

InnoVia - Downloading Your Data

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.

When you are satisfied with your criteria:

Set the **LIST STATUS** to all **ACTIVE**, all **PENDING**, and all **SOLD/CLOSED** statuses.

The screenshot shows the 'Residential Search Criteria' form. The 'Status' dropdown menu is open, showing the following options: A Active, W Withdrawn, X Expired, C Closed, P Pending, K Keep Showing, and Terminated. The 'A Active', 'C Closed', and 'P Pending' options are highlighted in blue. Other fields on the form include 'Type' (Re-Sale Home, New Construction), 'RES MLS#' (with a note: ** Enter one ML # or ML #(s) separated by commas.), 'LIST PRICE' (with min/max buttons), 'List Date' (with min/max buttons and calendar icons), 'Style' (1 1/2 STORY, 1 STORY, 2 STORY, 2+ STORY), '# OF BEDROOMS' (with min/max buttons), 'Total Baths' (with min/max buttons), and 'Full Baths' (with min/max buttons).

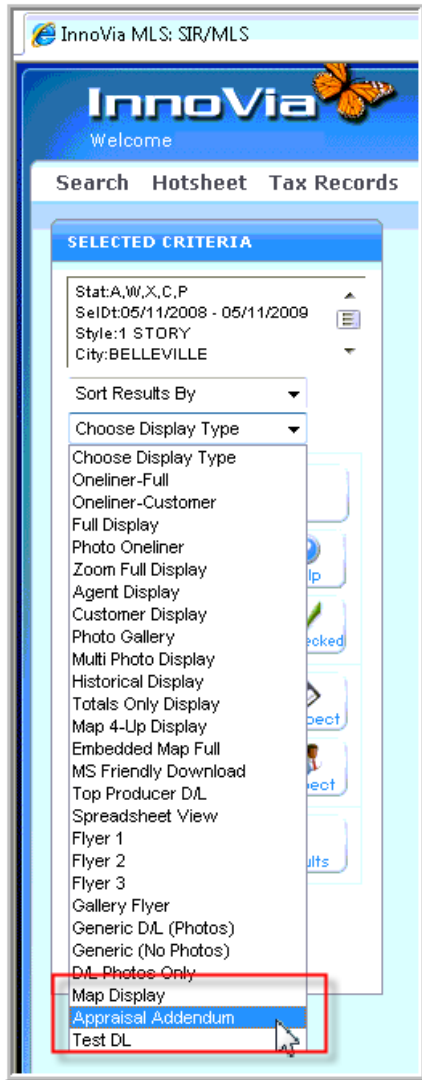
You can include **WITHDRAWN**, **CANCELLED**, and **EXPIRED** listings if you feel those listings are comparable and you want to include them in your analysis.

Set the **CLOSING DATE** going back 1 year from the **Effective Date of Appraisal**.

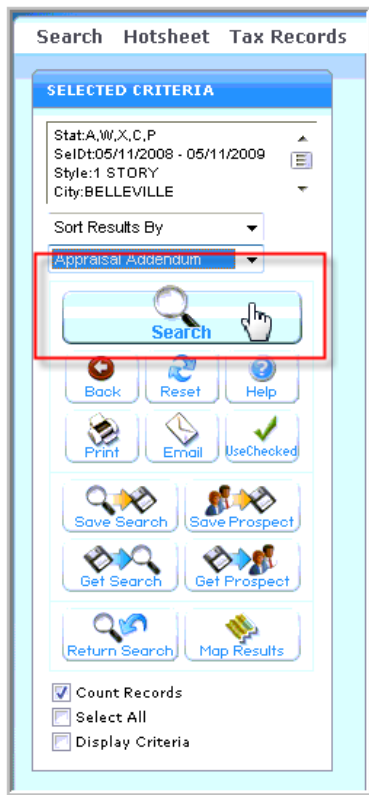
The screenshot shows the 'CLOSING DATE' field with two date inputs: 05/11/2008 and 05/11/2009, each with a calendar icon.

Your **ONLY DATE** criteria should be **CLOSED/SOLD DATE**.

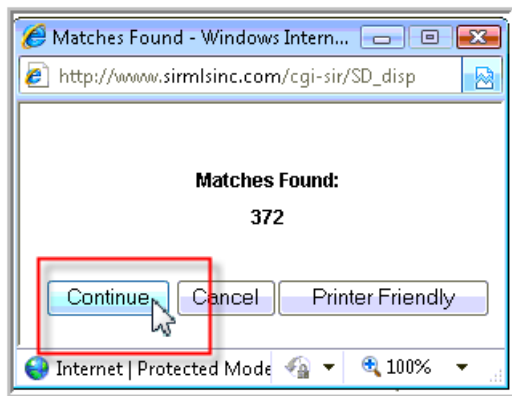
Select **APPRAISAL ADDENDUM** from your choices of **DISPLAY TYPE**



Then click **SEARCH**



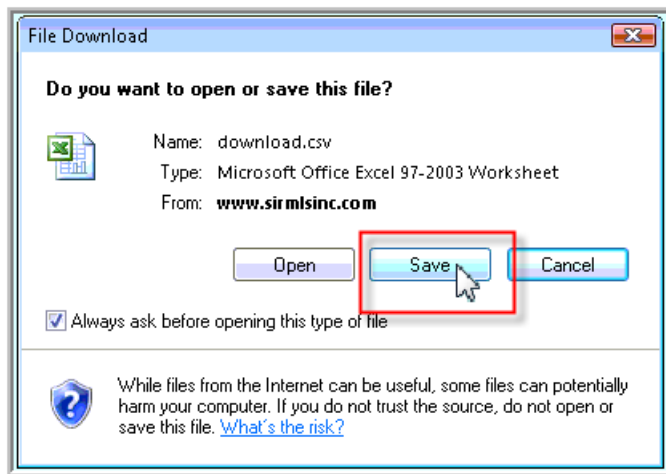
Click **CONTINUE**



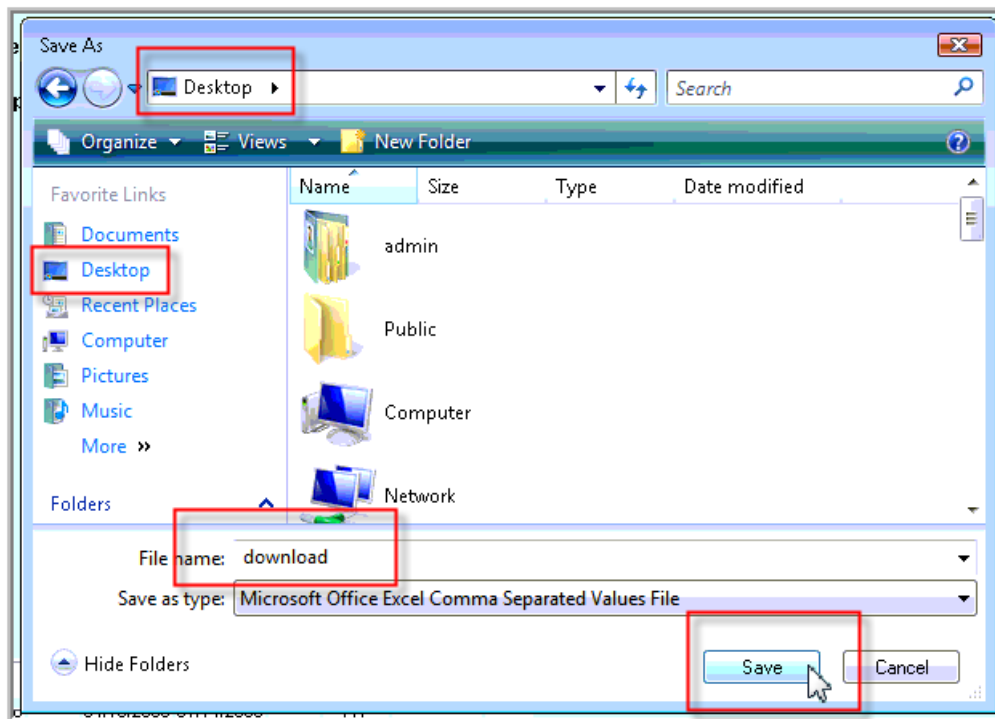
Click **EXCEL SPREADSHEET**



Click **SAVE**



You can save the file anywhere you want. I like to save files to my desktop so they are easy to find. Take note of the **FILE NAME** and **FOLDER** where you save your file.

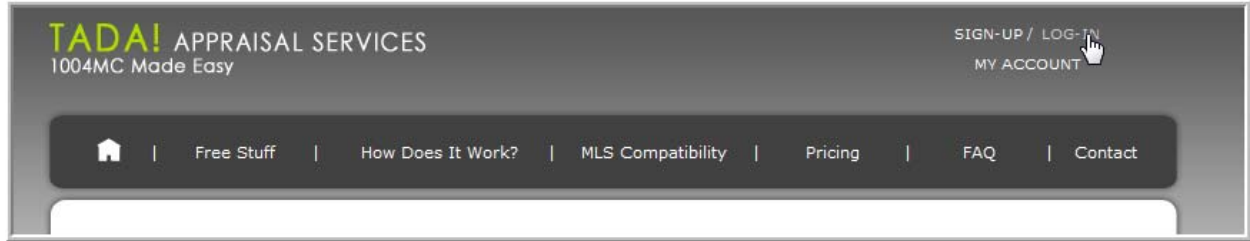


**You have downloaded and saved the data to your computer.
You can now upload your data to the TADA! 1004MC Analysis Tool.**

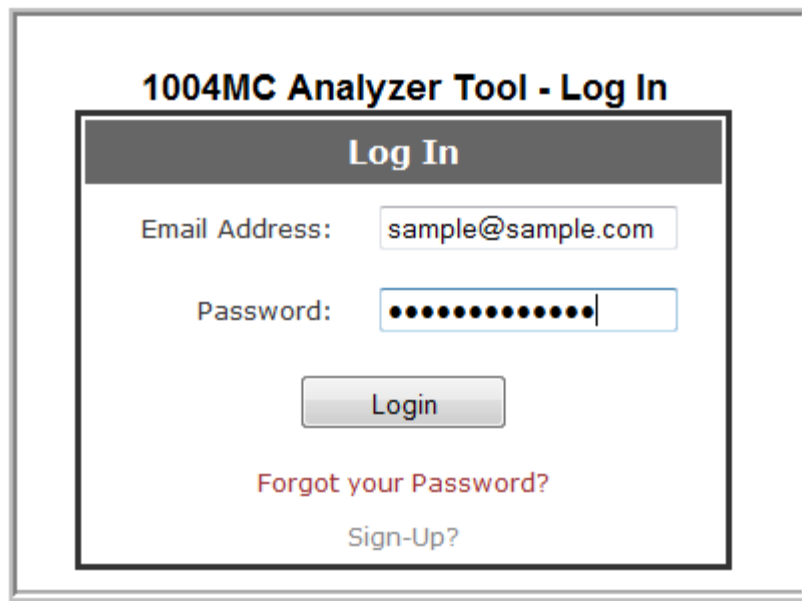
Uploading the Data is EASY

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

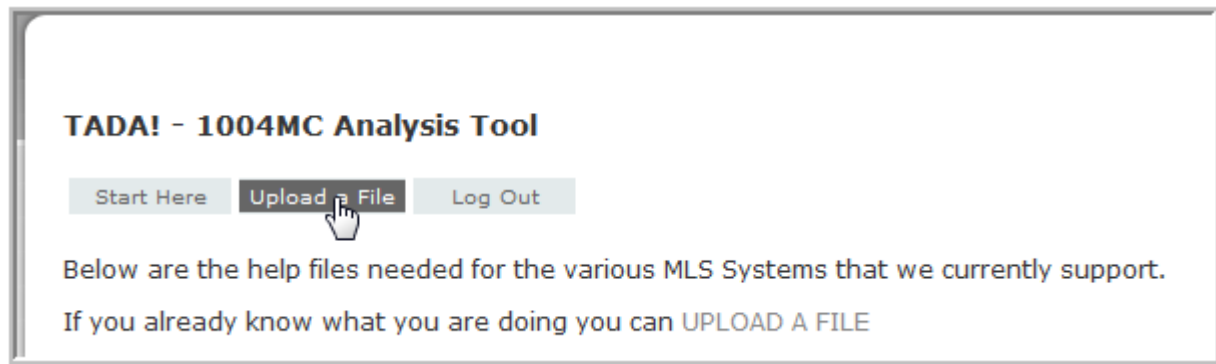
Click on **LOG-IN**



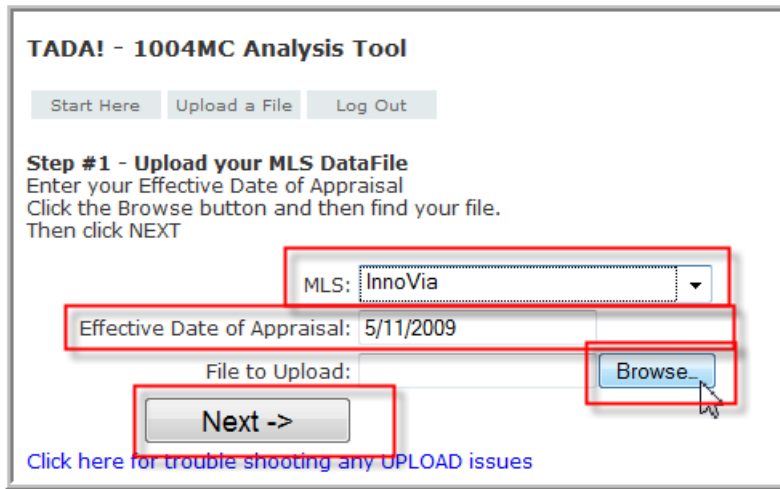
Login



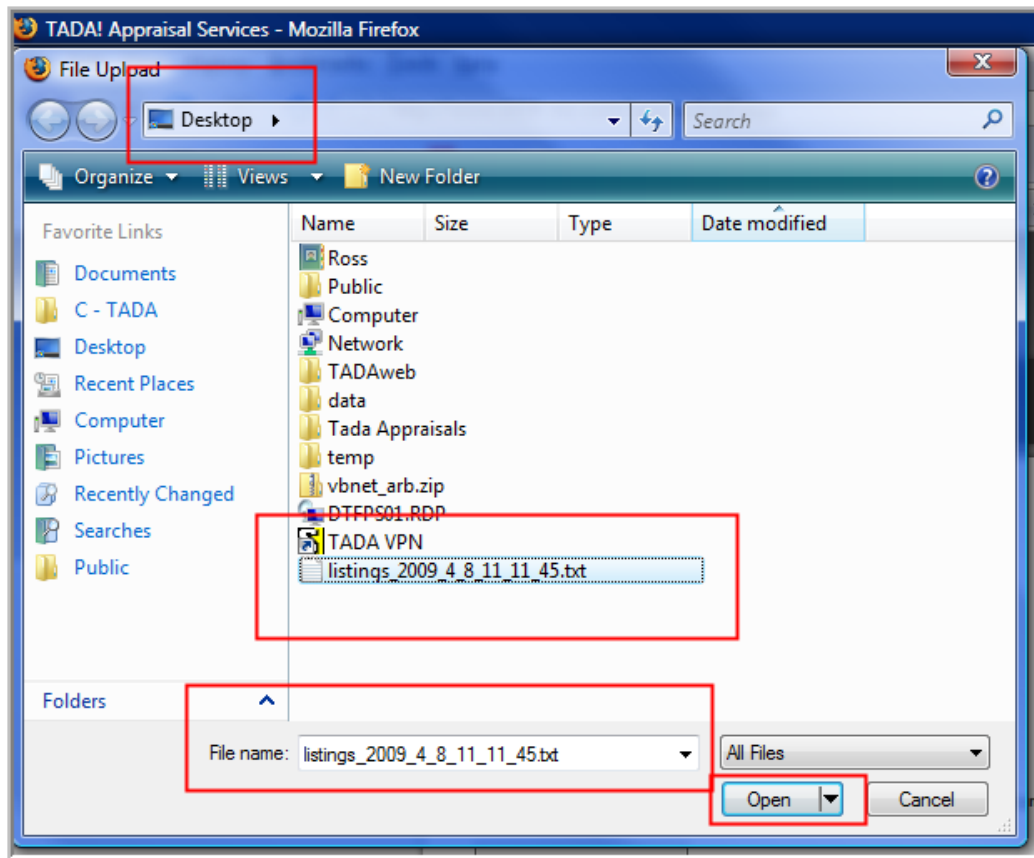
Click on **UPLOAD A FILE**



Verify that your MLS is set to **INNOVIA**
Change your **Effective Date of Appraisal** (if it's not today)
Click on **BROWSE**, find your file.



Browse to you file and OPEN it.
Image below is If you saved your MLS file to your **DESKTOP**



That's it! Click **NEXT**

TADA! - 1004MC Analysis Tool

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

Step #1 - Upload your MLS DataFile
Enter your Effective Date of Appraisal
Click the Browse button and then find your file.
Then click NEXT

MLS:

Effective Date of Appraisal:

File to Upload:

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