

Creating a Contact Report for Flexmls™ Conversion

Although the conversion to flexmls™ should be an effortless transition for most, one area that may be a source of difficulty concerns those members with a large number of auto-prospecting clients in Rapattoni.

While Contacts in Rapattoni will be transferred automatically to flexmls™, saved searches will not.

For most members, it will simply be a matter of re-creating the 10 or 20 saved searches in Rapattoni. I recommend contacting those clients to discuss their goals as you create those new searches in flexmls™.

For members with 100 or more of these auto-prospecting clients, this can present a bigger problem.

One way of easing this difficulty will be to create a **Contact Report** in Rapattoni. By creating this report, you will have a PDF that will show you not only all the contact information, but the search criteria for their saved search(es).

Contact Report			
Prospects as of 03/01/10 at 4:03pm			Page 1
Contact Name:	Richard Blaine (211962)	Type:	Buyer
Company Name:		Status:	Active
Street Address:	235 E. Casablanca Lane, Tucson, AZ 85715	Groups:	Prospects
Contact Phone:	520-555-2356	E-Mail Address:	r@att.net
Business Phone:		CC:	
Addl Phone 1:		Web Page:	
Addl Phone 2:		Alt E-Mail:	
Birth Date:		Closing Date:	
Search Criteria:	Property Type: Residential Include Property Subtype: Single Family Res. ZIP: 85715 Statuses: Active, Active Capa, Active Contingent		

To create a **Contact Report** in Rapattoni, go to Contacts→Contacts/Prospects. From there, select all the contacts that you wish to add to your report, and go to Report Options at the bottom of the Options Pane.

You can then use this report to re-create the contact and search information in flexmls™.

