

Import and export of addresses

Description



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1. Introduction

This document describes the import and export of addresses in eCall.

Because it's more comfortable to import addresses from different sources into eCall than to write them yourself, eCall owns an import interface. It's also possible to export all addresses from eCall and import them into other programs (such as MS Outlook).

Note: There is no support on import and export capabilities of third-party software such as MS Outlook.

Structure of the document:

- Requirements
- Import
- Export

2. Requirements

To import and export data from eCall, your browser needs to be able to download an upload files. Please check the security options.

The following programs are supported:

- MS Outlook 2000
- MS Outlook XP
- MS Outlook 2003
- MS Outlook express 6
- All other programs which understand CSV-files

Note: Unfortunately, MS Outlook cannot distinguish between different languages. You should use the language German and English, which our MS Outlook knows (installation language).

Note: The list separator in Windows must be set as semicolon. Otherwise the import and export function for MS Outlook express wouldn't work properly. Also, MS Excel may cause problems with editing CSV-files. You can switch the separator here: Click "Start" - "Settings" - "Control panel" - "Regional and Language Options". Now choose "Customize" or change to the tab "Numbers" (depends on your operating system). Select the semicolon ";" as "List separator" and click "OK".

3. Import

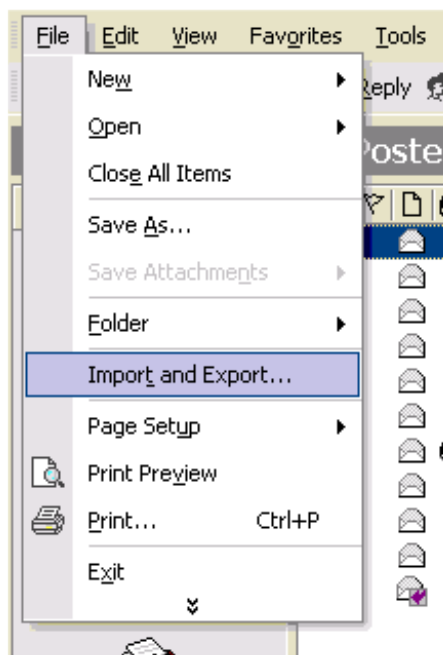
This chapter describes the import of addresses in eCall.

3.1 MS Outlook 2000/XP/2003

Before you can import your addresses into eCall, they need to be exported from MS Outlook. The following steps will show you how to do so.

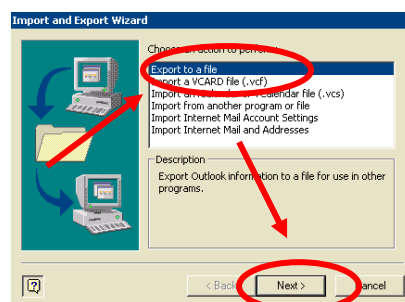
3.1.1 Step 1

Start MS Outlook. Click on “File” – “Import and Export”.



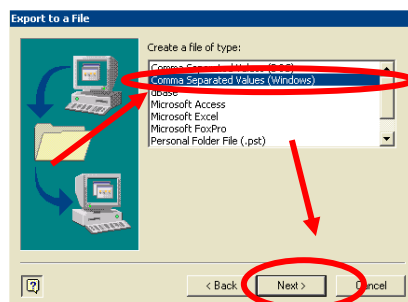
3.1.2 Step 2

A new window called “Import and Export Wizard” appears. Choose “Export to a file” and click “Next”.



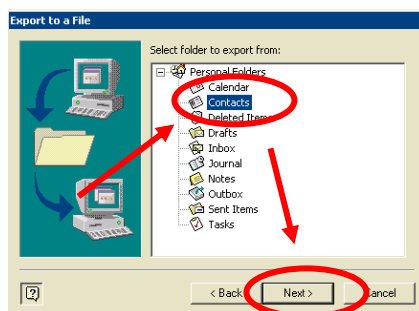
3.1.3 Step 3

The type of file needs to be “Comma Separated Values (Windows)”. Choose this entry and click “Next”.



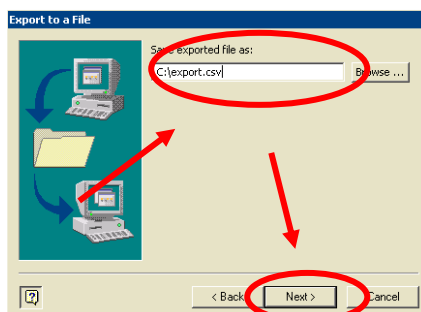
3.1.4 Step 4

In this window you have to choose “Contacts”. Go on by clicking “Next”.



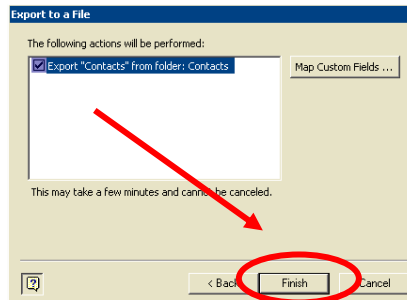
3.1.4 Step 5

Write the path and filename into the white box. The extension of the file doesn't matter but it is recommended to choose “.csv”. Then click on “Next”.



3.1.6 Step 6

Just click on “*Finish*” on this last MS Outlook window.



3.1.7 Step 7

Log in into eCall. Choose the link “*Groups*” or “*Persons*”. Click on “*Import*”.



3.1.8 Step 8

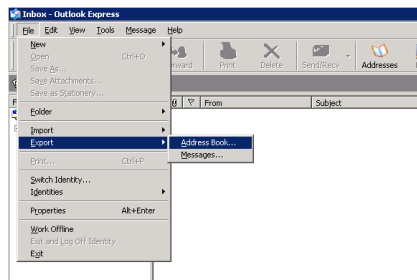
Choose MS Outlook 2003/XP/2000 and click on “*Browse*” to find the file you just have exported from MS Outlook. Set other options on this site and click “*Import*”. All data will now be imported into eCall.

3.2 MS Outlook Express 6

Before you can import your addresses into eCall, they need to be exported from MS Outlook. The following steps will show you how to do so.

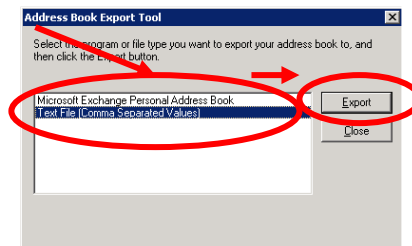
3.2.1 Step 1

Start MS Outlook. Click on “File” – “Export” – “Address Book...”.



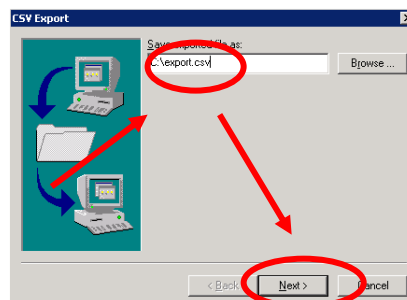
3.2.2 Step 2

A new window appears. Choose “Text File (Comma Separated Values)” and click on “Export”.



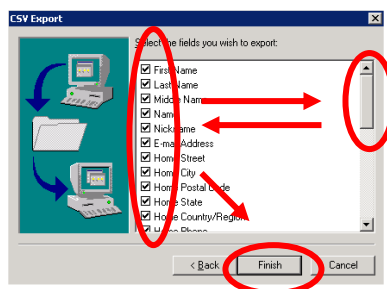
3.2.3 Step 3

Write the path and filename into the white box. The extension of the file doesn't matter but it is recommended to choose “.csv”. Then click on “Next”.



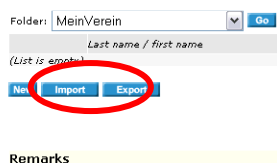
3.2.4 Step 4

In the following window it's important that all the entries are checked. Otherwise not all data will be exported. Check each box (use the scrollbar) and then click "*Finish*".



3.2.5 Step 5

Log in into eCall. Choose the link "*Groups*" or "*Persons*". Click on "*Import*".



3.2.6 Step 6

Choose MS Outlook Express 6 and click on "*Browse*" to find the file you just have exported from MS Outlook. Set other options on this site and click on "*Import*". All data will now be imported into eCall.

3.3 eCall Format

There is also a possibility to fill out the addresses by another program (or even manually). In this case, eCall offers you a template. It can be downloaded in eCall:

http://www.ecall.ch/downloads/Vorlage_eCall_en.csv

This template can be opened by a text editor but also by MS Excel. If you use a text editor, the values need to be separated by a semicolon (“;”)

Note: If you use MS Excel be careful when you fill out the phone numbers. If the format of the column is “Numeric”, MS Excel may change your entries (i.e. you enter the number “+41 999 99 99”, MS Excel may change it into “419999999”).

4. Export

This chapter describes the export of addresses from eCall.

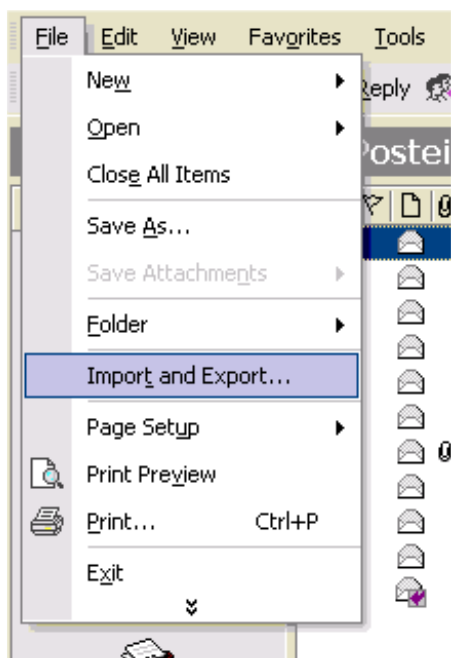
4.1 MS Outlook 2000/XP/2003

4.1.1 Step 1

To export data in eCall just click the on “Export” in eCall. Save the file on your hard disk.

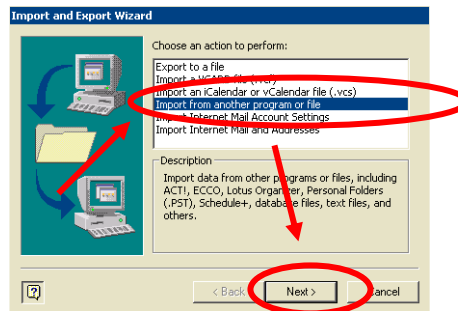
4.1.2 Step 2

Open MS Outlook. Choose “File” – “Import and Export...”.



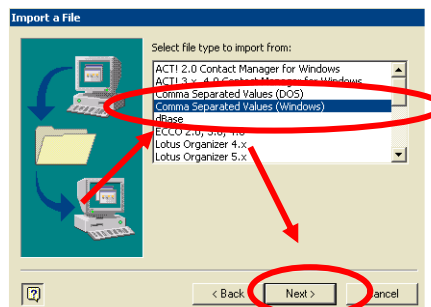
4.1.3 Step 3

The “Import and Export Wizard” appears. Choose “Import from another program or file” and click on “Next”.



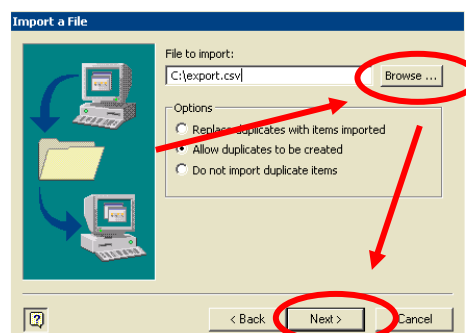
4.1.4 Step 4

In this window choose “Comma Separated Values (Windows)” and click “Next” for another time.



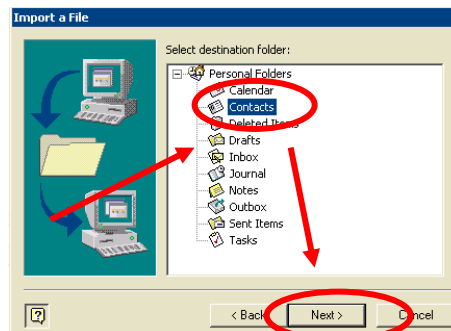
4.1.5 Step 5

Click on “Browse...” and choose the file you just downloaded from eCall. Change the options on the window if needed and click on “Next”.



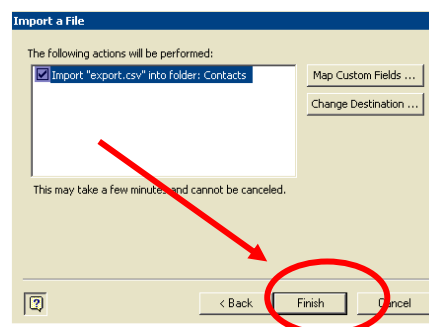
4.1.6 Step 6

Select “*Contacts*” as your destination folder and click on “*Next*”.



4.1.7 Step 7

Click “*Finish*” on this last window.



The import will start now. You can check all entries if you open the folder “*Contacts*” in your MS Outlook.

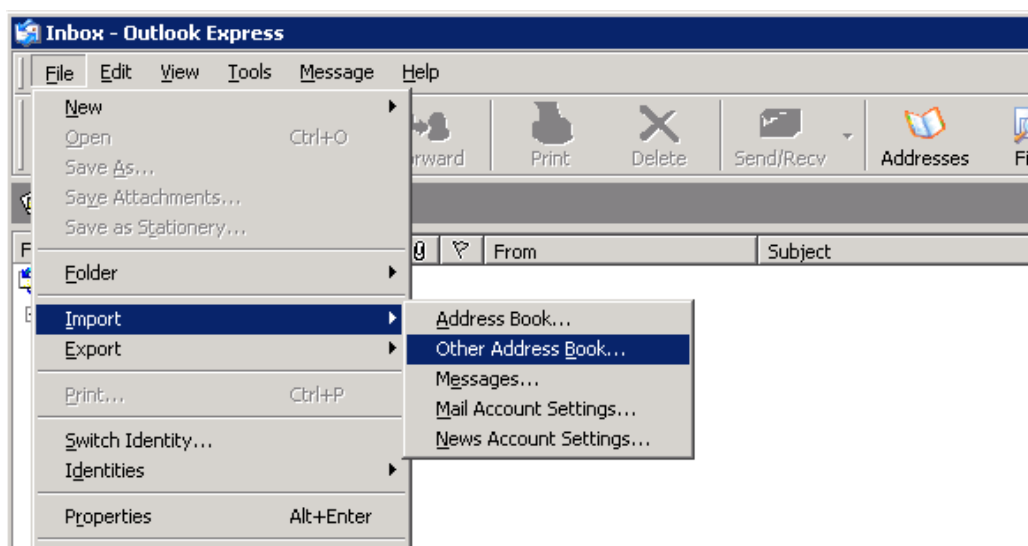
4.2 MS Outlook Express 6

4.2.1 Step 1

To export data in eCall just click on “Export” in eCall. Save the file on your hard disk.

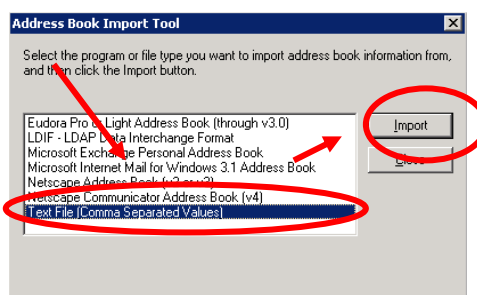
4.2.2 Step 2

Open MS Outlook Express. Choose “File” – “Import” – “Other Address Book...”.



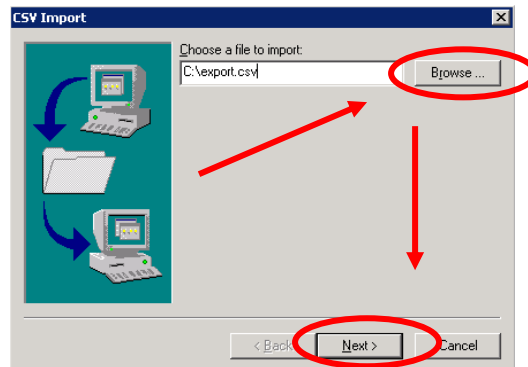
4.2.3 Step 3

Choose the entry “Text File (Comma Separated Values)”. Then click on “Import”



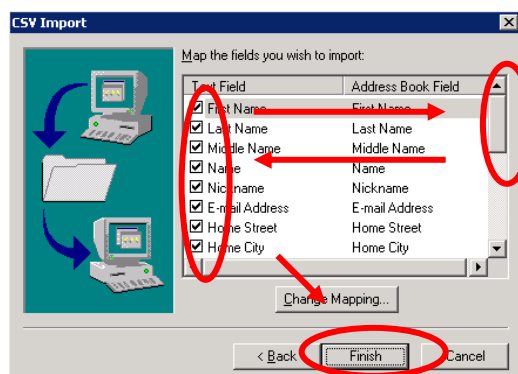
4.2.4 Step 4

Click on “Browse...” and choose the file you just downloaded from eCall. Then click on “Next”.



4.2.5 Step 5

All entries need to have a check mark. Use the scrollbar to check the hidden entries. If all entries are ok, click on “Finish”.



If MS Outlook detects a duplicate entry while importing, you will be asked to overwrite it.