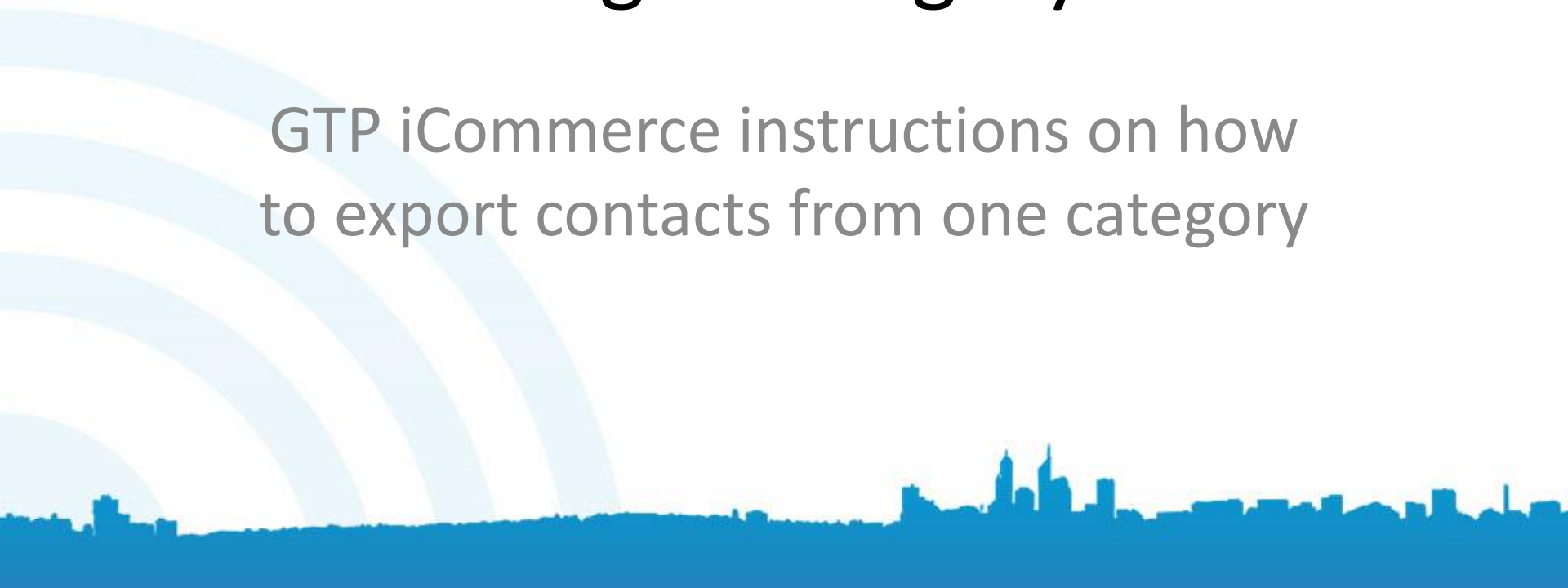


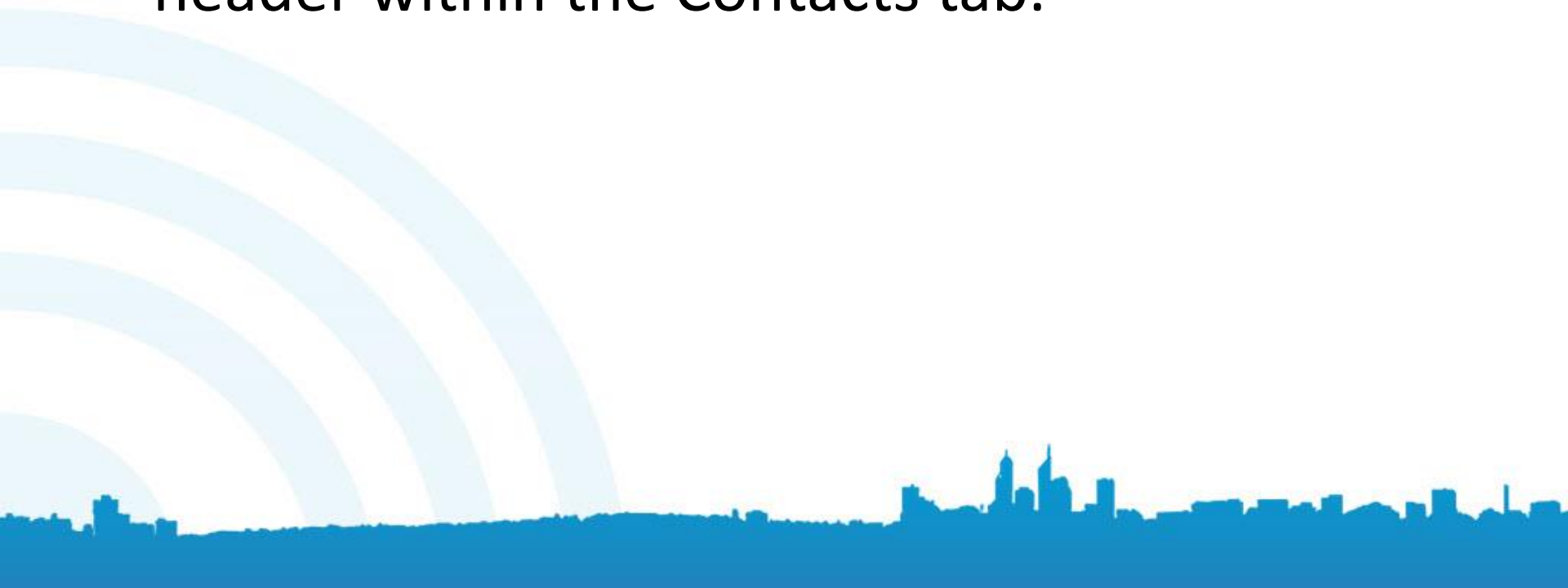
# How to Export Contacts from a Single Category

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


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## 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

## Contacts

 Add New Contact
  List All Contacts
  Search Contacts
  Quick Search

### Export Contacts (CSV)

- Dynamic Export
- A Single Category**
- A Single Subcategory
- Standard Import (CSV/Tab)
- Standard Export (CSV/Tab)
- Import from Orders

--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

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



# 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


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[GTP Contact](#)
EXPORT A CATEGORY (

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

Submit

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

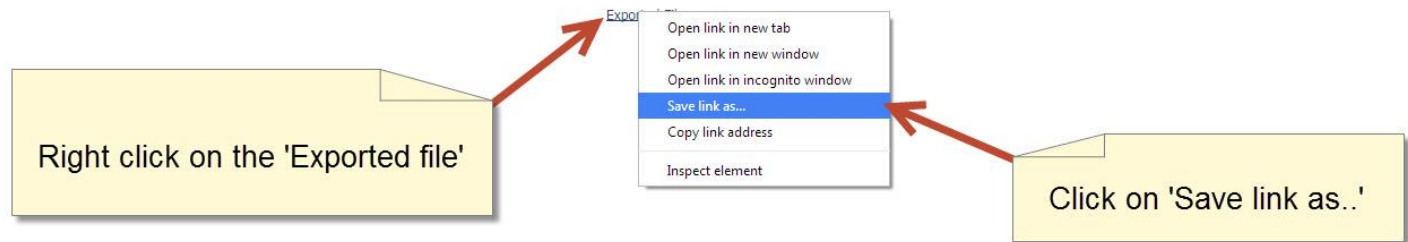
**After submitting please wait until the subsequent confirmation page loads.**

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

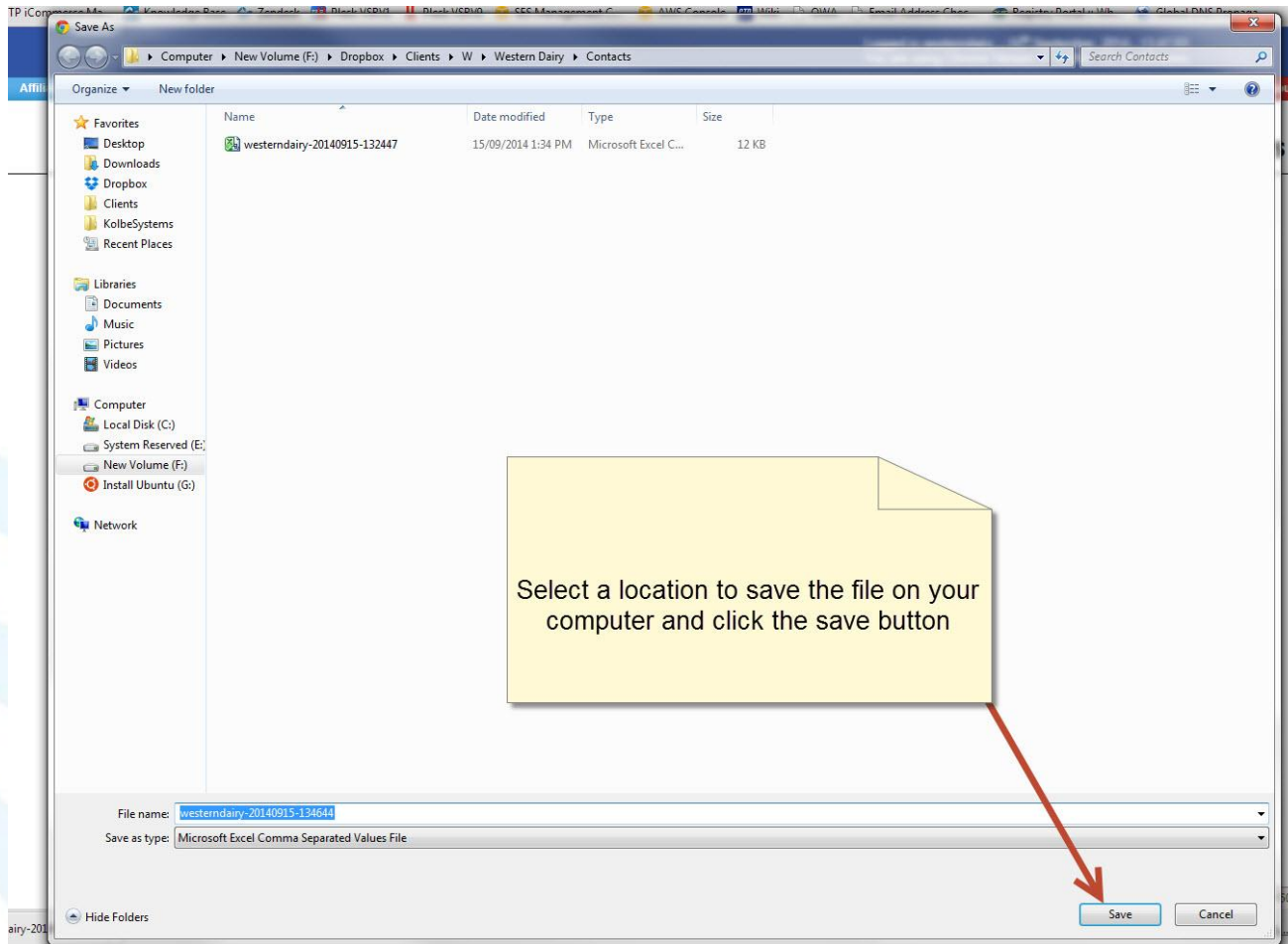
Once finished click on the Submit button

# Download the Exported File

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



# 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 18 Russell Ave				6300 Australia					
2	Website Member	Mr	Alan	Arnold											
3	Website Member	Mr	Allen	Sh											
4	Website Member	Miss	Andrea												
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)

