EXPORTING CONTACTS FROM NAVICA

STEP 1 ▶ Click on *Contacts*, check the all Contacts box, then select *Export Contacts.*

STEP 2 ▶ After selecting one item in the *Contact Information* box, using the **shift key**, select all *Contact Information,* then do the same for all *Contact Types*, then click *Export.*

The file will download in a spreadsheet where you are able to **SAVE AS**; the name given will be *Navica Contact Export.*

IMPORTANT ▶ Be sure to save it in an easily accessible location on your computer, and ensure the format is a **.csv format.**

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A GUIDE TO
**Exporting Contacts from Navica
& Importing into Flexmls**

IMPORTING YOUR CONTACTS INTO FLEXMLS

STEP 1 From the Flexmls menu, access *Contact Management*. Select the *Advanced Features* button in the top right corner. Then, select *Import Contacts*.

STEP 2 2. Keeping the delimiter as *Comma*, click on the *Choose File* button to find the CSV (spreadsheet) file with your exported contacts (*Navica Contact Export*) and click *Open*, then, *Upload File*.

STEP 3 ▶ You will be prompted to map the *Imported Values* contact information from the spreadsheet to the correct *Map To* fields on the right. Ensure that the option *Discard first record (Column Headers)* is checked, and then click *Continue* after you have mapped the fields.

STEP 4 ▶ Lastly, you should see that your contacts were successfully loaded.

Office/Member

Contact Import Results

Display Name	Status	Information
Last Name, First Name	SKIPPED	Discard first row option checked.
Loranger, Barbara	SUCCESSFULLY LOADED	
Pizzutello, Mike	SUCCESSFULLY LOADED	
Rice, C	SUCCESSFULLY LOADED	

Processing Complete

🖨 Print Report   🏠 Done