

## How to ADD CONTACTS to a GROUP during an IMPORT

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** (highlighted with a blue arrow and a blue circle with the number 1), Reports, Settings, Helpdesk, and Leave. The main content area shows the breadcrumb 'JRTestnow » Contacts »' followed by the 'Import' title. Below the title are tabs: View, Groups, **Import** (highlighted with a blue arrow and a blue circle with the number 2), Batch Unsubscribe, and Settings. A large grey information icon (i) is centered on the page. Below the icon, the text reads 'It doesn't look like you've imported any files recently.' To the right of this text is a green button labeled 'Import a new file now'. A blue arrow points from a blue circle with the number 3 to this button. A blue box with an orange border contains the text: 'Click: **Contacts** then **Import** then **Import a new file now**'. A blue arrow points from the 'Contacts' link in the sidebar to this box.

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

Support

## How to ADD CONTACTS to a GROUP during an IMPORT

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

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## How to ADD CONTACTS to a GROUP during an IMPORT

1

TICK: Add imported contacts to a Group

**SMS SOLUTIONS AUSTRALIA**  
SMS DIGITAL MARKETING SPECIALIST

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

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.

Import a new file now

Support

## How to ADD CONTACTS to a GROUP during an IMPORT

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SELECT: The GROUP you want to add this Import to OR Create a New Group

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, Reports, Settings, Helpdesk, and Leave. The main content area shows the 'JRTestnow » Contacts » Import' breadcrumb trail. A modal dialog box titled 'A few little settings...' is open. It contains a dropdown menu for 'Which column should be used to check for duplicates?' with 'Mobile' selected. Below this is a checked checkbox 'Add imported contacts to a group'. Underneath is another dropdown menu for selecting a group, with 'A1 Test jr' selected. A blue arrow points from the number '1' to this dropdown menu. At the bottom of the group selection dropdown is a blue link 'Create a new group »'. To the right of the group selection dropdown is a green button 'Start importing 1,639 rows from this file'. In the background, there is a green button 'Import a new file now' and a 'Support' button in the top right corner.

## How to ADD CONTACTS to a GROUP during an IMPORT

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IF you are Creating a NEW Group enter the new Group Name

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- Leave

JRTestnow » Contacts »

Import

View

### A few little settings...

Which column should be used to check for duplicates?

Mobile

☒ Add imported contacts to a group

Create a new group »

☒ Send me an email when the import has finished.

Start importing 1,639 rows from this file

2

CLICK: **Start Importing**

## How to ADD CONTACTS to a GROUP during an IMPORT

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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**  
SMS DIGITAL MARKETING SPECIALIST

Home  
Inbox  
Messages  
Reminders  
**Contacts**  
Accounts  
Reports  
Manage  
Settings  
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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SMS SOLUTIONS AUSTRALIA  
SMS DIGITAL MARKETING SPECIALIST

- Home
- Inbox
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- Contacts**
- Accounts
- Reports
- Manage
- Settings
- 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](#)



10/09/18 9:40am

1,639 rows done with errors · [Download error file](#)

1,448

added

1

updated

190

failed

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.

[Import a new file](#)