



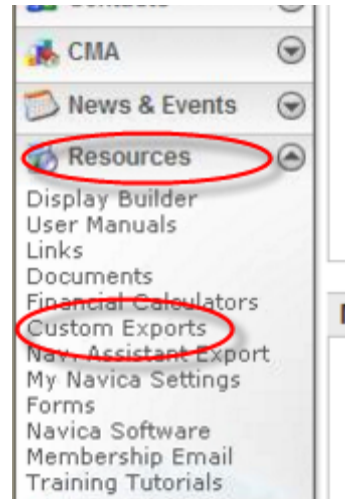
Set up 1004MC Service with Navica

To utilize the ClickFORMS 1004MC service with this MLS, you must first complete a one-time setup.

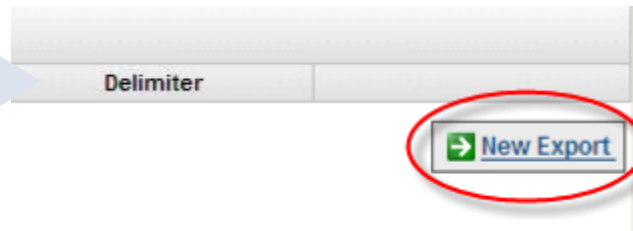
Note: Due to limitations with the Navica Custom Export fields, you should only include Active, Pending and Sold listings when completing your analysis. The majority of Navica systems do not allow for List Date fields to be exported. List Date is calculated through the system by subtracting the Days On Market from the close date.

Configure the export

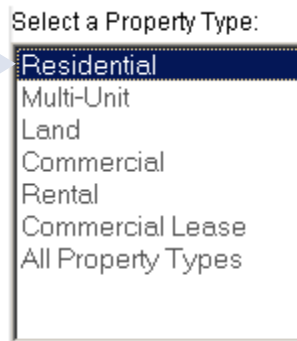
- 1 At the login screen, click on **Resources** then **Custom Exports**.



- 2 Click **New Export**.



- 3 Select **Residential** as the property type and click on **Next Step** (you will need to repeat this setup for Multi-Unit properties).

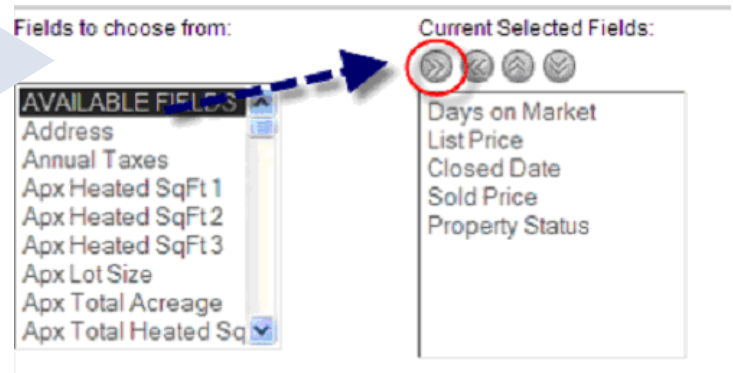


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4 Add these fields **in this order** to the Current Select Fields column. When they are added in the correct order, click **Next**.

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

Days on Market
List Price
Closed Date
Sold Price
Property Status



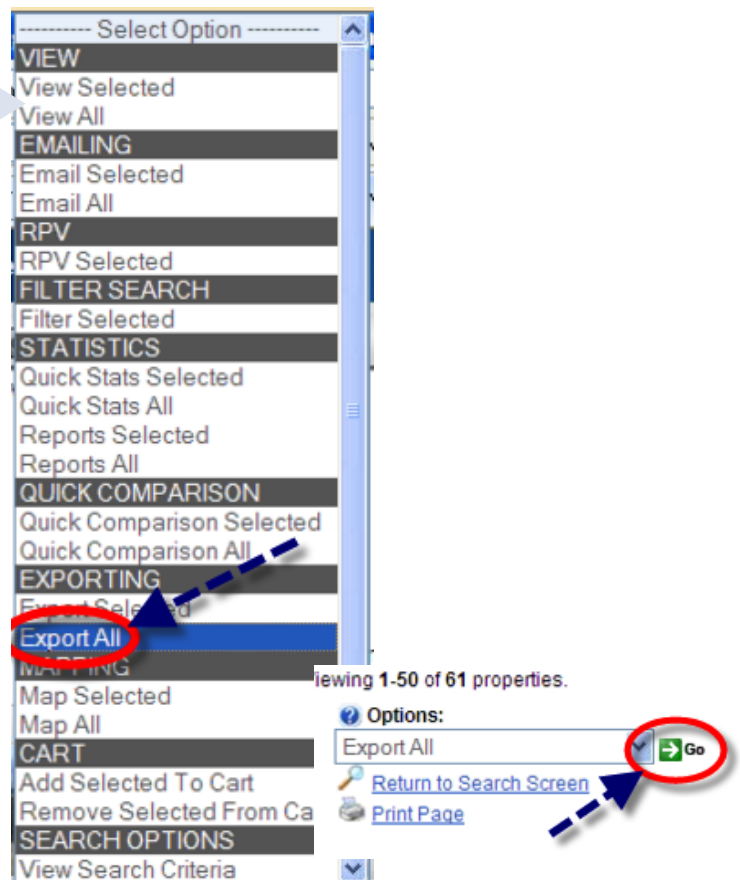
5 Enter **CF1004** as the Export Name, Select **Yes** for the header row, Select **Tab** for the column delimiter. Then click **Complete**.

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



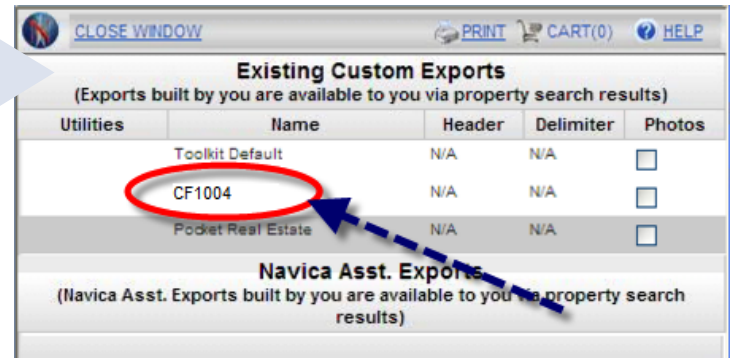
Export your searches

1 Run the search you'd like to use for your market analysis. Include Active, Pending, and Sold sales within the past 2 years. When your search results appear, click on the **drop down arrow** under the Select Option menu. Select **Export All**, then click the **Go** button.

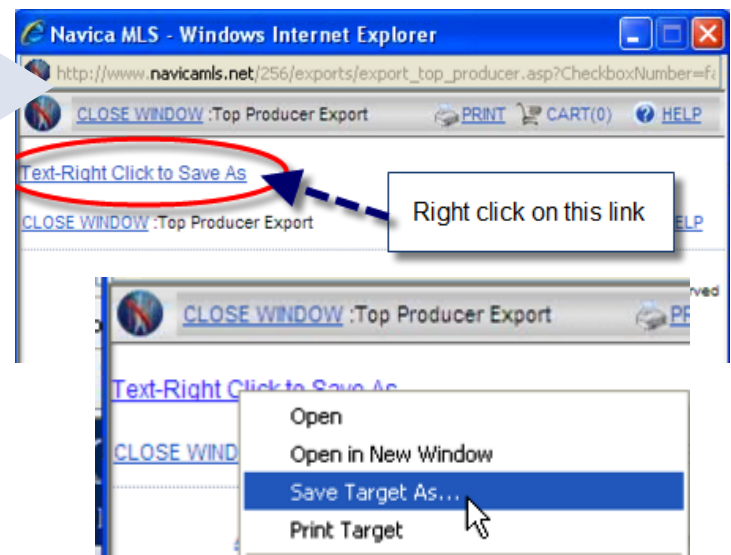


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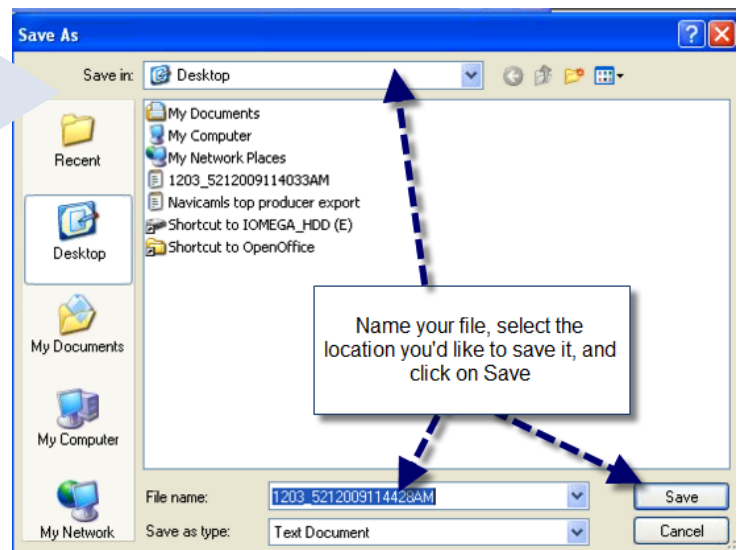
- 2 When the Existing Custom Exports window appears, click on **CF1004**.



- 3 A window will appear with a download link. Right click on this link and select **Save Target As...**



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



5

Once your download is complete, click on **Close**.

You can now load this file into the ClickFORMS 1004MC Market Analysis Wizard and complete your market analysis.

