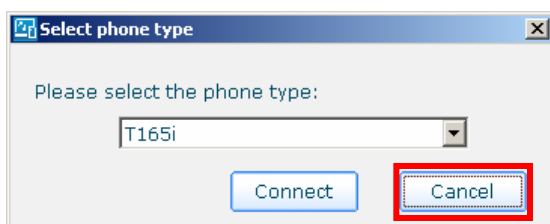


OVERVIEW:

This method creates a CSV template directly from JoinME giving you the ability to manage your Contacts. Most applications allow you to export contacts in a csv file format. You can then manipulate the exported contact list to be in the same format as the JoinME format.

Important: You do not need to have your phone connected to your computer to action this procedure.

- 1) **LOAD** JoinME
- 2) When prompted to **SELECT** your 'phone type' & **CLICK** Cancel.



- 3) **SELECT** the 'PhoneBook' tab.
- 4) **CLICK** on the 'New Contact' button to create a new contact.



The 'New Contact' window will now launch.

- 5) **TYPE** some information in to the name & home mobile fields as shown below and **CLICK** 'Save'.

The screenshot shows a 'New Contact' dialog box with the following fields and values:

- Name: test
- Group: Unclassified
- Mobile: 12345
- Tel Home: (empty)
- Fax: (empty)
- Tel Office: (empty)
- Email(Public): (empty)
- Email(Other): (empty)
- Mobile(Other): (empty)

The 'Save' button is highlighted with a red box.

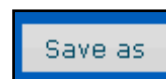
The "test" contact will now appear in the contact list. As shown below.

<input type="checkbox"/>	Name	Phone	Tel	Group	Notes
<input type="checkbox"/>	test	12345		Unclassify	

- 6) **TICK** the box to the left of the test contact you have just created. (Left Mouse Click)

<input checked="" type="checkbox"/>	Name	Phone	Tel	Group	Notes
<input checked="" type="checkbox"/>	test	12345		Unclassify	

- 7) **CLICK** the Save As button to save this contact.



- 8) **SAVE** the phonebook file to a *known* location

Important: Keep the 'Save as type' file set to *.csv.

The screenshot shows a 'Save as' dialog box with the following fields and values:

- File name: phonebook
- Save as type: *.csv

The 'Save as type' field is circled in red.

- 9) On your computer **NAVIGATE** to the location where you saved the 'phonebook' file & open it in Windows Excel. The opened file is shown below.

The screenshot shows Microsoft Excel with the following data in the spreadsheet:

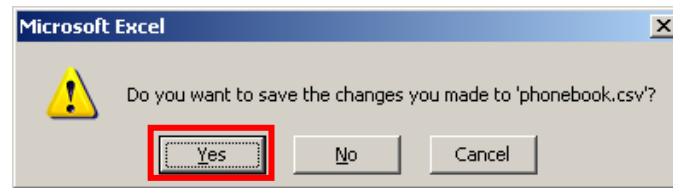
	A	B	C	D	E	F	G	H	I	J
1	name	home mobile	home phone	work phone	other mobile	WorkEmail	OtherEail	Group		
2	test	12345						Unclassify		
3										

- 10) In row 3 of the spreadsheet **CREATE** another sample entry. As shown below.

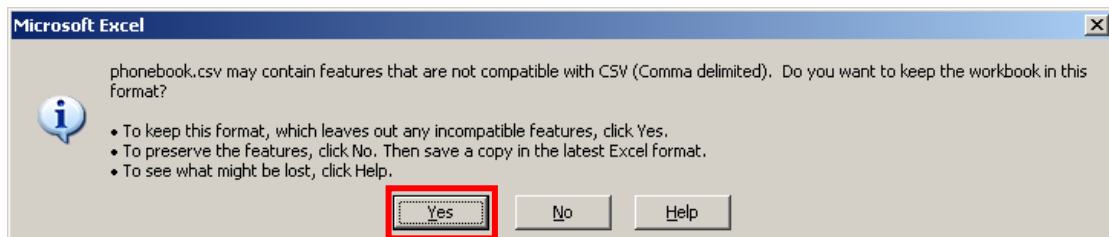
The screenshot shows Microsoft Excel with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J
1	name	home mobile	home phone	work phone	other mobile	WorkEmail	OtherEail	Group		
2	test	12345						Unclassify		
3	new	4567								
4										

- 11) **SAVE & CLOSE** the phonebook file you have just modified.

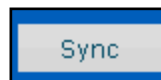


When prompted about incompatible feature **CLICK** Yes to keep the format.



- 12) **NAVIGATE** back to the PhoneBook tab of JoinME.

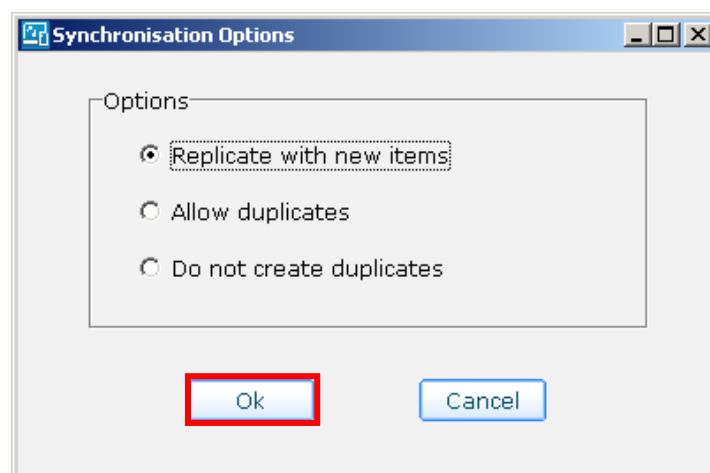
- 13) **CLICK** the Import button.



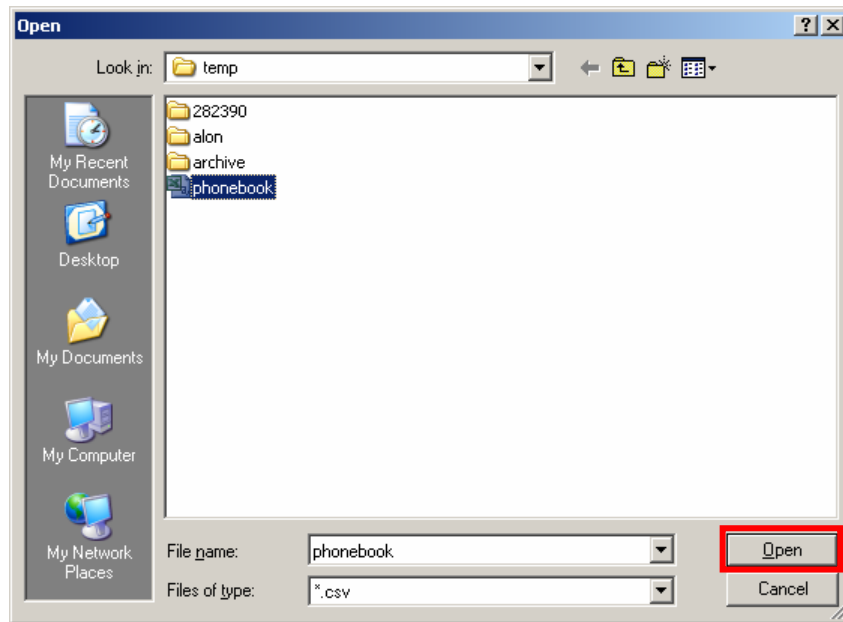
- 14) **SELECT** import from CSV file.



- 15) **SELECT** the appropriate synchronisation option & **CLICK** OK.

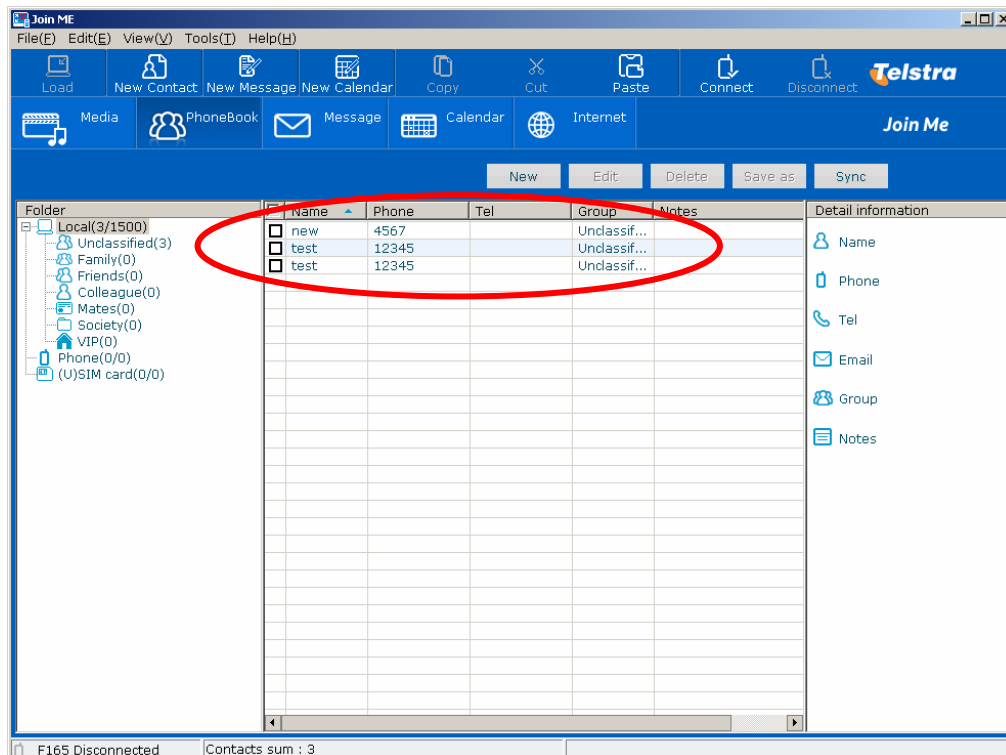


- 16) **NAVIGATE** to the location you have saved the phonebook csv file you have been working on and **OPEN** this file.



JoinME will now proceed to import the sample contacts from the phonebook file.

17) In JoinME **SELECT** the PhoneBook tab, the test & new contacts will now be displayed. As shown below.



You can now see the original test record created as well as the 2 records imported. Duplicate entries can easily be deleted manually in JoinME or further modified in the CSV file you have just created.

Using the phonebook csv file you have now created & keeping the column heading (row 1) you can use this as an excel template to import your contacts in to JoinME.