

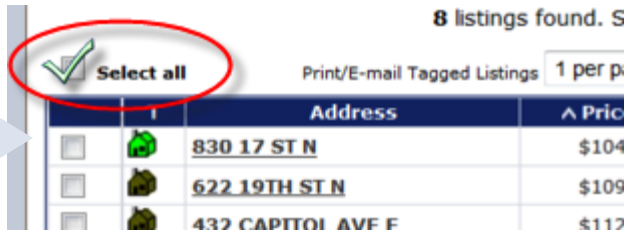


Set up 1004MC Service with RealtyServer

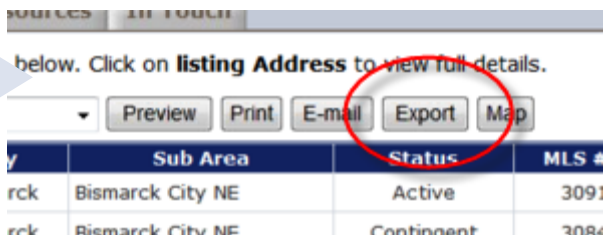
To utilize the ClickFORMS 1004MC service with this MLS, you must first setup a customized column layout in the correct format. Once you've created this Column Format, you can then export your searches.

Export Instructions

1 Run a Market Search you'd like to export. You can include Active, Sold, Pending, Withdrawn, and Expired sales in this search. Once your records have been retrieved, click on the **Select all** box.



2 Next, click on the **Export** button.



3 A Data Export window will appear. Click the **Create Export** button.



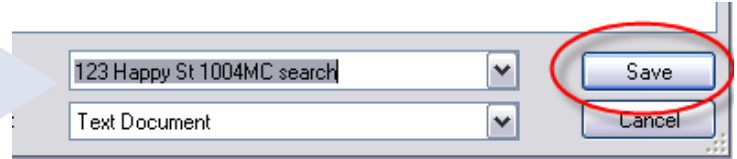
4 A file download window will appear. Click the **Save** button.



Click save when the File Download window appears

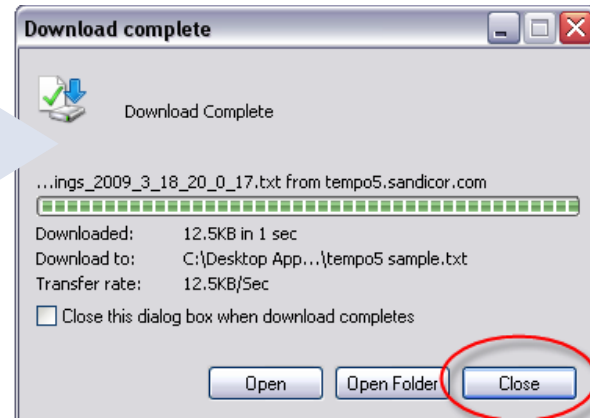
5

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**.



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