



Using Mail Chimp with IQX

Set up

Create a Mailchimp account, if you do not already have one.

Mailchimp- Create your List or Audience name(s).

IQX - General settings> Email /Telephony - 300 + 310 need to be populated with your mailchimp API key (found in Account, Extras, API keys) and URL.

IQX - Agency Set up> Contact Event Types - create new type with unique ID eg. ID code 'SB' description 'MailChimp Subscription'. Then populate General Settings>Email/Telephony 315 'mailchimp contact event code' with the corresponding ID.

Using

Once set up is complete you will then see a new view on Person & Client contact selector forms - Mailer Selections.

Click on the IMPORT button on the Mailer Selections view and select the List/Audience you have in MailChimp. This will create the link to the list within IQX.

Adding people to the list is similar to creating stored selection. Search & highlight the relevant people. Save.

Clicking on the Members button will show you the list of people added and their Mailer State.



The screenshot shows the IQX software interface. The top window is titled 'Select Person' and contains a search bar, a 'Find' button, and a 'New' button. Below these are buttons for 'Retrieve', 'Save', 'Delete', 'Re-Assign', 'Members' (highlighted with a red box), 'Import', and 'Subscribe'. A table below these buttons shows a single entry for 'BARBARA' with details like 'Excequer test', 'Mailer', '12/02/2014', 'IQX', and 'barbara@iqx.co.uk'. A left sidebar contains links for 'Stored Selections', 'Stored Searches', 'Reports', 'Mail Merge', 'Bulk CV Import', and 'Mailer Selections'. Two dialog boxes are open in the center: 'Save Mailer Selection' with options 'Add To Current' (selected), 'Replace Current', 'Add All', 'Add Only Highlighted', and 'Add All Except Highlighted'; and an 'IQX' dialog box with the message '2 People have not been added to the list. 1 have not enabled for 'subscribe to marketing' 1 do not have an email addresses'.

The bottom window is titled 'Person Mailer Members - Excequer test' and contains a table with the following data:

Name	Mailer State	Date Subscribed	Status	Email	Address	Town	Postcode
Catherine Adu			Current	barbara@iqx.co.uk	742 Kings Road	LONDON	N18 2PM
Folaranmi Yetunde Akin...			Placed	babsykirik_up@hotmail...	5 Colthurst Drive	LONDON	N9 9TU

The lists can be saved into other consultants names (either on creation or using the Reassign button). And added to/replaced as with Stored Selections.

Using the Subscribe button will send the Subscription Request email from Mailchimp and save a contact event into the relevant record.



Select Person

Keyname or Number

Find

New

Close

Help

Retrieve

Save

Delete

Re-Assign

Members

Import

Subscribe

Key	Subject	Created	From Name	Reply Email
Mailer		12/02/2014 IQX		barbara@iqx.co.uk

Processing...

Cancel

Mailchimp Import

Mailer Selections

Information

i

1 Person added to the Mailchimp subscriber list

OK

