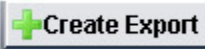


EXPORTING 101

1) Setup Export


You can create your own customized exports that let you download listing information from the MLS in whatever format you need. Once set up, your customized exports will be available to you whenever you click the Exports button, along with the other exports provided by your MLS.

To set up a custom export

1. From the **Admin** drop-down menu, choose **Custom Export Setup**.
2. Click the  button in the toolbar .
3. In the Create Listing Information Export Layout form, enter the appropriate information in each field, then click **Save**.
4. In the Revise Listing Information Export Layout form, select which fields you want to export per property type. To do this, highlight fields on the left that you want to export, and click the **Add>>** button to move them to the **Selected Fields** list on the right. You can use the Move Up/Down buttons to reorder the fields, if desired. When finished, click **Save**.
5. Next, choose another property type link and repeat the field selection procedure. Continue until you have finished selecting the desired export fields for all property types, clicking **Save** after each.
6. Click the **Manage Listing Information Exports** link near the top of the form to return to the main Listing Information Export page.

2) Export Listings

You can export listings data in bulk, or select particular listings to export from the MLS and then download it to various third-party products.

NOTE: Look for the  button in the toolbar when working in the following areas of the software. Also, To select listings, check the boxes in the left-hand column.

To export any search criteria page

1. From any of the search choices in the **Searches** drop-down menu, enter your search criteria.
2. Click **Exports**.
3. From the **Listing Export Option** drop-down list, choose an export type.
4. Click **Submit**.

NOTE: This method benefits you since maximum search limits do not apply to exports. For example, you can only include a few hundred listings in search results, but you can export thousands of listings.

To export search results

1. From your search results page, select the listings you want to export.

2. Click **Exports**.
3. From the **Listing Export Option** drop-down list, choose an export type.
4. Click **Submit**.

To export items from a listing or a prospect cart

1. From either the listing or the prospect cart, select the listings you want to export.
2. Click **Exports**.
3. From the **Listing Export Option** drop-down list, choose an export type.
4. Click **Submit**.

To export listings from the caravans page

1. Select a caravan, and then click **Exports**.
2. Select the listings you want to export.
3. Click **Export**.
4. Click **Submit**.