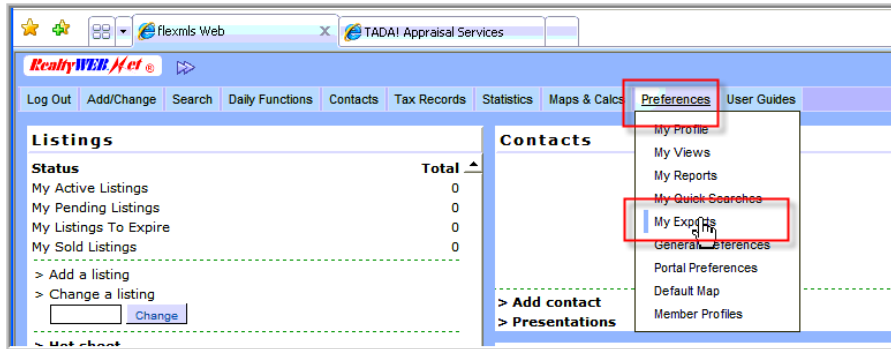


One Time Setup – FlexMLS

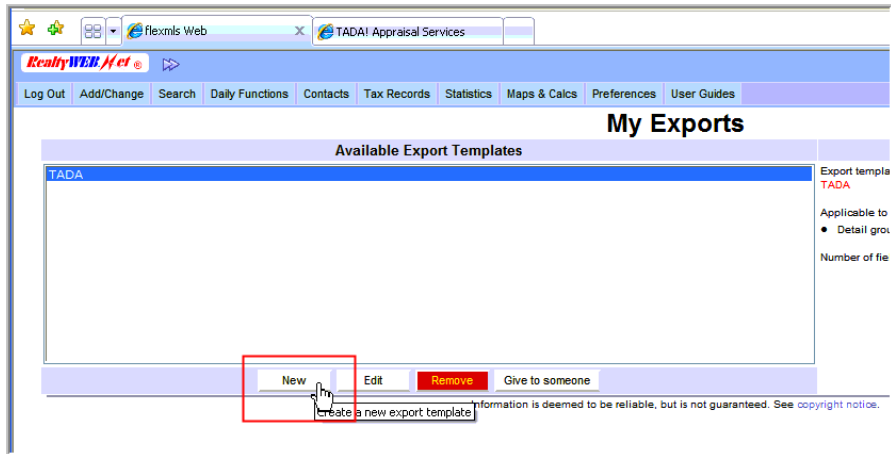
If you have any issues getting setup, please contact us via our website and we can schedule an appointment to walk through the setup together.

Login to your MLS

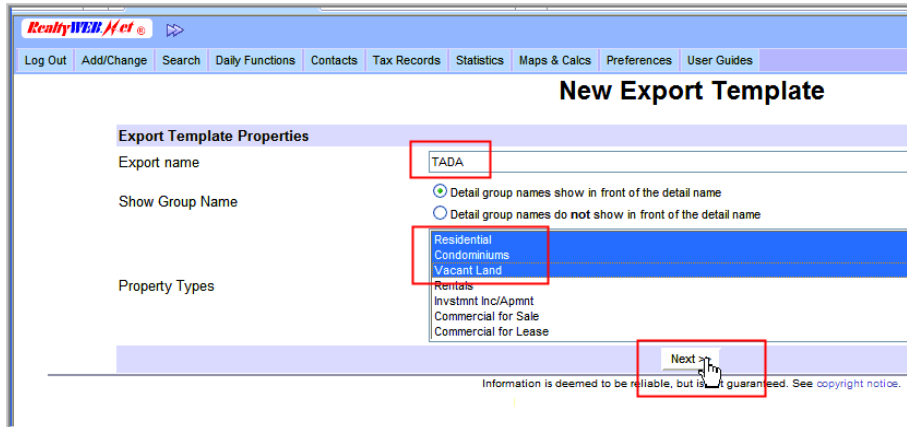
Click on **PREFERENCES** then **MY EXPORTS**



Click on **NEW**



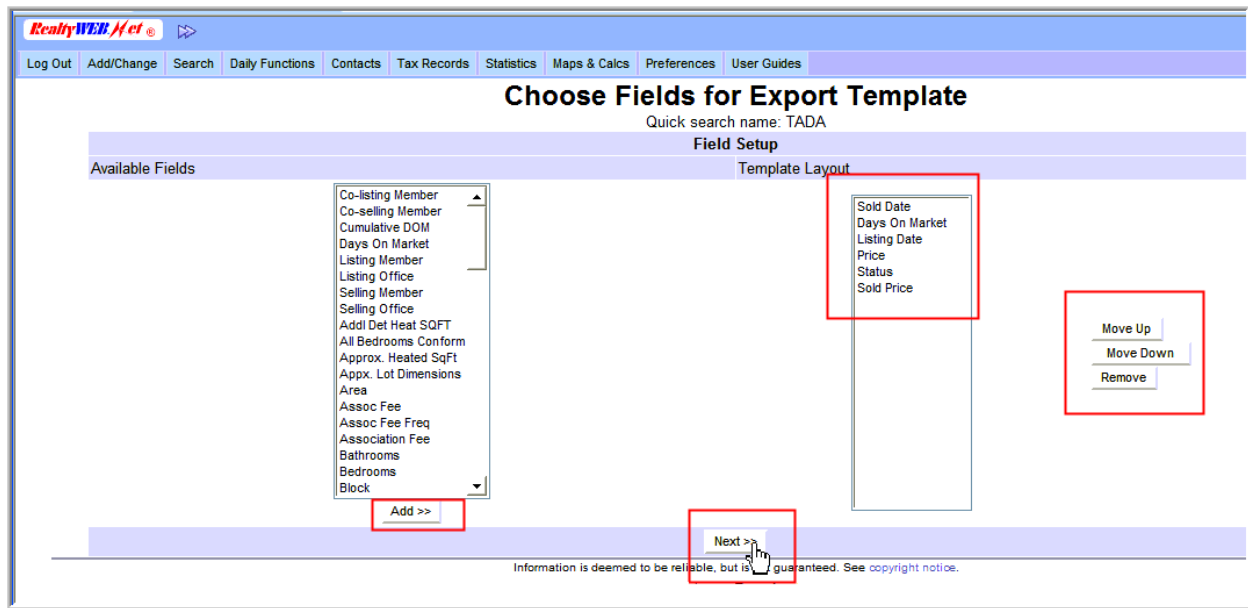
Name the export **TADA**, and select **ALL** the **Property Types** that you use, then click **NEXT**



Add the Fields as Shown Below

**** It is CRITICAL that the fields are in the ORDER as shown below ****

When finished click **NEXT**



Use the MOVE UP and MOVE DOWN buttons to rearrange the order of your fields to match the picture above

Your field names may be different then shown above. Here is what we are looking for:

1. SOLD DATE aka CLOSE OF ESCROW DATE aka TITLE TRANSFER DATE
2. DAYS ON MARKET(DOM) aka MARKET TIME aka ACTIVE MARKET TIME (ADOM) - **NOT CDOM**
3. LISTING DATE
4. LISTING PRICE aka ASKING PRICE aka PRICE
5. LISTING STATUS aka STATUS
6. SOLD PRICE aka CLOSE PRICE
7. PENDING DATE aka UNDER CONTRACT DATE aka CONTRACT DATE

Your 1 Time Setup is **COMPLETE**

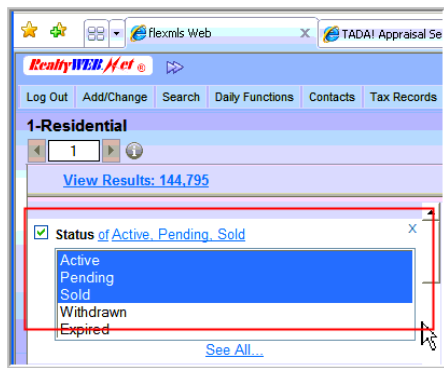
You Can Now Move on to **DOWNLOADING LISTINGS**

Download Your Listings

Log into the MLS and enter your comparable sales **SEARCH CRITERIA**.

You are creating a **SEARCH RESULT** that contains **COMPARABLE** listings for your subject property. You will use **ALL** the criteria that you normally use to create this **SEARCH RESULT**. You can use geography, sq footage, bedrooms, market area, etc. Any criteria that you would normally use to create your **COMPARABLE** data set.

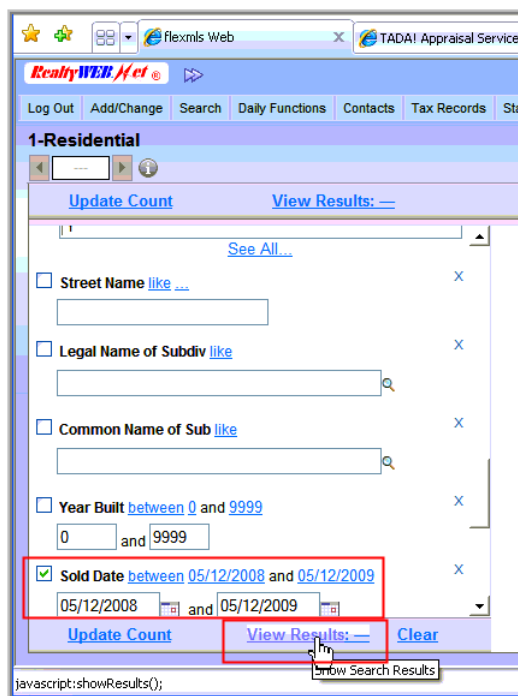
Set the **STATUS** to all **ACTIVE/PENDING/CLOSED** Listings



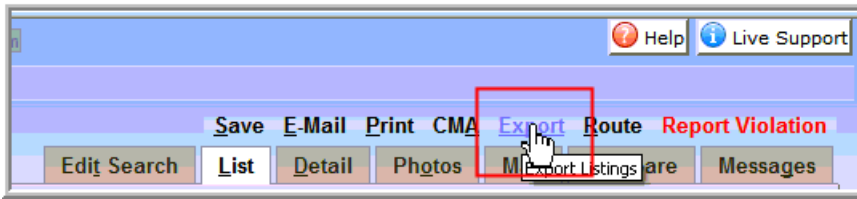
You can include **EXPIRED**, **WITHDRAWN**, and **CANCELLED** listings if you feel they are appropriate for your analysis

Enter a **SOLD DATE** going back **1 Year** from the **Effective Date of the Appraisal**

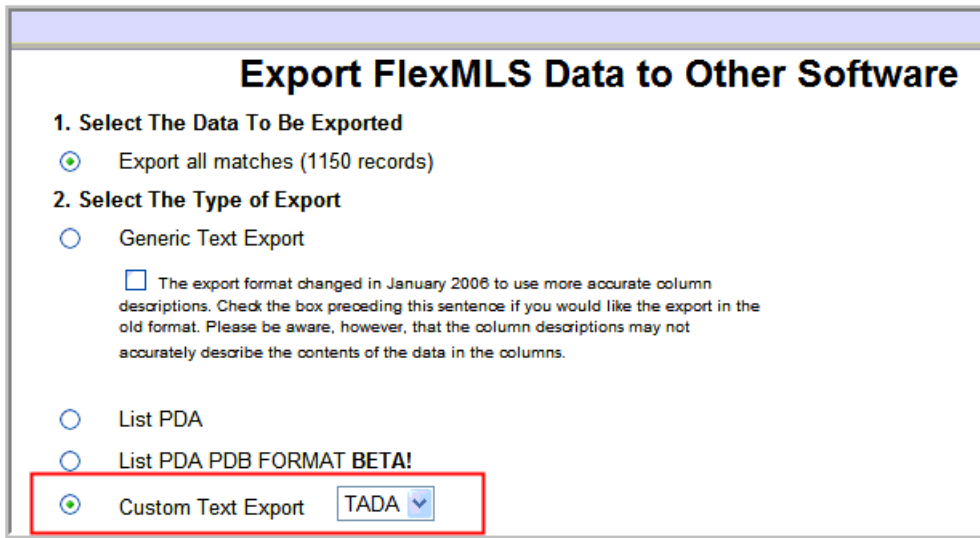
Then click **VIEW RESULTS**



Click **EXPORT**

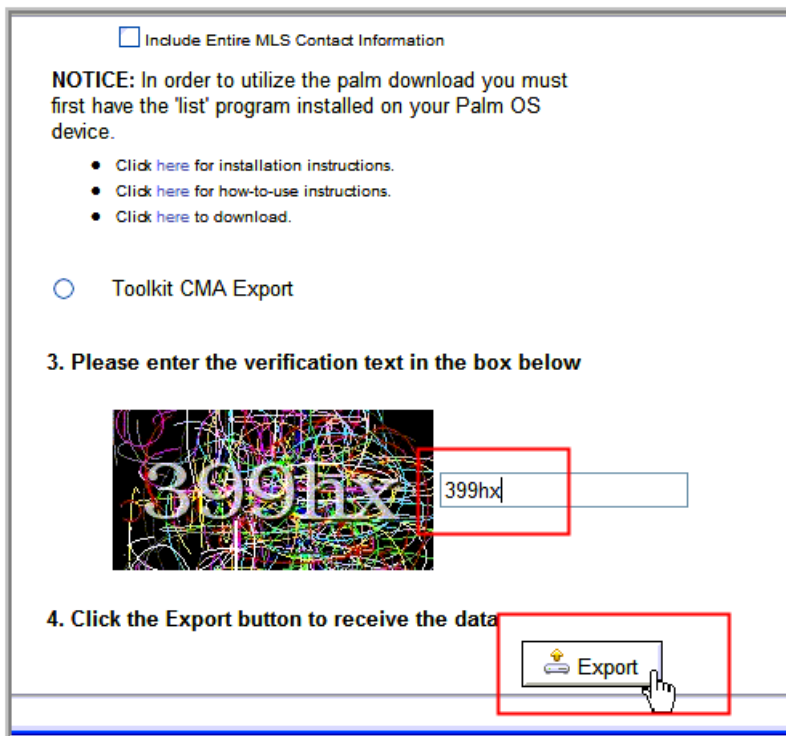


Under **STEP 2**, Select **CUSTOM TEXT EXPORT** and **TADA**

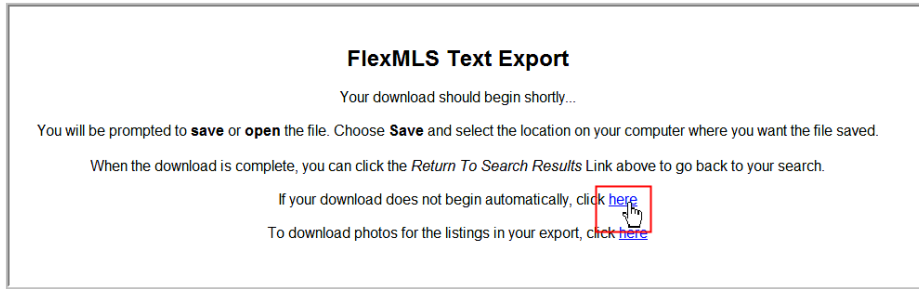


Under **Step 3**, Enter the **VERIFICATION TEXT**

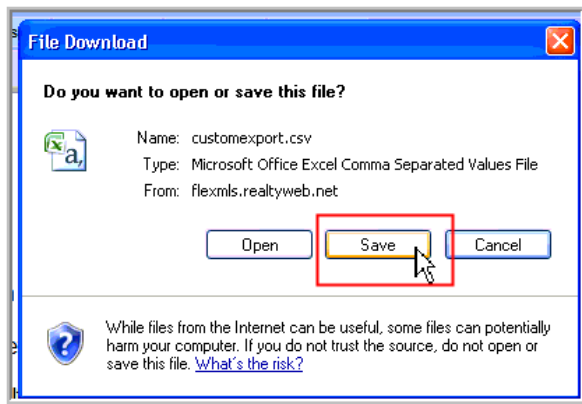
Then click **EXPORT**



IF the **FILE DOWNLOAD** windows does not automatically appear, click the word **HERE as shown below**

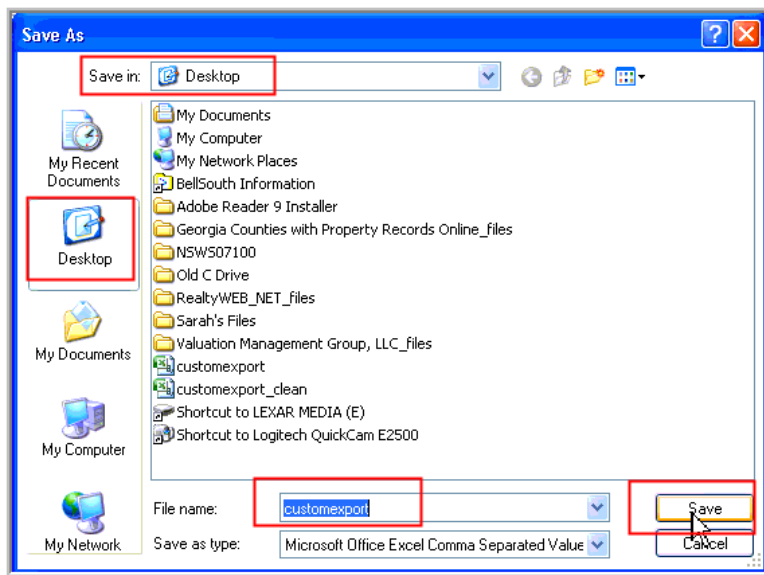


Click **SAVE**



We recommend saving the file on your desktop so it is easy to find.

Take note of the **file name** and **location** where you save your listings file, then click **SAVE**

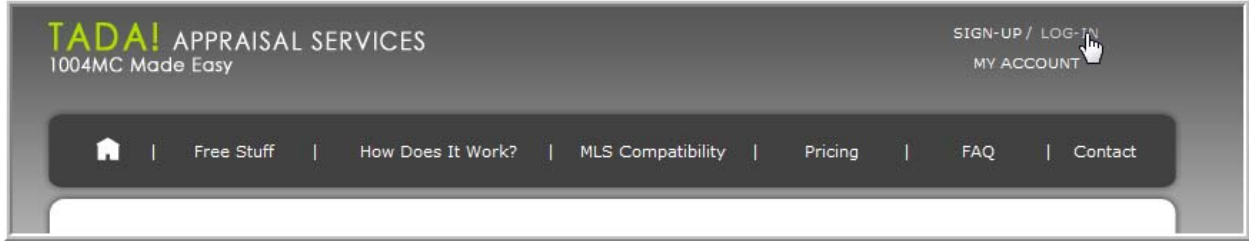


You have downloaded and saved the listings to your computer
You can now upload your listings to the **TADA! 1004MC Analysis Tool**

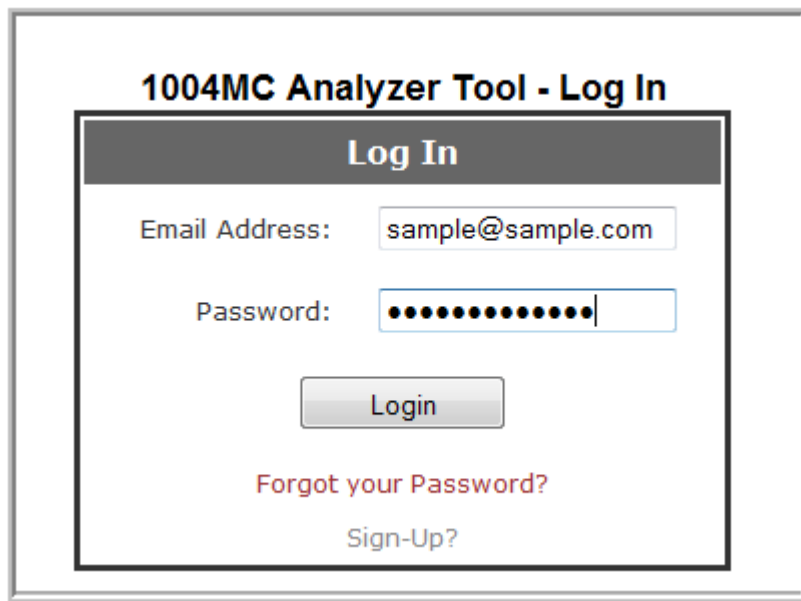
Uploading the Data is EASY

Go to <http://www.1004-mc.com>

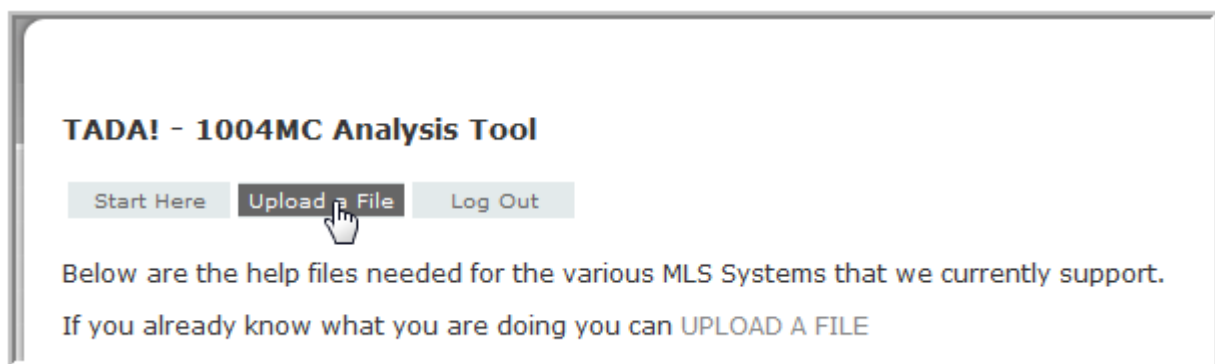
Click on **LOG-IN**



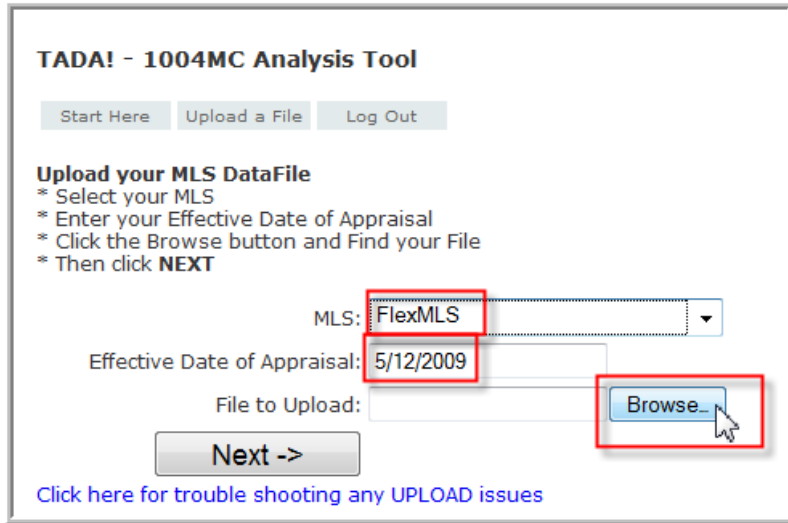
Login



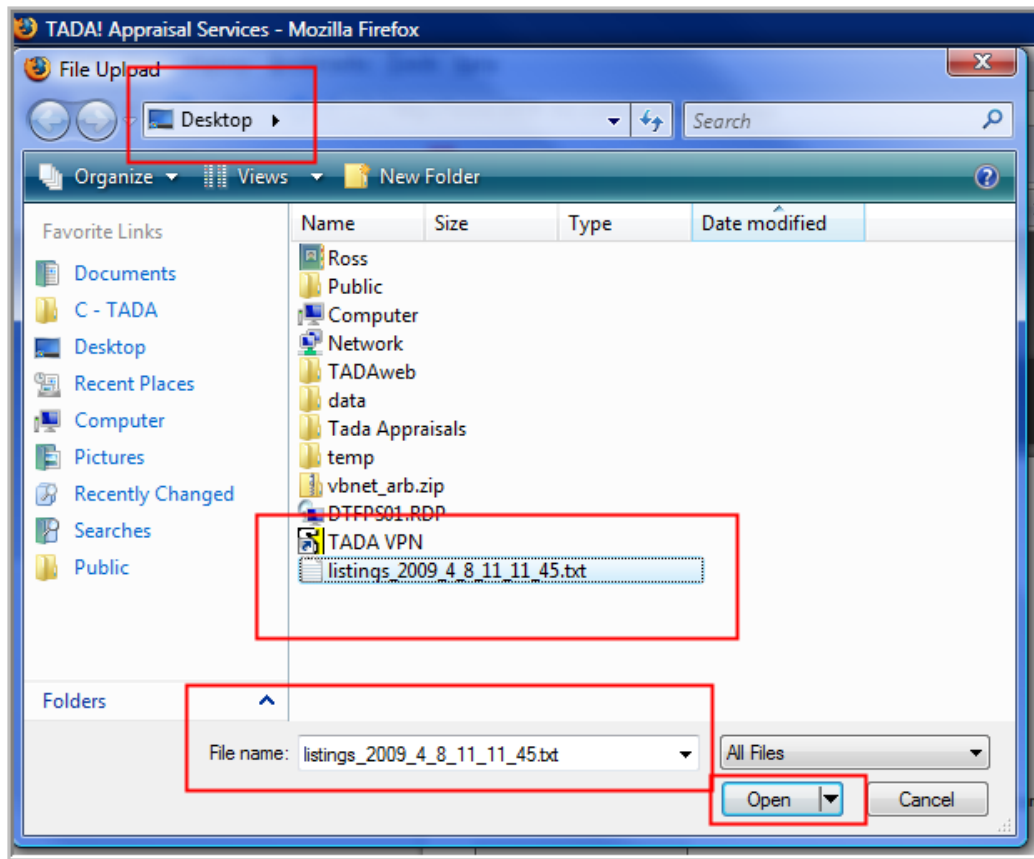
Click on **UPLOAD A FILE**



Verify that your MLS is set to **FlexMLS**
Enter your **Effective Date of Appraisal**
Click on **BROWSE**



Select your listings file and then click **OPEN**
Example below is If you saved your MLS file to your **DESKTOP**



Click **NEXT**

TADA! - 1004MC Analysis Tool

[Start Here](#) [Upload a File](#) [Log Out](#)

Upload your MLS DataFile

- * Select your MLS
- * Enter your Effective Date of Appraisal
- * Click the Browse button and Find your File
- * Then click **NEXT**

MLS:

Effective Date of Appraisal:

File to Upload:

[Click here for trouble shooting any UPLOAD issues](#)