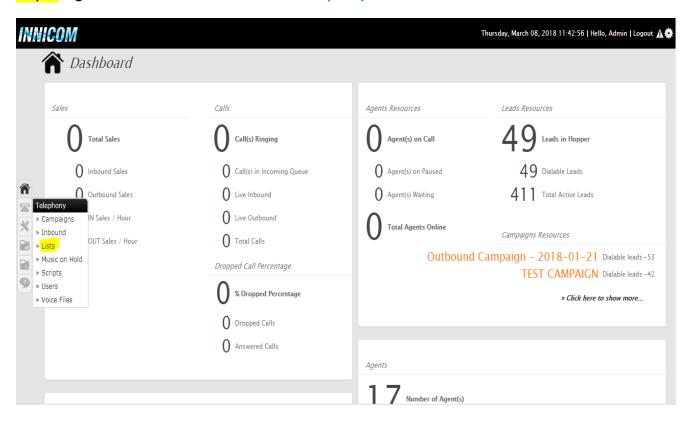
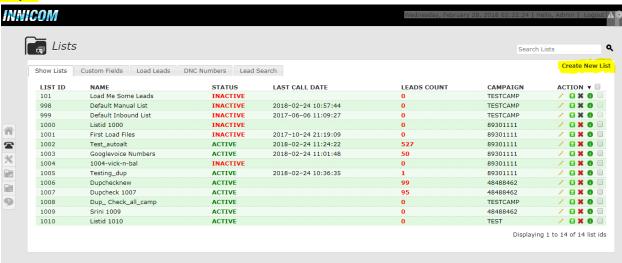


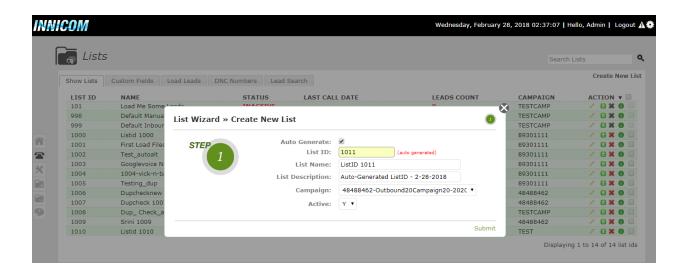
How to create a list?

Step 1: Login to Administrator and then select Telephony -> Lists from left side menu



Step2: Click on Create New List





- Enter the list id
- Enter the list name
- Type list description
- In campaign field you have to select the campaign
- Select "Y" to activate list
- Then click submit

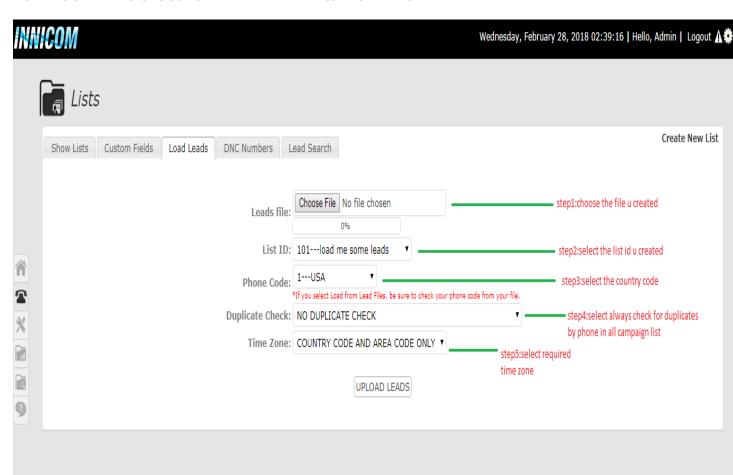
Step 3: click on the "Load Leads" tab and choose the file you created (file should be .CSV format) and then select the list id. Phone Code should be 1---USA and then select option for Duplicates check.

CHECK FOR DUPLICATES BY PHONE IN LIST ID → checks duplicate leads with in the list

CHECK FOR DUPLICATES BY PHONE IN ALL CAMPAIGNS LIST → checks duplicate leads all lists with in the campaign

CHECK FOR DUPLICATES BY PHONE IN ALL CAMPAIGNS → checks duplicate leads in entire Innicom system

NOTE: YOU HAVE TO CHOOSE ONLY THE FILE WITH .CSV FORMAT ONLY



Step 4: Click "UPLOAD LEADS"

Step 5:Select map fields from dropdown menu and then click "OK TOPROCESS".

| INNICOM | | | | Wednesday, February 28, 2018 13:06:23 Hello, Admin Logout 🛦 🌞 |
|---------|--|---------------|-----|---|
| | COUNTRY CODE F | OR THIS FILE | : 1 | |
| | PHONE NUMBER: | "Phno" | • | |
| *** | FIRST NAME: | "Name" | • | |
| | MIDDLE INITIAL: | (none) | • | |
| | LAST NAME: | (none) | • | |
| | ADDRESS1: | "Address" | • | |
| | CITY | "city" | • | |
| | STATE: | "state" | • | |
| | PROVINCE: | (none) | • | |
| | POSTAL CODE: | "postal_code" | ' ▼ | |
| | ALT PHONE: | (none) | • | |
| | EMAIL: | "Email" | • | |
| | COMMENTS: | (none) | • | |
| | [+ SHOW ADVANCE FIELDS] *Custom fields will show here if you have enabled it on the list id you provided. | | | |
| | OK TO P | ROCESS | | |

Finally you will get a pop up with total uploaded leads and bad phone numbers (duplicates)

