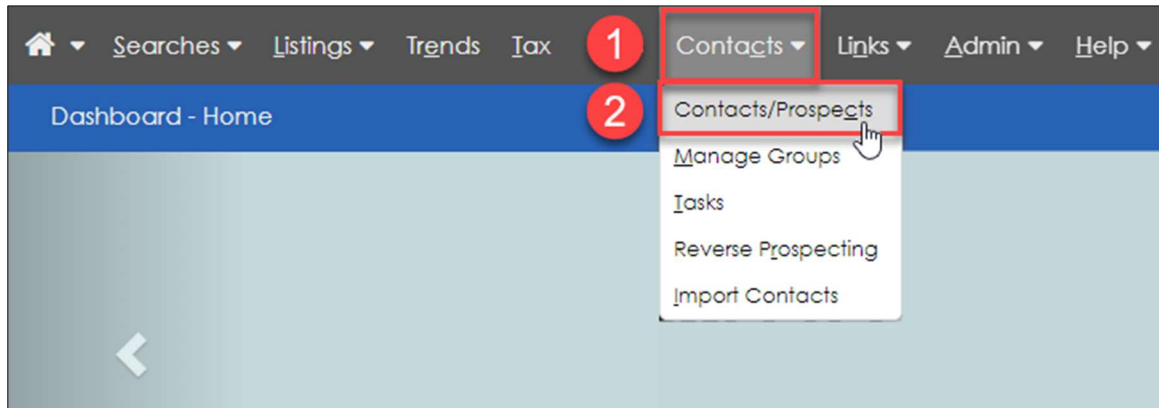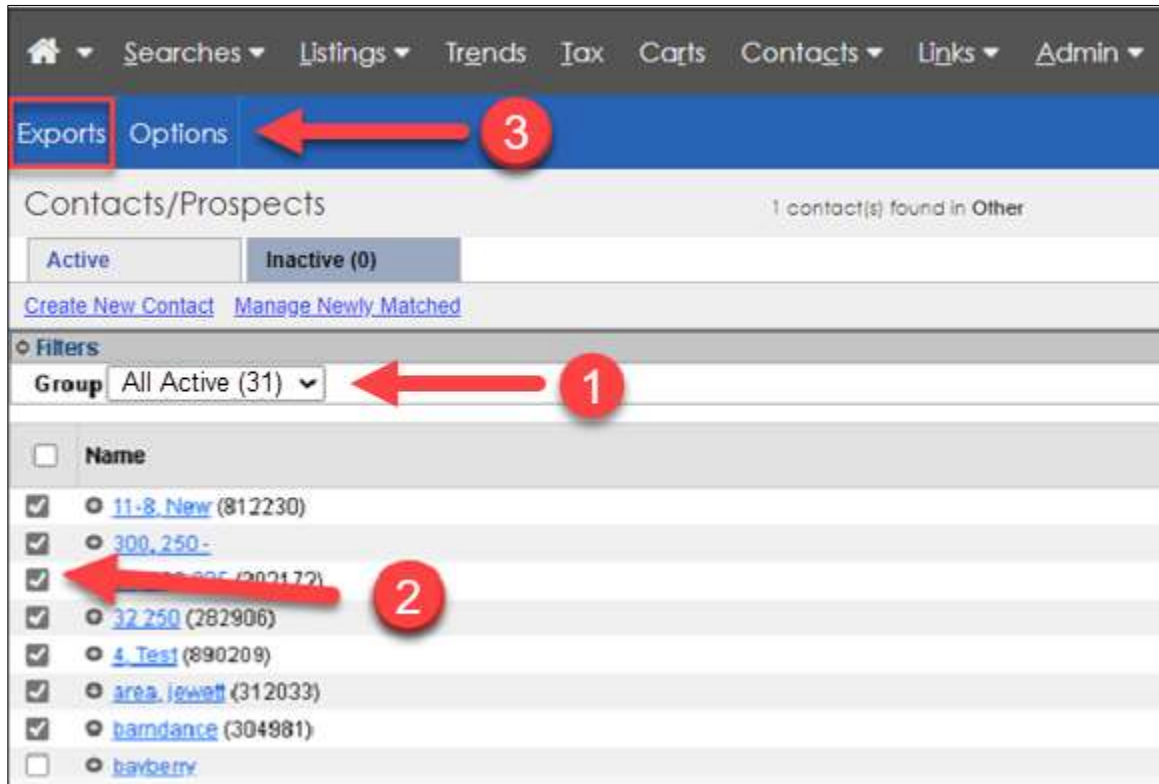## BAREIS MLS®
Export Contacts to CSV from Quattro MLS

1. On the Clarity dashboard, click on the Quattro icon. **Q**

2. From the top menu bar, click **Contacts** (1) and then select **Contacts / Prospects** (2) from the drop down.
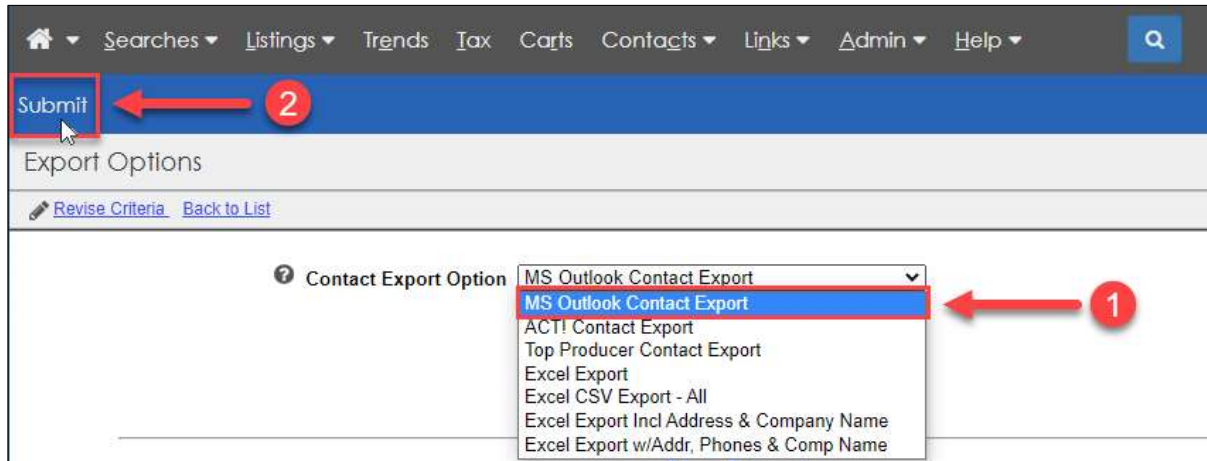

3. On the **Contacts / Prospect** screen, in the **Filters** section, choose **All Active** (1) from the **Group** drop down. Select the contacts you want to export (2) by checking the boxes to the left of the name. Once you have selected your contacts, click **Exports** in the upper left on the second menu bar (3).
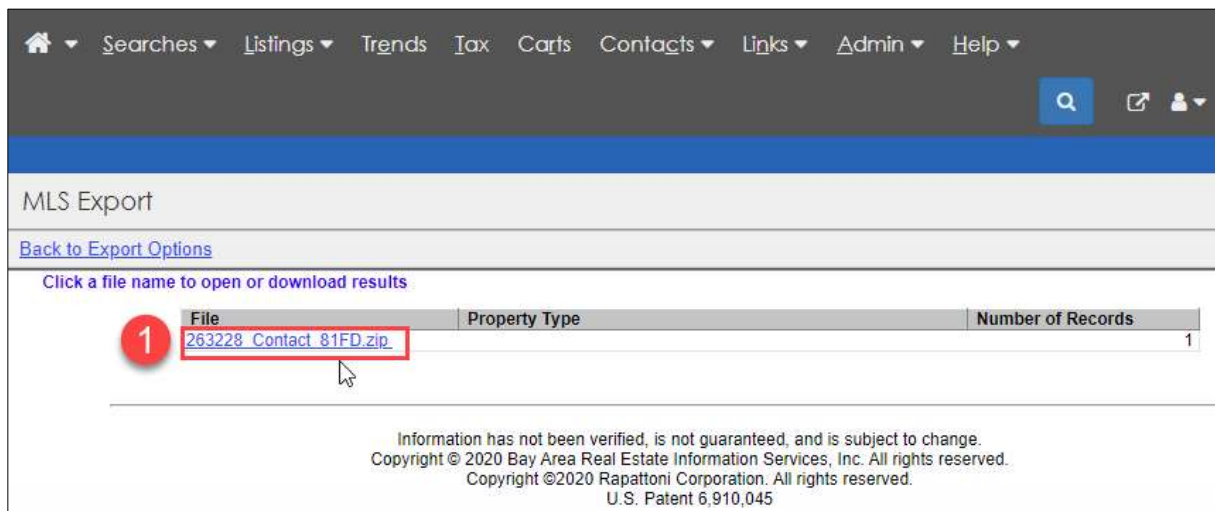
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Page 1 of 2
Updated 12/15/20

4. On the **Export Options** screen, select **MS Outlook Contact Export** (1) from the **Contact Export Option** drop down, and click **Submit** (2) in the upper left on the second menu bar.

5. A link to the **export file** is displayed. Click on the export file name (1) to download the file.

6. The file may be in a compressed format called a **Zip**. All computers can unzip a file. We suggest unzipping the file and renaming it for ease of future use.

    a. Double-click on the file to open it and then either unzip or extract the contents.

    b. You will be given the ability to choose the destination. The default is always the current location of the zip.

    c. We suggest renaming the file as: CSV_Quattro

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Page 2 of 2
Updated 12/15/20

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