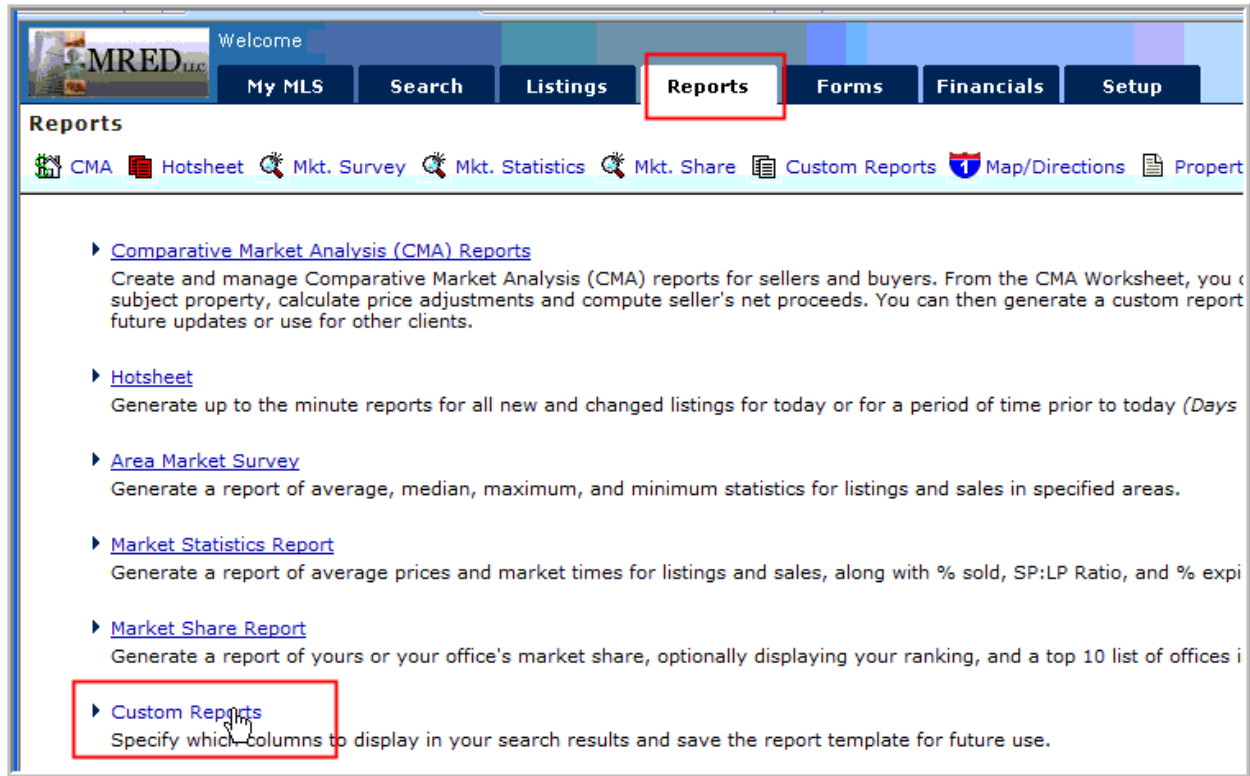


One Time Setup – connectMLS

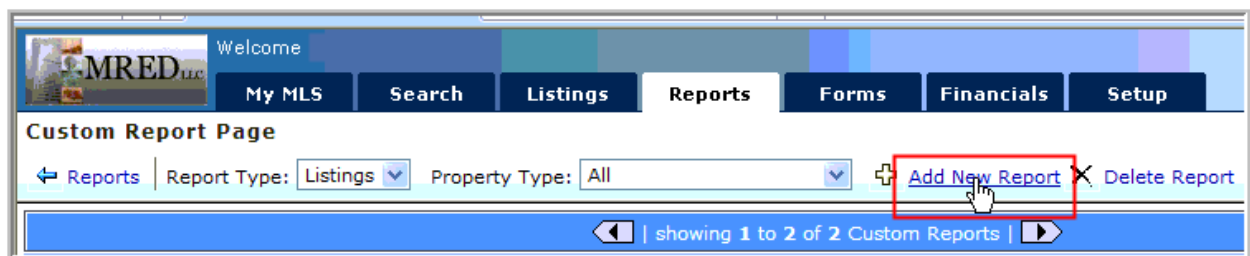
Login to your MLS

We are going to create a CUSTOM REPORT for each PROPERTY TYPE that you search on. Once you have completed these steps, you will re-use your custom report each time you want to load data into the TADA! Analysis Tool.

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



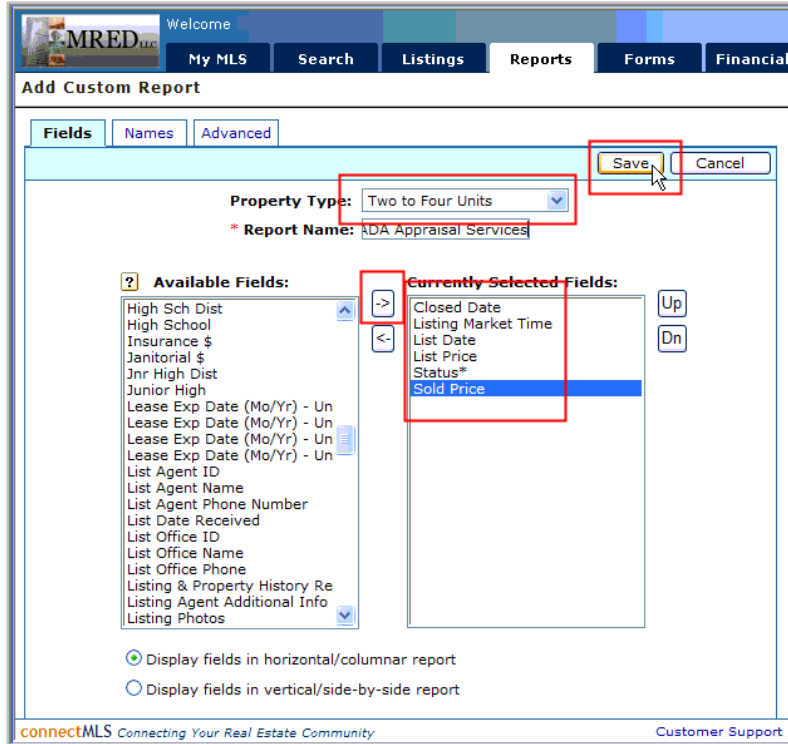
Click on **ADD NEW REPORT**



You will need to create a CUSTOM REPORT for EACH property type that you need to run searches on. The example below is for 2-4 units.

Add the fields to your custom report as shown below.

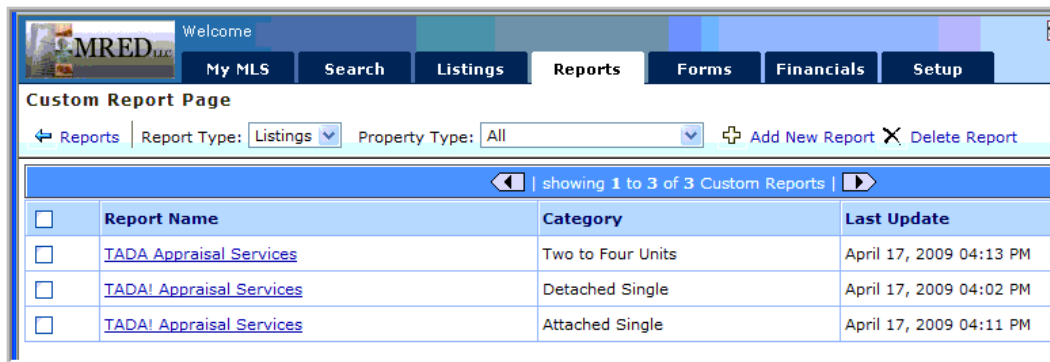
**** It is critical that your select items are listed in the EXACT ORDER as shown above ****



You can click the UP and DOWN arrows to change the order of your selected fields.

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

You will need to REPEAT the above steps and ADD a NEW REPORT for each CATEGORY you search on



**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.

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

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

The screenshot shows the MRED.com search interface. The search criteria dialog box is open, displaying a list of search criteria with checkboxes. The 'Status' dropdown is set to 'CLSD'. The 'All Active' section is checked, and the 'All Off-Market' section is unchecked. The 'OK' button is highlighted with a red box.

Section	Criteria	Status
All Active	ACTV Active	<input checked="" type="checkbox"/>
	BOMK Back on Market	<input checked="" type="checkbox"/>
	CTG Contingent	<input checked="" type="checkbox"/>
	NEW New	<input checked="" type="checkbox"/>
	PCHG Price Change	<input checked="" type="checkbox"/>
	RACT Re-activated	<input checked="" type="checkbox"/>
All Off-Market	TEMP Temp Off Market	<input type="checkbox"/>
	CANC Cancelled	<input type="checkbox"/>
	CLSD Closed	<input checked="" type="checkbox"/>
	EXP Expired	<input type="checkbox"/>
	PEND Pending	<input checked="" type="checkbox"/>
RNTD Rented	<input type="checkbox"/>	

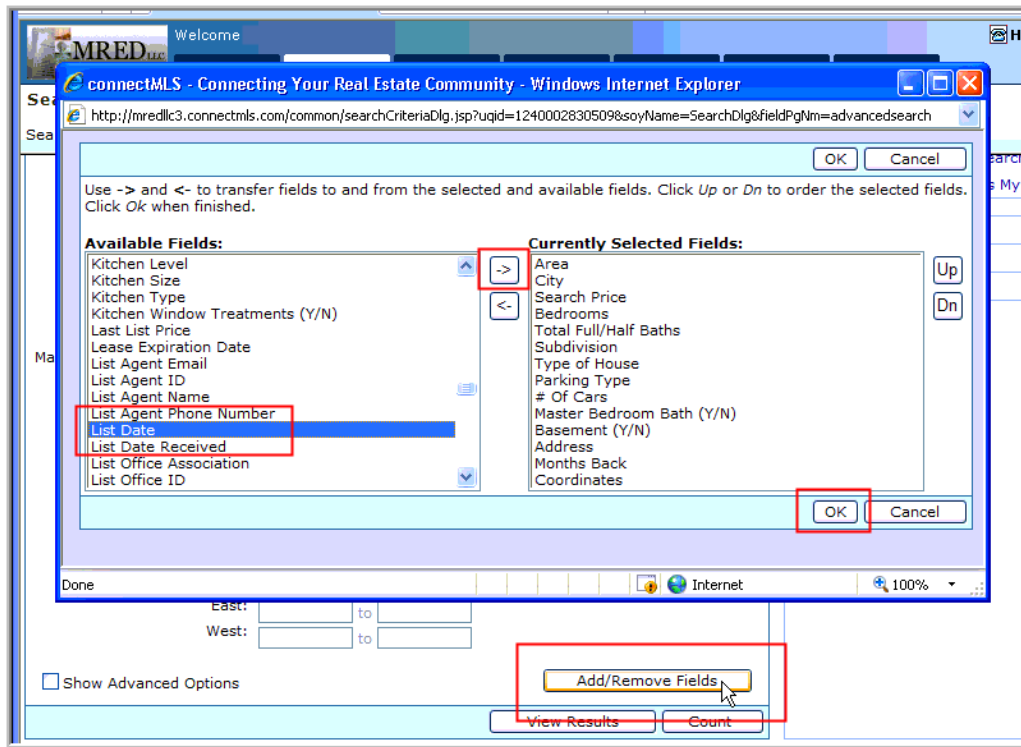
You can include Cancelled/Expired Listings if you feel they are comparable listings to your subject property

We will be search for listings based on **LIST DATE**. We use LIST DATE because it is independent of status and allows us to grab ALL of the LISTINGS that meet your search criteria.

Your current search screen MAY NOT have LIST DATE as a search criteria. You can ADD the field to your search by following the instructions below.

At the bottom of the search screen click on **ADD/REMOVE FIELDS**

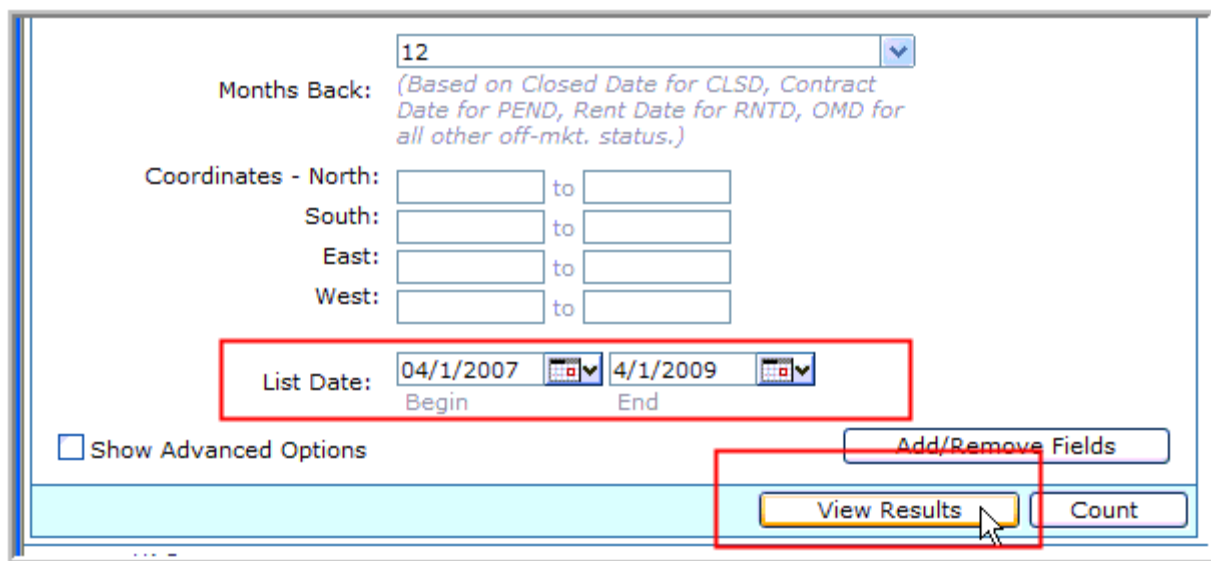
Add **LIST DATE**, then click **OK**



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

Set **MONTHS BACK** to **12 months**

Then click **VIEW RESULTS**



Click on the **DOWNLOAD** ICON

Search Results - Detached Single

Export Listings to a File - Text, Excel, or Pocket Real Est

	MLS #	Stat	Street #	CP	Str Name	Sfx	Area	LP/SP	# Rms	Beds	Baths	Type	SCI	Photo	Info
1	06955336	ACTV	1344		Beckett	Ln	193	\$629,000	9	4	2.1	2 Stories	N		
2	07134001	ACTV	121		Webster		193	\$635,000	11	4	3	2 Stories	N		
3	07141342	ACTV	88		Germaine	Pl	193	\$635,000	10	4	2.1	2 Stories	N		
4	06722533	CLSD	107		Fulbright	Ln	193	\$645,001	11	4	2.2	2 Stories	N		
5	07152494	ACTV	1275		Lorraine	Pl	193	\$649,000	10	4	2.1	2 Stories	N		
6	06917821	ACTV	83		Corsaire	Ln	193	\$654,300	9	4	2.2	2 Stories	N		
7	06914721	CLSD	350		Albion	Ave	193	\$660,000	12	4	2.2	2 Stories	N		
8	06799834	CLSD	1703		Winchester	Ln	193	\$700,000	10	4	3	2 Stories	N		

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Select **NEXT**

Export listings

Next>> Cancel

Select an option below based on the listings you want to export

All listings displayed in your search results.

Next>> Cancel

Select the **REPORT** that you created in the 1 Time Setup

Then click **NEXT**

Export listings

<<Back Next>> Cancel

Select the fields you want to export below, then click "Next>>"

All fields in this report: **TADA! Appraisal Services**

(Hint: Create custom reports to download under "Reports")

MRED LLC approved IDX fields.

MRED LLC approved VOW fields.

Pocket Real Estate format.

Toolkit CMA fields ?

Howard & Friends/CMA Plus ?

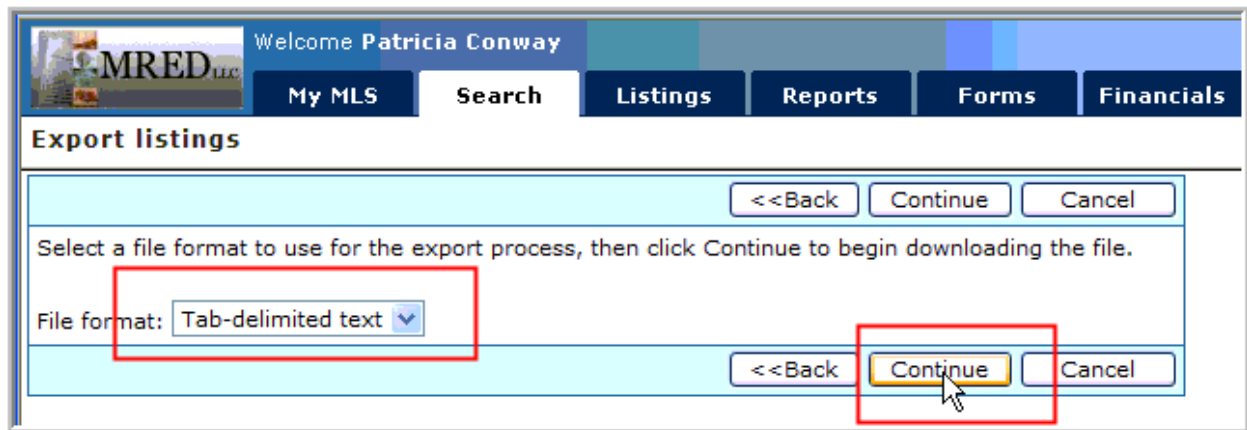
eNeighborhoods CMA ?

<<Back Next>> Cancel

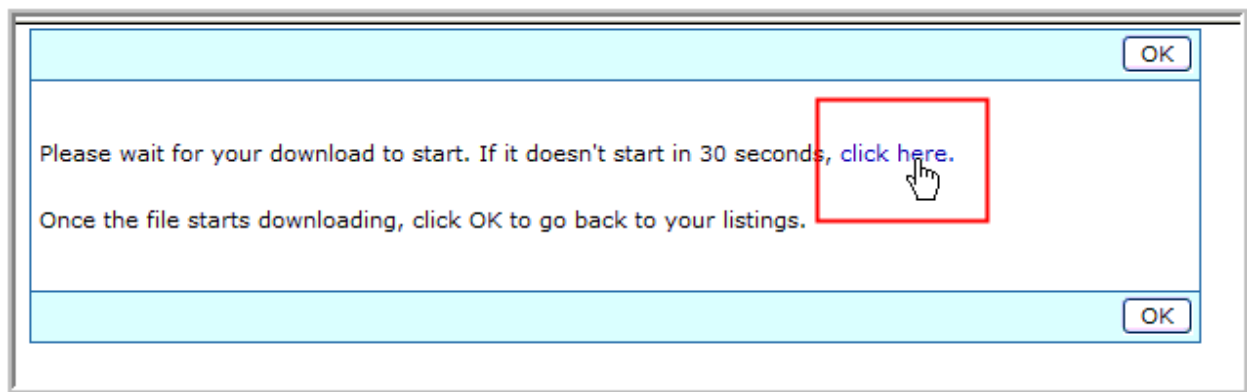
Be sure to **change** the REPORT to the **CUSTOM REPORT** that you previously created

Select **TAB-DELIMITED TEXT**

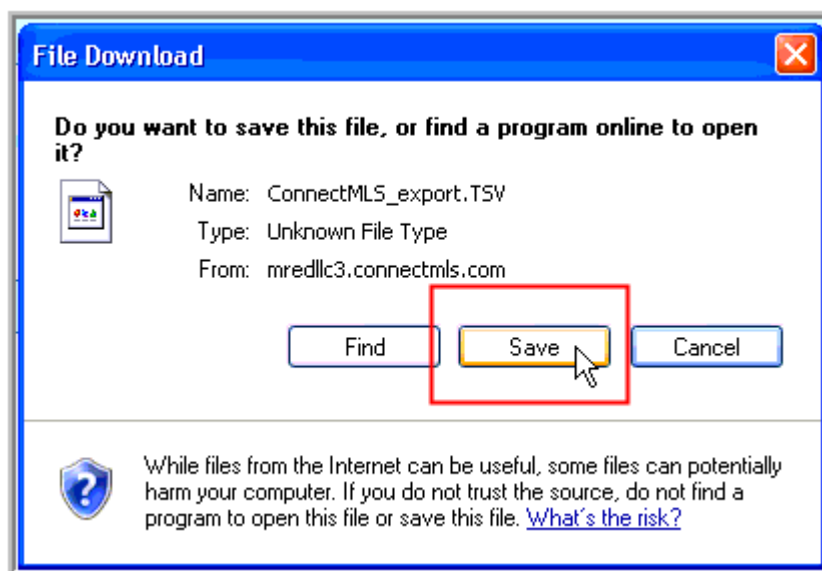
Then click **CONTINUE**



Click on [to download your file](#) (if it didn't start automatically)

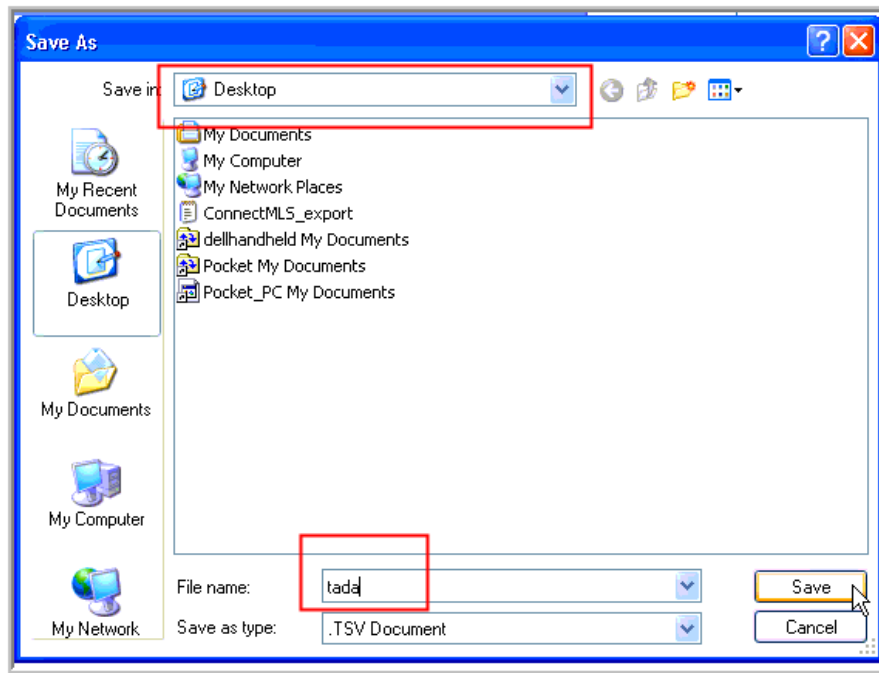


Click on **SAVE**

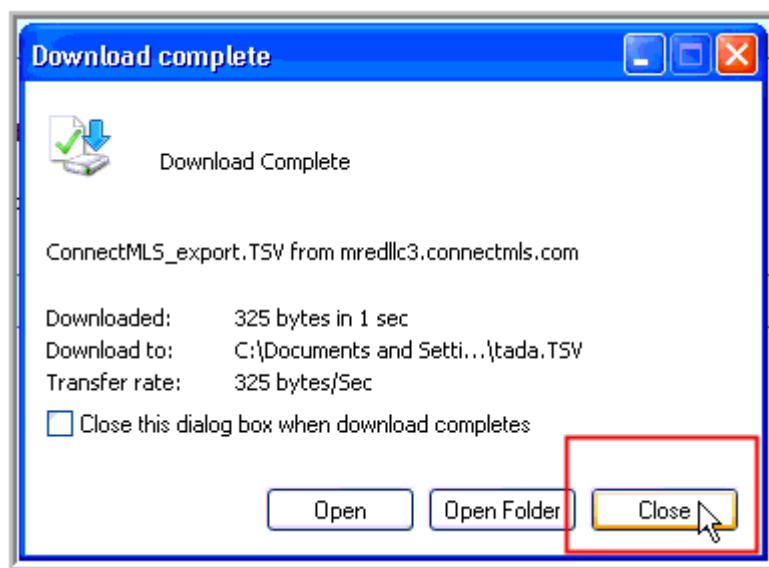


Save the file to your computer. You can save the file to any location you like.

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



Click **CLOSE**

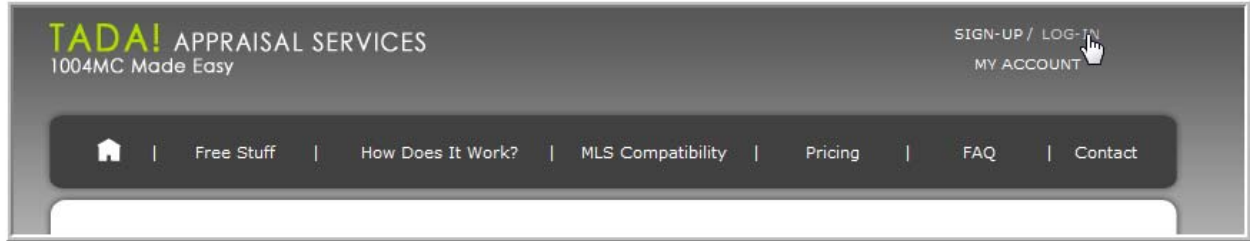


*You have downloaded and saved the data to your computer.
You can now upload your data to the TADA! 1004MC Analyzer Tool.*

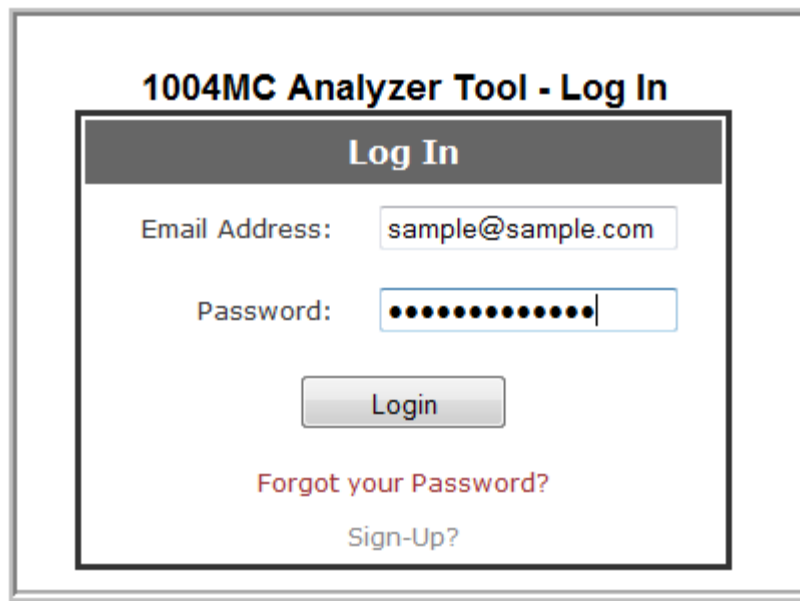
Uploading the Data is EASY

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

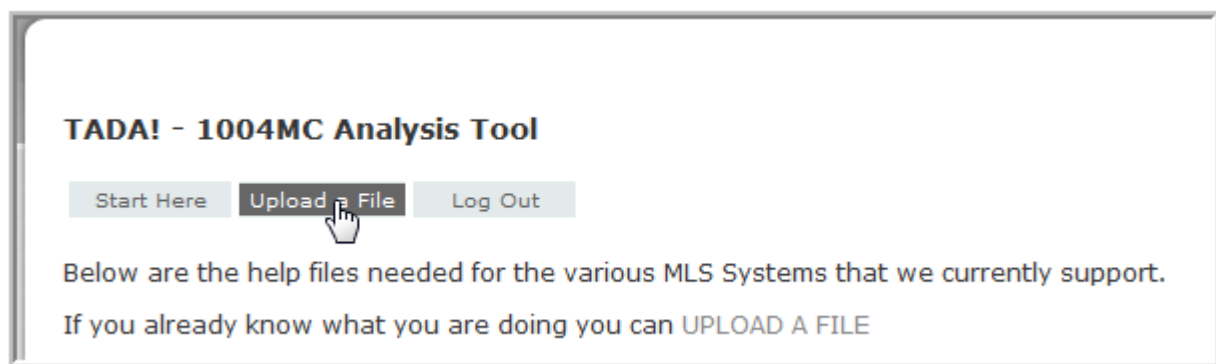
Click on **LOG-IN**



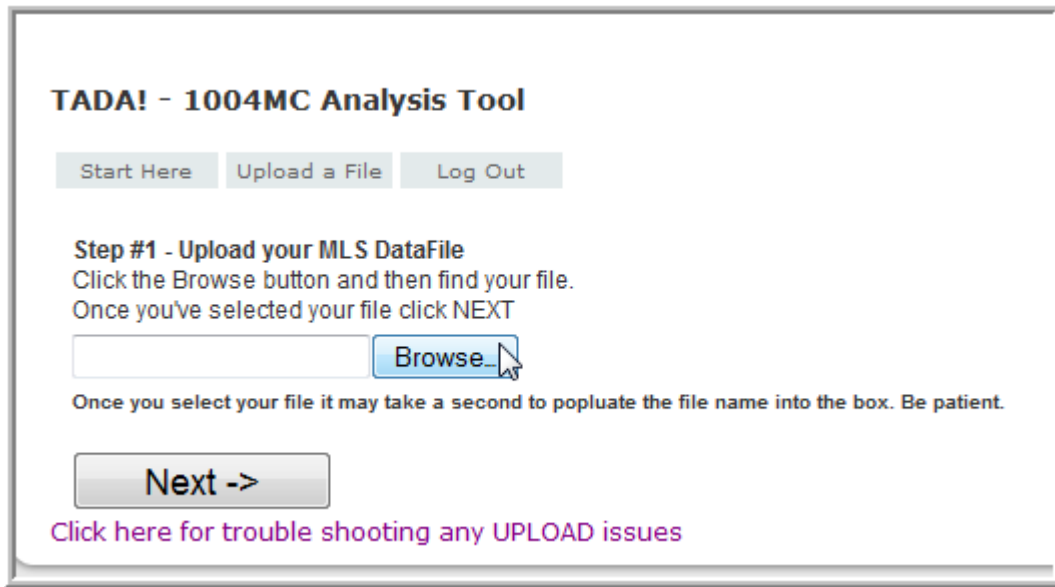
Login



Click on **UPLOAD A FILE**

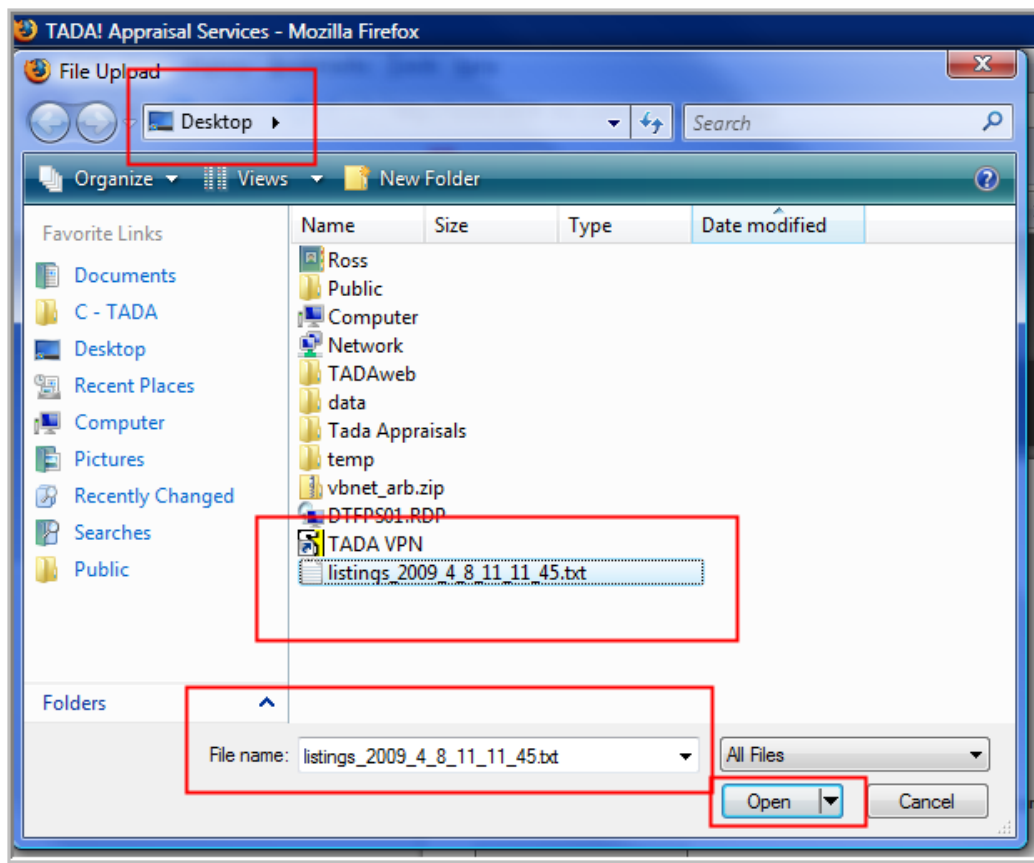


Click on **BROWSE**, find your file. Then click **NEXT**

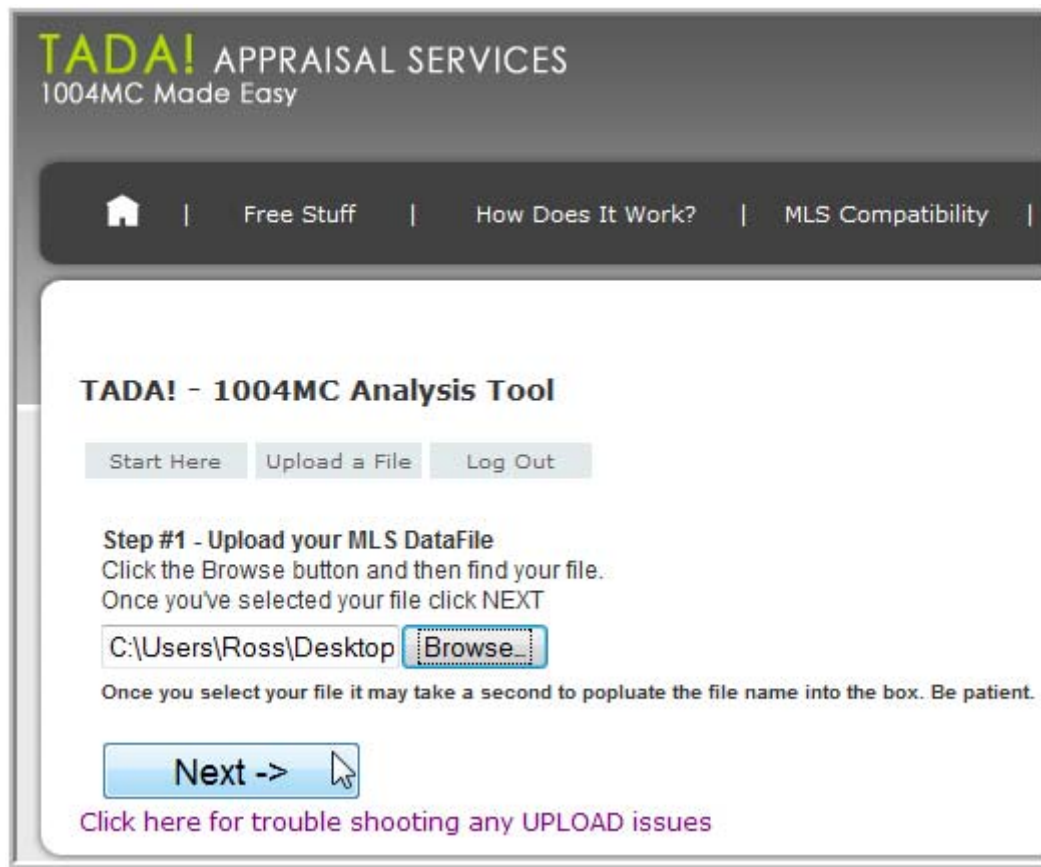


Browse to you file and OPEN it.

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](#)