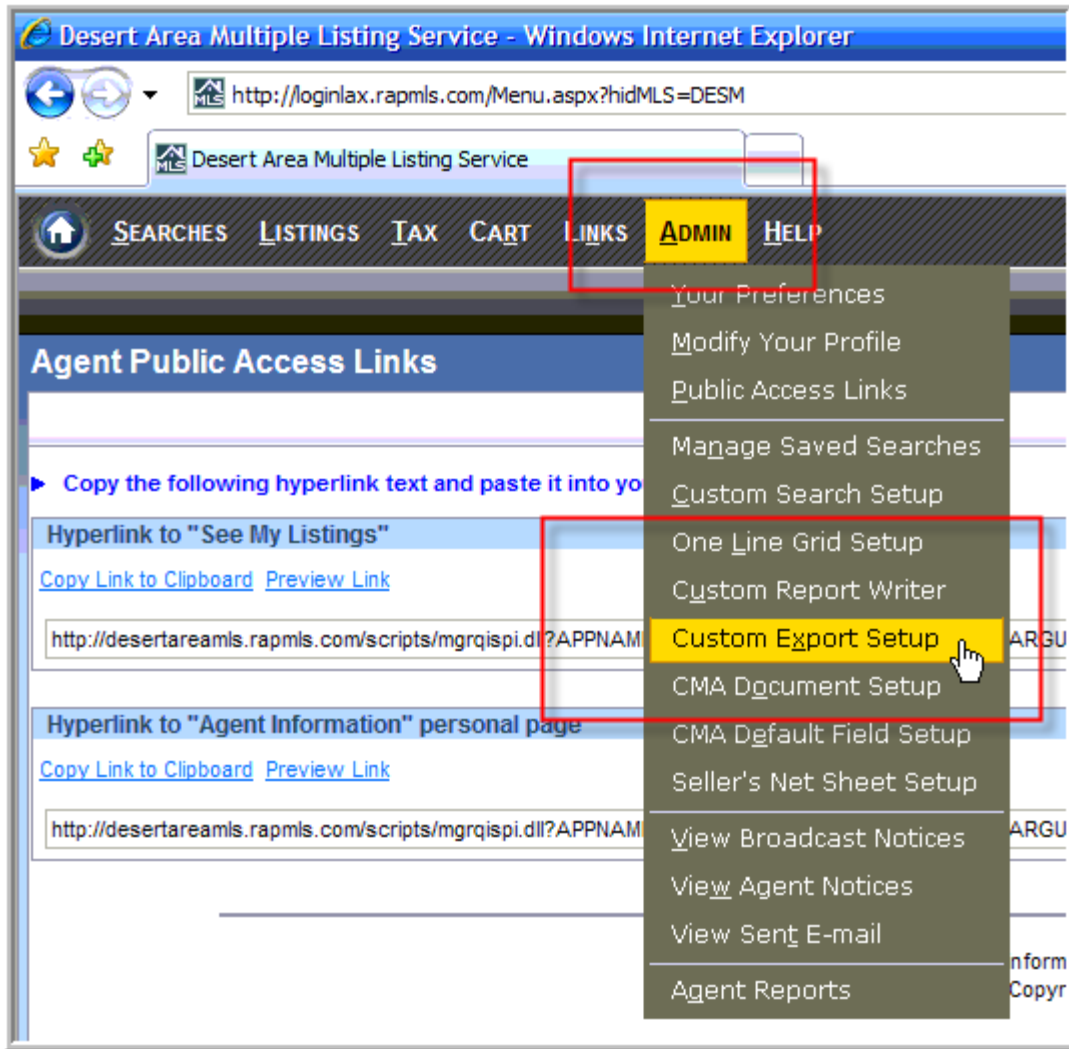


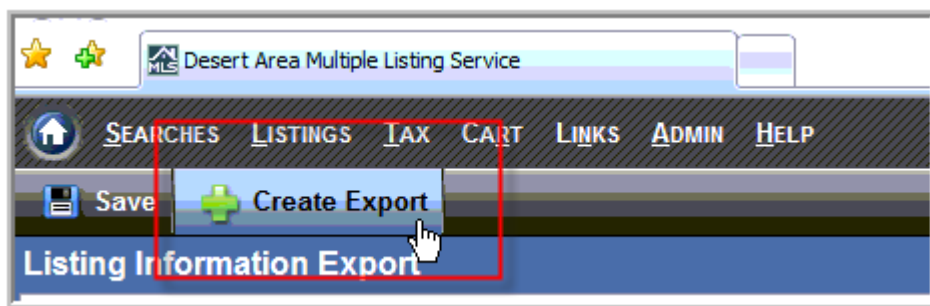
One time Setup – RappattoniMLS (ex. Desert Area MLS)

Login to your MLS

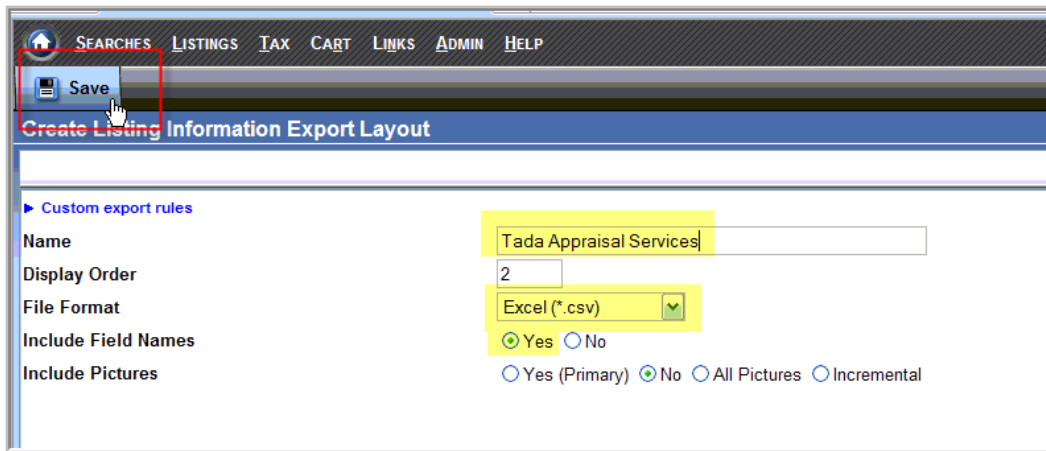
Click on **ADMIN**, and then choose **CUSTOM EXPORT SETUP**



Click **CREATE EXPORT**



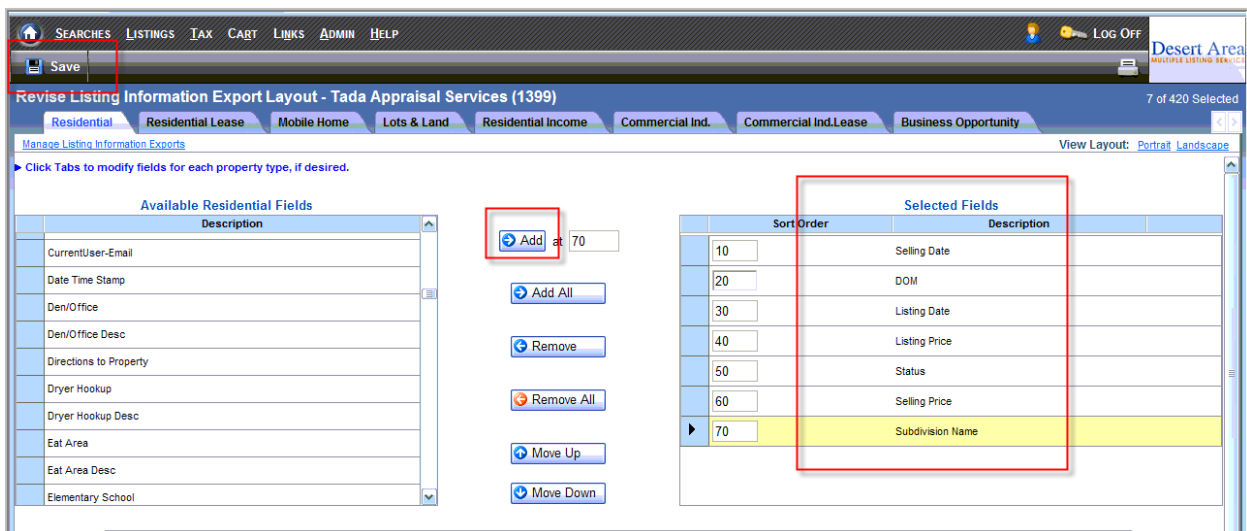
Enter the export **NAME**, select **EXCEL (*.csv)** and choose **YES** to include **FIELD NAMES**



Highlight the fields as shown below on the left side and click **ADD**

**** IT IS CRITICAL that the selected fields are in the EXACT ORDER as shown below. ****

Then click the **SAVE BUTTON**



Use the MOVE UP AND MOVE DOWN buttons to re-arrange the order of the fields to match the picture above.

**** Be sure the fields in your EXPORT are in the same order as shown ****

Your CUSTOM EXTRACT has been setup!

You are now ready to download data and start using the TADA! 1004MC Analyzer.

Downloading your Data

Enter your SEARCH criteria to create a data set of comparable sales.

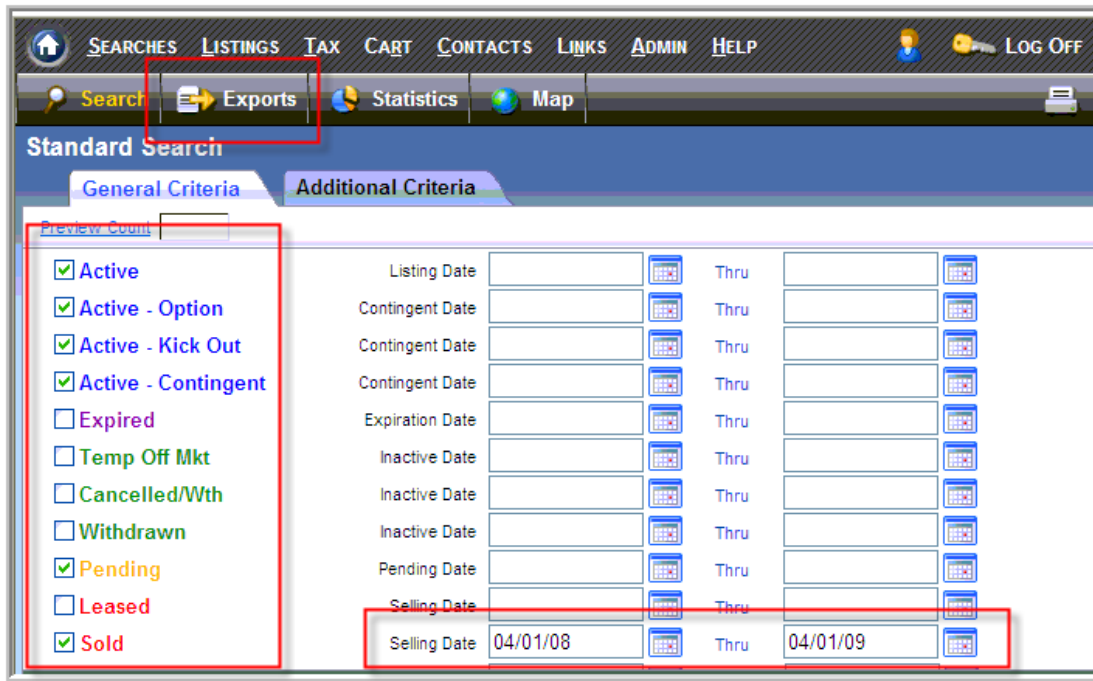
This includes using ALL THE NORMAL search fields that you would normally use to generate a SEARCH RESULT containing your comparable sales listings. You can use ANY fields that you want to create the initial SEARCH RESULTS.

Once you are happy with the criteria that you have chose, ** Clear ALL DATE RANGE criteria**

Enter a range of **1 years of data for SELLING DATE.**

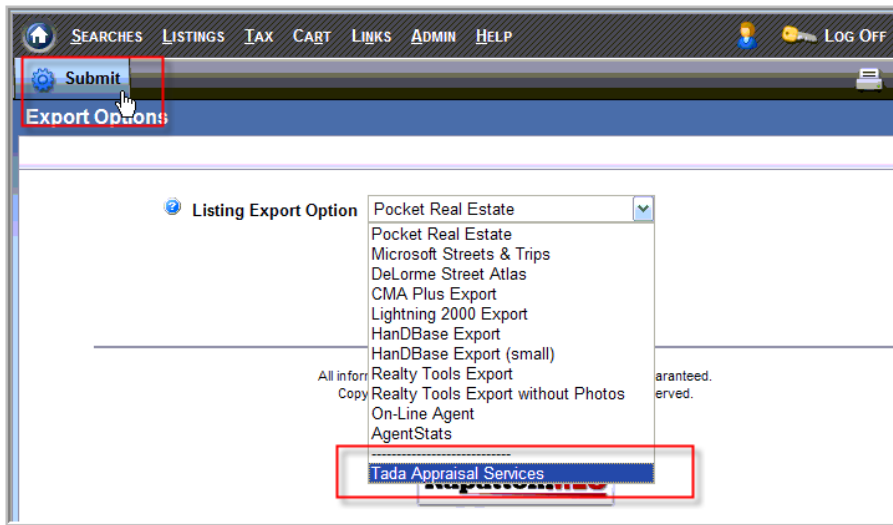
Select **ALL ACTIVE, PENDING, and SOLD statuses.**

Then click **EXPORTS**

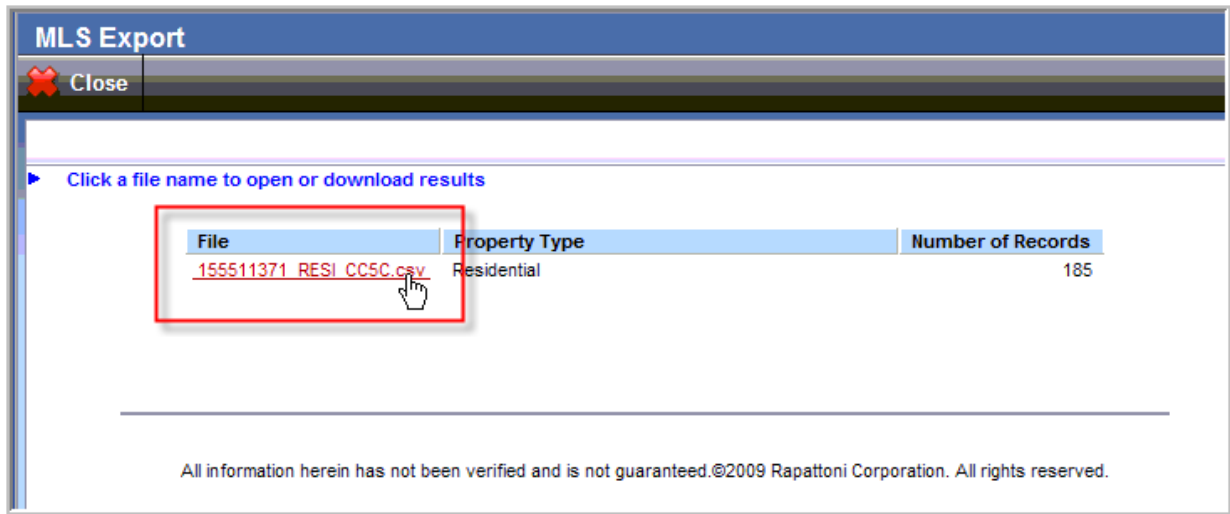


If you feel that EXPIRED and WITHDRAWN listings are comparable, you can include them in your analysis

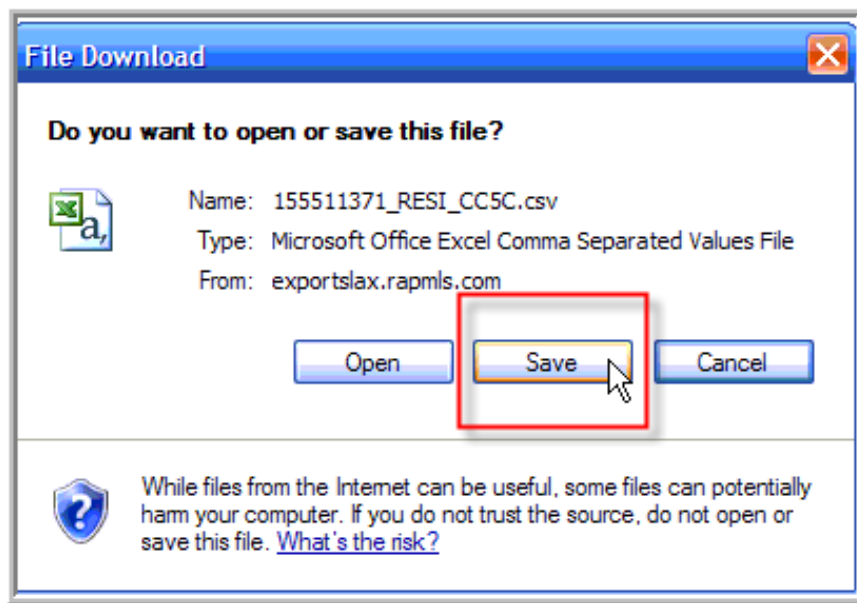
Choose your **CUSTOM EXTRACT** from the list and then click **SUBMIT**



Click on the **file to download** to your computer.

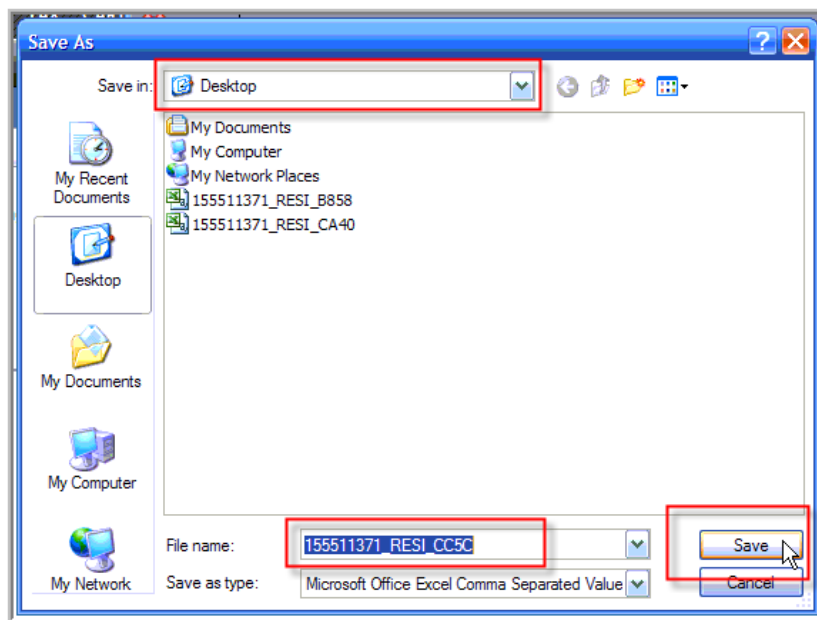


Click on the **SAVE** button



Save the file to your computer.

I like to save files on my **DESKTOP**. Make sure you take notice of the **NAME** and **LOCATION** where saved the file. Then click the **SAVE** button



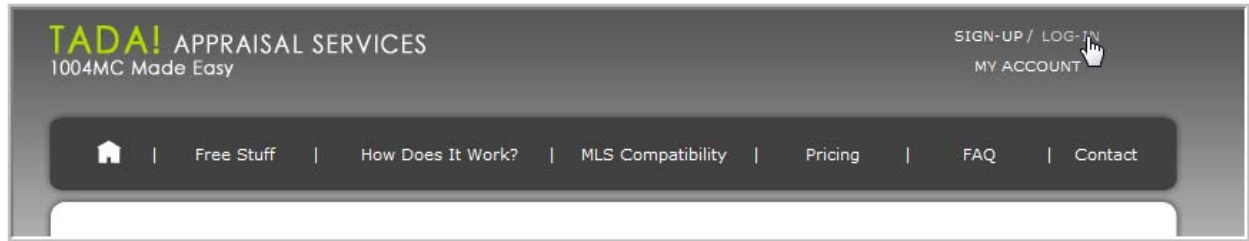
You have successfully downloaded your listings to your computer.

You are now ready to upload your data to the website.

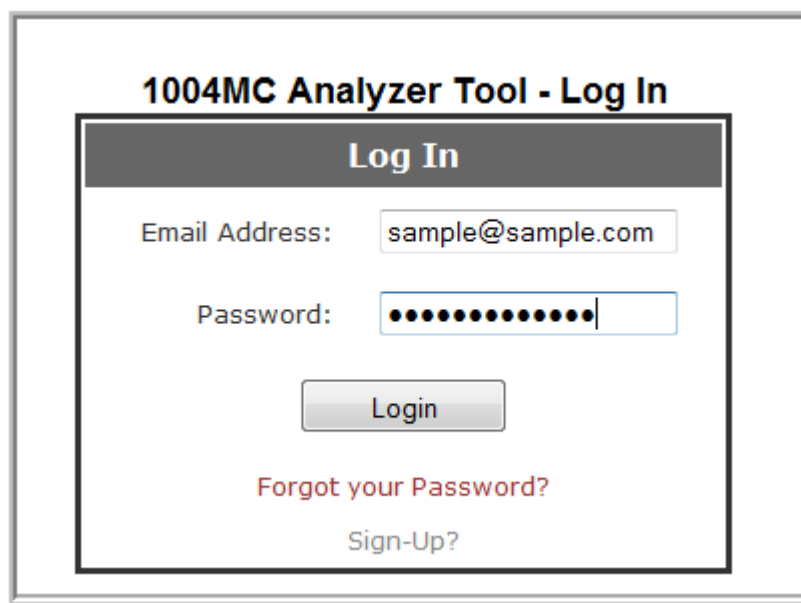
Uploading the Data is EASY

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

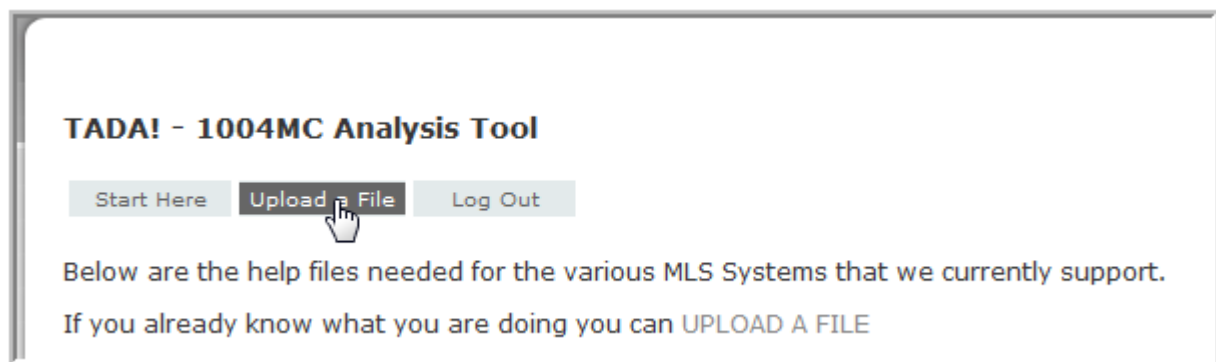
Click on **LOG-IN**



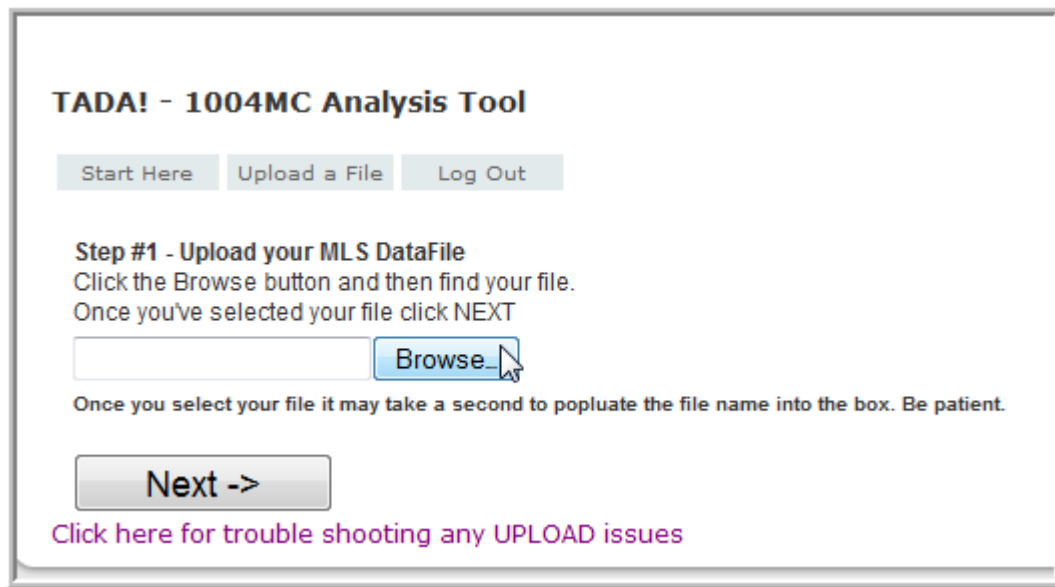
Login



Click on **UPLOAD A FILE**

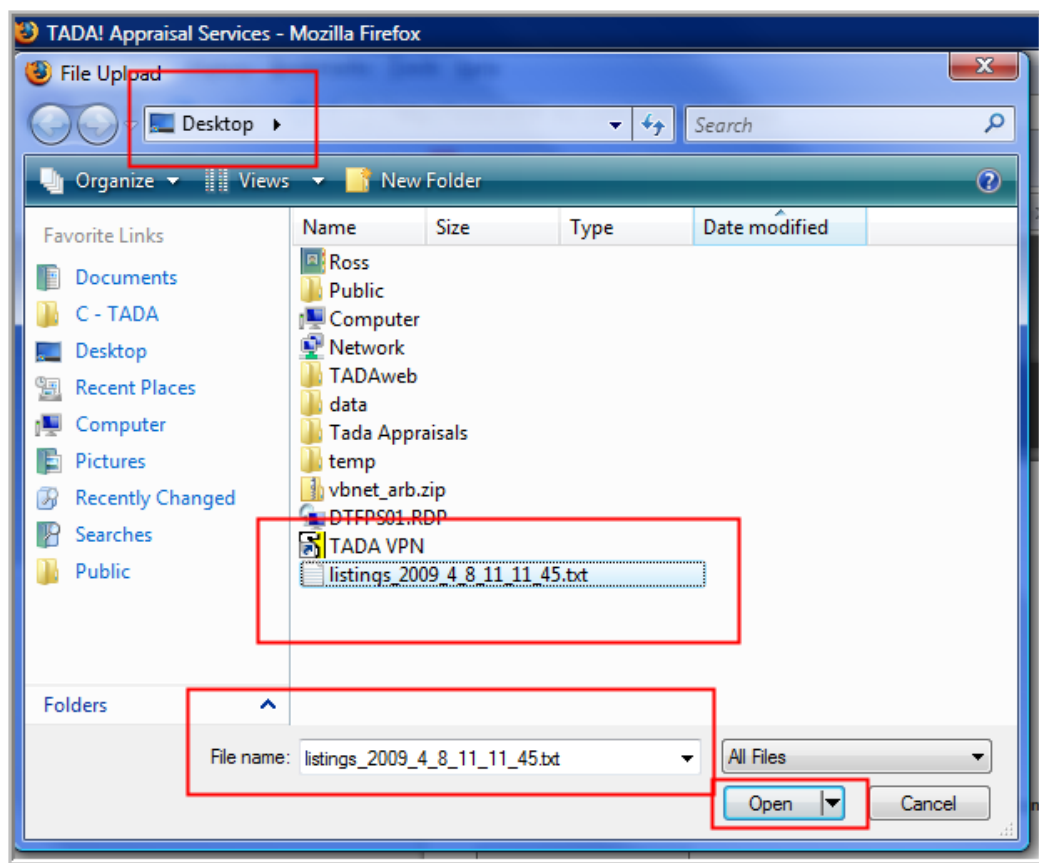


Click on **BROWSE**, find your file. Then click **NEXT**

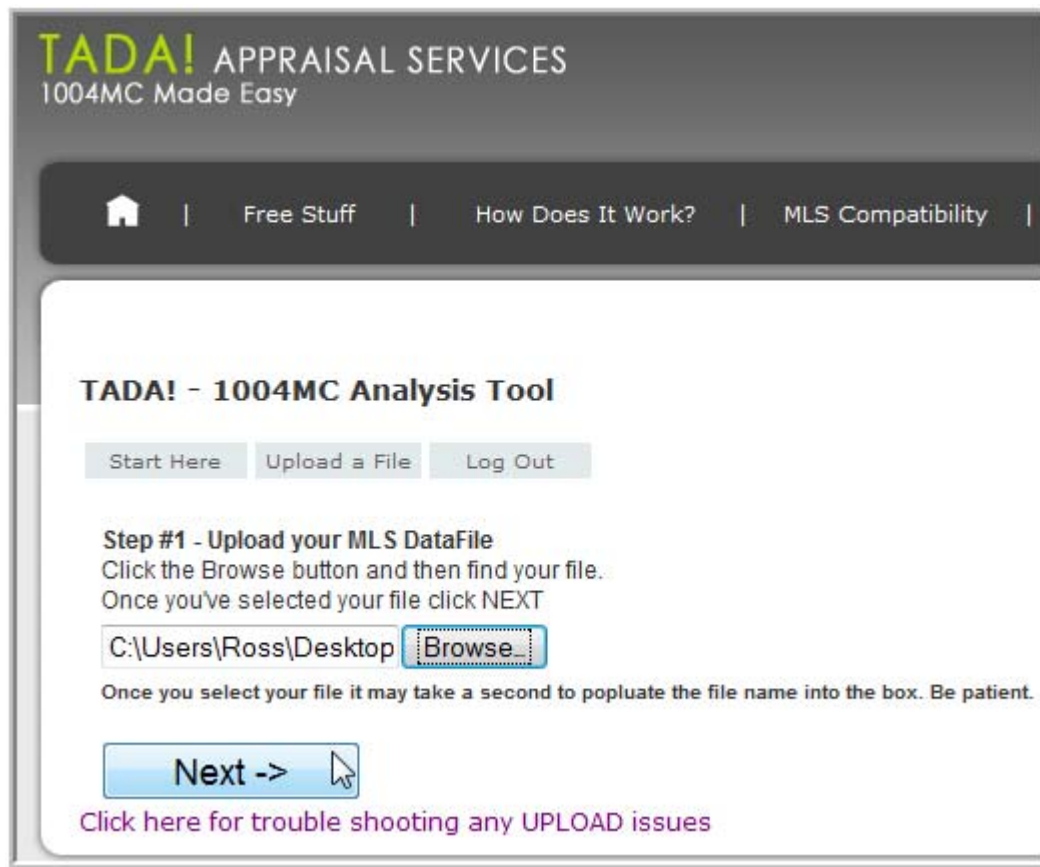


Browse to you file and OPEN it.

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 popluate the file name into the box. Be patient.

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