Downloading Contacts from Remine Pro

When changing programs in which you store documents and contacts, such as the Remine products, you may want to download your contacts to upload them into another program such as your email or a CRM product.

1. To download your contacts from Remine, you will need to go to Remine Pro as this is where contacts are stored for Pro and for Docs+. Click the Remine Pro icon on the Realcomp Dashboard or select Remine Pro from the Remine menu in RCO3.



Rem	ine Pro (Tax)				
Rem	Remine Docs+ (Transactions/Documents)				

2. Select Contacts from the left-side menu.



- Place a check in the Select All checkbox to select all contacts and then click the "Export CSV" button.
- 4. This will download the CSV file (Excel) file to your computer. You can upload this file to your email program, CRM, or wherever you store your contacts for phone calls or emailing.

(«	All Contacts			Add Cor
	Select All 30 Selected	CSV + Add to Group 🗇 Dele	te	Sho
3(0 Contacts Select a funne	l icon to filter your results		
	FULL NAME V	EMAIL 🗸	PHONE V	ENGAGE V
~	John Smith			Not Invited
~	Mary Smith			Not Invited
~	Comcast Testing			Not Invited
~	Robert Cummings			Not Invited
~	Rob Cummings			Not Invited
~	Susan Jones			Not Invited
~	John Smith			Not Invited
~	Tamara Smith			Not Invited
~	Mary Smith			Not Invited
~	Comcast Testing			Not Invited

If you have questions, please contact Realcomp's Customer Care at (248) 553-3430.