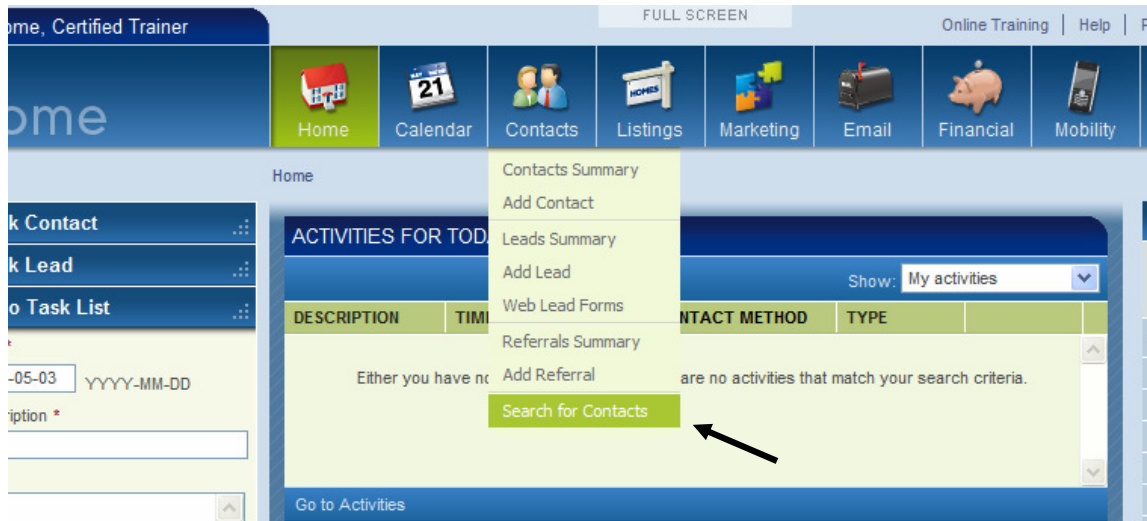
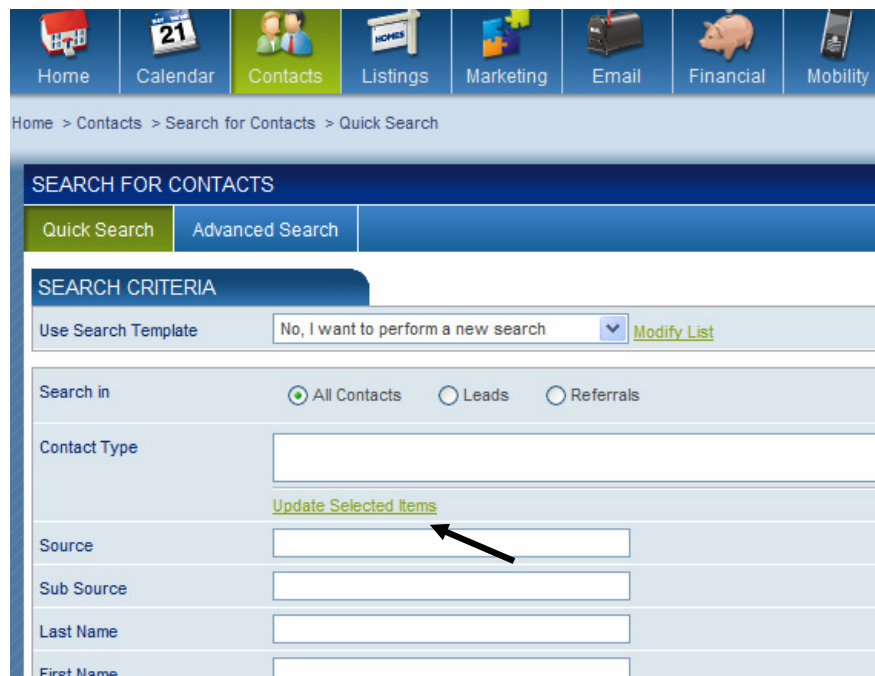


Export Instructions for Top Producer® 8i

1. Hover over the Contacts Icon at the top of the screen and choose the last option to *Search For Contacts*.



2. Search for contacts to export by selecting the appropriate search criteria. To search by Contact Type, ignore the first field regarding search templates, the default is to search all contacts, the third field is the contact type field. Click on *Update Selected Items* to choose the contact types you would like included in your search.



3. Select the contact types to include in the search by clicking on the box next to the contact type then click on *Done*. If you wish to select other types of data to search on you may do that as well by filling in other fields

The screenshot shows a search criteria form with the following elements:

- Search in:** Radio buttons for All Contacts, Leads, and Referrals.
- Contact Type:** A text input field containing "Buyer, Friend".
- Friend:** A text input field containing "Friend" and a "Search" button.
- Selection List:** A list of contact types with checkboxes:
 - Buyer (indicated by an arrow)
 - Buyer - investor
 - Buy-New-Home
 - Buy-New-Resale-Home
 - Buy-Resale-Home
 - Friend (highlighted in blue and indicated by an arrow)
 - Golfer
 - Investor
 - Lawyer
- Done:** A button circled in black.
- Source:** An empty text input field.
- Sub Source:** An empty text input field.

4. Once you have the selection criteria complete, click on *Search* at the bottom of the search criteria screen.

The screenshot shows a search criteria form with the following elements:

- City:** An empty text input field.
- State:** A dropdown menu.
- Zip:** An empty text input field.
- Search Address Within:** Radio buttons for All Contacts, Listings, and Closings.
- Contact Method:** A text input field and a dropdown menu showing "Home Phone".
- Include Unsubscribed Contacts?:** Radio buttons for Yes and No.
- Buttons:** A "Search" button circled in black, a "Clear Search Criteria" button, and a "Save Search Template" link.

5. Search results will be displayed. Select all contacts by clicking on the check box at the top of the list, or select individual contacts by clicking on the check box next to the individual name. Selected contacts will be included in the export.

Home > Contacts > Search for Contacts > Quick Search

SEARCH FOR CONTACTS

Quick Search | Advanced Search

SEARCH CRITERIA

SEARCH RESULTS

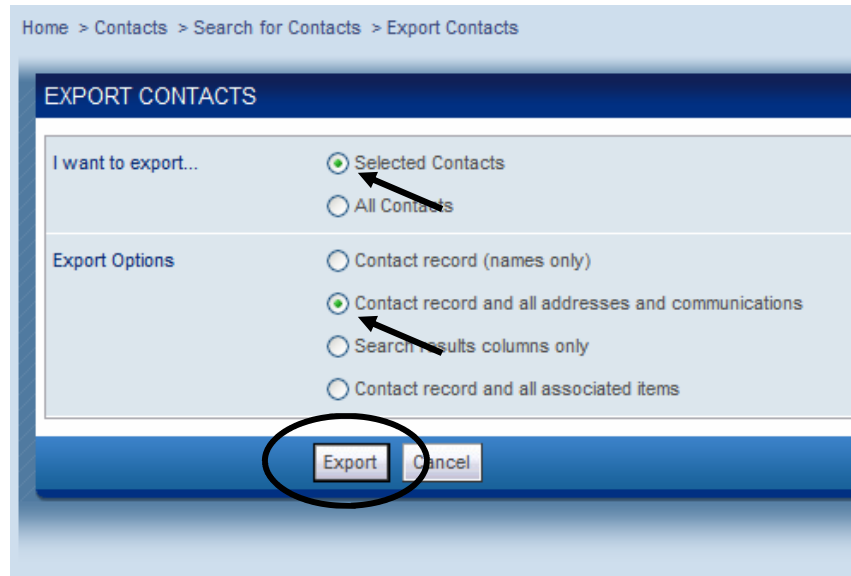
<input type="checkbox"/>	NAME	ADDRESS	PRIMARY CONTACT
<input type="checkbox"/>	1, bob		bob@bobsmith.com
<input type="checkbox"/>	Akins, Larry and Susan	726 5th Ave, Barrington, IL	CTrainer1@7topprod
<input type="checkbox"/>	Alanis, Jose	69 Inez St, North Barrington, IL	847-263-1882
<input type="checkbox"/>	Alba, Veronica	817 W 73rd Ave, Port Barrington, IL	847-759-7569
<input type="checkbox"/>	Alcala, Maria	805 Cincinnati Drive, # 100, Barrington, IL	CTrainer1@7topprod
<input type="checkbox"/>	Alex, Noel	1503 W 123rd St, Port Barrington, IL	847-555-6523
<input type="checkbox"/>	Alexander, Barbara	510 Toberman Drive, North Barrington, IL	847-746-7207
<input type="checkbox"/>	Allen, Gene and Kelly	1233 View St., Port Barrington, IL	CTrainer1@7topprod
<input type="checkbox"/>	Archer, Craig and Susan	239 Degnan Blvd, Barrington, IL	847-294-1517

6. Select *Export Contacts* at the bottom of the page.

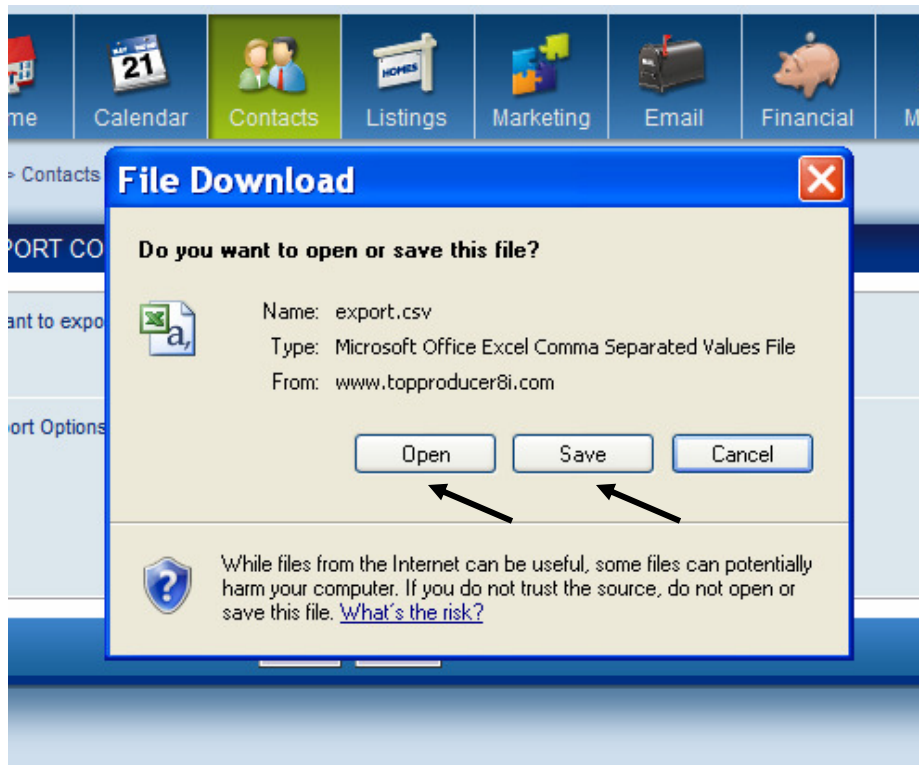
<input checked="" type="checkbox"/>	Davidson, Larry	390 Edgecliffe Dr, Barrington, IL	847-662-9605
<input checked="" type="checkbox"/>	Davila, Cimitri	916 Rodney Dr, North Barrington, IL	847-662-4185
<input checked="" type="checkbox"/>	Davis, Andrew	615 Ambrose Ave, Barrington, IL	847-660-7779
<input checked="" type="checkbox"/>	Davis, Lloyd and Tammy	992 N Tehama, North Barrington, IL	847-934-7719
<input checked="" type="checkbox"/>	Day, James	327 Francis Ave, Barrington, IL	847-933-3778
<input checked="" type="checkbox"/>	DeBona, Luci	618 Golden Gate Ave, Barrington, IL	847-665-8628

Mass Open | Email | Schedule Activity | Mass Update | **Export Contacts** | Create Report

7. Choose to export the selected contacts and choose the export option to include *Contact record and all addresses and communications*, then select *Export*.



8. You should choose the *Open* option if you'd like to open the Excel file and work with the data immediately or *Save* to save it to a location on your hard drive and work it at a later time.



- The excel spreadsheet that is created from the exported data and will contain much more data than is needed. .

	A	B	C	D	E	F	G	H	I
1	Hidden col	Contact ID	Contact Ty	Source	Inquiry form	Primary Fi	Primary La	Primary Ini	Primary T
2	0	{531EC70E	Buyer	TP Website		Sally	Pastin		
3	0	{701947EE	Buyer			Larry	Davidson		
4	0	{6C75250C	Buyer			Daniel	Campos		
5	0	{7B55A61C	Buyer			Javier	Camarena M		
6	0	{46B78B1F	Buyer	Realtor.com		Louise	Canail		
7	0	{1D8ADC0	Buyer			Barbara	Alexander M		
8	0	{D424F4C9	Buyer			Luci	DeBona		
9	0	{B2632AD7	Buyer			James	Delaney		
10	0	{9B91496E	Buyer			Karen	Cacioppo J		
11	0	{8D1929C4	Buyer			Bill	Bailey		
12	0	{61308988	Buyer			John	Campbell D		
13	0	{0C48406E	Buyer			Andrew	Davis		
14	0	{C4DAC5E	Buyer	Lawn sign		Melanie	Cartwright		
15	0	{2CE472A1	Buyer			Efram	Dunbar		
16	0	{31E6D533	Buyer	Lawn sign		Susan	Hillier		
17	0	{R7FD1914	Buyer			James	Day		

- Delete all but the columns that are needed for import into your From Your Friends database.

	A	B	C	D	E	F	G
1	Envelope/Label Salutation	House Number	Street	City	State	Zip	
2	Louise Canail	428	Rolland Curtis Pl.	North Barr	IL	60010	
3	Luci DeBona	618	Golden Gate Ave	Barrington	IL	60010	
4	James Delaney	233	Ct	Barrington	IL	60010	
5	James Day	327	Francis Ave	Barrington	IL	60010	
6	Gene Bailey	1106	Juniper Dr	North Barr	IL	60010	
7	John Calhoun	1855	W 92d	Port Barrin	IL	60010	
8	Veronica Alba	817	W 73rd Ave	Port Barrin	IL	60010	
9	Armando Daniel	742	Fountain Ave	Barrington	IL	60010	
10	Mr. & Mrs. Larry Akins	726	5th Ave	Barrington	IL	60010	
11	C Easter	618	Hollywood Blvd	North Barr	IL	60010	
12	Michael Ventur	2258	Belview Blvd.	Barrington	IL	60010	
13	John Daniel	623	E	Barrington	IL	60010	
14	Audrey Caldwell	107	Alcott	Barrington	IL	60010	
15	Wesley East	816	Orchard Ave	North Barr	IL	60010	
16	Benjamin Campbell	812	Hillcrest Dr	North Barr	IL	60010	
17	Theodore Ball	806	E 33rd Avenue	Barrington	IL	60010	

- Name and store the modified Excel file on your hard drive in a location you will remember.