BAREIS MLS® Export Contacts to CSV from Quattro MLS

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



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

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	Manage Groups
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	Reverse Prospecting
	Import Contacts
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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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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.

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

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- 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

