

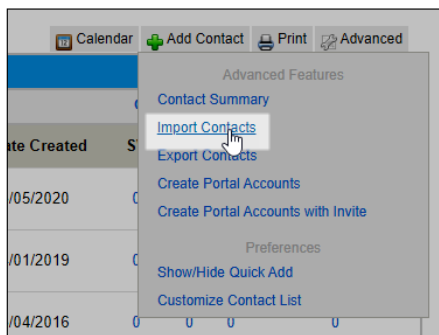
BEACHESMLS

How to Import and Export Contacts in Flexmls


Import Contacts into Flexmls

If you have contacts in an address book in another program, you can import them into Contact Management in Flexmls.

1. First, export the contacts from the other program into a file. Each contact record must contain either a Full Name field or both First Name and Last Name fields, or contacts cannot be imported.
2. Click **Contact Management** under Contacts on the menu.
3. In the upper right corner of the page, hover over the **Advanced** button, then click **Import Contacts**.



4. Click the **Choose File** button to select the file where your contacts' information is stored. Select a delimiter of Comma, Tab, or Pipe. For example, if you are importing a .csv (comma-separated values) file, select Comma as the delimiter.

 Upload Address Book to flexmls Web Contacts

Addressbook File No file chosen

Delimiter

Click **Upload File**.

5. On the mapping page, match imported data to fields in Flexmls. Unmapped data will not be imported. The example below shows the mapping between some imported fields and Flexmls fields.

Discard first record (Column Headers)

Field #	Imported Values	Maps To
Import Field #1	First Name Aaron	Contact First Name
Import Field #2	Last Name Anson	Contact Last Name
Import Field #3	Office Phone 555444333	Office Phone
Import Field #4	Birthday 2/19/1970	Birthday
Import Field #5	Mobile phone 1234567890	Mobile Phone
Import Field #6	Email testexport@mailinator.com	Email

To exclude column headings from being imported, click **Discard first record (Column Headers)**. If you do not know if your file has header information, look at the data in the Imported Values lists. If the first row contains a description of the data and not actual contact information (also shown in the example above), you should discard the first record.



Note



Contacts in Flexmls are identified by a Display Name, which is usually the person's full name. You can map a single field to the Display Name, if available in the exported data. If no single field is available, the contact import process will combine the Contact First Name and Contact Last Name fields to create the Display Name. Contacts must have data in the mapped name fields in order to be imported. (Contacts with data missing from other mapped fields can still be imported successfully.) Contacts for whom a Display Name already exists in Flexmls will be skipped.

Click **Continue** to import contacts from the file.

6. On the Contact Import Results page, you can review the contacts that were imported.

Contact Import Results		
Display Name	Status	Information
Last Name, First Name	SKIPPED	Discard first row option checked.
Anson, Aaron	SUCCESSFULLY LOADED	
Thompson, Alan	SUCCESSFULLY LOADED	
Jones, Alex	SUCCESSFULLY LOADED	
Nelson, Alice	SUCCESSFULLY LOADED	
Banner, Bruce	SUCCESSFULLY LOADED	
Jungle, George	SUCCESSFULLY LOADED	
Doe, Jane	SUCCESSFULLY LOADED	
User, Joe	SUCCESSFULLY LOADED	
Smith, Kieko	SUCCESSFULLY LOADED	
DaVinci, Leo	SUCCESSFULLY LOADED	
Samuelson II, Sam	SUCCESSFULLY LOADED	
Jones, Thomas	SUCCESSFULLY LOADED	
Weatherman, Walter	SUCCESSFULLY LOADED	
Johnson, Zach	SUCCESSFULLY LOADED	

Processing Complete

 Print Report  Done

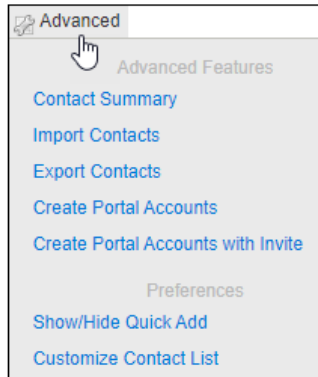
7. Select either **Print Report** or **Done** to exit the page. Your contacts will be available in Contact Management.

Export Contacts

Menu > Contact Management > Advanced Menu > Export Contacts

▼ Advanced Menu (Contacts)

Click **Advanced** on the Contact Management page to view additional options for working with contacts.



- Export your contact information into a comma-separated values (.csv) file.