

# 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
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  - Import Subscribers
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  - Test Mailing list
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**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 shows three screenshots of a web interface for selecting export options. Each screenshot has a light blue background and contains the following elements:

- Two checkboxes: "export subscription" and "export unsubscriptions".
- A label "Period of Subscription/Unsubscription:".
- Two rows of date pickers: "From:" and "until:". Each row has five dropdown menus for "day", "month", "year", "h", and "m", followed by a small calendar icon.

**Screenshot 1 (Top):** "export subscription" is checked, "export unsubscriptions" is unchecked. The date range is From: 13 July 2022 09:55 to until: 13 July 2023 09:55.

**Screenshot 2 (Middle):** "export subscription" is unchecked, "export unsubscriptions" is checked. The date range is From: 13 July 2022 09:55 to until: 13 July 2023 09:55.

**Screenshot 3 (Bottom):** Both "export subscription" and "export unsubscriptions" are checked. The date range is From: 09 Oktober 2022 16:40 to until: 09 Oktober 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.

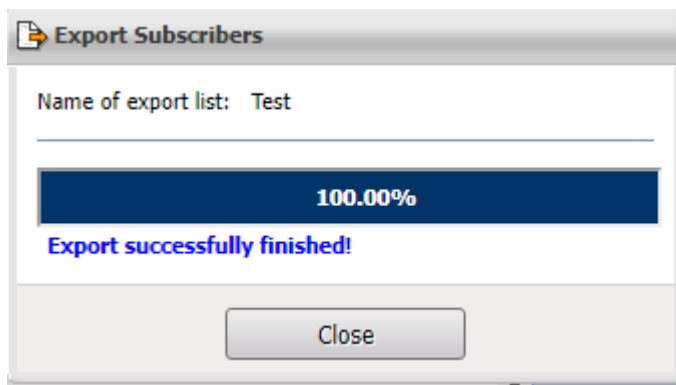
## Create Export File

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

The image shows a dialog box titled "Export Subscribers" with a file icon in the title bar. Inside the dialog:

- There is a text field labeled "Name of export list:" containing the text "Test".
- Below the text field is a progress bar. The bar is partially filled with dark blue, and the text "29.00%" is displayed to the right of the bar.
- Below the progress bar, the text "Data will be prepare..." is displayed in blue.
- At the bottom of the dialog is a "Cancel" button.

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.

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**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.

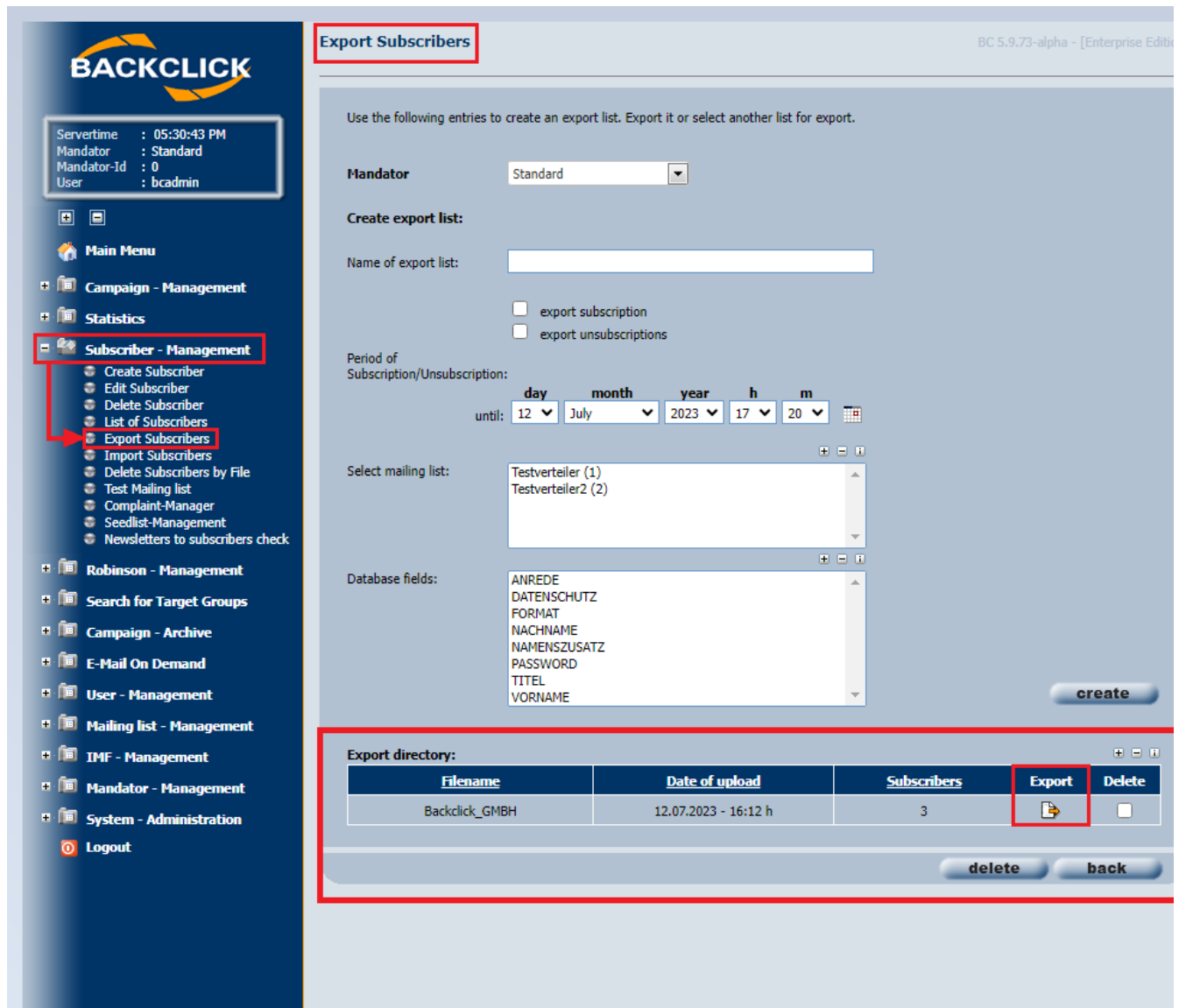
The export files can be sorted based on name, upload date and number of subscribers.

## 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:

Database fields:

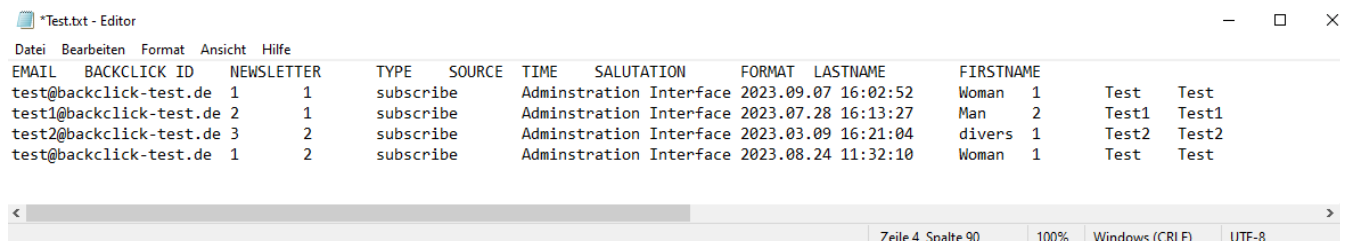
**Export directory:**

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

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

Srvvertime : 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  
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Export Subscribers

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Select mailing list:  
Testverteiler (1)  
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Database fields:  
ANREDE  
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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"/>

deleteback

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

yesno