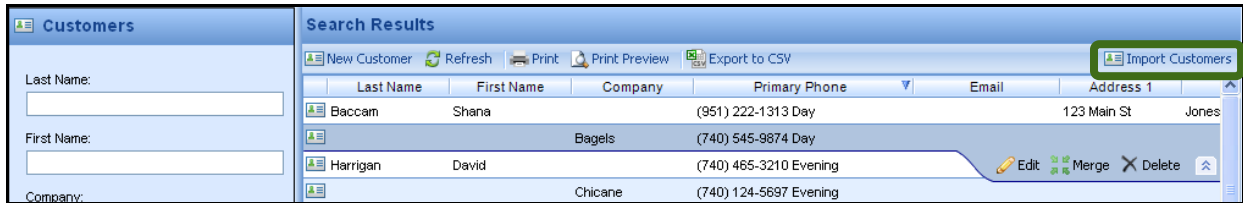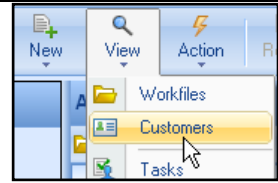# Job Aid: Automatic Import Customer Database
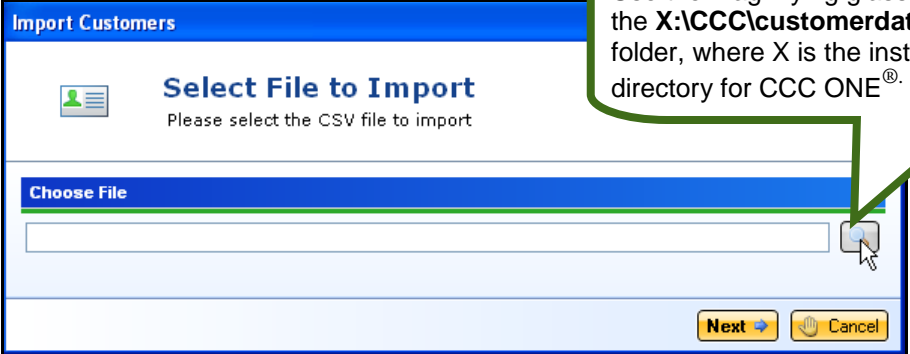
**Purpose**   When converting from CCC Pathways® your existing customer database was exported to a file.  This job aid describes how to locate the Customer Database in CCC ONE® and import that file.

**Procedure**   Use the following steps to locate the Customer Database:

| Step | Action |
|------|--------|
| 1 | Go to the **View Menu** and select **Customers**.  The Customer page displays with the current customers you have added to the database.  |



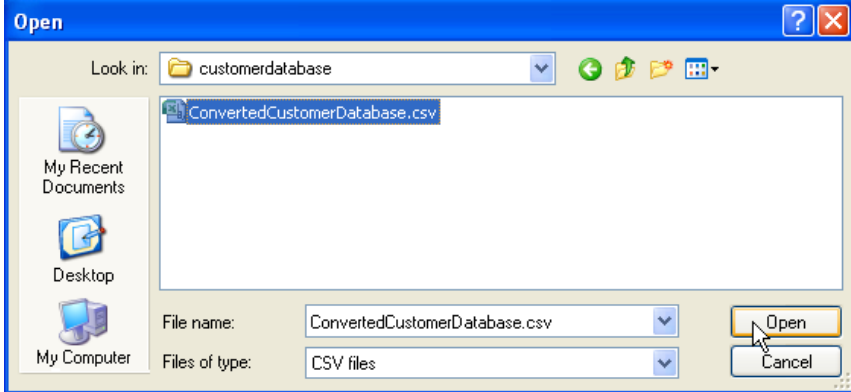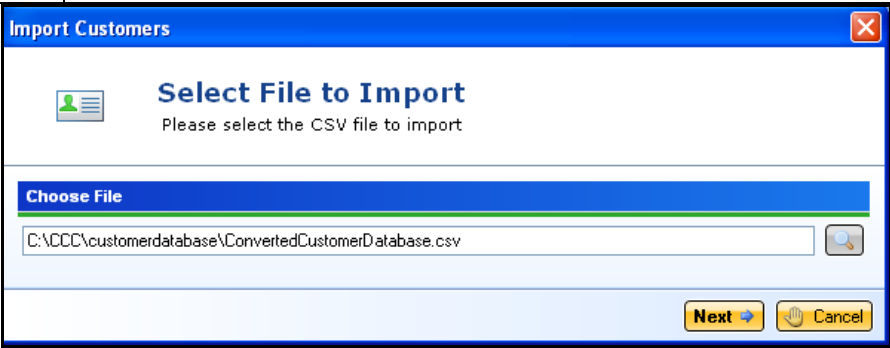| | | |
|------|---|---|
| 3 | Click the **Import Customer link** to browse to the ConvertedCustomerDatabase.csv file. | Use the magnifying glass to locate the **X:\CCC\customerdatabase** folder, where X is the installation directory for CCC ONE®. |
| |  | |
| 4 | Locate the folder and select **"ConvertedCustomerDatabase.csv"** and then click **O**pen. | |

*Continued on next page*

# Job Aid: Automatic Import Customer Database, Continued

**Procedure**
(continued)

| Step | Action |
|------|--------|
| 4 |  The file path displays in the Import Customers prompt.  |
| 5 | Click **Next** to continue. |

The Import Successful prompt displays. The number of customers imported is provided. Click **Finish** to return to the Customer page.