How to Migrate from IXACT Contact

If you currently use IXACT Contact, you can migrate most of your data to Realvolve quickly and easily in two steps. Export your information from IXACT Contact and import it into Realvolve.

Export your data from IXACT Contact

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

1. Login to IXACT Contact.
2. At the top, right of your screen, click on **Utilities** to display the Utilities screen
3. Click the **Export Contacts** button to have IXACT Contact build the export file.
4. Select a **folder** to save (Desktop is best) then enter the filename **Contacts.csv** at the prompt and click **Save**.

Import your data into Realvolve

The previous step created a data file in Contacts.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 folder and filename that you exported (**Desktop** > **Contacts.csv**) and click **Open**.
6. Next, click on **Upload**.
7. Once the file is uploaded, click on **Choose Existing Mappings** dropdown and select **#IXACT Contact(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.