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## ENTERGROUP GUIDE FOR EZ MAIL LIST MANAGEMENT

In this tutorial you will learn about the “saved searches” settings of EnterGroup’s EZ Mail List Management Version 3!

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### Saved Searches – EZ Mail V3 by EnterGroup

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A saved search is a way to use different criteria (conditions) tied to your contacts to create a dynamic list. There are a number of criteria you can use to create your saved search and as contacts are added who meet that criteria, they will be added to your saved search.

For example, to find a particular address(es) in your database you need to first set conditions for your search. A condition is statement tells the system what contacts you are looking for. For example saying "Give me everyone whose email address is [user@company.com](mailto:user@company.com)" is a condition.

There are three fields that help you set conditions for searching. The **first** drop-down menu contains:

*Any Custom Fields you have*  
*Email Address*  
*Added On*  
*Contact Status*  
*Engagement Score*  
*Contact Rating*  
*List Status*  
*Message Status*  
*Group Status*  
*Clicked Through On*  
*Did Not Click Through On*  
*Changed custom field*  
*Shared*  
*Did Not Share*  
*Opt-in Source*

The **second** drop-down menu changes depending on what you select on the first drop-down.

So for example to create the condition that would tell the system to "Give me everyone whose email address is [user@company.com](mailto:user@company.com)" you would select "**Email address**" from the first drop-down and in the second drop-down you would select "**Is**" and in the third text box you would type "[user@company.com](mailto:user@company.com)". This would bring back everyone whose "Email Address is [user@company.com](mailto:user@company.com)"

In the second drop-down, there are other options available to you instead of just "Is" - "**Contains**" is another option. You could for example create a saved search of everyone in your contact database with Hotmail addresses by doing a search for everyone whose email address contains "hotmail".

Sometimes the **third** field becomes a drop-down or it might be a free form field where you type in information. When you are searching for contacts that have "Globally Unsubscribed" you would first choose "Status" from the first left hand box, "Is" from the second, and the third becomes a drop-down that shows the different statuses a user can have: Active, Bounced, Forwarded and Globally Unsubscribed. You would then choose Globally Unsubscribed from the drop-down and then hit search.



To **save a search**, simply select **Save Search** and name the search to your liking. You can now send to this search by selecting it under the "Recipients" tab in the campaign creation process.

Note: If you go to **Contacts > Saved Search**, you will see the date that the count was last updated on. If you want to refresh your numbers, just click the **Refresh** button next to the number of contacts in search.

Name	# Contacts in Search	Count Updated On	Edit	Delete
search test 12.13.11	4	06/22/2012 11:42 am EDT		
testing send	1	06/22/2012 11:42 am EDT		
@company.com emails	1	06/22/2012 11:42 am EDT		