

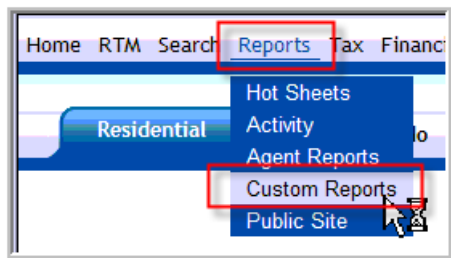
One time Setup – Realtracs MLS

Login to your MLS

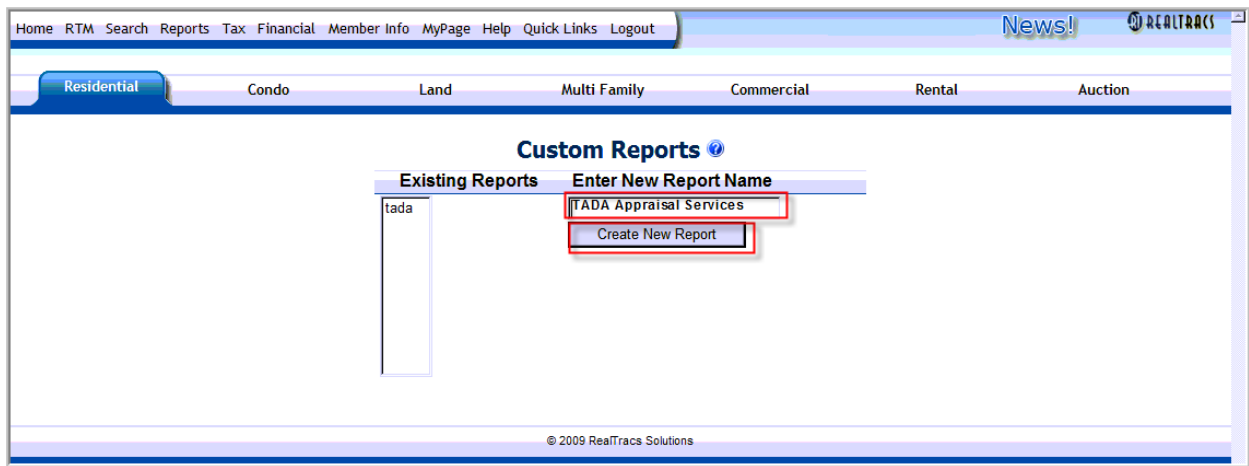
We are going to create a **Custom Report**.

This report will be used when **DOWNLOADING** your search results to your computer. You will choose this Custom Report during the **DOWNLOAD** process.

Click on **REPORTS** then click **CUSTOM REPORTS**

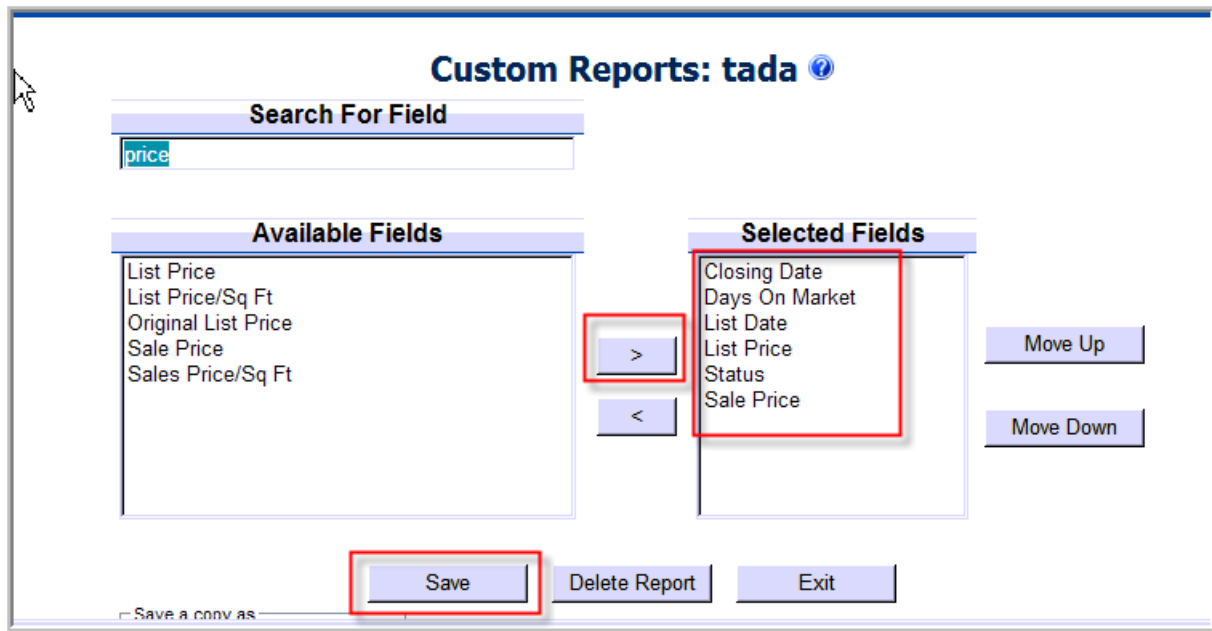


Name your report as shown and click **CREATE NEW REPORT**



Add the fields to the report as shown below.

** It is **CRITICAL** that the **SELECTED FIELDS** are in the exact order shown below **



You can use the MOVE UP and MOVE DOWN buttons to change the order of the fields if needed

You've created your custom report
Now you can move on to DOWNLOADING LISTINGS

Downloading Your Listings

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.

Once you are satisfied with your search,

Set **STATUS** to include **ACTIVE**, **PENDING**, and **CLOSED** listings

Set the **CLOSED DATE** to go back **1 year** from your **EFFECTIVE DATE** of **APPRAISAL**

Then click **SEARCH**

The screenshot shows a search criteria form with the following elements:

- County:** A dropdown menu with options: 10 - Williamson County, 11 - Wilson County, 13 - Cheatham County, 14 - Robertson County, 15 - Dickson County.
- Status:** A dropdown menu with options: Active, Pending, Closed, Expired, Withdrawn. This menu is highlighted with a red box.
- Type:** A dropdown menu with options: -- All --, Site Built, Zero Lot Line, Modular Home, Manu-Foundation, Manu-Mobile.
- Basement:** A dropdown menu with options: -- ALL --, Full, None, Other, Partial, Apartment, Combination, Crawl, Finished, Other.
- Search:** A button highlighted with a red box.
- Download, Statistics, Clear, Mapping:** A vertical menu of buttons on the left side.
- Min/Max:** Two columns of input fields for numerical values, with 'Min' and 'Max' headers.
- Pending:** A section with 'Pending Date' input fields.
- Closed:** A section with 'Sold Price' (values: 120000, 220000) and 'Pending Date' input fields.
- Closed Date:** A section with 'Closed Date' input fields (values: 06/06/08, 06/06/09). This section is highlighted with a red box.
- Open House:** A button at the bottom of the form.

CHECK the Listings you would like to include in your **DOWNLOAD**

To select **ALL** the listings, click the **SELECT ALL** check box at the top of the search results screen

The screenshot shows the search results screen with the following elements:

- Navigation Bar:** Home, RTM, Search, Reports, Tax, Financial, Member Info, MyPage, Help, Quick Links.
- Property Type Tabs:** Residential, Condo, Land, Multi F.
- Buttons:** Revise Search, Select All (checkbox highlighted with a red box).
- Page Size:** A dropdown menu set to 'ALL'.

Select **DOWNLOAD LISTINGS**

Home RTM Search Reports Tax Financial Member Info MyPage Help Quick Links Logout

Residential Condo Land Multi Family Commercial

Revise Search DeSelect All Page Size: ALL Functions: -- Select a Function --

RES	MIs No.	Media	Area	Status	Address	Total number of
1	1087520		7	Active	1122 WAGONER CT W	PATIO
2	1085327		7	Active	905 WAGONER CT E	PATIO
3	1058241		7	Active	714 ORTEGA RD	LARCH

Functions dropdown menu:
-- Select a Function --
Narrow Listings
Email Listings
Statistics
Map Listings
Download Listings
CMA Wizard

Select the **CUSTOM REPORT** created previously, then click **CREATE DOWNLOAD** (format should be **TEXT**)

Home RTM Search Reports Tax Financial Member Info MyPage Help Quick Links Logout

Residential Condo Land Multi Family Commercial

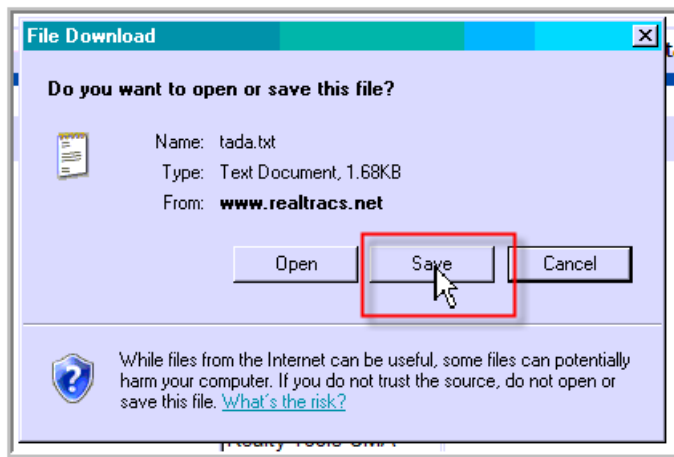
Revise Search Search Results Create Download

Number of Properties that Match Your Search Criteria: 29
(Maximum Number of Property Records Can Be Downloaded: 4500)

Select Download Format
 Text Excel

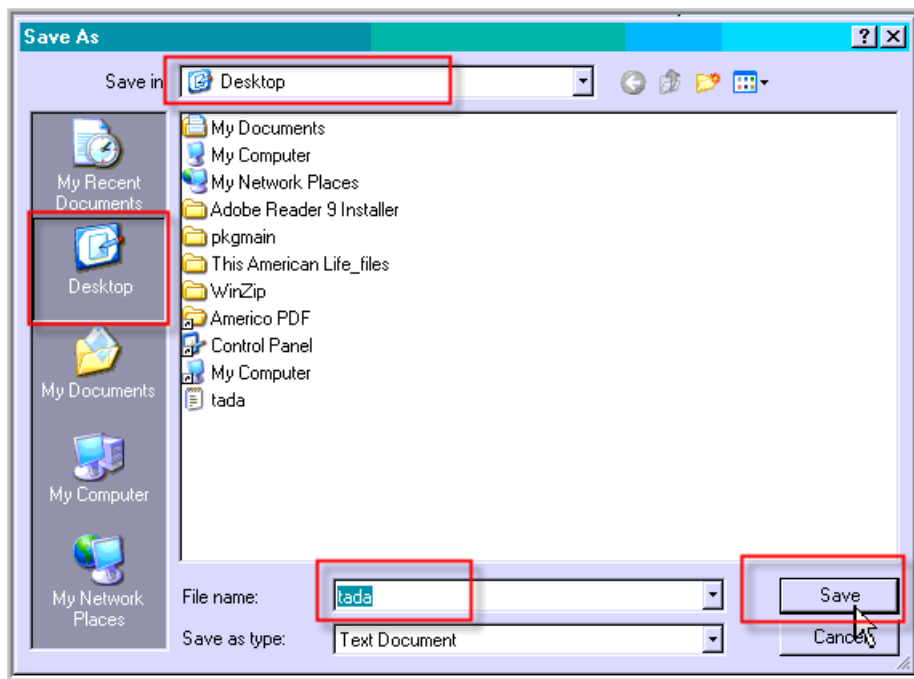
All Fields
Pocket Real Estate
Realty Tools CMA
-- Custom Reports --
tada

Click on **SAVE**

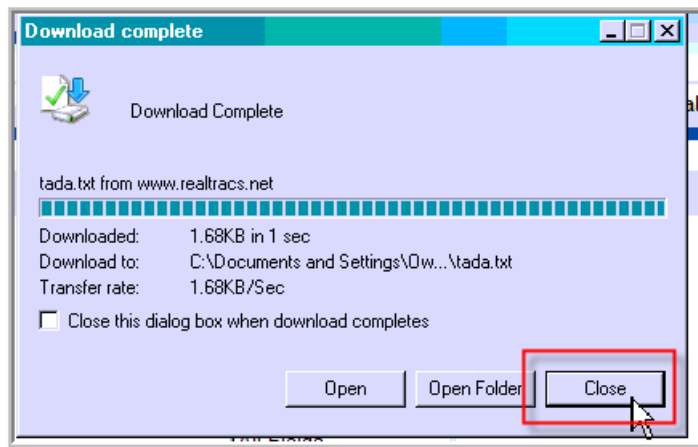


You can save the file anywhere you want. I like to save files on my desktop so they are easy to find. Take note of the FILENAME and FOLDER when you save the file.

Click **SAVE**



Click on **CLOSE**

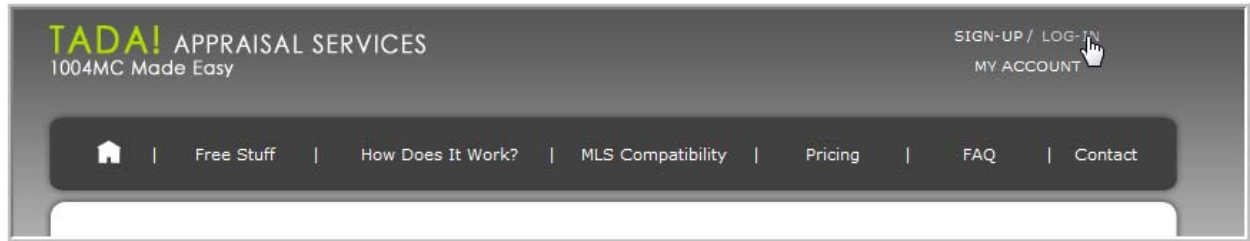


You're DONE!!
You can UPLOAD your file to the TADA! Analysis Tool

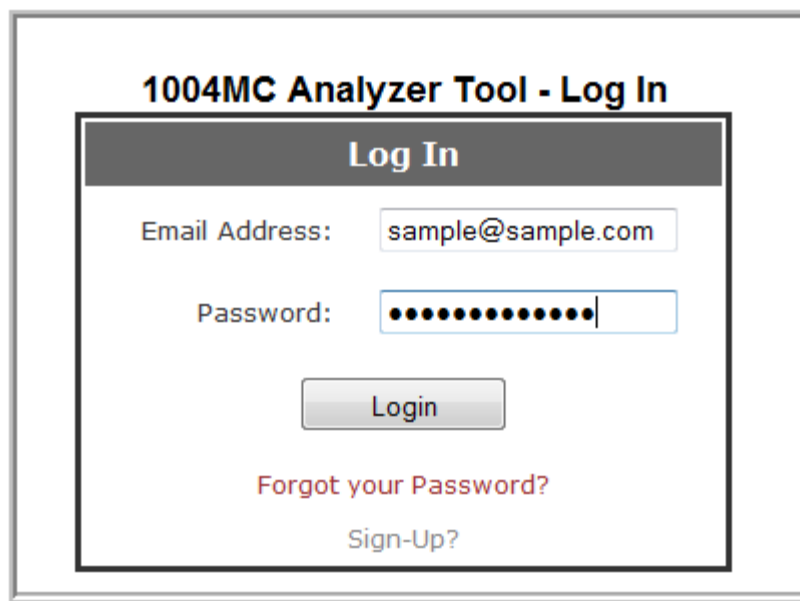
Uploading the Data is EASY

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

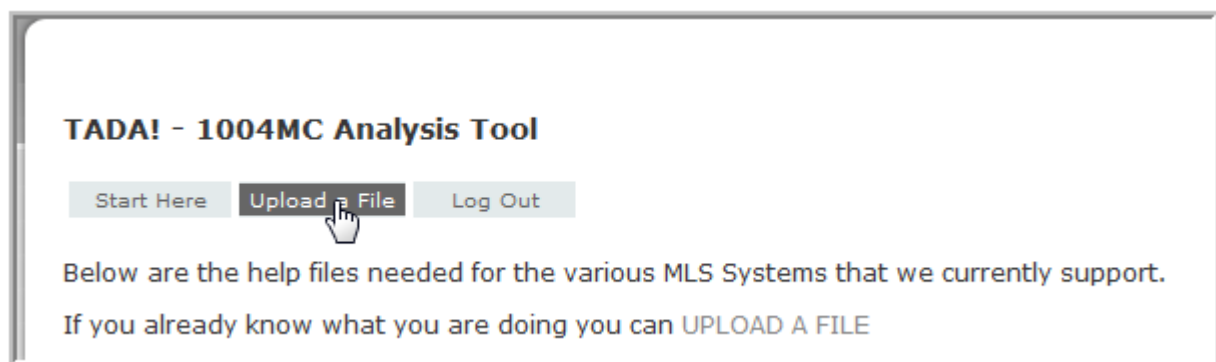
Click on **LOG-IN**



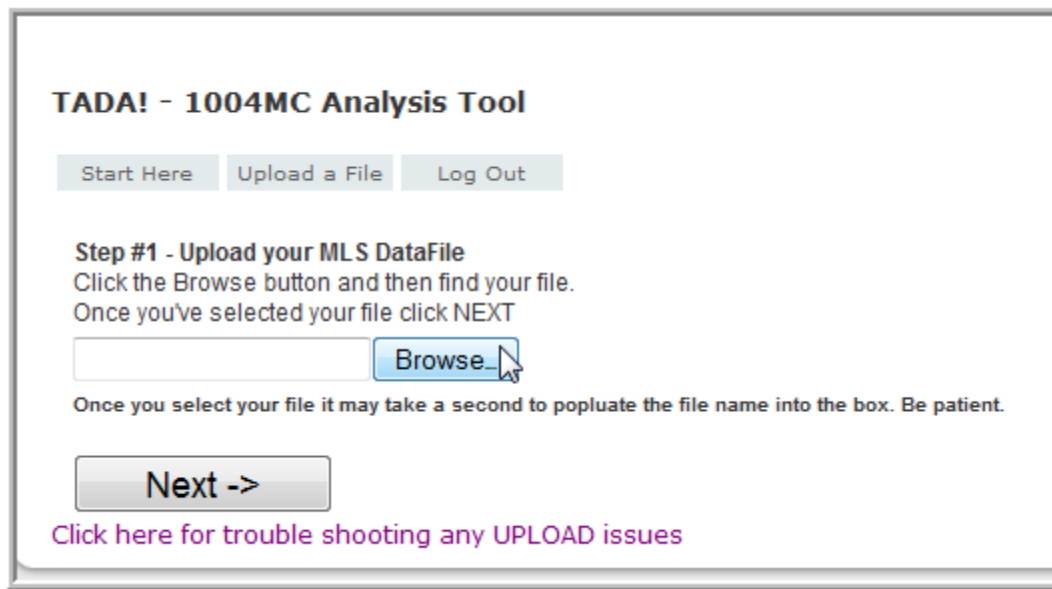
Login



Click on **UPLOAD A FILE**

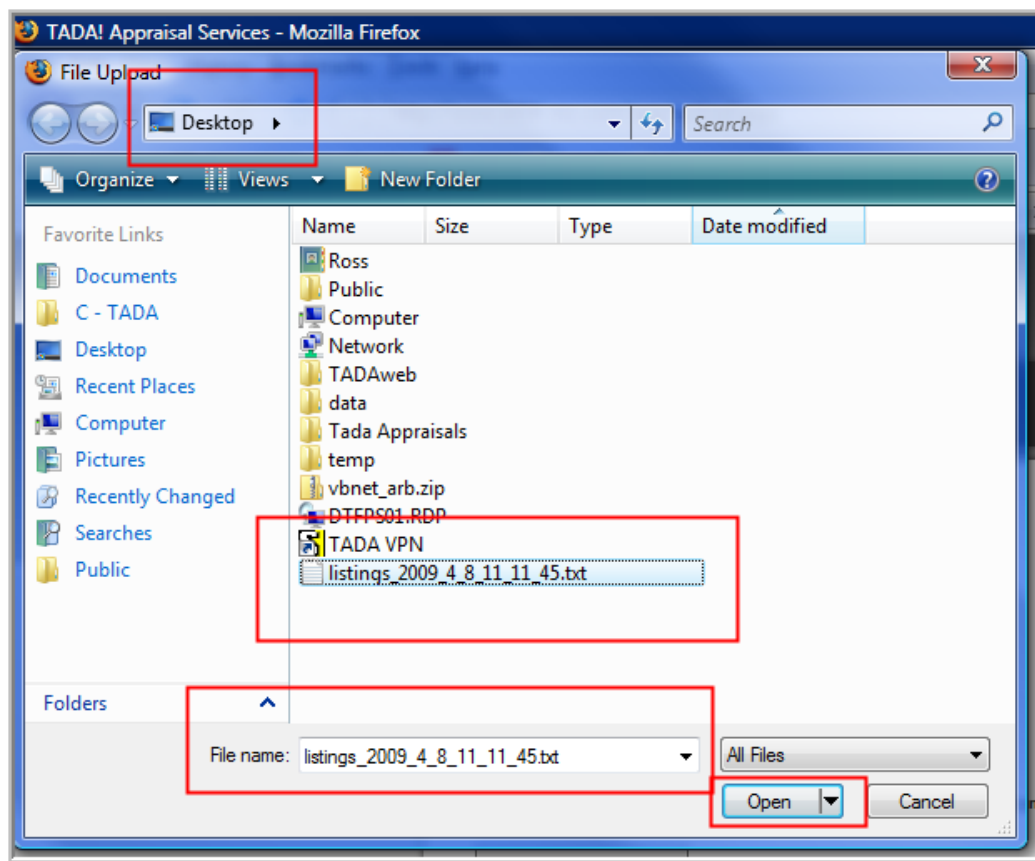


Click on **BROWSE**, find your file. Then click **NEXT**

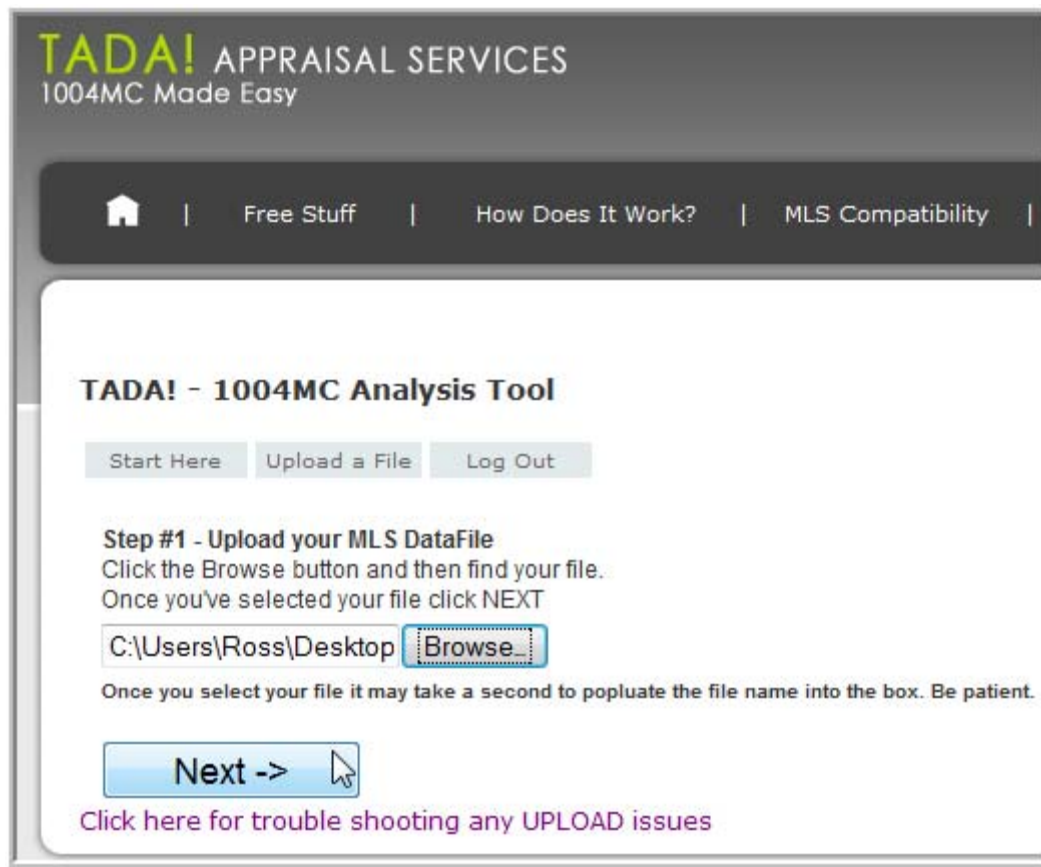


Browse to you file and OPEN it.

Image below is if you saved your 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](#)