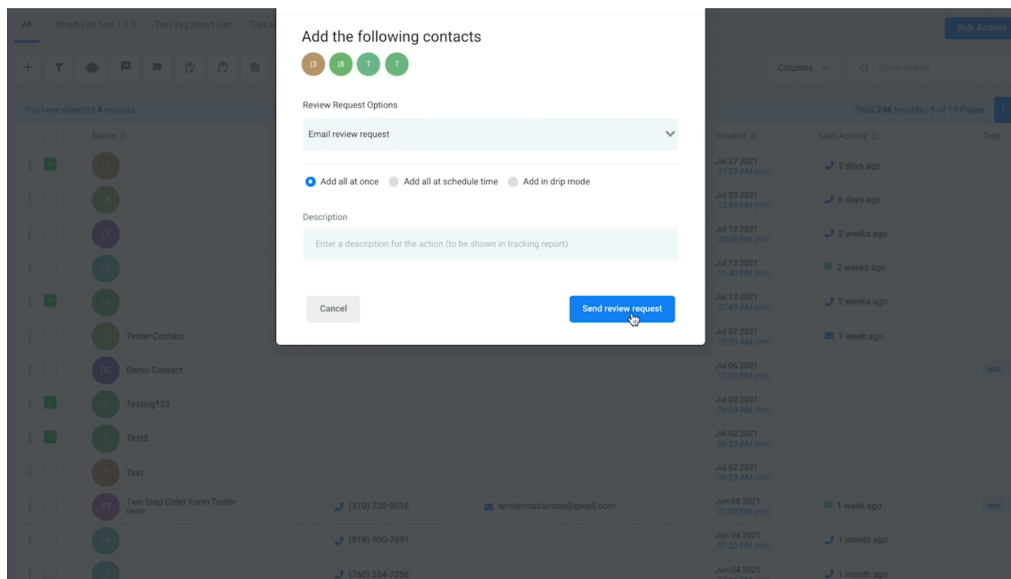


Bulk Actions – Sending Review Requests

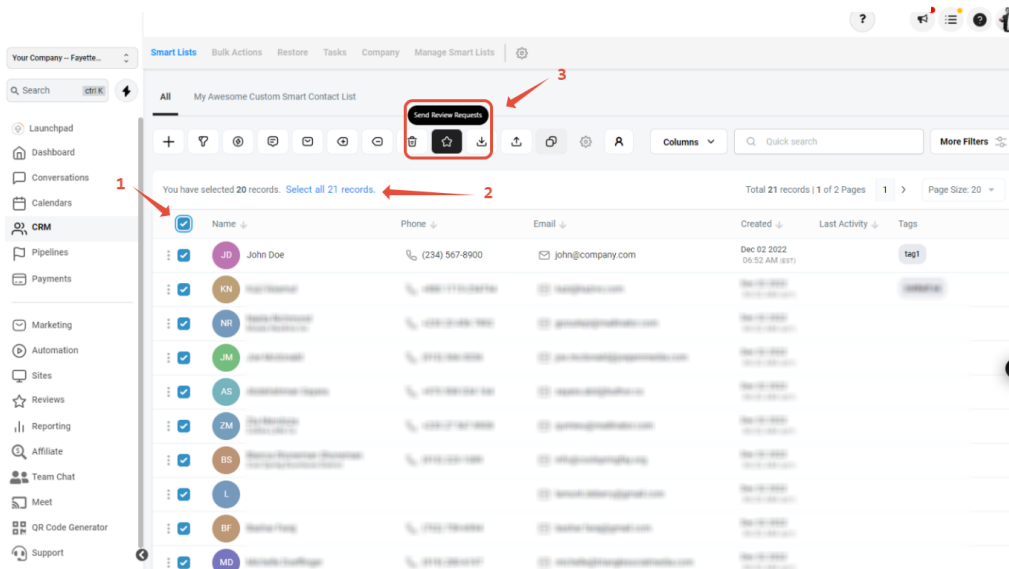
Modified on Sun, 04 Dec 2022 at 10:53 PM



Using the Bulk Actions features in your Contacts/Smart Lists section, you can perform multiple one-off actions to selected or all contacts. Here's how to send review requests using the bulk action feature:

Step 1: Choose Your Contacts

- Navigate to your contacts.
- Check the box to select contact records.
- You can also check the box at the top to select all on that page, and you can click the hyperlink to select all contacts in your system.



Step 2: Choose Your Action

- Choose the icon for “Send Review Request”.
- In the pop-up window that appears, select either the email or SMS template from the dropdown list.
- Then choose the scheduling for this action. You can choose “add all at once” to process the action immediately, “add all at scheduled time” to process the action at one time in the future, or “add in drip mode” to process in groups/batches.

Send review request

Enter contact details below



Add the following contacts



Please note The actions will be performed over a period of time. You can track the progress on the bulk actions page.

Cancel

Ok, proceed

NOTE: When scheduling a bulk action in drip mode, the "repeat after" does not repeat the entire process. Instead, it can be viewed as "run every". As shown in the example below, 100 contacts would be processed per every 5 hours. This process would repeat until all selected contacts received the drip communication. (If you had 780 contacts selected, there would be a total of 8 batches – 7 x 100 and 1 x 80).

☐ Send all at once ☐ Send all at schedule time ☒ Send in drip mode

Start On

Thu, Apr 1, 2021 8:15 AM

Batch Quantity

100

Repeat After

5

Hours

Send On

Mon Tue Wed Thu Fri Sat Sun

Process between hours (optional)

Start From

End At

Cancel

Send Email