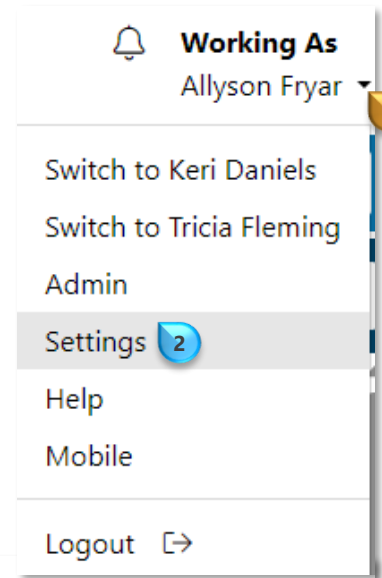


Create a Custom Export

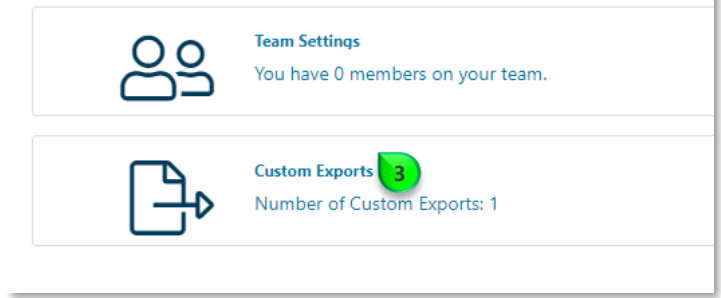
Custom Exports allow the export of specified fields

Click on the *expand collapse arrow* next to your name **1**

Select **"Settings"** **2**

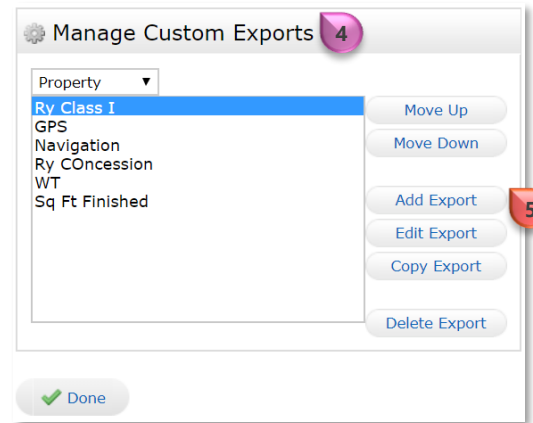


Select **"Custom Exports"** **3**




A **Manage Custom Exports** screen presents **4**


Click **"Add Export"** **5**

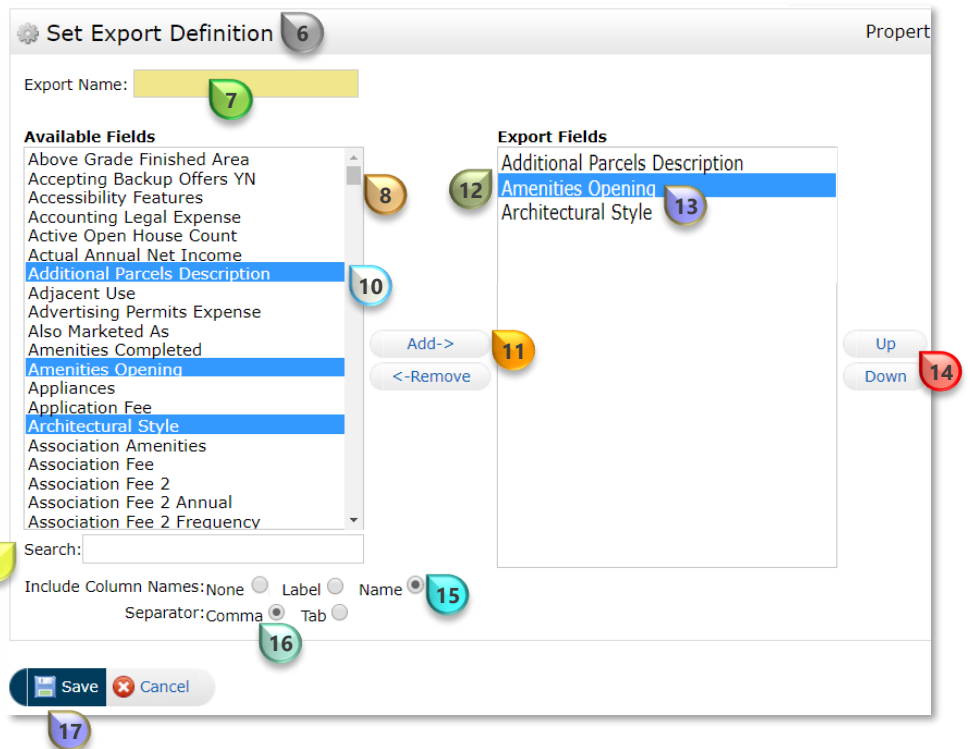


A **Set Export Definition** screen presents 


Type a name in 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 




The screenshot shows the 'Set Export Definition' dialog box. It features an 'Export Name' field (7) at the top. Below it is a list of 'Available Fields' (8) with a search field (9) at the bottom. The 'Available Fields' list includes items like 'Above Grade Finished Area', 'Accepting Backup Offers YN', 'Accessibility Features', 'Accounting Legal Expense', 'Active Open House Count', 'Actual Annual Net Income', 'Additional Parcels Description' (10), 'Adjacent Use', 'Advertising Permits Expense', 'Also Marketed As', 'Amenities Completed', 'Amenities Opening' (12), 'Appliances', 'Application Fee', 'Architectural Style' (13), 'Association Amenities', 'Association Fee', 'Association Fee 2', 'Association Fee 2 Annual', and 'Association Fee 2 Frequency'. There are 'Add->' (11) and '<-Remove' buttons between the lists. At the bottom, there are radio buttons for 'Include Column Names' (15) and 'Separator' (16), and 'Save' (17) and 'Cancel' buttons.

Select the desired *field(s)* by clicking on them 

Note: Hold the *control* key to select multiples (*command* key on an Apple device)

Click "Add" 

Selections will move to "Export Fields" 

To reorder "Export Fields" select the desired field 

Use the "Up" and/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

Select "Save" 