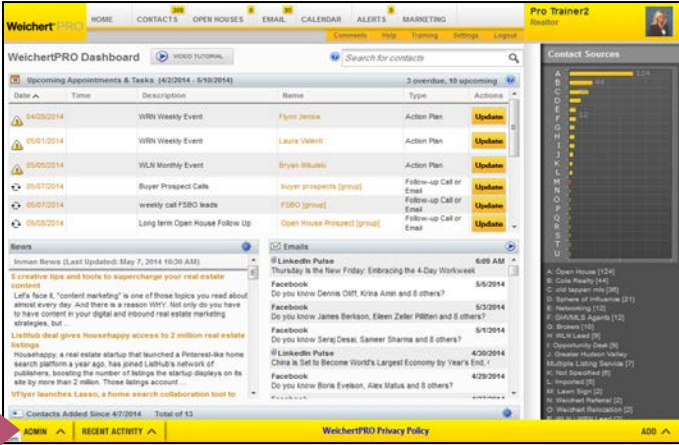




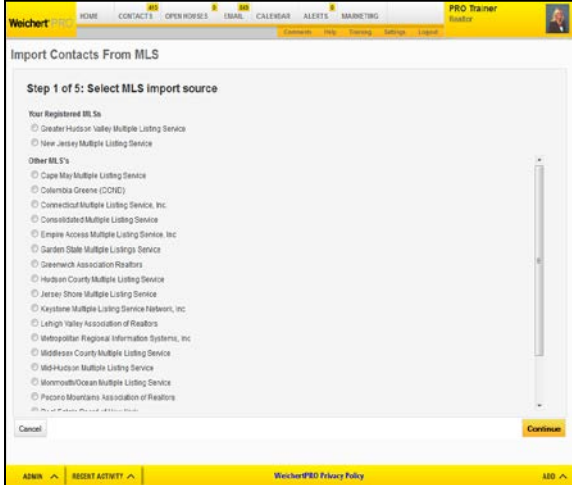
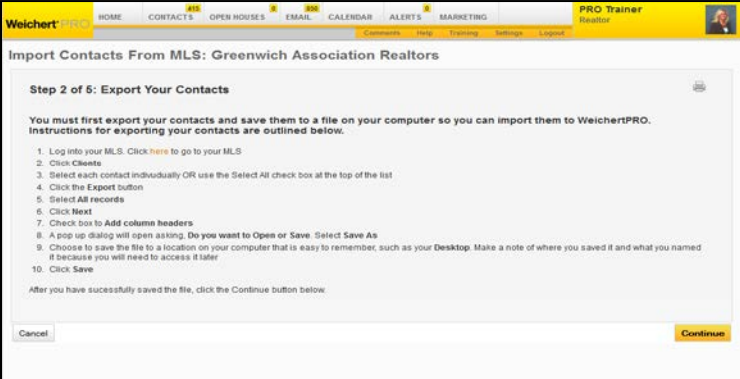
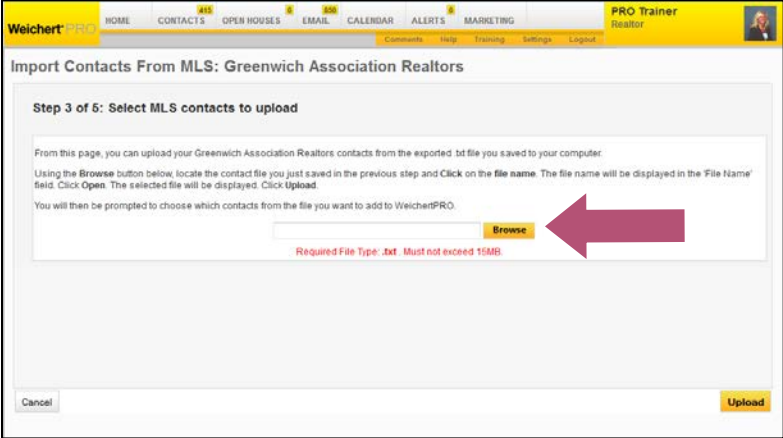
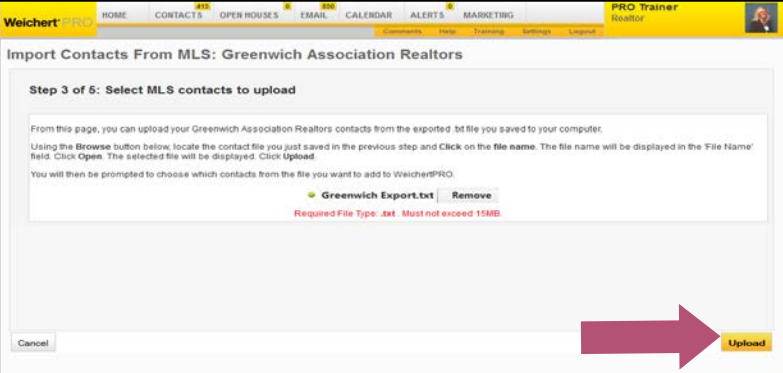
# WeichertPRO Job Aid – Importing Contacts

Importing contacts from external sources allows you to have all your contacts in one spot for efficient follow up and marketing. Being able to quickly and easily import your contact data will allow you to begin utilizing the contact management features in WeichertPRO to its fullest potential. Please note that depending on what type of file you are importing from, the import instructions are specific for that source. Reference the steps below:

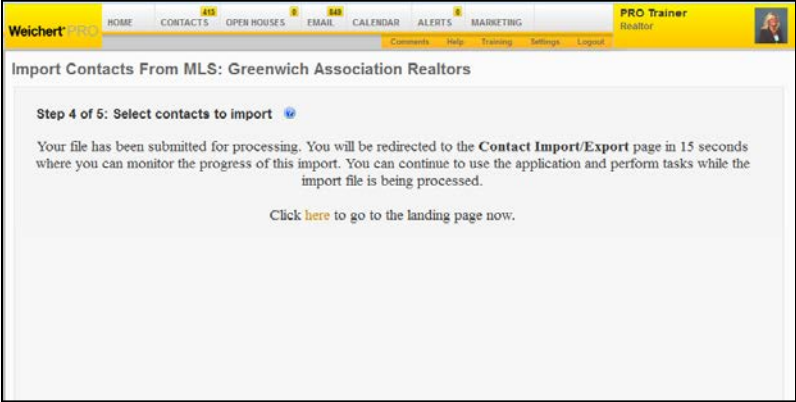
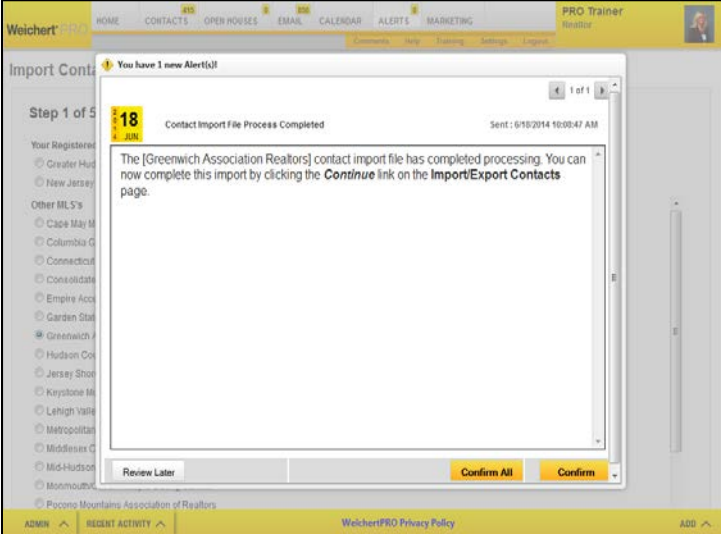
## IMPORTING CONTACTS

Step	Screen
<p>1. Go To: <a href="http://www.weichertpro.com">www.weichertpro.com</a> and log in.</p> <p>2. Click “Admin”</p>	 <p>The screenshot shows the WeichertPRO Dashboard with a navigation bar at the top. The 'Admin' button is located at the bottom left of the dashboard area and is highlighted with a red arrow pointing to it.</p>
<p>3. Select “Import/Export Contacts”</p>	 <p>The screenshot shows the 'Admin' menu with several options. The 'Import/Export Contacts' option is highlighted with a red arrow pointing to it.</p>
<p>4. Select the source you will be importing contacts from.</p> <p>In this example we are selecting MLS Import</p>	 <p>The screenshot shows the 'Import Contacts' screen with several buttons: Facebook Contacts, Top Producer Contacts, Cole Realty, Google Contacts, MLS Import, and Other Import. The 'MLS Import' button is highlighted with a red arrow pointing to it. Below the buttons, there is a note: "use this option to import from any source not listed (e.g. Yahoo! Mail, AOL etc.)".</p>

# WeichertPRO Job Aid – Importing Contacts

Step	Screen
5. Select your MLS from the list.	 <p>The screenshot shows the 'Import Contacts From MLS' interface. Under 'Your Registered MLSs', there are two options: 'Greater Hudson Valley Multiple Listing Service' and 'New Jersey Multiple Listing Service'. Under 'Other MLS's', there is a scrollable list of various MLSs including Cape May, Columbia Greene (COG), Consolidated Multiple Listing Service, Inc., Empire Access, Garden State, Greenwich Association Realtors, Hudson County, Jersey Shore, Keystone Multiple Listing Service, Lehigh Valley Association of Realtors, Metropolitan Regional Information Systems, Inc., Middlesex County, Mid-Hudson, Morris/Kane, and Piedmont Mountain Association of Realtors. A 'Continue' button is at the bottom right.</p>
6. Follow the instructions to export your contacts from the selected MLS and save the file to your computer.	 <p>The screenshot shows 'Step 2 of 5: Export Your Contacts'. It instructs the user to export contacts to a file on their computer. A numbered list of 10 steps is provided: 1. Log into your MLS. 2. Click Clients. 3. Select each contact individually OR use the Select All check box. 4. Click the Export button. 5. Select All records. 6. Click Next. 7. Check box to Add column headers. 8. A pop up dialog will open asking, 'Do you want to Open or Save. Select Save As'. 9. Choose to save the file to a location on your computer that is easy to remember. 10. Click Save. A 'Continue' button is at the bottom right.</p>
7. Click Browse to search for your file on your computer and select the file.	 <p>The screenshot shows 'Step 3 of 5: Select MLS contacts to upload'. It instructs the user to upload the .txt file saved in the previous step. A 'Browse' button is highlighted with a red arrow pointing to it. Below the button, it says 'Required File Type: .txt. Must not exceed 15MB'. An 'Upload' button is at the bottom right.</p>
8. Click 'Upload' to load the file.	 <p>The screenshot shows the same 'Step 3 of 5' screen, but now the file 'Greenwich Export.txt' is listed with a 'Remove' button next to it. A red arrow points to the 'Upload' button at the bottom right.</p>

# WeichertPRO Job Aid – Importing Contacts

Step	Screen
<p>You will receive an on screen message indicating your file is processing. Processing times will vary based on file size. You can continue to use WeichertPRO while the file is processing or you can wait until you are redirected to the Import/Export page where you can monitor the progress of the file.</p>	
<p>Once your file has successfully processed, you will receive a WeichertPRO alert message like this one. Now your contacts are ready to be imported.</p> <p>9. Click Confirm to close this alert message.</p>	
<p>From the Import / Export page, locate the 'Pending Imports' Section. You will see your file.</p> <p>10. Click the pencil to 'Continue'</p>	