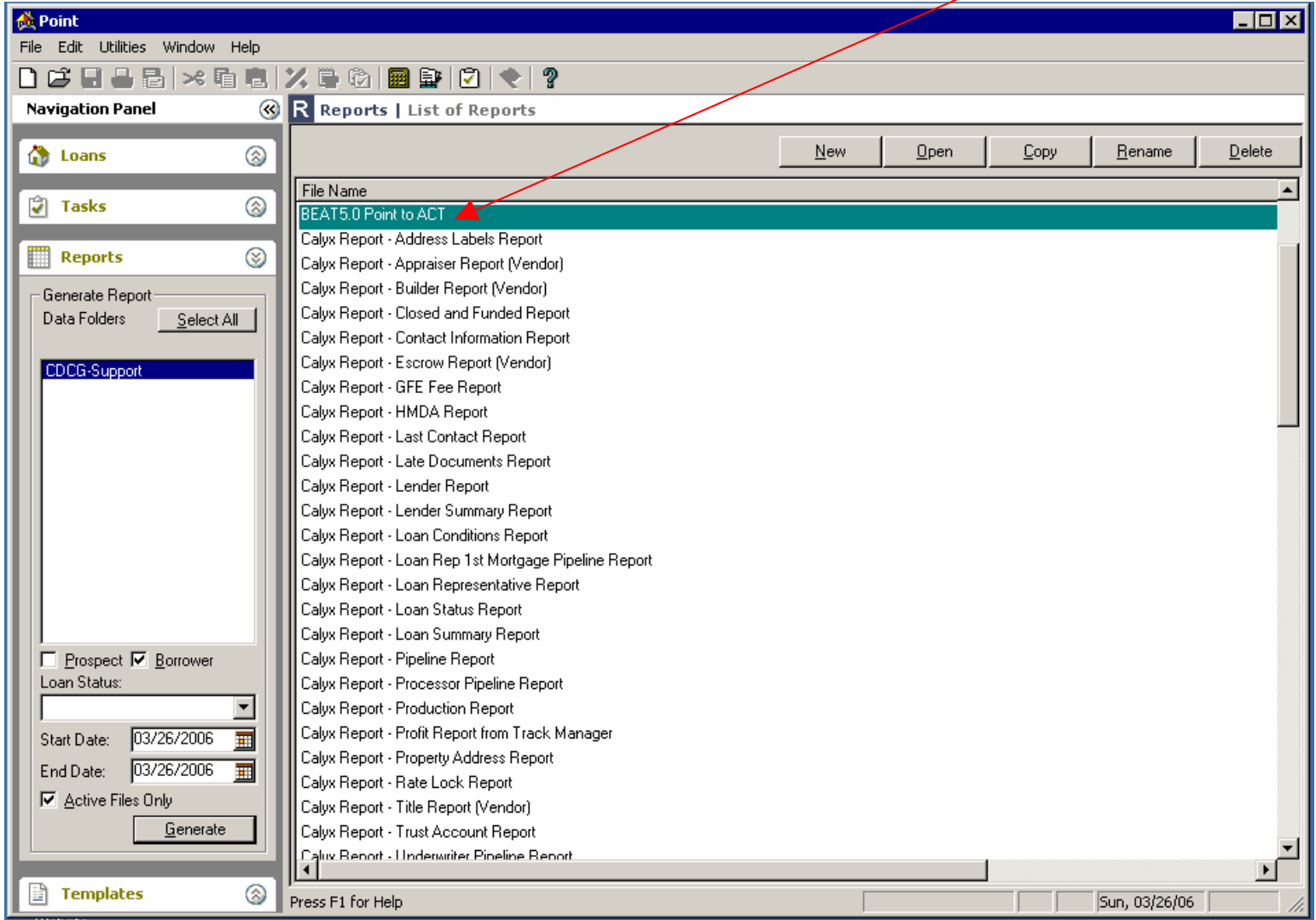
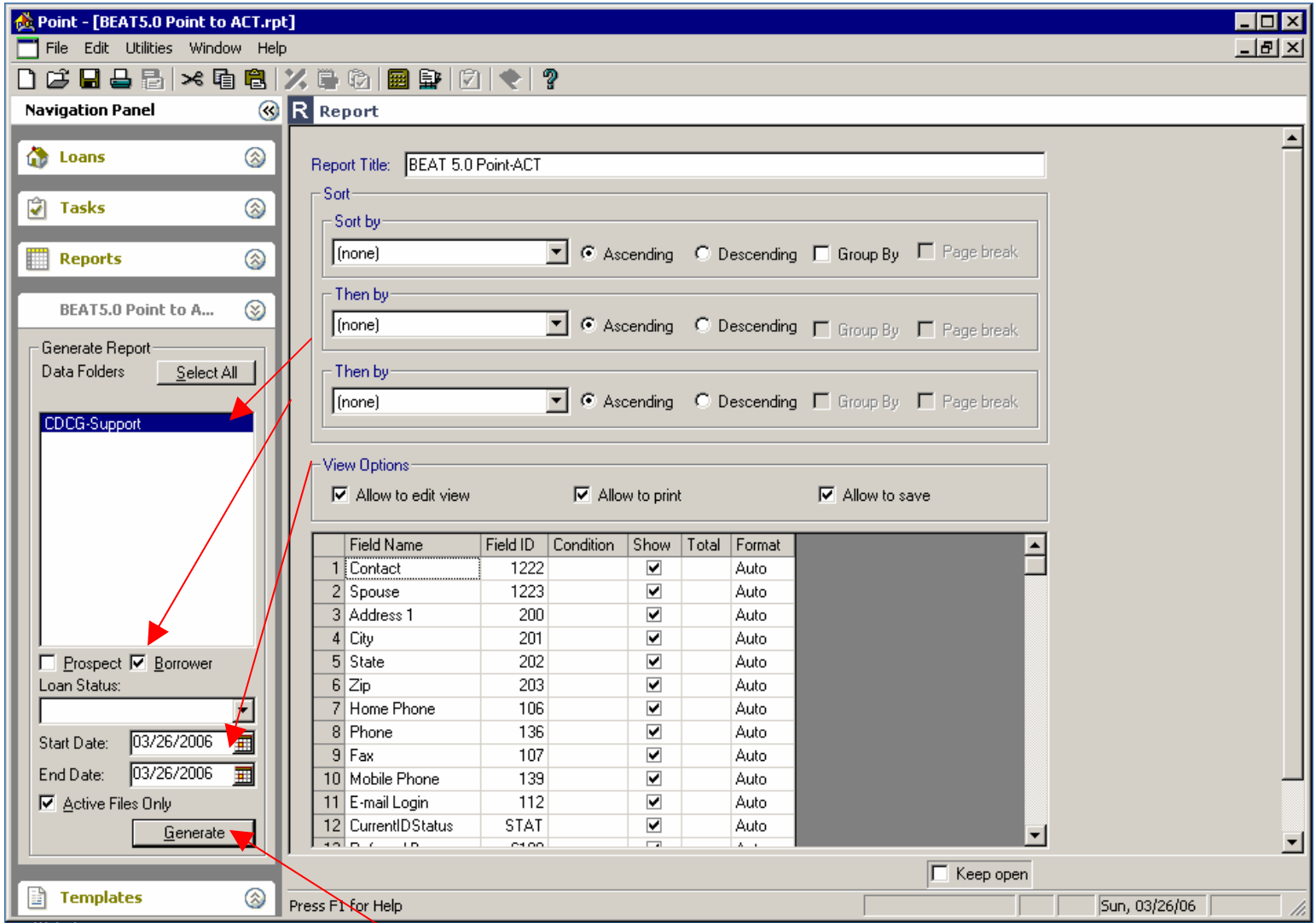


# Exporting Multiple Point Files into BEAT 2004

Open Point and go to the Reports section. Select the BEAT 5.0 Point to ACT template.



Now, select the data you wish to move to ACT. This includes selecting one or many data folders, selecting prospect or borrower files, and setting a date range. See below:

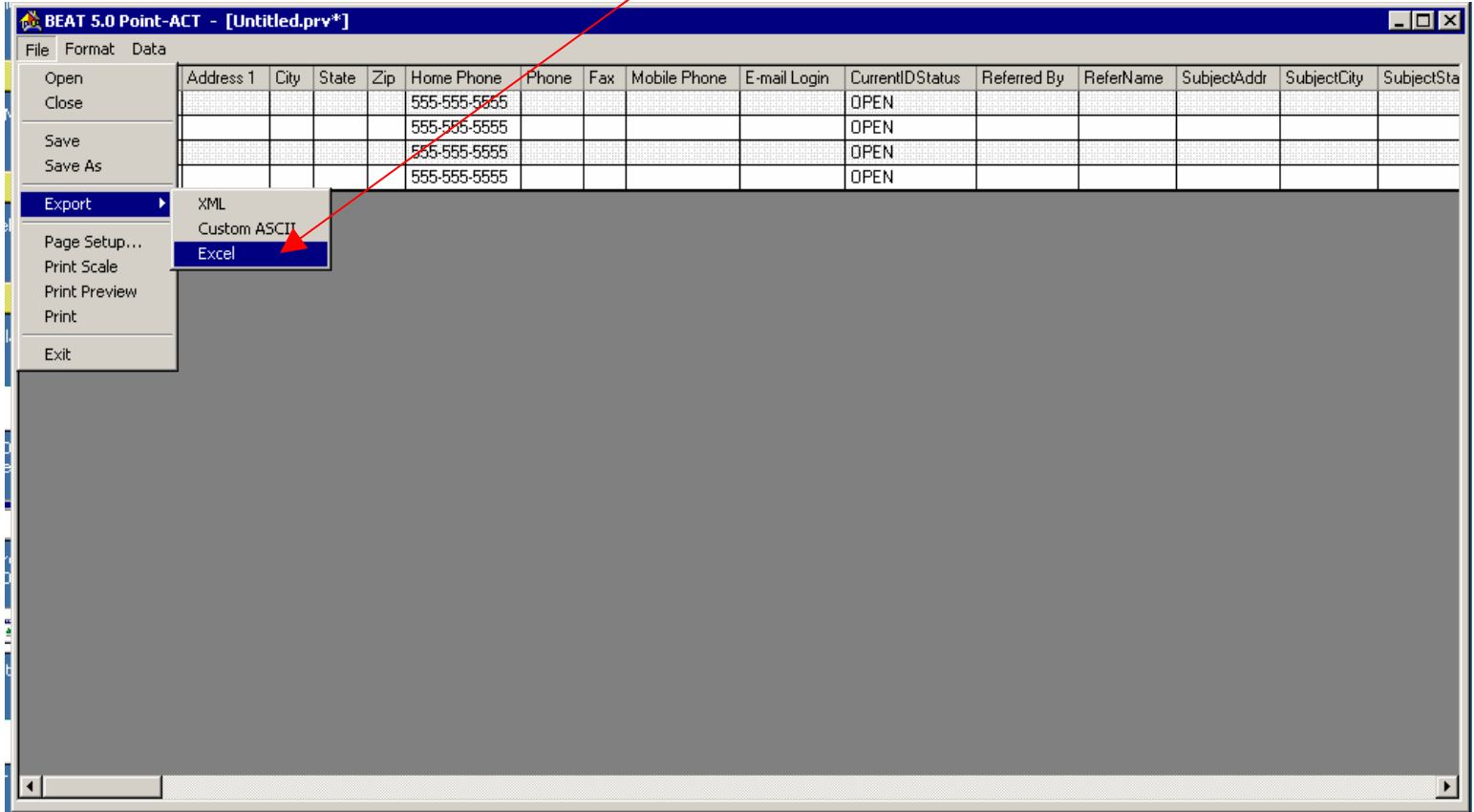


When you are done, click Generate.

You will be shown a point report containing your records. (Your report will contain actual customer data, unlike the sample used below.)

Contact	Spouse	Address 1	City	State	Zip	Home Phone	Phone	Fax
Sample Data						555-555-5555		
Sample Data						555-555-5555		
Sample Data						555-555-5555		
Sample Data						555-555-5555		

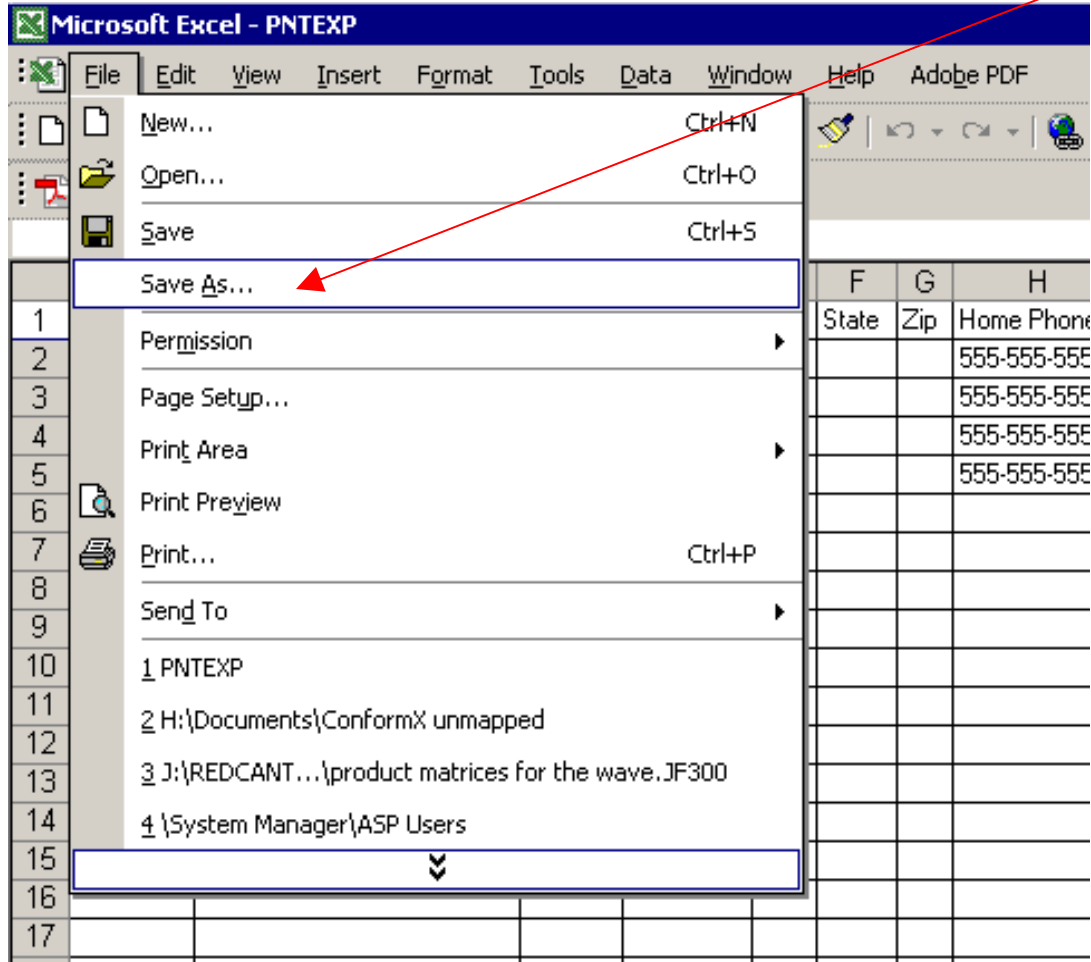
Go to the File menu and select Export, and then Excel.



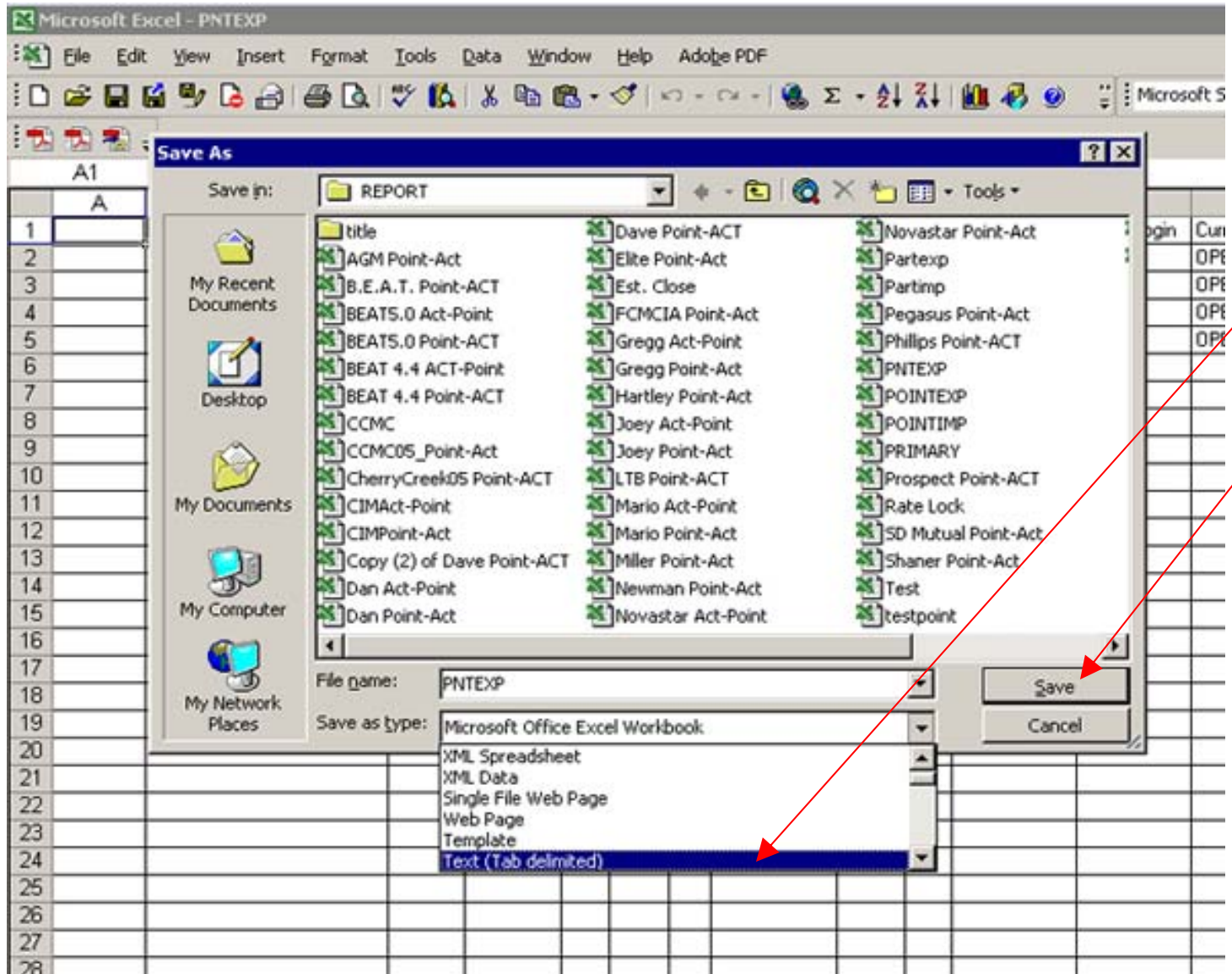
You will then see the following window. Please click OK.



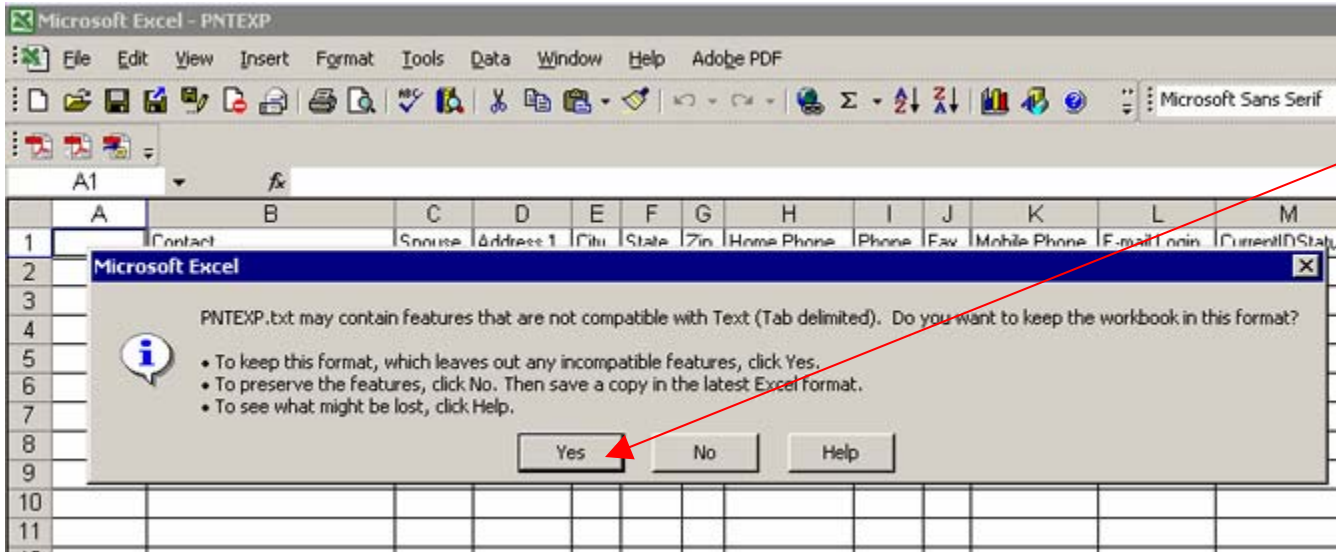
An Excel file will open up containing your data. Please select File and Save As..



When asked to save the file, choose **Text (Tab delimited)** from the drop down labeled “Save as type”. You can then hit save. See below:

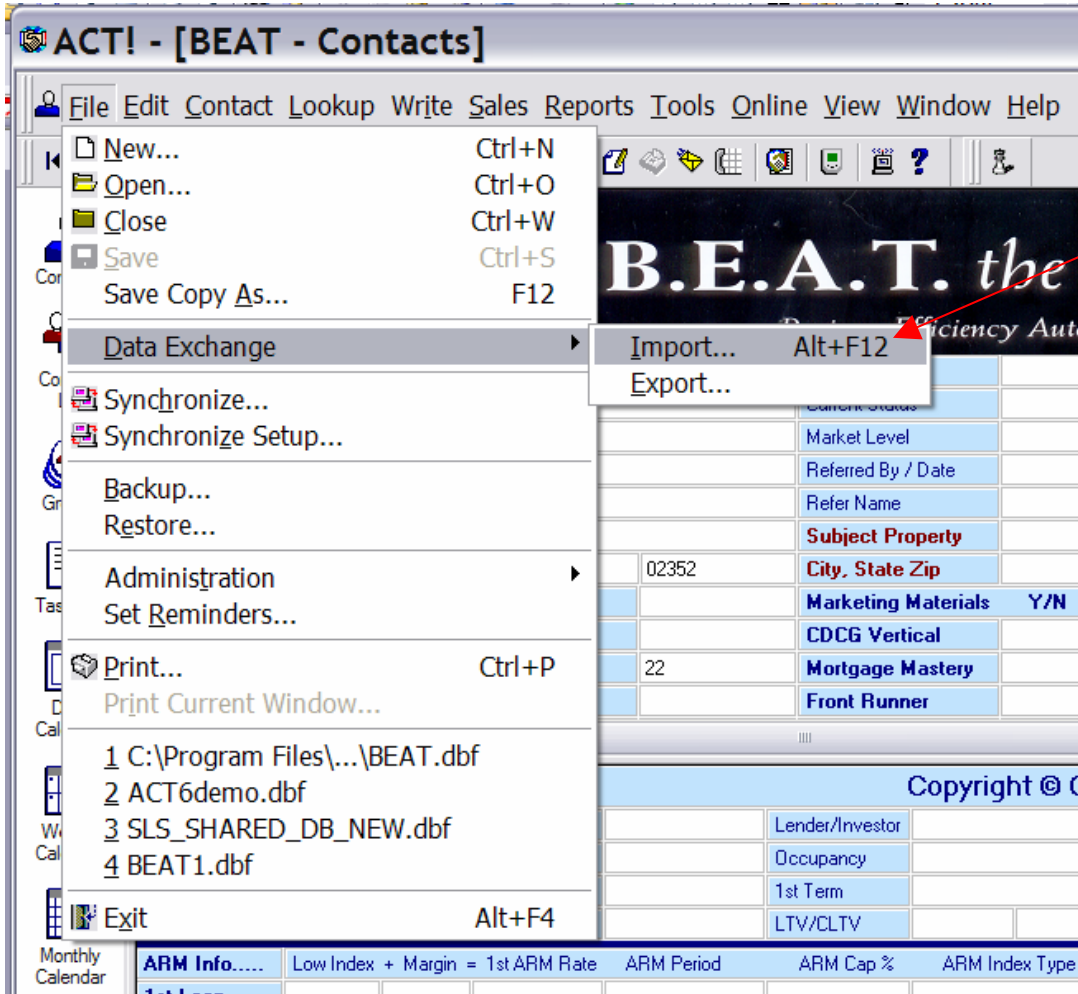


You will receive a warning about compatibility. Please click Yes.



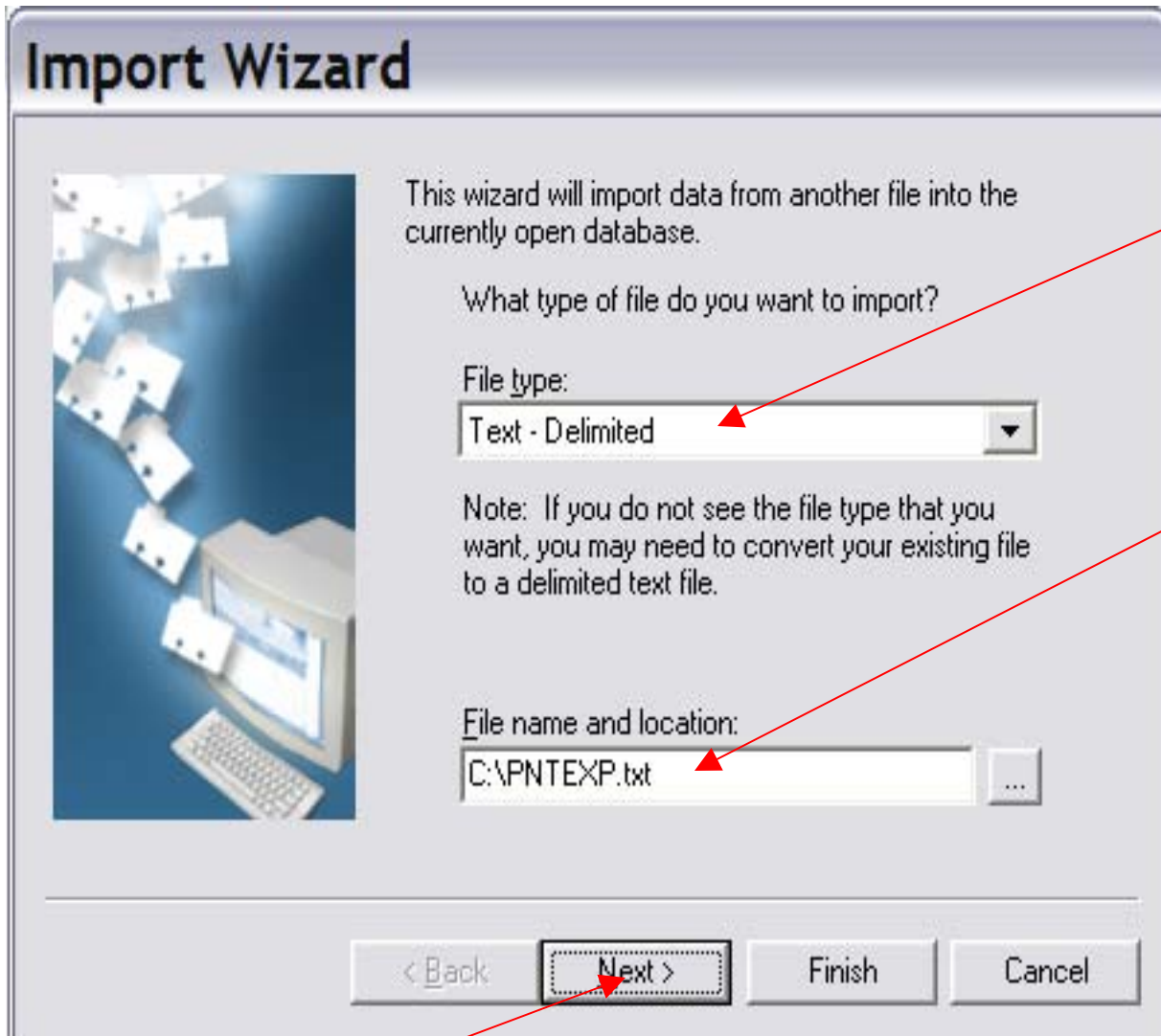
You are now ready to import the text file into BEAT 2004

In ACT!, select “File > Data Exchange Import” as seen below:



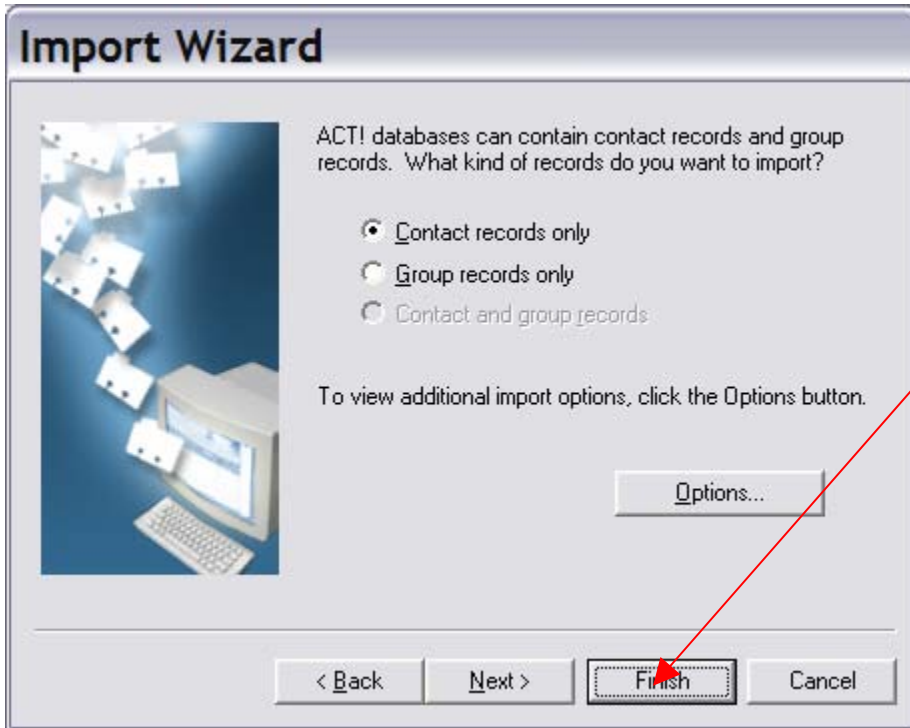
This will start the Import Wizard.

Please select “Text – Delimited” as the file type, and locate the text file as shown below:



Then, click Next.

Last, back on the Import Wizard, click Finish



(Although “Next” is available, you can simply click “Finish”)