

Quick Reference Guide

Agents who would like to export listings into other software programs such as Lightning CMA or Top Producer, can do so from MRMLS Matrix. The following instructions will take you through the steps to export from Matrix.

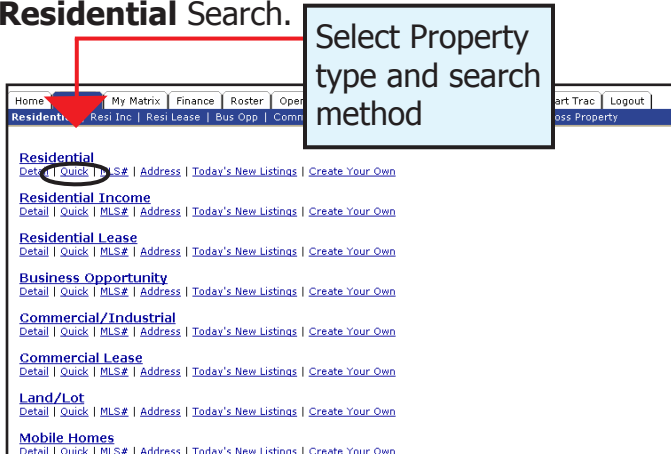
Step 1:

To start your search, click the **Search** tab.



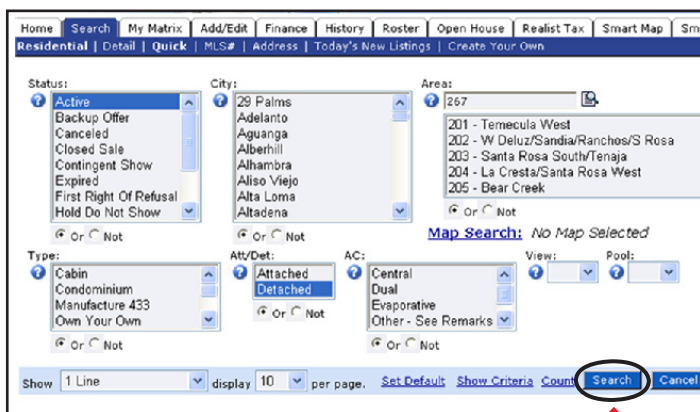
Step 2:

From the **Search Menu**, select the Property Type and type of search you want to perform. In our example we have selected a **Quick, Residential Search**.



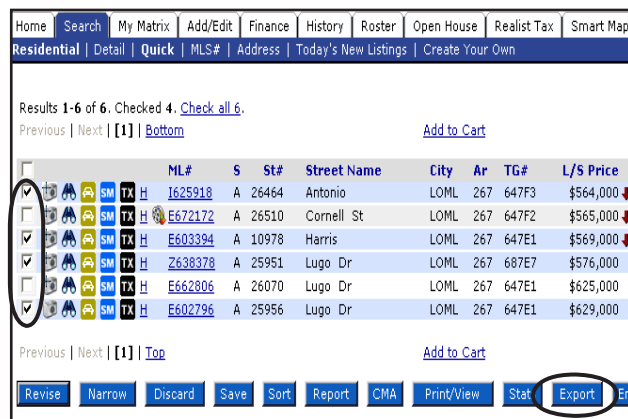
Step 3:

On the search page, select the options that best suit your needs and click the **Search** button located at the bottom of the screen. In our example we have selected Status **Active**, Area **267**, **Detached** properties.



Step 4:

From the Search results screen, select the properties you would like to export. Click the **Export** button at the bottom of the list.



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Step 5:

From the pull down menu select an export program such as **Lightning v2**. Click the **Export** button.



Note: You can also customize your own export to other programs such as MS Excel. Please see Quick Reference Guide: **How to Create a Custom Export**.

Step 6:

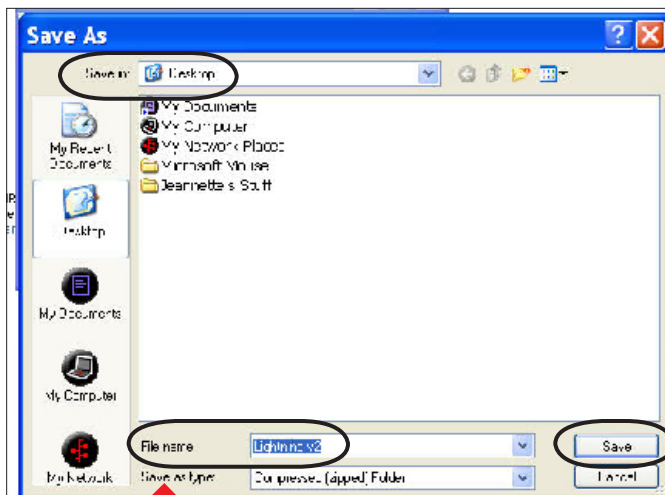
In the **File Download** window, select **Save**.



Click **Save**

Step 7:

Give your file a name and click **Save**. In our example the file name is **Lightning v2** and we saved the file to the desktop. Congratulations! You have successfully exported a file from MRMLS Matrix.



Note: If you have Lightning CMA, to make it compatible with the **Lightning v2** export found in Matrix Residential, you will need to download a ZIP file from our central website. After this update the Lightning user can select either MRMLS or MRMLS_WEB from the list of MLS's in Lightning. Go to the following web address to get the download.
http://media.mrmlsmatrix.com/help/Updates/Lightning_Update.zip