

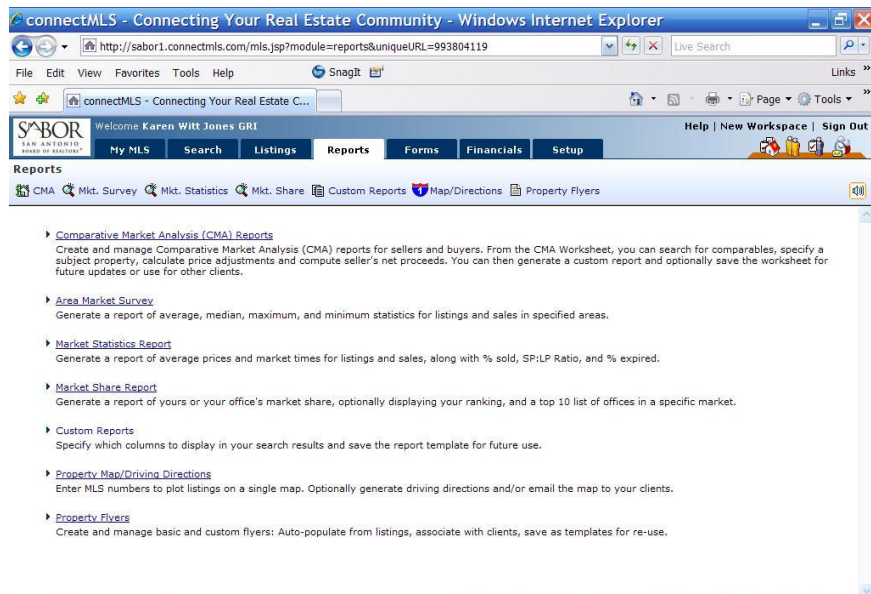
Instructions for the 1004 MC Spreadsheet for San Antonio 4

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For the 1004 MC it is important to gather the proper information from the San Antonio, Texas MLS. One tool that will do this is the **Spreadsheet For The 1004 MC** Excel program which I wrote and made available free to all appraisers. It is available by asking me by e-mail (donthepraiser@aol.com). These instructions tell how to use it.

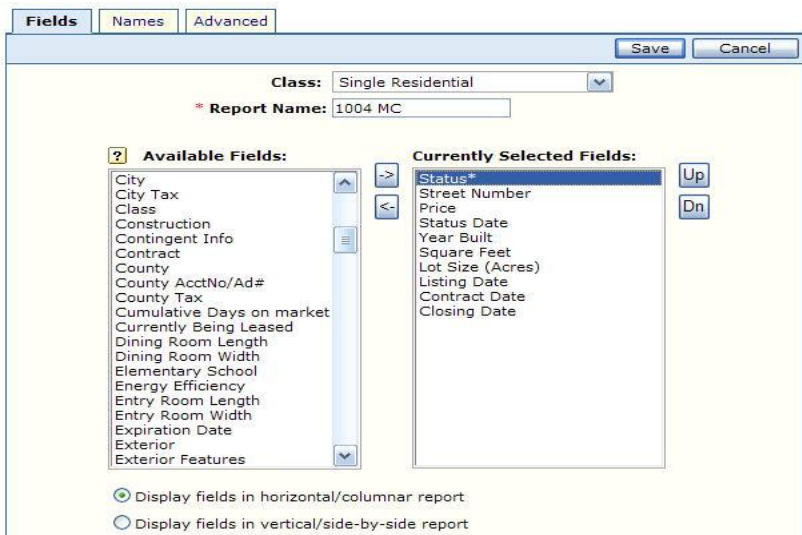
It makes it easier if the information is properly formatted when it is copied off the MLS and placed into a separate spreadsheet prior to being pasted into Spreadsheet program.

We can begin by setting our preferences so that your data is in the same order as is needed for the spreadsheet program. Once you make these changes in your MLS setting, you do not need to change it again. Click on “Reports” and click on “Custom Reports” (for setting up the export feature, which is what we will do here). We are going to change the order in which the data is given to us in the export.



You will then get a window like the one at the right. You can name this new export any name you want. Here we name it “1004 MC”. Move items from the left box to the right box in the order shown in the list below.

It takes you to another window which looks like the one to the left. Click on the icon “Add New Record”.



This is what is needed for the Spreadsheet program, in this order:

- 1) Status
- 2) Address – probably the Street Number is OK
- 3) Price
- 4) Status Date
- 5) Year Built
- 6) Square Feet
- 7) Lot Size (Acres)
- 8) Listing Date
- 9) Contract Date
- 10) Closing Date



You can have the MLS Number or other information first, as long as beginning with the category “Status” you have the same order as shown above. When they are in the correct order, click on “Save” at the top right corner of the page.



Now we are going to conduct the search and scoop up all the actives and solds in the past year, click everything but rented, the image at left is not correct. Pick Price Change and New too, all over the past year.

When you fill in the other search criteria, remember, we want comparables from the subject’s market area. You, the appraiser, have to decide what that is.

Choose your “Property Types”, Property Subtypes”, SF size limits, years built, lot sizes, areas (City, Zip, MLS region and/or draw a map), and anything else that describes “comparable” to you.

See the image at right. You can click on the “Add/Remove Fields” button to bring in the Closing Date and Off Market Date. For both, on the begin date, put a date at least one year ago. Put nothing in the listing date boxes.

Then hit the SEARCH button and let MLS deliver your data.

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Search Results - Single Residential

Refine Search 1 Line Summary Modify Show Quick Print Advanced Print Email

showing 1 to 40 of 476 listings

	MLS#	Status	Area	Str #	Dir	Street Name	LP/SP	DOM	BR	FB	HB	#Gar	SqFt	Type	Pho	Info
1	720431	SLD	0500	4831		Clemson	\$100,000	57	3	2	0	2	1664	SFD		
2	762798	PND	0500	4211		Ramsgate St	\$109,900	30	4	2	0	2	1477	SFD		
3	737259	SLD	0500	11526		Old Manse	\$116,000	17	3	2	0	0	2440	SFD		
4	724545	EXP	0500	3223		Leewood	\$123,000	20	3	2	0	2	1139	SFD		
5	707388	SLD	0500	13323		Blinn	\$123,500	3	3	2	0	2	1271	SFD		
6	754332	ACT	0500	4802		Loyola St	\$129,000	115	2	1	1	2	1128	SFD		
7	714569	SLD	0500	4242		Big Meadows Drive	\$129,000	53	4	2	0	0	1601	SFD		
8	753635	SLD	0500	13303		Syracuse St	\$129,900	115	3	2	0	2	1356	SFD		

Your results will display.

Then click on the icon on the upper right that looks like a green arrow pointing downward.

Export listings

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

All listings displayed in your search results.

Next>> Cancel

You will get a box like that shown at the left. Click on next. A box like that shown below will pop up. Click on the drop-down menu and click on 1004 MC. Then click next.

Export listings

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

All fields in this report: 1 Line Summary (Hint: Create custom reports)

Pocket Real Estate form 1004 MC

Toolkit CMA fields ?

Next>> Cancel

Export listings

Select a file format to use for the export process, then click Continue to begin downloading the file.

File format: Tab-delimited text

Tab-delimited text

Excel

Continue

You will get another box, like that at left. Click on the File Format Tab drop-down menu and click on Excel. Then hit Continue.

After a few moments you will see a window like that at right. Click on Save and save the Excel file to your desktop, remember what name you save it to.

File Download

Do you want to open or save this file?

Name: ConnectMLS_export.XLS

Type: Microsoft Excel Worksheet

From: sabor1.connectmls.com

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Close out MLS.

Open that file on your desktop and save as a work file. Then copy the first 10 columns of data (but not the Header Row, at the very top!) and paste into the Spreadsheet for 1004 MC Excel program.

End