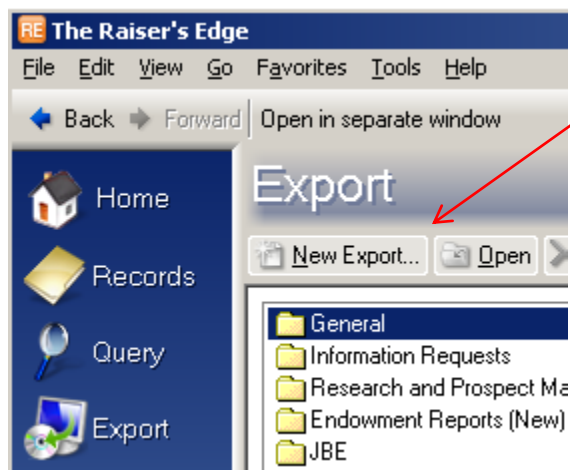




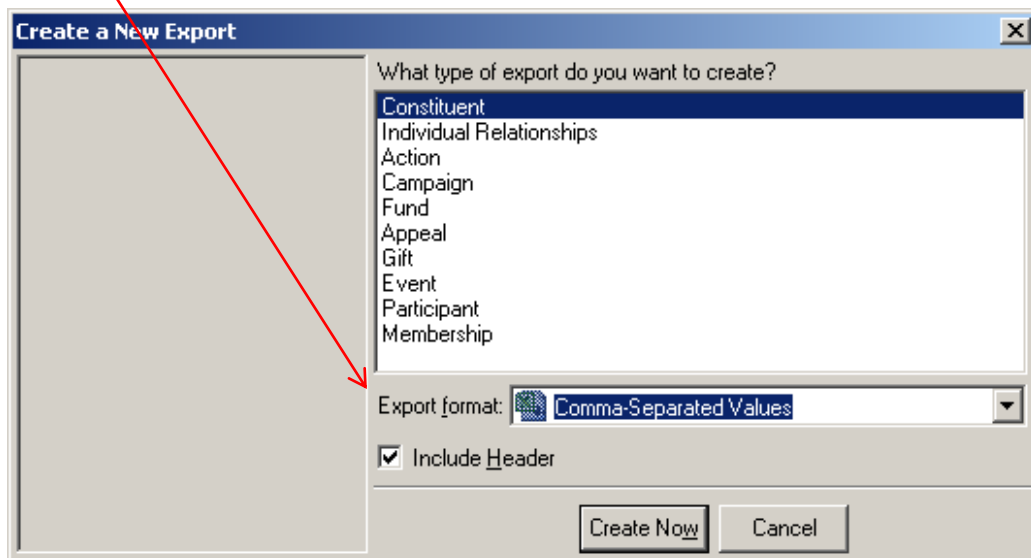
Along with creating the exact import files needed to upload data into the Raiser's Edge, EasyREImport uses a copy of your Raiser's Edge database to find possible matches to avoid creating duplicate records and will allow a user to update existing records without creating new records.

To create the Export of data that EasyREImport will use for constituent matching follow these steps. We upload a copy of the entire database to search for duplicates.

1. To begin go to Export and choose New Export:



2. Then choose a Constituent type and Comma-Separated Values for the Export format:



- You don't need a query since we are exporting all of the records in your Raiser's Edge database. You can check the box to create a control report as it will tell you what you named the file and where you placed it.

**New Constituent Export**

File Edit View Favorites Tools Help

Save and Close [Close] [Refresh] [Help] [?]

1:General | 2:Output | [Want to export the same field multiple times using separate parameters?](#)

Include... **All Records**

'Head of Household' Processing

- Export only constituents marked 'Head of Household'
- Export first constituent found
- Export both constituents separately

Include these Constituents

- Inactive constituents
- Deceased constituents
- Constituents with no valid address

Create control report  Preview  Print

< Back Next > Cancel Export Now

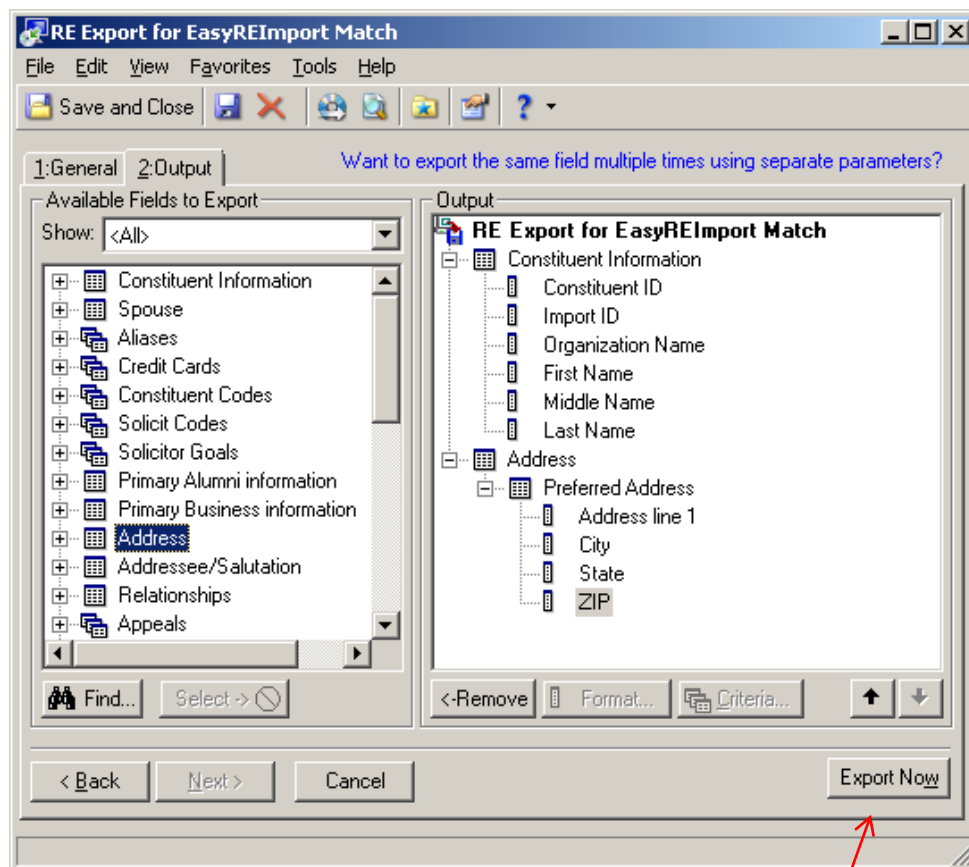
4. Choose the following fields **in this exact order**:

+Constituent Information Section:

- Constituent ID
- Import ID
- Organization Name
- First Name
- Middle Name
- Last Name

+Address

- +Preferred Address
  - Address Line 1
  - City
  - State
  - Zip



5. The last step is to Export the file and save it to your computer.

Once you have exported the file place it in a folder along with the data you need to import. Make sure that both files are saved as Comma Separated Values or .CSV files.

If you have additional questions contact us at [support@easyreimport.com](mailto:support@easyreimport.com) or visit us at <http://www.easyreimport.com>