

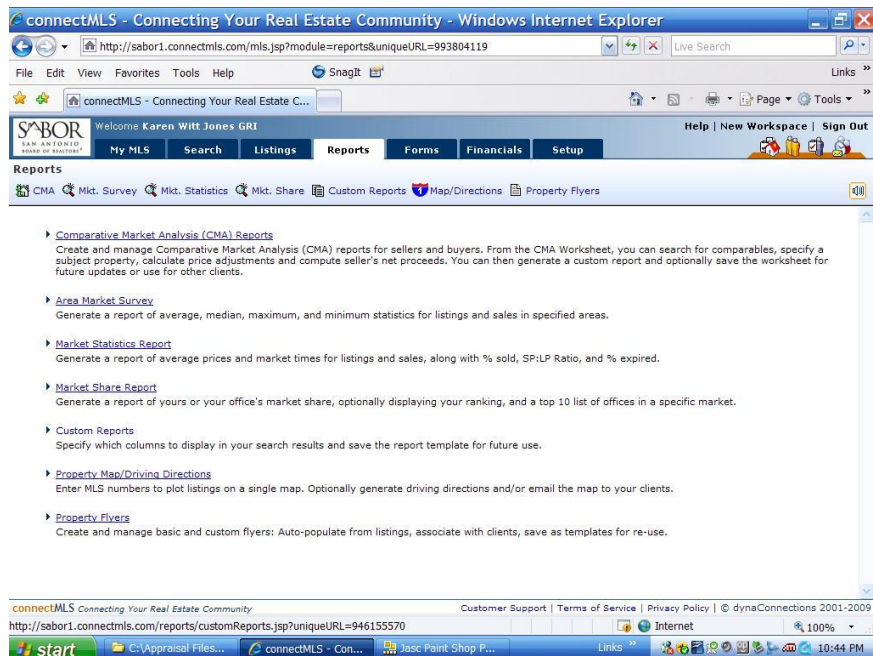
Instructions for the 1004 MC Spreadsheet for San Antonio 4b

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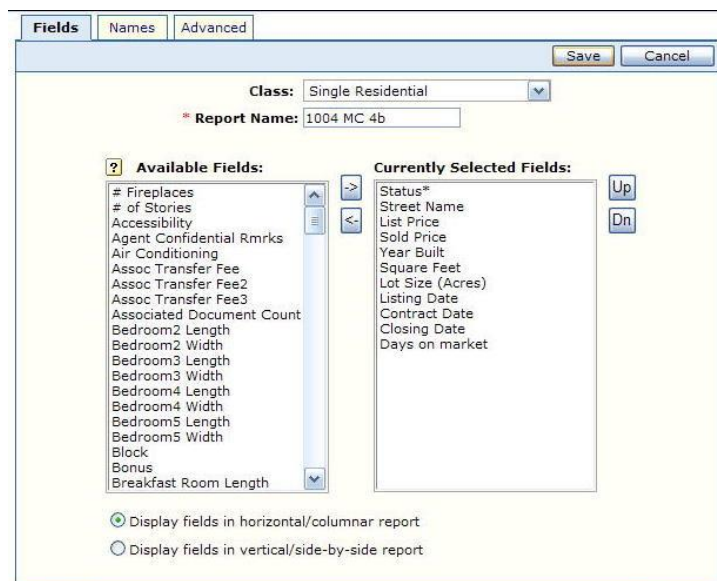
For the 1004 MC it is important to gather the proper information from the San Antonio, Texas MLS. One tool that will do this is the **Spreadsheet For The 1004 MC 4b** Excel program which I wrote and made available free to all appraisers. It is available at my web site: www.donsappraisals.com. These instructions 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.



It takes you to another window which looks like the one to the above. Click on the icon “Add New Record”. 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 4b”. Move items from the left box to the right box in the order shown in the list below.



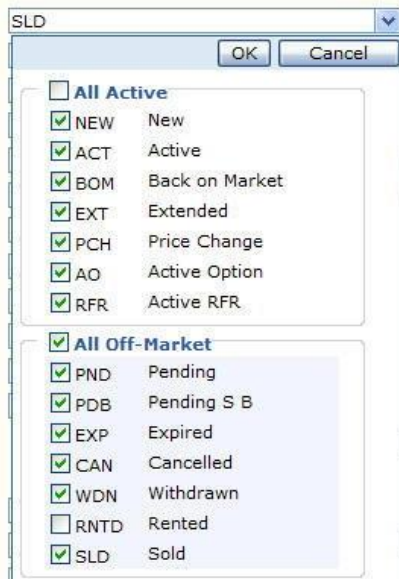
This is what is needed for the Spreadsheet program, in this order:

- 1) Status
- 2) Address – probably the Street Name is OK
- 3) List Price
- 4) Sold Date
- 5) Year Built
- 6) Square Feet
- 7) Lot Size (Acres)
- 8) Listing Date
- 9) Contract Date
- 10) Closing Date
- 11) DOM (not CDOM)

Currently Selected Fields:

Status*
 Street Name
 List Price
 Sold Price
 Year Built
 Square Feet
 Lot Size (Acres)
 Listing Date
 Contract Date
 Closing Date
 Days on market

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. Make it look like the snapshot at left.

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.

For Months Back (right) click on 12 months. Do not put any dates into the Closing Date boxes or the Listing Date Boxes.

You have a couple of options at this point.



1) Hit the count button. Then hit the Download Results button on your SEARCH page.

2) Hit Search and let the MLS deliver your data.

connectMLS - Connecting Your Real Estate C...

Welcome Karen Witt Jones GRI

Help | New Workspace | Sign Out

My MLS Search Listings Reports Forms Financials Setup

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 | | |

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.

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 4b. Then click next.

You are about to download 172 listings.

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

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

Pocket Real Estate form 1004mc

Toolkit CMA fields 1004mc Active Search MCA

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

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 11 columns of data (but not the Header Row, at the very top!) and paste into the Spreadsheet for 1004 MC 4b Excel program.

End