





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.

Contacts							+ Upload CSV	+ Add Contact
<input type="text"/>								
S.no	Name	Phone Number	Campaign Name	Source Data	Contact Owner	Actions		
1	 RK	82025488	Broad survey 1	Email	Singapore	 		

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**.