



## How to create a Destination List (for TNZ Group Services)

Open your favourite spreadsheet editor (Excel/Openoffice etc) and use the following layout:

The first line of the CSV should have the applicable word for the service. The second line is where the list of numbers begins.

The image shows two side-by-side screenshots of a spreadsheet editor. The left screenshot shows a spreadsheet with columns A, B, and C. Row 1 contains the word 'Fax'. Rows 2 through 13 contain phone numbers: 098765432, 036452348, 0061456789456, 048253197, 6349702, 098751023, 067896341, 098975203, 097618402, 068573012, 036921764, and 096403128. The right screenshot shows a similar spreadsheet with columns A, B, and C. Row 1 contains the word 'Mobile'. Rows 2 through 9 contain phone numbers: 021123456, 021237569, 021768246, 0274856987, 025790245, 0274963712, +6421857612, and 0214789652. Rows 10 and 11 are empty.

The prefix (*0* or *+*) must be seen at the *beginning* of the number but some spreadsheet editors filter these out. To keep these details, set the cell format as text rather than a number. Alternatively, put spaces, dashes or brackets around the prefix to preserve them (e.g. 021 123 456 / 021-123456 / (021) 123456)

Once your list is complete, save the spreadsheet in the \*.CSV (Comma Separated Values) format.