



Set up 1004MC Service with Portland MLS (RMLS)

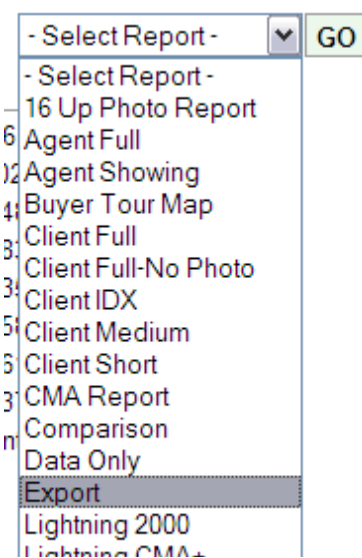
To utilize the ClickFORMS 1004MC service with this MLS, you must export your search in a format ClickFORMS can understand.

Export Your Search

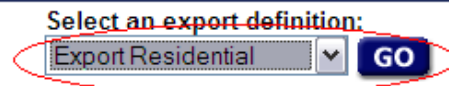
1 Run a search of your market. At the top of the Search Results, click the **Check All** link.



2 After all have been selected, go to the **Select Report** drop down menu at the top right. Choose **Export**.



3 In the **Select an export definition menu**, choose "Export Residential." Make sure that "Include photographs?" and "Deliver file overnight?" are both *unchecked*. Click the **GO** button.



Include photographs? Photographs must be delivered overnight
 Deliver file overnight? Saves waiting for the export file to be created.
Overnight delivery options are email or FTP

Select an export definition then click on "GO" to export 44 records...

4

The site will now export your selected search. Once complete, click the **Download** button.

Generating data file for Exporting ...

NOTE: If you click on 'Stop' or 'Back' or in any way move away from this page while the creation of the export file is in progress the export will be terminated. Once the export file has been fully created you will be given a choice of download options.

100%

Total 44 records have been exported and ready to download. (4.60 secs)

DOWNLOAD OPTIONS

A. Download Now

To download the data now click on the button and use the 'save this file to disk' option presented by your browser.

Download

5

A file download page will appear. Click **Save**.

6

A Save As window will appear. Give your file a name, and save it in a memorable location (such as your Desktop).

7

When the save is complete, click **Close**. You can now load this file into ClickFORMS.