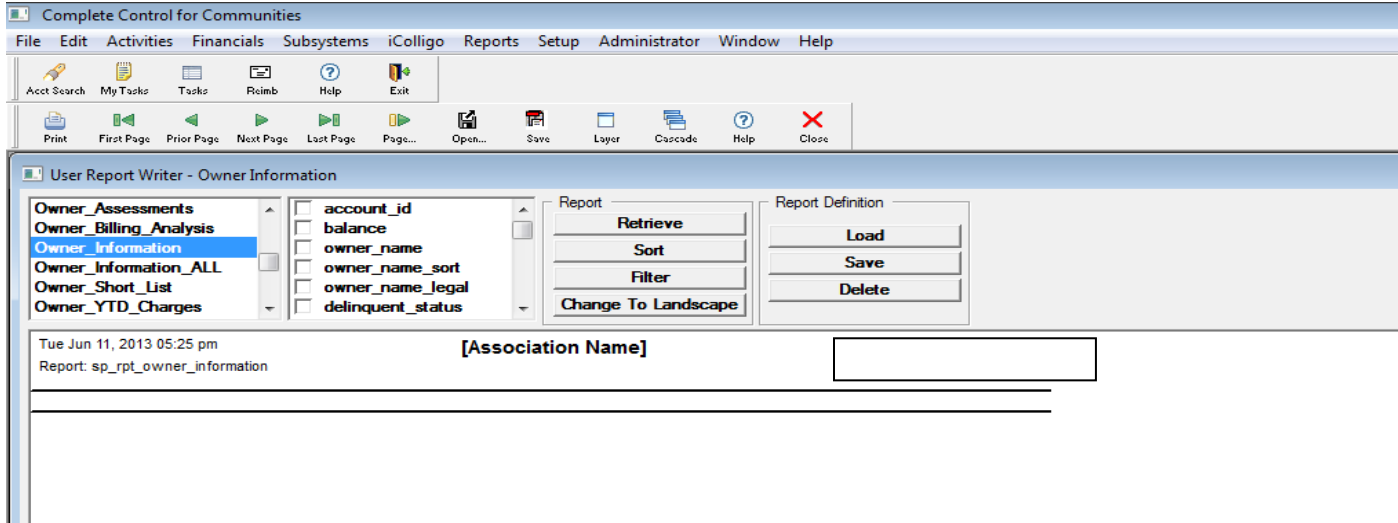
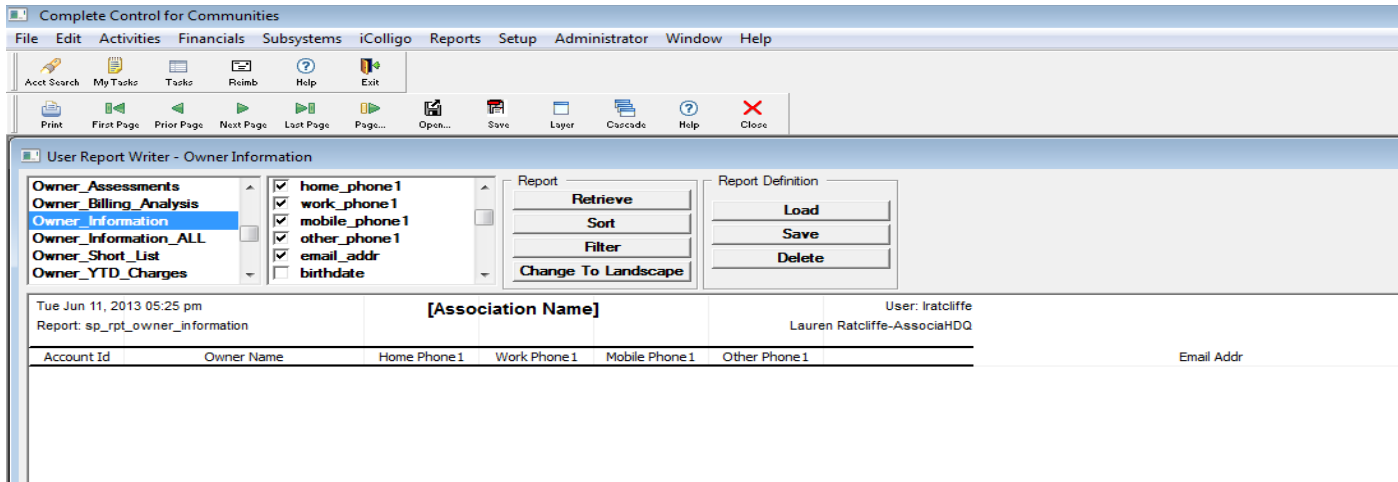


Exporting C3 data for upload to the VOLO Village system

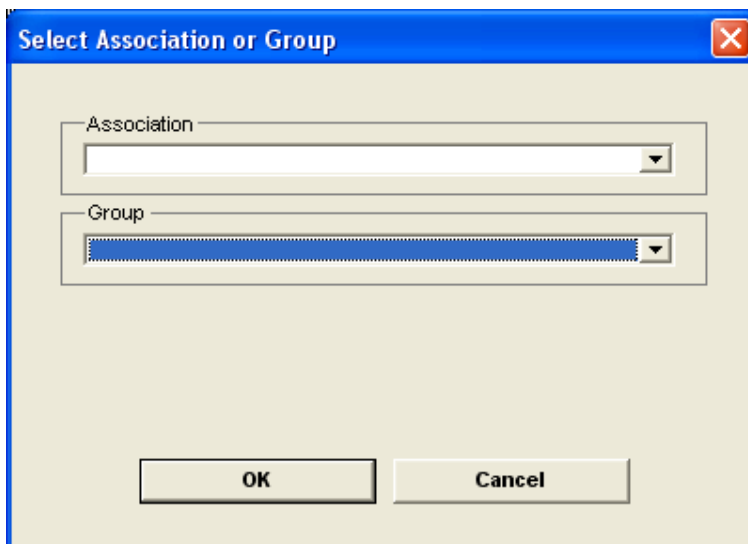
- Go to Reports > User Defined Reports >
- Scroll to **Owner_Information**, click on that category.
NOT Owner_Information_ALL



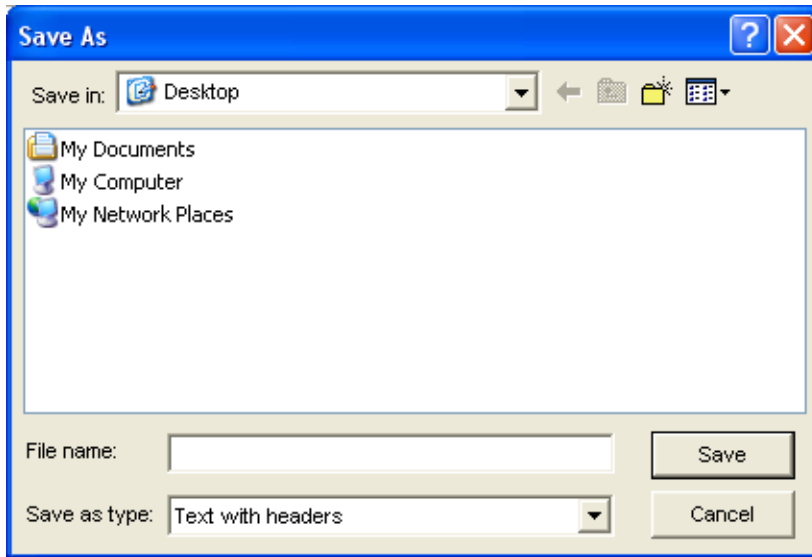
- Click the following boxes:
 - ✓ Account ID
 - ✓ Owner Name
 - ✓ Home_phone1
 - ✓ Work_phone1
 - ✓ Mobile_phone1
 - ✓ Other_phone1
 - ✓ Email_addr
 - ✓ Unit_Address
 - ✓ Unit_city_state_zip
 - ✓ Mailing Address
 - ✓ Mailing city state zip



- Click Retrieve
- Select one community or a group of communities (in most cases you will select a single community unless multiple communities are sharing a single system)
- Click OK



- Export the data into an excel spreadsheet by following the steps below:
 1. Click File
 2. Save Visible Columns As
 3. Select the SAVE IN
 4. Enter FILE NAME
 5. Select Excel with headers in SAVE AS TYPE



FINAL STEP: Send the exported data to VOLO customer service for uploading into your VOLO Village account

NOTE: If you need to update your VOLO Village database due to re-sales at a later date, you can pull a list of new owners since the original upload of homeowner data by:

- **Going to Reports > Account Reports > Settlement Reports**
- Enter the necessary date range (date of last data upload thru the current date)
- Add/Remove the necessary owners from the last set of Record Data that was sent for upload to your VOLO Village system

