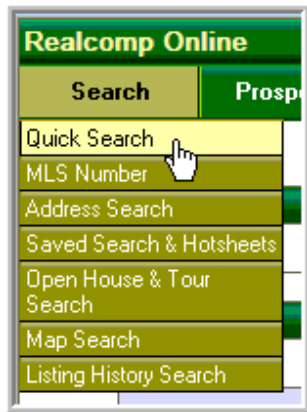


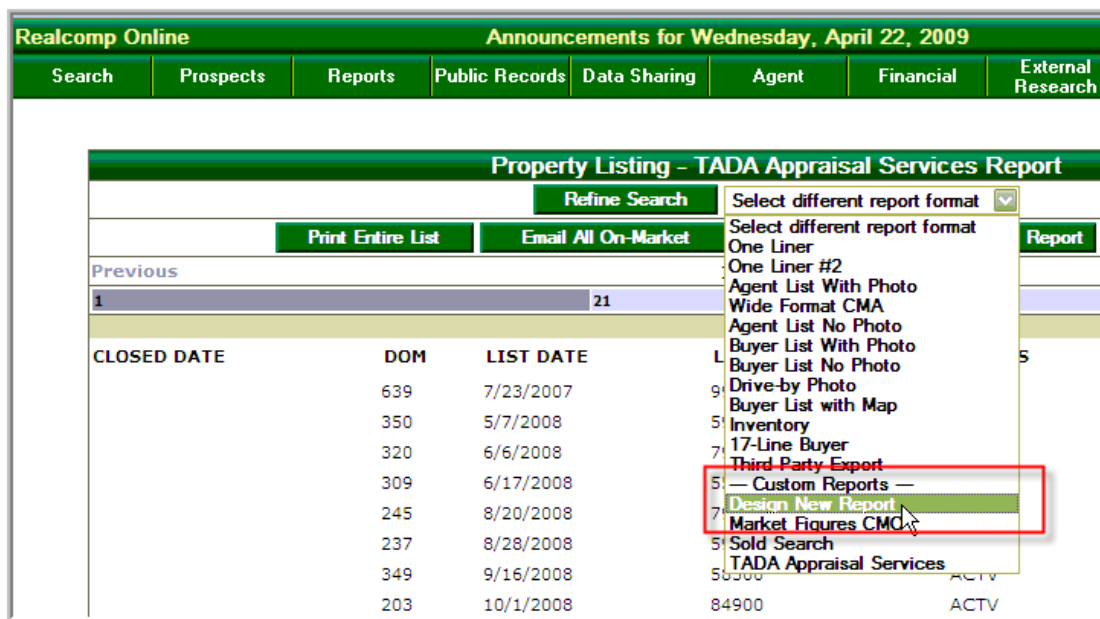
One Time Setup – RealComp Online

Login to your MLS

Run a search (it doesn't matter what. We just need to get to the RESULTS screen)



Select DEFINE NEW REPORT



Name the Report **TADA Appraisal Services**

Add the fields to your report as shown below

Then click **SAVE**

**** It is Critical that your Fields are in the EXACT Order as Shown Below ****

The screenshot shows the 'Modify Custom Report - TADA Appraisal Services' interface. At the top, there is a navigation bar with 'Realcomp Online', 'Announcements for Wednesday, April 22, 2009', and 'Help'. Below this is a menu bar with options: Search, Prospects, Reports, Public Records, Data Sharing, Agent, Financial, External Research, Listing Manager, Message Boards, and Office Adm. The main content area has a title bar 'Modify Custom Report - TADA Appraisal Services' with buttons for 'Save', 'Cancel', 'Copy', and 'Delete'. Below the title bar, there are fields for 'Report Name' (containing 'TADA Appraisal Services') and 'Description'. The interface is divided into two main sections: 'Available fields' and 'Selected fields'. The 'Available fields' list includes: ACCESS, ACREAGE, ADDL DOCUMENTS, ADDRESS, APPLIANCES, ARCHITECTURE, AREA, ASSOC FEE, ASSOC FEE PERIOD, BASEMENT, BASEMENT TYPE, and BATH DESC. The 'Selected fields' list includes: CLOSED DATE, DOM, LIST DATE, LIST PRICE, STATUS, SALE PRICE, SELLER CONCESSION, and CONCESSION AMOUNT. Between these two lists are buttons: '- Add ->', '<- Remove -', 'Move Up', 'Move Down', and 'Flyer Link'. Red boxes highlight the 'Save' button, the 'Report Name' field, the 'Add' button, and the 'Selected fields' list.

You can use the **MOVE UP** and **MOVE DOWN** buttons to rearrange the order to match the above order

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

Download Your Data

Downloading Your Search Results (Listings)

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.

Once you have completed entering your **SEARCH CRITERIA**:

- Set the **STATUS** to **ACTIVE, PENDING** and **SOLD/CLOSED** (ALL Active, Pending and Sold statuses)
 NOTE: You can include any additional status codes that you feel are relevant to the analysis

Set the **CLOSED DATE** going back **12 months** from the effective date of the appraisal.

Then click **SEARCH**

The screenshot shows the 'Searching :RS' interface. At the top, there are buttons for 'Save', 'Reset Form', 'Count', and 'Search'. Below this is the 'Search Criteria' section with an 'Additional Fields' button. The 'Search Type' is 'RS' with a 'View List' button. The 'LISTING TYPE' section has a 'Select All Listing Types' button and checkboxes for 'ERTS', 'EA', and 'Unknown'. The 'LEVEL OF SERVICE' section has a 'Select all Levels of Service' button and checkboxes for 'FS', 'LS', 'MEO', and 'Unknown'. The 'STATUS' section has two sub-sections: 'Select All On-Market' with checkboxes for 'ACTV', 'NEW', 'BMK', 'CHGP', 'XTND', and 'CCS'; and 'Select All Off-Market' with checkboxes for 'EXPD', 'PEND', 'SOLD', 'CWTH', and 'UWTH'. The 'CLOSED DATE' is set from '4/1/2008' to '4/22/2009'.

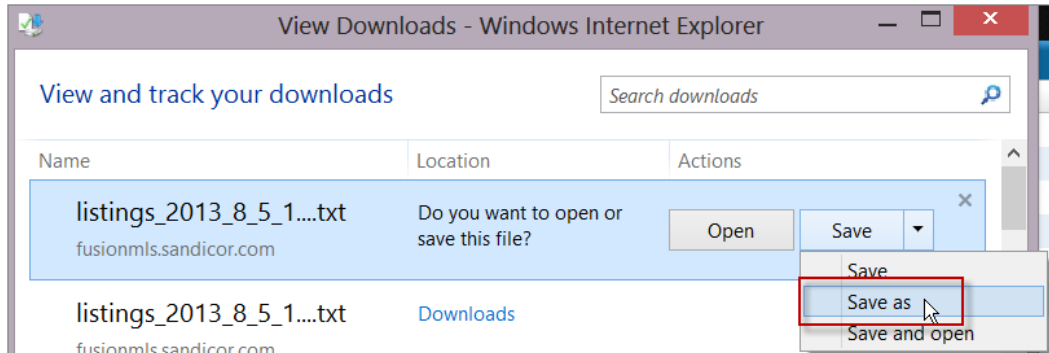
Click on **EXPORT ENTIRE LIST**

The screenshot shows the 'Realcomp Online' interface with a navigation menu at the top. The main content area is titled 'J&O Search - TADA Appraisal Services Report'. It includes a 'Refine Search' button, a 'Select different report format' dropdown, and several action buttons: 'Print Entire List', 'Email All On-Market', 'Save as Prospect', 'Edit Report', and 'Export Entire List'. Below the buttons is a table with a header row showing '161-180 of 214' results. The table has columns for page numbers (1, 21, 41, 61, 81, 101, 121, 141, 161, 181, 201) and a 'Next' button. The table content is partially obscured by a green bar.

Depending on what Internet Browser you are using (Internet Explorer, Chrome, Firefox, Safari) the next step may look slightly different.

Example below is using Internet Explorer 10 (Windows 7/8)

Click **SAVE AS** (you are downloading/saving the file to your PC)

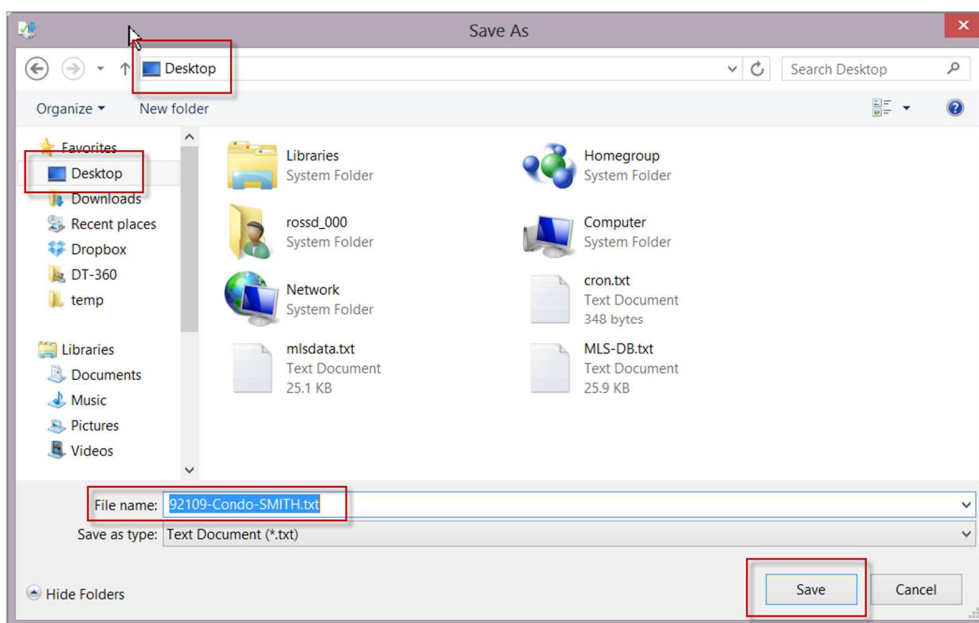


I like to save files on my **DESKTOP** so I can find them easy.

You can save the file **ANYWHERE** you want, just keep track of where you put it.

Once you have selected which **FOLDER** to save to,

Enter a **FILE NAME** then click **SAVE**

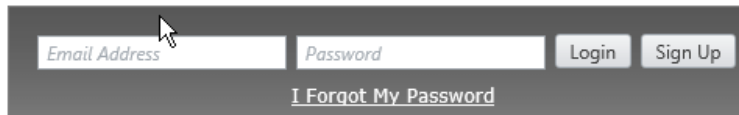


**You have downloaded the listings to your computer.
You can now upload the listings to the TADA! 1004MC Website.**

Add your MLS to Your Account

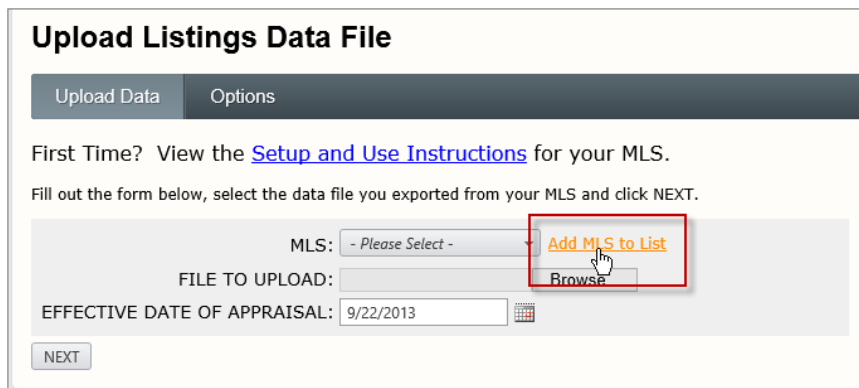
Go to <http://www.1004-mc.com>

Login to the website in the upper right hand corner



Email Address Password Login Sign Up
[I Forgot My Password](#)

Click **ADD MLS TO LIST**



Upload Listings Data File

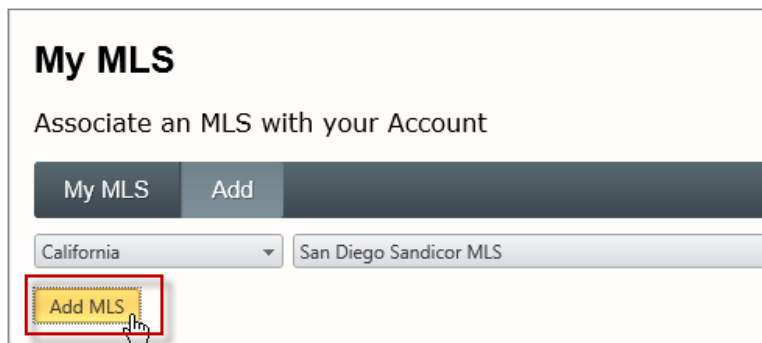
Upload Data Options

First Time? View the [Setup and Use Instructions](#) for your MLS.
Fill out the form below, select the data file you exported from your MLS and click NEXT.

MLS: **Add MLS to List**
FILE TO UPLOAD: **Browse**
EFFECTIVE DATE OF APPRAISAL:

Select your **STATE** and **MLS**

Then click **ADD MLS**



My MLS

Associate an MLS with your Account

My MLS Add

California

Add MLS

Uploading your Listings is EASY

Login to the website or if already logged in click **1004MC** in the **MENU**



Select your **MLS**

Then click **BROWSE**

Upload Listings Data File

Upload Data Options

First Time? View the [Setup and Use Instructions](#) for your MLS.

Fill out the form below, select the data file you exported from your MLS and click NEXT.

MLS: San Diego Sandicor MLS [Add MLS to List](#)

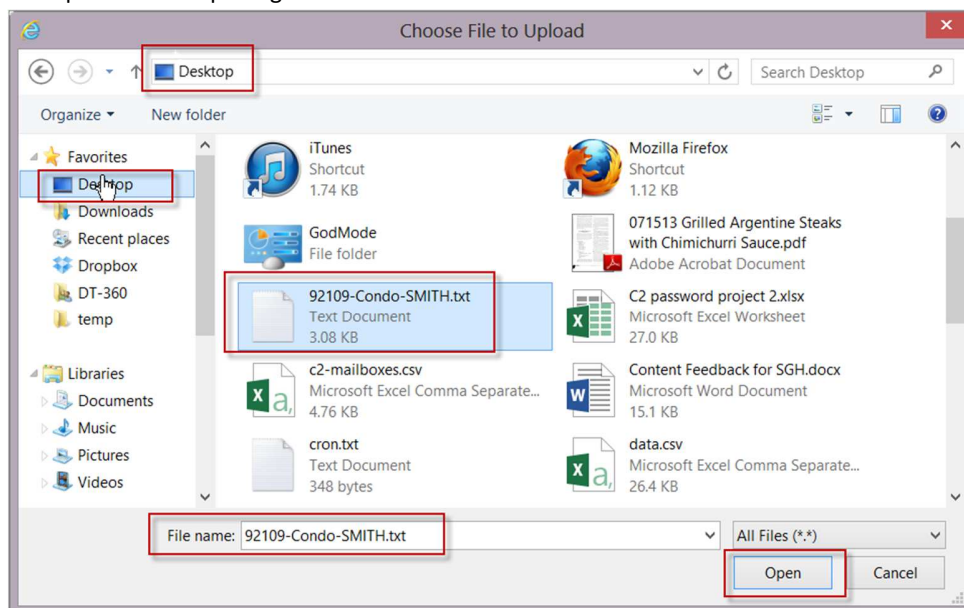
FILE TO UPLOAD: C:\temp\test-data\3-temp [Browse...](#)

EFFECTIVE DATE OF APPRAISAL: 6/16/2013

[NEXT](#)

Browse to your file and click **OPEN**

Example below is opening a file from the **DESKTOP**



Enter the **EFFECTIVE DATE OF APPRAISAL**

Then click **NEXT**

Upload Listings Data File

Upload Data
Options

First Time? View the [Setup and Use Instructions](#) for your MLS.

Fill out the form below, select the data file you exported from your MLS and click NEXT.

MLS: San Diego Sandicor MLS [Add MLS to List](#)

FILE TO UPLOAD: C:\temp\test-data\3-temp Browse...

EFFECTIVE DATE OF APPRAISAL: 6/16/2013 📅

NEXT

ONE TIME LISTING STATUS SETUP

The first time you upload a data file you will be asked to assign SOLD, ACTIVE, PENDING or OTHER for each unique listing status in your data file. For example, your MLS may use **CLOSD** for **SOLD**.

Select the **STATUS TYPE** for each **LISTING STATUS** in your data file.

Then click **SAVE**

1 Time Setup

Configure Status Types

For each status code from your MLS, assign the status type. Sold, Active, Pending, or Other

STATUS	TYPE	EXAMPLE STATUSES
CLOSD	▼	SOLD
PEND	<div style="border: 1px solid #ccc; padding: 2px;"> Active Sold Pending Other </div>	ACTIVE
ACT		PENDING
		OTHER

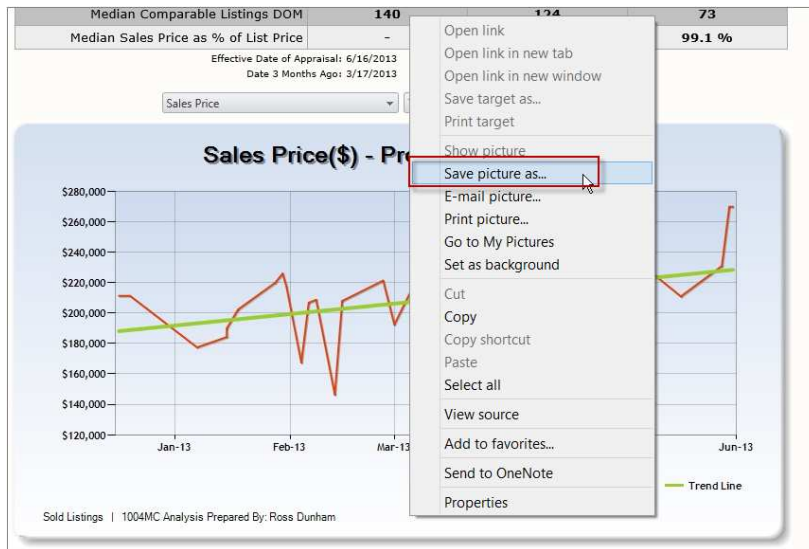
SAVE

You only have to do this one time per unique LISTING STATUS from your MLS.

TADA! Review your results and enter the values in your Appraisal Software

How to Save the Chart

RIGHT CLICK directly on the CHART(with the RIGHT mouse button) and select **SAVE PICTURE AS...**



The **CHART** is a **JPEG**, the same format as your digital camera.

You can add the photo into your appraisal using the same method that you would a **SUBJECT PHOTO**.

Want us to verify your setup?

Email us a data file if you would like us to review your setup. We will run your data file through our website and do a manual calculation to verify that you set everything up properly. Please allow 24 hours for this review process. Use our [CONTACT US](#) form, or just email your data file to SUPPORT@1004-MC.COM

Need more time to evaluate the website and our service?

Email us using our [CONTACT US](#) form or send us an email at SUPPORT@1004-MC.COM and we can extend your free trial. We are confident that if you use our service a few times that you will happily become hooked and signup.