



## Set up 1004MC Service with Paragon

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.

### Configure the Export

**1** Once logged in and at the initial page, click on the **Preferences** button at the top of the page and select **Reports**.



**2** Select **Spreadsheets** under the **Manage Reports** section.

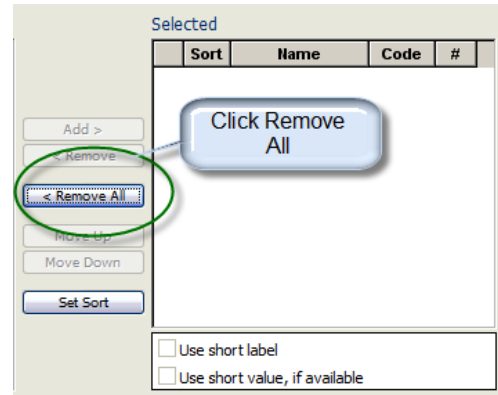


**3** You will see the default spreadsheets to the right. Select any one of these default spreadsheets, reconfigure the fields (outlined below), and then save under a new name (CF1004). Click on any one of the spreadsheets and a window will appear.

**4** When the window appears, you will need to select the following options:

Class: Residential      Name: CF1004  
 Group: Listing

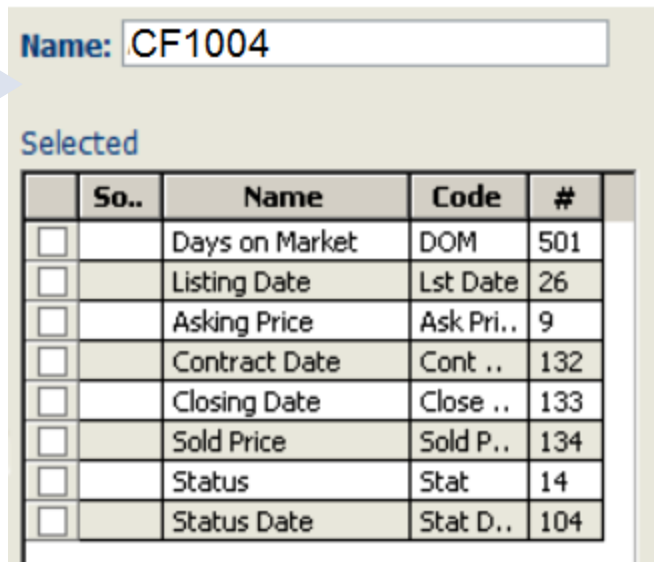
**5** Click **Remove All** to clear the selected column.



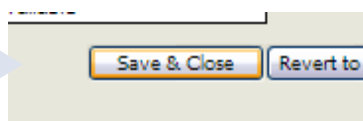
**6** Browse through the **Available Fields** on the left and add the **Specified Fields** shown here, in this exact order.

The exact name of your custom fields may vary. Below is a detailed description of what each field represents. They must be set up in this same order.

1. DOM – Days on Market; number of days a property was listed.
2. List Date – The date a property was listed for sale.
3. List Price – The price a property was listed for.
4. Pending/Contract Date – The date a contract for purchase was signed.
5. Sold Date – The date a property closed / transferred.
6. Sold Price – The price a property sold for.
7. Status – The current status of a listing (active, pending, sold, expired, etc...)
8. Status Date – The date the property was placed in its status.



**7** Once you've verified that the fields have been selected in the correct order, click the **Save & Close** button at the bottom of the page.

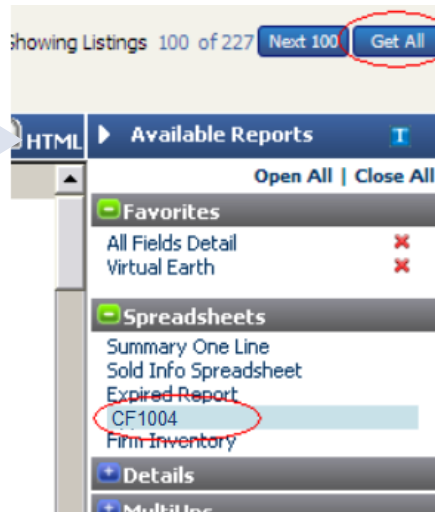


**8** You have now configured your MLS to export in the correct format. Click the **Home** icon to return to the Welcome screen.

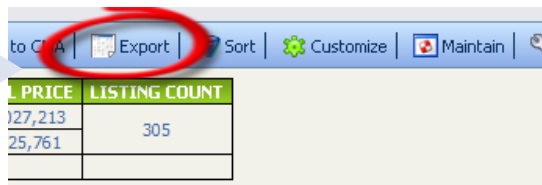


## Export the Search

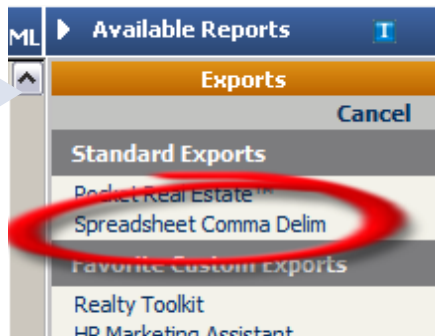
**1** Run the market search you'd like to load into ClickFORMS. When the results have finished loading, click "CF1004" under **Spreadsheets** in the **Available Reports** menu. Then, click the **Get All** button at the top right.



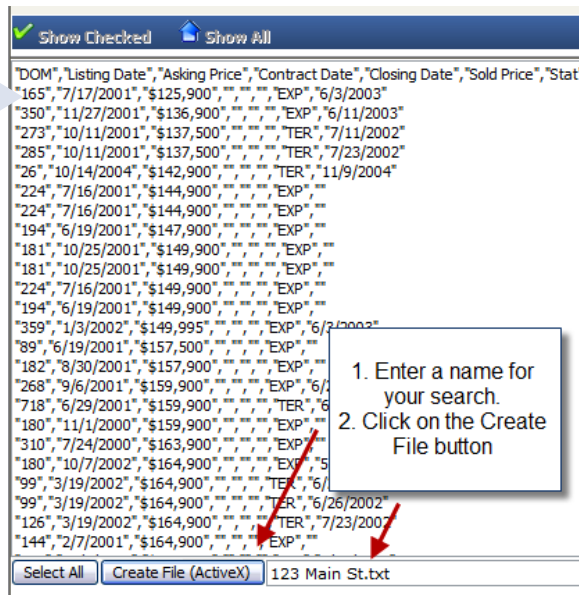
**2** Once the CF1004 report has been loaded, click the **Export** button.



**3** Several Export links will appear on the right side of the page. Click **Spreadsheet Comma Delim.**



**4** A comma-delimited spreadsheet will appear. Enter a file name at the bottom, then click the **Create File** button.



**5** A box will appear informing you of a successful save. The file will be located on your desktop. You can now load this file into ClickFORMS.