



Set up 1004MC Service with MYmls/Metrolist

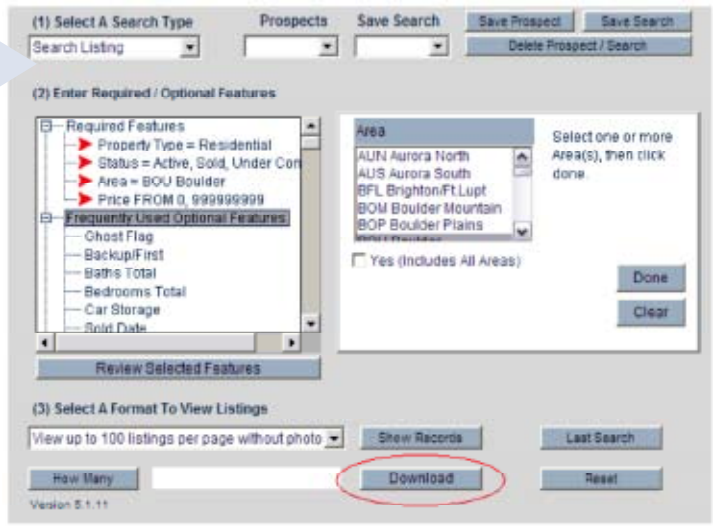
To utilize the ClickFORMS 1004MC service with this MLS, you must first setup your account to export in the correct format. Once you've created a customized export format, you can then export your searches.

Export Instructions

1 Log in to MYmls. In the **Search** menu, choose **Advanced**.

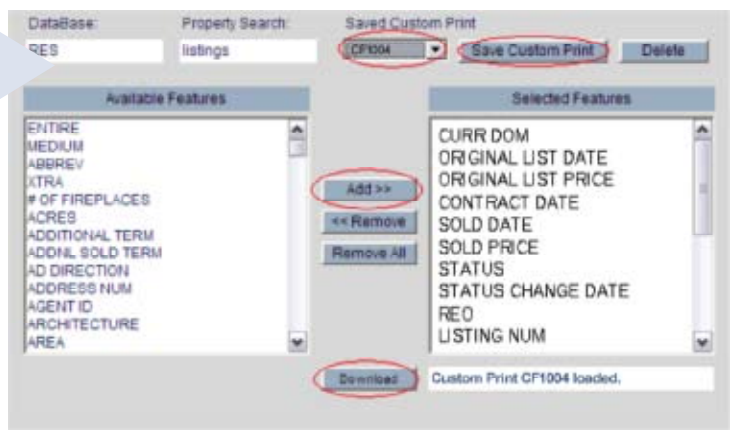


2 Enter the search criteria for your market, then click **Download**. Your search should include all Active, Pending, Sold, and (if desired) Withdrawn/Expired/Closed sales. The only date parameter needed is Close Date within the last 2 years.



3 If this is your first time downloading, you'll need to configure a one-time Custom Print. To do this, add the fields as shown from the Available Features column to the Selected Features column. Make sure they are in the exact order shown here:

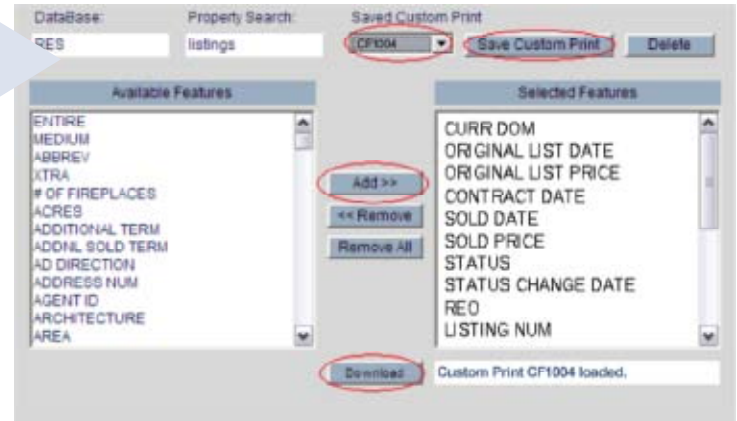
- CURR DOM
- ORIGINAL LIST DATE
- ORIGINAL LIST PRICE
- CONTRACT DATE
- SOLD DATE
- SOLD PRICE
- STATUS
- STATUS CHANGE DATE
- REO / FORECLOSURE



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- 4** Once you've added the features in the correct order, click the Save Custom Print button. This will save your setup for future use. Save the custom print as CF1004. Once it has been saved, you can select CF1004 from the Saved Custom Print menu and these fields will automatically load.

Click the **Download** button to proceed.



- 5** A screen will appear asking for an email address. Enter your email address and click the **GO** button.

Verify or change the e-mail address below, then press the 'GO' button.

E-mail

- 6** An email will be sent to you containing a link to download your search. **Right-click on the link**, and choose **Save Target As...**



- 7** Give the file a memorable name and save it to a memorable location (such as your desktop). Click **Save**.



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