

## How to IMPORT Contacts

**SMS SOLUTIONS AUSTRALIA**  
SMS DIGITAL MARKETING SPECIALIST

Home Credits 29 Inbox Messages Reminders Keywords **Contacts** Reports Settings Helpdesk Leave

JRTestnow » Contacts »

Import

View Groups **Import** Batch Unsubscribe Settings

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Click: **Contacts** then **Import** then **Import a new file now**

It doesn't look like you've imported any files recently.

Import a new file now

Support

## How to IMPORT Contacts

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Click: **Select** to choose your saved CSV file.

The screenshot displays the SMS SOLUTIONS AUSTRALIA web interface. On the left is a sidebar with navigation links: Home, Credits (29), Inbox, Messages, Reminders, Keywords, **Contacts**, Reports, Settings, Helpdesk, and Leave. The main content area shows the breadcrumb 'JRTestnow » Contacts »' and a partially visible 'Import' header. A modal dialog box titled 'Choose the CSV file to import' is centered on the screen. It features a text input field labeled 'File to import' containing the placeholder text 'import contacts from a CSV file.'. To the right of this field is a blue 'Select' button, which is highlighted by a blue arrow originating from the number '1' in the instruction above. Below the input field, a 'Please note' message states: 'If you will be sending marketing messages to recipients in this file, please ensure you comply with the relevant anti-spam regulations in your region.' At the bottom of the main content area, there is a message 'It doesn't look like you've imported any files recently.' and a green button labeled 'Import a new file now'. A vertical 'Support' button is visible on the far right edge of the interface.

## How to IMPORT Contacts

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**TICK: IF** you want to add contacts to a **GROUP** tick (see other help file)

The screenshot shows the SMS SOLUTIONS AUSTRALIA web interface. On the left is a sidebar with navigation links: Home, Credits (29), Inbox, Messages, Reminders, Keywords, Contacts (highlighted), Reports, Settings, Helpdesk, and Leave. The main content area shows a breadcrumb trail 'JRTestnow » Contacts »' and a 'View' link. A modal dialog titled 'A few little settings...' is open, containing a dropdown menu for 'Which column should be used to check for duplicates?' with 'Mobile' selected. Below the dropdown are two checkboxes: 'Add imported contacts to a group' (unchecked) and 'Send me an email when the import has finished.' (checked). A green button at the bottom of the dialog says 'Start importing 1,639 rows from this file'. In the background, a message says 'it doesn't look like you've imported any files recently.' with a green button 'Import a new file now'. A blue 'Support' button is visible on the far right edge.

SMS SOLUTIONS AUSTRALIA  
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JRTestnow » Contacts »

View

A few little settings...

Which column should be used to check for duplicates?

Mobile

☐ Add imported contacts to a group

☒ Send me an email when the import has finished.

Start importing 1,639 rows from this file

it doesn't look like you've imported any files recently.

Import a new file now

Support

## How to IMPORT Contacts

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TICK: Click 'Start Importing...'

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JRTestnow » Contacts »

Im  
View

### A few little settings...

Which column should be used to check for duplicates?

Mobile

- ☐ Add imported contacts to a group
- ☒ Send me an email when the import has finished.

Start importing 1,639 rows from this file

it doesn't look like you've imported any files recently.

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**NOTE:** This page does NOT Automatically 'refresh' – it will show as 'zero imported' with the spinning arrows *forever* unless you 'refresh', or leave, the page.

**SMS SOLUTIONS AUSTRALIA**  
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Manage  
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Logout

SMS Solutions Australia » Contacts »

### Import

View Groups **Import** Batch Unsubscribe Settings


File imports in the last 7 days

[Refresh this page to see import progress](#)

[Import a new file](#)

	10/09/18 9:40am 0 of 1,639 rows done - Processing (0%)	0 added	0 updated	0 failed
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## How to IMPORT Contacts



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- Home
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- Contacts**
- Accounts
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### Import

[View](#) [Groups](#) [Import](#) [Batch Unsubscribe](#) [Settings](#)

File imports in the last 7 days

[Refresh this page to see import progress](#)

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✓	10/09/18 9:40am 1,639 rows done with errors · <a href="#">Download error file</a>	1,448 added	1 updated	190 failed
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1 When the Import is completed you can download the ERROR FILE to see why some numbers did not import. The most common reasons are DUPLICATE numbers and numbers that are not a valid mobile number format.