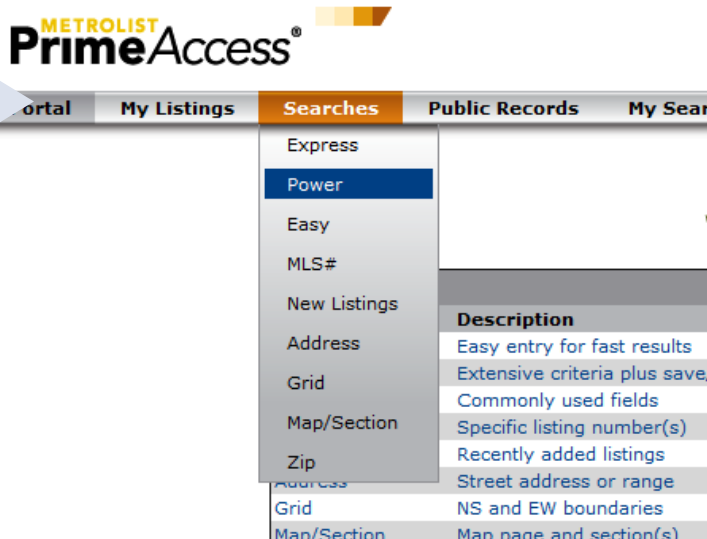




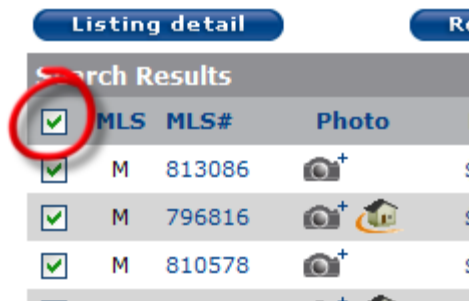
Set up 1004MC Service with Metrolist Prime Access

To utilize the ClickFORMS 1004MC Service with this MLS, you must first export a data file.

1 Login to Prime Access and run a search that will capture all the sales in your market you'd like to include in your analysis.



2 When the search results appear, click on the box shown to select all records.



3 After you've selected all the records, click on the Export tab towards the top of the page.



4 At the Export screen, select Full Fields – CSV – Enter your email address – Click on Export. This will send an email to your specified address with a link to download the file.

The screenshot shows the 'Export' screen with the following elements:

- 1** Fields to export: Full, Presentation, Local market, Statistics
- 2** Format to export: CSV (for MS Excel), TXT (Classic format)
- 3** Send email to:
1 email address
- 4** Terms of Use: [I agree](#)

At the bottom, there is an **Export** button and a status message: "139 listings selected (this count EXCLUDES shared listings from)".

A callout box on the right says: "Select these options, enter your email address, click on Export." with red arrows pointing to the 'Full' radio button, the 'CSV (for MS Excel)' radio button, the email input field, and the 'Export' button.

5 An email will be sent to your address containing a link to download your search. Click on the link to save your file.

Thank you for choosing PrimeAccess Export from Metrolist. Your request

Export Overview:

Listing Count: 145
File Expiration: 10/12/09
Search Criteria:
Property Type: Res
Status: A, U, X, W, S
Area: BRM
Exclude Ghost: Yes
Beds: 3 - 3
Baths: 2 - 2
Car Storage: Garage
Style: Ranch/1 Story
Sold Date: 16

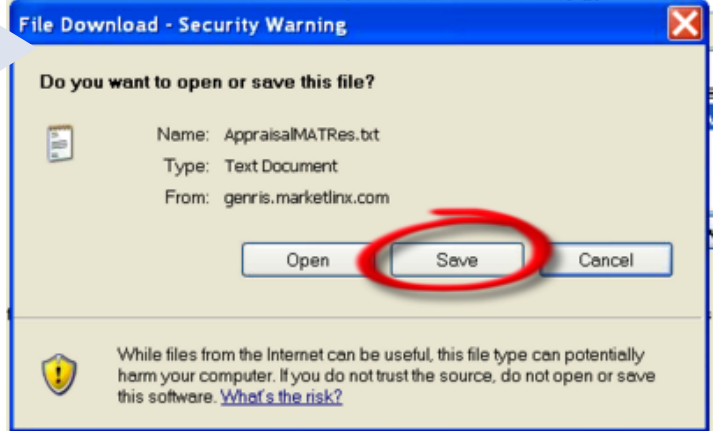
Click on the link to download your search

Instructions:

1. [Click here to retrieve your Export file.](#)
2. The file will open in a web browser.
3. In your browser, under **File**, choose **Save**.

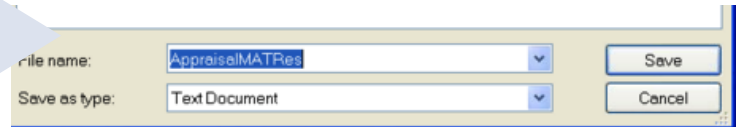
6

A file download window will appear. Click Save.



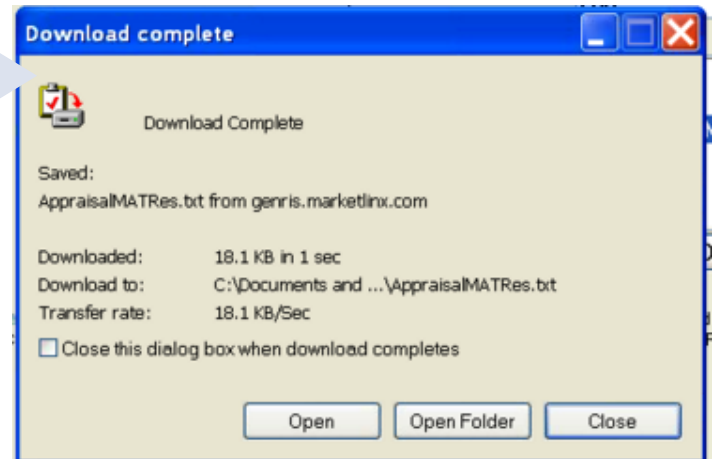
7

A save window will appear. Select a memorable name and location to place the file.



8

Once the download is complete, click Close.



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