

# ilmpor

## Quickly Insert & Update Your Records

**ilmpor** inserts new and updated records in *iMIS* from a spreadsheet.

- Imports name, address, demographics and activities
- Updates name, address, and demographic information
- Save templates and reuse for future imports and updates
- Applies *iMIS* rules to ensure data integrity
- Uses an easy to understand interface allowing non-technical people to perform imports and updates

"Our most common use of **ilmpor** is to import updated information on our members. We just select the spreadsheet within **ilmpor** and match each data column with the applicable *iMIS* data field. Seconds later, hundreds of records are updated! These types of updates would have taken staff hours to complete."

Elizabeth Wojcik, Chi Omega Fraternity

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The screenshot displays the **ilmpor - Customers Mapping** application. The main window features a menu bar (File, Tools, Help) and a tabbed interface with 'Customer', 'Permanent', 'Seasonal', and 'Business' tabs. The 'Permanent' tab is active, showing a form with the following fields: Address 1 (dropdown), Address 2 (dropdown), Address 3 (dropdown), City (Permanent City), St/Prov (Permanent State), Zip (Permanent ZIP), Country (USA), Bad Address Reason Code (dropdown), and Is Preferred Mail (dropdown). A tooltip indicates that the tabs correspond to the user's *iMIS* setup. Below the main window, a 'Profile' dialog box is open, showing fields for Work Phone, Home Phone, Fax, Cell Phone (Cell Phone Number), Email Address (E-mail), Website Address (http://www.csiinc.c), Chapter Roll #, and Functional Title. The dialog box includes 'Import' and 'Cancel' buttons at the bottom.

