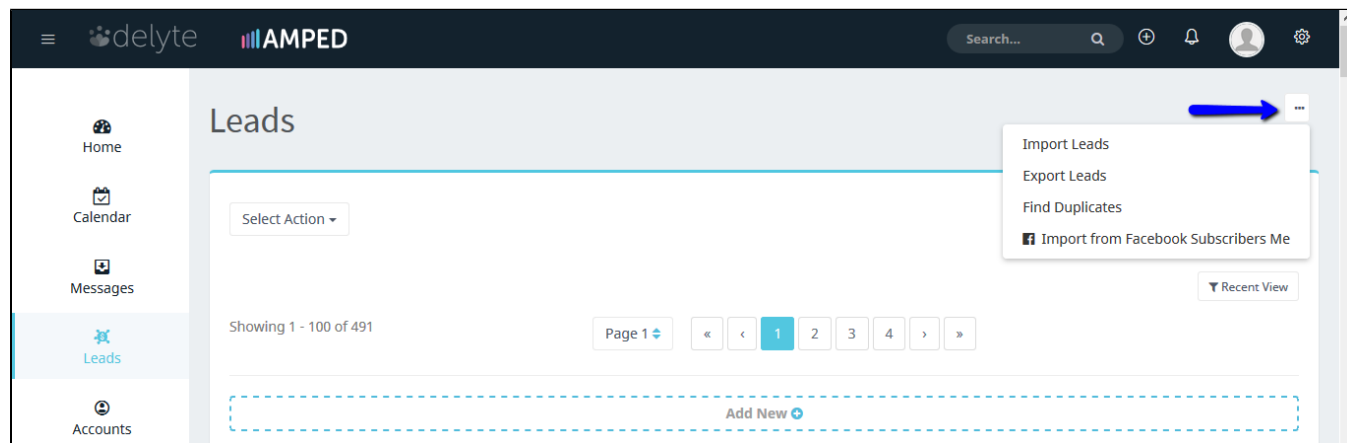# Importing and Exporting Records in AMPED

Users must be granted import/export permissions from their site administrator. Importing and exporting can be done through the Sales modules (Leads, Contacts, Accounts and Opportunities). To import or export, go to the desired module and find the menu in the top right of the page. If you do not see import/export options, contact your site administrator.

Follow the instructions in the Import and Export Guides below for more details on how to perform the actions in AMPED.

AMPED Importing Guide.docx   **AMPED Exporting Guide.docx**

Watch an example of Lead Import in the video below.

Lead Import Video