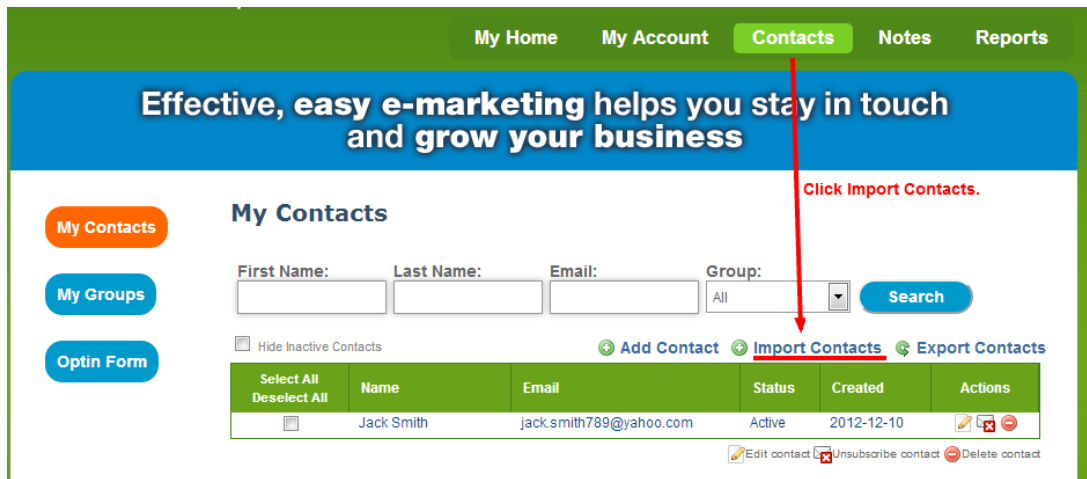
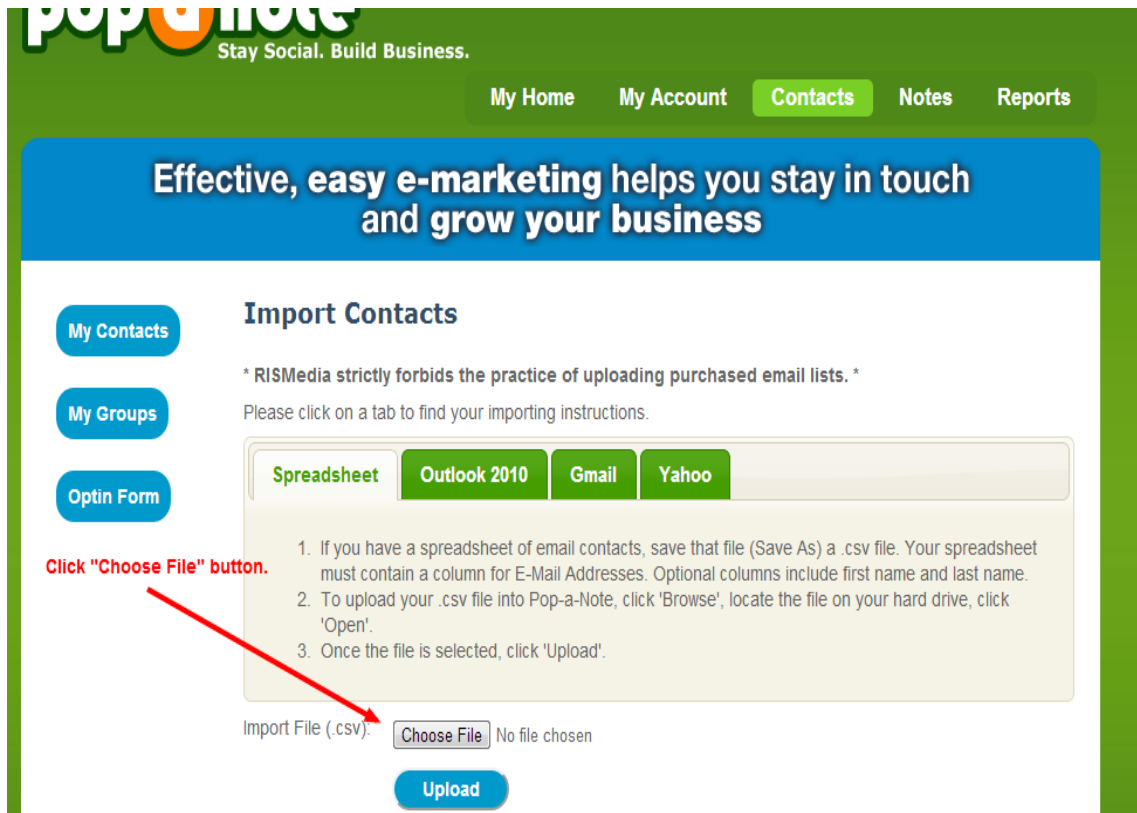


Pop-a-Note: How to Import a CSV file into Pop-a-Note:

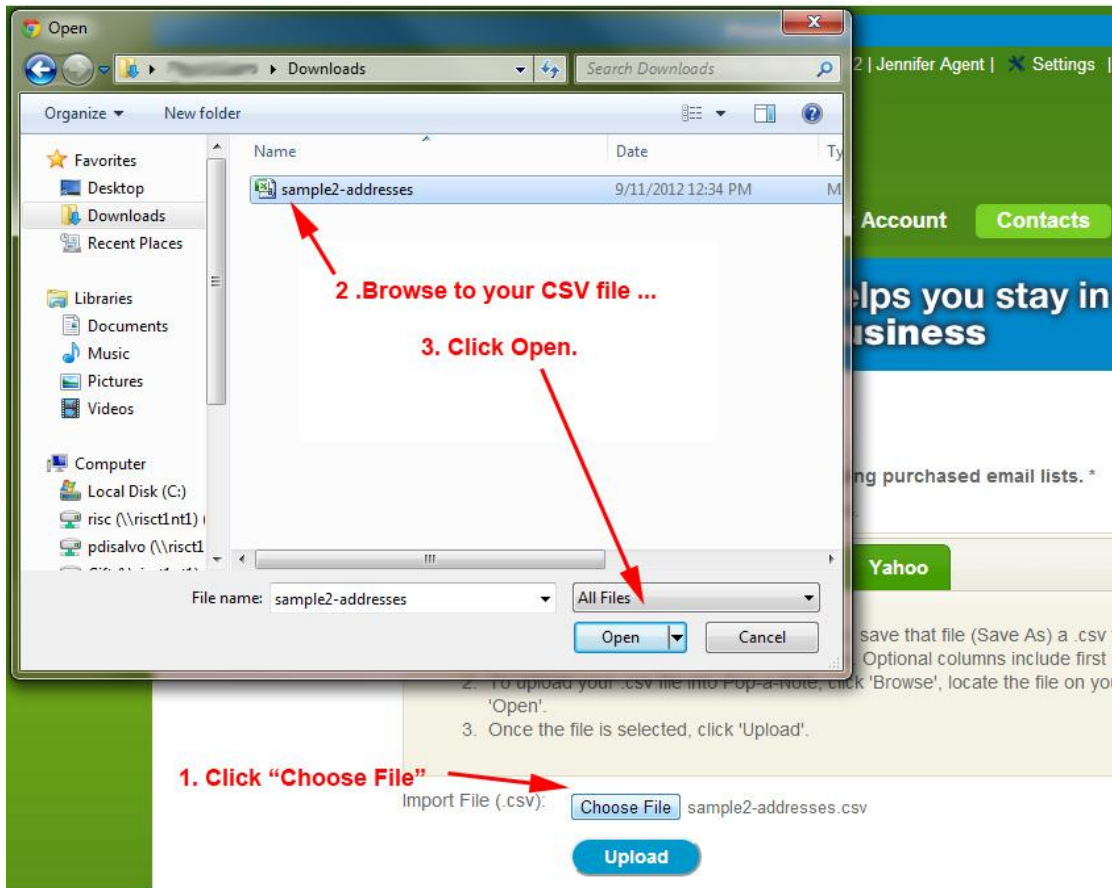
Login to PopANote.com, Go to Contacts tab, click "Import Contacts":



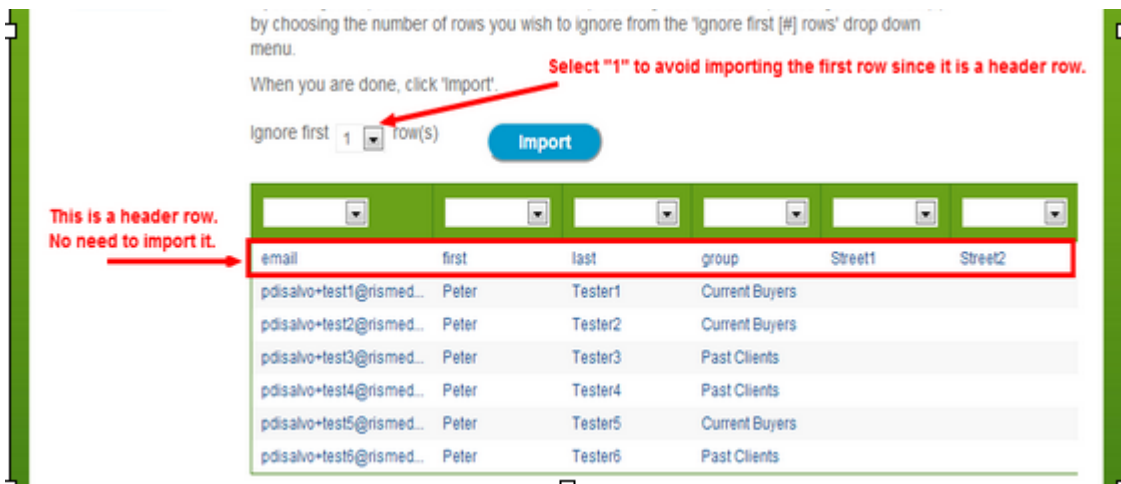
You will arrive at "Import Contacts Window." Click "Choose File" button:



- 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.



- 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.

Ignore first row(s)

Import

| Email | First Name | | | | |
|--------------------------|------------|---------|----------------|---------|---------|
| email | first | | group | Street1 | Street2 |
| pdisalvo+test1@rismed... | Peter | | Current Buyers | | |
| pdisalvo+test2@rismed... | Peter | | 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 | | |

Columns in CSV files vary - yours may not look like this. In this file the first column contains email addresses. Choose "Email" from the selection box to identify it. (ONLY ONE COLUMN CAN BE IDENTIFIED AS EMAIL)

NOTE: You may need to use the scroll bar to move left and right to see columns.



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)

Import

| | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| :1 | Street2 | City | State | Zip | Bir |

**WE DO NOT NEED, NOR CAN WE IMPORT STREET ADDRESS, ETC.
LEAVE THESE BLANK.
(ONLY EMAIL IS REQUIRED - BUT FIRST AND LAST NAME
IS RECOMMENDED.)**

MAY NEED TO USE SCROLL BAR TO SEE ALL COLUMNS.



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 'Import'.

Ignore first row(s)

Import

All fields are identified, click import.

| 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 | | |

**Using GROUP is optional.
See other instructions about assigning contacts to a Group during import.**