

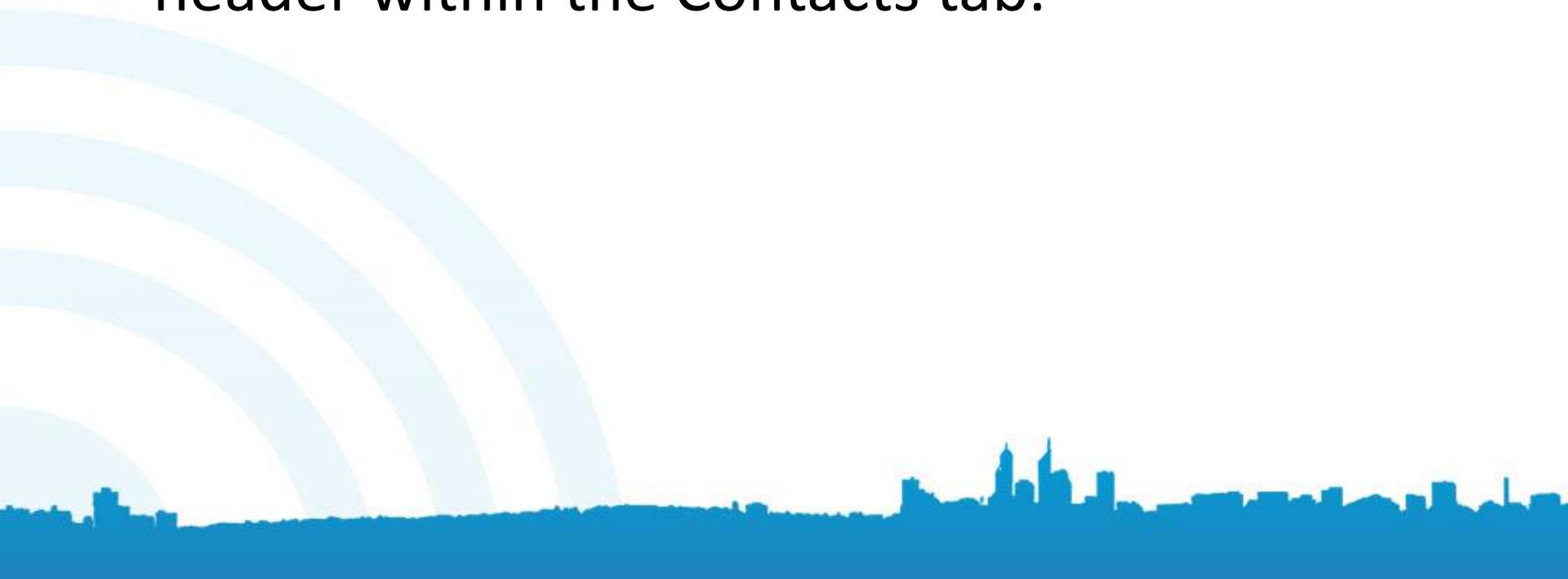
# How to Export Contacts from a Single Category

GTP iCommerce instructions on how to export contacts from one category



# Exporting Contacts

- A list of the contacts currently stored in the CMS can be accessed and downloaded from the a single contact under Export Contacts header within the Contacts tab.



# Open 'A single Category' page


Logged in westerndairy - 15<sup>th</sup> September, 2014 - 13  
You are using Chrome Version 37.0.2062.103 on Wi

Products
Images
Orders
Reports
Affiliate
Contacts
Emails & SMS
Web Pages
Config

**Office Hours**

**OPENING HOURS**

Monday - Friday 9:00am to 4:30pm  
AWST +08:00  
Weekend and After Hours Support  
on 0411 352 766 (Mobile)  
Send ALL work requests to  
[support@gtp.com.au](mailto:support@gtp.com.au)

**PLEASE NOTE:** GTP will be closed for  
all **Western Australian** public holidays  
for **2014** as follows:

- Queen's Birthday - Monday 29 September\*
- Christmas Day - Thursday 25 December
- Boxing Day - Friday 26 December

**SCHEDULED HOLIDAYS**

- Dale - None currently scheduled
- James - Monday 4th August - Friday 15th August
- Cleyton - None currently scheduled
- Daniel - Wednesday 29th October - Tuesday 4th  
November
- Carl - None currently scheduled
- Janina - None currently scheduled

Last Updated: 7:41 AM July 28th 2014

GTP Contacts

**Add New Contact**

**List All Contacts**

**Search Contacts**

**Quick Search**

**Export Contacts (CSV)**

- ▶ Dynamic Export
- ▶ **A Single Category**
- ▶ A Single Subcategory

Click on 'A Single Category' under  
the Export Contacts (CSV) header  
in the Contacts tab

--The Team at GTP

**GTP Hours - Christmas 2013**
**Nov 21st 2013**

GTP iCommerce will close for Christmas and New Year at 4:00pm Friday 20th of December 2013 and will re-open at 9:30am on Monday 6th of January 2014. Normal after hour contact details will apply for emergencies during this period.

The last day we can accept updates for completion this year is Monday December 9th. Work requests received after this date can not be guaranteed to be processed until January.

GTP would like to take this opportunity to wish all our clients and customers a happy and safe Christmas, and a profitable 2014!

--The Team at GTP



# Select a Category and Fields

Categories/Subcategories  
to select  
What fields do you  
wish to export

- Website Member ▾
- Bad Email
- Website Enquiry
- Website Member
- Username
- Password
- Title
- First Name
- Last Name
- Email Address
- Street
- Suburb
- State
- Postcode
- Country
- Phone 1
- Phone 2
- Fax
- Mobile
- Organisation
- Organisation Description
- Position
- URL
- Notes
- Log
- Insert Date
- Misc 2
- Misc 3

Submit

Hold down the Control Key to select more than one category at a time

After submitting please wait until the subsequent confirmation page loads.

Please do not re-click or double-click the submit button.

Choose 'Website Member' from the drop down menu,  
tick the boxes of the fields you want to export



# Submit the Export Request

Categories/Subcategories  
to select  
What fields do you  
wish to export

Website Member ▾

- Category
- Subcategory
- Username
- Password
- Title
- First Name
- Last Name
- Email Address
- Street
- Suburb
- State
- Postcode
- Country
- Phone 1
- Phone 2
- Fax
- Mobile
- Organisation
- Organisation Description
- Position
- URL
- Notes
- Log
- Insert Date
- Misc 2
- Misc 3

Hold down the Control Key to select more than one category at a time

**After submitting please wait until the subsequent confirmation page loads.**

**Please do not re-click or double-click the submit button**

Once finished click on the Submit button

# Download the Exported File

To download this data to your computer right click on the link below and *save link/target as...*

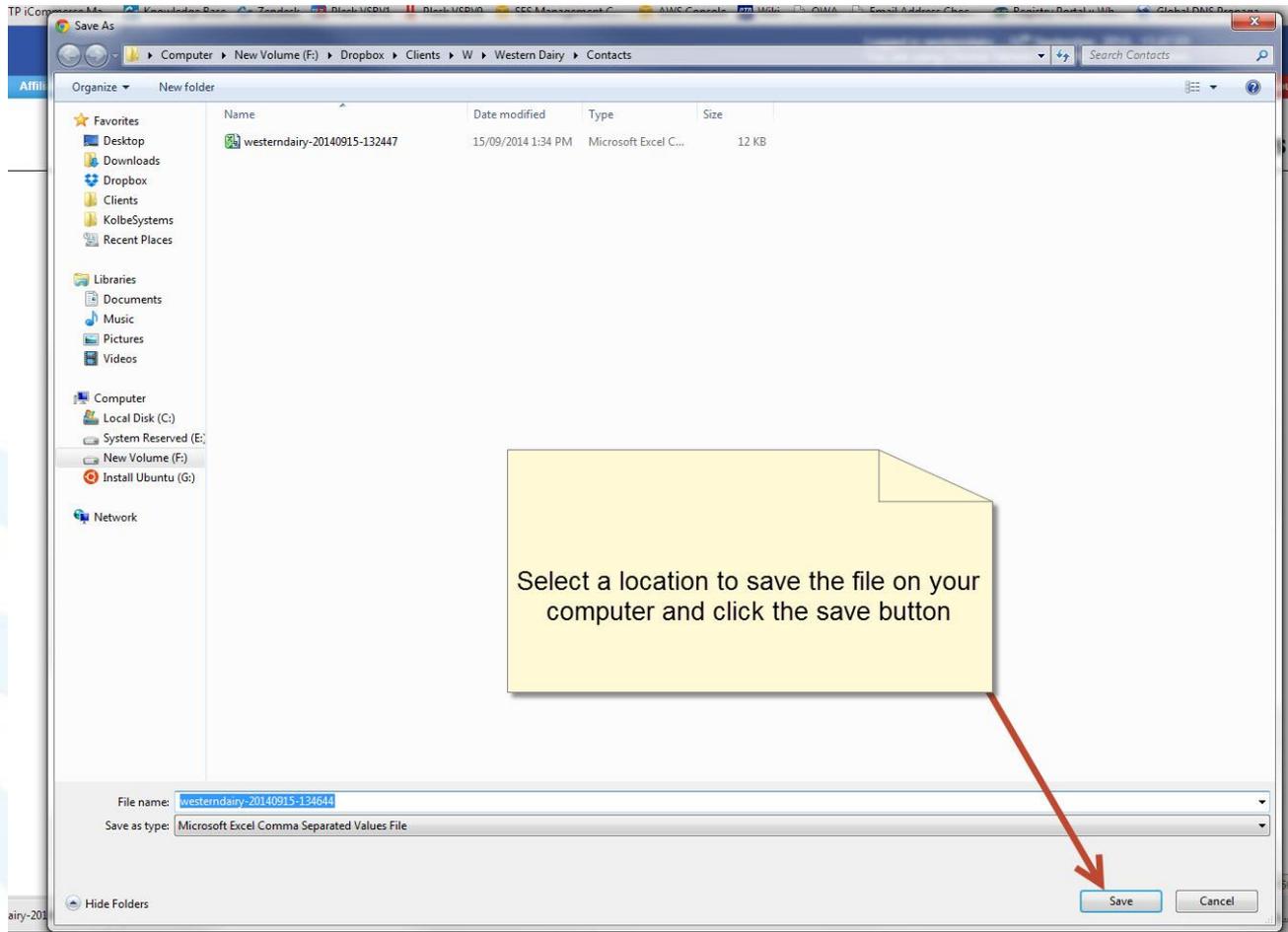
Right click on the 'Exported file'

- Export...
- Open link in new tab
- Open link in new window
- Open link in incognito window
- Save link as...
- Copy link address
- Inspect element

Click on 'Save link as..'



# Save the File



# Open using Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Website Member	Miss	Aimee	Court	fairness	PO Box 10	Russell	W		6200	Australia				
2	Website Member	Mr	Alan	Arnold											
3	Website Member	Mr	Allen	Sh											
4	Website Member	Miss	Andre												
5	Website Member	Mr	A												
6	Website Member	Ms													
7	Website Member	Ms													
8	Website Member	Mr													
9	Website Member	Mr													
10	Website Member	Dr													
11	Website Member	Mr													
12	Website Member	Mr													
13	Website Member	Mr													
14	Website Member	Mr													
15	Website Member	Mr													
16	Website Member	Mr													
17	Website Member	Mr													
18	Website Member	Mr													
19	Website Member														
20	Website Member														
21	Website Member	Ms													
22	Website Member	Miss													
23	Website Member	Miss													
24	Website Member														
25	Website Member	Ms													
26	Website Member	Mr													

Once downloaded you will be able to open the file as an excel spreadsheet

# End of Presentation

- GTP iCommerce Support
- Email [support@gtp.com.au](mailto:support@gtp.com.au)
- <http://gtpsupport.gtp-icommerce.com.au>
- Ph: 1300 853 533
  
- [www.gtp-icommerce.com](http://www.gtp-icommerce.com)
- [www.gtphub.com](http://www.gtphub.com)

