

## How to upload CSV : general instructions

1. Download the format CSV, fill the data and upload the same CSV in the system
2. Below mentioned columns are mandatory
  - a) Name
  - b) Mobile No.
  - c) WhatsApp No.
  - d) Email
  - e) Address
  - f) City
  - g) State
3. If you do not have data for any of these columns, please leave them empty
4. Do not change columns. It may end up in an erroneous upload and finally incorrect lead information
5. After fore mentioned columns, you may add your own columns and respective data
6. Please refer to the demo CSV
7. In case, any problem and questions, feel free to contact us