

Knowledge Base Article

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Article ID: 4170
Subject: Importing Leads from Lead Router
Last Modified: September 10, 2009

Applies to: Pro Gold i2 3.xx

Purpose: Importing leads from Lead Router requires the installation of a special import driver and the import of a .txt file from Lead Router.

Procedure: Download the import driver, export the leads into a .txt file, and import the Lead Router file.

- **Step 1:** Install the import driver for Lead Router – this only needs to be done once
 - At **Main Menu**, select the **MLS Interface** option
 - Click the **Import / Export Utility** icon
 - Click the **Add 3rd Party Interface** button
 - Enter **LeadRouter** in the space provided and click **OK** button
- **Step 2:** Verify default MLS board setting:
 - At **Main Menu**, select the **Settings and Utilities** option
 - Click the **Company Defaults** icon
 - Select the **Lists 2 Tab**
 - Go to **MLS Boards** section in bottom right
 - Verify/enter check in the **Default** box of the **Board ID** of your MLS import (**Note: Verify/enter check in the Default box of the "Other" Board ID if you do not have an MLS import established in Pro Gold**)
 - Click **Save** and **Done** button to exit
- **Step 3:** Export you leads from Lead Router
 - Start LeadRouter from www.21online.com or www.cbnet.coldwellbanker.com or www.teamera.com.
 - Open the Lead Monitor Tab
 - Use filter options to manage/control export data (e.g., All leads, Active Leads, etc...)
 - Scroll to the bottom of the page and select Export
 - Select your export criteria and select Filter button
 - Select Export in Tab button
 - Click Save. Save in C:\taro as **leads.txt**. If prompted to replace the existing file, click yes.
 - Logout and Close Lead Router
- **Step 4:** Import the Leads.txt file from Lead Router into Pro Gold i2 3.xx
 - At Pro Gold **Main Menu**, select the **MLS Interface** option and click the **Import/Export Utility** icon
 - Select "**Select from Below**"
 - Highlight **Lead Router** Import and click **Open** button
 - Verify data path is C:\taro.
 - Click **Import**; you will be prompted when finished

References: Below is a link you can use to access Enhancement HelpNet Center resources, which includes the Knowledge Base Article (KBA) Library, Pro Gold Documentation, and Training Webcasts:

<http://secured.progoldi2.com/webcast.aspx>

- The Enhancement HelpNet links are located on the right side of the web page.

Related articles:

Keywords: Lead Router, Import, Leads, Contacts, Prospects, 4170

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