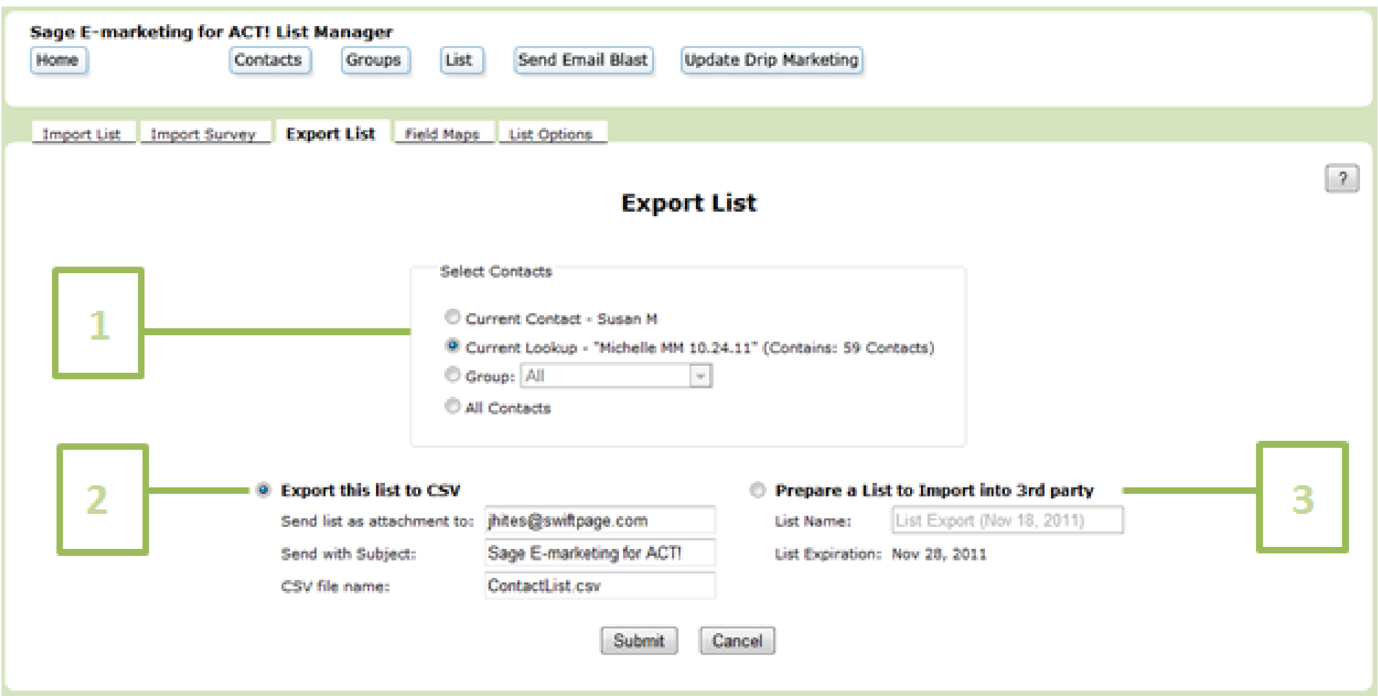
List Import Tab

The List Import Tab allows you to view your imported lists from a 3rd party source such as the Sage E-marketing for ACT! online List Manger. You are able to add those contacts back into your ACT! database, organize the list online, and find new leads via Hoovers.

The following picture shows the Sage E-marketing for ACT!, numbered with corresponding explanations.

1. **List Manager:** The List Manager can be used to import your contacts, modify contact information, create groups out of those contacts, filter your contacts by using "lookups," and then send to all contacts, groups or lookups. This Quick Start Guide explains some of these functions.



This screen is used to export contacts from your online database to the List Import Tab in the Sage E-marketing for ACT! Console.

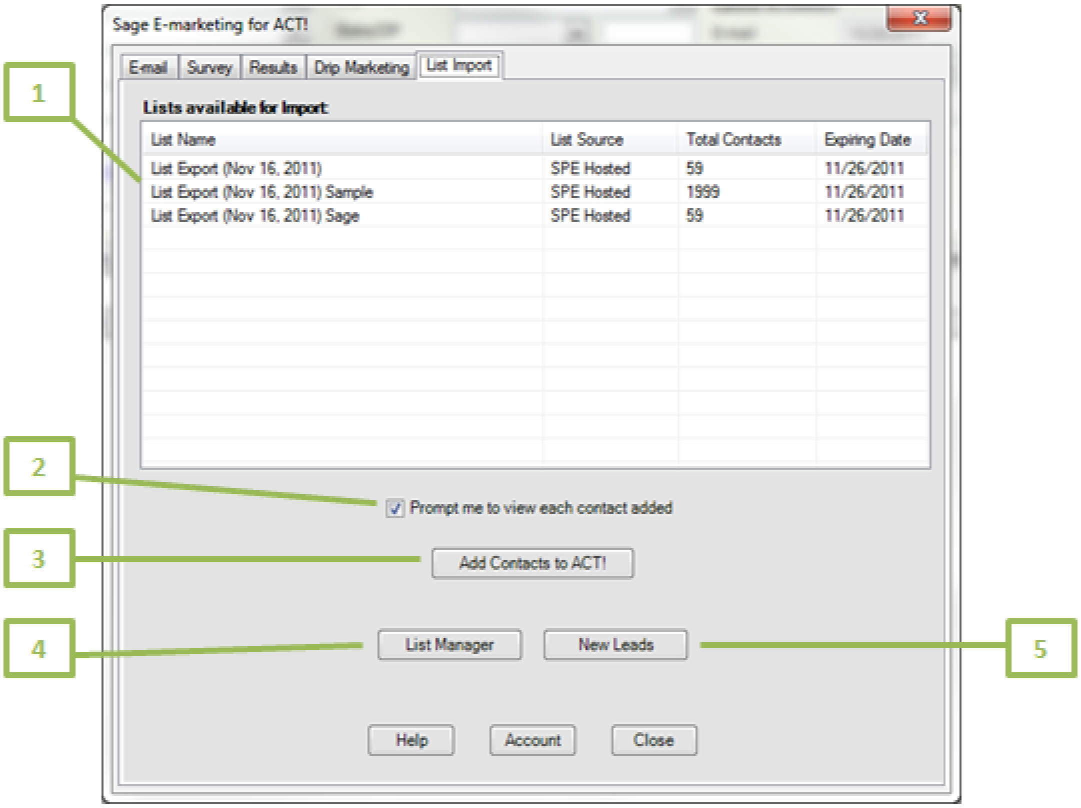
1. Select Contacts - Select which contacts you would like to export from the option buttons at the top of the screen. You have your choice of Current Contact, Current Lookup, a Group from the drop-down list, or All Contacts. (The current contact and current lookup are determined in the Contacts section of the List Manager.)

2. Export this list to CSV - Export a CSV file of the selected contacts. You can input the email address you would like the list sent to, the subject line of the email, and the file name of the CSV list (it must end in .csv). Click Submit, and your list is sent and a confirmation message appears.

3. Prepare a List to Import into 3rd party - Select to export the selected contacts to the Swiftpage Data Bridge. You can choose the list name, and then click Submit. A confirmation message appears. The list has been put on the Data Bridge, from where it can be imported into Sage E-marketing for ACT!.

2. Once the list has been successfully exported from the List Manager to the 3rd Party, return to ACT! > Sage E-marketing for ACT! > List Import tab

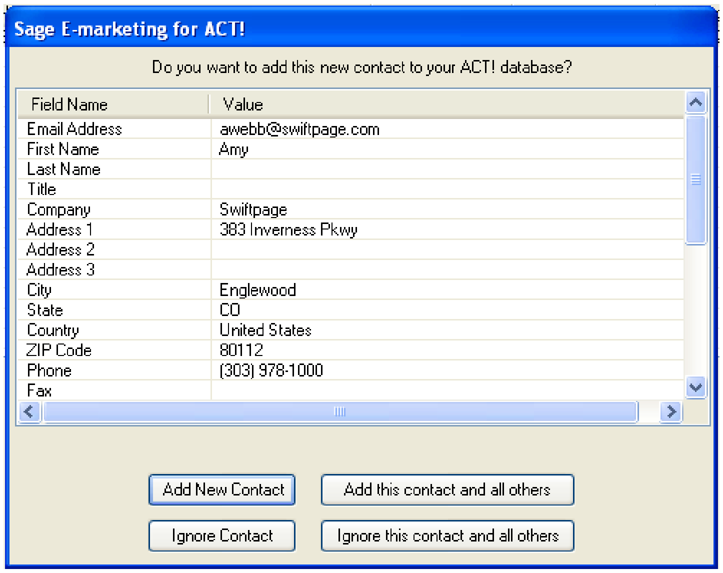
The following pictures show the Sage E-marketing for ACT! List Import tab, numbered with corresponding explanations.



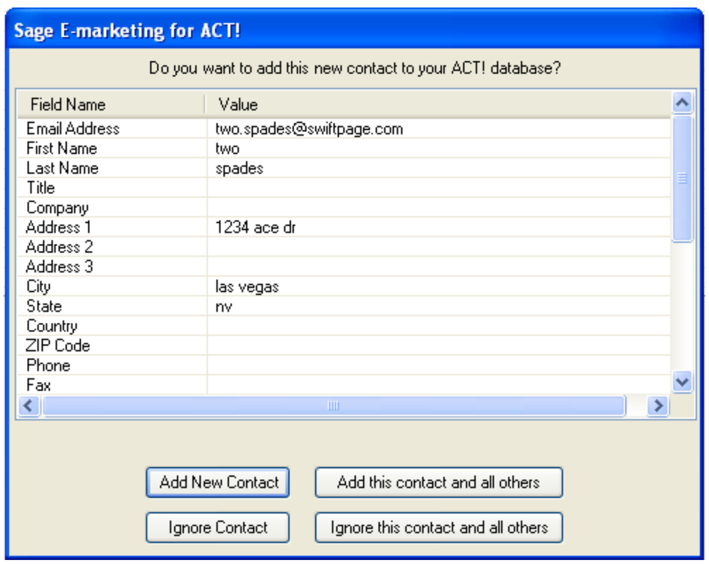
1. Lists available for Import:

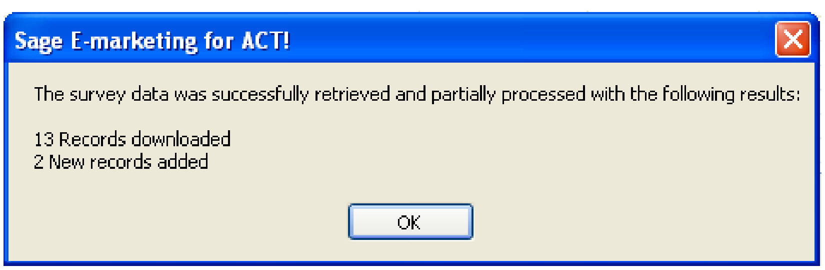
List Name – Displays the name given to imported list.
List Source – Displays the 3rd party source from where the list was imported from.
Total Contacts – Displays how many contacts are contained the imported list.
Expiring Date – Displays list expiration date based on original import date. Imported lists expire 10 days after list was originally added into List Import View.

2. **Prompt me to view each contact added:** Selecting this checkbox ensures that you are prompted before each contact is added to your ACT! database.



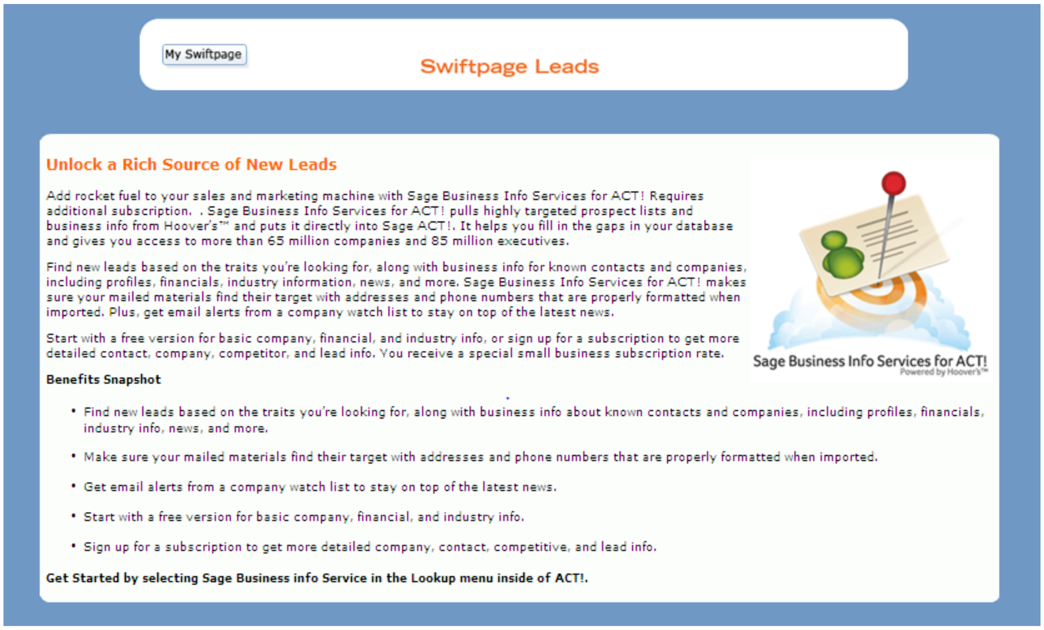
3. **Add Contacts to ACT!**: Allows you to either review your added/updated contacts, or to just update contacts automatically.





4. **List Manager:** This button will take you into the List Manager online. The List Manager can be used to import your contacts, modify contact information, create groups out of those contacts, filter your contacts by using “lookups,” and then send to all contacts, groups or lookups

5. New Leads: Opens an online database where you can find new leads.



Sage Business Info Services for ACT! (provided by Hoover's™) provides tools to access critical business information for your contacts and companies. With Sage Business Info Services for ACT!, you can:

• Build a list of companies and people and then import these lists directly into your database.
• Access links from the contact and company Web Info tab. These links provide key information about your contacts' and companies' profile, financial details, company contacts, industry information, and company news. You can import company and key contacts into the database.
• Subscribe to alerts to notify you when key changes occur for the contact or company.
• Subscribe to receive more detailed company, contact, competitive, and lead info
• Find new leads based on your targeted demographics
• Receive newsworthy email alerts from a company watch list

Once your customers are taken care of, shift your focus to Sage Business Info Services for ACT!, which pulls highly targeted prospect lists from Hoover's™ and puts them directly into Sage ACT!. Updating over 1 million records a day, it helps you fill in the gaps in your database and gives you access to more than 65 million companies and 85 million executives. Find new leads based on the traits you're looking for and make sure your mailed materials find their target with addresses and phone numbers that are properly formatted when imported. Start with a free version for basic company, financial, and industry info, or sign up for a subscription to get more detailed contact, company, competitor, and lead information.