



## Uploading Contacts from the Data Bridge

This Quick Start Guide will walk you through the steps of uploading your contacts from the data bridge to the List Manager.

1. Click List Manager.



2. A message will appear which indicates that your contacts have been uploaded to the Data Bridge and are ready for import into the List Manager. Click Yes to access the import page.

The screenshot shows the Sage E-marketing List Manager interface. A dialog box is open in the center with the following text:

**Data Bridge import available.**  
You have a file available for import from the Data Bridge. Would you like to go to the import screen now?

Buttons: Yes, No

The background interface includes the following elements:

- Navigation tabs: Home, Contacts, Groups, List, Send Email Blast, Update Drip Marketing
- Section: Manage Contacts
- Current Filter: Group Name: "All", Rule: All Contacts, Contacts: 1
- Filter options: Filter by Group: All (selected), Use All Contacts with a Field Value: Email Address Contains
- Buttons: Keep Selected, Omit Selected, Save Group, Add to Group, Goto Page, Go, << Prev, Next >>
- Table with columns: First Name, Last Name, Email Address, Title, Company, Date Added
- Table content: Edit 1 Ryan Sullivan rsullivan@swiftpage.com Swiftpage 02/13/2012
- Footer: Show: Main Fields (selected), All Fields, (Page 1 of 1), Rows per page: 20, Set

3. Select the desired upload from the data bridge drop down menu and click Submit.

**Sage E-marketing List Manager**

Home    Contacts    Groups    List    Send Email Blast    Update Drip Marketing

**Import List**    Import Survey    Export List    Field Maps    List Options

Use My List     Use Sample List

### Import List

From a CSV file:    
File may not be larger than 1.5MB

From a Contacts file on the Data Bridge:

  

4. Ensure that the Sage E-marketing Contact List Column fields correspond with the Original Column Names. If not, click the drop down arrow to select a different List Manager field. Click Submit.

**Import List**    Import Survey    Export List    Field Maps    List Options

### Import List

**Your data fields must be mapped to List Manager fields.**

Field Map:    
 Save Map as:

Original Column Name	Sage E-marketing Contact List Column
Email Address	<input type="text" value="Email Address"/> <input type="button" value="v"/>
First Name	<input type="text" value="First Name"/> <input type="button" value="v"/>
Last Name	<input type="text" value="Last Name"/> <input type="button" value="v"/>

  

5. If the system detects any duplicates, the possible duplicate contact page appears. Click Ignore to ignore the warning and import the duplicate contact. Choose Replace to overwrite the preexisting data. Click Skip to retain the original contact's details and skip importing the duplicate contact.

Import List | Import Survey | Export List | Field Maps | List Options

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### Possible duplicate contact

**One of the contacts being imported appears to be the same as a contact already in your list.**

Field Name	Existing Contact	Imported Contact
Email Address	sales@SwiftpageEmail.com	sales@SwiftpageEmail.com
First Name	John	John
Last Name	Doe	Doe

6. You will then have the option to group your contacts as a new group in the List Manager, add them to a pre-existing group, replace a previous group with the new contacts, or to add them to the List Manager without grouping them. After you have made your selection, click on Submit. Your contacts have now been successfully uploaded to the List Manager.

Import List | Import Survey | Export List | Field Maps | List Options

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### Import Options

**Your List has been imported successfully.**

Step 1: Groups can be used to Send Email or Update Drip Marketing. Choose a Group option below:

Create a Group with this name:

Add to an existing Group:

Replace an existing Group:

Do not Group my Import

Step 2: An optional Tag can be added for each of your imported contacts. The tag will be added to the selected field.

Enter a Tag (optional):  Add to Field: