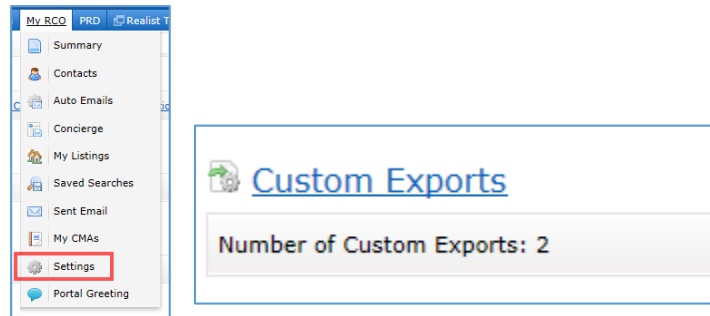




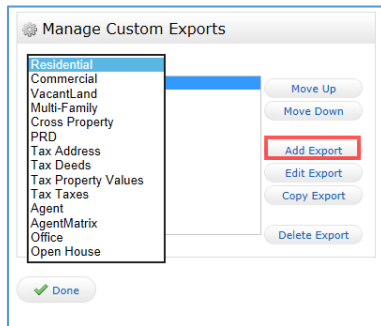
Creating a Custom Export in RCO3®

In RCO3® you can create a custom export allowing you to export the specific fields that interest you. This export will open in a spreadsheet once the search results are exported in your new format.

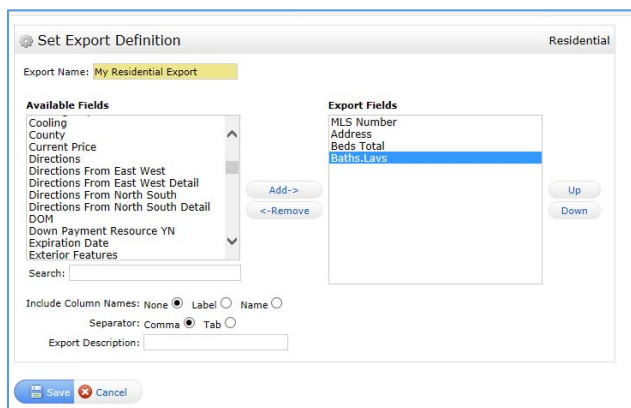
1. To begin setting up your custom export, select Settings from the My RCO menu. On the Setting screen, select Custom Exports.



2. At the top of the page, in the drop-down box, select the type of export you wish to create.



3. Once you have selected the type of export click Add Export on the right side.
4. Next, give the export a name and select the desired fields to be included in the export. You can add fields by double-clicking the field name or clicking the field name once to highlight it and clicking the Add button that is located between the boxes. You can also reorder the fields in the Export Fields box by clicking on a field to highlight it and clicking the Up or Down buttons.





- When you have completed adding and re-ordering your desired fields, click Save at the bottom.

Editing an Existing Export

To edit an existing export, repeat steps 1 and 2, but click Edit Export instead of Add Export. Make any desired changes and save the export.

Using a Custom Export

Once you have created a custom export, you can use it to export your search results.

- Run your search using the Quick Search, Map Search or any other desired method.
- Using the checkboxes to the left of each listing, select the listings that you wish to include in your export. Once you have selected the desired listings, click the Export button at the bottom of the search results.

The screenshot shows the RCO REALCOMP ONLINE search results page. The page header includes the RCO logo, navigation tabs (Home, Search, Stats, My RCO, PRD, Realist Tax, Finance, Input, External Links, Market Reports, Additional Data, Admin, Help), and user information (Working as Tami Cummings · Logout). The search criteria are displayed as "ACTV 02231 \$200-225" and "other criteria". The search results are displayed in a table with columns: MLS, Stat, Ty, Area, Address, City, County, Price, DOM, Beds, Bths, and AbvGrSc. The table contains 24 rows of property listings. Several rows have checkboxes in the left margin that are checked, indicating they are selected for export. At the bottom of the page, there is an "Actions" bar with buttons for "Refine", "Save", "Carts", "Criteria", "Email", "Print", "CMA", "Directions", "Stats", and "Export". The "Export" button is highlighted with a red box. The page also shows "Checked 8" and "1-24 of 24" results.

MLS	Stat	Ty	Area	Address	City	County	Price	DOM	Beds	Bths	AbvGrSc	
<input type="checkbox"/>	214094395	ACTV	RS	02231	24697 WESTMORELAND Drive	Farmington Hills	Oakland	\$200,000	N/12/12	3	1.1	1,851
<input type="checkbox"/>	214085689	ACTV	RS	02231	32211 BONNET HILL Road	Farmington Hills	Oakland	\$209,900	N/35/35	3	1.1	1,448
<input checked="" type="checkbox"/>	214068814	ACTV	CO	02231	24474 MARTEL Bldg#13 Unit#46	Farmington Hills	Oakland	\$210,000	N/75/75	2	2.0	1,714
<input checked="" type="checkbox"/>	214094056	ACTV	RS	02231	32374 FARMERSVILLE Road	Farmington Hills	Oakland	\$210,900	Y/24/24	4	1.1	1,942
<input checked="" type="checkbox"/>	214074423	ACTV	RS	02231	35173 BUNKER HILL Drive	Farmington Hills	Oakland	\$214,900	N/63/63	3	1.1	1,566
<input type="checkbox"/>	214085860	ACTV	RS	02231	34999 PENNINGTON Drive	Farmington Hills	Oakland	\$214,900	N/35/35	3	2.1	1,785
<input checked="" type="checkbox"/>	214090078	ACTV	RS	02231	29830 OLD BEDFORD Street	Farmington Hills	Oakland	\$214,900	Y/30/30	3	2.0	1,750
<input type="checkbox"/>	214080222	ACTV	RS	02231	34045 Northwick Street	Farmington Hills	Oakland	\$217,500	Y/75/75	4	2.1	2,938
<input type="checkbox"/>	214030997	ACTV	RS	02231	29088 FOREST HILL Drive	Farmington Hills	Oakland	\$219,900	N/165/165	3	1.1	1,686
<input type="checkbox"/>	214031620	ACTV	RS	02231	34840 BUNKER HILL Drive	Farmington Hills	Oakland	\$219,900	N/131/131	4	2.1	1,934
<input checked="" type="checkbox"/>	214086931	ACTV	RS	02231	28434 WILDWOOD Trail	Farmington Hills	Oakland	\$219,900	N/33/33	3	2.0	2,201
<input type="checkbox"/>	214096063	ACTV	RS	02231	29650 FARMINGTON Road	Farmington Hills	Oakland	\$219,900	N/7/7	3	1.0	1,768
<input type="checkbox"/>	214095932	ACTV	RS	02231	35917 W FOURTEEN MILE Road	Farmington Hills	Oakland	\$219,999	Y/23/146	3	2.1	1,742
<input checked="" type="checkbox"/>	214073919	ACTV	RS	02231	29806 W ELEVEN MILE Road	Farmington Hills	Oakland	\$224,900	N/66/66	4	2.1	2,370
<input checked="" type="checkbox"/>	214092840	ACTV	RS	02231	26190 WESTMEATH Street	Farmington Hills	Oakland	\$224,900	N/20/20	4	2.1	2,460
<input checked="" type="checkbox"/>	214093190	ACTV	RS	02231	27352 Arden Park Circle	Farmington Hills	Oakland	\$224,900	N/15/15	4	1.1	1,772
<input type="checkbox"/>	214098169	ACTV	RS	02231	23509 SCOTT Drive	Farmington Hills	Oakland	\$224,900	N/3/3	3	2.1	1,926
<input type="checkbox"/>	214042370	ACTV	RS	02231	28220 BRANDYWINE Road	Farmington Hills	Oakland	\$225,000	N/137/137	4	2.0	1,883
<input type="checkbox"/>	214042805	ACTV	RS	02231	30146 WOODBROOK Court	Farmington Hills	Oakland	\$225,000	N/136/136	5	2.1	2,484
<input type="checkbox"/>	214064514	ACTV	RS	02231	29089 KENDALLWOOD Drive	Farmington Hills	Oakland	\$225,000	N/69/69	4	2.1	2,185
<input type="checkbox"/>	214085079	ACTV	RS	02231	26610 Westmeath	Farmington Hills	Oakland	\$225,000	Y/53/53	4	2.1	2,816
<input type="checkbox"/>	214093161	ACTV	RS	02231	29488 Omenwood Avenue	Farmington Hills	Oakland	\$225,000	N/15/15	3	3.1	1,909
<input type="checkbox"/>	214093231	ACTV	RS	02231	30158 BRIARTON Street	Farmington Hills	Oakland	\$225,000	N/14/14	3	2.1	2,176
<input type="checkbox"/>	214097994	ACTV	RS	02231	26300 HOLLY HILL Drive	Farmington Hills	Oakland	\$225,000	N/4/4	4	2.0	1,641



3. Select your desired export format and click Export on the right side.

Export 8 Records

Export file format: **My Residential Export**

- List agent/sale agent
- My Residential Export
- 3rd Party Export - Residential
- 3rd Party Export - Residential_w/Photos
- MLS Number

Export Edit Custom Export

Back to Results

4. Depending on your operating system and the browser you are using, you will receive an option to save or open your export. Follow the instructions to save or open as desired.

Do you want to open or save **My Residential Export.csv** from **matrix.realcomonline.com**?

Open Save Cancel

If you have further questions about setting up or using a custom export, please contact Customer Care at (866) 553-3430, seven days a week.