

13 Apr 2021



Mimiran Import and Tag Contacts

Presented by:

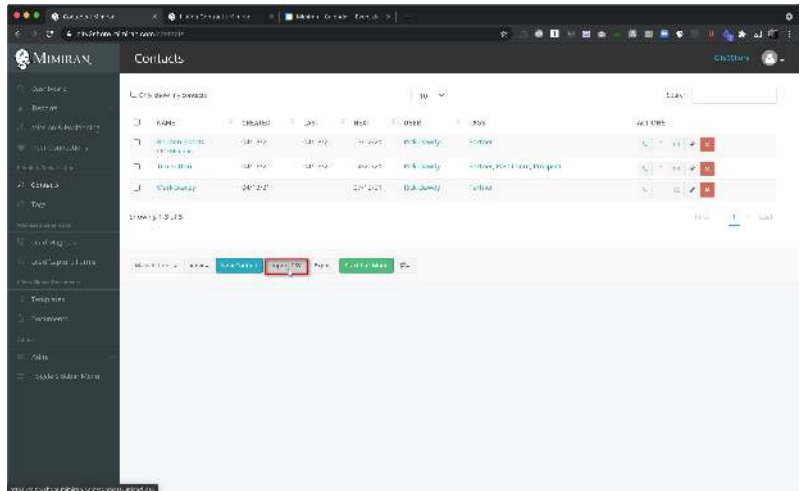
RS

{Company_Name}

{Company_Address}

Import and Tag Contacts in Mimiran

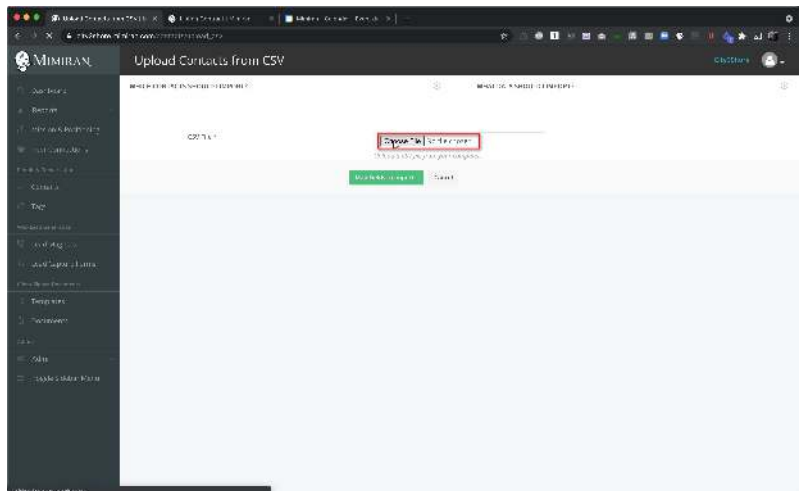
Click on "Import CSV"

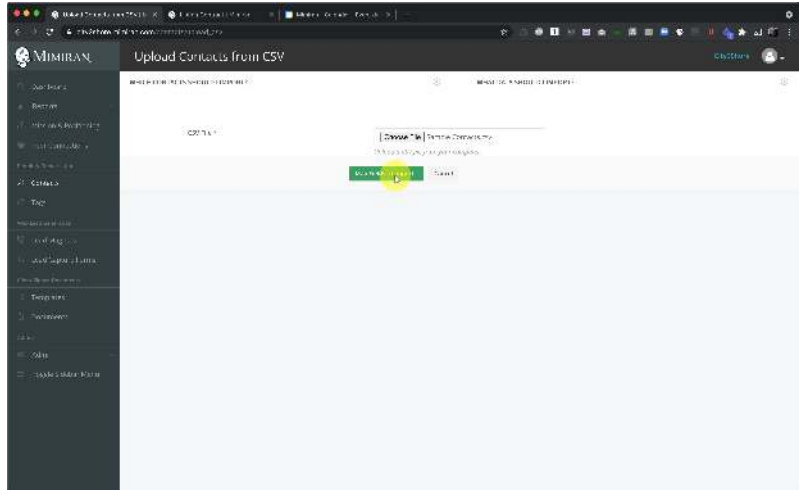


Click on "Choose File"

Select a CSV (Comma Separated Value) file from your computer with the relevant contact information.

Note that Mimiran uses a simple view of the contact record, so if you have an export with dozens of fields, it may be helpful to delete columns that Mimiran can't import.



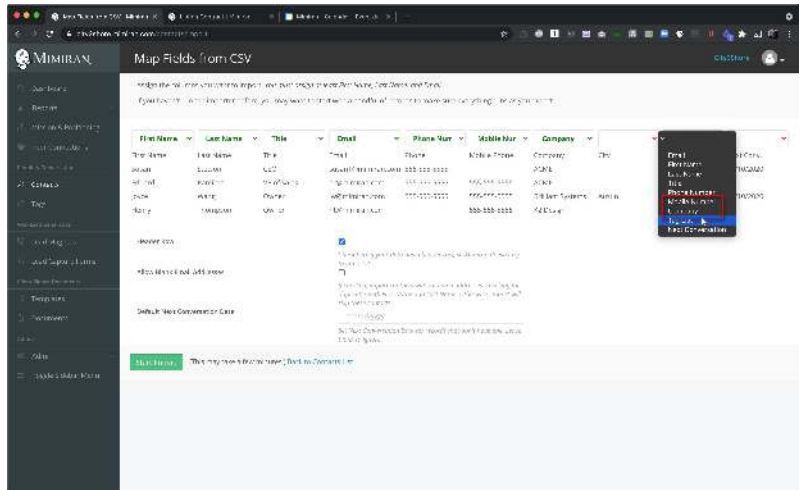


Map Fields to Import

Use the drop down controls to tell Mimiran what the columns in your CSV file represent.

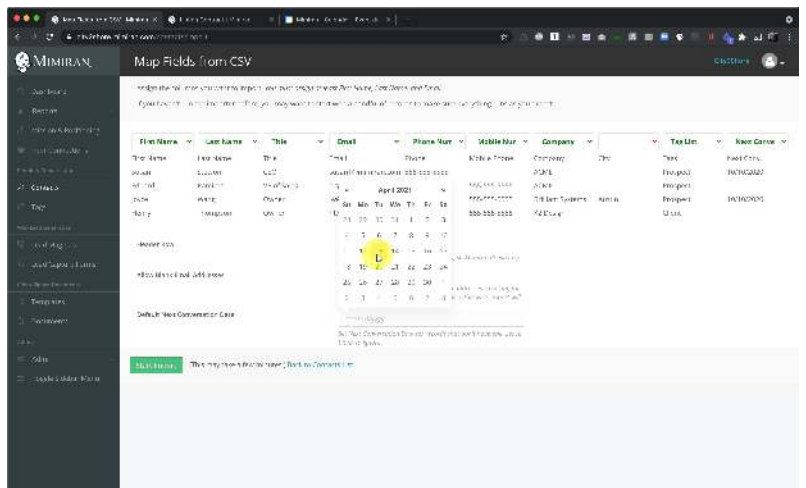
If your file has a header row, like this one, select the Header Row checkbox, so

Mimiran won't try to import the header row as a contact.

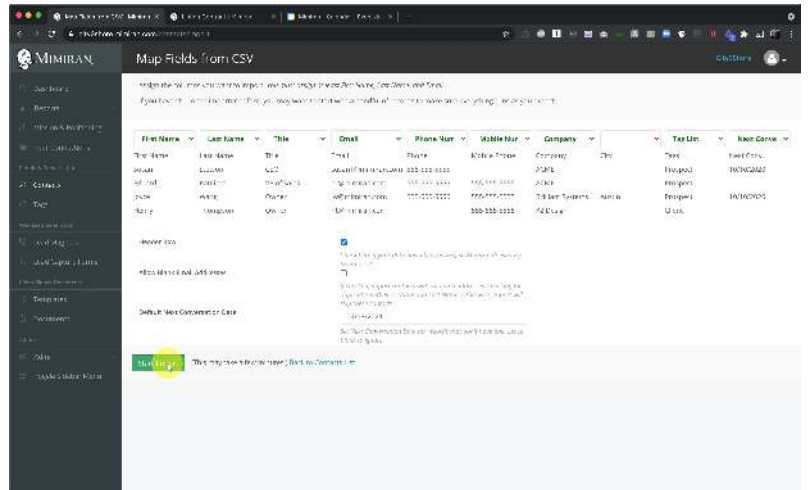


Set Default Next Conversation Date (Optional)

You can set a default Next Conversation Date for all contacts in the import.

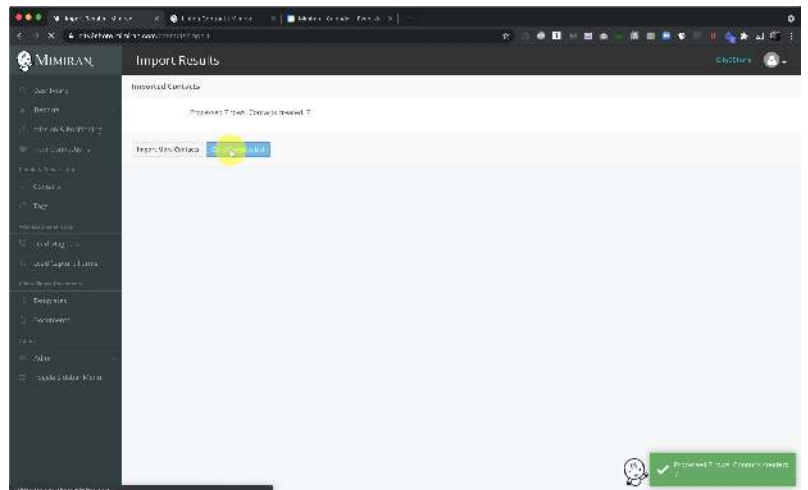


Click the Start Import button.

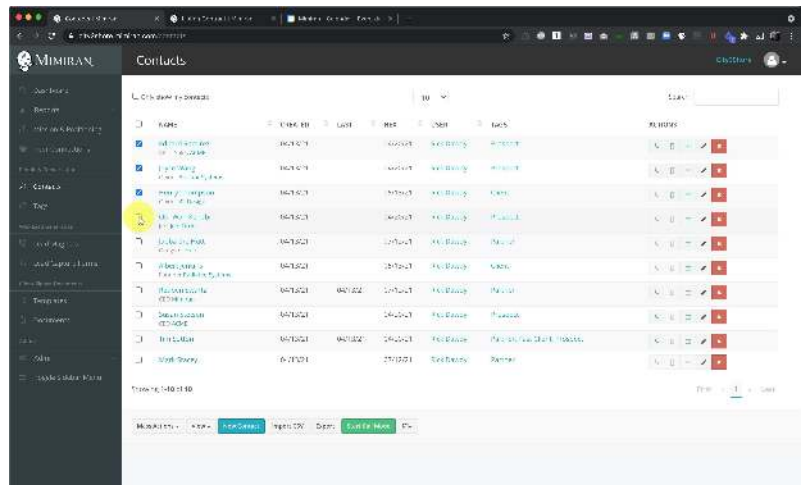


View Import Results

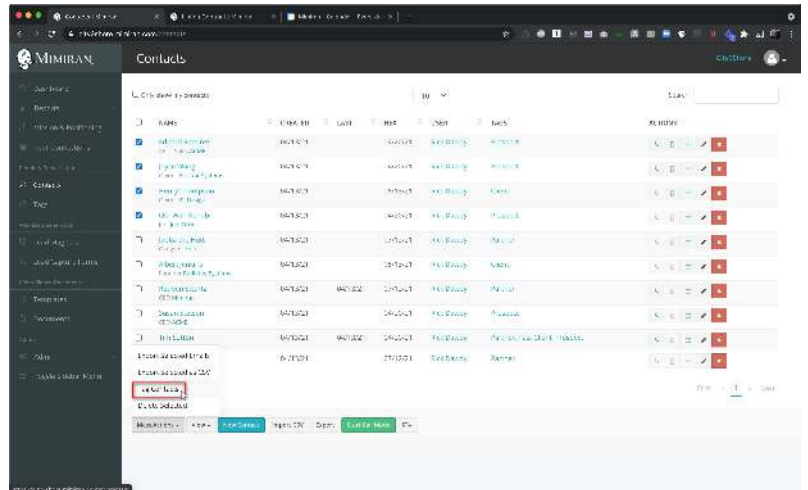
You can see if there were any errors importing contacts.



Select Multiple Contacts

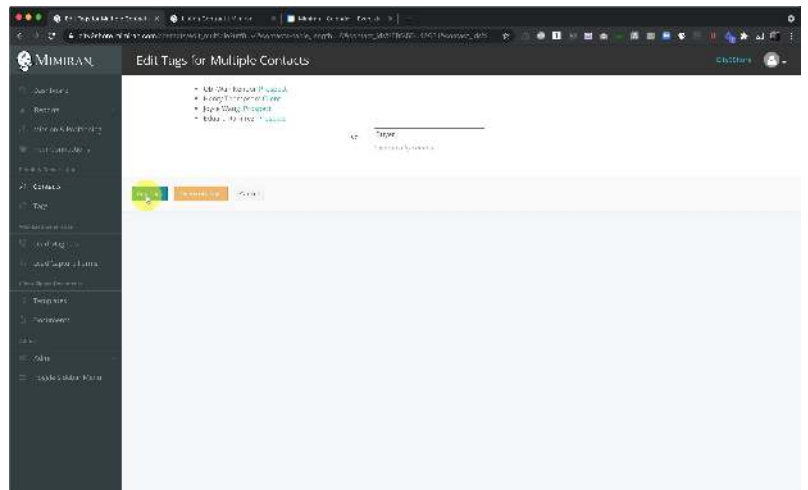


Click on "Tag Contacts"

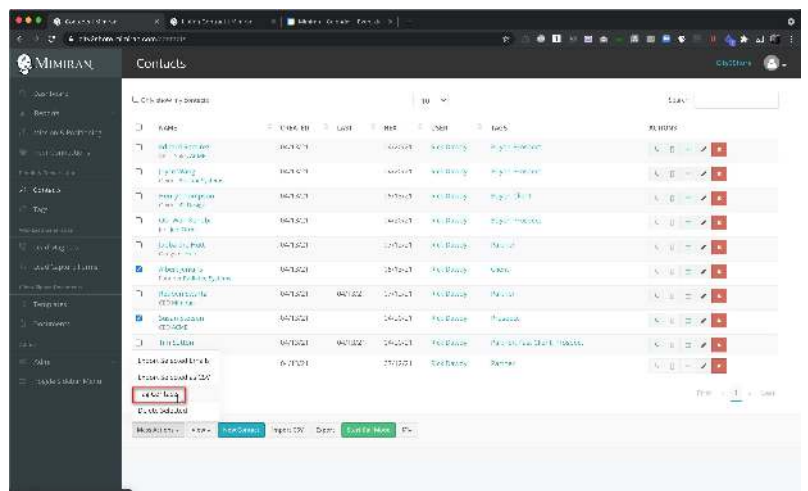


Add or Overwrite Tags for multiple Contacts

For example, we will add the "Buyer" tag to these contacts. Existing tags remain. If we click "Overwrite Tags", the existing tags will be replaced by "Buyer".



Click on "Tag Contacts"



Repeat the Process

But this time for people we want to tag with "Seller".

