

# CM4NET

## HowTo V1.0

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The content of this document is unsorted, new points are added as they appear.  
Please check the webpage regularly for updates.

**But there is a very important remark: never import LinkedIn-contacts directly from their export-file except you use the “Use Filter”-checkbox!**

### **a) How to bring in LinkedIn-connections directly:**

**Step 1.** Goto the NET-menu -> LinkedIn -> Extract new Connections. The tool connects now to LinkedIn and gets the connection-data.

**Step 2.** Edit in the small text-editor all listed connections. The result is a file “linkedin\_connections\_n.csv” which is located in the Contact Manager Home Directory. Use the “Import csv”-menu to import this file.  
In case you have PLAXO enabled you will get a small window asking to upload the new contacts into PLAXO. This might take some time as all other contacts will be sync'ed too. When the window disappears all is done.  
**This is the recommended way!**

### **b) How to bring LinkedIn-connections in the database by using PLAXO:**

**Step 1.** export LI-data from LI (see above)

**Step 2.** Menu “NET”-> LinkedIn -> extract new connections: the first time you will get all in case you don't have already a part of them imported from PLAXO or elsewhere before.

**Step 3.** Edit in the small text-editor all listed connections. The result you can upload then to PLAXO. The file “linkedin\_connections\_n.csv” is located in the Contact Manager Home Directory.

**Step 4.** Export all your connections from PLAXO and start the PLAXO-import tool. You can either use the small button at the bottom with PLAXO on it or from the Import-menu.  
Every new connection will be shown in an own window - you can accept or decline it.  
When you have done this a connection to LinkedIn is established and some additional data from your connections is retrieved.

**Step 5.** Done

So every time you import new connections the database is updated automatically with every change of

the other connections already existing in the database.

## **Import contacts from Outlook**

There are 2 possible ways to import contacts from Outlook:

### **Outlook 2003 and 2007:**

**Step 1:** Open Outlook and go to the Contacts-folder, select the contacts you want to copy to the Contact Manager

**Step 2:** Start from the Import-menu “Import Outlook Contacts”

You will get a message from Outlook to enable access to the data – set it to 10 min and press OK. Define the contact-base where you want to put the data and press Done.

Older versions can export a .csv-file. Use the Import-menu “Import .csv” to import this data.

## **Import contacts from Thunderbird**

Export your contacts from Thunderbird -Addressbook by using Tools -> Export.

This will create a file with the extension .ldif.

Import this data from the Import-menu “Import ldif”.

## **Exporting vCards**

Make a selection (for exporting a whole contact-base just press “Search” with no parameters), press the button “Export Selection” at the bottom, choose “Select All” and then press “Export as vCard”.

You will be asked for a filename to save it.

All vCards will be then stored in a single file with the extension .vcf. This can be used to import the contacts eg a PDA.

## **How to search for empty fields**

Sometimes its necessary to search for contacts where a specific field is empty.

Choose the field-name you want to search for in the second (top down) selection-box and press Search.

## **c) Manual Synchronization with LinkedIn**

From the menu “NET” -> LinkedIn -> “Run update on selected” you get a window to select up to 50 contacts to be sync'ed. Contacts synched in the last 30 days will not be shown, these with no profile-link will not be accepted.

### **Some additional notes:**

Having still all incoming and outgoing invitation-mails is essential for the tool to communicate with LinkedIn. These mails contain the profile-links which are required to sync with LinkedIn.

In menu NET -> LinkedIn -> “Update Profile Links” you can invoke a process to retrieve this information too – but time-consuming!.

LinkedIn general: sometimes the response from LinkedIn gets so slow that the retrieving tool times out.

I am working on a better solution.

The wildcard for searches is %, not \*!

After a select/search, a double-click opens the detail-window, where you can modify the contact-data. Moving the mouse to the e-mail/web-fields, pressing then the right mouse-button brings a small menu - here you can start sending a mail/open a page.

Mail-Management: this is currently not available for Outlook, but will be added as soon as all open points with outlook have been solved. So please DON'T use the mailtool currently – work is in progress.

Mostly every window has a help-button to get some additional informations.