

ACCEPTED FORMATING ON THE CAMPAIGNS PLATFORM

33612260982

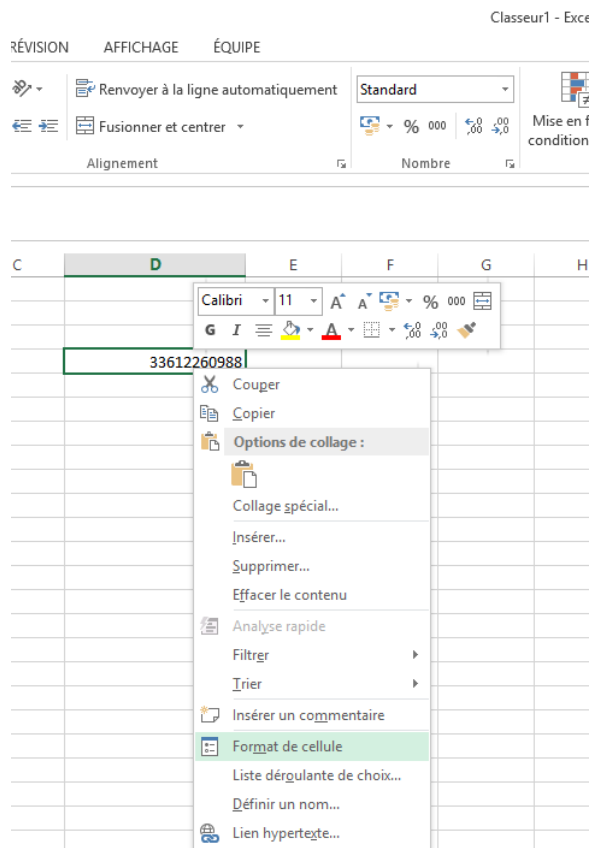
1. FORMATING CHOICE

How to make phone numbers standardized

Excel tutorial:

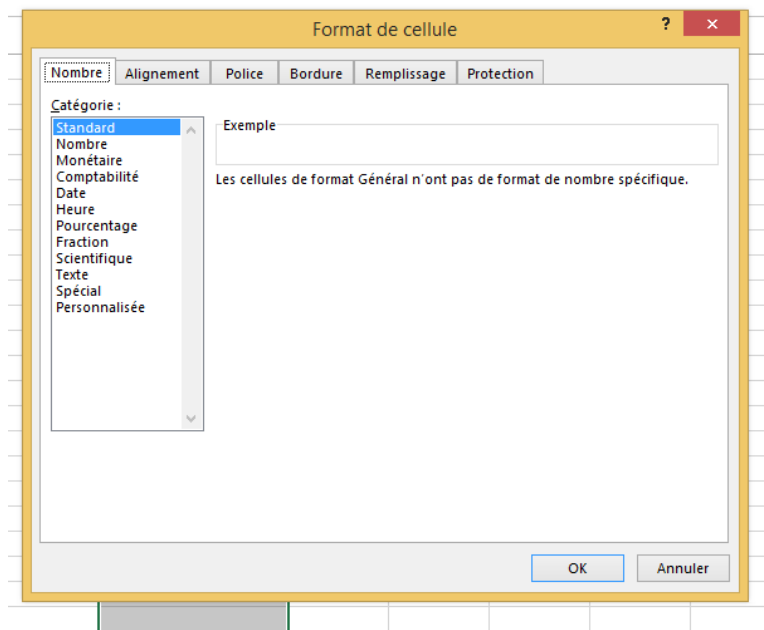
Click in the cell or select all the column to standardize all phone numbers in one go.

Select column: Click once on the letter corresponding to the column you want to select. Its background will go grey to indicate its selected state.



Step 1 :

Right-click and select_ [Cell Format]



Step 2:

Choose the [Standard] Option

Click on [OK] on bottom right

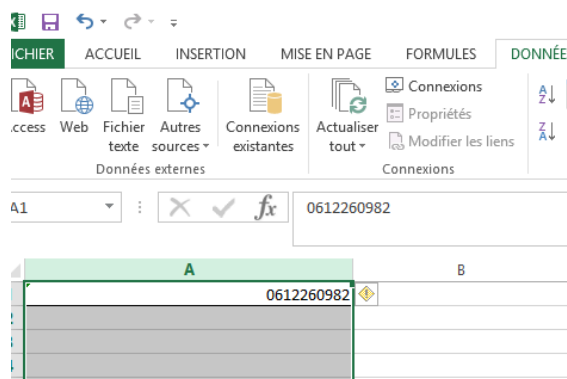
2. REMOVE « 0 » IN FRONT OF THE PHONE NUMBER AND ADD COUNTRY CODE (EG : 33 FOR FRANCE)

0612260982

Remove « 0 » :

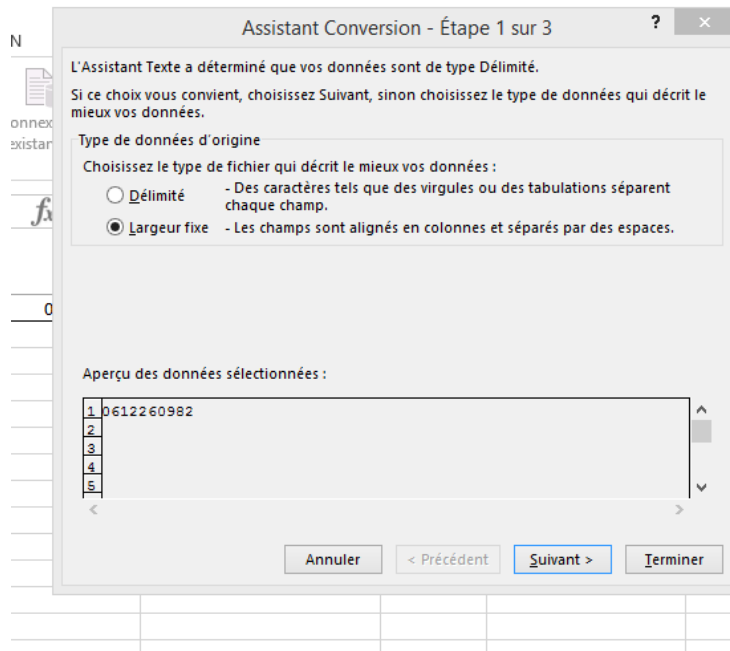
Excel tutorial

Select column in which phone numbers are displayed (click on the letter [A] at the top of that column).



Step 1:

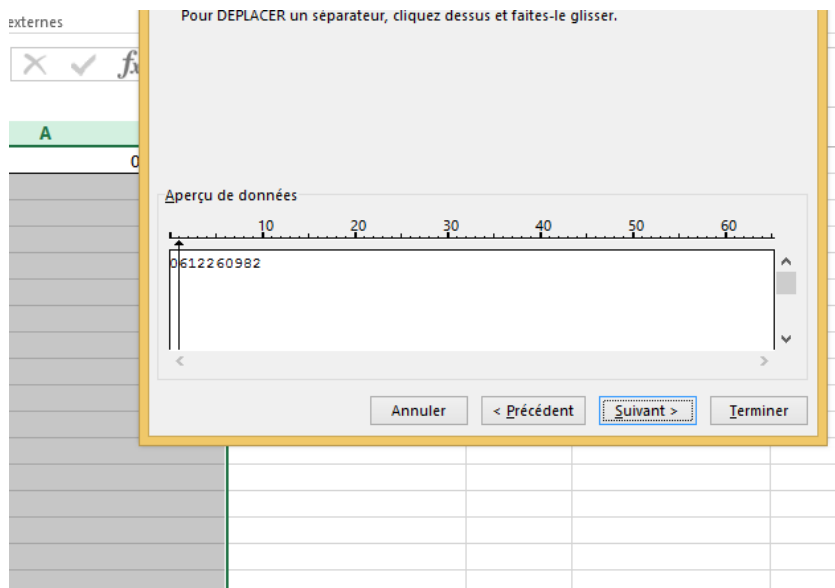
Click on [Data] in the menu (at the top of the page) then click on [Convert]



Step 2:

Right after clicking on [Convert], choose the option [Fixed length] (Second checkbox)

Click on [Next]



Step 3:

Position your mouse cursor in the white rectangle between the [0] and [6]

Click once -> a black arrow will appear where you clicked

Click on [Next]

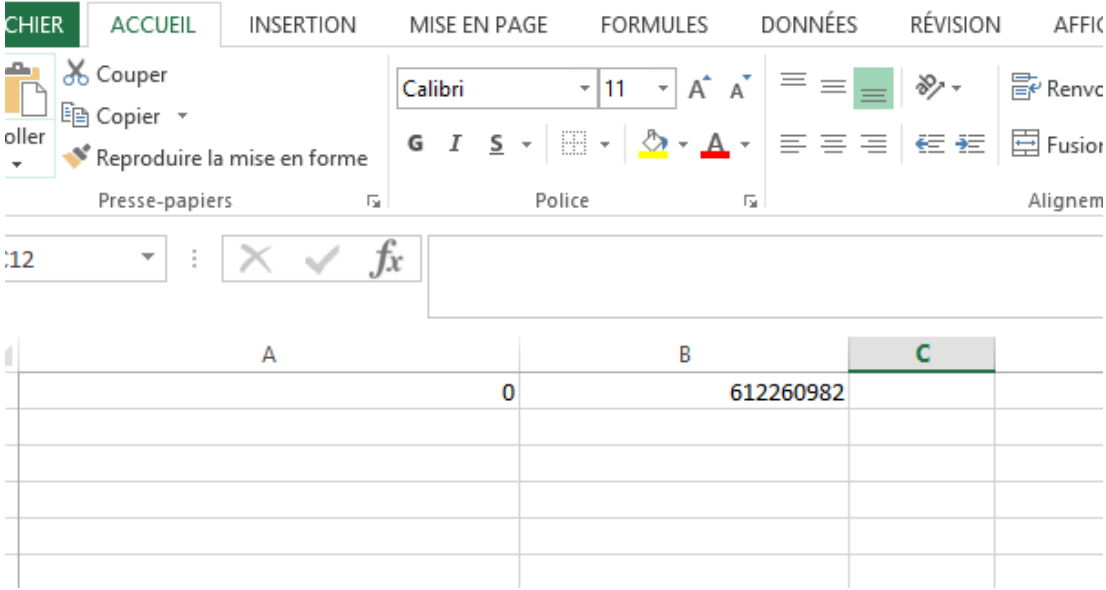
Click on [Finish]

Note:

You can move the arrow by clicking on it.

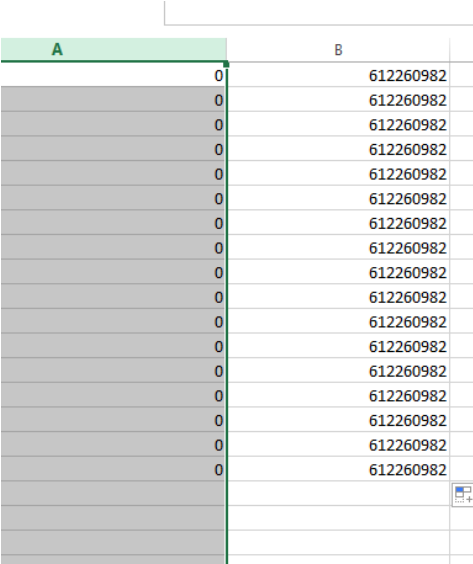
To remove a wrongly positioned arrow -> double-click on it.

Expected result after conversion:



The [0] has been separated from the phone number.

Add the country code (here the French one, 33):



Step 4:

Select the column containing all the [0] Right click and select [Erase content]

	B
33	612260982
	612260982
	612260982
	612260982
	612260982
	612260982
	612260982
	612260982
	612260982
	612260982
	612260982
	612260982
	612260982
	612260982
	612260982
	612260982
	612260982
	612260982
	612260982
	612260982
	612260982

Step 5:

Enter the country code to associate to the phone number (33 for France for example) in the first cell of the [A column] (the column containing the [0] before clicking on [Erase content])

	B
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982
33	612260982

Step 6:

Put your mouse cursor in the bottom right corner of the A1 cell (the one in which you just wrote the country code [here, 33])

Double click on the bottom right corner (the country code will automatically duplicate itself on all the cells of the column)

Be careful and check if there is a country code inside [A column] in front of each phone number [B column in our example]. To do so, go to the last line of your file and check if the last number has an associated country code.

Click on the first cell (B column/ phone number cell) -> press [Shift] and [Ctrl] on your keyboard.

Maintain both of these key pressed, then click on the arrow pointing to the bottom on your keyboard directional pad.

Concatenate column [A] and column [B]:

Presse-papiers | Police | Alignement | Nombre

NB.SI : [X] [✓] [fx] =CONCATENER(A1,B1)

	A	B	C	D
1	33	612260982	=CONCATENER(A1,B1)	
2	33	612260982	CONCATENER(texte1, [texte2], [texte3], ...)	
3	33	612260982		

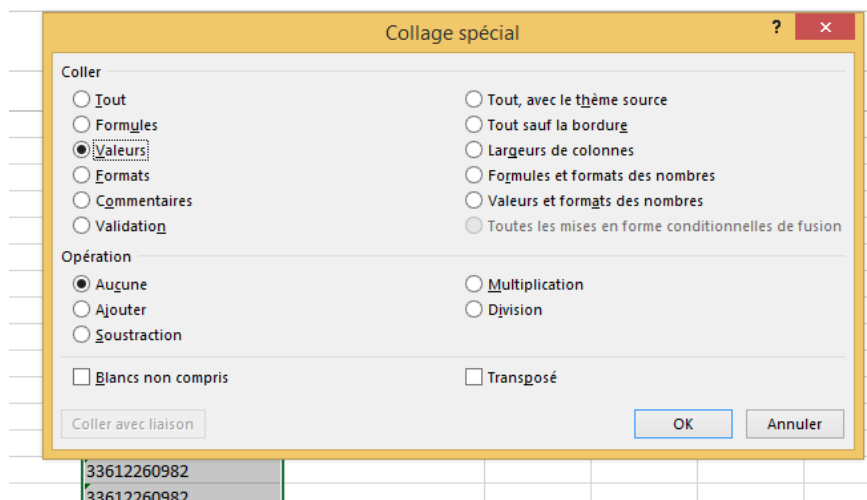
To associate the country code and the phone number, you need to concatenate the column [A] and the column [B] inside column [C]

Go to the first cell of column [C], write the following formulae: **=CONCATENER(A1,B1)** and press [Entry]

Double click on the bottom right corner of the cell to apply this formulae to all the phone numbers.

To finalize, select all the [C] column, do a right click, then select [Copy]

Put your mouse cursor on column [D], do a right click, select [Special paste] -> check [Values] (see screenshot)



Remove the following columns: [A], [B] et [C] by selecting the columns -> right click -> [Delete]. Save your file, it is now ready to be used.

3. CLEAN YOUR CONTACTS BASE

Remove characters such as « / _ * +

Example:

+33612260982
+33612260982
+33612260982
+33612260982
+33612260982
+33612260982
+33612260982
+33612260982

Select the column including numbers with special characters.

Press and maintain [Ctrl] + [F] on your keyboard (screenshot 1)

In the field [Search] write the character you want to remove (screenshot 2)

Leave blank the [Replace by] field (screenshot 3)

Click on [Replace all] -> [Ok] then [Close]

It's done.

Rechercher et remplacer

Rechercher Remplacer

Rechercher :

Remplacer par :

Options >>

Remplacer tout Remplacer Rechercher tout SUIVANT Fermer

	A
1	+33612260982
2	+33612260982
3	+33612260982
4	+33612260982
5	+33612260982
6	+33612260982
7	+33612260982
8	+33612260982
9	+33612260982
10	+33612260982

Rechercher et remplacer

Rechercher Remplacer

Rechercher : +

Remplacer par :

Options >>

Remplacer tout Remplacer Rechercher tout SUIVANT Fermer

	A
1	+33612260982
2	+33612260982
3	+33612260982
4	+33612260982
5	+33612260982
6	+33612260982
7	+33612260982
8	+33612260982

A1 : ✕ ✓ fx +33612260982

	A
1	+33612260982
2	+33612260982
3	+33612260982
4	+33612260982
5	+33612260982
6	+33612260982
7	+33612260982
8	+33612260982
9	+33612260982

H

Rechercher et remplacer

Rechercher Replacer

Rechercher : +

Remplacer par : |

Options >>

Remplacer tout Remplacer Rechercher tout Suivant Fermer