

EXPORTING CONTACTS FROM NAVICA

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

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	Business	Loranger, Barbara	(10275)			(557) 577-5	775 de	naigep@gmail.co	m		÷ 👷					
	Business	Pizzutello, Mike (1	0280)				mo	dpizzutello@gmai	il.com		Q. 👷				Q	
	Business	Rice, C (10278)					cri	ce@crsdata.com			ی 🔶 💽					
Show	ing 1 to 3 of 3 entri	es													Previous 1	Next

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.

Home	AMS Home	MLS Admin	Add Listing	Search	My Listings	Saved Listings Cart	Reports/Invoices	Roster	Contacts	My CMAs	News & Events	Resources	Showings	N
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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.**



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.

Flexmls	Q Enter an Address	, City, ZIP, N	ILS #, or Contact	Guided Help			Help	OP as DP N
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Contact Ma	nagement 🛈)					Print Advanced ~	Add Contact
First Name	Last Name	Email		Portal		_	Advanced Features Contact Summary	
				Quick Add		3	Export Contacts	
Q Type to se	Activity (La	st 7 Days)	Portal Phone	Email	Listings	Last Match	Create Portal Accounts Create Portal Accounts with Invite	rove
Betty Buyer	-		ON	denaigep@gmail.com	0		Preferences	
Bob Buyer		-	ON	denaigep@gmail.com	15465	8/14/2024, 12:45:32 PM	Show/Hide Quick Add	
Brad Pitt			ON	denaigep@gmail.com	54	8/13/2024, 3:28:28 PM	Customize Contact List	
C Rice	5 etc.		ON	crice@crsdata.com	0		v	
Judy		-	ON	denaigep@gmail.com	211	8/13/2024, 8:17:17 PM	0	

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



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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.

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import reio w 20.Feb							Import Field #9	Birthday 20-Feb	:	Birthday	~				



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

Conta	act Im	port Results
Display Name	Status	Information
Last Name, First Nam	ne SKIPPEI	D Discard first row option checked.
Loranger, Barbara	SUCCES	SSFULLY LOADED
Pizzutello, Mike	SUCCES	SFULLY LOADED
Rice, C	SUCCES	SFULLY LOADED