

Exporting MLS Data from Realcomp Online® to Use with Third Party Software

Realcomp Online® allows you to export MLS data for use with Third Party Software. To access this option, perform a Search (i.e. Quick Search, MLS Number, Address Search, etc.) by entering your desired search criteria (i.e. search type, status, area, etc.). Then follow these steps:

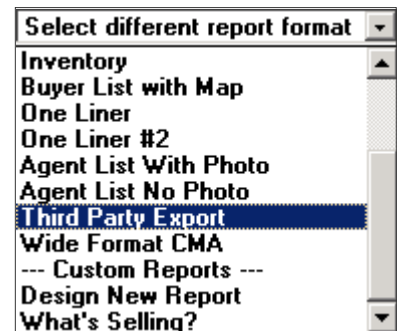
1. Click on the **Search** button.



2. Once your search results appear on the screen, click on the drop-down menu item that's titled "**Select different report format**". This appears to the right of the Refine Search button.



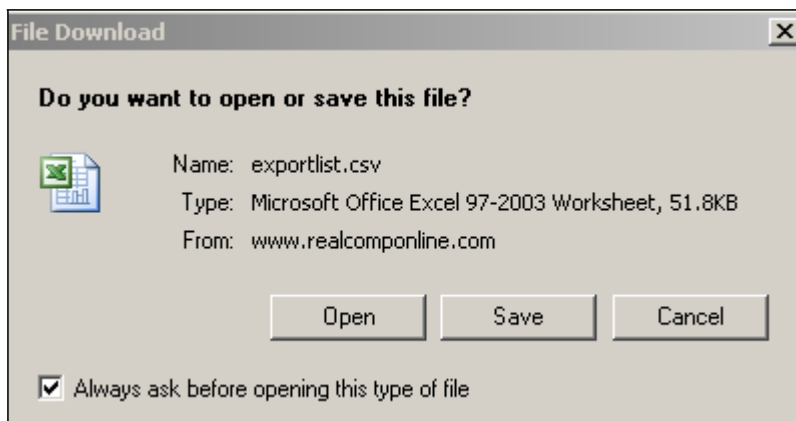
3. Choose the "**Third Party Export**" report format. You'll need to scroll down in order to see this report in the list. Once you've chosen this report option, your matches will then redisplay in this format. Scroll over to the right of the screen so you can see the **Export** button which appears near the top-middle.



4. Click the **Export** button.

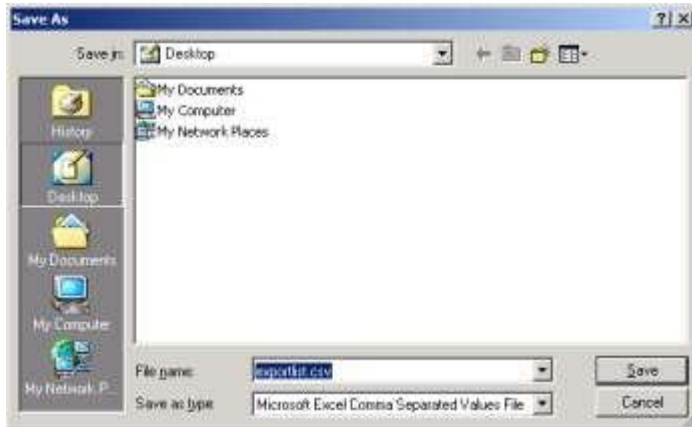


5. The **File Download** window will appear. Click on the **Save** button.

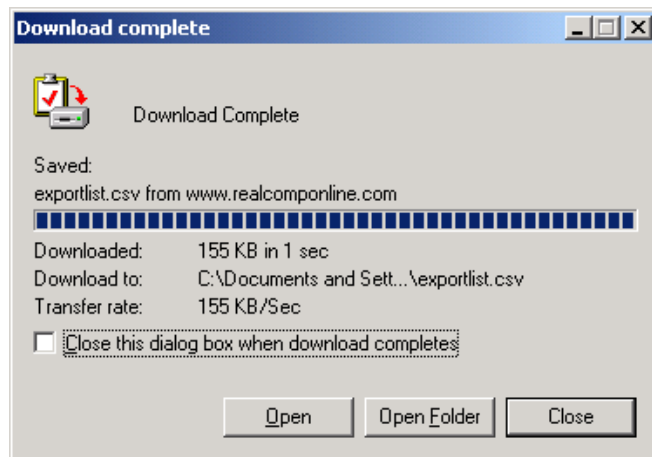


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- The **Save As** window will appear. Enter a file name for your downloaded file and save it to the Desktop area of your PC (or whatever area you desire). Click on **Save**.



- The **Download Complete** window will appear. Click on **Close**.



- Use your Third Party Software to import the MLS data you saved to the Desktop area of your PC. If you have questions about how to do this, please contact the support provider of your Third Party Software.