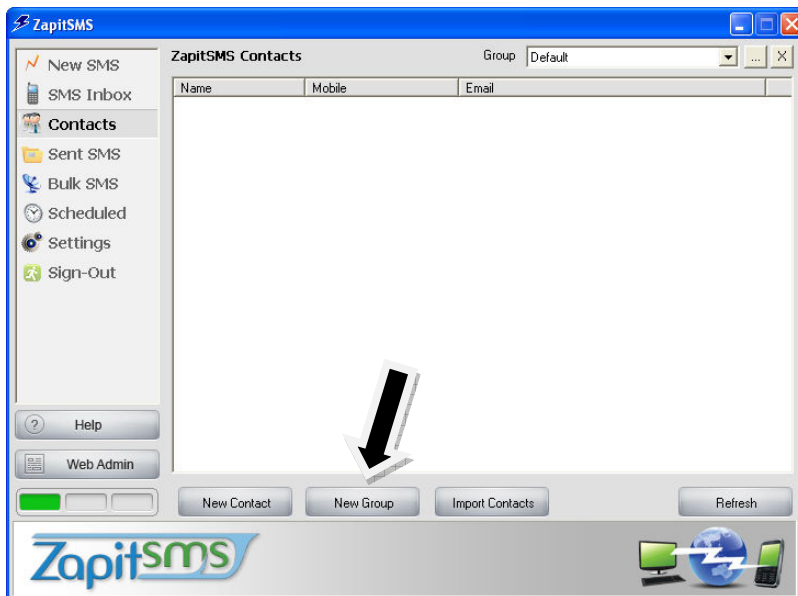


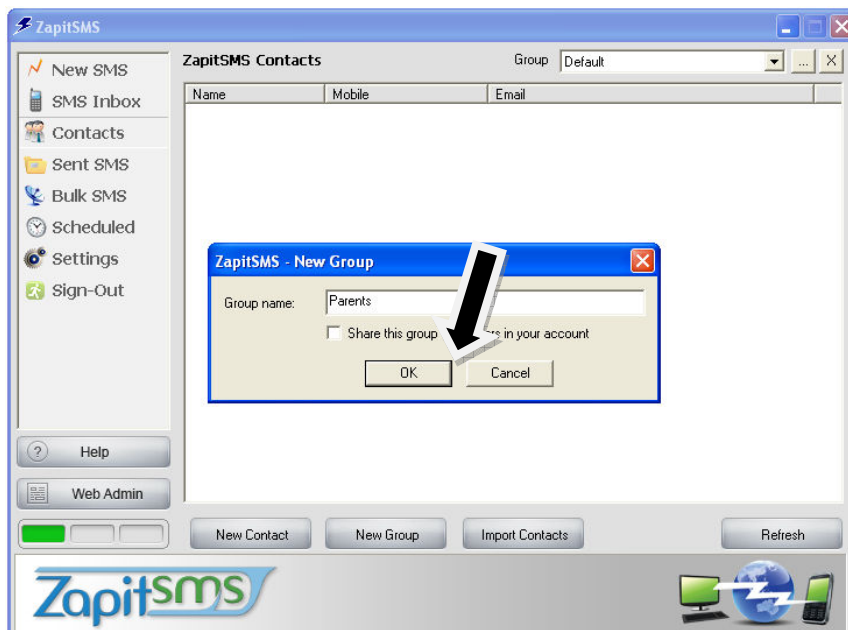
Importing contact details into the ZapitSMS address book in Windows Client using a .CSV file

Login to the ZapitSMS Windows Client using your username and password.

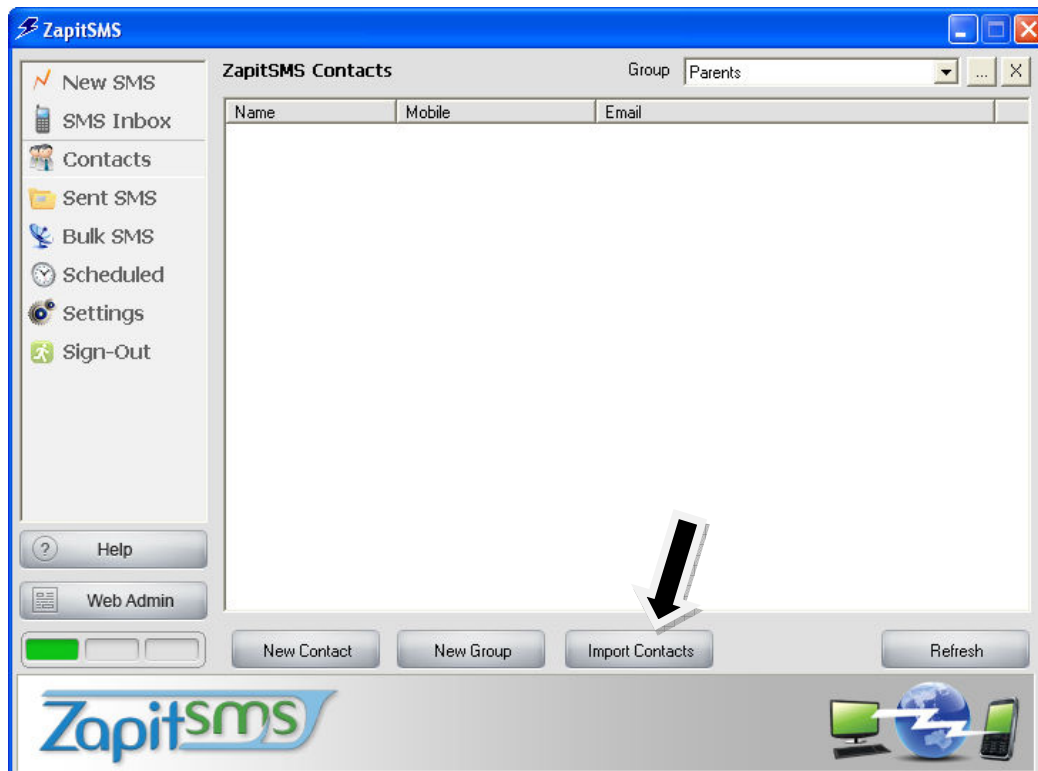
Contacts must be imported into a group. To create a new group click on “Contacts” in the menu and then on “New Group”.



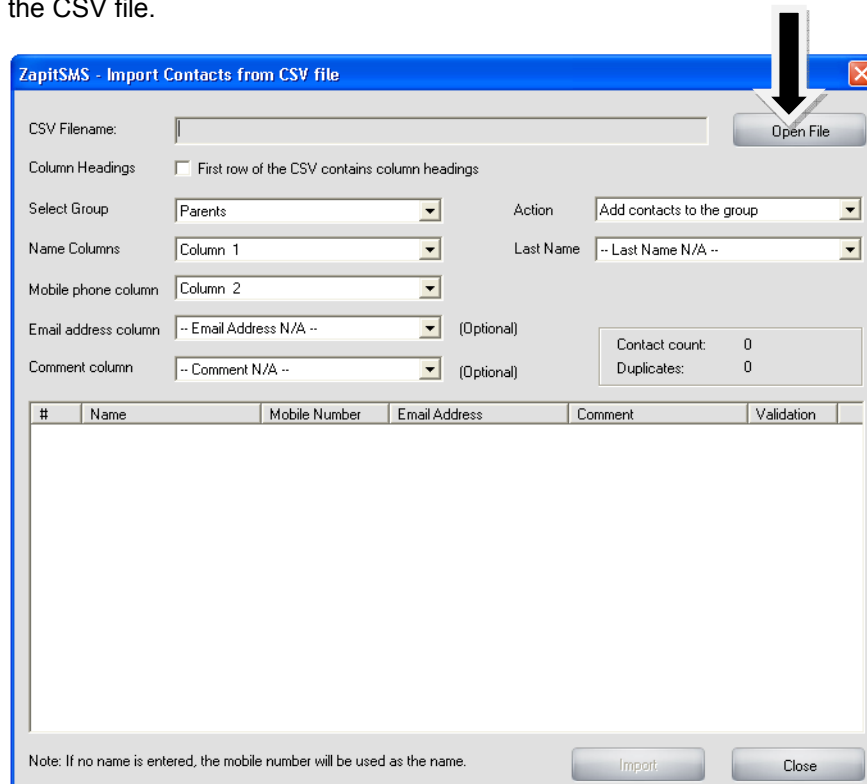
Enter the name of the group in the 'Group Name' field and click on “OK”. Your new group will be displayed in the 'Group' drop down box in the top right corner of the Contacts window.



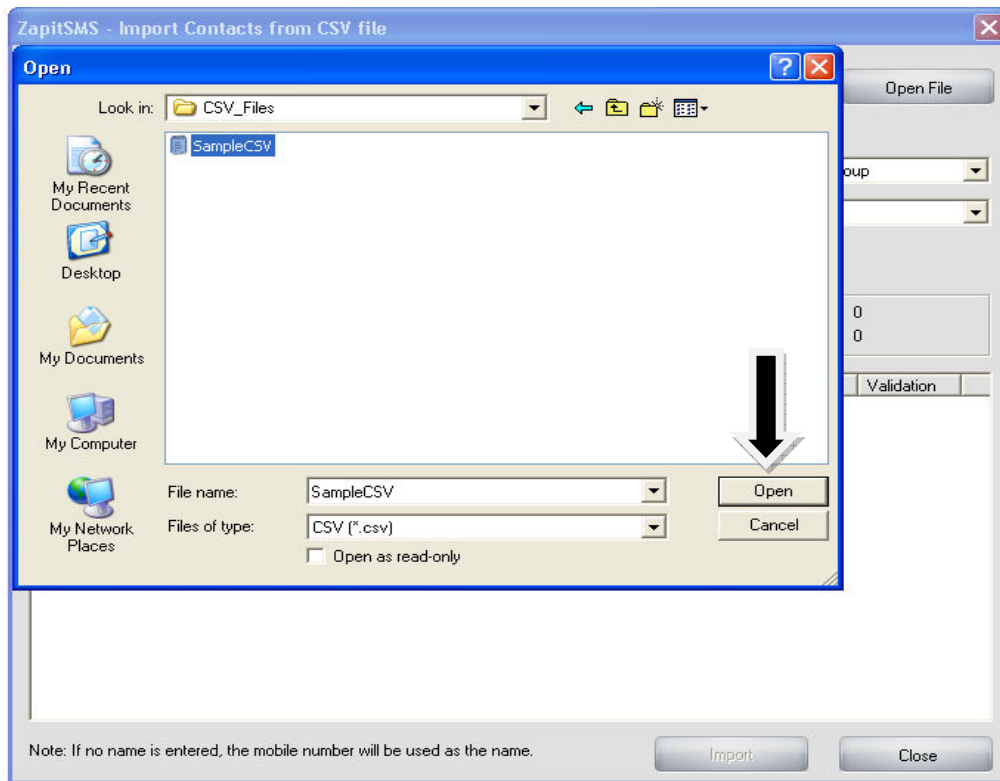
Click the "Import Contacts" button to import a list of numbers using a .CSV file. You can import up to 5000 contact details at a time. Contact fields that can be imported are name, mobile phone number and email address.



The 'Import Contacts from CSV file' window will be displayed. Click the "Open File" to select the CSV file.



Highlight the CSV file that contains the list of contact details you want to import. Click “Open”



A sample CSV file is shown below:

	A	B	C	D	E
1	Robert	Smith	0402186745	r.smith@yahoo.com	Project Manager
2	Julie	White	0403291755	jw1978@gmail.com	Accountant
3	Marie	Anne	0405856621	m-anne@live.com	Reception Team
4	John	Hedges	0402561122	j.hedges@qld.gov.au	Technical Officer
5	Matt	Hunt	0433672245	matt75@hotmail.com	IT Support
6					

In CSV file (shown above) there are 5 columns:

- Column 1 contains first name
- Column 2 contains last name
- Column 3 contains mobile number
- Column 4 contains email address
- Column 5 contains text which will be imported as a comment for the contact.

All columns except the mobile number are optional and they do not need to appear in the same order as the example. If the CSV file contains other columns they will be ignored.

Match the name, last name, mobile number, email and comment fields of the form with the corresponding column number of the CSV file. You will see the contacts list with their validation status.

Please Note: You will not see any contacts until the correct mobile phone column has been selected.

ZapitSMS - Import Contacts from CSV file

CSV Filename: C:\CSV_Files\SampleCSV.csv Open File

Column Headings: First row of the CSV contains column headings

Select Group: Parents Action: Add contacts to the group

Name Columns: Column 1 Last Name: Column 2

Mobile phone column: Column 3

Email address column: Column 4 (Optional)

Comment column: Column 5 (Optional)

Contact count: 5
Duplicates: 0

#	Name	Mobile Number	Email Address	Comment	Validation
1	Robert Smith	0402186745	r.smith@yahoo.com	Project Manager...	OK
2	Julie White	0403291755	jw1978@gmail.com	Accountant...	OK
3	Marie Anne	0405856621	m-anne@live.com	Reception Team...	OK
4	John Hedges	0402561122	j.hedges@qld.gov.au	Technical Officer...	OK
5	Matt Hunt	0433672245	matt75@hotmail.com	IT Support...	OK

Note: If no name is entered, the mobile number will be used as the name.

Import Close

Select the required action. You can add (append) the new contacts (from the CSV file) to the contacts you already have in the selected group or you can replace the existing contacts in the group with the CSV file. Click "Import".

ZapitSMS - Import Contacts from CSV file

CSV Filename: C:\Documents and Settings\Aman\Desktop\CSV_Files\SampleCSV.csv Open File

Column Headings: First row of the CSV contains column headings

Select Group: Parents Action: Add contacts to the group

Name Columns: Column 1 Last Name: Column 2

Mobile phone column: Column 3

Email address column: Column 4 (Optional)

Comment column: Column 5 (Optional)

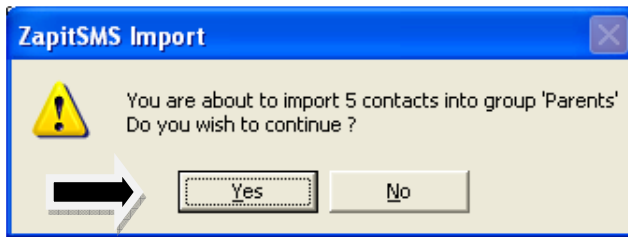
Contact count: 5
Duplicates: 0

#	Name	Mobile Number	Email Address	Comment	Validation
1	Robert Smith	0402186745	r.smith@yahoo.com	Project Manager...	OK
2	Julie White	0403291755	jw1978@gmail.com	Accountant...	OK
3	Marie Anne	0405856621	m-anne@live.com	Reception Team...	OK
4	John Hedges	0402561122	j.hedges@qld.gov.au	Technical Officer...	OK
5	Matt Hunt	0433672245	matt75@hotmail.com	IT Support...	OK

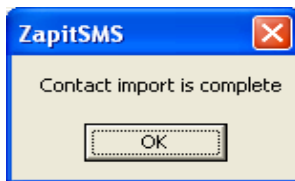
Note: If no name is entered, the mobile number will be used as the name.

Import Close

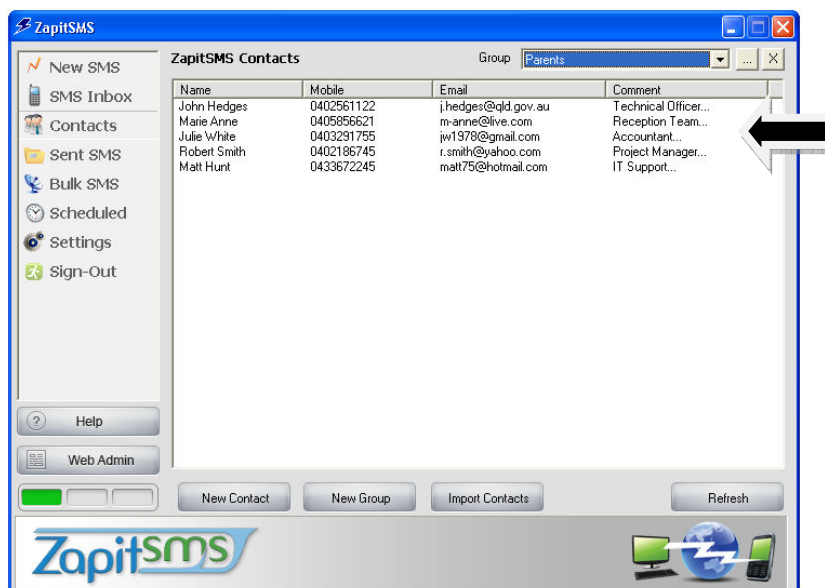
A confirmation box will ask you to confirm the import of your CSV file into ZapitSMS address book. Click “Yes”.



You will see a confirmation message box. Click “OK”.



You will see the imported contacts in the ZapitSMS “Contacts” page. The import is complete.



If you require any further information regarding your account, please contact us.

Email: support@zapitsms.com.au

Address: PO BOX 2128
Milton, QLD, 4064
Australia