



IMPORTING CONTACT DATA VIA EXCEL

We can import your CONTACT data via a Microsoft Excel spreadsheet template.

Enter the data directly into the Contact_Records.xlsx file. Please see the below example of how the worksheet should look.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	EXPLANATION:													
	Row 1 : This Explanation. For more information, see sheet "Schema for Data Fields".													
	Row 2: Column Numbers.													
	Row 3: Column Headers (Do Not Modify)													
	Row 4: Maximum Number of Characters allowed in the column.													
1	NOTE: Enter your data starting on Row 5. Please Do Not modify Rows 1-4. A Client First & Last Name is required for a row to transfer													
2	1	2	3	4	5	6	7	8	9	10	11	12	13	14
3	AlienId	Title	Last	First	MidName	Mid	Maiden	MailCareOf	MailStr	MailApt	MailCity	MailState	MailZip	MailCountry
4	RESERVED	20	30	30	30	RESERVED	60	50	50	10	40	20	20	40
5		Mr	Smith	Frank	James			James Smith	123 Fake St.		Los Angeles	CA	90045	United States
6		Mrs	Lee	Sarah			Chang	Sarah Lee	400 W. 4th St.		Los Angeles	CA	90045	United States
7														
8														

The Excel workbook file which is linked below has two different worksheets. The first is the template in which data can be entered in to. The second worksheet is entitled **Schema for Data Fields**. The contact Schema, which will describe the requirements and character limits for each field.

	A	B	C	D	E
1	Schema For Data Fields				
2	Column	Field Name	Field Type	Field Size	Explanation
3	1	AlienId	Integer		RESERVED
4	2	Title	Char	20	Mr., Mrs., etc.
5	3	Last	Char	30	Last Name
6	4	First	Char	30	First Name
7	5	MidName	Char	30	Middle Name
8	6	Mid	Char	1	RESERVED
9	7	Maiden	Char	60	Maiden Name
10	8	MailCareOf	Char	50	Mailing Address - C/O
11	9	MailStr	Char	50	Mailing Address - Number & Street
12	10	MailApt	Char	10	Mailing Address - Apt #
13	11	MailCity	Char	40	Mailing Address - City
14	12	MailState	Char	20	Mailing Address - State
15	13	MailZip	Char	20	Mailing Address - ZIP Code
16	14	MailCountry	Char	40	Mailing Address - Country
17	15	ResCareOf	Char	50	Residence Address - C/O
18	16	ResStr	Char	50	Residence Address - Number & Street
19	17	ResApt	Char	10	Residence Address - Apt #
20	18	ResCity	Char	40	Residence Address - City
21	19	ResState	Char	20	Residence Address - State
22	20	ResZip	Char	20	Residence Address - ZIP Code
23	21	ResCountry	Char	40	Residence Address - Country
24	22	AbrdCareOf	Char	50	Address Abroad - C/O
25	23	AbrdStr	Char	50	Address Abroad - Number & Street
26	24	AbrdApt	Char	10	Address Abroad - Apt #
27	25	AbrdCity	Char	40	Address Abroad - City
28	26	AbrdState	Char	20	Address Abroad - State
29	27	AbrdZip	Char	20	Address Abroad - ZIP Code
30	28	AbrdCountry	Char	40	Address Abroad - Country

Please visit the following link for details:

Contact_Record.xls template – click below to download.

http://www.cerenade.com/pdfs/Contact_Records.xlsx