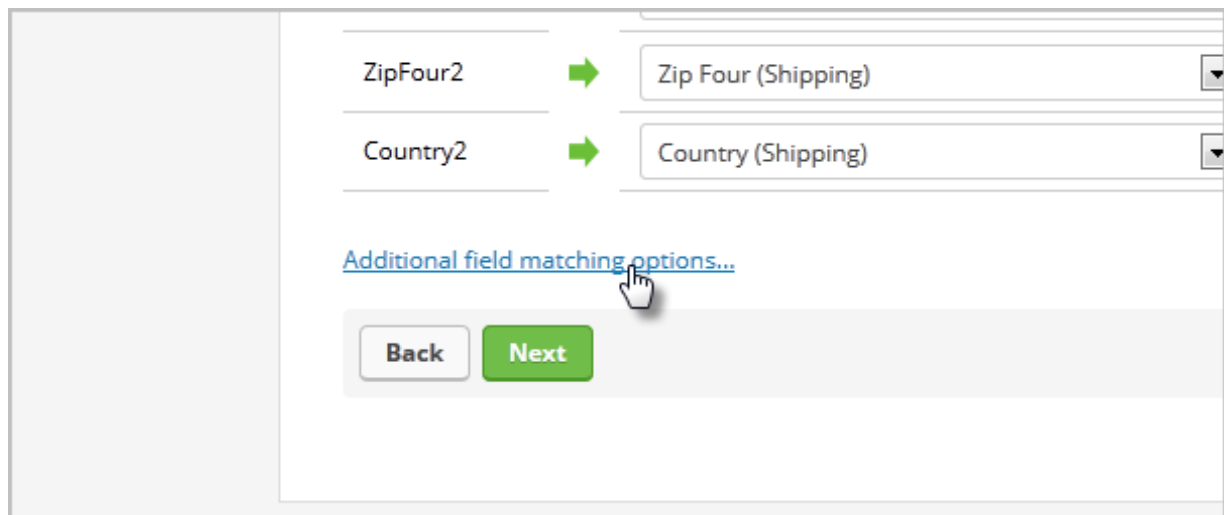


# Populate multiple fields with a single field from your spreadsheet

When you import a list, you are able to populate multiple Infusionsoft fields with data from one Infusionsoft field. For example, you can use the address data in your spreadsheet to populate both the Billing and the Shipping address fields in Infusionsoft. You can also use the additional matching options to set default values for Infusionsoft fields during import, even if the field data is not included in your spreadsheet file (e.g., set the Person Type field to Prospect or Customer.)

Click on the **Additional Field mapping options** link to populate multiple fields with data from your spreadsheet or to set default field values.



The screenshot shows a web interface for mapping spreadsheet fields to Infusionsoft fields. On the left, there is a list of spreadsheet fields: 'ZipFour2' and 'Country2'. To the right of each spreadsheet field is a green arrow pointing to a dropdown menu. The 'ZipFour2' dropdown is set to 'Zip Four (Shipping)' and the 'Country2' dropdown is set to 'Country (Shipping)'. Below these mappings is a blue hyperlink labeled 'Additional field matching options...'. At the bottom of the interface are two buttons: 'Back' and 'Next'.

## To populate data to more than one field

1. Select the first Field from the *Your Field* drop down
2. Now select the target Field from the Infusionsoft Field drop down.
3. Click **Pick another field** to repeat the process for additional fields.

**Copy the value in one of your fields to multiple Infusionsoft fields**

For example, you matched one of your addresses to the Infusionsoft *Billing Address* and you also want to map it to the Infusionsoft *Shipping Address*.

<i>Your Field</i>	➡	<i>Infusionsoft Field</i>
Phone1 ▼	➡	Phone 1 Number ▼ X
Phone1 ▼	➡	Phone 2 Number ▼ X

[Pick another field...](#)

**Set default values for Infusionsoft fields**

For example, you may want every contact you're importing to have the *Person Type* field set to "Prospect".

## To auto-populate an Infusionsoft field

1. Select a field from the drop down
  2. Type in the value you want added to that field. This information is added to the field for all of the contacts on the import list.
  3. Click **Next** to complete the import process.
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