



Easy Guide to: List creation and upload description for FAX

Create Your List

1. Click Start
2. Go to programs, then go to Excel, click Excel.
3. Excel is a spread sheet divided by columns and rows. 1st name your columns.
 - i. Call column A, Ref. This is the reference that will be shown on your delivery report.
 - ii. Call column B, Header. This is the name or title that will appear at the top of the fax page you send.
 - iii. Call column C, Fax. This is the fax number to which you will be broadcasting. For domestic Australian destinations, remember to include the area code and leave a space between the area code and the main number otherwise the 0 at the beginning of the area code will disappear. For overseas destinations, please use the format +country code, space, city/area code, space, fax number. So, for example, a fax to Northern Virginia in the USA would be +1 703 5555476. At least one space MUST appear within the number!
 - iv. Start entering your data according to the column title. Eg

Ref	Header	Fax
ABC Company	Fred Smith	02 55555555

4. Once you have completed your list
 - i. Click on **file**,
 - ii. Click on **save as**,
 - iii. **Select the folder** you want to save your list in.
 - iv. In the File name area **Name your list** keeping the keeping the .xls extension after the file name.
 - v. In the **Save as Type** area click on the down arrow and scroll down and click on **CSV (Comma delimited) (*.csv)** to select this type of file to save your list document as...
 - vi. Click on **save**.
 - vii. A pop up box will appear click on **OK**.
 - viii. Another popup box will appear click on **Yes**.
 - ix. Exit the file and when prompted if you want to save changes, click **No**.



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Upload your List

1. Make sure you are connected to the internet and click on your internet browser icon.
2. Type the url of our web site into the address field and hit enter.
3. Type in your user ID _____
4. Type in your Password _____
5. Click "Login".
6. Click on "My Lists"->"Manage Lists" on the left hand side of the screen.
7. Click on "Add new list".
8. Name your list in the "List Name" section.
9. Select List Type "FAX".
10. Select the Country to which your faxes will be going.
11. Click on "Submit".
12. Click on "Import" for your list (your list name should appear in the table now that you have already created a list in the system).
13. Click "Import Data".
14. Select list name you want to import data to (should already be filled in with your list name).
15. Click browse and look for the list you created in the CSV file back in the first section of these instructions "Create Your List", select it.
16. In "My fields are delimited by" click the drop down arrow and select "comma".
17. In "The first row is a heading row", select "yes".
18. In the "Delete old data first" area select the appropriate data up load instruction. Eg "Yes, delete All data" - if this is a new list you are uploading or "No, add this data to the current record set" – if you want to add to an existing list.
19. Click Next.
20. Ref = "Your Reference" (the reference that appears on the fax delivery reports that you will receive from our system)
21. Header = "Recipient Full Name".
22. Fax = "Fax Number"
23. Click "Next". You have now imported your list into the system and are ready to do a broadcast!
24. Click on Broadcast Messaging under New Broadcasts and then Fax to begin a fax broadcast