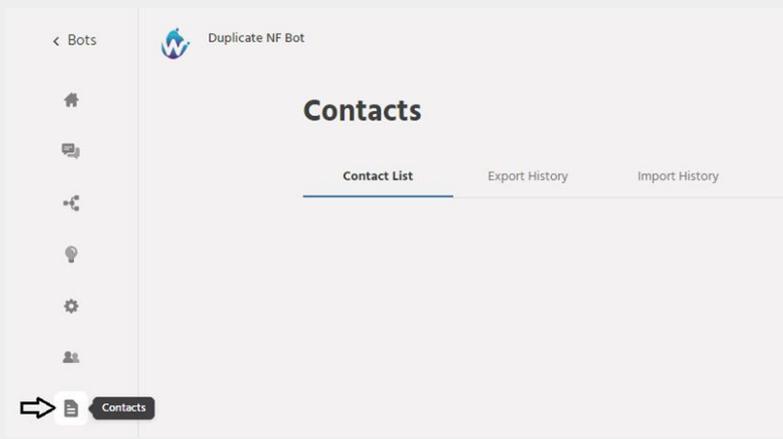
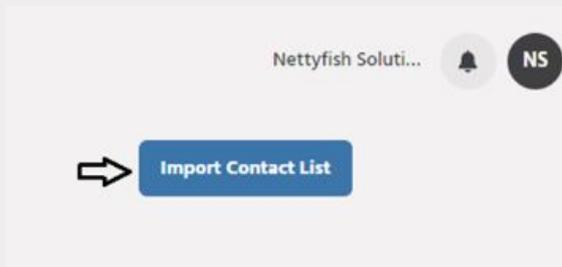
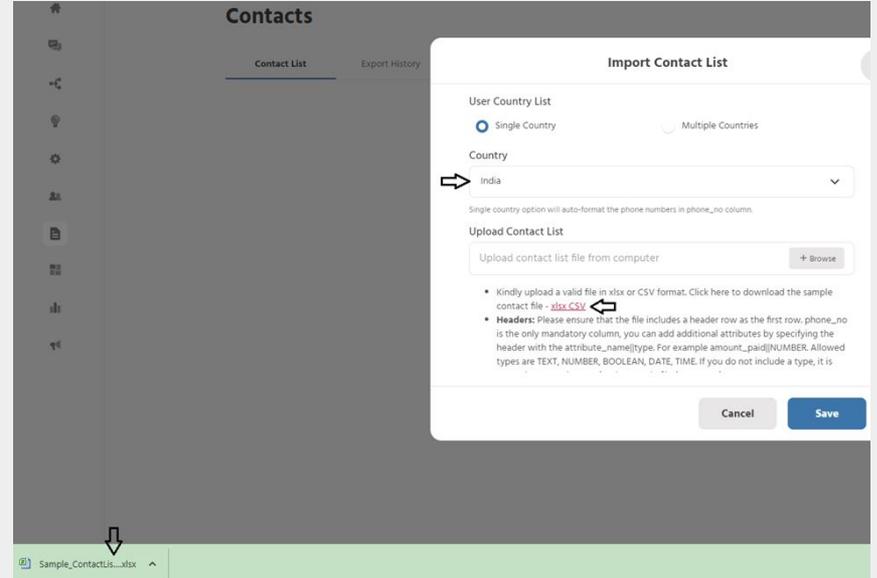


Contact

Go to **Contact** Click >> **Import contact list** >> **Country**



Click >> **Sample contact file** (It will be downloaded immediately in your system.)



Sample excel file format

The mobile number should be updated with the country code.

Mandatory mobile number field: If you require it, fill in all the fields.

phone_no	cust_name TEXT	cust_email TEXT	new_city TEXT	first_name	last_name	email	username	city	state	country
917506177500	ABC	ABC@wacto.com	London	ABC	DEF	ABC@wacto.com	abc1	London	Wales	UK
917506177502	XYZ	XYZ@wacto.com	Tokyo	XYZ	PQR	XYZ@wacto.com	xyz1	Tokyo	Kyoto	Japan



Click >> + Browse >> Select the contact file

The screenshot shows a Windows File Explorer window with the 'Downloads' folder selected. A sub-folder named 'Sample_ContactList_file' is highlighted, and an arrow points to it. The file explorer is open to the 'Downloads' folder, and the file 'Sample_ContactList_file' is highlighted. The 'Open' button is visible at the bottom of the file explorer window.

For your reference >> update any name for the uploaded file

Maximum limit for records: 10,000 mobile numbers

Click >> SAVE

The screenshot shows the 'Import Contact List' form. The form has a title bar 'Import Contact List' with a close button. Below the title bar, there is a section 'Upload Contact List' with a text input field containing 'Sample_ContactList_file.xlsx' and a '+ Browse' button. Below this, there are two bullet points: 'Kindly upload a valid file in xlsx or CSV format...' and 'Headers: Please ensure that the file includes a header row...'. Below the bullet points, there is a section 'Contact List Name' with a text input field containing 'Nettyfish client' and a '+ Browse' button. Below the 'Contact List Name' section, there is a blue box with the text 'Only first 10000 records will be uploaded'. At the bottom of the form, there are two buttons: 'Cancel' and 'Save'.

You can see the uploaded file in the contact List section

Contacts

Import Contact List

Contact List

Export History

Import History

File Name	Requested Time	Completed Time	Total Records	Error Count	Status
Sample_ContactList_file.xlsx	3/21/2023, 5:56:05 PM	-	-	0	File upload in progress ←

25 ▾

Results: 1 - 1 of 1

< 1 >

Contacts

Import Contact List

Contact List

Export History

Import History

File Name	Requested Time	Completed Time	Total Records	Error Count	Status
Sample_ContactList_file.xlsx	21/03/2023, 17:56:05	21/03/2023, 17:56:07	2	0	Completed ←

25 ▾

Results: 1 - 1 of 1

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