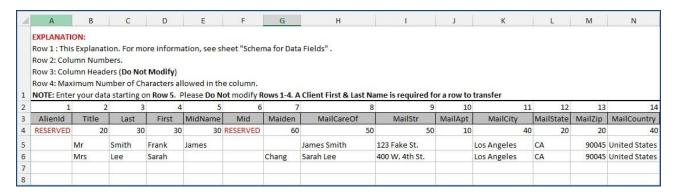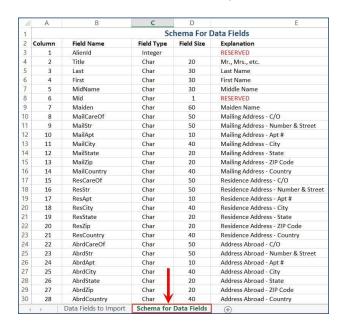# IMPORTING CONTACT DATA VIA EXCEL

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.

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.

Please visit the following link for details:

Contact_Record.xls template – click below to download.

http://www.cerenade.com/wp-content/uploads/2018/03/Contact_Records.xlsx