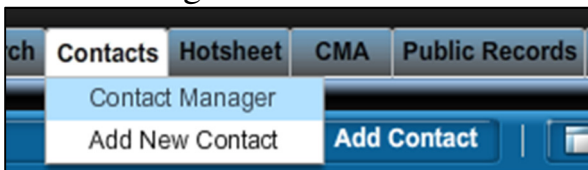


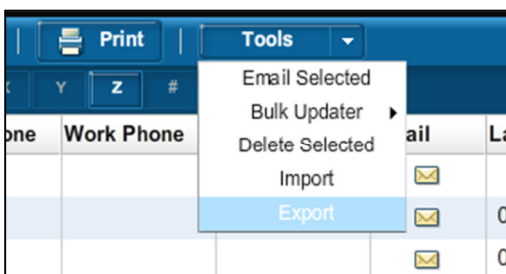
Backup Your Contacts in Fusion or Tempo

Fusion Instructions:

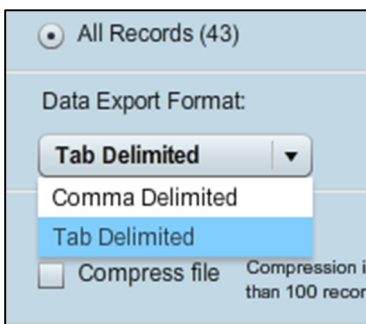
- 1) Login to Fusion (Tempo instructions follow below)
- 2) Go to Contacts, then Contact Manager.



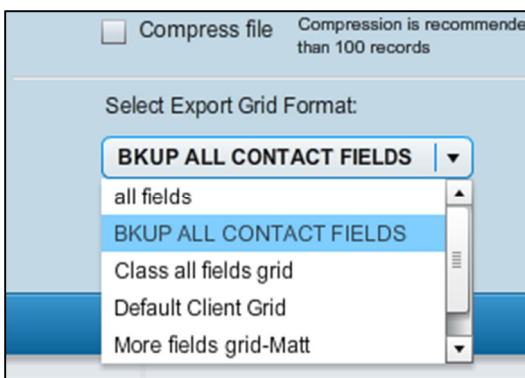
- 3) On the Contact Manager screen, click the Tools Menu then click Export.



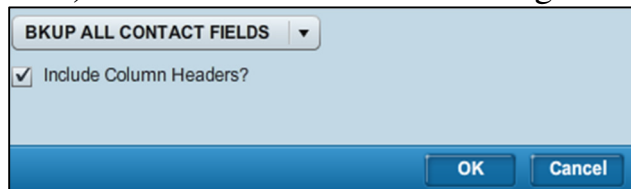
- 4) When the export window opens, make sure ALL RECORDS is selected.
- 5) Under Data Export Format, select Tab Delimited.



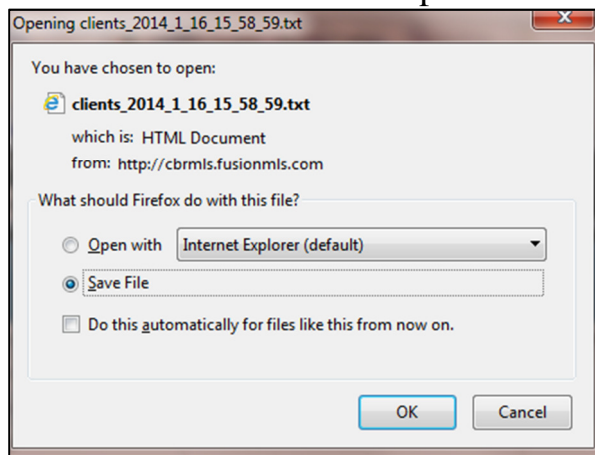
- 6) Select Export Grid Format "BKUP ALL CONTACT FIELDS".



- 7) Select "Include Column Headers" checkbox.
- 8) Click OK button at bottom right.

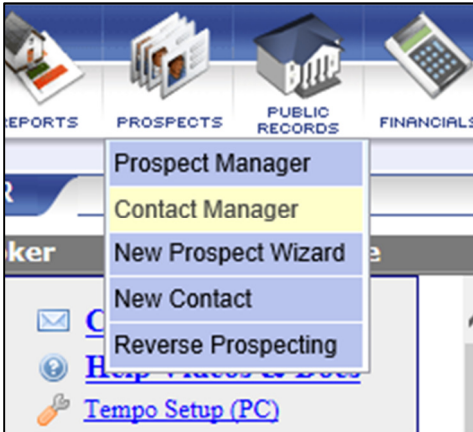


- 9) Depending upon the browser you are using, you will get either a save window like below or one that asks where you would like to save the file. Regardless, SAVE the file by clicking OK or SAVE and you have backed up your contacts. It is probably located in your DOWNLOAD folder.
- 10) Rename the File to something like "MLS Contact backup". That's it. You have a backup!

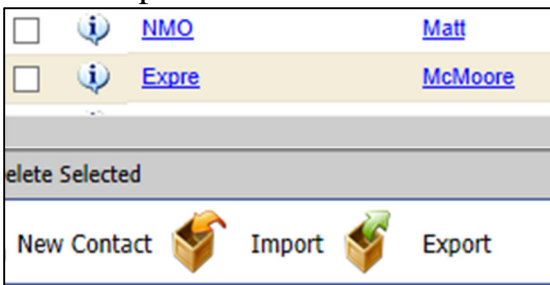


Tempo Instructions:

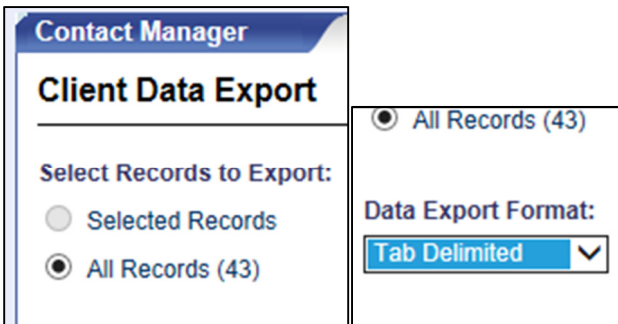
- 1) Login to Fusion (Tempo instructions follow below)
- 2) Go to Prospects, then Contact Manager.



- 3) On the Contact Manager screen, click Export button at the bottom.



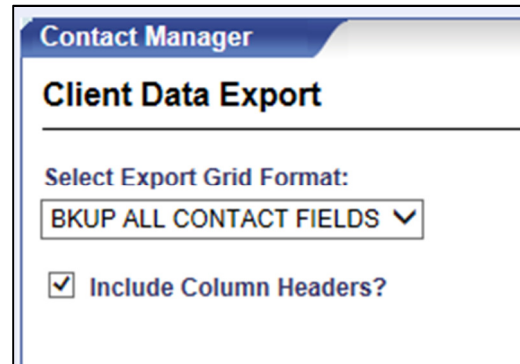
- 4) When the export window opens, make sure ALL RECORDS is selected.
- 5) Under Data Export Format, select Tab Delimited.



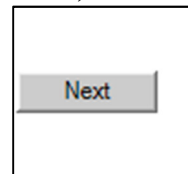
- 6) Click NEXT.



- 7) Select Export Grid Format "BKUP ALL CONTACT FIELDS".
- 8) Select "Include Column Headers" checkbox.



- 9) Click NEXT.



10) Depending upon the version of Internet Explorer you are using, you will get either a save window like below or one that asks where you would like to save the file. Regardless, SAVE the file by clicking OK or SAVE and you have backed up your contacts. It is probably located in your DOWNLOAD folder.



- 11) Rename the File to something like "MLS Contact backup". That's it. You have a backup!