

## Address Setting for Unaddressed DM



1

After creating the DM template, go to Unaddressed List. It shows the Unaddressed List.



Select region and press Search button. (P.S: It takes some time.)



Select the address you to be included and then confirm

全選/全刪


				STREET)		
<input checked="" type="checkbox"/>	南區	ABD	ABERDEEN	香港仔 ON SHINE BUILDING 辦盈中心	11	11
<input checked="" type="checkbox"/>	南區	ABD	ABERDEEN	香港仔 SOUTH MARK, 11 YIP 南區商場, 業興街11號	138	138
<input type="checkbox"/>	南區	ABD	ABERDEEN	香港仔 TIN WAN 田灣工業大廈	50	50
<input type="checkbox"/>	南區	ABD	ABERDEEN	香港仔 TIN WAN MARKET 田灣街市	100	100
<input type="checkbox"/>	南區	ABD	ABERDEEN	香港仔 WAH KWAI MARKET 華貴街市	60	20
<input checked="" type="checkbox"/>	南區	ABD	ABERDEEN	香港仔 YU FAI CENTRE 裕輝中心	138	138
<input type="checkbox"/>	南區	ABD	APLEICHAU	鰂魚涌 APLEICHAU MAIN 鰂魚涌大街	20	20
<input type="checkbox"/>	南區	ABD	APLEICHAU	鰂魚涌 APLEICHAU MARKET 鰂魚涌街市	60	60
<input type="checkbox"/>	南區	ABD	APLEICHAU	鰂魚涌 APLEICHAU SHOPPING ARCADE, 1381 LEE CHI ROAD 鰂魚涌購物商場	50	50
<input type="checkbox"/>	南區	ABD	APLEICHAU	鰂魚涌 APLEICHAU SHOPPING CENTRE 鰂魚涌購物中心	15	15
<input type="checkbox"/>	南區	ABD	APLEICHAU	鰂魚涌 LEI TUNG COMMERCIAL CENTRE 利東商場	10	10
<input checked="" type="checkbox"/>	南區	ABD	APLEICHAU	鰂魚涌 LEI TUNG MARKET 利東街市	100	100
<input checked="" type="checkbox"/>	南區	ABD	APLEICHAU	鰂魚涌 SOUTH HORIZONS COMMERCIAL CENTRE 海怡商場	100	100

1 2 3 4 5 6 7 8 9 10

2

It shows Summary of address List. Then click the **Submit to Approval** button so that the artwork will be sent to Hongkong Post for approval. You'll receive the approval notice shortly.

**Summary**



**DM: Organic Makeup**

**Price: HK\$ 2755.60**

**Document Info:**  
 Template: cosmetics 01, A5 Leaflet, Horizontal, Double Side, No Folding, Unaddressed, Stamp At Top

**Postage Info:**  
 Standard Service

**Total Address : 2384**

**Online Service: HK\$ 210.00**

**Printing Charge: HK\$ 400.00**

**Postage Charge: HK\$ 2145.60**

**Last Updated: 2013-06-05 15:16:31**

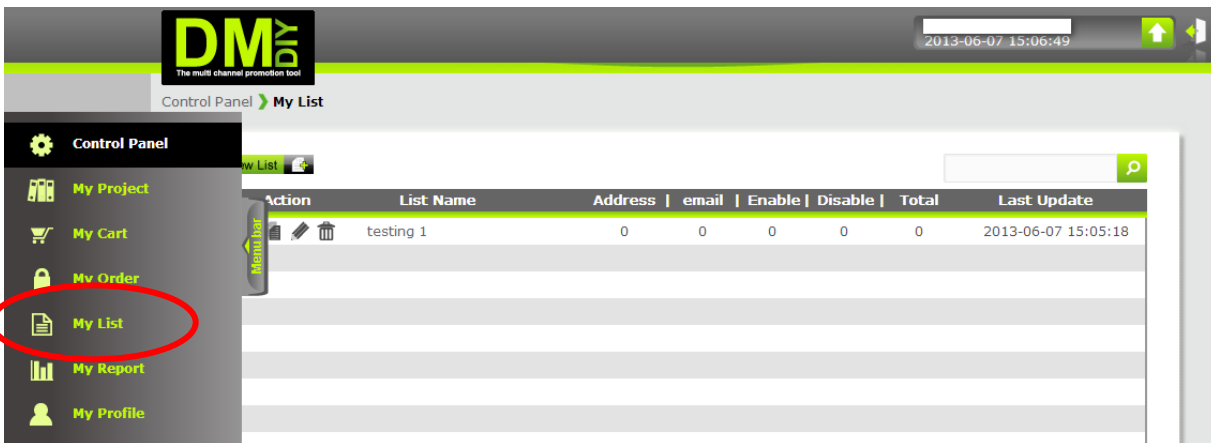
## Address Setting for Addressed DM



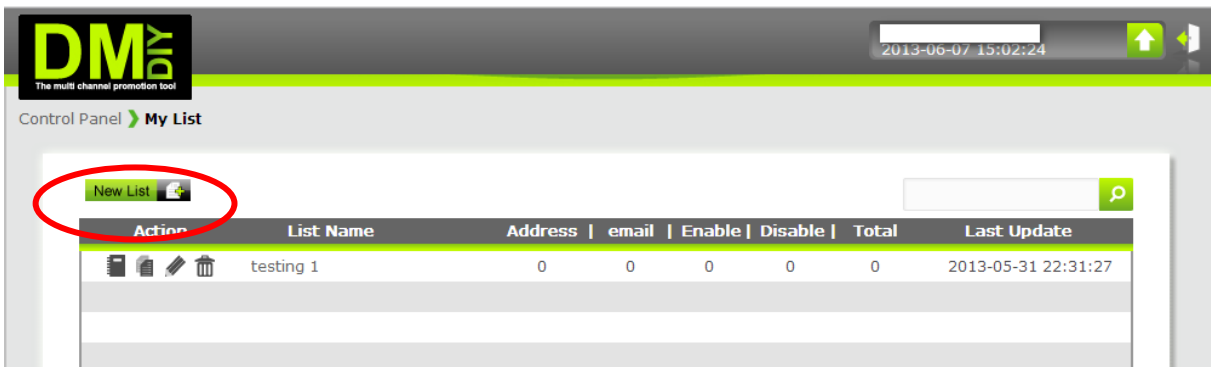
3

After clicking on the Address setting icon, you will go the **My list** section for inputting your own address list.

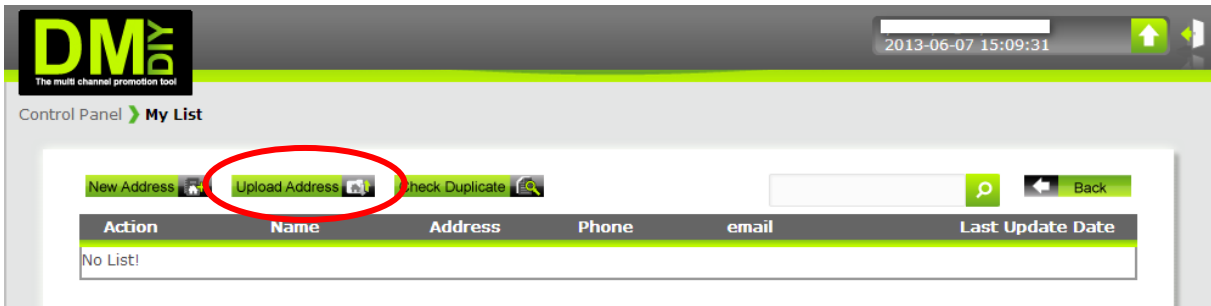
## My List



Create new list.



Upload address list with CSV file.



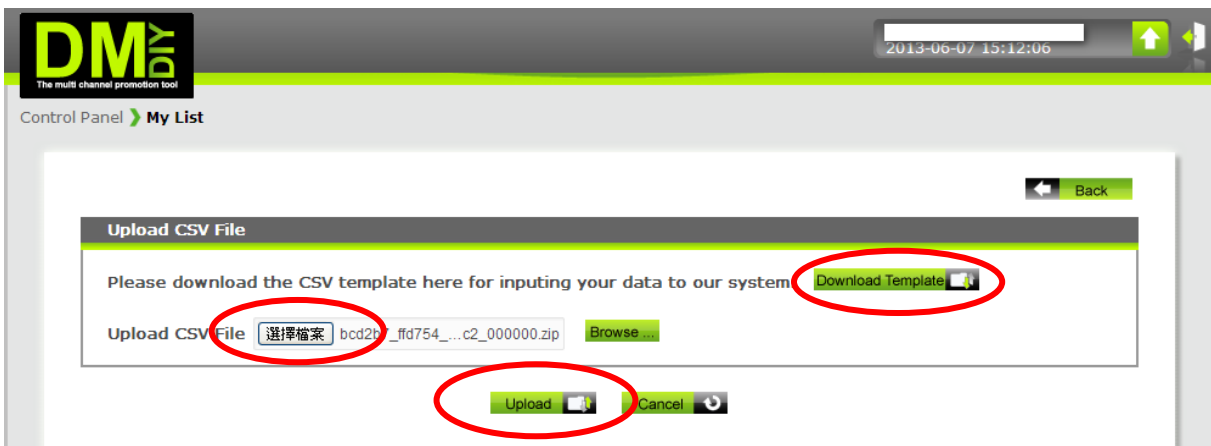
Choose your csv file and upload

Step 1: Download the csv template

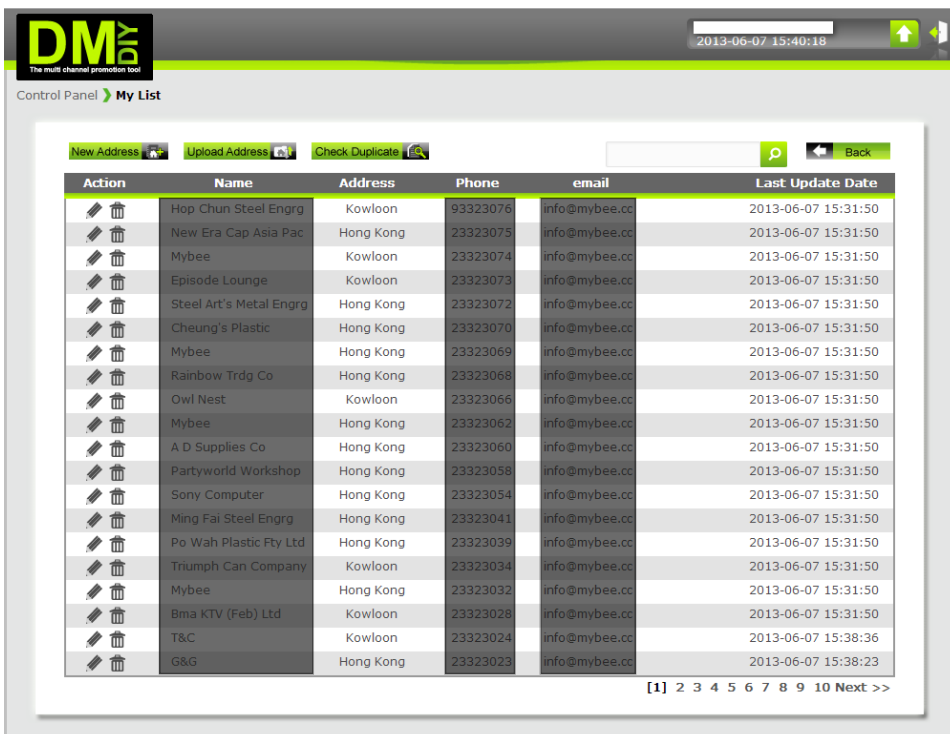
Step 2: Follow the template format to input all your data and save the file in your PC

Step 3: Browse the file from your PC and upload the csv file to DMDIY

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After uploading, you can see the Address List in our window.



Select Address List and go to Next.

**Address List**

[New List](#)  [🔍](#)

Select	Addressed List	Addressed	Select	Addressed List	Addressed
<input type="checkbox"/>	testing 1	2434			

**Total number of selected address(es): 0**

No Selected Address!

[Next](#) [➔](#)

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After clicking the **Next** button, you will see the summary. Click the **Submit to Approval** button so that the artwork will be sent to Hongkong Post for approval. You'll receive the approval notice shortly.

**Summary**

Preview

**DM: Default Dm Title**

**Document Info:**  
Blank Template, A5 Postcard, Horizontal, Double Side, No Folding, Addressed Economy, Stamp At Top, Recycled Paper, Soy Ink, No Opt-out Clause

**Postage Info:**  
- testing 1(2434)

**Total Address : 2395**

**Online Service: HK\$ 100.00**

**Printing Charge: HK\$ 1358.00**

**Postage Charge: HK\$ 3089.55**

**Last Updated: 2013-06-07 17:05:14**

**Price: HK\$ 4547.55**

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[Submit to approval](#) [📄](#)