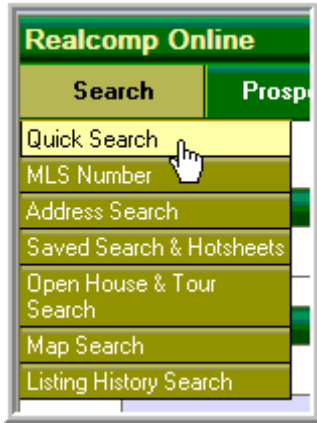


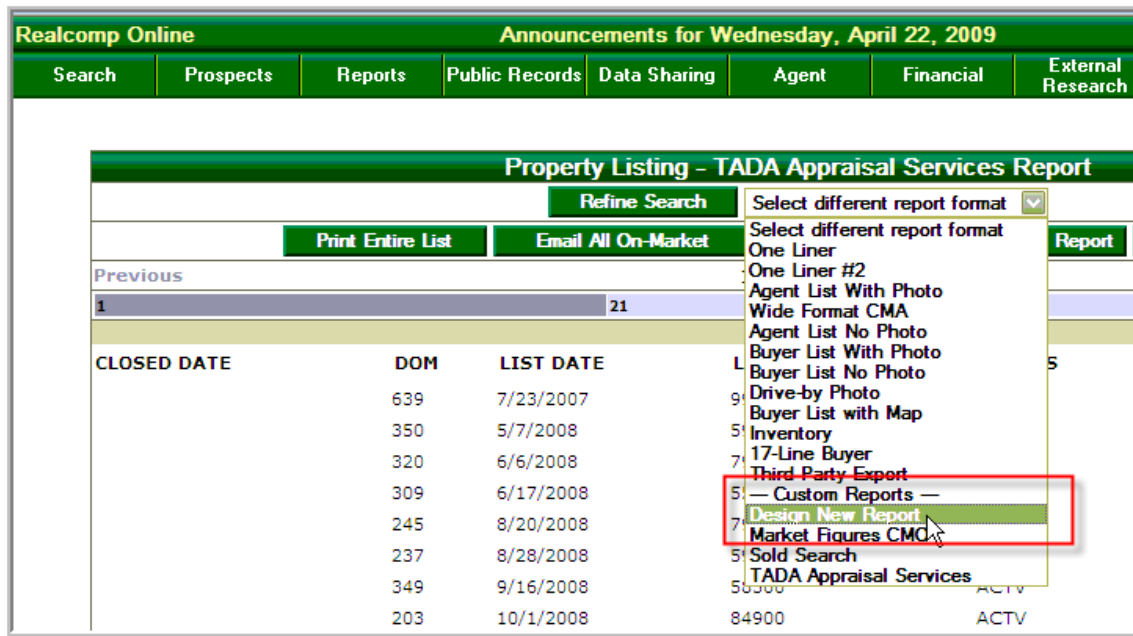
# One Time Setup – RealComp Online

## Login to your MLS

Run a search (it doesn't matter what. We just need to get to the RESULTS screen)

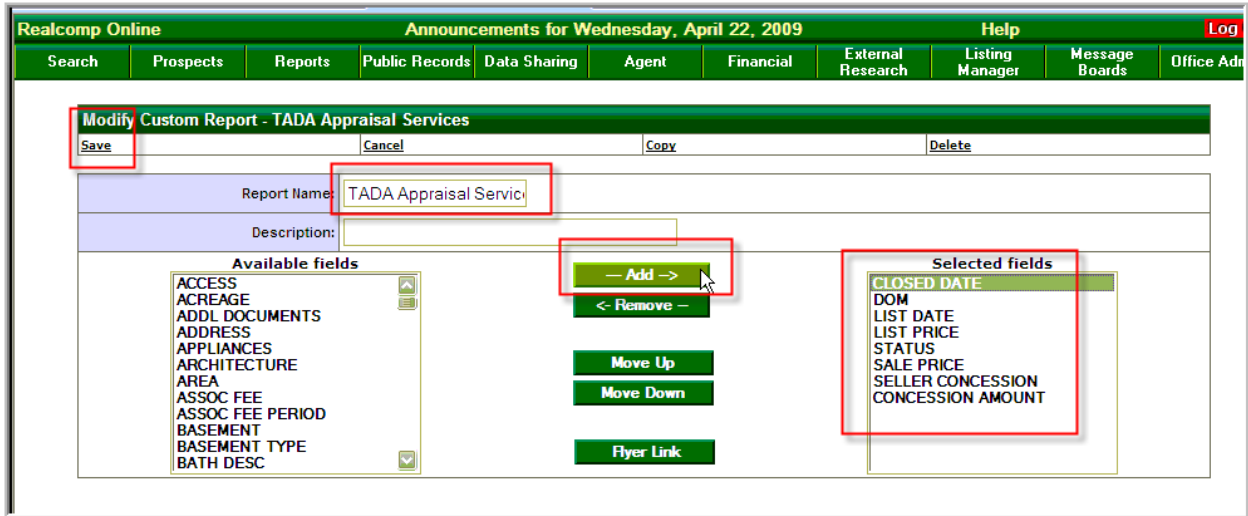


## Select DEFINE NEW REPORT



Name the Report **TADA Appraisal Services**  
Add the fields to your report as shown below  
Then click **SAVE**

**\*\* It is Critical that your Fields are in the EXACT Order as Shown Below \*\***



You can use the **MOVE UP** and **MOVE DOWN** buttons to rearrange the order to match the above order

**You Have Completed the ONE TIME Setup**  
**You are Now Ready to Start Downloading 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.

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

Set the **CLOSED DATE** going back for 1 year from the **Effective Date of the Appraisal**

Then click **SEARCH**

Searching :RS

Save Reset Form Count Search

Search Criteria

Additional Fields

Search Type : RS View List

LISTING TYPE : (required) Select All Listing Types  
 ERTS  EA  Unknown  
\*\*We do not receive Listing Type information for some data share listings.\*\*

LEVEL OF SERVICE : (required) Select all Levels of Service  
 FS  LS  MEO  Unknown  
\*\*We do not receive Level of Service information for some data share listings.\*\*

STATUS : Select All On-Market  
 ACTV  NEW  BMK  CHGP  XTND  CCS  
Select All Off-Market  
 EXPD  PEND  SOLD  CWTH  UWTH

CLOSED DATE : From 4/1/2008 To 4/22/2009 (MM/DD/YYYY or #)

You can include the EXPIRED/WITHDRAWN Listings if you feel they are comparable to your subject property

Click on **EXPORT ENTIRE LIST**

Realcomp Online Announcements for Wednesday, April 22, 2009 Help

Search Prospects Reports Public Records Data Sharing Agent Financial External Research Listing Manager Message Boards Office Ad

J&O Search - TADA Appraisal Services Report

Refine Search Select different report format

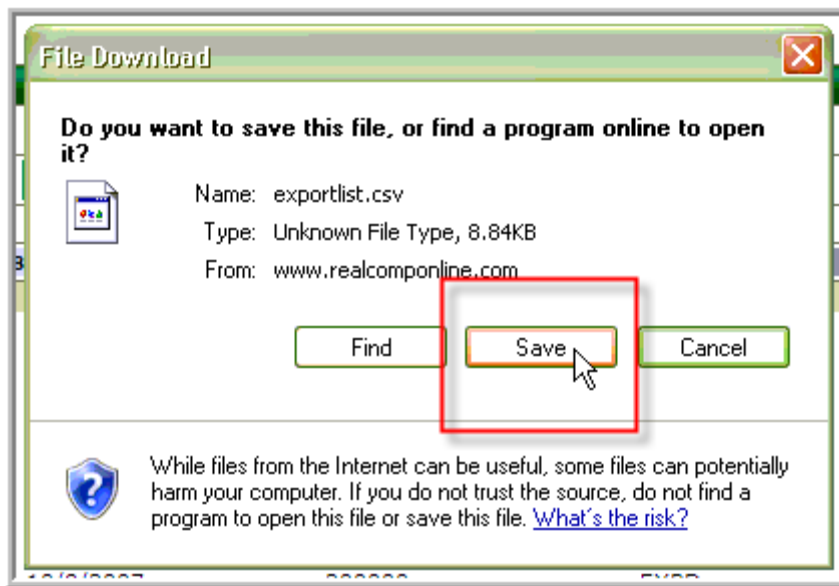
Print Entire List Email All On-Market Save as Prospect Edit Report Export Entire List

Previous 161-180 of 214 Next

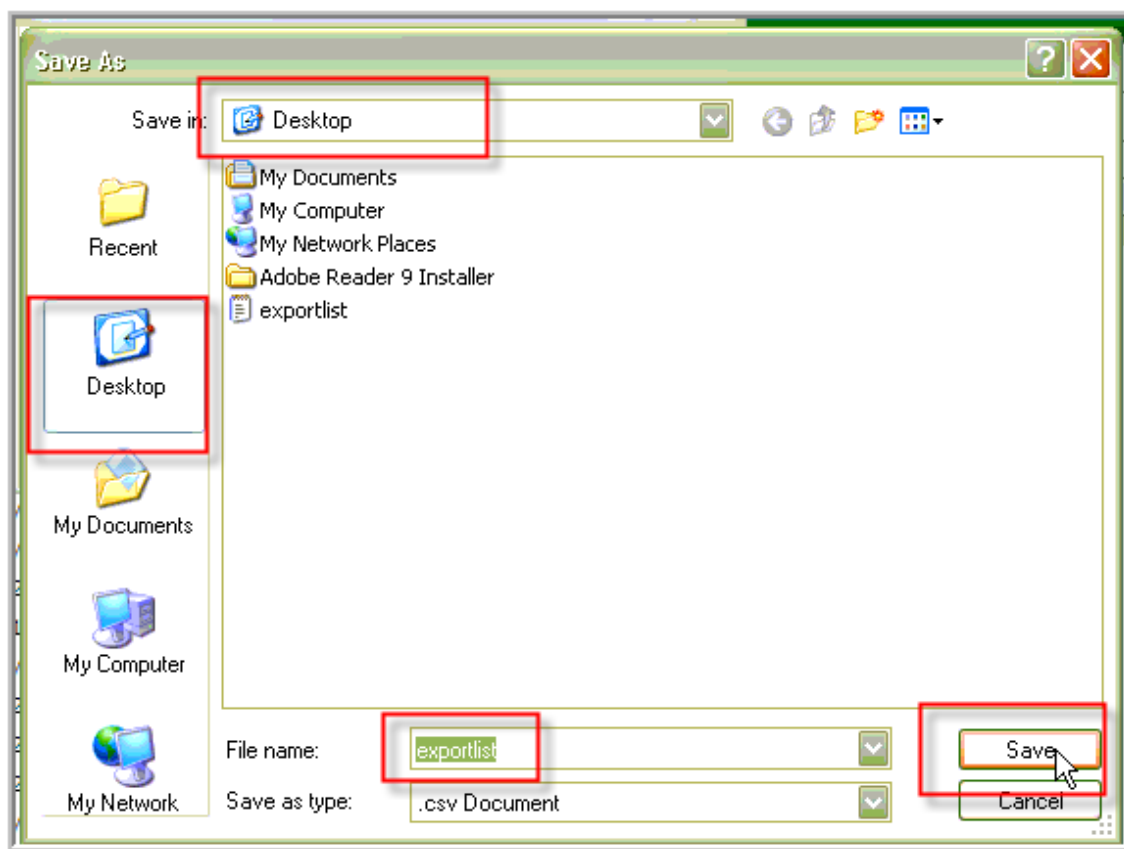
1 21 41 61 81 101 121 141 161 181 201

RS

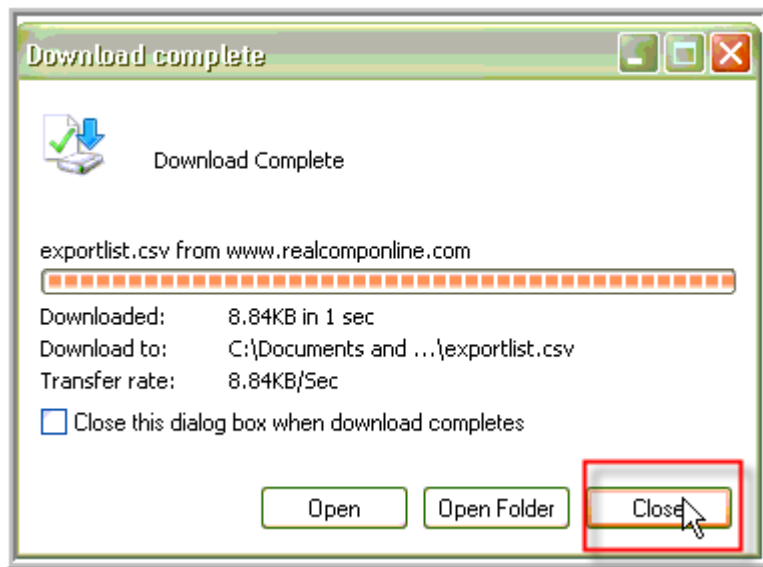
Click on **SAVE**



You can save the file anywhere you want. I like to save files on my desktop so they are easy to find later. Take note of the **FILENAME** and **FOLDER** where you save the data file



Click **CLOSE**

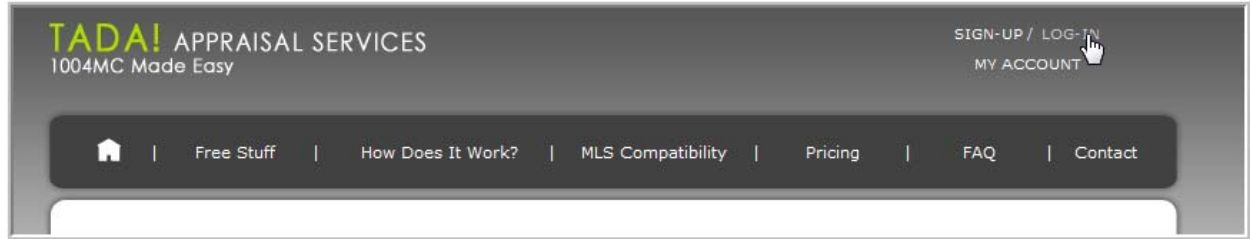


You have downloaded and saved the data to your computer.  
You can now upload your data to the TADA! 1004MC Analysis Tool.

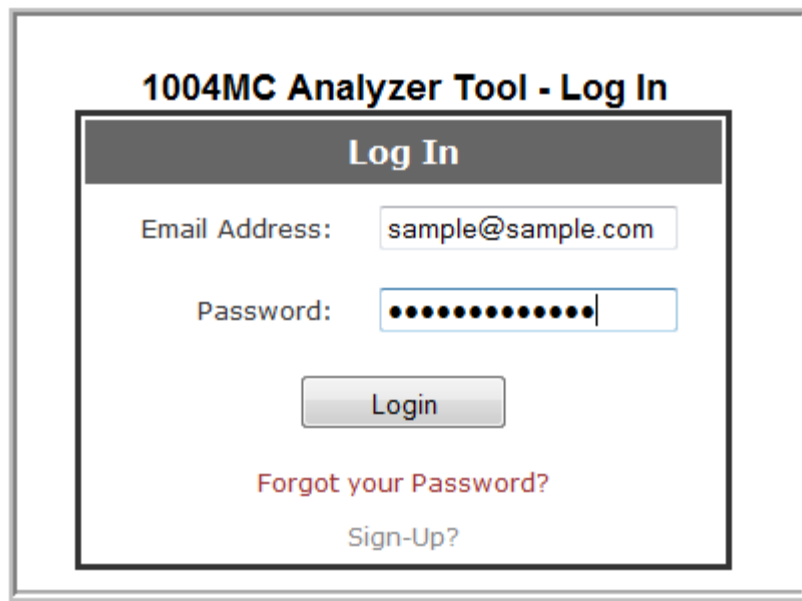
## Uploading the Data is EASY

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

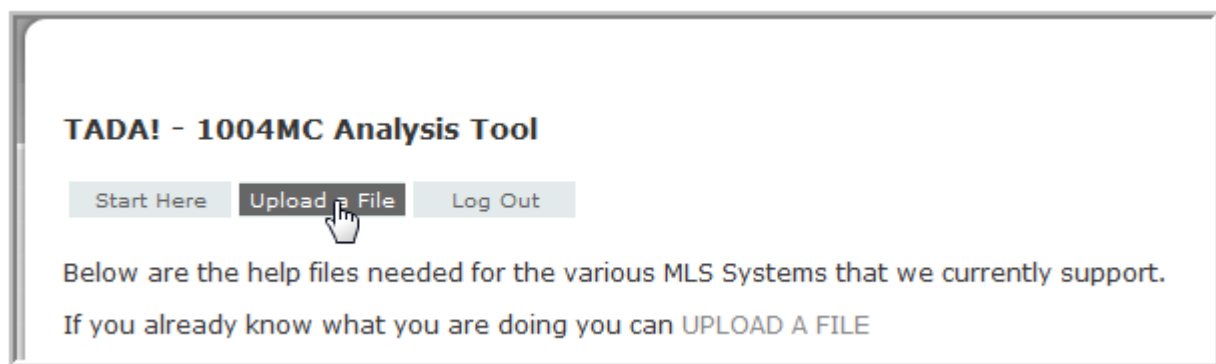
Click on **LOG-IN**



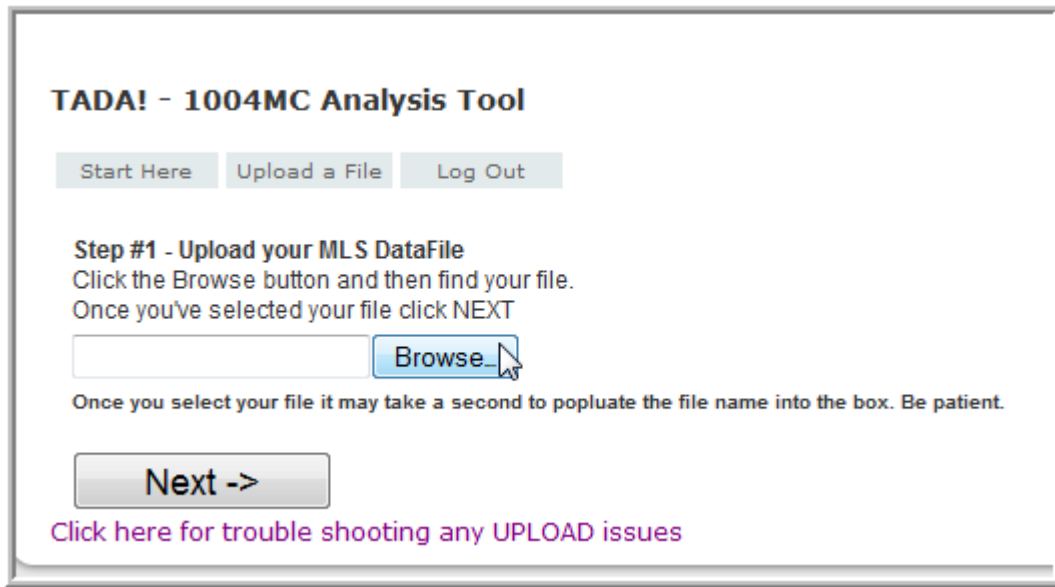
Login



Click on **UPLOAD A FILE**

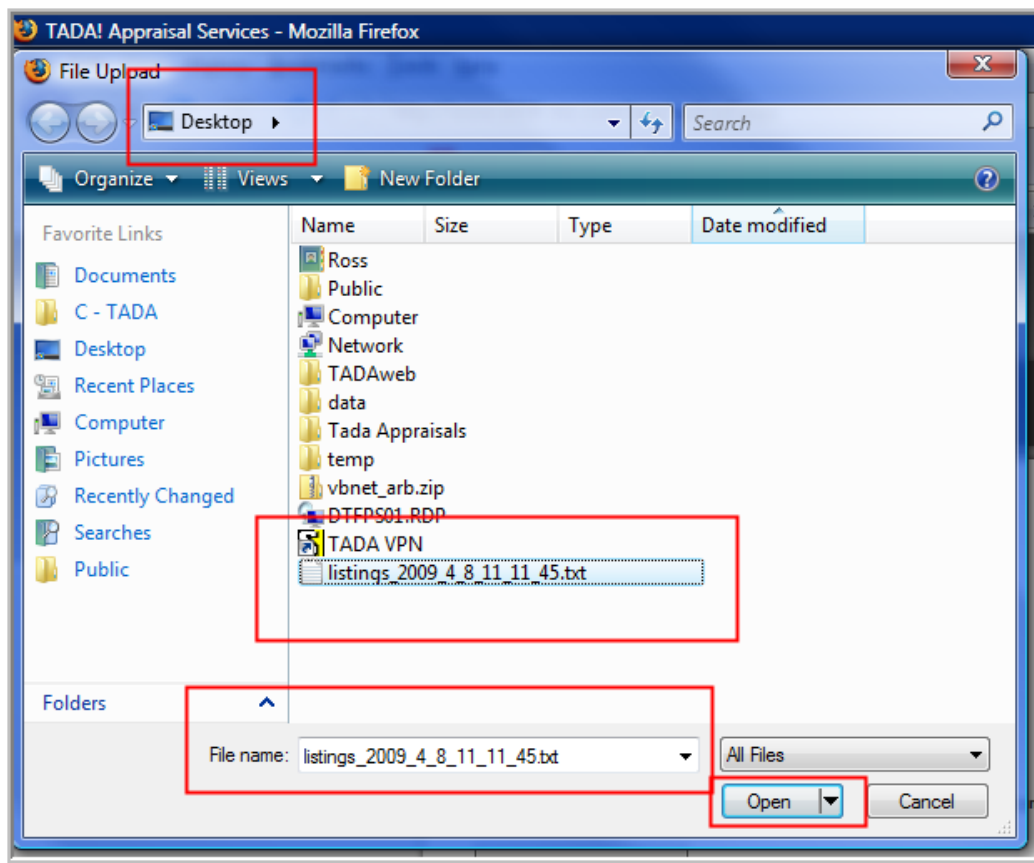


Click on **BROWSE**, find your file. Then click **NEXT**



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](#)