

## Exporting IQ Contact Records

**Market:** Federal/State/Local, House, Senate

**Description:** These instructions teach users how to export a list of IQ Contact Records.

1. Navigate to **Contacts > Utilities > My Contact Lists**.
2. Scroll the row of the contact list containing the records to export. Click **View Records**.



3. Select all records. Click the **More > Export List**.
4. From the list of options displayed on the window, select the fields to include when exporting the records. Contact your IQ Consultant for additional support.

### Export Data for selected Contact records

**Output Type** ASCII Comma/Quote Delimited

**Fields to Export**

Name Information

Name Line

Middle Name

Suffix

Salutation 2

People ID

People Comments

Household Name Line

Last Name

Appellation

Household Salutation

People ID for Bar Code

First Name

Prefix

Salutation 1

Affiliations

Birthdate

**Custom Fields**

SS  Voter Registration ID

Address Information

**Preferred Address**  Primary  Home  Business

Title

Address Type

Address Line 3

State (abbreviation)

ZIP Extension (4 digit)

Carrier Route

Country

Pre-Directional

Post-Directional

ZIP Delivery Point

Organization 1

Address Line 1

Address Line 4

State (long)

ZIP Plus 4 (9 digit)

District

CSZ Line

Street Name

Suite Type

ZIP check digit

Organization 2

Address Line 2

City

ZIP Code (5 digit)

County

Precinct

Address Number Only

Address Suffix

Suite Number