

# Export Subscribers

Of course, you are able to use and edit data of your subscribers outside of BACKCLICK. Go to **Subscriber - Management --> Export Subscribers** in order to export existing subscriber data.

**BACKCLICK**

Servetime : 09:49:25 AM  
Mandator : Standard  
Mandator-Id : 0  
User : bcadmin

Main Menu

- Campaign - Management
- Statistics
- Subscriber - Management**
  - Create Subscriber
  - Edit Subscriber
  - Delete Subscriber
  - List of Subscribers
  - Export Subscribers**
  - Import Subscribers
  - Delete Subscribers by File
  - Test Mailing list
  - Complaint-Manager
  - Seedlist-Management
  - Newsletters to subscribers check
- Robinson - Management
- Search for Target Groups
- Campaign - Archive
- E-Mail On Demand
- User - Management
- Mailing list - Management
- IMF - Management
- Mandator - Management
- System - Administration
- Logout

**Export Subscribers** BC 5.9.73-alpha - [Enterprise Edition]

Use the following entries to create an export list. Export it or select another list for export.

**Mandator** Standard

**Create export list:**

Name of export list:

☐ export subscription  
☐ export unsubscriptions

Period of Subscription/Unsubscription:

until: day month year h m  
13 July 2023 09 55

Select mailing list:

Testverteiler (1)  
Testverteiler2 (2)

Database fields:

ANREDE  
DATENSCHUTZ  
FORMAT  
NACHNAME  
NAMENSZUSATZ  
PASSWORD  
TITEL  
VORNAME

**create**

**back**

## Name of export list

Choose a name for the export-file you want to create here. You don't have to define the file ending as ".csv," ".txt," etc..

## Check boxes

This defines data to be exported. Options are: "export subscriptions" and/or "export unsubscriptions". Tick the corresponding check-box in order to receive this data.


If no check box is selected, **by default** all active subscribers will be exported from the selected mailing list up to the specified unsubscribe time.

If you select **exportsubscriptions**, all subscriptions will be exported from the selected mailing list in the specified time period.

If you select **export unsubscriptions**, all unsubscriptions will be exported from the selected mailing list in the specified time period.

If you select **exportsubscriptions and export unsubscriptions**, all subscriptions and unsubscriptions will be exported from the selected mailing list in the specified time period.

## Period of Subscription/Unsubscription

If data you want to export is related to the period of subscription/unsubscription you are able to define this period. You may do this manually or by using the calendar provided (  ).

The registration time is only shown, if "Export subscriptions" and/or "Export unsubscriptions" has been selected.

The image displays three sequential screenshots of a software interface for selecting export options. Each screenshot shows a section titled 'Period of Subscription/Unsubscription:' with 'From' and 'until' date pickers. The date pickers are configured with day, month, year, hour, and minute dropdowns, and small calendar icons. In the first screenshot, 'export subscription' is checked and 'export unsubscriptions' is unchecked. In the second, 'export subscription' is unchecked and 'export unsubscriptions' is checked. In the third, both 'export subscription' and 'export unsubscriptions' are checked. The date ranges in the first two screenshots are from July 13, 2022, 09:55 to July 13, 2023, 09:55. The date range in the third screenshot is from October 09, 2022, 16:40 to October 09, 2023, 16:40.

## Select mailing list

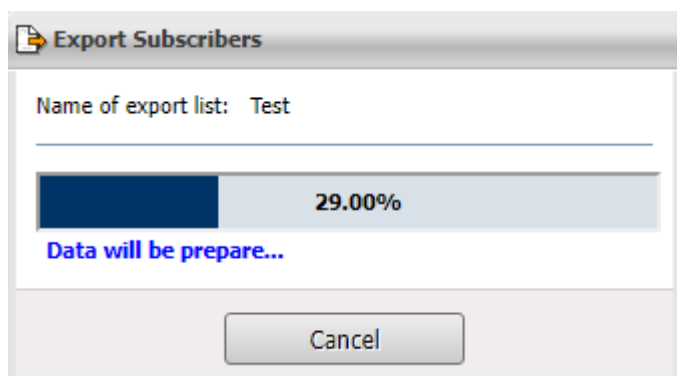
This list shows all mailing lists you are permitted to access. You may choose one, more than one, or all mailing lists in order clickwithCTRLandleftclick onthemailingliststo receive subscriber data to the corresponding list(s).

## Select Database fields:

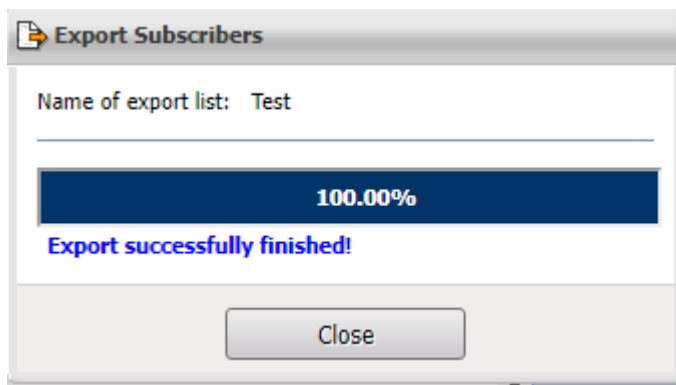
Here you can choose which subscriber data you want to export. you can choose no one, one or more then one with CTRL and left click.

## Create Export File

After you are happy with all settings, click the "*create*"-button. You will see the following window:



If you want to cancel an export in progress. Please click on the "Cancel" button.



As shown in the figure, progress of your export is shown during creation of the file. Please click the "close"-button only AFTER your file has been created.

The exportable file will be listed under "Export directory".

## Export-directory

**Export Subscribers**

Use the following entries to create an export list. Export it or select another list for export.

**Mandator**: Standard

**Create export list:**

**Name of export list:**

☐ export subscription  
☐ export unsubscriptions

**Period of Subscription/Unsubscription:**  
 until:

**Select mailing list:**  
 Testverteiler (1)  
 Testverteiler2 (2)

**Database fields:**  
 ANREDE  
 DATENSCHUTZ  
 FORMAT  
 NACHNAME  
 NAMENSZUSATZ  
 PASSWORD  
 TITEL  
 VORNAME

**Export directory:**

Filename	Date of upload	Subscribers	Export	Delete
Backclick_GMBH	12.07.2023 - 16:12 h	3		

**delete** **back**


This file will be available for export until you delete it.

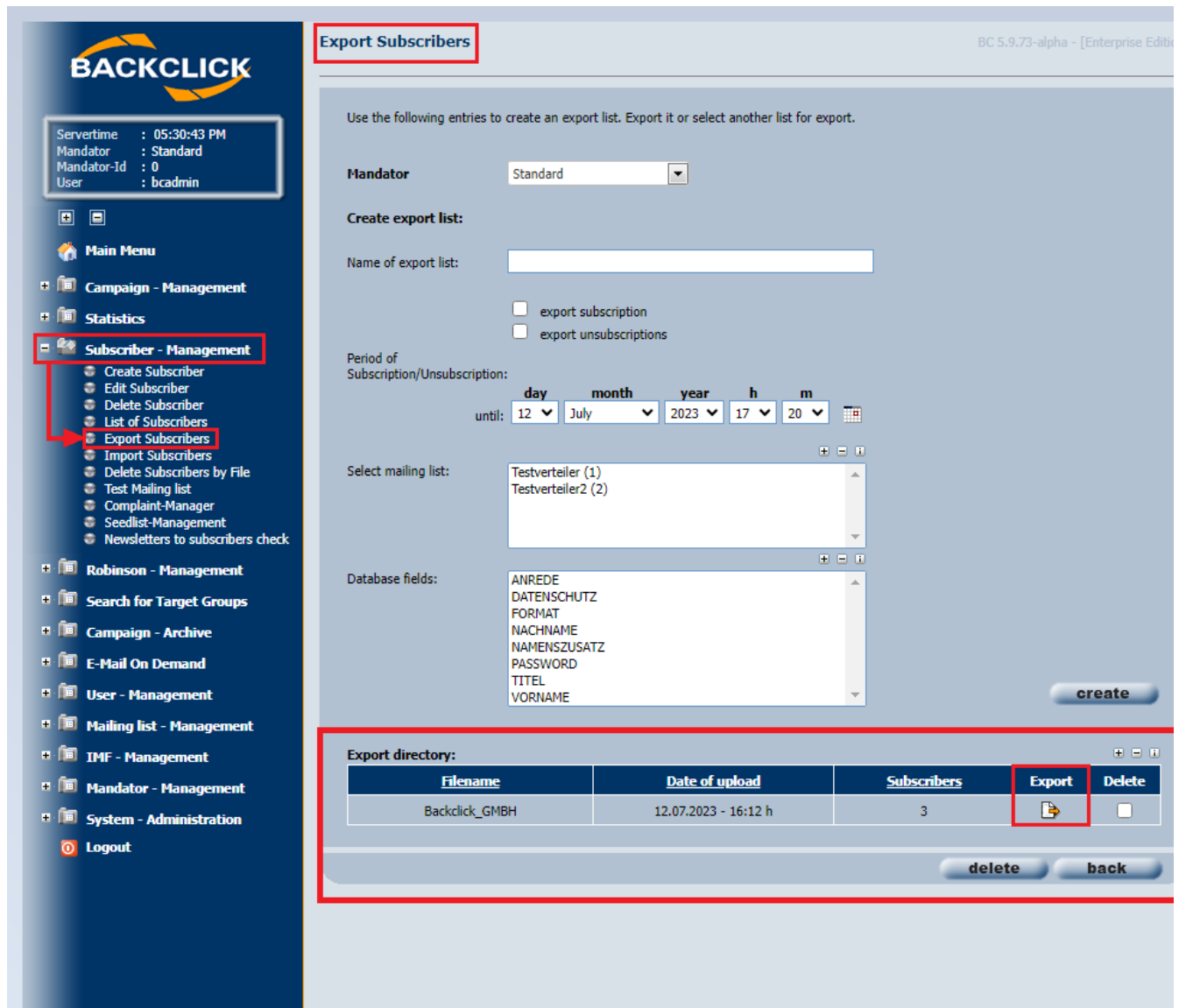
The export files can be sorted based on name, upload date and number of subscribers.

## Subscribers

The number in the Subscribers column is the number of unique subscribers and may differ from the number of lines in the export file.

## Export File

As explained later on in this documentation, there may be files in addition to your subscriber export files. Results of your target-group filter-exports are available for download as well. In order to export a file, click the -button next to the file you want to export.



**Export Subscribers** BC 5.9.73-alpha - [Enterprise Edit]

Use the following entries to create an export list. Export it or select another list for export.

**Mandator** Standard

**Create export list:**

Name of export list:


☐ export subscription  
☐ export unsubscriptions

Period of Subscription/Unsubscription:  
until:

Select mailing list:  
Testverteiler (1)  
Testverteiler2 (2)

Database fields:  
ANREDE  
DATENSCHUTZ  
FORMAT  
NACHNAME  
NAMENSZUSATZ  
PASSWORD  
TITEL  
VORNAME

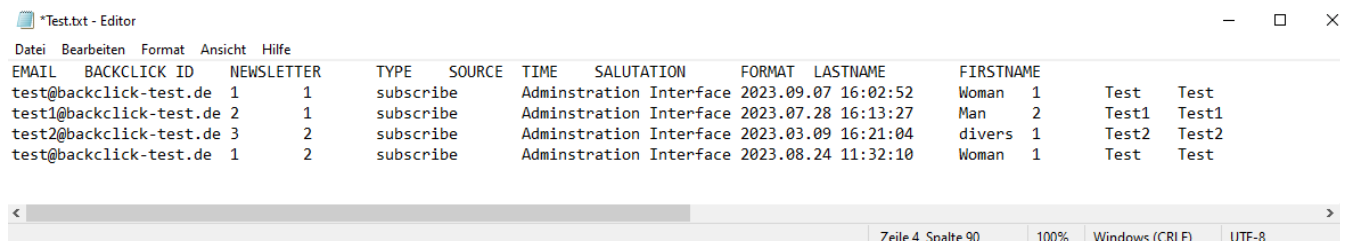
**Export directory:**

Filename	Date of upload	Subscribers	Export	Delete
Backclick_GMBH	12.07.2023 - 16:12 h	3		<input type="checkbox"/>

**delete** **back**

## File

The file will be opened in an editor per default. The content of Export-Test.txt (in our example) looks like this:



\*Test.txt - Editor

Datei Bearbeiten Format Ansicht Hilfe

EMAIL	BACKCLICK ID	NEWSLETTER	TYPE	SOURCE	TIME	SALUTATION	FORMAT	LASTNAME	FIRSTNAME	Test	Test1	Test2
test@backclick-test.de	1	1	subscribe	Administration Interface	2023.09.07 16:02:52	Woman	1	Test	Test			
test1@backclick-test.de	2	1	subscribe	Administration Interface	2023.07.28 16:13:27	Man	2	Test1	Test1			
test2@backclick-test.de	3	2	subscribe	Administration Interface	2023.03.09 16:21:04	divers	1	Test2	Test2			
test@backclick-test.de	1	2	subscribe	Administration Interface	2023.08.24 11:32:10	Woman	1	Test	Test			

Zeile 4, Spalte 90 100% Windows (CRLF) UTF-8

All fields are separated with tabulators, allowing you to use this file for importing purposes into BACKCLICK again.

## Delete File

To erase one of the export files, you must mark the check box right behind the name of the export file and click on the "Yes"-button.

Servertime : 09:36:27 AM  
 Mandator : Standard  
 Mandator-Id : 0  
 User : badmin

Main Menu  
 Campaign - Management  
 Statistics  
**Subscriber - Management**  
   Create Subscriber  
   Edit Subscriber  
   Delete Subscriber  
   List of Subscribers  
   **Export Subscribers**  
   Import Subscribers  
   Delete Subscribers by File  
   Test Mailing list  
   Complaint-Manager  
   Seedlist-Management  
   Newsletters to subscribers check  
 Robinson - Management  
 Search for Target Groups  
 Campaign - Archive  
 E-Mail On Demand  
 User - Management  
 Mailing list - Management  
 IMF - Management  
 Mandator - Management  
 System - Administration  
 Logout

## Export Subscribers

BC 5.9.73-alpha - [Enterprise Edition]

Use the following entries to create an export list. Export it or select another list for export.

**Mandator** Standard

**Create export list:**

Name of export list:

☐ export subscription  
☐ export unsubscriptions

Period of Subscription/Unsubscription:

until: day month year h m

13 July 2023 09 30

Select mailing list:

Testverteiler (1)  
Testverteiler2 (2)

Database fields:

ANREDE  
DATENSCHUTZ  
FORMAT  
NACHNAME  
NAMENSZUSATZ  
PASSWORD  
TITEL  
VORNAME

create

**Export directory:**

Filename	Date of upload	Subscribers	Export	Delete
Backclick_GMBH	12.07.2023 - 16:12 h	3		<input checked="" type="checkbox"/>

delete back

This will open another window displaying a safety question, which you will need to confirm by clicking on "yes" if you really want to erase the file. After this, the file will be removed from the list.

PLEASE NOTE: Only the export file (the result of the export) will be removed, but not the subscribers.

If you decide not to erase the file from your list when you see the window with the safety question, click on "No". This will return you to the submenu "export subscribers".

## Export Subscribers

BC 5.9.73-alpha - [Enterprise Edition]

**Are you shure you want to delete the export list?**

- Backclick\_GMBH

yes no