



How-To-Guide

MY DATA EXPORT™ – SAVED SEARCHES

Quick Search	Advanced Search	Saved Searches		
<p>Below are your saved searches. The Edit icon will allow you to edit the parameters of your saved search. The Run Search button will simply run the search as it was saved. The Run New & Updated button will run the email hotlist search. The Trash icon will delete the corresponding saved search.</p>				
Search Name	Run Saved Search	Run Email Hotlist	Edit	Del
Saved Search-Data Export				

CLICK Edit beside Saved Search to set-up for Data Export. The following window opens:

Saved Searches

What would you like to edit?

- ☐ Change Name
- ☐ Change/View Search Criteria
- ☐ Change Email Reminder Information
- ☒ Data Export

SUBMIT **CANCEL**

SELECT button for Data Export, **CLICK** **SUBMIT** The following form opens:

My Data Export™

Saved Search Name: **checkdate11**

Export Data ☐ Do Not Export Data ☒

Send Data To: (Select FTP Site or Email Address Option)

FTP Site: ☐

FTP Address:
Examples: IP: 123.45.678.90 OR ftp.domain.com

FTP Username:

Password Required?: ☐ Yes Password:
☒ No

FTP Port #: Default (Change if needed)

EMAIL Address: ☐

Data Format: ☐ XML ☐ JSON/delimited

NOTE : Data will be exported each night when there are New & Updated search results for Saved Searches enabled for Data Export and sent to the delivery option selected above

OK



My Data Export™

SELECT button for Export Data

CHOOSE Data Delivery Method (Select either FTP Site or Email Address)

- **FTP SITE:**

ENTER: FTP Address

SELECT: Yes if Password Required?

ENTER Password if Yes was selected (Leave blank if No was selected)

ENTER: FTP Port # (Default is 21, change if needed)

OR

- **EMAIL ADDRESS:**

ENTER: Email Address

- **DATA FORMAT:**

SELECT: XML (EXtensible Markup Language format)

OR

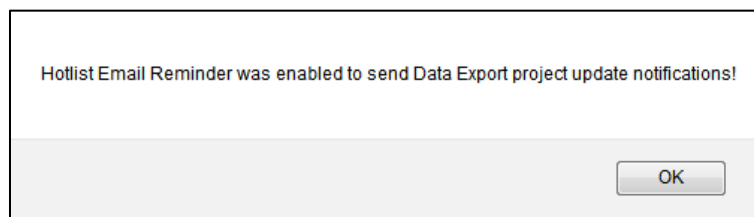
SELECT: JSON/delimited (field delimited format)

CLICK: 

NOTE: Selections entered will be saved in form when re-opened!

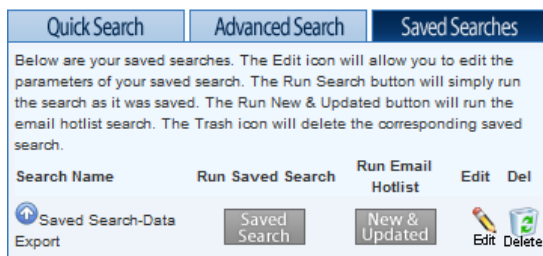
NOTE: Data will be exported each night when there are New & Updated search results for Saved Searches enabled for Data Export and sent to the delivery option selected

The following confirmation message is displayed for Saved Searches which do not have Hotlist Emails scheduled:



CLICK: 

The Saved Search enabled for My Data Export™ is indicated by a blue UP arrow 





My Data Export™

MY DATA EXPORT™ – PROJECT TRACKER

SAVE: Projects to Project Tracker

CHECK: Box beside project(s) for data export

CLICK: **EXPORT SELECTED JOBS**

Enter a keyword below to refine your search. For example, entering 'Asbestos' will display all of the jobs with the word 'Asbestos' that are saved in the Saved Jobs (Project Tracker) section.

Keyword:

Search In: ☒ Project ☐ Notes ☐ Both

Search In: ☒ Current folder ☐ All folders

GO! CLEAR [Search Tips](#)

PRINT SELECTED JOBS DELETE SELECTED JOBS EXPORT SELECTED JOBS

CLEAR

Print Option: ☒ Print project details ☐ Print project details with notes

All	Bid Date/Status	Title	Value	Bid Stage	County	e-plan
<input checked="" type="checkbox"/>	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼
<input checked="" type="checkbox"/>	ASAP	NEW YORK BAGEL CAFE & DELI		BIDDING	Miami-Dade Co.	

PRINT SELECTED JOBS DELETE SELECTED JOBS EXPORT SELECTED JOBS

CLEAR

Move Jobs to Folder: PICK FOLDER

MOVE SELECTED JOBS

The following confirmation message opens:

Click OK to export the jobs selected

OK Cancel

ENTER or **CONFIRM** Data Export Delivery Method in the form which opens.

NOTE: Refer to Step-By-Step Instructions Above at the Top of Page 2.

CLICK: **OK**

NOTE: Data will be exported for project(s) selected to the option selected

NOTE: Data will be exported each night when there updates for project(s) enabled for Data Export and sent to the delivery option selected



My Data Export™

The following is displayed:

NOTE :Project(s) selected were exported successfully by the delivery method chosen

Saved Projects **Updated Projects**

Enter a keyword below to refine your search. For example, entering 'Asbestos' will display all of the jobs with the word 'Asbestos' that are saved in the Saved Jobs (Project Tracker) section.


Keyword:

Search In ☒ Project ☐ Notes ☐ Both

Search In ☒ Current folder ☐ All folders

[Search Tips](#)

Print Option: ☒ Print project details ☐ Print project details with notes

All	Bid Date/ Status	Title	Value	Bid Stage	County	e-plan
<input type="checkbox"/>	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼
<input type="checkbox"/>	ASAP	 NEW YORK BAGEL CAFE & DELI		BIDDING	Miami-Dade Co.	

Move Jobs to Folder:

NOTE: Confirmation message is displayed at top of Project Tracker project list

NOTE: Project(s) enabled for My Data Export™ are indicated by a blue UP arrow 