

## Download Your Data - Trend MLS

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 **STATUS** to **ACTIVE**, **PENDING** and **SETTLED** only.

The screenshot shows the 'Listing Search' interface. At the top, there are navigation tabs: Search, Saved Items, Client Relations, Statistics, Financial, and Listing Management. Below these is the 'Listing Search' section with a 'Category' dropdown set to 'Residential (RES)', a 'View Fields' button, a 'Template' dropdown set to 'Standard', and buttons for 'Last Search', 'Clear', and 'Next'. A message prompts the user to 'Enter your criteria' and lists required fields: Status, Price, and one Area field. Below this is the 'Status (required)' section, which is highlighted with a red box. It contains three columns of status options:

- Available:**
  - Active (ACT)
  - Active No Showings (A/N)
- Not Available:**
  - Pending (PND)
  - Temporarily Off Market (T/O)
- Off Market:**
  - Settled (STL)
  - Expired (EXP)
  - Withdrawn (WTH)
  - Expired Relisted (X/R)
  - Withdrawn Relisted (W/R)

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

The screenshot shows the 'Dates' section of the interface. It is divided into four main sections, each with 'Fixed Date' and 'Rolling Date' options:

- List Date:** This section is highlighted with a red box. The 'Fixed Date' is set to '04/13/2007' to '04/13/2009'. The 'Rolling Date' is set to 'back from today's date'.
- Off Market Date (Affects Off Market statuses only):** Both 'Fixed Date' and 'Rolling Date' are currently blank.
- Status Date:** Both 'Fixed Date' and 'Rolling Date' are currently blank.
- Settled Date (Affects Settled status Only):** Both 'Fixed Date' and 'Rolling Date' are currently blank.

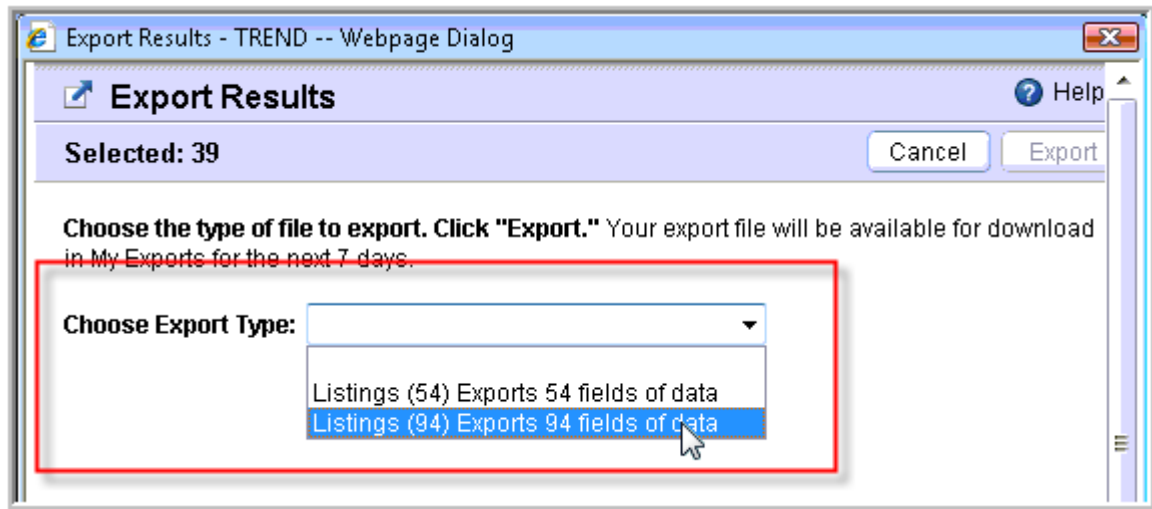
Your **ONLY** date criteria should be **LIST DATE**.

### Run Your Search and View your **Results**

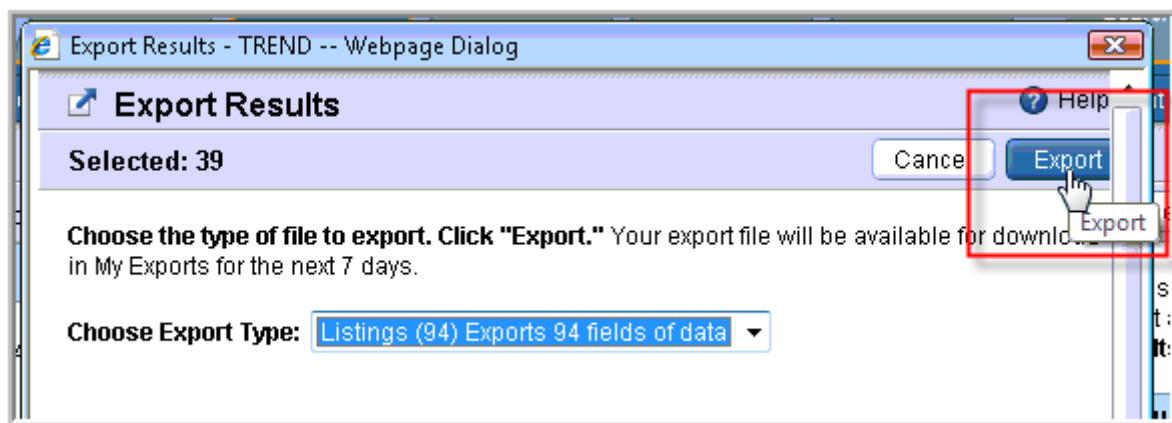
Then click **EXPORT**



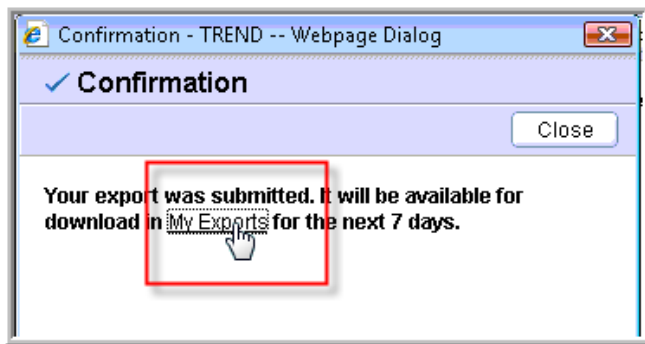
Select **LISTINGS (94) Exports 94 Fields of Data**



Click **EXPORT**



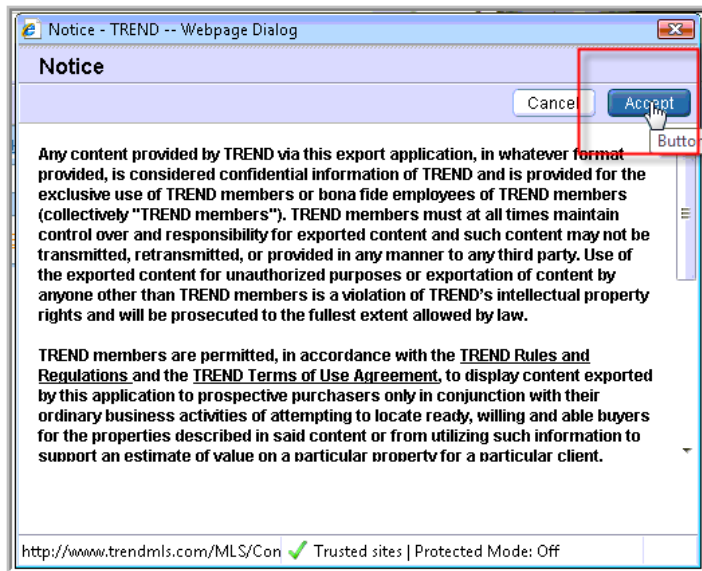
Click on **MY EXPORTS**



Click on the **FILENAME** to Download

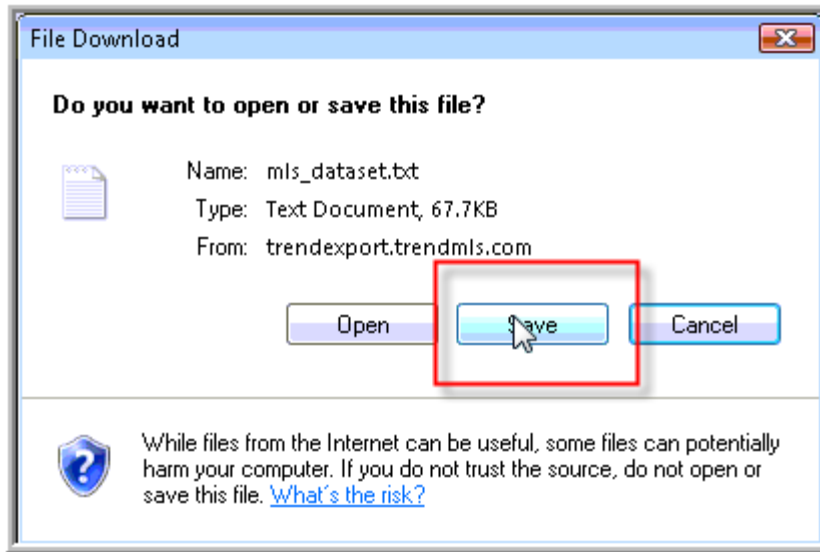
Export Type	Filename (click to download)	Created On	To Be Deleted On	Records
<b>Today's Exports</b>				
Listings (94)	20090416193354.bt	04/16/2009	04/23/2009	39
<b>Exports in Last 7 Days</b>				

Click on **ACCEPT**



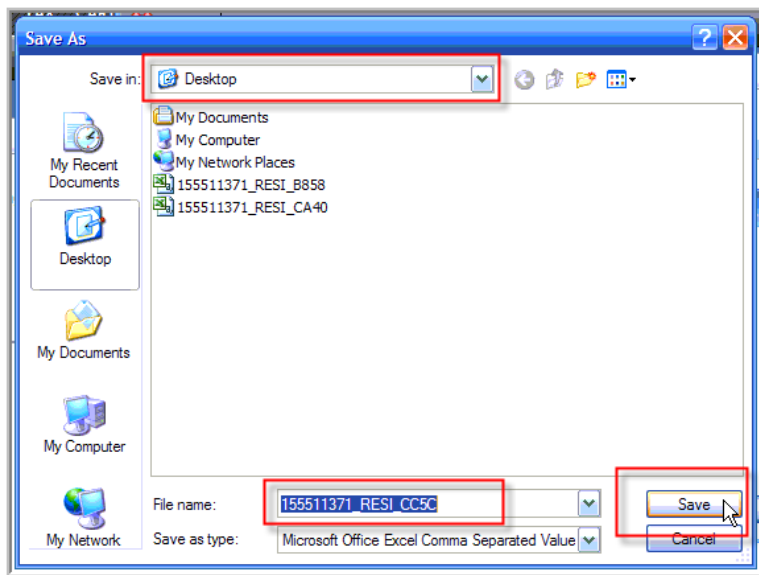
**Please Note: TADA! Appraisal Services does NOT retain your LISTING DATA. The data is temporarily loaded into MEMORY for the purposes of calculating the needed values. Once the values are created that memory is freed and NO listings are retained by the website.**

Click on **SAVE**



Save the file to your computer. You can save the file to any location you like.

I like to save files on the **DESKTOP**. Be sure to take note, where you are saved the file and the filename.

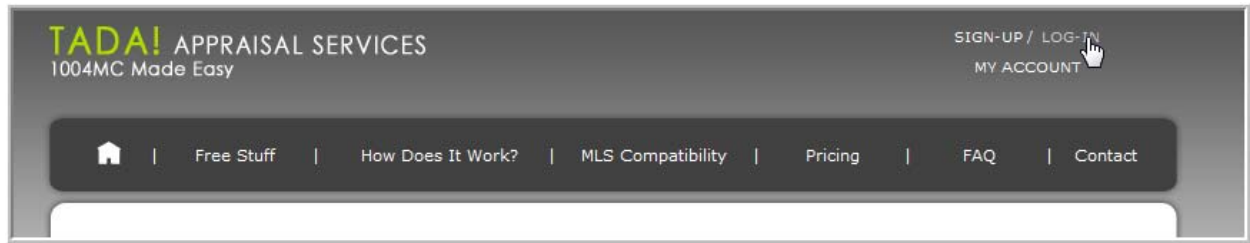


*You have downloaded and saved the data to your computer.  
You can now upload your data to the TADA! 1004MC Analyzer Tool.*

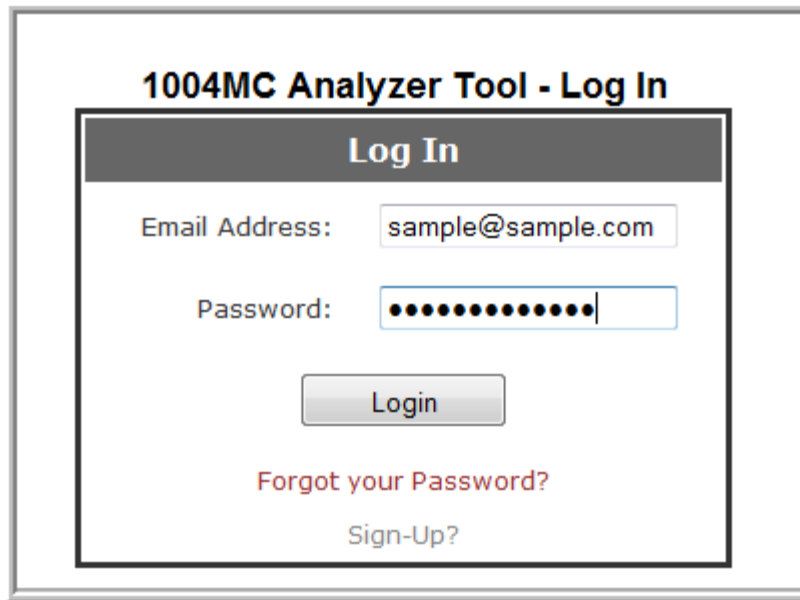
## Uploading the Data is EASY

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

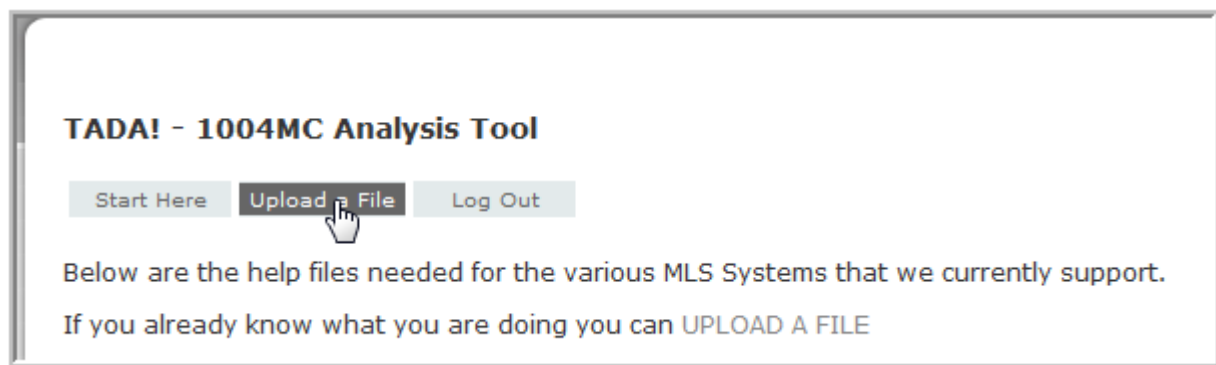
Click on **LOG-IN**



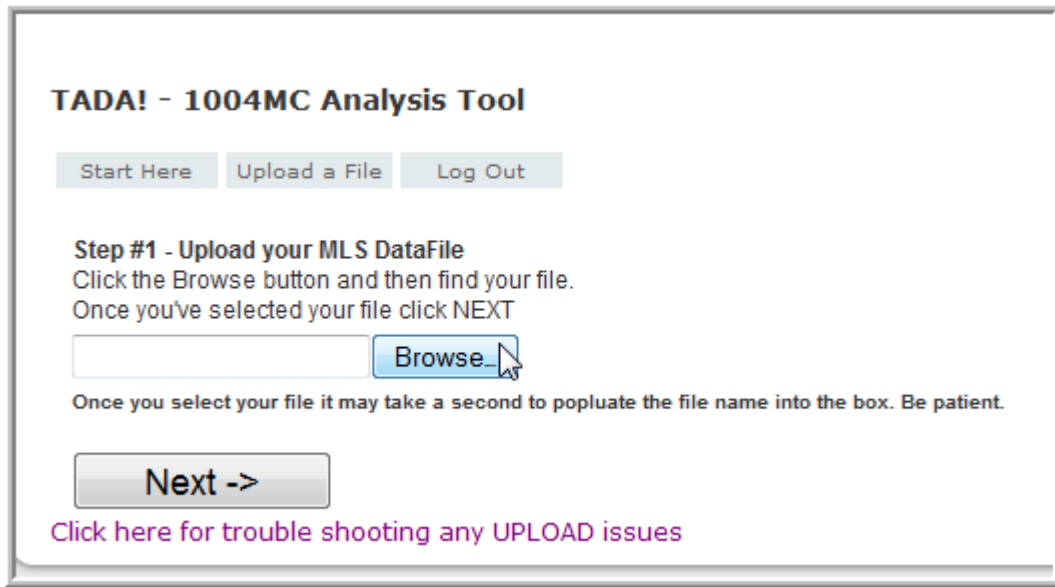
Login



Click on **UPLOAD A FILE**

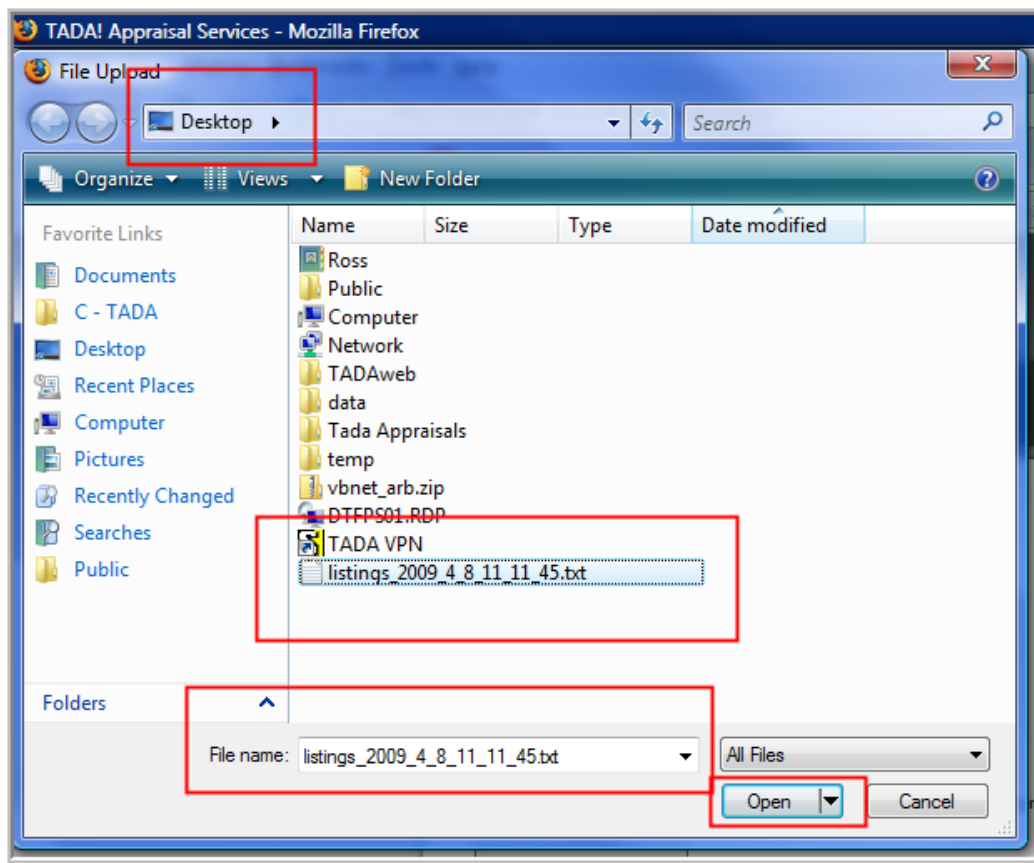


Click on **BROWSE**, find your file. Then click **NEXT**

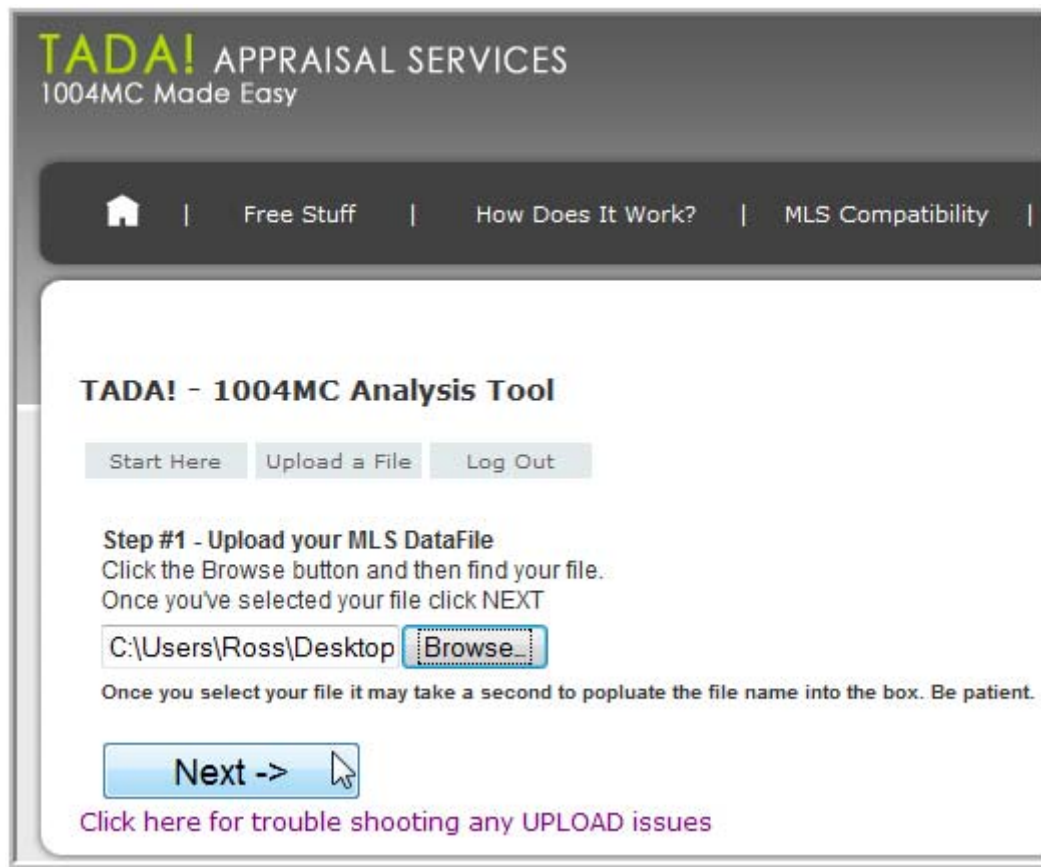


Browse to you file and OPEN it.

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](#)