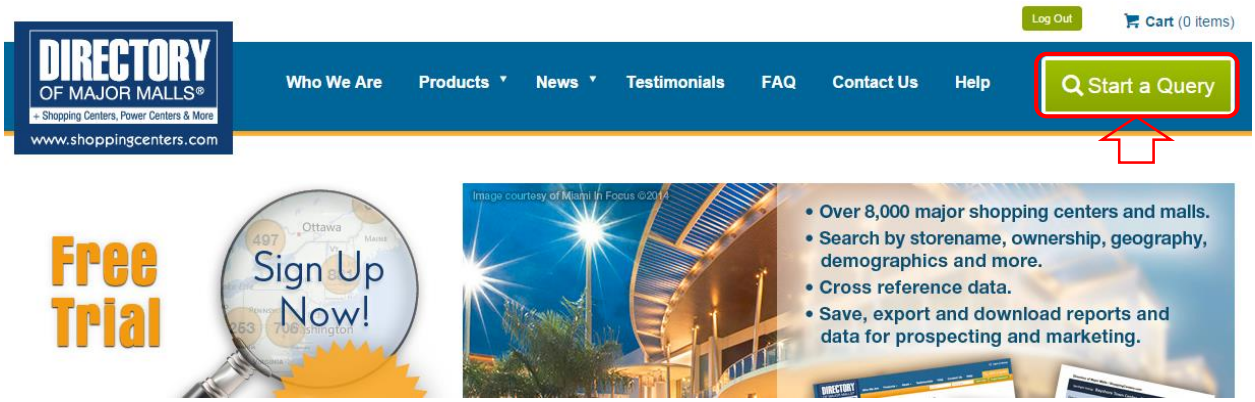
PO Box 837, Nyack NY 10960
(845) 348-7000
www.ShoppingCenters.com
sales@shoppingcenters.com

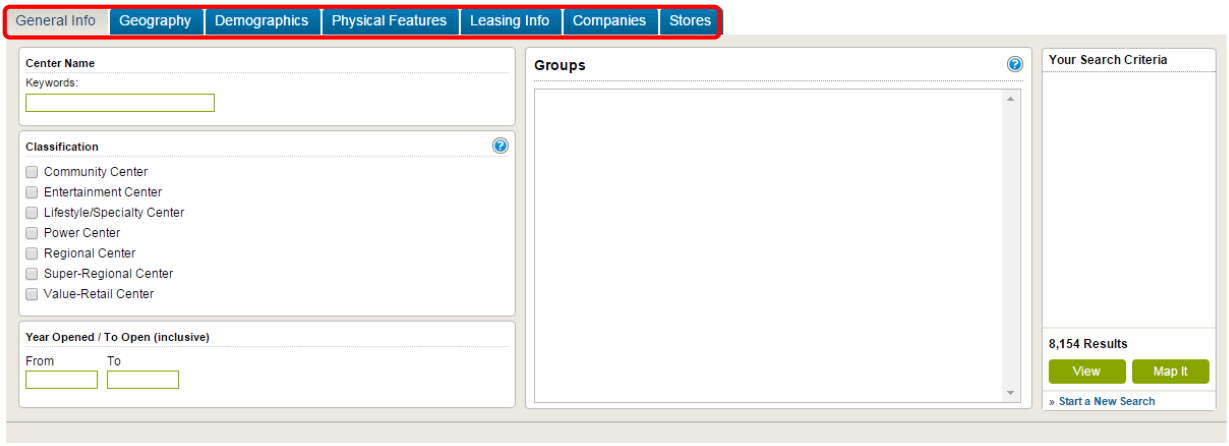
How to Export Data (*for Enhanced Plus and Premium Access Members only*):

Introduction:

1. Run a search query by clicking **Start a Query**:



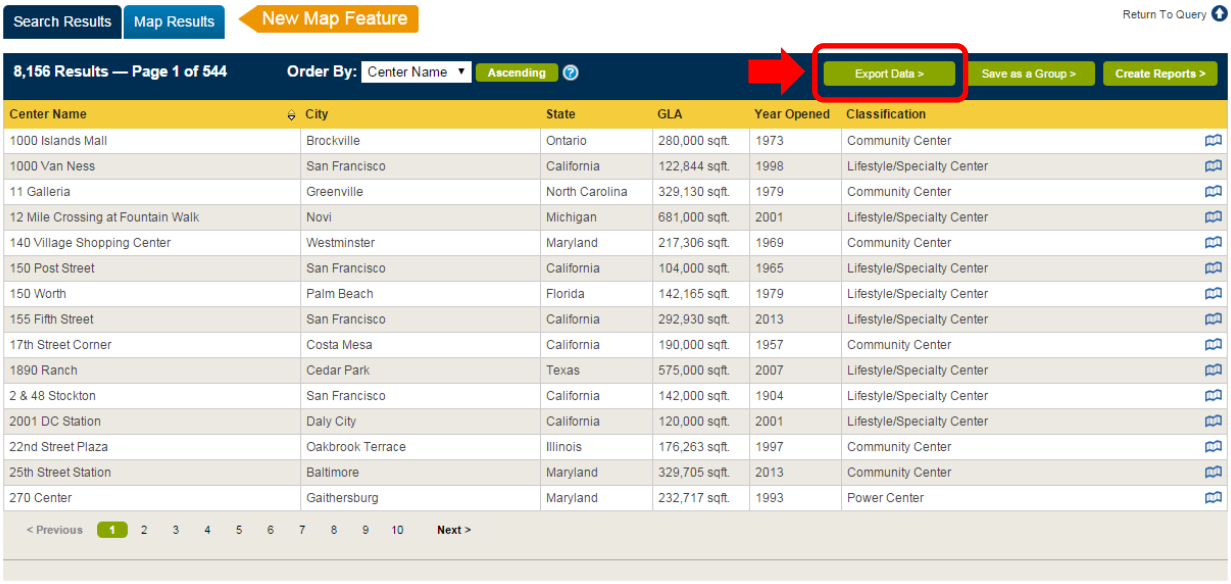
2. From here you can *filter* based on many different categories:



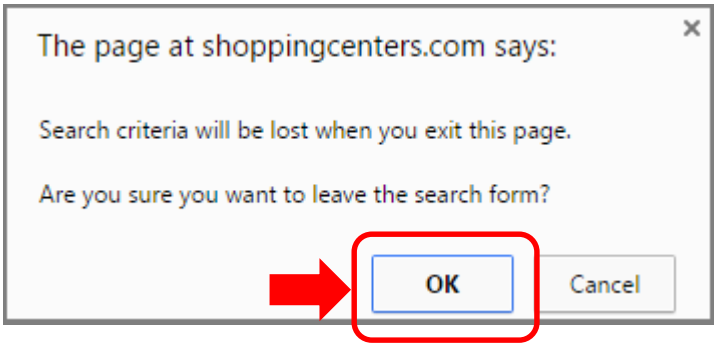
Note: You may *search* a single category to filter results or apply multiple categories altogether.

There are 7 *search* categories which include: **General Info**, **Geography**, **Demographics**, **Physical Features**, **Leasing Info**, **Companies**, and **Stores**.

3. After selecting the proper **Search Criteria**, click the **View** button and scroll down.
   Scroll down and check your results. Click the **Export Data** button to begin setting up the export process:



4. After clicking the **Export Data** button, the following pop-up window will appear:



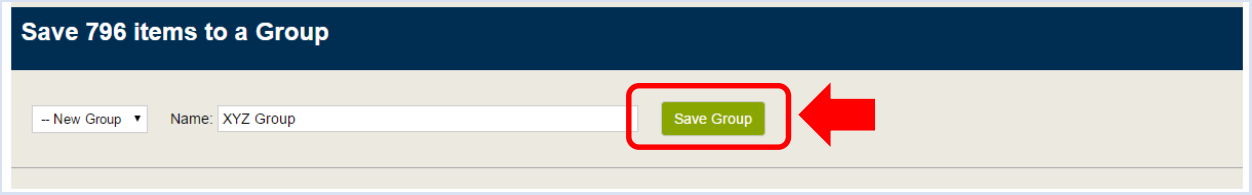
Please Note: **Exports are limited to 2,500 records**. Therefore if your results list count is higher, you will need to divide your list up in order to process an export. We suggest using **GLA** ranges or specify by **Region** to divide the list easily.

5. Click "**OK**" to continue to the fields selection screen

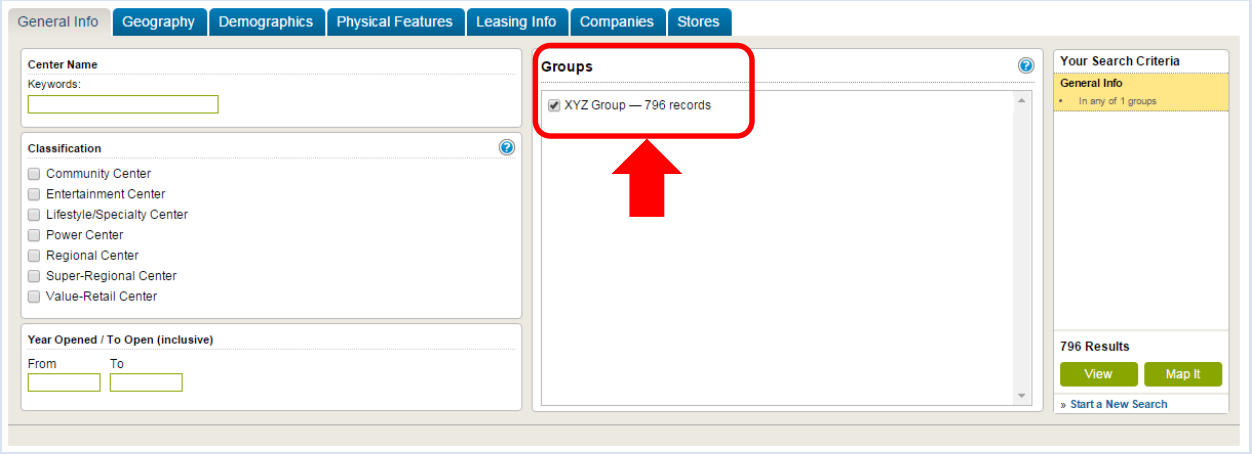
Please Note: You will not be able to return to your search criteria once you begin the export process. Therefore, if you want to save your search results, hit **Cancel** from the pop-up window.

Then click **Save As a Group**. This will take you through the process of saving the results as a Group before continuing the export process.

Enter a desired group name that will help you remember this group and click the **Save Group** button.

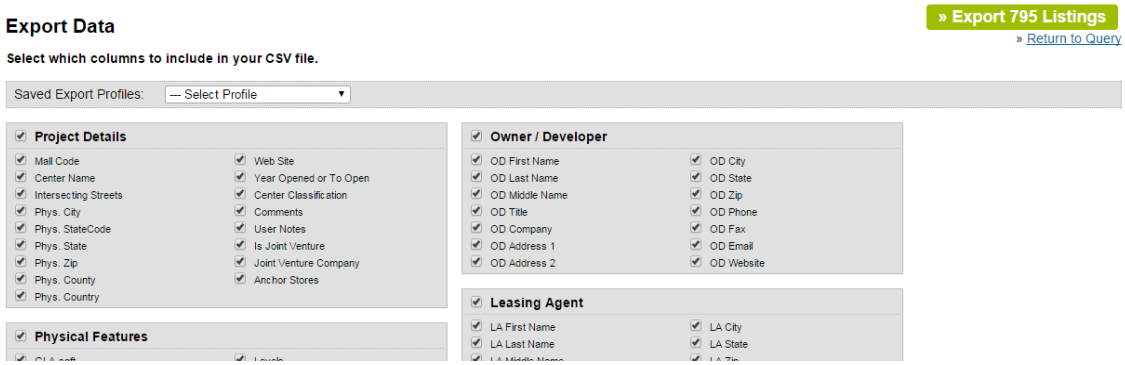


Saving results as a Group allows you to open the list of results without re-running your search later from the **My Groups** option on the menu.



Additionally, a Group may also be used as a search criteria and merged with other groups for cross-referencing. See the Groups Instruction Guide for more details on the process and benefits of creating a Group.

6. After clicking **OK** from the small pop-up window, you will see the following screen with the list of all fields available for exporting:



(Only a partial view after selecting the fields you would like to export)

Take a closer look and notice the following categories and data to export:

Project Details

- Mall Code
- Center Name
- Intersecting Streets
- Phys. City
- Phys. StateCode
- Phys. State
- Phys. Zip
- Phys. County
- Phys. Country
- Web Site
- Year Opened or To Open
- Center Classification
- Comments
- User Notes
- Is Joint Venture
- Joint Venture Company
- Anchor Stores

Owner / Developer

- OD First Name
- OD Last Name
- OD Middle Name
- OD Title
- OD Company
- OD Address 1
- OD Address 2
- OD City
- OD State
- OD Zip
- OD Phone
- OD Fax
- OD Email
- OD Website

Physical Features

- GLA-sqft
- Site Size
- Design Type Code
- Design Type
- Shape
- Shape Code
- Total Number of Stores
- Levels
- Parking Spaces
- Food Court
- Food Court Seats
- Last Renovation
- Renovation Planned
- Renovation Planned Year

Leasing Agent

- LA First Name
- LA Last Name
- LA Middle Name
- LA Title
- LA Company
- LA Address 1
- LA Address 2
- LA City
- LA State
- LA Zip
- LA Phone
- LA Fax
- LA Email
- LA Website

Sales / Market Data

- MSA
- Nearest Major City
- Distance to Nearest Major City
- Total Sales incl. Anchors
- Sales Per Sq.Ft excl. Anchors
- Nearest Competing Center
- Distance to Nearest Competing Center
- Primary Market Population
- Primary Market Distance
- Average Household Income
- Average Visitors per Week
- Average Visitors per Month
- Average Visitors per Year

Center Manager

- CENTER MGR First Name
- CENTER MGR Last Name
- CENTER MGR Middle Name
- CENTER MGR Title
- CENTER MGR Company
- CENTER MGR Address 1
- CENTER MGR Address 2
- CENTER MGR City
- CENTER MGR State
- CENTER MGR Zip
- CENTER MGR Phone
- CENTER MGR Fax
- CENTER MGR Email
- CENTER MGR Website

Trend Demographics

- Population 5 mi. Radius
- Population 10 mi. Radius
- Population 20 mi. Radius
- Avg. Household Income 5 mi. Radius
- Avg. Household Income 10 mi. Radius
- Avg. Household Income 20 mi. Radius
- Number of Households 5 mi. Radius
- Number of Households 10 mi. Radius
- Number of Households 20 mi. Radius
- Median Age 5 mi. Radius
- Median Age 10 mi. Radius
- Median Age 20 mi. Radius
- Nielsen DMA

Management Company

- MGMT First Name
- MGMT Last Name
- MGMT Middle Name
- MGMT Title
- MGMT Company
- MGMT Address 1
- MGMT Address 2
- MGMT City
- MGMT State
- MGMT Zip
- MGMT Phone
- MGMT Fax
- MGMT Email
- MGMT Website

Leasing Information

- Space Currently Available
- Types of Tenants Sought
- Has Outparcels
- Outparcel Space Available
- Accepts Temp. Tenants
- Can Provide Cart/Kiosk
- Temp. Inline Space Available

Marketing Director

- MKT First Name
- MKT Last Name
- MKT Middle Name
- MKT Title
- MKT Company
- MKT Address 1
- MKT Address 2
- MKT City
- MKT State
- MKT Zip
- MKT Phone
- MKT Fax
- MKT Email
- MKT Website

Mailing Address

- Mailing Country
- Mailing State
- Mailing StateCode
- Mailing County
- Mailing City
- Mailing Zip
- Mailing Address 1
- Mailing Address 2

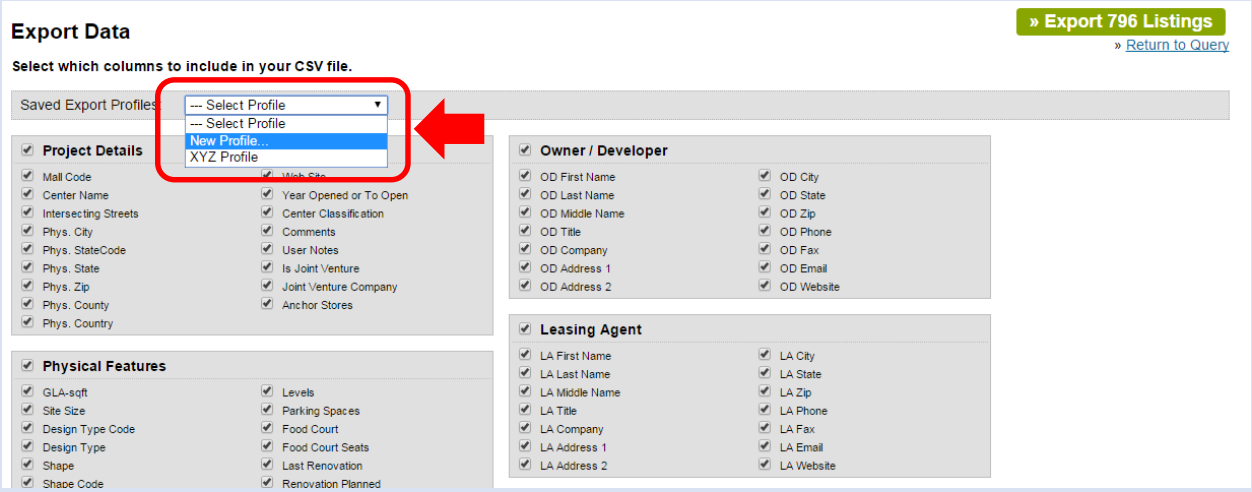
Specialty Leasing

- SL First Name
- SL Last Name
- SL Middle Name
- SL Title
- SL Company
- SL Address 1
- SL Address 2
- SL City
- SL State
- SL Zip
- SL Phone
- SL Fax
- SL Email
- SL Website

Extra

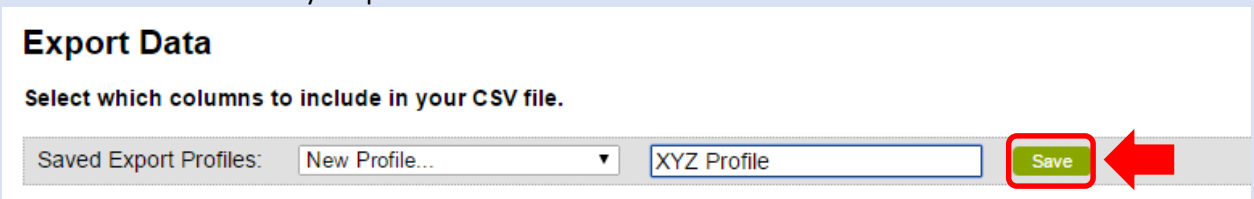
- email
- phone
- fax
- Phys. Address 1
- Phys. Address 2
- allow_fax
- allow_email
- Dec_lat
- Dec_lon
- year_completed
- last_update
- map_updated

Please Note: After selecting the fields you would like to export, you can save an Export Profile for quick access by clicking the drop down menu.
Select **New Profile**.

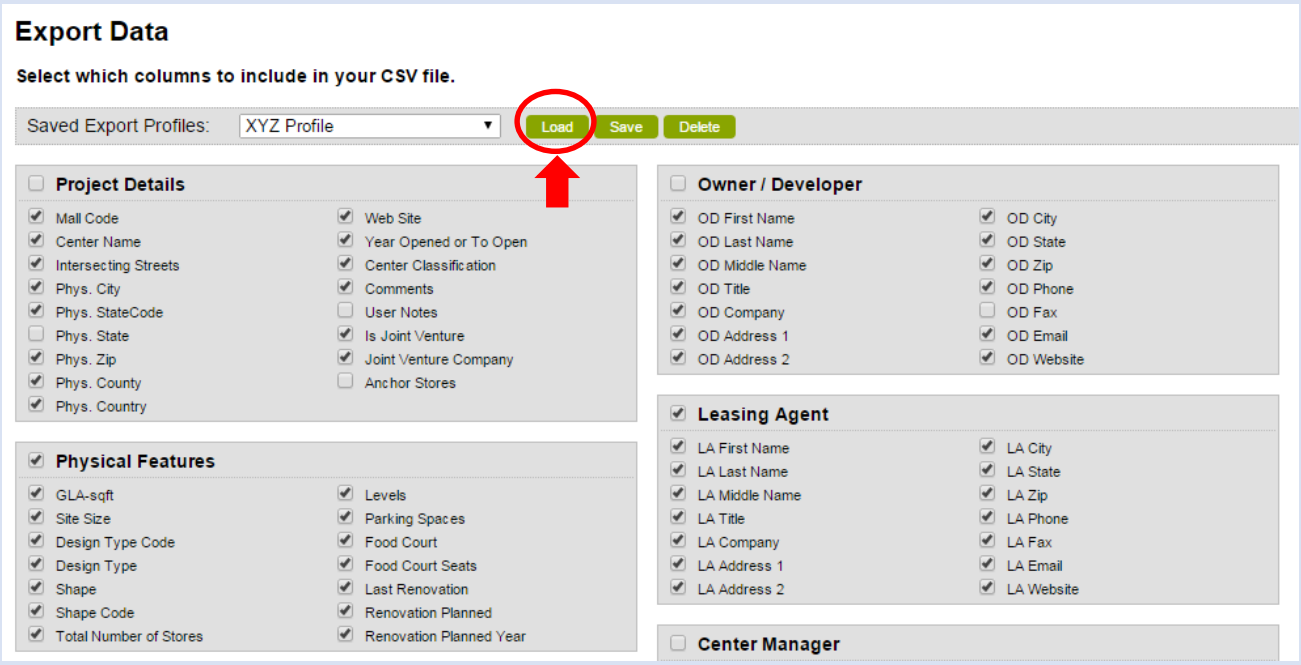


(Only a partial view after selecting the fields you would like to export)

Enter a desired name for your profile. Then click **Save**.



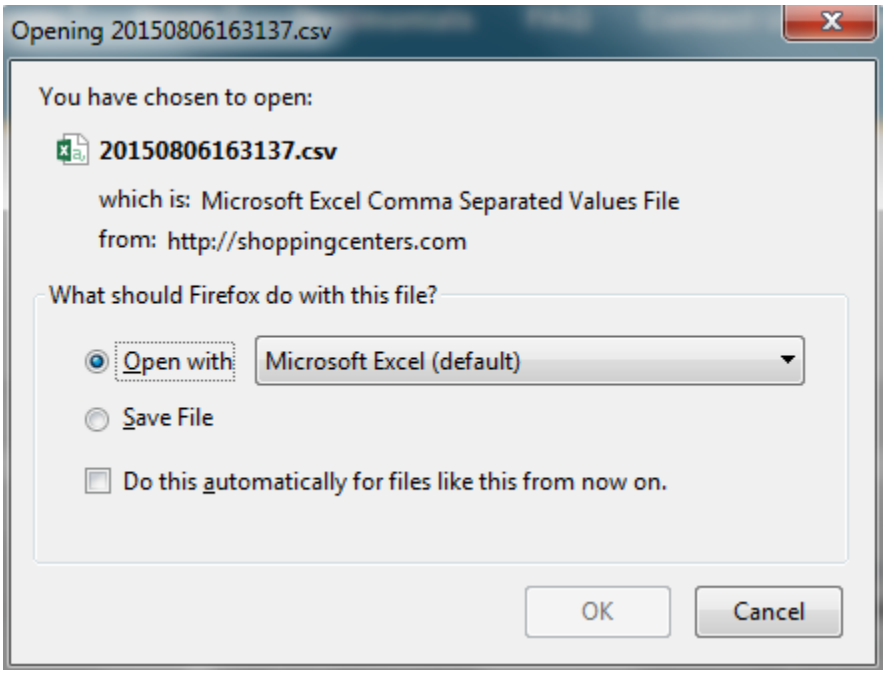
Once saved, you can **Load** existing profile(s) for re-use as shown below:



(Only some of the fields have been selected)

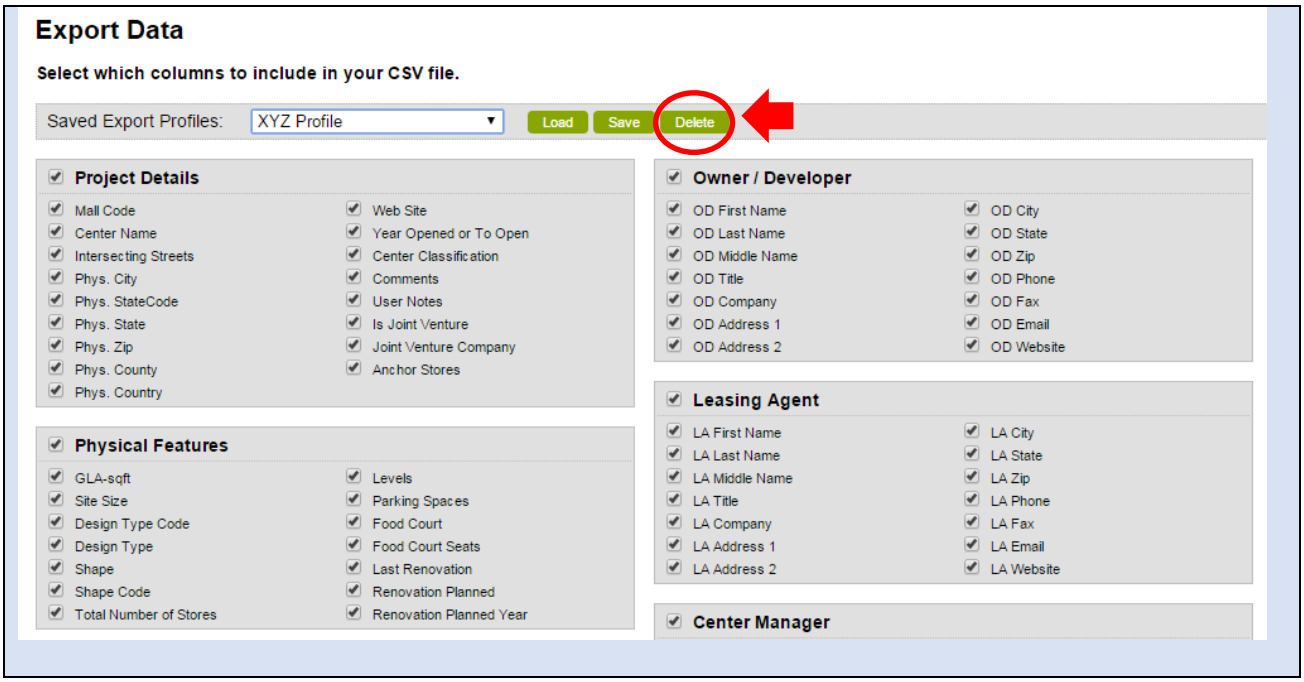
7. Once the **Export Profile** has loaded or fields are selected, click **Export ### Listings** to start the export process.

8. Select to **Save File** or "**Open With – Microsoft Excel (default)**" to open immediately in Excel once the download is complete:



Be patient. If you have selected a larger number of fields and/or records, this process may take a few minutes.

Note: You may also delete saved Export Profiles using the **Delete** option on the export field selection screen.


Export Data
Select which columns to include in your CSV file.
Saved Export Profiles:
XYZ Profile
Load
Save
Delete
Project Details
Mall Code
Center Name
Intersecting Streets
Phys. City
Phys. StateCode
Phys. State
Phys. Zip
Phys. County
Phys. Country
Web Site
Year Opened or To Open
Center Classification
Comments
User Notes
Is Joint Venture
Joint Venture Company
Anchor Stores
Physical Features
GLA-sqft
Site Size
Design Type Code
Design Type
Shape
Shape Code
Total Number of Stores
Levels
Parking Spaces
Food Court
Food Court Seats
Last Renovation
Renovation Planned
Renovation Planned Year
Owner / Developer
OD First Name
OD Last Name
OD Middle Name
OD Title
OD Company
OD Address 1
OD Address 2
OD City
OD State
OD Zip
OD Phone
OD Fax
OD Email
OD Website
Leasing Agent
LA First Name
LA Last Name
LA Middle Name
LA Title
LA Company
LA Address 1
LA Address 2
LA City
LA State
LA Zip
LA Phone
LA Fax
LA Email
LA Website
Center Manager