## **Matrix How To**

## **Export Results Using a Custom Export**

Please see How To Create a Custom Export before reading this How To

From "Results"

	Results Result															
	◄		N	MLS #	Sts	Style	Address	City	Zip	List/Sold \$	\$ Beds	Baths	Total Sq	Fin Sqft	Listing Office	
	₽ [	- A	<b>@</b> 1	L119115B	A	Ranch/1 Story	5500 E 72ND Avenue	Commerce City	80022	\$550,000	5	2	872	872	Mb Moser Real Estate Group	тх м
	☑ [	<b>.</b>	6	L174679B	A	Ranch/1 Story	8400 STEELE Street	Denver	80229	\$445,000	3	2	3360	1,680	Keller Williams Avenues Realty	тх м
1	₽ [	£	<b>6</b> 1	L202746B	A	Ranch/1 Story	7000 MONACO Street	Commerce City	80022	\$137,000	3	1	1680	1,320	Mb Moser Real Estate Group	тх м
	Actions Refine Save Carts [1] • Previous • Next									] • Previous • Next						

Scroll down to locate the Button Bar 2

Note: The Button Bar is activated when you select at least one result by placing a check mark next to the property 3

Click on "Export" 4

Note: If your button bar presents different options click "Actions" on the hover toolbar

	Actions Refine Save Carts	Directions 👔 Stats 🖻 Export 📙 Quick CMA 🖨 CloudCMA							
•	Verify the number of results 5 you are exporting	Export 5 Records S Export file format: 3rd Party Export - Residential Export							
•	Click the drop down arrow next to "Export file format"	General Back to Results							
•	Select desired "Custom Export"	Export 3 Records							
	Note: You cannot use the drop down arrow unless you have previously created a Custom Export	Export file format: 1424 Cr Export 1424 Cr Export 3rd Party Export- Residential Back to Results							
•	Select "Export" 💽								

• The results will download to your computer in the selected Custom Export format

For additional support contact Customer Care 303.850.9613

