

## One Time Setup – connectMLS

The images in this document have been removed because of a threat of legal action against us. DynaConnections, the makers of connectMLS, will not permit us to post screen shots with our instructions.

Although we are unable to show you screen shots of the MLS you use, we want to make it easy for you to use connectMLS in combination with our service. If you have any issues using this document, Please email us at [support@1004-mc.com](mailto:support@1004-mc.com) and we will walk you through the setup process.

### 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 the **REPORTS** TAB then **CUSTOM REPORTS**

**IMAGE REMOVED**

Click on **ADD NEW REPORT**

**IMAGE REMOVED**

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 BELOW:**

**CLOSED DATE**

**LISTING MARKET TIME**

**LIST DATE**

**LIST PRICE**

**STATUS**

**SOLD PRICE**

IMAGE REMOVED

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.

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Examples: UNITS, CONDOS, SINGLE FAMILY, ETC

**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**

IMAGE REMOVED

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

IMAGE REMOVED

Then click **VIEW RESULTS**

Click on the **EXPORT LISTINGS TO A FILE ICON** next to the US 1 logo

IMAGE REMOVED

Select **NEXT**

Image removed

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

Then click **NEXT**

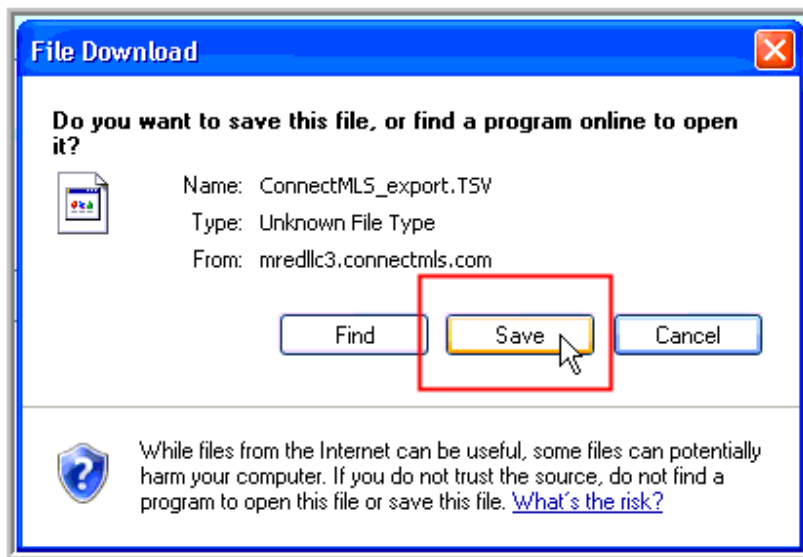
Be sure to **change** the **REPORT** to the **CUSTOM REPORT** that you previously created

Select **TAB-DELIMITED TEXT**

Then click **CONTINUE**

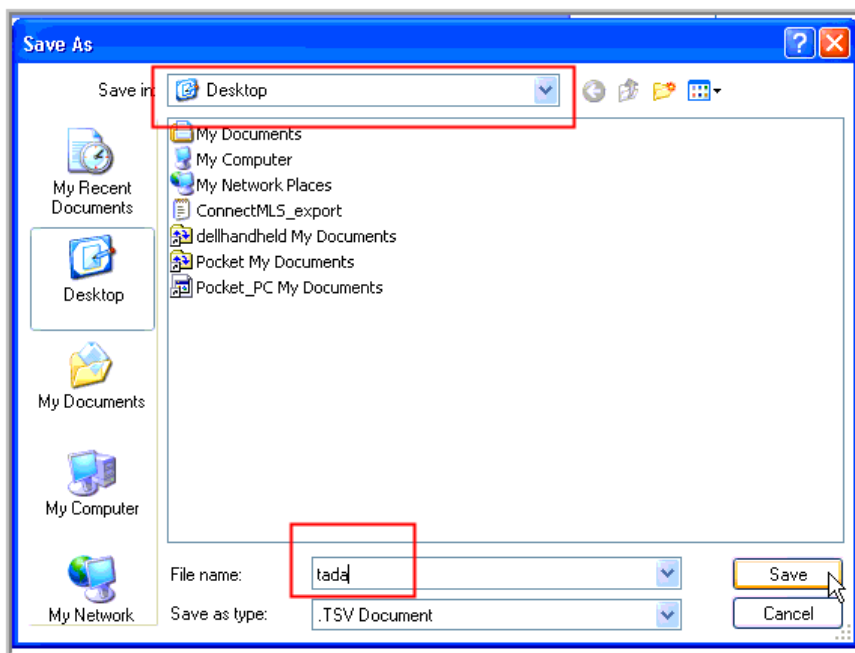
Click on to download your file (if it didn't start automatically)

Click on **SAVE**

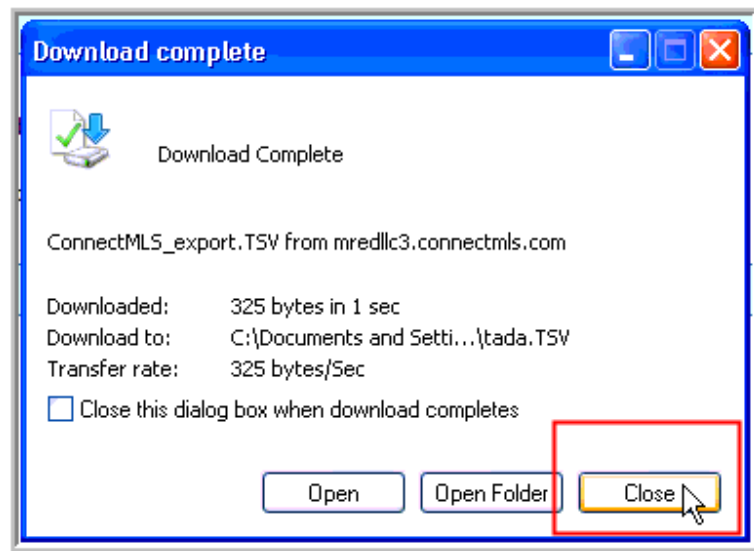


Save the file to your computer. You can save the file to any location you like.

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



Click **CLOSE**

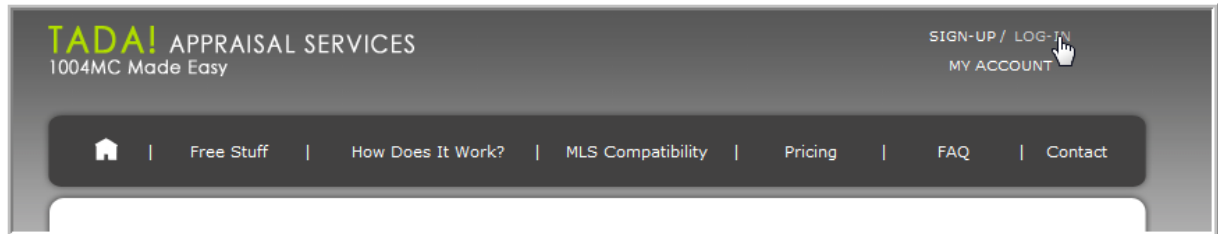


*You have downloaded and saved the data to your computer.  
You can now upload your data to the TADA! 1004MC Analyzer Tool.*

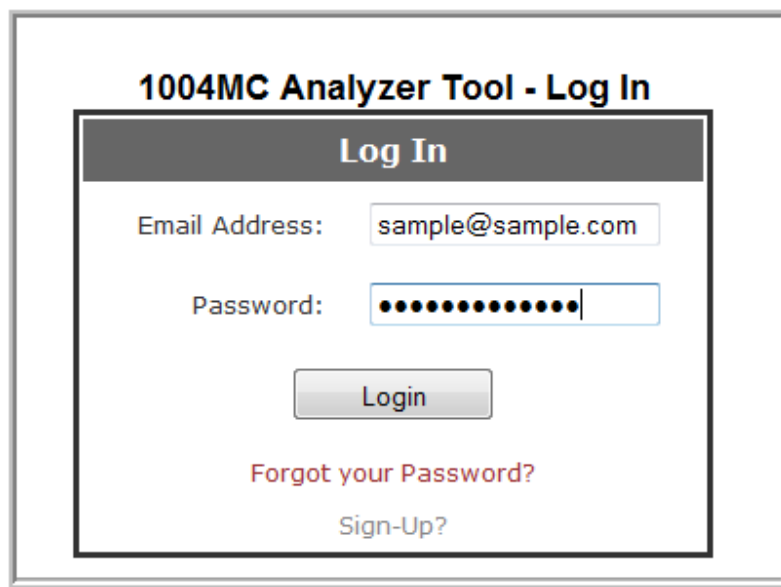
## Uploading the Data is EASY

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

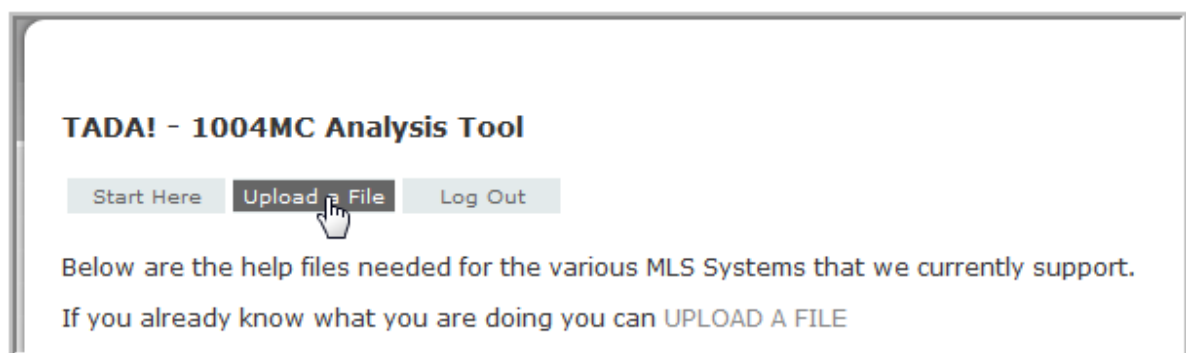
Click on **LOG-IN**



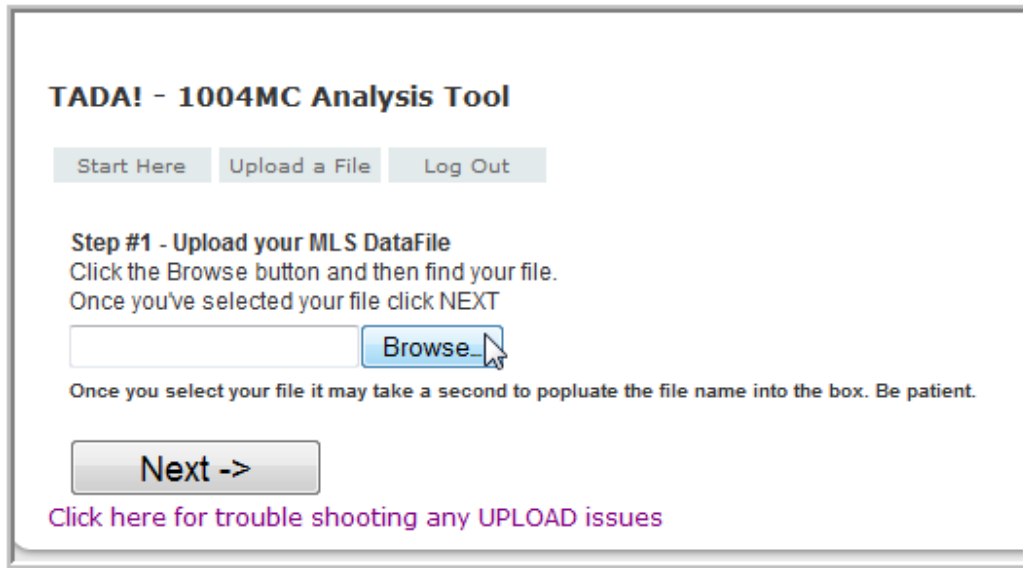
Login



Click on **UPLOAD A FILE**

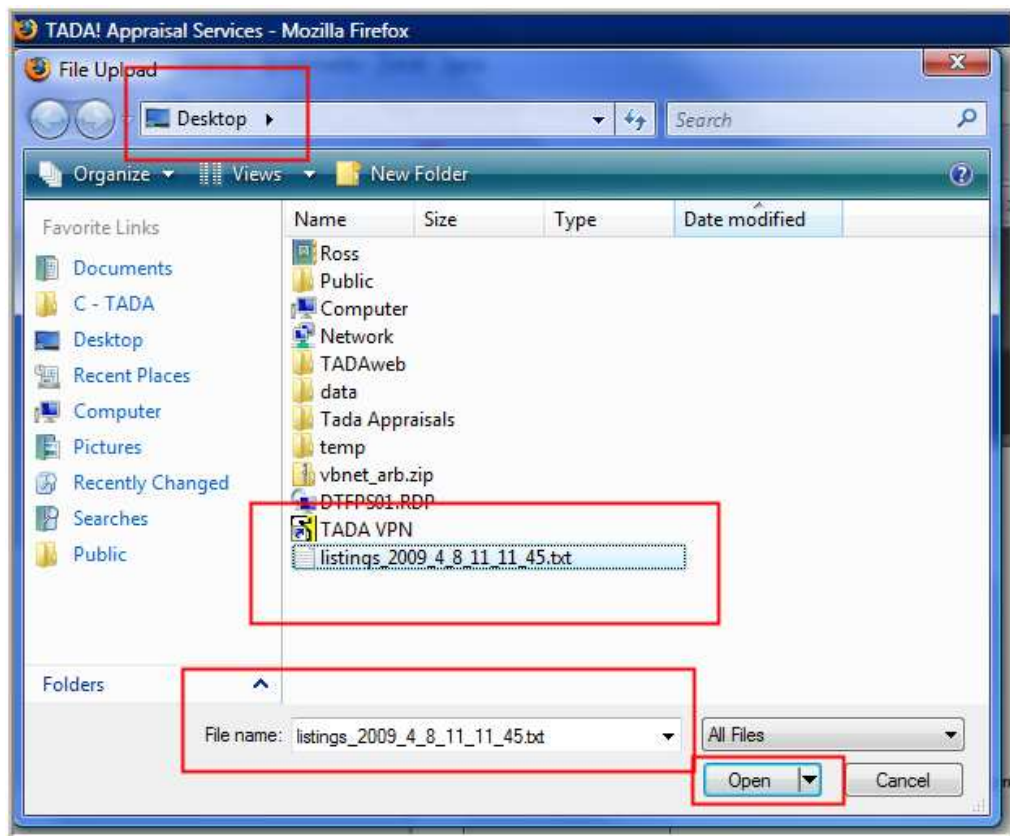


Click on **BROWSE**, find your file. Then click **NEXT**

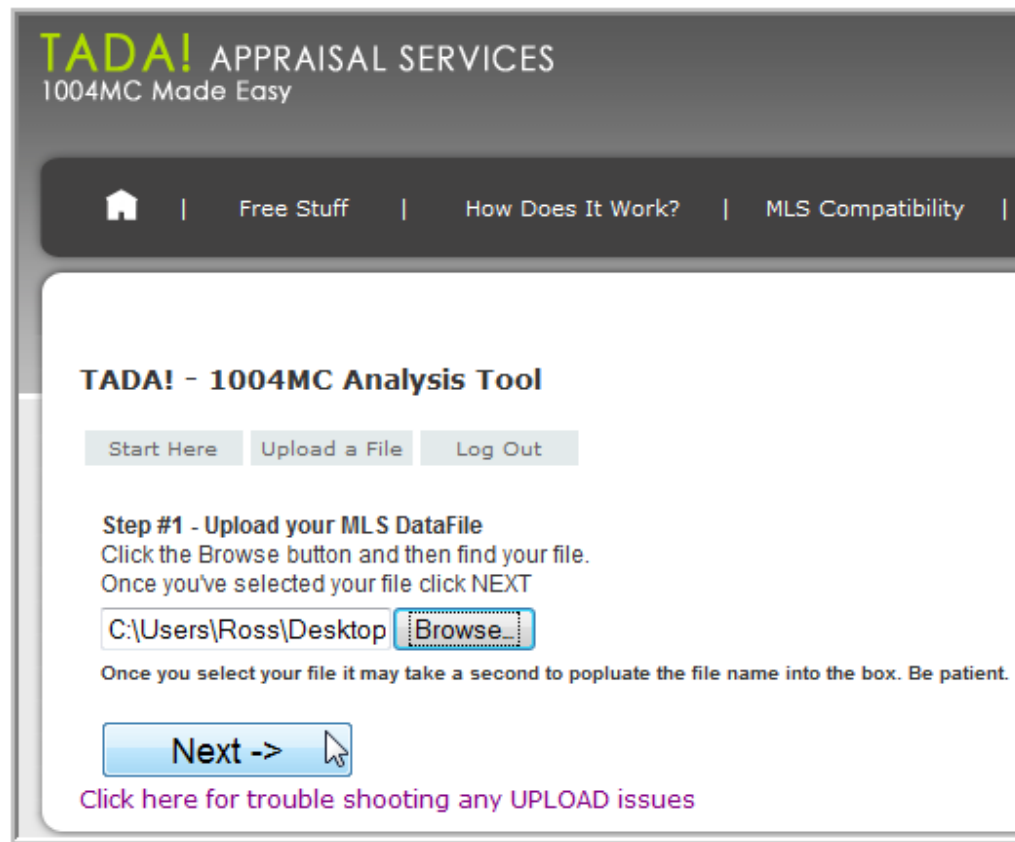


Browse to you file and OPEN it.

Image below is If you saved your MLS file to your **DESKTOP**



That's it! Click NEXT.



**TADA!** APPRAISAL SERVICES  
1004MC Made Easy

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### 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](#)