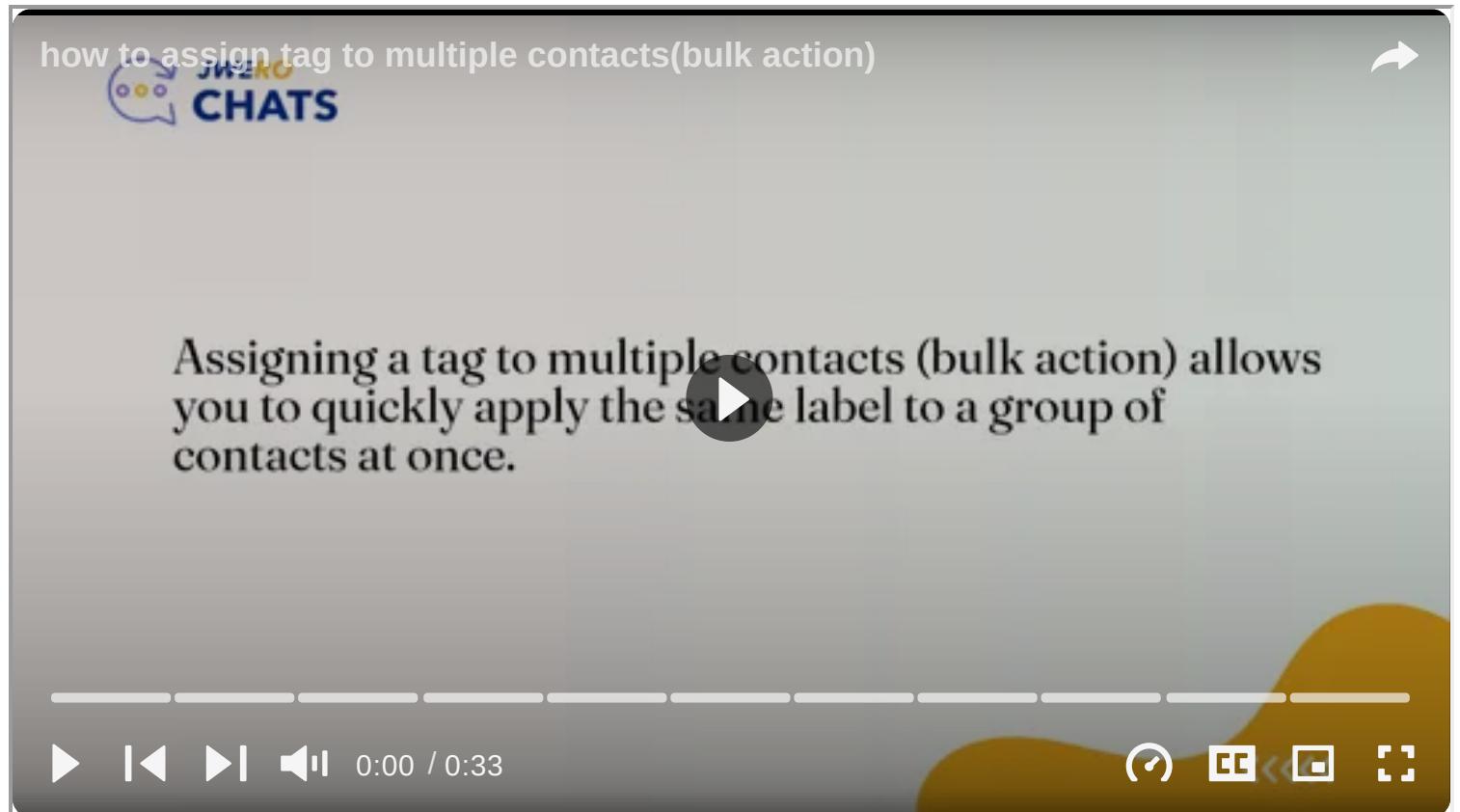


How To Assign Tag To Multiple Contacts (Bulk Action)



how to assign tag to multiple contacts(bulk action)

JWERO CHATS

Assigning a tag to multiple contacts (bulk action) allows you to quickly apply the same label to a group of contacts at once.

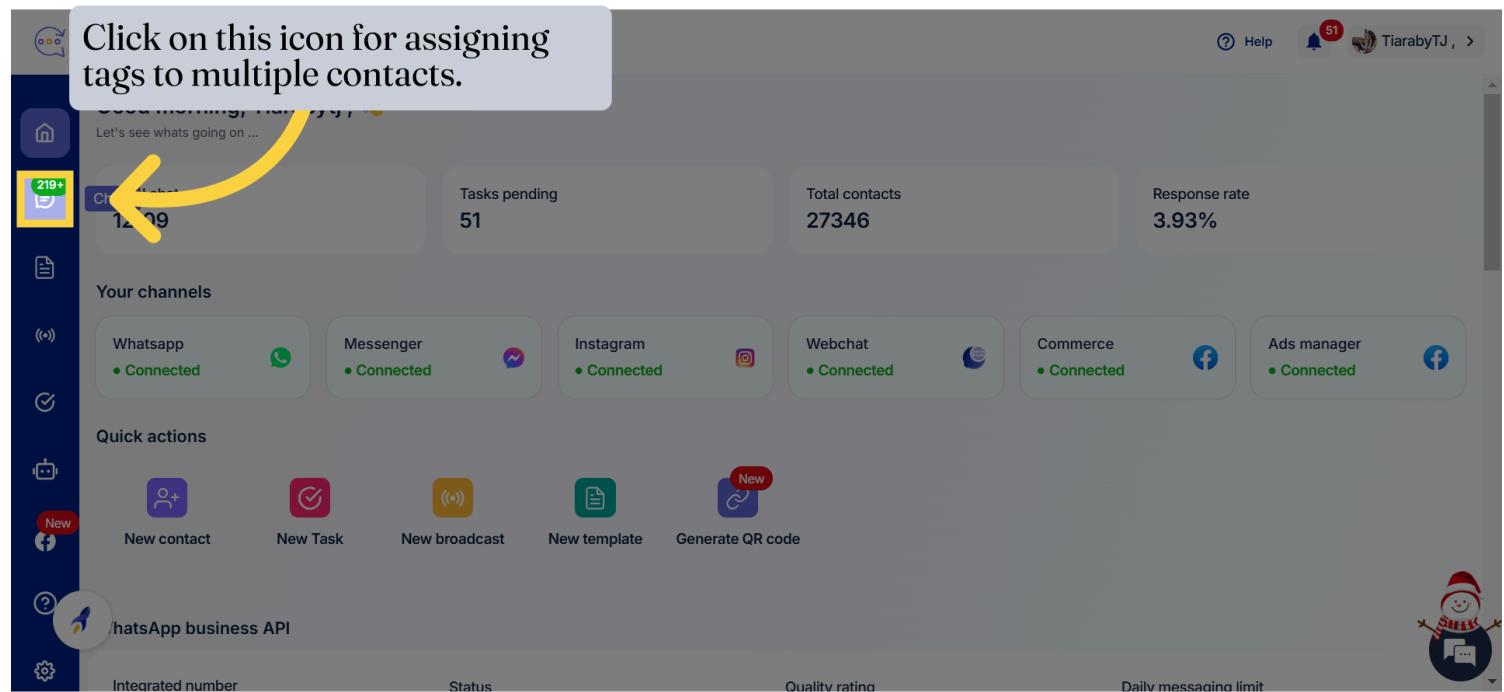
0:00 / 0:33

1. Assigning a tag to multiple contacts (bulk action).

Assigning a tag to multiple contacts (bulk action) allows you to quickly apply the same label to a group of contacts at once.



2. Click on this icon for assigning tags to multiple contacts.



Click on this icon for assigning tags to multiple contacts.

Good morning, TiarabyTJ, 12:09 PM

Let's see what's going on ...

Chats pending 1209

Tasks pending 51

Total contacts 27346

Response rate 3.93%

Your channels

- Whatsapp • Connected
- Messenger • Connected
- Instagram • Connected
- Webchat • Connected
- Commerce • Connected
- Ads manager • Connected

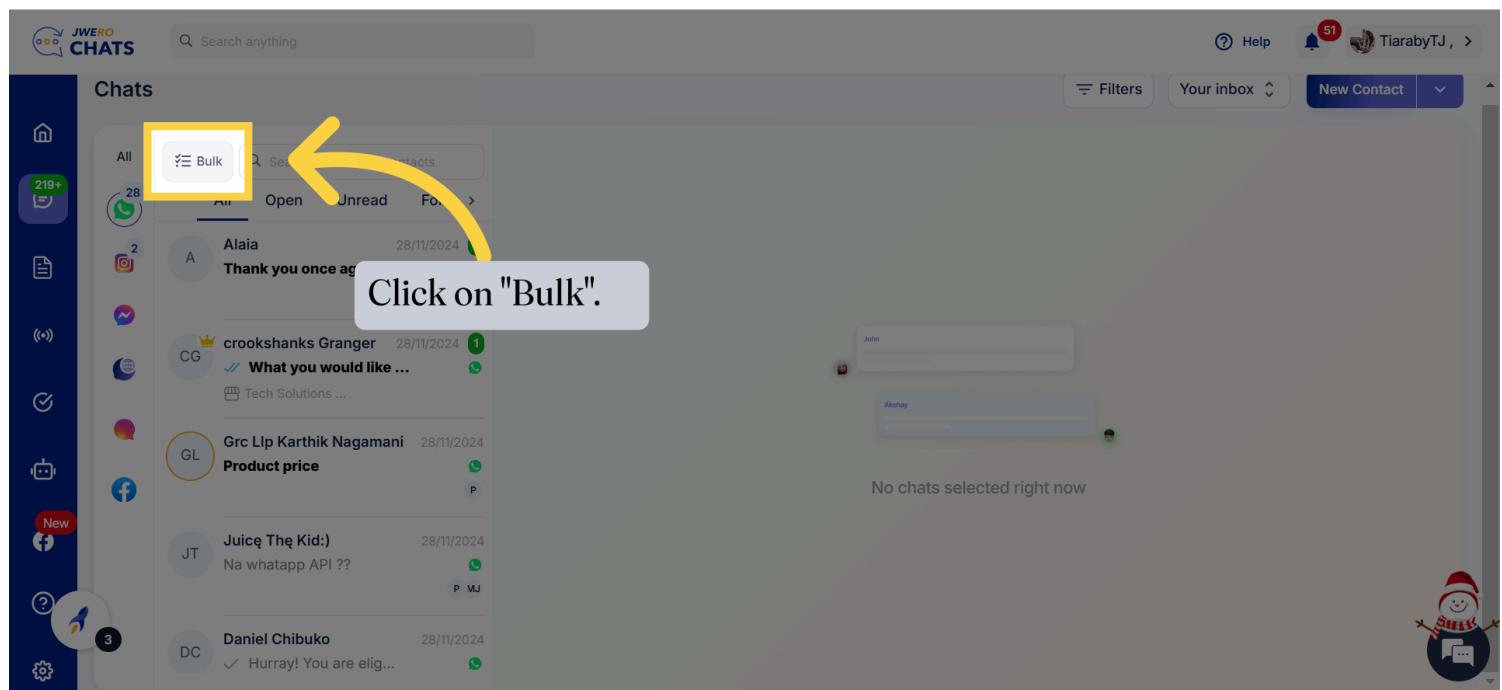
Quick actions

- New contact
- New Task
- New broadcast
- New template
- Generate QR code

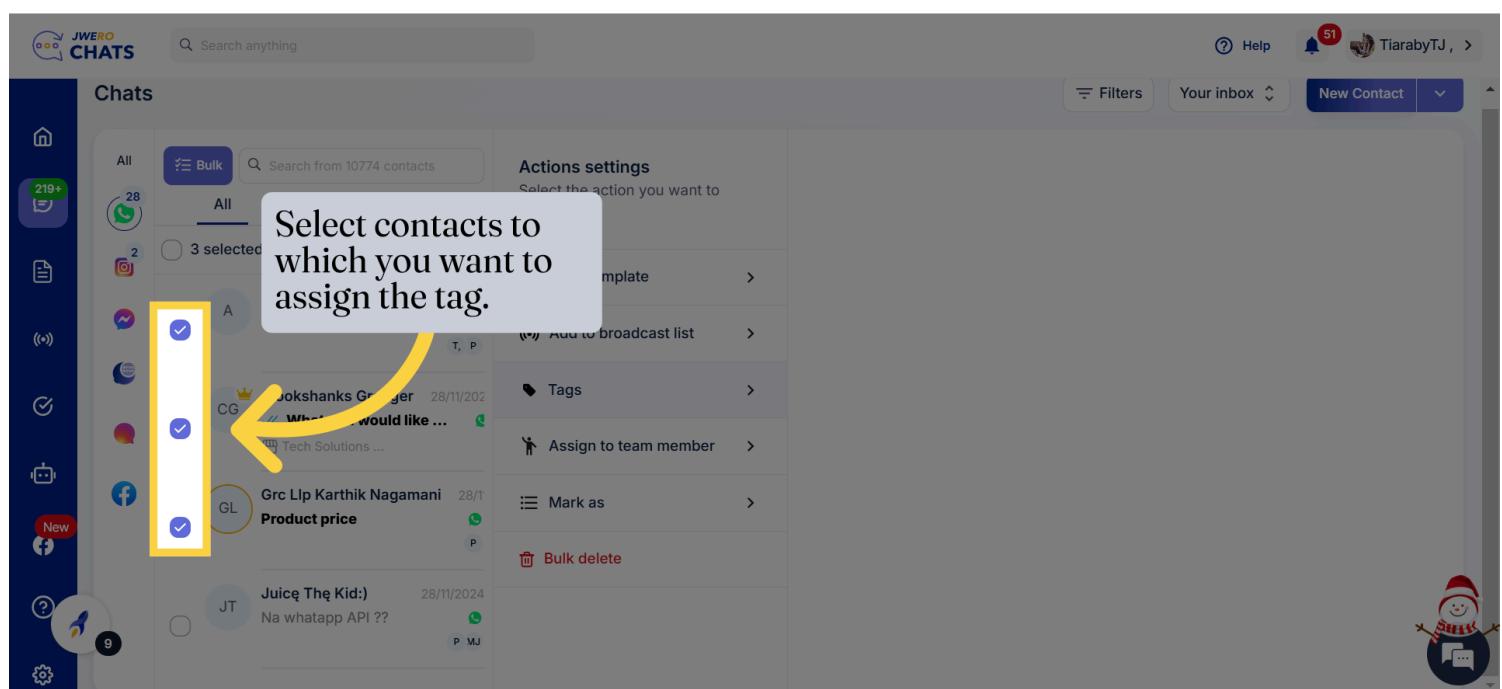
WhatsApp business API

Integrated number Status Quality rating Daily messaging limit

3. Click on "Bulk".



4. Select contacts to which you want to assign the tag.



5. You will receive the action settings.

A screenshot of the JWERO CHATS application interface. On the left is a sidebar with various icons. The main area shows a list of chats. A context menu is open over three selected contacts, listing options like 'Send template', 'Add to broadcast list', 'Tags', 'Assign to team member', 'Mark as', and 'Bulk delete'. A yellow box highlights the 'Tags' option. A yellow arrow points from a callout bubble to the 'Tags' option in the menu. Another callout bubble says 'You will receive the action settings.'

Actions settings
Select the action you want to make

- Send template
- Add to broadcast list
- Tags
- Assign to team member
- Mark as
- Bulk delete

You will receive the action settings.

6. Click on "Tags".

A screenshot of the JWERO CHATS application interface, similar to the previous one but with a different focus. A context menu is open over three selected contacts, with the 'Tags' option highlighted by a yellow box. A yellow arrow points from a callout bubble to the 'Tags' option. Another callout bubble says 'Click on "Tags".'

Actions settings
Select the action you want to make

- Send template
- Add to broadcast list
- Tags
- Assign to team member
- Mark as
- Bulk delete

Click on "Tags".

7. You will be shown list of tags created.

You will be shown list of tags created.

The screenshot shows the JWERO CHATS application interface. A context menu is open over three selected contacts. The menu items include "Actions settings", "Add to Broadcast list", "Tags", "Assign to team member", "Mark as", and "Bulk delete". A yellow arrow points from the text "You will be shown list of tags created." to the "Tags" option in the menu. To the right of the menu, a modal window titled "Add Tags" is displayed, listing various tags with their contact counts. The tags listed are: Kajol (27 contacts), Premium customer (35 contacts), Premium (23 contacts), Visitors (18 contacts), Test1 (11 contacts), and Hello World (7 contacts). A yellow border surrounds this "Add Tags" window.

Tag	Contacts
Kajol	27 contacts
Premium customer	35 contacts
Premium	23 contacts
Visitors	18 contacts
Test1	11 contacts
Hello World	7 contacts

8. Select the tag you want to assign.

Select the tag you want to assign.

The screenshot shows the JWERO CHATS application interface. A context menu is open over three selected contacts. The menu items include "Actions settings", "Send template", "Assign to team member", "Mark as", and "Bulk delete". A yellow arrow points from the text "Select the tag you want to assign." to the "Visitors" tag in the "Add Tags" modal. The "Visitors" tag has a checked checkbox and is highlighted with a yellow border. The "Add Tags" modal also lists other tags: Kajol (27 contacts), Premium customer (35 contacts), Premium (23 contacts), Test1 (11 contacts), and Hello World (7 contacts).

Tag	Contacts
Kajol	27 contacts
Premium customer	35 contacts
Premium	23 contacts
Visitors	18 contacts
Test1	11 contacts
Hello World	7 contacts

9. Click on "Add contacts to list".

The screenshot shows the JWERO CHATS application interface. On the left is a sidebar with various icons and a notification count of 219+. The main area is titled 'Chats' and shows a list of contacts. A context menu is open over three selected contacts, listing options like 'Send template', 'Add to broadcast list', 'Tags', 'Assign to team member', 'Mark as', and 'Bulk delete'. A large yellow arrow points from the text 'Click on "Add contacts to list"' to the 'Add to broadcast list' button, which is highlighted with a yellow border.

10. You will receive this message after successfully assigning the tag.

The screenshot shows the JWERO CHATS application interface. A yellow arrow points from the text 'You will receive this message after successfully assigning the tag.' to a success toast message in the top right corner. The toast message reads: 'Tags assigned to contacts 1 tags assigned to 3 contacts successfully.' There is also a 'Close' button at the top right of the toast.

11. Open the contact's chat to which the tag was assigned and verify whether the tag is applied or not.

The screenshot shows the JWERO Chats application interface. On the left is a sidebar with various icons for navigation. The main area is titled "Chats" and shows a list of recent conversations. One conversation with "Alaia" is selected, displaying messages and contact details. In the top right corner, there are filters, inbox notifications, and a "New Contact" button. The contact details panel on the right shows "Alaia" with phone number "+234 7061209492" and status "00:00:00". The "Tags" section is highlighted with a yellow box and contains the tag "Visitors". A large yellow arrow points from this box to the "Visitors" tag listed under "Tags" in the contact details.

What you would like to enquire!
Hurry up...

Product rates
Gold rates
product complain/refund

Tags

Visitors

Contact details

Alaia +234 7061209492

0 Profiles

Broadcasts

MD New internal group

Info Tasks Notes Me

Open the contact's chat to which the tag was assigned and verify whether the tag is applied or not.