

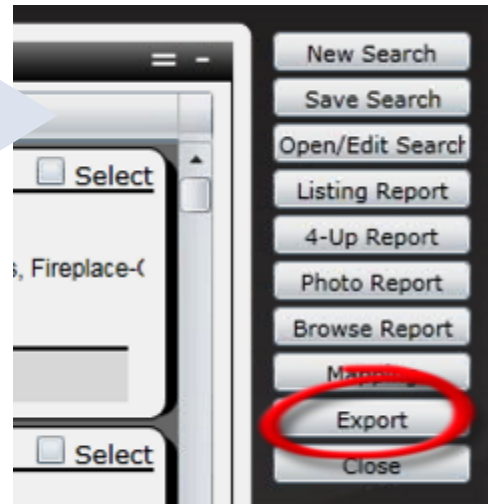


## Set up 1004MC Service with Promatch

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.

### Saving your search results

**1** Log into the Promatch Website and run a Residential Search. When the Search Results appear, click the **Export** button.



**2** An Export window will now appear.  
 - Select **Listing Report Data Export**  
 - Check **Include Field Names in first row**  
 - Select **Tab Delimited File**  
 - Click the **Export** button.



# ClickFORMS

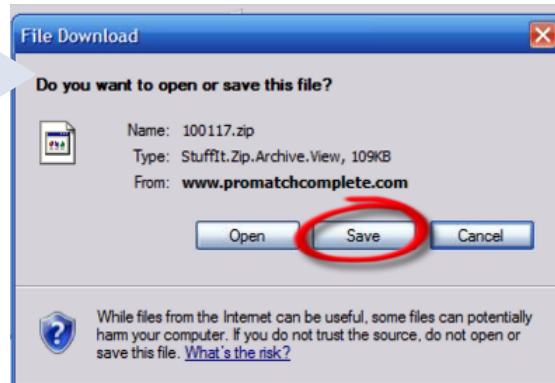
3

A new window will appear with a link to download your search. Click on this link.



4

A File Download window will appear. Click the **Save** button.



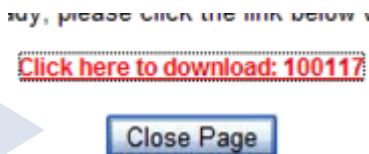
5

Select a memorable location (such as your Desktop) and a name for your file, then click **Save**.



6

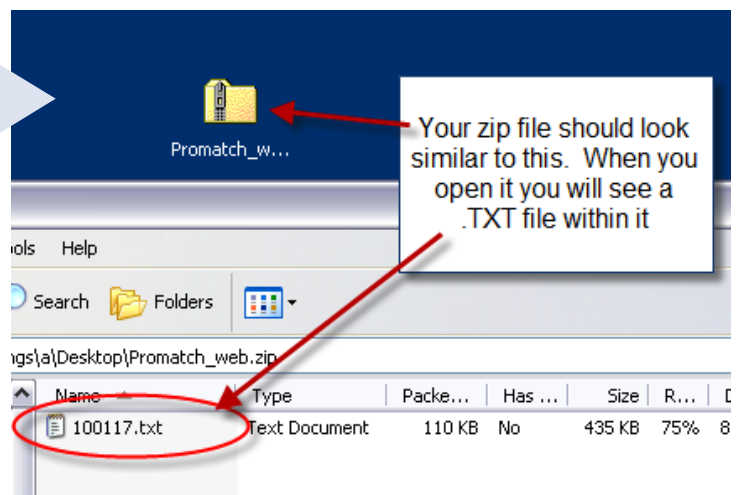
When the download is complete, click **Close Page**.



7

You have now saved your search to your computer as a .ZIP file. The 1004MC service will not read .ZIP files so we will need to open the ZIP file and copy the .TXT file that is within the .ZIP file to your computer.

On your computer, locate the ZIP file you just downloaded and open it (double click).



8

Right-click on the .txt file, and select **Copy**.



9

Go to the location where you'd like to put the file. This can be your desktop or another folder. Right-click in the location you'd like to save and select **Paste**.



10

The .txt file should now be saved. You can now load this file into the ClickFORMS 1004MC Service and complete your market analysis.

