



Agency Client Finder

CSV Importer

Importing CSV Files

How to import your own business data into
Agency Client Finder.



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CSV Importer

Introduction

If you already have lists of businesses you wish to analyse, and manage email campaigns then you can import these into Agency Client Finder using the CSV Import function.

This is a simple import function that just requires you to select the CSV formate file and Agency Client Finder will import it into the Dashboard.

A CSV file is just a comma delimited file and is the default file format of choice for importing and exporting basic data.

All spreadsheet application will save or open a CSV file. i.e. Microsoft Excel or Open Office Calc.

Any file you have in a spreadsheet can be converted/saved as a CSV file.

The data you can import into Agency Client Finder is all the data you can see in the ACF Dashboard.

The CSV import file must have headings

The allowed headings are:

name,address,town,state,postcode,country,email,validEmail, telephone,contact,speed,website,ssl,sslRedirect,seo,sec,wp ,war,facebook,instagram,twitter,linkedin,youtube,video,reviewCount,reviewsNum,moz,map,gmb & directoryPage



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Not all headings are required but you must have a minimum of name, country & website.

You can open or download two demo csv files to test with at:

<https://agencyclientfinder.com/app/wp-content/uploads/2022/11/demo-import-full.csv>

<https://agencyclientfinder.com/app/wp-content/uploads/2022/11/demo-import-minimum.csv>

These show files using all headers and minimum headers respectively.

Any headers that are not shown in the full list will be ignored and not imported.

Detailed instructions on how to import a CSV file are show below.



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1. From the Agency Client Finder **Dashboard** select **Import CSV Places** from the **Campaigns** drop down menu.

Home Campaigns ▾ Dashboard Tutorials ▾ Support ▾

Click To Save As CSV CSV File

?	test	test	test	?	<ul style="list-style-type: none"> Campaign Manager Add Places Data Local (beta) Start Campaign Add Places Data (Start Campaign) Add Api Places Data Import CSV Places Agency Control Panel (Manage Reviews) Power Online Reviews (WP Plugin) Settings 	?	?	rev	?
?	test	test	test	?		?	?	rev	?
?	test	test	test	?		?	?	rev	?
?	test	test	test	?		?	?	rev	?
?	test	test	test	?		?	?	rev	?
?	test	test	test	?		?	?	rev	?
?	test	test	test	?		?	?	rev	?
?	test	test	test	?		?	?	rev	?
?	test	test	test	?		?	?	rev	?
?	test	test	test	?		?	?	rev	?
?	test	test	test	?		?	?	rev	?
?	test	test	test	?		?	?	rev	?
?	test	test	test	?		?	?	rev	?
?	test	test	test	?		?	?	rev	?

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This will open the **Import CSV Places** page.

IMPORT CSV FILE

CSV

Select CSV File From Computer

No file selected.

Add To Current Start New Session

Click To Open Example CSV Files

[Demo Import Full](#)

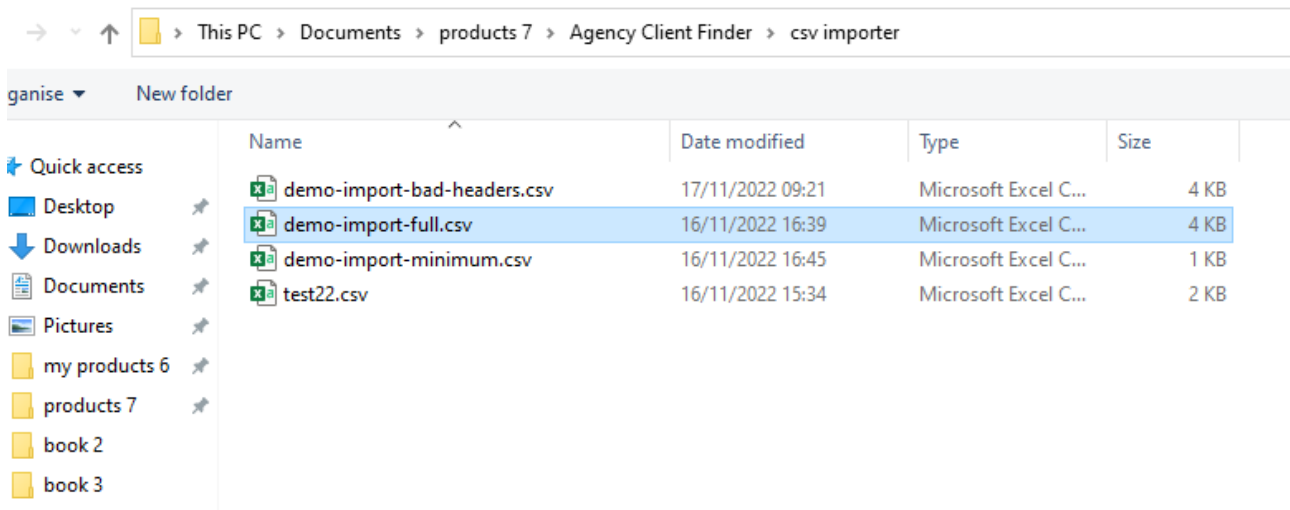
[Demo Import Minimum](#)

2. Click the **Browse** button and select the CSV file you wish to import. In this case I am using the Import Demo Full file.

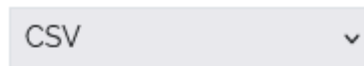


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3. Double click to select the file.



Select CSV File From Computer

Browse... demo-import-full.csv

Click To Import CSV Places

Add To Current Start New Session

4. Select Start New Session or leave as Add To Current. This will either clear the existing dashboard data and import you new data as a fresh campaign. Or add the imported data to the current campaign.

5. Click the **Click To Import CSV Places** button.

