

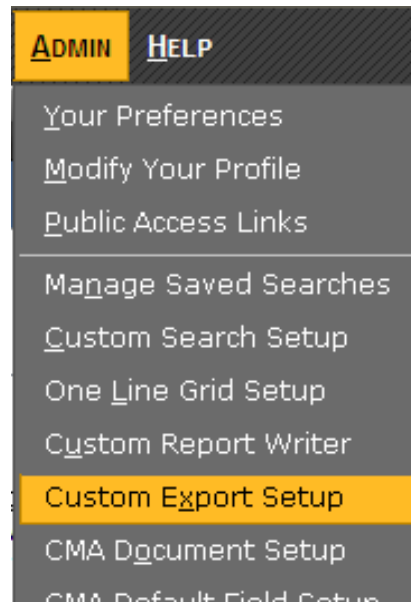


Set up 1004MC Service with Rappatoni/Westchester

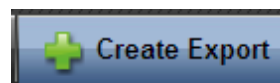
To utilize the ClickFORMS 1004MC service with this MLS, you must first setup your account to export in the correct format. Once you've created a customized export format, you can then export your searches.

Configure the Export

1 Once logged in and at the initial page, click on the **Admin** menu at the top of the page and select **Custom Export Setup**.



2 Click the **Create Export** button.



3 On the **Create Listing Information Export Rules** page, choose the options shown here. When you have set these options, click **Save**.

▶ Custom export rules

Name

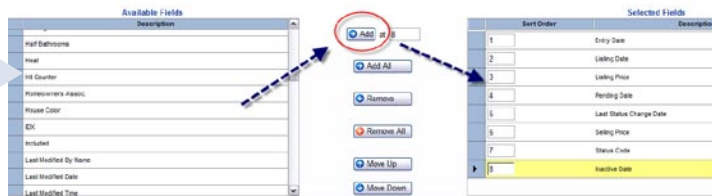
Display Order

File Format

Include Field Names Yes No

Include Pictures Yes (Primary) No All Pictures Incremental

4 You will now be directed to the **Revise Listing Information Export Layout** page. To finish setting up the export, locate the appropriate field within the **Available Residential Fields** column and add them to the **Selected Fields** column, in the order shown below.



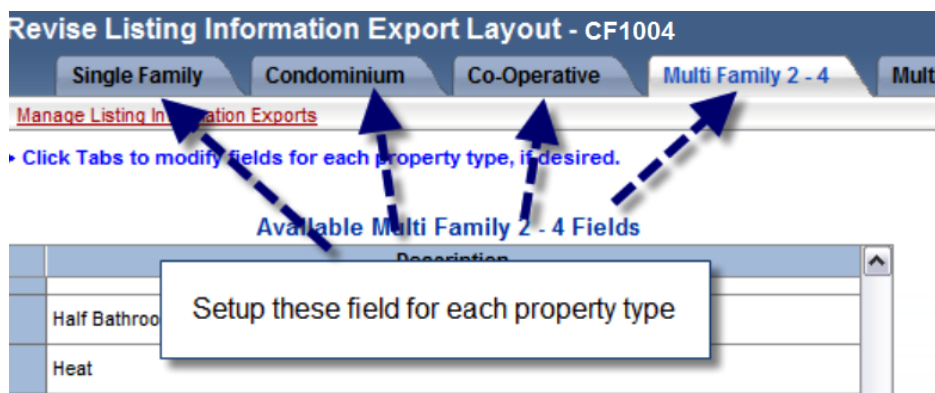
The exact name of your custom fields may vary. Below is a detailed description of what each field represents. They must be set up in this same order.

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.

Be sure the Selected Fields are in this exact order:

Sort Order	Description
1	Entry Date
2	Listing Date
3	Listing Price
4	Pending Date
5	Last Status Change Date
6	Selling Price
7	Status Code
8	Inactive Date

You'll need to set up this export for each property type.



5 Once complete, verify the selected fields are in the correct order, then click the **Save** button in the upper right hand corner.

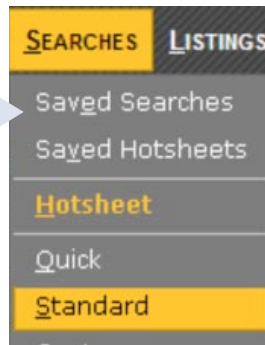


6 Click the Home icon to exit.

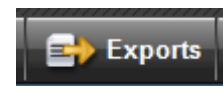


Export the Search

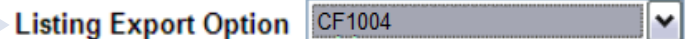
1 Now that your export has been configured, you're ready to load your searches into ClickFORMS. To use your custom export, be sure you perform a **Standard Search** (a quick search will not work).



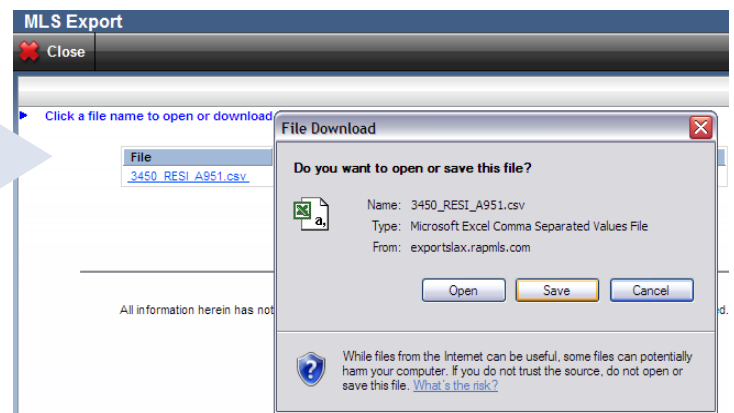
2 In your search results, click the box next to **Residential** to select all records. Then, click **Exports**.



3 Choose the export format you saved previously (CF1004) from the **Listing Export Option** drop down menu. Then, click **Submit**.



4 A new page will appear, displaying a default file containing your report. Click on this file and a File Download window will appear. Click **Save**, and your computer will open a Save As window.



5 Name the file and save it in a memorable location (such as your Desktop).

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