

Premium Lists:

This feature allows the Survey Administrator to store lists of participant information for future use. It works exactly the same as List Manager except that:

1. It is a premium feature that requires special account activation.
2. When available in the account, Mail Merge will be supported up to 50 characters.
3. It can be created by using an Excel (.xls) file only.
4. Attributes can contain a maximum of 3000 characters including symbols and spaces.

For an account which has this feature, the List Manager screen will show an additional button:

List Manager

	New	Modify	View	Export	Delete	New Premium List	
	List ID ▼	List Name	Records	Date Created	Created By		
<input type="checkbox"/>	L013	Delta corporates	6	3/12/08	PMT_tms		
<input type="checkbox"/>	L012	Water Ton Corporates	3	9/9/06	PMT_tms		
<input type="checkbox"/>	L011	Zarca Contacts	4	5/4/06	PMT_tms		
<input type="checkbox"/>	L010	Virginia	3	5/4/06	PMT_tms		
<input type="checkbox"/>	L09	Oklahoma	36	5/4/06	PMT_tms		
<input type="checkbox"/>	L08	Water town	3	5/4/06	PMT_tms		
<input type="checkbox"/>	L07	Cheryl	9	5/4/06	PMT_tms		
<input type="checkbox"/>	L06	J Reed	9	5/4/06	PMT_tms		
<input type="checkbox"/>	L05	Thomas	3	5/4/06	PMT_tms		
<input type="checkbox"/>	L04	Waterton Corporate	9	5/4/06	PMT_tms		

Creating a Premium List:

1. Go to the Distribution Manager tab.
2. Click on the [List Manager] button.
3. Click the [New Premium List] button.
4. Enter a name for the list in the field provided.
5. Click the [Next] button to move to the next step.

Create New List [Back to List Manager](#)

[Help ?](#)

Step 2 Define Additional Attributes Step 2 of 4

Indicate number of attribute columns:

Enter name and description for this list

Column	Attribute Name (Column Headers)	Type
1	<input type="text"/>	Other
2	<input type="text"/>	Other
3	<input type="text"/>	Other

Note: Max. length of attribute data: 50 characters beyond which they will be truncated.

[1. Assign Name: Texas](#)
2. Define Additional Attributes
[3. Define Source](#)
[4. Populate List](#)

[<< Back](#)

[Next >>](#)

6. Indicate the Number of Attributes you are going to have for each invitee by selecting the appropriate number from the drop down menu.

7. Enter the Column Headers for each column of attributes that will be included in the list and select the appropriate description for each from the Type drop down menu.

NOTE: Do not enter the Email Address as an attribute unless you are using it to pre-populate a survey question. The system already understands you will be including Email Addresses and will automatically make this a column.

8. Click the [Next] button to move to the next step.

9. Browse to the appropriate .xls file.

NOTE: Premium List can be created only from a file only.

Define Source

Create New List: L042 Students

[Help ?](#)

Step 3 Define Source Step 3 of 4

Define Source

Select Source File

You may load .xls file.

Note: Premium List can be created only from a file.

[1. Assign Name: Students](#)
[2. Define Additional Attributes](#)
3. Define Source
[4. Populate List](#)

[<< Back](#)

[Next >>](#)

10. Click the [Next] button to move to the next step.

11. If your file has column headers, select the check box next to 'Ignore first line or column heading.'

Ignore first line or column heading

Allow duplicate email address

12. For each column header in your new list, select the column from your file that will be used to fill-in that set of information from the corresponding drop down menu. (For example, if you have a 'First Name' column in your list, match it to the column in your file that contains first names.)

Email Address	--Select--
First Name:	-- Select --
Title:	-- Select --
Work Location:	-- Select --

13. Click the [Done] button to create your new Premium list.

NOTE:

1. Modifying/ Viewing/ Exporting/ Deleting a Premium list will work exactly the same as that for a normal list.
2. Attributes can contain a maximum of 3000 characters including symbols and spaces.