Importing Names

Many Gifts can save lots of time by importing names from another source. Congregations may use a church management software program, a database, or a spreadsheet to manage names. Most of these programs have a way of exporting data into another format. **Check the help files for the other program that is the source of names. Look for exporting data or "saving as" another format.**

Many Gifts recognizes dBase (e.g. names.dbf) and Paradox (e.g. names.db) tables. It also recognizes delimited text files (e.g., names.txt) or comma delimited files (e.g. names.csv).

Many Gifts needs to have a separate field of information for Last Name and First Name. Preferably there will also be a Middle Name. Fields or columns of information will be matched to *Many Gifts* field names during the import. (*Many Gifts* can also import addresses and contact information. See the Help files for more information.)

Many Gifts can import the following types of files. Here is what they might look like.

This shows a typical dBase table. A Paradox table would be similar.
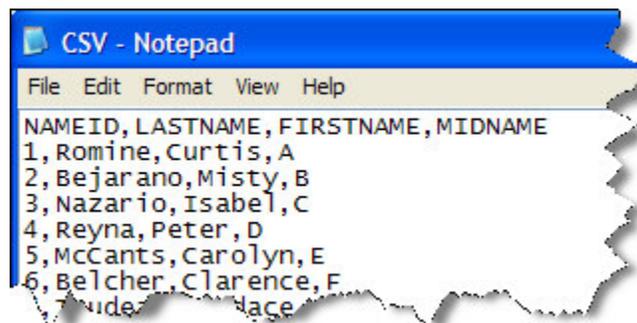
	NAMEID	LASTNAME	FIRSTNAME	MIDNAM
1	1	Romine	Curtis	A
2	2	Bejarano	Misty	B
3	3	Nazario	Isabel	C
4	4	Reyna	Peter	D
5	5	McCants	Carolyn	E
6	6	Belcher	Clarence	F
7				

This shows a typical delimited text file as it appears if opened with Notepad. Text is delimited with quotation marks and fields are separated by commas.
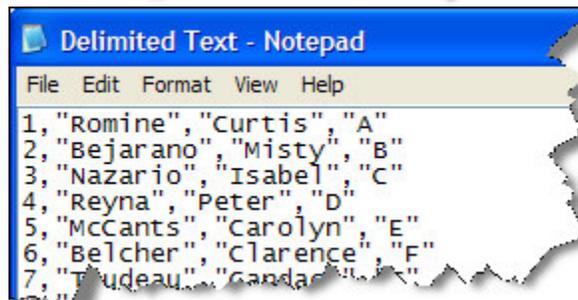
```
Delimited Text - Notepad
File  Edit  Format  View  Help
1,"Romine","Curtis","A"
2,"Bejarano","Misty","B"
3,"Nazario","Isabel","C"
4,"Reyna","Peter","D"
5,"McCants","Carolyn","E"
6,"Belcher","Clarence","F"
7,"Trudeau","Candac
```

This shows a typical csv (comma delimited) file as it appears if opened with Notepad. In this case the field names are showing in the first row.

```
CSV - Notepad
File  Edit  Format  View  Help
NAMEID,LASTNAME,FIRSTNAME,MIDNAME
1,Romine,Curtis,A
2,Bejarano,Misty,B
3,Nazario,Isabel,C
4,Reyna,Peter,D
5,McCants,Carolyn,E
6,Belcher,Clarence,F
7,Trudeau,Wallace
```

When you have figured out how to export names from another program, you are ready to begin the import process from *Many Gifts*.
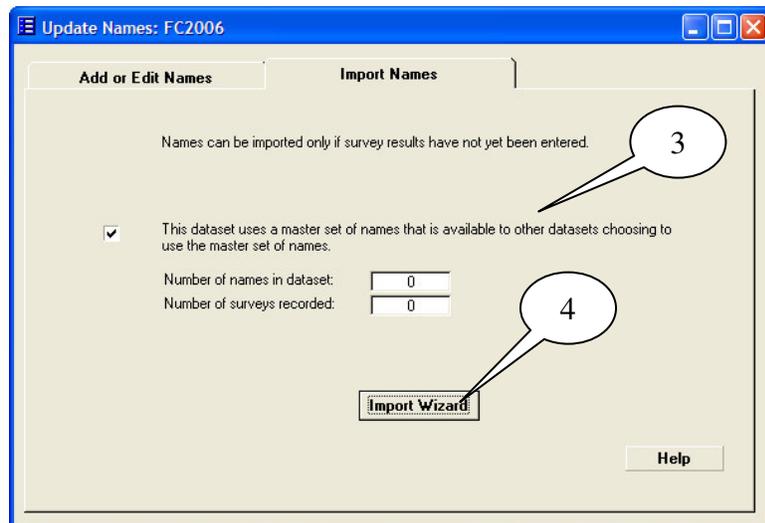
1. Select the *Names* option in the *Modules* menu.

2. Click and select the *Import Names* tab.
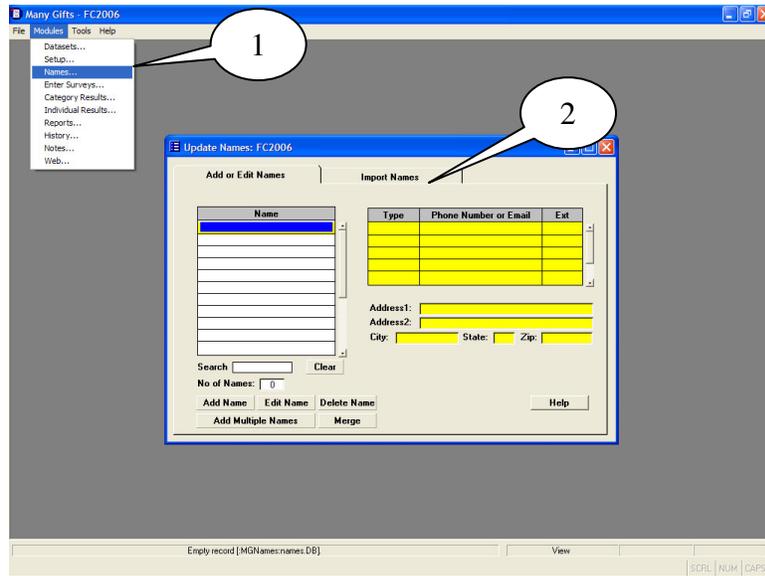
3. Review the information. You cannot import names if any surveys have been entered. (Press *Help* or *F1* to learn more.)
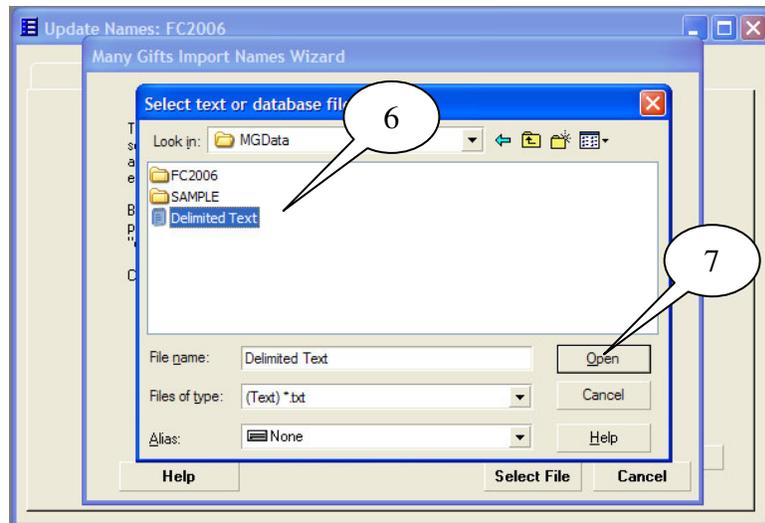
4. Click on *Import Wizard*.
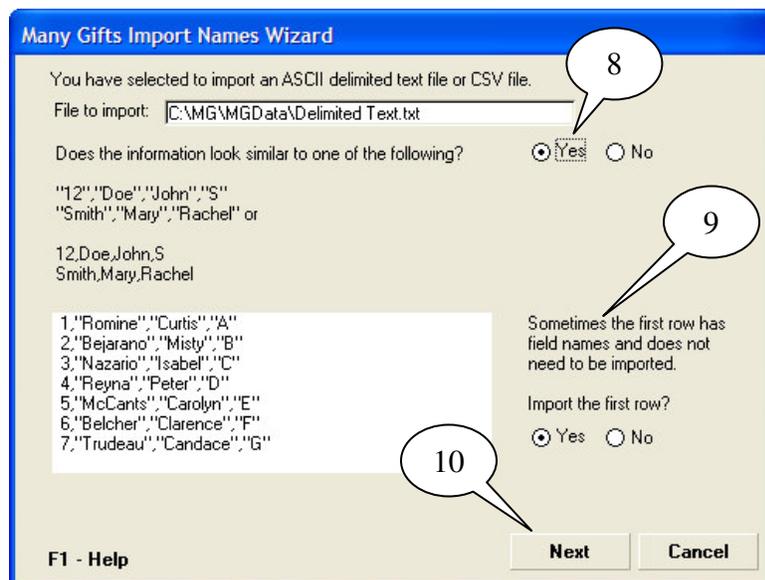
5. Click on *Select File*.

6. Select the file containing the names that you exported from another software program. You may need to navigate to another directory where you saved the file.

7. Click on *Open*.

8. If you have selected a delimited text or csv (comma delimited) file, you will see this screen. Answer the question. (If you selected a dBase or Paradox file, go to Step 15.)

9. Sometimes the first row is a list of field names that does not need to be imported?

10 Click on *Next*.

11 Make sure the option on the right matches the contents of the field to the left using the drop-down lists.
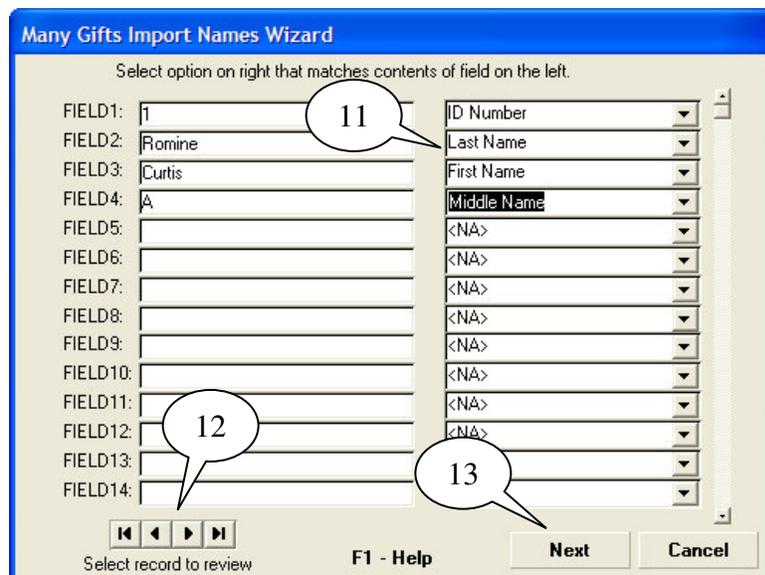
12 Move from record to record if helpful in determining the match.

13 Click on *Next*.

14　Check that the
information is correct
and click on *Finish*.

Skip to Step 18
below.

Many Gifts Import Names Wizard

Check the following information for accuracy. If correct, click on Finish!

Importing into active dataset:	FC2006
Names can be shared with future datasets:	Yes
Importing from:	C:\MG\MGData\Delimited Text.txt
File type:	Delimited Text
Number of names to import:	1267

14

F1 - Help　　　　　　　　　　　　　　　　Finish　　Cancel

15　(From Step 7 if
selected a dBase or
Paradox file)

Use the drop-down
lists on the right to
match the appropriate
field name on the left.

16　Click on *Next*.

Many Gifts Import Names Wizard

You have selected to import a dBase or Paradox file:
File to import: C:\MG\MGData\ImportDBF.DBF

15

Field Name	Match	
NAMEID	ID Number	▼
LASTNAME	Last Name	▼
FIRSTNAME	First Name	▼
MIDNAME	Middle Name	▼

Change names on
right to match the
appropriate field on
the left.

16

F1 - Help　　　　　　　　　　　　　　　　Next　　Cancel

17　Review information
for accuracy and
click on *Finish*.

Many Gifts Import Names Wizard

Check the following information for accuracy. If correct, click on Finish!

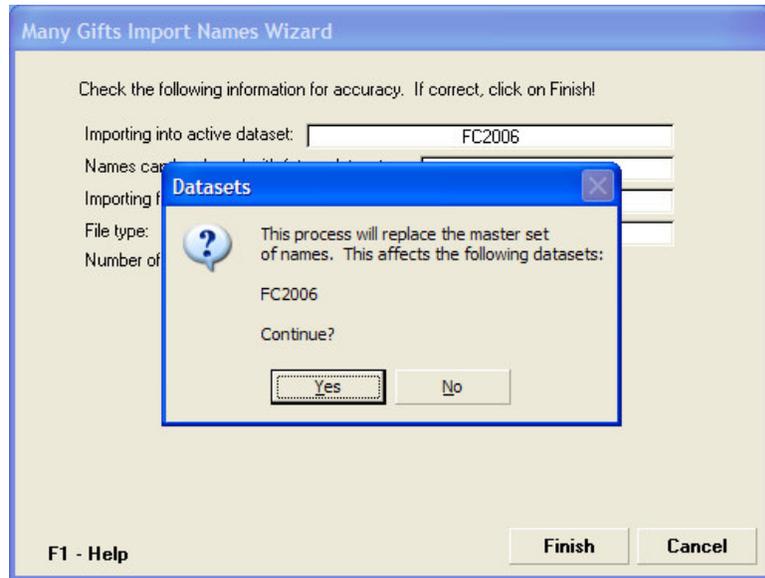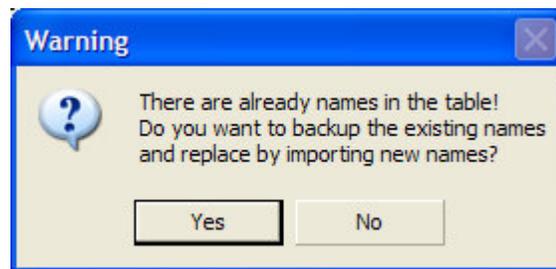|	
Importing into active dataset:	FC2006
Names can be shared with future datasets:	Yes
Importing from:	C:\MG\MGData\ImportDBF.DBF
File type:	dBase or Paradox
Number of names to import:	1267

17

F1 - Help　　　　　　　　　　　　　　　　Finish　　Cancel

18 You may receive this warning if you will be replacing the master set of names. This is a precaution. Click *Yes* to continue.

Many Gifts Import Names Wizard

Check the following information for accuracy. If correct, click on Finish!

Importing into active dataset: FC2006

Names ca...

Importing f

File type:

Number of

Datasets

?   This process will replace the master set of names. This affects the following datasets:

FC2006

Continue?

[Yes]   [No]

F1 - Help   [Finish]   [Cancel]

19 You will receive this warning if there are already names in the table. This is a precaution. Click *Yes* to continue.

Warning

?   There are already names in the table!
Do you want to backup the existing names and replace by importing new names?

[Yes]   [No]

20 It may take some time to import. This message indicates the import process is complete.

Results

i   Import process completed

[OK]