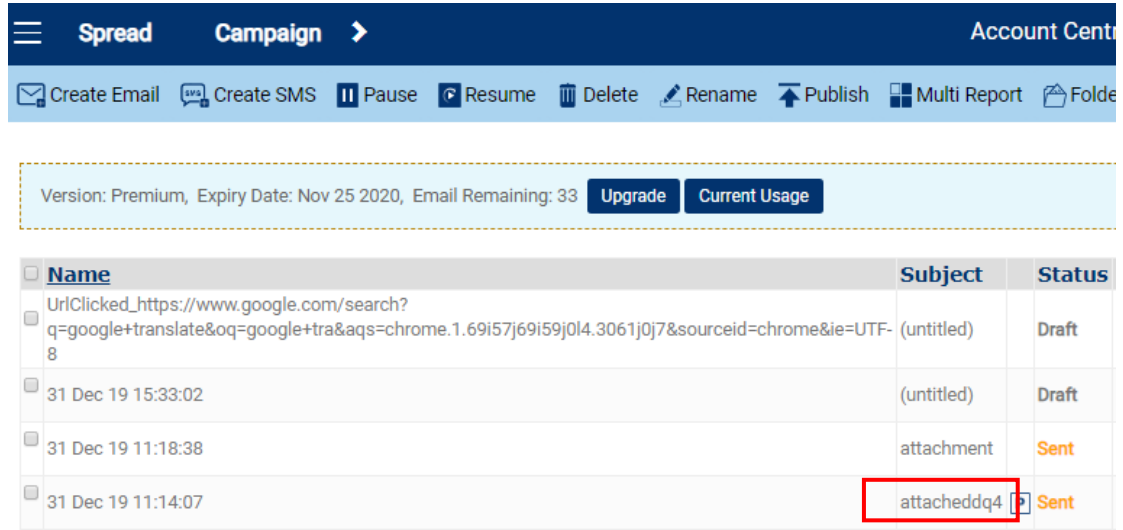
Campaign:
 25 Jan 19 15:37:01
 24 Jan 19 18:49:40
 24 Jan 19 18:47:24
 24 Jan 19 18:44:25

Sent	9 (100.00 %)
Accepted	9 (100.00 %)
All Open	10 (111.11 %)
Unique Open	3 (33.33 %)
All Click	0
Unique Click	0
Conversion	0
Spam	0
Unsubscribed	0
Bounce	0
Hard Bounce	0
Soft Bounce	0
Sent failed	0
Start Time	1/24/2019 3:02:19 AM
Finish Time	1/24/2019 7:04:06 PM
Sent Per Hour	1



Get Report on Open by Hour/Day Report for One Campaign 獲取單個郵件的每小時/每天打開報告

- 1) Click the “subject” of campaign you would like to review in home page. 在主頁中點擊想查看的郵件標題。



Version: Premium, Expiry Date: Nov 25 2020, Email Remaining: 33 [Upgrade](#) [Current Usage](#)

<input type="checkbox"/> Name	Subject	Status
<input type="checkbox"/> UrlClicked_https://www.google.com/search?q=google+translate&oq=google+tra&aqs=chrome.1.69i57j69i59j0l4.3061j0j7&sourceid=chrome&ie=UTF-8	(untitled)	Draft
<input type="checkbox"/> 31 Dec 19 15:33:02	(untitled)	Draft
<input type="checkbox"/> 31 Dec 19 11:18:38	attachment	Sent
<input type="checkbox"/> 31 Dec 19 11:14:07	attacheddq4 [2]	Sent



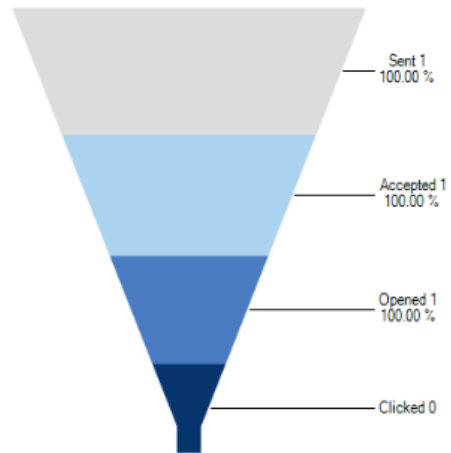
版本: 尊尚, 有效期至: Sep 07 2021, Email剩餘量: 98 [升級](#) [現時用量](#)

<input type="checkbox"/> 名稱	主題	狀態
<input type="checkbox"/> 添加订阅栏	想客户自动送上门?	草稿
<input type="checkbox"/> service	(untitled)	草稿
<input type="checkbox"/> 思齐学堂 增长黑客	思齐学堂:增长黑客	P 已發

- 2) Click the data in the report. 點擊報告中的“所有開啟”資料。

Report By

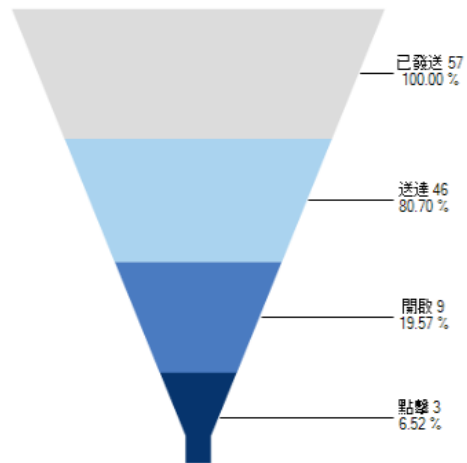
Summary	URL	Contact List	Domain	Device	Country
Sent	1 (100.00 %)				
Accepted	1 (100.00 %)				
All Open	4 (400.00 %)				
Unique Open	1 (100.00 %)				
All Click	0				
Unique Click	0				
Conversion	0				
Spam	0				
Unsubscribed	0				
Bounce	0				
Hard Bounce	0				
Soft Bounce	0				
Sent Failed	0				
Start Time	12/31/2019 11:14:53 AM				
Finish Time	12/31/2019 11:15:01 AM				
Sent Per Hour	458				



報告分類：



概要	連結	聯繫人名單	域名	設備	國家
已發送	57 (100.00 %)				
送達	46 (80.70 %)				
所有開啟	46 (100.00 %)				
不重複開啟	9 (19.57 %)				
所有點擊	7 (15.22 %)				
不重複點擊	3 (6.52 %)				
轉換	0				
回報濫發	0				
取消訂閱	0				
彈回	11 (19.30 %)				
硬彈回	1 (1.75 %)				
軟彈回	10 (17.54 %)				
發送失敗	0				
開始時間	12/11/2019 10:51:57 PM				
完成時間	12/11/2019 10:58:39 PM				

數據以人數作統計



- 3) It will be direct to an detail analysis page > select opens by hour > filter by hour/day 跳轉到詳細分析頁面 > 選擇“以時間統計” > 篩選按小時/天統計

- By 24-hour
- By 24-hour
- Stabilization (by hour)
- Stabilization (by day)

	Percentage	Unique Opens	Percentage
12 AM	0 0.00%	0	0.00%
1 AM	0 0.00%	0	0.00%
2 AM	0 0.00%	0	0.00%
3 AM	0 0.00%	0	0.00%
4 AM	0 0.00%	0	0.00%
5 AM	0 0.00%	0	0.00%
6 AM	0 0.00%	0	0.00%
7 AM	0 0.00%	0	0.00%
8 AM	0 0.00%	0	0.00%
9 AM	0 0.00%	0	0.00%
10 AM	0 0.00%	0	0.00%
11 AM	4  100.00%	1  100.00%	
12 PM	0 0.00%	0	0.00%
1 PM	0 0.00%	0	0.00%
2 PM	0 0.00%	0	0.00%
3 PM	0 0.00%	0	0.00%
4 PM	0 0.00%	0	0.00%
5 PM	0 0.00%	0	0.00%
6 PM	0 0.00%	0	0.00%
7 PM	0 0.00%	0	0.00%
8 PM	0 0.00%	0	0.00%
9 PM	0 0.00%	0	0.00%
10 PM	0 0.00%	0	0.00%
11 PM	0 0.00%	0	0.00%
All Time	4 100.00%	1 100.00%	

Displayed as GMT+08:00

發出 | 開啟 | 點擊 | 轉換 | 彈回# | 垃圾郵件報告 | 取消訂閱

推廣活動 > 11 Dec 19 22:48:52 > 開啟 > 概覽 | 全部開啟 | 不重複開啟 | 沒有開啟 **按時間統計** | 按郵箱域名統計 | 按國家或地區統計

- 24小時分段統計
- 24小時分段統計
- 按小時統計
- 按天統計

	全部開啟	百份比	不重複開啟	百份比
	1	2.17%	1	11.11%
1 AM	1	2.17%	1	11.11%
2 AM	0	0.00%	0	0.00%
3 AM	0	0.00%	0	0.00%
4 AM	0	0.00%	0	0.00%
5 AM	0	0.00%	0	0.00%
6 AM	0	0.00%	0	0.00%
7 AM	1	2.17%	1	11.11%
8 AM	0	0.00%	0	0.00%
9 AM	11	23.91%	3	33.33%
10 AM	4	8.70%	3	33.33%
11 AM	2	4.35%	2	22.22%
12 PM	6	13.04%	4	44.44%
1 PM	1	2.17%	1	11.11%
2 PM	9	19.57%	5	55.56%
3 PM	3	6.52%	3	33.33%
4 PM	2	4.35%	2	22.22%
5 PM	1	2.17%	1	11.11%

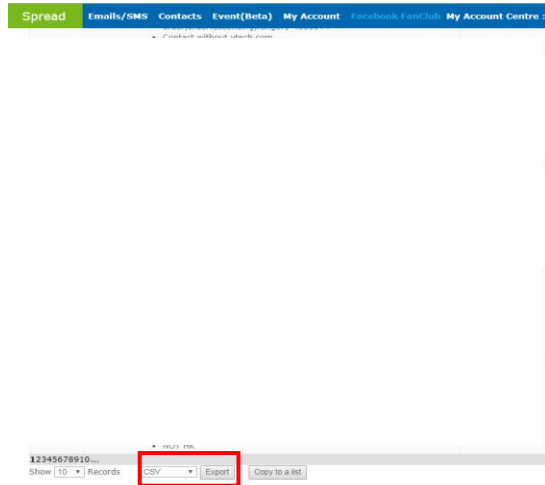
Report on Reasons of Bounce; Export Bounce Contact List 彈回報告；匯出彈回報告

- Click the "Bounce" no. of the campaign you would like to review in home page. 在主頁中點擊想查看的郵件彈回數。

Subject	Status	Modified Date	Sent	All Opens*	All Clicks*	Conversions	Bounces#
Merry Christmas	Sent	12/23/2019 3:16:37 PM	4	0	0	0	2 (50%)

名稱	主題	狀態	修改時間	發出	开启 次数*	點擊 次数*	轉換	彈回#
11 Dec 19 22:48:52	參加思齊学堂·增长黑客确认函	已發	12/11/2019 10:51:49 PM	57	43 (93.48%)	7 (15.22%)	0	11 (19.3%)

- 2) A campaign report is generated. 生成一個郵件報告。
- 3) Scroll down and click on no. in “Bounce” row. 往下滾動，點擊“彈回類別”列。
- 4) A bounce report will be generated. Choose the type of file you would like to export and click “Export”. 生成對應的彈回報告。選擇需匯出的報告類型，點擊“匯出”。



- 5) A link for report download will be sent to your log in email. 報告下載連結會發送到您的登錄電郵中。

Create Signup form 建立登記表格

Create Signup form 建立登記表格

✧ Please create at least 1 contact list before using this function. (Please refer to the section “[Upload Contact](#)”) 在使用此功能前，請先創建至少一個聯絡人列表（請參閱“[上傳聯絡人](#)”部分）。

- 1) Click “Contacts” in Navigation Bar and then “Web Form”. 點擊瀏覽列中的“聯絡人”，然後點擊“登記表格”。
- 2) Click “Edit My forms/Get code”. 點擊“自訂我的表格/取得代碼”。

The screenshot shows a navigation bar with 'Spread', 'Contacts', and 'Web Form Code'. The 'Contacts' dropdown menu is open, showing options: 'Add or import', 'Web Form', 'Export', 'Do not mail/call list', and 'List Folder'. The 'Web Form' option is highlighted with a red box. Below the menu, there are two sections: '1. Newsletter subscription' and '2. Custom SignUp Form'. The 'Edit My forms/Get code' link in the second section is also highlighted with a red box.

您可以自行建立屬於自己的聯絡人登記表格去幫助您建立自己的名單。

1. 聯絡人登記區表格

把這些 HTML 代碼加進您的網頁。

請按此以取得代碼

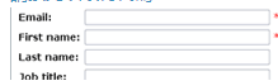


預覽

2. 自訂參加表格

邀請聯絡人參加您的活動。

請按此以取得代碼



自訂我的表格/取得代碼

預覽

- 3) Click “Custom Sign-up Form”. 點擊 “自訂參加表格”。

Custom forms management:

Add new custom form: [Custom Sign-up Form](#) | [Empty Custom Sign-up Form](#) |

You do not have any custom sign up form yet. Click the link above to add your sign up form.

管理自訂表格:

新增自訂參加表格: [自訂參加表格](#) | [空白自訂表格](#) |

- 4) Fill in the information page by page. 按照頁面指示填寫資料。
- Decide which contact list will the subscriber add in. 確認用戶登記後添加到的聯絡人列表。
 - Decide what website will auto redirect to when the sign-up finishes. 確認登記完成後自動跳轉的網頁。
 - Click “Next”. 點擊 “下一步”。

Create Custom Form:

Save All Save & Back Back

Basic information Basic information

Sign up instructions Form name: 12/30/2019 4:21:51 PM

Auto replied letters Add contact to group: -- Please select a contact group --

Auto redirect: http:// Auto Redirect

Language: Auto

Double Opt-in:

Auto Fill Information: Auto fill detail if email exist in your account.

Next

Save All Save & Back Back

Spread推廣 聯絡人 > 建立登記表格

創建用戶表單:

保存所有 保存並返回 返回

基本信息 基本信息

登記說明 表單名稱: 4/30/2020 4:23:12 PM

回覆信件 添加聯絡人到組: -- 请选择一个联系人名单 --

自動跳轉: http:// 自動跳轉

語言: 自動

雙重確認:

自動填充信息: 如果郵件存在, 自動填充信息。

下一步

保存所有 保存並返回 返回

iv. Edit the sign-up form instruction. 編輯登記表格說明。

Spread Emails/SMS Contacts Event(Beta) My Account Facebook FanClub My Account Centre : My account Go fpoon@reasonable.hk

Edit Custom Form:

Save All Save & Back Back

Basic information Sign up box

Sign up instructions Sign up instruction: Sign up by filling the require information

Auto replied letters Sign up form

Title: Spread Club Sign-Up Form

Sign up instruction:

Css Class Heading 2 Default Font Size

Thank you for the interest in joining Spread Club.

In order for us to be able to inform you about the latest updates and news, please fill in the information below:

Normal HTML QPreview <div> <h2> Words:30 Characters:163 (Max 10000 chars)

創建用戶表單:

保存所有 保存並返回 返回

基本信息 登記表單

登記說明 登記說明: Sign up by filling the require information

回覆信件 登記表單

標題: My Sign-Up Form

登記說明:

Apply C... Normal "Micros... Sc... 2...

B I U ... A ...

Thank you for subscribing to **123's** newsletter.

To ensure email delivered to you, if you can't receive our emails, please check junk folder / spam folder and then click **Not Junk/ Not Spam**.

In order for us to be able to inform you about the latest updates and news, please fill in the information below.

Design </> HTML Preview

(最多10000個字符)

v. Add and edit the fields for participants to fill in. 添加、編輯需要登記者填寫的資料。

Required field(s):

	Display	Required	New Label		ItType	Values
First Name:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>			
Middle Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Last Name:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>			
Job Title:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Company/organization:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Phone:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
More>>						
Address:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
City:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
State/Province:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Country:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Postal Code:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Fax:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Web address(URL):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Salutation/title:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Gender:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Date 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Date 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Custom	Display	Required	New Label		ItType	Values
Custom field 1:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Nickname <input type="text"/>		Text Check list	
Custom field 2:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Services that you are interested: <input type="text"/>		Text Check list	EDM: SMS Marketing, Email Rental
Custom field 3:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Age <input type="text"/>		Text Check list	18 or below; 18-30; 31-50; 50+; N/A

要求字段: 拖拽可調整下列欄目順序。

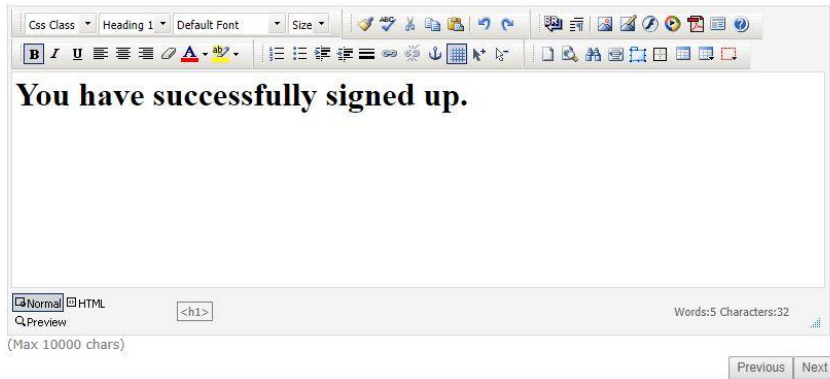
	顯示	必需	新標籤	類型 文本 選項 列表 文件	值: (分隔符為“;”)
姓:	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
中間名:	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
名:	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
職位:	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
公司/組織	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
電話:	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
地址:	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
城市:	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
州/省:	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
國家或地區:	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
郵編:	<input type="checkbox"/>	<input type="checkbox"/>			
傳真:	<input type="checkbox"/>	<input type="checkbox"/>			
網址 (URL) :	<input type="checkbox"/>	<input type="checkbox"/>			
稱呼/頭銜:	<input type="checkbox"/>	<input type="checkbox"/>			
性別:	<input type="checkbox"/>	<input type="checkbox"/>			
日期 1:	<input type="checkbox"/>	<input type="checkbox"/>			
日期 2:	<input type="checkbox"/>	<input type="checkbox"/>			
會員	<input type="checkbox"/>	<input type="checkbox"/>		<input type="radio"/> T <input type="radio"/> C <input type="radio"/> L <input type="radio"/> F	
自定義字段 2:	<input type="checkbox"/>	<input type="checkbox"/>		<input type="radio"/> T <input type="radio"/> C <input type="radio"/> L <input type="radio"/> F	

- ✧ Tick the box in the column “Display” to choose the fields shown in signup page 勾選 “顯示” 列中的標籤，選擇在登記頁面顯示的欄目。
- ✧ Tick the box in the column “Required” to set required fields that participants must fill in to finish signup 勾選 “必需” 列中的標籤，選擇在登記頁面登記者必需填寫的欄目。
- ✧ The column “New Label” let you to rename the fields “新標籤” 列可以重命名該欄目。
- ✧ In Custom field rows, choose the answer type in the column Type. T = text; C = check (can choose more than one option); L = list (can choose only one option) F= file. 自定義字段可在 “類型” 列選擇回答類型。T=文本；C=選項（可多選）；L=列表（單選）；F=文件
- ✧ In the column Values, type in the options and separate with “;” 在 “值” 列，輸入選項，並以 “;” 作為分隔符號。

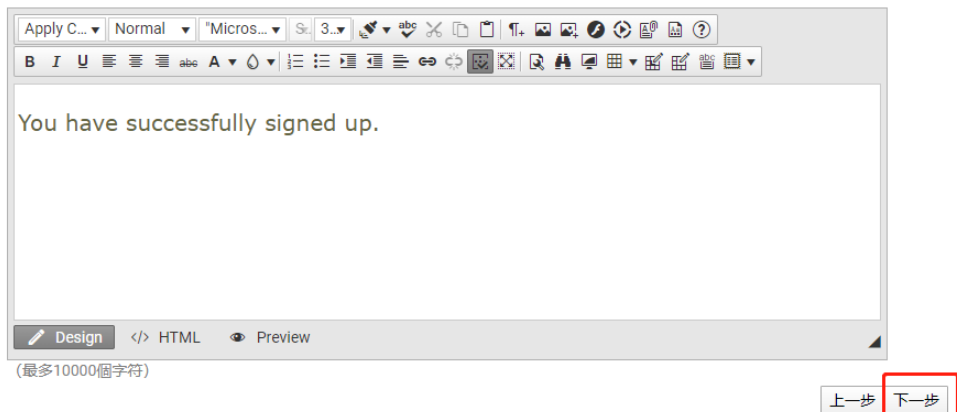
vi. Edit successful sign up message. 編輯 “成功登記通知”。

vii. Click “Next”. 點擊 “下一步”。

Successful sign-up message:



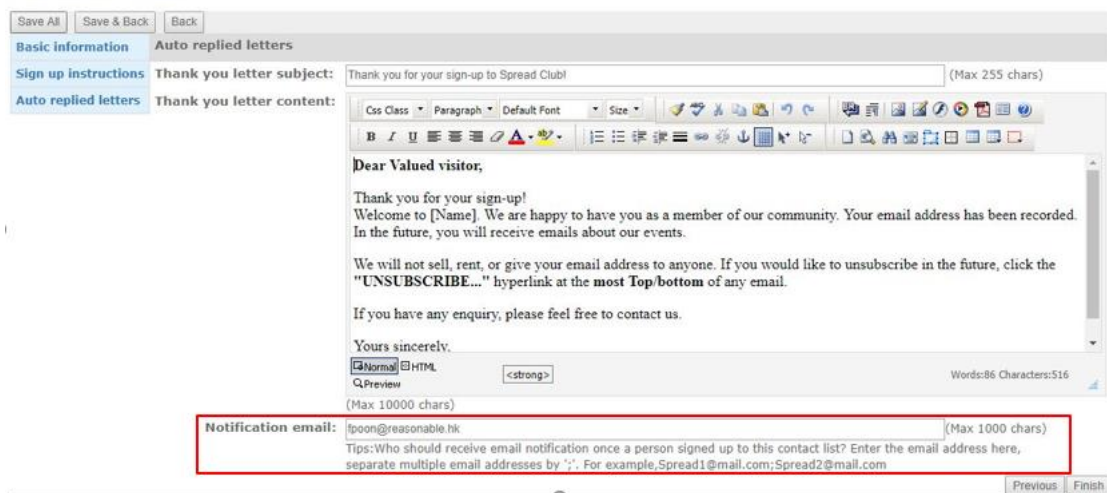
成功登記通知:



viii. Edit the thank you letter and confirmation letter for successfully signed up participants. 編輯發給成功登記者的感謝信和確認信。

ix. In Notification email row, type in the email address that would receive email notification once a person signed up successfully. 在通知郵件欄，輸入電郵地址，用於接收有人成功登記後發送的電郵通知。

Edit Custom Form:



創建用戶表單：

保存所有 保存並返回 返回

基本信息 自動回復信件

登記說明 感謝信件主題： Thank you for your subscription to [Company]! (Max 255 chars)

回覆信件 感謝信件內容：

Apply C... Normal "Micros... Se... 1... [Rich Text Editor Icons]

Dear Valued Subscriber,
Thank you for your subscription!
Welcome to [Name]. We are happy to have you as a member of our community. Your email address has been recorded. In the future, you will receive emails specific to your subscription.
We will not sell, rent, or give your email address to anyone. If you would like to unsubscribe in the future, click the "UNSUBSCRIBE..." hyperlink at the most Top/bottom of any email.
If you have any enquiry, please feel free to contact us.
Yours sincerely,
[Name]

Design </> HTML Preview

(最多10000個字符)

通知郵件： [Red Box] (Max 1000 chars)

提示：誰會收到郵件通知。一旦有人登記到該聯繫人列表？在這裡輸入郵件地址，使用；分隔多個郵件地址。例如：Spread1@mail.com;Spread2@mail.com

上一步 完成

保存所有 保存並返回 返回

5) Click "Finish". 點擊“完成”。

Get URL or HTML of Sign Up Form 獲取登記表格的 URL 或 HTML

- 1) Click "Contacts" in Navigation Bar and then "Web Form". 點擊導覽列中的“聯絡人”，然後點擊“登記表格”。
- 2) Click "Edit My forms/Get code". 點擊“自訂我的表格/取得代碼”。
- 3) Click "Get Code" to get the URL link to put in the campaign as hyperlinks 點擊“獲取代碼”，可得到 URL 連結以放在郵件中作為登記超連結。

+ Add or import | + Get web form code | * Export | - Do not mail list

Custom forms management:

Add new custom form: Custom Sign-up Form | Empty Custom Sign-up Form

	Name			
Get Code	SpreadClub	Edit	Delete	Duplicate

Subscription page with return address: rspread.hk

Sign Up Form link:

subscriber1.rspread.com/SubscribeFormDetail.aspx?UserID=60069&scrfid=2625&type=subscribe

您可以自行建立屬於自己的聯絡

新增/匯入

種表格去幫助您建立自己的名單。

登記表格

1. 聯絡人登記區表格

把這些 HTML代碼加進您的網頁

導出

您的顧客。

請按此以取得代碼

不再發送名單



名單資料夾

預覽

2. 自訂參加表格

邀請聯絡人參加您的活動。

請按此以取得代碼



自訂我的表格/取得代碼

預覽

管理自訂表格：

新增自訂參加表格： [自訂參加表格](#) | [空白自訂表格](#) | CSV ▾

	表格名稱	狀態				
獲取代碼	SpreadClub	通過審核	編輯	刪除	複製	導出

Subscription page with return address: rsread.cn/

登記表格連結：

<http://subscriber1.rsread.com/SubscribeFormDetail.aspx?UserID=60088&scrflid=288>

代碼：

If you still have any questions in using Spread, please feel free to contact our Account Manager.

Thanks.

如您在使用 Spread 過程中仍有任何疑問，請諮詢我們的客戶經理。非常感謝。