

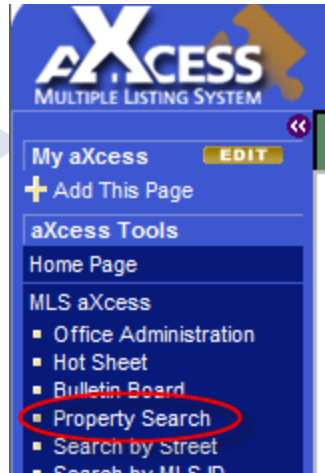


## Set up 1004MC Service with Axxess

To utilize the ClickFORMS 1004MC service with this MLS, you must first setup your account to export in the correct format. Once you've created a customized export format, you can then export your searches.

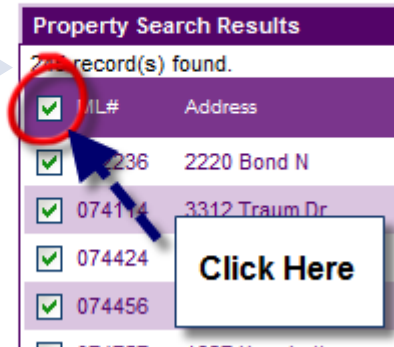
### Saving your search results

**1** Log into your MLS and go to the search screen. Identify and run a search of a market you'd like to analyze. Generally you'll want to include all records you'd like to analyze within a two year time period. Include Active, Pending, Sold and (if desired) Withdrawn/expired/offmarket.

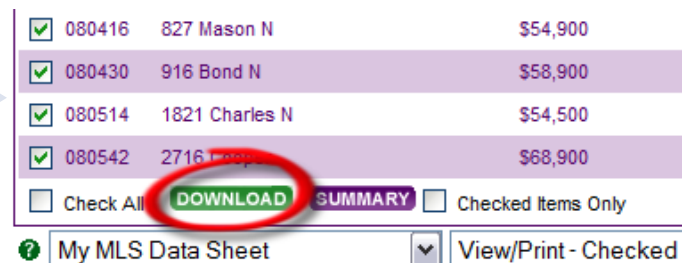


**2** After you've run your search and your results appear, **click the box next to ML#** to select all of your records.

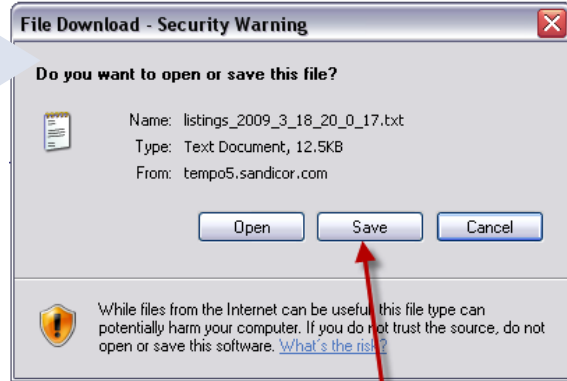
Note: The check all box in the bottom left hand corner will only select the shown records on your screen. By checking the box illustrated here you will select all records in your search – including the records *not* shown on your current page.



**3** Click the **DOWNLOAD** button at the bottom of the page.

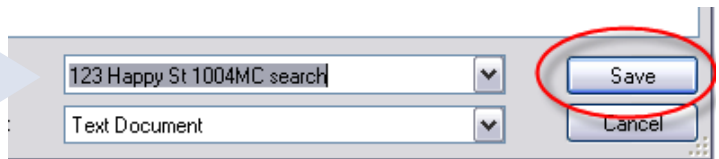


**4** A file download window will appear. Click **Save**.



Click save when the File Download window appears

**5** Select a memorable location (such as your Desktop) and a name for your file, then click **Save**.



**6** When the download is complete, click **Close**.

You can now load this file into the ClickFORMS 1004MC Service Wizard.

