Pop-a-Note: How to Import a CSV file into Pop-a-Note:

		м	у Ноте Му Ассог	unt Conta	cts Notes	s Reports
Effe	ective, eas	sy e-mari and grov	k eting helps 7 your busin	you stay ess	y in touc	h
My Contacts	My Conta	acts			Click Import Co	ntacts.
My Groups	First Name:	Last Name:	Email:	Group:	• Sear	ch
Optin Form						
	Select All Deselect All	Name	Email	Status	Created	Actions

Login to PopANote.com, Go to Contacts tab, click "Import Contacts":

You will arrive at "Import Contacts Window." Click "Choose File" button:

St	ay Social. Build Business	s. My Home	My Account	Contacts	Notes	Reports
Effec	tive, easy e-m and gr	arketing ow you	j helps you busines	u stay in s	touch	
My Contacts My Groups	Import Contacts * RISMedia strictly forbids t Please click on a tab to find yo	the practice of u	ploading purchase uctions.	d email lists. *		
Optin Form Click "Choose File" but	Spreadsheet Outlo 1. If you have a sprea must contain a colu 2. To upload your .csv 'Open'. 3. Once the file is sele	dsheet of email co mm for E-Mail Add v file into Pop-a-No ected, click 'Upload	nail Yahoo ontacts, save that file resses. Optional colu ote, click 'Browse', loc d'.	(Save As) a .csv imns include first ate the file on you	file. Your spre name and last ur hard drive,	adsheet name. click
	Import File (.csv). Choose F	File No file chosen				

- Browse to the CSV file that you exported from your mail or customer service software.
- Select file by clicking it so it highlights.
- Click Open from Windows explorer.



- Click "Upload" and you will start to see the first few rows appear.
- Use the Ignore First to avoid importing the header row if your file has descriptions or titles in the first row as headers over each column.

	by choosing the number of rows you wish to ignore from the 'ignore first [#] rows' drop down menu. When you are done, click 'import'. Select "1" to avoid importing the first row since it							
	Ignore first 1 💌 row(s) Impor	t					
This is a header row.					[•		
No need to import it.	email	first	last	group	Street1	Street2		
	pdisalvo+test1@rismed	Peter	Tester1	Current Buyers			_	
	pdisalvo+test2@rismed	Peter	Tester2	Current Buyers				
	pdisalvo+test3@rismed	Peter	Tester3	Past Clients				
	pdisalvo+test4@rismed	Peter	Tester4	Past Clients				
	pdisalvo+test5@rismed	Peter	Tester5	Current Buyers				
	a distant a stand of sources	Color.	Tester	Deat Officials				

- Identify the First Name, Last Name and the Email address of client.
- If client has more than one email address be sure to only select ONE column.

Email 🚩 💌	First Name 💌				
email	first	Email 🚽	group	Street1	Street2
disalvo+test1@rismed	Peter	First Name	Current Buyers		
odisalvo+test2@rismed	Peter	Group	Current Buyers		
pdisalvo+test3@rismed	Peter	Tester3	Past Clients		
odisalvo+test4@rismed	Peter	Tester4	Past Clients		
odisalvo+test5@rismed	Peter	Tester5	Current Buyers		
pdisalvo+test6@rismed	Peter	Tester6	Past Clients		
pdisalvo+test5@rismed pdisalvo+test6@rismed	Peter Peter Columns in C In this file the	Tester5 Tester6 SV files vary - y first column con	Current Buyers Past Clients ours may not le tains email addr	ook like this. eses. Choose MN CAN BE II	e "Email" from 1
	Selection Dox	to identify it. TO			
	NOTE: You m	ay need to use th	ne scroll bar to n	ove left and	right to see colum

Hint: You may need to use the scroll bar in bottom of window to scroll to the right or left to find the first, last, or email column.

Hint: Skip the columns that you do not need – just leave the selector blank.

(Continued)



When all fields are identified click "Import."

Pop-a-Note will de-duplicate during import. Contacts will not be added twice. You can import another list in the future without fear of adding a contact twice.

When you are done, click	k 'Import'.		 All fields are identified, click import. 				
Ignore first 1 🔽 row(s		rt i					
Email 💌	First Name 💌	Last Name 💌	Group * 💌			•	
email	first	last	group	Street1	Street2		
pdisalvo+test1@rismed	Peter	Tester1	Current Buyers				
pdisalvo+test2@rismed	Peter	Tester2	Current Buyers				
pdisalvo+test3@rismed	Peter	Tester3	Past Clients				
pdisalvo+test4@rismed	Peter	Tester4	Past Clients				
pdisalvo+test5@rismed	Peter	Tester5	Current Buyers				
pdisalvo+test6@rismed	Peter	Tester6	Past Clients				
Usir	ng GROUP is opt	ional.					

See other instructions about assigning contacts to a Group during import.