

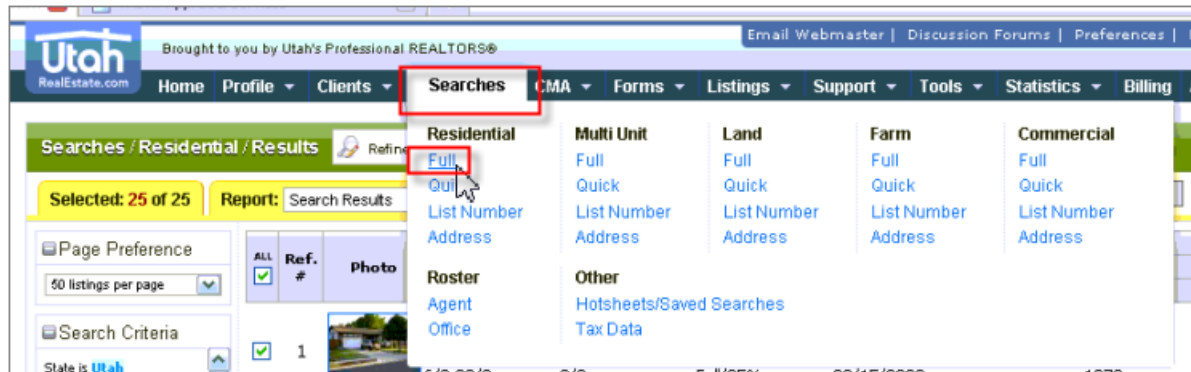
## Downloading Data – WFRMLS

### Wasatch Front Regional MLS

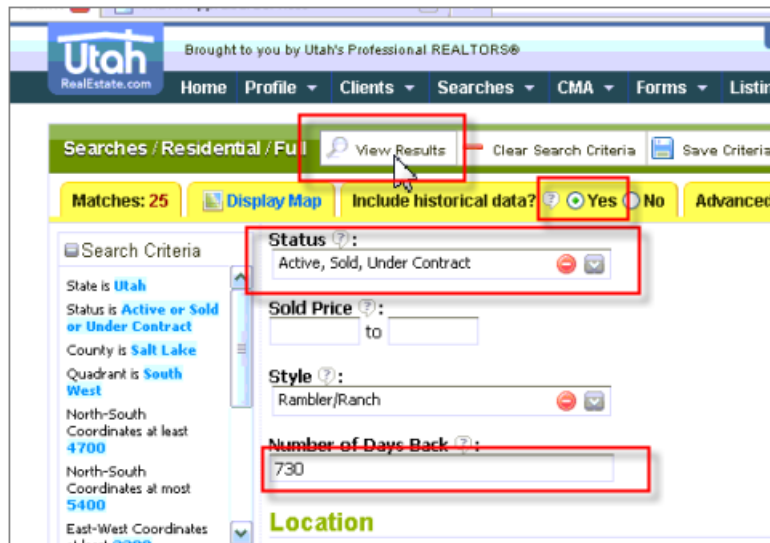
**Enter your search criteria to create your Comparable Sales Result Set.**

You can use ANY of the fields that you want to create your comparable **SEARCH RESULTS**. You can use sq footage, bedrooms, geography, school district, etc. ANY fields that you need to create a SEARCH RESULT of COMPARABLE sales based on your subject property.

Select SEARCHES and then choose the TYPE OF PROPERTY you are searching on and select FULL SEARCH. We are using RESIDENTIAL for this example.

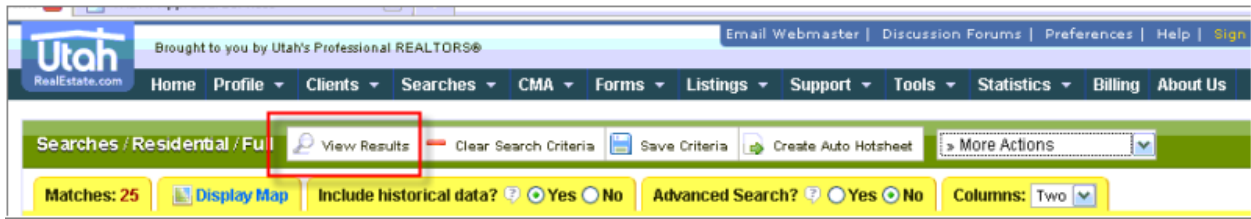


Select **ALL ACTIVE**, **UNDER CONTRACT**, and **SOLD** listings  
Going **730 Days Back**

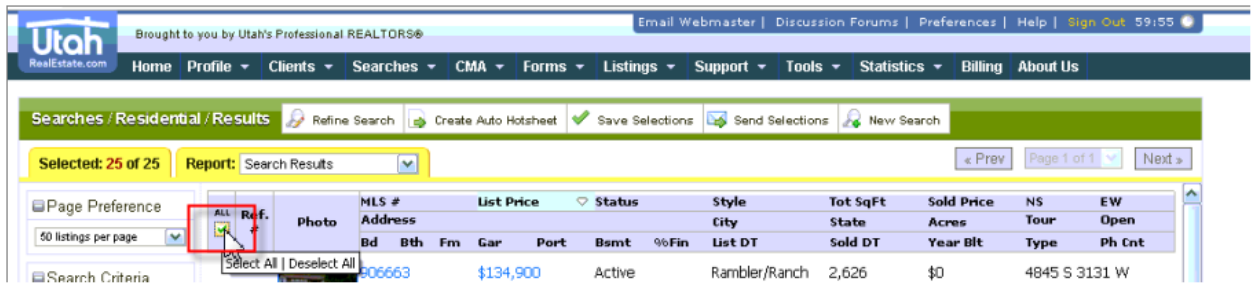


We select 720 days of listings so that we can obtain listings that LISTED prior to the 7-12 month time frame, but closed in one of the time periods we are reporting on. You can reduce the time period to 18 months if you obtain more listings then you can download within the limitation of the MLS.

Click on **VIEW RESULTS** to run the **SEARCH**



Click on **SELECT ALL**



Select **REPORT** then click **EXPORT REPORT**



Enter the SECURITY CODE

Then choose STANDARD DATA

Then choose TAB

Be sure that the LEGACY FORMAT is CHECKED

Then click DOWNLOAD DATA

**Export Listings**

**Instructions**

1. Complete the below security question.
2. If exporting data for general purposes, select your data set and format. Click the "Download Data" button.
3. If exporting for a vendor application, select the application export. Click the "Download Data" button.
4. Or simply click the "Download Photos" button to retrieve photos for the selected listings.

For details on each of the formats, please click the respective help icon.

**Security Code**

Please enter the text above:

**Export Listing Data**

**Select Data:**

- Standard Data
- Custom Data

**Select Format:**

- TAB - Tab Delimited Values
- CSV - Comma Separated Values
- PSV - Pipe Pipe Separated Values
- XLS - Microsoft Excel Spreadsheet

Legacy Format

**Vendor Exports**

**Select Vendor Export:**

- XpertCMA Export
- Quicklist CMA Data Export
- DataMaster Data Export
- Top Producer Data Export

**Export Listing Photos**

Click the button below to download photos. This export file is known to work with:

- Quiklist CMA
- Top Producer

Please pay attention to where you save the file on your hard drive. Most programs will ask you where the file is saved to.

**NOTE: Ignored properties will not appear in the export.**

Click on SAVE FILE, then choose OK

**Opening res\_standard\_export.tab**

You have chosen to open

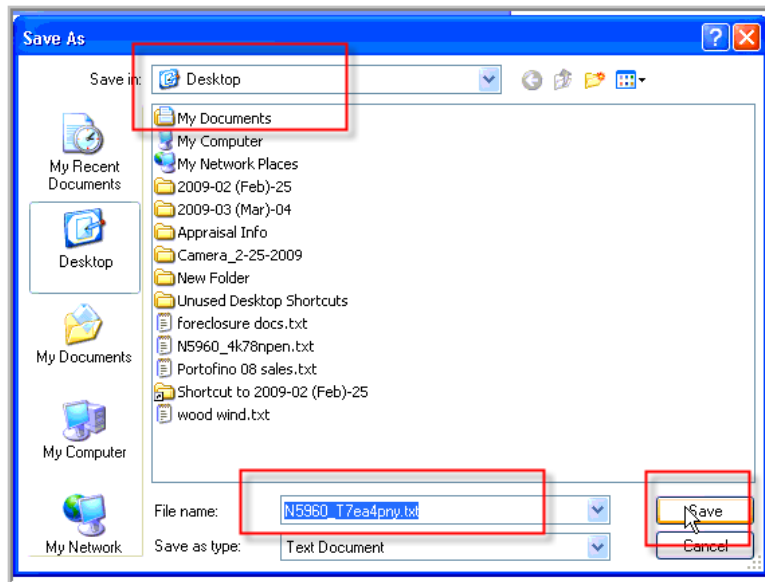
**res\_standard\_export.tab**  
which is a: TAB file  
from: http://www.utahrealestate.com

What should Firefox do with this file?

- Open with - DownThemAll
- Save File

Do this automatically for files like this from now on.

Save the file to your computer. I like to save files on my **DESKTOP** so I can find them easy.  
**NAME** the file, or remember what it is called so you can upload it in the next step.



**You're DONE!!**

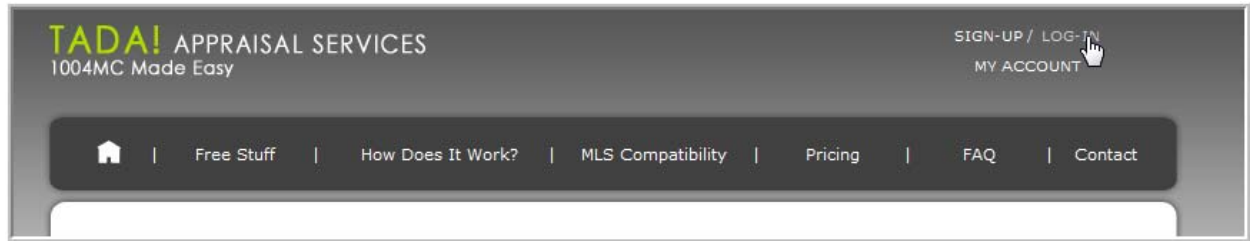
**Your data file is now on your desktop.**

**You can UPLOAD your file to the TADA! Analysis Tool**

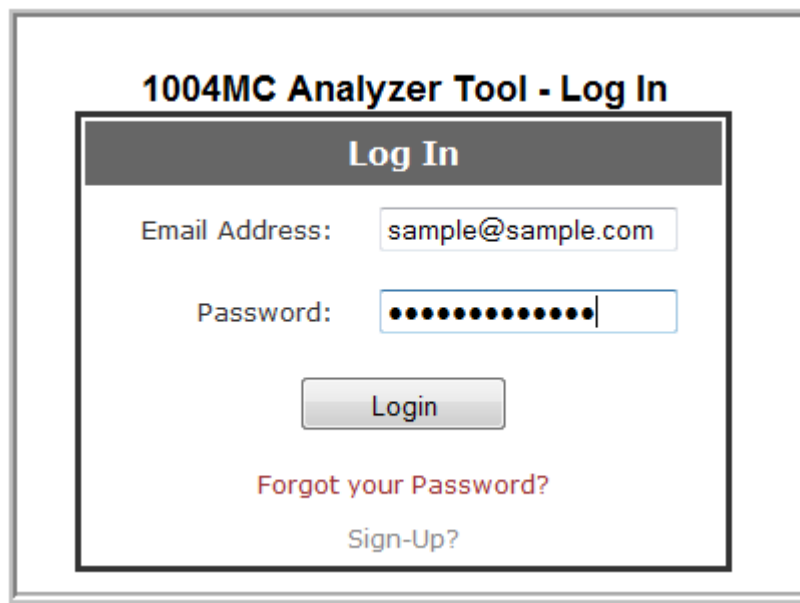
## Uploading the Data is EASY

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

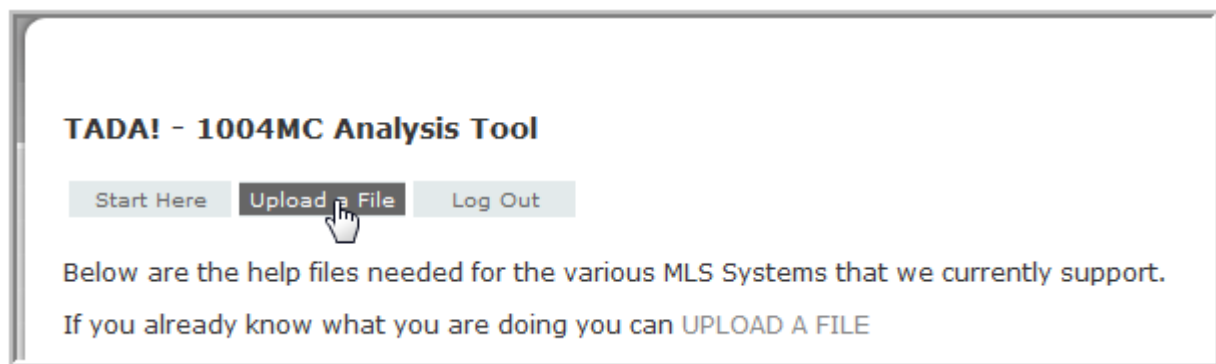
Click on **LOG-IN**



Login



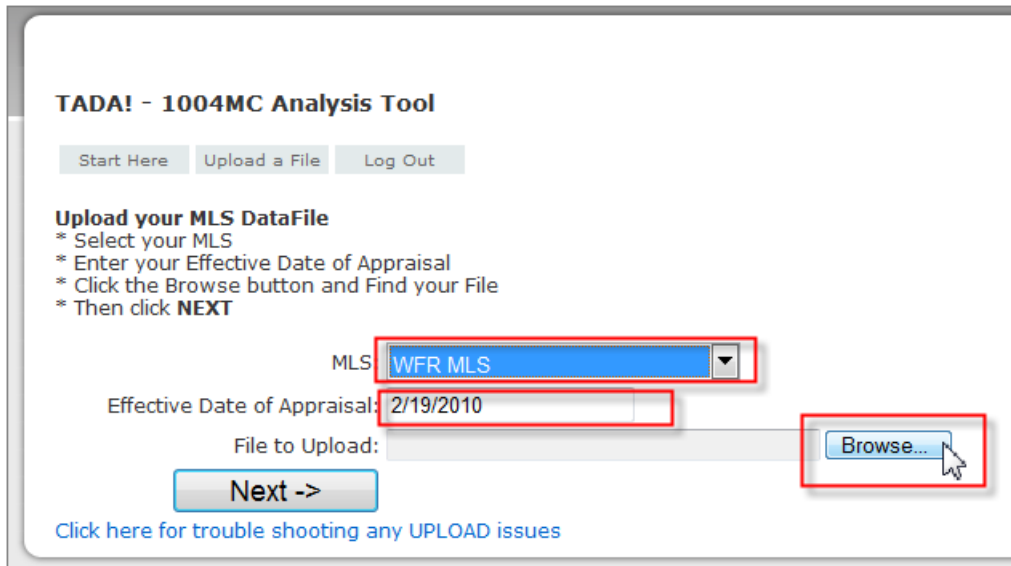
Click on **UPLOAD A FILE**



### Choose **WFR MLS**

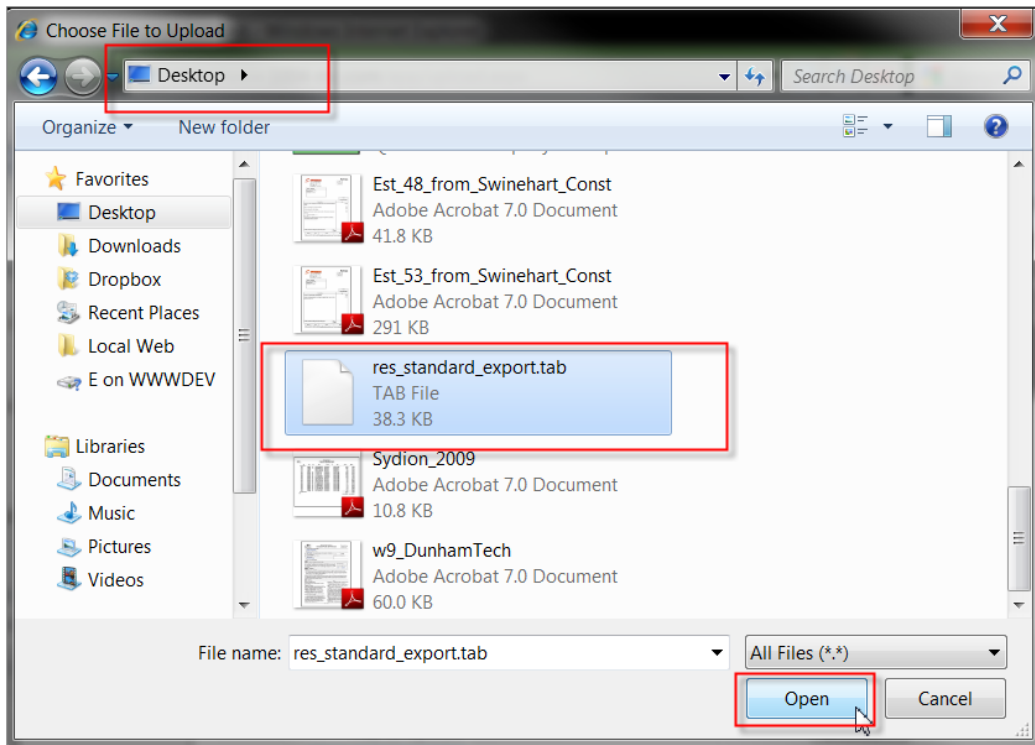
Enter your **EFFECTIVE DATE OF APPRAISAL**

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! - 1004MC Analysis Tool**

Start Here Upload a File Log Out

**Upload your MLS DataFile**

- \* Select your MLS
- \* Enter your Effective Date of Appraisal
- \* Click the Browse button and Find your File
- \* Then click **NEXT**

MLS: WFR MLS

Effective Date of Appraisal: 2/19/2010

File to Upload: C:\Users\rduham\Desktop\res\_standard\_exp Browse

**Next ->**

[Click here for trouble shooting any UPLOAD issues](#)