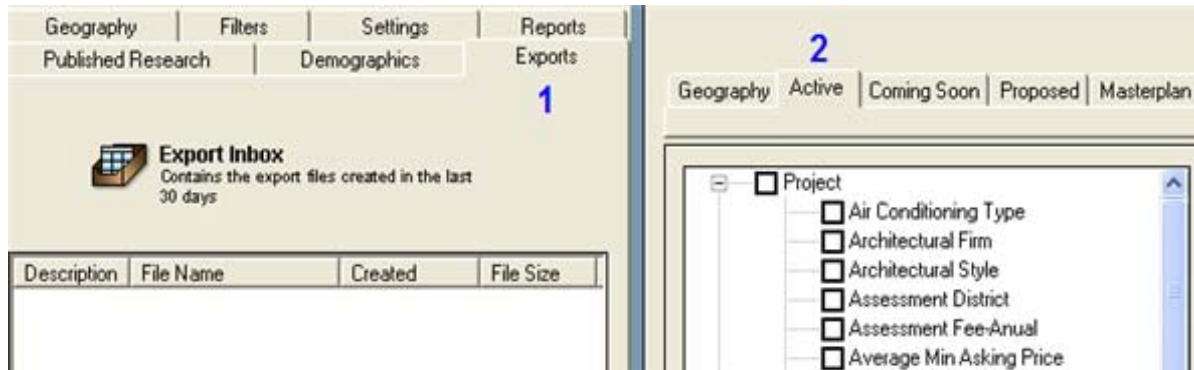


If the standard reports in Builder InfoTools do not meet your needs, you can use the Exports feature to create your own report. There are approximately 370 data fields our research associates collect. This feature allows you to select the specific data fields you want to include in your report.

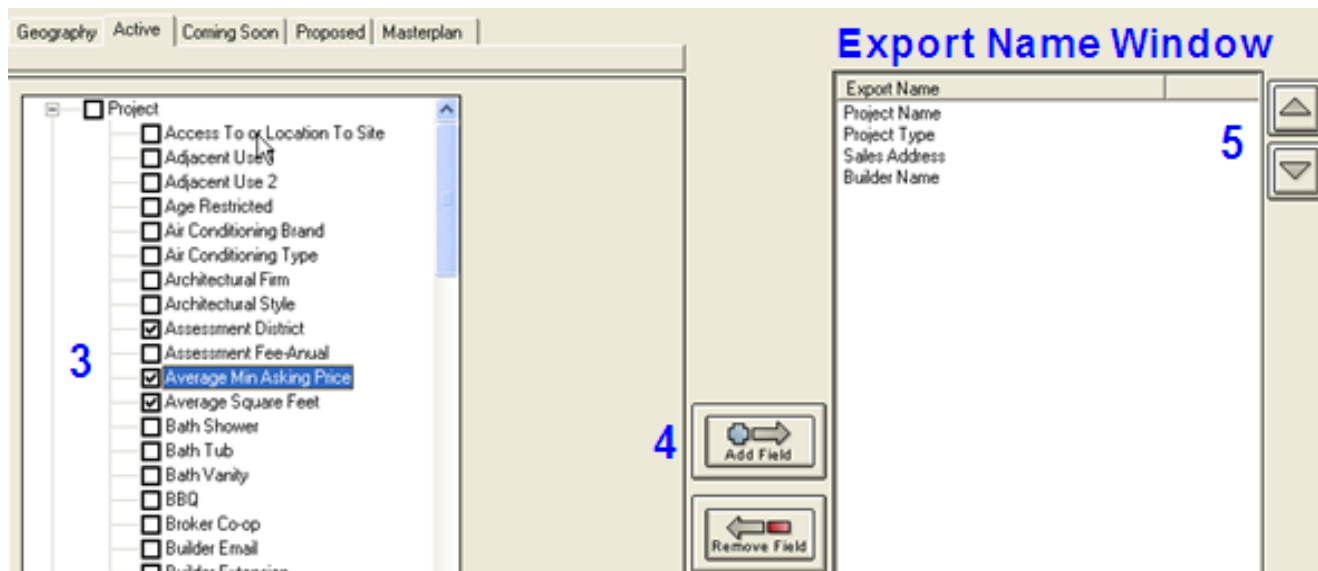
To run an export:

1. Select the **Exports** tab in the Control Panel.



2. In the tab window, select the type of export you want to create.
3. Click the (+) sign to see more detailed fields in each category. Place a check mark on the data field you want to export.

Note: There are some fields (Gross sales, Net Sales, Min. Price, and Closings) that will allow you to export historical data. You have the capability to export monthly data back to January 2004. If you are subscribed to a Florida market, monthly historical data is only available from January 2008 to current, Florida data from 2004 to 2007 is only available quarterly.



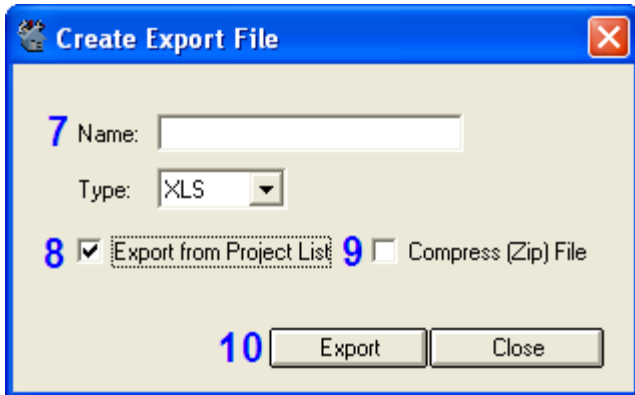
4. Click the **Add Field** button. The name of the field will then appear in the **Export Name** window. (To remove an item, select the field name in the **Export Name** window then click on the **Remove Field** button.)
5. Once you have the data fields you wish to export in the **Export Name Window**, you can sort the order in which they appear on your report. Highlight the field then use the **up** and **down** arrows to the right of the window.

- Click on the **Export Data** button on the lower right hand side of the screen to begin your export.



- A **Create Export File** window will open asking you to name the export. After you give the Export file a name, use the **Type** drop-down arrow to specify the file type (XLS or CSV) you want to export.

Note: Excel has limitation of 65,000 rows, while CSV (Comma Separated Variable) has unlimited rows.



- The exports file window also gives you an option to **Export from Project List**, if you select this option it will only include projects you have on your **Projects Viewer** screen. If you "tagged" projects on the **Projects Viewer** screen, it will only export those.

Note: If you don't select the **Export from Project List** option the program will ask you to pick a geography to apply your export to.

- To create a ZIP file, select the Compress (Zip) File check box.

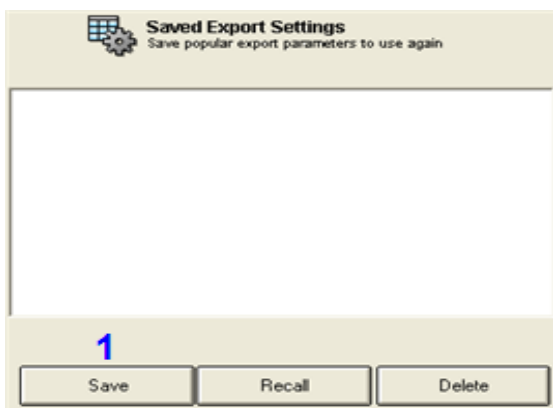
- Click **Export**.

Note: The run time of your export will vary depending on the size of your report. Once your export is complete it will open up in the format you selected.

Saving and Recalling an Export Field List

There is an option in the Exports feature that allows you to save your export field list. This feature is especially useful when you want to run the same customized export monthly or in different markets.

1. Once you have add all the data fields you want to save in the **Export Name** window, click on the **Save** button on the **Saved Export Settings** window.

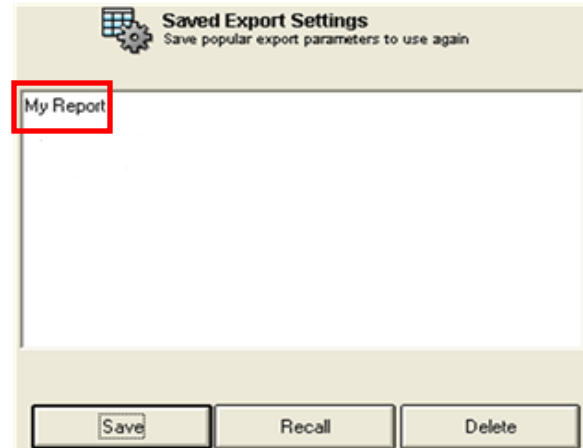


2. The **Create Export File** window will appear. Enter a file name for the export field list.



3. Click the **Save** button.

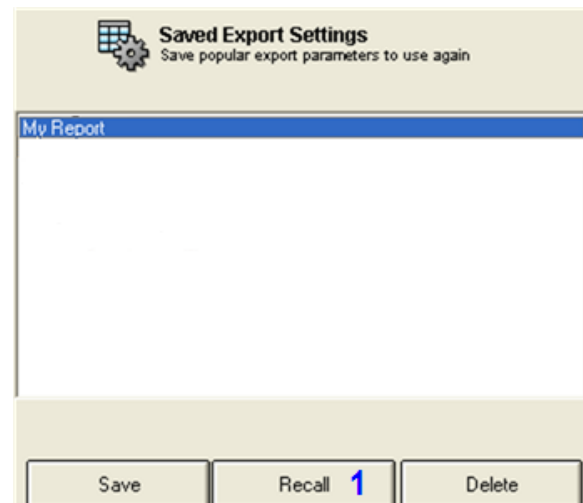
4. The name of the export field list will appear in the **Save Export Settings** window. This means your export setting is saved.



Recalling a Saved Export Format

To recall your Export Field List:

1. In the **Save Export Settings** window, highlight the name of the saved export format you want to recall and click on the **Recall** button.



2. The data fields that correspond to the selection will appear in the **Export Name** window on the far right.
3. Click on the **Export Data** button on the bottom right of the screen to begin your data export.