Why Export MLS Data

CompCruncher uses data from your MLS system to do its regression analysis and sales & listings comparisons. Due to the regression analysis in the CVR report, CompCruncher needs as many records as possible from your MLS system. You will need to set your MLS search parameters so that ALL sales & listings can be exported.

Each MLS system varies slightly in how it exports data, but AppraisalWorld has obtained information for most national MLS providers on how to set up the data export. The second half of this guide will walk you through that process.

What to Export

The following is the criteria for your MLS export:
1) The export should be a specific address of a recent appraisal you have done for a client
2) You will export a total of at least 100 but preferably not more than 500 records including:
    a. Actives
    b. Pendings c.
    Solds
3) The ideal format for exports is a tab-delimited text (.txt) file. If that's not available, please export a
comma separated values (.csv) file
4) Data must** include column headings

**In order for CompCruncher to correctly map the MLS data to the proper data fields within the software, the MLS export must contain column headings. Please note that some MLS systems do not
automatically include column headings (aka field labels) as part of the data export. Please be sure to select the box to include column headings if this is an optional choice with your service provider.

What Fields to Choose

The following pages include the fields to be exported and used in CompCruncher. Additionally, at the end of the document, you will see a list of alternative field that may be used by your MLS system. Although the list contains many options for names, it is certainly not all-inclusive. You may need to check the data within your MLS to find the proper field name. The guide also includes options for certain fields. For example, some appraisers use DOM for days on market whereas others use cumulative DOM. The field guide presents such options for the appraisers' consideration.
Please be sure to include all the fields on this list that are available and in the order specified below. Once you have exported your data, please send it to
MLS@appraisalworld.com for review at least oneweek prior to your first day of training. Remember that you will have to export actives, pendings and solds for everyCVRyouare providing (you do not have to do a MLS export when you are providing a CVR report on a property in the same neighborhood within a short time of the property you valued.

How to set up your custom MLS File

1. Click the "File" menu dropdown and select the "Import From" option then select "MLS Import Wizard"

2. Select the file you want to import by clicking the "Select" button, then browse to the location of your MLS data file
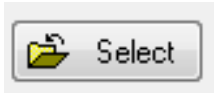
3. Select the file delimiter using the radio buttons in the Delimiter section
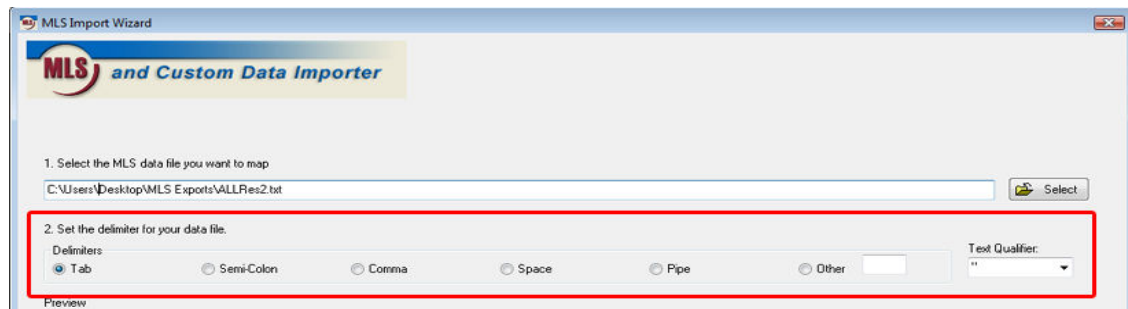
4. Once the delimiter is set your data will show in the Preview section. Click the Next button to continue.
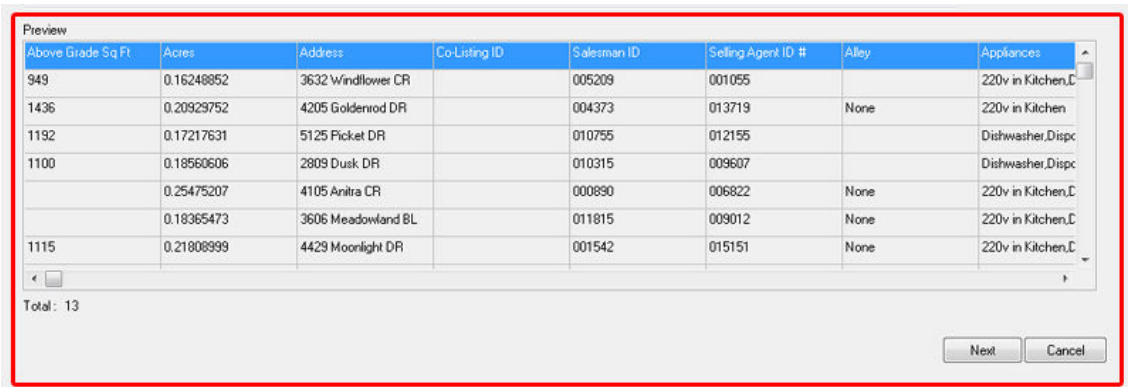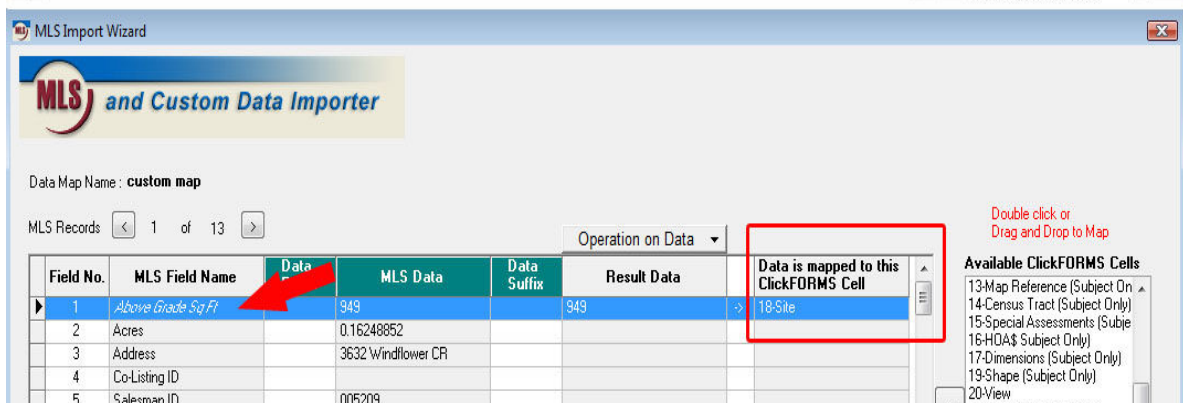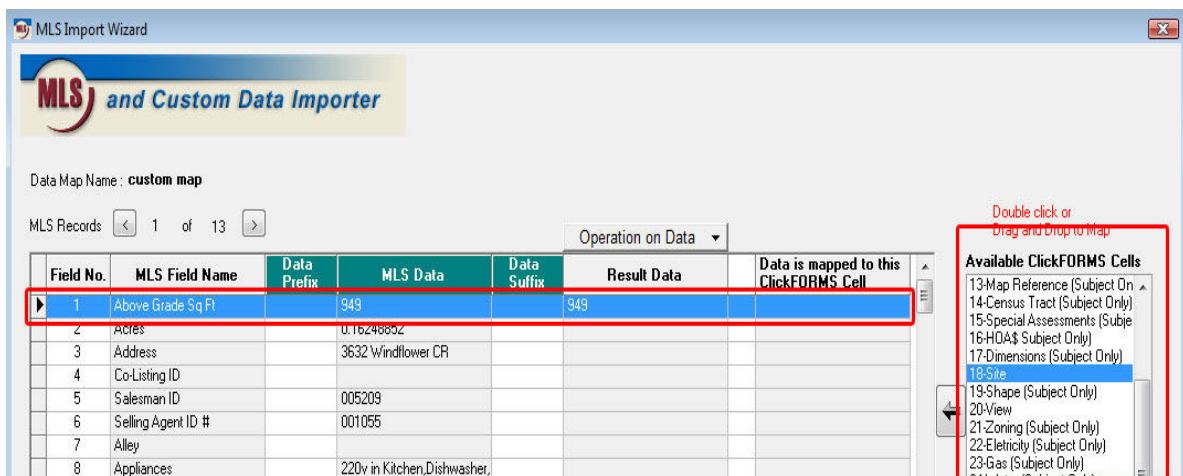

5. Click the "Create" button, enter your Data Map file name and click OK

6. Click on the first field then locate the corresponding available ClickFORMS cell from the selection box at the far right of the window. Double click the ClickFORMS cell name to "map" the selected MLS file field. Once the field has been mapped the MLS Field

Name will change to *italic* to indicate it has been mapped.

7. Once you have completed mapping the MLS file click the "Save" option then click "Next"

8. Select where in your report you want the MLS data to be imported by using the black drop-down arrows (Ex: Subject, Comp1, Comp2, etc.). Click the Import button to import the MLS data into your report

© Bradford Technologies, Inc. All Rights Reserved.

302 Piercy Road, San Jose, California 95138 | 800-622-8727 | www.bradfordsoftware.com

No part of this document may be reproduced in any form or by any means without the written permission of Bradford Technologies.
Information in this document, including specifications of products, services and prices are subject to change without notice.

Operation on Data button options:

1. To **Add**, **Subtract**, **Multiply** or **Average** the contents of multiple fields select the first field then hold the "ctrl" key down, select the second field. Click the Operation on Data drop-down and select the Operation you'd like to perform.

2. To **merge** the contents of two fields select the first field then hold the "ctrl" key down, select the second field. Click the Operation on Data drop-down and select the "Merge" option. Once the fields have been merged, locate the field you'd like to map the resulting data to in the list of Available ClickFORMS fields

Prefix and Suffix data Columns:

1. Enter text in the Data Prefix column to add additional information to the beginning of the data being imported from your MLS

2. Enter text in the Data Suffix column to add additional information to the end of the data being imported from your MLS