

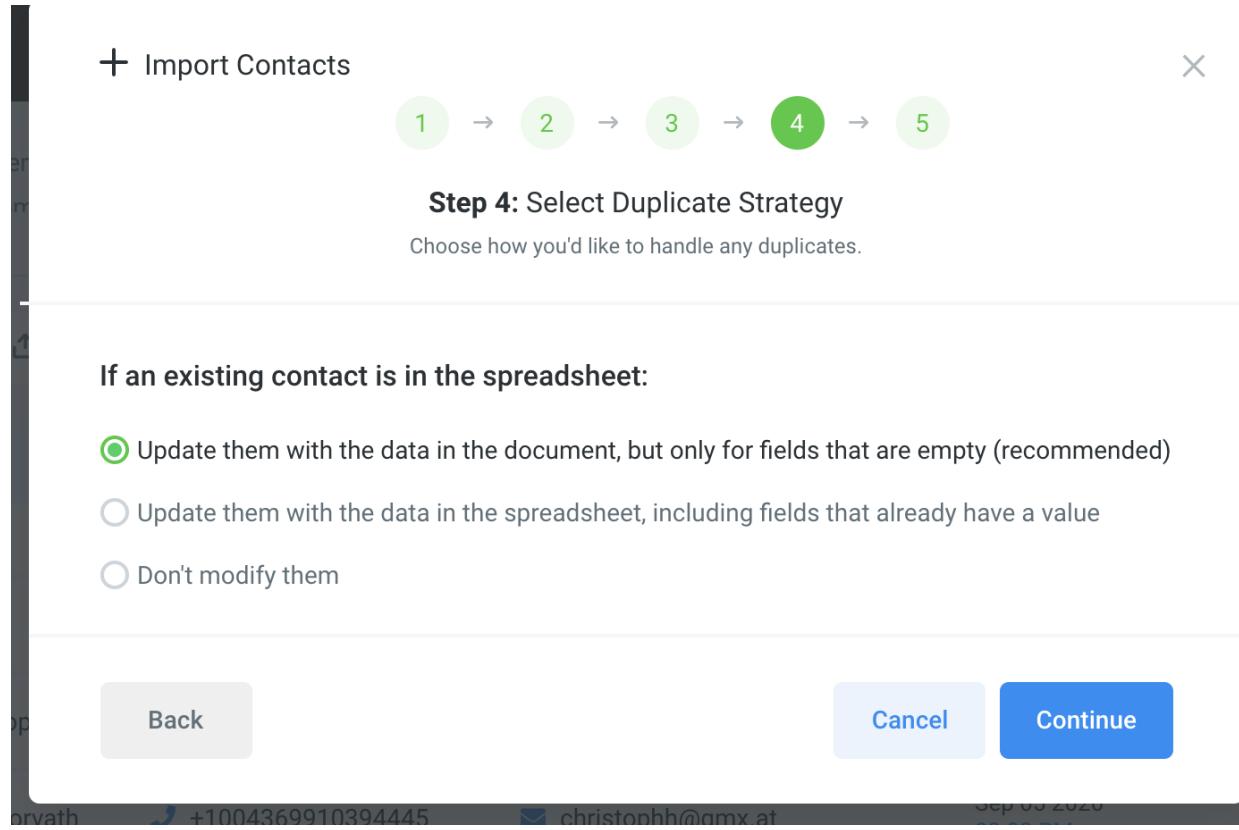
CITK

Uploading Contacts (which one should I choose?) : CITK



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Easy breakdown of what each option means when uploading contacts



The screenshot shows a step-by-step wizard for importing contacts. The current step is Step 4: Select Duplicate Strategy. The wizard has five steps in total, indicated by numbered circles (1 to 5) with arrows between them. Step 4 is highlighted with a green circle and a green border. The text "Step 4: Select Duplicate Strategy" is bolded, and the sub-instruction "Choose how you'd like to handle any duplicates." is present. Below this, there is a question: "If an existing contact is in the spreadsheet:" followed by three radio button options. The first option, "Update them with the data in the document, but only for fields that are empty (recommended)", is selected and has a green radio button. The other two options are gray radio buttons. At the bottom of the screen, there are "Back", "Cancel", and "Continue" buttons. The "Continue" button is highlighted with a blue background.

+ Import Contacts

1 → 2 → 3 → 4 → 5

Step 4: Select Duplicate Strategy

Choose how you'd like to handle any duplicates.

If an existing contact is in the spreadsheet:

Update them with the data in the document, but only for fields that are empty (recommended)

Update them with the data in the spreadsheet, including fields that already have a value

Don't modify them

Back Cancel Continue