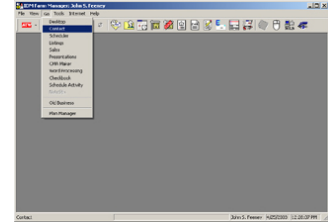


IDM Farm Manager Data Import

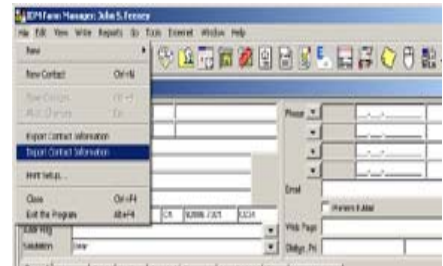
Naming Farms and Setting Default Data during Import

Naming a farm is important so you can filter out a specific farm from your overall database. Other default information is useful so you can set specific field data that is going to be the same for every record of your farm.

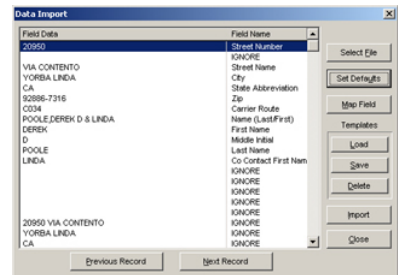
1. Open the IDM Farm Manager application to the default screen and choose "Contact" from the "Go" dropdown menu. Or you can simply click the Contact Module button from the toolbar.



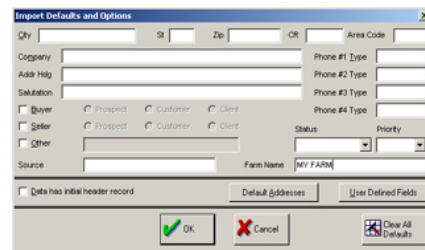
2. Choose "Import Contact Information" from the "File" dropdown menu. Click Yes if you have a current backup of your data, Click No if you don't have a backup and then do a backup before continuing.



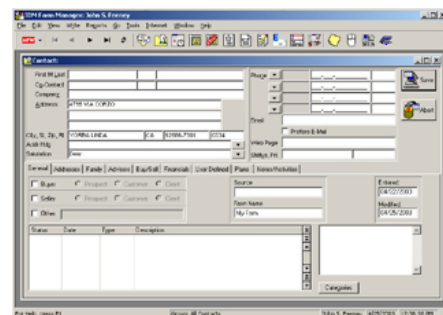
3. Click "Select File" and locate your farm then click on it and click "Open". Click "Load" and select a template and Click "Open". (Template for Chicago Title data is: Dataquick_Import_Chicago Title.cti) Click "Set Defaults" and proceed to Step 4.



4. Fill in the information you want to have automatically imported with your data. Example: Farm Name: Sunset Ranch Source: Chicago Title It is very important to name your farm! Click OK Click Import



5. After the import is complete your Contact Module will be updated with your new farm or data.



CHICAGO TITLE