

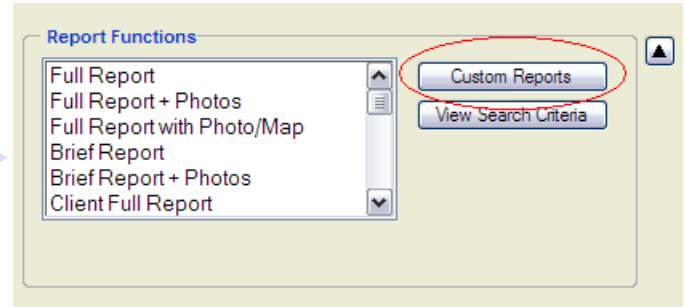


## Set up 1004MC Service with Tempo

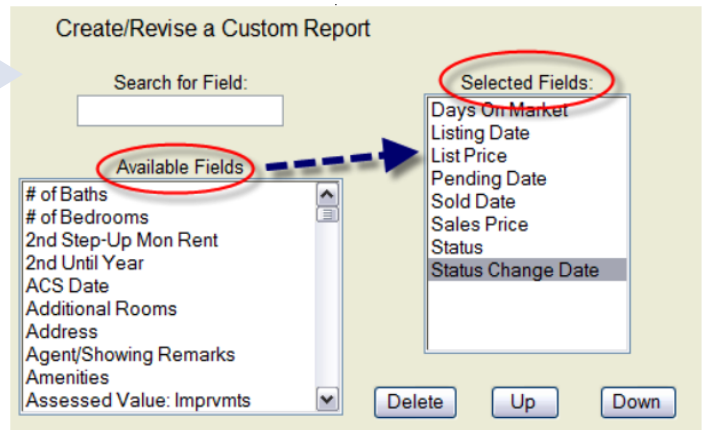
To utilize the ClickFORMS 1004MC service with this MLS, you must first set up your account to export in the correct format. Once you've created a customized export format, you can then export your searches.

### Configure the Export

**1** Go to the search screen and run a search of your market. After your search results have populated, scroll to the bottom of the page and click the **Custom Reports** button.



**2** On the **Create/Revise a Custom Report** page, add the **Available Fields** to the **Selected Fields** in the order specified here.



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.

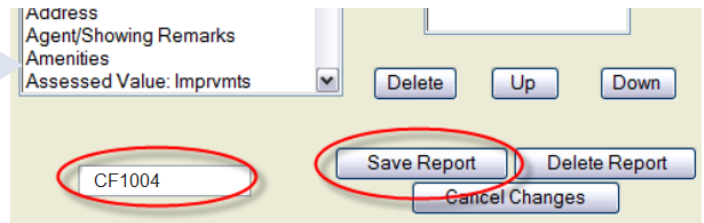
1. DOM – Days on Market; number of days a property was listed.
2. List Date – The date a property was listed for sale.
3. List Price – The price a property was listed for.
4. Pending/Contract Date – The date a contract for purchase was signed.
5. Sold Date – The date a property closed / transferred.
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:



**3** When you've selected the fields, name the report **CF1004**, and click **Save Report**.

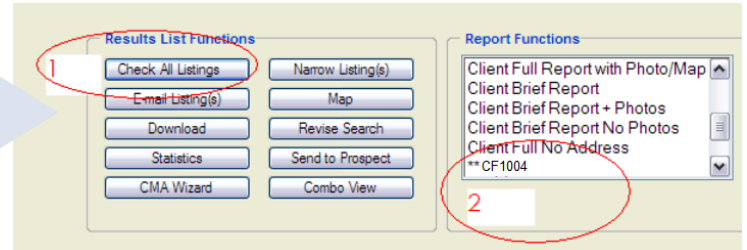
You've now configured your ClickFORMS export. Proceed to the export instructions to download the data.



## Export the Data

**1** After your export has been configured, as outlined above, scroll to the very bottom of the search results page. Click **Check All Listings**, then select **\*\*CF1004** in the **Report Functions** list.

When you click **\*\*CF1004**, a report window will open.



**2** Within the report window, scroll down to the very bottom of the page and click **Download**.



**3** A Save window will appear. Give your file a name and save it in a memorable location (such as your Desktop).

**4** When the save is complete, click **Close**. You can now load your search into ClickFORMS.