

# Add and Load Leads in Administration

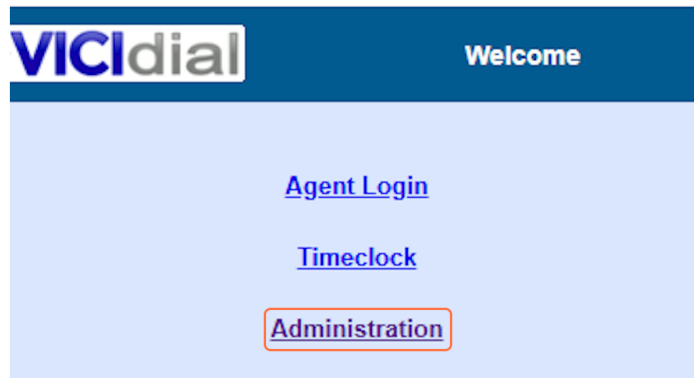
19 Steps [View most recent version on Tango.ai](#) 

---

|               |               |              |
|---------------|---------------|--------------|
| Created by    | Creation Date | Last Updated |
| Kaden Friesen | Jun 16, 2025  | Jun 16, 2025 |

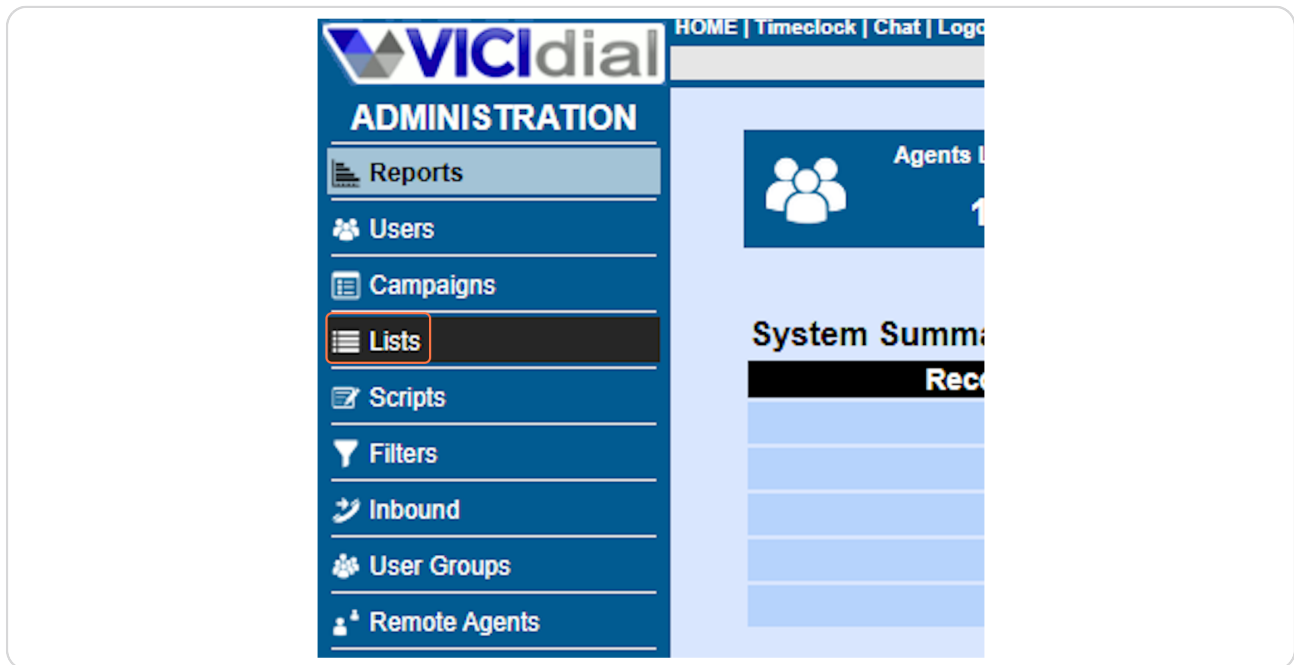
## STEP 1

Click on Administration login in vicidial



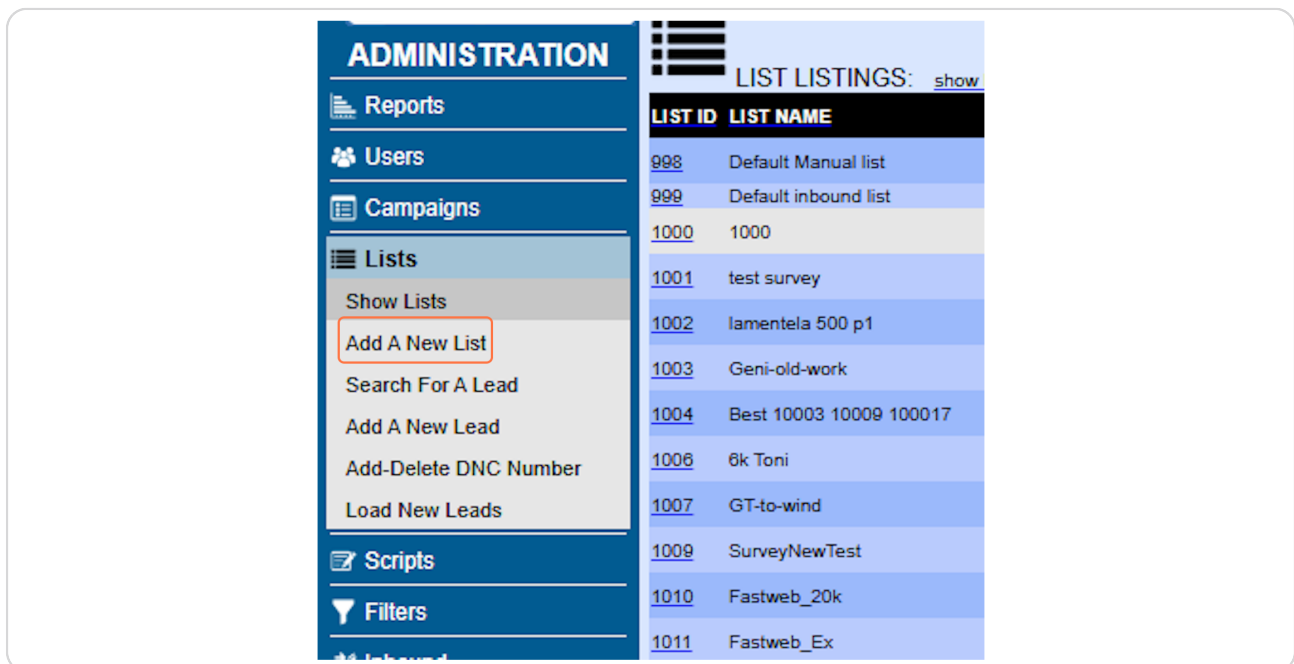
## STEP 2

### Click on Lists



## STEP 3

### Click on Add A New List



#### STEP 4

#### Type "1111136"

Write a number as list id and list name ( whatever )

[Chat](#) | [Logout \(6666\)](#)

ST

List ID:  (digits only) ?

List Name:  ?

List Description:  ?

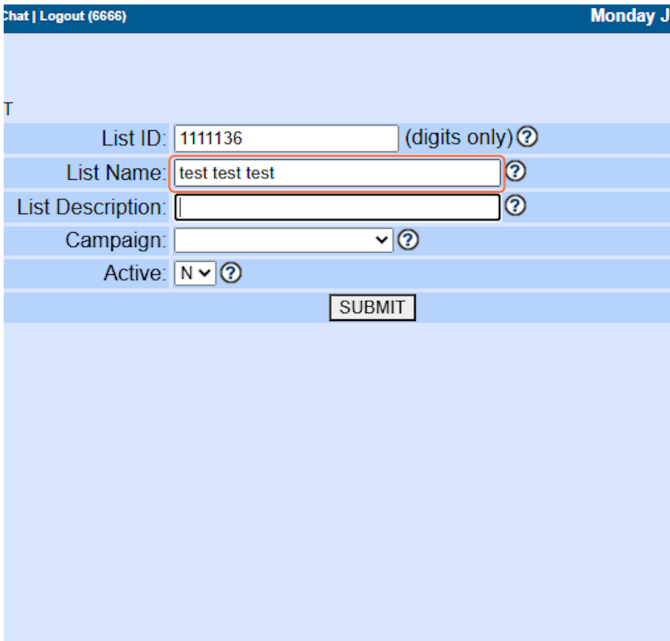
Campaign:  ?

Active:  ?

SUBMIT

## STEP 5

Type "test test test"



Chat | Logout (6666) Monday J

T

List ID: 1111136 (digits only) ?

List Name: test test test ?

List Description: ?

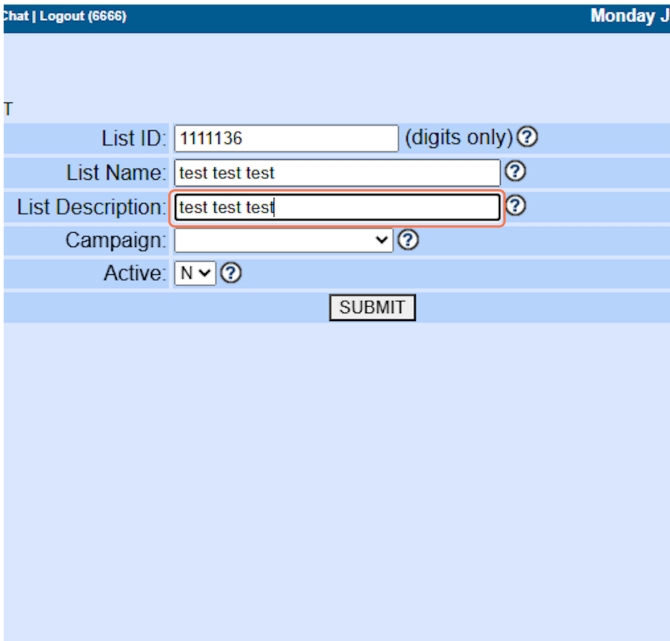
Campaign: ?

Active: N ?

SUBMIT

## STEP 6

Type "test test test"



Chat | Logout (6666) Monday J

T

List ID: 1111136 (digits only) ?

List Name: test test test ?

List Description: test test test ?

Campaign: ?

Active: N ?

SUBMIT

## STEP 7

Select to which campaign you want to add this list

ST

Chat | Logout (6666)

List ID: 1111136 (digits only) ?

List Name: test test test ?

List Description: test test test ?

Campaign: Vodafone - Vodafone ?

Active: N ?

SUBMIT

## STEP 8

Select Y if want active, or no if want inactive

ST

Chat | Logout (6666)

List ID: 1111136

List Name: test test test

List Description: test test test

Campaign: Vodafone - Vodafone

Active: Y ?

SUBMIT

## STEP 9

Click on **SUBMIT**

A screenshot of a web form with a light blue background. The form contains several input fields and a submit button. The fields are labeled as follows: 'ID:' with the value '1111136' and a '(digits only) ?' hint; 'Name:' with the value 'test test test' and a '?' hint; 'Phone:' with the value 'test test test' and a '?' hint; 'Carrier:' with a dropdown menu showing 'Vodafone - Vodafone' and a '?' hint; and 'Active:' with a dropdown menu showing 'Y' and a '?' hint. Below these fields is a red-outlined button labeled 'SUBMIT'.

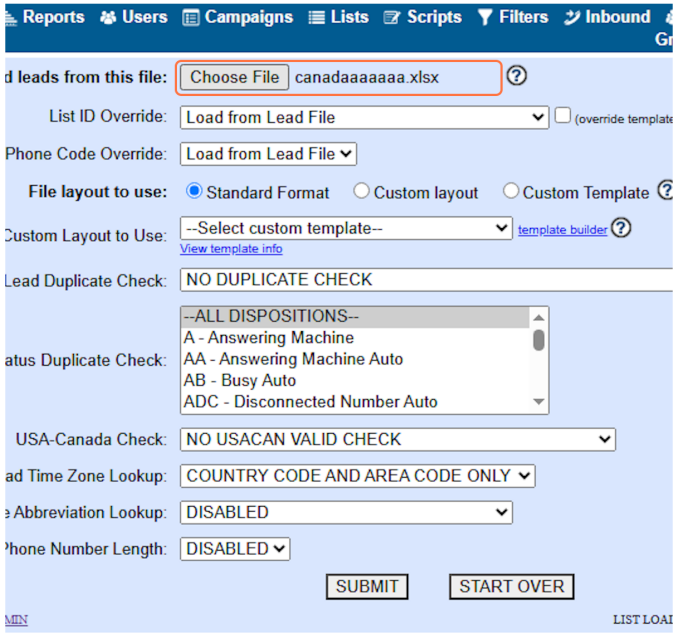
## STEP 10

Click on Load New Leads to upload list

A screenshot of a web application interface. On the left is a dark blue sidebar menu with white text. The menu items are: 'Campaigns', 'Lists', 'Scripts', 'Filters', 'Inbound', 'User Groups', 'Remote Agents', and 'Admin'. The 'Lists' item is expanded, showing a list of options: 'Show Lists', 'Add A New List', 'Search For A Lead', 'Add A New Lead', 'Add-Delete DNC Number', and 'Load New Leads'. The 'Load New Leads' option is highlighted with a red border. To the right of the sidebar is a light blue area with various text elements, including 'List Name', 'List Description', 'Campaign', 'Active', 'Reset Lead-Called-Stat for this li', 'Reset Time', 'Daily Reset Lim', 'Expiration Da', 'Local Call Tim', 'Audit Commen', 'List Change Da', 'List Last Call Da', and 'Agent Script Overric'.

## STEP 11

### Select "canadaaaaaaa.xlsx" from file upload menu



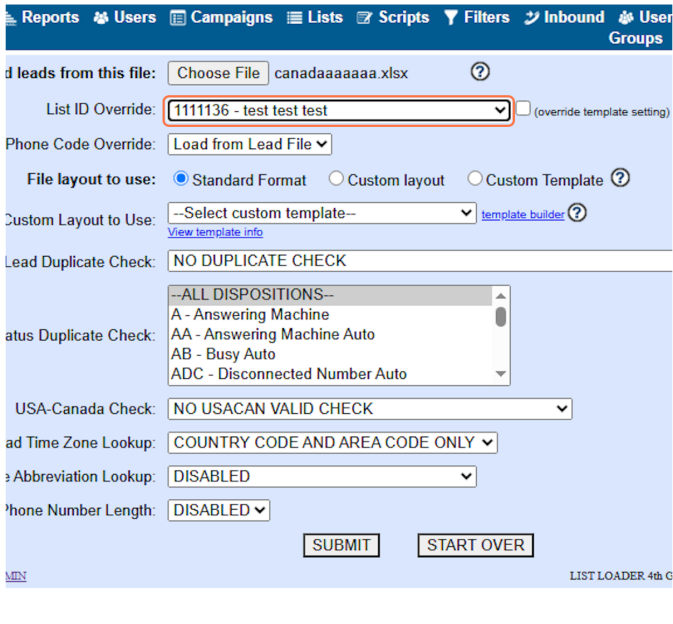
The screenshot shows the 'List Loader' interface with the following settings:

- Load leads from this file:** Choose File | canadaaaaaaa.xlsx
- List ID Override:** Load from Lead File
- Phone Code Override:** Load from Lead File
- File layout to use:** Standard Format
- Custom Layout to Use:** --Select custom template--
- Lead Duplicate Check:** NO DUPLICATE CHECK
- Status Duplicate Check:** --ALL DISPOSITIONS--
  - A - Answering Machine
  - AA - Answering Machine Auto
  - AB - Busy Auto
  - ADC - Disconnected Number Auto
- USA-Canada Check:** NO USACAN VALID CHECK
- Lead Time Zone Lookup:** COUNTRY CODE AND AREA CODE ONLY
- Abbreviation Lookup:** DISABLED
- Phone Number Length:** DISABLED

Buttons: SUBMIT, START OVER

## STEP 12

### Select 1111136 - test test test



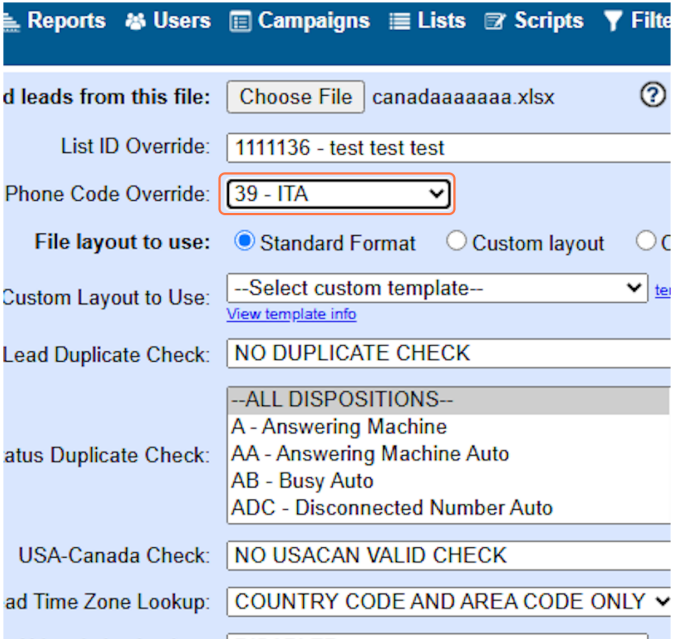
The screenshot shows the 'List Loader' interface with the following settings:

- Load leads from this file:** Choose File | canadaaaaaaa.xlsx
- List ID Override:** 1111136 - test test test
- Phone Code Override:** Load from Lead File
- File layout to use:** Standard Format
- Custom Layout to Use:** --Select custom template--
- Lead Duplicate Check:** NO DUPLICATE CHECK
- Status Duplicate Check:** --ALL DISPOSITIONS--
  - A - Answering Machine
  - AA - Answering Machine Auto
  - AB - Busy Auto
  - ADC - Disconnected Number Auto
- USA-Canada Check:** NO USACAN VALID CHECK
- Lead Time Zone Lookup:** COUNTRY CODE AND AREA CODE ONLY
- Abbreviation Lookup:** DISABLED
- Phone Number Length:** DISABLED

Buttons: SUBMIT, START OVER

## STEP 13

### Select 39 - ITA phonecode depending your country list

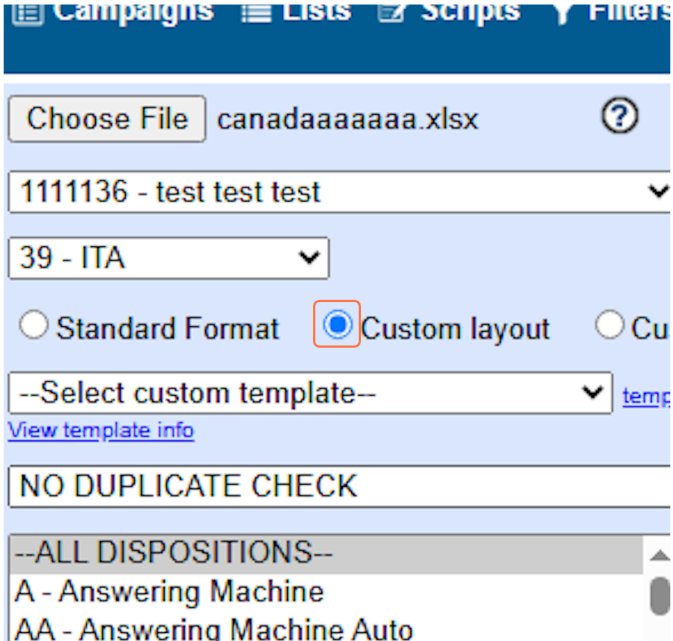


The screenshot shows the 'Import Leads' form in a CRM system. The form is titled 'Import Leads from this file: Choose File canadaaaaaaa.xlsx'. Below this, there are several fields and options:

- List ID Override:** 1111136 - test test test
- Phone Code Override:** 39 - ITA (highlighted with a red box)
- File layout to use:** ☒ Standard Format ☐ Custom layout ☐ Custom layout
- Custom Layout to Use:** --Select custom template-- (with a link to [View template info](#))
- Lead Duplicate Check:** NO DUPLICATE CHECK
- Status Duplicate Check:** --ALL DISPOSITIONS--
  - A - Answering Machine
  - AA - Answering Machine Auto
  - AB - Busy Auto
  - ADC - Disconnected Number Auto
- USA-Canada Check:** NO USACAN VALID CHECK
- Ad Time Zone Lookup:** COUNTRY CODE AND AREA CODE ONLY

## STEP 14

### Select file\_layout



The screenshot shows the 'Import Leads' form in a CRM system. The form is titled 'Import Leads from this file: Choose File canadaaaaaaa.xlsx'. Below this, there are several fields and options:

- List ID Override:** 1111136 - test test test
- Phone Code Override:** 39 - ITA
- File layout to use:** ☐ Standard Format ☒ Custom layout ☐ Custom layout
- Custom Layout to Use:** --Select custom template-- (with a link to [View template info](#))
- Lead Duplicate Check:** NO DUPLICATE CHECK
- Status Duplicate Check:** --ALL DISPOSITIONS--
  - A - Answering Machine
  - AA - Answering Machine Auto

STEP 15

Click on SUBMIT

AD - Busy Auto  
ADC - Disconnected Number Auto

ck: NO USACAN VALID CHECK

ip: COUNTRY CODE AND AREA CODE ONLY

ip: DISABLED

th: DISABLED

SUBMIT

START OVER

STEP 16

Select ""

THIS FILE: 39

: NONE

| Column     | File data |
|------------|-----------|
| D CODE:    | (none)    |
| URCE ID:   | (none)    |
| NUMBER:    | ""        |
| TITLE:     | (none)    |
| ST NAME:   | (none)    |
| E INITIAL: | (none)    |
| ST NAME:   | (none)    |
| DRESS1:    | (none)    |
| DRESS2:    | (none)    |

STEP 17

Select ""

Column

File data

|            |          |
|------------|----------|
| ID CODE:   | (none) ▾ |
| SOURCE ID: | (none) ▾ |
| NUMBER:    | "" ▾     |
| TITLE:     | (none) ▾ |
| ST NAME:   | "" ▾     |
| E INITIAL: | (none) ▾ |
| ST NAME:   | (none) ▾ |
| DRESS1:    | (none) ▾ |
| DRESS2:    | (none) ▾ |
| DRESS3:    | (none) ▾ |
| CITY:      | (none) ▾ |

STEP 18

Select ""

|            |          |
|------------|----------|
| NUMBER:    | "" ▾     |
| TITLE:     | (none) ▾ |
| ST NAME:   | "" ▾     |
| E INITIAL: | (none) ▾ |
| ST NAME:   | (none) ▾ |
| DRESS1:    | (none) ▾ |
| DRESS2:    | "" ▾     |
| DRESS3:    | (none) ▾ |
| CITY:      | (none) ▾ |
| STATE:     | (none) ▾ |
| ROVINCE:   | (none) ▾ |
| AL CODE:   | (none) ▾ |
| RY CODE:   | (none) ▾ |

STEP 19

Click on OK TO PROCESS

ADDRESS:

CITY:

STATE:

PROVINCE:

POSTAL CODE:

COUNTRY CODE:

GENDER:

DATE OF BIRTH:

ALT PHONE:

EMAIL:

SECURITY PHRASE:

COMMENTS:

RANK:

OWNER:

OK TO PROCESS

START OVER

*Tango*

Never miss a step again. Visit [Tango.ai](https://tango.ai)