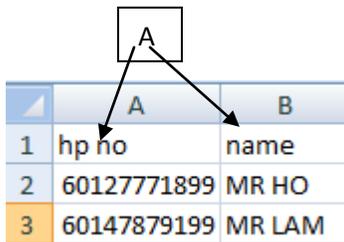# How to " Import phone number" from Excel File to phone book

- A) Open an Excel file, must put a "**Title**" for each field (eg: hp no, name & etc),
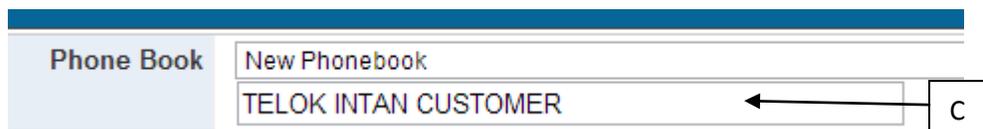 The Excel file must save as ("**Txt -Tab Delimited**) format

A

	A	B
1	hp no	name
2	60127771899	MR HO
3	60147879199	MR LAM

- B) Click **"Import"** button,

B

Phone Book
New | Delete | Import | Export | Mobile List | Refresh |

- C) If you want to import to new phone book, please fill in the new phone book
  name in the table, OR just select the existing phone book

Phone Book   New Phonebook
TELOK INTAN CUSTOMER   ← C

- D) Choose the "**Excel File**" (must save as ("**Txt -Tab Delimited**) format) from
  your Computer desktop, Click "**Upload Now**" the excel file will Import into
  system.

Select File   Choose File english sam...ne book.txt

D   Upload now

- E) Please "**select the field**" to match the Excel field's content, click "**Continue**"

Step 1 of 3	Select Import Column >>	Verify Data >>	Confirm Import

File Name   GBS TEST.txt
Total Record   3

	Source	Destination
1	HP NO	Mobile No. ▼
2	NAME	Name ▼

E

Back   Continue   Direct Import

E

F) The system wills checking the total records imported, if got error record or duplicate record, the system will automatic filter out and display on the table, once confirm, please click "**Confirm Import**"

Step 2 of 3	Select Import Column >>	Verify Data >>	Confirm Import

Total Record   3
Verify Record   3

F

100%

Back   Confirm Import

G) The system will display the "**Total hand phone number record**" that successful Imported into the phone book system.

Step 3 of 3	Select Import Column >>	Verify Data >>	Confirm Import

Total Record   3
Completed Record   2
Duplicated Record   0
Invalid Record   0

G

100%