

Contact creation

Basic Import

The basic import can be done by the user himself. It is using an interface in SAM.

Following fields can be imported :

- E-mail address
- First name, name
- One address
- Criteria
- Authorization
- TBD

If more data needs to be imported, an extended import is necessary.

The full documentation for basic imports is available here: [How to do your import contact file in SAM?](#)

Extended Import

The extended import gives the possibility to load many other fields and objects.

Following fields can be imported (non exhaustive) :

- Contact number
 - The original contact number can be kept if wished. Therefore, it must not already be used by a previous import.
- Individual information
 - First name, last name, date of birth, preferred language, ...
- Structure information
 - Structure name, structure type, community type, administrative numbers, ...
- Postal address
 - Possibility to import Billing and shipping addresses separately.
- Communication means
 - E-Mail address, phone numbers
- Criteria
- Authorizations

The details and more fields are found in [Contact import Format \(Extended\)](#).