

### **Help manual for Campaign Contacts**

## How to add contact details in Campaign Contacts?

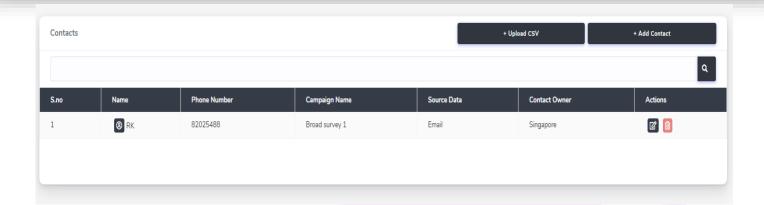
- Go to **Predictive Dialler** menu and click on **Campaign Contacts** sub-menu.
- There will be a pop-up, Contact Details.
- Select the name of the Campaign in **Select Campaign.**
- Enter the name of the customer in **Customer Name**.
- Enter the address in Address.
- Enter the name of the city in City.
- Enter the name of the state in **State**.
- Enter the zipcode in **Zipcode**.
- Enter the name of the country in **Country**.
- Enter the phone number in **Phone Number**.
- Enter the source data in **Source Data**.
- Enter any notes in Notes.
- Click on Update.
- The contact will be added and get displayed in the Contacts page list in Campaign Contacts.

#### How to Edit/Update contact details in Campaign Contacts?

- Click on the Edit/Update icon corresponding to the contact that you need to edit/update.
- There will be a pop-up, **Update Contact Details.**
- Select the name of the Campaign in **Select Campaign.**
- Make changes in Customer Name, Address, City, State, Zipcode, Country, Phone Number, Source Data and Notes.
- Click on **Update**.
- The contact will be updated and get displayed in the Contacts page list in Campaign Contacts.

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#### How to Delete contact details in Campaign Contacts?

- Click on the **Delete** icon corresponding to the specific campaign contact.
- There will be a pop-up asking for confirmation. Click on "Yes, delete it!".
- The contact details will be deleted and it will not be in the list.

# How to upload CSV?

- Click on +Upload CSV.
- There will be a pop-up **Upload CSV**.
- Choose the CSV file that is to be uploaded from Choose file.
- Click on Upload CSV.
- You can also download sample CSV by clicking on the link Click Here To Download
  Sample CSV Format.

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