

The table below is an example of the data needed to import your company database into your Address Book so you can take full advantage of the tracking and communication features it provides. If you have a company with more than one Section, insert a duplicate line with the subsequent Section ID and Description (see Metrix Ready-mix in the table).

Primary Section ID	Section Description	Company Name	Contact Name	Address	City/Town	Province/State	Post Code/Zip Code	Phone	Fax Number	Email Address
03000	Concrete	Metrix Ready-mix Ltd.	Jim Jones						(416) 744-7400	abc@company.com
03100	Concrete Forming	Metrix Ready-mix Ltd.	Jim Jones						(416) 744-7400	abc@company.com
03210	Reinforcing Steel	A&H Steel Ltd.				Alberta			(780) 466-4943	

The only mandatory field is Company Name, all others are optional

We highly recommend you provide either an Email Address or Fax Number. Without one of these, you will not be able to use the Mail Center to send email or fax messages.

You may have additional columns, to these we have 6 Custom Fields we can customize for your use. All other fields will be added to the notes field in the company profile.

Click the Data Template to open a spreadsheet (ie: Excel)

