

# How to Migrate from Top Producer

---

If you currently use Top Producer, you can migrate most of your data to Realvolve quickly and easily in two steps. Export your information from Top Producer and import it into Realvolve. The Top Producer format is readily processed by Realvolve; in fact, the Top Producer format is a Pre Programmed option and all Top Producer connections between people and property are transferred intact.

## Export your data from Top Producer

Here's how to export your data from Top Producer to a CSV file suitable for use with Realvolve.

1. Login to Top Producer 8i.
2. At the top of your screen, click on **Contacts > Search for contacts**.
3. Choose **All contacts**.
4. Click on the button labeled **Search**.
5. Select all the records using the checkbox in the upper left corner of the display grid.
6. Click on the **Export contacts** menu item at the bottom of the screen.
7. Select the option **Export all contacts**.
8. Select the export option **Contact record and all associated items**.
9. Click the **Export** button.
10. Enter the filename C:\export.csv at the prompt and click **Save**.
11. When the export process is complete, simply press **OK**.

## Import your data into Realvolve

The previous step created a data file in C:\export.csv. Here, load that file into Realvolve to transfer your data.

1. Login to Realvolve.
2. At the top right of your screen, click on the user menu and choose **Settings**.
3. On the left side of the screen, choose **Import Contacts**.
4. Go to the section labeled **CSV Import** and click the **Choose File** button.
5. Select the **C:\export.csv** file that you exported previously and click **Open**.
6. Next, click on **Upload**.
7. Once the file is uploaded, click on **Choose Existing Mappings** dropdown and select **#Top Producer(Shared)** to configure the importer for your file. Scroll through the list to verify that the selected fields look correct.
8. Optionally, enter any tags you want to associate with this import. Each tag you specify is added to each record imported.
9. Scroll to the bottom of the list.
10. If you made any changes, you can name the mapping. Type a descriptive name and choose **Save and Import**. Otherwise, you just click **Import**.

The system imports your records while you continue to work. The system notifies you when done. You can check the status of the import at any time with the CSV Import Report button in the Import Contacts screen.

## Questions?

Please direct questions and comments to [support@realvolve.com](mailto:support@realvolve.com).