WeichertPRO Job Aid – Importing Contacts

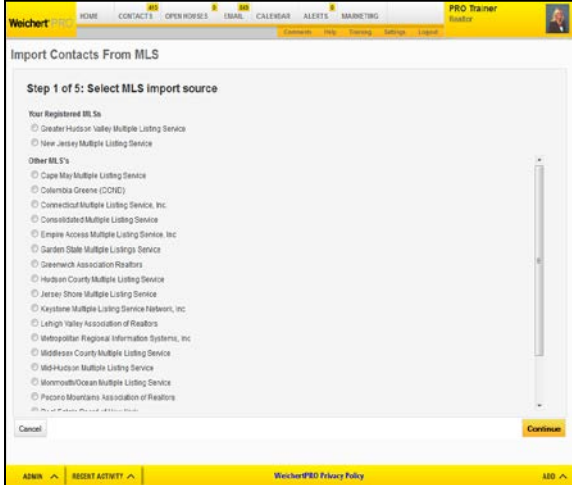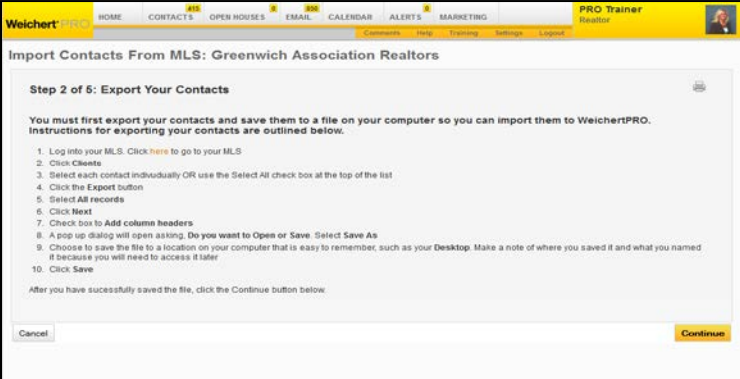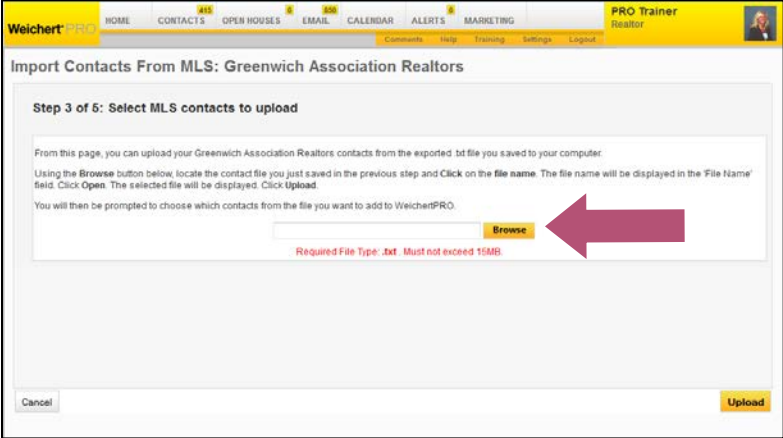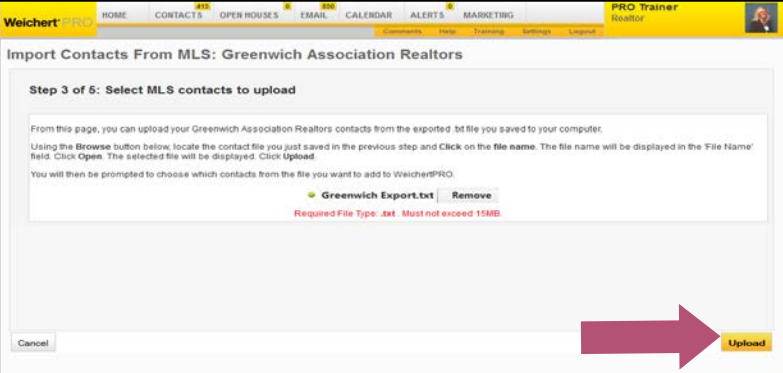Importing contacts from external sources allows you to have all your contacts in one spot for efficient follow up and marketing. Being able to quickly and easily import your contact data will allow you to begin utilizing the contact management features in WeichertPRO to its fullest potential.   Please note that depending on what type of file you are importing from, the import instructions are specific for that source. Reference the steps below:
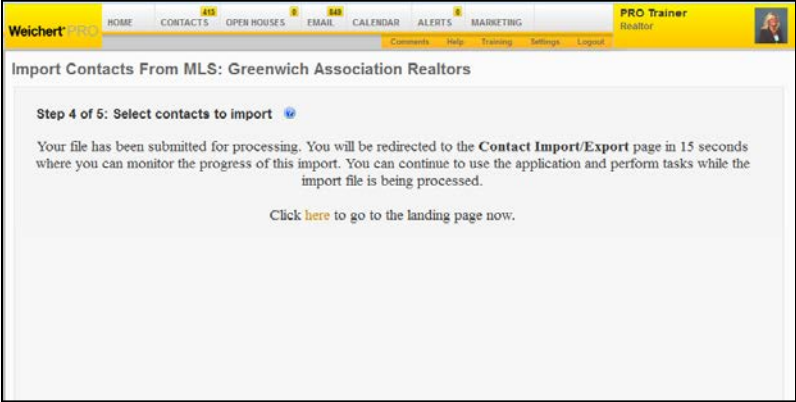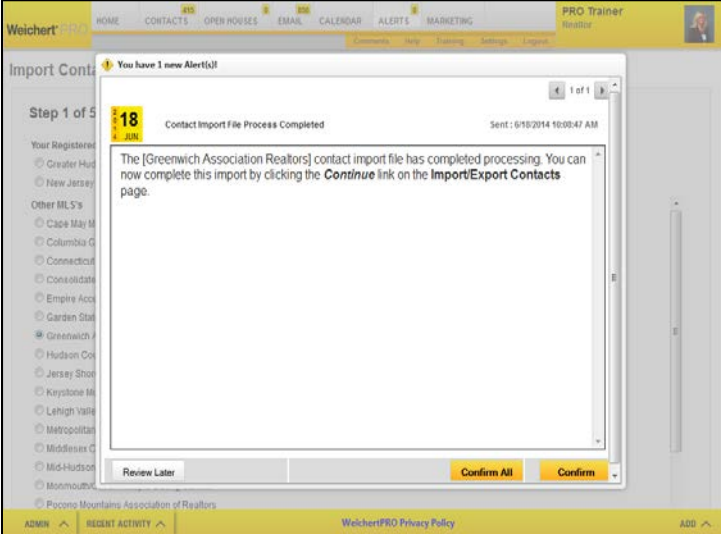
IMPORTING CONTACTS

Step	Screen
1. **Go To: www.weichertpro.com and log in.** 2. **Click "Admin"**	
3. **Select "Import/Export Contacts"**	
4. **Select the source you will be importing contacts from.** **In this example we are selecting MLS Import**	

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Step	Screen
5. **Select your MLS from the list.**	
6. **Follow the instructions to export your contacts from the selected MLS and save the file to your computer.**	
7. **Click Browse to search for your file on your computer and select the file.**	
8. **Click 'Upload' to load the file.**	

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Step	Screen
You will receive an on screen message indicating your file is processing. Processing times will vary based on file size. You can continue to use WeichertPRO while the file is processing or you can wait until you are redirected to the Import/Export page where you can monitor the progress of the file.	
Once your file has successfully processed, you will receive a WeichertPRO alert message like this one. Now your contacts are ready to be imported. 9. **Click Confirm to close this alert message.**	
From the Import / Export page, locate the 'Pending Imports' Section. You will see your file. 10. **Click the pencil to 'Continue'**	

WeichertPRO Job Aid – Importing Contacts

Step	Screen
Before you import your contacts, the system will search for possible duplicates. For each contact, decide whether you want to Import as New Contact, Do not Import or Merge with another contact. 11. **Once you have completed going through each contact, click 'Import Contacts'.**	
Your import is now complete. Click 'View Contacts' to go to your contacts page	