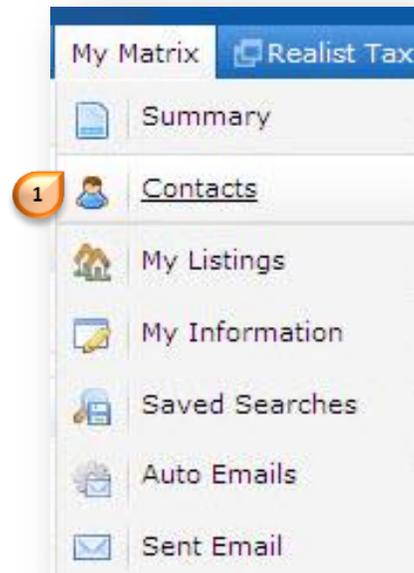
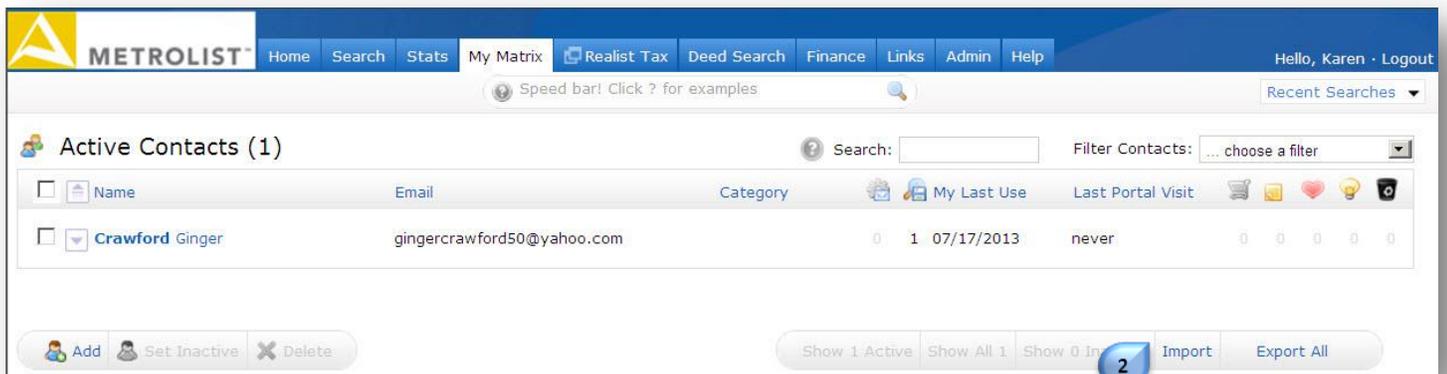


Import Contacts

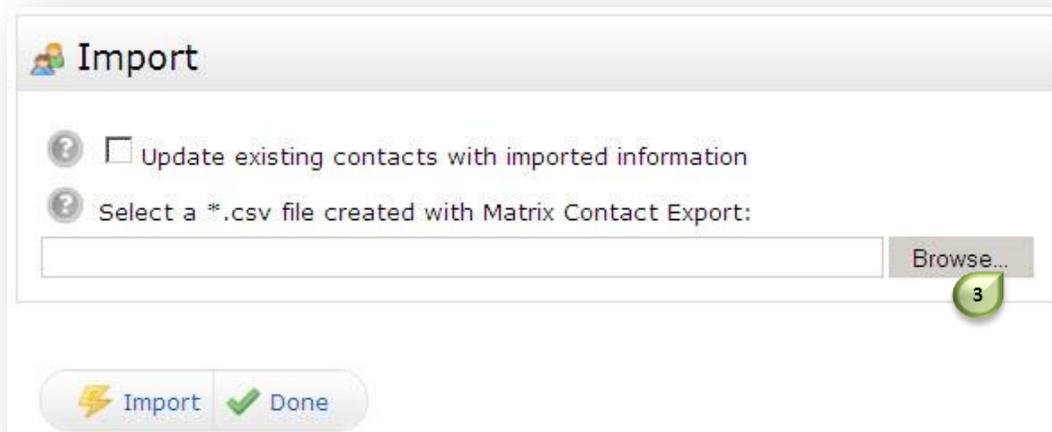
Hover over the “My Matrix” tab, select “Contacts.” 



Click “Import” 

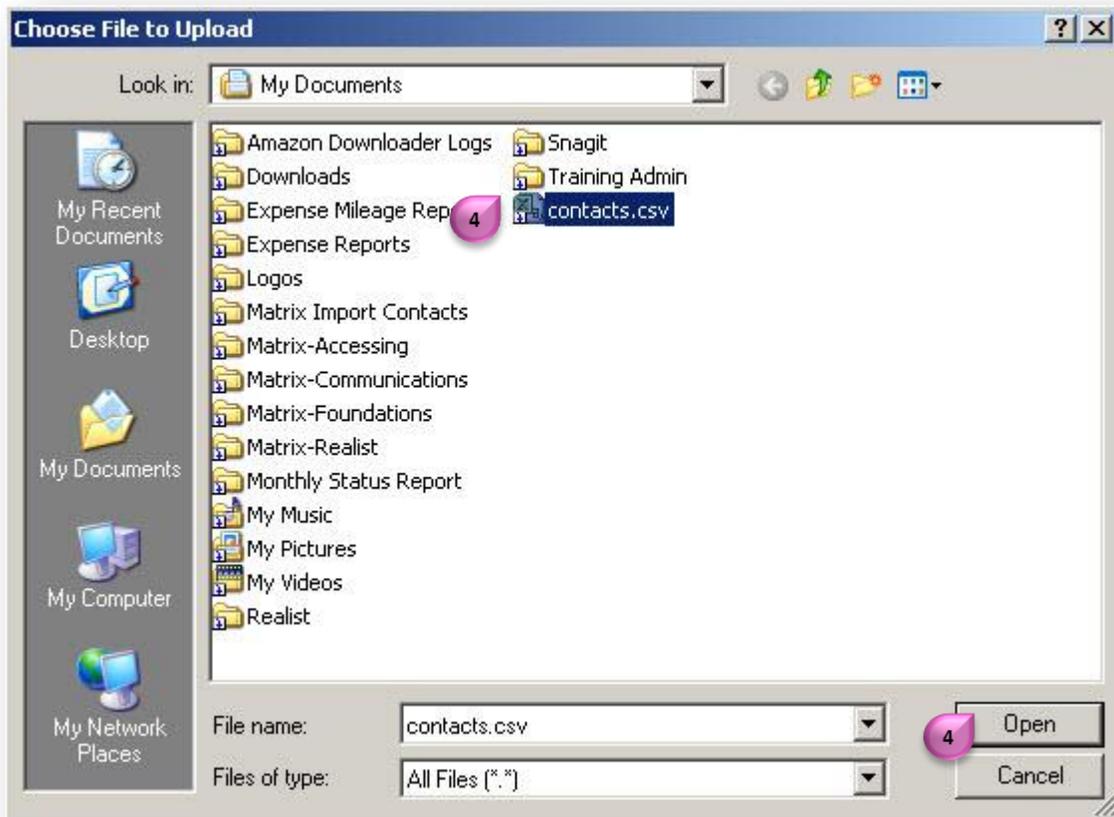

 A screenshot of the METROLIST web application interface. The top navigation bar includes 'Home', 'Search', 'Stats', 'My Matrix', 'Realist Tax', 'Deed Search', 'Finance', 'Links', 'Admin', and 'Help'. Below the navigation bar is a search bar and a 'Recent Searches' dropdown. The main content area shows 'Active Contacts (1)' with a table containing one contact: Crawford Ginger, email gingercrawford50@yahoo.com, last use 07/17/2013, and last portal visit never. At the bottom of the table, there are buttons for 'Add', 'Set Inactive', and 'Delete'. To the right, there are buttons for 'Show 1 Active', 'Show All 1', 'Show 0 In', 'Import', and 'Export All'. The 'Import' button is highlighted with a callout bubble containing the number '2'.

From the Import page, click “Browse” 

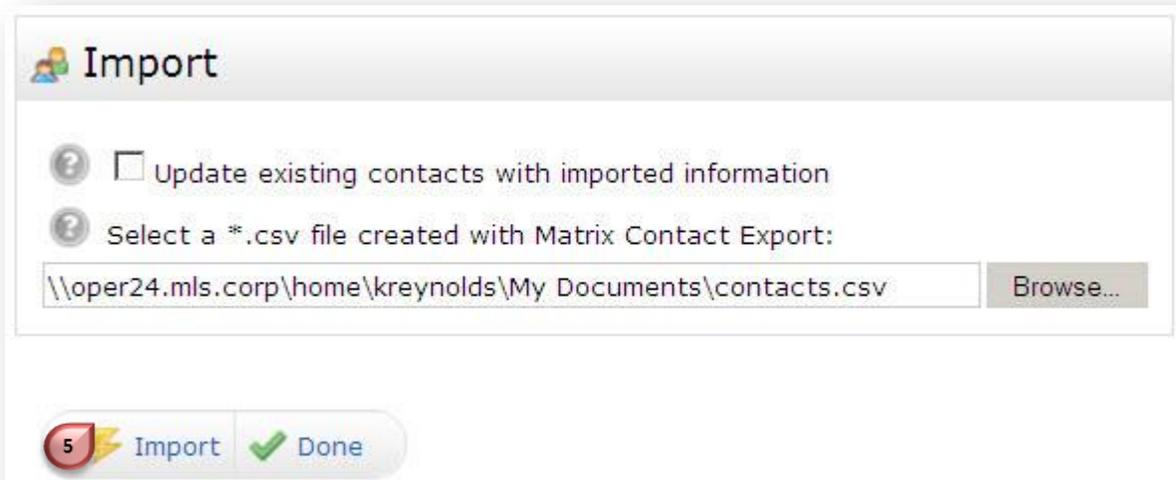

 A screenshot of the 'Import' form. The form has a title 'Import' and a checkbox labeled 'Update existing contacts with imported information'. Below the checkbox is a text input field for selecting a *.csv file, followed by a 'Browse...' button. The 'Browse...' button is highlighted with a callout bubble containing the number '3'. At the bottom of the form, there are two buttons: 'Import' and 'Done'.

Import Contacts

In the Browse window, select your ***.CSV** file and click **“Open.”** 4



The path for your selected file appears in the Select a .CSV File field, click **“Import.”** 5



Import Contacts

Contacts have Three Required Fields

1. *First Name*
2. *Last Name*
3. *Email Address*

Imported Contacts appear in three possible categories 6

6 **Contacts Added**

Deneen Patricia	patricia.deneen@inovis.com
Johnson Heidi	johnson851@gmail.com
Nangle Michael	Michael.Nangle@lexisnexis.com
Sharron Melissa	melissa.sharron@gmail.com
Smith Lisa	smit6732@bellsouth.net
Sweatt Eleanor	e.sweatt@att.net
Williamson Elai	ewilliamson@cherokeetcc.org

6 **Duplicate Contacts Not Added**

Gebhardt Jennifer
Welch Hailey

6 **Contacts with Errors Not Added**

Freeman Elizabeth	Required fields are missing: (E Mail)
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⚡ Import ✔ Done

Click **“Done”** 7

Congratulations! You have imported your Contacts into Matrix!