





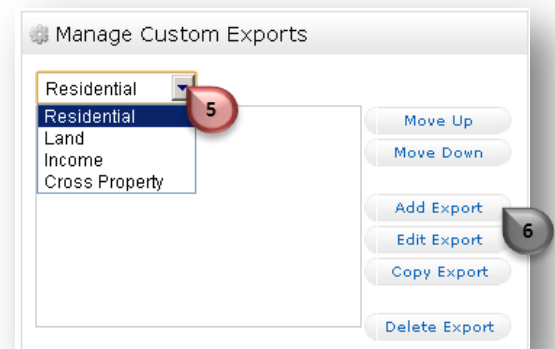
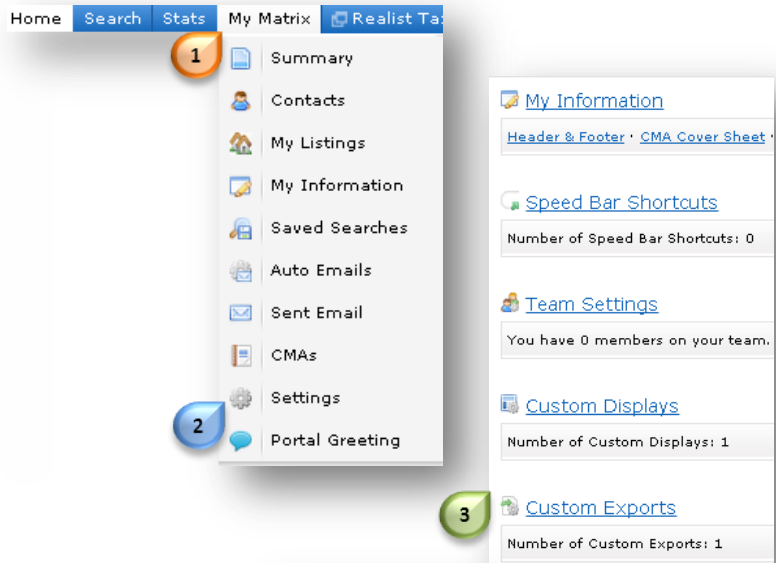
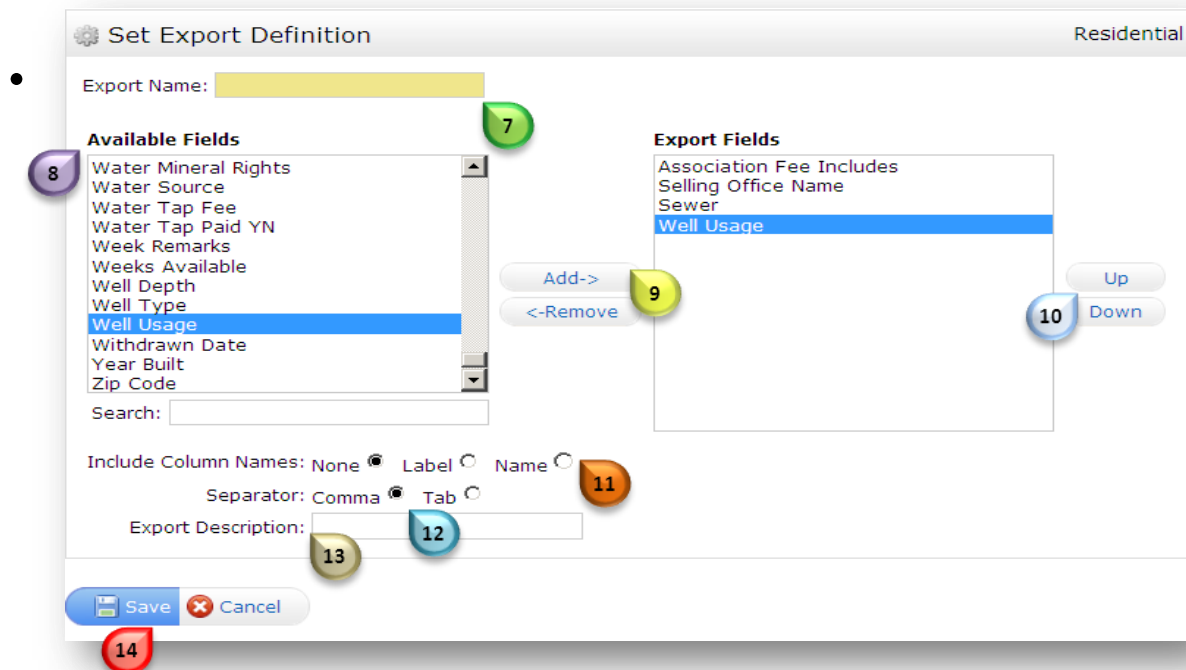










Create a Custom Export

Custom Exports allow you to export specified fields

- Hover over **“My Matrix”** 
- Select **“Settings”** 
- Click **“Custom Exports”** 
- Your **“Manage Custom Exports”** screen presents 
- Click the **drop down arrow** to select a property type 
- Click **“Add Export”** 





- Title the export using the “**Export Name**” field 
- Scroll through the “**Available Fields**” 
 - **Note:** Type key words in the Search field to be taken directly to a field name
- Select the desired field(s) by clicking on them
 - **Note:** Hold the control key to select multiples
- Click “**Add**” 
- Selections can now be seen under “**Export Fields**”
- Use the “**Up**” or “**Down**” buttons  to select the order of the “**Export Fields**”
- To export field labels with results click the “**Name**”  radio button
- Be sure the “**Comma**”  radio button is selected
- Use the **Export Description**  field to type a personal note
 - **Note:** Descriptions can only be viewed when you attempt to edit a custom report
- Select “**Save**” 

For more information please see “How To Export Results Using a Custom Export”