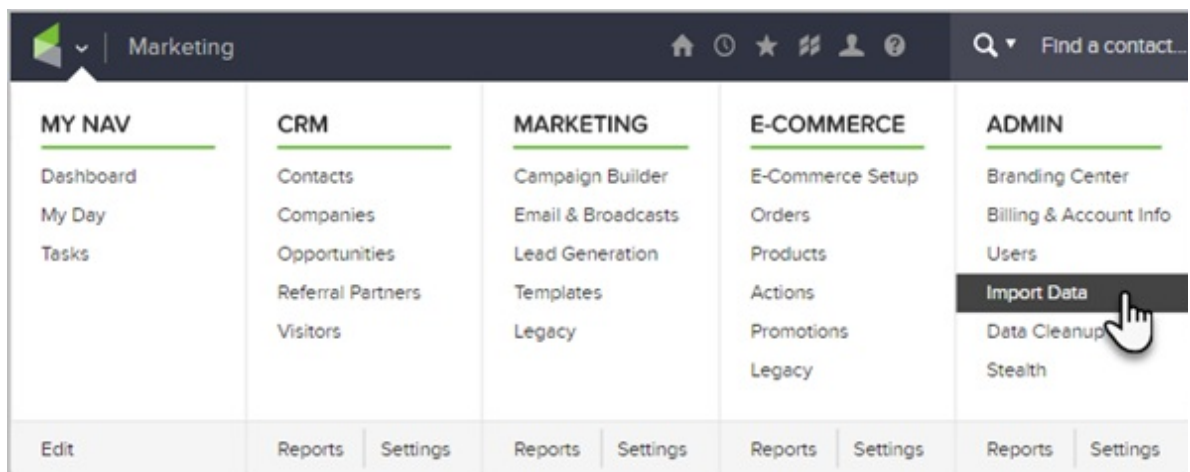


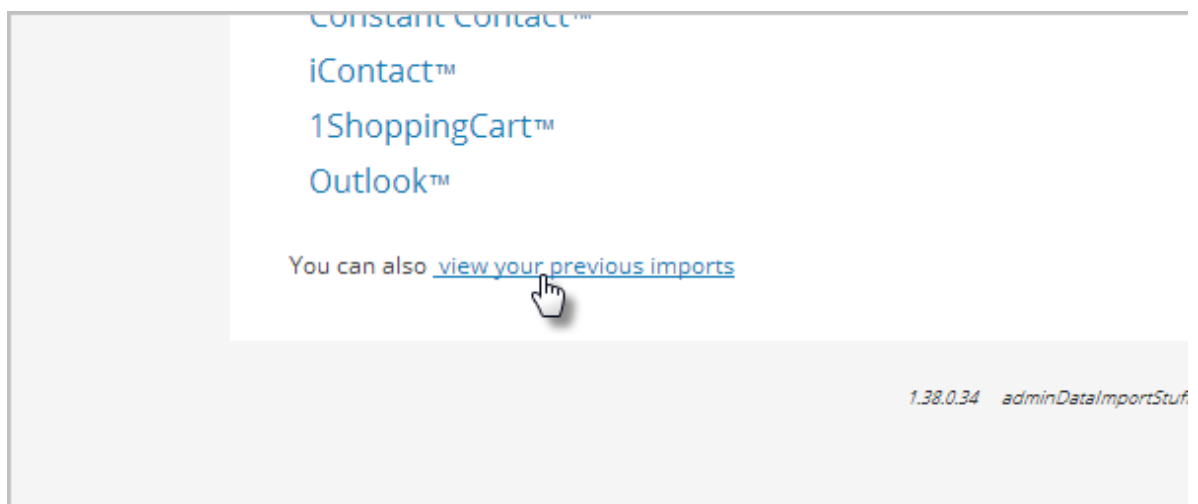
View and rollback imports

After you import a list of contacts into Infusionsoft, you may need to view the list, run Actions on the list of people you imported, or delete the list so you can fix data issues and import again.

1. Go to **Admin > Import Data** in the main navigation menu
2. Select **Import Contacts** from the Contacts menu



3. Click on **view your previous imports**



4. Find the import and click on **View**

04/09/2014 12:58 PM	Contacts	3	0	3	View	N/A
04/09/2014 12:57 PM	Contacts	3	0	3	View	N/A
03/28/2014 11:56 AM	Contacts	100	100	0	View	Rollback
02/11/2013 4:48 PM	Contacts	2	2	0	View	Rollback
02/11/2013 4:23 PM	Contacts	2	2	0	View	Rollback
08/20/2012 1:05 PM	Contacts	44	44	0	View	Rollback
08/20/2012 12:59 PM	Contacts	44	44	0	View	Rollback

5. (Optional) Click on the **Actions** button to run actions on this list (e.g., apply / remove a tag.)

The screenshot shows the 'Imported Contact Search' interface. At the top, there are navigation tabs: 'Contacts', 'Companies', 'Opportunities', 'Referral Partners', and 'Visitors'. Below the tabs is a bar chart icon and the title 'Imported Contact Search'. A toolbar contains buttons for 'Actions', 'Start over', 'Edit Criteria/Columns...', 'Save...', and 'Print...'. The 'Actions' dropdown menu is open, showing options: 'Apply Action Set', 'Apply/Remove Tag', 'Assign to Company', 'Create Opportunities', and 'Create Referral Partner Referral'. Below the menu is a table with columns 'Import id', 'Phone', 'State', and 'Email'. The first row shows '91', '115.6718', and 'in-aliquot'.

6. If there are issues with the data you imported and you need to start over, click on the **Rollback** link to remove the list you imported.

PM	Contacts	3	0	3	View	N/A
PM	Contacts	3	0	3	View	N/A
AM	Contacts	100	100	0	View	Rollback
PM	Contacts	2	2	0	View	Rollback
PM	Contacts	2	2	0	View	Rollback
PM	Contacts	44	44	0	View	Rollback
PM	Contacts	44	44	0	View	Rollback

Be Careful! When you rollback an Import, you will delete the history and all data included in the import. If you've already merged duplicates, then rolling back the import will delete the merged person, causing you to lose the history in both the original record, and the record you imported more recently.
