

## One time Setup – Paragon5 MLS (ex. NNVR MLS)

### Login to your MLS

We are going to create a 'Custom Spreadsheet View'. We do this one time and you will be able to use it from now on.

Click on **PREFERENCES** then click **REPORTS**



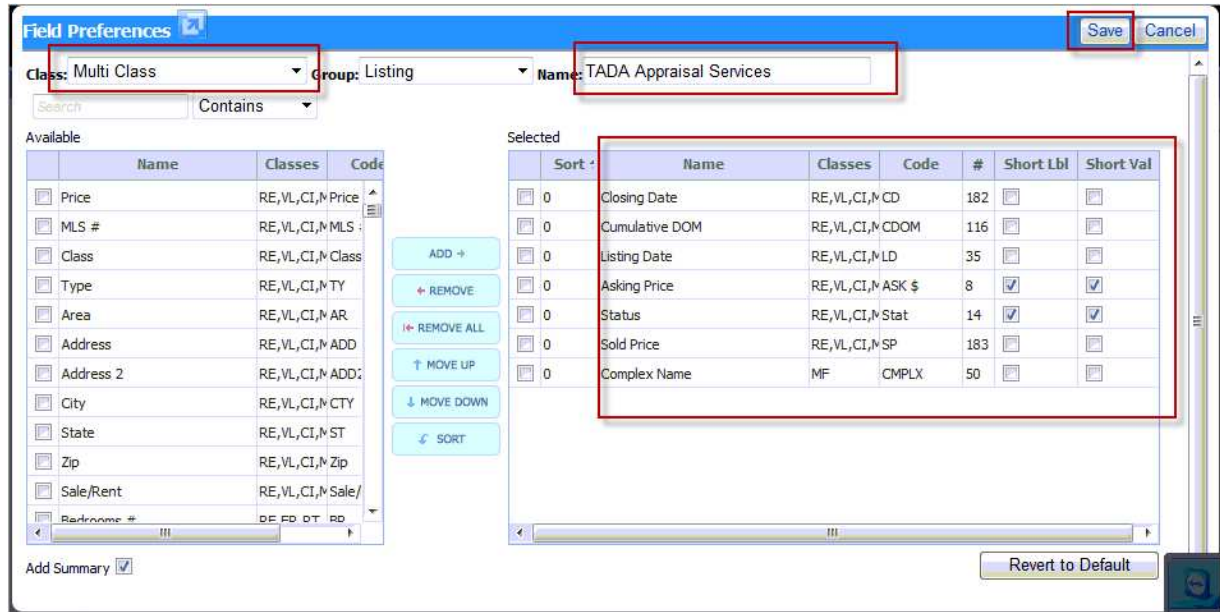
Click **SPREADSHEETS**, then choose ANY **UN-USED** Spreadsheet. I am choosing **MLS DEFINED SPREADSHEET #2**. If your MLS lets you create **NEW** spreadsheets, you can create a **NEW** one.



Select **RESIDENTIAL** as your CLASS (or whatever CLASS you are setting up, ex is showing MULTI-CLASS)

**NAME** your new **CUSTOM SPREADSHEET** View

The **ADD** and **REMOVE** buttons to add the data fields as show.



Use the MOVE UP and MOVE DOWN buttons to correct the order if needed

**It is CRITICAL that the fields be listed in the \*\* EXACT ORDER \*\* shown**

**\*\* Your Fields selected must be in the EXACT ORDER as shown \*\***

**Your column 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 aka MARKET TIME
3. LISTING DATE
4. LISTING PRICE aka ASK PRICE
5. LISTING STATUS aka STATUS
6. SOLD PRICE, aka PRICE AT CLOSE OF ESCROW

***You've created your custom extract  
Now you can move on to DOWNLOADING Data***

## Downloading Your Listings

**Enter your search criteria to get your Comparable Sales.**

You can use ANY of the fields that you want to create your comparable **SEARCH RESULTS**. You can use sq footage, bedrooms, geography, school district, etc. ANY fields that you need to create a SEARCH RESULT of COMPARABLE sales based on your subject property.

Enter a **LISTING DATE** range that goes back **24 Months (2 years back)** from your effective date of appraisal. OR you can use a **SALE DATE** going back 1 year

Select **ALL ACTIVE, PENDING, and SOLD** listings.

Once you have the listings that you want to include in your search

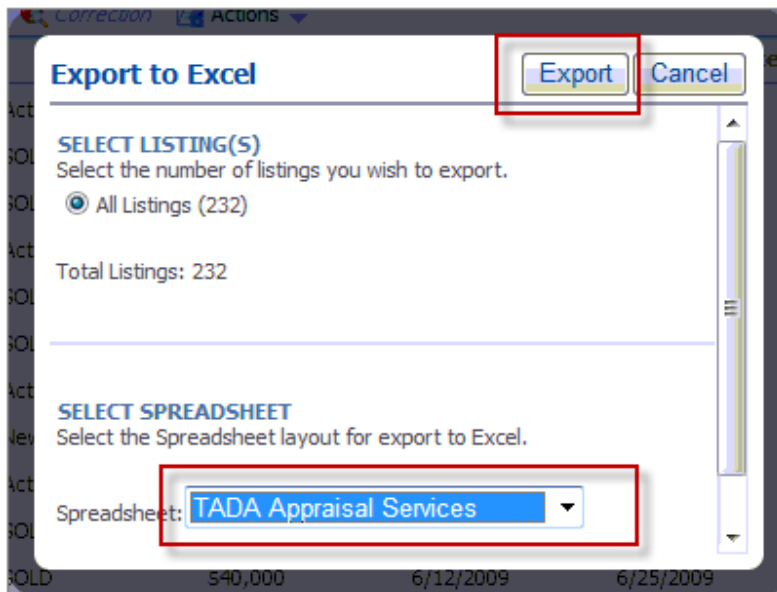
Then click **EXPORT** (although it says EXCEL, you do **NOT** need Excel and the format is actually a CSV FILE i.e. Notepad)

The screenshot shows the Northern Nevada Regional MLS interface. At the top, there is a search bar and navigation icons for HOME, SEARCH, LISTINGS, CMA, and CONTACTS. Below the navigation is a menu with Home, Preferences, Listings, and RESIDENTIAL. The main area displays search criteria for 'TADA Appraisal Services (232)'. A toolbar includes options for Checked, All, E-mail, Save, Print, Export, and Customize. The 'Export' dropdown menu is open, showing options: Export to Excel, Favorite Custom Exports, Manage Custom Exports, and Pocket Real Estate™. Below the menu is a table of search results.

?		Closing Date	Days On Market	List		Status
1	<input type="checkbox"/>		54	3/11/20		Active/Pending-Sh
2	<input type="checkbox"/>	1/6/2011	140	8/19/20		SOLD
3	<input type="checkbox"/>	7/16/2010	56	5/21/20		SOLD
4	<input type="checkbox"/>		100	1/24/2011	\$25,000	Active/Pending-Sh
5	<input type="checkbox"/>	10/18/2010	61	8/18/2010	\$29,700	SOLD
6	<input type="checkbox"/>	4/15/2011	147	11/19/2010	\$32,400	SOLD

Select the **CUSTOM SPREADSHEET** you created in the ONE TIME SETUP instructions.

Then click **EXPORT**



**You're DONE!!**

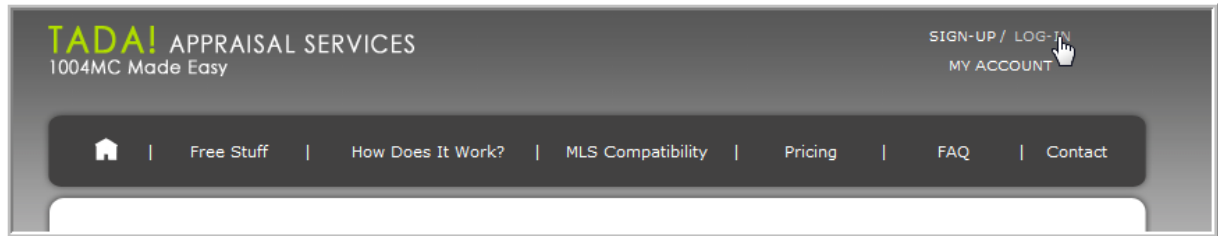
**Your data file is now on your desktop.**

**You can UPLOAD your file to the TADA! Analysis Tool**

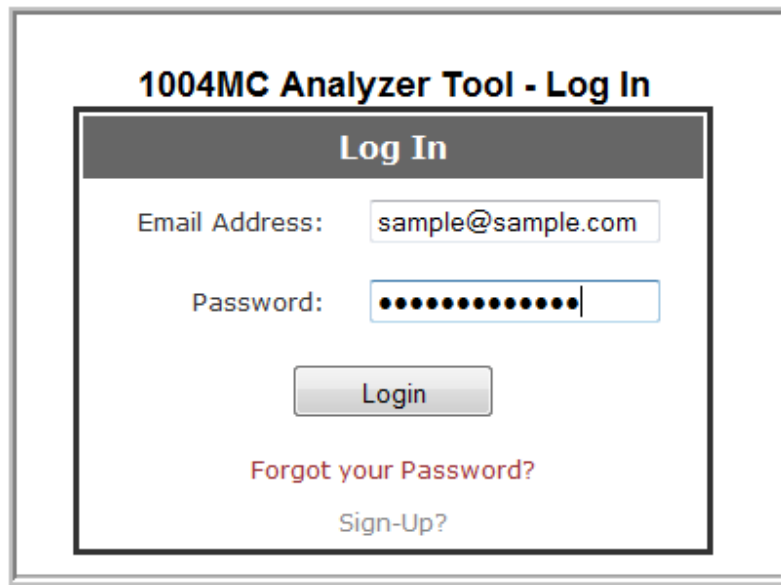
## Uploading the Data is EASY

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

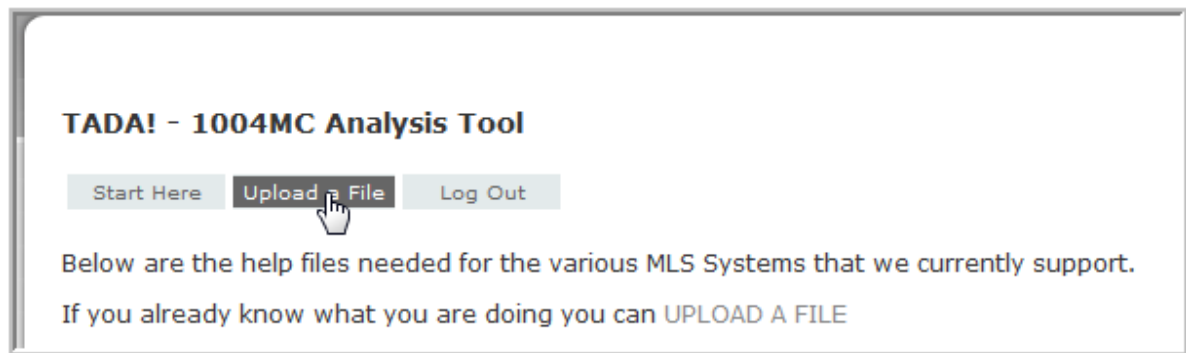
Click on **LOG-IN**



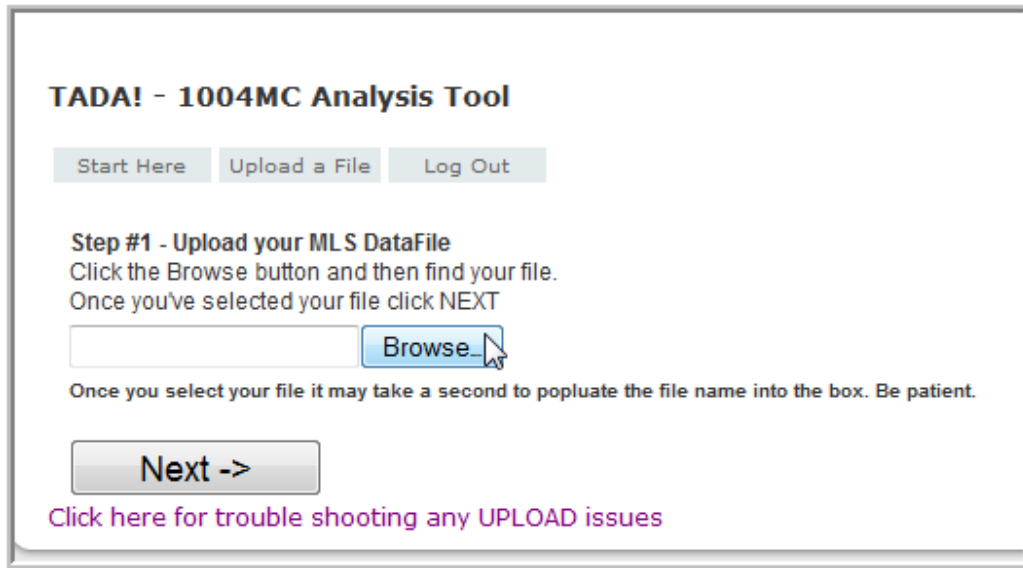
Login



Click on **UPLOAD A FILE**

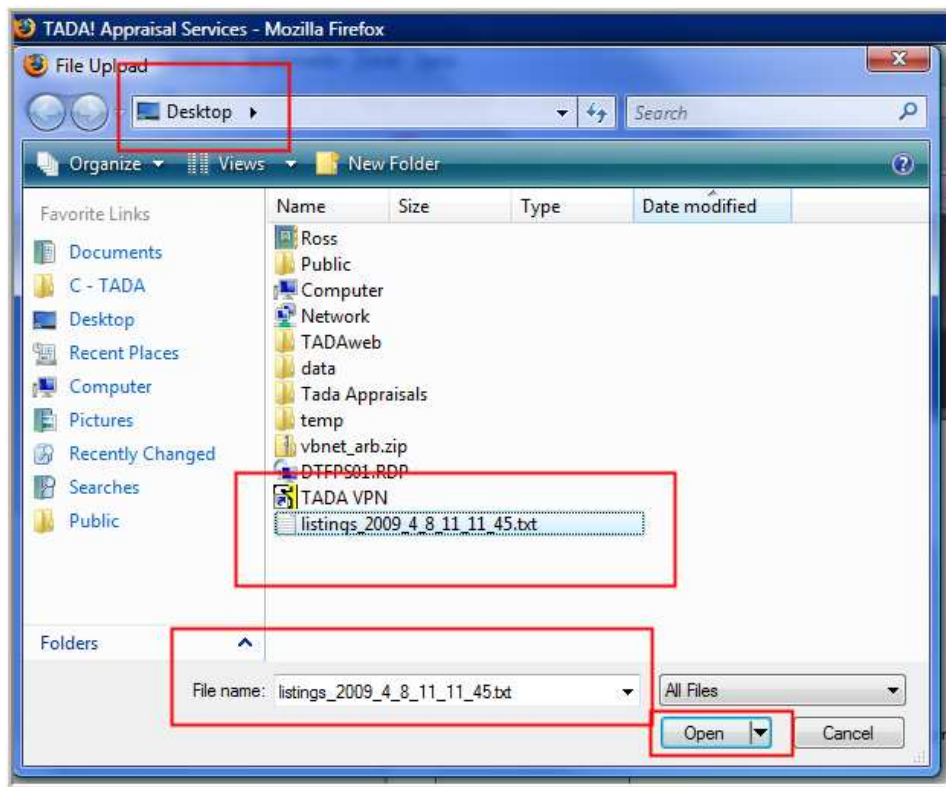


Click on **BROWSE**, find your file. Then click **NEXT**



Browse to you file and OPEN it.

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



That's it! Click NEXT. You're DONE