

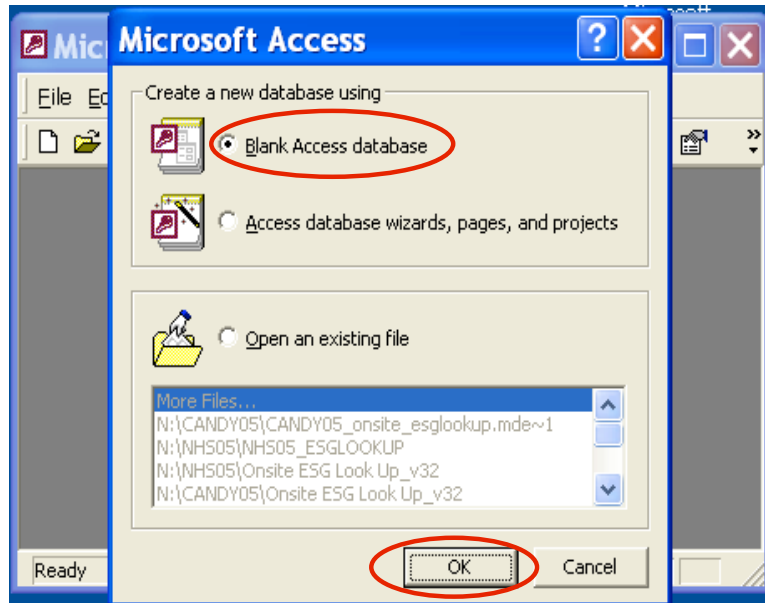
CompuLEAD Data Import Instructions: Microsoft Access 2003

To import MS Access your data must be in Excel .csv format.
[Click here to convert to .csv](#)

Start Microsoft Access

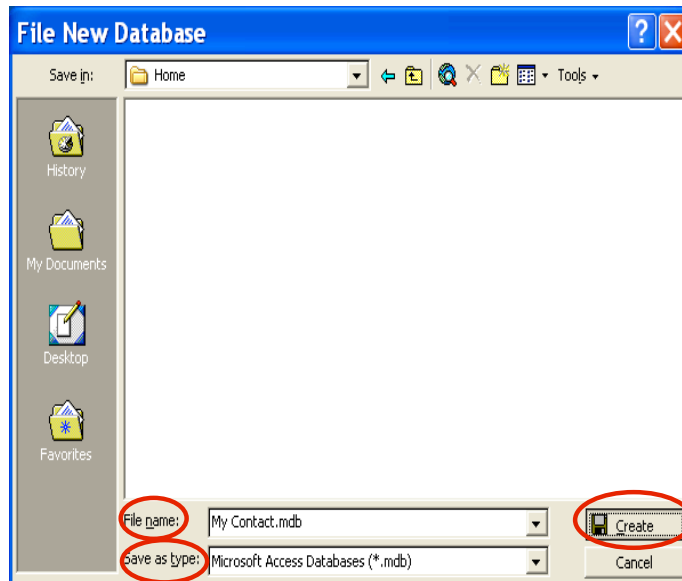
Click Blank Access database

Click OK



Save the new dbase file to your choice of location

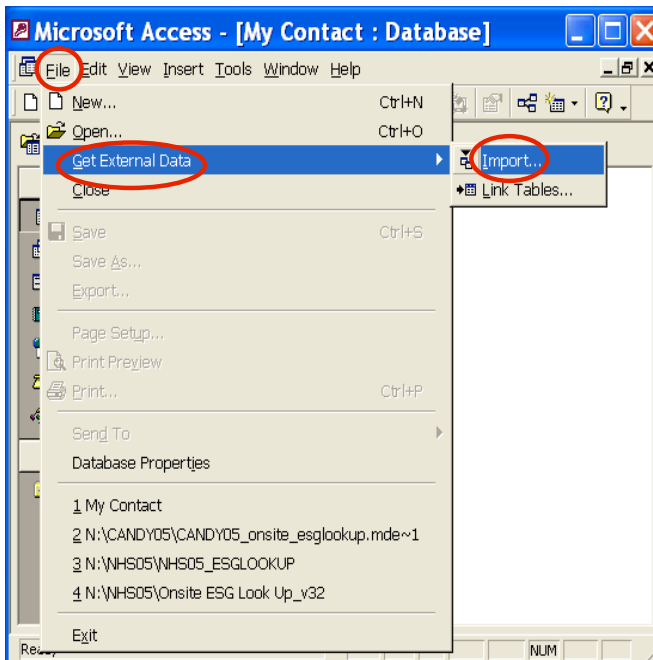
Type the File name:
Save as type: *.mdb
Click Create



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Click File

Click Get External Data
Click Import...

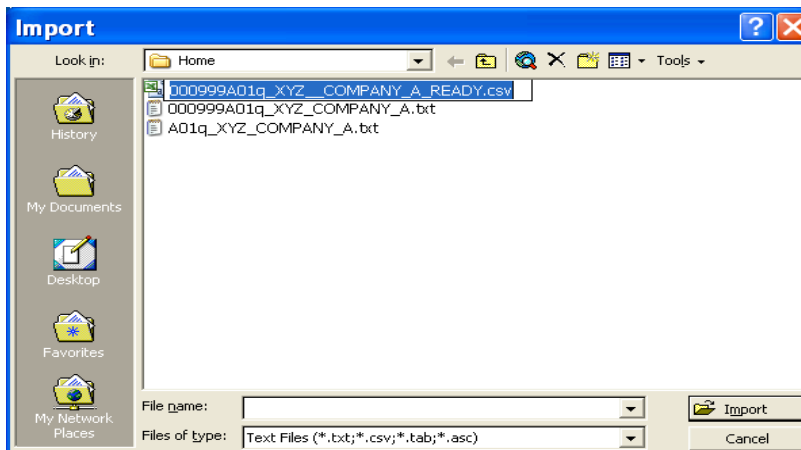


Locate your *.txt file in the
Look in: field

Select Files of type:
(* .txt;*.csv;*.tab;*.asc)

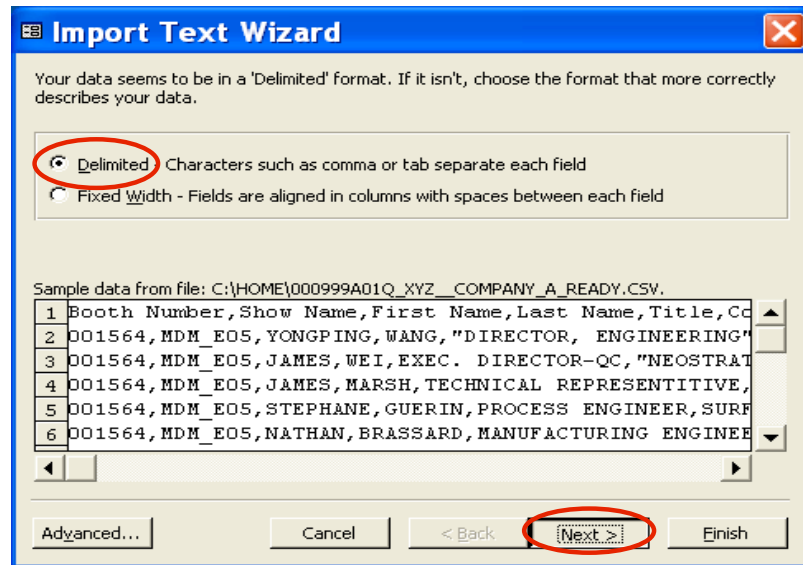
Select the *.csv file

Click Import



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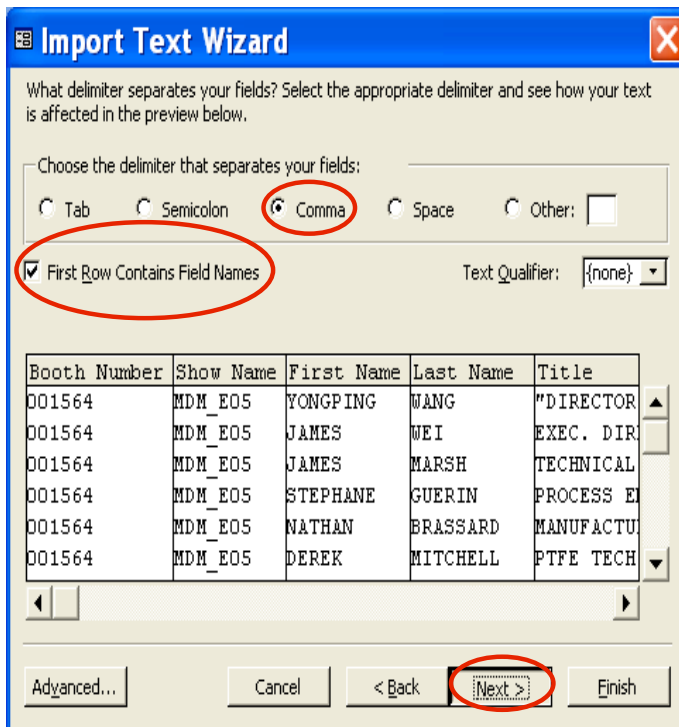
Click Delimited option



Click Next >

Click Comma

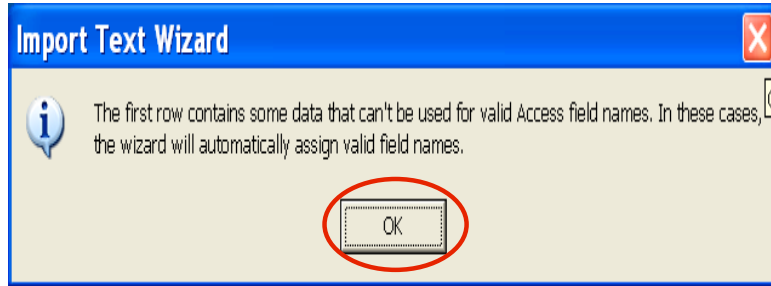
Click First Row Contains Field Names



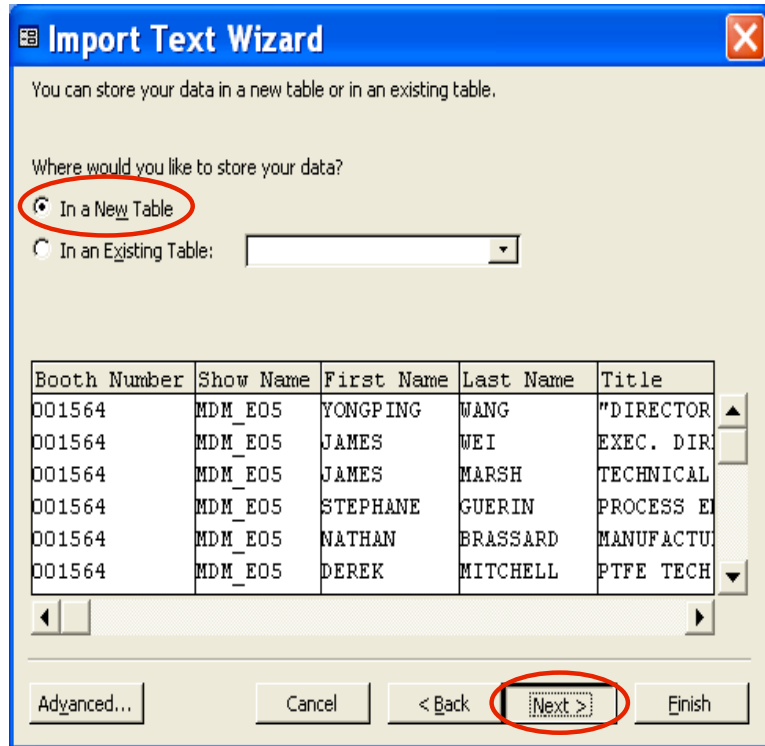
Click Next >

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Click on OK if you get this message



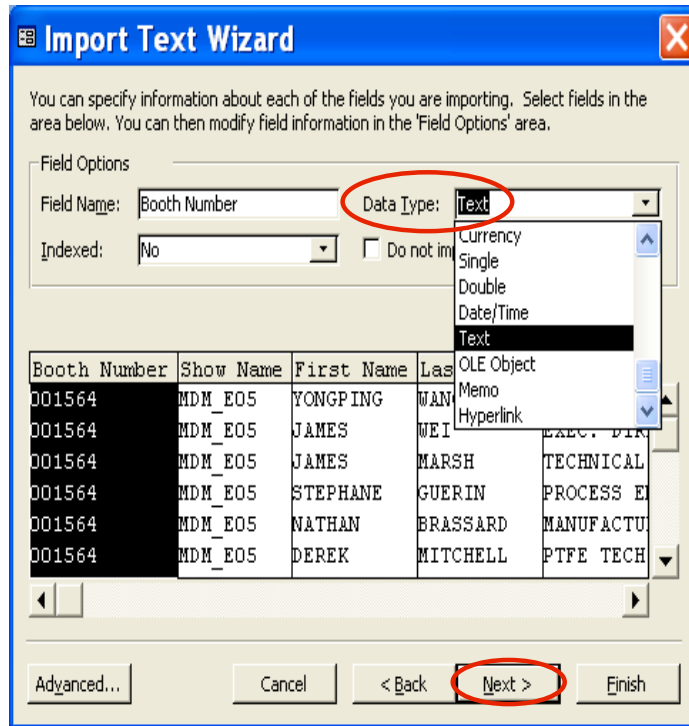
Click In a New Table



Click Next >

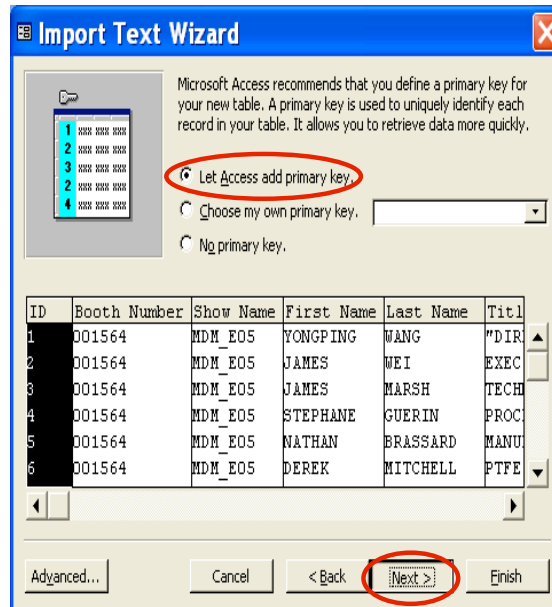
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Select Data Type: Text for all fields



Click Next >

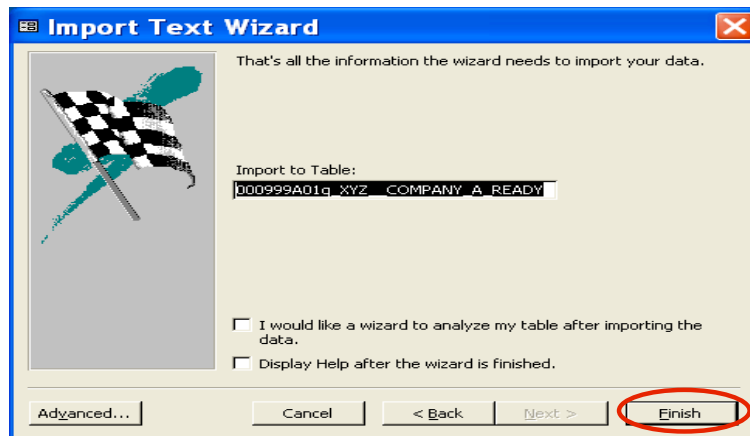
Select Let Access add primary key.



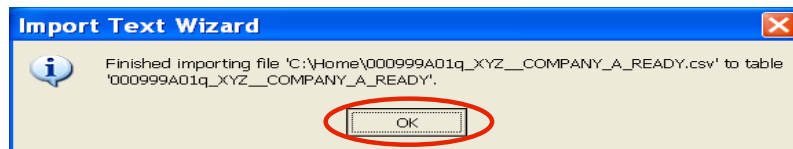
Click Next

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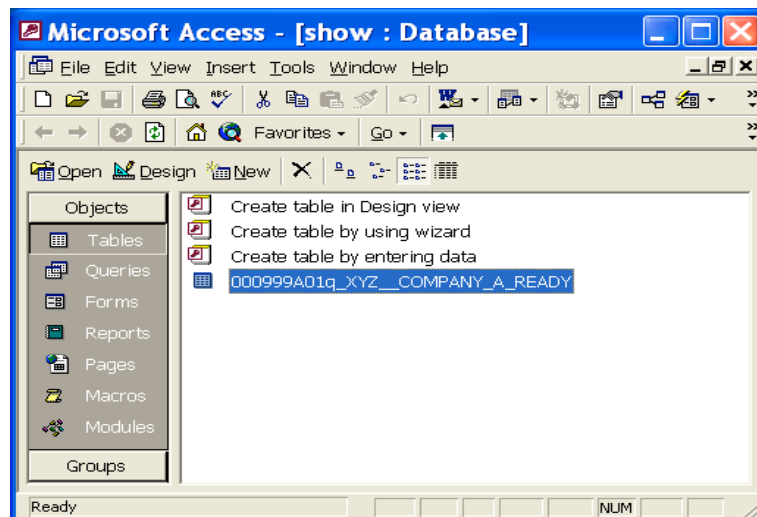
Click Finish



Click OK

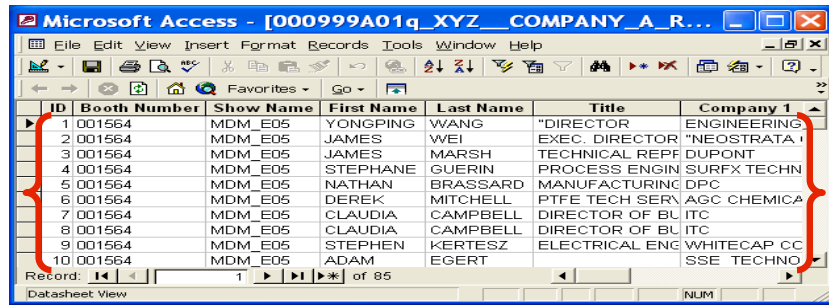


Double-click on your table you have just created



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Your data should look something like this



ID	Booth Number	Show Name	First Name	Last Name	Title	Company 1
1	001564	MDM_E05	YONGPING	WANG	*DIRECTOR	ENGINEERING
2	001564	MDM_E05	JAMES	WEI	EXEC. DIRECTOR	*NEOSTRATA I
3	001564	MDM_E05	JAMES	MARSH	TECHNICAL REPP	DUPOINT
4	001564	MDM_E05	STEPHANE	GUERIN	PROCESS ENGIN	SURFX TECHN
5	001564	MDM_E05	NATHAN	BRASSARD	MANUFACTURING	DPC
6	001564	MDM_E05	DEREK	MITCHELL	PTFE TECH SERV	AGC CHEMICA
7	001564	MDM_E05	CLAUDIA	CAMPBELL	DIRECTOR OF BU	ITC
8	001564	MDM_E05	CLAUDIA	CAMPBELL	DIRECTOR OF BU	ITC
9	001564	MDM_E05	STEPHEN	KERTESZ	ELECTRICAL ENG	WHITECAP CC
10	001564	MDM_E05	ADAM	EGERT		SSE TECHNOL

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.

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