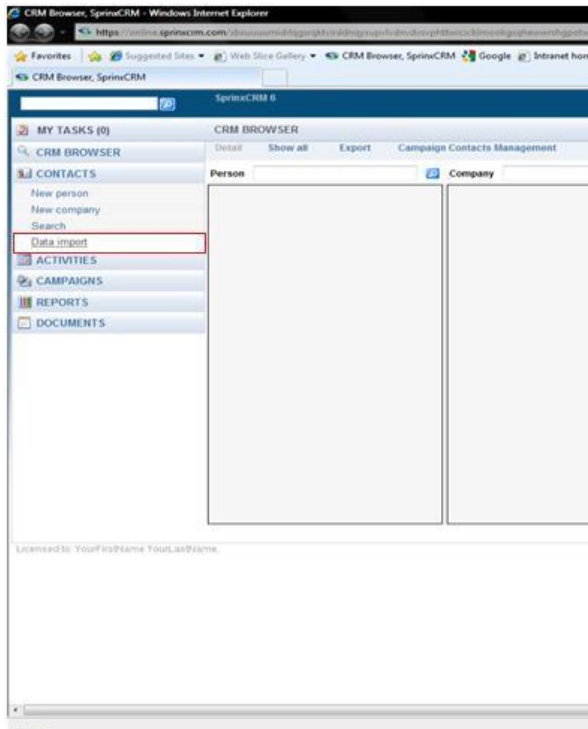




SprinxCRM

How to import contacts into a campaign

- 1) Open your SprinxCRM and go to Contacts in the left panel
- 2) Open Data import page, click Contacts -> Data Import



- 3) Select Import type: Campaign – User mapping
- 4) Select xls import file with your contacts
- 5) Display mapping of your data columns onto Campaign, click Do mapping

A screenshot of the 'Sprinx CRM data import' dialog box. The dialog has a title bar with 'Sprinx CRM data import' and buttons for 'Import', 'Cancel', and 'Close'. Below the title bar is a section titled 'Procedure for contact import' with a list of instructions: 1. Insert contacts into your import file. For more details check 'How to import data' guidelines, 'import contacts from MS Outlook', 'import contacts from xls file', 'import contacts into campaign'. Attention: Please, note if you want to import company related data then you have to leave columns first name and last name empty. Otherwise import wizard will consider it as person related data and will create a new person in CRM. Note: download xls import template file here. 2. Use the Select button to upload import file. 3. Use the Preview button to preview mapping logic and check the file content. 4. Use the Import button to import data into SprinxCRM. At the bottom of the dialog, there is a form with 'Import type:' set to 'Campaign - User mapping', 'Imported file:' with the path 'C:\Users\zoth\Documents\Temp' and a 'Select' button, and a 'Do mapping' button.

6) Create mapping and preview data, click Preview

Sprinx CRM data import

Import Cancel Close

Procedure for contact import

1. Insert contacts into your import file. For more details check „How to import data“ [guidelines](#), ["import contacts from MS Outlook"](#), ["import contacts from xls file"](#), ["import contacts into campaign"](#).
Attention: Please, note if you want to import company related data then you have to leave columns first name and last name empty. Otherwise import wizard will consider it as person related data and will create a new person in CRM.
 Note: [download xls import template file here](#)
2. Use the Select button to upload import file.
3. Use the Preview button to preview mapping logic and check the file content.
4. Use the Import button to import data into SprinxCRM.

Import type: Campaign - User mapping Imported file: Select Preview

Imported items:	Items in CRM:	Mapped items:
Company	ICO	Company->Company
VAT ID	DIC	Street->Street
Street	ZipCode	City->City
City	Phone	Country->Country
ZIP code	MobilePhone	FAX->Fax
Country	Email	
Company phone	FirstName	
Mobile phone	LastName	
FAX	TitleBefore	
company email	TitleAfter	
Contact first name	Note	
Contact last name	Source	
Comments		

Set mapping Delete

7) Select a campaign and confirm contacts import, click Import

Sprinx CRM data import

Import Cancel Close

Procedure for contact import

1. Insert contacts into your import file. For more details check „How to import data“ [guidelines](#), ["import contacts from MS Outlook"](#), ["import contacts from xls file"](#), ["import contacts into campaign"](#).
Attention: Please, note if you want to import company related data then you have to leave columns first name and last name empty. Otherwise import wizard will consider it as person related data and will create a new person in CRM.
 Note: [download xls import template file here](#)
2. Use the Select button to upload import file.
3. Use the Preview button to preview mapping logic and check the file content.
4. Use the Import button to import data into SprinxCRM.

Import type: Campaign - User mapping Imported file: Select Preview

Campaign: invitation letter

Company	ICO	DIC	Street	City	Zip Code	Country	Phone	Mobile Phone	Fax	Email	First Name	Last Name	Title Before	Title After	Note	Source
Sprinx Systems, LLC			1901 Avenue of the Stars, Suite 1900	Los Angeles		CA	(+1)-888-847-CRM8			sales@sprinxcrm.com	Radio	Jelinek				

8) View imported contacts in SprinxCRM

Campaign contact list, SprinxCRM

Quick tasks

CAMPAIGN CONTACT LIST

Invitation letter
 Created by: qtz User1
 Created on: 8/31/2009
 Suma totalcontacts: 7
 Budget: \$0.00
 Interest: 0 %
 Cost per lead: -
 Not contacted: 14 %
 Contact later: 0 %
 Do not contact: 86 %

Assign contacts Back
 Display contacts with states: Not contacted
 Marked contacts: Change status, Don't contact

Contact person	Company	Email	State	Description
Radio Jelinek	Sprinx Systems, LLC	sales@sprinxcrm.com	Not contacted	

CRM BROWSER

ICO	DIC	Street	City	Zip Code	Country	Phone	Mobile Phone	Fax	Email	First Name	Last Name	Title Before	Title After	Note	Source
		1901 Avenue of the Stars, Suite 1900	Los Angeles		CA	(+1)-888-847-CRM8			sales@sprinxcrm.com	Radio	Jelinek				

Licensed to: User: qtz User1