

Instructions to Download Registrations (Beta Version)

1. Go to www.active.com/explorer
2. Type in your username and password, click log in
3. When the page refreshes go to the "Select Listing ->" drop down bar located in the top left – pull the bar down to select which listing you would like to access
4. Click on "Download Registrations".
5. If you would like to receive a full download of all available fields, click on "Request Download" next to the most recent profile named, "All Fields (default)".
6. You will be able to download all records or filter the records by date, id number or record number.
7. At the bottom of the page, you will see an email field. The system will send an email to the email address in this field when your file is ready to be retrieved. By default the email address from your Active.com user account will be included in that field – you can change the email address, leave as is or delete this if you do not want an email notification to go out.
 - a. Click the "Request Download" button
8. You will be taken back to the main downloading page.
 - a. Under the "Recent Download Requests" section on the main page you will be able to view your download request. There is a "status" column that will show you the status of your download (pending, in progress, complete). Once the status is marked as "complete" you will have the ability to download/retrieve this data.
 - i. Click on the "Download" link to retrieve the file.
 - b. If you opt to have an email sent you will receive an email message confirming your download is being processed. You can then navigate back to the main download page to click on the "download" link to retrieve the file
9. The "**Recent Download Requests**" section will allow you to view the status of all of your past download requests. If you wish to retrieve a copy of a previous download simply click "download" by your profile name.
 - a. If you want to use a download profile again and get new data since the last download request (*ie: new registrations, updated records etc*) click "request new". This will go through a similar process where you will see the "status" column showing you the status of your download (pending, in progress, complete). Once the status is marked as "complete" you will have the ability to retrieve this new download.
 - i. Click on the "Download" link next to your profile name to retrieve the file.

Recent Download Requests					[+]
<u>Profile Name</u>	<u>Request ID</u>	<u>Date Requested</u>	<u>Status</u>	<u>Options</u>	
test	122	06/06/2007 4:20 PM	Complete	Download Request New	

- b. If you have set certain parameters/restrictions on your download profile (*ie: such as date during a specific date period or if you are using all records since*) and you want to expand or change the scope you will need to go to the “**Available Profiles**” section and click the “request download” next to your profile name. This will bring you to the last page that will let you change your download options and/or download type (*date range, records since etc*)
- Click the "Request Download" button
 - Repeat same procedure listed above on Step 9a

Available Profiles				
<u>Profile Name</u>	<u>Date Created</u>	<u>Requests</u>	<u>Options</u>	
All Fields (default)	04/10/2007	1	Request Download Edit Copy Delete	
test	04/10/2007	2	Request Download Edit Copy Delete	

If you would like to create a customized download please follow these steps:

- Go to www.active.com/explorer
- Type in your username and password, click log in
- When the page refreshes go to the “Select Listing ->” drop down bar located in the top left – pull the bar down to select which listing you would like to access
- Click the "Build New Profile" button.
- Select the fields you would like to have in your download by highlighting the options you want to have in your download and clicking on the >> icon after each selection.
- Once you have all of the fields selected, click on the "next" button at bottom of page.
- You can further customize your download by editing the file headers and formats. Click the "next" button at the bottom of the page when done.
- You can filter by a category or field by checking a box on the filter page. If you check any of the boxes, the system will provide a file that only contains records that selected all of the options that you checked. Click "Next" when done.
- Select the file format for which you would like to receive your download. Name your download so you can refer to it for future use. Click the "Next" button when done.
- You will be able to download all records or filter the records by date, id number or record number.

11. At the bottom of the page, you will see an email field. The system will send an email to the email address in this field when your file is ready to be retrieved. By default the email address from your Active.com user account will be included in that field – you can change the email address, leave as is or delete this if you do not want an email notification to go out.
 - a. Click the "Request Download" button
12. You will be taken back to the main downloading page.
 - a. Under the "Recent Download Requests" section on the main page you will be able to view your download request. There is a "status" column that will show you the status of your download (pending, in progress, complete). Once the status is marked as "complete" you will have the ability to download/retrieve this data.
 - i. Click on the "Download" link to retrieve the file.
 - b. If you opt to have an email sent you will receive an email message confirming your download is being processed. You can then navigate back to the main download page to click on the "download" link to retrieve the file
13. The "**Recent Download Requests**" section will allow you to view the status of all of your past download requests. If you wish to retrieve a copy of a previous download simply click "download" by your profile name.
 - a. If you want to use a download profile again and get new data since the last download request (*ie: new registrations, updated records etc*) click "request new". This will go through a similar process where you will see the "status" column showing you the status of your download (pending, in progress, complete). Once the status is marked as "complete" you will have the ability to retrieve this new download.
 - i. Click on the "Download" link next to your profile name to retrieve the file.

Recent Download Requests					[+]
<u>Profile Name</u>	<u>Request ID</u>	<u>Date Requested</u>	<u>Status</u>	<u>Options</u>	
test	122	06/06/2007 4:20 PM	Complete	Download Request New	

14.
 - a. If you have set certain parameters/restrictions on your download profile (*ie: such as date during a specific date period or if you are using all records since*) and you want to expand or change the scope you will need to go to the "**Available Profiles**" section and click the "request download" next to your profile name. This will bring you to the last page that will let you change your download options and/or download type (*date range, records since etc*)
 - i. Click the "Request Download" button
 - ii. Repeat same procedure listed above on Step 9a

Available Profiles				
<i>Profile Name</i>	<i>Date Created</i>	<i>Requests</i>		<i>Options</i>
All Fields (default)	04/10/2007	1	Request Download	Edit Copy Delete
test	04/10/2007	2	Request Download	Edit Copy Delete