



xls(x) Importing contacts in Artbutler NEXT

- All rows (contacts) in your import table will be created as new contacts. Existing contacts cannot be updated by an import. Before importing, make sure that no existing contacts are included.
- The column titles of the Excel template must not be changed and columns must not be deleted. Just leave any columns you do not need empty.
- To import more than two email addresses, phone numbers, postal addresses, or websites per contact, you can add additional numbered columns. For example, for a third email address, add the columns "E-mail 3 - Label" and "E-mail 3 - Value". Please note, each email consists of the two columns label and value. Similarly, for a third postal address (7 columns):

Address 3 - Label	Address 3 - Street	Address 3 - City	Address 3 - Region	Address 3 - Postal Code	Address 3 - Country	Address 3 - Extended Address
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- Only the "Notes" column is a multi-line field in Artbutler NEXT and can contain line breaks. All other columns are single line fields.

Field/Column	Description	Example
Salutation		Mrs.
Title		Dr.
First Name		Jane
Last Name		Doe
Organization Name		Artbutler
Organization Title		Curator
Birthday	JJJJ-MM-TT	2001-12-01
Notes		Row 1 Row 2
Tags	Comma separated	VIP,Museum
E-mail 1 - Label	Email type	Private
E-mail 1 - Value		info@artbutler.com
Phone 1 - Label	Phone type	Business
Phone 1 - Value		0815 123456789



Field/Column	Description	Example
Address 1 - Label	Address type	Business
Address 1 - Street		Mainstreet
Address 1 - City		Berlin
Address 1 - Region		Berlin
Address 1 - Postal Code		10123
Address 1 - Country		Germany
Address 1 - Extended Address	Address suffix (optional)	1. Floor
Website 1 - Label	Website type	Private
Website 1 - Value		artbutler.com