

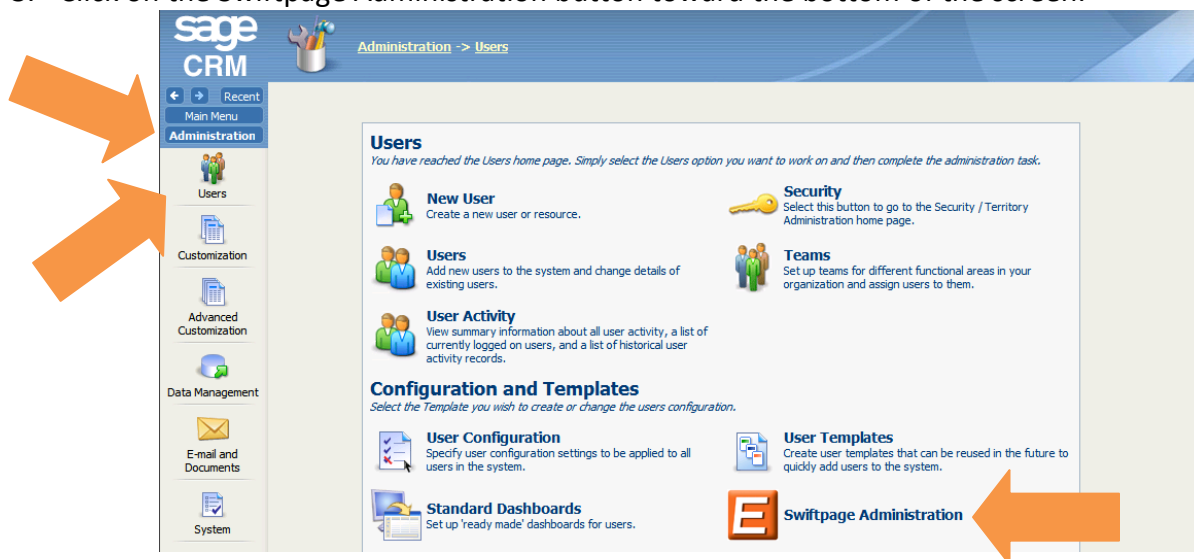
Quick Start Guide To:

Account Administration in Swiftpage for Sage CRM

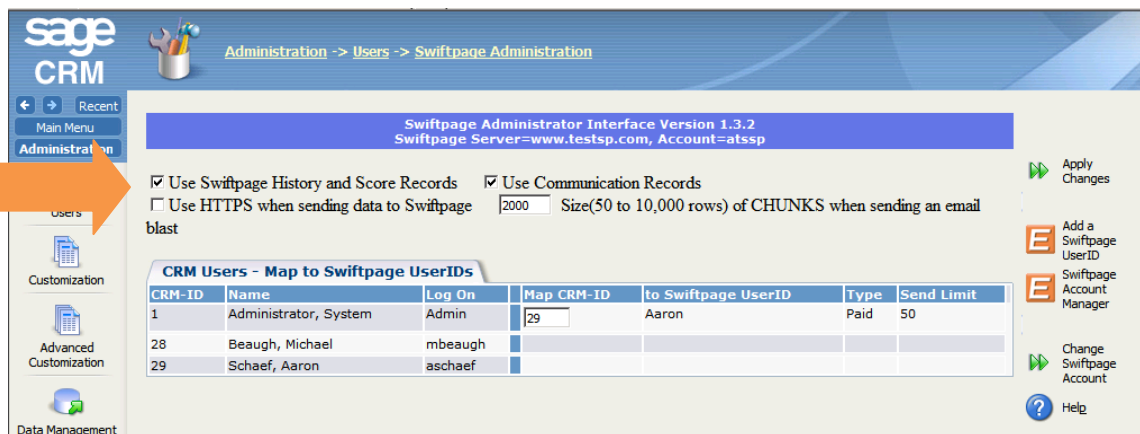
This Quick Start Guide provides instructions for understanding and adjusting your administrative settings in Swiftpage for SageCRM.

To adjust administrative settings in Swiftpage for Sage CRM:

1. Click on the Administration button on the left-hand side of the Sage CRM screen.
2. Click on the Users button.
3. Click on the Swiftpage Administration button toward the bottom of the screen.



4. A screen will appear, showing you the administrative options. Each option is described below, along with the default setting for each option upon installation of Swiftpage for SageCRM.



- Use Swiftpage History and Score Records: check this box to have Swiftpage for SageCRM write the results of your email blast results into SageCRM contact History records. **Default setting:** on.
- Use Communication Records: check this box to have Swiftpage for SageCRM write the results of your email blast results into SageCRM contact Communication records. **Default setting:** on.

- Use HTTPS when sending data to Swiftpage: if you prefer to have your contacts' information sent to Swiftpage over a secure connection, check this box. **Default setting:** off.
 - xxxx Size (50 to 10,000 rows) of CHUNKS when sending an email blast: this option allows you to determine the number of names SageCRM sends to Swiftpage at once, when sending an email blast. If you have a slower Internet connection or an especially large database for instance, you may want to set this number lower. If sending at a higher chunk number does not work, you can try sending in smaller chunks. **Default setting:** 2000.
5. After adjusting your settings as needed, click on the Apply Changes button on the right-hand side of the screen and you are finished!