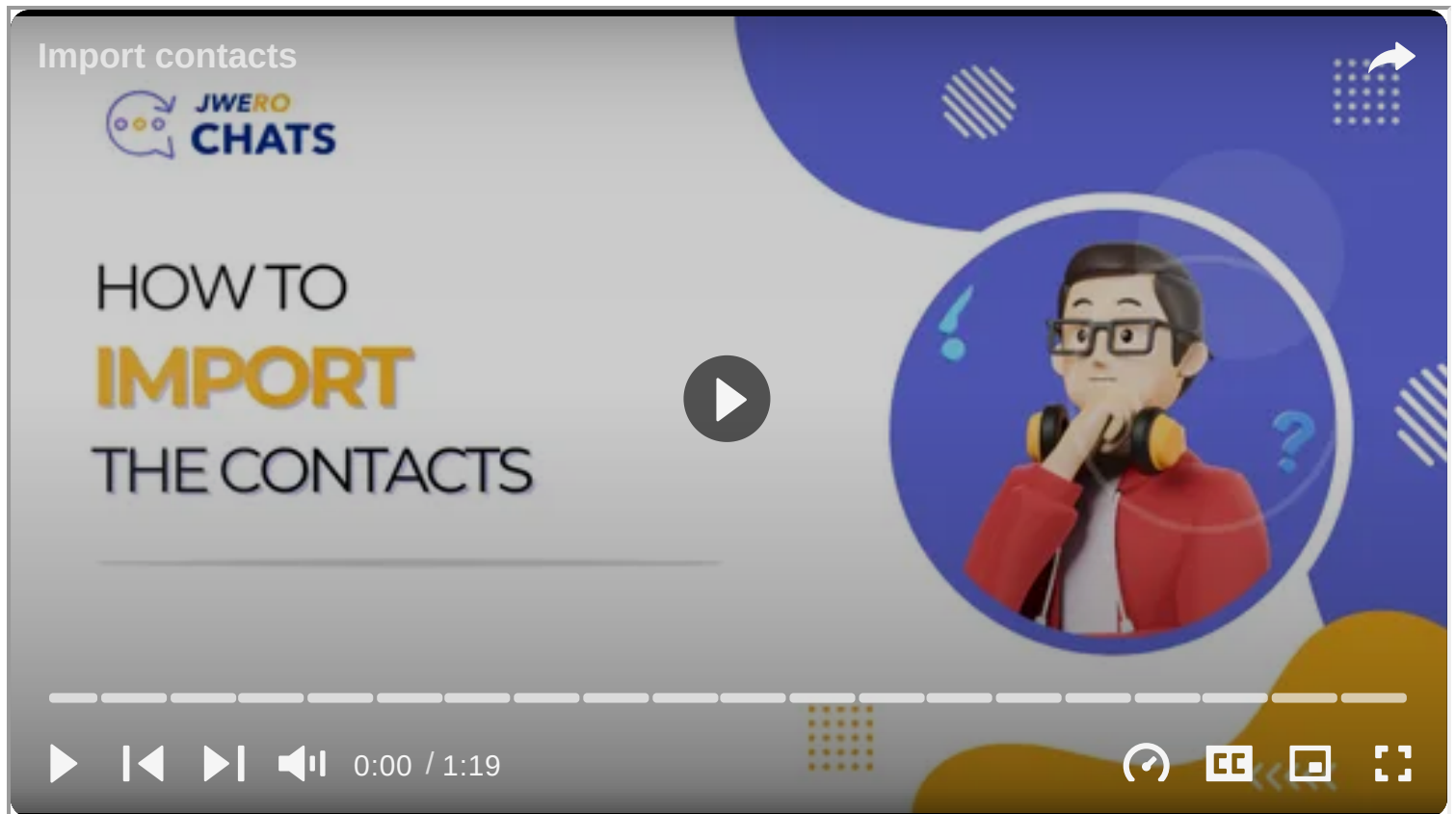
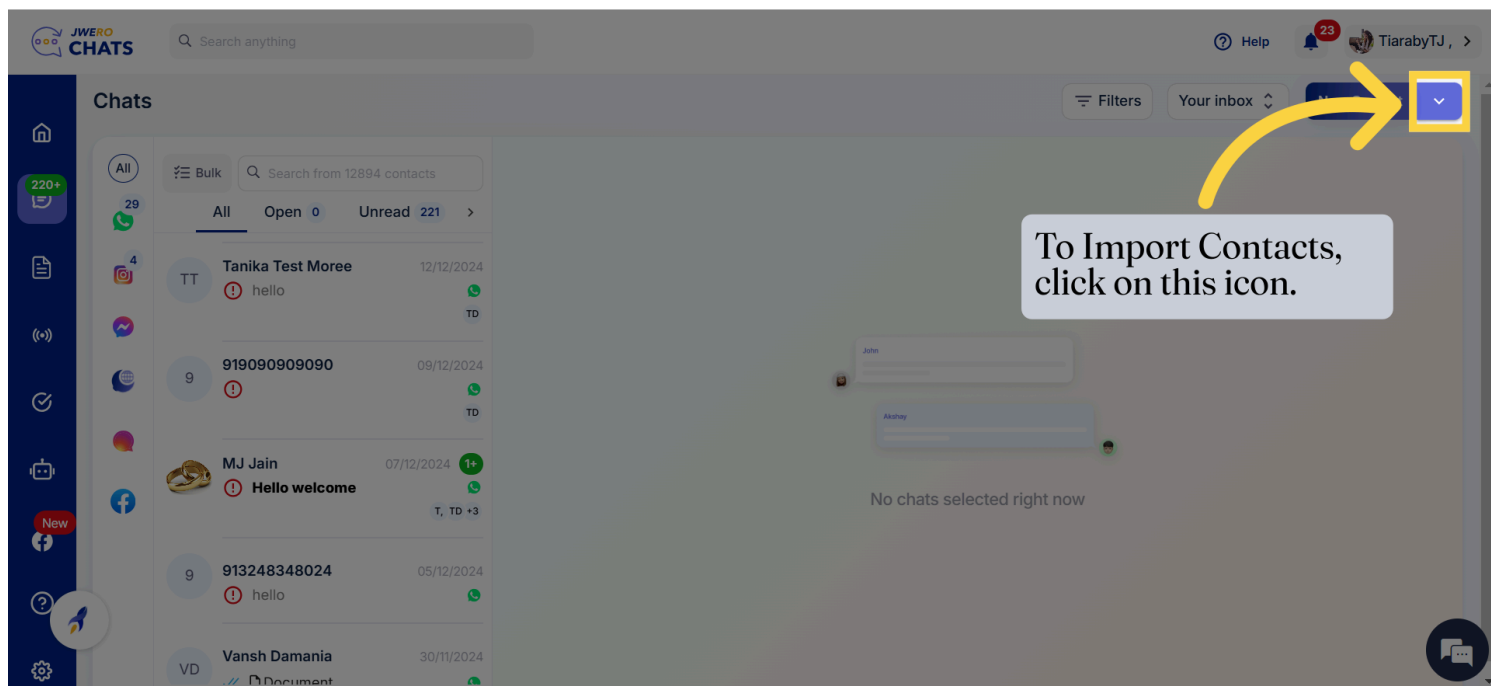


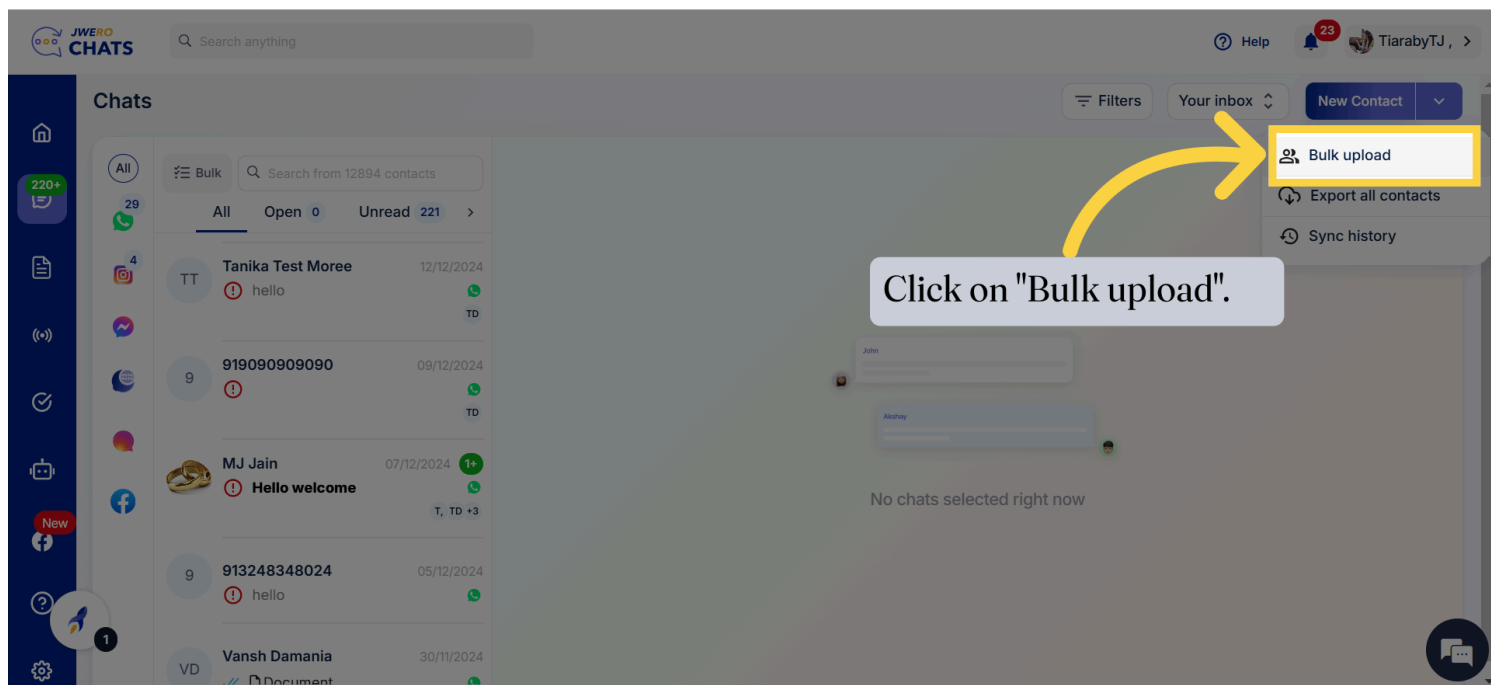
How To Import Contacts



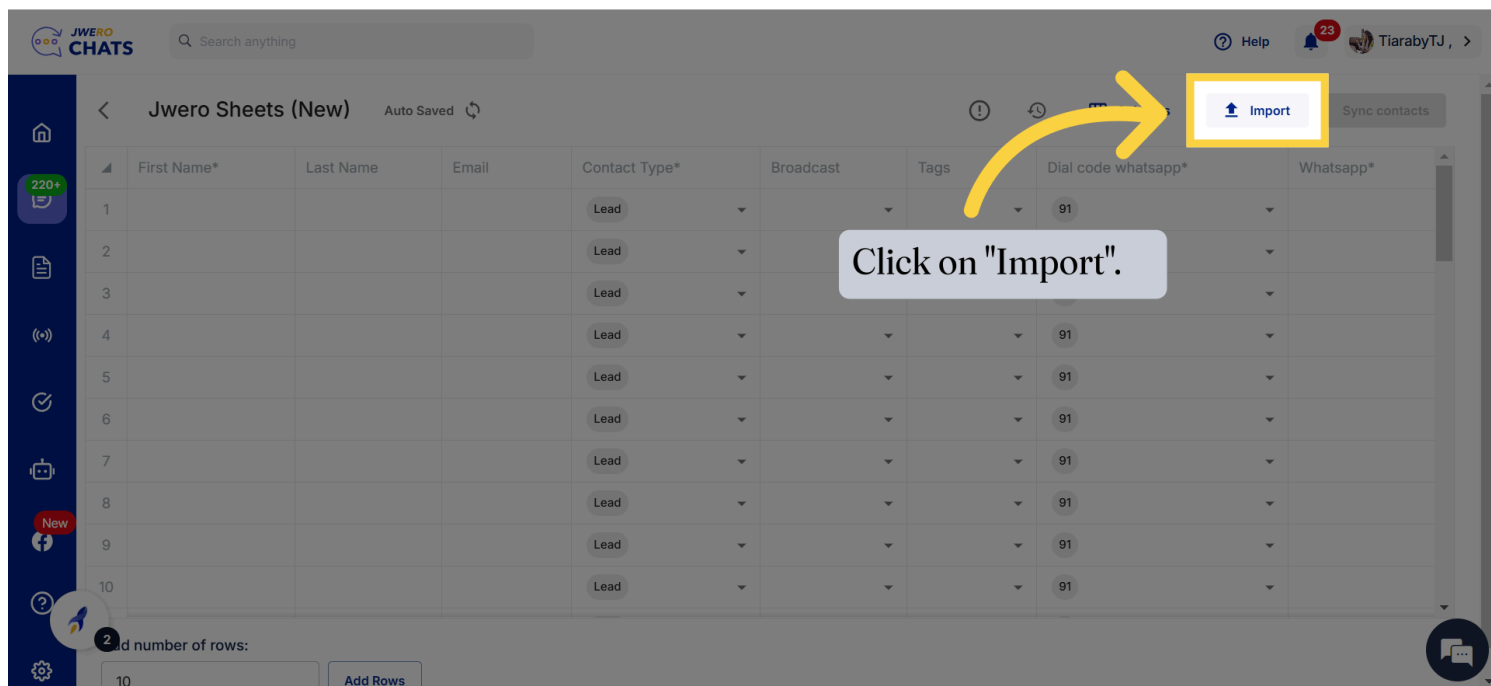
1. To Import Contacts, click on this icon.



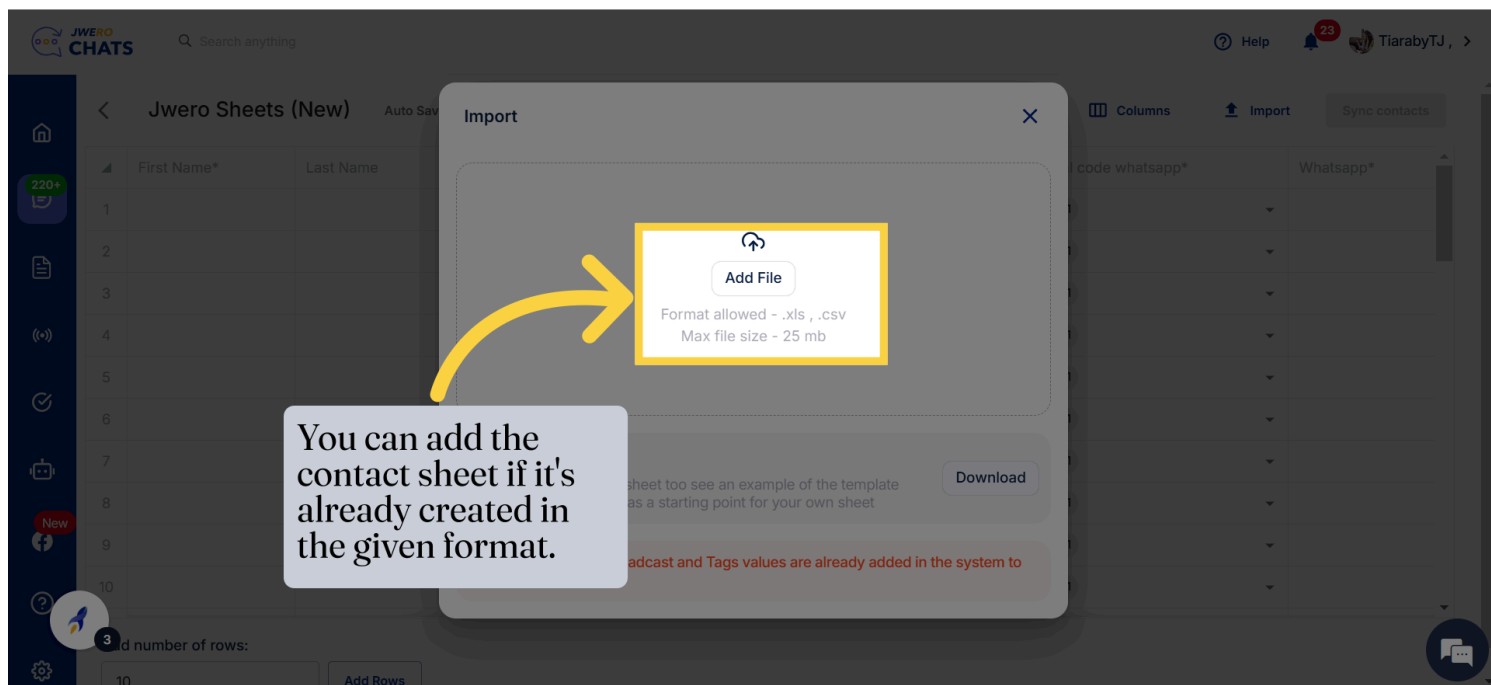
2. Click on "Bulk upload".



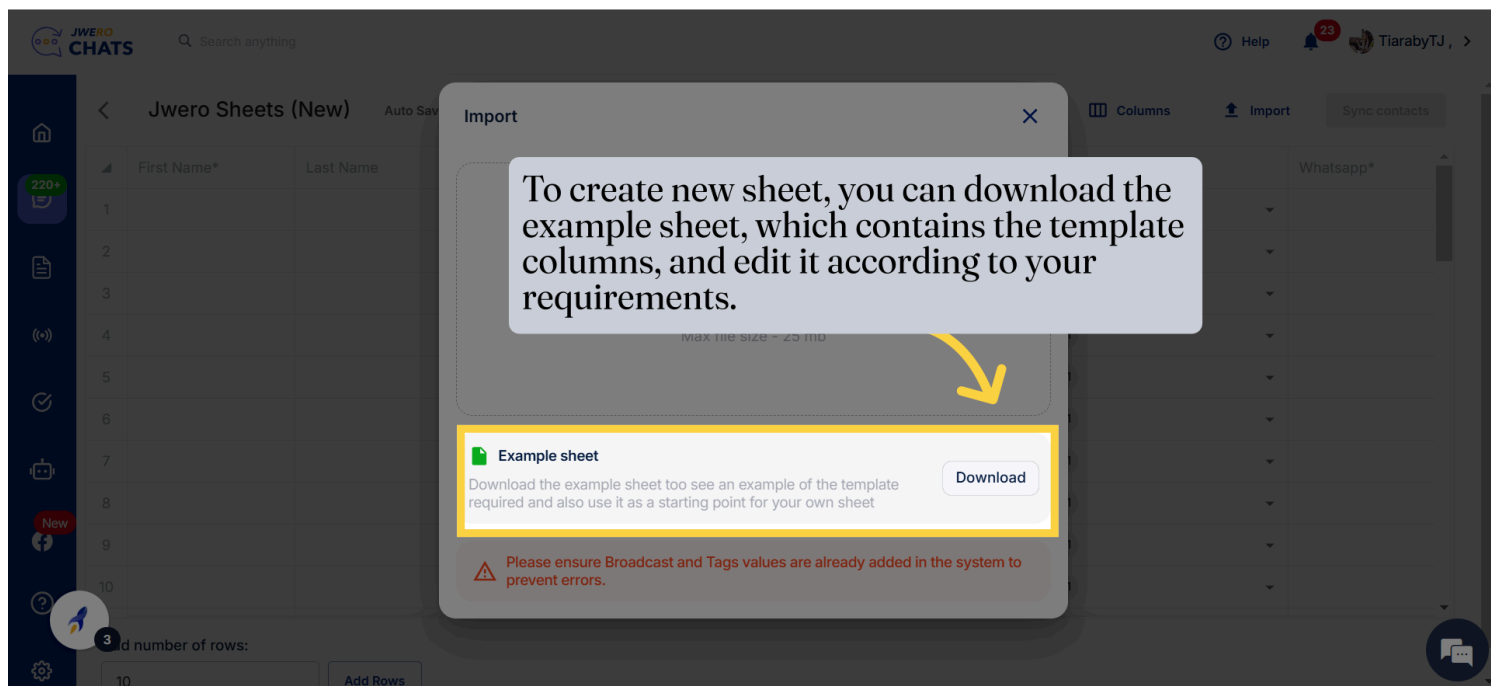
3. Click on "Import".



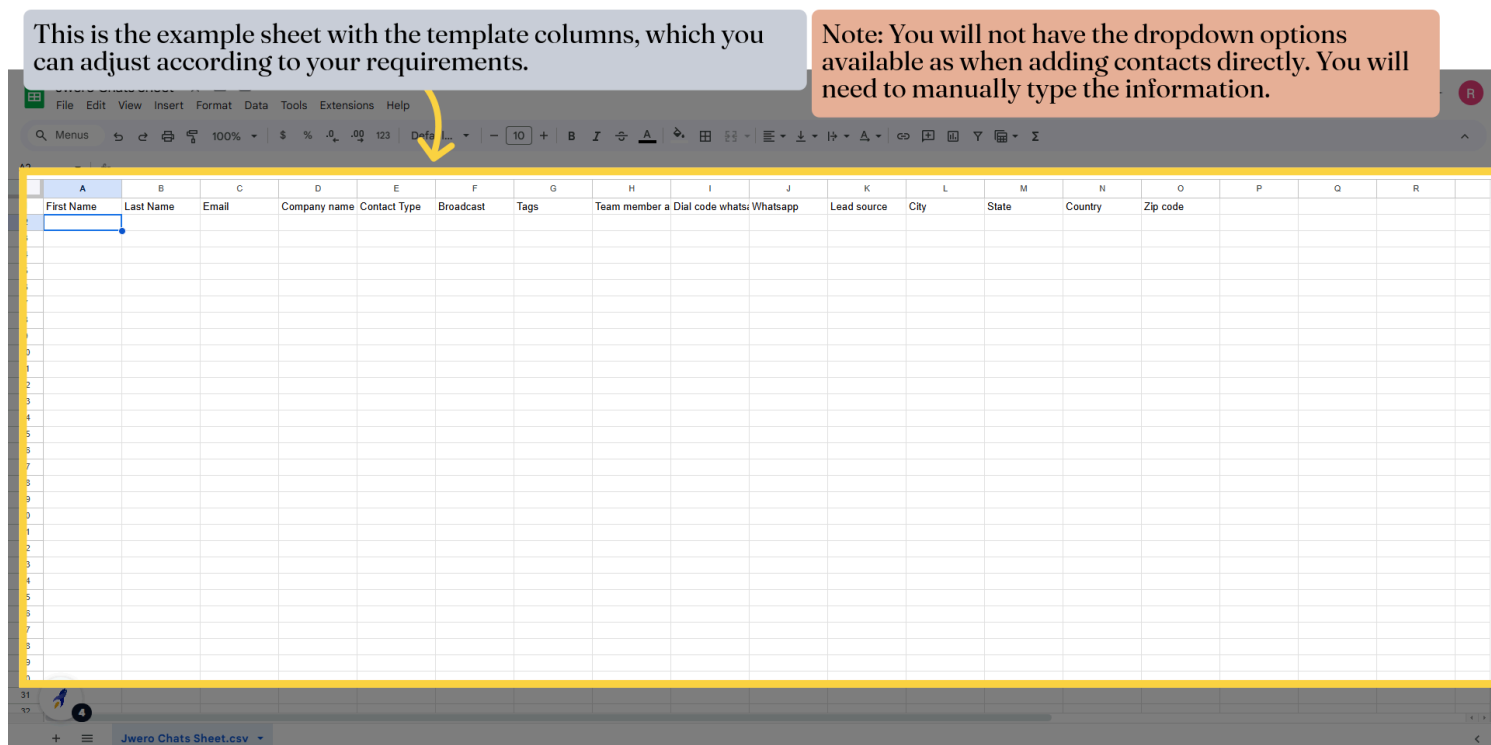
4. You can add the contact sheet if it's already created in the given format.



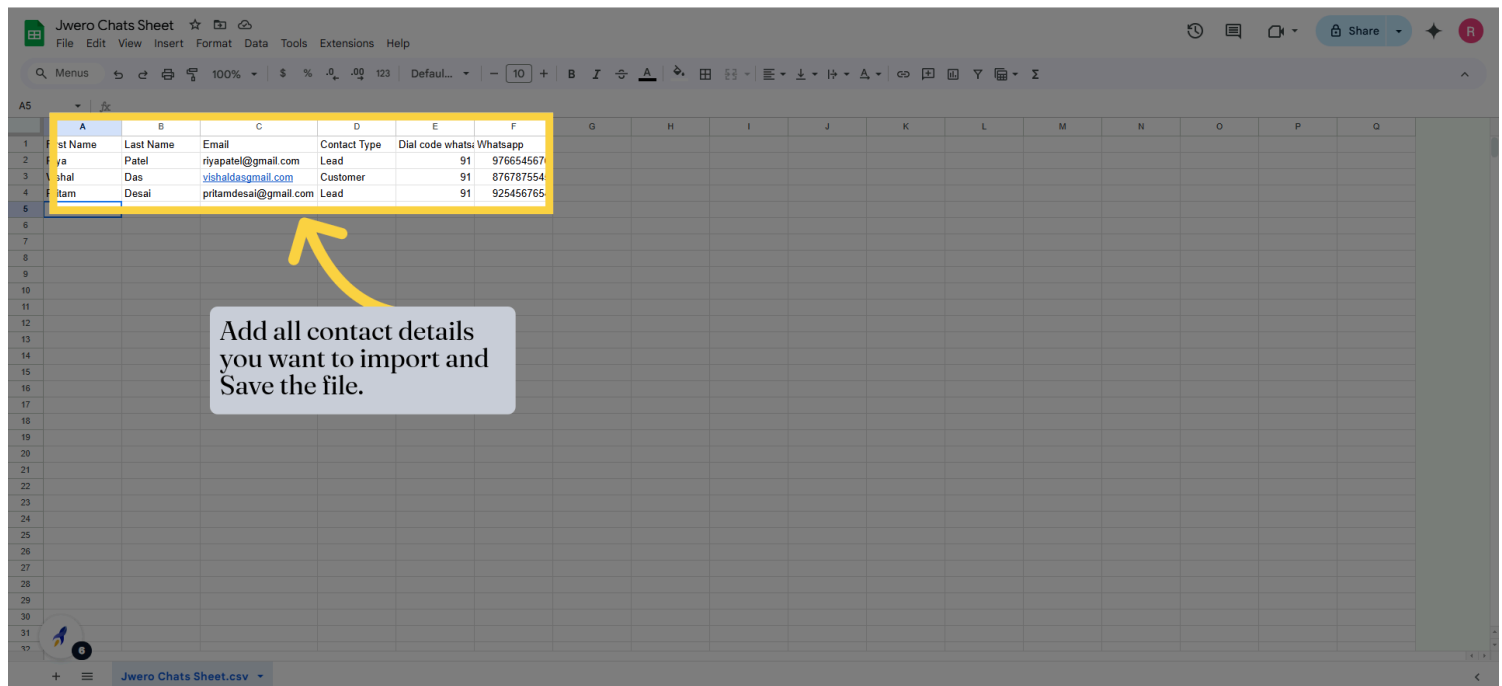
5. To create new sheet, you can download the example sheet, which contains the template columns, and edit it according to your requirements.



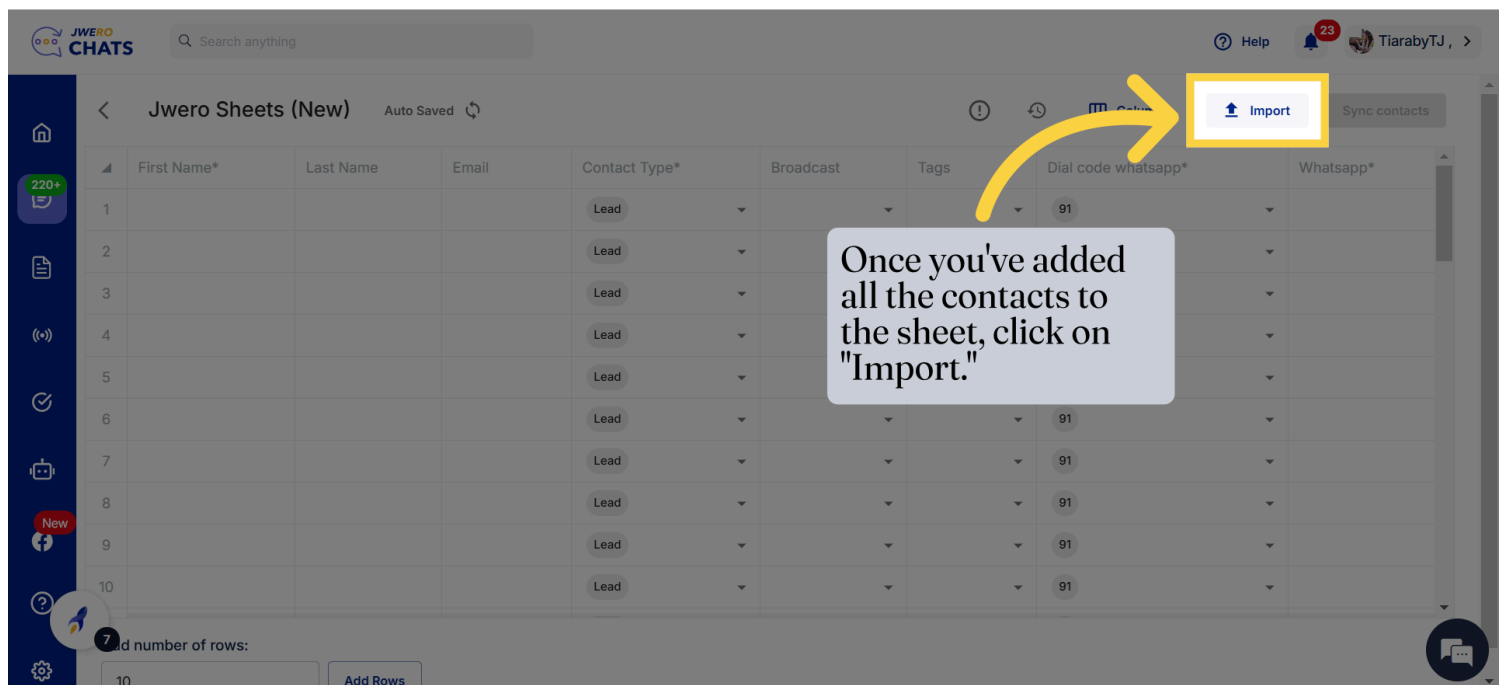
6. This is the example sheet with the template columns, which you can adjust according to your requirements.



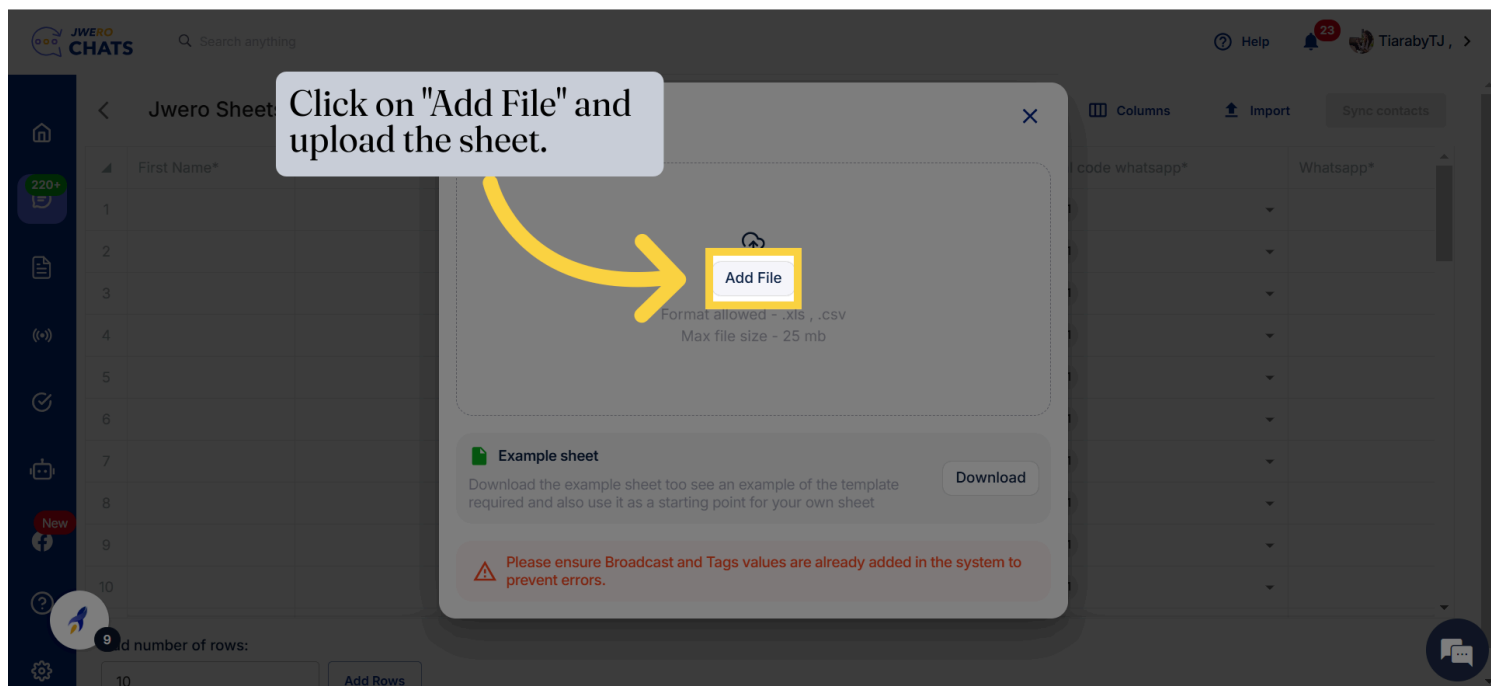
7. Add all contact details you want to import and Save the file.



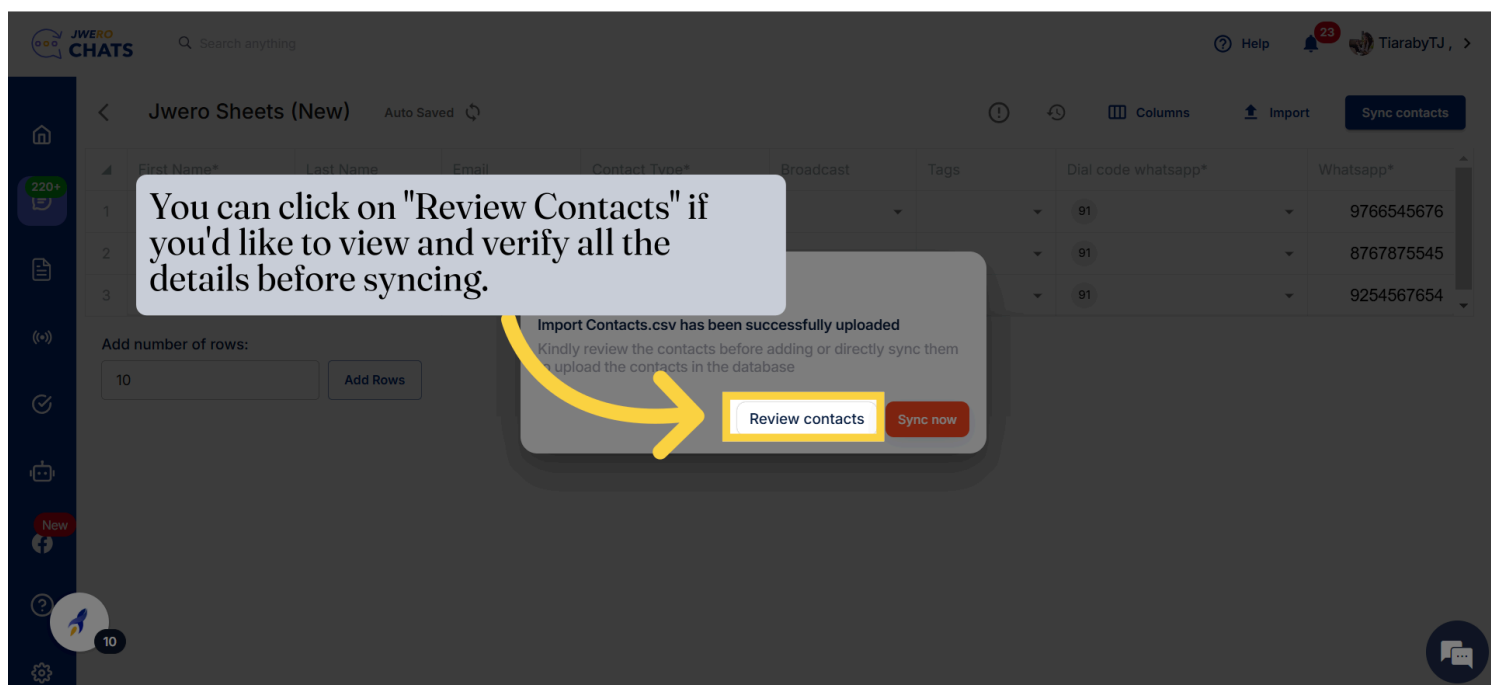
8. Once you've added all the contacts to the sheet, click on "Import."



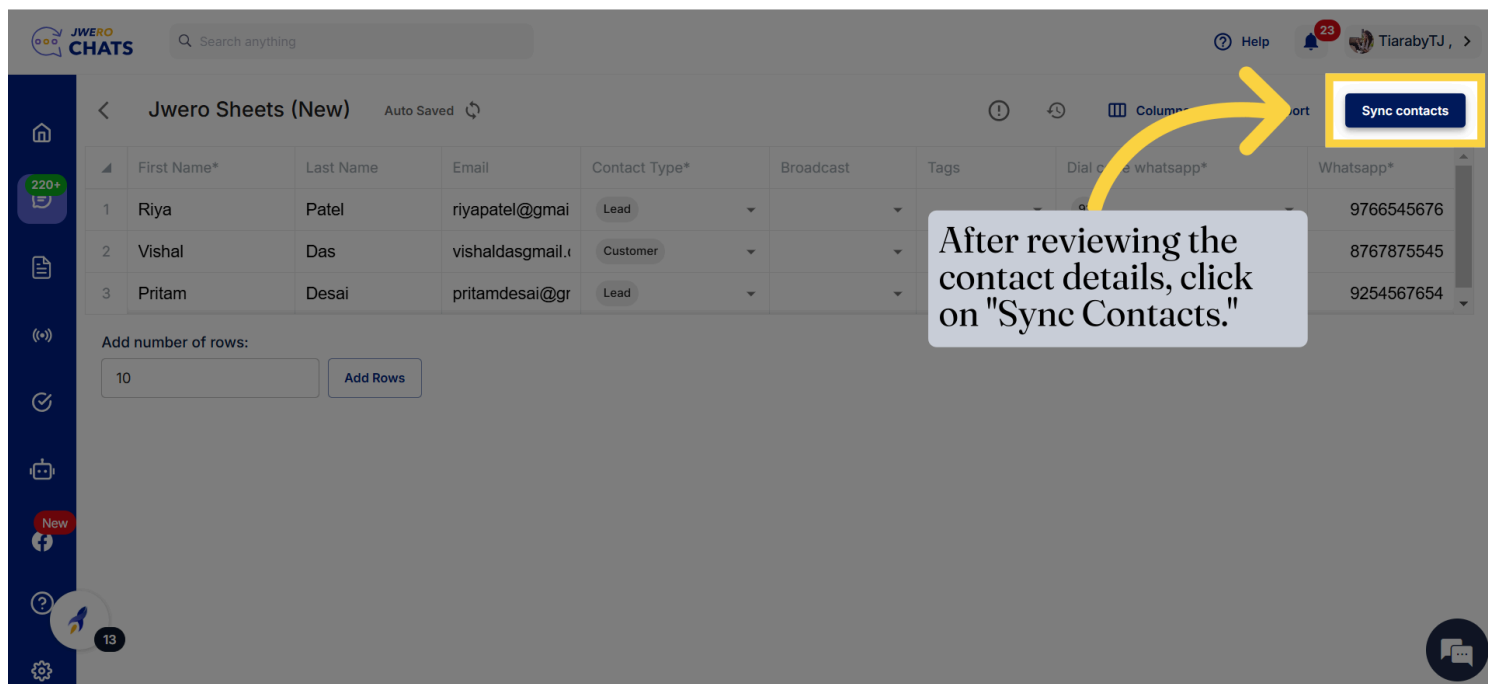
9. Click on "Add File" and upload the sheet.



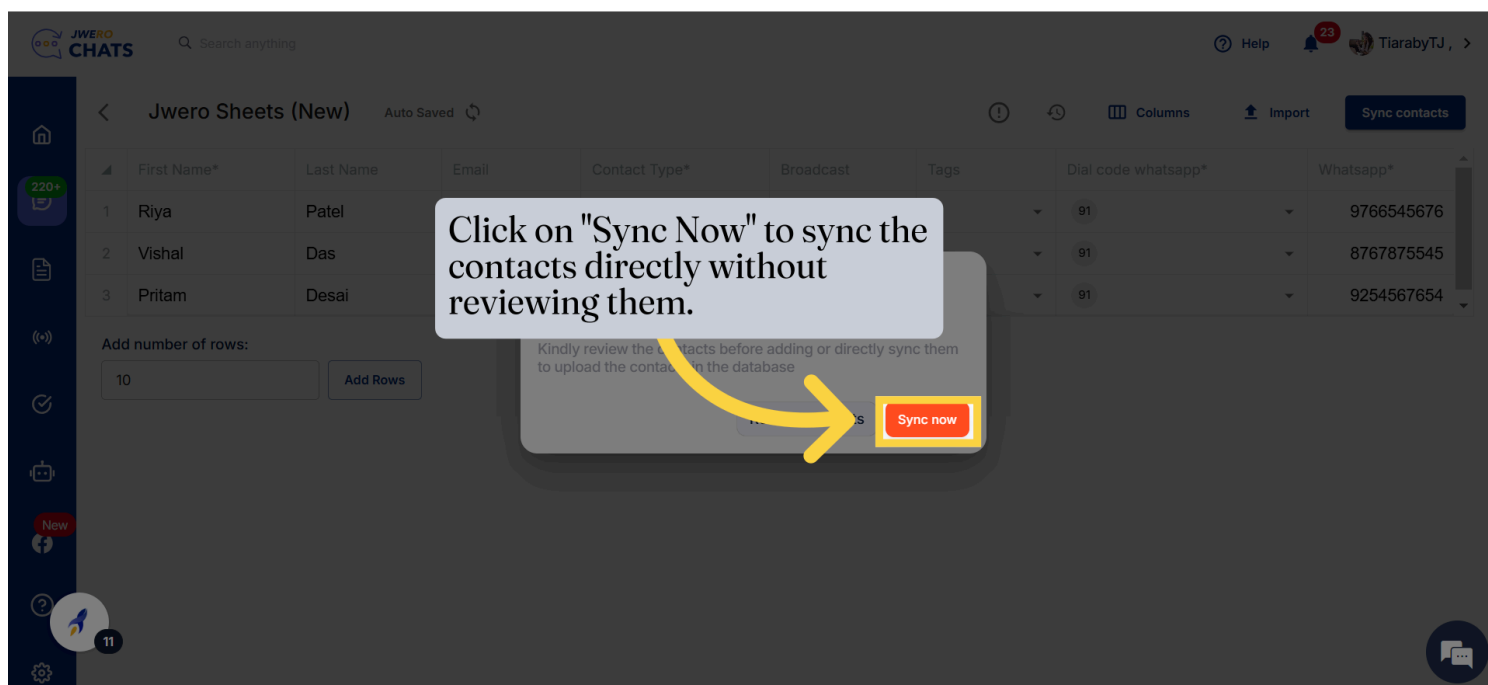
10. You can click on "Review Contacts" if you'd like to view and verify all the details before syncing.



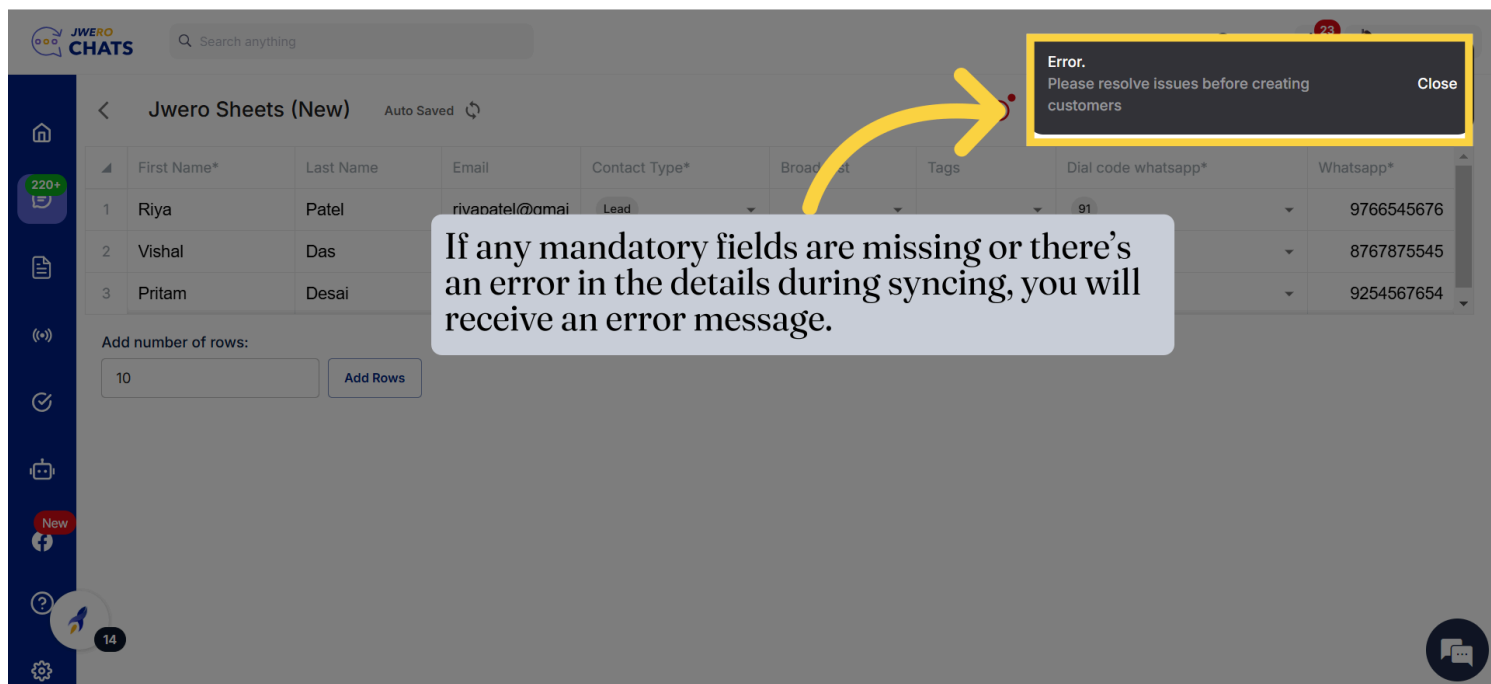
11. After reviewing the contact details, click on "Sync Contacts."



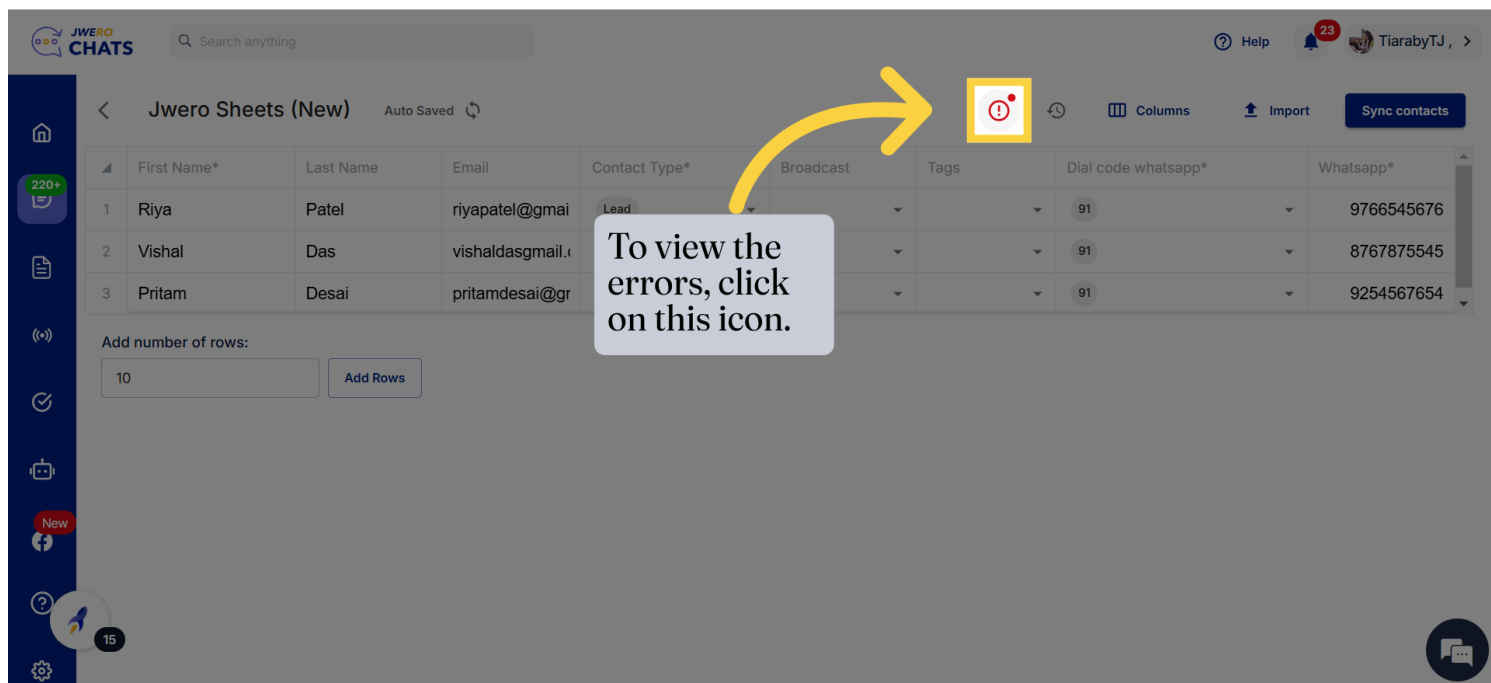
12. Click on "Sync Now" to sync the contacts directly without reviewing them.



13. If any mandatory fields are missing or there's an error in the details during syncing, you will receive an error message.



14. To view the errors, click on this icon.



15. This window will show the cause of the error, along with the row number where the error occurred.

Total 1 errors found

Once you resolve the error click on **Sync contacts** to update the records

Email is not valid Row 2

This window will show the cause of the error, along with the row number where the error occurred.

First Name*	Last Name	Dial code whatsapp*	Whatsapp*
1 Riya	Patel	91	9766545676
2 Vishal	Das	91	8767875545
3 Pritam	Desai	91	9254567654

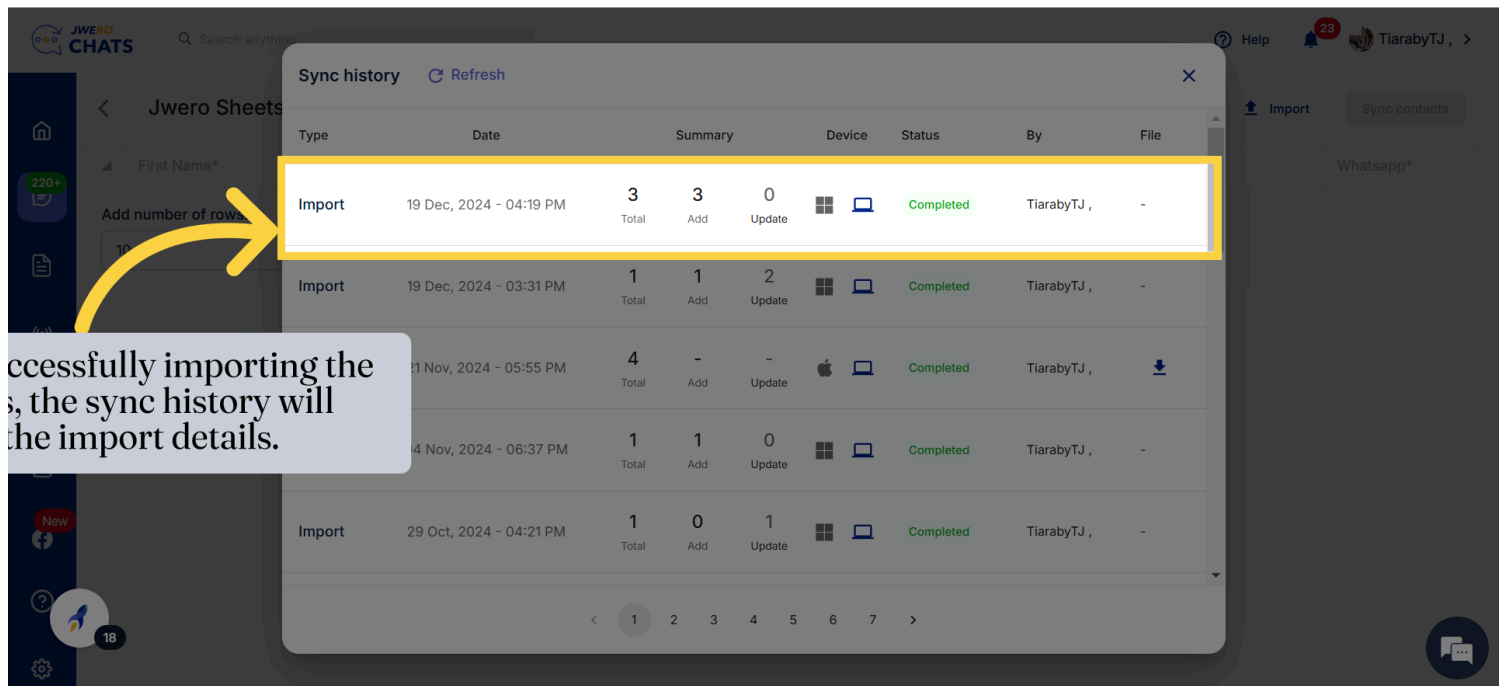
16. Fix the errors and click on "Sync contacts".

Sync contacts

Fix the errors and click on "Sync contacts".

First Name*	Last Name	Email	Contact Type*	Broadcast	Tags	Dial code whatsapp*	Whatsapp*
1 Riya	Patel	riyapatel@gmail	Lead			91	9766545676
2 Vishal	Das	vishaldas@gmail	Customer				8767875545
3 Pritam	Desai	pritamdesai@gmail	Lead				9254567654

17. After successfully importing the contacts, the sync history will display the import details.



18. You can search for the added contact and start the conversation.

