



## eTapestry's Import and Quick Data Entry

### **What is it?**

Need a quick, easy way to import basic name and address information into eTapestry? How about a tool that will let you enter data into an Excel or Access form that can then be easily imported into eTapestry?

The Import and Quick Data module gives you the ability to handle both of these situations quickly and easily.

### **How does it work?**

#### **1. Importing Data to eTapestry**

This helpful tool takes data from a standardized format and reads it directly into eTapestry. It is ideal if you have new donor records that you would like to add to your database, but don't want to go through the process of data entry. Imported data goes directly into the Persona page for an account and includes all basic contact information (name, address, salutations, phone number, email address).

#### **2. Quick Data Entry**

You will also find it useful for inputting names and addresses into a standard format using Excel or Access. For example, at the next special event, you could input data into a notebook computer right at the door as registrations come in. When finished, you could take your Excel or Access file and read it directly into eTapestry where an account record is automatically created. Templates for use with Excel and Access are even provided for you.

The following fields can be imported directly into an eTapestry account.

- Name**
- Sort Name**
- Address (3 lines)**
- City**
- State**
- Postal Code**
- Country**
- Short and Long Salutation**
- Telephone**
- Email**
- Website Address**
- Free Form Note**

A template file is provided for use with either Microsoft Excel or Microsoft Access.

#### **For Sales Support:**

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### **Summary**

eTapestry's Import and Quick Data Entry module gives you a simple way to get data into your eTapestry database from an existing file without having to do data entry. It can be used for populating your database when you are just beginning, or for adding new databases of information to your existing data.

It is also ideal for those remote entry times when you are inputting data directly into a spreadsheet. The Import and Quick Data Entry module is available for a monthly fee of 10% of your base eTapestry service. There is a minimum monthly fee of \$10 and a minimum of 3 months use of this module.