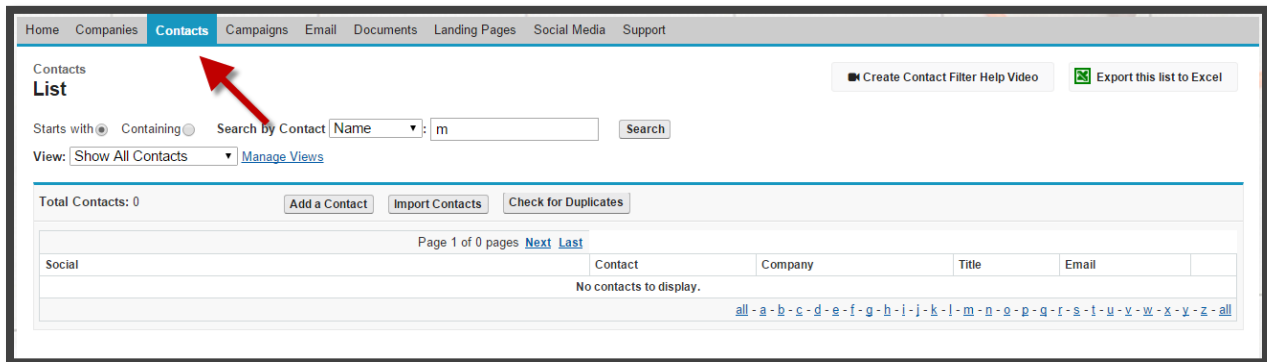
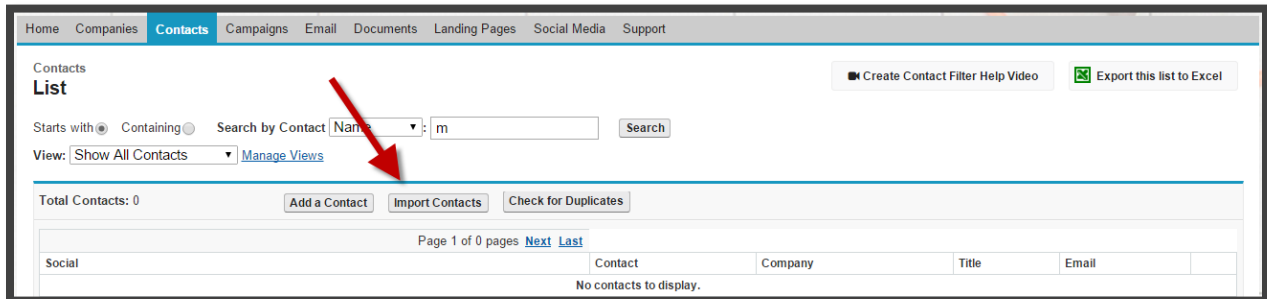


# How To Import New Contacts

1) Click Contacts on the menu bar.

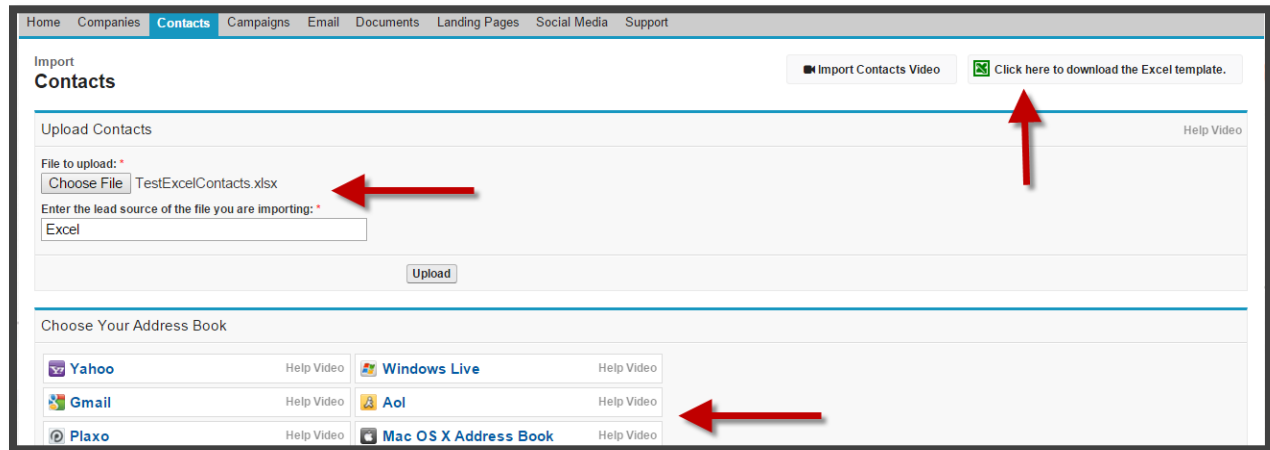


2) Click Import Contacts.



- 3) Choose the file to upload and assign a lead source for the file you are importing. You can also choose to import contacts from an address book by clicking one of the links below.

*Note: This is to import a large list of contacts to the database from an Excel spreadsheet. The contact 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.*



The screenshot shows the 'Import Contacts' page in the MioDatos application. The page has a navigation bar at the top with links for Home, Companies, **Contacts**, Campaigns, Email, Documents, Landing Pages, Social Media, and Support. Below the navigation bar, the page title is 'Import Contacts'. In the top right corner, there are two links: 'Import Contacts Video' and 'Click here to download the Excel template.' (indicated by a red arrow). The main section is titled 'Upload Contacts' and contains a 'File to upload:' field with a 'Choose File' button and the filename 'TestExcelContacts.xlsx' (indicated by a red arrow). Below this is a text input field for 'Enter the lead source of the file you are importing:' with the value 'Excel' and an 'Upload' button. The bottom section is titled 'Choose Your Address Book' and lists several options: Yahoo, Gmail, Plaxo, Windows Live, AOL, and Mac OS X Address Book, each with a 'Help Video' link (indicated by a red arrow).

- 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.

Import  
**File Mapping**

Filter Duplicates

Data Field	File Header	Sample Data
Company	Company	123 Print Media
First Name*	First Name	Joe
Last Name*	Last Name	Bloggs
Middle Name	(Not mapped)	
Salutation	(Not mapped)	
Initials	(Not mapped)	
Email	Email	jbloggs@123media.com
Title	Title	
Phone Type	(Not mapped)	
Phone Number	Phone Number	619-555-1234
Fax Number	(Not mapped)	
Address	Street Address	321 Main Dr
Address 2	Suite	
City	City	San Diego
State	State	CA
Country	(Not mapped)	
Zip Code	Zip	92109
Notes	(Not mapped)	
Description	(Not mapped)	



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

Import [View Contact List](#)

**File Mapping**

[View Contact List](#)

File Row Count: 13 | Rows Imported: 13  
Contacts Created: 13 | Contacts Updated: 0 | Duplicate Contacts: 0

Imported	Status	Company	First Name	Last Name	Email	Title
Yes	Imported	123 Print Media	Joe	Bloggs	jbloggs@123media.com	
Yes	Imported	ABC Computers	Allen	Betancourt	a.betancourt@abccomp.com	President
Yes	Imported	ABC Computers	Melissa	Stewart	m.stewart@abccomp.com	Vice President
Yes	Imported	Business 2 Consumer LLC	Fred	Downs	f.downs@b2cllc.com	
Yes	Imported	Doe & Doe Consultants	Jane	Doe	jane@doendoeco.com	Marketing Manager
Yes	Imported	Henderson Manufacturing	John	Henderson	john.henderson@hendersonman.com	Project Manager
Yes	Imported	Henderson Manufacturing	Jane	Henderson	jane.henderson@hendersonman.com	Project Manager Assistant
Yes	Imported	John Doe Publishing	John	Doe	doe@johndoepepubs.com	
Yes	Imported	Learn2Resell	Marshall	Mathers	mmathers@l2resell.net	Sales
Yes	Imported	Learn2Resell	Randal	Reseller	rreseller@l2resell.net	Social Media Consultant
Yes	Imported	Marketers Anonymous	Jessica	Downy	jdowny@marketanony.com	Marketing Manager
Yes	Imported	Smith & Sons Co	Freida	Smith	fsmith@smithsonscos.com	Legal Aid
Yes	Imported	Smith Marketing	Mark	Smith	marks@smithmarketing.com	Marketing Assistant



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

Home Companies **Contacts** Campaigns Email Documents Landing Pages Social Media Support

Contacts Create Contact Filter Help Video Export this list to Excel

List

Starts with  Containing  Search by Contact Name  Search

View:  [Manage Views](#)

Total Contacts: 15

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

Social	Contact	Company	Title	Email	
	<a href="#">Allen Betancourt</a>	ABC Computers	President	a.betancourt@abccomp.com	
	<a href="#">Fred Downs</a>	Business 2 Consumer LLC		f.downs@b2cllc.com	
	<a href="#">Freida Smith</a>	Smith & Sons Co	Legal Aid	fsmith@smithsonsc.com	
	<a href="#">Jane Doe</a>	Doe & Doe Consultants	Marketing Manager	jane@doendoeco.com	
	<a href="#">Jane Henderson</a>	Henderson Manufacturing	Project Manager Assistant	jane.henderson@hendersonman.com	
	<a href="#">Jessica Downy</a>	Marketers Anonymous	Marketing Manager	jdowny@marketanony.com	
	<a href="#">Joe Bloggs</a>	123 Print Media		jbloggs@123media.com	
	<a href="#">John Doe</a>	John Doe Publishing		doe@johndoebooks.com	
	<a href="#">John Henderson</a>	Henderson Manufacturing	Project Manager	john.henderson@hendersonman.com	
	<a href="#">Mark Smith</a>	Smith Marketing	Marketing Assistant	marks@smithmarketing.com	
	<a href="#">Marshall Mathers</a>	Learn2Resell	Sales	mmathers@l2resell.net	
	<a href="#">Melissa Stewart</a>	ABC Computers	Vice President	m.stewart@abccomp.com	
	<a href="#">Randal Reseller</a>	Learn2Resell	Social Media Consultant	reseller@l2resell.net	