How to Export Query Results into a Deliver Mailing

Log in to the back-end of SLATE ay [https://applynow.unc.edu/manage](https://applynow.unc.edu/manage) using your onyen and password.

Click the Queries/Reports button on the top menu bar.

Click the ‘New Query’ bar at the top left of the page. This will bring up a prompt to name your new query and place it in a folder. Select ‘Applications’ as the population.

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You will be brought to the edit query page. Here you will added the exports and filters to your query to pull any fields that you would like to be used in the mailing. (Please reference the SLATE Query documentation if you require more information on query functionality) Typically a query that will be used for a mailing will include the export fields Name, Email, Degree, and Major. Be sure to add filters to narrow down and restrict the population you would like to contact.
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Once you have applied the exports and filters, it will be time to run the query. Go back to the Query page in SLATE and select the query name you have just created from the list below. Then click ‘Run Query’
Once the query has run, you will be prompted to export your results. Here you will select the Output as ‘Deliver Mailing’.

You will then be prompted to either create a new mailing or to use an existing mailing. We will be creating a new mailing in this example. You will also be prompted to either use the query you have created as the new query for the deliver campaign, which is used for on-going deliver campaigns, or to ‘Copy results into mailing as static recipient list’, which is better for one-time communications.
After clicking submit you will be brought into the message editing screen. Here you can customize your message before you send it out to your recipient list.
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Click the ‘Edit Message’ button to bring up the email message editor.

Hello Graduate TEST, Gabriel Test,

I hope you are enjoying classes in Chemistry for your Master of Science.

Regards,
Rameses Ram
The editor functions just like other WYSIWYG editor. On the right menu of the editor you can click the fields you would like included in your message and they will be output at your cursors location. These merge fields are surrounded by curly braces \{{}} and will be replaced based on the values provided by your query once the message has been sent.
Once you are done editing, you can view an example of what your message will look like by clicking the ‘Display Sample Message’ button in the right menu.
You may also send a test message to any email account by clicking the ‘Send Test Message’ button. This will prompt you to provide an email address to send to, but will default to the email SLATE has on your profile.
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Once you are ready to send your message, clicking the ‘Send Message’ button in the right menu. See the diagram below for details on sending your mailing out.

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Test Query
Method: Email
Folder: Curent Wilson
Recipient Lists: Test Query (2 records uploaded 08/15/2016 10:16 AM)
Current Status: Not Running
Start Date/Time:
Stop Date/Time:
Opt Out: No Unsubscribe (disregard opt out; transactional mailings only)

Message
Reply To: "The University of North Carolina at Chapel Hill" <UNCCH_Admissions@unc.edu>
Recipient: ndmckinney@gmail.com
CC:
Subject: Greetings from UNC

Hello Graduate TEST, Gabriel Test,
I hope you are enjoying classes in Chemistry for your Master of Science.
Regards,
Raneses Ram