



Importing Contacts

If you have an existing database of contacts that you want to import to your Business Center Contact Manager, you can easily import it into any folder as long as the file is in standard database (.mdb, .dbf, or .csv) format.

To import an existing database file:

1. Click on the “Contacts” tab.
2. In the top bar, click on “Tools ▼” and select “Import Contacts...” An “Import Wizard” form will now appear.
 - a. **Step 1** - Enter the local path of the file you wish to import, or click on the “Browse” button and locate the file via the “Choose File” window if you are unsure of its location.
 - b. **Step 2** - Click on the “Next” button once you have located the file to be imported.
3. The Import Wizard will attempt to match as many columns of your database with the available fields in your Contact Manager as possible. All matched information will appear at the bottom of the window:
 - a. To match the remaining items, click on any item in the “Imported Fields” list and match it with an item in the “Business Center Fields” list. Click on “Apply Matching” when you are done. The matched pair will appear in the “Matched Fields” section.
 - b. To un-match pairs in the “Matched Fields” area, click on a pair of items and then click on the “Remove Matching” button. Both items will appear at the bottom of the respective lists in the “Non-matched Fields” section.
4. Once you are satisfied with the field matching, select the folder in which you want your contacts to appear by clicking on the “Browse” button adjacent to “Import to folder:”
5. Click on the “Import” button.

The system will tell you how many records were successfully imported into the chosen folder.

Note: If you attempt to import improper data into a Business Center field (example: you match a phone number column from your database with the E-mail Address field of your Business Center) the information will be imported into the Notes area of the Contact Record.