





## **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.

Contacts 8/8	Filter			
Xatus Xatus Xatus Xatus Active ∨	Show All	~		
Export	- Email -		Category 🖨	Auto Ei
Set Active	johndoematrix@maili	nator.com		

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.

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≡ Menu	Quick Search	Saved Searches	Contact Management	My Map Overlays	Office/Member	MLS # Search	Multiple Address	Change User	Change Listing	More 🗸	
🚌 Contact Ma	inagement							🐣 Add	Contact 🔒 Print 🖉	Advanced	
Quick Add:First	Name:	Last Name:	E-mail:	PC	ortal 👍 Add						
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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".

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ᡱ Upload Ac	ldress Book to	flexmls Web 0	Contacts							
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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	Ŷ	Email ~				
Import Field #4	telephone_home 9545551212	Ĉ	Primary Phone				

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