

**Procedures for:**

Importing Customers from Another Source

AgWorks pursues a policy of continuous, ongoing development that ensures the highest quality standards combined with advanced, state-of-the-art technology for AgWorks products. For this reason, the features described in this Manual could differ from those in your current work environment.

Please contact AgWorks Support for any clarification needed  
at (309) 623-4604, opt. 2 or [support@agworks.net](mailto:support@agworks.net).

**Revisions:**

Version	Date	Author	Description
-----	05/26/2010	Sara Toliver	Creation of document.

**Warning/Notice:**

- Before beginning this task, you will want to export the list of customers from your alternate source; whether, it is from an accounting software or another database.
  - The location of that file needs to be given to AgWorks so that proper configuration can be setup.
- The following assumes that the account interface configuration has already been set with AgWorks Manager > Company > General > Interface tab.

**Procedures:**

1. Open AgWorks Manager
2. Navigate to Customers > Import > [Appropriate Interface]
  - a. While AgWorks completes this task, you will see a progress bar in the middle of your screen.
3. Once complete, you should verify some of the records to ensure that there were no complications during import.