

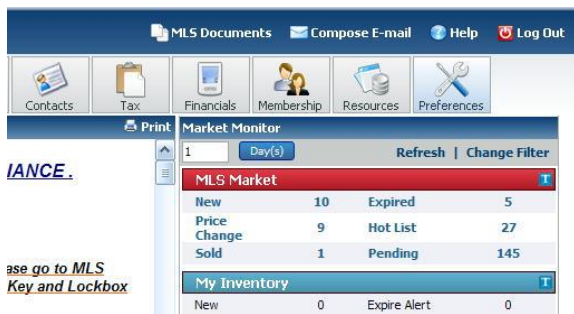
Instructions for the 1004 MC Spreadsheet For Paragon 4b

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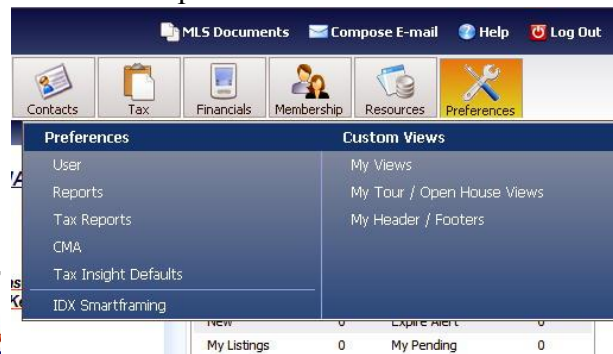
For the 1004 MC it is important to gather the proper information from the Paragon MLS. One tool that will sort this is the **Spreadsheet For The 1004 MC** Excel program which I wrote and made available free to all appraisers. It is available by going to my web site at www.donsappraisals.com these instructions tell you how to get the data from the Paragon MLS, in this case the **Tahoe-Sutter (CA) Paragon 4**.

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. There are three ways to get the data from this MLS to your computer. For Paragon I see no advantage for using the export function or copying and pasting the formatted Excel data from the MLS. Here I suggest the best way to do it. The last two pages show copy and paste. In any case, the first step is to set up the order of the items. This needs only to be done once, after that you have it set for life.

Log into Paragon and look at the opening page. On the far right you will find the box marked “Preferences”. Click on it.



You will find a box like that below. Click on “Reports”



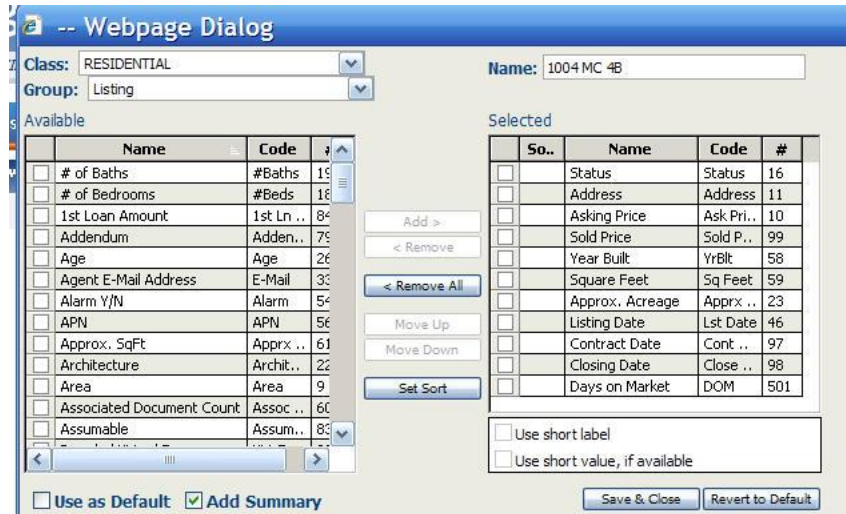
You will then see a box like that at left. Click on “Spreadsheets” and another window pops up. Click on MLS Defined Spreadsheet 2, or you may use Spreadsheets 3, 4 or 5. We will be changing the name to 1004 MC.

We will set this up for residential, but if you are going to appraiser duplexes, or other properties, then you will have to set up an export for each class. The class is seen at the upper left of the box.

The Webpage Dialog box will open. Click on the item on the left box and click “Add” to move it to the right box, which is the order in which the data will be delivered to you. Once it is in the right box, you can check it and move it up or down to change the order. Be sure to unclick the box when you move to the next item.

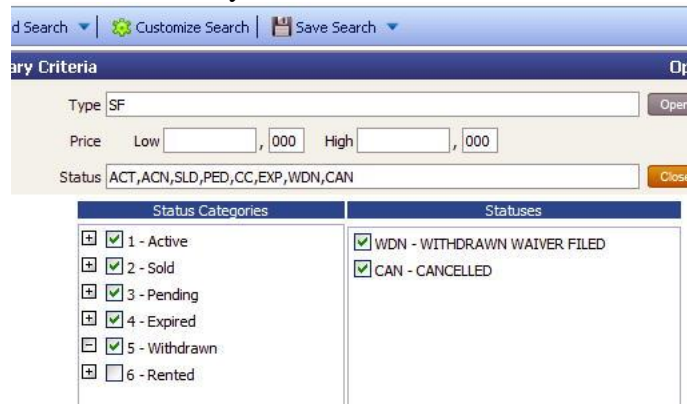
Put the headings in this order:

- 1) Status
- 2) Address
- 3) Asking Price
- 4) Sold Price
- 5) Year Built
- 6) Square Feet
- 7) Approx Acreage
- 8) Listing Date
- 9) Contract Date
- 10) Closing Date
- 11) Days on Market



You may place other indicators both before and after those 11 items (I do not recommend it), but just be sure these 11 items are in order and consecutive. It is OK to name this spreadsheet 1004 MC. Be sure to hit the “Save and Close” button at the bottom when you are done.

Now you are set up to get your data from the MLS to your computer. You do not ever have to change the order again for the 1004 MC, unless the spreadsheet changes and requires more. We are now ready to collect the MLS data for the 1004 MC.

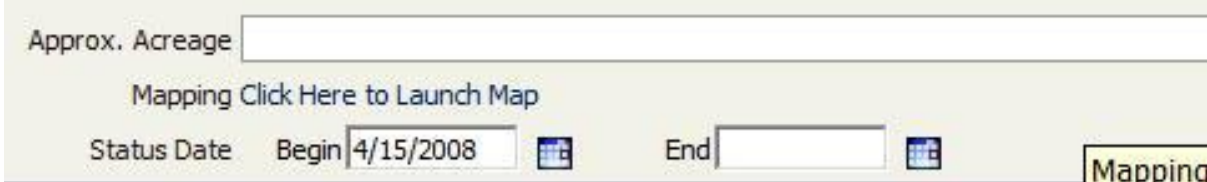


Click on Search, Residential.

Then open the Status box, as shown at left.

Click on all categories as shown. You may want to unclick REO or Short Sales if they are not comparable to your subject. But be sure to click the Pending, Expired and Withdrawn boxes too. After you select “Type”, location, SF parameters of the house, etc (you are the appraiser, and must choose comparables),

you will have an area to select Status Date Begin and End. If you don’t have this feature available on your search page, click on the “Customize Search” button near the top and import the Status Change Date option.



For Status Date Begin choose a date more than one year prior to your Date of Value. For the end date you may leave it blank or put in the Date of Value. If you have boxes asking for the List Dates, leave those blank.

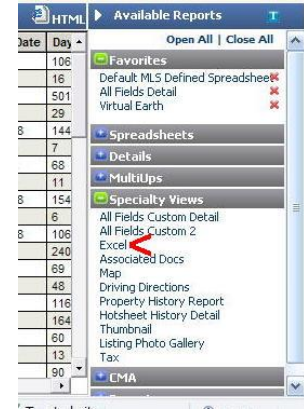
Then click search. In a few seconds you will have your Results page.



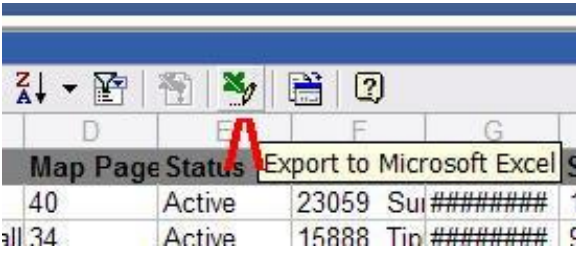
When the results are displayed, go to the right side of the page and click on “Spreadsheets”, then “1004 MC”. The data will re-display. Make sure you get all the entries if you have more than 100. Then click on “Specialty

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Views”, then click on Excel. The data will now be displayed in Excel format in the same order we placed it in earlier.

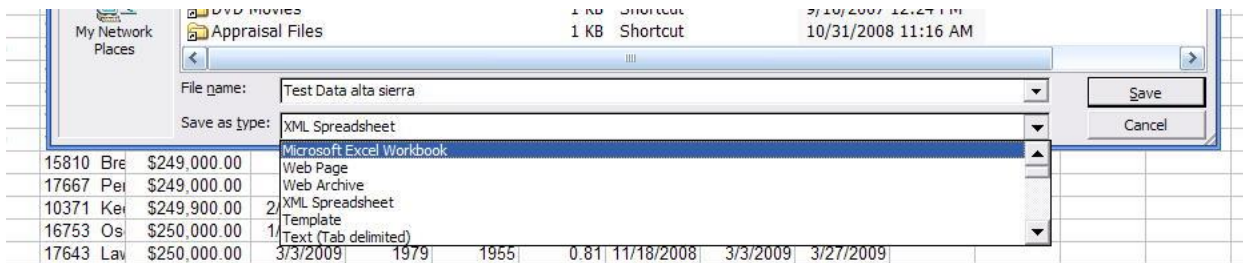


Now we have one more click to place the data on to our computer. This is an icon above and center of the data. It looks like a green “X” with a pencil next to it. IF THAT IS NOT ON YOUR COMPUTER, GO TO THE NEXT PAGE. Click on it and the data will automatically open the Excel program on your computer and paste the data



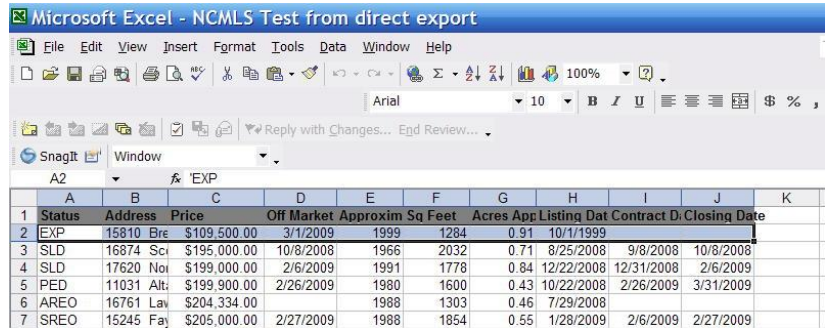
onto your computer. You may now log off the MLS.

You may now log off the MLS.



This file should be saved, although that is not necessary if you just want to grab data and paste it. But if you do want to save it, be sure to change the Type of file to “Microsoft Excel Workbook” (it will want to default to “XML Spreadsheet”, don’t save it as that).

To copy the data, highlight only the data, not the header. Left click on the A2 box, hold down the shift key and arrow right to column K. Then hold down the Control and Shift key, and tap the down arrow key to get all of your data. Paste into 1004 MC program.



How to Export MLS Data From Paragon

Now that the columns are in order, you may use either the Microsoft Excel Export function (shown on the previous page) or the Simple Export function shown here to get the data to your computer.

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Next 100

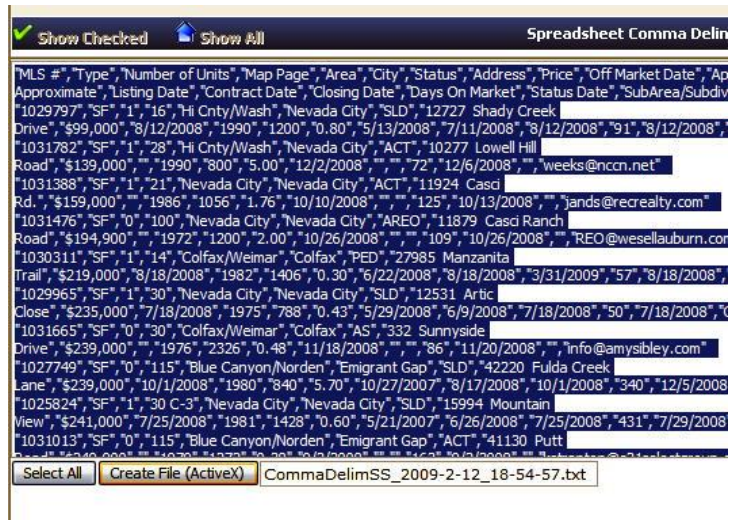
Get All

Make sure you have all results, hit the buttons at left.

Now you'll get a bunch of numbers like that shown here. Click on "Select All" then "Create File" (lower left). The data will be placed onto your computer. Remember where it is placed.

You can now log off of the MLS.

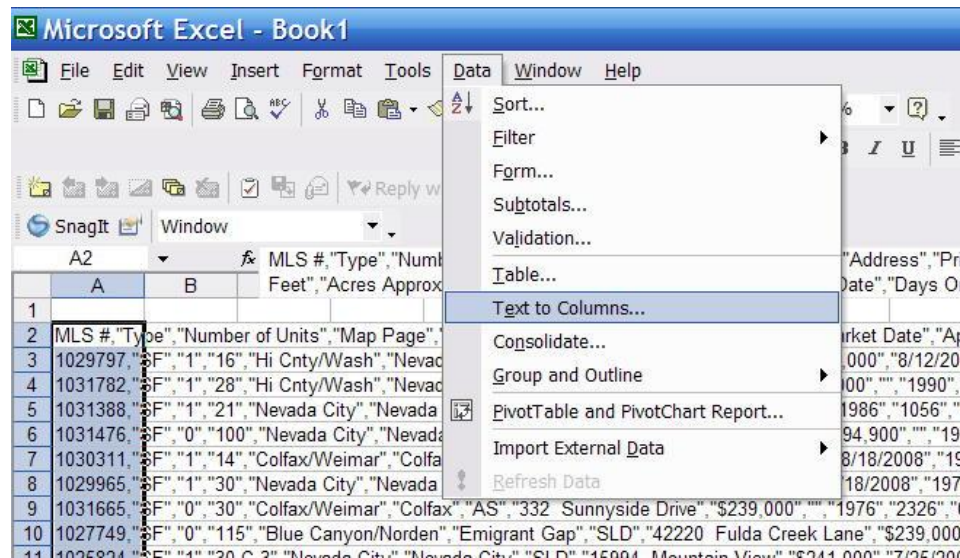
But we still are not done yet, we have to convert the file that you have just downloaded to Excel, then place it into columns.



There are two ways to get this started:

- 1) Double-click on the file, it will open in Notepad. Click on Edit/Select All, then copy and paste it into an empty Excel spreadsheet OR.
- 2) Double-click on the file and it will open in Excel. It will still look messed up.

Click on the top of the far left column, then go to "Data/Text To Columns".



At the first dialog box, hit “Next”. Then you’ll see a box like that below right.

Click on “Comma” and hit finish.

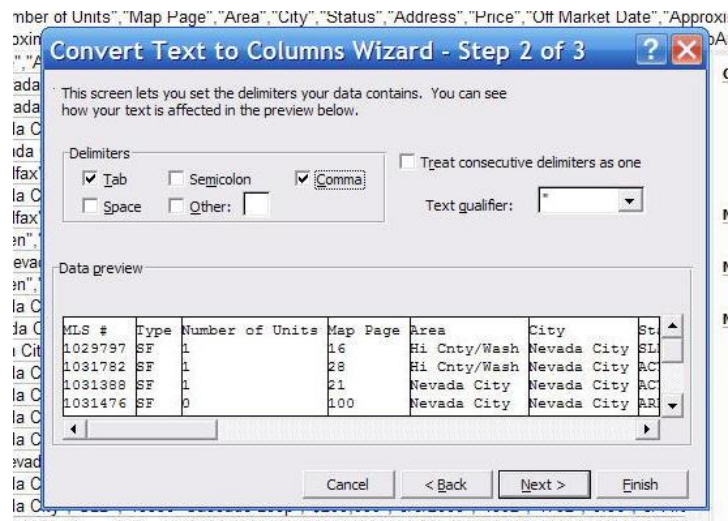
The data will now be properly formatted into the spreadsheet.

Save this spreadsheet for your work file.

Now here is a shortcut to get the data from this spreadsheet to the 1004 MC spreadsheet.

Open your raw data file.

Place your cursor on the first cell for your status data (not the header!), this is usually Box B1.



Hold the shift button on your keyboard down with your left hand. Tap on the Right Arrow Key until you have highlighted all of the top line that you wish to copy.

Then place your fingers on your left hand on both the Control and the Shift key, hold both of them down. Now tap, (only one!) the Down Arrow Key.

You have now highlighted the data. To copy it to the clipboard (a hidden place in your computer), hold down the Control key and tap the letter “C” on your keyboard.

Paste this data into the Spreadsheet for the 1004 MC.

Follow the directions at the top of that spreadsheet.

End