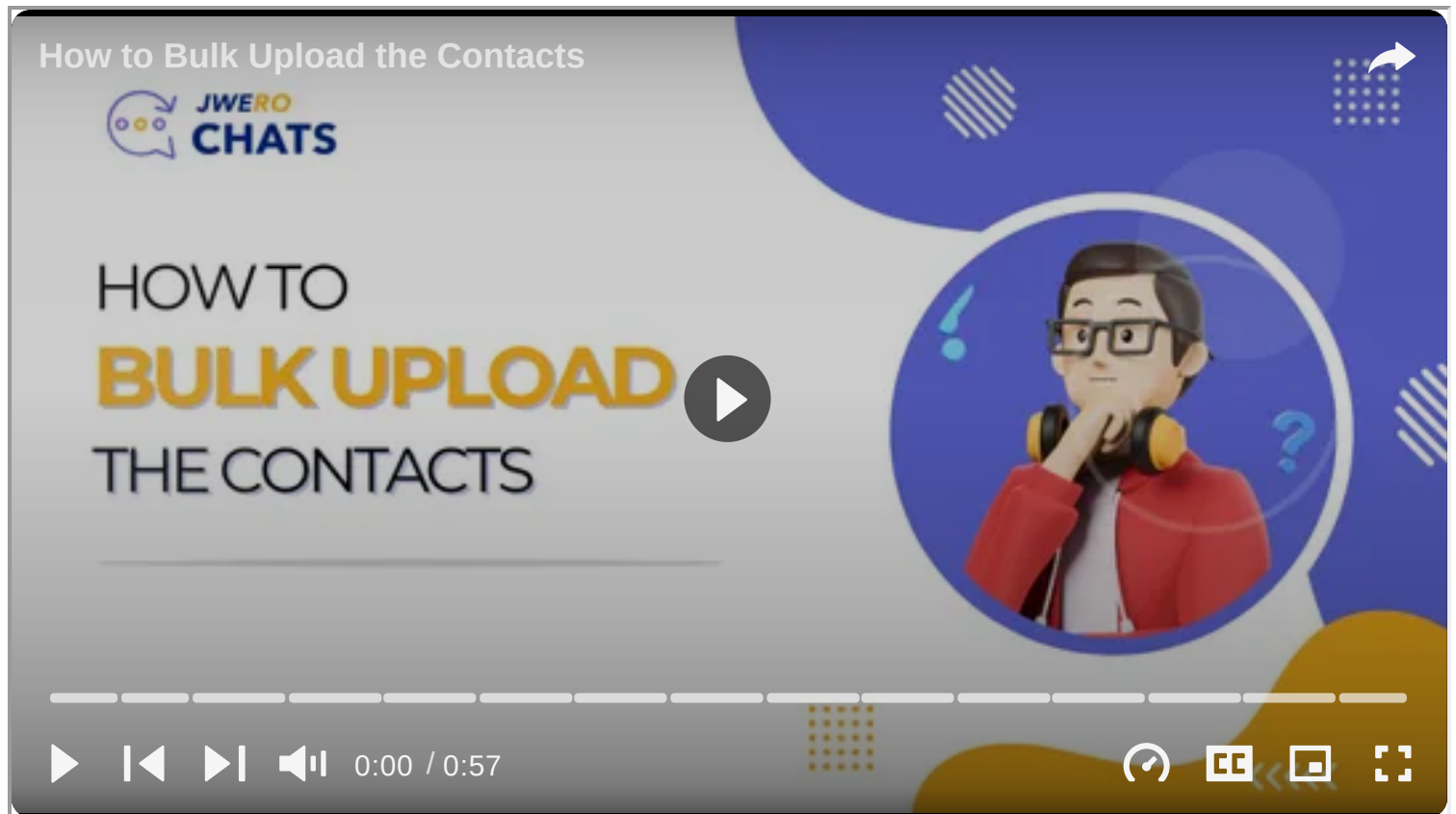
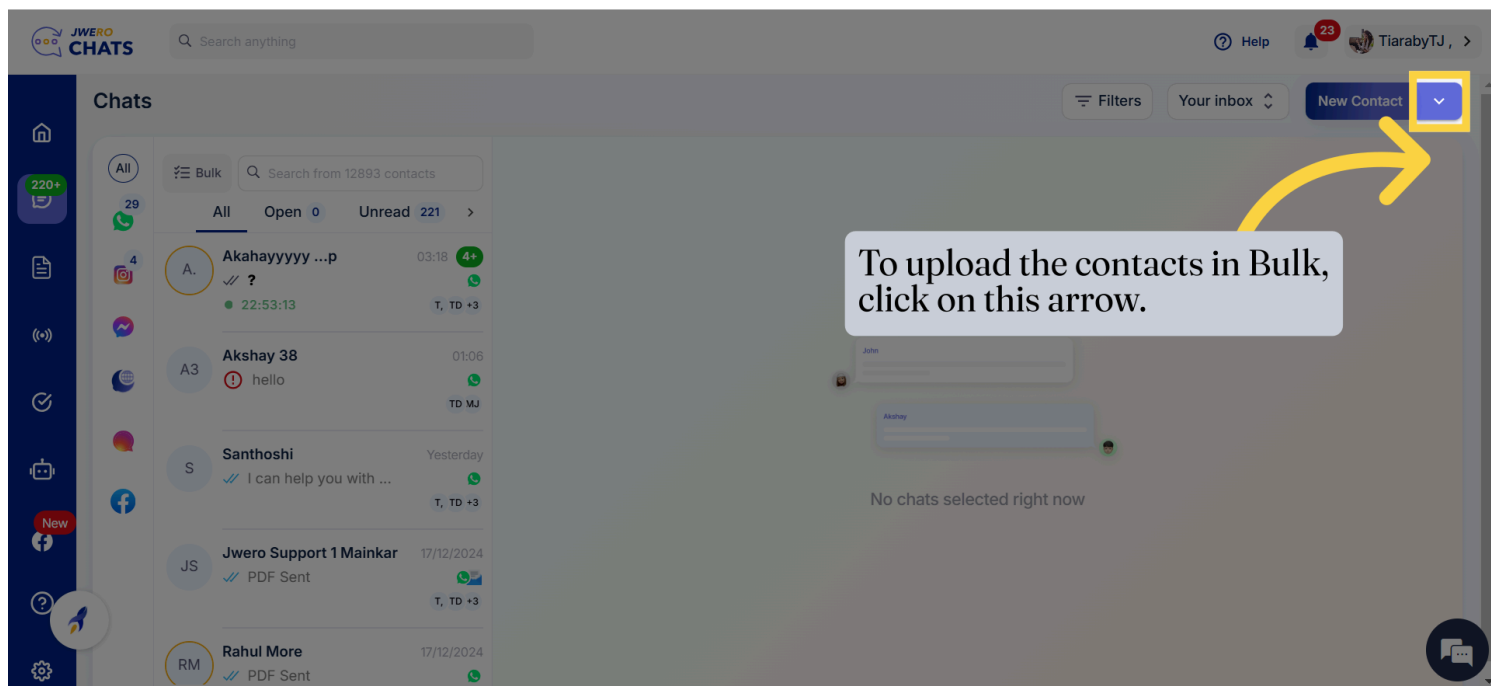


How to Bulk Upload the Contacts

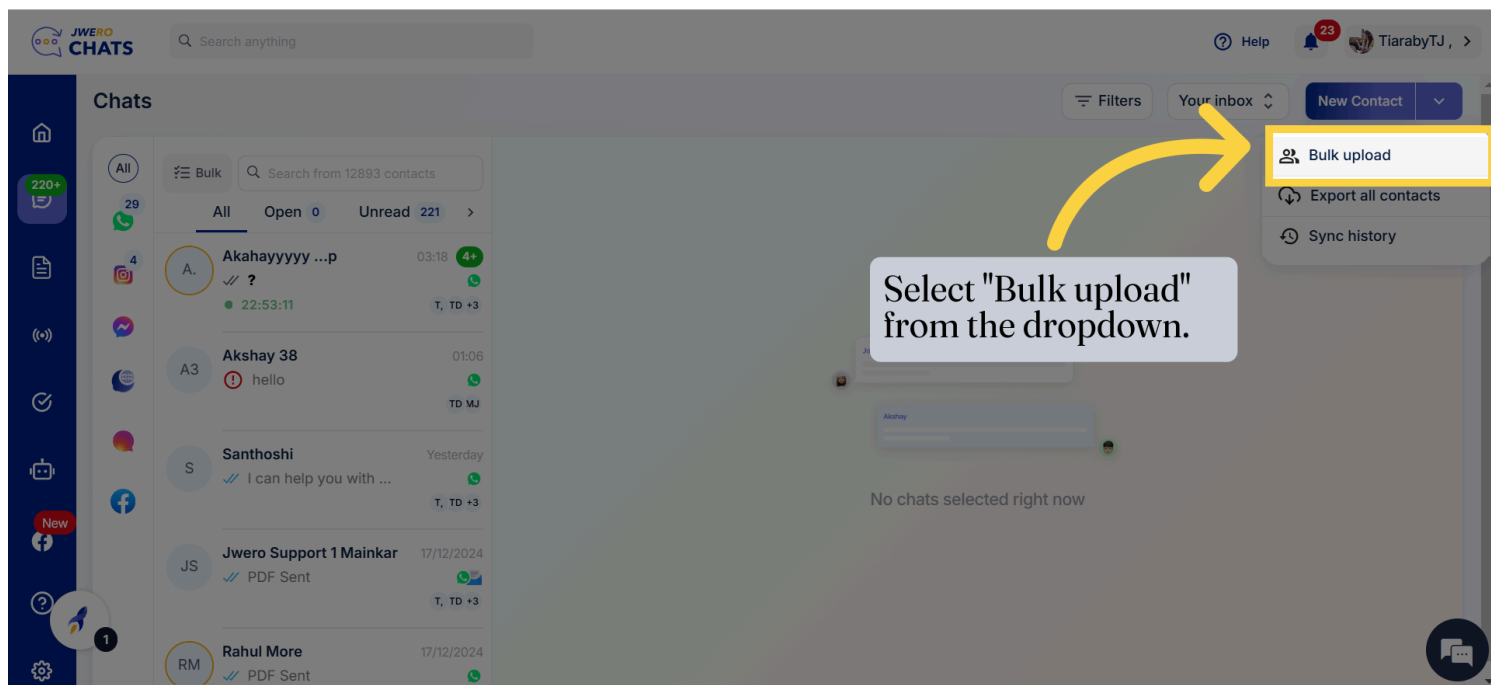


Go to chats.jwero.ai

1. To upload the contacts in Bulk, click on this arrow.



2. Select "Bulk upload" from the dropdown.



3. Jwero Sheet

Here you got the sheet. Type all data under respective headings.

Wherever applicable , select appropriate options from the drop down menu

The screenshot shows the 'Jwero Sheets (New)' interface. At the top, there's a header bar with 'Jwero Sheets (New)', 'Auto Saved', and buttons for 'Columns', 'Import', and 'Sync contacts'. Below this is a table with 10 rows and 8 columns: 'First Name*', 'Last Name', 'Email', 'Contact Type*', 'Broadcast', 'Tags', 'Dial code whatsapp*', and 'Whatsapp*'. The 'Contact Type*' column has a dropdown menu with 'Lead' selected. A yellow arrow points to the 'Columns' button in the top right corner.

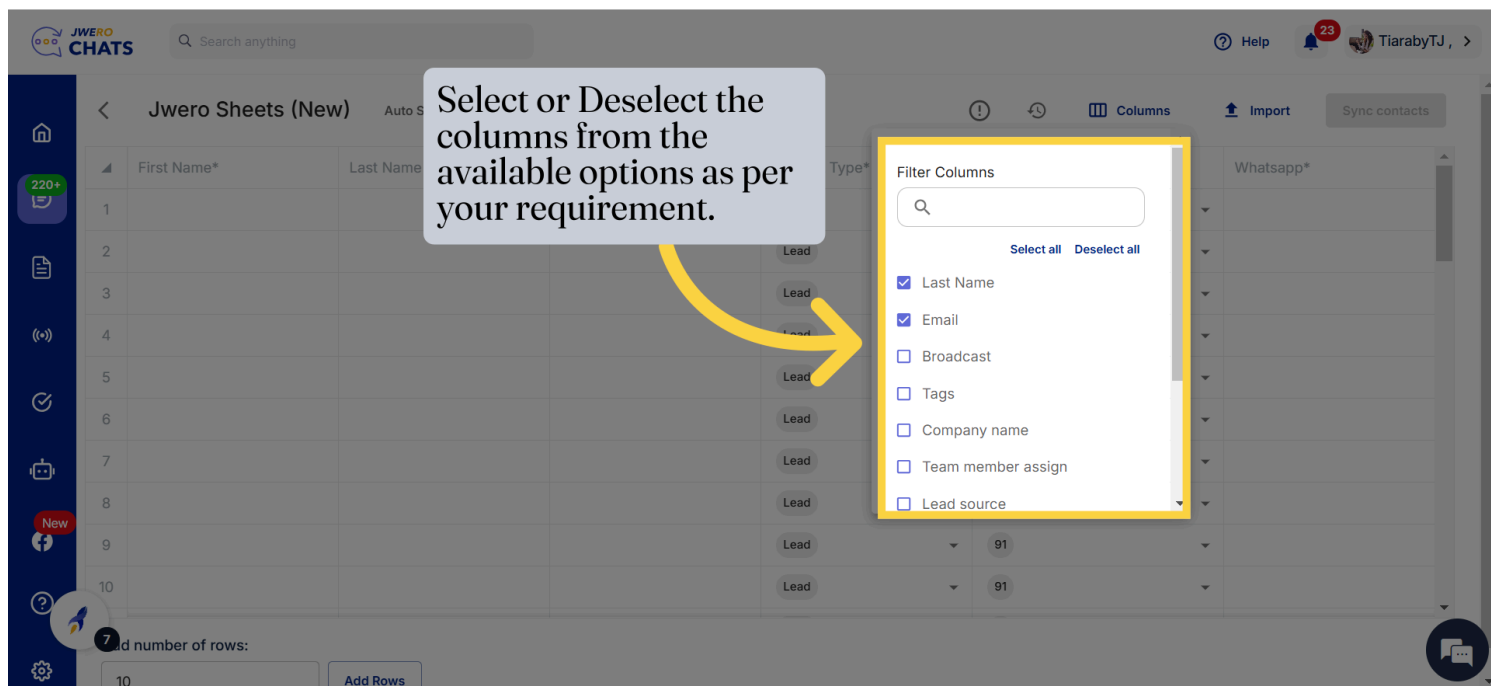
	First Name*	Last Name	Email	Contact Type*	Broadcast	Tags	Dial code whatsapp*	Whatsapp*
1				Lead			91	
2				Lead			91	
3				Lead			91	
4				Lead			91	
5				Lead			91	
6				Lead			91	
7				Lead			91	
8				Lead			91	
9				Lead			91	
10				Lead			91	

4. To adjust the number of columns, click on "Columns".

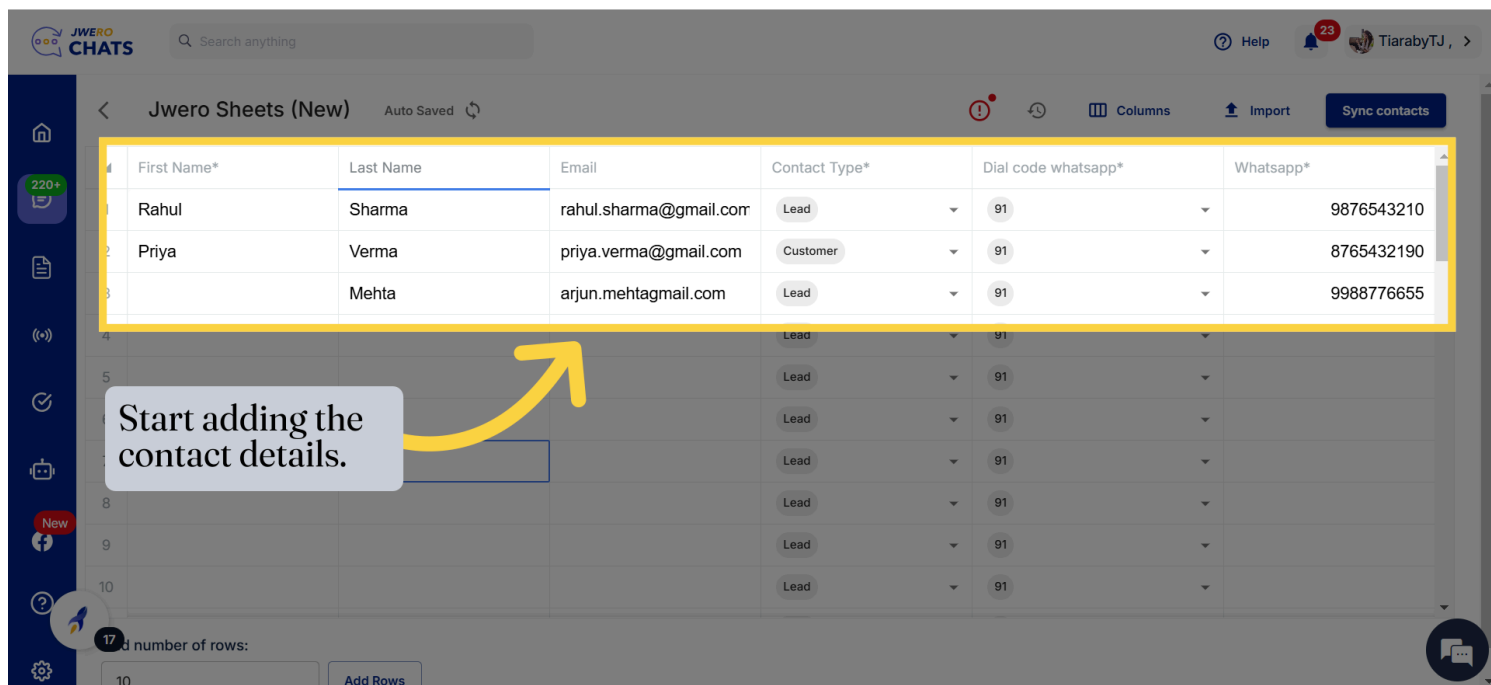
The screenshot shows the 'Jwero Sheets (New)' interface. A yellow arrow points to the 'Columns' button in the top right corner. A text box overlay says 'To adjust the number of columns, click on "Columns".'

	First Name*	Last Name	Email	Contact Type*	Broadcast	Tags	Dial code whatsapp*	Whatsapp*
1				Lead			91	
2				Lead			91	
3				Lead			91	
4				Lead			91	
5				Lead			91	
6				Lead			91	
7				Lead			91	
8				Lead			91	
9				Lead			91	
10				Lead			91	

5. Filter Columns



6. Add the details



7. Click on Sync contacts

After adding all contacts, click on "Sync contacts" to add it.

	First Name*	Last Name	Email	Contact Type*	Whatsapp
1	Rahul	Sharma	rahul.sharma@gmail.com	Lead	987543210
2	Priya	Verma	priya.verma@gmail.com	Customer	8765432190
3	Arjun	Mehta	arjun.mehta@gmail.com	Lead	9988776655
4				Lead	91
5				Lead	91
6				Lead	91
7				Lead	91
8				Lead	91
9				Lead	91
10				Lead	91

13 number of rows: 10 Add Rows

8. Error

Error.
Please resolve issues before creating customers

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

	First Name*	Last Name	Email	Contact Type*	Dial code whatsapp*	Whatsapp*
1	Rahul	Sharma				9876543210
2	Priya	Verma				8765432190
3		Mehta				9988776655
4				Lead	91	
5				Lead	91	
6				Lead	91	
7				Lead	91	
8				Lead	91	
9				Lead	91	
10				Lead	91	

15 number of rows: 10 Add Rows

9. View error information

Click on this icon to view the error information.

	First Name*	Last Name	Email	Contact Type*	Dial code whatsapp*	Whatsapp*
1	Rahul	Sharma			91	9876543210
2	Priya	Verma			91	8765432190
3		Mehta			91	9988776655
4				Lead	91	
5				Lead	91	
6				Lead	91	
7				Lead	91	
8				Lead	91	
9				Lead	91	
10				Lead	91	

18 number of rows: 10 Add Rows

10. Error window

Total 2 errors found

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

Error	Row
No first name found	Row 3
Email is not valid	Row 3

This window will show the cause of the errors, along with the row number where the error occurred. Hence it becomes very easy to enter correct the data.

11. Fix all errors and click on "Sync contacts".

Jwero Chats Search anything

Help 23 TiarabyTJ

Jwero Sheets (New) Auto Saved

	First Name*	Last Name	Email	Contact Type*	Dial code whatsapp*	Whatsapp*
1	Rahul	Sharma	rahul.sharma@gmail.com	Lead	91	9876543210
2	Priya	Verma	priya.verma@gmail.com	Customer		8765432190
3	Arjun	Mehta	arjun.mehta@gmail.com	Lead		9988776655
4				Lead	91	
5				Lead	91	
6				Lead	91	
7				Lead	91	
8				Lead	91	
9				Lead	91	
10				Lead	91	

20 number of rows: 10 Add Rows

Sync contacts

Fix all errors and click on "Sync contacts".

12. Sync history

Jwero Chats Search anything

Help 23 TiarabyTJ

Jwero Sheet

Sync history Refresh

Syncing. Sync started Successfully Close

Type	Date	Summary			Device	Status	By	File
Import	19 Dec, 2024 - 03:31 PM	1 Total	1 Add	2 Update		Completed	TiarabyTJ ,	-
Export	21 Nov, 2024 - 05:55 PM	4 Total	- Add	- Update		Completed	TiarabyTJ ,	
	06:37 PM	1 Total	1 Add	0 Update		Completed	TiarabyTJ ,	-
	04:21 PM	1 Total	0 Add	1 Update		Completed	TiarabyTJ ,	-
	04:19 PM	1 Total	1 Add	1 Update		Completed	TiarabyTJ ,	-

Click "Sync history Refresh"

Any existing records will be updated with the new information and new contacts will be added as new records.

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

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

