

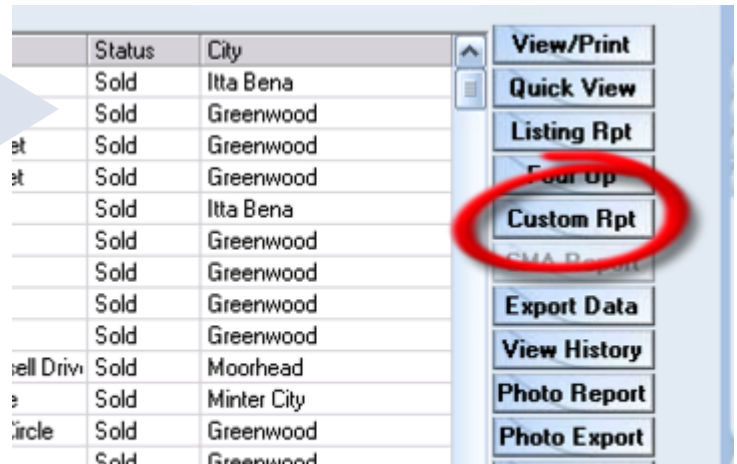


Set up 1004MC Service with Promatch Desktop

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.

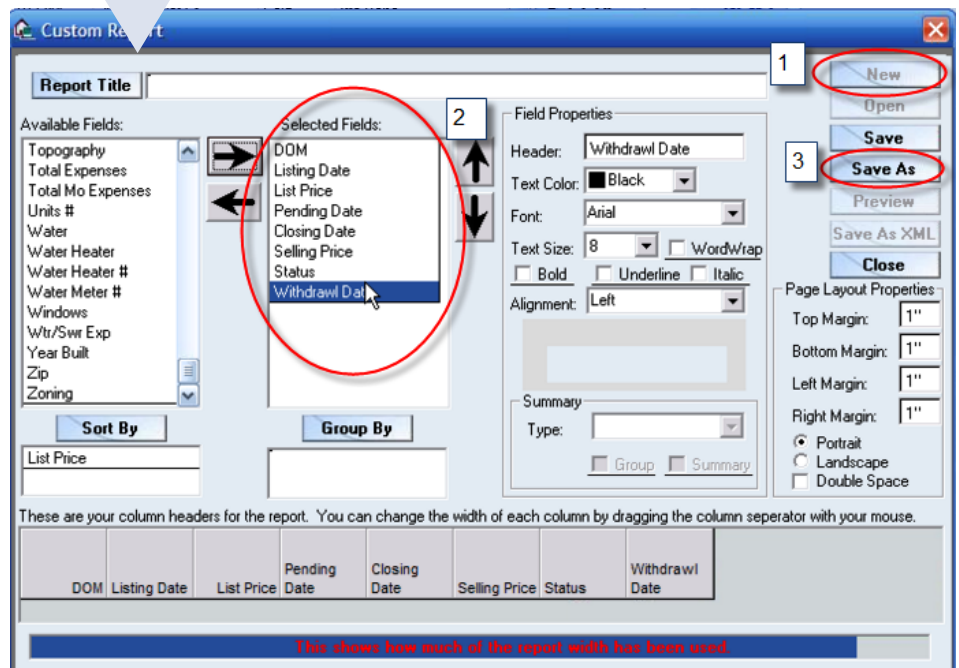
Configure the export

1 Launch the Promatch Software and run a Residential Search. You'll need to run a search before you can access the section to configure your export. When the Search Results appear click on **Custom Rpt.**

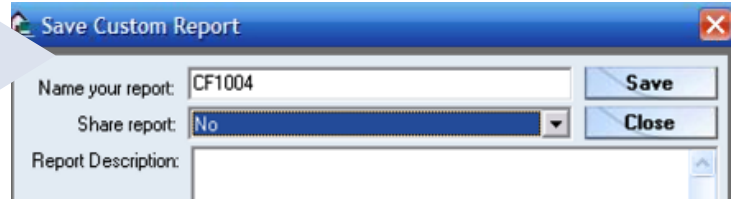


2 A custom report window will appear. Click the **New** button. Add the Selected Fields in the same order as shown. Click **Save As**.

The fields must be selected in this exact order:

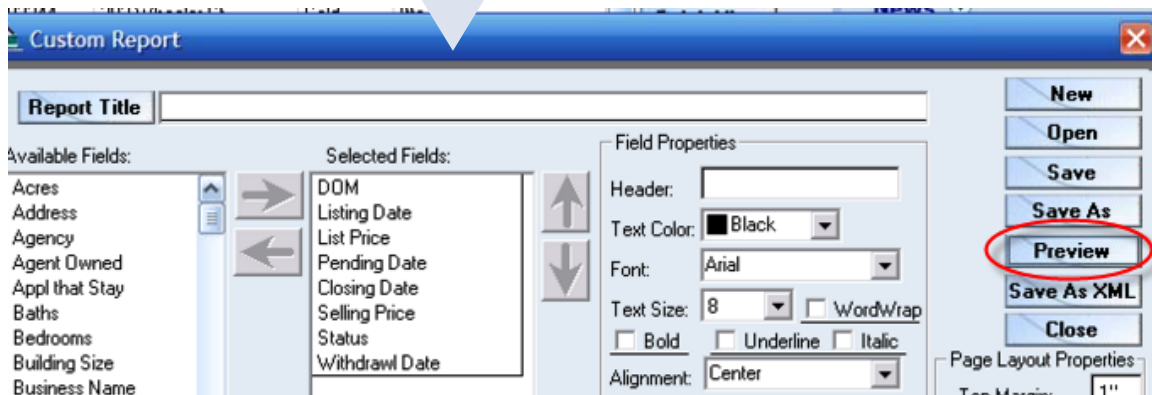


- 3** A Save window will appear. Name the report **CF1004** and click on **Save**.

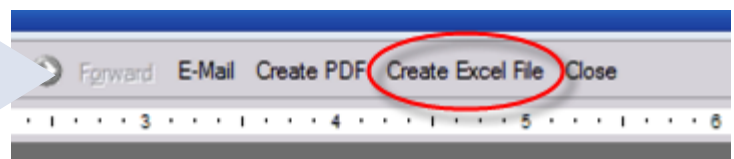


Save your search results

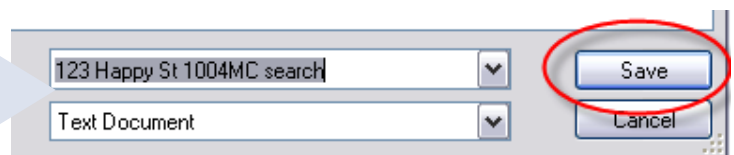
- 1** Within the Custom Report Window, click **Open**, select **CF1004**, and click **Open**. This will open your custom report format. Click **Preview**.



- 2** Your search results will now appear in a View Reports window. When you see them, click on **Create Excel File**.



- 3** A Save As window will appear. Select a memorable location (such as your Desktop) and name for your file and click **Save**.

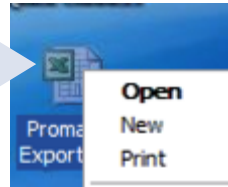


- 4** When the download is complete, click **Close**.

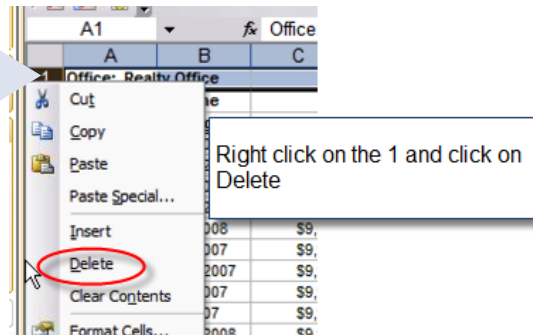


ClickFORMS

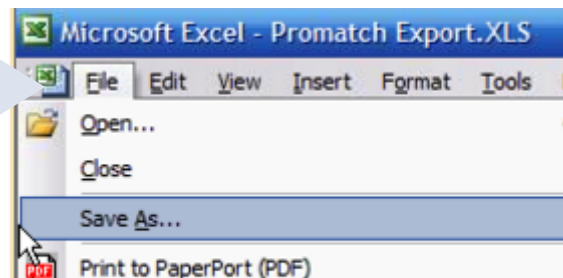
5 You have now saved your search to your desktop. The 1004MC service will not read excel files so we will need to convert this into a CSV file. This can be done very easily. First, **open the file you just saved in Excel.**



6 After it opens you'll need to delete the first two lines that show the office and agent information. Right click on number 1 on the first row as shown and select Delete. Do this twice so that you delete the first two lines.



7 Click the **File** menu, and choose **Save As...**

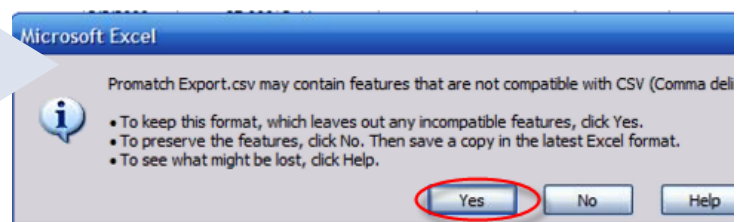


8 A Save window will appear. Change the file type to **CSV (Comma Delimited)**. Select a memorable location (such as your Desktop) and name for your file, and click **Save**.



Make sure the file type is set to CSV

9 You will receive a message stating that the file may contain features not compatible with CSV files. Click on **Yes**.



You can now close Excel and load this CSV file into the ClickFORMS 1004MC Wizard. Note – when you close Excel, you will receive a message asking if you want to save the changes. Click **NO**.