

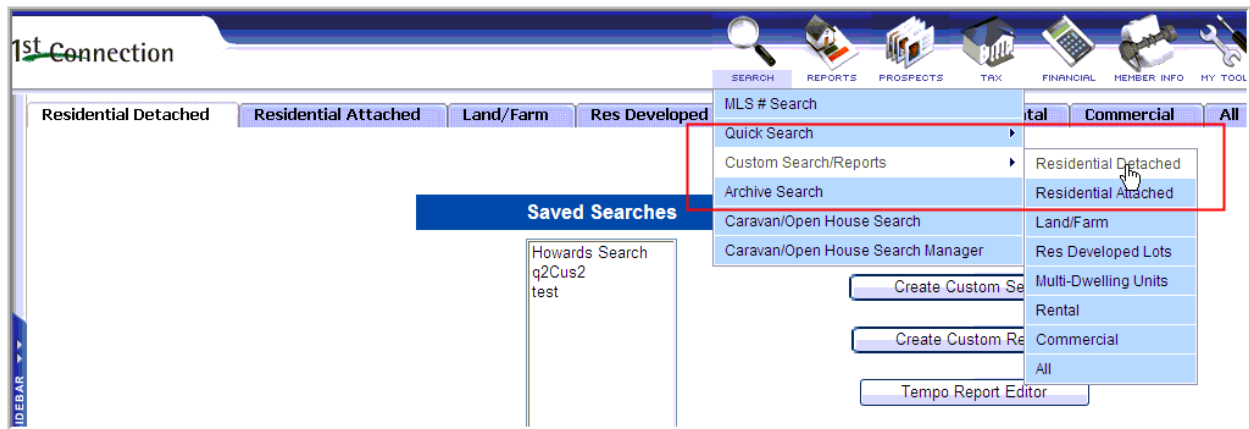
# One time Setup – Tempo3 (ex. FHMLS)

## Login to your MLS

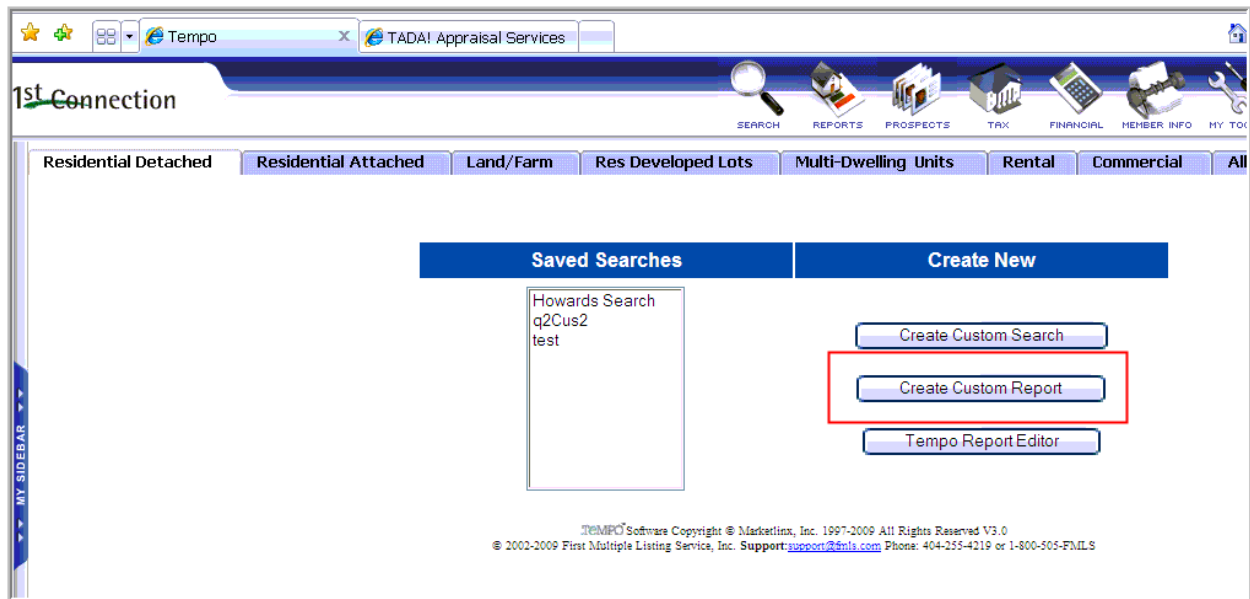
To verify that you are on TEMPO 3 versus TEMPO 5, scroll to the VERY bottom of your SEARCH Screen and look at the fine print. It will say:

TEMPO Software Copyright © MarketLinx Inc. 1997 – 2009 All Rights Reserved **V3.0**

Click on **SEARCH** then choose **CUSTOM SEARCH/REPORTS**



Click on **CREATE CUSTOM REPORT**



Add the FOLLOWING Fields to your **CUSTOM REPORT**  
Save your CUSTOM REPORT as **TADA! Appraisal Services**

**\*\* The ORDER is CRITICAL. Make sure your ORDER matches the list below EXACTLY \*\***

**Your column names may be different then shown above. Here is what we are looking for:**

1. SOLD DATE aka CLOSE OF ESCROW DATE aka TITLE TRANSFER DATE
2. DAYS ON MARKET aka MARKET TIME (NOT Cumulative DOM)
3. LISTING DATE
4. LISTING PRICE aka ASKING PRICE (NOT Original Price)
5. LISTING STATUS aka STATUS
6. SOLD PRICE aka PRICE CLOSE OF ESCROW

**SAVE your CUSTOM REPORT**

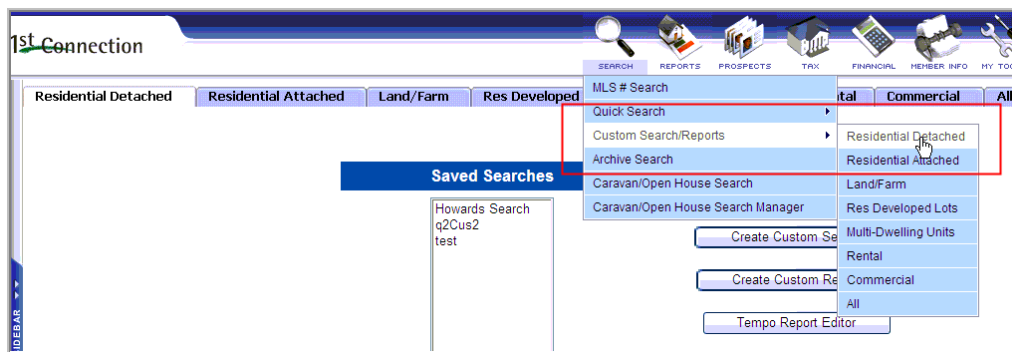
**You Have Completed the ONE TIME Setup  
You are Now Ready to Start Downloading Data**

## Creating A Custom Search

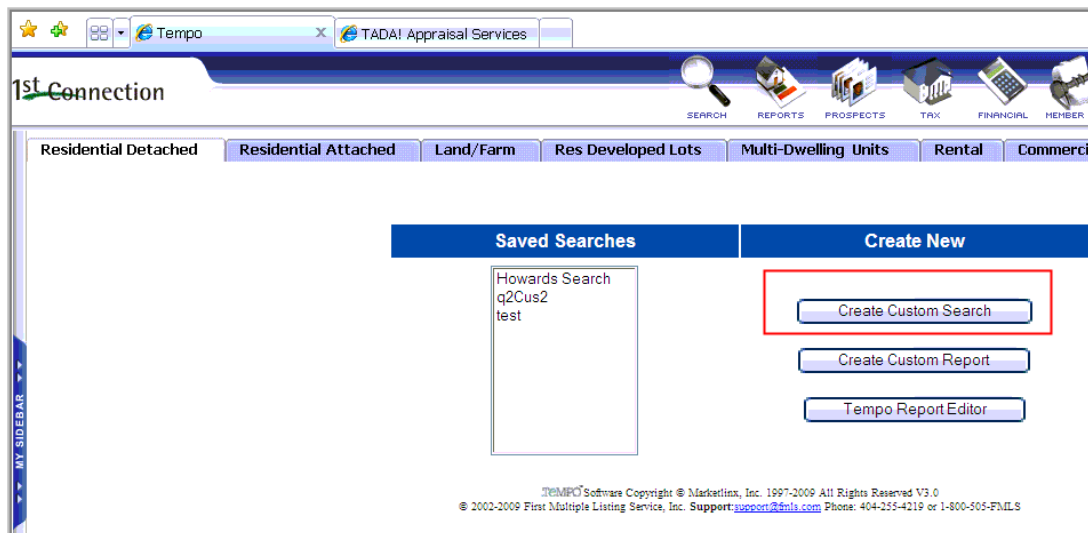
If you ALREADY have the ability to **SEARCH** by **LIST DATE**, you can skip this section and go to **DOWNLOADING YOUR DATA**

We will be searching by **LIST DATE** to grab ALL listings, so we need to search by **LIST DATE**. NOT the **SOLD/CLOSED DATE**. If you search by **CLOSED DATE**, you will only get listings that have a **CLOSED DATE**(ie are **SOLD/CLOSED**). We need **ACTIVE** and **PENDING** listings as well.

Click **SEARCH** then choose **CUSTOM SEARCH/REPORTS**

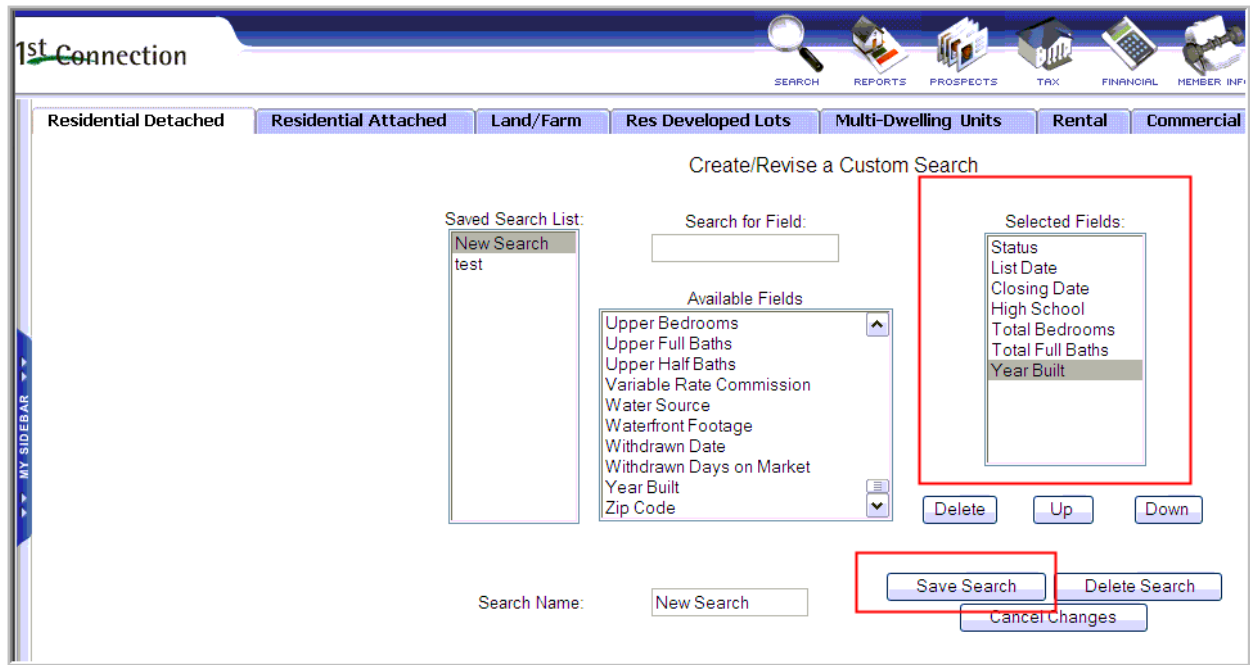


Click **CREATE CUSTOM SEARCH**



This is for **SEARCHING ONLY** and has nothing to do with the **CUSTOM REPORT** we created earlier. You can add **ANY FIELDS** that you normally use to search. Be sure to include **STATUS** and **LIST DATE**, as these are the needed fields to pull listings for our service.

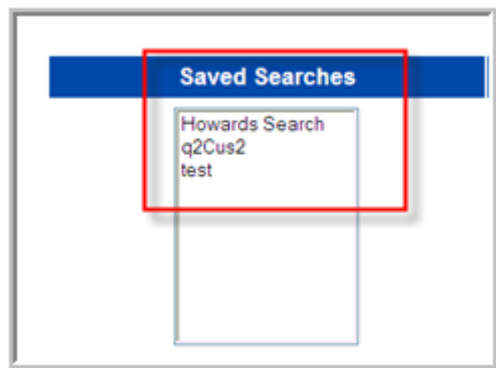
Again, you can choose **ANY and ALL** fields that you normally SEARCH with. Below is ONLY an **EXAMPLE**. The only **REQUIRED** fields are **STATUS** and **LIST DATE**



Name your Search whatever you want. For this example we called it **HOWARDS SEARCH** then click **SAVE SEARCH**

To access this **SAVED SEARCH** in the future, you click on **SEARCH**, then **CUSTOM SEARCH/REPORTS**.

Then **CLICK** on your **SAVED SEARCH**.



## Downloading 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.

**When you are satisfied** with your criteria, **\*\*DELETE ALL DATE SEARCH CRITERIA \*\***

Set the **LIST STATUS** to **ACTIVE, PENDING** and **SOLD/CLOSED** only. (ALL Active, Pending and SOLD statuses)

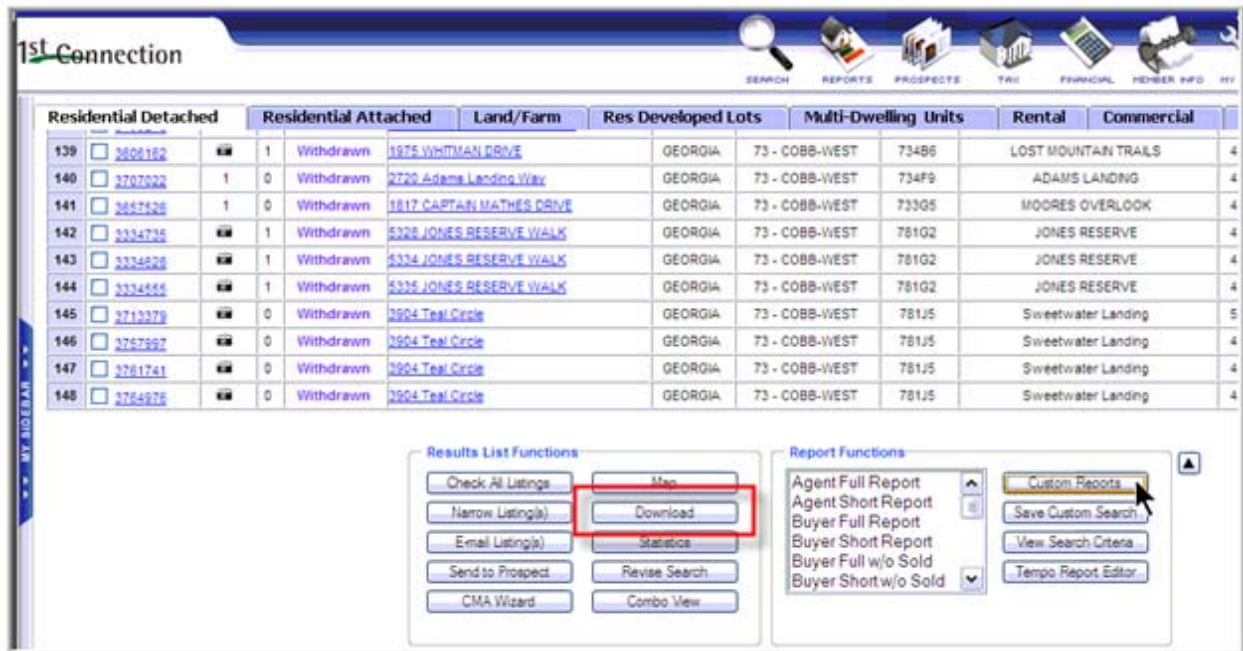
Set the **LIST DATE** going back **24 months from the Effective Date of Appraisal**.

The screenshot shows the 1st Connection MLS search criteria form. The 'Status' dropdown menu is open, showing 'Pending Sale', 'Sold', and 'Withdrawn' options. The 'List Date' field has 'Min 4/1/2007' and 'Max 4/1/2009'. The 'Year Built' field has 'Min' and 'Max' input boxes. The 'Search' button is highlighted with a red box.

Expired/Withdrawn listings can be included if you feel they are comparable to the subject property

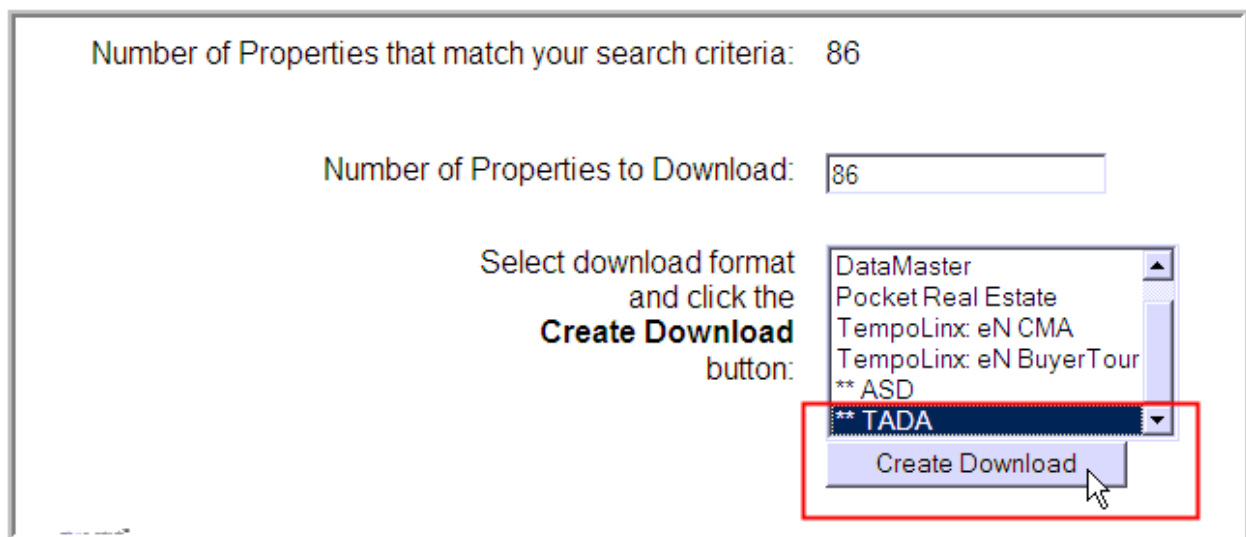
Click **SEARCH** to run your search.

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



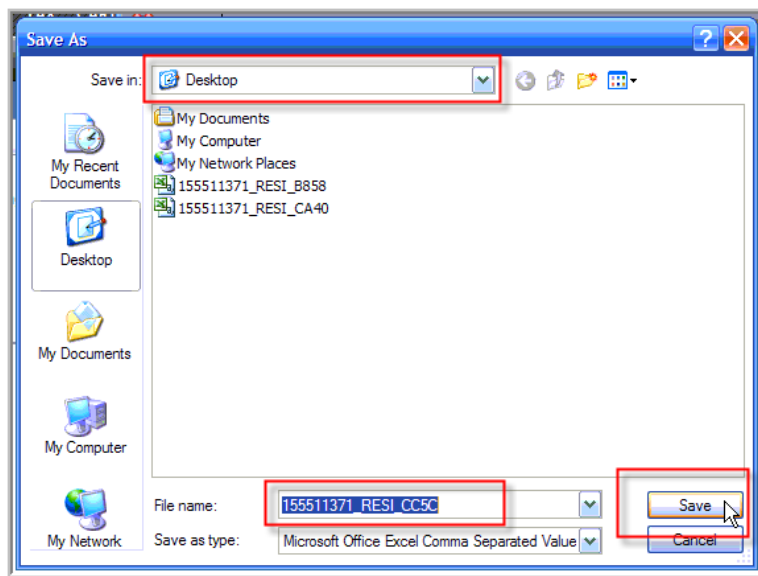
Select your **CUSTOMER REPORT** as your **DOWNLOAD FORMAT**

Then click **CREATE DOWNLOAD**



**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



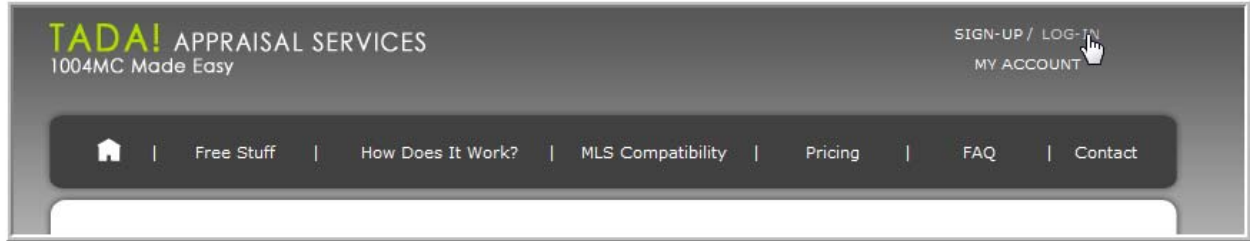
You have successfully downloaded your listings to your computer.

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

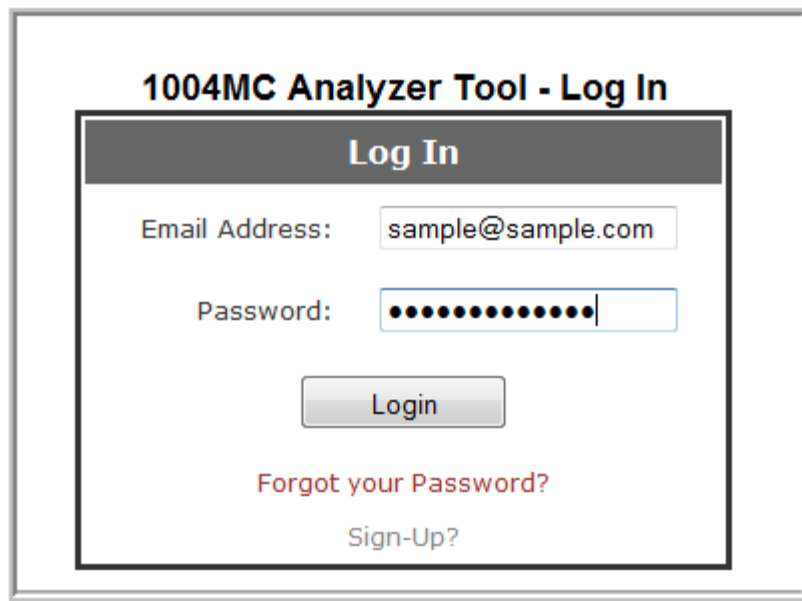
## Uploading the Data is EASY

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

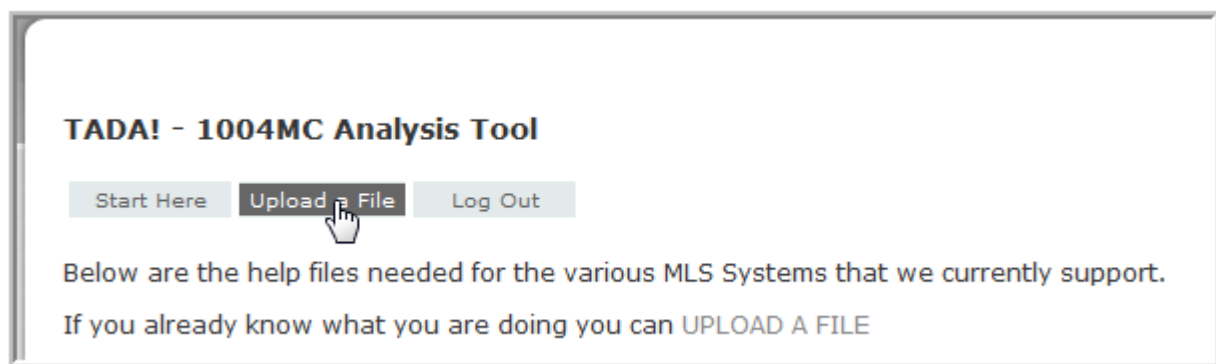
Click on **LOG-IN**



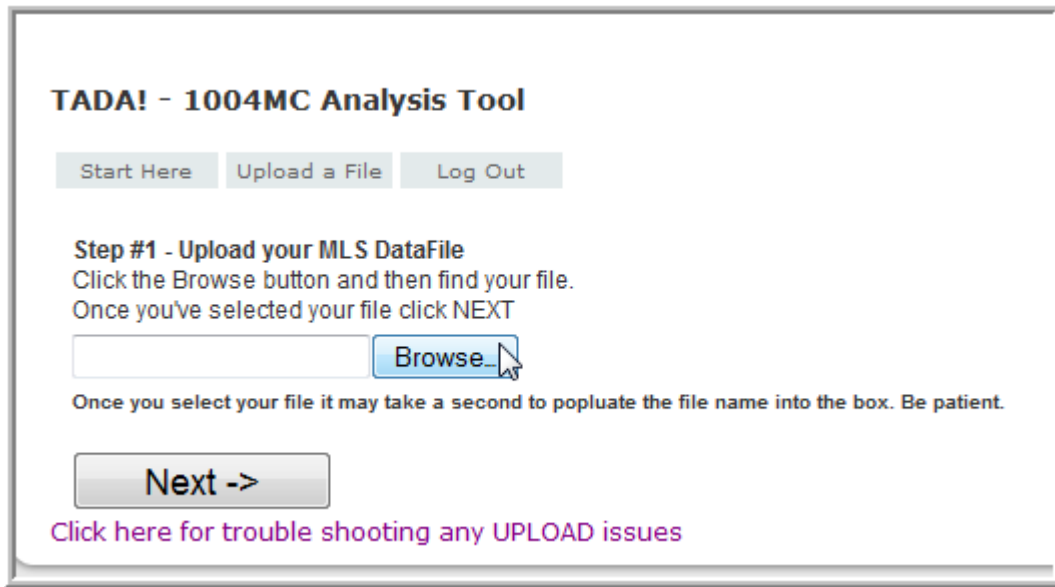
Login



Click on **UPLOAD A FILE**

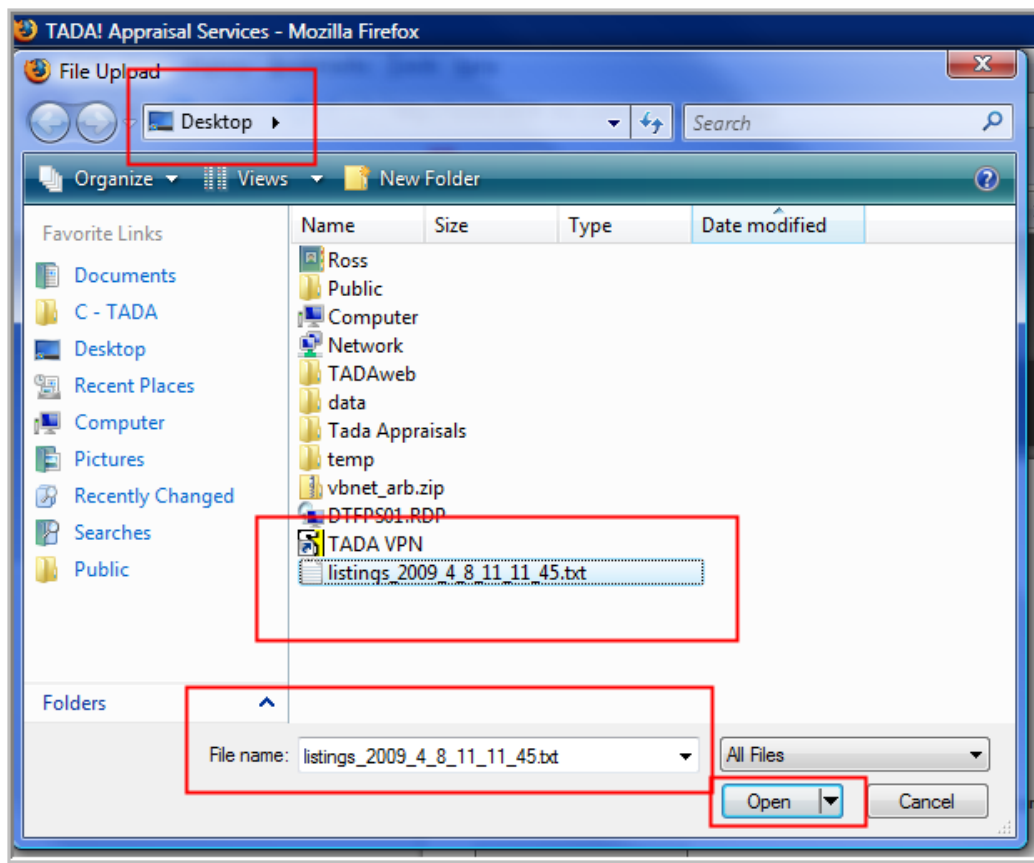


Click on **BROWSE**, find your file. Then click **NEXT**

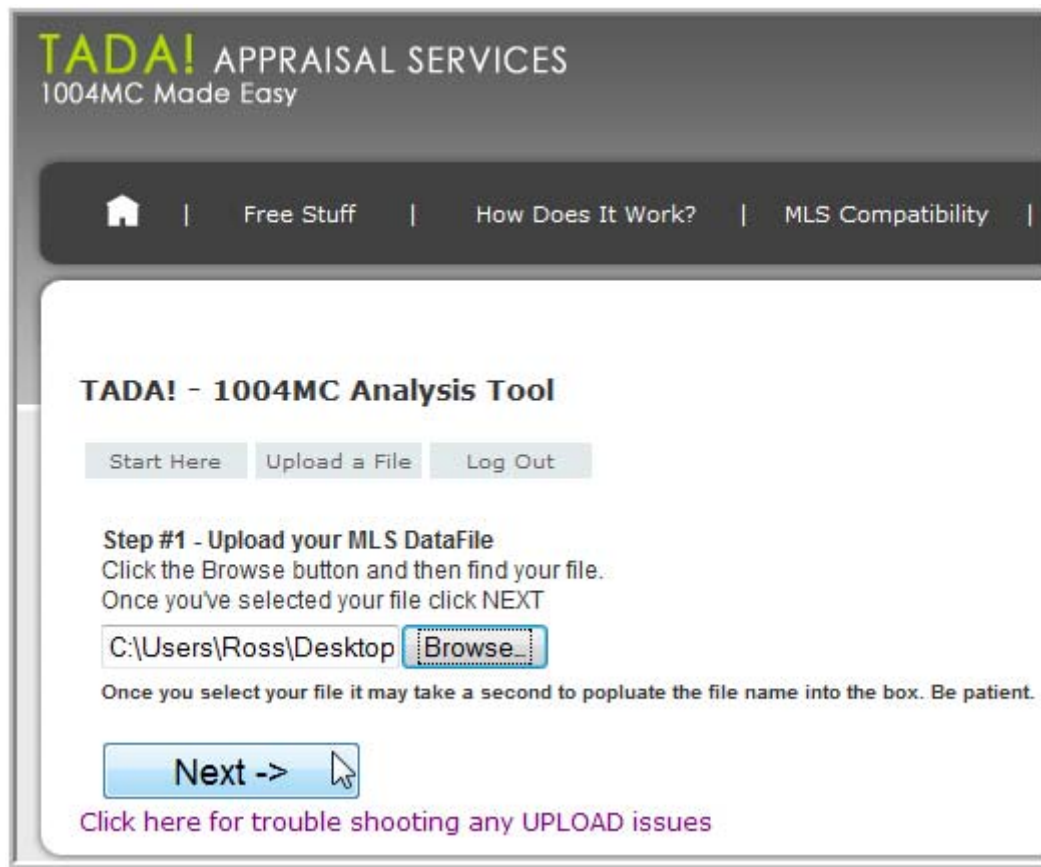


Browse to you file and OPEN it.

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 populate the file name into the box. Be patient.

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