How-To-Guide

MY DATA EXPORT™ – SAVED SEARCHES

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

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

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 (E**X**tensible **M**arkup **L**anguage format)
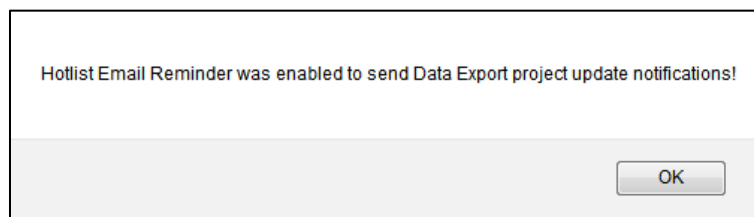
    OR

    SELECT: JSON/delimited (field delimited format)

CLICK:

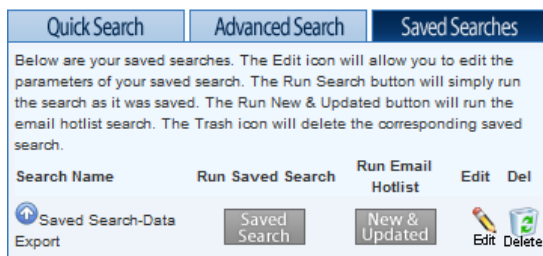 **NOTE:** Selections entered will be saved in form when re-opened!

  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:

Hotlist Email Reminder was enabled to send Data Export project update notifications!

OK

CLICK: OK

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

MY DATA EXPORT™ – PROJECT TRACKER

SAVE: Projects to Project Tracker

CHECK: Box beside project(s) for data export

CLICK: EXPORT SELECTED JOBS

The following confirmation message opens:

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

The following is displayed:

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