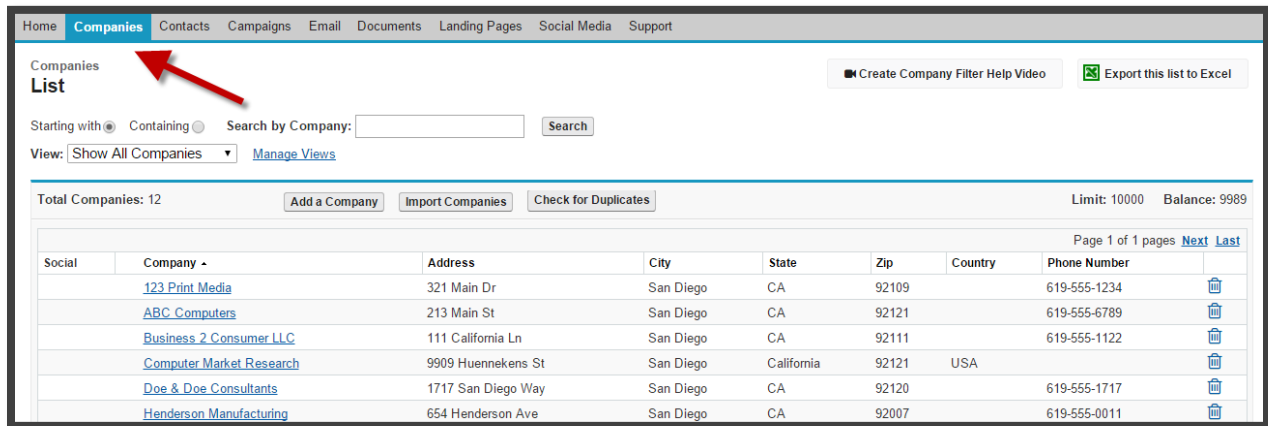


How To Import Companies

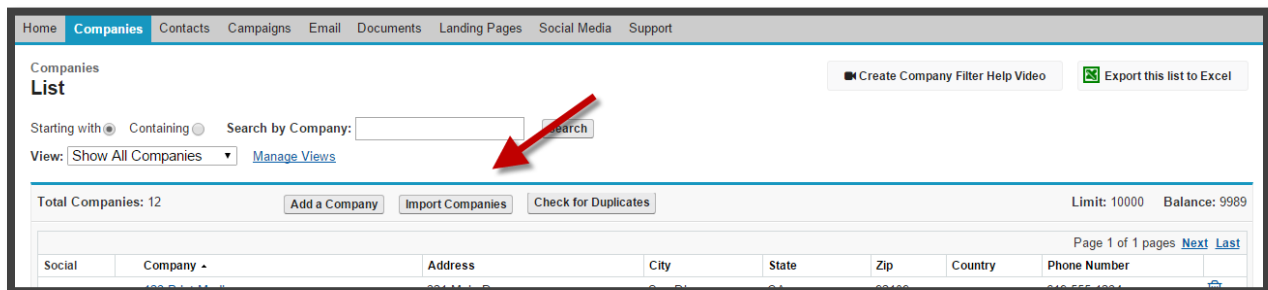
1) Click Companies on the menu bar.



The screenshot shows the top navigation bar of the MioDatos application. The 'Companies' tab is highlighted in blue and has a red arrow pointing to it. Other tabs include Home, Contacts, Campaigns, Email, Documents, Landing Pages, Social Media, and Support. Below the navigation bar, the 'Companies List' page is visible, featuring a search bar, a 'View' dropdown set to 'Show All Companies', and a table of company records. The table has columns for Social, Company, Address, City, State, Zip, Country, and Phone Number. The first few rows of the table are:

Social	Company	Address	City	State	Zip	Country	Phone Number
	123 Print Media	321 Main Dr	San Diego	CA	92109		619-555-1234
	ABC Computers	213 Main St	San Diego	CA	92121		619-555-6789
	Business 2 Consumer LLC	111 California Ln	San Diego	CA	92111		619-555-1122
	Computer Market Research	9909 Huennekens St	San Diego	California	92121	USA	
	Doe & Doe Consultants	1717 San Diego Way	San Diego	CA	92120		619-555-1717
	Henderson Manufacturing	654 Henderson Ave	San Diego	CA	92007		619-555-0011

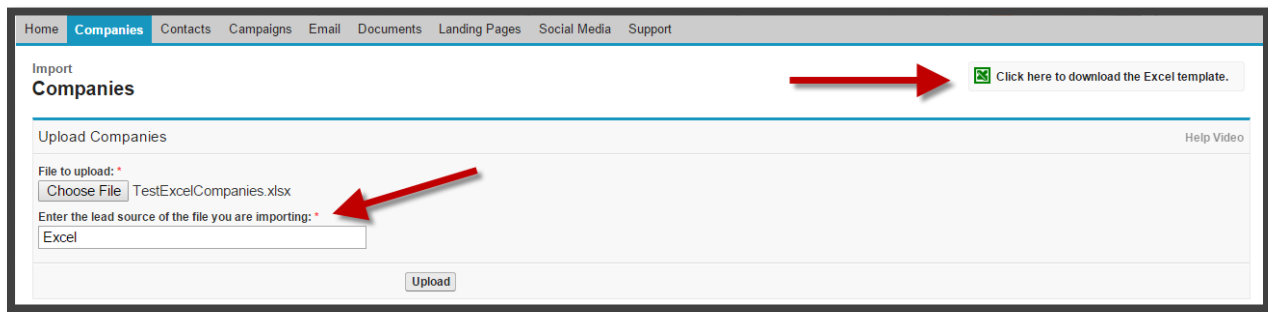
2) Click Import Companies.



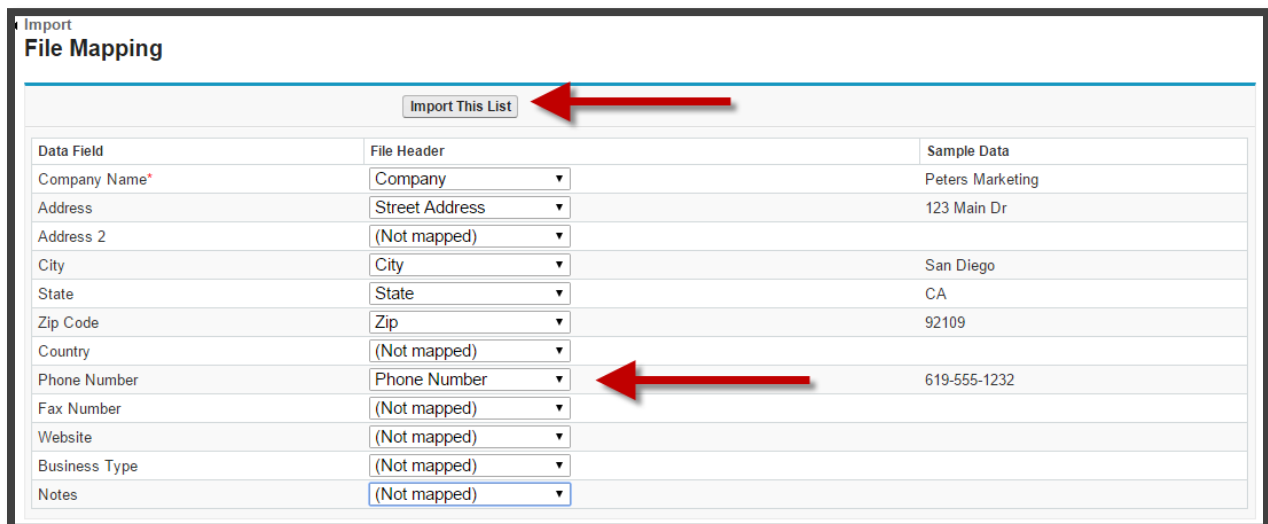
The screenshot shows the same 'Companies List' page as in the first image. A red arrow points to the 'Import Companies' button, which is located in the top right area of the page, next to 'Add a Company' and 'Check for Duplicates' buttons. The rest of the page content, including the search bar and the table of company records, is identical to the first screenshot.

3) Choose the file to upload and assign a lead source for the file you are importing.

Note: This is to import a large list of companies to the database from an Excel spreadsheet. The company importer will use fields from your spreadsheet to populate each data field, but if you would like to use our Excel template, you can download this by clicking “Click here to download the Excel template” in the upper right-hand corner.



4) Choose Data Fields based on the File Headers from your excel spreadsheet. These will auto populate, but you may find that some are missing. Check data fields for accuracy, and then click Import This List.





5) Once your list has successfully been imported, you can choose to upload another file, or view your company list.

Import
File Mapping [View Company List](#)

File Row Count: 10 | Rows Imported: 10
Companies Created: 10 | Companies Updated: 0 |
Duplicate Companies: 0

[Upload Another File](#)

Imported	Status	Company Name	City	State	Country
Yes	Imported	Peters Marketing	San Diego	CA	
Yes	Imported	Consumer 2 Business	San Diego	CA	
Yes	Imported	Landscapers R Us	San Diego	CA	
Yes	Imported	Publishers Development	San Diego	CA	
Yes	Imported	Marketing Central	San Diego	CA	
Yes	Imported	Computer Software Co	San Diego	CA	
Yes	Imported	Administrative Assistance	San Diego	CA	

6) Click View Company List to view complete contact list with imports added in.

Companies
List [Create Company Filter Help Video](#) [Export this list to Excel](#)

Starting with Containing Search by Company:

View: [Manage Views](#)

Total Companies: 22 Limit: 10000 Balance: 9979

Page 1 of 1 pages [Next](#) [Last](#)

Social	Company	Address	City	State	Zip	Country	Phone Number	
	123 Print Media	321 Main Dr	San Diego	CA	92109		619-555-1234	
	ABC Computers	213 Main St	San Diego	CA	92121		619-555-6789	
	Administrative Assistance	789 Coffee St	San Diego	CA	92120		619-555-8911	
	Ballpoint Pen Co	519 Solana St	San Diego	CA	91901		619-555-1415	
	Business 2 Consumer LLC	111 California Ln	San Diego	CA	92111		619-555-1122	