**User Guide for Python Script to Automatically Enter Lead Information into ZOHO CRM.**

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This is a simple user guide for the python script to automatically enter business card data into the ZOHO CRM, logging in with a Microsoft Account. The python script assumes that CamCard app is used to scan the business card(s) which generates an XLS.

**Step by Step Guide:**

**Generating the XLS from CamCard:**

Open the app and using the blue camera icon at the bottom of the centre of the screen, take a photo of each business card in turn ensuring each is a clear photo.

In the cardholder tab (bottom left of app) scroll to the top and select export, followed by Excel (csv). Select all cards which you wish to input data for, select export on the bottom of the screen, and select ‘Export to Excel’. Select Email and enter your email address, followed by send.

Open the email and place in the same folder as your python script.

**Using the Python Script to Enter the Card Information:**

Double click the python script and follow the prompts to enter your Microsoft Email, password, and the name of the XLS file. The script should then open a webpage and navigate to the ZOHO CRM add lead page.

Press enter on the script to enter the lead information, and correct / add information as desired.

Press save and new to enter more leads, or just save if up to the last read. Repeat until all lead info is added.