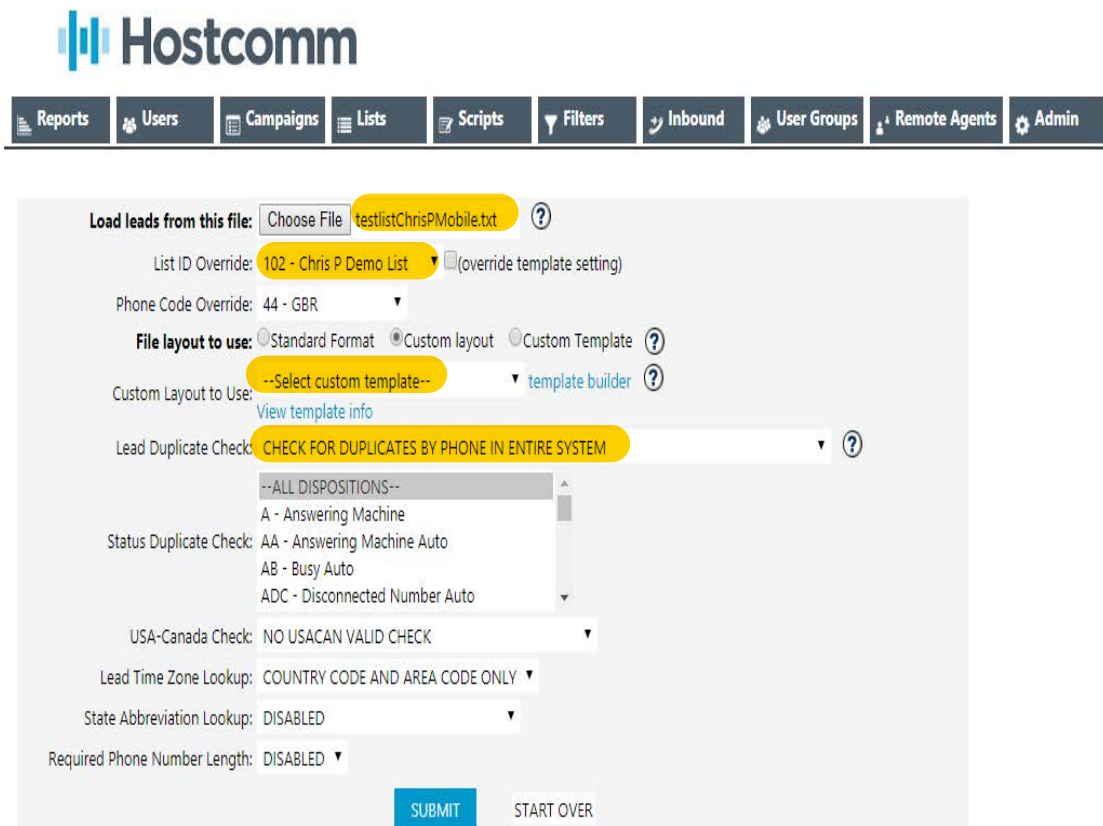


Uploading Leads to a your dialler

These are instructions on how to upload lead data to your Hostcomm hosted dialler. Go to Lists > Load New Leads.

You will see the lead loader Page.



The screenshot shows the 'Load New Leads' form in the Hostcomm interface. The form includes the following fields and options:

- Load leads from this file:** Choose File (testlistChrisPMobile.txt)
- List ID Override:** 102 - Chris P Demo List (override template setting)
- Phone Code Override:** 44 - GBR
- File layout to use:** Standard Format (selected), Custom layout, Custom Template
- Custom Layout to Use:** --Select custom template-- (template builder)
- Lead Duplicate Check:** CHECK FOR DUPLICATES BY PHONE IN ENTIRE SYSTEM
- Status Duplicate Check:** AA - Answering Machine Auto, AB - Busy Auto, ADC - Disconnected Number Auto
- USA-Canada Check:** NO USACAN VALID CHECK
- Lead Time Zone Lookup:** COUNTRY CODE AND AREA CODE ONLY
- State Abbreviation Lookup:** DISABLED
- Required Phone Number Length:** DISABLED

Buttons: SUBMIT, START OVER

Fill in the appropriate details.

Load leads from this file: This is the text file.

List ID Override: The list you will be putting the leads into.

File layout to use: Always Custom layout

Lead Duplicate Check: Check for duplicates By Phone in Entire System.

Submit.

You will then be presented with the screen to match up the column headers to system headers.

You will need to manually cross reference this.

The most important information is Phone Number as if a lead does not have a valid phone number it will not load.

Once you are happy with the matches press OK to Process.

Processing tab-delimited file...

LIST ID OVERRIDE FOR THIS FILE: 102

PHONE CODE OVERRIDE FOR THIS FILE: 44

VICIDIAL Column	File data
VENDOR LEAD CODE: (none)	▼
SOURCE ID: (none)	▼
PHONE NUMBER: "Phone Number"	▼
TITLE: (none)	▼
FIRST NAME: "# First Name"	▼
MIDDLE INITIAL: (none)	▼
LAST NAME: "# Last Name"	▼
ADDRESS1: "# Address Line 1"	▼
ADDRESS2: "# Address Line 2"	▼
ADDRESS3: "# Address Line 3"	▼
CITY: "# City"	▼
STATE: (none)	▼
PROVINCE: (none)	▼
POSTAL CODE: (none)	▼
COUNTRY CODE: (none)	▼
GENDER: (none)	▼