## Label-Lite Online



## Export your addresses from Label-lite and import in Label-Lite Online

## To export your addresses from Label-Lite, follow the next instructions:



Select *Import & Export* in the menu *Extra* and select *Export addresses*. Then select the file format **comma separated(.csv)** and the folder to which you want the export the file.

Wizard export				
Export addressees to file Select the prefered output format and folder				
Choose the prefered format:	Comma separated (.csv)			
Output folder:  C:\	Tab separated (.txt) Excel file (.xls) Excel file (.xlsx)			

If you did not provide an export directory, you will find the export addresses file in the default export directory of Label-Lite :

C:\Program Files\GLS\Label-Lite 4\Export\LLAddresseesExport.csv





## To import your addresses from Label-Lite, follow the next instructions:

Label-Lite <b>7</b> 0nline	♠ Services	Administration
Import & corrections		Delete All
Local file to upload		
	Searc	h Upload file

Select Import & corrections from the menu Addresses.

Click Browse and go to the directory where you saved the Label-Lite export file, default : C:\Program Files\GLS\Label-Lite 4\Export\ LLAddresseesExport.csv

In this window click Open and then select Upload file.

After importation of the file you will get an overview of the imported and refused addresses.

Summary	
Total records read : 318	
Total records imported : 268	
Total records created : 267	
Total records updated : 1	
Total records error : 49	
Total records error created : 48	
Total records error updated : 1	
Total records refused : 1	
Refused addresses	
Refused records;	Reason
JELLY JELLYBEAN THE LAWN WEST GROVE DO	NNYBROOK DOUG CORK Country not valid.

You can correct or delete the records in error.

Your customers addresses to correct								
🕒 83 reci	ords have errors							
Alias	Street	Nr	Box Country	Zipcode	City	Action		
ABITARE	ZAC LANGWIES	2	LU	6131	JUNGLINSTER	ZX		
ALDA	RUE ANGELO FRONDONI L S PEDRO	529	PT	4839	POVOA DE LANHOSO POVO	1× 🔨		