



Dynamicic.com

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How to Upload a New Phone List

Dynamic Interactive

<http://vb.dynamicic.com>

Steps to uploading a new phone list:

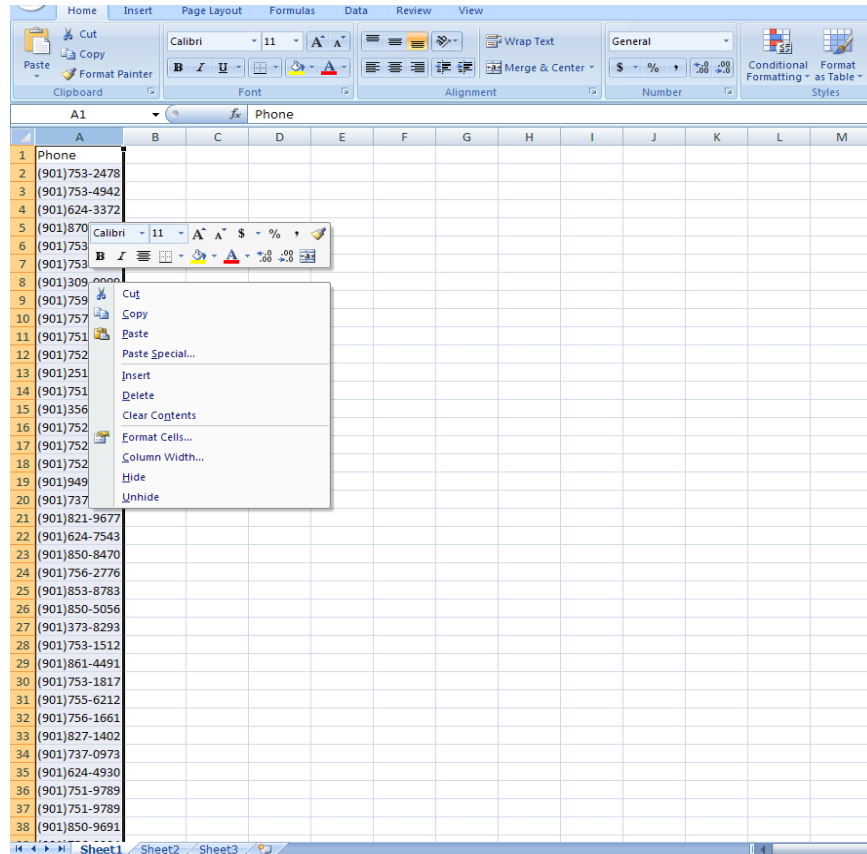
1. Convert list to txt file
2. Upload list to dialer
3. Attach to schedule

Step # 1

Convert list to txt file

Open your phone list file that is saved to your computer. Select the column of numbers without selecting any other information (no names, addresses, etc). Next right click on the selected area. Scroll down and click on copy.

Next go to your start menu. Scroll over to all programs, then click on accessories and go down and select notepad.



Once Notepad is open, right click in the blank area. Select paste and save as to your desktop.

Step #2

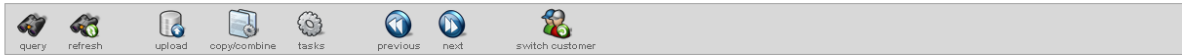
Uploading list to dialer

Now that your file is saved in the right format, go back to the dialer and to the top of the page. Click on **setup** and scroll down to phone lists. Then click on the cylinder labeled "**upload**". From here click browse and find your file on your computer and click open. Now you can check the boxes of who you want to scrub against (Master DNC, Customer DNC, Dedup phone list, Wireless). Click upload.



Tel Server Home [Setup](#) [Reports](#) [Tools](#)

Phone Lists for Sample Account








Phone List File 1:	C:\Documents and Settings\Aris\Desktop\m	Browse...
Phone List File 2:		Browse...
Phone List File 3:		Browse...
Phone List File 4:		Browse...
Phone List File 5:		Browse...
Phone List File 6:		Browse...
Phone List File 7:		Browse...
Phone List File 8:		Browse...
Scrub against Master DNC:	<input checked="" type="checkbox"/>	
Scrub against Customer DNC:	<input checked="" type="checkbox"/>	
Dedup phone lists:	<input checked="" type="checkbox"/>	
Scrub wireless:	<input checked="" type="checkbox"/>	
Split states:	<input type="checkbox"/>	
Keep Sort Order:	<input type="checkbox"/>	
Suppression List:	<input type="checkbox"/>	
upload reset		


Step #3

Attaching to Schedule

Now that your list is uploaded you will need to go back to your schedule and attach it. First go to the top of the page and scroll over **reports** and go down to **summary stats and min**. Once on the summary stats page, click on the yellow pencil. This takes you to the schedule entry page. Next click on the cylinder labeled **attach phone list**. You will see a small green box appear labeled **Available Lists**. Click on the blue arrow to view all phone lists available to you. Select the list you want to attach, then click add. If your list has numbers from different time zones the system will break them up, so make sure to add each time zone to complete your list. *****Important:** Make sure you click **Save** in the large green box.***

Schedule Entry


Schedule

Schedule Id: 670512
 Customer: Sample Account
 Campaign: Dynamic Interactive Press 1 & VM
 Date: 02/06/2009

Pacific Mountain Central Eastern
 Start Time (Pacific, 24hr): 09:00 PST 09:00am 10:00am 11:00am 12:00pm
 End Time (Pacific, 24hr): 21:00 PST 09:00pm 10:00pm 11:00pm 00:00am

Priority: 5 normal
 Dial Rate Type: Max Channels per Agent
 Dial Rate Amount: 25
 Agents: 1
 Phone# Entries: 100,000
 Redial: redial once
 Redial Delay: 30 minutes
 Redial Filter: Busy No Answer Problems
 Answering Machine
 Repeat:
 Monday Tuesday Wednesday
 Thursday Friday Saturday Sunday
 Recalculate Phone# Entries
 Active:
 Description:

Attached Phone Lists

Id	Name	Time Zone	Type	Entries Left
959813	dynamic interactive phone list 1.bt	MDT	Ready	1
959812	dynamic interactive phone list 1.bt	PDT	Ready	5
				6

Available Lists:

Filter:

- oc 949 - PDT - 50,303
- sample#'s list - a.txt - HDT - 1
- sample#'s list - a.txt - PDT - 4
- spanish 818 - CDT - 1
- spanish 818 - EDT - 2
- spanish 818 - MDT - 1

Dialer:
 Channels:
 Connected:
 Routed:
 Est. End Time:
 Information:
 Warning:
 Error:
 Throttle: