

REALIST QUICK REFERENCE

Exports and Mailing Labels

Export allows the user to download information for marketing, analysis or other purposes. Most commonly export is used to generate mailing labels.

- The Export button appears whenever you view a Property List or a Neighbor List.
- By default all properties in the search results are tagged. Properties can be individually untagged by clicking the checkbox next to the record.
- Tag/Untag the desired properties and click the Export button.
- This will display the Export Builder Page. There are two export types: Labels and Full Records.
- *NOTE: For property owners that have chosen not to receive market solicitations the address will be omitted. In the case of mailing labels, properties that do not have a valid owner mailing address and properties whose owners have chosen not to receive marketing solicitations will be omitted.*
- Available file formats
 - Avery Labels are delivered in a file format that is recognized by word processing software (ex: Microsoft Word)
 - Avery 5160 labels are 3 across, 30 labels per sheet.
 - Avery 5161 labels are 2 across, 20 labels per sheet and include bar codes which may be eligible for postal discounts. Visit <http://www.columbusrealtors.com/11802.cfm> for the CASS Summary Reports which are needed when applying for postal discounts.
 - Avery 5162 labels are 2 across, 14 labels per sheet.
 - The Excel and ASCII file formats are suitable for importing information into a contact manager or other software for generating mailing labels.
 - Excel – delivered in a file format that is recognized by spreadsheet software (ex: Microsoft Excel).
 - ASCII – delivered as a comma-delimited text file.
 - The Full Formats are primarily used for loading info into a contact manager or other database software for statistical analysis. The bottom of the Export Builder page allows the user to select the fields to download in the Full Format.
- The export status allows the user to check their current export status. Each user can export 5000 records per calendar month.
- Choose the export format and mailing label options and click the Export button.
- Realist will begin downloading the records. You can continue working in Realist or go to the Export Manager (can be accessed from the Realist Top Menu bar) to pick up the downloaded file.
- The Export Manager allows the user to pick up or download previously prepared exports.
- *Exports Pending* – Exports still in the process of being created by Realist
- *Exports Ready to Pick Up* – When the file download is complete it will appear in this section.
- *Exports Already Picked Up* – Files that have been previously picked up.
- To pick up an export click on the file name and Realist will download the file to your computer.