Steps to Export a Cart to a CSV

1) To export properties from the **Carts** page, navigate either to **All Carts** or one of your **custom carts**.

🔊 remine		Carts 🗈	+	«	All Carts						
🗁 Daily	- 1	All Carts		1458 Pr	roperties 🖄 Export 🖾	Send Mailers	··· More		Q s	earch address	Manage Columns
Q Search	[Potential Homes for Cl	뿅		ADDRESS 🔶		SQFT 🕴	EST. VALUE 🕀		OWNERS	BEDS 🕀
Saved Se	arches	Potential Flips			820 N POLLARD ST Apt 310	ARLINGTON	725.0	\$458,040	\$122,451	BODNER LAUREN ANN	1
🛱 Carts	_	Example 5.18 Recently Sold In Your	쨩		820 N POLLARD ST # PKI	ARLINGTON		\$410,278	\$410,278	HAWTHORN UNIT OWNERS	1
容 Engage		Example Starter 5.13	榕		880 N POLLARD ST APT 5	ARLINGTON	880.0	\$495,912	\$217,509	XI ZHIYIN	2
Contacts		Example Mibor 5.11	양		306 N NELSON ST	ARLINGTON	1380.0	\$948,892	\$902,018	HOWDER THOMAS F, HOW	3
Docs		Example Getting Starte			820 N POLLARD ST APT 8	ARLINGTON	928.0	\$544,516	\$191,030	MONTOYA JAIME A	1
		Renters Campaign			806 N GREENBRIER ST	ARLINGTON	2281.0	\$960,270	\$763,238	WARD JAMES ROSS	1
		School Example	培?		820 N POLLARD ST APT 9	ARLINGTON	1127.0	\$708,694	\$255,993	BROUGH DAVID C	2
		Example for 4.22			605 N KENMORE ST	ARLINGTON	1168.0	\$918,531	\$876,923	CHAUTARD HENRI R, CHAUT	2
		Example for MORR			600 N LINCOLN ST	ARLINGTON	2602.0	\$1,259,487	\$459,487	VARNER DAVID J, VARNER M	3
		Getting Started 4.15			374 S CLARKSON ST	DENVER	1765.0	\$812,386	\$722,989	MCCARTHY SARAH O, MCC	4
		Getting STarted Exampl			3017 4TH ST N	ARLINGTON	1820.0	\$1,056,433	\$1,023,099	ALICANDRO STEPHEN B, ALI	3
		Richard			12915 FRIARS LN	CARMEL	3398.0	\$561,986	\$68,148	CARROLL ADAM A, CARROL	4
유 Alerts	>	New Name			2797 WASHINGTON BLVD	ARLINGTON	2198.0	\$1,285,486	\$1,285,486	SIMPSON CLARKE, SIMPSO	5
Support	>	Homes I Like			2606 N PERSHING DP	ARLINGTON	2560.0	\$1.379.821	\$1,379,821	SIMPSON MILTON C. SIMPS	,
Caroline Collapse I	Venu	New cart example			716 N DANVILLE ST	ARLINGTON	1251.0	\$1,047,943	\$1,047,943	IOY IRIS E	3

2) Before using the Export option, **select properties you want included** in the export. **Select individual properties** from the cart by clicking the checkboxes on the far left of each property or **select all the properties** in the cart by clicking the top checkbox that appears above the first property row.

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🛱 Carts	Example 5.18 181			TOD COFCUAL OF	CODING FIF	ਸ਼	Carts	Decently Sold In Your	282		+	7513 GRESHAM ST	SPRINGFIELI
^把 Engage	Recently Sold In Your 8		Ŧ	7513 GRESHAM ST	SPRINGPIE	榕	Engage	Example Starter 5.13	292				
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Contacts	Example Mibor 5.11 18		+	5307 JULIET ST	SPRINGFIE		Contacts	Example Getting Starte			+	5307 JULIET ST	SPRINGFIELI
Docs	Example Getting Starte		+	7313 DUNSTON ST	SPRINGFIE	0	Docs	Example for Starter 4			+	7313 DUNSTON ST	SPRINGFIELI
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	School Example 181							School Example	181		+	5303 GARNER ST	SPRINGFIEL
	Pro Prospect Sellers 4		+	5303 GARNER ST	SPRINGFIE			Pro Prospect Sellers 4					
	Example for 4.22		+	7407 GRESHAM ST	SPRINGFIE			Example for 4.22			+	7407 GRESHAM ST	SPRINGFIELI
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⊕ Alerts >	New Name					Ļ	Alerts >	New Name					
€ Support	Example 326		+	7413 CHATHAM ST	SPRINGFIE	କ	Support >	Example 326			+	7413 CHATHAM ST	SPRINGFIELI
A Caroline →	Homes I Like		+	5400 KEMPSVILLE ST	SPRINGFIE	8	Caroline >	Homes I Like			+	5400 KEMPSVILLE ST	SPRINGFIELI
Collapse Menu	New cart example		+	7416 ELGAR ST	SPRINGFIE	<<	Collapse Menu	New carr example			+	7416 ELGAR ST	SPRINGFIEL

3) Once you have selected your properties, click on the **Export** option at the top.

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🗁 Daily	All Carts	17 Pro	operties	坐 Export ⊠ Send Mail	ers ··· More			Q Search add	dress	Manage Columns
Q Search	Potential Homes for Cl		NOTES	ADDRESS 👙		SQFT	EST. VALUE		OWNERS	BEDS 🕀
Saved Searches	Potential Flips		+	7512 HOGARTH ST	SPRINGFIELD	1406	\$477,234	\$477,234	CHUANG CHUN HAN HE	NRY 3
🛱 Carts	Example 5.18 **		+	7513 GRESHAM ST	SPRINGFIELD	1256.0	\$529,434	\$129,178	HANSEN TAGGART, HANS	SEN 4
器 Engage	Example Starter 5.13		+	7511 HOGARTH ST	SPRINGFIELD	1247	\$515.077	-\$1.224	ALVAREZ PEDRO A. KRAL	IS F 4
O Chat	Example Mibor 5.11 🕸									
Contacts	Example Getting Starte		+	5307 JULIET ST	SPRINGFIELD	2130	\$551,609	\$551,609	MCCLANAHAN LUCILLE	1 4
Docs	Example for Starter 4		+	7313 DUNSTON ST	SPRINGFIELD	1247	\$515,141	\$229,196	ALMENDRAS JOAQUIN S	DT 3
	Renters Campaign		+	7407 HOGARTH ST	SPRINGFIELD	1092	\$454,113	\$454,113	NGUYEN HUONG THI	3
	Pro Prospect Sellers 4		+	5303 GARNER ST	SPRINGFIELD	2056	\$521,006	\$162,161	MAHON CHRIS, MAHON	M 4
	Example for 4.22		+	7407 GRESHAM ST	SPRINGFIELD	1092	\$454,112	\$454,112	HUDOCK HAZEL	3
	Example for MORR		+	7412 HOGARTH ST	SPRINGFIELD	1464	\$469,908	\$162,188	DOGRUL DEMIR	3
	Getting Started 4.15 Example for Haley		+	7425 ELGAR ST	SPRINGFIELD	1768	\$550,063	\$251,557	GULUGIAN CHRISTOPHE	R B 3
	Getting STarted Exampl		+	7418 ELGAR ST	SPRINGFIELD	1404	\$496,602	\$200,960	ROSS BRYAN, ANDRADE	ILS 3
	Richard		+	7320 DUNSTON ST	SPRINGFIELD	1256	\$525,281	\$239,831	FERRARI PAUL, FERRARI	KIM 4
Alerts >	Example 326		+	7413 CHATHAM ST	SPRINGFIELD	2058	\$639,232	\$44,451	BARKEMA GEORGE MICH	HAE 4
Support	Homes I Like		+	5400 KEMPSVILLE ST	SPRINGFIELD	1410.0	\$481,315	\$481,315	WILLIAMSON CYRUS V M	
Collapse Menu	New cart example		+	7416 ELGAR ST	SPRINGFIELD	1795	\$498,981	\$12,765	BAUTISTA VICKY ELIZABE	TH, 4

4) **Enter a name** for you CSV Export. It must be at least 1 character and not include spaces or any special characters.

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17 Pro	perties	🗄 Export 🖾 Send Mo	illers ··· More		
	NOT	Export CSV		×	EST. VALUE
	+	*Name Your File			\$477,234
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	+				\$521,006
	+	Make these my default	export settings		\$454,112
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	+	7418 ELGAR ST	SPRINGFIELD	1404	\$496,602
	+	7320 DUNSTON ST	SPRINGFIELD	1256	\$525,281

5) Select which columns you want to include in the export. (Two Options Below)

Include All Columns: If the user toggles this on, the user will get all available columns in their export and doesn't need to select specific columns at all.

Properties	🗄 Export 🛛 Send Maile	rs ··· More		
NOT	Export CSV		×	EST. VAL
+	*Name Your File			\$477,234
+	ExampleCartCSVExport 25 character limit			\$529,434
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+	Choose Your Columns Select information to include in yo	ur download		\$551,609
+	Include All Columns			\$515,141
+	Make these my default ex	port settings		\$454,113
+				\$521,006
+	Exp	ort		\$454,112
+	7412 HOGARTH ST	SPRINGFIELD	1464	\$469,908
+	7425 ELGAR ST	SPRINGFIELD	1768	\$550,063

Columns To Export: Click the **Select Column** dropdown menu to select specific columns to include in your export. As you select an option from the dropdown, it is added to the input box and removed as an option from the dropdown.

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+			\$515,0:		25 character limit		
+	Choose Your Columns		\$551.6	+			\$515,
	Select information to include in your download				Choose Your Columns		
+	Include All Columns	\otimes	\$515,14	+	Select information to include in your do	wnload	\$551,
+			\$454,1	-	Include All Columns	\otimes	ÓE1E -
	pelect columns				*Columns To Export		Ş515,
+	POPULAR	_	\$521,00	+			\$454
+	Property Address Information	_	\$454,1		Property Address Information *	`	
	Mailing Address Information			+			\$521,
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+			\$496,6	+	Export		\$469,
+	Sell Score		\$525.2				
	Gross Area Square Feet		,,.	-	1420 LEONKOT		\$550
+	7413 CHATHAM ST SPRINGFIELD 2	2058	\$639,2				

6) "Make these my default export settings" checkbox (THIS STEP IS OPTIONAL): If you select this checkbox, the columns you selected will be saved. The next time you go to export from carts, those saved columns will be pre-populated in the "Columns To Export" box.

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+	*Name Your File	\$477,23
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+	Include All Columns *Columns To Export	\$515,141
+	Property Address Information	\$454,113
+	Owner Information 👋 Estimated Value 👋	\$521,00
+	Make these my default export settings	\$454,112
+		\$469,90
+	Export	\$550,06
+	7418 ELGAR ST SPRINGFIELD 1404	\$496,60
+	7320 DUNSTON ST SPRINGFIELD 1256	\$525.28

7) Export. The export button will be disabled until the two required selections (*) are complete. ("Name Your File" and "Columns To Export")

Properties	🗄 Export 🖾 Send Mail	ers … More		
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+	*Name Your File			\$477,234
+	ExampleCartCSVExport 25 character limit			\$529,434
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	*Columns To Export			
+	Property Address Information	×		\$454,113
+	Owner Information × Estin	nated Value ×		\$521,006
+	Make these my default e	export settings		\$454,112
+ -				\$469,908
+	Ex	port		\$550,063
+	7418 ELGAR ST	SPRINGFIELD	1404	\$496,602
) +	7320 DUNSTON ST	SPRINGFIELD	1256	\$525,281

Upon clicking export, the modal will disappear and you will receive a "Success" message on the top right of the screen.

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ð	Daily	All Carts	17 Pro	perties	🗄 Export 🖾 Send Maile	rs ··· More			Q Search o	your download is ready.	
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۵	Docs	Example for Starter 4		+	7313 DUNSTON ST	SPRINGFIELD	1247	\$515,141	\$229,196	ALMENDRAS JOAQUIN SOT	3

6) **Download**. You will receive two notices of when the export is ready to download. One will be a **banner at the top of the page** and the second will be a notification on the **Alerts** tab. Both notification with have a "**Download**" link you can click to download the CSV file.

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Saved Searches	Potential Flips	格		+	7512 HOG	ARTH ST S	SPRINGFIELD	1406	\$477,234	\$477,234	CHUANG CHUN HAN I	HENRY 3
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	Renters Campaign			+	7407 HOC	GARTH ST S	SPRINGFIELD	1092	\$454,113	\$454,113	NGUYEN HUONG THI	3
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