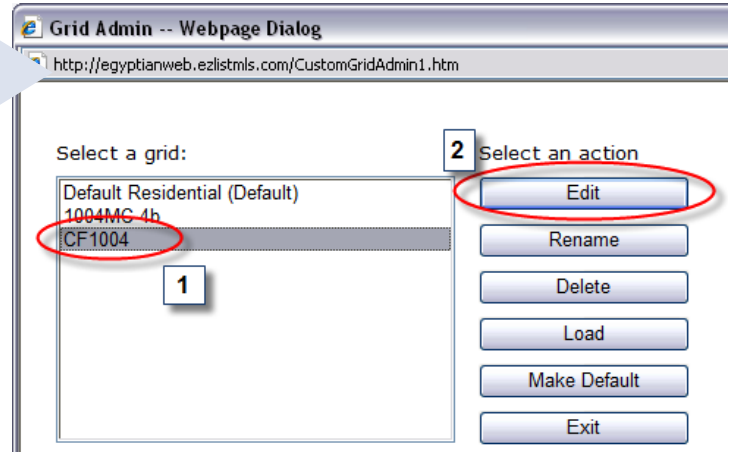




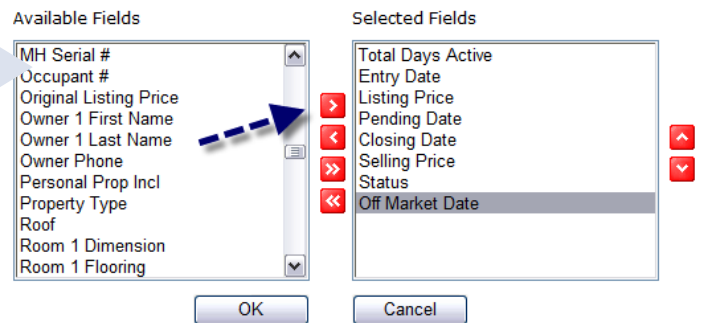
**4** Select CF1004 and click the **Edit** button.



**5** A Grid Admin window will now appear. Set up the Selected Fields column as shown. When finished, click **OK**.

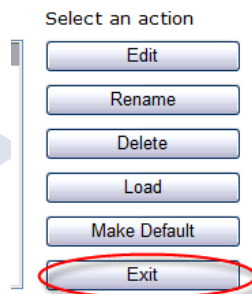
**Important:** Make sure your selected fields are in the exact same order as shown here.

- Total Days Active
- Entry Date
- Listing Price
- Pending Date
- Closing Date
- Selling Price
- Status
- Off Market Date



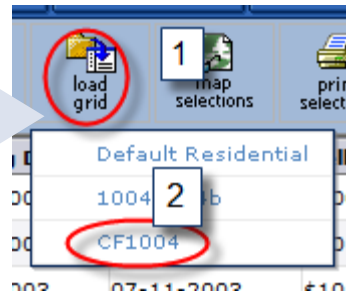
**6** When you have set up the grid, click **Exit** on the Grid Admin page.

You have now completed your one time grid setup and are ready to begin exporting your searches.

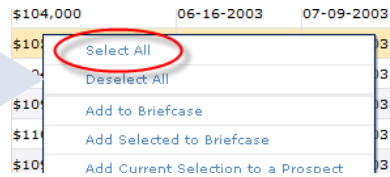


## Export your searches

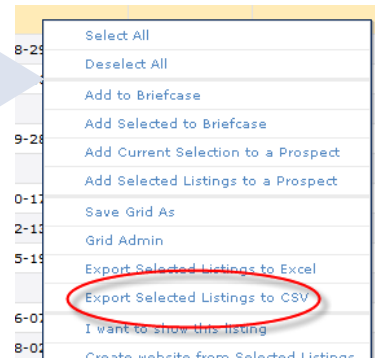
1 Run a search as normal to obtain all the listings you would consider for your market analysis. When the search results appear, click on **Load Grid** and select **CF1004** from the drop-down menu.



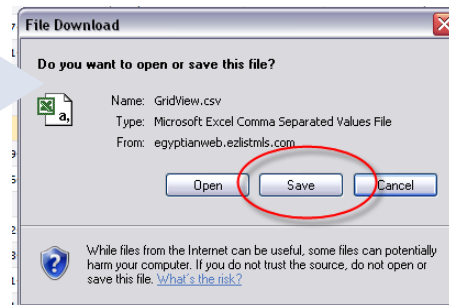
2 Right-click on the grid, and choose **Select All**.



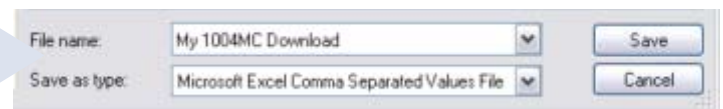
3 Right-click again on the grid, and choose **Export Selected Listings to CSV**.



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



5 A save window will appear. Select a memorable name and location (such as your Desktop) and click **Save**.



6 When the download is complete, click **Close**. You can now load this file into the ClickFORMS 1004MC Wizard.

