

## 7. Matrix Custom Export

### Steps to Create a Custom Export in Matrix

1. Click "My Matrix"
2. Click "Settings"
3. Click "Custom Exports"
4. Click "Add Export" (or "Edit Export" if a custom export already exists)
5. Name the Export Template ("1004mc" or something similar is fine)
6. Move Required fields from the "Available Fields" to "Export Fields"
7. **Make sure "Label" and "Tab" are selected at the bottom of the "Available Fields" box**

### To start from Scratch (Probably the easiest way)

1. Delete all fields in the "Export Fields" column:
  - a. Click on the first field.
  - b. Scroll to the bottom of the column.
  - c. Hold down the "Shift Key" and click on the last field. The fields will turn blue.
  - d. Click on "Remove". "Export Fields" should be empty
2. Find the fields listed below in the left column and move them to the right column.
3. DO NOT FORGET TO SAVE.

### Include these fields in your custom export

FMLS#	Lower Full Baths
# of Carport Spaces	Lower Half Baths
# of Fireplaces	Original List Price
# of Garage Spaces	Other Structures
Acres	Ownership
Architectural Style	Parking Features
Basement	Patio and Porch Features
Binding Agreement Date	Pool Features
City	Special Circumstances
Close Date	Special Listing Conditions
Close Price	Square Footage
Cooling	Status
Costs Paid by Seller	Street Name
Days On Market	Street Number
Expiration Date	Street Suffix
Exterior Features	Subdivision/Complex
Fencing	Terms
Green Energy Efficient	Total Bedrooms
Heating	Total Full Baths
Interior Features	Total Half Baths
Levels/Stories	Unit Number
List Date	Withdrawn Date
List Price	Year Built
Lower Bedrooms	Zip Code

If you have trouble setting up the custom export, please call me at 404-281-1488.