

How To

Exporting Clients from ePropertyWatch

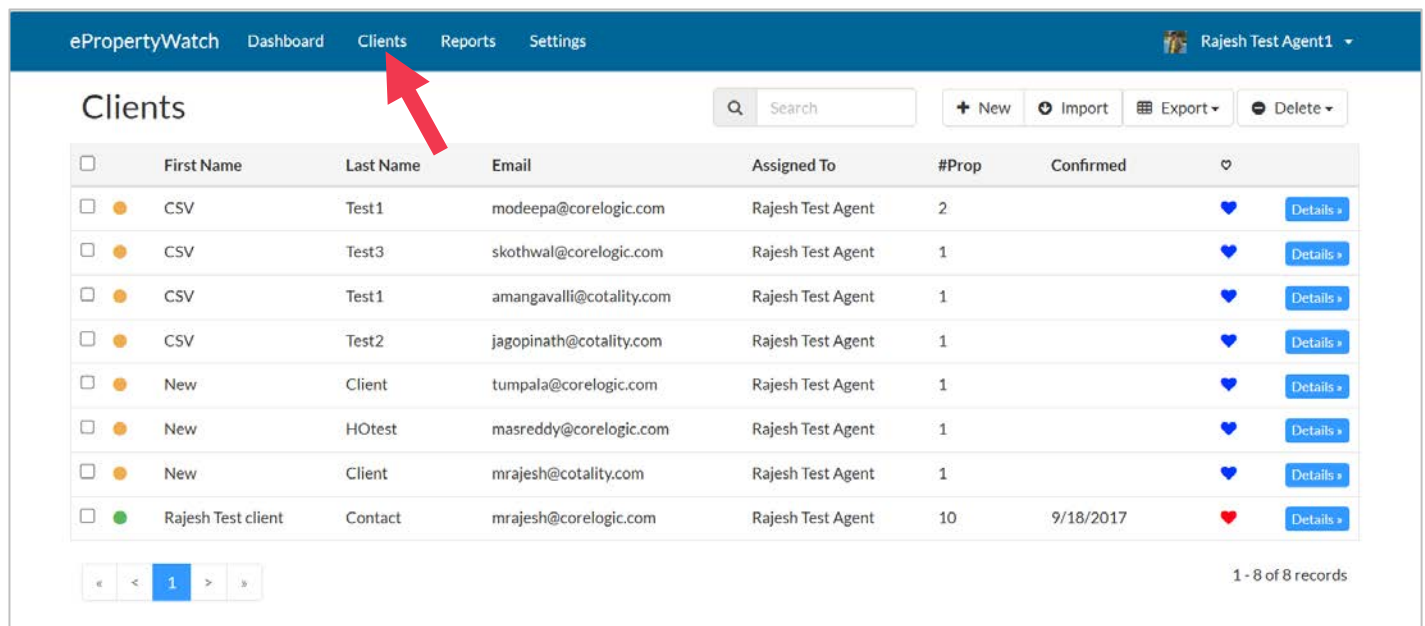
A fast and simple way to download your contact data

Need to get your client data out of ePropertyWatch? Just follow the steps below to download all your contact information quickly and easily in **Comma Separated Values (.CSV)** format.

Step 1: Log into ePropertyWatch with your Agent credentials



Step 2: Click the “Clients” tab

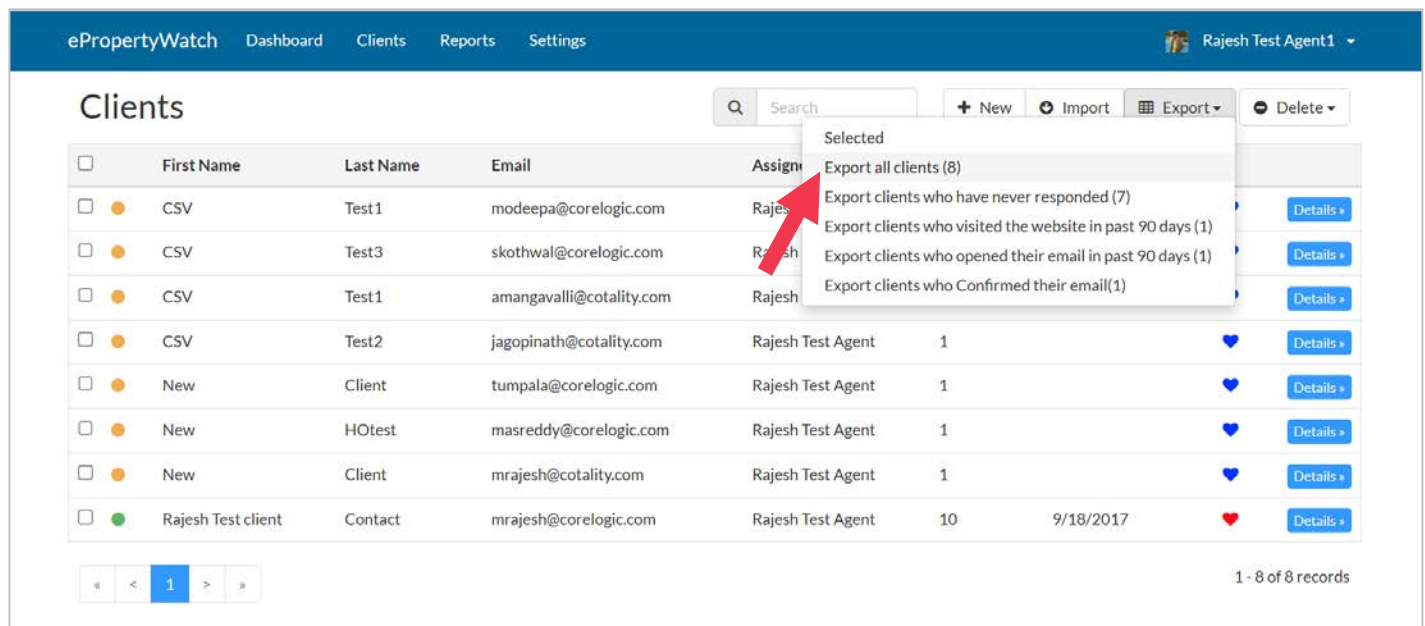


The screenshot shows the ePropertyWatch interface. The top navigation bar includes 'ePropertyWatch', 'Dashboard', 'Clients', 'Reports', and 'Settings'. The 'Clients' tab is selected, indicated by a red arrow. The main content area displays a table of clients. The table has columns: First Name, Last Name, Email, Assigned To, #Prop, Confirmed, and a heart icon. There are 8 records in the table. The 'Export' button in the top right is highlighted with a red arrow.

	First Name	Last Name	Email	Assigned To	#Prop	Confirmed	
<input type="checkbox"/>	CSV	Test1	modeepa@corelogic.com	Rajesh Test Agent	2		♥
<input type="checkbox"/>	CSV	Test3	skothwal@corelogic.com	Rajesh Test Agent	1		♥
<input type="checkbox"/>	CSV	Test1	amangavalli@cotality.com	Rajesh Test Agent	1		♥
<input type="checkbox"/>	CSV	Test2	jagopinath@cotality.com	Rajesh Test Agent	1		♥
<input type="checkbox"/>	New	Client	tumpala@corelogic.com	Rajesh Test Agent	1		♥
<input type="checkbox"/>	New	HOtest	masreddy@corelogic.com	Rajesh Test Agent	1		♥
<input type="checkbox"/>	New	Client	mrjesh@cotality.com	Rajesh Test Agent	1		♥
<input type="checkbox"/>	Rajesh Test client	Contact	mrjesh@corelogic.com	Rajesh Test Agent	10	9/18/2017	♥

1 - 8 of 8 records

Step 3: Select “Export all clients” from the Export list



The screenshot shows the ePropertyWatch interface. The top navigation bar includes 'ePropertyWatch', 'Dashboard', 'Clients', 'Reports', and 'Settings'. The 'Clients' tab is selected. The main content area displays a table of clients. The 'Export' button in the top right is highlighted with a red arrow, and a dropdown menu is open showing the following options:

- Selected
- Export all clients (8)
- Export clients who have never responded (7)
- Export clients who visited the website in past 90 days (1)
- Export clients who opened their email in past 90 days (1)
- Export clients who Confirmed their email(1)

	First Name	Last Name	Email	Assigned To	#Prop	Confirmed	
<input type="checkbox"/>	CSV	Test1	modeepa@corelogic.com	Rajesh Test Agent	2		♥
<input type="checkbox"/>	CSV	Test3	skothwal@corelogic.com	Rajesh Test Agent	1		♥
<input type="checkbox"/>	CSV	Test1	amangavalli@cotality.com	Rajesh Test Agent	1		♥
<input type="checkbox"/>	CSV	Test2	jagopinath@cotality.com	Rajesh Test Agent	1		♥
<input type="checkbox"/>	New	Client	tumpala@corelogic.com	Rajesh Test Agent	1		♥
<input type="checkbox"/>	New	HOtest	masreddy@corelogic.com	Rajesh Test Agent	1		♥
<input type="checkbox"/>	New	Client	mrjesh@cotality.com	Rajesh Test Agent	1		♥
<input type="checkbox"/>	Rajesh Test client	Contact	mrjesh@corelogic.com	Rajesh Test Agent	10	9/18/2017	♥

1 - 8 of 8 records

When prompted, choose the file name and destination to complete the export process.
Congratulations—you're done!