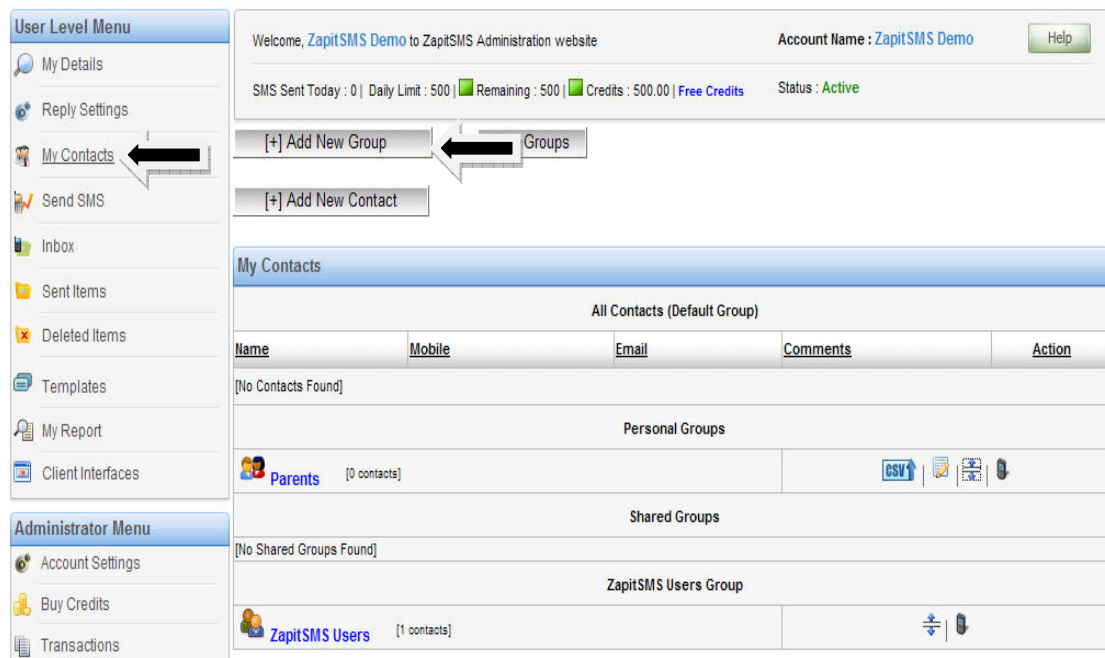


Importing contact details into the address book in ZapitSMS Web Admin using a CSV file

Login to your ZapitSMS account at www.zapitsms.com.au

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



User Level Menu
 My Details
 Reply Settings
My Contacts
 Send SMS
 Inbox
 Sent Items
 Deleted Items
 Templates
 My Report
 Client Interfaces
 Administrator Menu
 Account Settings
 Buy Credits
 Transactions

Welcome, **ZapitSMS Demo** to ZapitSMS Administration website Account Name : ZapitSMS Demo [Help](#)

SMS Sent Today : 0 | Daily Limit : 500 | Remaining : 500 | Credits : 500.00 | [Free Credits](#) Status : Active

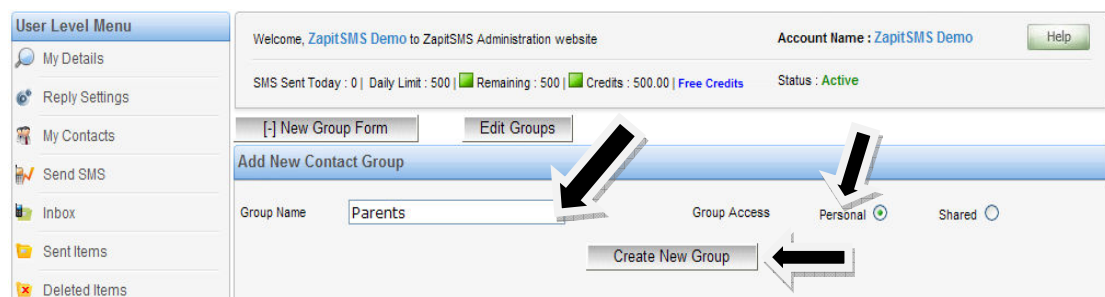
[+] Add New Group Groups
 [+] Add New Contact

My Contacts

All Contacts (Default Group)

Name	Mobile	Email	Comments	Action
[No Contacts Found]				
Personal Groups				
Parents	[0 contacts]			CSV Add Edit Delete
Shared Groups				
[No Shared Groups Found]				
ZapitSMS Users Group				
ZapitSMS Users	[1 contacts]			Add Delete

Enter the name of the group in the space provided. If you wish to share this group with all users under your account choose “Shared” otherwise choose “Personal” and then click on the “Create New Group” button.



User Level Menu
 My Details
 Reply Settings
 My Contacts
 Send SMS
 Inbox
 Sent Items
 Deleted Items

Welcome, **ZapitSMS Demo** to ZapitSMS Administration website Account Name : ZapitSMS Demo [Help](#)


SMS Sent Today : 0 | Daily Limit : 500 | Remaining : 500 | Credits : 500.00 | [Free Credits](#) Status : Active

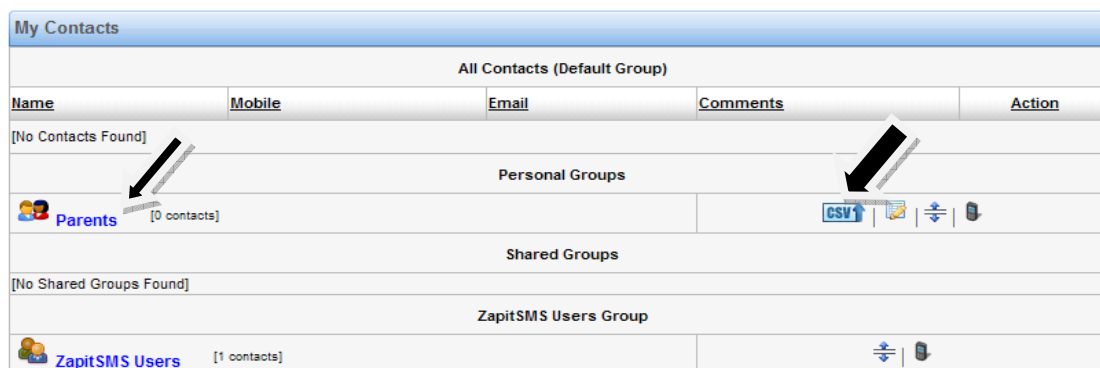
[+] New Group Form Edit Groups

Add New Contact Group

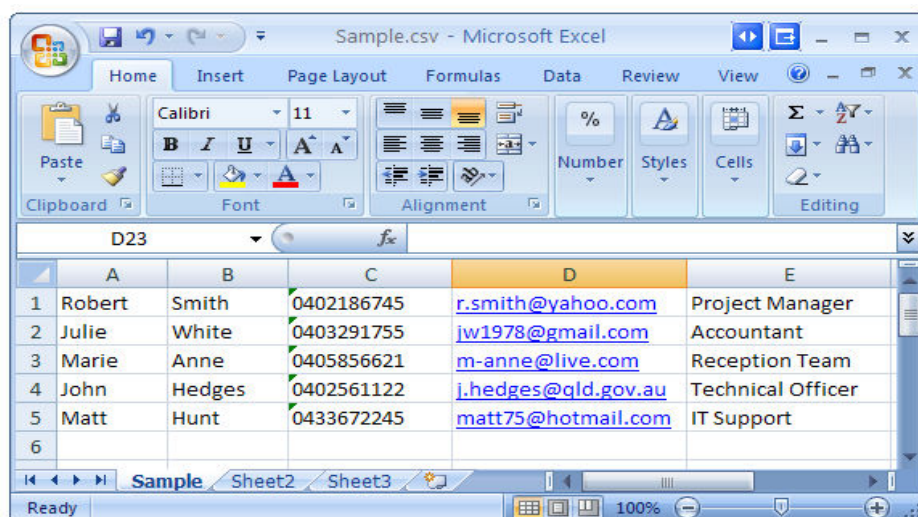
Group Name Group Access Personal Shared

You will now see the new group on the “My Contacts” page.

To import the contact details using a CSV file click on the  button. You can import up to 5000 contact details at one time.



A sample CSV file is shown in the screen shot below:

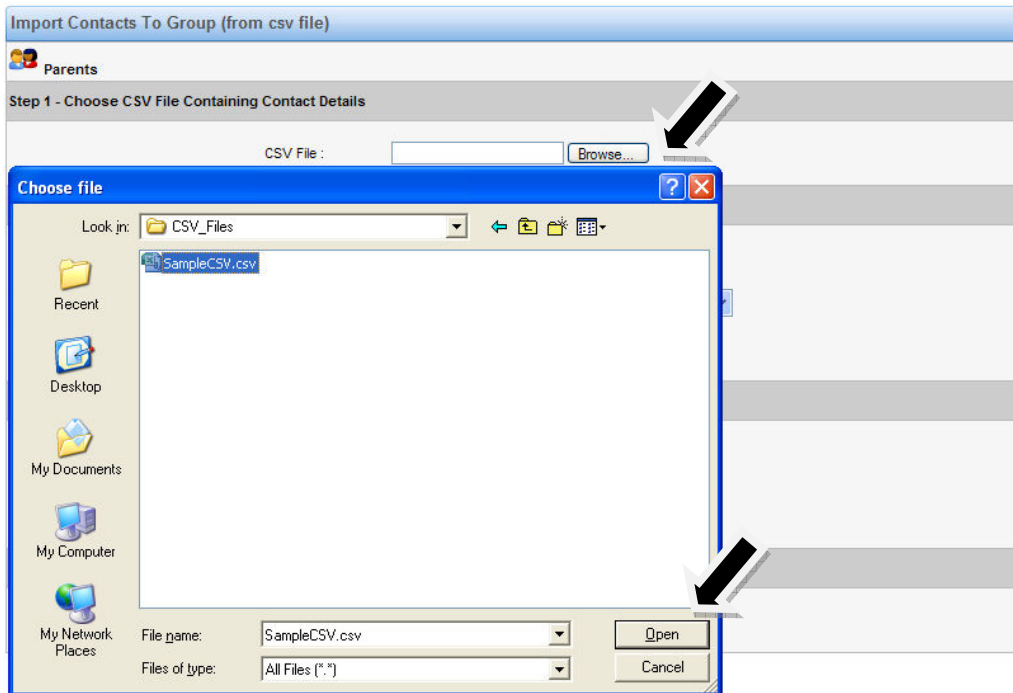


In the CSV file (shown above) there are 5 columns:

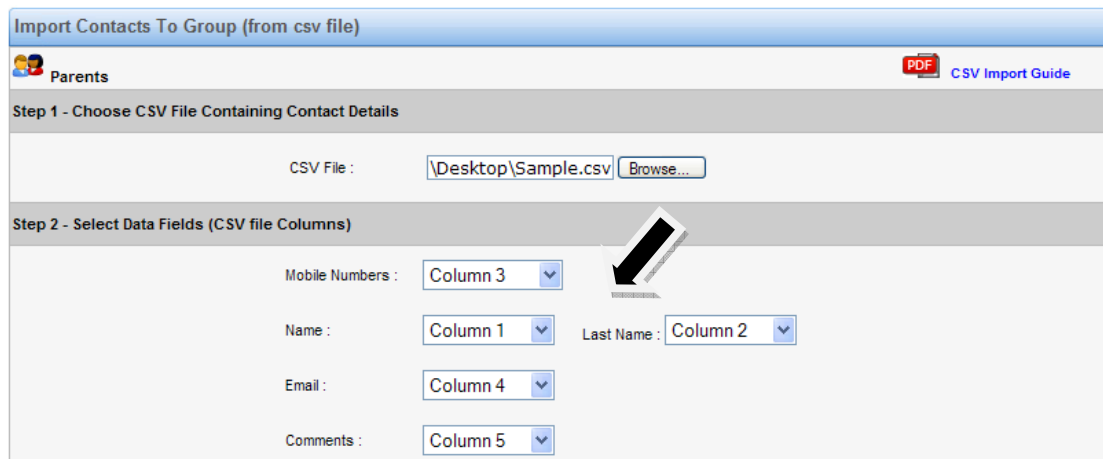
- Column 1 contains the first name,
- Column 2 contains the last name,
- Column 3 contains the mobile number
- Column 4 contains the email address
- Column 5 contains text which will be imported as a comment for the contact.

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

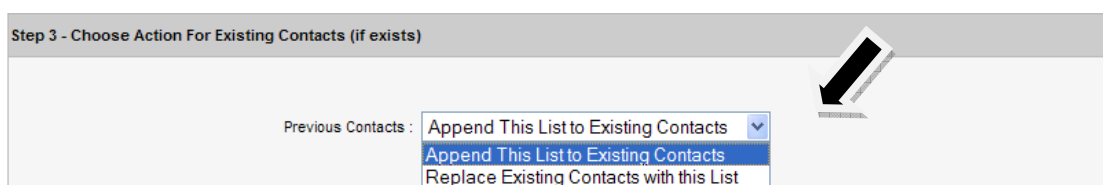
Click on the “Browse...” button and select your CSV file that you want to import. Highlight the file and click on “Open”.



Match the name, last name, mobile number, email and comments fields with the corresponding column number of the CSV file.




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 on “Import Contacts”.

Import Contacts To Group (from csv file)

 Parents
PDF [CSV Import Guide](#)

Step 1 - Choose CSV File Containing Contact Details

CSV File :

Step 2 - Select Data Fields (CSV file Columns)

Mobile Numbers :

 Name : Last Name :


 Email :

 Comments :

Step 3 - Choose Action For Existing Contacts (if exists)

Previous Contacts :

Step 4 - Click on Import Contacts Button



You will see the following report containing the status of each new contact.

Import Contacts (csv) Report					
#	Mobile	Name	Email	Comments	Result
1	0402186745	Robert Smith	r.smith@yahoo.com	Project Manager	Inserted Successfully
2	0403291755	Julie White	jw1978@gmail.com	Accountant	Inserted Successfully
3	0405856621	Marie Anne	m-anne@live.com	Reception Team	Inserted Successfully
4	0402561122	John Hedges	j.hedges@qld.gov.au	Technical Officer	Inserted Successfully
5	0433672245	Matt Hunt	matt75@hotmail.com	IT Support	Inserted Successfully
Stats : Total : 5 Successful : 5 Duplicates : 0 Failed : 0					
Expand Group My Contacts					

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