

# Using **Easy File Splitter** with **Oppseeker** leads.

By Steve Farber

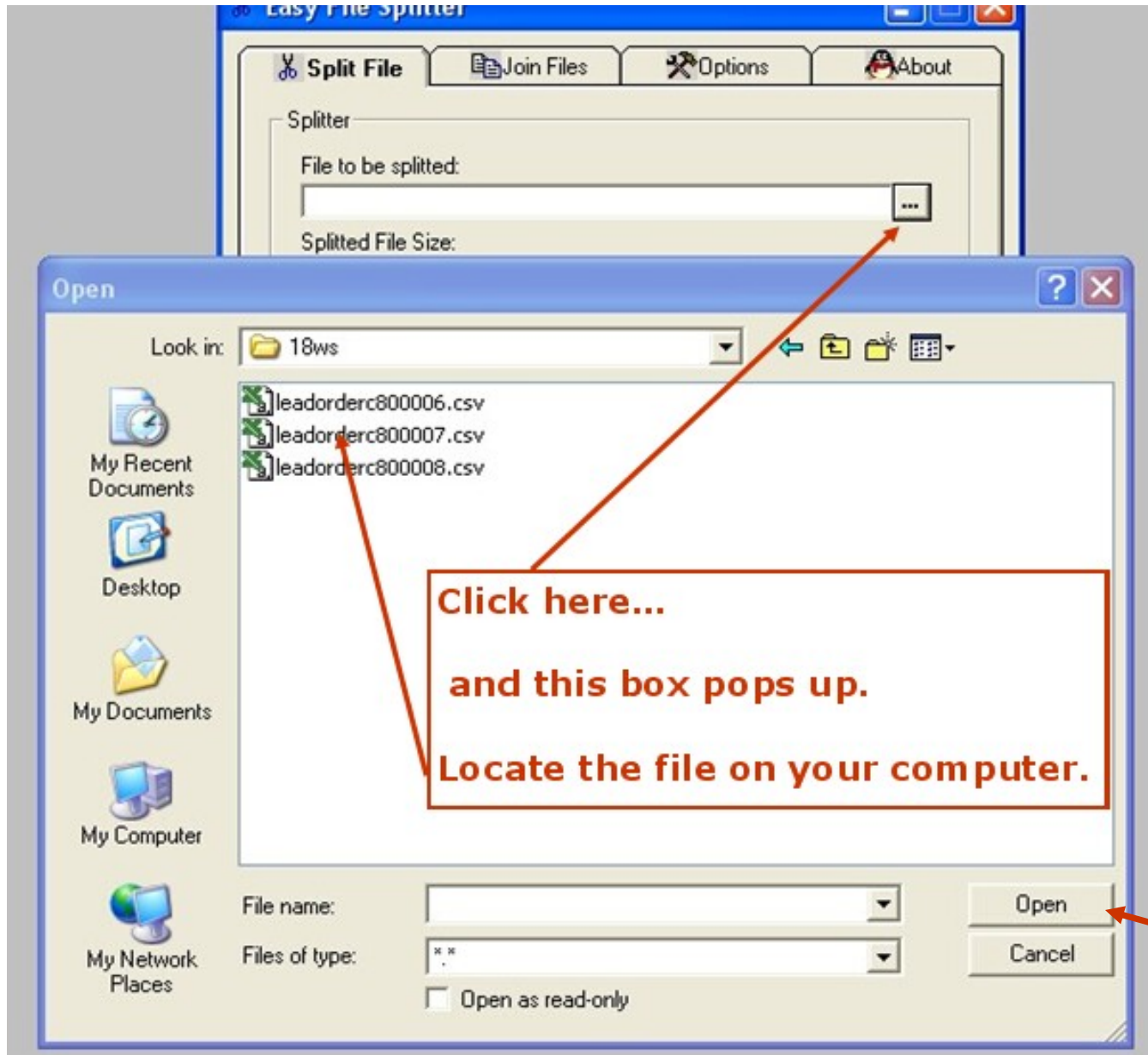
<http://www.filesplitter.net/>

**PLEASE USE YOUR UPLINE'S**  
**OPPSEEKERS LINK**

If your upline does not use Oppseekers click the link below

<http://www.oppseekers.com/affiliates/t.php?rid=1185>

# Open Easy File Splitter

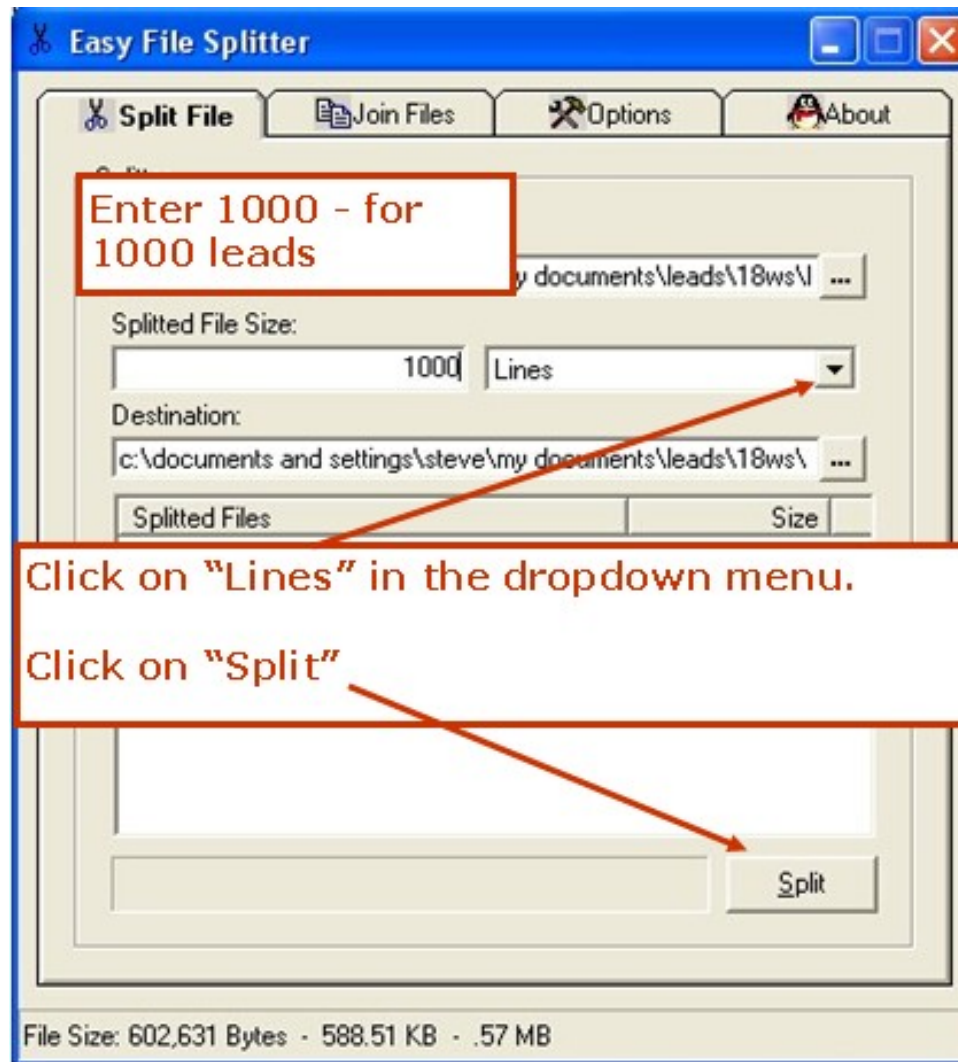


**Click here...**

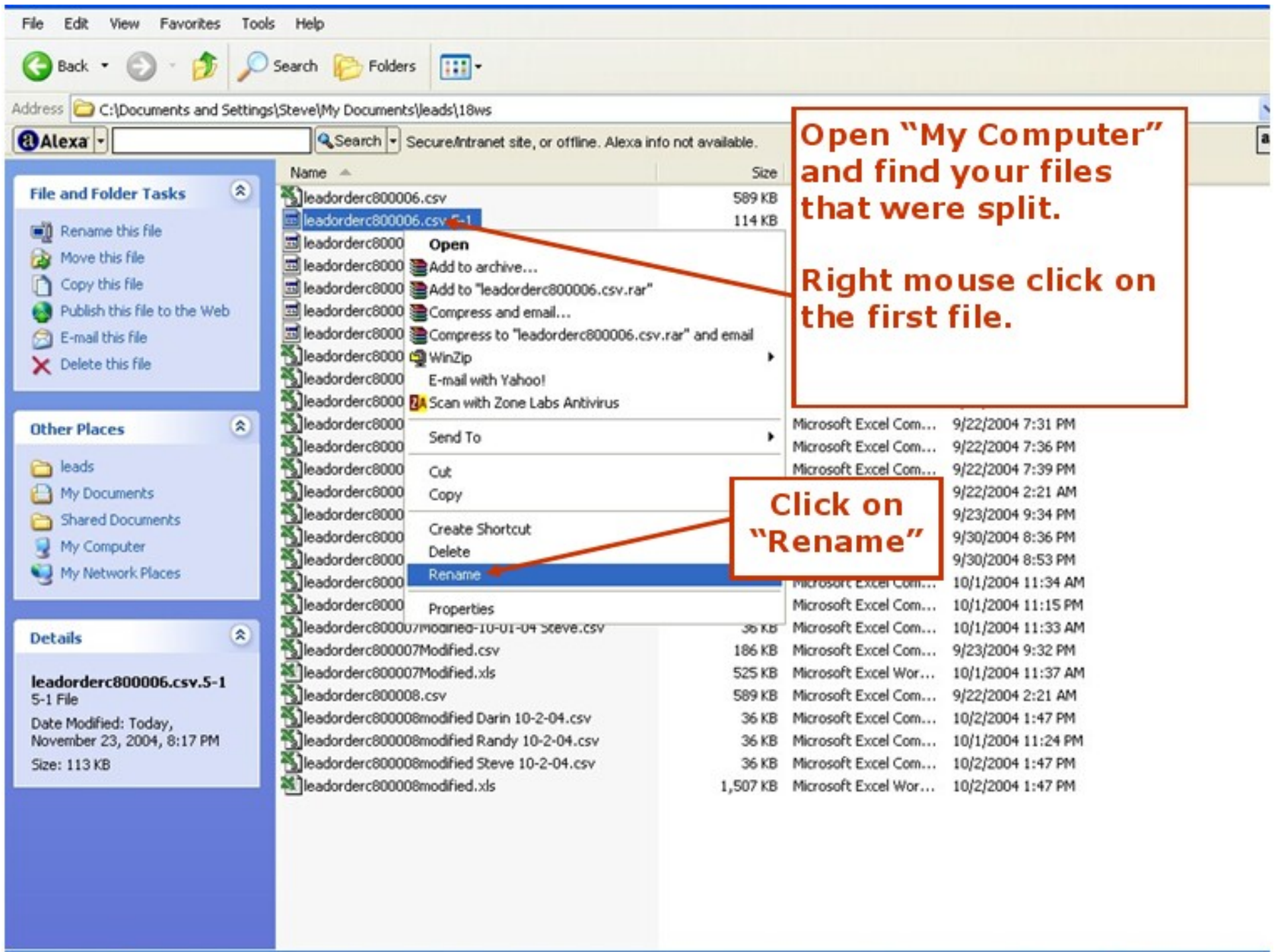
**and this box pops up.**

**Locate the file on your computer.**

**After locating  
your file,  
click on  
Open.**



**Close Easy File Splitter after the file has been split**



# Close up view of previous screen

The screenshot shows a file explorer window with a file named '5\_1leadorderc800006.csv' selected. A 'Rename' dialog box is open, and a warning message is displayed: 'If you change a file name extension, the file may become unusable. Are you sure you want to change it?' with 'Yes' and 'No' buttons. A file list is visible in the background, including 'leadorderc800006.csv', 'leadorderc800006.csv.5\_2', 'leadorderc800006.csv.5\_1', 'dy 3.csv', and 've 1.csv'.

**When renaming, remove the dot and numbers from behind the .csv**

**Retype the number sequence at the beginning.**

**This box will pop up after renaming. Click "YES"**

**Next step... Open Microsoft Excel.**



# Close up view of previous screen

**Your columns will need to be in this order in order to upload in the back office.**

**First name, Last name, Email, Phone.**

**To move columns around you may need to insert new columns. Do this by clicking at the top of the column and click on insert.**

**From there you can put your columns in the correct order.**

	A	B	C
1	chris_t61_18@yahoo.com	christoph	(608
2	aliadomiak@aol.com	ali	
			(71
			(270
			(80
			(240
			816
			(508
			(23
			(54
		Crotts	
		SMITH	
		Rodriguez	(210
		carby	(760
		Armstrong	
20	batrucktco@aol.com	Bobby	

If the previous methods do not work for you then try this out.

**Note: Oppseeker leads do not always come with the fields in the same order, so it is important to look at the data**

## FORMATTING OPPSEEKER LEADS

### PART 1 – Downloading Leads

- Create a “Leads” folder inside your “My Documents” folder
- Click on the attachment in your e-mail (to highlight it)
- Click on SAVE (the SAVE AS window will appear)
- Select the Leads folder you created as the destination folder
- Click on Save

### PART 2 – Opening and Saving Leads

- Double click on the file you just saved
- Since this is a .zip file, follow the prompts to unzip it
- Save the 3 unzipped files in the same LEADS folder
- Open each file and save as a Excel file in the CSV format (each file contains 5,000+ leads)
- These are your MASTER FILES! DO NOT MODIFY THEM!

## **PART 3 – Preparing your files for uploading**

- COPY each master file into a new Excel file
- Save each file, making sure they are in the CSV format
- Next you are going to delete some columns
- You must keep the columns labeled First Name, Last Name,  
email address, and phone number; (in that order)
- All other columns will be deleted
- Click on the letter of each column to be deleted  
(This will highlight the entire column)
- Hit delete and the whole column disappears
- You MUST end up with:

Column A – First Name

Column B – Last Name

Column C – Email Address

Column D – Telephone Number

Otherwise you must copy, paste and delete until they are in that order

## **PART 4 – Separating into 1000 name files**

- Click on cell A1
- Hold down the Shift key and use the right arrow key to Highlight cells B1, C1, & D1
- While continuing to hold the shift key, use the down arrow key to Highlight rows 1 through 1000  
(you may use any other method you choose to do this)
- click Edit on the top toolbar and then choose Copy from the drop down menu
- Open a new Excel spreadsheet
- Click on cell A1, click on your right mouse button, and choose paste
- 1000 leads should appear
- Click of File, choose Save As, and verify that you are saving the file to your LEADS folder
- Type in a new File Name (whatever you choose, such as a date or number or both)
- Verify that the file type is CSV
- Click Save
- A message may appear that says “The selected file type does not support workbooks that contain multiple sheets”
- Click OK
- Close the Excel file
- It may ask if you want to save changes
- Say NO

## **You have just prepared your first 1000 leads for uploading into your WS back office!!**

But wait, don't stop at 1000. There are 4,000 more leads in this file to prepare

You should now be back at the spreadsheet with the rest of your leads.

- Hit the F5 button on your keyboard
- Type in A1001 and hit enter
- This will take you to cell A1001, which is the first row of the second set of 1000 leads
- Go back to the beginning of Step 4 and repeat the process until all the leads have been prepared for uploading.

## **PART 5 – Uploading Leads into the WS back office**

- Log into your back office ([www.website.ws/members](http://www.website.ws/members))
- Click on Affiliates
- Click on Invite
- Scroll down to the bottom of the page
- Click on the Browse button
- Locate your first set of leads to upload
- Double click on the file (this should automatically insert the file into the box)
- Click SEND
- It may take a couple minutes to complete the process
- Scroll to the top of the page to verify that the leads were sent successfully

**CONGRATULATIONS!! YOU HAVE JUST SENT OUT YOUR FIRST BATCH OF LEADS**