

## Creating Contacts File for Export into calREDD™

When exporting your Contacts from Paragon for importing into calREDD™, please note the fields below that **Paragon allows to be exported**. For example, fax numbers are not exportable out of Paragon. If your Contacts have additional fields that you wish to include in calREDD™, please be sure to jot down the information so that you can add it to your Contacts once the information has been exported into calREDD™.

Contact Fields Exportable from Paragon	
Exportable From Paragon	Importable Into calREDD™
Title	
First Name	First Name
Last Name	Last Name
Middle Name	
Suffix	
Company	Company
Job Title	Job Title
Home Street	Home Street
Home Street 2	
Home City	City
Home State	State
Home Postal Code	Home Postal Code
Business Street	
Business Street 2	
Business City	
Business State	
Business Postal Code	
Other Street	
Other Street 2	
Other City	
Other State	
Other Postal Code	
Home Phone	Phone
Business Phone	Business Phone
Mobile Phone	Mobile
Business Phone 2	
E-mail Address	E-mail
E-mail 2 Address	E-mail Address 2
E-mail 3 Address	

To export contacts from Paragon:

1. Login to Paragon and then click on the **Contacts** icon and select **View/Manage Contacts from the** menu.
2. Click on the **Export** icon, click on **All Contacts**, click on **Comma Separated Values (.csv)**, and then click **OK**.
3. Next, click **Save** and then choose the folder in which you wish to save your contacts. The file will automatically be named - **Contacts**, please add your **Paragon Login ID** to the file name, for example: **Contacts-jane123**.
4. E-mail your contacts as an attachment to **clientimport@calredd.com** and be sure to include your **name, Paragon Login ID, company name, and phone number**. Your contacts will be uploaded into calREDD™ within 48 hours.