



### Using the 1004MC Service with CalREDD

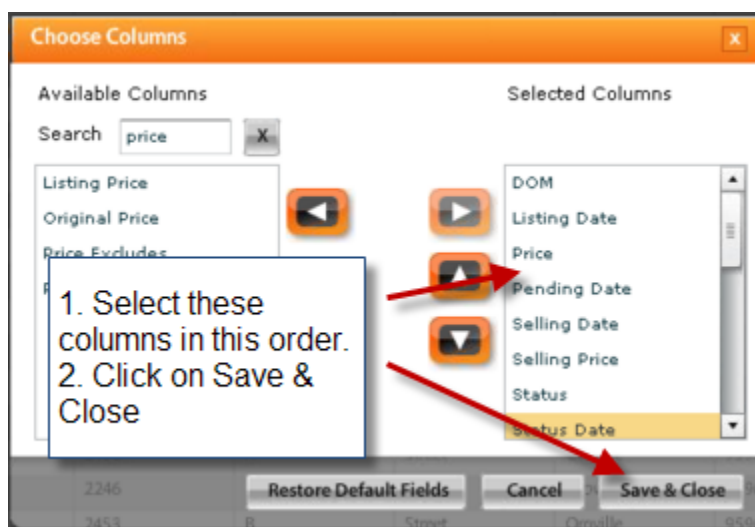
Before using the 1004MC service with this MLS, you'll need to customize your column layout. After the columns have been setup, you can begin exporting your searches.

#### Customize your columns

1. Run a residential search, the criteria or market does not matter. After your search results appear, click on the **Select Columns** link as shown below;

Residential (155)		New Search		Revise Search		Email	Print	Export	Save	Select Columns	Views
<input checked="" type="checkbox"/>	Listing Number	Price	Status	CDOM	Street Number	Street Name	S				
<input checked="" type="checkbox"/>	200808319	65,000	Active	523	4676	Virginia	A				
<input checked="" type="checkbox"/>	200908152	96,000	Active	103	5445	Walmer	R				
<input checked="" type="checkbox"/>	201020006	114,800	Active	2	3047	Lower Wyandotte	R				
<input checked="" type="checkbox"/>	201001158	120,000	Active	351	2873	Florence	A				
<input checked="" type="checkbox"/>	200905545	129,000	Active	196	3139	Oroville Bangor	H				
<input checked="" type="checkbox"/>	200908903	159,000	Active	71	46	Valley View	D				
<input checked="" type="checkbox"/>	200906901	159,900	Active	148	3731	Olive	H				

2. Once the customize column screen appears, setup your columns so the first 8 are in the exact order shown below.



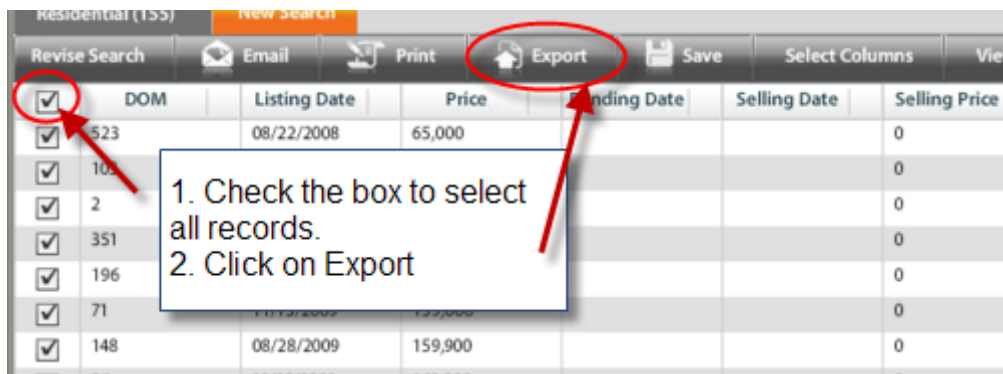
**DOM**  
**List Date**  
**List Price**  
**Pend Date**  
**Sale Date**  
**Sale Price**  
**Status**  
**Status Date**

3. Once the columns are in the above order, click on the Save & Close button at the bottom of the screen. Note – It is important the first 8 columns are in this order. You can select any columns you'd like after these 8 in any order you'd like.

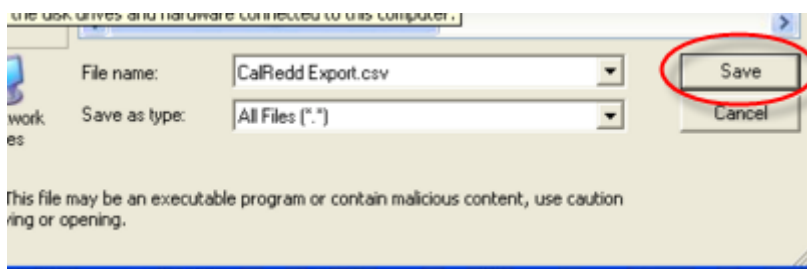
### Export Your Records

1. Run a search of a market you'd like to analyze. You can include all records (Active, Sold, Pending, Expired, Withdrawn, cancelled) in your search, if desired. To ensure you capture all relevant records you should use all records with a list date within 24 months or all records that closed within the past 12 months – which ever works best for you.

When your search results appear, check the box shown to select all records and then click on export link shown below;



2. After clicking on the link, you'll see a Save As page. Select a memorable name and location to save your file then click on Save.



5. After clicking on the Save button, the Save As window will disappear and your file will be saved. You can now load this file and complete your market analysis.