Create a Custom Export

Custom Exports allow you to export specified fields

•	Hover over "My Matrix"	Home Search Stats My	Matrix 🛛 🖓 Realist Ta:	
	U		Summary	
•	Select " Settings "	a	Contacts	My Information
		2	My Listings	Header & Pooter - CMA Cover Sheet
		a	My Information	G Speed Bar Shortcuts
		Æ	Saved Searches	Number of Speed Bar Shortcuts: 0
		÷	Auto Emails	
			Sent Email	🔊 <u>Team Settings</u>
			CMAs	You have 0 members on your team.
			Settings	🐻 Custom Displays
		2	Portal Greeting	Number of Custom Displays: 1
•	Click Custom Exports 3		3	M <u>Custom Exports</u>
			-	Number of Custom Exports: 1
			🌐 Manage Custom Exp	ports 🔽
٠	Your "Manage Custom Exports" 4			
	screen presents		Residential	Move Up
				Move Down
				Add Export
				Edit Export
				Copy Export
				Delete Export
			✔ Done	
•	Click the drop down arrow		🌐 Manage Custom E>	ports
•	to select a property type		Residential	
	to select a property type		Residential 5	Move Up
_			Land Income	Move Down
•			Cross Property	Add Export
				Edit Export
				Copy Export
				Delete Export



For additional support contact Customer Care 303.850.9613

Export Name:		
_ Available Fields	Export Fields	
Water Mineral Rights Water Source Water Tap Fee Water Tap Paid YN Week Remarks Weeks Available Well Depth Well Usage Withdrawn Date Year Built Zip Code Search:	Association Fee Includes Selling Office Name Sewer Well Usage	Up 10 Down
Include Column Names: None C Label Name Esparator: Comma Tab C Label C Name C C		

- 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 10 to select the order of the "Export Fields"
- To export field labels with results click the "Name" 11 radio button
- Be sure the "Comma" 2 radio button is selected
- Use the Export Description ¹³ field to type a personal note
 Note: Descriptions can only be viewed when you attempt to edit a custom report
- Select "Save" 14

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

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