

HOW TO COPY AND PASTE TO YOUR GROUP

You can copy and paste NEW contacts directly to your groups.

 Create and excel document using column A for the Name and Column B for the number. Make sure there are no – or / or spaces in the number.

	C10	, (° ;	
	Α	В	
1	test1	86000000	
2	test2	86000000	
3	test3	86000000	
4	test4	86000000	
5	test5	86000000	
6			
7			

- Once you have your document created you highlight all the names and numbers, right click and copy.
- Go to MY CONTACTS on your textaparent account, click on the contact groups. Chose or create a group, click on import.

parent.	le⇔					
Send Messages	View Schedule My Contacts - Reports - Buy Credit Systems Admin					
Group Members	Open your Excel file and select the name and number column you wish to import. Press CTRL-C.					
Click in the text area below and press CTRL-V to paste in the columns. You can then pr and a preview of the data to be inserted will appear.						
	Paste Data					
	test1860000000 test2860000000					
	test386000000 test4860000000					
	test5 86000000					
	Preview					

Paste you contacts to the window, and click on Preview.

Group Members	Open your Excel file and select the name and number column you wish to import. Press CTRL-C. Click in the text area below and press CTRL-V to paste in the columns. You can then press process and a preview of the data to be inserted will appear.				
	Paste Data				
	Confirm We will import the following contacts for you, please confirm that all looks good.				
	Cancel Import Ok, I am happy to Import				
	Show 10 • entries		Search:		
	Name	Country Code	Number \diamond		
	test1	353	86000000		
	test2	353	86000000		
	test3	353	86000000		
	test4	353	86000000		
	test5	353	86000000		

If you are happy with your import, click OK, i am happy to import.