

5.3 Lists

Bright Pattern Documentation

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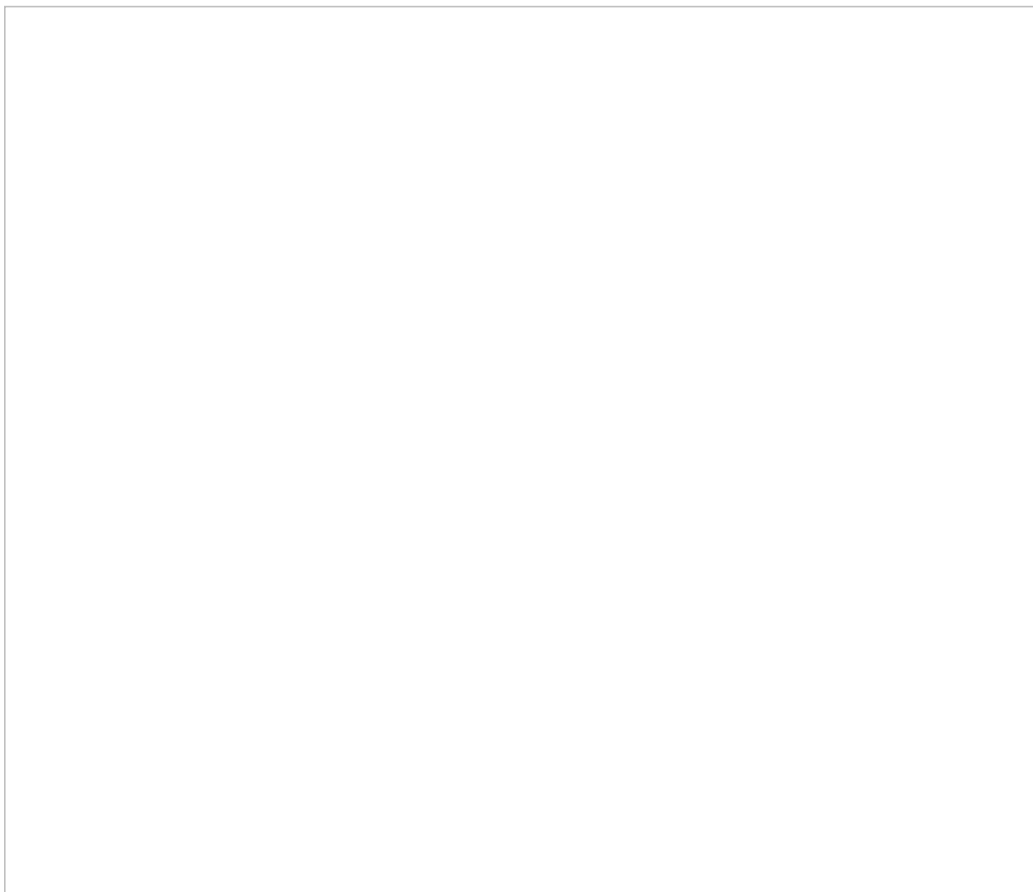
1. REDIRECT [5.3:Tutorials-for-admins/AboutLists](#)

How to Upload a List

Before you can launch a [campaign](#), you will need to either upload a preconfigured list or import and create a new list. In this article, you will learn how to upload a list in the Contact Center Administrator application.

Procedure

1. In *Contact Center Administrator* > *Configuration* > *Lists*, click the + **Import Lists** button to add a new list. A list import wizard will open.
2. In [List Type](#), you can choose whether you will upload a list from file or create a list from scratch. Select **Upload a file from local file system or FTP/SFTP site**, and click **Next**.



List Type dialog for selecting a list from file or creating a list from SOQL

3. In [Name and Source](#), specify where the list is coming from and the list name. Select **Upload** and **Browse** for the file on your computer. You can only upload .CSV or .TXT files.

If you do not already have a list file, it's time to create one. An easy way to create a list is to export a list from the system, revise it in Excel or Google Sheets, and save it with a new name.



Name and Source dialog is where you name the list and specify its source

1. In [*Format Type*](#), set your options so you know how the data will be displayed in the list.



Format Type is where you set formatting options for the list

- 2. In [Format Options](#), choose how the data values will be separated in the file. Select **Comma** to separate data values with a comma.



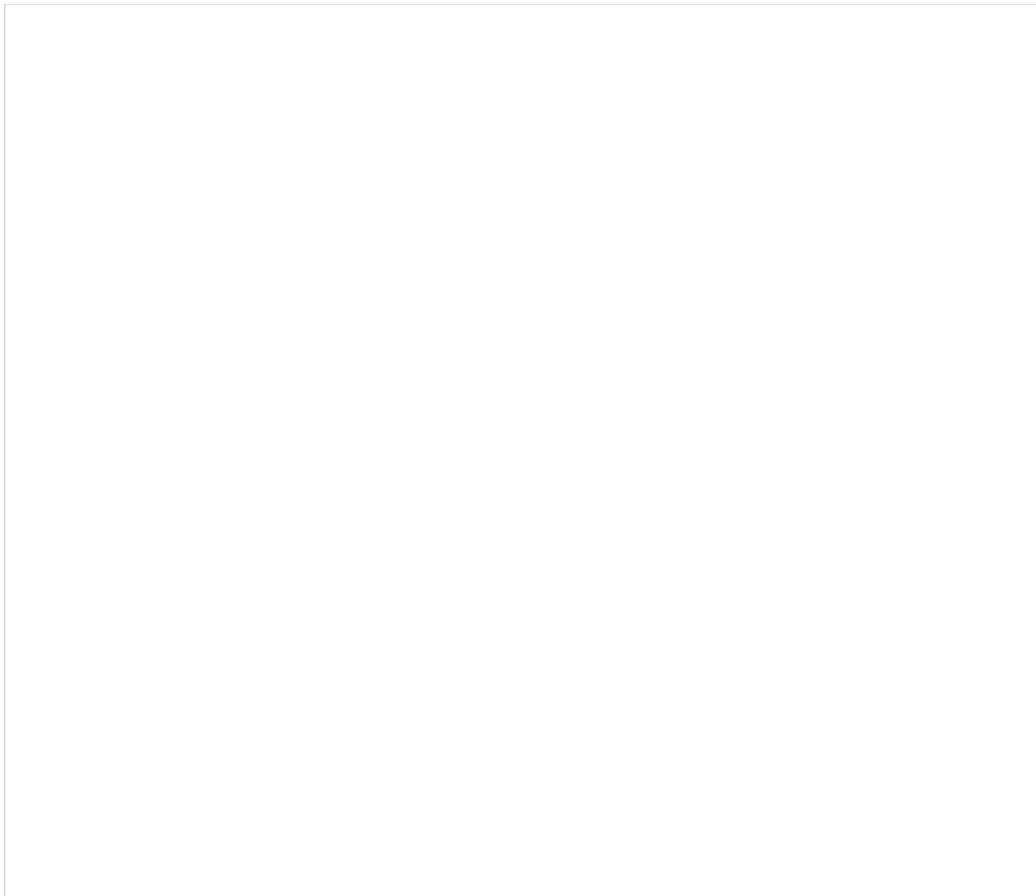
In Format Options, choose Comma, Tab, Semicolon, or Custom

- 3. In [Fields](#), set the field that is required or searchable.



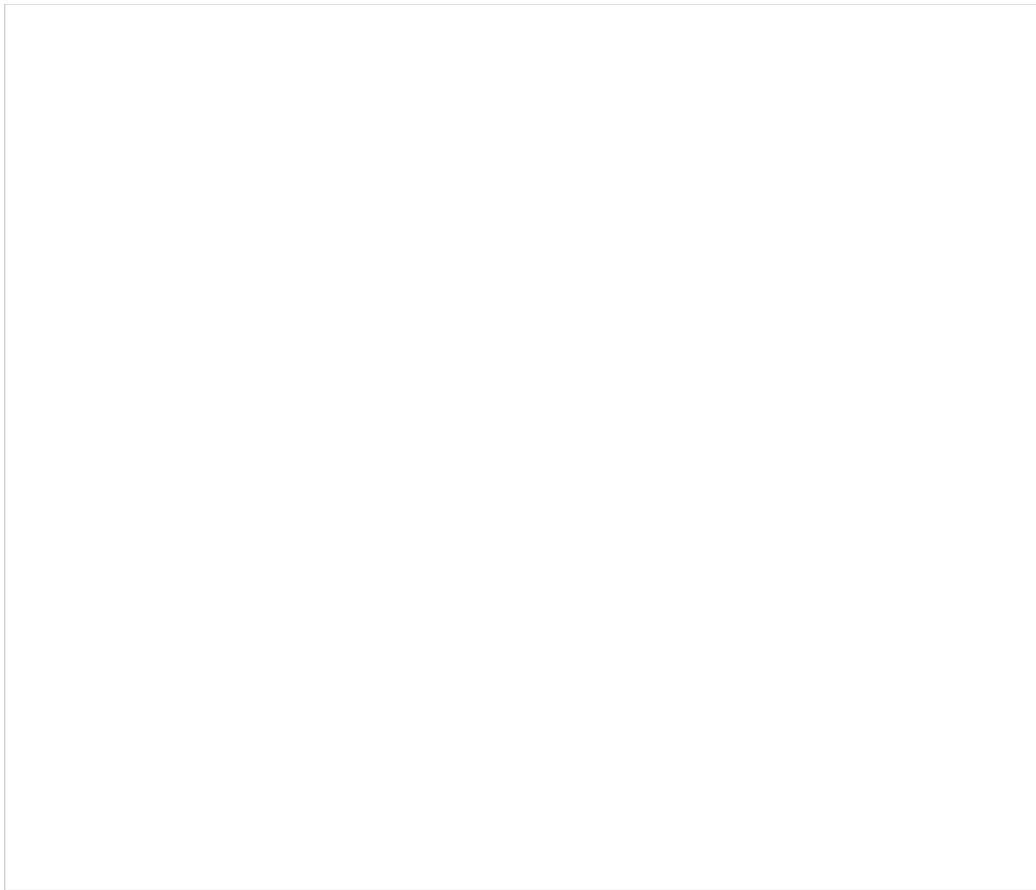
Fields is where you set options for list fields

4. In [Key](#), select the list field names that are required. Then click **Next**.



In Key, specify required fields

5. In [Import Complete](#), review the information given and correct any errors. Click Ok to close the import wizard dialog.



Import Complete is where you review the list import

You are now done uploading a list. For more information, see the *Contact Center Administrator Guide*, section [Lists](#).