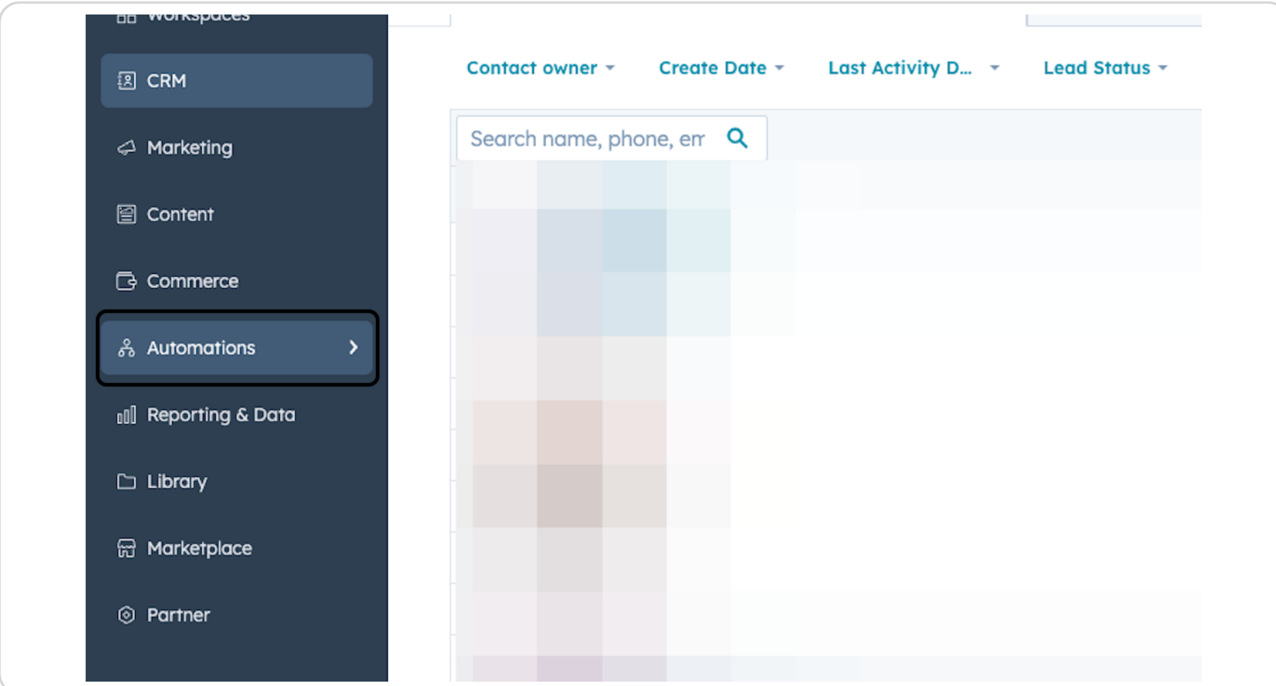
# How To Transform and Format Phone Numbers Automatically

37 Steps [View most recent version]

| Created by | Creation Date | Last Updated |
| --- | --- | --- |
| Neighbourhood Co | Jun 03, 2024 | Jun 03, 2024 |

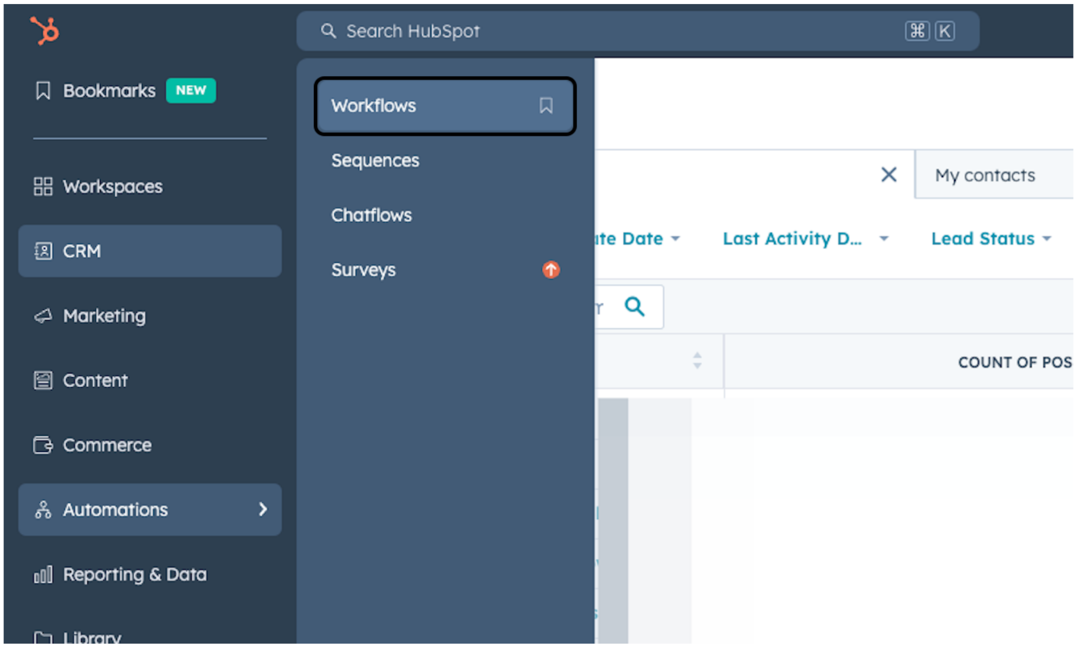
STEP 1

## Click on Automations



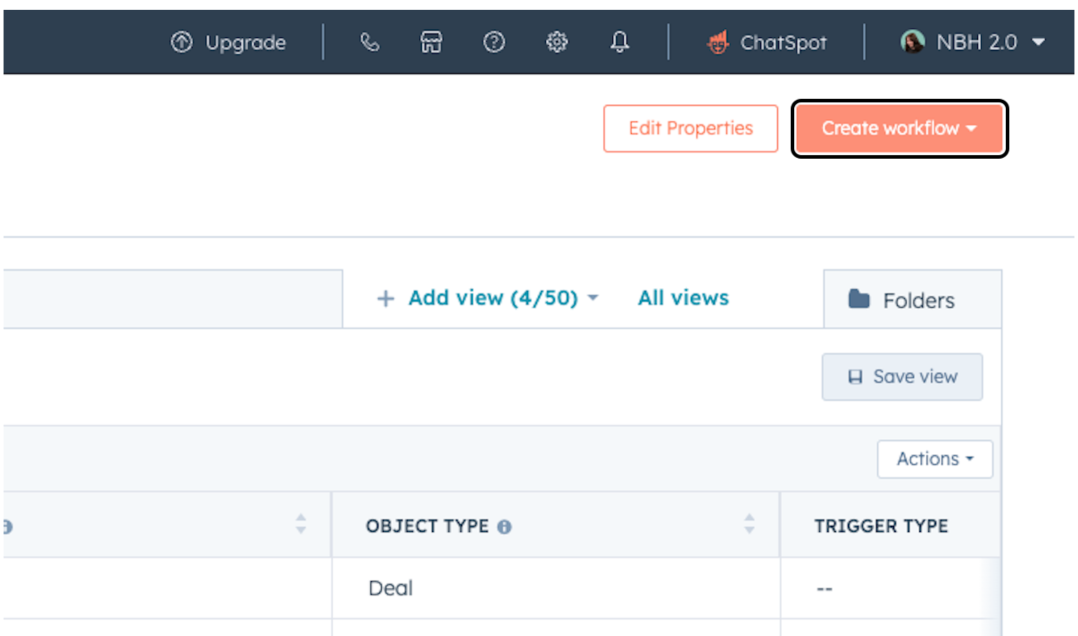
STEP 2

## Click on Workflows



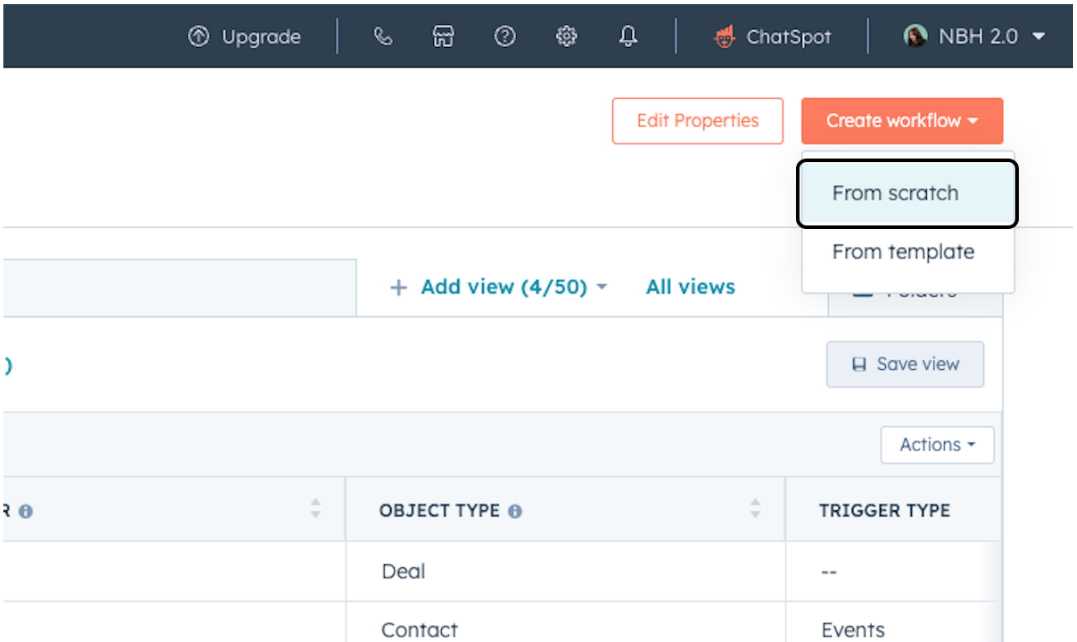

STEP 3

## Click on Create workflow



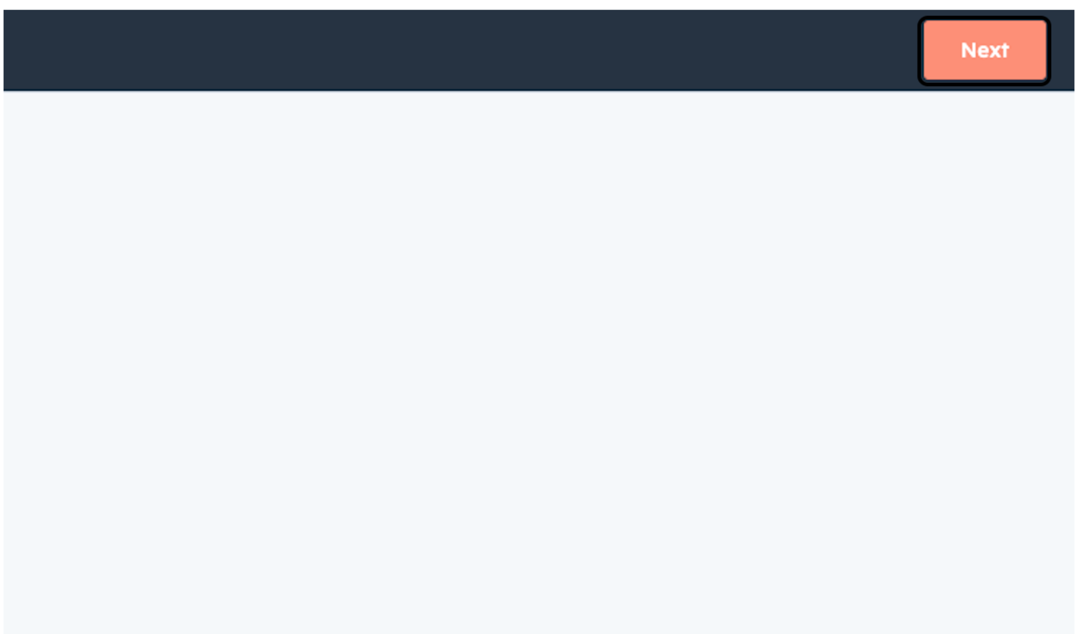
STEP 4

## Click on From scratch



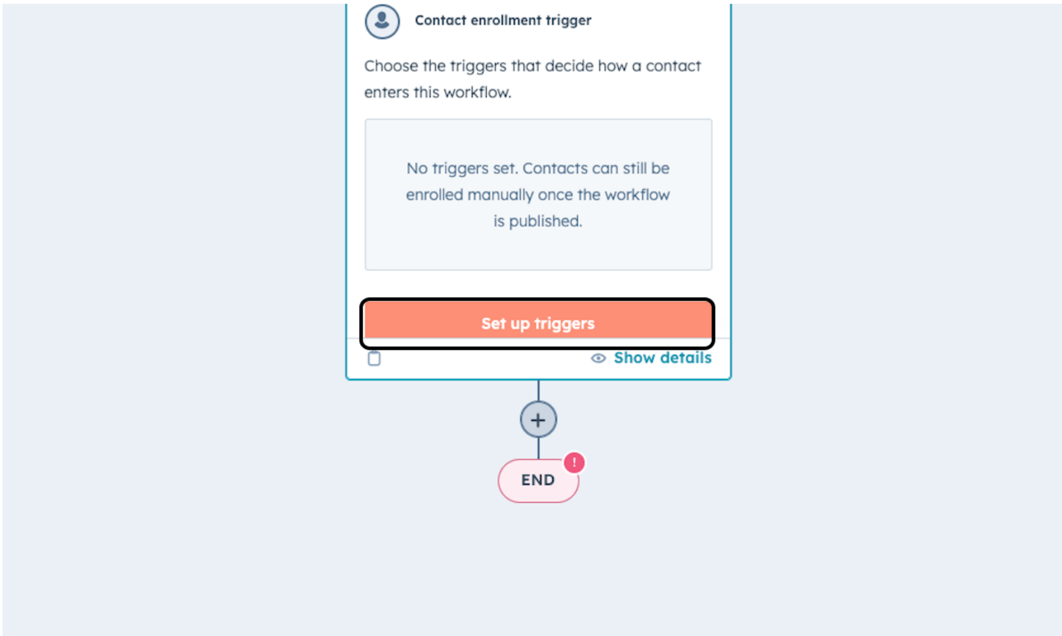

STEP 5

## Click on Next



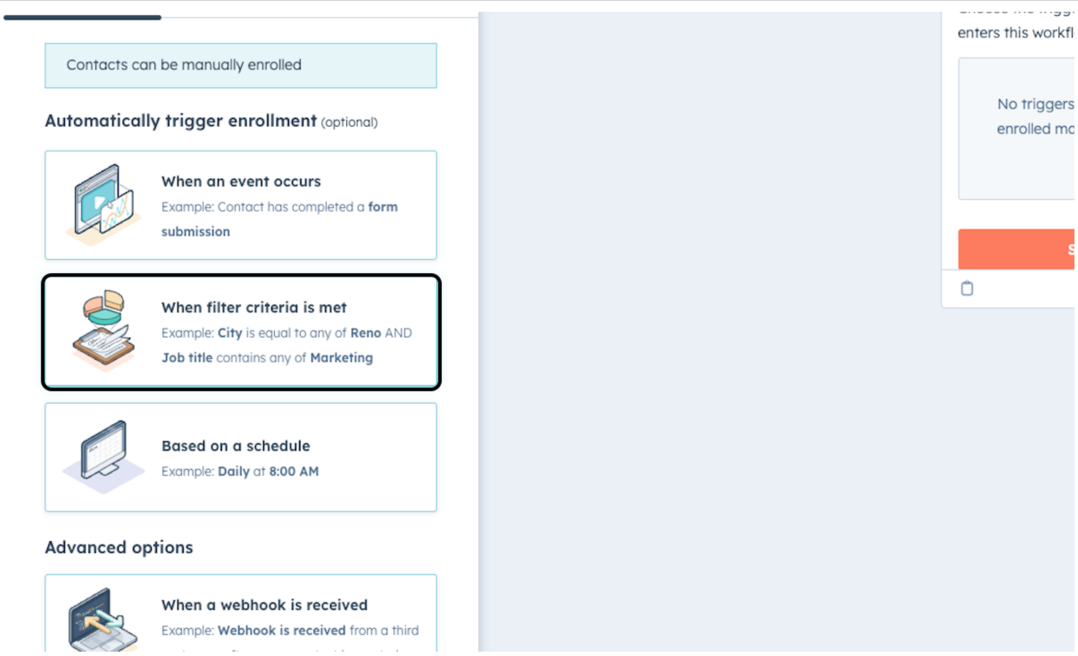
STEP 6

## Click on Set up triggers



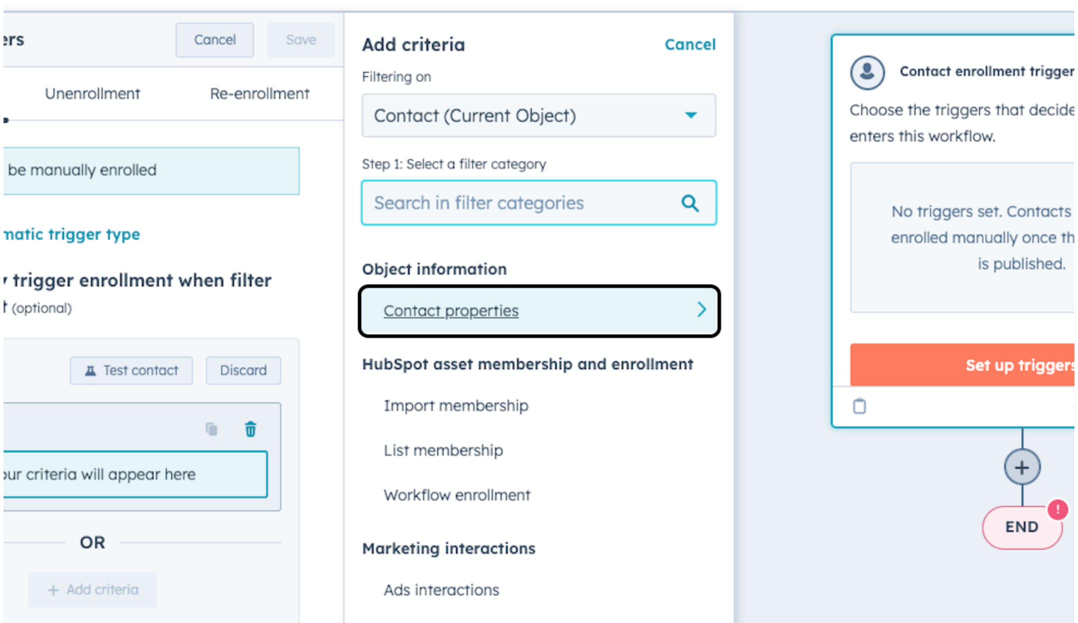

STEP 7

## Click on When filter criteria is met...



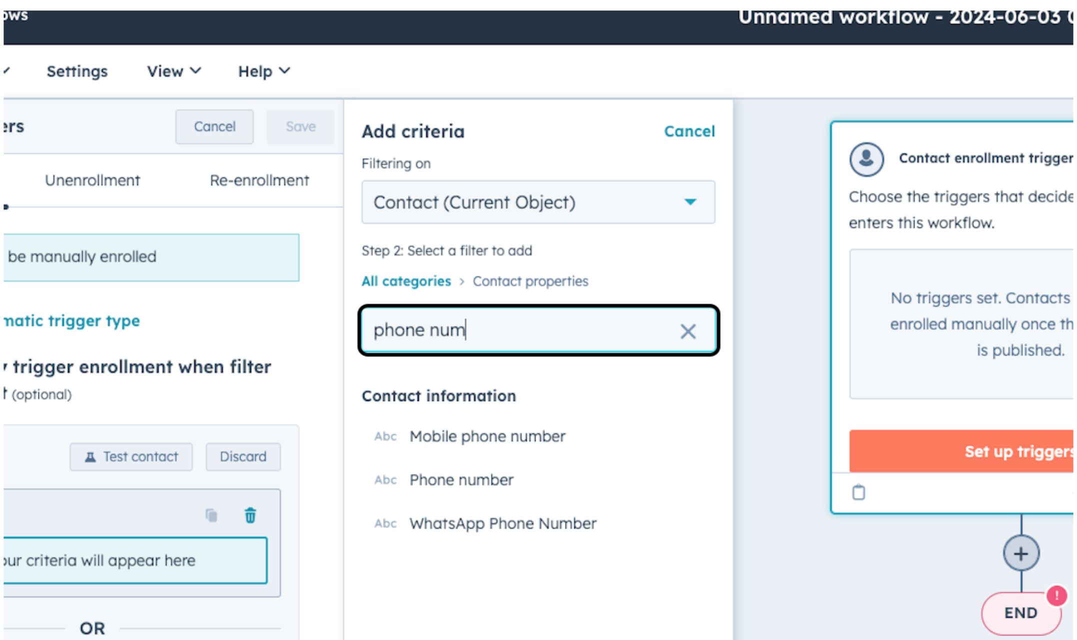
STEP 8

## Click on Contact properties



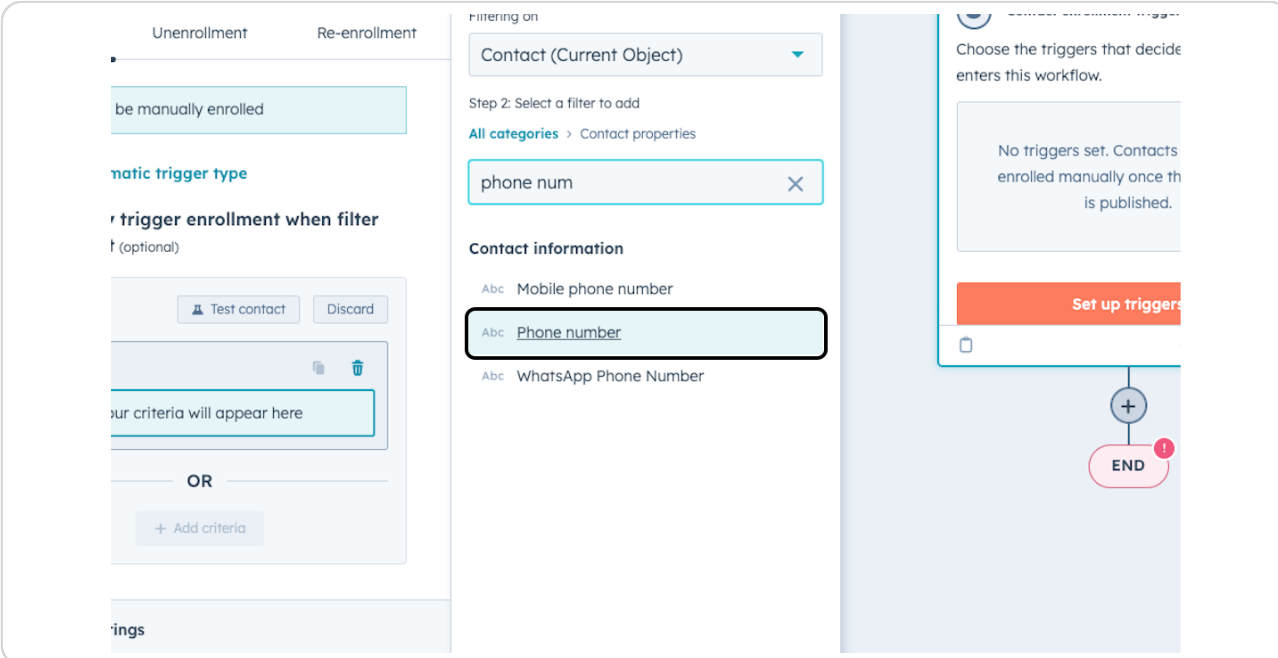

STEP 9

## Type "phone number"



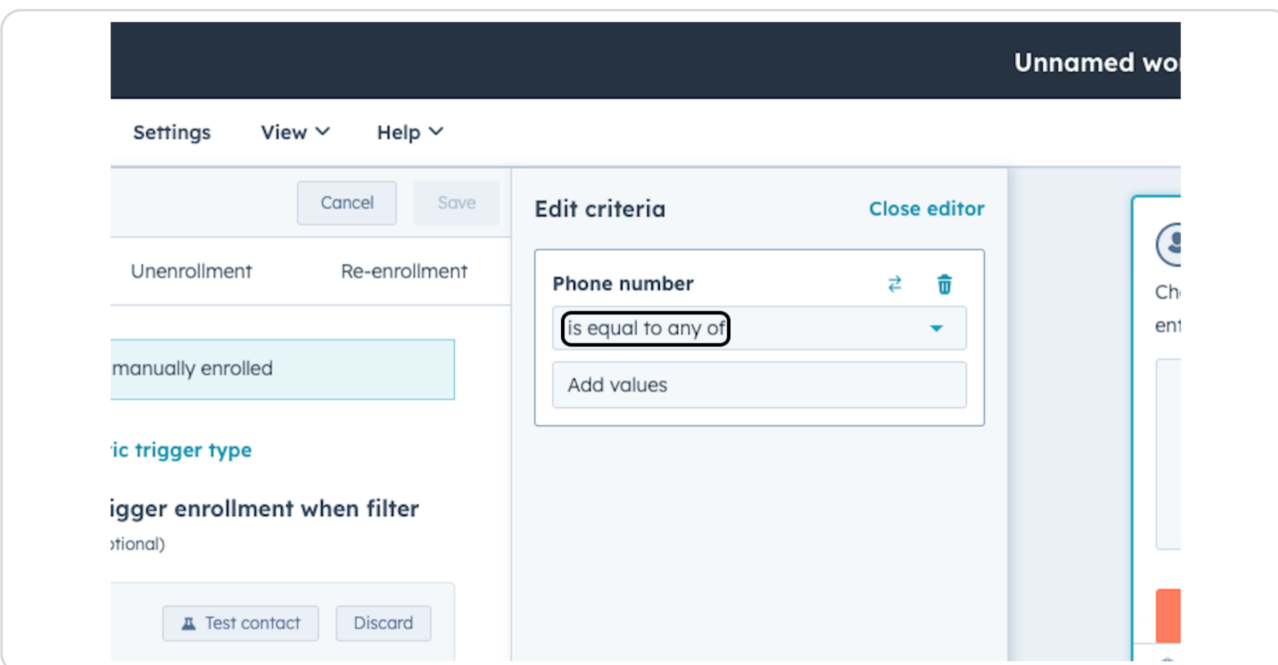
STEP 10

## Click on Phone number



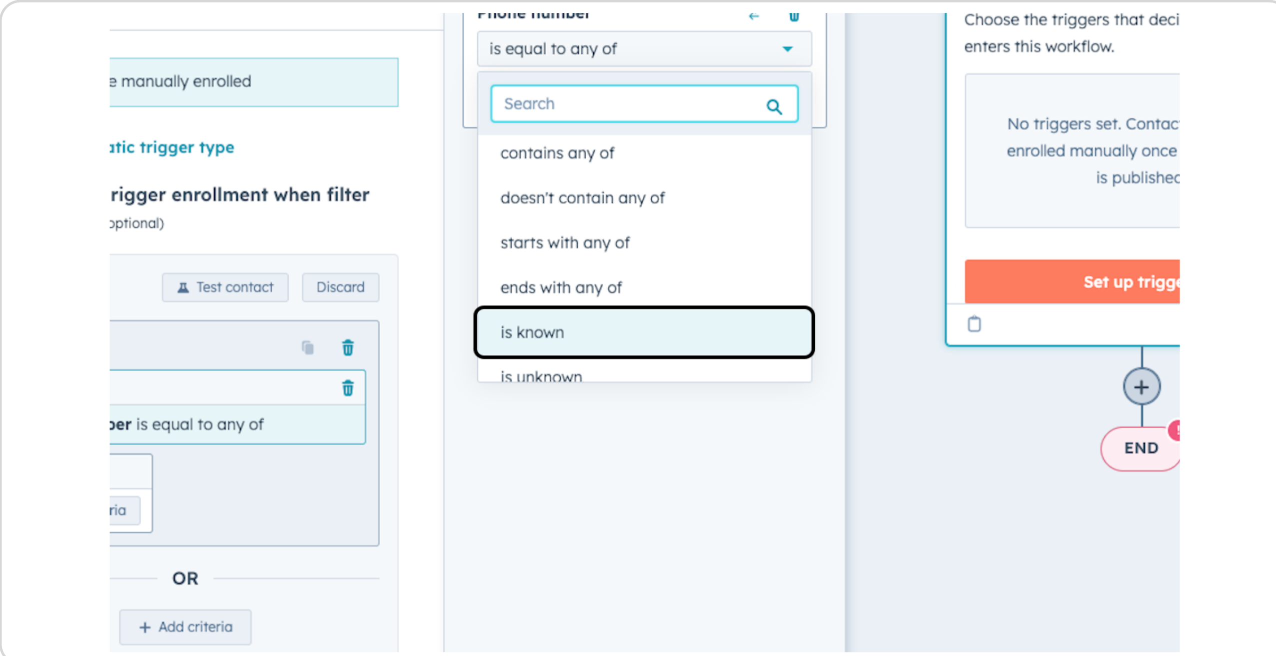

STEP 11

## Click on is equal to any of



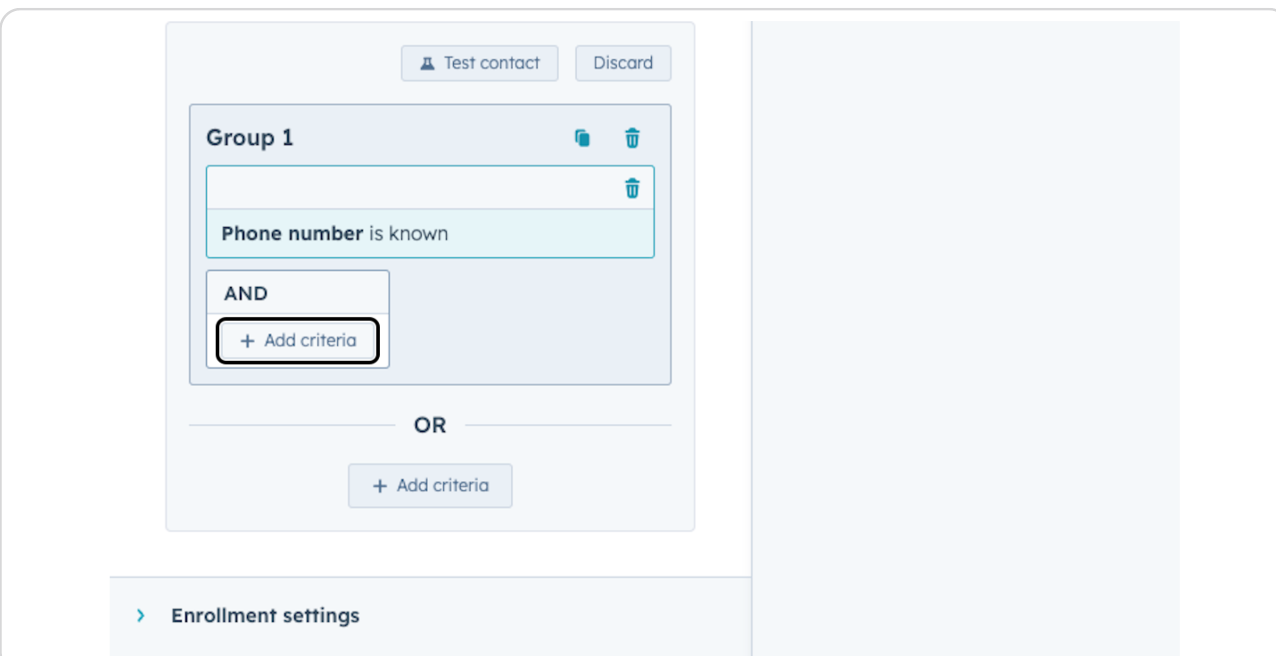
STEP 12

## Click on is known



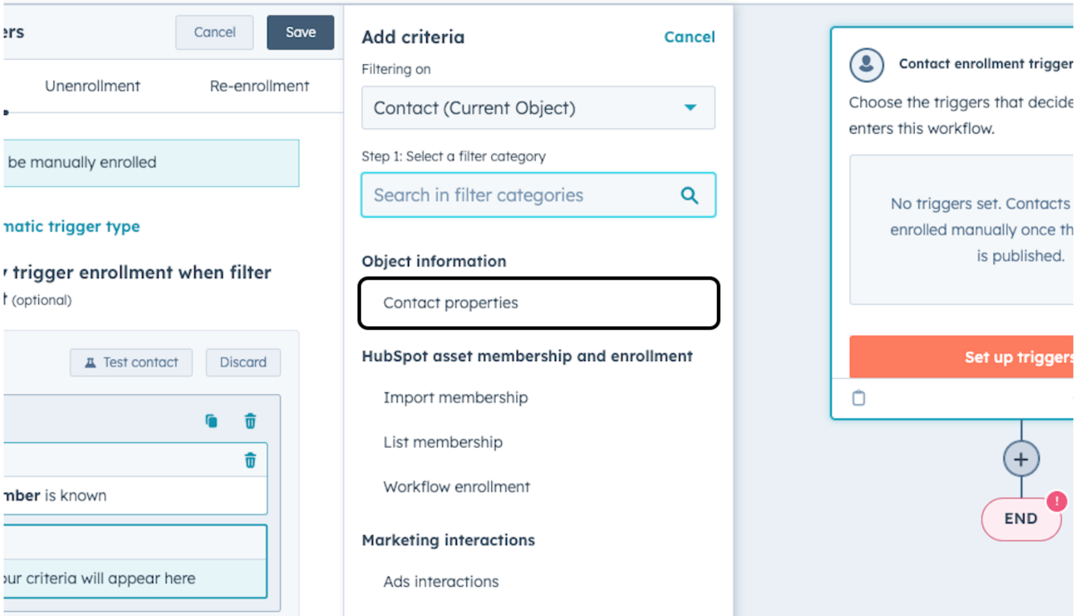

STEP 13

## Click on Add criteria



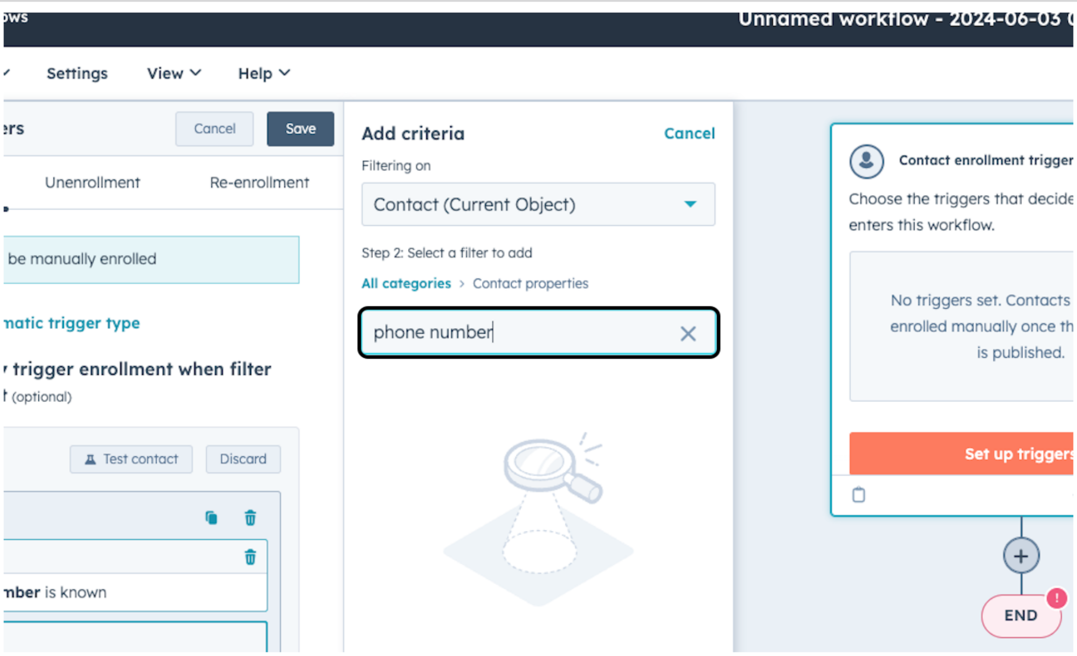
STEP 14

## Click on Contact properties



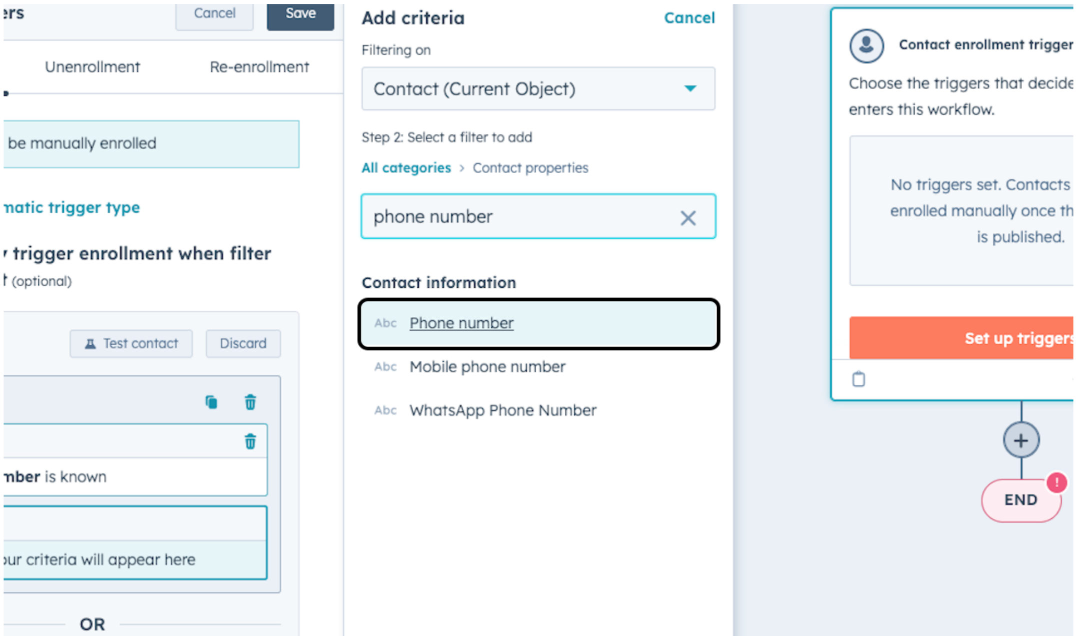

STEP 15

## Type "phone number"



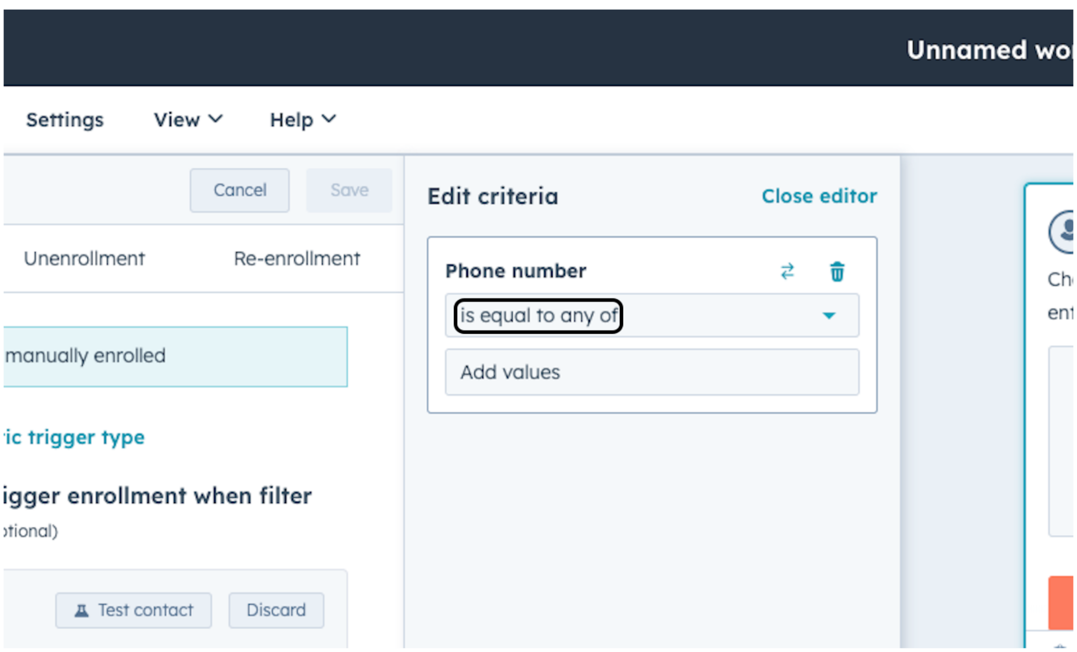
STEP 16

## Click on Phone number



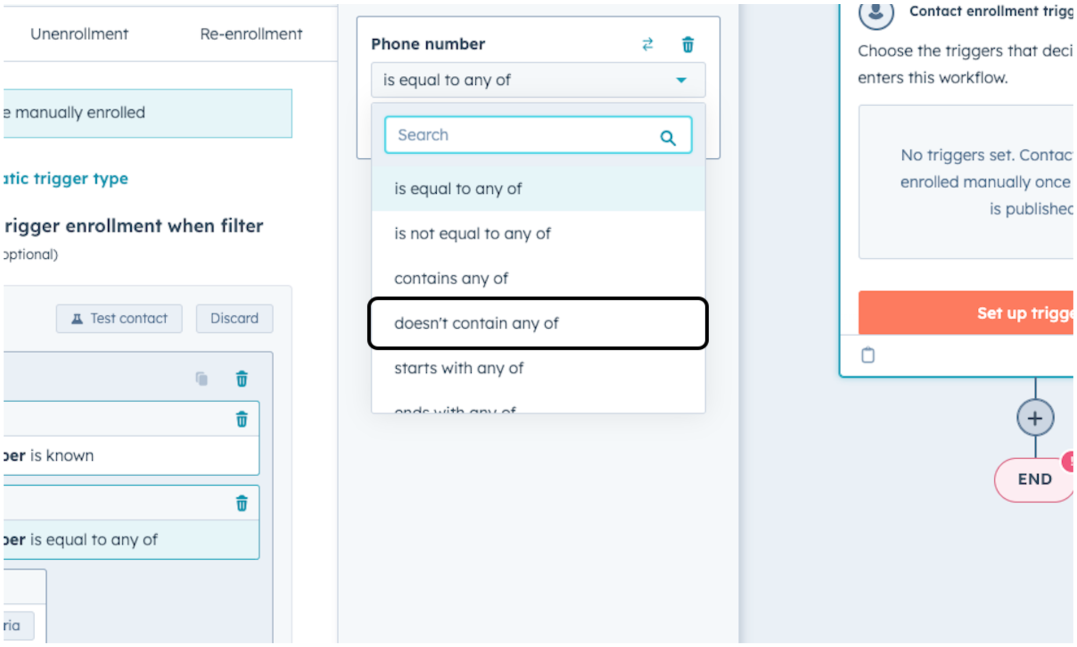

STEP 17

## Click on is equal to any of



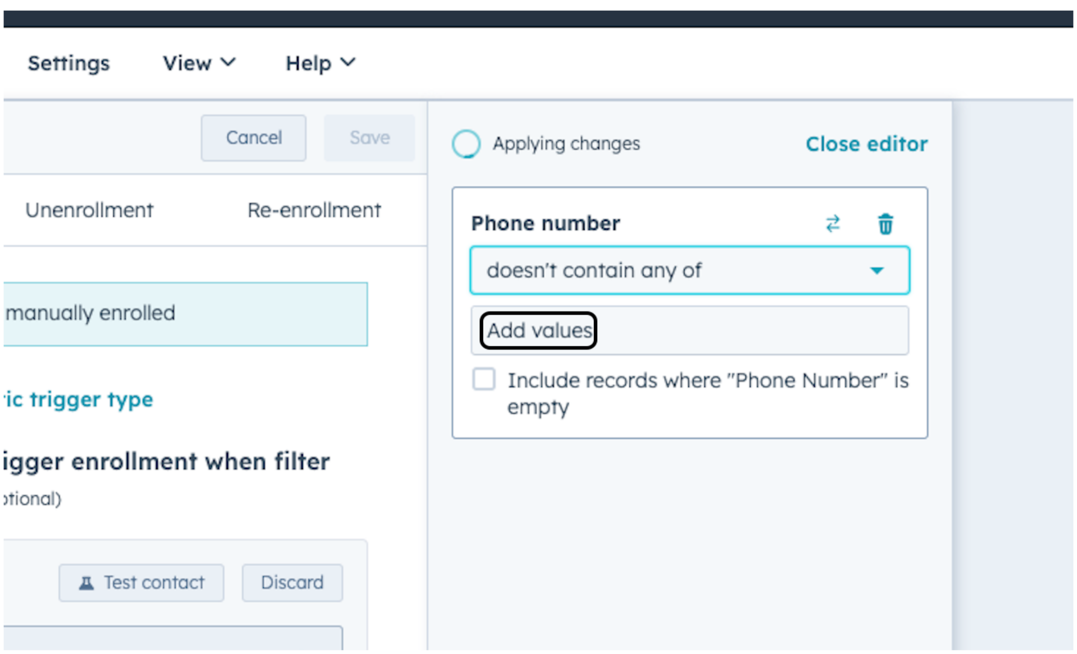
STEP 18

## Click on doesn't contain any of



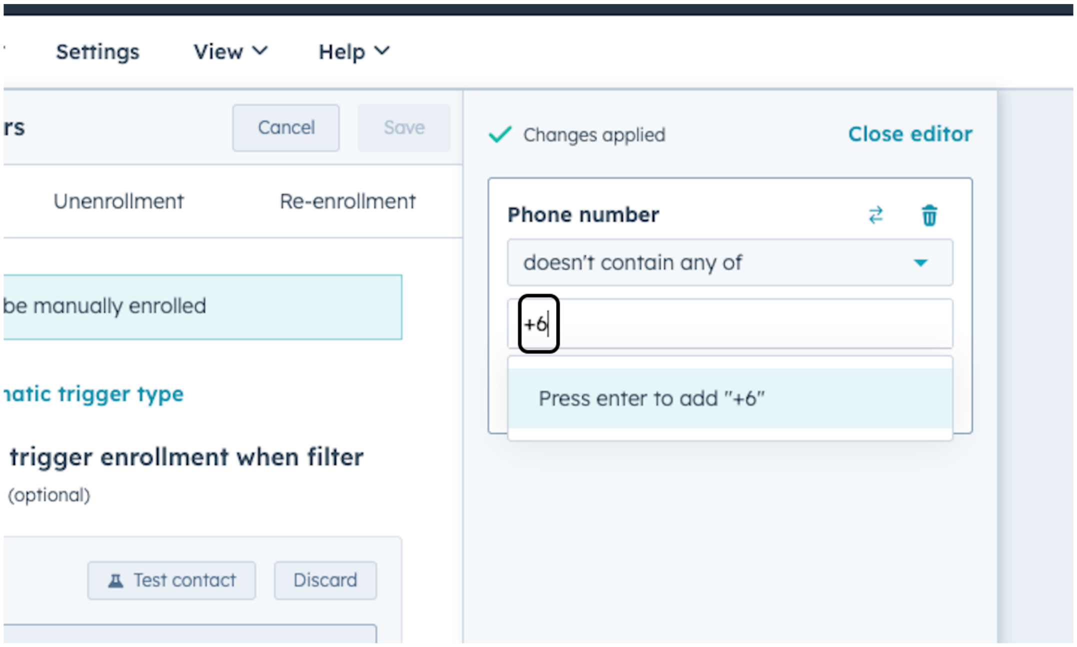

STEP 19

## Click on Add values



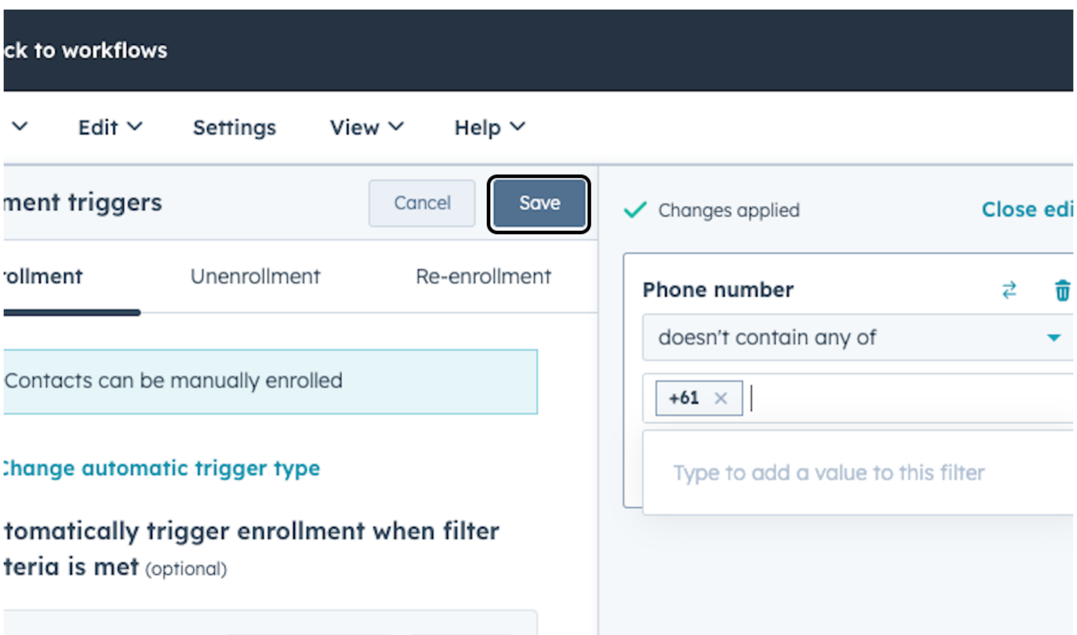
STEP 20

## Type "+61"



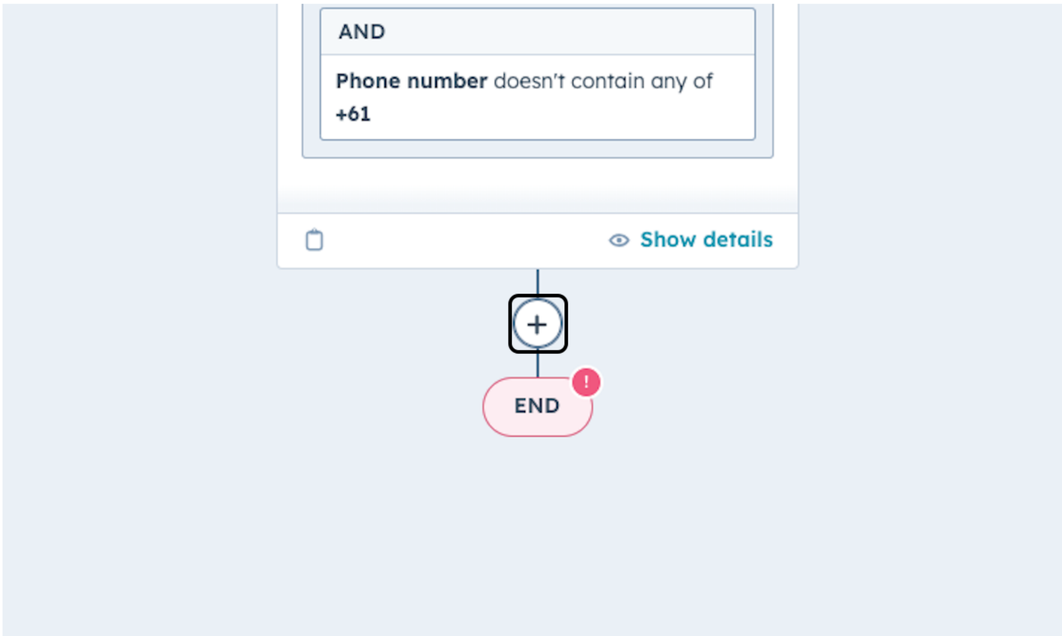

STEP 21

## Click on Save



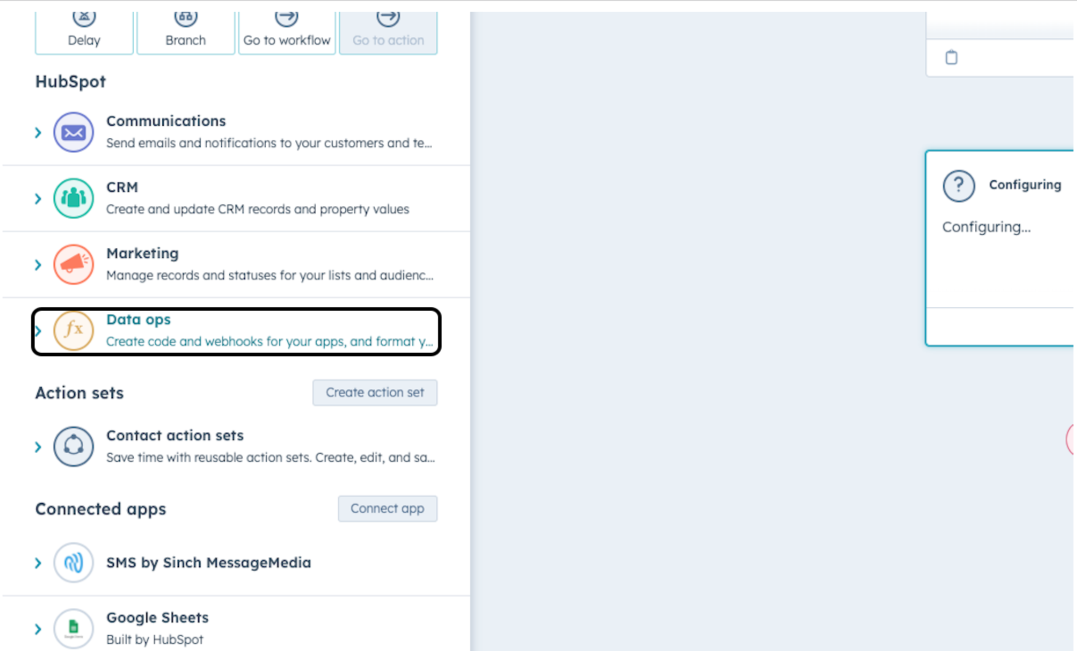
STEP 22

## Click on Add new action



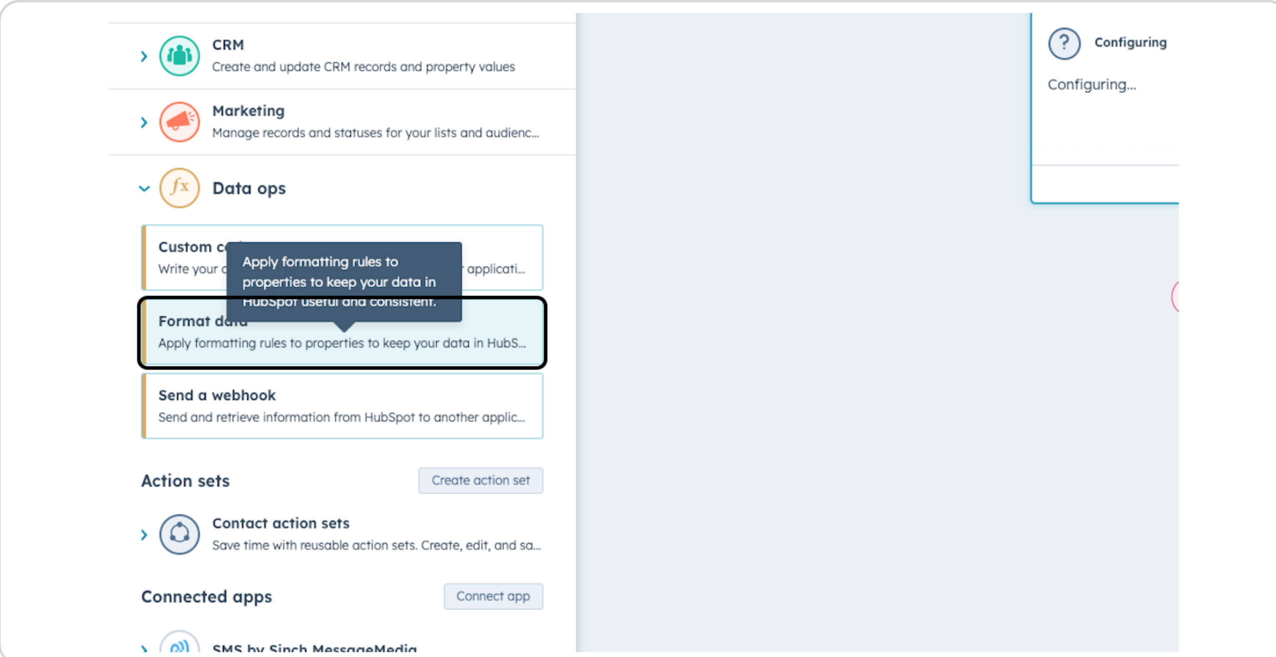

STEP 23

## Click on Data ops...



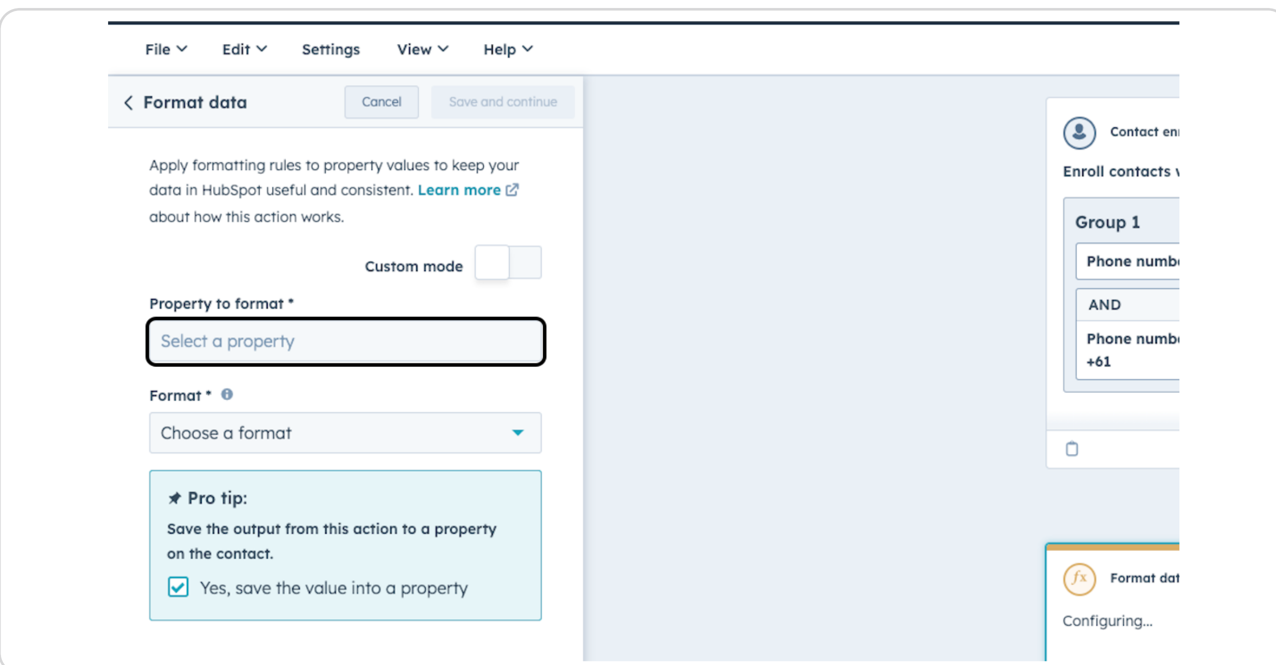
STEP 24

## Click on Format data...



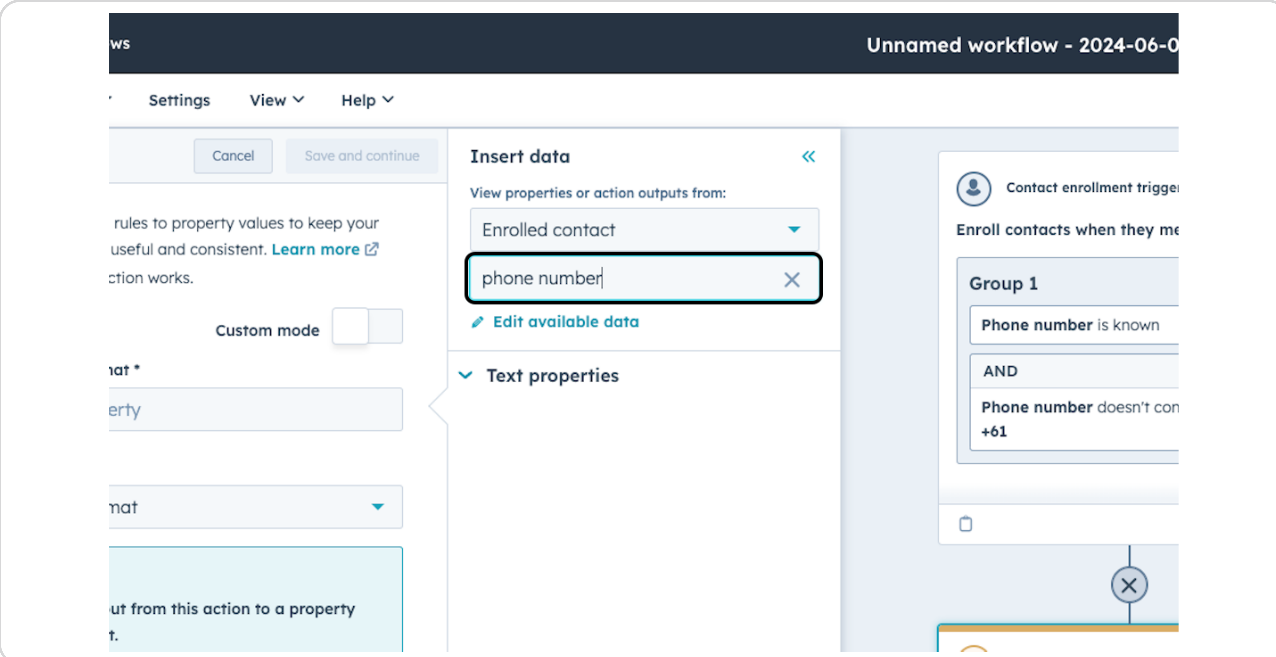

STEP 25

## Click on Select a property



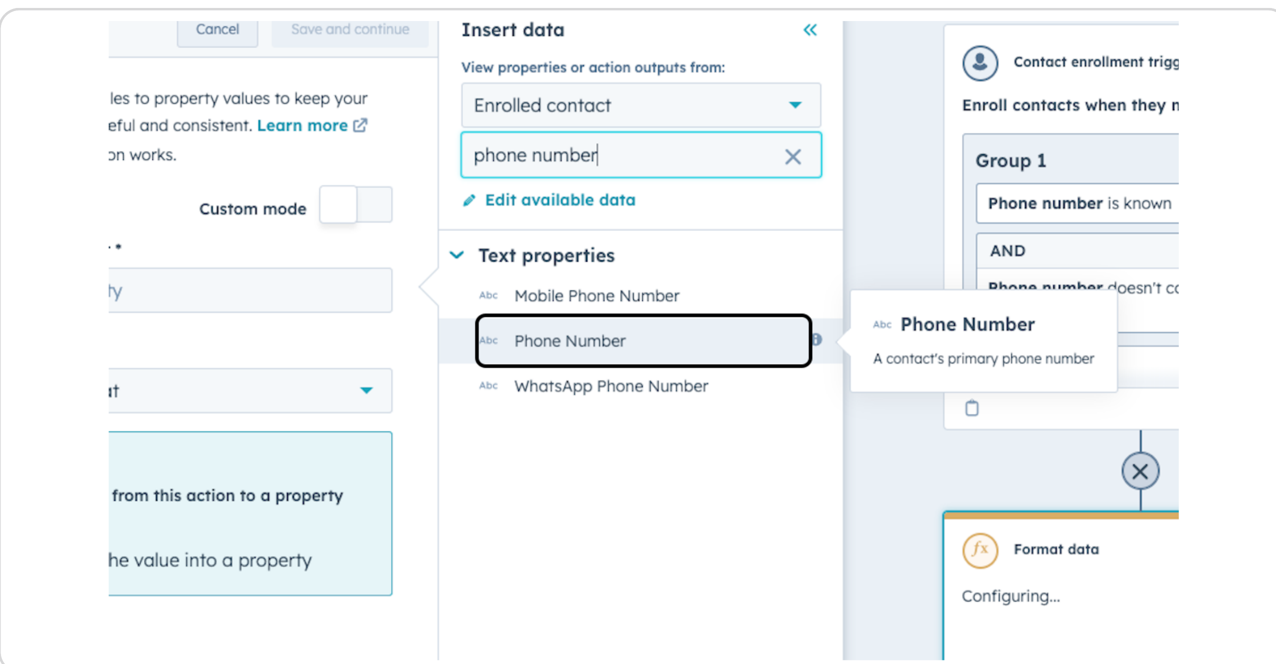
STEP 26

## Type "phone number"



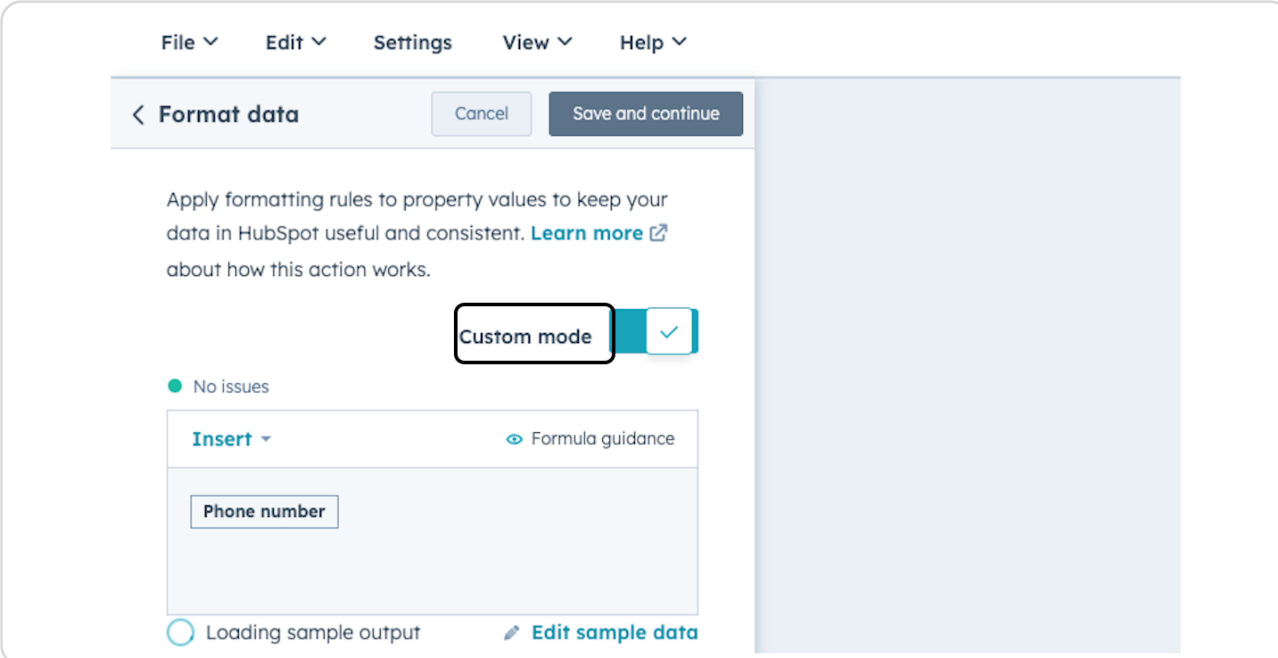

STEP 27

## Click on Phone Number



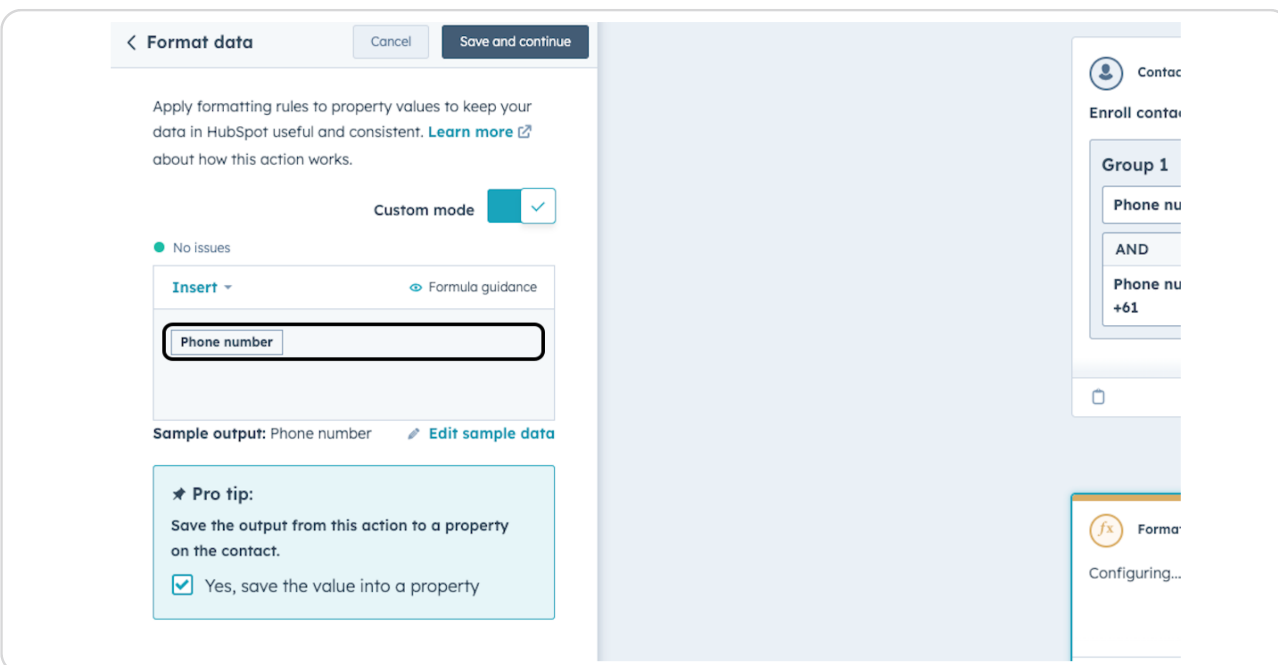
STEP 28

## Check Custom mode



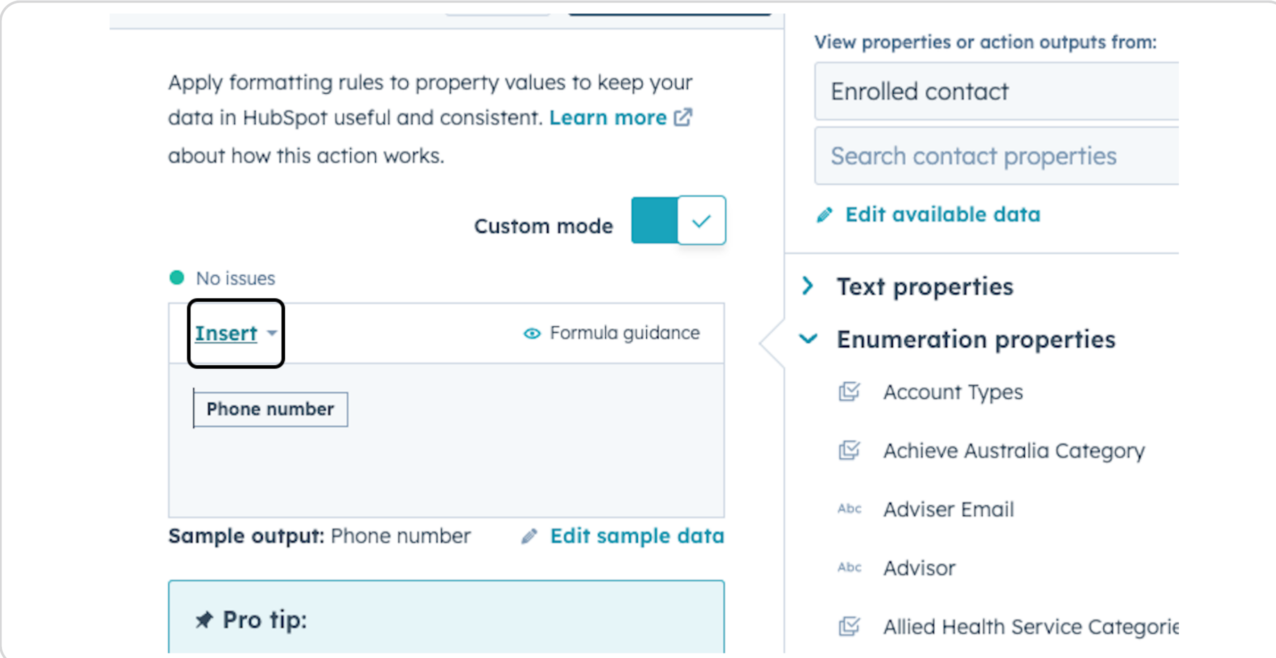

STEP 29

## Click on Phone number



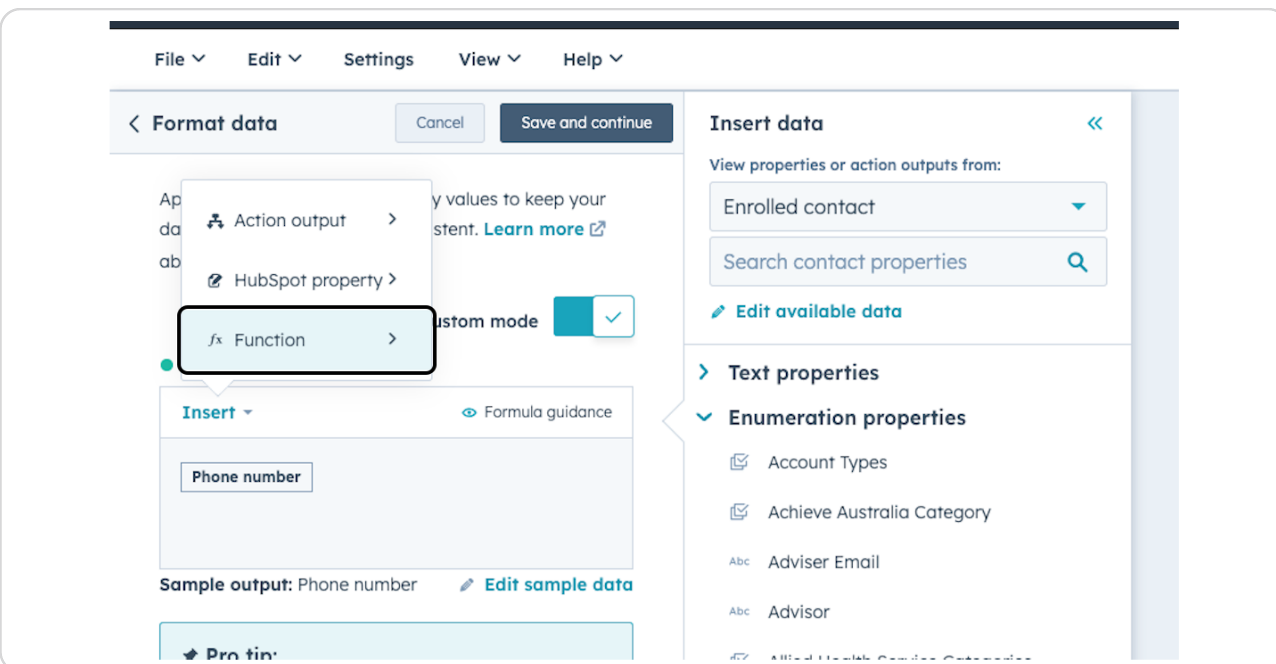
STEP 30

## Click on Insert



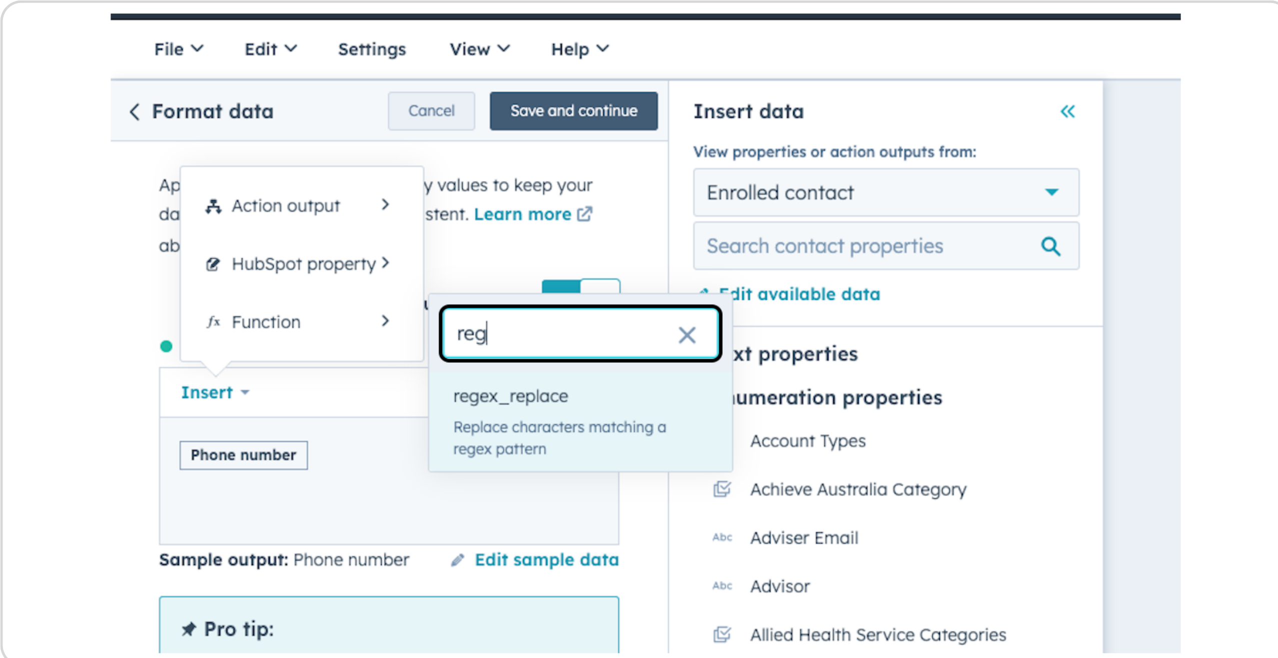

STEP 31

## Click on Function



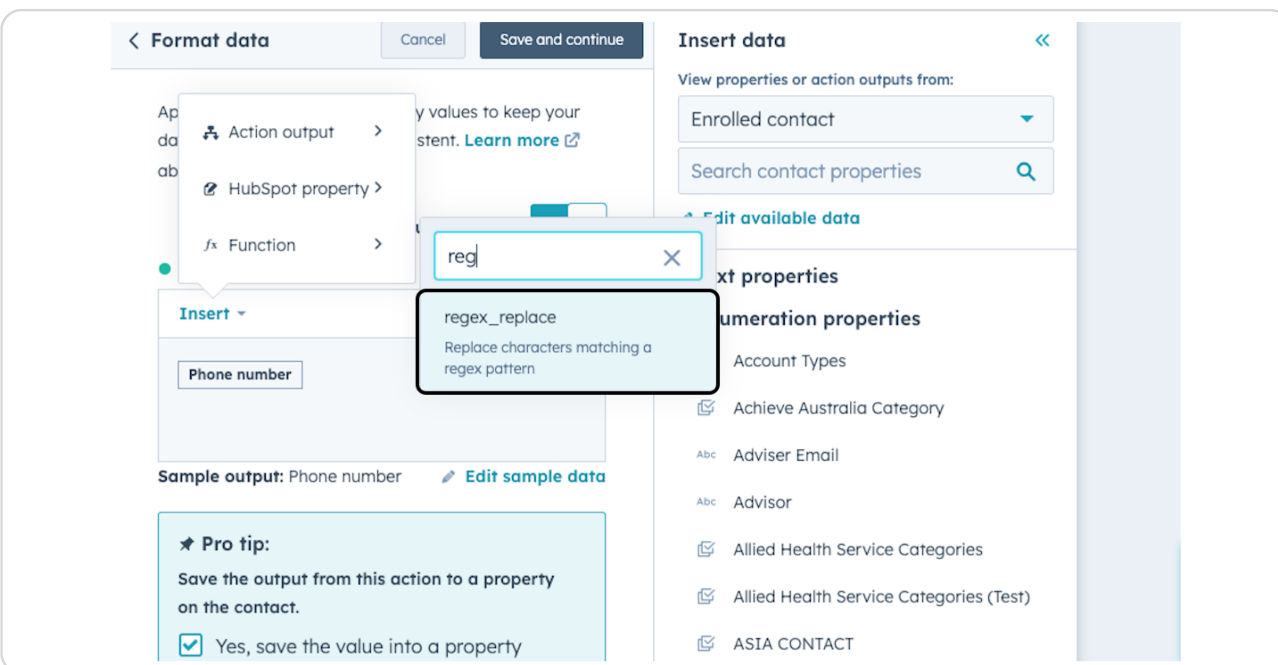
STEP 32

## Type "reg"



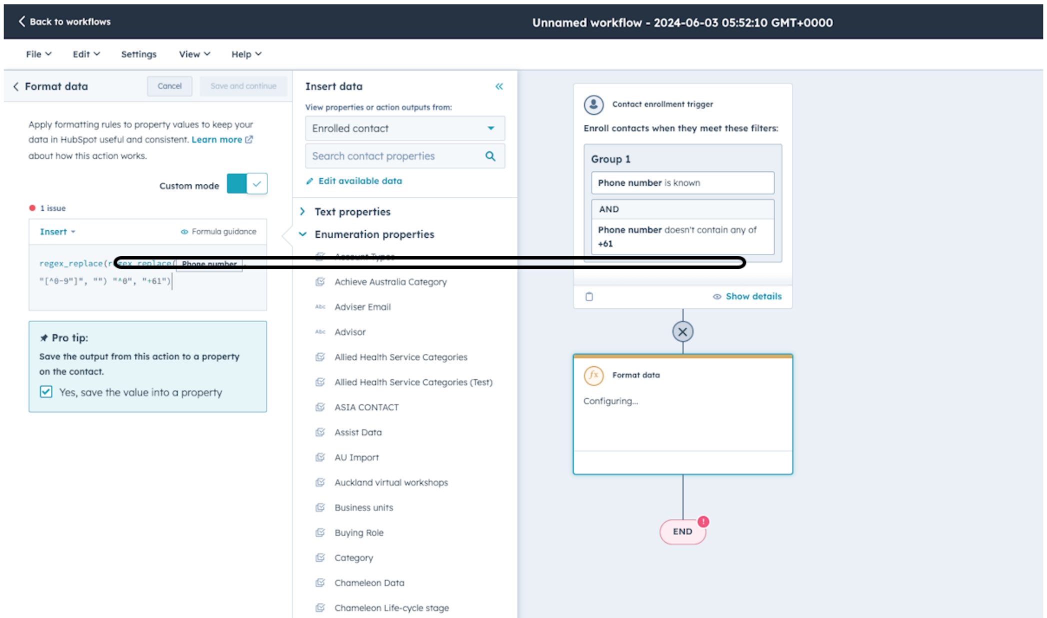

STEP 33

## Click on regex_replace...



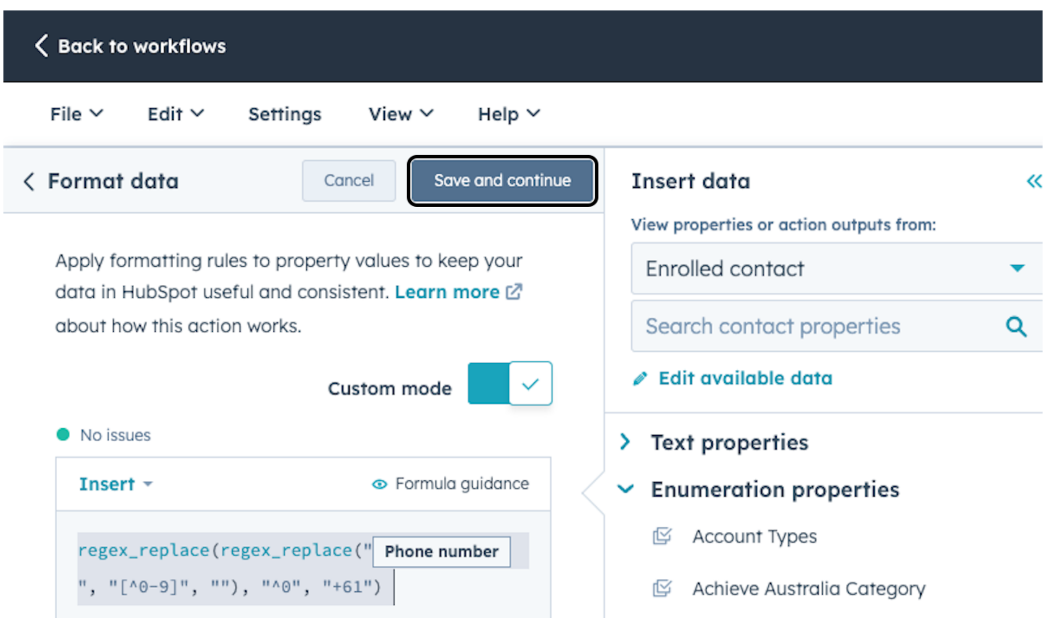
STEP 34

## Type regex_replace(regex_replace([PhoneNumber], "[^0-9]", ""), "^0", "+61")



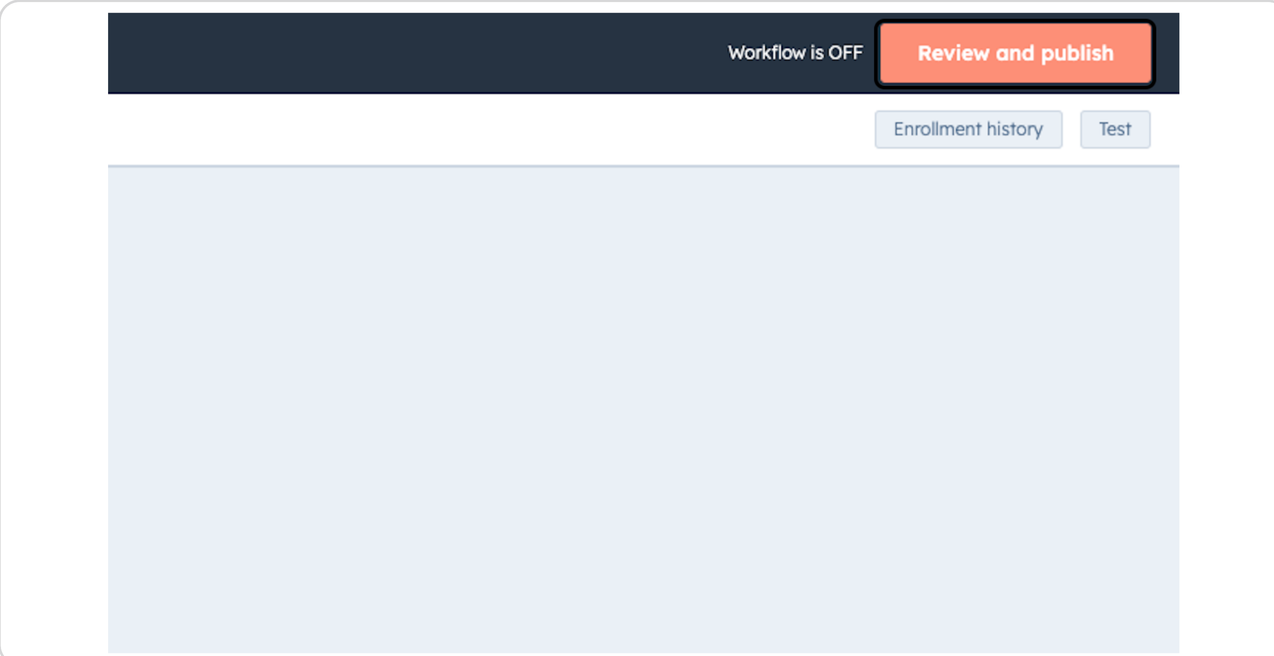
STEP 35

## Click on Save and continue



STEP 36

## Click on Review and publish




STEP 37

## Click on Turn on workflow