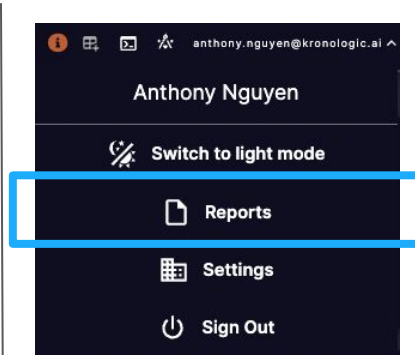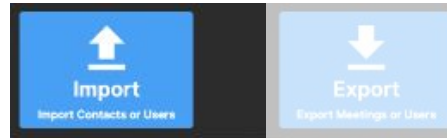# KRONOLOGIC

HOW TO GUIDE

CSV Import

Navigate to the Account Menu

Open up the Account menu by clicking on your email in the upper right corner and Select **Reports**

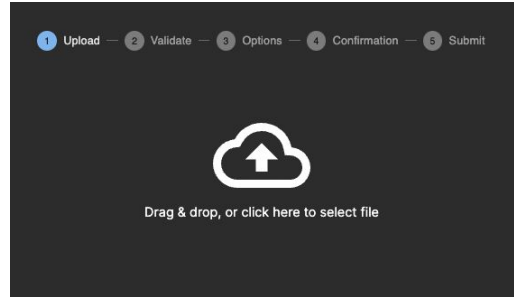Select **Import (Import Contacts or Users)**
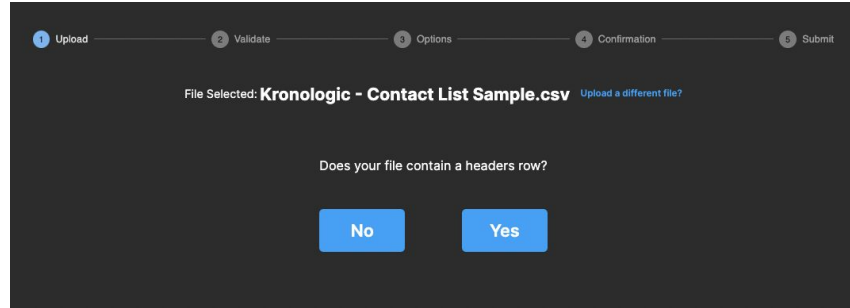
Select **Contacts**

Select file to import

Drag & drop, or click to select file to import

Confirm whether your file contains headers

Map field names to columns in the imported CSV

Select from the drop down fields the appropriate mapping for each field that will be uploaded.

For any fields that does not require a mapping, leave it as **Select Header**. These will not be imported into Kronologic.

Click **Continue** to proceed

Validate email and Select Meeting Template

Kronologic will **Validate** all email addresses are in the right format and confirm data is ready to proceed

Select **Continue** to proceed

Select from the drop down the **Meeting Template** to be used for the contacts (this is a mandatory requirement)

Select from the drop down the Tags to be used for the contacts (this field is not mandatory)

Confirm file records and upload

Confirm the # of contacts and Meeting Template is correct. If yes, click **Confirm** or if not click **Start Over**.

Select **Confirm** to upload the file

A confirmation will display that your file has been uploaded successfully.

Select **Upload another?** If you would like to upload another file or

Select **View Related Meetings** to view the contacts you've just uploaded