

EXPORTING CONTACTS FROM NAVICA

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

Home / Contact List

Search All Contacts by First Name, Last Name, Email, or Contact ID#

Filter By Type

Show All 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Type	Name	Phone	Mobile	Email	Tools	App	Notes
<input checked="" type="checkbox"/>	Business	Loranger, Barbara (10275)		(557) 577-5775	denaigep@gmail.com		
<input checked="" type="checkbox"/>	Business	Pizzutello, Mike (10280)			mdpizzutello@gmail.com		
<input checked="" type="checkbox"/>	Business	Rice, C. (10278)			crice@crsdata.com		

Showing 1 to 3 of 3 entries

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 / Export Contacts

File Name: NAVICA Contact Export

Only Include Contacts With Email?

Contact Information

- Assistant
- Anniversary
- Office
- Manager

Contact Types

- Realtor
- Tenant
- Lease Option
- Other

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**.

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*.

1 Flexmls

Quick Search Contact Management Add Listing Change Listing Office/Member

Print Advanced Add Contact

Advanced Features
Contact Summary
Import Contacts
Export Contacts
Create Portal Accounts
Create Portal Accounts with Invite
Preferences
Show/Hide Quick Add
Customize Contact List

Name	Activity (Last 7 Days)	Portal	Phone	Email	Listings	Last Match
Betty Buyer		ON		denalgep@gmail.com	0	
Bob Buyer		ON		denalgep@gmail.com	15465	8/14/2024, 12:45:32 PM
Brad Pitt		ON		denalgep@gmail.com	54	8/13/2024, 3:28:28 PM
C Rice		ON		crice@crsdata.com	0	
Judy		ON		denalgep@gmail.com	211	8/13/2024, 8:17:17 PM

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*.

Flexmls

Quick Search Contact Management Add Listing Change Listing Office/Member

Upload Address Book to flexmls Web Contacts

Addressbook File **1** Choose File No file chosen

Delimiter Comma

2 NAVICA Contact Export

3 Open

4 Upload File

File name: NAVICA Contact Export

First Name,Last Name,File As,Job Title,NickName,Email Address,Email Address 2,Web Page,Company Name,Department,Company Fax,Contact Primary Phone,Mobile Phone,Company Phone,Home Phone,City,Zip,State,Street,Profession,Referred By,Spouse,Agent's Notes,Birthday,Assistant,Anniversary,Office Manager Barbara ,Loranger denalgep@gmail.com(577-5775...Johns

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.

To load contacts from your addressbook export into the flexmls system there are a few steps that are required. In the table below you will see that the entries from your addressbook have been broken apart into each individual field. You will need to "map" this data to the field where you'd like it to be loaded in your flexmls contacts.

Notes:

- Contacts in the flexmls system are identified by a *Display Name*. This *Display Name* is usually a person's full name. It is used in the listing of your contacts in the short display. You can map a single field to this *Display Name* or if no single field is available the contact loading process will combine the *Contact Last Name* field with the *Contact First Name* field.
- You must map either the *Display Name* field or both the *Contact First Name* and *Contact Last Name* fields, or the entire upload will fail.
- Any unmapped fields will not be loaded into your flexmls contacts.
- Any contacts that do not have data in the field mapped to *Display Name* or *Contact First Name* and *Contact Last Name* will be skipped.
- Any contacts from your addressbook that already exist in flexmls will be skipped. Matched contacts are those for which the same *Display Name* is already present.
- Some addressbook exports will put column header information in the first line of the file. You must know that the file you are importing has this column header information. Be sure to check the *Discard first record* box below. If you do not know if it has this header information, look at the data in the imported *Columns* fields in the table. The first row will contain description(s) of the data and not contact information.

When you are finished mapping the fields, click the **1** **Discard first record (Column Headers)** **2** **Continue** button at the bottom of the page to complete the mapping process.

Field #	Imported Values	Maps To
Import Field #1	First Name Barbara	Contact First Name
Import Field #2	Last Name Loranger	Contact Last Name
Import Field #3	Email Address denaigsp@gmail.com	Email
Import Field #4	Mobile Phone (557) 577-5775	Mobile Phone
Import Field #5	City Johns Island	City - Home Address
Import Field #6	Zip 29455	Zip - Home Address
Import Field #7	State SC	State - Home Address
Import Field #8	Street 1234 Blue Bayou	Street 1 - Home Address
Import Field #9	Birthday 20-Feb	Birthday

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