



Create a Custom Export Template

Are you tired of deleting unneeded columns in Excel after an export from flexmls? Don't be confined, create your own Custom Export Template quickly.



From the Dashboard hover over *Preferences* and select *My Exports*.

To create an Export Template, click *New*.



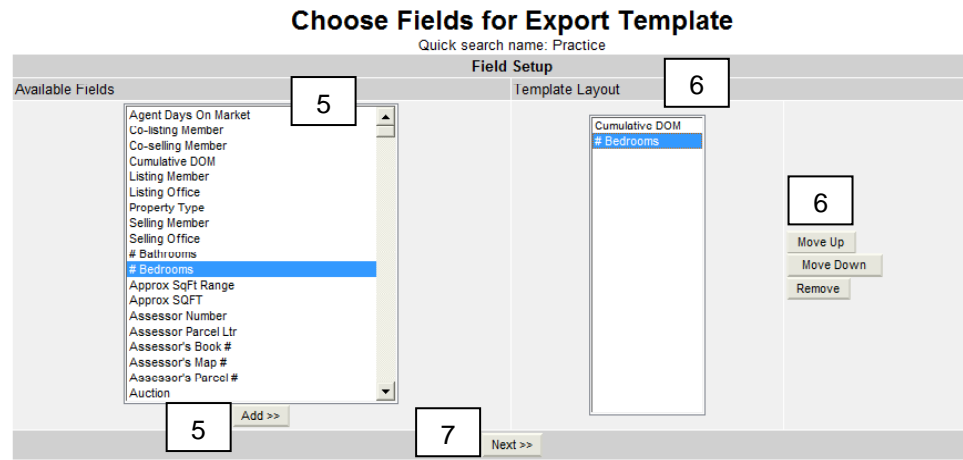
New Export Template

Export Template Properties	
Export name	Practice 1
Show Group Name	<input checked="" type="radio"/> Detail group names show in front of the detail name <input type="radio"/> Detail group names do not show in front of the detail name
Property Types	<div style="border: 1px solid black; padding: 2px;"> Residential Residential Rental Land and Lots Comm/Industry Sale Comm/Industry Lease Multiple Dwellings Business Opportunity </div>
Next >> 4	

1. Type your *Export name*
2. Select whether you would like *Detail group names show in front of the detail name* or *Detail group names do not show in front of the detail name* on the Excel spreadsheet. For example,

the field name *Special Listing Condition* would appear before the value *Pre-Foreclosure* if you choose to show the detail group name. If you choose not to show the detail group name, it would read *Pre-Foreclosure* only.

3. Select the *Property Types* by clicking to highlight them (hold down your control key to select multiple types).
4. Click *Next*



5. Choose the fields you would like to export by selecting them from the list of *Available Fields* and clicking *Add*.
6. Each field that will be used in the template will be placed in the *Template Layout* column. You may reorder the fields as you would like them to appear in your export by selecting them and clicking *Move Up* or *Move Down*.
7. Click *Next* to save the Export Template.



8. You will now see the newly created Export Template on the My Exports screen under *Available Export Templates*.
9. To the right will be a *Description* of the template.
10. You can also *Edit*, *Remove* and *Give to someone* the templates you have created.

Export flexmls® Data to Other Software

1. Select The Data To Be Exported

Export all matches (59 records)

2. Select The Type of Export

Generic Text Export

The export format changed in January 2008 to use more accurate column descriptions. Check the box preceding this sentence if you would like the export in the old format. Please be aware, however, that the column descriptions may not accurately describe the contents of the data in the columns.

Custom Text Export

Practice ▼

Now when you want to export data from flexmls using your Export Template, click on the *Export* button when on your Search Results screen. You will see the newly created Export Template as an option on the *Export flexmls® Data to Other Software* screen.