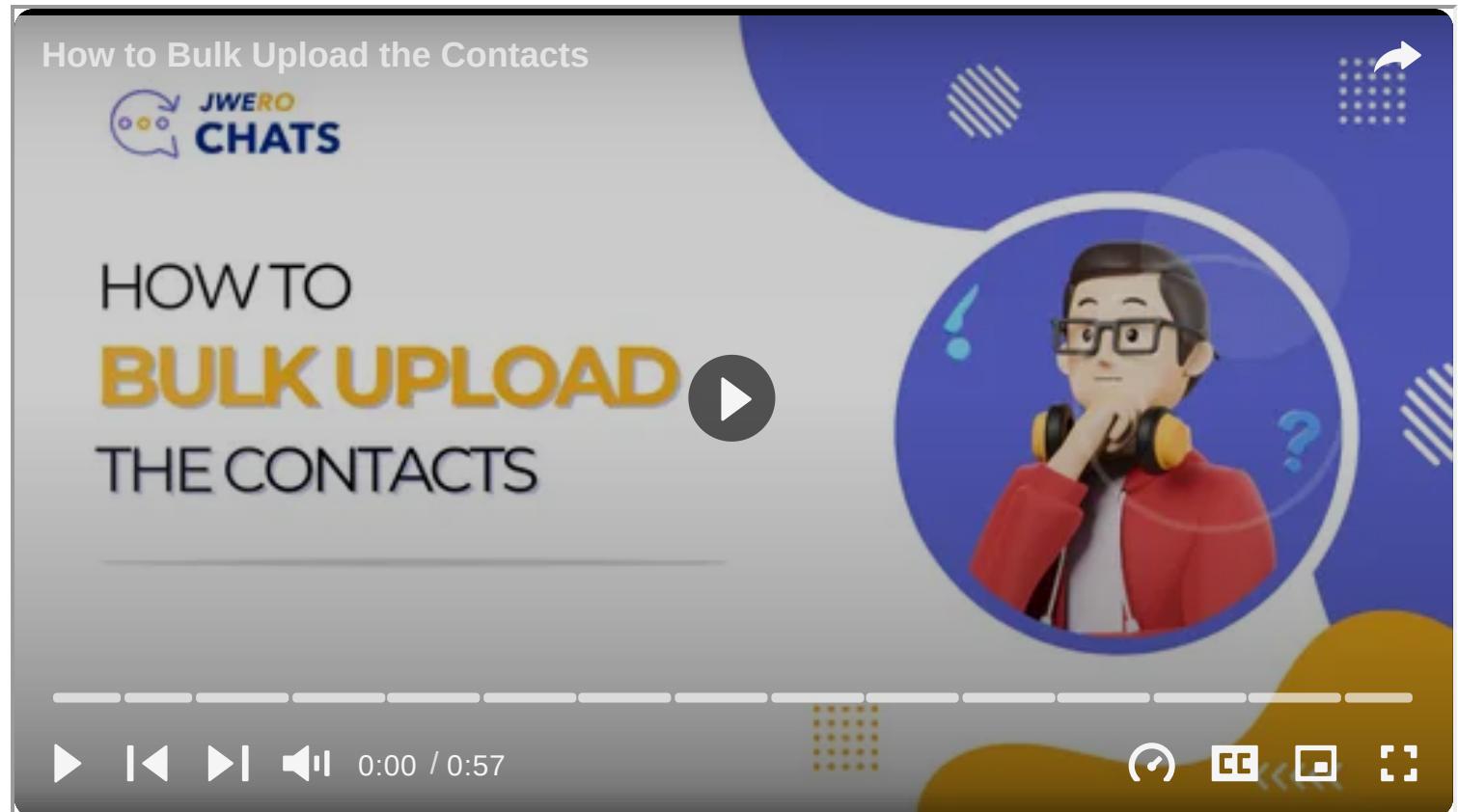
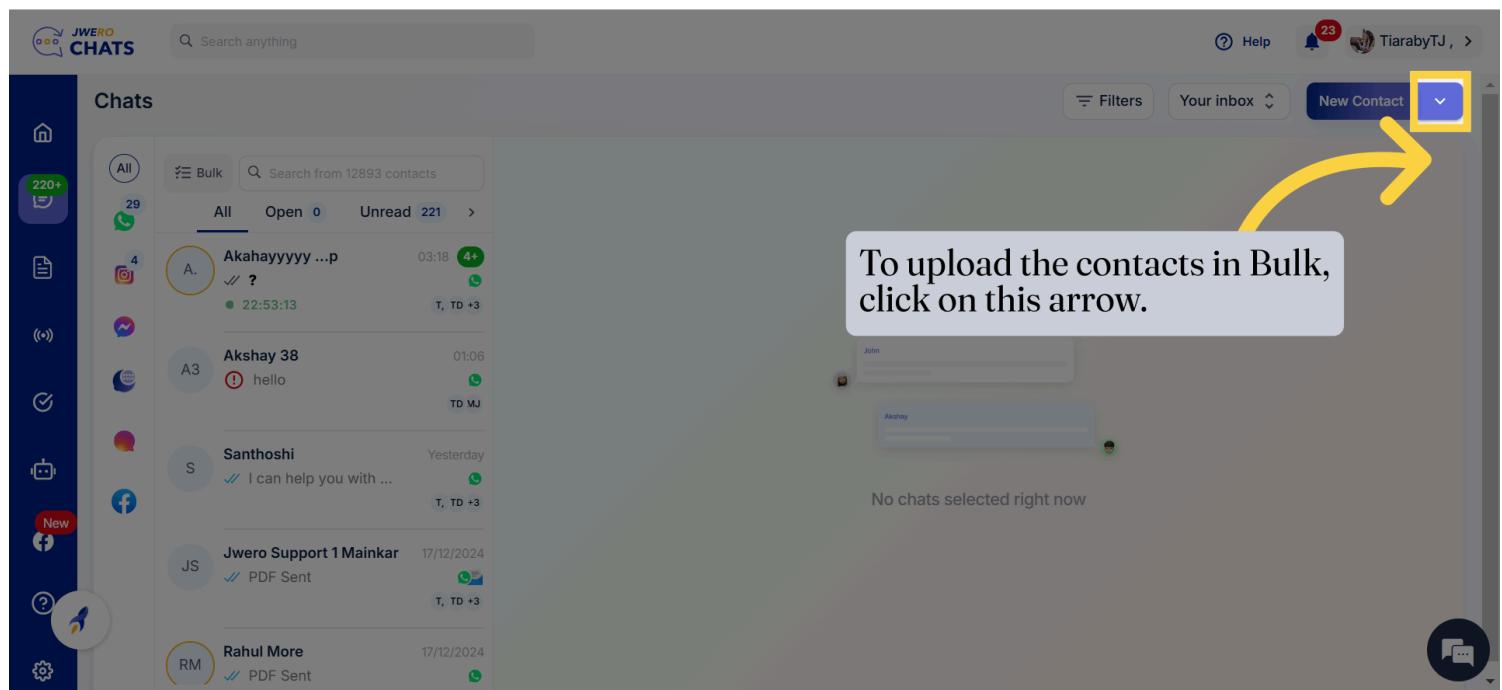


How to Bulk Upload the Contacts

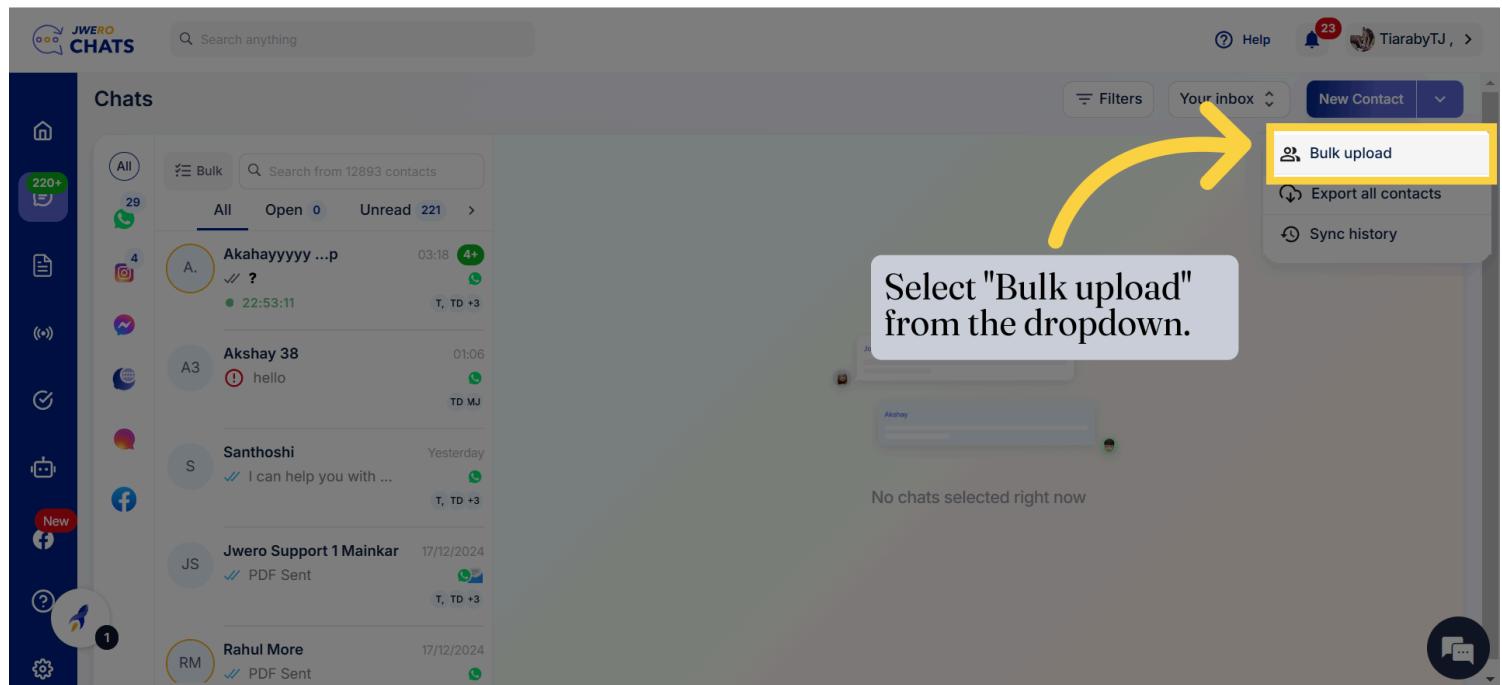


Go to chats.jwero.ai

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

Jwero Sheets (New) Auto Saved

First Name* Last Name Email Contact Type* Broadcast Tags Dial code whatsapp* Whatsapp*

	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	

Add number of rows: 10 Add Rows

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

Jwero CHATS Search anything Help 23 TiarabyTJ, >

Jwero Sheets (New) Auto Saved

First Name* Last Name Email Contact Type* Broadcast Tags Dial code whatsapp* Whatsapp*

	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	

Add number of rows: 10 Add Rows

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

5. Filter Columns

Select or Deselect the columns from the available options as per your requirement.

The screenshot shows a spreadsheet interface with a sidebar on the left containing various icons. The main area displays a table with columns for First Name*, Last Name, Email, Contact Type*, Dial code whatsapp*, and Whatsapp*. A yellow arrow points from a callout box containing the text "Select or Deselect the columns from the available options as per your requirement." to the "Columns" button at the top right of the screen. A modal window titled "Filter Columns" is open, listing several column options with checkboxes. Some checkboxes are checked (Last Name, Email), while others are unchecked (Broadcast, Tags, Company name, Team member assign, Lead source). Buttons for "Select all" and "Deselect all" are also present in the modal.

6. Add the details

Start adding the contact details.

The screenshot shows the same spreadsheet interface as the previous one, but now it contains three rows of data. The first row has "Rahul" in the First Name* column and "Sharma" in the Last Name column. The second row has "Priya" in the First Name* column and "Verma" in the Last Name column. The third row has "Mehta" in the Last Name column. A yellow arrow points from a callout box containing the text "Start adding the contact details." to the first row of the table. The table structure is identical to the one in the previous screenshot, with columns for First Name*, Last Name, Email, Contact Type*, Dial code whatsapp*, and Whatsapp*.

7. Click on Sync contacts

Jwero Sheets (New) Auto Saved

	First Name*	Last Name	Email	Contact Type*	WhatsApp
1	Rahul	Sharma	rahul.sharma@gmail.com	Lead	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

13 Add number of rows: 10 Add Rows

Sync contacts

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

8. Error

Jwero Sheets (New) Auto Saved

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

15 Add number of rows: 10 Add Rows

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.

9. View error information

A screenshot of the Jwero Sheets interface. At the top right, there is an error icon (a red circle with a white exclamation mark) enclosed in a yellow square. A large yellow arrow points from this icon to a callout box containing the text: "Click on this icon to view the error information." The main table has columns for First Name*, Last Name, Email, Contact Type*, Dial code whatsapp*, and Whatsapp*. The data shows three rows of contacts: Rahul Sharma, Priya Verma, and Mehta. The "Contact Type*" column contains "Lead" for all rows. The "Dial code whatsapp*" and "Whatsapp*" columns contain phone numbers. The bottom left shows a toolbar with icons for New, Import, Sync contacts, and settings.

10. Error window

A screenshot of the Jwero Sheets interface. An error window is displayed in the center, enclosed in a yellow border. It contains the message: "Total 2 errors found. Once you resolve the error click on Sync contacts to update the records". Below this, two specific errors are listed: "No first name found" at Row 3 and "Email is not valid" at Row 3. A yellow arrow points from a callout box below the window to the error window itself. The callout box contains the text: "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." The main table and toolbar are visible in the background.

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

Jwero Sheets (New) Auto Saved

First Name* Last Name Email Contact Type* Dial code what's app* Whatsapp*

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

Fix all errors and click on "Sync contacts".

Sync contacts

12. Sync history

Sync history Refresh

Syncing. Sync started Successfully

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	macOS 📱	Completed	TiarabyTJ ,	Download
	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 ,	-

Add number of rows: 10

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.

The screenshot shows the JWERO CHATS application interface. A yellow arrow points from the text above to the search bar at the top of the main chat window. The search bar contains the text "priya". Below the search bar, the results show a contact named "Priya Verma" with the phone number "+91 8765432190" and the status "00:00:00". The main area of the window displays the message "No conversations found". On the left side, there is a sidebar with various icons and a search bar. On the right side, there are sections for "contact details", "Profiles", "Tags", "Broadcasts", and "Actions".