

## Downloading Data – RMLS

**Enter your search criteria to create your Comparable Sales Result Set.**

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.

Select **ACTIVE** and **SLD** listings as shown below.

**Status** [ No Days Back ] [ Select All ] [ Clear ] [ Help ]

ACT     BMP     CAN     EXP

Min: 24 months               

Max: Today               

PEN     SLD     SNL     WTH

Min:      12 months           

Max:      Today           

You can also include any other statuses that you feel represent the market.

### RUN your SEARCH

After viewing your results

Click **CHECK ALL**

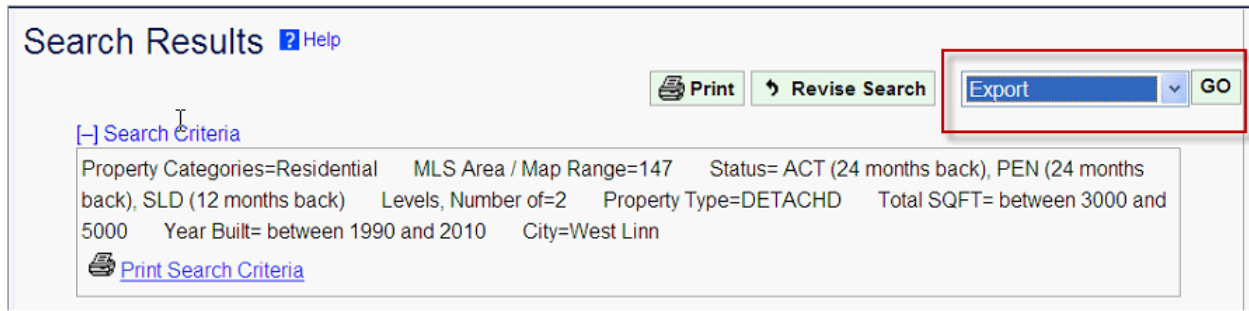
**Residential** Total 105 Records                       

Specific Order     Show Summary    Detail: [Show](#) [Hide](#)    View: - default -       

**Active**

MLS#	P	Type	Address	City	Area	Bedrm	Bath	Apx Sqft	Price	
<input checked="" type="checkbox"/> <a href="#">11205778</a>	14	DETACHD	3491 COEUR D ALENE DR	West Linn	147	3	2.1	3159	\$375,000	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Click **EXPORT** then click **GO**



The screenshot shows the 'Search Results' page. At the top right, there are three buttons: 'Print', 'Revise Search', and 'Export'. The 'Export' button is highlighted with a red box. Below the buttons, there is a search criteria summary: 'Property Categories=Residential MLS Area / Map Range=147 Status= ACT (24 months back), PEN (24 months back), SLD (12 months back) Levels, Number of=2 Property Type=DETACHD Total SQFT= between 3000 and 5000 Year Built= between 1990 and 2010 City=West Linn'. A 'Print Search Criteria' link is also visible.

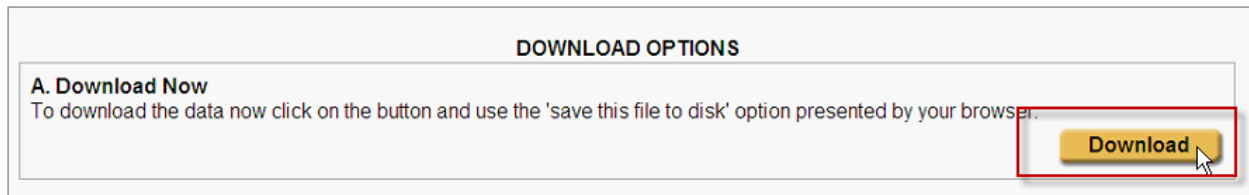
Select **EXPORT RESIDENTIAL**

Then click **GO**



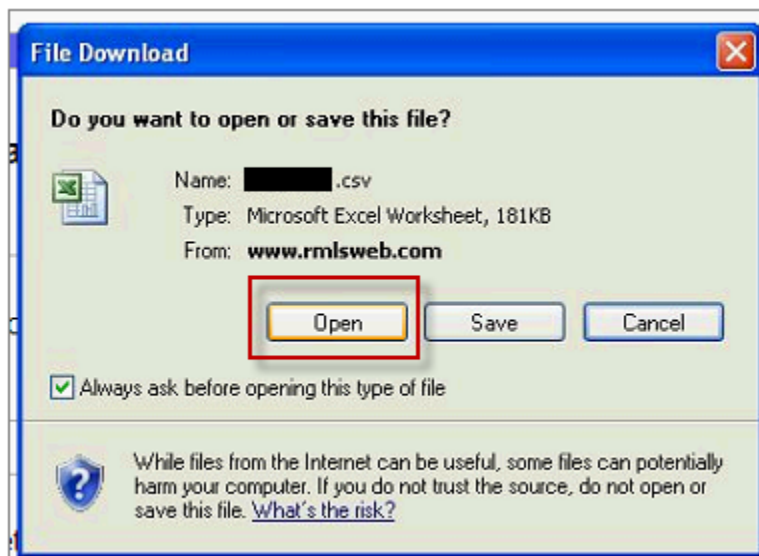
The screenshot shows the 'Export - Options' page. At the top, there is a navigation menu with 'Desktop', 'Search', 'Prospecting', 'Statistics', 'Realtor Info', 'MLS Roster', 'Toolkit', 'Back Office', and 'Logoff'. Below the menu, there is a 'Select an export definition:' dropdown menu with 'Export Residential' selected. The 'GO' button next to it is highlighted with a red box. Below this, there are two checkboxes: 'Include photographs?' and 'Deliver file overnight?'. Below these, there is a text prompt: 'Select an export definition then click on "GO" to export 105 records...'

Click **DOWNLOAD**



The screenshot shows the 'DOWNLOAD OPTIONS' page. Under the heading 'A. Download Now', there is a text instruction: 'To download the data now click on the button and use the 'save this file to disk' option presented by your browser.'. A yellow 'Download' button is highlighted with a red box.

Click **OPEN**



The screenshot shows a 'File Download' dialog box. It asks 'Do you want to open or save this file?'. The file details are: Name: [redacted].csv, Type: Microsoft Excel Worksheet, 181KB, From: www.rmlsweb.com. The 'Open' button is highlighted with a red box. At the bottom, there is a warning message: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?'

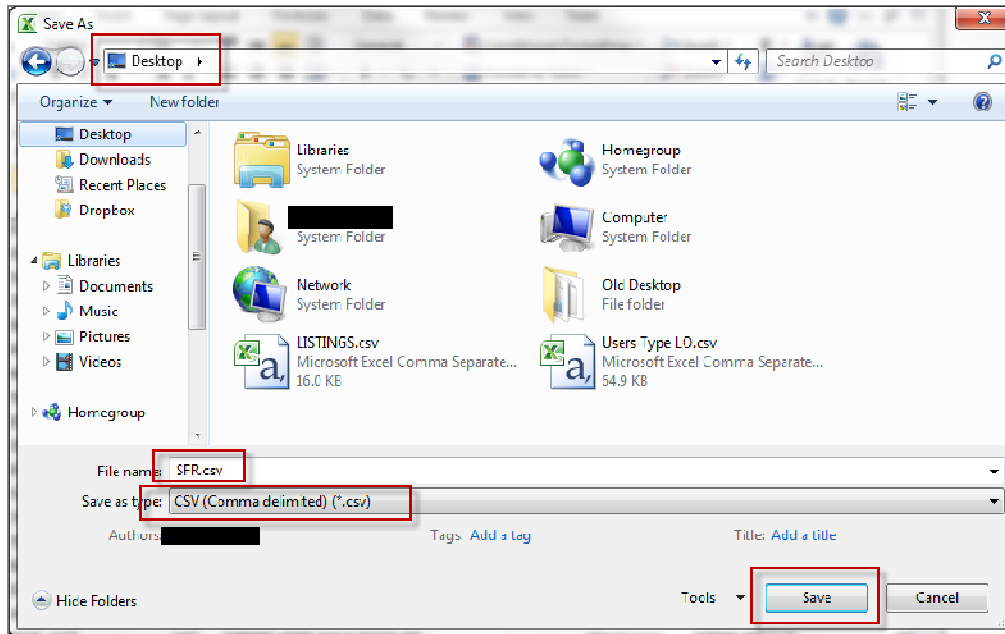
Click **FILE** then **SAVE AS...**

I like to save files on my DESKTOP so they are easier to find later.

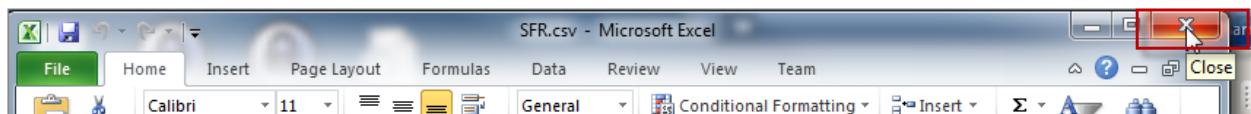
Name the file (ex. "123 MAIN ST – 2011 03 23.csv")

Make sure that your file type is **CSV**

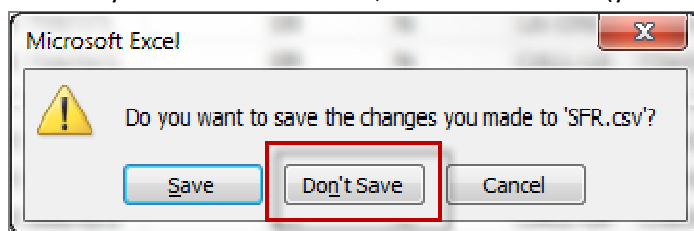
Then click **SAVE**



Close **EXCEL**



If it asks you to **SAVE CHANGES**, click **DON'T SAVE** (you've already saved the file in the previous step)



**You're DONE!!**

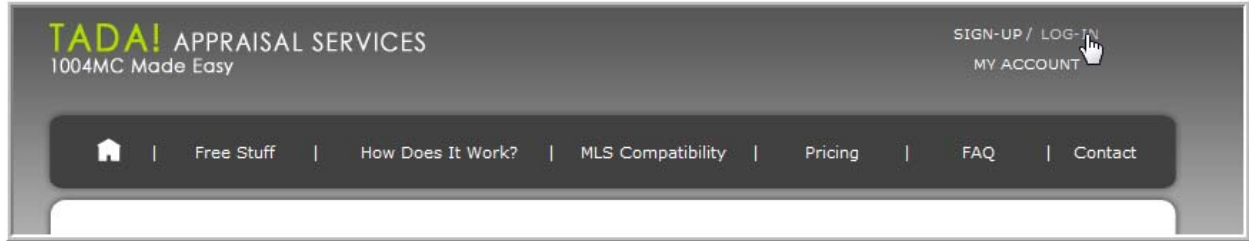
**Your data file is now on your desktop.**

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

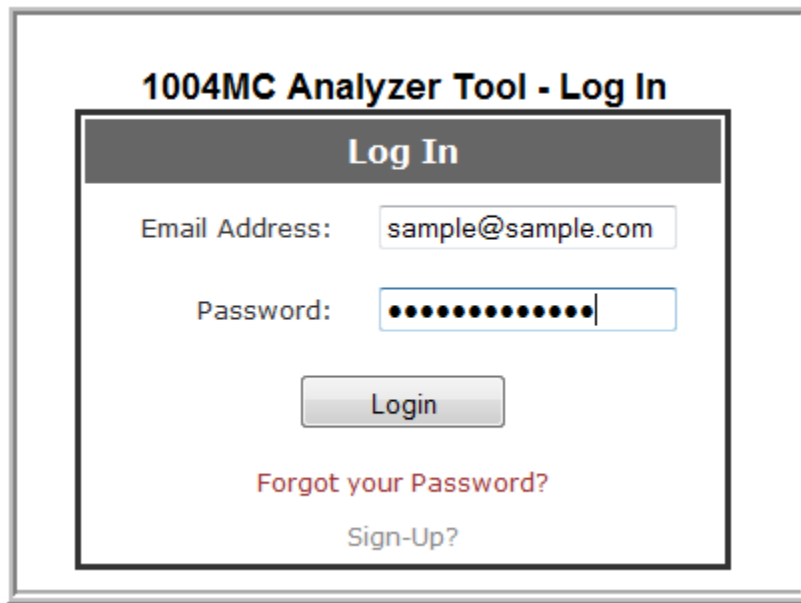
## Uploading the Data is EASY

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

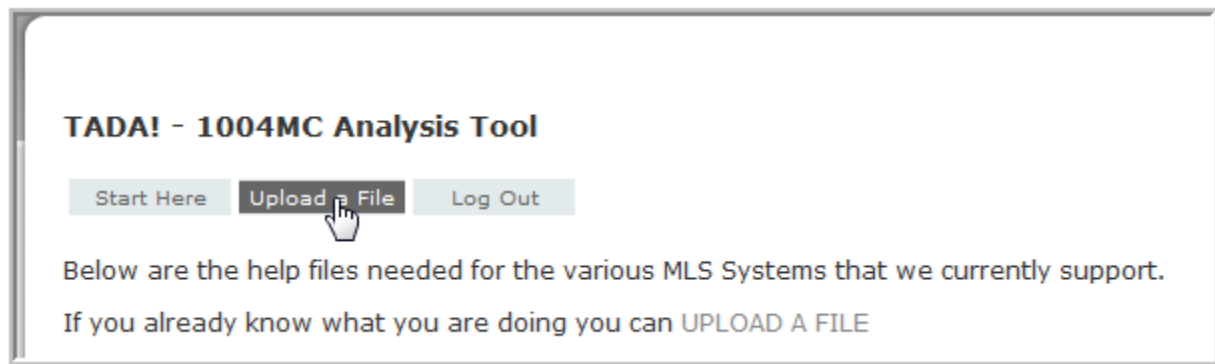
Click on **LOG-IN**



Login



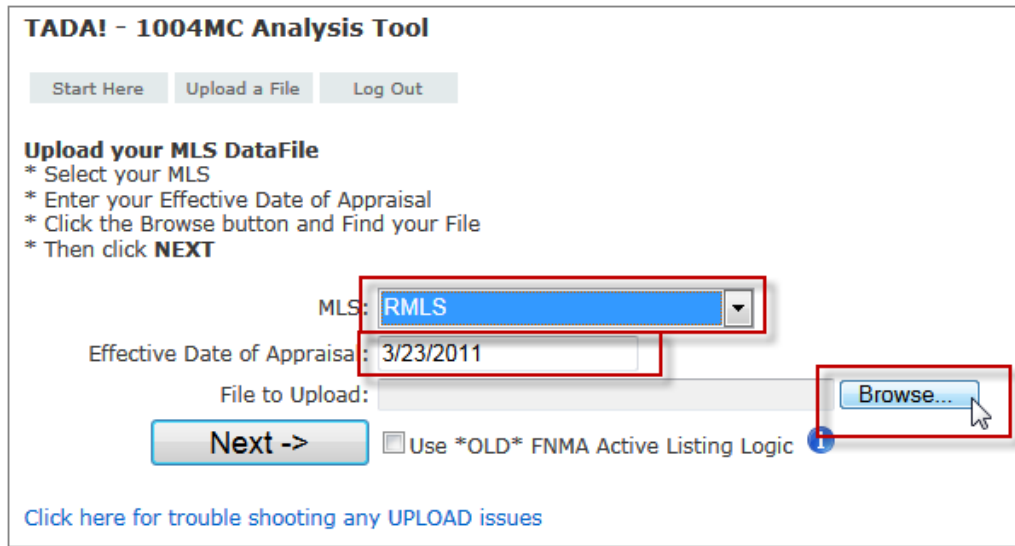
Click on **UPLOAD A FILE**



### Choose RMLS

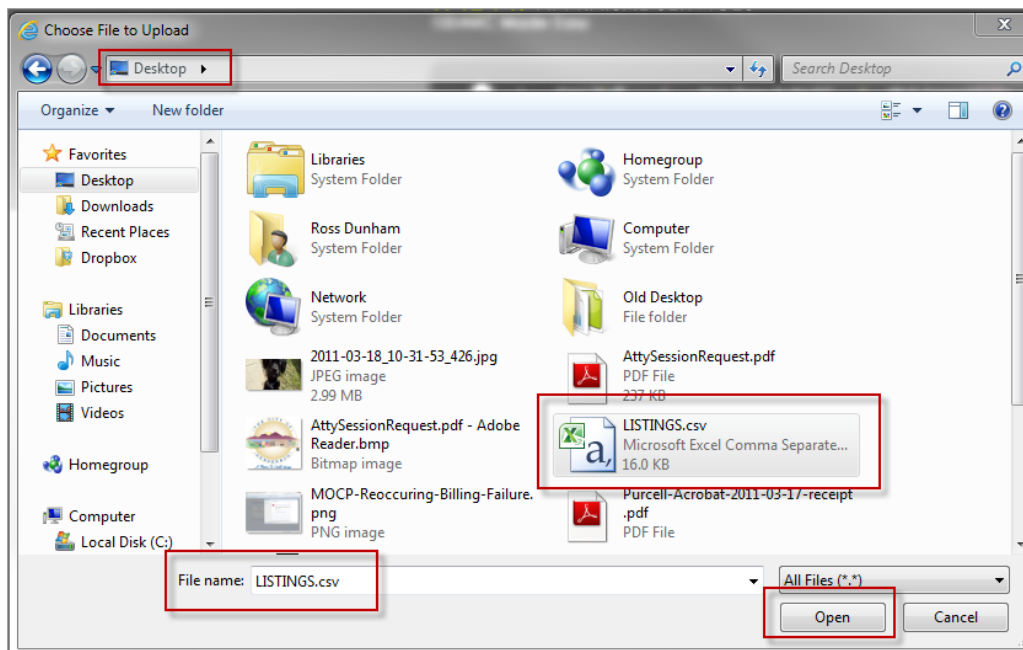
Enter your **EFFECTIVE DATE OF APPRAISAL**

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! - 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:  [Browse...](#)

Use \*OLD\* FNMA Active Listing Logic [i](#)