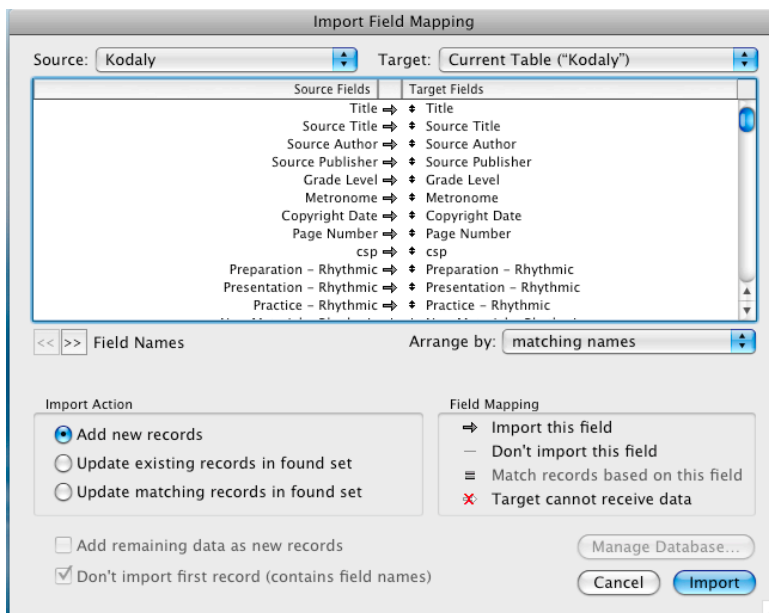
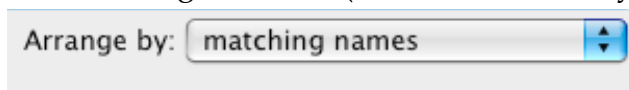


iRetrieval Import Instructions

- Open iRetrieval 5
- Open the “File” menu, click on “Import Records” and select “File”
 - This will bring up a window that allows you to find the file that you would like to import.
- Click “Open” once you have located the file to be imported.
- You should see a window that looks like this:



- Make sure that the “Arrange by:” box in the middle-right of this screen is set to “Matching Names”. (This should already be listed as such.)



- The “Import Action” box on the lower left should automatically be set to “Add new records”.
- Click “Import” and the file will now be imported into iRetrieval.
 - You may see another window that will ask you if you want to perform auto-enter options. If you see this window, click “Import” once again.
- iRetrieval will let you know how many records were imported and then you can hit “Okay” to continue.