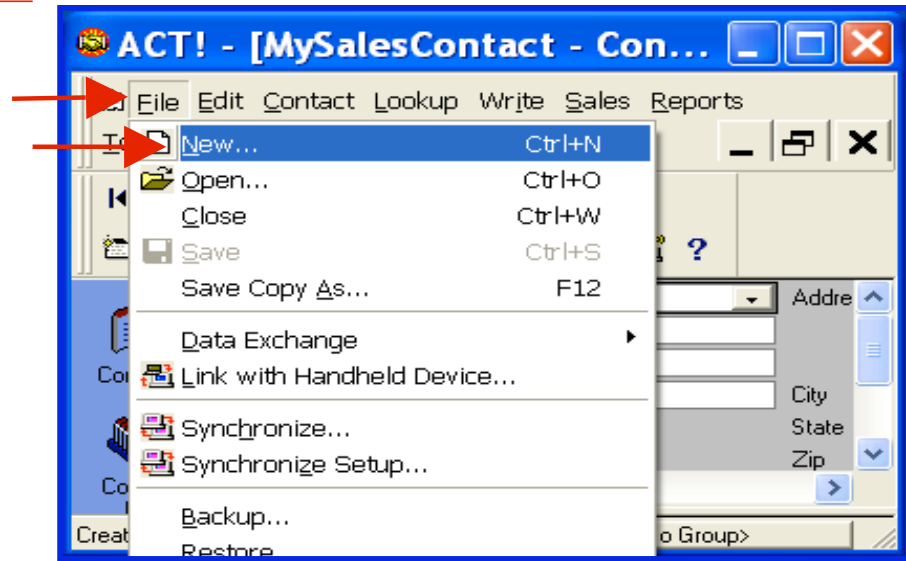


CompuLEAD Data Import Instructions: ACT!

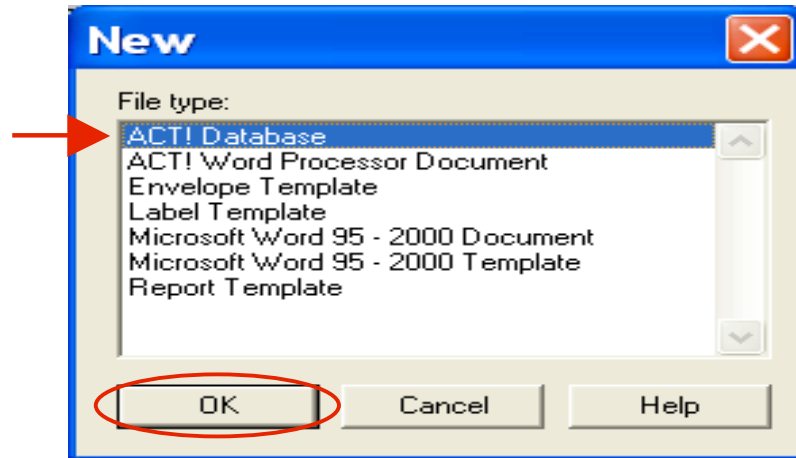
To import ACT! your data must be in Excel .txt format.
[Click here to convert to .txt](#)

Start ACT!

Click File
Select New



Select ACT! Database



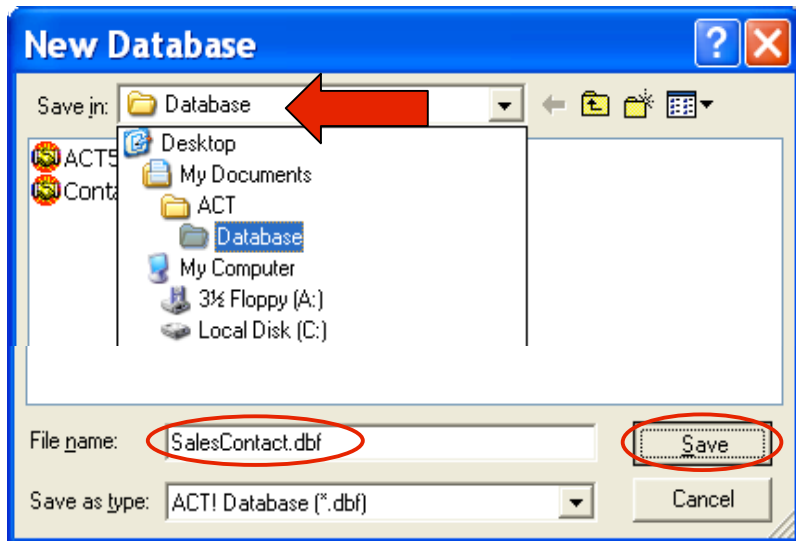
Click OK

CompuSystems, Inc.
2805 S. 25th Avenue
Broadview, IL 60155
708.786.5565

Click the Save in: field to locate the database folder.
(Example: My Documents-
ACT!-Database")

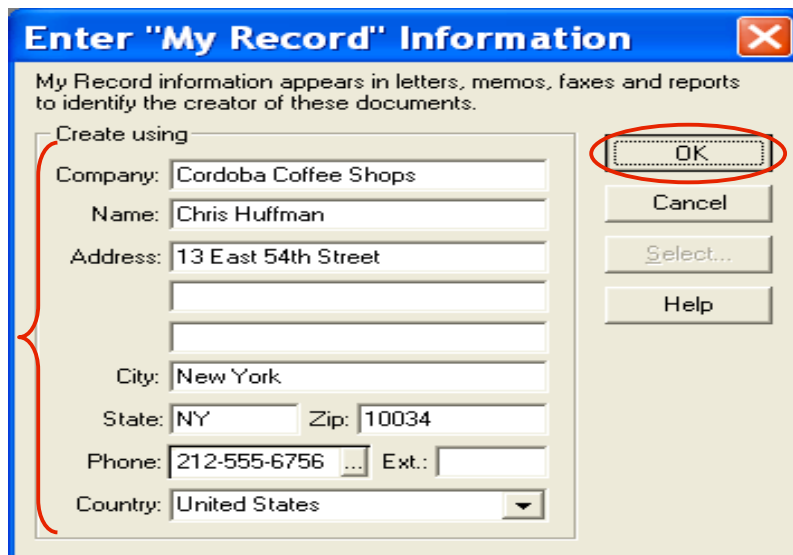
Type the name of your new
database in the File name

Click Save



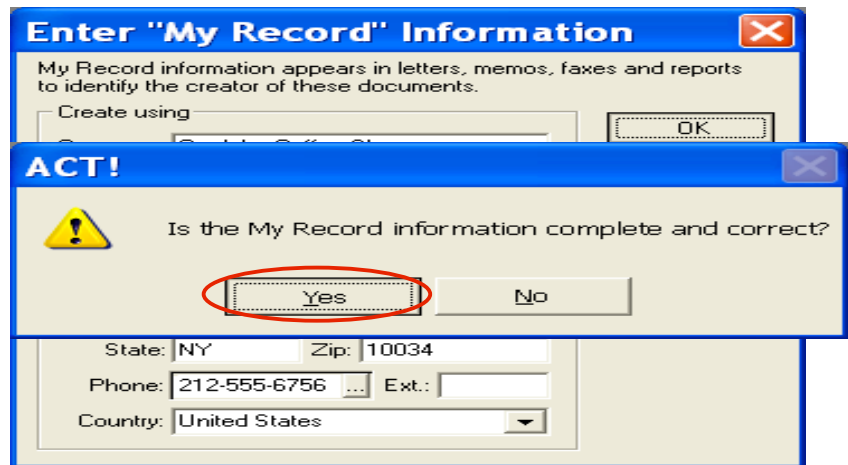
Enter your information in the
My Record Information Box

Click OK



CompuSystems, Inc.
2805 S. 25th Avenue
Broadview, IL 60155
708.786.5565

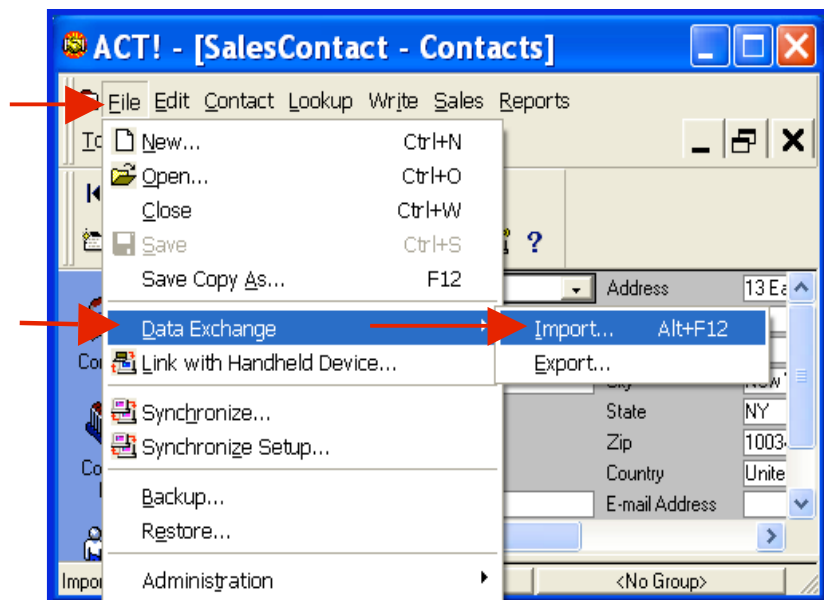
Click Yes if your information is complete and correct to create your new ACT!



Import your contacts from the Text Delimited file or dBase file into the NEW ACT! database.

Click File

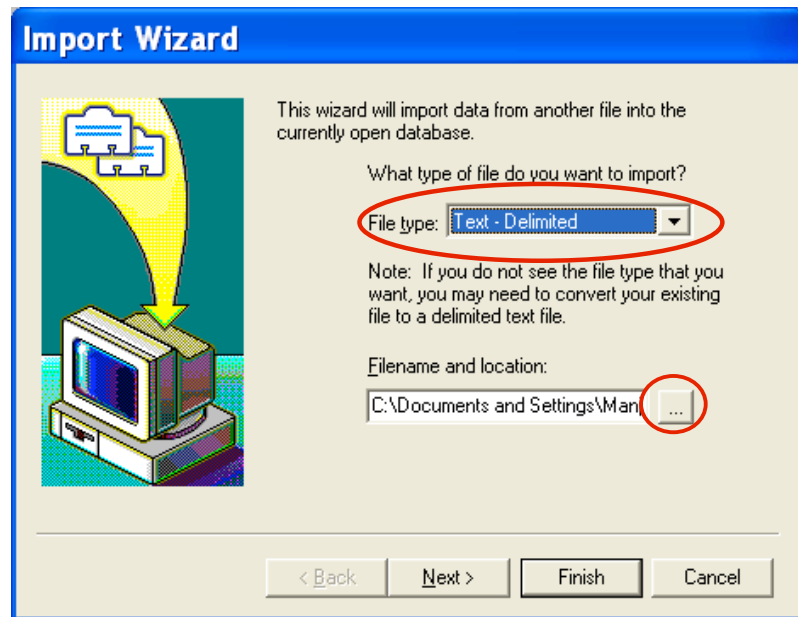
Click Data Exchange
Click Import...



CompuSystems, Inc.
2805 S. 25th Avenue
Broadview, IL 60155
708.786.5565

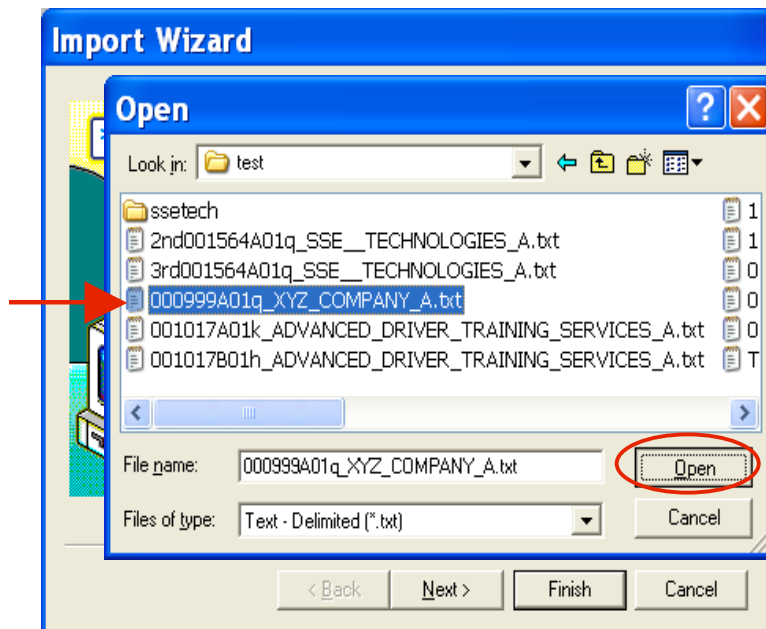
Select File type:
Text - Delimited

Click the Browse button to
location your .txt file

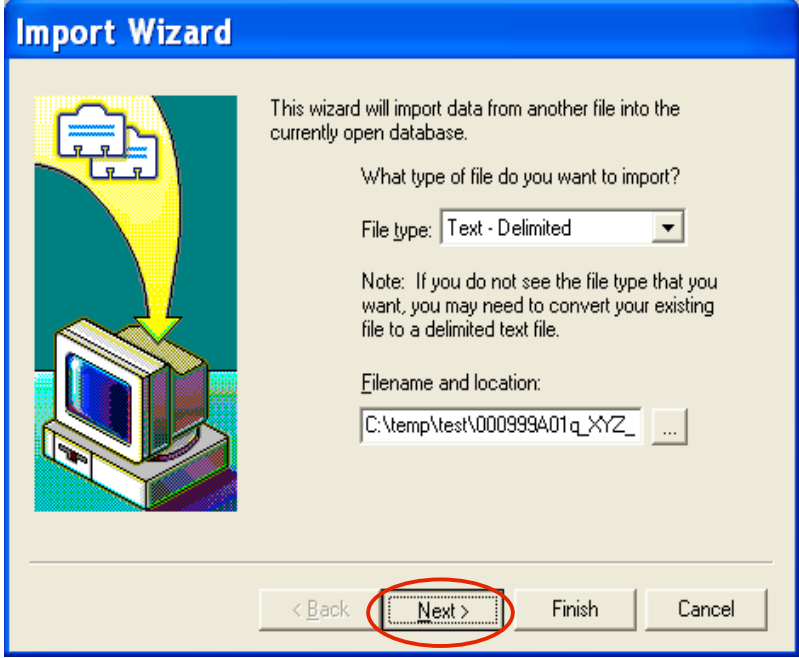


Select the .txt file

Click Open



CompuSystems, Inc.
2805 S. 25th Avenue
Broadview, IL 60155
708.786.5565



Click Next >

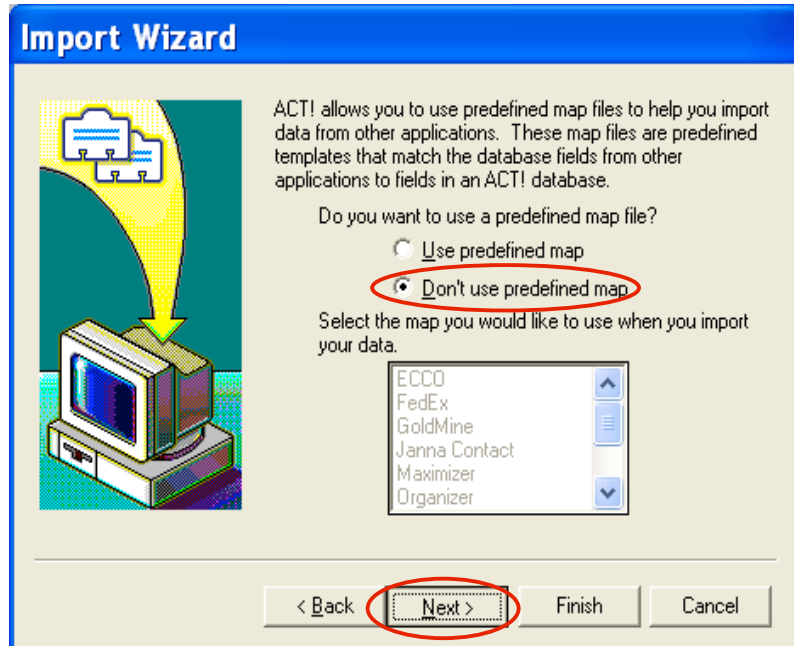


Select Contact records only

Click Next >

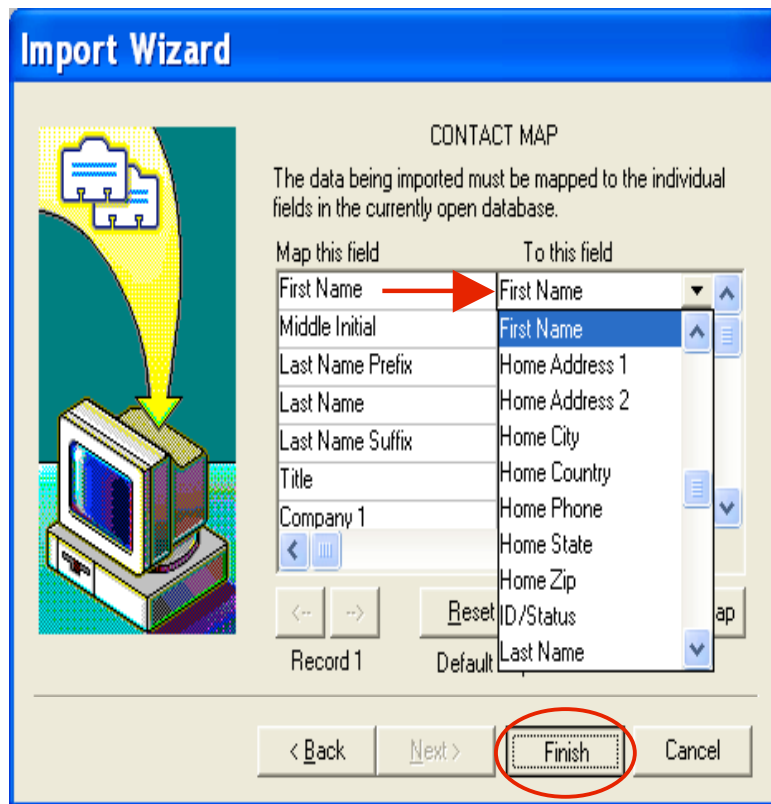
CompuSystems, Inc.
2805 S. 25th Avenue
Broadview, IL 60155
708.786.5565

Select Don't use predefined map



Click Next >

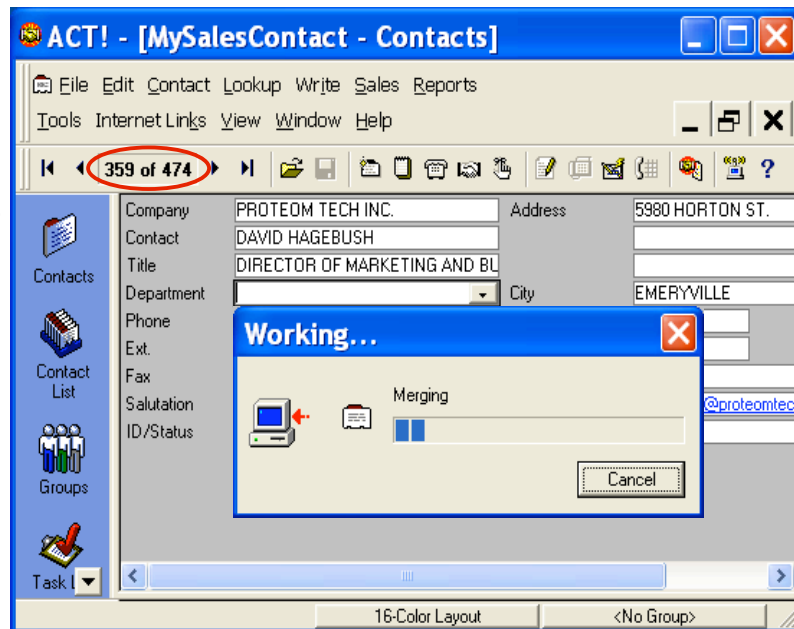
To map fields, select the label from the Map this field column, then select the corresponding from the To



Click Finish

CompuSystems, Inc.
2805 S. 25th Avenue
Broadview, IL 60155
708.786.5565

At this time the records will Merge into your new database. The increasing of the numbers will let you know how many records



You are done!

If you need assistance importing your sales lead data into your third party software, please contact a technical support specialist at 708-786-5565.

CompuSystems, Inc.
2805 S. 25th Avenue
Broadview, IL 60155
708.786.5565