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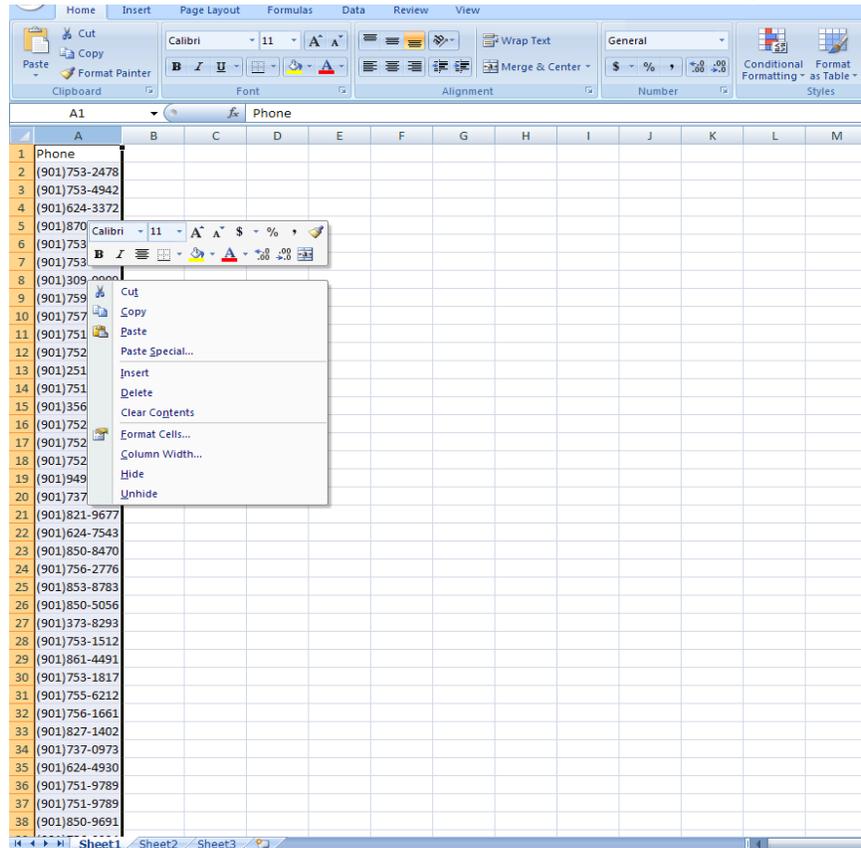
Once Notepad is open, right click in the blank area. Select paste and save as to your desktop.

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

query   refresh   upload   copy/combine   tasks   previous   next   switch customer

Phone List File 1:	C:\Documents and Settings\Aris\Desktop\mr	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:	☑
Scrub against Customer DNC:	☑
Dedup phone lists:	☑
Scrub wirless:	☑
Split states:	☐
Keep Sort Order:	☐
Suppression List:	☐

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.***

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Schedule Entry

| lookup | refresh | previous | 1 / 1 | next | attach phone list | single | upload | copy | stats |

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:

[save] [revert] [delete]

Attached Phone Lists

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

Available Lists: buenoooo - PDT - 5
Filter:

buenoooo - PDT - 5
oc 562 - PDT - 114,090
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:	

[start] [abort]

home campaign schedules plist vox dnc pay charge stats logs logout

Site: NS, Version: 1.0.18 (d1.2.053)

For more information on how to use the dialer please visit: http://www.dynamicic.com to view our How-To video guides.