IMPORT/EXPORT Newsletter Subscribers

User Guide

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Extension Installation

1. Log out from Magento Admin panel if you are logged in

2. Unpack the contents of the zip file purchased and VIA ftp and upload the app folder to your magento install root.

3. Log into Magento Admin Panel

4. If Cache Control is enabled in Magento go to ‘System > Cache Management’ section, select ‘Refresh’ under ‘All Cache’ drop-down menu and press ‘Save Cache Settings’

5. Now go to System > Import / Export > Commerce Extensions -> Search Terms Import/Export and you can use the profiles from here to import and export.

6. **OPTIONAL** – you can setup either import/export profiles as a cron job see this url ->

   http://www.commerceextensions.com/how_to_setup_cron_job

Extension Usage

1. **DO NOT** – Edit the CSV in excel it strips format and breaks import. I recommend using openoffice.org calc and saving in utf-8 format. Or use the (XML) versions for the profile and the excel workbook sheet 2003 XML format.

2. Overall the extension is very straight forward. You can find in magento admin under

   system -> import/export -> Commerce Extensions Newsletter Subscribers Import/export

   import newsletter subscribers
   export newsletter subscribers

   and you can run the export to get a sample csv of newsletter subscribers already in your site and then you just upload via ftp to var/import and run the import profile and it will import it back in.

3. NOTE the following columns and values:

   subscriber_email = (REQUIRED) this is the customer email that you want to subscribe/unsubscribe

   status = (REQUIRED) this is the status of the subscriber. Either "Subscribed" or "Unsubscribed" or "Not Activated" or "Unconfirmed"

Support

CommerceExtensions offers only PAID support and 6 months of free updates from date of purchase for all magento extensions.

If you need paid support related to CommerceExtensions extension usage, feel free to contact me at scottbolasevich@gmail.com