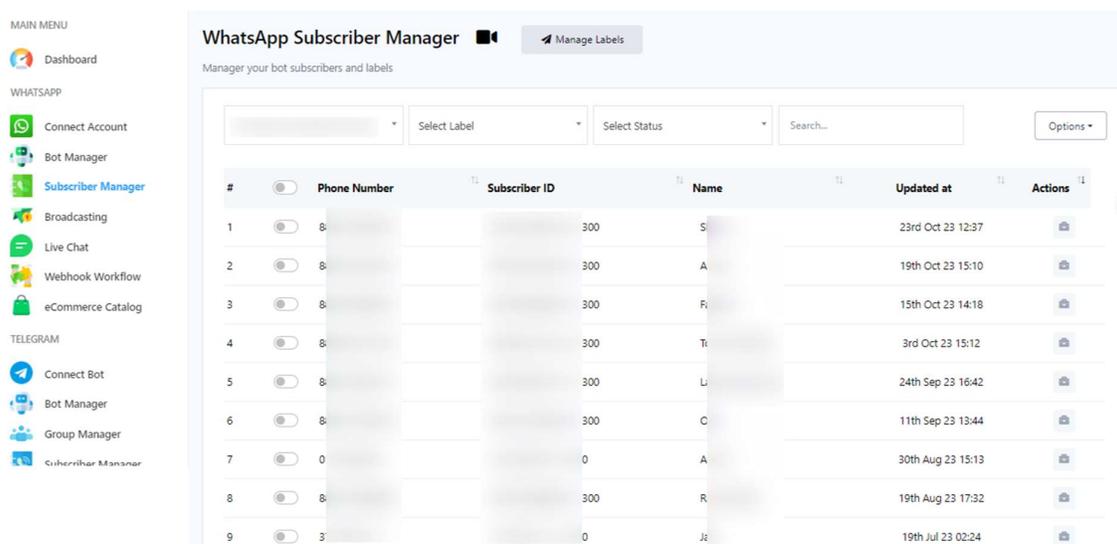


WhatsApp Subscriber Manager

WhatsApp Subscriber Manager is designed to efficiently handle and organize WhatsApp contacts and subscribers. It enables users to streamline their messaging campaigns and communication with a large group of subscribers, making it ideal for businesses, marketers, and organizations. With this tool, you can categorize and manage your contacts, which will help you send personalized messages, schedule broadcasts, and analyze campaign performance. ultimately helping you stay connected and engaged with your WhatsApp audience effectively.

Accessing Subscriber Manager



The screenshot displays the 'WhatsApp Subscriber Manager' interface. On the left, a navigation menu includes 'Subscriber Manager' under the 'WHATSAPP' category. The main content area features a 'Manage Labels' button and a table of subscribers. The table has the following columns: #, Phone Number, Subscriber ID, Name, Updated at, and Actions. The data in the table is as follows:

#	Phone Number	Subscriber ID	Name	Updated at	Actions
1	8-...	300	S...	23rd Oct 23 12:37	[Icon]
2	8-...	300	A...	19th Oct 23 15:10	[Icon]
3	8-...	300	F...	15th Oct 23 14:18	[Icon]
4	8-...	300	Tr...	3rd Oct 23 15:12	[Icon]
5	8-...	300	L...	24th Sep 23 16:42	[Icon]
6	8-...	300	C...	11th Sep 23 13:44	[Icon]
7	0...	0	A...	30th Aug 23 15:13	[Icon]
8	8-...	300	R...	19th Aug 23 17:32	[Icon]
9	3...	0	Je...	19th Jul 23 02:24	[Icon]

To access the Subscriber manager just click on the `Subscriber Manager` from the dashboard's left navigation menu.

Managing Labels

Labels are used to segment subscribers list with a tag. To manage labels, click on the `Manage Labels` field in the Subscriber Manager. From here, creating new labels and deleting any existing labels are done.

Bot Labels [Create](#) Subscriber Manager > Labels

List of bot subscriber labels

Search...

#	Label Name	1.	Actions
1	1 (2)		
2	2 (1)		
3	demo (0)		
4	New Customer (2)		

Show entries

Showing 1 to 4 of 4 entries

[Previous](#) [1](#) [Next](#)

Creating a Label

From the Bot Label, click on the `Create` button to create a new label. A pop-up form will appear with two fields: `Label Name` and `Select Bot`.

- In the `Label Name` field, enter the name for the label you want to create.
- In the `Select Bot` field, choose the bot account for which this label will be used.
- Click the `Save` button.
- You'll receive a success message indicating that your label has been created.
- Close the `Create Label` field. Your new label will now be added to the list of labels.

Create label ✕

Label Name *

SELECT BOT *

▼

 Save

Deleting a Label

You can also delete a label by clicking on the action button (Delete icon) associated with the label name.

Bot Labels [Create](#) Subscriber Manager > Labels

List of bot subscriber labels

#	Label Name	Actions
1	1 (2)	
2	2 (1)	
3	demo (0)	
4	New Customer (2)	

Show entriesShowing 1 to 4 of 4 entries

[Previous](#) [1](#) [Next](#)

Searching for Subscribers

On the Subscriber Manager page, you can search for subscribers using the search bar and different options.

Using Options

Updated at	Options
3rd Oct 23 12:37	Download as CSV
9th Oct 23 15:10	Import Subscribers
5th Oct 23 14:18	Manual Subscriber
3rd Oct 23 15:12	Assign Label
	Assign Sequence
	Delete Subscriber

Click on the `Options` button for various tasks. A drop-down menu of options will appear.

Download as CSV

Export WhatsApp subscribers by clicking on the `Download as CSV` option from the menu. This will allow you to export the subscriber list into a CSV file to use it on a different WhatsApp bot account or whatever.

Importing Subscribers

Import Subscribers ✕

SELECT LABEL

SELECT BOT *

UPLOAD FILE (CSV) SAMPLE CSV

 Upload

*By adding an additional column to the CSV file, it will be treated as a custom field for that subscriber, and a value can be added for the custom field's value. If the subscriber already exists, the custom field will be updated or inserted, depending on whether the custom field name already exists or is new. Later, you can broadcast with that custom field.

- To import subscribers, select `Import Subscribers` from the options menu.
- A modal form called `Import Subscribers` will appear with two fields: `Select Label` and `Select Bot`.
- Choose a bot from the `Select Bot` field.
- You can also select labels to import subscribers associated with those labels.
- Click the `Upload` button to import the subscribers.

Adding Subscribers Manually

Create Subscribers ✕

NAME *

PHONE NUMBER * ?

Save ✕ Close

- You can create subscribers manually by selecting `Manual Subscribers` from the options.
- A modal form called `Create Subscribers` will appear with two fields: `Name` and `Phone Number`.
- Enter the subscriber`s name in the `Name` field and their phone number in the `Phone Number` field.
- Click the `Save` button.
- You will receive a successful message.

Assigning Labels

Assign Label ✕

SELECT LABEL *

✔ Assign ✕ Close

- To assign subscribers to a specific label, click on `Assign Label` from the options.
- Select the subscribers you want to assign to a label.
- A pop-up form called `Assign Label` will appear.
- Choose a label or labels and click the `Assign` button to assign the label to the selected subscribers.

Assigning Sequences

Assign Sequence ✕

✔ Assign ✕ Close

Similarly, you can assign sequences to subscribers by selecting subscribers and clicking on the `Assign Sequence` option.

Deleting Subscribers

WhatsApp Subscriber Manager Manage Labels

Manager your bot subscribers and labels

Select Label Select Status Search... Options

#	<input type="checkbox"/>	Phone Number	Subscriber ID	Name	Updated at	Actions
1	<input type="checkbox"/>	8: [blurred]	300	S	23rd Oct 23 12:37	
2	<input type="checkbox"/>	8: [blurred]	300	A	19th Oct 23 15:10	
3	<input type="checkbox"/>	8: [blurred]	300	F	15th Oct 23 14:18	
4	<input type="checkbox"/>	8: [blurred]	300	T	3rd Oct 23 15:12	
5	<input type="checkbox"/>	8: [blurred]	300	L	24th Sep 23 16:42	
6	<input type="checkbox"/>	8: [blurred]	300	C	11th Sep 23 13:44	
7	<input type="checkbox"/>	0: [blurred]	0	A	30th Aug 23 15:13	
8	<input type="checkbox"/>	8: [blurred]	300	R	19th Aug 23 17:32	
9	<input type="checkbox"/>	3: [blurred]	0	J	19th Jul 23 02:24	

- To delete subscribers, select subscribers and click on the `Delete Subscriber` option.
- A warning dialog will appear with `Delete` and `Cancel` buttons.
- Click the `Delete` button, and a successful message will appear.