



# WEB DASHBOARD GUIDE

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TNZ Group's online dashboard includes an Address Book function, allowing users to save contacts to their Address Book for easy and available sending to their contacts using the Web Portal.

## CONTENTS:

- 1) Adding Groups to your Address Book
- 2) Manually Adding/Editing Address Book Contacts Individually
- 3) Automatically Adding Contacts using an existing Spreadsheet

TO GET STARTED, YOU NEED TO ADD SOME CONTACTS TO YOUR ADDRESS BOOK.

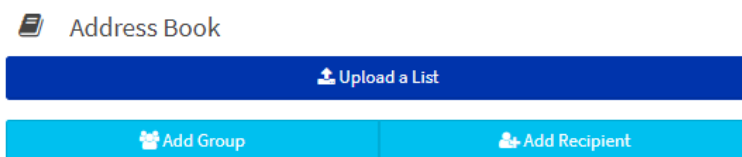
## 1) ADDING GROUPS TO YOUR ADDRESS BOOK

1. Log into your TNZ account at <http://www.tnz.co.nz>



The image shows a login form titled "My Account". It contains two input fields: "Email Address" and "Password". Below these fields is a "Login" button. At the bottom of the form, there is a link that says "Forgot your password?".

2. Select [Address Book](#)
3. First create the groups by selecting [Add Group](#)

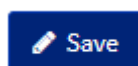


Enter the Group Name (we recommend not using spaces in group names), then select which users are allowed to edit the group. You would normally have this set as "account" if everybody should be able to edit members, or set to "No" if only you should be able to edit the members.



The image shows a "Group Information" form. It has two main fields: "Group Name" (a text input field) and "Viewable/Editable by Other Logins" (a dropdown menu currently set to "No"). At the bottom of the form, there are two buttons: "Save" (blue) and "Close" (red).

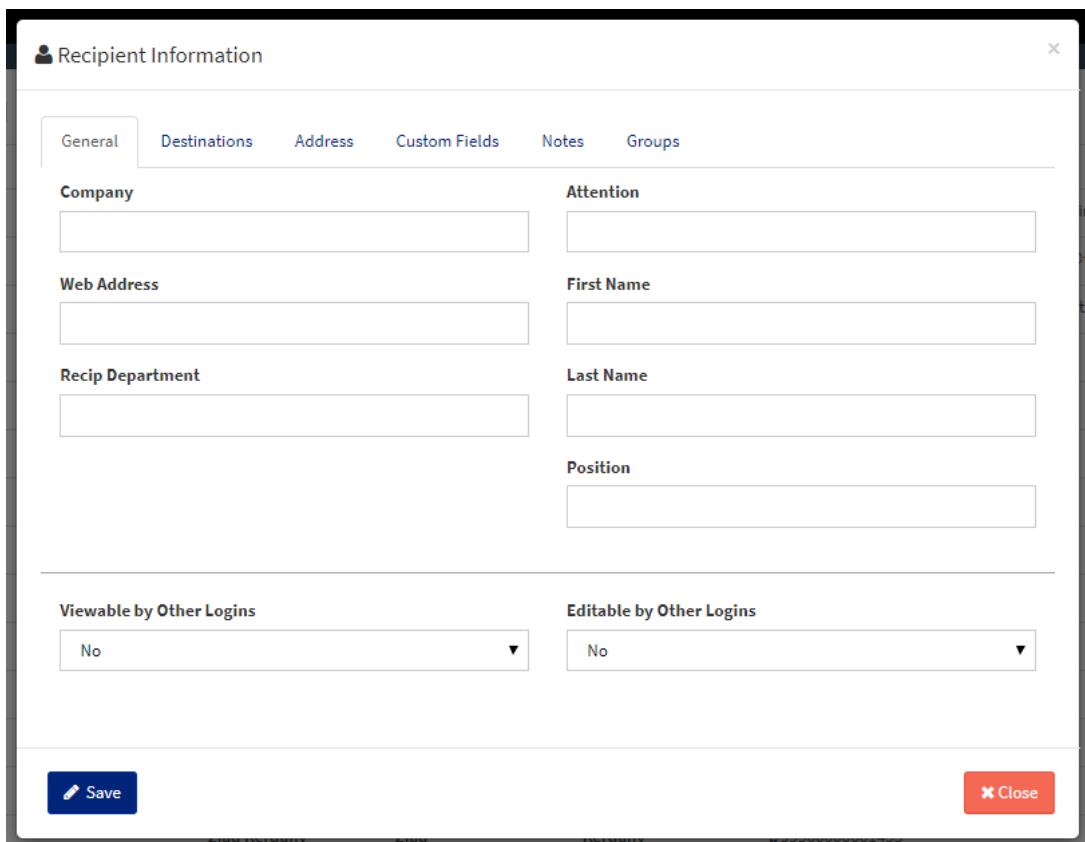
4. Click [Save](#)



5. Repeat steps 3 and 4 for all the required groups.

## 2) MANUALLY ADDING / EDITING ADDRESS BOOK CONTACTS INDIVIDUALLY

6. Select the [Recipient](#) for editing or select [Add Recipient](#) for a new recipient
7. Enter the required fields for your contact
  - Attention and Company are optional but advised
  - Fax Number is required for sending Faxes to the contact
  - Mobile Phone is required for sending SMS messages to the contact
  - Email Address is required for sending Emails to the contact
  - Main Phone is required for sending VoiceCast or TTS messages to the contact



**Recipient Information**

General Destinations Address Custom Fields Notes Groups

**Company**

**Attention**

**Web Address**

**First Name**

**Recip Department**

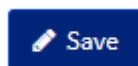
**Last Name**

**Position**

**Viewable by Other Logins**  
No ▼

**Editable by Other Logins**  
No ▼

Click [Save](#)



8. Repeat Steps 6 and 7 until you have loaded all your contacts into your Address Book

### 3) AUTOMATICALLY ADDING CONTACTS USING AN EXISTING SPREADSHEET

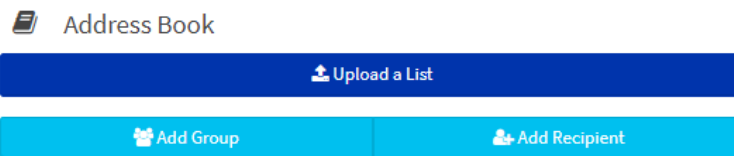
If you have an existing list of Contacts in a Spreadsheet (Excel/XLS/XLSX or CSV), you can speed up the importing of your contacts.

1. Log into your TNZ account at <http://www.tnz.co.nz>

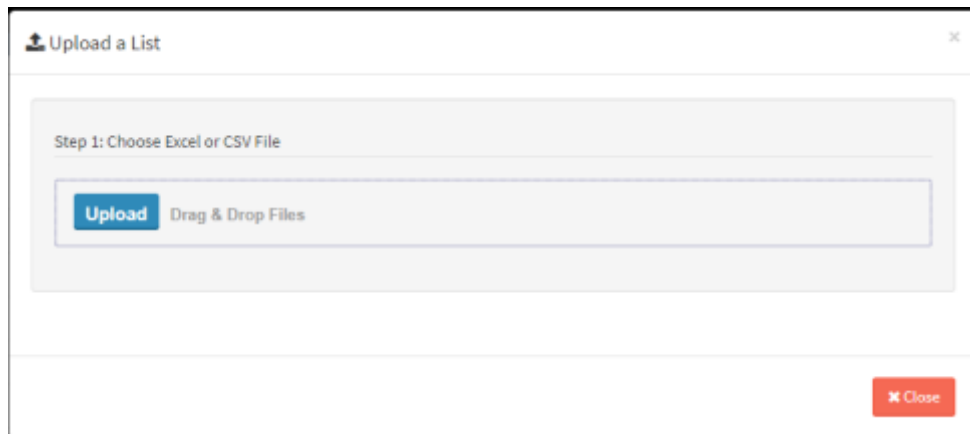


The image shows a login form titled "My Account". It contains two input fields: "Email Address" and "Password". Below the fields is a "Login" button and a link that says "Forgot your password?".

2. Select Address Book then [Upload a List](#)



3. Click [Upload](#) or drag the Spreadsheet stored on your computer to the Drag & Drop Area



4. Once the Spreadsheet has been loaded, click Next
5. Now you can option assign this list to a group automatically, hence why you created the groups first. Enter the appropriate details and select next.

Upload a List

Step 2: Upload Settings

**Contains Headers**  
Yes, my list contains headers

**Show Public**      **Maintain By Public**  
No      No

**Save as Group** *(Please select from the drop down)*

Back    Next      Close

- If the uploaded file has the first line with headings, these will be shown for mapping. If not, the first line of the uploaded data is showing for mapping. At this point you can map the spreadsheet columns onto the Address Book Fields.

Upload a List

Step 3: Field Mapping

**RecipID**      **Company**  
-- ignore --      Company

**Attention**      **First Name**  
Attention      First Name

**Last Name**      **Fax Number**  
Last Name      Fax Number

**Main Phone**      **Mobile Phone**  
Main Phone      Mobile Phone

**Email Address**  
Email Address

Back    Next      Close

- Select Next then Submit to complete the upload.