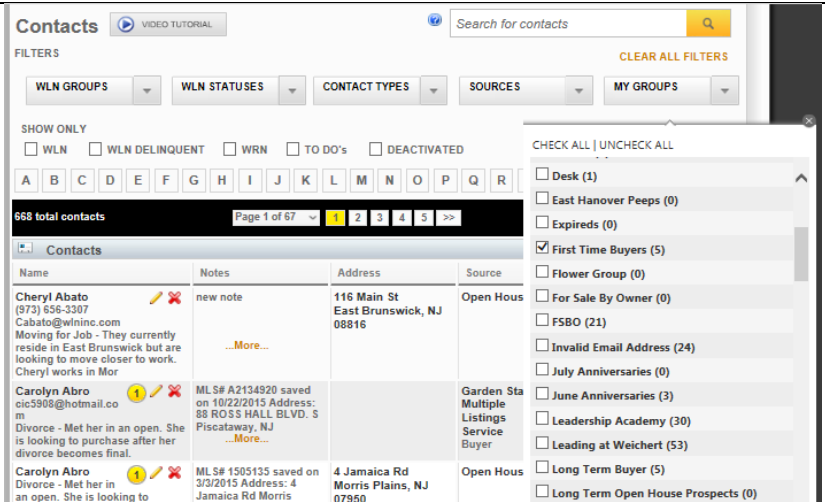
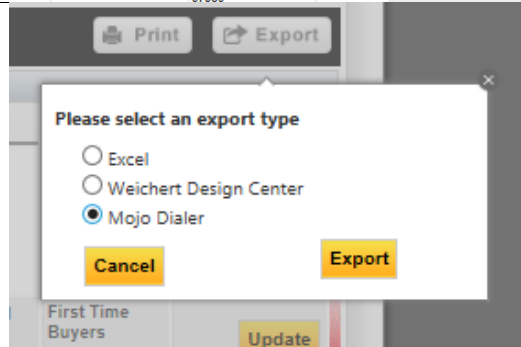


Importing Your Contacts from WeichertPRO to MOJO

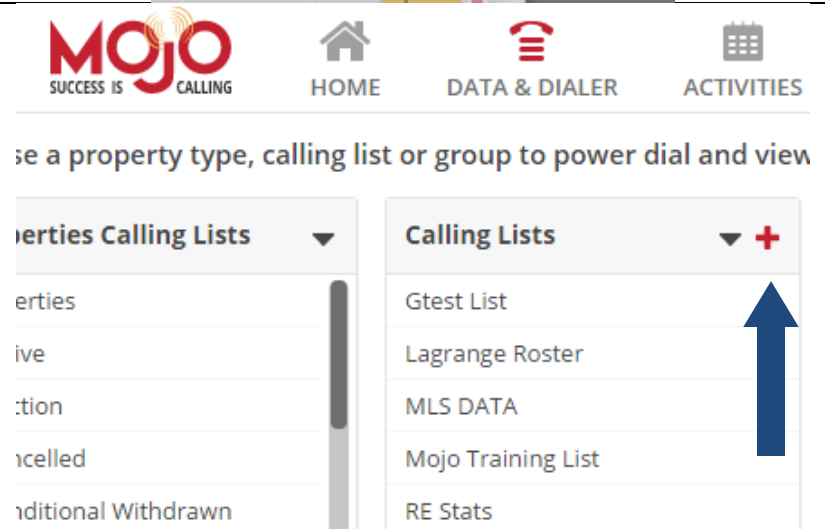
1. Log into www.WeichertPRO.com
2. Click on the Contacts tab in the top toolbar
3. Select the Group or source you want to export to MOJO
4. Click "OK"



5. Click the "Export" button
6. Select "Mojo Dialer"
7. Click "Export"
8. Save the file to your desktop



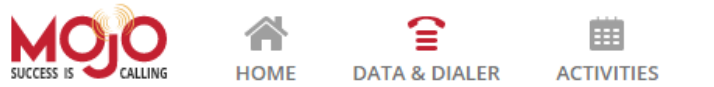
9. Log into www.Mojosells.com
10. Select "Data & Dialer" from the top toolbar
11. Click on the + icon to add the name of your calling list
Tip: Assign a name using your name and the group you are calling (Laura PRObuyer prospects)





Importing Your Contacts from WeichertPRO to MOJO

- 12. Scroll down, click on the "Import" button
- 13. Click on "Choose File" and search for the saved file on your desktop.
- 14. Click "Next Step"



Welcome to the Import Wizard

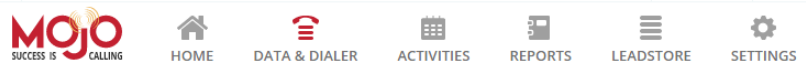
In the following steps, we will walk you through importing your lead file reference before you begin.

Step 1: Locate and Upload Your File

Please note, Mojo accepts the following formats only: .xls .xlsx .csv

File: WeichertPr..._02 PM.csv

- 15. Preview your file to be sure the information came over into the correct columns
- 16. Check the box highlighted "Is the first line of your file a header?"
- 17. Click "Next Step"



Step 2: Preview and Choose Header Type

Below is preview of your data file. In this step, please confirm is the correct file you wish to import. Additionally, before you proceed, please indicate if the file contains a header. This can be determined by reviewing the very top row. If the top row contains descriptive text about your columns, it is a header. If it does not, and it contains file data, it is not a header.

Is the first line your file a Header? If so, check the box.

COL 1	COL 2	COL 3	COL 4	COL 5	COL 6	COL 7
Full Name	Address 1	Address 2	City	State	Zip	Phone Number
Cheryl Abato	116 Main St		East Brunswick	NJ	08816	(973) 656-3307
John D doe	56 Chestnut St		Elmer	NJ	08318	9733457889
Alice O'Grady	3 Clavedon Ct		Middletown	NJ		(732) 706-2903
Anna Perhacs						
Alec Strongin	4 Dykstras Way		Monsey	NY	10952	

Importing Your Contacts from WeichertPRO to MOJO

- 18. Map your PRO data fields to the ones in Mojo. (see the hint)
- 19. Drag your Field Headers up to the Mojo fields headers to put your PRO contact information into the Mojo contact record.
- 20. Click on “Miscellaneous Fields”

-- Select Import Template -- Save Import Template Delete Template **Next** ?

Check duplicates ?
 Phones Emails

Standard Fields

Full Name --- SELECT ---	Second Name --- SELECT ---	Address --- SELECT ---	City --- SELECT ---
Zip Code --- SELECT ---	Phone --- SELECT ---	Email --- SELECT ---	Notes --- SELECT ---

+ Expand **Miscellaneous Fields**

Preview

FULL NAME	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	PHONE NUMBER
Cheryl Abato	116 Main St		East Brunswick	NJ	08816	(973) 656-3307
John D doe	56 Chestnut St		Elmer	NJ	08318	9733457889
Alice O'Grady	3 Clavedon Ct		Middletown	NJ		(732) 706-2903
Anna Barbasi						

drag the field headers from your file to the corresponding field in Mojo

- 21. Add Misc Field
- 22. Name it Groups to get your group information into Mojo, for easy export later.
- 23. Click “OK”
- 24. Use the drop down to select the “Group” column from your list into Mojo field
- 25. “Click on Save Import Template” Name it WeichertPRO to use again when importing your PRO contacts
- 26. Click “Next”

CREATE MISC FIELD

Name

Cancel OK

Days On Market Mis Id



Importing Your Contacts from WeichertPRO to MOJO

- 27. Select the Calling List name you created
 - 28. Click "Next"
- Your list will appear in a preview screen, check that your fields imported correctly then click "Finish Import"

Step 4: Choosing Your File Source and Destination

In this step, you will choose the source of your leads and where they will go. Choose available options, if you are creating a new list or group, simply select the [+] button.

Manager Option

You can assign all of the contacts in this import to a specific agent within your sales rep access level to see these contacts in specific groups within the My Dashboard when importing hot leads or other contacts specific to an agent.

Calling Lists +	Groups + <small>(Hold Ctrl or Cmd for multiple select)</small>
Gtest List	Appointment Set
Lagrange Roster	Chris
Laura PRO-buyer prospects	Dead Lead
MLS DATA	Future Follow Up
Mojo Training List	Hot Lead
RE Stats	Lagrange Roster
test2	Laura test
	MHMI S

Manager: -- None --

Next ?