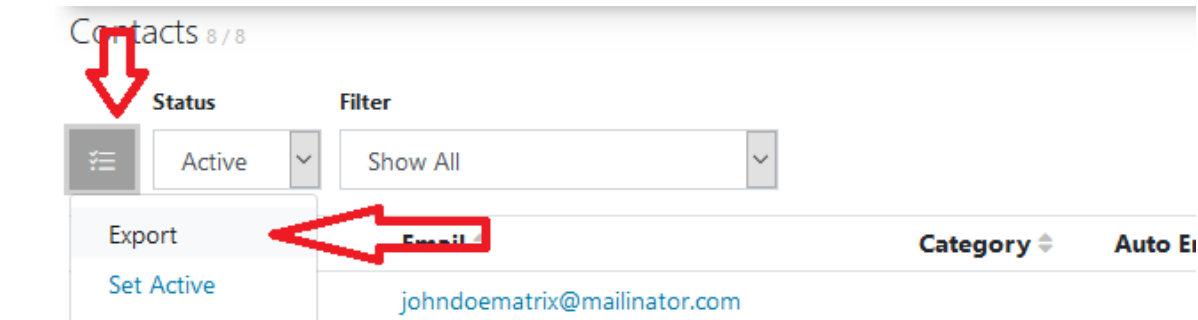


## Exporting Contacts from Matrix and Importing Contacts into Flexmls

Visit My Matrix>Contacts to get started

### Exporting from Matrix

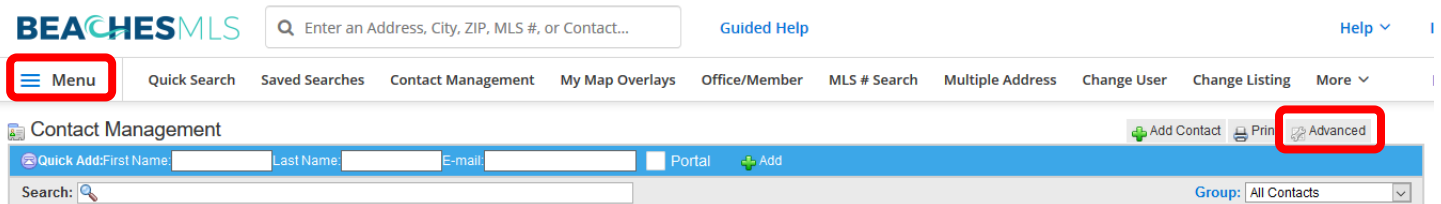
1. Find the EXPORT option within the contacts menu to download ALL contacts.



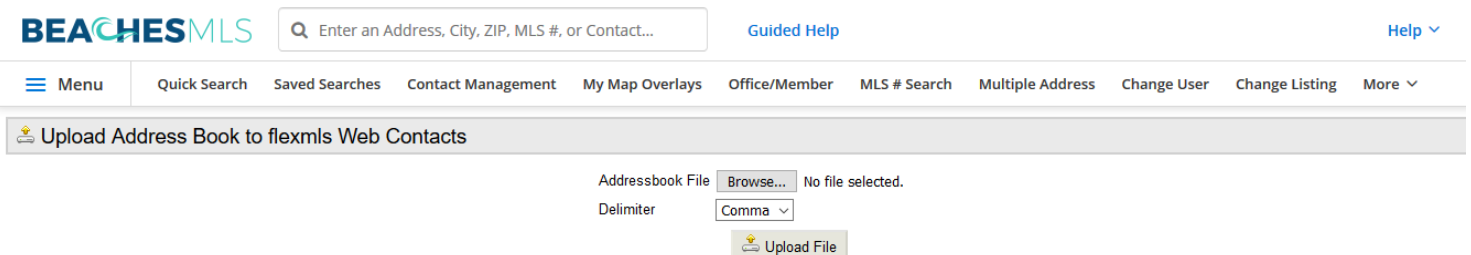
2. Matrix will download a CSV (spreadsheet) file to your computer with the contacts.

### Importing to Flexmls

1. Access Contact Management from the Flexmls menu. Press the “Advanced” button on the top right corner.



2. Within the Advanced menu, click on *Import* Contacts. That will take you to this screen. Click on the “Browse” button to find the CSV (spreadsheet) file with your exported contacts. Keep the delimiter as “Comma”, then click on “Upload File”.



3. Flexmls will now ask you to map the information on the spreadsheet to their contact record fields. Ensure that the option “Discard first record (Column Headers)” is checked, and then use the settings below:

*(\*\*please note, this example assumes that there are phone numbers on the exported contact records. If you DID NOT add phone numbers to your Matrix contacts, Import Field #4 will not appear on your screen\*\*\*)*

Discard first record (Column Headers)

Field #	Imported Values	Maps To
Import Field #1	name_last Doe	Contact Last Name
Import Field #2	name_first John	Contact First Name
Import Field #3	email1 johndoematrix@mailinator.com	Email
Import Field #4	telephone_home 9545551212	Primary Phone