

Dynamic Attachments

Dynamic attachments enable you to personalise your attachments to the contact receiving the email (e.g.: sending separate invoices to each client every month). Instead of sending individual mails with their unique invoices attached to each one, you can send a single mail to all your contacts, and each person will receive their unique invoice.

How to use Dynamic Attachments

Step 1 Upload Your Attachments

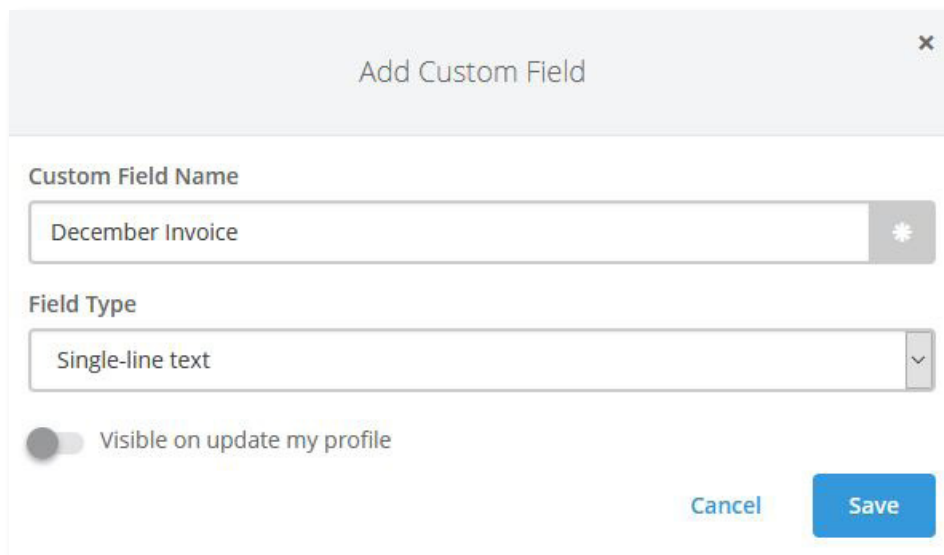
Upload the attachments to your own hosting provider, a CDN (content delivery network) such as Cloudfront, Google Drive, Microsoft's OneDrive, or Dropbox. If each contact needs their own attachment, you will have to create separate URLs for each of them. The URL you use must be a direct download link, for example:

- <http://hostprovider.com/contact1file.pdf>
- <http://hostprovider.com/contact2file.pdf>
- <http://hostprovider.com/contact3file.pdf>

Ensure your Google Drive link is set to "Anyone with a link."

Step 2 Create a Custom Field

Create a text custom field in our platform. Name it according to the attachments you will be sending, e.g. 'December Invoice.' This custom text field will hold the URL of your contact's attachment file.



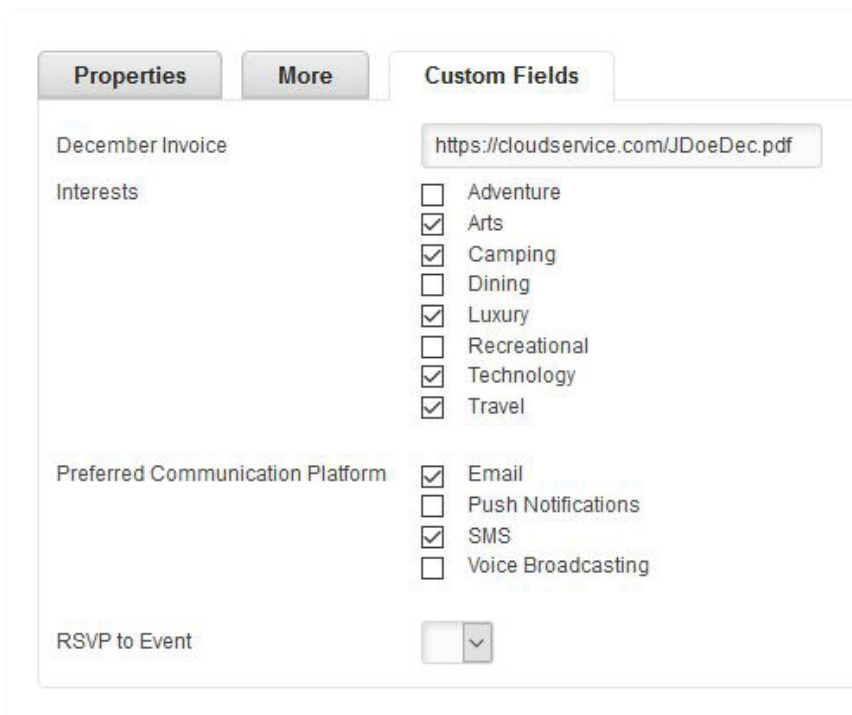
The screenshot shows a dialog box titled "Add Custom Field" with a close button (X) in the top right corner. It contains the following elements:

- Custom Field Name:** A text input field containing "December Invoice" and a search icon (magnifying glass) on the right.
- Field Type:** A dropdown menu showing "Single-line text" with a downward arrow on the right.
- Visible on update my profile:** A toggle switch that is currently turned off (grey).
- Buttons:** "Cancel" and "Save" buttons located at the bottom right of the dialog.

Step 3 Import / Edit Contact Data

Once the attachments have been uploaded to the host provider, paste the URL of the attachment in the custom field of the relevant contact. You can do this in bulk by exporting your list, adding the new field, and importing the updated list. Or you can update each contact individually by:

1. Going to: *Database Management > Manage Contacts*.
2. Find the contact you want to update and check their checkbox.
3. Click *Edit > Custom Fields*. Paste the appropriate URL of the uploaded attachment in the custom field of your selected contact. This will link the attachment to the contact when you send the mail.



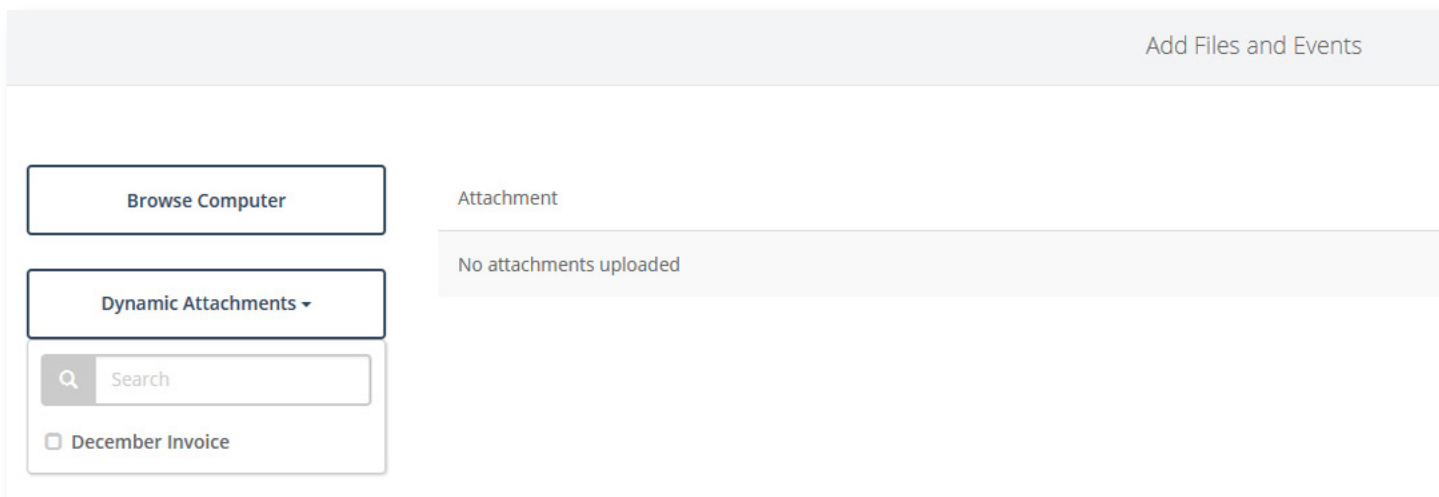
The screenshot shows the 'Custom Fields' section of a contact management interface. It has three tabs: 'Properties', 'More', and 'Custom Fields'. The 'Properties' tab is active and contains the following fields:

- December Invoice:** A text input field containing the URL `https://cloudservice.com/JDoeDec.pdf`.
- Interests:** A list of checkboxes with the following items: Adventure (unchecked), Arts (checked), Camping (checked), Dining (unchecked), Luxury (checked), Recreational (unchecked), Technology (checked), and Travel (checked).
- Preferred Communication Platform:** A list of checkboxes with the following items: Email (checked), Push Notifications (unchecked), SMS (checked), and Voice Broadcasting (unchecked).
- RSVP to Event:** A dropdown menu with a downward arrow.

Step 4 Create Your Email

Create your email as usual. During message composition:

1. Click the *Add Files and Events* text above the Builder screen. This will open an attachment modal.
2. Click *Dynamic Attachments* and select your custom field.
3. Click *Attach*.



The screenshot shows the 'Add Files and Events' attachment modal. It has a header with the text 'Add Files and Events'. Below the header, there are two main sections:

- Left Panel:** Contains three buttons: 'Browse Computer', 'Dynamic Attachments' (with a dropdown arrow), and a search bar. The search bar has a magnifying glass icon and the text 'Search'. Below the search bar, there is a list of items with checkboxes, showing 'December Invoice' with an unchecked checkbox.
- Right Panel:** Contains the text 'Attachment' and a message 'No attachments uploaded'.

You can also copy the link of this attachment to add it to a button or linked text in your email.

Why Use Dynamic Attachments

Easily Create & Send Custom Content

It's easier to send a single email to multiple subscribers, with each of them receiving their own attachment. If you have a thousand contacts, that saves you creating a thousand separate emails.

Remove the Need for Redundant Uploads

By keeping the upload URL and file name the same, there's no need for constant uploading. This can be useful when regularly sending the same type of data to a list, as it saves you from repeatedly uploading new files and editing your contact custom fields with new URLs.

Content for Different Sales-Cycle Stages

Your contact list is made up of subscribers in different stages of the sales cycle. You can use dynamic attachments to send a single email with unique attachments (e.g. Price Lists) depending on the subscriber's status.

Dynamic Content + Dynamic Attachments

Our platform allows you to send an email with dynamic content. You can send the same email to two different groups and have content show according to conditions you've set. Combined with dynamic attachments, this enables you to send unique content with personalised attachments, all in one email composition.