

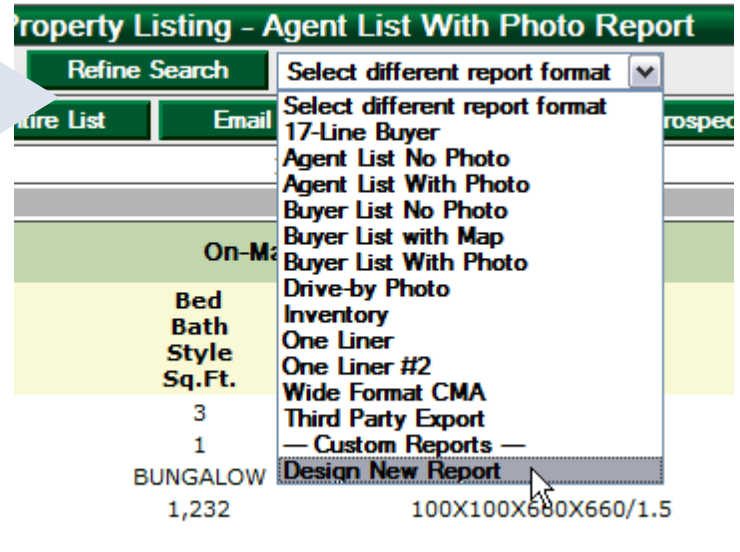


## Set up 1004MC Service with Real Comp

To utilize the ClickFORMS 1004MC service with this MLS, you must first setup your MLS 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** Go to the search screen and run a search of your market. It doesn't matter what the criteria is – we need to get to the results screen to setup the export format. After your search results have populated, click the drop down menu for **Select Different Report Format** and select **Design New Report**.



**2** On the Create New Custom Report page, add the available fields to the selected fields in the order specified below. Name the Report CF1004.

Type: RS

Report Name:

Description:

Available fields	Actions	Selected fields
<ul style="list-style-type: none"> <li>SOLD AGENT PHONE</li> <li>SOLD W/3RD PARTY APPROV/</li> <li>SOLDOFFICEPHONE</li> <li>SP PER ACRE</li> <li>SP PER SQFT</li> <li>SQUARE FOOTAGE</li> <li>SRCE SQUARE FEET</li> <li>STATE</li> <li>STATUS</li> <li>STATUS DATE</li> <li>STREET DIR</li> <li>STREET NAME</li> </ul>	<ul style="list-style-type: none"> <li>— Add —&gt;</li> <li>&lt;— Remove</li> <li>Move Up</li> <li>Move Down</li> </ul>	<ul style="list-style-type: none"> <li>CumulativeDOM</li> <li>LIST DATE</li> <li>LIST PRICE</li> <li>CONTRACT DATE</li> <li>CLOSED DATE</li> <li>SALE PRICE</li> <li>STATUS</li> <li>STATUS DATE</li> </ul>

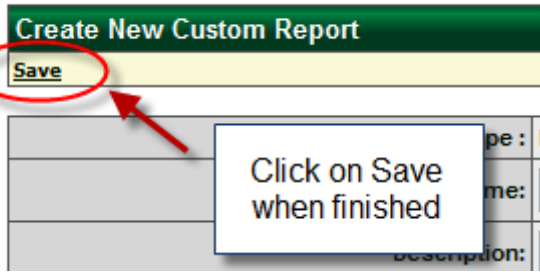
Add these fields from the Available Fields to the Selected Fields.  
Be sure to enter the correct report name

Important: Add the fields in exactly this order:

**Selected fields**

- CumulativeDOM
- LIST DATE
- LIST PRICE
- CONTRACT DATE
- CLOSED DATE
- SALE PRICE
- STATUS
- STATUS DATE

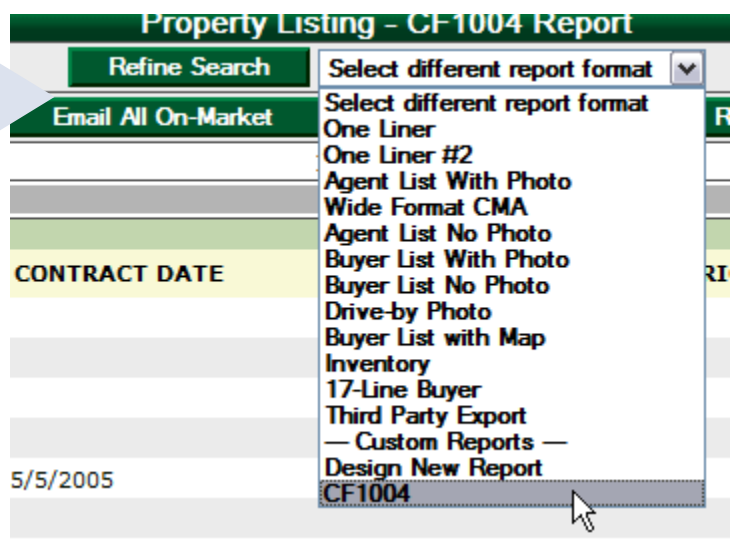
**3** Be sure to name the report **CF1004**. When finished, click **Save** at the top left corner.



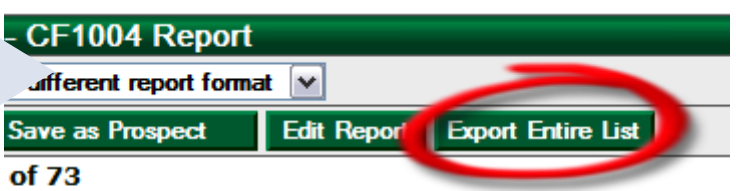
You have now configured your report. You can now run a search and follow the Export Instructions. Proceed to *Saving Your Search Results*, below.

## Saving your Search Results for ClickFORMS

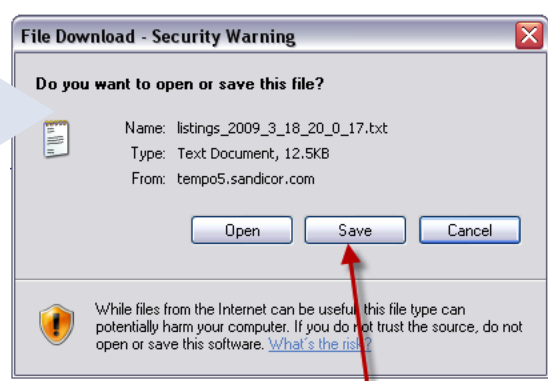
**1** Identify and run a search of your subject market. When your search results appear, click **Select different report format** and change the report type to **CF1004**.



**2** Click the **Export Entire List** button.

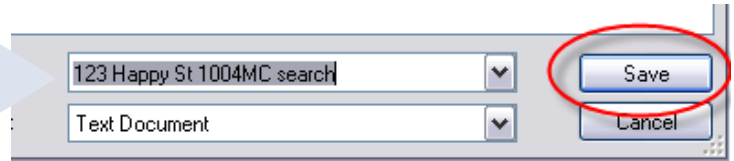


**3** A file download window will appear. Click **Save**.



Click save when the File Download window appears

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



- 5** When the download is complete, click **Close**. You can now load this file in the ClickFORMS 1004MC Wizard.

