

AGTXT HOW TO

HOW TO ADD CONTACTS



THERE ARE TWO PRIMARY WAYS TO ADD CONTACTS:

- Individually upload
- Bulk upload them from a spreadsheet

ADDING INDIVIDUAL CONTACTS

Step 1: Log in to your AGTtxt Account.

Step 2: On the left navigation menu, click on Contacts.

Step 3: Under Contacts, click Add Contacts.

Step 4: Complete all the information in the correct field, consider adding them to a Group, then click Save.

BULK UPLOADING CONTACTS

Step 1: On the left navigation menu, click on Contacts and then select Add Contacts from the top navigation bar on the Contacts page.

Step 2: Select Upload in the top menu. You can drag your pre-made contact spreadsheet into the field to upload it, or browse for the file. If you have your own spreadsheet, make sure the phone number is in the first 10 columns. To make it easier, we also have a contact list template. Contact your Marketing Agent or Sales Rep to access.

Step 3: Now, this third step called Mapping is very important. After you upload your contact list use the dropdown menus to map the contact information to the appropriate fields within your AGTtxt account. Phone Number is the only required field. First Name, Last Name, Email, and Notes are the other default options

EXTRA TIPS!

- If you need additional data fields, you can create up to 5 custom fields.
- To do that, click the Adding New Contact Fields link at the bottom left of the Contacts upload page or select Add Contact Field from the dropdown menus at the top of each column.
- After defining the field, click the Create button.
- When your fields are mapped and created, click the Continue button at the bottom of the page to move to the next step.

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