

Import Contacts

Quick Reference Guide

Step1. Go to the logon page and enter your user name and password – Or access Transactions through NTREIS Listings.

You have been logged off. Please enter your user name and password.

Public Document Site

Access Code:

Registered User's Logon

Username:

Password:

Forget your password? Click [here](#)



Step 2. From the homepage click on the **Contacts** link.



Step 3. Select and export contact from the source program and save the export file to your hard drive. The export file must include column headers. You may import contacts in a CSV file format created in Outlook 2003, Outlook 2007, MLXchange or Tempo MLS systems. To begin your import click on the **Import Contacts** link. A new window will open.



Step 4. Click on the **Browse** button, find your CSV file and click **Open**. Then select from the three options to handle duplicates-

- Overwrite Transaction Manager contacts with contacts from the import file.
- Allow the creation of duplicate contacts in Transaction Manager (If duplicates appear in the imported contact file, duplicate contact records will be created.. contacts with matching First and Last Names are considered duplicates)
- Do not create duplicate contacts in Transaction Manager (Contacts with matching First and Last Names will not be imported).

Import Contacts

Use this page to import your contacts into NTREIS Transactions. We support importing contacts in CSV (Comma Separated Value) or Tab Delimited file formats from various programs such as:

- Microsoft Outlook 2003 & 2007
- MarketLinx MLXchange & Tempo MLS systems

This feature allows you to import contacts from other applications, as long as the First and Last Name(s) are included in the export file. During the import process, contacts will be ignored if either the First Name or Last Name are not included.

To import your contacts, create your export file, save it and continue below.

Select The File From Your Computer

Use the **Browse** button to select a file from your computer.

File Name:

Select Your Options

Please select how to handle duplicate items. A duplicate is based on finding the same first and last name from your current NTREIS Transactions contact list.

- Overwrite NTREIS Transactions contacts with contacts from your import file
- Allow the creation of duplicate contacts in NTREIS Transactions
- Do not create duplicate contacts in NTREIS Transactions



Step 5. The system will display a message indicating how many contacts were added, updated, or ignored.

