

One time Setup – MLSListings

ROUGH DRAFT – Please contact us via our support page if you run into ANY DIFFICULTIES and we will walk through the process over the phone with you.

Enter some search Criteria (anything you want, doesn't matter)

Click on **SEARCH**

Click on **CUSTOMIZE**



to do REPLACE THIS PICTURE with a GOOD ONE.

Your MLS System does not have the ability to setup a CUSTOM EXTRACT. Instead we have to CUSTOMIZE your SEARCH RESULTS COLUMNS. You have to leave your SEARCH RESULTS COLUMNS in the order described below if you want to be able to EXPORT to our system in the future.

To be compatible with our system, you need to make your **FIRST 6 COLUMNS** match the screen below. The fields need to be in this **EXACT** order. You can add any additional Columns you want **AFTER SALE DATE**. You need to DRAG and DROP the fields into the correct order. To add a COLUMN to the top, just CHECK the box next to the COLUMN NAME.

Customize search result columns

Rearrange order: Select columns in the results preview below and drag & drop into preferred ordering.

COE Date	DOM	List Date	List Price	Status	Sale Price	Sale Date	Class	Street Address
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Add/Remove Columns: Click on the + / - icon to expand and contract column options for selection

- Basics
 - Class
 - MLS Number
 - Status
 - City
 - Zip Code
 - Beds
 - Baths
 - Area
 - Street Address
 - Bldg SqFt
 - Lot Size
 - Lot Size Range
- Advanced Categories
 - Dates
 - COE Date
 - Creation Date
 - DOM
 - Expiration Date
 - Off Market Date
 - Orig List Date
 - Pend Date
 - Rev Date
 - Status Change Date
 - List Date
 - Sale Date

Once your COLUMN ORDER matches the above screen shot, click SAVE.

- Bldg SqFt
- Lot Size
- Lot Size Range
- Open House
- City Limits
- Directions
- Other Common Fields
- Status Change Date
- List Date
- Sale Date
- Financials
- Listing Information
 - Agreement/Commission
 - Listing Agent/Broker
 - Occupant
 - Photos
 - Selling Agent/Broker
 - Showing/Remarks/Other
 - Tour
- Location
- Property Features
- Schools

Restore Defaults Save Cancel

You are Now Ready to Run a Search and Download your Data

Download 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, **DELETE ALL DATE SEARCH CRITERIA **

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

Set the **LIST DATE** going back **24 months from the present**.

Click on **MORE OPTIONS**, and then click **EXPORT**

The screenshot shows the MLSListings Professional Edition interface. The top navigation bar includes Home, Search, My Clients, Resources, Statistics, Store, and My Info. Below this is a search navigation bar with Quick Search, Map Search, Advanced Search, Tax Search, and Saved Search. The main content area displays search results for 'Active | 95125'. A table of results is shown with columns for COE Date, DOM, List Date, List Price, Status, Sale Price, Sale Date, and Class. A 'More Options' dropdown menu is open over the table, with 'Export' highlighted in red. Other options in the menu include Advanced CMA, Advanced Buyer's Tour, Hide Marked Listings, Hide Unmarked Listings, and Show All Listings (0 hidden).

<input type="checkbox"/>	COE Date	DOM	List Date	List Price 1▼	Status	Sale Price	Sale Date	Class	No
<input type="checkbox"/>		15	3/27/2009	\$5,900,000	A				
<input type="checkbox"/>		2	4/9/2009	\$2,950,000	A				
<input type="checkbox"/>		59	2/11/2009	\$2,895,000	A				
<input type="checkbox"/>		45	2/25/2009	\$2,795,000	A				
<input type="checkbox"/>		327	5/19/2008	\$2,275,000	A				
<input type="checkbox"/>		51	2/19/2009	\$2,250,950	A				

TO DO: Get screen shots of SAVE PROCESS

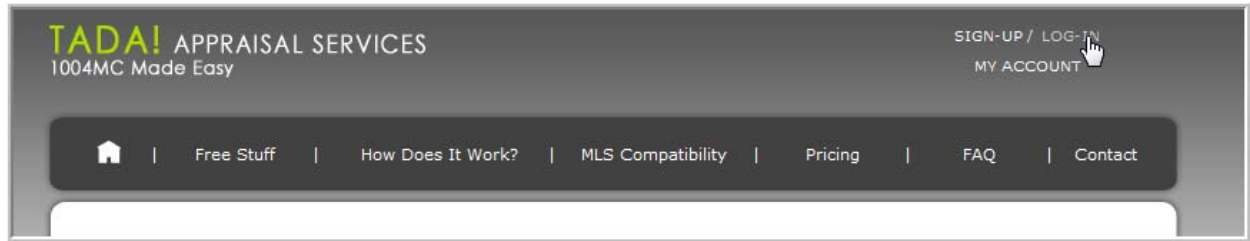
Name the File and Save the file to your DESKTOP

**You've Successfully Downloaded your Search Results
You can UPLOAD your file to the TADA! Analysis Tool**

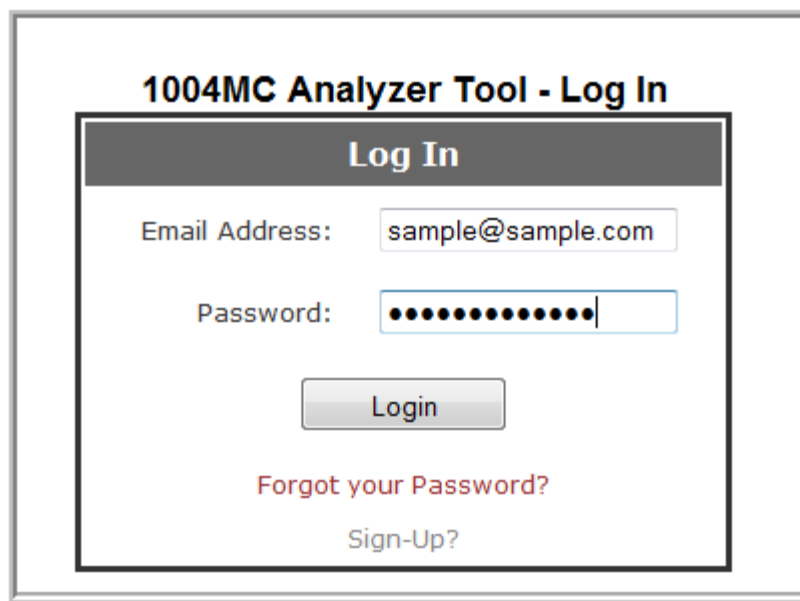
Uploading the Data is EASY

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

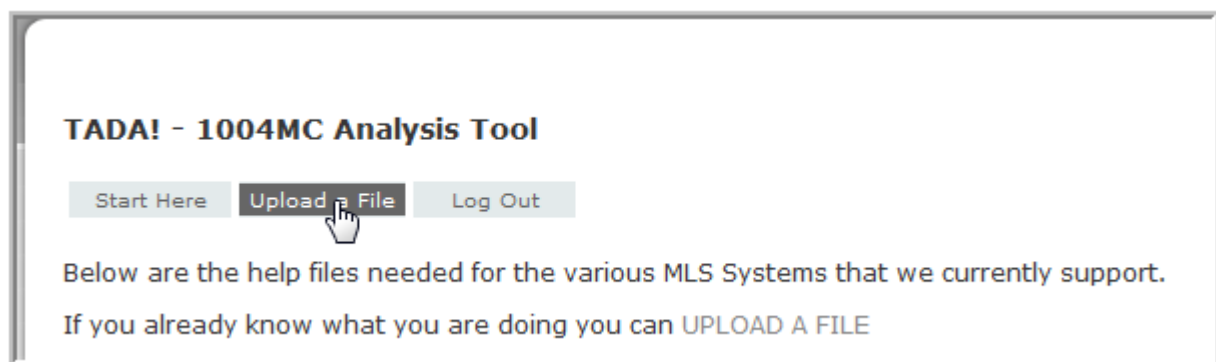
Click on **LOG-IN**



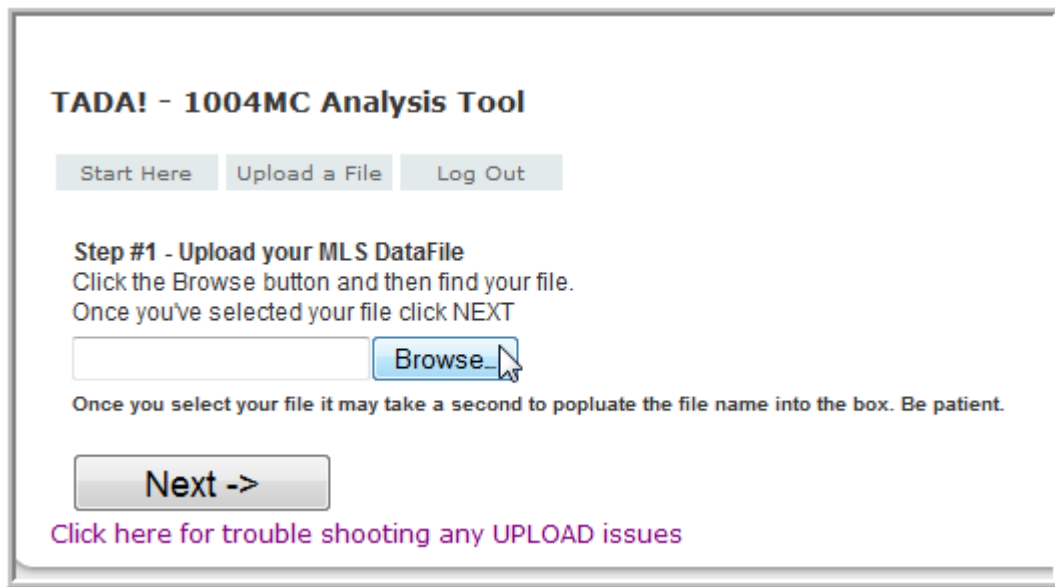
Login



Click on **UPLOAD A FILE**

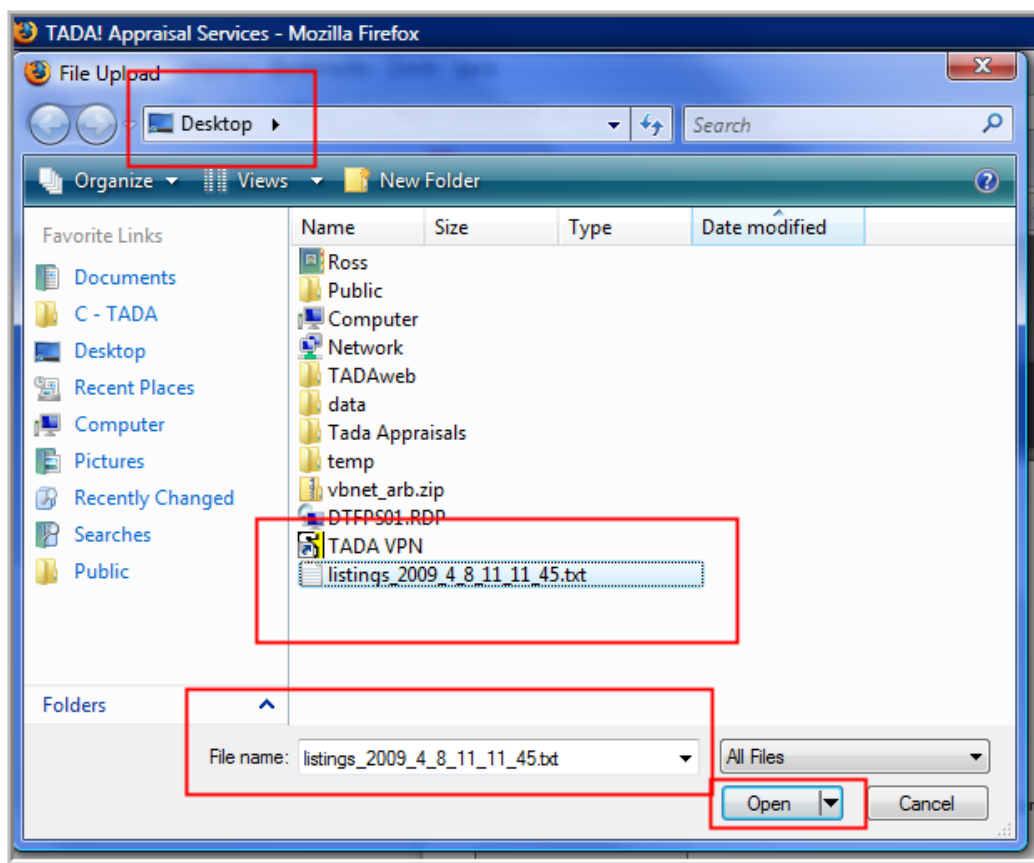


Click on **BROWSE**, find your file. Then click **NEXT**

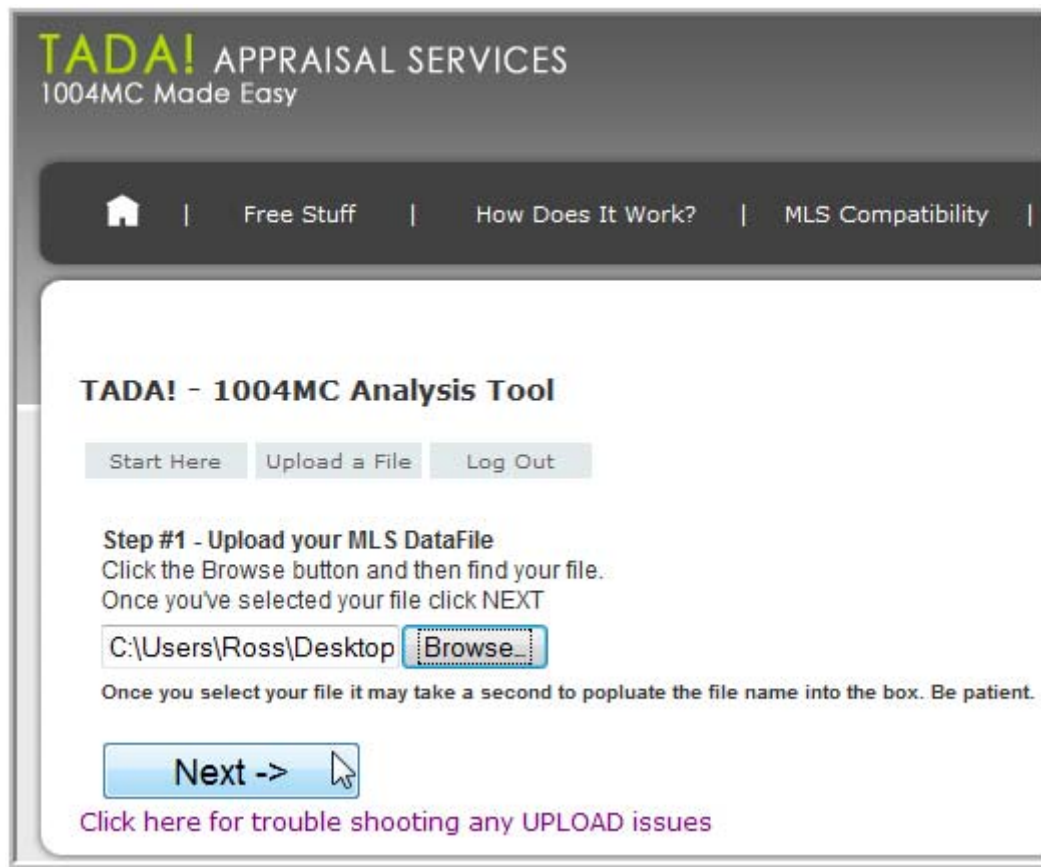


Browse to you file and OPEN it.

Image below is If you saved your MLS file to your **DESKTOP**



That's it! Click NEXT.



TADA! APPRAISAL SERVICES
1004MC Made Easy

Home | Free Stuff | How Does It Work? | MLS Compatibility

TADA! - 1004MC Analysis Tool

Start Here | Upload a File | Log Out

Step #1 - Upload your MLS DataFile
Click the Browse button and then find your file.
Once you've selected your file click NEXT

C:\Users\Ross\Desktop

Once you select your file it may take a second to populate the file name into the box. Be patient.

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