

VIMP documentation



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Newsletters (*Not available in VIMP Light*)

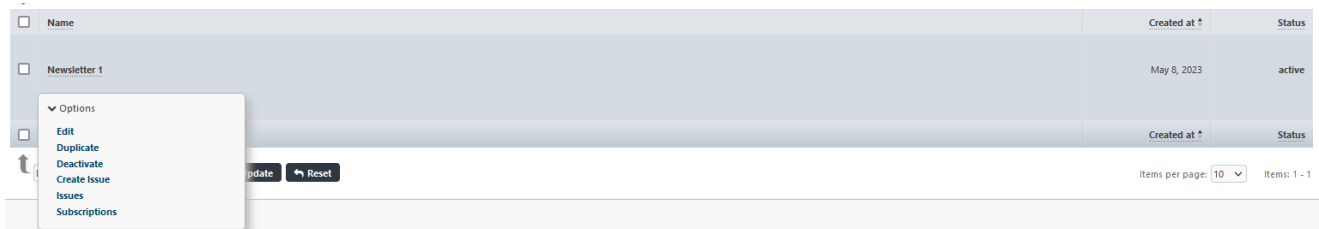
Within the “Newsletters” tab you can create and manage newsletter mailings.

Newsletter index

The table contains the following information:

- **Name:** The name of the newsletter
- **Created at:** The creation date of the newsletter.
- **Status:** The status of the newsletter (created, verify, illegal, legal, deleted).

By moving the mouse over a newsletter entry in the list a newsletter context sub menu appears:



The screenshot shows a table with three columns: Name, Created at, and Status. The first row is highlighted and has a context menu open over it. The context menu contains the following options: Edit, Duplicate, Deactivate, Create Issue, Issues, and Subscriptions. The table also has a 'Refresh' button and a pagination control showing 'Items per page: 10' and 'Items: 1 - 1'.

Name	Created at	Status
Newsletter 1	May 8, 2023	active

- **Edit:** Clicking “Edit” opens the “Edit Newsletter” page. Modify the title of the newsletter here.
- **Duplicate:** Creates a copy of the current newsletter.
- **Status change:** Depending on the current status of the newsletter the status can be changed (e.g. “activate”).
- **Issues:** Clicking on “Issues” opens up the “Issues index” page where all issues of this newsletter are listed.
- **Create issue:** Clicking on “Create issue” allows you to compose a new newsletter issue.
- **Subscriptions:** Opens the newsletter subscriber index.

- **Delete:** Clicking on “Delete” deletes the current newsletter. Actually, it remains on the system and can still be managed in the admin panel, but is no more active in the portal.

Irrevocable deleting a newsletter (purge)

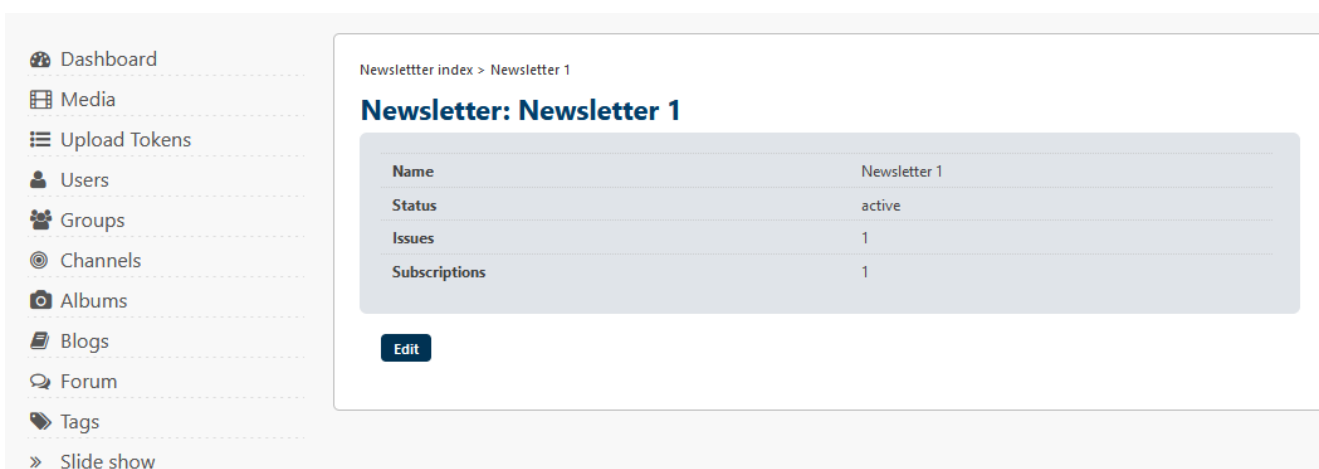
By activating the status filter “deleted” all newsletters that have been marked as deleted (and thus aren’t active in the portal anymore) will be listed.

They can be deleted irrevocable (complete deletion from the database) by clicking the “Purge” link in the context menu of the according newsletter.

You can also delete several or all deleted newsletters by checking the newsletters checkboxes and then executing the according batch action. Note that the batch action “Purge” only works within the filter “deleted” respectively only for newsletters with status “deleted”.

Newsletter information

By clicking a newsletter title the newsletter information view opens.



Newsletter: Newsletter 1	
Name	Newsletter 1
Status	active
Issues	1
Subscriptions	1

[Edit](#)

This view displays all information about the newsletter in a brief overview.

Clicking the “Edit” button in the lower left corner leads you directly to the “Edit newsletter” page.

Adding/editing a newsletter

In this view, all settings of newsletter can be modified.

Main information

Edit newsletter – Newsletter 1

Name *

Enter a new name for the newsletter or edit the existing one.

Newsletter issue index

The Newsletter issue index lists all issues of a certain newsletter.

<input type="checkbox"/>	Subject	Sender e-mail	Sender name	No. sent	Execute at	Started at	Finished at	Created at	Status
<input type="checkbox"/>	Newsletter test	newsletter@testemail.com	Newsletter	0	December 1, 2024 10:45 AM			December 1, 2022	active
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Options

- Edit
- Duplicate
- Deactivate
- Delete

By moving the mouse over an issue item in the list an issue context sub menu appears:

- **Edit:** Clicking on “Edit” opens the “Edit newsletter issue” page that allows you to edit the according newsletter issue.
- **Duplicate:** Creates a duplicate of the current newsletter issue.
- **Status change:** Depending on the current status of the newsletter issue the status can be changed (e.g. “activate”).
- **Delete:** Clicking on “Delete” deletes the according newsletter issue. Actually, it remains on the system and can still be managed in the admin

panel, but is no more active in the portal. Analogues to the newsletters deleted issues can be purged in a second step.

Newsletter issue information

Clicking the title of a newsletter issue opens the newsletter issue information view.

Newsletter Issue: Newsletter test

Subject	Newsletter test
Status	active
Sender e-mail address	newsletter@testemail.com
Sender name	Newsletter
Reply e-mail address	no-reply@testemail.com
Reply name	no-reply
Execute at	12/01/2024
Started at	
Finished at	
Message HTML	Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.
Message Text	Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Edit

This view displays all information about the newsletter issue in a brief overview.

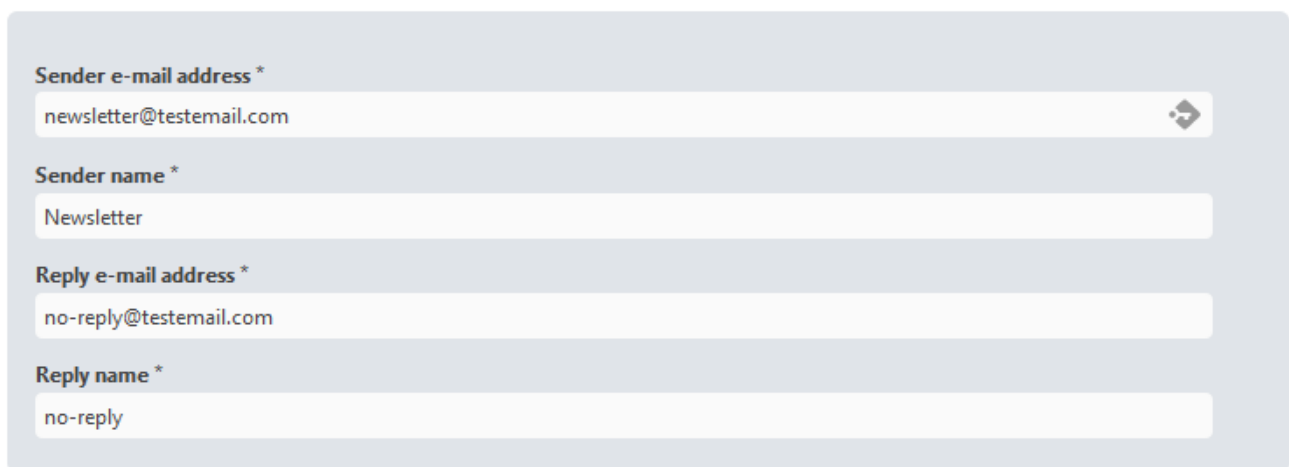
Clicking the “Edit” button in the lower left corner leads you directly to the “Edit newsletter issue” page.

Editing/adding a newsletter issue

Within this view all contents and settings of a newsletter issue can be modified.

E-mail settings

Edit newsletter issue – Newsletter test



The screenshot shows a form titled "Edit newsletter issue – Newsletter test" with four input fields:

- Sender e-mail address ***: newsletter@testemail.com
- Sender name ***: Newsletter
- Reply e-mail address ***: no-reply@testemail.com
- Reply name ***: no-reply

Set the e-mail address of the sender and the “From”-name to be displayed within the recipient’s mail client.

Additionally, you can define a separate reply address.

Content

Subject*

Newsletter test

Message Text*

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Message HTML

B *I* U |         Source

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

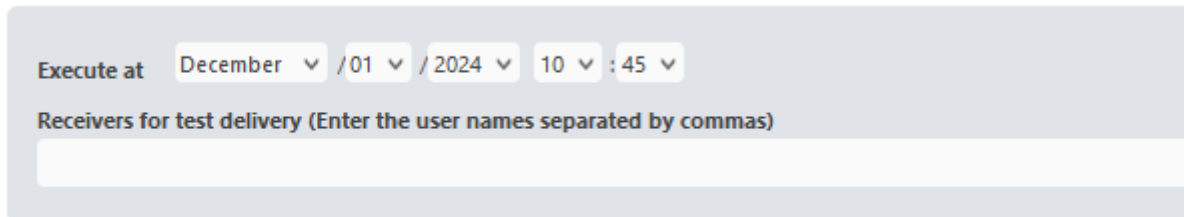
Enter the subject of the newsletter.

Next, enter the plain-text version of your newsletter.

Then you can also enter a HTML version of your newsletter that can be formatted individually.

The plain-text version will be displayed on mail clients that don't support HTML.

Additional settings



Execute at / / :

Receivers for test delivery (Enter the user names separated by commas)

Finally set the date of distribution.

Note that the execution can last several hours, depending on the number of recipients.

If you want to send a test newsletter to yourself or a limited number of recipients, enter the username(s) in the last field and click the “Test mail” button.

Save your changes by clicking the “Save” button or discard them by hitting the “Cancel” button.

Newsletter subscriptions index

The newsletter subscriptions index lists all subscribers of the according newsletter.



Users	Created at
<input type="checkbox"/> admin	May 18, 2023
<input type="checkbox"/> <div style="border: 1px solid #ccc; padding: 2px;">Options Delete</div>	Created at

By moving the mouse over a username in the list a context sub menu appears:

- **Delete:** Clicking on “Delete” deletes the newsletter subscription of the according user.

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