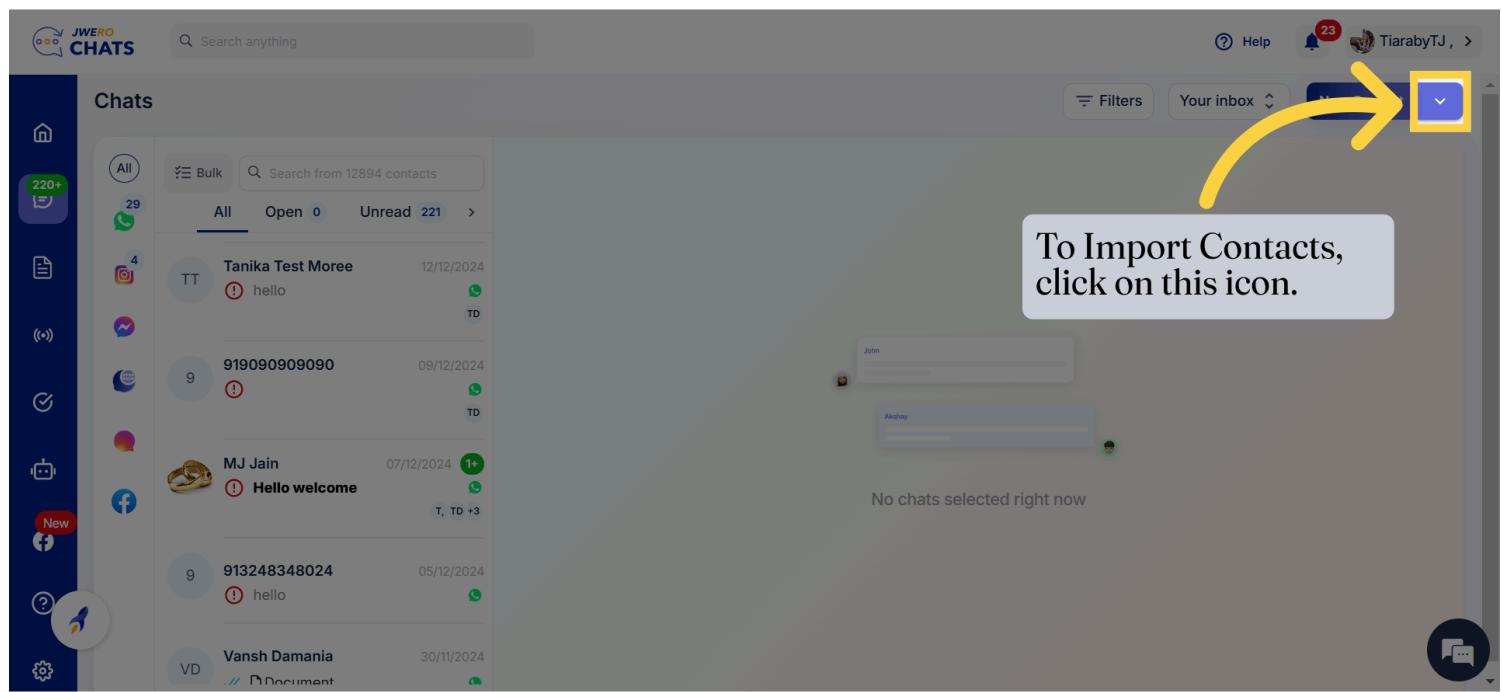


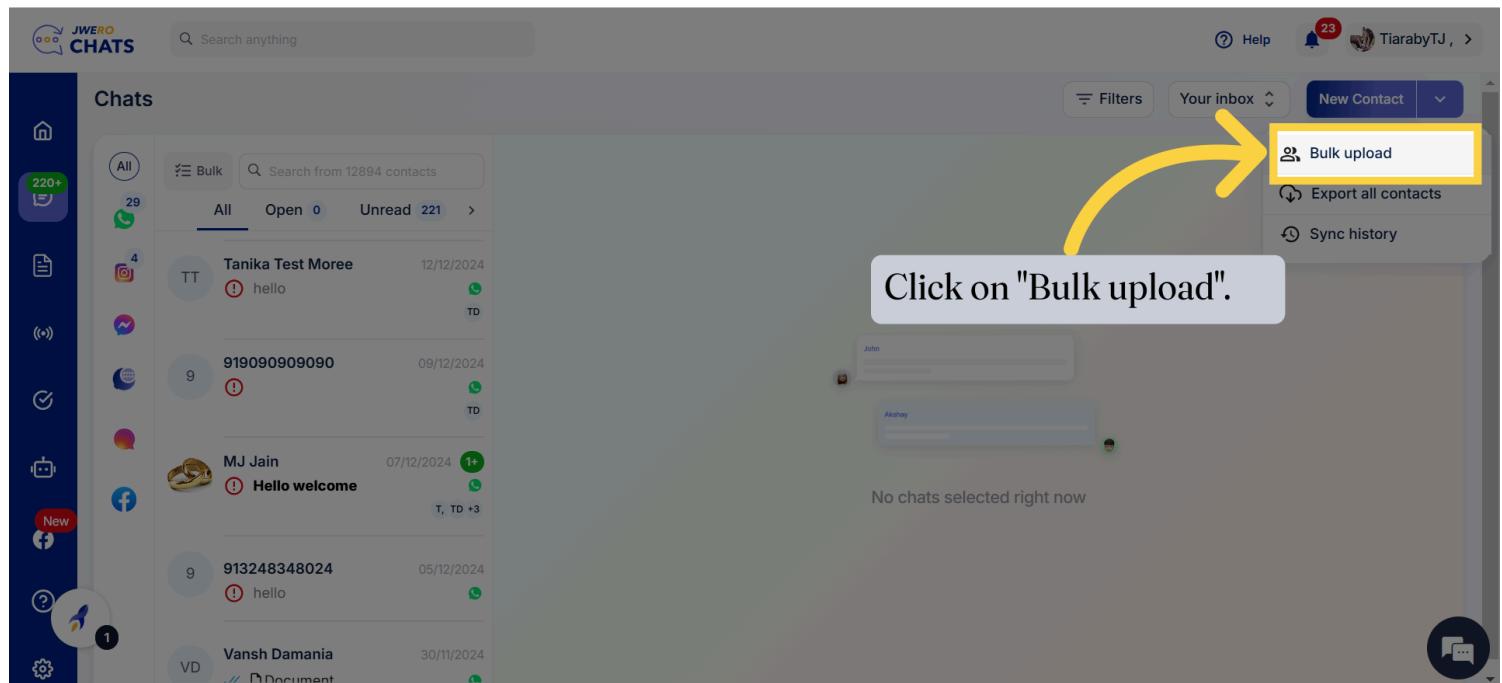
How To Import Contacts



1. To Import Contacts, click on this icon.



2. Click on "Bulk upload".



3. Click on "Import".

Jwero Sheets (New) Auto Saved

Import

Click on "Import".

This screenshot shows the Jwero Sheets interface. At the top right, there is a blue 'Import' button with a white upward arrow icon. A large yellow arrow points from the left towards this button. A callout bubble with the text 'Click on "Import"' is positioned below the button. The main area is a contact list table with columns for First Name*, Last Name, Email, Contact Type*, Broadcast, Tags, Dial code whatsapp*, and Whatsapp*. Each row contains a 'Lead' entry under Contact Type. The bottom left of the screen shows a toolbar with various icons and a 'New' button.

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

Import

Add File

Format allowed - .xls , .csv
Max file size - 25 mb

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

This screenshot shows the 'Import' dialog box overlaid on the Jwero Sheets interface. Inside the dialog, there is a central input field with a 'Add File' button. Above the input field, a yellow arrow points from the left towards the button. A callout bubble with the text 'You can add the contact sheet if it's already created in the given format.' is positioned to the left of the dialog. The background shows the contact list and toolbar from the previous screenshot.

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

The screenshot shows the Jwero Sheets (New) application interface. On the left, there's a sidebar with various icons: a rocket ship for New, a gear for Settings, a person for Broadcast, a list for Tags, a circular arrow for Refresh, a clipboard for Copy, a document for Import, and a plus sign for Add Rows. The main area shows a spreadsheet with columns for First Name* and Last Name. A modal window titled "Import" is open, containing a large text block: "To create new sheet, you can download the example sheet, which contains the template columns, and edit it according to your requirements." Below this, there's a section titled "Example sheet" with a "Download" button. At the bottom of the modal, a warning message says: "⚠ Please ensure Broadcast and Tags values are already added in the system to prevent errors." The top right of the screen shows user information: TiarabyTJ, 23 notifications, and help links.

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

MAX FILE SIZE - 25 MB

Example sheet

Download

⚠ Please ensure Broadcast and Tags values are already added in the system to prevent errors.

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

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

Note: You will not have the dropdown options available as when adding contacts directly. You will need to manually type the information.

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

Jwero Chats Sheet

File Edit View Insert Format Data Tools Extensions Help

Menus 100% \$.00 123 Default... 10 B I A

A5

	A	B	C	D	E	F
1	First Name	Last Name	Email	Contact Type	Dial code whats:	Whatsapp
2	Riya	Patel	riyapatel@gmail.com	Lead	91	976654567
3	Vishal	Das	vishaldas@gmail.com	Customer	91	876787554
4	Pitam	Desai	pitamdesai@gmail.com	Lead	91	925456765
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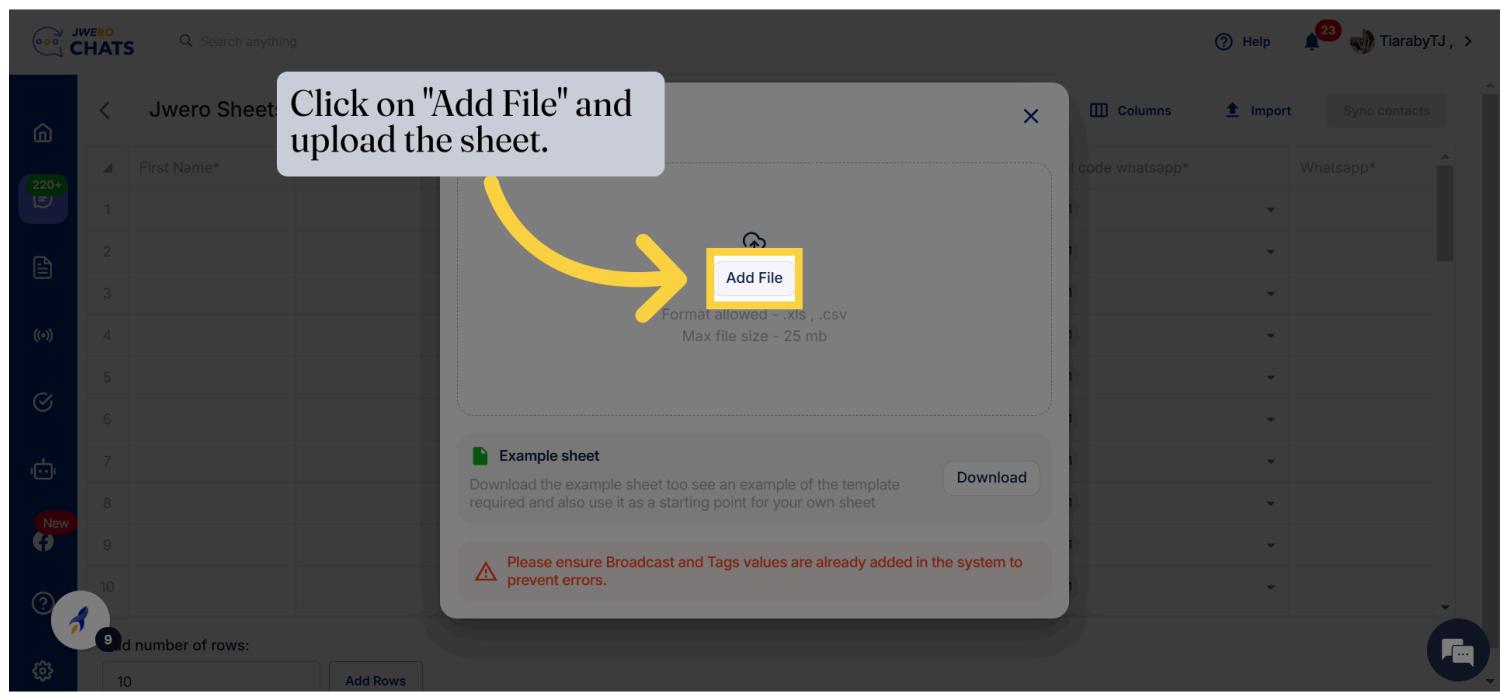
Add all contact details you want to import and Save the file.

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

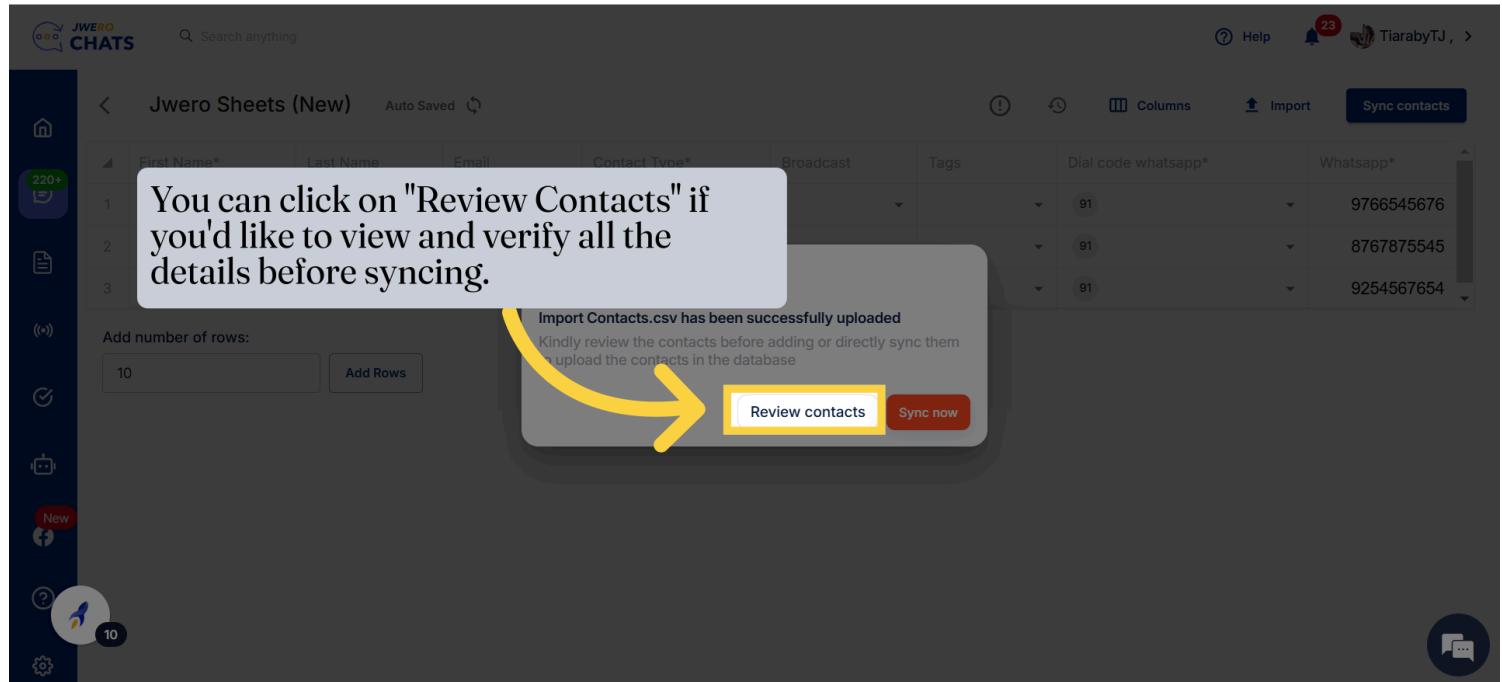
The screenshot shows the Jwero Sheets interface. On the left, there's a sidebar with various icons: a house, a green box labeled '220+', a document, a person, a circular arrow, a 'New' button, a gear, and a question mark. The main area is titled 'Jwero Sheets (New)' and shows a table with 10 rows. The columns are: First Name*, Last Name, Email, Contact Type* (with dropdowns), Broadcast, Tags, Dial code whatsapp*, and Whatsapp*. Each row has a small '91' icon next to the Dial code column. At the top right, there are 'Help', a bell icon with '23', and a user profile 'TiarabyTJ, >'. A yellow arrow points from the text below to the 'Import' button at the top right of the sheet area.

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."

Jwero Sheets (New) Auto Saved

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

Add number of rows: 10 Add Rows

Sync contacts

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

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

Jwero Sheets (New) Auto Saved

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

Add number of rows: 10 Add Rows

Sync contacts

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

Kindly review the contacts before adding or directly sync them to upload the contacts in the database.

Sync now

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

A screenshot of the Jwero Sheets interface. At the top right, there is an error message box with a yellow border containing the text: "Error. Please resolve issues before creating customers" and a "Close" button. A large yellow arrow points from the text "If any mandatory fields are missing or there's an error in the details during syncing, you will receive an error message." to this error message box. The main table view shows three rows of contact data:

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

Below the table, there is a section to "Add number of rows:" with a input field set to "10" and a "Add Rows" button. On the far left, there is a vertical sidebar with various icons and a "New" button highlighted with a red circle containing the number "14".

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

A screenshot of the Jwero Sheets interface, similar to the previous one but without the error message box. A large yellow arrow points from the text "To view the errors, click on this icon." to the error icon (a square with a red dot and a circle) located in the top right corner of the table header area.

The main table view shows the same three rows of contact data as the previous screenshot:

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

Below the table, there is a section to "Add number of rows:" with a input field set to "10" and a "Add Rows" button. On the far left, there is a vertical sidebar with various icons and a "New" button highlighted with a red circle containing the number "15".

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

This screenshot shows the Jwero Sheets interface. On the left, there's a sidebar with icons for home, 220+ contacts, a document, and a gear. The main area is titled "Jwero Sheets (New)" and shows a table with three rows of contact data. The columns are First Name*, Last Name, Email, Contact Type*, Broadcast, Tags, Dial code whatsapp*, and Whatsapp*. A yellow arrow points from the text "his window will show the cause of the error, along with the row number where the error occurred." to the error dialog box. The dialog box has a yellow border and contains the text "Total 1 errors found" and "Once you resolve the error click on Sync contacts to update the records". It also lists "Email is not valid" under "Row 2".

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

This screenshot shows the Jwero Sheets interface after errors have been fixed. The error dialog box is no longer present. A yellow arrow points from the text "Fix the errors and click on \"Sync contacts\"." to the "Sync contacts" button, which is highlighted with a yellow box.

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

A screenshot of the JWERO CHATS application interface. On the left, there's a sidebar with various icons and a search bar at the top. The main area is titled "Sync history" and shows a table of import logs. A yellow arrow points from the text "Successfully importing the contacts, the sync history will show the import details." to the first row of the table. The table has columns for Type (Import), Date, Total, Add, Update, Device (Windows, Mac), Status (Completed), and By (TiarabyTJ). The first row shows 3 imports on 19 Dec, 2024, at 04:19 PM, with 3 adds and 0 updates, completed on Windows.

Type	Date	Total	Add	Update	Device	Status	By
Import	19 Dec, 2024 - 04:19 PM	3	3	0	Windows, Mac	Completed	TiarabyTJ ,
Import	19 Dec, 2024 - 03:31 PM	1	1	2	Windows, Mac	Completed	TiarabyTJ ,
Import	1 Nov, 2024 - 05:55 PM	4	-	-	Mac	Completed	TiarabyTJ ,
Import	14 Nov, 2024 - 06:37 PM	1	1	0	Windows, Mac	Completed	TiarabyTJ ,
Import	29 Oct, 2024 - 04:21 PM	1	0	1	Windows, Mac	Completed	TiarabyTJ ,

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

A screenshot of the JWERO CHATS Chats page. A yellow arrow points from the text "You can search for the added contact and start the conversation." to the search results. The search bar at the top contains the query "riya pat". Below the search bar, the results show a single contact named "Riya Patel" with a profile picture, phone number (+91 9766545676), and a timestamp (00:00:00). The main chat area shows the message "No conversations found". To the right, there's a sidebar with "Contact details" (including a CRM button), "Actions" (CRM, Task, Note), and an "Info" tab selected. The contact's email is listed as "riyapatel@gmail.com".