

Online Mailing Application - Subscribers

Log in to your OMA account by going to <http://oma.laser-red.com>
(To help you find this again, save in Favourites)

Once logged in, use the left **"Menu"** link **"Subscribers"** to open the list of subscribers in your account.

How to... Add Subscribers

1. To add a new subscriber, click the **"Add"** link at the top of the list of subscribers.
2. A new page with content fields will open. You must fill in these fields in order to add a new subscriber, **"First Name"**, **"Surname"**, **"Email"** and click the **"Status"** box, creating a tick in the box. (This will mean that the subscriber is active)
3. Click the **"Submit"** button at the bottom of the page, this should bring up a new page with a list of your Interest Groups, tick the corresponding boxes to place the subscriber into the correct Interest Group/s, then click **"Submit"** to complete the form.
4. To Cancel the Addition form, click the **"List"** link at the top of the page.
5. You should now be back in the Lists of subscribers.

How to... Find Subscribers

1. Use the filter text box at the bottom of the page to input your email search and click the **"Filter"** button on the right. This will display all the matching contacts.

How to... Edit Subscribers

1. From the list you can edit the subscriber's information by clicking **"Edit"** on the right of the subscriber you want to edit.
2. A new page with content fields will open. You must fill in these fields in order to edit a subscriber, **"First Name"**, **"Surname"**, **"Email"** and click the **"Status"** box, creating a tick in the box. (This will mean that the subscriber is active)
3. Click the **"Submit"** button at the bottom of the page to complete the form.
4. To Cancel the Edit form, click the **"List"** link at the top of the page.
5. You should now be back in the Lists of subscribers.

How to... Delete Subscribers

1. You can delete the Subscriber by clicking the **"Delete"** link on the right of the subscriber you want to delete.
2. A **"Confirm Delete"** message will appear, with the name of the subscriber and a **"Submit"** button.
3. Click the **"Submit"** button to confirm you want to delete the subscriber.
4. To Cancel the Delete, click the **"List"** link at the top of the page.

How to... Find and set subscribers Interest Groups

1. To view which interest group's a specific subscriber is subscribing to, click on the link to the right of the chosen subscriber named **"IG"** (Interest Group's)
2. A table layout of all the Interest Group's in your OMA Account will appear.

LaserRed

www.laser-red.com

3. Tick the small square boxes (*creating a tick in the box*) next to the interest groups that you want the subscriber to be subscribing to. (*The subscriber will not subscribe to the boxes that are not ticked*)
4. Click the "**Submit**" button at the bottom of the table of interest groups to save any changes, and exit.

How to... Change a subscribers status

1. The first link on the right of each subscriber either "**Y**" or "**N**" Stands for Yes or No, meaning the subscriber is valid or invalid. (*If marked "N" (invalid) the subscriber will not be emailed by your Online Mailing Application!*)
2. Click the "**Y**" or "**N**" to change the status of the subscriber.

Help

We are available to help if required, just give us a call on 0845 090 0157