

WyldFyre Listings™

How to Copy Your Client Database

Introduction

These instructions are provided to assist you in copying your client contact information from one installation of WyldFyre Listings into another. This might become necessary when your MLS changes vendors or modifies the database so that your current saved searches and reports are no longer valid. Or you might have two installations of WyldFyre Listings, each pointing to different MLSs, and you do not want to retype your client information.

Note: Only the client contact information (i.e., name, address, telephone number and email address) will be copied.

For successful results, carefully follow these simple instructions.

Step 1: Start the source WyldFyre Listings software containing the client information to be copied. From the main screen, select **Tools** from the menu bar. Select **Client (or Contact) Database** then **Export**. (Figure 1-1, Figure 1-2)

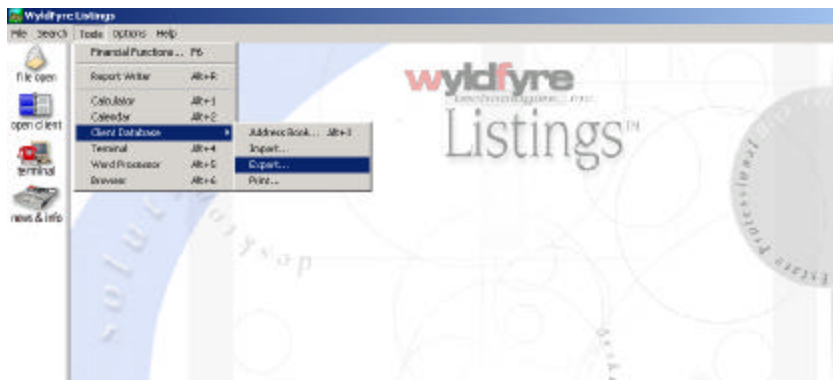


Figure 1-1. WyldFyre Listings version 4.0 Export Client Database

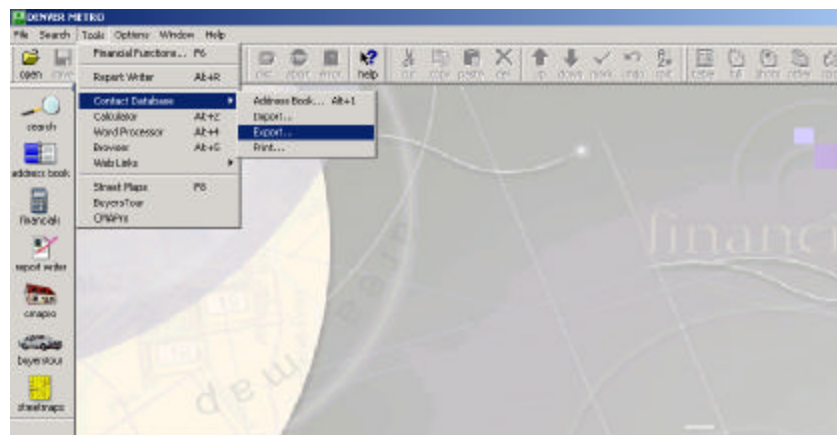


Figure 1-2. WyldFyre Listings version 5.0 Export Contact Database

Step 2: Enter a name for the file in the **File name:** field. When finished, click **Save**. In the example (Figure 2), the client information will be saved in the **AddressBook.txt** file located in the Export folder of WyldFyre Listings. You are not exporting the client information out of the Listings product at this point, but exporting the information into a file in the source Export folder.

*Note: It's important to **remember the name and location of the saved file**. You will need to locate the file for Step 5 to import into another installation. You can easily identify the location by placing your mouse in the "Save in:" field. The location will be displayed as shown in Figure 2:*

C:\installs\SoCal402\EXPORT\ **Write your location here:** _____

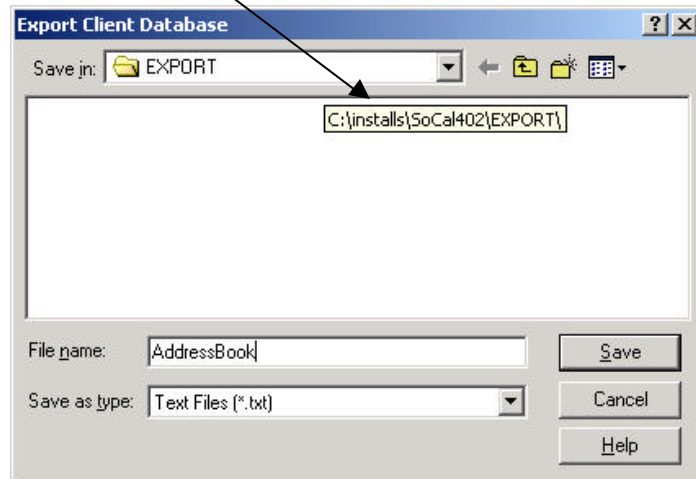


Figure 2. Enter file name

Step 3: When export is finished, you will receive a message indicating the number of client information records exported to the saved file. (Figure 3-1, Figure 3-2)

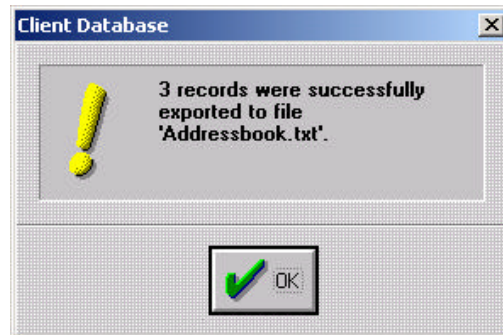


Figure 3-1. WyldFyre Listings version 4.0 – Message provides name of saved file only.

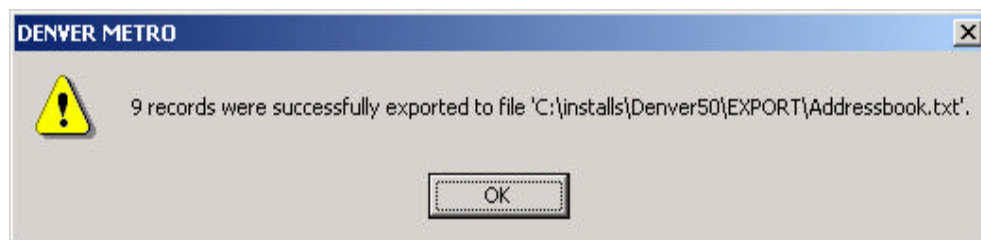


Figure 3-2. WyldFyre Listings version 5.0 - Message provides full path to saved file in Export folder.

Step 4: Now you are ready to import the saved file into another installation of WyldFyre Listings. Start the destination WyldFyre Listings software. From the main screen, select **Tools** from the menu bar. Select **Client (or Contact) Database** then **Import**. (Figure 4-1)

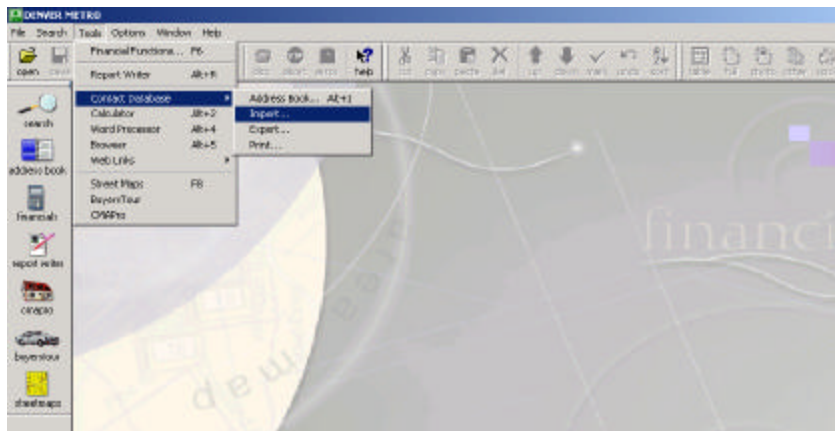


Figure 4-1. WyldFyre Listings version 5.0 Import Contact Database

Step 5: In Step 2, you were told to remember the name and location of the “exported” saved file. Now, you need to locate that file (Addressbook.txt) on your computer. Once you’ve clicked Import, you’re provided a screen similar to Figure 5-1 that displays folders from the destination Listings installation you have open.

But you need to locate the source Listings installation where you saved the “exported” file. In the *File name:* field, type in the location you wrote down in Step 2 as shown in Figure 5-1.

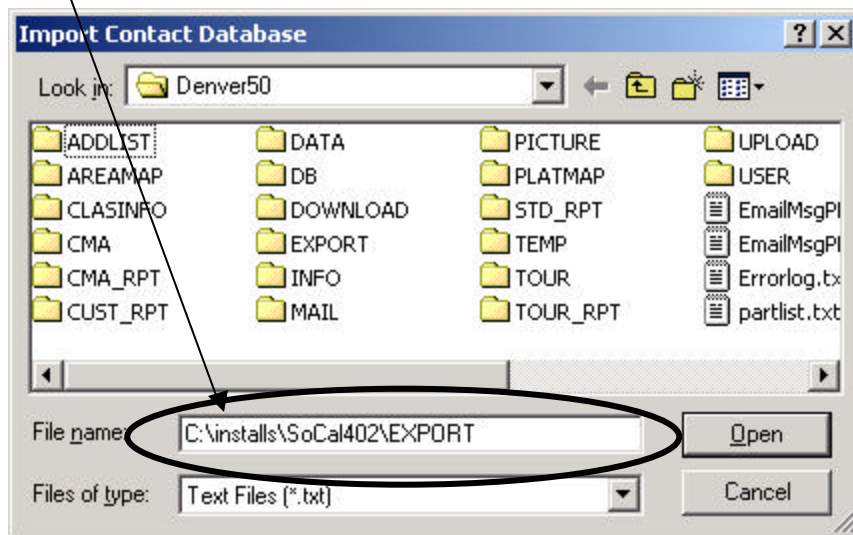


Figure 5-1. Listings 5.0 Installation to Import saved file.

Step 6: When you *Open* the Export folder, you'll see your saved file displayed (Figure 6-1). Highlight the file name and click *Open*. The import process starts automatically. When the saved records from this source Export folder have been successfully imported into your destination Listings contact database, you'll receive a message indicating the number of records imported (Figure 6-2).

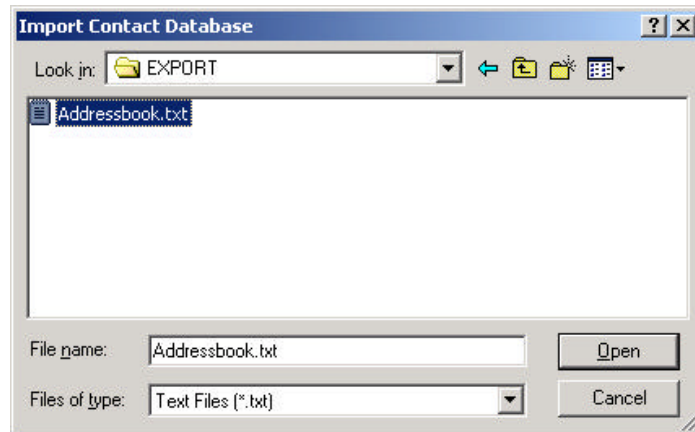


Figure 6-1. Saved file in Export folder of WyldFyre Listings software

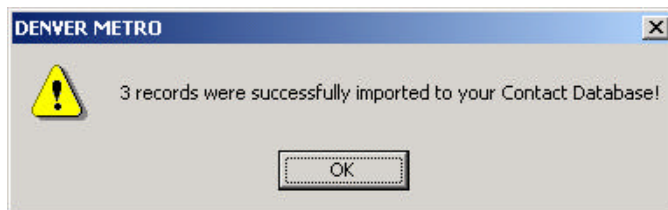


Figure 6-2. Message indicates number of records successfully imported.

Step 7. Open your Address Book to verify you successfully copied your client contact information. This procedure does not copy saved searches, financials or other files associated with this client. Thus you may have to manually re-enter their search criteria and manually add them to your Automatic Client update procedures.