

Stratus – Long Island MLS

Downloading Your Data

Log into the MLS

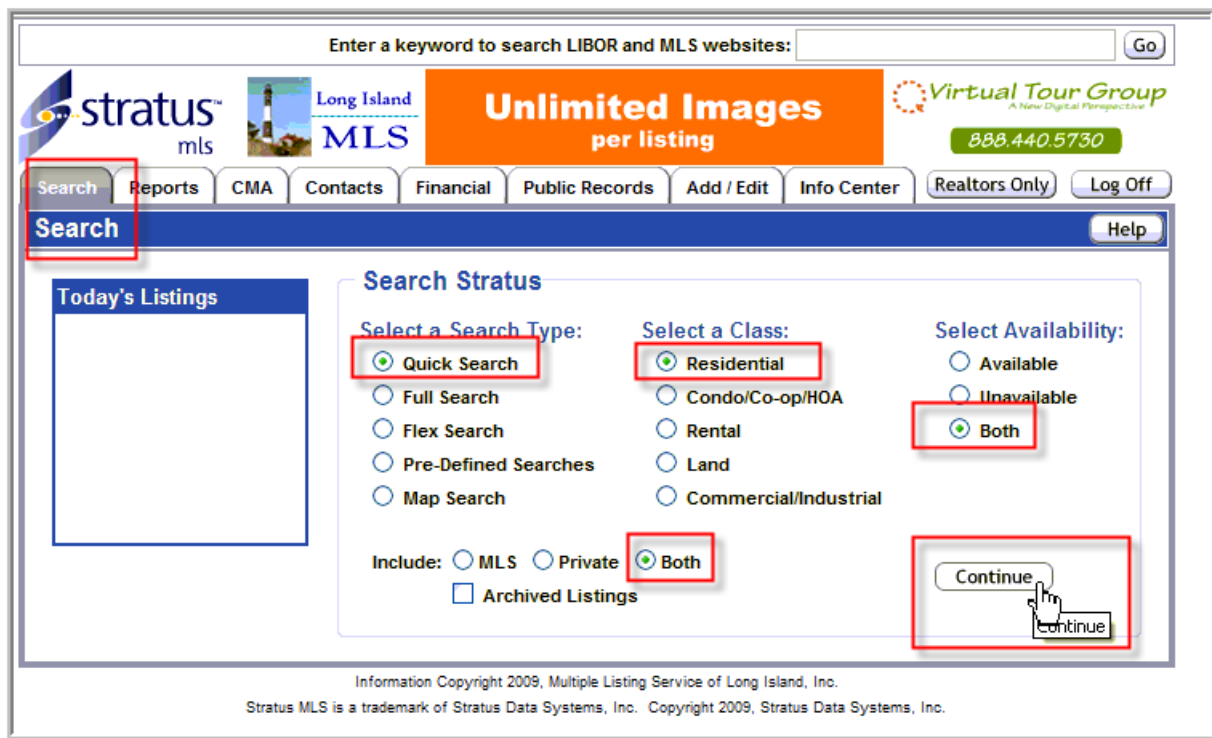
You are creating a SEARCH RESULT that contains COMPARABLE listings for your subject property. You will use ALL The criteria that you normally use to create this SEARCH RESULT. You can use geography, sq footage, bedrooms, market area, etc. Any criteria that you would normally use to create your COMPARABLE data set.

Click **SEARCH**

Select **QUICK SEARCH**

Select **BOTH** unavailable and available listings

Click **CONTINUE**



At a minimum select all **ACTIVE**, **UNDER CONTRACT**, and **CLOSED** listings
Set the **LISTING DATE** back **2 Years** from your **EFFECTIVE DATE OF APPRAISAL**
Then click **SUBMIT**

The TADA! 1004MC Analysis Tool will ignore any listings with no activity within the last year

The screenshot shows a search form with several sections: 'Price, Taxes & Status', 'Home Characteristics', and 'Exterior'. In the 'Price, Taxes & Status' section, the 'Listing Date' is set from 04/28/2007 to 04/28/2009, and the 'Last Status Change' is set to 'Re Us W/R'. In the 'Home Characteristics' section, there are various fields for 'Style', 'Rooms', 'Bedrooms', 'Baths', etc. In the 'Exterior' section, there are fields for 'Garage', 'Driveway', 'Pool', etc. At the bottom of the form, there are buttons for 'Clear', 'Preview', 'Count', and 'Submit'.

If you feel that EXPIRED/CANCELLED/WITHDRAWN listings should be included in your search you may include those as well

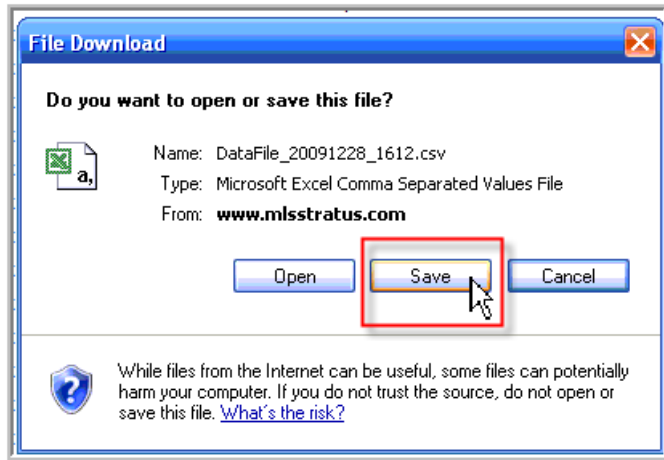
At the bottom of the screen click **DOWNLOAD**

The screenshot shows a navigation bar with several buttons: '<< First', '< Prev', 'Next >', and 'Last >>'. There is a 'Display All Records / Page' dropdown menu. Below these are buttons for 'View', 'Multi-Level Sort', 'Narrow Results', 'Download', 'Email Listings', 'Save to My Favorites', and 'Statistics & Counts'. A 'Select a Report Format' dropdown is set to 'Broker Full'.

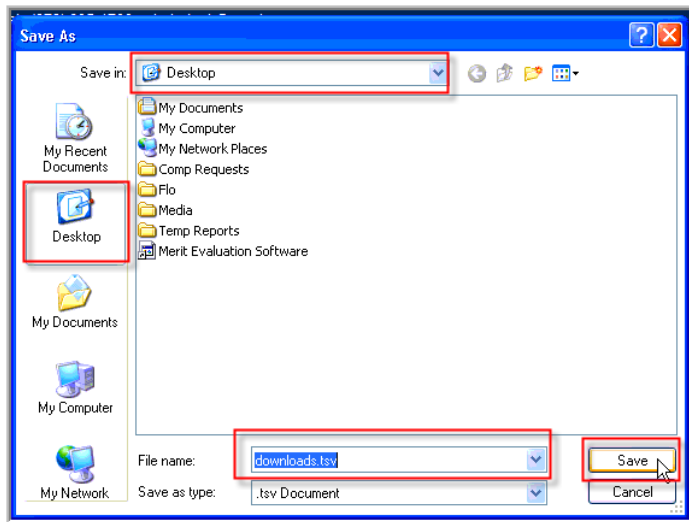
Select **DOWNLOAD ALL DATABASE FIELDS**

The screenshot shows a 'Download - Webpage Dialog' window. It asks 'Include field names as first record of download file?' and has a checked checkbox. Below are buttons for 'Download Search Results Fields', 'Download All Database Fields', 'Download Pocket Real Estate', 'Download All Database Fields', and 'Download Photos'. A 'Cancel' button is at the bottom.

Click on **SAVE**



You can save the file anywhere you want. I like to save files to my desktop so I can find them easily. Take note of the **FOLDER** and **FILENAME** where you saved the file

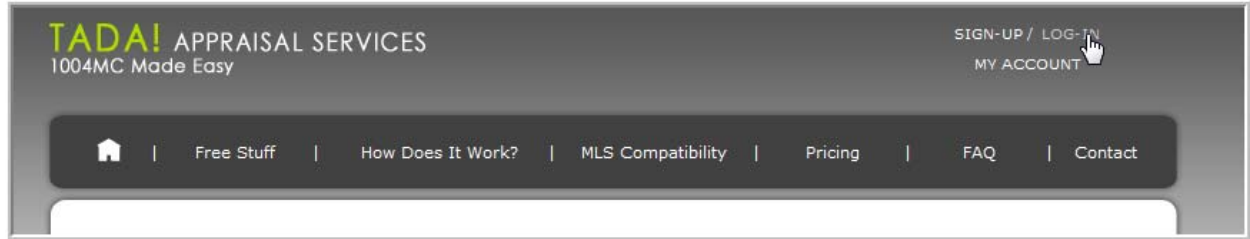


**You have saved your listing data to your computer.
You can now upload your data to the TADA! 1004MC Analysis Tool.**

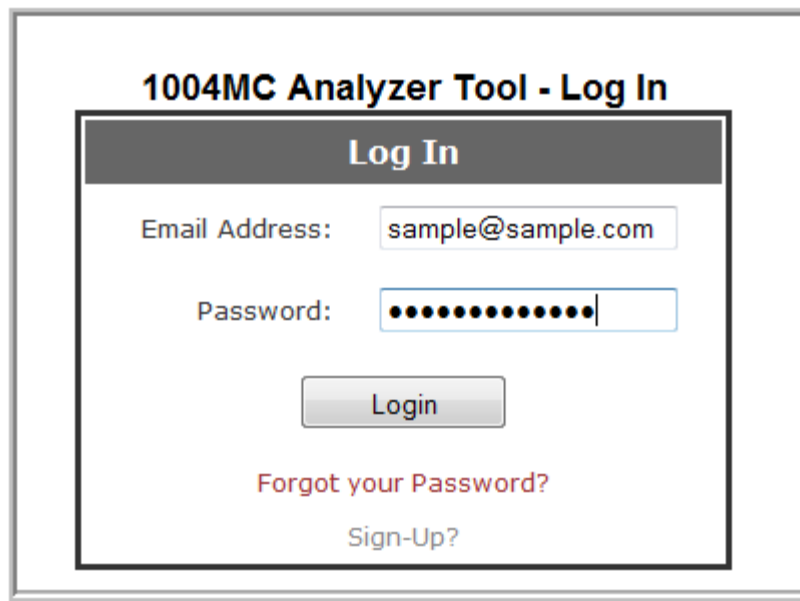
Uploading the Data is EASY

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

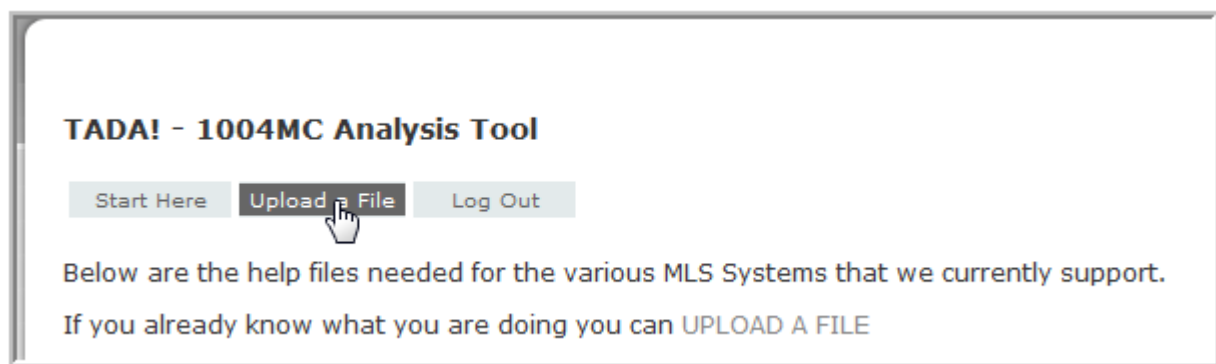
Click on **LOG-IN**



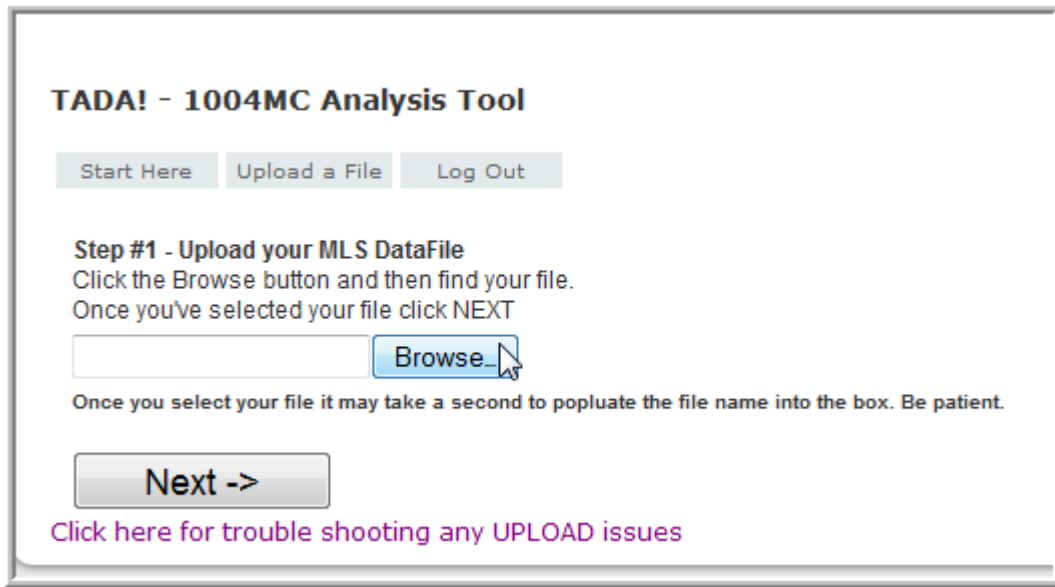
Login



Click on **UPLOAD A FILE**

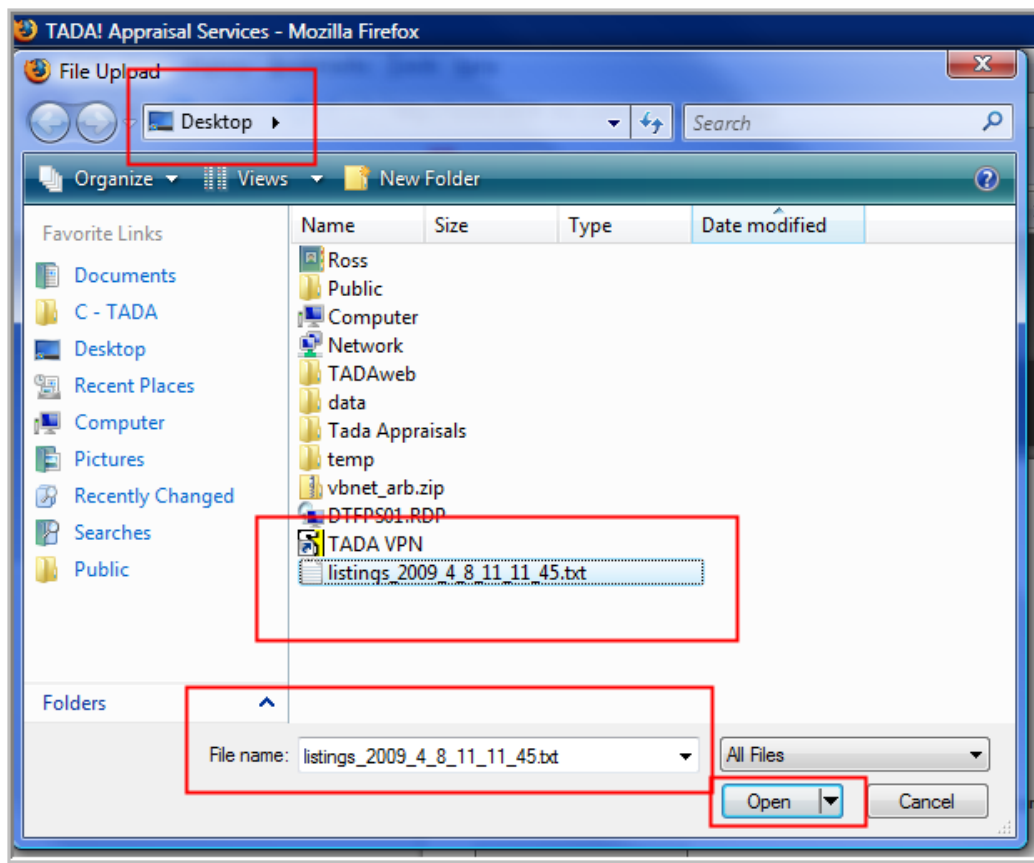


Click on **BROWSE**, find your file. Then click **NEXT**

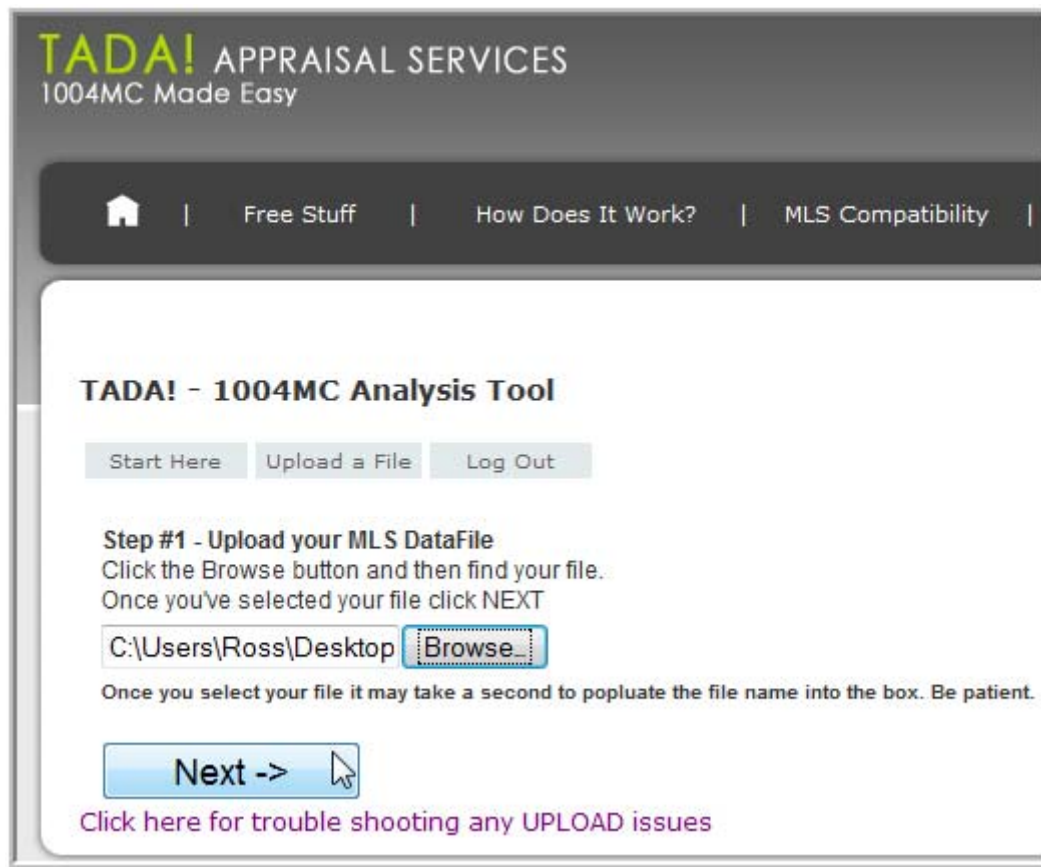


Browse to you file and OPEN it.

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 populate the file name into the box. Be patient.

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