



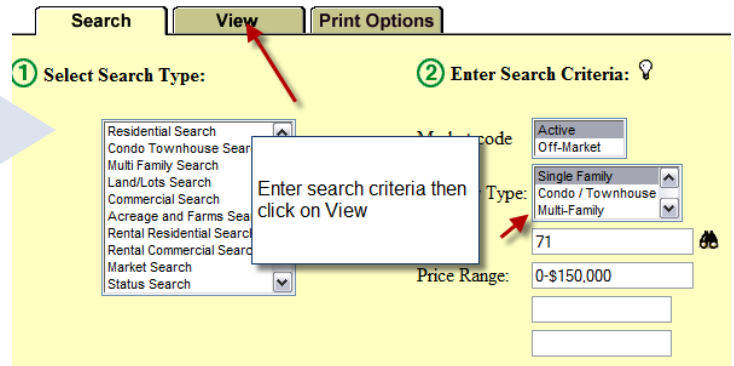
## Set up 1004MC Service with ReXplorer (Georgia)

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

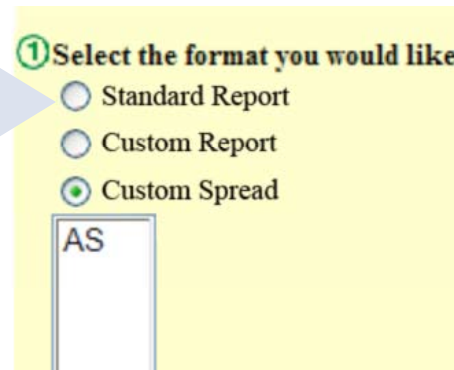
You must use the ReXplorer site to download the necessary information. The Georgia MLS Pro system does not allow you to do this.

### Configure the Export

**1** Click the **Search** tab and enter your search criteria. Once you've configured your search click the **View** tab.



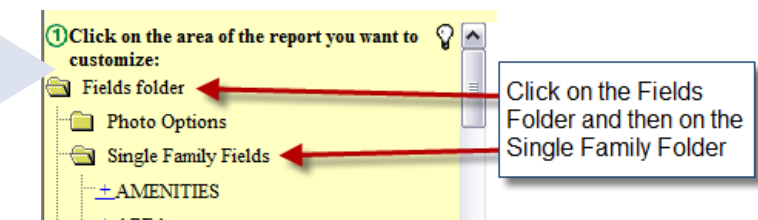
**2** In the View tab, click **Custom Spread**.



**3** Click **Create** at the bottom of the page to create a new report.



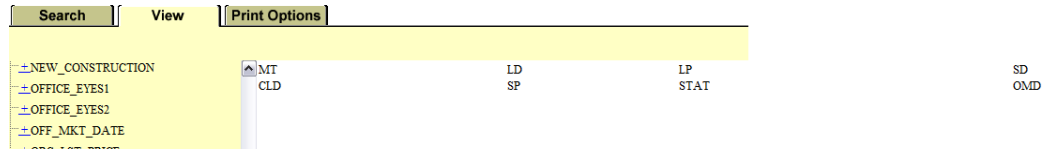
**4** Click on the **Fields** folder and then on the Single Family Fields (If you want to use the tool with multi-family properties you will need to go through these instructions again, except select multi-family fields).



**5** Select the following fields in this exact order from the Single Family Fields. Click the **+** sign to the right of each field to add them.

- Marketing Time
- List Date
- List Price
- Status Date
- Closing Date
- Sale Price
- Status
- Off\_Mkt\_Date

After you've added the fields your screen should look like this:



**6** Once you've added the fields, click **Save**.



**7** Name the report CF1004 then click **Save Format**.

Report Name:

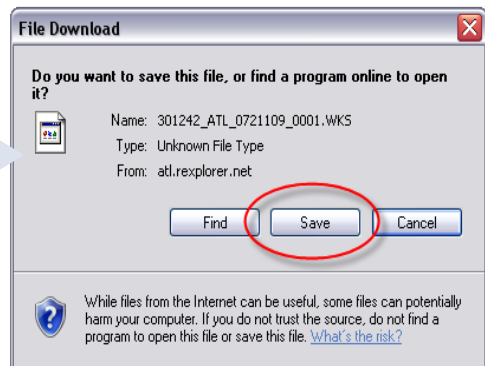
Report Description:

Audience:

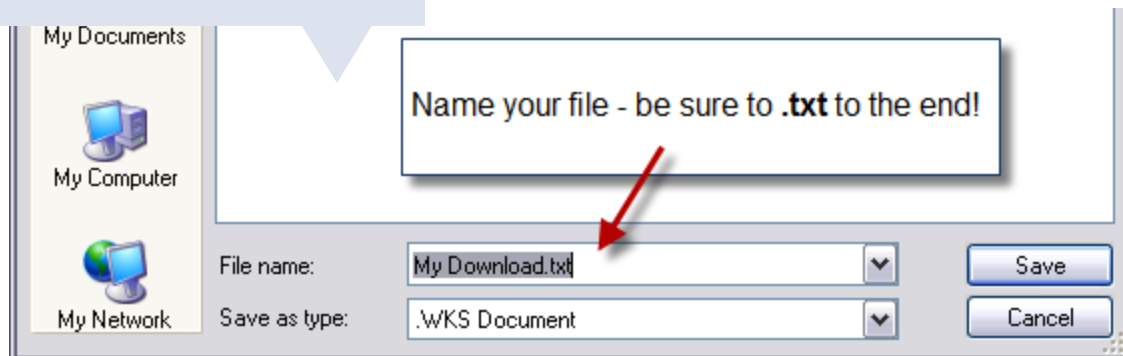
Perform Search Now:

[Save Format](#)

**8** A window will appear asking you to save your search. Click **Save**.

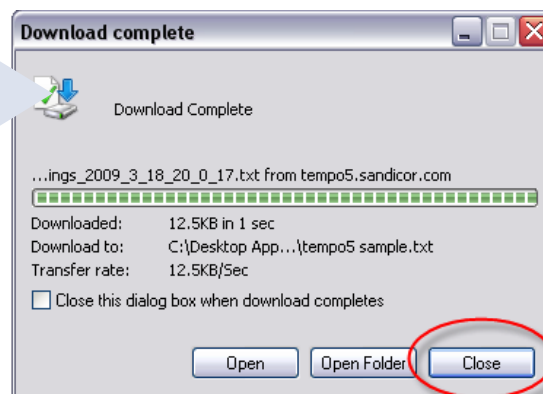


- 9 Select a memorable location (such as your Desktop) and name for your file. When you name your file, **add .txt to the end of it** and click **Save**.



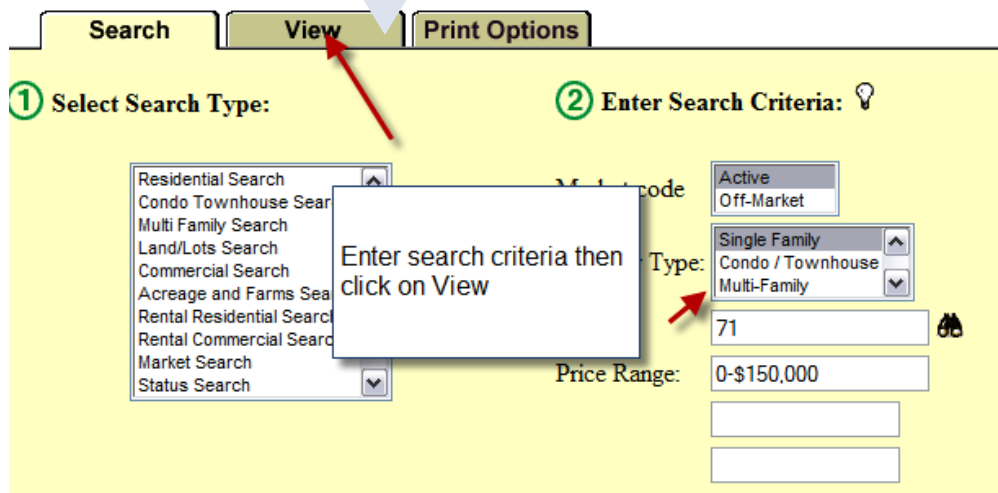
- 10 When the download is complete, click **Close**.

You can now load this file into the ClickFORMS 1004MC Service wizard.

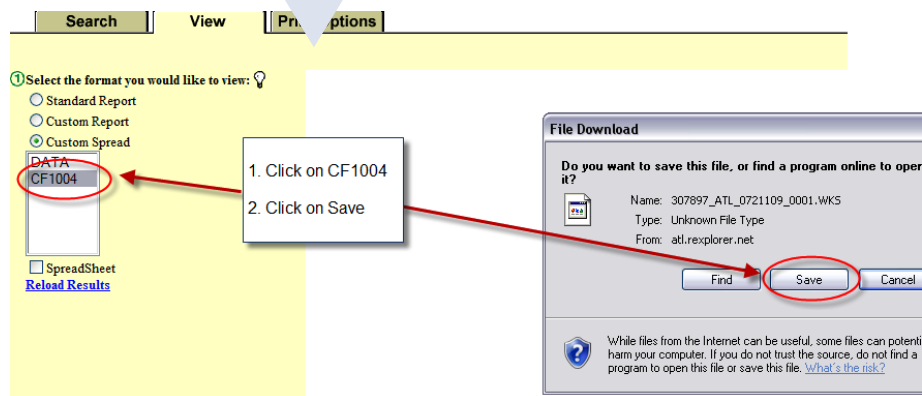


## Exporting Your Searches

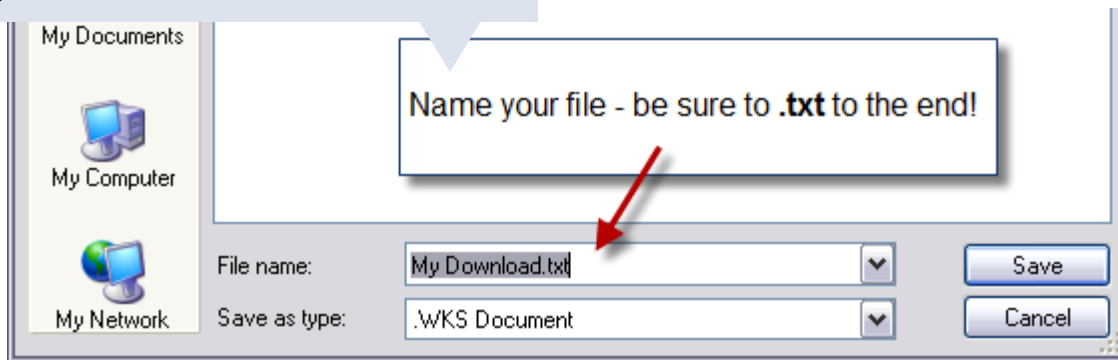
- 1 On the search screen, enter the search criteria for your market, then click the **View** tab.



- 2** In the View tab, select **Custom Spread**. Click **CF1004**. When the File Download window appears, click **Save**.



- 3** Select a memorable location (such as your Desktop) and name for your file. When you name your file, **add .txt to the end** then click **Save**.



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

You can now load this file into the ClickFORMS 1004MC Service wizard.

