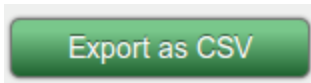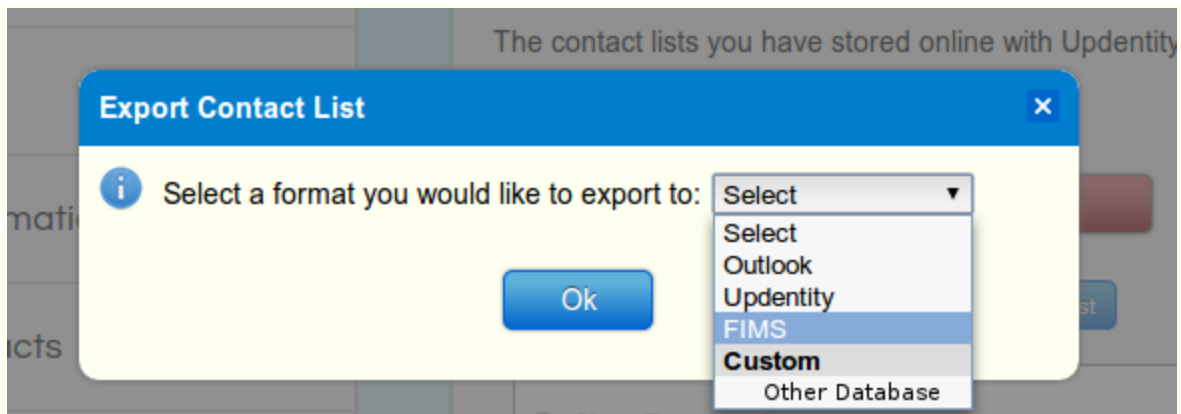# FIMS-format contact list exports from Updentity

Instructions for users

1. Select from "Updated Contact Lists" the list that contains contacts or updates to be exported.
2. Click "Export as CSV" (comma separated values), A panel labelled "Export Contact List" will appear; the rest of the page goes dim.

3. Next to "Select a format you would like to export to:" click the drop-down list and click on "FIMS".

4. From the options that expand when "FIMS" is selected, choose the desired data to be exported.
   ○ To export all available updates for a list, leave all option boxes checked.
   ○ Alternatively, the user may export the current contents of a contact list (not including updates) to a FIMS-compatible CSV file by un-checking the "Export Updates Only" box.
   ○ Other options, type and confidence, affect which kind of updates to include in the export.

Export Contact List ✕

ⓘ Select a format you would like to export to: FIMS ▼
☑ Export Updates Only

Select Type (Optional)
(By default Updates of all the Types will be exported)

☑ Export Email Updates
☑ Export Phone Updates
☑ Export Address Updates
☑ Export Deceased Updates

Select Confidence (Optional)
(By default Updates of all the Confidence levels will be exported)

☑ Export Updates with High Confidence
☑ Export Updates with Medium Confidence
☑ Export Updates with Low Confidence

Ok

Sources:

5. Wait for the following message to appear at the top of the browser window:

Export Queued
Your contact list has been queued. We will update the status when the file is ready.

6. When the export is ready, a link to the resultant file will become available in the Updated Contact Lists. Click the link to download the file, then import it into your FIMS database.

Explanation of headers

The following CSV file may be downloaded and viewed in your preferred spreadsheet application or office suite.

Sample spreadsheet download

If you don't have a spreadsheet application, free Microsoft-compatible office suites are available at the following addresses:
http://www.libreoffice.org/ OR http://www.openoffice.org/ , or by opening a Google account.

Whether one type of update is exported or all types, or if a current list is exported, the column headers will be the same. Columns headers are included for the user's reference. It is recommended that they be removed before the user attempts to import the file into a FIMS database.

For updates, FIMS requires columns to alternate between old and new data, labelled (old) and (update). However, even when exporting a current list, columns must be separated by alternating empty columns. In either case, the data meant for importing into FIMS will be in the columns with 'update' in the header.